# Searching for Vendors by Commodity Code (Agency App)

## Introduction

Procurement Users can generate a targeted list of vendors registered with a specific commodity code in the eVP Agency App via advanced filtering. That list will include the email address of each vendor's **Primary Contact** and can be exported to Excel.

STATE DEPARTMENT STATE BRANCH
LOCAL GOVERNMENT CITY COUNTY
COMMUNITY COLLEGE PUBLIC SCHOOLS
**NORTH CAROLINA ePROCUREMENT** PURCHASE
ONLINE SHOPPING STATEWIDE TERM CONTRACTS
ELECTRONIC VENDOR PORTAL HUB CERTIFIED V
QUOTE PUNCHOUT CATALOG
PURCHASE ORDER
SOURCING
BIDDING
BUY

## Learning **Objectives**

At the end of this job aid, **you will be able to**:

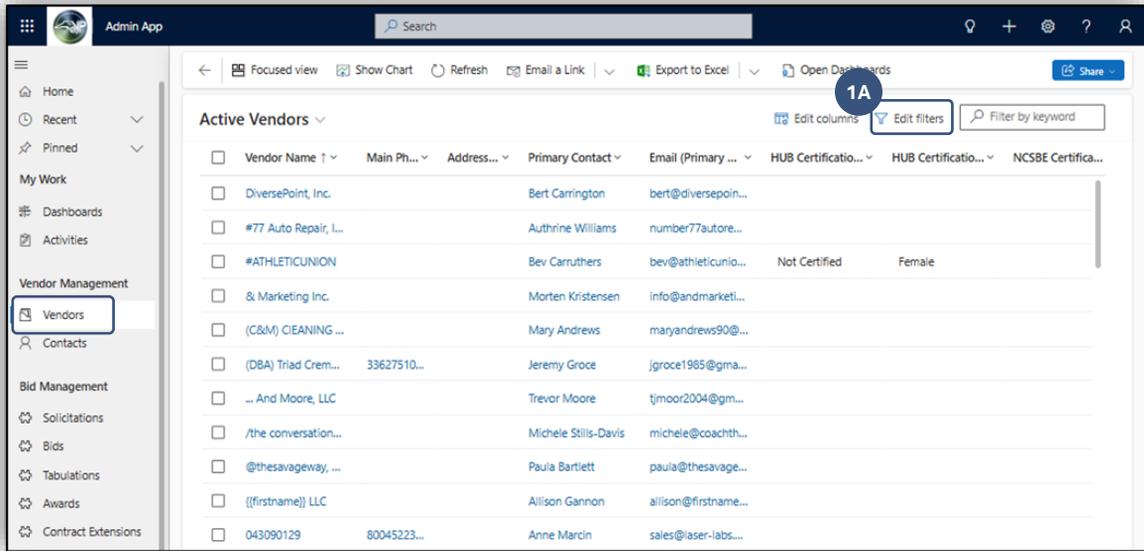Edit the Active Vendors filters.

Add a filter for Commodity Code.
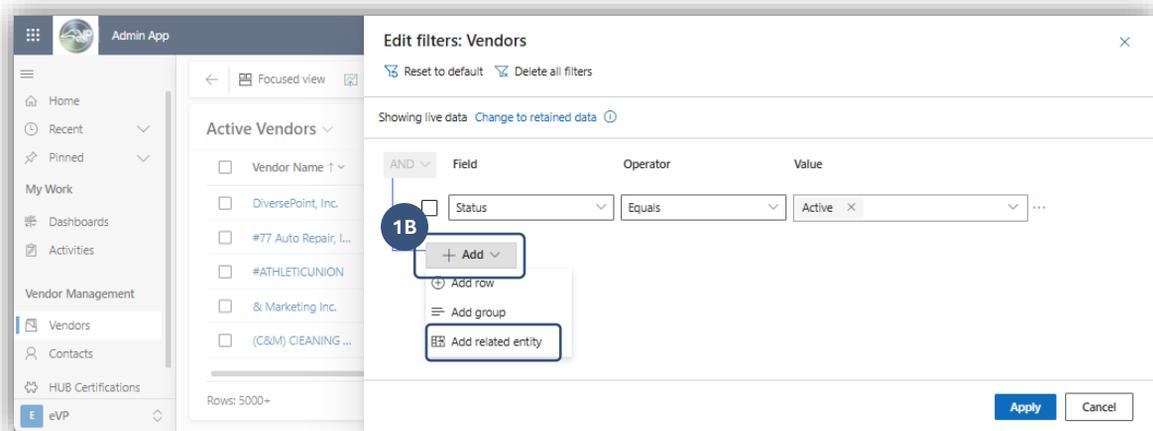
Export the search results into excel.

## Filtering Active Vendors by Commodity Code

**1**    **A.** From the **Active Vendors** page (or any preferred custom view that includes the **Email (Primary Contact)** field) in the **Vendor Management** section, click on **Edit filters**.



**B.** On the subsequent **Edit filters: Vendors** menu, click the dropdown arrow to the right of **Add** and select **Add related entity**.
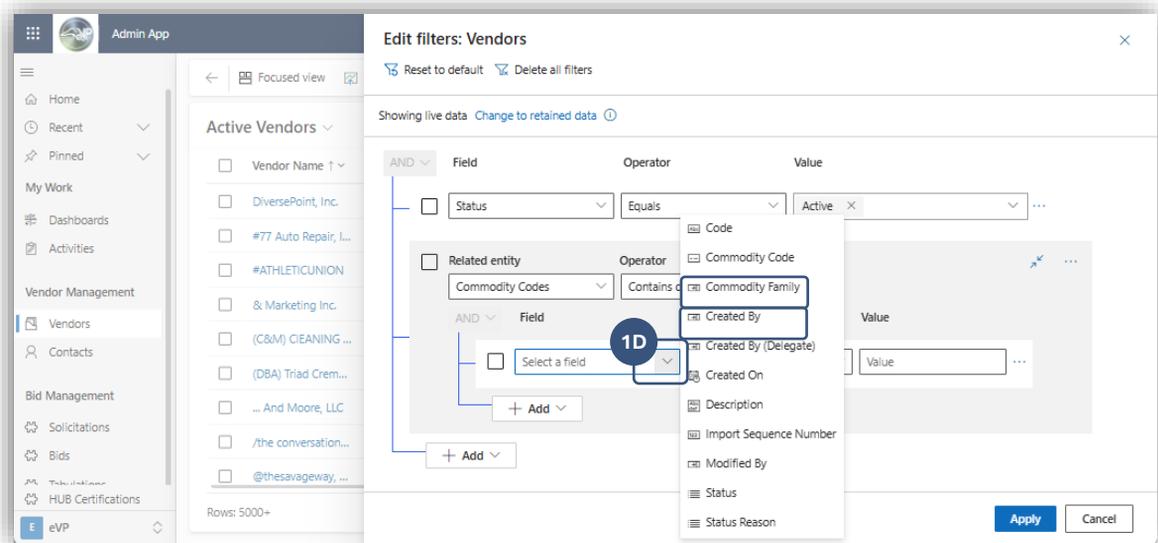
**C.** In the newly-visible **Related entity** field, click the down arrow to search for and select the **Commodity Codes** value under the **Many to many** section of the dropdown.

📢 Scroll directly down to the end of the list to find Commodity Codes a few values up from the bottom. There is another Commodity Codes (Commodity Codes) value visible near the top of the list, but that is not the correct value for this search.
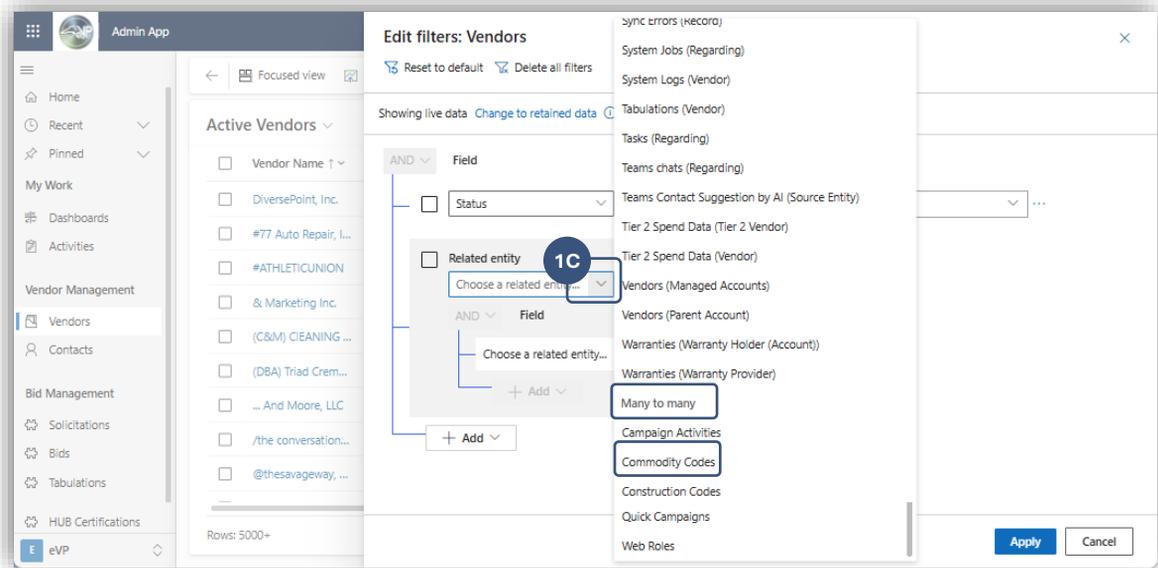


**D.** In the **Select a field** box, click the down arrow and select either **Commodity Code** (six digits – more specific) or **Commodity Family (4 digits – broader)** from the dropdown.
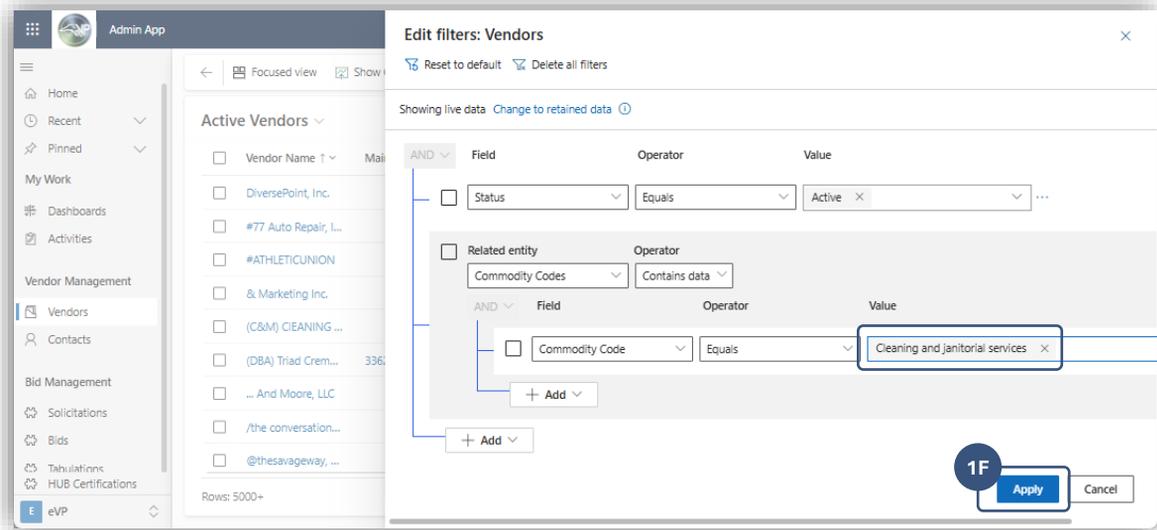
3/19/2026

**E.** In the **Value** box, begin typing a commodity description. A dropdown with available selections will display. Select the description of the commodity code or family to be included in the search.

📢 In this screenshot "jan" was typed, and commodity code descriptions including "janitorial" options displayed.
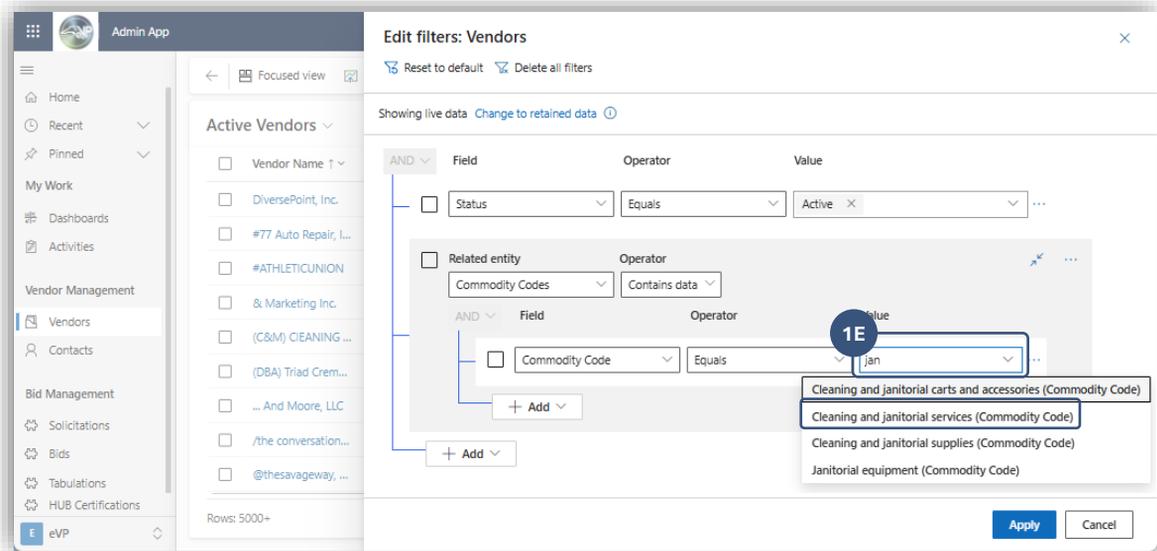


**F.** Click **Apply** to initiate the search.

**G.** The filtered search results will display back on the **Active Vendors** page. Click the **Export to Excel** button at the top of the screen to access the results, including the email address of the **Primary Contact** via an editable Excel file.