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: [blank]
Password: [blank]

Submit

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

10/9/2013
Click on post bid
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.
Select the commodity class for your bid.
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: Browse...

Click on the browse button to upload your PDF bid file.
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.
Your document location appears in the box. Click on the Next button.
Verify the bid document you uploaded corresponds with the bid number you are posting and that the bid looks desirable. Click the Next link.
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.
Now go to the public menu to make sure your bid is posted.