

THE SOURCE



NC eProcurement Bi-monthly Newsletter June 2023 Edition

This edition includes announcements on buying and sourcing updates, MFA authentication, an eVP highlight, tips & tricks on end-of-fiscal-year actions, new statewide term contract information and upcoming training.



UPDATE TO STATEWIDE IT TERM CONTRACT REQUISITIONS

On May 18th, an enhancement was made in NC eProcurement Buying to automatically add the applicable NC Department of Information Technology (NCDIT) approvers (e.g., Statewide IT Procurement Office) to the approval workflow for purchase requests (PRs) made against statewide IT term contracts that exceed the defined Abnormal Quantity Threshold. This will save you time, allow for more detailed tracking of NCDIT's approval of PRs, and confirm your agency's compliance with the terms of use of statewide IT term contracts.

MULTI-FACTOR AUTHENTICATION IS IN EFFECT

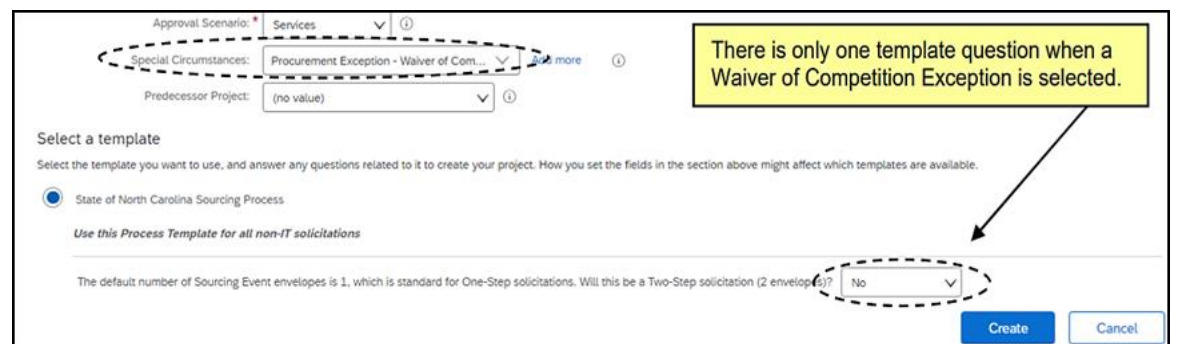
NC eProcurement is using Multi-Factor Authentication (MFA) for accessing the system. MFA adds a secure two-step verification method to your sign-in credentials from a variety of authentication options. The NC Department of Information Technology recommends using the Microsoft Authenticator app or text messaging to verify your identity.

For instructions on setting up MFA, see NCDIT's [Signing in Using Multifactor Authentication](#) page.



NON-IT SOURCING UPDATE: WAIVER OF COMPETITION RFQ PROCESS

Updates have been made to the process for requesting a **waiver of competition** for a non-IT solicitation intended to be a **Request for Quote (RFQ)**. When **'Procurement Exception - Waiver of Competition'** is selected as the value in the **'Special Circumstances'** field, **'RFQ'** is automatically assigned as the solicitation type, and the question surrounding solicitation type that Sourcing users normally see will not appear.



Once the Sourcing project is created, Sourcing users should follow the prescribed **'Tasks'** for gaining approval of and posting an RFQ.

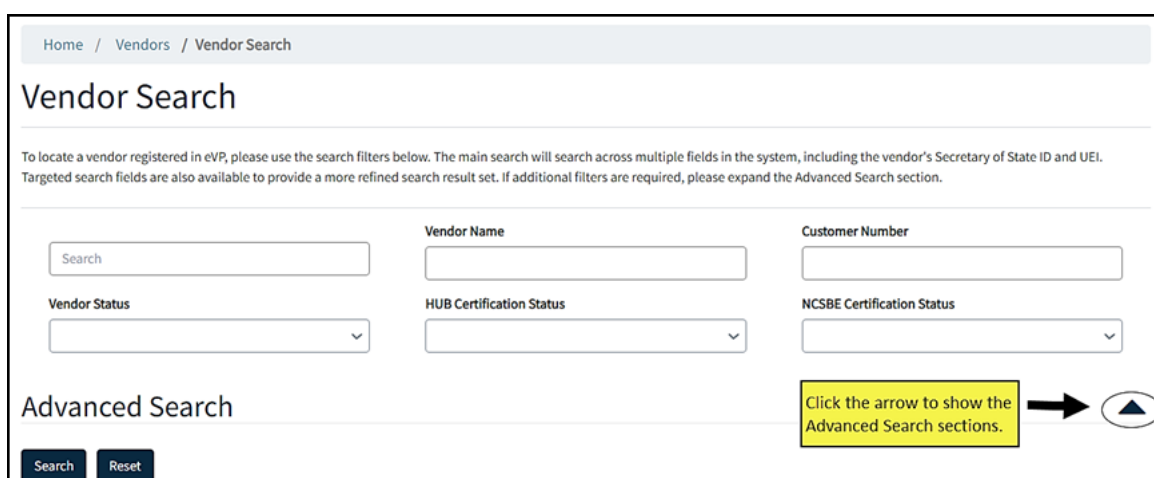
To learn more about the new updates to the **Waiver of Competition RFQ** process, please see the updated [Procurement Exceptions \(Non-IT\)](#) job aid.

EVP HIGHLIGHT: PUBLIC VENDOR SEARCH

The new electronic Vendor Portal (eVP) is expected to go live on July 10, 2023. By combining and refining the functions of the current eVP and Interactive Purchasing System (IPS), the new platform will feature an enhanced public vendor search that will enable buyers to find registered vendors and send them requisitions or bid notifications more efficiently. The Vendor Search page will display basic search filter fields (**'Vendor Name,' 'Vendor Status,' 'HUB Certification Status,' 'NCSBE Certification Status'**) and an **Advanced Search** section, which is collapsed by default. Click on the arrow to the right to expand this section and filter by the following subsections and their respective fields:



- NC eProcurement
- HUB & NCSBE
- Contractor Services
- Contact and Location
- Commodity & Construction Codes



Note: The **'Search'** and **'Reset'** buttons are housed on the bottom of the search page after the last filter section.

The search results will populate in a table format and can be exported to Excel. The **'NC eProcurement'**, **'HUB'**, and **'NCSBE'** columns show the vendor's registration and/or certification statuses.

Training materials and webinars will be available to help prepare you for the new eVP. See the Training Roundup section below for webinar details. To stay connected on the new eVP project and timeline, check out our [News & Events](#) page for status updates.

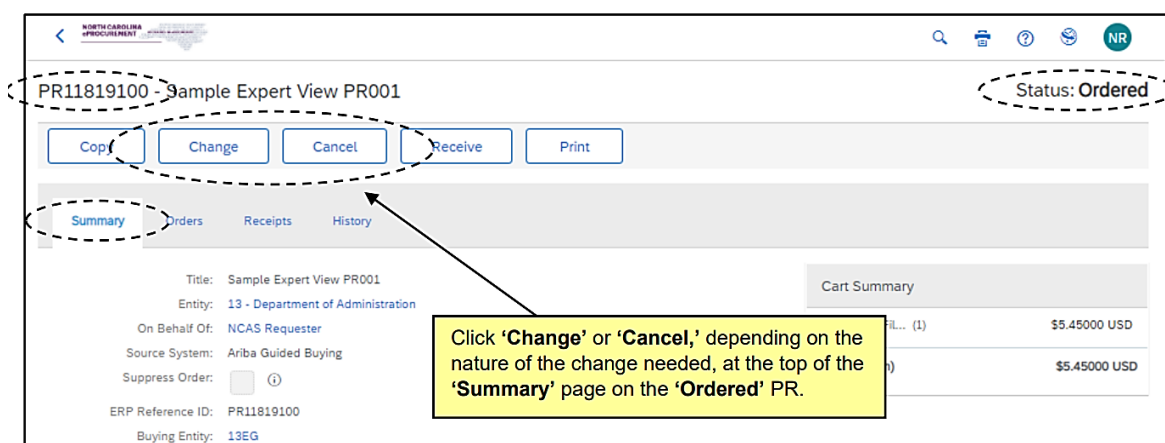


END OF YEAR TIPS & TRICKS

Change Orders

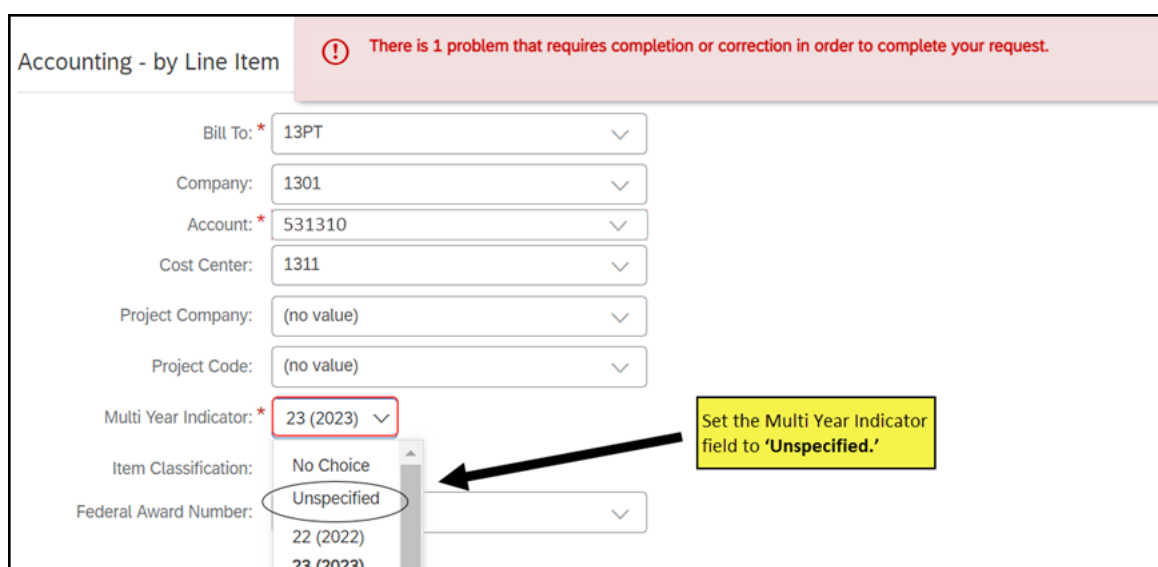
Before closing out and canceling orders at the end of the fiscal year, please remember to verify that those orders are not closed to invoicing. When a change needs to be made to a purchase order (PO) that has already been sent to the supplier, a change order can be created within NC eProcurement. However, creating a change to an order that is closed to invoicing will cause the order to fail when the change order is sent to NCAS. If the line to be changed has been fully received, a message is displayed indicating that **'the line is fully received and cannot be changed.'**

After confirming the order that needs to be changed is not closed to invoicing, find the purchase requisition (PR) associated with the PO by accessing the PR from the **'My Documents'** portlet or by using the **'Search'** bar. Click the appropriate button, **'Change'** or **'Cancel'**, to make the necessary update and then click the **'Submit'** button.



Setting Multi Year Indicator

The **'Multi Year Indicator'** field allows for funds to be allocated in future fiscal years. The Multi Year Indicator value **'FY23'** will be inactivated at the end of this fiscal year after 5:00 p.m. on June 30, 2023. After this time, if a change order is created where the Multi Year Indicator value is set to FY23, an error message will appear. To resolve this error, set the field to **'Unspecified.'** After the Multi Year Indicator is reset, the change order can be submitted successfully.



Note: Orders that have been fully received and invoiced will not be affected.

For more information on change orders, see the [Advanced Purchasing NCAS](#) job aid.

STATEWIDE TERM CONTRACTS ANNOUNCEMENT

Statewide Term Contract 4213A Medical Products Distribution

The North Carolina Department of Administration (NC DOA) Division of Purchase & Contract (P&C) has established a new statewide term contract [4213A Medical Products Distribution](#). This is a multi-vendor convenience contract for state agencies, departments, institutions, universities, and community colleges and non-mandatory entities, including schools and local governments. The contract term is May 19, 2023, through May 18, 2024. 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 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)]

New eVP Training

NC eProcurement will be offering webinars for the new eVP. These sessions will be recorded and posted on the [eVP Updates for Buyers](#) page.

DATE	TIME	TITLE
06/22/23	10-11:30 AM	eVP NCEP Sourcing Users Webinar
06/29/23	2-3:30 PM	eVP NCEP Sourcing Users Webinar

For more training classes from the NC eProcurement Team, visit our website for a full [course list](#). In the case that our virtual courses are not available, or your schedule does not allow you to attend a session, visit our [Training](#) page to access a library of self-learning materials.