

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

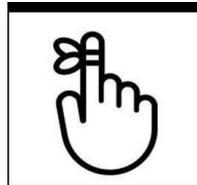
NC eProcurement Monthly Newsletter

February 2021 Edition

TOP STORIES IN THIS NEWSLETTER



**Sourcing: Sprint 2
Underway!**



**eReporting
Reminder:
Current and
Legacy Data
Available**



**New Function:
PPE Purchase
Indicator**



Training Roundup

SOURCING: SPRINT 2 IS UNDERWAY!

Sprint 2 for NCEP Sourcing is underway! The next group of agencies now have access to the Sourcing tool as the NC eProcurement team assists them with creating and managing Sourcing activities, formally soliciting vendors for their best pricing on goods and services. NC eProcurement will continue the rollout of this new tool over the next several months.

To learn more about NCEP Sourcing, visit [NCEP Sourcing Training](#) and watch the introductory video or view the Sourcing learning paths!

eREPORTING REMINDER: CURRENT AND LEGACY DATA AVAILABLE

The eReporting tool is updated routinely with current NC eProcurement purchasing information, which combined with the data from Archive Buyer (Version 9r1) makes it a useful tool for data analysis and reporting. Every eReporting user now has full access to all data in the tool, regardless of entity!

Access to eReporting is requested via the User Maintenance eForm in NC eProcurement. Users can contact their Security Administrators to submit a User Maintenance eForm on their behalf; if users do not know who the Security Administrator is for their entity, they can contact the Help Desk at 888-221-7440, option 1, or at ephelpdesk@its.nc.gov.

The eReporting Security Administrators list is also available in the Procurement Information Portal, as well as a weekly list of current eReporting users.

NEW FUNCTION: PPE PURCHASE INDICATOR

To assist with reporting on Personal Protective Equipment (PPE) purchasing through NC eProcurement, users purchasing **Non-Catalog** goods now have the ability to indicate that these items are PPE. This indicator appears in both Expert View and Guided Buying!

To indicate an item is PPE in Expert View, select **“Yes”** for the **“Is this a PPE item?”** field on the Non-Catalog Item page, and then use the **“PPE Category”** dropdown to indicate what type of PPE is being purchased:

Create Non-Catalog Item

Full Description: Face Shields

Terms of Payment: N30

Commodity Code: S1 - Drugs and Pharmaceutical Products

Quantity: 10

Unit of Measure: each

Price: \$5.00000 USD

Amount: \$50.00000 USD

Contract Type: No Contract

Bid Number: (no value)

Payment Basis: Receipt

Blanket Purchase Order? Yes No

FOB Code: (INCAS) 001 - Destination freight paid by vendor and included in price. Title passes upon receipt. Vendor files any claims.

Is this a PPE item? Yes No

PPE Category: Face Shields

Recycled Content Indicator: Yes No

In Guided Buying, the PPE indicator can be selected in the **“Others”** expandable section on the **“Checkout”** page after adding the item to the requisition:

NC ePROCUREMENT Guided Buying

Face Shields

Checkout / PR11824522

Total Cost \$50.00000 USD

Submit

> Shipping 123 Main St., Raleigh

> Comments

> Attachments

Others

Terms of Payment: N30

Contract: (no value)

Bid Number: (no value)

Blanket Purchase Order? Yes No

Commodity Code: 511922 - Combination diuretics

Contract Type: No Contract

Payment Basis: Receipt

FOB Code: (INCAS) 001 - Destination freight paid ...

PPE Category: Face Shields

Is this a PPE item? Yes No

TRAINING ROUNDUP

The Division of Purchase & Contract (P&C) and NC eProcurement offers various training courses related to procurement throughout the year. Please see the following table for a list of upcoming courses. For more details on registering for a course, see [How to Register](#).

Check the NC eProcurement [Course List](#) periodically for additional training classes from the NC eProcurement team.

We look forward to (virtually) seeing you!

DATE	COURSE TITLE
2/23-24	Request for Proposals (RFP) Development and Evaluation
2/25	NC eProcurement Basic Requester - NCAS
3/2	NC eProcurement Basic Requester - NCAS
3/3	NC eProcurement NCAS Advanced Buyer
3/9-10	Introduction to Procurement
3/11	Specification Writing
4/13-14	Request for Proposals (RFP) Development and Evaluation

This newsletter was sent to NCAS users. Questions about information covered in this newsletter? Send an email to ephelpdesk@its.nc.gov.