The Source NC E-Procurement Newsletter
*July/August 2019 Edition*

Coming Soon: NC E-Procurement 2020 Upgrade!

The Division of Purchase and Contract has decided to upgrade to the newest version of SAP Ariba in 2020. The new system is a cloud-based procurement application that has an embedded Quote Request tool. This upgrade will also include changes to the electronic Vendor Portal (eVP), a new way to access legacy data, and the possibility for additional useful features in the future. Please see the attached announcement and stay tuned for more information.

Tips & Tricks: Editing Email Notification Preferences

Notifications are email messages that NC E-Procurement automatically sends to preparers, requesters, approvers, and administrators to keep them informed of the progress and status of active approvable items. Users may edit the frequency and subject matter of their email notifications.

1. Click '**Preferences**' on the Menu Bar and select '**Change email notification preferences**.'
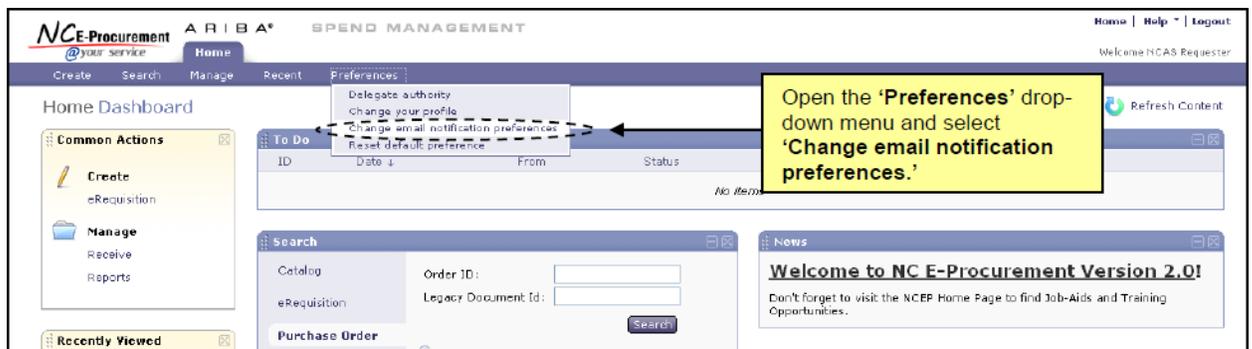
2. Select the appropriate document type to edit using the '**Edit preferences for…**' drop-down menu.

   Note: Email notification preferences must be set independently for each document type. The six options in the drop-down menu are **Other document types, User Maintenance, eRequisition, Address Maintenance, Receipt,** and **User Profile.**

Select the appropriate document type to edit using the 'Edit preferences for...' drop-down menu.

3. The '**Edit Email Notification Preferences**' page will automatically appear when a document type is selected. In this example, '**eRequisition**' has been chosen from the drop-down menu.

   **Note**: The same screen choices appear for all document types.
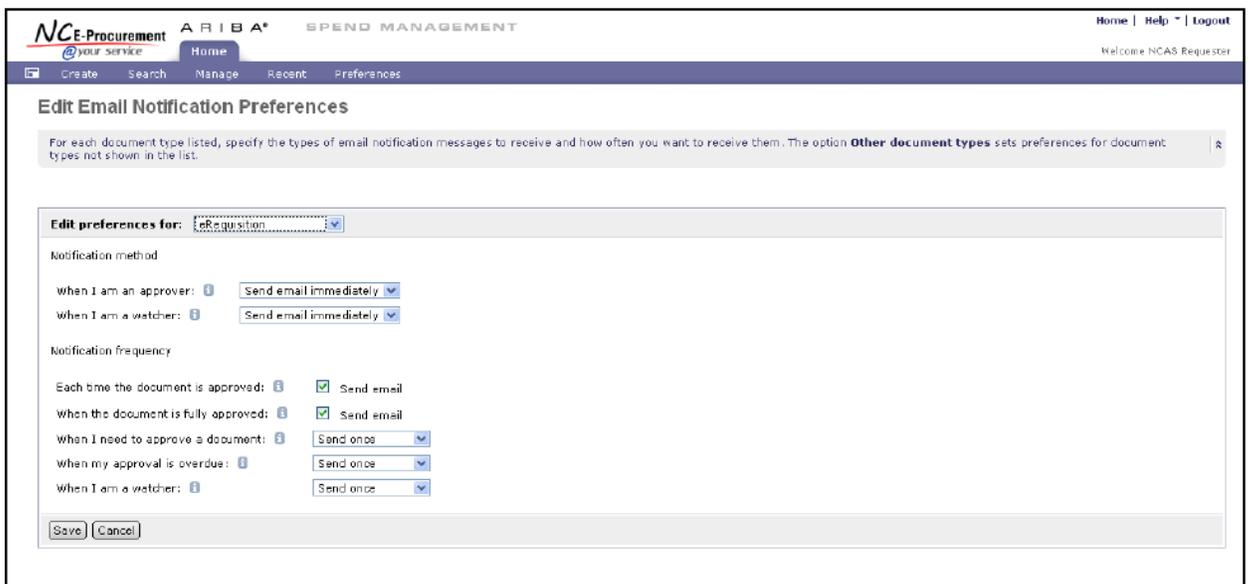
4. '**Notification method**' allows the user to select whether to receive separate email notifications immediately for each approvable item (i.e., '**Send email immediately**') or to receive all email notifications for the day as one daily email summary (i.e., '**Send email summary**').

   a. '**When I am an approver**' specifies the frequency at which the user wants to receive email notifications when the user is a required approver in an approval flow.

   b. '**When I am a watcher**' specifies the frequency at which the user wants to receive email notifications when the user is a watcher in an approval flow.

Using the drop-down menu, select 'Send **email summary**' or '**Send email immediately.**'
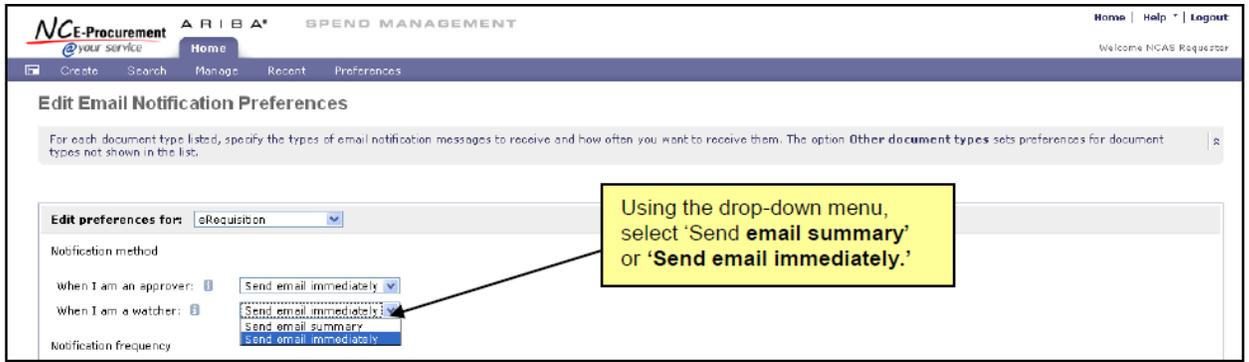
5. '**Notification frequency**' allows the user to select when and how often they receive email notifications.

   a. '**Each time the document is approved**' – when the user is a preparer or watcher of an approvable item, checking this box specifies whether the user wants to be notified each time an approver approves the document.

   b. '**When the document is fully approved**' – when the user is a preparer or watcher of an approvable item, checking this box specifies whether the user wants to be notified when the document is fully approved.

Check or uncheck the '**Send email**' box to indicate a preference.
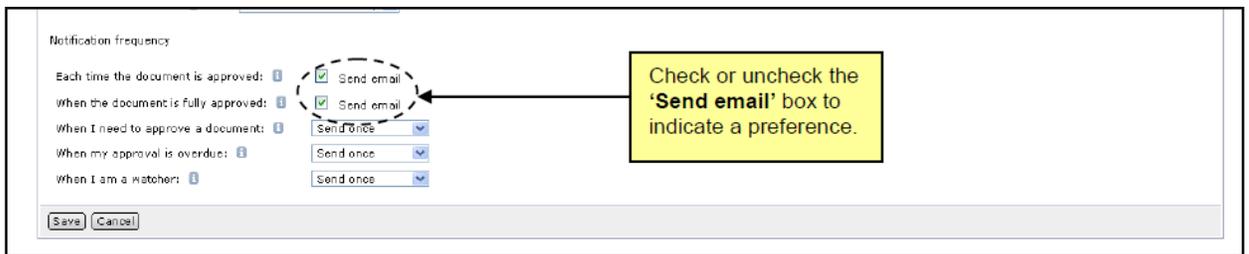
   c. '**When I need to approve a document**' – specifies how often the user wants to be notified when a document is awaiting his/her approval. The user can choose to never receive email notifications, receive one notification, or to receive notifications repeatedly on a daily basis.

   d. '**When my approval is overdue**' – specifies how often the user wants to be notified when his/her approval is overdue. The user can choose to never receive email notifications, receive one notification, or to receive notifications repeatedly on a daily basis.

   e. '**When I am a watcher**' – specifies how often the user wants to receive each watcher notification. The user can choose to never receive email notifications, receive one notification, or to receive notifications repeatedly on a daily basis.

Using the drop-down menu, users may click '**Never send,**' '**Send once,**' or '**Send repeatedly.**'
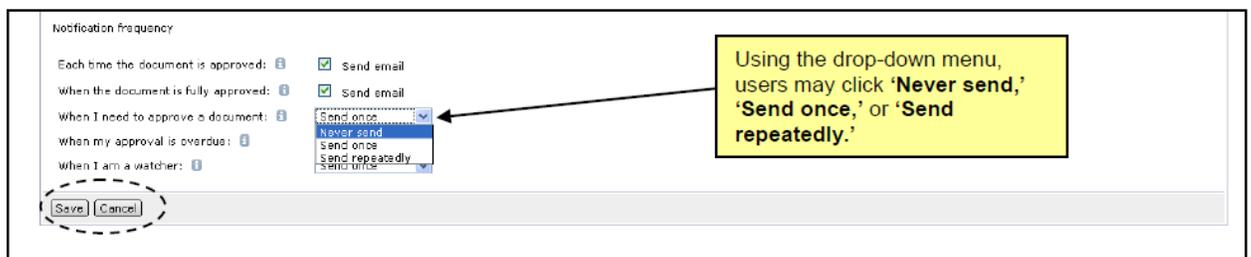
6. Click '**Save**' to save the updated preferences.

7. Click '**Cancel**' to return to the NC E-Procurement Dashboard without changing the preferences.

More information on mass editing line items can be found in the '**Email Notification Preferences**' job aid on the E-Procurement Training Page.

For additional assistance, please contact the NC E-Procurement Help Desk by phone at 888-211-7440, option 1, or by email at ephelpdesk@its.nc.gov.

Statewide Term Contract Announcements

Statewide Term Contract 070E The Division of Purchase & Contract has established a new Statewide Term Contract 070E - 35k & 50k - 70k GVWR Cab & Chassis Trucks. This is a multiple-vendor mandatory contract for state agencies, departments, institutions, universities and community colleges, unless exempted by North Carolina General Statute. Additionally, non-mandatory entities, including schools and local government, that are allowed by general statute may use this contract. The contract term is July 17, 2019 through July 16, 2022. If you have any questions related to this contract, contact David O'Neal at (919) 807-4534 or david.o-neal@doa.nc.gov.

Statewide Term Contract 983B The Division of Purchase & Contract has established a new Statewide Term Contract 983B - Uniform Rental. This is a single-vendor convenience contract for state agencies, departments, institutions, universities, community colleges, and non-mandatory entities including schools and local governments. The contract term is August 7, 2019 through August 18, 2020. If you have any questions related to this contract, contact Grant Braley at (919) 807-4519 or grant.braley@doa.nc.gov.

Statewide Term Contract 045A The Division of Purchase & Contract has established a new Statewide Term Contract 045A - Household Appliances. This is a single-vendor mandatory contract for state agencies, departments, institutions, universities and community colleges, unless exempted by North Carolina General Statute. Additionally, non-mandatory entities, including schools and local government, that are allowed by general statute may use this contract. The contract term is August 6, 2019 through August 5, 2022. If you have any questions related to this contract, contact Bahaa Jizi at (919) 807-4520 or bahaa.jizi@doa.nc.gov.

Statewide Term Contract 071C The Division of Purchase & Contract has established a new Statewide Term Contract 071C - Type C (Conventional) School & Activity Buses. This is a multiple-vendor mandatory contract for state agencies, departments, institutions, universities and community colleges, unless exempted by North Carolina General Statute. Additionally, non-mandatory entities, including schools and local government, that are allowed by general statute may use this contract. The contract term is August 15, 2019 through August 14, 2021. If you have any questions related to this contract, contact David O'Neal at (919) 807-4534 or david.o-neal@doa.nc.gov.

P&C's Training Roundup

The Division of Purchase & Contract (P&C) offers various training courses related to procurement throughout the year. Please see the following table for a list of upcoming courses. For further course details and registration instructions, please refer to the 2019 course catalog.

DATE	COURSE TITLE	LOCATION	FACILITY & ADDRESS
9/4	E-Procurement	Raleigh	Wake Tech Public Safety Education Campus 321 Chapanoke Road Room 1401
9/24	E-Procurement	Raleigh	Wake Tech Public Safety Education Campus 321 Chapanoke Road Room 1401

9/25	Demystifying Terms and Conditions	Raleigh	116 W. Jones Street P&C Training Room (G111)