The Source NC E-Procurement Newsletter
April 2018 Edition

Update: Upcoming NCAS New Vendor Process Change

The North Carolina Office of the State Controller (NC OSC) has placed the new Substitute W-9 process on hold due to issues that occurred, beyond NC OSC's control, with Microsoft. NC OSC is working to resolve the issues with Microsoft and hopes to have them resolved soon. The go-live date for this new initiative has been pushed back and will be announced in the weeks to come.

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.
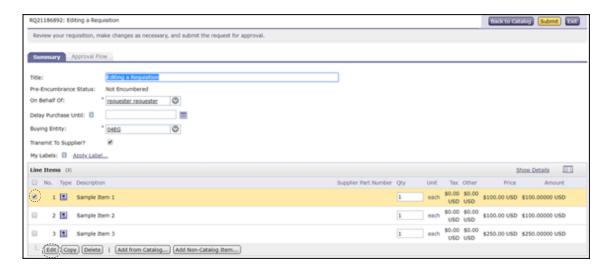
Tips & Tricks: Editing an eRequisition

At some point, you may need to edit a line item on an eRequisition that is in "Composing," "Submitted," or "Denied" status. After an eRequisition has been submitted and fully approved, it is imported into the financial system and the eRequisition can no longer be changed in NC E-Procurement. However, if your eRequisition has not been fully approved and an update is required, follow these steps:

1. Find the eRequisition in your "My Documents" portlet, or by using the system search function.
2. Click the Requisition ID or the Title.
   Note: If your eRequisition is in "Submitted" or "Denied" status, it must be withdrawn before changes can be made.
3. Click the "Edit" button at the top of the page.

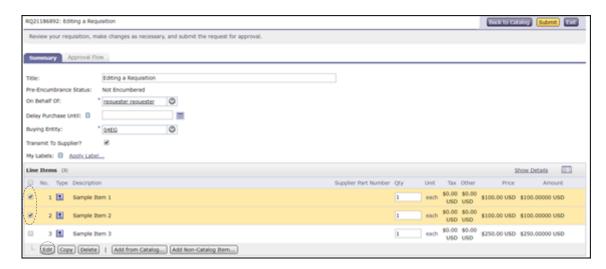Follow the instructions below to edit a single line item on an eRequisition.

1. Place a checkmark in the box beside the line item you want to edit.

2. Click the "Edit" button to display the "Line Item Details" page.
3. Update details about the line item as needed.

If your eRequisition has multiple line items that need to be updated, follow the instructions below to use the mass edit functionality.

1. Place a check in the checkbox beside each line item to be edited and click the "Edit" button.

During mass editing, a sample line item is displayed. Only fields that are common to all line items will be editable.

2. Edit the necessary fields and click "Next" to review the mass edit changes.
3. Review the modified fields and click "Done" to complete the mass edit and apply the changes.

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
5/3	Customizing Solicitation Templates	Raleigh	Wildlife Resources Commission 1751 Varsity Drive
5/8	E-Procurement	Raleigh	Wake Tech Public Safety Education Campus 321 Chapanoke Road Room 1401
5/17	E-Procurement	Raleigh	Wake Tech Public Safety Education Campus 321 Chapanoke Road Room 1401
5/22	Contract Administration and Monitoring	Raleigh	Dept. of Administration 116 W. Jones St. P&C Training Room Suite G111-E
6/7	Specification Writing	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.