

EDUCATION, TRAINING AND TECHNICAL ASSISTANCE

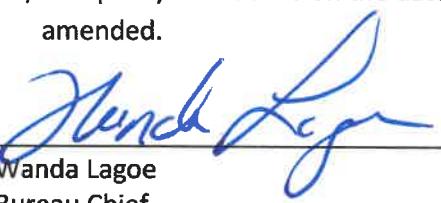
Purchasing Procedure Instructions

- 1) If an item(s) is on state contract, we are required to purchase the item(s) from a vendor who provides that item(s) via the contract. Search for the item(s) you wish to purchase to see if it is on state contract:
 - Visit this website: <http://eprocurement.nc.gov/>.
 - Click on “State Term Contract Catalog Search”.
 - On the next page, search by keywords such as “batteries” or “safety equipment”. (Note: You may need to search 2 or 3 times using different keywords or part of a word to ensure a thorough search.)
 - A list of vendors that provide that item(s), if applicable, will appear at the bottom of the page.
 - Also, another search method under “State Term Contract Catalog Search” is to look under the catalog drop down box and click on uncategorized items. You will find supplier catalog resources with commonly used vendors and you can click punchout catalog to browse that vendor’s item(s) on contract. Print out a copy of the page with the item(s) description and item(s) photo that you wish to purchase and skip to Step #5.
 - To purchase office supplies, go to www.fsioffice.com. Use the username, “ncdemo” and the password, “fsioffice”, to get the correct contract pricing. Print out a copy of the page with the item(s) description and item(s) photo that you wish to purchase and submit to your supervisor for approval.
- 2) If an item(s) is not on state contract and you do not have a vendor in mind from whom you’d like to purchase the item(s), you can search for a registered vendor who provides that type of item(s):
 - Visit this website: http://eprocurement.nc.gov/Registered_Vendor_Search.html
 - Click on “Public Vendor Search”.
 - Choose the Commodity Code that most closely matches the item(s) you want to purchase, such as “Furniture” or “Office Machines” and click “Apply” at the bottom of the page.
 - A list of vendors who provide those types of item(s) will appear on the next page. Try to locate the item(s) with one of these vendors. *It may be simpler to ask your supervisor or a co-worker if there is a vendor from whom they commonly order that type of item(s).
- 3) If the item(s) is not on state contract, and you have a vendor in mind from whom you’d like to purchase the item(s), make sure the vendor is registered in E-Procurement:
 - Visit this website: http://eprocurement.nc.gov/Registered_Vendor_Search.html
 - Click on “Public Vendor Search”. On the next page, type in all or part of the vendor name and click “Apply”. If the vendor is registered in E-Procurement, the name of the vendor will appear on the next page. Skip to Step #5.

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- 4) Important: If you do not find the vendor you want to use in E-Procurement (and there is no other vendor that provides that item(s)), then ask the vendor to register in E-Procurement as a vendor by going here: <https://vendor.ncgov.com>. (If they receive an error message, tell them to click on the "Login" button.)
 - (For more information, the vendor can visit this website: <http://eprocurement.nc.gov/Vendor.html> and click on "A Guide to Vendor Registration")
- 5) Contact the vendor and request a quote for the item(s), which needs to include shipping and handling (if applicable) and with no taxes applied. Attach any descriptions or photos previously printed to the quote.
- 6) Present the quote and printout to your supervisor for his/her approval. The supervisor will initial the printout as a sign of his/her approval.
- 7) Take the initialed printouts to Wanda Lagoe for her approval, then to Carol Wells for a budget code.
- 8) Once all the above steps have been completed, Carol will take the initialed printouts to Crystal Stallings for creation of a requisition. After the requisition has been approved by the appropriate parties (OSH Administration, Financial Services, IT, etc.), a purchase order will be created, and the item(s) will be automatically ordered from the vendor via the E-Procurement system.
- 9) Once the item(s) arrives at the Old Revenue Building (ORB) and Crystal has accounted for receipt, she will let your supervisor know to come collect the item(s), then your supervisor will contact you for pick-up. Let Crystal know if there are any problems with the item(s) as soon as possible. The employee receiving the item(s) and their supervisor will work with Crystal to ensure the new item(s) is added to the appropriate inventory, as applicable.
- 10) This policy is effective on the date of the signature and remains in effect until rescinded or amended.



Wanda Lagoe
Bureau Chief

9-18-19
Date

Note: This policy will be covered during ETTA new employee orientation.

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FREQUENTLY USED VENDORS	ITEM	PHONE
Camcor	AV equipment, cameras, sound systems	1-336-228-0251 or 1-800-868-2462
Custom Engraving	Year bars, plaques – Safety awards	919-834-3240
Forms and Supplies	Office supplies	919-981-5887
Lexair	Headsets	1-336-294-5300
Pye Barker	Safety equipment testing	919-779-4010
Safeware	Coveralls, boots – Homeland Security	1-800-331-6707
Skyline	Booths – training events	919-319-7591 or 1-336-668-2770
Southern Computer Warehouse	Software, faxes	1-877-468-6729 or 1-770-579-8927
Uline	Shipping tape, shipping boxes	1-800-295-5510
W W Grainger	Safety supplies, hand trucks	919-790-0888 may be asked for a phone number to order – provide ETTA main number 707-7876
Correction Enterprises	Office Chairs, training binder tabs, bookcases	919-716-3600 or 1-800-241-0124

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CHECKLIST

- SEARCH FOR ITEM(S) ON STATE CONTRACT _____
(See Step #1 on Purchasing Procedure Instructions)

IS THE ITEM(S) ON STATE CONTRACT: YES NO

IF YES, WHAT VENDOR PROVIDES THE ITEM(S) ON CONTRACT?

- NOT ON CONTRACT & DON'T HAVE VENDOR IN MIND - SEARCH & ENSURE VENDOR IS REGISTERED WITH E-PROCUREMENT _____
(See Steps #'s 2, 3, & 4 on Purchasing Procedure Instructions)
- OBTAIN QUOTE FROM VENDOR, INCLUDING SHIPPING: _____
(See Step #5 on Purchasing Procedure Instructions)
- OBTAIN SUPERVISOR'S APPROVAL: _____
(See Step #6 on Purchasing Procedure Instructions)
- OBTAIN BUREAU CHIEF'S APPROVAL: _____
(See Step #7 on Purchasing Procedure Instructions)
- GIVE INITIALED PRINTOUT WITH SUPERVISOR & BUREAU CHIEF'S APPROVAL TO CAROL.

(See Step #8 on Purchasing Procedure Instructions)
- PICK UP ITEM(S) FROM YOUR SUPERVISOR. _____
(See Step #9 on Purchasing Procedure Instructions)
- IF APPLICABLE, COORDINATE WITH SUPERVISOR AND CRYSTAL STALLINGS TO ENSURE ITEM(S) IS PLACED ON APPROPRIATE INVENTORY. _____