



Mac Papers Inc. has a Line Item Catalog available to users in NC E-Procurement for Office Paper under State Term Contract 645A. The contract covers two (2) categories:

- 1) Dual Purpose Paper, various sizes and colors (copier and office printers)
- 2) Offset Paper, various sizes and colors (large prints jobs e.g., books, brochures etc.)

The contract does not cover the following:

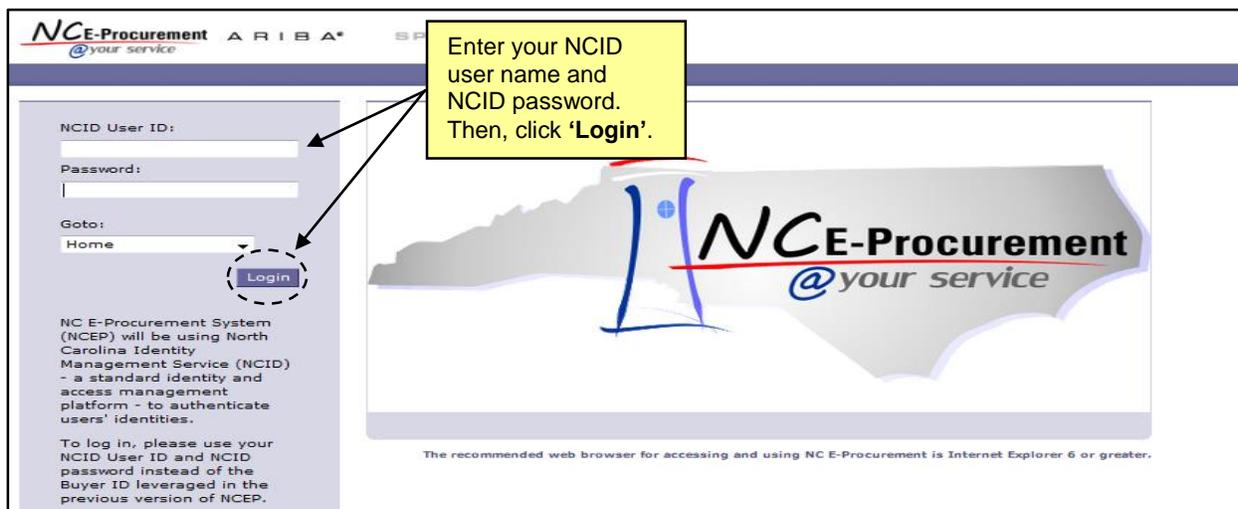
- 1) Paper orders less than \$250.

**Note:** Based on the above, all orders for 9 or fewer cartons of paper should be ordered from contract 615A: Office Supplies

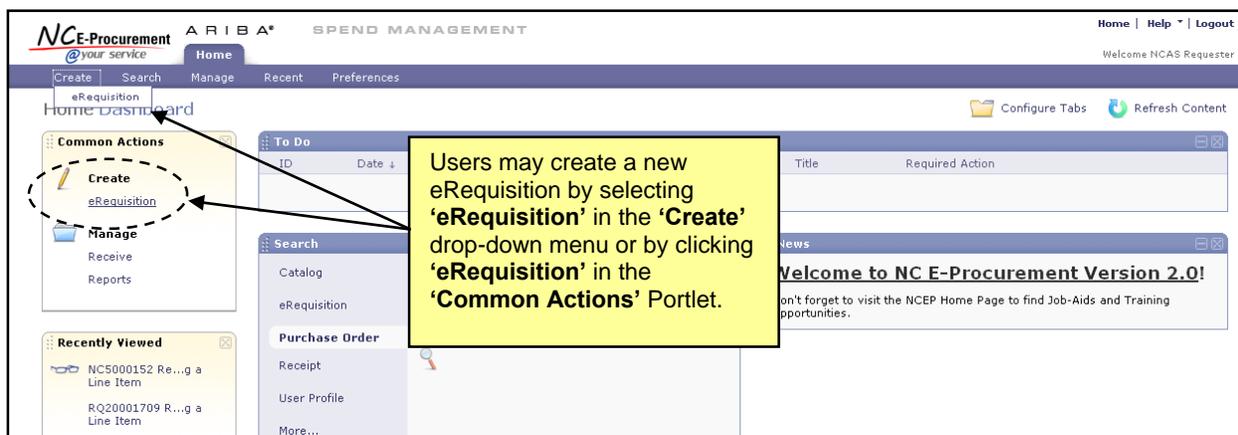
- 2) Envelopes are covered in Office Supplies 615A.
- 3) Specialty Paper (e.g., gloss, unusual size, bond, carbonless etc.).

The steps below will help you access and order from the Office Paper Line Item Catalog.

1. From the NC E-Procurement Login Page, enter your NCID login credentials. Then, click **'Login.'**



2. From the NC E-Procurement Dashboard, click **'eRequisition'** from the **'Create'** Shortcut Menu on either the Menu Bar or the **'Common Actions'** Portlet.





3. Type '645A' in the 'Contract ID' free-text field. Click 'Search.'

Catalog Home

Catalog  Search Options

Supplier Part #:

Contract ID: 645A

Click 'Search' to return the Office Paper Line Item Catalog List.

**Note:** If the 'Contract ID' search box is not immediately available, edit the search options. To do this, click 'Options' and select each additional field desired to display on the 'Catalog Home' menu.

4. The page will refresh and display the Office Paper Line Item Catalog items below the 'Catalog Home' menu.

NC E-Procurement @your service ARIBA SPEND MANAGEMENT Home | Help | Logout

Welcome NCAS Requester 01

Create Search Manage Preferences

RQ1875 RQ18751071: Untitled Requisition Items: 0 Total: \$0.00000 USD Summary Exit

Add items to your requisition from the catalog or from your favorites groups. You can also enter details for non-catalog items.

Catalog Home

Catalog  Search Options Create Non-Catalog Item

Supplier Part #:

Contract ID: 645A

Your search path: Catalog > '645A'

224 items found Show: 20 50 100 results per page Sort by: Relevance Price Name View: Details Thumbnails Page 1

Add to Cart Compare Add to Favorites

Paper, Dual Purpose, White, Husky/Quickcopy, ... \$27.13 USD Qty: 1 Add to Cart Add to Favorites Supplier: MAC PAPERS INC. Supplier Part #: 1120HXA Term Contract: 645A Available in: 20 Day(s)

Paper, Dual Purpose, White, Husky/Quickcopy, Xerographic, 8.5 x 11, 20 lb, Virgin, 10 Rms/Ctn (THIS CONTRACT CONTAINS TIER PRICING. YOU MUST ORDER A TOTAL QUANTITY OF 1- 39 CARTONS TO OBTAIN THIS PRICE.) (Contract Line # A1)

Paper, Dual Purpose, White, Husky/Quickcopy, ... \$26.64 USD Qty: 1 Add to Cart Add to Favorites Supplier: MAC PAPERS INC. Supplier Part #: 1120HXB Term Contract: 645A Available in: 20 Day(s)



- Detailed results for the items offered on the contract will display. Select the item(s) you wish to purchase by clicking on the checkbox to its left, adjusting the quantity in the 'Qty' box, and clicking the 'Add to Cart' button.

The screenshot shows the NCE-Procurement eRequisition interface. The top navigation bar includes 'Home | Help | Logout' and 'Welcome NCAS Requester 01'. The main content area displays search results for 'RQ1875 RQ18751071: Untitled Requisition'. A sidebar on the left offers filters for 'Keyword' (husky, virgin, white, xerographic, bright) and 'Price' (\$10.00 - \$100.00 USD, \$100.00 - \$1,000.00 ...). The main results area shows a list of items with columns for 'Add to Cart', 'Compare', and 'Add to Favorites'. The first item is 'Paper, Dual Purpose, White, Husky/Quickcopy, ...' priced at \$27.13 USD. A yellow callout box with a dashed border points to the 'Add to Cart' button and the 'Qty: 10' field, containing the text: 'Select the item(s) to be added, the quantity desired, and click 'Add to Cart'.'

- A page will appear asking for the 'Preferred Delivery Method' for the paper. Select the best option from the drop-down menu and then click 'Next'.

The screenshot shows the 'Preferred Delivery Method' selection screen. The top navigation bar includes 'Home | Help | Logout' and 'Welcome NCAS Requester 01'. The main content area displays the item description: 'Paper, Dual Purpose, White, Husky/Quickcopy, Xerographic, 8.5 x 11, 20 lb, Virgin, 10 Rms/Ctn (THIS CONTRACT CONTAINS TIER PRICING. YOU MUST ORDER A TOTAL QUANTITY OF 1-39 CARTONS TO OBTAIN THIS PRICE.) (Contract Line # A1)'. Below the description is a 'Preferred Delivery Method' dropdown menu with two options: 'Normal/Dock delivery (No additional charge)' and 'Inside Delivery (Please add \$2.00 per carton delivery service charge as non-catalog item. Specify delivery instructions in Comments Section.)'. The 'Next' button is highlighted with a dashed border.



NC E-Procurement @ Your Service  
eRequisition Course  
Office Paper Line Item Catalog

- A summary of the order will appear. Click **'Back to Catalog'** to continue shopping for more paper or the **'Summary'** button to be directed back to the **'Summary'** page of the newly-created Requisition where the paper purchase(s) are displayed as line items.

The screenshot shows the 'Summary' page of a requisition. At the top right, there are two buttons: 'Back to Catalog' and 'Summary'. A yellow callout box with a black border points to these buttons and contains the text: 'Click 'Back to Catalog' to continue shopping for paper or 'Summary' to return to the Requisition.' Below the buttons is a table with one line item:

No.	Type	Description	Supplier Part Number	Qty	Unit	Tax	Other	Price	Amount
1		Paper, Dual Purpose, White, Husky/Quickcopy, ...	1120HXA	10	carton	\$0.00 USD	\$0.00 USD	\$27.13 USD	\$271.30000 USD

Additional details include Contract ID: 645A, Supplier: MAC PAPERS INC., and a total cost of \$271.30000 USD.

The screenshot shows the 'Summary' page of a requisition. The 'Summary' button is highlighted with a dashed circle. Below the navigation bar, there are fields for Title, Pre-Encumbrance Status, On Behalf Of, Delay Purchase Until, Buying Entity, and Transmit To Supplier. Below these fields is a table with one line item:

No.	Type	Description	Supplier Part Number	Qty	Unit	Tax	Other	Price	Amount
1		Paper, Dual Purpose, White, Husky/Quickcopy, ...	1120HXA	10	carton	\$0.00 USD	\$0.00 USD	\$27.13 USD	\$271.30000 USD

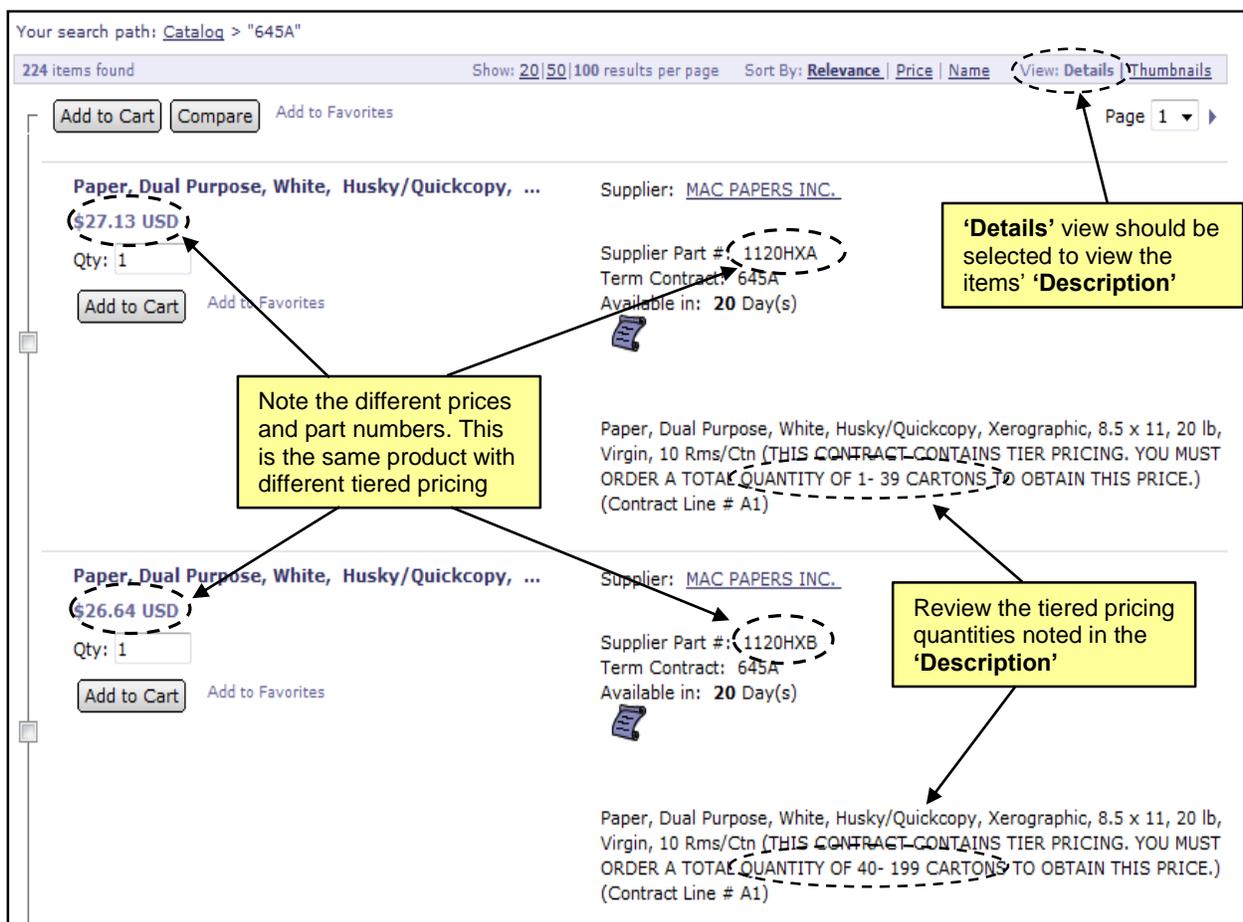
Additional details include Contract ID: 645A, Supplier: MAC PAPERS INC., and a total cost of \$271.30000 USD.

### Selecting Tiered Pricing Catalog Items

Please be advised that catalog items within NC E-Procurement for contract 645A contain tiered pricing, which means the the cost of a specific contract item depends on the total quantity purchased. When selecting a catalog item for contract 645A, please pay attention to the **'Description'** of the catalog item and select the item that corresponds to the total quantity being ordered.

Additionally, tiered pricing applies to the quantity of the entire eRequisition, not just a single line item. For example, if one line item has a quantity of 50 and another has a quantity of 25, the catalog items that reflect tiered pricing for a quantity of 75 should be selected for both line items.

**Note:** Although it is not an obligation of the vendor, be advised that the vendor may require a change order to be submitted in the event that the original purchase order contained invalid pricing based on the quantity purchased. Therefore, it is important to select the correct catalog item to receive the best price available.



Your search path: [Catalog](#) > "645A"

224 items found    Show: 20 | 50 | 100 results per page    Sort By: [Relevance](#) | [Price](#) | [Name](#) | [View: Details](#) | [Thumbnails](#)    Page 1

**Item 1:** Paper, Dual Purpose, White, Husky/Quickcopy, ...    Supplier: [MAC PAPERS INC.](#)  
 Price: **\$27.13 USD**    Qty: 1    Supplier Part #: 1120HXA    Term Contract: 645A    Available in: 20 Day(s)  
 Description: Paper, Dual Purpose, White, Husky/Quickcopy, Xerographic, 8.5 x 11, 20 lb, Virgin, 10 Rms/Ctn (~~THIS CONTRACT CONTAINS TIER PRICING. YOU MUST ORDER A TOTAL QUANTITY OF 1- 39 CARTONS TO OBTAIN THIS PRICE.~~) (Contract Line # A1)

**Item 2:** Paper, Dual Purpose, White, Husky/Quickcopy, ...    Supplier: [MAC PAPERS INC.](#)  
 Price: **\$26.64 USD**    Qty: 1    Supplier Part #: 1120HXB    Term Contract: 645A    Available in: 20 Day(s)  
 Description: Paper, Dual Purpose, White, Husky/Quickcopy, Xerographic, 8.5 x 11, 20 lb, Virgin, 10 Rms/Ctn (~~THIS CONTRACT CONTAINS TIER PRICING. YOU MUST ORDER A TOTAL QUANTITY OF 40- 199 CARTONS TO OBTAIN THIS PRICE.~~) (Contract Line # A1)

**Annotations:**

- Note the different prices and part numbers. This is the same product with different tiered pricing
- 'Details' view should be selected to view the items' 'Description'
- Review the tiered pricing quantities noted in the 'Description'