



The Source NC E-Procurement Newsletter

August 2018 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Note: For eRequisitions in “Denied” status, the eRequisition must be withdrawn to return it to “Composing” status, after which it may be deleted.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, the 'Type' is set to 'eRequisition'. Below this is a search bar with the instruction 'Change the search criteria or name, and then run the search.' The 'Search Filters' section includes fields for Title, ID, Commodity Code (any line item), Date Created, Entity, Legacy Document Id, Requester, Status, and Total Cost. The 'Status' dropdown is set to 'Composing'. Below the search filters, the 'Search Results' section shows 'Found 1 item'. The results table has columns for Type, ID, Title, Status, and Date C. The single result is an eRequisition with ID 'RQ21136275' and Title 'Change On Behalf Of', with a status of 'Composing' and a date of 'Today'. Below the table are buttons for 'Label', 'Copy', and 'Delete'.

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

Statewide Term Contract Announcements

Statewide IT Contract 208S The Department of Information Technology has established a new [Statewide IT Contract 208S – Commercially Off the Shelf \(COTS\) Software and Related Services](#). This is a single-vendor convenience contract, which may be used by Executive State Agencies and non-Executive State Agencies as

permitted by law. The term of the contract is August 1, 2018 through July 31, 2021. If you have any questions related to this contract, contact Kristen Burnette at (919) 754-6678 or kristen.burnette@nc.gov.

Statewide Term Contract 838A The Division of Purchase & Contract has established a new [Statewide Term Contract 838A - Security & Fire Protection Services](#). This is a single-vendor convenience contract, which may be used by state departments, agencies, higher education institutions as well as non-mandatory state agencies and other eligible entities. The term of the contract is August 20, 2018 through July 31, 2019. 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 875A The Division of Purchase & Contract has established a new [Statewide Term Contract 875A – Veterinary Supplies & Equipment](#). This is a multi-vendor mandatory contract for state agencies, departments, institutions, universities, and community colleges – unless exempted by North Carolina General Statute. Non-mandatory entities, including schools and local governments, may use this contract if allowed by general statute. The term of the contract is August 13, 2018 through August 12, 2021. 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 [2018 course catalog](#).

| DATE | COURSE TITLE | LOCATION | FACILITY & ADDRESS |
|------|------------------------------------|----------|---|
| 9/5 | E-Procurement | Raleigh | Wake Tech Public Safety Education Campus 321 Chapanoke Road Room 1401 |
| 9/13 | Customizing Solicitation Templates | Raleigh | Wildlife Resources Commission 1751 Varsity Drive |
| 9/18 | E-Procurement | Raleigh | Wake Tech Public Safety Education Campus 321 Chapanoke Road Room 1401 |
| 9/26 | Solicitation Documents and the Law | Raleigh | Dept. of Administration 116 W. Jones St. P&C Training Room (Suite G111-E) |

Follow-Up

This newsletter was sent to all Community College, LEA, and non-integrated users.

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