



The Source NC E-Procurement Newsletter

January 2019 Edition

Conference: Meet Us at NCASBO

The North Carolina Association of School Business Officials (NCASBO) will hold its 2019 Annual Conference from February 18-21 at the Koury Convention Center in Greensboro. NC E-Procurement representatives will host a session on the 19th from 3:00 to 4:30, and will have an exhibitor booth on the 20th to answer any questions. If you would like to schedule a one-on-one meeting at the conference with an NC E-Procurement representative, please contact us at eptraining@doa.nc.gov to set up a time. We look forward to seeing you there!

For more information on the conference schedule and registration, please visit the NCASBO [website](#).

Tips & Tricks: TIN Matching

NC E-Procurement verifies registered NC E-Procurement vendor information with the United States Internal Revenue Services' (IRS) Taxpayer Identification Number (TIN) Matching service. This service will verify whether the Vendor Name and Federal Tax ID entered in the North Carolina electronic Vendor Portal (NC eVP) matches the information in IRS records, for 1099 reporting purposes.

Each Vendor will have an "IRS Verification Status" based on the results of the verification process. These statuses are:

- **Pending:** The vendor has not yet been matched using the IRS Tin Matching service
- **Verified:** The Vendor Name/TIN combination *matches* the IRS records
- **Not Verified:** The Vendor Name/TIN combination *does not match* IRS records
- **Not Applicable:** The vendor is a foreign vendor without a U.S. Federal Tax ID Number and IRS verification does not apply to this vendor

Please Note: There are additional steps taken with vendors when the information does not match the IRS TIN Matching database and the vendor is classified as "**Not Verified.**" Buyers should contact their purchasing leadership for guidance regarding purchasing from vendors whose IRS Verification Status is "**Not Verified.**"

More information on TIN Matching and locating the IRS Verification Status can be found in the [Vendor IRS Verification Status](#) job aid.

For further assistance with TIN matching, please contact the NC E-Procurement Help Desk by phone at 888-211-7440, option 1, or by email at ephelpdesk@its.nc.gov.

Statewide Term Contract Announcements

Statewide Term Contract 405H The Division of Purchase & Contract has established a new [Statewide Term Contract 405H – Aviation Fuels](#). This is a multi-vendor mandatory contract for state agencies, departments, institutions, universities and community colleges, unless exempted by North Carolina General Statute. Non-

mandatory entities, including schools and local government, may use this contract if allowed by general statute. The term of this contract is January 1, 2019 through December 31, 2021. If you have any questions related to this contract, contact Grant Braley at (919) 807-4519 or grant.braley@doa.nc.gov.

Statewide Term Contract 557A The Division of Purchase & Contract has established a new [Statewide Term Contract 557A – Vehicle Dedicated & Bi-Fuel Propane Conversion Kits, Accessories, Fuel Infrastructure and Installation](#). This is a multi-vendor mandatory contract for state agencies, departments, institutions, universities and community colleges, unless exempted by North Carolina General Statute. Non-mandatory entities, including schools and local government, may use this contract if allowed by general statute. The term of this contract is January 1, 2019 through December 31, 2021. If you have any questions related to this contract, contact Steve Hussey at (919) 807-4540 or steven.hussey@doa.nc.gov.

P&C’s Training Roundup

The Division of Purchase & Contract (P&C) offers various training courses related to procurement throughout the year. Please see the following table for a list of upcoming courses. For further course details and registration instructions, please refer to the [2019 course catalog](#).

DATE	COURSE TITLE	LOCATION	FACILITY & ADDRESS
1/24	Specification Writing	Raleigh	116 W. Jones Street P&C Training Room (G111)
1/29	E-Procurement	Raleigh	Wake Tech Public Safety Education Campus 321 Chapanoke Road Room 1401
1/30	E-Quote	Raleigh	Wake Tech Public Safety Education Campus 321 Chapanoke Road Room 1401
2/12-14	Request for Proposal	Raleigh	116 W. Jones Street P&C Training Room (G111)
2/19	E-Procurement	Raleigh	Wake Tech Public Safety Education Campus 321 Chapanoke Road Room 1401
2/21	Determining Cost	Raleigh	116 W. Jones Street P&C Training Room (G111)
2/26	Contract Administration	Raleigh	116 W. Jones Street P&C Training Room (G111)
2/26	E-Procurement	Raleigh	Wake Tech Public Safety Education Campus 321 Chapanoke Road Room 1401
2/28	E-Quote	Raleigh	Wake Tech Public Safety Education Campus 321 Chapanoke Road Room 1401

Follow-Up

This newsletter was sent to LEA users.

Questions about information covered in this newsletter? Send an email to ephelpdesk@its.nc.gov.