THE SOURCE



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SEARCHING FOR HUB VENDORS

The new electronic Vendor Portal (eVP) features an enhanced public vendor search that buyers can use to find registered HUB vendors. Simply, follow these steps:

1. Go to <u>https://evp.nc.gov/</u> and click on the **Browse Vendors** button.

Welcome to the North Carolin	na electronic Vendor Portal!
The North Carolina electronic Vendor Portal (eVP) is the State of N organizations that purchase goods and services.	orth Carolina's system to connect vendors with state government
	and the second second
© Discover	C Register
Browse Solicitations	Sign In or Register
Discover how North Carolina is working for you Search for business opportunities in North Carolina's official online repository for state advertisements for competitive procurements Browse Vendors	Join a growing community of North Carolina vendors eVP provides a self-service portal where vendors can register to: • Participate in the state's Historically Underutilized Business program (HUB) and the North Carolina Small Business Enterprise program

2. Click the drop-down arrow beside **HUB Certification Status**, select **Certified**, and then **Search** button.

locate a vendor registere <mark>d in eVP, please use the</mark> geted search fields are also available to provide	e search filters below. The main search will search across multiple a more refined search result set. If additional filters are required,	fields in the system, including the vendor's Secretary of State ID and UEI. please expand the Advanced Search section.
Search	Vendor Name	Customer Number
Vendor Status	HUB Certification Status	NCSBE Certification Status
dvanced Search	Not Certified Certified	

Note: Buyers can also search for vendors registered as North Carolina Small Business Enterprises (NCSBE) using the **NCSBE Certification Status** filter. To further refine results, select filters such as **Commodity Code**, Location County, and Construction Code.

3. To export search results click the **Export to Excel** button. NC eProcurement, HUB, and NCSBE statuses for each vendor will be listed next to their basic information. View additional information about a vendor by clicking that vendor's name.

	Export to Excel									
Name	Main Contact Name	Main Contact Email	Main Contact Phone	Main Location Address	NC eProcurement	нив	NCSBE	Small Business	DBE	NPWC
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Need more information? See the Searching for Registered Vendors job aid.

TIPS & TRICKS: DELEGATING AUTHORITY

If you plan to take time off during the holidays, use the delegate authority function to allow your agency to make needed purchases in your absence. This temporary change allows an alternate user to approve, deny, or receive items when the original approver is out of the office.

To delegate your approval authority to another user:

1. Click the **Initials** icon in either Guided Buying or Expert View then select **Delegate authority.** Populate the appropriate fields where applicable and click **Next.**



Note: Users have the option to still be notified of approval requests during the delegation period. Go to the **Notification** field and, check the box next to **Continue to notify me by email of approval requests.**

2. In the approval flow section, other approvers can be added, but the "alternate" must approve the delegation request. Click **Next**, review changes, and click **Submit**.

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Delegate Authority	UP1337 ADMIN Requester	Prev		Next		Exit.
Oviegate Oviegate Approval Flow Bevew Changes	Review the approvers assigned to review the request. Add and delete approvers as necessary, depending on your permissions.	Prev		Next		Edt

Need more information on delegating authority? See the Getting Started job aid.

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NEW BID ATTACHMENT FEATURE

There's a new feature in E-Bid solicitations within the electronic Vendor Portal indicates if a vendor has uploaded attachments with their response. The **Bids** tab under the **Bid Attachment Submitted** column will display **Yes** if the vendor has submitted an attachment. The submitted attachments will not be viewable until the solicitation is in **Pending Selection** status.

- Solicitation	laved	Solicitation Number Status Reason Owner
General Documents Bids Related \vee		
		O Refresh ∞ ^{re} Flow ∨ I Run Report ∨ 4 Excel Templates ∨ ;
O Vendor ~	Bid Attachment Submitted ~	Created On ~
	Yes	11/7/2023 1:59 PM
		,
1 - 1 of 1		4 ← Page 1 →



Find more details on viewing bids in eVP in the Viewing Bids for Posted Solicitations in eVP job aid.

TRAINING ROUNDUP

The Division of Purchase & Contract and NC eProcurement offer various training courses related to procurement throughout the year. Online classes that are available in the <u>NC Learning Center</u> include:

- Introduction to Procurement (ITP)
- Request for Proposals (RFP) Development and Evaluation
- Specification Writing (SW)

NC eProcurement classes like the ones below require registration (see How to Register).



DATE	COURSE TITLE
1/10	NC eProcurement Eplite Basic Requester Training
1/10	NC eProcurement Eplite Advanced Buyer Training
1/31	NC eProcurement Collaboration Training
2/28	NC eProcurement Eplite Basic Requester Training

Be sure to check the <u>Course List</u> periodically for additional training classes. If courses are unavailable or don't suit your schedule, you can find extensive self-learning materials on our <u>Training</u> page.

We look forward to (virtually) seeing you!



HELP DESK HOLIDAY HOURS

In observance of state holidays, the NC eProcurement Help Desk will be closed December 25, 26, 27 and January 1.

As reminder normal Help Desk hours are Monday through Friday, from 7:30 a.m. to 5:00 p.m. EST. Contact the Help Desk by phone at 888-211-7440, option 1, or by email at <u>ephelpdesk@its.nc.gov</u>

This newsletter was sent to **NC eProcurement EPLite users**. Questions about information covered in this newsletter? Send an email to <u>ephelpdesk@its.nc.gov</u>.