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.
**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.

**CONTRACTS TIPS AND TRICKS: EXTENDING AN EXPIRED CONTRACT**
If you have extended a contract with a vendor outside of the system and have forgotten to extend the contract in the Contracts tool, it is still possible to extend the contract without having to create a new workspace.

Extending an expired contract is the same process as adding an amendment to the Contract Workspace. To start, you need to click the ‘Actions’ dropdown for ‘Contract Attributes’ on the Overview tab. Next you would select the ‘Amend’ option, and you will be taken to the ‘Amend Contract’ page.

On the ‘Amend Contract’ page, you need to select the ‘Renewal’ amendment type, enter an amendment reason comment, and select the ‘OK’ button.
After selecting ‘OK,’ you will be taken back to the ‘Overview’ tab. From here, you can select the ‘Actions’ dropdown for the ‘Contract Term Attributes,’ and select ‘Edit Term Attributes.’

![Contract Term Attributes](image)

From the ‘Edit Contract Attributes’ page, you can edit the ‘Expiration Date,’ to the newly set date. After all necessary changes have been made to the Contract Workspace, the last step is to go back to the ‘Contract Attributes’ dropdown and select the ‘Publish’ button and your Contract Workspace will be reactivated.

**TRAINING ROUNDUPT**

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!