



The Source NC E-Procurement Newsletter

November 2016 Edition

eVP Public Vendor Search The Public Vendor Search is a tool that can be used to search for Vendors who are registered in the NC electronic Vendor Portal. This tool provides a way to search for Vendors by name, federal tax ID number, location, registered commodity codes, construction codes, and more. Search results provide detailed information about the Vendor including what services the Vendor subscribes to, such as NC E-Procurement, eQuote, and/or the Interactive Purchasing System (IPS).

Vendors who are returned in this search have accepted the terms of use at any time, which means that they may or may not be active and able to receive purchase orders in NC E-Procurement. Follow the instructions below to determine whether or not a Vendor is active.

1. Access the **Public Vendor Search** page at <https://vendor.ncgov.com/vendor/public-vendor-search>.
2. Search for a Vendor by name, federal tax ID number, or by using the search filters.
3. From the **Search Results** page, view the columns titled “**NC E-Procurement**,” “**eQuote**,” “**IPS**,” and “**HUB**.” If a check mark appears, the Vendor has an active registration in that system.

NC E-Procurement	eQuote	IPS	HUB
✓		✓	

4. To view additional details on a particular Vendor, click the “**View**” button next to the Vendor name.
5. You will then be taken to the **Summary** page. From this page you can view more information about the Vendor, including company information, contacts, location, eQuote information, and the services for which the terms of use have been accepted.

Summary

Vendor Status: Active Return to Search Print →

Company Information

General Vendor Information

Vendor Name: Example Vendor	Company Website:
Arriba Network ID: Not Specified	Dun and Bradstreet #: Not Specified

Business Characteristics

Contacts

Location

eQuote

Terms of Use

For more information on the Public Vendor Search, visit the [Vendor Training](#) page for training materials.

P&C's Training Roundup The Division of Purchase & Contract (P&C) offers various training courses related to procurement throughout the year. Please see below for a list of upcoming trainings. For further course details and registration instructions, please refer to the [2016 course catalog](#).

DATE	COURSE TITLE	LOCATION	FACILITY & ADDRESS
11/29-12/1	NIGP: Developing & Managing Requests for Proposals	Raleigh	Department of Public Safety 3010 Hammond Business Place – Building #1
12/7	Determining Cost	Raleigh	Dept. of Administration 116 W. Jones St.
12/8	NC Contract Administration & Monitoring	Raleigh	Dept. of Public Safety 3010 Hammond Business Place
12/14	E-Procurement	Raleigh	Wake Tech's Public Safety Education Campus (PSEC) 321 Chapanoke Road, Room 1401
12/15	eQuote	Raleigh	Wake Tech's Public Safety Education Campus (PSEC) 321 Chapanoke Road, Room 1401

Punchout Catalogs: Mac Papers The North Carolina Department of Administration's Division of Purchase & Contract and the NC E-Procurement team are pleased to announce that the items awarded on Statewide Term Contract 645A (Office Paper and Related Paper Products) are now available in NC E-Procurement via a punchout catalog. The Mac Papers punchout catalog has been published for end users and accommodates the tiered pricing structure for all items, per the contract terms.

Please visit <https://buyer.ncgov.com/Buyer/Main/> and enter 645A in the **Contract ID** field from the **Catalog Search** page to access the punchout catalog link and create a new order. To ensure the best experience for users, it is recommended that change orders not be issued for this contract. Instead, we encourage users to cancel existing orders and issue a new order to Mac Papers, when necessary. For additional information related to the contract, please visit <http://www.pandc.nc.gov/645a.pdf>.

Please note, items available on the existing line item catalog will continue to be available until December 16 for users who currently have Mac Papers purchase orders in progress. The line item catalog will be removed on December 16.

Tips & Tricks: NCID Delegated Administrator Certain NC E-Procurement login issues, such as password resets that can't be handled through self-service, are best handled by your NCID delegated administrator. If you don't know who the delegated administrator for your entity is, their name and contact information can be found by following the instructions below.

1. Access the [NC E-Procurement Login page](#).
2. Scroll down to the bottom of the page and locate the entity type links on the left side of the page.



3. After clicking on the correct entity type, select a county or division to see a list of delegated administrators and their contact information.

Follow-Up

This newsletter was sent to all NC E-Procurement users.

Questions about information covered in this newsletter? Send an e-mail to: ephelpdesk@its.nc.gov