



The Source NC E-Procurement Newsletter

June 2018 Edition

Tips & Tricks: How Your Purchase Order Was Transmitted

At some point, you may need to know how and to whom your purchase order was transmitted. Follow the instructions below to view the information on your purchase order.

1. Search for the purchase order and click the "Order ID."

The screenshot shows the NCE-Procurement search interface. The search type is set to "Purchase Order". The search filters include Order Title (example), Order ID (No Choice), Date Ordered (No Choice), Entry (1 | Edit), eRequisition ID, Legacy Document ID, Receipt Date (No Choice), Receipt ID (any receipt), Receipt Status (any receipt), Requester (NCE Requester:01 | select), and Status (No Choice). The search results table shows one item with the following details:

Legacy Document ID	Order ID	Type	Title	Status	Date Created	Supplier Name	Total
NC10444083	NC10444083		Example Purchase Order	Ordered	Today, 9:46 AM	Jane Doe	\$0.00000 USD

2. Click the link next to "Contact."

The screenshot shows the details of the purchase order NC10444083. The status is "Ordered". The page includes a summary section with the following information:

- Order ID: NC10444083
- Version: 1
- Title: Example Purchase Order
- Supplier: Jane Doe
- Contact: Jane Doe
- Encumbrance Status: Encumbered
- Close Order: Open
- Order Transmitted to Supplier?
- My Labels: 1 | 800xLabel...

3. Review the details to see who received the purchase order, by what method it was delivered, and to which email or fax number.

Review Details for Contact

These are the details for the field you selected.

Name: Main Office

Address: 123 Main St.
Anytown, NC 27609
United States

Contact: Jane Doe

Email Address: example@vendor.com

Phone: 555-555-5555

Fax: 555-555-5555

Preferred Ordering Method: Email

For additional assistance, please contact the NC E-Procurement Help Desk at 888-211-7440, option 1, or by email at ephelpdesk@its.nc.gov.

P&C's Training Roundup

The Division of Purchase & Contract (P&C) offers various training courses related to procurement throughout the year. Please see the following table for a list of upcoming courses. For further course details and registration instructions, please refer to the [2018 course catalog](#).

DATE	COURSE TITLE	LOCATION	FACILITY & ADDRESS
7/10	E-Procurement	Raleigh	Wake Tech Public Safety Education Campus 321 Chapanoke Road Room 1401
7/12	Determining Costs	Raleigh	Dept. of Administration 116 W. Jones St. P&C Training Room Suite G111-E
7/19	E-Procurement	Raleigh	Wake Tech Public Safety Education Campus 321 Chapanoke Road Room 1401
7/24-7/26	NC Procurement	Raleigh	Dept. of Administration 116 W. Jones St. P&C Training Room Suite G111-E

Follow-Up

This newsletter was sent to all Community College, LEA, and non-integrated users.

Questions about information covered in this newsletter? Send an email to ephelpdesk@its.nc.gov.