# THE SOURCE

## TOP STORIES IN THIS NEWSLETTER

AUGUST 2020 EDITION
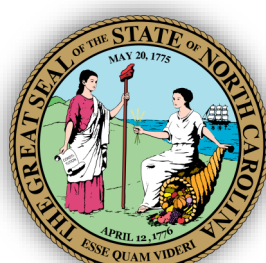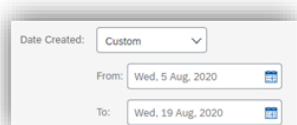
**Dual Processing Period has been extended**

**Check out Collaborative Requisitions**

**Tips and tricks**
Turning off Date Search Filters

**Statewide Term Contracts Announcement**

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## DUAL PROCESSING PERIOD HAS BEEN EXTENDED

To provide adequate time to close out orders created in Version 9r1 (Archive Buyer), the Dual Processing period has been extended from August 31 to September 30. Users may reduce quantity on change orders, cancel purchase orders, close purchase orders, and enter receipts until the end of the Dual Processing period.

For more information on the upgrade timeline, please see NCEP 2020 Upgrade - State Agencies.

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## CHECK OUT COLLABORATIVE REQUISITIONING

The NCEP 2020 Upgrade brought an exciting new tool to NC eProcurement – Collaborative Requisitions! This feature represents the evolution of informal quoting for non-catalog items. After starting a requisition for non-catalog items, buyers can collaborate with one or more vendors to request informal quotes and negotiate the best pricing before placing an order!

Buyers can:

- Reach out to multiple vendors simultaneously to request quotes and information.
- View tabulated vendor responses.
- Clarify item details, prices, and substitutions with the vendors.

Vendors are able to:

- Respond and propose pricing for requested items.
- Add an additional line item (e.g., functional substitution when allowed or shipping when required).
- Communicate with the buyer within the tool for questions and clarifications.

**Note:** To create a Collaborative Requisition, buyers must be in the 'NC Collaborative Requisition' group. To choose the best vendor quote after responses, the buyers must be in the 'NC Collaboration Team' group. Buyers should contact their Security Administrator if they need to be added to these groups.

For more information about Collaborative Requisitions, see the Collaborative Requisitions training page. Collaborative requisitions are also covered in the following recorded webinar:

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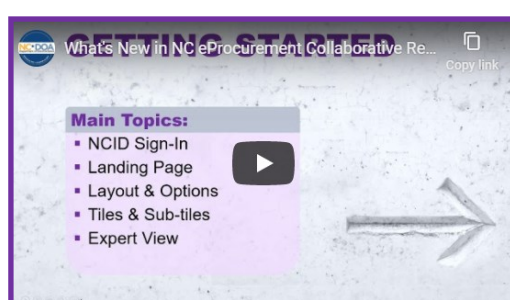
## TIPS AND TRICKS: TURNING OFF DATE SEARCH FILTERS

When searching for items in NC eProcurement, filters can quickly narrow down the search results. One such filter is the 'Date Created' field, which by default this field will return results from the last 15 days only. To always see every item, regardless of the date created, this field can be turned off.

To turn off the 'Date Created' field:

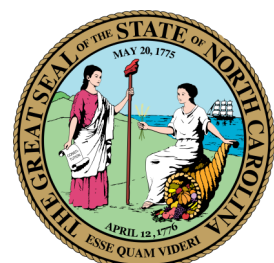1. On the 'Search' page, select the 'Search Options' drop down on the upper right.
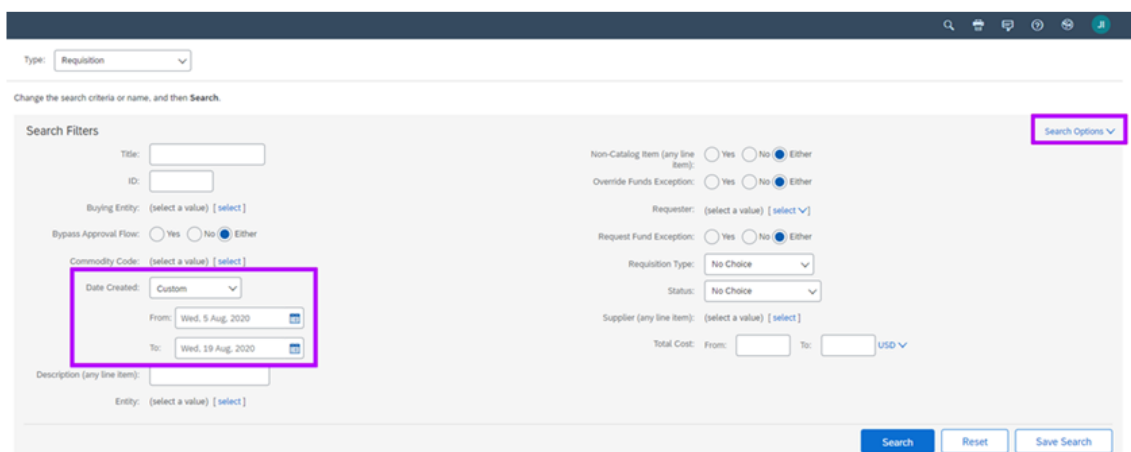
2. Select the 'Date Created' option on the menu.
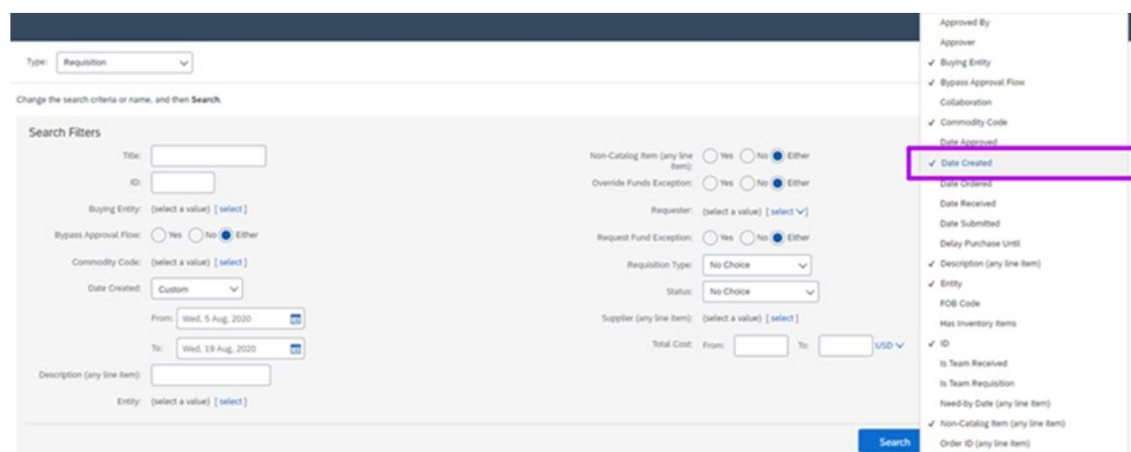
3. The 'Date Created' field should no longer appear in the Search Filters section. This same method can be used to add or remove any search filters as needed.

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## STATEWIDE TERM CONTRACTS ANNOUNCEMENT

### Statewide Term Contract 926A

The Division of Purchase & Contract has established a new Statewide Term Contract 926A – Deep Cleaning and Sanitizing / Disinfecting Services. This is a multiple-vendor convenience contract for state agencies, public universities, community colleges, and other eligible entities, and may be utilized without further competition. The contract term is July 31, 2020 through June 30, 2021. If you have any questions related to this contract, contact Nicole Mathis at 984-236-0228 or nicole.mathis@doa.nc.gov.

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