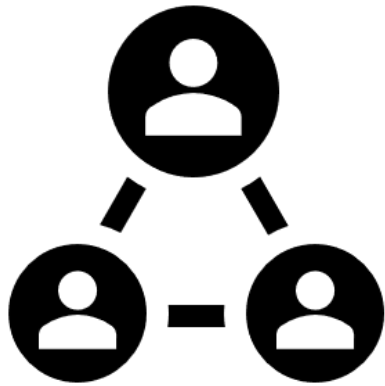


THE SOURCE

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

NC eProcurement Monthly Newsletter October 2022 Edition

This month we review collaborative requisitions, share a tip about delegating authority, provide information on a new statewide term contract and our upcoming training schedule, and bring attention to our holiday help desk hours.



COLLABORATIVE REQUISITIONS

In March 2022, changes were made to the state of North Carolina's procurement rules (including agency purchase thresholds), allowing more opportunity for informal purchases. The NC eProcurement system uses Collaborative Requisitioning as the informal quoting tool for these informal purchases where buyers collaborate with multiple vendors to achieve the best pricing for goods and services.

Buyers can:

- Reach out to multiple vendors simultaneously to request informal quotes and information.
- Review tabulated vendor responses.
- Clarify item details, substitutions, and negotiate prices with the vendors.

Vendors can:

- Respond and propose pricing for requested items.
- Add an additional line item (e.g., functional substitution when allowed or shipping when required).
- Communicate with the buyer within the tool for questions and clarifications.

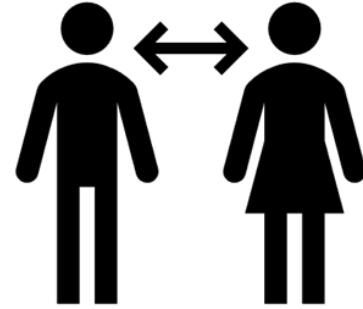
To create a Collaborative Requisition, buyers must be in the '**NC Collaborative Requisition**' group. To choose the best vendor quote after responses, buyers must be in the '**NC Collaboration Team**' group. Please contact your Security Administrator if you need to be added to these groups.

To learn more about Collaborative Requisitions, visit the [Collaborative Requisitions](#) training page.

For more information about the Admin Code changes, please see [North Carolina's Administrative Code Rules](#).

TIPS & TRICKS: DELEGATING YOUR AUTHORITY

As the holiday period approaches, please use the delegate authority function if you plan on taking time off to allow your institution to 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 or receiver is out of the office. The delegation of approval authority allows another user, the “delegatee,” to approve, deny, or receive items on behalf of the original approver.



To delegate your approval authority to another user:

Click the ‘Initials’ icon in either Guided Buying or Expert View and select ‘Delegate authority.’ Fill out the appropriate fields where applicable and click ‘Next’.

Note: Users have the option to continue to be notified of approval requests throughout the delegation period. To do so, in the ‘Notification’ field, check the box next to ‘Continue to notify me by email of approval requests.’

In the approval flow section, other approvers can be added, but the “delegatee” must approve the delegation request. Click ‘Next,’ review changes, and click ‘Submit.’

For more information on how to delegate authority, including detailed steps for setting up a delegation, see the [Getting Started](#) job aid.

STATEWIDE TERM CONTRACT ANNOUNCEMENT



Statewide Term Contract 2714A Walk-In Building Supplies

The North Carolina Department of Administration (NC DOA) Division of Purchase & Contract (P&C) has established a new Statewide Term Contract [2714A Walk-In Building Supplies](#). This is a single-vendor convenience contract for all state agencies, departments, institutions, universities, community colleges, and non-mandatory entities, including schools and local governments. The contract term is September 1, 2022, through July 3, 2027. If you have any questions related to this contract, contact Bahaa Jizi at 984-236-0218 or bahaa.jizi@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.

The online classes below are generally available via the [NC Learning Center](#) without registration:

- Introduction to Procurement (ITP)
- Request for Proposals (RFP) Development and Evaluation
- Specification Writing (SW)

To register for the following upcoming NC eProcurement classes, see [How to Register](#).

DATE	COURSE TITLE
11/02	NC eProcurement Collaborative Requisitioning
11/15	NC eProcurement EPLite Basic Requester Training
	NC eProcurement Approver Plus EPLite Training
12/01	NC eProcurement Sourcing Training
	NC eProcurement Contracts Training
01/04/23	NC eProcurement Collaborative Requisitioning
01/05/23	NC eProcurement Sourcing Training
	NC eProcurement Contracts Training
01/12/23	NC eProcurement EPLite Basic Requester Training
	NC eProcurement Approver Plus EPLite Training

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

We look forward to (virtually) seeing you!

HELP DESK HOLIDAY HOURS

The NC eProcurement Help Desk will be closed due to the observance of state holidays on the following dates:

- November 24th and 25th
- December 23rd, 26th, and 27th
- January 2nd, 2023

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.

