THE SOURCE

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.
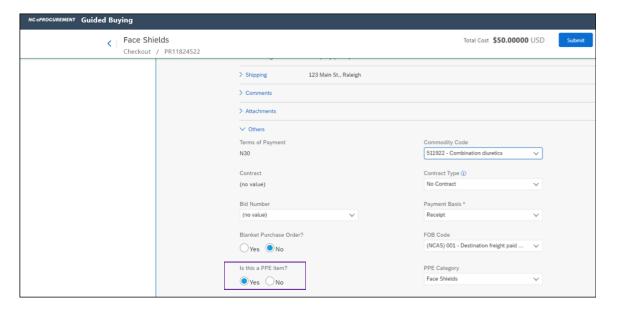
NEW FUNCTION: PPE PURCHASE INDICATOR

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:

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:

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