THE SOURCE LEGI

STATE DEPARTMENT STATE BRANCE
LOCAL GOVERNMENT CITY COUNTY
COMMUNITY COLLEGE PUBLIC SCHOOLS 1.
NORTH CAROLINA ePROCUEMENT PURCHAS
ONLINE SHOPPING STATEWIDE TERM CONTRACT
LECTRONIC VENDOR PORTAL HUB CERTIFIED V
NORTH PURCHASE ORDER
LECTRONIC VENDOR PORTAL HUB CERTIFIED V
NORTH PURCHASE ORDER

April 2025

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.

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.

Conferences Corner



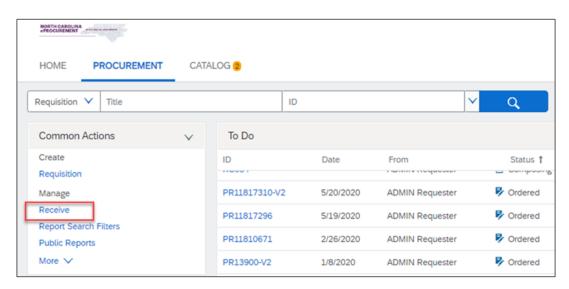
The North Carolina Procurement Excellence and Knowledge Conference (NC PEAK) was held on March 31 – April 1 at the McKimmon Conference & Training Center in Raleigh. Thank you to everyone who stopped by to learn about the electronic Vendor Portal (eVP) system. We appreciate your time and enjoyed seeing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

NC eProcurement Tips & Tricks

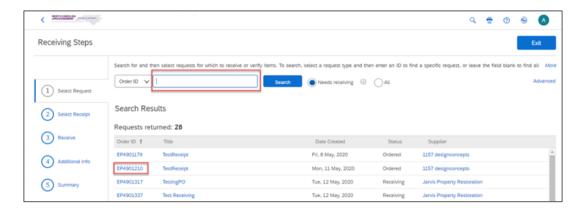
Receiving

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.

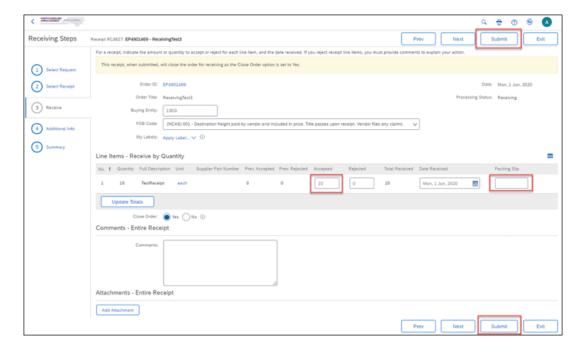
1.) Select **Receive** in the **Common Actions** portlet on the left side of the screen within the **Procurement** tab.



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.



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.



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.

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 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 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 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 or call them at 984-236-0237.

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:

Date	Training Class
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 <u>Training</u> page. Remember to check out the <u>Training Videos</u> page too!

We look forward to (virtually) seeing you!

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.

325 North Salisbury Street, Raleigh, NC 27603