The NC E-Procurement (NCEP) team now verifies registered NC E-Procurement vendor information with the United States Internal Revenue Service's (IRS) Taxpayer Identification Number (TIN) matching service. This service will verify whether the Vendor's name and Federal Tax ID entered in the North Carolina electronic Vendor Portal (NC eVP) matches the information in IRS records, for 1099 reporting purposes.

Each Vendor will have an **"IRS Verification Status"**, based on the results of the verification process. This field will be populated with either **"Pending," "Verified," "Not Verified,"** or **"Not Applicable"**; these statuses are defined as:

- **Pending:** The Vendor has not yet been matched, using the IRS TIN Matching service

- **Verified:** The Vendor Name/TIN combination *matches* the IRS records

- **Not Verified:** The Vendor name/TIN combination *does not match* IRS records

- **Not Applicable:** The vendor is a Foreign Vendor without a U.S. Federal Tax ID Number and IRS verification does not apply to this vendor and/or the Vendor is not registered to receive purchase order via NCEP

Please Note: There are additional steps taken with vendors when the information does not match against the IRS TIN Matching database and the vendor is classified as **"Not Verified."** Buyers should contact their purchasing leadership for guidance regarding purchasing from vendors whose IRS Verification Status is **"Not Verified."**

This guide outlines the step-by-step process to view the IRS verification status of a Vendor.

I. View Vendor IRS Verification Status Directly within the NCEP Ariba Buyer Application

1. When creating a Non-Catalog Line Item, buyers are able to view the IRS Verification Status of each supplier that is part of the NC E-Procurement Ariba Buyer application during the Supplier Search.

2. Once the vendor has been selected and the item has been added to the cart, buyers can click on the linked supplier name.

3. The *Review Details for Supplier* page contains a field titled **"IRS Verification Status,"** which reflects the Vendor's current IRS Verification Status.
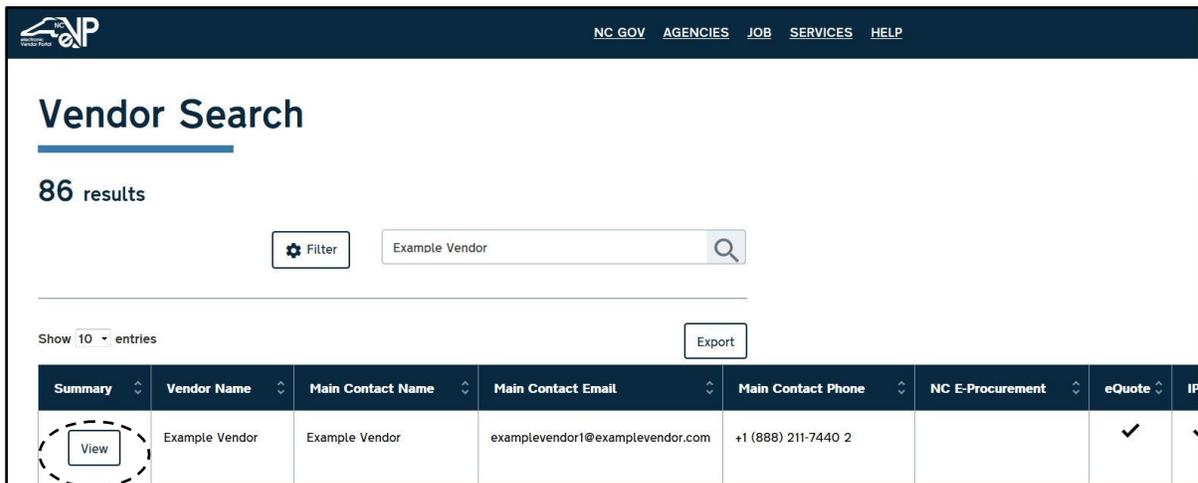
II. View Vendor IRS Verification Status through the eVP Public Vendor Search

1. Navigate to Public Vendor Search at https://vendor.ncgov.com/vendor/public-vendor-search.

2. Populate the Vendor name in the Search field and click the magnifying glass icon to initiate the search.
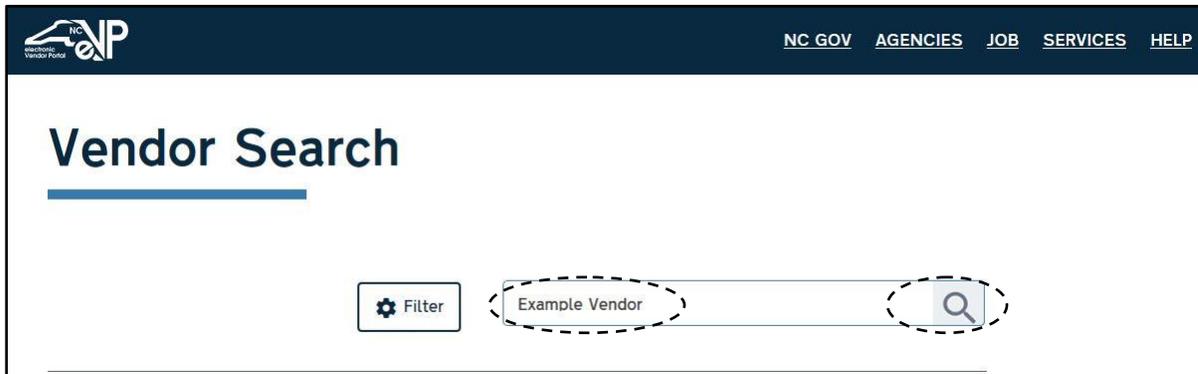
3. Click **"View"** in the **"Summary"** column of the desired Vendor to see more information.

4. Expand the **"Company Information"** section by clicking the arrow on the right side of the page.

5. Expand the **"Tax Information"** section to view the IRS Verification Status by clicking the arrow on the right side of the page.

6. The **"IRS Verification Status"** for the Vendor can be found in the **"Tax Information"** section.