



The Source NC E-Procurement Newsletter

December 2014 Edition

New Releases The NC E-Procurement team made updates to NC E-Procurement on November 13, 2014. **Here are some updates from the recent release that might be of interest to you:**

- Users are able to select search filters that include deleted users, inactive vendors, and inactive data (commodity code, bid number, federal award number, etc.) when running system searches.
- The **'Recycled'** indicator will appear on purchase order line items, when applicable.

New Statewide Term Contract 493A The Division of Purchase and Contract awarded the new [Statewide Term Contract 493A – Laboratory Supplies and Equipment](#), which began September 1, 2014, and runs through July 14, 2017. Fisher Scientific Company LLC is the primary vendor on the contract for all product categories. In addition, there are three category-specific secondary vendors on the contract: KRACKELER SCIENTIFIC (Laboratory Supplies & Equipment), VWR INTERNATIONAL, LLC (Biological Materials), and WorldWide Medical Products (Chemical Materials). All four vendors now have a punchout catalog available within NC E-Procurement. For more information regarding how to use punchout catalogs, please review the **'eRequisition Punchout Item'** job aid located on the NC E-Procurement [User Training web site](#).

Updated Statewide Term Contract 475E The Division of Purchase and Contract updated a vendor for [Statewide Term Contract 475E – Medical-Surgical Supplies MMCAP Contract \(Minnesota Multistate Contracting Alliance For Pharmacy\)](#). One of the vendors, Physician Sales and Service, is now listed as World Medical Government Solut. The other vendors on the contract, Henry Schein Inc. and Mckesson Medical-Surgical Minn, are still available for purchases from contract 475E.

Debarred Vendor Please be advised, Transformation Center of the Carolinas, Inc. (previously listed in NC E-Procurement as The Transformation Center) has been debarred from doing business with the State of North Carolina. To view the North Carolina Debarred Vendor list, please visit <http://www.doa.state.nc.us/PandC/actions.aspx>. Questions regarding debarred vendors should be directed to Danielle Hearst, danielle.hearst@doa.nc.gov.

Tips and Tricks: Supplier Part Numbers When entering a non-catalog line item, it is important to include the item's Part ID, when available, in the **'Supplier Part Number'** field. Entering the Part ID as part of the **'Description'** is not recommended, as it can slow the vendor's processing time. Absence of the **'Supplier Part Number'** may also slow the processing time, resulting in delayed shipment of items. Entering the Part ID into the **'Supplier Part Number'** field will allow the order to be processed much more quickly.

Note: If your agency creates eRequisitions in your backend financial system (e.g., ISIS or SunPac), as opposed to creating them within NC E-Procurement, please enter the Part ID in the appropriate field designated by your backend financial system.

The screenshot shows a form for entering a non-catalog line item. The form is divided into several sections. On the left, there are fields for 'Full Description', 'Commodity Code', 'Supplier', 'Location', 'Supplier Part Number', 'Inventory ID', 'Recycled Content?', 'Recycled Code', 'Item Classification', 'Contract Type', and 'Blanket Purchase?'. On the right, there are fields for 'Quantity', 'Unit of Measure', 'Price', 'Tax Rate', 'Tax Amount', 'Other Costs', and 'Amount'. A callout box with a yellow background and black border points to the 'Supplier Part Number' field, containing the text: 'Enter the Part ID into the 'Supplier Part Number' field to aid the vendor with timely processing of the order'. The 'Supplier Part Number' field is currently empty. The 'Full Description' field contains the placeholder text '*Enter a description for this item.'. The 'Commodity Code' field contains '(no value)'. The 'Supplier' field contains '(No Preference)'. The 'Location' field contains '(no value)'. The 'Recycled Content?' field has 'No' selected. The 'Item Classification' field is set to 'Good'. The 'Contract Type' field is set to 'No'. The 'Blanket Purchase?' field has 'No' selected. The 'Quantity' field is set to '1'. The 'Unit of Measure' field is set to 'each'. The 'Price' field is set to '\$0.00 USD'. The 'Tax Rate' field is set to '6.75%'. The 'Tax Amount' field is set to '\$0.00 USD'. The 'Other Costs' field is set to '\$0.00 USD'. The 'Amount' field is set to '\$0.00000 USD'. At the bottom of the form, there is a section titled 'ACCOUNTING - BY LINE ITEM' with an 'Account Code' field.

For more information on entering non-catalog items, please review the **'eRequisition Non-Catalog Item'** job aid on the NC E-Procurement [User Training web site](#).

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 School System users.

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