

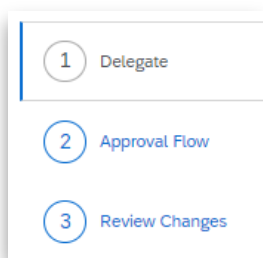
THE SOURCE

STATE DEPARTMENT STATE BRANCH
LOCAL GOVERNMENT CITY COUNTY
COMMUNITY COLLEGE PUBLIC SCHOOL
NORTH CAROLINA ePROCUREMENT PURCHASE
ONLINE SHOPPING STATEWIDE TERM CONTRACT
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QUOTE PUNCHOUT CATALOG
PURCHASE ORDER
SOURCING
BIDDING
BUY

NC eProcurement Monthly Newsletter

NOVEMBER 2020 EDITION

TOP STORIES IN THIS NEWSLETTER



Holiday Reminder:
Delegate Your Authority



Archive Buyer
Decommission



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.

Delegate Authority UP3884:

1 Delegate
2 Approval Flow
3 Review Changes

Delegatee: *

Delegation Start Date: *

Delegation End Date: *

Delegation Reason:

Notification: Continue to notify me by email of approval requests

RESOLVED: APPROVERS EDITING REQUISITIONS

With SAP Ariba’s quarterly update release on November 13th, approvers editing requisitions in the approval flow should no longer encounter an unexpected error message. If you continue to see issues or have questions, please contact our Help Desk.

ARCHIVE BUYER RETIRING 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.

THE ePROCUREMENT eREPORTING TOOL

The eProcurement eReporting Tool is now available with current as well as historical data from Archive Buyer. On December 31, 2020, Archive Buyer (Version 9R1) will be retired and historical data will be available only through eReporting.

Licenses to use this tool are limited to 1-2 users per agency. User are currently being identified for each agency. A list of users with access to eReporting will be made available for reference.



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.



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