



## The Source NC E-Procurement Newsletter

May 2018 Edition

### End of Year: NCAS Integration

Due to the normally scheduled NCAS downtime on the first business day of the new fiscal year, NC E-Procurement will be unable to transmit requisitions, purchase orders and receipts to NCAS on Monday, July 2, 2018. Items created on July 2 will be transmitted to NCAS on Tuesday, July 3. The accounting system will not be available on the July 4 holiday and will resume processing on Thursday, July 5.

### End of Year: 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 that 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 to update the Multi-Year Indicator.

### Update: Upcoming NCAS New Vendor Process Change

The North Carolina Office of the State Controller (NC OSC) has resolved the issue with Microsoft and has resumed piloting the new Substitute W-9 process with two state agencies. Year-end/year-open is approaching for NCAS state agencies, so NC OSC has decided to push the launch date for this new initiative to mid-July 2018. Please be on the lookout for further information regarding the final go-live date for this new initiative. You can access the [NC OSC Substitute W-9 form](#) to begin collecting Substitute W-9 forms.

### 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.'

The screenshot shows a web-based requisition form for item RQ21257493. The 'Title' field is set to 'Select Vendor Location'. The 'Pre-Encumbrance Status' is 'Not Encumbered'. The 'On Behalf Of' field is 'NCAS.Equyester.01'. The 'Buying Entity' is '1180'. The 'Transmit to Supplier?' checkbox is checked. Below the form is a table of line items:

Line Item	No.	Type	Description	Supplier Part Number	Qty	Unit	Tax	Other	Price	Amount
1	1		62XL Printer Cartridge		1	each	\$0.00	\$0.00	\$0.00 USD	\$0.00000 USD

Below the table, the 'Supplier' information is displayed: Supplier: SYSTEL BUSINESS EQUIPMENT CO., Location: SYSTEL BUSINESS EQUIPMENT CO., Company: 0401, Account: 031311, Cost Center: 1009, Federal Award Number: (no value), Bid Number: (no value). At the bottom right, the 'Total Cost' is \$0.00000 USD.

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

RQ21257493: Select Vendor Location OK Cancel

This is a summary of the item you selected. Change any editable field and save your changes.

**LINE ITEM DETAILS**

No.: 1

Description: \$20 Printer/Cartridge

Qty: 1

UOM: \$20

Commodity Code: 203-72 - Printer Access

Amount: \$0.00000 USD

Price: \$0.00 USD

Tax Rate: Other

Tax Amount: \$0.00 USD

Other Costs: \$0.00 USD

Supplier: SYSTEL BUSINESS EQUIP

Location: SYSTEL BUSINESS EQUIPMENT CO. select

Supplier Part Number:

Recycled 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 [NCAS 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](mailto: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 NCAS users.

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