

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 VENDOR
QUOTE PUNCHOUT CATALOG
PURCHASE ORDER
SOURCING
BIDDING
BUY

NC eProcurement Monthly Newsletter

June 2021 Edition

TOP STORIES IN THIS NEWSLETTER



Multi-Year Indicator
Announcement



Collaborative
Requisitioning



Tips or Tricks:
Unique Packing Slip Numbers

MULTI-YEAR INDICATOR ANNOUNCEMENT

The Multi-Year Indicator field value 'FY22' will be inactivated after 5pm on June 30, 2021.

Supplier: 2020 Window Cleaning of NC, I
Location: Window Cleaning [select]
Contract: [select]
Contract Type: No Contract
Bid Number: (no value)
Payment Basis: * Receipt
Blanket Purchase Order? Yes No
FOB Code: (NCAS) 001 - Destination freight paid by vendor and included in price. Title passes upon receipt. Vendor files any claims.
Is this a PPE item? Yes No
Recycled Content Indicator: Yes No
Accounting - by Line Item
Bill To: *
Company:
Account:
Cost Center:
Project Company:
Project Code: Multi Year Indicator must be set.
Multi Year Indicator: * No Choice

If a change order is created where the Multi-Year Indicator value is set to FY22, the above error message will appear. To fix this error, set that field to 'Unspecified.' After the Multi-Year Indicator is reset, the change order can be submitted successfully.

COLLABORATIVE REQUISITIONING

Collaborative Requisitioning is the informal quoting and pricing request function within the NC eProcurement System. After starting a requisition for non-catalog items, buyers can collaborate with one or more vendors to request informal quotes and negotiate the best pricing before placing an order!

Buyers can:

- Reach out to multiple vendors simultaneously to request quotes and information.
- View tabulated vendor responses.
- Clarify item details, prices, and substitutions with the vendors.

Vendors are able to:

- Respond and propose pricing for requested items.
- Add an additional line item (e.g., functional substitution when allowed or shipping when required).
- Communicate with the buyer within the tool for questions and clarifications

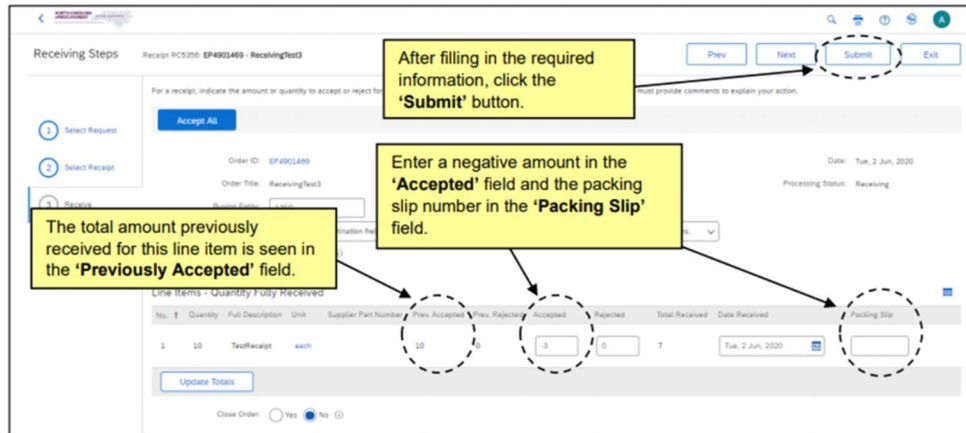
Note: To create a Collaborative Requisition, buyers must be in the '**NC Collaborative Requisition**' group. To choose the best vendor quote after responses, the buyers must be in the '**NC Collaboration Team**' group. Buyers should contact their Security Administrator if they need to be added to these groups.

For more information about Collaborative Requisitions, see the [Collaborative Requisitions Training Page](#).

TIPS AND TRICKS: UNIQUE PACKING SLIP NUMBERS

When receiving material goods in NC eProcurement, a unique packing slip number that is typically included with the shipment must be entered. Although uncommon, some users have been entering identical packing slip numbers for the same line on multiple shipments, resulting in difficulty when attempting to later unreceive some of those items.

Unreceiving items also requires the receiver to enter the exact packing slip number of the original receipt. Receivers who do not match the packing slips from their earlier receipts will experience issues with NCAS integration and will have to reach out to their entity's NC Receipt Editor(s). For more information about receiving, please reference the [Receiving Job Aid](#) or the [NC Receipt Editor Job Aid](#) on the NC eProcurement website.



STATEWIDE TERM CONTRACT ANNOUNCEMENTS

Statewide Term Contract 065A Utility & Dump Truck Bodies

The Division of Purchase & Contract has established a new Statewide Term Contract 065A Utility and Dump Truck Bodies. This is a multi-vendor mandatory Statewide Term Contract for state agencies, departments, institutions, universities, community colleges, and non-mandatory entities including schools and local governments. The contract term is May 18, 2021 through May 17, 2024. If you have any questions related to this contract, contact Bahaa Jizi at 984-236-0218 or bahaa.jizi@doa.nc.gov.

Statewide Term Contract 070a Fleet Vehicles

The Division of Purchase & Contract has established a new Statewide Term Contract 070A Fleet Vehicles. This is a multiple-vendor mandatory Statewide Term 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 May 10, 2021 through May 9, 2023. If you have any questions related to this contract, contact Bahaa Jizi at 984-236-0218 or bahaa.jizi@doa.nc.gov.

Statewide Term Contract 360A Floor Covering and Installation Services

The Division of Purchase & Contract has established a new Statewide Term Contract 360A Floor Covering & Installation Services. This is a multiple-vendor mandatory Statewide Term 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 10, 2021 through June 9, 2024. If you have any questions related to this contract, contact Bahaa Jizi at 984-236-0218 or bahaa.jizi@doa.nc.gov.

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
6/29	NC eProcurement NCAS Basic Requester
7/21	Collaborative Requisitions
7/28	NC eProcurement NCAS Basic Requester
7/29	NC eProcurement NCAS Advanced Buyer
8/12	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.*