THE SOURCE

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 to your sign-in credentials from a variety of authentication options (e.g., phone call, text message, or mobile app notification).

Stay tuned for more details.

NON-IT SOURCING UPDATE: EXCEPTION PROCESS

Updates have been made to the **Exception** process for non-IT solicitations. Amongst other changes, the following new exceptions will appear in the **'Special Circumstances'** field when creating a non-IT Sourcing Project: **'Brand Specific Request'**, **'Extended Contract Term'**, **'Waiver of Competition'** and **'Special Delegation.'**

In addition, the **'Approval Scenario'** field will now contain the following options: **'Goods,' 'Services,'** and **'Consultant Services.'**

To learn more about the new updates to the **Exception** process, please see the updated Procurement Exceptions job aid.

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 or all 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 selecting all desired filters.
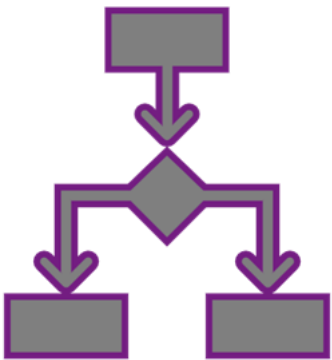

2. On the **Search Results** page, a checkmark will appear in the **'NC eProcurement'** column for each vendor that is registered for NC eProcurement.

Summary	Vendor Name	Main Contact Name	Main Contact Email	Main Contact Phone	NC eProcurement	IPS	HUB
View	Quark Glass	Doug Riley	sales@quarkglass.com	+1 (856) 455-0376	✓		
View	MAC GLASS	CHRIS OWEN	chrisowen25@bellsouth.net	+1 (704) 637-9290	✓		
View	Diversified Glass	Nancy Spruill	nspruill@diversifiedglassinc.com	+1 (828) 584-1560	✓		
View	Commercial Glass	Doug McVey	doug@commercialglassnc.com	+1 (704) 482-7376	✓	✓	
View	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 matrix below to select the correct **'Unit of Measure'** for your non-catalog item:

Line Item Classification	Unit of Measure		
	Dollar	Hour	All Others
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 NCAS 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.

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 class, see How to Register.

DATE	COURSE TITLE
05/24/23	NC eProcurement Collaborative Requisitions
05/25/23	NC eProcurement Sourcing Training
	NC eProcurement Contracts Training
06/01/23	NC eProcurement NCAS Basic Requester Training
	NC eProcurement NCAS Advanced Buyer 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!