

THE SOURCE



NC eProcurement Monthly Newsletter

September/October 2021 Edition

TOP STORIES IN THIS NEWSLETTER



Sourcing Rollout Continues!



Tips and Tricks: Shipping Commodity Code



Contracts Tips and Tricks: Searching for Existing Contracts



Internet Explorer Support Reminder

SOURCING ROLLOUT CONTINUES!

NC eProcurement has made several enhancements to the Sourcing tool and is rolling it out to State Agencies. For more information on the enhancements, see the [News & Events page](#) on our website to view our Kickoff Webinar. To learn more about Sourcing, please visit the [Sourcing Training page](#).

TIPS AND TRICKS: SHIPPING COMMODITY CODE

When creating a Non-Catalog order for goods, an additional line item may need to be added to the cart to cover the cost of shipping and handling. An update was made to the shipping commodity code **781018** (Road cargo transport) to make it easier to find within the Buyer tool. Now, if the word **“shipping”** is used when searching for Commodity Codes in the tool, the correct shipping code will display in the search results.

Choose a category

- ▼ All Commodities - All
 - ▼ 78 - Transportation and Storage and Mail Services - 78
 - ▼ 7810 - Mail and cargo transport - 7810
 - ▼ 781018 - Road cargo transport (**shipping**) - 781018

CONTRACTS TIPS AND TRICKS: SEARCHING FOR EXISTING CONTRACTS

When searching for a previously created Contract Workspace select the filter **'Contracts I directly own'** if you want to view only your contracts and not contracts from other users.

Title	Owner	Contract ID	Supplier	Expiration Date	Status
20190806 JAK - Contract Workspace TEST	Jawid Kakar	CW2389	Mona Auto Supply	09/20/2019	Pending
Agency Demo Contract - Bob the Builder	Jason Manjaly	CW6180	NC Test Vendor	12/31/2021	Published
Agency Demo Contract - Popeye's Spinach	Jason Manjaly	CW6183	NC Test Vendor	12/31/2019	Expired
Agency Demo Contract - Super Tomato	Jason Manjaly	CW6187	NC Test Vendor	12/31/2019	Expired
Contract Workspace	Jawid Kakar	CW4377	US Bank	10/30/2020	Expired
ContractWorkspace_Test	Ezra Park	CW2441	STATE OF NORTH CAROLINA - Test Supplier	08/16/2019	Draft
Contract Workspace (Procurement) 01	Japs Mangali	CW2498	Magic The Gathering		Draft
Contract Workspace (Procurement) - Test	Caitlin Woodard	CW18111	(no value)	03/31/2021	Draft
Copy Test	Jeffrey Singer	CW7605	Murco Supply	12/31/2020	Draft
Distributed Printing software	Casey Jones	43-1130-16	HP Inc.	09/27/2020	Expired
Editing a Document Workspace	TRN Contract User 030	CW8216	NC Test Supplier 198	02/02/2022	Draft
Example Expired Contract Workspace - 8.3...	classroomtraining27	CW19239	Ardent Technologies Inc.	06/30/2023	Published
Example Follow On Contract Workspace - 7.27	classroomtraining26	CW19098	Ardent Technologies Inc.	06/30/2024	Draft Amendment
IT Services - 22nd Century Tech	Kristen Burnette	41-9205-22nd Century Tech	22nd Century Technologies Inc.	09/30/2022	Published
IT Services - Arora Engineers	Kristen Burnette	41-9205-Arora Engineers	Arora Engineers, Inc.	09/30/2022	Published
IT Services - Cognizant Technology Solution	Kristen Burnette	41-9205-Cognizant Technology Solution	Cognizant Technology Solutions US Corp	09/30/2022	Published

Title	Owner	Contract ID	Supplier
1.2.10 P and C Statewide Non-IT Goods	Joseph Abraham	CW6679	NC Test Supplier 046
2.1 - P and C Statewide Non-IT Goods Con...	Joseph Abraham	CW6083	NC DPS Supplier
2.2 - P and C Statewide Non-IT Services	Joseph Abraham	CW5823	AC Test Supplier SA

Selecting this filter will limit search results to only display Contract Workspaces where the searcher is the Project Owner. This can be helpful for Project Owners searching for contracts to renew or modify that are no longer at the top of their **'My Documents'** Portlet.

Title	Owner	Contract ID	Supplier	Expiration Date	Status
Test Contracts Workspace	contractstraining10	CW19699	Arlian Group, Inc.	09/07/2022	Published

INTERNET EXPLORER REMINDER

As a reminder, on 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 list above.

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
10/26	Specification Writing
10/27	NC eProcurement NCAS Basic Requester Training

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