

North Carolina Central University

Eagles Purch

Reference Guide

January 2026

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Eagles Purch Overview

Eagles' Purch is North Carolina Central University's electronic e-procurement system that allows users to shop and create a digital Purchase Requisition. The requisition captures order details, including items, pricing, quantities, delivery information, and applicable terms and conditions.

When an order is submitted, the Purchase Requisition is automatically routed through the required approval workflow, which may include Budget, Environmental Health and Safety (EHS), Information Technology (IT), Fixed Assets, and Legal Affairs. Upon final approval, a Purchase Order (PO) is automatically generated and transmitted to the supplier(s) via email and/or fax.

A PURCHASE ORDER IS REQUIRED BEFORE GOODS & SERVICES ARE RENDERED.

Log-in

To log into Eagles Purch follow the steps below:

1. Go to the NCCU MyEOL: [Home | myEOL | NCCU](#)
2. Select Eagles Purch from the Employee Services menu.

Homepage

The image below shows the various options on the Eagles Purch homepage. Read the descriptions following the graphic for more information about each of the navigational components:

1. Quick Search

The Quick Search feature allows users to quickly locate records within Jaggaer, including Purchase Orders (POs), Requisitions, Suppliers (Vendors), Invoices, and Requests. Quick Search returns results based on partial or complete entries, making it useful when the full document number is not available.

2. Shopping Cart

The Shopping Cart stores items selected for purchase prior to submitting a requisition. Users may add items to the cart from hosted catalogs, punch-out catalogs, or non-catalog forms. Once all required information has been added to the Shopping Cart, the shopper selects the Checkout button to proceed to the checkout pages, where additional required information must be completed before the requisition can be submitted.

3. Action Items

The Action Items section displays tasks that require a user's attention. These tasks typically include approvals, review requests, or other workflow actions related to requisitions, purchase orders, invoices, or contracts.

4. Navigation Tool Bar

The Navigation Tool Bar is located on the left-hand side of the screen and provides quick access to the main modules and features within Eagles Purch. The number and type of icons visible depend on the user's role and system permissions.

5. Shop at the Top

The "Shop At the Top" feature provides a quick way to begin a purchase without navigating through catalogs or menus. It allows users to search for items, suppliers, or catalog categories directly. The **Non-Catalog Item** selection is found here.

6. The Organization Message

The Organization Message is a common way to communicate important upcoming dates, information about new suppliers, links to training/education materials, changes in the purchasing process, and more.

7. Shopping Methods

Eagles Purch provides multiple ways to shop, including hosted catalogs, punch-out vendors, and electronic forms, depending on the type of purchase. The **Non-Catalog Item** selection is located in the *Shop at the Top* section and is used to request items or services that are not available through hosted or punch-out catalogs.

4

1

2

3

Home

Go to: [Non-Catalog Item](#) | [Favorites](#) | [Forms](#) | [Shop](#) | [Quick Order](#) | Browse: [Vendors](#) | [Categories](#) | [Contracts](#) | [Chemicals](#)

5

Simple

Advanced

Search for products, suppliers, forms, part number, etc.

6

Welcome to NCCU Eagle's Purch!

Links to instructional videos are below:

- Eagle's Purch Navigation 101
- How to shop from a Punchout Catalog
- How to Create a Requisition
- How to Approve Requisitions
- How to Approve Invoices
- How to Electronically Receive goods through Eagle's Purch

To access the Banner INB Fund-Org and Eagle's Purch Access Form, [click here](#).

JAGGAER 25.3 Product Release is in Production.

To access **BANNER 9 Application Navigator** please [click here](#)

To access state contracts please [click here](#)

Effective April 1, 2014, all Remanufactured Toner Cartridge orders must be placed under the newly awarded **State Term Contract #615A (Office Supplies)** with Form & Supply Inc, in Charlotte, NC.

Help:

Visit the Purchasing Webpage at: [click here](#).

Visit the Accounts Payable Webpage at: [click here](#)

Need account codes? Please [click here](#).

Hosted Catalog Showcased Vendors

Non-Catalog Showcased Vendors

Electronic Forms

[Check Request](#)

Punch-out

5

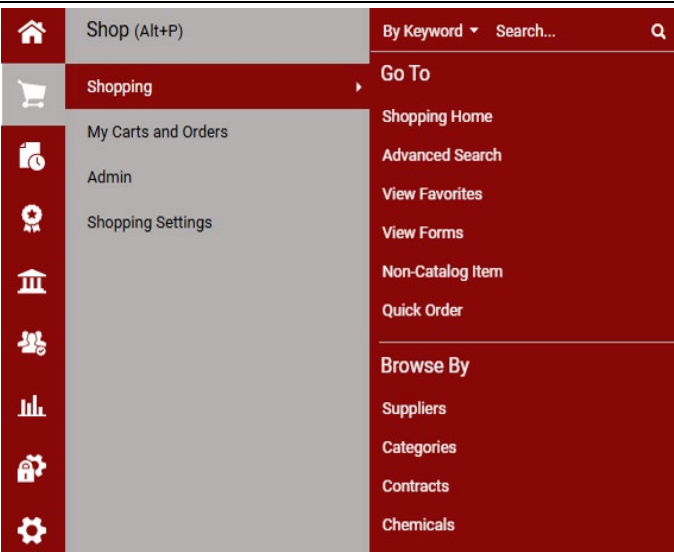
Navigation Tool Bar

The Navigation Tool Bar provides access to key system functions through a slide-out menu. The menu remains hidden by default to maximize screen space and expands when selected. Users can access key areas such as shopping, requisitions, approvals, and reports by selecting the appropriate menu option. Menu items may vary based on user role and assigned permissions.

Shopping

The **Shop** icon provides access to all shopping-related options and carts. From this area, users can:

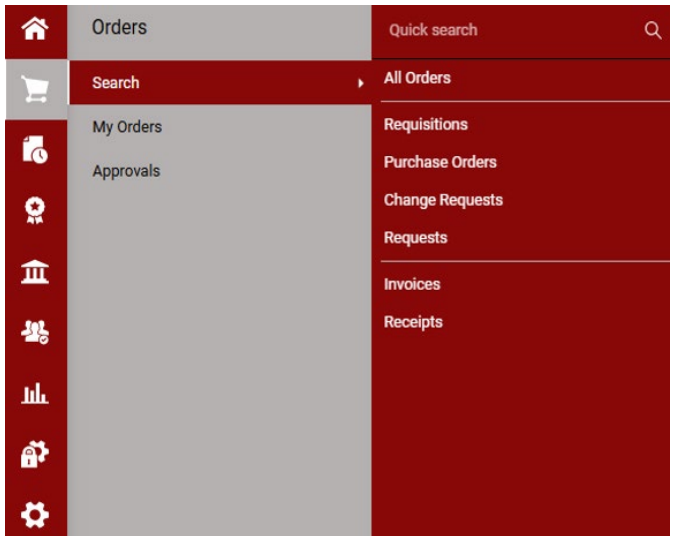
- Search for products
- Access favorites
- Use electronic forms
- Create non-catalog item requests
- Browse items by supplier



Orders

The **Orders** icon allows users to view and manage purchasing documents. From this area, users can:

- View recent orders
- Search for requisitions and purchase orders
- View and manage approvals
- Access related invoices



Users and Roles

A user is any individual with access to Eagles Purch. Each user is assigned a unique username and password that identifies their permissions and system access. Users are assigned one or more roles, which are used to group individuals with similar responsibilities and permissions.

Requisitioner

This role is assigned to individuals responsible for creating purchase requests. Requisitioners can:

- Create shopping carts in Eagles Purch
- Enter required accounting codes
- Submit requisitions for approval

Approver

This role is assigned to individuals responsible for reviewing and approving requisitions. Approvers can:

- Review requisitions for accuracy and compliance
- Approve requisitions at the department, area, or functional level

Buyer

This role is assigned to Purchasing Department staff who are authorized to process requisitions. Buyers:

- Review approved requisitions
- Process orders in accordance with university and state procurement policies and procedures

Viewing Your Assigned Role(s)

To view your current role(s) in Eagles Purch:

1. Click the User icon in the upper-right corner of the home screen
2. Select View My Profile
3. Click User Roles & Access
4. Select Assigned Roles to view your role(s)

System Access

To obtain access to Eagles Purch, complete the 'Banner Access Form' on the myEOL Forms and Documents page.

Catalogs & Forms

A **catalog** represents a supplier's available product offerings within Eagles Purch. Users can select items directly from catalogs when shopping for approved goods and services.

Forms are used to request purchases that are not available through hosted or punch-out catalogs. These are typically used for specialized items, services, or one-time purchases.

This distinction helps users determine the appropriate purchasing method based on item availability.

Hosted Catalog Showcased Vendors

Hosted catalogs feature approved supplier product listings that are loaded, maintained, and searchable directly within Eagles Purch. These showcased vendors are highlighted to help users easily identify preferred or commonly used suppliers.

Users can:

- Search and compare items from approved suppliers
- Add items directly to their shopping cart
- View contract pricing and detailed item information within the system

Punch-Out Catalogs

Punch-out catalogs allow users to shop directly on a supplier's external website while remaining connected to Eagles Purch. Users can:

- Access the supplier's full online catalog
- Configure items on the supplier site
- Transfer selected items back into Eagles Purch for checkout and approval

Non-Catalog Item

The Non-Catalog Item is a free-form entry option used to create a purchase request for items or services not available in a hosted or punch-out catalog. This option allows users to manually enter item details, pricing, and supplier information.

Non-catalog items are commonly used when:

- Items are not available in any catalog
- A supplier provides a quote
- A quote includes multiple line items
- Purchasing services or one-time specialty items

Check Request

A Check Request is a payment made directly to a vendor or individual without a purchase requisition or purchase order. It is not a substitute for required purchase order procedures and should be used only when standard procurement processes do not apply or when a vendor will not accept a purchase order. Check Requests are intended for non-recurring or exceptional transactions and require appropriate justification.

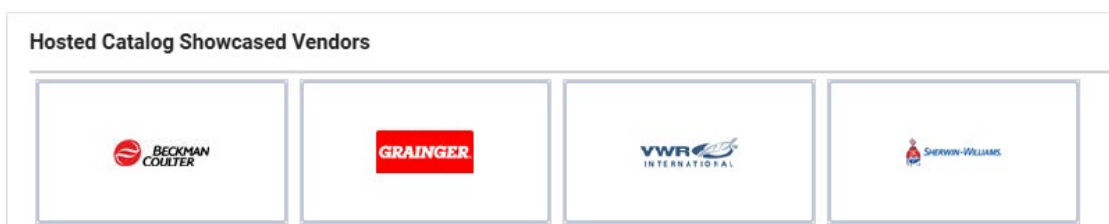
Check requests are commonly used for:

- Utilities (electricity, water, gas, telecommunications)
- Stipends
- Memberships and subscriptions
- Postage and freight
- Legal settlements and court fees
- Employee reimbursements (travel, training, etc.), not to exceed \$250
- Inter-agency payments
- Professional dues
- Emergency purchases (as defined in NCGS §143-57)

Instructions for using Catalogs & Forms

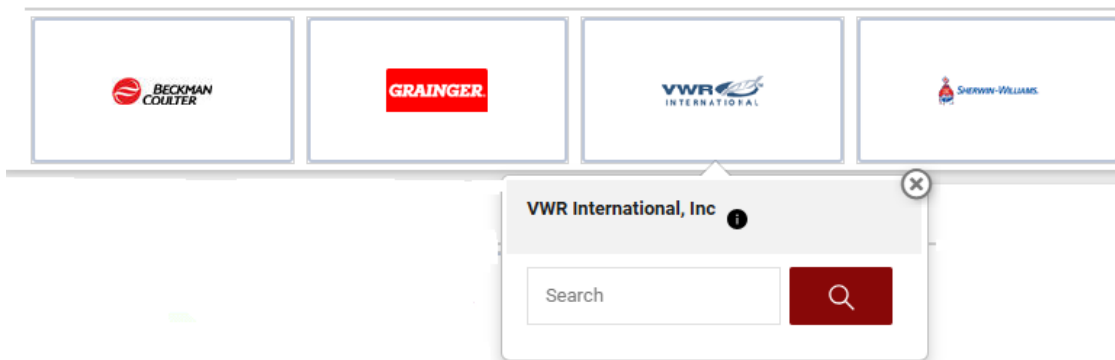
Hosted Catalog Showcased Vendors

1. From the Eagles Purch home page, select the desired supplier name or icon in the showcased supplier's area.

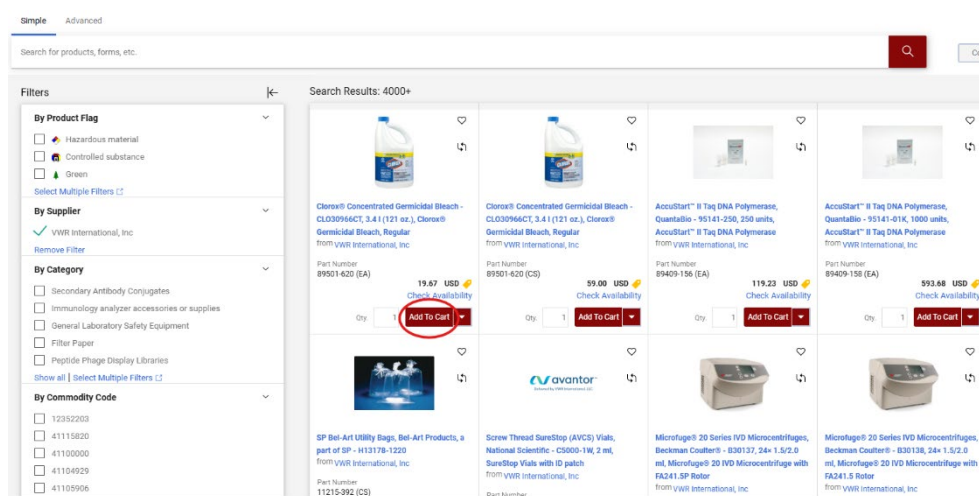


- A pop-up window will open, allowing you to search the supplier's hosted catalog by product name, category, or part number. Enter a part number or keyword to search for a specific item or click the magnifying glass icon to browse the supplier's entire catalog.

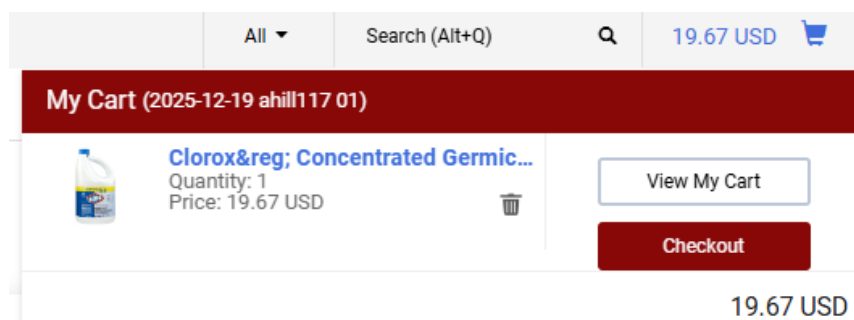
Hosted Catalog Showcased Vendors



- Update the quantity as needed and select 'Add To Cart' to add the desired item(s) to your cart.



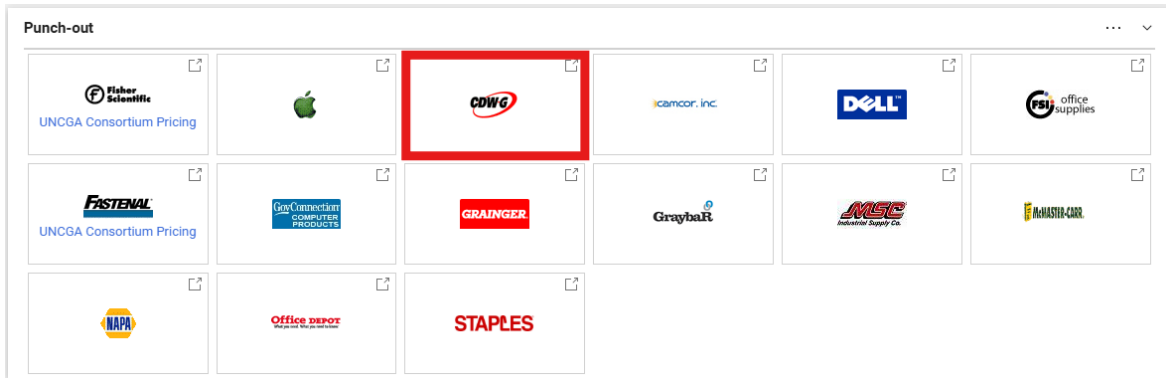
- The selected item(s) will be added to your cart. After completing your shopping, select the Cart icon to proceed to checkout.



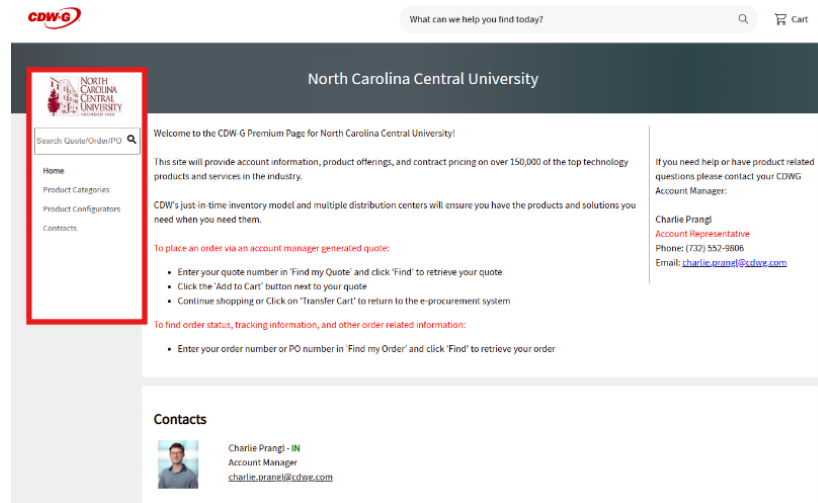
- Once all items have been added to the cart, follow the **Cart Checkout** instructions to continue.

Punchout Catalog

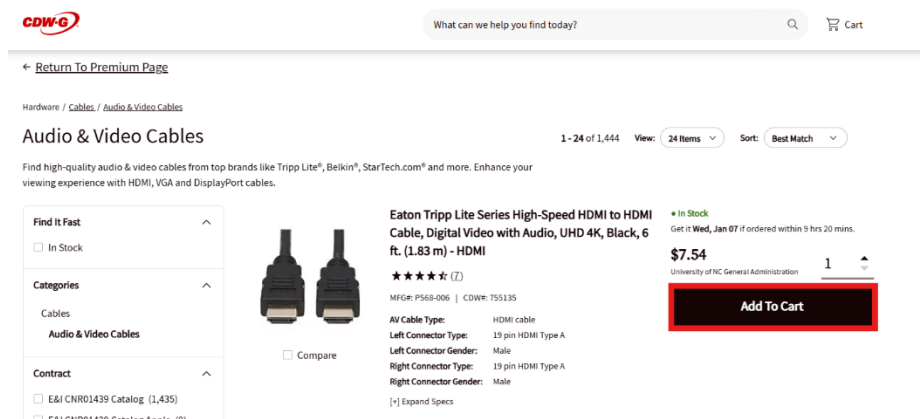
- From the Eagles Purch home page, select the desired supplier name in the Punch-Out Catalog area to access the supplier's external website.



- Shop the supplier's site as you would a typical online shopping site, using search and navigation tools to locate items.



- Update the quantity as needed and select 'Add To Cart' to add the desired item(s) to your cart.



- Once all items have been added, complete checkout on the punch-out site. The selected items will be returned to your Eagles Purch shopping cart for review and submission.

The screenshot shows the 'Shopping Cart' page with a table of items. The first item is 'Tripp Lite High Speed HDMI Cable w/ Audio UH04602K HDMI 6' priced at \$7.54. An 'Order Summary' pop-up is visible, showing a subtotal of \$7.54 and a 'Checkout' button. Below the cart, a 'My Cart' summary shows the item and a 'Checkout' button.

ITEM	AVAILABILITY	PRICE	QUANTITY	ITEM TOTAL
Tripp Lite High Speed HDMI Cable w/ Audio UH04602K HDMI 6'	In Stock Ships today if ordered within 3 hrs 17 mins	\$7.54	1	\$7.54

Order Summary
Subtotal: \$7.54
Tax and Shipping calculated at checkout.
Checkout

My Cart (2025-12-19 ahill117 01)
CDWG Tripp Lite High Speed HDMI Cabl...
Quantity: 1
Price: 7.54 USD
Checkout
7.54 USD

- Once all items have been added to the cart, follow the **Cart Checkout** instructions to continue

Non-Catalog Item

- From the Eagles Purch home page, select Non-Catalog Item in the Shop area to open the entry screen.

The screenshot shows the 'EAGLE'S PURCH' home page. The 'Non-Catalog Item' link in the 'Go to:' section is highlighted with a red box. Other links include Favorites, Forms, Shop, Quick Order, Vendors, Categories, Contracts, and Chemicals.

EAGLE'S PURCH
Home
Go to: **Non-Catalog Item** | Favorites | Forms | Shop | Quick Order | Browse: Vendors | Categories | Contracts | Chemicals
Simple | Advanced
Search for products, suppliers, forms, part number, etc.

- Enter the vendor's name in the search field. The name will auto-populate as you type, or select the Search icon next to the field to expand your vendor search.

Note: Verify that the vendor's name and address are correct before proceeding.

Add Non-Catalog Item

Add Non-Catalog Item

The screenshot shows the 'Add Non-Catalog Item' form. The 'Existing Supplier' section has a search field with 'North Carolina Central' entered, and a dropdown menu showing 'North Carolina Central University' and 'North Carolina Central University Foundation'. The 'Fulfillment Address' section shows 'BU Business 1' and a full address in Durham, North Carolina.

Existing Supplier
North Carolina Central
North Carolina Central University
North Carolina Central University Foundation

Existing Supplier
North Carolina Central University
North Carolina Central University

Fulfillment Address
BU Business 1 - Central Stores, 600 George Street, 1801 Fayetteville St, Durham, North Carolina 27707-3129 United States

3. Enter the information from your quote into the Item section of the Non-Catalog Item entry screen.

Add Non-Catalog Item

Existing Supplier

North Carolina Central University

North Carolina Central University

Fulfillment Address

Item

Product Description ★	Item No.	Quantity ★	Price
Enter the item description from the quote	Enter part of serial number if available. If none, enter 1	Enter qty from the quote	Enter unit price from vendor quote

4. Select 'Save' to continue or 'Save and Add Another' to add additional line item(s).

Select 'Save' once all items have been added to continue to the next screen

Select 'Save And Add Another' to add additional line items for shipping or any other costs.

Save Save And Add Another Close

5. After completing all line items, follow the **Cart Checkout** instructions to continue.

Check Request

1. From the Eagles Purch home page, select Check Request from the Forms area.

Hosted Catalog Showcased Vendors

Non-Catalog Showcased Vendors

Electronic Forms

Check Request

2. Review the form instructions, then select Next to continue.

Check Request		Instructions	Request Actions History ?
Form Number	20353402	Form Instructions 1. Check requests may only be used after it is verified that a vendor will not accept a purchase order. This form may not be used for travel, or otherwise, unless specifically approved as required by State and University rules and regulations. 2. If a vendor will not accept a purchase order, and/or it is appropriate to do so, an electronic Check Request form should be keyed into Eagle's Purch. 3. The form and all required documentation should be attached this form itself. The form will then route to the appropriate approvers through a pre-determined workflow established in Eagles Purch. 4. A justification is a required part of the documentation for a check request and must provide adequate evidence of compliance with purchasing regulations. 5. A check request that has been approved by all necessary parties will route electronically to the NCCU Accounts Payable Office for payment. Policy Statement <i>A "Check Request" form must be used for non-recurring purchases when a purchase order will not be accepted by a vendor. A purchase order is the official method for doing business for state agencies and universities; check requests are only to be used in extraordinary circumstances. Improper procurement practices will not be tolerated and may result in personal financial responsibility.</i>	
Purpose	Check Request		
Status	Incomplete		
Instructions			
Details	✓		
Supplier	✓		
Questions	⚠		
Codes	⚠		
Additional Information	✓		
Attachments	✓		
Review and Submit			
Discussion			
Form Approvals			

Next >

3. Review the form details, update the request name to match the request, then select Next to continue.

Details		Request Actions History ?
Request Name *	<input type="text" value="Check Request"/>	
Purpose	Check Request	
Template Title	Check Request	
Form Type	Electronic Check Request	

★ Required

< Previous

Save Progress

Next >

4. Enter the vendor's name in the search field. The name will auto-populate as you type, or select Supplier Search to expand your vendor search. Then select Next to continue.
Note: Verify that the vendor's name and address are correct before proceeding.

Supplier		Request Actions History ?
Supplier *	<input type="text" value="North Carolina Central Un"/> Supplier Search	
Remit-To Address		
Remit-To Address *	<div>BI Billing 1 (Primary Remittance) ▾ Central Stores 600 George Street 1801 Fayetteville St Durham, North Carolina 27707-3129 USA Phone 1-919-5307284- Fax 1-919-5306152-</div>	

★ Required

< Previous

Save Progress

Next >

5. Complete the Invoice Questions (Details) section by entering the required information, then select Next to continue.

Questions - Check Request Information

Request Actions | History ?

★ Response Is Required

▼ Invoice Details

Supplier Invoice Number *

Enter the invoice number provided by the vendor

Product Description *

Enter the description of the goods or services listed on the invoice.

2000 characters remaining

Currency

USD ▼

Invoice Date? *

Enter the invoice date as shown on the vendor invoice.

mm/dd/yyyy

Apply 4% Withholding Tax? *

☐ Yes ☐ No

Select **Yes** or **No**.
If **Yes**, enter the amount to be withheld and the total withholding amount.

Check Amount *

Enter the total invoice amount.

Justification Description *

Enter the justification for the check request.
Note: A Check Justification Form is still required and must be attached

2000 characters remaining

Commodity Code

Urgent Request

☐ Yes ☐ No

Invoice Upload *

Attach a copy of the vendor invoice.

No File Attached

Uploaded attachment will be copied to the invoice.

6. Enter the appropriate accounting code (FOAP) information, then select Next to continue.

Accounting Codes

LINE

Fund	Organization	Account	Program	Activity	Location	
no value Required field	no value Required field	no value Required field	no value	no value	no value Required field	edit

Add alternate distribution for

Discount

Go

★ Required

Previous

Next

7. Add any additional required attachments, such as the [Check Justification Form](#), then select Next to continue.

Attachments

Request Actions | History | ?

Please add your attachments below.

Add Attachment

Previous

Save Progress

Next

8. Review the Check Request details, then select Submit to continue.

Note: Once submitted, the Check Request is processed.

Review and Submit

Request Actions | History | ?

Section	Progress	Action Needed on the Following
Details	✓ Required Fields Complete	
Supplier	✓ Required Fields Complete	
Questions	⚠ Incomplete	⚠ Please complete all required questions
Codes	⚠ Incomplete	
Additional Information	✓ Required Fields Complete	
Attachments	✓ Required Fields Complete	

Previous

Add to Favorites

Submit

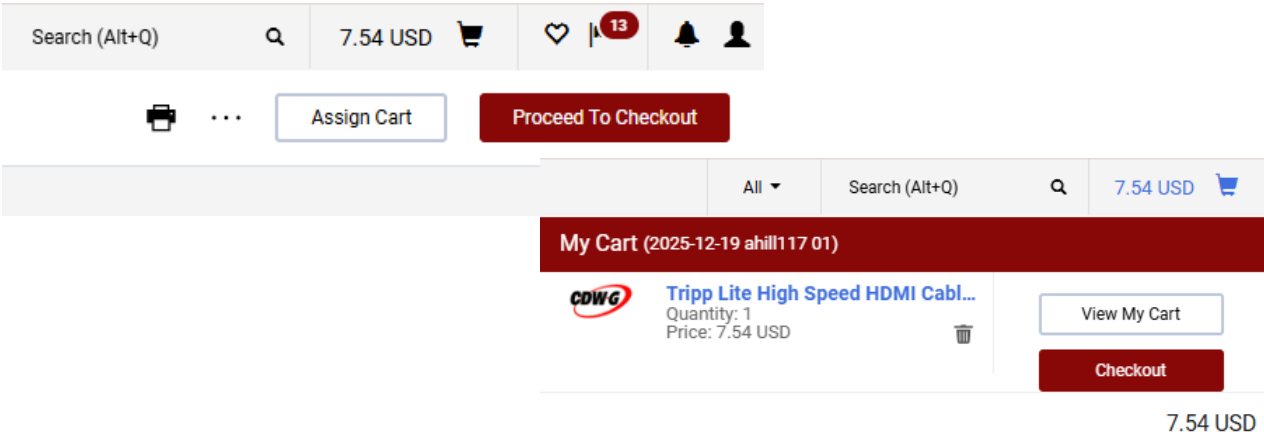
Shopping Cart & Cart Checkout

Overview

Once items are added to the Shopping Cart, users must proceed to checkout to complete and submit a purchase request. The Shopping Cart serves as a review point where users can confirm item details, quantities, and pricing before moving forward. During checkout, users are guided through the required steps to enter accounting and other necessary information, with the ability to return to the cart at any time prior to final submission.

Instructions for Cart Checkout

1. Once items are added to the shopping cart, select **Checkout or Proceed to Checkout** from the top-left corner of the cart.



2. Selecting **Checkout** will open the **Draft Requisition** screen.

Requisition • 210384354

Summary PO Preview Comments Attachments History

General	Shipping	Billing
Cart Name 2025-12-19 ahill117 01	Ship To	Bill To
Description no value	Attn:	accountspayable@ncsu.edu
Priority Normal	Room:	919-530-6360
Prepared by	Bldg:	North Carolina Central University
Prepared for	Central Receiving	Accounts Payable
Owner Phone	625 George Street	P.O. Box 19737
Standing Order ✗	Durham, NC 27707	Durham, NC 27707
Supervisor ID no value	United States	United States
Legal Review ✗	⚠ Address is incomplete	
	Buyer Information	
	Buyer Email Phone	
	no value no value no value	

Accounting Codes

Fund	Organization	Account	Program	Activity	Location
no value ⚠ Required	no value ⚠ Required	no value ⚠ Required	no value ⚠ Required	no value	no value ⚠ Required

3. Review and edit the order details as needed. If any required information is missing, the system will display a red warning indicating a “Required Field.” Combining different request types, such as

Showcased Services with Non-Catalog items, or multiple Check Requests, may delay processing.

Requisition • 210384354

Summary PO Preview Comments Attachments History

Select the Edit (✎) icon in the upper-right corner of each section to update the information.

Standing Order: Select this option if your department anticipates receiving multiple invoices against a single purchase order.

Legal Affairs: Select this option if your quote or contract includes vendor terms and conditions, requires a signature, or must be reviewed by Legal Affairs.

General

Cart Name: 2025-12-19 ahill117 01

Description: no value

Priority: Normal

Prepared by:

Prepared for:

Owner Phone:

Standing Order: ✕

Supervisor ID: no value

Legal Review: ✕

Shipping

Ship To:

Attn: Room: Bldg: Central Receiving 625 George Street Durham, NC 27707 United States

Address is incomplete

Buyer Information

Buyer	Email	Phone
no value	no value	no value

Billing

Bill To:

accountspayable@nccu.edu 919-530-6360 North Carolina Central University Accounts Payable P.O. Box 19737 Durham, NC 27707 United States

Accounting Codes

Fund	Organization	Account	Program	Activity	Location
no value Required	no value Required	no value Required	no value Required	no value	no value Required

Ship To: Enter the department contact responsible for receiving the goods or services.

Accounting Codes: Enter the chart of account fields that will be used to fund the purchase.

- Once the requisition is reviewed, the requestor should click the “Place Order” button. The requisition can now begin the approval process.

Place Order

Document Tabs

The tabs in a purchase order or requisition allow users to view and manage key aspects of the document.

Requisition • 210384354

Summary PO Preview Comments Attachments History

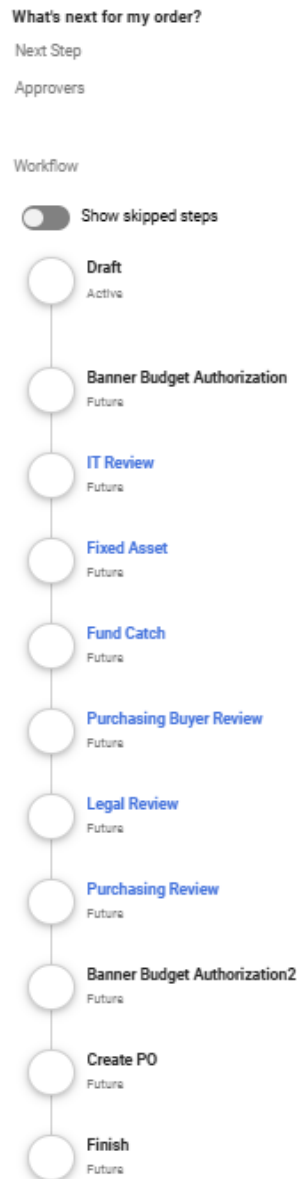
- Summary: Displays a quick view of the active requisition. You can review the item list and delete items from the cart.
- PO Preview: Shows a quick view of the line items as they will appear on the purchase order.
- Comments: Displays any added notes. Items in this section are for internal use only and will not be sent to the supplier.
- Attachments: Shows all uploaded attachments. Required NCCU documents—such as quotes, contracts, estimates, or waivers of competition—should be attached here.
 - Internal: Only NCCU employees can view.
 - External: Routes to the vendor.
- History: Displays all actions taken on the requisition, including date and time stamps. For example, it shows reasons if a requisition was rejected.

Helpful Hints

What’s next for my order?

To view the approval progress for your requisition, click “What’s Next for My Order?”. The workflow will display all applicable approval steps and indicate whether each step is complete or pending.

Click a workflow step displayed in **blue** to view the users who have approval authority for that step.



Rejected Orders

A requisition may be rejected during the approval or review process if additional information, corrections, documentation, or sufficient funding is required. When an order is rejected in Eagles Purch, it is returned to the requestor for action rather than moving forward in the workflow. If a requisition is rejected due to insufficient funding, the requestor should work with the Budget Office to resolve the funding issue before

resubmitting. Funding-related rejections, along with reviewer comments, can be identified by reviewing the **Order (Requisition) History** tab. The requestor should review all rejection comments, make the necessary updates, and resubmit the requisition to restart the approval process. Rejected orders remain visible in the system for tracking and reference.

Vendors

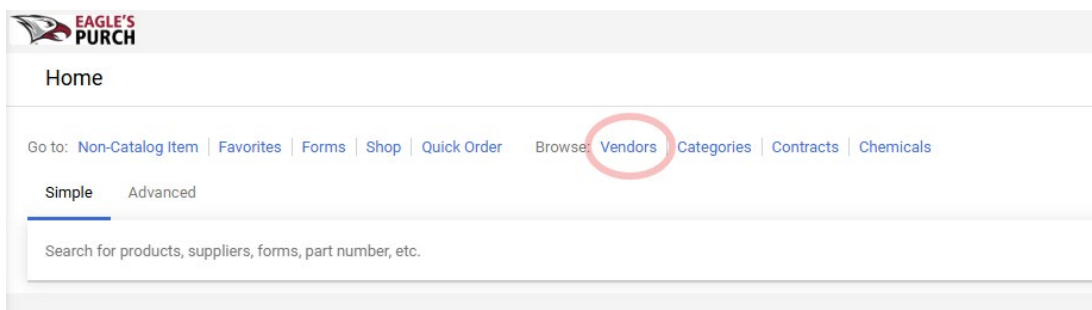
If a vendor's name does not appear in Eagles Purch, the vendor is likely not set up in the system. In this case, a **Vendor Request Form** must be completed and submitted along with a **W-9**.

The [External Vendor Request Form](#) is available on the **myEOL Forms and Documents** page and may be forwarded to the vendor for completion.

Browse/Search Vendors

There are multiple ways to search for vendors from the **Eagles Purch** home page:

- Select **Vendors** from the **Shop** menu at the top of the page.



- Select **Suppliers** from the **Navigation Toolbar**.

