



NC E-Procurement @ Your Service IMPORTANT NOTICE

Changes to NC E-Procurement Account

Thank you for being a vendor with NC E-Procurement to provide goods and services to State of North Carolina government agencies, community colleges, and K-12 school systems. Your continued participation ensures that these entities are able to continue to provide essential services to the citizens of North Carolina, while providing you with a single point of access for North Carolina government organizations, a faster and more efficient method for quoting (eQuote), and increased order accuracy.

When your company registered as a vendor with NC-Procurement, the NC E-Procurement [Terms of Use](#) were accepted. This included accepting a 1.75% transaction fee on the total dollar amount – excluding taxes or shipping charges – of all goods or materials sold through NC E-Procurement to State of North Carolina government agencies, community colleges, and K-12 school systems. This transaction fee is billed to vendors upon payment by the purchasing entities for the goods or materials. Payments are due by the 20th of the month following the invoice issue date. The due date is listed in the header section of the invoice.

We would like to make you aware of a change being made to NC E-Procurement effective October 1, 2014:

- Pursuant to North Carolina General Statute [§147-86.23](#), NC E-Procurement will charge interest on past due balances for invoices due on or after November 20, 2014. Please note that the interest rate determined by the North Carolina Secretary of Revenue pursuant to North Carolina General Statute §105-241.21 is currently 5%. This rate may change on a semi-annual basis and will be communicated to vendors prior to any such change.
- NC E-Procurement will only process disputes received within 30 days of invoice issuance. The [NC E-Procurement Dispute Form](#) should be completed for each invoice where a dispute is necessary. Please remember that it is important for the invoice delivered to the buyer to appropriately display the breakout of goods vs. services. The purchase order issued through the NC E-Procurement system should also display this breakout.

Please review the NC E-Procurement [Terms of Use](#) and visit our web site at <http://eprocurement.nc.gov/Vendor.html> for more information about NC E-Procurement. If you have any questions, please contact the NC E-Procurement Help Desk at (888) 211-7440, option 4, or epbilling@its.nc.gov.

Thank you,

NC E-Procurement @ Your Service

Follow-Up

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

Questions about information covered in this email? Send an email to: epbilling@its.nc.gov