How to Read NC eProcurement Billing Documents

Introduction

NC eProcurement charges vendors a 1.75% transaction fee for goods and materials sold to the State. Invoices for the NC eProcurement transaction fee are sent via email between the 15th and 20th of each month. In addition to NC eProcurement Invoices, vendors may receive an NC eProcurement Account Statement at the end of the month. NC eProcurement Account Statements will show any payments, interest, penalty charges, and credits that have been applied to the NC eProcurement account. This guide covers the essential information for reading NC eProcurement Invoices and Account Statements.



Learning **Objectives**

At the end of this job aid **you will be able to**:

- Review the information on an NC eProcurement Invoice.
- Review the information on an NC eProcurement Account Statement.

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How to Read an NC eProcurement Invoice

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Invoice Date: 09-Nov-26
Invoice Number: INV-3003666
Customer Number: 12345-A

Include your **Customer Number** and **Invoice Number** with your payment.

Bill To: Any Vendor
123 Main Street
SAVANNAH, GA
31415

Payment Due Date: 20-Dec-26
Amount Enclosed: $ _____

Make check or money order payable to:
State of North Carolina - Eproc
PO Box 752167
Charlotte, NC 28275-2167

For electronic payments visit:
https://www.e-billexpress.com/ebpp/NCEP/Login

*Please include your customer and invoice numbers with your payment and kindly avoid adding any additional correspondence. Sending a separate check for each invoice will help ensure your payment is processed smoothly

The **Invoice Total** field displays the total amount of New Charges for the current billing period.

Invoice Total: $187.60

Bill To: Any Vendor
123 Main Street
SAVANNAH, GA
31415

Invoice Number	Customer Number	Invoice Date	Billing Period	Payment Due Date
INV-3003666	12345-A	09-Nov-26	10/1/2026-10/31/2026	20-Dec-26

The **Vendor Invoice Number** appears as reported by the Issuing Entity.

The **New Charges** section displays an itemized breakdown of new charges for the current billing period.

New Charges

Vendor Invoice Number	PO Number	PO Date	Issuing Entity	Amount Eligible	Amount
260002777	NC642499-V1	7/17/2026	ABC DEPARTMENT	$1,144.00	$20.02
260002670	NC642499-V1	7/17/2026	ABC DEPARTMENT	$2,161.72	$37.83
260002749	NC642499-V1	7/17/2026	ABC DEPARTMENT	$4,219.60	$73.84
260002683	NC642499-V1	7/17/2026	ABC DEPARTMENT	$3,194.84	$55.91
				Total:	**$187.60**

Account Aging

Currently Due	01-30	31-60	61-90	91-150	151+	Total Due
$187.60	$0.00	$0.00	$94.45	$50.55	$0.00	$332.60

The **Aging** section shows outstanding balances based on the number of days they are past due. Balances include any applicable interest and penalties.

QUESTIONS?

888-211-7440, option 4 | epbilling@its.nc.gov | https://eprocurement.nc.gov

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How to Read an NC eProcurement Account Statement

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The NC eProcurement Account statement is a summary of all the activity on the account that has occurred between the **From date** and **To date**. It should not be treated as a new invoice.

ALARSYS, INC.

123 Main Street
CHARLOTTE, NC
28217

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State of North Carolina - Eproc
PO Box 752167
Charlotte, NC 28275-2167

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Account statement

Page	1 of 1
Date and time	5/14/2026 4:45:56 PM
Customer account	35945-B
From date	01-May-26
To date	29-May-26

Date	Transaction	Description	Due	Debit	Credit	Balance
		Opening balance		**60.80**		
5/10/2026	CLTR-002553	NCEP penalty for 1712833	5/20/2026	0.70	0.00	61.50
5/11/2026	INV-1723431	1.75% transaction fee	6/20/2026	41.38	0.00	102.88
5/13/2026	INT-001058	NCEP interest charges for 1712833	5/13/2026	0.11	0.00	102.77
5/14/2026	CM-0000121	Credit memo for 1721881		0.00	-18.55	84.22
5/14/2026		Payment 98678		0.00	-3.00	81.22
		Closing balance		**81.22**		

This section displays the transactions that have occurred between the **From date** and **To date**.

The **Closing Balance** field displays the balance due for the account at as of the **To Date**.

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