

## VENDOR REGISTRATION INSTRUCTIONS FOR NEW SUPPLIERS

### NORTH CAROLINA e-PROCUREMENT SYSTEM

For instructions on how to register your company with the North Carolina E-Procurement System, the website is: <http://vendor.ncgov.com/> 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.

### STATE OF NORTH CAROLINA INTERACTIVE PURCHASING SYSTEM (IPS) - VENDOR LINK

For instructions on how to register your company with Vendor Link NC, please visit the following website: <http://www.ips.state.nc.us/ips/vendor/vndpubmain.asp>.

This site will allow you to register your business in the Vendor on-line registry and request HUB status, as well as to search for open bids throughout the Interactive Purchasing System.

### VENDOR REGISTRATION 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 Registration Form can be obtained via the following link:  
<http://www.gtcc.edu/media/270764/vendorregistrationform-combined.pdf>  
Upload file

You may fax a copy to us and forward the original to our Purchasing Department afterwards. GTCC's fax number and mailing address is provided below.

If you have any questions, please contact Dorothy Taylor 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 & Fax

Guilford Technical Community College  
Attn: Purchasing Department  
P.O. Box 309  
Jamestown, NC 27282  
Phone: (336) 334-4822  
Fax: (336) 819-2031

