



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.

The screenshot shows a web interface titled "Choose Value for Supplier". At the top, there is a search field with a dropdown menu set to "Supplier Name" and a "Search" button. Below the search field is a table with two columns: "Supplier Name" and "IRS Status". The table contains the following entries:

Supplier Name	IRS Status
<JW General Contractor Inc	Not Verified
07American Prison Data Systems	Not Verified
100 Gardens, LLC	Verified
101 Gardens	Verified
101 Mobility LLC	Verified

A dashed circle highlights the "Not Verified" status for "<JW General Contractor Inc". Each row in the table has a "Select" button to its right.



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

Back Copy Withdraw Print

Summary Approval Flow Orders Receipts History

Title: Untitled Requisition
Pre-Encumbrance Status: Pre Encumbered
Buying Entity: 13EG
Transmit To Supplier?
My Labels: [Apply Label...](#)

Line Items (1)

No.	Type	Description	Supplier Part Number	Qty	Unit
1		Example description		1	each

Supplier: [Example Vendor](#)
Location: Raleigh
Commodity Code: 010-05 - Acoustical Tile, A...
Company: 1300
Account: 538107
Cost Center: 6902
Federal Award Number: (no value)
Bid Number: (no value)

Click on the linked supplier name.

- The **Review Details for Supplier** page contains a field titled “**IRS Verification Status,**” which reflects the Vendor’s current IRS Verification Status.

NCE-Procurement @your service A R I B A* SPEND MANAGEMENT

Home Create Search Manage Recent Preferences

Review Details for Supplier

These are the details for the field you selected.

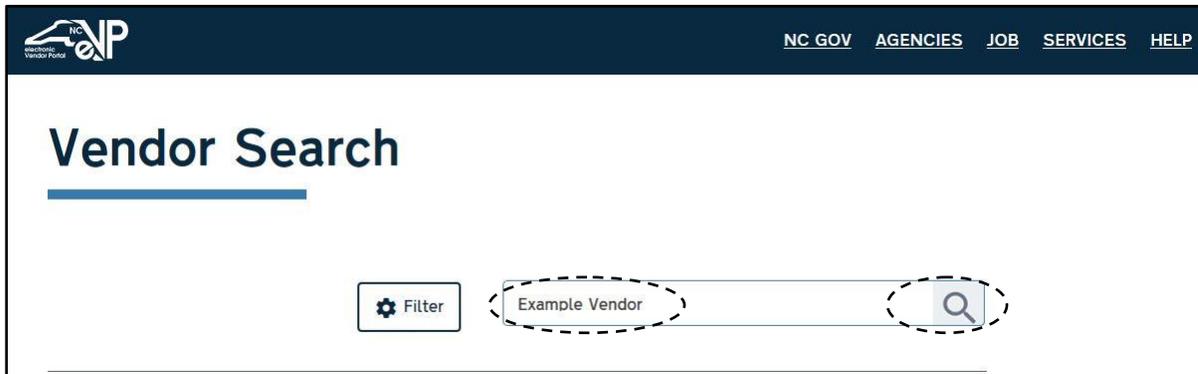
Supplier Name: Example Vendor
Corp website:
Locations: [Raleigh Test 2](#)
HUB Category: None
The value displayed reflects the vendor's current HUB Category.
HUB Status: None
The value displayed reflects the vendor's current HUB Status.
Company Information: (no value)
The value displayed reflects the vendor's current Company Information.
IRS Verification Status: Pending
The value displayed reflects the vendor's current IRS Verification Status. The status is based strictly on the consistency of information provided by the vendor compared to IRS data.
NC Based Vendor: Yes
The value displayed reflects the vendor's current NC Based Vendor status.

Done

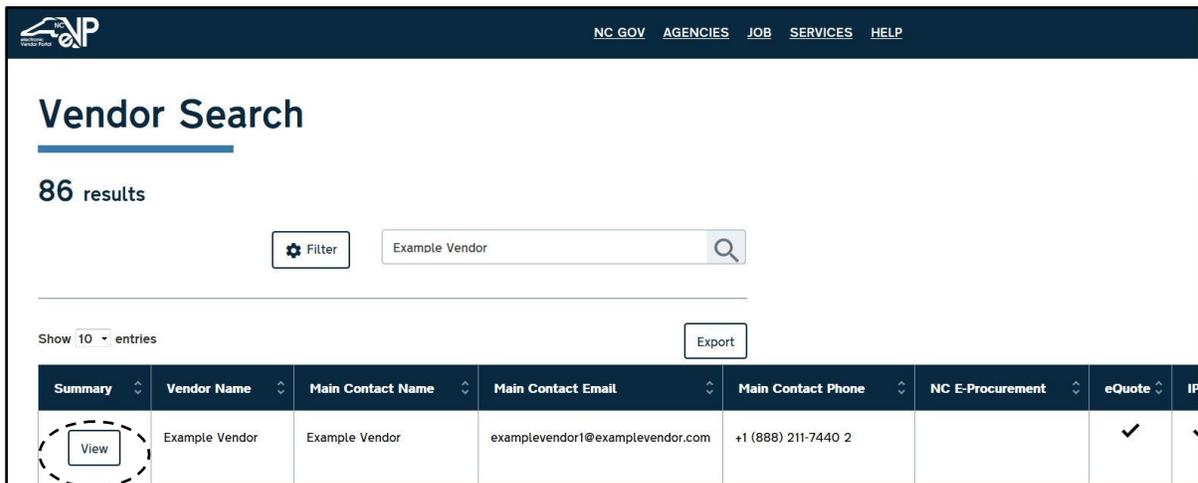


II. View Vendor IRS Verification Status through the eVP Public Vendor Search

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.

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Summary

Vendor Status: Active Return to Search Print →

Company Information ↓

General Vendor Information ↑

Tax Information ↑

Business Characteristics ↑

Contacts ↑

Location ↑

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

Company Information

General Vendor Information

Tax Information

North Carolina Based: Yes	Individual/Sole Proprietorship: Yes
IRS Verification Status: Pending	Name on tax documentation: Example Vendor