



The Source NC E-Procurement Newsletter

March 2014 Edition

New Releases The NC E-Procurement team made updates to NC E-Procurement on February 27, 2014. **Here are some updates from the recent release that might be of interest to you:**

- Accounting information will appear on each line item on the **'Summary'** page of an eRequisition.
- The **'Management Chain'** report displays a user's full approval flow for an eRequisition that meets the highest management level of 9999999. Only one user with the highest management level will be displayed.

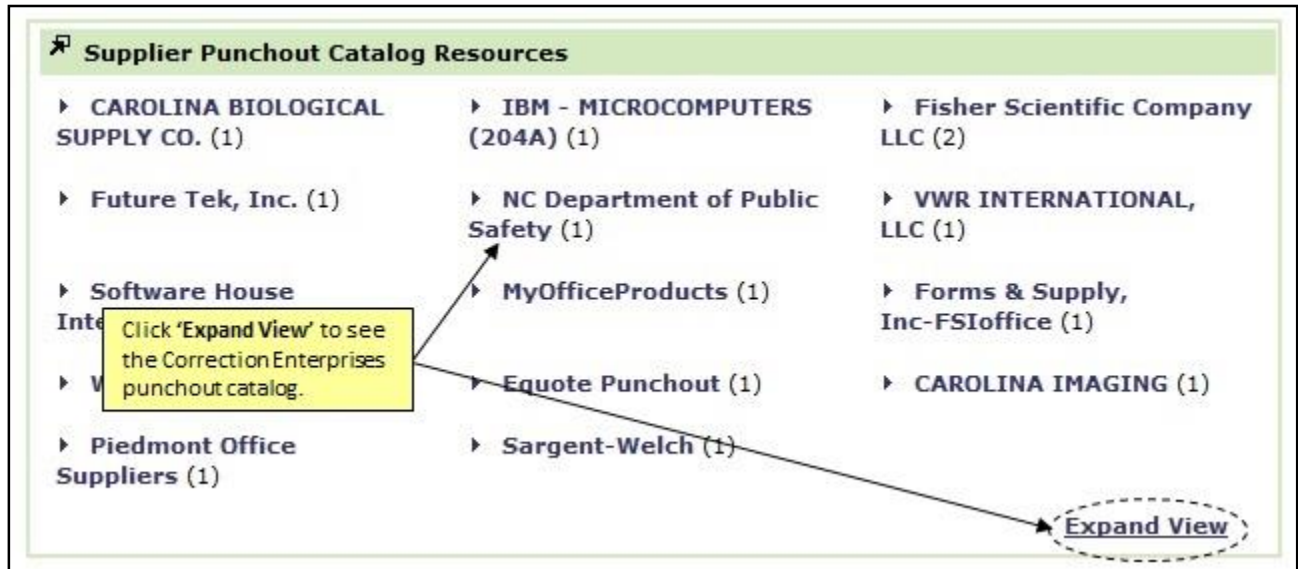
Division of Purchase & Contract Customer Satisfaction Survey Thank you to all of those who responded to the Division of Purchase & Contract (P&C) 2013 Baseline Customer Satisfaction Survey! The survey was distributed to NC E-Procurement, Interactive Purchasing System (IPS), and NC purchasing contacts and users. Over 880 user responses were received. The survey questions were geared to gather information about P&C core services and the effectiveness of purchasing technology, including NC E-Procurement. We will include another newsletter update when the results are published.

Contract Updates & Tips The NC E-Procurement team would like to make you aware of some recent updates and tips regarding Statewide Terms Contracts and using the NC E-Procurement catalog. Please review the following items:

- Contract **645A - Office Paper and Related Paper Products** has been updated as part of the Strategic Sourcing initiative. 224 items under contract with MAC PAPERS INC. may be found in the NC E-Procurement catalog. To review the contract, please visit the Division of Purchase & Contract's [web site](#).
- Contracts **070C - School Buses (Conventional)** and **070D - Activity Buses (Conventional)** have been added to NC E-Procurement. However, please note that there are no catalog items loaded for these contracts. A non-catalog item will have to be created to purchase the items. Select **'Statewide'** from the **'Contract Type'** drop-down menu and then select the appropriate contract ID from the **'Contract'** drop-down menu that appears. To review the contracts, please visit the Division of Purchase & Contract's [web site](#).

- Contract **001A - Correction Enterprises Products** utilizes the Correction Enterprises punchout catalog. To find the catalog, search for the keyword **'punchout.'** In the list of search results, **'Correction Enterprises (Punchout Catalog) - 001A'** will appear under the heading **'NC Department of Public Safety (1).'** The process for accessing the Correction Enterprises punchout catalog may also be found by reviewing the **'eRequisition Correction Enterprises Punchout Catalog'** [job aid](#) located on the NC E-Procurement [User Training page](#).

Note: When searching in the catalog, you may need to click **'Expand View'** in the search results in order to see the Correction Enterprises punchout underneath NC Department of Public Safety.



Tips and Tricks: Software License Purchases When purchasing software, it is important for users to differentiate between **perpetual** and **subscription** software licenses:

- Perpetual software licenses** are used for an unlimited time. A word processing program, such as Microsoft Office Word, that is purchased to install on computers is an example of perpetual software license. The transaction fee is applicable to perpetual licenses and users should use a non-900 commodity code such as **208-20 – PC Software: Business Software**.
- Subscription software licenses** are purchased for a specific timeframe. Purchasing one year access to a research database, such as LexisNexis, is an example of subscription software license. The transaction fee is not applicable to subscription licenses and users should use a 900-series commodity code such as **920-07 – Services: Applications Software for Microcomputer Systems**.

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