



The Source NC E-Procurement Newsletter

January/February 2014 Edition

Job Aids and Training Opportunities Looking for detailed instructions on how to accomplish a task within NC E-Procurement? Job aids may be found by visiting the NC E-Procurement [User Training web site](#). The job aids available include PDF materials, as well as Web-Based Training courses. The Web-Based Training Courses are divided into individual courses covering topics such as system navigation, requisitioning, reporting and security administration. They are self-paced and provide an opportunity for users to build skills or reinforce knowledge.

The NC E-Procurement team is also available to provide free onsite training on an as-needed basis. If you would like to discuss available training opportunities and your entity's training needs, please contact the NC E-Procurement Help Desk, 888-211-7440, option 1. Please note that all onsite training requests should be submitted by your EP Lite Administrator.

Furthermore, we are excited to announce that NC E-Procurement will be an exhibition vendor at the 58th Annual Carolinas Association of Governmental Purchasing (CAGP) Conference and Vendor Exhibition on Tuesday, February 25, 2014 at The Sea Trails Convention Center in Sunset Beach, NC. Members of the NC E-Procurement team will be available to answer any questions you may have regarding NC E-Procurement, including training opportunities.

Tips and Tricks: Invalid Bid Numbers When a Statewide term contract is re-bid by P&C at the end of its term, the awarded contract will have a new bid number. When this occurs, any line items with the old bid number will show an error message that the bid number must be re-selected. This most often occurs when a user changes or copies an older eRequisition. When this error is encountered, re-select the contract ID, which will also populate the new bid number.

Note: If the eRequisition is in **'Ordered'** or **'Receiving'** status, there is no need to update the bid number; the bid number will only need to be updated if a change order is created.

Complete the following steps to update the bid number on non-catalog items:

1. Click the **'Contract'** drop-down menu and select **'Search for more...'**
2. Search for **'no value'** (without the quotes) and click the **'Select'** button next to **'(no value).'**
3. Click the **'Contract'** drop-down menu and select **'Search for more...'**

Note: Do not re-select the contract ID if it appears in the drop-down menu at this time, as the new bid number may not populate.

4. Search for the contract ID and click the **'Select'** button next to the desired contract. This will re-populate the **'Bid Number'** field with the updated information.

For catalog and punchout items on a new eRequisition in **'Composing'** status, delete the item and re-select it from the catalog. To update the bid number for catalog and punchout items on change orders, please save a new version in **'Composing'** status and contact the NC E-Procurement Help Desk, 888-211-7440, option 1, for assistance.

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