

# STC Quarterly Reporting

## Introduction

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.



## Learning Objectives

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



Access STC Quarterly Reporting in eVP.



Submit a STC Quarterly Report in eVP.



Revise or Correct an STC Quarterly Report in eVP.

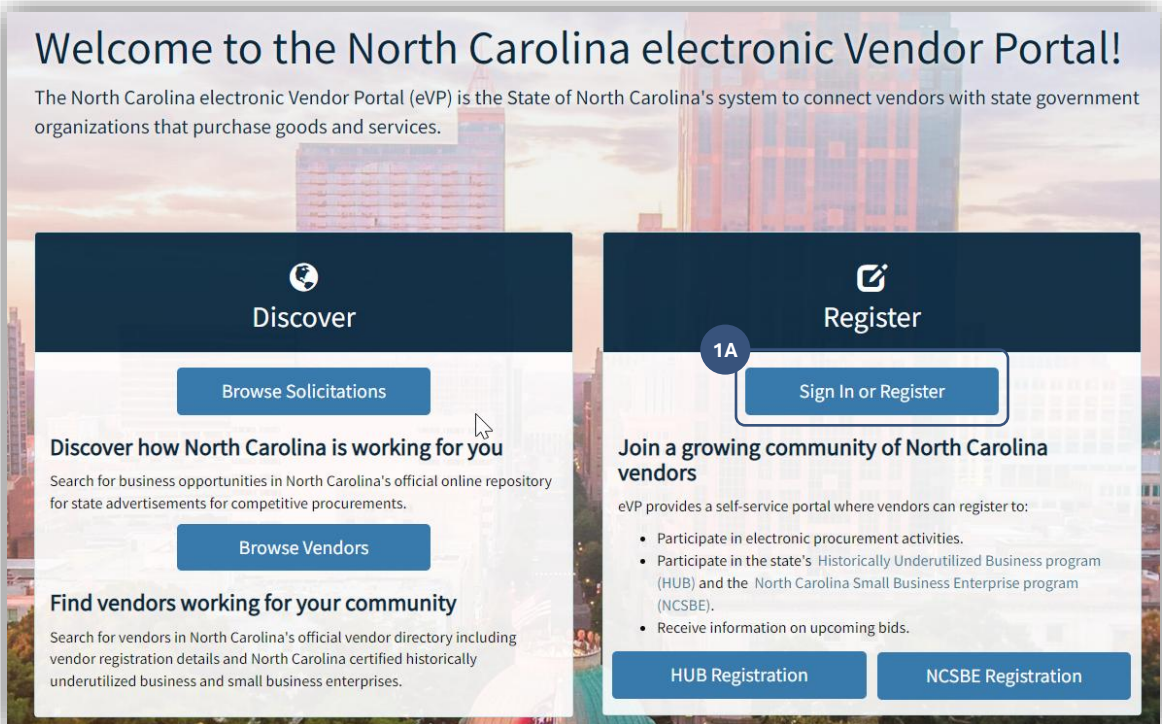
# STC Quarterly Reporting

## Accessing an Existing eVP Account

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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. 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.



- B. Click the **Login** button on the next page.

**I. Credentials (Email Address and Password) are known:**

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

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2. 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.

The screenshot shows a mobile application interface titled "User Details". At the top left is a "Cancel" button with a back arrow. In the center is a circular logo with a stylized "NP" and a hand. Below the logo, the text "User Details" is displayed. There are two input fields: the top one contains "@yahoo.com" and has a red asterisk to its right; the bottom one contains "New Password" and also has a red asterisk. A blue callout bubble with the number "1B12" points to a blue button labeled "Send verification code" located between the two input fields.

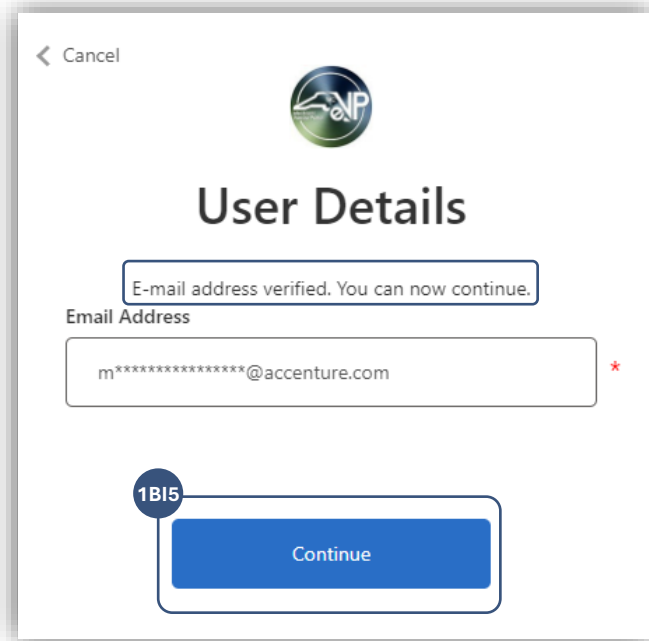
3. Upon clicking **Send verification code**, a verification email will be sent to the email address provided, and a **Verification Code** field will appear on the **User Details** page. In the verification email, there will be a verification code.

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

This screenshot shows the "User Details" form after a verification code has been sent. The text "Verification code has been sent to your inbox. Please copy it to the input box below." is displayed above the input fields. The top input field still contains "@yahoo.com" with a red asterisk. A new input field labeled "Verification Code" has appeared below it, also with a red asterisk. A blue callout bubble with the number "1B14" points to this field. Below the "Verification Code" field are two blue buttons: "Verify code" and "Send new code". Another blue callout bubble with the number "1B14" points to the "Verify code" button.

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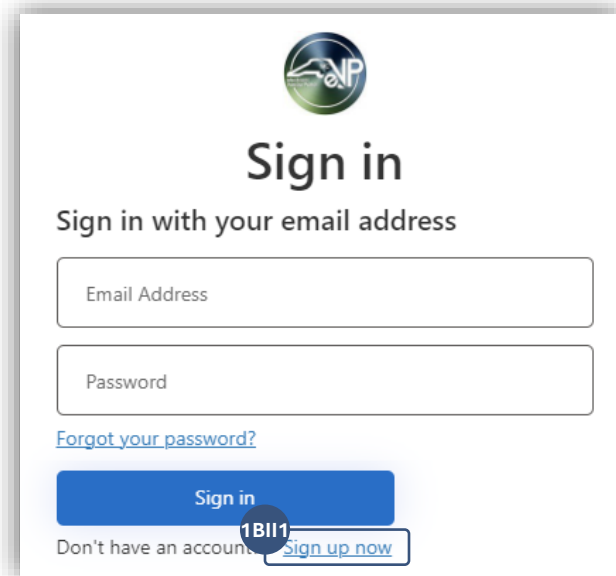
5. Once verification is complete, users can click Continue to proceed to use eVP.



## II. Credentials (Email Address and Password) Have NOT been established:

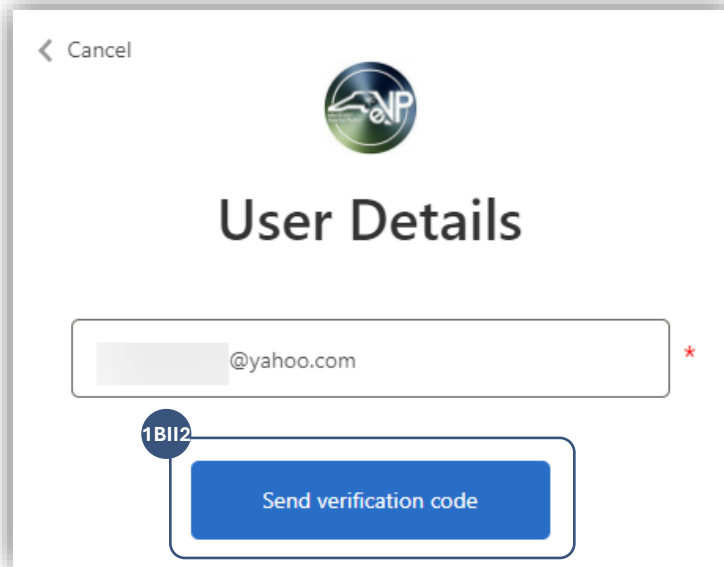
 These instructions are for vendors who have an eVP account but have not accessed it since July 2023.

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




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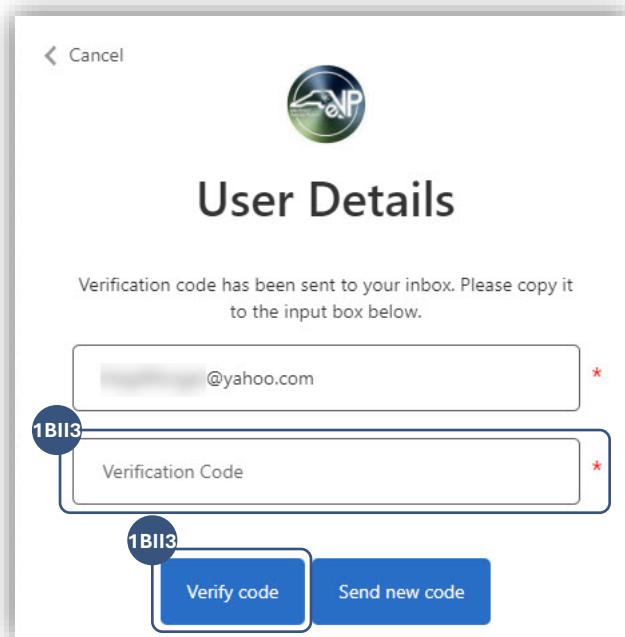
2. Type the email address to be associated with the eVP contact into the **Email Address** field on the subsequent **User Details** page and click the **Send verification code** button. The verification code will be sent to the email address provided.



The screenshot shows a mobile application interface for 'User Details'. At the top left is a back arrow and the word 'Cancel'. In the center is a circular logo with 'eVP' and a hand icon. Below the logo is the title 'User Details'. There is a text input field containing '@yahoo.com' with a red asterisk to its right. Below the input field is a blue button labeled 'Send verification code'. A blue callout bubble with the number '1B112' points to the button.

3. 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.

 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' form after the verification code has been sent. The text 'Verification code has been sent to your inbox. Please copy it to the input box below.' is displayed above the email field. The email field still contains '@yahoo.com'. Below it is a 'Verification Code' input field with a red asterisk to its right. At the bottom are two blue buttons: 'Verify code' and 'Send new code'. A blue callout bubble with the number '1B113' points to the 'Verify code' button.

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4. 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

 \* \* \* \*

1B114

Create

# STC Quarterly Reporting

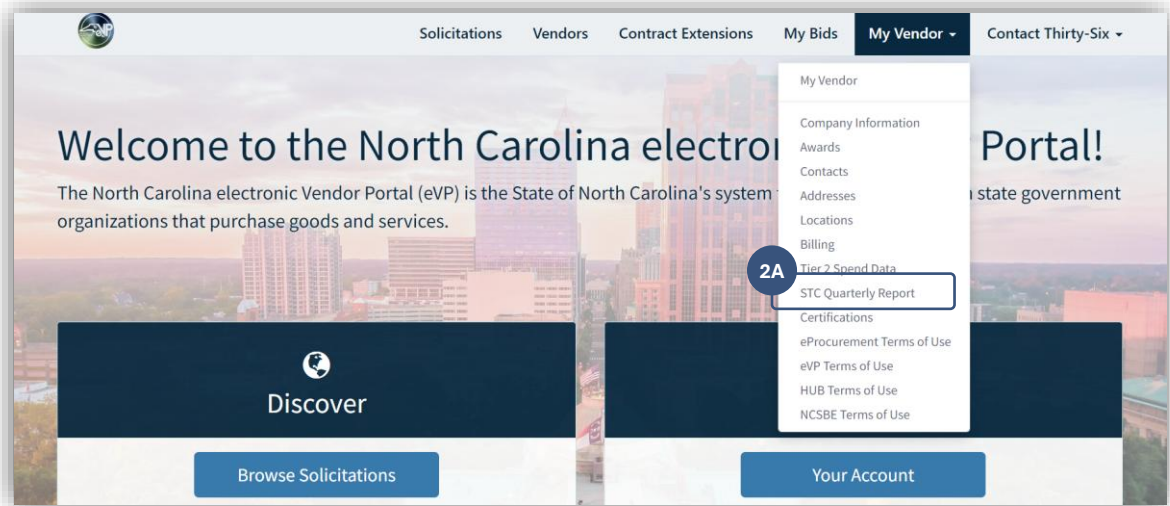
5. After establishing credentials in eVP, users will have to enable Multifactor Authentication (MFA). Please refer to the steps above beginning with **1BI** for enabling MFA.

- 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 **1BI** for enabling MFA

## Accessing STC Quarterly Reporting

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

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.



# STC Quarterly Reporting

## Submitting a Report

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A. 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.

The screenshot shows the 'STC Quarterly Report' interface. On the left is a 'Vendor Profile' sidebar with various categories. The main content area is titled 'STC Quarterly Report' and contains a yellow warning box at the top, followed by instructions about contract types and links. Below this is a 'Templates' section with two options: 'STC Non-IT Vendor Quarterly Spend Data Template' and 'STC IT Vendor Quarterly Spend Data Template'. A callout box labeled '3A' points to these two options. At the bottom of the main content area, there is an 'Upload' button and a 'Refresh' button.

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

This screenshot is a closer view of the 'Templates' section. It shows the two template options: 'STC Non-IT Vendor Quarterly Spend Data Template' and 'STC IT Vendor Quarterly Spend Data Template'. Below the templates is a text box with instructions: 'To upload a completed template, please click the "Upload" button below. The "Upload Status" column will provide confirmation of a successful upload. If you need to make changes to a report with a status of "Complete," please contact your Contract Administrator.' At the bottom right, there is a search bar, a search icon, and two buttons: 'Upload' and 'Refresh'. A callout box labeled '3B' points to the 'Upload' button.

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



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.

# STC Quarterly Reporting

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

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.

STC Quarterly Report

1. Report Summary 2. Submit Report

Supplier \*  
STC Vendor EBS

Fiscal Year \*  
FY2025

Quarter \*  
2nd - Oct 1 - Dec 31

Statewide Term Contract \*  
[Searchable field]

There are no sales to report for the Statewide Term Contract for the quarter.

Cancel Next

D. 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.

Only one file can be uploaded per quarter per STC.

# STC Quarterly Reporting

## Revising or Correcting an Existing Report

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- A. Previously uploaded reports will appear in the table at the bottom of the **STC Quarterly Report** page.
- B. 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 1:37 PM	Contact Thirty-Six 1	11/7/2024 3:36 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		▼

- C. After reviewing the errors, select **Edit** from the dropdown in the **Documentation** section.



Only one file can be uploaded per quarter per STC.

## Documentation

[about a month ago](#)  
Contact Thirty-Six 1

STC Non-IT Vendor Quarterly Spend Data Template (1.1 MB)

Edit

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D. 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 Admins 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	
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 1:37 PM	Contact Thirty-Six 1	11/7/2024 3:36 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		▼

E. After reviewing the errors, select **Edit** from the dropdown in the **Documentation** section.



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

## Documentation

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

**4B** Edit

**4B**