



The Source NC E-Procurement Newsletter

April 2014 Edition

Resending Purchase Orders to Vendors If a vendor states that they have not received a purchase order sent to them via NC E-Procurement, please contact the NC E-Procurement Help Desk for assistance. The NC E-Procurement Help Desk is staffed with resources who are able to reach out to vendors to confirm order receipt, troubleshoot communication failures, and help vendors update how they receive purchase orders from NC E-Procurement (including fax numbers and email addresses). If you wish to contact the vendor directly, please utilize the contact information found via the [Public Vendor Search Tool](#). The NC E-Procurement Help Desk may be contacted at 888-211-7440, option 1, or by sending an email to ephelpdesk@its.nc.gov.

New Statewide Term Contracts 615A & 645A At the end of March, the Division of Purchase and Contract announced the new Statewide Term Contracts 615A and 645A. [Statewide Term Contract 615A – Office Supplies](#) was awarded to Forms & Supply and is projected to offer **31 percent savings** on general office supplies. With over 4,000 office supplies available for purchase, the contract is available in NC E-Procurement as a punchout catalog in which users can access a view of the vendor's web site containing State term contract pricing. Additionally, the new [Statewide Term Contract 645A – Office Paper](#) for Office Paper is expected to generate a **9 percent savings** on office paper over historical purchases. Tiered pricing adds further discount opportunities for larger volume orders.

Tips & Tricks: State Term Contract Catalog Items When creating an eRequisition for State Term Contract items, users should use the pre-loaded term contract catalogs available in NC E-Procurement. Adding items from the state term contract catalogs reduces potential errors of non-catalog entry as well as saves the user data entry time. Users have the option to search by keyword or to select more specific search criteria from the **'Options'** list on the catalog page. Once the contract item is located, click **'Add to Cart'** to add it to the shopping cart.

For instructions on adding catalog items to an eRequisition please view the [eRequisition Catalog Item](#) job aid on the [User Training](#) page of this web site. Here are a few general tips to get you started:

- When searching by keyword, the catalog uses “fuzzy logic” to find items that may be similar to the search terms entered or to correct for slightly misspelled words. For example, searches for the words “scissor” and “scisor” (misspelled) will return the same search results. However, the catalog cannot suggest alternate search terms or phrases, so try different spellings, synonyms, or word combinations to find the item.
- Not enough detail in your search results? Switch to **'Details'** view to see more information. Too much detail? Click **'Thumbnails'** to show less information for each item in the search results.
- Click the **'Scroll'** icon on a catalog item to view a PDF version of the full Statewide Term Contract for that item.
- Too many results? Try using the **'Navigation Panel'** to narrow the search. Searches can be narrowed by keyword, supplier, price, etc.

The screenshot shows the 'Catalog Home' page with a search for 'paper'. On the left is a 'Refine your results' sidebar with filters for Keyword, Category, Supplier, Language, Manufacturer, and Price. The main content area shows search results for 'Forms & Supply, Inc - FSToffice (1)'. A specific item is highlighted: '42 PPM B&W LASER PRINTER W/ DUPLEX NTWK WIRELESS ...' with a price of \$373.74 USD. Annotations include:

- A yellow box pointing to the search filters: "Use the 'Navigation Panel' to narrow the search by keyword, supplier, price, etc."
- A yellow box pointing to a scroll icon: "Clicking the 'Scroll' icon will open a PDF version of the full Statewide Term Contract"
- A yellow box pointing to view options: "Switch views to display more or less details for each item in the search results"

Follow-Up

This newsletter was sent to NC E-Procurement users from non-integrated entities.

Questions about information covered in this Newsletter? Send an e-mail to: ephelpdesk@its.nc.gov