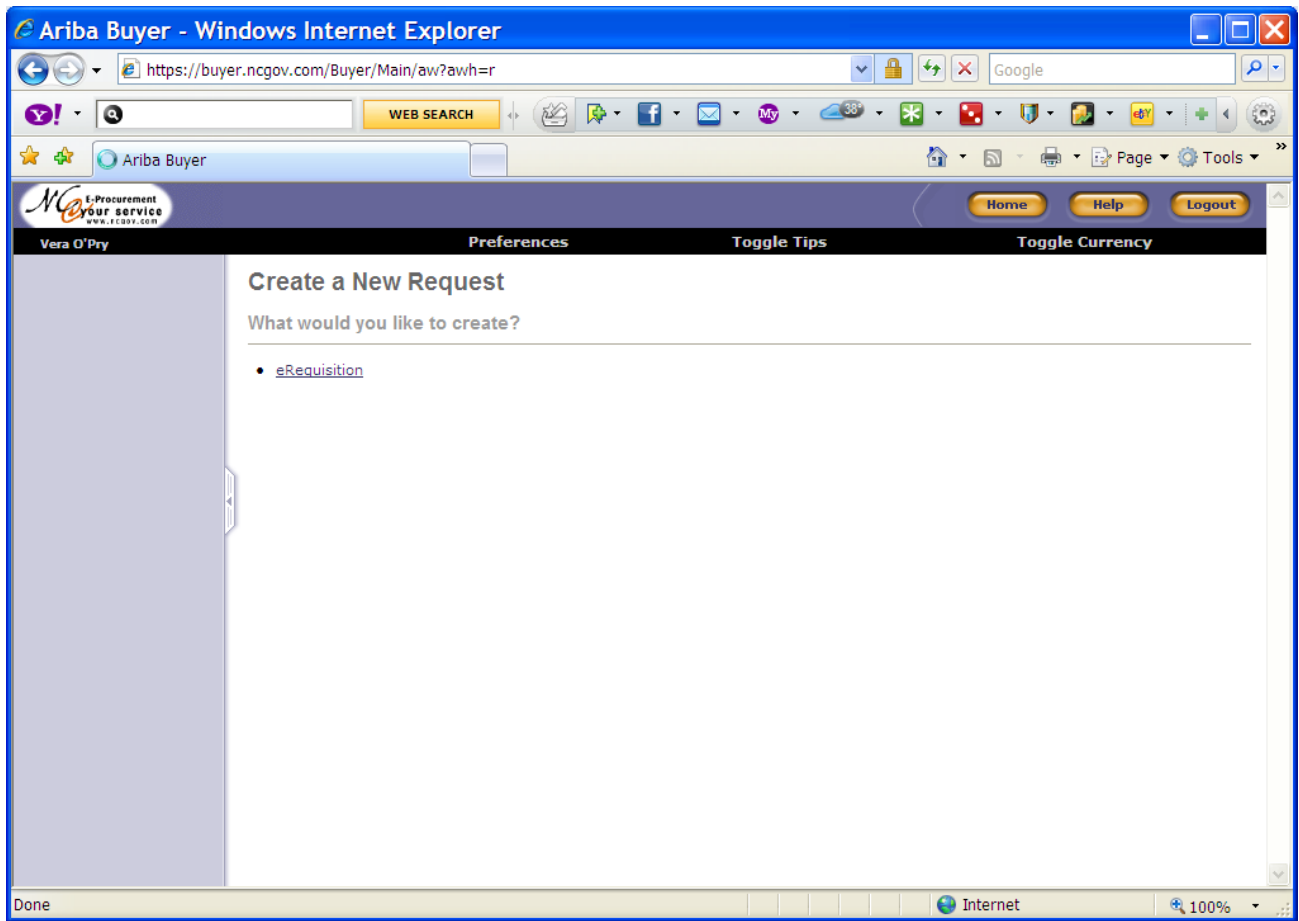


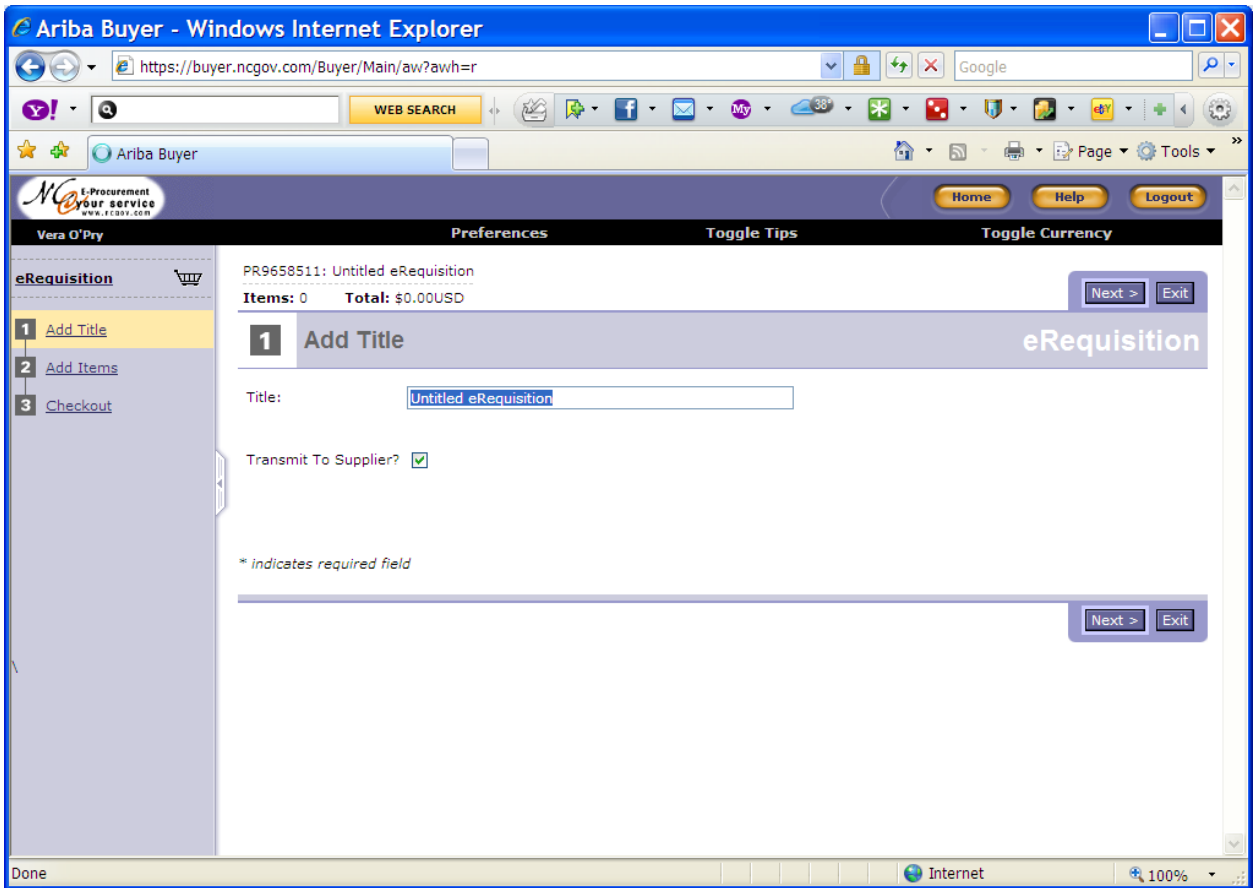
1. Click on **Create.**

(This will take you to the next screen.)



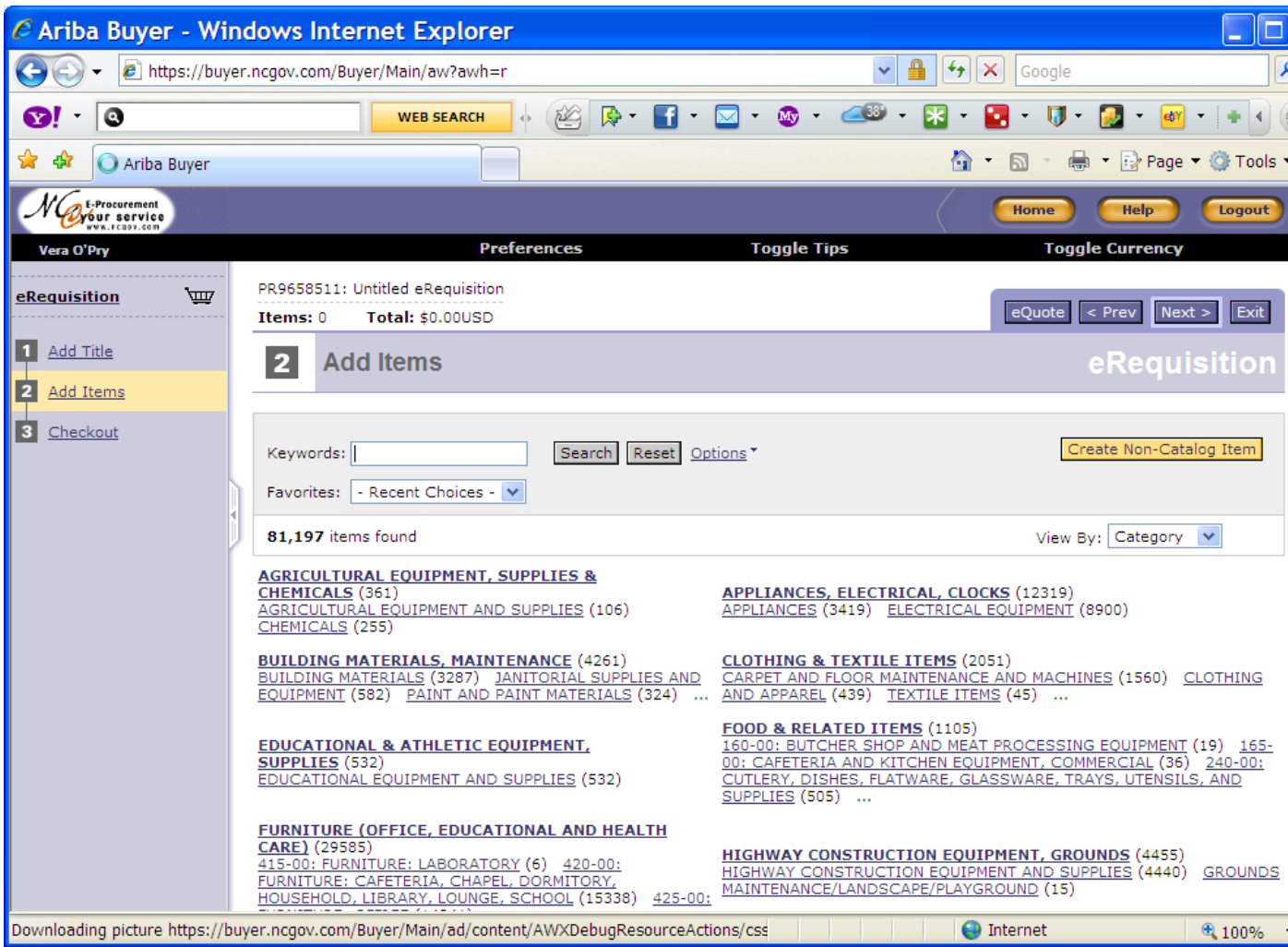
1. Click on **eRequisition**

(This will take you to the next screen)



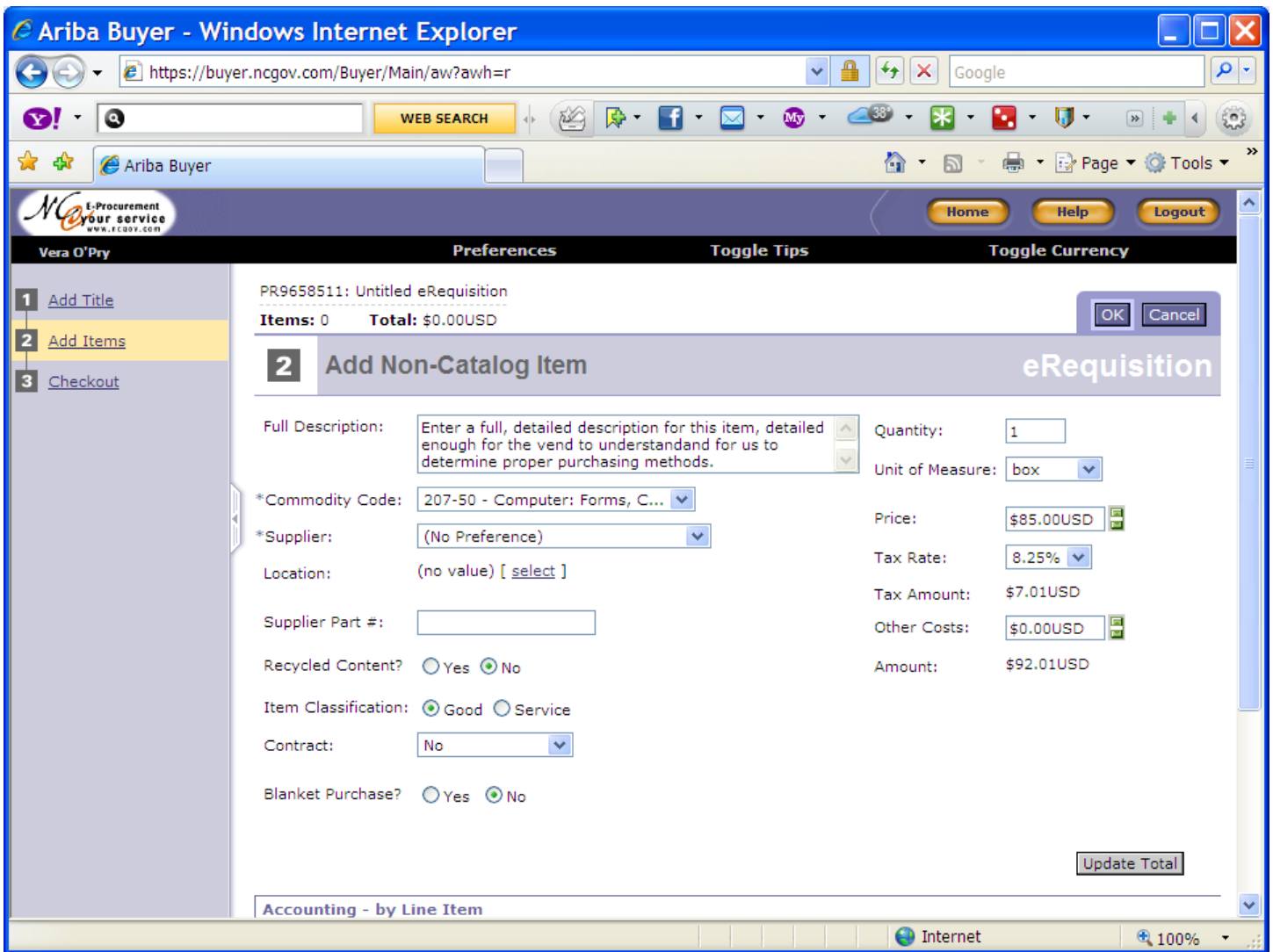
1. Type a unique, identifying **'title'** here in the event you need to look up the requisition. The title will need to be something that will tell you what this requisition is for so you'll be able to differentiate between it and other similar requisitions.
2. Click **Next**

(This will take you to the next screen)



2. Click **'Create Non-Catalog Item.'**

(This will take you to the next screen)

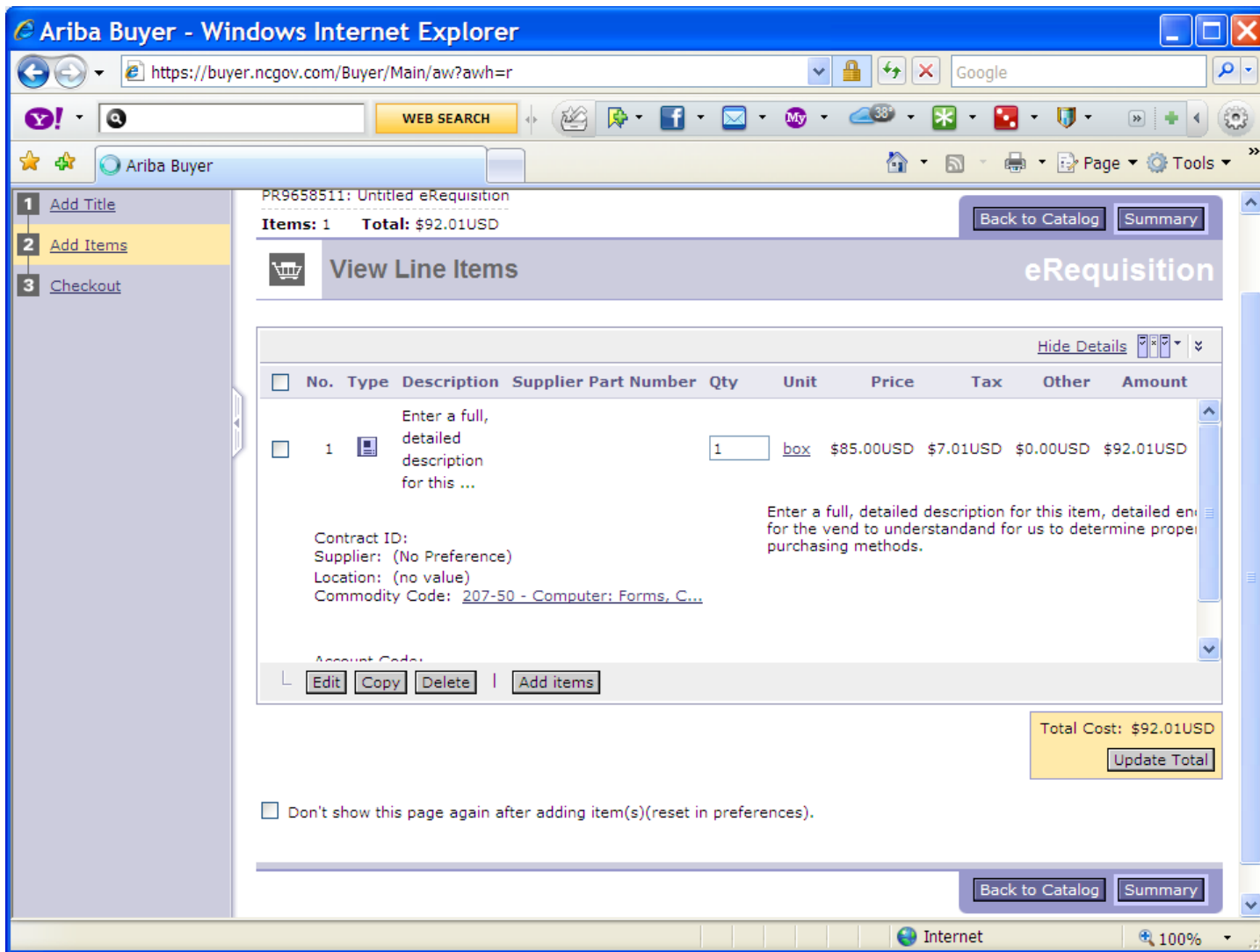


1. Fill in a detailed, and **'Full description'** of the item you are ordering. Make this description complete, including part # where applicable, so the vendor will know what you want. We use this as an indicator of the best possible way for us to process your order to help you get exactly what you want to order. (You want the description to match the 'Commodity Code,' i.e., if you're having a booklet printed and using a 'service' object code for 'Printing and Offset...', your description should start out with the word 'Printing...')
2. **'Commodity Code:'** Click on the drill down and click on 'Other.' Type a keyword in the **'Search'** field. You may have to try several keywords in order to get the correct 'Commodity Code.' (Exhibit A - Page 18)
3. **'Supplier:'** Click the drill down and type a vendor name in the **'Search'** field. If there are more than one shown, be sure you choose the correct vendor for your requisition then click **'Select'** to choose the correct vendor location as there may be several. You may have to type the vendor's name in several different ways if you don't know exactly how they're listed. If they are not listed, you will need to contact them to register as an E-Procurement vendor at: http://www.ncgov.com/eprocurement/asp/section/ep_index.asp They will need to click on 'Vendors' in the center of the page and proceed from there. If they have problems registering, they will

need to click on the 'Help' button to receive guidance from Raleigh as there is privileged information in their registration data that only Raleigh may have access to. (See Exhibit B – Page 19)

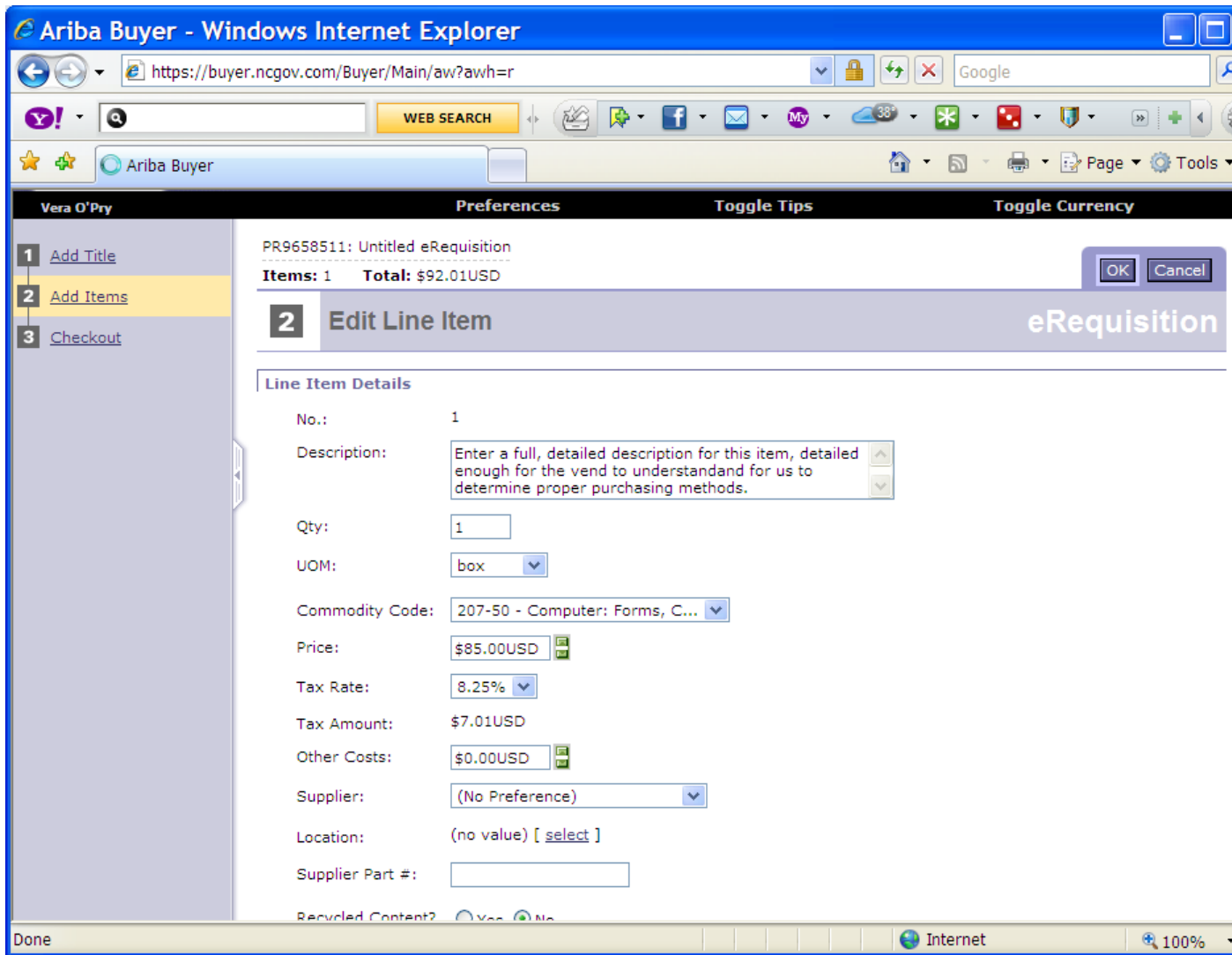
4. **'Quantity:'** If the requisition is for 'Goods,' type in actual quantity. If the requisition is for a 'Service,' type the total dollar amount as the quantity.
5. **'Unit of Measure:'** For goods, the Unit of Measure would normally be 'each.' For services, the Unit of Measure would be 'dollar.'
6. **'Price:'** If you are ordering goods, the price would be the actual price. If you are ordering services, the price would be \$1.00. (See Exhibit C – Page 20.)
7. **'Tax Rate:'** Drill down and select the correct tax rate for Charlotte-Mecklenburg .
8. Click on **'OK'** beneath the column.

(This will take you to the next screen.)



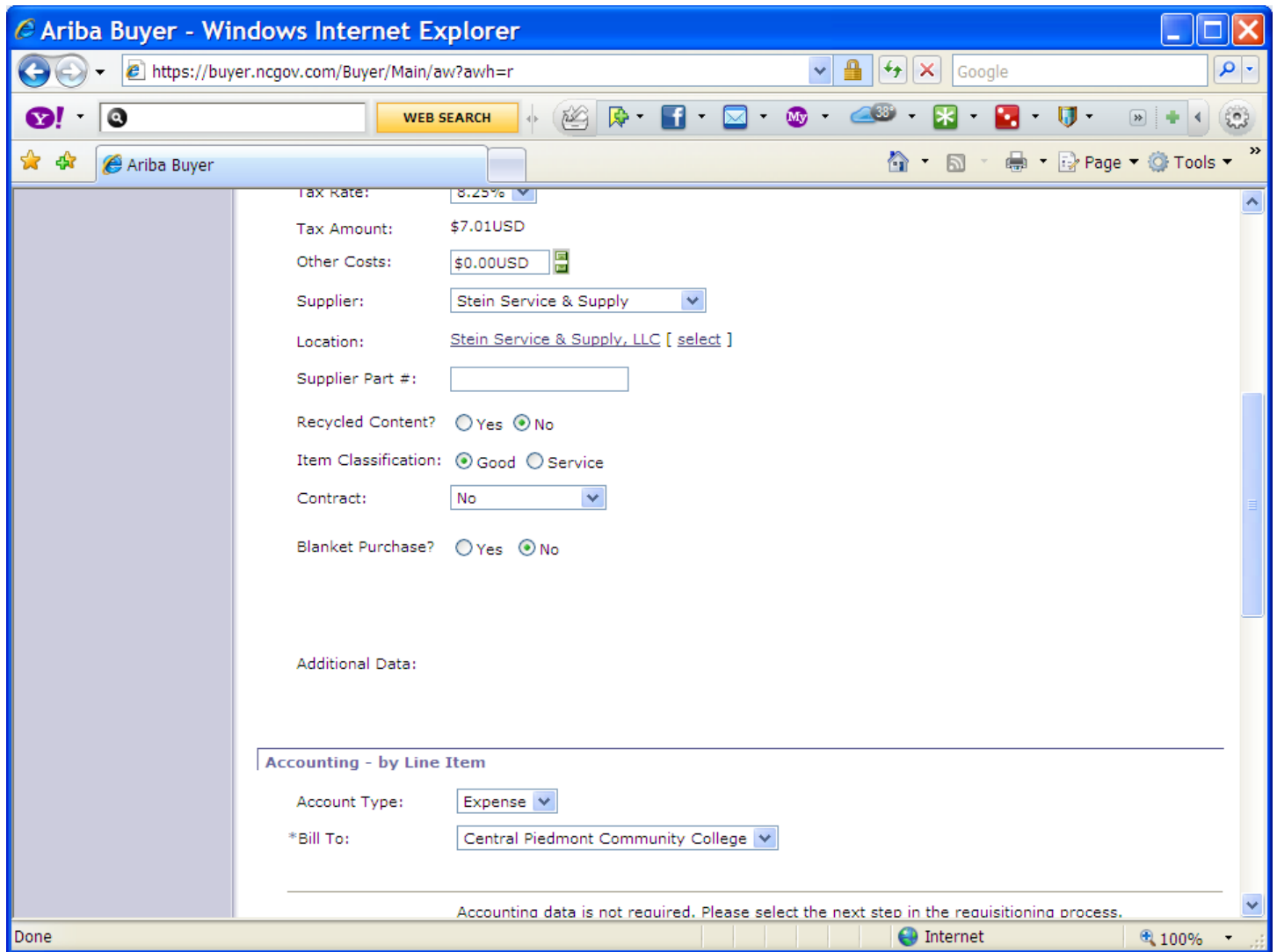
1. Click on the block in front of the line item, then click on **'Edit.'**
(This will take you to the next screen.)

Top half of screen:



1. Check all information for correctness, editing any that you feel needs changing.

Middle of Screen:



Tax Rate: 8.25%

Tax Amount: \$7.01USD

Other Costs: \$0.00USD

Supplier: Stein Service & Supply

Location: Stein Service & Supply, LLC [select]

Supplier Part #:

Recycled Content? Yes No

Item Classification: Good Service

Contract: No

Blanket Purchase? Yes No

Additional Data:

Accounting - by Line Item

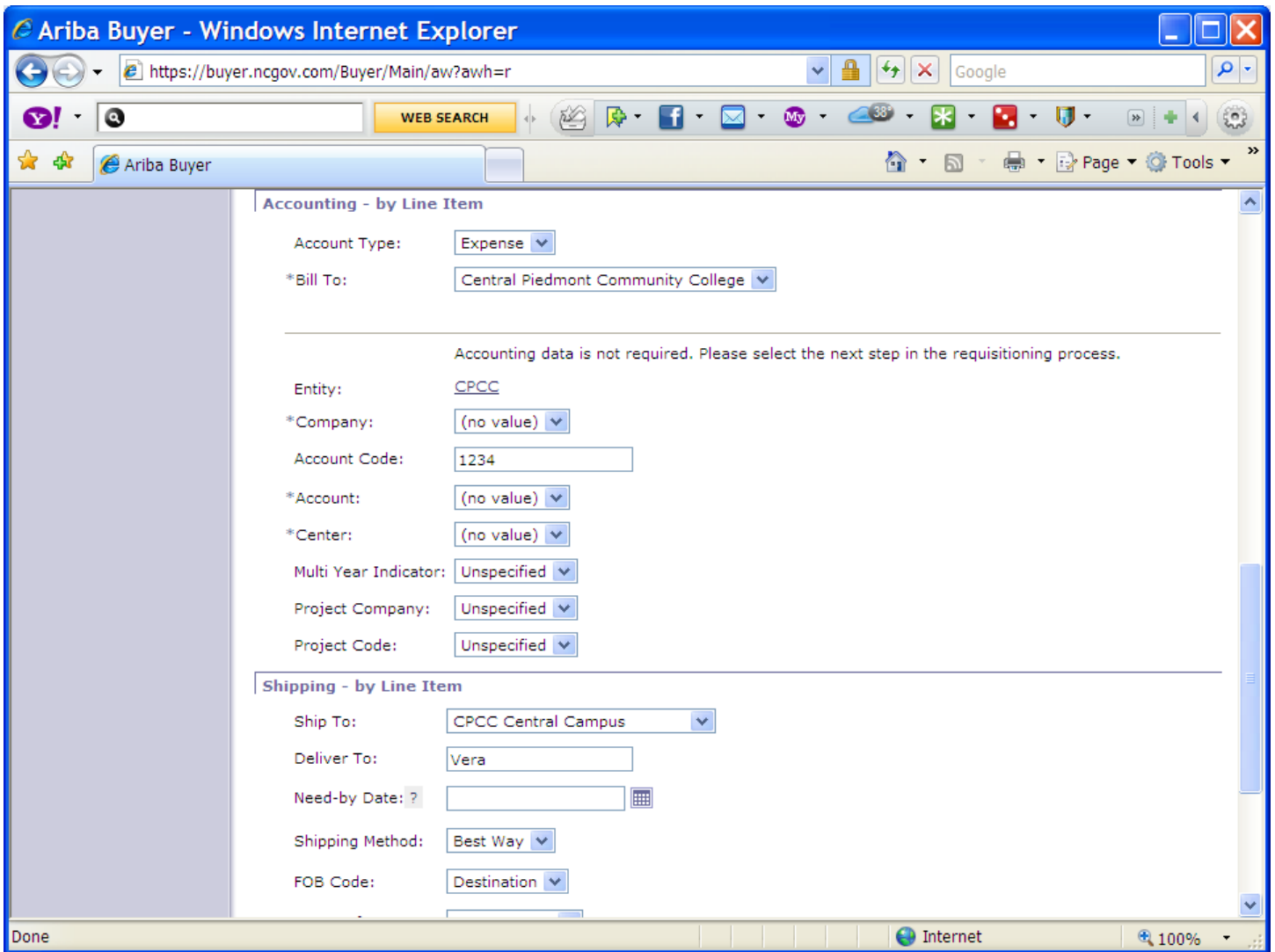
Account Type: Expense

*Bill To: Central Piedmont Community College

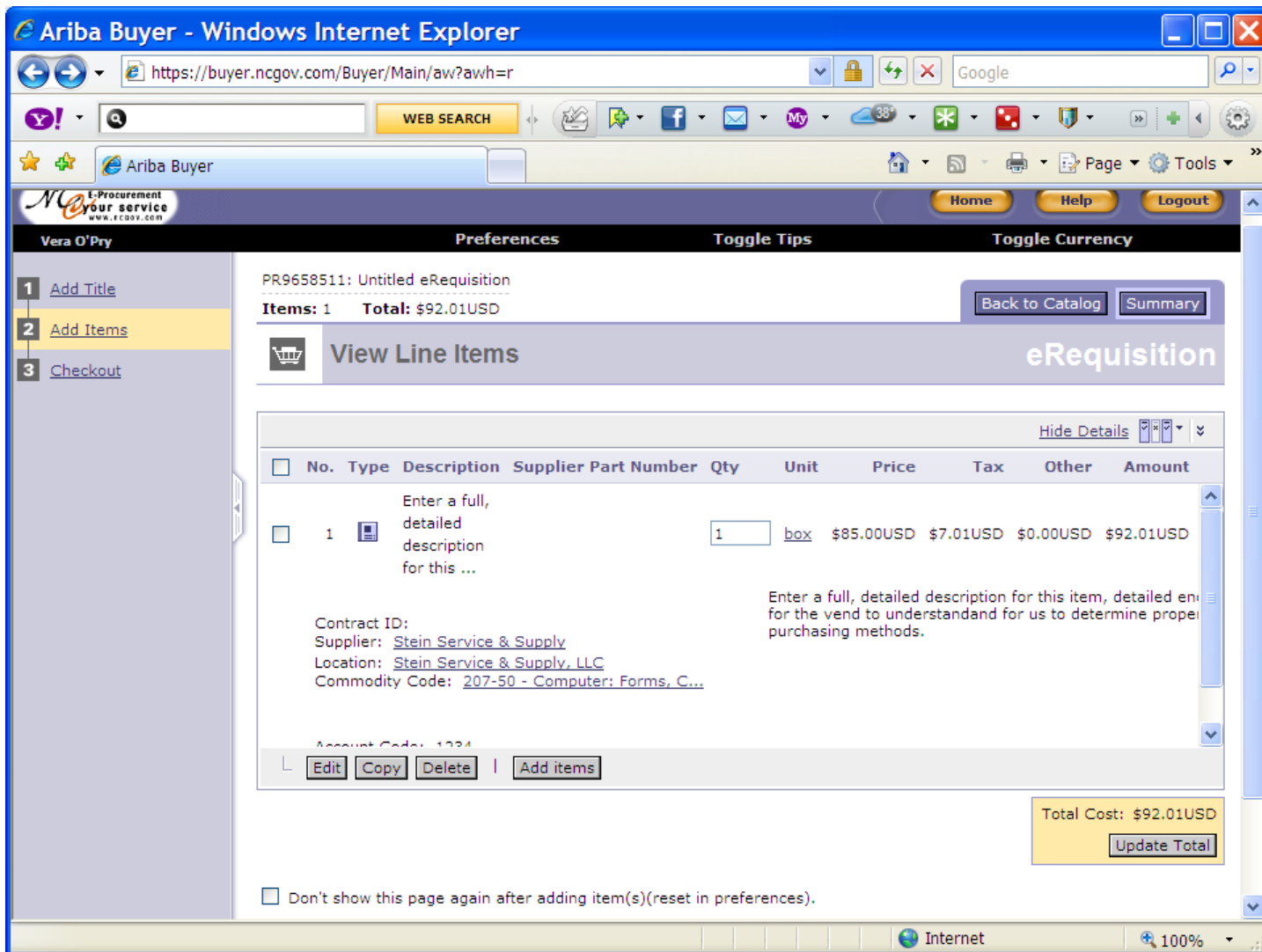
Accounting data is not required. Please select the next step in the requisitioning process.

1. **'Item Classification:'** If you are ordering 'Goods,' be sure **'Goods'** is checked. If you are ordering **'Services (9xxx commodity codes),'** you must check 'Services.'
2. **'Blanket Purchase?'** If you are ordering 'Goods,' you must check **'No,'** or if you are ordering a service, then check 'Blanket Purchase? **Yes.'**

Bottom of screen:



3. You must enter a valid GL Account Number in the '**Account Code**' field. Be sure to check that there are adequate fund in your account or the account information will not feed down into Colleague (Datatel). This will result in your order being held up.
4. Click '**OK**' if all information is correct.



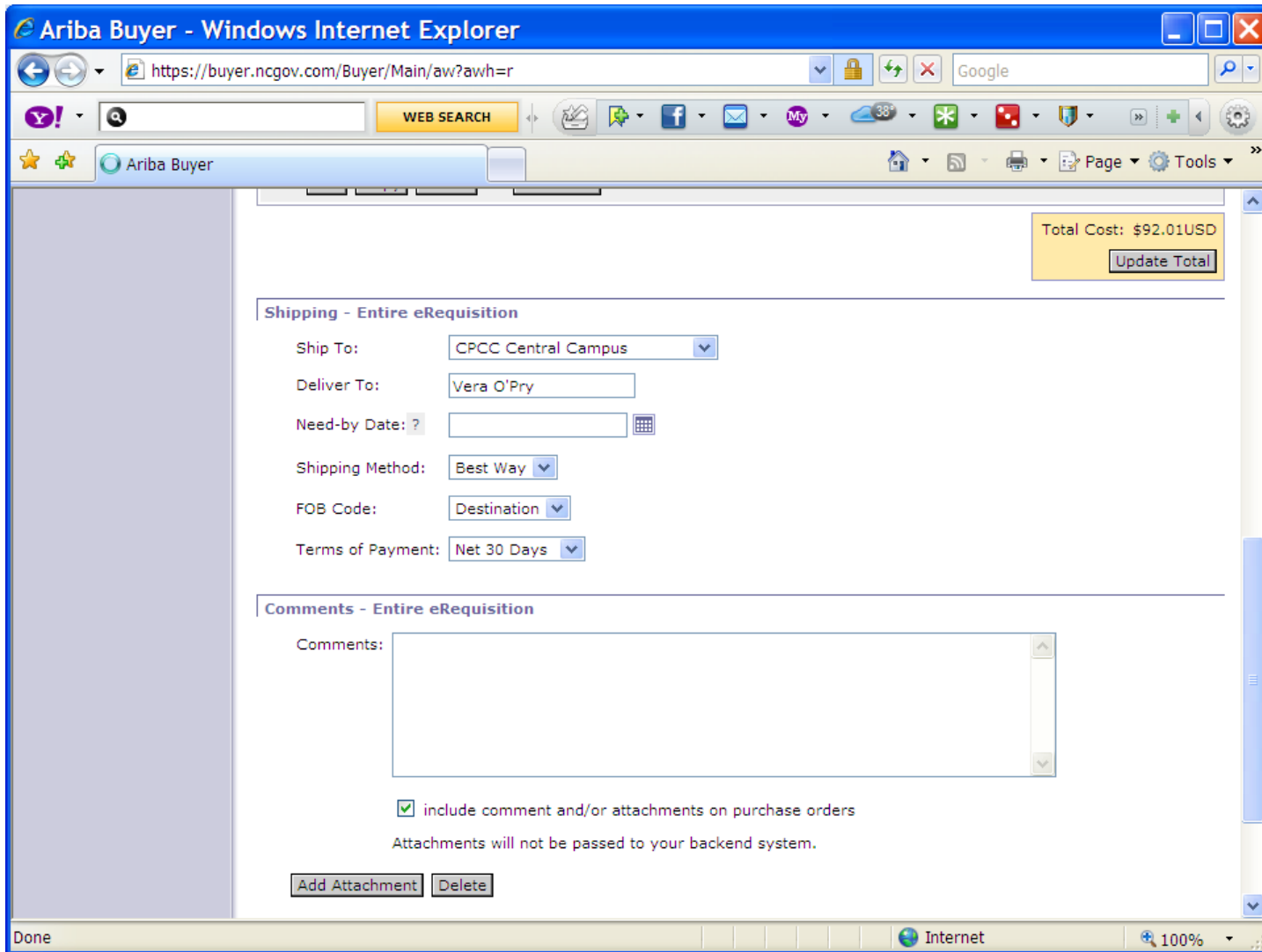
Make sure all information is correct. **'Edit'** if necessary by clicking the block next to the item(s), then click the **'Edit'** tab. When done, click **'Summary.'**

Top of screen:

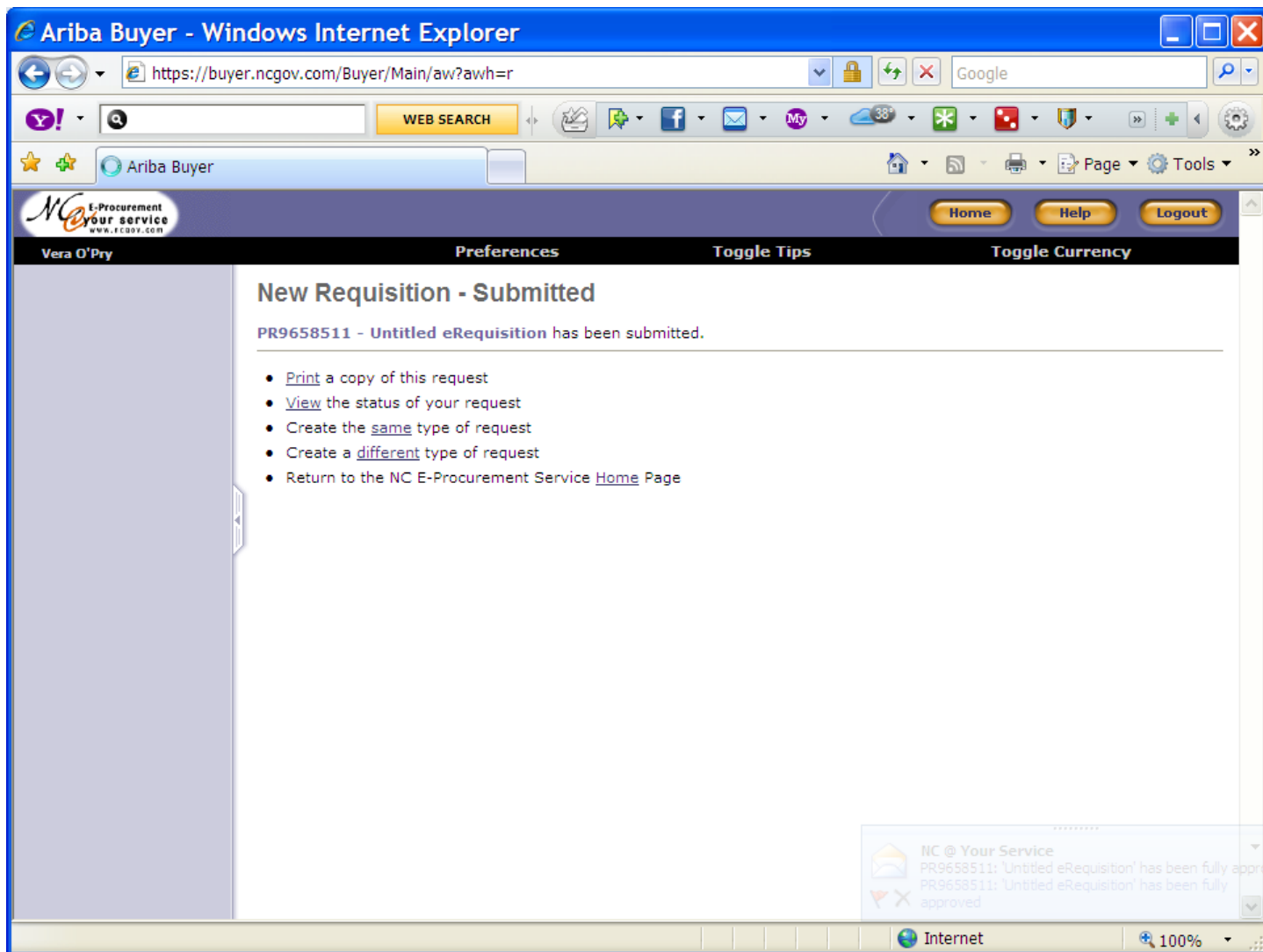
The screenshot shows the Ariba Buyer interface in a Windows Internet Explorer browser. The browser's address bar displays the URL <https://buyer.ncgov.com/Buyer/Main/aw?awh=r>. The page header includes the Ariba Buyer logo and navigation buttons for Home, Help, and Logout. The user's name, Vera O'Pry, is visible in the top left. The main content area is titled "eRequisition" and shows the checkout process. A sidebar on the left contains a navigation menu with three items: "1 Add Title", "2 Add Items", and "3 Checkout", with "3 Checkout" highlighted. The main content area displays "PR9658511: Untitled eRequisition" and "Items: 1 Total: \$92.01USD". A "3 Checkout" header is prominently displayed. Below this, there is a "Print" button and two tabs: "Summary" and "Approval Flow". The "Summary" tab is active, showing a "Title" field with the value "Untitled eRequisition" and a "Transmit To Supplier?" checkbox that is checked. A "Line Items" table is displayed below, with one item listed. The table has columns for No., Type, Description, Supplier Part Number, Qty, Unit, Price, Tax, Other, and Amount. The item has a quantity of 1, unit of "box", and a total amount of \$92.01USD. The description field is highlighted in yellow and contains the text "Enter a full, detailed description for this ...". Below the table, there is a note: "Enter a full, detailed description for this item, detailed en for the vend to understandand for us to determine proper purchasing methods." The footer of the browser shows "Done" and "Internet" with a 100% zoom level.

This screen is your last chance to check and edit all information. If all appears to be correct...(see next page)

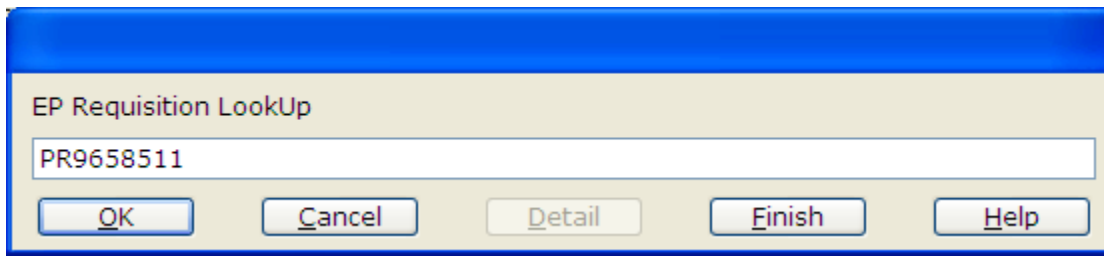
Bottom of screen:



1. In the 'Comments' box, type any comments/delivery bldg. address info and any additional information you wish us to see for processing. If you do NOT wish the vendor to see this information, **Uncheck** the box below the 'Comments' section.
2. If you have quotes, specs, additional documents, scan them to your computer then click **'Add Attachment'** and browse to search for, and attach, those documents so they will come to us with the requisition.
3. When requisition is inclusive of all information and documents, click on **'Submit.'**

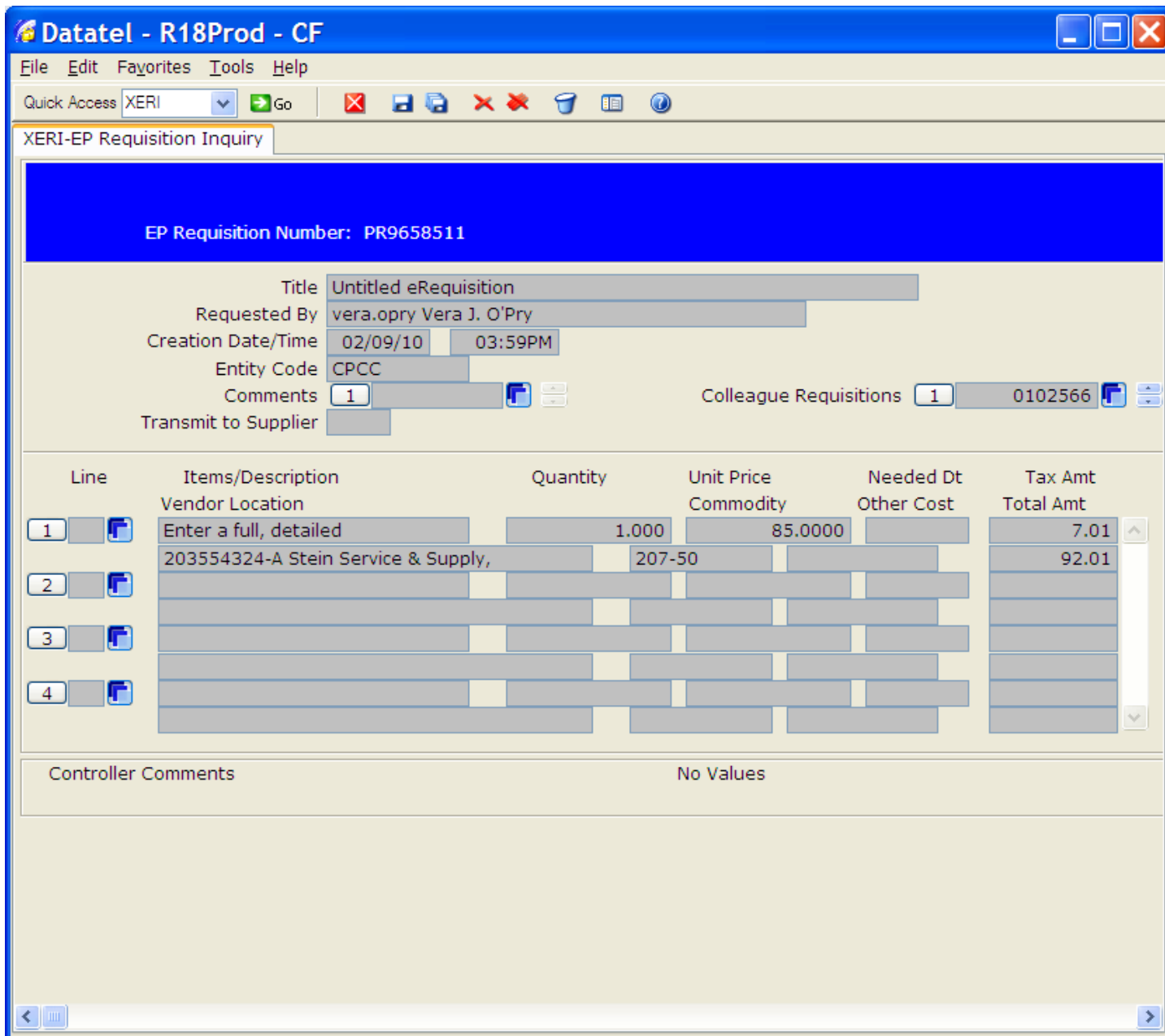


1. Click on **'Print a copy of this request,'** for your records, write on your copy the PR # (requisition number).
2. When finished, with all entries, click 'Logout' on the top right of the screen.



Requisition Follow-up:

1. Requisition submitted and approved (by your buyer) This notice will come to you via email from E-Procurement.
2. Go into Colleague (DATATEL). Type in 'XERI' in the 'Quick Access' field at the top left of the screen. In the pop-up, type in your E-Procurement requisition number including the letters 'PR.' This will bring up another screen.



3. In the top right field, titled 'Colleague Requisitions' is your Colleague (Datatel) requisition number. WRITE THIS NUMBER DOWN . Exit out of this screen.

4. Type 'REQM' in the 'Quick Access' field at the top left of the Datatel screen. In the pop-up, type in the Datatel requisition number you just wrote down.

Datatel - R18Prod - CF

File Edit Favorites Tools Help

Quick Access XERI Go

REQM-Requisition Maintenance

Requisition: 0102566 Status: In Progress Status Date: 02/09/10

Requisition Date: 02/09/10 Maintenance Date:

Initiator: Vera J. O'Pry Requisition Amt: 85.00

Desired Date: Req Type: EP E-Procurement

Vendor ID: 3576291 Types: 1 010 1099 Vendor

Name: 1 Stein Service & Supply, Llc (Manual)

Address: 1 1301-G Westinghouse Blvd (Manual)

Cty/St/Zp: Charlotte NC 28273

Country:

Currency:

Ship To: 02 Cpsc-Central Camp

Ship Via: BW Best Way

Terms: 30 Net 30 Days

FOB: DT Destination/Prepa

Commodity:

Approvals: 1

Buyer:

Expire Date:

AP Type:

Invn Store:

Line Items: 1

Printed Comments: 1

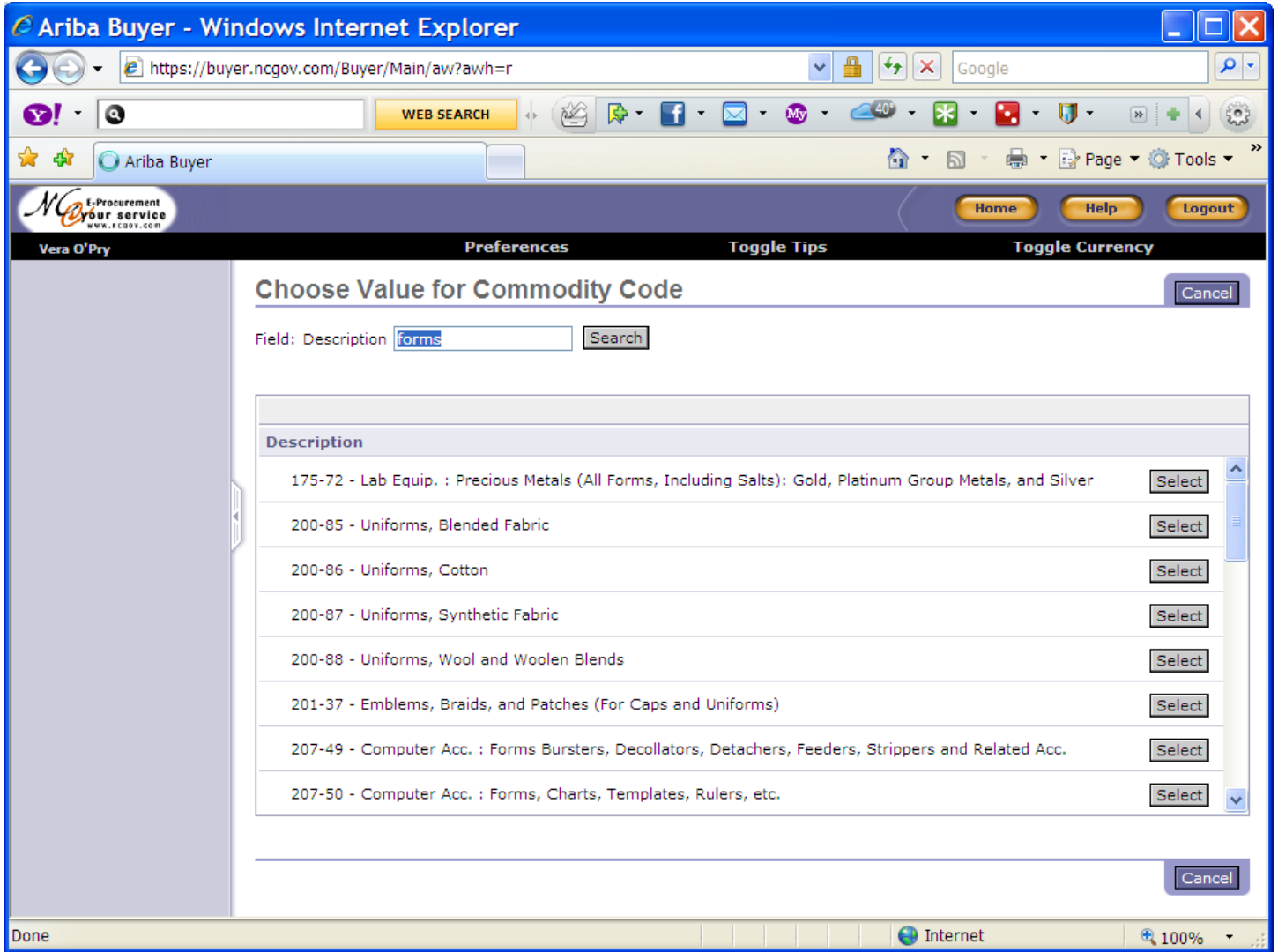
Comments: 1

Priority:

Requisition Done: **No**

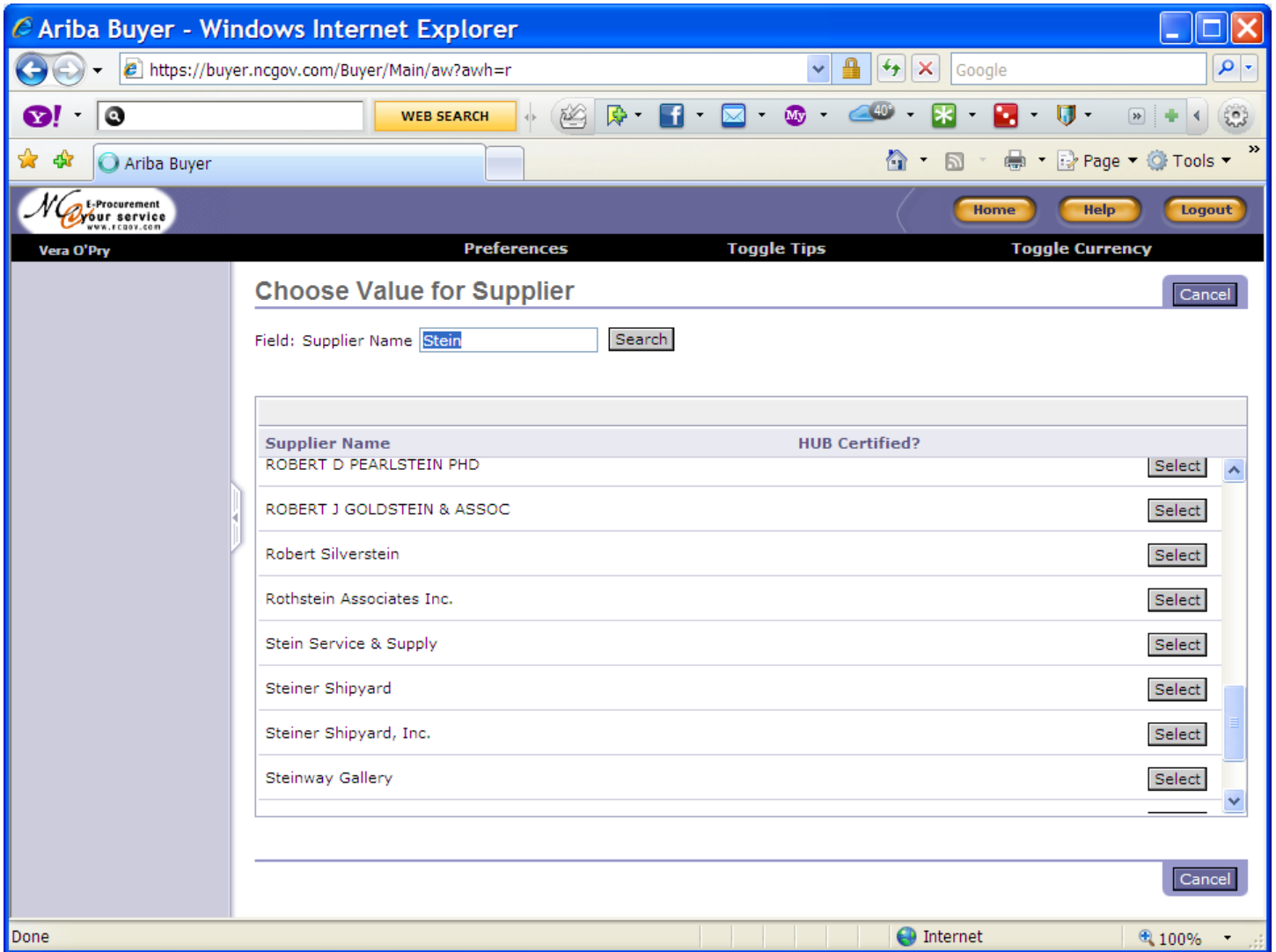
5. In the bottom left section of this screen fill in your buyer in the field that says 'Buyer.'
6. Drill down on the 'Line Items' (bottom right) to check that all of your information fed down correctly and that the account number fed down onto the line item. If the number did not feed down, you may need to move more money into the account, then go in and enter your account number. 'Save' and 'Update.' If you don't enter a buyer name, the requisition will not know which Buyer's work list to attach to, thereby delaying the processing of your order.

~Exhibit A~



To select a 'Commodity Code,' scroll down to the correct item and click 'Select' on the right of that item.

~Exhibit B~



To select the vendor you need, scroll down to the correct one and click 'Select' to the right of the correct vendor.

Blanket vs. Non-Blanket Purchase Orders

When creating requisitions in NC E-Procurement @ Your Service, users should enter the unit of measure as follows:

Line Item Classification	Unit of Measure		
	Dollar	Hour	All Others
Non-Blanket/Good	NO	NO	YES
Blanket/Good	YES	NO	NO
Non-Blanket/Service	YES	NO	NO
Blanket/Service	NO	YES	NO

Blanket Goods and Non-Blanket Services:

- 1.) Set the quantity to the TOTAL dollar amount of the order (total dollar amount should include taxes and other costs)
- 2.) Set the unit of measure to **dollar**
- 3.) Set the price to \$1.00
- 4.) Mark the blanket purchase indicator as 'yes' (for **blanket goods only**)
**When receiving these types of orders, you will receive against the dollar amount.*

Blanket Services:

- 1.) Set the quantity to the total number of hours for the service order
- 2.) Set the unit of measure to **hours**
- 3.) Set the price to the price per hour
- 4.) Mark the blanket purchase indicator as 'yes'
**When receiving this type of order, you will receive against the number of hours.*

Non-Blanket Good:

- 1.) Set the quantity to the total number of units to order.
- 2.) Set the unit of measure to anything **except** dollar and hours (e.g., each)
- 3.) Set the price to the price of the item
**When receiving this type of order, you will receive against the quantity ordered.*