

## ***Posting Tabulations to the Internet***



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

## ***Posting Tabulations to the Internet***

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

## *Posting Tabulations 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"/>

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

# Posting Tabulations 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 Bids Under Review

# Posting Tabulations to the Internet



## State of North Carolina Interactive Purchasing System

### Solicitations Under Evaluation

- ☐ Choose Location
- 
- Inbox**
- Search Options
- Search QA Inspections
- Search for Registered Vendor
- Search for Agency Bid
- 
- Enter Requisitions
- Reuse Requisition
- Cancel Requisition
- 
- 
- 
- 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

BidNo	Description		
30-0004-12	BusinessObjects Software Maintenance	<a href="#">Award</a>	<a href="#">Cancel</a>
30-0044-12	John Deere X740 tractor and accessories	<a href="#">Award</a>	<a href="#">Cancel</a>
30-0062-12	New GMC 1500 1LT	<a href="#">Award</a>	<a href="#">Cancel</a>
30-0070-12	Used 2006 or newer truck with V8 engine	<a href="#">Award</a>	<a href="#">Cancel</a>
30-0079-12	John Deere Tractor and accessories	<a href="#">Award</a>	<a href="#">Cancel</a>
30-0090-12	Vehicle Modifications	<a href="#">Award</a>	<a href="#">Cancel</a>
30-0094-12	used 2006 or newer truck, v8 engine	<a href="#">Award</a>	<a href="#">Cancel</a>
30-0100-12	Fire Resistant Data Safe	<a href="#">Award</a>	<a href="#">Cancel</a>
30-0109-12	New Ford E-350 w/modifications (Onslow Co.)	<a href="#">Award</a>	<a href="#">Cancel</a>
30-0126-12	New 2011 or 2012 Honda Odyssey EX or EX-L with modifications	<a href="#">Tabulation</a>	<a href="#">Cancel</a>
30-0131-12	Vehicle modifications	<a href="#">Tabulation</a>	<a href="#">Cancel</a>
30-0195-12	Assorted Tablets and Protection Plans	<a href="#">Award</a>	<a href="#">Cancel</a>
30-0198-12	Vehicle Modifications	<a href="#">Award</a>	<a href="#">Cancel</a>
30-0204-12	vehicle modifications	<a href="#">Tabulation</a>	<a href="#">Cancel</a>
30-16467284-13	MobileIron Software and Professional Services	<a href="#">Award</a>	<a href="#">Cancel</a>
30-16614011-13	Unidesk Software and Support	<a href="#">Award</a>	<a href="#">Cancel</a>

Click on the Tabulation button for the bid you need to tab

## Posting Tabulations to the Internet



State of North Carolina  
Interactive Purchasing System

### Agency Tabulation Bid Items

Bid No.: 30-0126-12

Post All Items  Post Vendor Totals Only

[Update](#)

There are no items for this bid to add items, click [Add Items](#) or [Return](#) to start over.

For this bid, we will use the Post All Items option. Be sure to select the option and click on the Update option before clicking on the Add Items option.

## Posting Tabulations to the Internet



### State of North Carolina Interactive Purchasing System

## Add Item

Item No.	Qty.	Unit
<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="each"/>
Item Description		
<input type="text" value="Honda door handles"/>		
<input type="checkbox"/> Manufacturer/Model		
<input type="button" value="Submit"/> <input type="button" value="Add More Items"/> <input type="button" value="Cancel"/>		

This screen allows you to enter the item. If tabbing more than 10 items, we suggest using a zero in front of the single digit number to keep the items in numerical order. Enter your Item number, Quantity, Unit, and Item Description. When the Manufacturer/Model option is checked you will have to enter the manufacturer & model for this item for EVERY vendor. For this bid, we will not use this option. Click on Add More Items button.

## Posting Tabulations to the Internet



### State of North Carolina Interactive Purchasing System

## Edit Item

Item No.	Qty.	Unit
<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="each"/>
Item Description		
<input type="text" value="2011 Honda floor mats"/>		
<input type="checkbox"/> Manufacturer/Model		
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		

Once again the same screen allows you to enter the next item. Enter your Item number, Quantity, Unit, and Item Description and check the Manufacturer/Model box if necessary. When you are finished adding items click on the Submit button.

# Posting Tabulations to the Internet



State of North Carolina  
Interactive Purchasing System

## Agency Tabulation Bid Items

Bid No.: 30-0126-12

▶ [Add Items](#)

▶ [Bid Tabulations](#)

▶ [Return](#)

		Item No.	Qty.	Unit.	Item Description	Manufacturer/Model No.
		1	2	each	2011 Honda floor mats	No
		1	2	each	Honda door handles	No

▶ [Add Items](#)

▶ [Bid Tabulations](#)

▶ [Return](#)

Click on the Bid Tabulations option.

## Posting Tabulations to the Internet



### State of North Carolina Interactive Purchasing System Add Vendor to Tabulation

Bid No.: 30-0126-12

Enter the vendor number and click next or ...

Vendor Number:

...enter any part of the vendor's company name and click search to find the vendor's number.

Company Name:

Enter the Vendor Number or Company Name. For this bid, we will enter vendor numbers. If the vendor number is in the system, the vendor information will automatically appear. If the vendor is not in the system, you will have to manually enter the vendor name. Click on the Next button.

## Posting Tabulations to the Internet



### State of North Carolina Interactive Purchasing System

## Enter Vendor

Bid No.: 30-0126-12

Vendor No.: 999999999

Vendor Name:

HUB Certified: No

Delivery:

Partial Bid:

Resident (NC) Bidder:

Requesting Price Match:

Enter the delivery. Again, if the delivery on a bid is 10 days or more, we suggest using a zero in front of the single digit day to keep the items in numerical order. Check the Partial Bid box only if the vendor is only bidding on a select few items. Click on the Add Tabulation button.

## Posting Tabulations to the Internet



### State of North Carolina Interactive Purchasing System

## Enter Tabulation

Bid No.: 30-0126-12

999999999 - Sandata Technologies,

Vendor No.: Inc.

HUB Certified: No

Delivery: 10 days

Partial Bid: No

Item 1: 2011 Honda floor mats

Quantity:

Unit:

Unit Price:

Extended Price:

Enter Unit Price. When you press the tab key on your keyboard, the Extended Price will automatically appear. Click on the Next Item button.

## Posting Tabulations to the Internet



### State of North Carolina Interactive Purchasing System

## Enter Tabulation

Bid No.: 30-0126-12

999999999 - Sandata Technologies,

Vendor No.: Inc.

HUB Certified: No

Delivery: 10 days

Partial Bid: No

Item 1: Honda door handles

Quantity:

Unit:

Unit Price:

Extended Price:

Enter Unit Price. When you press the tab key on your keyboard, the Extended Price will automatically appear. Even though this is our last item, click on the Next Item button.

## Posting Tabulations to the Internet



### State of North Carolina Interactive Purchasing System

## Enter Tabulation

Bid No.: 30-0126-12

Vendor No.: 999999999 - Sandata Technologies, Inc.

HUB Certified: No

Delivery: 10 days

Partial Bid: No

Total Bid Amount:

Comments:

Next Vendor

Completed ->

Cancel

Click on the Next Vendor button to add another vendor.

## Posting Tabulations to the Internet



### State of North Carolina Interactive Purchasing System Add Vendor to Tabulation

Bid No.: 30-0126-12

Enter the vendor number and click next or ...

Vendor Number:

...enter any part of the vendor's company name and click search to find the vendor's number.

Company Name:

Enter the Vendor Number or Company Name. For this bid, we will enter vendor numbers. If the vendor number is in the system, the vendor information will automatically appear. If the vendor is not in the system, you will have to manually enter the vendor name. Click on the Next button.

## Posting Tabulations to the Internet



### State of North Carolina Interactive Purchasing System

## Enter Vendor

Bid No.: 30-0126-12

Vendor No.: 123456789

Vendor Name:

Status:

HUB Certified:

Delivery:

Partial Bid:

Resident (NC) Bidder:

Requesting Price Match:

Enter the delivery. Again, if the delivery on a bid is 10 days or more, we suggest using a zero in front of the single digit day to keep the items in numerical order. Check the Partial Bid box only if the vendor is only bidding on a select few items. Click on the Add Tabulation button.

## Posting Tabulations to the Internet



### State of North Carolina Interactive Purchasing System

## Enter Tabulation

Bid No.: 30-0126-12

Vendor No.: 123456789 - MTG Solutions

HUB Certified: No

Delivery: 05 Days

Partial Bid: No

Item 1: 2011 Honda floor mats

Quantity:

Unit:

Unit Price:

Extended Price:

Enter Unit Price. When you press the tab key on your keyboard, the Extended Price will automatically appear. Click on the Next Item button.

## Posting Tabulations to the Internet



### State of North Carolina Interactive Purchasing System

## Enter Tabulation

Bid No.: 30-0126-12

Vendor No.: 123456789 - MTG Solutions

HUB Certified: No

Delivery: 05 Days

Partial Bid: No

Item 1: Honda door handles

Quantity:

Unit:

Unit Price:

Extended Price:

Enter Unit Price. When you press the tab key on your keyboard, the Extended Price will automatically appear. Even though this is our last item, click on the Next Item button.

## Posting Tabulations to the Internet



### State of North Carolina Interactive Purchasing System

## Enter Tabulation

Bid No.: 30-0126-12  
Vendor No.: 123456789 - MTG Solutions  
HUB Certified: No  
Delivery: 05 Days  
Partial Bid: No  
Total Bid Amount:

Comments:

Note that comments will not show to the public: they are for filing purposes only. Click on the Completed button to finish the tabulation.

# Posting Tabulations to the Internet



## State of North Carolina Interactive Purchasing System Edit Bid Tabulation

### Edit Bid Tabulation

[Add Vendor](#)

[Browse](#)

[Return](#)

Bid Number: 30-0126-12      Open Date: 02/23/2012  
Description: New 2011 or 2012 Honda Odyssey EX or EX-L with modifications

Purchaser: Katrina Smith

<a href="#">MTG Solutions</a>	
HUB Indicator:	No
Resident (NC) Bidder:	No
Requesting Price Match:	No
Delivery:	05 Days

<a href="#">Sandata Technologies, Inc.</a>	
HUB Indicator:	No
Resident (NC) Bidder:	No
Requesting Price Match:	No
Delivery:	10 days

Item 1:	15.00
Extended Price:	\$30.00
Item 1:	25.00
Extended Price:	\$50.00
Total Price:	\$0.00
Calc Price:	\$80.00
Comments:	

Item 1:	10.00
Extended Price:	\$20.00
Item 1:	20.00
Extended Price:	\$40.00
Total Price:	\$0.00
Calc Price:	\$60.00
Comments:	

Post Tabulation to Internet

Submit

A screen will now appear so you can view the vendors & their bid information. Click on the Browse option.

# Posting Tabulations to the Internet



State of North Carolina  
Interactive Purchasing System

## Edit Bid Tabulation

### View Agency Bid Tabulation

[View/Edit Tabulation](#) [Sort by Vendor Name](#) [Sort by Total Price](#) [Sort by Delivery](#) [Sort by Item Amt](#) [Print Public Tab](#)

Bid Number: 30-0126-12

Open Date: 02/23/2012

Purchaser: Katrina Smith

Description: New 2011 or 2012 Honda Odyssey EX or EX-L with modifications

<a href="#">MTG Solutions</a>		<a href="#">Sandata Technologies, Inc.</a>	
<b>HUB Indicator:</b> No		<b>HUB Indicator:</b> No	
<b>Resident (NC) Bidder:</b> No		<b>Resident (NC) Bidder:</b> No	
<b>Requesting Price Match:</b> No		<b>Requesting Price Match:</b> No	
<b>Delivery:</b> 05 Days		<b>Delivery:</b> 10 days	
<b>Item 1:</b>	15.00	<b>Item 1:</b>	10.00
<b>Extended Price:</b>	\$30.00	<b>Extended Price:</b>	\$20.00
<b>Item 1:</b>	25.00	<b>Item 1:</b>	20.00
<b>Extended Price:</b>	\$50.00	<b>Extended Price:</b>	\$40.00
<b>Total Price:</b>	\$0.00	<b>Total Price:</b>	\$0.00
<b>Calc Price:</b>	\$80.00	<b>Calc Price:</b>	\$60.00
<b>Comments:</b>		<b>Comments:</b>	

This screen allows you to view your tabulation in a number of different ways. Click on the Sort By Vendor option to view all vendors listed in alphabetical order.

# Posting Tabulations to the Internet



State of North Carolina  
Interactive Purchasing System

## Edit Bid Tabulation

### View Agency Bid Tabulation

[View/Edit Tabulation](#) ▶ [Sort by Vendor Name](#) ▶ [Sort by Total Price](#) ▶ [Sort by Delivery](#) ▶ [Sort by Item Amt](#) ▶ [Print Public Tab](#)

Bid Number: 30-0126-12

Open Date: 02/23/2012

Purchaser: Katrina Smith

Description: New 2011 or 2012 Honda Odyssey EX or EX-L with modifications

<a href="#">Sandata Technologies, Inc.</a>		<a href="#">MTG Solutions</a>	
<b>HUB Indicator:</b> No		<b>HUB Indicator:</b> No	
<b>Resident (NC) Bidder:</b> No		<b>Resident (NC) Bidder:</b> No	
<b>Requesting Price Match:</b> No		<b>Requesting Price Match:</b> No	
<b>Delivery:</b> 10 days		<b>Delivery:</b> 05 Days	
<b>Item 1:</b>	10.00	<b>Item 1:</b>	15.00
<b>Extended Price:</b>	\$20.00	<b>Extended Price:</b>	\$30.00
<b>Item 1:</b>	20.00	<b>Item 1:</b>	25.00
<b>Extended Price:</b>	\$40.00	<b>Extended Price:</b>	\$50.00
<b>Total Price:</b>	\$0.00	<b>Total Price:</b>	\$0.00
<b>Calc Price:</b>	\$60.00	<b>Calc Price:</b>	\$80.00
<b>Comments:</b>		<b>Comments:</b>	

Click on the Sort By Total Price option to view all vendors lowest to highest price.

# Posting Tabulations to the Internet



State of North Carolina  
Interactive Purchasing System

## Edit Bid Tabulation

### View Agency Bid Tabulation

[View/Edit Tabulation](#) ▶ [Sort by Vendor Name](#) ▶ [Sort by Total Price](#) ▶ [Sort by Delivery](#) ▶ [Sort by Item Amt](#) ▶ [Print Public Tab](#)

Bid Number: 30-0126-12

Open Date: 02/23/2012

Purchaser: Katrina Smith

Description: New 2011 or 2012 Honda Odyssey EX or EX-L with modifications

<a href="#">MTG Solutions</a>		<a href="#">Sandata Technologies, Inc.</a>	
HUB Indicator:	No	HUB Indicator:	No
Resident (NC) Bidder:	No	Resident (NC) Bidder:	No
Requesting Price Match:	No	Requesting Price Match:	No
Delivery:	05 Days	Delivery:	10 days
Item 1:	15.00	Item 1:	10.00
Extended Price:	\$30.00	Extended Price:	\$20.00
Item 1:	25.00	Item 1:	20.00
Extended Price:	\$50.00	Extended Price:	\$40.00
Total Price:	\$0.00	Total Price:	\$0.00
Calc Price:	\$80.00	Calc Price:	\$60.00
Comments:		Comments:	

Click on the Sort By Delivery option to view all vendors from fastest to slowest delivery.

# Posting Tabulations to the Internet



State of North Carolina  
Interactive Purchasing System

## Bid Items By Item Amount

[Return](#)

Bid Number: 30-0126-12

Open Date: 02/23/2012

Purchaser: Katrina Smith

Description: New 2011 or 2012 Honda Odyssey EX or EX-L with modifications

Item 1 : 2011 Honda floor mats			
Vendor	Unit Price	Manufacturer/Model No.	Extended Price
Sandata Technologies, Inc.	10.0000	N/A	20.0000
MTG Solutions	15.0000	N/A	30.0000
Sandata Technologies, Inc.	20.0000	N/A	40.0000
MTG Solutions	25.0000	N/A	50.0000

  

Item 1 : Honda door handles			
Vendor	Unit Price	Manufacturer/Model No.	Extended Price
Sandata Technologies, Inc.	10.0000	N/A	20.0000
MTG Solutions	15.0000	N/A	30.0000
Sandata Technologies, Inc.	20.0000	N/A	40.0000
MTG Solutions	25.0000	N/A	50.0000

This is the screen for the Sort By Item Amount option to view each item & the vendors listed from lowest to highest price for that particular item.

# Posting Tabulations to the Internet



State of North Carolina  
Interactive Purchasing System

## Edit Bid Tabulation

### View Agency Bid Tabulation

[View/Edit Tabulation](#) ▶ [Sort by Vendor Name](#) ▶ [Sort by Total Price](#) ▶ [Sort by Delivery](#) ▶ [Sort by Item Amt](#) ▶ [Print Public Tab](#)

Bid Number: 30-0126-12

Open Date: 02/23/2012

Purchaser: Katrina Smith

Description: New 2011 or 2012 Honda Odyssey EX or EX-L with modifications

<a href="#">MTG Solutions</a>		<a href="#">Sandata Technologies, Inc.</a>	
HUB Indicator:	No	HUB Indicator:	No
Resident (NC) Bidder:	No	Resident (NC) Bidder:	No
Requesting Price Match:	No	Requesting Price Match:	No
Delivery:	05 Days	Delivery:	10 days
Item 1:	15.00	Item 1:	10.00
Extended Price:	\$30.00	Extended Price:	\$20.00
Item 1:	25.00	Item 1:	20.00
Extended Price:	\$50.00	Extended Price:	\$40.00
Total Price:	\$0.00	Total Price:	\$0.00
Calc Price:	\$80.00	Calc Price:	\$60.00
Comments:		Comments:	

Click on the Print Public Tab option to view each vendors minus the Comments field.

# Posting Tabulations to the Internet



State of North Carolina  
Interactive Purchasing System

## Edit Bid Tabulation

### Edit Bid Tabulation

[Add Vendor](#)

[Browse](#)

[Return](#)

Bid Number: 30-0126-12

Open Date: 02/23/2012

Purchaser: Katrina Smith

Description: New 2011 or 2012 Honda Odyssey EX or EX-L with modifications

<b>MTG Solutions</b>		<b>Sandata Technologies, Inc.</b>	
<b>HUB Indicator:</b> No		<b>HUB Indicator:</b> No	
<b>Resident (NC) Bidder:</b> No		<b>Resident (NC) Bidder:</b> No	
<b>Requesting Price Match:</b> No		<b>Requesting Price Match:</b> No	
<b>Delivery:</b> 05 Days		<b>Delivery:</b> 10 days	
<b>Item 1:</b>	15.00	<b>Item 1:</b>	10.00
<b>Extended Price:</b>	\$30.00	<b>Extended Price:</b>	\$20.00
<b>Item 1:</b>	25.00	<b>Item 1:</b>	20.00
<b>Extended Price:</b>	\$50.00	<b>Extended Price:</b>	\$40.00
<b>Total Price:</b>	\$0.00	<b>Total Price:</b>	\$0.00
<b>Calc Price:</b>	\$80.00	<b>Calc Price:</b>	\$60.00
<b>Comments:</b>		<b>Comments:</b>	

Post Tabulation to Internet

Submit

Click on the Post Tabulation to Internet box to check it & click on the Submit button to post this tabulation to the internet.

## Posting Tabulations to the Internet



State of North Carolina  
Interactive Purchasing System

---

Welcome to the North Carolina Interactive Purchasing System (IPS). Listed below are definitions of each of the menu items above.

---

**Tips**

Learn about the IPS site, how to navigate through IPS, how to download the Adobe Acrobat Reader and much more.

---

**Vendor Link NC**

Use our Business Registry to market your products or services to a worldwide audience and to obtain a listing of other registered businesses. You may also use this link to register your business, request HUB status or request a re-verification of your current HUB status.

---

**Bids by Category**

View a listing of solicitations by category for all purchasing entities.

---

**Bids by Department**

View a listing of solicitations by purchasing entity.

---

**Search for Open Bids**

Locate open solicitations by one or more selection criteria.

---

**Search by Bid Number**

Locate solicitations by bid number.

---

Now go to the public menu to make sure your tabulation is posted. You MUST know the bid number in order to view the tabulation. Click on the Search by Bid Number option.

## Posting Tabulations to the Internet

[Home](#)[Helpful Tips](#)[Bids by Category](#)[Bids by Department](#)[Search Open Bids](#)[Search Bid Number](#)[Vendor Link NC](#)[P&C Home](#)

State of North Carolina  
Interactive Purchasing System

Search for Bid Number

---

This page allows you to locate documents by bid number. To search, enter bid number in the form below and click the SEARCH button.

Bid Number:

---

[IPS Home](#) : [Vendor Link NC Home](#) : [P&C Home](#) : [NCDOA Home](#) : [NC.gov](#)

North Carolina Interactive Purchasing System  
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Division of Purchase and Contract



Enter the bid number you wish to search for & click on the search button.



## ***Posting Tabulations to the Internet***

NC Division of Purchase and Contract  
Interactive Purchasing System (IPS)  
Posting Tabulations to the Internet  
Posting Vendor Totals Only to the Internet

## Posting Tabulations to the Internet

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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"/>

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

# Posting Tabulations 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 Bids Under Review

# Posting Tabulations to the Internet



## State of North Carolina Interactive Purchasing System

### Solicitations Under Evaluation

☐ Choose Location

Inbox

Search Options

Search QA Inspections

Search for Registered Vendor

Search for Agency Bid

Enter Requisitions

Reuse Requisition

Cancel Requisition

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

BidNo	Description		
30-0004-12	BusinessObjects Software Maintenance	<a href="#">Award</a>	<a href="#">Cancel</a>
30-0044-12	John Deere X740 tractor and accessories	<a href="#">Award</a>	<a href="#">Cancel</a>
30-0062-12	New GMC 1500 1LT	<a href="#">Award</a>	<a href="#">Cancel</a>
30-0070-12	Used 2006 or newer truck with V8 engine	<a href="#">Award</a>	<a href="#">Cancel</a>
30-0079-12	John Deere Tractor and accessories	<a href="#">Award</a>	<a href="#">Cancel</a>
30-0090-12	Vehicle Modifications	<a href="#">Award</a>	<a href="#">Cancel</a>
30-0094-12	used 2006 or newer truck, v8 engine	<a href="#">Award</a>	<a href="#">Cancel</a>
30-0100-12	Fire Resistant Data Safe	<a href="#">Award</a>	<a href="#">Cancel</a>
30-0109-12	New Ford E-350 w/modifications (Onslow Co.)	<a href="#">Award</a>	<a href="#">Cancel</a>
30-0126-12	New 2011 or 2012 Honda Odyssey EX or EX-L with modifications	<a href="#">Tabulation</a>	<a href="#">Cancel</a>
30-0131-12	Vehicle modifications	<a href="#">Tabulation</a>	<a href="#">Cancel</a>
30-0195-12	Assorted Tablets and Protection Plans	<a href="#">Award</a>	<a href="#">Cancel</a>
30-0198-12	Vehicle Modifications	<a href="#">Award</a>	<a href="#">Cancel</a>
30-0204-12	vehicle modifications	<a href="#">Tabulation</a>	<a href="#">Cancel</a>
30-16467284-13	MobileIron Software and Professional Services	<a href="#">Award</a>	<a href="#">Cancel</a>
30-16614011-13	Unidesk Software and Support	<a href="#">Award</a>	<a href="#">Cancel</a>

Click on the Tabulation button for the bid you need to tab

## Posting Tabulations to the Internet



State of North Carolina  
Interactive Purchasing System

### Agency Tabulation Bid Items

Bid No.: 30-0131-12

Post All Items  Post Vendor Totals Only

[Update](#)

There are no items for this bid to add items, click [Add Items](#) or [Return](#) to start over.

For this bid, we will use the Post Vendor Totals Only option. Be sure to select the option and click on the Update option before clicking on the Add Items option.

## Posting Tabulations to the Internet



State of North Carolina  
Interactive Purchasing System

### Add Vendor to Tabulation

Bid No.: 30-0131-12

Enter the vendor number and click next or ...

Vendor Number:

...enter any part of the vendor's company name and click search to find the vendor's number.

Company Name:

Enter the Vendor Number or Company Name. For this bid, we will enter vendor numbers. If the vendor number is in the system, the vendor information will automatically appear. If the vendor is not in the system, you will have to manually enter the vendor name. Click on the Next button.

## Posting Tabulations to the Internet



State of North Carolina  
Interactive Purchasing System

### Enter Vendors

Bid No.: 30-0131-12

Vendor No.: 999999999

Vendor Name:

HUB Certified: No

Delivery:

Partial Bid:

Resident (NC) Bidder:

Requesting Price Match:

Total Bid Amount:

Comments:

Enter the delivery, Partial Bid box ( if applicable), Total Bid Amount & Comments. Note that the comment field will not show to the public. Click on the Next Vendor button to add another vendor.

## Posting Tabulations to the Internet



### State of North Carolina Interactive Purchasing System

## Add Vendor to Tabulation

Bid No.: 30-0131-12

Enter the vendor number and click next or ...

Vendor Number:

...enter any part of the vendor's company name and click search to find the vendor's number.

Company Name:

Enter the Vendor Number or Company Name. For this bid, we will enter vendor numbers. If the vendor number is in the system, the vendor information will automatically appear. If the vendor is not in the system, you will have to manually enter the vendor name. Click on the Next button.

## Posting Tabulations to the Internet



State of North Carolina  
Interactive Purchasing System

### Enter Vendors

Bid No.: 30-0131-12

Vendor No.: 123456789

Vendor Name:

Status:

HUB Certified:

Delivery:

Partial Bid:

Resident (NC) Bidder:

Requesting Price Match:

Total Bid Amount:

Comments:

Enter the delivery, Partial Bid box ( if applicable), Total Bid Amount & Comments. Note that the comment field will not show to the public. Click on the Completed button when finished adding vendors.

# Posting Tabulations to the Internet



State of North Carolina  
Interactive Purchasing System

## Edit Bid Tabulation

### Edit Bid Tabulation

[▶ Add Vendor](#)

[▶ Browse](#)

[▶ Return](#)

Bid Number: 30-0131-12

Open Date: 03/08/2012

Purchaser: Katrina Smith

Description: Vehicle modifications

#### MTG Solutions

HUB Indicator: No

Resident (NC) Bidder: No

Requesting Price Match: No

Delivery: 10 Days

Total Price: \$600.00

Calc Price:

Comments:

#### Sandata Technologies, Inc.

HUB Indicator: No

Resident (NC) Bidder: No

Requesting Price Match: No

Delivery: 14 Days

Total Price: \$500.00

Calc Price:

Comments: Award to this vendor. Other Vendor did not meet specification.

Post Tab Notice to Internet

Submit

A screen will now appear so you can view the vendors & their bid information. Click on the Browse option.

# Posting Tabulations to the Internet



State of North Carolina  
Interactive Purchasing System

## Edit Bid Tabulation

### View Agency Bid Tabulation

[View/Edit Tabulation](#) ▶ [Sort by Vendor Name](#) ▶ [Sort by Total Price](#) ▶ [Sort by Delivery](#) ▶ [Print Public Tab](#)

Bid Number: 30-0131-12

Open Date: 03/08/2012

Purchaser: Katrina Smith

Description: Vehicle modifications

#### MTG Solutions

HUB Indicator: No

Resident (NC) Bidder: No

Requesting Price Match: No

Delivery: 10 Days

Total Price: \$600.00

Calc Price:

Comments:

#### Sandata Technologies, Inc.

HUB Indicator: No

Resident (NC) Bidder: No

Requesting Price Match: No

Delivery: 14 Days

Total Price: \$500.00

Calc Price:

Comments: Award to this vendor. Other Vendor did not meet specification.

This screen allows you to view your tabulation in a number of different ways. Click on the Sort By Vendor option to view all vendors listed in alphabetical order.

# Posting Tabulations to the Internet



State of North Carolina  
Interactive Purchasing System

## Edit Bid Tabulation

### View Agency Bid Tabulation

[View/Edit Tabulation](#) ▶ [Sort by Vendor Name](#) ▶ [Sort by Total Price](#) ▶ [Sort by Delivery](#) ▶ [Print Public Tab](#)

Bid Number: 30-0131-12

Open Date: 03/08/2012

Purchaser: Katrina Smith

Description: Vehicle modifications

#### [MTG Solutions](#)

HUB Indicator: No

Resident (NC) Bidder: No

Requesting Price Match: No

Delivery: 10 Days

Total Price: \$600.00

Calc Price:

Comments:

#### [Sandata Technologies, Inc.](#)

HUB Indicator: No

Resident (NC) Bidder: No

Requesting Price Match: No

Delivery: 14 Days

Total Price: \$500.00

Calc Price:

Comments: Award to this vendor. Other Vendor did not meet specification.

Click on the Sort By Total Price option to view all vendors lowest to highest price.

# Posting Tabulations to the Internet



State of North Carolina  
Interactive Purchasing System

## Edit Bid Tabulation

### View Agency Bid Tabulation

[View/Edit Tabulation](#) ▶ [Sort by Vendor Name](#) ▶ [Sort by Total Price](#) ▶ [Sort by Delivery](#) ▶ [Print Public Tab](#)

Bid Number: 30-0131-12

Open Date: 03/08/2012

Purchaser: Katrina Smith

Description: Vehicle modifications

#### MTG Solutions

HUB Indicator: No

Resident (NC) Bidder: No

Requesting Price Match: No

Delivery: 10 Days

Total Price: \$600.00

Calc Price:

Comments:

#### Sandata Technologies, Inc.

HUB Indicator: No

Resident (NC) Bidder: No

Requesting Price Match: No

Delivery: 14 Days

Total Price: \$500.00

Calc Price:

Comments: Award to this vendor. Other Vendor did not meet specification.

Click on the Sort By Delivery option to view all vendors from fastest to slowest delivery.

## Posting Tabulations to the Internet



State of North Carolina  
Interactive Purchasing System

### Print Vendor Bid Tabulation

[Return](#)

Bid Number: 30-0131-12

Open Date: 03/08/2012

Description: Vehicle modifications

MTG Solutions

Sandata Technologies, Inc.

Delivery: 10 Days

Delivery: 14 Days

Total Price:

\$600.00 Total Price:

\$500.00

This is the view of the Print Public Tab option to view each vendors minus the Comments field.

# Posting Tabulations to the Internet



State of North Carolina  
Interactive Purchasing System

## Edit Bid Tabulation

### Edit Bid Tabulation

[▶ Add Vendor](#)

[▶ Browse](#)

[▶ Return](#)

Bid Number: 30-0131-12

Open Date: 03/08/2012

Purchaser: Katrina Smith

Description: Vehicle modifications

#### MTG Solutions

HUB Indicator: No

Resident (NC) Bidder: No

Requesting Price Match: No

Delivery: 10 Days

Total Price: \$600.00

Calc Price:

Comments:

#### Sandata Technologies, Inc.

HUB Indicator: No

Resident (NC) Bidder: No

Requesting Price Match: No

Delivery: 14 Days

Total Price: \$500.00

Calc Price:

Comments: Award to this vendor. Other Vendor did not meet specification.

Post Tab Notice to Internet

Submit

Click on the Post Tabulation to Internet box to check it & click on the Submit button to post this tabulation to the internet.

## Posting Tabulations to the Internet



State of North Carolina  
Interactive Purchasing System

---

Welcome to the North Carolina Interactive Purchasing System (IPS). Listed below are definitions of each of the menu items above.

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**Tips**

Learn about the IPS site, how to navigate through IPS, how to download the Adobe Acrobat Reader and much more.

---

**Vendor Link NC**

Use our Business Registry to market your products or services to a worldwide audience and to obtain a listing of other registered businesses. You may also use this link to register your business, request HUB status or request a re-verification of your current HUB status.

---

**Bids by Category**

View a listing of solicitations by category for all purchasing entities.

---

**Bids by Department**

View a listing of solicitations by purchasing entity.

---

**Search for Open Bids**

Locate open solicitations by one or more selection criteria.

---

**Search by Bid Number**

Locate solicitations by bid number.

---

Now go to the public menu to make sure your tabulation is posted. You MUST know the bid number in order to view the tabulation. Click on the Search by Bid Number option.

## Posting Tabulations to the Internet

[Home](#)[Helpful Tips](#)[Bids by Category](#)[Bids by Department](#)[Search Open Bids](#)[Search Bid Number](#)[Vendor Link NC](#)[P&C Home](#)

State of North Carolina  
Interactive Purchasing System

**Search for Bid Number**

---

This page allows you to locate documents by bid number. To search, enter bid number in the form below and click the SEARCH button.

Bid Number:

---

[IPS Home](#) : [Vendor Link NC Home](#) : [P&C Home](#) : [NCDOA Home](#) : [NC.gov](#)

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Division of Purchase and Contract



Enter the bid number you wish to search for & click on the search button.

## Posting Tabulations to the Internet

[Home](#)[Helpful Tips](#)[Bids by Category](#)[Bids by Department](#)[Search Open Bids](#)[Search Bid Number](#)[Vendor Link NC](#)[P&C Home](#)

State of North Carolina  
Interactive Purchasing System

Vendor Bid Tabulation

### Bid Tabulation

Bid Number: 30-0131-12

Open Date: 3/8/2012 12:00:00 AM

Last Change Date: 10/22/2013 11:02:43 AM

Description: Vehicle modifications

#### Tabulation Item Details Not Available

**MTG Solutions**

**Sandata Technologies, Inc.**

**Delivery:** 10 Days

**Delivery:** 14 Days

**Total Price:**

\$600.00

**Total Price:**

\$500.00

This is the screen public users will see when viewing the tabulation.