Supplier Information

Agencies should review the Supplier Dashboard to see if the supplier exists in NCFS
QRG Link: https://www.osc.nc.gov/documents/files/p2p-04-run-supplier-reports

If the Supplier does not exist, a new Sub W9 will need to be submitted via the NCFS Supplier Registration process.
Please allow 30 business days for the record to be established.
https://www.osc.nc.gov/state-north-carolina-sub-w-9/open

If the Supplier does exist with the remit address shown on the invoice being paid and agency needs access to the address record, complete the "Associating a Supplier to a Business Unit" form located at the following link:
https://www.osc.nc.gov/associating-supplier-ncfs-business-unit
The form will be routed to the OSC Contact Center where a ticket will be created and routed to the NCFS Data Team for setup.

If the Supplier does exist, but the address on the invoice does not, submit a Sub W9 to the OSC Contact Center @ ncfs@osc.nc.gov. A ticket will be created and routed to the NCFS Data Team for setup.
https://www.osc.nc.gov/state-north-carolina-sub-w-9/open

If the Supplier does exist, but the Alternate site name (DBA name) does not, submit a Sub W9 to the OSC Contact Center @ ncfs@osc.nc.gov. At ticket will be created and routed to the NCFS Data Team for setup.
https://www.osc.nc.gov/state-north-carolina-sub-w-9/open

If the Supplier is on hold awaiting a W9/W8 for approval (interfaced from Eprocurement), submit a Sub W9 or W8 to the OSC Contact Contact Center @ ncfs@osc.nc.gov. A ticket will be created and routed to the NCFS Data Team for setup.
https://www.osc.nc.gov/state-north-carolina-sub-w-9/open

If a Supplier has a name change, address change or a EIN change, the supplier will need to complete the Supplier Change form located at the following link:
https://www.osc.nc.gov/state-north-carolina-supplier-change-form/open
Submit the form to the OSC Contact Center @ ncfs@osc.nc.gov. At ticket will be created and routed to the NCFS Data Team for setup.