



State Term Contract Catalog Search Process Guide

NC E-Procurement includes a catalog of State Term Contract Catalog items accessible from the NC E-Procurement web site (<http://eprocurement.nc.gov>). This searchable catalog may be used by the public to view the items in the NC E-Procurement catalog for State of North Carolina Statewide Term Contracts.

Note: The Public View State Term Contract Catalog Search is only a searchable catalog. Actual purchases may not be made via the State Term Contract Catalog Search. As such, all options to **'Add to Cart'** are disabled. State of North Carolina purchasers must click **'Buyer Login'** to log in and create eRequisitions.

The 'State Term Contract Catalog Search' link will direct visitors to the searchable NC E-Procurement catalog.

The 'State Term Contracts Listing' link will direct visitors to the Division of Purchase & Contract's list of State of NC Statewide Term Contracts.

Welcome to NC E-Procurement!

NC E-Procurement provides an innovative, cost-saving, and efficient method of purchasing. NC E-Procurement allows government entities to aggregate their purchases to obtain better prices from suppliers. Additionally, NC E-Procurement allows greater visibility into statewide procurement information, allowing the State to negotiate better term contract savings.

NC E-Procurement provides suppliers with increased access to markets without additional supplier marketing efforts, a single point of access for North Carolina government organizations, a faster and more efficient method for quoting (eQuote), and increased order accuracy through receipt of electronic orders with a consistent purchase order format. Overall, NC E-Procurement can help realize process savings.

“A couple of months ago our Transportation Department needed another fueling station. We had a vendor come to the site and give us a quote of \$23,000. Since I didn't know any other vendors, I went out on eQuote and was able to find 4 more vendors close to our area that installed fuel tanks. We put the bid out on eQuote and included the vendor that had come to the site. The site vendor came in at the same quote but another eQuote vendor came in at \$18,000. We were able to save \$5,000.”

- Craven County Schools

E-Procurement Statistics as of December 8, 2014	
Purchase Orders (PO) Issued	4,801,667
Total PO Value	\$30,951,516,328
Total Vendors	51,114
Total Purchasing Users	9,637
Purchasing Entities Using System	185

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1. Visit the NC E-Procurement Home Page at <http://eprocurement.nc.gov> and click **'State Term Contract Catalog Search.'**

Note: Clicking the **'State Term Contracts Listing'** will direct the visitor to the Division of Purchase & Contract's website with a list of State of North Carolina Statewide Term Contracts and links to the contracts. It is not a searchable catalog of items listed on Statewide Term Contracts.

2. Keywords (e.g., pen) may be entered in the first free-text field to the left of the **'Search'** button.

The screenshot shows the NCE-Procurement Ariba Spend Management interface. At the top, it says 'NCE-Procurement @your service A R I B A® SPEND MANAGEMENT'. On the right, there are links for 'Help' and 'Logout', and a message 'Welcome Catalog Browser 15'. Below the header, there is a 'Catalog Home' section with a search bar and a 'Search' button. To the left, there is a 'Supplier' menu listing various suppliers like CLARCOR Air, DOVE DATA PRODUCTS, GREGORY POOLE, Koch Filter, and Turf Equipment. Below the search bar, there is a grid of category links with item counts, such as 'AGRICULTURAL EQUIPMENT, SUPPLIES & CHEMICALS (1824)', 'MEDICAL SUPPLIES', 'APPLIANCES, ELECTRICAL, CLOCKS (10251)', 'OFFICE EQUIPMENT & SUPPLIES/PAPER/PRINTING (3213)', 'BUILDING MATERIALS, MAINTENANCE (3430)', 'OIL & GAS', 'CLOTHING & TEXTILE ITEMS (1366)', and 'POLICE & SAFETY EQUIPMENT (299)'. A yellow callout box with a black border points to the 'Supplier' menu and contains the text: 'Browse the catalog by clicking a Supplier Name or a Category.'

3. **Supplier Part #:** If the Supplier Part Number of the item for which is being searched is known, enter it here.
4. **Manufacturer Part #:** If the Manufacturer Part Number of the item for which is being searched is known, enter it here.
5. **Contract ID:** Enter the specific State of NC Statewide Term Contract ID here to search for all catalog items on a specific Statewide Term Contract. A list of Contract IDs may be found at <http://www.doa.nc.gov/pandc/numlistt.aspx>.
6. **Commodity Codes:** The National Institute of Government Purchasing (NIGP) provides a standardized list of Commodity Codes. Commodity Codes provide a means for classifying goods and services to promote purchasing efficiency. A list of Commodity Codes and the goods/services they represent may be found at <http://www.pandc.nc.gov/nigpnum.aspx>.
7. Alternatively, browse catalog items by **Category** and/or **Supplier**. Browse by clicking a Supplier's name in the menu to the left or by clicking a Category in the center of the page.
8. Enter the desired search criteria and click the '**Search**' button.
9. After conducting a search, the results page will be displayed. It will provide further options for refining your search and evaluating the results.

The screenshot displays the NCE-Procurement catalog search interface. On the left is a 'Refine your results' panel with filters for Keyword, Category, and Supplier. The main search area shows 'Catalog Home' with search filters and a search bar containing 'pen'. Below the search bar is a 'Your search path' breadcrumb: 'Catalog > "pen"'. The search results are displayed under 'Supplier Punchout Catalog Resources' for 'Piedmont Office Suppliers, Incorporated - TEST (1)'. The results list includes items like '6" Pendant Mnt Housing, Black, GU-24' and '6" Pendant Mnt Housing, White, GU24'. Annotations with yellow boxes and arrows point to the breadcrumb, the 'Sort By' dropdown (set to 'Relevance'), and the left-hand filter panel.

10. The **Catalog Navigation Panel** will provide options to allow users to refine results. Those options will automatically appear and are dependent on the search results. Select an option from this menu to see only those results that match the criteria.

11. **'Your search path'** displays the trail of the current search. Click any of the links to move back through the trail.

12. Clicking a link next to **'Sort By'** allows users to sort the search results based on **Relevance, Price, or Name.**

- a. **Relevance** places the items with the best or most complete match near the top.
- b. **Price** places the least expensive items closer to the top.
- c. **Name** sorts the list alphabetically by name.

Note: There are several icons that may be displayed on a catalog line item that indicate additional information about the item or supplier.

13. Click the **Scroll Icon** to see a PDF version of the Statewide Term Contract.

Note: The PDF file will open in a pop-up window. Pop-up window blockers must be turned off to allow the window to appear. Adobe® Reader® is required to view PDF files. Adobe® Reader® is available for free download at <http://get.adobe.com/reader/>.

14. The **Recycled Content Icon** indicates that the item is made from recycled materials.

205 items found Show: 20|50|100 results per page Sort By: [Relevance](#) | [Price](#) | [Name](#) View: [Details](#) | [Thumbnails](#)

[Add to Cart](#) [Compare](#) Add to Favorites Page 1 ▾

Paper, Bond, Recycled 100%, White, Boise Aspen ... Supplier: [B.W. Wilson Paper Company Incorporated - TEST](#)

\$48.45 USD

Qty:

[Add to Cart](#) Add to Favorites

Supplier Part #: 054922
Term Contract: 645A
Available in: **10** Day(s)

Recycled Content icon

Paper, Bond, Recycled 100%, White, Boise Aspen ... 20#, 5000/Ctn, 92 Brightness, 100% Post Consumer Fiber, 100% Environmentally Responsible, Processed Chlorine Free, Laser Guaranteed, Ream Wrapped, FSC Certified

15. The **DIST Icon** indicates that an item is supplied by a distributor.

Your search path: [Catalog](#) > "shirt"

137 items found Show: 20|50|100 results per page Sort By: [Relevance](#) | [Price](#) | [Name](#) View: [Details](#) | [Thumbnails](#)

[Add to Cart](#) [Compare](#) Page 7 ▾

Freestanding Corner Worktable, Economy, Tiffany ... Supplier: [Tiffany Industries/Mayline Gro](#)

\$504.60 USD

Qty:

[Add to Cart](#)

Supplier Part #: 3021S9
Term Contract: 425A
Available in: **28** Day(s)

DIST icon

Freestanding Corner Worktable, Economy, Tiffany Industries, Communication Station, 3021S9, 48"Wx30"Dx29 1/2"H (Short Leg), Steel Support Pedestals, Double Tubular Legbase

16. To view detailed supplier information, click the supplier name link. Click **'Done'** to return to the search results.

Review Details for Supplier

These are the details for the field you selected.

Customer: No
Supplier: Yes
Company: Tiffany Industries/Mayline Gro
Corporate Website:

Done button

17. Using the 'View' options, the user can choose whether to view the item in a more detailed view, or as a Thumbnail view.

Refine your results

Keyword

- peninsula (32)
- table (30)
- industry (19)
- csii (19)
- tiffany (19)
- freestanding (18)
- wire (14)
- workzone (14)
- texture (13)
- tubular (12)
- vinyl (12)
- legbase (12)
- flat (12)
- double (12)
- concealed (12)
- leg (12)
- insert (12)
- execut (12)
- rib (12)
- manager (12)
- Show All ...

Category

- 080-65: Service ... (3)
- 204-77: Printers, ... (1)
- 285-58: Lighting ... (2)
- 287-78: Teaching ... (11)
- 360-10: Carpets and ... (1)
- 425-94: Work ... (35)
- 475-65: Pads, ... (2)

Catalog Home

Catalog [Options](#)

Supplier Part #:

Manufacture:

Contract ID:

Commodity:

Your search path: [Catalog](#) > "pen"

Supplier Punchout Catalog Resources

▼ **Piedmont Office Suppliers, Incorporated - TEST (1)**
Faison Office Product dba Piedmont Office Supplier

[Shorten View](#)

60 items found Show: 20 | 50 | 100 results per page Sort By: [Relevance](#) | [Price](#) | [Name](#) [View: Details | Thumbnails](#)

35 Year - Waterman® ball pen in wood ... Supplier: [CA Short Co. - TEST](#)

\$60.85 USD

Qty:

Supplier Part #: SNC8079
Term Contract: 080A
Available in: 30 Day(s)

35 Year - Waterman® ball pen in wood presentation box. Includes engraved plate with State Seal.

Refine your results

Keyword

- peninsula (32)
- table (30)
- industry (19)
- csii (19)
- tiffany (19)
- freestanding (18)
- wire (14)
- workzone (14)
- texture (13)
- tubular (12)
- vinyl (12)
- legbase (12)
- flat (12)
- double (12)
- concealed (12)
- leg (12)
- insert (12)
- execut (12)
- rib (12)
- manager (12)
- Show All ...

Category

- 080-65: Service ... (3)
- 204-77: Printers, ... (1)
- 285-58: Lighting ... (2)
- 287-78: Teaching ... (11)
- 360-10: Carpets and ... (1)
- 425-94: Work ... (35)
- 475-65: Pads, ... (2)
- 475-68: Paramedic ... (4)

Catalog Home

Catalog [Options](#)

Supplier:

Manufacture:

Contract:

Commodity Code:

Your search path: [Catalog](#) > "pen"

Supplier Punchout Catalog Resources

▼ **Piedmont Office Suppliers, Incorporated - TEST (1)**
Faison Office Product dba Piedmont Office Supplier

[Shorten View](#)

60 items found Show: 20 | 50 | 100 results per page Sort By: [Relevance](#) | [Price](#) | [Name](#) [View: Details | Thumbnails](#)

35 Year - Waterman® ball pen in wood ... \$60.85 USD
Qty:

5 Year - Briefcase has a front compartment with ... \$10.24 USD
Qty:

5 Year - Ballpoint pen has a click-top and a ... \$9.59 USD
Qty:

6" Pendant Mnt Housing, Black, GU-24 \$58.74 USD
Qty:

6" Pendant Mnt Housing, White, GU24 \$54.26 USD
Qty:

ADULT .3MG EPI PEN FOR MEDICAL EMERGENCY FOR ... \$75.22 USD
Qty:



18. Users can compare two or more items side by side to quickly review the attributes of those items. Check the boxes next to the items to compare and click the 'Compare' button.

57 items found Show: 20 | 50 | 100 results per page Sort By: [Relevance](#) | [Price](#) | [Name](#) ▲ View: [Details](#) | [Thumbnails](#)

[Add to Cart](#) [Compare](#) Page 1 ▾ ▶

6" Pendant Mnt Housing, Black, GU-24 Supplier: [Shepherd Electric Supply](#)
\$58.74 USD
Qty: Supplier Part #: SC6-CM-BL
[Add to Cart](#) Term Contract: 285C
Available in: 28 Day(s)

6" Pendant Mnt Housing, Black, GU-24

6" Pendant Mnt Housing, White, GU24 Supplier: [Shepherd Electric Supply](#)
\$54.26 USD
Qty: Supplier Part #: SC6-CM
[Add to Cart](#) Term Contract: 285C
Available in: 28 Day(s)

6" Pendant Mnt Housing, White, GU24

ADULT .3MG EPI PEN FOR MEDICAL EMERGENCY FOR ... Supplier: [RED LINE MEDICAL SUPPLY INC. - TEST](#)
\$75.22 USD
Qty: Supplier Part #: 54458900
[Add to Cart](#) Term Contract: 475E
Available in: 0 Day(s)

ADULT .3MG EPI PEN FOR MEDICAL EMERGENCY FOR SEVERE ALLERGIC REACTION 1EA

19. The 'Compare Items' page will be displayed. Once the information has been reviewed, click 'Done' to return to the search results.

Compare Items Done			
	Qty: 1 <input type="text"/> <input type="button" value="Add to Cart"/>	Qty: 1 <input type="text"/> <input type="button" value="Add to Cart"/>	Qty: 1 <input type="text"/> <input type="button" value="Add to Cart"/>
Item Image			
Price	\$58.74 USD	\$54.26 USD	\$75.22 USD
Product Description	6" Pendant Mnt Housing, Black, GU-24	6" Pendant Mnt Housing, White, GU24	ADULT .3MG EPI PEN FOR MEDICAL EMERGENCY FOR SEVERE ALLERGIC REACTION 1EA
Contract ID	285C	285C	475E
Supplier	Shepherd Electric Supply	Shepherd Electric Supply	RED LINE MEDICAL SUPPLY INC. - TEST
Supplier Part #	SC6-CM-BL	SC6-CM	54458900
Manufacturer	Cree Lighting	Cree Lighting	US PHARMACEUTICAL DIVISION/MCKESSON CORP
Manufacturer Part #	SC6-CM-BL	SC6-CM	1275445
Available in	28 Day(s)	28 Day(s)	0 Day(s)
Information from Supplier			
Information from Manufacturer	http://www.creelighting.com/downloads.htm	http://www.creelighting.com/downloads.htm	http://www.mckesson.com/

20. Click 'Catalog Home' to clear the search results and return to the initial State Term Contract Catalog Search page.

Refine your results

Keyword

- peninsula (32)
- table (30)
- csii (19)
- tiffany (19)
- industry (19)
- freestanding (18)
- workzone (14)
- wire (14)
- texture (13)
- manager (12)
- rib (12)
- insert (12)
- double (12)
- concealed (12)
- legbase (12)
- tubular (12)
- leg (12)
- flat (12)
- edge (12)
- clerical (12)

Catalog Home

Catalog [Options](#)

Supplier Part #:

Manufacturer Part #:

Contract ID:

Commodity Code:

Your search path: [Catalog](#) > "pen"

Supplier Punchout Catalog Resources

▼ **Piedmont Office Suppliers, Incorporated - TEST (1)**

Faison Office Product dba Piedmont Office Supplier

57 items found Show: 20 | 50 | 100 results per page Sort By: [Relevance](#) | [Price](#) | [Name](#)