



The Source NC E-Procurement Newsletter

May/June 2014 Edition

New Releases The NC E-Procurement team made updates to NC E-Procurement on May 29, 2014. **Here are some updates from the recent release that might be of interest to you:**

- Copying an eRequisition will retain the same **'Buying Entity'** value as the original eRequisition.
- Change orders with catalog items that are no longer available in NC E-Procurement can be submitted.
- If the bid number associated with a line item becomes inactive, the user will have the ability to select the new valid bid number from a drop-down menu.

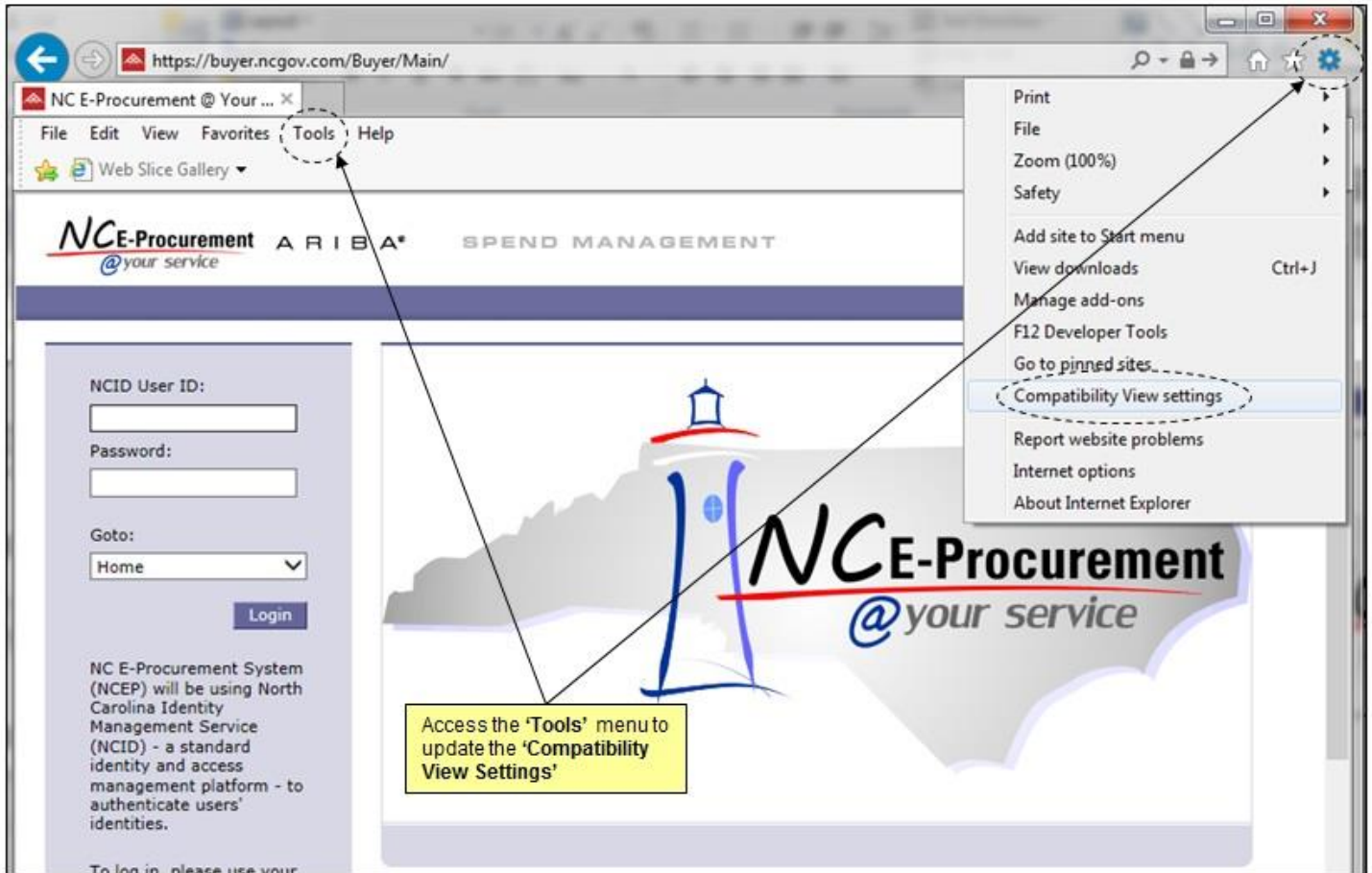
New Statewide Term Contract 204A The Division of Purchase and Contract announced the new [Statewide Term Contract 204A – Microcomputers and Peripheral Components](#). The contract was awarded to NCS Technologies and is available as a punchout catalog within NC E-Procurement. For more information regarding how to use punchout catalogs, please review the **'eRequisition Punchout Item'** job aid located on the NC E-Procurement [User Training web site](#).

Tips and Tricks: Internet Explorer 11 Compatibility View The NC E-Procurement team currently supports the following browser versions for use with the NC E-Procurement system:

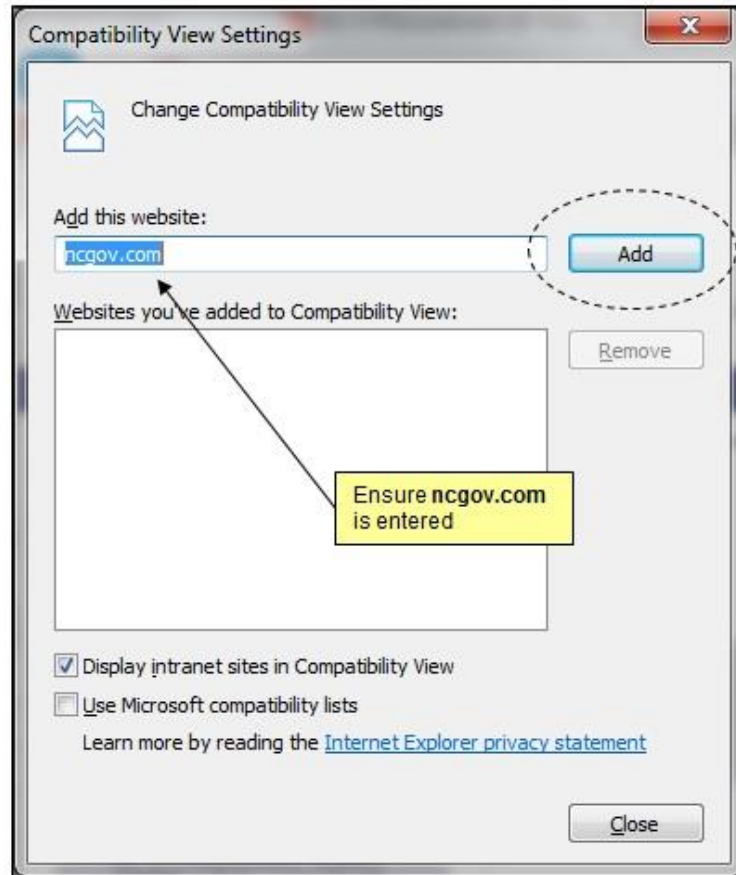
- Internet Explorer versions 6 through 10
- Mozilla Firefox versions 3 through 6
- Safari versions 3.2 through 4.0

When troubleshooting issues within the NC E-Procurement system, it is often helpful to work through the **'Supported Internet Settings'** job aid found on the NC E-Procurement [User Training web site](#). Additionally, if entity policies require use of Internet Explorer version 11, it may be helpful to utilize the browser's **'Compatibility View'** setting. This setting may be updated as follows:

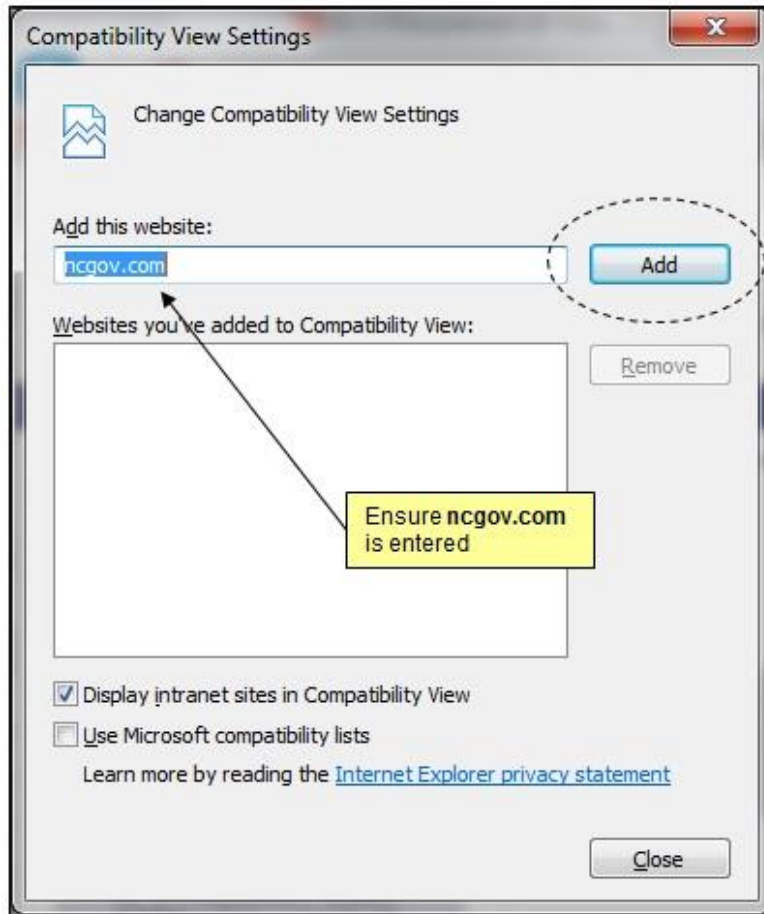
- Access NC E-Procurement via <https://buyer.ncgov.com/Buyer/Main/>.
- Click on the **'Tools'** icon or menu option and select **'Compatibility View Settings.'**



- The web site URL 'ncgov.com' should automatically appear in the 'Add this website:' free-text field, but if it doesn't, type in 'ncgov.com' (without the quotes).
- Click 'Add' and the web site URL should appear in the 'Websites you've added to Compatibility View:' field.



- Click **'Close.'** The page will refresh, and now the page will be accessed via Compatibility View each time it is visited in the future.



Note: Some users may not have the permissions required to update this setting in the Internet Explorer 11 browser. If this setting cannot be updated, please contact local IT support for assistance.

Follow-Up

This newsletter was sent to all NCAS users.

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