

# NC electronic Vendor Portal

## STC Quarterly Reporting

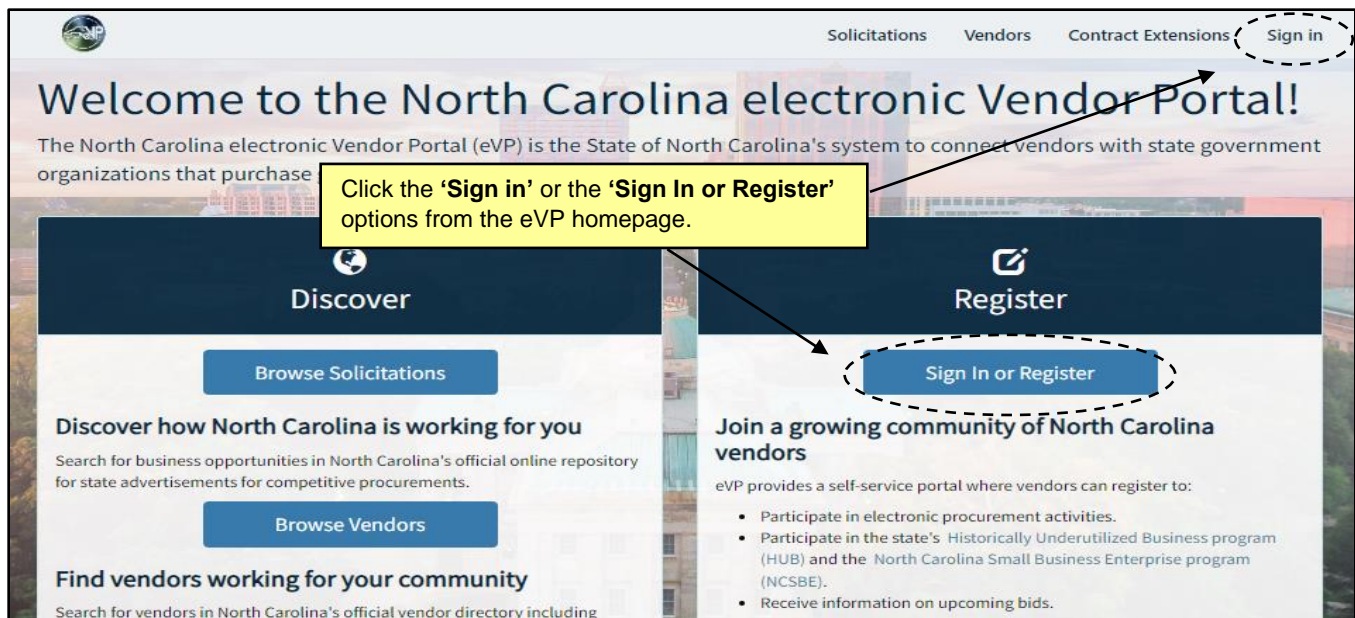


The North Carolina electronic Vendor Portal (eVP) is an internet application that allows companies and individuals to register to do business with the state of North Carolina. Statewide Term Contract (STC) Vendors are also able to submit quarterly reports in eVP. This guide provides detailed steps enter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

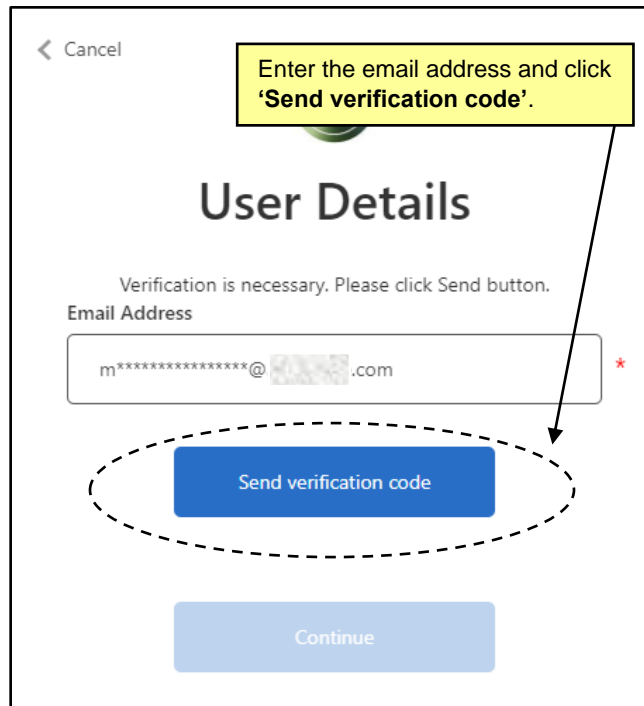
1. Navigate to the eVP homepage at <https://evp.nc.gov> and click the **'Sign In or Register'** button or the **'Sign in'** link in the top right of the screen.



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.



< Cancel

Enter the email address and click 'Send verification code'.

### User Details

Verification is necessary. Please click Send button.

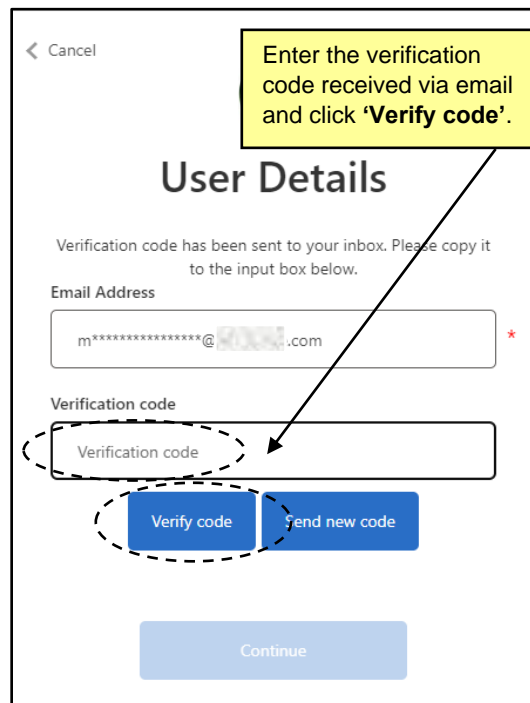
Email Address

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

Send verification code

Continue

- 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.



< Cancel

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

### User Details

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

Email Address

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

Verification code

Verification code

Verify code Send new code

Continue



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

A screenshot of the 'User Details' screen in the eVP. At the top left is a '< Cancel' link. In the center is the eVP logo. Below the logo is the title 'User Details'. A dashed oval highlights the text 'E-mail address verified. You can now continue.' above the 'Email Address' label. The email address field contains 'm\*\*\*\*\*@\*\*\*\*\*.com' with a red asterisk to its right. Another dashed oval highlights a blue 'Continue' button at the bottom.

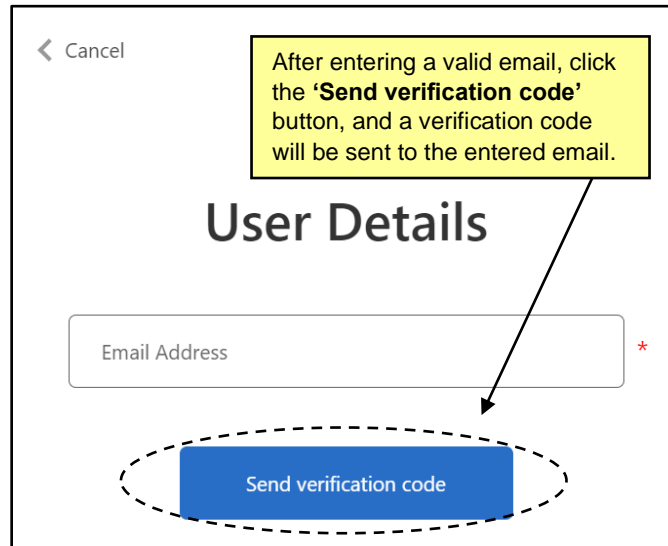
- b) **Credentials (Email Address and Password) Have NOT been established:**

**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.

A screenshot of the 'Sign in' screen. At the top is a 3D cube icon. Below it is the title 'Sign in'. Underneath is the instruction 'Sign in with your email address'. There are two input fields: 'Email Address' and 'Password'. A yellow callout box with the text 'Click <b>Sign up now</b> to begin registering.' has an arrow pointing to the 'Sign up now' link. Below the input fields is a blue 'Sign in' button. At the bottom, the text 'Don't have an account?' is followed by a blue 'Sign up now' link, which is circled with a dashed line.

- 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.



The screenshot shows the 'User Details' page with a 'Cancel' button at the top left. A yellow callout box states: "After entering a valid email, click the 'Send verification code' button, and a verification code will be sent to the entered email." Below this is an 'Email Address' input field with a red asterisk. At the bottom, the 'Send verification code' button is highlighted with a dashed oval.

- 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.



The screenshot shows the 'User Details' page with a 'Cancel' button at the top left. A yellow callout box states: "Enter the verification code received via email and click 'Verify code'." Below this is a message: "Verification code has been sent to your inbox. Please copy it to the input box below." There are two input fields: the first contains "@yahoo.com" and the second is labeled "Verification Code" and is highlighted with a dashed oval. At the bottom, the 'Verify code' button is highlighted with a dashed oval, and the 'Send new code' button is also visible.



- 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



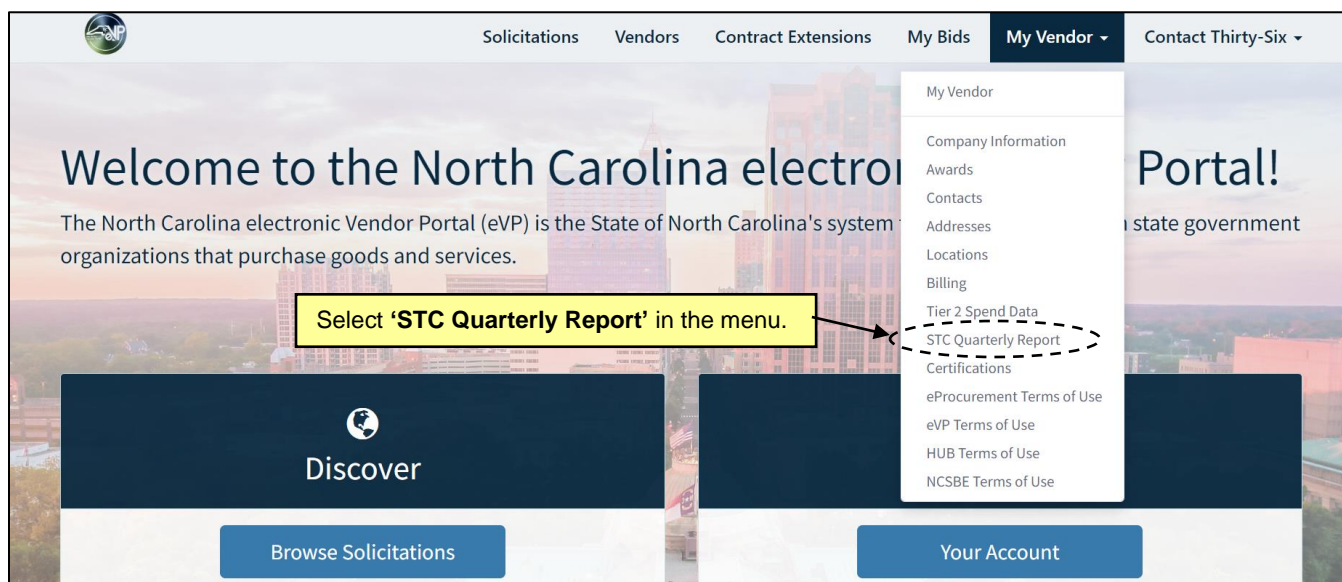
# NC electronic Vendor Portal

## Managing eVP Account/Contacts

## II. Accessing STC Quarterly Reporting

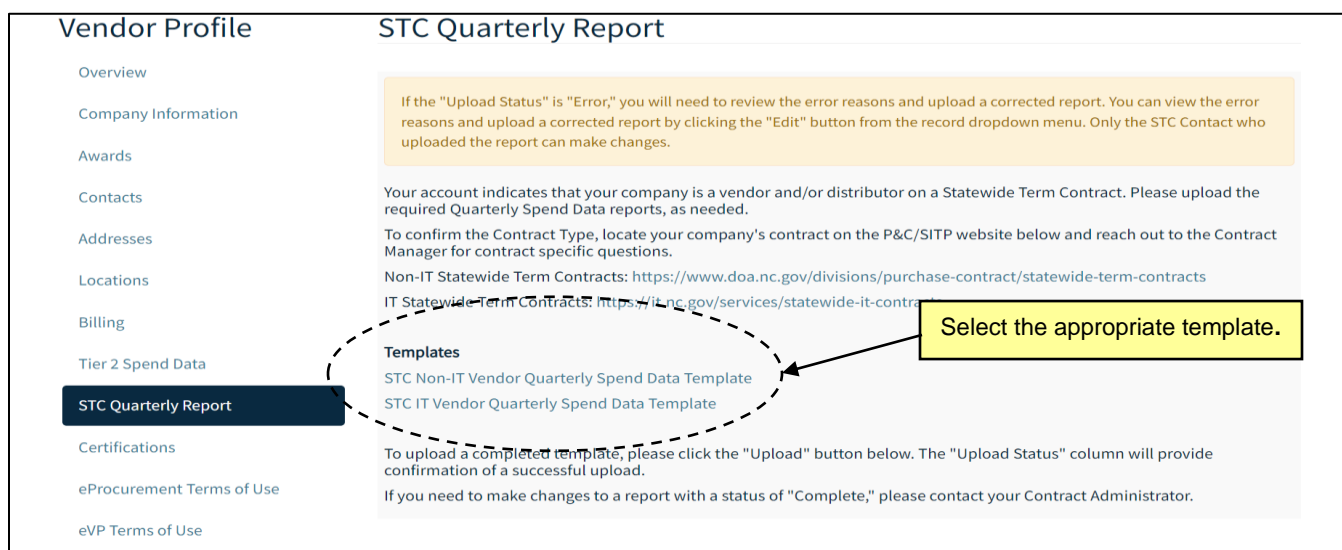
1. On the Home page, click on **'My Vendor'** in the top menu bar and select **'STC Quarterly Report'**.

**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.





- Once the report document has been completed, upload it by clicking the **'Upload'** button.

- Enter the necessary information and then click the **'Next'** button.

**Note:** Required fields are noted with a red asterisk.

- Supplier** – This field should be pre-populated with the vendor name.
- Fiscal Year** – Select the appropriate fiscal year using the drop down menu.
- Quarter** – Select the appropriate quarter using the drop down menu.
- Statewide Term Contract** – Search for and select the correct STC by clicking the search icon.
- 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.

- 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	Non-IT	11/7/2024 3:40 PM	Contact Thirty-Six 1	11/7/2024 3:41 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	11/12/2024 11:52 AM		View Edit

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.



# NC electronic Vendor Portal

## Managing eVP Account/Contacts



### Documentation

about a month ago  
Contact Thirty-Six 1

STC Non-IT Vendor Quarterly Spend Data Template (MB)

Click the dropdown arrow in the 'Documentation' section and select the 'Edit' option.

Edit

- 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.

Fiscal Year ↓	Quarter ↓	Statewide Term Contract	Contract Type	Original Upload Date	Uploaded By	Last Modified	Upload Status	
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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	11/12/2024 11:52 AM		View Edit

Click the dropdown arrow next to the document and select the 'Edit' option.


- 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.



**Documentation**

about a month ago  
Contact Thirty-Six 1

 STC Non-IT Vendor Quarterly Spend Data Template (MB)

Click the dropdown arrow in the 'Documentation' section and select the 'Edit' option.

