



# The Source NC E-Procurement Newsletter

July/August 2019 Edition

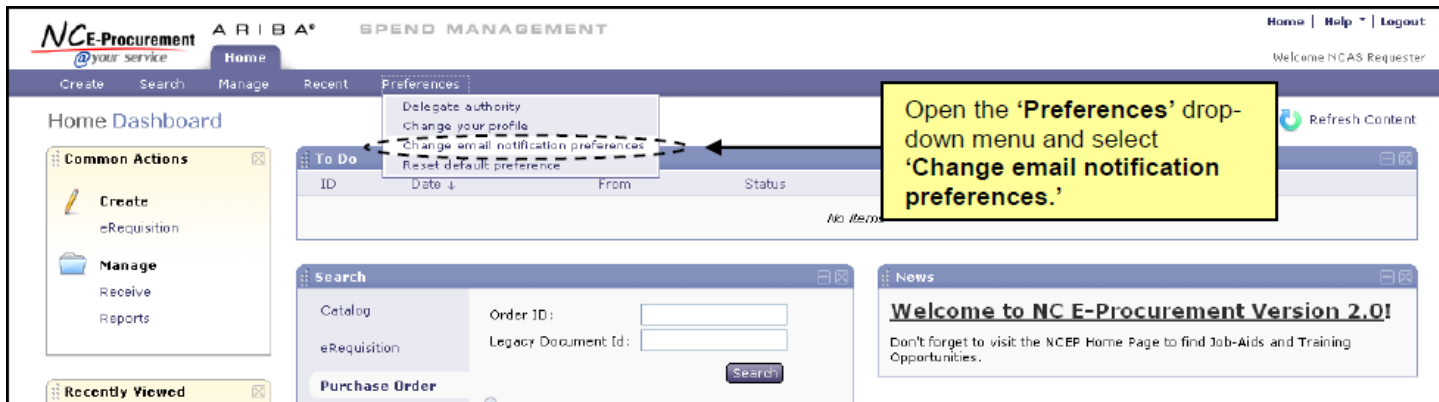
## Coming Soon: NC E-Procurement 2020 Upgrade!

The Division of Purchase and Contract has decided to upgrade to the newest version of SAP Ariba in 2020. The new system is a cloud-based procurement application that has an embedded Quote Request tool. This upgrade will also include changes to the electronic Vendor Portal (eVP), a new way to access legacy data, and the possibility for additional useful features in the future. Please see the attached announcement and stay tuned for more information.

## Tips & Tricks: Editing Email Notification Preferences

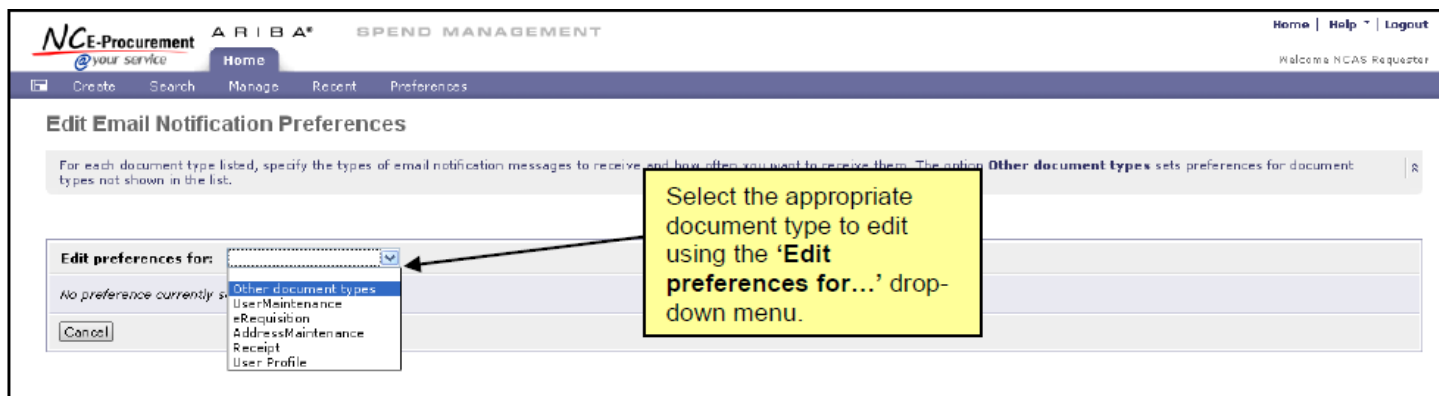
Notifications are email messages that NC E-Procurement automatically sends to preparers, requesters, approvers, and administrators to keep them informed of the progress and status of active approvable items. Users may edit the frequency and subject matter of their email notifications.

1. Click 'Preferences' on the Menu Bar and select 'Change email notification preferences.'



2. Select the appropriate document type to edit using the 'Edit preferences for...' drop-down menu.

**Note:** Email notification preferences must be set independently for each document type. The six options in the drop-down menu are **Other document types**, **User Maintenance**, **eRequisition**, **Address Maintenance**, **Receipt**, and **User Profile**.



3. The 'Edit Email Notification Preferences' page will automatically appear when a document type is selected. In this example, 'eRequisition' has been chosen from the drop-down menu.

**Note:** The same screen choices appear for all document types.

The screenshot shows the 'Edit Email Notification Preferences' page for 'eRequisition'. The page header includes 'NCE-Procurement @your service', 'ARIBA\*', 'SPEND MANAGEMENT', and navigation links for 'Home', 'Help', and 'Logout'. Below the header is a navigation bar with 'Create', 'Search', 'Manage', 'Recent', and 'Preferences'. The main content area has a title 'Edit Email Notification Preferences' and a sub-header: 'For each document type listed, specify the types of email notification messages to receive and how often you want to receive them. The option Other document types sets preferences for document types not shown in the list.' The 'Edit preferences for:' dropdown is set to 'eRequisition'. Under 'Notification method', 'When I am an approver:' is set to 'Send email immediately' and 'When I am a watcher:' is also set to 'Send email immediately'. Under 'Notification frequency', 'Each time the document is approved:' and 'When the document is fully approved:' have checked boxes for 'Send email'. 'When I need to approve a document:', 'When my approval is overdue:', and 'When I am a watcher:' are all set to 'Send once'. At the bottom are 'Save' and 'Cancel' buttons.

4. 'Notification method' allows the user to select whether to receive separate email notifications immediately for each approvable item (i.e., 'Send email immediately') or to receive all email notifications for the day as one daily email summary (i.e., 'Send email summary').

- a. 'When I am an approver' specifies the frequency at which the user wants to receive email notifications when the user is a required approver in an approval flow.

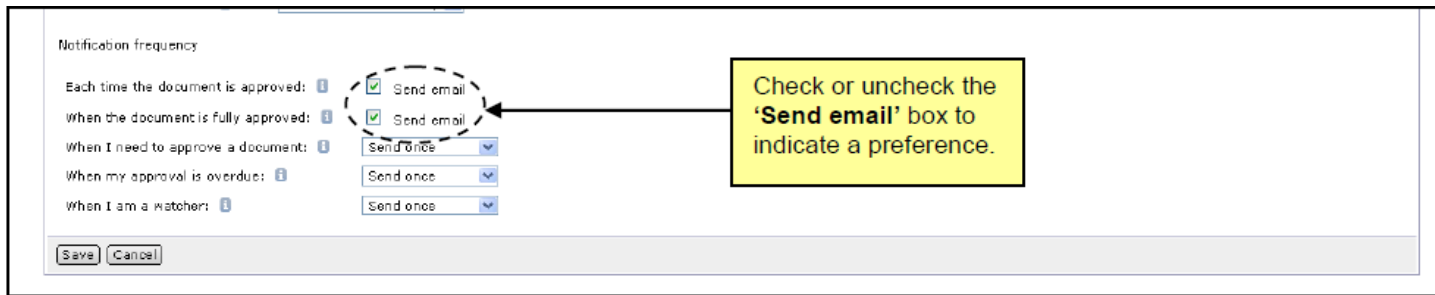
- b. 'When I am a watcher' specifies the frequency at which the user wants to receive email notifications when the user is a watcher in an approval flow.

This screenshot is similar to the previous one but highlights the 'Notification method' dropdown for 'When I am a watcher:'. A yellow callout box with a black border contains the text: 'Using the drop-down menu, select 'Send email summary' or 'Send email immediately.''. An arrow points from this box to the dropdown menu, which is currently open and shows three options: 'Send email immediately', 'Send email summary', and 'Send email immediately'.

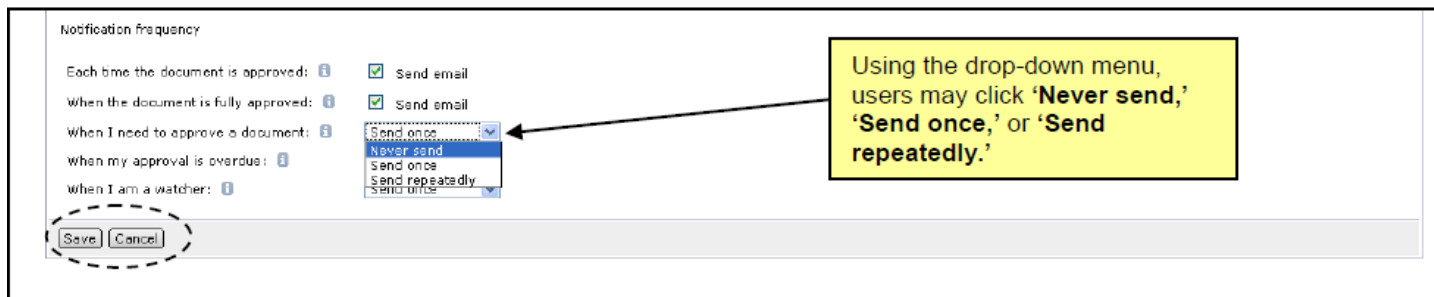
5. 'Notification frequency' allows the user to select when and how often they receive email notifications.

- a. 'Each time the document is approved' – when the user is a preparer or watcher of an approvable item, checking this box specifies whether the user wants to be notified each time an approver approves the document.

- b. 'When the document is fully approved' – when the user is a preparer or watcher of an approvable item, checking this box specifies whether the user wants to be notified when the document is fully approved.



- c. **'When I need to approve a document'** – specifies how often the user wants to be notified when a document is awaiting his/her approval. The user can choose to never receive email notifications, receive one notification, or to receive notifications repeatedly on a daily basis.
- d. **'When my approval is overdue'** – specifies how often the user wants to be notified when his/her approval is overdue. The user can choose to never receive email notifications, receive one notification, or to receive notifications repeatedly on a daily basis.
- e. **'When I am a watcher'** – specifies how often the user wants to receive each watcher notification. The user can choose to never receive email notifications, receive one notification, or to receive notifications repeatedly on a daily basis.



- 6. Click **'Save'** to save the updated preferences.
- 7. Click **'Cancel'** to return to the NC E-Procurement Dashboard without changing the preferences.

More information on mass editing line items can be found in the **'Email Notification Preferences'** job aid on the [E-Procurement Training Page](#).

For additional assistance, please contact the NC E-Procurement Help Desk by phone at 888-211-7440, option 1, or by email at [ephelpdesk@its.nc.gov](mailto:ephelpdesk@its.nc.gov).

## Statewide Term Contract Announcements

**Statewide Term Contract 070E** The Division of Purchase & Contract has established a new [Statewide Term Contract 070E - 35k & 50k - 70k GVWR Cab & Chassis Trucks](#). 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 government, that are allowed by general statute may use this contract. The contract term is July 17, 2019 through July 16, 2022. If you have any questions related to this contract, contact David O'Neal at (919) 807-4534 or [david.o-neal@doa.nc.gov](mailto:david.o-neal@doa.nc.gov).

**Statewide Term Contract 983B** The Division of Purchase & Contract has established a new [Statewide Term Contract 983B - Uniform Rental](#). 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 August 7, 2019 through August 18, 2020. If you have any questions related to this contract, contact Grant Braley at (919) 807-4519 or [grant.braley@doa.nc.gov](mailto:grant.braley@doa.nc.gov).

**Statewide Term Contract 045A** The Division of Purchase & Contract has established a new [Statewide Term Contract 045A - Household Appliances](#). This is a single-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 government, that are allowed by general statute may use this contract. The contract term is August 6, 2019 through August 5, 2022. If you have any questions related to this contract, contact Bahaa Jizi at (919) 807-4520 or [bahaa.jizi@doa.nc.gov](mailto:bahaa.jizi@doa.nc.gov).

**Statewide Term Contract 071C** The Division of Purchase & Contract has established a new [Statewide Term Contract 071C - Type C \(Conventional\) School & Activity Buses](#). 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 government, that are allowed by general statute may use this contract. The contract term is August 15, 2019 through August 14, 2021. If you have any questions related to this contract, contact David O’Neal at (919) 807-4534 or [david.o-neal@doa.nc.gov](mailto:david.o-neal@doa.nc.gov).

## P&C’s Training Roundup

The Division of Purchase & Contract (P&C) offers various training courses related to procurement throughout the year. Please see the following table for a list of upcoming courses. For further course details and registration instructions, please refer to the [2019 course catalog](#).

DATE	COURSE TITLE	LOCATION	FACILITY & ADDRESS
9/4	E-Procurement	Raleigh	Wake Tech Public Safety Education Campus 321 Chapanoke Road Room 1401
9/24	E-Procurement	Raleigh	Wake Tech Public Safety Education Campus 321 Chapanoke Road Room 1401
9/25	Demystifying Terms and Conditions	Raleigh	116 W. Jones Street P&C Training Room (G111)

### Follow-Up

This newsletter was sent to all Community College, Local Education Authority, and non-integrated users. Questions about information covered in this newsletter? Send an email to [ephelpdesk@its.nc.gov](mailto:ephelpdesk@its.nc.gov).