

THE SOURCE

August 2024

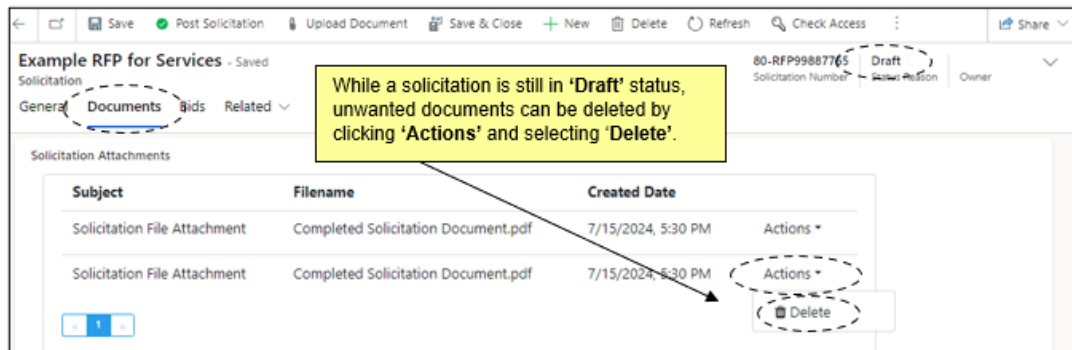
STATE DEPARTMENT STATE BRANCH
LOCAL GOVERNMENT CITY COUNTY
COMMUNITY COLLEGE PUBLIC SCHOOLS
NORTH CAROLINA ePROCUREMENT PURCHASE
ONLINE SHOPPING STATEWIDE TERM CONTRACT
ELECTRONIC VENDOR PORTAL HUB CERTIFIED VENDOR
QUOTE PUNCHOUT CATALOG
PURCHASE ORDER
SOURCING
BIDDING
BUY

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.

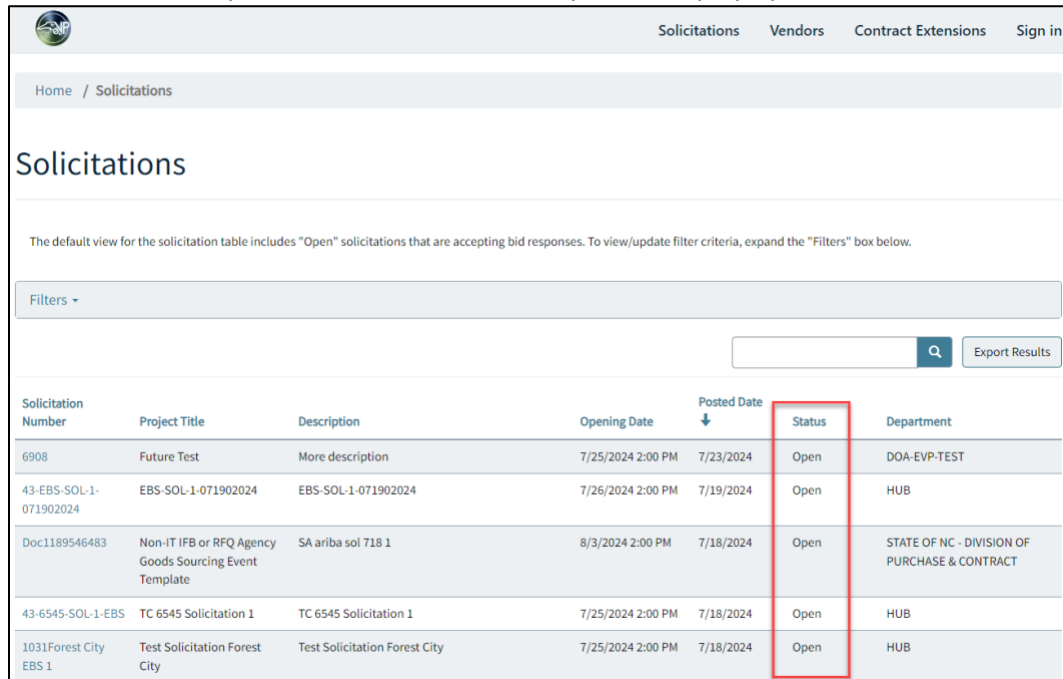
The screenshot shows the 'Bids' tab of a solicitation. A red box highlights the 'Bid Attachment Submitted' column, which contains 'Yes' for the first three vendors and 'No' for the last one.

Vendor	Created On	Bid Attachment Submitted
NC Basic Vendor	7/11/2024 12:47 PM	Yes
NC Test Vendor	7/11/2024 12:55 PM	Yes
Carolina Solutions	7/11/2024 1:02 PM	Yes
American Enterprises	7/11/2024 1:05 PM	No

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.



The screenshot shows the eVP Solicitations search page. At the top, there are navigation links for Solicitations, Vendors, Contract Extensions, and Sign in. Below the navigation is a breadcrumb trail: Home / Solicitations. The main heading is 'Solicitations'. A note states: 'The default view for the solicitation table includes "Open" solicitations that are accepting bid responses. To view/update filter criteria, expand the "Filters" box below.' There is a 'Filters' dropdown menu and a search bar with a magnifying glass icon and an 'Export Results' button. Below this is a table of solicitations.

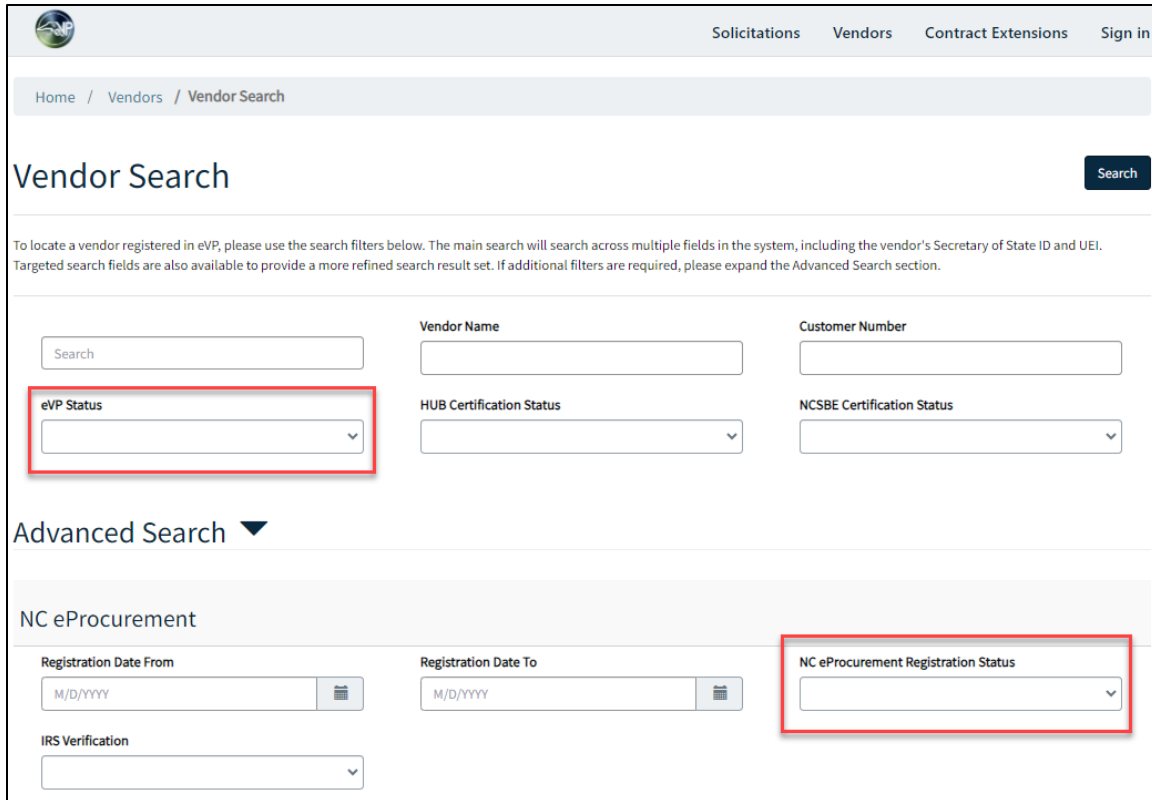
Solicitation Number	Project Title	Description	Opening Date	Posted Date	Status	Department
6908	Future Test	More description	7/25/2024 2:00 PM	7/23/2024	Open	DOA-EVP-TEST
43-EBS-SOL-1-071902024	EBS-SOL-1-071902024	EBS-SOL-1-071902024	7/26/2024 2:00 PM	7/19/2024	Open	HUB
Doc1189546483	Non-IT IFB or RFQ Agency Goods Sourcing Event Template	SA ariba sol 718 1	8/3/2024 2:00 PM	7/18/2024	Open	STATE OF NC - DIVISION OF PURCHASE & CONTRACT
43-6545-SOL-1-EBS	TC 6545 Solicitation 1	TC 6545 Solicitation 1	7/25/2024 2:00 PM	7/18/2024	Open	HUB
1031Forest City EBS 1	Test Solicitation Forest City	Test Solicitation Forest City	7/25/2024 2:00 PM	7/18/2024	Open	HUB

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.



Home / Vendors / Vendor Search

Vendor Search

To locate a vendor registered in eVP, please use the search filters below. The main search will search across multiple fields in the system, including the vendor's Secretary of State ID and UEI. Targeted search fields are also available to provide a more refined search result set. If additional filters are required, please expand the Advanced Search section.

Search

Vendor Name

Customer Number

eVP Status

HUB Certification Status

NCSBE Certification Status

Advanced Search

NC eProcurement

Registration Date From

Registration Date To

NC eProcurement Registration Status

IRS Verification

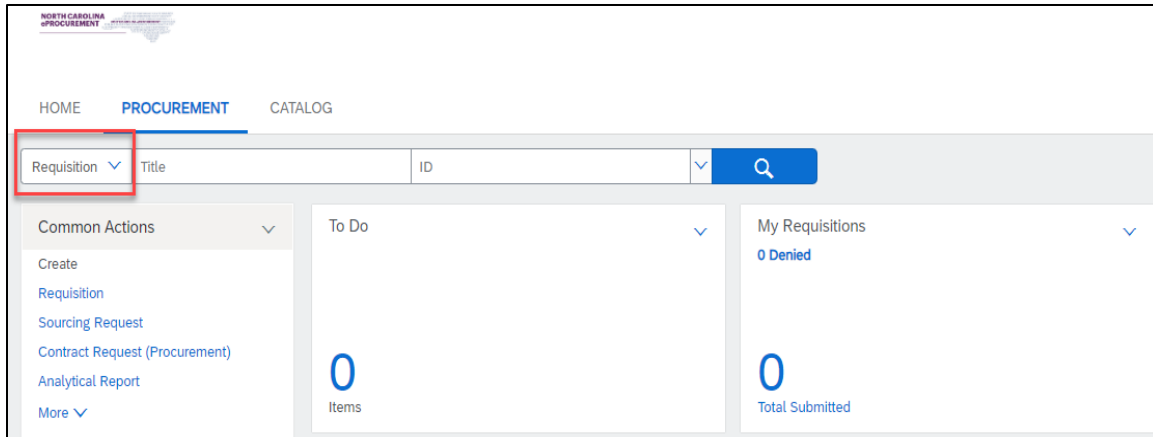
For more details, please see the [Searching Registered Vendors](#) job aid.

Tips and Tricks

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

Delete Requisitions

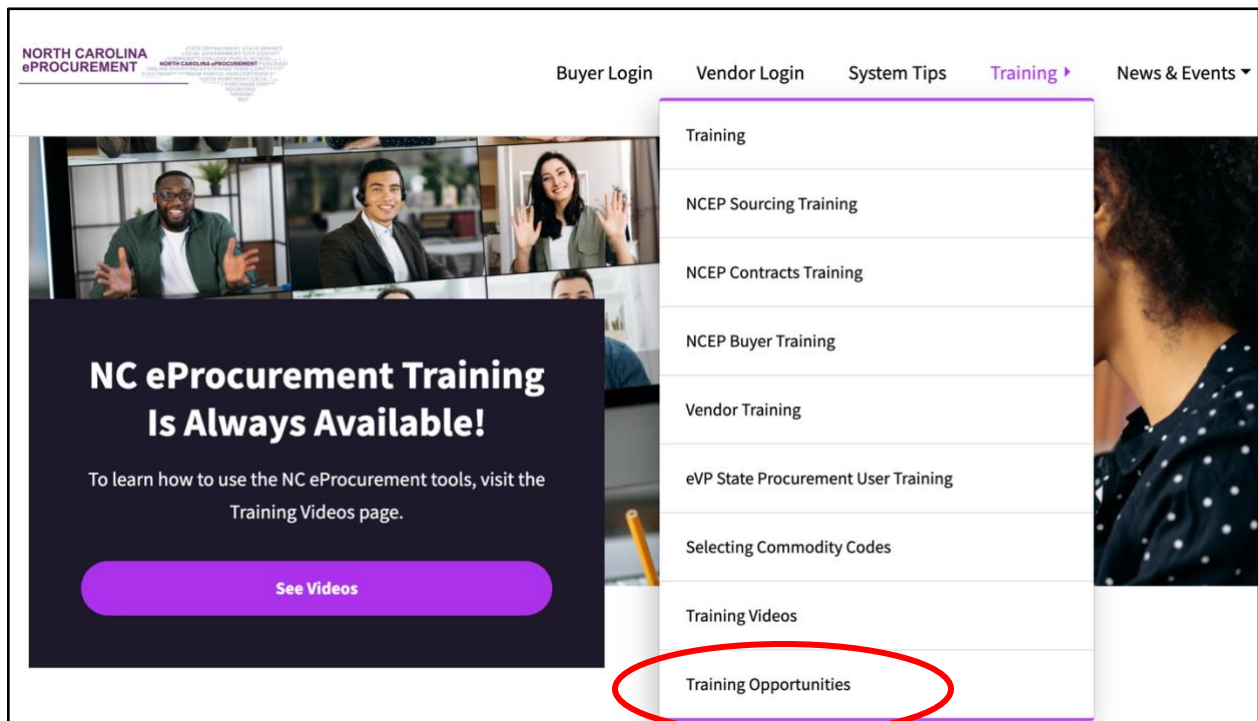
To remove clutter, delete requisitions in 'Composing' or 'Denied' status. Search for requisitions in these statuses and delete any that are no longer needed.



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!