THE SOURCE

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eREPORTING REMINDER: CURRENT AND LEGACY DATA AVAILABLE

The eReporting tool is updated routinely with current NC eProcurement purchasing information, which combined with the data from Archive Buyer (Version 9r1) makes it a useful tool for data analysis and reporting. Every eReporting user now has full access to all data in the tool, regardless of entity!

Access to eReporting is requested via the User Maintenance eForm in NC eProcurement. Users can contact their Security Administrators to submit a User Maintenance eForm on their behalf; if users do not know who the Security Administrator is for their entity, they can contact the Help Desk at 888-221-7440, option 1, or at ephelpdesk@its.nc.gov.

The eReporting Security Administrators list is also available in the Procurement Information Portal, as well as a weekly list of current eReporting users.
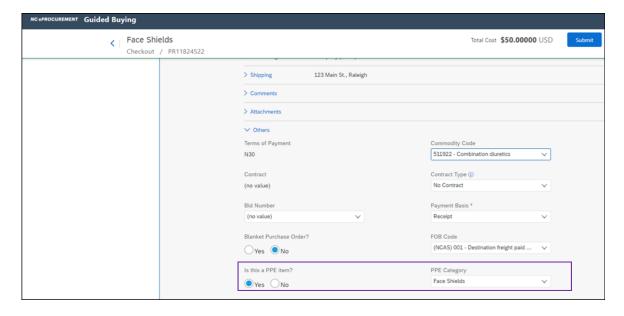
NEW FUNCTION: PPE PURCHASE INDICATOR

To assist with reporting on Personal Protective Equipment (PPE) purchasing through NC eProcurement, users purchasing **Non-Catalog** goods now have the ability to indicate that these items are PPE. This indicator appears in both Expert View and Guided Buying!

To indicate an item is PPE in Expert View, select "**Yes**" for the "**Is this a PPE item?**" field on the Non-Catalog Item page, and then use the "**PPE Category**" dropdown to indicate what type of PPE is being purchased:

In Guided Buying, the PPE indicator can be selected in the "**Others**" expandable section on the "**Checkout**" page after adding the item to the requisition:

TRAINING ROUNDUP

The Division of Purchase & Contract (P&C) and NC eProcurement 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, see How to Register.

Check the NC eProcurement Course List periodically for additional training classes from the NC eProcurement team.

We look forward to (virtually) seeing you!

DATE	COURSE TITLE
2/23-24	Request for Proposals (RFP) Development and Evaluation
3/4	NC eProcurement Basic Requester – CC, LEA, and Non-Integrated
3/4	NC eProcurement Approver Plus – CC, LEA, and Non-Integrated
3/9-10	Introduction to Procurement
3/11	Specification Writing
3/24	NC eProcurement Basic Requester – CC, LEA, and Non-Integrated
4/13-14	Request for Proposals (RFP) Development and Evaluation