

Requisitions in Composing

There are several reasons that an order fails to import back into NC eProcurement, which results in creating a new version of the requisition in Composing. Some common failures are listed below:

- **Quantity Not a Whole Number:** When the unit of measure of 'Each' is used, the quantity must be a whole number. If a service is being purchased, it is advised to use the unit of measure 'dollar' where the price is \$1.00 and the quantity is the total dollar amount of the service. If the requisition fails for this reason, 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 from your financial system and make sure that the line item's quantity field is a whole number.
- **Invalid Ship To:** When the appropriate mapping between the end user financial system and NC eProcurement has not been completed, an order will fail to import. To resolve this issue, contact the NC eProcurement help desk to confirm that the mappings between the two systems are correct.
- **Change/Cancel Initiated in NC eProcurement:** All changes and cancellations to orders must be initiated in the end user financial system. Initiating the change/cancel in NC eProcurement will result in the order failing. If the requisition fails for this reason, log into NC eProcurement and select the **Undo Change button** on the most recent version of the requisition. After undoing the change, access the request in the financial system and change or cancel the request.

Additional information about successfully submitting requisitions can be found in the [Creating Purchase Requisitions](#) job aid.

Vendor IRS Verification Status

The electronic Vendor Portal (eVP) system matches registered vendors' Federal Tax ID numbers and their **Vendor Name on Tax Documents** fields against the IRS database. If the information in the eVP system does not match the IRS database, the vendor will receive an IRS verification status of **Not Verified** in eVP. The vendor will have 30 days to resolve the issue with their IRS verification status. Failure to resolve the issue will result in inactivation.

The eVP team completed a review of all eVP accounts and identified vendors with a status of Not Verified. These vendors received several communications to update their account. Vendor accounts that remained unresolved were inactivated on April 18, 2024.

Searching for NC eProcurement Vendors

The public vendor search can be used to locate vendors for requisitions. For a vendor to be used for a requisition the vendor needs to be registered and active for NC eProcurement. The **NC eProcurement Registration Status** filter can be used to find vendors that are currently active for NC eProcurement. Additional information about the Public Vendor Search can be found by watching the EPLite Basic Requestor video on the [Training Videos](#) page.

The screenshot shows the 'Vendor Search' interface. At the top, there is a search bar and several filter fields: Vendor Name, Customer Number, Vendor Status, HUB Certification Status, and NCSBE Certification Status. Below these is an 'Advanced Search' section, which is expanded to show 'NC eProcurement' filters. These include 'Registration Date From' and 'Registration Date To' (both with date pickers), 'IRS Verification', and 'NC eProcurement Registration Status'. The 'NC eProcurement Registration Status' dropdown menu is highlighted with a red box.

NOTE: The **NC eProcurement Registration Status** filter is in the Advanced Search section of the Public Vendor Search. It may be necessary to click the blue triangle to see the filter.

Training Roundup

Check out the new [Training Videos](#) page! New NCFS Basic Requester, Sourcing, and eVP Procurement User training videos have been added. The content in the

videos is similar to the live training. The videos give the opportunity to review or revisit the concepts and resources discussed during the trainings in further detail.

The Division of Purchase & Contract and NC eProcurement offer various procurement training courses throughout the year. Online classes that are available in the [NC Learning Center](#) include:

- Introduction to Procurement (ITP)
- Request for Proposals (RFP) Development and Evaluation
- Specification Writing (SW)

The following NC eProcurement classes also require registration (see [how to register](#)).

May 16 NC eProcurement EPLite Basic Requester Training

June 13 NC eProcurement EPLite Basic Requester Training

June 13 NC eProcurement EPLite Approver Plus Training

June 26 NC eProcurement Collaborative Requisitioning Training

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.

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.

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