

THE SOURCE



NC eProcurement Bi-Monthly Newsletter October 2023 Edition

This edition includes information about NCFS, tips and tricks on NCEP system emails, training, and the Help Desk holiday hours.

NORTH CAROLINA FINANCIAL SYSTEM

The North Carolina Financial System (NCFS) went live on October 10, 2023. Here are some of the changes to NC eProcurement Buying:

- The Budget Integration approver no longer appears in the approval flow. Instead, when a requisition is submitted, it will go through a budget check and either pass or fail. If a requisition fails the budget check, the **'Budget Check Status'** field will update with the reason it failed.
- There are now eleven accounting fields, including **Agency, Budget Fund, Natural Account, Agency Management Unit, Agency Program, Funding Source, Project, Inter-fund, Future 1, Future 2,** and **Future 3**. These new accounting fields can be set as default values in the user profile.
- There is a new feature called **Split Accounting**. Buyers in **Expert View** can use Split Accounting to split a line item's accounting combinations by quantity, meaning that one line item can have multiple accounting combinations.

Updated training materials are available on the [NCEP Buyer Training](#) page.



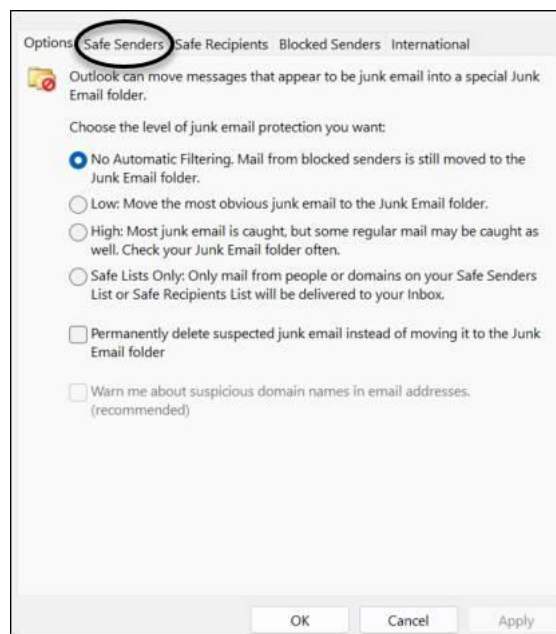
TIPS & TRICKS: NCEP SYSTEM EMAILS

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:

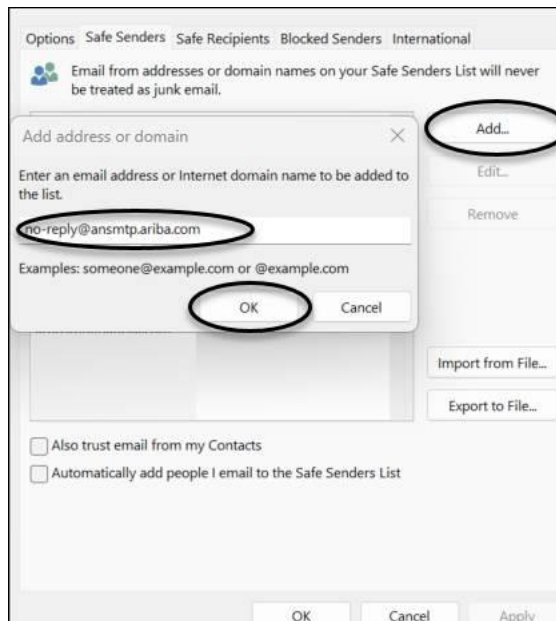
On the **'Home'** tab, click **'Junk'**, and then click **'Junk Email Options.'** If you don't see the **'Junk'** option, click the ellipses on the right and choose **'Junk.'**



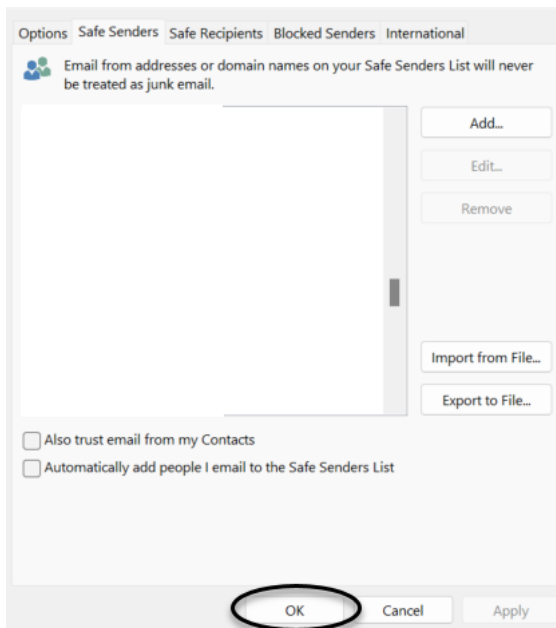
Click the **'Safe Senders'** tab.



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, 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.

