

The Source NC eProcurement Newsletter

March 2020 Edition

Thank You: North Carolina Association of Community College Business Officials

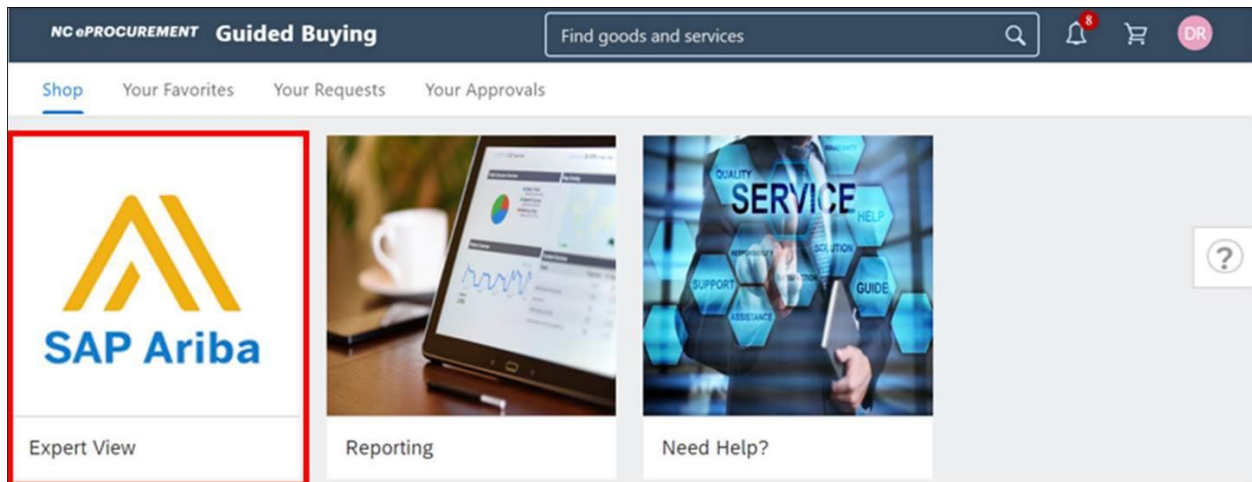
Thank you to everyone who stopped by to talk with us or attend our workshop at the recent NC ACCBO conference! We appreciate your time and enjoyed seeing you. If you are interested in learning more about NC eProcurement, please visit our website at <https://eprocurement.nc.gov>. If you have any questions about NC eProcurement, please contact the NC eProcurement Help Desk at 888-211-7440, option 1 or by email at ephelpdesk@its.nc.gov.

“What’s New” Webinar – Coming Soon!

In preparation of the upgrade to the newest version of SAP Ariba in May 2020, NC eProcurement is conducting **webinars** designed to show experienced NCEP users how to use the new system. The webinar will cover several topics that have been mentioned in previous NCEP Newsletters including Guided Buying, Expert View, and Dual Processing. The trainers will show multiple examples of requisitions and even field questions from attendees. Stay tuned for a **detailed invitation** arriving by email.

NC eProcurement 2020 Upgrade News – Expert View

After the upgrade to the newest version of SAP Ariba in May 2020, a majority of users will use the Guided Buying view for quick and simple requisitions. For some users, more complex actions will be conducted within the **Expert View** of NC eProcurement. Users can enter Expert View by clicking on the Expert View **tile** on the Guided Buying dashboard, at which point they will see a more robust dashboard that is similar to the current version of NC eProcurement.



The Expert View dashboard includes multiple tabs at the top of the page and several tiles that can be moved and **customized** at the user-level. Tiles can be used to view NC eProcurement news, access recently viewed requisitions, and view pending approvals. Although much of the functionality is the same in Expert View as it is in Guided Buying, there are certain actions that



may be performed **only** when users navigate to the Expert View. Those actions include editing the tax rate, initiating a Collaborative Requisition (an informal quote), editing your default preferences, and running prepackaged or public reports.

The screenshot displays the North Carolina Procurement system interface. At the top, there are navigation tabs for HOME, PROCUREMENT (selected), and CATALOG. A search bar is located at the top right. Below the navigation, there are sections for 'Common Actions' and 'Recently Viewed'. The main content area is divided into two tables: 'My Documents' and 'To Do'.

My Documents Table:

ID	Title ↓	Date	Status
PR11812211	Test Requisition	3/11/2020	Composing
PR11812014	NCAS Test - Requisition 1	3/10/2020	Denied
PR11811428	Copy of Copy of Athletic Wear Test	3/3/2020	Composing
PR11811426	Copy of Athletic Wear Test	3/3/2020	Composing
PR11811424	Athletic Wear Test	3/3/2020	Composing
PR11812304	AIR FILTER	3/12/2020	Denied

To Do Table:

ID	Date	From	Status	Title ↓	Required Action
RC1265		DPI Requester	Composing	Suppress Order Guided NCAS	Receive
RC1275		DPI Requester	Composing	Suppress Order Expert View NCAS	Receive
PR11810664	2/26/2020	DPI Requester	Ordered	Copy of Suppress Order Guided NCAS	Watch
RC1267		DPI Requester	Composing	Copy of Suppress Order Guided NCAS	Receive

As the upgrade moves forward over the next several months, stay tuned to **The Source** for more information about exciting new features and expected timelines!

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