

***PURCHASES MUST BE MADE FROM E-PROCUREMENT VENDORS.**

- Any deviation must be supported and documented. Observe minimum order requirements. A \$500.00 minimum is recommended if not otherwise stated on the contract.

Requisitions must be entered through the Ariba System (NC @ Your Service).

- E-Procurement is an electronic purchasing system. Vendors sign up with the system. The system puts the vendor's information on their website (much like P & C). All state agencies are required to purchase using EP vendors. This gives the vendors more business; in turn the vendors pay the EP system a percentage of their sales.
 - Everyone is required to purchase through the e-procurement system. The only exceptions should be items that cannot be found through e-procurement.
 - Each user will have a user name and password assigned by the NC E- Procurement Service.
 - The URL for the NC E-Procurement Service is <https://buyer.ncgov.com/Ariba>
1. When beginning requisitions, an eRequisition is created by the requestor and has a status of **'composing'**.
 2. A designated approver(s) reviews the requisition. (See NC E- Procurement approval flow chart for sequence of required approvers. (Attachment A)
 3. Once the eRequisition is completed it is **'submitted'** for approval.
 4. The designated approver(s) reviews the requisition. If approval is granted the eRequisition status changes to **'approved'** and the eRequisition is sent to the backend financial system (ISIS) for further processing.

5. Once the requestor has approved confirmations from all approvers the eRequisition is then printed out and sent to the county office for processing. (Please see order-processing chart. (Attachment B)
6. If the eRequisition has attachments the attachments must be printed out and sent along with the requisition for processing.

***Note:** If the eRequisition is denied rather than approved, the status of the eRequisition changes to ‘denied’.

7. The eRequisition/purchase order must be processed in the backend system. Once complete, the purchase order is automatically transmitted back into NC e-procurement service. The purchase order is electronically transmitted to the supplier. The purchase order now has a status of ‘ordered’.
8. Once the eRequisition has been approved at the county office a blue copy of the purchase order will be returned to you to be used as your receiving document. When the merchandise arrives, return the blue copy of the purchase order along with the original invoice, which must be signed by the principal, and sent to the appropriate person for payment. Please make sure the order is COMPLETE before submitting for payment.
9. A list of fund codes and their proper uses are included in this section of the manual. Use your school code in the location field (XXX).

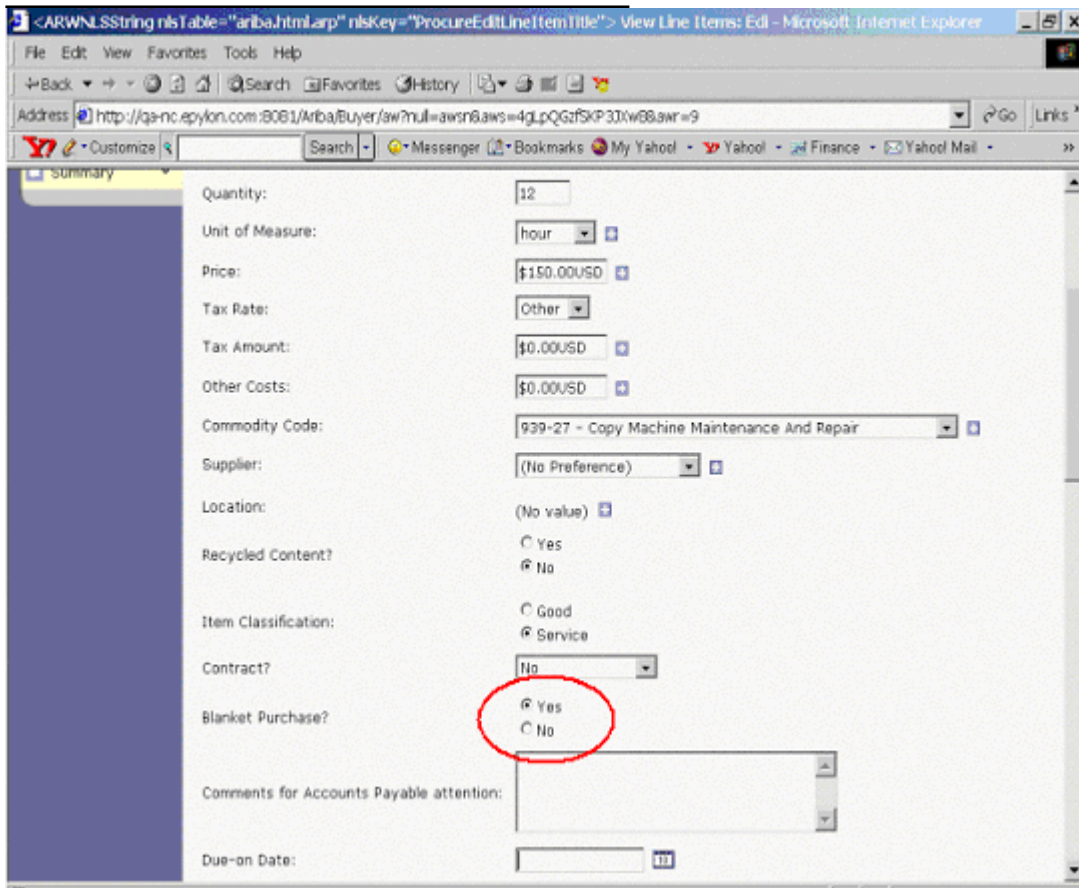
NOTE: Spend all state and federal funds before county funds. Any state funds allocated for instructional purposes that are not encumbered by February 15 will revert to the central office.

NC E-PROCUREMENT SYSTEM TIPS

Creating a eRequisition - Add Items

Blanket Order - All Users

When creating a blanket purchase order, it is important to designate it as a blanket order in the E-Procurement System. Blanket orders should be marked using the blanket purchase indicator on the line item details screen. Once the item is create in E- Procurement, access the line item details screen and locate the blanket order radio button. Select the "Yes" option to designate line item as a blanket order item. The blanket purchase indicator determines how your accounts payable department will pay against this purchase order when invoiced by the vendor.



How do I edit multiple requisition lines at one time?

Using the Mass Edit feature saves time when creating multi-line requisitions. This feature allows users to make changes to the first line item that will cascade to all selected requisition line items. For example, if the bill to address needs to be changed on the entire requisition, users can use the mass edit tool to make the change on Line

1. Once the mass edit changes are submitted, they will show on all line items selected. For more information on mass editing and fields that are available during mass edit, see the System tip on the NC E-Procurement Portal page.

Can I approve more than one requisition at a time?

Yes, there is the ability to mass approve requisitions within NC E-Procurement system. The mass approve function is similar to the mass edit function. From the Approval Queue, select the checkboxes next to each requisition you would like to approve and click Approve button.

Can I change my email notification preferences?

The NC E-Procurement system is designed to notify approvers of requisitions needing approval and requisitioners of actions taken on a requisition they created. When a new user account is created, default email notification settings are defined, but changed to meet the user's needs. By going to the ' Preferences' section of the E- Procurement Homepage, users can select ' change my email notification preferences' to determine the frequency in which they receive email notifications.

How can I copy requisitions and line items in E-Procurement?

When creating a requisition that is similar to that of an existing NC E-Procurement requisition, users can copy the original requisition using the following steps:

1. Locate the requisition to copy in the appropriate status folder.
2. Check the checkbox next to the requisition.
3. Click the 'copy' button

This automatically creates a new requisition with a new requisition ID number in the 'composing' folder. By using the 'copy' feature, users will not have to key non-catalog information into the system again. The copy feature will also copy any items that are listed in the Catalog including any updates made since the item was last originally selected. Punchout items cannot be copied because these items are listed and maintained on the individual companies websites.

Users can also copy individual lines with a requisition. To save time creating Catalog and Non-Catalog requisitions, simply select the checkbox next to the line needing to be copied and select 'Copy'. This will add an additional line to the requisition with all of the information included from the initial line. Users can then make any necessary changes to the copied line.

Attachments

Attachments can be added to requisitions under the Comment section by clicking the "Add Attachment" button. Taking this action will allow you to browse your computer to find the document that you want to attach. As with all comments, you will need to check the "include comment and/or attachments on purchase orders" checkbox if you want the document to be transmitted to the vendor. If you want the document to go to your approvers but not the vendor, leave this checkbox blank.

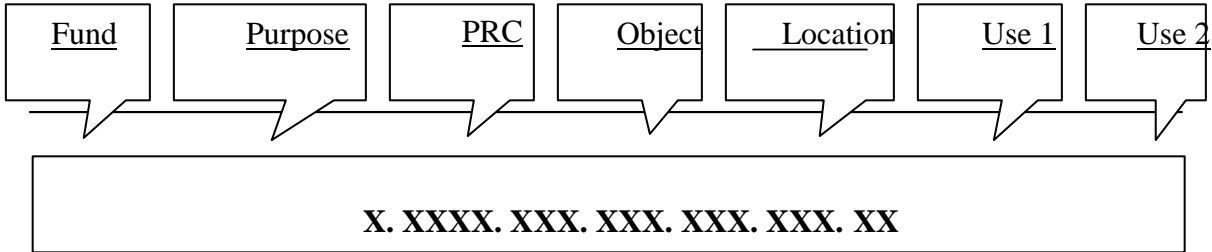
There is a size limit for attachments. All documents attached to your Purchase Orders must not exceed 15MB. You may attach as many documents as necessary as long as the total size of the attachments does not exceed the 15MB limit.

1. NC E-Procurement @ Your Service supports the following attachment file types: HTML, PDF, TIFF, PostScript, Word, Excel and PowerPoint. We cannot support image file types such as .jpeg, .gif, or Access files such as .mdb. If you wish to send these types of files to a supplier - you will need to fax or email this directly to the supplier.
2. When a user prints a purchase order, the attachment does not automatically launch and print as well. To print the attachment, please click on the attachment link, launch the attachment, and print it separately. This applies to suppliers receiving purchase orders via email as well.
3. When using Netscape, users are not able to open and therefore print attachments. When attaching documents, users should try to use Internet Explorer to avoid this problem.

Commodity Codes

For a listing of commodity codes go to <http://www.ncpandc.gov/ipsnum.htm>

FORMAT OF ACCOUNT CODES



FUNDS

- 1) State
- 2) County
- 3) Federal
- 4) Capital Outlay
- 5) Child Nutrition

PURPOSE (Whatever the first number is designates its purpose.)

- 1) Asset
- 2) Liability
- 3) Revenue
- 4) Revenue
- 5) Expense-Instructional Programs (EX: 5110)
- 6) Expense-Supporting Services (EX: 6200)

PRC CODES (PROGRAM REPORT CODES)

- 003 Sims/NC Wise
- 005 Principals/Assistant Principals Travel-County
- 007 Nurses
- 012 Driver Education-State
- 014 Career & Technical Education-Program Support-State/County
- 015 Technology-State
- 023 Tech Prep-Federal
- 024 Disadvantaged Student Supplemental Funding
- 028 Staff Development-State/County
- 031 Low Wealth Consolidated Allotment-State
- 034 Academically & Intellectually Gifted-State
- 044 Idea-VIB-Federal
- 048 Drug Free-Federal
- 049 Preschool-Federal
- 050 Title I-Federal
- 051 Migrant-Federal
- 055 Learn & Earn-State (Surry Early College)
- 056 Transportation

057 Abstinence Education-Federal
059 Title V-Innovative Education
060 Title VI-B-Federal
061 Instructional Consolidated Allotment-State
061 Instructional Consolidated Allotment-County
069 At-Risk Consolidated Allotment-State
072 Improving Student Accountability-State
082 Idea VI-B State Improvement-Federal
103 Improving Teacher Quality-Federal
104 Language Acquisition-Federal
107 Educational Technology-Federal
109 Rural & Low-Income School-Federal
111 Title III-Language Acquisition-Federal
118 Idea VI-B Special Needs Target-Federal
141 ARRA-Title 1-Federal
142 ARRA-Title 1 School Improvement-Federal
144 ARRA-Idea VIB-Federal
145 ARRA-Idea Preschool-Federal
146 ARRA-Education Technology-Federal
149 ARRA-Child Nutrition Equipment
521 DSS Funds-County
413 More-At-Four
706 Transportation
801 Administrative/Central Office
802 Operation of Plant
842 Central Office Educational Media-County

OBJECT (WHAT YOU ARE BUYING)

IF IT STARTS WITH THE FOLLOWING NUMBER THEN IT IS:

1. Salaries (never use this on purchase orders) Example: 121,142,143.
2. Employee benefits (never use this on purchase orders) Example: 211,221,231.
3. Purchased Services (Example: 311,332)
4. Supplies & Materials (Example: 411, 414, 418) Equipment <\$1,000.00 (Example: 461,462)
5. Capital Outlay (Equipment >\$1,000.00 (Example: 541,542)
6. Other (not normally used at the school level.

LOCATION CODES (Who or what school ordered)

000 Central Office
201 Transportation
202 Maintenance
302 Cedar Ridge Elementary
306 Central Middle
308 Copeland Elementary
312 Dobson Elementary

316 East Surry High
 320 Flat Rock Elementary
 324 Franklin Elementary
 326 Gentry Middle
 330 Meadowview Magnet Middle
 332 Mountain Park Elementary
 336 North Surry High
 339 Pilot Mountain Elementary
 340 Pilot Mountain Middle
 344 Rockford Elementary
 348 Shoals Elementary
 352 Surry Central High
 354 Surry Early College
 356 Westfield Elementary
 360 White Plains Elementary

ALL REQUISITIONS SHOULD HAVE A PRINCIPAL OR DIRECTOR, A SUPERINTENDENT OR ASSISTANT SUPERINTENDENT AND ALL PURCHASE ORDERS SHOULD HAVE WANDA MITCHELL AS AN APPROVER.

Note: Purchase orders that exceed \$10,000.00 will also automatically have LSUR applied as an approver.

* See PRC approval sheet for the appropriate Director and Superintendent or Assistant Superintendent.

ORDER PROCESSING BY PRC CODES: STATE, LOCAL & FEDERAL

*Please send your bills to the appropriated person for payment.

SHANNON COLLINS	JANICE MARION
014 CAREER & TECHNICAL EDUC	003 SIMS/NC WISE
015 STATE TECHNOLOGY	007 NURSES
017 VOCATIONAL EDUCATION	012 DRIVER EDUCATION
023 TECH PREP	028 STATE STAFF DEVELOPMENT
028 COUNTY STAFF DEVELOPMENT	031 LOW WEALTH
044 IDEA VI-B CAPACITY BUILDING/IMPROVEMENT	032/034 SPECIAL EDUC/EC
048 TITLE IV-SAFE –DRUG FREE SCHOOLS & COMMUNITIES	061 STATE INSTRUCTIONAL
049 IDEA TITLE VI B-PRESCHOOL	061 CHORUS ALLTOMENT
050 ESEA TITLE I-BASIC PROGRAM	061 COUNTY INSTRUCTIONAL
051 MIGRANT EDUCATION	061 COUNTY MEDIA ALLOTMENT
056 TRANSPORTATION	061 COUNTY TECHNOLOGY
057 ABSTINENCE UNTIL MARRIAGE	061 COUNTY PRINCIPAL SUPPLIES

Shannon Collins	Janice Marion
059 TITLE V-INNOVATIVE EDUCATON	069 AT-RISK
060 IDEA TITLE VI-B (EC)	072 IMPROVING STUDENT ACCOUNT.
103 TITLE II IMPROVING TEACHER	
QUALITY	072 IMPROVING STUDENT ACCOUNT.
104 TITLE III-LANGUAGE ACQUISITION	
105 TITLE I-SCHOOL IMPROVEMENT	
107 EDUCATIONAL TECHNOLOGY	
109 RURAL & LOW INCOME	
118 IDEA VI-B SPECIAL NEEDS	
140 ARRA-EDUCATION STABILIZATION	
141 ARRA-TITLE 1	
144 ARRA-IDEA VIB	
145 ARRA-IDEA PRESCHOOL	
146 ARRA-EDUCATION TECHNOLOGY	
148 ARRA-MCKINNEY VENTO	
149 ARRA-CHILD NUTRITION	

FUND 4 CAPITAL OUTLAY INCLUDING BAND ALLOTMENTS: SHANNON COLLINS (Account codes beginning with 4.)

<u>Travis Reeves</u>		<u>Jeff Tunstall</u>	
801 General Administration		007 Support Services	
931 C.O. Inst. Equipment		012 Driver Education	
934 C.O. General Equipment		507 Social Workers	
938 C.O. School Fixed Assets		Contributions	
940 C.O. Executive Furniture		518 Surry-Yadkin	
		Round-Up	
		615 School Nurse	
Donna Bryant	Robert Draughn	Jeff Tunstall	Emily Summey
Approves all PRC's as Finance	074 C.O. PSBCF	003 Student Accounting Budget	029 Behavioral Support
	076 C.O. Lottery	048 Safe & Drug Free Schools	032 Children with Special Needs
	802 Maintenance		044 IDEA VI-B Capacity
	900-910 C.O. Category I		BLDG &
	935 Maintenance Equipment		049 IDEA Preschool
	937 Furniture in Schools		060 IDEA Title VI-B Handicapped
	970-979 Special Projects		063 Developmental Day
	980-999 Capital Projects		306 Medicaid Direct Services Reimb
			144 ARRA-ESEA VIB
			145 ARRA-ESEA Preschool
<u>Jill Reinhardt</u>		<u>Kevin Via</u>	
024 DSSF	072 Improving Student	527 County Athletic Grants	
031 Low Wealth	130 Textbooks		
055 Early College	401 Smart Start		
057 Abstinence	413 More-At-Four		
061 State Instructional Sup & Mat	521 Surry DSS Child Care		
069 At-Risk	936 Schools Band		

LuAnne Llewellyn	Jill Reinhardt	Sherri Parks	Rodney Hardy
050 Title I	013 CTE-Mos of Emp	035 Child Nutrition	056 Yellow Bus Trans
051 Migrant	014 CTE-Program	535 USDA Fruits & Veg	706 Local Transportation
054 LEP	015 Technology		120 Lease/Pur Sch Buses
104 Title III-Lang Acquisition	073 School Connectivity		942 Activity Buses/Vans
105 Title I-School Improvement	017 CTE-Program Improvement		
109 Rural & Low Income School	023 CTE-Tech Prep		
111 Title III-Lang Acq-	107 Education		
141 ARRA-Title I	842 Media		
148 ARRA-McKinney Vento	939 Tech/Comp Equip		
Jennifer Scott	059 Title V	Sonia Dickerson	
028 Staff Development	528 County Technology Grants	103 Title II-Impr Teacher	
034 AIG	522 WIRED Grant		
840 Communications	442 LSTA Grant		