



The Source NC E-Procurement Newsletter

September 2015 Edition

IT Supplemental Staffing Guidelines The [ITSS Program Purchase Order Guidelines](#) document has been published on the NC E-Procurement web site for your reference. The Department of Information Technology developed these guidelines to support how purchase orders are issued and changed when procuring IT Supplemental Staffing (ITSS) resources. In July, the State transitioned to using a Managed Service Provider, Computer Aid, Inc. (CAI), and its associated Vendor Managed System software, PeopleFluent, to manage all new task orders, extensions, and backfills for ITSS. These processes apply to purchase orders associated with all new task orders issued through PeopleFluent. For ITSS task orders issued under the previous method, agencies will continue to utilize their previous purchase order processes.

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

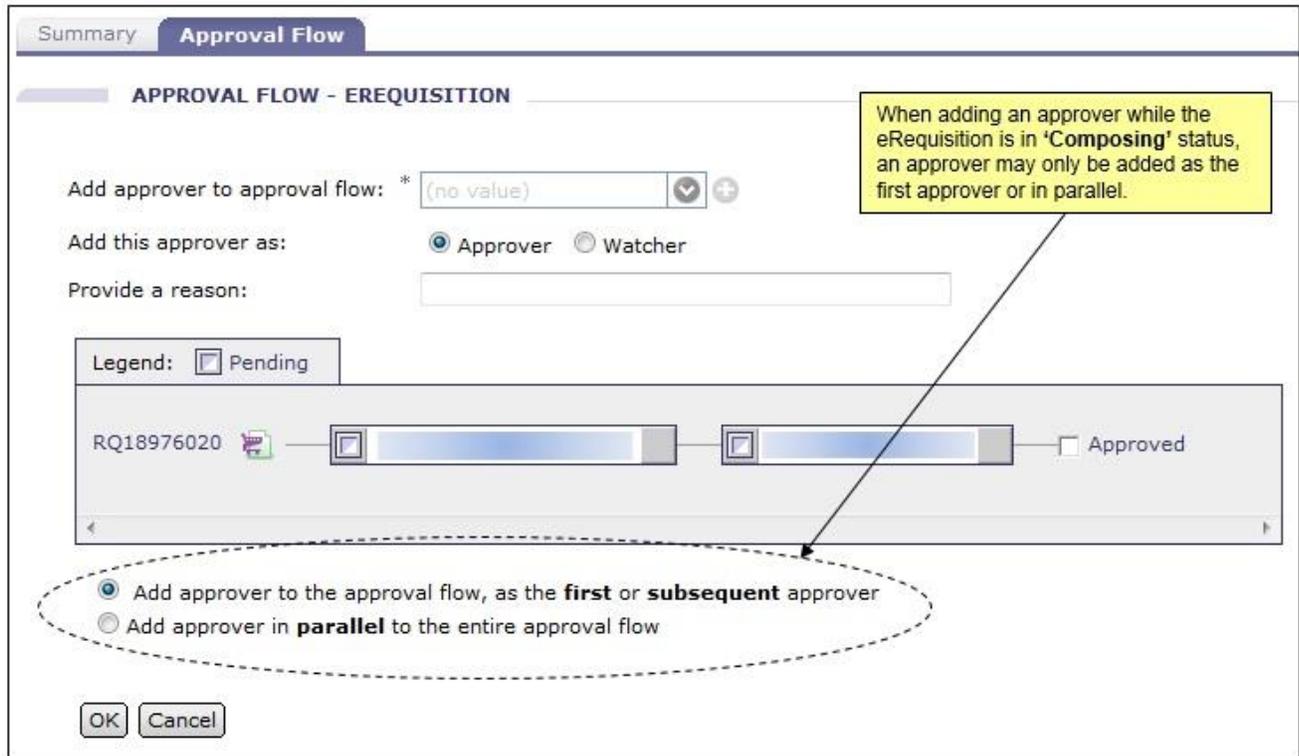
ATTACHMENTS - ENTIRE EREQUISITION

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

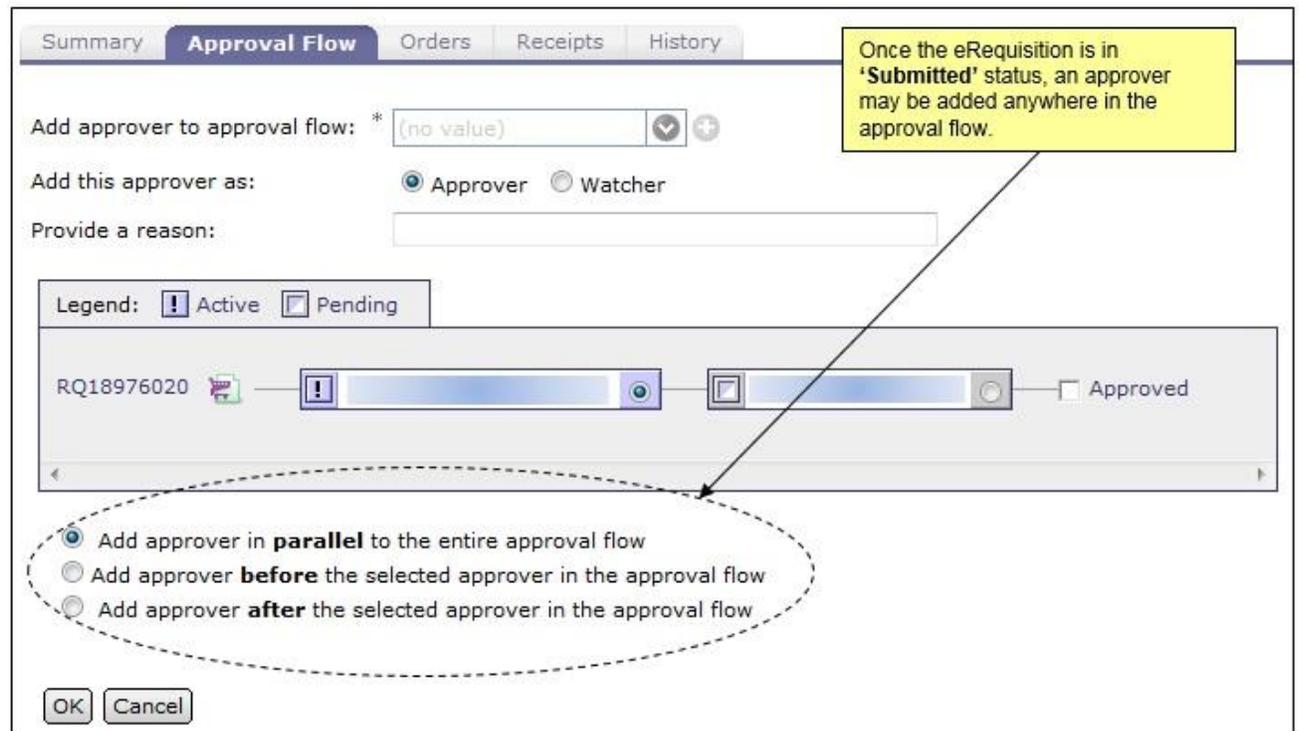
[Add Attachment](#)

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

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 NCAS users.

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