

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
QUOTE PUNCHOUT CATALOG
PURCHASE ORDER
SOURCING
BUY

NC eProcurement Monthly Newsletter August 2022 Edition

This month we share a tip about filtering searches in NC eProcurement, provide information on a new statewide term contract, and our upcoming training schedule.



TIPS & TRICKS: FILTERING SEARCHES

The search function enables users to search NC eProcurement Buyer for purchase requisitions, purchase orders, user profile changes, and catalog items. Search filters are useful in narrowing down search results. All filters on the **'Search'** page can be toggled on or off using the **'Search Options'** drop-down menu. A filter that is frequently turned off is **'Date Created,'** which by default, returns results from the previous 15 days only. To see items created prior to the last 15 days, the **'Date Created'** field should be hidden.

To hide the **'Date Created'** field:

1. On the **'Search'** page, select the **'Search Options'** drop-down menu on the upper right.

Change the search criteria or name, and then Search.

Search Filters

Order Title:

Buying Entity: (no value) [select]

Bypass Approval Flow: Yes No Either

Close Order:

Date Created:

Date Ordered:

FOB Code:

Order ID:

Order Method:

Pass To Budget Officer: Yes No

Either

Receipt Date (any receipt):

Receipt ID (any receipt):

Receipt Status (any receipt):

Requester: (select a value) [select]

Requisition ID:

Status:

Supplier: (select a value) [select]

Search Options ▾

2. Uncheck the **'Date Created'** option on the menu.

Change the search criteria or name, and then Search.

Search Filters

Order Title:

Buying Entity: (no value) [select]

Bypass Approval Flow: Yes No Either

Close Order:

Date Created:

From:

To:

- Date Created
- Date Ordered
- Date Received
- Entity
- Pass To Budget Officer
- FOB Code
- Is Subcontractor
- Order Confirmation Status
- Order ID
- Order Method
- Receipt Date
- Receipt ID
- Order Title
- Pass To Budget Officer
- Preparer
- Receipt Date (any receipt)

The **'Date Created'** field will no longer appear in the Search Filters section for the current session.

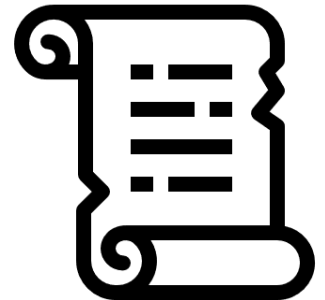
Note: The above steps can be used to add or remove any search filters as needed. Only the fields selected from the **'Search Options'** drop-down menu will appear on the **'Search Filters'** page.

For more information about search options, see the [Getting Started](#) job aid.

STATEWIDE TERM CONTRACT ANNOUNCEMENT

Statewide Term Contract 7612B Recycling Services for Electronic Equipment

The North Carolina Department of Administration (NC DOA) Division of Purchase & Contract (P&C) has established a new Statewide Term Contract [7612B - Recycling Services for Electronic Equipment](#). This is a multi-vendor mandatory Statewide Term Contract for state departments, most state agencies, and state higher education institutions (except under the conditions specified in G.S. §115D-58.14(a) and G.S. §116-13). The contract may also be utilized, without further competition, by non-mandatory state agencies and other eligible entities. The contract term is June 10, 2022, through June 9, 2025. If you have any questions related to this contract, contact Wanda Simmons at 984-236-0226 or wanda.simmons@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!

September 14

- NC eProcurement Collaborative Requisitioning

September 21

- P&C Request for Proposals (RFP) Development and Evaluation

September 26

- P&C Demystifying Terms and Conditions