

NC eProcurement

NC Receipt Editor

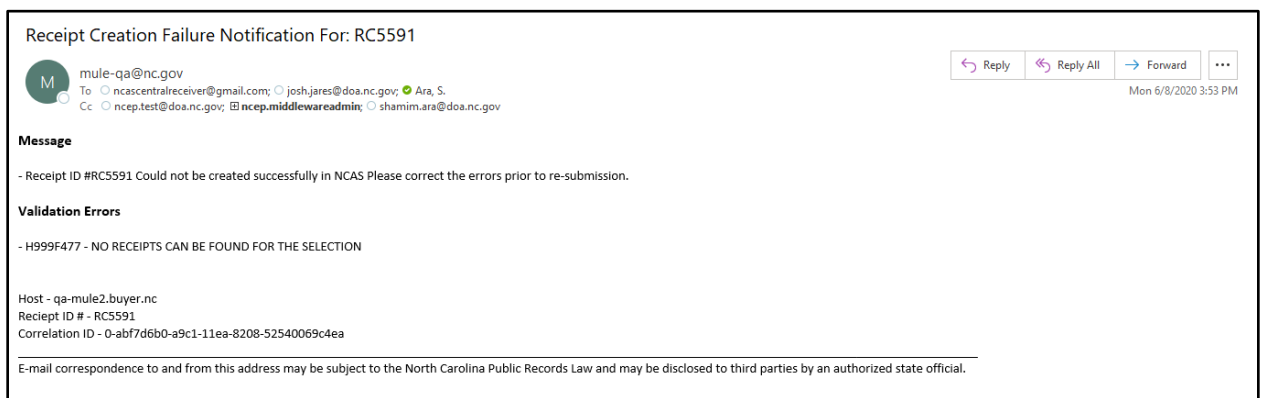
When receiving on Purchase Orders in NC eProcurement, Receipts may fail to import into NCAS due to user or system error and notify the Receipt creator via email. However, only users in the **NC Receipt Editor** group are able to make corrections to these failed Receipts to allow them to be successfully imported into NCAS.

I. Receipt Failure Notifications

1. The Receipt creator (either the Preparer or the Central Receiver) is notified via email if a Receipt fails to send to NCAS.
 - a. If the Receipt creator is a Desktop Receiver, e.g. receiving on their own order, they will receive an email notification like this:



- b. If the Receipt creator is receiving as a part of a Central Receiving group, they will receive an email that looks like this:



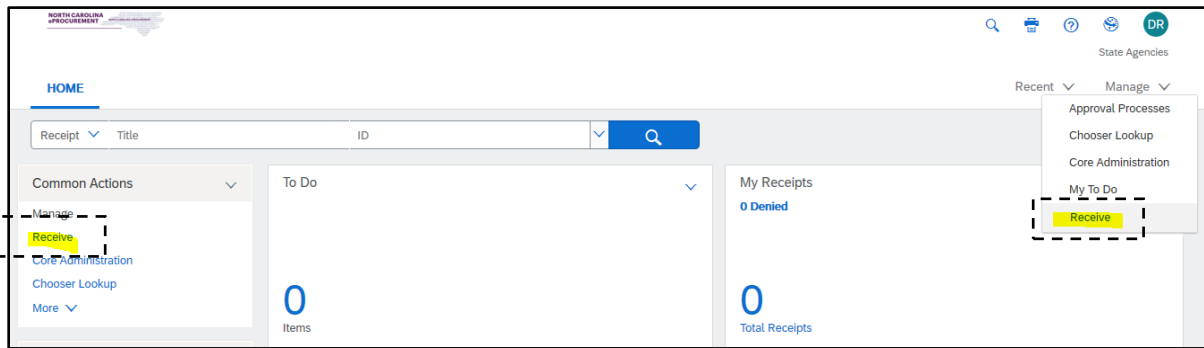
2. The Receipt creator should reach out to a member of the **NC Receipt Editor** group to let them resolve the issue, unless they are already a part of that group.

II. Correcting a Failed Receipt

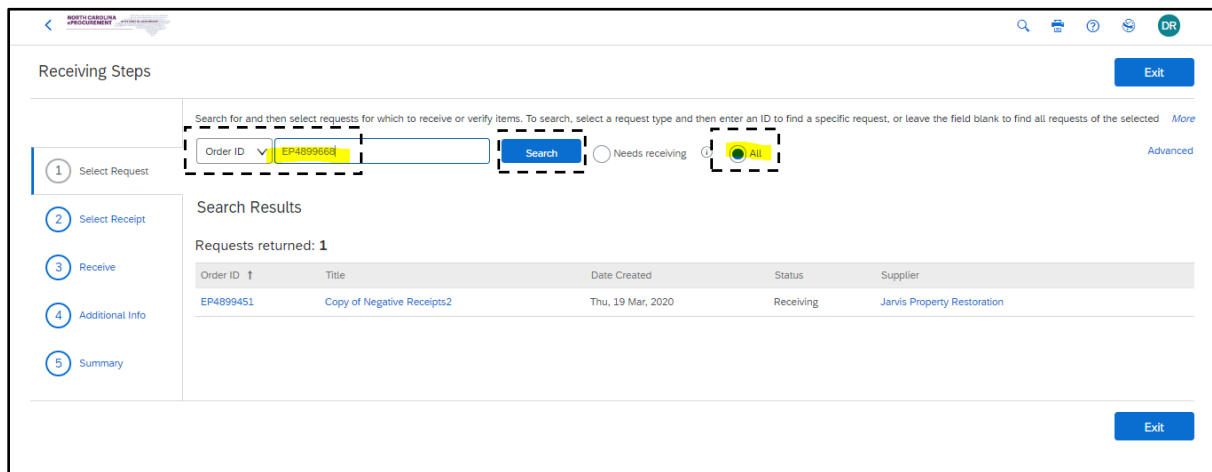
1. As a user in the **NC Receipt Editor** group, log in to the [Stage Agency realm](#) of NC eProcurement and navigate to Expert View.
2. Click **'Manage'** and then **'Receive'** to access the Receiving menu.

NC eProcurement NC Receipt Editor

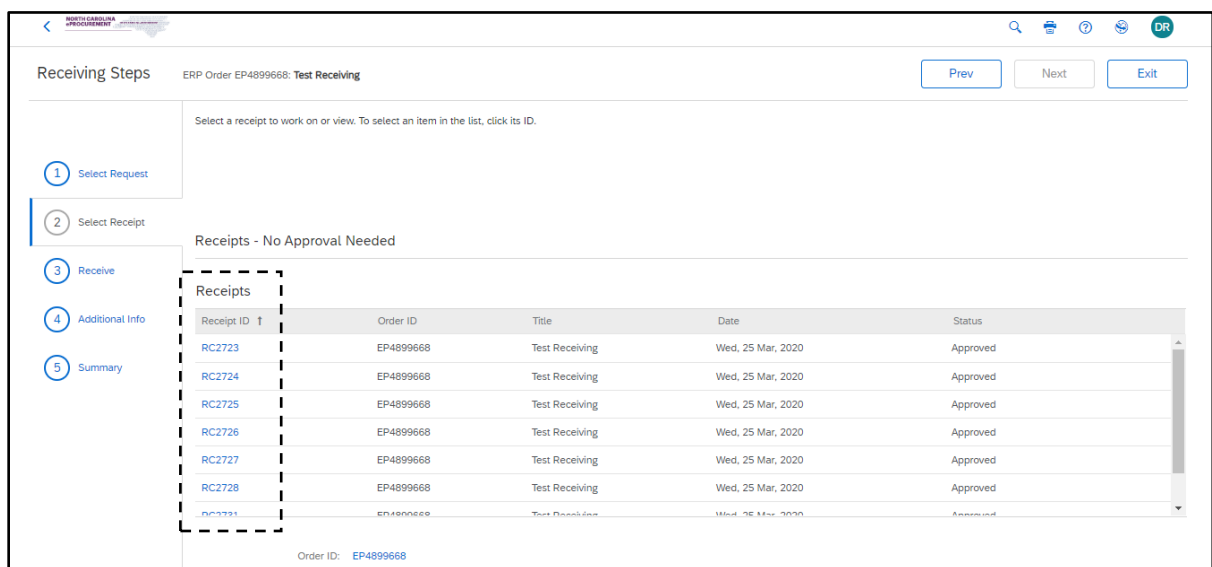
STATE DEPARTMENT STATE BRANCH
LOCAL GOVERNMENT CITY COUNTY
COMMUNITY COLLEGE PUBLIC SCHOOL
NORTH CAROLINA ePROCUREMENT
ONLINE SHOPPING STATEWIDE TERM CONTRACT
ELECTRONIC VENDOR PORTAL HUB CERTIFIED VENDOR
QUOTE PUNCHOUT CATALOG
PURCHASE ORDER
SOURCING
BIDDING
BUY



- From the 'Select Request' tab, type the Order or Receipt ID, select the 'All' radio button, and click 'Search.'



- If searching by the Order ID, click the Receipt ID that needs to be corrected from the search results.



- Click the **'Edit'** button on the Receipt screen.

RC2728 - Test Receiving Status: **Approved**

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. Review your request and take the desired action(s).

Edit

Print

Summary | Approval Flow | History

Order ID: EP4899668 Date: Wed, 25 Mar, 2020
 Order Title: Test Receiving Processing Status: Awaiting processing
 FOB Code: (NCAS) 001 - Destination freight paid by vendor and included in price. Title passes upon receipt. Vendor files any claims.
 My Labels: [Apply Label...](#) ⓘ

Line Items - Received by Quantity

No.	Quantity	Full Description	Unit	Supplier Part Number	Prev. Accepted	Prev. Rejected	Accepted	Rejected	Total Received	Date Received	Packing Slip
1	20	Test	each		5	0	-1	0	4	Wed, 25 Mar, 2020	PS8768

Close Order: No ⓘ

- Make corrections to the receipt to fix errors indicated in the Comments below the Line Items. The majority of Receipt Failures are caused by unmatched Packing Slips entered while trying to unreceive on an order.

Note: If assistance is required in determining why the receipt has failed and the correction that needs to be made, please contact the Help Desk at 888-211-7440, option 1, or at ephelpdesk@its.nc.gov.

Line Items - Received by Quantity

No.	Quantity	Full Description	Unit	Supplier Part Number	Prev. Accepted	Prev. Rejected	Accepted	Rejected	Total Received	Date Received	Packing Slip
1	2	Gatorade Fruit Punch (24/11.6oz)	case	8043424	2	0	0	0	2	Thu, 13 Aug, 2020	
2	1	Gingerale Frost (48/8oz)	case	3227485	0	0	1	0	1	Thu, 13 Aug, 2020	2390729
3	3	Regular Cola (48/8oz)	case	2273811	3	0	0	0	3	Thu, 13 Aug, 2020	
4	3	Kiwi Drink Mix (12/2oz)	case	2371649	3	0	0	0	3	Thu, 13 Aug, 2020	

Close Order: No ⓘ

Comments - Entire Receipt

Comments

An error occurred while sending Receipt RC33558 on NCAS.

Error Number 1:
 ERPPushFailPurgeStateERPPushFailTimeCreatedERPPushFailTimeUpdatedERPPushFailBaseId Error Value = Receipt Failed. Contact NCEP Help Desk.
 Error Column = Partial Lines
 ERPPushFailInterfaceTransactionId
 Correct these errors by logging into Ariba and making the appropriate changes to receipt RC33558 for requisition EP4908880-V3.

[Wednesday, August 19, 2020 at 6:23 PM] [Edit](#) [Delete](#) [Reply](#)

- Submit the corrected Receipt. This will move the Processing Status to “Awaiting Processing.”

RC2728 - Test Receiving Status: **Approved**

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[Edit](#) [Print](#)

Summary | [Approval Flow](#) | [History](#)

Order ID: EP4899668
Order Title: Test Receiving
FOB Code: (NCAS) 001 - Destination freight paid by vendor and included in price. Title passes upon receipt. Vendor files any claims.
My Labels: [Apply Label...](#) ⓘ

Processing Status: **Awaiting processing**

Line Items - Received by Quantity

No.	Quantity	Full Description	Unit	Supplier Part Number	Prev. Accepted	Prev. Rejected	Accepted	Rejected	Total Received	Date Received	Packing Slip
1	20	Test	each		5	0	-1	0	4	Wed, 25 Mar, 2020	PS111

Close Order: [No](#) ⓘ

- A scheduled process will pick up any newly edited Receipts in “Awaiting Processing” and change them to “Processed” if the Receipt is successfully imported into NCAS.

RC2728 - Test Receiving Status: **Approved**

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. Review your request and [More](#)

[Print](#)

Summary | [Approval Flow](#) | [History](#)

Order ID: EP4899668
Order Title: Test Receiving
Buying Entity: 19EG
FOB Code: (NCAS) 001 - Destination freight paid by vendor and included in price. Title passes upon receipt. Vendor files any claims.
My Labels: [Apply Label...](#) ⓘ

Date: Wed, 25 Mar, 2020
Processing Status: **Processed**

Line Items - Received by Quantity

No.	Quantity	Full Description	Unit	Supplier Part Number	Prev. Accepted	Prev. Rejected	Accepted	Rejected	Total Received	Date Received	Packing Slip
1	20	Test	each		5	0	-1	0	4	Wed, 25 Mar, 2020	PS111

III. Editing a Receipt in Composing Status

The **NC Receipt Editor** group can Edit Receipts that are still in “Composing” status, before they have been submitted by the original Receipt creator.

- The **NC Receipt Editor** can submit the Receipt, but it will not be sent yet to NCAS. The Processing Status of the order will stay in “Receiving” and the Receipt will still be in “Composing” status.

- The Receipt creator will receive a notification that their Receipt has been updated and submitted, and they will have the option to Edit, Approve, or Deny the Receipt updates by the **NC Receipt Editor**.

RC5313 - Test NCAS Receipt Failure Central Receiver Status: **Composing**

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. Review your request and [More](#)

[Edit](#) [Approve](#) [Deny](#) [Print](#)

[Summary](#) [Approval Flow](#) [History](#)

Order ID: EP4901595 Date: Thu, 4 Jun, 2020
 Order Title: Test NCAS Receipt Failure Central Receiver Processing Status: Receiving
 Buying Entity: 19EG
 FOB Code: (NCAS) 001 - Destination freight paid by vendor and included in price. Title passes upon receipt. Vendor files any claims.
 My Labels: [Apply Label...](#) [?](#)

Line Items - Received by Quantity

No.	Quantity	Full Description	Unit	Supplier Part Number	Prev. Accepted	Prev. Rejected	Accepted	Rejected	Total Received	Date Received	Packing Slip
1	10	Milk and butter products	each		5	0	1	0	6	Thu, 4 Jun, 2020	PS455

- If the Receipt creator Approves the changes, and there are no issues with the Receipt information, the status of the Receipt will change to “Processed.”

RC5313 - Test NCAS Receipt Failure Central Receiver Status: **Approved**

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. Review your request and [More](#)

[Print](#)

[Summary](#) [Approval Flow](#) [History](#)

Order ID: EP4901595 Date: Thu, 4 Jun, 2020
 Order Title: Test NCAS Receipt Failure Central Receiver Processing Status: **Processed**
 Buying Entity: 19EG
 FOB Code: (NCAS) 001 - Destination freight paid by vendor and included in price. Title passes upon receipt. Vendor files any claims.
 My Labels: [Archive Items](#) [Apply Label...](#) [?](#)

Line Items - Received by Quantity

No.	Quantity	Full Description	Unit	Supplier Part Number	Prev. Accepted	Prev. Rejected	Accepted	Rejected	Total Received	Date Received	Packing Slip
1	10	Milk and butter products	each		5	0	1	0	6	Thu, 4 Jun, 2020	PS1221

- If the Receipt fails, the status will move to “Awaiting Processing” and the NCAS error message will be displayed in the Comments, at which point the **NC Receipt Editor** will need to correct any errors on the Receipt as shown in **Section II**.