



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 eProcurement. Any Contractor that needs access to Interscope must first register for the Interactive Purchasing System.

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 provides 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

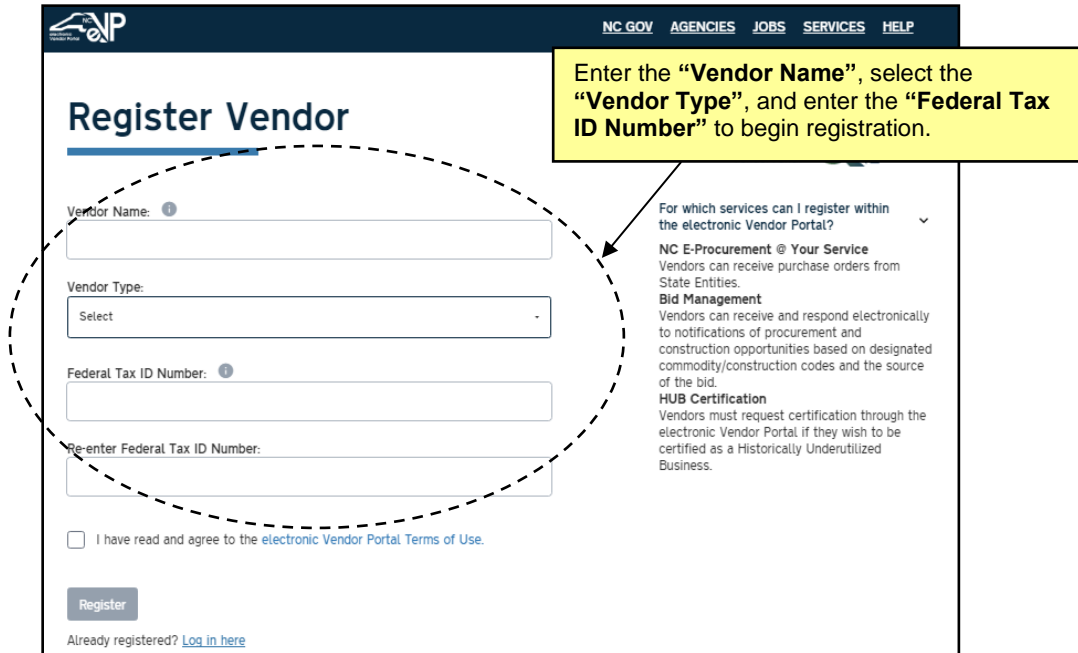
1. Navigate to <https://vendor.ncgov.com> to begin the registration process. If the “**Register Vendor**” page does not immediately appear, click “**Register Now**” under the “**Login**” button.
2. Enter the company name in the “**Vendor Name**” field.
3. Select the appropriate option from the “**Vendor 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. Federal Tax ID Number is also known as 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 eProcurement- Individuals/Sole Proprietors” job aid on the [NC eProcurement Portal Vendor Training](#) page.

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



The screenshot shows the 'Register Vendor' page. A yellow callout box at the top right contains the text: "Enter the 'Vendor Name', select the 'Vendor Type', and enter the 'Federal Tax ID Number' to begin registration." A dashed circle highlights the 'Vendor Name', 'Vendor Type', 'Federal Tax ID Number', and 'Re-enter Federal Tax ID Number' fields. The 'Vendor Type' field is a dropdown menu with 'Select' as the current option. To the right of the form, there is a section titled 'For which services can I register within the electronic Vendor Portal?' with a dropdown arrow. Below this are three options: 'NC E-Procurement @ Your Service', 'Bid Management', and 'HUB Certification', each with a brief description of the service.

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. Confirm 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. @, #, *)

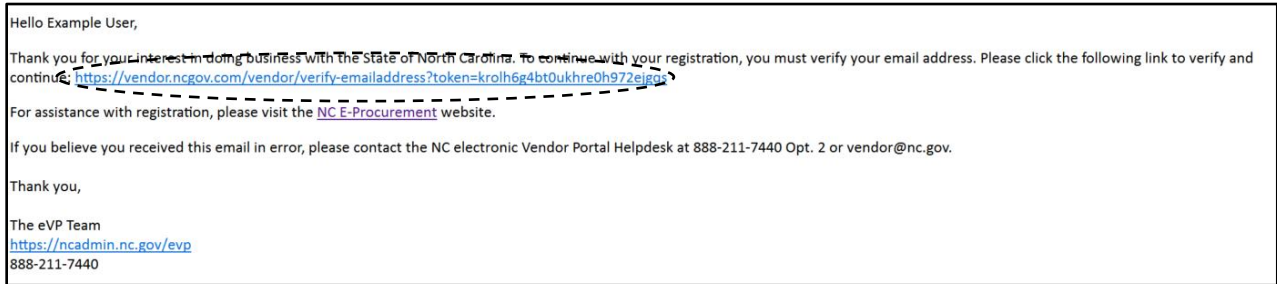
The password cannot contain:

- \, +, /, ", ', ` , 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)

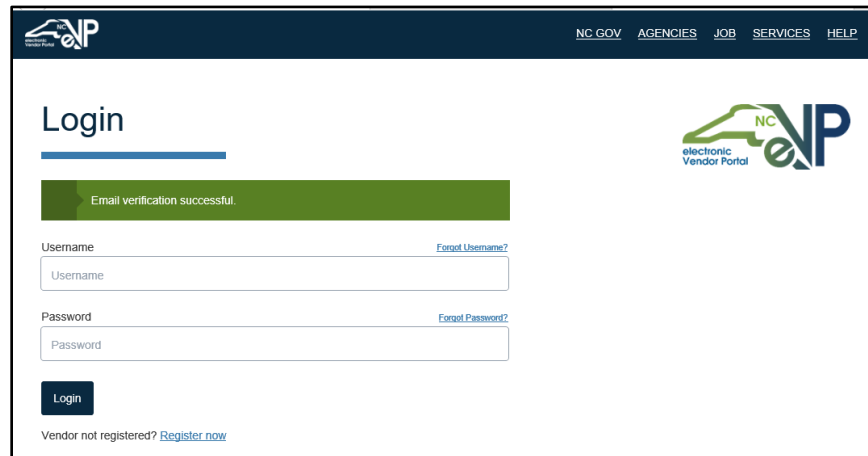
2. Click the “**Create Profile**” button to continue with registration.

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.



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 eProcurement** registration allows vendors to receive purchase orders from state agencies, community colleges, K-12 school systems, and local governments. Completion of this registration will also enable your company to collaborate with participating entities on contract documents via the Ariba Network. Future capabilities will enable users to receive and respond to sourcing requests in NC eProcurement.

- 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 Underutilized Business with the state of North Carolina.

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

Note: All Contractors and Designers that need to gain access to the **Interscope** system must first select to register for **IPS** and complete the registration process before requesting access. Contractors may also register for **NC eProcurement** and **HUB** as needed.

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.

General Vendor Information

<p>Vendor Name</p> <input type="text" value="Company ABC"/>	<p>Company Website <small>Optional</small></p> <input type="text" value="http://www.yourcompany.com"/>
<p>Ariba Network ID <small>Optional</small></p> <input type="text"/>	<p>Dun and Bradstreet Number <small>Optional</small></p> <input type="text"/>
<p>Customer Number 371691</p>	

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 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.

Tax Information

<p>Federal Tax Number 998877889</p>	<p>IRS Verification Status ⓘ Pending</p>
<p>Are you registering as an Individual or Sole Proprietorship?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>	<p>Previous Federal Tax ID Number ⓘ <small>Optional</small></p> <input type="text"/>
<p>Is your Business based in North Carolina?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>	<p>Vendor Name on Tax Documentation ⓘ</p> <input type="text"/>

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.

Business Characteristics ▼

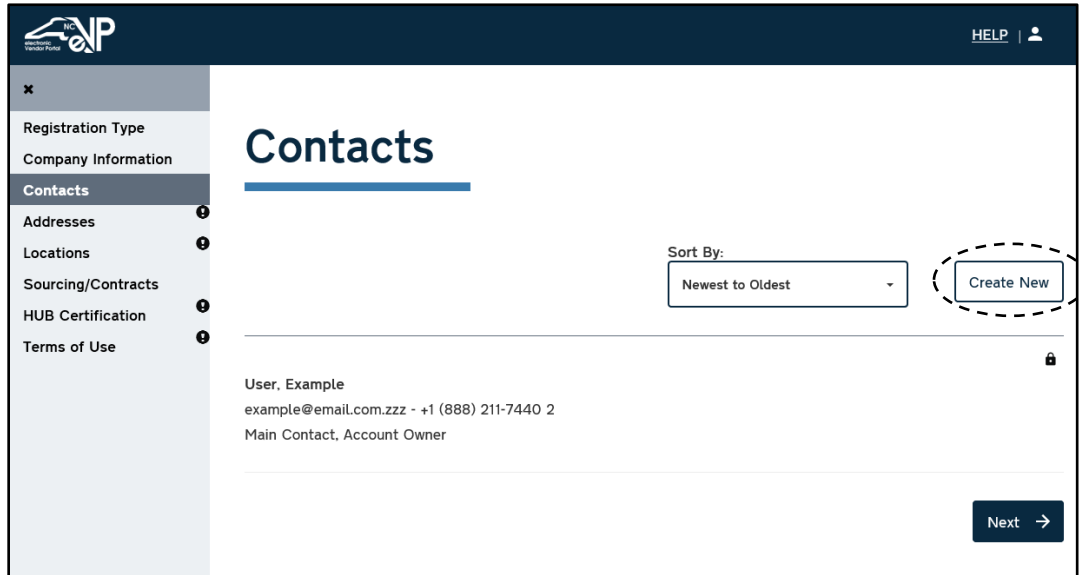
<p>Is your business Not for Profit?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>	<p>Is your business a Non Profit Work Center for the blind and severely disabled?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>
<p>Is your business any of the following government entities?</p> <p><input type="radio"/> NC Local Government Entity</p> <p><input type="radio"/> NC State Government Entity</p> <p><input type="radio"/> Out of State Government Entity (State or Local)</p> <p><input type="radio"/> US Federal Government Entity</p> <p><input checked="" type="radio"/> No</p>	<p>Is your business any of the following educational entities?</p> <p><input type="radio"/> NC Community College</p> <p><input type="radio"/> NC Local School System</p> <p><input type="radio"/> NC University System</p> <p><input type="radio"/> Out of State University</p> <p><input checked="" type="radio"/> No</p>
<p>Is your business classified as a small business? ⓘ</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>	<p>Is your business a Disabled Business Enterprise?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>

Save
Next →

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.

First Name: <input type="text"/>	Last Name: <input type="text"/>
Email: <input type="text" value="someone@example.com"/>	Re-enter Email: <input type="text" value="someone@example.com"/>
Title: <input type="text" value="President, Manager"/> <small>Optional</small>	Country/Region: <input type="text" value="United States"/>
Phone: <input type="text" value="###) ###-####"/>	Extension: <input type="text" value="Ext."/> <small>Optional</small>
<input type="checkbox"/> Designate user as the Main Contact <small>?</small>	
Assign Role:	
<input type="radio"/> Account Owner Provides user with full access to create, update, and remove all content on the vendor account. User will have the authority to accept the terms of use on behalf of the company.	
<input type="radio"/> Account Manager (must select at least one access level)	
<input type="checkbox"/> Account Maintenance: Provides user with access to create and edit contacts and addresses. Also provides access to create and edit Bill To, Order From, Remit To, and IPS contact/location assignments for locations.	
<input type="checkbox"/> Location Maintenance: Provides user with access to assigned locations to which he or she can edit commodity codes, construction codes, and contractor information. Also provides access to select Bill To, Order From, Remit To, and IPS contact/location assignments for assigned locations.	
<input type="radio"/> Read Only Vendor Provides user with access to view, but not edit, the content of the vendor account.	
<input type="button" value="Cancel"/> <input type="button" value="Save"/>	

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

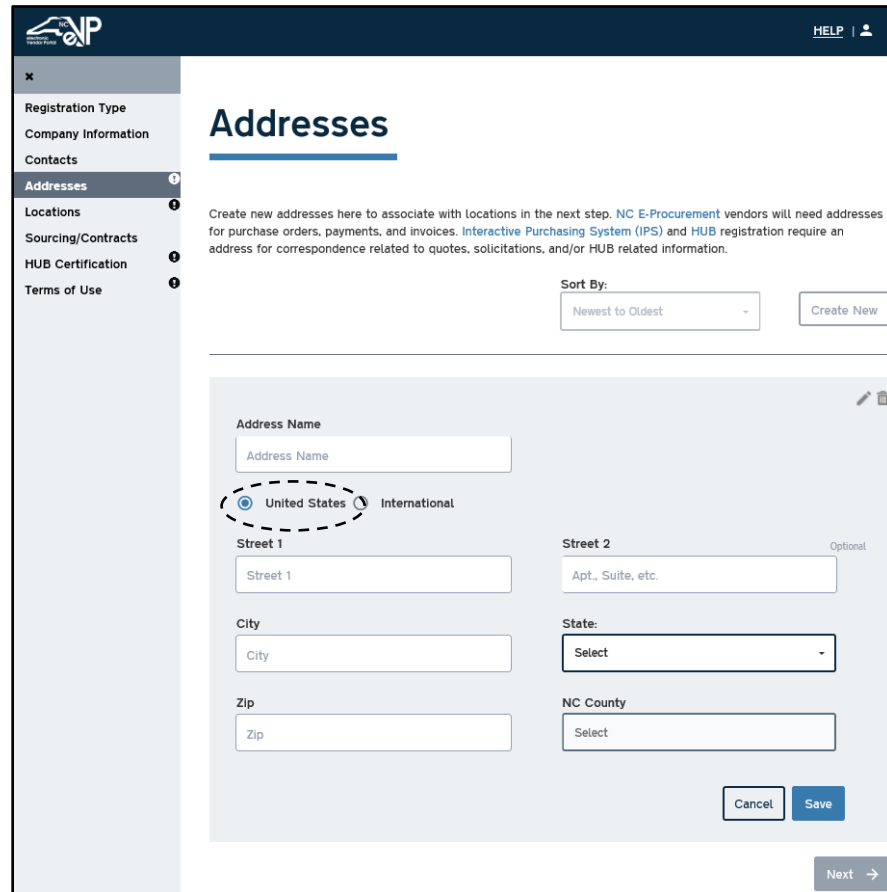
VII. Adding/Managing Addresses

1. The **Addresses** page contains addresses to be assigned to Locations later in the registration process. NC eProcurement 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.



Addresses

Create new addresses here to associate with locations in the next step. [NC E-Procurement](#) vendors will need addresses for purchase orders, payments, and invoices. [Interactive Purchasing System \(IPS\)](#) and HUB registration require an address for correspondence related to quotes, solicitations, and/or HUB related information.

Sort By: Newest to Oldest [-] Create New

Address Name:

United States International

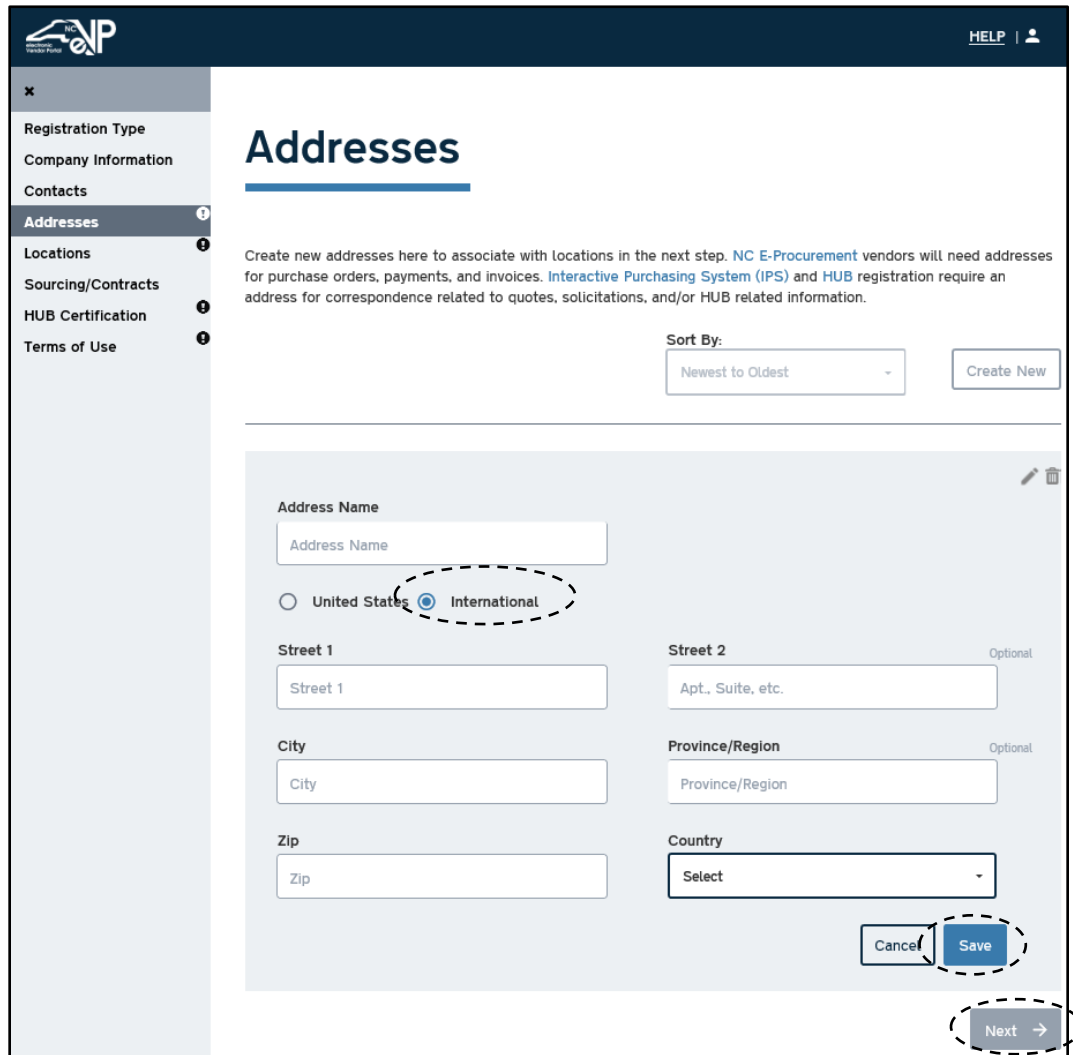
Street 1: Street 2: Optional

City: State:

Zip: NC County:

Cancel Save Next →

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.



Addresses

Create new addresses here to associate with locations in the next step. NC E-Procurement vendors will need addresses for purchase orders, payments, and invoices. Interactive Purchasing System (IPS) and HUB registration require an address for correspondence related to quotes, solicitations, and/or HUB related information.

Sort By: Newest to Oldest [-] Create New

Address Name:

United States International

Street 1: Street 2 (Optional):

City: Province/Region (Optional):

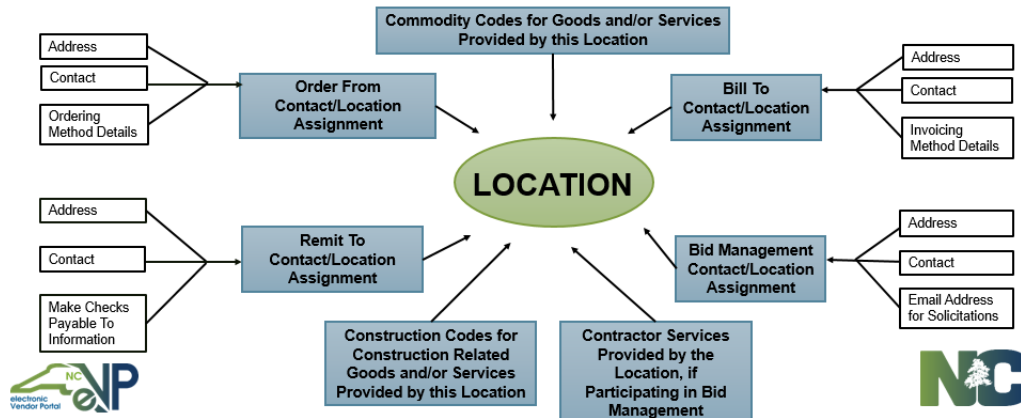
Zip: Country:

Cancel Save Next →

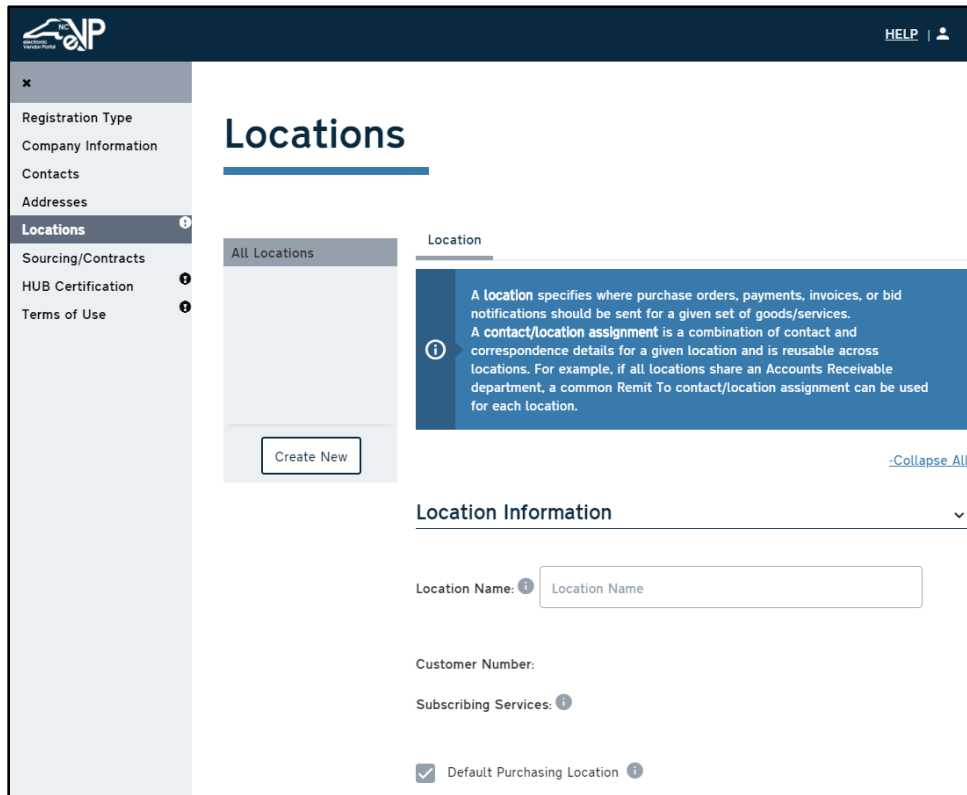
Note: If additional addresses need to be added, click the “**Create New**” button again and complete steps 1-5 in this section.

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

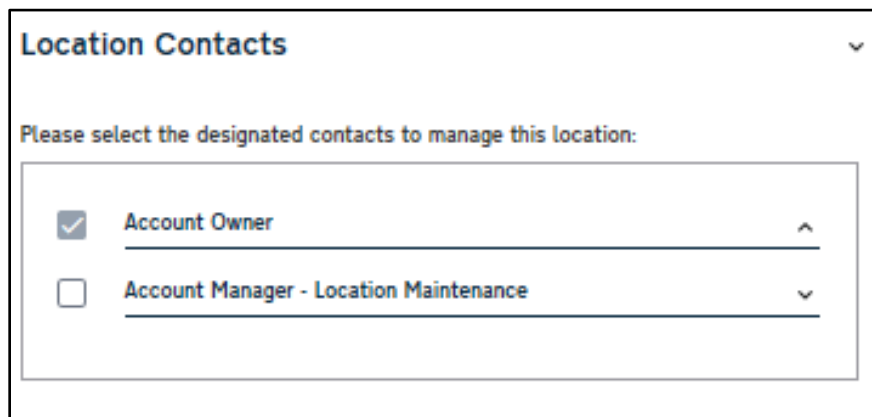
VIII. Adding/Managing Locations



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 eProcurement 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.

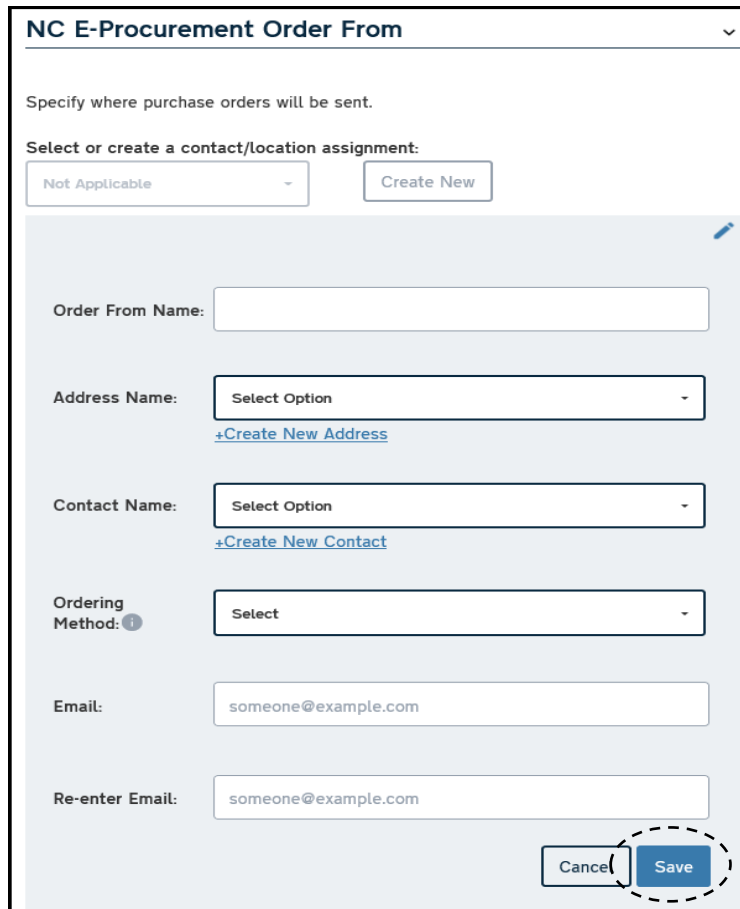


3. Create the **“Contact/Location”** assignments, which may include **“NC eProcurement Order From,” “NC eProcurement Remit To,” “NC eProcurement Bill To,”** and **“IPS.”** The **“Contact/Location”** assignment consists of a contact, address and additional information such as ordering method.

Note: If a vendor did not select to register for NC eProcurement on the **Registration Type** page, **“NC eProcurement Order From,” “NC eProcurement Remit To,”** and **“NC eProcurement Bill To”** will not display on the **Locations** page.

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

4. If applicable, complete the **“NC eProcurement 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 eProcurement: **“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.



The screenshot shows the "NC E-Procurement Order From" form. At the top, it says "Specify where purchase orders will be sent." Below that, it says "Select or create a contact/location assignment:" and has a dropdown menu with "Not Applicable" and a "Create New" button. The form contains several input fields: "Order From Name" (text input), "Address Name" (dropdown menu with "Select Option" and a "+Create New Address" link), "Contact Name" (dropdown menu with "Select Option" and a "+Create New Contact" link), "Ordering Method" (dropdown menu with "Select" and a radio button), "Email" (text input with "someone@example.com"), and "Re-enter Email" (text input with "someone@example.com"). At the bottom right, there are "Cancel" and "Save" buttons, with the "Save" button circled in red.

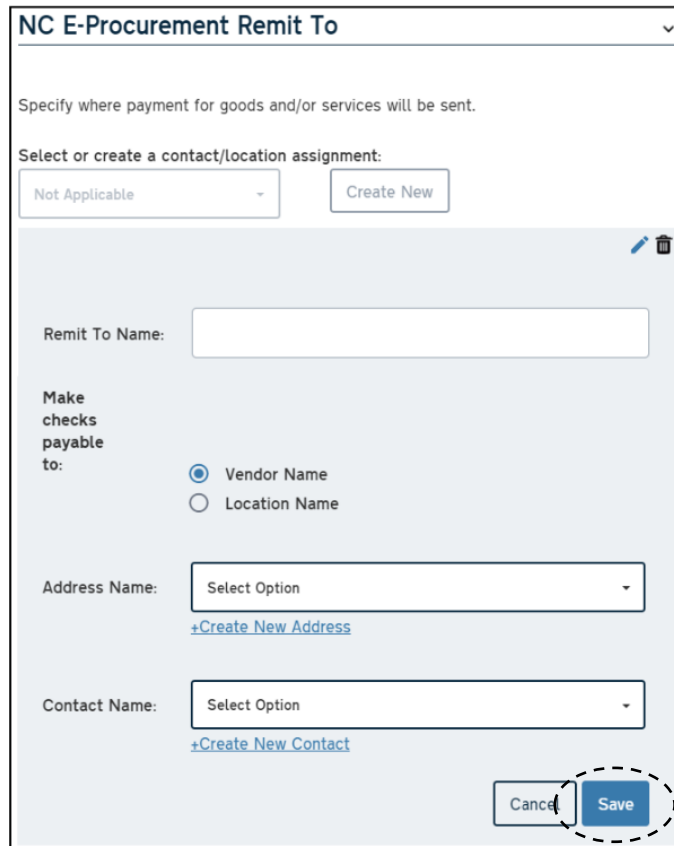
5. If applicable, complete the **“NC eProcurement Remit To”** section, which is the address to which payment for goods and services should be sent. Select an existing Contact/Location assignment from

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.

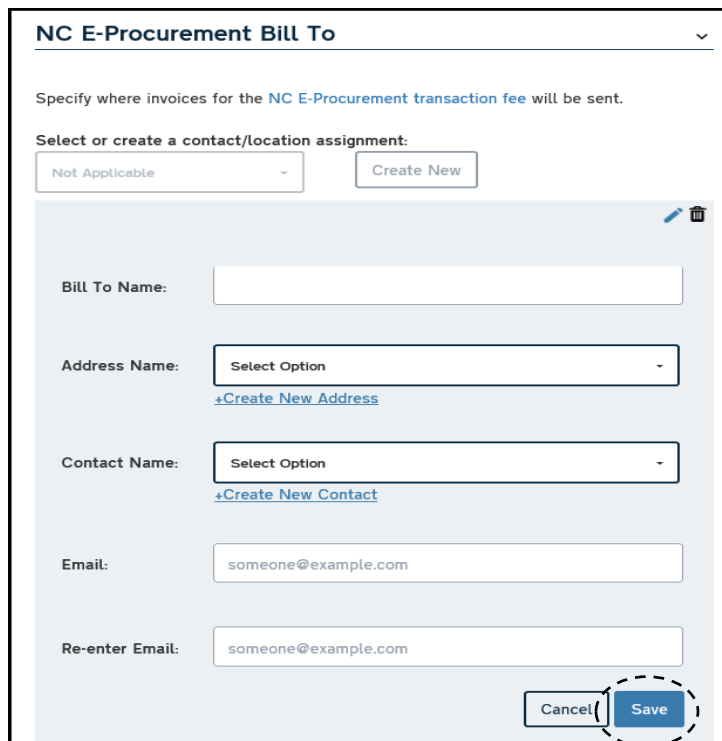


The screenshot shows the 'NC E-Procurement Remit To' form. At the top, it says 'Specify where payment for goods and/or services will be sent.' Below this, there is a section 'Select or create a contact/location assignment:' with a dropdown menu set to 'Not Applicable' and a 'Create New' button. The main form area contains several fields: 'Remit To Name:' with a text input field; 'Make checks payable to:' with two radio buttons, 'Vendor Name' (selected) and 'Location Name'; 'Address Name:' with a dropdown menu showing 'Select Option' and a '+Create New Address' link; and 'Contact Name:' with a dropdown menu showing 'Select Option' and a '+Create New Contact' link. At the bottom right, there are 'Cancel' and 'Save' buttons, with the 'Save' button circled in red in the original image.

6. If applicable, complete the **“NC eProcurement Bill To”** section, which is the address to which the transaction fee invoice for NC eProcurement 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:

- “**Bill To Name**” – Enter the name of the location to which invoices will be received (ex. Raleigh Office, Accounts Payable, Corporate Accounts Payable).
- “**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.
- “**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.
- “**Email**” – Enter the Email Address where invoices for the location should be emailed.
- Click the “**Save**” button to save the information.



The screenshot shows a web form titled "NC E-Procurement Bill To". The form includes a dropdown menu currently set to "Not Applicable" and a "Create New" button. Below this are several input fields: "Bill To Name" (text input), "Address Name" (dropdown menu with "Select Option" and a "+Create New Address" link), "Contact Name" (dropdown menu with "Select Option" and a "+Create New Contact" link), "Email" (text input with "someone@example.com"), and "Re-enter Email" (text input with "someone@example.com"). At the bottom right, there are "Cancel" and "Save" buttons, with the "Save" button circled in red.

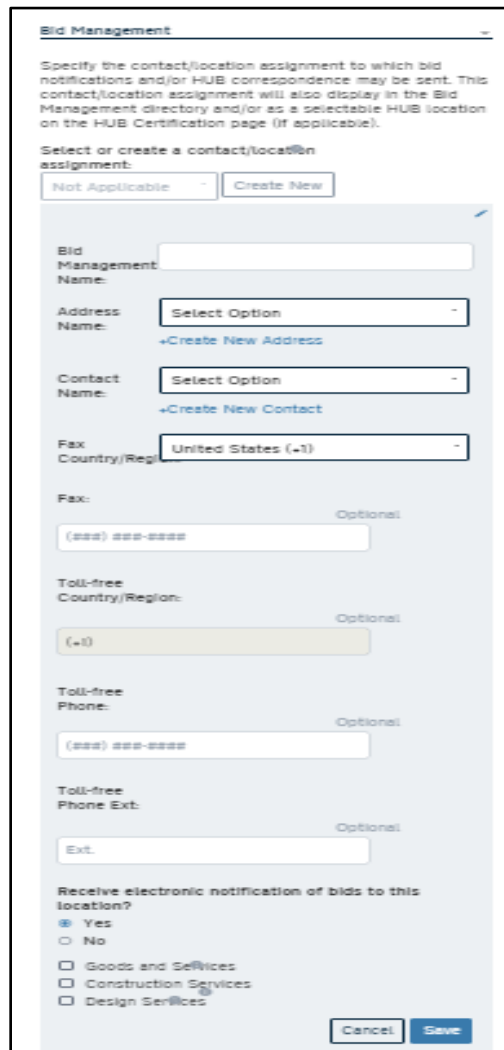
- If applicable, complete the “**IPS**” section, which is the address to which Interactive Purchasing System (IPS) bid notifications will be sent. Select an existing Contact/Location assignment from the drop-down menu or create a new Contact/Location assignment.

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).

- “**IPS Name**” – Enter the name of the location to which IPS bid notifications will be received.
- “**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.
- “**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.
- “**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 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.



Bid Management

Specify the contact/location assignment to which bid notifications and/or HUB correspondence may be sent. This contact/location assignment will also display in the Bid Management directory and/or as a selectable HUB location on the HUB Certification page (if applicable).

Select or create a contact/location assignment:

Not Applicable - Create New

Bid Management Name: [Text Field]

Address Name: [Select Option] -
+Create New Address

Contact Name: [Select Option] -
+Create New Contact

Fax Country/Region: [United States (+1)] -

Fax: [Optional] (xxx) xxx-xxxx

Toll-free Country/Region: [Optional] (+1)

Toll-free Phone: [Optional] (xxx) xxx-xxxx

Toll-free Phone Ext.: [Optional] Ext.

Receive electronic notification of bids to this location?

Yes
 No

Goods and Services
 Construction Services
 Design Services

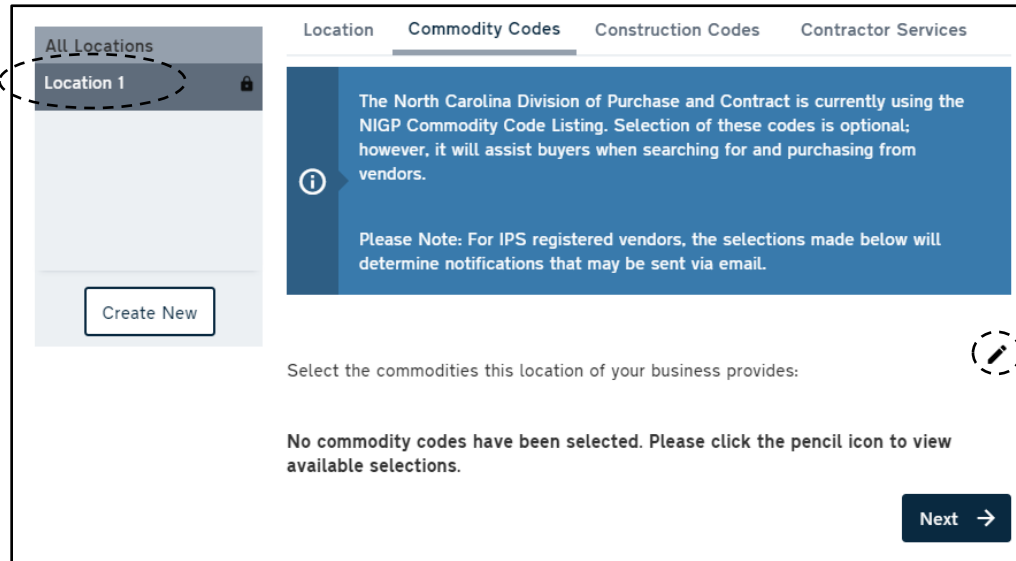
Cancel Save

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 located in the box titled “**All Locations**”.



The screenshot shows a web interface with a sidebar on the left containing 'All Locations' and 'Location 1'. The main content area has tabs for 'Location', 'Commodity Codes', 'Construction Codes', and 'Contractor Services'. A blue information box states: 'The North Carolina Division of Purchase and Contract is currently using the NIGP Commodity Code Listing. Selection of these codes is optional; however, it will assist buyers when searching for and purchasing from vendors. Please Note: For IPS registered vendors, the selections made below will determine notifications that may be sent via email.' Below this, it says 'Select the commodities this location of your business provides:' and 'No commodity codes have been selected. Please click the pencil icon to view available selections.' A 'Next' button with a right arrow is at the bottom right. A pencil icon is circled in red in the top right corner of the main content area.

- 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.

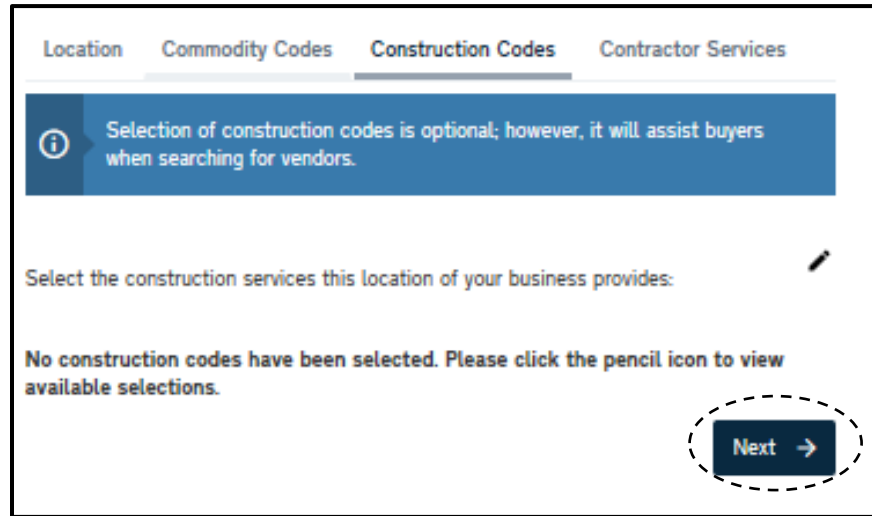
- c. Once all applicable Commodity Codes are selected, click the “**Save**” button to save the selections and click the “**Next**” button to proceed to the “**Construction Codes**” section.

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.



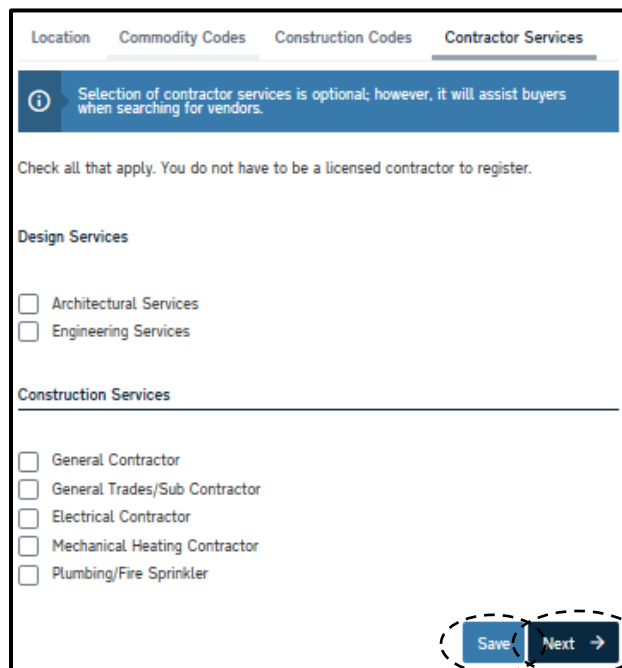
- a. Select the Construction Codes that apply to the company.
- b. Once all applicable Construction Codes are selected, click the “**Save**” button to save the selections and click the “**Next**” button to proceed to the “**Contractor Services**” section.

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.



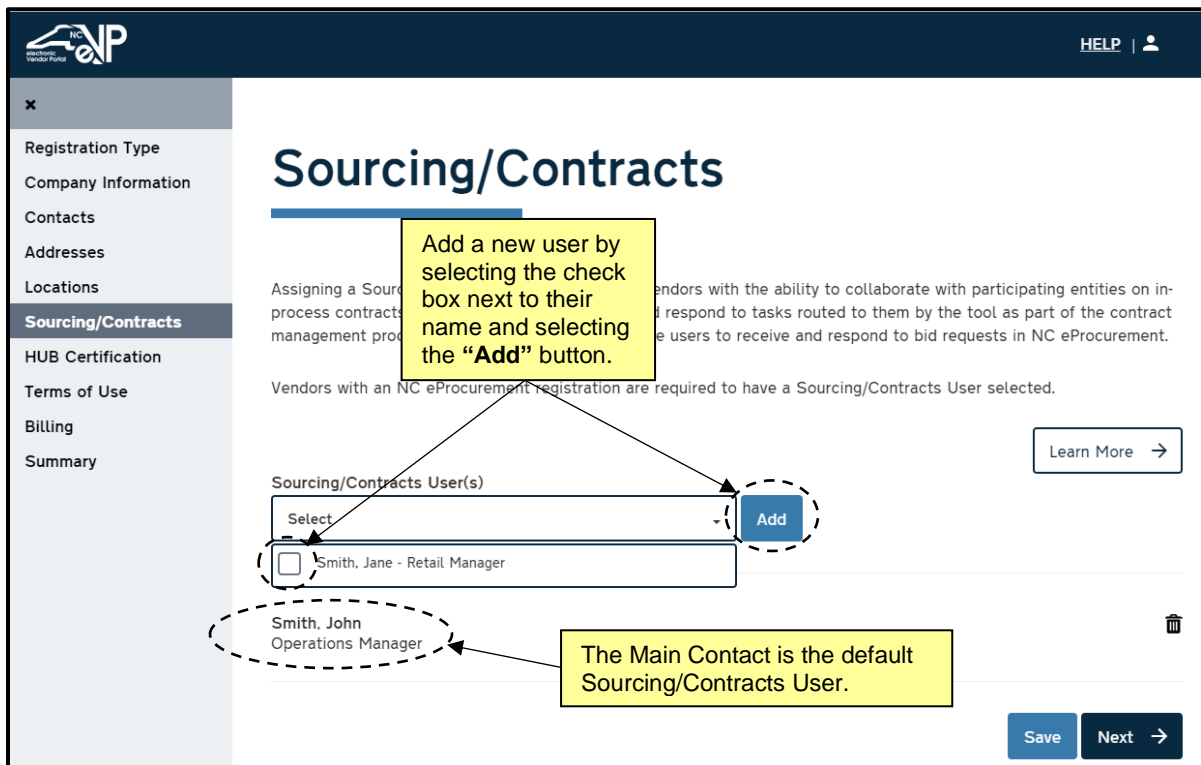
IX. Sourcing/Contracts

The **Sourcing/Contracts** page will allow vendors to choose which user(s) should receive messages and be assigned to respond to tasks as a part of Sourcing, Contracts, and Collaborative Requisitioning events.

Note: The **Sourcing/Contracts** page will only be visible for vendors that have selected to register for NC eProcurement on the **Registration Type** page.

1. Confirm that the listed contact(s) are the correct Sourcing/Contracts User(s).
2. Add any additional contacts to the **Sourcing/Contracts** page if necessary.
 - a. Select the **“Sourcing/Contracts Users(s)”** drop-down menu
 - b. Check the box next to the appropriate user(s) from the list of contacts.
 - c. Click the **“Add”** button to add the additional user(s).

Note: The Main Contact is the default Sourcing/Contracts User for new vendors. At least one contact must be assigned as a Sourcing/Contracts User.



The screenshot shows the 'Sourcing/Contracts' page in the NC eVP system. The left sidebar contains navigation links: Registration Type, Company Information, Contacts, Addresses, Locations, Sourcing/Contracts (highlighted), HUB Certification, Terms of Use, Billing, and Summary. The main content area is titled 'Sourcing/Contracts' and includes a 'Learn More' button. Below the title, there is a section for 'Sourcing/Contracts User(s)' with a 'Select' dropdown menu and an 'Add' button. A list of contacts is shown, including 'Smith, Jane - Retail Manager' and 'Smith, John - Operations Manager'. Annotations include a yellow box pointing to the 'Add' button with the text 'Add a new user by selecting the check box next to their name and selecting the “Add” button.', and another yellow box pointing to 'Smith, John - Operations Manager' with the text 'The Main Contact is the default Sourcing/Contracts User.' At the bottom, there are 'Save' and 'Next' buttons.

3. Once all appropriate contacts have been assigned, click the **“Save”** button to save the selections and click the **“Next”** button to advance to the next page.

X. HUB Certification

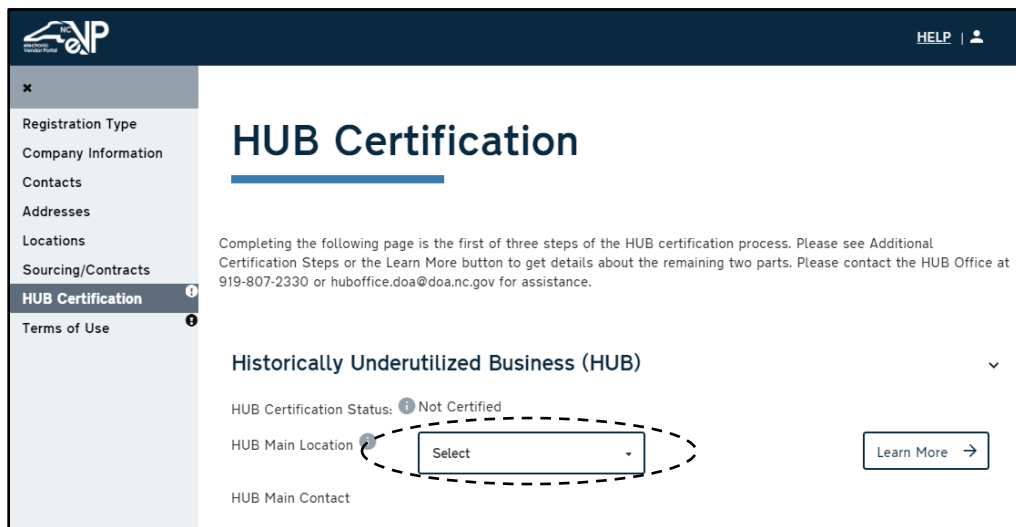
1. The **HUB Certification** page will collect the initial details necessary for certification as a Historically Underutilized Business (HUB).

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 participating in IPS can 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.

HUB Certification

Completing the following page is the first of three steps of the HUB certification process. Please see Additional Certification Steps or the Learn More button to get details about the remaining two parts. Please contact the HUB Office at 919-807-2330 or huboffice.doa@doa.nc.gov for assistance.

Historically Underutilized Business (HUB) ▼

HUB Certification Status: Not Certified

HUB Main Location ⓘ Bid Management 1 Learn More →

HUB Main Contact: CHARLOTTE BARBOUR

HUB Categories ▼

Note: Multiple HUB categories may be selected during registration; however, if the firm 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.

Select at least one category the firm would qualify for as a Historically Underutilized Business

Minority
Select

Female


Disabled
A person with a disability as defined in G.S. 168-1 or G.S. 168A-3.

Disadvantaged
A person who is socially and economically disadvantaged as defined in 15 U.S.C. § 637.

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.

Ownership of Firm

Ownership Type

Business Start Date 

For each voting and ownership percentage, the totals should sum to 100%

Sort By

First Name <input type="text"/>	Last Name <input type="text"/>
Ownership % <input type="text"/>	Voting % <input type="text"/>
Years Owned <input type="text"/>	Race <input type="text" value="Select"/>
Sex <input type="text" value="Select"/>	Person with Disability <input type="text" value="Select"/>

- 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.

Additional Certification Steps

A Statewide Uniform Certification (SWUC) application or Statewide re-certification application and additional required documentation must be sent to the HUB Office within 30 days of this online certification/recertification request. Submission of this documentation helps the HUB Office assess your business' qualification but does not always result in certification. Please go to the [HUB Office website](#) to view the certification / re-certification application and list of required documents.

XI. 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 eProcurement, IPS, and/or HUB Certification and select the checkbox within each section.

Note: The NC eProcurement 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 eProcurement 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 eProcurement, HUB, and/or IPS).


HELP | ▲

- Registration Type
- Company Information
- Contacts
- Addresses
- Locations
- Sourcing/Contracts
- HUB Certification
- Terms of Use

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 04/11/2019

1. **ACCEPTANCE OF TERMS** Welcome to The North Carolina Business Invitation Delivery System and electronic Vendor Portal (NC BIDS, eVP, collectively 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).

Your registration to participate in procurement opportunities using the State's electronic services or other use of the Service constitutes your agreement on behalf of your business to the terms set out herein. You can review the most current version of this document at any time by clicking on the TOU link at the bottom of every page, and your continued use of the Service constitutes your agreement with the most current version. In addition, when using the Service, you shall be subject to any posted guidelines or rules applicable to such services. All such guidelines or rules are hereby incorporated by reference into this TOU.

Example User accepted on 12/27/2019 01:51:39 Print →

NC eProcurement @ Your Service

Last revised on 7/12/2016

▲ You must accept the NC eProcurement Terms of Use in order to complete the NC eProcurement registration process.

1. **ACCEPTANCE OF TERMS** Welcome to The North Carolina eProcurement 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.

When presented with the TOU at vendor registration, you will be given an opportunity to click "I Accept", which means you agree to the terms set out herein. You can review the most current version of this document at any time by clicking on the TOU link on the registration type and Locations pages, and your continued use of the Service constitutes your agreement with the most current version. In addition, when using the Service, you shall be subject to any posted guidelines or rules applicable to such services. All such guidelines or rules are hereby incorporated by reference into this agreement. If you do not click "I accept", your information will be retained within the North Carolina electronic Vendor Portal (eVP); however, you are not a registered user.

I have read and agree to the NC eProcurement Terms of Use. Print →

Interactive Purchasing System (IPS)

▲ You must indicate completion of IPS registration in order to participate in bid services.

To send your information to the North Carolina Interactive Purchasing System (IPS), check the box below, confirming that you have completed and finalized your registration.

I have completed the IPS Registration Process.

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 HUB Certification and/or all other action permitted under federal and State laws concerning false and/or fraudulent statements.

Based upon your company's structure (e.g., sole proprietorship, corporation, etc.), you are required to submit certain documents (see link below for a list) to the HUB Office within 30 days of your application. Your packet will be reviewed by a Certification Specialist once you have submitted all the required documents. Failure to submit the required documents within the specified time will result in an administrative withdrawal of your application.

I have read and agree to the HUB Certification Terms of Use. Print →

NOTE: The required Terms of Use are based on the selections made on the [Registration Type](#) page.

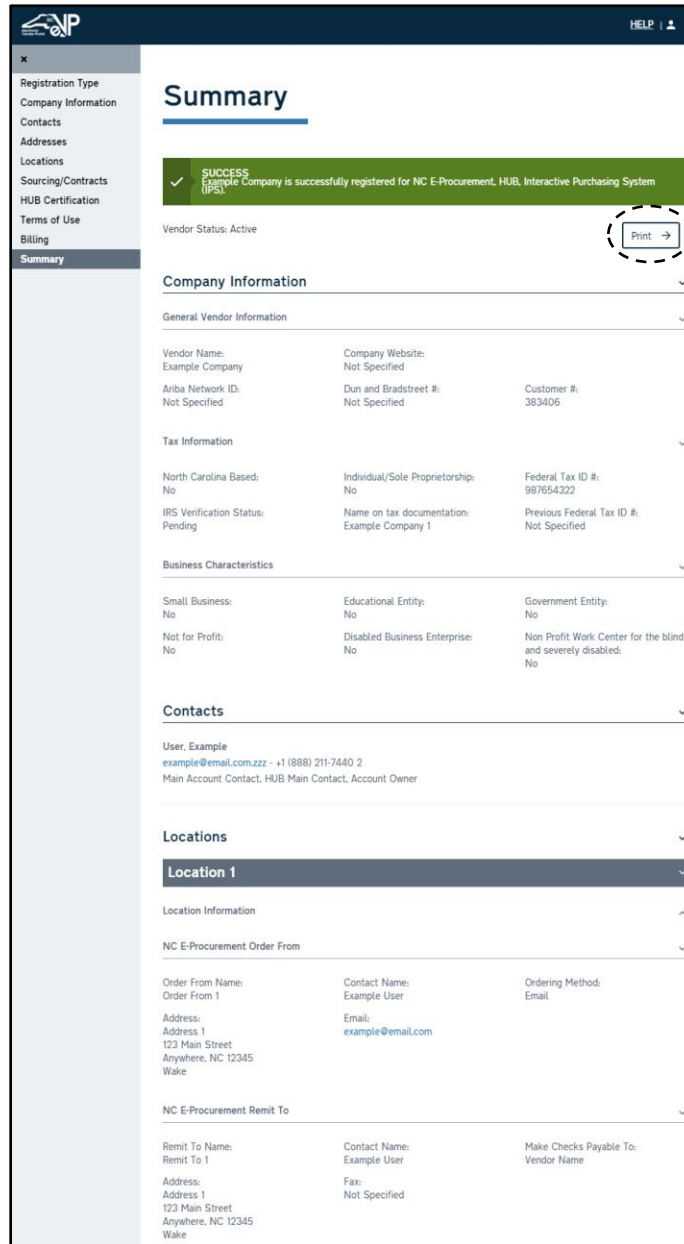
I certify that I, Example User, have the authority to make business decisions on behalf of my company.

→

XII. 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.



The screenshot shows the 'Summary' page of the NC eVP registration process. A green success banner at the top states: 'SUCCESS Example Company is successfully registered for NC E-Procurement, HUB, Interactive Purchasing System (IPS)'. Below this, the 'Vendor Status' is 'Active', and a 'Print' button is circled in red. The page is organized into several expandable sections:

- Company Information:**
 - General Vendor Information:** Vendor Name: Example Company; Company Website: Not Specified; Ariba Network ID: Not Specified; Dun and Bradstreet #: Not Specified; Customer #: 383406.
 - Tax Information:** North Carolina Based: No; Individual/Sole Proprietorship: No; Federal Tax ID #: 987654322; IRS Verification Status: Pending; Name on tax documentation: Example Company 1; Previous Federal Tax ID #: Not Specified.
 - Business Characteristics:** Small Business: No; Educational Entity: No; Government Entity: No; Not for Profit: No; Disabled Business Enterprise: No; Non Profit Work Center for the blind and severely disabled: No.
- Contacts:** User: Example; example@email.com.zzz - +1 (888) 211-7440 2; Main Account Contact, HUB Main Contact, Account Owner.
- Locations:**
 - Location 1:**
 - NC E-Procurement Order From:** Order From Name: Order From 1; Contact Name: Example User; Ordering Method: Email; Address 1: 123 Main Street, Anywhere, NC 12345, Wake; Email: example@email.com.
 - NC E-Procurement Remit To:** Remit To Name: Remit To 1; Contact Name: Example User; Make Checks Payable To: Vendor Name; Address 1: 123 Main Street, Anywhere, NC 12345, Wake; Fax: Not Specified.

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.