

Delegating Authority

If you plan to take time off during the holidays, use the delegate authority function to allow your agency to make needed purchases in your absence. This temporary change allows an alternate user to approve, deny, or receive items when the original approver is out of the office.

To delegate your approval authority to another user:

- 1. Click the **initials** icon in either “guided buying” or “expert view” and select **delegate authority**.
- 2. Populate the appropriate fields where applicable and click **next**.
- 3. In the approval flow section, other approvers can be added, but the delegatee must approve the delegation request. Click **next**, review changes, and click **submit**.

Test Site

Delegate Authority

UP1337: NCAS Requester

Next

Exit

1 Delegate

2 Approval Flow

3 Review Changes

Delegatee: (no value)

Delegation Start Date:

Delegation End Date:

Delegation Reason:

Notification: ☐ Continue to notify me by email of approval requests

Next

Exit

Note: Users can only delegate their authority to another user who has the same or a higher management level. More information about delegating authority can be found in the [Getting Started](#) job aid.

Public Vendor Search Tip: Confirming a Vendor's eProcurement Status

Buyers can use the **public vendor search** to determine if a vendor can be used in NC eProcurement. After using the search filters to locate a vendor, the NC eProcurement column will display the vendor’s NC eProcurement status.

Name	Main Contact Name	Main Contact Phone	Main Contact Email	Main Location Address	eVP Status	NC eProcurement	HUB	HUB Category	NC SBE	Small Business	DBE	NPWC
					Active	Active	Certified	Disabled		Yes	No	No
					Active	Inactive				Yes	No	No
					Active	Inactive				Yes	No	No
					Pending	Not Applicable				Yes	No	No

In addition to the NC eProcurement column on the vendor search results page, buyers can also see a vendor’s NC eProcurement registration status on the Terms of Use section of the vendor’s profile.

Vendor Information

Business Characteristics

Contacts

Locations

Commodity Codes

Construction Codes

Contractor Services

HUB

NCSBE

Terms of Use

Terms of Use

Registration Type

eVP, eProcurement, HUB

eVP Accepted By

eVP Date Signed

NC eProcurement Registration Status

Active

Additional information about using the public vendor search is available in the [Searching Registered Vendors](#) job aid.

Guided Sourcing Team Section

After creating a **sourcing project**, it is important to review the Team section. In Guided Sourcing, NC eProcurement Sourcing users can review users on the Sourcing Project Team by clicking on the icon next to the sourcing project title.

Example Non-IT Sourcing Project

Close

...

Strategic sourcing project | WS1782500874 | Original | Active | Gray

Project summary

Process

Project insights

Tasks

Events and other documents

Project message board

▼

Project summary

More information about Sourcing Projects can be found in the [Creating a Sourcing Project](#) job aid.

NCEP Contract Workspace ID Reminder

eVP Agency Application users who post solicitations in NC eProcurement Sourcing must enter an **NCEP Contract Workspace ID** on the award in eVP. The NCEP Contract Workspace ID field is a required free-text field that was implemented to ensure that a contract workspace is created before the contract is awarded. Additional information can be found in the [Creating a Contract Workspace from a Sourcing Project](#) job aid.

New Award

General

Solicitation

*

NCEP Contract Workspace ID

*

Vendor

*

Description

Purchasing Agent

NC City

NC County

Award Amount

*

Statewide Term Contract

7215B Equipment Maintenance Management Program

The North Carolina Department of Administration’s Division of Purchase and Contract has established a new statewide term contract [7215B Equipment Maintenance Management Program](#). 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 November 6, 2025, through December 31, 2026. If you have any questions related to this contract, email carter.biggs@doa.nc.gov or call 984-236-0261.

Holiday Hours

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

- December 24, 25, and 26
- January 1 and 19

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. For more resources including FAQs, system tips, and training visit the [NC eProcurement website](#).

Training Roundup

The Division of Purchase and Contract and NC eProcurement provide a full range of training and professional development offerings throughout the year.

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

To learn about the NC Procurement Academy and course offerings visit the [Procurement Information Portal \(PIP\)](#). To request access, please submit a [Procurement Information Portal Access Request](#).

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

Date	Training Class
January 14	NC eProcurement NCFS Basic Requester
January 14	NC eProcurement NCFS Advanced Buyer
January 21	NC eProcurement Sourcing
January 21	NC eProcurement Contracts
January 22	NC eProcurement Collaborative Requisitioning

Be sure to check the [course list](#) periodically for 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!

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.