

NC electronic Vendor Portal

Registering in eVP



The North Carolina electronic Vendor Portal (NC eVP) is an internet application that allows companies and individuals to register to do business with the state of North Carolina. The application allows vendors to register for the Department of Administration procurement related systems, including the North Carolina Small Business Enterprise Certification (NCSBE), the Historically Underutilized Business Certification (HUB Certification), and NC eProcurement. In addition, an eVP account enables vendors to respond electronically to specified solicitations and receive nightly solicitation notifications.

I. Accessing Vendor Registration

1. Navigate to <https://evp.nc.gov> to begin the registration process. Select the **'Sign In or Register'** button.

Welcome to the North Carolina electronic Vendor Portal!

The North Carolina electronic Vendor Portal (eVP) is the State of North Carolina's system to connect vendors with state government organizations that purchase goods and services.

Click the **'Sign In or Register'** button.

Discover

Browse Solicitations

Discover how North Carolina is working for you

Search for business opportunities in North Carolina's official online repository for state advertisements for competitive procurements.

Browse Vendors

Find vendors working for your community

Search for vendors in North Carolina's official vendor directory including vendor registration details and North Carolina certified historically underutilized business and small business enterprises.

Register

Sign In or Register

Join a growing community of North Carolina vendors

eVP provides a self-service portal where vendors can register to:

- Participate in electronic procurement activities.
- Participate in the state's Historically Underutilized Business program (HUB) and the North Carolina Small Business Enterprise program (NCSBE).
- Receive information on upcoming bids.

HUB Registration **NCSBE Registration**



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2. Select the **'Register'** tab from the next screen and click the **'Login'** button.

The screenshot shows the top navigation bar with three tabs: 'Sign in', 'Register', and 'Redeem invitation'. The 'Register' tab is circled with a dashed line. Below the tabs is a yellow warning box with the following text: **WARNING:** This is a government computer system and is the property of the State of North Carolina. This system is restricted to authorized users ONLY. Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to or from this system may subject an individual to administrative disciplinary actions, as well as to criminal and civil penalties. Users shall have no expectation of privacy in using or accessing this system. This system and equipment are subject to monitoring procedures to ensure proper performance of applicable security features or processes. This monitoring may result in the acquisition, recording, and analysis of all activity and data being communicated, transmitted, processed, or stored in this system by a user. If monitoring reveals possible evidence of criminal activity, such evidence may be provided to Law Enforcement Personnel. **THE USE OR OTHER ACCESS OF THIS SYSTEM CONSTITUTES AN EXPRESS CONSENT TO SUCH MONITORING.**

Below the warning box is a section titled 'Register using an external account'. It contains a 'Login' button, which is also circled with a dashed line. A yellow callout box with an arrow pointing to the 'Register' tab contains the text: 'Click the **'Register'** tab. After clicking the **'Register'** tab, select the **'Login'** button.'

II. Establishing Login Credentials

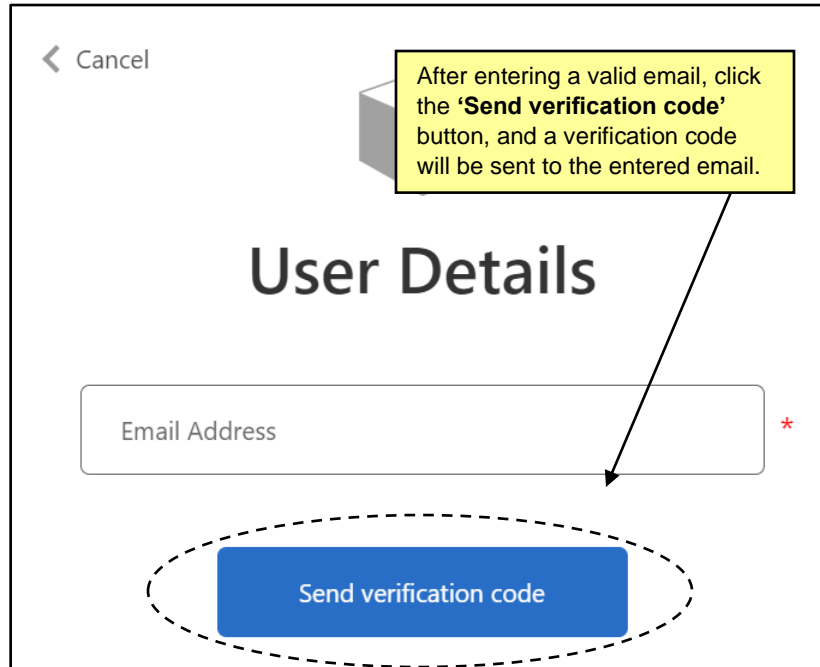
Vendors must establish credentials in the form of an **'Email Address'** and **'Password'** to sign into eVP accounts.

1. Click the **'Sign up now'** option that is located under the **'Sign in'** button.

The screenshot shows the 'Sign in' page. At the top is a 3D cube icon. Below it is the heading 'Sign in' and the subheading 'Sign in with your email address'. There are two input fields: 'Email Address' and 'Password'. Below the 'Password' field is a link: [Forgot your password?](#). Below that is a blue 'Sign in' button. At the bottom, there is a link: [Don't have an account? Sign up now](#). The 'Sign up now' link is circled with a dashed line. A yellow callout box with an arrow pointing to the 'Sign up now' link contains the text: 'Click **'Sign up now'** to begin registering.'

2. Enter a valid email address into the **'Email Address'** field. Click the **'Send verification code'** button.


Note: The email address should be unique for each vendor account.



The screenshot shows the 'User Details' registration page. At the top left is a '< Cancel' link. Below it is a yellow callout box with the text: 'After entering a valid email, click the **'Send verification code'** button, and a verification code will be sent to the entered email.' The main title 'User Details' is centered. Below the title is an 'Email Address' input field with a red asterisk to its right. At the bottom is a blue button labeled 'Send verification code', which is circled with a dashed line.

3. Upon clicking **'Send verification code'**, a verification email will be sent to the email address provided, and a **'Verification Code'** field will appear on the **'User Details'** page. Type the verification code from the verification email into the **'Verification Code'** field and select **'Verify Code'**.

Note: If an incorrect verification code is used, an error saying "The verification has failed, please try again" will appear.



The screenshot shows the 'User Details' registration page after clicking 'Send verification code'. At the top left is a '< Cancel' link. Below it is a yellow callout box with the text: 'Enter the verification code received via email and click **'Verify code'**.' The main title 'User Details' is centered. Below the title is a message: 'Verification code has been sent to your inbox. Please copy it to the input box below.' Below this message is an email input field containing '@yahoo.com' with a red asterisk to its right. Below the email field is a 'Verification Code' input field, also with a red asterisk to its right, and it is circled with a dashed line. At the bottom are two blue buttons: 'Verify code' (circled with a dashed line) and 'Send new code'.



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- The **'User Details'** page will display and contains several required fields requesting more information about the person registering the company. Complete the **'New Password'**, **'Confirm New Password'**, **'Given Name'**, and **'Surname'** fields and select the **'Create'** button to establish credentials.

Notes:

- The **'Given Name'** field should be the user's first name, and the **'Surname'** field should be the user's last name.
- Ignore the **'Change e-mail'** button.

< Cancel

Fill out the four required fields and click **'Create'**.

User Details

E-mail address verified. You can now continue.

@yahoo.com *

Change e-mail

New Password *

Confirm New Password *

Given Name *

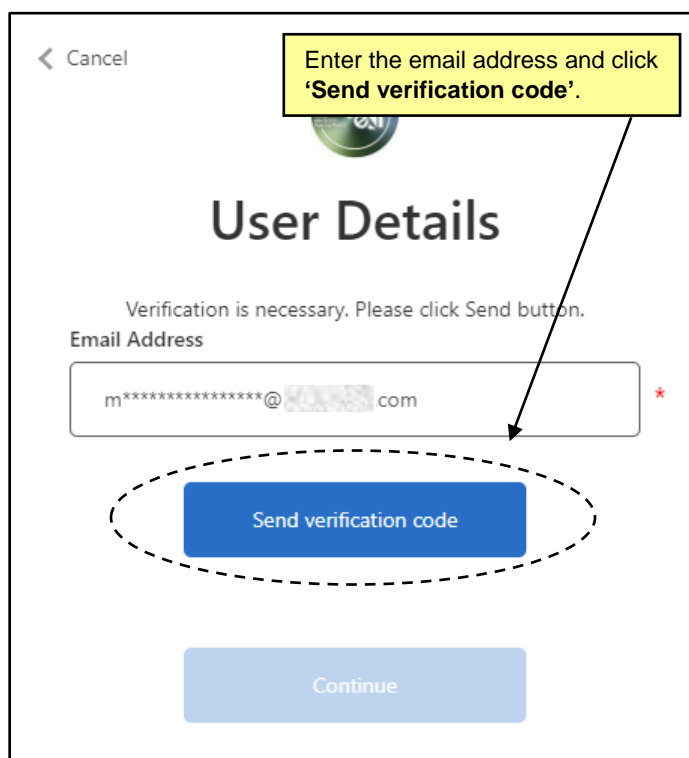
Surname *

Create

III. Multifactor Authentication

The eVP login page requires Multifactor Authentication (MFA) via email. MFA adds an additional layer of security with two-step verification to access your eVP account.

1. After establishing credentials, an MFA verification code will be required. Enter the same email address into the '**Email Address**' field. Click the '**Send verification code**' button.



Note: This code is different from the verification code used to authenticate the email address when initially establishing credentials.

2. Upon clicking '**Send verification code**', a verification email will be sent to the email address provided, and a '**Verification Code**' field will appear on the '**User Details**' page. In the verification email, there will be a verification code.



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3. Type the verification code received in the email into the '**Verification Code**' field and select '**Verify Code**' to enable MFA for the eVP account.

< Cancel

Enter the verification code received via email and click '**Verify code**'.

User Details

Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address

m*****@****.e.com *

Verification code

Verification code

Verify code Send new code

Continue

4. Once verification is complete, users can click '**Continue**' to proceed to use eVP.

< Cancel

User Details

E-mail address verified. You can now continue.

Email Address

m*****@****:om *

Continue

5. The eVP home page will be displayed. Click the '**Complete Registration**' button to complete vendor registration.



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IV. Vendor Information

1. Enter the company name in the '**Vendor Name**' field.
2. Select the appropriate option from the '**Vendor Type**' drop-down menu.
 - a. U.S. Vendor
 - b. Foreign Vendor with U.S. Federal Tax ID Number
 - c. Foreign Vendor without U.S. Federal Tax ID Number

3. If you are registering with a U.S. Federal Tax ID Number, enter the company's Federal Tax ID Number (without the dashes) into the '**Federal Tax ID Number**' and '**Re-enter Tax ID Number**' fields. Federal Tax ID Number is also known as Federal Employer Identification Number (FEIN).
4. The '**Registration Type**' field is where the vendor will choose the services in which the company will participate. There are a total of four services vendors can register for. The field will default to the '**eVP**' and '**NC eProcurement**' options. Vendors can select additional services by clicking the expand option and selecting the services or by searching for the services.
 - a. **NC eProcurement** – receive purchase orders from State Entities, Local Education Authorities (K-12 Schools Systems), Community Colleges, and participating Local Governments. This registration enables vendors to collaborate with participating entities on contract documents and collaboration requests via the Ariba Business Network.
 - b. **eVP** - receive e-mail notifications of procurement and construction opportunities based on designated Commodity Codes. Vendors may designate contacts to receive notifications, as well as Commodity Codes to indicate the type of procurement opportunities for which they would like to be notified. eVP registered Vendors can also respond electronically to designated solicitations.
 - c. **HUB Certification** - Vendors must apply for certification through the electronic Vendor Portal if they wish to be certified as a Historically Underutilized Business (HUB). Certification as a HUB vendor provides greater exposure for business opportunities in state procurement and contracting.
 - d. **NCSBE Certification** - Vendors must apply for certification through the electronic Vendor Portal if they wish to be certified as a North Carolina Small Business Enterprise (NCSBE). Certification as an NCSBE Vendor provides greater exposure for business opportunities in state procurement and contracting.



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Notes:

- The **'eProcurement'** registration type must be selected for a vendor to respond to NC eProcurement Ariba solicitations.
- The Registration Type(s) selected will affect the information that is collected in the rest of the registration process. Registration types can be removed by clicking the **'x'** in the box to the right of their name.

Federal Tax ID *

Enter your Employer Identification Number (EIN) without spaces or dashes. If you are doing business as an individual and do not have an EIN, you may register with your Social Security Number. Please note that registering with an EIN is preferred. [Notice & Recommendation Concerning Social Security Numbers](#)

112092121

Re-enter Federal Tax ID *

Registration Type

About Registration Types

eVP x

Select or search options

Select all

4 items

- ✓ eVP
- eProcurement
- HUB
- NCSBE

Next

Click the expand option to see all possible registration types and select any applicable registration types.

5. After completing the required fields, review the eVP terms of use. Once confirmed, click the check box next to "I have read and agree to the eVP Terms of Use" and click the **'Next'** button.

Registration Type

About Registration Types

eVP x eProcurement x

☐ I have read and agree to the eVP Terms of Use *

[eVP Terms of Use](#)

Next

Check the box next to "I have read and agree to the eVP Terms of Use" and select the **'Next'** button.

Note: The terms of use can be viewed by clicking on **'eVP Terms of Use.'**



V. Company Information

1. Complete all required fields on the top section **'Company Information'** page.
 - a. **'Vendor Name'** – Defaults based on the information entered in the **'Vendor Name'** field when beginning the registration. This should be the Company Name as state of North Carolina buyers would recognize the company.
 - b. **'Federal Tax ID'** - This is not an editable field. The Federal Tax ID number is defaulted based on the information entered at the beginning of the registration process.
 - c. **'Customer Number'** - This is a unique system-generated number and is not an editable field. This number should be noted, as it can be used to identify the company when speaking to the NC eVP Help Desk.
 - d. **'IRS Verification Status'** - This is not an editable field. The "IRS Verification Status" field will display "Pending" until the IRS TIN (Tax Identification Number) matching process is complete for the vendor information.
 - e. **'Vendor Name on Tax Documents'**- This field needs to match exactly what the IRS has on file for the Federal Tax ID number used to register the account. If necessary, click into the field and update the value.
 - f. **'Is this company E-Verified?'** – Is an online service that allows employers to confirm the employment eligibility of potential workers. There are three possible selections **'Yes'**, **'No'**, and **'Unknown'**.
 - g. **'Unique Entity Identifier (UEI)' (Optional)** - The Unique Entity ID (UEI) is a unique identifier for entities created by the US Federal Government in SAM.gov. If the company does not have a UEI, the field can be left blank.
 - h. **'Company Website' (Optional)** - Enter the website for the company in this field. If the company does not have a website, the field can be left blank.
 - i. **'Is this company a government entity?'** – Select the appropriate value from the drop-down menu. If HUB or NCSBE registration type is selected, this field will default to **'No'**.
 - j. **'Is this company a educational entity?'** – Select the appropriate value from the drop-down menu. If HUB or NCSBE registration type is selected, this field will default to **'No'**.
 - k. **'Registered with NC Secretary of State?'** – Select the appropriate value from the drop-down menu. The possible selections for this field is **'Yes'**, **'No'**, and **'Unknown'**.
 - l. **'NC Secretary of State ID (SOS ID): (Optional)** – Vendors are assigned a SOS ID once they have registered with the Secretary of State's office.



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Company Information

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Company Information

It is the vendor's responsibility to provide the accurate Vendor Name on Tax Documents and Federal Tax ID Number for the business. This information will be verified periodically with the IRS to ensure correct information is provided to the buyers. Please monitor the IRS Verification Status and make necessary changes until a status of "Verified" is achieved.

Vendor Name *	Federal Tax ID	Customer Number
<input type="text" value="Test Vendor"/>	112092121	4001029

IRS Verification Status

The company's "Vendor Name on Tax Documentation" should match the name the IRS has on file for the Federal Tax ID Number. If it matches, this status will be "Verified". If it does not match, the status will be "Not Verified" and the main contact will be notified of subsequent action

Pending

Vendor Name on Tax Documents

If a 1099 form should be prepared to report payments received to the IRS, enter the business name that should appear on the form here.

Is this company E-Verified? *

Unique Entity Identifier (UEI)

What is UEI?

Company Website

The 'Company Website' field will automatically add "https://" to the value put into the field.

2. Check the boxes to the left of any of the statements that apply to the company on the 'Select all that apply' section of the Company Information page. The statements in the section are below.
- a. I am registering as an Individual or Sole Proprietorship
 - b. This company is based in North Carolina.
 - c. This company is a small business.
 - d. This company is a disabled business enterprise. – This field defaults to unchecked and is not editable if HUB or NCSBE is selected as a registration type.
 - e. This company is not for profit. - This field defaults to unchecked and is not editable if HUB or NCSBE is selected as a registration type.
 - f. This company is a non-profit work center for the blind and severely disabled. - This field defaults to unchecked and is not editable if HUB or NCSBE is selected as a registration type.

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Select all that apply

Check the box next to any statements that apply.

☐ I am registering as an Individual or Sole Proprietorship
☐ This company is based in North Carolina
☐ This company is a small business. Small Businesses must fit into one of the following categories:

- Wholesale Business: Annual sales of four million dollars (\$4,000,000) or less during its fiscal year.
- Service Business: Average sales of five hundred thousand dollars (\$500,000) or less for the current preceding three (3) fiscal years and who employs no more than twenty-five (25) persons.
- Retail Business: Annual sales and receipts of five hundred thousand dollars (\$500,000) or less.
- Manufacturing Business: Employs no more than one hundred (100) persons

The following are defaulted to "No" if a HUB or NCSBE registration type is selected. Only for-profit firms can be certified as HUB or NCSBE.

☐ This company is a disabled business enterprise
☐ This company is not for profit
☐ This company is a non-profit work center for the blind and severely disabled

3. Add any relevant Commodity & Construction Codes.

- a. To add a commodity code, select the **'Add Commodity Code(s)'** button.
- b. The search bar in the upper right-hand corner of the popout screen can be used to find commodity codes. Check the box next to any relevant commodity codes. Click the **'Add Commodity Code(s)'** button.

Add Commodity Code(s) to vendor

Q

✓	Code (Commodity Family)	Commodity Family ↑	Code ↑	Name
<input type="checkbox"/>	5610	Accommodation furniture	561000	Accommodation furniture
<input type="checkbox"/>	5610	Accommodation furniture	561015	Furniture
<input type="checkbox"/>	5610	Accommodation furniture	561016	Outdoor furniture
<input type="checkbox"/>	5610	Accommodation furniture	561017	Office furniture
<input type="checkbox"/>	5610	Accommodation furniture	561018	Baby and toddler furniture and accessories
<input type="checkbox"/>	5610	Accommodation furniture	561019	General furniture parts and accessories

<
1
2
3
4
5
6
7
8
..
250
>

Commodity code(s) selected, to be added to vendor

Check the box next to any commodity codes and select the **'Add Commodity Code(s)'** button to add the chosen commodity codes to the registration.

Add Commodity Code(s)
Cancel



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- c. The selected commodity codes will show up in the commodity codes section and can be removed by selecting the drop-down arrow next to them and selecting **'Remove commodity code'**.
- d. To add a construction code, select the **'Add Construction Code(s)'** button.
- e. Check the box next to any relevant construction codes. The search bar in the upper right-hand corner of the popout screen can be used to find construction codes. Click the **'Add Construction Code(s)'** button.
- f. The selected construction codes will show up in the construction codes section and can be removed by selecting the drop-down arrow next to them and selecting **'Remove construction code'**.

Note: Selecting Commodity & Construction codes is optional but will assist buyers when searching for vendors.

Check the box next to a commodity code to add it to the selected codes at the bottom of the popout window. Click the 'x' in the box next to a commodity code to remove it from the bottom section.

Commodity Code	Description
8411	...
1216	...
1116	Additives
1216	Additives
1216	Additives
1216	Additives
1216	Additives
1216	Additives
1216	Additives
121615	Indicators and Reagents
121616	Catalysts
121617	Buffers
121618	Colloids
121619	Surfactants
121620	Plasticizers

Commodity code(s) selected, to be added to vendor

Buttons: Buffers x, Colloids x

Buttons: Add Commodity Code(s), Cancel

4. The last section of the Company Information page is the **'Design Services'** section. Click the check box next to any of the design services that are applicable. The two possible 'Design Services' are **'Architectural Services'** and **'Engineering Services'**.



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VI. Contacts

The **'Contacts'** page contains the contacts associated with the company registration. Vendors can create and manage existing contacts.

1. Click the drop-down arrow next to the contact and select **'Manage Contact'**.
2. Add a phone number to the **'Phone Number'** field.
3. Select the **'Add Commodity Code(s)'** button. Check the box next to any relevant commodity codes.

Notes:

- The search bar in the upper right-hand corner of the popout screen can be used to find commodity codes.
 - Bid notifications will be sent out based on the commodity codes selected for each contact.
4. Once the applicable commodity codes have been selected, click the **'Add Commodity Code(s)'** button.
 5. Click the **'Submit'** button.
 6. If necessary, add any additional contacts using the **'Add Contacts'** button. On the pop-up window, populate all of the required fields.
 - a. **'First Name'** – Enter the first name of the contact that is being added.
 - b. **'Last Name'** – Enter the last name of the contact that is being added.
 - c. **'Job Title'** – Enter the title of the contact that is being added. This field is not a required field.
 - d. **'Country'** – This field will be prepopulated with 'United States'. If necessary, use the drop-down menu to select a different country to associate with the contact.
 - e. **'Phone Number'** – Enter a phone number to associate with the contact.
 - f. **'Extension'** – If applicable, enter the extension associated with the **'Phone Number'** field. This is not a required field.
 - g. **'eVP Access Level'** – Select one of the three access levels for the contact.
 - i. **'Account Owner'** - Can perform maintenance on all vendor account items and can submit electronic bids. This is the only role that can register a vendor account to participate in the NCEP, HUB, and NCSBE programs. There must always be at least one account owner on every vendor account.
 - ii. **'Account Maintenance'** - Cannot modify vendor registration type or vendor data on the company information page, but can perform maintenance on all other vendor account items and can submit electronic bids.
 - iii. **'Read Only'** - Can view but not modify data on vendor account and can submit electronic bids.
 - h. **'This contact is a sourcing contact'** – Checking this box will allow the contact to click the **'Intends to Participate'** button on applicable solicitations. Clicking the **'Intends to Participate'** button will send all sourcing contacts an email with a link to the sourcing event.



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Contacts

Primary Contact *
The Primary Contact of the account is the point of contact for any vendor-wide correspondence from the electronic Vendor Portal

Test User

All Contacts

Search

Click the 'Add Contacts' button to start adding a new contact.

7. Click the **'Submit'** button to finish adding the new contact.

Note: Clicking the **'Submit'** button will trigger an email to be sent to the newly added contact inviting them to join the account.

8. If applicable, add commodity codes to the newly created contact. Click the drop-down arrow next to the newly added contact. Select **'Manage Contact'** and scroll down the Manage Vendor Contact popout window. Click on the **'Add Commodity Code(s)'** button. Check the boxes next to any relevant codes and click the **'Add Commodity Code(s)'** button. Click the **'Submit'** button to finalize the changes.

Notes:

- Additional contacts can be added by clicking the **'Add Contacts'** button again and completing steps 7 through 9.
 - Other possible contacts to add may include contacts who receive payments of goods or services, receive purchase orders, receive invoices, and/or receive bid notifications.
9. The last section of the contacts page is the Construction Services section. Check the box next to any of the applicable construction services and fill out any additional fields with the appropriate information.
 - a. **'General Contractor'** – When this service is selected the **'General Contactor License Number'**, **'General Contactor Licensed Contact'**, **'General Contactor Limitation'**, and **'General Contactor Work Classifications'** fields become available.
 - b. **'General Trades/Sub Contractor'** – When this service is selected the **'Trades/Sub License Number'** and **'Trades/Sub License Contact'** fields become available.
 - c. **'Electrical Contractor'** – When this service is selected the **'Electrical Contractor License Number'**, **'Electrical Contractor License Contact'**, and **'Electrical License Specialties'** fields become available.
 - d. **'Plumbing/Fire Sprinkler Contractor'** – When this service is selected the **'Plumbing/Fire Sprinkler License Number'**, **'Plumbing/Fire Sprinkler Licensed Contact'**, and **'Plumbing/Fire Sprinkler License Classifications'** fields become available.
 - e. **'Mechanical/Heating Contractor'** - When this service is selected the **'Mechanical/Heating Licensing Number'**, **'Mechanical/Heating Licensed Contact'**, and **'Mechanical/Heating License Classifications'** fields become available.



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Construction Services

☐ General Contractor
☐ General Trades/Sub Contractor
☐ Electrical Contractor
☐ Plumbing/Fire Sprinkler Contractor
☐ Mechanical/Heating Contractor

Once the check box next to a service is selected, additional fields will become visible.

Previous

Next

10. Once all necessary contacts have been added and any construction services filled out, click the **'Next'** button to move to the next page.

VII. Locations

1. A vendor can create new and manage existing locations on the Locations page.
2. Click the **'Create'** button to start creating a location.

Vendor Registration

Vendor Information ✓ Company Information ✓ Contacts ✓ **Locations** Terms of Use

Locations

All Locations

Click the **'Create'** button to start adding a new Location.

Search

Q

Create

Location Name	Customer Number + Location Letter ↑	Primary Address	Order From	Remit To	Bill To
There are no records to display.					

3. Complete the following fields to create the Location:
 - a. **'Location Name'** - Enter the Location Name to uniquely identify the company location. The Location Name should include any information needed to uniquely identify the location: division name, subsidiary business name, geographic location, product division, etc. This field will be seen in the buyer system and will be used by buyers to select the correct location to send their purchase order to.



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Location Information

Location Name *

The Location Name is visible within state purchasing applications and will be used by state purchasers to identify the appropriate company location.

Primary Address on Vendor Search *

eProcurement Addresses

Order From *

Remit To *

Bill To *

Enter a location name into the 'Location Name' field.

- b. **'Primary Address on Vendor Search'** – Click the magnifying glass next to the **'Primary Address on Vendor Search'** field. In the popup window click the **'New'** button in the lower left-hand corner.

Add Division

Division Type *

Primary Address

Name *

Contact *

Address *

Email Address

Phone Number

Submit

The information in the **'Primary Address on Vendor Search'** fields will be utilized when users search the public vendor search.



- c. **'Name'** – Enter the name of the **'Primary Address on Vendor Search'**.
- d. **'Contact'** – Click the magnifying glass and select an existing contact or click the **'New'** button to create a new contact to associate with the **'Primary Address on Vendor Search'**.
- e. **'Address'** – Click the **'New'** button to create a new address to associate with the **'Primary Address on Vendor Search'**. A new **'Add Address'** window will pop up. Fill out all the required fields listed below and hit the **'Submit'** button to create the address.
 - i. **'Address Name'** – Enter a name for this address. This address name will be used to refer to the address throughout the registration.
 - ii. **'This is an international address'** – Check this box if the address is an international address.
 - iii. **'Street 1'** and **'Street 2'** - Enter the Street Address or PO Box of the address.
 - iv. **'Country'** – This field defaults to United States. If necessary, click the magnifying glass to update the field to the appropriate country for this address.
 - v. **'County'** – If North Carolina is selected in the **'State'** field, a **'County'** field will become visible and required. Select the magnifying glass to choose the appropriate county for this address.
 - vi. **'State'** – Click the magnifying glass and select the state where the address is located.
 - vii. **'City'** – Enter the city where the address is located.
 - viii. **'Zip Code'** – Enter the zip code associated with the address.

Add Address

Vendor *
Test Vendor

Address Name *

☒ This is an international address

Line 1 *

Line 2

Country *

✕ 🔍

- f. **'Email'** – Enter an email address to associate with the **'Primary Address on Vendor Search'**.
- g. **'Phone'** – Enter a phone number to associate with the **'Primary Address on Vendor Search'**.
- h. Click **'Submit'** to finish creating a **'Primary Address on Vendor Search'**.

Note: If a vendor does not select NC eProcurement as a registration type, the **'Order From'**, **'Remit To'**, and **'Bill To'** sections will not be required fields. Skip to step 7.



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4. **'Order From'** – The order from section determines where purchase order are sent. Click the magnifying glass to select an existing Order From. To create a new Order From, click the magnifying glass, select the **'New'** button from the search screen, and fill out the required fields.
- a. **'Name'** – Enter the name of the location to which purchase orders will be received (ex. Raleigh Orders, Corporate Orders, Timber Orders).
 - b. **'Contact'** – Click the magnifying glass to choose a Contact or click the **'New'** to enter a new contact to associate with the Order From.

Lookup records

Choose one record and click Select to continue

Select	<input type="checkbox"/>
Full Name	Test User
Email	5@gmail.com
Company Name	Test Vendor
Access Level	Account Owner
Sourcing Contact?	Yes
Select	<input type="checkbox"/>
Full Name	Zachary Tilson

New Select Cancel Remove value

After selecting the magnifying glass on the contact field, a list of the existing contacts will become visible. Click the check box next to an existing contact or click the **'New'** button to create a new contact.

- c. **'Address'** – Click the magnifying glass to choose a Contact or click the **'New'** to enter a new address to associate with the Order From.
- d. **'Email'** – Enter the email address where purchase orders for the location should be emailed.
- e. **'Phone Number'** – Enter the phone number that should be associated with the Order From.

Division Type *

Order From

Name *

Contact *

Address *

Email Address *

Phone Number

The email address entered in the **'Email Address'** field will determine where orders are sent.

- f. Click **'Submit'** to finish creating the **'Order From'** address.



5. **'Remit To'** – The Remit To section determines where payment for goods and services is sent. Click the magnifying glass to select an existing Remit To. To create a new Remit To, click the magnifying glass, select the **'New'** button from the search screen, and fill out the required fields.
 - a. **'Check Payable To'** – Select **'Vendor Name'** or **'Location Name'** from the drop-down menu. The Vendor Name is the name entered in the **'Vendor Name'** field when beginning the registration. The Location Name is the value entered in the **'Location Name'** field at the beginning of the locations section.

Division Type *

Remit To

Check Payable To **

Name *

Contact *

Address *

Email Address

Phone Number

Submit

The **'Check Payable To'** field selection will determine which name is listed on payments.

- b. **'Name'** - Enter the name of the location to which payment for goods and services should be sent (Ex. Raleigh Remit To, Corporate Remit To, Accounts Receivable, etc.).
 - c. **'Contact'** – Click the magnifying glass to choose a Contact or click the **'New'** to enter a new contact to receive payments.
 - d. **'Address'** – Click the magnifying glass to choose a Contact or click the **'New'** to enter a new address to associate with the Remit To.



Lookup records x

Search Q

Choose one record and click Select to continue

Select	Name	Line 1
<input type="checkbox"/>	Test Address	1010 Address Road

After selecting the magnifying glass on the address field, a list of the existing addresses will become visible. Click the check box next to an existing address or click the **'New'** button to create a new address.

New
Select
Cancel
Remove value

- e. **'Email'** – Enter the email address that should be associated with the location's Remit To.
 - f. **'Phone Number'** – Enter the phone number that should be associated with the Remit To.
 - g. Click **'Submit'** to finish creating the **'Remit To'** address.
6. **'Bill To'** – The Bill To section determines where invoices for NC eProcurement transaction fee is sent. Click the magnifying glass to select an existing Bill To. To create a new Bill To, click the magnifying glass, select the **'New'** button from the search screen, and fill out the required fields.
- a. **'Name'** – Enter the name of the location to which invoices will be received (ex. Billing Department, Accounts Payable, Corporate Office).
 - b. **'Contact'** – Click the magnifying glass to choose a Contact or click the **'New'** to enter a new contact to associate with the Bill To.
 - c. **'Address'** – Click the magnifying glass to choose a Contact or click the **'New'** to enter a new address to associate with the Bill To.
 - d. **'Email'** – Enter the email address where invoices for the location should be sent.
 - e. **'Phone Number'** – Enter the phone number that should be associated with the Bill .

A screenshot of the 'Add Division' form in the NC eVP. The form contains several input fields: 'Division Type *', 'Bill To', 'Name *', 'Contact *', 'Address *', 'Email Address *', and 'Phone Number'. A yellow callout box with a black border is positioned over the 'Email Address *' field. It contains the text: 'The email address entered in the 'Email Address' field will determine where invoices for the NC eProcurement transaction fee are sent.' An arrow points from this box to the 'Email Address *' field. The 'Email Address *' field is also highlighted with a dashed black oval. At the bottom of the form is a dark blue 'Submit' button.

- f. Click '**Submit**' button to finish creating the '**Bill To**' address.
7. Once all the required fields have been populated, click the '**Submit**' button to finish creating the location.
8. If necessary, click the '**Create**' button to continue to add more locations. Once all the required locations have been added click the '**Next**' button.



NC electronic Vendor Portal

Registering in eVP

VIII. Terms of Use

1. If **'eProcurement'** was selected as a Registration Type, read and review the NC eProcurement Terms of Use.
2. Click the check box next to **'I have read and agree to the eProcurement Terms of Use'**.

Note: The check box next to **'I have read and agree to the eProcurement Terms of Use'** won't appear until the terms of use text box has been scrolled to the bottom.

3. Click the **'Submit'** button.

Vendor Registration

Vendor Information ✓

Company Information ✓

Contacts ✓

Locations ✓

Terms of Use

including, without limitation, attorney's fees, expenses, costs, judgments, settlements, contract losses, or other costs arising out of or relating to (i) Supplier's misuse or modification of the Service, the State sites or the State Developed Deliverables; (ii) the Supplier's distribution, marketing or use for the benefit of parties other than Supplier of the Service, the State sites or the State Developed Deliverables; (iii) Product information, direction, specification or materials provided by Supplier; (iv) Supplier's transactions with Buyers, including its fulfillment, or failure to fulfill Products; and (v) Supplier's breach of any of its representations, warranties, promises or obligations under this agreement. The foregoing indemnity is conditioned upon: reasonably prompt written notice by the State of any claim, action or demand for which indemnity is claimed.

- **DISCLAIMER OF WARRANTIES** You expressly understand and agree that:
 - Your use of the Service is at your sole risk. The Service is provided on an "as is" and "as available" basis. The State expressly disclaims all warranties of any kind.
 - The State makes no warranty that (1) the Service will meet your requirements; or (2) the Service will be uninterrupted, timely, or error-free.
 - Any material downloaded or otherwise obtained through the use of the Service is done at your own discretion and risk and you shall be solely responsible for any damage to your computer system or loss of data that results from the download of any such material.
 - No advice or information, whether oral or written, obtained by you from the Service shall create any warranty not expressly stated in the TOU.
- **LIMITATION OF LIABILITY** You expressly understand and agree that the State, including its officers, employees, and agents (including the TPA) involved, directly or indirectly, in the delivery and operation of the Service, shall not be liable for any direct, indirect, incidental, special, consequential or exemplary damages, including but not limited to, damages for loss of profits, goodwill, use, data or other intangible losses (even if the State has been advised of the possibility of such damages), resulting from: (i) the use or the inability to use the Service; (ii) unauthorized access to or alteration of your transmissions or data; (iii) statements or conduct of any third party on the Service; or (iv) any other matter relating to the Service.
- **APPLICABLE LAW** By visiting the North Carolina eProcurement Service website or the eVP, you agree that the laws of the State of North Carolina, without regard to principles of conflict of laws, will govern these Terms of Use and any dispute of any sort that might arise between you and the State or its third party agents. Any action to interpret, enforce or otherwise state any claim related to the Service or its use shall be brought in the court having proper venue located in the State of North Carolina.

☐ I have read and agree to the eProcurement Terms of Use

Accepted By *
Test User

Date Accepted
M/D/YYYY h:mm A

Previous

Submit

The terms of use check box will appear after scrolling to the bottom of the terms of use text.



NC electronic Vendor Portal

Registering in eVP

4. After clicking the **'Submit'** button a registration confirmation message will show up.


Note: If HUB or NCSBE qualification was indicated during registration, the application process can be completed by navigating to the **'Certifications'** page.

Test Vendor

Vendor Profile

- Overview
- Company Information
- Awards
- Contacts
- Addresses
- Locations
- Billing
- Tier 2 Spend Data
- Certifications
- eProcurement Terms of Use
- HUB Terms of Use
- NCSBE Terms of Use

A confirmation message confirming that the initial registration has been successfully completed is displayed. Based on the Registration Types selected, it highlights several actions that can now be completed.



Your registration as a vendor has been completed!

- You can now manage your account and invite others from your organization to participate by navigating to the 'My Vendor' tab.
- You can now view solicitations and start bidding by navigating to the 'Solicitations' tab.
- You can now participate in NC eProcurement. For more information, navigate to eprocurement.nc.gov.
- You can begin your HUB application now by navigating to the 'Certifications' page in your account and selecting 'Apply for HUB Certification'.
- You can begin your NCSBE application now by navigating to the 'Certifications' page in your account and selecting 'Apply for NCSBE Certification'.



NC electronic Vendor Portal

Registering in eVP

IX. Adding Registration Types

Once the initial registration is complete, vendors can start registering or applying for any of the registration types not previously selected. To begin registering or applying for additional registration types, the vendor can navigate to the eVP homepage and select the button that corresponds to the registration type. For more information about applying for HUB and NCSBE certifications, see the [HUB Registration](#) and [NCSBE Registration](#) job aids.



Notes:

- If the '**eProcurement Registration**' button is selected and a vendor has not already created a location, they will need to create a location before they can accept the NC eProcurement terms of use. If the vendor has created a location, the vendor will become active for NC eProcurement after selecting the button and accepting the NC eProcurement terms of use.
- If a vendor was previously registered for NC eProcurement and their account is now inactive, they would need to contact the NC electronic Vendor Portal Help Desk via phone at 888-211-7440, option 2, or via email at vendor@nc.gov for assistance reactivating their account.