

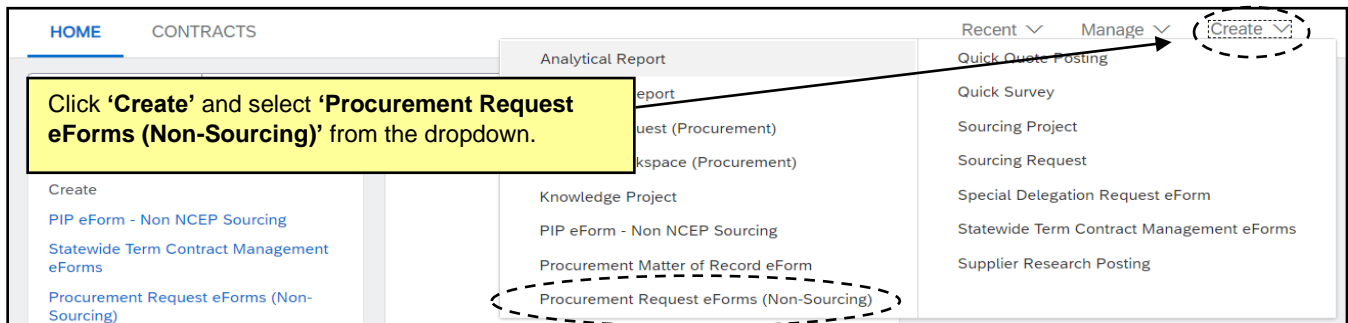
# NC eProcurement

## Procurement Request eForms (Non-Sourcing)

The **'Procurement Request eForms (Non-Sourcing)'** are used by Non-NC eProcurement Sourcing agency users to submit four request forms regarding solicitations and contracts to P&C for approval: **'Preliminary Review Request'**, **'Award Review Request'**, **'Contract Modification Request'**, and **'Request for Extended Term Contract'**. These eForms are only available in Expert View of the State Agencies NCFS realm of NC eProcurement (NCEP). To access these eForms, users must be added to the **'Procurement Request eForms (CC and Universities)'** group in their NC eProcurement profile. Updates can be made through a User Maintenance eForm. For more information on this process, please see the ['System Administrator'](#) job aid.

### I. Initiating the eForm

1. To access the eForms, select **'Procurement Request eForms (Non-Sourcing)'** from the **'Create'** menu. The **'Procurement Request eForms (Non-Sourcing)'** page.



**Note:** Users not already logged into the NCFS realm of NCEP can navigate there by clicking the globe icon in the top right of the screen and selecting **'State Agencies NCFS'** from the dropdown.



### II. Completing the 'Preliminary Review Request' Form

Agency users who post solicitations via eVP will use this form to submit a preliminary review request to P&C.

1. After selecting the **'Procurement Request eForms (Non-Sourcing)'** option, the **'Requester Information'** section will display. Fields with asterisks next to them indicate required fields.
  - a. Begin by populating the free-text box **'Title'** field to provide P&C with a description of the solicitation.
  - b. Next, complete the four free-text fields indicating the user's contact information.
  - c. Select the **'Entity Type'** from the dropdown field. Click the down arrow to reveal three options: **'State Agency,' 'Community College,'** or **'University.'**
  - d. After a brief pause, an additional dropdown field will display based on the previous selection. Click the down arrow to reveal the options. Scroll or use the search bar to find and select the user's entity.

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- e. In the **'Form Type'** field, click the down arrow and select **'Preliminary Review Request'**. Two new sections will display at the bottom of the form.
- f. Select the appropriate **'Service Team Assignment'** by clicking the radio button to the left of the P&C Service Team assigned to the user's entity.

**Note:** P&C Service Teams provide a single point of contact for each agency and their procurement needs. If a user is unsure on which service team corresponds to their agency, more information can be accessed on [P&C's Service Teams](#) page.

- g. The last field asks a **'Yes'** or **'No'** question to indicate if this request is being made on behalf of another agency. If **'No'** is selected, move to the next section. If **'Yes'** is selected, five additional fields will display after a brief pause in which the user can provide information about the other **'Contract Administrator'**.

The screenshot shows the 'Procurement Request eForms (Non-Sourcing)' form. At the top, there is a 'Title \*' field with a placeholder 'Enter document title (required)'. Below this is the 'Requester Information' section, which includes fields for 'First Name \*', 'Last Name \*', 'Entity Type \*' (a dropdown menu), 'Phone Number \*', and 'Email Address \*'. There is also a 'Form Type \*' dropdown menu and a 'Service Team Assignment \*' section with four radio button options: 'P&C Service Team 1', 'P&C Service Team 2', 'P&C Service Team 3', and 'P&C Service Team 4'. A link for 'Your agency's Service Team Assignment can be found at' points to <https://www.doa.nc.gov/divisions/purchase-contract/contact/service-teams>. At the bottom, there is a question 'Is this request on behalf of another agency or contract administrator?' with 'Yes' and 'No' radio button options. A yellow callout box with arrows pointing to the 'Form Type' dropdown and the 'Requester Information' section contains the text: 'In the 'Requester Information' section, enter a 'Title', fill out all required fields, and select the 'Preliminary Review Request' option from the 'Form Type' dropdown.'

- 2. The **'Preliminary Review Request'** section contains nine fields and an opportunity to upload supporting documents to form the review request.
  - a. The first field is a free-text box field asking the user to provide the **'Solicitation Number'**.
  - b. The next field allows the user to **'Attach the solicitation document'**. Click the **'Upload file'** button, select **'Choose file'**, choose a local file, and click **'Done'**. Multiple files may be added if necessary.
 

**Note:** To delete a document added in error, click the **'X'** to its right.
  - c. The next two free-text box fields allow the user to **'Enter the solicitation title and description'** and **'Enter solicitation justification'**.
  - d. In the next two date fields, use the date pickers to indicate anticipated purchase start and end dates.

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- e. The next field is a free-text box in which the user can indicate in US Dollars the **'Estimated cumulative contract values including renewal options'**. This field must be a number.
- f. In the **'Select the contract term'** field, indicate the term length by clicking the radio button to the left of one of four relevant date periods. If **'Other'** is selected, use the free-text box to indicate the term.
- g. The next field asks a **'Yes'** or **'No'** question to indicate if the contract term is greater than three years. If **'No'** is selected, move to the next question. If **'Yes'** is selected, use the **'Upload file'** button to **'Attach the SPO approval memo for the extended contract term'**.
- h. The **'Special Circumstances'** field is not a mandatory field, so users can skip this field if this request is for a standard solicitation, but if one of the following situations pertains to the solicitation, click the dropdown arrow and select from these options:
  - **'Brand Specific Request'**
  - **'Consultant Services Request'**
  - **'Waiver of Competition Request'**
- i. If a special circumstance is selected, an additional field will display asking the user to **'Upload the XXX Request'**. Below the **'Upload file'** button, a grey box will provide a link to the template for the special request being made. Download the template, fill it out, save a local copy, then click the **'Upload file'** button, click **'Choose file'**, select the completed template, and click **'Done'**.

**Note:** To delete a document added in error, click the **'X'** to its right.

- j. The final field is a free-text box where the user can **'Enter any additional notes or details that should be taken into consideration'**.

**Preliminary Review Request**

Solicitation Number \*

Attach the solicitation document \*

Enter solicitation title and description \*

Enter solicitation justification \*

Anticipated purchase date or contract start date \*

Anticipated end date

Estimated cumulative contract value including renewal options \*

Select the contract term \*  One (1) year with two (2) renewal options  Two (2) years with one (1) renewal option  
 Three (3) years with no renewal option  Other

Is the contract term greater than three (3) years? \*  Yes  No

Special Circumstances

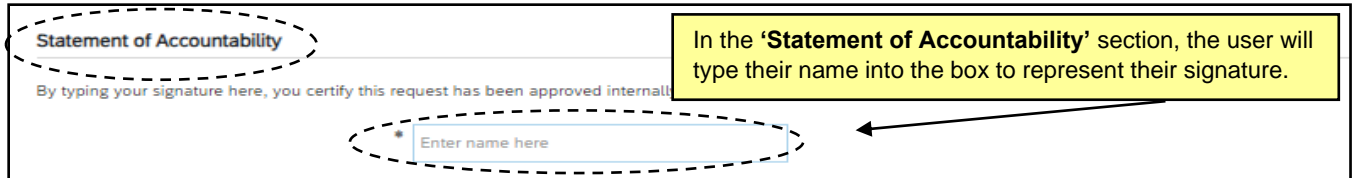
Enter any additional notes or details that should be taken into consideration

**In the 'Preliminary Review Request' section, fill out all required fields and note that if any 'Special Circumstances' are selected, additional fields will display (not shown here).**

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3. The **'Statement of Accountability'** section contains just one field.
  - a. The user should type their name into the single free-text box to represent a signature indicating the request has been approved internally for Procurement leadership.



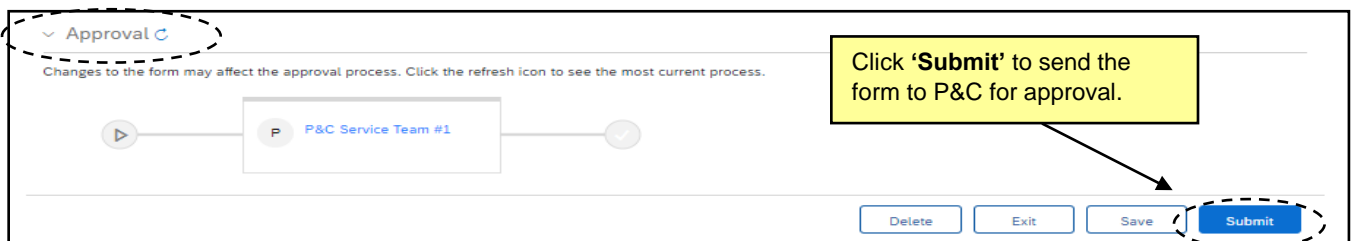
4. Once all required fields have been populated, the approval flow can be displayed by clicking the arrow to the left of **'Approval'** at the bottom of the screen. The approval flow will show that the eForm will be routed to the **'P&C Service Team #X'** selected in the **'Requester Information'** section.

**Note:** Additional P&C approver groups will be added to the approval flow when the contract value surpasses established dollar thresholds.

5. Click **'Submit'** to send the eForm to P&C.

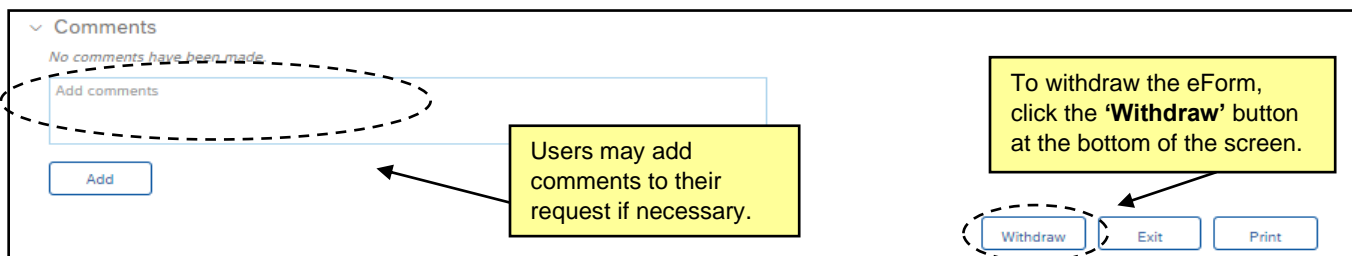
**Notes:**

- If any required fields are incomplete, the system will indicate them by highlighting them in red.
- At any time when creating an **'Preliminary Review Request'** eForm, the user may opt to save the eForm to submit at a later time by clicking the **'Save'** button at the bottom of the screen.



6. After submitting the eForm, the user will see a pop-up window verifying that the eForm was successfully submitted and the eForm will be given an ID number beginning with **'PRF'**.
7. Click **'Proceed'** to view the request or find it in the **'My Documents'** portlet in **'Submitted'** status. At the bottom of the screen, the user may add comments or withdraw the eForm. If complete, select the **'Exit'** button.

P&C will review and either approve or deny the eForm. Notification will be given via email, and the updated status will display in the **'My Documents'** portlet.



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### III. Completing the 'Award Review Request' Form

Agency users who post solicitations via eVP will use this form to submit an award approval request to P&C.

1. After selecting the **'Procurement Request eForms (Non-Sourcing)'** option, the **'Requester Information'** section will display. Fields with asterisks next to them indicate required fields.
  - a. Complete the free-text box **'Title'** field to provide P&C with a description of award approval being requested.
  - b. Populate the four free-text fields indicating the user's contact information.
  - c. Select the **'Entity Type'** from the dropdown field. Click the down arrow to reveal three options: **'State Agency,' 'Community College,'** or **'University.'**
  - d. After a brief pause, an additional dropdown field will display based on the previous selection. Click the down arrow to reveal the options. Scroll or use the search bar to find and select the user's entity.
  - e. In the **'Form Type'** field, click the down arrow and select **'Award Review Request'**. Five new sections will display at the bottom of the form.
  - f. Select the appropriate **'Service Team Assignment'** by clicking the radio button to the left of the P&C Service Team assigned to the user's entity.

**Note:** P&C Service Teams provide a single point of contact for each agency and their procurement needs. If a user is unsure on which service team corresponds to their agency, more information can be accessed on [P&C's Service Teams](#) page.

- g. The last field asks a **'Yes'** or **'No'** question to indicate if this request is being made on behalf of another agency. If **'No'** is selected, move to the next section. If **'Yes'** is selected, five additional fields will display after a brief pause in which the user can provide information about the other **'Contract Administrator'**.

Procurement Request eForms (Non-Sourcing) New

Title \*  
Enter document title (required)

**Requester Information**

First Name \*

Last Name \*

Entity Type \* Choose one

Form Type \* Choose one

Service Team Assignment \*  P&C Service Team 1  
 P&C Service Team 2  
 P&C Service Team 3  
 P&C Service Team 4

Your agency's Service Team Assignment can be found at <https://www.doa.nc.gov/divisions/purchase-contract/contact/se>

Is this request on behalf of another agency or contract administrator?  Yes  No

Phone Number \*

Email Address \*

In the 'Requester Information' section, enter a 'Title', fill out all required fields, and select the 'Award Review Request' option from the 'Form Type' dropdown.

2. The **'Solicitation Details'** section contains numerous fields and multiple options to upload supporting documents to describe the nature of the solicitation.
  - a. The first field allows the user to indicate the solicitation type by clicking the radio button to the left of the relevant solicitation type. The options are **'IFB'**, **'RFP'**, or **'RFQ'**.
  - b. The next two fields are free-text boxes where the user will indicate the **'Solicitation Number'** and include a description.
  - c. In the **'UNSPSC Commodity Code'** field, click the down arrow to search for and select the commodity code of the solicitation. Commodity codes can be searched for by name or numerical ID.

**Notes:**

- The menu displayed after clicking the down arrow will show the first 30 options as well as a message at the bottom of the list that states **'Your search results exceed the limit. Change the search criteria to narrow your results.'**
  - Hovering over a selection from the dropdown will display more information in a box to the right.
  - Selecting **'Browse...'** at the bottom of the dropdown (or the icon to the right side of the field) will display a larger selection screen with more information.
  - If a selection was made in error, it can be removed by clicking the **'X'** in the upper right.
- d. In the **'Preliminary Review Request reference number'** field, enter the number of a previous PIP request or the ID number assigned to a submitted **'Preliminary Review Request'** eForm, starting with **'PRF'**.
  - e. Use the date picker to indicate the **'Solicitation Posting Date'**.
  - f. The next four fields allow the user to attach various documents. Click the **'Upload file'** button, select **'Choose file'**, choose a local file, and click **'Done'**. Multiple files may be added if necessary.

**Note:** To delete a document added in error, click the **'X'** to its right.

The screenshot shows the 'Solicitation Details' form with the following fields and annotations:

- Solicitation type:** Radio buttons for IFB, RFP, and RFQ. A dashed circle highlights these buttons, and a yellow callout box points to them with the instruction: "In the top of the 'Solicitation Details' section, use a radio button to select the solicitation type, fill out the remaining required fields, and add any relevant attachments."
- Solicitation Number:** A text input field.
- Enter the solicitation title and description:** A text area.
- UNSPSC Commodity Code:** A dropdown menu with a search icon.
- Preliminary Review Request reference number:** A text input field.
- Solicitation Posting Date:** A date picker.
- Attach the Preliminary Review Request:** An 'Upload file' button.
- Attach the solicitation document initially posted to eVP:** An 'Upload file' button.
- Attach any reference documents initially posted to eVP here:** An 'Attachment' label and an 'Upload file' button.
- If the solicitation has any addenda, attach the documents here:** An 'Attachment' label and an 'Upload file' button.

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- g. Below the attachment fields, in the next two free-text box fields, enter the number of bid responses received and accepted.
- h. In the next date field, use the date picker to indicate the bid opening date.
- i. The next two free-text box fields allow the user to provide information about rejected vendors.
- j. The user has two opportunities to provide any BAFO or clarification documents that were a part of the negotiation process. See **step f** in this section for instructions on attaching documents.
- k. Select **'Yes'** or **'No'** in the next field to indicate if a pre-bid meeting was required for this solicitation. If **'No'** is selected, move to the next field. If **'Yes'** is selected, two additional fields will display after a brief pause in which the user can provide information about that meeting.
- l. The next field allows the user to indicate **'What evaluation method was used'** by clicking the radio button to the left of the relevant method.
- m. Use the **'Update file'** button to **'Attach the evaluation summary (IFB) or matrix (RFP) here.'** This field is not required for RFPs. See **step f** in this section for instructions on attaching documents.
- n. Finally, the user can describe in a free-text box the evaluation criteria used to evaluate the proposal.

The screenshot shows the 'Solicitation Details' form with the following fields and annotations:

- How many bid responses were received? \*** (Text input field, circled in a dashed oval)
- How many bid responses were accepted? \*** (Text input field, circled in a dashed oval)
- What was the bid opening date? \*** (Date picker field, MM/DD/YYYY)
- List the rejected vendor(s), the bid amount(s) and the reason(s) for the rejection** (Text area, Format Example: ABC Company, \$10000.00. Did not meet specs)
- If you rejected and negotiated with the vendors, explain the negotiations in detail and copy/paste the P&C approval email to reject and negotiate** (Text area)
- Attach any BAFO documents here.** (Attachment field with 'Upload file' button)
- Was a pre-bid conference, site visit or presentation required? \*** (Radio buttons for Yes, No, circled in a dashed oval)
- What evaluation method was used? \*** (Radio buttons for Best Value, Lowest Cost, Weighted, circled in a dashed oval)
- Attach the evaluation summary (IFB) or matrix (RFP) here** (Attachment field with 'Upload file' button)
- What are the evaluation criteria and the section(s) of the solicitation that were used to evaluate the proposal? \*** (Text area)

A yellow callout box with a black border contains the text: "In the bottom of the 'Solicitation Details' section, fill out the required fields to provide information on the bids received." Arrows point from this box to the first two text input fields and the radio button fields.

- 3. The **'Contract Details'** section contains four fields to describe the nature of the contract being pursued.
  - a. The first field allows the user to **'Select the contract term'** by clicking the radio button to the left of one of the five relevant date periods. If **'Other'** is selected, use the free-text box to indicate the term.

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## Procurement Request eForms (Non-Sourcing)

- b. In the next two date fields, use date pickers to indicate the anticipated contract start and end dates.
- c. The final field is a free-text box in which the user can indicate in US Dollars the cumulative contract value including renewal options. This field must be a number.

**Contract Details**

Select the contract term \*

- One (1) year with two (2) renewal options
- Two (2) years with one (1) renewal option
- Three (3) years with no renewal option
- Over 3 years with prior SPO approval
- Other

Anticipated purchase date, or contract start date \* MM/DD/YYYY

What is the contract end date (if applicable)? MM/DD/YYYY

What is the cumulative contract value including renewal options? 0 USD - US Dollar

In the 'Contract Details' section, provide information about the dates and cost of the contract being pursued.

- 4. The 'Award Recommendation – Vendor Information' section contains five required buttons to upload supporting documents identifying the recommended vendor and their bid responses.
  - a. For the five fields in this section, click the 'Upload file' button, click 'Choose file', select a local file, and click 'Done'. Multiple files may be added if necessary.

**Note:** To delete a document added in error, click the 'X' to its right.

**Award Recommendation - Vendor Information**

Attach vendor bid response(s) here.

Attachment \* Upload file

Upload your Award Recommendation Memo \* Upload file

Attach the Bid Tabulation \* Upload file

Attach the Bid Opening Sheet \* Upload file

Attach the Bid Administrative Review \* Upload file

In the 'Award Recommendation – Vendor Information' section, attach documents relating to the vendor's response.

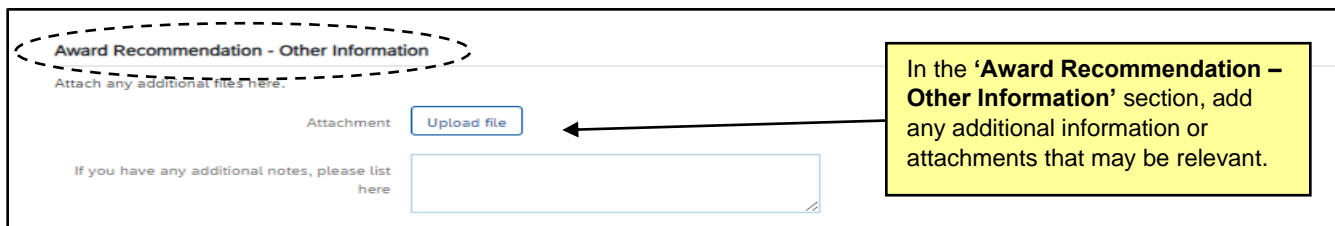
- 5. The next section is the 'Award Recommendation – Other Information' section which contains one free-text field and one button to upload supporting documents adding any other context to the request.
  - a. The first field allows the user to 'Attach any additional files here'. Click the 'Upload file' button, click 'Choose file', select a local file, and click 'Done'. Multiple files may be added if necessary.

**Note:** To delete a document added in error, click the 'X' to its right.
  - b. The other field is a free-text box allowing the user to provide any additional relevant notes.

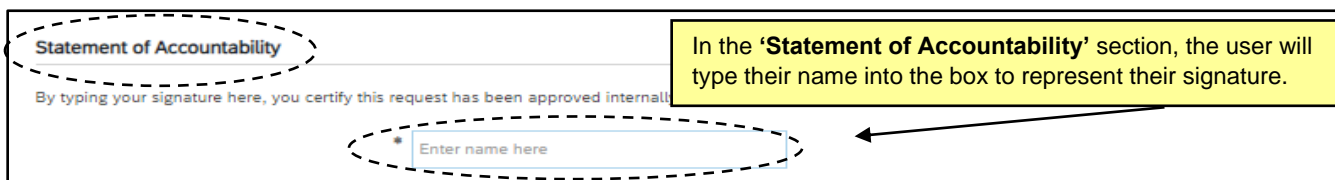


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6. The **'Statement of Accountability'** section contains just one field.
  - a. The user should type their name into the single free-text box to represent a signature indicating the request has been approved internally for Procurement leadership.



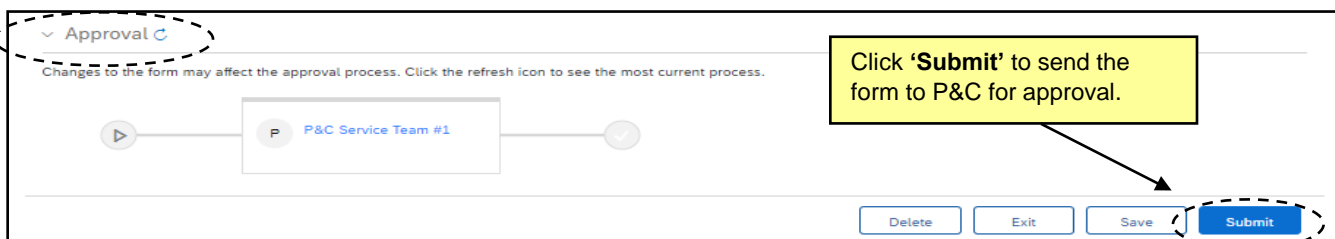
7. Once all required fields have been populated, the approval flow can be displayed by clicking the arrow to the left of **'Approval'** at the bottom of the screen. The approval flow will show that the eForm will be routed to the **'P&C Service Team #X'** selected in the **'Requester Information'** section.

**Note:** Additional P&C approver groups will be added to the approval flow when the contract value surpasses established dollar thresholds.

8. Click **'Submit'** to send the eForm to P&C.

**Notes:**

- If any required fields are incomplete, the system will indicate them by highlighting them in red.
- At any time when creating an **'Award Approval Request'** eForm, the user may opt to save the eForm to submit at a later time by clicking the **'Save'** button at the bottom of the screen.

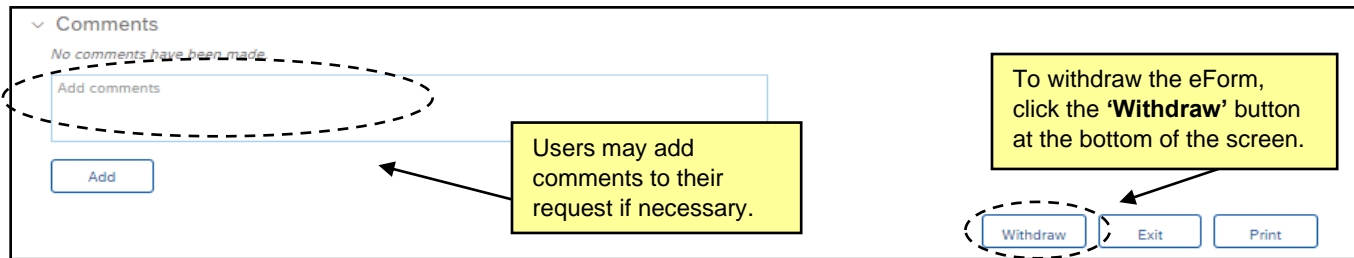


9. After submitting the eForm, the user will see a pop-up window verifying that the eForm was successfully submitted and the eForm will be given an ID number beginning with **'PRF'**.
10. Click **'Proceed'** to view the request or find it in the **'My Documents'** portlet in **'Submitted'** status. At the bottom of the screen, the user may add comments or withdraw the eForm. If complete, select the **'Exit'** button.

P&C will review and either approve or deny the eForm. Notification will be given via email, and the updated status will display in the **'My Documents'** portlet.

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## Procurement Request eForms (Non-Sourcing)



### IV. Completing the 'Contract Modification Request' Form

Agency users who do not use NC eProcurement Contracts will use this form to request contract modifications including amendments, extensions, and cancellation requests.

1. After selecting the '**Procurement Request eForms (Non-Sourcing)**' option, the '**Requester Information**' section will display. Fields with asterisks next to them indicate required fields.
  - a. Populate the free-text box '**Title**' field to provide P&C with a description of the contract modification being requested.
  - b. Complete the four free-text fields indicating the user's contact information.
  - c. Populate the four free-text fields indicating the user's contact information.
  - d. Select the '**Entity Type**' from the dropdown field. Click the down arrow to reveal three options: '**State Agency**,' '**Community College**,' or '**University**.'
  - e. After a brief pause, an additional dropdown field will display based on the previous selection. Click the down arrow to reveal the options. Scroll or use the search bar to find and select the user's entity.
  - f. In the '**Form Type**' field, click the down arrow and select '**Contract Modification Request**'. Four new sections will display at the bottom of the form.
  - g. Select the appropriate '**Service Team Assignment**' by clicking the radio button to the left of the P&C Service Team assigned to the user's entity.

**Note:** P&C Service Teams provide a single point of contact for each agency and their procurement needs. If a user is unsure on which service team corresponds to their agency, more information can be accessed on [P&C's Service Teams](#) page.

- h. The last field asks a '**Yes**' or '**No**' question to indicate if this request is being made on behalf of another agency. If '**No**' is selected, move to the next section. If '**Yes**' is selected, five additional fields will display after a brief pause in which the user can provide information about the other '**Contract Administrator**'.

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Title \*  
 Enter document title (required)

**Requester Information**

First Name \*

Last Name \*

Entity Type \*

Form Type \*

Service Team Assignment \*  P&C Service Team 1  
 P&C Service Team 2  
 P&C Service Team 3  
 P&C Service Team 4

Your agency's Service Team Assignment can be found at <https://www.doa.nc.gov/divisions/purchase-contract/contact/service>

Is this request on behalf of another agency or contract administrator?  Yes  No

Phone Number \*

Email Address \*

In the 'Requester Information' section, enter a 'Title', fill out all required fields, and select the 'Contract Modification Request' option from the 'Form Type' dropdown.

3. The next section is the **'Contract Details'** section which contains nine fields and three options to upload supporting documents to describe the nature of the contract.

- a. The first two fields are free-text box fields asking the user to **'Enter the agency solicitation number'** and **'Enter the contract title'**.
- b. In the **'UNSPSC Commodity Code'** field, click the down arrow to search for and select the commodity code of the solicitation. Commodity codes can be searched for by name or numerical ID.

**Notes:**

- The menu displayed after clicking the down arrow will show the first 30 options as well as a message at the bottom of the list that states **'Your search results exceed the limit. Change the search criteria to narrow your results.'**
  - Hovering over a selection from the dropdown will display more information in a box to the right.
  - Selecting **'Browse...'** at the bottom of the dropdown (or the icon to the right side of the field) will display a larger selection screen with more information.
  - If a selection was made in error, it can be removed by clicking the **'X'** in the upper right.
- c. The next field is a free-text box where the user will **'Enter the solicitation/contract description'**.
  - d. The next two fields are free-text boxes in which the user can indicate in US Dollars the current and possible cumulative contract values including all exercised options. These fields must be a number.
  - e. In the next two date fields, use the date pickers to indicate the Contract start and end dates.
  - f. **'List the current contract vendor(s)'** in the last free-text box.

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- g. The final three fields allow the user to attach copies of the current contract, P&C certification, and any previous amendment documents. Click the **'Upload file'** button, click **'Choose file'**, select a local file, and click **'Done'**. Multiple files may be added if necessary.

**Note:** To delete a document added in error, click the **'X'** to its right.

**Contract Details**

Enter the agency solicitation number \*

Enter the contract title \*

UNSPSC Commodity Code \*

Enter the solicitation/contract description \*

Current total purchase cost or annual contract value \*

Current cumulative contract value if all contract options are exercised \*

What was the Contract Start Date? \*

What was the Contract End Date (if applicable)? \*

List the current contract vendor(s) \*

Attach the current executed contract \*

Attach the P&C certification \*  ⓘ

Attach any previous amendments or executed contract renewals here  
 The amendment documents must include the amendment description and amounts including exercised optional renewal details

Attachment

In the **'Contract Details'** section, fill out all required fields to describe the nature of the current contract, including the dollar amounts with numbers only.

- 3. The **'Contract Modification Details'** section contains seven fields and two options to upload supporting documents to describe the nature of the modification being requested.
  - a. The first field asks which type of modification is being requested. Click the radio button to the left of one of the two options, **'Cancellation'** or **'Contract Amendment (includes increases/extension)'**.
  - b. The next two free-text box fields allow the user to justify their request and provide details of the contract amendment terms.
  - c. The next two fields allow the user to **'Attach the draft amendment document'** and any vendor quotations. Click the **'Upload file'** button, click **'Choose file'**, select a local file, and click **'Done'**. Multiple files may be added if necessary.
 

**Note:** To delete a document added in error, click the **'X'** to its right.
  - d. In the next two date fields, use the date pickers to indicate the amended contract start and end dates.

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- e. The last two fields are free-text boxes in which the user can indicate in US Dollars the requested value of the amendment and the possible cumulative contract values including all exercised options. These fields must be a number.

**Contract Modification Details**

What type of contract modification are you requesting to your current contract?  Cancellation  Contract Amendment (includes increases/extension)

Enter the justification for this request including the purpose of the contract modification

What are the contract amendment terms?

Attach the draft amendment document

Attach any vendor quotations here

Attachment

What is the amended contract start date? MM/DD/YYYY

What is the amended contract end date? MM/DD/YYYY

What is the requested value of the amendment? 0 USD - US Dollar

What is the cumulative contract total if all contract options are exercised, including the amended amount? 0 USD - US Dollar

In the 'Contract Modification Details' section, select the modification type being requested and fill out all required fields.

- 4. The **'Supporting Information & Documents'** section contains one field and an option to upload supporting documents to provide additional information for the requested modification.
  - a. The first field is a free-text box allowing the user to provide any additional relevant notes.
  - b. The other field allows the user to **'Attach any additional supporting documents here'**. Click the **'Upload file'** button, click **'Choose file'**, select a local file, and click **'Done'**. Multiple files may be added if necessary.

**Note:** To delete a document added in error, click the **'X'** to its right.

**Supporting Information & Documents**

If you have additional information or comments to support to this request, list here

Attach any additional supporting documents here

Attachment

In the 'Supporting Information & Documents' section, add any additional relevant information or attachments.

# NC eProcurement

## Procurement Request eForms (Non-Sourcing)

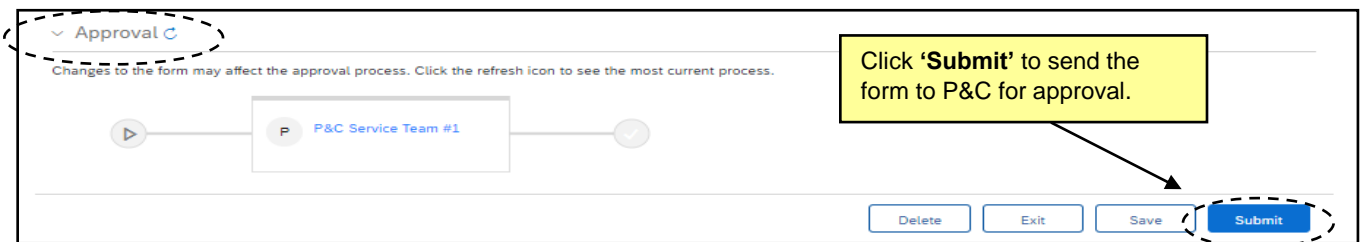
- Once all required fields have been populated, the approval flow can be displayed by clicking the arrow to the left of **'Approval'** at the bottom of the screen. The approval flow will show that the eForm will be routed to the **'P&C Service Team #X'** selected in the **'Requester Information'** section.

**Note:** Additional P&C approver groups will be added to the approval flow when the contract value surpasses established dollar thresholds.

- Click **'Submit'** to send the eForm to P&C.

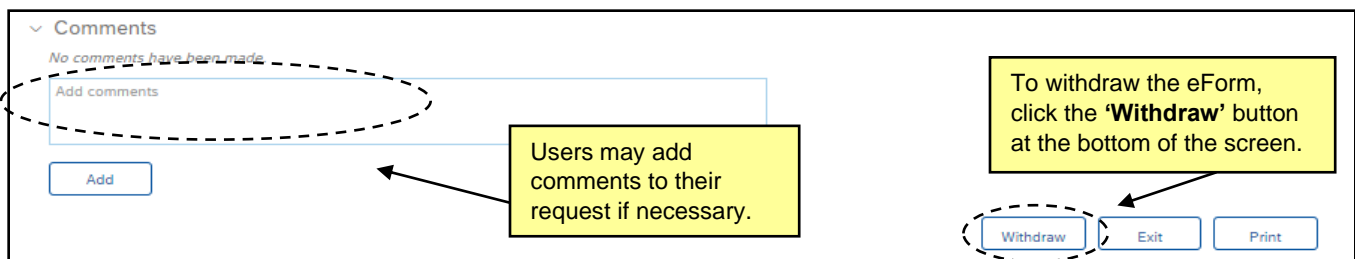
**Notes:**

- If any required fields are incomplete, the system will indicate them by highlighting them in red.
- At any time when creating an **'Contract Modification Request'** eForm, the user may opt to save the eForm to submit at a later time by clicking the **'Save'** button at the bottom of the screen.



- After submitting the eForm, the user will see a pop-up window verifying that the eForm was successfully submitted and the eForm will be given an ID number beginning with **'PRF'**.
- Click **'Proceed'** to view the request or find it in the **'My Documents'** portlet in **'Submitted'** status. At the bottom of the screen, the user may add comments or withdraw the eForm. If complete, select the **'Exit'** button.

P&C will review and either approve or deny the eForm. Notification will be given via email, and the updated status will display in the **'My Documents'** portlet.



## V. Completing the 'Request for Extended Contract Term' Form

Agency users who do not use NC eProcurement Contracts will use this form to request approval from P&C of a contract term of more than 3 years.

1. After selecting the **'Procurement Request eForms (Non-Sourcing)'** option, the **'Requester Information'** section will display. Fields with asterisks next to them indicate required fields.
  - a. Populate the free-text box **'Title'** field to provide P&C with a description of the request.
  - b. Complete the four free-text fields indicating the user's contact information.
  - c. Populate the four free-text fields indicating the user's contact information.
  - d. Select the **'Entity Type'** from the dropdown field. Click the down arrow to reveal three options: **'State Agency,' 'Community College,'** or **'University.'**
  - e. After a brief pause, an additional dropdown field will display based on the previous selection. Click the down arrow to reveal the options. Scroll or use the search bar to find and select the user's entity.
  - f. In the **'Form Type'** field, click the down arrow and select **'Request for Extended Contract Term'**. Two new sections will display at the bottom of the form.
  - g. Select the appropriate **'Service Team Assignment'** by clicking the radio button to the left of the P&C Service Team assigned to the user's entity.

**Note:** P&C Service Teams provide a single point of contact for each agency and their procurement needs. If a user is unsure on which service team corresponds to their agency, more information can be accessed on [P&C's Service Teams](#) page.

- h. The last field asks a **'Yes'** or **'No'** question to indicate if this request is being made on behalf of another agency. If **'No'** is selected, move to the next section. If **'Yes'** is selected, five additional fields will display after a brief pause in which the user can provide information about the other **'Contract Administrator'**.

The screenshot shows the 'Procurement Request eForms (Non-Sourcing)' form. At the top, there is a 'New' button. Below it is the 'Title \*' field with a placeholder 'Enter document title (required)'. The 'Requester Information' section contains several fields: 'First Name \*', 'Last Name \*', 'Entity Type \*' (a dropdown menu), 'Form Type \*' (a dropdown menu), and 'Service Team Assignment \*' (radio buttons for P&C Service Team 1, 2, 3, and 4). Below these is a URL: 'https://www.doa.nc.gov/divisions/purchase-contract/contact/se'. At the bottom, there is a question: 'Is this request on behalf of another agency or contract administrator?' with 'Yes' and 'No' radio buttons. A yellow callout box with a black border points to the 'Form Type' dropdown, containing the text: 'In the 'Requester Information' section, enter a 'Title', fill out all required fields, and select the 'Request for Extended Contract Term' option from the 'Form Type' dropdown.'

# NC eProcurement

## Procurement Request eForms (Non-Sourcing)



2. The next section is the **'Contract Details'** section which contains nine fields and an opportunity to upload supporting documents to explain why additional years are required.
    - a. The first three fields are free-text box fields asking the user to provide the **'Contract ID'**, **'Contract Title'**, and **'Contract Description'** for the contract in question.
    - b. In the **'UNSPSC Commodity Code'** field, click the down arrow to search for and select the commodity code of the solicitation. Commodity codes can be searched for by name or numerical ID.
- Notes:**
- The menu displayed after clicking the down arrow will show the first 30 options as well as a message at the bottom of the list that states **'Your search results exceed the limit. Change the search criteria to narrow your results.'**
  - Hovering over a selection from the dropdown will display more information in a box to the right.
  - Selecting **'Browse...'** at the bottom of the dropdown (or the icon to the right side of the field) will display a larger selection screen with more information.
  - If a selection was made in error, it can be removed by clicking the **'X'** in the upper right.
- c. The next field asks **'Is this request for an existing or new contract?'** If **'Existing'** is selected from the radio buttons, four additional fields will display. Use date pickers to indicate the existing contract dates and a free-text box to indicate the total number of years being requested. This field must be a number. If **'New'** is selected, choose **'Yes'** or **'No'** to indicate if the request is for a renewal option and use the free-text box to indicate the total number of years being requested.
  - d. In the next free-text box, list the **'Previous solicitation number (if applicable)'**.
  - e. The last free-text box gives the user an opportunity to provide justification for their request.

**Contract Details**

Contract ID \*

Contract Title \*

Contract Description \*

UNSPSC Commodity Code \*   

Is this request for an existing or new contract?  Existing  New

Previous solicitation number (if applicable):

**JUSTIFICATION**  
In accordance with 01 NCAC 05B .0301 CONTRACTING REQUIREMENTS (4)(a): The date(s) of service (The contract shall not be for more than three years including extensions and renewals, without the prior approval of the SPO for unusual requirements)

Provide the reason(s) for this request: \*

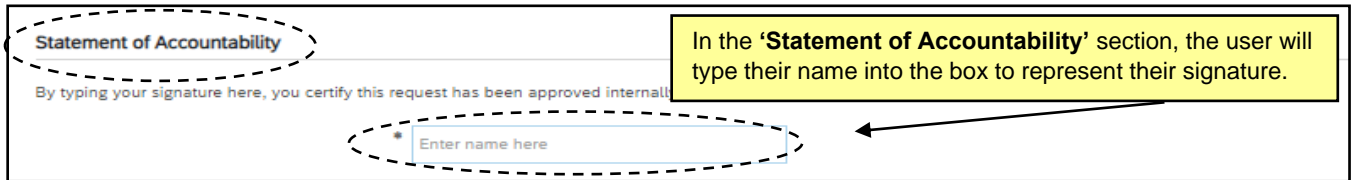
In the **'Contract Details'** section, fill out all required fields and include a justification in accordance with state contracting requirements.



# NC eProcurement

## Procurement Request eForms (Non-Sourcing)

3. The **'Statement of Accountability'** section contains just one field.
  - a. The user should type their name into the single free-text box to represent a signature indicating the request has been approved internally for Procurement leadership.



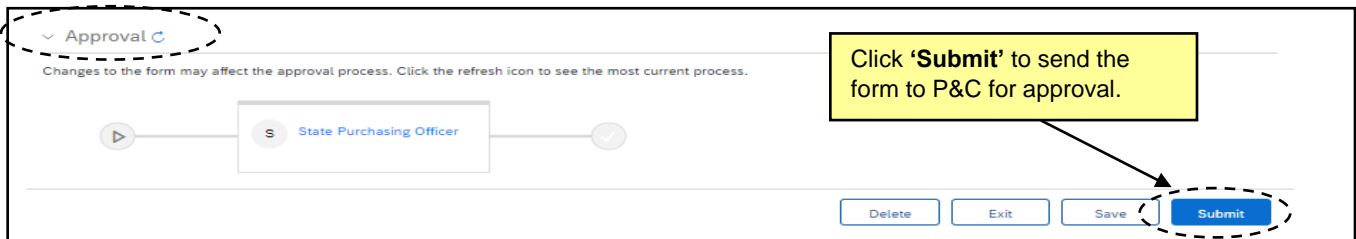
4. Once all required fields have been populated, the approval flow can be displayed by clicking the arrow to the left of **'Approval'** at the bottom of the screen. The approval flow will show that the eForm will be routed to the **'State Purchasing Officer'** group.

**Note:** Additional P&C approver groups will be added to the approval flow when the contract value surpasses established dollar thresholds.

5. Click **'Submit'** to send the eForm to P&C.

**Notes:**

- If any required fields are incomplete, the system will indicate them by highlighting them in red.
- At any time when creating an **'Preliminary Review Request'** eForm, the user may opt to save the eForm to submit at a later time by clicking the **'Save'** button at the bottom of the screen.



6. After submitting the eForm, the user will see a pop-up window verifying that the eForm was successfully submitted and the eForm will be given an ID number beginning with **'PRF'**.
7. Click **'Proceed'** to view the request or find it in the **'My Documents'** portlet in **'Submitted'** status. At the bottom of the screen, the user may add comments or withdraw the eForm. If complete, select the **'Exit'** button.

P&C will review and either approve or deny the eForm. Notification will be given via email, and the updated status will display in the **'My Documents'** portlet.

