



NC E-Procurement electronic Vendor Portal (eVP)

Introducing the NC E-Procurement Billing Information Page

The Department of Administration is excited to share the details of the Billing Information Page that will be implemented as part of the forthcoming electronic Vendor Portal (eVP). While the Department readies for the launch of eVP, we want to make sure that you, as a state of North Carolina Vendor, know first-hand the latest features as well as action items to complete on your part!

Billing Made Easy!

One of the many improvements you can expect to see when you log into eVP this October is the *NC E-Procurement Billing Information Page*. This page will provide easy access and tracking of your monthly 1.75% transaction fee incurred for all purchase orders of goods. By simply logging into your account, you will be able to view outstanding fees, current balances, and account amounts for each location, providing you with all the information that you need without having to place a call to the Help Desk! Additionally, invoices generated in the last 15 calendar months, per Vendor location, will be available for download in a PDF format under the billing information page header, "Recent Invoices." You will also continue to receive invoicing documents based on the selections in the "Bill To" account preferences as you do today.

Next Steps

We are asking for all Vendors to complete the following action items:

- Log into your **current** [IPS](#) and [NC E-Procurement Vendor Registration](#) account(s) and verify the information that each account contains. Information that should be reviewed for accuracy includes, but is not limited to:
 - Contact and role details for each contact listed on the account
 - Delivery method preferences and contact details for electronic bid notifications, orders, remittance, and invoices
 - Official tax information, such as the name of the company that appears on the Vendor's 1099 form

Want More Information?

As this project progresses, communications will be distributed to keep you informed. Watch for updates about the upgrade including more information on available training and an early look at some of the new functionality. If you have questions about this upgrade or want more information on action items for Vendors, please contact the NC E-Procurement Help Desk at (888) 211-7440. You may also visit the Department of Administration's eVP website at <http://ncadmin.nc.gov/evp>.

This communication was sent to all IPS and NC E-Procurement vendors.

NC E-Procurement Vendor Registration: <https://vendor.ncgov.com>

IPS: <https://www.ips.state.nc.us/vendor/Logon.aspx>