

THE SOURCE

NC eProcurement Monthly Newsletter

OCTOBER 2020 EDITION

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.

Code	Title
81111502	Personal computer PC application design
43201554	Personal computer television PC TV tuners
43211508	Personal computers
43211513	Ultra mobile personal computer

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](#).

Learning Paths		
NCAS State Agencies	EPLite Entities	
Users belonging to State government agencies that use the NCAS financial system.	Users belonging to Community Colleges and local school systems (LEAs).	
Non-Integrated Entities	Department of Transportation	DES & DWS
Users belonging to non-integrated agencies including local governments, charter schools, and non-NCAS State government agencies such as the Office of the Governor.	Users belonging to the North Carolina Department of Transportation.	Users belonging to the Division of Employment Security or the Division of Workforce Solutions.