The North Carolina electronic Vendor Portal (NC eVP) is an internet application that allows companies and individuals to register to do business with the state of North Carolina. The application allows Vendors to register for the Department of Administration procurement related systems including the Interactive Purchasing System (IPS), the Statewide Uniform Certification (SWUC) Program (HUB/MWBE Certification), and NC E-Procurement. In addition, an eVP account enables vendors to use the NC BIDS feature of the IPS website (www.ips.state.nc.us) to respond electronically to specified solicitations.

This guide will provide detailed steps to complete the registration process. If there are any questions during the registration, please contact the NC electronic Vendor Portal Help Desk via phone at 888-211-7440, option 2, or via email at vendor@nc.gov.

I. NC eVP Register Vendor Page

1. Navigate to https://vendor.ncgov.com to begin the registration process. If the **"Register Vendor"** page does not immediately appear, click **"Register Now"** under the **"Login"** button.
2. Enter the company name in the **"Vendor Name"** field.
3. Select the appropriate option from the **"Vendor Type"** drop-down menu.

    a. U.S. Vendor:
    b. Foreign Vendor with U.S. Federal Tax ID Number
    c. Foreign Vendor without U.S. Federal Tax ID Number

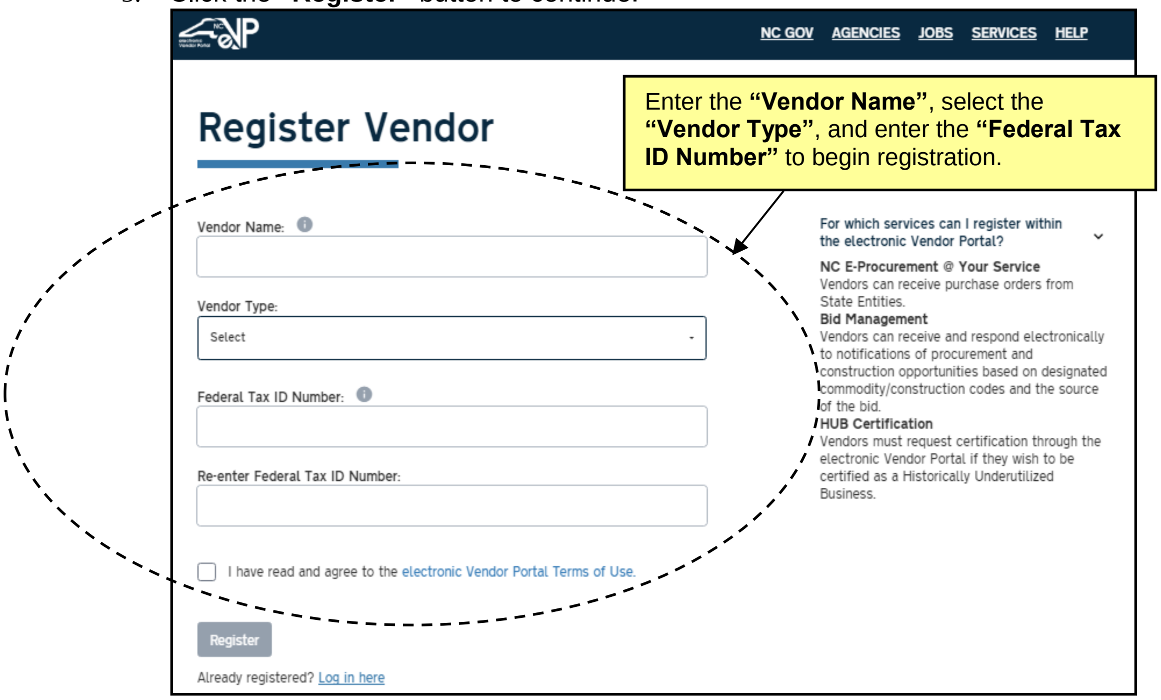
4. If you are registering with a U.S. Federal Tax ID Number, enter the company's Federal Tax ID Number (without the dashes) into the **"Federal Tax ID Number"** and **"Re-enter Tax ID Number"** fields. The Federal Tax ID Number is also known as the Federal Employer Identification Number (FEIN).

Note: The **"Vendor Name"** field has a maximum length of 50 characters (including spaces, punctuation, and special characters). Please enter as much of the company's name as will fit in the free-text field.

Note: Registration on this system requires submission of either an Employer Identification Number (EIN) or a social security number. We strongly recommend using an EIN because it will minimize the risks to personal financial information associated with the use of a social security number. Vendors registering with their social security numbers should use their full legal name in the **"Vendor Name"** field and their Social Security Number in the **"Federal Tax ID Number"** field (without the dashes).

Note: More information on registering as an Individual or Sole Proprietorship can be found in the "Registering with NC E-Procurement- Individuals/Sole Proprietors" job aid on the NC E-Procurement Portal Vendor Training page.

5. Click the **“Register”** button to continue.



II. Create a User Profile

1. The ***Create Your Profile*** page contains several required fields to provide more information about the person registering your company. Complete the **“First Name,” “Last Name,” “Email,” “Re-enter Email,” “Country/Region,” “Phone Number,” “Username,” “Password,” “Re-enter Password,” “Security Question 1,” “Answer 1,” “Security Question 2,” “Answer 2,” “Security Question 3,”** and **“Answer 3”** to create the profile.

Note: The Username should be 6-20 characters long and is case sensitive. This Username will not be used by other users to log in, so it should be one that is unique to the user and easy to remember.

Note: The Password should be 8-35 characters long. Confirme that the Password meets the requirements listed on the screen below the **“Password”** field.

The password must contain:

- At least one lowercase letter
- At least one uppercase letter
- At least one number
- At least 8 characters
- At least one special character (ex. @, #, *)

The password cannot contain:

- \, +, /, ", ', `, space
- Your username
- A character repeated more than twice in sequence (ex. aaa)
- More than two consecutive letters in alphabetical order
- More than two consecutive keyboard characters (ex. QWE)
- Commonly used words and variations (ex. pa$$w0rd)

2. Click the **"Create Profile"** button to continue with registration.

III. Verify Email Address

1. Upon clicking **"Create Profile,"** a verification email will be sent to the email address provided on the **"Create Your Profile"** page.
2. Access the email and click on the link to complete the email verification process.

Hello Example User,

Thank you for your interest in doing business with the State of North Carolina. To continue with your registration, you must verify your email address. Please click the following link to verify and continue: https://vendor.ncgov.com/vendor/verify-emailaddress?token=krolh6g4bt0ukhre0h972ejgqs

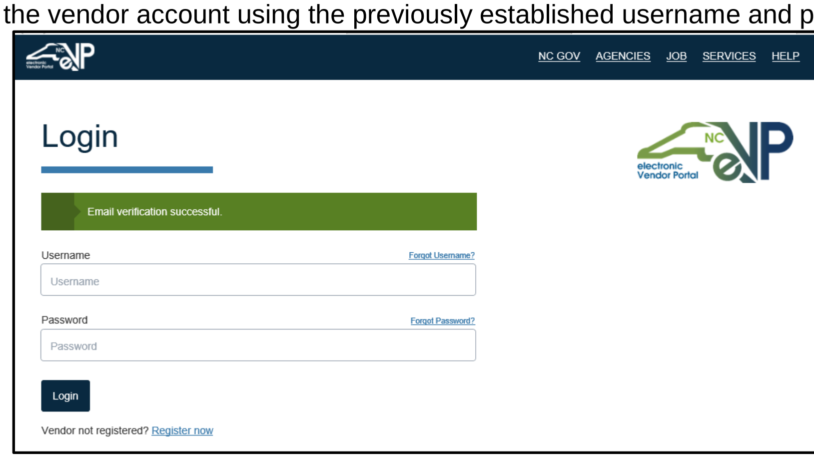
For assistance with registration, please visit the NC E-Procurement website.

If you believe you received this email in error, please contact the NC electronic Vendor Portal Helpdesk at 888-211-7440 Opt. 2 or vendor@nc.gov.

Thank you,

The eVP Team
https://ncadmin.nc.gov/evp
888-211-7440

3. Upon clicking the link in the email, the user will be directed to the **"Login"** page, and a message indicating that the email verification was successful will appear.
4. Log into the vendor account using the previously established username and password.



IV. Registration Type

1. The ***Registration Type*** page is where the vendor will choose the services in which the company will participate. Select the checkbox beside the appropriate Registration Type(s).

Note: The Registration Type(s) selected will affect the information that is collected in the rest of the registration process.

a. **NC E-Procurement** registration allows vendors to receive purchase orders from state agencies, community colleges, K-12 school systems, and local governments.
b. **Interactive Purchasing System (IPS)** registration allows vendors to receive email notifications of procurement and construction opportunities based on designated commodity and construction codes as set in their eVP profile, and to respond to specified solicitations electronically by using the NC BIDS feature of the IPS website (www.ips.state.nc.us).

c. **Historically Underutilized Businesses (HUB) Certification** allows vendors to request certification as a Historically Underutilied Business with the state of North Carolina.

Note: If HUB Certification is selected, IPS registration must also be selected.

Note: Click the **"Learn More"** button to learn more about any one of the programs.

2. Click the **"Next"** button to save the selection(s) and advance to the next page.

Note: The selections on this page can be updated up until the point that the Terms of Use are accepted.

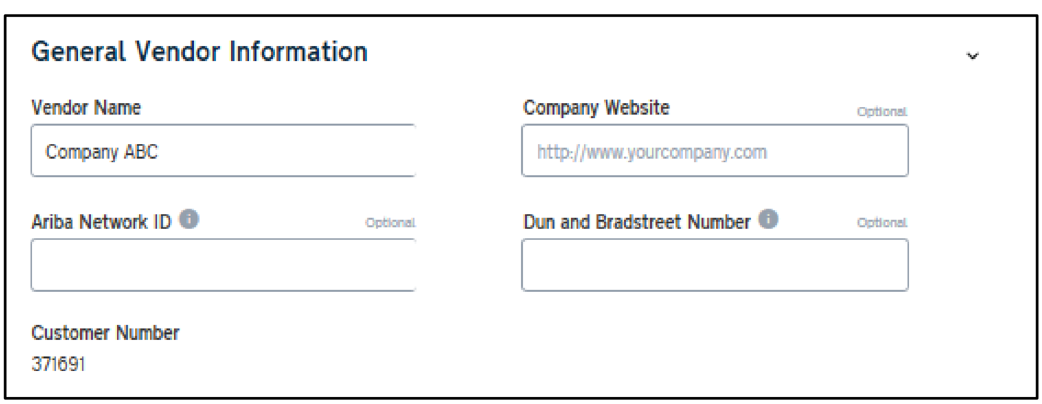
V. Company Information

1. Complete the information in the **"General Vendor Information"** section:

a. **"Vendor Name"** – Defaults based on the information entered in the **"Vendor Name"** field when beginning the registration. This should be the Company Name as state of North Carolina buyers would recognize the company. If you are doing business as an individual, please use your full legal name. The **"Vendor Name"** field can be changed at any time.

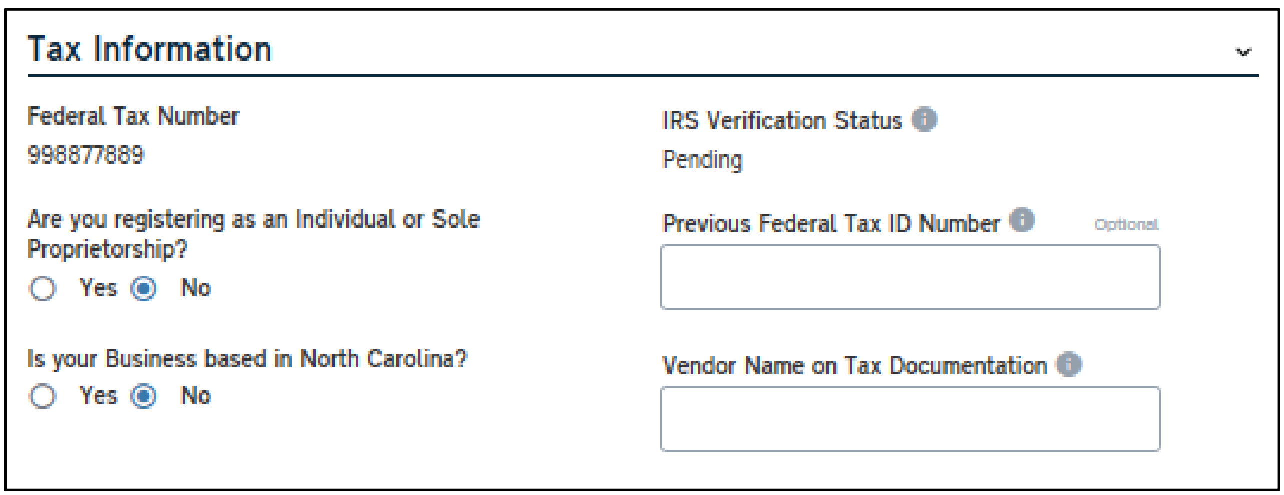
Note: The **"Vendor Name"** field has a maximum length of 50 characters (including spaces, punctuation, and special characters). Please enter as much of the company's name as will fit in the free-text field. Proactively providing buyers with the shortened name can help avoid confusion.

b. **"Company Website" (Optional)** – Enter the website for the company in this field. If the company does not have a website, the field can be left blank. The website should be entered in the following format: http://www.yourcompanyname.com.
c. **"Ariba Network ID" (Optional)** – If the company has registered on the Ariba Commerce Services Network, the Ariba Network ID should be entered in this field. If the company does not have an Ariba Network ID, the field should be left blank. For an explanation of Ariba Services, visit www.ariba.com.
d. **"Dun and Bradstreet Number" (Optional)** – The Dun and Bradstreet Number is a worldwide method of classifying businesses. The number can be used to uniquely identify a business, or to link it to other entities within a corporation. If the company does not have a Dun and Bradstreet Number, this field should be left blank.
e. **"Customer Number"** – This is a unique system-generated number, and is not an editable field. This number should be noted, as it can be used to identify the company when speaking to the NC eVP Help Desk.



2. Complete the **"Tax Information"** section for the company.

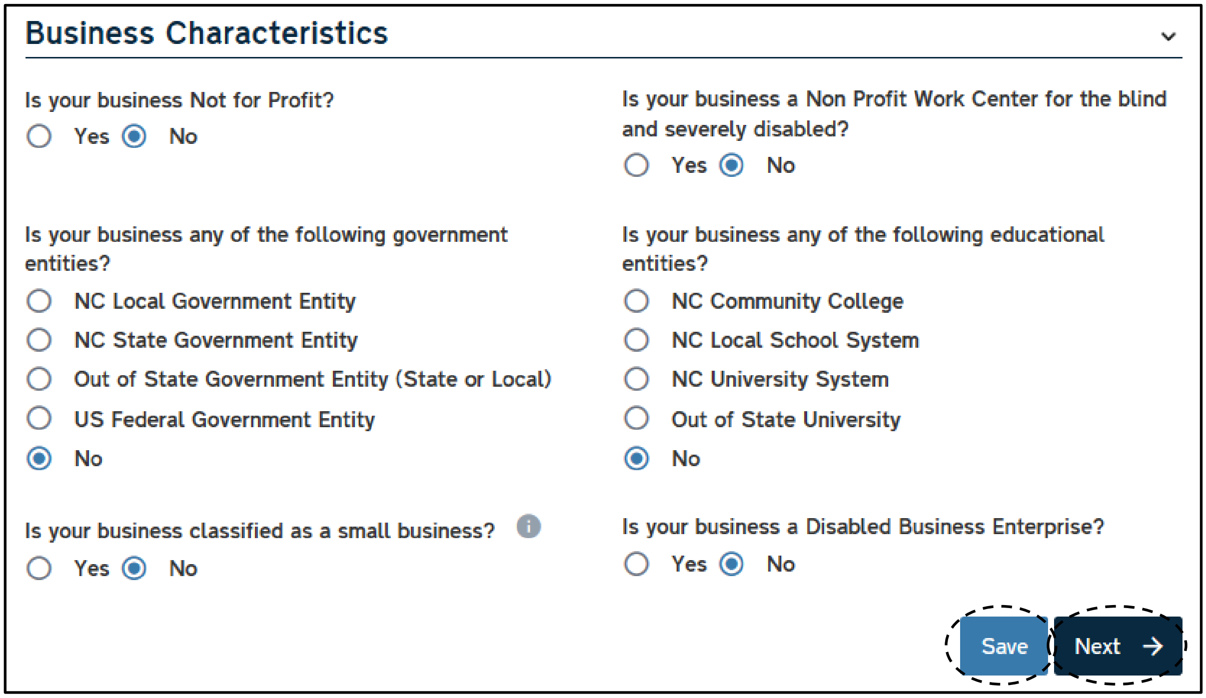
   a. **"Federal Tax Number"** – This is not an editable field. The Federal Tax ID number is defaulted based on the information entered at the beginning of the registration process.
   b. **"IRS Verification Status"** – This is not an editable field. The **"IRS Verification Status"** field will display **"Pending"** until the IRS TIN (Tax Identification Number) matching process is complete for the vendor information.
   c. **"Are you registering as an Individual/Sole Proprietorship?"** – Select the **"Yes"** or **"No"** radio button depending on whether or not you are registering as an Individual/Sole Proprietorship.
   d. **"Previous Federal Tax ID Number" (Optional) –** Enter the previous Federal Tax ID Number for the business, if applicable. If there are multiple previous Federal Tax ID Numbers, enter the most recent number. This field is seen and used only by the Help Desk for administrative purposes only. Buyers will not have access to this information.
   e. **"Is your Business based in North Carolina?"** – Select **"Yes"** or **"No."** Businesses based in North Carolina are businesses who have their main office in North Carolina.
   f. **"Vendor Name on Tax Documentation** – If a 1099 form should be prepared to report payments received to the IRS, enter the business name that should appear on the form here. This field has a maximum length of 70 characters (including spaces, punctuation, and special characters). For individuals, this will be your full legal name. If you select **"No"** under **"Are you registering as an Individual or Sole Proprietorship?"** this field will auto-fill with the **"Vendor Name"** entered above.



3. The last section on the ***Company Information*** page is the **"Business Characteristics"** section. This information will be used to determine HUB Certification.

   a. **"Is your business Not for Profit?"** – Select **"Yes"** or **"No"**
   b. **"Is your business a Non Profit Work Center for the blind and severely disabled?"** – Select **"Yes"** or **"No"**
   c. **"Is your business any of the following government entities?"** – Select the radio button for the applicable government entity. If none listed apply, select the **"No"** radio button.
   d. **"Is your business any of the following educational entities?"** – Select the radio button for the applicable educational entity. If none listed apply, select the **"No"** radio button.
   e. **"Is your business classified as a small business?"** – Select **"Yes"** or **"No"**
   f. **"Is your business a Disabled Business (Enterprise)?"** - Select **"Yes"** or **"No"**

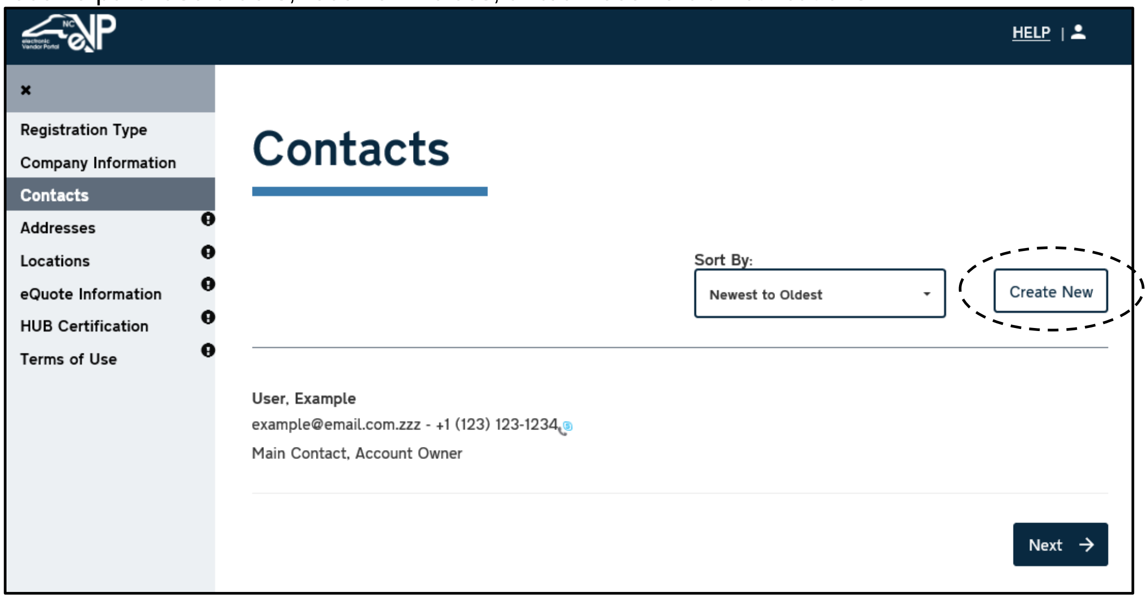
4. Click the **"Save"** button to save the selections and the **"Next"** button to advance to the next page.



VI. Adding/Managing Contacts

1. The ***Contacts*** page contains the contacts associated with the company's registration.
2. If necessary, add any additional contacts to the account by clicking the **"Create New"** button.

Note: Other possible contacts to add may include contacts who receive payments of goods or services, receive purchase orders, receive invoices, and/or receive bid notifications.



3. Complete the required fields, including **"First Name," "Last Name," "Email," "Re-enter Email," "Country/Region"**, and **"Phone"** to add additional contacts.
4. **"Designate user as the Main Contact" –** Checking this box is optional and will designate the new contact as the Main Contact. This action will remove the designation from the existing Main Contact, as there can only be one Main Contact, per account.

   Note: The Main Contact will be used as a point of contact for eVP related communications.

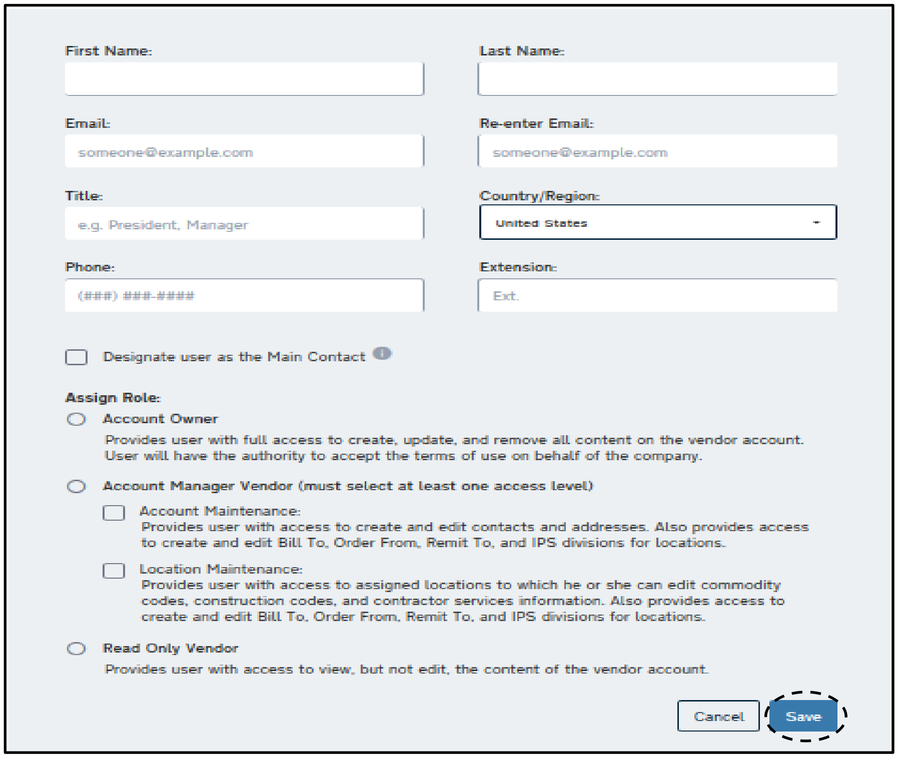
5. **Assign Role –** Select the radio button or checkbox for the role that is appropriate for the contact.

   Note: More than one user can be assigned to each role.

   Note: If the **"Account Manager"** radio button is selected, at least one access level must be selected: **"Account Maintenance"** or **"Location Maintenance"**.

6. Click the **"Save"** button to save the new contact and the **"Next"** button to advance to the next page.

   Note: Clicking the **"Save"** button on the create mode of the ***Contacts*** page will trigger an email to be sent to the newly added contact and inviting him or her to join the account.



Note: If additional contacts need to be added, click the **"Create New"** button again and complete steps 1-3 in this section.

VII. Adding/Managing Addresses

1. The ***Addresses*** page contains addresses to be assigned to Locations later in the registration process. NC E-Procurement vendors will need addresses for purchase orders, payments, and invoices. Vendors will need an address for purchasers to contact the vendor for quotes. Click the **"Create New"** button to create a new address.

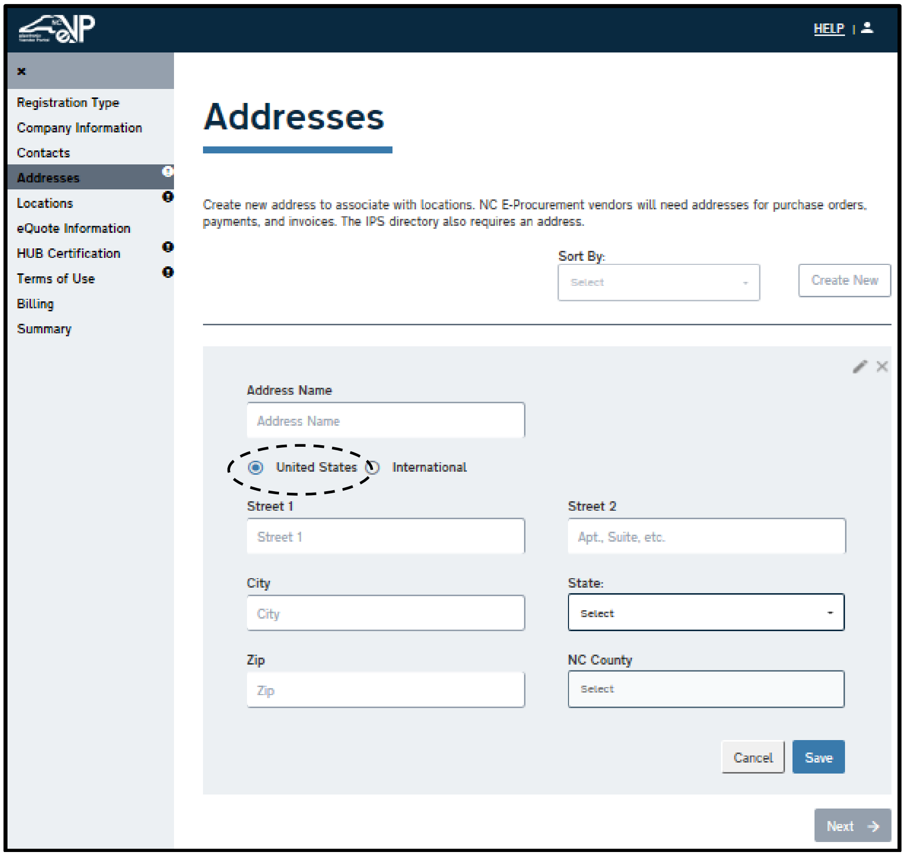
2. Below the **"Address Name"** field, select the appropriate radio button indicating the location of the address, either **"United States"** or **"International"**.

   Note: This selection will determine the required fields for this address.

3. Complete the following required fields if **"United States"** was selected.

   a. **"Address Name"** – Enter the name of the address for this location.
   b. **"Street 1"** and **"Street 2"** – Enter the Street Address or PO Box of the address.
   c. **"City"** – Enter the City where the address is located.
   d. **"State"** – Select the State where the address is located in the drop-down menu.
   e. **"Zip"** – Enter the postal Zip Code.

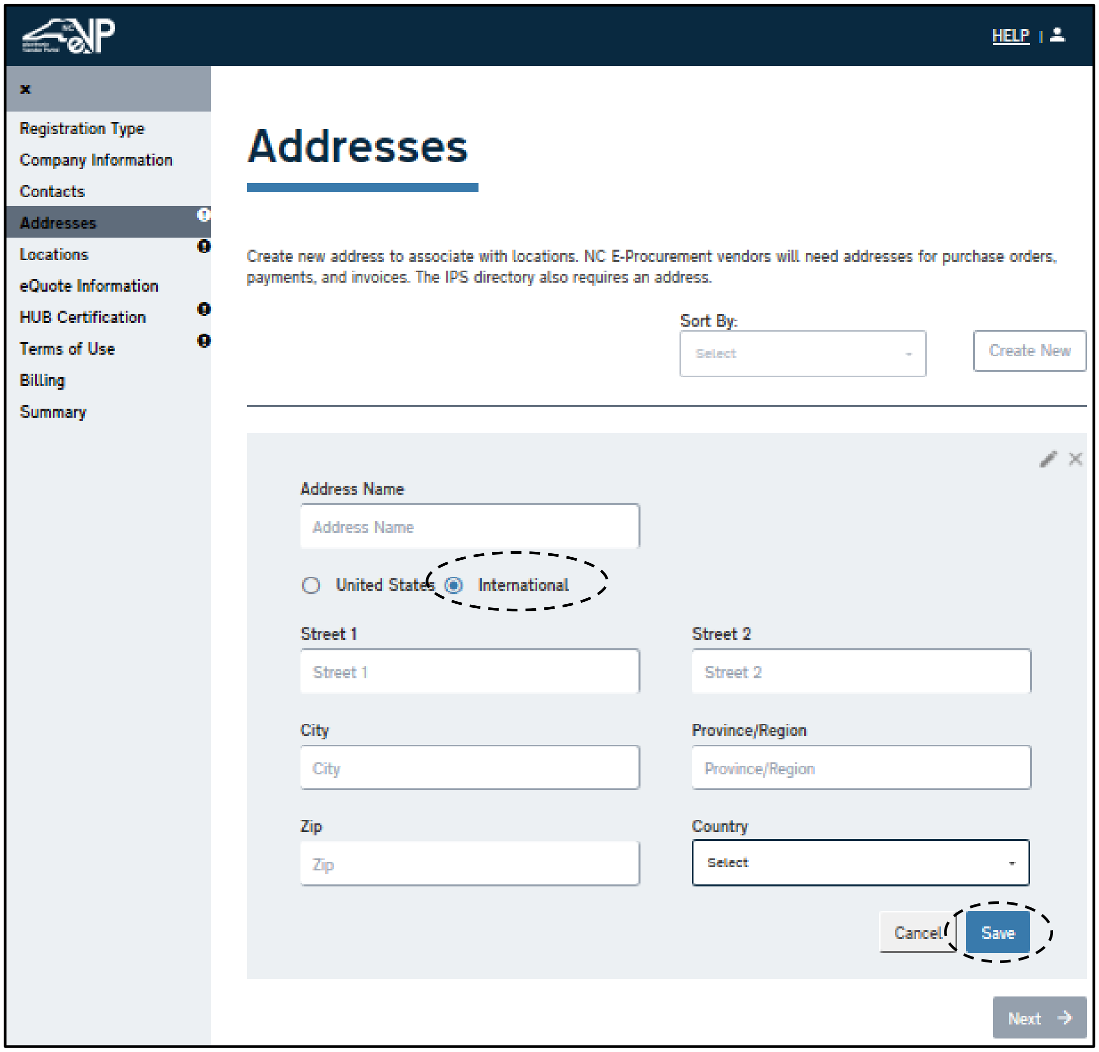
f. **"NC County"** – Select the County where the address is located. This is only required if the vendor is located within the state of North Carolina.



4. Complete the following required fields if **"International"** was selected.

   a. **"Address Name"** - Enter the name of the address for this location.
   b. **"Street 1"** and **"Street 2"** – Enter the Street Address or PO Box of the address.
   c. **"City"** – Enter the City where the address is located.
   d. **"Province/Region"** – Select the Province/Region where the address is located.
   e. **"Zip"** – Enter the postal Zip Code.
   f. **"Country"** – Select the Country where the address is located.

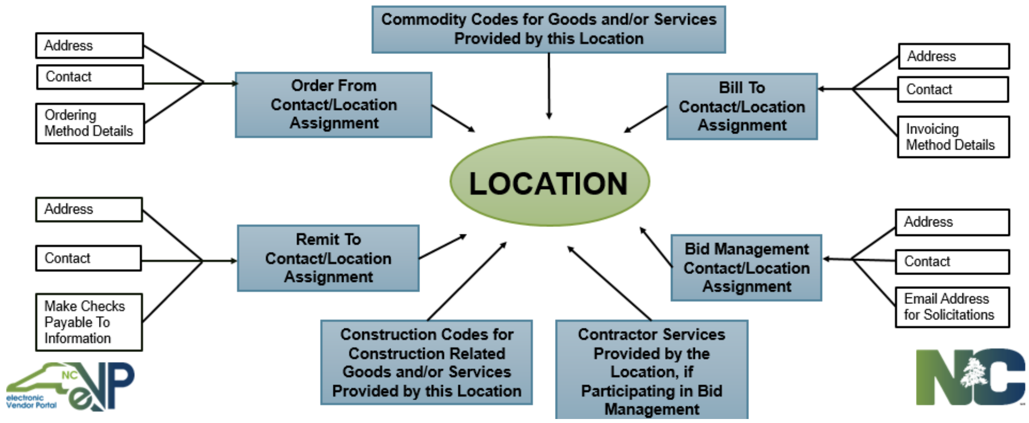
5. Click the **"Save"** button to save the address, and then the **"Next"** button to advance to the next page.



Note: If additional addresses need to be added, click the **"Create New"** button again and complete steps 1-5 in this section.

Note: If an address needs to be updated, click the pencil icon next to the specific address.

VIII. Adding/Managing Locations



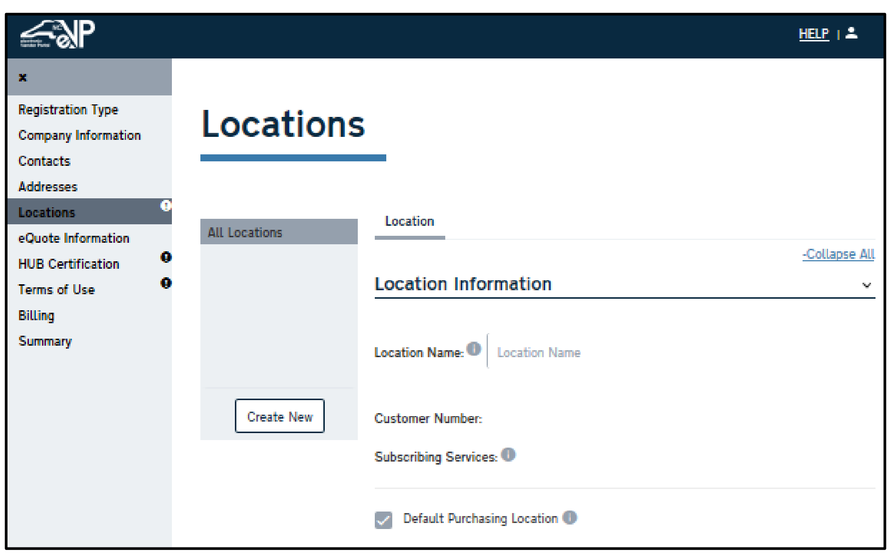
1. On the ***Locations*** page, a vendor can add Locations and assign Contact/Location assignments. Complete the following fields to create the Location:

   a. **"Location Name"** – Enter the Location Name to uniquely identify the company location. Buyers will use the **"Location Name"** field to select the destination for their purchase order. The Location Name should include any information needed to uniquely identify the location: division name, subsidiary business name, geographic location, product division, etc. This field will be seen in the buyer system and will be used by buyers to select the correct location to send their purchase order to.

   b. **Customer Number** – The Customer Number will be system-generated, non-editable, and will consist of the Customer Number of the vendor, followed by a letter.

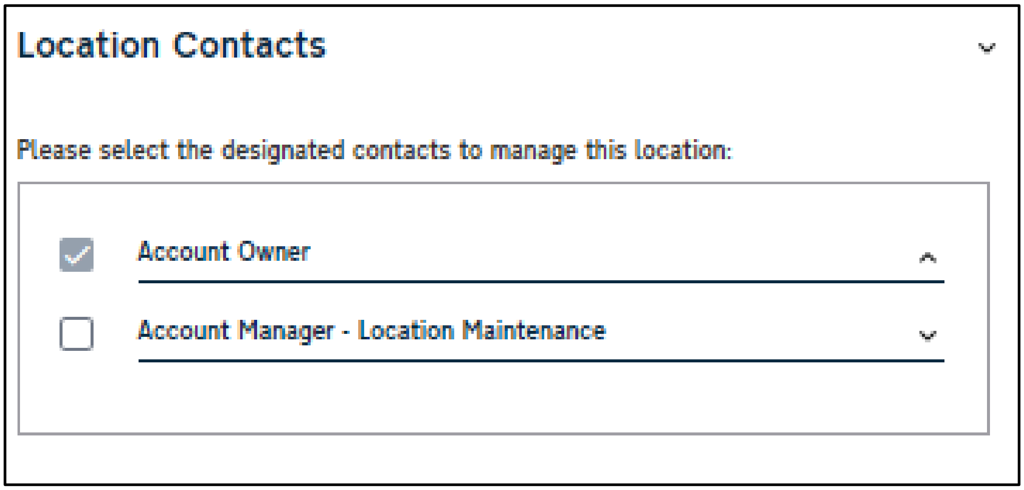
   c. **Subscribing Services** – This section will update based on the Contact/Location assignments selected for each location.

   d. **Default Purchasing Location** – Check this box if you want to designate this location as the default location in NC E-Procurement for purchase order delivery. This will be the location that defaults on purchase orders created by buyers; however, buyers will be able to select a different location if desired.



2. Complete the ***Location Contacts*** section.

   a. Select the designated contact(s) to manage the location.



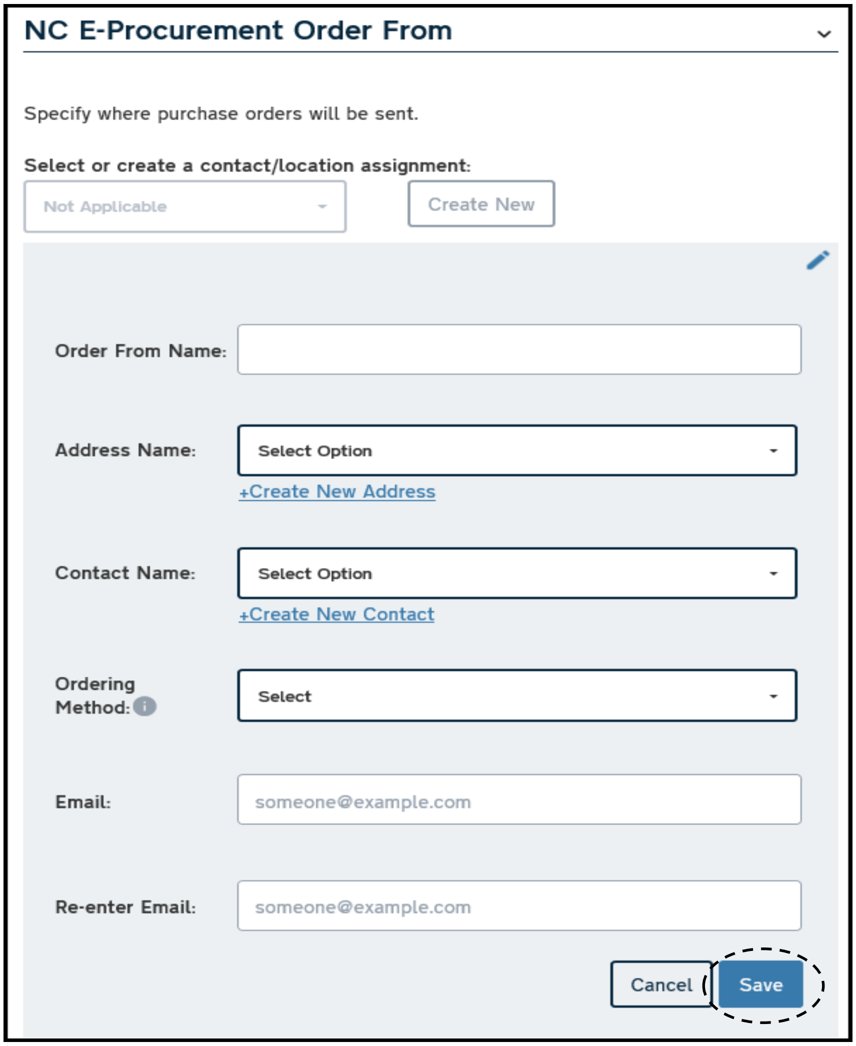
3. Create the **"Contact/Location"** assignments, which may include **"NC E-Procurement Order From"**, **"NC E-Procurement Remit To"**, "**NC E-Procurement Bill To"** and **"IPS"**. The **"Contact/Location"** assignment consists of a contact, address and additional information such as ordering method.

Note: If, on the ***Registration Type*** page, a vendor did not select to register for NC E-Procurement @ Your Service, **"NC E-Procurement Order From"**, **"NC E-Procurement Remit To"**, and "**NC E-Procurement Bill To"** will not display on the ***Locations*** page.

Note: If, on the ***Registration Type*** page, a vendor did not select to register for IPS Registration, the **"IPS"** section will not display on the ***Locations*** page.

4. If applicable, complete the "**NC E-Procurement Order From"** section. Select an existing Contact/Location assignment from the drop-down menu or create a new Contact/Location assignment by clicking the **"Create New"** button and completing the following fields:

   a. **"Order From Name"** – Enter the name of the location to which purchase orders will be received (ex. Raleigh Orders, Corporate Orders, Timber Orders).
   b. **"Address Name"** – Choose an Address Name from the drop-down menu or click the **"Create New Address"** link to enter a new address to which purchase orders will be received.
   c. **"Contact Name"** – Choose a Contact Name from the drop-down menu or click the **"Create New Contact"** link to enter a new contact to receive purchase orders.
   d. **"Ordering Method"** – Select the preferred method of receiving orders from entities using NC E-Procurement: **"Email"** or **"Ariba Network"**.
   e. **"Email"** – Enter the email address where purchase orders for the location should be emailed. If **"Email"** was not selected in the **"Ordering Method"** section, the **"Email"** field can be left blank.
   f. Click the **"Save"** button to save the information.

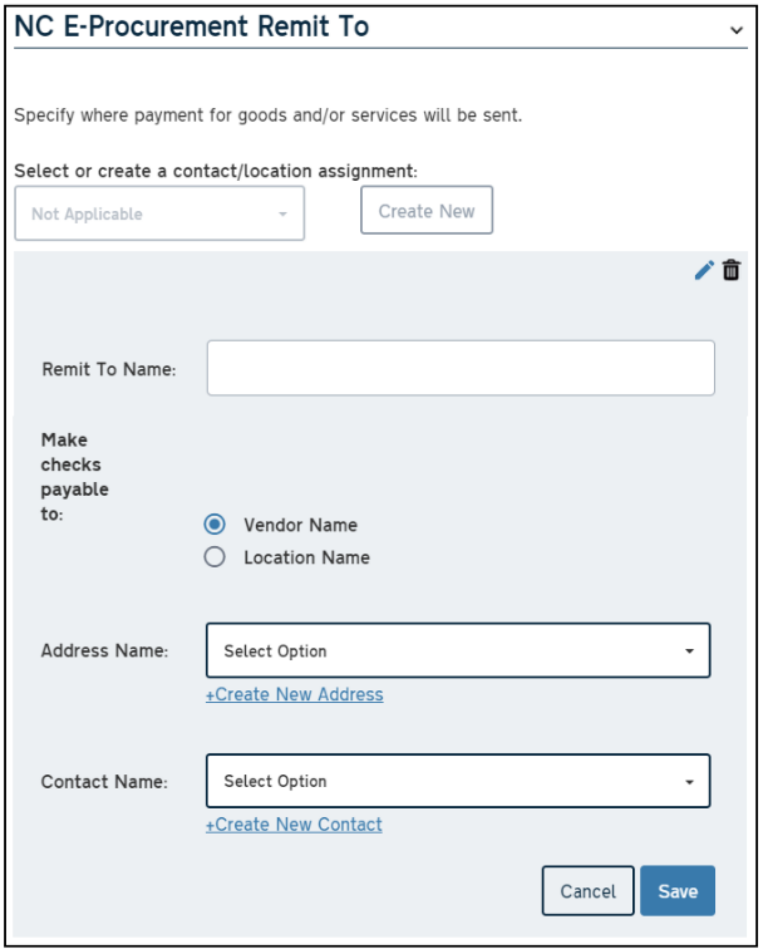


5. If applicable, complete the **"NC E-Procurement Remit To"** section, which is the address to which payment for goods and services should be sent. Select an existing Contact/Location assignment from the drop-down menu or create a new Contact/Location assignment by clicking the **"Create New"** button and completing the following fields:

   a. **"Remit To Name"** – Enter the name of the location to which payment for goods and services should be sent. (Ex. Raleigh Remit To, Corporate Remit To, Accounts Receivable, etc.)
   b. **"Make Checks Payable To"** – Select the radio button for **"Vendor Name"**, **"Location Name"**, or **"Vendor Name on Tax Documentation"**. The Vendor Name is the name entered in the **"Vendor Name"** field when beginning the registration. The Location Name is the value entered in the **"Location Name"** field at the beginning of this section. The Vendor Name on Tax Documentation is the name entered on the ***Company Information*** page.

Note: The **"Official Name on Tax Documentation"** option will display in this field if it is different from the **"Vendor Name"**.

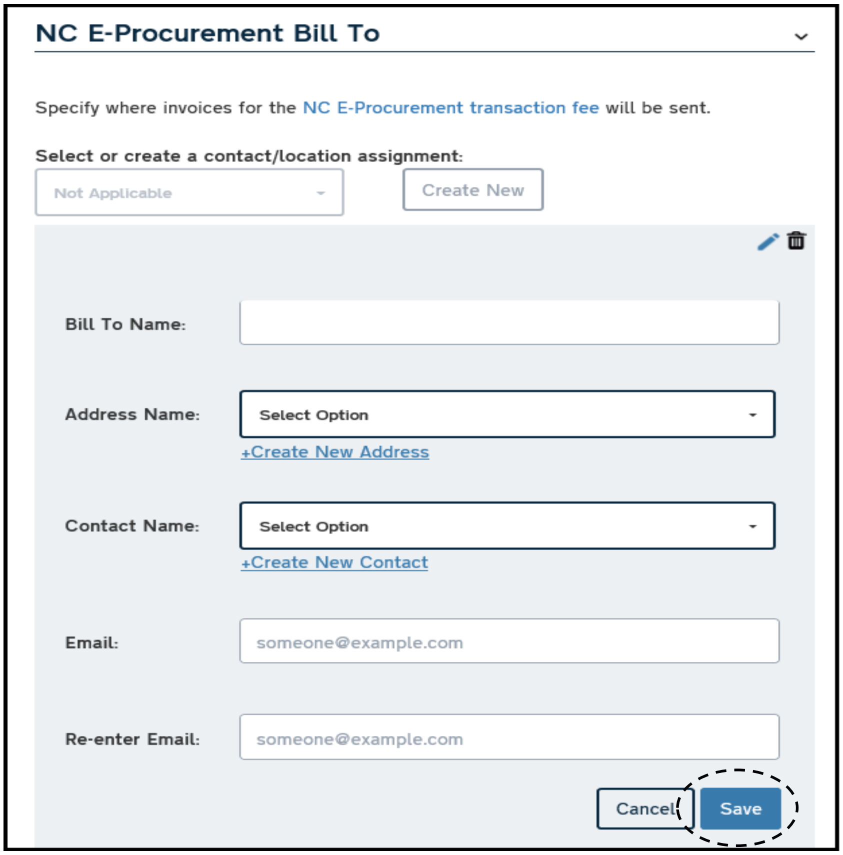
c. **"Address Name"** – Choose an Address Name from the drop-down menu or click the **"Create New Address"** link to enter a new address to which payment for goods and services should be sent.
d. **"Contact Name"** – Choose a Contact Name from the drop-down menu or click the **"Create New Contact"** link to enter a new contact that should be associated with payments made to the company.
e. Click the **"Save"** button to save the information.



6. If applicable, complete the **"NC E-Procurement Bill To"** section, which is the address to which the transaction fee invoice for NC E-Procurement will be sent. Select an existing Contact/Location assignment from the drop-down menu or create a new Contact/Location assignment by clicking the **"Create New"** button and completing the following fields:

   a. **"Bill To Name"** – Enter the name of the location to which invoices will be received (ex. Raleigh Office, Accounts Payable, Corporate Accounts Payable).
   b. **"Address Name"** – Choose an Address Name from the drop-down menu or click the **"Create New Address"** link to enter a new address to which invoices will be received.
   c. **"Contact Name"** – Choose a Contact Name from the drop-down menu or click the **"Create New Contact"** link to enter a new contact who should be the contact to receive invoices. This person may be contacted if there are questions about payments.

d. **"Email"** – Enter the Email Address where invoices for the location should be emailed.
e. Click the **"Save"** button to save the information.

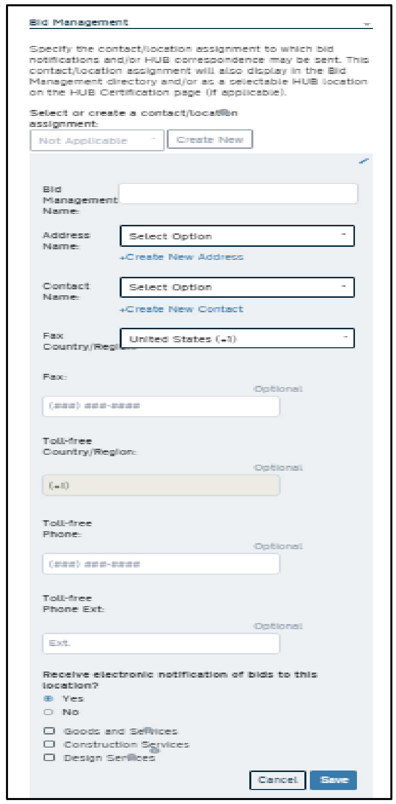


7. If applicable, complete the **"IPS"** section, which is the address to which Interactive Purchasing System (IPS) bid notifications will be sent. Select an existing Contact/Location assignment from the drop-down menu or create a new Contact/Location assignment.

Note: This Contact/Location assignment will also display in the IPS directory and as a selectable HUB location on the ***HUB Certification*** page (if applicable).

a. **"IPS Name"** – Enter the name of the location to which IPS bid notifications will be received.
b. **"Address Name"** - Choose an Address Name from the drop-down menu or click the **"Create New Address"** link to enter a new address to which IPS bid notifications will be received.
c. **"Contact Name"** – Choose a contact name from the drop-down menu or the **"Create New Contact"** link to enter a new contact who should receive IPS bid notifications.
d. **"Toll-Free Phone"** – Enter the Phone Number for this location.
e. **"Receive electronic notification of bids to this location?"** – Select the **"Yes"** or **"No"** radio button depending on whether or not the company wants to receive electronic notification of bids to this location. If **"Yes"** is selected, additional checkboxes will display. Check the boxes for applicable services to receive notification of bids to this location.
f. Click the **"Save"** button to save the information and the **"Next"** button to advance to the next section.

Note: If an additional location needs to be added, select the **"Create New"** button located inside the box in the top left corner titled **"All Locations"** and complete steps 1-7 in this section. An additional location may be added if additional contacts should receive bid notifications.

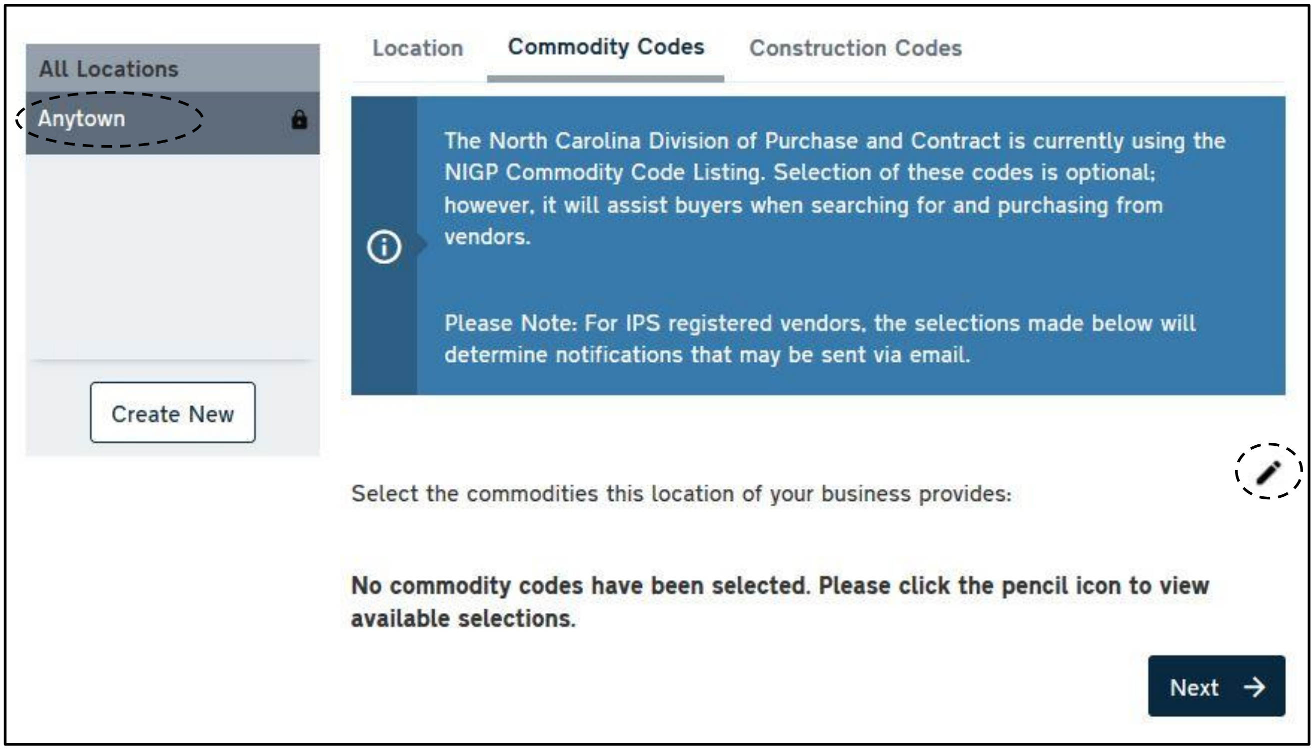


8. The next section of the ***Locations*** page is the **"Commodity Codes"** section**:**

   a. Click the **Pencil icon** to add Commodity Codes to the selected location.

Note: Selection of Commodity Codes is optional. It will assist buyers when searching for vendors.

Note: Each Location for the vendor will display in the sidebar that is located in the box titled **"All Locations"**.



b. Select the appropriate Commodity Codes that describe the goods that the company provides. More than one Commodity Code can be selected.

Note: There may not be a Commodity Code that specifically describes the commodities that the company provides. Select the Commodity Codes that fit best. The Commodity Codes selected will determine what bid notifications you receive.

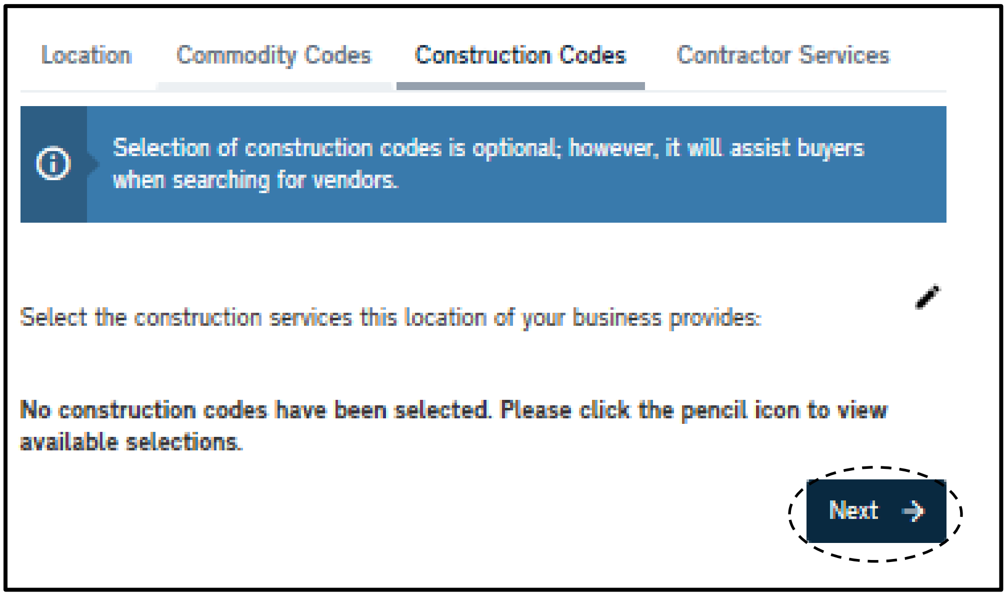
c. Once all applicable Commodity Codes are selected, click the **"Save"** button to save the selections and click the **"Next"** button to proceed to the **"Construction Codes"** section.

9. The next section of the ***Locations*** page is the **"Construction Codes"** section**:**

a. Click the **Pencil icon** to add Construction Codes to the selected location.

Note: Construction Codes identify products and services provided by companies in the construction industry.

Note: Selection of Construction Codes is optional but will assist buyers when searching for vendors.



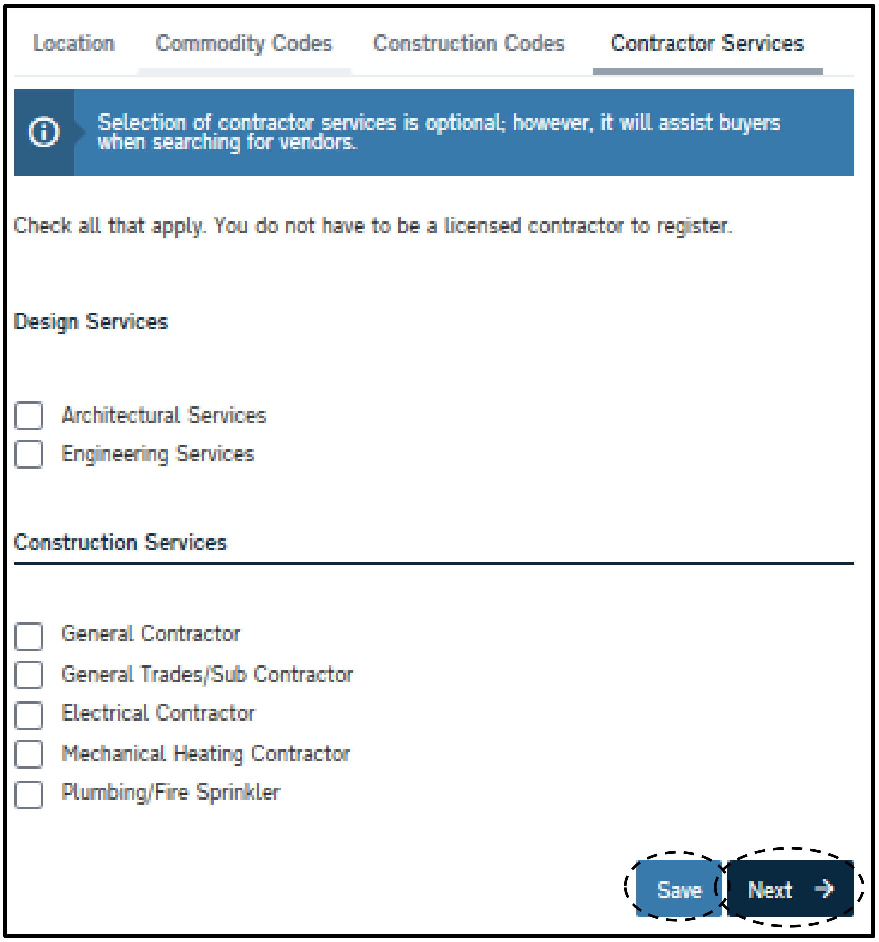
a. Select the Construction Codes that apply to the company.
b. Once all applicable Construction Codes are selected, click the **"Save"** button to save the selections and click the **"Next"** button to proceed to the **"Contractor Services"** section.

10. The next section of the ***Locations*** page is the **"Contractor Services"** section**:**

    a. Select the checkboxes for the Contractor Services applicable to the selected location.

    Note: Selection of Contractor Services is optional but will assist buyers when searching for vendors.

    b. Once all applicable Construction Codes are selected, click the **"Save"** button to save the selections and click the **"Next"** button to advance to the next page.



IX. HUB Certification

1. The ***HUB Certification*** page will collect the initial details necessary for certification as a Historically Underutilized Business (HUB).

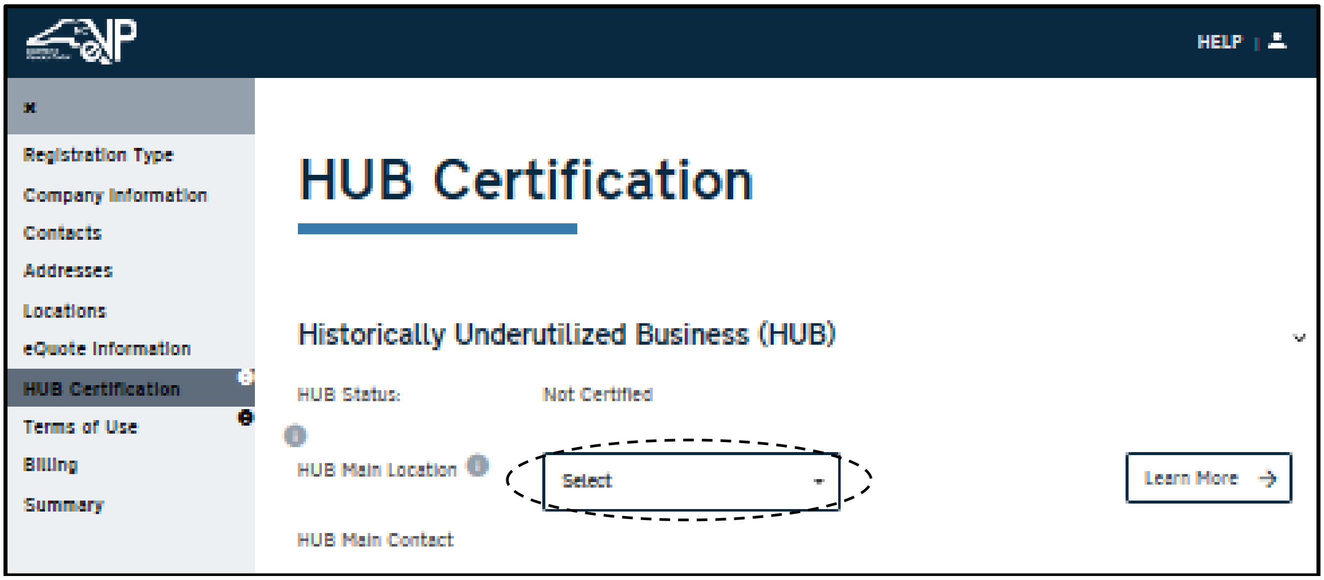
Note: The ***HUB Certification*** page will only be visible to vendors that selected to request HUB Certification on the ***Registration Type*** page.

Note: Official HUB Certification must be received from the HUB Office. The company's HUB Certification Status will remain as **"Not Certified"** until notification of certification has been received. To learn about Historically Underutilized Businesses and to complete registration, visit http://www.doa.state.nc.us/hub/.

2. Complete the **"Historically Underutilized Business (HUB)"** section

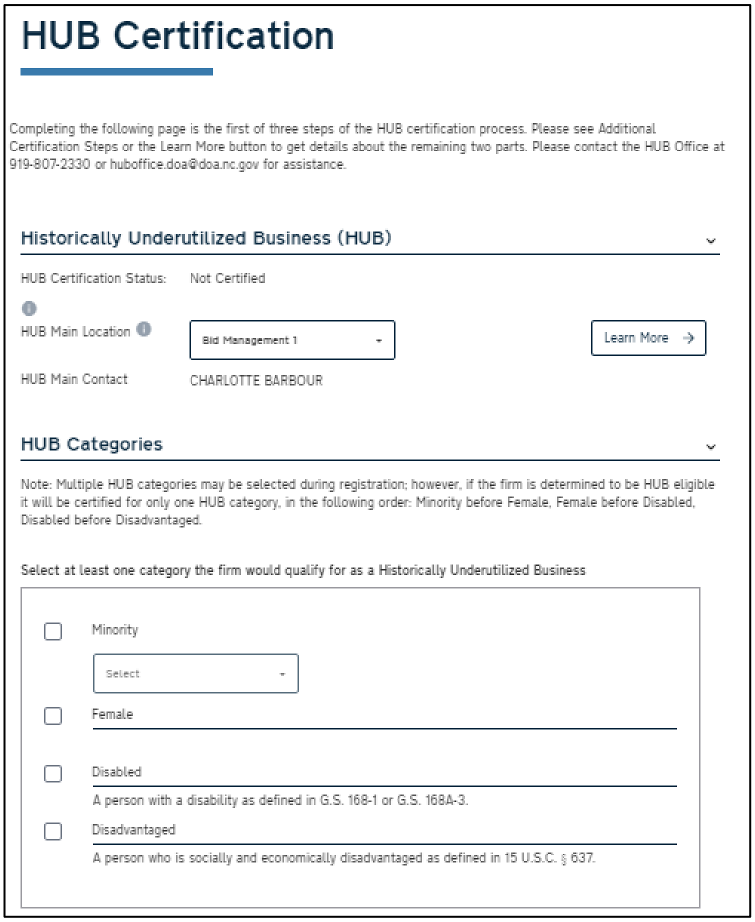
   a. Select the HUB Main Location from the **"HUB Main Location"** drop-down menu. The Main Contact for that location will automatically populate in the **"HUB Main Contact"** field.

Note: Only Locations that are participating in IPS are able to be selected in the **"HUB Main Location"** drop-down menu.



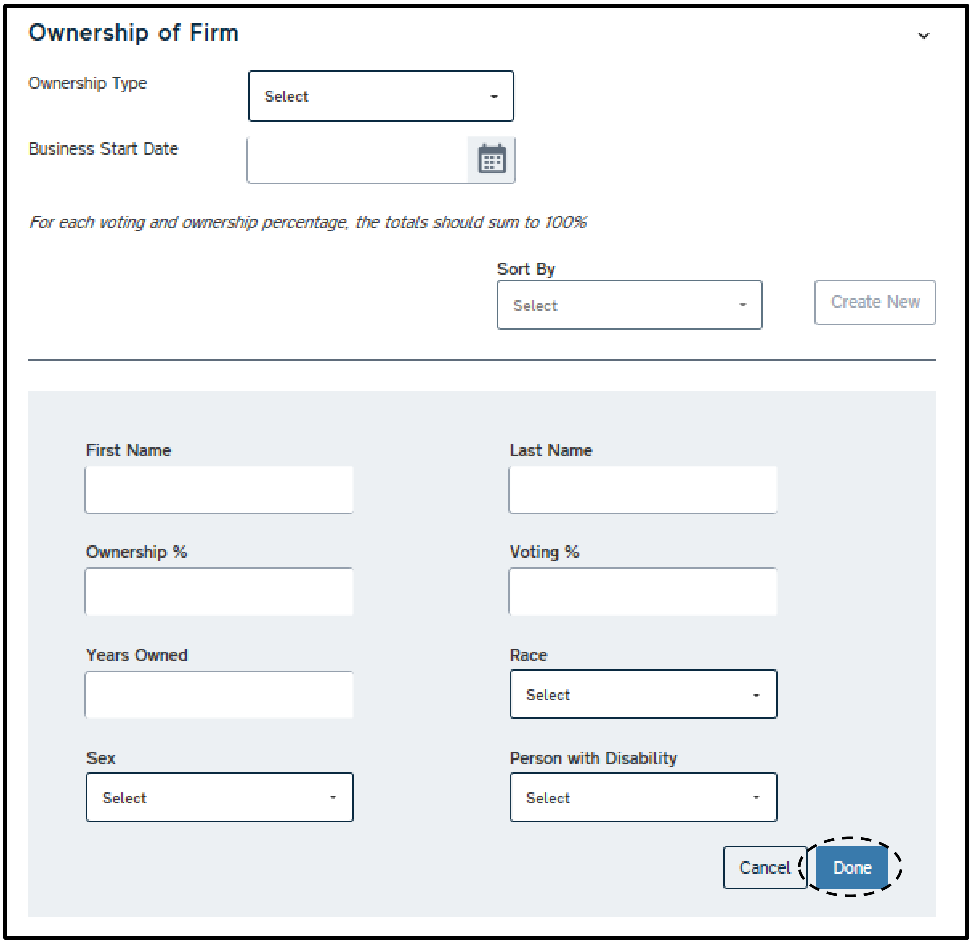
3. Complete the **"HUB Categories"** section by selecting the applicable HUB Categories.

Note: Multiple HUB Categories may be selected during registration; however, if the company is determined to be HUB eligible it will be certified for only one HUB Category, in the following order: Minority before Female, Female before Disabled, Disabled before Disadvantaged.



4. Complete the **"Ownership of Firm"** section.

   a. Select the appropriate value from the from the **"Ownership Type"** drop-down menu.
   b. Enter the Business Start Date in the **"Business Start Date"** field.
   c. Click the **"Create New"** button to add an owner.
   d. Complete the required fields **"First Name"**, **"Last Name"**, **"Ownership %"**, **"Voting %"**, **"Years Owned"**, **"Race"**, **"Sex"**, and **"Person with Disability"** for the newly added owner.
   e. Click the **"Done"** button to add the owner.

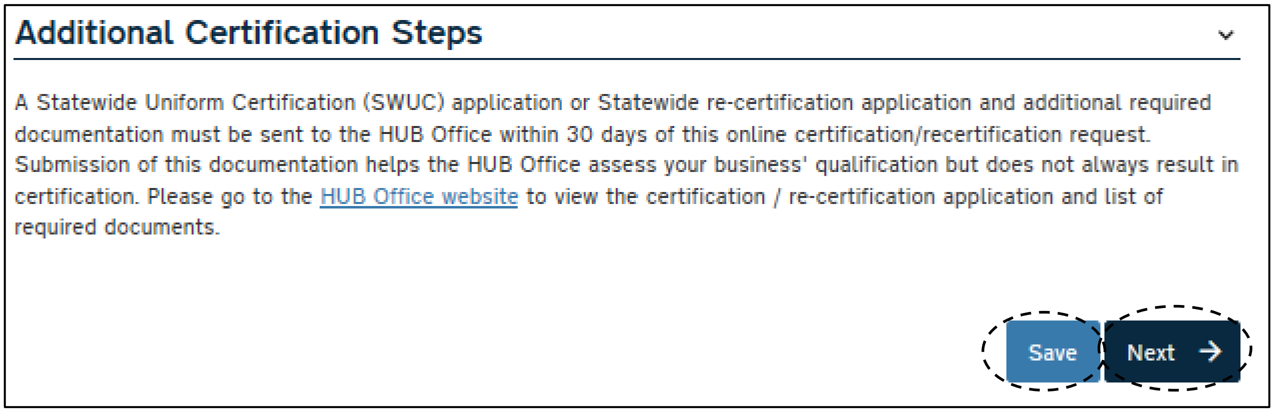


f. **"Is management and daily business operations of this firm controlled by the person who owns at least 51% interest or stock in the firm?"** – Select the **"Yes"** or **"No"** radio button depending on whether or not this is true for the vendor.

Note: If an additional owner needs to be added, click the **"Create New"** button again and complete steps d-f in this section.

5. Click the **"Save"** button to save the information and the **"Next"** button to advance to the next page.

Note: Additional documentation must be sent to the HUB Office within 30 days of the certification application or request of certification. Please go to the HUB Office website to view the list of required documents.



X. Terms of Use

1. The ***Terms of Use*** page will display the Terms of Use for all services that were selected on the ***Registration Type*** page. Review the Terms of Use for NC E-Procurement, IPS, and/or HUB Certification and select the checkbox within each section.

Note: The NC E-Procurement Terms of Use may be found here. If there are questions about the transaction fee referenced in the Terms of Use, please refer to the **"Fee Questions"** section of the ***Vendor Frequently Asked Questions*** page on the NC E-Procurement web site at http://eprocurement.nc.gov/Vendor/FAQ.html.

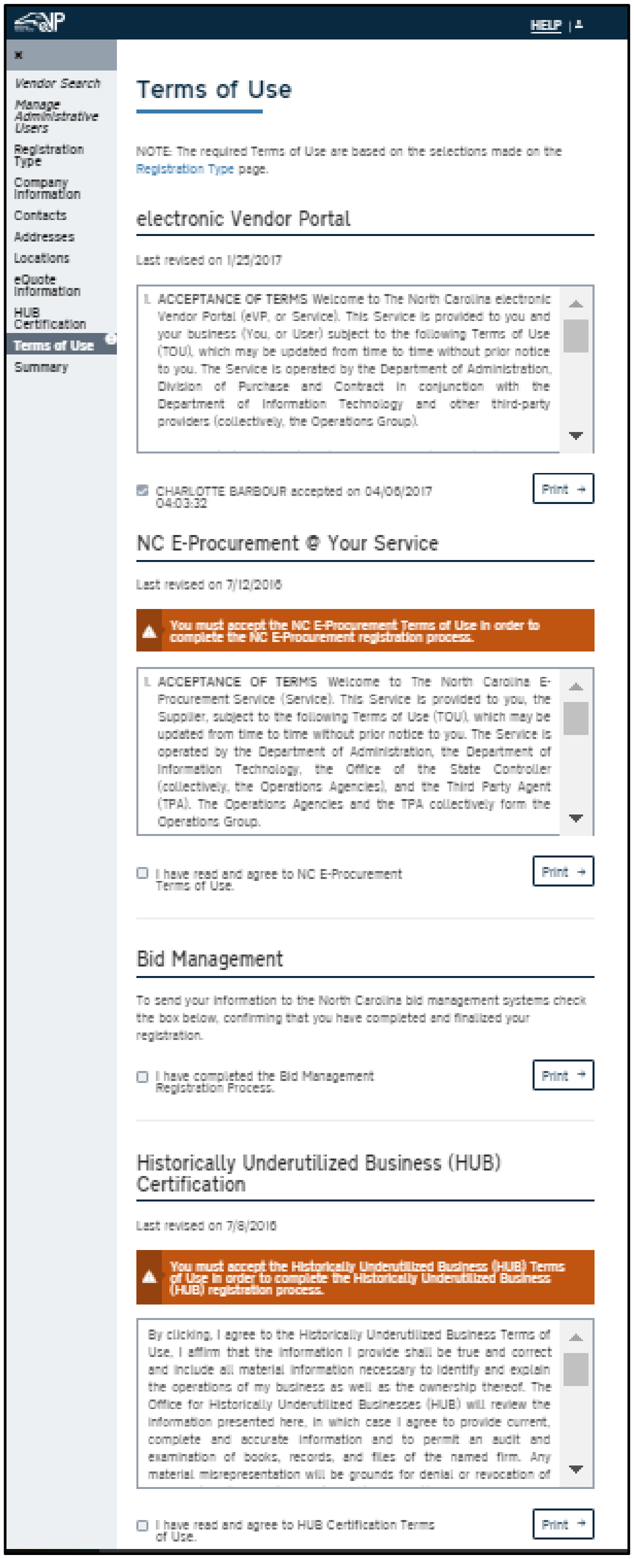
2. After selecting the appropriate checkboxes, click the **"I Accept"** button to accept the Terms of Use.

Note: Only a user with the role of Account Owner can accept the Terms of Use.

Note: The Terms of Use cannot be accepted if required information on the account has not been completed.

Note: Once the Terms of Use have been accepted, the ***Terms of Use*** page will display the name of the person who accepted the terms and the date they were accepted.

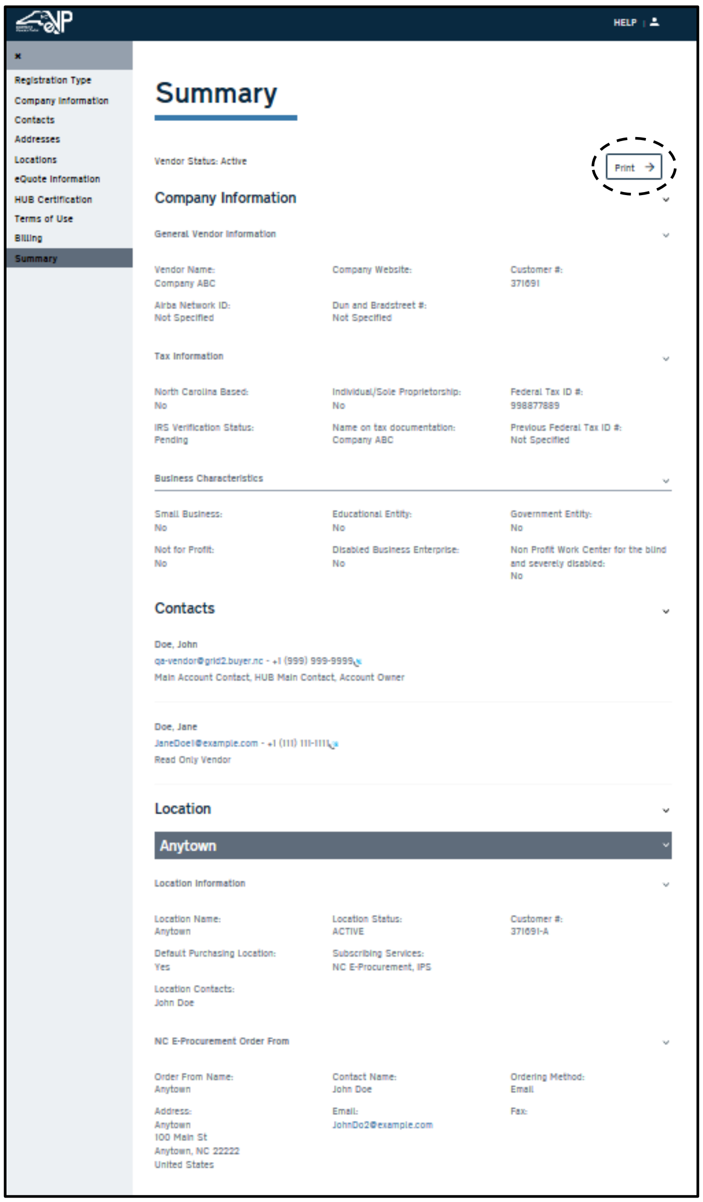
3. The vendor should see a message stating that they have successfully registered for the applicable services (NC E-Procurement, HUB, and/or IPS).


HELP
Vendor Search
Manage Administrative Users
Registration Type
Company Information
Contacts
Addresses
Locations
eQuote Information
HUB Certification
Terms of Use
Summary
Terms of Use
NOTE: The required Terms of Use are based on the selections made on the Registration Type page.
electronic Vendor Portal
Last revised on 1/25/2017
I. ACCEPTANCE OF TERMS Welcome to The North Carolina electronic Vendor Portal (eVP, or Service). This Service is provided to you and your business (You, or User) subject to the following Terms of Use (TOU), which may be updated from time to time without prior notice to you. The Service is operated by the Department of Administration, Division of Purchase and Contract in conjunction with the Department of Information Technology and other third-party providers (collectively, the Operations Group).
CHARLOTTE BARBOUR accepted on 04/06/2017 04:03:32
Print
NC E-Procurement @ Your Service
Last revised on 7/12/2016
You must accept the NC E-Procurement Terms of Use in order to complete the NC E-Procurement registration process.
I. ACCEPTANCE OF TERMS Welcome to The North Carolina E-Procurement Service (Service). This Service is provided to you, the Supplier, subject to the following Terms of Use (TOU), which may be updated from time to time without prior notice to you. The Service is operated by the Department of Administration, the Department of Information Technology, the Office of the State Controller (collectively, the Operations Agencies), and the Third Party Agent (TPA). The Operations Agencies and the TPA collectively form the Operations Group.
I have read and agree to NC E-Procurement Terms of Use.
Print
Bid Management
To send your information to the North Carolina bid management systems check the box below, confirming that you have completed and finalized your registration.
I have completed the Bid Management Registration Process.
Print
Historically Underutilized Business (HUB) Certification
Last revised on 7/8/2016
You must accept the Historically Underutilized Business (HUB) Terms of Use in order to complete the Historically Underutilized Business (HUB) registration process.
By clicking, I agree to the Historically Underutilized Business Terms of Use, I affirm that the information I provide shall be true and correct and include all material information necessary to identify and explain the operations of my business as well as the ownership thereof. The Office for Historically Underutilized Businesses (HUB) will review the information presented here, in which case I agree to provide current, complete and accurate information and to permit an audit and examination of books, records, and files of the named firm. Any material misrepresentation will be grounds for denial or revocation of
I have read and agree to HUB Certification Terms of Use.
Print

XI. Summary

1. Review the company information on the ***Summary*** page and confirm that all details are correct. Expand each section header by clicking the arrow icons.

Note: This page can be printed by clicking the **"Print"** button.



2. The NC eVP registration is now complete and the company will immediately be visible in Public Vendor Search. Vendors who register prior to 4:30pm will be visible to buyers and will start receiving IPS bid notifications the next business day.