



SunPac School Systems User Mapping

Each School System user created in NC E-Procurement has an assigned NCID User ID. In order for the user's eRequisitions in NC E-Procurement to be successfully processed by SunPac, the user's NCID User ID must be mapped to the corresponding user's 'NCEP Login' within the NCEP Username Cross Reference screen in SunPac.

I. Locate the NCID User ID

1. Click the **'UserMaintenance'** link from the Common Actions Portlet or from the **'Create'** shortcut menu on the Menu Bar.

Note: The user must have the role of Security Administrator, EPLite Administrator, or User Maintenance eForm in order to have access to the **'User Maintenance'** option.

The screenshot shows the NCE-Procurement Home Dashboard. At the top, there is a navigation bar with 'Home', 'Help', and 'Logout' links. Below the navigation bar, there is a 'Home' tab and a 'Create' link circled in red. The 'Create' link is part of a dropdown menu that includes 'eRequisition', 'UserMaintenance' (circled in red), and 'AddressMaintenance'. The 'Manage' link is also visible. The 'Common Actions' portlet contains the 'Create' and 'Manage' sections. The 'Recently Viewed' portlet shows a list of items, including 'AD1135110 Un...ssMaintenance'. The 'Purchasing Links' portlet is also visible. The 'To Do' table is empty. The 'Search' portlet shows a list of catalog items, including 'AGRICULTURAL EQUIPMENT, SUPPLIES & CHEMICALS (1824)', 'APPLIANCES, ELECTRICAL, CLOCKS (10394)', 'BUILDING MATERIALS, MAINTENANCE (3573)', 'CLOTHING & TEXTILE ITEMS (1366)', and 'FOOD & RELATED ITEMS'. The 'News' portlet displays a welcome message for NCE-Procurement Version 2.0.



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2. **Title** – It is not necessary to enter a title, as this request will not be submitted.
3. **Select Maintenance Mode** – Select the appropriate type of user maintenance to perform. To locate the NCID User ID, select **'Update.'**

US144: Untitled UserMaintenance

1 Title

2 Complete Form

3 Summary

Enter a title.

Title: Untitled UserMaintenance

Select Maintenance Mode: No Choice

My Labels: Apply Label

Update

4. Locate the user's name in the **'User'** drop-down menu. If the user's name does not appear in the drop-down menu, select **'Search for more...'** to search for the user in the pop-up window that will appear.
5. Click **'Next.'**

US149: Untitled UserMaintenance

1 Title

2 Complete Form

3 Summary

Enter a title.

Title: Untitled UserMaintenance

Select Maintenance Mode: Update

Entity: LDUR

User: (No value)

My Labels: Apply Label...

Locate the user's name in the 'User' drop-down menu or select 'Search for more...' to conduct a search for the user.



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6. Locate the user's NCID User ID. Make note of this value to enter into SunPac.

Note: This value can also be noted during the initial addition of the user. Also, it may be helpful to copy and paste this value to make certain it is properly entered into SunPac.

Note: Once the Unique Name value is obtained, this 'UserMaintenance' request may be deleted.

Home | Help * | Logout
Welcome SunPac Administrator

Create Search Manage Recent Preferences

User

1 Title
2 Complete Form
3 Summary

US506: Untitled UserMaintenance

Prev Next Exit

To add a new user, you will need to have the NCID User ID of the user you are trying to add.

COMPLETE FORM - USERMAINTENANCE

Entity: LDUR
NCID User ID: SunPac.Administrator
Name: SunPac Administrator
Email Address: SunPac.Administrator@nc.gov
Management Level: 9999999
Supervisor: (none selected)
Ship To: SunPac Ship To
Bill To: SunPac Bill To
User Group: LDUR
Groups: LDUR Purchasing Agent [select]
Roles: Address eForm Role, Edit Bill To Role, EPLite Administrator, EPLite Administrator LDUR, EPLite Purchasing Agent, EPLite Reporting Role, EPLite Requestor, EPLite Requestor - No eQuote, EPLite - Requisition Editor, No Supervisor, Security Administrator, User Maintenance eForm [select]



II. Enter the NCID User ID in SunPac

Once located, the user's NCID User ID will be entered in the corresponding user's **'NCEP Login'** field on the SunPac NCEP Username Cross Reference screen.

1. To access this screen, select **'E-Procurement'** once logged into SunPac.
2. Next, select **'Username X-Reference.'**

Note: All users may not have access to this screen. Please check with your system administrator to obtain the correct permissions to access these records.

3. Enter the user's NCID User ID in the **'NCEP Login'** field.
4. Press **'F20'** to save and update the changes.

Click mouse to get control

AS/400 - NCEP Username Cross Reference

AS/400 Login	Employee Name	NCEP Login
A	F	
A	F	VES
A	F	IAW
A	F	TERS
B	E	INARD
B	E	RIS
B	E	SON
C	C	LEY
C	C	IN
D	C	
D	C	ER
D	C	S
D	C	
D	C	
D	C	ICE
E	E	S
G.....	E.....	ERS

Enter the NCID User ID for each user in the 'NCEP Login' field.

F1=Next F2=Prev F3=Exit F6=SetDefaults F7=Jump F20=Update