NC E-Procurement

NCASBO Conference

February 2015

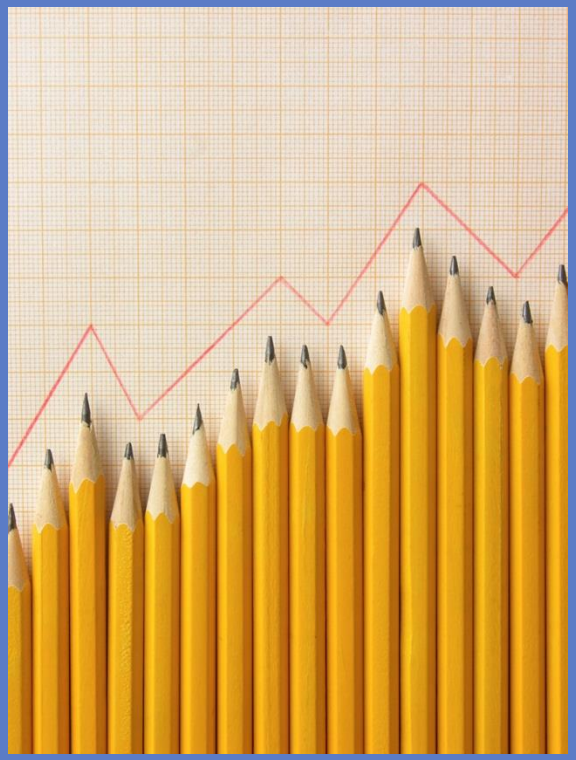
"I value the use of the NC E-Procurement System. My colleagues like the fact that their orders are transmitted directly, speeding up the process and excluding the step of them having to submit them to the vendors."

-Local Education Authority

General Statistics

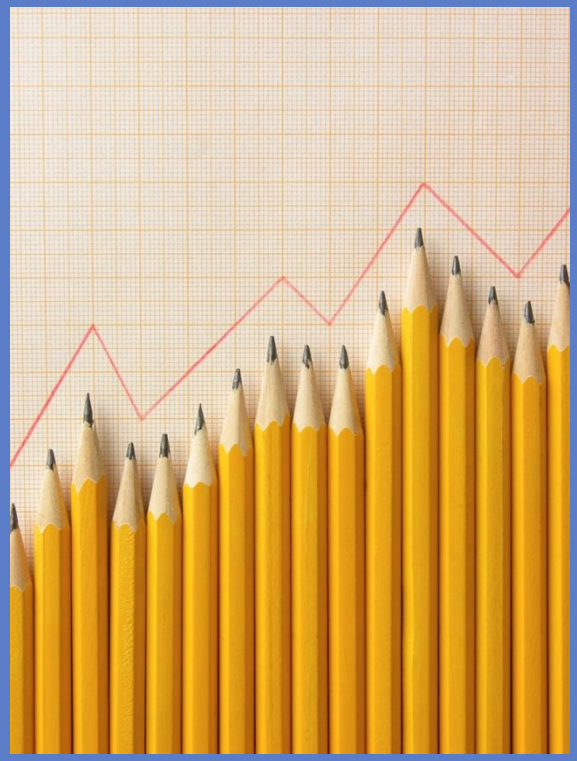
- Over **4.5 Million** purchase orders have been issued through NC E-Procurement

- More than **$30 Billion** in spending has processed through the NC E-Procurement system



Over **9,500 NC users** from almost **200 different entities** now use NC E-Procurement:

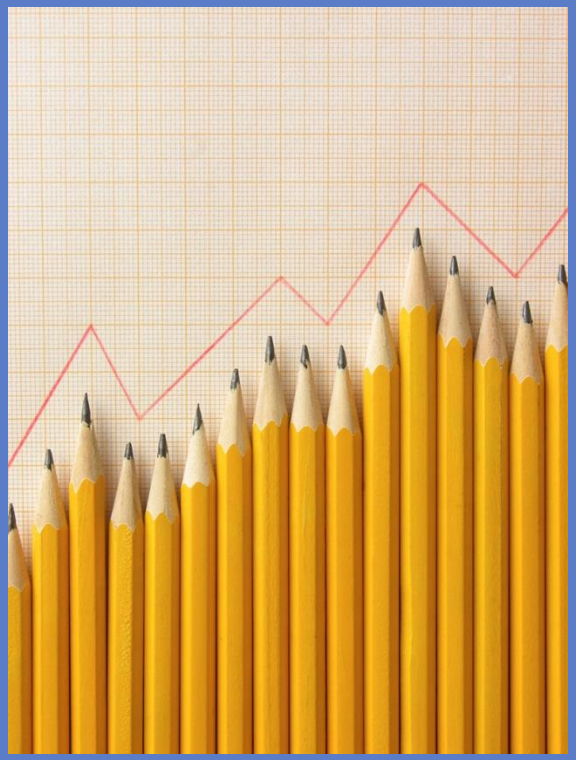
- State agencies/Institutions
- Community colleges
- K-12 Local school systems
- Local governments



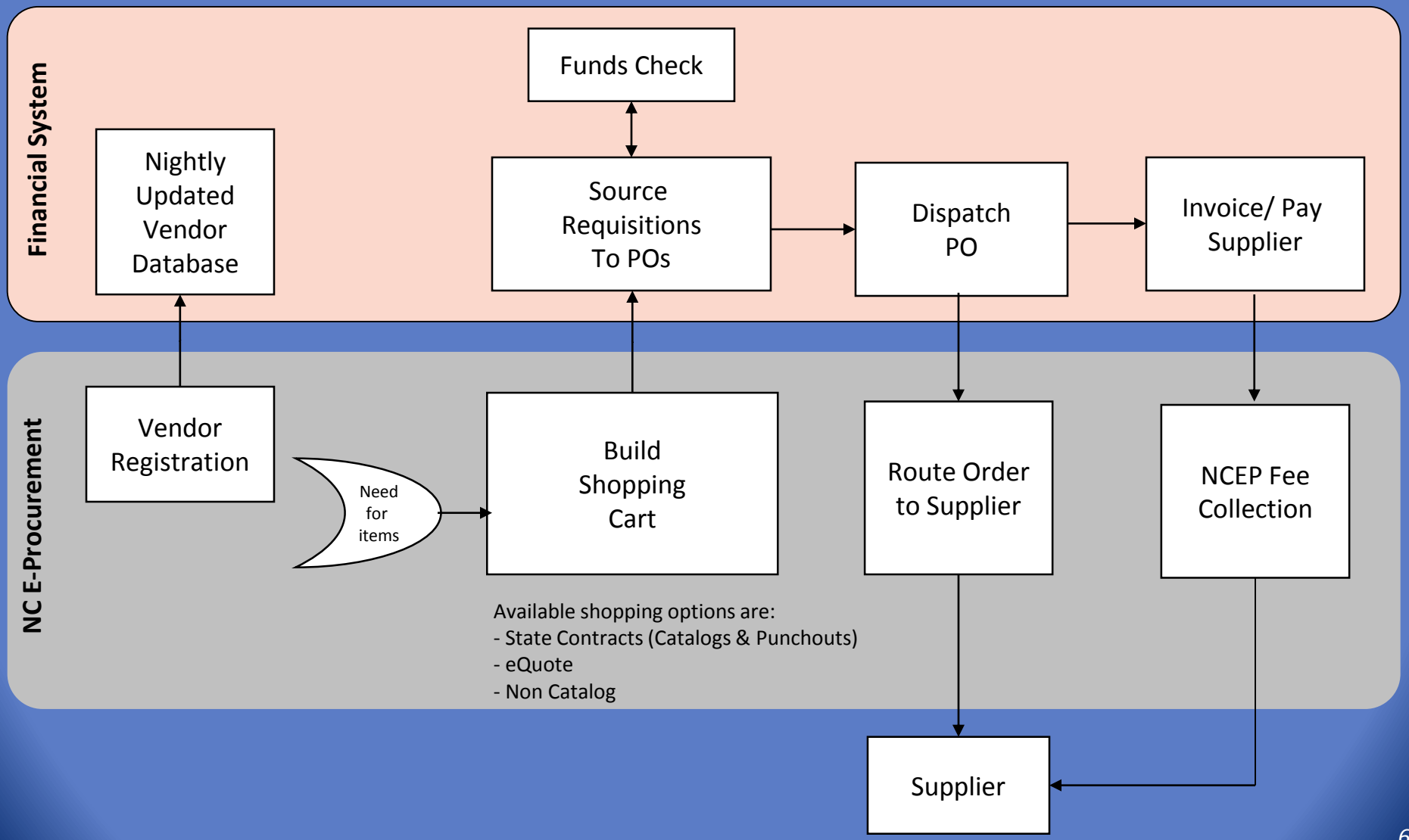
General Statistics

- There are more than **465 electronic catalogs** representing over 145 Statewide Term Contracts available to users

- Over **50,000 vendors** are registered in the NC E-Procurement system.



NCEP Interface Overview



Benefits

NC E-Procurement provides the tools to improve the way the State of North Carolina purchases goods and services.

- Users are empowered to use online requisitioning with direct access to State Term Contracts via **online catalogs.**

- Entities can choose to **decentralize the purchasing** process to the people needing supplies within their organization.

Benefits

- The **eQuote tool** allows users to submit requests for quotes to vendors for items below the formal bid requirements, replacing more manual quoting processes

- Orders and internal approvals are **routed electronically** and maintained for accountability – paper free!

- Users have access to a **centrally maintained database** of vendor information, including Historically Underutilized Business (HUB) certifications

Users can view the State term contract pricing within NC E-Procurement through the catalogs and punchout catalogs.

- Users have the ability to search for a specific item on Statewide Term Contract.
- Catalog line items are pre-populated with Pricing, Contract, Commodity, and Supplier Specific information, allowing end users to quickly add the items to their requisition and Suppliers to quickly process the purchase orders.

Statewide Term Contract 615A – Office Supplies was awarded to Forms & Supply and is projected to offer 31% savings on general office supplies.

Statewide Term Contract 645A – Office Paper is expected to generate a 9% savings on office paper over historical purchases. Tiered pricing adds further discount opportunities for larger volume orders.

Catalog Demo

NC E-Procurement @your service | ARIBA® SPEND MANAGEMENT

Home | Logout

Welcome Laura Haakenson

Home | Create | Search | Manage | Preferences | Customize

Supplier
B.W.Wilson Paper Co. (6)
DOVE DATA PRODUCTS, ... (5)
GODWIN MFG CO INC (22)
Hampden Engineering ... (1849)
SOUTHERN ... (4497)
Show All ...

Language
English (15313)

Favorites
- Recent Choices -

RQ20000005: 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

Browse By: **Categories** | Suppliers

Catalog | Search | Options | Create Non-Catalog Item

APPLIANCES, ELECTRICAL, CLOCKS (7122)
APPLIANCES (8)
ELECTRICAL EQUIPMENT (7114)

BUILDING MATERIALS, MAINTENANCE (2)
031-11: Blowers: Industrial Types (2)

CLOTHING & TEXTILE ITEMS (110)
CARPET AND FLOOR MAINTENANCE AND MACHINES (110)

EDUCATIONAL & ATHLETIC EQUIPMENT, SUPPLIES (2)
580-10: Band Instruments and Accessories (2)

FOOD & RELATED ITEMS
165-92: Vending Machines, Non-Refrigerated (1)
740-85: Vending Machines, Refrigerated (1)

FURNITURE (OFFICE, EDUCATIONAL AND HEALTH CARE) (1663)
420-00: FURNITURE: CAFETERIA, CHAPEL, DORMITORY, HOUSEHOLD, LIBRARY, LOUNGE, SCHOOL (484)
425-00: FURNITURE: OFFICE (1179)

OFFICE EQUIPMENT & SUPPLIES/PAPER/PRINTING (3210)
OFFICE EQUIPMENT AND SUPPLIES (2999)
PAPER AND PAPER PRODUCTS/PLASTICS (57)
080-65: Service Awards, Specialty Type (98)
395-00: FORMS, CONTINUOUS: COMPUTER PAPER, FORM LABELS, SNAP-OUT FORMS, AND FOLDERS FOR FORMS (56)

POLICE & SAFETY EQUIPMENT (299)
680-00: POLICE EQUIPMENT AND SUPPLIES (165)
345-32: First Aid Cabinets, Kits, and Refills (134)

SERVICES (CONTRACTUAL & CONSULTANT) (1860)
910-09: Carpet Cleaning, Dyeing, Installation and Repair (1)
918-28: Computer Hardware Consulting (5)
920-31: Installation of Computers, Peripherals, and Related Equipment (Including Software) (8)
More ...

TECHNOLOGY ITEMS (2029)
880-46: Projection Stands, Tables, etc., Standard and Rear-Projection Types (2)
COMPUTERS AND RELATED ITEMS (2027)

TRANSPORTATION (VEHICLES & SUPPLIES INCLUDING MARINE) (40)
TRANSPORTATION, VEHICLES AND SUPPLIES (40)

Uncategorized Items

Public View

Buyer
Vendor
User Training
Contact Us
NC E-Procurement Home
Buyer Login
Vendor Login
Vendor eQuote Login
State Term Contract Catalog Search
News & Events
Quick Links
Division of Purchase & Contract
Office for Historically Underutilized Businesses
State IT Procurement Office
Office of the State Controller
IPS - Vendor Link
Welcome to NC E-Procurement!
NC E-Procurement provides an innovative, cost-saving, and efficient method of purchasing. NC E-Procurement allows government entities to aggregate their purchases to obtain better prices from suppliers. Additionally, NC E-Procurement allows greater visibility into statewide procurement information, allowing the State to negotiate better term contract savings.
NC E-Procurement provides suppliers with increased access to markets without additional supplier marketing efforts, a single point of access for North Carolina government organizations, a faster and more efficient method for quoting (eQuote), and increased order accuracy through receipt of electronic orders with a consistent purchase order format. Overall, NC E-Procurement can help realize processing, marketing, and administrative cost savings.
Buyer Login
Vendor Login
Vendor eQuote Login
News & Events
" I have received written quotes from vendors that were obtained from the end user. When I put the very same item(s) out for eQuote, I usually get better pricing. I believe the vendors recognize that eQuote means that other bids are being obtained. I can generate one eQuote and send it to multiple vendors all at one time. The eQuote mechanism provides better tracking ability of solicited bids, excellent savings, and documentation all in one place - I highly recommend it. "
- Department of Cultural Resources
E-Procurement Statistics
as of January 12, 2015
Purchase Orders (PO) Issued 4,824,599
Total PO Value $30,768,327,246
Total Vendors 51,293
Total Purchasing Users 9,670

Approval Flows

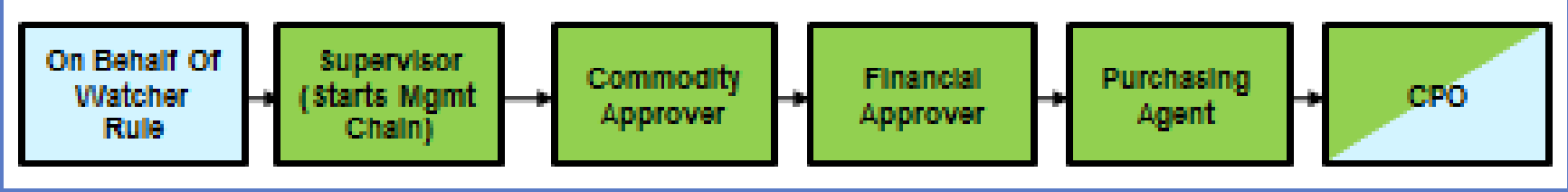
Approval flow rules work together to route requisitions based on entity selections.

- Electronic **Approval Flows** can be automatically generated based on the commodity code and accounting details entered by the requester.

- Requisitions can **be tracked** throughout the entire approval flow.

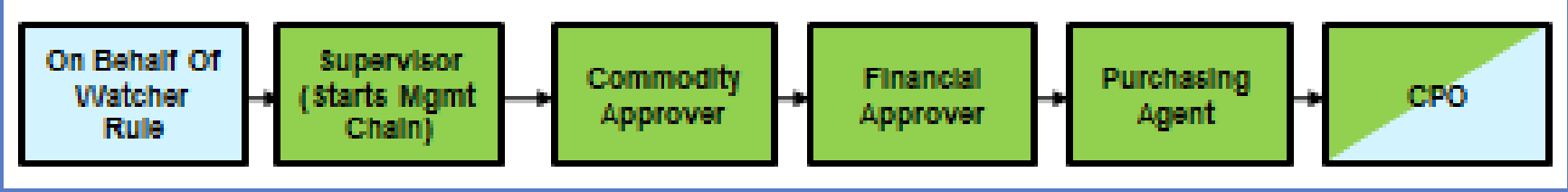
- The **history** of these approvals is saved with the requisition – paper-free!

Approval Flows



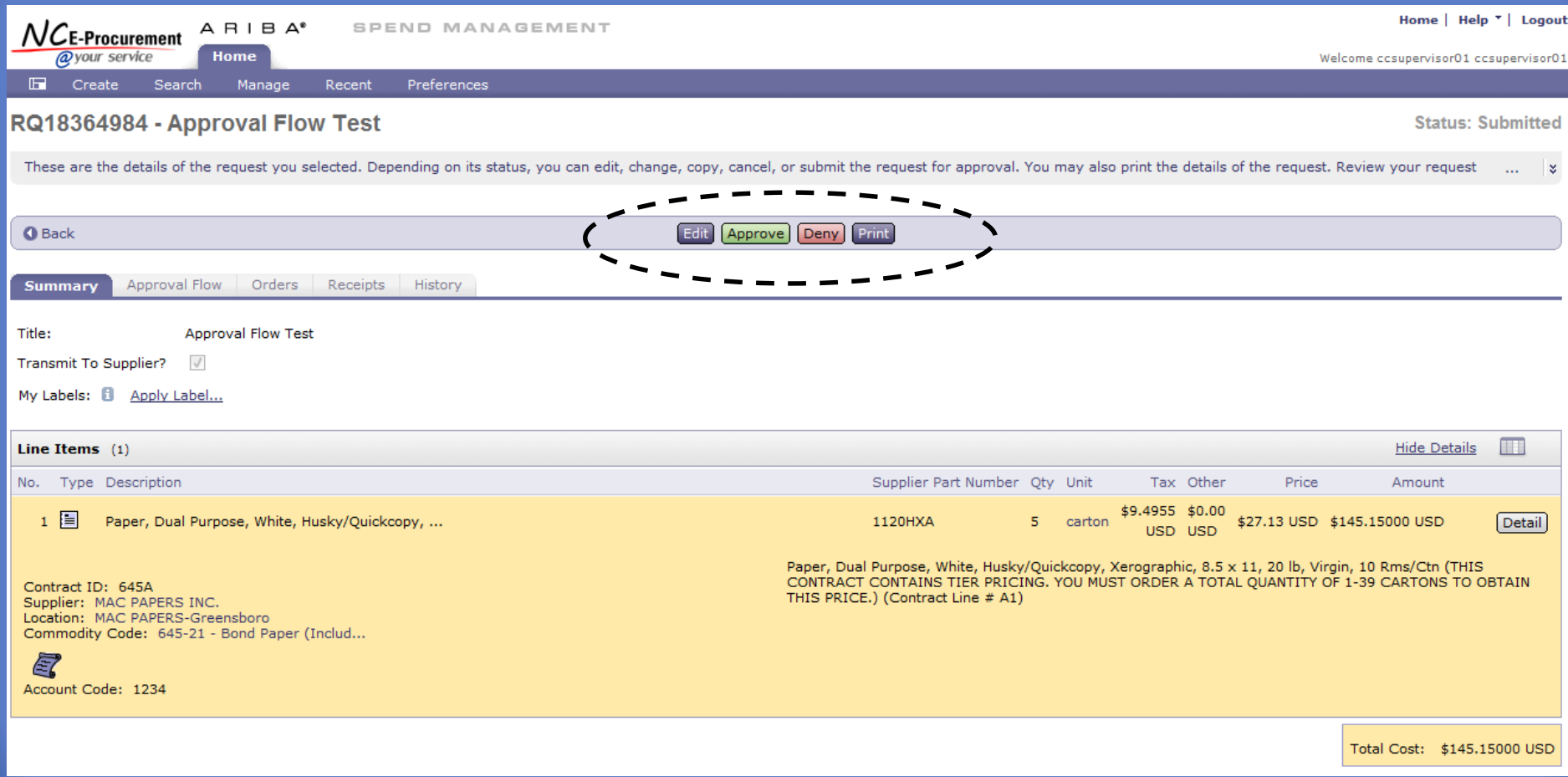
- Automated approval flows add **watchers**, for awareness, or **approvers**, for approval action
- User profiles include a **supervisor** and a **dollar approval threshold**, so that requisitions over the dollar threshold are routed to that user's supervisor. This continues until a supervisor with an approval threshold over the requisition amount approves it.
- **Commodity approvers** with specialized expertise, such as IT, can be set using a combination of commodity code and dollar approval threshold.
- **Financial approvers** can review requisitions over a dollar threshold. Entities can have one financial approver or divide the responsibility by account code.

Approval Flows



- **Purchasing Agent approvers** can be one role or divide the responsibility by commodity.
  - Purchasing Agents approve all non-catalog requisitions to enable compliance.
  - Optional setting allows purchasing agents to approve **catalog-only requisitions over a set dollar threshold**, as catalog items are pre-populated with supplier ordering information.
- Chief Procurement Officer can be added to flow as a watcher or an **approver based on a dollar threshold**. Requisitions can be sent to a single CPO role or can be routed based on the commodity.
- The Commodity, Financial, Purchasing and CPO approvers are **group-based**. All requisitions received for approval can be approved by any user in that group.

Approving Requisition Demo



Vendor Registration is a centrally maintained database of vendors available to buyers state-wide.

- If an entity works with a vendor to get their information updated, that data is shared across the state saving all other entities the need to make the same change.
- Each week, the Historically Underutilized Business (HUB) office verifies the status of HUB vendors in NC E-Procurement.
- NC E-Procurement reviews vendors annually to remove inactive accounts and encourage vendors to keep their information up to date.

Training Opportunities

- **10 Web Based Trainings & 40 Job Aids**
  - *Self-paced online training modules*
  - *Printable job aids with screenshots*
  - *http://eprocurement.nc.gov/Training.html*
- **Onsite Training**
  - *Free on an as needed basis*
  - *eptraining@doa.nc.gov*
- **Dedicated Training Environment**
  - *Hands on experience for new users or trying Approval Flows*
  - *https://trn9r1.ncgov.com/Buyer/Main/*

*The **NC E-Procurement Help Desk** is supported by highly-trained and friendly IT customer service agents dedicated to serving you!*

Agents are available for assistance

7:30am – 5pm

Monday through Friday

888-211-7440, Option 1

ephelpdesk@its.nc.gov

"The NC E-Procurement system has been a very productive change for our school system. We are very pleased with placing our orders for the schools and the turnaround time for our orders being delivered."

-Local Education Authority

Questions?