

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

April 2022 Edition

TOP STORIES



Sourcing Tips and Tricks: Downloading Attachments



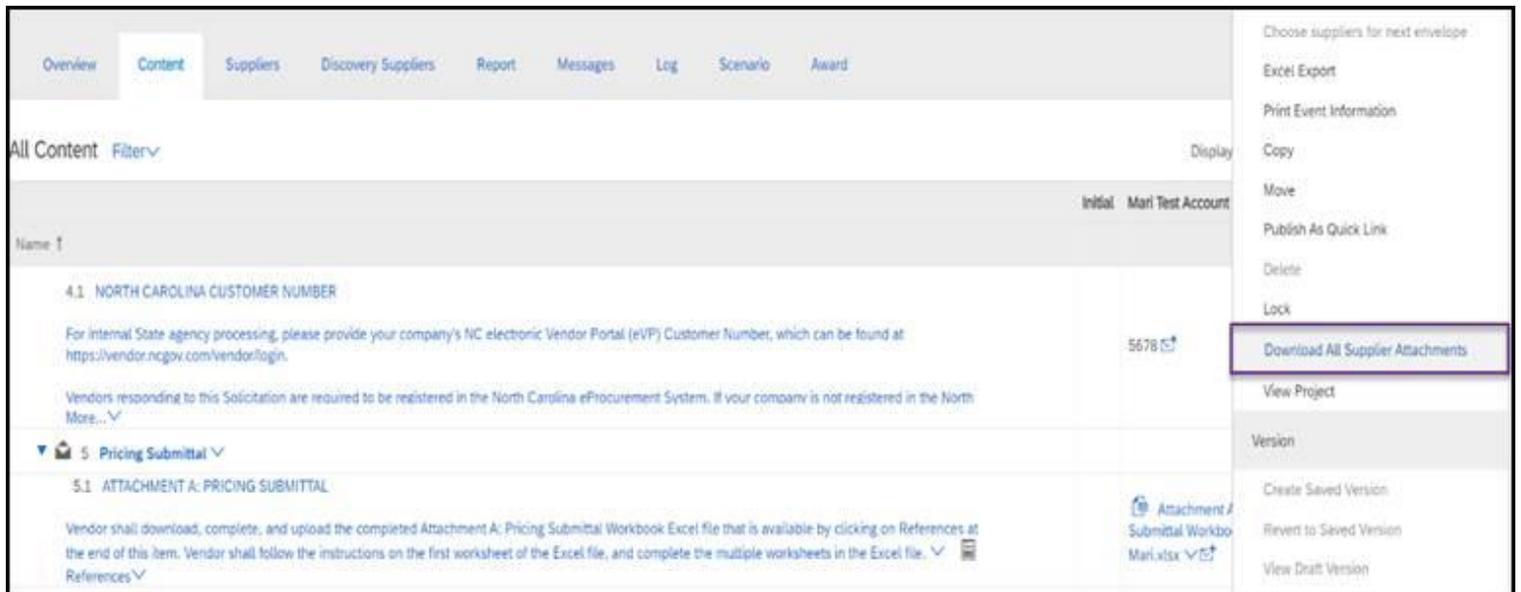
Tips and Tricks: Commodity Codes for Services



Training Roundup

SOURCING TIPS AND TRICKS: DOWNLOADING ATTACHMENTS

After the Sourcing Event reaches the response due date, the event status changes to **'Pending Selection.'** Once the **'Envelopes'** are opened, responses can be reviewed. On the **'Content'** tab of the Event, the documents vendors have uploaded are available. The system can conveniently download all of the documents at the same time for review. To do this, click the **'Actions'** drop-down menu in the top right corner and select **'Download All Supplier Attachments.'**



The screenshot shows the 'Content' tab of the eProcurement system. The top navigation bar includes 'Overview', 'Content', 'Suppliers', 'Discovery Suppliers', 'Report', 'Messages', 'Log', 'Scenario', and 'Award'. The main content area displays a table of attachments with columns for 'Name', 'Initial', and 'Mari Test Account'. The first attachment is '4.1 NORTH CAROLINA CUSTOMER NUMBER' with a description: 'For internal State agency processing, please provide your company's NC electronic Vendor Portal (eVP) Customer Number, which can be found at https://vendor.ncgov.com/vendor/login.' The second attachment is '5.1 ATTACHMENT A: PRICING SUBMITTAL' with a description: 'Vendor shall download, complete, and upload the completed Attachment A: Pricing Submittal Workbook Excel file that is available by clicking on References at the end of this item. Vendor shall follow the instructions on the first worksheet of the Excel file, and complete the multiple worksheets in the Excel file.' The 'Actions' menu is open on the right, showing options like 'Excel Export', 'Print Event Information', 'Copy', 'Move', 'Publish As Quick Link', 'Delete', 'Lock', 'Download All Supplier Attachments' (highlighted), 'View Project', 'Version', 'Create Saved Version', 'Revert to Saved Version', and 'View Draft Version'.

On the **'Download Attachments'** screen, certain vendors can be selected in the **'Select Participants'** table. The documents to be downloaded are selected in the **'Selected Items'** table as shown below. If all documents need to be downloaded, click the checkbox next to **'Title,'** to quickly select all the items in the list. After all items have been selected, select **'Download Attachments'** in the top right corner to download all attachments into a zip file.

Selected Attachments Summary [Download Attachments](#)

Total Size (MB): 2.02 Selected Participants: 2
 Max Size (MB): 0.43 Selected Items: 19
 Total Number: 12

Selected Participants:

<input checked="" type="checkbox"/>	Participant	Contact	Number of Attachments	Max Size (MB)	Total Size (MB)
<input checked="" type="checkbox"/>	NC Test Vendor	State Supplier	6	0.43	1.01
<input checked="" type="checkbox"/>	Mari Test Account 1	Mari 1	6	0.43	1.01

Selected Items:

<input checked="" type="checkbox"/>	Title
<input checked="" type="checkbox"/>	Totals
<input checked="" type="checkbox"/>	1 Welcome to the State of North Carolina's Sourcing Tool
<input checked="" type="checkbox"/>	2 Instructions on How to Use the Sourcing Tool
<input checked="" type="checkbox"/>	3 Solicitation Document and Details
<input checked="" type="checkbox"/>	3.1 SOLICITATION DOCUMENT This document includes details on the intent, use, duration, and scope of the goods and / or services being requested, information on the solicitation process and instructions on how to respond, and the State's terms and conditions.
<input checked="" type="checkbox"/>	3.3 ATTACHMENT B: INSTRUCTIONS TO VENDORS

[Done](#)

For more information about Sourcing and updated job aids, please see the [Sourcing Training](#) page.

TIPS AND TRICKS: COMMODITY CODES FOR SERVICES

The state of North Carolina uses the UNSPSC commodity code system which is a standardized system of numbers that categorizes items being purchased. When creating a non-catalog requisition, users must select a six-digit commodity code. This code can be found by searching through NC eProcurement or by using the [UNSPSC Commodity Code Search](#).

UNSPSC commodity codes cover a wide range of goods and services. If you are purchasing something for the first time, it may take some time to identify the appropriate code. This is particularly true for service orders. Here are some common service codes with examples to help clarify when to use them:

- 721029** Facility maintenance and repair services (ex: asbestos treatment, floor cleaning)
- 761115** General building and office cleaning and maintenance services (ex: janitorial services)
- 761215** Refuse collection and disposal (ex: recycling or trash removal)
- 781018** Road cargo transport (ex: shipping and transportation of goods)
- 801315** Lease and rental of property or building (ex: modular units)
- 801618** Office equipment rental or leasing services (ex: copier leases)
- 811123** Computer hardware maintenance and support (ex: extended warranties)
- 811125** Software, computer, rental or lease (ex: any renewable software program or termed license)
- 831116** Mobile communications services (ex: cell phone service)
- 911018** Clothing rental (ex: uniform rentals)

Note: Service commodity codes usually start with a 7, 8 or 9.

For additional information and resources on how to select the correct commodity codes, visit the [Selecting Commodity Codes](#) page.

STATEWIDE TERM CONTRACT ANNOUNCEMENT

Statewide Term Contract 1214A Gases: Medical, Welding & Specialty

NC DOA Purchase & Contract has established a new Statewide Term Contract 1214A Gases: Medical, Welding & Specialty that has replaced 430A. This is a multi-vendor mandatory statewide term contract for state agencies, departments, institutions, universities, and community colleges, unless exempted by North Carolina General Statute. Additionally, non-mandatory entities including schools and local governments that are allowed by North Carolina Statute may use this contract. The contract term is

March 1, 2022 through February 28, 2027. If you have any questions related to this contract, contact Bahaa Jizi at 984-236-0218 or bahaa.jizi@doa.nc.gov.

Statewide Term Contract 665B Trash Bag Liners

NC DOA Purchase & Contract has deactivated the Statewide Term Contract 665B Trash Bag Liners. The contract deactivation date was February 28, 2022. If you have any questions related to this contract, contact Melinda Tomlinson at 984-807-4546 or melinda.tomlinson@doa.nc.gov.

TRAINING ROUNDUP

The Division of Purchase & Contract and NC eProcurement offer various training courses related to procurement throughout the year. For details about registering for a course, see [How to Register](#).

Check the NC eProcurement [Course List](#) periodically for additional training classes from the NC eProcurement team.

We look forward to (virtually) seeing you!

DATE	COURSE TITLE
4/26	NC eProcurement NCAS Basic Requester Training
5/3-4	Introduction to Procurement
5/17	NC eProcurement NCAS Basic Requester Training
5/18	NC eProcurement NCAS Advanced Buyer Training
5/24	Specification Writing
5/26	NC eProcurement Collaborative Requisitioning Training
6/9	Demystifying Terms and Conditions
6/14-15	Request for Proposals (RFP) Development and Evaluation
6/23	NC eProcurement NCAS Basic Requester Training

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