



The Source NC E-Procurement Newsletter

May 2019 Edition

End of Year: NCAS Integration

Due to the normally scheduled NCAS downtime on the first business day of the new fiscal year, NC E-Procurement will be unable to transmit requisitions, purchase orders, and receipts to NCAS on Monday, July 1, 2019. Items created on July 1 will be transmitted to NCAS on Tuesday, July 2. The accounting system will not be available on the holiday Thursday, July 4, and will resume processing on Friday, July 5.

End of Year: FY20 Multi-Year Indicator

Please note that on Sunday, June 30, to align with current OSC processes, the Multi-Year Indicator for FY20 will be updated in NC E-Procurement. At that time, all line items with a Multi-Year Indicator of '20' will be automatically updated to have a Multi-Year Indicator of 'Unspecified.' No action is required to update the Multi-Year Indicator.

Tips & Tricks: Cleaning Up Outstanding Requisitions

Each year, check for old requisitions that are no longer needed. Any eRequisitions in "Composing" or "Denied" status that are no longer needed should be deleted. Follow the instructions below to find and delete these unneeded requisitions from E-Procurement.

1. To find all eRequisitions in a certain status, go to "Search," select "eRequisition," and set the "Status" filter to "Composing" or "Denied."

2. Check the box next to unneeded eRequisitions and click the "Delete" button to remove them.

Note: For eRequisitions in "Denied" status, the eRequisition must be withdrawn to return it to "Composing" status, after which it may be deleted.

The screenshot shows the search interface for eRequisitions. The search filters section includes fields for Title, ID, Commodity Code, Date Created, Entity, Legacy Document Id, Requester, Status, and Total Cost. The Status field is set to "Composing". The search results section shows one item found: "8021136275 Change On Behalf Of" with a status of "Composing", a date created of "Today, 3:29 PM", and a total cost of "\$5,699.25000 USD".

Type	ID	Title	Status	Date Created	Total
eRequisition	8021136275	Change On Behalf Of	Composing	Today, 3:29 PM	\$5,699.25000 USD

For additional assistance, please contact the NC E-Procurement Help Desk by phone at 888-211-7440, option 1, or by email at ephelpdesk@its.nc.gov.

Statewide Term Contract Announcements

Statewide Term Contract 600A The Division of Purchase & Contract has established a new [Statewide Term Contract 600A - Mailing Equipment, Supplies & Maintenance](#). This is a single-vendor convenience contract for state agencies, departments, institutions, universities, community colleges, and non-mandatory entities including schools and local governments. The contract term is May 20, 2019 through May 14, 2020. If you have any questions related to this contract, contact Grant Braley at (919) 807-4519 or grant.braley@doa.nc.gov.

Statewide Term Contract 645A The Division of Purchase & Contract has established a new [Statewide Term Contract 645A - Office Paper](#). 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 government, that are allowed by general statute may use this contract. The contract term is May 10, 2019 through May 9, 2022. If you have any questions related to this contract, contact Bahaa Jizi at (919) 807-4520 or bahaa.jizi@doa.nc.gov.

Statewide Term Contract 915C The Division of Purchase & Contract has established a new [Statewide Term Contract 915C - Electronic Monitoring of Offenders](#). This is a single-vendor convenience contract, which may be used by state agencies, departments, institutions, universities, community colleges, and non-mandatory entities including schools and local governments. The contract term is March 6, 2019 through December 31, 2020. If you have any questions related to this contract, contact Grant Braley at (919) 807-4519 or grant.braley@doa.nc.gov.

P&C's Training Roundup

The Division of Purchase & Contract (P&C) offers various training courses related to procurement throughout the year. Please see the following table for a list of upcoming courses. For further course details and registration instructions, please refer to the [2019 course catalog](#).

DATE	COURSE TITLE	LOCATION	FACILITY & ADDRESS
6/11-12	Request for Proposal	Jamestown	Guilford Tech Community College
6/13	Contract Administration	Jamestown	Guilford Tech Community College
6/18	E-Procurement	Raleigh	Wake Tech Public Safety Education Campus 321 Chapanoke Road Room 1401
6/20	Demystifying Terms and Conditions	Raleigh	116 W. Jones Street P&C Training Room (G111)
6/26	E-Procurement	Raleigh	Wake Tech Public Safety Education Campus 321 Chapanoke Road Room 1401

Follow-Up

This newsletter was sent to NCAS users.

Questions about information covered in this newsletter? Send an email to ephelpdesk@its.nc.gov.