

THE SOURCE

STATE DEPARTMENT STATE BRANCH
LOCAL GOVERNMENT CITY COUNTY
COMMUNITY COLLEGE PUBLIC SCHOOL
NORTH CAROLINA ePROCUREMENT PURCHASE
ONLINE SHOPPING STATEWIDE TERM CONTRACT
ELECTRONIC VENDOR PORTAL HUB CERTIFIED V
QUOTE PUNCHOUT CATALOG
PURCHASING
BUYING
BUY

NC eProcurement Monthly Newsletter

April/May 2021 Edition

TOP STORIES IN THIS NEWSLETTER



Internet Explorer Support Tips or Tricks: Line Items



Non-Catalog Commodity Code Alerts

INTERNET EXPLORER SUPPORT

As of **December 31, 2021**, SAP Ariba will no longer support the use of all versions of Microsoft Internet Explorer (IE), including IE 11. This means that SAP Ariba will not fix any issues with IE 11, and new features or functionality may not work or be available when using IE.

We recommend that you upgrade to another supported browser soon so that you may access and use the system with full capabilities by **December 31, 2021**. Additional browsers supported by SAP Ariba are Google Chrome, Microsoft Edge, Apple Safari and Mozilla Firefox.

Please reach out to your IT department if there are any questions about which browser to use from the list above.

TIPS AND TRICKS: LINE ITEMS

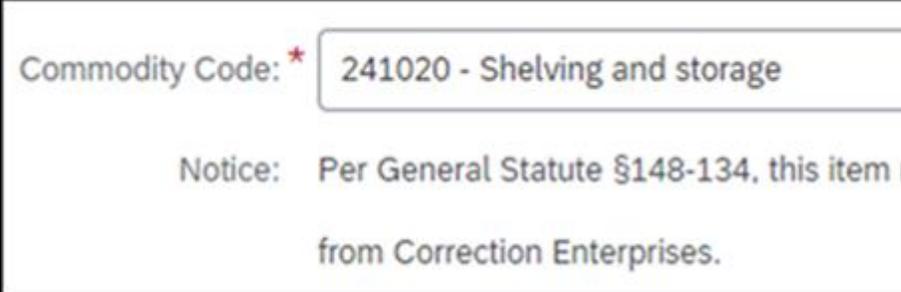
When creating purchase requests using the NC eProcurement Buying system, NC eProcurement recommends the use of less than 40 line items per request to keep purchase orders to a manageable size. Failure to do so can cause system slowness, automatic system timeout, and prevent opening and editing the request.

Note: Requisitions that have too many lines may not be able to be processed by NC eProcurement due to the size of the order, and would need to be recreated by the requester as two separate requisitions.

NON-CATALOG COMMODITY CODE ALERTS

Two new alerts have been created when entering certain commodity codes for **non-catalog** requisition line items.

If a commodity code consistent with a Correction Enterprises catalog item is selected, the following message will appear: "Per General Statute §148-134, this item may need to be purchased from Correction Enterprises." This indicates that the line item may be available in the Correction Enterprises catalog.



Commodity Code: * 241020 - Shelving and storage

Notice: Per General Statute §148-134, this item may need to be purchased from Correction Enterprises.

If a commodity code associated with a Statewide Term Contract Catalog item is selected, the following message will appear: "Based on the selected commodity code, this item may be available in a STC catalog (§143-55)." This indicates that the line item may be available in a Statewide Term Contract catalog.



Commodity Code: * 111015 - Minerals

Notice: Based on the selected commodity code, this item may be available in a STC catalog (§143-55).

Purchasing from a catalog allows easy population of item details by just clicking **Add to Cart!** The notices make users aware that an item may be available in a catalog, but will not stop the requisition from being submitted.

TRAINING ROUNDUP

The Division of Purchase & Contract (P&C) and NC eProcurement offer various training courses related to procurement throughout the year. Please see the following table for a list of upcoming courses. For details about registering for a course, see [How to Register](#).

Check the NC eProcurement [Course List](#) periodically for additional training classes from the NC eProcurement team.

We look forward to (virtually) seeing you!

DATE	COURSE TITLE
5/27	NC eProcurement Collaborative Requisition
6/2	NC eProcurement Sourcing & Contracts
6/9	NC eProcurement NCAS Basic Requester
6/15-16	Request for Proposals (RFP) Development and Evaluation
6/17	Demystifying Terms and Conditions
6/29	NC eProcurement NCAS Basic Requester

*This newsletter was sent to **NCAS users**. Questions about information covered in this newsletter? Send an email to ephelpdesk@its.nc.gov.*