State of North Carolina E-Procurement Service
Ordering Instructions for Correction Enterprises
Linens

Vendor	Contact	Phone Number	E-Mail Address
Correction Enterprises	Eporders	919-716-3617	eporders@doc.state.nc.us

Steps to place your order via E-Procurement:

1. Contact the vendor representative to customize your product and obtain updated NC pricing
2. Vendor will email you an official configuration quote with NC pricing
3. Save the official configuration quote on your computer
4. Return to your eRequisition in E-Procurement
5. Click on "Add Items"
6. Click on the tab marked "Non-Catalog"
7. In the field titled "Full Description", type in "Linens order per Correction Enterprises CE105; Vendor Quote # *<enter vendor quote #>*" plus additional descriptive text
8. In the field titled "Commodity Code", click on the +, select 850-72
9. In the field titled "Supplier", click on the +, select 'Correction Enterprises'
10. In the field titled "Quantity", type in the appropriate quantity of your order
11. In the field titled "Unit of Measure", leave the default EACH
12. In the field titled "Price", type in the total price as provided by vendor's official configuration quote with NC pricing
13. Complete all other appropriate information on this page and click "Add Item"
14. On the View Line Items page click "Edit" to access the Edit Line Item page
15. On the drop down box next to "Contract?" select "Statewide"
16. When you select "Statewide", the "Contract ID" Field appears
17. Enter the Term Contract ID Number 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: "CE105"
18. Click "OK"; repeat the "Edit" steps for all State Contract line items; when completed click "Next"
19. Complete the Shipping and Accounting screens appropriately
20. On the Comments Page, in the "Comments – Entire eRequisition" comments box, type in the following "See attached official configuration quote #xxxxx"
21. Click Add Attachment, browse for the saved official configuration quote on your computer, select it, and click OK
22. Make sure the attachment name appears below the comments box
23. Continue your order placement process and submit your eRequisition