NC eProcurement Releases Version AOD on July 1

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.

Version 9R1 to Become Read-Only

When the dual-processing period allowing users to close open orders in Version 9R1 will end (currently scheduled on August 31), Version 9R1 (Archive Buyer) will become read-only. At that time, any order in Archive Buyer that is not received will be cancelled. Any order that is only partially received will have the order reduced to whatever amount has already been received, and then the order will automatically close.

A report about open transactions in 9R1 report is regularly emailed to 9R1 users since last February. This report lists the remaining open orders in 9R1, allowing requesters to track orders that needs to be closed and re-created in the new NC eProcurement. This report will be sent weekly during the month of August. Additional information regarding the timeline is available at our NCEP 2020 Upgrade webpage.

Historical Procurement Data will be migrated to the Government Data Analytics Center

Version 9R1 will remain available as read-only for a certain time, then prior to its decommission, 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. The State’s procurement data from Version 9R1 (2012-2020) and from the new version will be combined in the GDAC platform.

More information on the process for requesting access 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.

Tips and Tricks: Manually add an approver group in Expert View

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.

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.

This newsletter was sent to all NCAS State Agency users. Questions about information covered in this newsletter? Send an email to ephelpdesk@its.nc.gov.