

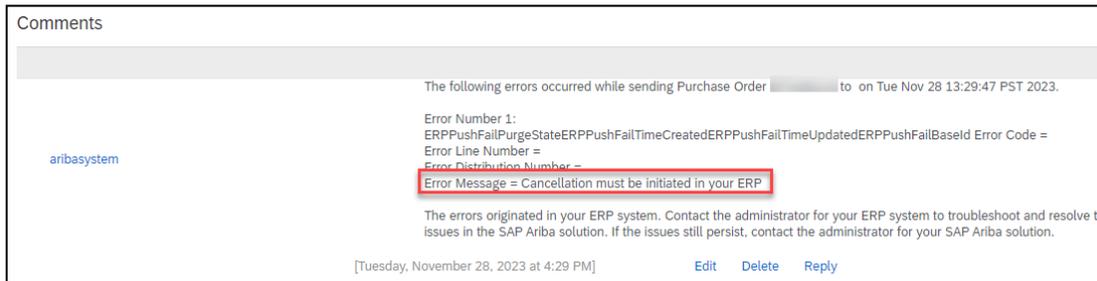
THE SOURCE

February 2024

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

Changing/Canceling NC eProcurement Orders

Any NC eProcurement purchase order changes or cancelations must be initiated in the financial system of the entity that created the order. If the change or cancelation is started in NC eProcurement, it will cause an error.



Note: The comment section will display an error for any change orders or cancelations that fail because they were started in NC eProcurement.

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.

Tips & Tricks: Changing Search Filters

When searching in NC eProcurement Buyer, you can use multiple filters to impact your search results. Clicking the **Search Options drop-down arrow** will show all the available search filters. For more information about searching in NC eProcurement, please see the [Getting Started](#) job aid.

The screenshot shows the "Search Filters" form in NC eProcurement Buyer. The form has a "Search Options" dropdown menu in the top right corner. The form contains various filters such as "Order Title", "Bypass Approval Flow", "Close Order", "Date Ordered", "Entity", "Legacy PO ID", "Order ID", "Order Method", "Pass To Budget Officer", "Receipt Date", "Receipt ID", "Receipt Status", "Requester", "Requisition ID", "Status", and "Supplier". The "Search" button is highlighted in blue.

New Training Materials

The NC eProcurement team is updating the content available on the NC eProcurement [training site](#). Check out the new [Training Videos](#) page!

Training Roundup

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](#)).

Feb. 28 NC eProcurement EPLite Basic Requester Training

Apr. 3 NC eProcurement EPLite Basic Requester Training

Apr. 3 NC eProcurement EPLite Approver Plus Training

Apr. 24 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!