The Source NC E-Procurement Newsletter

September 2012 Edition

Updates to System Performance The NC E-Procurement team is continuing to monitor and tune the environment to optimize the NC E-Procurement system for you. Recently, the team made an update that **improved system performance overall**. Thank you to those users who reported their experiences and let us know that they have noticed the improvement. Please continue contacting the NC E-Procurement Help Desk to pass on any comments about your experience using the system at 888-211-7440, option 1, or at ephelpdesk@its.nc.gov.
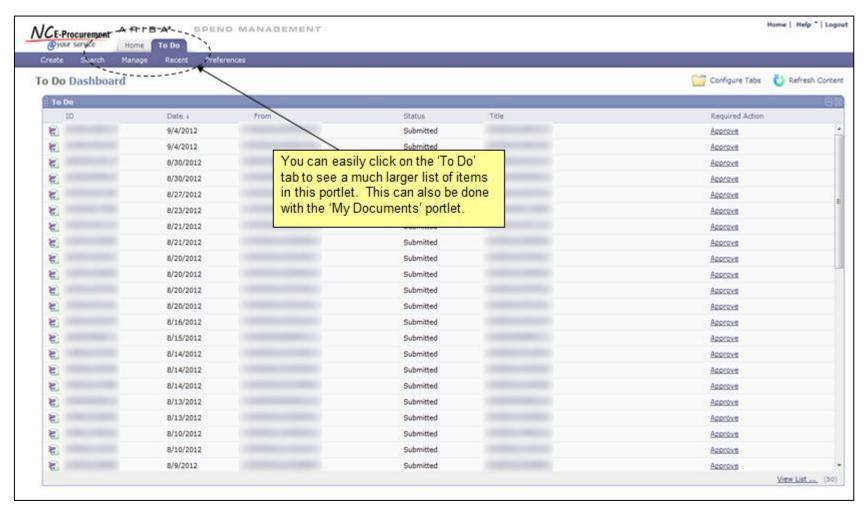
New Releases Each month the NC E-Procurement team makes adjustments to NC E-Procurement. Some of these changes are important to note because they may affect your daily process. **Here are some updates from recent releases that might be of interest for you:**

- The total and extended amounts update correctly to include tax on the 'Summary' page.
- The 'Other Costs' field has been added back for all users. NOTE: If your order requires additional cost for shipping, please continue to add shipping as a separate line item with the commodity code 962-86.
- Users now have the 'On Behalf Of' field beneath the title on a requisition to allow a user to create a requisition using another user's approval flow.
- The Mass Edit function will work as intended, specifically when adding a new supplier on a Non-Catalog Item.
- All contract types, including Agency Specific Contracts, will import successfully.
- Security Administrators can delete users or addresses even if there is an invalid field. For example, a user who has an inactive NCID can be deleted.
- Security Administrators can now remove all groups from a user's profile.
- The time-out period has been extended from 15 minutes to 30 minutes.

Tips and Tricks: A Bigger View If most of your documents appear in your 'To Do' or your 'My Documents' portlet, the five or six that appear on your home dashboard may not be enough. You can click the 'View List'/ 'View More' button, or you can give your most important portlet its own dashboard!

First, click 'Configure Tabs,' then 'Add New Tab.' You can name the new tab and add whichever portlet you choose from the 'Add Content' window.

Notice the two tabs at the top of the page, the large 'To Do' portlet on the 'To Do' tab that was created, and the original 'Home' tab:

You can easily click on the 'To Do' tab to see a much larger list of items in this portlet. This can also be done with the 'My Documents' portlet.

Follow-Up

This newsletter was sent to NC E-Procurement community college, school system, and non-integrated entity users, purchasing directors, and finance officers.

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