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.

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:
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](#):
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.
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!

<table>
<thead>
<tr>
<th>DATE</th>
<th>COURSE TITLE</th>
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<tbody>
<tr>
<td>7/28</td>
<td>NC eProcurement NCAS Basic Requester Training</td>
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<tr>
<td>7/29</td>
<td>NC eProcurement NCAS Advanced Buyer Training</td>
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<td>8/3</td>
<td>Specification writing</td>
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<td>8/12</td>
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<tr>
<td>8/23-24</td>
<td>Introduction to Procurement</td>
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This newsletter was sent to NCAS users. Questions about information covered in this newsletter? Send an email to ehelpdesk@its.nc.gov.