

# Collaboration Request Vendor Guide

## Introduction

A Collaboration Request is used by NC eProcurement buyers to work with multiple vendors on the best pricing for goods and services. Vendors will receive a notification that they have been sent a collaboration request and can then choose to respond with a quote, called a collaboration proposal, for the requested items. After the collaboration request has been closed, the buyer can then review all received responses and work with the vendor that sent in the best proposal for the goods and/or services.

While all vendors registered to receive purchase orders in the electronic Vendor Portal can receive notification of a Collaboration Request via email, responding with pricing to the request requires a free Ariba Network account. For more information on creating an Ariba Network account, see [Accessing the Ariba Network](#).



## Learning Objectives

At the end of this job aid, **you will be able to:**



Find a Collaboration Request.



Respond to a Collaboration Request.



Revise a Submitted Proposal.

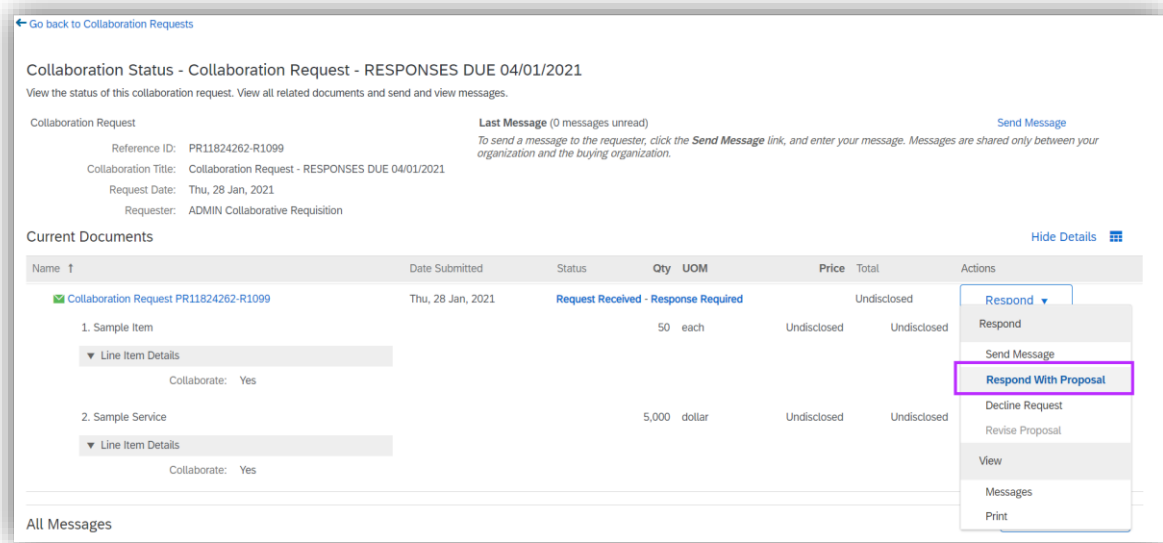


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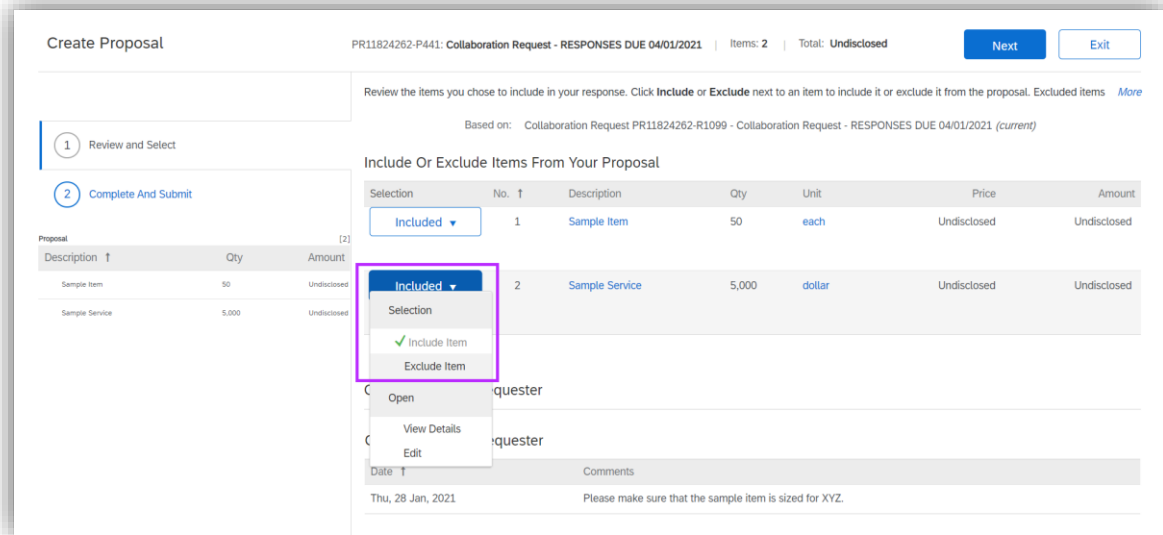
## Responding with a Collaboration Proposal

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- A. On a specific 'Collaboration Status' page, further details for item description, requested quantity, and price or total may be seen.
  - I. Buyers may choose not to disclose their estimated price for a good, which will show up as 'Undisclosed' on the collaboration request.
- B. Click the 'Respond' drop-down and select 'Respond with Proposal.'

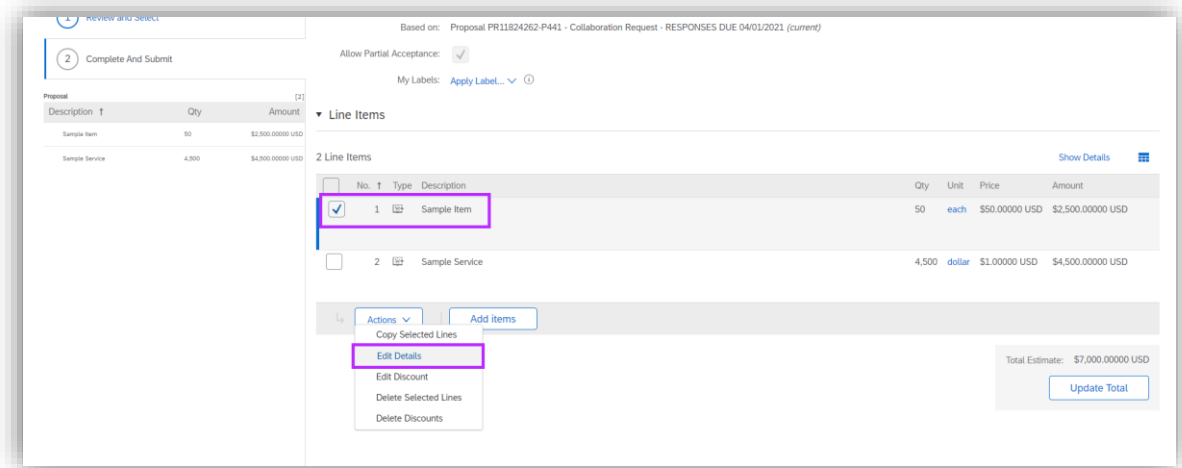


- C. On the first page of 'Create Proposal,' review the items and choose whether to include or exclude those items from the response using the 'Included' drop-down menu.



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- D. Click 'Next.' To edit a line item check the box on the left, click the 'Actions' drop-down menu, and select 'Edit Details.'



- E. On the 'Line Item Details' page, most fields can be updated by the vendor:

- I. **Full Description:** The description of the goods or service that the buyer is requesting. If updated, make sure that the buyer is aware of the change.
- II. **Supplier Part Number:** The specific part number being requested by the buyer (if applicable).
- III. **Supplier Auxiliary Part ID:** A field used by some vendors if a supplier part number is not unique.
- IV. **Qty (Quantity):** For goods, this field represents the total number of requested goods
- V. **UOM (Unit of Measure):** the way that the requested good or service is being measured by the buyer (e.g. 'each' or 'dollar'). Not changeable by the vendor.
- VI. **Amount:** Automatically generated dollar amount of this line item, calculated by multiplying 'Qty' by 'Price.' The buyer may choose to have it appear as Undisclosed, but it will update after the vendor changes the 'Qty' or 'Price' fields.
- VII. **Price:** This field is updated with the vendor's proposed price based on the 'Full Description.'
- VIII. **Recycled Content Indicator:** Indicates if the buyer is requesting recycled goods.

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F. To respond to a pricing request, update the **'Price'** field to reflect their proposed pricing based on the **'Full Description.'** The **'Amount'** field will update with the new total.

The screenshot shows the 'Line Item Details' form for a 'Sample Item'. The 'Full Description' is 'Sample Item', 'Qty' is 50, and 'UOM' is 'each'. The 'Amount' is \$2,500,000.00 USD. The 'Price' is \$50.00000 USD. The 'Recycled Content Indicator' is set to 'No'.

Description	Qty	Amount
Sample Item	50	\$2,500,000.00 USD
Sample Service	5,000	Undisclosed



North Carolina State Agencies and some community colleges require that the fields for a service be filled out differently, indicating that requirement by setting the **'UOM'** to **'dollar'** when creating the request. To respond to a service line for these entities:

- I. Update the **'Qty'** field to the **total dollar amount** for the service based on the **'Full Description.'**
- II. Change the **'Price'** field to **\$1.**
- III. The **'Amount'** field will update with the new total.

If a vendor is ever unsure which way to respond to a service line, they should contact the buyer.

The screenshot shows the 'Line Item Details' form for a 'Sample Service'. The 'Full Description' is 'Sample Service', 'Qty' is 4,500, and 'UOM' is 'dollar'. The 'Amount' is \$4,500,000.00 USD. The 'Price' is \$1.00000 USD. The 'Recycled Content Indicator' is set to 'No'.

Description	Qty	Amount
Sample Item	50	\$2,500,000.00 USD
Sample Service	4,500	\$4,500,000.00 USD

G. Click **'OK'** to go back to the Line Items page and respond to all remaining lines included in the proposal, repeating steps 4-6.

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H. Once all included lines have been responded to, click the **‘Submit’** button.

1 Review and Select  
2 Complete And Submit

PR11824262-P441: Collaboration Request - RESPONSES DUE 04/01/2021 | Items: 2 | Total: \$7,000.00000 USD

Finish modifying the details of this proposal. To edit an item, click its check box, then click **Edit**.

Title: Collaboration Request - RESPONSES DUE 04/01/2021

Based on: Collaboration Request PR11824262-R1099 - Collaboration Request - RESPONSES DUE 04/01/2021 (current)

Allow Partial Acceptance:

My Labels: Apply Label...

2 Line Items

No.	Type	Description	Qty	Unit	Price	Amount
1		Sample Item	50	each	\$50.000000 USD	\$2,500.000000 USD
2		Sample Service	4,500	dollar	\$1.000000 USD	\$4,500.000000 USD

Total Estimate: \$7,000.00000 USD

I. The vendor will be brought back to the overview of the **‘Collaboration Status’** page with a success message informing them of the submitted proposal. The status of a successfully submitted proposal will be **‘Proposal Sent – Waiting for Response.’**

Help Center >>  
Go To Ariba Apps

You submitted Proposal PR11824262-P442 - Collaboration Request - RESPONSES DUE 04/01/2021 to State Agencies

Go back to Collaboration Requests

Collaboration Status - Collaboration Request - RESPONSES DUE 04/01/2021

View the status of this collaboration request. View all related documents and send and view messages.

Collaboration Request

Reference ID: PR11824262-R1099  
Collaboration Title: Collaboration Request - RESPONSES DUE 04/01/2021  
Request Date: Thu, 28 Jan, 2021  
Requester: ADMIN Collaborative Requisition

Last Message (0 messages unread)  
To send a message to the requester, click the **Send Message** link, and enter your message. Messages are shared only between your organization and the buying organization.

Send Message

Current Documents

Name	Date Submitted	Status	Qty	UOM	Price	Total	Actions
Proposal PR11824262-P442	Fri, 29 Jan, 2021	Proposal Sent - Waiting For Response				\$7,000.000000 USD	<input type="button" value="Respond"/>
1. Sample Item							
Line Item Details							
Collaborate: Yes							

G. Click **‘OK’** to go back to the Line Items page and respond to all remaining lines included in the proposal, repeating steps 4-6.

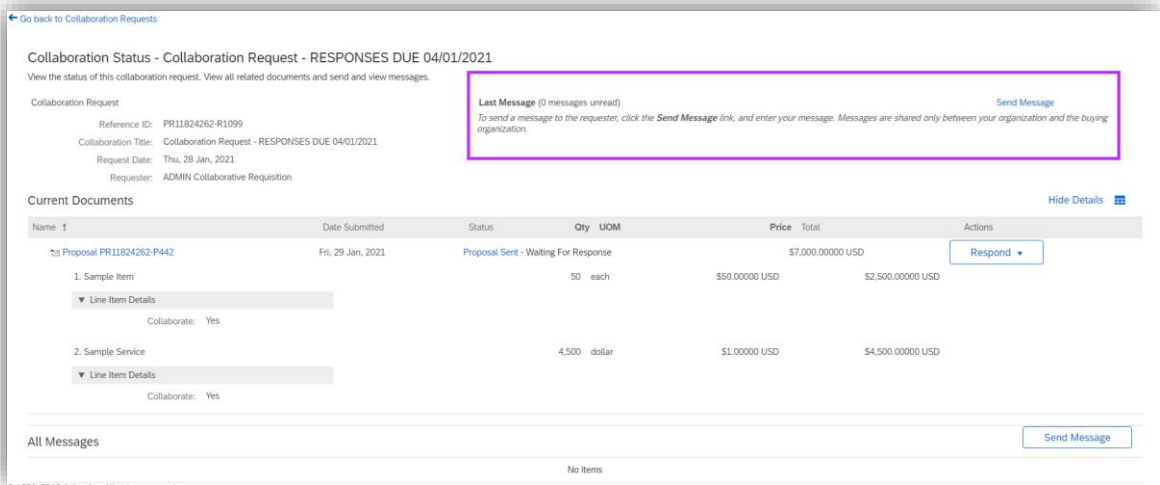
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## Communication with the Buyer

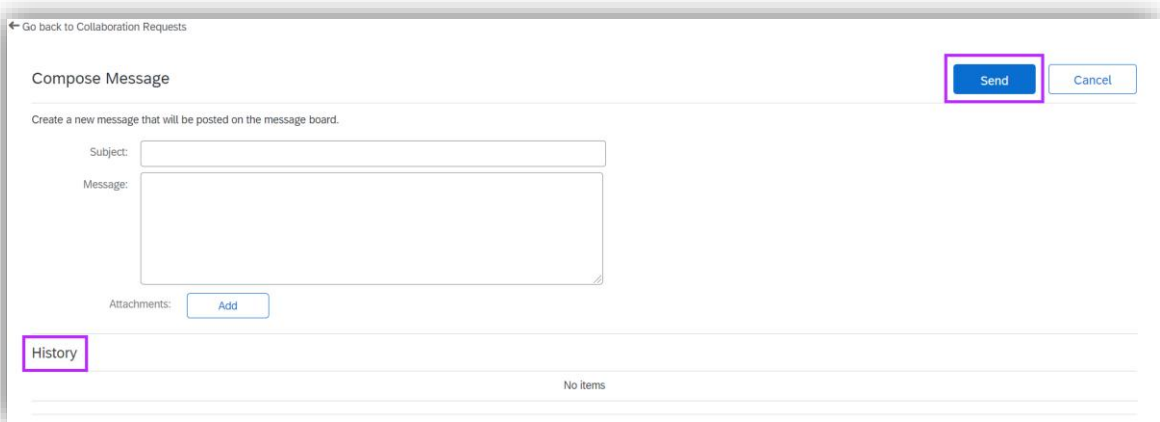
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While vendors can always contact the buyer using external methods if they have questions, there are also several communication methods within the Collaboration Request tool.

- A. After navigating to the 'Collaboration Status' page, there is a 'Send Message' link in the upper right that allows the vendor to send a message related to this collaboration. This method allows active communication with the buyer before the proposal is submitted.



- B. A vendor can write a subject and message to the buyer and optionally include any relevant attachments, clicking 'Send' when finished. The buyer will be notified and has the ability to respond to the vendor in the same format. Ariba will save a history of all sent messages between the vendor and buyer.



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- C. The requester can include comments that will be seen by **every** vendor. These comments are located underneath the line items once the vendor has elected to **'Respond with Proposal.'**

Go back to Collaboration Requests

Create Proposal PR11824262-P443: Collaboration Request - RESPONSES DUE 04/01/2021 | Items: 2 | Total: \$7,000,000.00 USD

Review the items you chose to include in your proposal. Click **Include** or **Exclude** next to an item to include it or exclude it from the proposal. Excluded items may be included in a revised proposal.

Based on: Proposal PR11824262-P442 - Collaboration Request - RESPONSES DUE 04/01/2021 (current)

Include Or Exclude Items From Your Proposal

Selection	No.	Description	Qty	Unit	Price	Amount
Included	1	Sample Item	50	each	\$50.00000 USD	\$2,500.00000 USD
Included	2	Sample Service	4,500	dollar	\$1.00000 USD	\$4,500.00000 USD

Comments From Requester

Date	Comments
Thu, 28 Jan, 2021	Please make sure that the sample item is sized for XYZ.

- D. While editing line items to create the proposal, vendors may add relevant comments and attachments to a line that will be seen by the vendor after the proposal has been submitted.

Comments and attachments added to line items will not be seen by the buyer until after they have received the submitted collaboration proposal.

2 Complete And Submit

Proposal

Description	Qty	Amount
Sample Item	50	\$2,500.00000 USD
Sample Service	4,500	\$4,500.00000 USD

No.: 1

Full Description: Sample Item

Supplier Part Number: [ ]

Supplier Auxiliary Part ID: [ ]

Qty: 50

UOM: each

Additional Pricing Details ⓘ

Amount: \$2,500.00000 USD

Price: \$50.00000 USD

Recycled Content Indicator:  Yes  No

Comments - by Line Item

Add Comment

Attachments - by Line Item

Add Attachment

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- E. The requester can include comments that will be seen by **every** vendor. These comments are located underneath the line items once the vendor has elected to **'Respond with Proposal.'**



Comments and attachments added to line items will not be seen by the buyer until after they have received the submitted collaboration proposal.

The screenshot displays a procurement system interface. On the left, a 'Proposal' table lists items: 'Sample Item' (Qty: 50, Amount: \$2,500,000.000 USD) and 'Sample Service' (Qty: 4,500, Amount: \$4,500,000.000 USD). The main area is titled 'Line Items' and shows a table with 2 line items. The first item, 'Sample Item', is selected with a checkmark. Below the table are 'Actions' and 'Add Items' buttons. A 'Total Estimate: \$7,000,000.000 USD' is shown with an 'Update Total' button. At the bottom, there is a 'Submit Message' section with a 'Message:' text area and an 'Attachments: Add' button.

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## Revising a Submitted Proposal

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After a vendor has sent their proposal to the buyer, revisions to pricing or other details are able to be made as long as the revised proposal is submitted before the collaboration request deadline.



Revisions to a Collaboration Request, including withdrawing or declining the request, can be made up until the buyer accepts the proposed pricing or closes the request entirely. Changes made after the request deadline set by the buyer may be rejected.

**A. Navigate to the 'Collaboration Requests' page and select the 'Request #' for an order whose status is 'Awaiting Response from Buyer.'**

Request #	Title	Customer	Received Date	Purchase Order	Amount	Status	Assigned To
PR11824262-R1099	Collaboration Request - RESPONSES DUE 04/01/2021	State of North Carolina - TEST	29 Jan 2021 1:00:28 AM		\$7,000.00 USD	Awaiting Response from Buyer	
PR11824249-R1098		State of North Carolina - TEST	28 Jan 2021 10:32:05 AM		\$10.00 USD	Request Received - Supplier Response Required	

**B. On the 'Collaboration Status' page, click the 'Respond' drop-down menu and click 'Revise Response.'**

Name	Date Submitted	Status	Qty	UOM	Price	Total	Actions
Proposal PR11824262-P442	Fri, 29 Jan, 2021	Proposal Sent - Waiting For Response				\$7,000.00000 USD	Respond Send Message Withdraw Proposal Decline Request Revise Proposal View Messages Print Create Alternative Proposal
1. Sample Item			50	each	\$50.00000 USD	\$2,500.00000 USD	
2. Sample Service			4,500	dollar	\$1.00000 USD	\$4,500.00000 USD	

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C. Adjust the proposal line item details as necessary. When finished editing the line(s) with updated information, click the 'Submit' button.

The screenshot shows the 'Create Proposal' interface for a collaboration request. The title is 'Collaboration Request - RESPONSES DUE 04/01/2021'. The total amount is \$8,200,000.00 USD. The 'Submit' button is highlighted in a red box. The interface includes a sidebar with steps '1 Review and Select' and '2 Complete And Submit'. The main area shows a table of line items with columns for No., Type, Description, Qty, Unit, Price, and Amount. The 'Submit' button is located at the top right of the main area.

Description	Qty	Amount
REVISED ITEM INFORMATION	50	\$3,500,000.00 USD
Sample Service	4,700	\$4,700,000.00 USD

No.	Type	Description	Qty	Unit	Price	Amount
1		REVISED ITEM INFORMATION	50	each	\$70,000.00 USD	\$3,500,000.00 USD
2		Sample Service	4,700	dollar	\$1,000.00 USD	\$4,700,000.00 USD

D. The buyer will be informed that the vendor has submitted a revised proposal and will be invited to review the new details.