

Accessing Agency/Division Invoices

Contact us:

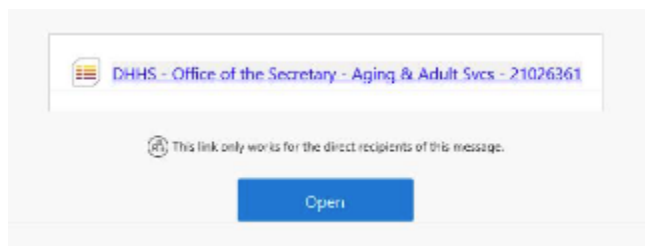
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984.236.1085

Erin West
Accounts Receivable Specialist
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984.236.1079

To access agency/division invoices, please do the following:

- 1) Request user access by submitting an email to: celeste.coates@nc.gov. Please include in the email if the user is only seeking access to agency/division invoices, or if user will also be the agency's designated billing/invoice contact.
- 2) Once user is granted access, user will be sent a link as follows:



- 3) Click on OPEN to begin accessing invoices via SharePoint. User should also be sent a link to the SharePoint invoice folder, for bookmarking and ease of access. If the user does not receive a link, please request one. (See snapshot below):

[AGENCY NAME/DIVISION NAME - ORG UNIT #12345678](#)

- 4) User should also be granted access to receive notifications in Temporary Solution's Customer Database, when new invoices are uploaded to SharePoint (See snapshot below).
- 5) Please contact Celeste Coates or Erin West with issues regarding access to user agency/division SharePoint invoice folders.
- 6) Please contact Sherry Peele or Erin West regarding issues with invoices and/or billing.

Temporary Solutions

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Raleigh, NC
Phone: 984.236.1040

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