

THE SOURCE

February 2025

STATE DEPARTMENT STATE BRANCH
LOCAL GOVERNMENT CITY COUNTY
COMMUNITY COLLEGE PUBLIC SCHOOL
NORTH CAROLINA ePROCUREMENT PURCHASING
ONLINE SHOPPING STATEWIDE TERM CONTRACT
ELECTRONIC VENDOR PORTAL HUB CERTIFIED VENDOR
QUOTE PUNCHOUT CATALOG
PURCHASE ORDER
SOURCING
BIDDING
BUY

Guided Sourcing Corner

NC eProcurement Sourcing will be transitioning to Guided Sourcing in early April 2025. Guided Sourcing features a one-page Sourcing Event creation page, making all the sourcing event information visible on the same page.

The screenshot shows a web interface for creating a sourcing event. At the top, it displays the breadcrumb 'Example Non-IT Sourcing Project / Solicitation Document and Sourcing Event Folder / Example Non-IT Sourcing Event' and the title 'Example Non-IT Sourcing Event'. Below the title, there are tabs for 'Event duration', 'Suppliers', 'Questions, requirements, and attachments', and 'Items that need quotes'. A progress bar below the tabs shows five steps: 1. Create, 2. Publish, 3. Monitor, 4. Review responses, and 5. Award. The 'Create' step is currently active. Below the progress bar, there are three expandable sections: 'Event duration', 'Suppliers (1)', and 'Questions, requirements, and attachments (19)'. Each section has a dropdown arrow and a refresh icon.

Existing projects will be available through the new Guided Sourcing, making for a smooth transition. Guided Sourcing webinar dates can be found in the **training roundup** with invites coming soon. The NC eProcurement team will have several Guided Sourcing sessions during the PEAK conference!

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 covering eVP for procurement users (i.e., posting solicitations, award and 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 leading the following sessions:

- **Guided Sourcing for Procurement Users** - This session will provide hands-on training to support the transition from Classic Sourcing to Guided Sourcing. A laptop is required for this session and space is limited.
- **Guided Sourcing Live Webinar** - This class will highlight changes and feature an audience question and answer session.

Please plan to attend one of our sessions!

Resolving Purchase Order Error Messages

If you receive a notification of a purchase order integration failure with the North Carolina Financial System (NCFS), be sure to check the reason for the failure. NCFS errors can be found in the comments section of a requisition. The [NCFS Error Message Summary](#) reference guide outlines the cause and resolution for most purchase order errors. If you receive a failure message and are not sure what it means, please contact the NC eProcurement Help Desk. For NCFS questions, please submit a request to the OSC Contact Center at NCFS@ncosc.gov.

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 16	NC eProcurement NCFS Basic Requester
April 16	NC eProcurement NCFS Advanced Buyer
April 24	NC eProcurement Sourcing
April 24	NC eProcurement Contracts
May 8	NC eProcurement Collaborative Requisitioning
May 29	NC eProcurement NCFS Basic Requester
June 11	NC eProcurement Sourcing
June 11	NC eProcurement Contracts
June 25	NC eProcurement NCFS Basic Requester
June 25	NC eProcurement NCFS Advanced Buyer

NC eProcurement will be offering Guided Sourcing webinars on the dates and times listed below. Guided Sourcing webinar invites will be sent out soon!

Date	Time
March 20	2:00 PM - 3:30 PM
March 26	9:30 AM - 11:00 AM
April 10	9:30 AM - 11:00 AM

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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