The Source NC E-Procurement Newsletter
December 2013 Edition

New Releases The NC E-Procurement team made updates to NC E-Procurement on December 12, 2013. **Here are some updates from the recent release that might be of interest to you:**
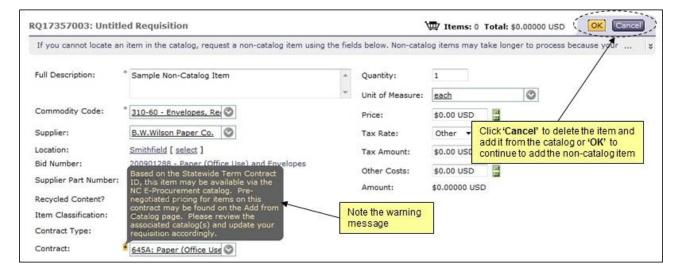
- When an eRequisition includes a non-catalog item that has a Contract ID of a contract with catalog items, a warning message will appear advising the user that the item may be found in the catalog. Please view the below **'New Functionality: Contract Item Warning Message'** section for more information.

New Functionality: Contract Item Warning Message When an eRequisition includes a non-catalog item, referencing a Statewide Term Contract, the system will conduct a look-up against the Contract ID to determine if a related catalog is loaded. Users may receive a warning message, advising them to verify the item cannot be ordered via an NC E-Procurement Catalog. When this warning message is displayed, users should search the online catalogs, including any punchout catalogs, for the item and add the catalog item to their cart, if applicable. If the item is not found in the catalog, the user may continue and submit the eRequisition with the non-catalog item.

Note: Selecting catalog items instead of entering non-catalog items allows users to include the exact information provided by the supplier, which saves time entering information on an eRequisition and reduces order confusion. Furthermore, users may get better prices from catalog items because the prices have been pre-negotiated.
Please review the warning message and steps to access the catalog below.

1. When a Contract ID is entered into the **'Contract'** field of a non-catalog item and the user clicks the **'OK'** button, a warning message will appear.

2. Click **'Cancel'** to return to the **'Summary'** page without adding the non-catalog item.

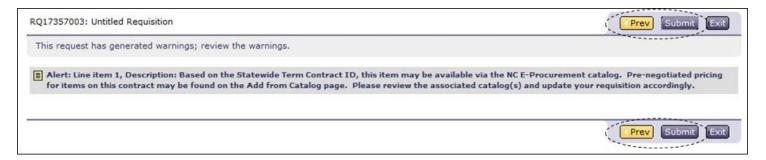   **Note:** Click **'OK'** again to continue to add the non-catalog item to the eRequisition.

3. Click **'Add from catalog'** to access the catalog.

4. Populate the **'Contract ID,' 'Supplier Part #,'** etc. and click **'Search'** to search for the desired item in the catalog.

   Note: For more information on using the catalog, please review the **'eRequisition Catalog Item'** on the NC E-Procurement User Training Web Site.

5. If the desired item is found, click **'Add to Cart'** to add the item to the eRequisition. If not, proceed with creating a non-catalog item.

   Note: If the eRequisition is submitted with a non-catalog item referencing a Statewide Term Contract, the warning message will appear again. Click **'Prev'** to return to the eRequisition and search for the item in the catalog, or click **'Submit'** again to proceed with submitting the eRequisition.

Vendor Invoice Tips Vendors registered and agreeing to the Terms of Use for NC E-Procurement agree to pay the transaction fee on all applicable orders. The Terms of Use note that the transaction fee should not be stated or included as a separate item in the proposed contract or invoice. In addition, if a purchase order includes both goods and services, break out the goods and services on individual lines of the order so that the appropriate commodity code can be used for each line. This separation also enables accurate billing of the transaction fee to the vendor. If you need assistance relating to the structure of a purchase order or inclusion of the transaction fee on a vendor invoice, please contact the NC E-Procurement Help Desk at 888-211-7440, option 1.

Tips and Tricks: Updating Vendor Information   All vendor information is maintained by the vendor through their NC E-Procurement Statewide Vendor Registration account by logging into https://vendor.ncgov.com. The vendor must update all information through their NC E-Procurement registration. All changes made to the vendor's account prior to 5pm will be processed on a nightly basis and visible in the Registered Vendor Search the next business day.

If you determine that a vendor requires assistance registering for NC E-Procurement or updating their account, please contact the NC E-Procurement Help Desk at 888-211-7440, option 1. We'll be happy to contact the vendor and assist them.

Note: The NC E-Procurement Help Desk may only assist vendors with updating phone numbers, fax numbers, and email addresses. Vendors must log into the web site noted above in order to update any other information.

<div style="background-color:#6666cc; text-align:center">Follow-Up</div>

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