



## The Source NC E-Procurement Newsletter

May 2019 Edition

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### End of Year: Closing Outstanding Purchase Orders

As your accounts payable department prepares for the year end by closing outstanding purchase orders, remind them to take advantage of the option to **not** transmit changes to the supplier when changing a purchase order. When a change is made against an existing order in SunPac, a pop-up box asks the user if they want to transmit the change to the supplier. If 'No' is selected, the change order is sent to NC E-Procurement but **not** to the supplier. When using the 'Multi PO Cancel' option, enter 'N' in the 'Reprint Canceled POs' field to flag the purchase order to **not** be transmitted to the supplier. This feature helps to avoid duplicate shipments.

**Note:** You may receive email confirmation from the NC E-Procurement Service once the change order has been successfully imported, but it will state that the purchase order has not been transmitted to the supplier.

### End of Year: Setting Up SunPac (FY19) for NC E-Procurement

The **Vendor Import**, **Requisition Import**, and **Post Payments** batch jobs must be manually created for FY20. For the Requisition Import and Post Payments batch jobs, set the FY20 jobs to run 5 minutes after the FY19 jobs so that the FY19 and FY20 jobs do not conflict (e.g., if the Requisition Import is set to run at 5 a.m. in FY19, set it to run at 5:05 a.m. for FY20). If you do not want to receive the reports for both FY19 and FY20, be sure to set the printer option to 'NONE' when setting up the FY20 batch jobs. When your school system is ready to stop using FY19, the batch jobs for FY19 should be deleted by accessing the **WRKJOBQ** folder.

The Vendor Import batch job does not require FY19 and FY20 batches. Cancel the FY19 batch job and recreate the Vendor Import batch job for FY20.

**Note:** The batch jobs listed in this queue do not list the associated fiscal year. These batch jobs are listed on the screen with the oldest at the top and the most recent at the bottom. Delete the top choice for each job listed. Verify the following FY20 screens contain the required NC E-Procurement information:

- Security Authorizations (System File > Option 5)
- PO Process and Run Controls (System File > Option 22 > F5 to go to 2nd screen > F5 to go to 3rd screen)
- Ship To Addresses (System File > Option 29)
- Purchasing Parameters (System File > Option 32 > Option 6)

### 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.

The screenshot shows a web interface for searching eRequisitions. At the top, there is a search bar with the text "Change the search criteria or name, and then run the search." Below this is a "Search Filters" section with various input fields: Title, ID, Commodity Code (any line item), Date Created, Entity, Legacy Document Id, Requester, Status (set to "Composing"), and Total Cost. There are also "Search Options" and buttons for "Search", "Reset", and "Save Search". Below the search filters is a "Search Results" section showing "Found 1 item". The results table has columns for Type, ID, Title, Status, Date Created, and Total. The single result is: Type: eRequisition, ID: 8021136275, Title: Change On Behalf Of, Status: Composing, Date Created: Today, 3:29 PM, Total: \$5,699.25000 USD. There are also buttons for "Label", "Copy", and "Delete" for the search results.

For additional assistance, please contact the NC E-Procurement Help Desk by phone at 888-211-7440, option 1, or by email at [ephelpdesk@its.nc.gov](mailto:ephelpdesk@its.nc.gov).

## 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](mailto: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](mailto: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](mailto: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](#).

DATE	COURSE TITLE	LOCATION	FACILITY & ADDRESS
6/11-12	Request for Proposal	Jamestown	Guilford Tech Community College
6/13	Contract Administration	Jamestown	Guilford Tech Community College
6/18	E-Procurement	Raleigh	Wake Tech Public Safety Education Campus 321 Chapanoke Road Room 1401
6/20	Demystifying Terms and Conditions	Raleigh	116 W. Jones Street P&C Training Room (G111)
6/26	E-Procurement	Raleigh	Wake Tech Public Safety Education Campus 321 Chapanoke Road Room 1401

#### Follow-Up

This newsletter was sent to SunPac users.

Questions about information covered in this newsletter? Send an email to [ephelpdesk@its.nc.gov](mailto:ephelpdesk@its.nc.gov).