The Source NC E-Procurement Newsletter

October/November 2015 Edition

New Releases   The NC E-Procurement team made updates to NC E-Procurement on November 13, 2015. **Here are some updates from the recent release that might be of interest to you:**

- In order to limit issues in backend financial systems, certain special characters (^, /, ~, and hard returns) will be cleared from the line item **'Description'** and **'Supplier Part Number'** fields.

- In order to increase eQuote line item performance, open and close brackets ('[' and ']') will be cleared from the **'Title'** field of an eRequisition.

- Any users accessing NC E-Procurement from the Internet Explorer 11 browser will receive a pop-up notification that they may need to modify their Compatibility View settings in order to achieve improved NC E-Procurement performance. Users will be able to indicate that they do not wish to see the message again after the initial appearance.

Conferences   The NC E-Procurement Team recently attended the SunPac K12 Enterprise Fall User Conference in Greensboro and presented a session.   That presentation can be found on the NC E-Procurement Conference Presentations Page.

Training Spotlight   Lee County Schools organized a refresher training session for their requesters. They focused on the ease of shopping the Punchout Catalogs and streamlining their purchasing processes. Thank you to all who participated!

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 a tool with which they can review the prices of items being purchased from monitored Punchout Catalogs.

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.

Tips & Tricks: Avoiding System Inactivity Logouts   For security purposes, NC E-Procurement users will be logged out of the system after 30 minutes of inactivity. Beginning one minute before being logged out, users will see an Application Inactivity Warning, notifying them of the impending logout.

Users can click on **'Cancel Logout'** to continue working in the system. If no action is taken or the **'Logout'** button in clicked, the user will automatically be logged out and returned to the **'Login'** page.

If you are working in a Punchout Catalog, in order to prevent losing any items saved to your Punchout Catalog cart, submit the cart periodically; more items can be added by punching back out to the Catalog. As long as a requisition has been initiated, whatever items were in the cart at the time it was submitted will remain there even if the user is subsequently logged out at a later time. The same inactivity logout applies when the user is working in eQuote, as well.

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 school system users.

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