# 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.'**
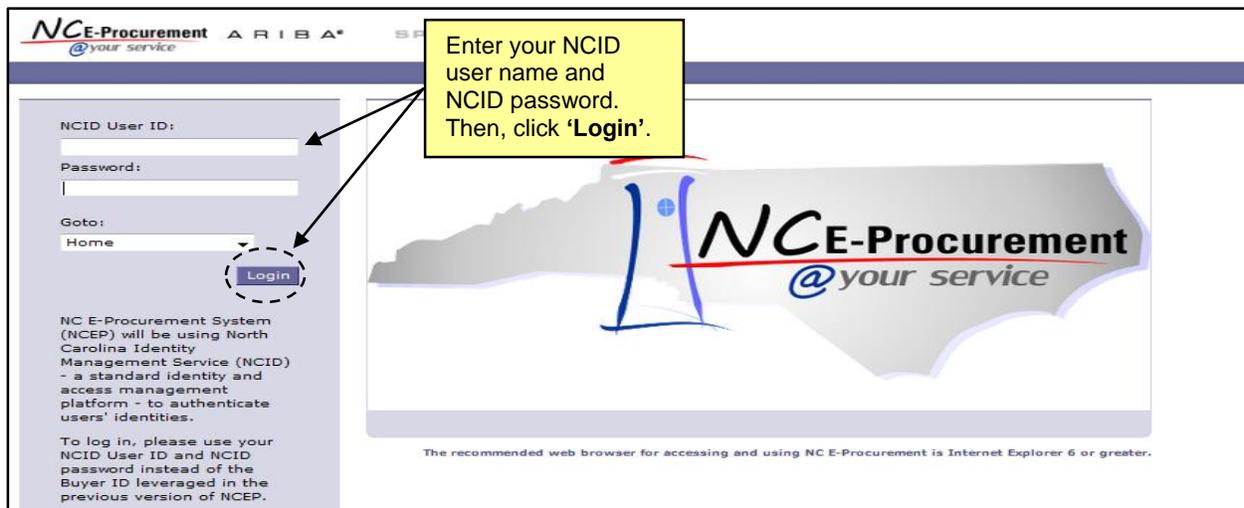
2. From the NC E-Procurement Dashboard, click **'eRequisition'** from the **'Create'** Shortcut Menu on either the Menu Bar or the **'Common Actions'** Portlet.
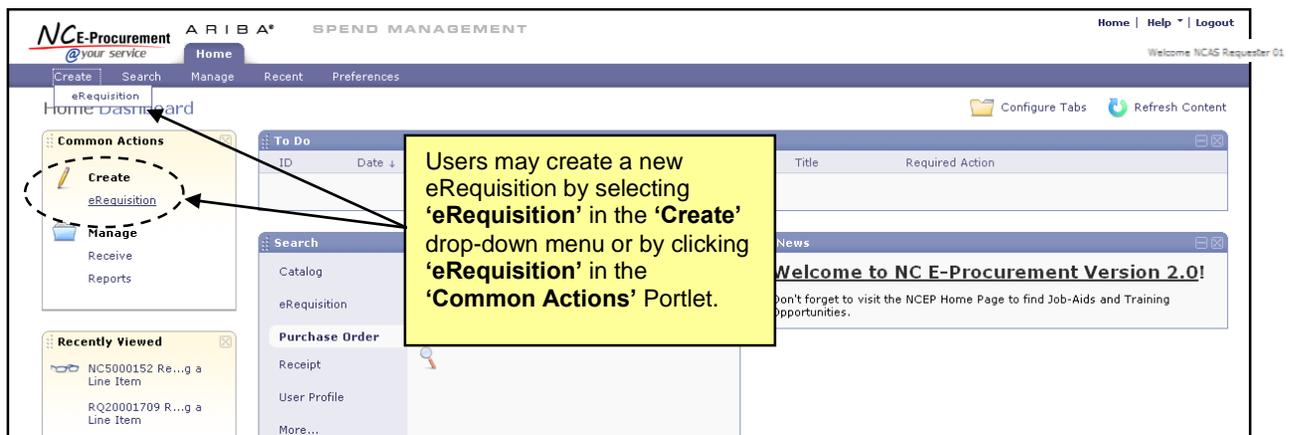
3. Click the **'Create Non-Catalog Item'** button to enter non-catalog information.

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.
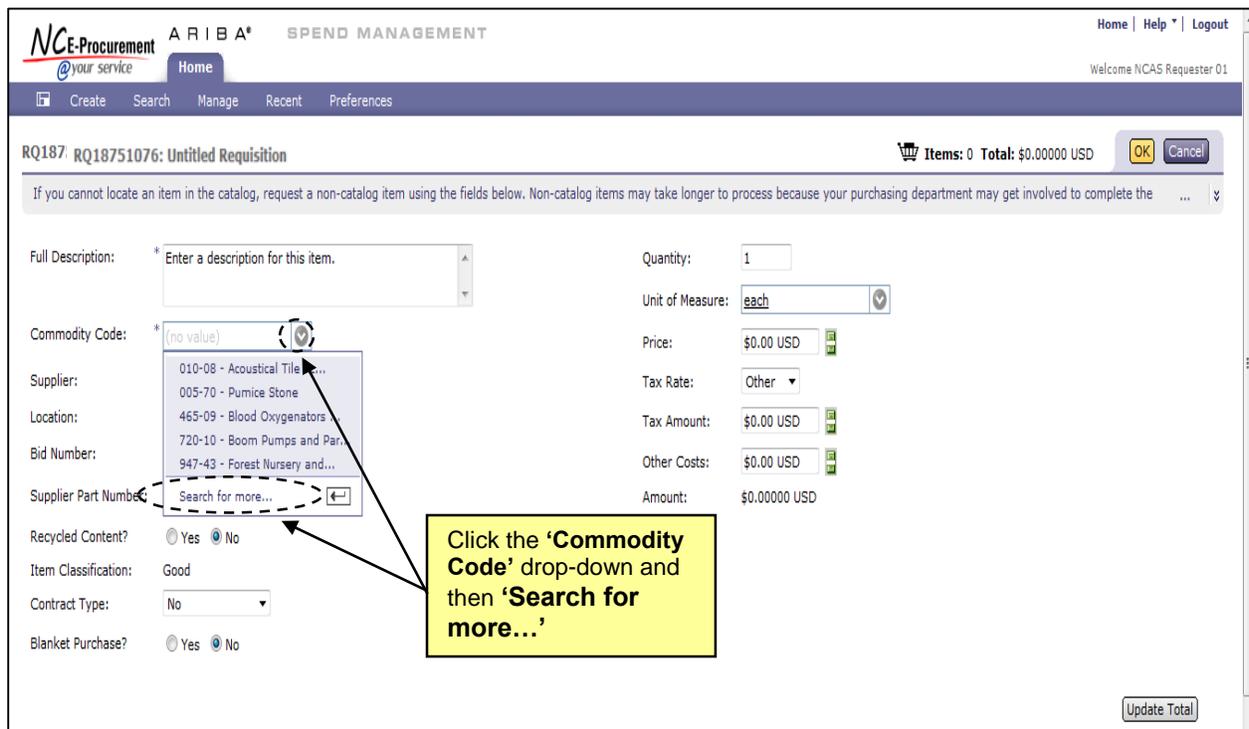
5. The **'Choose Value for Commodity Code'** pop-up window will appear. Users may search for commodity codes in E-Procurement by entering a keyword (in this case, **'Computer'**), or by using a three or five digit commodity code. The 3 digit code can be used to understand the group/hierarchy of the commodity 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.
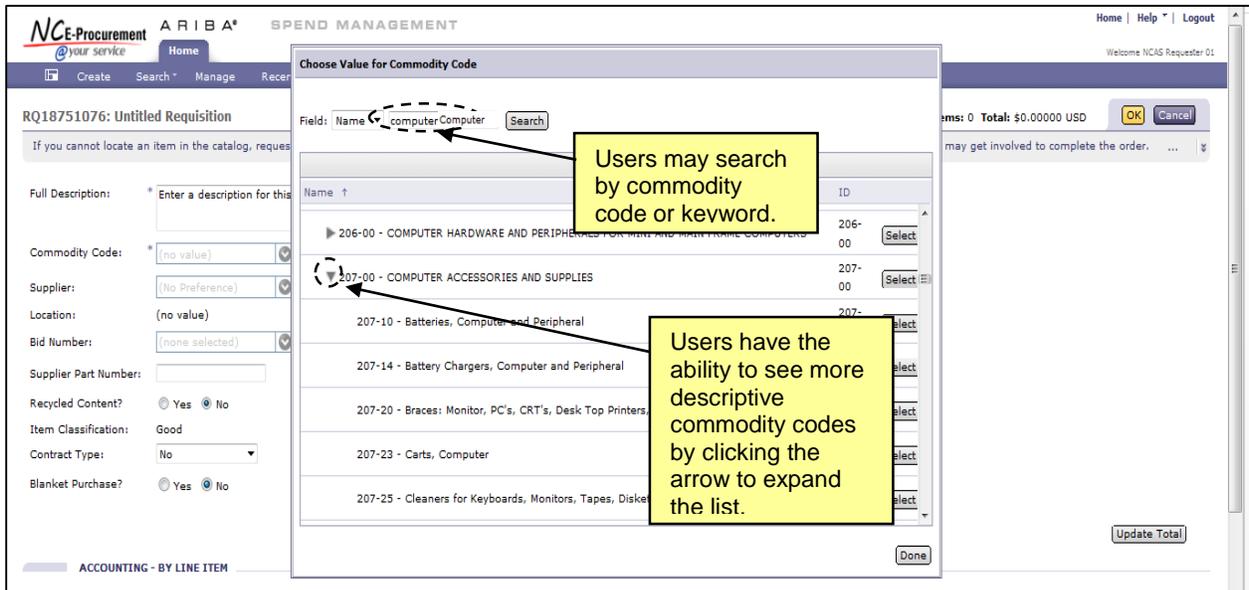
6. Choose the appropriate commodity code for your purchase and click **'Select'**.
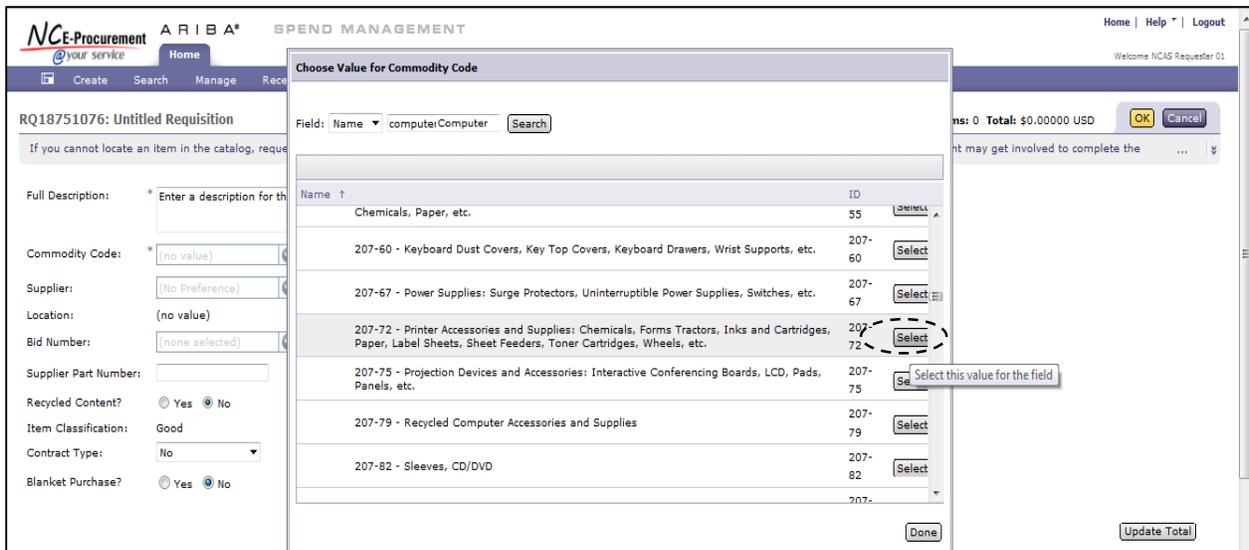
Top 25 Commodity Codes

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