NC electronic Vendor Portal NC Small Business Enterprise (NCSBE) Registration

During vendor registration in the electronic Vendor Portal (eVP), small businesses who meet the criteria set by the state of North Carolina and intend to apply for North Carolina Small Business Enterprise (NCSBE) Certification, will select NCSBE as one of the services to which to register. The <u>Registering in eVP</u> job aid will instruct vendors on creating an eVP account to do business with the state of NC. This process guide provides instruction on requesting to be certified as an NSCBE vendor.

I. Complete NCSBE Application

The NCSBE application is housed on a vendor's '**Certifications'** page, which can be accessed in three ways:

- a) Navigating to the Vendor Profile from 'My Vendor' then clicking on 'Certifications.'
- b) Clicking on the 'My Vendor' tab in the menu bar then selecting 'NCSBE Application' from the dropdown.
- c) Clicking on the 'NCSBE Registration' button on the eVP landing page.

After navigating to the 'Certifications' page:

1. Click on the 'Apply for NCSBE Certification' button to open the application.

Note: If an application is not completed in one sitting, vendors can return to the application anytime by navigating back to the **'Certifications'** page.

Home / My Vendor / Certifications					
Greenhills LLC					
Vendor Profile	Certifications				
Overview Company Information	All HUB Certifications				
Awards	Apply for HUB Certification				
Contacts					
Addresses	No HUB certificate found. Click on 'Apply for HUB Certification' button to create one.				
Locations					
Billing	All NCSBE Certifications				
Tier 2 Spend Data Certifications eProcurement Terms of Use	Navigate to the 'Certifications' page under Vendor Profile, then click on 'Apply for NSCBE Certification.' NCSBE Certification' button to create one.				
HUB Terms of Use					

 The NCSBE Application screen displays with six pages: Eligibility, Business Information, Business Relationships, Owners, Terms of Use, and Document Submission. Navigate through the pages using the 'Previous' and 'Next' buttons at the bottom of each page and populate the information in the fields. Fields marked with red asterisks are required.



On the 'Eligibility' page, select a NCSBE Main Contact by clicking on the magnifying glass icon. On the pop-up window, select a contact from the list of contact records by checking the box next to their 'Full Name.' If there are no contact records, click on the 'New' button to add one. Click 'Select' after a contact has been checked.

	Loo	kup records						×	
Eligibility Bu:-	Choos	e one record and click Sel	ect to continue				Address 1:		
NCSBE Ap	~	Full Name 🕈	Email	Business Phone	Company M	lame	City	Address 1: Phone	
Vendor *		Jane Doe	janedoe@greenhills.com		Greenhills	LC			
Greenhills LLC		John Doe			Greenhills	LC			
NCSBE Main Col							ck the cor ' Select.'	ntact then	٩
Annual Net Inco 320000	Nev	N	Click on the 'New' button to add a contact record.]	Ç	Select	Cancel	Remove value	Q

4. Select a **NCSBE Main Location** by clicking on the magnifying glass icon. On the pop-up window, select a location from the list of location records by checking the box next to its '**Name**.' If there are no location records, click on the '**New**' button to add one. Click '**Select**' after a location has been checked.

Eligibility Bu	Lookup recor	ds			×		
NCSBE Ap				Search	Q		
Vendor *	Choose one record and Name 1	click Select to continue		Line 1			
Greenhills LLC	Raleigh Office			0000 Capital Blvd			
NCSBE Main Cor				Check the location the click 'Select.'	n	×	٩
NCSBE Main Loc							
Annual Net Inco		Click on the ' New' button to add a location record.					~
Total Number of	New		(Select Cancel Remove	value		

- 5. Enter a numeric value in the 'Annual Net Income' field and in the 'Total Number of Employees' field. Finally, click 'Next' to advance the application.
- 6. On the **Business Information** page, complete the applicable text free fields. The '**Business Structure**' and '**Date Company was Established**' fields will be prefilled if a HUB or NSCBE application was previously completed. Click '**Next**' to advance the application.



Business Information		
Business Legal Company Name		
Unique ID Type		
		~
Unique ID Value		
Method of Acquisition		
		~
Business Structure		
Limited Liability Company		~
Date Company was Established	Fill in applicable fields. Then click 'Next' to move to next page of	
8/21/2022	application.	18
Previous (Next)		

7. On the **Business Relationships** page, complete the applicable free text fields. In the following fields, select all options that apply by checking the boxes next to them. Click **'Next'** to advance the application.

Business Relationships						
Answer the following questions						
Is your business co-located at any of its locations with any other business, organization, or en	tity? If yes, which businesses?					
Does your business, at any of its business locations, share a phone number, P.O. box, office sp organization, or entity? If yes, which resources and with which businesses do you share?	ace, yard, warehouse, facilities, equipment or office staff with any other business,					
Do any of your immediate family members own or manage another business? If yes, who are t Select all that apply	hose family members and which businesses do they manage?					
At present or at any time in the past, mark if your business has done any	of the following.					
Been a subsidiary of another business	Populate the text free fields.					
Consisted of a partnership in which one or more of the partners are other businesses	Answer the following fields by					
Owned a percentage of another business	checking the boxes. Click 'Next' to move to next page.					
Had any subsidiaries						
Operated under a franchise agreement						
Had any other business have an ownership percentage in your business						



8. On the **Owners** page, click on the **'Add Owners'** button to add a record. On the pop-up window, populate all required fields then click **'Apply Changes'.** Add all owners then click **'Next'** to advance the application.

Note: 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.

Home / My	US Citizen or Permanent Resident * No Yes	Fill in applicable fields, especi those marked with red asterist Then click ' Next ' at the botton move to next page of applicati	ks. n to
Owners	First Name *	Last Name *	
First Name	Percent Owned * Years	s Owned Voting Percent	Add Owner
There are no	Ethnicity/Race	Sex/Gender	
	Person with a disability? ● No ○ Yes	Disadvantaged ● No ○ Yes	
Previous	Do you work for any company, organization or entity that has a relationship with this busines		

9. On the Terms of Use page, read the outlined terms and conditions. The 'I have read and agree to the NCSBE Terms of Use' field will not appear until scrolling to the bottom of the terms. Check the box next to 'I have read and agree to the NCSBE Terms of Use,' fill in the 'Date Accepted' field, then click 'Next' to proceed to submit documents.

Eligibility 🖌 Business Information 🖌	Business Relationships 🖌	Owners ✔	Terms of Use	Document Submission
Terms of Use				
certification program(s). I affirm that the information I provide business as well as the ownership the agree to permit an audit and examin denial or revocation of HUB and/or NC statements. You are required to submit certain do link below for a list) are based upon y are required (see link below for a list). all the required documents. Failure t application and your application will r	e is true and correct and inc reof. The Office for Historica ation of books, records, and SBE Certification and/or all cuments to the HUB Office our company's structure (e.g Your application and submi to submit the required doct not be processed.	ludes all mater Ily Underutilize d files of the ap other action per within 30 days g., sole propriete tted documents	ial information n d Businesses (HU oplicant if neede rmitted under fe of your applicat orship, corporat s will be reviewe	or North Carolina Small Business Enterprise (NCSBE) Decessary to identify and explain the operations of my JB Office) will review the information presented here. I Review the 'NCSBE Terms of Use' before checking the box next to 'I have read and agree to the NCSBE Terms of Use' and fill in the 'Date Accepted' field. Click 'Next' to move to next page of application.
Accepted By	ns of Use		Date Accepted	
John Doe Previous Next		(M/D/YYYY h:mm	<u>A</u>



II. Upload Certification Documents

1. The **Document Submission** page will feature a list of all required documents. Each Certification Document will have a Status Reason of Not Received or Received. To upload a document, click the arrow next to a document then select the **'Upload'** button.

Note: If documents are not ready as the application is in progress, do not click **'Submit'.** The documents can be uploaded at a later time by navigating to the **'Certifications'** page. The current NCSBE Certification will be listed as **'Pending'.** Click on **'Upload Documents'** to add necessary documents to the NCSBE application.

÷	Home / My Vendor / Certifications / NCSBE Application									
El	igibility 🖌	Business Information ✔	Business Relationships ✔	Owners ✔	Terms of Use 🖌	Docur	ment Submission			
Do	Document Submission									
	Certification	Document Name 🕇					Status Reason			
	Bank Statem	ent listing signature authority					Not Received			
	IRS Form 941						Not Received	Upload		
	Most recent of	completed and filed tax forms	Upload a doc	•	~	ow	Not Received	`~	'	
	Proof of citiz	enship		next to the document then select the 'Upload' button. Click 'Submit' after all			Not Received	~		
Previour Submit										

2. On the pop-up window, click the 'Add documents' button.

Home / My	C Edit	×
	Certification Document Name *	
Eligibility 🗸	No Attachments Click the 'Add documents' button.	
Certification D	Submit	

 On the subsequent pop-up window, select 'Choose files' and select files from computer. Only .pdf,.jpg,.jpeg,.png,.mp4 files are accepted. Click 'Add note' after choosing attachment(s) then click 'Submit' to upload document(s).

Note: Multiple documents can be added for each 'Certificate Document' if necessary.



	🖸 Edit	×	
	Certification Document Name *		
Certification D Bank Statemer Copies of Profe	Bank No Note Statu Submit		v

4. After a document is uploaded, its **Status Reason** updates to **'Received.'** After <u>all</u> documents are uploaded, click **'Submit.'**

E	ligibility 🖌	Business Information 🖌	Business Relationships 🖌	Owners ✔	Terms of Use ✔	Document Submission			
Do	Document Submission								
	Certification	Document Name 🕇				Status Reason			
	Bank Statem	ent listing signature authority				Received	~		
	IRS Form 941	L				Received	~		
	Most recent of	completed and filed tax forms				Received	▼		
	Proof of citiz	enship	Click the Sub all documents		after	Received	~		
	Previous (Submit	'Received' sta	atus.		``´			

5. If the 'Submit' button is clicked before all certification documents are in 'Received' status, the NCSBE Certification updates from 'Pending' to 'Packet Incomplete.' If there are missing documents after 14 days or 30 days, an email reminder is sent with a list of required missing documents. When the 'Submit' button is clicked after all Certification documents are in 'Received' status, the NCSBE Certification updates from 'Pending' to 'Packet Complete.'

Vendor Profile	Certifications	
Overview Company Information Awards	All NCSBE Certifications	
Contacts	NCSBE-4001010 CPacket Complete :>]
Locations	Location: Raleigh Office Documents Received: Yes Start: Enc	
Billing Tier 2 Spend Data	View NCSBE Manage Owners	
Certifications		



6. 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	Use the ' Upload' option to fulfill a	Status Reason	
Additional Documentation	request from the NCSBE Office for 'Additional Documentation' .	Not Received	
Articles of Organization		Received	Upload
Copies of signed leases for office and/or storage space		Received	·
< 1 2 3 >			
Submit			

 After all Certification documents have been uploaded, the application is reviewed and audited by the NCSBE Office. An email will be sent to the Main NCSBE Contact regarding the decision on the vendor's NCSBE Application.