



The Source NC E-Procurement Newsletter

January/February 2013 Edition

Note: In the newsletter sent on February 4, 2013, you may not have been able to view the image regarding eQuote at the bottom of the page. The image is included below.

New Releases The NC E-Procurement team made updates to NC E-Procurement on January 31, 2013. **Here are some updates from the recent release that might be of interest to you:**

- Change orders issued with changes only to the **'Commodity Code'** field now generate a change order
- Change orders issued with changes only to the **'Other Costs'** field now generate a change order
- Non-catalog items which have the same part number and basic information as a distributed catalog item on an imported purchase order will honor the price and item type sent from each school
- Edited catalog items on imported purchase orders will honor the price sent from each school
- An eQuote line item added by either a requester or approver does not have to be awarded to a vendor prior to submittal, as long as a required approver appears after the user who is adding the eQuote item
- Updates made to the description of a line item on a requisition that was copied from another requisition will now appear correctly on both the **'Summary'** page and on the line item details
- BForm line items and requisitions containing BForm items can now be copied without issue
- Purchase Orders being sent to the supplier via Ariba Services Network may have a total attachment size of 10MB, with each attachment being no more than 5MB. A warning message will appear when 10MB is exceeded, warning you that the Order may fail to transmit to the supplier due to the total attachment size. Purchase Orders being sent via Email or Fax may have a total attachment size of 5MB, with the warning appearing when 5MB has been exceeded. The supplier's Preferred Ordering Method will determine which warning message will appear (to view the Preferred Ordering Method, click the Location on the line item)
- Filters and results for both reports and searches now include inactive users and vendors
- Mass Editing a supplier and/or supplier location will correctly update the line items to which the mass edit applies
- Searches initiated by users with the **'EPLITE Reporting Role'** can now find items created by other users within the same entity without having to set the **'Requester'** filter

Commodity Code Selection Please make sure to enter the appropriate commodity code when adding a line item in NC E-Procurement. This helps the State in determining what commodities are being purchased and what commodities should be on state contract for better pricing. If a good is being purchased, please

select a non 900-level commodity code. A 900-level commodity code should be selected when adding a service line item. Catalog items have commodity codes pre-loaded for your convenience. For non-catalog items, you can search for a commodity code in NC E-Procurement by typing the commodity code or the item description. Commodity Codes can also be found on [P&C's webpage](#). The 'Item Classification' indicator defaults based on the commodity code selected. If you would like help in determining the correct commodity code, please contact the NC E-Procurement Help Desk at 888-211-7440, option 1, or at ephelpdesk@its.nc.gov.

Note: Services such as labor and freight/shipping should always be entered as a separate line item from goods. Freight/shipping may be listed as **962-86** (Transportation of Goods and Other Freight Services) and labor should be entered as the 900-level commodity code that most closely matches the work being completed. Please view the below list of commodity codes for other service commodity codes that are commonly used.

- **910:** Building Maintenance, Installation and Repair Services – covers all services related to business maintenance, such as janitorial/custodial services (910-39), garbage/trash removal services (910-27), and kitchen and bathroom fixture repair (910-42).
- **924:** Educational Services – includes teacher certification services (924-77), special education (924-74), and tutoring (924-80).
- **931:** Equipment Maintenance and Repair Services – covers the maintenance and repair of equipment, including kitchen/cafeteria equipment (931-30), athletic equipment (931-11), musical instruments (931-58), and office furniture (931-46).
- **968:** Public Works and Related Services – includes water and wastewater treatment (968-96), storm drain cleaning and repair (968-73), and traffic sign maintenance (968-81).
- **961 & 962:** Miscellaneous Services – covers all other types of services that are not otherwise classified in another 900-level commodity code, such as installation and removal services that do not otherwise have another commodity code listed (962-46) and well drilling, maintenance, and repair services (962-96).

Tips and Tricks: Accessing eQuote eQuote is an efficient, cost-saving tool in NC E-Procurement for obtaining informal quotes. eQuote is accessed just like a punchout catalog in NC E-Procurement. Search for 'eQuote' (without the quotes) and then click 'eQuote Punchout Site' to begin creating an eQuote.

NCE-Procurement A R I B A * SPEND MANAGEMENT Home | Help | Logout
 @your service Home

Create Search Manage Recent Preferences

RQ16531942: Untitled Requisition Items: 0 Total: \$0.00000 USD [Summary](#) [Exit](#)

Add items to your requisition from the catalog or from your favorites groups. You can also ...

Catalog Home

Catalog [Search](#) [Options](#) [Create Non-Catalog Item](#)

Supplier Part #:

Manufacturer Part #:

Contract ID:

Commodity Code:

Your search path: [Catalog](#) > "eQuote"

Supplier Punchout Catalog Resources

▼ **Equote Punchout (1)**

[eQuote Punchout Site](#)

[Shorten View](#)

3 items found Sort By: [Relevance](#) | [Price](#) | [Name](#) View: [Details](#) | [Thumbnails](#)

[Add to Cart](#) [Compare](#) [Add to Favorites](#)

Refine your results

Keyword

- tunnel (1)
- equote (1)
- apparatus (1)
- punchout (1)
- wind (1)
- Show All ...

Category

- Uncategorized Items (1)

Supplier

- Equote Punchout (1)
- Hampden Engineering ... (2)
- SOUTHERN ... (1)

Language

- English (4)

Manufacturer

- eQuote Punchout (1)
- Hampden Engineering ... (2)
- TQ (1)

Price

- \$2,000.00 - ... (2)
- \$3,000.00 - ... (1)

Follow-Up

This newsletter was sent to all Community College and School System users, Purchasing Directors, and Finance Officers.

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