Mac Papers Inc. has a Line Item Catalog available to users in NC E-Procurement for Office Paper under State Term Contract 645A. The contract covers two (2) categories:

1) Dual Purpose Paper, various sizes and colors (copier and office printers)
2) Offset Paper, various sizes and colors (large prints jobs e.g., books, brochures etc.)

The contract does not cover the following:

1) Paper orders less than $250.
   
   **Note:** Based on the above, all orders for 9 or fewer cartons of paper should be ordered from contract 615A: Office Supplies
2) Envelopes are covered in Office Supplies 615A.
3) Specialty Paper (e.g., gloss, unusual size, bond, carbonless etc.).

The steps below will help you access and order from the Office Paper Line Item Catalog.

1. From the NC E-Procurement Login Page, enter your NCID login credentials. Then, click ‘Login.’

2. From the NC E-Procurement Dashboard, click ‘eRequisition’ from the ‘Create’ Shortcut Menu on either the Menu Bar or the ‘Common Actions’ Portlet.

   Users may create a new eRequisition by selecting ‘eRequisition’ in the ‘Create’ drop-down menu or by clicking ‘eRequisition’ in the ‘Common Actions’ Portlet.
3. Type ‘645A’ in the ‘Contract ID’ free-text field. Click ‘Search.’

Note: If the ‘Contract ID’ search box is not immediately available, edit the search options. To do this, click ‘Options’ and select each additional field desired to display on the ‘Catalog Home’ menu.

4. The page will refresh and display the Office Paper Line Item Catalog items below the ‘Catalog Home’ menu.
5. Detailed results for the items offered on the contract will display. Select the item(s) you wish to purchase by clicking on the checkbox to its left, adjusting the quantity in the ‘Qty’ box, and clicking the ‘Add to Cart’ button.

6. A page will appear asking for the ‘Preferred Delivery Method’ for the paper. Select the best option from the drop-down menu and then click ‘Next’.
7. A summary of the order will appear. Click ‘Back to Catalog’ to continue shopping for more paper or the ‘Summary’ button to be directed back to the ‘Summary’ page of the newly-created Requisition where the paper purchase(s) are displayed as line items.
Selecting Tiered Pricing Catalog Items

Please be advised that catalog items within NC E-Procurement for contract 645A contain tiered pricing, which means the cost of a specific contract item depends on the total quantity purchased. When selecting a catalog item for contract 645A, please pay attention to the ‘Description’ of the catalog item and select the item that corresponds to the total quantity being ordered.

Additionally, tiered pricing applies to the quantity of the entire eRequisition, not just a single line item. For example, if one line item has a quantity of 50 and another has a quantity of 25, the catalog items that reflect tiered pricing for a quantity of 75 should be selected for both line items.

Note: Although it is not an obligation of the vendor, be advised that the vendor may require a change order to be submitted in the event that the original purchase order contained invalid pricing based on the quantity purchased. Therefore, it is important to select the correct catalog item to receive the best price available.

Review the tiered pricing quantities noted in the ‘Description’ view should be selected to view the items’ ‘Description’

Note the different prices and part numbers. This is the same product with different tiered pricing

Review the tiered pricing quantities noted in the ‘Description’