THE SOURCE



December 2020 Edition

NC eProcurement Monthly Newsletter

TOP STORIES IN THIS NEWSLETTER



Search Requisition View All ▼ My Labels No Items My Saved Searches

ARCHIVE BUYER RETIREMENT

As a reminder, Archive Buyer (Version 9R1) will be retired on December 31, 2020. To obtain historical data, users must access the eProcurement eReporting Tool. Licenses to use this tool are limited to 1-2 users per agency. To view the eProcurement eReporting user(s) for your entity, please log into the Procurement Information Portal and view the eReporting User List posted in the 'Documents' section.

iii SharePoint			0 ? 😡	
Procuremen		str. Not following		
P Search this site				
~ Home				
Compliance Legal & Contract Manage	News	Welcome to the Procurement Information Portal	See all	
Strategic Sourcing NC Procurement Academy Recycle bin	STATE DEPARTMENT STATE BI LOCAL GOVERNMENT CITY CO CUMMUNTY COLLEGE PUBLIC SCHO DE SHOPPING STATEWIDE TEEM CONT	Upgraded NC eProcurement Is Now Available! The Division of Purchase & Contract is proud to announce that the upgraded NC eProcurement		
Consideration and	SNIV VINDOR PORTAL HUB CERTIFIE VUOTE PUNCHOUT CATA VUOTE PUNCHOUT CATA VUOTE PUNCHOUT CATA SOURCING BUY	July 1		

HOLIDAY PLANNING

The NC eProcurement Help Desk will be closed due to state holidays on December 24, 25, and 28, 2020, and January 1, 2021. The Help Desk will otherwise retain normal operating hours, Monday through Friday, from 7:30 a.m. to 5:00 p.m. EST. The Help Desk is available by phone at 888-211-7440, option 1, or by email at ephelpdesk@its.nc.gov.

Also, remember to delegate your approval authority if you are taking time off. More information on delegating approval authority, including detailed steps for setting up a delegation, can be found in the <u>Getting Started</u> job aid. For additional assistance, please contact the NC eProcurement Help Desk.

2021 TRAINING CALENDAR

The NC eProcurement Training Calendar for early 2021 is now available on the NC eProcurement website under Upcoming Events. The Requester classes are delivered based on entity type. Courses will be taught in small virtual classrooms to maximize student participation. To sign up for a class, please respond to the survey on the <u>Events</u> page.

Check back for additional training topics to be offered in the coming months. We look forward to (virtually) seeing you!

SAVING SEARCHES

Users in Expert View of NC eProcurement are able to create searches based on dozens of filters including Date, Requisition Status, Supplier, and Cost. To make users more efficient in retrieving information, these searches can be saved so that they can be run quickly at a later time. For more information, please see the 'Searching' section of the <u>Getting Started</u> job aid.

Note, when saving a search, some users may have a checkbox available titled, 'Save as Shared Search.' If a user selects this when saving their search, that search will be made public across all entities and users. **NC eProcurement asks that users do not select this when saving their search.** If the checkbox is not selected, the saved search will still appear in the user's 'My Saved Searches' folder for future use.

< NORTH CAROLINA PROCUMEMENT	- and the second se		Q		(?)	9	SD
Save Search				ок		Car	ncel
Save the search to u for use by all users.	se again at a later time. If you have the r	required permission, you can si	ave the :	search	as a sys	stem sea	rch Les
Search Name:	Saved Search						
Search Category:	Requisition						
Search Filters:	Date Created = This Month (between Su	n, 1 Nov, 2020 and Mon, 30 No	w, 2020), Buyi	ng Entity	y = 13EG	i i
				ок		Car	ncel

This newsletter was sent to all users. Questions about information covered in this newsletter? Send an email to <u>ephelpdesk@its.nc.gov</u>.