The Source NC E-Procurement Newsletter
January/February 2016 Edition

Statewide Term Contract 975B   The Division of Purchase & Contract formally announced Statewide Term Contract **975B – Vehicle Rental Services**. The term of the contract is September 1, 2015, through October 17, 2017. It is a multiple vendor, convenience contract. Items in this contract are currently not listed in the NC E-Procurement catalog. Reservations can be made by phone, online, or in person at a local branch. If you have any questions related to this contract, contact Margaret Serapin at 919-807-4529 or Margaret.Serapin@doa.nc.gov.

Statewide Term Contract 445A   The Division of Purchase & Contract formally announced Statewide Term Contract **445A – Small Hand & Power Tools**. The term of the contract is November 1, 2015, through September 19, 2017. It is a single vendor, convenience contract. Items in this contract are loaded into the NC E-Procurement Catalog. If you have any questions related to this contract, contact Bahaa Jizi at 919-807-4520 or Bahaa.Jizi@doa.nc.gov.

Statewide Term Contract 926B   The Division of Purchase & Contract formally announced Statewide Term Contract **926B – Recycling Services for Fluorescent Lamps, Ballasts & Other Mercury Containing Devices**. The term of the contract is January 4, 2016, through December 31, 2018. It is a single vendor contract that is mandatory for State departments and most State Agencies. Items in this contract are currently not listed in the NC E-Procurement catalog. Orders can be placed by completing the order form attached to the contract and returning it to the vendor. If you have any questions related to this contract, contact Margaret Serapin at 919-807-4529 or Margaret.Serapin@doa.nc.gov.

Special Characters Returned to NC E-Procurement   Based on input from a number of users, changes to remove special characters from the item '**Description**' and '**Supplier Part Number**' fields were reverted in December. Specifically, the **^**, **/**, and **hard returns** have been re-enabled in these fields.

P&C's Training Roundup   The Division of Purchase & Contract (P&C) offers various training courses related to procurement throughout the year. Please see below for a list of upcoming trainings to be offered later this month and in March.   For further course details and registration instructions, please refer to the 2016 Course Catalog.

DATE	COURSE TITLE	LOCATION	FACILITY & ADDRESS
2/17	Determining Cost	Raleigh	Dept. of Administration 116 W. Jones Street
2/24	E-Procurement	Raleigh	Wake Technical CC 321 Chapanoke Road
2/25	eQuote	Raleigh	Wake Technical CC 321 Chapanoke Road
3/8-3/10	NC Procurement	Raleigh	Office of State Controller 3514 Bush Street
3/17	NC Contract Administration & Monitoring	Garner	Dept. of Transportation 750 N. Greenfield Pkwy
3/22	E-Procurement	Raleigh	Wake Technical CC 321 Chapanoke Road
3/23	eQuote	Raleigh	Wake Technical CC 321 Chapanoke Road

Tips & Tricks: Managing Open eRequisitions   Prior to deleting a user, all transactions created by that user must be in a completed state, i.e., all eRequisitions must be **'Ordered'** with a quantity of zero, **'Received'** or **'Canceled'**. This means that all eRequisitions in **'Composing,' 'Denied,' 'Submitted,' 'Ordered'** (non-zero quantity), or **'Receiving'** status should be resolved by the user before they leave the agency (either permanently or for another entity).

Based on the status of the eRequisition, the following resolutions may apply:

- **Composing** – Delete
- **Denied** – The original requester should Withdraw & Delete the eRequisition. If changes are required, updates should be made and submitted under an active user account
- **Submitted** – Approve or Withdraw & Delete the eRequisition
- **Ordered (non-zero quantity)** – If the order will not be received, Cancel; otherwise, fully receive
- **Receiving** – Fully Receive or close the order to receiving. If receiving is still ongoing, a Purchasing Agent may create a change order to change the **'On Behalf Of'** field to another user who will then be able to continue receiving on the eRequisition (when the order is NOT Central Receiving)

If the eRequisition is in **'Ordered'** or **'Receiving'** status, a purchasing agent will be able to change the **'On Behalf Of'** field when creating a change order. The **'On Behalf Of'** field on eRequisitions in **'Submitted'** status may be updated by an approver with the **'NCAS Editor'** role. If the user has already left the agency, however, and there are still incomplete eRequisitions attached to their account in **'Composing'** or **'Denied'** status, the **'On Behalf Of'** field will not be able to be changed without additional assistance from the NC E-Procurement Help Desk. If this is the case, the Security Administrator should submit a written request to the Help Desk via ephelpdesk@its.nc.gov to change the requester of the outstanding eRequisitions, including all the outstanding eRequisition numbers and NCIDs of **both** the old and new requester. The Help Desk will update the **'On Behalf Of'** field and the new user will then be able to search for and delete or otherwise act upon those eRequisitions.

Note: In general, it is a good practice for all users to monitor their open transactions. eRequisitions in **'Composing'** status that will not be turned into a purchase order should be deleted in order to maintain a clean profile.

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