

THE SOURCE

STATE DEPARTMENT STATE BRANCH
LOCAL GOVERNMENT CITY COUNTY
COMMUNITY COLLEGE PUBLIC SCHOOL
NORTH CAROLINA ePROCUREMENT PURCHASE
ONLINE SHOPPING STATEWIDE ITEM CONTRACT
ELECTRONIC VENDOR PORTAL HUB CERTIFIED V
QUOTE PUNCHOUT CATALOG
PURCHASE ORDER
SOURCING
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NC eProcurement Monthly Newsletter

December 2021 Edition

TOP STORIES



Collaborative Requisitioning Update



Holiday Help Desk Hours



Training Roundup

COLLABORATIVE REQUISITIONING UPDATE

Improvements have recently been made to collaborative requisitioning. Purchase orders are now sent directly to the selected vendor after the PO has been released from the entity's financial system. However, attachments on collaborative requisitions will no longer appear on purchase orders after they have been processed and sent back from the entity.

Please Note: Any attachments that need to be sent to vendors for collaborative requisitions must be sent directly to the vendor after they have been selected. Regular requisitions will continue to have attachments on POs as normal.

HOLIDAY HELP DESK 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 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 (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
1/12-13	Introduction to Procurement
1/18	Specification Writing
1/19	NC eProcurement EPLite Basic Requester Training
1/19	NC eProcurement EPLite Approver Plus Training
1/20	NC eProcurement Collaborative Requisitioning Training
2/2	Demystifying Terms and Conditions
2/3	NC eProcurement EPLite Basic Requester Training
2/22-23	Request for Proposal

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