

NC eProcurement

Finding a Sourcing Event

A Sourcing Event is the electronic tool that State of North Carolina Sourcing Agents use to collect vendor and pricing information in response to solicitations for Bids or Proposals. Sourcing Agents will post notifications of new solicitations on the [Interactive Purchasing System \(IPS\)](#). Within the IPS posting will be a link to a public posting on Ariba Discovery, where basic details of the solicitation can be viewed. If a vendor chooses to respond to the solicitation, another link will take them to the Sourcing Event where they will be guided through the response process.

Note: An Ariba Network account is not required to view the Ariba Discovery public posting, but vendors will need an Ariba Network account to respond to the solicitation. These accounts are free and provide additional benefits, as well. For more information, please see [Accessing the Ariba Network](#).

Vendors registered in the [electronic Vendor Portal \(eVP\)](#) with the IPS registration type can choose to receive email notifications of these solicitation postings on the IPS website. For more information about how to register for IPS to receive notifications, please see [A Guide to NC electronic Vendor Portal Registration](#).

Vendors can also elect to receive notifications of new solicitations posted on Ariba Discovery – an Ariba service connecting buyers to suppliers – by updating their Product and Service Categories in their Company Profile on their Ariba Network account. These selections are separate from eVP, and each system must be individually updated by the vendor.

Note: Product and Service Categories selected in the Ariba Network will notify vendors of *all* posted solicitations in Ariba Discovery that match their categories, not just those posted by the State of North Carolina. This may result in duplicate email notifications for the same solicitation from both IPS and the Ariba Network, or certain notifications being sent to one registration and not the other if the categories between the systems differ.

I. Finding Solicitations on IPS

Solicitations will be posted on the Interactive Purchasing System, linking to the public post on Ariba Discovery.

1. Navigate to the IPS website at <http://www.ips.state.nc.us/>.
2. All open bids may be found using several methods on the IPS website depending on the amount of information known about the solicitation. Please contact the bid administrator if a bid is not found using any of these pages:
 - a. “Bids by Category” – Current solicitations listed by specific commodity groups. Active links are underlined with the number of solicitations listed by the category name. Simply select the desired category to view the solicitations.
 - b. “Bids by Department” – Current solicitations for a specific agency. Active links are underlined and the number of solicitations is listed by IPS department name. Select a department name to view the solicitations for that agency.
 - c. “Search Open Bids” – Search by individual or all purchasing entities, specific or all categories, date ranges, and keywords.
 - d. “Search Bid Number” – search for bids by number, which will return any open solicitations, solicitations under evaluation, bid tabulations, or awarded solicitations for a period of ninety days beyond the award date. This method requires the exact bid number for a given bid posting.
 - e. “Helpful Tips” – contains more information on each search type that can be used to clarify how to use each bid searching method and more tips on navigating the IPS site.

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STATE DEPARTMENT STATE BRANCH
 LOCAL GOVERNMENT CITY COUNTY
 COMMUNITY COLLEGE PUBLIC SCHOOL
NORTH CAROLINA ePROCUREMENT PURCHASE
 ONLINE SHOPPING STATEWIDE TERM CONTRACTS
 ELECTRONIC VENDOR PORTAL HUB CERTIFIED V
 QUOTE PUNCHOUT CATALOG
 PURCHASE ORDER
 SOURCING
 BIDDING
 BUY

3. After a bid opportunity is located, the user can click the **'NCEP'** button in the **'NC BIDS/ NCEP Sourcing'** column of the search results table. This will direct them to the Ariba Discovery public posting where they can review and respond to the Sourcing Event.

Solicitation Number	Description	Date Issued	Bid Opening Date	Bid Opening Time	NC BIDS/ NCEP Sourcing	Help
13-TestingNCEPBid	Testing NCEP Bid	11/3/2020	12/4/2020	2:00 PM ET	NCEP	13-

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4. After clicking on the NCEP button, the vendor can view basic details about the solicitation. To see the full details for the Sourcing Event and respond to the solicitation, the user can click the **'Respond to Posting'** button. More information on responding to solicitations can be found in [Responding to a Sourcing Event](#).

This is a public sector / buyer funded posting and you can respond for free

DISCOVERY TESTING 10132020

Open

State of North Carolina

Posted On: 13 Oct 2020
Open for bidding on: 13 Oct 2020
Response Deadline: 31 Dec 2020 8:59 PM PST

Clicking 'Respond to Posting' button will prompt vendors to log in or create a new Ariba account.

Respond to Posting | Add to Watchlist | Not Interested | Share: f t in e

1 Q&A

Opportunity Amount: **Less than \$1000 USD**
Response Deadline: 31 Dec 2020 8:59 PM PST
(Buyers can close postings early)
Posting ID: 9090239(Doc100823293)
Posting Type: Request for Information
Public Posting: <http://discovery.ariba.com/rfx/9090239>

Product and Service Categories
• Cleaning machines for seed or grain or dried leguminous vegetables

Ship-to or Service Locations
• North Carolina - United States

Posting Summary
DISCOVERY TESTING 10132020 - DO NOT RESPOND
NOTE: Actual Closing Time on 31 Dec 2020 is 1:30 PM EST

II. Searching in Ariba Discovery

Vendors can access Ariba Discovery through their supplier dashboard after logging into the Ariba Network. Ariba Discovery allows vendors to search through all listed solicitations in the tool, not only those posted by the State.

1. Navigate to supplier.ariba.com and log in.
2. Use the drop-down menu at the top of the dashboard to navigate to Ariba Discovery.

SAP Ariba Network Standard Account Upgrade

Back to classic view

Home

Ariba Discovery
Ariba Proposals & Questionnaires
Ariba Contract Management

Getting Ariba Network

Create

Click the 'Ariba Discovery' option in the drop-down menu to access the Discovery dashboard for the company.

Quick start

Set up invoice processing

Set up email notifications

My widgets Customize

My leads Download app Company profile

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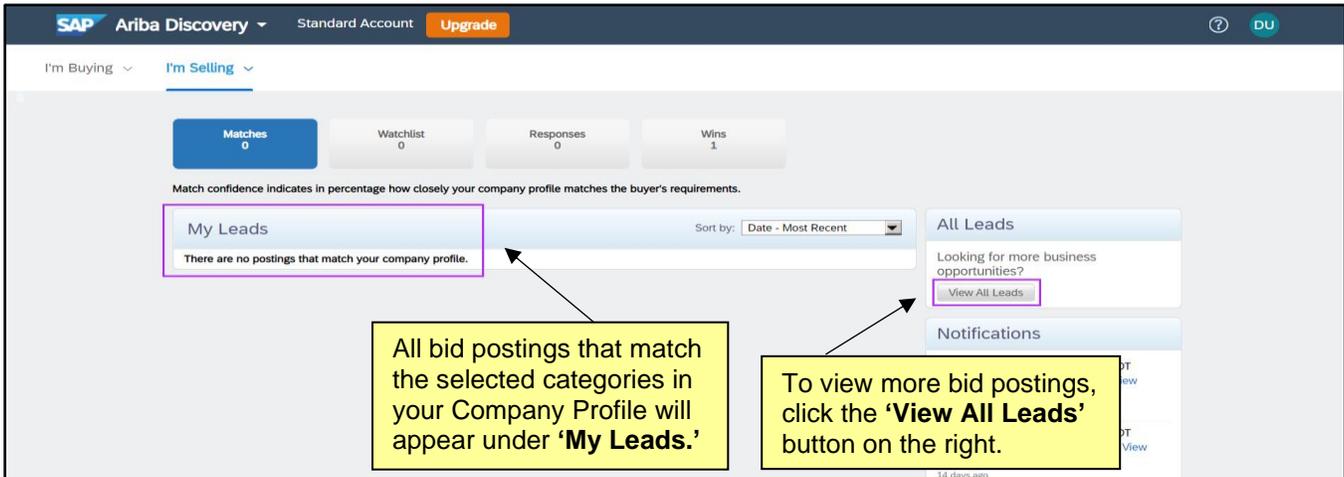
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- From the Ariba Discovery dashboard, any matches for selected product and/or service categories in the Company Profile will be displayed in **'My Leads.'**

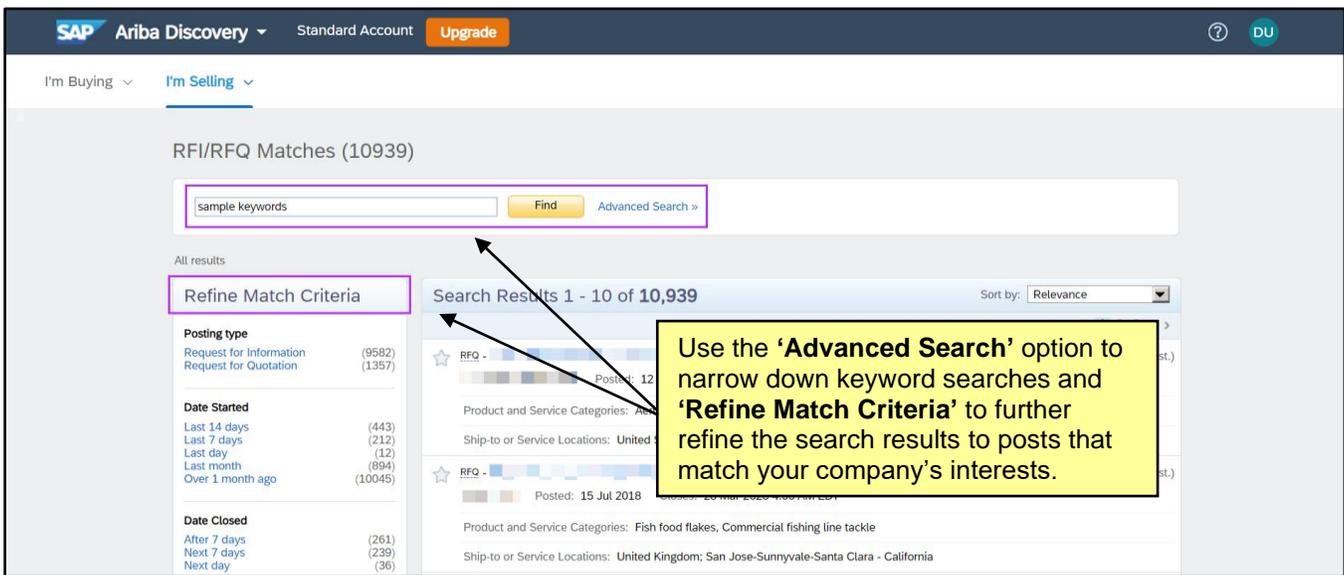
Note: This includes all matches in Ariba Discovery, not just posts from the state of North Carolina.

- To find posted bid solicitations from all buyers in Ariba Discovery, click the **'View All Leads'** button.



- All Ariba Discovery posts will be displayed. Specific bid postings can be found using keywords in the search bar at the top of the page (e.g., "State of North Carolina," which will only return postings from North Carolina Sourcing Agents) and/or further narrowed down using the **'Refine Match Criteria'** options. The **'Advanced Search'** option can also be used to refine the search.

Note: If searching for a specific state of North Carolina bid posting in Ariba Discovery, check with the Sourcing Agent to see what criteria was used when posting the solicitation as departmental policies may dictate how sourcing events are listed. Vendors can always use the IPS listing to be brought directly to the public posting for the bid solicitation.

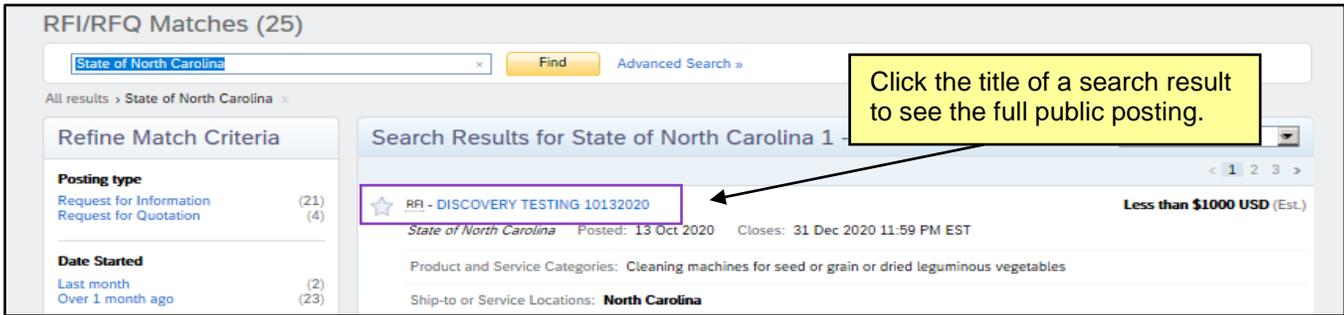


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 BIDDING
 BUY

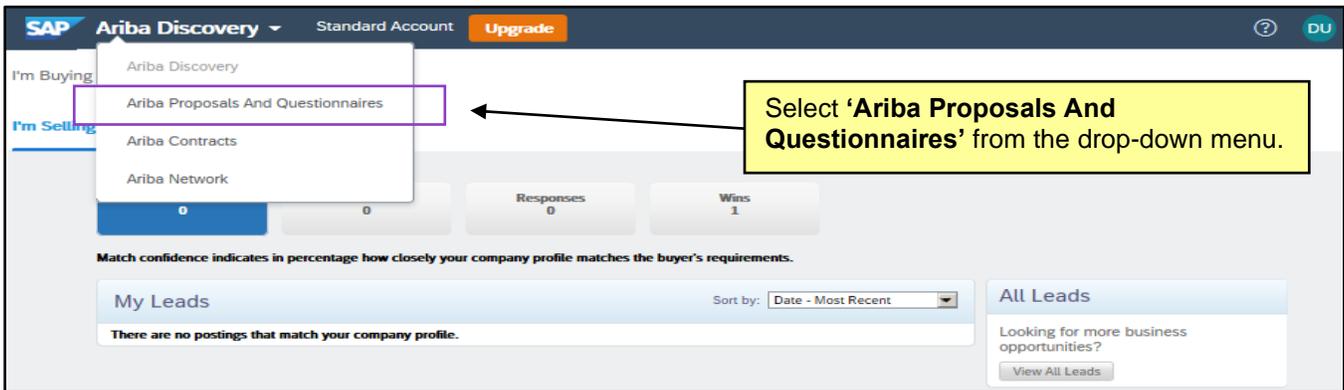
- Click on the title of a search result to see more details about the solicitation and to have the option of responding to the solicitation via its Sourcing Event.



III. Managing Past Sourcing Events

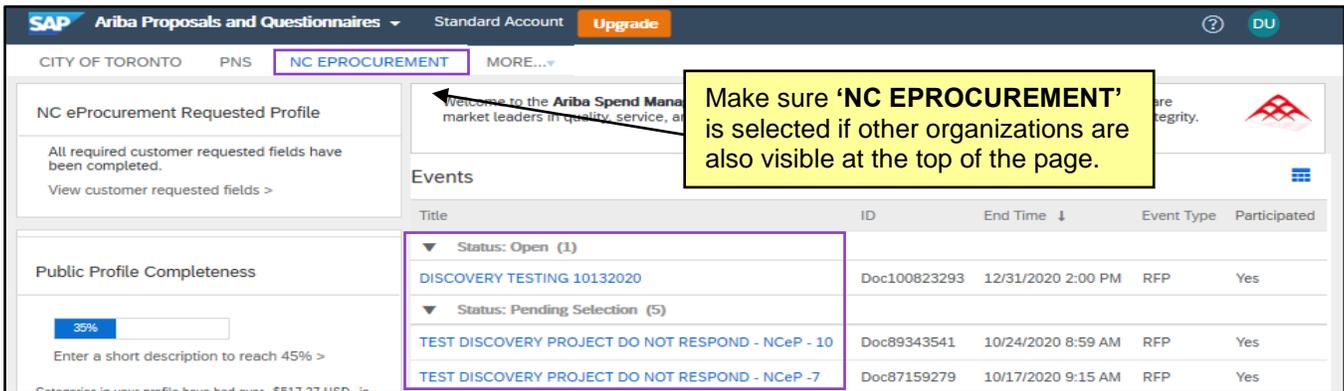
Vendors can view a list of Sourcing Events to which they are attached by accessing the 'Ariba Proposals And Questionnaires' page when signed into the Ariba Network.

- Click the drop-down menu at the top of the dashboard and select 'Ariba Proposals And Questionnaires.'



- A listing of Sourcing Events to which the vendor is attached will display in the 'Events' section.

Note: It is important that 'NC EPROCUREMENT' be selected at the top of the page if the vendor has also responded to Sourcing Events from other organizations. Click the 'MORE...' dropdown to see all options.



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3. The Events listed will be organized in three categories:
 - a. **Open:** Sourcing Events for which the bidding ‘End Time’ has not expired. Vendors can still submit or revise their responses on these Events.
 - b. **Pending Selection:** Sourcing Events for which the bidding ‘End Time’ has passed and the Sourcing Agent is in the bid evaluation stage.
 - c. **Completed:** Sourcing Events that are over and the Sourcing Agent has awarded a contract.

4. The columns will provide information such as the ‘Title’ of the Sourcing Event, the ‘End Time,’ which tells the vendor by when all responses must be submitted, and whether or not the vendor has ‘Participated’ in the solicitation by responding. Clicking on the ‘Title’ will return the vendor to the Sourcing Event where they can review their completed responses or revise any responses that are still in an ‘Open’ status.

Title	ID	End Time ↓	Event Type	Participated
▼ Status: Open (1)				
DISCOVERY TESTING 10132020				Yes
▼ Status: Pending Selection (5)				
TEST DISCOVERY PROJECT DO NOT RESPOND - NCeP - 10	Doc89343541	10/24/2020 8:59 AM	RFP	Yes
TEST DISCOVERY PROJECT DO NOT RESPOND - NCeP - 7	Doc87159279	10/17/2020 9:15 AM	RFP	Yes
TEST DISCOVERY PROJECT DO NOT RESPOND - NCeP - 8	Doc87391893	9/23/2020 3:43 PM	RFP	Yes
TEST DISCOV		9/2/2020 7:19 AM	RFP	No
TEST DISCOV	16	7/31/2020 5:32 PM	RFP	No