



**Questions asked during the Vendor Webinar
June 29, 2023**

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| CATEGORY | QUESTION | RESPONSE |
|-------------------------------|---|--|
| Webinar Logistics | When are your future webinars? | There will be a webinar on Thursday, July 6. |
| | Are you going to send webinar video recording link? | Yes, we will share a link to the recording as well as answers to the Q&A to all participants. This information will also be posted to our website when it's available. |
| | Will there be a detailed guide to help explain this process and what we have to complete? | Detailed job aids and learning videos will be available on our website (https://eprocurement.nc.gov/training/vendor-training). Additionally, if you need further assistance, our help desk is available Monday - Friday from 7:30am - 5:00pm EDT. The phone number is 888-211-7440, option 2. |
| System Access | Are you still going to use your current log in or will that change? | An invitation to login to the new eVP will be sent the week of July 10. This will allow you to create a new login using your email address associated with the account. |
| | The person who set up our account is no longer with our company , how can we retrieve our log in credentials. We have no idea what this person set up as a username. | Please reach out to the Help Desk for assistance with this request. The NC eProcurement Help Desk phone number is 888-211-7440, option 2. |
| Account Information | Can you have more than one business associated with an account? | Vendor accounts are based on tax ID, so if both businesses operate under the same tax ID, they can be on the same account. If they operate under different tax IDs, they would need to be registered under different accounts. |
| | How do we get our own unique invitation if we only have one email address for our organization? | Each contact on the account will need a unique email to have individual access. |
| | Can my email be aligned with vendor accounts that have separate tax IDs? | Unfortunately, each account with a unique tax ID number will require a unique email address. |
| | I handle procurement for (3) separate businesses (aggregate quarries). I am unable to create 3 unique emails as I only have one company issued email. What is the solution to access 3 companies with 1 email? Again I am unable to create 3 different email addresses. Thanks! | At this time, a unique email is required for each account registered with a different tax ID. |
| | Is the login and password the same as used today for Ariba? | The login for Ariba will not change. An invitation will be sent to access the new eVP, and it will use your email address as the username and a password you set up. |
| | How are the (new) eVP and Ariba related? | Ariba will still exist and is integrated with the new eVP. Vendors responding to solicitations posted through Ariba will view them in the new eVP and respond to them through the Ariba Business Network. Vendors can link their Ariba Network account when they receive a purchase order or a collaborative request. |
| | I do not show that I have a link set up for NC for Ariba. How do I make that happen? | Vendors can link their Ariba Network account when they receive a purchase order or a collaborative request. |
| Account Migration | Will current accounts / contacts in the old system automatically get carried over? Or will a new account need to be created and contacts re-added? | Yes, existing active accounts from eVP today will be converted to the new eVP. During the week of July 10, you will receive an invitation to login to the converted account. |
| | Are our previous commodity codes moving over within the new system? | All currently selected 4 digit commodity codes from eVP will be migrated to your new account at the 6 digit level. These codes will also initially be associated with each contact. You may login to your account after go-live to confirm that all 6-digit commodity codes are accurate for your company. |
| | When do we need to have our account up to date before migration to allow for it to be carried over? by July 10 or before then? | Updates should be made by Thursday, July 6, to be included in the new eVP. |
| | Will the account maintenance role be assigned to contacts? | Role assignments from current eVP will be migrated to the new eVP. You may login to the new account to confirm roles are properly assigned. |
| Addresses | Can we check all counties? | One county is selectable for each address. |
| Awards | Will past awarded projects and winning pricing be posted on the new site? | No, past awarded solicitations and bid tabulations will be visible on the IPS site for the normal duration. |
| Bid Notifications | New to NC Procurement process, but have monitored the site for opportunities over the years. Is this new migration the one site to submit responses for RFPs? No other site needed? | The current functionality from the Interactive Purchasing System (IPS) will now exist in the new eVP. Solicitations you find through IPS today will be visible in the new eVP on July 10. |
| | Will we still get email notifications regarding bid solicitations? | Email notifications for solicitation notifications are driven by the commodity codes selected at the contact level. A combined list of opportunities for each contact will be sent daily. |
| | Is there a way to email solicitations by certain locations | Solicitation notifications are created based on commodity codes at the contact level. |
| Bid Notifications (Continued) | How can we put default user to get all the solicitations for the company? | That user should have all appropriate commodity codes assigned to their contact. All other contacts should not have any if they do not wish to receive solicitation notifications. |
| | The daily solicitation email is for NC EVP and Ariba bids ? | That is correct. The solicitation notification email will combine all opportunities associated with the commodity codes selected by the contact and will be delivered on a daily basis. |
| | If we wanted to follow an RFP for updates but not respond directly, should we still use the "Intend to Participate" button to track? | Selecting the Intends to Participate button would make the solicitation appear on the My Bids section of the vendor account, making it easier to track and find in the future. |
| Bid Responses | Where does Ariba fit into this new procurement system? | Ariba will still exist and is integrated with the new eVP. Vendors responding to solicitations posted through Ariba will view them in the new eVP and respond to them through the Ariba Business Network. |
| | Do you have to respond through the portal or can you respond direct to the solicitation. | The solicitation will provide information as to how vendors should submit their response. |
| | Is there a file SIZE limit? | The file size limit is 125MB. |



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| Bid Responses (Continued) | When you have a new solicitation does it go to the Ariba platform? | State agencies will continue to use the Ariba Sourcing tool to manage their solicitations. If you are responding to a solicitation that has an 'Intends to Participate' button, the response will be submitted through Ariba. If the solicitation has a "Respond to Solicitation" button, follow the response instructions in the solicitation document. |
| | When submitting a bid, how do we know if we should respond via the new eVP or Ariba? | Solicitations posted through Ariba will display an 'Intends to Participate' button and solicitations posted through eVP will display a 'Respond to Solicitation' button. For Ariba solicitations, you will receive an email with a link to respond. |
| | Do we need to hit a submit button when uploading files? | You would select the submit attachment button to upload documents. There are not any additional steps after uploading the documents |
| | Does the 125MB limit apply to all of the files in a submission or is the 125MB for each file submitted? | The 125MB limit is per file. |
| | Is there an e-mail confirmation when a bid has been submitted? | There is no email confirmation. |
| Billing | Is there any online invoicing that will be done on this site after the solicitation is completed? | There will be no changes to that portion of the process. |
| | Will current/active invoicing will continue as is? | That is correct. |
| Commodity Codes | Are the codes NAICS or UNSPC codes? | The commodity codes follow UNSPSC classifications. |
| Contacts | How many Account Owners can you have? | There is not a limit to the number of Account Owners a vendor can have on their account. |
| | Just to confirm, our business as a current single entity registered with an eVP account, will be able to add multiple users with individual company emails to have access to utilize the functions of the new site as assigned? | This is correct. |
| | If we attempt to delete a contact or address that's associated with a contract under the Locations tab, will we receive an error? | The delete button will not appear if the contact is associated with a location. |
| HUB/NCSBE | Are HUB and NCSBE certification on line on eVP or separate sites? If eVP available now or when the new launch occurs? | HUB and NCSBE Certifications and Recertifications will be handled through the new eVP after July 10. |
| | Will our current HUB certification be migrated to the new site? | Yes, current certifications will be migrated. |
| | Can we initiate a certification from this (new) eVP or is this used for re-certification only? | HUB and NCSBE Certifications will be handled through the new eVP after July 10. |
| | If you are currently HUB or NCSBE certified and go in to edit your information, does that change your certification date? | No, the recertification date would remain the same. |
| | Is NC certification process limited to SB and HUB or do you have other categories such as WBE, MBE? | The certification is for HUB and NCSBE (distinct from the self-identified business characteristic of "small business" in the vendor registration process). We do not capture MBE or WBE specifically. |
| | Can an out-of-state company apply for NCSBE? | No. Eligibility is that the business must be a for-profit headquartered in NC. |
| Public Searches | Will we be notified once our company is recertified? | Yes, you may also follow your certification status in eVP. |
| | Will it tell you who won the award? | Awards may be posted in the new eVP and viewable through Public Search. |
| | Does the search feature allow for 'wildcard' symbols to be included? | At this time, there is not a function for wildcard searching. |
| | In contract extensions, is the search "fuzzy" or only exact? | At this time, only exact. |
| Tier 2 Spend Data | I am a little late with my question. It pertains to commodity codes and constructions codes. You went over the commodity codes, is there an option to search by counties? | Vendor search offers the option to search by county. |
| | What is the Tier 2 Spend Data used for? | Tier 2 Spend Data is used to report spend awarded to a non-HUB vendor but subcontracted to a HUB vendor. |