

Posting Bids to the Internet



NC Division of Purchase and Contract
Interactive Purchasing System (IPS)
Posting Bids to the Internet

Posting Bids to the Internet

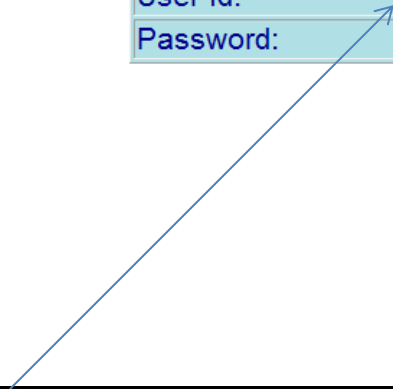


State of North Carolina
Interactive Purchasing System

Login Screen

Please enter your User Id and Password to login to the Purchase and Contract system

User Id:	<input type="text"/>
Password:	<input type="password"/>



Open your internet browser & go to:
<https://www.ips.state.nc.us/ips/agency/logon.asp>
Enter your user ID & password & click the submit button

Posting Bids to the Internet



State of North Carolina Interactive Purchasing System

IPS - Main Menu

- ☐ Choose Location
 - Search for Registered Vendor
 - Search for Agency Bid
 - Post Bid
 - Post Design/Construction
 - Post Addenda
 - Bids Under Review
 - Search for Bids
 - Enter Price Match Award
 - Search for Price Match Award
 - Create Report/Excel Spreadsheet

Welcome to the North Carolina Interactive Purchasing System (IPS). Hover over the location on the left for a definition of the menu items

Click on post bid

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State of North Carolina Interactive Purchasing System

Posting Solicitations to the Internet

Choose Location

- Search for Registered Vendor
- Search for Agency Bid
- Post Bid
- Post Design/Construction
- Post Addenda
- Bids Under Review
- Search for Bids
- Enter Price Match Award
- Search for Price Match Award
- Create Report/Excel Spreadsheet

Bid Number (Must begin with 75-) 12102013 *

Description: Apples

Bid Opening Date (mm/dd/yyyy): 05/24/2014

Bid Opening Time (hh:mm): 2:00

Category List: Food (Related)

Commodity: ----Select Commodity----

Mandatory Conference/Site Visit (mm/dd/yyyy):

Special Instructions:

Type Solicitation: Open Market Solicitation
 Agency Specific Term Contract
 Recovery Funds

Next-> Cancel

Enter your bid number beginning with your designated code (for this example 75- must be entered before the bid number). This code prevents duplicate bid numbers in the system. Enter the description of your bid (usually the title and or all keywords to search for the bid). Enter the bid opening date in the format specified. Enter the bid opening time in the format specified (This field is not military time and you do not need to type in A.M. or P.M.). Select a category from the drop down list. Click on the SELECT COMMODITY drop down arrow.

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Choose Location

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- Search for Bids
- Enter Price Match Award
- Search for Price Match Award
- Create Report/Excel Spreadsheet

Bid Number (Must begin with 75-)


Description:

Bid Opening Date (mm/dd/yyyy):  *

Bid Opening Time (hh:mm):

Category List:

Commodity:

Mandatory Conference/Site Visit (mm/dd/yyyy): 

Special Instructions:

Type Solicitation:

- Open Market Solicitation
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Select the commodity class for your bid.

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Choose Location

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- Post Addenda
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- Search for Bids
- Enter Price Match Award
- Search for Price Match Award
- Create Report/Excel Spreadsheet

Bid Number (Must begin with 75-)

Description:

Bid Opening Date (mm/dd/yyyy): *

Bid Opening Time (hh:mm):

Category List:

Commodity:

Mandatory Conference/Site Visit (mm/dd/yyyy):

Special Instructions:

Type Solicitation:

- Open Market Solicitation
- Agency Specific Term Contract
- Recovery Funds

If necessary, enter a Mandatory Conference/Site Visit in the format specified. Enter any Special Instructions if needed. Select the type of solicitation you are posting, then click on the next button

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Posting Solicitations to the Internet

NOTE: If a button labeled "Browse..." does not appear, then your browser does not support File Upload. Only documents with an extension of PDF should be selected for File Upload.

Document location/file name:

Click on the browse button to upload
your PDF bid file.

Posting Bids to the Internet

The image shows a 'Choose File to Upload' dialog box overlaid on a web browser. The dialog box is open to the 'Documents' folder and displays a table of files:

Name	Date modified	Type
75-12122013	8/29/2013 3:54 PM	Adobe Ac
75-12102013	8/29/2013 3:54 PM	Adobe Ac

The 'File name' field contains '75-12102013' and the file type is set to 'All Files (*.*)'. The 'Open' button is highlighted. The web browser in the background shows the 'State of North Carolina Interactive Purchasing System' page with the heading 'Solicitations to the Internet'. A blue arrow points from the 'Open' button in the dialog box to the 'Browse...' button on the web page.

To locate your PDF document, change the file types to All Files and select the location of your PDF document. Click once on the file name & click on the Open button.

Posting Bids to the Internet



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Interactive Purchasing System

Posting Solicitations to the Internet

NOTE: If a button labeled "Browse..." does not appear, then your browser does not support File Upload. Only documents with an extension of PDF should be selected for File Upload.

Document location/file name:

C:\Users\kmdaniels-jackson\Documents\Scanned Document Browse...

Next->

Cancel

Your document location appears in the box. Click on the Next button.

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Posting Solicitations to the Internet

Please verify this document is bid number 75-20102013

It is the responsibility of the purchaser to verify that the bid document in pdf format is correct.

If the correct bid document is not displayed, you must select DELETE EVERYTHING AND START OVER on the next page.

Next-->

09633300[1].pdf - Adobe Reader

File Edit View Window Help

1 / 15 100%

Tools Sign Comment

Signature field(s) detected. Open Sign Pane

	INVITATION FOR BIDS NO. 75-20102013
	Bids will be publicly opened:
	Contract Type:
Refer ALL Inquiries to: Telephone No. Ext.	Commodity:
E-Mail:	Using Agency Name:
(See page 2 for mailing instructions.)	Agency Requisition No.

NOTICE TO BIDDERS

Sealed bids, subject to the conditions made a part hereof, will be received at this office () until on the day of opening and then opened, for furnishing and delivering the commodity as described herein. Refer to page 2 for proper mailing instructions.

Bids submitted via telegraph, facsimile (FAX) machine, telephone, and electronic means, including but not limited to e-mail, in response to this Invitation for Bids will not be acceptable. Bids are subject to rejection unless submitted on this form.

Please review the new additions to the Instructions to Bidders, which are found in new paragraphs 22 ("Confidentiality of Bids," which prohibits certain types of communications during the procurement process and any violation of this provision may subject bidder's bid to disqualification) and 23 (Executive Order #50-Price-Matching Preference); and review the changes to paragraphs 15 (Award of Contract) and 19 (Protest Procedures) in the Instructions to Bidders, which are required to implement Executive Order 50.

EXECUTION

In compliance with this Invitation for Bids, and subject to all the conditions herein, the undersigned offers and agrees to furnish and deliver any or all items upon which prices are bid, at the prices set opposite each item within the time specified herein. By executing this bid, I certify that this bid is submitted competitively and without collusion (G.S. 143-54), that none of our officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and that we are not an ineligible vendor as set forth in G.S. 143-59.1. False certification is a Class I felony.

Failure to execute/sign bid prior to submittal shall render bid invalid. Late bids are not acceptable.

BIDDER:		
STREET ADDRESS:	P.O. BOX:	ZIP:

Verify the bid document you uploaded corresponds with the bid number you are posting and that the bid looks desirable. Click the Next link.

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INSTRUCTIONS

Review the information below, select the appropriate action and press the submit key.

Bid Number	Description	Category	Commodity Class	Date Issued	Opening Date	Opening Time	Bid Type
75-20102013	Apples	Food (Related)	390 - Foods: Perishable	09/04/2013	10/24/2013	2:00 PM ET	Open Market Solicitation

Determine the action to select:

- Post to the Internet - All information is correct
- Make corrections - Incorrect field (such as category, open date, etc.)
- Delete everything and start over - the wrong bid document has been chosen or other major problems.

Submit

If everything looks ok, click on **POST TO THE INTERNET – ALL INFORMATION IS CORRECT** and click on the **SUBMIT** button. If you need to change any information listed in the tables shown above, click on **MAKE CORRECTIONS – INCORRECT FIELD (SUCH AS CATEGORY, OPEN DATE, ETC.)** and click on the **SUBMIT** button. If something is wrong with your document and you do not want to post it, click on **DELETE EVERYTHING AND START OVER – THE WRONG BID DOCUMENT HAS BEEN CHOSEN OR OTHER MAJOR PROBLEMS** and click on the **SUBMIT** button.

Posting Bids to the Internet

Tips	IPS Public Menu	VendorLink NC Home	Vendor Registration	Change Vendor Information	Search for Registered Vendors	HUB Certification/ SWUC Program	Update HUB Information/ HUB Recertification	P & C Home
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State of North Carolina
VendorLink System

Vendor Link
NC Public Menu

Welcome to Vendor Link NC. Listed below are definitions of each of the menu items above.

[Tips for Vendor Registration & HUB Certification Process](#)

Learn about the Vendor Registration process, choosing a User ID and Password, how to navigate through the menu system and much more.

[IPS Public Menu](#)

Access the Interactive Purchasing System to search for bids by category, department, open dates or bid number.

[Vendor Registration](#)

Register your business in the Vendor on-line registry and request HUB certification.

Now go to the public menu to make sure your bid is posted.