



The Source NC E-Procurement Newsletter

May 2018 Edition

Tips & Tricks: Selecting the Correct Location for Vendors on Line Items

When creating a line item within NC E-Procurement, consider the location for the vendor you are selecting. Sometimes vendors have multiple locations, and either the closest location or the location that provides the good or service you are purchasing must be selected. Follow the instructions below for selecting a vendor location.

1. Check the box next to the line item to be updated and click **'Edit.'**

Note: If you need to update the same vendor location for multiple line items, use the Mass Edit feature by clicking the checkbox next to each line item that needs to be updated before clicking **'Edit.'**

| No. | Type | Description | Supplier Part Number | Qty | Unit | Tax | Other | Price | Amount |
|-----|------|------------------------|----------------------|-----|------|------------|------------|------------|----------------|
| 1 | | 6216 Printer Cartridge | | 1 | each | \$0.00 USD | \$0.00 USD | \$5.00 USD | \$5,000.00 USD |

Supplier: SYSTEM BUSINESS EQUIPMENT CO.
Location: SYSTEM BUSINESS EQUIPMENT CO.
Commodity Code: 253-72 - Printer Accessor...

Amount Code: [Edit] [Copy] [Delete] | Add from Catalog | Add Non-Catalog Item

Total Cost: \$5,000.00 USD [Update Total]

2. Click the **'select'** link next to the **'Location'** field.

LINE ITEM DETAILS

No.: 1
Description: 6216 Printer Cartridge
Qty: 1
UOM: each
Commodity Code: 253-72 - Printer Accessor...
Amount: \$5,000.00 USD
Price: \$5.00 USD
Tax Rate: Other
Tax Amount: \$0.00 USD
Other Costs: \$0.00 USD
Supplier: SYSTEM BUSINESS EQUIPMENT CO. [select]
Location: SYSTEM BUSINESS EQUIPMENT CO. [select]
Supplier Part Number:
Revised Content? Yes No
Item Classification: Good

3. Select the correct vendor location based on proximity to your location or based on the products and services offered by the vendor at that location.

Note: If unsure whether a location offers the product or service you are purchasing, [Searching for Registered Vendors Web Based Training](#) provides more information on how to execute a search to locate this information.

Choose Value for Location

Field: Name ▼

| Name ↑ | Lines | City | State | Country | |
|-------------------------------|--------------|---------|-------|---------------|---------------------------------------|
| SYSTEL - ASHEVILLE | 123 Main St. | Anytown | NC | United States | <input type="button" value="Select"/> |
| SYSTEL BUSINESS EQUIPMENT CO. | 123 Main St. | Anytown | NC | United States | <input type="button" value="Select"/> |
| SYSTEL - CHARLOTTE | 123 Main St. | Anytown | NC | United States | <input type="button" value="Select"/> |
| SYSTEL - GREENSBORO | 123 Main St. | Anytown | NC | United States | <input type="button" value="Select"/> |
| SYSTEL - GREENVILLE | 123 Main St. | Anytown | NC | United States | <input type="button" value="Select"/> |
| SYSTEL - HICKORY | 123 Main St. | Anytown | NC | United States | <input type="button" value="Select"/> |
| SYSTEL - RALEIGH | 123 Main St. | Anytown | NC | United States | <input type="button" value="Select"/> |
| SYSTEL - WILMINGTON | 123 Main St. | Anytown | NC | United States | <input type="button" value="Select"/> |

Note: If further guidance is needed, please refer to the [EPLite Editing Line Item\(s\) Job Aid](#).

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 below for a list of upcoming trainings. For further course details and registration instructions, please refer to the [2018 course catalog](#).

| DATE | COURSE TITLE | LOCATION | FACILITY & ADDRESS |
|---------|--------------------------------|----------|---|
| 6/7 | Specification Writing | Raleigh | Dept. of Administration 116 W. Jones St. P&C Training Room Suite G111-E |
| 6/12 | E-Procurement | Raleigh | Wake Tech Public Safety Education Campus 321 Chapanoke Road Room 1401 |
| 6/19-21 | RFP Development and Evaluation | Raleigh | Dept. of Administration 116 W. Jones St. P&C Training Room Suite G111-E |

| | | | |
|------|---------------|---------|---|
| 6/27 | E-Procurement | Raleigh | Wake Tech Public Safety Education Campus 321 Chapanoke Road Room 1401 |
| 6/28 | E-Quote | Raleigh | Wake Tech Public Safety Education Campus 321 Chapanoke Road Room 1401 |
| 7/10 | E-Procurement | Raleigh | Wake Tech Public Safety Education Campus 321 Chapanoke Road Room 1401 |

Follow-Up

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

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

