



The Source NC E-Procurement Newsletter

October 2012 Edition

Fun Fact! NC E-Procurement processed its **four millionth purchase order** this month!!

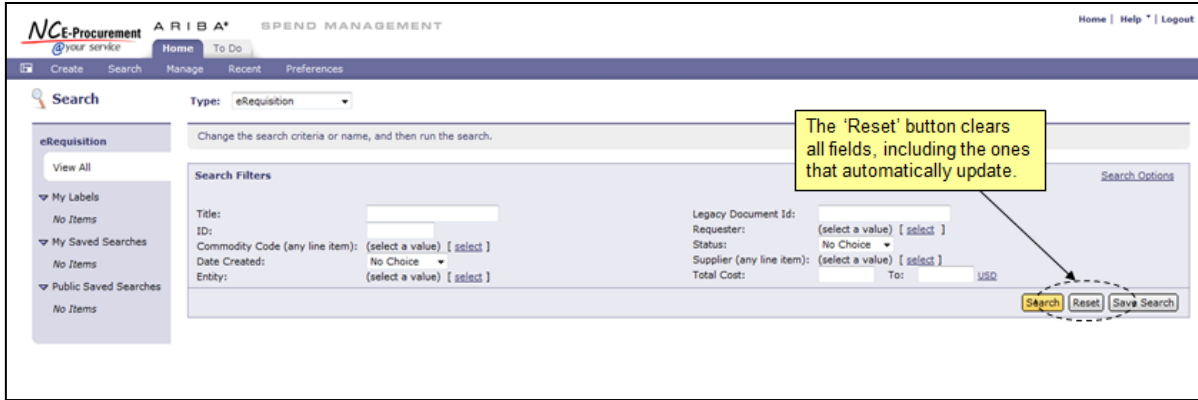
New Releases Each month the NC E-Procurement team makes updates to NC E-Procurement. **Here are some updates from recent releases that might be of interest to you:**

- The tax rate will default correctly for Catalog and Punchout items when creating an eRequisition.
- Line Item level comments will no longer appear at both the line level and the header level, but will now only appear in their respective location.
- Failed to Load messages will be sent to the EPLite Administrator in addition to the Failure to Import messages.
- Suppliers can now open all attachments on purchase orders.
- The font size on faxed purchase orders should now be easy to read.

SunPac Fall Conference For those SunPac users attending the SunPac Fall conference, NC E-Procurement will be there offering a class. The class will cover the basics of NC E-Procurement, how it works, and the benefits of using the system. It will also include some of the new functions and features since the upgrade in July 2012.

Tips and Tricks: Clearing the Search Fields When conducting a search, it can be hard to see which fields have automatically populated with your information. Clicking 'Reset' on the Search page clears out any saved or automatically updated information and allows you to set the criteria you wish to search. This is especially helpful for users with the Global Reporting role or in general when searching for items you did not create yourself.

Notice the 'Reset' button in the lower right hand corner of the Search page:



Follow-Up

This newsletter was sent to all Community College, School System and Non-Integrated users, Purchasing Directors, and Finance Officers.

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