

## Allow Users to Enter Central Receiving Locations within NC E-Procurement

Users with 'Security Administrator' role will now be able to denote a **Ship To Address** as a **Central Receiving Location** within the NC E-Procurement Service. Security Administrators will also be able to select an existing Central Receiving role or create a new role to associate with the address. Once entered, the Central Receiving address and associated role will be immediately available to the user.

AD113527496: Untitled AddressMaintenance

< Prev Next > Exit

### 2 Complete Form AddressMaintenance

Provide the requested information. [How To](#)

#### Complete Form - AddressMaintenance

Entity:	14
Name:	Test
Line 1:	100 Main St.
Line 2:	
Line 3:	
City:	Raleigh
State:	NC
Postal Code:	27609
Country:	United States
Phone:	555-555-5555
E-Mail Address:	
Fax:	
URL:	

Ship To, Bill To: ShipTo

Central Receiving Location?

\* indicates required field

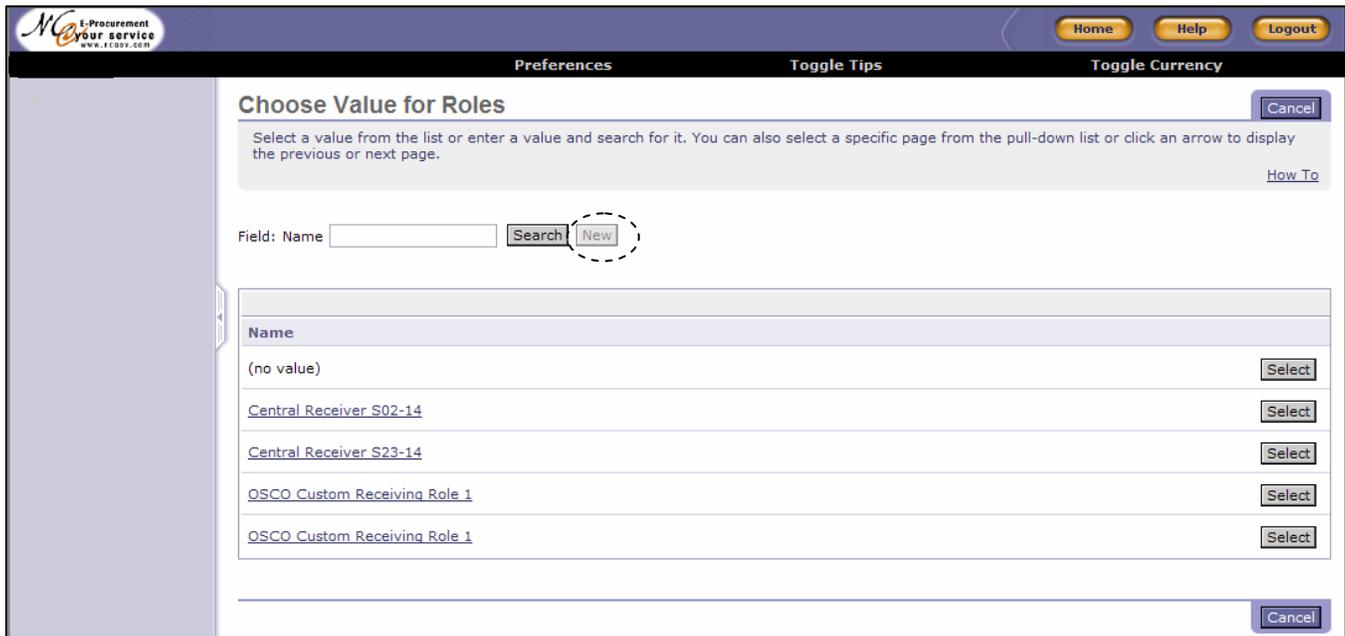
< Prev Next > Exit

1. When a Purchasing Agent is adding or updating a Ship To address, a '**Central Receiving Location?**' checkbox will now be visible. Place a checkmark in the '**Central Receiving Location?**' checkbox to denote the Ship To address as a Central Receiving Location.

State:	<input type="text" value="NC"/>
Postal Code:	<input type="text" value="27606"/>
Country:	<input type="text" value="United States"/>
Phone:	<input type="text" value="555-555-5555"/>
E-Mail Address:	<input type="text"/>
Fax:	<input type="text"/>
URL:	<input type="text"/>
Ship To, Bill To:	ShipTo
Central Receiving Location?	<input checked="" type="checkbox"/>
	<p><b>!</b> You have chosen to create a Central Receiving Address. Please select the role you would like to be associated with this location. You may link this address with an existing role or create a new role. Once the role has been created, you must assign it to a user through the UserMaintenance eForm.</p>
*Roles:	<input type="text" value="(no value)"/>
	<p><b>!</b> Please select a role to be associated with this Central Receiving Location.</p>
<p><i>* indicates required field</i></p>	
<input type="button" value=" &lt; Prev"/> <input type="button" value=" Next &gt;"/> <input type="button" value=" Exit"/>	

2. When the 'Central Receiving Location?' checkbox is selected, the 'Roles' field and instructions are displayed below.
3. Select a Central Receiving role to associate with the address by selecting 'Other' from the 'Roles' dropdown menu.

**Note:** If the 'Central Receiving Location?' checkbox is selected, the 'Roles' field is required. The user must select a role to associate with the address before clicking 'Next.' Removing the checkmark from the 'Central Receiving Location?' checkbox will cause a page refresh and the Central Receiving fields will no longer be visible.



**Choose Value for Roles** Cancel

Select a value from the list or enter a value and search for it. You can also select a specific page from the pull-down list or click an arrow to display the previous or next page. [How To](#)

Field: Name

Name	
(no value)	<input type="button" value="Select"/>
<a href="#">Central Receiver S02-14</a>	<input type="button" value="Select"/>
<a href="#">Central Receiver S23-14</a>	<input type="button" value="Select"/>
<a href="#">OSCO Custom Receiving Role 1</a>	<input type="button" value="Select"/>
<a href="#">OSCO Custom Receiving Role 1</a>	<input type="button" value="Select"/>

Cancel

4. The 'Choose Value for Roles' page will allow users to select an existing Central Receiving role to associate with the Central Receiving Address.
5. Click 'Select' to associate an existing role with the address, or click 'New' to create a new role for the address.

**Note:** Only one central receiving role can be associated per address.

The screenshot shows the 'Create Custom Roles' page within the NC E-Procurement application. The page has a dark blue header with the logo on the left and navigation buttons for 'Home', 'Help', and 'Logout' on the right. Below the header, there are tabs for 'Preferences', 'Toggle Tips', and 'Toggle Currency'. The main content area is titled 'Create Custom Roles' and contains a text box with the instruction: 'Enter the requested information for the new value and then save it. The new value is added to the list of values in the Chooser.' A 'How To' link is provided to the right of this text. Below the text box is a 'Name:' label followed by a yellow input field. At the bottom left of the form, there are 'Save' and 'Cancel' buttons, with a dashed circle highlighting the 'Save' button.

6. If the 'New' button was selected on the 'Choose Value for Roles' page, the 'Create Custom Roles' page will be displayed.
7. Enter a name for the new Central Receiving role.
8. Click 'Save.'

**Note:** Once a new role is created, it must be assigned to a user through the UserMaintenance eForm.

The screenshot shows a web application interface for 'Choose Value for Roles'. At the top, there are navigation buttons for 'Home', 'Help', and 'Logout'. Below these are 'Preferences', 'Toggle Tips', and 'Toggle Currency' options. The main content area has a title 'Choose Value for Roles' and a 'Cancel' button. A text box explains: 'Select a value from the list or enter a value and search for it. You can also select a specific page from the pull-down list or click an arrow to display the previous or next page.' There is a 'How To' link. Below this is a search field labeled 'Field: Name' with 'Search' and 'New' buttons. A table lists roles with 'Select' buttons:

Name	
<a href="#">New Role</a>	Select
(no value)	Select
<a href="#">Central Receiver S02-14</a>	Select
<a href="#">Central Receiver S23-14</a>	Select
<a href="#">OSCO Custom Receiving Role 1</a>	Select
<a href="#">OSCO Custom Receiving Role 1</a>	Select

A 'Cancel' button is located at the bottom right of the dialog.

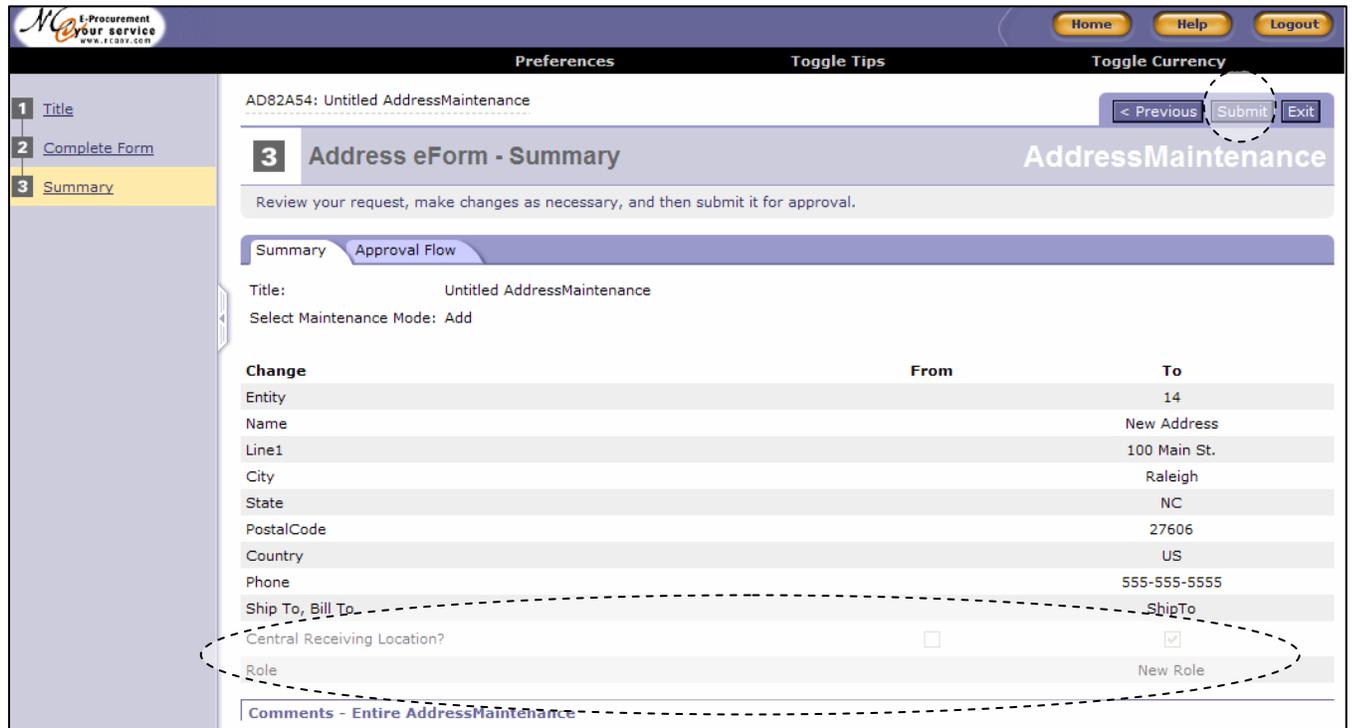
9. Click 'Select' for the newly created Central Receiving role.

Line 3:	<input type="text"/>
City:	<input type="text" value="Raleigh"/>
State:	<input type="text" value="NC"/>
Postal Code:	<input type="text" value="27606"/>
Country:	<input type="text" value="United States"/>
Phone:	<input type="text" value="555-555-5555"/>
E-Mail Address:	<input type="text"/>
Fax:	<input type="text"/>
URL:	<input type="text"/>
Ship To, Bill To:	ShipTo
Central Receiving Location?	<input checked="" type="checkbox"/>
	<b>! You have chosen to create a Central Receiving Address. Please select the role you would like to be associated with this location. You may link this address with an existing role or create a new role. Once the role has been created, you must assign it to a user through the UserMaintenance eForm.</b>
*Roles:	<input type="text" value="New Role"/>

*\* indicates required field*

< Prev Next > Exit

10. Click 'Next'.



AD82A54: Untitled AddressMaintenance

Home Help Logout

Preferences Toggle Tips Toggle Currency

1 Title  
2 Complete Form  
3 Summary

3 Address eForm - Summary AddressMaintenance

Review your request, make changes as necessary, and then submit it for approval.

Summary Approval Flow

Title: Untitled AddressMaintenance  
Select Maintenance Mode: Add

Change	From	To
Entity		14
Name		New Address
Line1		100 Main St.
City		Raleigh
State		NC
PostalCode		27606
Country		US
Phone		555-555-5555
Ship To, Bill To		ShipTo
Central Receiving Location?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Role		New Role

Comments - Entire AddressMaintenance

11. When a Central Receiving address is created, the 'Central Receiving Location' and 'Role' fields will be populated with the previously selected values.
12. Click 'Submit'