

NCSBE Recertification

Introduction

Vendors can electronically re-certify for North Carolina Small Business Enterprise (NCSBE) if their current certification is expiring or has expired. While the [NCSBE Registration](#) job aids instruct on applying for initial certification under NCSBE, this process guide provides the steps to take when requesting to be re-certified as a NCSBE vendor.

Learning Objectives

At the end of this job aid, **you will be able to:**



Update the Years owned field.



Submit a NCSBE recertification application in eVP.

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

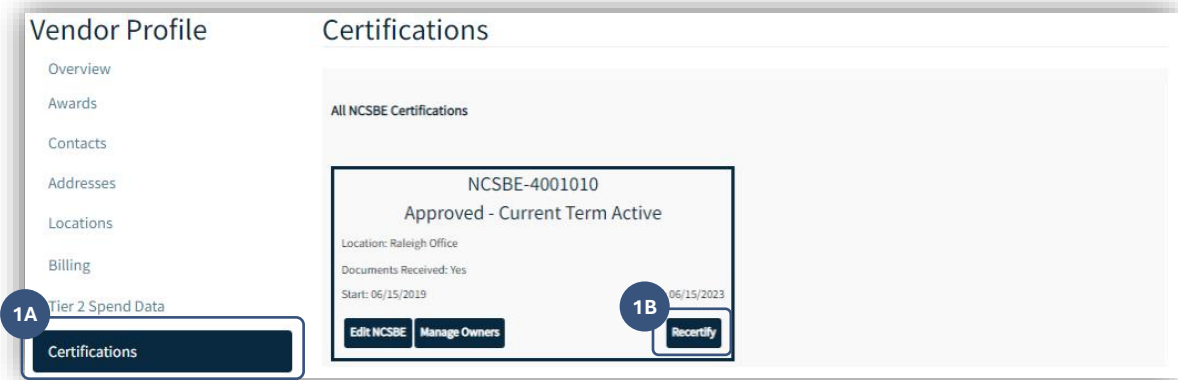
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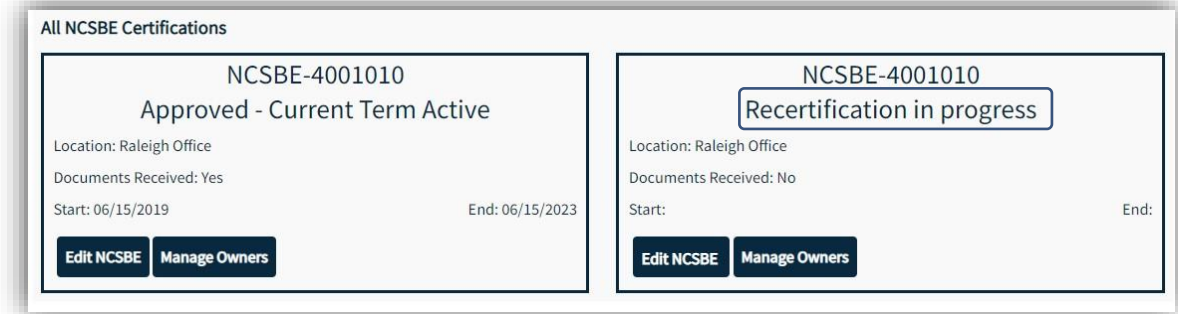
- 1 An email notification is sent to the Main NCSBE Contact when a vendor becomes eligible for re-certification. A vendor is eligible for recertification if their NCSBE Certification is already expired or if their NCSBE Certification Status Reason is **Approved - Current Term Active** but the Certification End Date is within 60 days. Another email notification will be sent when the Certification End Date is within 30 days. Once a certification reaches its expiration date, there will be a grace period of 30 days to begin the recertification process.

To re-certify as a North Carolina Small Business Enterprise:

- A. Navigate to **Vendor Profile** then the **Certifications** page.
- B. Click the **Recertify** button that is displayed on the existing NCSBE Certification card.



- C. The existing NCSBE Certification record will be cloned to create a new record. The status for this new Certification will be set to **Recertification in progress** and the **Start** and **End** dates will be blank. **Documents Received** will also be set to **No** until the NCSBE office confirms receipt.



- D. For NCSBE Recertifications, the **Owners** pages and fields are automatically copied to and prepopulated in the new Certification.

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- E. Click on **Edit NCSBE** on the new Certification record to make any updates. In the **NCSBE Application** section, updates can be made to **NCSBE Main Contact**, **NCSBE Main Location**, **Annual Net Income**, and **Total Number of Employees** fields to reflect changes since Certification was last approved.



A notification bar displays to prompt vendors to **Please update Years Owned field to reflect the current number**. The **Owners** page can be updated before editing the NCSBE application or after.

- F. In the **Business Information** section, make all relevant updates to applicable fields to reflect changes since Certification was last approved.
- G. In the **Business Relationships** section, make all relevant updates to applicable fields to reflect changes since Certification was last approved.
- H. In the **Documents Submission** section, although NCSBE recertifications do not require document uploads, additional NCSBE application documents can be submitted electronically. To reupload a document, click the arrow next to the document then the **Upload** button.

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I. After all information is updated and documents are uploaded where necessary, click **Submit**.

In situations where the NCSBE Office determines the documents provided are not sufficient to complete recertification, the NCSBE Office will add a new folder in the Documents Submission section named Additional Documentation and notify the NCSBE Main Contact via email about which documents should be added to that folder. The NCSBE Main Contact will then add those documents by clicking Upload to the right of that folder before clicking Submit again.

Documents Submission

Certification Document Name	Status Reason
Additional Documentation	Not Received
Articles of Organization	Received
Copies of signed leases for office and/or storage space	Received

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3

>

Submit

11

Upload

J. Back on the Certifications page, click on the **Manage Owners** button on the Certification record to update owner(s) information.

K. On the **Owners** page, click the **Add Owners** button to add a record if necessary. In the pop-up window, populate all required fields then click **Apply Changes**. To remove the current owner, click the dropdown arrow next to the owner record, then **Remove**.

The **Percent Owned** values of all owners must add up to exactly 100% after any additions or removals. If not, the user will receive an error message after clicking **Apply Changes** and will not be able to continue the process until 100% is reached.

Please update Years Owned field to reflect the current number

Ownership total must equal 100%. If you make any changes to your ownership records you must click the **Apply Changes** button at the bottom of this page. Your ownership records will be considered incomplete until all changes have been applied successfully.

Owners

Current Total Ownership Percentage: 100

1K

Add Owners

First Name	Last Name	Years Owned	Percent Owned	Voting Percent	Race	Sex	Disabled	Disadvantaged	Status	Modified On
HUB Owner	One	10	80	60	Hispanic	Female	No	No	Active	8/8/2024 2:08 PM
HUB Owner	Three	10	20	20	Caucasian	Female	No	No	Active	

1K

Apply Changes

View/Edit

Remove

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- L. To update current owner record, click **View/Edit** in the dropdown. Click in the **Years Owned** field and update the years owned to reflect the current number. After all necessary changes have been made, click **Submit** to close the edit window. Click **Apply Changes** once again if the Owners page is fully updated to return to Certifications.

View details

US Citizen or Permanent Resident
Resident *
☐ No ☒ Yes

First Name *
John

Last Name *
Doe

Percent Owned *
100

1L Years Owned
4

Voting Percent
100

Race
Black

Sex
Male

Disabled
☒ No ☐ Yes

Disadvantaged
☒ No ☐ Yes

Work for an entity w/relationship to this business

Owner exert daily management and control of firm

Submit

- M. The recertification application is then reviewed and audited by the NCSBE Office. Once complete, an email is sent to the Main NCSBE Contact regarding the decision on the vendors NCSBE application.