



The Source -NC E-Procurement Newsletter

June 2016 Edition

Electronic Vendor Portal (eVP) The Department of Administration is pleased to announce an upgrade to the current Vendor Registration software that serves as the portal for Vendors to register to do business with the state of North Carolina. This upgrade will include functionality to allow Vendors to register for all Department of Administration systems including the Interactive Purchasing System (IPS), the Statewide Uniform Certification (SWUC) Program, and NC E-Procurement @ Your Service in one central location. The upgrade will deliver benefits that will drive Vendor satisfaction and improve business performance opportunities for the state of North Carolina. The State of North Carolina electronic Vendor Portal (eVP) application is expected to go live late September 2016.

As this project progresses, communications will be distributed to keep you informed. Watch for updates about the upgrade including more information about available training and an early look at some of the new functionality that will be available. If you have questions about this upgrade, please feel free to contact the NC E-Procurement Help Desk at (888) 211-7440.

NIGP Trainings in Raleigh The Division of Purchase & Contract (P&C) is committed to providing training opportunities to strengthen the knowledge and expertise of procurement professionals. In their continuous effort, P&C has partnered with the National Institute of Governmental Purchasing Inc. (NIGP) – The Institute for Public Procurement – to offer procurement training opportunities at a reduced cost. All classes will be held in Raleigh and will be offered at the NIGP membership rate – a cost savings of \$200 for 3-day classes!

In order to register for a training, please access the [NIGP registration page](#). Once you are on the registration page, type “NC” in the search field within the ‘**Search Upcoming Courses**’ box.

For registration assistance please contact NIGP at (800) 367-6447.

DATES	COURSE NAME	LENGTH	LOCATION
Tuesday, July 26, 2016 Wednesday, July 27, 2016	Fundamentals of Leadership & Management	2 Days	Department of Administration HRM Training Room, 2nd Floor 116 W. Jones St. Raleigh, NC 27603
Tuesday, August 30, 2016 Wednesday, August 31, 2016 Thursday, September 1, 2016	Sourcing in the Public Sector	3 Days	Department of Public Safety Juvenile Justice Conference Room 3010 Hammond Business Place Raleigh, NC 27603
Tuesday, September 27, 2016 Wednesday, September 28, 2016 Thursday, September 29, 2016	Strategic Procurement Planning	3 Days	Department of Public Safety Juvenile Justice Conference Room 3010 Hammond Business Place Raleigh, NC 27603
Tuesday, October 25, 2016 Wednesday, October 26, 2016 Thursday, October 27, 2016	Legal Aspects of Public Procurement	3 Days	Department of Administration HRM Training Room, 2nd Floor 116 W. Jones St. Raleigh, NC 27603
Tuesday, November 29, 2016 Wednesday, November 30, 2016 Thursday, December 1, 2016	Developing & Managing Requests for Proposals	3 Days	Department of Public Safety Juvenile Justice Conference Room 3010 Hammond Business Place Raleigh, NC 27603

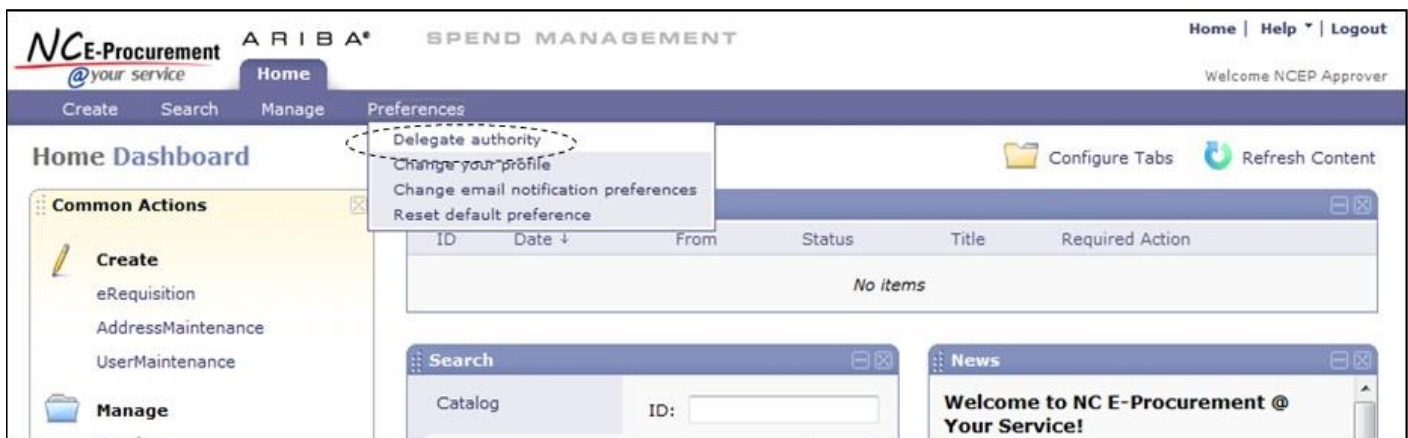
P&C's Training Roundup The Division of Purchase & Contract (P&C) offers various training courses related to procurement throughout the year. Please see below for a list of upcoming trainings. For further course details and registration instructions, please refer to the [2016 Course Catalog](#).

DATE	COURSE TITLE	LOCATION	FACILITY & ADDRESS
6/2	Specification Writing	Raleigh	Dept. of Administration 116 W. Jones St.
6/8	Customizing Solicitation Forms	Raleigh	Wake Tech's Public Safety Education Campus (PSEC) 321 Chapanoke Road, Room 1401
6/15	Determining Cost	Raleigh	Dept. of Administration 116 W. Jones St.
6/22	E-Procurement	Raleigh	Wake Tech's Public Safety Education Campus (PSEC) 321 Chapanoke Road, Room 1401
6/23	eQuote	Raleigh	Wake Tech's Public Safety Education Campus (PSEC) 321 Chapanoke Road, Room 1401

Tips & Tricks: Delegating Authority When an approver of eRequisitions will be out of the office for an extended period of time – due to holidays, vacation, medical leave, etc. – use the following steps to delegate approval authority to another user so the agency can continue to make purchases in the approver's absence.

Note: Delegating approval authority will also delegate receiving authority

1. Click on the **'Preferences'** option on the menu bar at the top of the NC E-Procurement Dashboard and select **'Delegate authority.'**



2. In the **'Delegatee'** drop-down menu, select the user's name who will be responsible for approving the eRequisitions while the primary approver is out of the office. If the user's name is not in the drop-down menu, select **'Search for more...'** to search for the user.

3. To set the date range for the delegation, use the calendar icons to select the **'Delegation Start Date'** and **'Delegation End Date.'**

Note: When delegating approval authority, the delegation end date should be the day the user plans to return to the office. The automated process to end delegations occurs daily after midnight. For example, if an approver is going to be out of the office from January 1-4, and returning to the office on January 5, the delegation dates should be entered as January 1 to January 4. The delegate will stop receiving eRequisitions to approve beginning at 12 a.m. on January 5; however, the original approver continues to receive the approval requests even during the delegation period.

4. Enter a comment as to why this delegation request is being entered in the **'Delegation Reason'** free-text field, if desired.
5. Users have the option to continue to be notified of approval requests throughout the delegation period. To do so, check the box next to **'Continue to notify me by email of approval requests.'**
6. Click the **'Next'** button to continue.
7. The user to whom approval authority is being delegated must approve all delegation requests. In some cases, the user's supervisor must approve the request as well.
8. Click the **'Next'** button to continue.
9. Review the changes and click the **'Submit'** button.

Note: Delegation approval flows are automatically created to include the user's supervisor, if required, and the user to whom approval authority is being granted. Approvals are required before the delegation is effective and the request is not activated until it is fully approved. Additionally, the delegated approver can only approve items received during the delegation time period.


A R I B A®
SPEND MANAGEMENT
Home | Help | Logout
Welcome NCEP Approver

Home
Create
Search
Manage
Preferences

Delegate Authority
UP4808: NCEP Approver

Review your request and then submit it for approval.

Change	From	To
Delegatee	(no value)	New Delegatee
Delegation Start Date		Mon, 23 Dec, 2013
Delegation End Date		Fri, 3 Jan, 2014
Delegation Reason		Taking a vacation.
Notification	<input type="checkbox"/> Continue to notify me by email of approval requests	<input checked="" type="checkbox"/> Continue to notify me by email of approval requests

Note: For further information please view the **'Delegating Approval Authority'** job aid located on the NC E-Procurement [User Training](#) page and/or the **'Approving'** [Web-Based Training Course](#).

Looking for more NC E-Procurement Tips and Tricks? All tips covered in this and previous issues of [The Source](#) may be found on the [System Tips](#) page of the NC E-Procurement web site!

Follow-Up

This newsletter was sent to all E-Procurement users.

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