THE SOURCE

TOP STORIES IN THIS NEWSLETTER

System Tips: Guided Buying vs Expert View

Training Roundup

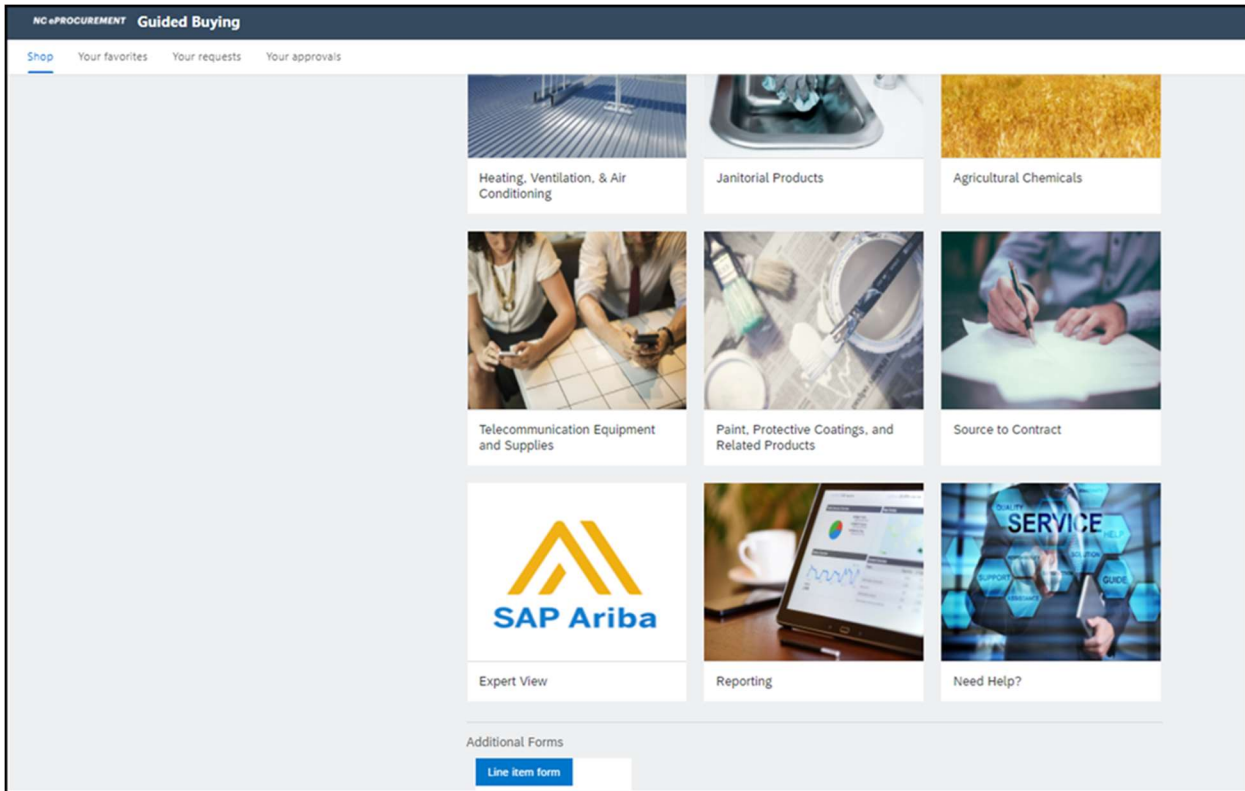## SYSTEM TIPS: GUIDED BUYING VS EXPERT VIEW

NC eProcurement has two views for users to complete purchasing activities, Guided Buying and Expert View. Users can choose which one to use based on their own preferences:

Guided Buying is designed to be the fastest way to purchase items, offering a simplified layout that makes purchasing goods and services quick and easy. The most used categories are listed at the top of the page to allow finding items on Statewide Term Contracts immediately.
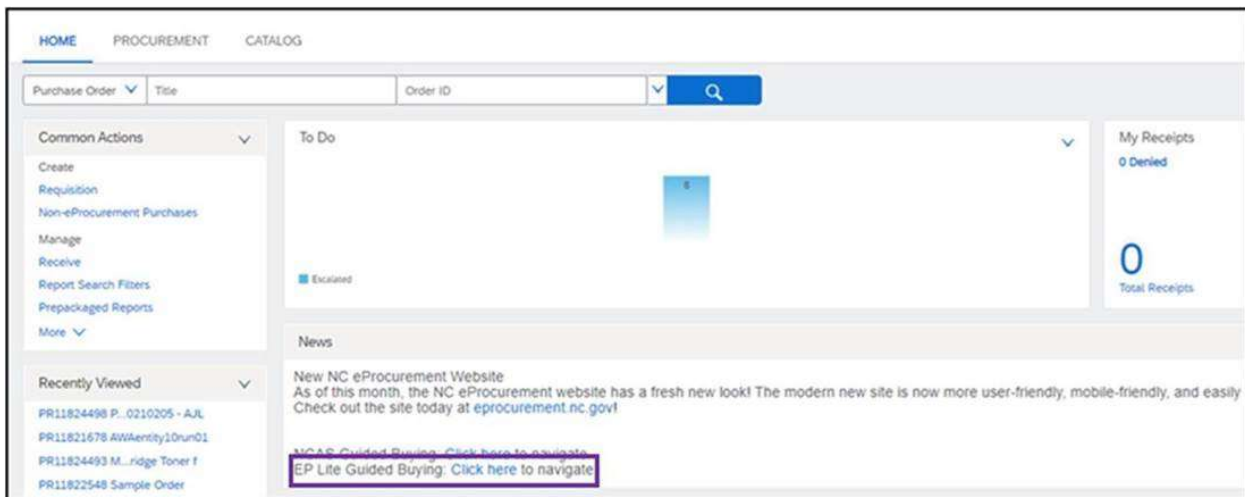
Expert View offers the ability to conduct searches to find requisitions and purchase orders created by other users in the system, and other reporting features that are not available in Guided Buying.

In addition, users can seamlessly switch between Guided Buying and Expert View, even saving their shopping cart information!

To switch to Expert View while in Guided Buying, click the "**Expert View**" tile at the bottom of the page:

To navigate back to Guided Buying from Expert View, select the correct Guided Buying link for your entity on the "**Home**" tab:

The Division of Purchase & Contract (P&C) and NC eProcurement offer various training courses related to procurement throughout the year. Please see the following table for a list of upcoming courses. For details about 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
4/8	NC eProcurement EPLite Basic Requester
4/13-14	Request for Proposals (RFP) Development and Evaluation
4/20	NC eProcurement EPLite Basic Requester
5/11-12	Introduction to Procurement
5/13	Specification Writing