



## The Source NC E-Procurement Newsletter

October 2018 Edition

### 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 .

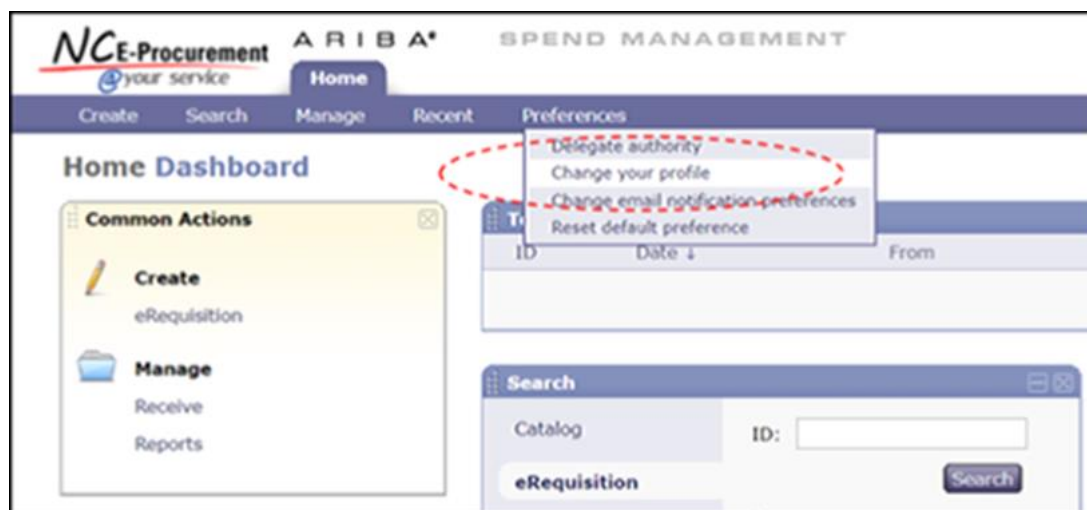
### Update: Supplier Ordering Method

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.

### 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.



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

Personal Profile UP17061: NCAS Requester 01

The accounting and shipping information is used as the default account to which the...

1. Change your accounting information:

ERP Organization: NCAS  
 Entity: 13  
 Company: (none selected) [v]  
 Center: (none selected) [v]

2. Change your shipping and delivery information:

Ship To: \* (none selected) [v]  
 Deliver To: A56 [v]  
 Search for more... [v]

(\*) indicates a required field

- 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.

NC E-Procurement A R I B A\* SPEND MANAGEMENT Home | Help \* | Logout

UP17061: NCAS Requester 01

Review your request and then submit it for approval.

Change	From	To
Ship To	A56	A02

(\*) indicates a required field

[v] [Submit] [v]

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 LEA Users.

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