

# THE SOURCE

April 2025

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

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## Guided Sourcing Update

The timeline for the transition to Guided Sourcing has been adjusted to align with the end of the state of North Carolina's fiscal year. More details will be sent out soon.

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## eVP Bid Updates

The Tabulation Posting type and vendor(s) selected on a Bid Tabulation can now be updated in the electronic Vendor Portal (eVP) before the tabulation is posted. Once the tabulation is posted the Tabulation Posting Type and vendor(s) cannot be changed. More details about updating Bid Tabulations can be found in the [Entering Bid Tabulations & Awards](#) job aid.

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## Conferences Corner



The North Carolina Procurement Excellence and Knowledge Conference (NC PEAK) was held on March 31 – April 1 at the McKimmon Conference & Training Center in Raleigh. Thank you to everyone who stopped by to learn about the electronic Vendor Portal (eVP) system. We appreciate your time and enjoyed seeing you!

## NC eProcurement Tips & Tricks

### Receiving

Receiving is the process an agency uses to record goods and services that are delivered. In the NCeProcurement process, receiving completes the purchase order lifecycle. A receipt is an acknowledgement that the goods have arrived and/or the service is complete. Receipt records ensure that all items on the purchase order were correctly received and accounted for in the financial system. Once items have been received in the system, the supplier can be paid for their goods or services. There are multiple ways to start receiving on a purchase order. The steps below will show users how to start receiving from the Procurement tab of Expert View.

1.) Select **Receive** in the **Common Actions** portlet on the left side of the screen within the **Procurement** tab.

The screenshot displays the NC eProcurement system interface. At the top, there are navigation tabs: HOME, PROCUREMENT (which is selected and highlighted in blue), and CATALOG (with a notification icon). Below the navigation bar, there is a search area with a dropdown menu set to 'Requisition', a text input field for 'Title', another text input field for 'ID', and a blue search button with a magnifying glass icon. On the left side, there is a 'Common Actions' portlet with a dropdown arrow. The portlet contains a list of actions: 'Create', 'Requisition', 'Manage', 'Receive' (which is highlighted with a red rectangular box), 'Report Search Filters', 'Public Reports', and 'More' with a dropdown arrow. To the right of the 'Common Actions' portlet is a 'To Do' table. The table has four columns: 'ID', 'Date', 'From', and 'Status'. The 'Status' column has an upward arrow icon. The table contains four rows of data, all with a status of 'Ordered' and a small icon to the left of the status text.

ID	Date	From	Status
PR11817310-V2	5/20/2020	ADMIN Requester	Ordered
PR11817296	5/19/2020	ADMIN Requester	Ordered
PR11810671	2/26/2020	ADMIN Requester	Ordered
PR13900-V2	1/8/2020	ADMIN Requester	Ordered

2.) From the **Receiving Steps** page, locate the Purchase Order to be received by choosing from the list that appears, or searching via the search bar at the top of the screen by Order ID, Requisition ID, Receipt ID, or Contract ID.

The screenshot shows the 'Receiving Steps' page with a search bar at the top. The search bar has a dropdown menu for 'Order ID' and a 'Search' button. Below the search bar, there are radio buttons for 'Needs receiving' (selected) and 'All'. To the left of the search bar, there is a sidebar with five steps: 1. Select Request, 2. Select Receipt, 3. Receive, 4. Additional Info, and 5. Summary. Below the search bar, there is a 'Search Results' section with the text 'Requests returned: 28'. Below this, there is a table with the following columns: Order ID, Title, Date Created, Status, and Supplier. The table contains four rows of data:

Order ID	Title	Date Created	Status	Supplier
EP4901179	TestReceipt	Fri, 8 May, 2020	Ordered	1157 designconcepts
EP4901210	TestReceipt	Mon, 11 May, 2020	Ordered	1157 designconcepts
EP4901317	TestingPO	Tue, 12 May, 2020	Receiving	Jarvis Property Restoration
EP4901337	Test Receiving	Tue, 12 May, 2020	Receiving	Jarvis Property Restoration

3.) After selecting a purchase order to receive, the user will need to populate the Accepted column with the number of items received, input the packing slip number in the Packing Slip field, and click the Submit button to finish receiving.

The screenshot shows the 'Receiving Steps' page with a receipt entry form. The form has a sidebar with five steps: 1. Select Request, 2. Select Receipt, 3. Receive, 4. Additional Info, and 5. Summary. The 'Receive' step is selected. The form contains the following fields:

- Order ID: EP4901499
- Order Title: ReceivingTest3
- Buying Entity: 135G
- FOB Code: (INCAS) 001 - Destination freight paid by vendor and included in price. Title passes upon receipt. Vendor files any claims.
- My Labels: Apply Label...
- Date: Mon, 1 Jun, 2020
- Processing Status: Receiving

Below these fields, there is a section titled 'Line Items - Receive by Quantity' with a table. The table has the following columns: No., Quantity, Full Description, Unit, Supplier Part Number, Prev. Accepted, Prev. Rejected, Accepted, Rejected, Total Received, Date Received, and Packing Slip. The table contains one row of data:

No.	Quantity	Full Description	Unit	Supplier Part Number	Prev. Accepted	Prev. Rejected	Accepted	Rejected	Total Received	Date Received	Packing Slip
1	10	TestReceipt	each		0	0	10	0	10	Mon, 1 Jun, 2020	

Below the table, there is an 'Update Totals' button. Below this, there is a 'Close Order' section with radio buttons for 'Yes' (selected) and 'No'. Below this, there is a 'Comments - Entire Receipt' section with a text area. Below this, there is an 'Attachments - Entire Receipt' section with an 'Add Attachment' button. At the bottom of the form, there are buttons for 'Prev', 'Next', 'Submit', and 'Exit'.

More information about receiving on purchase orders can be found in the [Receiving](#) job aid.

**Note:** Once a line item is received or invoiced, it limits the possible updates for that line item.

## **Vendor Account Updates**

Vendors can register for NC eProcurement using the electronic Vendor Portal (eVP), once a vendor has registered, they can update their vendor account at any time. Depending on when a vendor registers or updates their eVP vendor account, it can take up to 24 hours for the changes to reach NC eProcurement.

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## **Statewide Term Contract Information**

### **1017A Agricultural Chemicals**

The North Carolina Department of Administration's Division of Purchase and Contract has established a new statewide term contract 1017A Agricultural Chemicals. This is a multi-vendor, mandatory statewide term contract for state agencies, departments, institutions, universities and community colleges, unless exempted by North Carolina general statute. Additionally, non-mandatory entities, including schools and local government, may use this contract if allowed by general statute. The contract term is January 28, 2025, through January 31, 2028. If you have any questions related to this contract, email [jonathan.davis@doa.nc.gov](mailto:jonathan.davis@doa.nc.gov) or call them at 984-236-0225.

### **1510B Fuels**

The North Carolina Department of Administration's Division of Purchase and Contract has established a new statewide term contract 1510B Fuels. This is a multi-vendor, mandatory statewide term contract for state agencies, departments, institutions, universities and community colleges, unless exempted by North Carolina general statute. Additionally, non-mandatory entities, including schools and local government, may use this contract if allowed by general statute. The contract term is March 1, 2025, through March 1, 2028. If you have any questions related to this contract, email [austin.kiziah@doa.nc.gov](mailto:austin.kiziah@doa.nc.gov) or call them at 984-236-0237.

### **1511A Natural Gas (Interruptible and Firm)**

The North Carolina Department of Administration's Division of Purchase and Contract has established a new statewide term contract 1511A Natural Gas (Interruptible and Firm). This is a single vendor, mandatory statewide term contract for state agencies, departments, institutions, universities and community colleges, unless exempted by North Carolina general statute. Additionally, non-mandatory entities, including schools and local government, may use this contract if allowed by general statute. The

contract term is March 1, 2025, through March 1, 2028. If you have any questions related to this contract, email [austin.kiziah@doa.nc.gov](mailto:austin.kiziah@doa.nc.gov) or call them at 984-236-0237.

### **2517B - Vehicle Dedicated & Bi-Fuel Propane Conversion Kits, Accessories, Fuel Infrastructure, and Propane (AutoGas)**

The North Carolina Department of Administration's Division of Purchase and Contract has established a new statewide term contract 2517B - Vehicle Dedicated & Bi-Fuel Propane Conversion Kits, Accessories, Fuel Infrastructure, and Propane (AutoGas). This is a multi-vendor, mandatory statewide term contract for state agencies, departments, institutions, universities and community colleges, unless exempted by North Carolina general statute. Additionally, non-mandatory entities, including schools and local government, may use this contract if allowed by general statute. The contract term is March 1, 2025, through March 1, 2030. If you have any questions related to this contract, email [austin.kiziah@doa.nc.gov](mailto:austin.kiziah@doa.nc.gov) or call them at 984-236-0237.

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## **Training Roundup**

The Division of Purchase and Contract and NC eProcurement offer various procurement training courses throughout the year. Online classes are available to view and register in the [NC Learning Center](#).

These are the upcoming NC eProcurement classes:

<b>Date</b>	<b>Training Class</b>
April 24	NC eProcurement Sourcing
April 24	NC eProcurement Contracts
May 8	NC eProcurement Collaborative Requisitioning
May 29	NC eProcurement NCFS Basic Requester
June 11	NC eProcurement Sourcing
June 11	NC eProcurement Contracts
June 25	NC eProcurement NCFS Basic Requester
June 25	NC eProcurement NCFS Advanced Buyer

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. Remember to check out the [Training Videos](#) page too!

We look forward to (virtually) seeing you!

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*This newsletter is sent to North Carolina Financial System users and is produced bimonthly by NC eProcurement to provide valuable information to procurement professionals working within state government.*

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

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