



North Carolina Department of Public Safety

Please note: Form must have all information and required signatures.
An incomplete form will be returned and delay processing.

E-Procurement User Maintenance Request Form

Change in Location or Job Duties:

User's Name: _____ NCID User Login Name _____

New Location Name _____ Admin/Loc. # _____ Phone #: _____

Address: _____ Ship to Code: _____

New Duties: _____

New Supervisor/Approver: _____

If new duties include approver, list end-users needing your approval: _____

Delete User: Reason: Transfer to outside Agency Resigned Other

User Name: _____ NCID User Login Name: _____

Email Address: _____ Location Name: _____

If the user will no longer need access to NC E-Procurement, before they leave please have the user log into NC E-Procurement and ensure that all outstanding issues have been resolved.

A user can **only** be deleted when all requisitions/purchase orders are complete. This means all requisitions created by this user must be either 'Received,' 'Canceled,' or in 'Ordered' status with a Quantity of '0' for all line items.

Have all RQ's and PO's been resolved? Yes No

*If the user being deleted is listed as a supervisor in NC E-Procurement, then his/her management chain must be modified. His/her supervisees in NC E-Procurement should change their supervisor in their Preferences or complete this form to have PL Support Services make the change.

Comments on Changes:

(Signature)

(Date)

To be completed by Purchasing & Logistics Procurement Support Services

Date changes made: _____

E-Procurement Action #: _____

(Signature)

Send all forms to: Purchasing & Logistics
3030 Hammond Business Place, 4227 MSC
Raleigh, NC 27699-4227
Email: PLSupport@ncdps.gov Fax: 919-715-3731