

# THE SOURCE



**NC eProcurement Bi-monthly Newsletter**  
**April 2023 Edition**

This edition includes multi-factor authentication and conference announcements, tips & tricks on eVP and selecting unit of measure, new statewide term contract information, and upcoming training.

## COMING SOON: MULTI-FACTOR AUTHENTICATION

NC eProcurement will soon begin using Multi-Factor Authentication (MFA) to log into the system. MFA adds a secure two-step verification method for your login credentials from a variety of authentication options (phone call, text message, or mobile app notification).

Stay tuned for more details.



## THANK YOU FOR JOINING US AT THE ACCBO CONFERENCE



The North Carolina Association of Community College Business Officials (NC ACCBO) held its Spring 2023 Conference April 17-19 at the Benton Convention Center in Winston-Salem, NC. Thank you to everyone who stopped by to hear about the new electronic Vendor Portal (eVP) and asked questions during the roundtable session.

We appreciate your time and enjoyed seeing you all!

## EVP TIP: CONFIRMING ACTIVE VENDOR REGISTRATION

The North Carolina electronic Vendor Portal (eVP) allows companies and individuals to register to do business with the state of North Carolina. When registering on the eVP, vendors choose the services – NC eProcurement, Interactive Purchasing System (IPS) or Historically Underutilized Business (HUB) – in which their company will participate. Buyers can confirm whether a vendor is actively registered in any of these services via the eVP’s Public Vendor Search.



To find a vendor actively registered in NC eProcurement on the Public Vendor Search:

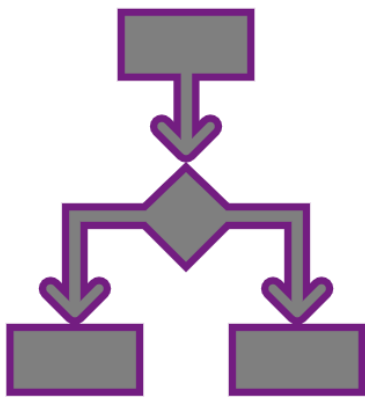
1. On the filter page, select **‘Active’** in the **‘Registration Status’** drop-down menu under the NC eProcurement section. Click the **‘Apply’** button after you’ve selected all desired filters.

2. On the **Search Results** page, a checkmark will appear in the **‘NC eProcurement’** column for each vendor that is actively registered for NC eProcurement.

Summary	Vendor Name	Main Contact Name	Main Contact Email	Main Contact Phone	NC eProcurement	IPS	HUB
<a href="#">View</a>	Quark Glass	Doug Riley	sales@quarkglass.com	+1 (856) 455-0376	✓		
<a href="#">View</a>	MAC GLASS	CHRIS OWEN	chrisowen25@bellsouth.net	+1 (704) 637-9290	✓		
<a href="#">View</a>	Diversified Glass	Nancy Spruill	nspruill@diversifiedglassinc.com	+1 (828) 584-1560	✓		
<a href="#">View</a>	Commercial Glass	Doug McVey	doug@commercialglassnc.com	+1 (704) 482-7376	✓	✓	
<a href="#">View</a>	SMITH GLASS	EVONA SEAGRAVES	esbodyshop2@rtti.net	+1 (336) 626-3977	✓	✓	

Visit the [Searching for Registered Vendors](#) page for a thorough video walkthrough.

For more information about the new eVP project that is underway, see [News & Events](#).



## TIPS & TRICKS: SELECTING THE CORRECT UNIT OF MEASURE

When adding a **'Non-Catalog item,'** users must follow the **'Unit of Measure'** guidelines that differ based on whether the item is a **'Blanket'** or a **'Non-Blanket'** item, and whether it is classified as a **'Good'** or a **'Service.'**

Follow the table below to select the correct **'Unit of Measure'** for your non-catalog item:

<b>Line Item Classification</b>	<b>Unit of Measure</b>		
	<b>Dollar</b>	<b>Hour</b>	<b>All Others</b>
Non-Blanket Good	NO	NO	YES
Blanket Good	YES	NO	NO
Non-Blanket Service	YES	NO	NO
Blanket Service	NO	YES	NO

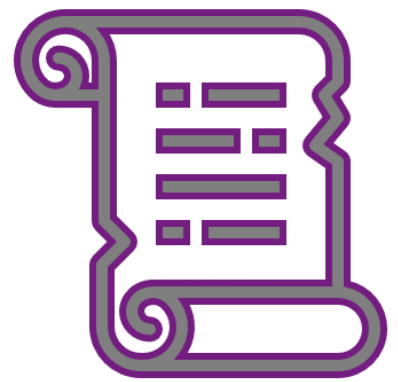
**Note:** If the values entered are not aligned correctly, an error message will display on the **'Blanket Purchase Order?'** field until they are properly aligned.

For further information, see the [Creating Purchase Requisitions: Expert View EPLite](#) job aid.

## STATEWIDE TERM CONTRACT ANNOUNCEMENT

### Statewide Term Contract 6010A Manikins, Accessories and Services

The North Carolina Department of Administration (NC DOA) Division of Purchase & Contract (P&C) has established a new Statewide Term Contract [6010A Manikins, Accessories and Services](#). This is a multi-vendor mandatory 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, that are allowed by North Carolina General Statute may use this contract. The contract term is March 23, 2023, through March 22, 2027. If you have any questions related to this contract, contact James Brown at 984-236-0253 or [james.brown@doa.nc.gov](mailto:james.brown@doa.nc.gov).



## TRAINING ROUNDUP

The Division of Purchase & Contract (P&C) and NC eProcurement offer various training courses related to procurement throughout the year.

These three online classes are generally available via the [NC Learning Center](#) without registration:

- Introduction to Procurement (ITP)
- Request for Proposals (RFP) Development and Evaluation
- Specification Writing (SW)

To register for the following NC eProcurement classes, see [How to Register](#).

<b>DATE</b>	<b>COURSE TITLE</b>
05/24/23	NC eProcurement Collaborative Requisitions
05/31/23	NC eProcurement EPLite Basic Requester Training
	NC eProcurement EPLite Approver Plus Training

Visit our [Course List](#) periodically for upcoming NC eProcurement training classes. In the case that our virtual courses are not available, or your schedule does not allow you to attend a session, please see our extensive self-learning materials on our [Training](#) page.

We look forward to (virtually) seeing you!