



a How-To Guide for eQuotes

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Please login here.

USERNAME

PASSWORD

Go >>

Forgotten your Username and/or Password?

- ▣ [Click here](#) to receive an e-mail with your username and a new password.

You will need either [Netscape Navigator 4.5](#) or higher or [Internet Explorer 4.0](#) or higher to login.

A user name and password will be randomly generated and sent to the eQuote main contact when the eQuote account is activated. The eQuote main contact was selected during the vendor registration process.

Site Overview and Navigation

WORK

ACCOUNTS

[My Profile](#)

[Customer Service](#)

[Logout](#)

WORK categorizes your eQuotes for easy access and reference. The Work section contains an Inboxes for [eQuotes](#) and an [Archive](#).

ACCOUNTS manages your organization's eQuote account. This is where your organization's eQuote Administrator can manage [Users](#), [Account](#) setup, [Categories](#) of products offered, [Marketing](#) page. (If you are not the eQuote Administrator, you will not see this area of the site.)

My Profile manages your personal information: this is where you can change your password and contact information.

Customer Service displays a page with contact information for the NC E-Procurement help desk.

Logout ends your session. If you do not click "Logout," your session will automatically end after 60 minutes of inactivity.

My Profile - Change Your Password

Password Please enter a password of at least 6 characters. 	<input type="password" value="XXXXXXXXXX"/> Current Password <input type="password" value="XXXXXXXXXX"/> New Password <input type="password" value="XXXXXXXXXX"/> Re-type Password
Job Title *	Other <input type="text"/>
Phone *	800-555-8822 <input type="text"/>
Fax	800-555-8800 <input type="text"/>
Email Address *	jcrane@om.com <input type="text"/>
Notification Preference	<input checked="" type="checkbox"/> e-mail <input checked="" type="checkbox"/> fax
User Role	Super Administrator
<input type="button" value="Cancel"/> <input type="button" value="Update"/>	

Click: "My Profile" in the upper right-hand corner of the screen. In the Password section,

Enter: your Current Password.

Enter: your New Password.

Re-Enter: your New Password.

Click: "Update" at the bottom of the screen to activate the changes.

My Profile - Change Your Contact Information

State/Province*	MI - Michigan
Zip/Postal Code*	04020
Country	United States
Username Please enter 6 - 12 characters.	jane crane
Password Please enter a password of at least 6 characters.	<input type="password"/> Current Password <input type="password"/> New Password <input type="password"/> Re-type Password
Job Title*	Other
Phone*	800-555-8822
Fax	800-555-8800
Email Address*	jcrane@om.com
Notification Preference	<input checked="" type="checkbox"/> e-mail <input checked="" type="checkbox"/> fax
User Role	Super Administrator
<input type="button" value="Cancel"/> <input type="button" value="Update"/>	

- Click: "My Profile" in the upper right-hand corner of the screen.
Enter: any updated information (telephone number, email address, etc.).
Click: "Update" to activate the changes.

Manage Your eQuotes

eQuote Inbox

Your eQuote Inbox allows you to quickly scan the status of your eQuotes.

Welcome:

August 24, 2003

[My Profile](#) [Customer Service](#) [Logout](#)

WORK **ACCOUNTS**

eQuotes Archive

Work Trail: eQuote Response Inbox

My Inbox - eQuotes

Sort your inbox by clicking on the small blue arrows in the header of each column.

eQuotes

This list contains eQuotes awaiting your response. Select an eQuote to review by clicking on the Title. From there you may review details of the eQuote request and submit your response. Note that eQuotes marked RUSH require response within 4 business hours.

	Title	Status	Organization	Sender	Responder	Date Sent	Response Due
<input type="checkbox"/>	Test eQuote	Sent	State of NC -	nchelpdesk36 NoLastName		Jul 27, 2003	Aug 4, 2003
<input type="checkbox"/>	test eQuote attachments	Reviewed	State of NC -	nchelpdesk40 NoLastName		Jul 15, 2003	Jul 21, 2003
<input type="checkbox"/>	eQuote Demo for Widgets	Sent	State of NC -	nchelpdesk20 NoLastName		Jul 15, 2003	Jul 21, 2003
<input type="checkbox"/>	eQuote Test	Reviewed	State of NC -	Ariba System		Apr 25, 2003	May 1, 2003
<input type="checkbox"/>	test equote	Sent	State of NC -	Ariba System		Apr 25, 2003	May 1, 2003
<input type="checkbox"/>	Untitled eRequisition	Reviewed	State of NC -	Ariba System		Apr 25, 2003 6:43AM	RUSH

An eQuote marked RUSH means the buyer is requesting a response within 4 business hours.

eQuote Inbox

Welcome:

[My Profile](#) [Customer Service](#) [Logout](#)

WORK ACCOUNTS

eQuotes Archive

Work Trail: eQuote Response Inbox

My Inbox - eQuotes

eQuotes							
This list contains eQuotes awaiting your response. Select an eQuote to review by clicking on the Title. From there you may review details of the eQuote request and submit your response. Note that eQuotes marked RUSH require response within 4 business hours.							
	Title	Status	Organization	Sender	Responder	Date Sent	Response Due
<input type="checkbox"/>	Muratec Supplies	Sent	State of NC - Secretary of State			Nov 26, 2002	Dec 2, 2002

[Archive](#) [Refresh Work](#)

Items 1-1 of 1. Page 1 of 1

Display: 20 items

[NC Terms and Conditions](#)

Status Definitions:

- **New:** you have received a new eQuote request but not reviewed it.
- **Reviewed:** you have reviewed the eQuote request but have not sent a response.
- **Declined:** you have declined the eQuote request.
- **Draft:** your draft eQuote response is waiting to be completed.
- **Sent:** you have sent the eQuote response to the buyer.

Submit an eQuote Response

Welcome:

[My Profile](#) [Customer Service](#) [Logout](#)

WORK ACCOUNTS

[eQuotes](#) [Archive](#)

Work Trail: [eQuote Response Inbox](#)

My Inbox - eQuotes

eQuotes							
This list contains eQuotes awaiting your response. Select an eQuote to review by clicking on the Title. From there you may review details of the eQuote request and submit your response. Note that eQuotes marked RUSH require response within 4 business hours.							
	Title	Status	Organization	Sender	Responder	Date Sent	Response Due
<input type="checkbox"/>	Muratec Supplies	Sent	State of NC - Secretary of State			Nov 26, 2002	Dec 2, 2002

[Archive](#) [Refresh Work](#)

Items 1-1 of 1. Page 1 of 1

Display: 20 items

[NC Terms and Conditions](#)

Click: "WORK."

Click: "eQuotes." This takes you to your eQuote Inbox.

Click: the Title of the eQuote that you would like to review.

Submit an eQuote Response

WORK

ACCOUNTS

eQuotes

Archive

Work Trail: [eQuote Response Inbox](#) : eQuote Response

eQuote Response

Overview of Request

Initiator	State of NC - SECRETARY OF STATE - AGENCY FUND
Contact Email Please feel free to email the buyer directly if you have questions about this request.	
Contact Phone	
Date Sent	Nov 26, 2002
eQuote Title	Muratec Supplies
Response Due Date	Dec 2, 2002
FOB Requested	Destination
Attention: Name	
Attention: Mail Stop	
Ship To	SECRETARY OF STATE Raleigh NC 27603
Delivery Needed By	Dec 9, 2002

Review: the buyer's eQuote request.

Scroll: down to the response area.

Enter: your response to the buyer (see next page).

eQuote Response – Buyer Attachments and Terms & Conditions

Buyer Specifications

Additional Information	test
Substitutes Acceptable?	Yes
Attachments	 Attached - eQuote test.bt [download]
Terms & Conditions	The State of North Carolina Terms and Conditions (T&Cs) apply to this purchase. Click here [Statewide IT Procurement] for the T&Cs applicable to purchases of information technology. Click here [Purchase and Contract] for Instructions for Quote and T&Cs applicable to all other purchases. No additional T&Cs that may be attached to your response to the eQuote will be considered. You agree that your submission of an offer using your password protected access to this system constitutes an approved signature on your offer. Please contact the purchaser if you have questions.

Attachments: Buyers are able to attach documents to eQuotes to aid in describing the items they are quoting. The attachments may be specifications or schematics.

Terms and Conditions: Standard State of North Carolina Terms and Conditions are displayed as hyperlinks on every eQuote. A particular entity within the State may also attach detailed terms. Additional terms from the supplier are not permissible and attachment of such may be qualifications for rejection of the eQuote.

Submit an eQuote Response – To quote the item as is

Items

Please follow the steps below to respond to the items:

1. Determine how you would like to respond to each item by clicking where appropriate. **Quote Item** allows you to provide a quote for the buyer requested item. **Substitute Item** allows you to quote a similar item if the requested item is not available. **Add Alternate** allows you to quote a similar item in addition to the requested item. You may provide both a substitute and an alternate item if necessary. **No Response** tells the buyer that you are not responding at all to that item.
2. Fill in the appropriate price and SKU, if necessary, for all cases where you are quoting the requested item.
3. Click on **Make Edits**. This will provide you with new lines to fill in substitute and alternate item descriptions. Note: you may continuously click on make edits to make necessary changes
4. If you would like, you may add Additional Items by clicking on **Add Item**.

If you are providing responses by attaching a file, please type, "see attached" in the item description. Then fill in the price with the appropriate amount.

Please contact Customer Service at 1-888-211-7440 if you need assistance.

Response	Supplier SKU	Item Description	Qty	Unit	Unit Price *	Extended Price
Item 1 of 1: <input checked="" type="radio"/> Quote Buyer Item <input type="radio"/> Substitute Item <input type="radio"/> No Response <input type="checkbox"/> Add Alternate						
Quote Original Item	<input type="text"/>	test	1	Each	<input type="text" value="10.00"/>	<input type="text" value="10.00"/>
<input type="button" value="Add Item"/> <input type="button" value="Make Edits"/>						Total of Quoted and Substitute Items \$ <input type="text" value="10.00"/>
						Total of Alternates \$ <input type="text" value="0.00"/>
						Total of Additional Items \$ <input type="text" value="0.00"/>
						<input checked="" type="checkbox"/> Shipping Included In Price of Items
						Grand Total \$ <input type="text" value="10.00"/>
<p>Note: Buyers are responsible for calculating tax amounts.</p>						

To quote the buyer item as is, enter the amount in the unit price field for each line item on which you wish to quote. Press the Tab key to update the totals. All items quoted to the State of North Carolina should contain the shipping in the unit price of the item.

Submit an eQuote Response – To Quote a Substitute Item

A **Substitute Item** occurs when you quote an item that is different than the one requested (e.g. “gray” instead of “black” is available).

Response	Supplier SKU	Item Description	Qty	Unit	Unit Price*	Extended Price
Item 1 of 1: <input type="radio"/> Quote Buyer Item <input checked="" type="radio"/> Substitute Item <input type="radio"/> No Response <input type="checkbox"/> Add Alternate						
Original Item		test	1	Each		
Substitute	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="Each"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
<input type="button" value="Add Item"/> <input type="button" value="Make Edits"/>		<p>Total of Quoted and Substitute Items \$ <input type="text" value="0.00"/></p> <p>Total of Alternates \$ <input type="text" value="0.00"/></p> <p>Total of Additional Items \$ <input type="text" value="0.00"/></p> <p><input checked="" type="checkbox"/> Shipping Included In Price of Items</p> <p>Grand Total \$ <input type="text" value="0.00"/></p> <p>Note: Buyers are responsible for calculating tax amounts.</p>				

Click: The “Substitute Item” button then
 Click: “Make Edits.” A new line item field will appear.
 Enter: SKU, Item Description, Quantity, Unit, and Unit Price.

Note: click “Make Edits” each time you would like to alter the item description.

Submit an eQuote Response – To Quote an Alternate Item

An **Alternate** occurs when you quote the item you requested, **and** offer a similar item as an alternate choice. For example, the buyer may have requested metal shelving but your company sells wooden shelving that would serve the same purpose. It may be offered as and Alternate Item.

Response	Supplier SKU	Item Description	Qty	Unit	Unit Price*	Extended Price
Item 1 of 1: <input checked="" type="radio"/> Quote Buyer Item <input type="radio"/> Substitute Item <input type="radio"/> No Response <input checked="" type="checkbox"/> Add Alternate						
Quote Original Item	<input type="text"/>	test	1	Each	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Alternate	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	Each	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
<input type="button" value="Add Item"/>		<input type="button" value="Make Edits"/>		Total of Quoted and Substitute Items \$ <input type="text" value="0.00"/> Total of Alternates \$ <input type="text" value="0.00"/> Total of Additional Items \$ <input type="text" value="0.00"/> <input type="checkbox"/> Shipping Included In Price of Items Grand Total \$ <input type="text" value="0.00"/>		
<p>Note: Buyers are responsible for calculating tax amounts.</p>						

Click: "Add Alternate."

Click: "Make Edits." A new line item field will appear.

Enter: SKU, Item Description, Quantity, Unit, and Unit Price.

Note: click "Make Edits" each time you would like to alter the item description.

Submit an eQuote Response – To Add Items to an eQuote

Related items may be added to any eQuote as a suggestion to the buyer. For example, brackets to a bookshelf may be sold separately and not submitted in the eQuote by the buyer. They may be added to the eQuote response.

Response	Supplier SKU	Item Description	Qty	Unit	Unit Price ¹	Extended Price
Item 1 of 2: <input checked="" type="radio"/> Quote Buyer Item <input type="radio"/> Substitute Item <input type="radio"/> No Response <input type="checkbox"/> Add Alternate						
Quote Original Item	<input type="text"/>	test	1	Each	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Item 2 of 2: Additional Item Remove Added Item						
Added by Supplier	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	Each	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Add Item Make Edits		<p style="text-align: right;"> Total of Quoted and Substitute Items \$ <input type="text" value="0.00"/> Total of Alternates \$ <input type="text" value="0.00"/> Total of Additional Items \$ <input type="text" value="0.00"/> <input type="checkbox"/> Shipping Included In Price of Items Grand Total \$ <input type="text" value="0.00"/> </p> <p style="color: red; font-size: small;">Note: Buyers are responsible for calculating tax amounts.</p>				

To add an item to this quote,
 Click: "Add Item." A new line item field will appear.
 Enter: SKU, Item Description, Quantity, Unit, and Unit Price.

Submit an eQuote Response

Additional Response Information	
FOB	<input type="text" value="Destination"/>
Shipping Method	<input type="text" value="Select"/>
eQuote Expiration	<input type="text" value="Month"/> <input type="text" value="Day"/> <input type="text" value="Year"/>
Allow Single Item Purchases?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Additional Information Regarding Your Response	<input type="text"/>
Upload Attachments To attach a file, first click on the Browse button and navigate your hard drive to select the file. Then, click on the Attach button. You can attach up to 2 files, with a size of 1.5MB or less each.	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Attach File"/> No attachments

Enter **Additional Response Information** including Shipping Method, Additional Information and Attachments.

eQuote Expiration Date is the date after which you will no longer honor this eQuote.

Note: Selecting "No" for **Single Item Purchase** (a.k.a. "cherry picking") tells the buyer that you prefer that they purchase the entire eQuote, not individual items.

Submit an eQuote Response

Shipping Method	UPS
eQuote Expiration	June 30, 2001
Single Item Purchase Allowed?	Yes
Additional Information Regarding Response	running special promotion on storage drawer
Supplier Attachments	No attachments
Supplier Terms & Conditions	2/10

External Notes History

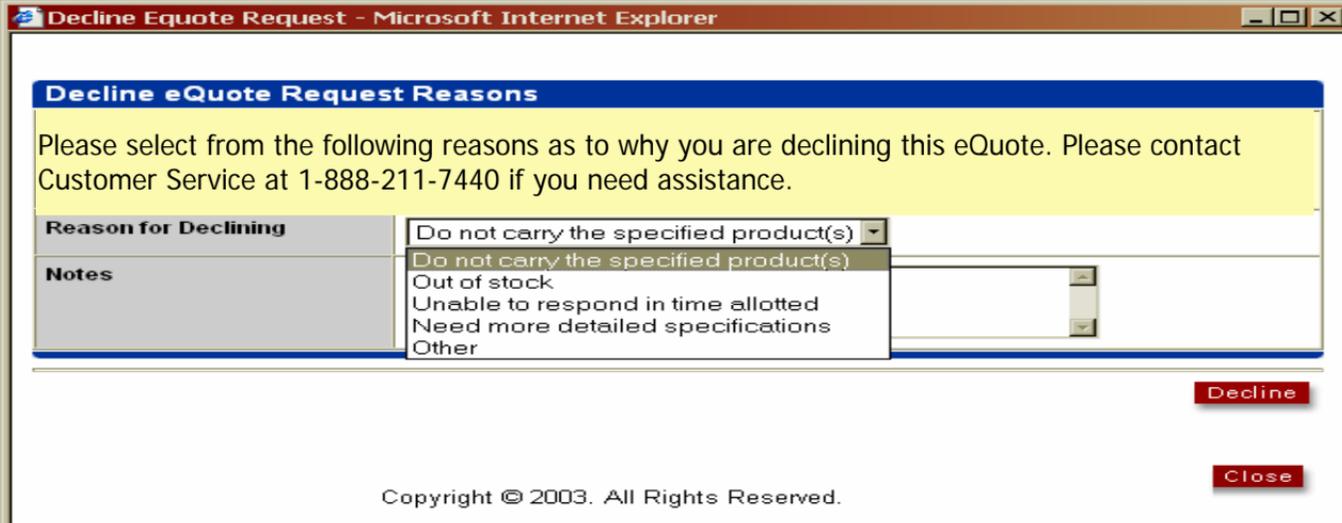
Log	No notes entered
Notes	We appreciate your business

[Discard Changes](#)[Save As Draft](#)[Edit](#)[Submit](#)

- Click: "Discard Changes" to undo your work and return to the Inbox.
- Click: "Save as Draft" to save a draft of the response in your Inbox.
- Click: "Edit" to make changes to your response.
- Click: "Submit" to return the response to the buyer. It will immediately be available for their online review.

Decline an eQuote

If you are not able to provide an eQuote response, you can inform the buyer that you are declining to send a quote. This is important to the buyer who will want this information for future requests.



Decline eQuote Request Reasons

Please select from the following reasons as to why you are declining this eQuote. Please contact Customer Service at 1-888-211-7440 if you need assistance.

Reason for Declining	Notes
Do not carry the specified product(s)	
Out of stock	
Unable to respond in time allotted	
Need more detailed specifications	
Other	

[Decline](#)

[Close](#)

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To decline a buyer's eQuote request, select the eQuote that you would like to decline and click "Decline" at the bottom of the form.

Select: Reason for declining (e.g., out of stock, item discontinued)

Enter: notes if you would like to

Click: "Decline" to send your response to the buyer.

Archive Your Work

Your Archive stores your eQuotes for reference. When you have completed your work with an eQuote, you can place them into your Archive. **Once a form has been placed in the Archive, it CANNOT be modified, and the Order Status cannot be updated.**

Select checkboxes next to items to be archived.

<input checked="" type="checkbox"/>	test dot quote	Reviewed	State of NC - Department of Transportation	Eproc Admin 20	Chuck Cooper	Dec 10, 2002	Dec 16, 2002
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Archive Refresh Work

Items 1-20 of 24. Page 1 of 2

Display: 20 items

- Go To:** the Inbox of the eQuote you would like to archive by clicking "WORK" and then clicking the Inbox.
- Select:** the eQuote(s) that you would like to Archive by clicking on the small box to the left of the form(s).
- Click:** "Archive" button at the bottom of the page. Your eQuote(s) can now be found in the Archive.

Receive a North Carolina Purchase Order

If a buyer selects your quote, the items on the quote will be added to a requisition and turned into a purchase order after the appropriate approval process is complete. Purchase Orders from buyers in North Carolina can come to you via ASN (Ariba Supplier Network) fax and e-mail. These selections were made in vendor registration and can be updated in that application.

Title - Direct Order

Ariba Order ID: [DO1135171](#)
Title: Computer Keyboards
Supplier: [JCN Technologies](#)
Contact: [Fritz Lehr : STUTTGART](#)

Line Items

Type	No.	ReqID	Qty	Unit	Full Description	Supplier Part Number	Price	Amount	Action
	1	PR11351198	4	each	101 Ergonomic Keyboard	KYBD101E	\$69.75USD	\$279.00USD	Detail

Supplier: [JCN Technologies](#)
Contact: [Fritz Lehr : STUTTGART](#)
Commodity Code: [MFG:CABLE](#)

Total ordered: \$279.00USD

Shipping - Entire Direct Order

Ship To:
Deliver To: Jane Wiseman
Need-by Date:

Manage Your Account

Available only to Super Administrators.

Manage Users

As your organization's eQuote Administrator, you can manage the list of Users for your organization. A User is any individual that can log in to your eQuote account. Managing Users includes entering User's contact information and their system responsibilities.

WORK **ACCOUNTS**

Users Account Marketing Categories

Work Trail: View All Users

View All Users on Supplier Account

Some updates to your company information may also need to be done on <http://vendor.ncqov.com>.

Search Users

Search Please enter first and/or last name.

Users

To edit an existing user, click on the user's name. To add a new user to this account, select Add New User

Add New User

Name	Active	Role	Location
Test User T	✓	Sales User	
Test User C	✓	Super Administrator	
Test UserTest	✓	Super Administrator	

Items 1-3 of 3. Page 1 of 1

Display: 20 items

Manage Users: Modify an Existing User

Username*	<input type="text" value="janecrane"/> (6-12 characters)
Password	<input type="checkbox"/> Reset current password
Job Title*	<input type="text" value="Other"/>
Department	<input type="text"/>
Phone Number*	<input type="text" value="800-555-8822"/>
Fax Number	<input type="text" value="800-555-8800"/>
Email Address*	<input type="text" value="jcrane@om.com"/>
New Order Notification Preference	<input type="checkbox"/> e-mail <input type="checkbox"/> fax
User Role*	<input type="radio"/> Sales User <input checked="" type="radio"/> Super Administrator

To modify an existing User:

Select: User you would like to modify by clicking on Name of the User.

Edit: User information (Name, Address, User Role).

Note: A Super Administrator can update account and user information as well as perform all other functions of the site. A Sales User cannot update any account information.

Click: "Update" at the bottom of the screen to activate the changes.

Manage Users: Add a New User

WORK **ACCOUNTS**

Users Account Marketing Categories

Work Trail: View All Users

View All Users on Supplier Account

Some updates to your company information may also need to be done on <http://vendor.ncgov.com>.

Search Users

Search Please enter first and/or last name.

Users

To edit an existing user, click on the user's name. To add a new user to this account, select Add New User

Add New User

To add a new User:

Click: "Add New User."

Enter: User Information. Be sure to fill in all fields.

Click: "Submit" at the bottom of the screen to activate the New User.

Manage Account

As your organization's eQuote Administrator, you can manage the details of your eQuote account. Update your account any time there is a change in your organization's contact information.

WORK ACCOUNTS

Users Account Marketing Categories

Work Trail: Edit Account

Edit Our Account

Some updates to your company information may also need to be done on <http://vendor.ncgov.com>.

Company Information

Company Name *	
Address 1 *	TWO HANNOVER SQ
Address 2	Ste 1520
City *	RALEIGH
State/Province *	NC - North Carolina
Zip/Postal Code *	27601-1764
Country *	United States
Federal Tax ID *	
DUN #	

Click: "ACCOUNTS."

Click: "Account." This will display your account information.

Edit: account information. Note: You can update company, main contact, and billing contact on this screen.

Manage Marketing

The Marketing information you enter in this area will be displayed to buyers on your Marketing Page. Buyers view these pages to find out more information about your company.

WORK	ACCOUNTS
Users	Account
Marketing	Categories

Work Trail: Marketing Information

Edit Marketing Information

Edit Marketing Information	
Use this page to edit the description and logo displayed on your company-marketing page. To edit Account or Federal Government information, click on the Account tab. To view your company's current marketing page, click here: ACME	
Update Logo Note: To replace your current logo, attach a file and click the Update button. For optimal display, please restrict the logo image to these dimensions: Width=180 pixels. Height=60 pixels.	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Attach File"/>
Current Logo	No current logo.
Company Description	<input type="text"/>

Click: "ACCOUNTS."

Click: "Marketing." This will display your company's description and logo.

Attach: your company logo. The file should be either .gif or .jpeg format and less than 180x60 pixels.

Enter: your company description. We recommend including company history, products and types of services offered

Click: "Update" at the bottom of the screen (not shown).

Manage Categories

Product categories help buyers determine which suppliers to pick when creating eQuotes. The categories you select will determine when buyers will find your company when searching by product category. A set of categories was selected for you based on your NIGP commodity code selections in Vendor Registration. The categories in eQuote are UNSPSC commodity codes. The translation from NIGP to UNSPSC is made automatically at the time of registration. The selections may be modified at anytime.

WORK **ACCOUNTS**

Users Account Marketing **Categories**

Work Trail: Categories

Select Categories for eQuotes

Please note that the categories listed on this page are used for eQuote purposes only. Updates to your North Carolina bidding categories can be made at <http://www.ips.state.nc.us/ips/vendor/vndpubmain.asp>.

Categories

Please select the corresponding categories for all products and/or services your company provides. The categories you select will determine the type of eQuotes you will receive. You can add or change your eQuote categories at any time. Please click "save" after completing each page of category selection.

If you would like to see a summary list of the categories you currently have selected, please click on the "view selected categories" button below.

[View Selected Categories](#)

All Categories

[Expand](#) Apparel and Luggage and Personal Care Products

[Expand](#) Building and Construction and Maintenance Services

[Expand](#) Building and Construction Machinery and Accessories

[Expand](#) Chemicals including Bio Chemicals and Gas Materials

Click View Selected Categories button to see a list of the categories currently selected.

Manage Categories

Categories of products help buyers determine which suppliers to pick when creating eQuotes. The categories you select will determine the types of eQuotes you will receive. There are at 4 levels of product categories.

All Categories

[Expand](#) Apparel and Luggage and Personal Care Products

[Expand](#) Building and Construction and Maintenance Services

[Expand](#) Building and Construction Machinery and Accessories

[Expand](#) Chemicals including Bio Chemicals and Gas Materials

Level 1 – Apparel and Luggage and Personal Care Products

Click: “Expand” at each category level to see a list of categories to choose from.

Manage Categories

Categories of products help buyers determine which suppliers to pick when creating eQuotes. The categories you select will determine the types of eQuotes you will receive. There are at 4 levels of product categories.

[All Categories](#) » **Apparel and Luggage and Personal Care Products**

Expand

Clothing

Expand

Footwear

Expand

Luggage and handbags and packs and cases

Expand

Personal care products

Expand

Sewing supplies and accessories

Level 2 - Clothing

Click: "Expand" at each category level to see a list of categories to choose from.

Manage Categories

Categories of products help buyers determine which suppliers to pick when creating eQuotes. The categories you select will determine the types of eQuotes you will receive. There are at 4 levels of product categories.

[All Categories](#) » [Apparel and Luggage and Personal Care Products](#) » **Clothing**

Expand Athletic wear	Expand Clothing accessories
Expand Coats and jackets	Expand Dresses and skirts and saris and kimonos
Expand Folkloric clothing	Expand Hosiery
Expand Nightwear	Expand Overalls and coveralls
Expand Shirts and blouses	Expand Slacks and trousers and shorts
Expand Suits	Expand Sweaters
Expand Swimwear	Expand T-shirts
Expand Undergarments	Expand Uniforms
Expand Waistcoats	

Level 3 – Athletic wear

Click: "Expand" at each category level to see a list of categories to choose from.

Manage Categories

Categories of products help buyers determine which suppliers to pick when creating eQuotes. The categories you select will determine the types of eQuotes you will receive. There are at 4 levels of product categories.

[All Categories](#) » [Apparel and Luggage and Personal Care Products](#) » [Clothing](#) » **Athletic wear**

Boys athletic wear

Girls athletic wear

Mens athletic wear

Womens athletic wear

Select All

Save

Level 4 – Select one, many or all of the items that describe what your company sells and click Save.

Page will redisplay. Click the “All Categories” link to return to Level 1 selections.

Useful Information

Websites

- NC e-Procurement Service website - http://www.ncgov.com/eprocurement/asp/section/ep_index.asp
- eQuote – <http://equote.ncgov.com>
- Vendor Registration - <http://vendor.ncgov.com>
- NIGP – <http://www.nigp.org/>
- UNSPSC - <http://www.unspsc.com/>

Help Desk

The NC E-Procurement Help Desk is available Monday through Friday, from 7:30 a.m. EST – 5:00 p.m EST. For immediate assistance, please call the Help Desk at 888-211-7440 for eQuote: Select Option 3.

You can also submit your questions to the Help Desk via email (ephelpdesk@ncmail.net). A Help Desk representative will respond to your email within 2 business days.