

NC electronic Vendor Portal

Managing eVP Account/Contacts

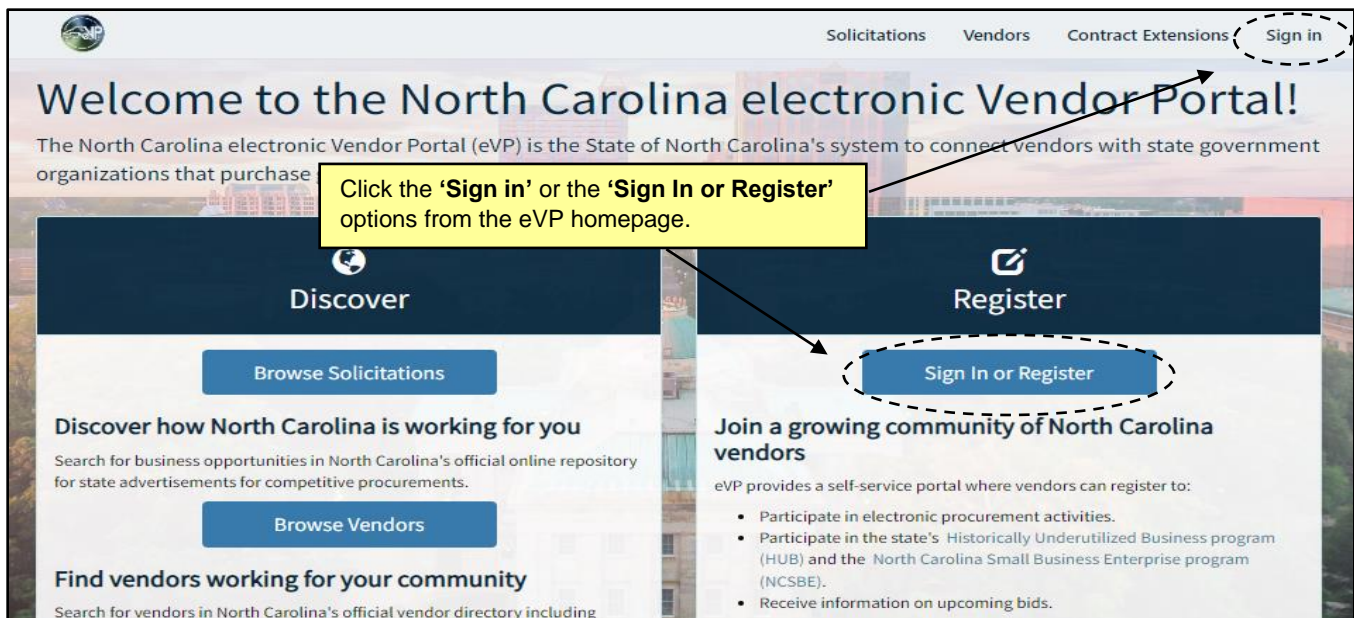


The North Carolina electronic Vendor Portal (eVP) is an internet application that allows companies and individuals to register to do business with the state of North Carolina. Vendors are required to manage their account and keep it up to date. Vendors can update their information by going to the eVP homepage. This guide provides detailed steps to update the contacts, addresses, and locations on an eVP account.

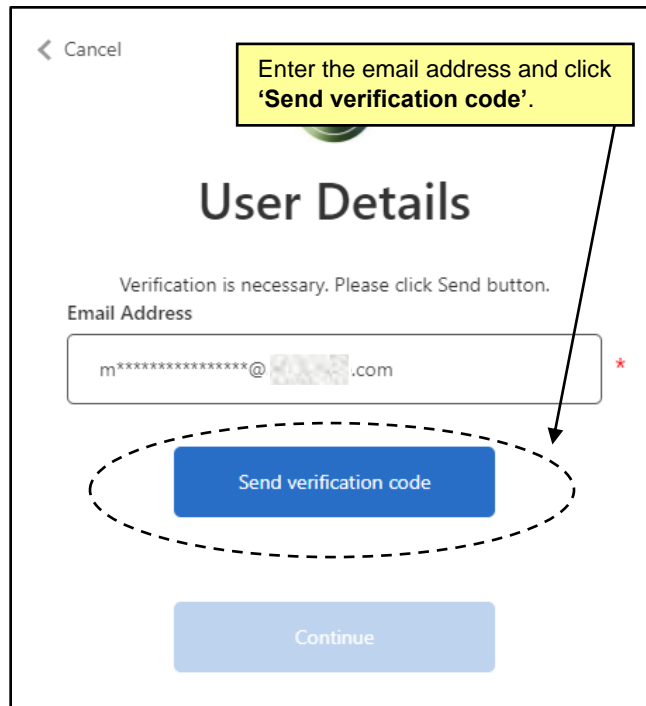
I. Accessing an Existing eVP Account

The eVP login page requires Multifactor Authentication (MFA) via email. MFA adds an additional layer of security with two-step verification to access your eVP account.

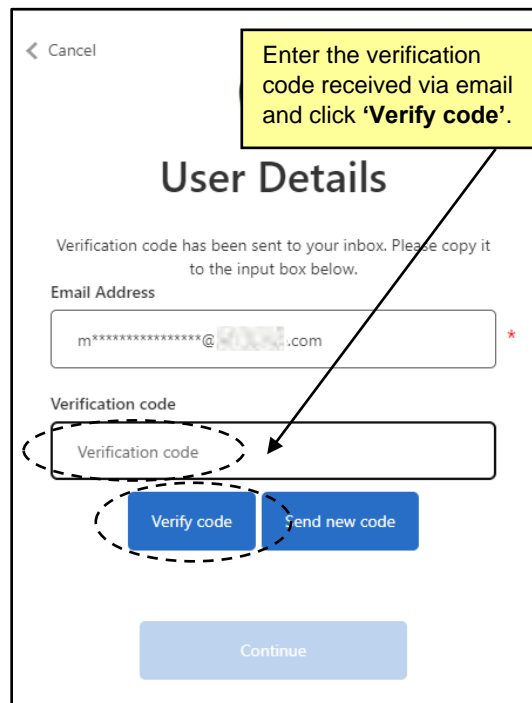
1. Navigate to the eVP homepage at <https://evp.nc.gov> and click the **'Sign In or Register'** button or the **'Sign in'** link in the top right of the screen.



2. Click the **'Login'** button on the next page.
 - a) **Credentials (Email Address and Password) are known:**
 - i. Enter established credentials into the **'Email Address'** and **'Password'** fields. Click the **'Sign in'** button.
 - ii. After signing in, a Multifactor Authentication (MFA) verification code will be required. Enter the same email address into the **'Email Address'** field. Click the **'Send verification code'** button.

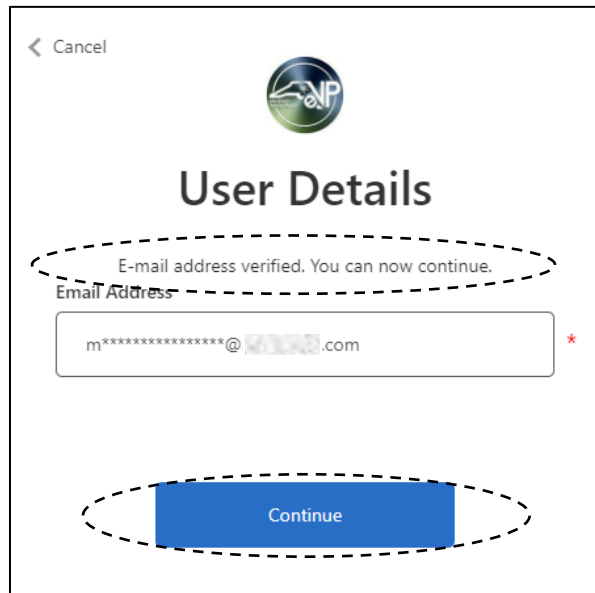


- iii. Upon clicking '**Send verification code**', a verification email will be sent to the email address provided, and a **Verification Code** field will appear on the '**User Details**' page. In the verification email, there will be a verification code.
- iv. Type the verification code received in the email into the '**Verification Code**' field and select '**Verify Code**' to enable MFA for the eVP account.





- v. Once verification is complete, users can click '**Continue**' to proceed to use eVP.



- b) **Credentials (Email Address and Password) Have NOT been established:**

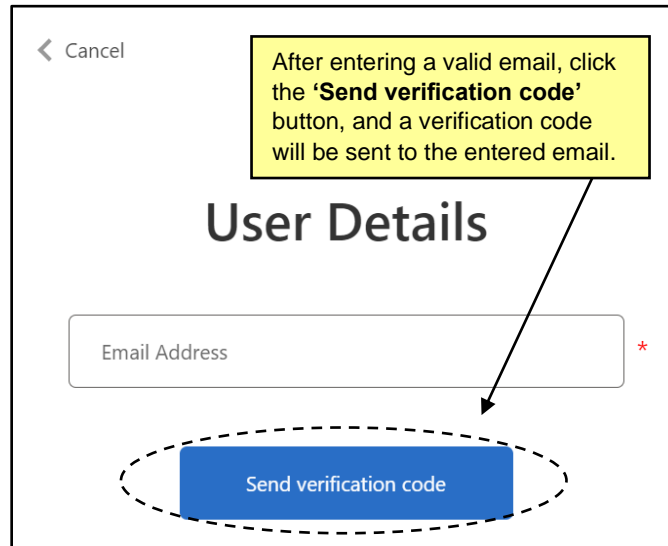
Note: These instructions are for vendors who have an eVP account but have not accessed it since July 2023.

- i. Click the '**Sign up now**' link on the subsequent '**Sign in**' page.





- ii. Type the email address to be associated with the eVP contact into the **'Email Address'** field on the subsequent **'User Details'** page and click the **'Send verification code'** button. The verification code will be sent to the email address provided.



- iii. A **'Verification Code'** field will display. Type the verification code sent via email into the **'Verification code'** field and click the **'Verify Code'** button, then click the **'Continue'** button.

Note: If an incorrect verification code is used, an error saying "The verification has failed, please try again" will appear.





- iv. The **'User Details'** page will display and contains several required fields requesting more information about the person registering the company. Complete the **'New Password'**, **'Confirm New Password'**, **'Given Name'**, and **'Surname'** fields and select the **'Create'** button to establish credentials.

Notes:

- The **'Given Name'** field should be the user's first name, and the **'Surname'** field should be the user's last name.
- Ignore the **'Change e-mail'** button.

A screenshot of the 'User Details' page in the NC eVP portal. The page has a white background and a black border. At the top left, there is a '< Cancel' link. Below it, a yellow callout box contains the text 'Fill out the four required fields and click 'Create''. The main title 'User Details' is centered. Below the title, a message reads 'E-mail address verified. You can now continue.' There are five input fields, each with a red asterisk on the right: 1. An email field containing '@yahoo.com'. 2. A 'Change e-mail' button. 3. A 'New Password' field. 4. A 'Confirm New Password' field. 5. A 'Given Name' field. 6. A 'Surname' field. At the bottom, a blue 'Create' button is circled with a dashed line. An arrow points from the callout box to the 'Surname' field.

- v. After establishing credentials in eVP, users will have to enable Multifactor Authentication (MFA). Please refer to the steps above beginning with **2 a)** for enabling MFA.

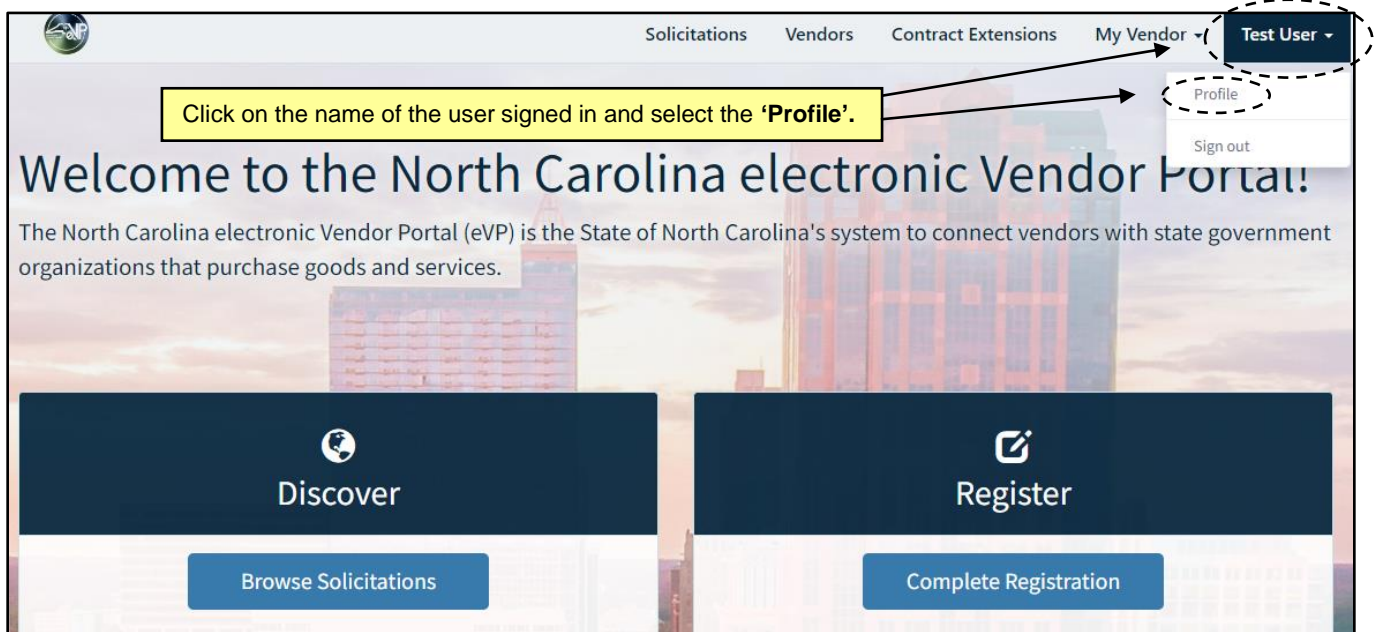
Notes:

- The MFA code will be different from the verification code used to authenticate the email address when establishing credentials.
- Have credentials but forgot password? Select **'Forgot your password'** on the **'Sign In'** page. Establish a new password, then follow the steps beginning with **2 a)** for enabling MFA



II. Updating Profile Information

1. From the Home page, click on the Name of the User in the upper right-hand corner of the screen and select the **'Profile'** option.



2. Users can update any of the following fields from the **'Profile'** page.
 - a. **'First Name'** – The first name associated with the user.
 - b. **'Last Name'** – The last name associated with the user.
 - c. **'Email'** – The email address associated with the user.
 - d. **'Phone'** – The business phone number that is associated with the user.
3. Update any field(s) that needs to be updated and click the **'Update'** button. The user's profile will be updated.

Your Information

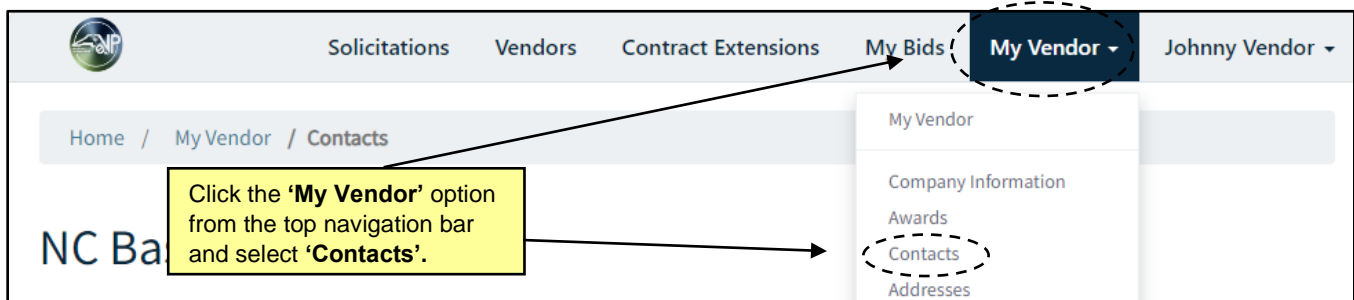
| | |
|---|---|
| First Name * | Last Name * |
| <input type="text" value="Zack"/> | <input type="text" value="Test"/> |
| E-mail * | Phone |
| <input type="text" value="epbilling@its.nc.gov"/> | <input type="text" value="8882117440"/> |

Click the **'Update'** button to finalize any updates made to the profile page.

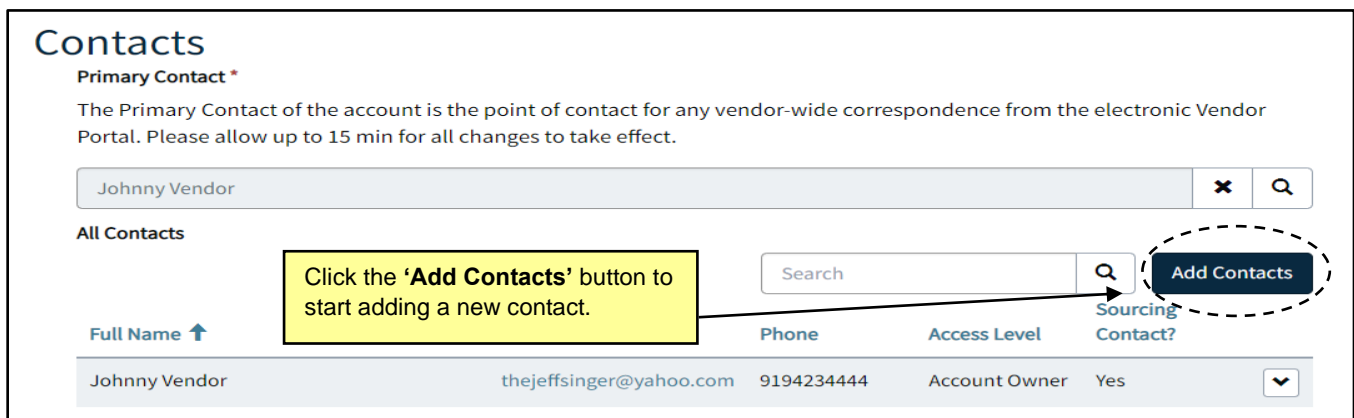


III. Adding a Contact

1. After selecting the **'My Vendor'** option from the navigation bar on the top of the page, click the **'Contacts'** option from the drop-down menu.



2. Click the **'Add Contacts'** button and populate the **'First Name'**, **'Last Name'**, **'Email'**, and **'Phone Number'** fields with the new contact's information.



3. Select the appropriate **'eVP Access Level'** by clicking the radio button next to it.
 - a. **Account Owner** – This access level allows the contact to edit all editable account information and to submit electronic bid responses. Only users with the Account Owner access level can edit or complete HUB and NCSBE certifications.
 - b. **Account Maintenance** – This access level allows users to submit electronic bid responses and modify all account information except for the Registration Type and Company Information Page. This access level allows users to submit electronic bid responses.
 - c. **Read Only** – This access level allows users to submit electronic bid responses, but the contact will not be able to edit the account.
4. If necessary, click the check box next to **'This contact is a sourcing contact'**. This will enable the contact to have additional NC eProcurement Sourcing permissions.
5. Click the **'Submit'** button. The new contact should be visible in the **'All Contacts'** table. The newly added contact will get an email invitation to create their profile.

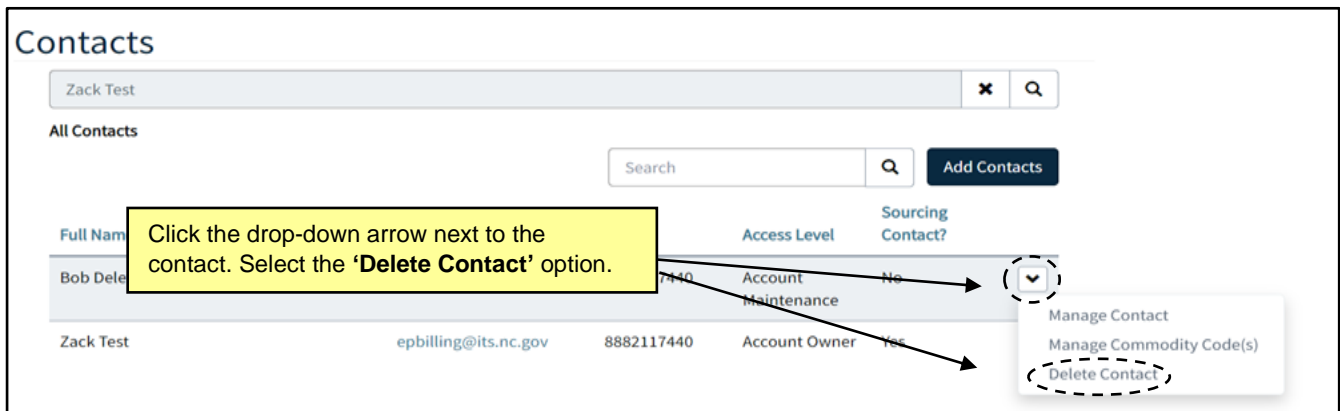


IV. Deleting a Contact

1. On the **'Contacts'** page click the drop-down arrow next to the contact that needs to be deleted.
2. Select the **'Delete Contact'** option. The contact will no longer show up in the **'All Contacts'** table.

Notes:

- If a user is associated with the locations page, they should be replaced with a different user before deleting them.
- The account must always have at least one account owner.



V. Editing an Existing Contact

1. To edit a contact, click the drop-down arrow next to the contact in questions. Click either the **'Manage Contact'** or the **'Manage Commodity Codes'** option depending on what needs to be edited.
 - a. The **'Manage Contact'** option will allow the user to edit the contact's basic information. After making any necessary updates click the **'Submit'** button. This will update the user.
 - b. The **'Manage Commodity Codes'** option will allow the user to add and remove commodity codes associated with the contact. To remove commodity codes, select the drop-down arrow next to the code and select the **'Remove Commodity Code'** option. To add commodity codes, click the **'Add Commodity Code(s)'** button to add commodity codes. Bid notifications are sent to contacts based on the commodity codes associated with their contact record.





VI. Adding a Location

1. Click on the **'Locations'** link on the left-hand side of the page.

The screenshot shows the 'Test Vendor' profile page. On the left-hand side, there is a navigation menu with the following items: Overview, Company Information, Awards, **Contacts** (highlighted with a dark blue bar), Addresses, **Locations** (circled with a dashed line), Billing, Tier 2 Spend Data, and Certifications. A yellow box with a black border contains the text: 'Click on the **'Locations'** link on the left-hand side of the page.' An arrow points from this box to the 'Locations' link in the navigation menu. The main content area is titled 'Contacts' and includes a 'Primary Contact' section with a search bar containing 'Zachary Tilson'. Below this is an 'All Contacts' section with a search bar and an 'Add Contacts' button. A table lists the contacts:

| Full Name ↑ | Job Title | Email | Mobile Phone | Access Level | Sourcing Contact? |
|----------------|-----------|---------------------------|--------------|---------------|-------------------|
| Test User | | ztilson15@gmail.com | 8882117440 | Account Owner | Yes |
| Zachary Tilson | | zachary.tilson@doa.nc.gov | 8882117440 | Account Owner | Yes |

2. Click the **'Add Location'** button. Complete the following fields to create the Location:
3. **'Location Name'** – The Location Name is visible within state purchasing applications and will be used by state purchasers to identify the appropriate company location to which to send a Purchase Order (i.e., if the company has one location in Raleigh and one in Charlotte, or if it has one division for Parts and one division for Repairs).
4. **'Primary Address on Vendor Search'** – Each Location is assigned a “Primary Address” that displays in the vendor search. That “Primary Address” includes a contact, physical address, email address, and phone number. Click the magnifying glass and select an existing address or click the **'New'** button in the lower left-hand corner of the subsequent screen. If the **'New'** button is selected, fill out all the required fields and select the **'Submit'** button.
5. **'Order From'** – This section determines where purchase orders are sent. Click the magnifying glass next to the **'Order From'** field, select an existing **'Order From'**, or click the **'New'** button in the lower left-hand corner. If the **'New'** button is selected, fill out all the required fields and select the **'Submit'** button.
6. **'Remit To'** – This section determines where payment for goods and services is sent. Click the magnifying glass next to the **'Remit To'** field, select an existing **'Remit To'**, or click the **'New'** button in the lower left-hand corner. If the **'New'** button is selected, fill out all the required fields and select the **'Submit'** button.
7. **'Bill To'** – This section determines where invoices for NC eProcurement transaction fee is sent. Click the magnifying glass next to the **'Bill To'** field, select an existing **'Bill To'**, or click the **'New'** button in the lower left-hand corner. If the **'New'** button is selected, fill out all the required fields and select the **'Submit'** button.
8. Click the **'Submit'** button. The location will be created and visible in the **'All Locations'** table.



Add Location

Location Information

Location Name *
The Location Name is visible within state purchasing applications and will be used by state purchasers to identify the appropriate company location to which to send a Purchase Order (i.e., if the company has one location in Raleigh and one in Charlotte, or if it has one division for Parts and one division for Repairs). Please enter a name for this Location.

Raleigh Office or Parts Division

Primary Address on Vendor Search *
Each Location is assigned a "Primary Address" that displays in the vendor search. That "Primary Address" includes a contact, physical address, email address, and phone number. Please click the Search icon to create a new "Primary Address" or select an existing one.

eProcurement Address
Based on Registration Type

Order From *
The Order From section determines where the goods and services are sent.

Remit To *
The Remit To section determines where payment for goods and services is sent.

Bill To *
The Bill To section determines where invoices for the NC eProcurement transaction fee are sent.

Submit

Click the magnifying glass next to any field to start a search for existing records. From the search popout screen, a new record can be created by clicking the 'New' button. Finalize the new 'Location' by clicking 'Submit'.

VII. Editing a Location

1. On the 'Locations' page, click the drop-down arrow next to the location that needs to be edited. Click the 'Edit Location' option.

Vendor Profile

- Overview
- Company Information
- Awards
- Contacts
- Addresses
- Locations**

Search [] [Q] Add Location

| Location Name | Customer Number | Primary Address | Order From | Remit To | Bill To | |
|---------------|-----------------|-----------------|------------|---------------|---------|------|
| Test Location | 4001165-A | Test | Test | Test Location | Test | |

Click the drop-down arrow next to the location that needs to be edited and select the 'Edit Location' option.



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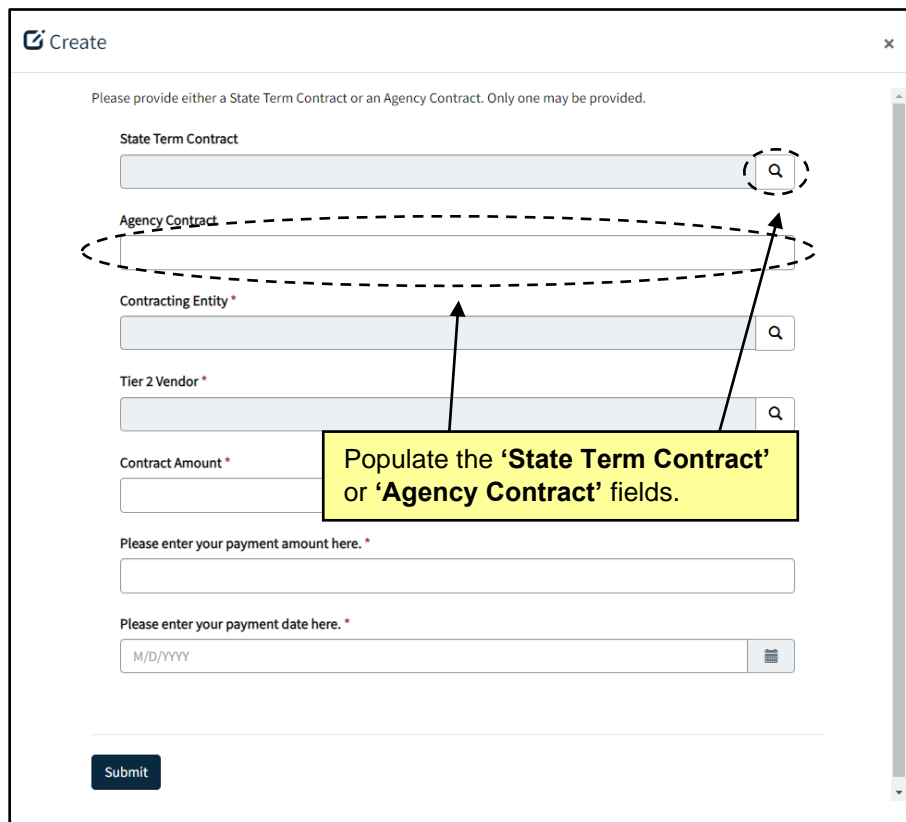
2. The **'Location Name'** field is a free text field. To edit **'Location Name'**, click into the field and update.
3. The **'Primary Address'**, **'Order From'**, **'Bill To'**, and **'Remit To'** fields can be edited by clicking the **'Edit'** button next to them. After clicking the **'Edit'** button, the individual details of the records can be updated. Once the updates are made, click the **'Submit'** button, and the system will return to the **'Edit Locations'** screen.
4. The **'Primary Address'**, **'Order From'**, **'Bill To'**, and **'Remit To'** fields can be replaced with a different record by clicking the magnifying glass next to them, selecting a different record, and clicking **'Select'**.
5. Once all the necessary updates are made, click the **'Submit'** button on the **'Edit Locations'** screen to finalize the changes.

VIII. Updating the Vendor Name

1. Click on the **'Overview'** or the **'Company Information'** tabs from the navigation panel on the left-hand side of the screen.
2. The **'Vendor Name'** field is a free text field. Click on the field and make any necessary changes.
3. Scroll down to the bottom of the page and click the **'Submit'** button to finalize the change.

IX. Adding Tier 2 Spend Data

1. Click on the **'Tier 2 Spend Data'** tab from the navigation panel on the left-hand side of the screen.
2. Select the **'Add Tier 2 Spend Data'** button.
3. Next, populate the **'State Term Contract'** or **'Agency Contract'** fields.
 - a. A **'State Term Contract'** can be added by clicking the magnifying glass next to the field, checking the box next to the relevant state term contract, and clicking the **'Select'** button.
 - b. The **'Agency Contract'** field is a free text field. An agency contract can be added by clicking the field and typing the agency contract number.



The screenshot shows a 'Create' form with the following fields and annotations:

- State Term Contract:** A text input field with a magnifying glass icon to its right. A dashed circle highlights the magnifying glass.
- Agency Contract:** A text input field. A dashed oval highlights the entire field.
- Contracting Entity:** A text input field with a magnifying glass icon to its right. An arrow points from the yellow callout box to this field.
- Tier 2 Vendor:** A text input field with a magnifying glass icon to its right. An arrow points from the yellow callout box to this field.
- Contract Amount:** A text input field.
- Please enter your payment amount here.:** A text input field.
- Please enter your payment date here.:** A date input field with a calendar icon.
- Submit:** A dark blue button at the bottom left.

A yellow callout box with black text is positioned over the Contracting Entity and Tier 2 Vendor fields, containing the text: "Populate the 'State Term Contract' or 'Agency Contract' fields." Arrows point from this box to the magnifying glass icons of the State Term Contract and Tier 2 Vendor fields.

4. Click the magnifying glass next to the **'Contracting Entity'** field, find the appropriate North Carolina entity, select the check box next to them, and click the **'Select'** button.
5. Next, select the magnifying glass next to the **'Tier 2 Vendor'** field, find the appropriate vendor, select the check box next to them, and click the **'Select'** button.
6. Click the **'Contract Amount'** field and type in the contract amount.
7. Click the **'Please enter your payment amount here'** field and enter the payment amount.



NC electronic Vendor Portal

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8. Click the **'Please enter your payment date here'** field and type in the or select the payment date using the date picker.
9. Once all required fields are populated, click the **'Submit'** button. The new Tier 2 Spend Data record should now be visible on the Tier 2 Spend Data page.

Note: Tier 2 Spend Data records can be edited. To edit a Tier 2 Spend Data record. Click the drop-down arrow next to the record and select the **'View/Update'** option. Make any necessary changes and click the **'Submit'** button.