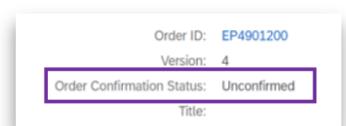# THE SOURCE

TOP STORIES IN THIS NEWSLETTER

New 'NC Receipt Editor' Group

GDAC eReporting Tool Successfully Launched

Tips and tricks
Understanding Order Confirmation Status

DUAL PROCESSING PERIOD ENDS SEPTEMBER 30

The Dual Processing period ends on September 30, 2020. At that time, any open transactions will be closed*, and Version 9R1 (Archive Buyer) will become read-only. Consult the Open Transaction Reports to identify any transactions that require action prior to the end of the Dual Processing period.

For concerns about Dual Processing, please contact the Help Desk at 888-211-7440 (option 1) or ephelpdesk@its.nc.gov. Additional information about the Dual Processing period can be found on the NC eProcurement Upgrade Information Page.

*Orders that are for services only and do not have a multi-year indicator will remain open and can continue to be paid out of NCAS.

NEW 'NC RECEIPT EDITOR' GROUP

In the event that a receipt fails to properly import into NCAS, a new group has been created that allows certain users to correct the issue. Although the receiver (or Central Receiver Team, if applicable) will be notified of the failure to import to NCAS, only users in the **NC Receipt Editor** group will be able to edit the Receipt and correct the information. If you do not know who to contact, please contact your entity's security administrator or the NC eProcurement Help Desk.

For more information on Editing Receipts, please see the NC Receipt Editor job aid.


NEW ePROCUREMENT eREPORTING TOOL

The Department of Administration has partnered with the Government Data Analytics Center to create a new tool named eProcurement eReporting to access both the historical data from Archive Buyer as well as the current procurement data regularly copied from the new system. This new tool will be made available in October. After Archive Buyer is retired, historical data will only be available through the eProcurement eReporting tool. More information will be published at a later date.

TIPS AND TRICKS: 'CONFIRMED' ORDER CONFIRMATION STATUS

As part of the NC eProcurement upgrade, vendors who do business with the state are now able to better interact with purchasers through an optional **Ariba Network** account. If vendors choose to create an account, they are able to communicate through NC eProcurement in a variety of ways, including responding to quote requests, confirming orders, and providing shipping information.

Based on this new capability, users may notice that Purchase Orders can appear with an 'Order Confirmation Status' of 'Unconfirmed.' An order confirmation status showing as 'Unconfirmed' indicates only that the vendor has not manually logged in to their Ariba Network account to confirm the order. As long as the Purchase Order was submitted through NC eProcurement, purchasers can rest assured that the vendor received the purchase order via email as normal.
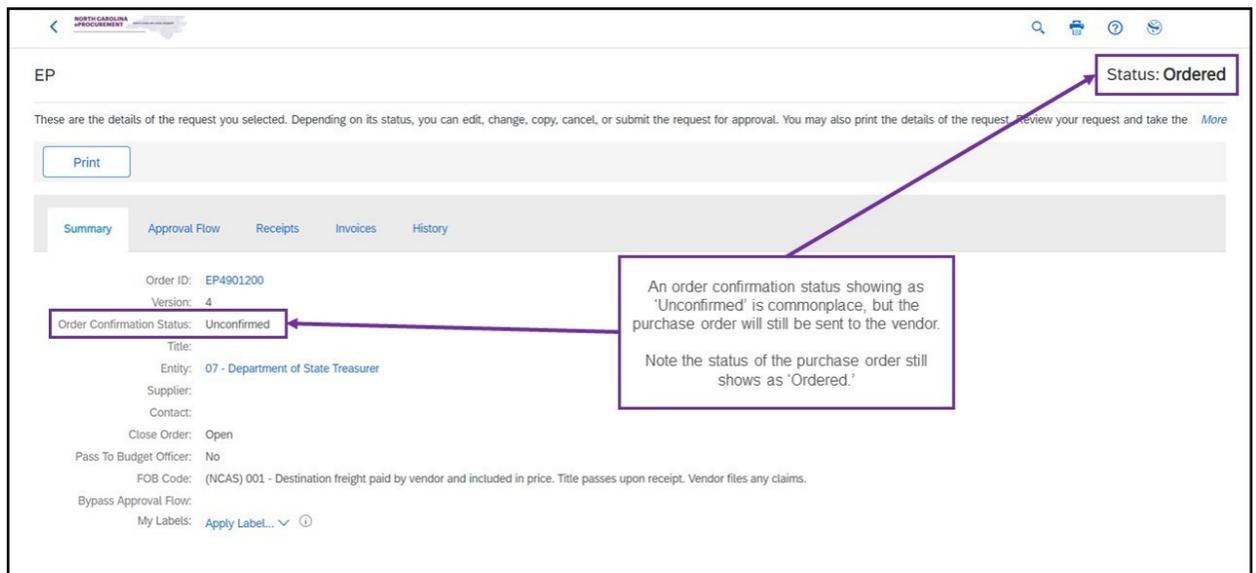
NC ePROCUREMENT CONTRACTS: TRAINING VIDEO

A complete two-hour Contracts Training session is now available to view on the Contracts Training web page. To view the video, click the link under the **Project Owner** learning path. Throughout the video the instructors walk through creating a Contract Workspace as well as Modifying an Existing Workspace.