

NC E-Procurement **Edit User** Request Form

(For NC Buyers Only)

- This form is to be used **ONLY** to update an existing user's roles or management level. (All other updates can be done by the user through their preferences.)

Current Information:

Name of User: _____ **Login ID:** _____
E-mail Address: _____ **Entity/Entity Number:** _____
Usergroup ID: (four digit code) _____

New Information: (Complete only the fields requiring updates)

Management Level (Select One): Unlimited (99999999) *(If unlimited management level is selected, user must have 'No Supervisor' role)*
 0 500 750 1,000 2,000 2,500 3,000 4,000 5,000 10,000 25,000

Select All Applicable User Roles Below:

(Select only one of the following three roles)

<input type="checkbox"/> Requestor – All (or)	<input type="checkbox"/> Requisition Editor
<input type="checkbox"/> Requestor - Catalog Only (or)	<input type="checkbox"/> Purchasing Agent
<input type="checkbox"/> Requestor - No eQuote	Name of Purchasing Agent Role: _____
.....	
<input type="checkbox"/> Approver	<input type="checkbox"/> Report Maker
<input type="checkbox"/> Chief Procurement Officer	<input type="checkbox"/> Central Receiver (receives for others)
<input type="checkbox"/> Inquirer	Name of Central Receiver Role: _____
<input type="checkbox"/> No Supervisor	<input type="checkbox"/> Other: _____
	(ex. Lab Director, IT Approver)

Security Administrator Use Only

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

Help Desk Use Only

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

Please fax this form to NC E-Procurement Help Desk at 919-424-1975 or email
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