

Creating Purchase Requisitions: Guided Buying

Introduction

This process guide provides instruction on the functional steps to create a Purchase Requisition (PR) in the Guided Buying view of NC eProcurement. A PR is a request to buy goods or services that is created electronically using the Ariba on Demand purchasing system.



STATE DEPARTMENT STATE BRANCH
LOCAL GOVERNMENT CITY COUNTY
COMMUNITY COLLEGE PUBLIC SCHOOL
NORTH CAROLINA ePROCUREMENT PURCHASE
ONLINE SHOPPING STATEWIDE TERM CONTRACT
ELECTRONIC VENDOR PORTAL HUB CERTIFIED V
QUOTE PUNCHOUT CATALOG
PURCHASE ORDER
SOURCING
BIDDING
BUY

Learning Objectives

At the end of this job aid, **you will be able to:**



Add Catalog items to a requisition in Guided Buying.



Add Non-Catalog items to a requisition in Guided Buying.



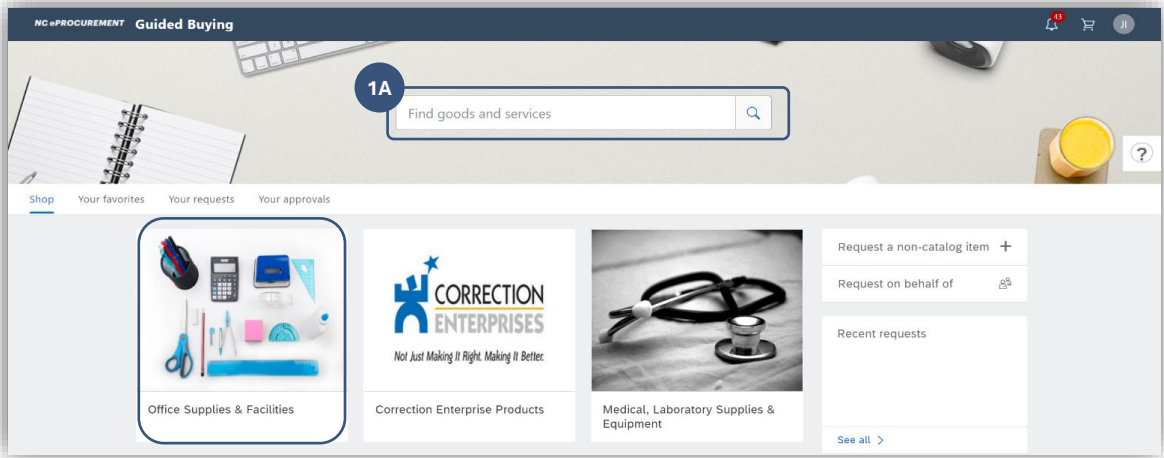
Submit a purchase requisition in Guided Buying.

Creating Purchase Requisitions: Guided Buying

Adding Catalog Items

1 If an item appears in the NC eProcurement catalogs, it is on a Statewide Term Contract (STC) negotiated on behalf of the State of North Carolina's buyers by the Division of Purchase & Contract (P&C). Users may add catalog items to their PR by utilizing the catalog search functionality.

A. There is no need to initiate a PR in Guided Buying; users just need to search for the item(s) being purchased and add them to the shopping cart. Catalog items can be searched for by using the **Search Bar** or **Tiles**.



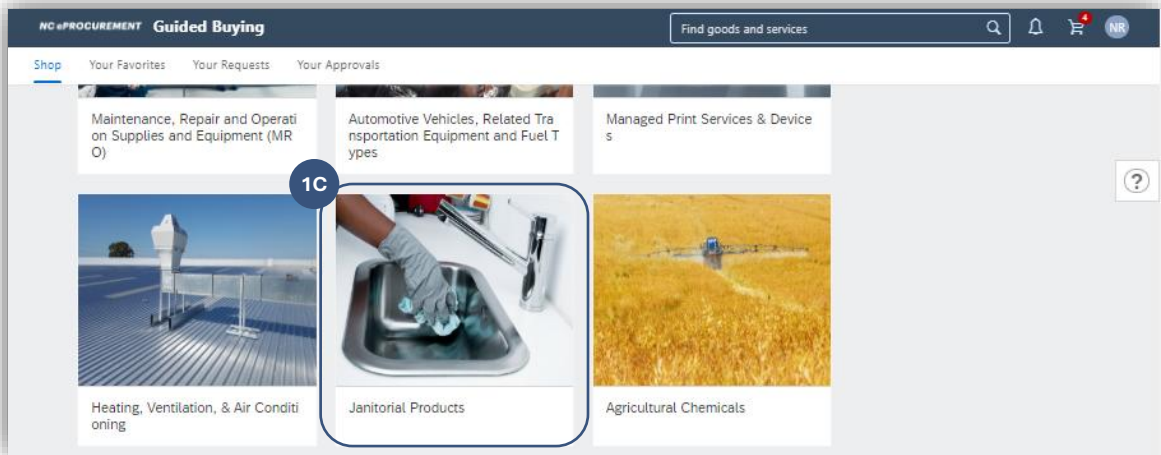
B. If using the **Search Bar**, enter the desired search criteria (i.e., **Keyword**, **Supplier Part #**, **Manufacturer**, **Statewide Contract ID**, or **Category**) and click the magnifying glass or press **Enter**.

The **Search Bar** will suggest results based on what's been entered before the search is complete and has a "fuzzy" nature to it, meaning that the system will attempt to return results that sound like the entered search criteria, not just match the results to the exact text of the search.

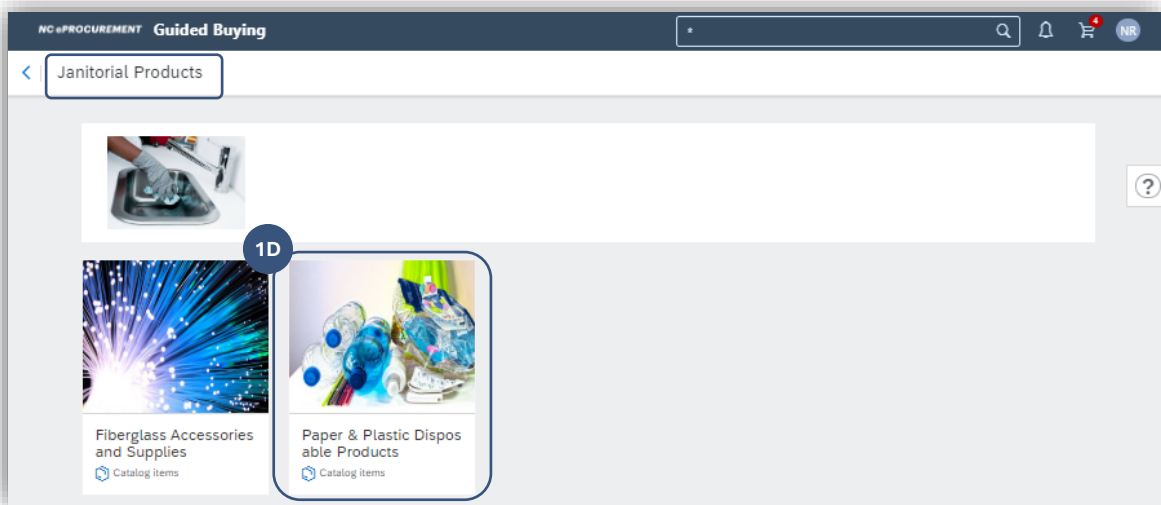


C. If beginning a search via **Tiles**, click on the **Tile** that best represents the type of item desired.

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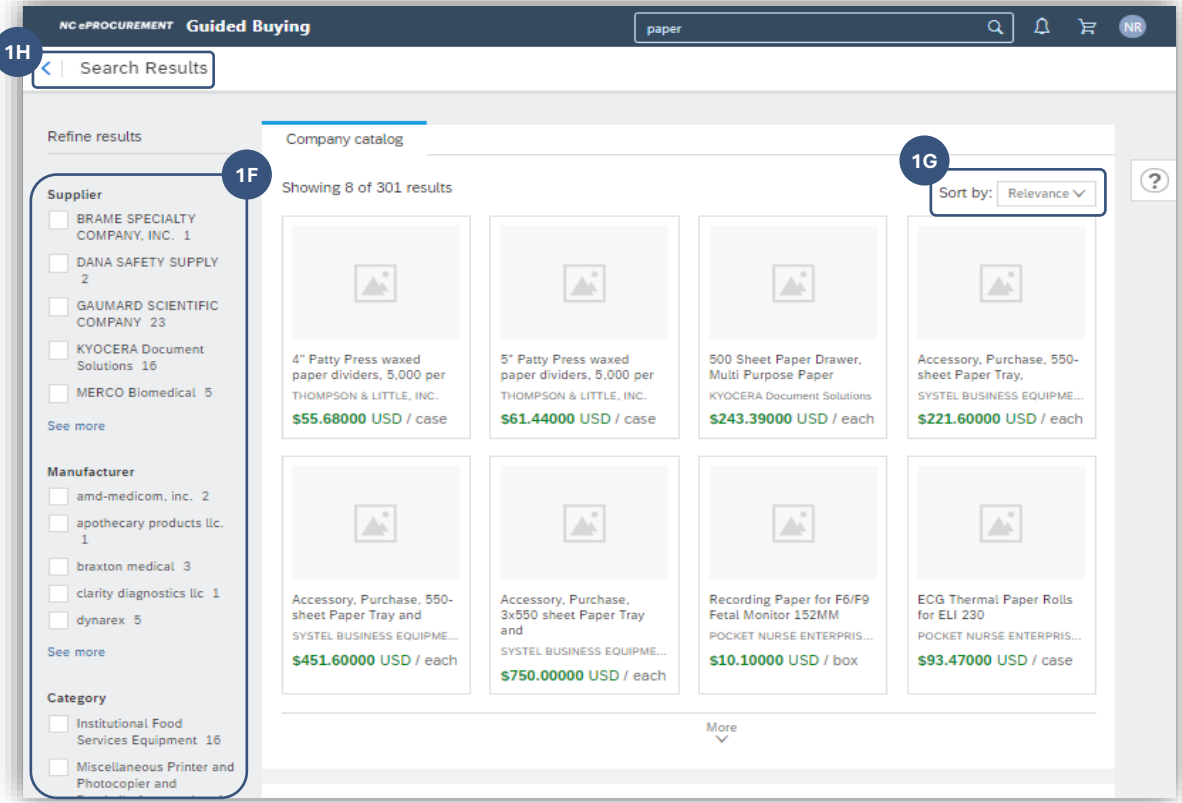


- D. A sub-screen will appear with additional, more-specific **Titles** to direct the purchase. Click on the one that, again, best represents the type of item desired.



- E. After conducting the search, the results page will be displayed. It will provide further options for refining the search and evaluating the results.
- F. The **Refine Results** panel on the left will provide options to allow users to refine results. Those options will automatically appear and are dependent on the search results. Select an option from this menu to see only those results matching the specified criteria. The possible fields include **Supplier**, **Manufacturer**, **Keyword**, or **Price**, and the subsequent number displays the amount of options that will display if the box next to the suggestion is checked.
- G. Clicking the drop-down next to **Sort By** allows users to sort the search results based on **Best match**, **Price - highest to lowest**, or **Price - lowest to highest**.
- **Relevance** places the items with the best or most complete match near the top.
 - **Price highest to lowest** places the most expensive items closer to the top.
 - **Price lowest to highest** places the least expensive items closer to the top.
- H. Click the blue left-arrow next to **Search Results** to return to the previous page of results or click on **NC eProcurement** in the top left of the screen to reset the search results altogether.
- I. A maximum of eight catalog items will display on the results page. To unveil more results, click on **More** beneath the last result.

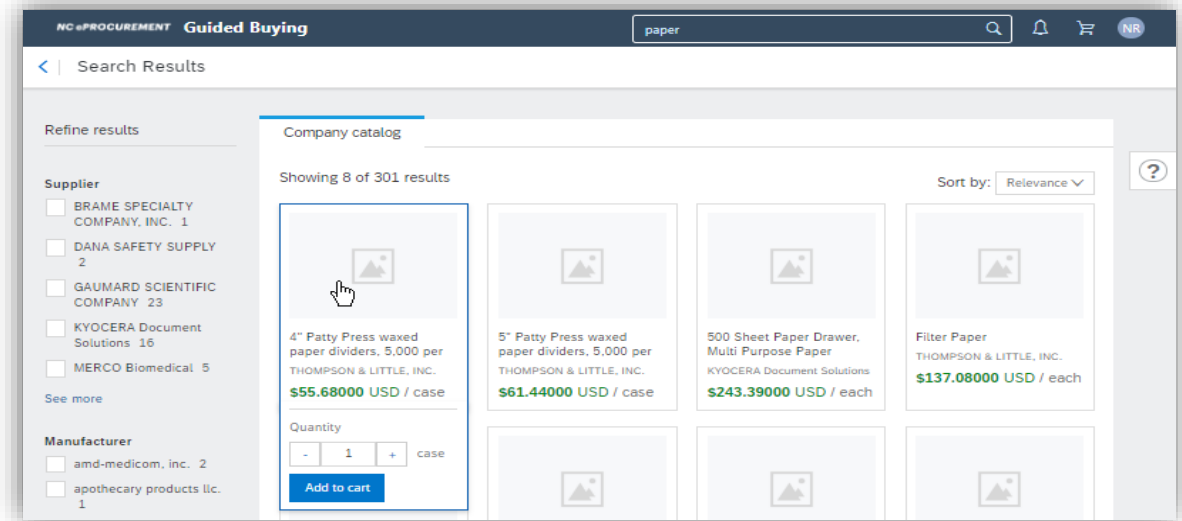
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J. Each catalog item on the results page will provide a description of the item, the supplier of the item, the price of the item, and the unit of measure for the item.

Suppliers can provide pictures for their catalog items, but not all items will have a picture.

K. If the user hovers their cursor over a catalog item, it will be surrounded by an expanded blue rectangle with an option to select the quantity desired and click the **Add to cart** button.



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L. For more information about the item, click on it to display a detailed view.

MEDICINE CUP, PA®, 1OZ, POLYPROPYLENE, METRIC
From Medical Solutions, Inc.
MEDICINE CUP, PA®, 1OZ, POLYPROPYLENE, METRIC ONLY., 100/SL, 50SL/CS

\$0.83 USD / slipsheet

Available immediately

Quantity: slipsheet

[Add to cart](#) [☆ Add to favorites](#)

Product information

Supplier part no.:	ADV-P250550
Manufacturer:	PRO ADVANTAGE
Manufacturer Part #:	P250550
Available in:	0 days
Bid Number:	201700454
Contract Type:	T
Statewide Contract ID:	475A
Information from Supplier:	https://medicalsolutionsinc.com/
Information from Manufacturer:	http://www.proadvantagebyndc.com/

M. Some catalog items are placeholders for additional ordering instructions. Items containing additional ordering instructions will reflect a price of **\$0.00000 USD** and will contain the necessary steps in the item description. Users should refer to those instructions when adding this type of item to their PR.

420A - Academia Furniture. Please navigate to the
From Academia Furniture

\$0.00000 USD / each

Available immediately

Quantity: each

[Add to cart](#) [Add to favorites](#)

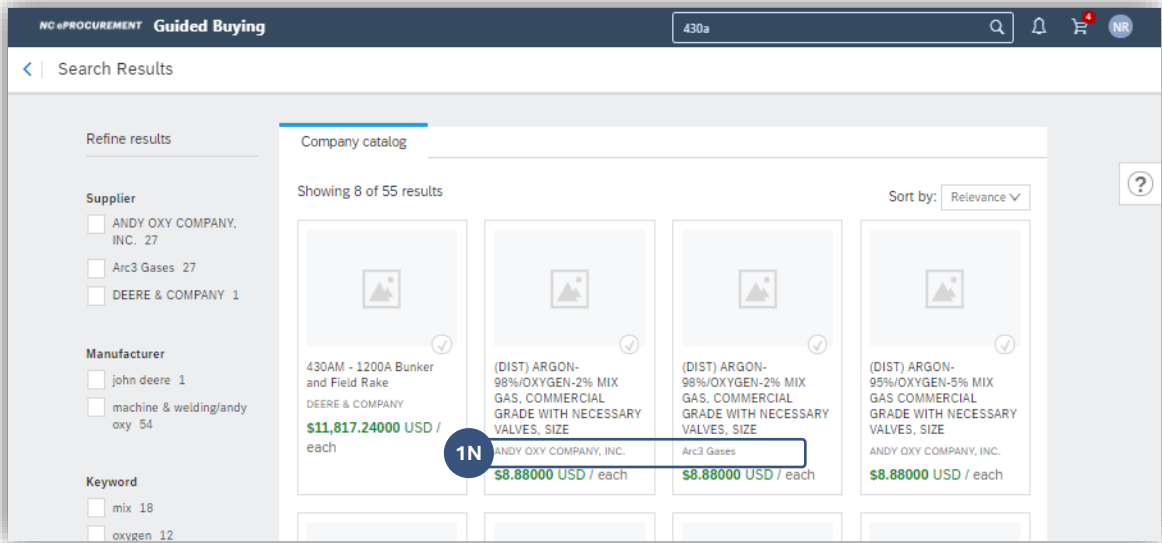
Specification

Supplier Part #:	420A - Academia Furniture
Available in:	0 Day(s)

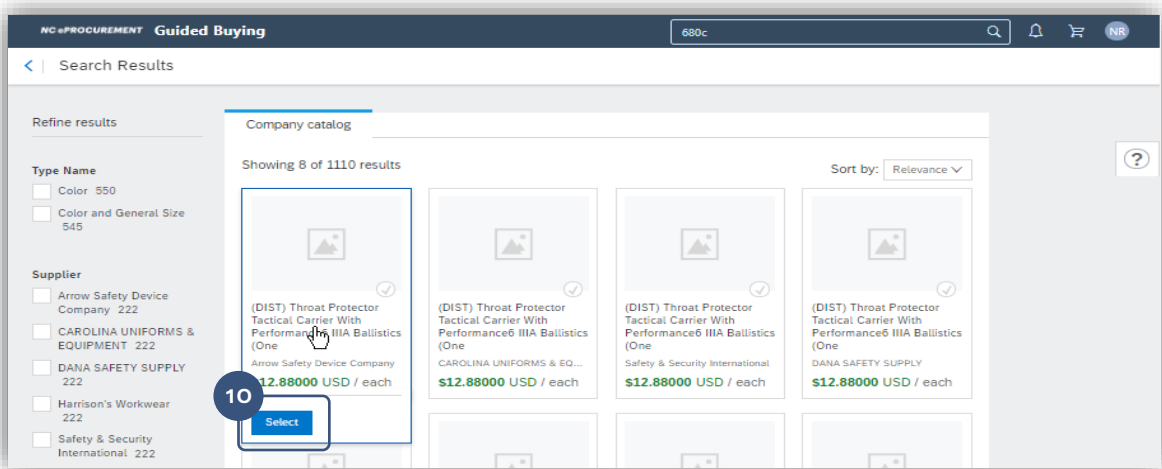
1M 420A - Academia Furniture. Please navigate to the Contract Summary page on the DOA Purchase and Contract website to access the 'STC 420A Award Information' link for pricing, discount, & distributor information. To order from this contract, please create a Non-Catalog Item referencing Statewide Term Contract 420A and issue to an authorized distributor.

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- N. Items with **(DIST)** in front of their description indicate that the item is supplied by a distributor, not necessarily the STC vendor. Multiple seemingly identical catalog items will appear for the same product, but they will have different suppliers listed. The user may choose any of the items as they are the same, but they will be delivered from a different location. In essence, the user will be choosing based on the Supplier listed, perhaps taking proximity to the distributors locations into account.

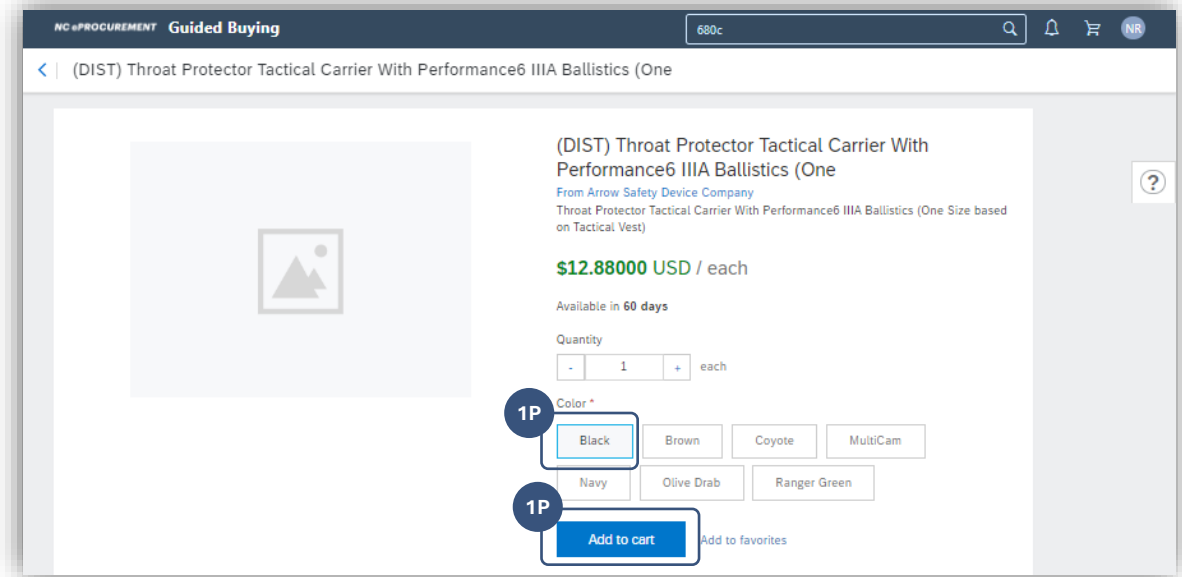


- O. Enumerations are STC items that have specific attributes associated with them and that require the user to select a preferred option before the item is added to the Requisition (e.g., size, color, delivery options). When an Enumeration item is returned in a search, the user will not have the option to **Add to cart**, but rather to **Select**. On the subsequent item details page, the system will display the options for the user to choose. The user will need to select the preferred option before clicking **Add to cart**.

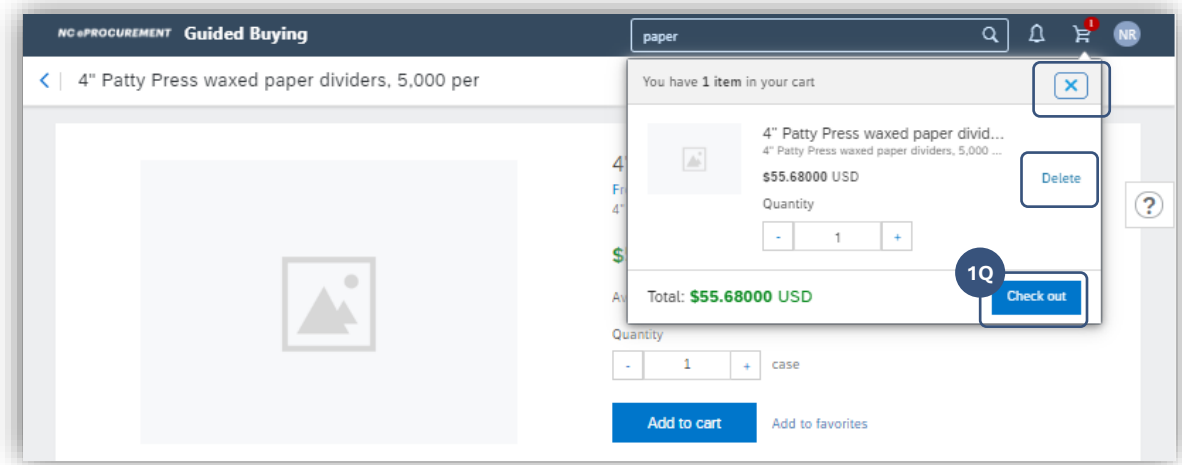


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- P. Within the detailed view, select the preferred option (in this case **Color**). A blue border will surround the selection. The user can now click **Add to cart** without receiving an error message.



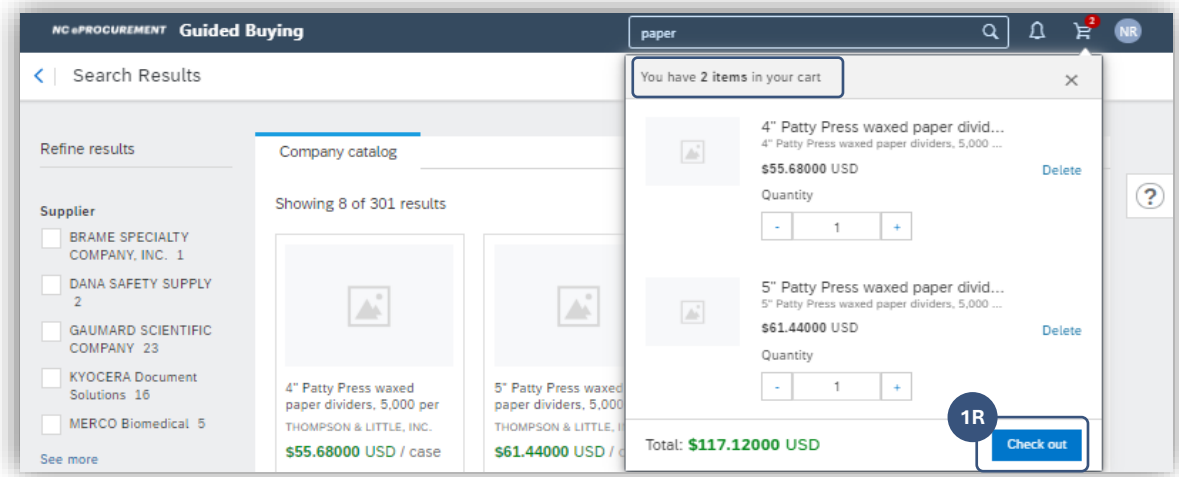
- Q. If a user finds the desired item and clicks **Add to cart** (from either the results page or the detailed view), a red bubble indicating the number of items they have in their cart will display above the shopping cart icon in the upper right. A drop-down box will give the user an opportunity to **Check out** and complete the purchase if that is the only item intended for inclusion on this RQ, or the user can click the **X** to continue shopping for another item on this particular STC, or click **Delete** if the item was added in error.



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R. If multiple items are added to the cart, it will be reflected in the red bubble above the shopping cart icon and in the drop-down box. By clicking **Check out** at this point, all items listed will be added to the PR.

- If the user does not click **Check out** at this point, the items will remain in the cart until they are either deleted or the user clicks **Check out** at a later time.
- Multiple catalog items can be added to the same PR, but they have to be from the same STC. The system will prevent items from more than one STC to be included on the same PR, and the user will be notified with an error message. For this reason, a **Non-catalog** item cannot be added to an PR with a catalog item already on it.



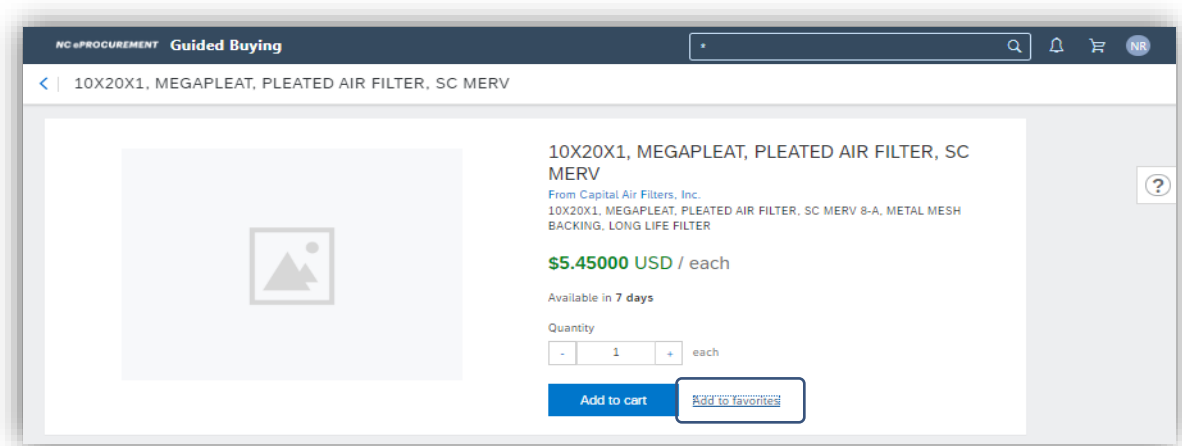
Adding Catalog Item Favorites

- 2 Users may add specific Statewide Term Contract (STC) items to a favorites list for quick reference. Catalog items saved as favorites are updated as the catalog item is updated (e.g., price, description). To utilize catalog Favorites, users must first define **Favorites Lists**. Specific catalog items can then be added to a defined Favorites List.

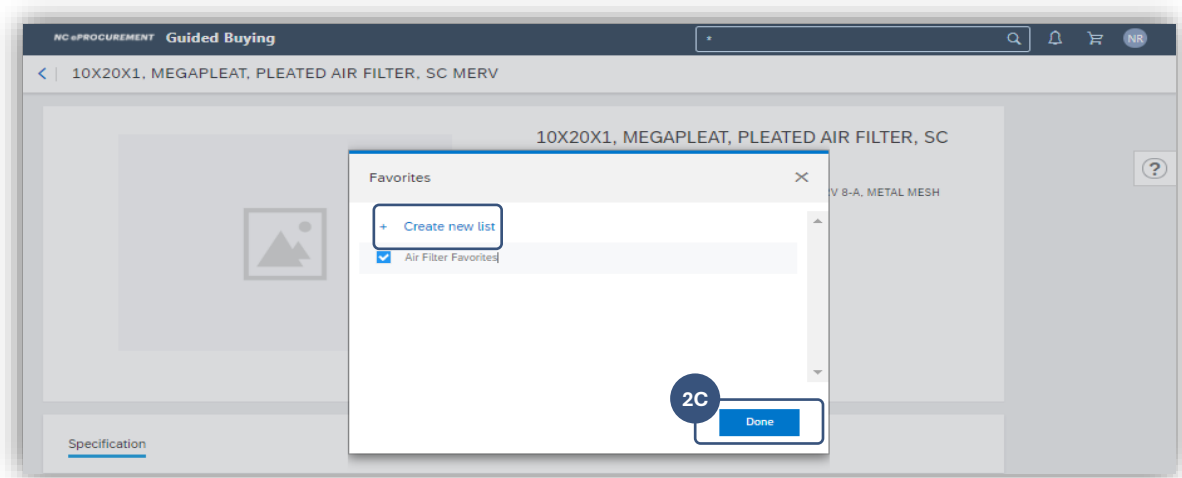
Favorite Items from Expert View do not carry over into Guided Buying and vice versa.

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- A. To define a **Favorites List**, execute a catalog search for the desired item.
- B. Click the **Add to Favorites** link.

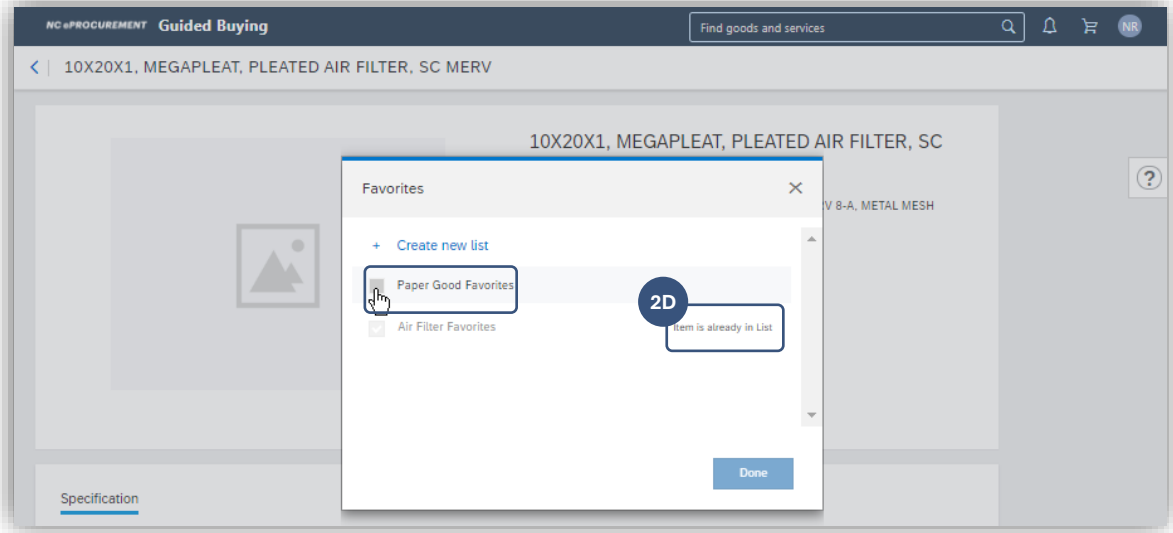


- C. The **Favorites** popup will display. Click **Create new list**, type the name of the list, and click **Done**. The item will be added to that list.

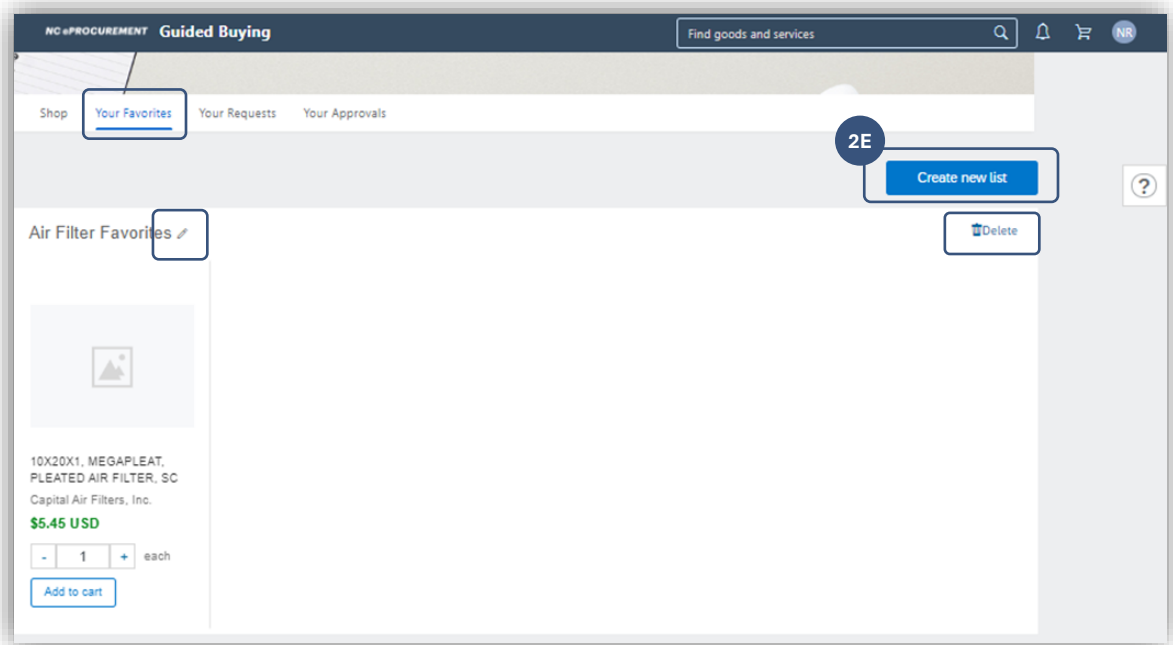


- D. The same item may be added to multiple lists by checking the box next to each list and clicking the **Done** button. If the item already exists in a list, the user will receive a notification that the **Item is already in List** and that list will be unable to select.

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E. Users can manage their **Favorites Lists** by clicking on **Your Favorites** near the top of the page. New lists can be added from this page by clicking **Create new list**, the names of existing lists can be edited by clicking the pencil icon, or lists can be permanently deleted by clicking on **Delete** in the top right of each list.



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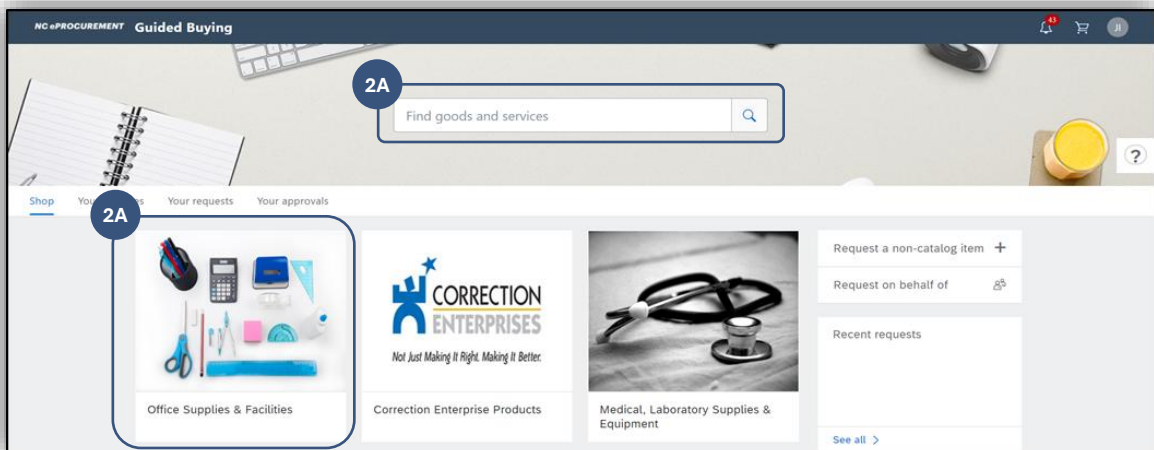
- F. Add an item from a **Favorites List** to the cart by clicking **Add to cart**, or delete the item from the list by clicking the **X** in the top right corner of the item. A confirmation screen will appear asking the user if they are sure they wish to remove the item from the list, to which they can click **Yes** or **Cancel**.



Adding Punchout Catalog Items

- 3 Some State of North Carolina Statewide Term Contract (STC) suppliers have created punchout websites containing negotiated term contract items. These punchout sites are accessible through the NC eProcurement term contract catalogs. A punchout site is a website created and maintained by the supplier specifically for the State of North Carolina. Users do not need to enter a new user ID or password to enter the suppliers punchout site. The suppliers website will automatically recognize users from NC eProcurement, and after the buyer has selected items on the suppliers website, the items are automatically transferred into NC eProcurement as line items on the Purchase Requisition (PR). Once completed, the purchase order will be delivered to the supplier through NC eProcurement.

- A. There is no need to initiate a punchout catalog purchase in Guided Buying; users just need to search for the item(s) they would like to buy and add them to their shopping cart. Catalog items can be searched for by using the **Search Bar** or **Tiles**.

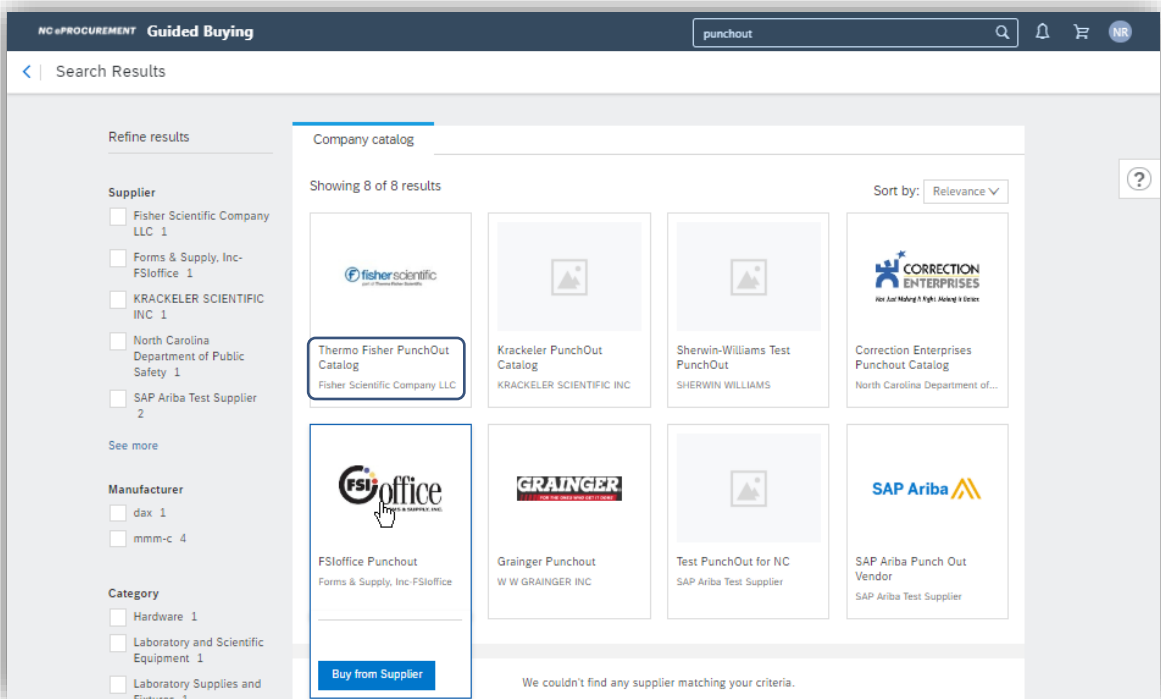


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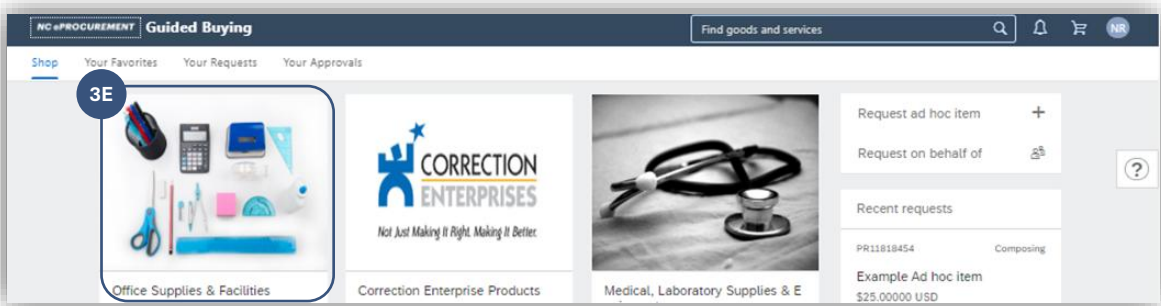
- B. If using the **Search Bar**, users can enter the desired search criteria and click the magnifying glass or press **Enter**.

Searches by **Category** (ex: Office Supplies), **Supplier** (ex: FSI), or **Statewide Contract ID** (ex: 615A) will return results that may lead the user to a punchout catalog. Alternatively, if the user enters the keyword **Punchout** in the **Search Bar**, the only results returned will be links to punchout catalog sites.

- C. Punchout catalog results will not show individual items with prices like standard catalog items. A tile with the suppliers name followed by **PunchOut Catalog** will display for every available punchout catalog.
- D. If the user hovers their cursor over the punchout catalog tile they wish to purchase from, it will be surrounded by an expanded blue rectangle and an option to click **Buy from Supplier** which will take the user to the suppliers punchout catalog.

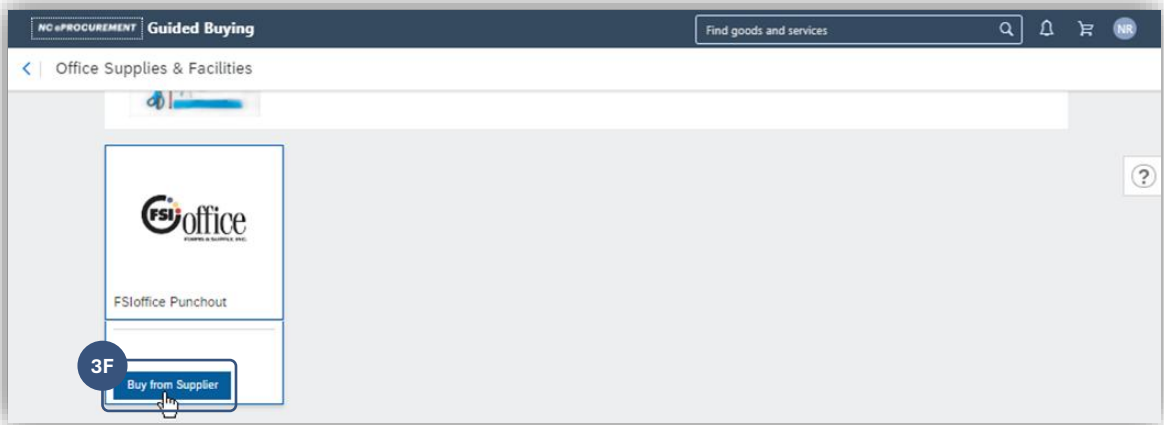


- E. If beginning a search via **Tiles**, click on the **Tile** that best represents the type of item desired.



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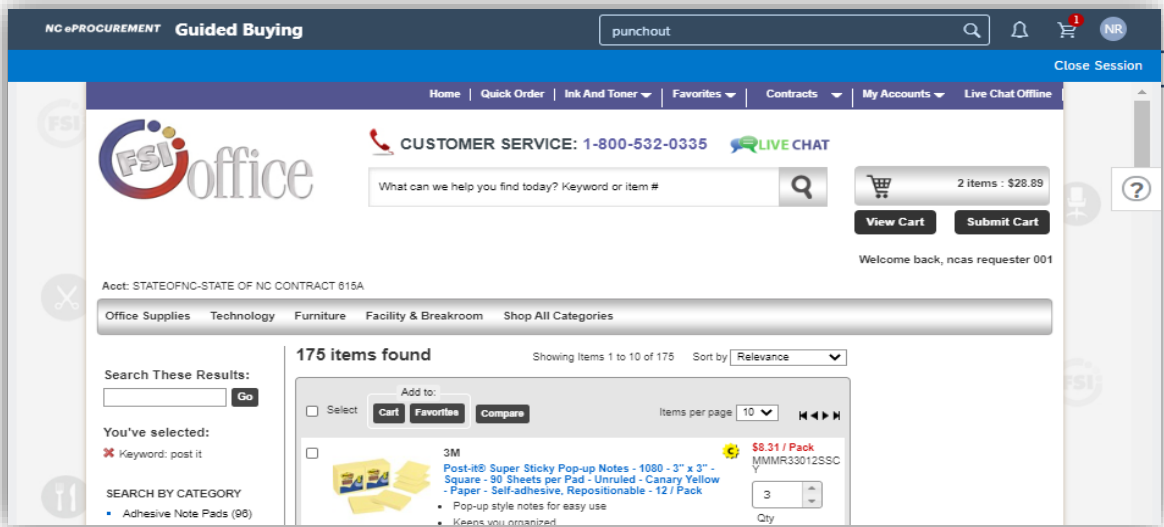
- F. A sub-screen will appear with additional, more-specific **Tiles** to direct the purchase. If a punchout tile appears, hover the cursor above the tile and click **Buy from Supplier** to be taken to that suppliers punchout catalog.



- F. The user will be directed to the suppliers punchout catalog site. The page will still be branded with **NC eProcurement** at the top, but the content of the site will be maintained by the supplier. Since the individual supplier creates their own punchout site, each site may differ in appearance and navigation; however, each site will have the same basic logic. When shopping on a punchout site, users will add the desired items to the shopping cart on that site, then click **Submit** to automatically send the selected items back to their **NC eProcurement** shopping cart.

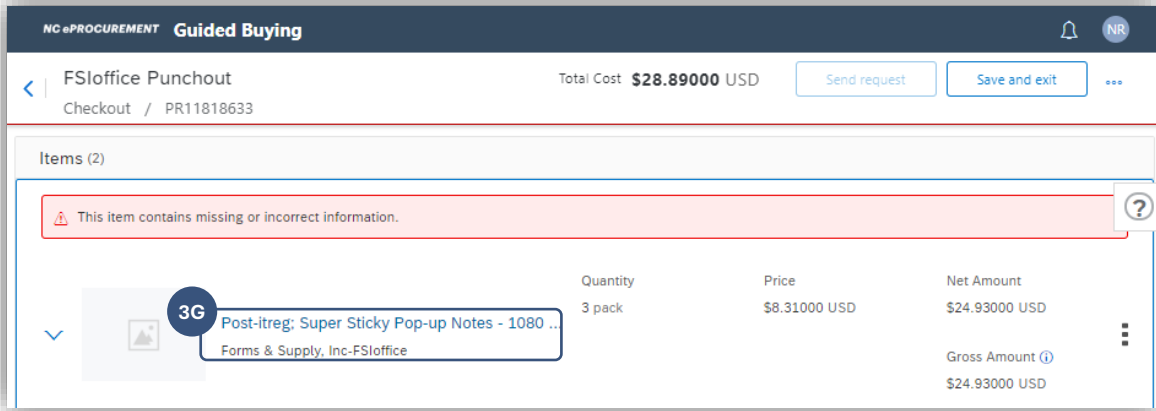


If a buyer decides to end a punchout shopping session before any items are selected, they may return to the RQ by clicking on **Close Session**.



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- G. Once the punchout item(s) have been added to the PR, if there is a need to edit the quantity of the item or to add additional punchout items from that catalog, the user will have to make those edits back on the suppliers punchout catalog site and re-submit their cart. To access the site directly from the PR, click on the **Description** of any of the line items.

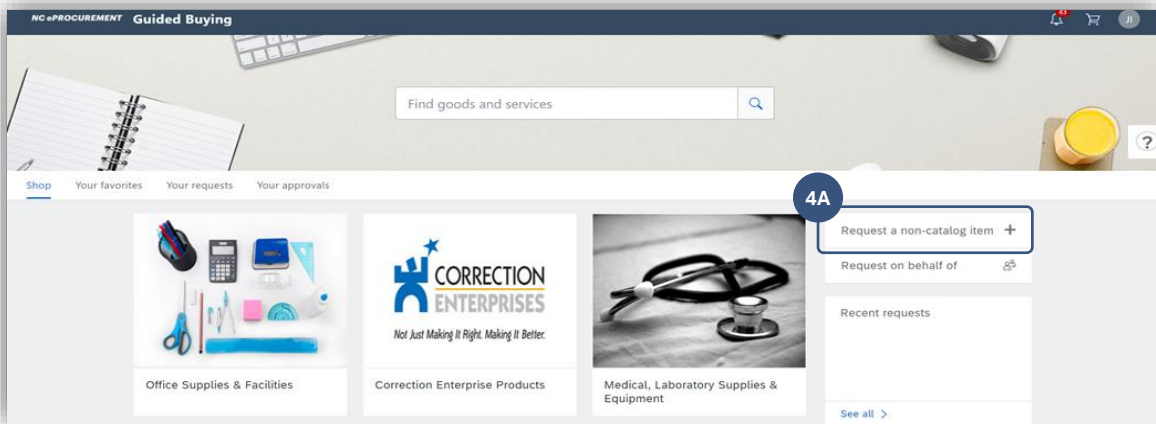


Adding Non-Catalog Items

4

Users may manually add **non-catalog** items to a Purchase Requisition (PR) when a catalog item is not available or when they are ordering from a vendor that is not on a Statewide Term Contract (STC).

- A. From the Guided Buying home page, click on **Request non-catalog item** to enter product information on the subsequent **Non-catalog request** page.

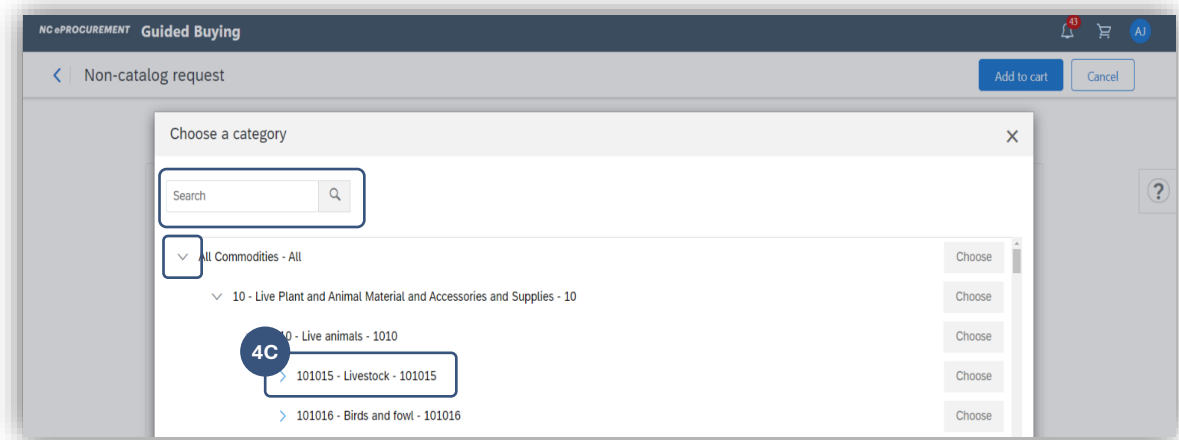


- B. **Product name:** Enter a name for the item being requested.
- C. **Category:** Locate the appropriate category that describes the item being purchased by using the drop-down menu. **Category** at this point translates to what is commonly referred to as a **Commodity Code**. If a desired category is not listed in the drop-down menu, select **Browse all** to search for the appropriate code. Users may search by category number or keyword.

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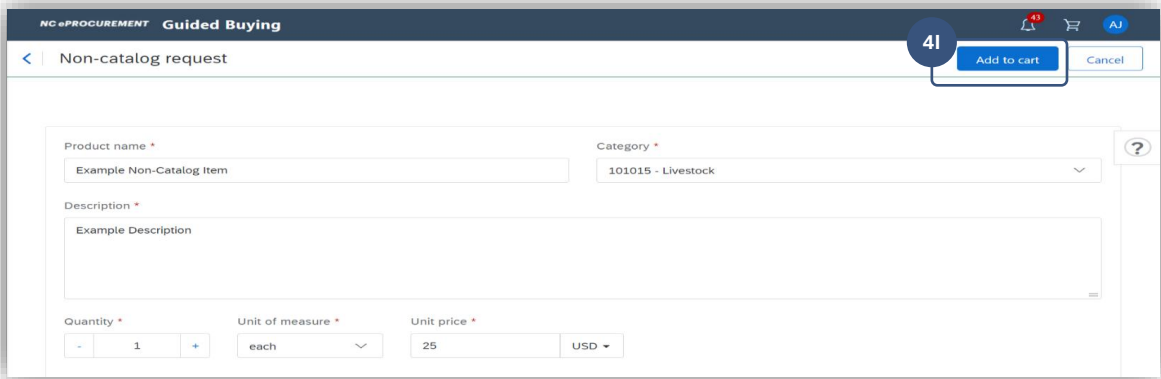


- It is important to select the appropriate **Category** as the State of North Carolina uses this for reporting purposes. The codes listed are part of the United Nations Standard Products and Services (UNSPSC) commodity code structure. Codes that begin with a 7, 8, or 9 describe service type categories. These codes should not be used when purchasing goods.
- It is required that users enter a category out to the sixth digit. Adding a two or four -digit code will not be prohibited when selecting, but the user will receive an error on the **Checkout** page if the selection does not have six digits.
- Please see the **Selecting a UNSPSC Commodity Code** job aid for further instructions.

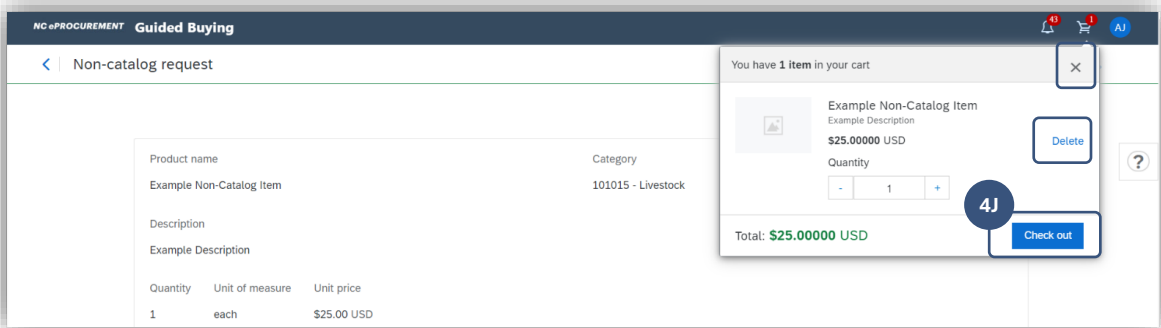


- D. Description:** Enter a description of the item being purchased. Be sure to enter as much detail as necessary for the supplier to accurately fulfill the item (e.g., color, dimensions, etc).
- E. Quantity:** Enter the appropriate Quantity. Add or subtract from the quantity by using the + or - buttons to either side of the free-text field.
- F. Unit of Measure:** Locate the appropriate Unit of Measure in the drop-down menu if the default value of **each** is not correct. If the desired Unit of Measure is not listed in the drop-down menu, choose **Browse all** to find the appropriate value.
- G. Unit Price:** Enter the price of the item in USD.
- H. Supplier:** Locate the supplier from the selector by clicking **View all suppliers**. The **Choose a supplier** popup will display. Suppliers will be organized by ascending **Supplier ID** number, or the user can enter part of the suppliers **Name, Address, City, State, or Country** in the search bar to return filtered results. Click the **Choose** button for the desired supplier to add them to the RQ.
- I.** When all required fields are complete, the user can click the **Add to cart** button. If a field is incorrect or incomplete, it will be outlined in red and accompanied by an error message until its corrected.

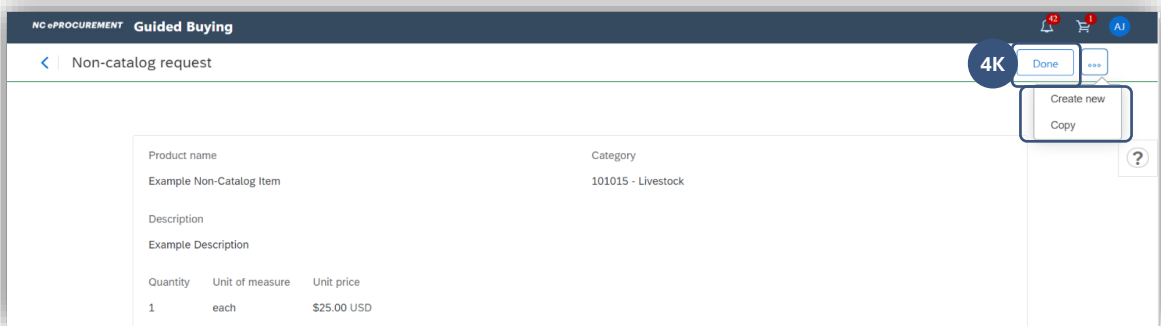
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J. An item will appear in the shopping cart icon, and the drop-down will allow the user to click the **X** in order to continue shopping, click **Delete** to remove the item from the cart, or click **Check out** to go to the **Checkout** page for that item.



K. If the user clicks the **X**, it will reveal two options in the top right of the screen. Clicking **Done** will take the user back to the Guided Buying home page and the item will remain in the cart. Clicking the three dots will display a drop-down option to **Create new**, allowing the user to add an additional **Non-catalog item** to the cart, or **Copy** the line as an additional **Non-catalog item**.



Creating Requisitions: Guided Buying

Selecting Unit of Measure for Non-Catalog Items

- 5 The guidelines in this section are NOT required for EPLite users like they are for State Agency users. However, some EPLite entities choose to follow these guidelines and this has been included for them. If an EPLite entity uses the **Unit of Measure** of **Each** for **Blanket** or **Service** line items, that is okay.

When entering a **Non-catalog item**, users must follow the below **Unit of Measure** guidelines that differ based on whether the item is a **Blanket** or a **Non-Blanket** item, and whether it is classified as a **Good** or a **Service**.



Good or **Service** will be determined by the **Category** (Commodity Code) selected, and the **Blanket** or **Non-Blanket** status can be indicated in the **Others** subsection of the **Checkout** page. **Non-Blanket** will be the default selection, but the user can switch the designation to **Blanket** on that page if necessary.

Line Item Classification	Unit of Measure		
	Dollar	Hour	All Others
Non-Blanket/Good	NO	NO	YES
Blanket/Good	YES	NO	NO
Non-Blanket/Service	YES	NO	NO
Blanket/Service	NO	YES	NO

Non-Blanket Good

- Set the **Quantity** to the total number of units to order.
- Set the **Unit of Measure** to anything except **Dollar** or **Hour** (example: **Each**).
- Set the **Price** to the price of the individual unit.

Blanket Good

- Set the **Quantity** to the total dollar amount of the order.
- Set the **Unit of Measure** to **Dollar**.
- Set the **Price** of the item to **\$1.00**.
- Mark the blanket purchase indicator to **Yes**.

Non-Blanket Service

- Set the **Quantity** to the total dollar amount of the service.
- Set the **Unit of Measure** to **Dollar**.
- Set the **Price** of the item to **\$1.00**.

Blanket Service

- Set the **Quantity** to the total number of hours to hire.
- Set the **Unit of Measure** to **Hour**.
- Set the **Price** to the price per hour.
- Mark the **Blanket Purchase** indicator to **Yes**.

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Checkout Page

6

The **Checkout** page allows the user to enter or update the details required to finalize the Requisition (PR) before it is sent for approval. It displays once the user has clicked the **Check out** button in the shopping cart dropdown. Some fields are required while others are optional. Required fields with missing or incorrect information will be highlighted by a red border and an error message.

- A. The top of the **Checkout** page will display a **Title** that is defaulted to the first 25 characters in the description of the first line item on the PR (in the case below **4” Patty Press waxed paper**). This **Title** can be edited by moving the cursor to it and overwriting the default. It is highly encouraged to change this **Title** to something descriptive of the items being purchased to make the PR easily identifiable.
- B. Below the **Title** the user will find the **PR number**, a unique identifier beginning with **PR** that is automatically generated by the system.
- C. To the right of the screen, the **Send request** button (the button that passes the PR along for approval) will be grayed out and unable to be clicked until all required fields are completed in an adequate fashion.
- D. **Save and exit** can be clicked if the user is not ready to click **Submit** but wants to keep the information they've already entered to complete later.

SAP Ariba Buying

Requisition title: 4” Patty Press Waxed Paper
Checkout / PR3471

Submit Save and exit

6D

Ship to	Charge to	Total cost
1105 Kelly Drive Sanford, NC 27330 United States	Item Classification (Good)	\$1,000.00000 USD

Show additional details

- E. Below the top line are sections for **Ship to**, **Charge to**, and **Total Ordered Excluding Tax and Other Costs**. Clicking on **Manage locations** will allow the user to **Mass Edit** shipping information if there are multiple line items on the PR, and clicking **Manage details** will allow for a **Mass Edit** of accounting information.

SAP Ariba Buying

Requisition title: 4” Patty Press Waxed Paper
Checkout / PR3471

Submit Save and exit

6E

Ship to	Charge to	Total cost
1105 Kelly Drive Sanford, NC 27330 United States	Item Classification (Good)	\$1,000.00000 USD

Show additional details

- F. The Advanced options section below the area with **Ship to** and **Charge to** defaults to the expanded view, and a red border surrounds the **Deliver To** field directing the user to set a value. This free-text field indicates the recipient of the order and can be populated with any value, most commonly with the requesters name. This field can be defaulted in the user's profile so that it is automatically filled, in which case, the red border will not display.

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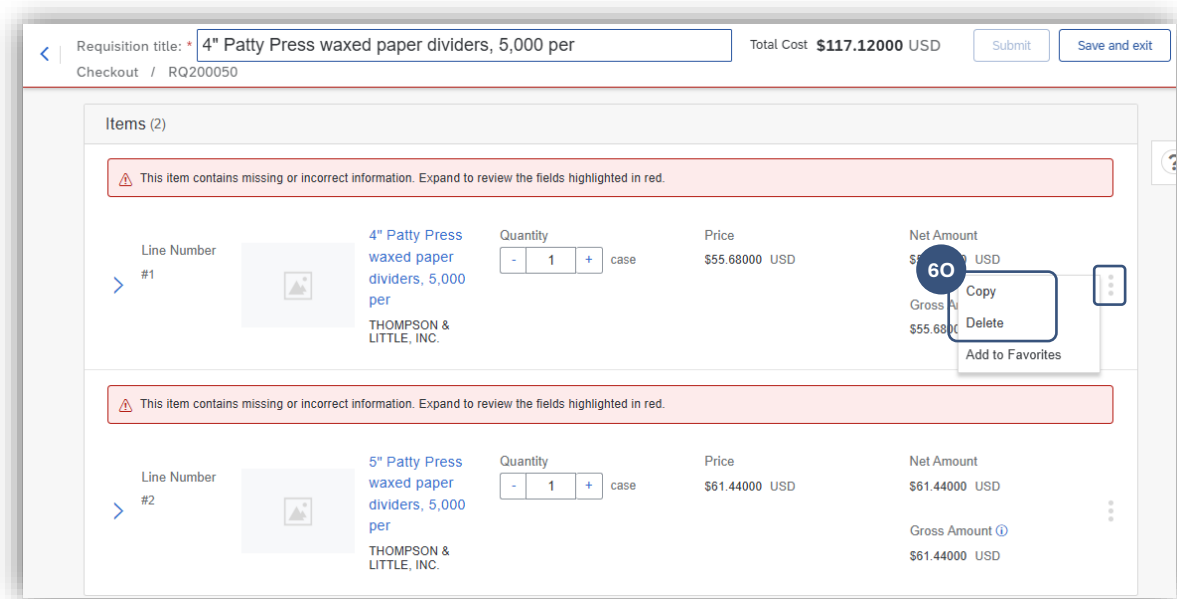
- G. The **Ship To** field automatically defaults to the ship to location set up in the users profile. Users may choose a different option by selecting **Browse all** from the drop-down menu.
- H. **Entity** defaults to the users entity and cant be changed.
- I. The **On Behalf Of** field will default to the requesters name, but the field can be edited by clicking the drop-down arrow and clicking **Browse all** to search for and select another user on whose behalf the PR will be created. Additionally, the requester could have selected the **Request on behalf of** button on the Guided Buying home page to initiate the PR on behalf of another user from the start.
- J. The **Suppress Order** field defaults to **No**, meaning that the purchase order, when created, will NOT BE SUPPRESSED and will be sent to the supplier. If the selection is switched to **Yes**, the supplier will not receive a copy of the purchase order.
- K. The **FOB Code** (Freight on Board) reflects how freight charges for the order are paid. This value defaults to **(EPLite) Destination**. Users may select a different option that better meets the agency purchasing policies by using the drop-down menu.
- L. **GRAND TOTAL AMOUNT INCLUDING TAX AND OTHER COSTS:** This field will calculate automatically later in the process to be included on the Purchase Order. At this point in the process, it will display as **Not specified**.
- M. In order to minimize the expanded view of the Advanced options section, click on the **Hide advanced options** text at the bottom of the section.

The screenshot displays the 'Advanced options' section of a requisition form. It includes the following fields and callouts:

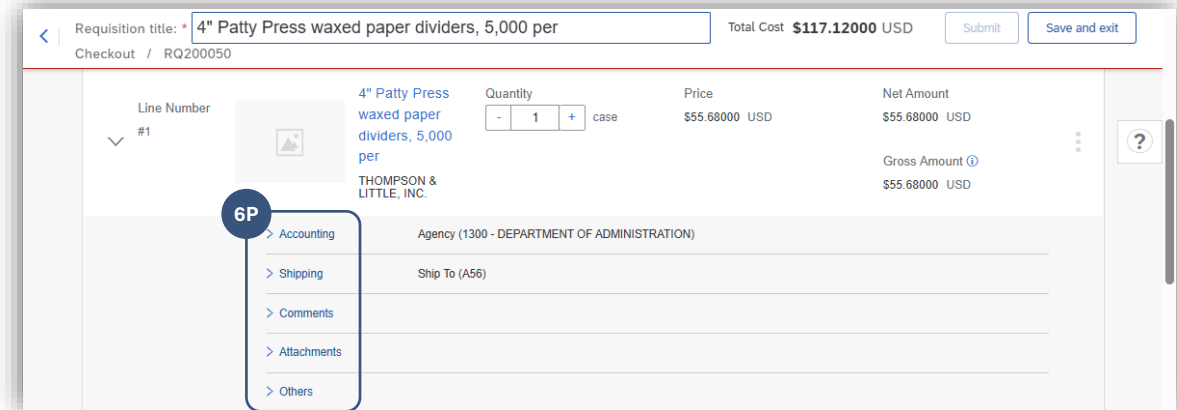
- 6F:** A red-bordered box highlights the 'Deliver To' field, which is empty. A red notification message below it reads 'Deliver To must be set.'
- Ship To:** A dropdown menu is set to 'Brunswick Community College' with the address '50 College Road Supply, NC 28462 United States' displayed below.
- Entity:** A text field contains 'BRUCC - Brunswick Community College'.
- On Behalf Of:** A dropdown menu is set to 'Eplite Requester'.
- 6J:** A box highlights the 'Suppress Order' field, which has two radio buttons: 'Yes' (unselected) and 'No' (selected).
- FOB Code *:** A dropdown menu is set to '(EPLite) Destination'.
- GRAND TOTAL AMOUNT INCLUDING TAX AND OTHER COSTS:** The value is 'Not specified'.
- 6M:** A button at the bottom right of the section is labeled 'Hide advanced options' with an upward-pointing arrow.

- N. Below the Advanced options section, the line item(s) will display. If there are fields that need to be completed, a red notification will indicate at the top of each line item that there is missing or incorrect information. The user should click the arrow to the left of the item image to expand the line item details to review and update.
- O. By clicking the three dots to the right of the line item, users will be presented with certain options depending on the type of line item. Standard catalog items will display **Copy**, **Delete**, or **Add to Favorites**. Punchout catalog items will only have the option for **Delete**. Non-catalog items will display **Copy** and **Delete**.

Creating Requisitions: Guided Buying



P. When a line item is expanded to display the details view, the user will see five subsections below information about the supplier. **Accounting, Shipping, Comments, Attachments, and Others**. Any of these subsections can be expanded by clicking the arrow to the left of each label.



Q. If a subsection contains incomplete or incorrect information, it will open by default once the user clicks into the line item details. Typically, this will include the **Accounting** and **Shipping** subsections.

Creating Requisitions: Guided Buying

Requisition title: * 4" Patty Press Waxed Paper Total Ordered Excluding Tax and Other Costs \$117.12000 USD Submit Save and exit ...

Checkout / PR3453

Accounting Item Classification (Good)

Bill To *
 Central Carolina Community College
 1105 Kelly Drive Sanford, NC 27330 United States

Item Classification
 Good

6Q Account Code
 Value must be set.

Tax Rate
 6.75%

Shipping Ship To (Central Carolina Community College)

Ship To *
 Central Carolina Community College
 1105 Kelly Drive Sanford, NC 27330 United States

Deliver To *
 Requestor 08

R. Within the **Accounting** subsection, the user will find the following fields:

S. **Bill To:** Defaults from the users profile but can be modified using the drop-down menu.

The **Bill To** Location code selected will determine the **Bill To** address that is printed on the line item. The invoice will be delivered to the specified address.

T. **Item Classification:** Set by the **Category** (commodity code) and cannot be changed. A good commodity code will set the Item Classification to **Good** and a **service** commodity code will set the Item Classification to Service.

U. **Account Code:** The appropriate Account Code should be entered in the free-text field.



NC eProcurement does not validate the account codes entered in the **Account Code** field or encumber the purchase amount from the designated account code. All financial functions are still completed in the entity's financial system.

V. **Tax Rate:** Defaults to the value set by the entity but can be changed using the dropdown menu.

W. Within the **Shipping** subsection, the user will find the **Ship To**, **Deliver To**, and **Need-by Date** fields that they had the option to previously fill out in the **Advanced Options** section at the top of the **Checkout** page. If the user needs to alter any of these on a per-line basis, they can do this here, but it is advised that these fields remain consistent across all line items.

Requisition title: * 4" Patty Press Waxed Paper Total Ordered Excluding Tax and Other Costs \$117.12000 USD Submit Save and exit ...

Checkout / PR3453

Accounting Item Classification (Good)

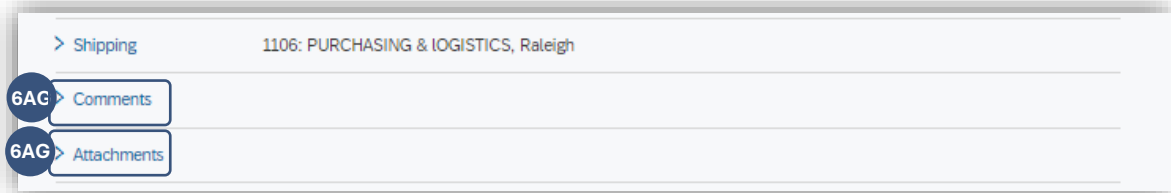
6W Shipping Ship To (Central Carolina Community College)

Ship To *
 Central Carolina Community College
 1105 Kelly Drive Sanford, NC 27330 United States

Deliver To *
 Requestor 08

Creating Requisitions: Guided Buying

- X. It is possible to add **Comments** or **Attachments** in those respective subsections on a line item level, but it is strongly advised that they are **only added on the requisition level** (instructions on this can be found in a subsequent section) in order to make them more easily visible to the supplier.



The screenshot shows a requisition form with a header bar containing a right-pointing arrow, the text '> Shipping', and '1106: PURCHASING & LOGISTICS, Raleigh'. Below the header bar are two buttons, each with a circular icon containing the text '6AG' and a right-pointing arrow. The first button is labeled 'Comments' and the second is labeled 'Attachments'.

- Y. Within the **Others** subsection, the user will find the following fields.



For catalog items, most fields in this subsection are not editable, while a Non-catalog line item will have a few more, editable fields within **Others**.

Z. Commodity Code: This field is not editable for catalog items, but on Non-catalog items, it is editable and will populate with the value selected in the **Category** field on the initial **Non-catalog request** page.

AA. Terms of Payment: This field defaults to **Net 30 Days** and can only be edited by a user with the **Purchasing Agent** role.

AB. Contract: This field will only display on Non-catalog items and it defaults to (no value). It cannot be edited.

AC. Contract Type: This field is not editable for catalog items, but on Non-catalog items the user can select the appropriate contract type if applicable. The field will default to **No Choice**, which is fine if the item is not already on a Statewide or Agency contract. This will likely be the case for most Non-catalog items, but there may be instances in which a user needs to enter a contract item that is not available via catalogs as a Non-catalog item and selecting the correct **Contract Type** will be important. The options available in the drop-down menu are as follows:

- **Statewide Term Contract:** A contract for goods or services negotiated by P&C and available to all State purchasers. These items can often be found via the catalogs.
- **Agency Specific Term Contract:** A contract for goods or services negotiated by a specific Agency to cover a specific period of time. These items are not available via the catalogs.
- **IT Convenience Term Contract:** A contract for goods or services negotiated by DIT and available to all State purchasers. These items can often be found via the catalogs.
- **No Contract:** The item is not associated with any contract. This is the same as **No Choice**, so it is not necessary to select this if the user leaves **No Choice** as the default.
- **Agency Contract:** A contract for goods or services negotiated by a specific Agency for a spot-buy (nonrecurring) purchase. These items are not available via the catalogs.

Creating Requisitions: Guided Buying



Selecting **Statewide Term Contract** or **IT Convenience Term Contract** from the drop-down menu will add an additional **Statewide Contract ID** field to the page. Users may choose the drop-down menu in this new field and select **Browse all** to search for and select the Statewide Contract from which the item is being purchased.

The top screenshot shows the 'Contract Type' dropdown set to 'Term Contract Statewide'. Below it, the 'Statewide Contract ID' field is highlighted with a red box and contains '(no value)'. A red error message below the field reads: 'This field is required when the Contract Type is Statewide Term Contract'. The 'Blanket Purchase Order?' section has 'No' selected.

The bottom screenshot shows the 'Contract Type' dropdown set to 'Term Contract Agency Specific'. Below it, the 'Agency Contract ID' field is highlighted with a red box and contains '(no value)'. A red error message below the field reads: 'If Agency Contract ID is visible, it is required.' The 'Blanket Purchase Order?' section has 'No' selected.

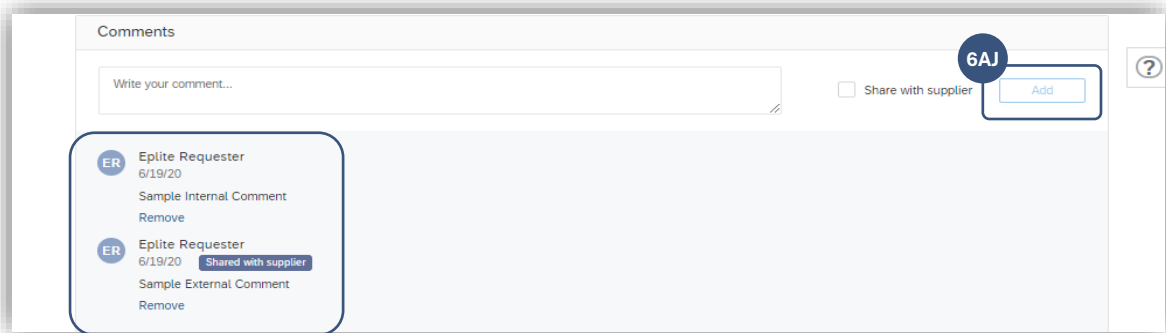
- AD. Blanket Purchase Order?:** Choose whether the purchase is a Blanket order or a Non-Blanket order. This will default to **No** for Non-Blanket, but the selection can be switched to **Yes** if necessary.
- AE. Tax Amount:** This field will calculate automatically later in the process based on the selected tax rate (within the **Accounting** subsection). At this point in the process, it will display as **Not specified**.
- AF. Other Costs:** Users can enter in a dollar amount to be charged as **Other Costs**. It is advised that this field be used with caution, as use cases for this field are not common and tax is not applied on anything added here. This field should **NOT** be used for including tax or shipping charges from a vendor. Shipping charges on non-catalog items should continue to be added as an additional service line item.
- AG. Line Total of Tax and Other Costs:** This field will calculate automatically later in the process. At this point in the process, it will display as **Not specified**.
- AH. FOB Code:** This field defaults to **(EPLITE) Destination** for all orders.
- AI. Recycled Content Indicator:** This field is only visible for Non-catalog orders and defaults to **No**. It can be adjusted to indicate that the item being purchased is recycled.

The screenshot shows the 'Attachments' section with a dropdown menu for 'Others'. Below the dropdown, the following details are displayed:

- Commodity Code:** 481015 - Cooking and warming equipment
- Terms of Payment:** Net 30 Days
- Contract Type:** Term Contract Statewide
- Statewide Contract ID:** 165A: Kitchen Equipment & Accessories
- Tax Amount:** Not specified
- Other Costs:** (Empty field with a dropdown arrow)
- Line Total of Tax and Other Costs:** Not specified
- FOB Code *:** (EPLite) Destination

Creating Requisitions: Guided Buying

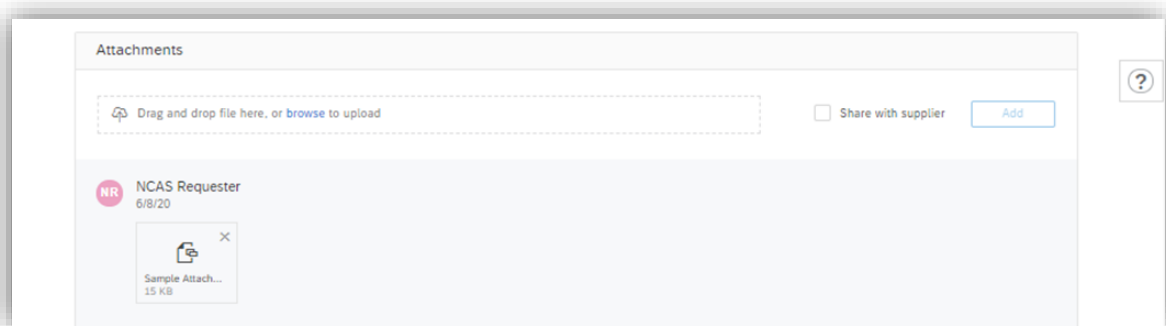
AJ. To add a comment at the requisition level, the user should type their note in the **Write your comment...** box in the **Comments** section below the line items. The **Add** button will become clickable, and the user should click in the **Share with supplier** box if they wish for the supplier to see the comment, otherwise it will only be visible internally. The user can add multiple comments to a single PR, and they will thread below with the most recent closest to the top. Comments can be deleted by the user by clicking **Remove**.



AO. Attachments may be added to the entire PR in the **Attachments** section below the **Comments** section. Users can either **Drag and drop** a file to upload it, or they can click **browse** to search for files within their computer. Once a file has been selected, the **Add** button will become clickable, and the user should click in the **Share with supplier** box if they wish for the supplier to see the attachment, otherwise it will only be visible internally. The user can add multiple attachments to a single PR. Attachments can be deleted by the user by clicking the **X** in the top right of the attachment icon.



- The following file types are acceptable as attachments: .bmp, .csv, .doc, .docx, .dotx, .gif, .htm, .html, .jpeg, .jpg, .pdf, .png, .potx, .ppsx, .ppt, .pptx, .ps, .rtf, .sldx, .txt, .xls, .xlsx, .xltx, .xml, and .zip
- The maximum combined file size limit for attachments is 10MB.

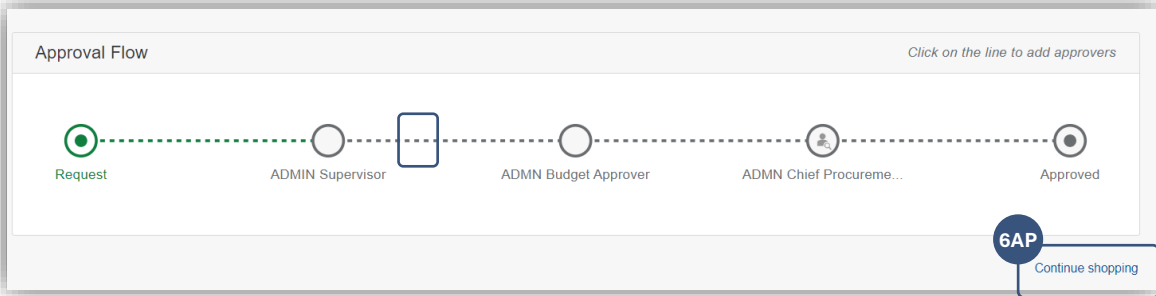


AP. The system generated approval flow will be visible in the **Approval Flow** section below the Attachments section. If the user needs to add additional items to this PR, they can click the **Continue shopping** link at the bottom of the PR and be directed back to the catalog where they can add additional items.

Creating Requisitions: Guided Buying



Users will have the ability to manually add additional approvers at this point, but it is very important that they **Submit** the order first and then go back and add any approvers. If an approver is added at this point before the user clicks **Submit**, that approver will have to approve the Purchase Order again once it returns to NC eProcurement after being approved in the entity's financial system.



AS. When all required information is correctly added, the red borders and notifications will disappear from the **Checkout** page, and the **Submit** button will appear in blue in the upper-right and become clickable. Click this button to send the PR to be reviewed and approved by the approval flow.

Requestion title: 4" Patty Press Waxed Paper **6AS** Submit Save and exit

Checkout / PR3453

Ship to	Manage locations	Charge to	Manage details	Total cost
1105 Kelly Drive Sanford, NC 27330 United States		Item Classification (Good)		\$117.12000 USD

AT. A **Success** notification will display, and the PR status will be updated to **Submitted**. Click **Done** to return to the Guided Buying home page, or **View requisition** to revisit the details of the PR.

4" Patty Press Waxed Paper Total Ordered Excluding Tax and Other Costs **\$117.12000 USD** Withdraw Edit

Request details / PR3453

Submitted

Approval Flow Click on the line to add approvers

Request — Approved

Success ✕

Your requisition has been sent for approval.

6AT Done View requisition