



The Source NC E-Procurement Newsletter

March 2015 Edition

NC E-Procurement Conference Presentation In February, the NC E-Procurement Team hosted a session at the below conference. Please click on the link to view the presentation slides.

- [Carolinan Association of Governmental Purchasing \(CAGP\) Governmental Purchasing Conference Presentation](#)

Consolidated Contracts The contracts 285B, 285C, 340A, 445A, 450A, and 475A have merged with contract [445B - Maintenance, Repair, and Operations Supplies](#). Please access the W W GRAINGER INC – 445B punchout catalog to locate items previously listed under the other contracts.

Contract 920A Commodity Code Please be advised that all purchases off contract [920A – Web-Based Training Services](#) should be entered with a commodity code of **'920-91 – Training, Computer Based (Software Supported).'** It is important to enter the appropriate commodity code when adding a line item in NC E-Procurement, as it helps the State in determining what commodities are being purchased and what commodities should be on state contract for better pricing. Resources for selecting commodity codes can be found on the [NC E-Procurement web site](#).

Commodity Codes for Pre-Paid Cards Please note purchases of pre-paid gas cards, debit cards, phone cards, etc. are considered financial services, and a 900-level commodity code should be selected when adding a non-catalog line item to an eRequisition to purchase such items. Please use one of the below commodity codes:

- **946-00** - FINANCIAL SERVICES
 - **946-35** - Credit Card, Charge Card Services
 - **946-70** - Payment Card Services
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Tips & Tricks: eQuote eQuote is an efficient, cost-saving tool for obtaining informal quotes in NC E-Procurement. The eQuote tool allows users to request pricing on goods and services from one or more suppliers. eQuote is accessed just like a punchout catalog in NC E-Procurement. Search for 'eQuote' (without the quotes) in the catalog and then click 'eQuote Punchout Site' to begin creating an eQuote. Suppliers will submit their quotes through the same eQuote tool, creating an electronic audit trail. Once a buyer has awarded items on the eQuote website, the items are automatically transferred into NC E-Procurement as line items on the eRequisition.

For detailed instructions on how to create eQuote items, please view the 'eRequisition eQuote Item' job aid on the [User Training page](#) of the NC E-Procurement web site.

The screenshot shows the ARIBA Spend Management interface for an eRequisition. The top navigation bar includes 'Home | Help | Logout' and a menu with 'Create', 'Search', 'Manage', 'Recent', and 'Preferences'. The main content area displays 'RQ16531942: Untitled Requisition' with 'Items: 0' and 'Total: \$0.00000 USD'. A search bar contains 'eQuote' and a 'Search' button. Below the search bar, there are fields for 'Supplier Part #', 'Manufacturer Part #', 'Contract ID', and 'Commodity Code'. The search results section shows 'Supplier Punchout Catalog Resources' with a sub-section 'Equote Punchout (1)' containing a link to 'eQuote Punchout Site'. Annotations with arrows point to the search input field and the 'eQuote Punchout Site' link. A sidebar on the left lists filters for Keyword, Category, Supplier, Language, and Manufacturer.

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 Community College users.

Questions about information covered in this Newsletter? Send an e-mail to: ephelpdesk@its.nc.gov