

E-Procurement Ordering Instructions for Options:

1. Options are 6% off MSRP. (Item #3, Cavalier – “AutoBook”, need to deduct 6% from the option price indicated. AutoBook is a read only file. Neither the dealer nor the state can modify AutoBook prices. All other contractor options are indicated at the North Carolina price.
2. Select the desired vehicle loaded in the E-Procurement System
3. If options are required, Click on “**Add Items**”
4. Click on the tab marked “**Non-Catalog**”
5. In the field titled “**Full Description**”, type in **Term Contract 070A Option**; indicate the order number, description, and the option is for the vehicle on line x of the purchase order.
6. In the field titled “**Commodity Code**”, click on the +, select “**070-06**”
7. In the field titled “**Supplier**”, click on the +, select the appropriate contractor
8. In the field titled “**Quantity**”, type in the appropriate quantity of your order
9. In the field titled “**Unit of Measure**”, leave the default **EACH**
10. In the field titled “**Price**”, type in the price noted above
11. Complete all other appropriate information on this page and click “**Add Item**”
12. On the View Line Items page click “**Edit**” to access the Edit Line Item page
13. On the drop down box next to “**Contract?**” select “**Statewide**”
14. When you select "Statewide", the "Contract ID" Field appears
Enter the Term Contract ID Number **070A** into the "**Contract ID**" field. Do not use spaces or dashes in the Term Contract ID Number. Your Term Contract Number should be entered as follows: "070A"
15. Click “**OK**”; repeat the “Edit” steps for each option required; when completed click “**Next**”
16. Complete the Shipping and Accounting screens appropriately
17. On the Comments Page, in the “Comments – Entire eRequisition” comments box, type in the following “See attached official configuration quote #xxxxx” if the contractor provided you a quote.
18. Click Add Attachment, browse for the saved official configuration quote on your computer, select it, and click OK. Make sure the attachment name appears below the comments box
19. Continue your order placement process and submit your eRequisition

If you require assistance contact the E-Procurement Help Desk at (888) 211-7440.