

Supplier Information

Agencies should review the Supplier Dashboard to see if the supplier exists in NCFS. To view the P2P-04 Run Supplier Reports QRG, [CLICK HERE](#).

If the Supplier does not exist, a new Sub W-9 will need to be submitted via the NCFS Supplier Registration process. To obtain a Sub W-9, [CLICK HERE](#). Please allow 30 business days for the record to be established.

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 by [CLICKING HERE](#). 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 at ncfs@ncosc.gov. A ticket will be created and routed to the NCFS Data Team for setup. To obtain a Sub W-9, [CLICK HERE](#).

If the Supplier does exist, but the Alternate site name (DBA name) does not, submit a Sub W-9 to the OSC Contact Center at ncfs@ncosc.gov. A ticket will be created and routed to the NCFS Data Team for setup. To obtain a Sub W-9, [CLICK HERE](#).

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 Center at ncfs@ncosc.gov. A ticket will be created and routed to the NCFS Data Team for setup. To obtain a Sub W-9, [CLICK HERE](#).

If a Supplier has a name change, address change or an EIN change, the supplier will need to complete the Supplier Change Form. [CLICK HERE](#) to locate the form. Submit the form to the OSC Contact Center at ncfs@ncosc.gov. A ticket will be created and routed to the NCFS Data Team for setup.