



## The Source NC E-Procurement Newsletter

November 2018 Edition

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### Holiday Reminder: Delegate Your Authority

Taking time off for the holidays? Be sure to use the delegate approval authority function so that your agency can still purchase what it needs in your absence.

A delegation of approval authority is a temporary change typically set up to handle any approvals when the original approver is out of the office. The delegation of approval authority allows another user, the “delegate,” to approve or deny items on behalf of the original approver, and can be set up at any time from any device with Internet access.

More information on delegating approval authority, including detailed steps for setting up a delegation, can be found in the “Delegating Approval Authority” job aid on the NC E-Procurement [User Training page](#), as well as in the “Approving” training course on the [Web-Based Training Courses page](#).

For additional assistance, please contact the NC E-Procurement Help Desk at 888-211-7440, option 1, or by email at [ephelpdesk@its.nc.gov](mailto:ephelpdesk@its.nc.gov).

### Conferences and Trainings

The NC E-Procurement team enjoyed catching up with everyone that stopped by their booth at the NAEP Conference in Asheville earlier this month. A big thank you as well to Asheville-Buncombe Tech for hosting the regional NC E-Procurement training following the conference!

The team is looking forward to seeing more of you at the upcoming 2019 NC ACCBO Conference this April in Winston-Salem.

### Statewide Term Contract Announcements

**Statewide Term Contract 936A** The Division of Purchase & Contract has established a new [Statewide Term Contract 936A – Equipment Maintenance Management Program](#). This is a single-vendor convenience contract, which may be used by state departments, most state agencies, and by state higher education institutions (except under the conditions specified in G.S. §115D-58.14(a) and G.S. §116-13). This contract may also be utilized, without further competition, by non-mandatory state agencies and other eligible entities. The term of this contract is December 1, 2018 through November 30, 2021. If you have any questions related to this contract, contact Margaret Serapin at (919) 807-4529 or [margaret.serapin@doa.nc.gov](mailto:margaret.serapin@doa.nc.gov).

**Statewide Term Contract 948B** The Division of Purchase & Contract has established a new [Statewide Term Contract 948B – Pharmaceutical Returned Goods Processing](#). This is a single-vendor convenience contract, which may be used by state agencies, departments, institutions, universities, community colleges, and non-mandatory entities including schools and local governments. The term of this contract is December 1, 2018 through June 30, 2020. If you have any questions related to this contract, contact Grant Braley at (919) 807-4519 or [grant.braley@doa.nc.gov](mailto:grant.braley@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 [2018 course catalog](#).

DATE	COURSE TITLE	LOCATION	FACILITY & ADDRESS
12/4	E-Procurement	Raleigh	Wake Tech Public Safety Education Campus 321 Chapanoke Road Room 1401
12/10-12	RFP Development & Evaluation	Wilmington	Union Station 502 N. Front St.
12/13	Contract Administration & Monitoring	Wilmington	Union Station 502 N. Front St.
12/19	E-Procurement	Raleigh	Wake Tech Public Safety Education Campus 321 Chapanoke Road Room 1401
12/20	E-Quote	Raleigh	Wake Tech Public Safety Education Campus 321 Chapanoke Road Room 1401

### Follow-Up

This newsletter was sent to Community College users.

Questions about information covered in this newsletter? Send an email to [ephelpdesk@its.nc.gov](mailto:ephelpdesk@its.nc.gov).