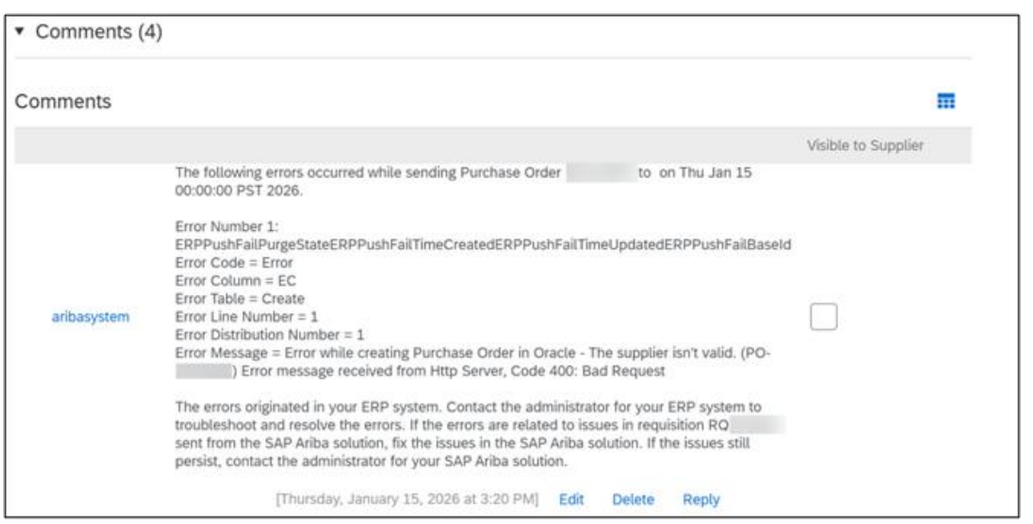
THE SOURCE

February 2026

Resolving Purchase Order Error Messages

If you receive a notification of a purchase order integration failure with the North Carolina Financial System (NCFS), be sure to check the reason for the failure. NCFS errors can be found in the comments section of a requisition. The NCFS Error Message Summary reference guide outlines the cause and resolution for most purchase order errors. If you receive a failure message and are not sure what it means, please contact the NC eProcurement Help Desk at 888-211-7440.



Guided Sourcing Quick Guides

The NC eProcurement Non-IT and IT Guided Sourcing Quick Guides are now available on the NC eProcurement website. These Guided Sourcing Quick Guides are intended to outline the straightest path through the process of creating over-delegation Sourcing Projects and conducting Sourcing Events. More detailed information on Sourcing Projects and Sourcing Events can be found in the full, respective Job Aids on the Sourcing training page.

Upcoming Conferences

It’s almost conference season. The NC eProcurement team will be sending representatives to the **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 several sessions at this conference.

We look forward to seeing you!

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 26	NC eProcurement NCFS Basic Requester
May 6	NC eProcurement NCFS Basic Requester
May 6	NC eProcurement Advanced Buyer
May 13	NC eProcurement Sourcing Training
May 13	NC eProcurement Contracts Training
May 14	Collaborative Requisitioning

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 North Carolina Financial System 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.

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