



NC electronic Vendor Portal

HUB Goods and Services Reporting

Each quarter, public entities report their Historically Underutilized Business (HUB) vendor spending to the HUB office. HUB Statistics users will submit HUB Statistics records to the HUB office using the electronic Vendor Portal (eVP) system. This process guide will show users with the HUB Statistics User role how to update and approve a HUB Statistics record.

I. Accessing a HUB Statistics Record

1. The electronic Vendor Portal will create a HUB Statistics record for each entity on the first day of the quarter.
2. To find a HUB Statistics record, a user with the HUB Statistics User security role can click the '**HUB Statistics**' option from the navigation panel on the left side of the screen.
3. Next, double-click on the desired record on the '**Active HUB Statistic**' page.

Fiscal Year	Quarter	Approved By	Approved On	Status Reason	Created On
2024			23 1:36 PM	Submitted	5/26/2023 1:21 PM
2023			23 11:59 AM	Submitted	1/27/2023 11:58 AM
2023			23 8:23 AM	Submitted	1/31/2023 2:05 PM
2023	1st - July 1 - Sept 30	EVPTestSix EVPTestSix	6/8/2023 1:27 PM	Submitted	6/8/2023 1:09 PM
2023	1st - July 1 - Sept 30	EVPTestSix EVPTestSix	6/5/2023 4:31 PM	Submitted	6/5/2023 4:19 PM
2023	2nd - Oct 1 - Dec 31			Pending	2/13/2023 1:13 PM
2023	2nd - Oct 1 - Dec 31			Submitted	1/27/2023 11:53 AM
2023	2nd - Oct 1 - Dec 31	# Flow-RP	1/31/2023 8:00 AM	Pending	1/31/2023 9:17 AM
2023	2nd - Oct 1 - Dec 31	Ned Bliss		Pending	2/14/2023 3:30 PM

II. Reviewing a HUB Statistics Record

1. The '**Fiscal Year**' and '**Quarter**' fields will be pre-populated.

3rd Quarter - 2023 - Saved
HUB Statistic

DOA-EVP-TEST Department --- Agency Group Pending Status Reason Ana Harley Owner

General Related

Fiscal Year: 2023
Quarter: 3rd - Jan 1 - March 31

The 'Fiscal Year' and 'Quarter' fields will be pre-populated.

Note: The following fields may be pre-populated based on if the entity the report is for uses the HUB Spending Report System. If the fields are not pre-populated, users should be able to update the fields to the correct values.

2. Review the '**Term Contract Purchases (HUB & Non-HUB)**' field. It will be populated with the total amount of contract purchases during the quarter. If necessary, click on the field and enter a new value.



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3. Next, review the total contract purchase amounts by ownership category for the quarter. The ownership categories are listed below. The amounts can be updated by clicking on the category and entering a new amount.

- a. 'Black'
- b. 'Hispanic'
- c. 'Asian American'
- d. 'American Indian'
- e. 'Female'
- f. 'Disabled Owned'
- g. 'Socially and Economically Disadvantaged'
- h. 'Disabled Business Enterprise'
- i. 'Non-Profit Work Center'

Note: The 'Term Contract Purchases (HUB)' field will update with the sum of the 'Black', 'Hispanic', 'Asian American', 'American Indian', 'Female', 'Disabled Owned', and 'Socially and Economically Disadvantaged' fields once the save button is clicked. The 'Disabled Business Enterprise', and 'Non-Profit Work Center' amounts are not included in the 'Term Contract Purchases (HUB)' field.

1st Quarter - 2023 - Saved		
HUB Statistic		
General	Related	
Term Contract Purchases (HUB & Non-HUB) \$1,000	Review the 'Term Contract Purchases (HUB & Non-HUB)' for the quarter.	Term Contract Purchases (HUB & Non-HUB) % 13.89
Black (\$50)	Review the term contract purchases for the ownership categories.	Black % -0.69
Hispanic \$0		Hispanic % 0.00
Asian American \$100		Asian American % 1.39
American Indian \$0		American Indian % 0.00
Female \$0		Female % 0.00
Disabled Owned \$0		Disabled Owned % 0.00
Socially and Economically Disadvantaged \$0		Socially and Economically Disadvantaged % 0.00
Term Contract Purchases (HUB) \$50		Term Contract Purchases (HUB) % 0.69
Disabled Business Enterprise \$0		Disabled Business Enterprise % 0.00
Non-Profit Work Center \$0		Non-Profit Work Center % 0.00

4. Review the 'Commodity Purchases (HUB & Non-HUB)' field. It will be populated with the total amount of commodity purchases during the quarter. If necessary, click on the field and enter a new value.

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5. Next, review the total commodity purchase amounts by ownership category for the quarter. The ownership categories are listed below. The amounts can be updated by clicking on the category and replacing the current amount with the new amount.

- a. 'Black'
- b. 'Hispanic'
- c. 'Asian American'
- d. 'American Indian'
- e. 'Female'
- f. 'Disabled Owned'
- g. 'Socially and Economically Disadvantaged'
- h. 'Disabled Business Enterprise'
- i. 'Non-Profit Work Center'

Note: The 'Commodity Purchases (HUB)' field will update with the sum of the 'Black', 'Hispanic', 'Asian American', 'American Indian', 'Female', 'Disabled Owned', and 'Socially and Economically Disadvantaged' fields once the save button is clicked. The 'Disabled Business Enterprise', and 'Non-Profit Work Center' amounts are not included in the 'Commodity Purchases (HUB)' field.

1st Quarter - 2023 - Saved		
HUB Statistic		
General	Related	▼
Commodity Purchases (HUB & Non-HUB) \$5,600	Review the 'Commodity Purchases (HUB & Non-HUB)' for the quarter.	Commodity Purchases (HUB & Non-HUB) % 77.78
Black \$0		Black % 0.00
Hispanic \$235		Hispanic % 3.26
Asian American \$100		Asian American % 1.39
American Indian \$0		American Indian % 0.00
Female \$0	Review the commodity purchases for the ownership categories.	Female % 0.00
Disabled Owned \$0		Disabled Owned % 0.00
Socially and Economically Disadvantaged \$0		Socially and Economically Disadvantaged % 0.00
Commodity Purchases (HUB) \$335		Commodity Purchases (HUB) % 4.65
Disabled Business Enterprise \$1,000		Disabled Business Enterprise % 13.89
Non-Profit Work Center \$0		Non-Profit Work Center % 0.00

6. Review the 'Services Purchases (HUB & Non-HUB)' field. It will be populated with the total amount of commodity purchases during the quarter. If necessary, click on the field and enter a new value.



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7. Next, review the total service purchase amounts by ownership category for the quarter. The ownership categories are listed below. The amounts can be updated by clicking on the category and replacing the current amount with the new amount.

- a. 'Black'
- b. 'Hispanic'
- c. 'Asian American'
- d. 'American Indian'
- e. 'Female'
- f. 'Disabled Owned'
- g. 'Socially and Economically Disadvantaged'
- h. 'Disabled Business Enterprise'
- i. 'Non-Profit Work Center'

Note: The 'Services Purchases (HUB)' field will update with the sum of the 'Black', 'Hispanic', 'Asian American', 'American Indian', 'Female', 'Disabled Owned', and 'Socially and Economically Disadvantaged' fields once the save button is clicked. The 'Disabled Business Enterprise', and 'Non-Profit Work Center' amounts are not included in the 'Commodity Purchases (HUB)' field.

Service Purchases (HUB & Non-HUB)	\$600	Review the 'Service Purchases (HUB & Non-HUB)' for the quarter.	Service Purchases (HUB & Non-HUB) %	8.33
Black	\$600		Black %	8.33
Hispanic	\$0		Hispanic %	0.00
Asian American	\$0		Asian American %	0.00
American Indian	\$0	Review the services purchases for the ownership categories.	American Indian %	0.00
Female	\$0		Female %	0.00
Disabled Owned	\$0		Disabled Owned %	0.00
Socially and Economically Disadvantaged	\$0		Socially and Economically Disadvantaged %	0.00
Service Purchases (HUB)	\$600		Service Purchases (HUB) %	8.33
Disabled Business Enterprise	\$0		Disabled Business Enterprise %	0.00
Non-Profit Work Center	\$0		Non-Profit Work Center %	0.00

Note: The 'Total All Purchases' field is calculated as the sum of the 'Term Contract Purchases (Hub & Non-HUB)', 'Commodity Purchases (HUB & Non-Hub)' and 'Service Purchases (HUB & Non-HUB).'

Note: The percentage fields on the right-hand side of the record will not populate until the 'Total All Purchases' field is populated.



III. Approving a HUB Statistics Record

- Once all the fields have been reviewed or updated, click the '**Approve**' button from the command menu to finalize the record.
- After the '**Approve**' button is selected, the '**Approved By**' and '**Approved On**' fields will automatically populate with the user's name and the date that the record was approved. The status of the record will change to '**Submitted**'.

The screenshot shows a software interface for managing HUB Statistics. At the top, there are navigation links like 'New', 'Admin', 'Approve' (which is circled in red), 'Refresh', 'Check Access', 'Assign', and 'Run Report'. Below this, the title '1st Quarter - 2023 - Saved' and the section 'HUB Statistic' are displayed. A yellow callout box points to the 'Approve' button with the instruction: 'Click the 'Approve' button to finalize the record. The 'Approved By' and 'Approved On' fields will populate after the Approve button is selected.' To the right of the callout, arrows point from the 'Approved By' and 'Approved On' labels to their respective fields. The 'Approved By' field contains the name 'Ana Harley' with a small profile icon, and the 'Approved On' field shows the date '1/27/2023'. The bottom right corner of the screen displays the time '11:59 AM'.