



The Source NC E-Procurement Newsletter

May 2019 Edition

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Note: For eRequisitions in “Denied” status, the eRequisition must be withdrawn to return it to “Composing” status, after which it may be deleted.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 E-Procurement search interface. At the top, there is a search bar with a dropdown menu set to "eRequisition". Below this is a section for "Search Filters" with various input fields: Title, ID, Commodity Code (any line item), Date Created, Entity, Legacy Document Id, Requested (set to "NCEAS Requester 01"), Status (set to "Composing"), and Total Cost. There are "Search", "Reset", and "Save Search" buttons. Below the search filters, the "Search Results" section shows "Found 1 Item". The results table has columns for Type, ID, Title, Status, Date Created, and Total. The single result is: Type: [icon], ID: R021136275, Title: Change On Behalf Of, Status: Composing, Date Created: Today, 3:29 PM, Total: \$5,699.25000 USD. Below the table are buttons for "Label", "Copy", and "Delete".

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