

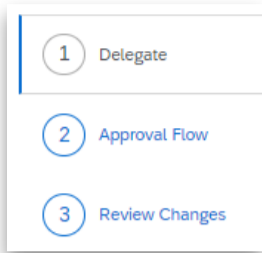
# THE SOURCE

STATE DEPARTMENT STATE BRANCH  
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**NORTH CAROLINA ePROCUREMENT PURCHASE**  
ONLINE SHOPPING STATEWIDE TERM CONTRACT  
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## NC eProcurement Monthly Newsletter

NOVEMBER 2020 EDITION

### TOP STORIES IN THIS NEWSLETTER



**Holiday Reminder:**  
Delegate Your Authority

**Archive Buyer**  
Retirement

**Coming Soon!**  
2021 Training Calendar

### HOLIDAY REMINDER: DELEGATE YOUR AUTHORITY

Taking time off for the holidays? Be sure to use the delegate approval authority function so that your agency can still purchase what it needs in your absence. A delegation of approval authority is a temporary change typically set up to handle any approvals when the original approver is out of the office. The delegation of approval authority allows another user\*, the “delegatee,” to approve or deny items on behalf of the original approver, and can be set up at any time from any device with internet access.

More information on delegating approval authority, including detailed steps for setting up a delegation, can be found in the [“Getting Started”](#) job aid. For additional assistance, please contact the NC eProcurement Help Desk.

**\*Note:** With the NC eProcurement upgrade, a delegatee must now have the same or greater delegation dollar amount as the individual who is delegating authority.

### ARCHIVE BUYER DECOMMISSION IN DECEMBER 2020

Archive Buyer (Version 9R1) will be retired on December 31, 2020. At that time, users will not be able to access the read-only version of the application.

Prior to the retirement, please log in to [Archive Buyer](#) and confirm you have any information necessary for your procurement files.

**Note:** Historical data will continue to be reportable out of the eProcurement eReporting tool for authorized users. any information that may be useful moving forward.

### COMING SOON: 2021 TRAINING CALENDAR

In the coming weeks, the NC eProcurement Training Team will publish the 2021 Training Calendar for those interested in becoming proficient with purchasing through NC eProcurement. Courses will be taught in small virtual classrooms to maximize student participation. Stay tuned for more information.

For Self Learning Materials, please visit the [NC eProcurement Training](#) page and review the applicable job aid for your entity and role.

