

# THE SOURCE

August 2024

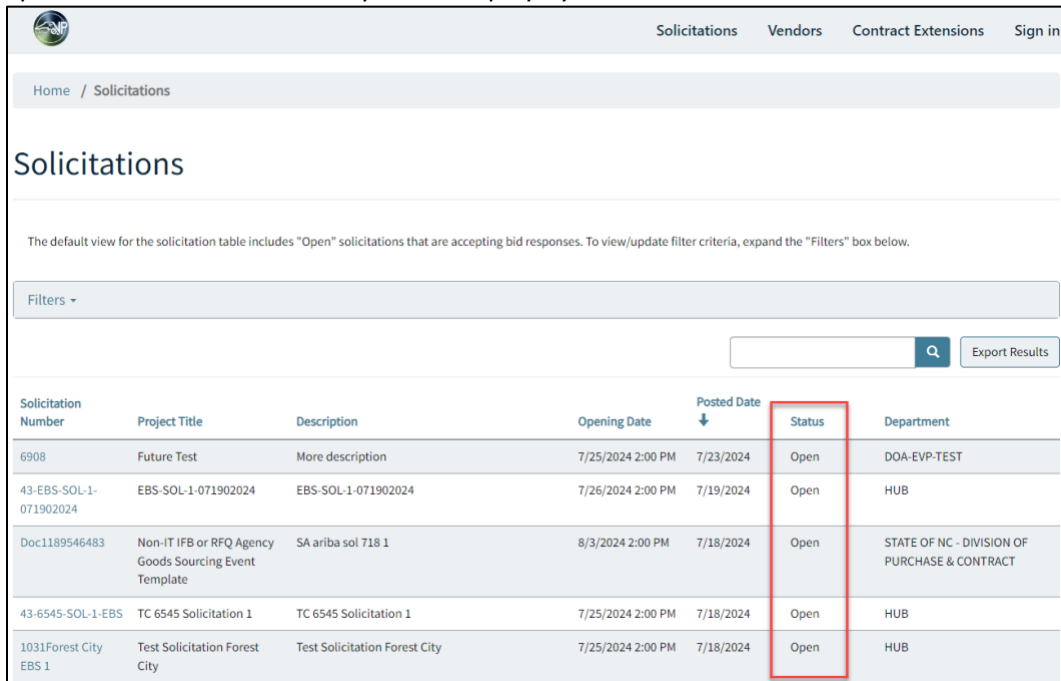
STATE DEPARTMENT STATE BRANCH  
LOCAL GOVERNMENT CITY COUNTY  
COMMUNITY COLLEGE PUBLIC SCHOOLS  
**NORTH CAROLINA ePROCUREMENT PURCHASE**  
ONLINE SHOPPING STATEWIDE TERM CONTRACTS  
ELECTRONIC VENDOR PORTAL HUB CERTIFIED VENDOR  
QUOTE PUNCHOUT CATALOG  
PURCHASE ORDER  
SOURCING  
BIDDING  
BUY

## 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.

### Public Solicitation Search Improvements

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



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.

The screenshot displays the Vendor Search interface. At the top, there are navigation links for Solicitations, Vendors, Contract Extensions, and Sign in. Below the navigation is a breadcrumb trail: Home / Vendors / Vendor Search. The main heading is "Vendor Search" with a "Search" button. A note states: "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." The search filters include: Search (text input), Vendor Name (text input), Customer Number (text input), eVP Status (dropdown menu, highlighted with a red box), HUB Certification Status (dropdown menu), and NCSBE Certification Status (dropdown menu). Below this is the "Advanced Search" section, which is currently collapsed. Under "Advanced Search", there are fields for "Registration Date From" (M/D/YYYY), "Registration Date To" (M/D/YYYY), "IRS Verification" (dropdown menu), and "NC eProcurement Registration Status" (dropdown menu, highlighted with a red box).

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

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## NCAS Realm Retirement

The North Carolina Accounting System realm in NC eProcurement will retire this fall. As a reminder, historical data can be accessed through the NC eProcurement eReporting tool. eReporting includes both legacy data as well as North Carolina Financial System realm data, which updates weekly.

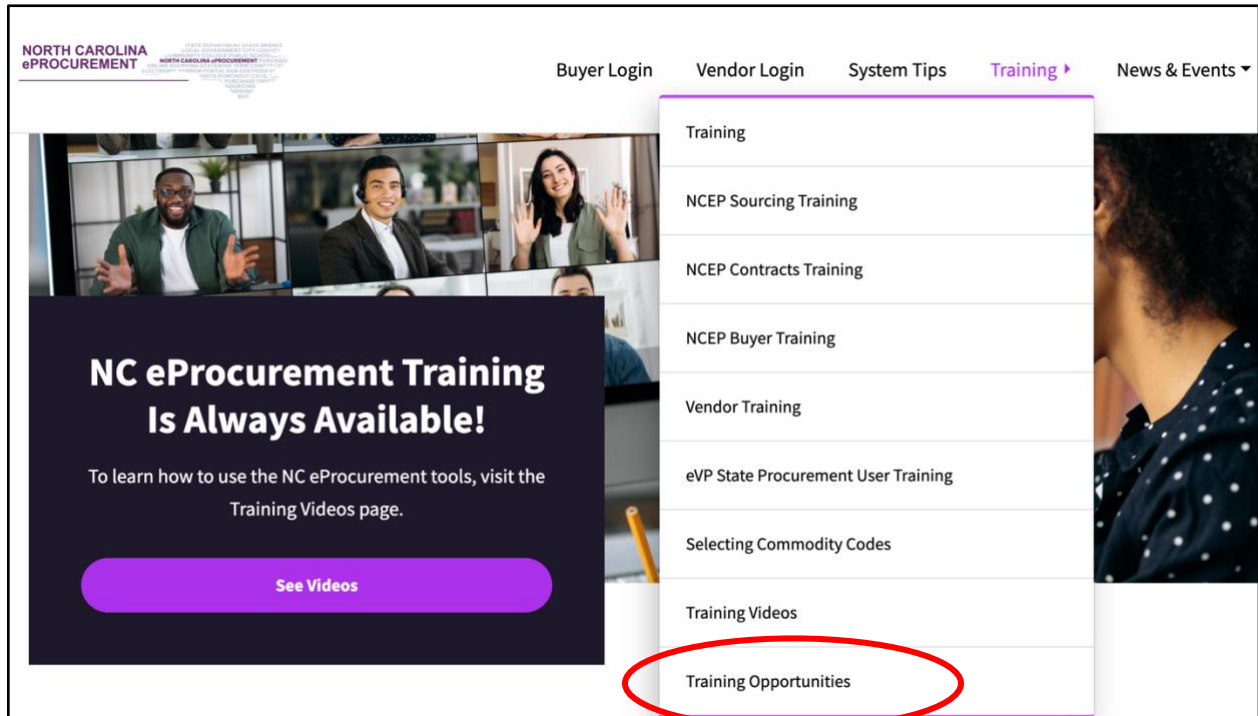
For more information or to request access, please see the [NC eProcurement eReporting page](#).

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## 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.



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## Tips and Tricks

Stay organized as we enter the new fiscal year with these helpful tips!

### Delete Requisitions

Users should delete requisitions in **Composing** or **Denied** status that are no longer needed to prevent clutter.

### Legacy Requisitions

As a reminder, users cannot copy legacy requisitions. Requisitions that were moved in October 2023 from the North Carolina Accounting System to the new North Carolina Financial System will error if copied.

### Submitting Requisitions

Users can still submit requisitions that receive a budget check message. This message is a warning and will not prevent the requisition from continuing through the approval flow.

For more information about searching for requisitions, see the [Getting Started](#) job aid.

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## 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](mailto:ian.m.fox-castro@doa.nc.gov) or call him at 984-236- 0211.

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## 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 13	NC eProcurement NCFS Basic Requester
September 10	NC eProcurement NCFS Basic Requester
September 10	NCFS Advanced Buyer
September 19	NC eProcurement Sourcing
September 19	NC eProcurement Contracts
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!