End of Year: NCAS Integration
Due to the normally scheduled NCAS downtime on the first business day of the new fiscal year, NC E-Procurement will be unable to transmit requisitions, purchase orders, and receipts to NCAS on Monday, July 1, 2019. Items created on July 1 will be transmitted to NCAS on Tuesday, July 2. The accounting system will not be available on the holiday Thursday, July 4, and will resume processing on Friday, July 5.

End of Year: FY20 Multi-Year Indicator
Please note that on Sunday, June 30, to align with current OSC processes, the Multi-Year Indicator for FY20 will be updated in NC E-Procurement. At that time, all line items with a Multi-Year Indicator of '20' will be automatically updated to have a Multi-Year Indicator of 'Unspecified.' No action is required to update the Multi-Year Indicator.

Tips & Tricks: Cleaning Up Outstanding Requisitions
Each year, check for old requisitions that are no longer needed. Any eRequisitions in “Composing” or “Denied” status that are no longer needed should be deleted. Follow the instructions below to find and delete these unneeded requisitions from E-Procurement.

1. To find all eRequisitions in a certain status, go to “Search,” select “eRequisition,” and set the “Status” filter to “Composing” or “Denied.”

2. Check the box next to unneeded eRequisitions and click the “Delete” button to remove them.

**Note:** For eRequisitions in “Denied” status, the eRequisition must be withdrawn to return it to “Composing” status, after which it may be deleted.
Statewide Term Contract Announcements

Statewide Term Contract 600A  The Division of Purchase & Contract has established a new Statewide Term Contract 600A - Mailing Equipment, Supplies & Maintenance. This is a single-vendor convenience contract for state agencies, departments, institutions, universities, community colleges, and non-mandatory entities including schools and local governments. The contract term is May 20, 2019 through May 14, 2020. If you have any questions related to this contract, contact Grant Braley at (919) 807-4519 or grant.braley@doa.nc.gov.

Statewide Term Contract 645A  The Division of Purchase & Contract has established a new Statewide Term Contract 645A - Office Paper. This is a single-vendor, mandatory Statewide Term Contract for state agencies, departments, institutions, universities and community colleges - unless exempted by North Carolina General Statute. Additionally, non-mandatory entities, including schools and local government, that are allowed by general statute may use this contract. The contract term is May 10, 2019 through May 9, 2022. If you have any questions related to this contract, contact Bahaa Jizi at (919) 807-4520 or bahaa.jizi@doa.nc.gov.

Statewide Term Contract 915C  The Division of Purchase & Contract has established a new Statewide Term Contract 915C - Electronic Monitoring of Offenders. This is a single-vendor convenience contract, which may be used by state agencies, departments, institutions, universities, community colleges, and non-mandatory entities including schools and local governments. The contract term is March 6, 2019 through December 31, 2020. If you have any questions related to this contract, contact Grant Braley at (919) 807-4519 or grant.braley@doa.nc.gov.

P&C’s Training Roundup
The Division of Purchase & Contract (P&C) offers various training courses related to procurement throughout the year. Please see the following table for a list of upcoming courses. For further course details and registration instructions, please refer to the 2019 course catalog.

<table>
<thead>
<tr>
<th>DATE</th>
<th>COURSE TITLE</th>
<th>LOCATION</th>
<th>FACILITY &amp; ADDRESS</th>
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<tbody>
<tr>
<td>6/11-12</td>
<td>Request for Proposal</td>
<td>Jamestown</td>
<td>Guilford Tech Community College</td>
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<tr>
<td>6/13</td>
<td>Contract Administration</td>
<td>Jamestown</td>
<td>Guilford Tech Community College</td>
</tr>
<tr>
<td>6/18</td>
<td>E-Procurement</td>
<td>Raleigh</td>
<td>Wake Tech Public Safety Education Campus 321 Chapanoke Road Room 1401</td>
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<tr>
<td>6/20</td>
<td>Demystifying Terms and Conditions</td>
<td>Raleigh</td>
<td>116 W. Jones Street P&amp;C Training Room (G111)</td>
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<tr>
<td>6/26</td>
<td>E-Procurement</td>
<td>Raleigh</td>
<td>Wake Tech Public Safety Education Campus 321 Chapanoke Road Room 1401</td>
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</tbody>
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Follow-Up
This newsletter was sent to NCAS users.
Questions about information covered in this newsletter? Send an email to ephelpdesk@its.nc.gov.