

THE SOURCE

February 2024

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

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. A reference guide that outlines the cause and resolution for most purchase order errors is available [here](#). If you receive a failure message and are not sure what it means, please contact the NC eProcurement Help Desk. For NCFS questions, please contact your agency's Hypercare Support Team Subject Matter Experts.

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.

Change the search criteria or name, and then Search.

Search Filters

Order Title:

Bypass Approval Flow: Yes No Either

Close Order:

Date Ordered:

Entity: (select a value) [select]

Legacy PO ID:

Order ID:

Order Method:

Pass To Budget Officer: Yes No Either

Receipt Date (any receipt):

Receipt ID (any receipt):

Receipt Status (any receipt):

Requester: (select a value) [select]

Requisition ID:

Status:

Supplier: (select a value) [select]

Search Options

Search Reset Save Search

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 require registration (see [how to register](#)):

Feb. 27 NC eProcurement NCFS Basic Requester Training

Mar. 13 NC eProcurement NCFS Basic Requester Training

Apr. 2 NC eProcurement NCFS Basic Requester Training

Apr. 2 NC eProcurement NCFS Advanced Buyer Training

Apr. 17 NC eProcurement Sourcing Training

Apr. 17 NC eProcurement Contracts 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!