



## The Source NC E-Procurement Newsletter

October 2018 Edition

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### Update: NC BIDS

The state of North Carolina will soon debut a new electronic bidding system. The North Carolina Business Invitation Delivery System (NC BIDS) will enable vendors to respond to specified solicitations electronically, saving time and money. NC BIDS is part of the ongoing effort to modernize procurement practices across our state to enhance user experience and improve efficiency.

Implementation of NC BIDS will occur over the next several months in phases, or waves, with specific state agencies beginning participation in each wave. The first wave is scheduled to begin in November 2018, and the plan is for all state agencies, institutions, community colleges and universities to implement NC BIDS by February 2019. You will receive further information when your implementation wave is approaching. More information will also be provided on the [NC BIDS website](#).

### Notice: Entity Client Certificate Authority Change

NC E-Procurement's certificate authority issuer is changing, and may require updates to be made on some entity clients. If your entity client requires an update, your system administrator will receive a communication with more information.

### Update: Supplier Ordering Method

NC E-Procurement is moving to email transmission of purchase orders, increasing delivery speed and efficiency. All vendors are now required to have an email address listed on their account to receive future orders, unless they have selected to participate in the Ariba Network.

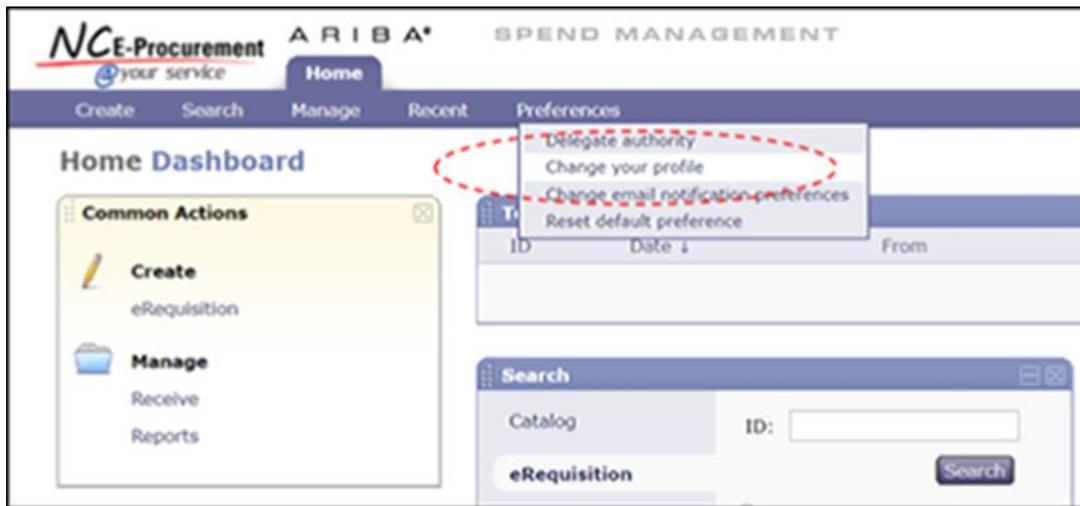
### Reminder: National Association of Educational Procurement Conference 2018

The 2018 National Association of Educational Procurement will hold its 2018 Carolinas Annual Conference November 11-14 at the Omni Grove Park Inn in Asheville. Please visit the [NAEP Organization webpage](#) for more information about registration and events at the conference.

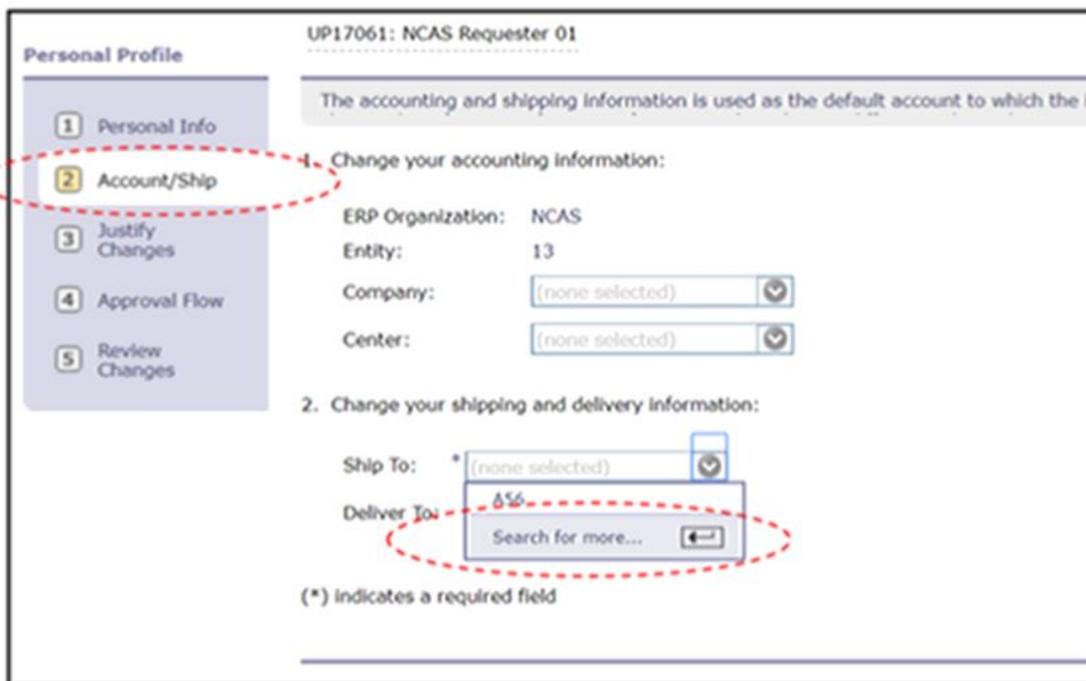
### Tips & Tricks: Choosing The Default Shipping Address

The 'Ship To' address assigned to your profile is the default location to which requisitions are sent. This address can be updated by following the steps below.

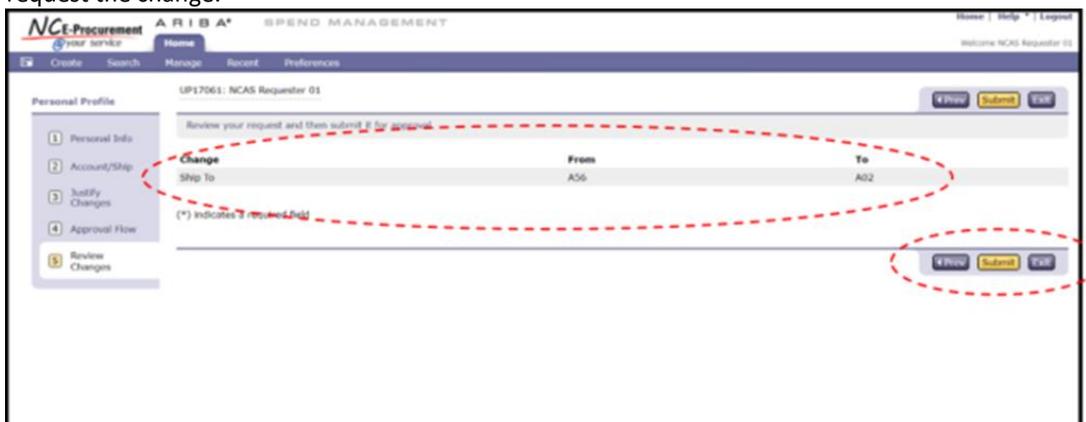
1. Click **Preferences** on the menu bar, then select '**Change your profile**' from the drop-down menu.



- On the 'Account/Ship' page, verify the current default 'Ship To' address, or choose a new address using the 'Search for more...' function.



- If a new address is selected, confirm that the pending change is correct on the 'Review Changes' page, and click 'Submit' to request the change.



Note: Supervisor approval may be required to update the default 'Ship To' address.

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).

## 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
11/6	E-Procurement	Raleigh	Wake Tech Public Safety Education Campus 321 Chapanoke Road Room 1401
11/7	E-Quote (rescheduled)	Raleigh	Wake Tech Public Safety Education Campus 321 Chapanoke Road Room 1401
11/15	E-Procurement	Raleigh	Wake Tech Public Safety Education Campus 321 Chapanoke Road Room 1401
11/20	Determining Cost	Raleigh	Department of Administration 116 W. Jones St. P&C Training Room (Suite G111-E)

### Follow-Up

This newsletter was sent to all Community College Users.

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