



NC E-Procurement Upgrade Go-Live Postcard #3

NCAS Agency Edition

“What’s New” Webinar Replay Available We had a great response to the “What’s New” training webinar that was held on Tuesday, May 8th. Over 400 participants logged into the session, and we know that many of you joined in groups from your office location. We appreciated all of the submitted comments and questions, which helped to make the session interactive. We are compiling the most frequently-asked questions, which we will post with the answers on the NC E-Procurement web site. If you were not able to attend, the [recorded session](#) is now posted on our web site, so you can view it at any time.

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 approval flow rules configuration**. 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.

New Feature: 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.

The screenshot shows the NC E-Procurement Home Dashboard. At the top, it displays the logo and navigation tabs: Home, 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 interface with a 'Keywords:' input field and a 'Search' button. Below the search bar, it lists various categories 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); and 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 NCAS agency users, Purchasing Directors, and Finance Officers.

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