

Selecting Commodity Codes

When buying a non-catalog item, it is important to select a commodity code that best represents what is being purchased. This helps the State in determining what commodities are being purchased and therefore should be on Statewide Term Contract for better pricing. It is also important so that vendors are not incorrectly charged the 1.75% transaction fee. If you purchase from a catalog, the commodity code is already entered, so you don't have to select one.

The steps below will help to guide you through selecting an appropriate commodity code when purchasing non-catalog items.



1. From the NC E-Procurement Login Page, enter your NCID login credentials. Then, click 'Login.'

2. From the NC E-Procurement Dashboard, click 'eRequisition' from the 'Create' Shortcut Menu on either the Menu Bar or the 'Common Actions' Portlet.

NCE-Procurement @your service	A SPEND M	ANAGEMENT	Home Help * Logout Welcome NCAS Requester
Create Search Manage eRequisition Home Dashing pard	Recent Preferences		Configure Tabs 🛛 👌 Refresh Content
Common Actions Create eRequisition Manage Receive Reports	TO Do TD Date 4 Search Catalog eRequisition	Users may create a new eRequisition by selecting 'eRequisition' in the 'Create' drop-down menu or by clicking 'eRequisition' in the 'Common Actions' Portlet.	Title Required Action News Welcome to NC E-Procurement Version 2.0! Jon't forget to visit the NCEP Home Page to find Job-Aids and Training popportunities.
Recently Viewed NC5000152 Reg a Line Item RQ20001709 Rg a Line Item	Purchase Order Receipt User Profile More	2	



3. Click the 'Create Non-Catalog Item' button to enter non-catalog information.

Note: View and note the eRequisition number. The eRequisition title has not yet been added.



4. The new eRequisition will appear. Locate the appropriate commodity code that describes the item being purchased by using the drop-down menu. The five most-recent selections made by the user will automatically appear. If a desired commodity code is not listed in the drop-down menu, select 'Search for more...' to search for the appropriate code.

NCE-Procuremer	t ARIBA* SPEND MANAG	EMENT		Home Help ▼ Logout	
@your service	Home			Welcome NCAS Requester 01	
🖬 Create Se	arch Manage Recent Preferences				
RQ187 RQ1875107	76: Untitled Requisition			Titems: 0 Total: \$0.00000 USD OK Cancel	
If you cannot locate an item in the catalog, request a non-catalog item using the fields below. Non-catalog items may take longer to process because your purchasing department may get involved to complete the \$					
Full Description:	* Enter a description for this item.	*	Quantity:	1	
		Ŧ	Unit of Measure:	: each	
Commodity Code:	* (no value)		Price:	\$0.00 USD	
Supplier:	010-08 - Acoustical Tile		Tax Rate:	Other 🔻	
Location:	465-09 - Blood Oxygenators		Tax Amount:	\$0.00 USD	
Bid Number:	947-43 - Forest Nursery and		Other Costs:	\$0.00 USD	
Supplier Part Number	Search for more		Amount:	\$0.00000 USD	
Recycled Content?	🖉 Yes 🖲 No	Click the 'Comm	odity		
Item Classification:	Good	Code' drop-down	n and		
Contract Type:	No	then 'Search fo	r		
Blanket Purchase?	🔘 Yes 💿 No	more'			
				Update Total	



5. The 'Choose Value for Commodity Code' pop-up window will appear. Users may search for commodity codes in E-Procurement by entering a keyword (in this case, 'Computer'), or by using a three or five digit commodity code. The 3 digit code can be used to understand the group/hierarchy of the commodity and can be expanded to display the associated 5 digit codes. To see more descriptive commodity codes, click the arrow () icon next to the commodity code to expand the list and view more specific commodity codes.

Notice that commodity codes can be listed with **'-00'** on the end. These are the high-level commodity codes. Although it is acceptable to use those codes to categorize an item, it is much more advisable to use a more specific code ending with two digits greater than **'-00'**.

Note: NCAS users should not select a commodity code with **'-00'** on the end. NCAS users will need to select more specific commodity codes.

	ARIBA* SP	END MANAGEMENT			Home Help *	Logout 🔺
@your service	Home	Choose Value for Commodity Code			Welcome NCAS Rec	uester 01
End Create Se RQ18751076: Untitl If you cannot locate ar Full Description:	earch * Manage Recor led Requisition n item in the catalog, reques * Enter a description for this	Field: Name Computer Computer Search Use Name 1 Use Documentation Description	ers may search commodity le or kevword.	Select	ms: 0 Total: \$0.0000 USD OK Can	2
Supplier:	(no value) V (No Preference) V	207-00 - COMPUTER ACCESSORIES AND SUPPLIES	207- 00	Select 🗉		E
Location:	(no value)	207-10 - Batteries, Computer and Peripheral		elect		
Supplier Part Number:	(none selected)	207-14 - Battery Chargers, Computer and Peripheral	ability to see more	elect		
Recycled Content?	⊙Yes ⑧No	207-20 - Braces: Monitor, PC's, CRT's, Desk Top Print	descriptive	elect		
Contract Type:	No •	207-23 - Carts, Computer	by clicking the	elect		
Blanket Purchase?	🔘 Yes 🔘 No	207-25 - Cleaners for Keyboards, Monitors, Tapes, Di	the list.	elect		
ACCOUNTING	G - BY LINE ITEM			Done	Update Tota]

6. Choose the appropriate commodity code for your purchase and click 'Select'.

	ARIBA* SI	PEND MANAGEMENT		Hor	ne Help * Logout 🤺
<i>©your service</i>	Home arch Manage Rece	Choose Value for Commodity Code		W	/elcome NCAS Requester 01
RQ18751076: Untitl	ed Requisition	Field: Name computerComputer Search		ns: 0 Total: \$0.00000 USD	OK Cancel
Full Description:	* Enter a description for th	Name † Chemicals, Paper, etc.	ID 55 🔤		
Commodity Code:	* (no value)	207-60 - Keyboard Dust Covers, Key Top Covers, Keyboard Drawers, Wrist Supports, etc.	207- 60 Se	elect	=
Supplier:	(No Preference)	207-67 - Power Supplies: Surge Protectors, Uninterruptible Power Supplies, Switches, etc.	207- 67 Se	elect(E)	
Location: Bid Number:	(no value) (none selected)	207-72 - Printer Accessories and Supplies: Chemicals, Forms Tractors, Inks and Cartridges, Paper, Label Sheets, Sheet Feeders, Toner Cartridges, Wheels, etc.	207 72 Se	elect	
Supplier Part Number:		207-75 - Projection Devices and Accessories: Interactive Conferencing Boards, LCD, Pads, Panels, etc.	207- 75 Se	Select this value for the field	
Recycled Content? Item Classification:	© Yes ◉ No Good	207-79 - Recycled Computer Accessories and Supplies	207- 79 Se	elect	
Contract Type: Blanket Purchase?	No Vos 🔍 No	207-82 - Sleeves, CD/DVD	207- 82 Se	elect	
blanket Fültlisser	U TES U NO		207-	•	
			(Done	Update Total



Top 25 Commodity Codes

The Top 25 Commodity Codes selected by State Agencies in FY 2015 when creating eRequisitions may be found below, beginning with the commodity code selected most often.

Commodity Code Description

207-72	Printer Accessories and Supplies: Chemicals, Forms Tractors, Inks and Cartridges, Paper, Label Sheets, Sheet Feeders, Toner Cartridges, Wheels, etc.
962-86	Transportation of Goods and Other Freight Services
080-65	Service Awards, Specialty Type
800-08	Boots, Leather
801-83	Signs, Metal (Not Blanks)
620-80	Pens (General Writing Types): Ball Point, Nylon Tip, Plastic Tip, Roller Ball, etc.
060-42	Filters: Air, Fuel, Oil, Power Steering, Transmission and Water, and PCV Valves
615-09	Binders: Chain, Post, Prong, Ring, etc.
620-90	Pens, Marker Type (Including Highlighter Types)
615-62	Pads and Tablets: Analysis, Columnar, Figure, Memo, Note, Ruled, Post-It Notes, Telephone Message, etc.
615-43	File Folders, Hanging Type; and Accessories
393-48	Dressings, Condiments, Sauces, and Gravies
745-01	Aggregate, Precoated
390-49	Meat: Cured, Fresh, and Frozen
920-45	Software Maintenance/Support
260-82	Sundries, Dental: Articulating Paper and Tape, Cotton, Dental Care Kits, Denture Adhesives and Creams, Floss, Gauze Pads, Paper and Plastic Items, Sutures, Tubing, etc.
385-96	Vegetables, Frozen
203-72	Printer Accessories and Supplies: Chemicals, Forms Tractors, Inks and Cartridges, Paper, Label Sheets, Sheet Feeders, Toner Cartridges, Wheels, etc., Environmentally Certified Products
175-54	Laboratory Supplies: Asbestos Squares, Corks, Files, Glass Cutters, Ring Stands, Stopcock Grease, Tongs, Wire Gauze, etc.
615-77	Rubber Stamps, Stamp Pads, Stamp Pad Ink and Stamp Racks
460-45	Hydraulic Hose and Fittings (See 285-30 for Dielectric Hose and Fittings)
615-88	Tape and Dispensers, Office Type
390-84	Vegetables, Fresh
640-60	Plastic and Styrofoam Products: Cups, Forks, Plastic Coated Dishes, Plastic Food Wrap, Cooking Bags, Sandwich Bags, Spoons, Straws, Doilies, etc.
645-21	Bond Paper (Including Recycled)



Choose Commodity Codes Carefully

Please find below common items that are issued with the incorrect commodity code, as reported to the NC E-Procurement Help Desk. A potential corrected commodity code to use for such purchases has also been provided. The most common issues result when the selected commodity code is classified as a good when the purchase is actually a service. Generally, if you aren't purchasing a physical product, you have purchased a service and should use a commodity code beginning with 9. If you have questions about selecting the correct commodity code, please contact your Purchasing Office or the NC E-Procurement Help Desk.

Type of Purchase	Commonly Used Incorrect Commodity Codes	Explanation	Correct Commodity Code to Select
Software Subscriptions & License Renewals	 208-00 – Computer Software for Microcomputers (Preprogrammed) 785-00 – School Equipment, Teaching Aids, and Supplies 	Software that requires regular renewal of a subscription or license is a service and should use the 920-07 commodity code. Software that is purchased on CD or downloaded, and which does not require regular renewal of a license, would use a 208 or 209 commodity code.	920-07 - Applications Software for Microcomputer Systems: Business, Mathematical/Statistical, Medical, Scientific, etc.
Per-Copy Leases	 966-00 – Printing and Typesetting Services 966-18 - Copying Services (Reproduction) 600-72 - Multi-Function Office Machines (Combination of Fax- Copier-Scanner-Printer, etc.) 	Copy machine leases, including those with a per- copy charge, should use the 985-26 commodity code that applies to that service. Printing and copying services that result in physical printed materials should use the appropriate 966 commodity code.	985-26 - Copy Machine, Plain Paper Type (Including Cost-Per-Copy Type Leases) Rental or Lease
Tire Retreading Services	863-65 - Recapped/Retreaded Tires	863-65 applies to purchases of tires that have been recapped/retreaded prior to their purchase. 928-82 should be used for tire retreading services.	928-82 - Tire and Tube Mounting, Repair, Retreading, and Rotation (Including Tire Foam Filling Services)
Fuel Tax	405-09 - Fuel Oil, Diesel (Use 405-02 for Biodiesel)	405-09 is used for purchasing fuel. Fuel taxes should be added as a separate line item with the service commodity code 963-79.	963-79 - Surcharges and Taxes (To Include Fuel Surcharges and Taxes)
Utility Services/ Natural Gas	405-13 - Gas, Natural (Incl. Compressed Natural Gas (CNG))	Public utilities are considered a service and should use 961-84. The direct purchase of natural gas outside of public utilities would use 405- 13.	961-84 - Utility Services, Gas