



The Source NC E-Procurement Newsletter

September 2015 Edition

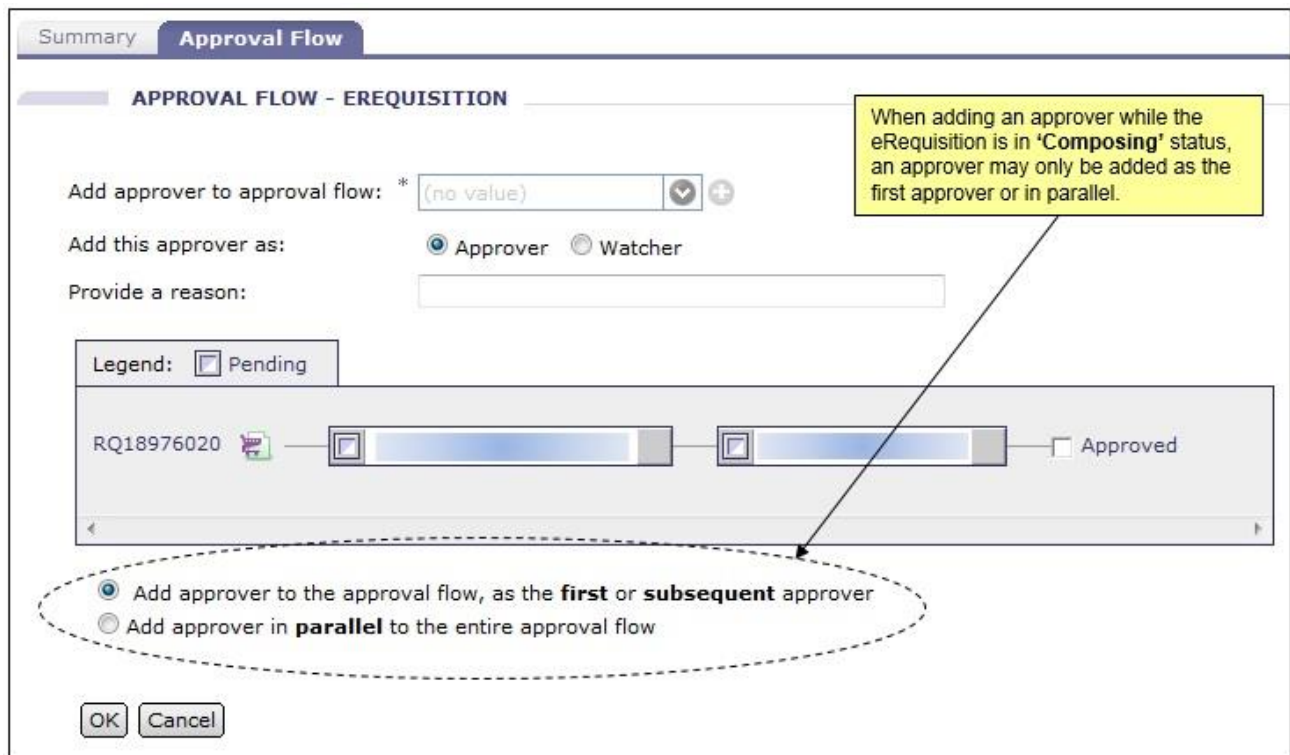
Training Spotlight McDowell County Schools invited the NC E-Procurement Team to train its users on entering eRequisitions and taking advantage of the Punchout Catalogs. The training was part of a regularly scheduled meeting to make it convenient to participants. Thank you to all who participated!

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.

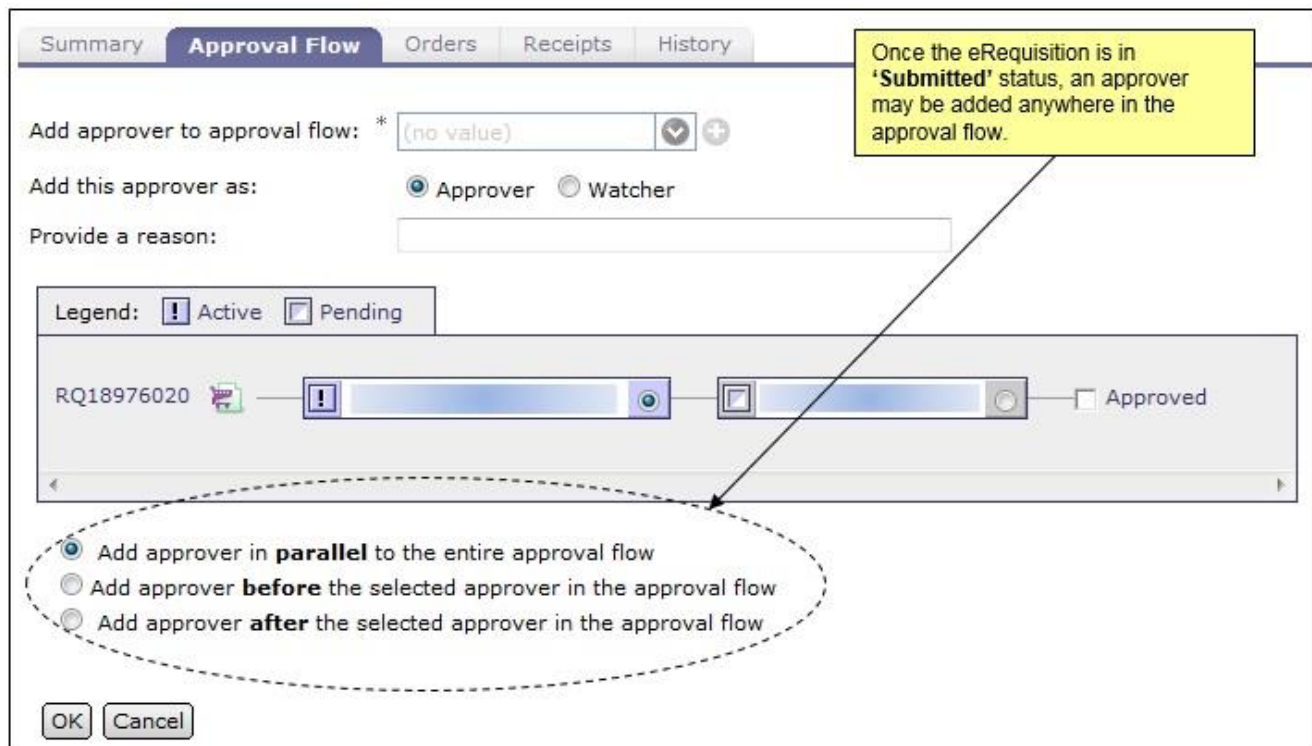
The screenshot displays two sections: 'COMMENTS - ENTIRE EREQUISITION' and 'ATTACHMENTS - ENTIRE EREQUISITION'. In the comments section, a text area contains 'Example Comment' and a 'Visible to Supplier' checkbox is circled. In the attachments section, a table lists an attachment 'Example Attachment.docx' with a 'Visible to Supplier' checkbox also circled. A yellow callout box with an arrow points to both checkboxes, containing the text: 'Use the 'Visible to Supplier' check box to set whether the vendor should receive the comment or attachment.'

File Name	Size	Creator	Visible to Supplier	Actions
Example Attachment.docx	9.7 KB		<input type="checkbox"/>	Download 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 school system users.

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