



The Source NC E-Procurement Newsletter

June 2018 Edition

FY19 Multi-Year Indicator*

Please note that on Saturday, June 30, to align with current OSC processes, the Multi-Year Indicator for **FY19** will be updated in NC E-Procurement. At this time, all line items with a Multi-Year Indicator of **'19'** will be automatically updated to have a Multi-Year Indicator of **'Unspecified.'** No action is required by users to update the Multi-Year Indicator.

*Note: the End of Year communication you received Tuesday stated the incorrect fiscal year. We apologize for any confusion.

Update: Upcoming NCAS New Vendor Process Change

The North Carolina Office of the State Controller (NC OSC) continues to pilot the new Substitute W-9 process with three state agencies, and the agencies have provided positive feedback to NC OSC.

The tentative launch date for the new process is July 16, 2018. Please be on the lookout for further information. You can begin collecting [NC OSC Substitute W-9 forms](#).

Tips & Tricks: How Your Purchase Order Was Transmitted

At some point, you may need to know how and to whom your purchase order was transmitted. Follow the instructions below to view the information on your purchase order.

1. Search for the purchase order and click the "Order ID."

The screenshot shows the NCE-Procurement search interface. The search type is set to "Purchase Order". The search filters include Order Title (example), Order ID (No Choice), Date Ordered (No Choice), Entity (13 [select]), eRequisition ID, Legacy Document ID, Receipt Date (any receipt) (No Choice), Receipt ID (any receipt) (No Choice), Receipt Status (any receipt) (No Choice), Requester (NCAS Requester 01 [select]), and Status (No Choice). The search results show one item: Example Purchase Order, with a status of Ordered, date created of Today, 9:46 AM, supplier name of Jane Doe, and a total of \$0.00000 USD. A "Contact" link is visible next to the item name.

2. Click the link next to "Contact."

NC10444083 - Example Purchase Order Status: Ordered

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. Review your request and take the desired

[Back](#) [Receive](#) [Close](#) [Print](#)

Summary | [Approval Flow](#) | [Receipts](#) | [History](#)

Order ID: [NC10444083](#)
 Version: 1
 Title: Example Purchase Order
 Supplier: Jane Doe
 Contact: [Main Office](#)
 Encumbrance Status: Encumbered
 Close Order: Open
 Order Transmitted to Supplier?
 My Labels: [Add Label...](#)

3. Review the details to see who received the purchase order, by what method it was delivered, and to which email or fax number.

Review Details for Contact

These are the details for the field you selected.

Name: Main Office
Address: 123 Main St.
 Anytown, NC 27609
 United States
Contact: Jane Doe
Email Address: example@vendor.com
Phone: 555-555-5555
Fax: 555-555-5555
Preferred Ordering Method: Email

[Done](#)

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.

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
7/10	E-Procurement	Raleigh	Wake Tech Public Safety Education Campus 321 Chapanoke Road Room 1401
7/12	Determining Costs	Raleigh	Dept. of Administration 116 W. Jones St. P&C Training Room Suite G111-E
7/19	E-Procurement	Raleigh	Wake Tech Public Safety Education Campus 321 Chapanoke Road Room 1401
7/24-7/26	NC Procurement	Raleigh	Dept. of Administration 116 W. Jones St. P&C Training Room Suite G111-E

Follow-Up

This newsletter was sent to all NCAS users.

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