



The Source NC E-Procurement Newsletter

July 2015 Edition

NC E-Procurement Team to Attend FBS Conference The NC E-Procurement Team will be at [DPI's Financial and Business Services Summer Conference](#) in Research Triangle Park, July 23-24, 2015. NC E-Procurement Team Members will be presenting two sessions, one called 'Paper-Free Purchasing Makes it Easy!' and the other titled 'Simplified Procurement with Online Shopping.' NC E-Procurement team members will also be available in the exhibition area to answer any questions you may have. Be sure to stop by and say hi!

405A, 405B, & 405C Contract Consolidations In June, the Division of Purchase & Contract announced the consolidation of several contracts into the new contracts for Propane (405A), Diesel (405B), and Gasohol (405C). The following contracts were consolidated:

- 405A for Propane Tankwagon and 405K for Propane Transport have merged into contract [405A - Propane](#).
- 405L for B20 Transport, 405P for ULSD#2 Transport, 405V for B20 Tankwagon, and 405Q for ULSD#2 Tankwagon have merged into contract [405B - Diesel](#).
- 405M for E10 Transport, 405R for E85 Transport, 405S for E10 Tankwagon, and 405X for E85 Tankwagon have merged into contract [405C - Gasohol](#).

Training Spotlight Watauga County Schools and Halifax County Schools organized requester training this spring and summer. They focused on the ease of shopping the Punchout Catalogs and streamlining their purchasing processes. Thank you to all who participated!

Tips & Tricks: Discounts Have you encountered pricing that involved the need to apply discounts to line item prices and purchase order totals? If you wish to include a discount while creating an eRequisition, the NC E-Procurement Team recommends the following:

1. Enter the price of the line items with the discount already applied (e.g., a line item with a price of \$1.00 and a 25% discount will be entered with a price of \$0.75).
2. Add a comment to the line item noting the original price (i.e., before the discount) and the amount of the discount applied to it.

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
