



## The Source NC E-Procurement Newsletter

September 2018 Edition

### Tips & Tricks: Saved Searches

When using the E-Procurement search function, the selected settings and filters can be saved for future use to lessen the amount of time finding orders.

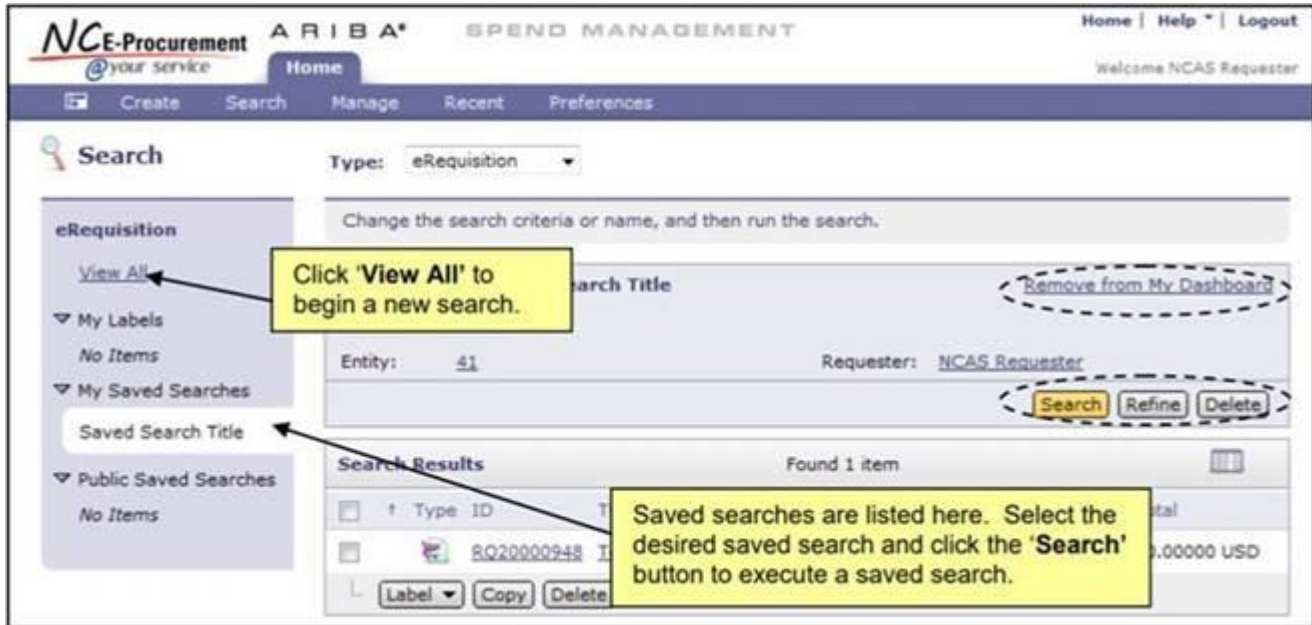
1. After choosing the search filters, select the Save Search button on the lower right.

This screenshot shows the NCE-Procurement search interface. The top navigation bar includes "NCE-Procurement", "ARIBA", and "SPEND MANAGEMENT". The main search area has a "Search" header and a "Type" dropdown set to "eRequisition". Below this is a "Search Filters" section with fields for Title, ID, Commodity Code, Date Created, Entity (set to 41), Requester (set to NCAS Requester), Status (set to Submitted), and Total Cost. A "Search" button and a "Save Search" button are visible at the bottom right. The "Save Search" button is circled with a dashed line. Below the filters is a "Search Results" section showing one result: "8021530402 Test eRequisition" with a status of "Submitted" and a total of "\$150,000.00 USD".

2. Enter a search name in the 'Search Name' field, then click 'OK.'

This screenshot shows the "Save Search" dialog box. It has a title bar with "OK" and "Cancel" buttons. The main text reads: "Save the search to use again at a later time. If you have the required permission, you can save the search as a system search for use by all users." Below this is a "Search Name" field containing the text "Saved Search Name", which is circled with a dashed line. Underneath, the "Search Category" is set to "eRequisition" and the "Search Filters" are listed as "Entity = 41, Requester = NCAS Requester". At the bottom right, there are "OK" and "Cancel" buttons, with the "OK" button circled with a dashed line.

The saved search will now appear in the shortcut menu for the specific 'Type' of search that was saved (e.g., eRequisition or Purchase Order). Saved searches will also appear on the Dashboard in the 'Search' Portlet for the Type of search.



Further tips on saved searches can be found in the [System Searches](#) 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).

## Statewide Term Contract Announcements

**Statewide Term Contract 060C** The Division of Purchase & Contract has established a new [Statewide Term Contract 060C - Storefront Auto Parts](#). This is a multi-vendor convenience contract for state agencies, departments, institutions, universities, community colleges, and non-mandatory entities, including schools and local governments. The contract term began September 17, 2018; see the contract for end dates for each vendor. If you have any questions related to this contract, contact David O'Neal at (919) 807-4534 or [david.o-neal@doa.nc.gov](mailto:david.o-neal@doa.nc.gov).

**Statewide Term Contract 269C** The Division of Purchase & Contract has established a new [Statewide Term Contract 269C - Condoms and Related Products](#). 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 government, may use this contract if allowed by general statute. The term of this contract is September 24, 2018 through June 30, 2020. If you have any questions related to this contract, contact Grant Braley at (919) 807-4519 or [grant.braley@doa.nc.gov](mailto:grant.braley@doa.nc.gov).

**Statewide Term Contract 405F** The Division of Purchase & Contract has established a new [Statewide Term Contract 405F - Regular Conventional Non-Ethanol Unleaded Gasoline](#). 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 government, may use this contract if allowed by general statute. The term of this contract is September 5, 2018 through September 4, 2021. If you have any questions related to this contract, contact Grant Braley at (919) 807-4519 or [grant.braley@doa.nc.gov](mailto:grant.braley@doa.nc.gov).

**Statewide Term Contract 445A** The Division of Purchase & Contract has established a new [Statewide Term Contract 445A - Professional Grade Tools and Diagnostic Equipment](#). This is a single-vendor convenience contract for state agencies, departments, institutions, universities, and community colleges. Non-mandatory entities, including schools and local governments, may use this contract if allowed by general statute. The contract term is September 1, 2018 through June 30, 2020. If you have any questions related to this contract, contact David O’Neal at (919) 807-4534 or [david.o-neal@doa.nc.gov](mailto:david.o-neal@doa.nc.gov).

**Statewide Term Contract 475A** The Division of Purchase & Contract has established a new [Statewide Term Contract 475A - Medical Products Distribution](#). 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 government, may use this contract if allowed by general statute. The contract term began September 17, 2018; see the contract for end dates for each vendor. If you have any questions related to this contract, contact Grant Braley at (919) 807-4519 or [grant.braley@doa.nc.gov](mailto:grant.braley@doa.nc.gov).

**Statewide Term Contract 983A** The Division of Purchase & Contract has established a new [Statewide Term Contract 983A - Equipment Rental](#). This is a multi-vendor convenience contract for state agencies, departments, institutions, universities, community colleges, and non-mandatory entities, including schools and local governments. The contract term began September 17, 2018; see the contract for end dates for each vendor. If you have any questions related to this contract, contact Grant Braley at (919) 807-4519 or [grant.braley@doa.nc.gov](mailto: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
10/3	E-Procurement	Raleigh	Wake Tech Public Safety Education Campus 321 Chapanoke Road Room 1401
10/10	E-Procurement	Raleigh	Wake Tech Public Safety Education Campus 321 Chapanoke Road Room 1401
10/11	E-Quote	Raleigh	Wake Tech Public Safety Education Campus 321 Chapanoke Road Room 1401

10/15-17	NC Procurement	Statesville	Mitchell Community College 701 W. Front St.
10/18	Specification Writing	Statesville	Mitchell Community College 701 W. Front St.

### Follow-Up

This newsletter was sent to all users.

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