

# THE SOURCE



## NC eProcurement Monthly Newsletter

July 2021 Edition

### TOP STORIES IN THIS NEWSLETTER



NCEP Training Reminder



The eProcurement eReporting Tool



HUB Certified Vendor Status



Training Roundup

### NCEP TRAINING REMINDER

NC eProcurement is offering virtual training classes. The two classes being offered are the NC eProcurement Basic Requester course and the NC eProcurement Approver Plus course. The NC eProcurement Basic Requester course is a 3-hour class that is useful for anyone that wants to learn the basics of requesting goods and services in the NC eProcurement system. The NC eProcurement Approver Plus course is a 2-hour class that focuses on more advanced techniques in the NC eProcurement system.

Future training dates can be found at [NC eProcurement Upcoming Events](#) or by signing into the [Learning Management System](#) and searching for upcoming training.

### THE EPROCUREMENT EREPORTING TOOL

The Department of Administration has partnered with the Government Data Analytics Center to create the eProcurement eReporting tool to access both the historical data from Archive Buyer as well as the current procurement data regularly copied from the new system. Since Archive Buyer is retired, historical data is available only through the eProcurement eReporting tool. Every eReporting user has access to all data in the tool, regardless of entity. Access to eReporting is requested via the User Maintenance eForm in NC eProcurement. Users can contact their Security Administrators to submit a User Maintenance eForm on their behalf.

Users can access the eReporting tool directly with this link: [NC eProcurement eReporting Tool](#). The tool can also be accessed from the eReporting Tool quick link in the Procurement Information Portal. To request access to the Procurement Information Portal, please submit a [Procurement Information Portal Access Request](#).

After you have been granted access to the portal, you can login here: [Procurement Information Portal](#).

**Note:** Access will be granted only to end-users of North Carolina state agencies, universities, community colleges, local governments and local education agencies.

### HUB CERTIFIED VENDOR STATUS

When searching for suppliers in the NC eProcurement tool, requesters can identify vendors that have been certified by the North Carolina Office for Historically Underutilized Businesses. HUB certified vendors are businesses that are 51 percent owned by, and the day-to-day management and daily business operations are controlled by, someone who is Black, Hispanic, Asian-American, American Indian, Female, a Socially and Economically Disadvantaged person, or Disabled. HUB certified vendors can be searched for using the electronic Vendor Portal (eVP) and can be verified in the NC eProcurement tool by locating the vendor in the Supplier Search and looking for "Certified" in the HUB Status column.

Choose Value for Supplier

Supplier Name ▾ Glass Search

Supplier Name ↑	ID	HUB Status	
(No Preference)			Select
1st Choice Glass	103236	None	Select
AAA GLASS CO INC	63454	None	Select
AAA Glass Service, Inc	366582	None	Select
A Better View Glass & Mirror,	13597	Certified	Select
Accurate Glass & Mirror, Inc.	18616	None	Select

### STATEWIDE TERM CONTRACT ANNOUNCEMENT

#### Statewide Term Contract 3121A Paint (Interior, Exterior, Traffic)

The Division of Purchase & Contract has established a new Statewide Term Contract 3121A Interior, Exterior and Traffic Paint. This is a multi-vendor mandatory Statewide Term 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 the North Carolina Statute may use this contract. The contract term is July 1, 2021 through June 30, 2025. If you have any questions related to this contract, contact Melinda Tomlinson at 984-236-0238 or [melinda.tomlinson@doa.nc.gov](mailto:melinda.tomlinson@doa.nc.gov).

## TRAINING ROUNDUP

The Division of Purchase & Contract (P&C) and NC eProcurement offer various training courses related to procurement throughout the year. Please see the following table for a list of upcoming courses. For details about registering for a course, see [How to Register](#).

Check the NC eProcurement [Course List](#) periodically for additional training classes from the NC eProcurement team.

We look forward to (virtually) seeing you!

DATE	COURSE TITLE
8/3	Specification Writing
8/10	NC eProcurement EPLite Basic Requester
8/23-24	Introduction to Procurement

*This newsletter was sent to **EPLite users**. Questions about information covered in this newsletter? Send an email to [ephelpdesk@its.nc.gov](mailto:ephelpdesk@its.nc.gov).*