

THE SOURCE

STATE DEPARTMENT STATE BRANCH
LOCAL GOVERNMENT CITY COUNTY
COMMUNITY COLLEGE PUBLIC SCHOOL
NORTH CAROLINA ePROCUREMENT PURCHASE
ONLINE SHOPPING STATEWIDE TERM CONTRACT
ELECTRONIC VENDOR PORTAL HUB CERTIFIED V
QUOTE PUNCHOUT CATALOG
PURCHASE ORDER
SOURCING
BIDDING
BUY

NC eProcurement Monthly Newsletter

January 2021 Edition

TOP STORIES IN THIS NEWSLETTER



Sourcing Is Live!



Tips & Tricks: Deleting
Old Requisitions



Training Roundup

NC ePROCUREMENT SOURCING IS LIVE!

The first group of entities now has access to **NC eProcurement Sourcing**, a tool that allows users to solicit bids from vendors for goods and services. The tool allows users to manage Sourcing Events at both the State and Agency level and allows for vendors and entities to easily communicate during a public solicitation. There are several benefits to the Sourcing tool, including document storage, electronic approval flows, and the easy integration between a completed Sourcing Project and the related Contract Workspace.

To learn more about NCEP Sourcing, visit the [NCEP Sourcing Training](#) page and watch the introductory video or view the Sourcing learning paths!

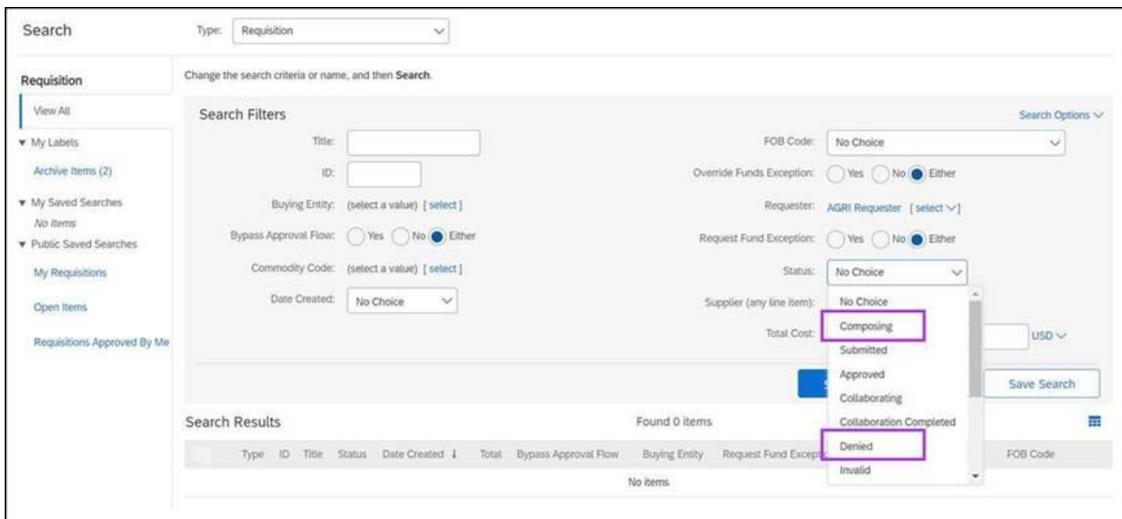
TIPS & TRICKS: DELETING OLD REQUISITIONS

Each year, check for old requisitions that are no longer needed. Any requisitions in “Composing” or “Denied” status that are no longer needed should be deleted. Follow the instructions below to find and delete these unneeded requisitions from eProcurement.

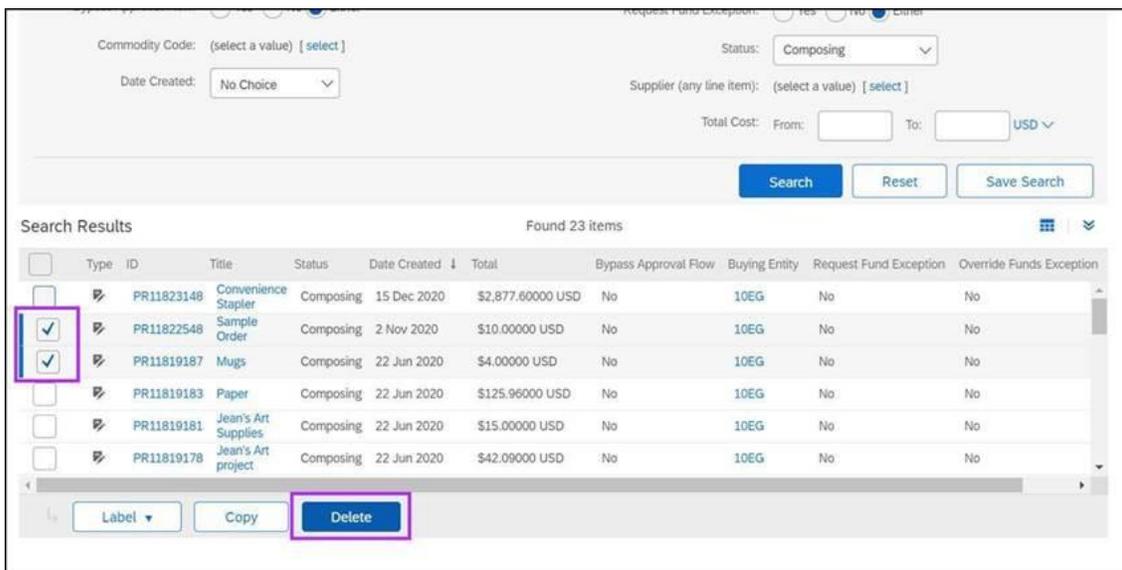
1. Navigate to the “Search” page by selecting “Requisition” from the drop-down menu, then click the button with the magnifying glass.



- To find all requisitions in a certain status, go to “Search,” select “Requisition,” and set the “Status” filter to “Composing” or “Denied.”



- Check the box next to un-needed requisitions and click the “Delete” button to remove them.



Note: For requisitions in “Denied” status, the requisition must first be withdrawn to return it to “Composing” status, after which it may be deleted.

TRAINING ROUNDUP

The Division of Purchase & Contract (P&C) offers various training courses related to procurement throughout the year. Please see the following table for a list of upcoming courses. For more details on registering for a course, click the 'How to Register' link in the table below.

In addition, check the NC eProcurement [Course List](#) periodically for training classes from the NC eProcurement team. Existing classes are currently full.

We look forward to (virtually) seeing you!

DATE	COURSE TITLE	REGISTRATION INFORMATION
1/26-27	Introduction to Procurement	Course List / How to Register
1/28	Specification Writing	Course List / How to Register
2/23-24	Request for Proposal	Course List / How to Register

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