



NC E-Procurement Upgrade Go-Live Postcard #2

School System Edition

Do you have an NCID? One change that will be covered in training is that all users will log in to the upgraded system using [NCID](#), the State's common identity management service. NCID provides a single user ID and password that can be used to log into multiple systems. Everyone who uses NC E-Procurement **must have an active NCID** in order to log into the system. We have been working with agency contacts to map current NC E-Procurement user IDs to NCIDs so that current users can be loaded into the upgraded system. If you do not have an NCID or if you are not sure if you do, you can contact your agency's Security Administrator. If you do not know who your agency's Security Administrator is, you can contact the NC E-Procurement Help Desk at 888-211-7440, option 1, or ephelpdesk@its.nc.gov. Once your NCID is created, you need to reset your temporary password and establish security questions within 14 days or it will be deleted and a new one will need to be created for you.

Accessing Historical Transactions After Go-Live NC E-Procurement contains over 10 years of historical data, including over 3 million purchase orders. This historical data will not be converted to the new NC E-Procurement system but will **remain accessible for reference** in the existing system. You will use your existing NC E-Procurement user ID to access the old system and your NCID to log into the upgraded system.

Sneak Peek: Catalog Home Page When creating requisitions in the upgraded system, you will be directed to the Catalog Home page. From this page, you can navigate by clicking through the catalog hierarchy, organized by commodity code. You can also initiate a search by Keyword, Contract ID, or Commodity Code. The Catalog Navigation Panel on the left allows you to quickly refine search results. It will change as you navigate the catalog.

The Catalog Home Page is displayed below:

Follow-Up

We sent this postcard to NC E-Procurement School System agency users, Purchasing Directors, and Finance Officers.

Questions about information covered in this Postcard? Send an e-mail to: ephelpdesk@its.nc.gov