

# eVP Procurement Users

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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 V  
QUOTE PUNCHOUT CATALOG  
SPECIAL PURCHASE ORDER  
SOURCING  
BIDDING  
BUY

**PEAK**  
SMARTER PROCUREMENT  
FOR PUBLIC GOOD

# NC eProcurement

The screenshot shows the NC eProcurement website homepage. At the top, there is a navigation bar with links for 'nc.gov', 'Agencies', 'Jobs', 'Services', and 'Select Language'. Below this is a secondary navigation bar with 'Buyer Login', 'Vendor Login', 'System Tips', 'Training', 'News & Events', and 'Contact'. The main content area features a large banner with the text 'Interested in the NC electronic Vendor Portal (eVP)?' and a 'Learn More' button. Below the banner are four service tiles: 'NCEP Buyer Login', 'NCEP Sourcing & Contracts Login', 'eVP Procurement User Login', and 'eVP Public View'. Each tile includes an icon and a brief description of the service.

An official website of the State of North Carolina [How you know](#) ▾

nc.gov Agencies Jobs Services Select Language

NORTH CAROLINA ePROCUREMENT

Buyer Login Vendor Login System Tips Training ▾ News & Events ▾ Contact

Interested in the NC electronic Vendor Portal (eVP)?

Scroll down to access eVP or learn more by visiting the Training page.

[Learn More](#)

**NCEP Buyer Login**  
Access NC eProcurement

**NCEP Sourcing & Contracts Login**  
Access NCEP Sourcing & Contracts

**eVP Procurement User Login**  
Access eVP Agency App to create and manage Solicitations and submit HUB Reports

**eVP Public View**  
Access Vendor Login, Solicitations, Contract Extensions and Public Vendor Search

Have you used the eVP Agency App?

Have been to the eVP Public Portal?

[eprocurement.nc.gov](http://eprocurement.nc.gov)

# eVP Public Portal

## *What is it?*

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

The screenshot shows the homepage of the North Carolina electronic Vendor Portal. 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!". Below this, a paragraph explains that the eVP is the State of North Carolina's system to connect vendors with state government organizations that purchase goods and services. The page is divided into two main sections: "Discover" and "Register". The "Discover" section includes a "Browse Solicitations" button and text about finding business opportunities in North Carolina's official online repository for state advertisements for competitive procurements. It also features a "Browse Vendors" button and text about finding vendors in North Carolina's official vendor directory. The "Register" section includes a "Sign In or Register" button and text about joining a growing community of North Carolina vendors. It lists three benefits: participating in electronic procurement activities, participating in the state's Historically Underutilized Business program (HUB) and the North Carolina Small Business Enterprise program (NCSBE), and receiving information on upcoming bids. It also provides instructions on how to find an existing vendor account and where to find training content.

<https://evp.nc.gov/>

# eVP Agency App - Demo

The screenshot displays the eVP Agency App interface. The top navigation bar includes the Agency App logo, a search bar, and utility icons like 'Try the new look', 'Light/Dark mode', '+', 'Settings', '?', and 'User profile'. Below the navigation bar is a secondary toolbar with options: 'Focused view', 'Show Chart', '+ New', 'Refresh', 'Visualize this view', 'Email a Link', 'Run Report', 'Excel Templates', and 'Share'. The main content area is titled 'My Active Solicitations' and features a table with columns: Solicitation Number, Project Title, Description, Opening Date, Status Reason, and Created On. A search filter box is present on the right. The left sidebar contains a 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 Statistics). The 'Solicitations' item is currently selected.

Solicitation Number	Project Title	Description	Opening Date	Status Reason	Created On
RFP12345	Example Public Solicitation	RFP for Services	4/20/2023 10:30 PM	Pending Selection	4/20/2023 3:14 PM
RFP11223344	Example RFP For Services	Example RFP For Services	4/24/2023 4:00 AM	Pending Selection	4/21/2023 11:48 AM
00-RFP123456	Example RFP for Services	Example solicitation for Services	5/17/2023 9:00 AM	Pending Selection	4/27/2023 1:49 AM
00-RFP1234567	Example RFP for Services	RFP for Services	5/25/2023 2:00 PM	Pending Selection	5/12/2023 3:50 PM
00-RFP123456	Example RFP for Services	RFP for Services	5/29/2023 2:00 PM	Awarded	5/19/2023 3:12 PM
00-IFB512234	Example Paper Solicitation	Paper Solicitation IFB	5/29/2023 2:00 PM	Pending Selection	5/19/2023 4:54 PM
RFP55567	Janitorial Services	Janitorial Services for 3 Buildings	6/7/2023 2:00 PM	Pending Selection	6/2/2023 4:24 AM
990077	3 day test	3 day test	6/14/2023 8:00 AM	Pending Selection	6/9/2023 11:35 AM
RFP999555	HD Demo #1	HD Demo #1	6/26/2023 7:00 AM	Pending Selection	6/21/2023 11:33 AM
RFP223344	HD Demo #2	HD Demo #2	6/26/2023 7:00 AM	Awarded	6/21/2023 11:35 AM
RFP123456	Example RFP for Services	Example solicitation for Services	7/13/2023 2:00 PM	Pending Selection	6/15/2023 2:35 AM
RFP88996667	Janitorial Services Project	Janitorial Services	8/30/2023 2:00 PM	Pending Selection	8/3/2023 5:17 PM
Doc123456789	Janitorial Services	Janitorial Services for 3 years	12/18/2023 2:00 PM	Pending Selection	11/7/2023 2:32 AM

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# Demo Topics



**Posting a Solicitation**

**Adding an Addendum**

**Cancelling a Solicitation**

**Receiving Responses**

**Posting Bid Tabulations**

**Posting an Award**

# Recent Updates

## Multiple Commodity Codes

When posting a solicitation up to 6 commodity codes can now be selected



# Recent Updates

Filters ▾

Department Type  Department  Posted Date

Solicitation Status  Open  Pending Selection  Awarded  Canceled  RFI Complete

Category  Last Modified Date

NCEP Sourcing  Yes  No Bid Opening Date

Apply Clear

Keyword search   Export Results

Solicitation Number	Project Title	Description	Opening Date	Posted Date	Status	Department
Doc1905267934	30-26145-DCDEE - Early Childhood Curriculum Platform RFI	North Carolina Department of Health and Human Services (NC DHHS), Division of Child Development and Early Education is in the process of developing plans to purchase a comprehensive, evidence-based, and integrated early childhood curriculum platform. The platform must incorporate an approved curriculum, a formative assessment tool, and a robust family engagement component, all aligned with North Carolina's Foundations for Early Learning and Development.	1/12/2026 2:00 PM	12/9/2025	RFI Complete	DEPARTMENT OF HEALTH AND HUMAN SERVICES - DHHS

RFIs can be marked 'Complete'

In eVP, if a posting is an RFI and will not be awarded, it can now be completed

# Recent Updates

**Non-eVP Vendors can be added to Bid Tabulations for non-eBid solicitations from schools and local governments**

A 'Vendor is not registered in eVP' checkbox when creating Bid Tab

The screenshot shows a 'New Tabulation' form with the following fields:

- Vendor:** A dropdown menu with a search icon.
- Vendor Account Id:** A text input field with a lock icon.
- Vendor is not registered in eVP:** A checkbox, which is circled with a dashed oval. A yellow callout box with an arrow points to it, containing the text: "Check the 'Vendor is not registered in eVP' box."
- Delivery:** A dropdown menu.
- Solicitation:** A dropdown menu with a lock icon, showing "Example Paper Solicitation".
- Solicitation Number:** A text input field with a lock icon, showing "RFP783886368".
- NCSBE Status:** A dropdown menu with a lock icon, showing "Not Certified".

At the top right of the form, there is a section for "Active Status Reason" with a dropdown arrow.

# Discussion

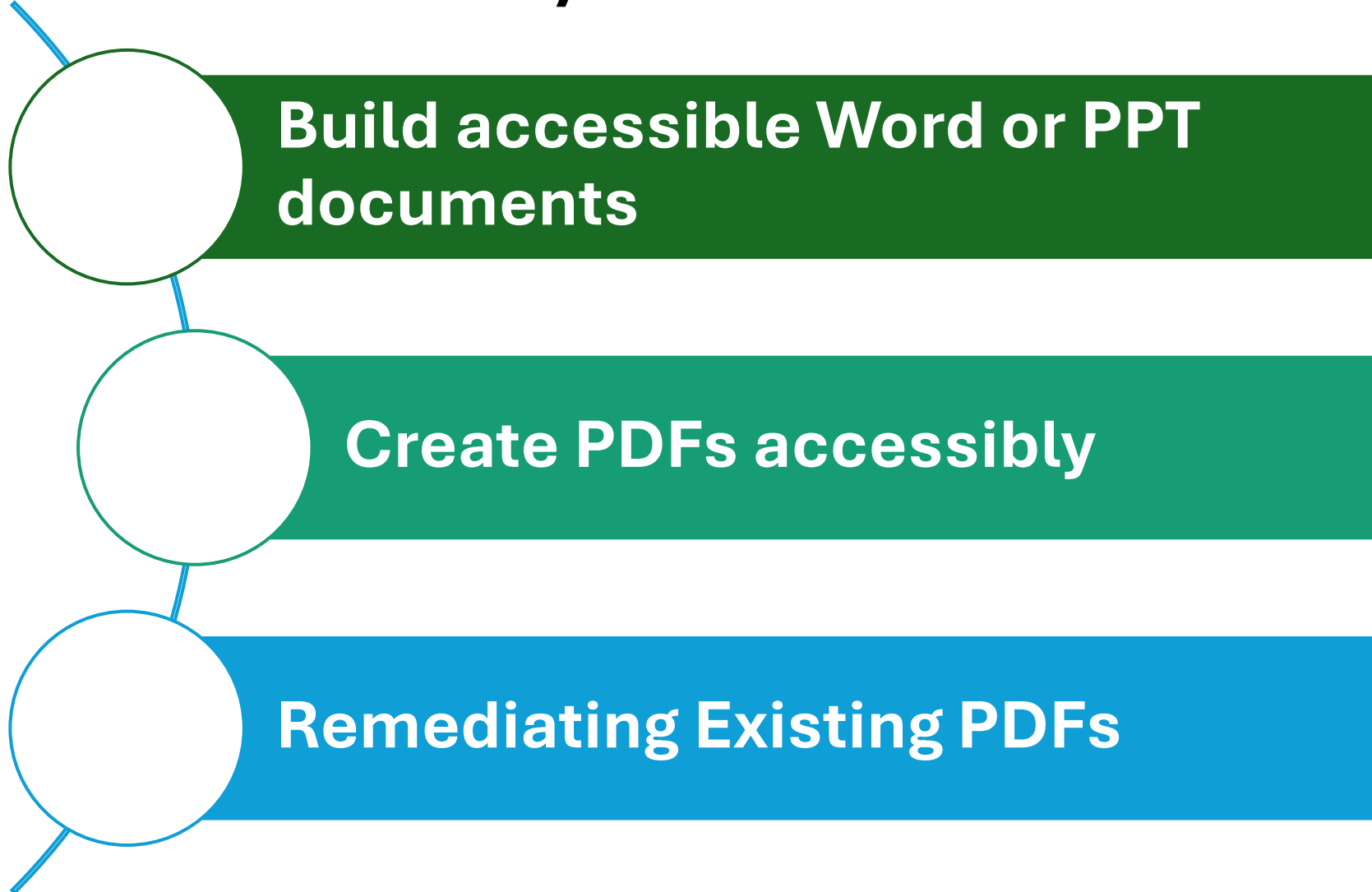


**What are some tips you have found in the eVP Agency App?**

**How is eVP most useful?**

**What is the most common method you receive bid responses?**

# PDF Accessibility



# Accessible Word & PPT

Practice	How To
<b>Heading Styles</b>	Use built-in Heading 1, Heading 2, etc. Do not skip levels (e.g., no H1 → H3). Format → Styles panel.
<b>Alt Text on Images</b>	Right-click image → Edit Alt Text. Describe the image's meaning. Leave blank only for decorative images.
<b>Real Lists</b>	Use the Home → Bullets or Numbering toolbar — never manually type • or 1. 2. 3.
<b>Accessible Tables</b>	Keep tables simple. Right-click top row → Table Properties → check “Repeat as header row.” Avoid merged/split cells.
<b>Descriptive Hyperlinks</b>	Use meaningful link text (e.g., “View STC search guide”) — never “Click here” or a bare URL.
<b>Accessibility Checker</b>	Word/PowerPoint → Review tab → Check Accessibility. Resolve all Errors before saving.

# Create PDFs Accessibly

File

Save As

Select  
PDF

Go to Options

Check  
“Documents  
structure tags for  
accessibility”

Save

Run Full Check in  
Acrobat

# Remediating Existing PDFs

Practice	How To
<b>Run an Accessibility Check</b>	Adobe Acrobat Pro → All Tools → Prepare for Accessibility → Check for Accessibility.
<b>Review the Report</b>	Address all Failed items: missing tags, reading order, missing alt text.
<b>Remediation Plan</b>	P&C has a remediation plan for historical files. Contact Operations & Systems Support for updates.
<b>Historical Solicitations</b>	Some older solicitations may meet ADA exception criteria. Review the ADA 2024 Web Rule.

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**PEAK**  
**THANK YOU!**

**NC eProcurement / eVP Help Desk**

888-211-7440

[vendor@nc.gov](mailto:vendor@nc.gov)

[eprocurement.nc.gov](http://eprocurement.nc.gov)