



The Source NC E-Procurement Newsletter

March/April 2019 Edition

New Informal Quote Request Form!

Now that eQuote has been retired, there is a new simplified form available for requesting informal quotes from vendors. This editable PDF form can be sent to suppliers to receive pricing for non-IT commodity-related purchases, and can be found on Purchase and Contract's [Bid & Vendor Forms](#) page.

For more information, please visit the [Request for Quotes](#) page or contact the NC E-Procurement Help Desk by phone at 888-211-7440 option 1, or by email at ephelpdesk@its.nc.gov.

Tips & Tricks: Personal Labels

All NC E-Procurement users can take advantage of the personal labels feature to categorize eRequisitions, purchase orders, and other approvables.

Personal labels are most useful when one user needs to organize and track a group of purchases across a large project with requests spanning multiple vendors. Personal labels are not visible to other NC E-Procurement users, so it is also recommended that entities adopt a standard naming convention for the titles of eRequisitions to optimize system searches for approvables created across the organization. View the [Personal Labels job aid](#) for further instructions.

The screenshot shows the NCE-Procurement system interface. The top navigation bar includes 'Home', 'Help', and 'Logout'. The main content area is titled 'Search' and shows a search filter for 'Purchase Order'. The search filters include 'Order Title', 'Order ID', 'Date Ordered', 'Entity', 'eRequisition ID', 'Legacy Document ID', 'Receipt Date', 'Receipt ID', 'Receipt Status', 'Requester', and 'Status'. A search button is visible. The search results section shows one item: 'NC10395907' with a status of 'Ordered' and a total of '\$241,38000 USD'. A 'Label' button is highlighted with a yellow box, and a callout box explains: 'Assign a Label by checking the box next to an approvable and then clicking "Label."'. A dropdown menu is shown with options: 'Apply Label', 'Archive Items', 'Example Label', and 'New Label...'. A callout box explains: 'Your labels will populate here. To create a New Label click "New Label..."'.

For additional assistance, please contact the NC E-Procurement Help Desk by phone at 888-211-7440, option 1, or by email at ephelpdesk@its.nc.gov.

Statewide Term Contract Announcements

Statewide Term Contract 946A The Division of Purchase & Contract has established a new [Statewide Term Contract 946A - Procurement Card](#). This is a single-vendor, mandatory Statewide Term Contract for state departments, state agencies and state higher education institutions (except under the conditions specified in G.S. 115D-58.14(a) and G.S. 116-13). This contract may also

be utilized for the convenience of non-mandatory state agencies and other eligible entities. The contract term is March 01, 2019 through February 28, 2026. If you have any questions related to this contract, contact Avery Johnson at (919) 807-4542 or avery.johnson@doa.nc.gov.

P&C's Training Roundup

The Division of Purchase & Contract (P&C) offers various training courses related to procurement throughout the year. Please see the following table for a list of upcoming courses. For further course details and registration instructions, please refer to the [2019 course catalog](#).

DATE	COURSE TITLE	LOCATION	FACILITY & ADDRESS
4/10	E-Procurement	Raleigh	Wake Tech Public Safety Education Campus 321 Chapanoke Road Room 1401
4/18	Contract Administration and Monitoring	Raleigh	116 W. Jones Street P&C Training Room (G111)
4/23	E-Procurement	Raleigh	Wake Tech Public Safety Education Campus 321 Chapanoke Road Room 1401
5/6-8	Introduction to Procurement	Wilmington	Cape Fear Community College
5/9	Specification Writing	Wilmington	Cape Fear Community College
5/14	E-Procurement	Raleigh	Wake Tech Public Safety Education Campus 321 Chapanoke Road Room 1401
5/22	E-Procurement	Raleigh	Wake Tech Public Safety Education Campus 321 Chapanoke Road Room 1401
5/29	Determining Cost	Raleigh	116 W. Jones Street P&C Training Room (G111)

Follow-Up

This newsletter was sent to NCAS, LEA, and Non-Integrated users.
Questions about information covered in this newsletter? Send an email to ephelpdesk@its.nc.gov.