

# 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), 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.



## 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.

**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.

**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**

**1A** **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**

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

**1B** **Sign in or Register** Redeem invitation

**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.**

**Sign in or Register**

**Register a New Account:** Please click the "Login" button below to begin registration. Then, click the "Sign up now" option on the following "Sign in" page and enter the required information on the "User Details" page to establish your account. For guidance please see the Vendor Training page.

**Sign into an Existing Account:** Please click the "Login" button below to log into your account. Please note: If this is your first time logging into the system since July 10, 2023, click the "Sign up now" option on the following "Sign in" page. Then, on the "User Details" page, enter the email address associated with your account to establish credentials.

**Find an Existing Account:** Use Vendor Search. Contacts listed as Account Owners can Sign In to manage all contacts on the vendor account. Please contact the Owner(s) of your vendor account to be added to the account.

**1B** **Login**

# Registering in eVP

## 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.

Sign in

Sign in with your email address

Email Address

Password

[Forgot your password?](#)

Sign in

Don't have an account **2A** [Sign up now](#)

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.

Cancel

Sign in

User Details


@yahoo.com \*

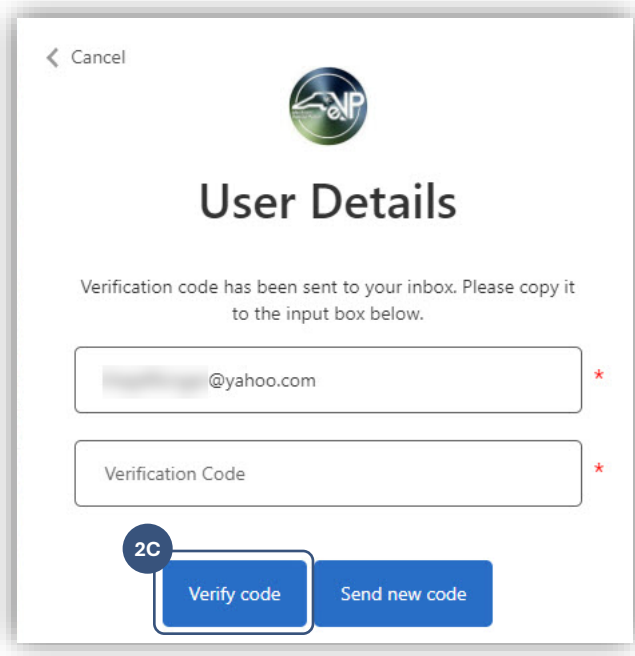
**2B** Send verification code

New Password \*

# Registering in eVP

- 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.

< Cancel



## User Details

E-mail address verified. You can now continue.

 \*

Change e-mail

 \* \* \* \*

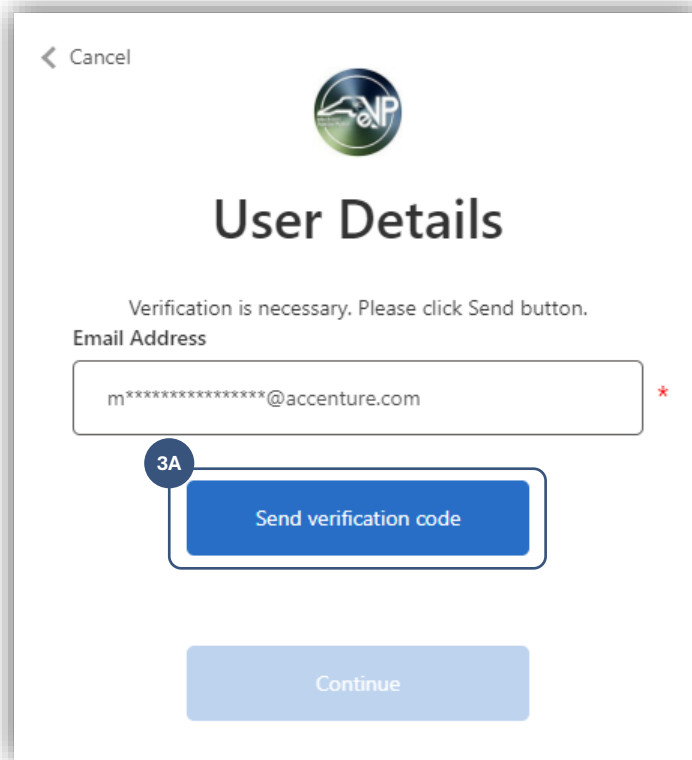
Create

# 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.

Cancel

## User Details

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

Email Address

m\*\*\*\*\*@accenture.com \*

3C Verification code

Verification code

Verify code Send new code

3C

Continue

- D. 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\*\*\*\*\*@accenture.com \*

3D

Continue

- 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

Vendor Information

Vendor Name \*  
Enter the name of your business as you would like it to appear to the State of North Carolina.

4A

Vendor Type \*  
U.S. Vendor  
Foreign Vendor with U.S. Federal Tax ID Number  
Foreign Vendor without U.S. Federal Tax ID Number

4B

- C. 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).
- 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.

**III. 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.

# Registering in eVP

**IV. 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.

**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
- ✓ eVP
- eProcurement
- HUB
- NCSBE

4 items

Next

**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.

**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

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

STATE DEPARTMENT STATE BRANCH  
LOCAL GOVERNMENT CITY COUNTY  
COMMUNITY COLLEGE PUBLIC SCHOOL  
**NORTH CAROLINA ePROCUREMENT PURCHASE**  
ONLINE SHOPPING STATEWIDE TERM CONTRACT  
ELECTRONIC VENDOR PORTAL HUB CERTIFIED BY  
QUOTE PUNCHOUT CATALOG  
PURCHASE ORDER  
SOURCING  
BIDDING  
BUY

# Registering in eVP

## 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 HUB or NCSBE registration type is selected, this field will default to **No**.

**X. Is this company an 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**.

**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**.

# Registering in eVP

**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.

**Vendor Registration**

Vendor Information ✓ Company Information Contacts Locations Terms of Use

## 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 \*** (5AI) **Federal Tax ID** (5AII) **Customer Number** (5AIII)

Test Vendor 112092121 4001029

**IRS Verification Status** (5AIV)

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** (5AV)

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.

Test Vendor

**Is this company E-Verified? \*** (5AVI)

No

**Unique Entity Identifier (UEI)** (5AVII)

What is UEI?

1231223

**Company Website** (5AVIII)

**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 HUB or NCSBE is selected as a registration type.

**V.** 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.

# Registering in eVP

**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 HUB or NCSBE is selected as a registration type.

Select all that apply

**5B**

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

**5B** 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

## 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.

Add Commodity Code(s) to vendor

Search

<input checked="" type="checkbox"/>	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

**5CII** Add Commodity Code(s) Cancel

# Registering in eVP

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

<input type="checkbox"/>	Commodity Code	Description	Sub-Code	Description
<input type="checkbox"/>	8411	Accounting and bookkeeping services	841118	Taxation issues and preparation
<input type="checkbox"/>	1216	Additives	121600	Additives
<input type="checkbox"/>	1216	Additives	121615	Indicators and Reagents
<input type="checkbox"/>	1216	Additives	121616	Catalysts
<input checked="" type="checkbox"/>	1216	Additives	121617	Buffers
<input checked="" type="checkbox"/>	1216	Additives	121618	Colloids
<input type="checkbox"/>	1216	Additives	121619	Surfactants
<input type="checkbox"/>	1216	Additives	121620	Plasticizers

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

Buttons: Buffers X, Colloids X

Buttons: Add Commodity Code(s), Cancel

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**.

# Registering in eVP

## 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 field 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.

# Registering in eVP

**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, HUB, 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.

# Registering in eVP

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.

Construction Services

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

61

Previous Next

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

# Registering in eVP

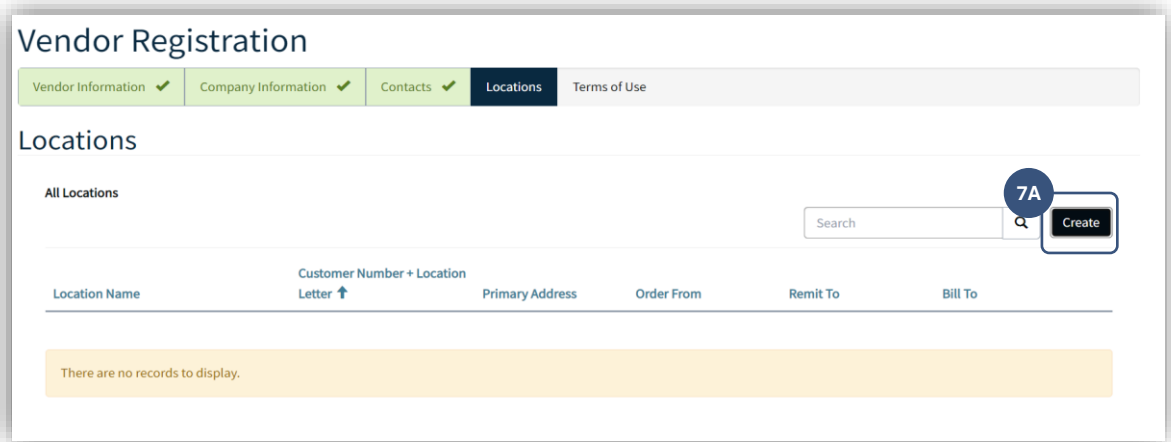
## Locations

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.

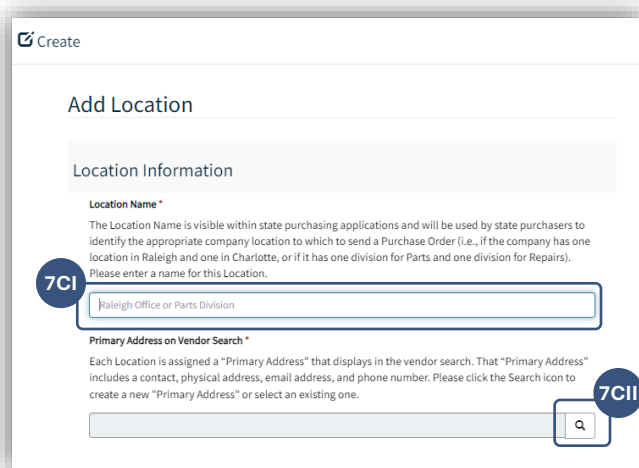
B. Click the **Create** button to start creating a location.



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.



# Registering in eVP

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 **State** 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**.

Create a new record

Address Name \*

Durham Office

This is an international address

Line 1 \*

555 Main Street

Line 2

Country \*

United States

State \*

North Carolina

County \*

Durham

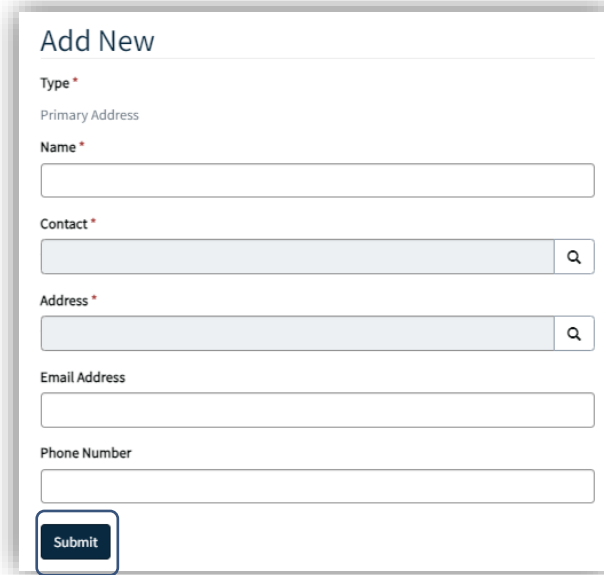
# Registering in eVP

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**.



The screenshot shows a web form titled "Add New". The form has the following fields and elements:

- Type \***: A dropdown menu with "Primary Address" selected.
- Name \***: A text input field.
- Contact \***: A text input field with a magnifying glass icon on the right.
- Address \***: A text input field with a magnifying glass icon on the right.
- Email Address**: A text input field.
- Phone Number**: A text input field.
- Submit**: A blue button with white text at the bottom left.

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).

# Registering in eVP

**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**.

Lookup records

Choose one record and click Select to continue

Select	<input type="checkbox"/>
Full Name	Test User
Email	ztilson15@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

7E

**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**.

Type \*

Order From

Name \*

Contact \*

Address \*

7EIV Email Address \*

7EV Phone Number

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

# Registering in eVP

**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.

The screenshot shows a form titled 'Remit To' with a 'Type \*' dropdown menu set to 'Check Payable To \*'. Below this are several input fields: 'Name \*', 'Contact \*', 'Address \*', 'Email Address', and 'Phone Number'. Each of the 'Contact \*' and 'Address \*' fields has a magnifying glass icon to its right. A blue callout bubble with the text '7F1' is positioned over the 'Check Payable To \*' dropdown menu.

**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**.

The screenshot shows a 'Lookup records' dialog box with a search bar at the top. Below the search bar, there is a table of records. The first record is selected, indicated by a checked checkbox in the 'Select' column. A blue callout bubble with the text '7FIV' points to this checkbox. The second record has an unchecked checkbox. Another blue callout bubble with the text '7FIV' points to the 'New' button at the bottom left of the dialog box. The dialog box also contains 'Select', 'Cancel', and 'Remove value' buttons.

Select	Name	Line 1
<input checked="" type="checkbox"/>	Durham Office	555 Main Street
<input type="checkbox"/>	Main Office	123 Main Street

# Registering in eVP

**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.

**eProcurement Addresses**

Based on Registration Type, please provide the following addresses.

**Order From \***  
The Order From section determines where purchase orders are sent.

Durham POs [x] [Q]

**Remit To \***  
The Remit To section determines where payment for goods and services is sent.

Durham Office [x] [Q]

**Bill To \***  
The Bill To section determines where invoices for the NC eProcurement transaction fee are sent.

Main Bill To [x] [Q]

7H [Submit]

**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 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

**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:
  - o 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.
  - o The State makes no warranty that (1) the Service will meet your requirements; or (2) the Service will be uninterrupted, timely, or error-free.
  - o 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.
  - o 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 \*

Date Accepted

# Registering in eVP

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

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



### 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](http://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'.

# 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 HUB and NCSBE certifications, see the [HUB Registration](#) and [NCSBE Registration](#) job aids.



9



- 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](mailto:vendor@nc.gov) for assistance reactivating their account.