



The Source NC E-Procurement Newsletter

October 2012 Edition

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

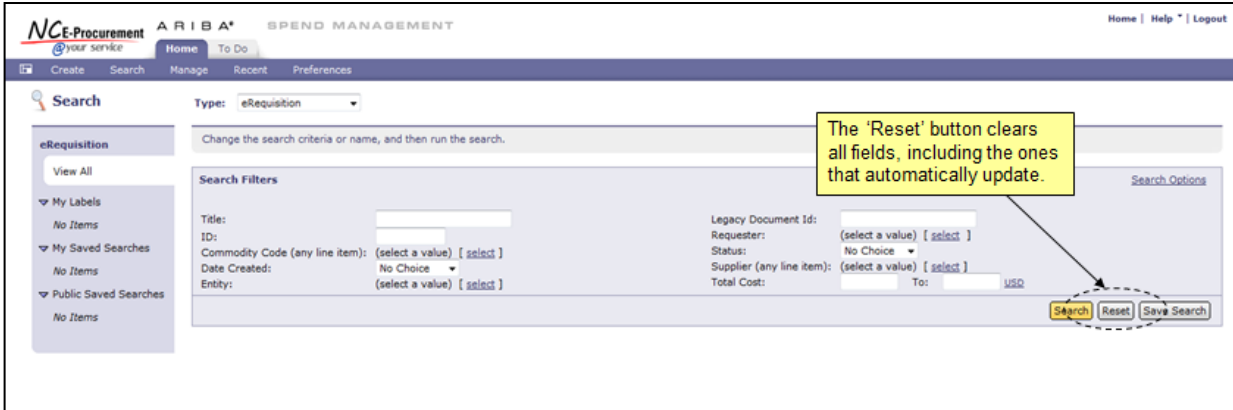
New Releases The NC E-Procurement team made more updates to NC E-Procurement in the last month. **Here are some updates from the recent release that might be of interest to you:**

- Removing a Punchout line item from an order will zero it out on a change order or delete the line on a new order.
- The tax rate will default correctly on non-Catalog items.
- Manually added approvers will no longer appear in the approval flow when 'Bypass Approval Flow' is checked on a change order.
- 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.
- Suppliers can now open all attachments on purchase orders.
- The font size on faxed purchase orders should now be easy to read.

Archive NC E-Procurement At the end of September, [Archive NC E-Procurement](#) became 'view-only' for all users. **You can still log in to see requisitions and purchase orders created prior to July 2012 in this archive system.** Transactions that were still open in Archive NC E-Procurement at the close of business on September 27th were automatically completed or closed in both the Archive NC E-Procurement system and NCAS. A final report has been distributed to your agency procurement office to help identify transactions that may still need to be re-entered into the new NC E-Procurement system. If you have any further questions, please refer to the Open Transaction [reference guide and training](#) or contact the NC E-Procurement Help Desk at 888-211-7440, option 1, or at ephelpdesk@its.nc.gov.

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 NCAS users, Purchasing Directors, and Finance Officers.

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