NC Small Business Enterprise (NCSBE) Registration

Introduction

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 Registering in eVP 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.



Learning **Objectives**

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

- Start the NCSBE application in eVP.
- Complete the NCSBE Application in eVP.
- Upload Certification Documents to eVP

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Complete NCSBE Application

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A. The NCSBE application is housed on a vendors **Certifications** page, which can be accessed in the following ways, once an initial registration is created:

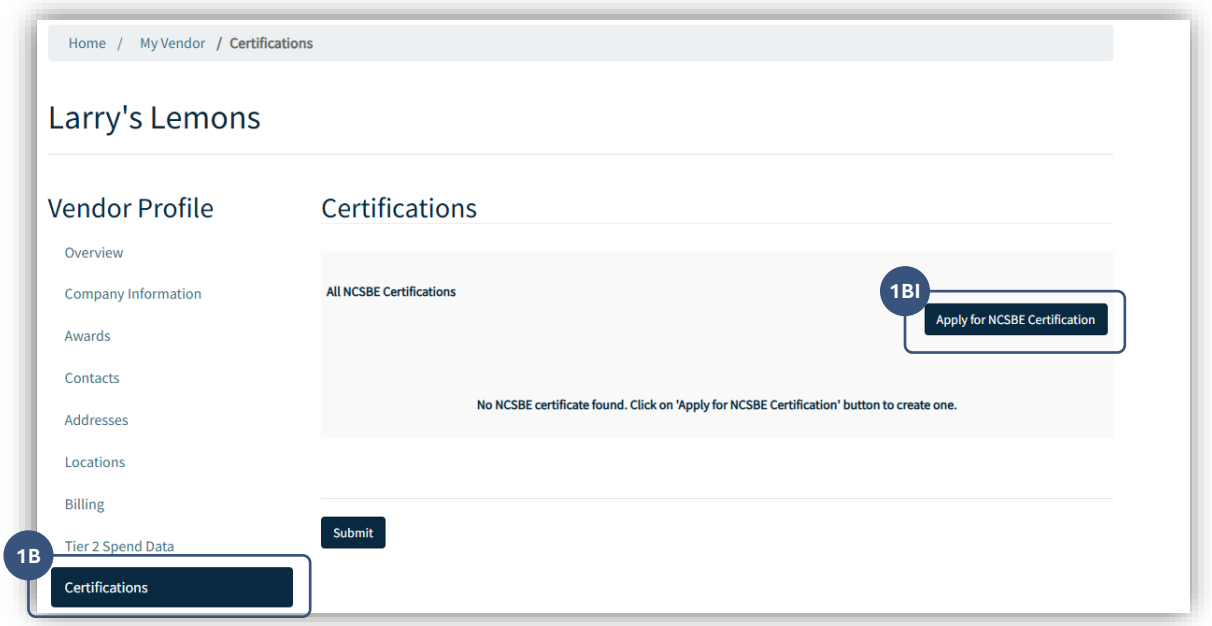
I. Navigate to the Vendor Profile from **My Vendor** then select **Certifications**.

II. Click on the **NCSBE Registration** button on the eVP landing page.

B. After navigating to the **Certifications** page:

I. Click on the **Apply for NCSBE Certification** button to open the application.

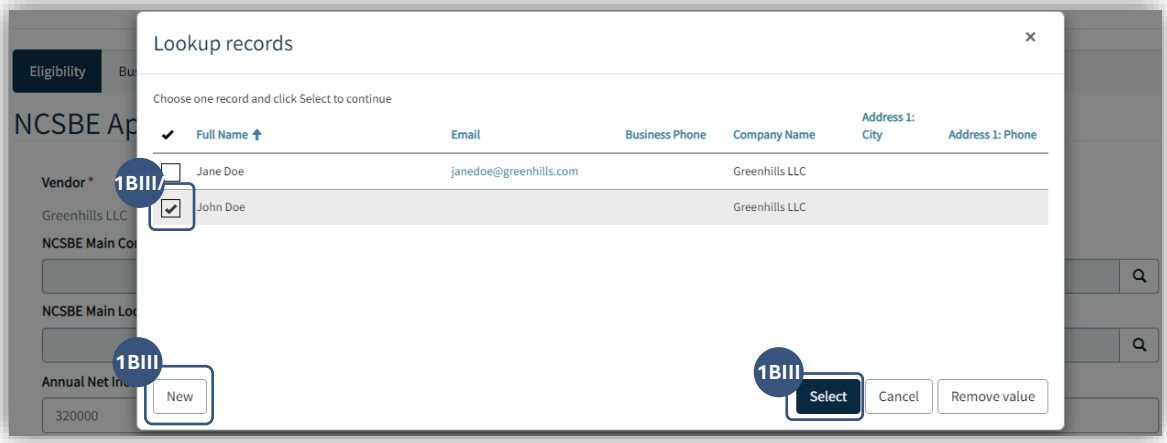
If application is not completed in one sitting, vendors can return to the application anytime by navigating back to the **Certifications** page.



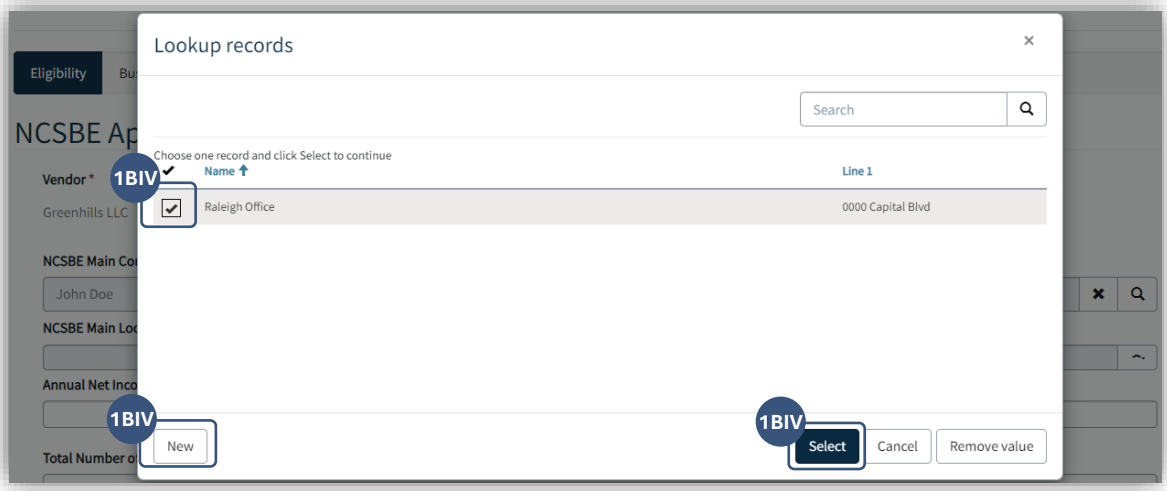
II. The NCSBE Application screen displays with six pages: **Eligibility**, **Business Information**, **Business Relationships**, **Owners**, **Terms of Use**, and **Document Submission**. Navigate through the pages using the **Previous** and **Next** buttons at the bottom of each page and populate the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

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III. 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.



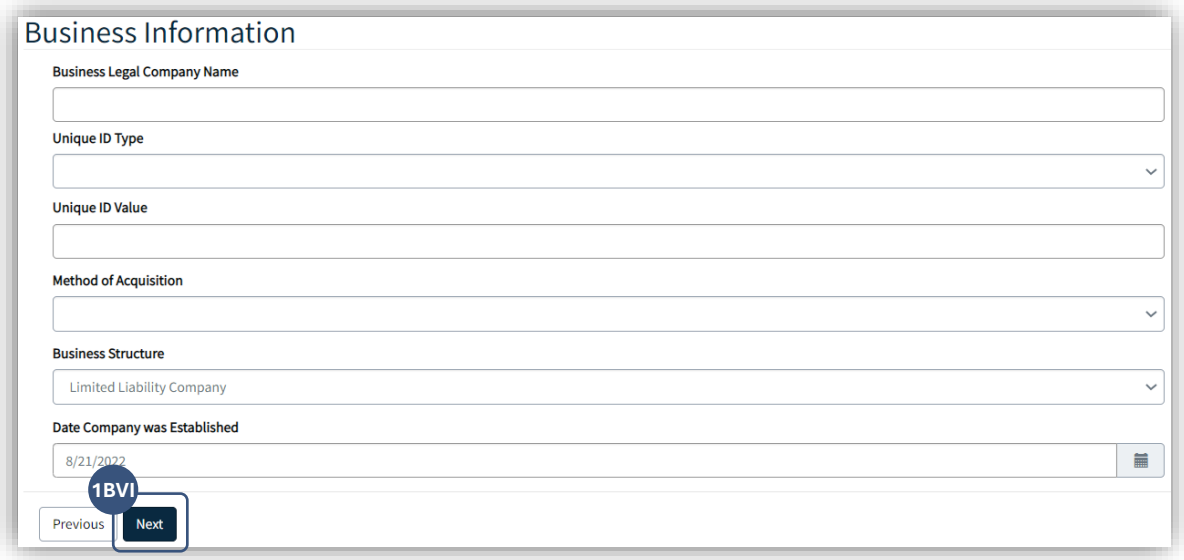
IV. Select a **NCSBE Main Location** by clicking on the magnifying glass icon. On the pop-up window, select a location from the list of location records by checking the box next to its **Name**. If there are no location records, click on the **New** button to add a new location. Click **Select** after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



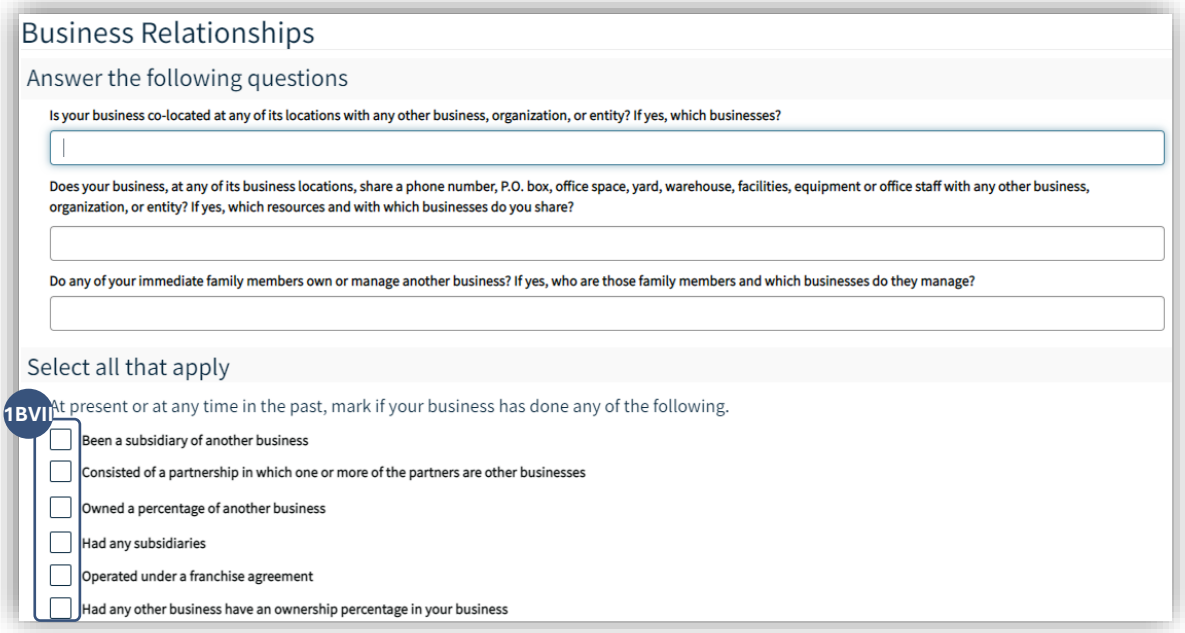
V. Enter a numeric value in the **Annual Net Income** field and in the **Total Number of Employees** field. Finally, click **Next** to advance the application.

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VI. On the **Business Information** page, complete the applicable text free fields. Click **Next** to advance the application.



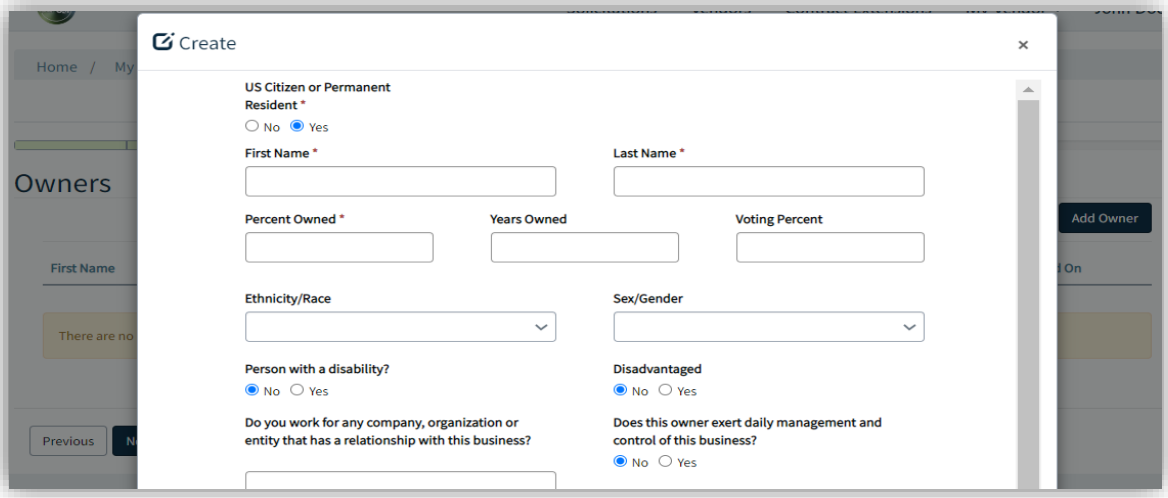
VII. On the **Business Relationships** page, complete the applicable free text fields. In the following fields, select all options that apply by checking the boxes next to them. Click **Next** to advance the application.



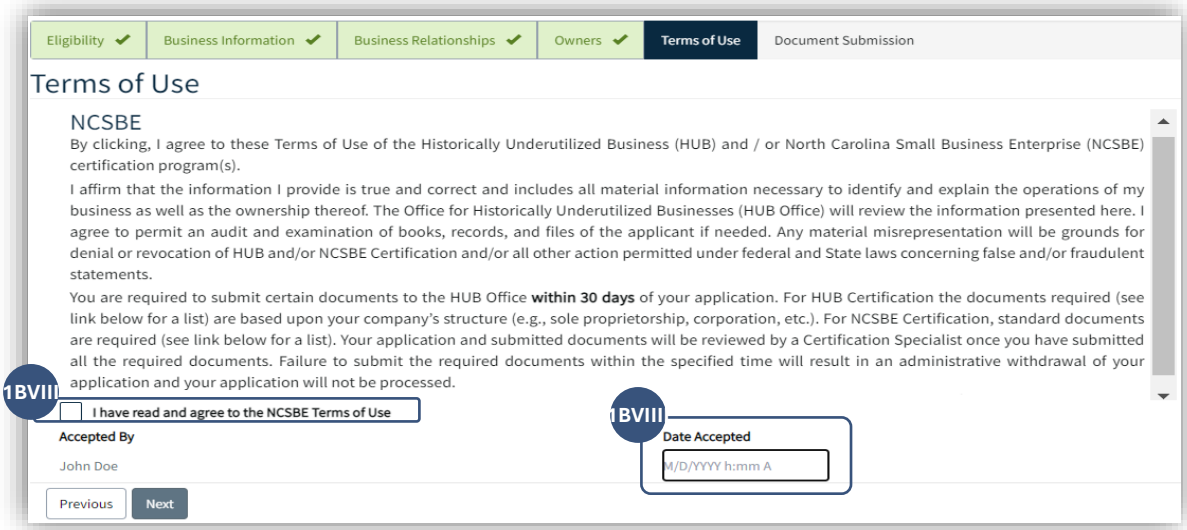
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VIII. On the **Owners** page, click on the **Add Owners** button to add a record. On the pop-up window, populate all required fields then click **Apply Changes**. Add all owners then click **Next** to advance the application.

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.



VIII. 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.



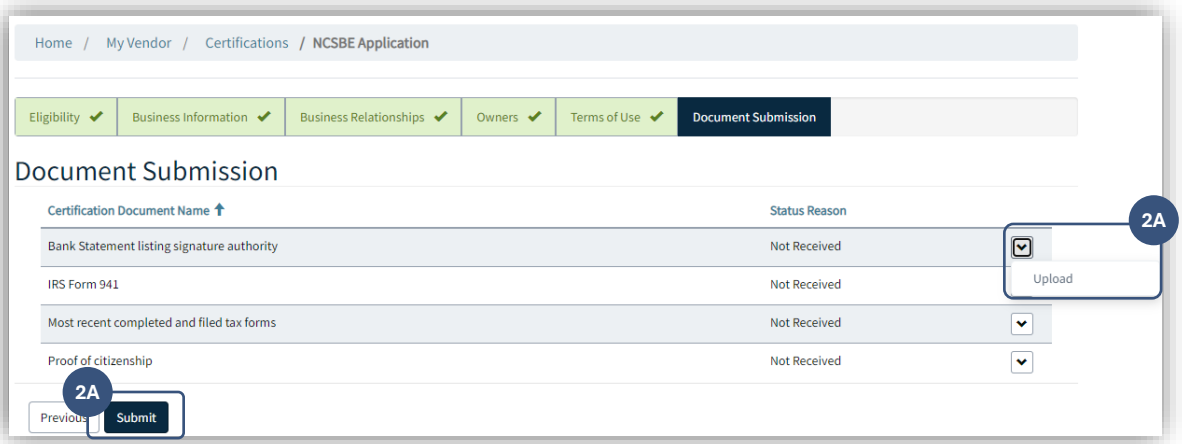
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Upload Certification Documents

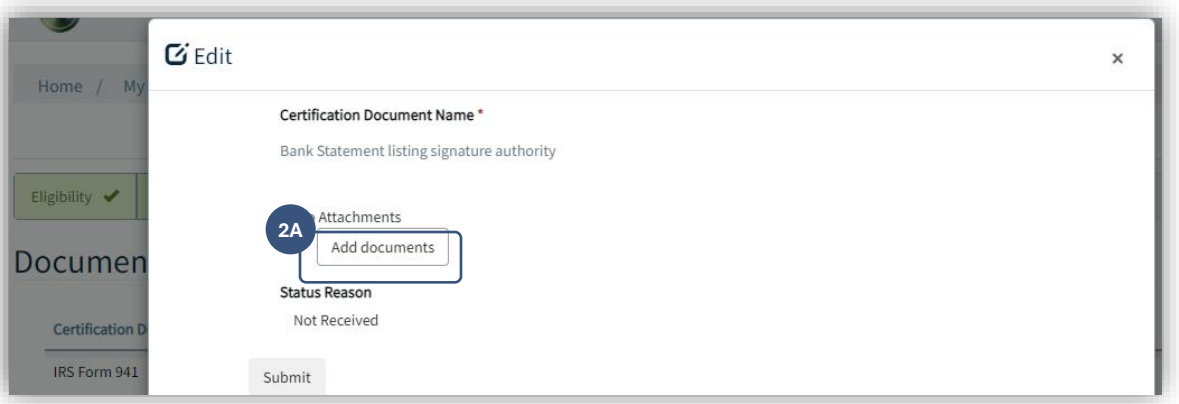
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A. The **Document Submission** page will feature a list of all required documents. Each Certification Document will have a Status Reason of Not Received or Received. To upload a document, click the arrow next to a document then select the **Upload**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

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.



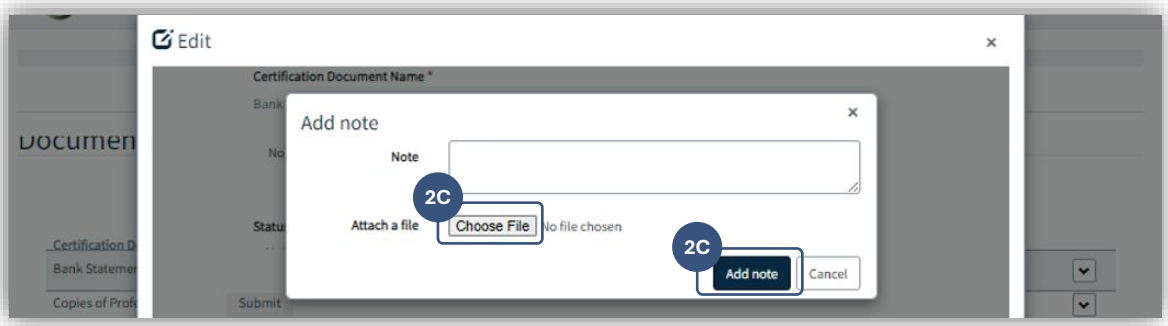
B. On the pop-up window, click the **Add documents** button.



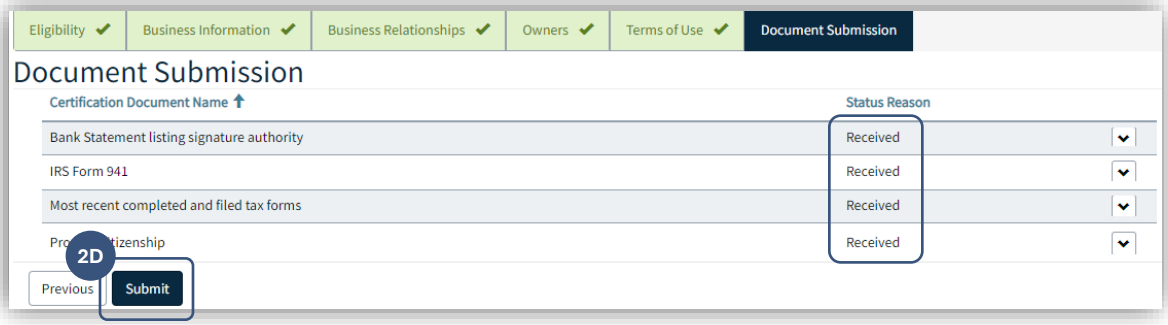
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C. On the subsequent pop-up window, select **Choose files** and select files from computer. Only .pdf,.jpg,.jpeg,.png,.mp4 files are accepted. Click **Add note** after choosing attachment(s) then click **Submit** to upload document(s).

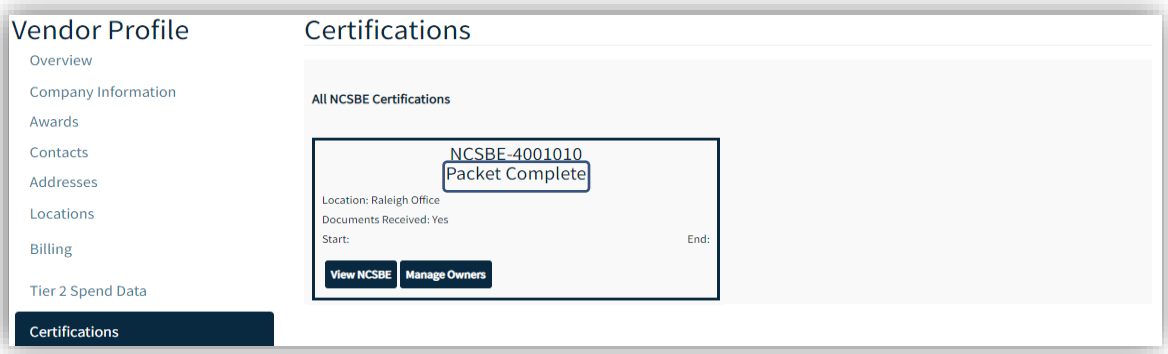
Multiple documents can be added for each **Certificate Document** if necessary.



D. After a document is uploaded, its Status Reason updates to **Received**. After all documents are uploaded, click **Submit**.

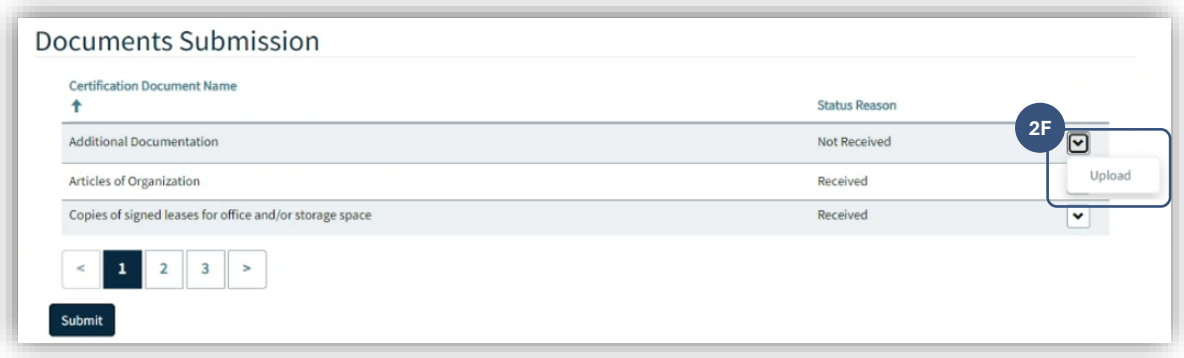


E. If the **Submit** button is clicked before all certification documents are in **Received** status, the NCSBE Certification updates from **Pending** to **Packet Incomplete**. If there are missing documents after 14 days or 30 days, an email reminder is sent with a list of required missing documents.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



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F. 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.



G. 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 vendors NCSBE Application.