



## The Source NC E-Procurement Newsletter

June 2019 Edition

### Tips & Tricks: Mass Editing Requisition Lines

When creating an eRequisition with multiple line items, users can mass edit the line items to set the same information for multiple lines, which is useful when setting account codes and adjusting the vendor location. Commodity codes can also be changed using the mass edit function as long as the items being edited are non-catalog items.

1. To mass edit line items, place a check in the checkbox beside each line item to be edited and click the 'Edit' button.

The screenshot shows the NCE-Procurement web application interface. At the top, there is a navigation bar with 'Home', 'Help', and 'Logout' links. Below the navigation bar, there is a header for 'RQ20004911: Untitled Requisition' with buttons for 'Back to Catalog', 'Submit', and 'Exit'. The main content area is divided into 'Summary' and 'Approval Flow' tabs. The 'Summary' tab is active, showing fields for Title, Pre-Encumbrance Status, On Behalf Of, Delay Purchase Until, Buying Entity, and Transmit To Supplier. Below the summary fields is a table of 'Line Items' with columns for No., Type, Description, Supplier Part Number, Qty, Unit, Tax, Price, and Amount. The first two rows of the table are highlighted in yellow and have checkboxes checked. The 'Edit' button is circled in red. At the bottom right, there is a 'Total Cost' of \$445,86000 USD and an 'Update Total' button.

No.	Type	Description	Supplier Part Number	Qty	Unit	Tax	Price	Amount
1	First non-catalog item.			1	each	\$0.00000 USD	\$10.00 USD	\$10.00000 USD
2	Second non-catalog item.			1	each	\$0.00000 USD	\$20.00 USD	\$20.00000 USD
3	Computer Table with Flip Top Wire Management ...		23.3305.6**000	1	each	\$0.00 USD	\$378.00 USD	\$378.00000 USD
4	Hex Key Set, Ball End, Measurement Type SAF/...		4CR56	1	each	\$0.00 USD	\$27.86 USD	\$27.86000 USD
5	sQuote test item.		DefaultSupplierPartId	1	each	\$0.00 USD	\$10.00 USD	\$10.00000 USD

2. Edit the necessary fields.

3. Click 'Next' to review the mass edit changes.

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RQ20004911: Untitled Requisition

You have chosen to edit multiple items. The changes you make to the sample item apply to all selected items. Modify the necessary fields and review your changes.

[Edit Items](#) [Cancel](#)

eRequisition item 3 is used as the sample item for mass edit.

**LINE ITEM DETAILS**

Supplier: BLANKENSHIP ASSOCIATES INC  
 Location: BLANKENSHIP ASSOCIATES INC [ select ]  
 Contract Type: Statewide  
 Contract: 4208: Furniture Classroom Metal  
 Blanket Purchase?: No  
 Commodity Code: 420-84 - Schoolroom Furnitu...  
 Bid Number: 801277 - Furniture, Classroom, Metal  
 Tax Rate: Other

**ACCOUNTING - BY LINE ITEM**

Account Type: Expense  
 Bill To: 41PT  
 Payment Basis: Receipt  
 Federal Award Number: (none selected)

Entity: 41  
 Company: 3101  
 Account: 535680  
 Center: 1000  
 Multi Year Indicator: Unspecified  
 Project Company: Unspecified  
 Project Code: Unspecified

4. Review the modified fields and click 'Done' to complete the mass edit and apply the changes.

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RQ20004911: Untitled Requisition

These are the fields you have modified. Confirm the changes or cancel making changes.

[Edit Items](#) [Review](#)

eRequisition item 1 is used as the sample item for mass edit.

**Old Value**

Location: Edgway-Varina - PUQ 0524

**New Value**

Chapel Hill Branch - CHH 0042

**Accounting**

Account Type:	Expense	Account Type:	Expense
Bill To:	41PT	Bill To:	41PT
Payment Basis:	Receipt	Payment Basis:	Receipt
Federal Award Number:	(no value)	Federal Award Number:	(no value)
Entity:	41	Entity:	41
Company:		Company:	
Account:		Account:	
Center:		Center:	
Multi Year Indicator:	Unspecified	Multi Year Indicator:	Unspecified
Project Company:	Unspecified	Project Company:	Unspecified
Project Code:	Unspecified	Project Code:	Unspecified

[Done](#) [Cancel](#)

More information on mass editing line items can be found in the 'Edit Line Item' job aid on the [E-Procurement Training Page](#).

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](mailto:ephelpdesk@its.nc.gov).

## Statewide Term Contract Announcements

**Statewide Term Contract 031A** The Division of Purchase & Contract has established a new [Statewide Term Contract 031A - HVAC Air Filters](#). This is a multiple-vendor mandatory 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 June 24, 2019 through June 23, 2022. If you have any questions related to this contract, contact David O’Neal at (919) 807-4534 or [david.o-neal@doa.nc.gov](mailto:david.o-neal@doa.nc.gov).

**Statewide Term Contract 393A** The Division of Purchase & Contract has established a new [Statewide Term Contract 393A - Food Services](#). This is a single-vendor convenience contract for state agencies, departments, institutions, universities, community colleges, and non-mandatory entities, including schools and local government. The contract start date is July 1, 2019. If you have any questions related to this contract, contact Grant Braley at (919) 807-4519 or [grant.braley@doa.nc.gov](mailto:grant.braley@doa.nc.gov).

**Statewide Term Contract 420A** The Division of Purchase & Contract has established a new [Statewide Term Contract 420A - Furniture](#). This is a multiple-vendor mandatory 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 July 1, 2019 through June 30, 2022. If you have any questions related to this contract, contact Grant Braley at (919) 807-4519 or [grant.braley@doa.nc.gov](mailto:grant.braley@doa.nc.gov).

**Statewide Term Contract 948D** The Division of Purchase & Contract has established a new [Statewide Term Contract 948D - DSCSA Subscription Services](#). 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 July 1, 2019 through July 31, 2020. If you have any questions related to this contract, contact Grant Braley at (919) 807-4519 or [grant.braley@doa.nc.gov](mailto:grant.braley@doa.nc.gov).

**Statewide Term Contract 975A** The Division of Purchase & Contract has established a new [Statewide Term Contract 975A - Truck Rental Services](#). This is a single-vendor convenience contract for state departments and most state agencies, and for state higher education institutions (except under the conditions specified in G.S. §115D-58.14(a) and G.S. §116-13). This contract may also be utilized, without further competition, by non-mandatory state agencies and other eligible entities. The contract term is April 1, 2019 through December 18, 2019. If you have any questions related to this contract, contact Steve Hussey at (919) 807-4540 or [steven.hussey@doa.nc.gov](mailto:steven.hussey@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
7/10	E-Procurement	Raleigh	Wake Tech Public Safety Education Campus 321 Chapanoke Road Room 1401
7/16-18	Introduction to Procurement	Raleigh	116 W. Jones Street P&C Training Room (G111)
7/17	E-Procurement	Raleigh	Wake Tech Public Safety Education Campus 321 Chapanoke Road Room 1401
7/31	Specification Writing	Raleigh	116 W. Jones Street P&C Training Room (G111)

### Follow-Up

This newsletter was sent to Community College and Non-Integrated users.

Questions about information covered in this newsletter? Send an email to [ephelpdesk@its.nc.gov](mailto:ephelpdesk@its.nc.gov).