

# THE SOURCE

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

## NC eProcurement Monthly Newsletter

November 2021 Edition

### TOP STORIES



Delegating Your Authority: Approvals and Receipts



Holiday Help Desk Hours



Training Roundup

### DELEGATING YOUR AUTHORITY: APPROVALS AND RECEIPTS

Taking time off for the holidays? Be sure to use the delegate authority function so that your agency can still purchase what it needs in your absence. A delegation of authority is a temporary change typically set up to handle any approvals when the original approver/receiver is out of the office. The delegation of authority allows another user\*, the “delegate,” to approve, deny, and receive items on behalf of the original requester, and can be set up at any time from any device with internet access.

More information on how to delegate 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:** A delegate must have the same or greater delegation dollar amount as the individual who is delegating authority.

Delegate Authority UP8868:

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

## HOLIDAY HELP DESK HOURS

The NC eProcurement Help Desk will be closed due to the observance of state holidays on November 25 and 26, as well as December 23, 24, 27, and 31, 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](mailto:ephelpdesk@its.nc.gov).

## TRAINING ROUNDUP

The Division of Purchase & Contract (P&C) and NC eProcurement offer various training courses related to procurement throughout the year. 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 and stay tuned for our 2022 training dates to be posted.

We look forward to (virtually) seeing you!

*This newsletter was sent to **EPLite users**. Questions about information covered in this newsletter? Send an email to [ephelpdesk@its.nc.gov](mailto:ephelpdesk@its.nc.gov).*