

NC Division of Purchase and Contract
VendorLink NC

Vendor Registration Process

Vendor Registration Process

1

To begin the registration process, go to:
<http://www.pandc.nc.gov>



Division of Purchase and Contract



Training & Compliance

Procurement Rules

P&C Resources and References

Related Sites

Contact Us

[NCDOA : P&C Home Page](#)

Welcome to Purchase & Contract

P&C Information Frequently Accessed



"Statewide Contracts"

- Debarred Vendors
- Qualified Products Lists (QPLs)
- Standard Specification and Questionnaire Listing
- Term Contract Alphabetical / Key Word Listing
- Term Contract Numerical Listing
- Weekly Fuel Pricing



"Agency Specific Contracts"

- Agency Specific Contract Alphabetical / Key Word Listing
- Agency Specific Contract Numerical Listing (by Commodity Code)



"Training & Compliance"

- 2013 Course Schedules
- Course Overviews
- New Student Registration Form



"Other Information"

- Access IPS, the Interactive Purchasing System
- Alphabetical Listing of IPS Categories and the NICEP Commodity Classes Assigned



Main Office: 919-807-4500

Mailing Address:
1305 Mail Service Center
Raleigh, NC 27699-1305

2

Select the "Access IPS" link

Vendor Registration Process

[Home](#)[Helpful Tips](#)[Bids by Category](#)[Bids by Department](#)[Search Open Bids](#)[Search Bid Number](#)[Vendor Link NC](#)[P&C Home](#)

State of North Carolina
Interactive Purchasing System

Welcome to the North Carolina Interactive Purchasing System (IPS). Listed below are definitions of each of the menu items above.

Tips

Learn about the IPS site, how to navigate through IPS, how to download the Adobe Acrobat Reader and much more.

Vendor Link NC

Use our Business Registry to market your products or services to a worldwide audience and to obtain a listing of other registered businesses. You may also use this link to register your business, request HUB status or request a re-verification of your current HUB status.

Bids by Category

View a listing of solicitations by category for all purchasing entities.

Bids by Department

View a listing of solicitations by purchasing entity.

Search for Open Bids

Locate open solicitations by one or more selection criteria.

Search by Bid Number

Locate solicitations by bid number.

Purchase and Contract Homepage

Return to the Homepage for the Division of Purchase and Contract.

1

Select "Vendor Link NC"

[IPS Home](#) : [Vendor Link NC Home](#) : [P&C Home](#) : [NCDOA Home](#) : [NC.gov](#)

North Carolina Interactive Purchasing System
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Division of Purchase and Contract

Vendor Registration Process

- Tips
- IPS Public Menu
- VendorLink NC Home
- Vendor Registration
- Change Vendor Information
- Search for Registered Vendors
- HUB Certification/ SWUC Program
- Update HUB Information/ HUB Recertification
- P & C Home



State of North Carolina VendorLink System Vendor Link NC Public Menu

Welcome to Vendor Link NC. Listed below are definitions of each of the menu items above.

[Tips for Vendor Registration & HUB Certification Process](#)

Learn about the Vendor Registration process, choosing a User ID and Password, how to navigate through the menu system and much more.

[IPS Public Menu](#)

Access the Interactive Purchasing System to search for bids by category, department, open dates or bid number.

[Vendor Registration](#) ←

Register your business in the Vendor on-line registry and request HUB certification.

1

Select "Vendor Registration"

[Change Vendor Information](#)

Change your business location address information, company status or add to your list of commodities.

[Search for Registered Vendors](#)

Search for registered businesses by individual, organization name, HUB Status & other criteria.

[HUB Certification - Statewide Uniform Certification Program\(SWUC\)](#)

Request HUB certification through the Statewide Uniform Certification Program. Create your User ID and password in Vendor Link NC.

[Update HUB Information/ HUB Recertification](#)

Login with your User ID and Password: Add/Modify HUB Information, Add/Delete your commodities, Update any business changes or Request Recertification

[P & C Homepage](#)

Return to the Homepage for the Division of Purchase and Contract.

PLEASE NOTE: It will take approximately 1 business day after registration for your company information to be visible or accessed on the VendorLink System.

Vendor Registration Process



State of North Carolina
VendorLink System

Vendor Registration

Thank you for your interest in becoming a vendor with the State of North Carolina. Please complete all areas of the form including any Historically Underutilized Business(HUB) information.

NOTE: You must complete the e-mail address section and keep this information current.

Upon approval an e-mail notification will be sent to you.

The Division of Purchase and Contract makes this vendor registration form available. It is your responsibility to keep all information current. If your e-mail address is not correct, your firm shall be deleted from our vendor file when we perform a maintenance check of the system. Being a registered vendor does **NOT** guarantee the receipt of electronic notification for all applicable solicitations. Vendors must routinely check our [IPS Bids](#) site for a listing of current business opportunities from the Division of Purchase and Contract and other agencies required to post certain solicitations to this system. The Division of Purchase and Contract shall not be responsible if a vendor does not receive an electronic notification for any particular reason.

PLEASE NOTE: The State of North Carolina is implementing a new electronic procurement system. If you want to receive electronic purchase orders, your business must also be registered in this new E-Procurement Service. Registration in the E-Procurement Service will enable your business to participate in procurement opportunities from state agencies, universities, community colleges, public schools and local government entities. The link to the E-Procurement site will appear on the last page of the Vendor Link NC registration process.

Vendor Registration questions should be directed to [Vendor Registration](#).

I Accept these Terms

I Do Not Accept these Terms

1

Review & Accept Terms of Use to continue.



Vendor Registration Process

1 Create user id & password for your account.
Be sure to remember what you enter.

State of North Carolina
VendorLink System
Login Information

IPS
interactive purchasing system

To register your business with the State of North Carolina, you must provide a unique User ID and Federal Tax Id.

Indicates a required field.

Requirements for User IDs
User ID *must contain at least 6 characters, with no spaces or special characters. Remember this ID!* You'll use it each time you need to change your information or to register for commodity classes.

User ID:

Requirements for Passwords
Passwords *must contain at least 8 characters, must have at least 1 number and contain no spaces or special characters. Remember this password!* You'll use it each time you need to change your information or to register for commodity classes.

Password: Verify:

Requirements for Federal Tax ID
Type your 9-digit Federal Tax ID number *with no spaces or special characters. This information will not be available to the public.*

Federal Tax No: Verify:

Your registration status will be sent to your E-mail address upon successful completion of the vendor registration process. If you do not receive an e-mail from us within 2 working days, make sure your e-mail address is valid.
Failure to supply a valid E-mail will result in your removal from the system.

Email Address:

Cancel Next->

2 Enter your 9-digit Federal Tax ID number & a valid email address.
The email address you enter here is where your notifications will be sent so be sure to enter it correctly.

3 Click next

Vendor Registration Process

1

Complete the required information about your company.

If your company has multiple divisions that you would like to register, you will need to complete a separate registration for each division.



State of North Carolina
VendorLink System

Vendor Location Information

⊖ Indicates a required field.

Company: ABC Supplies & Distrubution Center ⊖

Div/Group/Subsidiary: Raleigh Division

Contact: Toni ⊖ Cary ⊖

Address Line 1: 116 W. Jones St. ⊖

Address Line 2: ⊖

City: Raleigh ⊖

County (NC Only): WAKE

State (US Only): NC

Country (Non-US): United States

Zip: 27603 ⊖

Phone: 919-999-9999 ⊖ Ext: ⊖

Fax: 999-999-9999

Toll Free: 999-999-9999

Email: toni@abcraleigh.com ⊖

Check here if you are a [Small Business](#)

Are you unsure if your company qualifies as a small business?
Click this link for small business qualifications.

2

Is your company a small business?
If so, check this box.

Cancel Next->

3

Click next

Vendor Registration Process

Vendor Link is designed to notify vendors via email when new bids are posted for commodities of interest to the vendor.

However, if you do not wish to be notified, you can change that preference here.



State of North Carolina VendorLink System

Preferences

You will be added to an automated electronic notification system that will notify you of procurement opportunities, construction or design services with the State of North Carolina.

You can elect NOT to receive electronic notification by checking the box(s) below.

- No, I do not want to receive electronic notification from the State of North Carolina
- Yes, I want to receive electronic notification from the State of North Carolina

Indicate the category of services your company provides.

- I am a supplier of goods, services or commodities (including construction materials)
- I am a construction contractor, sub-contractor or architect/engineer

Cancel Next->

Click next

Select category that best describes your company here.

Vendor Registration Process

1

You must specify which commodities you would like to receive notifications for. Begin by clicking a category to display the major commodities listed under it.



State of North Carolina
Vendor Link NC

Commodity Selection

Select a category...

- Agriculture, Supplies
- Appliances
- Athletic Equipment and Supplies
- Audio-Visual and Photographic Equipment
- Building Materials
- Carpet and Floor Maintenance Machines
- Chemicals
- Clocks, Watches
- Clothing and Apparel
- Communication Equipment
- Computers (Related)
- Drugs and Medicines
- Educational Equipment and Supplies
- Electrical Equipment
- Food (Related)

Note: ALL SERVICES are listed under their own category called Services (Contractual & Consultant).

Finish

No Registered Commodities found

Vendor Registration Process

1

After you find the commodity you are looking for click on it.
This will add the commodity to your list of registered commodities.
Repeat this process for other commodities of interest to you.



State of North Carolina
Vendor Link NC
Commodity Selection

Do not click **Finish**
until you have
finished selecting all
the commodities you
wish to register for.

...now select commodities to add to your list:

019 - Agric. Crops and Grains Including Fruits, Melons, Etc.
020 - Agricultural Equipment, Implements, and Access.
022 - Agricultural Equipment And Implement Parts
040 - Animals, Birds, Marine Life, Poultry, Including Accessories
245 - Dairy Equipment and Supplies
325 - Feed, Bedding, Vitamins and Supplies for Animals
335 - Fertilizers and Soil Conditioners
460 - Hose, Accessories, and Supplies: Industrial, Comm., Garden
515 - Lawn Maintenance Equip & Acc (See Class 020 For Agr. Types)
595 - Nursery (Plants) Stock, Equipment, And Supplies
675 - Pesticides And Chemicals: Agricultural And Industrial
685 - Poultry Equipment and Supplies
790 - Seed, Sod, Soil, and Inoculants
810 - Spraying Equipment (No Household, Nursery-Paint)

Return to Category List

Finish

2

Use this button to return to
the category list and choose a
new category.

No Registered Commodities found

For a complete listing of all commodity codes go to:
<http://www.doa.state.nc.us/PandC/ipsalpha.aspx>

Vendor Registration Process



State of North Carolina
Vendor Link NC
Commodity Selection

1 Once you have chosen all your commodity codes, click finish.

...now select commodities to add to your list:

- 905 - Aircraft and Airport Operations Services
- 906 - Architectural Services, Professional
- 907 - Architectural and Engineering Services, Non-Professional
- 908 - Bookbinding And Repairing Services
- 909 - Building Construction Services, New (Incl. Main. And Repair)
- 910 - Building Maintenance, Installation And Repair Services
- 912 - Construction Services, General (Incl. Main And Repair)
- 913 - Construction Services, Heavy (Incl. Maint And Repair)
- 914 - Construction Services, Trade (New Construction)
- 915 - Communications and Media Related Services
- 918 - Consulting Services
- 920 - Data Processing, Computer, Programming, & Software Services
- 924 - Educational/Training Services
- 925 - Engineering Services, Professional

Return to Category List

Finish

Commodity codes that you have chosen will appear here.

| Registered Commodities for | Remove? |
|--|-------------------------------------|
| 020 Agricultural Equipment, Implements, and Access. | <input checked="" type="checkbox"/> |
| 022 Agricultural Equipment And Implement Parts | <input checked="" type="checkbox"/> |
| 825 Stockman Equipment and Supplies | <input checked="" type="checkbox"/> |
| 929 Equip Maint \$ Repair Services For Agricultural, Const, Etc. | <input checked="" type="checkbox"/> |

To remove commodity codes from your list uncheck the circle to the right of the commodity.

Vendor Registration Process

You must specify if your business qualifies as HUB.



State of North Carolina
VendorLink System

HUB Categories

Per N.C. General Statute 143-128.4, to qualify as a historically underutilized business, a business must be at least 51% owned, controlled and managed, by one or more citizens or lawful permanent residents of the United States who are members of one or more of the following groups: (1) Black, (2) Hispanic, (3) Asian American, (4) American Indian, (5) Female, (6) Disabled, and (7) Disadvantaged.

Check below if you are requesting for your business to become certified as a Historically Underutilized Business (HUB)

Minority

- Black (African American)
- Hispanic (Mexican, Caribbean Islander, Central or South American, other Portuguese or Spanish origin)
- Asian American (including Pacific Islander)
- American Indian (including Alaskan Native)

Female

Disabled

Disabled Business Enterprise

Socially and Economically Disadvantaged (currently certified as DBE or 8(a))

If you do not qualify as a HUB vendor or you have specified your category simply click **Next**.

Next->

Vendor Registration Process

You will be given the chance to verify all the information you have entered.

- Tips
- IPS Public Menu
- VendorLink NC Home
- Vendor Registration
- Change Vendor Information
- Search for Registered Vendors
- HUB Certification/ SWUC Program
- Update HUB Information/ HUB Recertification
- P & C Home



Information about your company is listed here.

State of North Carolina
Vendor Link NC
Vendor Details

Commodities you registered for are listed here.

| ABC Supplies & Distrubution Center | Registered Services |
|--|--|
| User ID: ABCraleigh | Construction Codes Add/Remove |
| Contact: Toni Cary | No Construction Codes selected! |
| Address: 116 W. Jones St Raleigh, NC 27603 WAKE | Commodity Codes Add/Remove |
| Phone: 919-999-9999 | Agricultural Equipment, Implements, and Access. |
| Toll Free #: | Agricultural Equipment And Implement Parts |
| Fax: | Stockman Equipment and Supplies |
| Email Address: toni@abcraleigh.com | Equip.Maint. & Repair Services For Automobiles, Trucks, Ect. |
| Small Business: False | |
| HUB Certified: No <i>(If you have requested HUB Certification, this will change to YES when your certification request has been completed.)</i> | |
| [Complete the Registration] [Return to Change Menu] | |

To add or remove registered commodities click here.

To change any of the information about your company click here.

1 Once you have verified all the information click here to complete the registration process.

Vendor Registration Process

You will see the following screen once registration is complete.



State of North Carolina
Vendor Link NC

Registration Complete

Thank you for registering!

Please be advised that all information transmitted and received via the Internet shall be considered public record, subject to public release and inspection. Therefore, no representations are made as to the confidentiality of such information.

In no event shall the State be liable for any damages whatsoever arising out of or in connection with the use or performance of information transmitted and received between the State and any user. This publication could include technical inaccuracies or typographical errors. Changes may be made periodically to the information.

The Division of Purchase and Contract reserves the right to request any information regarding the financial status of any applicant or company, and may request references deemed necessary for registration and/or awarding of any contract(s).

PLEASE NOTE: The State of North Carolina is implementing a new electronic procurement system. If you want to receive electronic purchase orders, your business must also be registered in this new [E-Procurement Service](#). Registration in the E-Procurement Service will enable your business to participate in procurement opportunities from state agencies, universities, community colleges, public schools and local government entities.

If you have requested HUB Certification:

Thank you for requesting HUB Certification. In addition to initiating this process online, a [Statewide Uniform Certification \(SWUC\) Application](#) is also required. Notification of your approval, denial, or request for any additional information will come directly from the HUB Office. Based upon your company's business structure, you are required to submit supporting documentation to the HUB Office within 30 days of your online request. A decision will be rendered within 90 days upon receipt of a completed packet. Failure to submit the [Required Documentation](#) within the specified time will result in an administrative withdrawal. Please [click here](#) to obtain and print the Required Documents List and SWUC Application.

To log in to your account you can go to:

<https://www.ips.state.nc.us/Vendor/VendorPubMain.aspx>

And choose **Change Vendor Information** in the menu bar at the top of the screen.