

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

NC eProcurement Bi-Monthly Newsletter August 2023 Edition

This edition includes announcements on eVP and NCFS, tips and tricks on sourcing and public vendor search, eProcurement website spotlight, new statewide term contract information and upcoming training.



THE NEW ELECTRONIC VENDOR PORTAL (eVP) IS LIVE

The new electronic Vendor Portal (eVP) launched on July 10, 2023, consolidating and enhancing the functions of the previous eVP and Interactive Purchasing System.

Visit NC eProcurement's [eVP Webinar](#) page to replay past training sessions and learn tips for navigating the new platform.

Updated self-learning materials are also available in the [NCEP Sourcing Training](#) section.

SOURCING TIP: UPDATE SOURCING EVENT DESCRIPTION

The **'Description'** field for a Sourcing Event is visible in the public eVP solicitation listing and should provide relevant information for vendors such as more details or site visits, if applicable.

1. Update the **'Description'** field with relevant information below the **'Title'** on the first page of the Sourcing Event.



For details on how to edit the description field for existing Sourcing Events, see the [NCEP Sourcing and eVP Tips and Tricks](#).

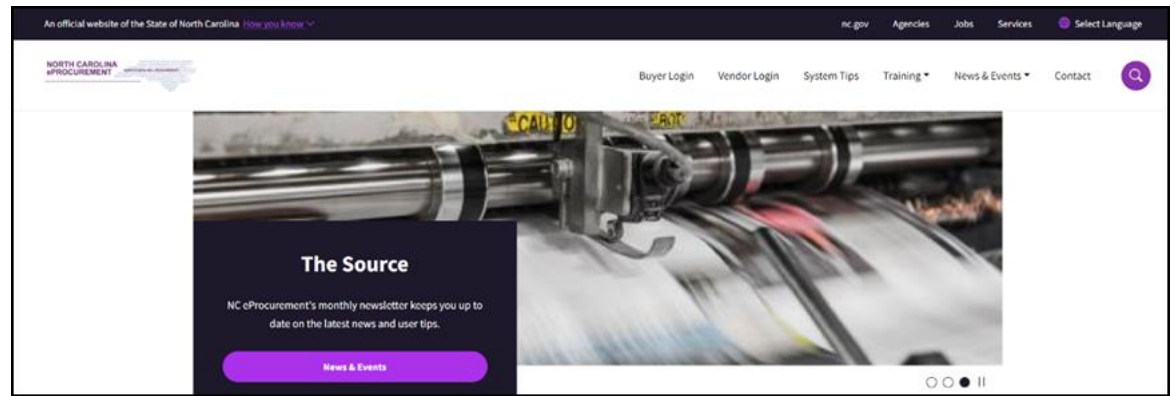
INCOMING NORTH CAROLINA FINANCIAL SYSTEM (NCFS)

The NC eProcurement team, in collaboration with the Office of the State Controller, is building an integration between Ariba and the North Carolina Financial System (NCFS). Once NCFS goes live, NC eProcurement users will be transitioned to a new NCFS realm in Ariba Buying. In this realm, you will see updates such as the new NCFS chart of accounts as well as open transactions converted from the previous North Carolina Accounting System (NCAS) realm. As we work towards go-live in October, further communications will be sent with steps on preparing for this transition.



SPOTLIGHT: EPROCUREMENT PORTAL

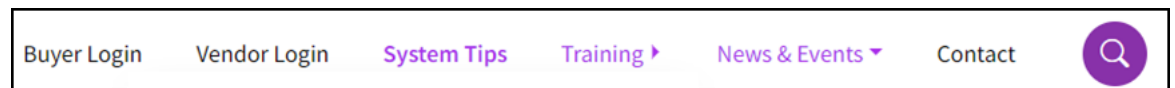
From providing access to the NCEP systems, to job aids, to news and events updates, the eProcurement portal serves as the main source of information for the public, vendors, and state procurement users. Read on to learn how to best leverage the portal.



Access NCEP Buyer, Sourcing & Contracts or the eVP Agency App via these tiles:

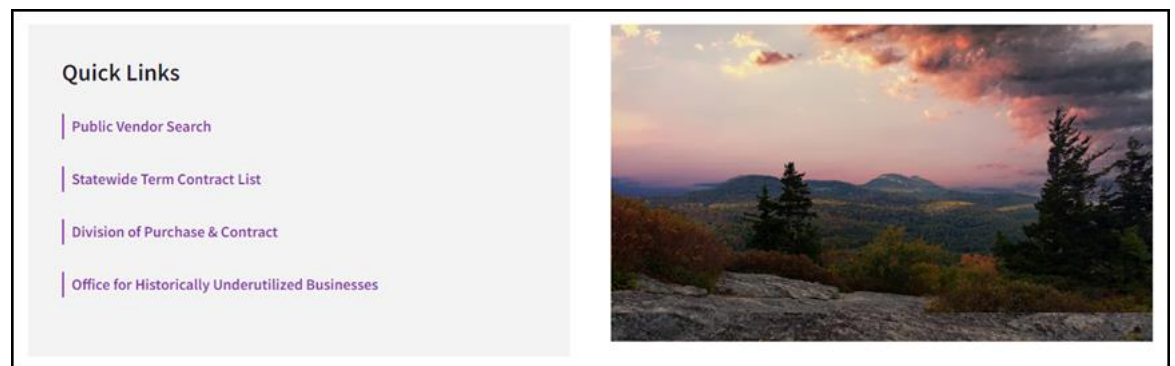


Navigate top menu tabs:



- ✚ For answers to frequently asked questions from buyers and vendors about NCEP, Ariba, eVP, and billing, navigate to the **System Tips** tab.
- ✚ Navigate to the **Training** tab for learning materials on NCEP Buying, Sourcing, Contracts, and eVP solicitations, as well as vendor actions and account management.
- ✚ Upcoming events such as virtual training, ad-hoc updates, and a copy of the NCEP bi-monthly newsletter are found on the **News & Events** tab.
- ✚ For further help, or to speak to the helpdesk, navigate to the **Contact** tab.

Visit the following quick links to DOA sites:



Please visit the [NC eProcurement portal](#) to further explore.

EVP TIP: PUBLIC VENDOR SEARCH

The new electronic Vendor Portal (eVP) features an enhanced public vendor search that buyers can use to efficiently find registered vendors. The Vendor Search page displays search filter fields

(‘Vendor Name,’ ‘Customer Number,’ ‘Vendor Status,’ ‘HUB Certification Status,’ ‘NCSBE Certification Status’) and an **Advanced Search** section, which is collapsed by default and can be expanded.

For specific vendor name search results, use the ‘Vendor Name’ field. Results will return only vendors whose name contains the keyword entered. For wider results tailored by the system, use the master search field (*circled below*). This will return either all vendors whose name contains or whose business relates to that keyword.



Vendor Search

To locate a vendor registered in eVP, please use the search filters below. The main search will search across multiple fields in the system, including the vendor’s Secretary of State ID and UEI. Targeted search fields are also available to provide a more refined search result set. If additional filters are required, please expand the Advanced Search section.

<input type="text" value="Search"/>	Vendor Name <input type="text" value="glass"/>	Customer Number <input type="text"/>
Vendor Status <input type="text"/>	HUB Certification Status <input type="text"/>	NCSBE Certification Status <input type="text"/>

Note: The ‘Search’ and ‘Reset’ buttons are at the bottom of the search page after the last filter section.

For more information, see the [Searching for Registered Vendors](#) job aid.



STATEWIDE TERM CONTRACTS INFORMATION

Statewide Term Contract 2613A Electric Vehicle Charging Station Equipment, Accessories, Installation, and Infrastructure

The North Carolina Department of Administration Division of Purchase & Contract has established a new statewide term contract [2613A Electric Vehicle Charging Station Equipment, Accessories, Installation, and Infrastructure](#). This is a multi-vendor mandatory 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 governments, that are allowed by North Carolina General Statute may use this contract. The contract term is June 19, 2023, through June 18, 2026. If you have any questions related to this contract, contact James Brown at 984-236-0253 or james.brown@doa.nc.gov.

TRAINING ROUNDUP

The Division of Purchase & Contract and NC eProcurement offer various training courses related to procurement throughout the year.

These online classes are generally available via the [NC Learning Center](#) without registration:

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

To register for the following NC eProcurement classes, see [How to Register](#).



DATE	COURSE TITLE
09/27	NC eProcurement NCAS Basic Requester Training

Be sure to check out the [Course List](#) periodically for training classes from the NC eProcurement team. In the case that our virtual courses are not available, or your schedule does not allow you to attend a session, please see our extensive self-learning materials on our [Training](#) page.

We look forward to (virtually) seeing you!