

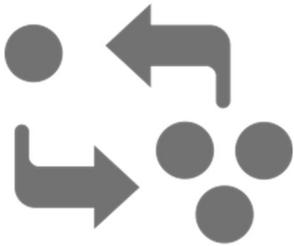
THE SOURCE

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

July 2021 Edition

TOP STORIES IN THIS NEWSLETTER



Tips or Tricks: Change Orders



NC eProcurement Contracts



HUB Certified Vendor Status



Training Roundup

TIPS OR TRICKS: CHANGE ORDERS

If a requester needs to make an adjustment to a Purchase Order after it has been moved to **'Ordered'** status, that user will need to create a change order by clicking the **'Change'** button in the Purchase Order summary.

Note: If the requester has received any items on the line needing a change order, they must unreceive those items before selecting the **'Change'** button.

PR11819100 - Sample Expert View PR001 Status: Ordered

Copy **Change** Cancel Receive Print

Summary Orders Receipts History

Title: Sample Expert View PR001
Entity: 13 - Department of Administration
On Behalf Of: NCAS Requester
Source System: Ariba Guided Buying
Suppress Order: ⓘ

ERP Reference ID: PR11819100
Buying Entity: 13EG
FOB Code: (NCAS) 001 - Destination freight paid by vendor and included in price. Title passes upon receipt. Vendor files any claims.
My Labels: Apply Label... ⓘ

Ship To: 437
Deliver To: requester
Need-by Date: ⓘ

Cart Summary	
Capital Air Fil... (1)	\$5.45000 USD
Total (1 item)	\$5.45000 USD

After the change button has been selected, a new version of the Purchase Request will be created in Composing status, allowing the requester to make the necessary changes. A new version number (V2, V3, etc.) will be appended to the PR as shown below:

PR11819100-V3: Sample Expert View PR001 Print Continue Shopping Update Taxes Delete Save Submit

Summary

Title: * Sample Expert View PR001

Entity: 13 - Department of Administration

On Behalf Of: NCAS Requester

Delay Purchase Until: 📅 ℹ️

Source System: Ariba Guided Buying

Suppress Order: ℹ️

ERP Reference ID: PR11819100

Buying Entity: * 13EG

Request Fund Exception: Yes No

FOB Code: (NCAS) 001 - Destination freight paid by vendor and included in price. Title passes upon receipt. Vendor files any claims. ▼

My Labels: Apply Label... ▼ ℹ️

Ship To: * 437 ▼

Deliver To: * requester

Cart Summary	
Capital Air Fil... (1)	\$5.45000 USD
Total (1 Item)	\$5.45000 USD

Check

After the fields have been updated on the new PR, the requester will submit the Change Order and then it will need to go through the entire approval flow again.

For more information about Change Orders, please reference the [Advanced Purchasing Job Aid](#) or the [Receiving Job Aid](#).

NC EPROCUREMENT CONTRACTS

NC eProcurement Contracts is a comprehensive tool that allows uploading and tracking contracts at both the State and Agency levels. A Project Owner has the ability to create a Contract Workspace, where they can draft a contract document, set up approvals as needed, and publish the contract.

There are many benefits to using the Contracts tool, such as:

- Automatic reminders of contract expirations
- A repository of all contract-related items
- The ability to upload new and existing contracts
- Electronic approval flows
- Electronic signatures
- The ability to run reports for loaded contracts

Twenty-three entities began using Contracts in 2020 as part of the NC eProcurement 2020 Upgrade project.

For more information about Contracts, see the [Contracts](#) Training Page:

Contracts

Welcome to Contracts Training

NC eProcurement Contracts is a comprehensive tool that allows users to upload and track contracts at both the State and Agency levels. There are several benefits including expiration reminders, a repository for all contract related items, electronic approval flows, and the ability to run reports. The video to the right will give you a brief introduction to NC eProcurement Contracts, presented by our very own Ms. Carrie Contracts!

As Carrie explains, there are five different roles within the Contracts tool, and each has a different learning path as seen below.



[NCEP Contracts Login](#)

HUB CERTIFIED VENDOR STATUS

When searching for suppliers in the NC eProcurement tool, requesters can identify vendors that have been certified by the North Carolina Office for Historically Underutilized Businesses. HUB certified vendors are businesses that are 51 percent owned by, and the day-to-day management and daily business operations are controlled by, someone who is Black, Hispanic, Asian-American, American Indian, Female, a Socially and Economically Disadvantaged person, or Disabled. HUB certified vendors can be searched for using the electronic Vendor Portal (eVP) and can be verified in the NC eProcurement tool by locating the vendor in the Supplier Search and looking for "Certified" in the HUB Status column.

Choose Value for Supplier

Supplier Name

Supplier Name <input type="text" value="Glass"/>	ID	HUB Status	
(No Preference)			<input type="button" value="Select"/>
1st Choice Glass	103236	None	<input type="button" value="Select"/>
AAA GLASS CO INC	63454	None	<input type="button" value="Select"/>
AAA Glass Service, Inc	366582	None	<input type="button" value="Select"/>
A Better View Glass & Mirror,	13597	Certified	<input type="button" value="Select"/>
Accurate Glass & Mirror, Inc.	18616	None	<input type="button" value="Select"/>

STATEWIDE TERM CONTRACT ANNOUNCEMENT

Statewide Term Contract 3121A Paint (Interior, Exterior, Traffic)

The Division of Purchase & Contract has established a new Statewide Term Contract 3121A Interior, Exterior and Traffic Paint. This is a multi-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 governments that are allowed by the North Carolina Statute may use this contract. The contract term is July 1, 2021 through June 30, 2025. If you have any questions related to this contract, contact Melinda Tomlinson at 984-236-0238 or melinda.tomlinson@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
7/28	NC eProcurement NCAS Basic Requester Training
7/29	NC eProcurement NCAS Advanced Buyer Training
8/3	Specification writing
8/12	NC eProcurement NCAS Basic Requester Training
8/23-24	Introduction to Procurement

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