NC electronic Vendor Portal Historically Underutilized Business (HUB) Registration

During vendor registration in the electronic Vendor Portal (eVP), historically underutilized businesses (minority, woman-owned, disabled, disadvantaged) who meet the criteria set by the state of North Carolina and intend to apply for Historically Underutilized Business (HUB) Certification, will select HUB as one of the Registration Types. The <u>Registering in eVP</u> job aid will instruct vendors on creating an eVP account to do business with the state of North Carolina. This process guide provides instruction on requesting to be certified as a Historically Underutilized Business (HUB) vendor.

I. Complete HUB Application

The HUB application is housed on a vendor's **'Certifications'** page, which can be accessed in three ways, once an initial registration is created:

- a) Navigate to the Vendor Profile from 'My Vendor' then select 'Certifications.'
- b) Click on the 'My Vendor' tab in the menu bar then select 'HUB Application' from the dropdown.
- c) Click on the 'HUB Registration' button on the eVP landing page.

After navigating to the 'Certifications' page:

1. Click on the 'Apply for HUB Certification' button to open the application.

Note: If application is not completed in one sitting, vendors can return to the application anytime by navigating back to the **'Certifications'** page.

Home / My Vendor / Certifications	
Greenhills LLC	
Vendor Profile	Certifications
Overview Company Information	All HUB Certifications
Awards Contacts	Click on 'Apply for HUB Certification.'
Addresses	No nob certificate found, click on Appy for nob certification, button to create one.
Billing Tier 2 Spend Data	All NCSBE Certifications Apply for NCSBE Certification
Certifications eProcurement_Terms of Use	Navigate to the ' Certifications ' page under Vendor Profile. rNCSBE Certification' button to create one.
HUB Terms of Use	

2. The HUB Application screen displays with four pages: **Main Contacts**, **Reciprocity**, **Owners** and **Terms of Use**. Navigate through the pages using the '**Previous'** and '**Next'** buttons at the bottom of each page and populate the information in the fields. Fields marked with red asterisks are required.



3. On the 'Main Contacts' page, select a HUB Main Contact by clicking on the magnifying glass icon. On the pop-up window, select a contact from the list of contact records by checking the box next to their 'Full Name.' If there are no contact records, click on the 'New' button to add a new contact. Click 'Select' after a contact has been checked.

Note: The HUB Main Contact must be a HUB-eligible owner.

				Solicitations Ve	ndors Cor	ntract Extensions	Mv Vendor	+ John Do
Home / My-	Lookup reco	rds					×	
	Choose one record and	d click Select to continue				Address 1:		
HUB Ap	✓ Full Name ↑	E	mail	Business Phone	Company Name	City	Address 1: Phone	
портр	Jane Doe	ja	nedoe@greenhills.co	om	Greenhills LLC			
	John Doe	ja	hndoe@greenhills.co	m	Green Che	eck the contac	ct then	
Main Contacts	г				clic	< 'Select.'		
		Click on the 'New' k						
HUB Main Cont	New	to add a contact rec	ord.		(s	elect Cancel	Remove value	
								٩

4. Select a **HUB Main Location** by clicking on the magnifying glass icon. On the pop-up window, select a location from the list of location records by checking the box next to its '**Name**.' If there are no location records, click on the '**New**' button to add a new location. Click '**Select**' after a location has been checked. Finally, click '**Next**' on the '**Main Contacts**' page to advance the application.

Note: The HUB Main Location must be the company's headquarters.

Lookup records ×	
Home / My Choose one record and click Select to continue	
✓ Name ↑ Line 1	
HUB Ap	
Check the location then	
Main Contacts Click on the 'New' button to	
HUB Main Contre New 1 Add a location record.	
Jane Doe	x Q
HUB Main Location *	
The HUB Main Location will be used for communications related to your company's HUB certification.	
After selecting a HUB Main Location, click	Q
Next' to move to next page of application.	



5. On the **Reciprocity** page, check the **'My business is eligible for reciprocity'** box if applicable. For more information on reciprocity, click the **Historically Underutilized Businesses (HUB) Reciprocity** link on the page. Otherwise, leave the box unchecked and click **'Next'** to advance the application.

Note: If reciprocity box is checked, clicking '**Next**' will proceed to **Owners** page (skip to step 14). If reciprocity box is left unchecked, eight additional pages are triggered (continue to step 6). These eight pages are optional if not applicable to the business and can be skipped by clicking '**Next**' on the bottom of the page.

Main Contacts 🖌 Reciprocity	Owners	Terms of Use	
Reciprocity			
To participate in the reciprocity prog and/or a certified business. Eligible c US Small Business Admini US Department of Veteran National Minority Supplier Women Business Enterpris	ertified busin stration 's Affairs r Diversity C	esses are: ouncil	, Virginia, Georgia, Tennessee or South Carolina and be either NCDOT DBE
For more information please visi		y Underutilized Businesses (HUB) Reciprocity. Check the 'My business is	
Previous Next		eligible for reciprocity' box if applicable. Then click 'Next' to move to next page of application.	

6. On the **Identification** page, complete the applicable fields. Choose a date in the '**Business Start Date'** field by typing in a date in the MM/DD/YYYY format or click on the calendar icon and select the appropriate date. Next, click on the '**Business Structure'** field and select an option from the drop-down. After all required fields are populated, click '**Next'** to advance the application.

Main Contacts 🖌 Recipr	ocity 🖌 Identification Bu	siness Relationships	Contributions or Trans	fer of Assets Officers & Board	of Directors
Daily Management Functions		rences Other Certific	ations Owners	Terms of Use	
Firm's Identifica	ation				
Legal Name of Firm			Method of Acq	uisition	
				、	~
Unique Identifier Type			Business Start	Date *	
		~	M/D/YYYY	\ \	
Unique Identifier	Complete all applica Choose a date in the		Business Struc	ture *	
	Start Date' field ther			1	~
Previou	'Business Structure select an option from down. Click 'Next.'		Limited Lia	n (Including PLLC) bility Company o (Including LLP) etorship	-
Previous			Franchise)



7. On the **Business Relationships** page, fill in the applicable free text fields. The following five fields will be defaulted to **'No.'** Change a field to **'Yes'** when appropriate by selecting the radio button. Click **'Next'** to advance the application.

,	Main Contacts 🖌	Reciprocity 🖌	Identification ✔	Business Relationships	Contributions of	r Transfer of Assets	Officers & Board of Directors	
Fi	rm's Rela	tionship v	vith other E	Businesses				
	Firm co-located w/a	another entity? If yes	, who?					
	Does your firm share	re resources? If yes, w	vith who?					J
	Immediate family o	wn another compan	v? Evolain]
]
	Another firm had o	wnership interest in y	your firm?					1
1	Been a subsidiary o	of another firm?						,
ľ	No Yes Partnership with ar No Yes	nother firm?						
j	Owned a percentag	ge of another firm?	Popu	late the free text fie	alds			
	No O Yes Has your firm had a	any subsidiaries?	Answ	ver the following fiel	lds to by			
ľ,	No O Yes Operated under a fill	ranchise agreement?		ng the radio button.	. Click			
`` `	● No ○ Yes	/		-				
	Previous	and a second						

8. On the **Contributions or Transfer of Assets** page, if applicable, click on the **'Add Contributions or Transfer of Assets'** button to add a record. On the pop-up window, populate all relevant fields then click **'Submit.'** Add all contribution or transfer of asset records from the past two years then click **'Next'** to advance the application.

	🖸 Create			×
Main Contacts 🖌		Contribution/Asset *		
Daily Managemen				
		Dollar Value		
Contribut			Populate the applicable free text fields. Click 'Submit' to close the	
		Transferred From	window then click ' Next ' to	 nsfer of Assets
			advance the application.	
Contribution//		Transferred To		 1
There are no		Relationship		
		Date of Transfer		
		M/D/YYYY		
Contact Us	Í Í	Submit		



9. On the Officers & Board of Directors page, if applicable, click on the 'Add Officers & Board of Directors' button to add a record. On the pop-up window, populate all relevant fields then click 'Submit.' Add all officers & board of directors then click 'Next' to advance the application.

HUB App	Create			×
	Name *			
Main Contacts 🖌				
Daily Managemen	Officer or Board of Director			
			~	
Officers a	Title	Populate the applicable free text fields. Click 'Submit' to close the window then click 'Next' to		d of Directors
	Date Appointed	advance the application.		
	M/D/YYYY			
Name †	Ethnicity			ated On
			~	
There are no	Gender			
			~	
	Perform management for another bu	siness?		
	● No ○ Yes			

10. On the Daily Management Functions page, if applicable, click on the 'Add Daily Management Functions' button to add a record. On the pop-up window, populate all relevant fields then click 'Submit.' Add all daily management functions then click 'Next' to advance the application.

Home / My	Create		×	
Home / My	Name *			
HUB Ap				
	Daily Management Function		~	
Main Contacts 🖌	Title	Populate the applicable free text fields. Click 'Submit' to close the		~
Daily Managemen	Ethnicity	window then click 'Next' to advance the application.		
Daily Man			~	
	Gender		~	ent Functions
Name 🕇	Do any other firms manage this employee	?		_
	● No ○ Yes	-		_
	Submit			



11. On the **Professional Licenses** page, if applicable, click on the **'Add Professional Licenses'** button to add a record. On the pop-up window, populate all relevant fields then click **'Submit.'** Add all professional licenses then click **'Next'** to advance the application.

Home / My			×	
	Name of License or Permit Holder *			
HUB Apj				
	Type of License/Permit			
Main Contacts 🖌	Expiration Date			1
Daily Managemen	M/D/YYYY	Populate the applicable free text fields. Click 'Submit' to close the		
Professio	License Number	window then click 'Next' to advance the application.		
	State		1	onal Licenses
Name of Licen				
Holder 🕇	~~~			
There are no	Submit			

12. On the **References** page, add up to two references if relevant. Fill in the Name, Address and Phone Number fields. Click '**Next**' to advance the application.

HUB App	licatio	1				
Main Contacts ✔ Daily Management Fi	Reciprocity •	 Identification Professional Licenses 		Contributions or Transfer of fications Owners Te	of Assets 🖌	Officers & Board of Directors 🖌
References			Address		Phone N	umber
Name]	Address]	Phone N	e a telephone number umber e a telephone number
Previous			Populate any app fields then click finds the application.			



13. On the **Other Certifications** page, complete the fields where applicable. For fields defaulted to '**No**,' change to '**Yes**' when appropriate by clicking the radio button. Click '**Next**' to advance the application.

HUB Applicat	HUB Application									
1										
Main Contacts 🖌 Recipro	city 🖌 Identification 🖌	Business Relationsh	nips 🖌	Contribution	is or Transfer	of Assets 🖌	Officers & Board of Directors 🖌			
Daily Management Functions	 Professional Licenses 	References ✔	Other C	ertifications	Owners	Terms of Use		_		
Other Certificati	Other Certifications									
Please select the agence	ies or certifications curren	tly held by your fi	rm.							
DD5										
DBE No O Yes										
SBE 8(a)				What is the d	ate of your m	ost recent site v	isit?			
● No ○ Yes				M/D/YYYY						
Home State Certification	Populate all applica	ble fields		Performed by (Agency)						
● No ○ Yes	Click 'Next' to adva									
Other	application.			Contact Name						
● No ○ Yes	application.									
			_							
If you selected other, please s	pecity:		_	Agency Phon	e Number					
		Provide a t	elephone nu	mber						
Previous Next										

14. On the Owners page, click on the 'Add Owners' button to add a record. On the pop-up window, populate all required fields then click 'Apply Changes'. Add all owners then click 'Next' to advance the application. The system will populate the HUB Certification Category and Minority Type based on owner record(s) added. It may be necessary to reload page to see this information populated.

Note: The **'Percent Owned'** values of all owners must add up to exactly 100% after any additions or removals. If not, the user will receive an error message after clicking **'Apply Changes'** and will not be able to continue the process until 100% is reached.

HUB API	🗹 Create		×	
	US Citizen or Permanent Resident *			
Main Contacts 🖌	🔿 No 🔘 Yes		~	
	First Name *	Last Name *		
Owners			- 14	
HUB Certificatio	Title	Contact Phone Number		
_		Provide a telephone number		
Minority Type	Date applicant acquired ownership	Initial investment type to acquire ownership	- 14	
-	M/D/YYYY 🗰	~	- 11	
	Investment Amount	Number of shares owned	Ac	dd Owners
	Percent Owned *			
There are no	Years Owned *	Populate the applicable free text fields. Click 'Apply Changes' to	- 11	
	Voting Percent *	check eligibility, then click ' Next' to advance the application.	- 14	
Previous			- 18	



15. On the Terms of Use page, read the outlined terms and conditions. The 'I have read and agree to the HUB TOU' field will not appear until the terms have been scrolled through. Check the box then click 'Submit' to finish the application. A confirmation screen in the Vendor Profile will display after application submission.

Note: Once the HUB Terms of Use have been confirmed, vendors can upload required documents to eVP. An email will be sent outlining required documents, based on your business structure.

	Daily Management Functions 🖌	Professional Licenses ✔	References ✔	Other Certifications 🖌	Owners 🖌	Terms of Use		
	I affirm that the information business as well as the own You are required to submit d link below for a list) are base are required (see link below all the required documents application and your applica To avoid delay in processin documents are included. Ple The HUB Office shall safegue and G.S. 132-1.10. Upon confirmation of your a	ership thereof. The Office for certain documents to the H ed upon your company's stu- for a list). Your application . Failure to submit the rec- ation will not be processed. ng your certification, please ease visit HUB Certification and all information you prov- greement with the above te	or Historically Und IUB Office within 3 ructure (e.g., sole and submitted do quired documents e check your app documents and/ou vide as required ur	erutilized Businesses (H 30 days of your applicati proprietorship, corporati cuments will be reviewe within the specified tin lication(s) and supp rNCSBE Certification der State and federa tion will be routed to	UB Office) will re on. For HUB Cert ion, etc.). For NCS d by a Certification	view the informatification the double state of the double state of the	ation presented he cuments required h, standard docume ce you have submi we withdrawal of y erms of box next to b the HUB ted' field Click	ere. I (see ents itted
	TOU Accepted By John Doe			TOU Date Accep 5/12/2023 1:36				
-	Previous			_, 12, 2015 1155				

II. Upload Certification Documents

1. Navigate back to the '**Certifications**' page. The current HUB Certification will be listed as '**Pending**.' Click on '**Upload Documents**' to add necessary documents to the HUB application. Vendors missing documents will receive reminder emails at 14 days, then 30 days after completing application.

Note: Clicking on **'View HUB'** will redirect back to the application screen where edits can be made to the application and resubmitted. Clicking on **'Manage Owners'** will redirect to the Owners page where new owner records can be added, or current records can be edited.

Vendor Profile	Certifications	
Overview		
Company Information	All HUB Certifications	
Awards		Click on 'Upload Documents' to
Contacts	HUB-4001010	add necessary documents to the
Addresses	Pending	HUB application.
Locations	Documents Received: No	
Billing	Start: End: View HUB Manage Owners Upload Documents	
Tier 2 Spend Data		
Certifications		



2. The **Documents Submission** page will feature a list of all required documents. Each Certification Document will have a Status Reason of '**Not Received**' or '**Received**'. Click the arrow next to a document then the '**Upload**' button.

	Home / My Vendor / Certifications / Hul	o Certification Documents			
D	ocuments Submission				
	Certification Document Name †		Status Reason		
	Articles of Organization		Not Received	(· 🗹	
	Bank Statement listing signature authority		Not Received	Upload	/
	Copies of Professional Licenses		Not Received	· ·	
	Copies of signed leases for office and/or storage spac	2	Not Received	•	
	List of leased or owned equipment with signed lease	agreements or titles	Not Received	~	
	< 1 2 3 > Submit	Upload a document by click the arrow next to a document then select the 'Upload' button. Click 'Submit' after all documents have been uploaded.			

3. In the pop-up window, click the 'Add documents' button.

🖸 Edit	×
Certification Document Name * Articles of Organization less than a minute ago John Doe (Add documents) Status Reason Not Received Submit	

 In the subsequent pop-up window, click 'Choose files' and select files from computer. Only .pdf,.jpg,.jpeg,.png,.mp4 files are accepted. Click 'Add note' after choosing attachment(s) then click 'Submit' to upload document(s).

Note: Multiple documents can be added for each 'Certificate Document' if necessary.



	🖸 Edit 🛛 🗙	
	Certification Document Name *	
	Bank Add note × No Note	
Bank Statemer Copies of Profe	Add note Cancel	✓

5. After a document is uploaded, the **Status Reason** updates to '**Received**.' After all documents are uploaded, click '**Submit**.'

Documents Submission		
Certification Document Name 🕇		Status Reason
Articles of Organization		Received
Bank Statement listing signature authority		Received
Copies of Professional Licenses		Received
Copies of signed leases for office and/or storage space		Received
List of leased or owned equipment with signed lease agree	Click the 'Submit' button after all documents are in	Received
< 1 2 3 >	'Received' status.	
(Submit)		

6. If 'Submit' button is clicked before all Certification documents are in 'Received' status, the HUB Certification updates from 'Pending' to 'Packet Incomplete.' If there are missing documents after 14 days or 30 days, an email reminder is sent with a list of required missing documents. When 'Submit' button is clicked after all Certification documents are in 'Received' status, the HUB Certification updates from 'Pending' to 'Packet Complete.'

Vendor Profile	Certifications				
Overview					
Company Information	All HUB Certifications				
Awards					
Contacts	HUB-4001010 HUB-4001010				
	Packet Complete		Packet Incomplete		
Addresses	Location: Raleigh Office		Location: Raleigh Office		
Locations	Documents Received: Yes		Documents Received: No		
Billing	Start:	End:	Start:	End:	
-	View HUB Manage Owners		View HUB Manage Owners Upload Documents		
Tier 2 Spend Data					
Certifications					



7. In situations where the HUB Office determines the documents provided are not sufficient to complete recertification, the HUB Office will add a new folder in the Documents Submission section named 'Additional Documentation' and notify the HUB Main Contact via email about which documents should be added to that folder. The HUB Main Contact will then add those documents by clicking 'Upload' to the right of that folder before clicking 'Submit' again.

	cuments Submission			
Certification Document Name		Use the 'Upload' option to fulfill a	Status Reason	
5	Additional Documentation	request from the HUB Office for	Not Received	
	Articles of Organization	'Additional Documentation'.	Received	Upload
	Copies of signed leases for office and/or storage space		Received	·
	< 1 2 3 >			
s	ubmit			

8. After all Certification documents have been uploaded, the application and documents are reviewed and audited by the HUB Office. An email will be sent to the Main HUB Contact on file regarding the decision on the vendor's HUB application.