



NC E-Procurement Upgrade Go-Live Postcard #3

Community College Edition

Agency Readiness Checklists We will begin sending Agency Readiness Checklists to designated agency contacts to request status on your agency's readiness for the NC E-Procurement upgrade in three key areas: **training, NCID / User ID setup, and commodity code update installation.** We will request status weekly from mid-May through the end of June. If you receive a request to record your training participation or to confirm your NCID, please reply promptly to assist your agency in its readiness activities.

Commodity Code Updates The upgraded NC E-Procurement will use a more recent NIGP commodity code version, providing added benefit to requisitioners in selecting the most appropriate commodity code for each purchase. Interfaced financial systems will also be updated to reflect the newer commodity code structure. The Community College System Office upgraded the Colleague commodity code structure in its R18 release in early May.

Sneak Peek: Dashboard The upgraded NC E-Procurement will have a home dashboard that provides a central location for viewing action items, catalog search, news, and other frequently used areas. The dashboard is customizable, so you can move around or remove areas to suit your preferences. For more information about the dashboard, please go to Section II, NC E-Procurement Home Dashboard, of the NC E-Procurement Overview job aid on the [Upgrade Job Aids](#) web page. A portion of the dashboard is shown below:

The screenshot shows the NC E-Procurement Home Dashboard. At the top, there is a navigation bar with 'Home' selected, and sub-navigation for 'Create', 'Search', 'Manage', and 'Preferences'. The main content area is divided into several sections:

- Common Actions:** Includes 'Create' (eRequisition, AddressMaintenance, UserMaintenance) and 'Manage' (Receive, Reports).
- Recently Viewed:** A section for items recently viewed, currently empty.
- Purchasing Links:** Lists 'E-Procurement Resources' such as 'NC @ Your Service Portal', 'Customer Service', 'Punchout Catalog Availability', and 'Registered Vendor Search'.
- To Do:** A table with columns for ID, Date, From, Status, and Title. It currently shows 'No items'.
- Search:** A 'Catalog' search section with a 'Keywords:' input field and a 'Search' button. Below the search bar, a list of categories is displayed with item counts:
 - APPLIANCES, ELECTRICAL, CLOCKS (7122)
 - BUILDING MATERIALS, MAINTENANCE (2)
 - CLOTHING & TEXTILE ITEMS (110)
 - EDUCATIONAL & ATHLETIC EQUIPMENT, SUPPLIES (2)
 - FOOD & RELATED ITEMS
 - FURNITURE (OFFICE, EDUCATIONAL AND HEALTH CARE) (1663)
 - OFFICE EQUIPMENT & SUPPLIES/PAPER/PRINTING (3210)
 - More Categories ...
- News:** A 'Welcome to!' message with the text 'Don't forget to visit Opportunities.'
- My Documents:** A table with columns for ID, Title, and Date, currently empty.

Follow-Up

We sent this postcard to NC E-Procurement Community College agency users, Purchasing Directors, and Finance Officers.

Questions about information covered in this Postcard? Send an e-mail to: ephelpdesk@its.nc.gov