



The Source NC E-Procurement Newsletter

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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

File Name	Size	Creator	Visible to Supplier	
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.

Summary **Approval Flow**

APPROVAL FLOW - EREQUISITION

Add approver to approval flow: * (no value) [v] [plus]

Add this approver as: Approver Watcher

Provide a reason: [text box]

Legend: Pending

RQ18976020 [document icon] [pending icon] [pending icon] [checkbox] Approved

Add approver to the approval flow, as the **first** or **subsequent** approver

Add approver in **parallel** to the entire approval flow

[OK] [Cancel]

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.

Summary **Approval Flow** Orders Receipts History

Add approver to approval flow: * (no value) [v] [plus]

Add this approver as: Approver Watcher

Provide a reason: [text box]

Legend: Active Pending

RQ18976020 [document icon] [active icon] [pending icon] [checkbox] Approved

Add approver in **parallel** to the entire approval flow

Add approver **before** the selected approver in the approval flow

Add approver **after** the selected approver in the approval flow

[OK] [Cancel]

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 NC E-Procurement users from non-integrated entities.

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