

NC E-Procurement @ Your Service Vendor Registration Process

<https://vendor.ncgov.com/login.jhtml>

Step 1: Login to E-Procurement Vendor Registration

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E-Procurement

Statewide Vendor Registration

Vendor Registration

Welcome to the State of North Carolina's Vendor Registration Website!

If you have received your username in the mail, or have previously logged in, please enter your Username and Password in the "Vendor Login" box.

Otherwise, please enter your Vendor Name and Federal Tax ID Number in the "New Vendor Registration" box. Your Federal Tax ID should be entered without spaces or dashes.

Vendor Login	New Vendor Registration
<p>Username: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Login"/></p> <p>Forgot Username/Password?</p>	<p>Vendor Name: <input type="text"/></p> <p>Federal Tax ID Number: <input type="text"/></p> <p>Re-enter Federal Tax ID: <input type="text"/></p> <p><input type="button" value="Register"/></p>

PLEASE NOTE: If you want to receive electronic notification of solicitation notices you must also register in Vendor Link:
Click here: <http://www.ips.state.nc.us/ips/vendor/vndpubmain.asp>.

Minimum [browser version](#) required: Netscape Navigator 4.08 or Microsoft Internet Explorer 4.0.

Step 2: Begin Registration

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E-Procurement

Statewide Vendor Registration

Welcome: TimsTables

- Required Information**
- Username/Password
- Main Contact
- Company Information
- HUB Categories
- Locations/Contacts
- Commodity Selection
- Construction Codes
- eQuote
- Terms of Use
- VendorLink

 **Registration Summary**

[Logout](#)

Click **Save** or **Continue** to Save Your Changes on Every Page

Required Information

Thank you for your interest in participating in the North Carolina eProcurement Vendor Registration. Please be aware that in order to complete the registration process you will need the following information about yourself or your business:

- A contact person for each of your locations
- Complete address for each of your locations (including details for sending purchase orders, payments and bills to each location)
- Commodity codes that describe the products and/or services you provide
- Tax filing information, if clarification of Tax ID or business name is needed
- Bank account information for electronic payment processing (optional)
- Your HUB information (Historically Underutilized Business)

Please note: If you have done business with the state within the last year, much of the information you have provided to the State may be defaulted within the following screens. Please read and confirm the information, and correct it if necessary.

If you are not the person who can provide this information for your business, please contact that person and ask them to register for this site.

[Cancel this registration](#) [Continue with registration](#)

[\[Privacy Statement\]](#) [\[Terms of Use\]](#) [\[Frequently Asked Questions\]](#) [\[Glossary\]](#)
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Step 3: Begin Registration Follow Checklist

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Step 4: Create Username and Password



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Click **Save** or **Continue** to Save Your Changes on Every Page

Username and Password

Please choose a Username/Password.

Please create a New Username and Password that is different than the one that was previously assigned to you. Your Username and Password should be something that you can remember. Do not share them with anyone. Once you have created a new username and password, click the Save button to proceed with your registration.

Fields in **bold** are required.

Username
(Must be at least 6 but not more than 12 characters long)

Password
(Must be at least 6 but not more than 15 characters long)

Re-enter Password
Confirm your password

[Save](#)

Step 5: Enter Main Contact Information



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Click **Save** or **Continue** to Save Your Changes on Every Page

Saved Username and Password information.

Main Contact

[Save](#)

Please enter the Contact information for the person responsible for entering this Vendor Registration information. The Main Contact person for your account will be contacted if there are any questions about your registration. Once you have entered and/or updated your contact information click the Save button to proceed with your registration.

Fields in **bold** are required.

First Name

Last Name

Title
Example: President, Vice President

Phone Number
Provide toll-free number if available
Example: 999-123-4567, 123-456-7890 ex. 123

Step 6: Enter Company Information

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Click **Save** or **Continue** to Save Your Changes on Every Page

Saved Main Contact information.

General Vendor Information

Please answer some basic questions about your organization. After you have completed the General Company Information, Tax Information and Individual Business Characteristics for your Company, click Save to proceed with your registration.

Fields in **bold** are required.

Vendor Name

Ariba Network ID (if applicable)
If you have registered on the Ariba Commerce Services Network, enter your Ariba Network ID. For an explanation of Ariba's services, please go to www.Ariba.com.

Dun and Bradstreet Number (if applicable)
No dashes or other punctuation. Example: 322342535

What is the address of your company's website?
If your company has a website enter the address here. Example: <http://www.ncgov.com>

Step 7: Enter HUB Categories, if applicable

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Saved General Company information.

Based on the business characteristics that you have chosen, your company may proceed with verification of the HUB status below. Your selections may give your company an opportunity for more than one HUB status. Please select the HUB status of your choice before proceeding to the verification page.

Businesses in the following categories are considered Historically Underutilized Businesses (HUBs) if at least fifty-one percent (51%) of the business, or stock in the case of a corporation, is owned by one or more persons in the respective category; and the management and daily business operations of the firm are controlled by the HUB listed as owning 51% interest or stock in the firm. Click the Continue button to proceed with your registration.

Check only one of these HUB categories:

- None
- [Minority Business Enterprise](#)
- [Disabled-Owned Business Enterprise](#)

Step 8: Enter Locations and Contacts



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Click **Save** or **Continue** to Save Your Changes on Every Page

Saved Historically Underutilized Businesses information.

In order to complete the Contact, Bank Account and Location information for your company, click the Edit button to review existing information. Click the New Contact, New Bank Account and New Location Buttons to enter this information for your company. Once you have completed the company information details, click the Continue button to proceed with your registration.

Contacts

New Contact

Last Name	First Name	Title	Phone	Email
Smith	Tim	President	919-676-5555	tim@timestables.com Edit Delete

E-Payment Bank Accounts

Electronic payment is optional. If you wish to be paid electronically for the goods and services you provide, please use the New Bank Account button to add account information. If a state agency cannot support electronic payment processing, you will be mailed a check to the address you specify.

New Bank Account

Account	Account Name	Bank Name	City	Notification
No E-Payment Bank Accounts have been entered.				

Step 9: Select Commodities



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Click **Save** or **Continue** to Save Your Changes on Every Page

Saved Locations/Contact information.

Commodities Codes Selection

Commodity codes identify the products and services provided by your company. Click on the links below to jump to the commodity categories, and then select all the commodity codes that apply to your company. Once you have selected the Commodity Codes that apply to your company, click the Save button to proceed with your registration.

If an exact commodity code for your product or service does not exist, pick the commodity code or codes that best describes your business. You may select more than one code.

- [Agricultural Supplies & Chemicals](#)
- [Appliances, Electrical, Clocks](#)
- [Building Materials, Maintenance](#)
- [Clothing & Textile Items](#)
- [Educational & Athletic Equipment, Supplies](#)
- [Food & Related Items](#)
- [Furniture \(Office, Commercial, Educational\)](#)
- [Highway Construction Equipment, Grounds](#)
- [Machines, Tools Material Handling](#)
- [Medical & Lab Equipment & Supplies](#)
- [Office Equipment & Supplies](#)
- [Oil & Gas](#)
- [Police & Safety Equipment](#)
- [Promotional and Award Items](#)

Step 10: Select Construction Codes

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Click **Save** or **Continue** to Save Your Changes on Every Page

Saved Commodity Selection information.

Construction Codes Selection

[Save](#)

Construction codes identify the products and services provided by companies in the construction industry. If your company provides construction goods and/or services, use the links below to jump to the appropriate categories. Once you have selected the Construction Codes that apply to your company, click the Save button to proceed with your registration.

Select all codes that apply.

- [Division 01 - General Requirements](#)
- [Division 02 - Site Construction](#)
- [Division 03 - Concrete](#)
- [Division 04 - Masonry](#)
- [Division 05 - Metals](#)
- [Division 06 - Wood and Plastics](#)
- [Division 07 - Thermal and Moisture Protection](#)
- [Division 08 - Doors and Windows](#)
- [Division 09 - Finishes](#)
- [Division 10 - Specialties](#)
- [Division 11 - Equipment](#)
- [Division 12 - Furnishings](#)
- [Division 13 - Special Construction](#)
- [Division 14 - Conveying Systems](#)

Step 11: eQuote Registration Note: This is a secondary registration process

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Click **Save** or **Continue** to Save Your Changes on Every Page

Saved Construction Codes information.

eQuote

eQuote is a service that enables you to receive and respond to electronic requests for quotation throughout the State of North Carolina. eQuote is most appropriate for suppliers of goods.

In eQuote, buyers can identify vendors to which to send quotations using category searches. Based on the commodity codes you selected on the Commodity Selection page, eQuote categories will be set up automatically in your new eQuote account. Therefore, it is important that you select commodity codes to make your company more visible to buyers in the quotation process.

For more information on eQuote, please click [here](#).

To register to participate in eQuote for the State of North Carolina, please click on the link below.

[I want to participate in eQuote.](#)

[No, I do not want to participate in eQuote now. I am ready to complete my registration. I understand that I may log in](#)

Step 12: Indicate eQuote Interest



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Click **Save** or **Continue** to Save Your Changes on Every Page

Statewide Vendor Registration

eQuote Registration

Thank you for your interest in eQuote registration. In order to process your request we will need you to select a Main eQuote Contact Location and Main eQuote Contact to serve as our contact point for eQuote.

Please complete the form below and click the submit button to finish the North Carolina eQuote registration process. If you have already completed eQuote registration on an earlier date, your eQuote settings are listed below. Click Continue to proceed to the next page.

Main eQuote Contact Location
This is the office address of your Main eQuote Contact.
To create a new location, click on the "Locations/Contacts" link in the left-hand tool bar.
Raleigh

Main eQuote Contact
This is the person that will sponsor and manage the implementation of eQuote within your company.
To create a new contact, click on the "Locations/Contacts" link in the left-hand tool bar.
Smith, Tim

After registering for eQuote for the State of North Carolina, an email will be sent to the Main eQuote Contact above. This email will contain instructions on how to activate your company's account for the eQuote system. Some additional steps are required to actually begin receiving eQuotes, such as setting up product categories, registering sales people, and setting account preferences. The email will contain detailed instructions on how to complete your eQuote registration and activation. Please contact North Carolina eProcurement Service Help Desk at 1-888-211-7440 if you

Step 13: Read and Accept E-Procurement Terms of Use



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 **Registration Summary**

[Logout](#)

Click **Save** or **Continue** to Save Your Changes on Every Page

Statewide Vendor Registration

Terms of Use

- ACCEPTANCE OF TERMS** Welcome to The North Carolina E-Procurement Service (Service). This Service is provided to you, the Supplier, subject to the following Terms of Use (TOU), which may be updated from time to time without notice to you. The Service is operated by the Department of Administration, the Office of Information Technology Services, the Office of the State Controller (the Operations Agencies), and the Third Party Agent (TPA). The operations agencies and the TPA collectively form the (Operations Group).

When presented with the TOU at vendor registration, you will be given an opportunity to click "I Accept", which means you agree to the terms set out herein. You can review the most current version of this document at any time by clicking on the TOU link at the bottom of every page. In addition, when using the Service, you shall be subject to any posted guidelines or rules applicable to such services. All such guidelines or rules are hereby incorporated by reference into this agreement. If you click "I decline", your information will be retained and updated within the North Carolina Accounting System; however, you are not a registered Supplier on the Service and, therefore, you will not be allowed to receive Purchase Orders through the Service.
- DESCRIPTION OF SERVICE** The Service provides suppliers to governmental entities within the State of North Carolina who have chosen to participate in the Service the ability to register as a Supplier, modify company information, and respond to electronic requests for quote if so indicated by the supplier during registration. Unless explicitly stated otherwise, any new features which augment or enhance the current Service shall be subject to the TOU. You understand and agree that the Service is provided "AS-IS" and that the State and the Operations Group assume no responsibility for the mis-delivery or failure of purchase orders or responses to requests for quotes.

Step 14: Access Vendorlink Registration, as needed



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Click **Save** or **Continue** to Save Your Changes on Every Page

Accepted North Carolina Terms of Use.

Vendor Link

Are you interested in bidding on contracts for the State of North Carolina?

Vendor Link is a service, maintained by the Division of Purchase and Contract, that enables your company to register for automatic notification of solicitations. As a result of registering your company, you will receive email notification of relevant solicitations that are posted on Vendor Link.

To register for Vendor Link, please follow these instructions:

- Click the Vendor Link Website link below. The Vendor Link site will open in a new browser window.
- Follow the instructions located on the Vendor Link screens to create your account and register for bid notification.
- Once you have completed Vendor Link registration, close the additional web browser screen (by pressing control-W or by clicking the X box on the top right hand corner of the screen) and return to this Vendor Registration screen.

Go to [Vendor Link](#) for more information and to register. **NOTE: If you have previously registered with Vendor Link you only need to visit this site if you would like to make changes to your Vendor Link information.**

Step 15: Vendor Registration Summary



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Click **Save** or **Continue** to Save Your Changes on Every Page

Please print this summary page for your records.

If you need to make changes to any of the information you entered, use the links in the left margin to access the information you would like to change.

We look forward to doing business with you!

Registration Summary

[Print this information](#)

General Vendor Information

Vendor Name: TimsTables
Ariba Network ID:
Dun and Bradstreet Number:
Website:
Federal Tax ID Number: 3453563453
Name that appears on 1099 form:
Factor receivables to third party: No
Receivables sent to:
Individual and Business Characteristics:
Description of Owner(s): African American (Black)
Person with Disability
Woman
Government:
School/College/University: