

# Purchasing Procedure

A quick, walk-through guide.

# Frequently Used Vendors for frequently requested items

---

Office supplies: [www.fsioffice.com](http://www.fsioffice.com)

To get the correct price, use:

**username:** ncdemo **password:** fsioffice

---

Industrial equipment: [www.grainger.com](http://www.grainger.com)

---

Furniture: [www.correctionsenterprise.com](http://www.correctionsenterprise.com)

## Next Step!

- After you have found the item you want to purchase, print out the page with the item and item's information, then submit it to your supervisor for approval.

For not so frequently ordered items:

- Perform an internet search to which company has the item you want to purchase.
- Go to <http://eprocurement.nc.gov>
- Click on Public Vendor Search:



## Vendor Search



A screenshot of a vendor search interface. At the top left is the title 'Vendor Search'. Below it is a search bar with the placeholder 'Search...'. To the left of the search bar is a 'Filter' button with a gear icon. To the right of the search bar is a magnifying glass icon. Below the search bar are two buttons: 'Reset' and 'Apply'.

Search for company to see if they are a registered vendor in Eprocurement.

- If the company is a registered vendor, print out item information you want to purchase from their website.
- Submit to supervisor for approval.

What if I don't  
know a  
company's name  
to search for?



- Follow the previous steps to Public Vendor Search page
- Scroll down to use the Commodity Codes to find a description for the items you want to order.

Commodity Codes:

[Building Equipment, Supplies, and Services](#) ▾

[Office Supplies, Related Items, and Services](#) ▾

[Agricultural Equipment and Related Products and Services](#) ▾

[Hardware, Related Equipment, and Services](#) ▾

[The Trades: Electrical, Engineering, HVAC, Plumbing, and Welding](#) ▾

[Transit Equipment and Related Services, Mass](#) ▾

[Arts, Crafts, Entertainment, Theatre](#) ▾



Next Step!

Summary	Vendor Name	Main Contact Name	Main Contact Email	Main Contact Phone	NC E-Procurement
<a href="#">View</a>	FRAMES FRAMES FRAMES INC	DEBBIE SILBER	dbsilber@msn.com	+1 (704) 846-6400	
<a href="#">View</a>	University Frames	Alison Lauderdale	alison@universityframes.com	+1 (714) 575-5100 31	✓
<a href="#">View</a>	MARY KINLAW DBA FRAMES R US	MARY KINLAW	briand@robesoncoso.org	+1 (910) 738-8815	
<a href="#">View</a>	Frame USA	Alex Himes	ahimes@frameusa.com	+1 (513) 250-4102	✓

- Choose a registered vendor
- Click on “view”

# Last Steps!

## Company Information

### General Vendor Information

Vendor Name:  
Frame USA

Ariba Network ID:  
Not Specified

Company Website:  
<http://www.frameusa.com/>

Dun and Bradstreet #:  
878842418

- After clicking on “view”, click on the drop down arrow by Company Information.
- The company’s website should be listed.
- Click on the hyperlink to go to the vendor’s website.
- Find the item you wish to purchase.
- Print out the page and submit to supervisor for approval.