The Source NC E-Procurement Newsletter
September 2013 Edition

Logging In with NCID All users log into NC E-Procurement using NCID, the State's common identity management service. NCID provides a single user ID and password that can be used to log into multiple systems. Everyone who uses NC E-Procurement must have an active NCID in order to log into the system. **Here are some common NCID error messages associated with logging into NC E-Procurement:**

- **Invalid username or password. Re-enter your username or password.** You have entered an incorrect NCID User ID and/or password. Please visit the NCID web site at https://ncid.nc.gov and confirm whether you are able to log in. If you are successful in logging into NCID, please contact the NC E-Procurement Help Desk at 888-211-7440, option 1, or ephelpdesk@its.nc.gov for assistance. If you are unsuccessful in logging into NCID, please contact your Delegated Administrator.

- **Your NCID password has expired.** NCID passwords expire every 90 days unless they are reset. If this message is received, please contact your Delegated Administrator.

- **Your NCID account has been locked.** NCID passwords lock after 3 unsuccessful login attempts. If this message is received, you may wait an hour and try again or contact your Delegated Administrator.

Note: If you do not know who your entity's Delegated Administrator is, please contact your EP Lite Administrator. If you do not know who your entity's EP Lite Administrator is, you may contact the NC E-Procurement Help Desk at 888-211-7440, option 1, or ephelpdesk@its.nc.gov.

For more information regarding how NC E-Procurement and NCID work together, view the **'Resetting User Passwords'** job aid located on the NC E-Procurement User Training page.

Tips and Tricks: Setting Default Values   If you are a requester and use the same accounting, billing, and/or shipping information on a majority of your eRequisitions, you can save time by setting those fields to automatically populate on each new eRequisition you create:

1. From the Dashboard, click **'Preferences'** at the top and select **'Change your profile.'**
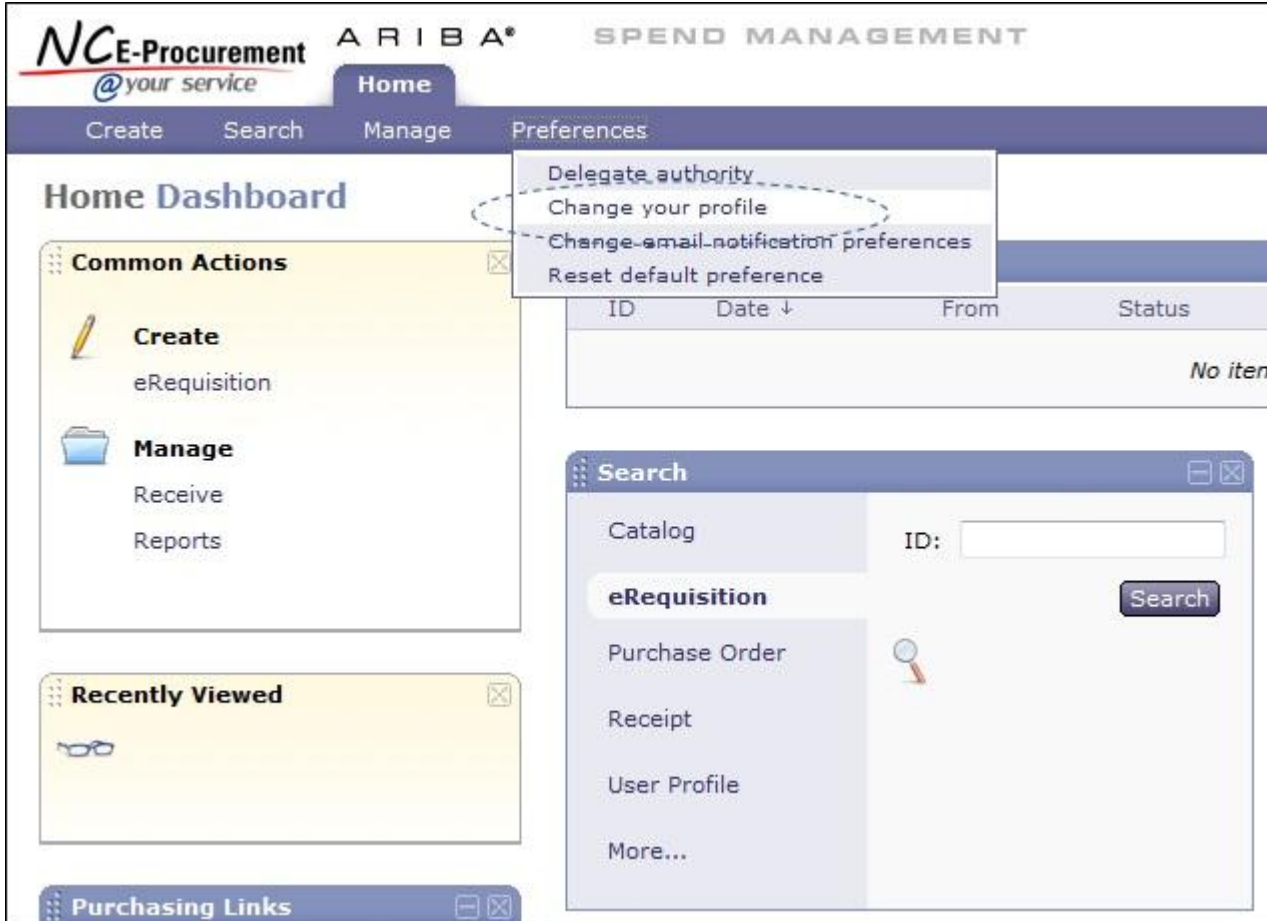
2. On the **'Personal Info'** page, select the desired **'Bill To'** address to be the default value for all new eRequisitions and click the **'Next'** button.

3. On the **'Account/Ship'** page, select the desired **'Account Code,' 'Ship To'** address, and **'Deliver To'** name to be the default values for all new eRequisitions and click the **'Next'** button.

4. On the **'Justify Changes'** page, enter a comment, if desired, and click the **'Next'** button.

5. Review the approval flow and click the **'Next'** button.

6. Review all the changes made for accuracy and click the **'Submit'** button. If any further updates need to be made, click the **'Prev'** button to return to the appropriate page and complete the updates.

Note: If there is an approval flow, the user profile changes will not take effect until all approvals have been completed.

7. When a new eRequisition is created, the **'Accounting'** and **'Shipping'** fields will be automatically populated based on the values set in the previous steps.

Note: For more information regarding user profile changes and preferences, please review the **'System Navigation'** job aids on the NC E-Procurement User Training page.

Follow-Up

This newsletter was sent to all Community College and School System users.

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