

# NC electronic Vendor Portal



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

# DO YOU HAVE THE TIME?



## ☼ **Tell us more about yourselves!**

- What entity are you with?
- Do you use the eVP Agency App?
- Have you ever searched for a vendor in Public eVP?

Hello! We are the  
**NC eProcurement  
Training Team.**



# WHO USES WHICH SYSTEM?

Entity	electronic Vendor Portal (eVP)	NCEP Sourcing	NCEP Procurement eForms
State Agencies	✓	✓	
Community Colleges	✓		✓
Universities	✓		✓
K-12 Schools	✓		
Local Governments	✓		





# WHAT IS eVP?

## ***PUBLIC PORTAL***

- Public Vendor Search
- Browse Solicitations
- View Contract Extensions
- Vendors can register, manage registration, initiate HUB and NCSBE certifications and respond to solicitations

## ***AGENCY APPLICATION***

- Search Vendors
- Post and View Solicitations, enter Bid Tabulations and Awards
- Post and View Contract Extensions
- Enter HUB Statistics Reports

**eVP** connects vendors and state government purchasers!



# eVP PUBLIC PORTAL

Find  
Solicitations  
&  
Vendors

Vendor  
Access

The screenshot shows the North Carolina electronic Vendor Portal (eVP) homepage. At the top, there is a navigation bar with links for Solicitations, Vendors, Contract Extensions, and Sign in. The main heading reads "Welcome to the North Carolina electronic Vendor Portal!" followed by a description: "The North Carolina electronic Vendor Portal (eVP) is the State of North Carolina's system to connect vendors with state government organizations that purchase goods and services." Below this, there are two main sections. The left section, titled "Discover", contains a "Browse Solicitations" button and a "Browse Vendors" button. The right section, titled "Register", contains a "Sign In or Register" button. Green arrows are overlaid on the image, pointing from the "Find Solicitations & Vendors" text to the "Discover" section, and from the "Vendor Access" text to the "Register" section.

Solicitations Vendors Contract Extensions Sign in

## Welcome to the North Carolina electronic Vendor Portal!

The North Carolina electronic Vendor Portal (eVP) is the State of North Carolina's system to connect vendors with state government organizations that purchase goods and services.

### Discover

[Browse Solicitations](#)

Discover how North Carolina is working for you

Search for business opportunities in North Carolina's official online repository for state advertisements for competitive procurements.

[Browse Vendors](#)

Find vendors working for your community

Search for vendors in North Carolina's official vendor directory including

### Register

[Sign In or Register](#)

Join a growing community of North Carolina vendors

eVP provides a self-service portal where vendors can register to:

- Participate in electronic procurement activities.
- Participate in the state's Historically Underutilized Business program (HUB) and the North Carolina Small Business Enterprise program (NCSBE).
- Receive information on upcoming bids.



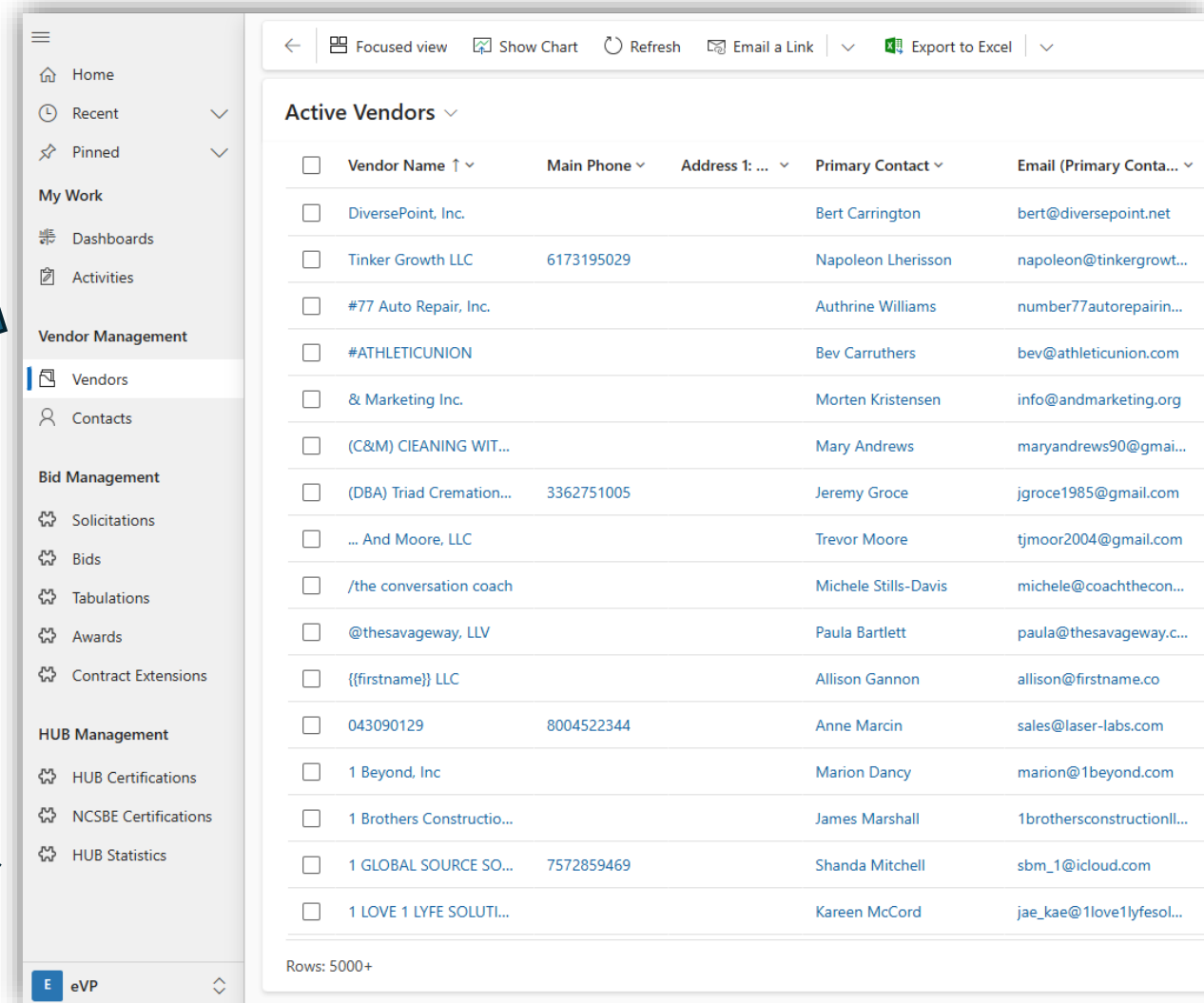
# eVP AGENCY APPLICATION

Search Vendors

Post & View  
Solicitations

Enter Bid Tab &  
Awards

Enter  
HUB Statistics



The screenshot displays the eVP Agency Application interface. On the left is a sidebar menu with categories: Home, Recent, Pinned, My Work (Dashboards, Activities), Vendor Management (Vendors, Contacts), Bid Management (Solicitations, Bids, Tabulations, Awards, Contract Extensions), and HUB Management (HUB Certifications, NCSBE Certifications, HUB Statistics). The 'Vendors' option is selected. The main area shows a table of 'Active Vendors' with columns: Vendor Name, Main Phone, Address 1, Primary Contact, and Email. The table lists 15 vendors. At the bottom of the table, it says 'Rows: 5000+'. Above the table, there are controls for 'Focused view', 'Show Chart', 'Refresh', 'Email a Link', and 'Export to Excel'.

<input type="checkbox"/>	Vendor Name ↑	Main Phone	Address 1: ...	Primary Contact	Email (Primary Conta...
<input type="checkbox"/>	DiversePoint, Inc.			Bert Carrington	bert@diversepoint.net
<input type="checkbox"/>	Tinker Growth LLC	6173195029		Napoleon Lherisson	napoleon@tinkergrowt...
<input type="checkbox"/>	#77 Auto Repair, Inc.			Authrine Williams	number77autorepair...
<input type="checkbox"/>	#ATHLETICUNION			Bev Carruthers	bev@athleticunion.com
<input type="checkbox"/>	& Marketing Inc.			Morten Kristensen	info@andmarketing.org
<input type="checkbox"/>	(C&M) CLEANING WIT...			Mary Andrews	maryandrews90@gmai...
<input type="checkbox"/>	(DBA) Triad Cremation...	3362751005		Jeremy Groce	jgroce1985@gmail.com
<input type="checkbox"/>	... And Moore, LLC			Trevor Moore	tjmoor2004@gmail.com
<input type="checkbox"/>	/the conversation coach			Michele Stills-Davis	michele@coachthecon...
<input type="checkbox"/>	@thesavageway, LLV			Paula Bartlett	paula@thesavageway.c...
<input type="checkbox"/>	{{firstname}} LLC			Allison Gannon	allison@firstname.co
<input type="checkbox"/>	043090129	8004522344		Anne Marcin	sales@laser-labs.com
<input type="checkbox"/>	1 Beyond, Inc			Marion Dancy	marion@1beyond.com
<input type="checkbox"/>	1 Brothers Constructio...			James Marshall	1brothersconstructionll...
<input type="checkbox"/>	1 GLOBAL SOURCE SO...	7572859469		Shanda Mitchell	sbm_1@icloud.com
<input type="checkbox"/>	1 LOVE 1 LYFE SOLUTI...			Kareen McCord	jae_kae@1love1lyfesol...



## eVP STATISTICS

Almost **7,000**  
Solicitations  
(~1,200 eBid)

More than  
**4,000** Bid  
Responses

Over **5,500**  
HUB  
Certifications

Almost **3,000**  
NCSBE  
Certifications



This shows the **great work** of procurement users, the HUB Office, and vendors!





# RECENT UPDATES – POSTING IN NCEP SOURCING

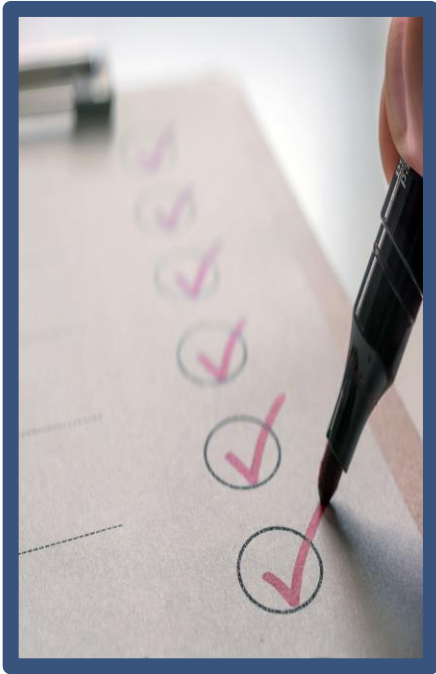
The **Description** field is **editable**  
and transfers to eVP posting

**Updates** can be  
made to Special  
Circumstances  
and Solicitation  
Vehicle

**Reference  
Document**  
attachments  
appear in eVP



## RECENT UPDATES – POSTING IN eVP



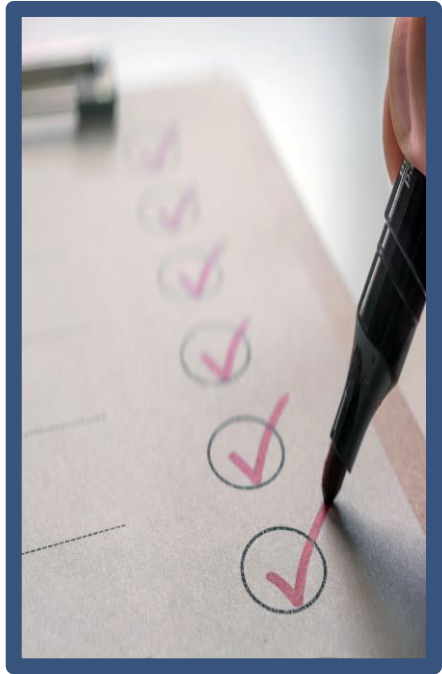
There is a column for **Bid Attachment Yes/ No** on Bids Tab

Solicitations in **Pending Selection** can be canceled by addendum

Bid Attachments **will be removed** 90 days after Awarded or Canceled

**Draft** documents and solicitations can be deleted

# RECENT UPDATES – PUBLIC eVP / BID TABULATION



Bid Tab records **can be deleted** in Draft status

Documents are **removed** for canceled solicitations

**Public Vendor Search** has improved

Bid Tab can change **between Vendor Totals/ Bid Items** in Draft status

**Increased display** of Tabulation, Addenda, and Awards

**Public Solicitation Search** has improved

# PROCUREMENT REQUEST eFORMS – COMMUNITY COLLEGES & UNIVERSITIES

Procurement Request eForms are standardized electronic forms created in NC eProcurement **to request approval from P&C** for certain strategic sourcing actions.

The eForms are only available in **Expert View of the State Agencies NCFS realm** of NCEP.



**Community Colleges and Universities** use these eForms.



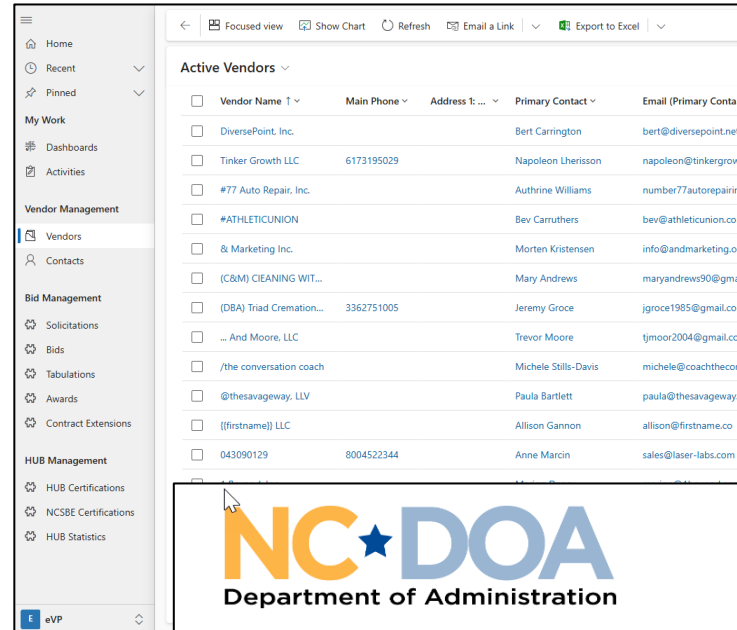


# REMINDERS, TIPS & TRICKS

The **P&C eVP eForm** should be used to request new access or update existing user access.

Make sure to **POST** Addenda, Tabulations, Awards, and Contract Extensions. Records are **ACTIVE**, but not official/ public until posted.

Users can **customize** filters, views, and dashboards.



The screenshot shows the P&C eVP system interface. On the left is a sidebar menu with options: Home, Recent, Pinned, My Work (Dashboards, Activities), Vendor Management (Vendors, Contacts), Bid Management (Solicitations, Bids, Tabulations, Awards, Contract Extensions), and HUB Management (HUB Certifications, NCSBE Certifications, HUB Statistics). The 'eVP' option is highlighted at the bottom. The main content area displays the 'Active Vendors' table with columns: Vendor Name, Main Phone, Address 1, Primary Contact, and Email (Primary Contact). The table lists 12 vendors, including DiversePoint, Inc., Tinker Growth LLC, #77 Auto Repair, Inc., #ATHLETICUNION, & Marketing Inc., (C&M) CLEANING WIT..., (DBA) Triad Cremation..., ... And Moore, LLC, /the conversation coach, @thesavageway, LLC, ((firstname)) LLC, and 043090129.

<input type="checkbox"/>	Vendor Name	Main Phone	Address 1	Primary Contact	Email (Primary Contact)
<input type="checkbox"/>	DiversePoint, Inc.			Bert Carrington	bert@diversepoint.net
<input type="checkbox"/>	Tinker Growth LLC	6173195029		Napoleon Lherisson	napoleon@tinkergrowt...
<input type="checkbox"/>	#77 Auto Repair, Inc.			Auithine Williams	number77autorepairin...
<input type="checkbox"/>	#ATHLETICUNION			Bev Carruthers	bev@athleticunion.com
<input type="checkbox"/>	& Marketing Inc.			Morten Kristensen	info@andmarketing.org
<input type="checkbox"/>	(C&M) CLEANING WIT...			Mary Andrews	maryandrews90@gmai...
<input type="checkbox"/>	(DBA) Triad Cremation...	3362751005		Jeremy Groce	jgroce1985@gmail.com
<input type="checkbox"/>	... And Moore, LLC			Trevor Moore	tjmoor2004@gmail.com
<input type="checkbox"/>	/the conversation coach			Michele Skills-Davis	michele@coachthecon...
<input type="checkbox"/>	@thesavageway, LLC			Paula Bartlett	paula@thesavageway.c...
<input type="checkbox"/>	((firstname)) LLC			Allison Gannon	allison@firstname.co
<input type="checkbox"/>	043090129	8004522344		Anne Marcin	sales@laser-labs.com

Is there anything that **you have found helpful?**



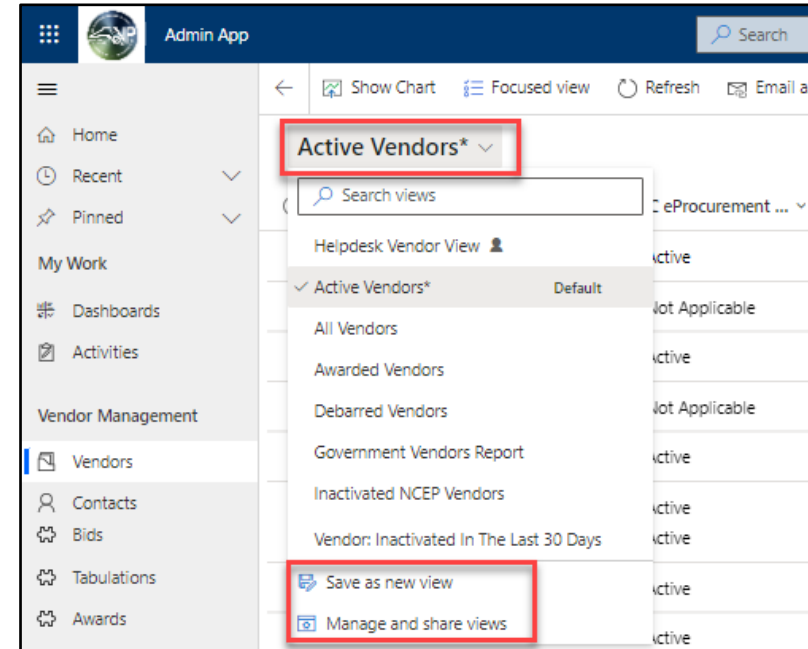
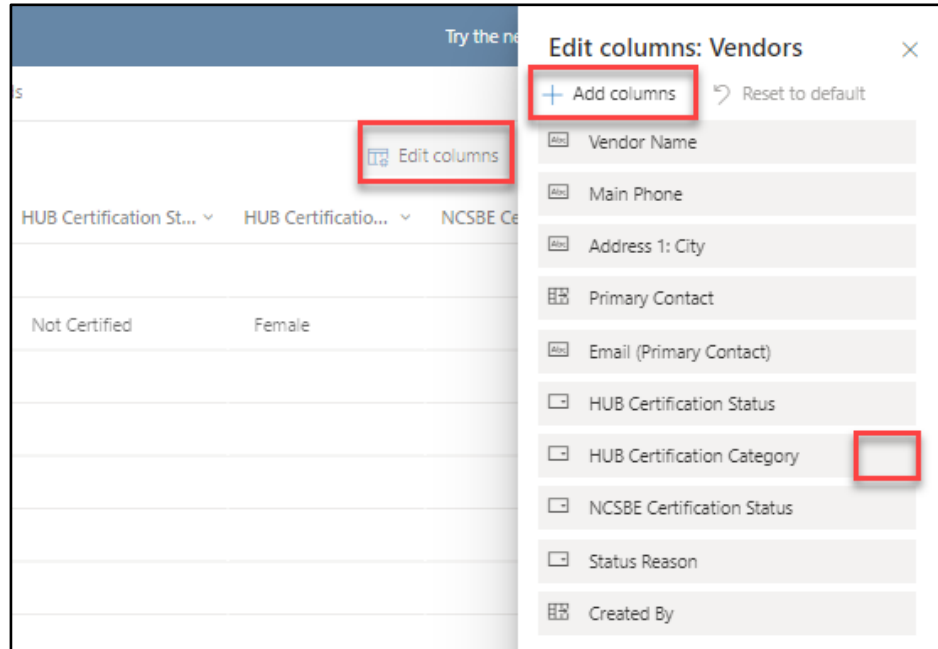
[Divisions](#) ▾ [Boards & Commissions](#) ▾

[Divisions](#) > [Purchase & Contract](#) > [eVP User Maintenance Form](#)

## eVP User Maintenance Form



# CUSTOMIZING eVP VIEWS



1. Click **“Edit Columns”** in the top right
2. Once you’ve created a view you prefer, click the current view name in the top left and select **“Save as new view”**
3. **“Manage and share views”** allows you to organize saved views as well as share

# CUSTOMIZING eVP VIEWS - ACTIVITY

- 1) Discuss** a routine procurement task you regularly perform in the electronic Vendor Portal (eVP).
- 2) Identify** one task where having a custom view for Vendors or Solicitations could help reduce the time it takes to complete it.
- 3) Describe** the task and specify the fields to be included in your custom view.



**What information** do you look for in eVP?

# CUSTOMIZING eVP VIEWS

Admin App

Search

Try the new look

Show Chart Focused view Refresh Email a Link Export to Excel Open Dashboards Share

**Vendors with NCEP Status**

Vendor Name	NC eProcurement Regis...	Main Phone	Address 1: City	Primary Contact	Email (Primary Contact)	HUB Certification Status	IRS Verification Status
<a href="#">DiversePoint, Inc.</a>	Active			<a href="#">Bert Carrington</a>	<a href="mailto:bert@diversepoint.net">bert@diversepoint.net</a>		Verified
<a href="#">#ATHLETICUNION</a>	Not Applicable			<a href="#">Bev Carruthers</a>	<a href="mailto:bev@athleticunion.com">bev@athleticunion.com</a>	Not Certified	Pending
<a href="#">&amp; Marketing Inc.</a>	Active			<a href="#">Morten Kristensen</a>	<a href="mailto:info@andmarketing.org">info@andmarketing.org</a>		Verified
<a href="#">(C&amp;M) CLEANING WITH ...</a>	Not Applicable			<a href="#">Mary Andrews</a>	<a href="mailto:maryandrews90@gmail.c...">maryandrews90@gmail.c...</a>		Pending
<a href="#">(DBA) Triad Cremation &amp; ...</a>	Active	3362751005		<a href="#">Jeremy Groce</a>	<a href="mailto:jgroce1985@gmail.com">jgroce1985@gmail.com</a>		Verified
<a href="#">... And Moore, LLC</a>	Active			<a href="#">Trevor Moore</a>	<a href="mailto:tjmoor2004@gmail.com">tjmoor2004@gmail.com</a>		Verified
<a href="#">/the conversation coach</a>	Not Applicable			<a href="#">Michele Stills-Davis</a>	<a href="mailto:michele@coachtheconver...">michele@coachtheconver...</a>		Pending
<a href="#">{{firstname}} LLC</a>	Active			<a href="#">Allison Gannon</a>	<a href="mailto:allison@firstname.co">allison@firstname.co</a>		Verified
<a href="#">043090129</a>	Active	8004522344		<a href="#">Anne Marcin</a>	<a href="mailto:sales@laser-labs.com">sales@laser-labs.com</a>		Verified

New saved view with added columns for “**NC eProcurement Registration Status**” and “**IRS Verification Status**”





# CUSTOMIZING eVP VIEWS – WRAP UP



Who would **like to share** what they found?

- 1) **What** are some of the routine procurement tasks you regularly perform?
- 2) **Which** task did you determine a custom view for Vendors or Solicitations could help?
- 3) **How** do the added fields help solve the task?

# WHAT YOU FOUND HELPFUL – WRAP UP

What are some of the  
**useful ideas** that  
were shared?



# QUESTIONS & DISCUSSION



What **questions** do you have?

## Resources are available for all users:

### 1 Contact the NC eProcurement **Help Desk**

- Agents available **Monday – Friday, 7:30 a.m. – 5 p.m.**
- **888-211-7440**, Option 3
- [ephelpdesk@its.nc.gov](mailto:ephelpdesk@its.nc.gov)

### 2 **Self Learning Paths**

- Customized role-based Learning Paths
- Video walk-through guides
- Printable job aids with screenshots
- [eprocurement.nc.gov/training](https://eprocurement.nc.gov/training)

### 3 Regular **Virtual Training Sessions**

- Register through P&C's LMS
- <https://eprocurement.nc.gov/training-opportunities>

Thank you for **joining**  
**us** today!

