

THE SOURCE

February 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 VENDOR
QUOTE PUNCHOUT CATALOG
PURCHASE ORDER
SOURCING
BIDDING
BUY

Changing/Canceling NC eProcurement Orders

Any NC eProcurement purchase order change or cancellation must be initiated in the financial system of the entity that created the order (i.e., Colleague, SunPac, etc). If the change or cancellation is initiated in NC eProcurement, it will cause an error.



Note: The comment section will display an error for any change orders or cancellations that fail because they were initiated in NC eProcurement.

To resolve the error, log into NC eProcurement and select the **undo change button** on the most recent version of the requisition. After undoing the change, initiate the change or cancellation from your financial system.

Upcoming Conferences

It's almost conference season. The NC eProcurement team will be sending representatives to several conferences this year.

- **North Carolina Association of Governmental Purchasing (NCAGP)** on **March 18** at the Koury Convention Center in Greensboro, NC. We will be hosting a session on electronic Vendor Portal for procurement users (i.e., solicitations, award, bid tabulation, etc.).
- **North Carolina Procurement Excellence and Knowledge Conference (NC PEAK)** on **March 31 – April 1** at the McKimmon Conference & Training Center in Raleigh. We will be holding a

session on eVP for procurement users, demonstrating the eVP tool and how to post, award and tabulate solicitations in the portal.

- **North Carolina Association of Community College Business Officials (NC ACCBO)** on **April 7 – 9** at the Embassy Suites in Concord, NC. We will be hosting a session on eVP for procurement users (i.e., solicitations, award, bid tabulation, etc.).

Please plan to attend one of our sessions!

Help Desk Screenshare

The NC eProcurement Help Desk is now able to screenshare during phone calls using Rescue Live Guide. The new screensharing tool is an optional feature that allows help desk agents to resolve complex situations faster than a traditional phone call. More information about contacting the NC eProcurement Help Desk is available on the [Contact](#) page of the NC eProcurement website.

Statewide Term Contract Information

4016A Air Filters - HVAC

The North Carolina Department of Administration's Division of Purchase & Contract has established a new statewide term contract 4016A Air Filters - HVAC. 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 December 27, 2024, through December 26, 2029. If you have any questions related to this contract, email pamela.case-gustafson@doa.nc.gov or call them at 984-236-0249.

2324A Lathe & Metalworking Machines

The North Carolina Department of Administration's Division of Purchase & Contract has established a new statewide term contract 2324A Lathe & Metalworking Machines. 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 February 1, 2025, through January 30, 2030. If you have any questions related to this contract, email jonathan.davis@doa.nc.gov or call them at 984-236-0225.

4110B Basic Laboratory Supplies & Equipment

The NC eProcurement team is excited to announce that a Punchout catalog has been connected for statewide term contract 4110B Basic Laboratory Supplies & Equipment. The Punchout catalog has been added in Guided Buying under the Medical, Laboratory Supplies and Equipment tile, and can be accessed in **expert view** by searching for “**dove medical punchout**” on the catalog tab.

4230A Healthcare Simulation Instructional Supplies

The NC eProcurement team is pleased to announce that a Punchout catalog has been connected for statewide term contract 4230A Healthcare Simulation Instructional Supplies. The Punchout catalog has been added in Guided Buying under the Medical, Laboratory Supplies and Equipment tile, and can be accessed in **expert view** by searching for “**pocket nurse punchout**” on the catalog tab.

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)

The following NC eProcurement classes also require registration (see [how to register](#)).

Date	Training Class
April 17	NC eProcurement EPLite Basic Requester
April 17	NC eProcurement EPLite Advanced Buyer
April 23	NC electronic Vendor Portal Workshop

May 8	NC eProcurement Collaborative Requisitioning
May 28	NC eProcurement EPLite Basic Requester
June 12	NC electronic Vendor Portal Workshop
June 26	NC eProcurement EPLite Basic Requester
June 26	NC eProcurement EPLite Advanced Buyer

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!

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.

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