



N.C. DEPARTMENT OF ADMINISTRATION
OFFICE FOR HISTORICALLY UNDERUTILIZED BUSINESSES (HUB OFFICE)
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Instructions for Creating HUB Vendor & Contractors Lists Using Excel Spreadsheets

You can now create HUB Vendor & Contractor Lists in Excel (spreadsheets) by following these easy steps:

- **Go to:** www.doa.state.nc.us/hub/
- **Click on:** “Search for HUB Vendors”
- **Select specifications:** (i.e. County, Commodity or Construction Code, etc.)
- **Click on:** “Search”
- **Click on:** “Create Excel Spread Sheet”