



## NC E-Procurement Upgrade Go-Live Postcard #8

### Non-Integrated Entities Edition

**Go-Live Date is Tuesday, July 3<sup>rd</sup>!** The upgraded NC E-Procurement system is now scheduled to go live on **Tuesday, July 3<sup>rd</sup>**. We have been planning for an early July date to coincide with the start of the new fiscal year, and the specific date is now set. Please keep in mind the following year-end dates:

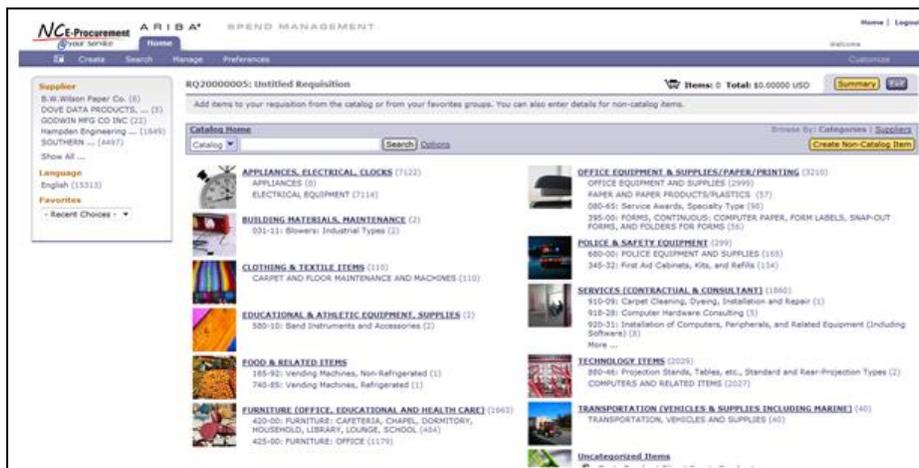
- June 22<sup>nd</sup>, 5pm: Deadline for entering new requisitions
- June 23<sup>rd</sup> – 28<sup>th</sup>: Purchase orders may be created for requisitions created by June 22<sup>nd</sup>
- **June 28<sup>th</sup>, 5pm: Deadline for fully approving all previously-submitted requisitions**
- June 29<sup>th</sup> – July 2<sup>nd</sup>: System unavailable
- **July 3<sup>rd</sup>: Upgrade Go-Live; old system is read-only**
- July 4<sup>th</sup>: State Holiday; system unavailable

**Accessing Historical Transactions After Go-Live** NC E-Procurement contains over 10 years of historical data, including over 3 million purchase orders. This historical data will not be converted to the new NC E-Procurement system but will **remain accessible for reference** in the existing system. You will use your existing NC E-Procurement user ID to access the old system and your NCID to log into the upgraded system.

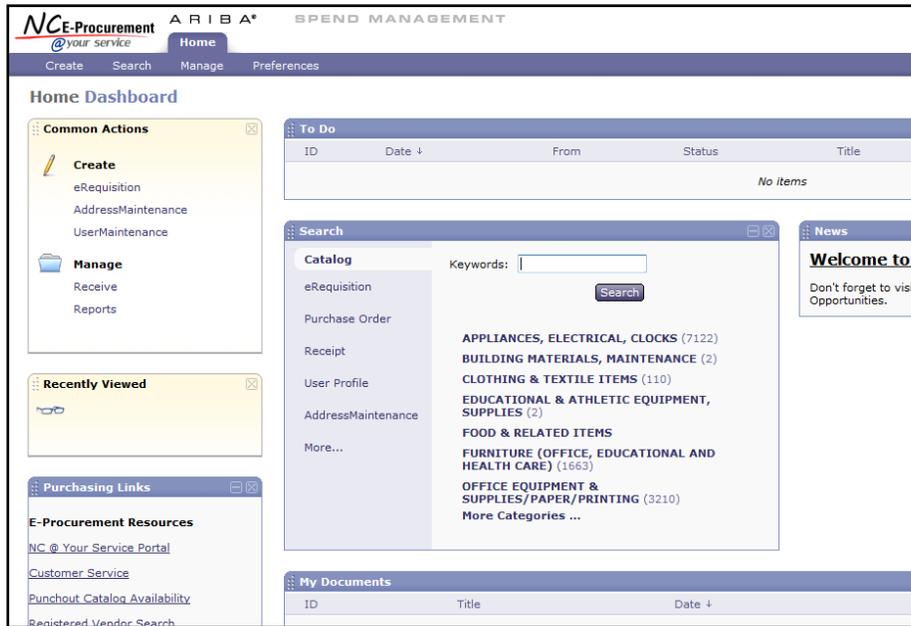
**“What’s New” Webinar Replay Available** Thank you to everyone who participated in the **“What’s New” training webinar** that was held on Thursday, June 14<sup>th</sup>. About 400 participants logged into the session, and we know that many of you joined in groups from your office location. We appreciated 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.

**Feature Focus: Catalog Home Page** When creating requisitions in the upgraded system, you will be directed to the Catalog Home page. From this page, you can navigate by clicking through the catalog hierarchy, organized by commodity code. You can also initiate a search by Keyword, Contract ID, or Commodity Code. The Catalog Navigation Panel on the left allows you to quickly refine search results. It will change as you navigate the catalog.

The Catalog Home Page is displayed below:



**Feature Focus: Dashboard** 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:



**New Training Resources: Interactive Web-Based Training** Have you tried the new web-based training courses? NC E-Procurement [web-based training](#) is available for your use on the project's web site. The training is divided into individual courses, covering topics such as system navigation, requisitioning, approving, receiving, reporting, and security administration. Each course takes about 30-90 minutes to complete. The **training is interactive**, so you will have an opportunity to try some of the steps on your own and to answer some questions to reinforce what you have learned. The training gives you an opportunity to build your knowledge **on your own schedule and at your own pace**.

When you view the [web-based training course listing](#), click on a training course title to open it. You will need Internet access and Adobe Flash Player 10 or higher to view the training courses. Please allow the download if prompted. A username and password is required to view the courses as with other NC E-Procurement training materials. This login information can be obtained from the NC E-Procurement Help Desk, 888-211-7440, option 1.

### Follow-Up

We sent this postcard to NC E-Procurement users from non-integrated entities.

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