

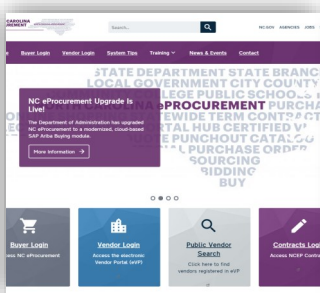
THE SOURCE

STATE DEPARTMENT STATE BRANCH LOCAL GOVERNMENT CITY COUNTY COMMUNITY COLLEGE PUBLIC SCHOOLS NORTH CAROLINA ePROCUREMENT ONLINE SHOPPING STATEWIDE TERM CONTRACTS ELECTRONIC VENDOR PORTAL HUB CERTIFIED VENDOR PURCHASE ORDER QUOTE PURCHASE CATALOG SOURCING BIDDING BUY

NC eProcurement Monthly Newsletter

JULY 2020 EDITION

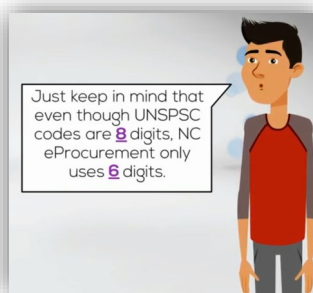
TOP STORIES IN THIS NEWSLETTER



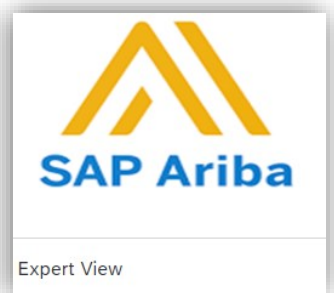
NC eProcurement Releases Version AOD on July 1



Version 9R1 to become read-only



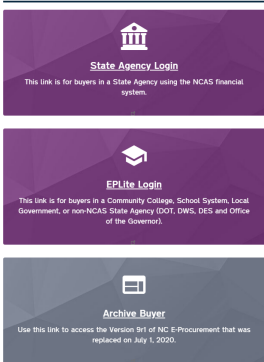
Selecting Commodity Codes



Tips and tricks
Manually add an approver group

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.

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.

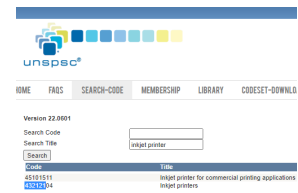
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Segment – Information Technology Broadcasting and Telecommunications

Family – Computer Equipment and Accessories

Class – Computers

Commodity – Personal Computers (not used in NC eProcurement)



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.

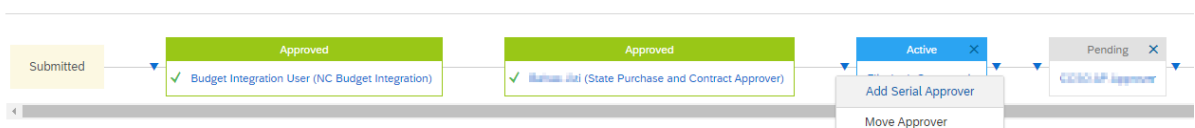
[+Learn more](#)

NCAS continues to use NIGP protocol, and an **automated mapping** between NCEP and NCAS has been created to provide a link between these systems. 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 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**.

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.