NC electronic Vendor Portal

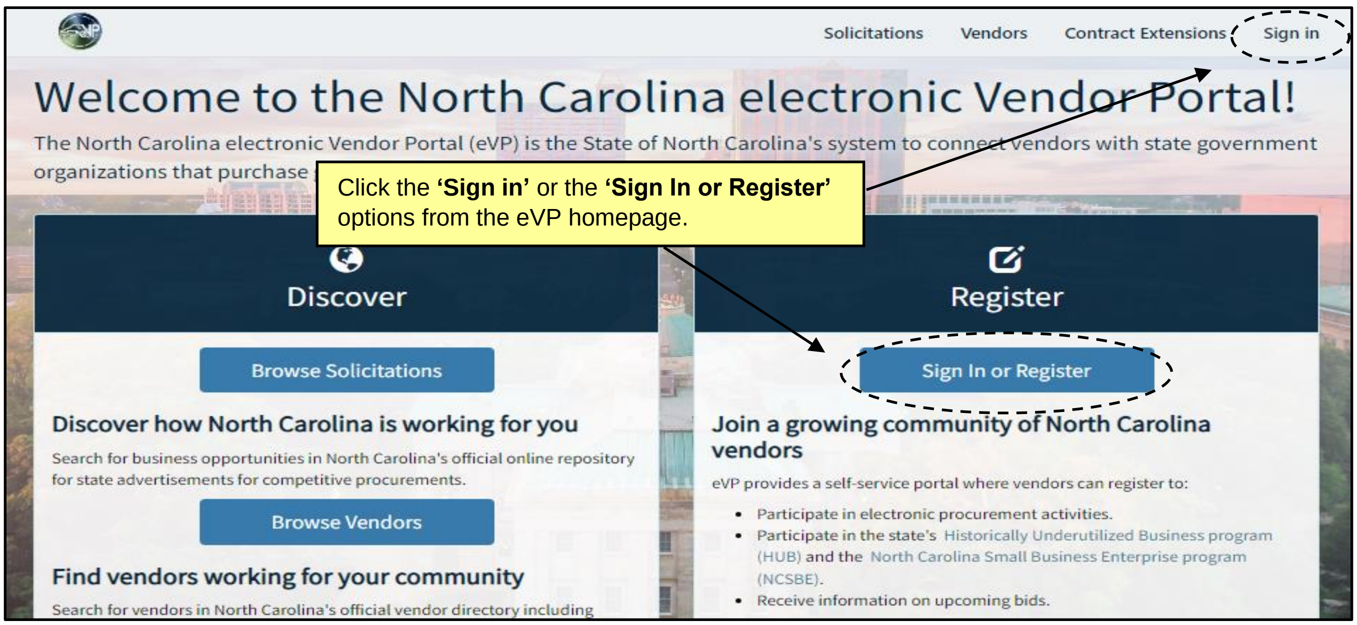
STC Quarterly Reporting

The North Carolina electronic Vendor Portal (eVP) is an internet application that allows companies and individuals to register to do business with the state of North Carolina. Statewide Term Contract (STC) Vendors are also able to submit quarterly reports in eVP. This guide provides detailed steps enter STC Quarterly Reports in an eVP account.

I. Logging into eVP Account

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. Navigate to the eVP homepage at https://evp.nc.gov and click the **'Sign In or Register'** button or the **'Sign in'** link in the top right of the screen.

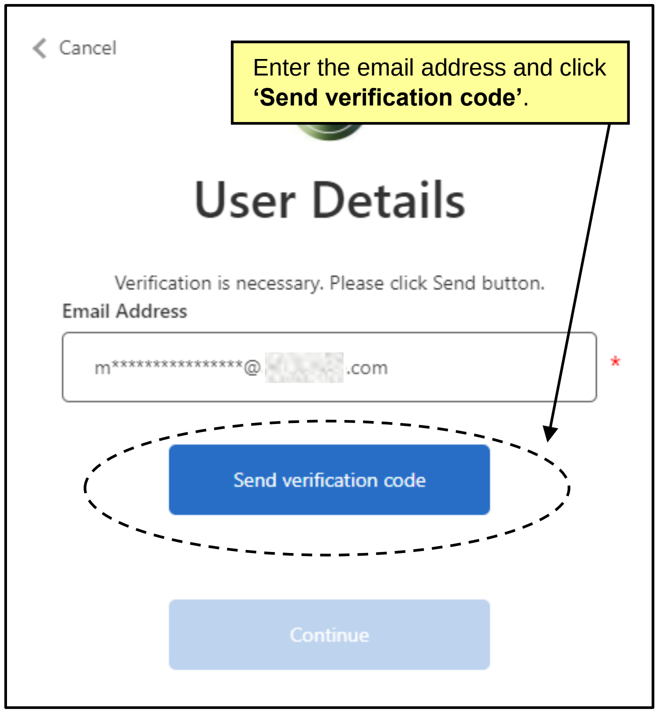


2. Click the **'Login'** button on the next page.

   a) **Credentials (Email Address and Password) are known**:

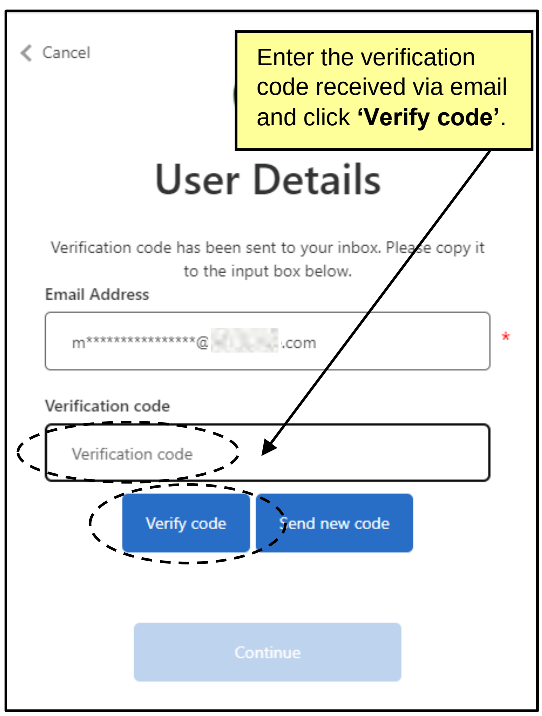
      i. Enter established credentials into the **'Email Address'** and **'Password'** fields. Click the '**Sign in**' button.

      ii. After signing in, a Multifactor Authentication (MFA) verification code will be required. Enter the same email address into the **'Email Address'** field. Click the **'Send verification code'** button.



iii. 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.

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



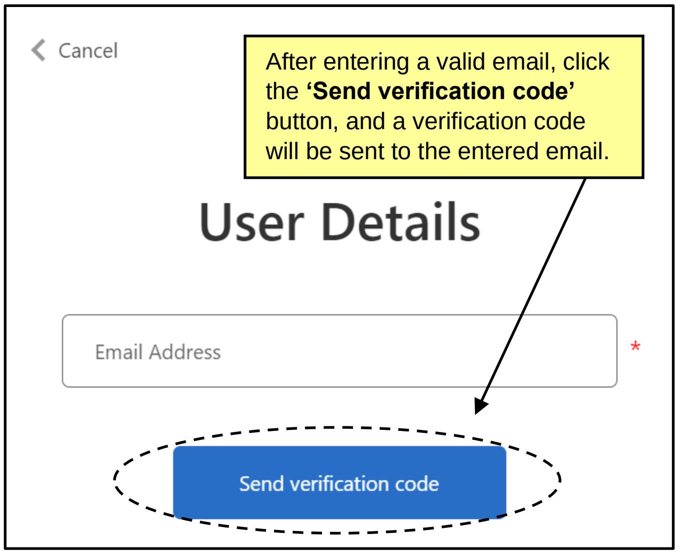
v. Once verification is complete, users can click '**Continue**' to proceed to use eVP.

b) **Credentials (Email Address and Password) Have NOT been established**:

Note: These instructions are for vendors who have an eVP account but have not accessed it since July 2023.

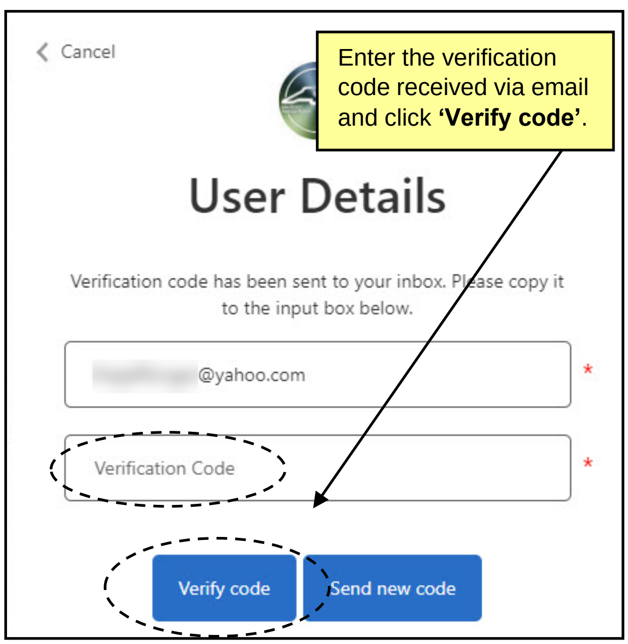
i. Click the **'Sign up now'** link on the subsequent **'Sign in'** page.

ii. Type the email address to be associated with the eVP contact into the **'Email Address'** field on the subsequent **'User Details'** page and click the **'Send verification code'** button. The verification code will be sent to the email address provided.



iii. A **'Verification Code'** field will display. Type the verification code sent via email into the **'Verification code'** field and click the **'Verify Code'** button, then click the **'Continue'** button.

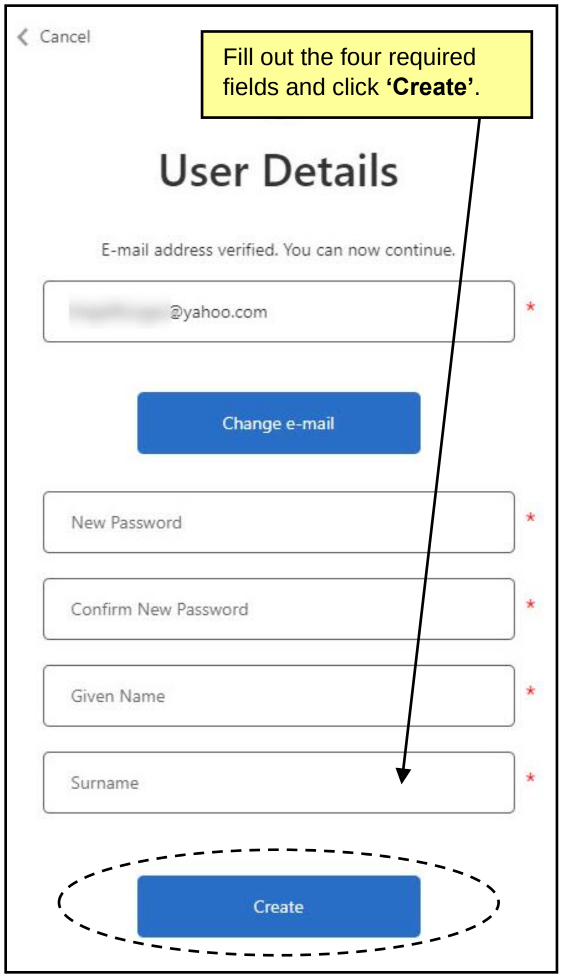
Note: If an incorrect verification code is used, an error saying "The verification has failed, please try again" will appear.



iv. 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.



v. After establishing credentials in eVP, users will have to enable Multifactor Authentication (MFA). Please refer to the steps above beginning with **2 a)** for enabling MFA.

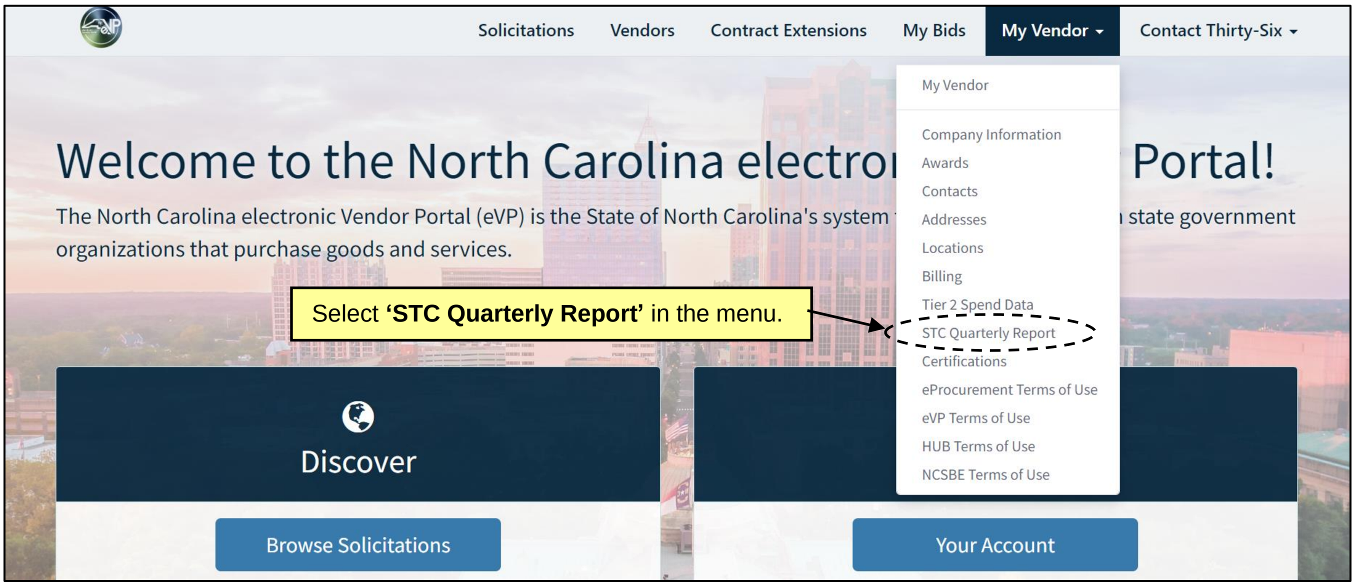
Notes:

- The MFA code will be different from the verification code used to authenticate the email address when establishing credentials.
- Have credentials but forgot password? Select ‘**Forgot your password’** on the ‘**Sign In**’ page. Establish a new password, then follow the steps beginning with **2 a)** for enabling MFA

II. Accessing STC Quarterly Reporting

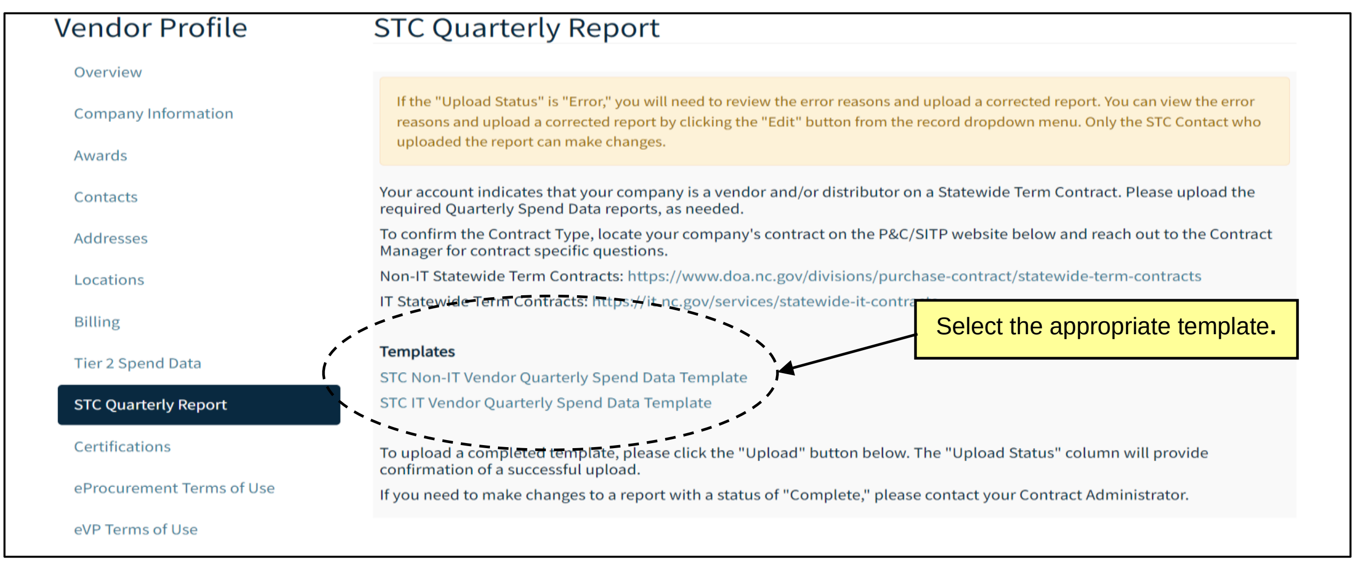
1. On the Home page, click on **'My Vendor'** in the top menu bar and select **'STC Quarterly Report'**.

   Note: The **'STC Quarterly Report'** page can also be accessed from any page in **'My Vendor'** through the menu on the left side of the page.

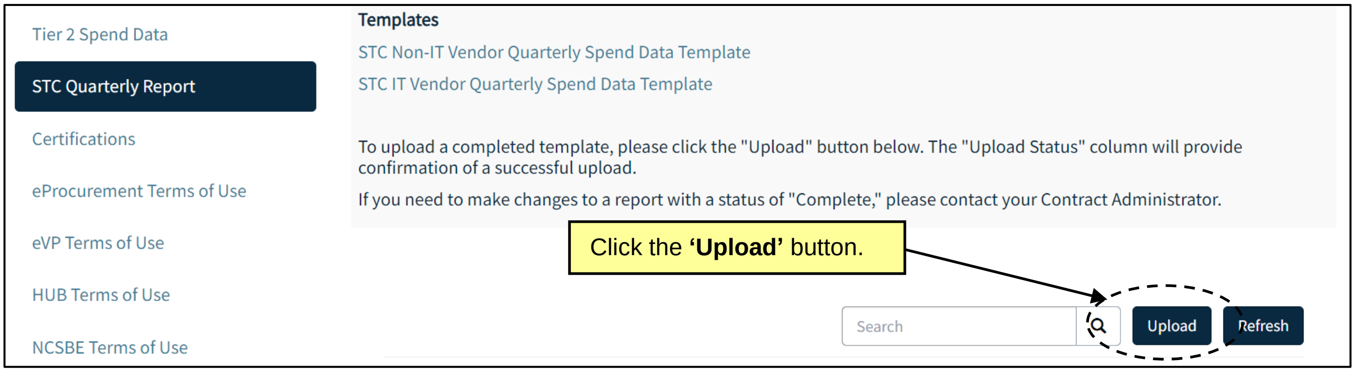


III. Submitting a Report

1. On the **'STC Quarterly Report'** page, select the **'STC Non-IT Vendor Quarterly Spend Data Template'** or the **'STC IT Vendor Quarterly Spend Data Template'** if needed.

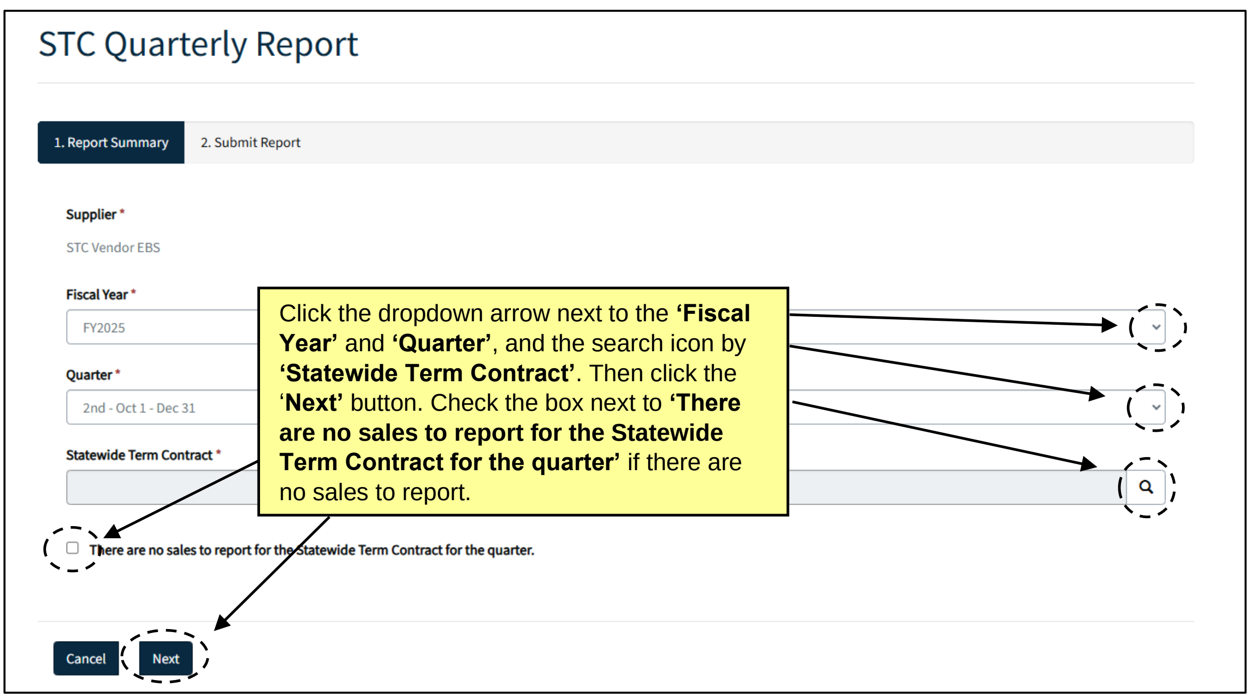


2. Once the report document has been completed, upload it by clicking the **‘Upload’** button.



3. Enter the necessary information and the click the **‘Next’** button.

   Note: Required fields are noted with a red asterisk.
   a. **Supplier** – This field should be pre-populated with the vendor name.
   b. **Fiscal Year** – Select the appropriate fiscal year using the drop down menu.
   c. **Quarter** – Select the appropriate quarter using the drop down menu.
   d. **Statewide Term Contract** – Search for and select the correct STC by clicking the search icon.
   e. **There are no sales to report for the Statewide Term Contract for the quarter** – Check this box if there are no sales to report for the quarter.



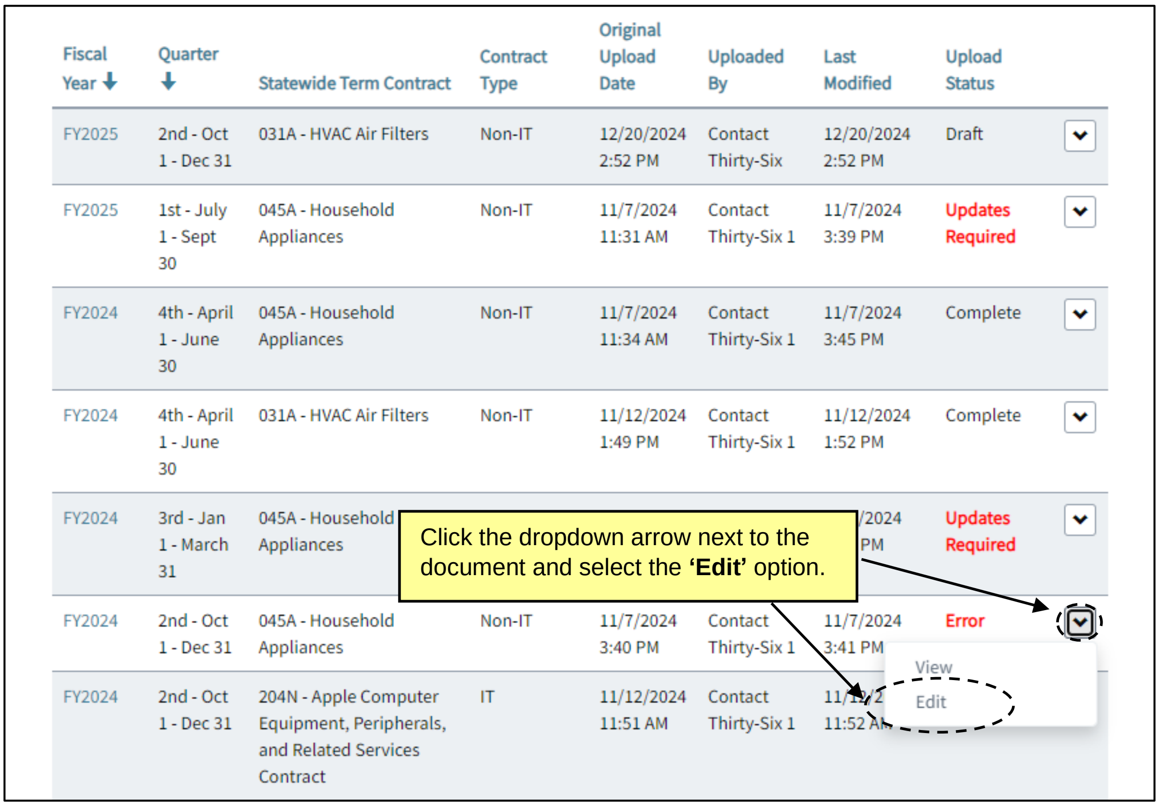
4. Click the **‘Upload file’** button to select the completed template. Templates should be in .xlsx format. If the **‘There are no sales to report for the Statewide Term Contract for the quarter’** box was checked, the vendor will not be required to upload a file and can click the **‘Submit’** button to submit the report.

Note: Only one file can be uploaded per quarter per STC.

IV. Revising or Correcting an Existing Report

1. Previously uploaded reports will appear in the table at the bottom of the **'STC Quarterly Report'** page.

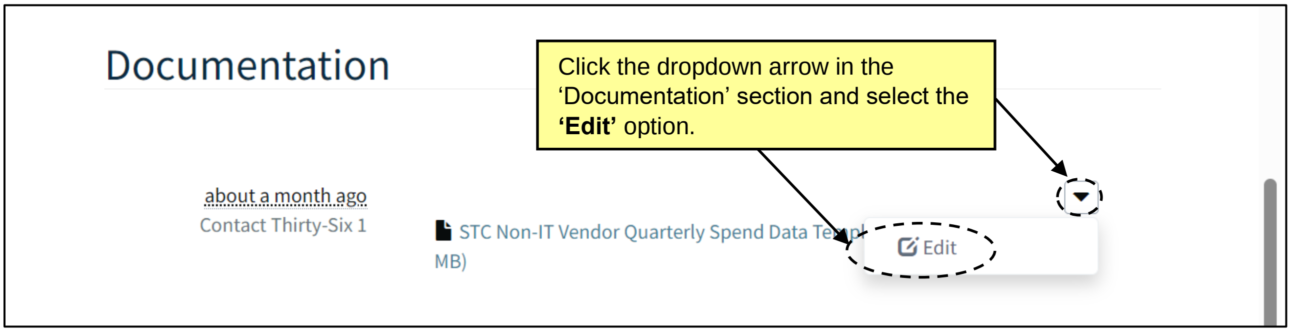
2. When a report is uploaded, it goes through a validation process. If the **'Upload Status'** is **'Error,'** the file did not pass validation. The error reasons can be viewed by clicking the **'Edit'** button from the record dropdown menu.



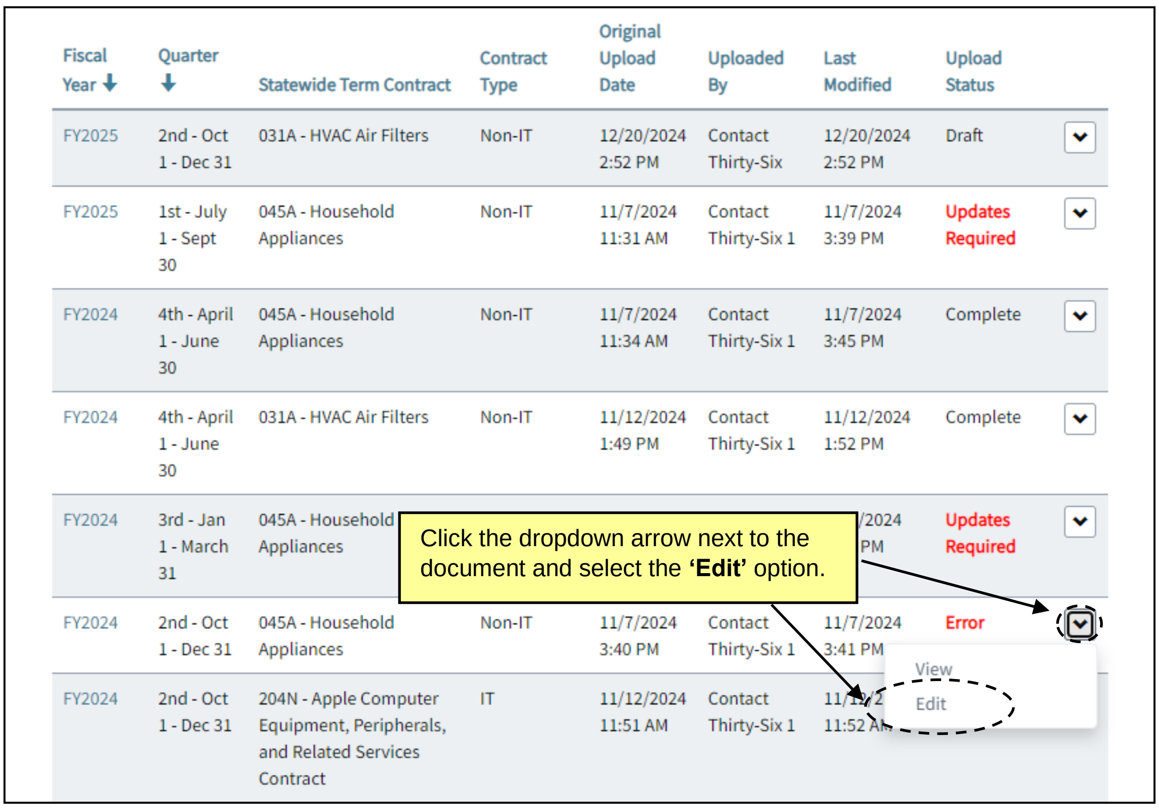
Fiscal Year	Quarter	Statewide Term Contract	Contract Type	Original Upload Date	Uploaded By	Last Modified	Upload Status
FY2025	2nd - Oct 1 - Dec 31	031A - HVAC Air Filters	Non-IT	12/20/2024 2:52 PM	Contact Thirty-Six	12/20/2024 2:52 PM	Draft
FY2025	1st - July 1 - Sept 30	045A - Household Appliances	Non-IT	11/7/2024 11:31 AM	Contact Thirty-Six 1	11/7/2024 3:39 PM	Updates Required
FY2024	4th - April 1 - June 30	045A - Household Appliances	Non-IT	11/7/2024 11:34 AM	Contact Thirty-Six 1	11/7/2024 3:45 PM	Complete
FY2024	4th - April 1 - June 30	031A - HVAC Air Filters	Non-IT	11/12/2024 1:49 PM	Contact Thirty-Six 1	11/12/2024 1:52 PM	Complete
FY2024	3rd - Jan 1 - March 31	045A - Household Appliances				/2024 PM	Updates Required
FY2024	2nd - Oct 1 - Dec 31	045A - Household Appliances	Non-IT	11/7/2024 3:40 PM	Contact Thirty-Six 1	11/7/2024 3:41 PM	Error
FY2024	2nd - Oct 1 - Dec 31	204N - Apple Computer Equipment, Peripherals, and Related Services Contract	IT	11/12/2024 11:51 AM	Contact Thirty-Six 1	11/12/2 11:52 AM	

3. After reviewing the errors, select 'Edit' from the dropdown in the 'Documentation' section.

   Note: Only the STC Contact who uploaded the report can make changes.



4. After the report has been uploaded and passed validation, it is reviewed by the STC Admin. If the STC Admin determines more or different information is needed, **'Updates Required'** will appear in the **'Upload Status'** column. The STC Admin's comments can be viewed by clicking the **'Edit'** button from the record dropdown menu.



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FY2024	4th - April 1 - June 30	031A - HVAC Air Filters	Non-IT	11/12/2024 1:49 PM	Contact Thirty-Six 1	11/12/2024 1:52 PM	Complete
FY2024	3rd - Jan 1 - March 31	045A - Household Appliances				/2024 PM	Updates Required
FY2024	2nd - Oct 1 - Dec 31	045A - Household Appliances	Non-IT	11/7/2024 3:40 PM	Contact Thirty-Six 1	11/7/2024 3:41 PM	Error
FY2024	2nd - Oct 1 - Dec 31	204N - Apple Computer Equipment, Peripherals, and Related Services Contract	IT	11/12/2024 11:51 AM	Contact Thirty-Six 1	11/12/2 11:52 A	

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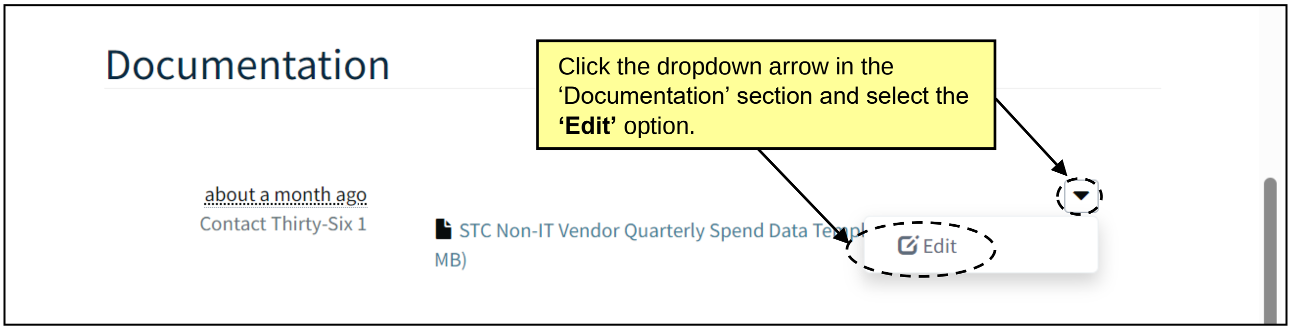
Documentation
Click the dropdown arrow in the 'Documentation' section and select the **'Edit'** option.
about a month ago
Contact Thirty-Six 1
STC Non-IT Vendor Quarterly Spend Data Temp
MB)
Edit