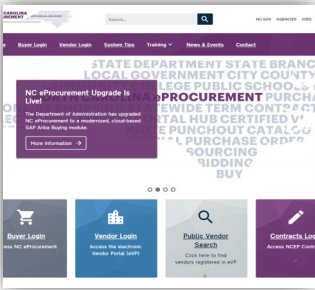


# THE SOURCE

## NC eProcurement Monthly Newsletter

JULY 2020 EDITION

### TOP STORIES IN THIS NEWSLETTER



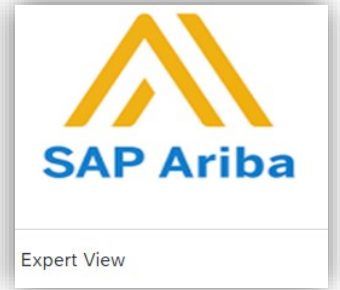
**NC eProcurement Releases Version AOD on July 1**



**Procurement Historical Data will be Migrated to GDAC**



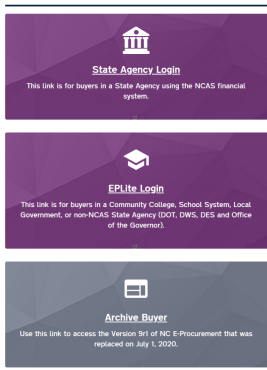
**Selecting Commodity Codes**



**Tips and tricks**  
Manually add an approver

## NC ePROCUREMENT RELEASES VERSION AOD ON JULY 1

### Buyer Login Links



On July 1, NC eProcurement successfully launched the upgraded system for all users. Users are now able to log into the upgraded version as well as the previous version (Archive Buyer) through a [new Login page](#) on the NC eProcurement website. Additionally, [new training](#) has been published to guide users through their tasks in the new system.

As always, please call the NC eProcurement Help Desk with any questions or concerns while getting accustomed to the new system.

The State Purchasing Officer, Odessa McGlown, has also published the attached letter of appreciation for all the hard work involved in the upgrade. Please take the time to read the letter to better understand the upgrade and the next steps the State will take to increase procurement efficiencies.

## PROCUREMENT HISTORICAL DATA WILL BE MIGRATED TO GDAC

Archive Buyer will remain available as read-only until it is fully decommissioned at a date TBD sometime after August 31.

Prior to the decommission of Archive Buyer, all existing transactions and the associated details will be moved to the **North Carolina Government Data Analytics Center (GDAC)**. The GDAC is an online portal that serves to integrate State's data across multiple agencies. This year, it will start combining all of the State's procurement data into one consolidated platform. Historical data from Version 9R1 (2012-2020) and Version AOD will be available in GDAC.

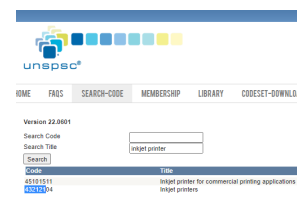
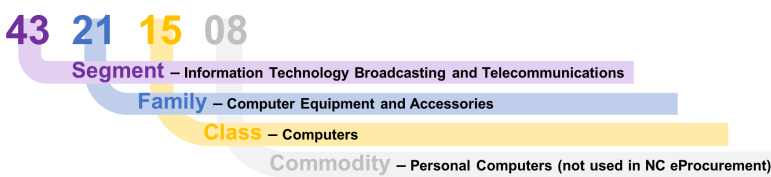


More information on the process for requesting access to GDAC will be available in upcoming newsletter editions. For transaction history after the go-live of NC eProcurement Version AOD, users can employ the 'search' function in NC eProcurement.

## SELECTING COMMODITY CODES

The State of North Carolina has chosen to adopt the more internationally accepted and open standard UNSPSC Commodity Codes as the new commodity protocol.

UNSPSC codes are composed of 8-digit, but in NC eProcurement, only the first 6-digit are used. When searching for a code, you can type key words to identify the proper commodity code.



In some cases, it might be easier to search on a 8-digit level navigating on the UNSPSC website, then select the first 6-digit and type them in NC eProcurement.

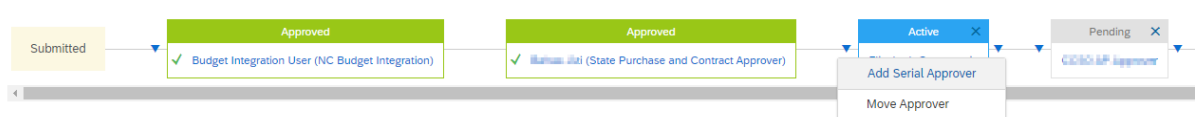
[+Learn more](#)

Your financial system continues to use NIGP protocol, and an **automated mapping** between NCEP and your system has been created to provide a link between them. This mapping can be found on the [Procurement Information Portal](#) (if needed, [submit this form](#) to request access to the portal).

## TIPS AND TRICKS: MANUALLY ADD AN APPROVER

It is possible to edit an approval flow and manually add a person in the Guided Buying View. However, it is possible to add an Approver Group **only in the Expert View**.

### Approval Flow



At all times, a user can navigate between views. Therefore feel free to finish your requisition in Expert View if you need to manually add a group to your approval flow.

In addition, it is strongly advised to add an approver **after the active approver**, and not before. When adding an approver person/group before the active one, the system will not notify them by email of the pending request, which may delay processing.

Finally, keep in mind that an approver should always be added **after the requisition was submitted**. When an approver is manually added on a "Composing" requisition, the added person/group will have to approve the requisition twice, once on its way to the financial system, and again once the requisition is released from the financial system. This double-approval can cause confusion and may result in an unnecessary delay to the order.