NC eProcurement

E-Bill Express

For vendors to use NC eProcurement, there is a transaction fee of 1.75% on purchase orders for material goods. This fee is applied once the vendor receives payment from the buying entity on an issued order. Invoices are sent to vendors via the email address designated as the billing address on the eVP account. The NC eProcurement transaction fee may be paid via check, money order, credit/debit card, or automated clearing house (ACH) through Wells Fargo E-Bill Express. This job aid details the steps to complete payment with a credit/debit card or ACH through Wells Fargo E-Bill Express.

I. Initiating a Payment through E-Bill Express Pay Now

- 1. Visit https://www.e-billexpress.com/ebpp/ncep/.
- Enter and confirm the customer number for the account being paid in the 'Customer Number e.g., 1234-XX' fields and select 'Pay Now'. The NC eProcurement customer number can be found in the top right of the NC eProcurement invoice.

E-BILL EXPRESS LOGIN PAY NOW	Welcome to E-Bill E	xpress from North Carolina eProcurement!	
Customer Number e.g., 1234-XX) 12345-A Confirm Customer Number e.g., 1234-XX 12345-A	(Pay Now)		
ENROLLMENT	RETURN THE TOP PORTION OF	THIS FORM WITH PAYMENT	
When you confirm your payment on the final page you will be given the Please look for this on the payment pop-up confirmation if you'd like to	Bill To: COMPANY ABC	INVOICE DATE: INVOICE NUMBER: CUSTOMER NUMBER:	<u>19-AUG-20</u> 1234567 12345-A
© 2004-2020 Wells Fargo Bank All Rights Reserved. <u>Terms of Service</u> <u>Contact U</u>	HEADQUARTERS 123 ANY STREET RALEIGH, NC 27601 Please make CHECK/MONEY ORDER Payable to: State of North Carolina - EProc	AMOUNT DUE: PAYMENT DUE DATE: AMOUNT ENCLOSED: S	S50.00 20-SEP-20
	PO Box 752167 Charlotte, NC 28275-2167	 Please do not send any correspondence wit Separate checks for each invoice assist us in processin 	1 your payment - g your payment -

3. Enter the 'Contact Name', 'Contact Telephone', and 'Contact Email' for the individual entering the payment in the system. This contact information will be used to send payment confirmation information and if there are any questions about payment application in the NC eProcurement system.

Home				
* Contact Name	Contact Telephone 919-321-1234	Mobile 🗸	* Payment Amount	
	* Contact Email		Select Number of Invoices	
	myemail@domain.com		Payment Method	• Enter
				~

- 4. In the **'Payment Amount'** field, enter the total amount to be paid. If multiple invoices are being paid, this should be the sum of those invoices.
- 5. From the 'Select Number of Invoices' dropdown, select '01-Single Invoice' or '02-Multiple Invoice(s)' to indicate whether payment is for one invoice or multiple invoices.
- 6. Select the \bigcirc icon to list the invoices to be paid.

ł	• Payment Amount		
	\$	10	0.00
<	Select Number of Invoices		
	02-Multiple Invoice(s)	~	
	* Payment Method	c	Enter
			~
	* Pay Dat	te	
	2/13/2	2024	Ê
	Vendor Name		
	Ocontinue to	Payment	

7. In the **'Invoice Number(s)'** field, enter the invoice numbers to be paid. If paying multiple invoices, separate each invoice number with a comma (,) and select **'OK'**.

*Payment Amount			
INVOICE NUMBE	R(S)	0.00	
1234567, 987654	4		
	Cancel 📿 📀 OK	<u>Enter</u>	
	* Pay Date	•	
	2/13/2024		
Vendor Name			
🕀 Cor	Continue to Payment		

8. Select '+ Enter' to select the payment method.

* Payment Amount		
\$		100.00
Select Number of Invoi	ces	
02-Multiple Invoice((s) 🗸	Ĩ
* Payment Method	(• Enter
		~
	* Pay Date	
	2/13/2024	***
Vendor Name		
Cont	tinue to Paymen	t

II. Paying with a Credit or Debit Card

1. On the 'Enter a Payment Method' page, select 'Credit or Debit Card'.

* Required Fields	Enter a Payment Method Choose your preferred payment method to pay your bills. *Required Fields	×	202.90
*Contact Name	BANK ACCOUNT		ESSAGES View
John Doe	CREDIT OR DEBIT CARD		L1-7440, option 4 • O

2. Complete all required fields on the next page, check the box next to 'Agree and Enter Account,' and click the 'Enter Account' button to save the payment information.

* Full Name on Card		* Country	*City
*Card Number 🛛 🚟		* Address	* State
			Select State
*Expiration Date	* Security Code	Address2	* ZIP Code
MM/YY	(3 or 4 digits)	(optional)	
By selecting 'Agree an creation of a charge to signer on the account Agree and Ente	d Enter Account", you authorize) the account listed above. You a above and there are available f Account	the information you've provided o also affirm that the information yo unds to cover the amount of any to	n the above account to be used for u provided is correct, that you are a ransactions that you authorize.

- 3. Upon returning to the Pay Now 'Home' page, the 'Pay Date' field will default to today's date but can be changed to a future date if needed. Payment will not be processed until the date selected.
- 4. In the 'Vendor Name' field, enter the name of the company as it is registered in the North Carolina electronic Vendor Portal.
- 5. Select 'Continue to Payment'.

Home					
* Contact Name		* Contact Telephone		* Payment Amount	
John Doe		919-321-1234	Mobile 🗸	\$	1.00
		* Contact Email		Select Number of Invoices	
		myemail@domain.com		02-Multiple Invoice(s)	~ 🕑
				* Payment Method	• Enter
				Credit Card	~
				*Pay	Date
	Enter 'Pay Date'	and 'Vendor Name'		2/1	13/2024
		inde to Payment .		Vendor Name	
				Company ABC	
				Continue	to Payment

- 6. On the subsequent 'Verify Payment' page, review the Payment Terms & Conditions and check the box next to 'By checking this box you agree to the terms and conditions stated above'.
- 7. Select 'Make Payment' to complete the process. A Confirmation page will appear, and this information will also be emailed to the address provided.

Note: Credit and Debit Card transactions are subject to a service fee collected by the financial services provider. There is no processing fee for payments made via bank account.

III. Paying with a Bank Account

1. On the 'Enter a Payment Method' page, select 'Bank Account'.

	Enter a Payment Method	×	
* Required Fields	Choose your preferred payment method to pay your bills.		
Home	* Required Fields		
* Contact Name	BANK ACCOUNT		ESSAGES View sistance with your online payment, please n email to: epbiling@its.nc.gov or call
John Doe	credit or debit card		11-/440, aption 4

2. For 'Account Type', select 'Personal' or 'Business' to determine the type of account that will be making the payment.

- 3. Select 'Checking Account' or 'Savings Account' in the 'Banking Type' field to indicate the type of account making payment.
- 4. Enter the bank account name in the 'Name on the Account' field.
- 5. In the '**Routing Number'** field, enter the bank routing number found in the bottom left of a check for the account.
- 6. Enter the full bank account number in the 'Account #' field which can also be found at the bottom of a check for the account. Confirm the account number in the 'Re-enter Account #' field.
- 7. Review the agreement at the bottom of the page and check the box next to 'Agree and Enter Account'.
- 8. Select 'Enter Account'.

Enter a Payment Method Choose your preferred payment method to pay your bills.	×
* Required Fields	
BANK ACCOUNT	-
(* Account Type)	(* Account #)
Personal Business	1234567890
(* Banking Type)	Re-enter Account #
Checking Account Savings Account	1234567890
* Name on the Account	Pay to the
Company ABC	Order of
(* Routing Number)	1 123456789 1000123456 1 1111
053000219	
WELLS FARGO BANK	Routing Number Account Number
	Make sure to use your bank account number, not your ATM
Using the bottom of a c By selecting "Agree and Enter Acco creation of a charge to the accour <mark>to populate on this form</mark>	check for the account, umber' and 'Account #' n. e above account to be used for pvided is correct, that you are a
signer on the account above and there are available funds to	cover the amount of any transactions that you authorize.
Agree and Enter Account	
	Enter Account

- 9. Upon returning to the Pay Now 'Home' page, the 'Pay Date' field will default to today's date but can be changed to a future date if needed. Payment will not be processed until the date selected.
- 10. In the '**Vendor Name**' field, enter the name of the company as it is registered in the North Carolina electronic Vendor Portal.
- 11. Select 'Continue to Payment'.

LEAST STATEMENT CONTRACTORY CONTRACT		Home	€ <u>+ Exit</u>
Home Contact Name	Contact Telephone	Payment Amount	MESSAGES View Please select the pencil to enter the Invoice Number(s). If paying more than one invoice
John Doe	919-321-1234 Mobile - Contact Email myemail@domain.com	\$ 100.00 Select Number of Invoices 02-Multiple Invoice(s)	please separate with a comma.
Enter 'Pay Date then select 'Con	' and 'Vendor Name' Itinue to Payment'.	Payment Method Add A Payment Method WELLS FARGO BANK ****7890 Pay Date 8/27/2020	
		Company ABC	2
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- 12. On the subsequent 'Verify Payment' page, review the Payment Terms & Conditions and check the box next to 'By checking this box you agree to the terms and conditions stated above'.
- 13. Select 'Make Payment' to complete. A Confirmation page will appear, and this information will also be emailed to the address provided.

IV. Enrolling in E-Bill Express

After making a payment in E-Bill Express, users will have the option to enroll. The benefits of enrolling are that future payments can be streamlined by using saved payment information and users will have the ability to view their E-Bill Express payment history.

1. On the confirmation page that displays after completing a payment, select the 'Enroll with Your Current Information' link to establish an account with Wells Fargo E-Bill Express.

Confirmation			
Thank You! Your pa	ayment has been ma	ade.	
A Print Confirmation Pag	e	Payment Date	8/27/2020
,	-	Payment Method	WELLS FARGO BANK
John Doe		Total Payment	\$100.00
2020. Payments confirmed 2020. If you have any further que office at 888-211-7440.	after Thursday, August 27, 2 estions about payments to N	020 8:00 PM ET will be p Iorth Carolina eProcureme	osted on Friday, August 28, ent, please contact our
Account Number	Confirmation #		Payment Amount
12345-A	3100145182		\$100.00
	Enroll With Your Curr	ent Information Retu	urn to Home Log.Out

- 2. On the subsequent 'Account Setup' page, review the 'Name' and 'Contact Info' auto-populated from the information provided when submitting payment.
- 3. Select 'Continue to Login & Password'.

Account Setup	
Name Contact Name John Doe	Contact Info Contact Telephone 919-321-1234 Add Another Telephone Number Contact Email myemail@domain.com Add Another Email Address
© 2004-2020 Wells Fargo Bank All Rights Reserved. <u>Terms of Service</u> <u>Contact Us</u> <u>Privacy Policy</u> <u>EAQs</u>	Continue to Login & Password

- 4. Create a 'Login ID' and 'Password' for the Wells Fargo E-Bill Express site.
- 5. Choose a 'Security Image' and enter a word or phrase in the 'Give your image a label' field.
- 6. Select and answer five security questions.
- 7. Select 'Continue to Terms of Service'.

Account Setup			
✓ PROFILE LOGIN & PASSWORD TERMS OF SERV	ICE PAYMENT ACCOUNTS		
Create an Account	Choose a Security Image and give it	a label	
Login ID	You'll see your selected security image and label in label on a notification, you can be sure it is from us	email notifications. When you see your image and .	
Login ID is required.	i 💓		
Passwords must have at least 8 characters and have at least 3 of the following:		*	
1 or more numbers 1 or more uppercase characters 1 or more (overcase characters 1 or more of these enable characters 1 or more of these enable characters		*	
Passwords cannot include: - the last password	Choose Your Security Questions	Mole run on the barrar bit on rate at the semantic	
- your name - your Login ID	We it use these questions to help verify your identity if you rolger your login createrions. Question 1	Answer 1	
 more than 3 repeating characters, numbers or special characters, such as AAAA, 2222 or !!!! 	What is your grandmother's maiden name on your father's side?	Annuar 1 is resulted	
 more than 3 consecutive characters or numbers, such as aBcD or 4567 the zero character at the start or end 	Question 2	Answer 2	
- the word "password" (common dictionary words should be avoided)	What is your grandmother's maiden name on your mother's side?		
Password is required.		Answer 2 is required.	
Re-enter password, just to be sure	Question 3	Answer 3	
	How many brothers and sisters did your mother have?	i anno 2 is seening	
Re-enter password is required	Question 4	Answer 5 is required.	
te enter positiono la requireo.	What city was your first job in?		
		Answer 4 is required.	
	Question 5	Answer 5	
	What was your boss's first name at your first job?		
		Answer 5 is required.	
			Go. Lask Continue to Terms of Service

- 8. Review the 'Terms of Service' and check the box to enroll.
- 9. Select 'Continue to Payment Accounts'.

Account Setup v profile v login & password	TERMS OF SERVICE	PAYMENT ACCOUNTS	
Terms of Service By clicking this box, you are enrolling in this	service and have read and agre	e to the <u>Terms of Service</u> for this site.	
			<u>Go. Cack</u> Continue To Payment Accounts
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- 10. Review all pre-populated information and give the account a nickname.
- 11. Review the terms of use and check the box next to 'Agree and Add Account'.
- 12. Select 'Finish Enrollment'.

I CONT I Harks	✓ LOGIN & PASSWORD	✓ TERMS OF SERVICE	PAYMENT ACCOUNTS				
				_			
d A Payme	ent Method	r enrollment vou can manage v	our navment methods				
may select a c	croute payment method now. Are	r enrotanene you con manage y	our payment methods.				
EANK	ACCOUNT						I
Account Ty	pe			Account #			
	Personal	Business		1234567890			
Banking Ty	ре			Re-enter Account #	i de la companya de l		
	Checking Account	Savings Account		1234567890			
Give This A	ccount a Nickname				Pay to the		
Company	ABC Checking				Order of		
Name on th	ne Account						
John Doe					123456789 1:00	JO15342Pm. 7777	
Routing Nu	mber				Douting Number		
0530002	19			Make a	Routing Number	account Number	
By selecting provided is Agree	g 'Agree and Add Account', you au correct, that you are a signer on t and Add Account	thorize the information you've j he account above and there are	provided on the above accoun available funds to cover the a	it to be used for creati amount of any transac	ion of a charge to the account li tions that you authorize.	isted above. You also affirm that the informa	tion you
X ADD L	ATER						1

- 13. A 'Your Account is Set Up!' page appears confirming enrollment completion.
- 14. Select 'Account Login' to be taken to the E-Bill Express login page.

Your Account is Set Up!	
Activate Your Account We've sent an activation link to myemail@domain.com. Click the link in the email to validate your email address and activate your account with us. If you don't see an email from us, check your "Spam" or 'Junk" folders.	After activating your account, click here to login
Resend Activation Email Didn't get our email? We can resend it to the Email on file or an alternate address. Resend Email to myemail@domain.com	Send Email to another Email Address Altemate Address email_name@email_provider.com Send Activation Email
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15. Using the 'Login ID' and 'Password' created during the enrollment process, select 'E-Bill Express Login' to login to the recently created account.

	PAT NOW		Welco	me to E-Bill Express from North Carolina ePro	ocur
uired Fields					
Login ID					
* Password					
<u>Forgot your Login ID?</u> Password Help?	¢	E-Bill Express Logir			
Forgot your Login ID? Password Help?	Ś	E-Bill Express Logi			
Forgot your Login ID? Password Help? ENROLLMENT	<	E-Bill Express Logir	FINDING YO	DUR CUSTOMER NUMBER	
Eorgot your Login ID? Password Help? ENROLLMENT When you confirm your opportunity to EnrolL PI you'd like to EnrolL In ou	payment on the final page you w ease look for this on the paymer ur site.	E-Bill Express Login vill be given the nt pop-up confirmation if	FINDING YO Customer nu invoice. Whe number inclu	DUR CUSTOMER NUMBER umber can be found in the top right corner of your NC eProcurem en submitting payment, please be sure to enter the entire custom uding the dash and letter(s).	ent