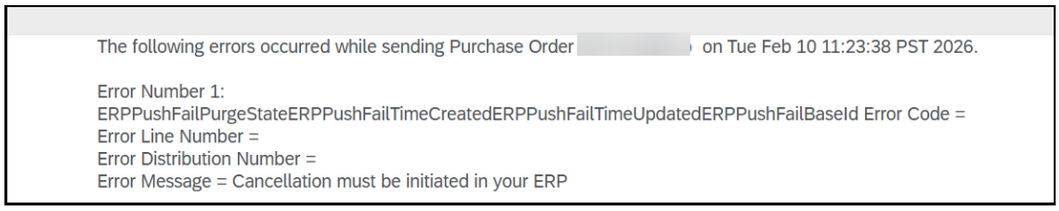
# THE SOURCE

*February 2026*

## Changing/Canceling NC eProcurement Orders

All changes and cancelations to NC eProcurement purchase orders must be initiated in the financial system of the entity that created the order (Colleague, SunPac, etc). If the change or cancelation is initiated in NC eProcurement, it will cause an error.



The following errors occurred while sending Purchase Order [redacted] on Tue Feb 10 11:23:38 PST 2026.

Error Number 1:
ERPPushFailPurgeStateERPPushFailTimeCreatedERPPushFailTimeUpdatedERPPushFailBaseId Error Code =
Error Line Number =
Error Distribution Number =
Error Message = Cancellation must be initiated in your ERP

**Note:** If the change order or cancelation is initiated in NC eProcurement by mistake, an error will display in the comment section.

To resolve the error, log into NC eProcurement and select the **undo change** button on the most recent version of the requisition. After undoing the change, initiate the change or cancelation from your financial system.

## Upcoming Conferences

It's almost conference season. The NC eProcurement team will be sending representatives to several conferences this year:

- **North Carolina Procurement Excellence and Knowledge Conference (NC PEAK)** on **March 31 – April 1** at the McKimmon Conference & Training Center in Raleigh. The NC eProcurement team will host multiple sessions.
- **North Carolina Association of Community College Business Officials (NC ACCBO)** on **April 20 – 22** at the Embassy Suites, Cary, NC. We will be hosting a session on eVP for procurement users (solicitations, award, bid tabulation, etc).

Please plan to attend one of our sessions!

# Statewide Term Contracts

### 7818A Fleet Card Services

The North Carolina Department of Administration's Division of Purchase and Contract has established a new statewide term contract 7818A Fleet Card Services. This is a mandatory statewide term contract for state agencies, departments, institutions, universities and community colleges, unless exempted by North Carolina general statute. The contract term is November 24, 2025, through December 31, 2027. If you have any questions related to this contract, contact carter.biggs@doa.nc.gov or call 984-236-0261.

### 8014A Pharmaceutical Distribution Services

The North Carolina Department of Administration's Division of Purchase and Contract has established a new statewide term contract 8014A Pharmaceutical Distribution Services. This is a mandatory statewide term contract for state departments, most state agencies, and by state higher education institutions, unless exempted by North Carolina general statute. The contract term is November 1, 2025, through July 31, 2026. If you have any questions related to this contract, contact ian.m.fox-castro@doa.nc.gov or call 984-236-0211.

### 4213A Medical Products Distribution

The NC eProcurement team is excited to announce that a Punchout catalog has been connected for statewide term contract 4213A Medical Products Distribution. The Punchout catalog has been added in Guided Buying under the Medical, Laboratory Supplies and Equipment tile, and can be accessed in Expert view by searching for "Medline Industries, LP Punchout" on the catalog tab.

### 4110B Basic Laboratory Supplies & Equipment

The NC eProcurement team is excited to announce that a Punchout catalog has been connected for statewide term contract 4110B Basic Laboratory Supplies & Equipment. The Punchout catalog has been added in Guided Buying under the Medical, Laboratory Supplies and Equipment tile, and can be accessed in Expert view by searching for "CAROLINA BIOLOGICAL SUPPLY CO. Punchout" on the catalog tab.

# Training Roundup

The Division of Purchase and Contract and NC eProcurement provide a full range of training and professional development offerings throughout the year.

Offerings available include North Carolina procurement and contract management certifications, stand-alone courses, job aids, and on-demand trainings.

More information about NC Procurement Academy's (NCPA) offerings can be found in the Procurement Information Portal (PIP). To request access, visit the Procurement Information Portal Access Request page.

The following NC eProcurement classes also require registration in the NC Learning Center. For help with registration, see the NCPA Help Center (PIP access required).

| Date | Training Class |
|---|---|
| February 25 | NC eProcurement EPLite Basic Requester |
| May 7 | NC eProcurement EPLite Basic Requester |
| May 7 | NC eProcurement Approver Plus |
| May 14 | NC eProcurement Collaborative Requisition |
| May 14 | eVP Procurement User Workshop |

Be sure to check the course list periodically for additional training classes. If courses are unavailable or don't suit your schedule, you can find extensive self-learning materials, on our Training page. Remember to check out the Training Videos page too!

We look forward to (virtually) seeing you!

*This newsletter is sent to EPLite users and is produced bimonthly by NC eProcurement to provide valuable information to procurement professionals working within state government.*

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