The Source NC E-Procurement Newsletter
September 2014 Edition

New Releases The NC E-Procurement team made updates to NC E-Procurement on September 11, 2014. **Here are some updates from the recent release that might be of interest to you:**

- Catalog items with a commodity code ending in **'-00'** cannot be updated to change the commodity code. Please review the specific contract's ordering instructions to purchase the item.

- Previously deleted **'Bill To'** and **'Ship To'** addresses can be reactivated by a Security Administrator. Please review the **'Address Maintenance'** job aid located on the NC E-Procurement User Training web site.

- All eRequisitions in **'Submitted'** or **'Denied'** status appear on the **'Requisitions to be Approved'** report with all approvers and watchers noted. Users can also view which approvers are required, who the active approver is, and who has already approved the eRequisition.

- Blank attachments are not added to approvables when the attachment upload process is interrupted.

Additionally, the NC E-Procurement team would like to remind you of the Punchout Catalog Audit Functionality, which was implemented by the Division of Purchase & Contract on August 27, 2014. This update provides Contract Administrators with the Division of Purchase & Contract and the Statewide IT Procurement Office with a tool to monitor the prices of items that are available on each vendor's punchout catalog. For more information, please review the **'eRequisition Punchout Item'** job aid on the NC E-Procurement User Training web site.

State Term Contracts Help Greene County Schools Realize Significant Savings In August 2014, the NC E-Procurement Team worked with the Chief Financial Officer of Greene County Schools to provide training specific to the needs of the school system. This effort included a comparison of prices found in the NC State Term Contracts, which may be made through NC E-Procurement catalogs, with purchases made by the entity during FY14. Based on documented price savings from 40 specific office supply items purchased from one non-State Term Contract vendor, the school system could have saved 23% by using the State Term Contracts. As they spent almost $200,000 with this vendor in FY14, the potential savings from one vendor exceeds $40,000!

Users with Greene County Schools have since realized the following savings using the State Term Contracts:

- **$143 saved on 1 whiteboard** — purchased on contract for $95.99 when they previously paid $239 off contract.

- **$140 saved on 10 graphing calculators** — purchased on contract for $82.99 each when they previously paid $96.99 off contract.

- **28% savings on batteries** — purchased on contract for $0.13 per battery when they previously paid $0.18 off contract.

The school system will be able to better track their spending and plan for the future, as the detailed catalog item information will provide better insight than a simple record of "office supplies." As a result of this initiative, Greene County Schools will be implementing a phased rollout of NC E-Procurement to their schools.

This is just one example of the benefits that have been realized by utilizing the State Term Contracts and the NC E-Procurement catalogs. For instance, in April 2014 the new contracts 615A (office supplies) and 645A (office paper) were announced, and it was expected that the new contracts would generate savings of 31% and 9%, respectively. The NC E-Procurement catalogs are a helpful place for users to find up-to-date pricing and make purchases from State Term Contract vendors.

Learning Management System Implemented by P&C   Registration for procurement courses offered by the Division of Purchase & Contract is conducted through the new learning management system, **'NC Learning Center.'** The new system, sponsored by the Office of State Human Resources, is a singular site for all training and development needs. Please visit the Division of Purchase & Contract Training web site for more information.

Tips and Tricks: Ordering Batteries When a user searches the NC E-Procurement State Term Contract catalogs for the keywords **'battery'** or **'batteries,'** over 2,000 results are returned. The below tips can help find the desired type of battery.

- Utilizing other keywords to specify the type of battery needed can greatly narrow down the search results. For instance, searching for **'alkaline'** returns many of the commercial types of batteries most commonly used (AA, AAA, 9V, etc.). Searching for **'dry cell'** narrows those search results even further.

- Searching the punchout catalogs can also yield better results. Specialized batteries like laptop batteries and exit light batteries are generally covered by the contract for related items. For example, laptop batteries can be found in the NCS Technologies punchout catalog under contract 204A – Microcomputers and Peripherals, and batteries used for safety equipment (i.e., exit lights) can be found in the W W Grainger punchout catalog under contract 445B – Maintenance, Repair & Operation Supplies.

Please note that a search in the NC E-Procurement State Term Contract catalogs does not also search the punchout catalogs – those will need to be searched separately. 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.

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