

NC electronic Vendor Portal

Viewing Posted NCEP Solicitations in eVP



Procurement Users (PU) with access to the NC eProcurement Sourcing Tool do not have to post notice of their solicitations or addendums in the electronic Vendor Portal (eVP). The system will do this for them each time a Sourcing Event is published or edited. This guide will detail how a PU can monitor the eVP Agency App portion of their solicitations.

I. Finding Posted NCEP Solicitations within the Agency App

Via the **'Solicitations'** link on the dashboard's navigation panel, Procurement User's (PU) can view and manage their posted solicitations, which are broken down into two categories: **'Active'** and **'Inactive.'**

- From the dashboard of the Agency App, click on **'Solicitations'** in the navigation panel. A list of the State Procurement User's (PU) **'My Active Solicitations'** will display.
- Clicking on the **'Project Title'** will take the PU to the selected solicitation. Solicitations on this page can have three **'Status Reasons'**:
 - Open:** A posted solicitation whose **'Opening Date'** is in the future for which bids are still being accepted.
 - Pending Selection:** A posted solicitation whose **'Opening Date'** is in the past but has not yet been awarded.
 - Awarded:** A posted solicitation that has been completed for which the **'Award'** Notification has been posted to the eVP Portal.

Notes:

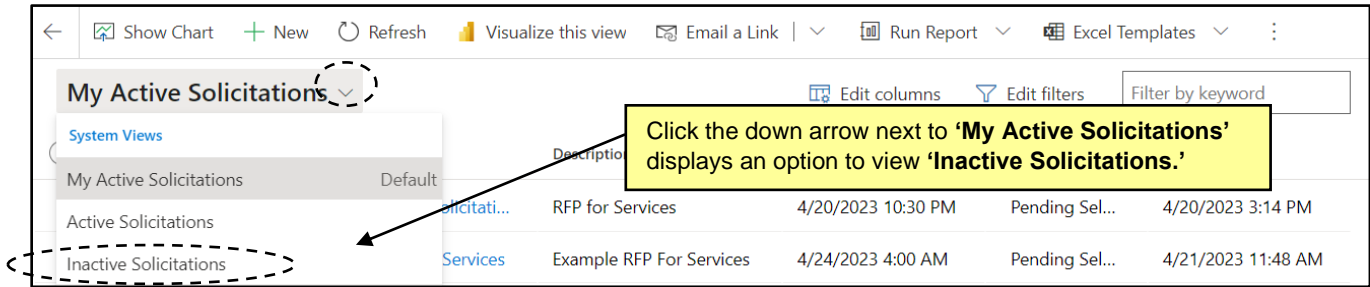
- PUs can search for specific solicitations by keyword in the **'Filter by Keyword'** search box.
- It is advised that all searches begin with an asterisk (*) to improve search functionality.
- Solicitations can be sorted by any of the columns by clicking on the column header and selecting an alphabetical or chronological order. An arrow next to the column header will indicate which column is the current sorting column.
- Only solicitations that are publicly posted will automatically migrate to Public eVP and the Agency App. The following solicitation types will not be posted:
 - Non-IT with a Waiver of Competition (RFQ)
 - IT: RFQ
 - IT: SOW
 - IT: Exception Request Only

Solicitation Number	Project Title	Description	Opening Date	Status Reason	Created On
00-RFP123456	Example RFP for Services	RFP for Services	5/29/2023 2:00 PM	Awarded	5/19/2023 3:12 PM
RFP55567	Janitorial Services	Janitorial Services for 3 B...	6/7/2023 2:00 PM	Pending Sel...	6/2/2023 4:24 AM
RFP123456	Example RFP for Services	Example solicitation for ...	7/13/2023 2:00 PM	Open	6/15/2023 2:35 AM

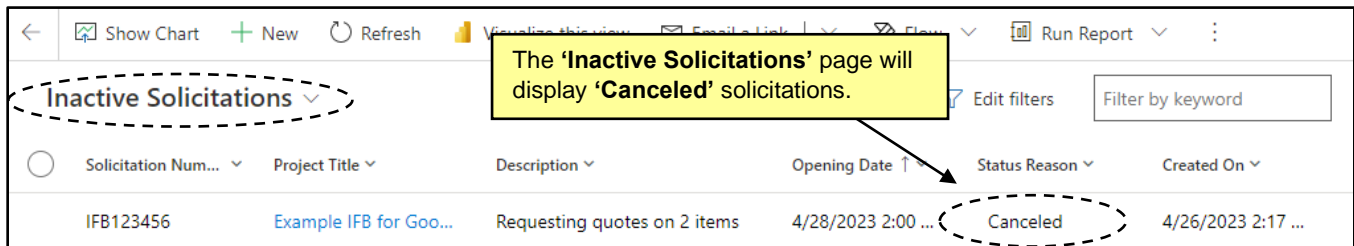


3. Clicking the down arrow next to **'My Active Solicitations'** will display an option to view **'Inactive Solicitations.'**

Note: The option for **'Active Solicitations'** will display all solicitations created in the user's organization, not just their own. Solicitations created by other users are editable with the Agency App.



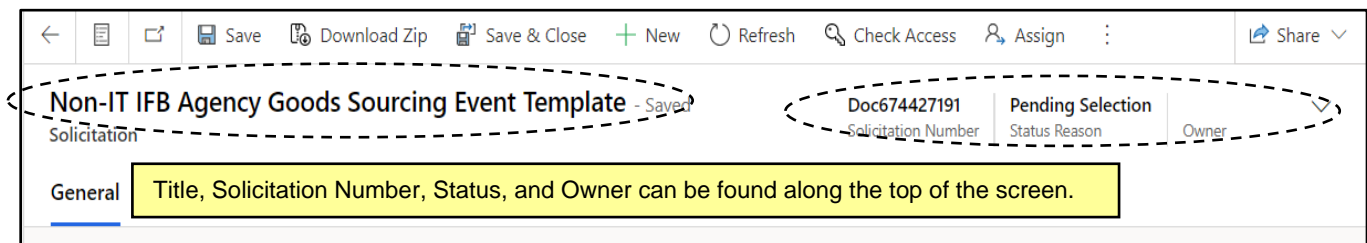
4. The **'Inactive Solicitations'** page will display for PUs to view solicitations that have been **'Canceled.'**



II. Viewing the Details of Posted NCEP Solicitations within the Agency App

After selecting a specific solicitation to view by clicking on the **'Project Title,'** detailed information about that solicitation will be visible on various tabs for that record.

1. Along the top of the screen beneath the command ribbon, the **'Project Title'** will display on the left. This will equate to the **'Title'** of the related NC eProcurement Sourcing Event. To its right, the **'Solicitation Number'** will display. This will default to the Sourcing Event **'ID'** beginning with **'Doc...'** The **'Status Reason'** and **'Owner'** will display further to its right.



2. Depending on the state of the solicitation, up to seven tabs may be visible beneath the header information. **'General,' 'Tabulations,' 'Documents,' 'Addenda,' 'Awards,' 'Bids,'** and **'Related'**.

Notes:

- For more information on **'Tabulations,'** and **'Awards,'** please see the [Entering Bid Tabulations & Awards](#) Job Aid.
- The **'Bids'** tab will have no relevance, and it is not advised that users click on the **'Related'** tab.

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3. The **'General'** tab will display basic information about the solicitation imported from the related NC eProcurement Sourcing Event.
4. **Project Title***: The title in the top left of the header, equating to the **'Title'** of the related Sourcing Event.
5. **Description***: The **'Description'** field in the Sourcing Event.
6. **Solicitation Number***: The Sourcing Event **'ID'** beginning with **'Doc...'**
7. **Opening Date***: The **'Due Date'** assigned in the Sourcing Event.

Note: This date cannot be on a state of North Carolina holiday. If a conflicting date was selected on the Sourcing Event, the eVP system will send an email notifying the user that a new **'Due Date'** must be selected on the Sourcing Event before it can be posted on eVP.
8. **Opening Time***: The time associated with the **'Due Date'** on the Sourcing Event after which bids will no longer be accepted.
9. **Category**: This field represents the first and most general part of the commodity code and will be auto populated based on the **'Commodity Code'** selected in NC eProcurement.
10. **Commodity Family**: This field represents the second and slightly more specific part of the commodity code and will be auto populated based on the **'Commodity Code'** selected in NC eProcurement.
11. **Commodity Code***: This is six-digit field will transfer over from NC eProcurement to indicate the nature of the goods or services for which the PU is requesting a bid. The two fields above will automatically populate to match.

Note: Commodity Code selections are used to notify vendors registered in eVP of opportunities for business that match the type of business they conduct.
12. **Mandatory Conference/Site Visit**: This field has no equivalent on the Sourcing Event, so it will be blank.
13. **Special Instructions**: This field has no equivalent on the Sourcing Event, so it will be blank.
14. **Type Contract***: This field has no equivalent on the Sourcing Event but will be populated with **'Ariba.'**
15. **Post Solicitation***: This field has no equivalent on the Sourcing Event but will be populated with **'Ariba.'**

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The screenshot shows the 'General' tab of a solicitation record. The title is 'Non-IT IFB Agency Goods Sourcing Event Template - Saved'. The solicitation number is 'Doc674427191' and the status is 'Pending Selection'. The 'General' tab is circled in red. A yellow callout box points to the 'Project Title' field, stating: 'The 'General' tab will display basic information about the solicitation imported from the related NC eProcurement Sourcing Event.'

Project Title	* Non-IT IFB Agency Goods Sourcing Event Template		
Description	* Example Sourcing Event		
Solicitation Number	* Doc674427191	Mandatory Conference/Site Visit	
Opening Date	* 5/1/2023	Special Instructions	---
Opening Time	* 10:30 AM	Type Contract	* Ariba
Category	Paper Materials a...	Post Solicitation	* Ariba
Commodity Family	Paper materials		
Commodity Code	* Raw materials		

16. Click on the 'Documents' tab to see the Solicitation Document taken from subsection 3.1 of the Sourcing Event. To download this document, hover over the 'Filename' and click the link.

The screenshot shows the 'Documents' tab of the same solicitation. The 'Documents' tab is circled in red. A yellow callout box points to the 'Filename' column of the attachment table, stating: 'The 'Documents' tab will show the Solicitation Document attachment taken from the Sourcing Event.'

Subject	Filename	Created Date
Solicitation File Attachment	Completed Solicitation Document.pdf	4/28/2023, 10:23 AM

III. Viewing Posted NCEP Addenda within the Agency App

When an Addendum is added to an NC eProcurement Sourcing Event or the timing of that Event is extended, the user does not need to manually update the Agency App record of their solicitation, the system will do that automatically.

1. On the selected solicitation, click on the 'Addenda' tab.
2. A list of 'Solicitation Addenda' will display. Each addendum 'Name' will be appended by the number of the order in which that addendum was added to the solicitation. The 'Addendum/Change Description' field will be populated with the message, "This solicitation has been modified in Ariba and posted as an addendum." Click on the 'Name' field to see more specific information about the addendum including any attachments.

Note: If the Sourcing Event is cancelled, the message in the 'Addendum/Change Description' field will read, "This solicitation has been canceled in Ariba."

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On the 'Addenda' tab, click on the 'Name' of an addendum to see more details.

3. On the subsequent 'Addendum - X' page, original and updated information about the solicitation will appear. Scroll down to the bottom of the screen to see any attachments included in the addendum on the Sourcing Event. The system will automatically import any new attachment added to **Section 3** of the Sourcing Event.

Note: Any addendum attachments will also display on the solicitation's main 'Documents' tab.

Original and updated information will display on the 'Addendum - X' page. Attachments will display at the bottom of the page.

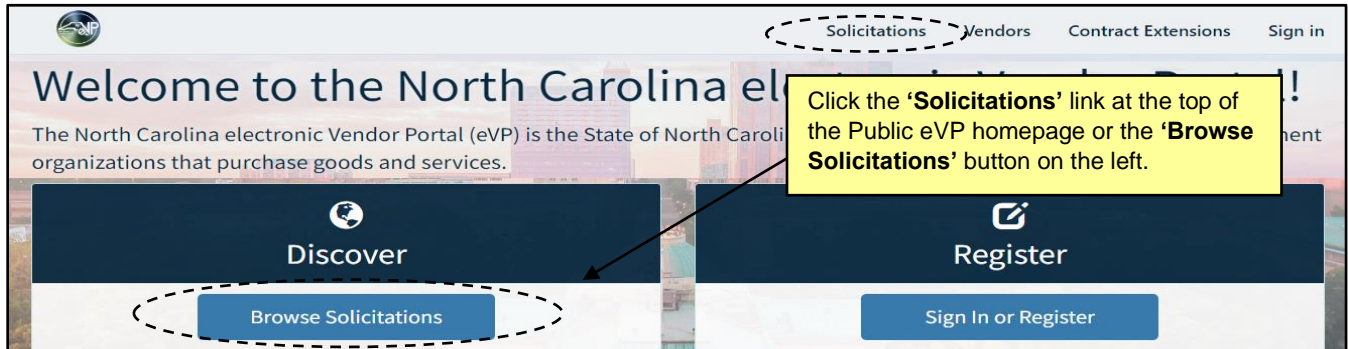
Subject	Filename	Created Date
Answers to Vendor Q&A.pdf	Answers to Vendor Q&A.pdf	6/15/2023, 3:14 PM



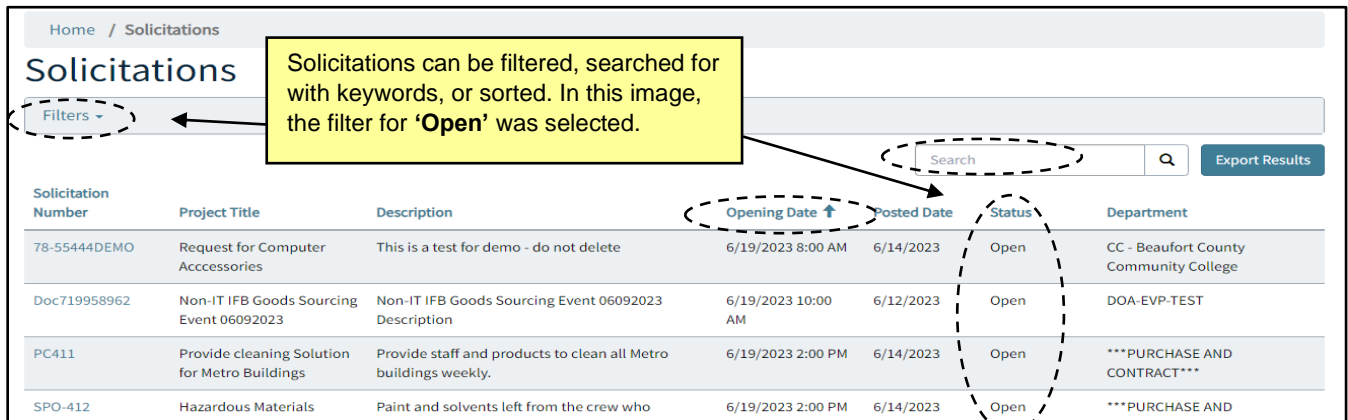
IV. Viewing a Posted Solicitation on the Public eVP

All posted solicitations will be visible to the public on the Public eVP. To verify the public version of a new solicitation appears correctly, navigate to the Public eVP.

1. From the Public eVP, click on either the **'Solicitations'** link at the top of the screen or on the **'Browse Solicitations'** button.



2. The public **'Solicitations'** page will display. By default, solicitations are sorted by **'Opening Date,'** but clicking on any of the column headers will sort by that column. It is advised that users click into the **'Filters'** section and select **'Open'** to view solicitations that are currently accepting responses. Entering a keyword in the search bar will return specific results.



3. Click on the **'Solicitation Number'** of the solicitation of interest. On the subsequent solicitation details page, basic information regarding the solicitation will display above the attachments included by the PU. If an addendum has been posted, it will display beneath the attachments. It may be necessary to scroll down to see the entirety of the posting.

Notes:

- Ignore the warning message alerting vendors to log in to respond to the solicitation.
- Vendors wishing to respond to the solicitation will see an **'Intends to Participate'** button in the top left of the posting. When they click this, an email with a link to the sourcing event will be sent to all Sourcing Contacts on their eVP account, and that vendor will be added to the **'Suppliers'** tab of the Sourcing Event. They will then have access, via their Ariba account, to view and respond to the solicitation via the Sourcing Event.

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Home / Solicitations / Example RFP for Services

Example RFP for Services

Vendors must have an active NC Procurement registration in the electronic Vendor Portal to participate in an Ariba Sourcing event. Please sign in to respond to this Solicitation.

Intends To Participate

Solicitation Number	Department	Status Reason
Doc724129921	Admins	Open

Opening Date *	Posted Date	Commodity Code *
7/13/2023 2:00 PM	6/15/2023	

Mandatory Conference/Site Visit: 6/22/2023

Special Instructions: —

Description *: Example solicitation for Services

Attachments

- about an hour ago: Completed Solicitation Document.pdf (176.02 KB)
- 24 minutes ago: Answers to Vendor Q&A.pdf (153.70 KB)

Addenda

Created On ↑	Name	Addendum/Change Description
6/15/2023 3:22 AM	Example RFP for Services Addendum - 1	Answers to vendor questions

Vendors who are logged into the system will see an **'Intends to Participate'** button here and will not see the error message above.

Basic solicitation information will display on this page above any attachments or addenda.