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 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.

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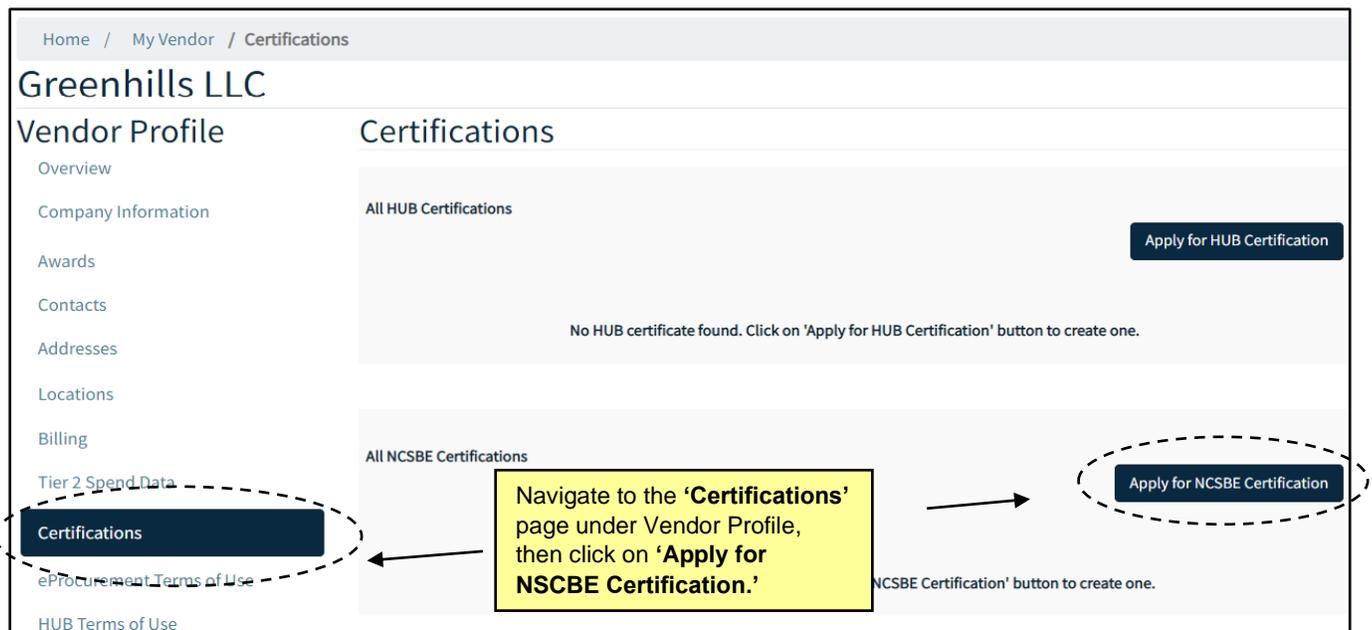
Note: If an application is not completed in one sitting, vendors can return to the application anytime by navigating back to the **'Certifications'** page.

   2.   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.

3. 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.
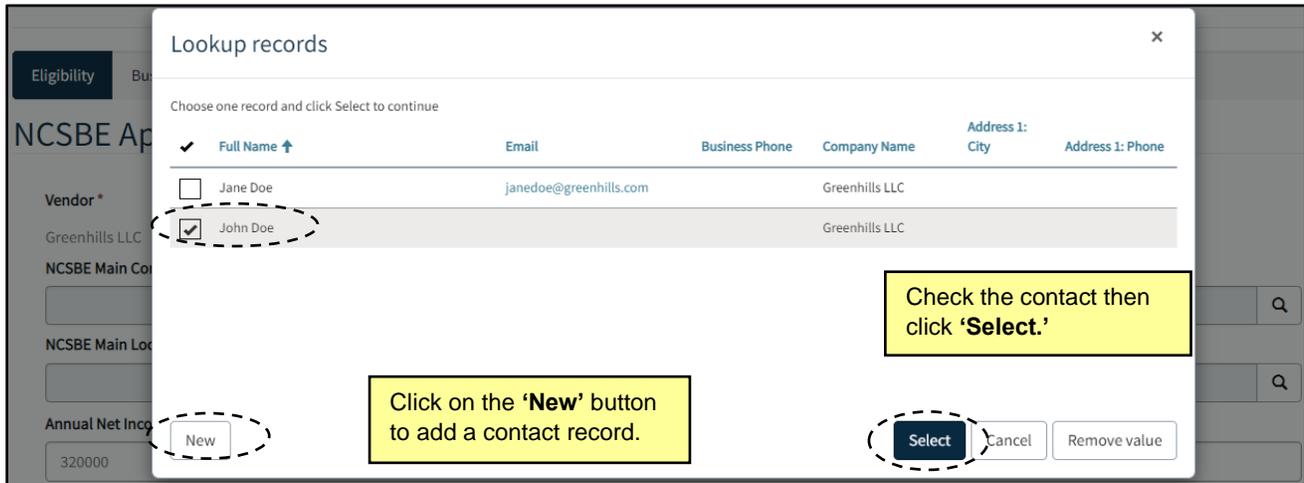
4. Select a **NCSBE Main Location** by clicking on the magnifying glass icon. On the pop-up window, select a location from the list of location records by checking the box next to its **'Name.'** If there are no location records, click on the **'New'** button to add one. Click **'Select'** after a location has been checked.
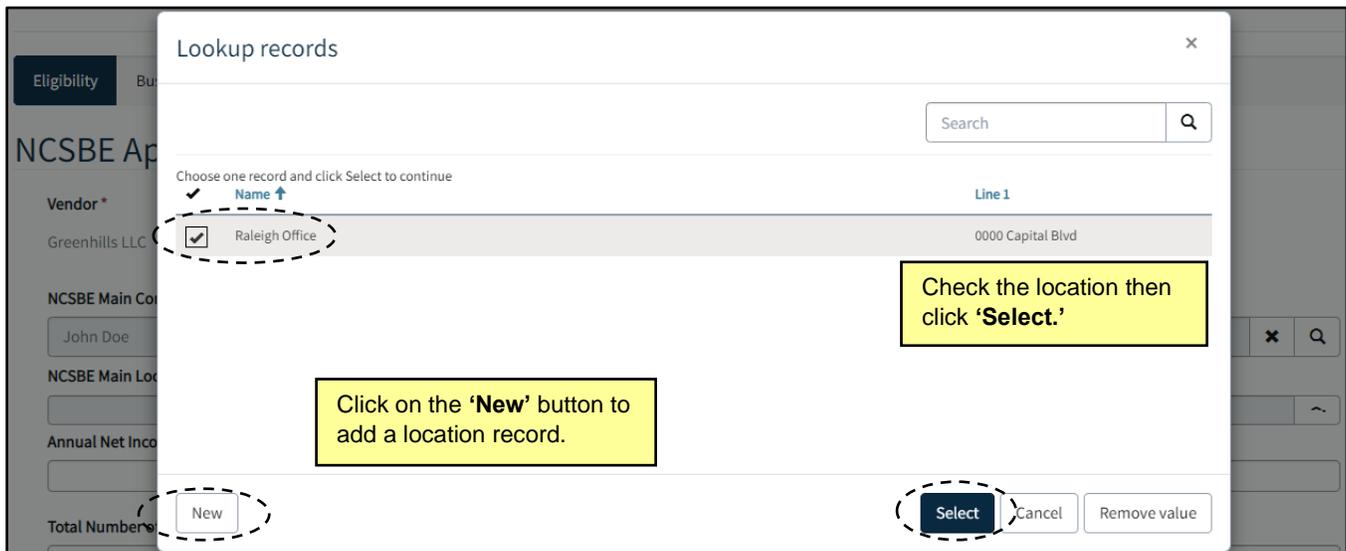
5. Enter a numeric value in the **'Annual Net Income'** field and in the **'Total Number of Employees'** field. Finally, click **'Next'** to advance the application.

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

8/21/2022

> Fill in applicable fields. Then click **'Next'** to move to next page of application.

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 entity? If yes, which businesses?

Does your business, at any of its business locations, share a phone number, P.O. box, office space, yard, warehouse, facilities, equipment or office staff with any other business, organization, or entity? If yes, which resources and with which businesses do you share?

Do any of your immediate family members own or manage another business? If yes, who are those family members and which businesses do they manage?

Select all that apply

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

☐ Consisted of a partnership in which one or more of the partners are other businesses

☐ Owned a percentage of another business

☐ Had any subsidiaries

☐ Operated under a franchise agreement

☐ Had any other business have an ownership percentage in your business

> Populate the text free fields. Answer the following fields by checking the boxes. Click **'Next'** to move to next page.

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 **'Submit.'** Add all owners then click **'Next'** to advance the application.

Fill in applicable fields, especially those marked with red asterisks. Then click '**Next**' at the bottom to move to next page of application.

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.

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.

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.

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

3. 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).

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

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.'**

6. The application is reviewed and audited by the HUB Office. Once completed, an email is sent to the Main NCSBE Contact on file regarding the decision on the vendor's NCSBE Application.