

THE SOURCE

June 2026

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

Year-End Activities



The **multi year indicator field** allows for funds to be allocated in future fiscal years. The multi year indicator (MYI) value **FY27** will be updated at the end of this fiscal year and should no longer be used going forward. As a reminder, the MYI cannot be updated on change orders, but other changes – such as adding lines, modifying the MYI on a new line if necessary, or editing prices – can be made. Orders that have been fully received and invoiced will not be affected. More information on how to receive a purchase order can be found on the NC eProcurement website in the [Receiving a Line Item](#) job aid (this is located in the **Requester** section of the **NCFS State Agencies** learning path under **NCEP Buyer Training**).

Note: No choice or previous fiscal year xx should NOT be selected from the dropdown menu.

Change Order Tips

- Verify that the order is **not closed to invoicing** before closing out or canceling a purchase order. Creating a change to an order that is closed to invoicing will cause the order to fail when the change order is sent to NC Financial System.
- Changes to lines on a requisition are only permitted on lines that are **not fully invoiced**. If changes need to be made to multiple lines, confirm that each line requiring a change is not fully invoiced.
- **Other actions** should be avoided when creating a change order, such as receiving while an order is being changed.

Solicitation Document Accessibility Deadline Extended

In April 2024, the federal government published updates to the Americans with Disabilities Act (ADA) expanding it to cover web content. The deadline for compliance with these changes was recently **extended to April 2027**. With these new rules, it is important to create solicitation documents that are ADA compliant. Although it is not formally required at this time, it is still encouraged that those changes be adopted. The April edition of [The Source](#) newsletter provides additional information around creating ADA compliant solicitation documents.

NC eProcurement Billing Update

The NC eProcurement billing system was updated in May 2026, but the overall billing process for vendors remains unchanged. Please continue to carefully select commodity codes on purchase orders to allow for accurate billing of the NC eProcurement 1.75% transaction fee on goods and materials. Additional information about NC eProcurement invoices can be found on the [NC eProcurement Billing Information](#) page (under the **NC eProcurement Billing** learning path in the **Vendor Training** section).

Training Roundup



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

For more information about programs offered through the NC Procurement Academy (NCPA) visit P&C's [Procurement Information Portal \(PIP\)](#) site for details. To request access, please submit a [Procurement Information Portal Access Request](#).

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
June 25	NC eProcurement Basic Requester
July 29	NC eProcurement NCFS Basic Requester
July 29	NC eProcurement Advanced Buyer
August 5	NC eProcurement Sourcing Training
August 5	NC eProcurement Contracts Training
August 6	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.