NC eProcurement **ELECTRONIC VENDOR PORTAL HUB CERTIFIED V' Collaboration Request Vendor Guide**

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.

STATE DEPARTMENT STATE BRANCH LOCAL GOVERNMENT CITY COUNTY NORTH CAROLINA ePROCUREMENT PURCHASI

> UOTE PUNCHOUT CATAL L PURCHASE ORDER

> > BIDDING

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.

I. Finding a Collaboration Request

Vendors can find all requests for collaboration stored on their Ariba Network account.

1. Click the link in the request notification email to be taken to the Ariba Network site, or log in to Ariba Network at supplier.ariba.com.



Click 'Opportunities' in the upper left and select 'Collaboration Requests' from the drop-down.

S	Ariba Network 🔻 Enter	prise Account				
F	Home Opportunities ~ We	orkbench Orders ~ Fulfill	ment ~ Invoices ~ Payme	ents 🗸 Catalogs Reports 🗸		
	Collaboration Reques					
		Orders and Releases	State of North Carolina - TE V	Exact match V Order numb	per Q	
	Overview Getting started					
4	106	38	0	0	144	
	New orders	Changed orders	Orders to invoice	Rejected invoices	Orders	
	Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days	

3. From the list of requests, click on the '**Request #**' hyperlink for a Collaboration Request that has the status '**Request Received – Supplier Response Required.**'

SAP	Ariba Network 👻	Enterprise Acco	unt							?	Л
Home	Opportunities ~	Workbench	Orders \lor	Fulfillment $ \smallsetminus $	Invoices \lor	Payments $ \lor $	Catalogs	Reports 🗸	Cre	ate 🗸	
Collabo	oration Reques	ts									
► S	Search Filters										
Col	llaboration Requ	ests							Page 1	~ »	
	Request #	Title		Customer	Recei	ved Date P	urchase Order	Amount	Status	Assigne	ed To
	PR11826304- R1150	Collab-6-BRUCC		State of Nor Carolina - T		r 2021 :59 PM		\$9.00 USD	Request Received - Supplier Response Required		
	PR11826304- R1149	Collab-6		State of Nor Carolina - T		r 2021 :42 PM		\$9.00 USD	Proposal Accepted and Request Closed		

II. Responding with a Collaboration Proposal

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

← Go back to	Collaboration Reque	sts											
Collabo	oration Status -	- Collaboration Request - RES	PONSES D	DUE 04/01/	2021								
View the st	View the status of this collaboration request. View all related documents and send and view messages.												
Collaborat	Collaboration Request Last Message (0 messages unread)												
	Reference ID:	ur message. Messages	are shared only between your										
	Reference ID PK11824262-R1099 organization and the buying organization. Collaboration Title: Collaboration Request - RESPONSES DUE 04/01/2021 Collaboration Request - RESPONSES DUE 04/01/2021												
	Request Date:	Thu, 28 Jan, 2021											
	Requester:	ADMIN Collaborative Requisition											
Current	Documents									Hide Details			
Name 1			Date Submit	ed	Status	Qty	UOM	Price	Total	Actions			
M Co	llaboration Request P	PR11824262-R1099	Thu, 28 Jan,	2021	Request Received	d - Resp	onse Required		Undisclosed	Respond v			
	1. Sample Item					50	each	Undisclosed	Undisclosed	Respond			
	▼ Line Item Details									Send Message	_		
	Co	ollaborate: Yes								Respond With Proposal			
	2. Sample Service					5,000	dollar	Undisclosed	Undisclosed	Decline Request			
						5,000	dottal	ondisclosed	Undisclosed	Revise Proposal			
	Line Item Details Co	ollaborate: Yes								View			
										Messages			
										Print			
All Mess	sages												

3. 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.

Create Proposal		I	PR11824262-P441: Collabo	oration Request	- RESPONSES DUE 04/01/2	2021 Items: 2	Total: Undisclos	ed Next	Exit
			-					it or exclude it from the proposal. E	
1 Review and Sele	ct		Dd	sed on. Collar	poration Request PR118242	62-R1099 - Collabora	IIION REQUEST - RESP	ONSES DUE 04/01/2021 (current)	
\bigcirc			Include Or Exclud	le Items Fro	m Your Proposal				
2 Complete And Su	ubmit		Selection	No. 1	Description	Qty	Unit	Price	Amour
<u> </u>			Included 🔻	1	Sample Item	50	each	Undisclosed	Undisclosed
posal Vescription 1	Qty	[2] Amount		5					
Sample Item	50	Undisclosed	Included 🗸	2	Sample Service	5.000	dollar	Undisclosed	Undisclose
Sample Service	5,000	Undisclosed	Selection		campo contoc	0,000	dottai	onalottooda	onalociooc
			✓ Include Item						
			Exclude Item						
			C _{Open}	quester					
			View Details						
			C Edit	quester					
			Date 1		Comments				
			Thu, 28 Jan, 2021		Please make sure that	at the sample item is :	sized for XYZ.		

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

I Review and Select			Based on: Proposal PR11824262-P441 - Collaboration Request - RESPONSES DUE 04/01/2021 (current)					
2 Complete And Submit			Allow Partial Acceptance:					
Proposal		[2]	My Labels: Apply Label V 🛈					
Description †	Qty	Amount	▼ Line Items					
Sample Item	50	\$2,500.00000 USD						
Sample Service	4,500	\$4,500.00000 USD	2 Line Items				Show Details	
			No. † Type Description	Qty	Unit	Price	Amount	
			✓ 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	
			Actions V Add items					
			Edit Details Edit Discount Delete Selected Lines Delete Discounts			Total Estin	nate: \$7,000.00000 UUpdate Total	JSD

- 5. On the 'Line Item Details' page, most fields can be updated by the vendor:
 - a. **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.
 - b. **Supplier Part Number:** The specific part number being requested by the buyer (if applicable).
 - c. Supplier Auxiliary Part ID: A field used by some vendors if a supplier part number is not unique.
 - d. Qty (Quantity): For goods, this field represents the total number of requested goods
 - e. **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.

- f. 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.
- g. Price: This field is updated with the vendor's proposed price based on the 'Full Description.'
- h. Recycled Content Indicator: Indicates if the buyer is requesting recycled goods.
- 6. 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.

1 Review and	Select		Line Item Details					
2 Complete An	d Submit		Tern	ns of Payment: No.:				
Proposal Description 1	Qty	[2] Amount	F	ull Description:	Sample Item			
Sample Item Sample Service	50	\$2,500.00000 USD Undisclosed		r Part Number: uxiliary Part ID:				
				Qty: UOM:	50 each			
[Once the ' Price changed, the ' A automatically u	mount ' is		Amount: Price: ntent Indicator:	Additional Pricing Details ① \$2,500.00000 USD ↓ \$50.00000 USD ∨ ① Yes No			

Note: 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.

2 Complete And Submit	Terms of Payment:	
	No.:	(no value) [select] 2
esat (: escription † Qty Amount	J Full Description:	Sample Service
Sample Item 50 \$2,500.00000 US	Supplier Part Number:	
Sample Service 4,500 \$4,500.0000 US	Supplier Auxiliary Part ID:	
For buyers using the ' UOM ' of ' dollar ' for services, vendors should put the service total cost in the ' Qty ' field and set the ' Price ' to \$1 to calculate the ' Amount .'	Qty: UOM: Amount: Price: Recycled Content Indicator:	4,500 dollar Additional Pricing Details ① \$4,500,0000 USD \$1.0000 USD ① ① ① ① ③ ③ ③ ③ ③ ③ ③ ③ ③ ③ ③ ③ ③

- 7. Click '**OK**' to go back to the Line Items page and respond to all remaining lines included in the proposal, repeating steps 4-6.
- 8. Once all included lines have been responded to, click the '**Submit**' button

Create Proposal			PR11824262-P441: Collaboration Request - RESPONSES DUE 04/01/2021 Items: 2 Total: \$7,000.00000 USD		Prev	Sub	mit Exit
1 Review and Select			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 Details and an optimized on the second				
Complete And Subm Proposal	it	[2]	Based on: Collaboration Request PR11824262-R1099 - Collaboration Request - RESPONSES DUE 04/01/2021 (current) Allow Partial Acceptance:				
Description †	Qty	Amount					
Sample Item Sample Service	50 4,500	\$2,500.00000 USD \$4,500.00000 USD					Show Details
			No. † Type Description 1 1 3 Sample Item	Qty 50	Unit each	Price \$50.00000 USD	Amount \$2,500.00000 USD
			2 DB Sample Service	4,500	dollar	\$1.00000 USD	\$4,500.00000 USD
			Actions V Add items				
						Total Estir	update Total

 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>>							1
Go To Ariba Apps		You submitted Proposal Pl	R11824262-P442 - Collabo	ration Request - RESPONSES DUE 0	04/01/2021 to State Agencies	×	
 Go back to Collaboration Requests 							
Collaboration Status - C	Collaboration Request - RE	SPONSES DUE 04/0	1/2021				
View the status of this collaboration	request. View all related documents and	send and view messages.					
Collaboration Request			Last Message (0 n				Send Message
Reference ID: P	R11824262-R1099		To send a message organization.	to the requester, click the Send Mes	ssage link, and enter your message. Me	essages are shared only between yo	ur organization and the buying
Collaboration Title: C	ollaboration Request - RESPONSES DUE	04/01/2021	organization				
Request Date: TI	hu, 28 Jan, 2021						
Requester: A	DMIN Collaborative Requisition						
Current Documents							Hide Details
Name †	D	ate Submitted	Status	Qty UOM	Price Total	Action	s
M Proposal PR11824262-P44	2 Fri	, 29 Jan, 2021	Proposal Sent - Waiting	For Response	\$7,000.00000	JSD Res	pond 🔻
1. Sample Item				50 each	\$50.00000 USD	\$2,500.00000 USD	
▼ Line Item Details							
Collat	borate: Yes						

III. Communication with the Buyer

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.

1. 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.

view the status of this collaboration request. New difference do	lest - RESPONSES DUE cuments and send and view message								
Collaboration Request Reference ID: PR11824262-R1099 Collaboration Title: Collaboration Request - RESI Request Date: Thu, 28 Jan, 2021		To send a me	Last Message (0 messages unread) Send Message 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 organization.						
Requester: ADMIN Collaborative Requisi	tion						Hide Details		
Name †	Date Submitted	Status	Qty UOM	Price Total		Actions			
12 Proposal PR11824262-P442	Fri, 29 Jan, 2021	Proposal Sent -	Waiting For Response	\$7,000.	00000 USD	Respond 🔻			
1. Sample Item			50 each	\$50.00000 USD	\$2,500.00000 USD				
▼ Line Item Details									
Collaborate: Yes									
			4,500 dollar	\$1.00000 USD	\$4,500.00000 USD				
2. Sample Service									
2. Sample Service ▼ Line Item Details									

2. 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.

- Go back to Collaboration Requests		
Compose Message		Send
Create a new message that will be posted on the message board.		
Subject:		
Message: Attachments: Add		
History		
	No items	

3. 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 Req	quests											
Create Proposal			PR11824262-P443: Collab	poration Requ	est - RESPONSES DUE 04/01	1/2021 Items: 2 Tota	al: \$7,000.00000 USD		Next Exit			
			-	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)								
1 Review and Sele	ect			Include Or Exclude Items From Your Proposal								
2 Complete And S	iubmit		Selection	No. †	Description	Qty	Unit	Price	Amount			
\smile			Included 🔻	1	Sample Item	50	each	\$50.00000 USD	\$2,500.00000 USD			
Proposal		[2]										
Description †	Qty	Amount		_								
Sample Item	50	\$2,500.00000 USD	Included 🔻	2	Sample Service	4,500	dollar	\$1.00000 USD	\$4,500.00000 USD			
Sample Service	4,500	\$4,500.00000 USD		-								
			Comments From Date f Thu, 28 Jan, 2021		r Comn	nents e make sure that the sample it	em is sized for XYZ.					

4. 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.

Note: 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 Su	bmit		No.:	1
Proposal		[2]	Full Description:	Sample Item
Description 1	Qty	Amount		
Sample Item	50	\$2,500.00000 USD	Supplier Part Number:	
Sample Service	4,500	\$4,500.00000 USD	Supplier Auxiliary Part ID:	
			Qty:	50
			UOM:	each
				Additional Pricing Details
			Amount:	\$2,500.00000 USD
			Price:	\$\$0.00000 USD 🗸 🕕
			Recycled Content Indicator:	Ves No
			Comments - by Line Iten	
			Attachments - by Line Ite	m

5. Before submitting the proposal, below the line items there is a '**Submit Message**' field and '**Attachments**' button. These can be used to display messages and attachments pertaining to the entire proposal.

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

\bigcirc			My Labels: Apply Label V ()
Proposal		[2]	
Description 1	Qty		▼ Line Items
Sample Item	50	\$2,500.00000 USD	
Sample Service	4,500	\$4,500.00000 USD	2 Line Items Show Details
			No. 1 Type Description Qty Unit Price Amount
			✓ 1 I Sample Item 50 each \$50.00000 USD \$2,500.00000 USD
			2 E Sample Service 4,500 dollar \$1.00000 USD \$4,500.00000 USD
			L₂ Actions ✓ Add items
			Total Estimate: \$7,000.0000 USD
			Submit Message
			Message:

IV. Revising a Submitted Proposal

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.

Note: 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.

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

Home	Inbo	x ~	Outbox $ \smallsetminus $	Catalogs	Reports					Document	is 🗸 Create 🗸
Collab	oratio	n Requ	uests								
×	Search	n Filters	;								
Co	ollabora	ation R	equests							Page 1	~ » m
	Re	equest #	Title			Customer	Received Date	Purchase Order	Amount	Status	Assigned To
		R1182426: L099		ooration Reques ONSES DUE 04		State of North Carolina - TEST	29 Jan 2021 1:00:28 AM		\$7,000.00 USD	Awaiting Response from Buyer	
		R1182424 L098	9-			State of North Carolina - TEST	28 Jan 2021 10:32:05 AM		\$10.00 USD	Request Received - Supplier Response Required	

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

Collaboration Status - Collaboration Request View the status of this collaboration request. View all related docume							
Collaboration Request Reference ID: PR11824262-R1099 Collaboration Title: Collaboration Request - RESPONS Request Date: Thu, 28 Jan, 2021 Requester: ADMIN Collaborative Requisition	SES DUE 04/01/2021	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 buying organization.					
Current Documents						Hide De	etails 📰
Name †	Date Submitted	Status	Qty UOM	Price	Total	Actions	
1 Proposal PR11824262-P442	Fri, 29 Jan, 2021	Proposal Sent - Waiti	ng For Response		\$7,000.00000 USD	Respond v	
1. Sample Item			50 each	\$50.00000 USD	\$2,500.00000 USD	Respond	
▼ Line Item Details						Send Message	
Collaborate: Yes			4,500 dollar			Withdraw Proposal	
						Decline Request	_
2. Sample Service				\$1.00000 USD	\$4,500.00000 USD	Revise Proposal	
▼ Line Item Details Collaborate: Yes						View	
Collaborate: Yes						Messages	
						Print	ssage
All Messages						Create	
			No items			Alternative Proposal	
Jarvis Test (jarvistest@test.com) last visited 28 Jan 2021 10:38:15 PM .	Jarvis Property Restoration-TEST	AN01491725820-T				Alternative Proposal	

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

Create Proposal			PR11824262-P444: Collaboration Request - RESPONSES DUE 04/01/2021 Items: 2 Total: \$8,200.00000 USD		Prev	Sub	mit Exi	it		
			Modify the items to reflect your revised offer for this proposal.							
1 Review and Select			Title: Collaboration Request - RESPONSES DUE 04/01/2021							
L Review and Select			Based on: Proposal PR11824262-P442 - Collaboration Request - RESPONSES DUE 04/01/2021 (current)							
2 Complete And Submit	t		Allow Partial Acceptance: 🗸							
Proposal		[2]	My Labels: Apply Label 🗸 🛈							
Description 1	Qty	Amount	▼ Line Items							
REVISED ITEM INFORMATION	50	\$3,500.00000 USD								
Sample Service	4,700	\$4,700.00000 USD	2 Line Items				Show Details	-		
			No. † Type Description	Qty	Unit	Price	Amount			
			1 EF REVISED ITEM INFORMATION			\$70.00000 USD	\$3,500.00000 USD			
			2 IB Sample Service			\$1.00000 USD	\$4,700.00000 USD			
			L→ Actions ✓ Add items							
						Total Estin	nate: \$8,200.00000			
						Jour Lau	Lindate Total			

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