# Quick Start Guide
NC eProcurement

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.

Key Functionality

1. **Logging In:** The login page will look like the NCID login page.

2. **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 info**

GUIDED BUYING   **or**   **EXPERT VIEW**
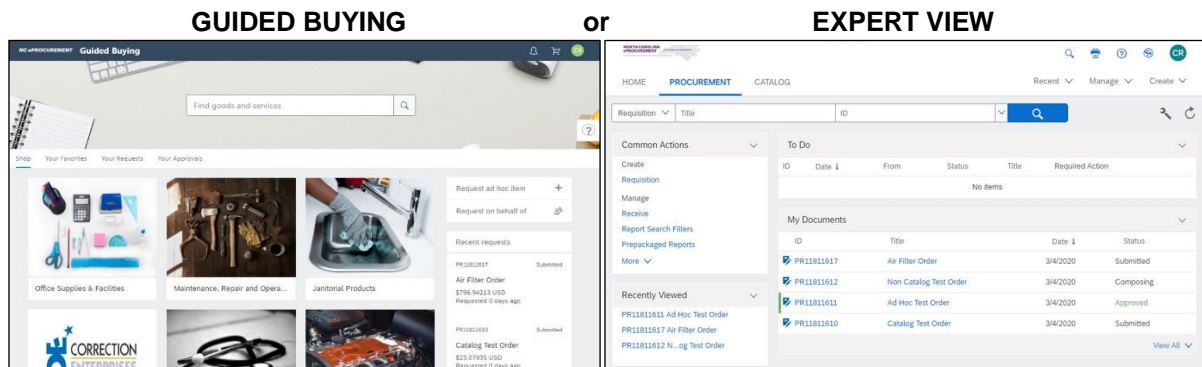
3. **Statewide Term Contract Catalog Items:** The state of North Carolina negotiates prices for thousands of commonly purchased items, and the details of those items including a description, the supplier, price, and commodity code, among others, has been pre-loaded into NC eProcurement so they can be 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.

4. **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.

5. **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. **+ More info**

6. **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. **+ More info**