

Quick Start Guide

Introduction

This Quick Start Guide is intended to provide surface level highlights of some of the more important aspects of NC eProcurement in one consolidated place. It is not meant to take the place of the other, more detailed training guides available on the [NC eProcurement Training Page](#).



Learning Objectives

At the end of this job aid, **you will be able to:**



Log into NC eProcurement.



Understand the difference between Catalog Items and Non-Catalog Items.

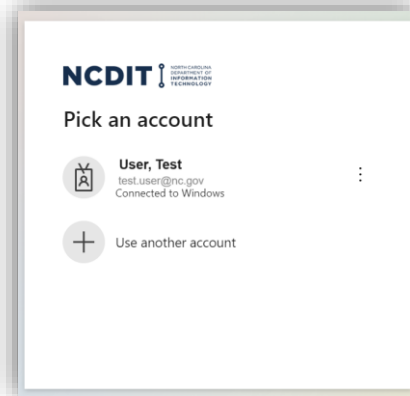


Understand Collaborative Requisitions.

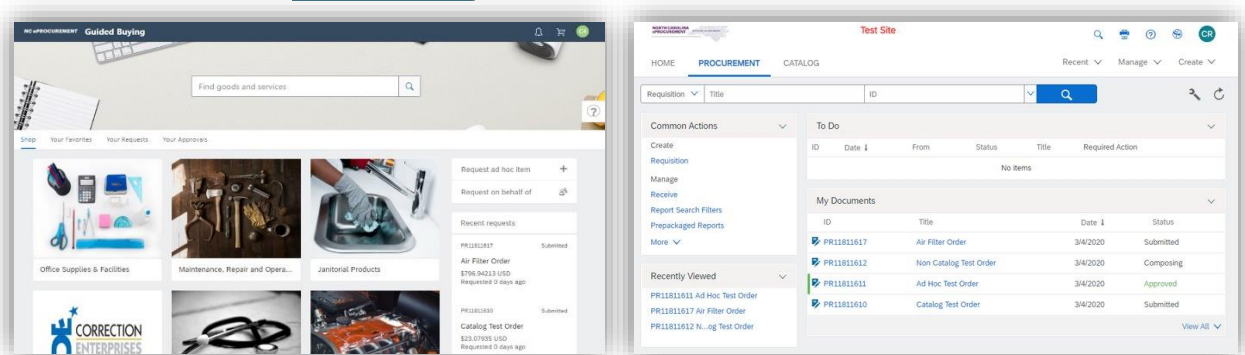
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Key Functionality

A. Logging In: To access NC eProcurement, users will click the link from the NC eProcurement website and then be asked to enter their email address and NCID password.



B. Two Views: NC eProcurement will have two views of the same information. The **Guided Buying** view will be where the user lands when they first log in. It is designed to make routine purchases for basic users easier through a more modern, online shopping interface. From there, users can navigate to **Expert View** (and vice versa) which will show the same information but give the user more search functionality and a greater ability to customize their dashboard. Users are free to purchase from whichever view they are most comfortable. More information about Guided Buying and Expert View is available in the [Getting Started](#) job aid.



C. Statewide Term Contract Catalog Items: The state of North Carolina negotiates prices for thousands of commonly purchased items, and the details of those items including a description, the supplier, price, and commodity code, among others, has been pre-loaded into NC eProcurement so they can be easily added to a Purchase Requisition. This includes items found via Punchout Catalogs, which are Catalogs hosted by the suppliers themselves and accessible through a link on NC eProcurement.

D. Non-Catalog Items: When items are not available via the Catalogs, users may manually add items to their Purchase Requisitions. In these cases, it is up to the user to provide the pertinent details such as a description, price, and commodity code.

E. Collaborative Requisitions: This is an optional tool built into the system for users to request informal quotes from multiple vendors at once. Users can then award the order to the vendor with the best quote directly from that requisition, and the quote details from all vendors is saved in the history of the order. Not all users will have the ability to create a Collaborative Requisition. Additional information about Collaborative Requisitions is available in the [Collaborative Requisitions](#) job aid.

F. UNSPSC Commodity Codes: UNSPSC commodity codes are used by the state of North Carolina to categorize types of purchases. Users must select codes out to the 6th digit, and codes for Services start with a 7, 8, or 9.