



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.

The screenshot shows a web interface with a 'My Documents' section. A yellow callout box points to the 'Item Type' column of the document table, with the text: 'Click the item type to view a list of documents created by you'. Below the table, a 'View More ... (49)' link is circled in red. A tooltip for this link shows the following counts: AddressMaintenance (7), eRequisition (4), and UserMaintenance (38). Below the table are 'Search' and 'News' sections. The 'Search' section has a 'Catalog' dropdown and an 'ID:' input field. The 'News' section has a 'Welcome to NC E-Procurement @ Your' message.

ID	Title	Date ↓	Status
US15941	Untitled UserMaintenance	4/23/2013	Composing
US15940	Untitled UserMaintenance	4/23/2013	Actioned
RQ16809599	Untitled Requisition	4/22/2013	Composing
US15611	Untitled UserMaintenance	4/16/2013	Composing
RQ16755584	Untitled Requisition	4/1/2013	Composing
RQ16725028	Untitled Requisition	3/20/2013	Composing

View More ... (49)

- AddressMaintenance (7)
- eRequisition (4)
- UserMaintenance (38)

Search: Catalog ID:

News: Welcome to NC E-Procurement @ Your

Follow-Up

This newsletter was sent to NC E-Procurement users from non-integrated entities.

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