

THE SOURCE

STATE DEPARTMENT STATE BRANCH
LOCAL GOVERNMENT CITY COUNTY
COMMUNITY COLLEGE PUBLIC SCHOOL
NORTH CAROLINA ePROCUREMENT PURCHASE
ONLINE SHOPPING STATEWIDE TERM CONTRACT
ELECTRONIC VENDOR PORTAL HUB CERTIFIED V
QUOTE PUNCHOUT CATALOG
PURCHASE ORDER
SOURCING
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NC eProcurement Monthly Newsletter

June 2022 Edition

TOP STORIES



Multi-Year Indicator Announcement



End-of-Year Change Orders



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MULTI-YEAR INDICATOR ANNOUNCEMENT

The Multi-Year Indicator field allows for funds to be allocated in future fiscal years. The Multi-Year Indicator value 'FY23' will be inactivated at the end of this fiscal year after 5:00 p.m. on June 30, 2022. After this time, if a change order is created where the Multi-Year Indicator value is set to FY23, the following error message will appear. Orders that have been fully received and invoiced will not be affected.

Supplier: 20/20 Window Cleaning of NC, I

Location: Window Cleaning [select]

Contract: [select]

Contract Type: No Contract

Bid Number: (no value)

Payment Basis: * Receipt

Blanket Purchase Order? Yes No

FOB Code: (NCAS) 001 - Destination freight paid by vendor and included in price. Title passes upon receipt. Vendor files any claims.

Is this a PPE item? Yes No

Recycled Content Indicator: Yes No

Accounting - by Line Item

Bill To: *

Company:

Account:

Cost Center:

Project Company:

Project Code: Multi Year Indicator must be set.

Multi Year Indicator: * No Choice

To resolve this error, set the field to 'Unspecified.' After the Multi-Year Indicator is reset, the change order can be submitted successfully.

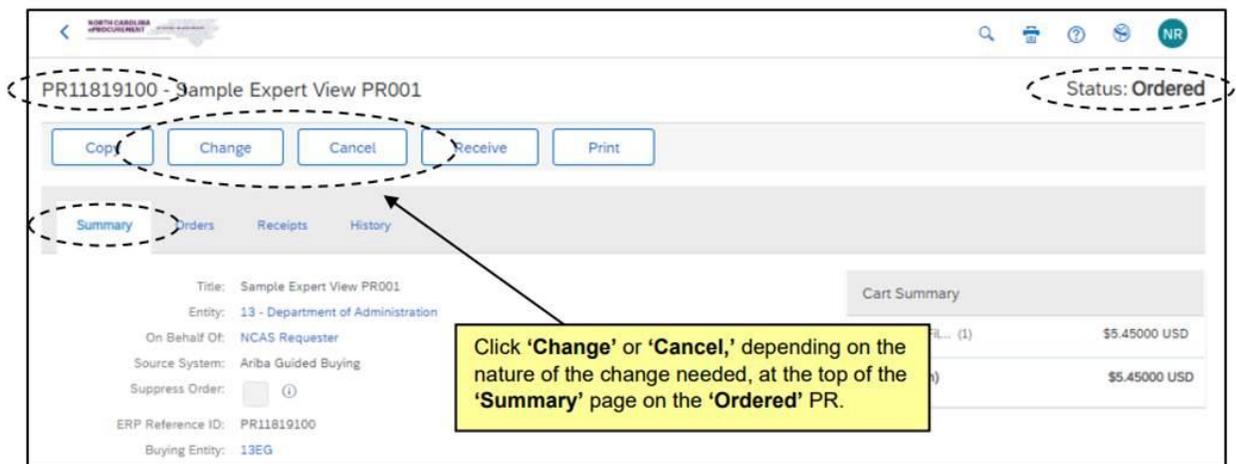
For more information on change orders, see the [Advanced Purchasing NCAS](#) job aid.

END-OF-YEAR CHANGE ORDERS

Before closing out and canceling orders at the end of the fiscal year, please remember to verify that those orders are not closed to invoicing. When a change needs to be made to a purchase order (PO) that has already been sent to the supplier, a change order can be created within NC eProcurement. However, creating a change to an order closed to invoicing will cause the order to fail when the change order is sent to NCAS. If the line to be changed has been fully received, a message is displayed indicating that 'the line is fully received and cannot be changed.'

A change order is created if the requested change is significant enough to generate a new version of the PO. Change orders submitted by the requester will go back through the purchase requisition (PR) approval flow when certain fields are updated. Encumbrance does not take place in NCAS until the final approval occurs in NC eProcurement. Check your entity's policies prior to making changes to a PR.

After confirming the order that needs to be changed is not closed to invoicing, find the PR associated with the PO by accessing the PR from the 'My Documents' portlet or by using the 'Search' bar. Click the appropriate button, 'Change' or 'Cancel', to make the necessary update and then click the 'Submit' button.



For more information or specific instructions related to Guided Buying see the [Advanced Purchasing NCAS](#) job aid.

STATEWIDE TERM CONTRACT ANNOUNCEMENT

Statewide Term Contract 4617A Locking Devices and Accessories

The North Carolina Department of Administration (NC DOA) Division of Purchase & Contract (P&C) has established a new Statewide Term Contract 4617A Locking Devices and Accessories that will be replacing 450B. This is a multi-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 governments that are allowed by the North General Carolina Statute may use this contract. The contract term is May 1, 2022 through April 30, 2027. If you have any questions related to this contract, contact Bahaa Jizi at 984-236-0218 or bahaa.jizi@doa.nc.gov.

Statewide Term Contract 0002A Goods and Services from NPWCBSD

NC DOA P&C has established a new Statewide Term Contract 0002A Goods and Services from Nonprofit Work Centers for the Blind and Severely Disabled (NPWCBSD). This is a multi-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 governments that are allowed by the North Carolina General Statute may use this contract. The contract term is indefinite, effective May 23, 2022. If you have any questions related to this contract, contact Nick Edwards at 984-236-0217 or nick.edwards@doa.nc.gov.

TRAINING ROUNDUP

The Division of Purchase & Contract (P&C) and NC eProcurement offer various training courses related to procurement throughout the year. 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
6/22	NC eProcurement NCAS Basic Requester Training
8/3	NC eProcurement Sourcing Training
8/3	NC eProcurement Contracts Training
8/8-9	Introduction to Procurement
8/16	Specification Writing
8/25	NC eProcurement Collaborative Requisitioning
8/30	NC eProcurement NCAS Basic Requester Training
8/31	NC eProcurement Advanced Buyer Training

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