NC electronic Vendor Portal
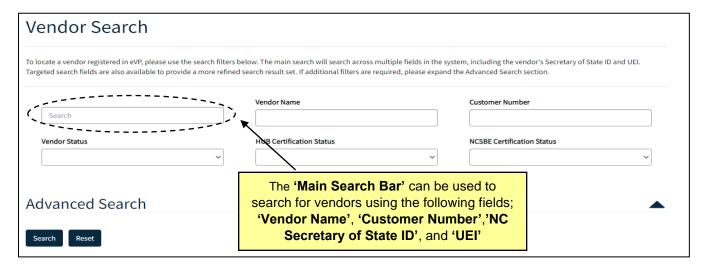## Searching Registered Vendors

Public Vendor Search is a tool that can be used to search for vendors that have a complete registration within the electronic Vendor Portal (eVP). It can be reached by clicking on the **'Browse Vendors'** button on the public electronic Vendor Portal home page.

I.   Search Filters

Search filters can be used to refine a search to receive more focused search results. The search filters that can be used for the Public Vendor Search are listed below.

1. **Main Search Bar:** The **'Main Search Bar'** is the first field on the page and is a free text field. It can be used to search across multiple fields in the system.
2. **Vendor Name:** The **'Vendor Name'** filter is a free text field. Enter any known portion of a vendor's name in the **'Vendor Name'** filter. Please note that results will be returned with a "fuzzy" nature, meaning they will include both exact and close matches.
3. **Customer Number:** While going through the registration process, vendors are assigned a customer number. If a vendor's customer number is known, it can be entered into this filter to return the associated vendor account.
4. **Vendor Status:** This filter is a drop-down field that can be used to filter results based on the vendor's account status. The possible selections are listed below.
   a. **'Active'**
   b. **'Pending'**
   c. **'Debarred'**
   d. **'Prompted Reinstatement'**
   e. **'Inactive'**.
5. **HUB Certification Status:** This filter is a drop-down field and can be used to filter results based on a vendor's Historically Underuilitized Business (HUB) certification status. The possible selections are **'Not Certified'** and **'Certified'**.
6. **NCSBE Certification Status:** This filter is a drop-down field and can be used to filter results based on a vendor's North Caorlina Small Business Enterprise (NCSBE) certification status. The possible selections are **'Not Certified'** and **'Certified'**.

Vendor Search

To locate a vendor registered in eVP, please use the search filters below. The main search will search across multiple fields in the system, including the vendor's Secretary of State ID and UEI. Targeted search fields are also available to provide a more refined search result set. If additional filters are required, please expand the Advanced Search section.

Search | Vendor Name | Customer Number

Vendor Status | HUB Certification Status | NCSBE Certification Status

The **'Main Search Bar'** can be used to search for vendors using the following fields; **'Vendor Name'**, **'Customer Number'**, **'NC Secretary of State ID'**, and **'UEI'**

Advanced Search

Search | Reset

II. Advanced Search Filters

In addition to the basic search filters, the public vendor search has advanced search filters. Click the arrow to the right of Advanced Search to view the advanced search filters.

1. **NC eProcurement:** This section of filters has multiple filters that can be used to filter search results based on vendors eProcurement registration characteristics.
   a. The **'Registration Date From'** and **'Registration Date To'** filters can be used to filter results based on when a vendor registered. The **'Registration Date From'** and **'Registration Date To'** filters need to be entered using the format M/D/YYYY or by selecting the calendar icon to the left of the field and clicking on the appropriate date.
   b. The **'Registration Status'** filter can be used to filter search results based on vendor's NC eProcurement status. The **'Registration Status'** filter is a drop-down field; the possible selections are listed below.
      i. **'Pending'**
      ii. **'Debarred'**
      iii. **'Prompted Reinstatement'**
      iv. **'Inactive'**.
   c. The **'IRS Verification'** filter can be used to filter results based on vendor's IRS verification status. The filter is a drop-down menu; the options are listed below.
      i. **'Pending'**
      ii. **'Not Verified'**
      iii. **'Verified'**
      iv. **'Not Applicable'**.

Advanced Search

NC eProcurement

Registration Date From | Registration Date To | Registration Status

M/D/YYYY | M/D/YYYY

IRS Verification

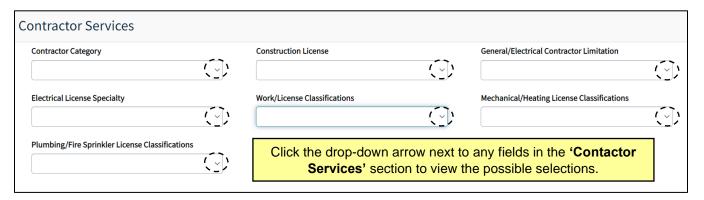The **'Advanced Search'** options can be viewed by clicking this arrow.

2. **HUB & NCSBE:** This section has multiple filters that can be used to refine search results based on vendor HUB & NCSBE information.
   a. The **'HUB Certification Category'** filter can be used to filter results based on the specific HUB Certification Category the vendor selected while applying for the HUB certification. This filter is a drop-down field; the possible options are listed below.
      i. **'Black'**
      ii. **'Hispanic'**
      iii. **'Asian American'**
      iv. **'American Indian'**
      v. **'Female'**
      vi. **'Disabled Owned'**

       b. The **'Disabled Business Enterprise'** filter can be used to filter results based on a vendor's Disabled Business Enterprise status. This filter is a drop-down field; the possible options are **'No'** and **'Yes'**.

       c. The **'Non-Profit Work Center'** filter can be used to filter results based on a vendor's Non-Profit Work Center status. This filter is a drop-down field; the possible options are **'No'** and **'Yes'**.

       d. The **'Small Business'** filter can be used to filter results based on a small business. This filter is a drop-down field; the possible options are **'No'** and **'Yes'**.

3. **Contractor Services:** This section has multiple filters that can be used to filter results based on the contractor services section of the vendor account.

       a. The **'Contractor Category'** can be used to filter results based on the specific contractor categories that vendors have selected. The field is a drop-down menu; the possible options are listed below.

          i. **'All'**
          ii. **'Architectural Services'**
          iii. **'Engineering Services'**
          iv. **'General Contractor'**
          v. **'General Trades/Sub Contractor'**
          vi. **'Electrical Contractor'**
          vii. **'Mechanical/Heating Contractor'**
          viii. **'Plumbing/Fire Sprinkler Systems Contractor'**

Contractor Services

Contractor Category	Construction License	General/Electrical Contractor Limitation
Electrical License Specialty	Work/License Classifications	Mechanical/Heating License Classifications
Plumbing/Fire Sprinkler License Classifications		

> Click the drop-down arrow next to any fields in the **'Contactor Services'** section to view the possible selections.
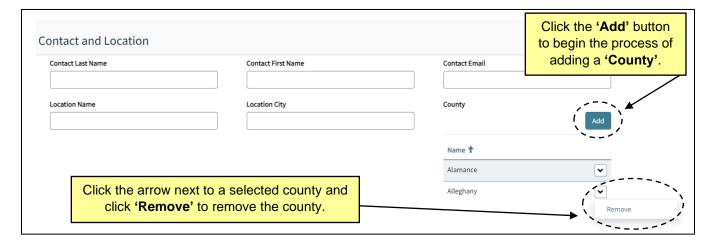
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       b. The **'Construction License'** filter can be used to filter results based on whether a vendor selected a construction license on the contractor services section of their account. The field is a drop-down menu; the possible selections are **'No'** and **'Yes'**.

       c. The **'General/Electrical Contractor Limitation'** filter can be used to filter search results by the General/Electrical Contractor Limitation listed on the vendors accounts. The field is a drop-down menu; the possible selections are listed below.

          i. **'None'**
          ii. **'Limited'**
          iii. **'Intermediate'**
          iv. **'Unlimited'**

       d. The **'Electrical License Specialty'** filter can be used to filter search results by the Electrical License Specialty listed on the vendors accounts. The field is a drop-down menu; the possible selections are listed below.

          i. **'SP – EL'**
          ii. **'SP – PH'**
          iii. **'SP – WP'**
          iv. **'SP – ES'**
          v. **'SP – SFD'**
          vi. **'SP – LV'**
          vii. **'SP – SP'**

    e. The **'Work/License Classification'** filter can be used to filter search results by the Work/License Classification' listed on the vendors accounts. The field is a drop-down menu; the possible selections are listed below.
- i. **'Building'**
- ii. **'Residential'**
- iii. **'Highway'**
- iv. **'Public Utilities'**
- v. **'Unclassified'**

    f. The **'Mechanical/Heating License Classification'** filter can be used to filter search results by the Mechanical/Heating License Classification listed on the vendors accounts. The field is a drop-down menu; the possible selections are listed below.
- i. **'H-1-I'**
- ii. **'H-1-II'**
- iii. **'H-2'**
- iv. **'H-3-I'**
- v. **'H-3-II'**

    g. The **'Plumbing/Fire Sprinkler License Classifications'** filter can be used to filter search results by the Plumbing/Fire Sprinkler License Classifications listed on the vendors accounts. The field is a drop-down menu; the possible selections are listed below.
- i. **'P-I'**
- ii. **'P-II'**
- iii. **'FS'**
- iv. **'FP'**

4. **Contact and Location:** This section has multiple filters that can be used to refine search results by contacts or locations.
   - a. **'Contact Last Name'**, **'Contact First Name'**, and **'Contact Email':** Can be used when a vendor's contact information is known to return the associated vendor's account. These filters are free text fields.
   - b. **'Location Name' and 'Location City'**: Can be used when a vendor's location information is known to return the associated vendor's account. These filters are free text fields.
   - c. **'County':** To add a county to the county filter, click the green **'Add'** button, and a box will pop up with the counties in North Carolina listed, click the check box next to any county and select the **'Add'** button. It is possible to select multiple counties. If necessary, click the arrow next to any selected county and select remove to remove the county from the filter.

Note: The **'Location Name', 'Location City', and 'County'** fields search based on the first location vendors create.

Click the **'Add'** button to begin the process of adding a **'County'**.

Click the arrow next to a selected county and click **'Remove'** to remove the county.
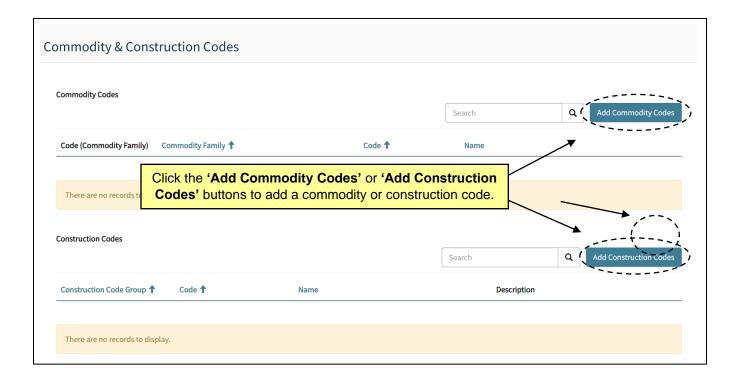
5. **Commodity & Construction Codes:** Vendors can indicate the specific goods or services they provide in their accounts. This section can filter search results based on the construction or commodity codes vendors have selected.

   a. **Commodity Codes:** To add a commodity code to the filter, select the green **'Add Commodity Code'** button and use the search bar to search for relevant commodity codes. Click the check box next to relevant codes and click the **'Add'** button. If necessary, click the arrow next to any selected county and select remove to remove the county from the filter.

      Note: The search bar searches using both the commodity code number and by keyword.

   b. **Construction Codes:** To add a construction code to the filter, select the green **'Add Construction Code'** button and use the search bar to search for any relevant construction codes. Click the check box next to relevant codes and click the **'Add'** button. If necessary, click the arrow next to any selected county and select remove to remove the county from the filter.

      Note: The search bar searches using both the construction code number and by keyword.

III. Search Results

After the filters are set, a search can be executed by selecting the **'Search'** button at the bottom of the page. The search results will populate in a table format and can be exported.

1. Contact information for the vendor's main contact will be displayed adjacent to the vendor's name.
2. The **'NC eProcurement'**, **'HUB'**, and **'NCSBE'** columns show the vendor's registration statuses.
3. The search results can be exported by clicking the **'Export to Excel'** button.

| | | | | Solicitations | Vendors | Contract Extensions | Sign in |

Click the **'Export to Excel'** button to export the search results.

Export to Excel

Name	Main Contact Name	Main Contact Email	Main Contact Phone	Main Location Address	NC eProcurement	HUB	NCSBE	Small Business	DBE	NPWC
Zack's Book Store	Zachary Tilson	epbilling@its.nc.gov	8882117440	1010 Address Road, Raleigh, North Carolina, Wake, United States, 27604	Prompted Reinstatement	Certified	Certified	true	false	false
Zack's Coffee Corner	Zack Tilson	ztilson15@yahoo.com	8882117440	1010 Address Road, Raleigh, North Carolina, Wake, United States, 27604	Debarred	Certified	Certified	true	false	false
Zack's Library	Zachary Tilson	ephelpdesk@its.nc.gov	9104482360	1010 Address Road, Raleigh, North Carolina, Wake, United States, 27604	Active	Certified	Certified	true	false	false

First   Previous   1   Next   Last