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Effective immediately, as mandated by the Governor's Office and the North Carolina Community System, Richmond Community College will use the NC E-Procurement Service for all purchasing needs. Purchase orders will only be able to be issued to vendors registered with the North Carolina E-Procurement System - a new electronic cost savings and efficiency effort. All vendors will need to register as statewide vendors through the NC E-Procurement @ Your Service Website ([www.ncgov.com](http://www.ncgov.com)). You must register through the system to continue to do business with our entity. Registering with the NC E-Procurement Service will allow you to receive purchase orders from North Carolina entities (State Agencies, Institutions and Hospitals, Local Education Authorities – K-12 Public Schools, Community Colleges, Local Government). You will continue to receive payment the same way that you do today. Please see the registration instructions below.

**Note:** You need internet access since the registration is conducted online. If you do not currently have Internet access, you may access the internet from many libraries or government facilities.

**Necessary information to complete NC E-Procurement registration:**

**Main Contact** (first name, last name, title, phone number, email address)

**Federal Tax ID Number** (If you do not have a federal Tax ID Number, use your Social Security number).

**HUB Information** (if applicable)

**Bank Account Information for Electronic Payments** (optional)

**Company Address Information**

**Commodity Codes for Goods and Services** (Choose the appropriate codes your company supplies).

**Construction Codes** (if applicable)

# Frequently Asked Questions Regarding the NC E-Procurement System

## What is e-procurement?

E-Procurement is a user-friendly, Internet-based purchasing system that offers electronic purchase order processing and enhanced administrative functions to buyers and suppliers. The NC E-Procurement Service provides a statewide marketplace for suppliers and buyers including, state agencies and institutions, universities, community colleges, public schools, and local governments.

## Why e-procurement?

The state is moving to an Internet-based environment, called electronic procurement, or e-procurement. Electronic transacting can create administrative cost savings (and hopefully, price savings) for both buyers and suppliers. E-procurement has support from the Governor, Department of Administration Division of Purchase and Contract, the Office of the State Controller, and the Office of Information Technology Services.

## How does it work?

The NC E-Procurement Service performs all procurement activities electronically; including requisitioning, purchase order transmission, notification of electronic quotation requests and electronic quote response for informal bidding, and receipt of goods.

To view the North Carolina entities using NC E-Procurement @ Your Service go to the following site:

[http://www.ncgov.com/eprocurement/asp/section/implementation\\_plan.asp](http://www.ncgov.com/eprocurement/asp/section/implementation_plan.asp)

## What Does It Cost?

Suppliers are charged a 1.75 % marketing fee for purchase orders. The marketing fee is applied to the total amount of purchased goods, excluding taxes. Services are exempt at this time. This marketing fee percentage is consistent with other states, and there is no initial registration or annual subscription fee. The marketing fee covers the cost for developing and continuing operations for the NC E-Procurement Service, including: Customer service and support for buyers and suppliers, online training, software and hosting, and catalog services.

## Instructions to complete registration:

- 1) Connect to <http://www.ncgov.com>
- 2) Click on the blue “NC E-Procurement @ Your Service” icon under “FEATURED ITEMS” in the upper left-hand side of the webpage to access the NC E-Procurement @ Your Service homepage.

- 3) Click on the “Vendors” button. Please review the other links, listed on this page, to learn more about the service.
- 4) Click on the “Registration” link.
- 5) Click on “Register to receive purchase orders and informal solicitations” to begin registration.
- 6) Enter your Vendor Name, Federal Tax ID number, and re-enter your Federal Tax ID in the “New Vendor Registration” box. (Do not include dashes or spaces when typing your Federal Tax ID.) If you do not have a Federal Tax ID, use your Social Security number. Click the “Register” button.

**NOTE:** You may receive the error *“A partial registration was found for your organization. Please log in using your username and password to complete your registration. If you do not have your username and password, please contact NC E-Procurement Help Desk at 1-888-211-7440.”* The NC Vendor Registration database was pre-populated with information from the North Carolina Accounting System; therefore, it is possible that you have an existing partial registration. The NC E-Procurement Help Desk can provide you with a username and password so you can log in to verify the existing information and complete the registration process.

- 7) Once logged in you must complete the required information on the pages below.
- 8) **Required Information**  
Please enter the required information about yourself and your business. Click the “Continue with Registration” button when ready to proceed.

- 9) **Username/Password**  
Please choose your own username and password. Click “Save” when completed.  
**Note:** Passwords are case-sensitive.

- 10) **Main Contact**  
Please enter the required information and click “Save” to continue.

- 11) **Company Information**  
Please enter General Vendor Information, Tax Information, and Individual and Business Characteristics. Once completed, click the “Save” button.

- 12) **HUB Categories**  
Choose one of the HUB Categories (if applicable) and click “Continue.”

- 13) **Locations/Contacts**  
Please enter New Contact (if applicable), E-Payment Bank Account (optional), Location Information (click on Add New Location). Once completed click the “Save” button. After reviewing your information, click “Continue.”

**Note:** If you would like to receive payments electronically, you must also go to the following site: <http://www.osc.state.nc.us/vendorepayform/>

You must complete the Vendor Electronic Payment Form at this site to receive future electronic payments from the North Carolina Accounting System. If you have questions regarding electronic payments, please contact the NCAS Help Desk at (919) 875-4357.

14) **Commodity Selection**

Scroll through the list provided and place a check mark in the box next to all that apply. Click the “Save” button to proceed with registration.

15) **Construction Codes**

If your company provides construction goods and/or services, scroll through the list provided and place a check mark in the box next to all that apply. Click the “Save” button to proceed with registration.

16) **eQuote**

eQuote is a service that enables you to receive and respond to electronic requests for quotation throughout the State of North Carolina. If you choose to participate in eQuote, click the link that states “I want to participate in eQuote.” You will then need to choose a main contact and location and click “submit.” If you choose not to participate in eQuote, click the link that state [“No, I do not want to participate in eQuote now. I am ready to complete my registration. I understand that I may log in again later and register for eQuote.”](#)

17) **Terms of Use**

Please review the terms of use, and click the link “I Accept the Terms of Use” to verify that you accept the terms.

**Note:** If you decline the Terms of Use, you will not be registered for the NC E-Procurement service.

18) **Vendor Link**

Vendor Link is a separate service, maintained by the Division of Purchase and Contract, which enables your company to register for automatic notification of solicitations.

**Note:** If you choose to register with Vendor Link, you will advance to a separate site to complete this registration.

19) **Registration Summary**

You can choose to print this section for your records. When finished reviewing and/or printing, click the “Continue” button and the “Logout” button to exit.

**Note:** Vendors who complete registration prior to 5:00 pm EST will be available in the NC E-Procurement system the following business day. Vendors who complete registration after 5:00 pm EST will be loaded the subsequent business day. Vendors who elect to participate in eQuote will, on average, be available to receive eQuotes within 2 business days.

If you have any questions, please contact the NC E-Procurement Help Desk:

phone: 888-211-7440, option 2

email: [epservice@ncmail.net](mailto:epservice@ncmail.net).