Questions asked during the NCAS Requester Webinar
June 16, 2020

Note: Duplicate questions have been combined

CATEGORY	QUESTION	RESPONSE
Getting Started	Can you review the new names for all of the document types?	Requisitions are now called Purchase Requests, and the number will start with PR instead of RQ. Purchase Orders are still called Purchase Orders, and the number will start with EP instead of NC.
	How can you make the accounting information default for a user?	Users are able to default their accounting information in the User Profile section of their Preferences dropdown, accessed through their initials in the top right.
Requisitions: Both	Where can I find information about a vendor's HUB or IRS verification status?	Hub Vendor status will be visible in Expert View but not Guided Buying. IRS Verification status is not visible in either view, but both statuses can be confirmed in eVP. **https://vendor.ncgov.com/vendor/public-vendor-search**
	Are the commodity changing in NCEP? How can I find more information about the new codes?	Yes. The new system will use UNSPSC commodity codes. When selecting a catalog item, the commodity code will populate. If creating an ad-hoc/non-catalog order, the appropriate commodity code can be selected from the drop down menu or users can consult **https://www.unspsc.org/**. Please note that NCAS will continue to use NIGP commodity codes. This will map over automatically.
	Why would one use Guided Buying vs Expert?	Guided Buying has items categorized which will essentially "Guide" the users to navigate to the items that they are in need of easily. It has an online shopping-like feel that will allow users to purchase items with few clicks. Expert View will allow users to perform more complex functionalities in the system and should seem more familiar to users who are currently using 9r1.
	Can I still order punchout items and non-catalog items on same requisition from State Contract Vendor?	No. Requisitions cannot be created with line items from more than one Statewide Term Contract or with one line from a catalog and the other(s) non-catalog. Some agencies already had rules in place about this and now the system will stop a requisition like this from being submitted.
	Is this a double negative? I'm trying to understand the "Suppress Order". So "no" WILL send to the vendor?	In Guided Buying, leaving the "Suppress Order" button defaulted on "No" will allow the order to be sent to the vendor. If the user does nothing, just like today with the "Transmit To Supplier" box that defaults to checked, the order will go to the vendor. In Expert View, leaving the checkbox on the default of unchecked will also allow the order to be sent to the vendor. Just like today, leaving the field as is will send it to the vendor.
What's Next?	Is there an online training environment available? Will there be written instructions/training/guides available?	There will be a training environment available once the new system goes live (it cannot be implemented before for technical reasons). Also we are developing additional online training content such as job aids and videos that will be shared with end-users at Go-Live.
	Will orders from the old system be archived and available anywhere?	You can still view and receive against orders in the old system through August 31, just not create any new ones. They will then be migrated to a Procurement solution hosted by the GDAC at some point between August 31 and the end of the year. **https://it.nc.gov/services/nc-gdac**
	So Blanket orders for the new budget year cannot be created until the new system is live correct?	If you expect a Blanket Order to be open beyond August 31, 2020, then it will be best to create it in the new system.
	What about grants? Will those need to be reentered?	Any order that might need to be edited or changed after August 31, 2020 will need to be re-entered in the new system.
	Purchasing has a lot of work to do to make this GO Live successful for the end-users who are not as computer savvy as we would all like.	This is very true, and we want to do whatever we can to support you and your users. We'll have supplemental online training materials available by go-live and our Help Desk will be here to assist you as always.
	If we have questions after this, who should we ask?	Our help desk can answer questions non-stop Monday to Friday. Call **888-211-7440**, or email to **ephelpdesk@its.nc.gov**