

# THE SOURCE

December 2024

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  
PURCHASING  
BIDDING  
BUY

## In Case You Missed It

### Guided Sourcing Announcement

NC eProcurement sourcing will be transitioning to guided sourcing in spring 2025. Guided sourcing is the newest version of SAP Ariba sourcing and features single-screen event creation as well as powerful search function capabilities. There is also the possibility of newer features in the future. Further information about this transition will be posted on our website and communicated at a later date.

### NCAS Realm Retirement

The North Carolina Accounting System realm in NC eProcurement was retired on Friday, December 6, 2024. As a reminder, historical data can be accessed through NC eProcurement's eReporting tool. eReporting includes both legacy data as well as North Carolina Financial System realm data, which is updated weekly.

The screenshot shows the 'ePROCUREMENT Reporting Tool' interface. At the top, it says 'ePROCUREMENT Reporting Tool' and 'NC DEPARTMENT OF ADMINISTRATION'. Below this, there are two tabs: 'Purchase Order ID Search' (selected) and 'Advanced Search'. A 'Submit' button is on the left, and a 'Reset Filters' button is on the right. There are three input fields: 'Enter Purchase Order ID:', 'Enter Legacy Document ID:', and 'Enter Requisition ID:'. A note below these fields states: 'Note: only enter one of the above ID fields'. Below the input fields, there is a section titled 'Please select columns to include:' with a search bar and a list of columns. The columns listed are: Ariba, Account, Account NCFIS, Agency, Agency Management Unit, Agency Program, Contract ID, Contract Type, Create Date, Entity Description, Entity ID, and Entity Type. A 'Submit' button is at the bottom left of the column selection area.

For more information or to request access, visit the [NC eProcurement eReporting](#) page.

---

## Statewide Term Contract Information

### 7612A Document Destruction Services

The North Carolina Department of Administration's Division of Purchase and Contract has established a new statewide term contract [7612A Document Destruction Services](#). 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 October 23, 2024, through October 22, 2029. If you have any questions related to this contract, email [Jonathan.Davis@doa.nc.gov](mailto:Jonathan.Davis@doa.nc.gov) or call 984-236-0225.

---

## Help Desk Holiday Hours

The NC eProcurement Help Desk will be closed due to the observance of state holidays on the following dates:

- December 24, 25, and 26, 2024
- January 1 and 20, 2025

The Help Desk will otherwise retain normal operating hours Monday through Friday from 7:30 a.m. to 5:00 p.m. EST. The Help Desk is available by phone at 888-211-7440, option 1, or by email at [ephelpdesk@its.nc.gov](mailto:ephelpdesk@its.nc.gov).

---

## Training Roundup

The Division of Purchase and Contract and NC eProcurement offer various procurement training courses 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 has extensive self-learning materials available on the [Training](#) page. Remember to check out the [Training Videos](#) page too!

---

*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).*

325 North Salisbury Street, Raleigh, NC 27603