

THE SOURCE

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PURCHASE ORDER
SOURCING
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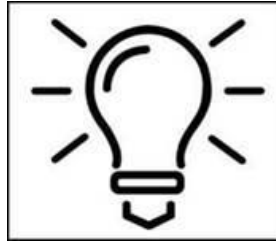
NC eProcurement Monthly Newsletter

January 2021 Edition

TOP STORIES IN THIS NEWSLETTER



System Tip: Adding
Manual Approvers



Tips & Tricks: Deleting
Old Requisitions



Training Roundup

SYSTEM TIP: ADDING MANUAL APPROVERS

If you want to add a manual approver to a requisition approval flow, add the user **after** submitting the requisition. If an approver is added manually to the approval flow **before** the requisition is submitted, that user will need to approve the order again when it comes back from your financial system before it will be sent to the vendor. To avoid this issue, simply add any additional approvers after the order has been submitted.

If there are any questions on adding manual approvers to your requisition, please see the “Creating Purchase Requisitions” job aid on the [EPLite Learning Path](#), or contact the NC eProcurement Help Desk!

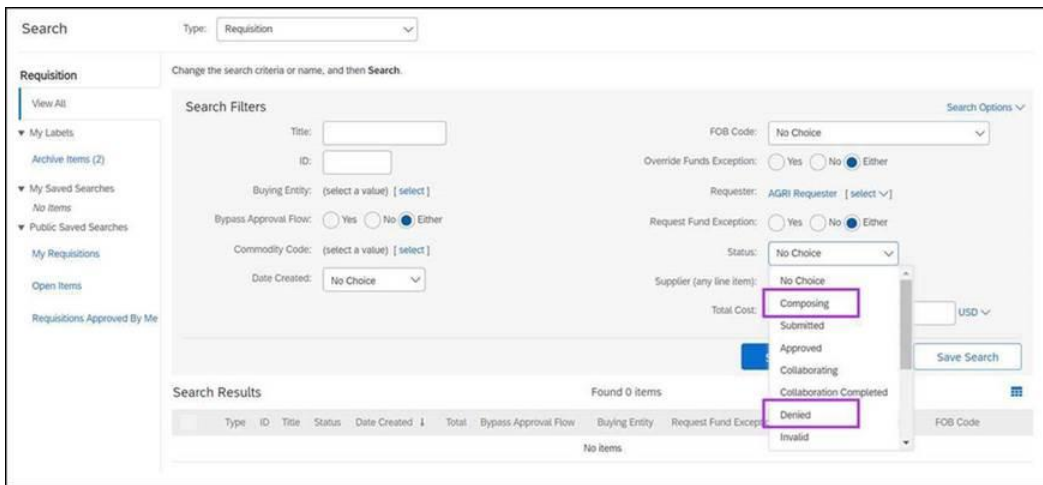
TIPS & TRICKS: DELETING OLD REQUISITIONS

Each year, check for old requisitions that are no longer needed. Any requisitions in “Composing” or “Denied” status that are no longer needed should be deleted. Follow the instructions below to find and delete these unneeded requisitions from NC eProcurement.

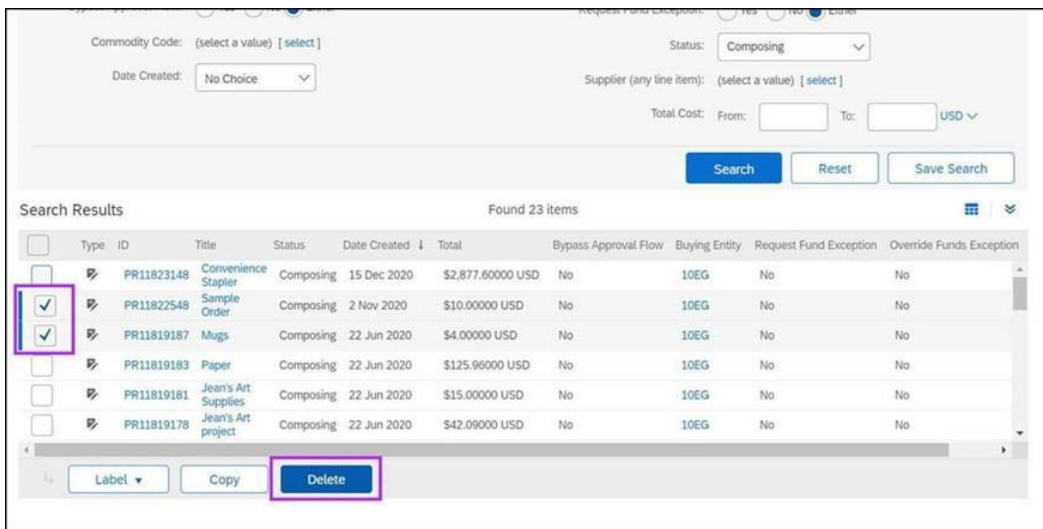
1. Navigate to the “Search” page by selecting “Requisition” from the drop-down menu, then click the button with the magnifying glass.



- To find all requisitions in a certain status, go to “Search,” select “Requisition,” and set the “Status” filter to “Composing” or “Denied.”



- Check the box next to un-needed requisitions and click the “Delete” button to remove them.



Note: For requisitions in “Denied” status, the requisition must be withdrawn to return it to “Composing” status, after which it may be deleted.

TRAINING ROUNDUP

The Division of Purchase & Contract (P&C) offers various training courses related to procurement throughout the year. Please see the following table for a list of upcoming courses. For more details on registering for a course, click the 'How to Register' link in the table below.

In addition, check the NC eProcurement [Course List](#) periodically for training classes from the NC eProcurement team. Existing classes are currently full.

We look forward to (virtually) seeing you!

DATE	COURSE TITLE	REGISTRATION INFORMATION
1/26-27	Introduction to Procurement	Course List / How to Register
1/28	Specification Writing	Course List / How to Register
2/23-24	Request for Proposal	Course List / How to Register

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