



The Source NC E-Procurement Newsletter

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Delegate Approval Authority over Summer Vacations When an approver of eRequisitions will be out of the office for an extended period of time – due to holidays, vacation, medical leave, etc. – it is important to delegate approval authority to another user so the entity can continue to make purchases in the approver's absence.

Instructions for delegating approval authority may be found on the NC E-Procurement Home Page [here](#).

Punchout Catalog Monitoring Tool As a reminder to all NC E-Procurement users, the Division of Purchase & Contract has implemented an enhancement to enable systematic monitoring of punchout catalog items. This update provides Contract Administrators with the Division of Purchase & Contract and the Statewide IT Procurement Office with a tool to monitor the prices of items that are available on each vendor's punchout catalog.

When an item is found to have a discrepancy between the punchout catalog price and the approved contract price, a contract-specific Contract Administrator approval group may appear in the approval flow as a watcher. The approval flow will be affected only during the creation of an initial eRequisition or when a new punchout item has been added to a change order.

Additionally, a warning message will appear at the top of the **'Summary'** page. Please note this warning message will not prevent an eRequisition from being submitted or approved.

Before You Leave When a user is leaving their current position and will no longer use NC E-Procurement, that user's profile will need to be deleted from NC E-Procurement. A user cannot be deleted until all of their outstanding items are resolved. As such, before a user leaves, please confirm they have completed the following actions for eRequisitions they created:

- Delete all eRequisitions in **'Composing'** status
- Withdraw and delete all eRequisitions in **'Denied'** or **'Submitted'** status. If the items on these eRequisitions are still needed, please have another user submit a new eRequisition
- Fully receive any eRequisitions in **'Receiving'** status. If receiving is still ongoing for a specific eRequisition, a Purchasing Agent may create a change order to change the **'On Behalf Of'** field to another user who will then be able to continue receiving on the eRequisition, and the user can then be deleted without the need to fully receive the eRequisition
- Cancel or fully receive any eRequisitions in **'Ordered'** status. If the purchase order is still needed, a Purchasing Agent may create a change order to change the **'On Behalf Of'** field to another user who will then be able to change, cancel, and receive on the eRequisition, and the original user can then be deleted without the need to cancel or fully receive the eRequisition
- Resolve all issues for any eRequisitions in **'Failed'** status

Instructions for receiving, creating change orders, and deleting users may all be found on the NC E-Procurement User Training page [here](#).

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 NCAS users.

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