

# THE SOURCE

STATE DEPARTMENT STATE BRANCH  
LOCAL GOVERNMENT CITY COUNTY  
COMMUNITY COLLEGE PUBLIC SCHOOL  
**NORTH CAROLINA ePROCUREMENT PURCHASE**  
ONLINE SHOPPING STATEWIDE TERM CONTRACT  
ELECTRONIC VENDOR PORTAL HUB CERTIFIED VENDOR  
QUOTE PUNCHOUT CATALOG  
PURCHASE ORDER  
SOURCING  
BIDDING  
BUY

## NC eProcurement Monthly Newsletter

OCTOBER 2020 EDITION

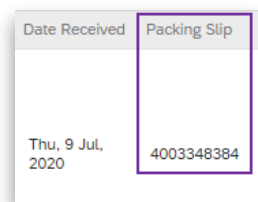
### TOP STORIES IN THIS NEWSLETTER



**NC eProcurement Sourcing Application is Live!**



**Tips and Tricks**  
Selecting UNSPSC Commodity Codes



**Tips and Tricks**  
Receiving Packing Slip Numbers

### NC eProcurement Sourcing Application is Live for Pilot Entities

The NC eProcurement team is proud to announce that NC eProcurement Sourcing is now live. NC eProcurement Sourcing manages Sourcing Events, allows for Vendors and State Agencies to easily communicate during a public solicitation, compares Vendors' proposals, and initiates a contract.

The Division of Purchase and Contract will be the first entity using this new application, and only pilot sourcing events will be posted in November and December. The application will then be rolled out to other State Agencies in 2021.

Discover what NC eProcurement Sourcing can do by visiting the [NC eProcurement Sourcing Training Page](#), which includes an overview of the application given by our very own Mr. Simon Sourcing!

### Welcome to NC eProcurement Sourcing

NC eProcurement Sourcing is a comprehensive tool that allows users to manage Sourcing Events at both the State and Agency level and allows for vendors and entities to easily communicate during a public solicitation. There are several benefits to the Sourcing tool, including document storage, electronic approval flows, and the easy integration between a completed Sourcing Project and the related Contract Workspace. The video to the right will give you a brief introduction to NC eProcurement Sourcing, presented by our very own Mr. Simon Sourcing!

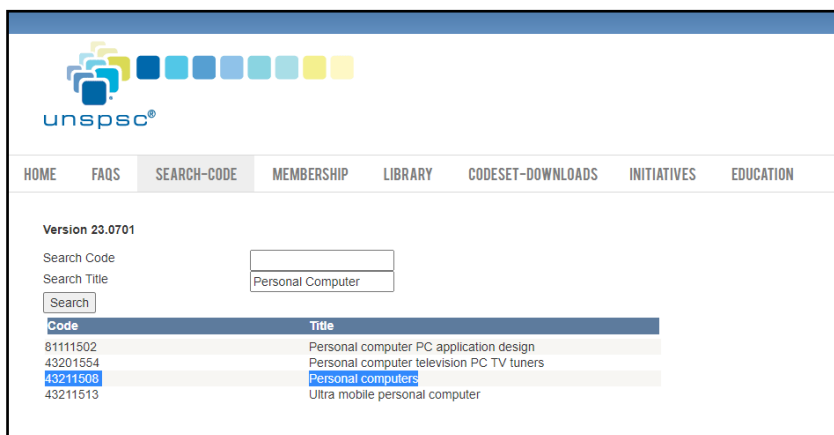
[NC eProcurement Sourcing Login](#)

### 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.



### TIPS AND TRICKS: RECEIVING PACKING SLIP NUMBERS

When entering receipts into NC eProcurement, users must be sure to enter the unique packing slip number included with the shipment. Although uncommon, some users have entered identical packing slip numbers for multiple shipments, resulting in difficulty when attempting to later unreceive some of those items.

Unreceiving items requires the receiver to enter the exact packing slip number of the original receipt in order to properly integrate with NCAS. In the event that a receipt fails to properly import into NCAS due to this issue, please notify your entity's **NC Receipt Editor**. For more information about receiving, please reference the [Receiving Job Aid](#) or the [NC Receipt Editor Job Aid](#) on the NC eProcurement website.

