THE SOURCE

NC eProcurement Monthly Newsletter

December 2020 Edition

TOP STORIES IN THIS NEWSLETTER

Holiday Planning

2021 Training Calendar
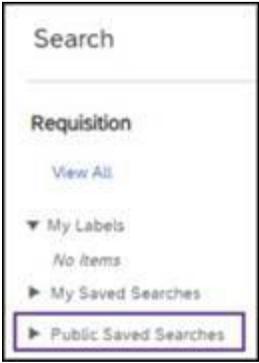
Saving Searches

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.
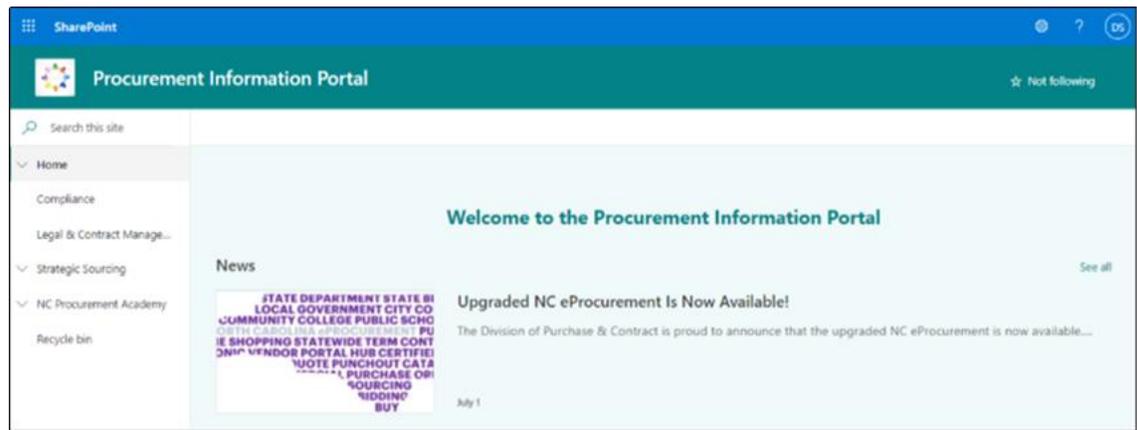
HOLIDAY PLANNING

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 Getting Started 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 Events 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 Getting Started 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.

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