

# THE SOURCE

June 2025

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

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## Year-End Activities

The **multi-year indicator field** allows for funds to be allocated in future fiscal years. The multi-year indicator (MYI) value “FY26” will be updated at the end of this fiscal year and should no longer be used going forward. As a reminder, the MYI cannot be updated on change orders, but other changes – such as adding lines or editing prices – can be made. Orders that have been fully received and invoiced will not be affected. For more information on this topic, check out the [Receiving](#) job aid for details.

The Office of the State Controller (OSC) recently released an email on NC Financial System (NCFS) year-end activities. Please review the email and direct any NCFS year-end questions to the OSC Contact Center at [ncfs@ncosc.gov](mailto:ncfs@ncosc.gov).

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## 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.

## 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.

Return to Vendor Search

Export to Excel

4 Records

for the following

filter criteria:

Name: janitorial

NC eProcurement

Registration Status: Active

HUB Certification Status: Certified

Name	Main Contact Name	Main Contact Phone	Main Location Address	eVP Status	NC eProcurement	HUB	HUB Category	NC SBE	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

Active

Owner

Status Reason

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

## 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](mailto: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](mailto: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](mailto: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](mailto: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**.

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## 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 11	NC eProcurement Sourcing
June 11	NC eProcurement Contracts
June 25	NC eProcurement NCFS Basic Requester
June 25	NC eProcurement NCFS 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!

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*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](mailto:ephelpdesk@its.nc.gov).*

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