

# THE SOURCE

August 2025

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 V  
QUOTE PUNCHOUT CATALOG  
PURCHASE ORDER  
SOURCING  
BIDDING  
BUY

## Guided Sourcing Timeline Update

NC eProcurement Guided Sourcing is projected to go live in late August! Guided Sourcing is the latest version of SAP Ariba Sourcing and features a single-screen event creation page. To prepare for go live, NC eProcurement will be offering Guided Sourcing webinars on the dates and times listed below. Guided Sourcing webinar invites will be sent out soon.

Date	Time
August 20	9:30AM – 11:00AM
August 21	2:30PM - 4:00PM

## Multi Year Indicator

The **multi year indicator** (MYI) field allows funds to be allocated in future fiscal years. As a reminder, the MYI cannot be updated on change orders. However, other changes, such as adding lines or editing prices, can be made. The **MYI** can be updated on the line items added with a change order before submitting the change order. Users should not select **no choice** or **previous fiscal year XX** from the dropdown as this will cause an error.

## eVP Award Update

For eVP Agency Application users who post solicitations in NC eProcurement Sourcing, an **NCEP contract workspace ID** field will now be listed on the award in eVP. This is a required free-text field that was implemented to ensure that a contract workspace is created before the contract is awarded. The user must enter the associated contract workspace number. This field will be editable on the award in all statuses including **posted**. For more information, visit the [Creating a Contract Workspace from a Sourcing Project](#) job aid.

New Award

General

Solicitation

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NCEP Contract Workspace ID

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Vendor

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Description

Purchasing Agent

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NC City

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NC County

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Award Amount

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## Requisition Print View Update

The requisition print view in NC eProcurement now includes an **agency management unit** field. To see the print view of a requisition, pull up a requisition in **expert view** and select the **print** button.

Agency:

Name:

Budget Fund:

Name:

Natural Account:

Agency Program:

Name:

Agency Management Unit:

Funding Source:

Name:

Project:

Name:

Inter-fund:

Name:

Future 1:

ID:

Name:

Future 2:

ID:

Name:

Future 3:

ID:

Name:

Multi Year Indicator

## Statewide Term Contract Information

**0003A Products and Supplies for Correctional Facilities and Incarcerated Individuals**

The NC Department of Administration’s Division of Purchase and Contract has established a new statewide term contract [0003A Products and Supplies for Correctional Facilities and Incarcerated Individuals](#). This is a convenience statewide term contract for state agencies, departments, institutions, universities, community colleges, and non-mandatory entities, including school systems and local government. The contract term is May 15, 2025, through December 18, 2025. If you have any questions related to this contract, email [carter.biggs@doa.nc.gov](mailto:carter.biggs@doa.nc.gov) or call 984-236-0261.

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## Training Roundup

The Division of Purchase and Contract’s Procurement Academy (NCPA) and NC eProcurement provide a full range of training and professional development courses throughout the year.

Offerings available include North Carolina procurement and contract management certifications, stand-alone courses, job aids, and on-demand trainings.

More information about NCPA’s offerings can be found in the [Procurement Information Portal \(PIP\)](#). To request access, please complete the [PIP Form](#).

The following NC eProcurement classes require registration in the NC Learning Center. For help with registration, see the [NCPA Help Center](#) (PIP access required).

Date	Training Class
September 9	NC eProcurement NCFS Basic Requester
September 9	NC eProcurement NCFS Advanced Buyer
September 17	NC eProcurement Sourcing
September 17	NC eProcurement Contracts
September 24	NC eProcurement Collaborative Requisitioning

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).