Registering in eVP

Introduction

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) and NC eProcurement. In addition, an eVP account enables vendors to respond electronically to specified solicitations and receive nightly solicitation notifications.



Learning **Objectives**

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

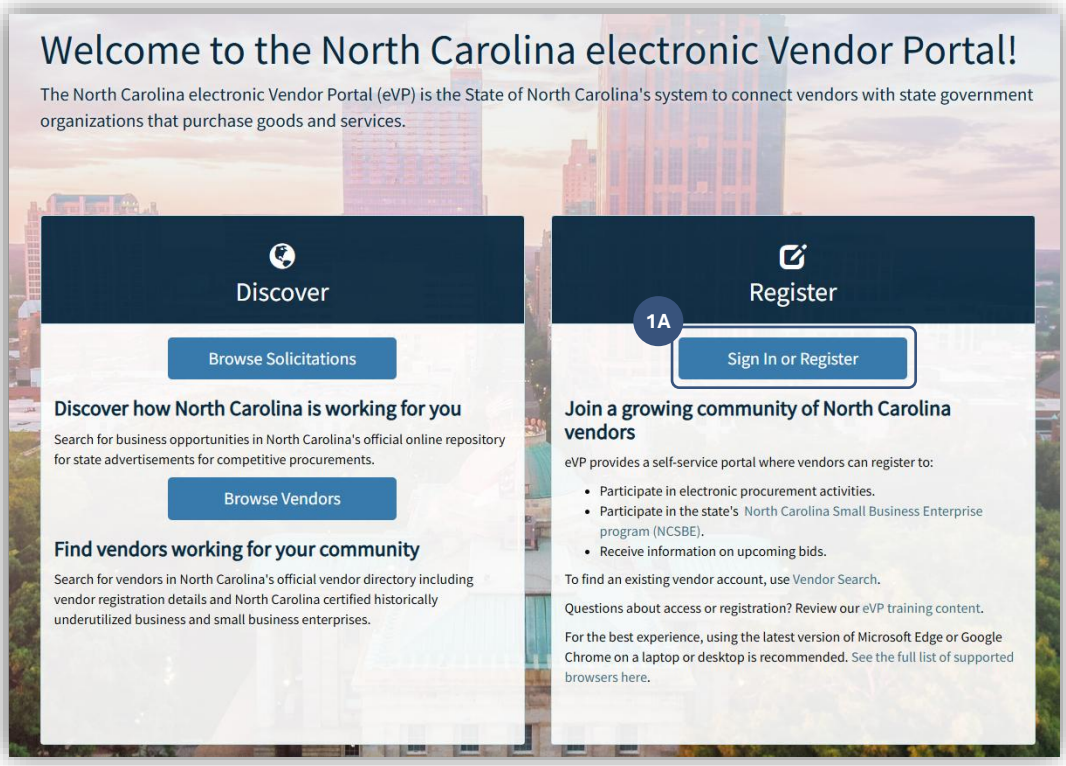
- Start a vendor registration using the eVP application.
- Add contacts to an eVP account.
- Accept the Terms of Use.

Registering in eVP

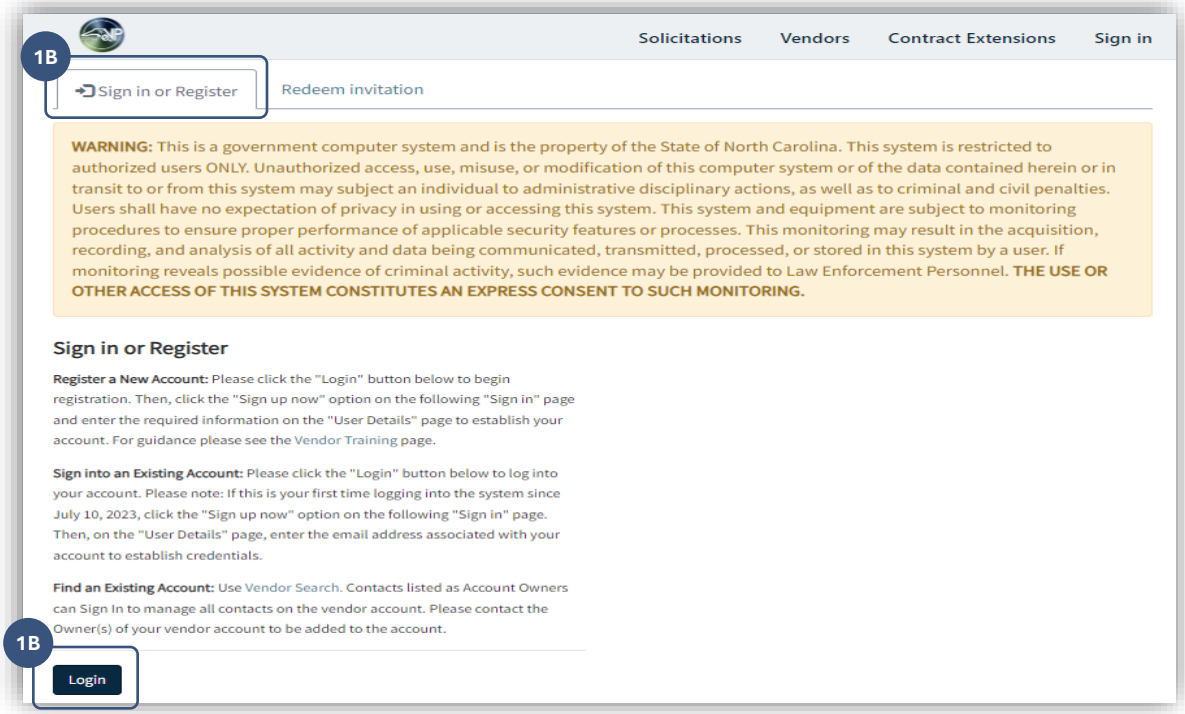
Accessing Vendor Registration

1

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



B. Click the **Sign in or Register** tab on the next screen and click the **Login** button.

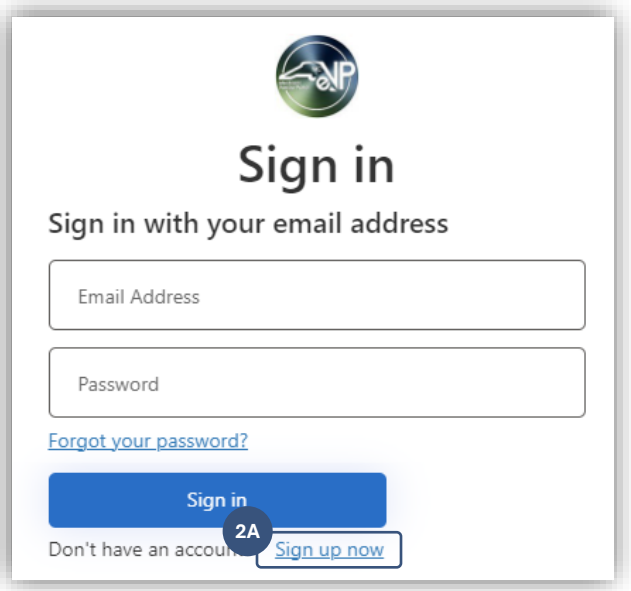


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Establishing Login Credentials

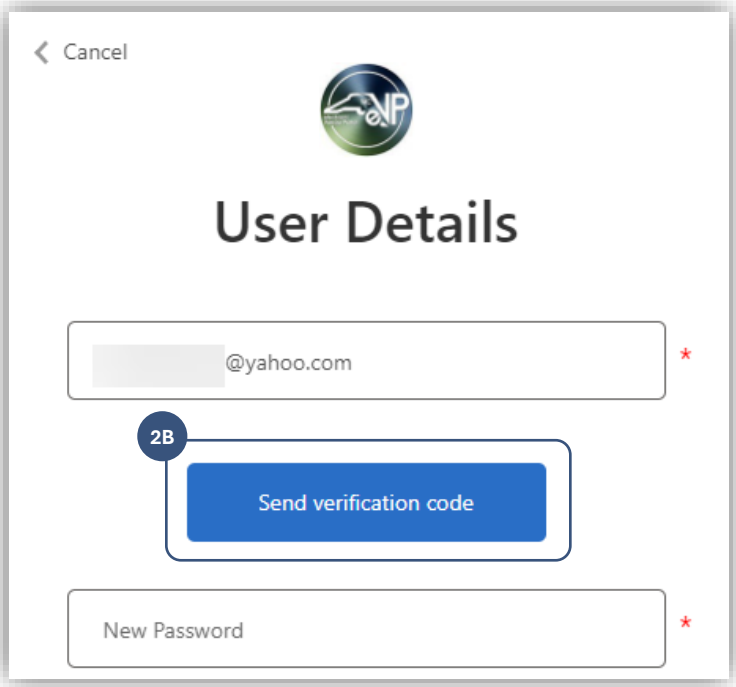
2 Vendors must establish credentials in the form of an **Email Address** and **Password** to sign into eVP accounts.

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



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

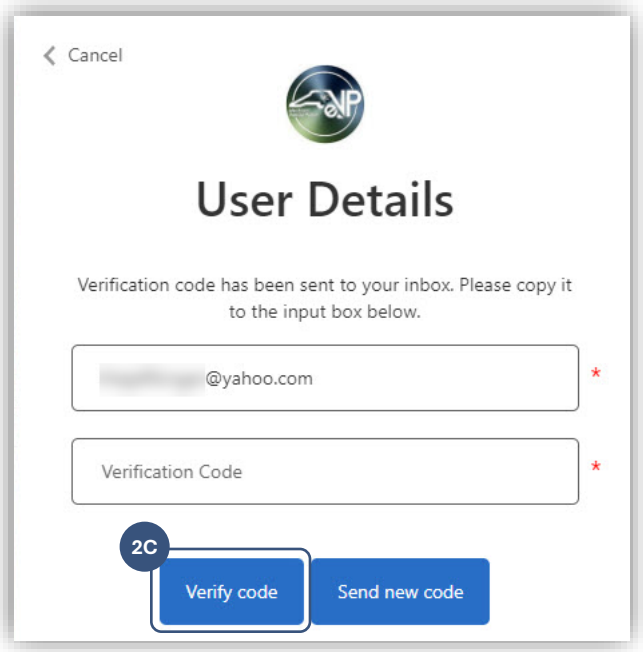
The email address should be unique for each vendor account.



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C. 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**.

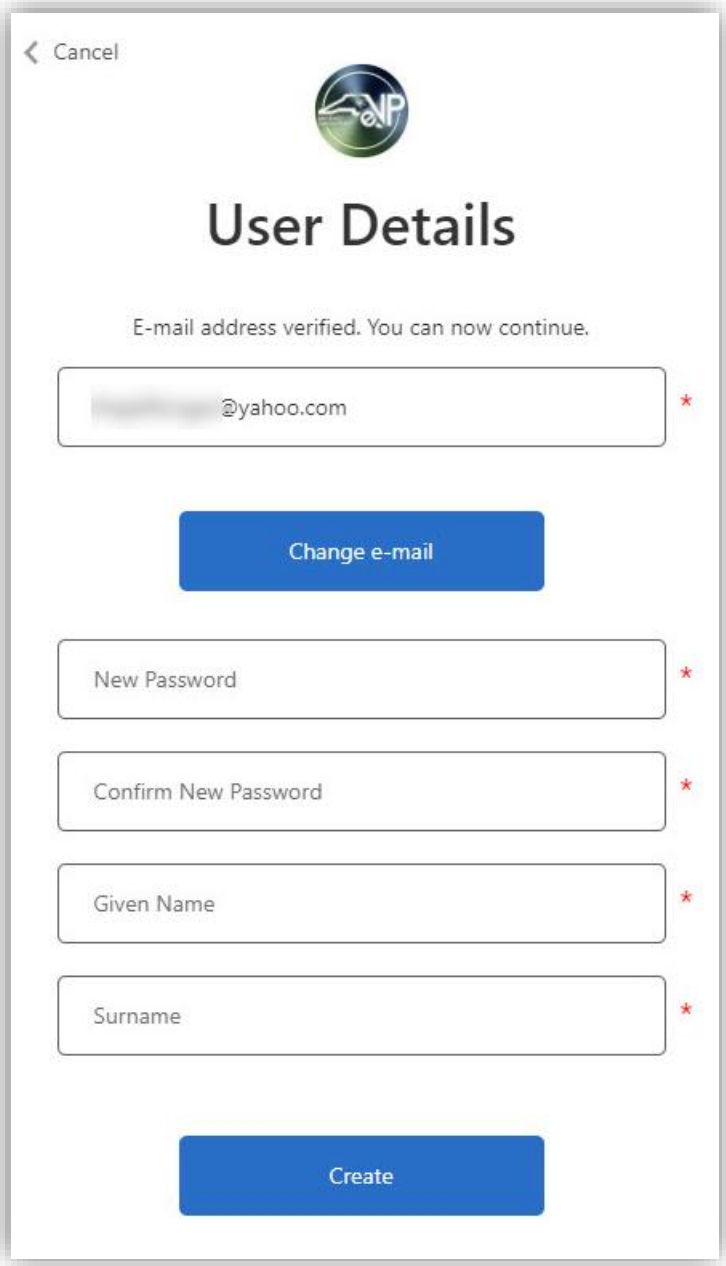
If an incorrect verification code is used, an error saying “The verification has failed, please try again” will appear.



Registering in eVP

D. 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.

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

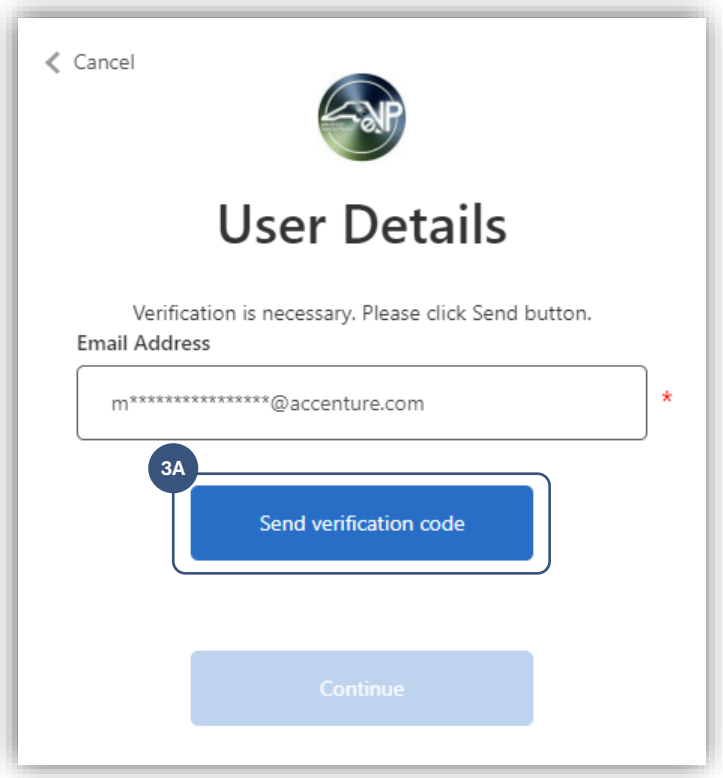


Registering in eVP

Multifactor Authentication

3 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.

A. 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.

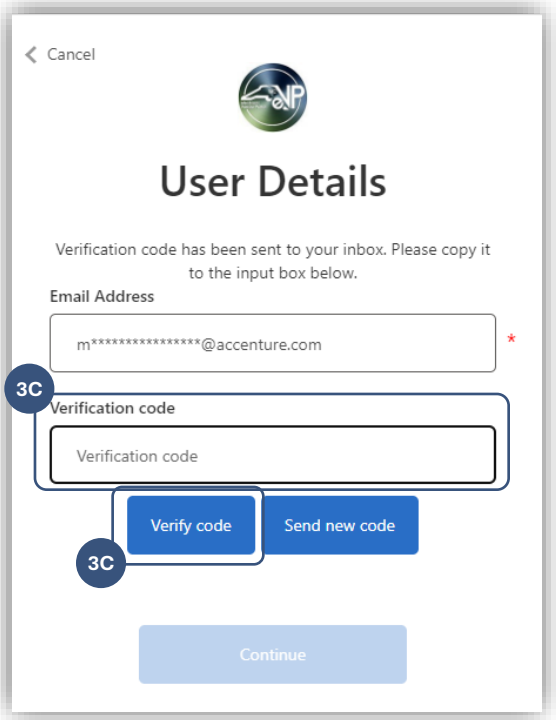


This code is different from the verification code used to authenticate the email address when initially establishing credentials.

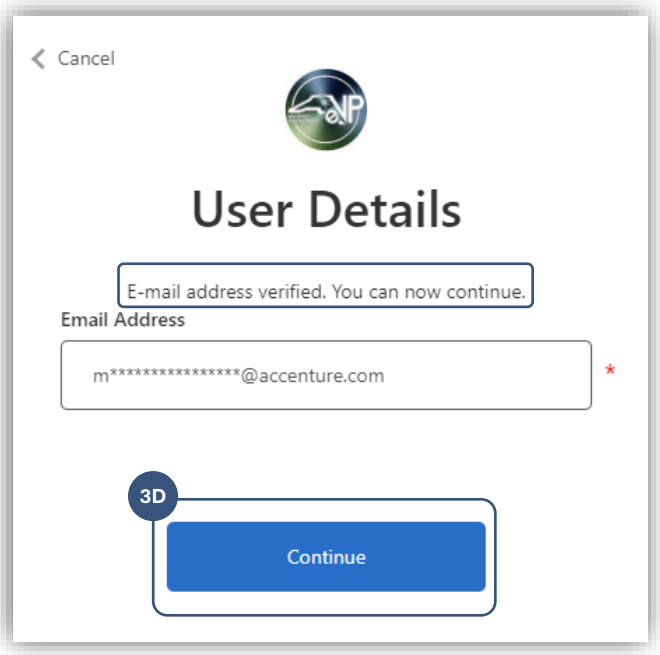
B. Upon clicking **Send verification code**, a verification email will be sent to the email address provided, and a **Verification Code** field will appear on the **User Details** page. In the verification email, there will be a verification code.

Registering in eVP

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



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



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

Registering in eVP

Vendor Information

4

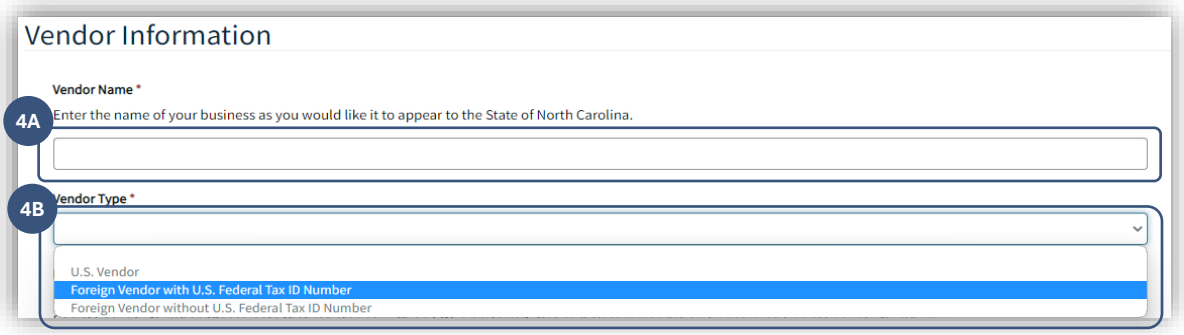
A. Enter the company name in the **Vendor Name** field.

B. Select the appropriate option from the **Vendor Type** drop-down menu.

I. U.S. Vendor

II. Foreign Vendor with U.S. Federal Tax ID Number

III. Foreign Vendor without U.S. Federal Tax ID Number



C. If you are registering with a U.S. Federal Tax ID Number, enter the companys 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).

D. 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.

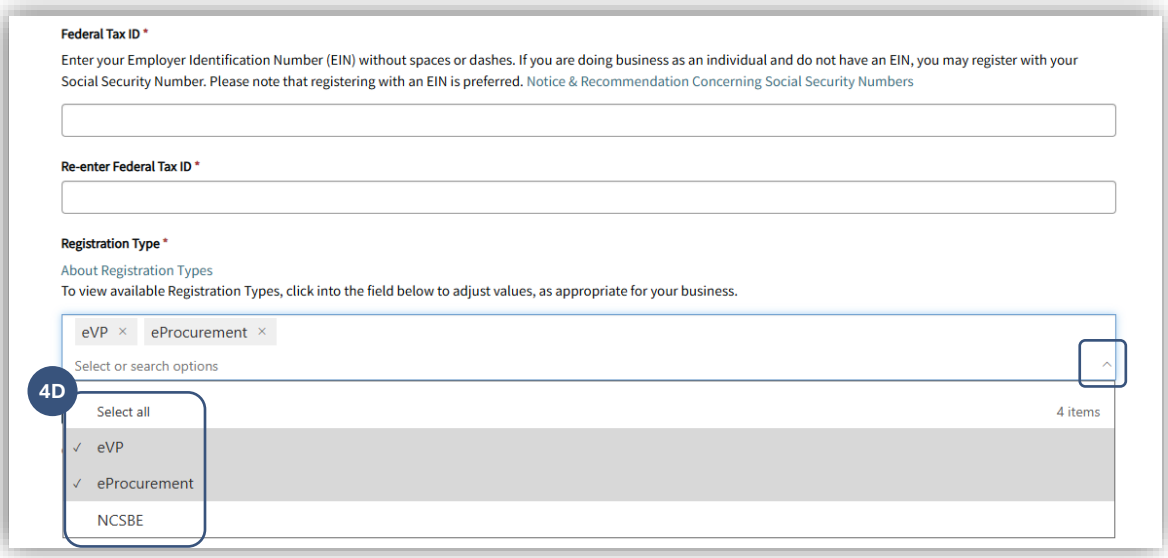
I. NC eProcurement – receive purchase orders from State Entities, Local Education Authorities (K-12 Schools Systems), Community Colleges, and participating Local Governments. This registration enables vendors to collaborate with participating entities on contract documents and collaboration requests via the Ariba Business Network.

II. 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.

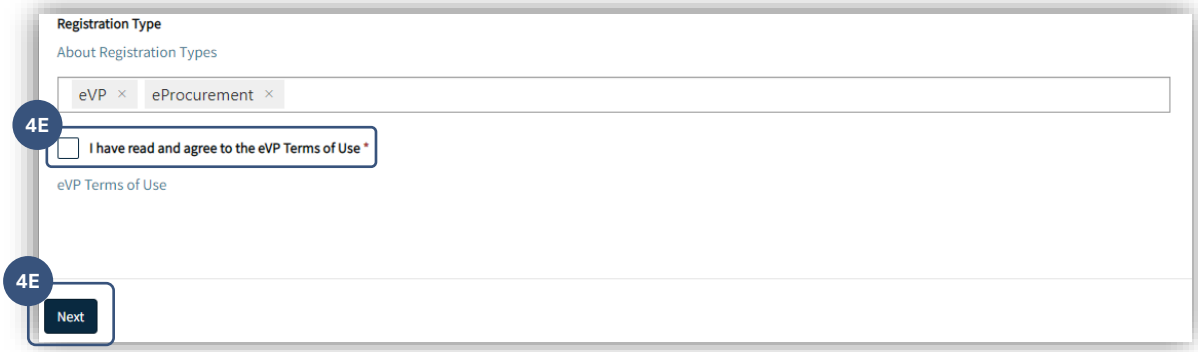
Registering in eVP

III. 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.

- 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.



E. 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.



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

Company Information

5

A. Complete all required fields on the top section **Company Information** page.

I. 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.

II. 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.

III. 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.

IV. 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.

V. 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. If the value entered does not exactly match the name on file with the IRS, the eVP vendor account will be inactivated after 30 days. Please note that the value entered in the **Vendor Name on Tax Documents** field is publicly visible.

VI. 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**.

VII. 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.

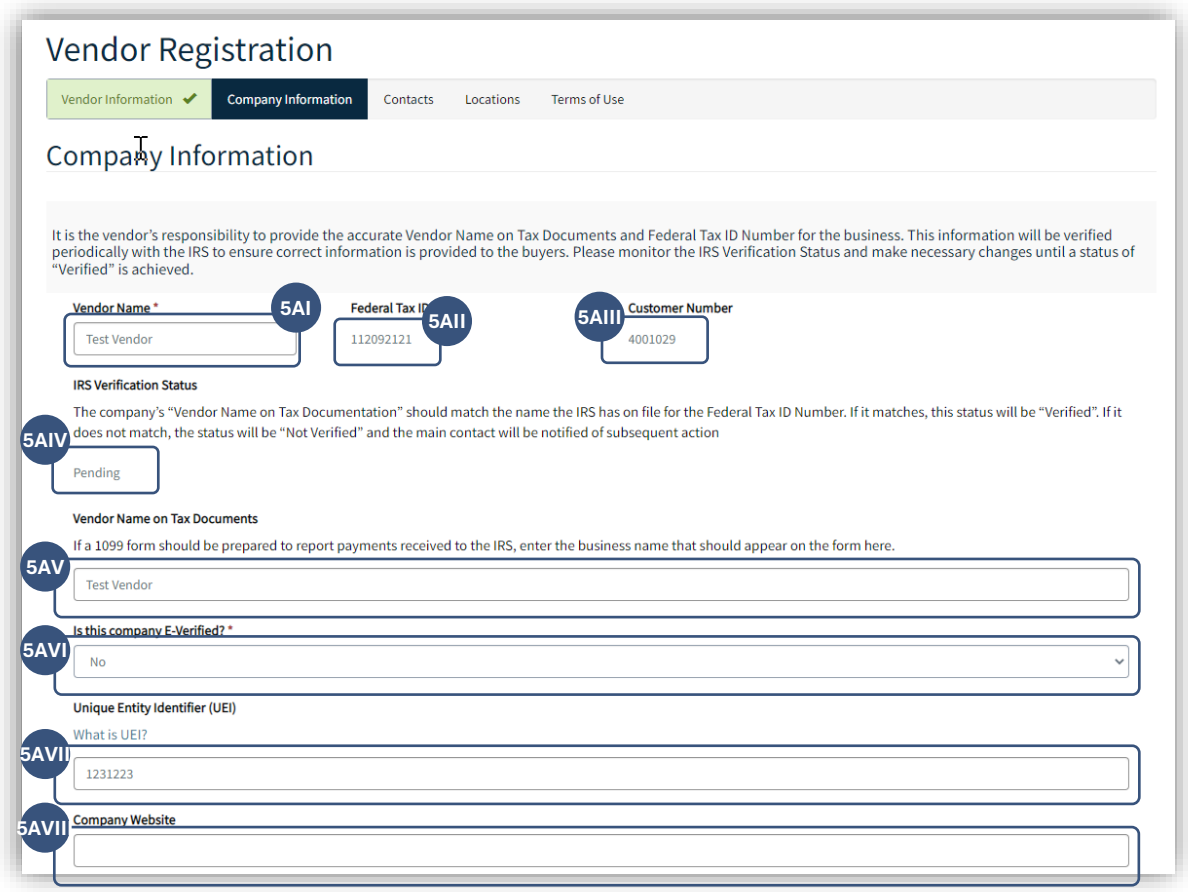
VIII. Company Website (Optional) - Enter the website for the company in this field. If the company does not have a website, the field can be left blank.

IX. Is this company a government entity? - Select the appropriate value from the drop-down menu. If NCSBE registration type is selected, this field will default to **No**.

X. Is this company a educational entity? - Select the appropriate value from the drop-down menu. If NCSBE registration type is selected, this field will default to **No**.

XI. Registered with NC Secretary of State? - Select the appropriate value from the drop-down menu. The possible selections for this field are **Yes**, **No**, and **Unknown**.

XII. NC Secretary of State ID (SOS ID): (Optional) - Vendors are assigned a SOS ID once they have registered with the Secretary of States office.



B. 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.

I. I am registering as an Individual or Sole Proprietorship

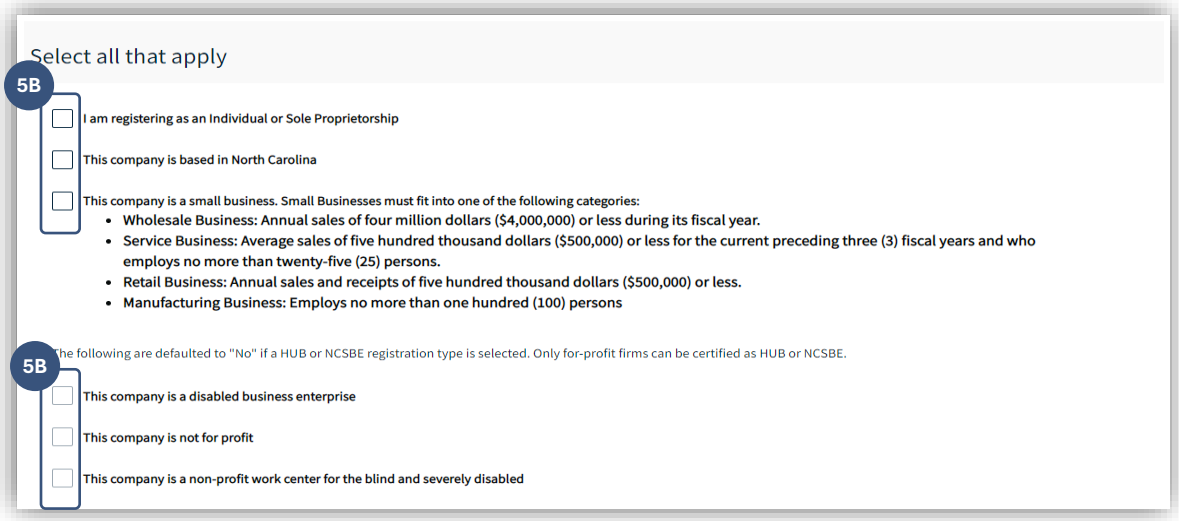
II. This company is based in North Carolina.

III. This company is a small business.

IV. This company is a disabled business enterprise. – This field defaults to unchecked and is not editable if NCSBE is selected as a registration type.

V. This company is not for profit. - This field defaults to unchecked and is not editable if NCSBE is selected as a registration type.

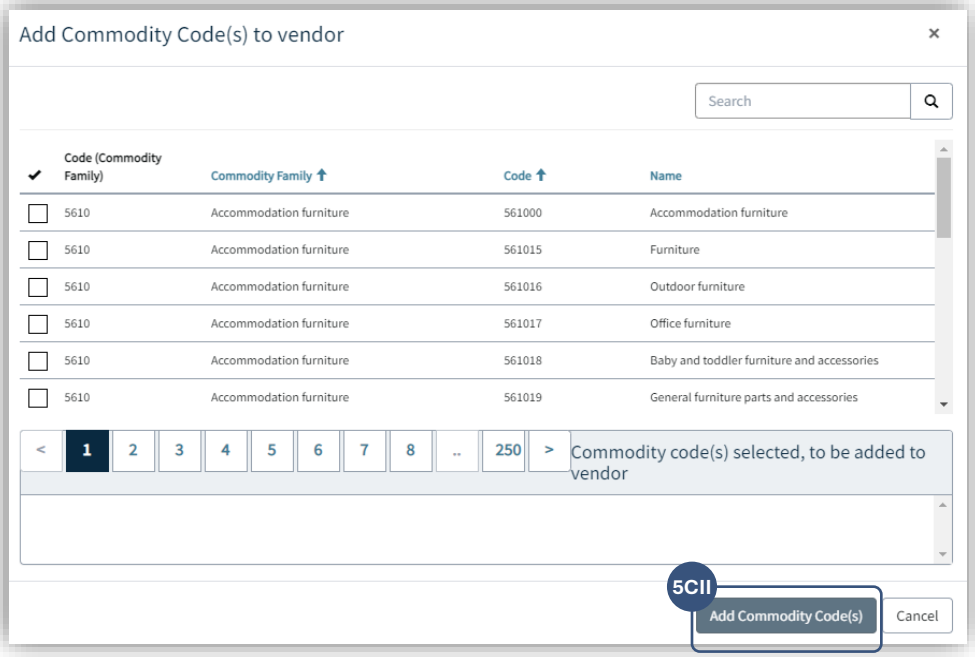
VI. This company is a non-profit work center for the blind and severely disabled. - This field defaults to unchecked and is not editable if NCSBE is selected as a registration type.



C. Add any relevant Commodity & Construction Codes.

I. To add a commodity code, select the **Add Commodity Code(s)** button.

II. 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.



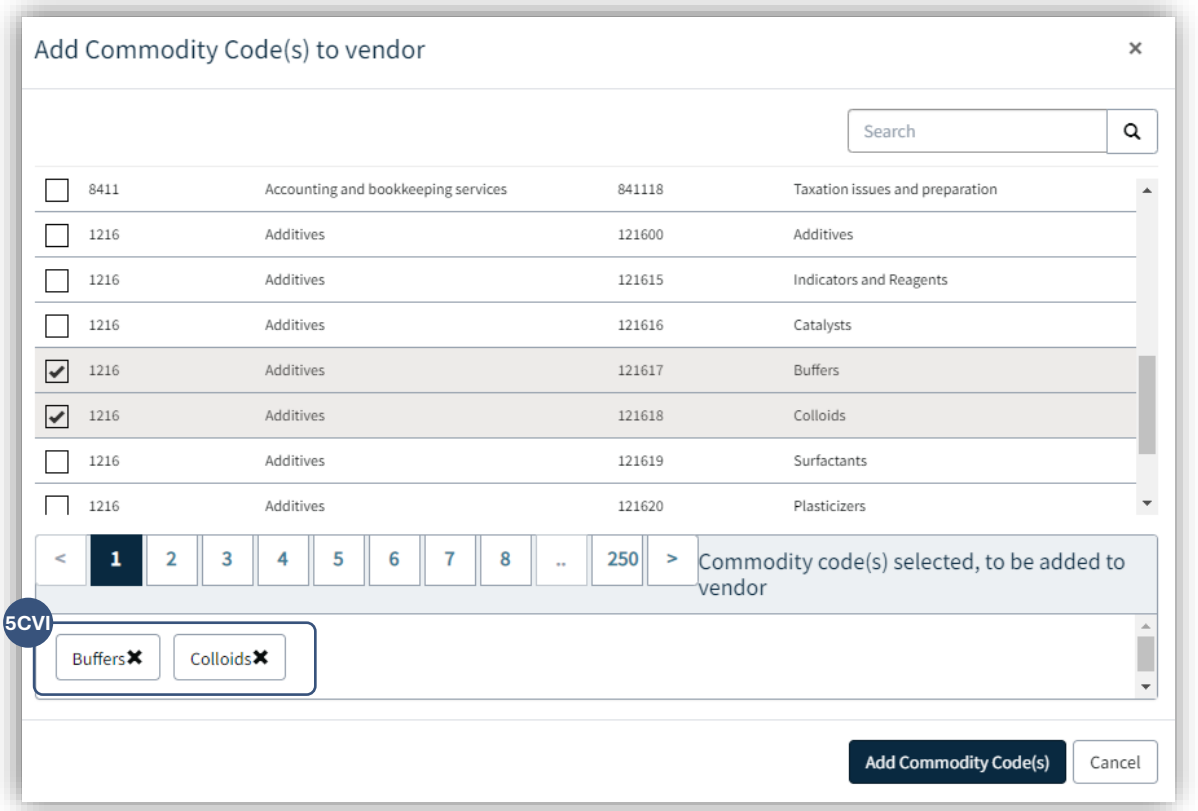
III. Add any relevant Commodity & Construction Codes. The selected commodity codes will show up in the commodity codes section and can be removed by selecting the drop-down arrow next to them and selecting **Remove commodity code**.

IV. To add a construction code, select the **Add Construction Code(s)** button.

V. 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.

VI. 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**.

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



D. 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**.

Contacts

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

A. Click the drop-down arrow next to the contact and select **Manage Contact**.

B. Add a phone number to the **Phone Number** field.

C. Select the **Add Commodity Code(s)** button. Check the box next to any relevant commodity codes.

- 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.

D. Once the applicable commodity codes have been selected, click the **Add Commodity Code(s)** button.

E. Click the **Submit** button.

F. If necessary, add any additional contacts using the **Add Contacts** button. On the pop-up window, populate all of the required fields.

I. First Name – Enter the first name of the contact that is being added.

II. Last Name – Enter the last name of the contact that is being added.

III. Job Title – Enter the title of the contact that is being added. This field is not a required field.

IV. Country – This filed will be prepopulated with United States. If necessary, use the drop-down menu to select a different country to associate with the contact.

V. Phone Number – Enter a phone number to associate with the contact.

VI. Extension – If applicable, enter the extension associated with the Phone Number field. This is not a required field.

VII. eVP Access Level – Select one of the three access levels for the contact.

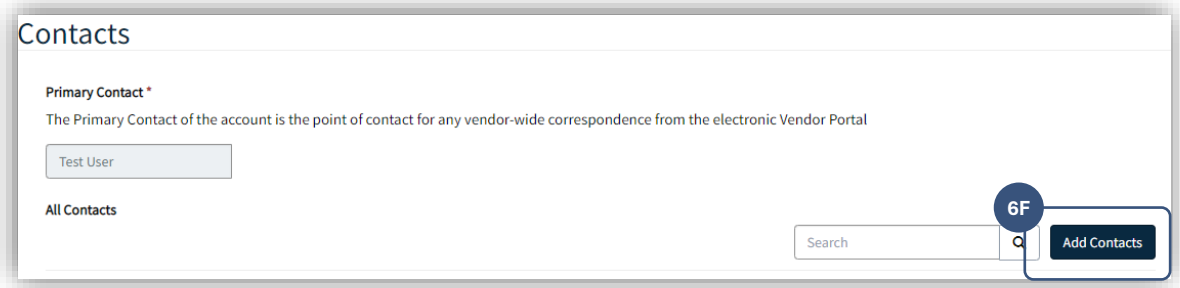
1. Account Owner - Can perform maintenance on all vendor account items and can submit electronic bids. This is the only role that can register a vendor account to participate in the NCEP and NCSBE programs. There must always be at least one account owner on every vendor account.

2. 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.

3. Read Only - Can view but not modify data on vendor account and can submit electronic bids.

More than one user can be assigned to each access level.

VIII. 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.



G. Click the **Submit** button to finish adding the new contact.

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

H. 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.

- 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.

I. 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.

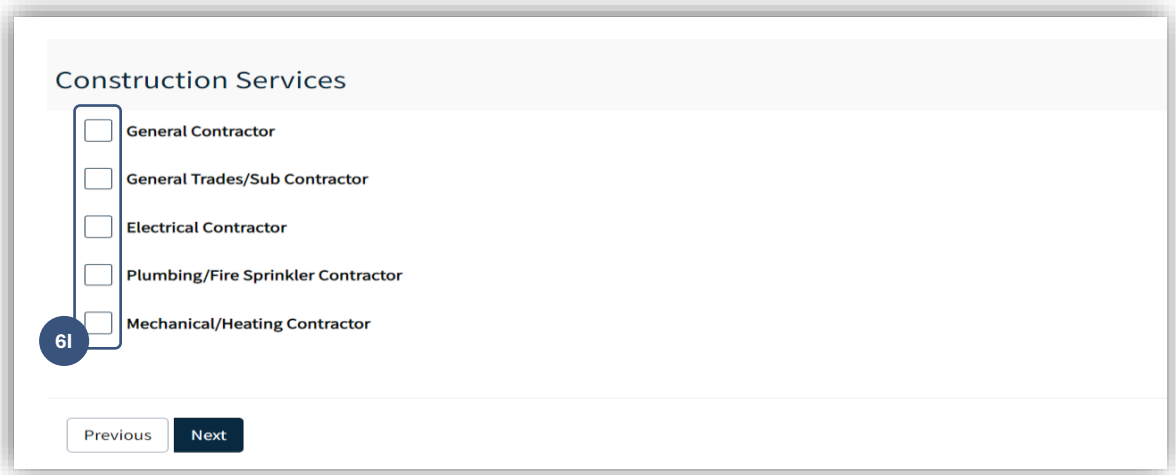
I. General Contractor – When this service is selected the **General Contactor License Number**, **General Contactor Licensed Contact**, **General Contactor Limitation**, and **General Contactor Work Classifications** fields become available.

II. General Trades/Sub Contractor – When this service is selected the **Trades/Sub License Number** and **Trades/Sub License Contact** fields become available.

III. Electrical Contractor – When this service is selected the **Electrical Contractor License Number**, **Electrical Contractor License Contact**, and **Electrical License Specialties** fields become available.

IV. 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.

V. 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.



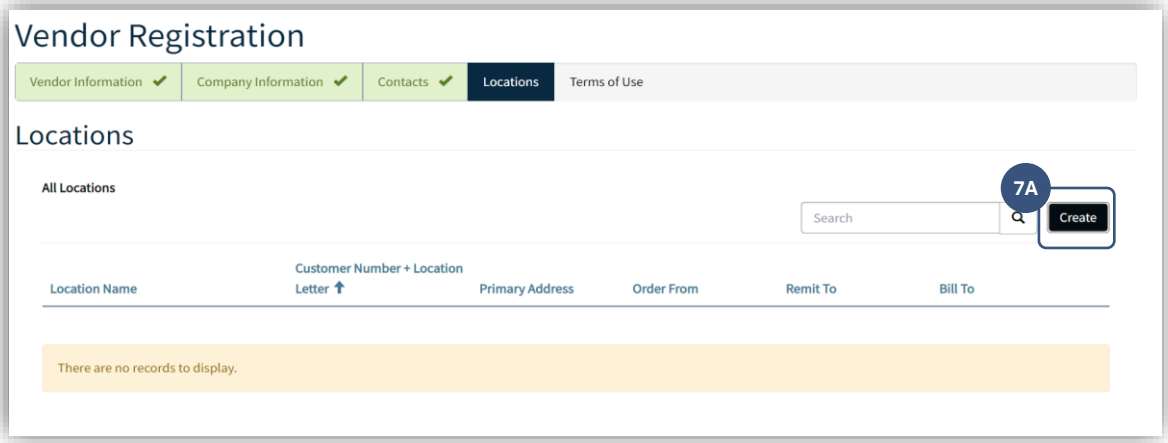
J. Once all necessary contacts have been added and any construction services filled out, click the **Next** button to move to the next page.

Locations

7 Locations within a vendors eVP account will be used by state purchasers to identify the appropriate company location to which to send a Purchase Order (i.e., if the company has one location in Raleigh and one in Charlotte, or if it has one division for Parts and one division for Repairs).

A. A vendor can create new and manage existing locations on the **Locations** page.

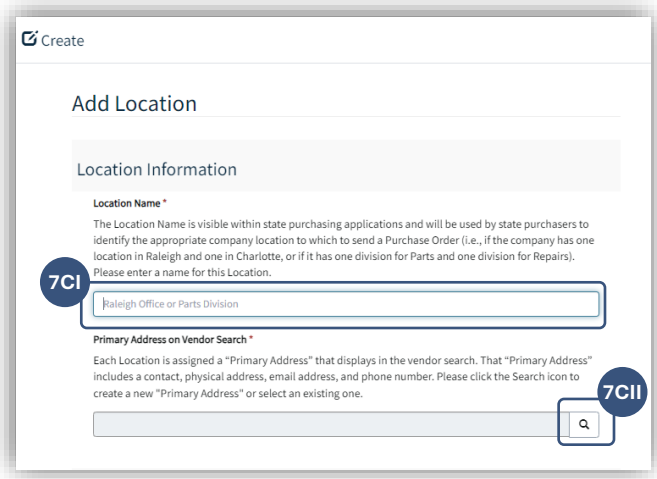
B. Click the **Create** button to start creating a location.



C. Complete the following fields to create the Location:

I. Location Name - The Location Name is visible within state purchasing applications and will be used by state purchasers to identify the appropriate company location to which to send a Purchase Order (i.e., if the company has one location in Raleigh and one in Charlotte, or if it has one division for Parts and one division for Repairs).

II. Primary Address on Vendor Search – Each Location is assigned a "Primary Address" that displays in the vendor search. That "Primary Address" includes a contact, physical address, email address, and phone number. Click the magnifying glass then click the **New** button in the lower left-hand corner of the subsequent screen.



III. On the subsequent **Add New** screen, fill in the following fields to establish a new "Primary Address" for the location:

1. Name – Enter the name of the Primary Address on Vendor Search.

2. 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**.

3. 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.

a. Address Name – Enter a name for this address. This address name will be used to refer to the address throughout the registration.

b. This is an international address – Check this box if the address is an international address. If this box is checked, "United States" will no longer default in the Country field and that field will need to be updated.

c. Line 1 and **Line 2** – Enter the Street Address or PO Box of the address.

d. Country – This field defaults to "United States". If necessary, click the magnifying glass to update the field to the appropriate country for this address.

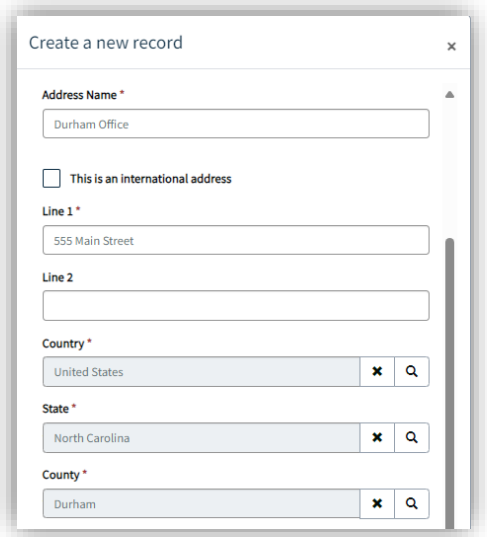
e. State – Click the magnifying glass and select the state where the address is located

f. County – If North Carolina is selected in the **Sate** field, a **County** field will become visible and required. Select the magnifying glass to choose the appropriate county for this address.

g. City – Enter the city where the address is located.

h. Zip Code – Enter the zip code associated with the address.

It is important to enter domestic addresses in the United States Postal Service (USPS) format. For assistance in identifying that format, click here and enter the address after clicking **Find by Address**.

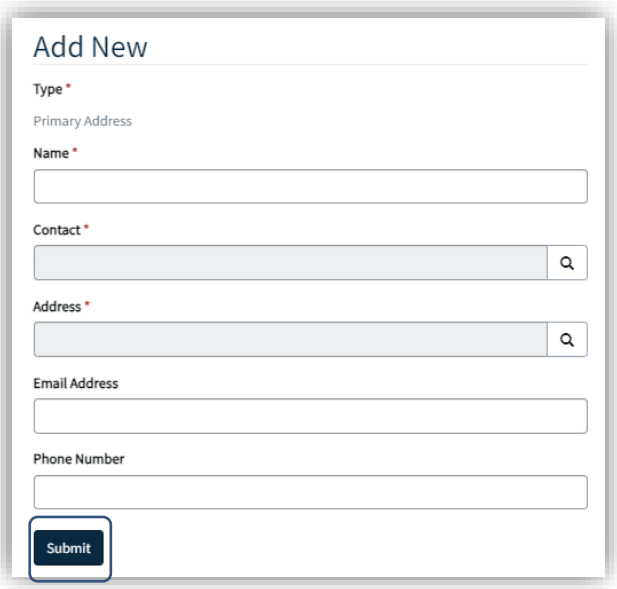


i. Click **Submit** then **Select**. The vendor will be returned to the overall "Primary Address" where two additional optional fields remain.

4. **Email** – Enter an email address to associate with the **Primary Address on Vendor Search**.

5. Phone – Enter a phone number to associate with the **Primary Address on Vendor Search**.

6. Click **Submit** then **Select** to finish creating a **Primary Address on Vendor Search**.

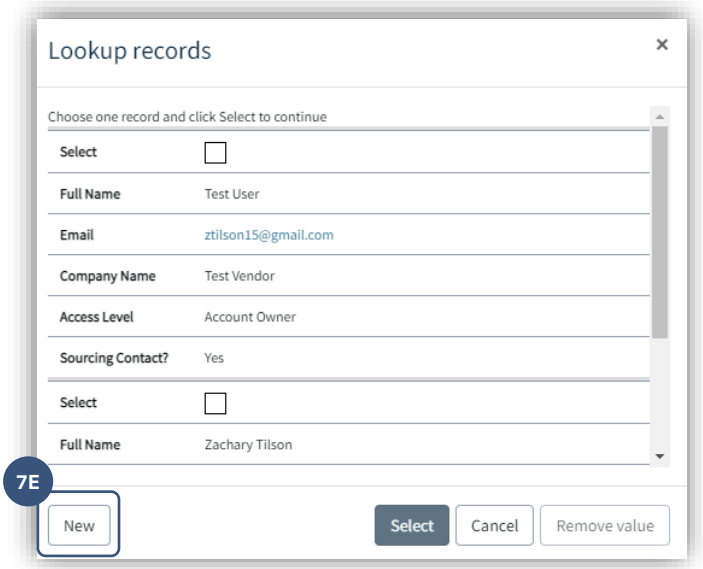


D. The **eProcurement Addresses** section is next. These fields determine where state purchasers will send Purchase Orders and payments, and where the NC eProcurement office will send invoices should any sales be subject to the transaction fee.

E. **Order From** – This 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.

I. **Name** – Enter the name of the location to which purchase orders will be received (ex. Raleigh Orders, Corporate Orders, Timber Orders).

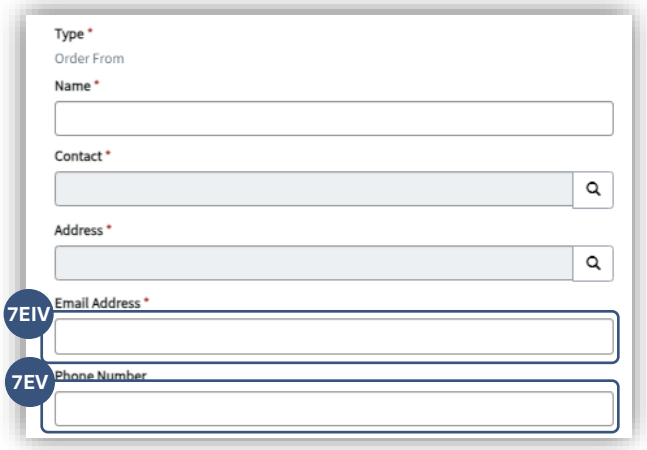
II. Contact – Click the magnifying glass to choose a Contact or click the **New** to enter a new contact to associate with the **Order From**.



III. Address – Click the magnifying glass to choose a Contact or click the **New** to enter a new address to associate with the **Order From**.

IV. Email – Enter the email address where purchase orders for the location should be emailed.

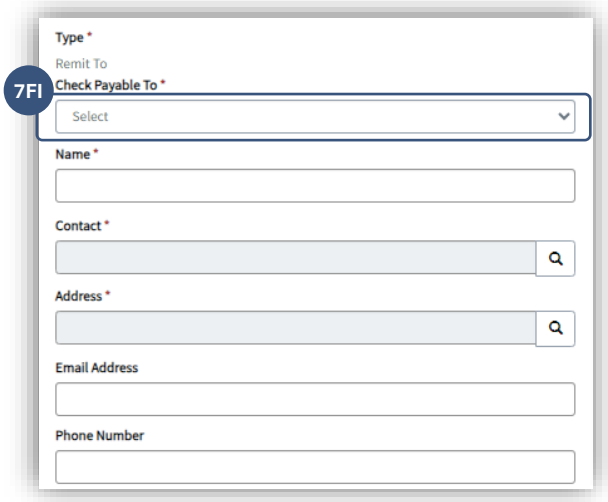
V. Phone Number – Enter the phone number that should be associated with the **Order From**.



VI. Click **Submit** to finish creating the **Order From** address.

F. Remit To – This 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.

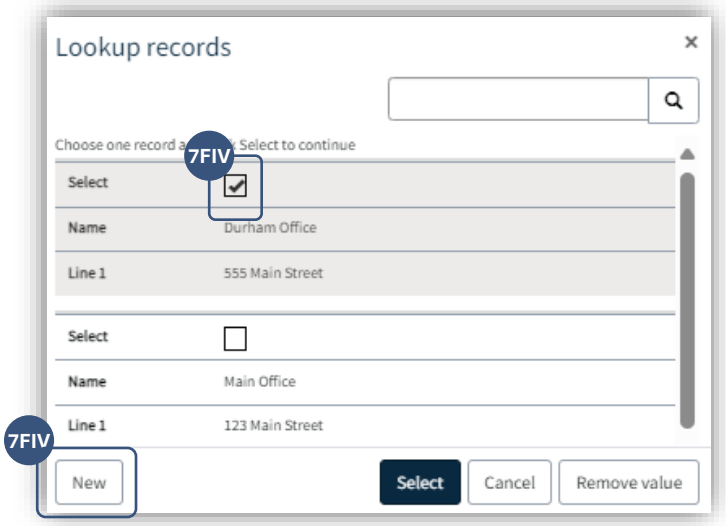
I. Check Payable To – Select **Vendor Name** or **Location Name** from the drop-down menu. The Vendor Name is the name entered in the Vendor Name field when beginning the registration. The Location Name is the value entered in the **Location Name** field at the beginning of the locations section.



II. 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.).

III. Contact – Click the magnifying glass to choose a Contact or click the **New** to enter a new contact to receive payments, then click **Select**.

IV. Address – Click the magnifying glass to choose an Address or click the **New** to enter a new address to associate with the **Remit To**, then click **Select**.



V. **Email** – Enter the email address that should be associated with the locations **Remit To**.

VI. **Phone Number** – Enter the phone number that should be associated with the **Remit To**.

VII. Click **Submit** to finish creating the **Remit To** address, then click **Select**.

G. **Bill To** – This section determines where invoices for the 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.

I. **Name** – Enter the name of the location to which invoices will be received (ex. Billing Department, Accounts Payable, Corporate Office).

II. **Contact** – Click the magnifying glass to choose a Contact or click the **New** to enter a new contact to associate with the **Bill To**, then click **Select**.

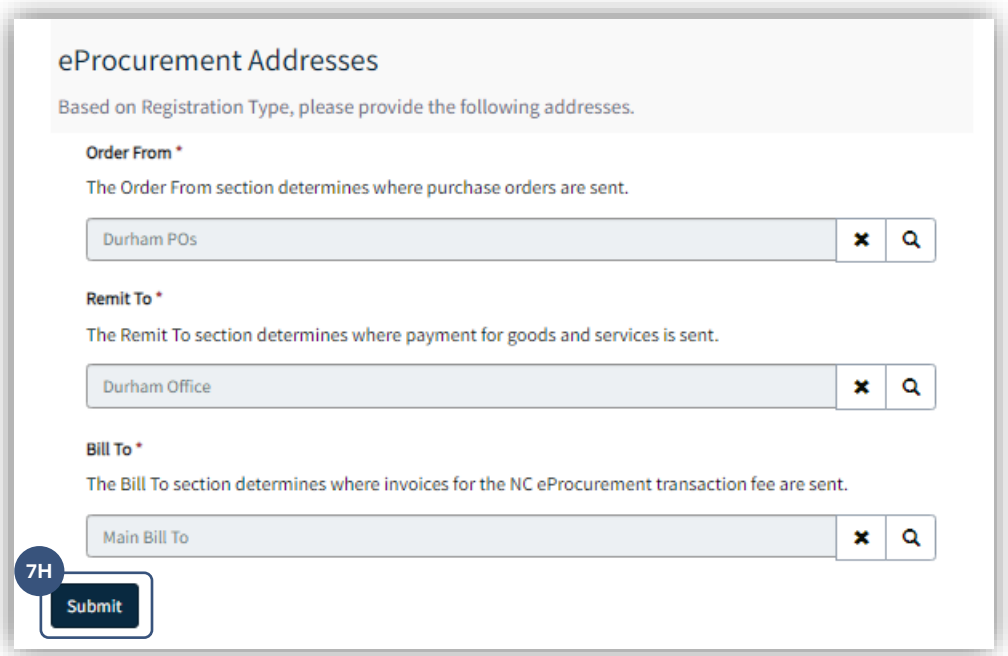
III. **Address** – Click the magnifying glass to choose a Contact or click the **New** to enter a new address to associate with the **Bill To**, then click **Select**.

IV. **Email** – Enter the email address where invoices for the location should be sent.

V. **Phone Number** – Enter the phone number that should be associated with the **Bill To**.

VI. Click **Submit** button to finish creating the **Bill To** address.

H. Once all the required fields have been populated, click the **Submit** button to finish creating the location.



I. If necessary, click the **Create** button to continue to add more locations. Once all the required locations have been added click the **Next** button.

Registering in eVP

Terms of Use

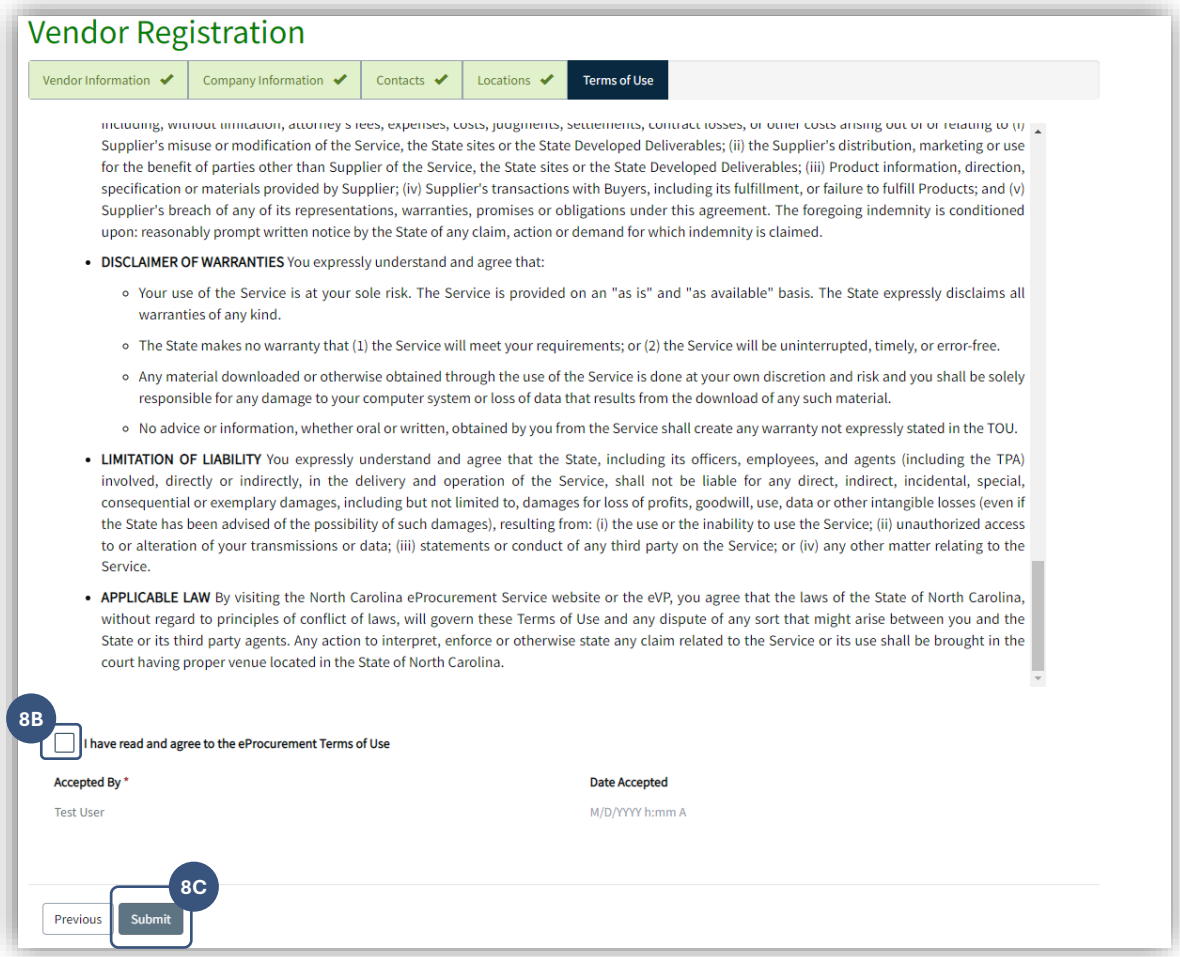
8

A. If **eProcurement** was selected as a Registration Type, read and review the NC eProcurement Terms of Use.

B. Click the check box next to **I have read and agree to the eProcurement Terms of Use**.

The check box 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.

C. Click the **Submit** button

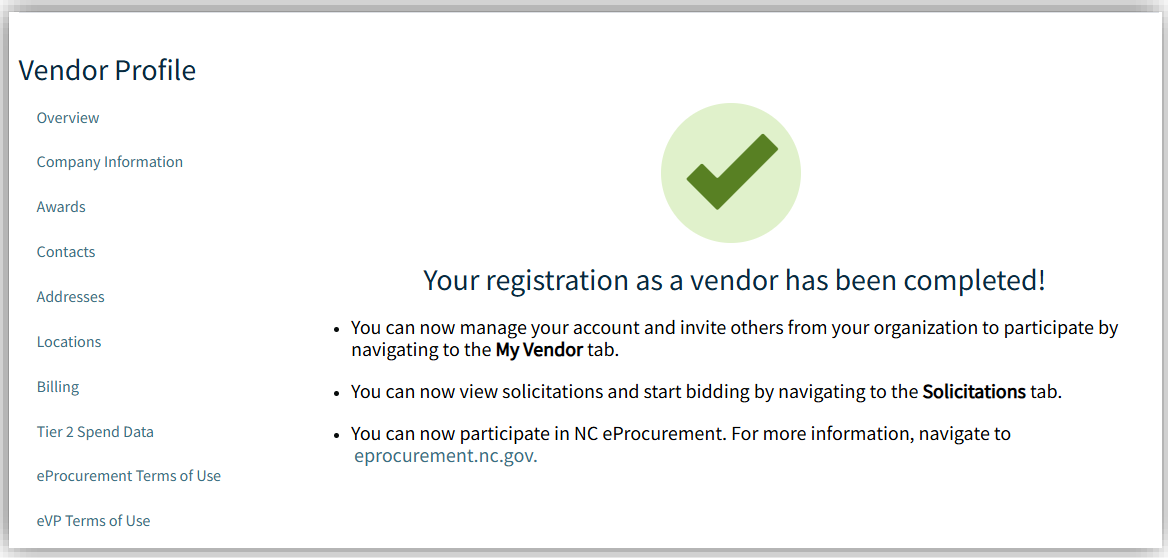


Registering in eVP

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

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

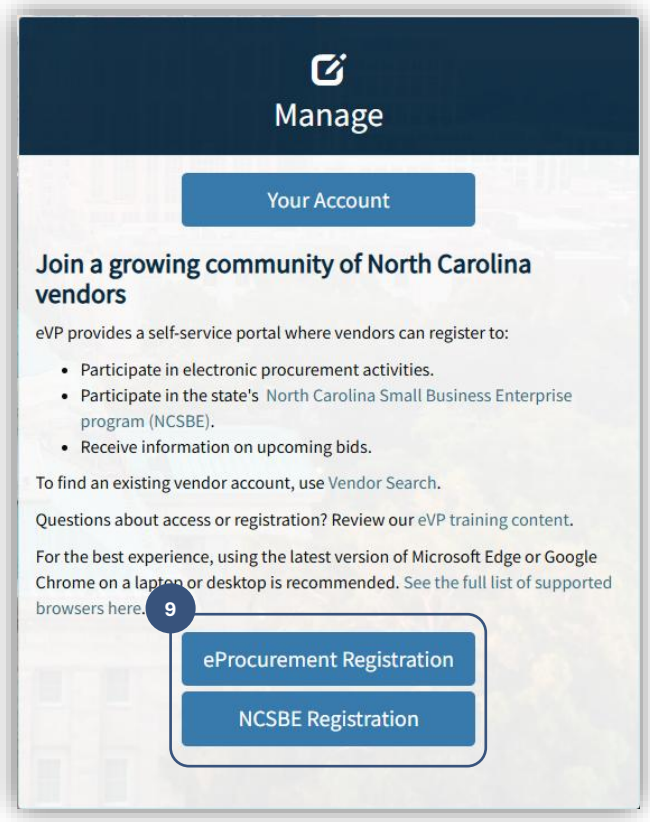
A registration confirmation email will be sent from **vendor@nc.gov** to all Account Owners once registration is complete.



Registering in eVP

Adding Registration Types

9 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 NCSBE certifications, see the NCSBE Registration job aids.



- 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.