

THE SOURCE

June 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
BUY

Agency Application Spotlight: Searching for Vendors by Commodity Code

eVP agency application procurement users can generate a targeted list of vendors registered with a specific commodity code in the eVP agency app using advanced filtering. If needed, the list of vendors can be exported into an Excel document. Detailed step-by-step instructions can be found in the [Searching for Vendors by Commodity Code \(Agency App\)](#) job aid.

The screenshot displays the 'Edit filters: Vendors' interface within the eVP Admin App. On the left, a sidebar lists navigation options including Home, Recent, Pinned, My Work, Dashboards, Activities, Vendor Management, Vendors, Contacts, Bid Management, Solicitations, Bids, Tabulations, and HUB Certifications. The main area shows a list of 'Active Vendors' with checkboxes next to vendor names like 'DiversePoint, Inc.', '#77 Auto Repair, L...', '#ATHLETICUNION', '& Marketing Inc.', '(CBM) CLEANING ...', '(DBA) Triad Crem...', '... And Moore, LLC', '/the conversation...', and '@thesavageway, ...'. The 'Rows: 5000+' indicator is at the bottom of the list. The 'Edit filters: Vendors' dialog box is open, showing a table of filters. The first filter is 'Status' equals 'Active'. The second filter is 'Related entity' as 'Commodity Codes' with the operator 'Contains data'. Below this, a sub-table shows 'Commodity Code' equals 'Jan'. A dropdown menu is open for the 'Commodity Code' field, showing options like 'Cleaning and janitorial carts and accessories (Commodity Code)', 'Cleaning and janitorial services (Commodity Code)', 'Cleaning and janitorial supplies (Commodity Code)', and 'Janitorial equipment (Commodity Code)'. The 'Apply' button is at the bottom right of the dialog box.

Recent eVP Updates

The NC eProcurement team is excited to highlight updates to the electronic Vendor Portal (eVP) application!

The **public vendor search** displays the search criteria on the left side of the search results page. More information about searching for vendors using the public vendor search can be found in the [Searching for Registered Vendors](#) job aid.

4 Records for the following filter criteria: Name: janitorial NC eProcurement Registration Status: Active HUB Certification Status: Certified	Return to Vendor Search		Export to Excel									
	Name	Main Contact Name	Main Contact Phone	Main Location Address	eVP Status	NC eProcurement	HUB	HUB Category	NCSBE	Small Business	DBE	NPWC
	B & R Janitorial LLC	Billy Williams	9195551234	123 Main St, Raleigh, North Carolina, Wake, United States, 27609	Active	Active	Certified	Female		Yes	No	No
	Perfection Janitorial Services	henrietta Williams	9195551234	123 Main St, Raleigh, North Carolina, Wake, United States, 27609	Active	Active	Certified	Female	Certified	Yes	No	No
	Profile Janitorial Services Inc	Danny Williams	9195551234	123 Main St, Raleigh, North Carolina, Wake, United States, 27609	Active	Active	Certified	Black		Yes	No	No
	Queen City Professional Janitorial Services	Kita Miller	9195551234	123 Main St, Raleigh, North Carolina, Wake, United States, 27609	Active	Active	Certified	Female		Yes	No	No

eVP agency application users can now see a vendor's NC eProcurement registration status on the **summary tab** within a vendor's record. Additional information for locating vendors in the agency application is available in the [Searching for Vendors by Commodity Code \(Agency App\)](#) job aid.

Example Vendor - Saved		John Smith Owner	Active Status Reason
Vendor			
Summary Contacts Locations HUB NCSBE Tier 2 Spend Data Commodity Codes Construction Codes Construction Services Related			
Account Information			
Vendor Name	Example Vendor		
Customer Number	123456		
Last Four Digits of Tax ID	7890		
IRS Verification Status	Verified		
Individual or Sole Proprietor?	No		
Vendor Name on Tax Documents	Example Vendor		
NC eProcurement Registration Status	Active		

eVP agency application users can use the **download attachments button** to download specific bid records. To do so, the user should check the box next to the bid and select the **download attachments button**. More information about viewing eVP bids can be found in the [Viewing Bids for Posted Solicitations in eVP](#) job aid.

Download Attachments Email a Link			
Vendor	Bid Attachment Submitted	Created On	
<input checked="" type="checkbox"/> NC Basic Vendor	Yes	4/22/2025 5:14 PM	<input type="checkbox"/>
<input checked="" type="checkbox"/> NC Test Vendor	Yes	4/22/2025 5:18 PM	<input type="checkbox"/>
<input type="checkbox"/> Carolina Solutions	Yes	4/22/2025 5:24 PM	<input type="checkbox"/>
<input type="checkbox"/> American Enterprises	No	4/22/2025 5:27 PM	<input type="checkbox"/>

Rows: 4 Selected: 2

End of Year: Setting Up SUNPAC for FY26

The **vendor import**, **requisition import**, and **post payments** batch jobs must be manually created for **fiscal year 2026 (FY26)**. For the requisition import and post payments batch jobs, set the FY26 jobs to run 5 minutes after the FY25 jobs so that the FY25 and FY26 jobs do not conflict (e.g., if the requisition import is set to run at 5 a.m. in FY25, set it to run at 5:05 a.m. for FY26). If you do not want to receive the reports for both FY25 and FY26, be sure to set the printer option to '**none**' when setting up the FY26 batch jobs. When your school system is ready to stop using FY25, the batch jobs for FY25 should be deleted by accessing the **WRKJOBQ** folder. The vendor import batch job does not require FY25 and FY26 batches. Cancel the FY25 batch job and recreate the vendor import batch job for FY26.

Note: The batch jobs listed in this queue do not list the associated fiscal year. These batch jobs are listed on the screen with the oldest at the top and the most recent at the bottom. Delete the top choice for each job listed. Verify that the following FY26 screens contain the required NC eProcurement information:

- Security Authorizations (System File > Option 5)
- Purchase Order Process and Run Controls (System File > Option 22 > F5 to go to 2nd screen > F5 to go to 3rd screen)
- Ship To Addresses (System File > Option 29)
- Purchasing Parameters (System File > Option 32 > Option 6)

Statewide Term Contract Information

5019A Food Services

The North Carolina Department of Administration's Division of Purchase and Contract has established a new statewide term contract 5019A Food Services. This is a convenience statewide term contract for state agencies, departments, institutions, universities, community colleges, and non-mandatory entities, including school systems and local governments. The contract term is March 14, 2025, through February 1, 2026. If you have any questions related to this contract, send an email to pamela.case-gustafson@doa.nc.gov or call 984-236-0249.

6012A Art Supplies and Materials

The North Carolina Department of Administration's Division of Purchase and Contract has established a new statewide term contract 6012A Art Supplies and Materials. 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 governments, may use this contract if allowed by general statute. The contract term is April 9, 2025, through April 8, 2030. If you have any questions related to this contract, send an email to jonathan.davis@doa.nc.gov or call 984-236-0225.

2410A Garage and Fleet Maintenance Equipment Tools and Vehicle Lifts

The North Carolina Department of Administration's Division of Purchase and Contract has established a new statewide term contract 2410A Garage and Fleet Maintenance Equipment Tools and Vehicle Lifts. This is a multi-vendor, convenience statewide term contract for state agencies, departments, institutions, universities, community colleges, and non-mandatory entities including public school systems and local governments. The contract term is April 10, 2025, through March 31, 2028. If you have any questions related to this contract, send an email to pamela.case-gustafson@doa.nc.gov or call 984-236-0249.

2518A Class 8 Truck Cab and Chassis

The North Carolina Department of Administration's Division of Purchase and Contract has established a new statewide term contract 2518A Class 8 Truck Cab and Chassis. 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 governments, may use this contract if allowed by general statute. The

contract term is April 1, 2025, through April 1, 2030. If you have any questions related to this contract, send an email to jonathan.davis@doa.nc.gov or call 984-236-0225.

4110B Basic Laboratory Supplies & Equipment

A punchout catalog is available 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 “pocket nurse punchout” on the **catalog tab**.

Training Roundup

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

Classes include North Carolina procurement and contract management certifications, stand-alone courses, job aids, and on-demand training. More information about NCPA’s offerings can be found in the [Procurement Information Portal \(PIP\)](#). To request access, please submit a [Procurement Information Portal Access Request](#).

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

Date	Training Class
June 12	eVP Procurement User Workshop
June 26	NC eProcurement EPLite Basic Requester
June 26	NC eProcurement Approver Plus

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 EPLite 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.

325 North Salisbury Street, Raleigh, NC 27603