

City of
**NORTH
CHARLESTON**

**PROCUREMENT
DEPARTMENT**

HOW TO DO
BUSINESS
WITH US!

- 1 Go to www.northcharleston.org
- 2 Hover over the "Business" Tab
- 3 Click on the link "Do Business With North Charleston"

On this page you can access the following:

- Link to obtain a *Business License*
- Link to *Accounts Payable* to submit invoices
- Link to *Current Bids, RFPs & RFQs*
- Link to the "NEW" *Vendor Application*
- Link to the *Small Business Program* (SBE Program)
- Link to *Surplus Sales*

- * Fill out a Vendor Application by clicking on the link under "Vendor Application"
- * Enter all your company's applicable information
- * Please ensure that you enter any keywords that apply to your company
Example: Demolition, Janitorial, Construction, Engineering, Landscaping, etc.
- * These keywords are used by the system to match Companies with Solicitations
- * The system will automatically send you an email from North Charleston Procurement Services notifying you of a new Bid Opportunity
- * You can always click the link under Current Bids, RFPs & RFQs to see what we have out to bid

CONTACT:

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