

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.



STATE DEPARTMENT STATE BRANCH
LOCAL GOVERNMENT CITY COUNTY
COMMUNITY COLLEGE PUBLIC SCHOOLS
NORTH CAROLINA ePROCUREMENT PURCHASE
ONLINE SHOPPING STATEWIDE TERM CONTRACTS
ELECTRONIC VENDOR PORTAL HUB CERTIFIED V
QUOTE PUNCHOUT CATALOG
PURCHASE ORDER
SOURCING
BIDDING
BUY

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.

How to Read NC eProcurement Billing Documents

How to Read an NC eProcurement Invoice

1

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Bill To: ANY VENDOR
123 ANY STREET
CHARLOTTE, NC
28217

Invoice Date: 14-May-26

Invoice Number: INV-1723431

Customer Number: 12345-A

Payment Due Date: 20-Jun-26

Amount Enclosed: \$

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

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-billxpress.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

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Bill To: ANY VENDOR
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CHARLOTTE, NC
28217

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

New Charges: \$41.38
Prior Balance: \$59.88
Activity: (\$21.55)

The **Prior Balance** field displays the previous balance for this location before the current billing period.

Invoice Number	Customer Number	Invoice Date	Billing Period	Payment Due Date
INV-1723431	12345-A	14-May-26	4/1/2026-4/30/2026	20-Jun-26

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

New Charges: Principal, Interest and Penalties

Vendor Invoice Number	PO Number	PO Date	Issuing Entity	Amount Eligible	Amount
CLTR-002553	10% ONE-TIME LATE PAYMENT PENALTY			\$59.88	\$5.99
979_T20	ABCP0017208-V1	2/20/2026	ABC COMMUNITY COLLEGE	\$2,016.00	\$35.28
Interest 1712833				\$6.97	\$0.11
				Total:	\$41.38

This **New Charges** section displays a breakdown of the New Charges, including any interest or penalties accrued for the current billing period. Interest lines will display the invoice number for which the interest is being charged.

The **Aging** section displays a breakdown of outstanding invoices by age, with each column reflecting the number of days an invoice is past due. The **Outstanding Fees** column shows how much of the amounts in the other columns are interest and penalties.

Activities: Payments, Credits and Adjustments

Activity Date	Description	Amount
5/14/2026	CM-0000121	(\$18.55)
5/14/2026	Check 98678	(\$3.00)
	Total:	(\$21.55)

AGING

Currently Due	01-30	31-60	61-90	90-150	151+	Outstanding Fees
\$41.38	\$0.00	\$0.00	\$59.88	\$0.00	\$0.00	\$6.80

QUESTIONS?

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

The **Activities** section displays a breakdown of any payments received and credits issued since the last invoice. Credit memo lines will have descriptions that start with **CM**.

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How to Read an NC eProcurement Account Statement

2



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

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>

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		
		NCEP penalty for				
5/10/2026	CLTR-002553	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
		NCEP interest charges for				
5/13/2026	INT-001058	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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