



The Source NC E-Procurement Newsletter

July/August 2014 Edition

NC E-Procurement at Financial and Business Services Conference On July 24, 2014, NC E-Procurement participated in the DPI Financial and Business Services Conference held in Durham. Patti Bowers, State Purchasing Officer, held a session to provide updates on Procurement Transformation activities at DOA. NC E-Procurement team members hosted a breakout session to provide updates on NC E-Procurement. The team shared tips on using the NC E-Procurement catalogs to save time and money by accessing pre-loaded state term contract items on catalogs. View the [NC E-Procurement Overview presentation](#) and let us know if you would like to learn more.

Changes to NC E-Procurement Vendor Transaction Fee When a company registers as a vendor with NC E-Procurement, the NC E-Procurement [Terms of Use](#) must be accepted. This includes accepting a 1.75% transaction fee on the total dollar amount – excluding taxes or shipping charges – of all goods or materials sold through NC E-Procurement. This transaction fee is billed to vendors upon payment by the purchasing entities for the goods or materials.

We would like to make you aware of a change being made effective October 1, 2014. Pursuant to North Carolina General Statute [§147-86.23](#), vendors will be charged interest on past due balances for the transaction fee. Please be advised that the NC E-Procurement Team will be communicating to vendors via email and fax regarding this change. If a vendor contacts you with questions regarding this change, please direct them to contact the NC E-Procurement Billing Help Desk at (888) 211-7440, option 4, or epbilling@its.nc.gov.

Statewide Term Contract 204A Update As noted in the May/June edition of [The Source](#), a new [Statewide Term Contract 204A – Microcomputers and Peripheral Components](#) was awarded. The contract was awarded to Dell Marketing, L.P.; Hewlett Packard Company; Lenovo, Inc.; NCS Technologies, Inc., and Samsung Electronics America. The NCS Technologies, Inc. punchout catalog is currently available in NC E-Procurement, and catalogs for the other awarded vendors are coming soon. For 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](#).

Using the ‘Close’ Button When a purchase order has been closed in NCAS but still remains open within NC E-Procurement, it is possible to close the purchase order in NC E-Procurement without the need to submit a receipt or change order. Indeed, attempting to submit a receipt or create a change order may cause an NCAS encumbrance failure message to occur. Instead, users have the option to close purchase orders manually. After searching directly for the purchase order, the **‘Close’** button will appear and gives users three options:

- **Close Order For Change** – Prevents users from changing the purchase order in the future. Users will still be able to receive on the purchase order until it is fully received.
 - **Close Order For Receiving** – Sets the status of the purchase order to **‘Received’** and prevents users from changing or receiving on the purchase order.
 - **Close Order For All Actions** – Sets the status of the purchase order to **‘Received’** and prevents users from changing or receiving on the purchase order.
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To reopen an order that has been manually closed using the 'Close' button, search for the purchase order and click the 'Reopen' order button.

Note: Only the user in the 'On Behalf Of' field of the eRequisition will have the 'Reopen' button on a purchase order that has been closed via the 'Close' button.

The screenshot shows the NC E-Procurement interface. At the top, there's a navigation bar with 'Home', 'Create', 'Search', 'Manage', 'Recent', and 'Preferences'. The main header displays 'NC5000152 - Receiving a Line Item' and 'Status: Ordered'. Below this, there's a summary section with fields for Order ID, Version, Title, Supplier, Contact, Encumbrance Status, and Close Order. A 'Close' button is highlighted in a callout box. Below the summary is a table of line items with columns for Type, No., ReqID, Qty, Unit, Description, Supplier Part Number, Price, Tax, and Amount. The total ordered amount is \$656.85000 USD.

Note: For more detailed instructions on how to use the 'Close' button, please review the 'Manually Closing an Order' section of the 'Receiving a Line Item' job aid found on the NC E-Procurement [User Training web site](#).

Tips and Tricks: Vendor Searches Registered Vendors may be found by visiting the NC E-Procurement web site at <http://eprocurement.nc.gov>. Click 'Registered Vendor Search' from the menu to the left, and then click the large words 'Search for Registered Vendors.' This will bring up a pop-up window in which users can search a database of all registered vendors.

There are several filters available by which vendors may be searched on the NC E-Procurement Registered Vendor Search page. These include 'Vendor Name,' 'Location Name,' 'Tax ID,' 'Commodity Code,' and 'Construction Code.'

When searching based on the 'Vendor Name' field, the vendor's name must be entered exactly as the vendor registered it in order to find the profile. If a vendor has a long name, try entering just the first one or two words of the vendor's name. Shorter searches tend to return more search results! If a vendor has abbreviated their name, try different combinations of spaces and periods (e.g., ABC, A B C, and A.B.C.).

Vendors often register a primary company name but have associated locations with differing names. These locations can be difficult to locate when searching by company name alone. Using the 'Location Name' field instead of the 'Vendor Name' field within Registered Vendor Search will allow users to search for these location names that may be registered under a primary account.

When searching based on a vendor's federal tax ID number, be sure to not to include any dashes or spaces when entering the federal tax ID number into the 'Tax ID' search. Additionally, entering a percent symbol (%) at the beginning of the federal tax ID number can help pull back multiple vendor profiles that exist for the same federal tax ID number.

If a user wishes to search for registered vendors that may provide the goods or services they wish to purchase, the **'Commodity Code'** field may be used to search for vendors that have designated they provide those goods or services. Likewise, the **'Construction Code'** field may also be used for vendors that provide goods or services that relate to construction. Users may also hold down the **'CTRL'** key on their keyboard and click on multiple commodity codes in order to select two or more commodity codes by which to search.

Vendor Search
 How do I use this tool? [Search Help Document](#)

Vendor Name Tax ID

Last Name eQuote Vendor Select eQuote Status

Email

Location Name Location City Location County

Individual Characteristics (includes ethnicity, gender, disabled status)
 Select Characteristic

Commodity Code

- 015 Addressing, Copying, Mimeo., Duplicating Machine Supplies
- 019 Agricultural Crops and Grains Including Fruits, Melons, Etc.
- 020 Agricultural Equipment, Implements, and Accessories
- 022 Agricultural Implements and Accessory Parts

Construction Code

- 02600 Drainage and Containment
- 02700 Bases, Ballasts, Pavements, and Appurtenances
- 02800 Site Improvements and Amenities
- 02900 Planting

HUB Category

Vendor Name	First Name	Last Name	Phone	Email	Debarred	HUB	eQuote
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Callout Boxes:

- Shorter searches by 'Vendor Name' generally return more search results
- Try entering a percent symbol (%) at the beginning of the 'Tax ID' field to return more search results
- Companies owned by larger corporations using a different name may be found easier by searching based on 'Location Name'
- Hold down the 'CTRL' key on the keyboard to select multiple commodity codes
- The 'Construction Code' field may also be used to search for vendors that provide goods and/or services related to construction

Note: The Registered Vendor Search is different from searching for vendors within the State Term Contract Catalog Search, also found on the menu on the NC E-Procurement web site. The catalog search only lists those vendors that have been awarded a State of North Carolina term contract. If a user cannot find a vendor within the catalog search, check the Registered Vendor Search listed above. For those vendors not listed in the catalog, the user will need to create a non-catalog item to make purchases.

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

