

NC E-Procurement **Delete User Request Form**
(For NC Buyers Only)

- This form is to be used **ONLY** to **delete** a user from the NC E-Procurement system.

Entity ID: _____ **Usergroup ID** (four digit code): _____
Name of User to Delete: _____ **Login Token:** _____
Email address: _____

Message to Security Administrator:

A user can only be deleted when all requisitions/purchase orders are complete. This means all requisitions created by this user must be either 'Received' or 'Cancelled'.

If the user no longer has access to E-Procurement, please log into the user's account and ensure that all outstanding issues have been resolved under this user's account.

A user cannot be deleted if they are the only person within your agency with a particular role. If this is the case, please assign this role to another person within your agency. Once the role is given to someone else in the agency, this user can be deleted.

If the user being deleted is listed as a supervisor in E-Procurement, then his/her management chain must be modified. His/her supervisees in E-Procurement should change their supervisor in their preferences.

For any questions regarding the above, please contact the NC E-Procurement Helpdesk, 1-888-211-7440.

Security Administrator Use Only

Comments: _____
Security Administrator Name: _____ Phone Number: _____
Signature: _____

Help Desk Use Only

User Login ID: _____ Date Added: _____
Comments/Actions: _____
CSR Name: _____ Signature: _____

Please fax this form to the NC E-Procurement Help Desk at 919-424-1975 or email to
ephelpdesk@its.nc.gov

Questions About this Form? Please contact the NC E-Procurement @ Your Service Help Desk at 1-888-211-7440 or
via email at ephelpdesk@its.nc.gov