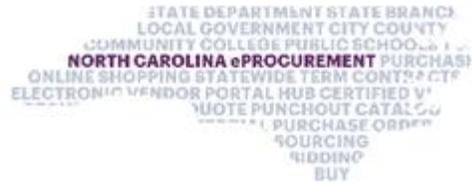# The Source NC eProcurement Newsletter
December 2019 Edition

Help Desk Holiday Hours

The NC eProcurement Help Desk will be closed due to state holidays on December 24-26, 2019 and January 1, 2020. The Help Desk will otherwise retain normal operating hours, Monday through Friday, from 7:30 a.m. to 5:00 p.m. EST by phone at 888-211-7440, option 1, or by email at ephelpdesk@its.nc.gov.

Holiday Reminder: Delegate Your Authority

Taking time off for the holidays? Be sure to use the delegate approval authority function so that your agency can still purchase what it needs in your absence. A delegation of approval authority is a temporary change typically set up to handle any approvals when the original approver is out of the office. The delegation of approval authority allows another user, the "delegatee," to approve or deny items on behalf of the original approver, and can be set up at any time from any device with internet access.

For more information about delegating approval authority, including detailed steps for setting up a delegation, see the "Delegating Approval Authority" job aid and the "Approving" training course. For additional assistance, please contact the NC E-Procurement Help Desk at 888-211-7440, option 1, or by email at ephelpdesk@its.nc.gov.

NC eProcurement 2020 Upgrade News

We are pleased to announce that one of the exciting new features in the 2020 upgrade is the ability to create a **Collaborative Requisition**.

This feature represents the next evolution of informal quoting for non-catalog items. After starting a requisition for non-catalog items, users can collaborate with multiple vendors to request informal quotes and negotiate pricing before placing the order.

Suppliers will be able to respond and propose fulfilling all items or fulfilling only some items from the collaborative requisition. Suppliers can also add an additional line item to the requisition when a functional substitution is permitted or when an additional line item is required (e.g., shipping).

After receiving responses from suppliers, users are able to clarify items, prices, and substitutions, or make any other inquiries. The user then selects the best response, which populates the requisition. The requisition will proceed through final approvals to generate a purchase order for the selected supplier.

Non-Catalog Item Collaboration Request Page

Actual layout subject to change

As the upgrade moves forward over the next several months, stay tuned to **The Source** for more information about exciting new features and expected timelines!

Statewide Term Contract Announcements

Statewide Term Contract 961D The Division of Purchase & Contract has established a new Statewide Term Contract 961D – Reverse Auction Services. This is a single-vendor convenience contract for state agencies, departments, institutions, universities, community colleges, and non-mandatory entities including schools and local governments. The contract term is December 06, 2019 through October 31, 2020. If you have any questions related to this contract, contact Grant Braley at (919) 807-4519 or grant.braley@doa.nc.gov.

Statewide Term Contract 961E The Division of Purchase & Contract has established a new Statewide Term Contract 961E – Third-Party Field Evaluation & Inspection Services.This is a single-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 general statute may use this contract. The contract term is December 01, 2019 through November 30, 2022. If you have any questions related to this contract, contact Grant Braley at (919) 807-4519 or grant.braley@doa.nc.gov.

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