THE SOURCE
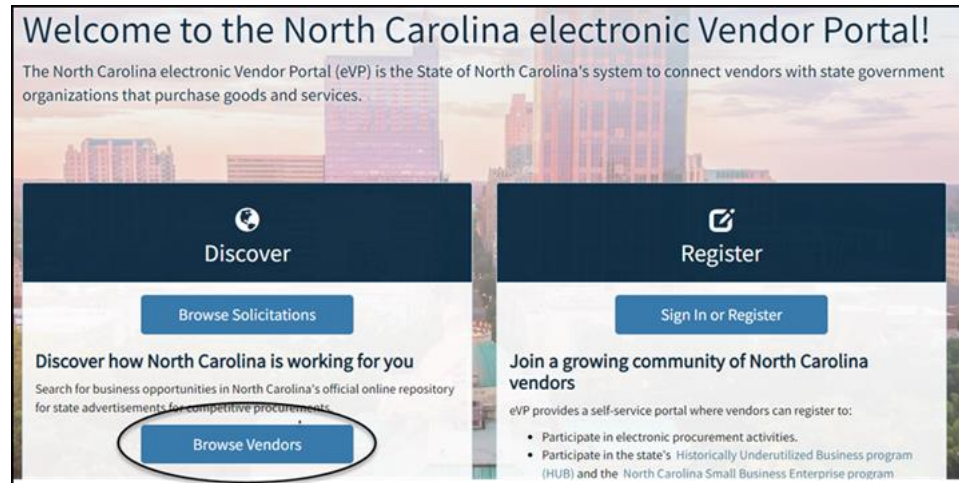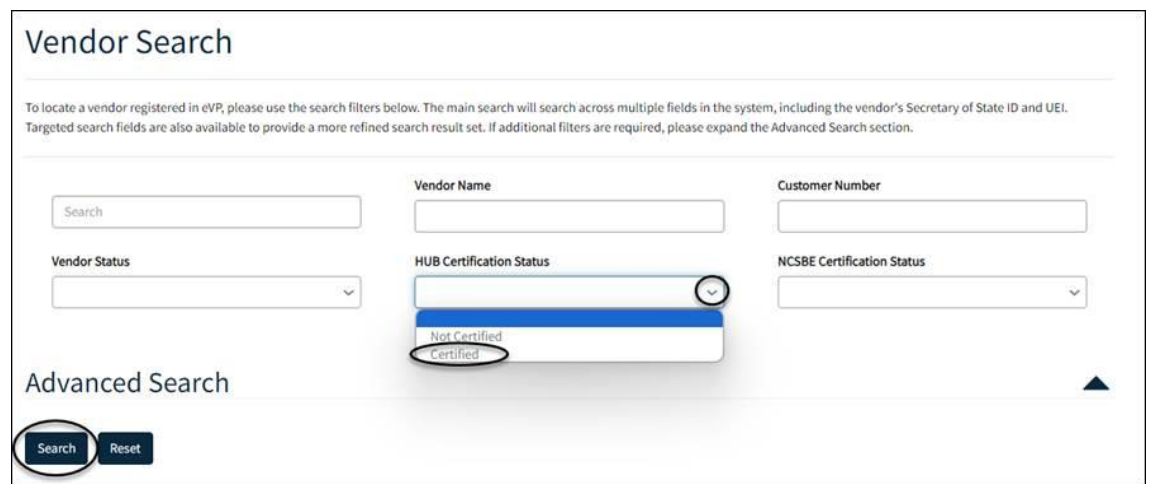
SEARCHING FOR HUB VENDORS

The new electronic Vendor Portal (eVP) features an enhanced public search buyers can use to find registered HUB vendors. Simply, follow these steps:

1. Go to https://evp.nc.gov/ and click on the **Browse Vendors** button.

2. Click the drop-down arrow beside **HUB Certification Status** filter**,** select **Certified**, and click the **Search** button.

Note: Buyers can also search for vendors registered as North Carolina Small Business Enterprises (NCSBE) using the **NCSBE Certification Status** filter. To further refine results select filters such as **Commodity Code**, **Location County**, and **Construction Code**.

3. To export search results click the **Export to Excel** button. NC eProcurement, HUB, and NCSBE statuses for each vendor will be listed next to their basic information. View additional information about a vendor by clicking that vendor's name.

Need more information? See the Searching for Registered Vendors job aid.

TIPS & TRICKS: DELEGATING AUTHORITY

If you plan to take time off during the holidays, use the delegate authority function to allow your agency to make needed purchases in your absence. This temporary change allows an alternate user to approve, deny, or receive items when the original approver is out of the office.

To delegate your approval authority to another user:

1. Click the **Initials** icon in either Guided Buying or Expert View and select **Delegate authority.** Populate the appropriate fields where applicable and click **Next.**

Note: Users have the option to still be notified of approval requests during the delegation period. Go to the **Notification** field and, check the box next to **Continue to notify me by email of approval requests**.

2. In the approval flow section, other approvers can be added, but the "delegatee" must approve the delegation request. Click **Next**, review changes, and click **Submit.**

Need more information on delegating authority? See the [Getting Started job aid](#).

HELP DESK HOLIDAY HOURS
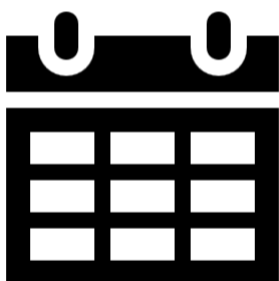
In observance of state holidays, the NC eProcurement Help Desk will be closed December 25, 26, 27 and January 1.

As reminder normal Help Desk hours are 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 by email at ephelpdesk@its.nc.gov

TRAINING ROUNDUP

The Division of Purchase & Contract and NC eProcurement offer various training courses related to procurement throughout the year. Online classes that are available in the [NC Learning Center](#) include:
  ➢ Introduction to Procurement (ITP)
  ➢ Request for Proposals (RFP) Development and Evaluation
  ➢ Specification Writing (SW)

NC eProcurement classes like the ones below require registration (see [How to Register](#)).

DATE	COURSE TITLE
01/17	NC eProcurement NCFS Basic Requester Training
	NC eProcurement NCFS Advanced Buyer Training
01/24	NC eProcurement Sourcing Training
	NC eProcurement Contracts Training
01/31	NC eProcurement Collaborative Requisitioning
2/27	NC eProcurement NCFS Basic Requester Training

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.

We look forward to (virtually) seeing you!