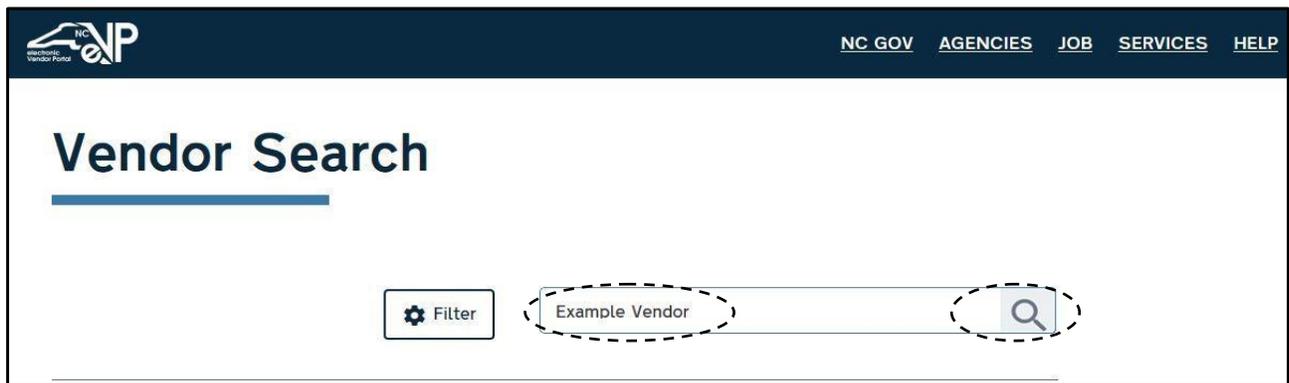For purchases needing informal quotes, the electronic Vendor Portal (eVP) can be helpful identifying potential vendors. Please refer to your organization's procurement policies regarding informal quoting.

If the vendor is already identified, it is possible to search by name and retrieve all necessary information to contact the vendor. If potential vendors still need to be identified, it is possible to search by commodity code, or by using any other available filter option.
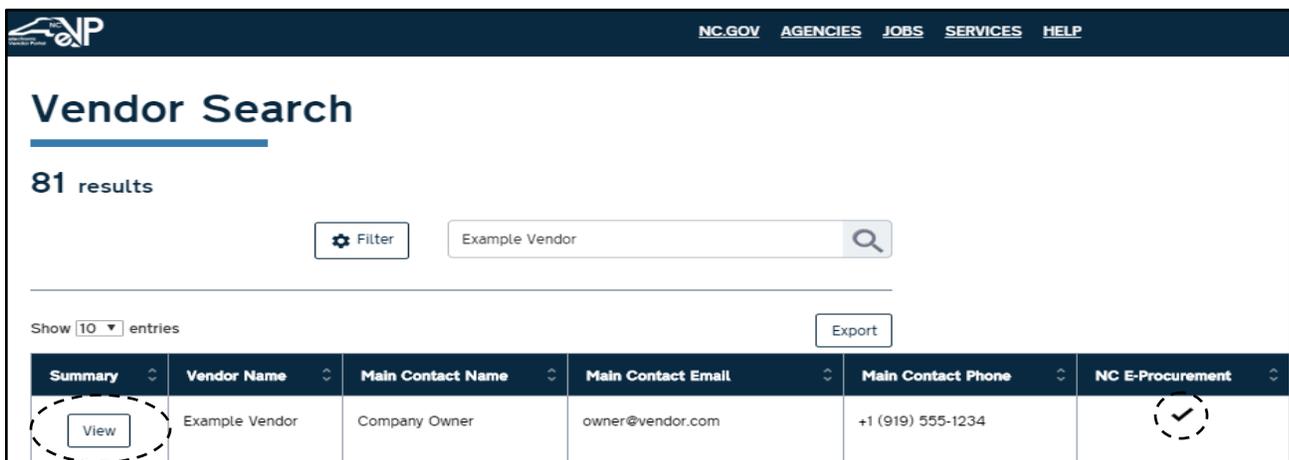
Once the vendor contact has been determined, the Informal Quote Request form can be used to request pricing.

I.   Finding a Vendor by Name

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

2. If the Vendor's name is known, populate the Vendor name in the Search field and click the magnifying glass icon to initiate the search.
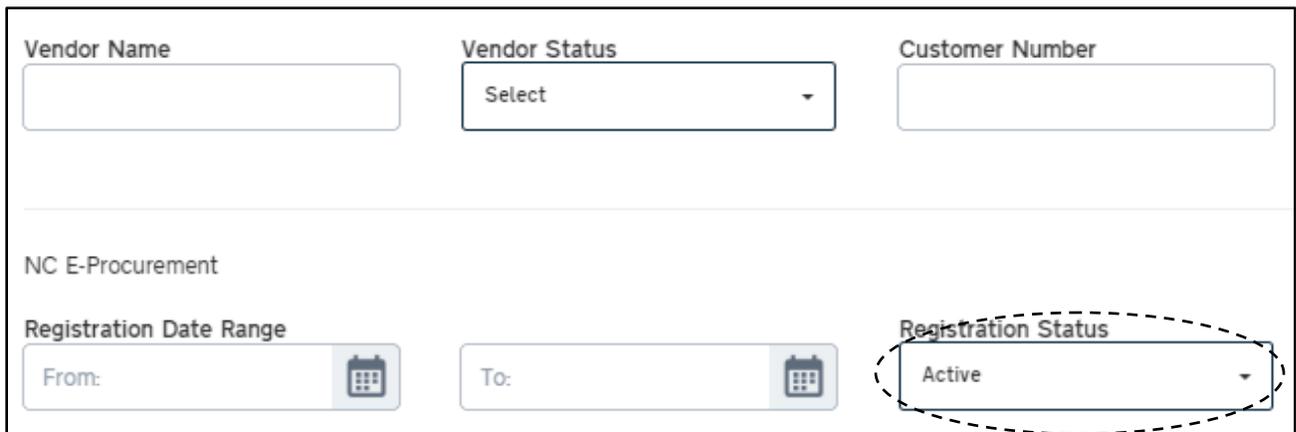

3. Click **"View"** in the **"Summary"** column of the desired Vendor to see more information.

    a. Contact information for the vendor's main contact will be displayed adjacent to the vendor's name, and a checkbox in any of the four rightmost columns indicates that the vendor has an active registration in that service. Each column is sortable by clicking on the arrows next to the column header.

II. Finding a Vendor by Commodity Code

Vendors who have indicated they provide certain types of goods or services can be searched for based on related commodity codes.

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

2. Select **'Active'** in the **'Registration Status'** drop-down within the **'NC E-Procurement'** section (not the **'IPS'** section below it or the general **'Vendor Status'** drop-down above it) to return only vendors who are currently active and able to accept purchase orders.

3. Scroll down the screen below the drop-down and free-text filters to the **'Commodity Codes:'** section. By expanding the arrows next to each heading, you can select areas in which Vendors have indicated they provide specific goods or services.

Clicking on the arrow next to each Commodity Code Section Header will expand that field to display the specific areas in which Vendors have indicated they provide goods or services.

4. Once all relevant commodity codes have been selected, a search can be executed by selecting the **'Apply'** button at the top of the page and search results will display in a table format. Click **"View"** in the **"Summary"** column of the desired Vendor to see more information.

    a. Contact information for the vendor's main contact will be displayed adjacent to the vendor's name, and a checkbox in any of the four rightmost columns indicates that the vendor has an active registration in that service.

Vendor Search

136 results

[Filter] [Search...] [🔍]

Show [10 ▼] entries   [Export]

> Clicking on the arrows next to the column header will sort the table alphabetically by the results in that column.

Summary ⇕	Vendor Name ^	Main Contact Name ⇕	Main Contact Email ⇕	Main Contact Phone ⇕	NC E-Procurement ⇕	eQuote ⇕	IPS ⇕	HUB ⇕
[View]	1st Choice Glass & Window	Janet Windows	janet@glassandwindows.com	+1 (919) 555-1234	✓	✓	✓	✓
[View]	AAA Glass	Jimmy Glassguy	jim@glass.com	+1 (919) 555-1234	✓	✓	✓	

III.   Additional Filter Tips

Additional search filters can be used to search by specific criteria in order to receive more focused search results. Below are a few examples of particularly helpful filters.

1. Selecting **'Certified'** in the **'Certification Status (HUB)'** drop-down beneath the **'IPS'** section will filter results to include only vendors who are currently Certified as a Historically Underutilized Business (HUB).

Certification Status (HUB)

[Certified ▼]

2. Further down the page, there are five filters that can help target specific vendors by contact or geographical location.

    a. If vendor contact information is known, the **'Contact Last Name'** or **'Contact Email'** can be entered to return the associated vendor account.

    b. Selecting a specific County from the **'Location County'** drop-down will return only vendors who have entered an address located in that county. The **'Location City'** filter is a free-text field into which even more specific localized information can be entered.