



## The Source NC E-Procurement Newsletter

March 2016 Edition

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**New Release** The NC E-Procurement team made updates to the NC E-Procurement system on March 3, 2016. **The below update from the recent release may be of interest to you:**

- **'0%'** is now an available option in the **'Tax Rate'** field. The tax rate will still default to that of the county within which the purchasing entity is based, but if a purchase is not subject to county taxes (for example, a line item for the cost of shipping an item), **'0%'** is available for selection.

**E-Procurement at the CAGP Conference on March 8** NC E-Procurement will be hosting a vendor booth at the 60<sup>th</sup> Annual [Carolinas Association of Governmental Purchasing \(CAGP\)](#) Conference and Vendor Expo in Greenville next week. Stop by and talk with the E-Procurement team about how the system can be used to save money and simplify purchasing.

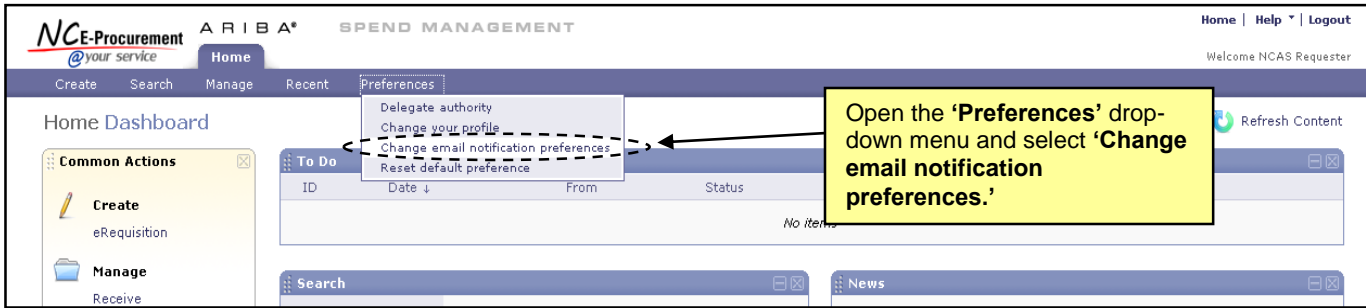
**P&C's Training Roundup** The Division of Purchase & Contract (P&C) offers various training courses related to procurement throughout the year. Please see below for a list of upcoming trainings to be offered later this month and in April. For further course details and registration instructions, please refer to the [2016 Course Catalog](#).

DATE	COURSE TITLE	LOCATION	FACILITY & ADDRESS
3/8-3/10	NC Procurement	Raleigh	Office of State Controller 3514 Bush St.
3/11	E-Procurement	Goldsboro	Wayne Community College 3000 Wayne Memorial Dr.
3/17	NC Contract Administration & Monitoring	Garner	Dept. of Transportation 750 N. Greenfield Pkwy.
3/22	E-Procurement	Raleigh	Wake Technical CC 321 Chapanoke Rd.
3/23	eQuote	Raleigh	Wake Technical CC 321 Chapanoke Rd.
4/5-4/6	RFP Development & Evaluation	Charlotte	Central Piedmont CC 1112 Charlottetowne Ave.
4/7	NC Contract Administration & Monitoring	Charlotte	Central Piedmont CC 1112 Charlottetowne Ave.
4/12	Specification Writing	Raleigh	Dept. of Administration 116 W. Jones St.
4/20	Determining Cost	Raleigh	Dept. of Administration 116 W. Jones St.
4/27	E-Procurement	Raleigh	Wake Technical CC 321 Chapanoke Rd.
4/28	eQuote	Raleigh	Wake Technical CC 321 Chapanoke Rd.

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**Tips & Tricks: Edit Email Notification Preferences** Notifications are email messages that NC E-Procurement automatically sends to keep users informed of the progress and status of active approvables. Notification messages describe the purpose of the notification, and most include a link to the relevant request or document in NC E-Procurement so that users can quickly take action or access information. Users may edit the frequency and content of their email notifications.

1. Click **'Preferences'** on the Menu Bar and select **'Change email notification preferences.'**

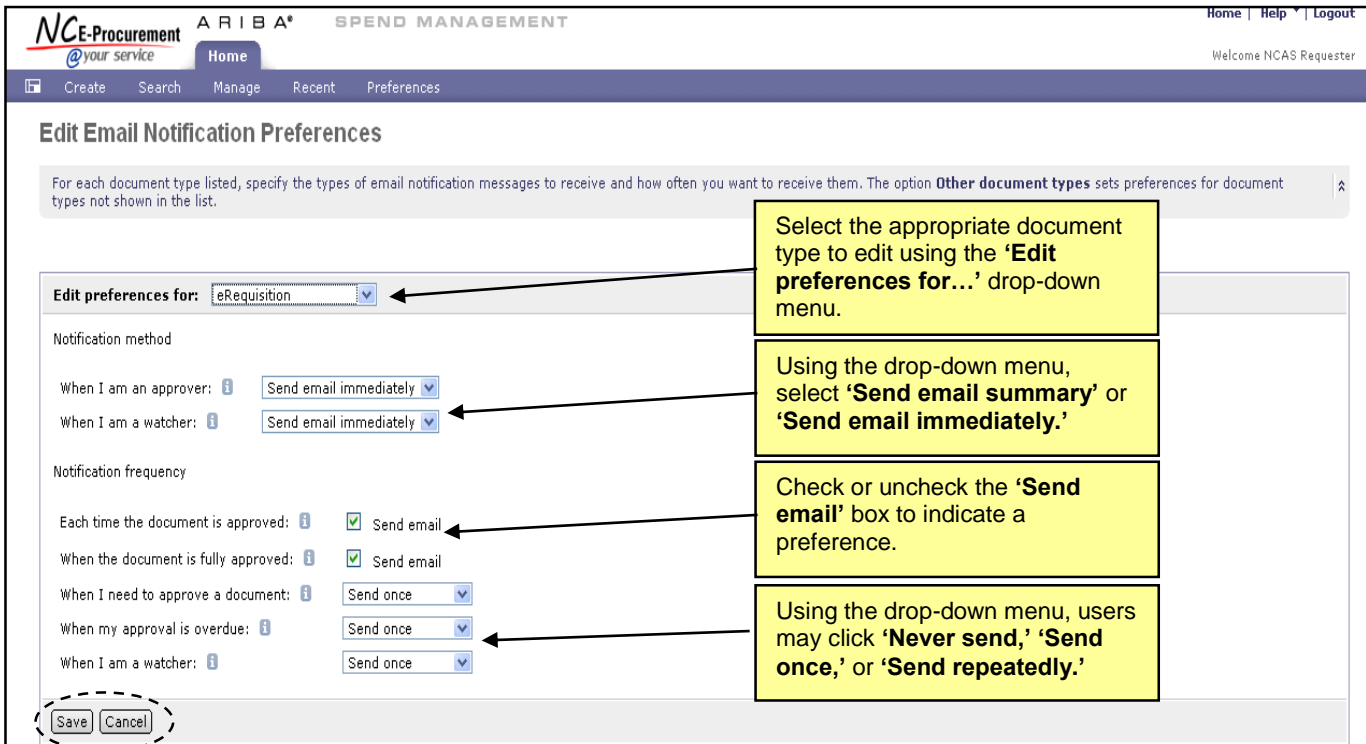


2. Select the appropriate document type to edit using the **'Edit preferences for...'** drop-down menu.

**Note:** Email notification preferences must be set independently for each document type. The six options in the drop-down menu are **'Other document types,' 'UserMaintenance,' 'eRequisition,' 'AddressMaintenance,' 'Receipt,'** and **'User Profile.'**

3. The **'Edit Email Notification Preferences'** page will automatically appear when a document type is selected. In this example, **'eRequisition'** has been chosen from the drop-down menu (See screenshot below).

**Note:** Similar screen choices appear for all document types.



4. The **'Notification method'** section allows the user to select whether to receive separate email notifications for each approvable (i.e., **'Send email immediately'**) or to receive all email notifications for the day as one daily email summary (i.e., **'Send email summary'**).
5. The **'Notification frequency'** section allows the user to select if and how often they receive email notifications. Users can choose to never receive email notifications, receive one notification, or to receive notifications repeatedly on a daily basis.
6. Click **'Save'** to update preferences or **'Cancel'** to return to the NC E-Procurement Dashboard without changing the preferences.

**Note:** For a more detailed tutorial on this and other related processes, please visit the **'User Training'** portion of the NC E-Procurement website (<http://eprocurement.nc.gov/>).

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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 website!

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### **Follow-Up**

This newsletter was sent to all school system users.

*Questions about information covered in this Newsletter?* Send an email to: [ephelpdesk@its.nc.gov](mailto:ephelpdesk@its.nc.gov)

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