

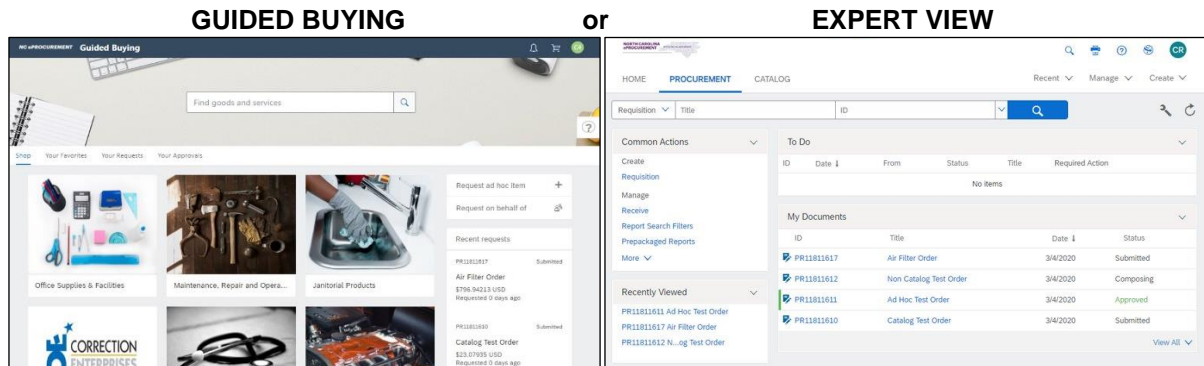
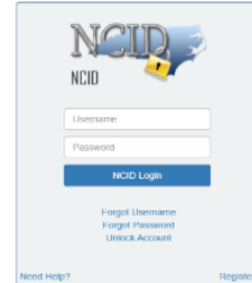
Quick Start Guide

What's new in NC eProcurement

This Quick Start Guide is intended to provide surface level highlights of some of the more important changes for experienced users in one consolidated place. It is not meant to take the place of the other, more detailed training guides available on the [NC eProcurement Training Page](#).

New Functionality

- Logging In:** The new login page will look like the NCID login page. ➡
- Two Views:** The new system will have two views of the same information. The newer view, **'Guided Buying,'** will be where the user lands when they first log in. It is designed to make routine purchases for basic users easier through a more modern, online shopping interface. From there, users can navigate to **'Expert View'** which will show the same information, just in a more familiar setup to users who have experience with the existing NC eProcurement system. Users are free to purchase from whichever view they are most comfortable. [+ More info](#)



- Collaborative Requisition:** This is an optional tool built into the system for users to request informal quotes from multiple vendors at once. Users can then award the order to the vendor with the best quote directly from that requisition, and the quoting history will live with that order. Not all users will have the ability to create a Collaborative Requisition. [+ More info](#)
- UNSPSC Commodity Codes:** With the upgrade, the State has chosen to adopt the new UNSPSC commodity code system. Selecting the new UNSPSC codes will follow the same logic as selecting the old NIGP codes, but slight differences will include having to choose codes out to the 6th digit and that codes for Services now start with a 7, 8, or 9 (previously all services started with a 9). [+ More info](#)

New Terminology

In the archived system	In the new system	
	Guided Buying	Expert View
eRequisition (RQ)	Purchase Requisition (PR)	
PO#s started with NC (NCAS users only)	PO#s start with EP (NCAS users only)	
Transmit to Supplier (Default = "Yes")	Suppress Order (Default = "No"; i.e. order is sent to vendor)	
Copy	Buy Again	Copy
Submit	Send request	Submit
Non-Catalog item	Ad Hoc Item	Non-Catalog Item
Commodity Code	Category	Commodity Code