# THE SOURCE

## EVP AGENCY APP TIP: PINNING RECORDS

In the new eVP system, you can pin vendor, solicitation, and contract extension records to allow for easier transition.

To add a record to the **'Pinned'** section, follow the steps listed below:

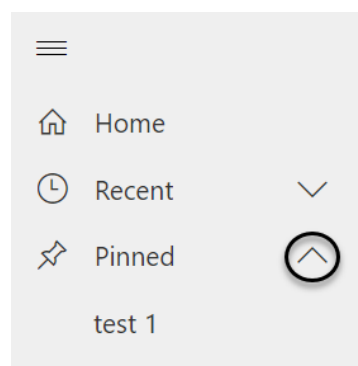Click into the record of choice, expand the **'Recent'** section on the left-hand side of the page, and click the pushpin icon next to the targeted record to add it to their **'Pinned'** section.
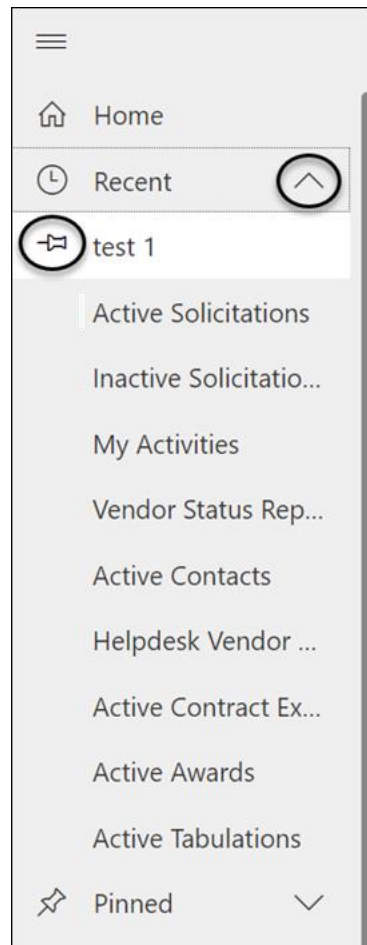


Once the record has been pinned, it will be visible in the **'Pinned'** section on the menu on the left-hand side of the page.



For more information about the new eVP system, see the eVP Procurement User Training page.

## TIPS & TRICKS: NCEP SYSTEM EMAILS

Email providers may sort NCEP system emails to the junk email folder. To prevent system emails from going into the junk email folder, by adding the system email address to the safe sender list. For Outlook, follow the steps listed below:
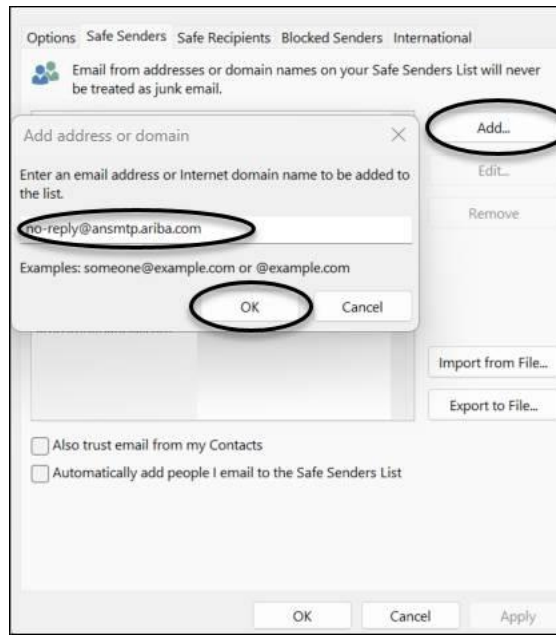
On the '**Home**' tab, click '**Junk**', and then click **'Junk Email Options.'** If you don't see the **'Junk'** option, click the ellipses on the right and choose **'Junk.'**
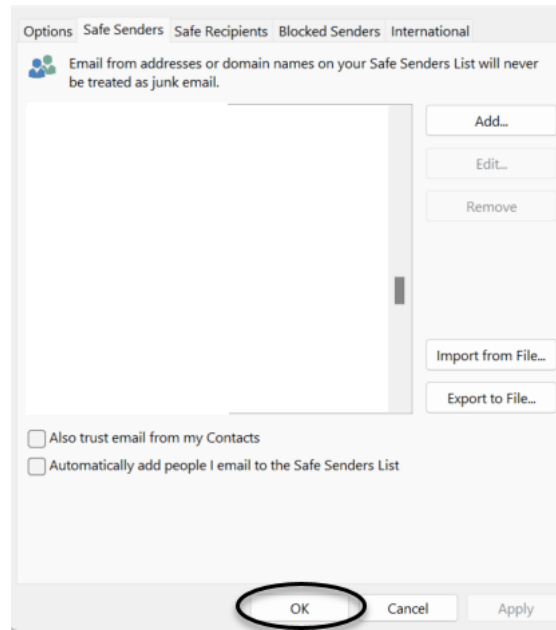


Click the **'Safe Senders'** tab.
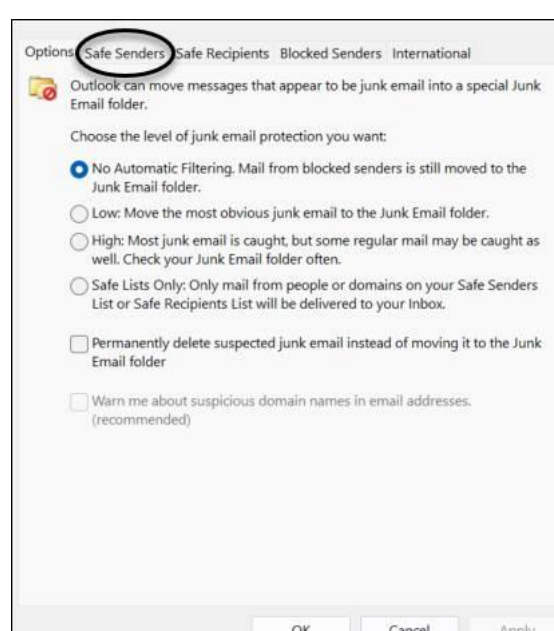
Click **'Add,'** type no-reply@ansmtp.ariba.com into the text box and select **'Ok.'**



Select '**Ok.'**



## HELP DESK HOLIDAY HOURS

The NC eProcurement Help Desk will be closed due to the observance of state holidays on the following dates:

   November 10, 23, and 24

The Help Desk will otherwise retain normal operating hours Monday through Friday from 7:30 a.m. to 5:00 p.m. EST. The Help Desk is available 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.

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 classes, see how to register.

| DATE | COURSE TITLE |
|------|--------------|
| 11/1 | NC eProcurement Collaboration Training |
| 11/2 | NC eProcurement Eplite Basic Requester Training |
| | NC eProcurement Eplite Advanced Buyer Training |
| 12/6 | NC eProcurement EPLite Basic Requester Training |

Be sure to check out the 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!

## STATEWIDE TERMS CONTRACTS INFORMATION

**Statewide Term Contract 4412A Office Supplies**

The North Carolina Department of Administration (NC DOA) Division of Purchase & Contract (P&C) has established a new Statewide Term Contract 4412A Office Supplies. This is a 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 October 1, 23, 2023, through September 30, 2027. If you have any questions related to this contract, contact Pamela Case-Gustafson at (984) 236-0249 or pamela.case-gustafson@doa.nc.gov.