



The Source NC E-Procurement Newsletter

April 2015 Edition

New Releases The NC E-Procurement team made updates to NC E-Procurement on April 2, 2015. **Here are some updates from the recent release that might be of interest to you:**

- Receipts cannot be submitted on a purchase order in **'Order Failed'** status.
- When **'Search for more...'** is selected for the **'On Behalf Of'** field, a message will be displayed if there are more than 500 results.
- The **'Contract Type'** field is uneditable for punchout items, as all punchout items are Statewide Term Contract items.

Statewide Term Contract 645A Reminder The [Statewide Term Contract 645A – Office Paper](#) is expected to generate a 9 percent savings on office paper, and tiered pricing adds further discount opportunities for larger volume orders. When purchasing items from this contract, please be advised that 645A does not cover the following:

- Paper orders less than \$250. Please use [Statewide Term Contract 615A – Office Supplies](#) to order 9 cartons of paper or less.
 - Envelopes. Please use [Statewide Term Contract 615A – Office Supplies](#) to order envelopes.
 - Specialty Paper (e.g., gloss, unusual size, bond, carbonless etc.). Please use [Statewide Term Contract 615A – Office Supplies](#) to order specialty paper.
-

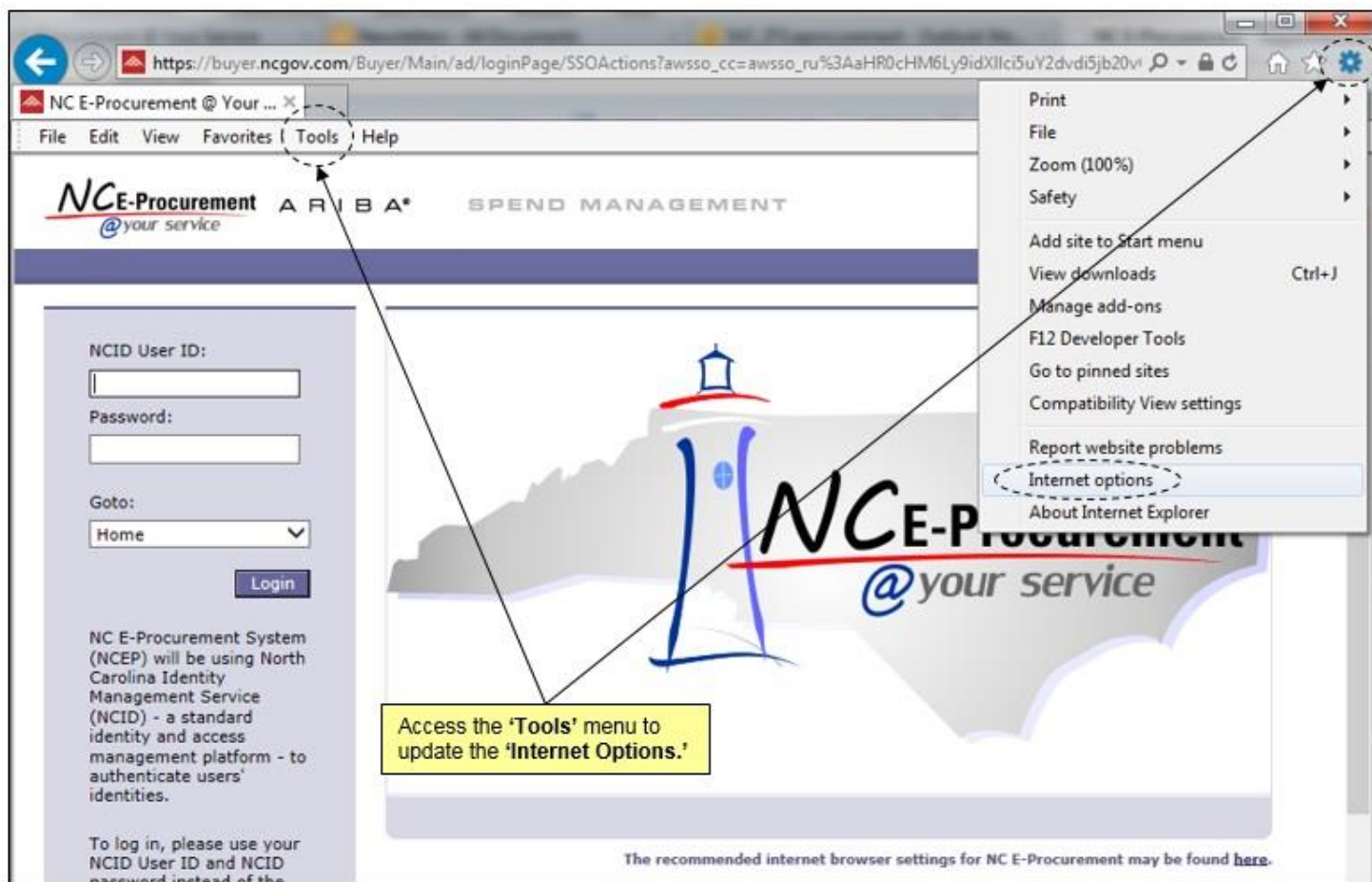
Tips & Tricks: Preserving Compatibility View Settings When using Internet Explorer versions 9 and above to access NC E-Procurement, it is recommended that 'ncgov.com' be added to the [Compatibility View Settings](#). However, if the Internet Explorer browser option 'Delete browsing history on exit' has been selected, then the compatibility view setting will be deleted when the user next closes the browser. To preserve the compatibility view settings for NC E-Procurement, please follow the below steps.

Note: Please consult with your local IT support before changing any of your internet browser's security settings.

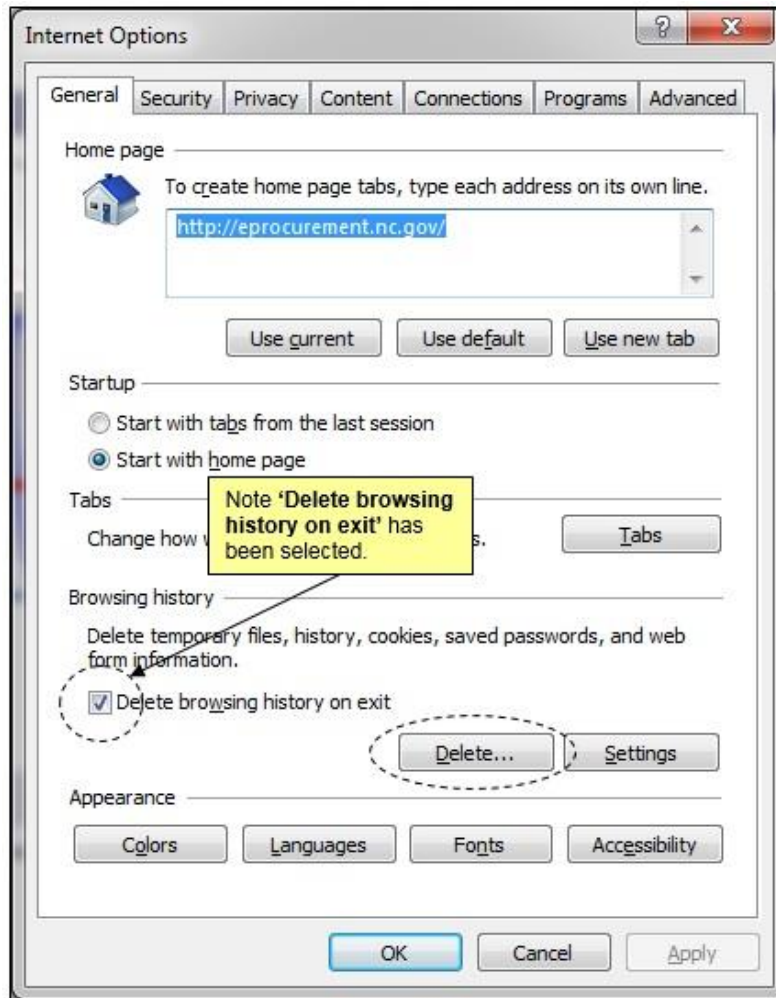
1. Add <https://buyer.ncgov.com/Buyer/Main/> to your Internet Explorer favorites list.

Note: NC E-Procurement must be added as a favorite for the below steps to function correctly.

2. Click on the 'Tools' icon or menu option and select 'Internet Options.'



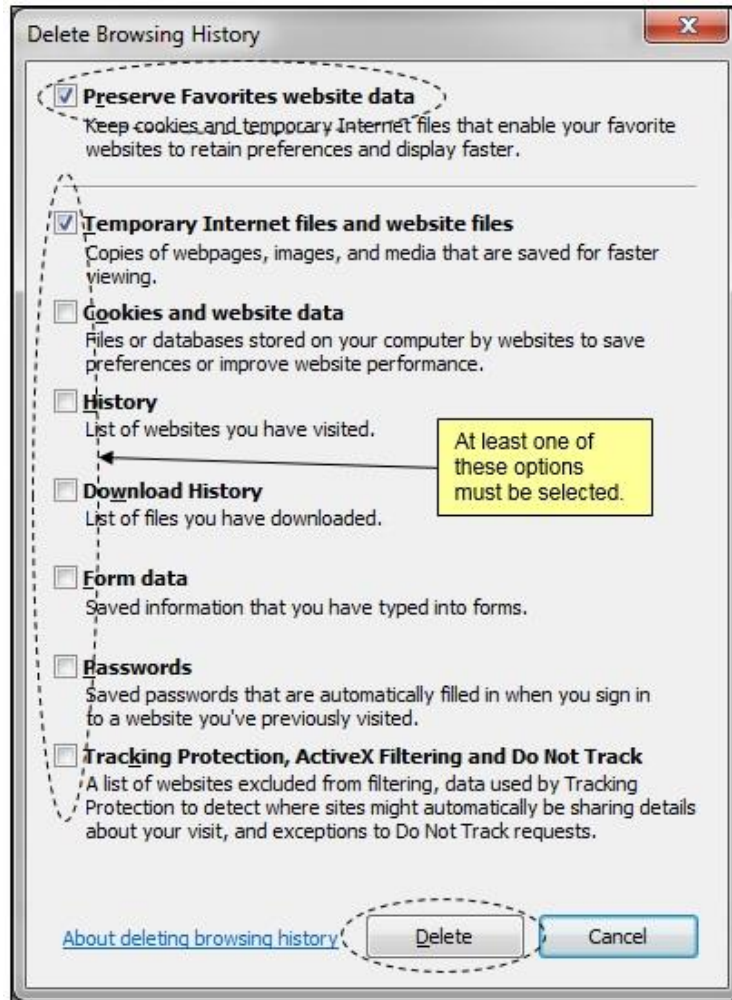
3. Click the **'Delete...'** button directly under the **'Delete browsing history on exit'** check box.



4. Check the **'Preserve Favorites website data'** box. Selecting this option will also preserve the compatibility view settings any time the history or temporary internet files are manually deleted.

Note: At least one other option must also be checked in order to complete the above step. Please confirm the selected options are correct before proceeding.

5. Click the **'Delete'** button.



6. Click the **'OK'** button.

This should now prevent the compatibility view settings from being deleted each time the browser is closed. For more information on suggested internet browser settings, please review the **'Supported Internet Settings'** job aid on the NC E-Procurement [User Training web site](#).

Looking for more NC E-Procurement Tips and Tricks? All tips covered in this and previous issues of [The Source](#) may be found on the [System Tips](#) page of the NC E-Procurement web site!

Follow-Up

This newsletter was sent to all NCAS users.

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