THE SOURCE

NC eProcurement Monthly Newsletter

April/May 2021 Edition

TOP STORIES IN THIS NEWSLETTER

End of Year: Setting Up SunPac for FY22   **Internet Explorer Support**   **Tips or Tricks: Line Items**   **Non-Catalog Commodity Code Alerts**

END OF YEAR: SETTING UP SUNPAC FOR FY22

The **Vendor Import**, **Requisition Import**, and **Post Payments** batch jobs must be manually created for FY22. For the Requisition Import and Post Payments batch jobs, set the FY22 jobs to run 5 minutes after the FY21 jobs so that the FY21 and FY22 jobs do not conflict (e.g., if the Requisition Import is set to run at 5 a.m. in FY21, set it to run at 5:05 a.m. for FY22). If you do not want to receive the reports for both FY21 and FY22, be sure to set the printer option to **'NONE'** when setting up the FY22 batch jobs. When your school system is ready to stop using FY21, the batch jobs for FY21 should be deleted by accessing the **WRKJOBQ** folder.

The Vendor Import batch job does not require FY21 and FY22 batches. Cancel the FY21 batch job and recreate the Vendor Import batch job for FY22.

Note: The batch jobs listed in this queue do not list the associated fiscal year. These batch jobs are listed on the screen with the oldest at the top and the most recent at the bottom. Delete the top choice for each job listed. Verify the following FY22 screens contain the required NC eProcurement information:

- Security Authorizations (System File > Option 5)
- PO Process and Run Controls (System File > Option 22 > F5 to go to 2nd screen > F5 to go to 3rd screen)
- Ship To Addresses (System File > Option 29)
- Purchasing Parameters (System File > Option 32 > Option 6)

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 above list.
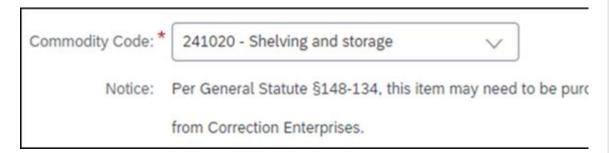
TIPS AND TRICKS: LINE ITEMS

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 purc
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 ava

in a STC catalog (§143-55).

Purchasing from a catalog allows easy population of item details by just clicking **Add to Cart**! The alerts indicate 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
5/26	NC eProcurement EPLite Basic Requester
5/26	NC eProcurement EPLite Approver Plus
6/10	NC eProcurement EPLite Basic Requester
6/15-16	Request for Proposals (RFP) Development and Evaluation
6/17	Demystifying Terms and Conditions