

# NC electronic Vendor Portal

## Entering Bid Tabulations & Awards



After receiving Vendor responses to publicly posted solicitations, Procurement Users (PU) are required to post Bid Tabulations and ultimately an Award notification in the Public electronic Vendor Portal (eVP). **'Preliminary Bid Tabulations'** include only the names of participating vendors, while **'Final Bid Tabulations'** include the pricing associated with participating vendor responses. **'Awards'** will provide basic information around the contract and the vendor to which it was awarded.

### I. Create a Bid Tabulation for Vendor Totals

**'Bid Tabulations'** can be created to reflect **'Vendor Totals'** or **'All Bid Items.'** The **'Vendor Totals'** option is simpler and will reflect only the vendor's name and total dollar amount of their bid.

1. From the dashboard of the Agency App, click on **'Solicitations'** in the Navigation Panel and select a solicitation with a status of **'Pending Selection'** for which there are no tabulations.
2. Click on the **'Tabulations'** tab and note that **'Post Vendor Totals Only'** is the default option in the **'Tabulation Posting'** dropdown.
3. In the **'Tabulations'** sub menu, click **'New Tabulation'** to add a new tabulation.

The screenshot shows the Agency App interface for a solicitation titled "Example RFP for Services - Saved". The "Tabulations" tab is selected. The "Tabulation Posting" dropdown menu is open, showing "Post Vendor Totals Only" as the selected option. A yellow callout box points to this option with the text: "From the 'Tabulations' tab, leave the default of 'Post Vendor Totals Only' in the 'Tabulation Posting' dropdown." Below the dropdown, the "New Tabulation" button is highlighted with a yellow callout box and an arrow pointing to it from a text box that says: "Click 'New Tabulation' to add a new tabulation." The interface also shows a table with columns for "Customer Nu...", "Total Price", "Delivery", and "HUB Status".

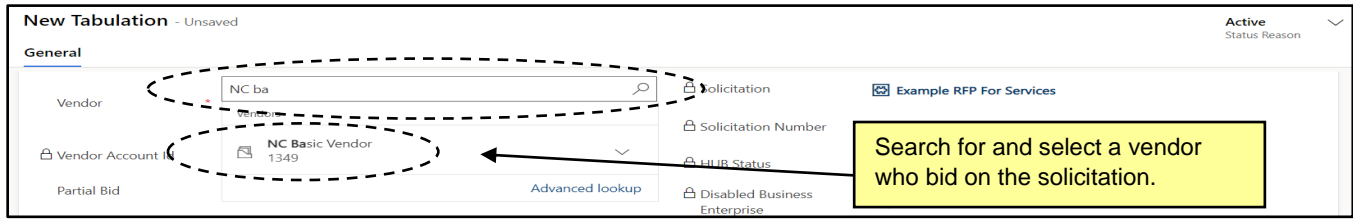
4. The **'New Tabulation'** screen will appear with pre-populated information about the attached solicitation. From the **'Vendor'** lookup field, search for and select a vendor who responded to the solicitation. Click on the lookup result so that it displays in the gray box above the search bar.

#### Notes:

- Once a vendor is selected, the following fields will automatically populate with information associated with the selected vendor and be read-only:
  - **'Vendor Account Id'**
  - **'Hub Status'**
  - **'NCSBE Status'**
  - **'Disabled Business Enterprise'**
  - **'Non-Profit Work Center'**
  - **'State of NC'**
- Only vendors with an active eVP registration will return in the search results.
- PUs can search via eVP Vendor Name or eVP Customer Number.
- Clicking **'Advanced lookup'** will allow the PU to see more details about each vendor record.
- Clicking the **'X'** next to a selected vendor will remove it if it was added in error.

# NC electronic Vendor Portal

## Entering Bid Tabulations & Awards



5. Fill out the six remaining optional fields if necessary.
6. **'Delivery'**: In this free text field, enter information about the delivery terms if applicable.
7. **'Partial Bid'**: Check the box to indicate the vendor submitted a partial bid.
8. **'Resident(NC) Bidder'**: Check the box to indicate the vendor is based in North Carolina.
9. **'Requesting Price Match'**: Check the box to indicate the vendor is requesting a price match per EO 50.
10. **'Total Price'**: Enter the total price of the vendor's entire bid in dollars. This field is not required, and it is advised that it be left empty for the purposes of posting a **'Preliminary Bid Tabulation.'**
11. **'Comments'**: Enter any relevant comments to add context to the vendor's listed bid.

**Note:** **'Comments'** are not internal. They are posted publicly, so consider that when entering.

12. When all fields have been completed, click **'Save'** or **'Save & Close'** on the Command Ribbon to save the tabulation for that vendor.

**Notes:**

- Clicking **'Save'** will keep the PU in the current tabulation on the **'General'** tab, and the tabulation will be assigned a number by the system.
- Clicking **'Save & Close'** will return the PU to the **'Tabulations'** tab of the solicitation. To edit the tabulation from here, select the radio button next to the tabulation and click **'Edit'** above.

13. Repeat steps 3-12 for each participating vendor.

**Note:** The same vendor can be added more than once if that vendor has submitted an alternate bid.

14. When all tabulations have been added, click **'Post Tabulation'** on the command bar to post the tabulation on the Public eVP. Click **'OK'** on the **'Post Tabulation Confirmation'** screen to finalize the posting, or **'Cancel'** to adjust before posting publicly, after which point certain aspects of the tabulation will not be editable.

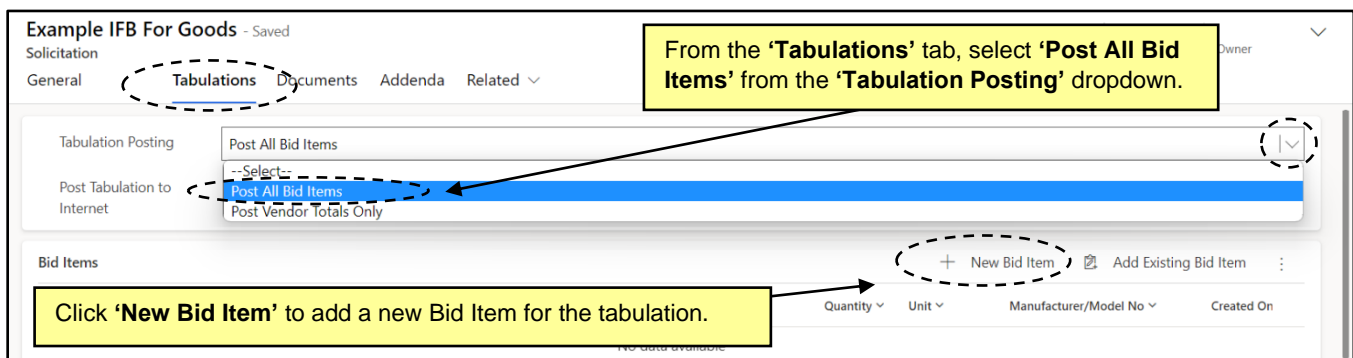




## II. Create a Bid Tabulation for All Bid Items

State Procurement Users (PUs) can enter **'Bid Tabulations'** in greater detail for **'All Bid Items'** if preferred. PUs will first create a **'Bid Item'** for all items within the solicitation, then attach a **'Tabulation'** for each vendor's response to those **'Bid Items.'**

1. From the dashboard of the Agency App, click on **'Solicitations'** in the Navigation Panel and select a solicitation with a status of **'Pending Selection'** for which there are no tabulations.
2. Click on the **'Tabulations'** tab and select **'Post All Bid Items'** from the **'Tabulation Posting'** dropdown.
3. In the **'Tabulations'** sub menu, click **'New Bid Item'** to add a new Bid Item for the tabulation.



4. The **'New Bid Item'** screen will appear with the pre-populated **'Project Title'** for the attached solicitation. Fill in the **'Item Description'** field to describe the item being recorded.

**Note:** The **'Item Number'** field will automatically populate in accordance with the number of Bid Items that have been added to the solicitation once the page is saved.

5. Fill out the three remaining optional fields if necessary.
6. **'Quantity'**: Enter a numeric value for the number of items being asked for.
7. **'Unit'**: From the dropdown, select the **'Unit of Measure'** for the item being recorded. **'each (EA)'** is the most common UOM, but numerous options are available via search. Click on the desired lookup result so that it displays in the search box in a bolded font.
8. **'Manufacturer/Model No'**: Check the box to indicate this item has a recognized Manufacturer of Model Number.
9. When all fields have been completed, click **'Save'** or **'Save & Close'** on the Command Ribbon to save the new Bid Item in the system.

**Notes:**

- Clicking **'Save'** will keep the PU in the current Bid Item on the **'General'** tab.
- Clicking **'Save & Close'** will return the PU to the **'Tabulations'** tab of the solicitation. To edit the Bid Item from here, select the radio button next to the Bid Item and click **'Edit'** above.

10. Repeat steps 3-9 for each additional Bid Item that needs to be added to the **'Tabulation.'** For example, if the solicitation asked for vendors to submit bids on three items, then three **'Bid Items'** should be created.

# NC electronic Vendor Portal

## Entering Bid Tabulations & Awards



The 'Tabulations' tab of the solicitation will list all 'Bid Items' to be added to the 'Tabulation.' To edit a 'Bid Item,' select the radio button next to it and click 'Edit.'

Item Description	Solicitation	Item Number	Quantity	Unit
<input checked="" type="radio"/> Example First Item	Example RFP for Services	1	10	each
<input type="radio"/> Example Second Item	Example RFP for Services	2	5	each
<input type="radio"/> Example Third Item	Example RFP for Services	3	25	each

11. After all 'Bid Items' have been added to the solicitation, scroll down the screen of the 'Tabulations' tab of the solicitation to the 'Tabulations' sub menu below the 'Bid Items' section, and click 'New Tabulation' to add a new tabulation composed of the newly added 'Bid Items.'

Scroll down the screen to the 'Tabulations' section below the 'Bid Items' and click 'New Tabulation.'

Item Description	Solicitation	Item Number	Quantity	Unit
Example Second Item	Example RFP for Services	2	5	each
Example Third Item	Example RFP for Services	3	25	each

1 - 3 of 3 (1 Selected)

Page 1

Tabulations

+ New Tabulation

12. The 'New Tabulation' screen will appear with pre-populated information about the attached solicitation. From the 'Vendor' lookup field, search for and select a vendor who responded to the solicitation. Click on the lookup result so that it displays in the gray box above the search bar.

### Notes:

- Once a vendor is selected, the following fields will automatically populate with information associated with the selected vendor and be read-only:
  - 'Vendor Account Id'
  - 'Hub Status'
  - 'NCSBE Status'
  - 'Disabled Business Enterprise'
  - 'Non-Profit Work Center'
  - 'State of NC'
- Only vendors with an active eVP registration will return in the search results.
- PU's can search via eVP Vendor Name or eVP Customer Number.
- Clicking 'Advanced lookup' will allow the PU to see more details about each vendor record.
- Clicking the 'X' next to a selected vendor will remove it if it was added in error.

# NC electronic Vendor Portal

## Entering Bid Tabulations & Awards



New Tabulation - Unsaved Active Status Reason

**General**

Vendor:  Vendors

Vendor Account ID:  Advanced lookup

Partial Bid:

Solicitation:

Solicitation Number:

HUB Status:

Disabled Business Enterprise:

Search for and select a vendor who bid on the solicitation.

13. Fill out the five remaining optional fields if necessary.
14. **'Delivery'**: In this free text field, enter information about the delivery terms if applicable.
15. **'Partial Bid'**: Check the box to indicate the vendor submitted a partial bid.
16. **'Resident(NC) Bidder'**: Check the box to indicate the vendor is based in North Carolina.
17. **'Requesting Price Match'**: Check the box to indicate the vendor is requesting a price match per EO 50.
18. **'Total Price'**: This field is read-only and will auto populate later in the process.
19. **'Comments'**: Enter any relevant comments to add context to the vendor's listed bid.
20. When all fields have been completed, click **'Save.'** A number will be assigned to the **'Tabulation'** by the system, and the PU will remain on the **'General'** tab. Scroll down the screen to the **'Bid Tabulations'** sub menu and click **'New Bid Tabulation'** to add a new Tabulation for the selected vendor.

1099 - Saved Tabulation Active Status Reason

**General** Related

Total Price: ---

Comments: ---

State of NC:  Yes

Bid Tabulations

Scroll down the screen to the 'Bid Tabulations' section and click 'New Bid Tabulation.'

+ New Bid Tabulation
Add Existing Bid Tabul...

Bid Item	Solicitation	Item N...	Quantity	Unit	Unit Price	Extended ...	Manufact...	Model/M...
No data available								

21. The **'New Bid Tabulation'** screen will appear with pre-populated information about the attached solicitation, the vendor selected, and the first **'Bid Item.'** Enter the **'Unit Price'** that vendor bid on the item in dollars. The **'Extended Price'** field will automatically calculate and display. All other fields will display as read-only.

**Note:** If any changes are made to the original **'Unit Price,'** the **'Extended Price'** will have to be updated manually. It will not automatically calculate after the initial calculation.

# NC electronic Vendor Portal

## Entering Bid Tabulations & Awards



**New Bid Tabulation** - Unsaved

**General**

Solicitation: Example IFB For Goods  
 Bid Item: Example First Item  
 Quantity: 10  
 Unit: each  
 Unit Price: \$100.00  
 Extended Price: \$1,000.00

Solicitation Number: IFB12345  
 Vendor: NC Basic Vendor  
 Vendor Account Id: 1349  
 HUB Status: Not Certified  
 NCSBE Status: Not Certified  
 Disabled Business Enterprise: No

Owner: [User Icon]  
 Delivery: ---  
 Partial Bid: No

On the 'New Bid Tabulation' screen, the first 'Bid Item' and selected vendor will display. Add a 'Unit Price,' and the system will automatically calculate the 'Extended Price.'

22. Click **'Save & Close'** on the Command Ribbon to save the **'Bid Tabulation'** for the first item for that vendor. To edit the **'Bid Tabulation'** for that item from here, select the radio button next to it and click **'Edit'** above.

23. Repeat steps 20-22 for each **'Bid Item'** on the **'Tabulation.'**

**Note:** If the PU creates a **'Bid Tabulation'** for a **'Bid Item'** that does not exist, the system will display the following error message: "Bid item not found to include it in the Bid Tabulation."

**1099** - Saved  
 Tabulation  
 General Related

Total Price: \$76,000.00

Comments: ---

**Bid Tabulations**

Bid Item	Solicitation	Item N...	Quantity	Unit	Unit Price	Ex
Example First Item	Example IFB For Goods	1	10	each	\$100.00	
Example Second Item	Example IFB For Goods	2	5	each	\$10,000.00	
Example Third Item	Example IFB For Goods	3	25	each	\$1,000.00	

1 - 3 of 3

The **'Bid Tabulations'** for each **'Bid Item'** for this vendor will display below and the **'Total Price'** field will be updated to aggregate each item.

24. When all **'Bid Items'** have been populated for the vendor, click **'Save & Close,'** and the PU will be returned to the **'Tabulations'** tab for the solicitation. In the **'Tabulations'** sub menu, the Tabulation just entered will display with the **'Total Price'** visible. To see the **'Bid Item'** details for that vendor's Tabulation, click the right arrow to the left of the row to display the individual **'Bid Items'** for that vendor.

# NC electronic Vendor Portal

## Entering Bid Tabulations & Awards



Example IFB For Goods - Saved

Solicitation: Example IFB For Goods

1 - 3 of 3

Status Reason	Solicitation	Vendor	Customer Num...	Total Price	Delivery	HUB Status	NCSBE Stat...	State of NC	Non-Profit ...	Disabled B...	Partial Bid	R
Active	Example IFB F...	NC Basic Vendor	1349	\$76,000.00	---	Not Certifi...	Not Certifi...	Yes	No	No	No	No

Bid Item	Solicitation	Item N...	Quantity	Unit	Unit Price	Extended P...	Manufactur...	Model/Make	Created On
Example First Item	Example IFB For Goods	1	10	each	\$100.00	\$1,000.00	---	---	5/3/2023 1:20 ...
Example Second Item	Example IFB For Goods	2	5	each	\$10,000.00	\$50,000.00	---	---	5/3/2023 1:40 ...
Example Third Item	Example IFB For Goods	3	25	each	\$1,000.00	\$25,000.00	---	---	5/3/2023 1:42 ...

25. Repeat steps 11-24 for each participating vendor.

**Note:** The same vendor can be added more than once if that vendor has submitted an alternate bid.

26. When all tabulations have been added, click **'Post Tabulation'** on the command bar to post the tabulation on the Public eVP. Click **'OK'** on the **'Post Tabulation Confirmation'** screen to finalize the posting, or **'Cancel'** to adjust before posting publicly, after which point certain aspects of the tabulation will not be editable.

### III. Delete or Update a Bid Tabulation Before Posting

Once a **'Bid Tabulation'** has been posted, the **'Tabulation Posting'** type and vendor(s) selected cannot be deleted or updated, but before clicking **'OK'** on the **'Post Tabulation Confirmation'** screen, they can be.

1. To delete an incorrect **'Vendor'** tabulation from a **'Post Vendor Totals Only'** tabulation, check the box to the left of the vendor.
2. A **'Delete Tabulation'** button will appear in the top right of the **'Tabulations'** section. Click the button and select **'Delete'** on the subsequent **'Confirm Deletion'** popup screen.

**Note:** A **'Delete'** button will also appear at the top of the screen when the tabulation is clicked into.

Tabulation Posting: Post Vendor Totals Only

Tabulations

Status Reason	Solicitation	Vendor	Customer N...	Total Pri...	Delivery	HUB Sta...
<input checked="" type="checkbox"/> Active	Example RFP f...	NC Test Vendor	4001072			Not Certifi...
<input type="checkbox"/> Active	Example RFP f...	NC Basic Vendor	4001013			Not Certifi...

3. To delete an incorrect **'Vendor'** tabulation from a **'Post All Bid Items'** tabulation, click anywhere on that vendor's row to turn the row from white to blue.

# NC electronic Vendor Portal

## Entering Bid Tabulations & Awards



- A **'Delete Tabulation'** button will appear in the top right of the **'Tabulations'** section. Click the button and select **'Delete'** on the subsequent **'Confirm Deletion'** popup screen.

**Note:** A **'Delete'** button will also appear at the top of the screen when the tabulation is clicked into.

Click onto the incorrect tabulation to select it and turn it blue, then click **'Delete Tabulation'**.

Item Description	Solicitation	Item Number	Quantity
First Item	Test Solicitation	1	5
Second Item	Test Solicitation	2	10
Third Item	Test Solicitation	3	20

Status Reason	Solicitation	Vendor	Customer Num...	Total Price	Delivery	HUB Status
Active	Test Solicitation	NC Basic Vendor	4001013	\$0.00	---	Not Certifi...
Active	Test Solicitation	NC Test Vendor	4001072	---	---	Not Certifi...

- To delete an incorrect **'Bid Item'** from a **'Post All Bid Items'** tabulation, check the box to the left of the **'Bid Item'**.
- A **'Delete Bid Item'** button will appear in the top right of the **'Bid Items'**. Click the button and select **'Delete'** on the subsequent **'Confirm Deletion'** popup screen.

**Note:** A **'Delete'** button will also appear at the top of the screen when the **'Bid Item'** is clicked into.

Check the box next to the incorrect **'Bid Item'** and click **'Delete Bid Item'**.

Item Description	Item Number	Quantity
First Item	1	5
Second Item	2	10
Third Item	3	20

- To update the **'Tabulation Posting'** type, click the dropdown arrow in that field and select the unchecked type. The tabulation will reset, and the PU can continue entering their information via the new type.

Click the **'Tabulation Posting'** dropdown arrow and select the other, unchecked posting type.

Status Re...	Solicitation	Vendor	Customer N...	Total PRI...	Delivery	HUI
Active	Example RFP f...	NC Test Vendor				Not
Active	Example RFP f...	NC Basic Vendor	4001013			Not





- When updating the **'Tabulation Posting'** type from **'Post All Bid Items'** to **'Post Vendor Totals Only'** and any **'Bid Items'** or vendor **'Tabulations'** have already been entered, an error message will appear preventing the update from being completed. See **steps 3 through 6** above to delete any blockers before completing the update to the **'Tabulation Posting'** type.

Tabulation Posting: **Post All Bid Items**

Tabulation Posting: The "Tabulation Posting" cannot be changed when there are bid item or bid tabulation records on the table. If you would like to change the "Tabulation Posting" to "Post Vendor Totals Only", you will need to delete each bid item and/or bid tabulation that you entered.

**Bid Items**

<input type="checkbox"/>	Item Description	Solicitation	Item Number	Quantity
<input type="checkbox"/>	First Item	Test So		
<input type="checkbox"/>	Second Item	Test So		
<input type="checkbox"/>	Third Item	Test Solicitation	3	20

### IV. Edit a Posted Bid Tabulation

Before a **'Bid Tabulation'** has been posted in either the **'Vendor Totals'** or **'All Bid Items'** version, the bid amounts can be edited if necessary. This would be suggested for State Procurement Users (PUs) who posted a **'Vendor Totals Bid Tabulation'** without pricing as a **'Preliminary Bid Tabulation,'** and are now at the point where they need to post a **'Final Bid Tabulation'** that includes pricing. The PU can go back to the posted **'Bid Tabulation,'** edit it to include pricing, and **'Save'** the changes which will then update the posted version on the Public eVP.

- From the dashboard of the Agency App, click on **'Solicitations'** in the Navigation Panel and select a solicitation with the **'Tabulation'** that needs to be updated. Click on the **'Project Title'** to open the solicitation.
- Click on the **'Tabulations'** tab and scroll down to the **'Tabulations'** sub menu. Click the radio button to the left of vendor tabulation to be edited and click the **'Edit'** button.

Example RFP for Services - Saved | 00-RFP123456 | Pending Selection

Solicitation: General | **Tabulations** | Awards | Documents | Addenda | Bids | Related

Tabulation Posting: **Post Vendor Totals Only**

**Tabulations**

<input type="radio"/>	Status Re...	Solicitation	Vendor	Customer Nu...	Total Price	Delivery	HUB Status
<input checked="" type="radio"/>	Posted	Example RFP...	NC Test Vendor	4001072			Not Certifi...
<input type="radio"/>	Posted	Example RFP ...	NC Basic Vendor	4001013			Not Certifi...



3. Add a dollar value in the **'Total Price'** field representing that vendor's total bid amount, then click **'Save & Close.'**
4. Repeat steps 2-3 for each participating vendor, then click **'Save & Close.'** All edits will be reflected on the Public eVP.

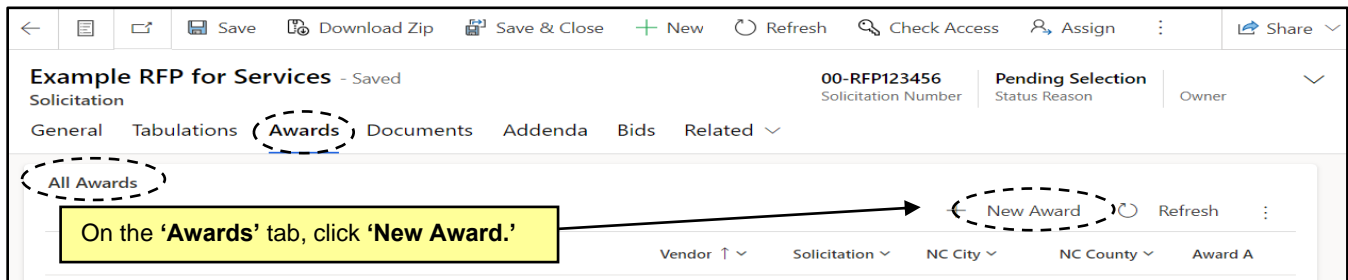
**Notes:**

- To edit an **'All Bid Items Bid Tabulation,'** double click on posted **'Tabulation'** for a vendor on the **'Tabulations'** tab of the solicitation, then select the radio button next to the Bid Item to change, and click the **'Edit'** button. Make any changes and click **'Save & Close'** to access any other Bid Items for that vendor that may need edits and repeat the process.
- A list of **'Active Tabulations'** is also available by clicking on **'Tabulations'** in the Navigation Panel.

## V. Post an Award

When a solicitation is complete and a State Procurement User (PU) has determined the vendor that will be awarded the contract, an Award Notification is required to be posted onto the Public eVP.

1. From the dashboard of the Agency App, click on **'Solicitations'** in the Navigation Panel and select a solicitation with a status of **'Pending Selection'** where the awarded vendor has been determined.
2. Click on the **'Awards'** tab and click **'New Award'** in the **'All Awards'** sub menu.



3. The **'New Award'** page will appear with the **'Solicitation'** field pre-populated. From the **'Vendor'** lookup field, search for and select the vendor who will be awarded the contract. Only vendors listed on the **'Tabulations'** will appear in the dropdown.

**Note:** Clicking the **'X'** next to a selected vendor will remove it if it was added in error.

4. Fill out the seven remaining optional fields if necessary.
5. **'Description'**: This field is read only and will automatically populate later in the process.
6. **'Purchasing Agent'**: Enter the name of the Purchasing Agent associated with this procurement.
7. **'NC City'**: Enter the name of the city where the goods or services will be provided.
8. **'NC County'**: Enter the name of the county where the goods or services will be provided.
9. **'Award Amount'**: Enter the amount of the contract awarded to the vendor in dollars.
10. **'Date Awarded'**: From the Date Picker, select the date when the awarded vendor was determined.



11. **'Date Award Posted'**: From the Date Picker, select today's date.
12. **'Reciprocal Preference Award'**: Switch the toggle to **'Yes'** if this is a **'Reciprocal Preference Award.'**
13. **'Price Match Award'**: Switch the toggle to **'Yes'** if the awarded vendor was a price match vendor.

**Note:** If **'Price Match Award'** is **'Yes,'** four additional numeric value fields will display to detail the number of vendors in the following categories:

- **'Number of Non-Resident Bidders'**
- **'Number of Resident (NC) Bidders'**
- **'Requesting Price Match'**
- **'In Price Match Range'**

14. When all fields have been completed, click **'Save & Close'** on the Command Ribbon to save the **'Award.'**
15. Click **'Post Award'** to post the Award Notification to the Public eVP.

**Note:** If the contract is being awarded to multiple vendors, repeat steps 2-14 as many times as necessary BEFORE clicking **'Post Award'**.

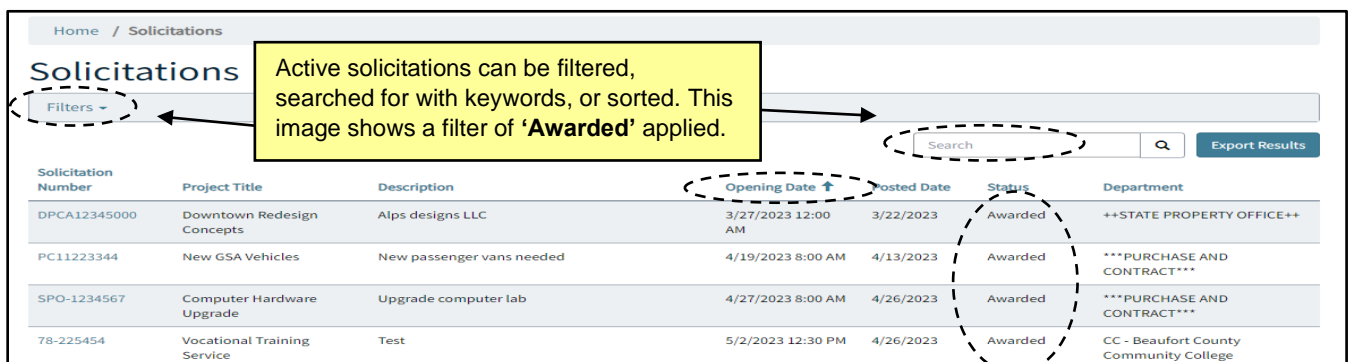
## VI. Viewing Posted Tabulations and Awards on the Public eVP

All posted **'Tabulations'** and **'Awards'** attached to a solicitation will be visible within that solicitation on the Public eVP. To verify the public version of a new **'Tabulation'** or **'Award'** appears correctly, navigate to the Public eVP.

1. From the Public eVP, click on either the **'Solicitations'** link at the top of the screen or on the **'Browse Solicitations'** button.



2. The public **'Solicitations'** page will display. By default, solicitations are sorted by **'Opening Date,'** but clicking on any of the column headers will sort by that column. It is suggested that users select **'Awarded'** from the **'Solicitation Status'** field in the **'Filters'** section.





- Click on the **'Solicitation Number'** of the solicitation attached to the **'Tabulation'** or **'Award'** of interest. On the subsequent solicitation details page, scroll down below the main posting at the top, followed by any attachments and addenda, and any **'Tabulations'** and **'Awards'** will display at the bottom of the page. Click the down arrows to the right of any result to see more detailed information on that entry.

**Note:** If the tabulation was a **'Vendor Total Bid Tabulation,'** there will be no additional information available when clicking on the down arrow to the right of the entry.

**'Tabulations' and 'Awards' are both located at the bottom of the solicitation details page of a specific solicitation on the eVP Portal. Click a down arrow to the right to see any additional information that might be available.**

Vendor ↑	HUB Status	NCSBE Status	State of NC	Non-Profit Work Center	Disabled Business Enterprise	Delivery	Total Price
American Industries	Not Certified	Not Certified	Yes	No	No		\$81,000.00
NC Basic Vendor	Not Certified	Not Certified	Yes	No	No		\$104,000.00
NC Test Vendor	Not Certified	Not Certified	Yes	No	No		\$89,750.00

Vendor ↑	Award Amount	Date Awarded
American Industries	\$81,000.00	5/1/2023

## VII. Cancelling a Solicitation in 'Pending Selection' Status

If a solicitation reaches **'Pending Selection'** status and the State Procurement User (PU) decides they will not be awarding it, the PU may **'Cancel'** the solicitation.

- From the **'General'** tab of the **'Pending Selection'** solicitation, click the **'Addendum'** button at the top of the screen.

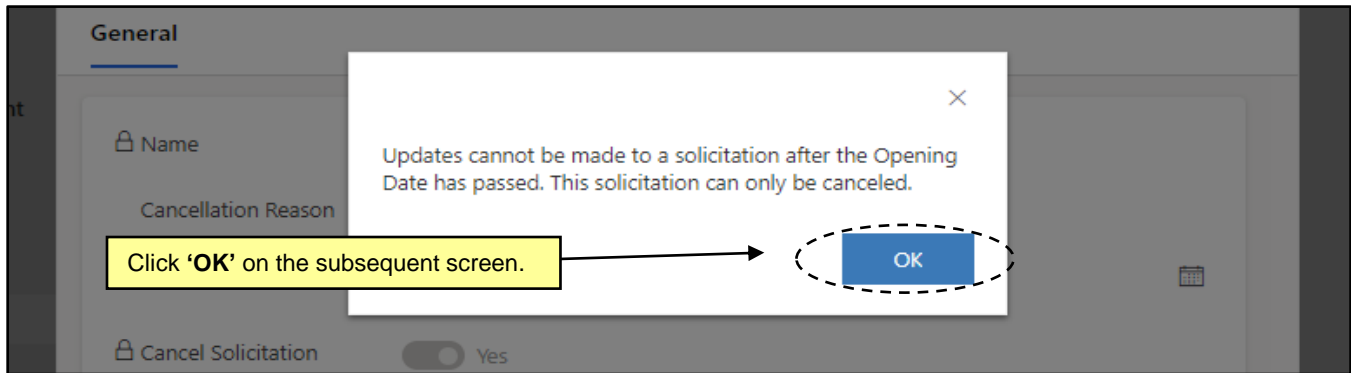
**Click the 'Addendum' button.**

# NC electronic Vendor Portal

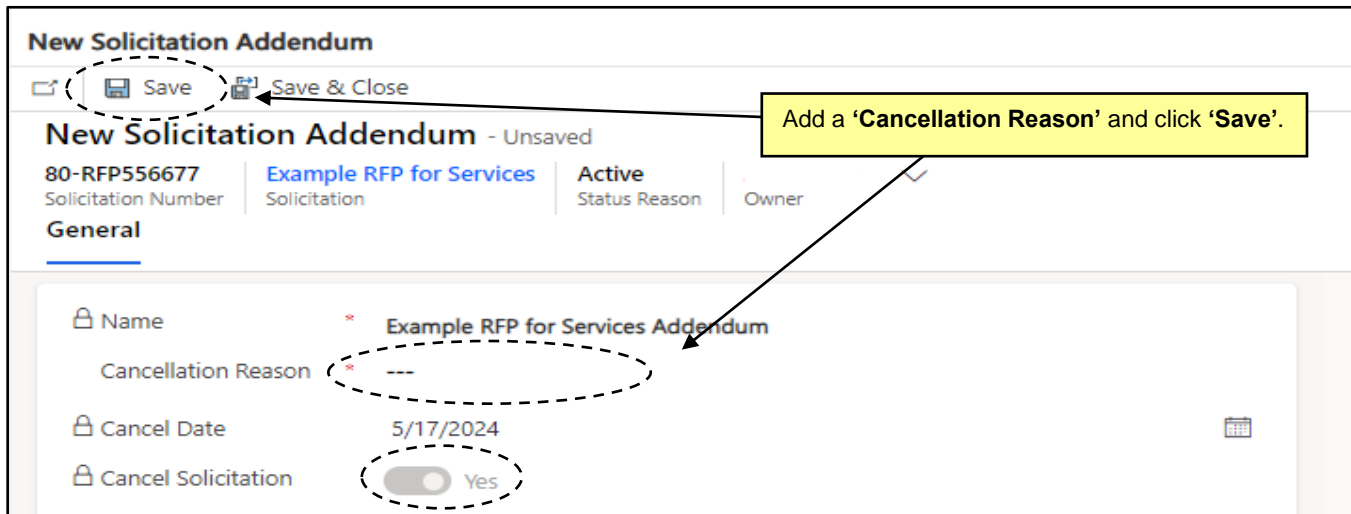
## Entering Bid Tabulations & Awards



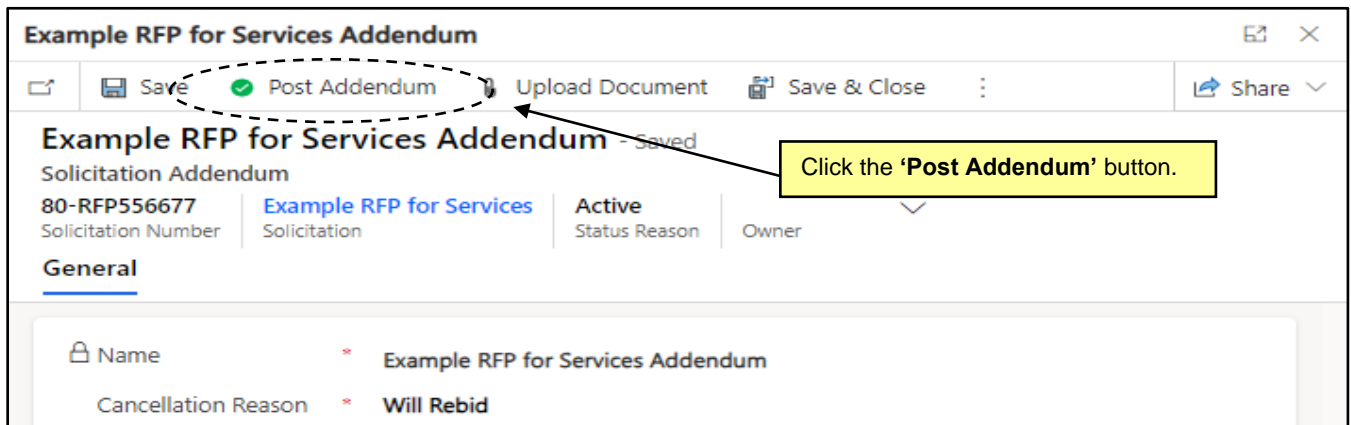
2. A message will appear reminding the PU that their only option at this time is to **'Cancel'** the solicitation. Click **'OK'** to continue.



3. On the **'New Solicitation Addendum'** screen, the **'Cancel Date'** will auto populate and the **'Cancel Solicitation'** field will be locked as **'Yes'**. Add a **'Cancellation Reason'** and click the **'Save'** button.



4. Click the **'Post Addendum'** button.

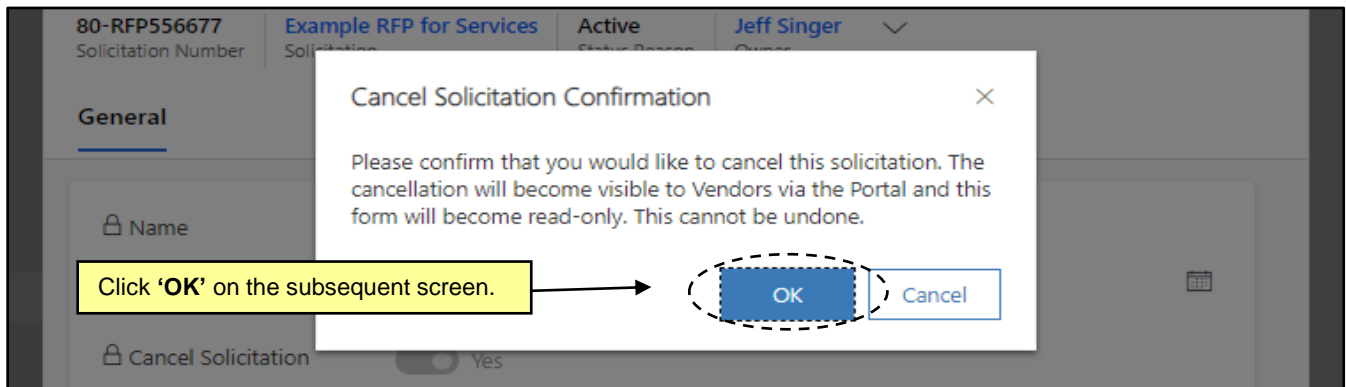


# NC electronic Vendor Portal

## Entering Bid Tabulations & Awards



5. The **'Cancel Solicitation Confirmation'** message will display. Click **'OK'** to continue.



6. The solicitation will update to a **'Canceled'** status and can be found in the **'Inactive Solicitations'** section of the eVP Agency Application.

