The Source NC E-Procurement Newsletter

August 2012 Edition

We've Upgraded!! The upgraded NC E-Procurement system became available for users statewide on July 3, 2012. Over 30,000 purchase orders have already been created in the new system! Thousands of users have logged in to see the new dashboard, experience the catalog search and explore the upgraded system. The old system is still available for reference at https://archivebuyer.ncgov.com or by clicking the link on your dashboard.

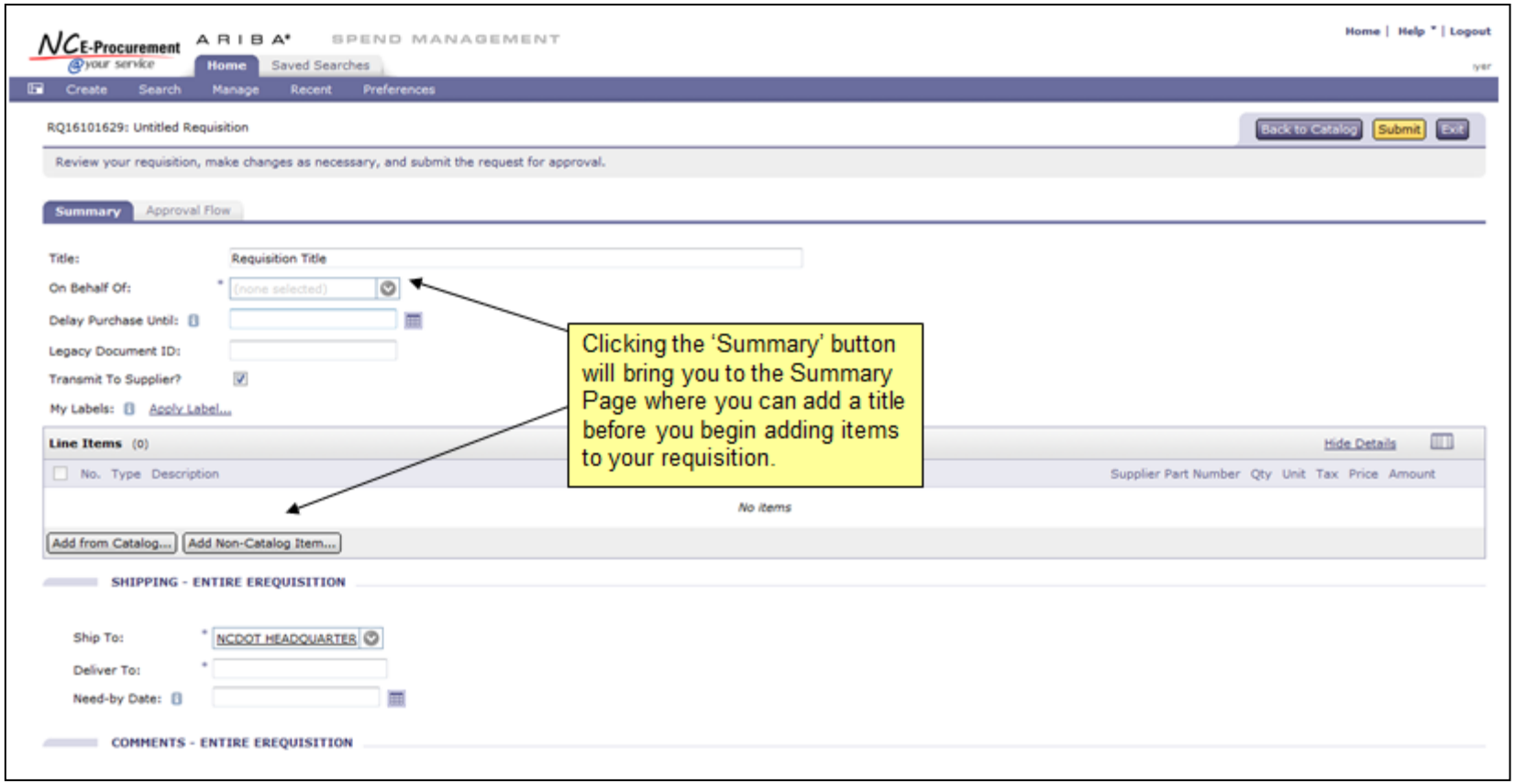
Training Site Login The NC E-Procurement training site has changed to require your NCID instead of your old NC E-Procurement username. You will still use **password1!** as the password. This change will allow you to log into the training site and have a similar experience while still offering a practice environment. If you have any further questions please contact the NC E-Procurement Help Desk at 888-211-7440, option 1, or at ephelpdesk@its.nc.gov.

Note: The username and password to access the training materials, such as job aids or web-based trainings has not changed. Please contact the NC E-Procurement Helpdesk if you need assistance accessing these materials.

Tips and Tricks: Adding a Title Are there certain ways you completed tasks in the old NC E-Procurement system that work differently in the new system? Please check this section of *The Source* and the System Tips page for helpful hints and suggestions on how to improve your daily processes.

When creating a requisition, some requesters prefer to add their title before they begin adding items. If you would like to add a title right away, click the yellow 'Summary' button in the upper right hand corner of the catalog home page after beginning a requisition and it will take you right to adding a title. Once your title is set you can click the 'Add Catalog Item' or 'Add Non-Catalog Item' directly below the title section.

The 'Summary' button will bring you to the top of the summary page where you can add a title:



Follow-Up

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

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