

THE SOURCE

April 2024

STATE DEPARTMENT STATE BRANCH
LOCAL GOVERNMENT CITY COUNTY
COMMUNITY COLLEGE PUBLIC SCHOOL
NORTH CAROLINA ePROCUREMENT
ONLINE SHOPPING STATEWIDE TERM CONTRACTS
ELECTRONIC VENDOR PORTAL HUB CERTIFIED V
QUOTE PUNCHOUT CATALOG
PURCHASE ORDER
SOURCING
BIDDING
BUY

Verifying Vendors

To confirm a W-9 has been submitted or to validate that the intended vendor is selected on a purchase order, view and verify supplier information in the North Carolina Financial System (NCFS). Buyers with the Supplier Inquiry role can locate a vendor's eVP Customer Number on their Supplier Profile in NCFS and confirm that a substitute W-9 is on file. Buyers can search for vendors in NCEP Buyer by using the corresponding eVP Customer Number so that the intended vendors receive payment.

Edit Supplier

Profile Addresses Sites Contacts Qualifications

General

* Supplier
Supplier Number
Alternate Name
Tax Organization Type UNDESIGNATED
Supplier Type Supplier
Inactive Date
Status Active

Business Relationship Spend Authorized
Parent Supplier
Parent Supplier Number
Creation Date 9/29/23
Creation Source Import
Registration Request
Attachments

Additional Information

Attribute Value ADDITIONAL INFO
Tax Expiration Date
TIN Confirmation Type EIN
TIN Document Type W9
EVP Customer Number
LAST_MODIFIED
TC_ACCEPTED_DATE
Source Conversion

Profile Details

Organization Business Classifications Products and Services Transaction Tax Income Tax Payments

Taxpayer Country United States
Taxpayer ID
Federal reportable
Tax Reporting Name AT&T CORP
Name Control
Verification Date 5/3/19

NOTE: Vendors may also provide buyers their eVP customer number as this is information available on their eVP account.

Vendor IRS Verification Status

The electronic Vendor Portal (eVP) system matches registered vendors' Federal Tax ID numbers and their **Vendor Name on Tax Documents** fields against the IRS database. If the information in the eVP system does not match the IRS database, the vendor will receive an IRS verification status of **Not Verified** in eVP. The vendor will have 30 days to resolve the issue with their IRS verification status. Failure to resolve the issue will result in inactivation.

The eVP team completed a review of all eVP accounts and identified vendors with a status of Not Verified. These vendors received several communications to update their account. Vendor accounts that remained unresolved were inactivated on April 18, 2024.

Updating Personal Profile

When managing the settings on your profile, it is helpful to set the **Future 1, Future 2,** and **Future 3** fields under Accounting to **0000-DEFAULT**. While the Future 1, Future 2, and Future 3 fields aren't currently mandatory fields, it is best to default them to 0000 for now to allow easier requisition submission. Additional information about updating your personal profile can be found in the [Getting Started](#) job aid.

Accounting - by Line Item

Bill To: * (no value)

Agency: * (no value)

Budget Fund: * (no value)

Natural Account: * (no value)

Agency Management Unit: * (no value)

Agency Program: * (no value)

Funding Source: * (no value)

Project: * (no value)

Inter-fund: * (no value)

Future 1: 0000 - DEFAULT

Future 2: 000000 - DEFAULT

Future 3: 00000 - DEFAULT

Note: The Future 1-3 fields are located in the Account/Ship section of your personal profile.

Searching for NC eProcurement Vendors

The public vendor search can be used to locate vendors for requisitions. For a vendor to be used for a requisition in NC eProcurement, the vendor needs to be registered and active for NC eProcurement. The **NC eProcurement Registration Status** filter can be used to locate vendors that are currently active for NC eProcurement. Additional information about the Public Vendor Search can be found by viewing the NCFS Basic Requestor training video located on the [Training Videos](#) page.

Vendor Search

To locate a vendor registered in eVP, please use the search filters below. The main search will search across multiple fields in the system, including the vendor's Secretary of State ID and UEI. Targeted search fields are also available to provide a more refined search result set. If additional filters are required, please expand the Advanced Search section.

Search Vendor Name Customer Number

Vendor Status HUB Certification Status NCSBE Certification Status

Advanced Search ▼

NC eProcurement

Registration Date From M/D/YYYY Registration Date To M/D/YYYY

IRS Verification NC eProcurement Registration Status

NOTE: The **NC eProcurement Registration Status** filter is in the Advanced Search section of the Public Vendor Search. It may be necessary to click the blue triangle to see the filter.

Training Roundup

Check out the new [Training Videos](#) page! New NCFS Basic Requester, Sourcing, and eVP Procurement User training videos have been added. The content in the videos is similar to the live training. The videos give the opportunity to review or revisit the concepts and resources discussed during the trainings in further detail.

The Division of Purchase & Contract and NC eProcurement offer various procurement training courses throughout the year. Online classes that are available in the [NC Learning Center](#) include:

- Introduction to Procurement (ITP)
- Request for Proposals (RFP) Development and Evaluation
- Specification Writing (SW)

The following NC eProcurement classes also require registration (see [how to register](#)).

- May 15** NC eProcurement NCFS Basic Requester Training
- June 12** NC eProcurement NCFS Basic Requester Training
- June 12** NC eProcurement NCFS Advanced Buyer Training
- June 26** NC eProcurement Collaborative Requisitioning Training
- June 27** NC eProcurement Sourcing Training
- June 27** NC eProcurement Contracts Training

Be sure to check the [course list](#) periodically for additional training classes. If courses are unavailable or don't suit your schedule, you can find extensive self-learning materials, on our [Training](#) page.

We look forward to (virtually) seeing you!

This newsletter is sent to North Carolina Financial System users and is produced bimonthly by NC eProcurement to provide valuable information to procurement professionals working within state government.

Questions about information covered in this newsletter? Send an email to ephelpdesk@its.nc.gov.

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