

# REGISTRATION INSTRUCTIONS FOR NEW VENDORS / CONTRACTORS

## **NORTH CAROLINA e-PROCUREMENT SYSTEM – State of NC**

For instructions on how to register your company with the North Carolina E-Procurement System, the website is: <https://evp.nc.gov/> or you may reach a representative at 888-211-7440 who will assist you with your registration.

There is no cost to the vendor for registering and for participating in e-Quotes. The state will assess a 1.75% fee on commodity purchases after they have been shipped. At this time, the fee does not apply to services. The registration information on the website will provide additional information. You may also call the number listed above for any questions that you may have.

## **VENDOR INFORMATION FORM (W-9 SUBSTITUTE) - GTCC**

In accordance with IRS regulation Section 6109, GTCC is required to have a W-9 or substitute W-9 on file for each of our vendors.

A GTCC Vendor Information Form (W-9 Substitute) can be obtained via the following link: <https://www.gtcc.edu/files/Purchasing%20and%20Procurement/vendor-information-form---substitute-w-9.pdf> . You may email a copy to us and forward the original to our Purchasing Department afterwards. GTCC's mailing address is provided below.

If you have any questions, please contact Dorothy Grant at (336) 334-4822 (x50520) or Linda Myers at (336) 334-4822 (x50394). We look forward to doing business with you.

### GTCC Mailing Address, Phone

Guilford Technical Community College Attn:  
Purchasing Department  
P.O. Box 309  
Jamestown, NC 27282  
Phone: (336) 334-4822