THE SOURCE

August 2024

Electronic Vendor Portal Updates

The North Carolina electronic Vendor Portal (eVP) Team continues to gather feedback and make enhancements to the system. To improve user experience, updates were made to the public **Solicitations** and **Vendor Search** pages in eVP.

Delete Solicitation Documents

Users can delete documents in a solicitation or addendum before the record is posted.
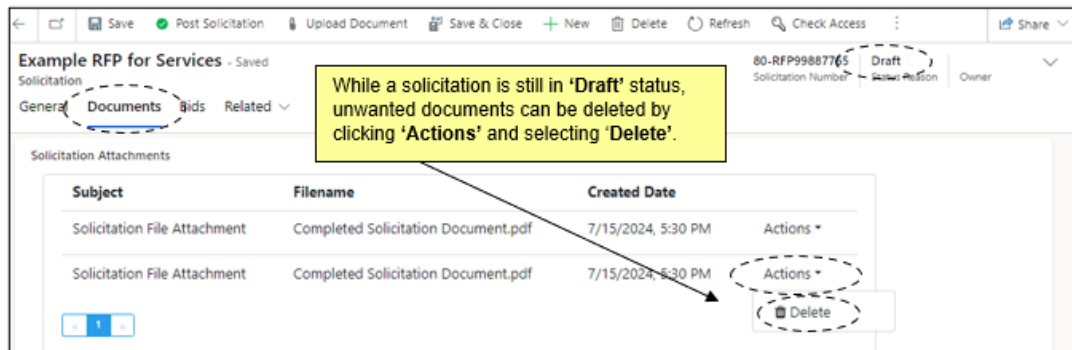
For more detailed instructions, please see the Posting Solicitations in the eVP Agency App job aid.

eVP Bid Response Indicator

When viewing a list of interested vendors for a specific solicitation, the **'Bid Attachment Submitted'** column will appear after the bid is in '**Pending Selection'** status. A "**Yes**" indicates that the vendor has submitted a response and has an attachment to open.
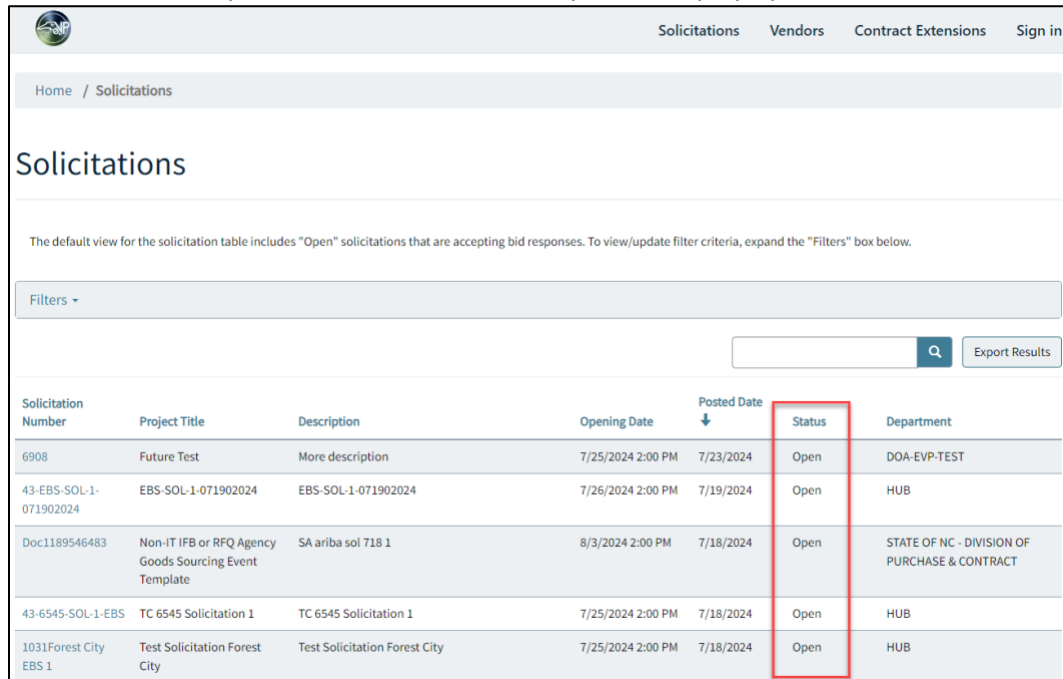

For additional information on this feature, please see the Viewing Bids for Posted Solicitations in eVP job aid.

Public Solicitation Search Improvements

Updates have been made to eVP's Solicitations public search page. The filter option was recently modified, and all open solicitations are currently set to display by default.

Note: When searching for a solicitation in a status other than **'Open,'** the **'Filters'** section should be expanded and cleared.

For more detailed instructions, please see the [Posting Solicitations in the eVP Agency App](#) job aid.

Public Vendor Search Updates

In the public Vendor Search section of eVP, the field name changed from **'Vendor Status'** to **'eVP Status.'** Although the field name has changed, the functionality remains the same. Users should continue to use the **'NC eProcurement Registration Status'** filter to determine eligibility for a vendor to receive a purchase order through NC eProcurement.

For more details, please see the [Searching Registered Vendors](#) job aid.

Tips and Tricks

As we enter the new fiscal year, stay organized with these helpful tips!

Delete Requisitions
To remove clutter, delete requisitions in 'Composing' or 'Denied' status. Search for requisitions in these statuses and delete any that are no longer needed.
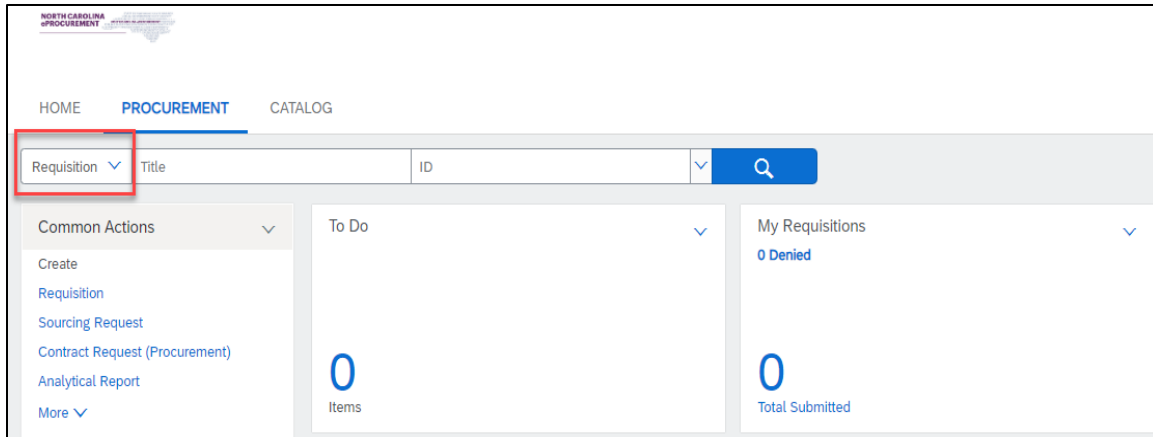
For more information about searching for requisitions, see the [Getting Started](#) job aid.

Website Changes

Some of the content on the NCEP website has moved! The Training Videos are now accessible on all job aid training pages. Also, the contact information has been centralized on the **Contact** page. The **Training** menu now includes a **'Training Opportunities'** option, where upcoming training sessions and registration information can be found.
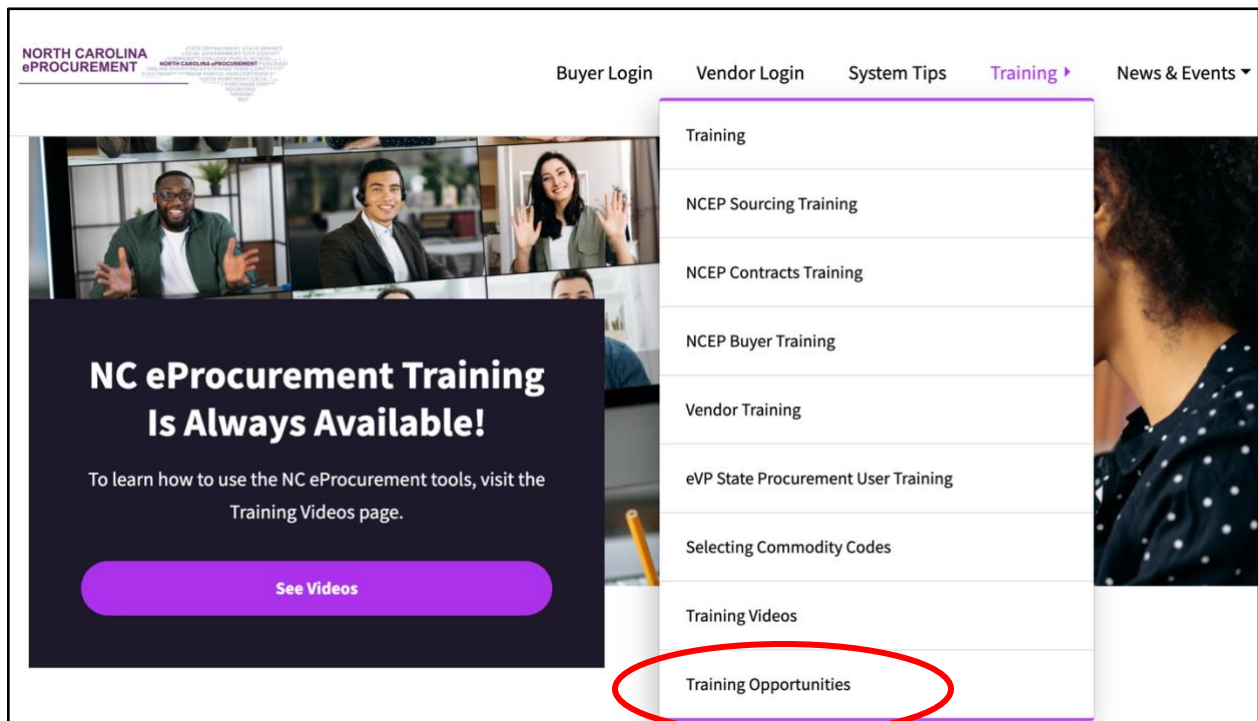
Statewide Term Contracts Information

5610A Furniture

The North Carolina Department of Administration's Division of Purchase & Contract has established a new statewide term contract 5610A Furniture. 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 government, may use this contract if allowed by general statute. The contract term is July 22, 2024, through July 21, 2027. If you have any questions related to this contract, email ian.m.fox-castro@doa.nc.gov or call him at 984-236- 0211.

Training Roundup

The Division of Purchase & Contract and NC eProcurement offer various procurement training courses throughout the year. Online classes that are available in the NC Learning Center include:

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

The following NC eProcurement classes also require registration (see how to register).

Date	Training Class
August 21	NC electronic Vendor Portal Workshop
September 4	NC electronic Vendor Portal Workshop
September 12	NC eProcurement EPLite Basic Requester
September 12	NC eProcurement EPLite Approver Plus
September 26	Collaborative Requisitioning

Be sure to check the course list periodically for additional training classes. If courses are unavailable or don't suit your schedule, you can find extensive self-learning materials, on our Training page. Remember to check out the Training Videos page too!

We look forward to (virtually) seeing you!