NC Division of Purchase and Contract

Interactive Purchasing System (IPS)

Using IPS to Send Electronic Requisitions

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State of North Carolina
Interactive Purchasing System

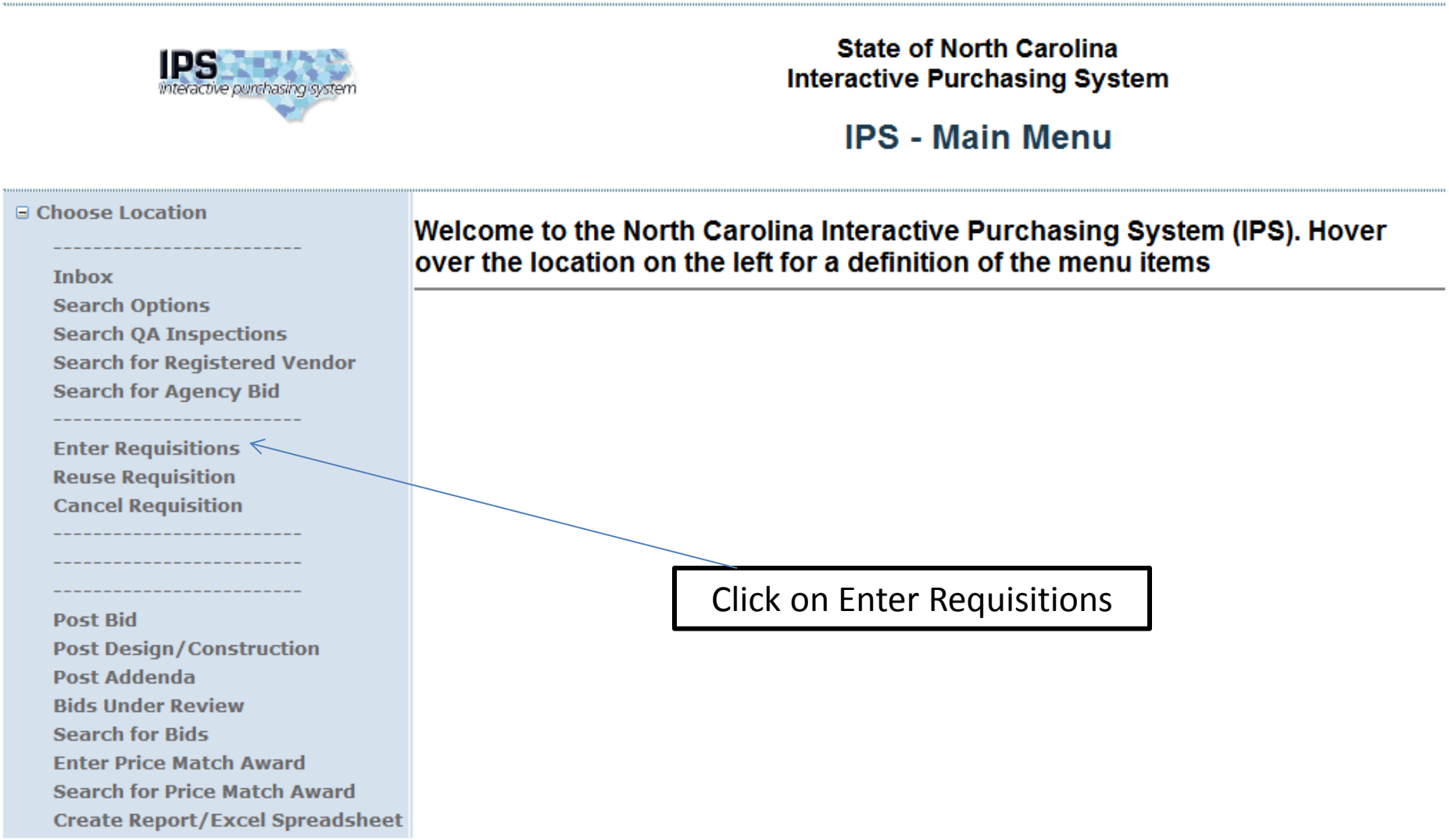
Login Screen

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

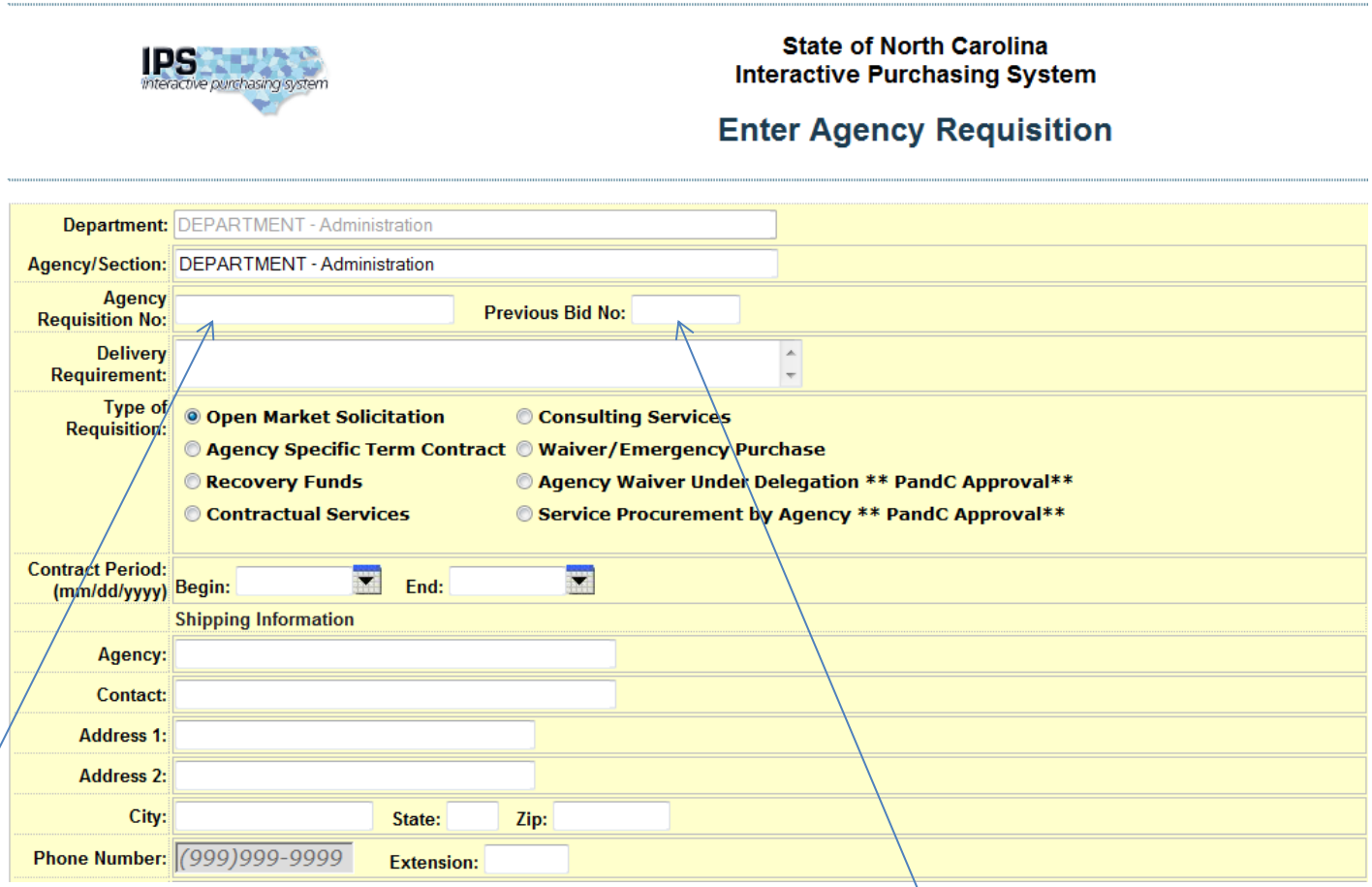
Submit

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

Using IPS To Send Electronic Requisitions



Using IPS To Send Electronic Requisitions



Enter your requisition number into the appropriate box. If you know of a previous bid number that the purchaser at Purchase and Contract can refer to, you can enter it into that box. Enter any delivery information into the Delivery Requirement field. Choose the Type of Requisition by clicking on the radio button pertaining to your bid. If the bid is an Agency Specific Term Contract, you must enter the appropriate dates into the Contract Period fields.

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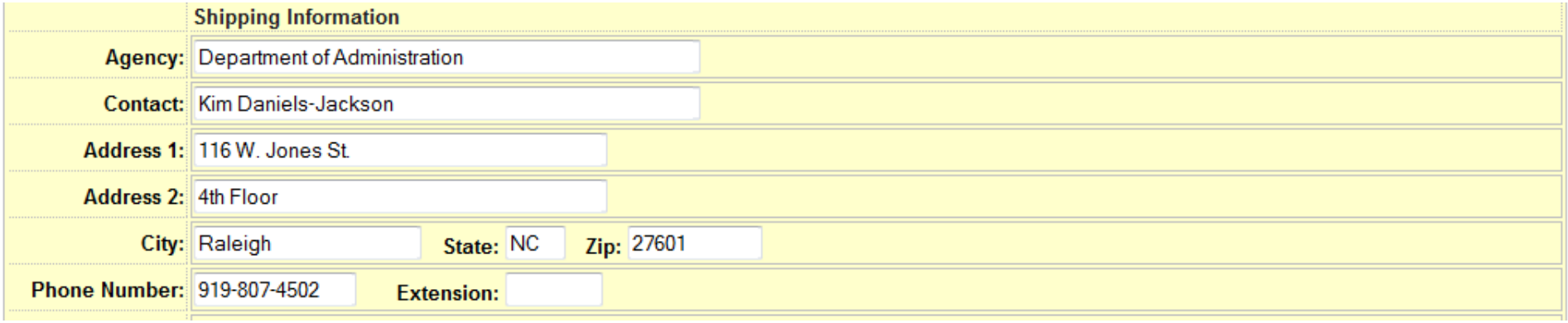


	Shipping Information				
Agency:	Department of Administration				
Contact:	Kim Daniels-Jackson				
Address 1:	116 W. Jones St.				
Address 2:	4th Floor				
City:	Raleigh	State:	NC	Zip:	27601
Phone Number:	919-807-4502	Extension:			

Scroll down to find Shipping Information. Enter the Agency, Contact, Address 1, Address 2, City, State, Zip, Phone Number & Extension Number if applicable.

Using IPS To Send Electronic Requisitions

Description of Requirements:	Tractors
Special Instructions: (including suggested vendors)	John Deer
Justification for Waiver/Brand Specific: ☐ Included as Electronic Attachment	
☑ Specifications Included as Electronic Attachment ☑ Attachment to Follow (hardcopy, samples, etc.)	
Specifications:	
Total Estimated Cost:	80000.00
Category List:	Agriculture, Supplies
Commodity Class:	----Select Commodity Class----
Commodity Item:	----Select Commodity Item----

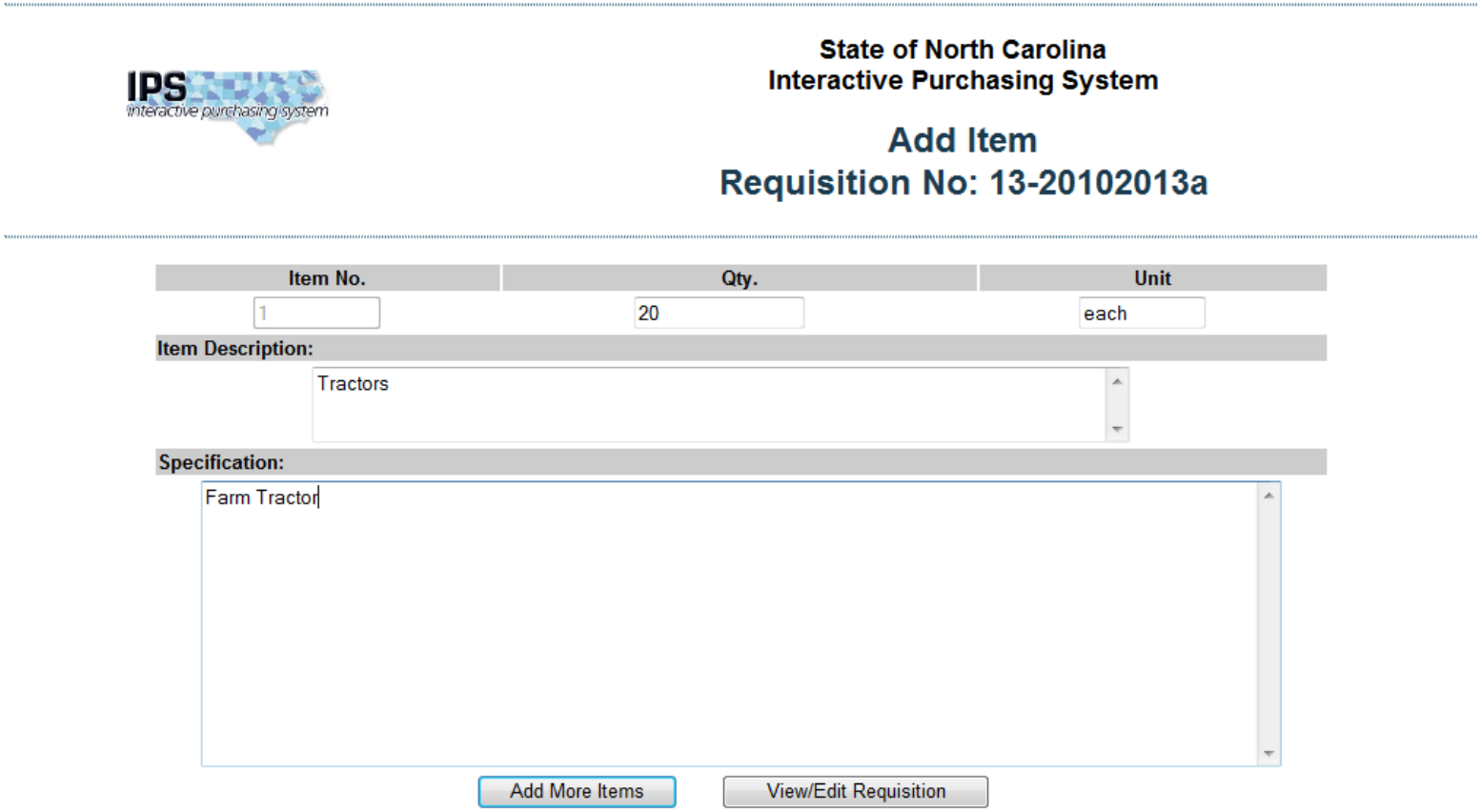
Next-> Cancel

Scroll down a little more & enter your bid title into the Description of Requirements. If you have any special instructions or suggested vendors, enter those into the next box. Justification can be provided in the next field or by sending an electronic attachment (Word or RTF formats) to P&C. Specifications can be either attached electronically or sent as a hard copy or samples. Enter your general specifications into the appropriate box. Enter your estimated cost and then select the category for your bid, commodity class and commodity item. When complete select next.

Using IPS To Send Electronic Requisitions

This screen allows you to upload your requisition attachment. Click on the Browse button.

Using IPS To Send Electronic Requisitions



Enter the quantity needed in the Qty field. Enter the Unit (each, dozen, boxes, etc). Enter your Item Description and then any Specifications you may have. Click on the Add More Items button to access another screen that looks just like this one to add another item to your bid or click on the View/Edit Requisition button as we will do for this bid, to finish adding items to your bid.

State of North Carolina
Interactive Purchasing System

Edit Requisition Items

Items for Requisition: 13-20102013aa

Add Items Return

Edit Delete	Item No.	Quantity	Unit
	1	20	each
Add Sub Item	**Item Description:** Tractors **Specifications:** Farm Tractors		

This screen allows you to edit the top portion of your requisition ….and at the top you can Add more items by clicking on Add Items.

Using IPS To Send Electronic Requisitions

IPS interactive purchasing system

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Interactive Purchasing System

View Agency Requisition

Edit Requisition | Items | Submit Requisition | Return MainMenu

Department:	DEPARTMENT - Administration
Purchaser:	Michele Goff
Agency/Section:	DEPARTMENT - Administration
Agency Requisition No:	13-20102013aa **Previous Bid No:**
Delivery Information:	
Type of Requisition:	Open Market Solicitations
Shipping Information:	**Agency:** Department of Administration **Contact:** Kim Daniels-Jackson **Address 1:** 116 W. Jones St. **Address 2:** 4th Floor **City:** Raleigh **State:** NC **Zip:** 27601 **Phone Number:** 919-807-4502 **Extension:**
Description of Requirements:	Tractors
Special Instructions: (including suggested vendors)	John Deer
Justification for Waiver/Brand Specific:	
Specifications:	View Electronic Attachment **Hard copy to follow**
Total Estimated Cost: (Example, 10000.00)	$80,000.00
Category:	Agriculture, Supplies
Commodity Number:	020-89 - Tractors, Farm, Wheel Type
Group	Group 1

In this scenario we clicked on Return option at the top of the last screen to view our requisition.

Using IPS To Send Electronic Requisitions

IPS interactive purchasing system

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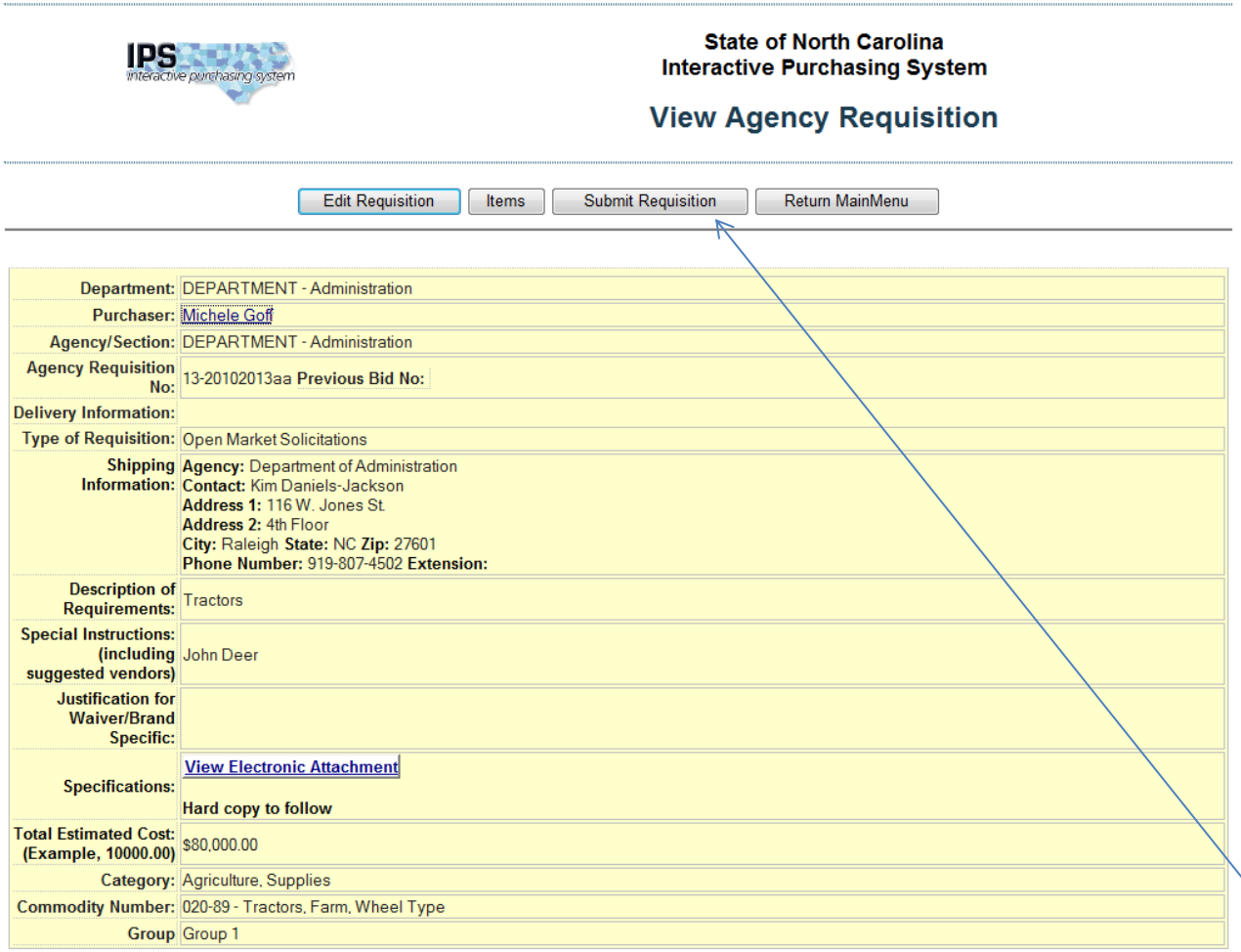
View Agency Requisition

Edit Requisition | Items | Submit Requisition | Return MainMenu

Department:	DEPARTMENT - Administration
Purchaser:	Michele Goff
Agency/Section:	DEPARTMENT - Administration
Agency Requisition No:	13-20102013aa **Previous Bid No:**
Delivery Information:	
Type of Requisition:	Open Market Solicitations
Shipping Information:	**Agency:** Department of Administration **Contact:** Kim Daniels-Jackson **Address 1:** 116 W. Jones St. **Address 2:** 4th Floor **City:** Raleigh **State:** NC **Zip:** 27601 **Phone Number:** 919-807-4502 **Extension:**
Description of Requirements:	Tractors
Special Instructions: (including suggested vendors)	John Deer
Justification for Waiver/Brand Specific:	
Specifications:	View Electronic Attachment **Hard copy to follow**
Total Estimated Cost: (Example, 10000.00)	$80,000.00
Category:	Agriculture, Supplies
Commodity Number:	020-89 - Tractors, Farm, Wheel Type
Group	Group 1

Notice that we have a View Electronic Attachment message appearing on the screen above. Before sending this requisition to P&C you should check your attachment.

Using IPS To Send Electronic Requisitions



IPS interactive purchasing system

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View Agency Requisition

Edit Requisition | Items | Submit Requisition | Return MainMenu

Department:	DEPARTMENT - Administration
Purchaser:	Michele Goff
Agency/Section:	DEPARTMENT - Administration
Agency Requisition No:	13-20102013aa **Previous Bid No:**
Delivery Information:	
Type of Requisition:	Open Market Solicitations
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Special Instructions: (including suggested vendors)	John Deer
Justification for Waiver/Brand Specific:	
Specifications:	View Electronic Attachment **Hard copy to follow**
Total Estimated Cost: (Example, 10000.00)	$80,000.00
Category:	Agriculture, Supplies
Commodity Number:	020-89 - Tractors, Farm, Wheel Type
Group	Group 1

Don’t forget we are also going to send a hard copy attachment to P&C. We are now done with the requisition once we click on the Submit Requisition button.

Using IPS To Send Electronic Requisitions

Press the Print Button on your web browser to print this page

CONTROL NUMBER 201301420

Requisition 13-20102013aa has been posted to Purchase and Contract. The control number is 201301420. Please refer to this number for all inquiries.

This screen appears when you have submitted your requisition to P&C. This screen immediately displays the bid number assigned by P&C. Since you are sending a hard copy attachment, print this screen and send it with the attachments to P&C.