



## The Source NC E-Procurement Newsletter

August 2015 Edition

---

**New Releases** The NC E-Procurement team made updates to NC E-Procurement on August 13, 2015. **Here are some updates from the recent release that might be of interest to you:**

- Commodity codes are visible on the printed purchase order sent to the supplier.
- New line items with a quantity of '0' cannot be added to a change order.
- The 'Close' button will not appear on a purchase order in 'Order Failed' status.
- The 'Order Details Extended' and 'Requisition Detail Extended' reports will return data up to three years before the date the report is run.
- The 'Order Details Extended' and 'Requisition Detail Extended' reports can be filtered by 'Commodity Code' and 'Statewide Contract.'

**5 Million Purchase Orders** NC E-Procurement processed its five millionth purchase order on July 16, 2015! The purchase order was from Yadkin County Schools. NC E-Procurement has been enabling efficiencies in purchasing across North Carolina for almost 14 years. NC E-Procurement originally processed its first purchase order on October 22, 2001, which was an order from the Division of Purchase & Contract for copy paper.

**Updated Commodity Code 962-86** The NC E-Procurement Team has updated the description for commodity code 962-86 to make it easier to find the correct commodity code to use for shipping. The commodity code now appears in the system as 'Transportation of Goods and Other Freight Services (Shipping).'

**Furniture Contract Consolidations** In August, the Division of Purchase & Contract announced the consolidation of many furniture contracts into the new [Statewide Term Contract 420A – Furniture, All Types](#). It is a multiple vendor contract awarded to both manufacturers and authorized dealers by category. The term of the contract is August 1, 2015 through December 31, 2016 with a one-year renewal option. There are no catalogs loaded in NC E-Procurement, but Ordering Instructions are provided for each manufacturer and/or authorized dealer. If you have any questions related to this contract, please contact Bahaa Jizi at (919) 807-4520 or [Bahaa.Jizi@doa.nc.gov](mailto:Bahaa.Jizi@doa.nc.gov).

The following contracts were consolidated into the new 420A contract:

420A - Furniture, Metal, Folding Chairs, Tables, Storage Units	425A - Furniture, Modular Computer Workstations
420B - Furniture, Classroom, Metal	425B - Furniture, Desks (Wood), Credenzas, Conference Tables
420C - Furniture, Lounge, Seating, and Tables	425C - Furniture, Bookcases
420D - Furniture, Library, Wooden	425D - Furniture, Chairs, Office, Upholstered, Wood
	425E - Furniture, Chairs, Ergonomic.

**New Statewide Term Contract 863A** The Division of Purchase & Contract awarded the new [Statewide Term Contract 863A – New Tires](#), which began August 13, 2015, and runs through August 12, 2018, and includes two additional one-year renewal options. The new contract covers new tires and tire related services, as well as pursuit tires. If you have any questions related to this contract, please contact Chris Tart at (919) 807-4540 or [Chris.Tart@doa.nc.gov](mailto:Chris.Tart@doa.nc.gov).

**Statewide Term Contract 475E Transitioning to Punchout Catalogs** The Division of Purchase & Contract is pleased to announce that the items associated with [Statewide Term Contract 475E – MMCAP Medical Supplies](#) will soon be available from punchout catalogs in NC E-Procurement. These items have historically been available from Henry Schein and McKesson Medical Surgical via the line item catalog in NC E-Procurement, at which time only core items have been visible. In the next few weeks, NC E-Procurement will begin transitioning the availability of these contract items, both core and non-core, to punchout catalogs for Henry Schein Inc. and McKesson Medical Surgical, as well as introducing a punchout catalog hosted by Medline Industries. If you have any questions related to this contract, please contact Kevin Crutchfield at (919) 807-4536 or [Kevin.Crutchfield@doa.nc.gov](mailto:Kevin.Crutchfield@doa.nc.gov).

**Expiration of Statewide Term Contract 493C** Please be advised [Statewide Term Contract 493C – Science Education Supplies](#) will expire on September 30, 2015. The Division of Purchase & Contract reviewed State Agencies' needs and spend information and determined that it is in the best interest of the State to allow this contract to expire. As of September 30, 2015, the contract ID 493C will be removed from NC E-Procurement, along with the three contract-specific punchout catalogs: Carolina Biological Supply Co, Fisher Scientific Company LLC, and Sargent-Welch. Beginning October 1, 2015, State Agencies, Institutions, Community Colleges and certain Non-State Agencies utilizing this contract must use approved methods available under their delegated purchasing authority to purchase science education supplies until such time as a new Statewide Term Contract is in place. If you have any questions related to this contract expiration, please contact Kevin Crutchfield at (919) 807-4536 or [Kevin.Crutchfield@doa.nc.gov](mailto:Kevin.Crutchfield@doa.nc.gov).

**New/Updated Job Aids** The NC E-Procurement Team has posted the below new and updated job aids to the NC E-Procurement [User Training page](#):

- [NEW Delegating Approval Authority Job Aid](#)
- [NEW Office Supplies Punchout Item Job Aid](#)
- [NEW MRO-Facilities Punchout Catalog Item Job Aid](#)
- [NEW Selecting Commodity Codes Job Aid](#)
- [NEW Office Paper Catalog Item Job Aid](#)
- [UPDATED Grainger KeepStock Punchout Item Job Aid](#)

---

Looking for more NC E-Procurement Tips and Tricks? All tips covered in this and previous issues of [The Source](#) may be found on the [System Tips](#) page of the NC E-Procurement web site!

---

### Follow-Up

This newsletter was sent to all NCAS users.

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

---