# NC eProcurement

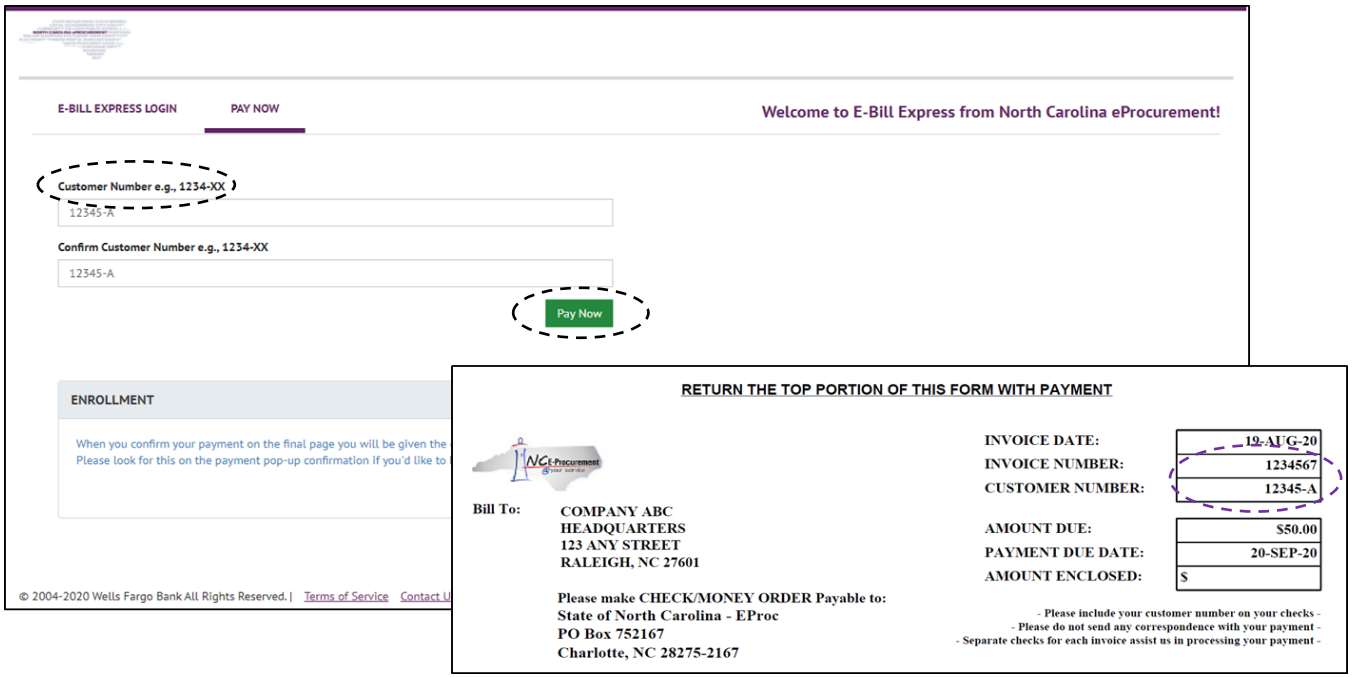
## E-Bill Express

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.

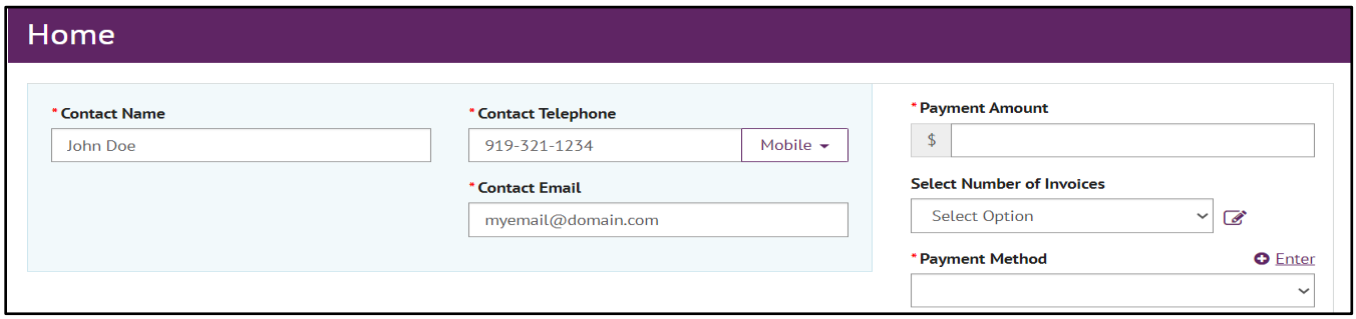
## I. Initiating a Payment through E-Bill Express Pay Now

1. Visit https://www.e-billexpress.com/ebpp/ncep/.

2. 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**.**



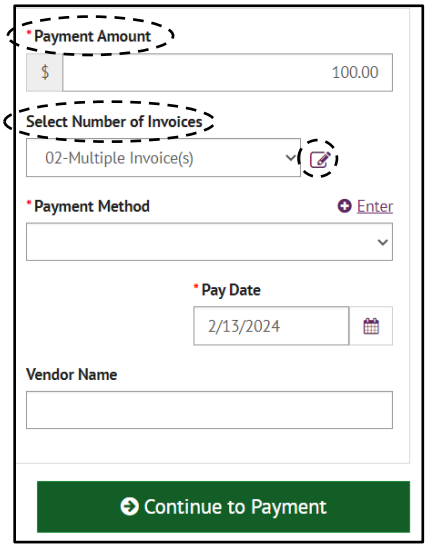

3. Enter the **'Contact Name'**, **'Contact Telephone'**, and **'Contact Email'** for the individual entering the payment in the system. This contact information will be used to send payment confirmation information and if there are any questions about payment application in the NC eProcurement system.



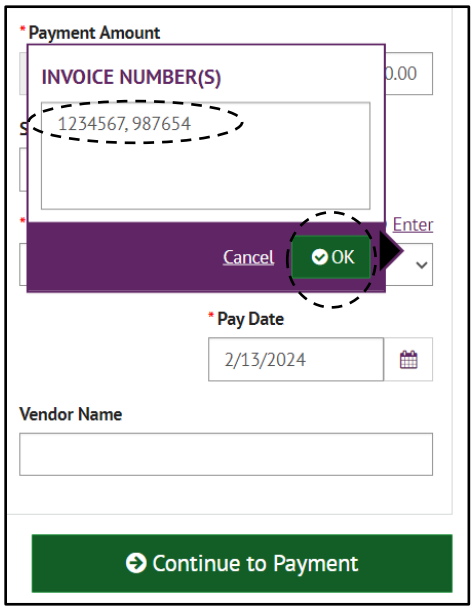
4. In the **'Payment Amount'** field, enter the total amount to be paid. If multiple invoices are being paid, this should be the sum of those invoices.

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.

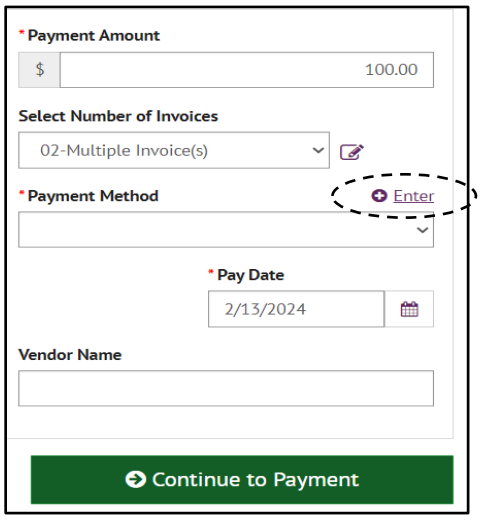
6. Select the icon to list the invoices to be paid.




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'**.

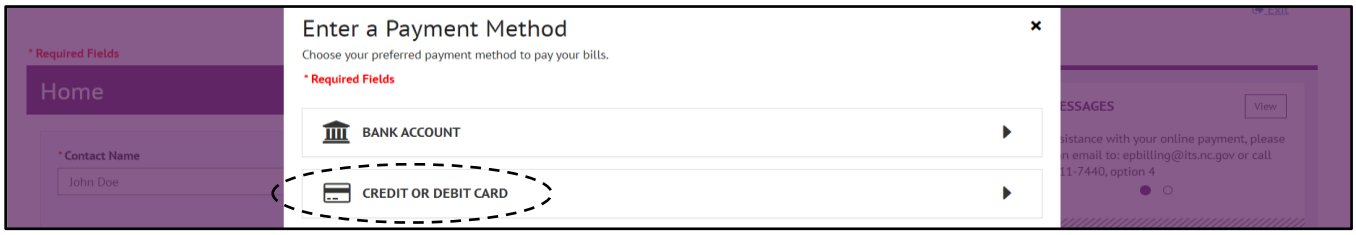


8. Select **'+ Enter'** to select the payment method.

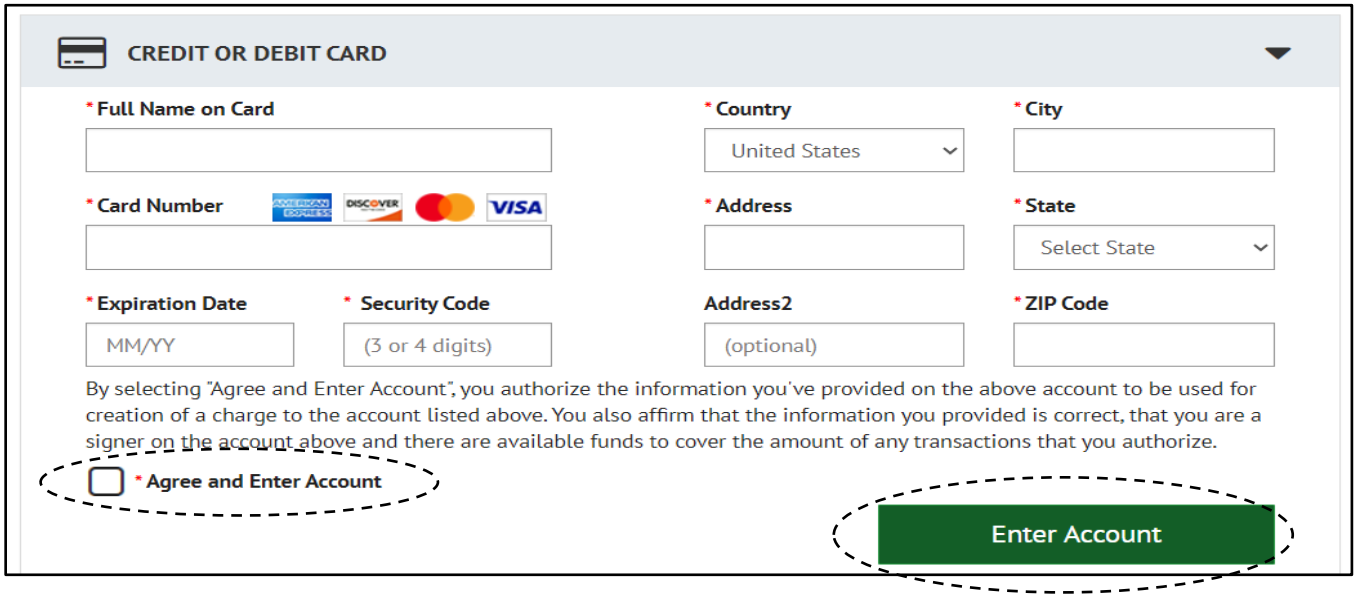



## II. Paying with a Credit or Debit Card

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



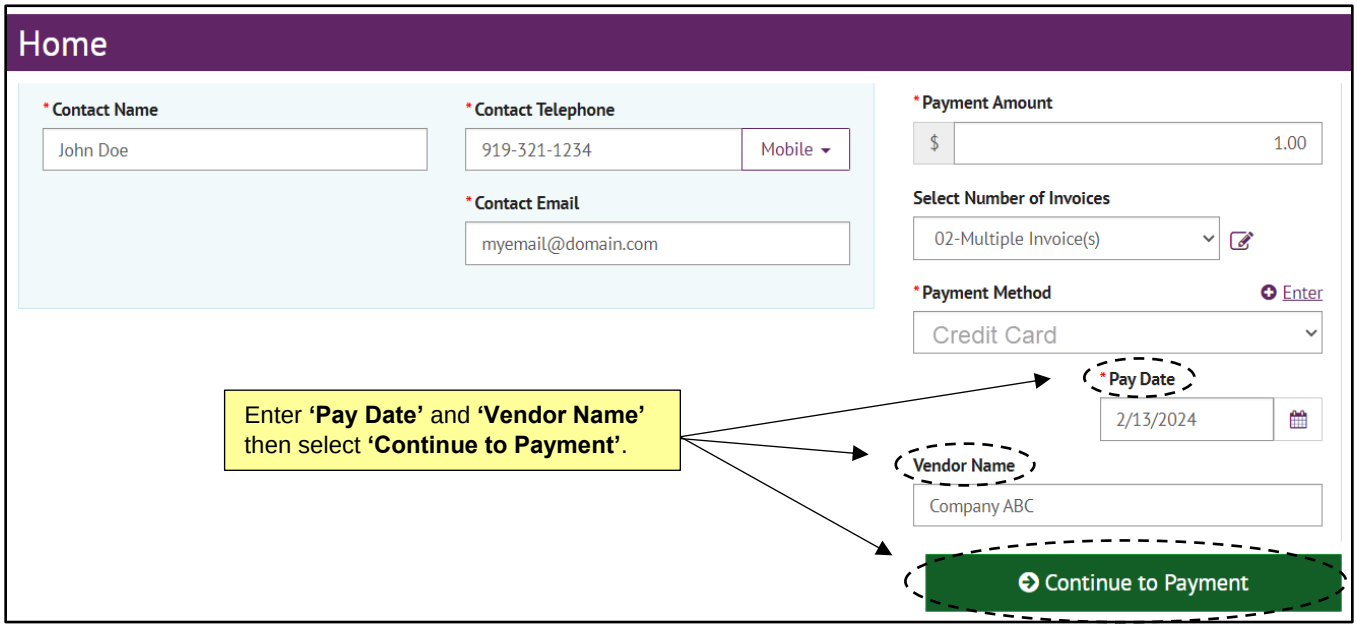

2. Complete all required fields on the next page, check the box next to **'Agree and Enter Account,'** and click the **'Enter Account'** button to save the payment information.



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'**.



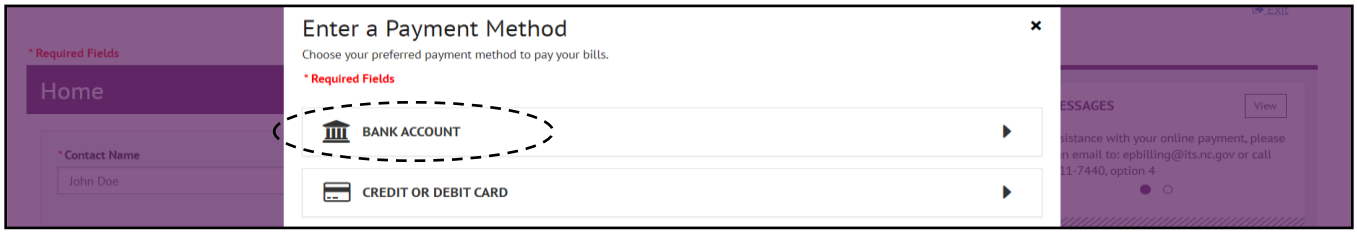

6. On the subsequent **'Verify Payment'** page, review the Payment Terms & Conditions and check the box next to **'By checking this box you agree to the terms and conditions stated above'**.

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'**.




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.

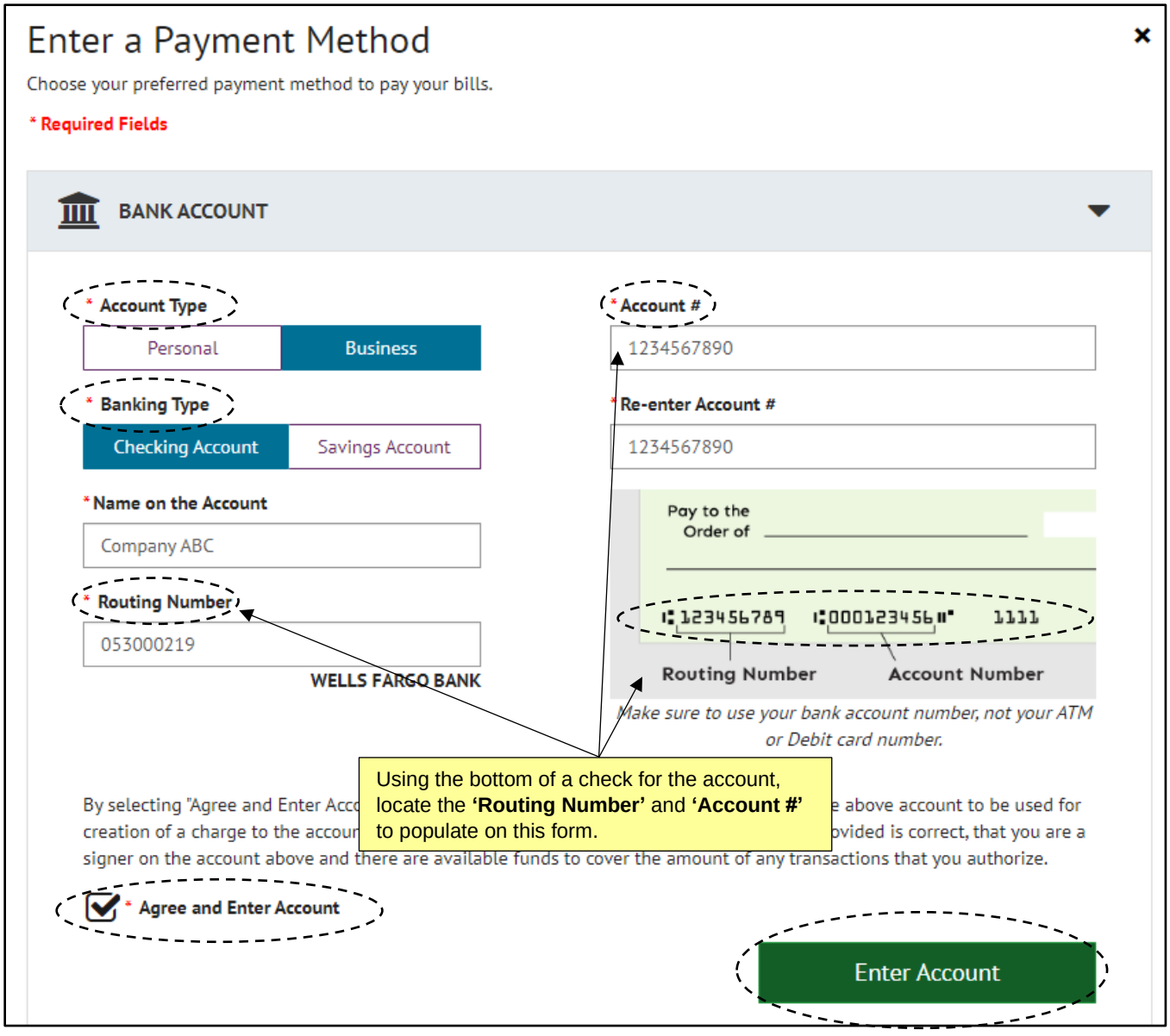
4. Enter the bank account name in the **'Name on the Account'** field.

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'**.

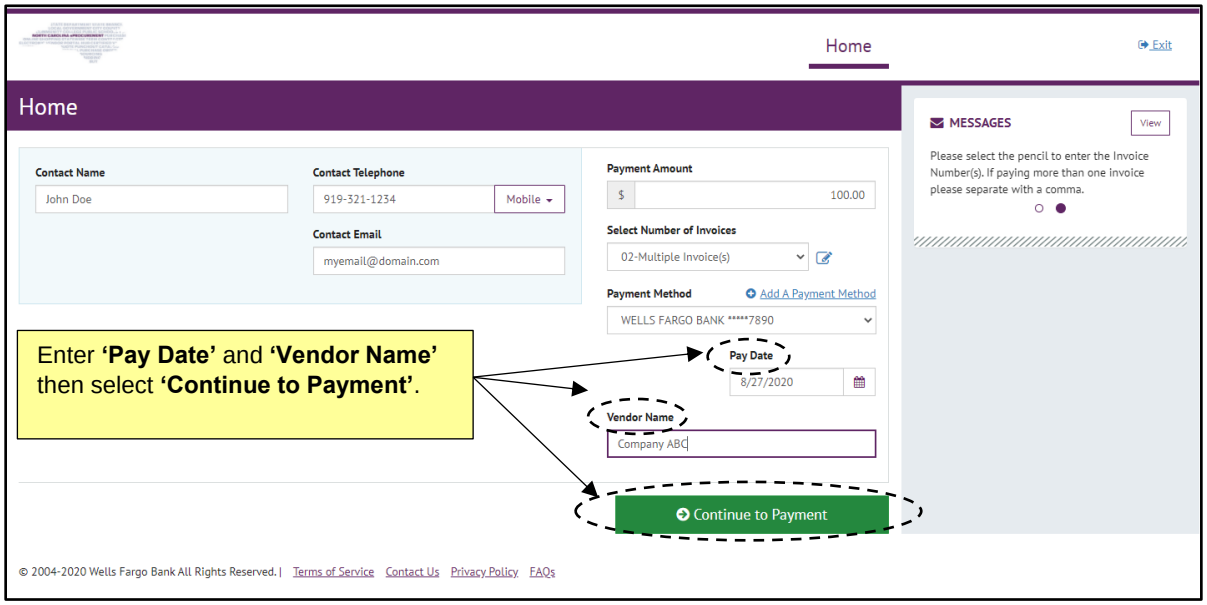
8. Select **'Enter Account'**.



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'**.



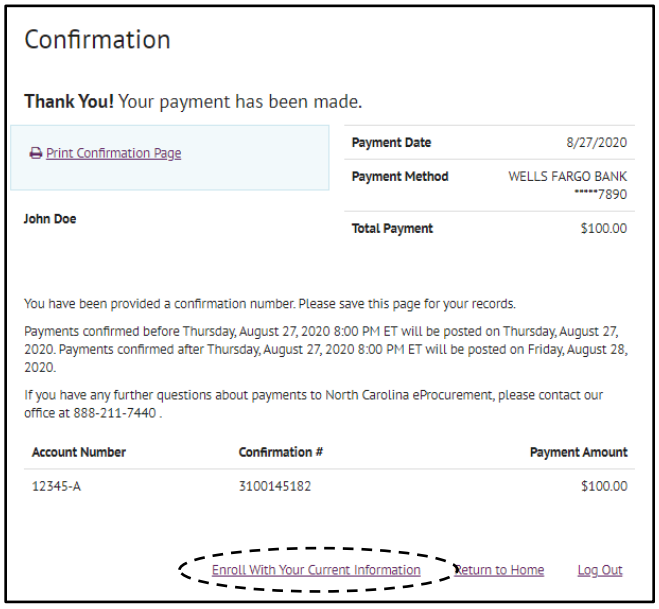

12. On the subsequent **'Verify Payment'** page, review the Payment Terms & Conditions and check the box next to **'By checking this box you agree to the terms and conditions stated above'**.

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

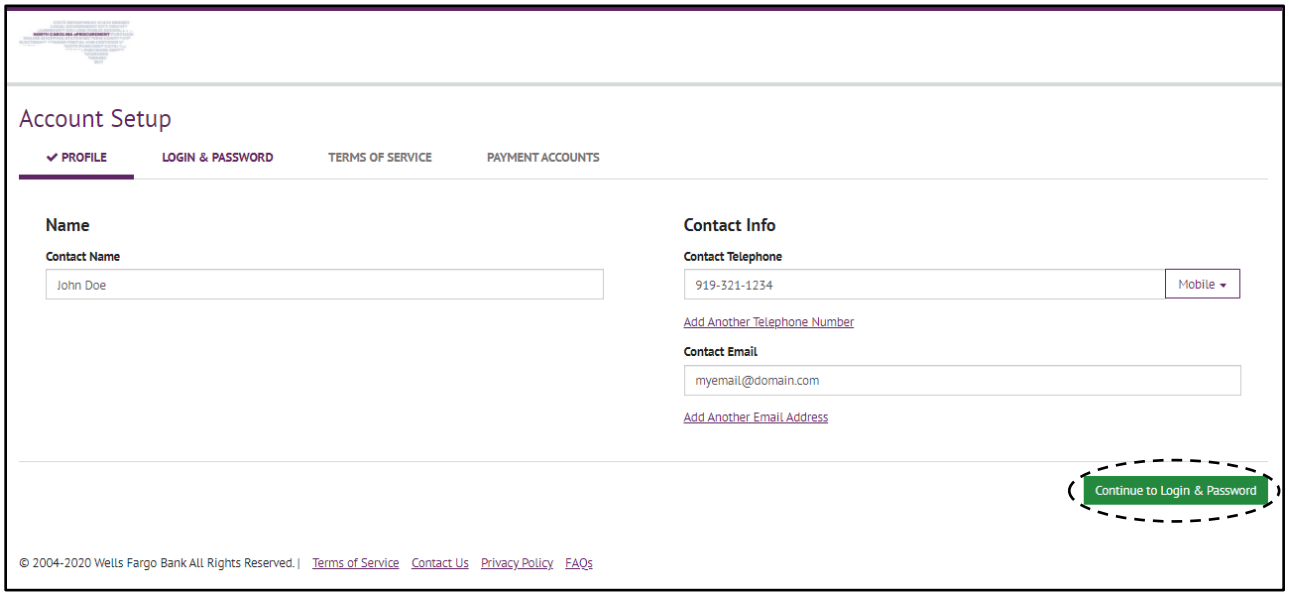
After making a payment in E-Bill Express, users will have the option to enroll. The benefits of enrolling are that future payments can be streamlined by using saved payment information and users will have the ability to view their E-Bill Express payment history.

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.

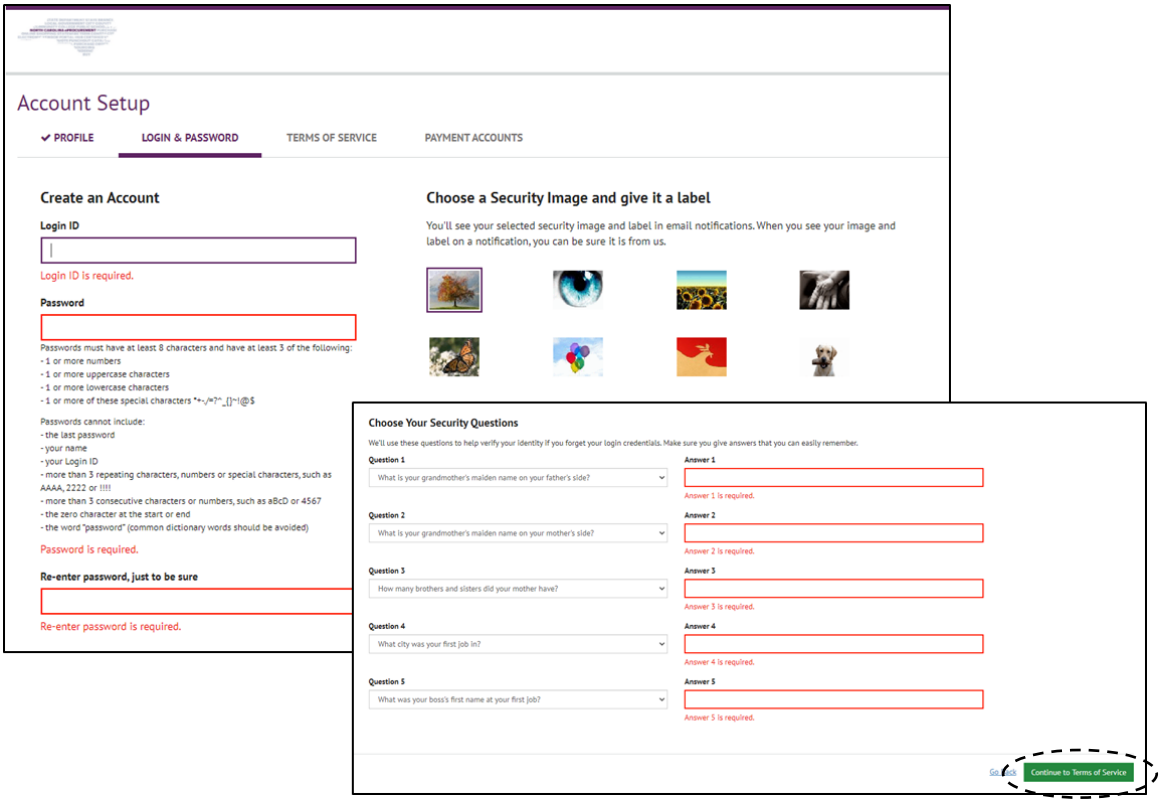



2. On the subsequent **'Account Setup'** page, review the **'Name'** and **'Contact Info'** auto-populated from the information provided when submitting payment.

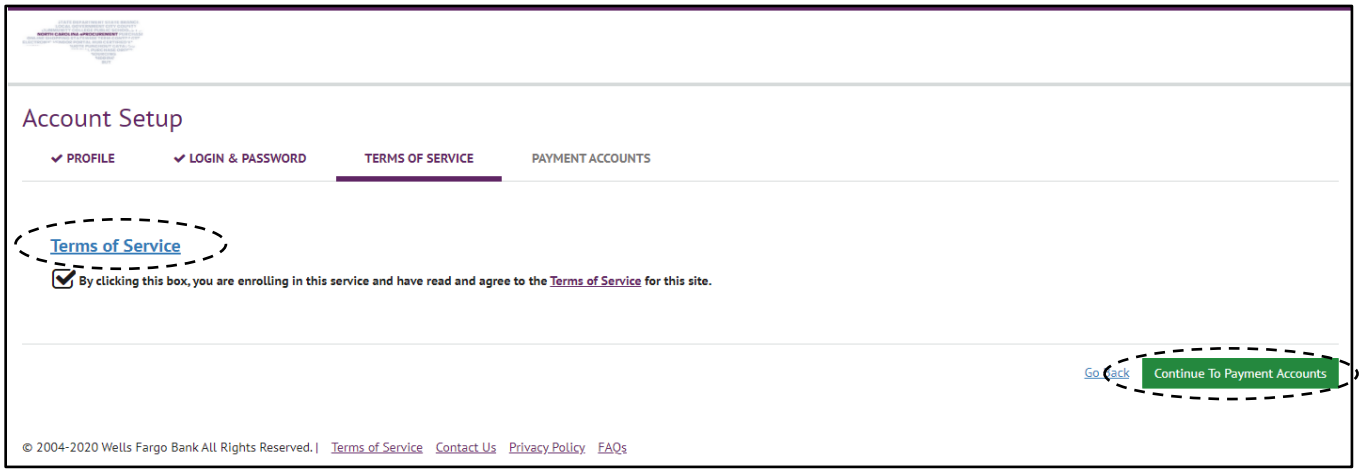
3. Select **'Continue to Login & Password'.**



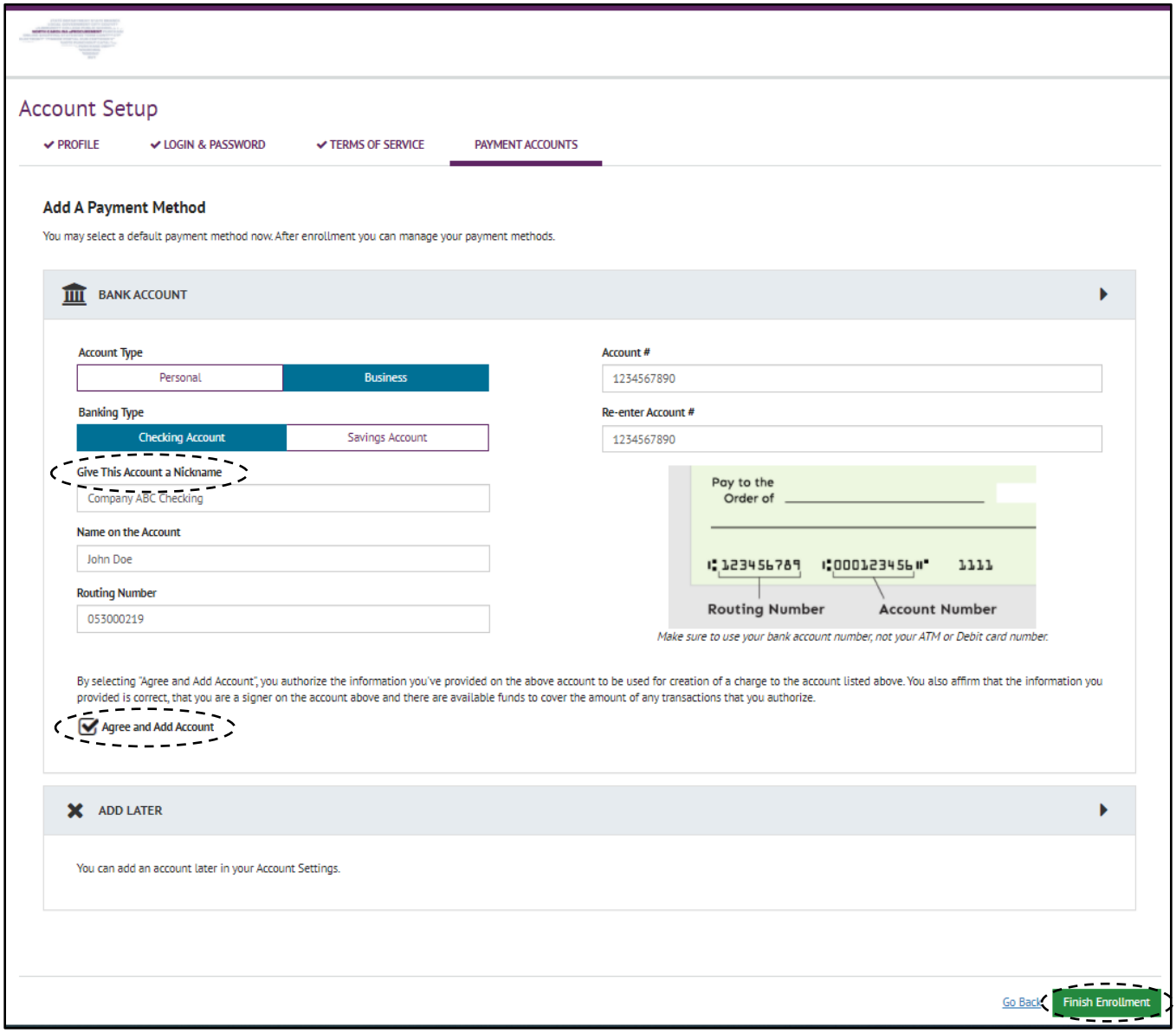
4. Create a **'Login ID'** and **'Password'** for the Wells Fargo E-Bill Express site.
5. Choose a **'Security Image'** and enter a word or phrase in the **'Give your image a label'** field.
6. Select and answer five security questions.
7. Select **'Continue to Terms of Service'**.




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

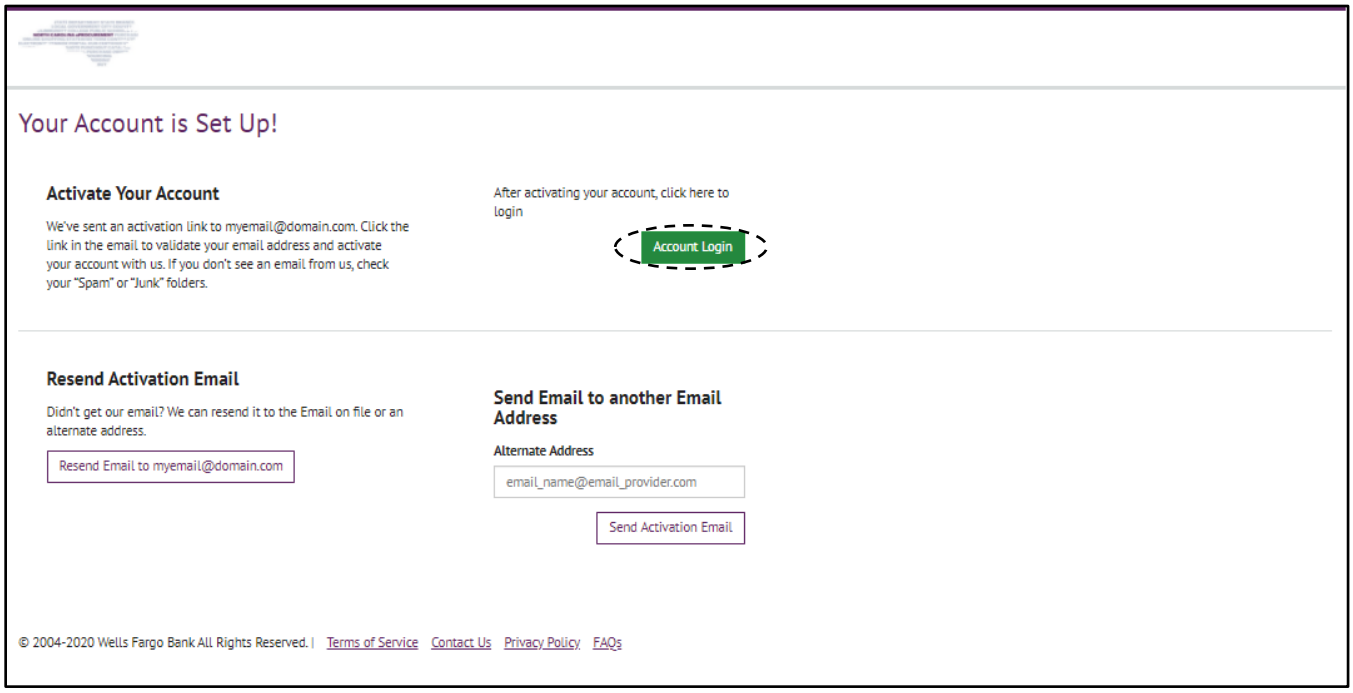


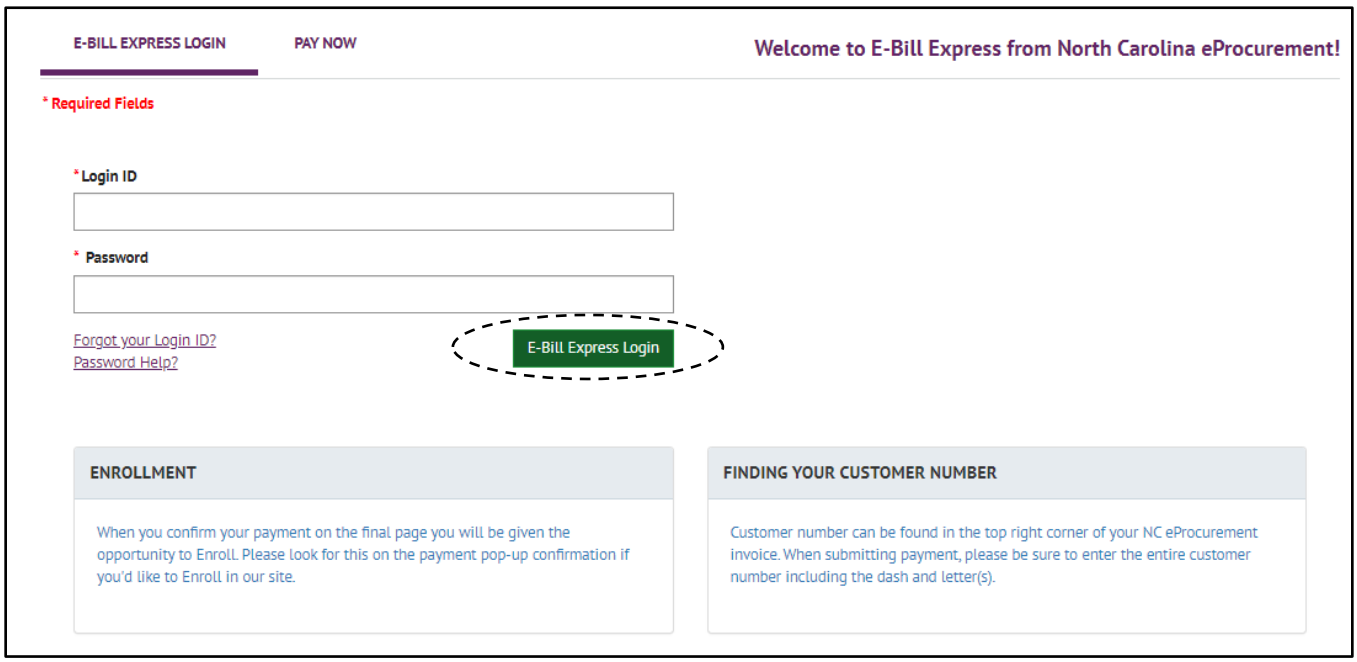
10. Review all pre-populated information and give the account a nickname.
11. Review the terms of use and check the box next to **'Agree and Add Account'**.
12. Select **'Finish Enrollment'**.



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.




15. Using the **'Login ID'** and **'Password'** created during the enrollment process, select **'E-Bill Express Login'** to login to the recently created account.