

# E-PROCUREMENT PROCESS FOR PURCHASING EQUIPMENT AND SUPPLIES BSB- 0104-13

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BOILER SAFETY BUREAU  
STANDARD OPERATING PROCEDURE MANUAL

# E-PROCUREMENT PROCESS FOR PURCHASING EQUIPMENT AND SUPPLIES

## BSB-0104-13 **R2**

### 1.0 PURPOSE

To provide instruction to Boiler Safety Bureau support staff on the proper method for ordering equipment through the E-Procurement Purchasing system.

### 2.0 SCOPE

This procedure is applicable to the E-Procurement Purchasing System. This system will process, keep track of your orders, and allow you to receive it into E-Procurement System once it has been delivered.

### 3.0 PERSONNEL RESPONSIBILITIES

- 3.1 The Bureau Chief – BSB has the overall responsibility for implementation of this procedure.
- 3.2 The Boiler Safety Assistant Bureau Chief has day to day responsibility for ensuring Boiler Safety Bureau support staff work in accordance with this procedure.
- 3.3 The Boiler Safety Support Staff are responsible for researching the product and obtain the best price for the goods or services.

### 4.0 HEALTH and SAFETY ISSUES

Not applicable.

### 5.0 PROCEDURE

Equipment or supplies that are under \$100.00 can be invoiced without the use of the E-Procurement Purchasing system, but everything else that is over \$100.00 must go through the E-Procurement system.

The process to ordering is as following:

- 5.1 Log on to [NC E-Procurement system](#)
- 5.2 For User ID, enter your NCID for the E-Procurement Purchasing System.
- 5.3 For Password, enter your NCID Password for the E-Procurement Purchasing System.
- 5.4 Once you have successfully logged into the system you will follow the instructions line by line.
- 5.5 You must submit the order to begin the approval process.

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### 6.0 APPROVAL

- 6.1 The Boiler Safety Bureau Chief will receive an email to approve or deny the order.
- 6.2 This will generate an email to let the processor know if it was approved or denied by the Bureau chief.
- 6.3 The order will be sent to Budget for approval.
- 6.4 The order should be delivered within 30 days.
- 6.5 Once the order is delivered the purchase order and packing slips are used to do a receiving inspection.
- 6.6 When the receiving inspection is complete the processor will go into the E-Procurement Purchasing System find the order and accept or reject each item in the order.

### 7.0 CUSTOMER SERVICE REQUIREMENTS

The purpose of following this procedure is to provide the customer, be it the public, employees of the Bureau, or other state agencies, with the most efficient service, information, training and assistance possible.

### 8.0 ***DATA and RECORD MANAGEMENT***

***Records shall be maintained in accordance with the Functional Schedule for North Carolina State Agencies as adopted by State Archives, a Division of the North Carolina Department of Natural and Cultural Resources.***