THE SOURCE

THE DIVISION OF PURCHASE & CONTRACT ANNOUNCES ELECTRONIC VENDOR PORTAL UPGRADE PROJECT

The Department of Administration's (DOA) Division of Purchase & Contract (P&C), in collaboration with the NC eProcurement Team, is upgrading the way vendors do business with the state of North Carolina. P&C is also enlisting the aid of its many stakeholders, including North Carolina state agencies and educational institutions. Both the electronic Vendor Portal (eVP) and the Interactive Purchasing System (IPS) will undergo an update in P&C's continuing effort to modernize state procurement practices.

Among many other functions, eVP enables vendors to register to do business with the state of North Carolina while IPS serves as a hub for bid opportunities. The upgrade will consolidate functionality from eVP and IPS into a single, cloud-based application. Users can also expect new and enhanced features for greater efficiency. The project is slated to be completed in Spring 2023.

CONTRACTS TIP: PUBLISHING CONTRACT WORKSPACES

A Contract Workspace (CW) houses all information and documents pertaining to a contract with a vendor. The contract process begins when a user (who by default, becomes the **'Project Owner'**) clicks on a **'Contract Workspace (Procurement)'** link to initiate the CW. After providing the contract attributes, loading all necessary documents, and setting up approvals as needed, the final and imperative step in creating a CW is publishing the contract.

To publish your CW:

1. From the **'Overview'** tab, scroll down to the **'Contract Attributes'** section and select **'Publish'** from the **'Actions'** drop-down menu.
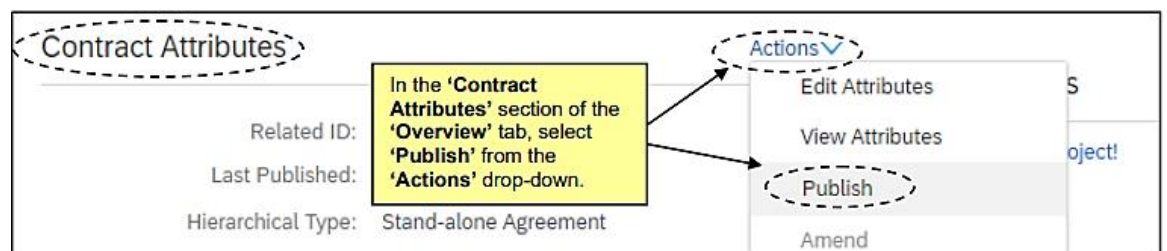

2. The **'Contract Status'** is updated accordingly from **'Draft'** to **'Published'** if the contract is currently effective, or to **'Pending'** if the **'Effective Date'** is in the future. In the case of a **'Pending'** CW, the **'Contract Status'** will automatically update to **'Published'** when the **'Effective Date'** is reached. At this point the CW is live, reportable, and **'Expiration Notifications'** will now generate based on the expected schedule.
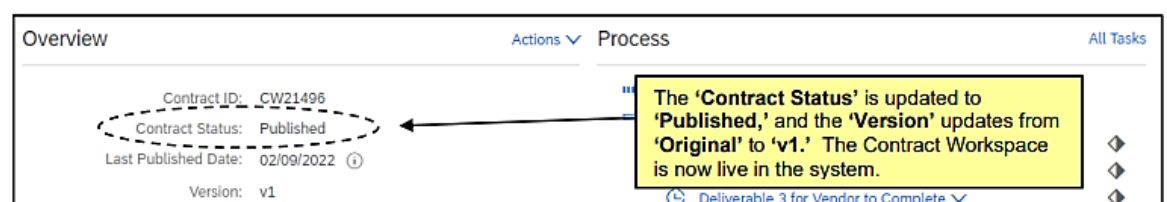
To learn more, visit the Contracts training page.

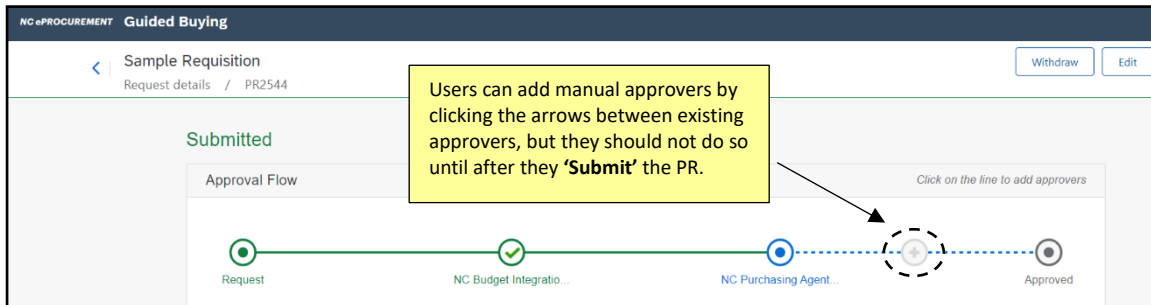## TIPS & TRICKS: ADDING/REMOVING MANUAL APPROVERS

Additional approvers can be added on both the checkout page and the requisition page of a purchase order. However, the best practice is to add or remove a manual approver to the approval flow of a purchase requisition after submitting the requisition.
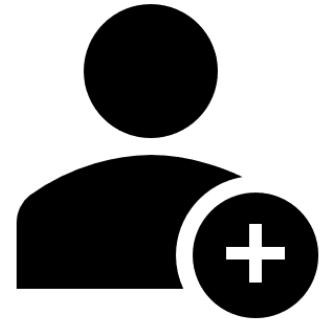
Note: The first approver shown in the approval flow will always be **'NC Budget Integration'** (unless **'Yes'** is selected for **'Pass to Budget Officer'**). This is a system-generated approval group that exists to check for pre-encumbrance with NCAS.
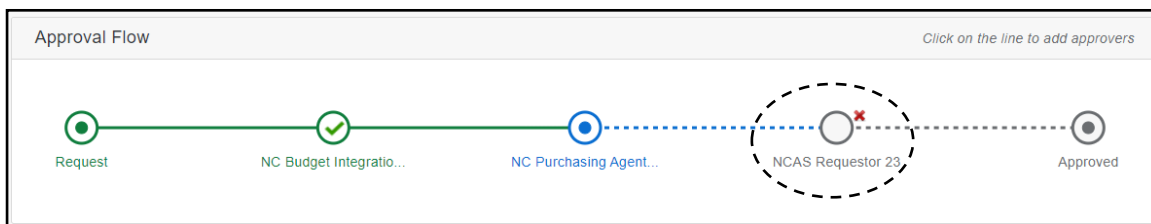
To add an approver in Guided Buying:

1. On the requisition page, hover your cursor on the approval flow line between existing approvers, and click on the triggered **'+'** button to select the desired approver from the drop-down menu.
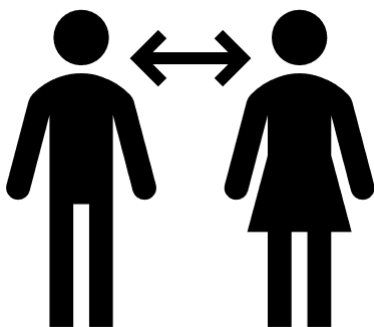

To remove a manually added approver:

1. Click the red **'X'** button next to the approver and then **'Delete'** in the confirmation pop up:

For thorough step-by-step instructions on adding or removing manual approvers in Expert View, please see the Creating Purchase Requisitions job aid.

TIPS & TRICKS: DELEGATING YOUR AUTHORITY

If you plan on taking time off during the holidays, please use the **'Delegate Authority'** function to allow a delegated user to make purchases, approve, deny, or receive items on your behalf.

To delegate your approval authority to another user:

1. Click the **'Initials'** icon in either Guided Buying or Expert View and select **'Delegate Authority.'** Complete the appropriate fields. In the approval flow section, add any other optional approvers. Click **'Next,'** review changes, and click **'Submit.'**
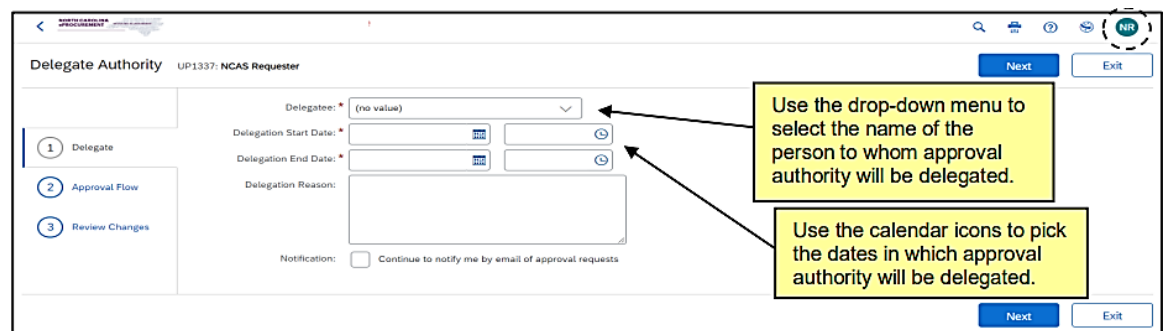

Note: To continue to be notified of approval requests throughout the delegation period, in the **'Notification'** field, check the box next to **'Continue to notify me by email of approval requests.'**

To find out more about setting up delegation, see the Getting Started job aid.

STATEWIDE TERM IT CONTRACT ANNOUNCEMENT

Statewide Term IT Contract 204B Ruggedized Mobile Computing Devices

The North Carolina Department of Information Technology (NC DIT) Statewide IT Procurement Office has established a new Statewide Term IT Contract 204B - Ruggedized Mobile Computing Devices. This is a multi-vendor mandatory Statewide Term IT Contract for executive state agencies, pursuant to *09 N.C.A.C. 06 B.0701(b).* The contract may also be utilized, without further competition, by non-mandatory state agencies, educational entities, and other eligible entities. The contract term is November 1, 2022, through October 31, 2025. If you have any questions related to this contract, contact Monica Olsen at (919)-754-6673 or monica.olsen@nc.gov.
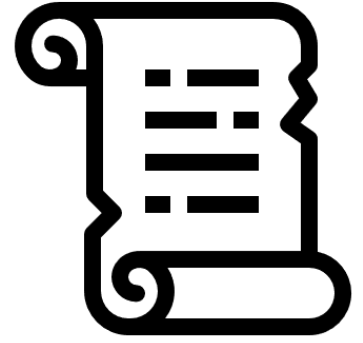
TRAINING ROUNDUP

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

The following 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 upcoming NC eProcurement classes, see How to Register.

DATE	COURSE TITLE
01/04/23	NC eProcurement Collaborative Requisitioning
01/05/23	NC eProcurement Sourcing Training
	NC eProcurement Contracts Training
01/10/23	NC eProcurement NCAS Basic Requester Training
	NC eProcurement Advanced Buyer NCAS Training

Visit the NC eProcurement Course List periodically for training classes from the NC eProcurement team. In the case that our virtual courses are not available for a time, 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!

HELP DESK HOLIDAY HOURS

The NC eProcurement Help Desk will be closed in observance of state holidays on December 23, 26, and 27, as well as January 2, 2023.

The Help Desk will otherwise retain normal operating hours, Monday through Friday, from 7:30 a.m. to 5:00 p.m. EST. Contact the Help Desk by phone at 888-211-7440, option 1, or email ephelpdesk@its.nc.gov.