

# E-Procurement Vendor Registration Screen Shots



[Contact Us](#)

[HUB Office](#) | [Governor's Page](#) | [Purchase & Contract](#) | [ITS](#) | [NC @ Your Service Portal](#)

## 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	
Username:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Login"/>	

New Vendor Registration	
Vendor Name:	<input type="text"/>
Federal Tax ID Number:	<input type="text"/>
Re-enter Federal Tax ID:	<input type="text"/>
<input type="button" value="Register"/>	

**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.

## Statewide Vendor Registration

Welcome: **Test Company**

**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

[\[Privacy Statement\]](#) [\[Terms of Use\]](#) [\[Frequently Asked Questions\]](#) [\[Glossary\]](#)  
Copyright © 2001 State of North Carolina

## Statewide Vendor Registration

Welcome: **Test Company**

**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

### 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)

testuser444

**Password**

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

••••••••

**Re-enter Password**

Confirm your password

••••••••

Save

## Statewide Vendor Registration

Welcome: **Test Company**

- 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

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**

Test

**Last Name**

Vendor

**Title**

Example: President, Vice President

President

**Phone Number**

Provide toll-free number if available

Example: 999-123-4567, 123-456-7890 ex. 123

919-555-1234

**Email Address**

Example: Jane@hercompany.com

equote\_test@yahoo.com

If you don't have an email address, please visit the [North Carolina State Portal](#) (<http://www.ncgov.com/asp/basic/business.asp>), and choose Yahoo! Mail from the Yahoo Resources list in the lower left column.

**Confirm Email Address**

Please confirm your email address by re-entering it here.

equote\_test@yahoo.com

[Save](#)

## Statewide Vendor Registration

Welcome: **Test Company**

- 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

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

Test Company

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](http://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>

### Tax Information

#### Federal Tax ID Number

123444789

**Name that appears on 1099 form**

(if different from above)

Do you **factor your receivables** to an external third party?

Yes  No

If you answered Yes to the previous question, please provide Name, Address and Phone of the external third party to which you factor your receivables:

### Individual and Business Characteristics

Check all that apply.

- Corporation
- Individual
- Partnership
- Sole Proprietorship

[Medical/Health Corporation](#)

[Sub-Chapter S Corporation](#)

**Is your business Not for Profit?**

No  Yes

Is your business any of the following:

Check all that apply

[A Small Business](#)

[Disabled Business Enterprise](#)

[Non Profit Work Center for the blind and severely disabled](#)

Which of the following characteristics, if any, describe the owner(s) of your business:

Owner: person who owns at least 51% of the business, or stock in the case of a corporation, and controls the management and daily operations of the business.

Check all that apply.

African American (Black)

Asian American (including Pacific Islander)

Hispanic/Latino American (Mexican, Caribbean Islander, Central or South American, other Portuguese or Spanish origin)

Person with Disability

Woman

American Indian (including Alaskan Native) - Please select appropriate tribe:

Select

---

**Government:**

Are you registering a government entity?

No

NC Local Government Entity

NC State Government Entity

Out of State Government Entity (State or Local)

US Federal Government Entity

**School/College/University:**

Are you registering an educational entity?

No

NC Community College

NC Local School System

NC University System

Out of State University

Historically Black College or University

**Does your business provide:**

Both Goods and Services

Goods Only

Services Only

**Does your business provide medical services:**

No

Yes

Save

[\[Privacy Statement\]](#) [\[Terms of Use\]](#) [\[Frequently Asked Questions\]](#) [\[Glossary\]](#)

Copyright © 2001 State of North Carolina

NC E-Procurement Service Help Desk: 1-888-211-7440

## Statewide Vendor Registration

Welcome: **Test Company**

- 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

**Saved General Company information.**

### Does your business qualify as a Historically Underutilized Business?

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](#)
- [Woman Business Enterprise](#)
- [Disabled-Owned Business Enterprise](#)

[Continue](#)

## Statewide Vendor Registration

Welcome: **Test Company**

- 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

### Verification of Historically Underutilized Business (HUB)

Please print this page for your records.

HUB selection: **Disabled-Owned Business Enterprise**

I **Test Vendor** affirm that the foregoing statements are true and correct and include all material information necessary to identify and explain the operations of **Test Company** as well as the ownership thereof. The Historically Underutilized Business Office may conduct an audit of the information presented here, in which case I agree to provide current, complete and accurate information upon request and to permit the audit and examination of books, records, and files of the named firm. Any material misrepresentation will be grounds for denial or revocation of HUB status and/or all other action permitted under Federal or State laws concerning false and/or fraudulent statements.

Once you have reviewed the HUB status requirements, click the Accept or Decline text to proceed with your registration.

If requested, I will provide the following information:

[Sole Proprietorship:](#)

- Resume of Principle Owner
- Company profile, including roles and responsibilities of officers/owners
- Proof of ethnicity/gender of primary owner (drivers licenses, birth certificates, tribal enrollment documents or passports)

<Portion of the verification statement not displayed to save space>

Corporation:

- Resumes of Principle Owners
- Company profile, including roles and responsibilities of officers/owners
- Articles of Incorporation
- Corporate By-Laws
- Copy of Stock Certificates (no specimens)
- If Stock Certificates have been transferred or cancelled, please provide a copy of the Transfer Ledger
- Minutes of recent board meeting
- If business/corporation was a buyout, attach Proof of Purchase
- Proof of ethnicity/gender of primary owners (drivers licenses, birth certificates, tribal enrollment documents or passports)

In addition to this list, the certifying entity may request additional documentation not requested on this application.

Please choose one of the following:

**Accept**

[I Accept These Terms. Any material misrepresentation will be grounds for denial or revocation of HUB status and/or all other action permitted under Federal or State laws concerning false and/or fraudulent statements.](#)

Test Vendor  
President

**Decline**

[I DO NOT ACCEPT these terms. I understand that my business will not be listed as a HUB for reporting or purchasing purposes.](#)

 **your service**  
www.ncgov.com

[Contact Us](#)

[HUB Office](#) | [Governor's Page](#) | [Purchase & Contract](#) | [ITS](#) | [NC @ Your Service Portal](#)

**E-Procurement**

## Statewide Vendor Registration

- Welcome: **Test Company**
- Required Information
  - Username/Password
  - Main Contact
  - Company Information
  - HUB Categories
  - Locations/Contacts
  - Commodity Selection
  - Construction Codes
  - eQuote
  - Terms of Use
  - VendorLink
-  **Registration Summary**
- [Logout](#)

**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
Vendor	Test	President	919-555-1234	equote_test@yahoo.com <a href="#">Edit</a>   <a href="#">Delete</a>

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

### 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.

## Locations

In order to complete the Locations/Contacts page, your company must ensure that one location is entered (ordering, remit, and billing sections). You will not be able to move from this page until these minimum requirements are met.

Attention vendors, completion of the Locations/Contacts page does not complete the registration process. In order to be listed as a valid supplier, your company must complete each of the remaining pages and accept the NC Terms of Use.

New Location

No Locations have been entered.

Continue

[\[Privacy Statement\]](#) [\[Terms of Use\]](#) [\[Frequently Asked Questions\]](#) [\[Glossary\]](#)

Copyright © 2001 State of North Carolina

NC E-Procurement Service Help Desk: 1-888-211-7440

## Statewide Vendor Registration

Welcome: **Test Company**

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

## Contact Information

Fields in **bold** are required.

**First Name**

**Last Name**

**Title**

Example: President, Senior Account Representative

**Phone Number**

Example: 999-123-4567, 123-456-7890 ex. 123

**Email Address**

Example: Jane@hercompany.com

If you don't have an email address, please visit the [North Carolina State Portal](http://www.ncgov.com/asp/basic/business.asp) (<http://www.ncgov.com/asp/basic/business.asp>), and choose Yahoo! Mail from the Yahoo Resources list in the lower left column.

**Confirm Email Address**

Please confirm your email address by re-entering it here.

## Statewide Vendor Registration

Welcome: **Test Company**

- 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

### E-Payment Bank Account Information

Accounts for electronic payment will be verified to insure that they correspond to a vendor's financial holdings. This verification may delay the use of the account for electronic payment processing.

Fields in **bold** are required.

**Account Number**

**Routing Number**

**Bank Account Name**

Create an account name that is easily recognizable; for security reasons, the account number will not be visible from any other page.

Example: Raleigh Checking Account

**Bank Name**

Bank Address Line 1

Example: 25 Main Street, PO Box 698

[Standard Abbreviations](#)

Bank Address Line 2

Example: Suite 100, Apartment 201

**Bank City**

**Bank Zip Code**

**Is this a savings account?**

Yes  No

**Where should notification of payment be sent?**

Email  Fax

**Email address**

**Fax**

Example: 123-456-7890

[\[Privacy Statement\]](#) [\[Terms of Use\]](#) [\[Frequently Asked Questions\]](#) [\[Glossary\]](#)

Copyright © 2001 State of North Carolina

NC E-Procurement Service Help Desk: 1-888-211-7440

Welcome: **Test Company**

- 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

## Location Information

In order to complete the Locations/Contacts page, your company must ensure that one location is entered (ordering, remit, and billing sections). You will not be able to move from this page until these minimum requirements are met. Once you have completed all of this information, click the Save button to proceed with your registration.

Attention vendors, completion of the Locations/Contacts page does not complete the registration process. In order to be listed as a valid supplier, your company must complete each of the remaining pages and accept the NC Terms of Use.

Fields in **bold** are required.

### Location Name

Buyers use the Location Name to select the destination for their purchase order. The Location Name should include any information needed to uniquely identify the location: Division name, subsidiary business name, geographic location, product division, etc.

**Order From Address** Address to which purchase orders will be sent

### Vendor prefers orders via

Email  Fax  Ariba Commerce Services Network, if applicable

You do not currently have Ariba Network ID. Please click [here](#) to add one if you select Ariba Commerce Services Network as your preferred ordering method.

[Company Information](#)

### Does this location accept P-Cards?

No  Yes

### If yes, what type of P-Cards are accepted?

Visa  American Express  MasterCard  Discover  Diners Club

**Ordering Email Address**

Example: Jane@hercompany.com

If you don't have an email address, please visit the [North Carolina State Portal](#) (<http://www.ncgov.com/asp/basic/business.asp>), and choose Yahoo! Mail from the Yahoo Resources list in the lower left column.

**Confirm Ordering Email Address**

Please confirm your email address by re-entering it here.

**Ordering Fax**

Select a country code from the list (Example: 1 for US and Canada, etc.) and then enter the phone number. For the country code 1, please enter in this format: 123-456-7890. For all other country codes, please enter the phone number using only digits. For a listing of country codes, click [here](#).

**Contact****Street 1**

Example: 25 Main Street, PO Box 698  
[Standard Abbreviations](#)

**Street 2**

Example: Suite 100, Apartment 201

**City****County**

NC Vendors only

**State**

North Carolina

**Zip**

27609

**Remit To Address** Address to which payment for your goods and/or services will be sent

**Vendor prefers payment via**

Copy Data from Ordering

- Electronic Payment  US Mail

**Make Checks Payable To:**

- Use Corporation Name - *Test Company*  
 Use Location Name - *(value entered above for Location Name)*

**Bank Account**

-Select-

New Bank Account

**Contact**

Vendor, Test

New Contact

**Street 1**

Example: 25 Main Street, PO Box 698  
[Standard Abbreviations](#)

123 Main

**Street 2**

Example: Suite 100, Apartment 201

**City**

Raleigh

**City**County  
NC Vendors only**State****Zip****Fax**

Select a country code from the list (Example: 1 for US and Canada, etc.) and then enter the phone number. For the country code 1, please enter in this format: 123-456-7890. For all other country codes, please enter the phone number using only digits. For a listing of country codes, click [here](#).

**Bill To Address** Address to which service fee for E-Procurement will be sent

Based on the purchases to your company, the billing contact identified below will receive invoice(s) for the marketing fee as described in the NC Terms of Use. An example is provided below.

Your company receives a Purchase Order for \$100 worth of widgets.  
Your company ships 200 widgets at a total of \$100 dollars to the agency which requested them.  
Your company is paid in full for the \$100 worth of widgets.  
Your company receives an invoice for \$1.75 from NC E-Procurement.  
Your company has 30 days to remit \$1.75 to Information Technology Services.

Refer to the [NC Terms of Use - Marketing Fee](#) for details regarding the 1.75% fee.

**Vendor prefers bills delivered via**

Email  Fax

**Billing Email Address**

Example: Jane@hercompany.com

If you don't have an email address, please visit the [North Carolina State Portal](#) (<http://www.ncgov.com/asp/basic/business.asp>), and choose Yahoo! Mail from the Yahoo Resources list in the lower left column.

**Confirm Billing Email Address**

Please confirm your email address by re-entering it here.

**Billing Fax**

Select a country code from the list (Example: 1 for US and Canada, etc.) and then enter the phone number. For the country code 1, please enter in this format: 123-456-7890. For all other country codes, please enter the phone number using only digits. For a listing of country codes, click [here](#).

1

**Contact**

Vendor, Test

**Street 1**

Example: 25 Main Street, PO Box 698  
[Standard Abbreviations](#)

**Street 2**

Example: Suite 100, Apartment 201

**City**

**County**

NC Vendors only

Wake

**State**

North Carolina

**Zip**

[\[Privacy Statement\]](#) [\[Terms of Use\]](#) [\[Frequently Asked Questions\]](#) [\[Glossary\]](#)

Copyright © 2001 State of North Carolina

NC E-Procurement Service Help Desk: 1-888-211-7440

No E-Payment Bank Accounts have been entered.

### Locations

In order to complete the Locations/Contacts page, your company must ensure that one location is entered (ordering, remit, and billing sections). You will not be able to move from this page until these minimum requirements are met.

Attention vendors, completion of the Locations/Contacts page does not complete the registration process. In order to be listed as a valid supplier, your company must complete each of the remaining pages and accept the NC Terms of Use.

New Location

#### Raleigh Location Edit Delete

<b>Order From:</b> Orders: via EMAIL Email: equote_test@yahoo.com Fax: Contact: Test Vendor  123 Main St. Raleigh, NC 27609 Wake	<b>Remit To:</b> Payment: via USMAIL Make Checks Payable To: Test Company Fax: Contact: Test Vendor  123 Main Raleigh, NC 27609 Wake	<b>Bill To:</b> Bill: via EMAIL Email: equote_test@yahoo.com Fax: Contact: Test Vendor  123 Main St. Raleigh, NC 27609 Wake
--	---	---

Continue

## Statewide Vendor Registration

Saved Locations/Contact information.

### Commodities Codes Selection

Save

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](#)

- Welcome: Test Company
- 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

[Promotional and Award Items](#)

[Services \(Contractual & Consultant\)](#)

[Technology Items](#)

[Transportation \(Vehicles & Supplies Including Marine\)](#)

**Agricultural Supplies & Chemicals ( [back to top](#) )**

- 019 Agricultural Crops and Grains Including Fruits, Melons, Etc.
- 020 Agricultural Equipment, Implements, and Accessories
- 022 Agricultural Implements and Accessory Parts
- 040 Animals, Birds, Marine Life, Poultry, Including Accessories
- 180 Chemical Raw Materials (Bulk) Primarily For Man, Etc.
- 190 Chemicals and Solvents, Commercial (In Bulk)
- 245 Dairy Equipment and Supplies
- 325 Feed, Bedding, Vitamins and Supplies For Animals
- 335 Fertilizers and Soil Conditioners
- 430 Gases, Containers, Equipment: Laboratory, Medical, and Welding
- 460 Hose, Accessories, and Supplies: Industrial, Commercial, Garden
- 515 Lawn Maintenance Equipment, Accessories- Parts

<Portion of the commodity code listing not displayed to save space>

## Statewide Vendor Registration

Welcome: **Test Company**

- 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

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](#)
- [Division 15 - Mechanical](#)
- [Division 16 - Electrical](#)

#### Division 01 - General Requirements ( [back to top](#) )

- 01300 Administrative Requirements (Project Management/Coordinator)
- 01700 Execution Requirements (Engineering/Survey)
- 01900 Facility Decommissioning (Hauling/Debris Removal)
- 01800 Facility Operation (Maintenance)
- 01600 Product Requirements (Materials/Equipment)
- 01400 Quality Requirements (Architecture/Design)
- 01500 Temporary Facilities and Controls

#### Division 02 - Site Construction ( [back to top](#) )

- 02700 Bases, Ballasts, Pavements, and Appurtenances
- 02050 Basic Site Materials and Methods
- 02600 Drainage and Containment
- 02300 Earthwork
- 02450 Foundation and Load-Bearing Elements
- 02900 Planting
- 02800 Site Improvements and Amenities
- 02200 Site Preparation
- 02100 Site Remediation
- 02950 Site Restoration and Rehabilitation
- 02400 Tunneling, Boring, and Jacking
- 02500 Utility Services

<Portion of the construction code listing not displayed to save space>

## Statewide Vendor Registration

Welcome: **Test Company**

- 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

**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 again later and register for eQuote.](#)

# Statewide Vendor Registration

Welcome: **Test Company**

- 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

## 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 Location ▼

### 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.

Vendor, Test ▼

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 require further assistance.

**Submit**

## Statewide Vendor Registration

Welcome: **Test Company**

- 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

### Terms of Use

1. **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.

2. **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 State) 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. The Service also transmits electronic purchase orders according to the method specified by the supplier at the point of 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

<Portion of the Terms of Use not displayed to save space>

- b. The State makes no warranty that (1) the Service will meet your requirements; or (2) the Service will be uninterrupted, timely, or error-free.
- c. Any material downloaded or otherwise obtained through the use of the Service is done at your own discretion and risk and you shall be solely responsible for any damage to your computer system or loss of data that results from the download of any such material.
- d. No advice or information, whether oral or written, obtained by you from the Service shall create any warranty not expressly stated in the TOU.

14. **LIMITATION OF LIABILITY** You expressly understand and agree that the State, including its officers, employees, and agents (including the TPA) involved, directly or indirectly, in the delivery and operation of the Service, shall not be liable for any direct, indirect, incidental, special, consequential or exemplary damages, including but not limited to, damages for loss of profits, goodwill, use, data or other intangible losses (even if the State has been advised of the possibility of such damages), resulting from: (i) the use or the inability to use the Service; (ii) unauthorized access to or alteration of your transmissions or data; (iii) statements or conduct of any third party on the Service; or (iv) any other matter relating to the Service.

15. **APPLICABLE LAW** By visiting the North Carolina E-Procurement Service, you agree that the laws of the State of North Carolina, without regard to principles of conflict of laws, will govern these Terms of Use and any dispute of any sort that might arise between you and the State or its third party agents.

[\[Privacy Statement\]](#)
[\[Terms of Use\]](#)
[\[Frequently Asked Questions\]](#)
[\[Glossary\]](#)  
 Copyright © 2001 State of North Carolina  
 NC E-Procurement Service Help Desk: 1-888-211-7440



your service  
www.ncgov.com

[HUB Office](#) | [Governor's Page](#) | [Purchase & Contract](#) | [ITS](#) | [NC @ Your Service Portal](#)

**E-Procurement**

## Statewide Vendor Registration

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.**

**Welcome: Test Company**

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

 **Registration Summary**

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

## Statewide Vendor Registration

Welcome: **Test Company**

- 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

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:** Test Company  
**Ariba Network ID:**  
**Dun and Bradstreet Number:**  
**Website:**  
**Federal Tax ID Number:** 123444789  
**Name that appears on 1099 form:**  
**Factor receivables to third party:** No  
**Receivables sent to:**  
**Individual and Business Characteristics:** Corporation  
**Description of Owner(s):** Person with Disability  
**Government:**  
**School/College/University:**  
**Description of Owner(s):** Person with Disability  
**Government:**  
**School/College/University:**  
**Business Provides:** Goods Only  
**Provides Medical Services:** No

### Contacts

Last Name	First Name	Title	Phone	Email
Vendor	Test	President	919-555-1234	equote_test@yahoo.com

### E-Payment Bank Accounts

Account	Account Name	Bank Name	City	Notification
No E-Payment Bank Accounts found.				

### Locations

#### Raleigh Location

Order From:	Remit To:	Bill To:
<b>Orders:</b> via EMAIL	<b>Payment:</b> via USMAIL	<b>Bill:</b> via EMAIL
<b>Email:</b> equote_test@yahoo.com	<b>Make Checks Payable To:</b> Test Company	<b>Email:</b> equote_test@yahoo.com
<b>Fax:</b>	<b>Fax:</b>	<b>Fax:</b>
<b>Contact:</b> Test Vendor	<b>Contact:</b> Test Vendor	<b>Contact:</b> Test Vendor
123 Main St. Raleigh, NC 27609 Wake	123 Main Raleigh, NC 27609 Wake	123 Main St. Raleigh, NC 27609 Wake

### Commodity Codes

019 Agricultural Crops and Grains Including Fruits, Melons, Etc.  
 020 Agricultural Equipment, Implements, and Accessories  
 022 Agricultural Implements and Accessory Parts

## Construction Codes

01300 Administrative Requirements (Project Management/Coordinator)  
01700 Execution Requirements (Engineering/Survey)

## Historically Underutilized Business (HUB) Category

Disabled-Owned Business Enterprise

## eQuote Selections

Registered for North Carolina eQuotes: Yes  
eQuote Main Location: Raleigh Location  
eQuote Main Contact: Test Vendor

## NC Terms of Use

Accepted: 12/30/2003 by Test Vendor

[Continue](#)



[Contact Us](#)

[HUB Office](#) | [Governor's Page](#) | [Purchase & Contract](#) | [ITS](#) | [NC @ Your Service Portal](#)

## Statewide Vendor Registration

**Congratulations! You have finished the vendor registration process for the State of North Carolina.**

Welcome: **Test Company**

- 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

Thank you for registering!

### Supplier Benefits

Suppliers will receive increased access to markets, simplified processes/reduced costs, and service & support, as follows:

#### Increased Access to Markets

- Electronic access to North Carolina state agencies and institutions, local educational authorities, universities, community colleges, and local governments, which represent a combined annual purchasing power of over \$10 billion.
- Opportunity to do business electronically in a national marketplace, which includes additional public sector buying organizations.

### **Simplified Processes/Reduced Costs**

- Electronic orders will be sent to suppliers, which will reduce cycle times and improve the accuracy of orders, resulting in fewer returns.
- Improved automated quoting and bidding processes will enable easier submission of responses.
- More complete product information available to buyers may reduce support costs, as fewer inquiries for clarification will be made by buyers.

### **Service & Support**

- Online self-registration for new vendors and self-maintained vendor registration functionality.
- Training opportunities will be provided to North Carolina suppliers through web-based courses and written materials. Training will prepare suppliers to successfully conduct electronic business across North Carolina and help suppliers to maximize the value of a new online sales environment.
- Customer Service including e-mail and phone support will be available to help answer supplier questions.

[\[Privacy Statement\]](#) [\[Terms of Use\]](#) [\[Frequently Asked Questions\]](#) [\[Glossary\]](#)  
Copyright © 2001 State of North Carolina  
NC E-Procurement Service Help Desk: 1-888-211-7440