



## The Source NC E-Procurement Newsletter

October/November 2014 Edition

---

**Vendor Account Changes** When a company registers as a vendor with NC-Procurement, the NC E-Procurement [Terms of Use](#) are 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 changes made to NC E-Procurement that will affect vendors, effective October 1, 2014:

- Pursuant to North Carolina General Statute [§147-86.23](#), NC E-Procurement will charge interest on past due balances for the transaction fee beginning with invoices due on or after November 20, 2014. Please note that the interest rate determined by the North Carolina Secretary of Revenue pursuant to North Carolina General Statute §105-241.21 is currently 5%.
- NC E-Procurement will only process disputes received within 30 days of invoice issuance. Please remember that it is important for the purchase order to appropriately display the breakout of goods vs. services on separate line items.

The NC E-Procurement Team has previously sent two notices to all vendors regarding the above changes. Vendors may review the NC E-Procurement [Terms of Use](#) and visit our web site at <http://eprocurement.nc.gov/Vendor.html> for more information. If vendors have any questions, please direct them to the NC E-Procurement Help Desk at (888) 211-7440, option 4, or [epbilling@its.nc.gov](mailto:epbilling@its.nc.gov).

**Selecting Tiered Pricing Catalog Items** Please be advised that catalog items within NC E-Procurement for contract 645A (office paper) contain tiered pricing, which means the price for a specific item changes based on the quantity being ordered. When selecting a catalog item for contract 645A, please pay attention to the **'Description'** of the catalog item and select the item that corresponds to the quantity being ordered.

Additionally, tiered pricing applies to the quantity of the entire eRequisition, not just a single line item. For example, if one line item has a quantity of 50 and another has a quantity of 25, the catalog items that reflect tiered pricing for a quantity of 75 should be selected for both line items.

**Note:** Vendors are not obligated to apply the correct tiered pricing if the wrong catalog item has been selected by the user. Therefore, it is important to select the correct catalog item to receive the best price available.

Your search path: [Catalog](#) > "645A"

224 items found    Show: [20](#) | [50](#) | [100](#) results per page    Sort By: [Relevance](#) | [Price](#) | [Name](#)    [View: Details](#) | [Thumbnails](#)    Page 1

[Add to Cart](#)   [Compare](#)   [Add to Favorites](#)

**Paper, Dual Purpose, White, Husky/Quickcopy, ...**    Supplier: [MAC PAPERS INC.](#)

\$27.13 USD  
Qty:     [Add to Cart](#)   [Add to Favorites](#)

Supplier Part #: 1120HXA  
Term Contract: 645A  
Available in: 20 Day(s)

Paper, Dual Purpose, White, Husky/Quickcopy, Xerographic, 8.5 x 11, 20 lb, Virgin, 10 Rms/Ctn (THIS CONTRACT CONTAINS TIER PRICING. YOU MUST ORDER A TOTAL QUANTITY OF 1- 39 CARTONS TO OBTAIN THIS PRICE.) (Contract Line # A1)

**Note the different prices and part numbers. This is the same product with different tiered pricing**

**'Details' view should be selected to view the items' 'Description'**

**Paper, Dual Purpose, White, Husky/Quickcopy, ...**    Supplier: [MAC PAPERS INC.](#)

\$26.64 USD  
Qty:     [Add to Cart](#)   [Add to Favorites](#)

Supplier Part #: 1120HXB  
Term Contract: 645A  
Available in: 20 Day(s)

Paper, Dual Purpose, White, Husky/Quickcopy, Xerographic, 8.5 x 11, 20 lb, Virgin, 10 Rms/Ctn (THIS CONTRACT CONTAINS TIER PRICING. YOU MUST ORDER A TOTAL QUANTITY OF 40- 199 CARTONS TO OBTAIN THIS PRICE.) (Contract Line # A1)

**Review the tiered pricing quantities noted in the 'Description'**

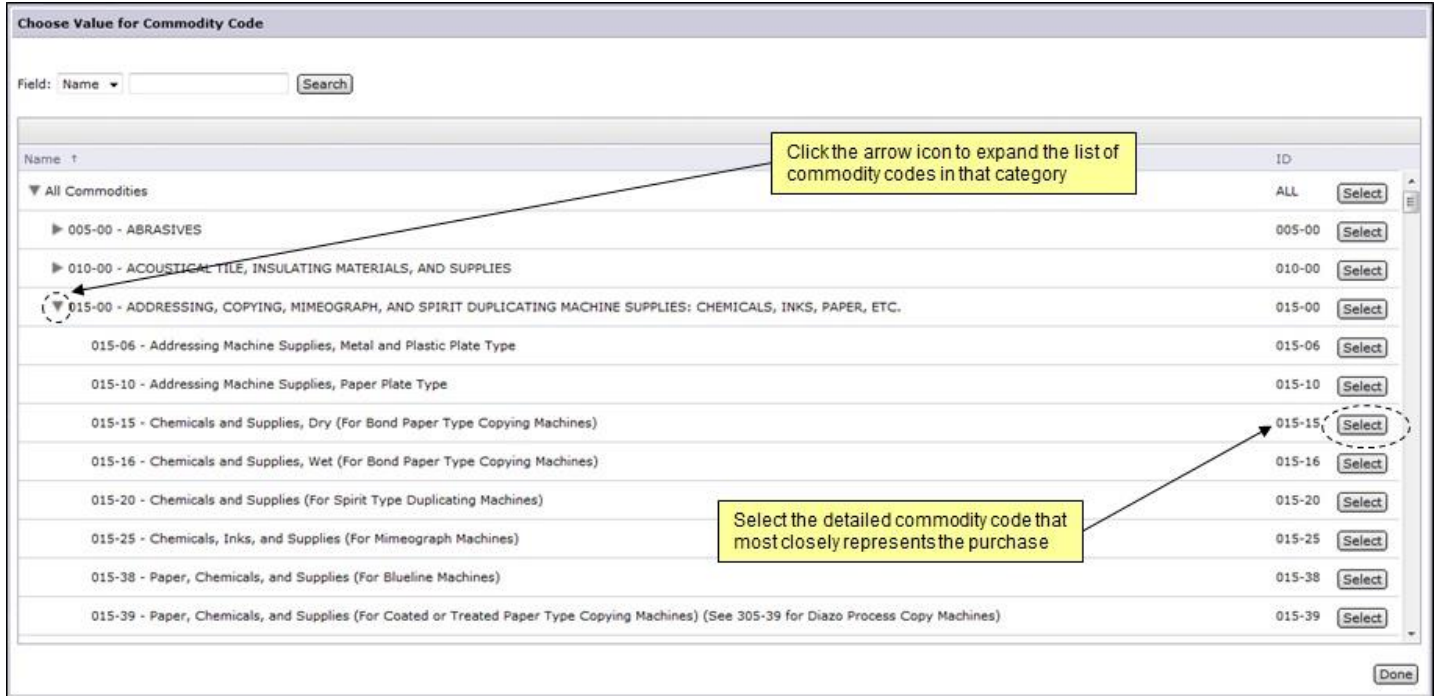
For more information on using the NC E-Procurement State Term Contract catalogs, please review the **'eRequisition Catalog Item'** job aid on the NC E-Procurement [User Training web site](#).

**New Job Aids for Child Nutrition and School Bus Purchases** Did you know that Child Nutrition and School Bus purchases should be set up in a specific manner? Job aids for these specific purchases may now be found on the NC E-Procurement [User Training web site](#). Entering the correct contract information allows the State of North Carolina to accurately track and report against these Child Nutrition and School Bus purchases.

For Child Nutrition items, **'Agency Specific'** should be selected from the **'Contract Type'** drop-down menu. This will add an additional **'Contract'** field to the eRequisition, and contract **115C-264** should be added to the **'Contract'** free-text field.

For School Bus purchases, **'Statewide'** should be selected from the **'Contract Type'** drop-down menu. This will add an additional **'Contract'** field to the eRequisition, and contract **'070C – Buses, School (Conventional)'** or **'070-D – Buses, Activity (Conventional)'** should be added to the **'Contract'** field.

**Tips and Tricks: Expanding Commodity Codes** While creating an eRequisition, select ‘Search for more...’ to search for commodity codes. When the ‘Choose Value for Commodity Code’ pop-up window appears, notice that the commodity codes are listed with ‘-00’ on the end. These are the high-level commodity codes. To see more descriptive commodity codes, click the arrow ( ▶ ) icon next to the commodity code to expand the list and view more specific commodity codes.



For more information on entering non-catalog items, please review the ‘eRequisition Non-Catalog Item’ job aid on the NC E-Procurement [User Training web site](#).

**Tips and Tricks: Supported Internet Browsers & Settings** The recommended web browser for accessing and using NC E-Procurement is Internet Explorer 7 or greater. Additionally, the Ariba Buyer software utilized by NC E-Procurement specifically supports the following Internet browsers:

- Internet Explorer versions 7 through 8
- Mozilla Firefox versions 3 through 6
- Safari versions 3.2 through 4.0

When troubleshooting issues within the NC E-Procurement system, it is often helpful to work through the ‘Supported Internet Settings’ job aid found on the NC E-Procurement [User Training web site](#). Additionally, if entity policies require use of Internet Explorer version 11, it may be helpful to utilize the browser’s ‘Compatibility View’ setting. For instructions on updating the ‘Compatibility View’ settings, please review the system tip found [here](#).

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 and School System users.

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