CATEGORY	QUESTION	RESPONSE
Webinar Logistics	Hello, what is this Webinar is about?	This webinar is for vendors conducting business with government entities in the state of North Carolina. We will review managing and updating an existing eVP account and responding to solicitations in eVP
	Is it possible to get a recording of this presentation?	Yes, this meeting will be recorded and shared with webinar attendees.
	Do you have a specific webinar only for construction?	There will not be a webinar specific to construction.
System Basics	So the eVP and IPS are the same, correct?	The functionality within IPS will now be included in the electronic Vendor Portal.
System Access	I currently log into IPS to post bids for the City of Statesville. After Monday i will no longer be able to log into IPS? I will need to log into EVP?	Correct. This webinar is intended for vendors that would respond to those solicitations. There is a recording of the procurement users webinar posted on our website that you may want to view. https://eprocurement.nc.gov/evp-webinars
	If you already have an IPS account, does that account automatically combine with your current eVP account?	Today, the notifications you receive for IPS solicitations are driven by the commodity codes selected in eVP and responding to NCBIDS solicitations utilizes your current eVP login information. If you have an eVP account today, that information will be migrated to the new eVP. Next week, you will receive an invitation to establish your account. This will allow you to respond to solicitations. The commodity code selection will map from current eVP to the new eVP.
	Do we need to make an account to access solicitations?	You may use the Public eVP to view solicitations. You will need to have an account to electronically respond to solicitations.
	I think our CEO who just retired is the contact listed who would most likely receive the email once the system is live. How do we change that?	Please contact the NC eProcurement Help Desk (888-211-7440, option 2), and our team can assist you with updating your account. The current eVP will be locked down at 5pm on Thursday, July 6. If you are unable to update the account by then, you will need to wait until Monday, July 10, to make those updates.
	Currently, we are sharing 1 login within the department. Will each user need to create their own login?	Solicitation notifications occur based on commodity codes selected at the contact level. As such, we encourage each person to have their own login information.
	When will this launch?	Monday, July 10. We will send a follow up email with a link to the recording and the Q&A. If you are currently registered in eVP, you will receive an invitation to access your account in the new eVP next week.
	Could you please send me the link that we would search for solicitations?	Vendors will receive an email with the new link next week.
eVP Account Management	Are there going to be new commodity codes in the new system vs the old that we will have to review to see if we want to add to our profile?	We will migrate all codes that are currently selected on your account. The commodity codes in the new eVP are 6 digit vs. the 4 digit codes in the current eVP. We encourage you to review the migrated codes to confirm that they match the goods/services that your company sells to the state.
	Will there be an option to send Purchase orders to an accounting email and solicitations to an estimating email?	Yes, your Order From address will determine where Purchase Orders are delivered. Solicitation notifications are distributed to contact email addresses based on the commodity codes selected for each contact.
	Are the vendors only North Carolina Vendors?	No, vendors outside of North Carolina may register in eVP.
	If we are a one registered vendor with one associated email, do we need to update our account info prior to the July 10 rollout?	No, unless something has changed.
	Can you say again what Order from, Remit to, and Bill to designate	Order From is where POs are delivered, Remit To is where payment for goods/services should be sent, and Bill To is where invoices should be sent for the NCEP Fee.

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eVP Account Management (Continued)	So did you say to enter our SAM Registration number into the UIE Field?	If you have a unique identifier number from SAM.gov, you would enter it in the UEI. If not, you can leave that field blank.
	So, we are not able to do any of these updates to our account that you are currently presenting? It can only be updated after July 10?	Review of your account needs to be done by 5pm Thursday, July 6. Things like selecting commodity codes at the contact level may only be done in the new system next week.
eVP Contacts	What is the workflow to check what commodity codes are selected for each company contact? Is it possible not all contacts have permissions to view/change these codes?	All contacts will be assigned the commodity codes that are currently selected in current eVP for existing accounts. In new eVP, contacts with Account Owner and Account Maintenance may edit the commodity codes listed for a contact.
	How would a new contact know which level provides the different roles if they were to add another user without calling the helpdesk?	Page 4 of the Managing eVP Accounts/Contacts provides further information for eVP Access Levels

https://eprocurement.nc.gov/managing-evp-account-and-contacts/download?attachment |
	Will all contacts need to select the sourcing box or is that only for Read Only? Do Account owners automatically have the ability to respond?	All contact access levels can respond to bids posted in eVP that also accept the responses directly in eVP (Bids posted by colleges, school districts, or local governments). The 'Sourcing Contact' box should be clicked for any contacts, including Account Owners, that have access to an Ariba Network account to respond to bids that require vendors to respond via the Ariba Network (State Agencies).
	In order for a contact to receive info for a solicitation/bid they must have "Account Maintenance" checked in their contact record?	The eVP access level is not important for receiving bids. Contacts with Account Owner, Account Maintenance, or Read Only levels can all receive notifications about business opportunities if they have commodity codes selected. The eVP access level just dictates what types of edits that user can do to their account information.
	On the vendor profile - will each contact need to use the same login or can we each have our own individual login to the system?	Each contact will need to have a unique email address and each user will login to their account separately.
	If you create a new contact within the location page, does that automatically populate in contacts?	Yes.
	If I select a current contact, do I have to use the same email address for the contact for Purchase Orders? Or can I choose any email address I wish?	The email address is a free text field and does not have to be the same as the contact selected for the Order From address.
	I've noticed some of our contacts in eVP have not accepted their invitations. Can they we resend these invitations out today or should we wait until next week?	The invitations may be resent, but any updates to your current account must have been done by 5pm Thursday, July 6. They will also receive an invitation to access the account in the new eVP next week.
Registering as a New Vendor	If we are not an existing vendor, can we go to register our company Monday? If so, what is it you need to complete?	Yes, you may complete the registration on Monday, July 10. Please visit the eProcurement webpage for the URL to complete the registration.

(https://eprocurement.nc.gov/) |
| Registering as a New Vendor (Continued) | If I do not know whether our company has registered with the portal, can I just register myself for an account? or will it cause problems to have multiple accounts for a single company within the portal? | The unique identifier used in eVP is the company's Federal Tax ID number (FEIN). As such, the system will not allow more than one account to be registered with the same FEIN. |

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Solicitations	There are still a number of agencies that require paper bids. Will that change?	No changes there. Paper bids will still be an option.
	Assume we can search using keywords vs. commodity codes?	Correct, you may search for solicitations by number or word.
	For solicitations that require a electronic submission, would we submit here?	Solicitations that you would see in IPS today will be visible in new eVP next week. The way that you respond will be driven by the entity that submitted the solicitation. Agencies that use Ariba Sourcing will have an "Intends to Participate" button. Clicking that button will send an email to your company with a link to the solicitation in the Ariba Business Network. Entities not using Sourcing will display a "Respond to Solicitation" button and responses will be entered in eVP.
	Can you still search solicitations by department as on the old site?	Yes, that is available in new eVP.
Solicitation Notifications	Can we receive email notifications for related RFQ/Solicitation that have your commodity codes?	Yes, the notifications will be sent to a contact on an eVP account based on the commodity codes associated with that contact. If you are currently registered, the commodity codes associated with your existing account will pull over into the new eVP. They can be adjusted at anytime!
	Are solicitations emailed to the individuals set up in the eVP portal or do we have to go into the system periodically to see them?	Users will be notified based on the commodity codes selected for each contact. Contacts will receive a daily summary of the solicitations that meet the commodity codes selected on their account.
	Will the email received on solicitations matching our interests include an actual link to the bid or will we still have to copy/paste into a search function?	Yes, the opportunities will be hyperlinked for quick access.
	Do the new summary emails compile all new bids posted that day?	Yes!
	Is there an option to manage or select a specific time the daily summary emails will be delivered?	No, these summary emails are distributed systematically at the end of the day.
Bid Responses	Can I edit a received document?	Bid responses can be replaced/ updated until the solicitation closes. The version that is available at that time will be available to the buyer for evaluation.
	Upon submission of a bid, will a confirmation email be sent?	A confirmation email will not be sent upon submission.
	How do we know if we are registered with Ariba?	Information about the Ariba Network can be found in our 'Accessing the Ariba Network' Job Aid: https://eprocurement.nc.gov/accessing-ariba-network/download?attachment
	What is NCEP Sourcing?	NCEP Sourcing is an Ariba Software tool that state agencies use to create their solicitations. Sourcing solicitations will display an "Intends to Participate" button. To complete the response process, vendors will also need an Ariba Business Network account.
Awards	How long will it take for awards to be posted?	As soon as the buyer enters that information for the solicitation in eVP it will be visible in Public eVP, but how long it takes from the time that bids are due to the time when an award is decided upon differs depending on the complexity of the bid.
	Will all previous awards or participations be populated, or is it only from now moving forward?	Any open solicitations will be migrated to the new eVP. The new eVP will only contain awards for solicitations moving forward. IPS will be available for reference until October 2023.
Contact Extensions	Is there a wildcard search for "contract amount"?	There is no search functionality to search by contract amount, but the Contract Extension amount field can be sorted if that is helpful.

Note: Duplicate questions have been combined

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HUB/NCSBE Certification	I started my application in the old system, but didn't complete it because you were transitioning	You will be able to take advantage of the electronic process after July 10!
	Is there a file size limit or mandatory file type that would be needed to upload documents for certifications?	File size limits and types are consistent throughout the system. The max file type you can attach for either solicitations of certifications is 125MB. PDFs are the preferred format, but other formats are permitted.
	I am currently HUB Certified. In the new system, will my certification be transferred, or do I have to recertify my company again?	You will only need to recertify when you're current HUB certification expires. Your company will be migrated as certified to the new eVP if you are currently certified.
	We are not based in NC but are a Women-owned SBE.	More information about HUB Certification may be found here: https://ncadmin.nc.gov/businesses/historically-underutilized-businesses-hub/hub-certification/swuc-certification#SWUCRulesandGeneralStatutes-6881
	The new certification NCSBE? Can I use my HUB certification or how can I use my HUB Certification paperwork in order to get this new Certification NCSBE?	NCSBE is not a new certification. You may submit your request to become NCSBE certified when the system is live next week.
	What is the advantage over HUB Certification to have an NCSBE Certification?	More information around NCSBE Certification may be found here: https://ncadmin.nc.gov/businesses/historically-underutilized-businesses-hub/hub-certification/ncsbe-certification
	Does this apply to HUB certifications? Once it shows received I can still replace it?	Yes. HUB documents can be updated just like solicitation documents (before the Due Date).
Tier 2 Spend	What is Tier 2 spend?	Tier 2 spend is for organizations who receive the overall payment for goods or services but have contracted out a portion of their deliverables to other vendors. The amount owed their sub-contractors is considered Tier 2 and should be recorded and attributed to those vendors who are registered in the eVP.
Miscellaneous	Do you know if the new eVP site will have the ability to connect with an ATS system to automatically pull in new solicitations?	At this time, that is not possible.
	Are invoices going to have to be submitted through Ariba for all E-Procurement purchases?	No, invoicing will remain the same
	Is there a class we can take to prepare us to BID on a contract	Self-guided training materials for vendors are available on the NCEP website: https://eprocurement.nc.gov/training/vendor-training
	Some buyers are asking how to input HUB data into eVP as they have done in the past in IPS	Please direct buyers to our help desk for assistance with entering HUB data - 888-211-7440, option 3.