



The Source NC E-Procurement Newsletter

September 2015 Edition

Training Spotlight Southwestern Community College offered training to almost 100 users earlier this month! They focused on the ease of shopping the Punchout Catalogs and streamlining their purchasing processes. Randolph Community College also held additional requester training for its faculty last month. Thank you to all who participated in these training sessions!

Making Comments & Attachments Visible to Vendors When adding a comment or attachment to an eRequisition, it is important to select whether or not the vendor should receive it with the purchase order. Please note the **'Visible to Supplier'** box should be checked to send the comment or attachment to the vendor. If a vendor should not see the comment or attachment, please verify the **'Visible to Supplier'** box remains unchecked.

COMMENTS - ENTIRE EREQUISITION

Comments:

Example Comment

Visible to Supplier

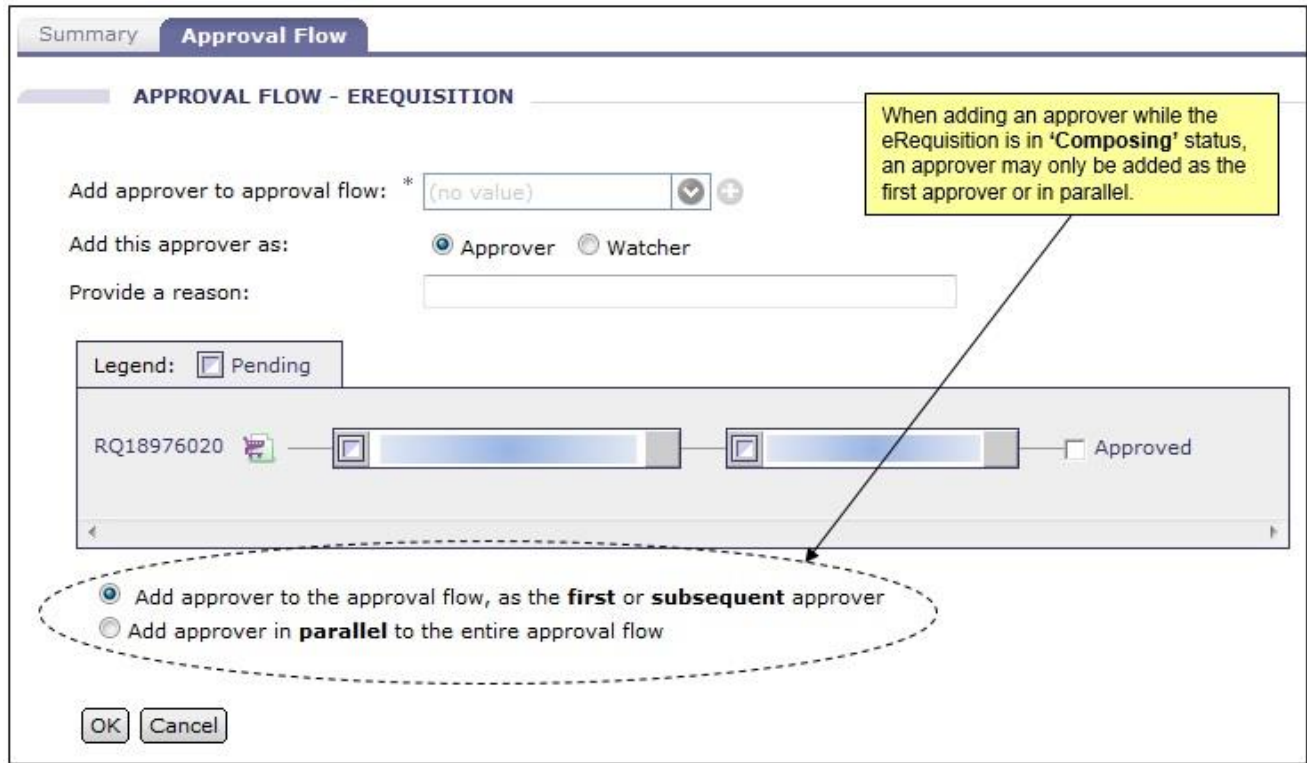
Use the **'Visible to Supplier'** check box to set whether the vendor should receive the comment or attachment.

ATTACHMENTS - ENTIRE EREQUISITION

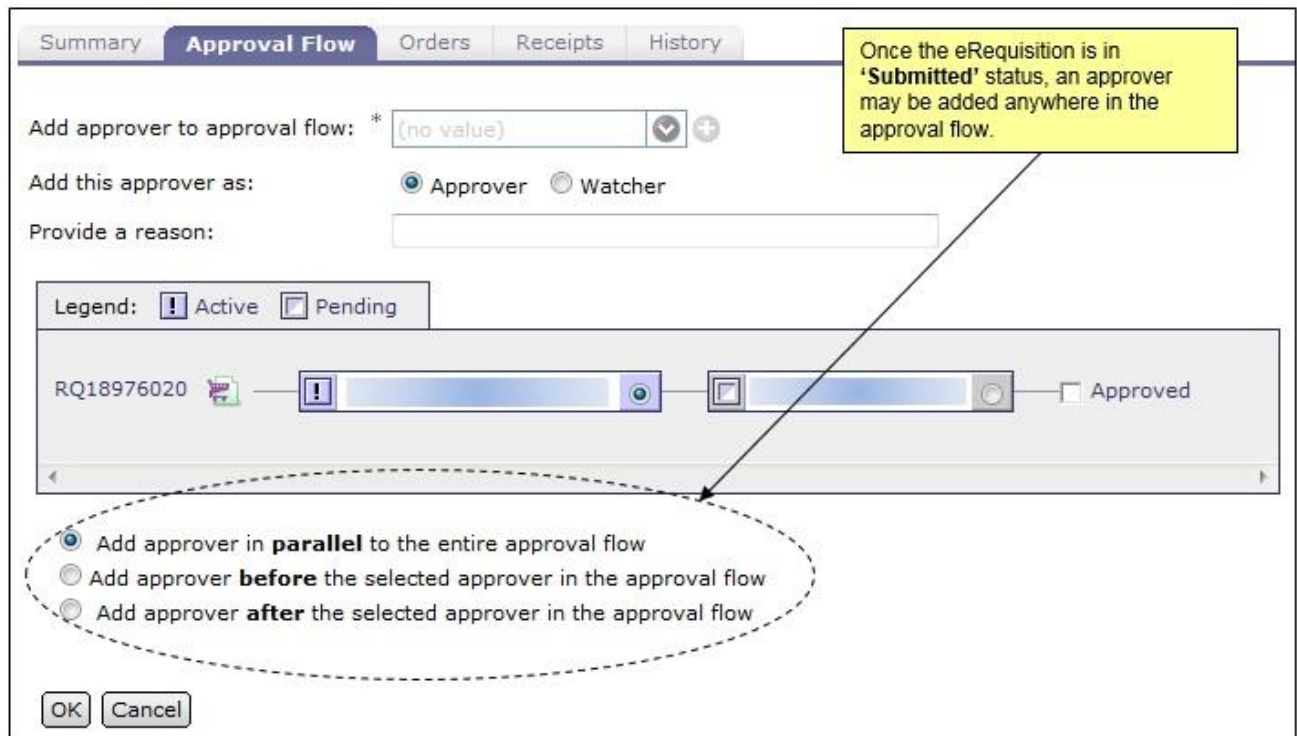
| Attachments | | | |
|--|--------|---------|--------------------------|
| File Name ↑ | Size | Creator | Visible to Supplier |
| Example Attachment.docx Download | 9.7 KB | | <input type="checkbox"/> |

[Add Attachment](#) [Delete](#)

Tips & Tricks: Adding Approvers When manually adding an approver to an eRequisition, the options available are different based on whether an eRequisition is in 'Composing' status or 'Submitted' status. While it is still in 'Composing' status, the original preparer will only have the ability to add an approver in parallel or as the first approver in the approval flow.



However, once the eRequisition is in 'Submitted' status, approvers will be able to choose whether to manually add an approver in parallel or in series to – before or after – the system-generated approvers.



For further information on approval flows, please view the 'Approval Flows' job aid and the 'Approving' [Web-Based Training Course](#) on the [User Training page](#) of the NC E-Procurement web site.

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 community college users.

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