

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 PUNCHOUT CATALOG
PURCHASE ORDER SOURCING BIDDING BUY

NC eProcurement Monthly Newsletter

April 2022 Edition

TOP STORIES



Tips and Tricks: Commodity Codes for Services



Training Roundup

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 for schools)
- 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 has replaced 430A. This is a single-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
4/27	NC eProcurement EPLite Basic Requester Training
5/3-4	Introduction to Procurement
5/24	Specification Writing
5/25	NC eProcurement EPLite Basic Requester Training
5/25	NC eProcurement EPLite Advanced Purchasing Training
5/26	NC eProcurement Collaborative Requisitioning Training
6/9	Demystifying Terms and Conditions
6/14-15	Request for Proposals (RFP) Development and Evaluation
6/21	NC eProcurement EPLite Basic Requester Training

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