



## The Source NC E-Procurement Newsletter

March 2017 Edition

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### Upcoming Conferences

NC E-Procurement representatives will be attending the conferences below and we'd love to talk to you! If you would like to schedule one-on-one time with a NC E-Procurement representative, please contact us at [EPTraining@doa.nc.gov](mailto:EPTraining@doa.nc.gov) to set up a meeting.

**Spring 2017 Association of Community College Business Officials (ACCBO) Conference** March 6-8 in Pinehurst. Representatives will have a Vendor Booth as well as hosting a session where we will discuss the recent electronic Vendor Portal (eVP) upgrade. Please join us for this 50 minute session Tuesday morning!

**Carolinas Association of Governmental Purchasing (CAGP)** March 7 in Hickory. Representatives will be presenting a session in the morning, covering basic features of the NC E-Procurement systems, how to access recently awarded Statewide Term Contracts, and the benefits available to government purchasers.

### Statewide Term Contract Announcements

**Statewide Term Contract 430A** The Division of Purchase & Contract has established a new Statewide Term Contract [430A- Gases: Medical, Welding, & Specialty](#). The term of this contract is January 1, 2017-December 31, 2019. It is a multiple vendor, mandatory contract. 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).

### New E-Procurement Punch-Out Catalogs Available!

**Statewide Term Contract 260A – Dental Supplies and Equipment** The items awarded in compliance with Statewide Term Contract 260A are now available in NC E-Procurement via a punch-out catalog for both iSmile Dental Products and Dental Health Products Inc.

**Statewide Term Contract 630A – Interior/Exterior Paint** The items awarded in compliance with Statewide Term Contract 630A are now available in NC E-Procurement via a punch-out catalog for Sherwin Williams.

### Tips & Tricks: Is it Time to Update your NC E-Procurement User Information?

You can update information within NC E-Procurement by using the UserMaintenance eForm. Security Administrators, Community College/School System EP Lite Administrators, and other users with the "UserMaintenance eForm" role can add, update and delete user information for their entity group. Follow the instructions below to remove a user from your entity.

The screenshot shows the 'User Maintenance' eForm in the NC E-Procurement system. The page title is 'US67424: Delete Example User'. The form is divided into three sections: '1 Title', '2 Complete Form', and '3 Summary'. The 'Title' section is active, showing a text input field with 'Delete Example User'. Below it, there are dropdown menus for 'Select Maintenance Mode' (set to 'Delete') and 'Entity' (set to '13'). There is also a dropdown for 'User' (set to 'exampleuser1\_example') and a text input for 'NCID User ID' (set to 'exampleuser1'). Navigation buttons 'Prev', 'Next', and 'Exit' are visible at the top and bottom of the form.

1. Access the UserMaintenance eForm via Create in the Menu bar.
2. Complete the information on the Title page, by selecting whether you'd like to Add, Update, or Delete a user and selecting the appropriate user from the pick-list.

For step-by step directions, check out the [User Maintenance eForm Process Guide](#) to update user information directly within the NC E-Procurement Service.

## P&C's Training Roundup

The Division of Purchase & Contract (P&C) offers various training courses related to procurement throughout the year. Please reference the list below for upcoming trainings. For further course details and registration instructions, please refer to the [2017 course catalog](#).

DATE	COURSE TITLE	LOCATION	FACILITY & ADDRESS
3/7-3/9	NC Procurement	Raleigh	Dept. of Administration 116 W. Jones St., P&C's Training Ctr., Room G111-E
3/14 – 3/15	E-Procurement	Raleigh	Wake Tech's Public Safety Education Campus (PSEC) 321 Chapanoke road, Room 1401
3/14	NC Contract Administration & Monitoring	Raleigh	Dept. of Administration 116 W. Jones St., P&C's Training Ctr., Room G111-E
3/23	Specification Writing	Raleigh	Dept. of Administration 116 W. Jones St., P&C's Training Ctr., Room G111-E
3/28	Solicitation Documents & the Law	Raleigh	Dept. of Administration 116 W. Jones St., P&C's Training Ctr., Room G111-E

### Follow-Up

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

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