THE SOURCE

NC eProcurement Monthly Newsletter

TOP STORIES IN THIS NEWSLETTER

Tips and Tricks
Selecting UNSPSC Commodity Codes

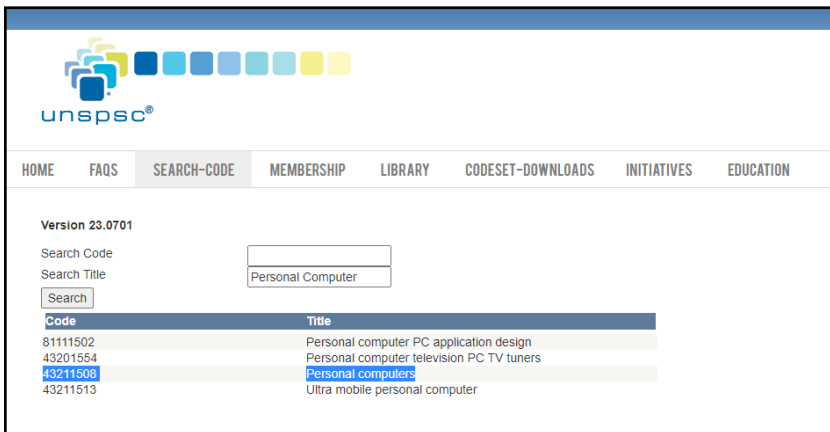**Buyer Training**
Learn how to use the NCEP Buyer Tool

New NCEP Buyer Self Learning Materials Published

TIPS AND TRICKS: FINDING COMMODITY CODES USING THE UNSPSC WEBSITE

As part of the 2020 upgrade of the NC eProcurement system, the State of North Carolina adopted UNSPSC commodity codes as the new commodity protocol. When creating an Ad Hoc requisition in Guided Buying or a Non-Catalog requisition in Expert View, users must enter a six-digit commodity code which can be found by searching through the open-source UNSPSC website.

The UNSPSC website allows users to search for items by name, or by code if the first two or four digits are already known. Although UNSPSC commodity codes can be specified down to the eight-digit level, NC eProcurement requires only six digits (three levels). As an example, searching 'Personal Computer' on the UNSPSC website results in a commodity code of **43211508**, but NC eProcurement requires a user to enter only **432115**.

For more information on how to select the right commodity codes, please see the Selecting Commodity Codes web page.

NEW SELF-LEARNING MATERIALS FOR NC ePROCUREMENT BUYER

The NC eProcurement website now contains five unique learning paths to assist users in becoming proficient with purchasing through NC eProcurement. Each learning path is dedicated to the nuances of the user's entity and role in the purchasing process, and includes relevant information to use the system with their financial system.

The two specific learning paths for the Department of Transportation and the Division of Employment Security & Division of Workforce Solutions have consolidated written guides designed to enable a quick understanding of the system. For more information about the different learning paths available, please visit the NCEP Training Site.