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



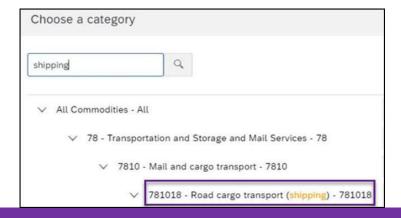
Internet Explorer Support Reminder

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.

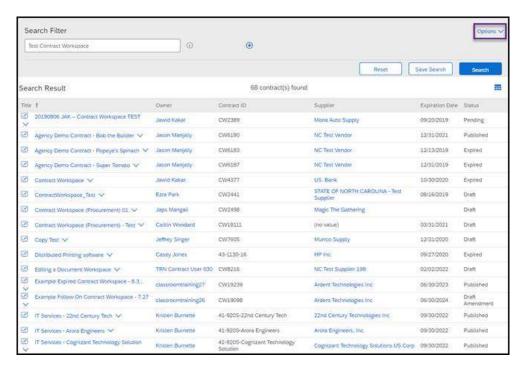
TIPS AND TRICKS: SHIPPING COMMODITY CODE

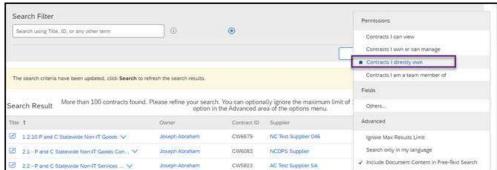
When creating a Non-Catalog order for goods, an additional line item may need to be added to the cart to cover the cost of shipping and handling. An update was made to the shipping commodity code **781018** (Road cargo transport) to make it easier to find within the Buyer tool. Now, if the word "shipping"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



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.





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.



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 ephelpdesk@its.nc.gov.