

The Subcontractor I need is missing from Subcontractor selection list. What should I do?

Sometimes, a contractor exists but cannot be found in the Review Subcontracts or DOH Vendor Contractor Selection window. Some of the reasons this can occur are:

1. Differences in how the name is typed in versus how it is stored in the system, or an incorrect Vendor Number
2. The contractor has been removed from the available list by the Contractual Services Unit due to dilatory action or another reason, or the contractor has not been approved as a subcontractor yet

Problem 1

When searching by name, use the broadest possible search criteria. Instead of typing AVETT'S PRECISION WELDING, enter *avett*

This search window supports the use of wild cards such as "*" or "?". The "*" will match any number of characters whereas the "?" will match only one character.

Problem 2

If you cannot locate the contractor you need and they do not appear on the Contractual Services web page [Directory of Firms | Connect NCDOT](https://partner.ncdot.gov/VendorDirectory/default.html) (<https://partner.ncdot.gov/VendorDirectory/default.html>), please contact the **Contractual Services Management Unit** at 919-707-4800.

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