



## The Source NC E-Procurement Newsletter

February 2015 Edition

**New Releases** The NC E-Procurement team made updates to NC E-Procurement on January 29, 2015. **Here are some updates from the recent release that might be of interest to you:**

- Updated links are available in the **'Purchasing Links'** portlet.

**Upcoming Conferences** The NC E-Procurement Team will be hosting sessions at the below two conferences in February. Additionally, members of the NC E-Procurement Team will be on hand in the exhibition areas of both conferences to answer any questions you may have. Be sure to stop by and visit!

- [North Carolina Association of School Business Officials \(NCASBO\) Annual Conference](#): February 16-19, 2015
- [Carolinas Association of Governmental Purchasing \(CAGP\) Governmental Purchasing Conference](#): February 22-25, 2015

**Job Aids and Training Opportunities** Looking for detailed instructions on how to accomplish a task within NC E-Procurement? Job aids may be found by visiting the NC E-Procurement User Training web site. The job aids available include PDF materials, as well as Web-Based Training courses. The Web-Based Training Courses are divided into individual courses covering topics such as system navigation, requisitioning, reporting and security administration. They are self-paced and provide an opportunity for users to build skills or reinforce knowledge.

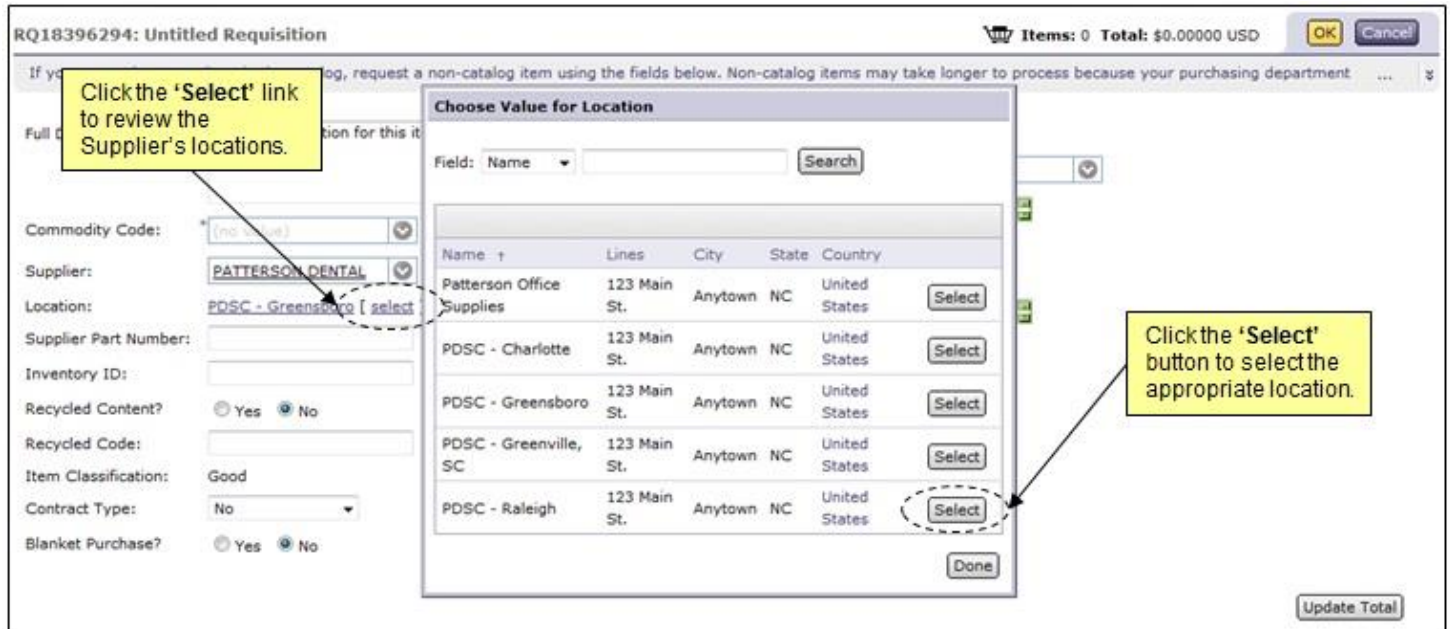
Furthermore, each month the Division of Purchase & Contract (P&C) hosts NC E-Procurement and eQuote training in Raleigh. These instructor-led training sessions are open to all NC E-Procurement users. For more information and to register for upcoming courses, please see the [2015 Course Catalog](#). Training dates for February through July 2015 have recently been added to the course catalog.

The screenshot shows the NC E-Procurement website interface. At the top right, there is a navigation menu with buttons for 'Buyer', 'Vendor', 'User Training', and 'Contact Us'. The 'User Training' button is circled with a dashed line. A yellow callout box with a black border points to this button, containing the text: "Training resources are available on the 'User Training' page of the NC E-Procurement web site". Below the navigation menu, the main content area features a 'Welcome to NC E-Procurement!' message, a quote from a 2012 User Satisfaction Survey, and an 'E-Procurement Statistics' table. The left sidebar contains various quick links and contact information.

E-Procurement Statistics as of December 9, 2014	
Purchase Orders (PO) Issued	4,801,667
Total PO Value	\$30,951,516,328
Total Vendors	51,114
Total Purchasing Users	9,637
Purchasing Entities Using System	185

The NC E-Procurement team is also available to provide free onsite training on an as-needed basis. If you would like to discuss available training opportunities and your entity's training needs, please contact the NC E-Procurement Help Desk, 888-211-7440, option 1. Please note that all onsite training requests should be submitted by your Security Administrator.

**Tips & Tricks: Selecting Supplier Locations** When adding non-catalog items to an eRequisition, users are required to select a Supplier. Once a supplier is selected, the **'Supplier Location'** field automatically defaults to a location that may not be the correct location to which the purchase order should be sent. The default location can be changed by clicking **'Select'** next to the **'Supplier Location'** field and then clicking the **'Select'** button next to the desired location. As long as the Supplier has multiple Supplier Locations registered, this action may also be completed for other types of line items (e.g., punchout, eQuote, etc.). For more information on creating eRequisitions, please review the **'eRequisitioning'** section of 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 School System users.

Questions about information covered in this Newsletter? Send an e-mail to: [ephhelpdesk@its.nc.gov](mailto:ephhelpdesk@its.nc.gov)