

The Source

JUNE 2017

This Issue



Managing Open Requisitions
Contract Announcements
End of Year
P&C's Training Roundup

Tips & Tricks: Managing Open Requisitions

Prior to deleting a user, all transactions created by that user must be in a completed state, i.e., all eRequisitions must be in **Approved** status. This means that all eRequisitions in **Composing**, **Denied**, or **Submitted** status should be resolved by the user before they leave the agency.

Based on the status of the eRequisition, the following resolutions may apply:

Composing – Delete

Denied – Withdraw & Delete the eRequisition. If changes are required, updates should be made and submitted under an active user account

Submitted – Approve or Withdraw & Delete the eRequisition

If the user has already left the agency with incomplete eRequisitions attached to their account in **Composing**, **Denied**, or **Submitted** status, the **On Behalf Of** field will not be able to be changed without additional assistance from the NC E-Procurement Help Desk. If this is the case, the Security Administrator should submit a written request to the Help Desk via ephelpdesk@its.nc.gov to change the requester of the outstanding eRequisitions, including all the outstanding eRequisition numbers and NCIDs of **both** the old and new requester. The Help Desk will update the **On Behalf Of** field and the new user will then be able to search for and delete or otherwise act upon those eRequisitions.

Title:
Pre-Encumbrance Status:
On Behalf Of:
Buying Entity:
Transmit To Supplier?

Statewide Term Contract Announcements

Statewide Term Contract 578A– Forestry Equipment The Division of Purchase & Contract has established a new [Statewide Term Contract 578A– Forestry Equipment](#). The term of this contract is June 1, 2017– May 31, 2020. It is a multiple vendor, mandatory contract. If you have any questions related to this contract, contact David O'Neal at (919)807-4534 or david.o-neal@doa.nc.gov.

Statewide Term Contract 948B– Pharmaceutical Returned Goods The Division of Purchase & Contract has established a new [Statewide Term Contract 948B– Pharmaceutical Returned Goods](#). The term of this contract is June 1, 2017– April 30, 2018. It is a single vendor, convenience contract. If you have any questions related to this contract, contact Grant Braley at (919)807-4519 or grant.braley@doa.nc.gov.

End of Year

As your accounts payable department prepares for the year end by closing outstanding purchase orders, remind them to take advantage of the option to **not** transmit the changes to the supplier. When a change is made against an existing order in SunPac or LINQ, a prompt will appear asking the user if they would like to transmit the change to the supplier. If **'No'** is selected, the change will be sent to NC E-Procurement, but **not** the supplier. When using the Multi PO Cancel option in SunPac, enter **'N'** in the Reprint Canceled POs field to flag the purchase order to **not** be transmitted to the supplier. This feature helps to avoid duplicate shipments.

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 [2017 course catalog](#).

DATE	COURSE TITLE	LOCATION	FACILITY & ADDRESS
7/11	E-Procurement	Raleigh	Wake Tech's Public Safety Education Campus (PSEC) 321 Chapanoke Road, Room 1401
7/12	eQuote	Raleigh	Wake Tech's Public Safety Education Campus (PSEC) 321 Chapanoke Road, Room 1401
8/2	Determining Cost	Raleigh	Dept. of Administration 116 W. Jones St., P&C's Training Ctr., Room G111-E
8/3	Specification Writing	Raleigh	Dept. of Administration 116 W. Jones St., P&C's Training Ctr., Room G111-E