

# 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 VENDOR  
QUOTE PUNCHOUT CATALOG  
PURCHASE ORDER  
SOURCING  
BUY

## NC eProcurement Monthly Newsletter

December 2021 Edition

### TOP STORIES



Sourcing Sprint 4 Live



Holiday Help Desk  
Hours



Sourcing Tool  
Enhancements



Creating a Follow-on  
Project from a  
Sourcing Project



Training Roundup

### SOURCING SPRINT 4 LIVE

Sprint 4 for NCEP Sourcing is underway and the final group of agencies now has access to the sourcing tool! The NC eProcurement team is assisting them with creating and managing sourcing activities, and formally soliciting vendors for their best pricing on goods and services.

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

### HOLIDAY HELPDESK HOURS

The NC eProcurement Help Desk will be closed in observance of state holidays on December 23, 24, 27, and 31, 2021. 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](mailto:ephelpdesk@its.nc.gov).

### SOURCING TOOL ENHANCEMENTS

Recent enhancements have been made to the Sourcing tool:

#### The Sourcing Event:

- The sourcing event '**Description**' field has been updated to auto populate with language explaining to vendors the steps on how to respond to a solicitation, as well as information on where to go if they require additional assistance.
- Two additional attachments have been added to the sourcing event:
  - 'Attachment H: Acknowledgment of Covid-19 Vaccination and Testing Policy'
  - 'Certification for Federal Contracts, Grants, Loans and Cooperative Agreements'

#### The Solicitation Document:

- The solicitation document templates have been updated to reflect the new attachments that have been added to the sourcing event section.

#### Supporting Documents and 'Tasks' Tab:

- Updates and additions have been made to the templates in the '**Sourcing Project Documents**' folder.

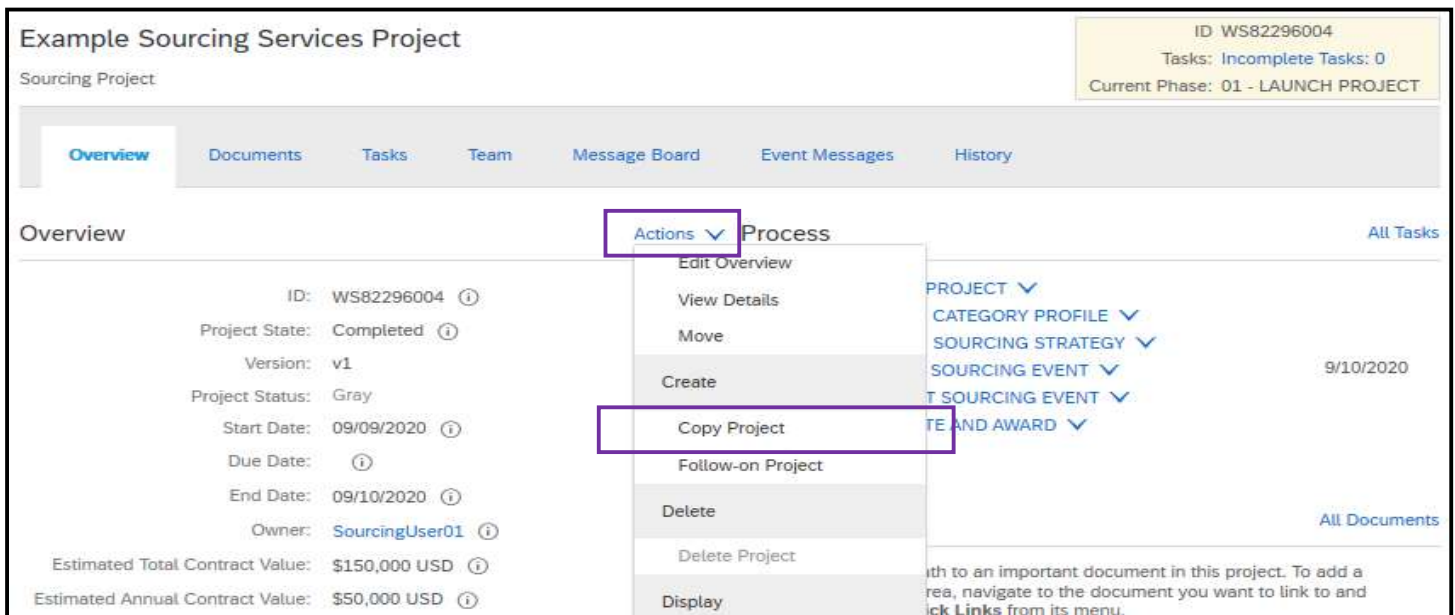
- Additional tasks have been added to the 'Tasks' tab on the sourcing project.

For more information about sourcing and our updated job aids, please see the [Sourcing Training](#) page.

## CREATING A FOLLOW-ON PROJECT FROM A SOURCING PROJECT

After completing a sourcing project, users have the ability to transfer some of this information conveniently into a contract workspace, linking the workspace with the completed project. This type of contract workspace is called a 'Follow-on Project.' To create a 'Follow-on Project,' navigate to the 'Overview' tab on the sourcing project and click 'Actions.' From there, select the 'Follow-on Project' option from the dropdown.

After the contract workspace has been created, links will appear on the 'Overview' tabs of both the sourcing project and the contract workspace, named 'Follow-on Project' and 'Predecessor Project' respectively. These links will allow you to navigate quickly from the sourcing project to contract workspace.



For more detailed information, please reference the [Creating a Contract Workspace from a Sourcing Project](#) job aid.

## TRAINING ROUNDUP

The Division of Purchase & Contract (P&C) and NC eProcurement offer various training courses related to procurement throughout the year. 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
1/4	NC eProcurement NCAS Basic Requester Training
1/5	NC eProcurement NCAS Advanced Buyer Training
1/12-13	Introduction to Procurement
1/18	Specification Writing
1/20	NC eProcurement Collaborative Requisitioning Training
2/1	NC eProcurement NCAS Basic Requester Training

2/2	Demystifying Terms and Conditions
2/22-23	Request for Proposal

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