The Source NC eProcurement Newsletter
November 2019 Edition

Holiday Reminder: Delegate Your Authority

Taking time off for the holidays? Be sure to use the delegate approval authority function so that your agency can still 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 is out of the office. The delegation of approval authority allows another user, the "delegate," to approve or deny items on behalf of the original approver, and can be set up at any time from any device with Internet access.
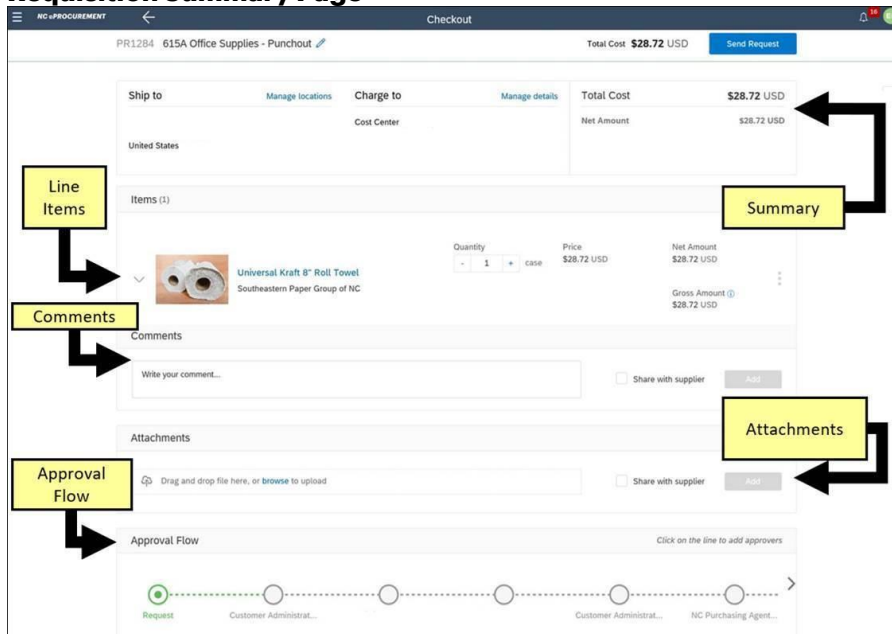
More information on delegating approval authority, including detailed steps for setting up a delegation, can be found in the "Delegating Approval Authority" job aid and the "Approving" training course. For additional assistance, please contact the NC E-Procurement Help Desk at 888-211-7440, option 1, or by email at ephelpdesk@its.nc.gov.

NC eProcurement 2020 Upgrade News

We are pleased to announce that the 2020 upgrade team has entered the design phase! One of the exciting features coming with the upgrade is the new **Requisition Summary Page**.

The new **Requisition Summary Page** includes more information in a consolidated view. In addition to the line items, cost summary, comments, and attachments, the approval flow will now be a part of the same page. This update simplifies the view, making information easier to find and eliminating the need to click between the current tabs.

Requisition Summary Page

Actual layout subject to change

As the upgrade moves forward over the next several months, stay tuned to **_The Source_** for more information about exciting new features and expected timelines!

Statewide Term Contract Announcements

Statewide Term Contract 050A The Division of Purchase & Contract has established a new [Statewide Term Contract 050A - Art Supplies & Accessories](#). This is a multiple-vendor mandatory 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 governments, that are allowed by general statute may use this contract. The contract term is October 09, 2019 through October 08, 2022. If you have any questions related to this contract, contact Melinda Tomlinson at (919) 807-4546 or melinda.tomlinson@doa.nc.gov.

Statewide Term Contract 269E The Division of Purchase & Contract has established a new [Statewide Term Contract 269E - Vaccines](#). This is a multiple-vendor mandatory 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 governments, that are allowed by general statute may use this contract. The contract term is October 07, 2019 through June 30, 2020. If you have any questions related to this contract, contact Grant Braley at (919) 807-4519 or grant.braley@doa.nc.gov.

Statewide Term Contract 918B The Division of Purchase & Contract has established a new [Statewide Term Contract 918B - Procurement of Acquisition Support Services (PASS)](#). This is a single-vendor convenience contract for state agencies, departments, institutions, universities, community colleges, and non-mandatory entities including schools and local governments. The contract term is November 12, 2019 through July 09, 2021. If you have any questions related to this contract, contact Grant Braley at (919) 807-4519 or grant.braley@doa.nc.gov.

Statewide Term Contract 961C The Division of Purchase & Contract has established a new [Statewide Term Contract 961C - Translation & Interpretation Services](#). This is a multiple-vendor convenience contract for state agencies, departments, institutions, universities, community colleges, and non-mandatory entities including schools and local governments. If you have any questions related to this contract, contact Grant Braley at (919) 807-4519 or grant.braley@doa.nc.gov.