The Source NC E-Procurement Newsletter
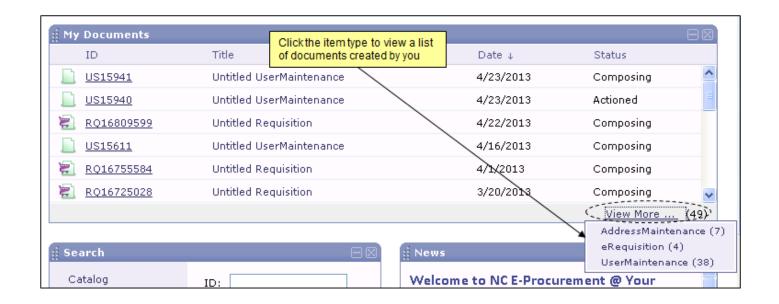## *June 2013 Edition*

New Releases The NC E-Procurement team made updates to NC E-Procurement on June 13, 2013. **Here are some updates from the recent release that might be of interest to you:**

- **'Address Maintenance'** eForms cannot be saved if the **'Entity'** field is not populated

- Deleted users can be selected in System Search filters

- Users with the **'Extended Reporting Role'** can access the **'Order Details Extended'** and **'Requisition Detail Extended'** reports, which show additional header and line item information compared to the **'Order Details'** and **'Requisition Detail'** reports, respectively

System Tips Remember reading about a tip in a newsletter but can't find it? Working late and have a question, but the Help Desk is closed? The answers to your questions may be found in the NC E-Procurement System Tips! The NC E-Procurement System Tips are located on the NC E-Procurement Home Page at http://eprocurement.nc.gov/Buyer.html. These tips include information from previous newsletters and other communications updated to accommodate functionality of the 2012 NC E-Procurement upgrade, and the site will also be updated on an ongoing basis as future newsletters are released. You can also review the NC E-Procurement Job Aids and Web-Based Training Courses for other helpful information.

Tips and Tricks: My Documents Portlet The **'My Documents'** portlet on the Dashboard will only display the last 20 items created by you. If you would like to view all of the items that you created, click the **'View More…'** link at the bottom-right of the portlet and select the item type that you would like to view. Alternatively, Labels, Saved Searches, and customized dashboards may also be used to organize your items. Please review the **'System Navigation'** job aids on the NC E-Procurement User Training page for more information.