

# Managing and Awarding a Sourcing Event (IT)

## Introduction

Once a Sourcing Event is published and open for bidding, vendors have until the allotted time per the **Due date** to provide electronic responses to the solicitation. These responses are concealed from the Sourcing Project Owner and all other users listed in the **Team** section until envelopes are opened after the **Due date** passes. During the time that a Sourcing Event is open, vendors can ask questions via email or through event **Messages**. The Sourcing Project Owner can respond, if needed, by creating Addendums or even extending the timing of the Sourcing Event. Although awarding the solicitation to the winning bidder does not happen within the Sourcing Tool, there are several steps supporting this process that do. This includes conducting Requests for Clarification, Request for Best and Final Offer (BAFO), and gaining NCDIT's approval of the Award Recommendation.



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

## Learning Objectives

At the end of this job aid, **you will be able to:**



Understand how to identify the vendors who intend to participate in this Sourcing Event.



Understand how to create addendums to add content or extend the timing of a Sourcing Event.



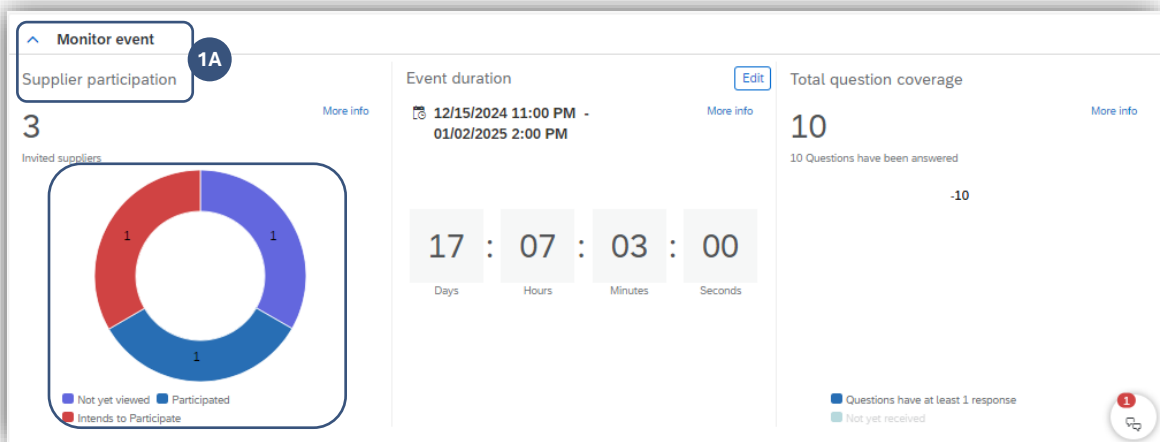
Understand how to view vendor responses, engage in any negotiations once the solicitation has closed for bidding, and how to gain approval from NCDIT to award the solicitation.

# Managing and Awarding a Sourcing Event (IT)

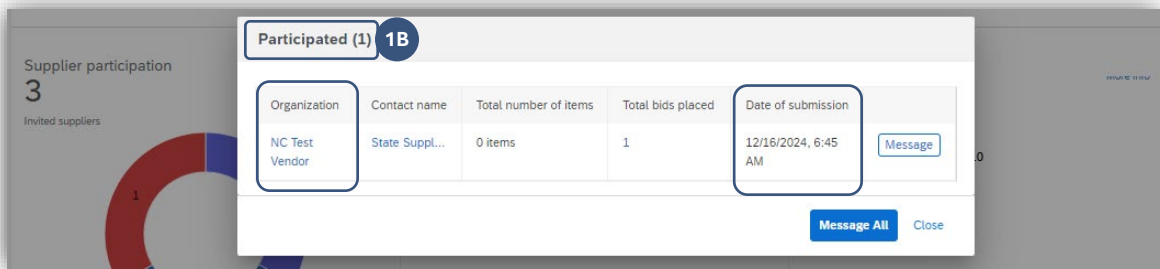
## Identifying Participating Vendors and Vendor Questions

1 Even though the Sourcing Project Owner will not be able to see the vendors' actual responses until after the Sourcing Event's **Due date**, Sourcing Project Owners can check the **Suppliers** section at any time to see which vendors have responded. During the Sourcing Event, if vendors have any questions, they will submit them via email or in the Event **Messages** section.

A. In the **Monitor event** section of the Sourcing Event, the **Supplier participation** section will provide a visual summary of the suppliers linked to the Event. The color-coded graph will indicate which percentage of vendors are in one of three categories. **Not yet viewed** indicates the vendor clicked on the **Intends to Participate** link in eVP but has not yet accepted Ariba's terms to see the details of the solicitation. **Intends to Participate** indicates it indicates the vendor has accepted Ariba's terms to respond but has not yet completed their response. **Participated** indicates that the vendor has submitted a response to the solicitation.



B. For more detail on the Event's vendor interaction, click on one of the segments of the graph to see which specific vendors are in each category. The subsequent pop up will display the vendor, the **Date of submission** if the vendor has **Participated**, and options to **Message** vendors directly or **Message All** vendors in that category.

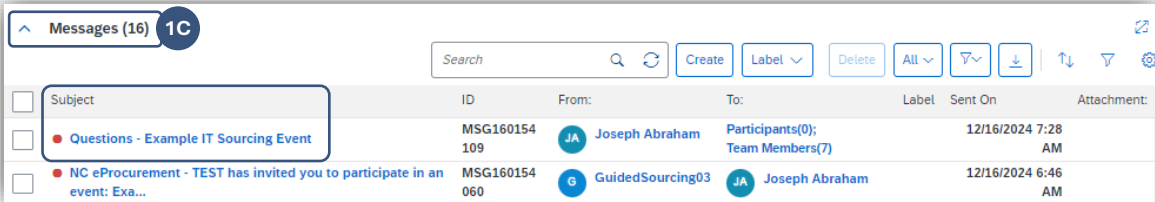


Easy access to the Sourcing Event can be found in the **Project Insights** section of the Sourcing Project.

An additional vendor participation report can be generated by clicking the three dots in the top right of the Event then clicking on **Download supplier information** in the dropdown and selecting **Download supplier invitation**. Before clicking **Export** on the subsequent screen, click the down-arrow and uncheck the box next to **Address**.

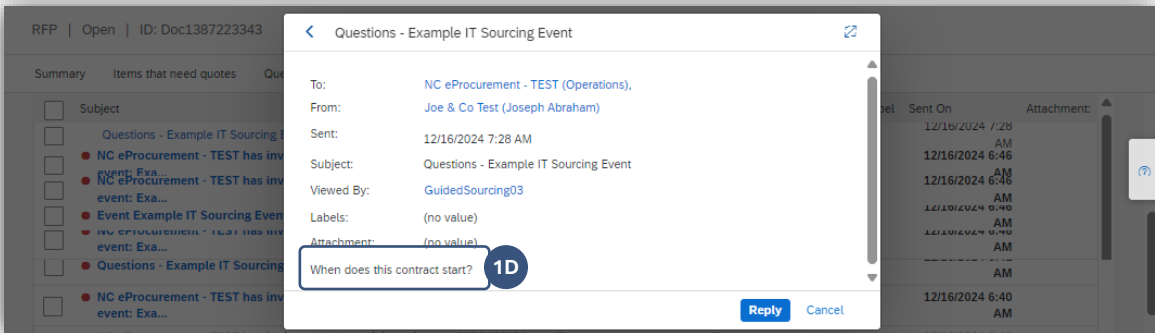
# Managing and Awarding a Sourcing Event (IT)

- C. If a vendor has any questions during the Q&A period, they are instructed to submit them to the contact listed on the first page of the solicitation document via email or through Sourcing Event **Messages**. Sourcing Project Owners will be notified when they receive an Event **Message** in multiple ways. They will receive an email, a notification will appear on their Ariba Sourcing home page, and a red notification will display in the **Direct Message** bubble in the bottom right of the Event. This feature is not to be used with vendors, but the notification can be helpful. The Sourcing Project Owner can click into the **Messages** section on the Sourcing Event at any time to see these messages. Click on the **Subject** of a message to read it.



	Subject	ID	From:	To:	Label	Sent On	Attachment:
<input type="checkbox"/>	Questions - Example IT Sourcing Event	MSG160154109	JA Joseph Abraham	Participants(0); Team Members(7)		12/16/2024 7:28 AM	
<input type="checkbox"/>	NC eProcurement - TEST has invited you to participate in an event: Exa...	MSG160154060	6 GuidedSourcing03	JA Joseph Abraham		12/16/2024 6:46 AM	

- D. The **Message** popup will display, and the Sourcing Project Owner can see the vendor's question at the bottom among other details.



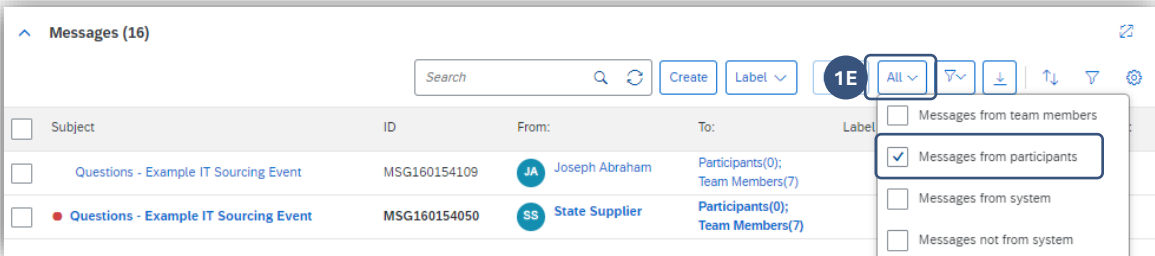
Questions - Example IT Sourcing Event

To: NC eProcurement - TEST (Operations),  
From: Joe & Co Test (Joseph Abraham)  
Sent: 12/16/2024 7:28 AM  
Subject: Questions - Example IT Sourcing Event  
Viewed By: GuidedSourcing03  
Labels: (no value)  
Attachment: (no value)

When does this contract start? 1D

Reply Cancel

- E. To filter the **Messages** section for only messages from vendors, the Sourcing Project Owner can click the **All** button and select **Messages from participants** from the dropdown.



Messages (16)

Search Create Label 1E All Messages from team members Messages from participants Messages from system Messages not from system

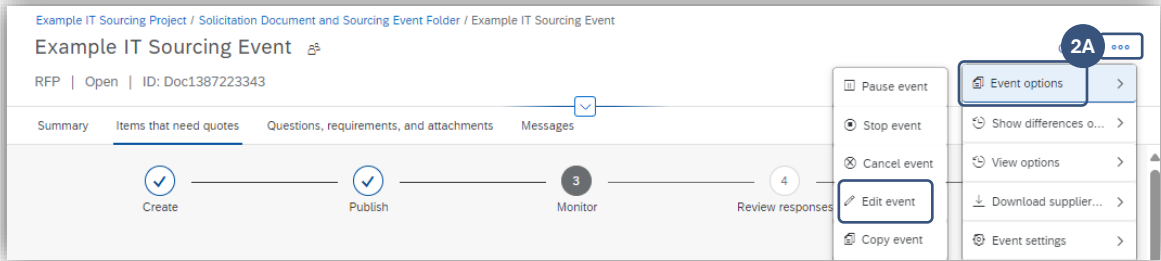
	Subject	ID	From:	To:	Label
<input type="checkbox"/>	Questions - Example IT Sourcing Event	MSG160154109	JA Joseph Abraham	Participants(0); Team Members(7)	
<input type="checkbox"/>	Questions - Example IT Sourcing Event	MSG160154050	SS State Supplier	Participants(0); Team Members(7)	

# Managing and Awarding a Sourcing Event (IT)

## Developing and Posting an Addendum

2 Sourcing Project Owners can provide answers to vendor questions – or make any other necessary updates to the Sourcing Event – by posting an **Addendum** in the Sourcing Event before the **Due date** of the Sourcing Event.

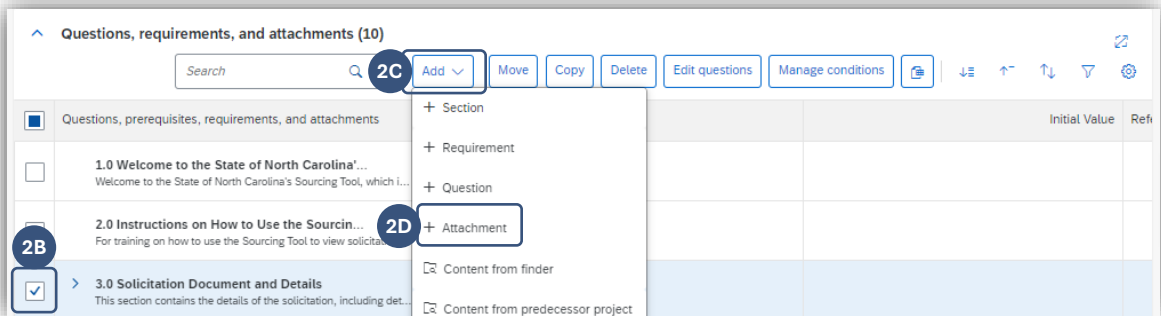
A. When the Q&A period is over and all vendor questions have been reviewed, the Sourcing Project Owner can post an **Addendum** in the Sourcing Event Content to address the questions for all participating vendors to see. Click into the Sourcing Event, click the three dots in the top right, hover the mouse over **Event options**, then select **Edit event** from the popup menu.



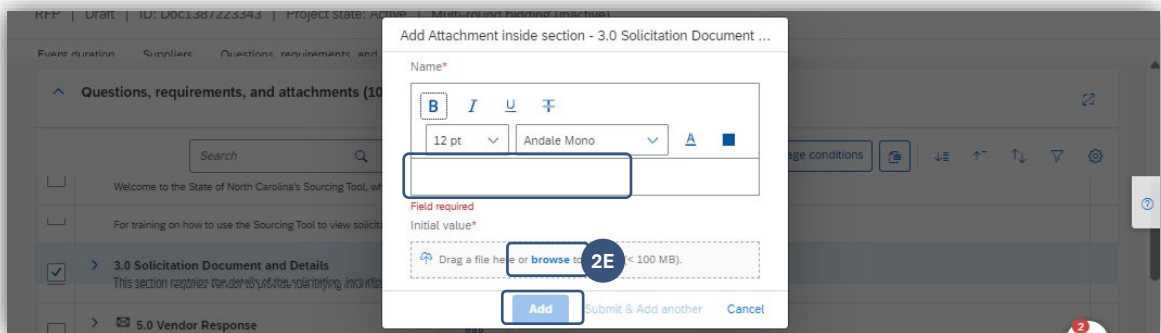
B. Navigate to the **Questions, requirements, and attachments** (Content) section and check the box next to section **3.0 Solicitation Document and Details**.

C. Click the **Add** button at the top of the section.

D. Select **Attachment** from the dropdown.



























E. The **Add Attachment** popup will display, and the attachment will automatically be assigned to subsection **3.3**. Click **browse** to attach the completed Addendum document in the **Initial Value** field and add a description in the **Name** field to let the vendors know this is where they can find the answers to their questions, then click **Add**.



# Managing and Awarding a Sourcing Event (IT)

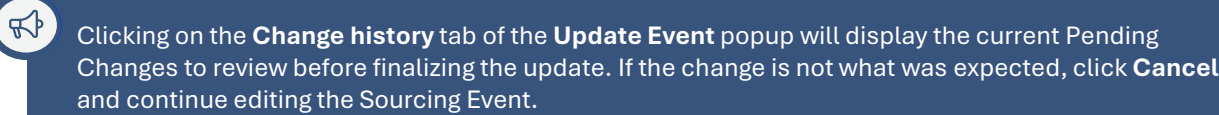
F. The newly added subsection 3.3 will now display with the Addendum document attached for the vendors to review.

<div>Search  </div>					<div>Add  Move Copy Delete Edit questions Manage conditions </div>		<div>   </div>			
<input type="checkbox"/>	Questions, prerequisites, requirements, and attachments	Actions	Response type		Initial Value					
<input type="checkbox"/>	<div> 3.0 Solicitation Document and Details</div> <div>This section contains the details of the solicitation, including det...</div>									
<input type="checkbox"/>	3.1 This document includes details on the i...		Attachment 		<div> Completed Solicitation Document.pdf(449.95 KB) </div> <div> Drag a file here or <a href="#">browse</a> to upload (&lt; 100 MB).</div>					
<input type="checkbox"/>	3.2 Vendor Question Template - Vendor sh...		Attachment 		<div> Vendor Question Submission Template...(11.65 KB) </div> <div> Drag a file here or <a href="#">browse</a> to upload (&lt; 100 MB).</div>					
<input type="checkbox"/>	3.3 ADDENDUM #1: Please see attached a... <b>2F</b>		Attachment		<div> Completed Addendum Document.pdf(153.70 KB) </div> <div> Drag a file here or <a href="#">browse</a> to upload (&lt; 100 MB).</div>					



G. If all edits are complete, click **Update** in the top right.

H. On the **Update Event** popup, leave the **Yes, keep the bids** radio button selected.

I. Keep the **Yes, notify participants** radio button selected and enter an informative message in the text box to give the vendors a little more context around the change being made to the Sourcing Event. Ignore the bottom two fields then click the **Update** button in the bottom right to finalize the addendum.

 Clicking on the **Change history** tab of the **Update Event** popup will display the current Pending Changes to review before finalizing the update. If the change is not what was expected, click **Cancel** and continue editing the Sourcing Event.

Example IT Sourcing Project / Solicitation Document and Sourcing Event Folder / Example IT Sourcing Event

Example IT Sourcing Event  

RFP | Draft | ID: Doc1387223343 | Project state: Active | Multi-round bidding (inactive)

**2G** Update Save and close ...

Update Event

Update settings

Change history

Do you want to keep the bids?

☒ Yes, keep the bids **2H**

☐ No, delete the bids

Do you want to notify participants?

☒ Yes, notify participants **2I**

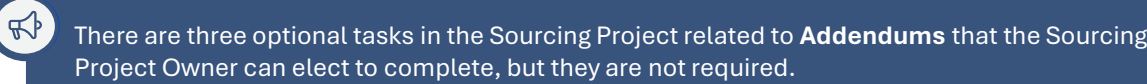
☐ No, don't notify participants

Include additional information in the notification (optional)

☐ Include a message in public access page

**2I** Update Cancel

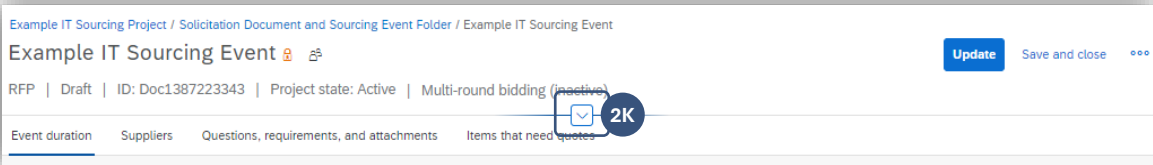
J. The addendum and any new attachments from Section 3 of the Sourcing Event will be automatically posted to Public eVP and the HUB Opportunities page, and they can be found on the **Addenda** and **Documents** tabs of the solicitation in the Agency App. If there were any issues with the public posting, the user will receive an email stating “There was an error while posting your solicitation.” For more information on the eVP version of the addendum, please see the [Viewing Posted NCEP Solicitations in eVP Job Aid](#).

 There are three optional tasks in the Sourcing Project related to **Addendums** that the Sourcing Project Owner can elect to complete, but they are not required.

# Managing and Awarding a Sourcing Event (IT)

- K. To update the Event **Description** during an Addendum, click the **Expand Header** dropdown arrow at the top of the Sourcing Event. Click the **Edit** button in the expanded section to make the updates and complete the **Addendum** by following the instructions outlined above in **steps 2 G – I**.
- L. If the Sourcing Project Owner does not want to go through with the changes made during an **Edit**, they can click the three dots, hover over **Event options**, and select **Discard changes** from the popup menu.

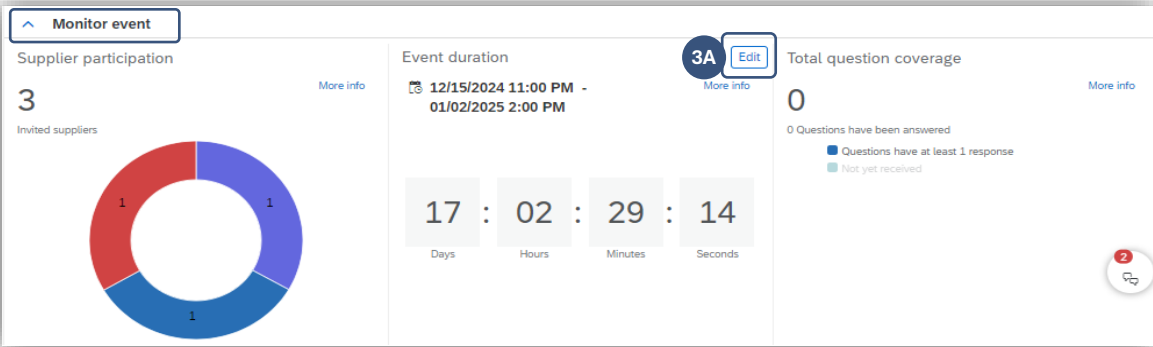
Although it is possible to edit the Sourcing Event **Title** by clicking on it, changes to the **Title** will not transmit to Public eVP. Once a Sourcing Event is **Open**, the public **Title** cannot be updated.



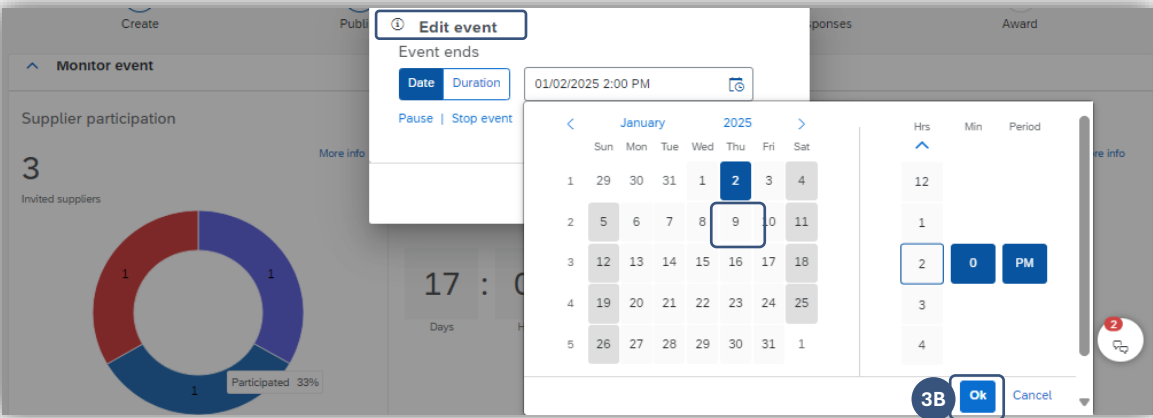
## Extending the Timing on a Published Sourcing Event

- 3 Sourcing Project Owners have the ability to extend the **Due date** and time on a published Sourcing Event if necessary.

A. Click on the **Edit** button next to **Event duration** in the **Monitor event** section.



- B. On the subsequent **Edit event** popup, click the date picker and select a new **Due date** from the calendar and click **OK**, then click **Update**.



# Managing and Awarding a Sourcing Event (IT)

- C. The Opening Date timing will be automatically updated in Public eVP and the HUB Opportunities page, and will also be reflected on the on the **General** and **Addenda** tabs of the solicitation in the Agency App. If there were any issues with the public posting, the user will receive an email stating “There was an error while posting your solicitation.” For more information on the eVP version of the addendum, please see the [Viewing Posted NCEP Solicitations in eVP Job Aid](#).

## Opening the Envelopes and Reviewing Vendor Responses

4 When the Sourcing Event reaches the response **Due date**, the event status becomes **Pending Selection**. At this point, the Sourcing Project Owner can open the **Envelopes** to review the responses.

- A. When the bidding is closed, the Sourcing Event will go to a **Pending Selection** status. Three new sections will display at the top of the Event; **Award scenarios**, **Associated Contracts**, and **Award allocation (no scenario selected)**. These sections can be ignored as the awarding process happens outside of the Event.
- B. The **Open envelope** button will also display in the top right at that time. The Sourcing Project Owner should click this button to reveal the contents of the vendor responses.

Example IT Sourcing Project / Solicitation Document and Sourcing Event Folder / Example IT Sourcing Event

Example IT Sourcing Event

RFP | Review responses | ID: Doc1387223343

4B Open envelope Close

Award scenarios Associated Contracts Allocate awards Questions, requirements, and attachments Messages

Create Publish Monitor Review responses Award

4A Award scenarios

4A Associated Contracts

4A Award allocation (no scenario selected)

Questions, requirements, and attachments

- C. The **Open envelope 1** page will display a list of the participating vendors. Click **Open Envelope** again to compare the responses.

Example IT Sourcing Event / Open envelope 1

Open envelope 1

You are about to open envelope 1 of 1 in this event. Select which suppliers you want to reveal content for envelope 1. Only the selected suppliers will advance to the next envelope.

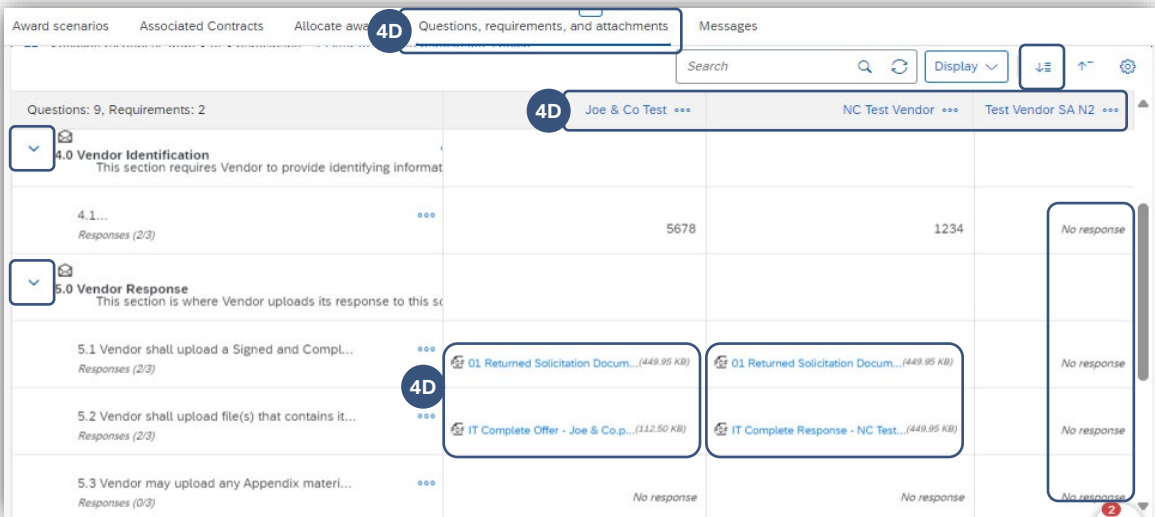
Selected participants Review envelope content

Organization name	Contact name	Incumbent	Response Team	Locked	Status
Joe & Co Test	Joseph Abraham	No	Yes	No	Participated
NC Test Vendor	State Supplier	No	Yes	No	Participated

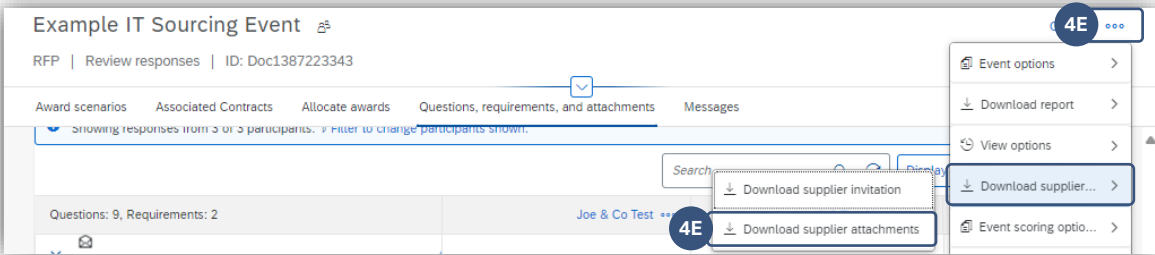


# Managing and Awarding a Sourcing Event (IT)

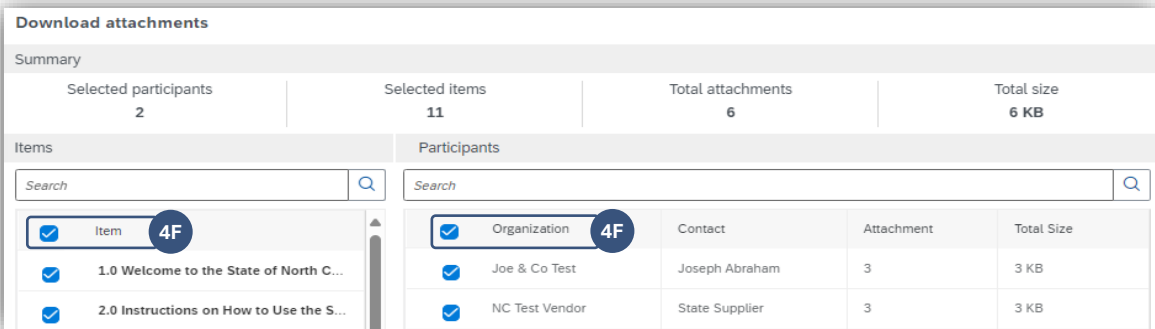
D. Navigate to the **Questions, requirements, and attachments** (Content) section if not already there and scroll down to see the responses revealed to the right of **Section 4** and **5**. The vendors name will display at the top of the column. If there are several responses, the Sourcing Project Owner will have to keep scrolling to the right to see them all. If the sections are minimized, click the arrow to the left of each section to expand the subsections or click the **Expand all** button at the top of the section.



E. To download all supplier attachments at once in a zip file, click the three dots, hover over **Download supplier information**, and select **Download supplier attachments** from the popup menu.



F. On the subsequent **Download attachments** page, it is vital to check the boxes next to **Item** and **Organization** so the system selects the response information before clicking **Download**.





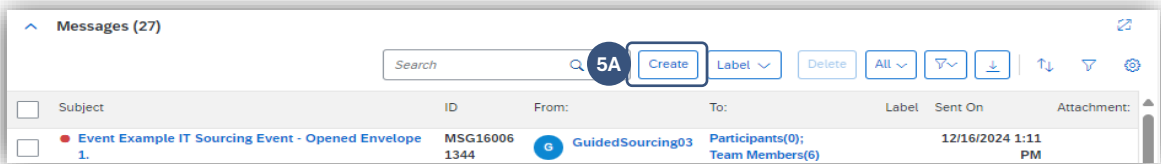
# Managing and Awarding a Sourcing Event (IT)

- G.** Before fully reviewing and evaluating all responses against each other, the Sourcing Project Owner should return to the Tasks section to mark the **Open Vendor Responses to Sourcing Event after Response Submission Deadline** task **Complete** before Posting the Preliminary Bid Tabulation to eVP. For more information on the tabulation process in eVP, please see the [Entering Bid Tabulations & Awards](#) job aid.
- H.** The first task in **Phase 06** of the **Tasks** section of the Sourcing Project is a required **To do** task to **Determine Vendor Responsiveness**. Once responsiveness is determined outside of the system, mark that task **Complete**.

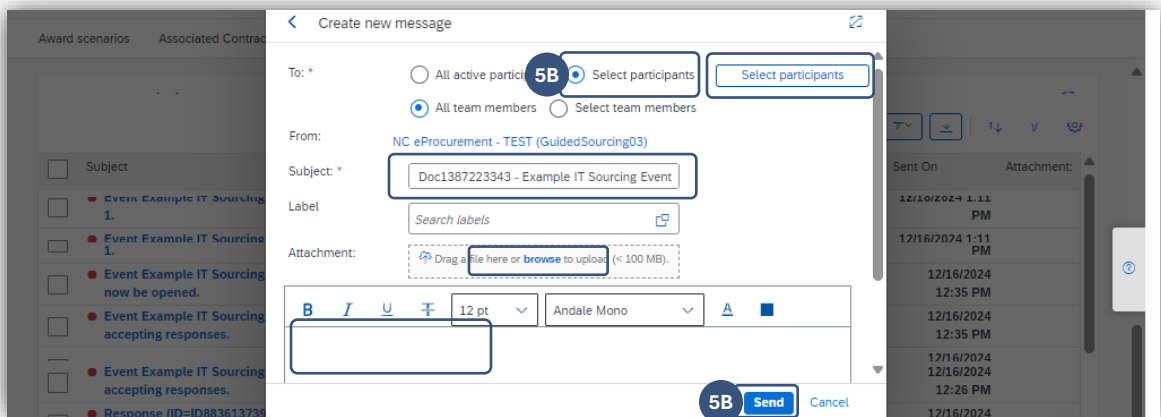
## Seeking Clarification

**5** While reviewing the vendor responses, it may be necessary to seek clarification with certain vendors. NCDIT has provided templates for these requests for clarification that are available in the NCDIT **Sourcing Library**. Sending the requests for clarification to applicable vendors will be handled via the Sourcing Event's **Messages** section.

- A.** If clarification is needed for a vendor's response, the Sourcing Project Owner should navigate to the Sourcing Event's **Messages** section and click the **Create** button at the top of the screen.



- B.** On the **Create new message** popup, select the recipients of the message. Unlike adding an Addendum where the audience is everyone, the Sourcing Project Owner is sending a specific request for clarification to a specific vendor. Click the radio button next to **Selected participants** and click **Select participants** to choose the specific vendor to which to send the request. Enter a more specific **Subject** and write an informative message in the body. Attach a **Request for Clarification form** (the templates for which can be found in the **Clarifications Folder** in the NCDIT Sourcing Library). Then click **Send**. The new message will display in the **Messages** section, and the Sourcing Project Owner will wait for a response from the selected vendor before making any more decisions.



The same steps should be taken via Event **Messages** to send a **Request a BAFO** to a vendor later in the process (**Phase 08**) if applicable. The only change being that the Sourcing Project Owner would obtain a different template from the **BAFO Folder** in the NCDIT Sourcing Library, as well as sending a draft to NCDIT for review via a task before sending the final version to the vendor.

# Managing and Awarding a Sourcing Event (IT)

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## Submit Exception Requests to NCDIT (if applicable)

At times during the IT procurement process, it may be necessary to request an exception from NCDIT. Three types of exceptions can be requested at this point: **Standards Exception Request (Hosting)**, **Standards Exception Request (NCID)**, and **Security Exception Request**. **Procurement Exception Requests (Form A)** can be submitted during **Phase 04**. Standards and Security Requests can be submitted during **Phase 07**. If no exceptions are needed, please skip to next section.

- A. From the **IT** section of the **Sourcing Library**, expand the **Exceptions Folder** and click on the Exception Request document that matches the type of exception being requested, and select **Download Draft** from the dropdown.
- B. The Sourcing Project Owner works with Agency Business to complete the applicable Exception Request Form and uploads it to the appropriate Exception Folder in the **Events and other documents** section of the Sourcing Project by replacing the **Replace with...** document.
- C. Navigate to the **Tasks** section and click on the appropriate **Submit XXX Exception Request to NCDIT (if applicable)** task and click **Edit** to change the **Due Date** from the default value of 14 days if necessary. Click **Save**.
- D. Click **Submit** to send the document to NCDIT for approval.

\*\*\* / Submit Standards Exception Request (Hosting) to NCDIT (if applicable) 6D Submit Close ...

### Submit Standards Exception Request (Hosting) to NCDIT (if applicable)

Approval | Not Started | TSK1387223388

[Task details](#) [Associated document](#) [Task type and process](#) [Comments and activity history](#)

#### Task details

General information 6C Edit

Name *	Owner *	Due date
Submit Standards Exception Request (Hosting) to NCDIT (if applicable)	Project Owner	12/30/2024

- E. When the approval task has been submitted, its status in the **Tasks** section will automatically update to **In Approval**. To monitor the process of the approval, click on the task. Look for any comments by a NCDIT review group in **Comments and activity history** section.
- F. After NCDIT fully approves the Exception Request, the task will automatically update to **Approved** status and Sourcing Project Owners can proceed to the next task.



The Tasks for both the Standards Exception and Security Exception requests are sent initially to the **Agency IT Security** group for approval before moving to NCDIT. It is important to make sure there is at least one agency user in the **Agency IT Security** group before submitting that task. If at least one user is not auto populated in the **Agency IT Security** group, Sourcing Project Owners must manually add someone into that group in the **Team** section.

# Managing and Awarding a Sourcing Event (IT)

## Submit Draft Award Recommendation and Leading Vendor Proposal(s) to NCDIT for Review

7

After posting the solicitation and conducting the Sourcing Event, the tasks in **Phases 05 – 07** in conjunction with the “IT Procurement Process Playbook” will outline the steps towards arriving at an **Award Recommendation**. The **Submit Award Recommendation and Leading Vendor Proposal(s) to NCDIT for Review** task at the end of **Phase 07** will give the Agency some initial feedback from NCDIT.

- A. From the **IT** section of the **Sourcing Library**, expand the **Award Recommendation Folder** and click on the Award Recommendation template that matches the type of solicitation being awarded and select **Download Draft** from the dropdown.
- B. Upload the completed form in the **Award Recommendation Folder** in the **Events and other documents** section of the Sourcing Project by replacing the **Replace with Award Recommendation** document along with uploading any additional documents NCDIT may need to review.



More than one document can be uploaded at once, as can ZIP files. If a ZIP file is uploaded, the Sourcing Project Owner will have the option to **Unzip** or **Keep zipped** when they upload.

<input type="checkbox"/>	Clarification Folder	WS18562...	Fo...	Origl...		P	11/17/2025	
<input type="checkbox"/>	Leading Vendor Proposal(s) Folder	WS18562...	Fo...	Origl...		P	11/17/2025	
<input type="checkbox"/>	▼ Clarification Folder	WS18588...	Fo...	Origl...		P	11/18/2025	
<input type="checkbox"/>	Replace with Award Recommendation.docx 7B	Doc18588...	D...	v1	Not ...		P	11/18/2025
<input type="checkbox"/>	> BAFO Folder	WS18562...	Fo...	Origl...		P	11/17/2025	

- C. Navigate to the **Tasks** section and click on the **Submit Award Recommendation and Leading Vendor Proposal(s) to NCDIT for Review** task and click **Submit** to send the document(s) to NCDIT for approval. The **Due date** and **Approval flow** will be automatically set.
- D. When the approval task has been submitted, its status in the Tasks section will automatically update to **In Approval**. To monitor the process of the approval, click on the task. Look for any comments by a NCDIT review group in **Comments and activity history** section.
- E. After NCDIT fully approves the request, the task will automatically update to **Approved** status, and the Sourcing Project Owner can move on to **Phase 08** if necessary to handle any vendor negotiations, and if not to **Phase 09** to gain final approval.

<input type="checkbox"/>	▼ 07 - CONDUCT NCDIT REVIEW	Phase	Not ...		Pr...		Set to started
<input type="checkbox"/>	Submit Standards Exception Re...	App...	Not ...			Agency IT ... +4	Standards Exce... Cancel task
<input type="checkbox"/>	Submit Standards Exception Re...	App...	Not ...			Agency IT ... +2	Standards Exce... Cancel task
<input type="checkbox"/>	Submit Security Exception Req...	App...	Not ...			Agency IT ... +2	Security Excepti... Cancel task
<input type="checkbox"/>	Submit Draft Award Recomm...	App...	Not ...			NCDIT Ent... +3	Award Recomm... Cancel task
<input type="checkbox"/>	▼ 08 - CONDUCT VENDOR NEG...	Phase	Not ...		Pr...		Set to started

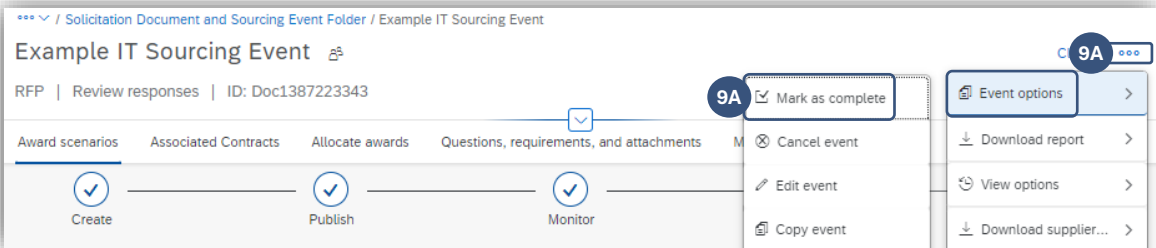
# Managing and Awarding a Sourcing Event (IT)

## Gain NCDIT Approval of Final Award Recommendation

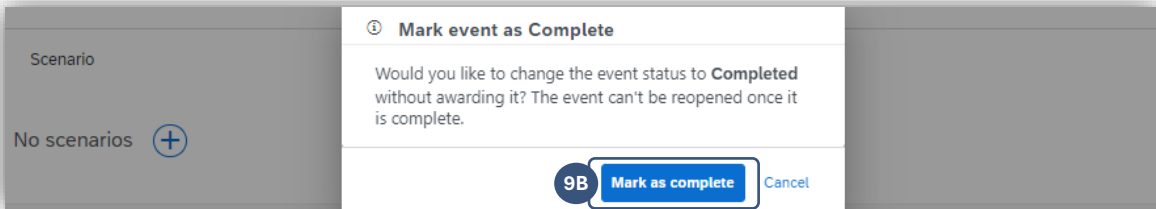
- 8 Following any final negotiations per **Phase 08**, proceed to **Phase 09** to complete the **Gain Statewide IT Procurement Office and OSBM (if applicable) Approval of Final Award Recommendation** task.
- A. If any information on the **Award Recommendation** document required an update following vendor negotiations, finalize the document and replace the draft version with the final version in the **Award Recommendation Folder** in the **Events and other documents** section.
  - B. Navigate to the **Tasks** section and click on the **Gain Statewide IT Procurement Office and OSBM (if applicable) Approval of Final Award Recommendation** task and click **Submit** to send the document to NCDIT for approval. The **Due date** and **Approval flow** will be automatically set.
  - C. After NCDIT fully approves the Approval request, the task will automatically update to **Approved** status, and the Sourcing Project Owner can move on to **Phase 10** to handle the contract and close out the Sourcing Project.

## Completing the Sourcing Event and Project

- 9 Once the solicitation has been officially awarded per the process outlined by NCDIT, and the Sourcing Project Owner is certain that no more communication with the responding vendors will be necessary, the status of both the Sourcing Event and Sourcing Project should be marked **Complete** for clarification purposes.
- A. Once an awarded vendor has been officially determined, return to the Sourcing Event to close it. Even if an award has been issued in eVP, the status will still read **Pending Selection** because the award was determined outside of the Sourcing Event. To manually close the Sourcing Event, click the three dots in the top right, hover over **Event options**, and select **Mark as complete** from the popup.




- B. The **Mark event as Complete** warning will display reminding the Sourcing Project Owner that completed Sourcing Events cannot be reopened. This is okay because the Sourcing Event can still be accessed for important historical information. Click **Mark as complete**.




# Managing and Awarding a Sourcing Event (IT)

C. The Sourcing Event status will update to **Completed**. Navigate back to the Sourcing Project to mark that as **Completed**, too.



All required tasks including the two required **To do** tasks in **Phase 10 – Execute Contract** and **Create Contract Workspace for Each Awarded Vendor** – must be marked **Complete** before the Sourcing Project Owner can mark the overall Sourcing Project **Completed**.

D. The final required task will be to **Create Contract Workspace for each Awarded Vendor** from the completed Sourcing Project. For more information on this process, please see the [Creating a Contract Workspace from a Sourcing Project Job Aid](#).

IT Example Guided Sourcing Project 


Strategic sourcing project | WS1794265934 | Original | Active | Gray

Project summary | Process | Project insights | Tasks | Events and other documents | Project message board

Project insights

9D SET PROJECT STATE TO  
On hold  
Planned  
Copy project  
Create follow-on project  
Communication mess...

E. Once all required tasks are marked **Complete**, click the three dots in the top right of the Sourcing Project and select **SET PROJECT STATE TO Completed** from the dropdown, then confirm on the next page.

Example IT Sourcing Project 

Strategic sourcing project | WS1387223308 | v1 (editing) | Active | Gray

Project summary | Process | Project insights | Tasks | Events and other documents | Project message board

Project summary

9E SET PROJECT STATE TO  
Completed  
On hold  
Planned  
Canceled

F. The status of both the Sourcing Project and Sourcing Event will now reflect **Completed** and will display as such in the **My Documents** portal on the **Sourcing** tab.

HOME | SOURCING | CONTRACTS | SUPPLIERS | FOR YOU

Recent | Manage | Create

Sourcing Project | Search using Title, ID, or any other term

Common Actions  
Create  
Sourcing Project  
Sourcing Request  
Supplier Research Posting  
Knowledge Project  
More  
Manage  
Sourcing Library

My Documents

9F

Title	Date	Status
Example IT Sourcing Event	12/10/2024	Completed
Example IT Sourcing Project	12/10/2024	Completed
Example Non-IT Sourcing Event	12/9/2024	Draft
Example Non-IT Sourcing Project	12/9/2024	Active
Personal Workspace	12/4/2024	Draft

Event Status (Last 12 months)

	RFI	RFP	Auction	Forward Auction
Draft	0	2	0	0
Preview	0	0	0	0
Open	0	0	0	0
Pending Selection	0	0	0	0
Completed	0	1	0	0

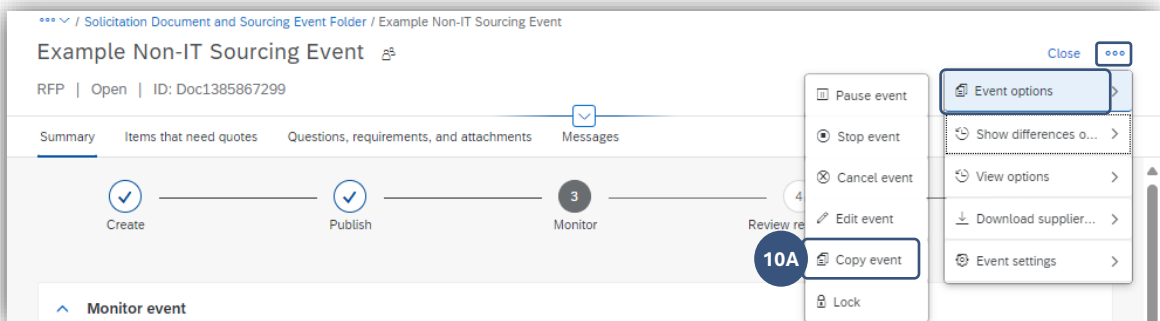
# Managing and Awarding a Sourcing Event (IT)

## Creating an Overflow Event

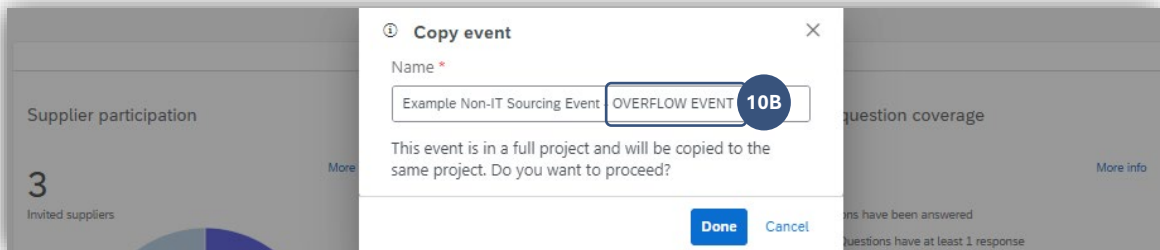
10

Ariba Sourcing Events can accept a maximum of 100 supplier responses, and although reaching that threshold is extremely rare for solicitations created by state of North Carolina users, a plan is in place if an event is nearing that threshold. The Sourcing Project Owner will begin to see alerts within their Sourcing Event and may receive an additional communication from the NC eProcurement team that their event is nearing 100 suppliers. At this point the Sourcing Project Owner and the NC eProcurement team will monitor the number of responses as the **Due date** approaches and if it seems possible that over 100 suppliers will respond, they will work together to create an Overflow Event in the same Sourcing Project to allow more than 100 suppliers to respond to the solicitation.

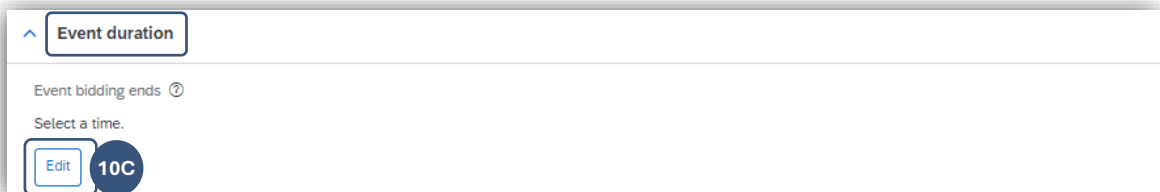
- A.** From the original Sourcing Event approaching 100 supplier responses, click on the three dots in the top right, hover over **Event options**, and select **Copy event** from the popup.



- B.** In the subsequent **Copy event** popup, enter a **Name** for the new Event. It is advised that the Sourcing Project Owner include "OVERFLOW EVENT" at the end of the title, then click **Done**.



- C.** The Sourcing Project Owner will be taken to a **Draft** version of the new Event. Click the **Edit** button in the **Event duration** section to set the **Due date** and time to match the end time on the original Event.



If it is within three business days of the **Due date**, the Overflow Event will NOT post publicly on eVP (which is the desired result). If the Overflow Event is being created further in advance, the NC eProcurement team will remove it from the public site as soon as its posted.

