THE SOURCE



NC eProcurement Bi-Monthly Newsletter October 2023 Edition This edition includes tips for the eVP agency app, and system emails, upcoming training, and the help desk holiday hours.

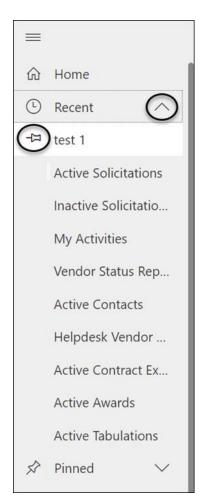
EVP AGENCY APP TIP: PINNING RECORDS

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

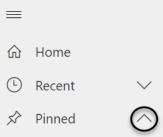
To add a record to the 'Pinned' section, follow the steps listed below:

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.



test 1

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.'

File H	Home	Send / Receive	View	Help								
🏹 Nev	w Email	~ 圓 Delet	2 * E] Archive	🖄 Move ~ 🌔	& Junk ~	← Reply	の Reply All	\rightarrow Forward	📆 Share to Teams	Resolved	🙆 Unread/ Read

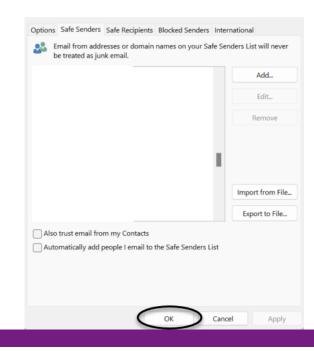
Click the 'Safe Senders' tab.

-0	Outlook can move messages that appear to be junk email into a special Junk Email folder.									
	Choose the level of junk email protection you want:									
	• No Automatic Filtering. Mail from blocked senders is still moved to the Junk Email folder.									
	O Low: Move the most obvious junk email to the Junk Email folder.									
	 High: Most junk email is caught, but some regular mail may be caught as well. Check your Junk Email folder often. 									
	Safe Lists Only: Only mail from people or domains on your Safe Senders List or Safe Recipients List will be delivered to your Inbox.									
	Permanently delete suspected junk email instead of moving it to the Junk Email folder									
	Warn me about suspicious domain names in email addresses. (recommended)									

Click 'Add,' type no-reply@ansmtp.ariba.com into the text box and 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 epelpdesk@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 <u>NC Learning Center</u> 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
11/2	NC eProcurement Eplite Advanced Buyer Training
12/6	NC eProcurement EPLite Basic Requester Training

Be sure to check out the <u>course list</u> 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 <u>Training</u> 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.



This newsletter was sent to EPLite users. Questions about information covered in this newsletter? Send an email to ephelpdesk@its.nc.gov.