



The Source NC E-Procurement Newsletter

June 2019 Edition

End of Year: NCAS Integration

Due to the normally scheduled NCAS downtime on the first business day of the new fiscal year, NC E-Procurement will be unable to transmit requisitions, purchase orders, and receipts to NCAS on Monday, July 1, 2019. Items created on July 1 will be transmitted to NCAS on Tuesday, July 2. The accounting system will not be available on the holiday Thursday, July 4, and will resume processing on Friday, July 5.

End of Year: FY20 Multi-Year Indicator

Please note that on Sunday, June 30, to align with current OSC processes, the Multi-Year Indicator for FY20 will be updated in NC E-Procurement. At that time, all line items with a Multi-Year Indicator of '20' will be automatically updated to have a Multi-Year Indicator of 'Unspecified.' No action is required to update the Multi-Year Indicator.

Tips & Tricks: Mass Editing Requisition Lines

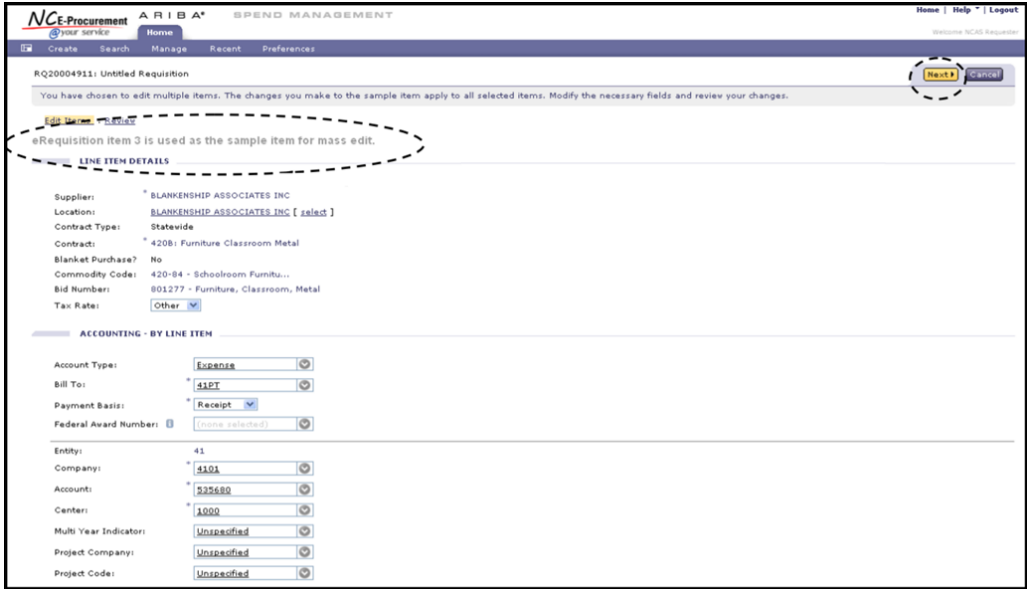
When creating an eRequisition with multiple line items, users can mass edit the line items to set the same information for multiple lines, which is useful when setting account codes and adjusting the vendor location. Commodity codes can also be changed using the mass edit function as long as the items being edited are non-catalog items.

1. To mass edit line items, place a check in the checkbox beside each line item to be edited and click the 'Edit' button.

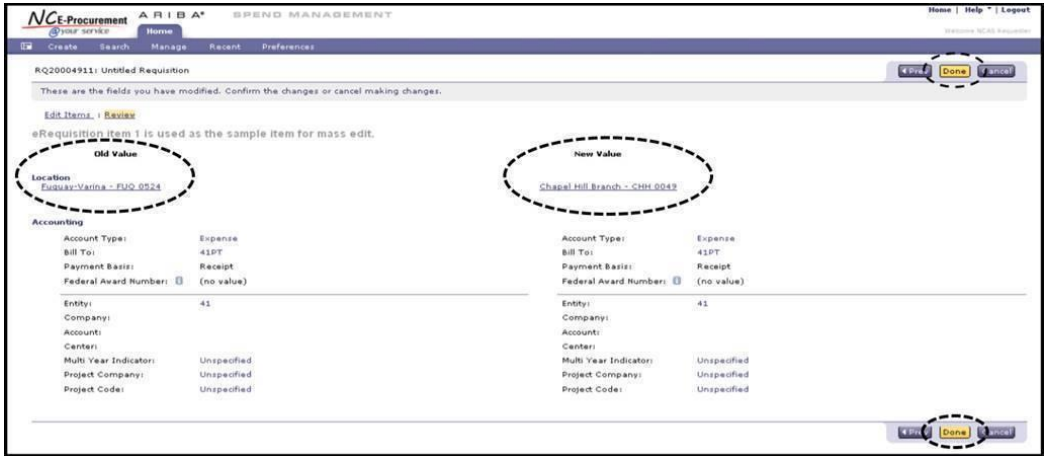
No.	Type	Description	Supplier Part Number	Qty	Unit	Tax	Price	Amount
1	1	First non-catalog item.		1	each	\$0.00000 USD	\$10.00 USD	\$10.00000 USD
2	2	Second non-catalog item.		1	each	\$0.00000 USD	\$20.00 USD	\$20.00000 USD
3	3	Computer Table with Flip Top Wire Management ...	23.3305.6**-.000	1	each	\$0.00 USD	\$378.00 USD	\$378.00000 USD
4	4	Hex Key Set, Ball End, Measurement Type SAF/...	4CR58	1	each	\$0.00 USD	\$27.86 USD	\$27.86000 USD
5	5	eQuote test item.	DefaultSupplierPartId 1	1	each	\$0.00 USD	\$10.00 USD	\$10.00000 USD

Total Cost: \$445,86000 USD
Update Total

2. Edit the necessary fields.
3. Click 'Next' to review the mass edit changes.



4. Review the modified fields and click 'Done' to complete the mass edit and apply the changes.



More information on mass editing line items can be found in the 'Edit Line Item' 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 031A The Division of Purchase & Contract has established a new [Statewide Term Contract 031A - HVAC Air Filters](#). 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 June 24, 2019 through June 23, 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 393A The Division of Purchase & Contract has established a new [Statewide Term Contract 393A - Food Services](#). This is a single-vendor convenience contract for state agencies, departments, institutions, universities, community colleges, and non-mandatory entities, including schools and local government. The contract start date is July 1, 2019. 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 420A The Division of Purchase & Contract has established a new [Statewide Term Contract 420A - Furniture](#). 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 1, 2019 through June 30, 2022. 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 948D The Division of Purchase & Contract has established a new [Statewide Term Contract 948D - DSCSA Subscription Services](#). 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 July 1, 2019 through July 31, 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 975A The Division of Purchase & Contract has established a new [Statewide Term Contract 975A - Truck Rental Services](#). This is a single-vendor convenience contract for state departments and most state agencies, and for state higher education institutions (except under the conditions specified in G.S. §115D-58.14(a) and G.S. §116-13). This contract may also be utilized, without further competition, by non-mandatory state agencies and other eligible entities. The contract term is April 1, 2019 through December 18, 2019. If you have any questions related to this contract, contact Steve Hussey at (919) 807-4540 or steven.hussey@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
7/10	E-Procurement	Raleigh	Wake Tech Public Safety Education Campus 321 Chapanoke Road Room 1401
7/16-18	Introduction to Procurement	Raleigh	116 W. Jones Street P&C Training Room (G111)
7/17	E-Procurement	Raleigh	Wake Tech Public Safety Education Campus 321 Chapanoke Road Room 1401
7/31	Specification Writing	Raleigh	116 W. Jones Street P&C Training Room (G111)

Follow-Up

This newsletter was sent to NCAS users.

Questions about information covered in this newsletter? Send an email to ephelpdesk@its.nc.gov.