



The Source NC E-Procurement Newsletter

February 2019 Edition

Update: Communications to Vendors Going Paperless!

As a part of NC E-Procurement's move towards paperless office organization, all vendors' orders and communications will be transmitted electronically. Vendors without a valid email address were invited to update their account to remain active after March 1.

If a supplier needs assistance updating their account, please invite them to contact the NC E-Procurement Vendor Help Desk at 888-211-7440, option 2, or by email at vendor@nc.gov.

Tips & Tricks: Searching the Catalog

The Statewide Term Contract Catalog in NC E-Procurement has a number of search options available to make narrowing down item selection faster and easier. Increasing the number of searchable fields, using filters, and comparing items are all useful tools while purchasing from the catalog.

There are five possible search fields in the catalog: Keyword, 'Supplier Part #', 'Manufacturer Part #', 'Contract ID', and 'Commodity Code'. These can be enabled by clicking the 'Options' link to the right of the 'Search' button in the catalog, allowing more specific searches. Any options you enable will be saved the next time the catalog is opened.

NCE-Procurement A R I B A[®] SPEND MANAGEMENT
@your service

Supplier
Extreme Networks (1)
GH Armor Systems, ... (393)
Shoretel (1)
Turf Equipment & ... (74)
VION Corporation (1)
Show All ...

Language
English (109720)

Catalog Home
Catalog [v] [Search]
Supplier Part #: [input]
Manufacturer Part #: [input]
Contract ID: [input]
Commodity Code: [input]

Options
[x] Supplier Part #
[x] Manufacturer Part #
[x] Contract ID
[x] Commodity Code
Save current search...
Other...

AGRICULTURAL EQUIPMENT, SUPPLIES & CHEMICALS (7185)
AGRICULTURAL EQUIPMENT AND SUPPLIES (6545)
CHEMICALS (640)

APPLIANCES, ELECTRICAL, CLOCKS (803)
APPLIANCES (775)
ELECTRICAL EQUIPMENT (28)

BUILDING MATERIALS, MAINTENANCE (1882)
BUILDING MATERIALS (776)
JANITORIAL SUPPLIES AND EQUIPMENT (165)
PAINT AND PAINT MATERIALS (941)

CLOTHING & TEXTILE ITEMS (28)
CARPET AND FLOOR MAINTENANCE AND MACHINES (6)
WINDOW COVERINGS, UPHOLSTERY (22)

EDUCATIONAL & ATHLETIC EQUIPMENT, SUPPLIES (11010)
EDUCATIONAL EQUIPMENT AND SUPPLIES (11010)

MEDICAL & LAB EQUIPMENT (43)
DRUGS & MEDICINES
LABORATORY EQUIPMENT
MEDICAL EQUIPMENT

OFFICE EQUIPMENT & SUPPLIES (1000)
OFFICE EQUIPMENT AND SUPPLIES
PAPER AND PAPER PRODUCTS

OIL & GAS (43)
405-00: FUEL, OIL, GAS

POLICE & SAFETY EQUIPMENT (1000)
POLICE EQUIPMENT
SAFETY EQUIPMENT

SERVICES (CONTRACTS) (1000)
915-00: COMMUNICATIONS
918-00: CONSULTING

Using the filters to the left of the search fields will let you quickly narrow down the listed items based on relevant keywords, suppliers, pricing, and more. As an example, the following filters appeared after searching for the word 'cartridge.' After selecting the filter, the number of remaining items appears to the right in parentheses.

Refine your results

Keyword
use (250)
toner (244)
yield (236)
crtg (173)
print (158)
Show All ...

Category
075-03: Aligners, ... (2)
445-91: Wrenches, ... (4)
465-14: ... (5)
680-04: Ammunition (19)
875-53: Operating ... (1)
Show All ...

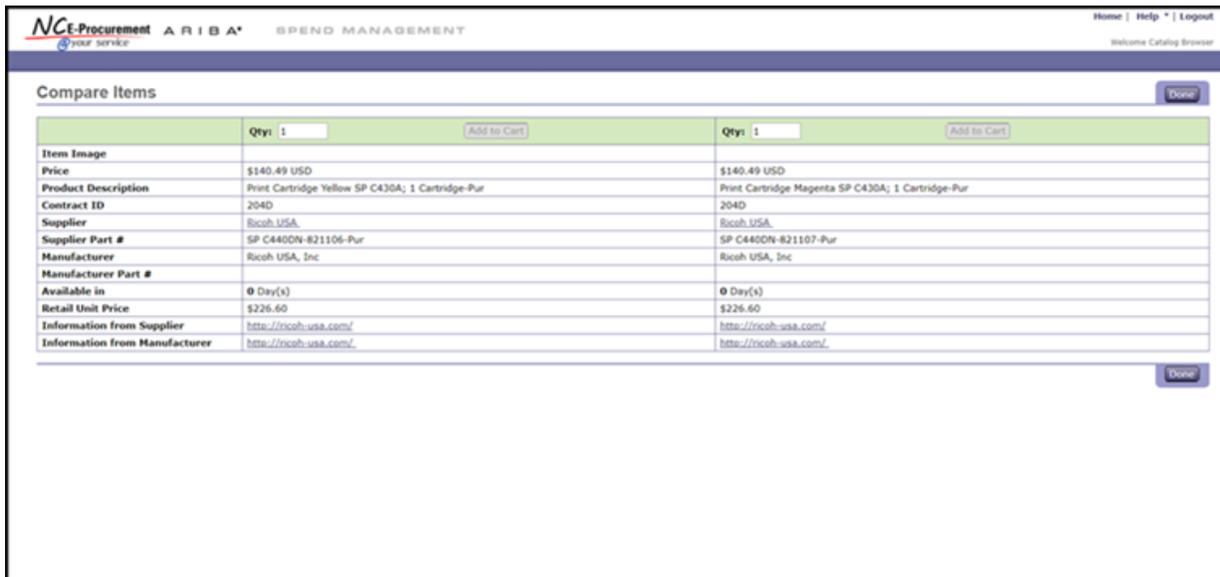
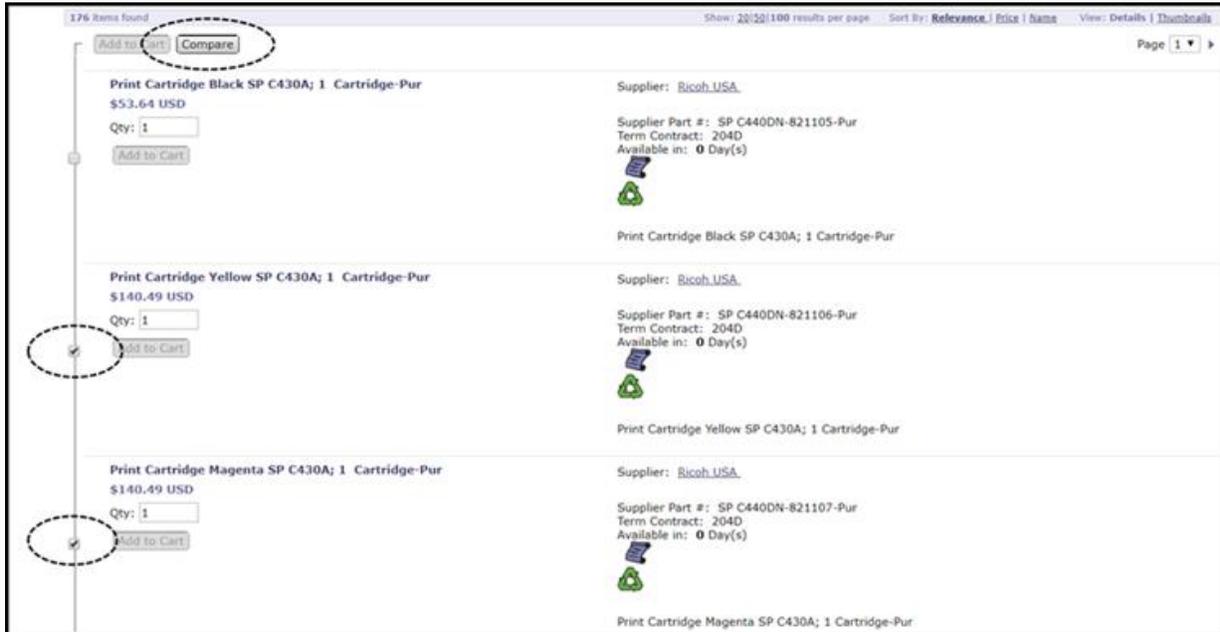
Supplier
CAE Healthcare, Inc. (2)
CANON U.S.A., INC. (3)
Forms & Supply, Inc ... (1)
Hills Machinery Co. ... (7)
KYOCERA Document ... (43)
Lawmens ... (19)
LEICA MICROSYSTEMS, ... (1)
MERC0 Biomedical (1)
Mohawk Resources ... (2)
Philips Healthcare (4)
Physio-Control, Inc. (1)
POCKET NURSE ... (2)
Ricoh USA (176)
SHARP ELECTRONICS ... (18)
Sigsauer Inc. (1)
Snap-on Industrial ... (4)
SYSTEL BUSINESS ... (149)
Toshiba Business ... (100)
XEROX CORPORATION (12)
Show First 5

Language
English (546)

Manufacturer
Canon U.S.A. (3)
HP Inc. (100)
Propper (1)
Ricoh USA, Inc (176)
Sharp Electronics ... (18)
Show All ...

Price
\$0.00 USD (1)
\$1.00 - \$10.00 USD (1)
\$10.00 - \$100.00 USD (282)
\$100.00 - \$1,000.00 ... (255)
\$10,000.00 - ... (7)

Checking the box next to a catalog item and clicking the 'Compare' button enables you to compare two or more items, showing all of the details for each item side by side.



More search tips for the Statewide Term Contract catalog can be found in the [State Term Contract Catalog Search](#) job aid.

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 962B The Division of Purchase & Contract has established a new [Statewide Term Contract 962B – Document Destruction Services](#). This is a single-vendor convenience contract, which may be used by state departments, most state agencies, and by 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 term of this contract is January 28, 2019 through May 14, 2021. For more details about this contract, see [Statewide Term Contract 962B – Document Destruction Services](#).

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
3/5	E-Procurement	Raleigh	Wake Tech Public Safety Education Campus 321 Chapanoke Road Room 1401
3/7	Demystifying Terms and Conditions	Raleigh	116 W. Jones Street P&C Training Room (G111)
3/12-14	Intro to Procurement	Raleigh	116 W. Jones Street P&C Training Room (G111)
3/19	E-Procurement	Raleigh	Wake Tech Public Safety Education Campus 321 Chapanoke Road Room 1401
3/27	Specification Writing	Raleigh	116 W. Jones Street P&C Training Room (G111)

Follow-Up

This newsletter was sent to all NC E-Procurement users.
Questions about information covered in this newsletter? Send an email to ephelpdesk@its.nc.gov.