

THE SOURCE

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

NC eProcurement Bi-Monthly Newsletter February 2023 Edition

This edition includes an eVP announcement, sourcing highlight, tips and tricks, new statewide term contract information and upcoming training.



CHANGE IS COMING TO THE ELECTRONIC VENDOR PORTAL

The new electronic Vendor Portal (eVP) will merge functionality from eVP, IPS and NC BIDS into one efficient platform to optimize the way state purchasers and vendors do business. Among other improved functions, the new eVP will include:

- Enhanced public vendor search features.
- Automated bid posting from Ariba Sourcing to the new eVP.
- Vendor electronic response capability in eVP.
- Updated, online HUB and NCSBE certification processes.

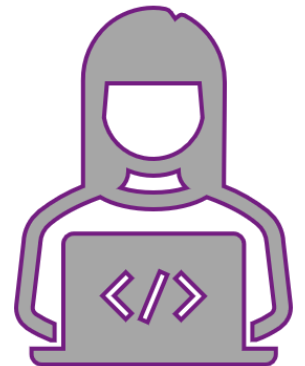
Visit the [eVP updates](#) page to learn more and stay in the loop.

SOURCING HIGHLIGHT: IT SOURCING OPTIONS LIVE

The North Carolina Department of Information Technology (NCDIT), along with the NC eProcurement team, has reimagined and streamlined the IT procurement process, enabled by Ariba Sourcing. As of Monday, January 23, 2023, most executive branch state agencies are using the NC eProcurement Sourcing tool for IT solicitations. The NC eProcurement Help Desk and Training Team will provide support to users as they begin creating IT solicitations.

For instructions on creating and publishing an IT Sourcing Project from beginning to end, please see the [IT Sourcing Project Quick Guide](#).

To learn more about Sourcing and the new IT solicitation options, please visit the [Sourcing Training](#) page.



TIPS & TRICKS: ENTERING/CHANGING ACCOUNT CODES

When creating a purchase requisition (PR), **'Company,' 'Account,'** and **'Cost Center'** are all required fields that must be completed in that specific order to be able to submit the PR. These fields validate that only NCAS general ledger accounting combinations are selected. Although the system will not prevent a user from selecting an incorrect combination in the drop-down menus, an error message will immediately display if the combination is not valid.

1. In Expert View, navigate to the Summary page of the PR or individual line item. Scroll down to the **'Accounting – by Line Item'** section. If the three fields have highlighted red borders, then the selected account combination is not valid.

Accounting - by Line Item	
Bill To: *	13PT
Company: *	1900
Account: *	536980
Cost Center: *	6761

2. Delete all three selected codes. Then click on the **'Company'** drop-down first. Click on **'search more'** to open a pop-up window. Select the appropriate code and then the **'Done'** button.

Choose Value for Company

Name

ID ↑	Name	Company Name	
0401	0401	0401 - OFFICE OF THE LT. GOVERNOR	<input type="button" value="Select"/>
1300	1300	1300 - DEPARTMENT OF ADMINISTRATION	<input type="button" value="Select"/>
1301	1301	1301 - DEPARTMENT OF ADMINISTRATION	<input type="button" value="Select"/>
1302	1302	1302 - DEPARTMENT OF ADMINISTRATION	<input type="button" value="Select"/>
1304	1304	1304 - DEPARTMENT OF ADMINISTRATION	<input type="button" value="Select"/>
1305	1305	1305 - DEPARTMENT OF ADMINISTRATION	<input type="button" value="Select"/>
1306	1306	1306 - DEPARTMENT OF ADMINISTRATION	<input type="button" value="Select"/>
1307	1307	1307 - DEPARTMENT OF ADMINISTRATION	<input type="button" value="Select"/>

3. Move on to the 'Account' field next, and finally the 'Cost Center' field to choose the correct codes.

Note: Contact your agency's purchasing leadership for valid accounting combinations for your purchases.

For instructions in Guided Buying, see the [Creating Purchase Requisitions: Guided Buying NCAS](#) job aid.

STATEWIDE TERM CONTRACTS ANNOUNCEMENTS

Statewide Term Contract 4616A Traffic Control Devices

The North Carolina Department of Administration (NC DOA) Division of Purchase & Contract (P&C) has established a new Statewide Term Contract [4616A Traffic Control Devices](#). 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 January 1, 2023, through December 31, 2027. If you have any questions related to this contract, contact Bahaa Jizi at 984-236-0218 or bahaa.jizi@doa.nc.gov.



Statewide Term Contract 2210B Grounds Maintenance Equipment

The North Carolina Department of Administration (NC DOA) Division of Purchase & Contract (P&C) has established a new Statewide Term Contract [2210B Grounds Maintenance Equipment](#). 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 February 1, 2023, through January 31, 2028. If you have any questions related to this contract, contact Kayla Glenn at 984-236-0258 or kayla.glenn@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 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
03/01/23	NC eProcurement NCAS Basic Requester 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, 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!