NC electronic Vendor Portal
Viewing Bids for Posted Solicitations in eVP

Procurement Users (PU) who have publicly posted a solicitation in the electronic Vendor Portal (eVP) are able to monitor which vendors have submitted a **'Bid'** while the solicitation is in an **'Open'** status and download the actual bid submission attachments once the bidding period ends and the status shifts to **'Pending Selection.'** PU's who create their solicitations in the NC eProcurement Sourcing tool will continue to view their bid responses on their Sourcing Event.

I. Viewing Bids for a Solicitation in 'Open' Status

While a solicitation is in an **'Open'** status and still accepting **'Bids,'** PU's can see which vendors have either viewed or actually submitted a bid response but won't see the actual contents of the bid responses.

1. From the dashboard of the Agency App, click on **'Solicitations'** in the navigation panel. A list of the PU's **'My Active Solicitations'** will display.

2. Clicking on the **'Project Title'** will take the PU to the selected solicitation. Click on the **'Bids'** tab.

3. On the subsequent page, a list of vendors who have expressed interest in the solicitation will display. A "Yes" in the **'Bid Attachment Submitted'** column will indicate that the vendor has submitted a response. A "No" in that column indicates that they have yet to submit a response. Double-clicking anywhere besides on the hyper-linked vendor name will display more information about the bid response, but the attachments will not be visible until the **'Opening Date'** and time have passed.

   Notes:
   - If the PU selected **'Paper'** in the **'Post Solicitation'** field, bid responses will not display here.
   - If the PU does not see any "Yes" values just before the **'Opening Date'** and time are reached, they may want to consider extending the timing of the solicitation, as that is not possible once the solicitation flips to a **'Pending Selection'** status.

II. Viewing Bids for a Solicitation in 'Pending Selection' Status

When a solicitation reaches a status of **'Pending Selection'** and is no longer accepting **'Bids,'** PUs will both see and may download all vendors' submitted bid responses.

1. From the dashboard of the Agency App, click on **'Solicitations'** in the navigation panel. A list of the PU's **'My Active Solicitations'** will display.

2. Clicking on the **'Project Title'** will take the PU to the selected solicitation. Click on the **'Bids'** tab.

3. On the subsequent page, the entire list of vendors that expressed an interest in the solicitation will display. A "Yes" in the **'Bid Attachment Submitted'** column will indicate that the vendor has submitted a response. A "No" in that column indicates that they did not submit a response. Double-clicking anywhere besides on the hyper-linked vendor name will display more information about the bid response, including any attachments if they were included.

   Note: Up to ten bid responses will display per page. To see additional bid pages, navigate forwards and backwards via the arrows to either side of the **'Page #'** in the bottom right.

4. On the subsequent **'Bid'** page, scroll down the screen to see any attachments or notes the vendor submitted below the **'Timeline.'** Click on the link to the attachment to download it.

5. To download all documents from all vendors who responded in a single zip file, click the **'Download Zip'** button on the command bar and a zip file with all vendor documents will be delivered to the computer's **'Downloads'** folder.
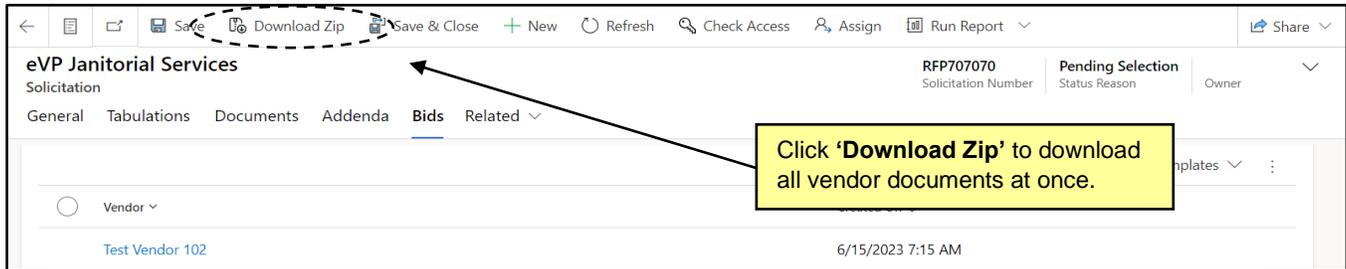
III. Viewing Bids from the 'Bids' Section of the Agency App

Viewing bid responses through a solicitation will limit the responses visible only to those for that solicitation, but State Procurement Users (PU) can view all bid responses received for any solicitation created in their organization via the **'Bids'** Section on the navigation panel of the Agency App.

1. From the dashboard of the Agency App, click on **'Bids'** in the navigation panel. A list of the organization's **'Active Bids'** will display.

2. Each **'Bid'** will list the **'Name,' 'Vendor,' 'Solicitation,'** and the date and time the bid response was submitted.

3. Clicking on the **'Vendor'** will display details on the vendor that submitted the bid response.

4. Clicking on the **'Solicitation'** will take the PU to the **'General'** tab on the solicitation for which the bid response was submitted.

5. Clicking on the **'Name'** or double-clicking the value in the **'Created On'** field will display the actual contents of the bid response.

   Notes:
   - PUs can search for specific **'Bids'** by keyword in the **'Filter by Keyword'** search box.
   - It is advised that all searches begin with an asterisk (*) to improve search functionality.
   - **'Bids'** can be sorted by any of the columns by clicking on the column header and selecting an alphabetical or chronological order. An arrow next to the column header will indicate which column is the current sorting column.