



The Source NC E-Procurement Newsletter

May 2019 Edition

End of Year: Closing Outstanding Purchase Orders

As your accounts payable department prepares for the year end by closing outstanding purchase orders, remind them to take advantage of the option to **not** transmit changes to the supplier when changing a purchase order. This feature helps to avoid duplicate shipments. When making a change that does not need to go to the supplier, a prompt appears asking the user if they would like to transmit the change to the supplier. Select '**No**' to have the change order sent to NC E-Procurement but **not** to the supplier.

Note: You may receive email confirmation from the NC E-Procurement Service after the change order has been successfully imported, but it will state that the purchase order has not been transmitted to the supplier.

Tips & Tricks: Cleaning Up Outstanding Requisitions

Each year, check for old requisitions that are no longer needed. Any eRequisitions in "Composing" or "Denied" status that are no longer needed should be deleted. Follow the instructions below to find and delete these unneeded requisitions from E-Procurement.

1. To find all eRequisitions in a certain status, go to "Search," select "eRequisition," and set the "Status" filter to "Composing" or "Denied."

2. Check the box next to unneeded eRequisitions and click the "Delete" button to remove them.

Note: For eRequisitions in "Denied" status, the eRequisition must be withdrawn to return it to "Composing" status, after which it may be deleted.

The screenshot shows the E-Procurement search interface. At the top, the 'Type' is set to 'eRequisition'. Below this is a search bar with the instruction 'Change the search criteria or name, and then run the search.' The 'Search Filters' section includes fields for Title, ID, Commodity Code (any line item), Date Created, Entity, Legacy Document Id, Requester, Status, and Total Cost. The 'Status' filter is set to 'Composing'. The 'Search Results' section shows one item found: 'RQ21136275 Change On Behalf Of' with a status of 'Composing', a date created of 'Today, 3:29 PM', and a total cost of '\$5,699.25000 USD'. The item has a 'Delete' button next to it.

Type	ID	Title	Status	Date Created	Total
RQ21136275	Change On Behalf Of	Composing	Today, 3:29 PM	\$5,699.25000 USD	

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 600A The Division of Purchase & Contract has established a new [Statewide Term Contract 600A - Mailing Equipment, Supplies & Maintenance](#). This is a single-vendor convenience contract for state agencies, departments, institutions, universities, community colleges, and non-mandatory entities including schools and local governments. The contract term is May 20, 2019 through May 14, 2020. If you have any questions related to this contract, contact Grant Braley at (919) 807-4519 or grant.braley@doa.nc.gov.

Statewide Term Contract 645A The Division of Purchase & Contract has established a new [Statewide Term Contract 645A - Office Paper](#). This is a single-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 government, that are allowed by general statute may use this contract. The contract term is May 10, 2019 through May 9, 2022. If you have any questions related to this contract, contact Bahaa Jizi at (919) 807-4520 or bahaa.jizi@doa.nc.gov.

Statewide Term Contract 915C The Division of Purchase & Contract has established a new [Statewide Term Contract 915C - Electronic Monitoring of Offenders](#). This is a single-vendor convenience contract, which may be used by state agencies, departments, institutions, universities, community colleges, and non-mandatory entities including schools and local governments. The contract term is March 6, 2019 through December 31, 2020. If you have any questions related to this contract, contact Grant Braley at (919) 807-4519 or grant.braley@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
6/11-12	Request for Proposal	Jamestown	Guilford Tech Community College
6/13	Contract Administration	Jamestown	Guilford Tech Community College
6/18	E-Procurement	Raleigh	Wake Tech Public Safety Education Campus 321 Chapanoke Road Room 1401
6/20	Demystifying Terms and Conditions	Raleigh	116 W. Jones Street P&C Training Room (G111)
6/26	E-Procurement	Raleigh	Wake Tech Public Safety Education Campus 321 Chapanoke Road Room 1401

Follow-Up

This newsletter was sent to LINQ users.

Questions about information covered in this newsletter? Send an email to ephelpdesk@its.nc.gov.