This newsletter was sent to all NCAS State Agency users. Questions about information covered in this newsletter? Send an email to ephelpdesk@its.nc.gov.

TOP STORIES IN THIS NEWSLETTER

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 webpage.

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.

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!

Tips and Tricks: Finding Commodity Codes Using the UNSPSC Website

Tips and Tricks: Receiving Packing Slip Numbers

NC eProcurement Sourcing Application is Live!