

THE SOURCE

STATE DEPARTMENT STATE BRANCH
 LOCAL GOVERNMENT CITY COUNTY
 COMMUNITY COLLEGE PUBLIC SCHOOL
NORTH CAROLINA ePROCUREMENT PURCHASE
 ONLINE SHOPPING STATEWIDE TERM CONTRACT
 ELECTRONIC VENDOR PORTAL HUB CERTIFIED VENDOR
 QUOTE PUNCHOUT CATALOG
 PURCHASE ORDER
 SOURCING
 BIDDING
 BUY

December 2023 Edition



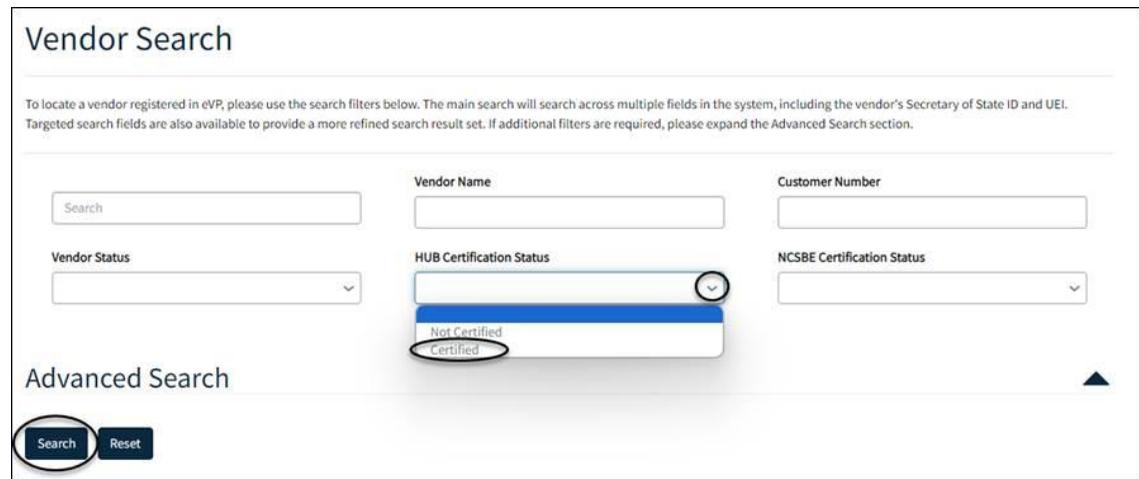
SEARCHING FOR HUB VENDORS

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



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



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	HUB	NCSBE	Small Business	DBE	NPWC
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Not Applicable	Certified		true	false	false
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Active	Certified		true	false	false
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Not Applicable	Certified	Certified	true	false	false
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Active	Certified		true	false	false

Need more information? See the [Searching for Registered Vendors](#) job aid.

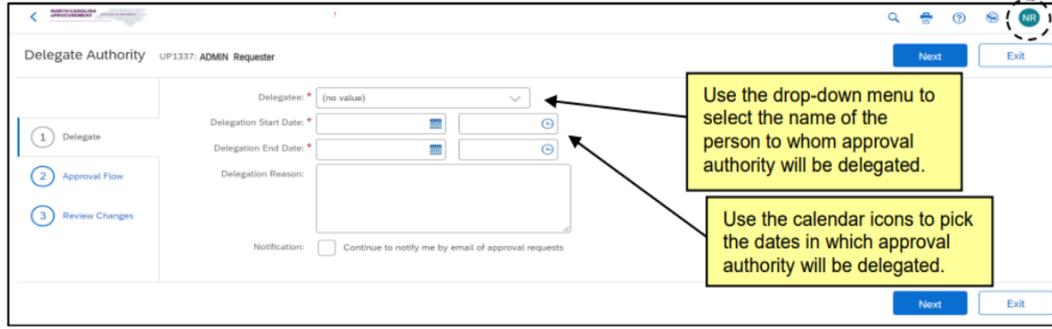
TIPS & TRICKS: DELEGATING AUTHORITY

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.



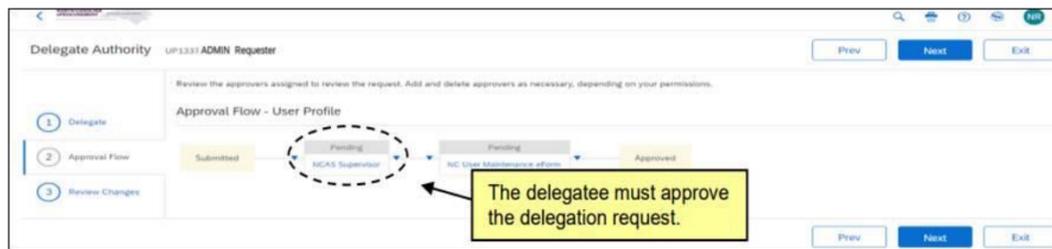
To delegate your approval authority to another user:

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**.

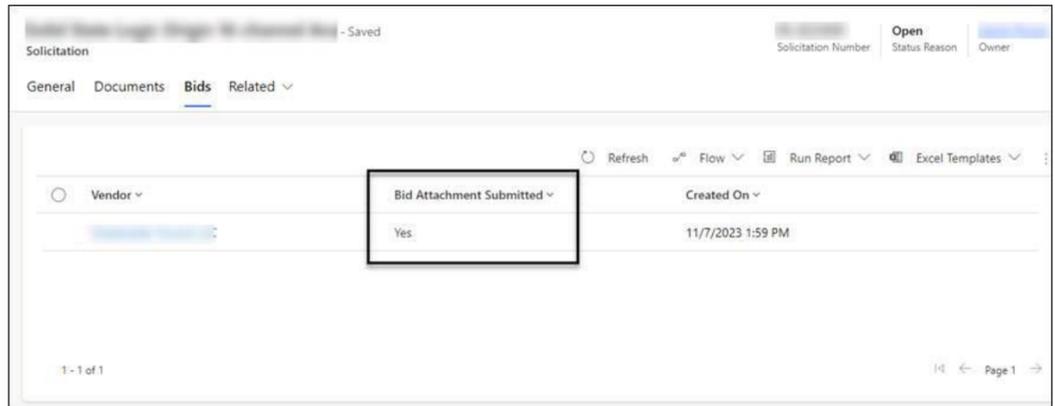


Need more information on delegating authority? See the [Getting Started job aid](#).



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.



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 [NC Learning Center](#) 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
1/18	NC eProcurement Eplite Basic Requester Training
	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 [Course List](#) periodically for additional training classes. If courses are unavailable or don’t suit your schedule, you can find extensive self-learning materials on our [Training](#) 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 ephelpdesk@its.nc.gov