



E-Procurement Security Form

Please note: An incomplete form may be returned and delay processing.

Date _____ Division Name _____

User's Name _____ Email Address _____

Job Title _____ NCID User Login Name _____

Center Approver _____ Job Title/Center Approver _____

(Supervisor Printed/Typed Name) _____
(Supervisor Signature)

1. Request Type

- New User Delete User Change in Personnel Change in Job Duties

Comments/Notes on Request Type selected above

2. E-Procurement Duties

- Requisition/Receiver Approver DAC Warehouse Employee Purchasing Agent Inquirer Only

Comments/Notes on Request Type selected above

ADMINISTRATIVE SECTION

Ship to Information _____ Code _____

Add as a Central Receiver? YES NO

Enter Physical Address Address _____ Phone Number _____

City _____ State _____ Zip Code _____

(Division Administrative Printed/Typed Name) _____
(Division Administrative Signature)

(Director of Purchasing & Logistics or Designee Printed/Typed Name) _____
(Director of Purchasing & Logistics or Designee Signature)

Return completed form to

PROCUREMENT SUPPORT SERVICES
NCDPS Purchasing & Logistics
3030 Hammond Business Place - MSC 4227
Raleigh, NC 27699-4227