

# NC eProcurement

## Collaborative Requisitioning



Collaborative Requisitioning is the informal quoting and pricing request function within the NC eProcurement system. When purchasing quantities of items over the typical purchasing threshold for normal buying policies, but under the threshold for a formal bidding process, users can use Collaborative Requisitions to obtain quotes for goods and services from multiple vendors at the same time.

Collaborations are started on individual line items on a Purchase Requisition (PR), meaning that on a PR containing multiple line items, you can have both collaborative and non-collaborative items as required. In addition, Collaboration can only be enabled while in Expert View.

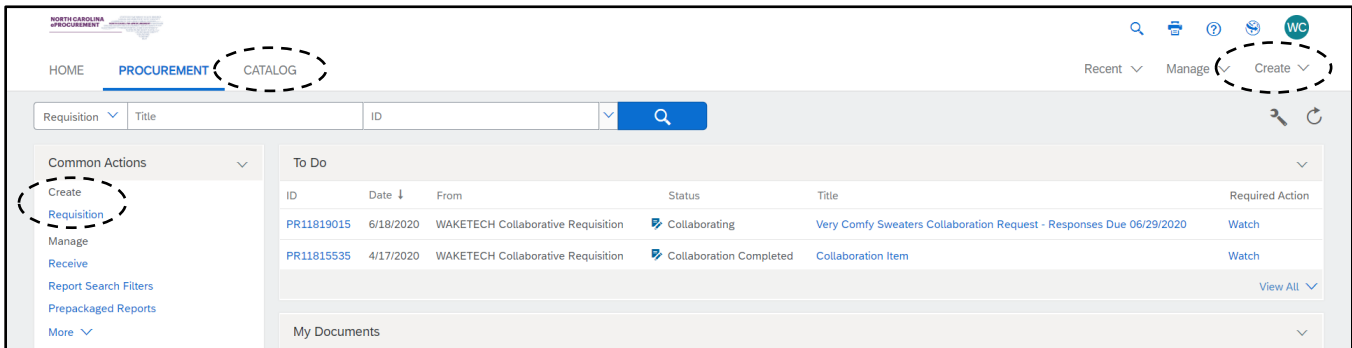
**Note:** The monetary thresholds for informal and formal bidding processes are dictated by your purchasing department. Consult your purchasing director if there are questions about when to use either process.

### I. Entering Item Details

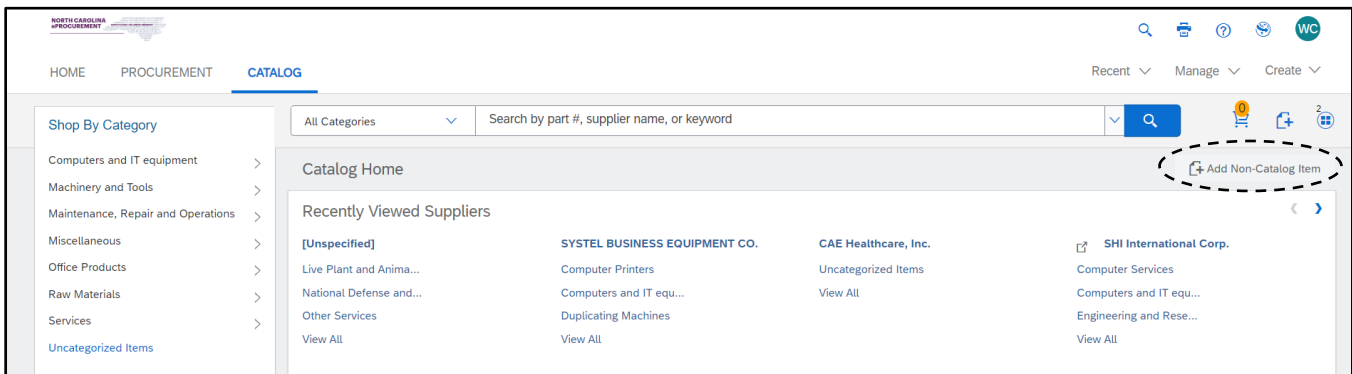
Before starting collaboration with vendors, users will need to create a non-catalog item. To begin the process, users will need both the ability to create Purchase Requisitions (PRs) as well as the correct permissions to Enable Collaboration with vendors.

**Note:** Approvers with the **Edit** capability that would like to enable Collaboration on an already submitted PR, please move to Section 3: Enabling Collaboration as an Approver.

1. In Expert View, navigate to the Catalog by either selecting the tab on the top of the screen, or by using the **'Create'** drop-down menu and selecting **'Requisition.'**



2. In the upper right of the Catalog, select **'Add Non-Catalog Item.'**



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### 3. Fill in all required line item details.

- a. When creating a Collaborative line item, users should leave the **'Price'** field at \$0.
- b. Leave the Supplier field blank. Suppliers will be selected after enabling Collaboration.
- c. Make sure that the 'Description' has all details that a vendor will need in order to give you an accurate quote for the goods or services being requested.

**Note:** For more information on line item creation, please reference the Expert View Purchase Requisitions guide.

The screenshot shows the 'Create Non-Catalog Item' form. Annotations include dashed boxes around the 'Full Description' field (containing 'Sample Collaboration Items'), the 'Price' field (set to '\$0.00000 USD'), and the 'Supplier' dropdown menu (set to '(No Preference)'). The 'Additional Pricing Details' link is also highlighted. The form includes fields for Commodity Code, Quantity, Unit of Measure, Terms of Payment, Contract Type, Blanket Purchase Order, Other Costs, Line Total of Tax and Other Costs, FOB Code, Recycled Content Indicator, and Tax Amount. There are buttons for 'Update Amount', 'Add to Cart', and 'Cancel'. A 'Collaborate With Suppliers' section is visible on the right, with an 'Enable Collaboration' button.

## II. Beginning Collaboration as the Requester

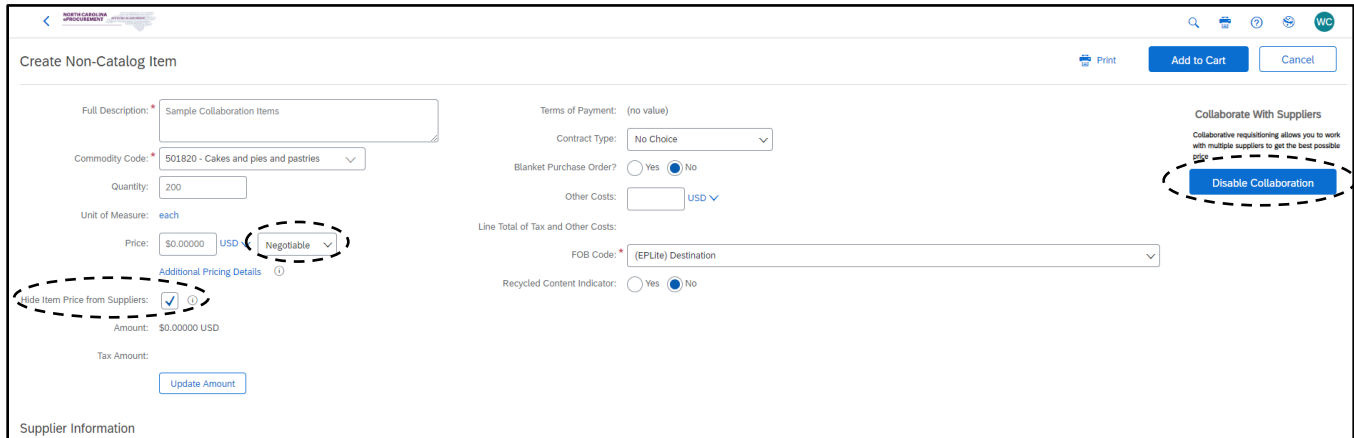
Enabling Collaboration can **only** be done in Expert View. Enablement can be started on a new Purchase Requisition (PR), or on a Submitted PR that falls under the purchasing policy requirements to solicit quotes from vendors.

- 1. On a newly created Non-Catalog Item, click the blue **'Enable Collaboration'** button on the right side of the screen to start the Collaboration process.

This screenshot is identical to the previous one, but with a dashed box highlighting the 'Enable Collaboration' button in the 'Collaborate With Suppliers' section on the right side of the form.

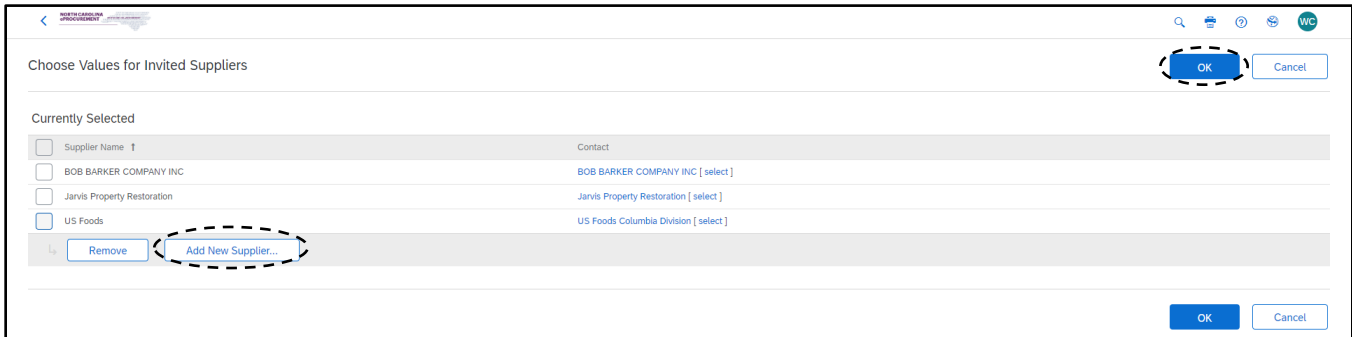
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2. Once selected, the button will change to read **'Disable Collaboration,'** letting you know the Collaboration process has begun.
  - a. Next to the **'Price'** field, a drop-down menu will appear. Leave this option on the default value **'Negotiable.'**
  - b. Another new field, **'Hide Item Price from Suppliers,'** is located below Price. Check the box on this field to mask the item's unit price from vendors while they are participating in Collaboration.



3. To invite Suppliers to Collaborate, click the revealed **'Change'** button in the Supplier Information section.
4. On the next page, click **'Add New Supplier...'** to open the list of currently active NC eProcurement vendors in the system.
  - a. To search, type the full or partial company name for a vendor listed in the electronic Vendor Portal (eVP). Any misspellings in the search will bring back incorrect or no results at all.
    - i. To search for vendors using more company registration information, please see Section IV: Using eVP to Find Vendors. Some information, such as vendors with HUB status information, can also be found in the Supplier Search before enabling Collaboration.
  - b. Choose a vendor to request Collaboration with by clicking the **'Select'** button to the right, or click **'Done'** to close the pop-up.
  - c. Add suppliers using the **'Add New Supplier...'** button until purchasing requirements are met and click **'OK'** to go back to the line item page.

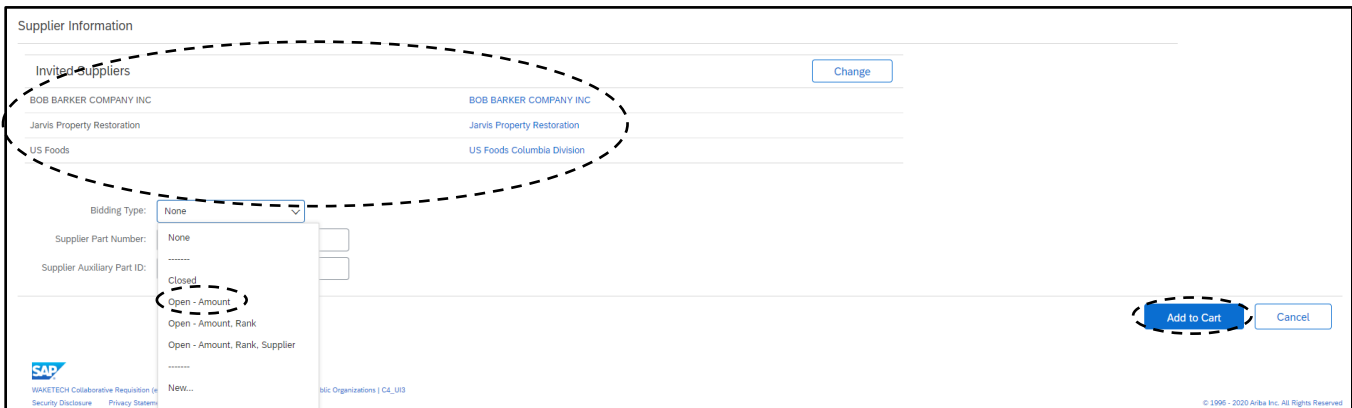
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5. Confirm that the selected suppliers now appear under the Supplier Information section.
6. Under the Supplier Information section, set the **'Bidding Type'** drop-down to **'Open – Amount'** to enable vendors to see the leading bid.

**Note:** Do not create a **'New'** bidding type as that may cause system issues.

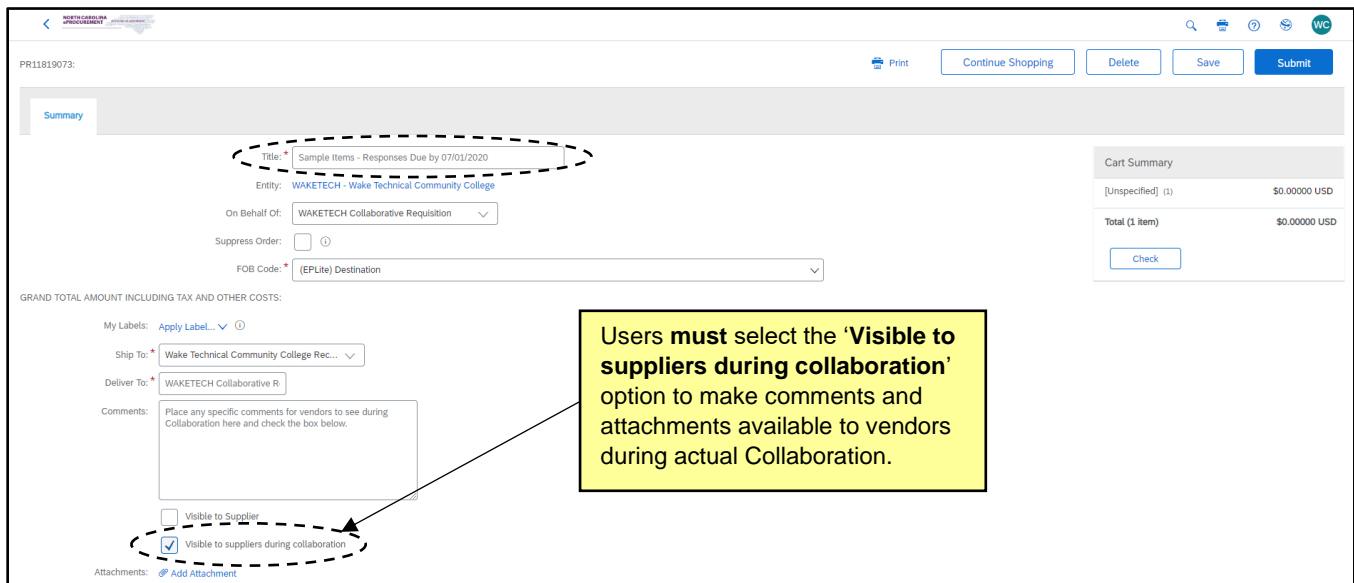
7. When the line is ready to be submitted, click **'Add to Cart.'**



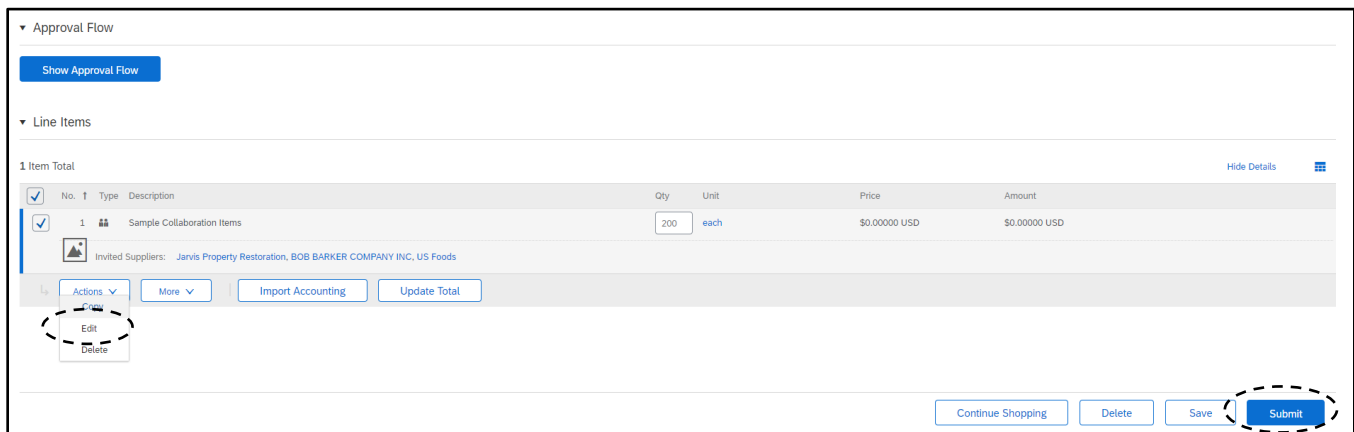
8. Click **'Proceed to Checkout'** to go to the PR Summary page.

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9. When titling the PR, make sure to put a Response Due Date in the title, e.g. “Sample Items – **Responses Due By 07/01/2020**” to inform the vendor when quotes are due for submission. There is no Due Date field in Collaborative Requisitioning.
  - a. Selecting the ‘**Visible to supplier**’ option will send comments and attachments to vendors after the PR is fully approved, **after Collaboration is completed**.
  - b. To make comments and attachments available to vendors **during Collaboration**, check the ‘**Visible to supplier during collaboration**’ box.



10. Navigate down to the line item on the Summary page, check the box next to the line item going into Collaboration, and use the ‘**Actions**’ drop-down to Edit the line and add accounting information, then click ‘**Ok**’ to go back to the PR Summary screen.
11. Once all required fields are filled out, press ‘**Submit.**’ Depending on the approval flow for your entity, the order will either move into Submitted or Collaborating status.



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**Note:** Orders that do not move into Collaborating status after clicking ‘Submit’ may need additional approval before being sent out for Collaboration. Check the Approval Flow to see how many approvals are required before the PR reaches Collaboration status.

## III. Enabling Collaboration as an Approver

As an Approver, enabling Collaboration can only be done in Expert View. Approvers will need both the ability to edit submitted Purchase Requisitions (PRs) as well as begin Collaboration on a submitted line item. Not all users will have both or either capabilities.

For further information on approving and editing line items, please see ‘Approving a Requisition.’

1. In Expert View, select the PR either the ‘ID,’ ‘Title,’ or ‘Approve’ link, then click the ‘Edit’ button.
2. Scroll down to the line items on the Summary page, check the box next to the line that needs Collaboration with vendors, and use the ‘Actions’ drop-down to select ‘Edit Details.’
3. In the upper right of the line item details page, select the ‘Yes’ radio button next to the ‘Collaborate with supplier(s) for this item’ field.

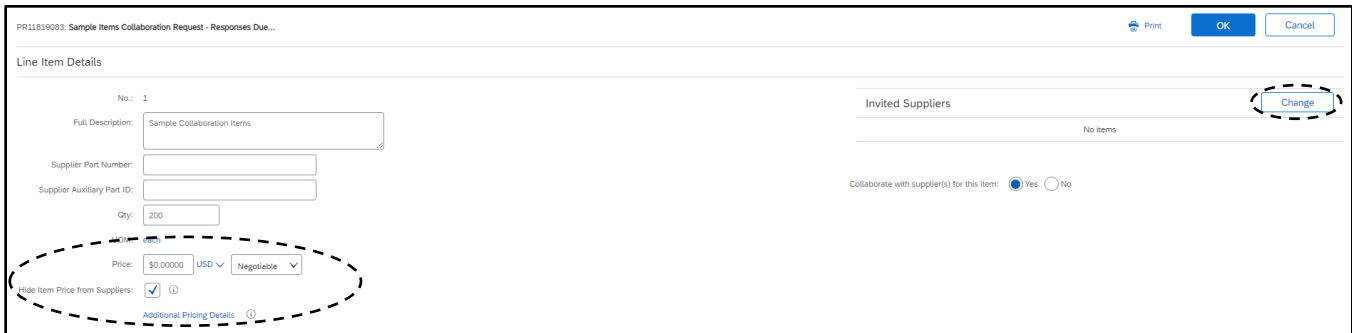


4. Once selected, several fields will be added to the line item details, and the Invited Suppliers section will appear on the right.
  - a. Set the ‘Price’ field to \$0.

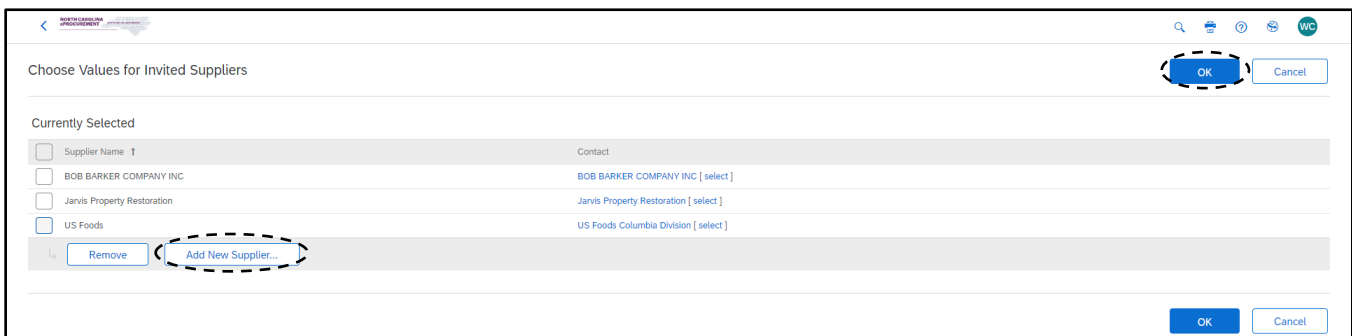
# NC eProcurement Collaborative Requisitioning



- b. Next to the **'Price'** field, a drop-down menu will appear. Leave this option on the default value **'Negotiable.'**
  - c. Another new field, **'Hide Item Price from Suppliers,'** is located below Price. Check the box on this field to mask the item's unit price from vendors while they are participating in Collaboration.
5. To invite Suppliers to Collaborate, click the revealed **'Change'** button in the Supplier Information section.



6. On the next page, click **'Add New Supplier...'** to open the list of currently active NC eProcurement vendors in the system.
- a. To search, type the full or partial company name for a vendor listed in the electronic Vendor Portal (eVP). Any misspellings in the search will bring back incorrect or no results at all.
    - i. To search for vendors using more company registration information, please see Section IV: Using eVP to Find Vendors. Some information, such as vendors with HUB status information, can also be found in the Supplier Search before enabling Collaboration.
  - b. Choose a vendor to request Collaboration with by clicking the **'Select'** button to the right or click **'Done'** to close the pop-up.
  - c. Add suppliers using the **'Add New Supplier...'** button until purchasing requirements are met and click **'OK'** to go back to the line item page.



7. Confirm that the selected suppliers now appear under the Supplier Information section.

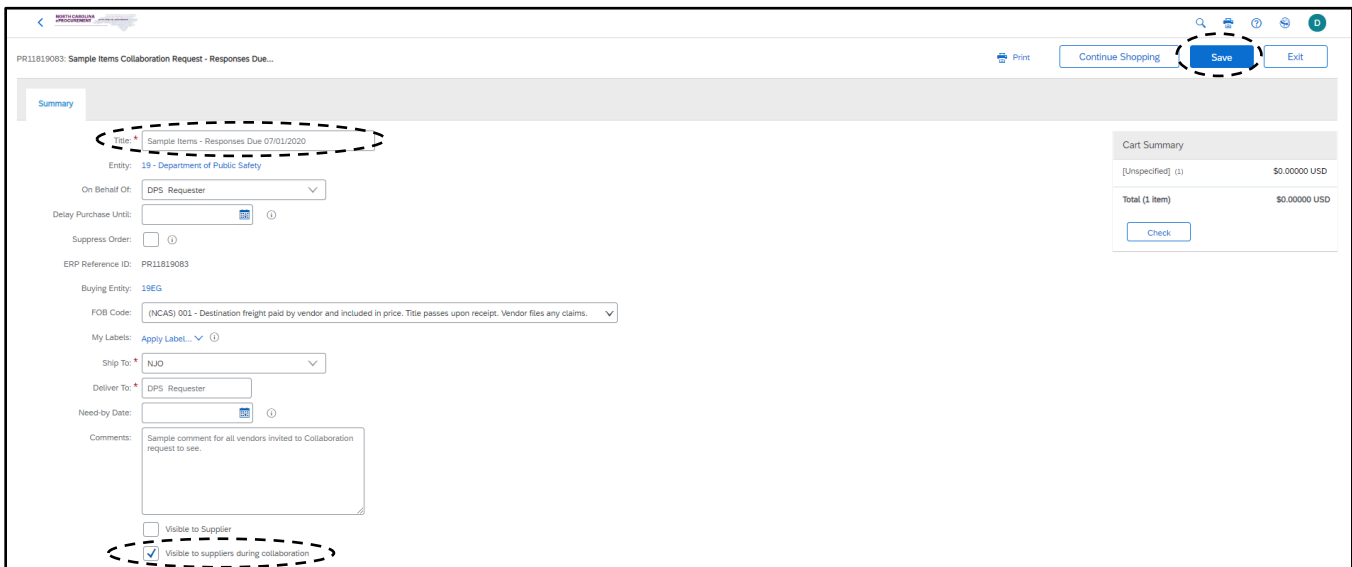
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8. Under the Supplier Information section, set the **'Bidding Type'** drop-down to 'Open – Amount' to enable vendors to see the winning quote once Collaboration is completed.
9. When finished with editing the line item details, click **'OK'** to return to the PR Summary page.

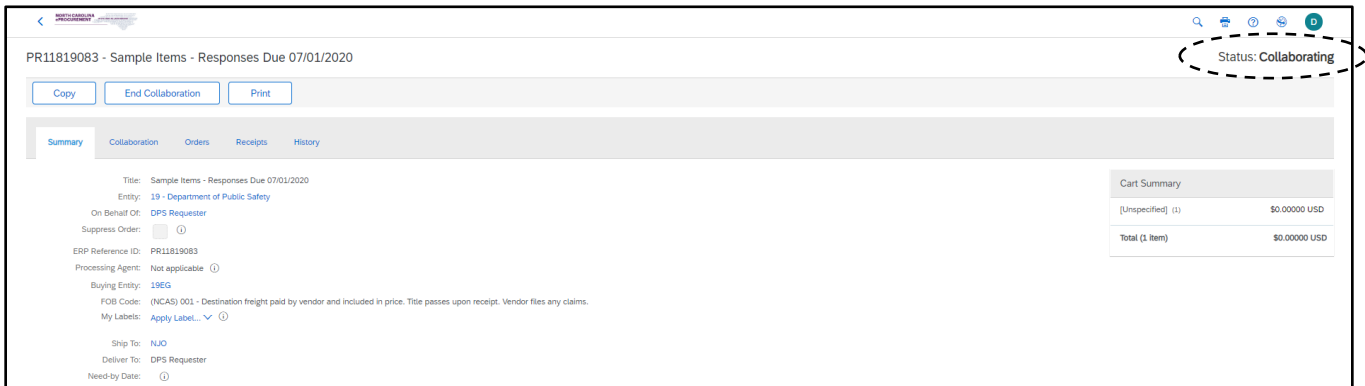


10. Make sure to adjust the title to include a Response Due Date in the title, e.g. **“Sample Items – Responses Due By 07/01/2020”** to inform the vendor when quotes are due for submission. There is no Due Date field in Collaborative Requisitioning.
  - a. Selecting the **'Visible to supplier'** option will send comments and attachments to vendors after the PR is fully approved, **after Collaboration is completed.**
  - b. To make comments and attachments available to vendors **during Collaboration**, check the **'Visible to supplier during collaboration'** box.
11. Once all required fields are updated to include the new Collaboration details, press **'Save.'** Depending on the approval flow for your entity, the order will either move into Submitted or Collaborating status.





12. To view the updated PR, use the 'Recently Viewed' portlet on the Procurement tab.

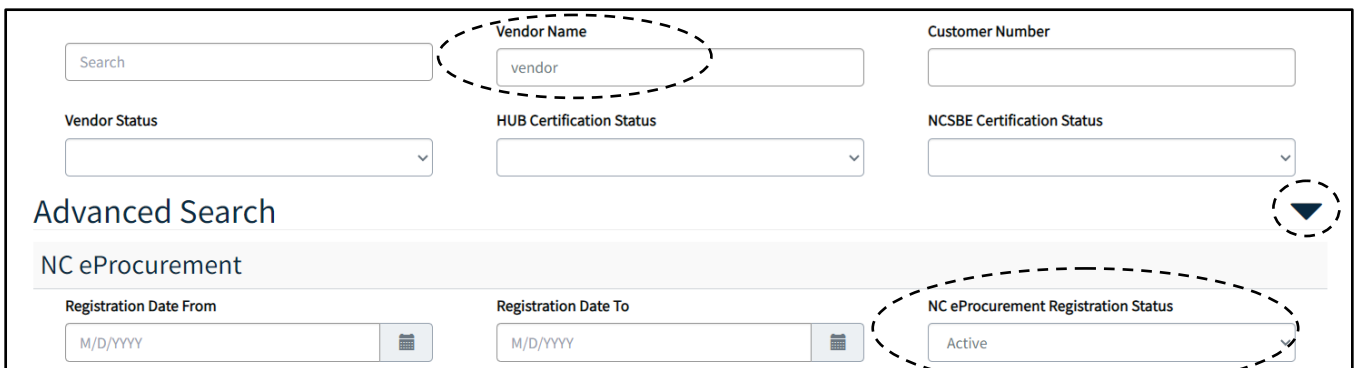


**Note:** Orders that do not move into Collaborating status after clicking 'Submit' may need additional approvals before being sent out for Collaboration. Check the Approval Flow to see how many approvals are required before the PR reaches the Collaboration step.

## IV. Using eVP to Find Vendors

Before creating a Collaborative Requisition, users may need to find active eProcurement vendors that provide the goods and/or services being requested. The electronic Vendor Portal (eVP) Public Vendor Search is a convenient way to find and filter active vendors in the system capable of receiving Collaboration requests.

1. Navigate to the [electronic Vendor Portal \(eVP\)](#) and click either the 'Browse Vendors' button or the 'Vendors' link at the top of the screen. Users can also use the 'eVP Public View' tile link on the [eProcurement website](#) to navigate to eVP.
2. If the vendor's business name is known, populate the 'Vendor Name' search field.
3. Click the 'Advanced Search' triangle to display additional search filters and select 'Active' in the 'NC eProcurement Registration Status' drop-down within the 'NC eProcurement' section to return only vendors who are currently active and able to accept purchase orders.



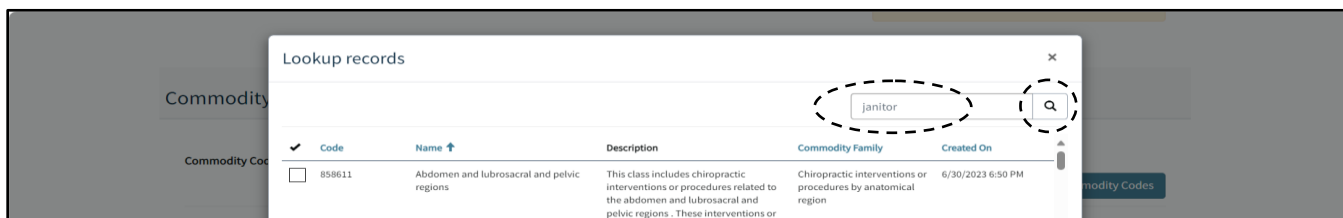
4. Scroll to the bottom of the screen and click the 'Search' button to initiate the search.

5. Click on the blue vendor name in the 'Name' column of the desired vendor to see more information.

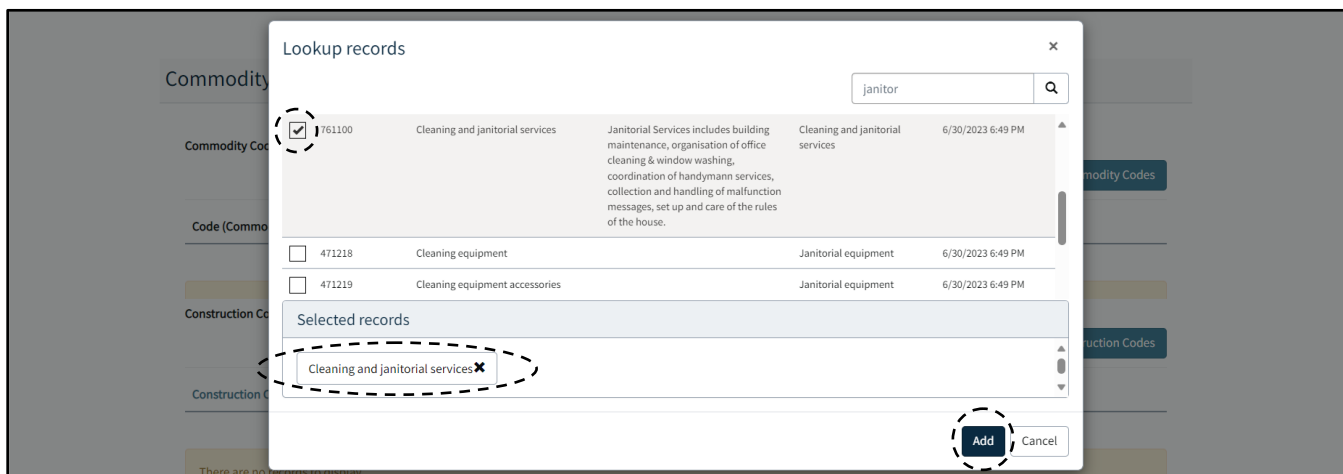
| Name            | Main Contact Name | Main Contact Email   | Main Contact Phone | Main Location Address  | NC eProcurement | HUB | NCSBE | Small Business | DBE   | NPWC  |
|-----------------|-------------------|----------------------|--------------------|--|-----------------|-----|-------|----------------|-------|-------|
| NC Basic Vendor | Johnny Vendor     | ██████████@yahoo.com | 9194234444         | 123 Main St., Raleigh, North Carolina, Wake, United States, 27604    | Active          |     |       | true           | false | false |
| NC Test Vendor  | Jane Vendor       | ██████████@gmail.com |                    | 123 Main Street, Raleigh, North Carolina, Wake, United States, 27604 | Active          |     |       | false          | false | false |

6. Vendors who have indicated they provide certain types of goods or services can be searched for based on related commodity codes.

- Back on the main search page, scroll down the screen to the 'Commodity & Construction Codes' section and click the 'Add Commodity Codes' button.
- On the subsequent 'Lookup records' popup, use the search bar to find commodity codes by number or description. Click the magnifying glass to initiate the search.



c. Check the box next to any codes of interest to add them to the search and click 'Add'.



7. Once all relevant commodity codes have been selected, a search can be executed by selecting the 'Search' button at the bottom of the page.

8. Additional search filters can be used to search by specific criteria in order to find more focused results.
  - a. Selecting **'Certified'** in the **'HUB Certification Status'** drop-down at the top of the page will limit results to vendors who are currently Certified as a Historically Underutilized Business (HUB).

### Vendor Search

To locate a vendor registered in eVP, please use the search filters below. The main search will search across multiple fields in the system, including the vendor's Secretary of State ID and UEL. Targeted search fields are also available to provide a more refined search result set. If additional filters are required, please expand the Advanced Search section.

|  |  |   |
|--|--|---|
| <input type="text" value="Search"/>        | <input type="text" value="Vendor Name"/>   | <input type="text" value="Customer Number"/>            |
| <input type="text" value="Vendor Status"/> | <input style="background-color: #e0f0ff; border: 1px solid #add8e6; border-radius: 10px; padding: 2px; display: inline-block; width: 100%;" type="text" value="HUB Certification Status"/> | <input type="text" value="NCSBE Certification Status"/> |

- b. Further down the page in the **'Contact and Location'** section, there are six filters that can help target specific vendors by contact or geographical location.
  - i. If vendor contact information is known, the **'Contact Last Name'** or **'Contact Email'** can be entered to return the associated vendor account.
  - ii. Selecting a specific County from the **'County'** section by clicking the **'Add'** button will return only vendors who have entered an address located in that county. Multiple counties can be selected for the same search. The **'Location City'** filter is a free-text field into which even more specific localized information can be entered.

**Note:** Filtering by County only works for North Carolina based vendors.

### Contact and Location

|  |   |   |
|--|---|---|
| <input type="text" value="Contact Last Name"/> | <input type="text" value="Contact First Name"/> | <input type="text" value="Contact Email"/>  |
| <input type="text" value="Location Name"/>     | <input type="text" value="Location City"/>      | <input type="text" value="County"/> <div style="text-align: right; margin-top: 5px;"> <input type="button" value="Add"/> </div> |

Name ↑

Durham

Wake

9. Use a combination of fields to find vendors to begin Collaboration with.
  - a. Using fewer fields may result in more vendors, but less accurate results.
  - b. Users should contact vendors to confirm that they offer the requested goods/services before sending a Collaboration request.

**Note:** All vendors registered to receive purchase orders can be selected for Collaboration requests, but in order to respond to the request they will need to register for an Ariba Network supplier account. Vendors with questions on the Ariba Network account creation process should contact the vendor Help Desk.

### V. Handling Substitute Items

Vendors may not provide, or have available in their inventory, the goods/services being requested. In this event, vendors may offer the requester an equivalent substitute instead.

1. If a vendor would like to offer a substitute item, they may edit the line item details, part number, and quantity in addition to offering a price without informing the buyer beforehand.
  - a. When reviewing Collaboration responses, covered in Section VII: Finishing Collaboration, be sure that all details match up to the original Collaboration request.
  - b. All changes to the line(s), including adding or removing details, can be found on the Changes tab on the vendor proposal page.

Proposal PR11819073-P339 - Sample Items - Responses Due by 07/01/2020 Status: Submitted

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. Review your request and take the desired action(s).

[Summary](#)
[Changes](#)
[History](#)
[Previous Documents](#)

Changes from PR11819073-R883: Sample Items - Responses Due by 07/01/2020

| Field                | Action   |
|----------------------|--|
| Line Item 1          |  |
| Description          |  |
| Price                | changed from \$0.000000 USD to \$29.000000 USD |
| Supplier Part Number | changed from (no value) to 12345               |

2. Vendors may also submit a substitute item as a completely new line item instead of proposing a price for the initial Collaboration request, appearing on the Collaboration tab as a new line.

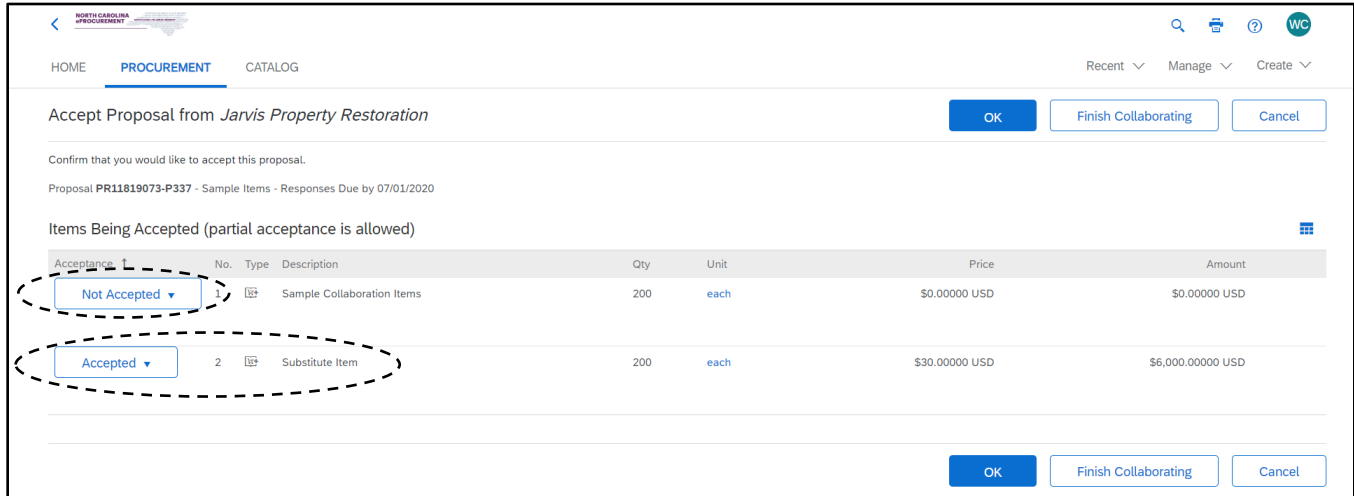
[Summary](#)
[Collaboration](#)
[Orders](#)
[Receipts](#)
[History](#)

View by:  Supplier  Line Item

Proposals Hide Details

| Name   | Contact                     | Status                              | Qty | UOM  | Price           | Total              |
|--|-----------------------------|-------------------------------------|-----|------|-----------------|--------------------|
| Jarvis Property Restoration<br>1. Sample Collaboration Items<br>Line Item Details<br>Item Bidding Info<br>2. Substitute Item | Jarvis Property Restoration | Proposal Received - Please Respond  | 200 | each | \$0.000000 USD  | \$0.000000 USD     |
| US Foods<br>1. Sample Collaboration Items<br>Line Item Details<br>Item Bidding Info  | US Foods Columbia Division  | Request Sent - Waiting For Response | 200 | each | \$30.000000 USD | \$6,000.000000 USD |

- To accept the proposed substitute, choose to **'Accept Proposal'** when finishing Collaboration with the vendor, and use the Acceptance drop-down menu to Accept the line(s) and finish Collaborating. See Section VII: Finishing Collaboration for more information on ending the Collaboration process.



Buyers should check their purchasing policy guidelines or contact their purchasing leadership for guidance on whether to accept the substitute item(s).

## VI. Communicating with Vendors During Collaboration

Users can communicate with vendors both via the **'Send Message'** Collaboration tool and **'Comments'** section on the Purchase Requisition (PR) Summary page during Collaboration.

Users can also contact the vendor directly using information found in the electronic Vendor Portal or given by the vendor themselves during Collaboration.

- For comments that should be seen by all vendors selected for Collaboration, users can use the Comments section on the PR Summary page.
  - Either before or during active Collaboration, navigate to the Summary page.
  - To add a new comment to the PR, click the **'Add Comment'** button or link.
  - After writing any pertinent information for the supplier, check the **'Visible to suppliers during collaboration'** box and click **'OK'**
  - Vendors will see any designated comments on the same screen as the line item details in their Ariba Network account.

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2. Users may also want to exchange messages with individual vendors using the 'Send Message' tool once Collaboration has begun.

d. Select the 'ID,' 'Title,' or 'Required Action' of a PR currently in 'Collaborating' status in the To Do portlet to be brought to the Collaborating tab.

3. Click the 'Request Sent' link for the chosen vendor under the Status column.

| Name                        | Contact                     | Status                              | Qty | UOM  | Price         | Total         |
|-----------------------------|-----------------------------|-------------------------------------|-----|------|---------------|---------------|
| Jarvis Property Restoration | Jarvis Property Restoration | Request Sent - Waiting For Response | 200 | each | \$0.00000 USD | \$0.00000 USD |

4. Use the 'Actions' drop-down in the upper right and select 'Send Message,' or use the 'New Message' button on the lower right.

# NC eProcurement Collaborative Requisitioning

STATE DEPARTMENT STATE BRANCH  
 LOCAL GOVERNMENT CITY COUNTY  
 COMMUNITY COLLEGE PUBLIC SCHOOL  
**NORTH CAROLINA ePROCUREMENT** PURCHASE  
 ONLINE SHOPPING STATEWIDE TERM CONTRACTS  
 ELECTRONIC VENDOR PORTAL HUB CERTIFIED V  
 QUOTE PUNCHOUT CATALOG  
 PURCHASE ORDER  
 SOURCING  
 BIDDING  
 BUY

5. Compose the message and add any reference attachments, then click **'Send.'**

**Compose Message** [Send](#) [Cancel](#)

Create a new message that will be posted on the message board.

Subject:

Visible to Supplier:  Yes  No

Message:

Attachments: [Add](#)

History

No Items

[Send](#) [Cancel](#)

6. Messages sent by both the buyer and vendor will appear in the **'Messages Referring To This Document'** section on the vendor's Collaboration details page.

Line Items

1 Line Item [Hide Details](#)

| No. | Type | Description                | Qty | Unit | Price         | Amount        |
|-----|------|----------------------------|-----|------|---------------|---------------|
| 1   |      | Sample Collaboration Items | 200 | each | \$0.00000 USD | \$0.00000 USD |

Supplier: [Jarvis Property Restoration](#) [Detail](#)

**Messages Referring To This Document** ( All Messages ) [New Message](#)

Subject: [Sample Item Question](#)  
 From: [Jarvis Test \(6/19/2020 6:35 PM\)](#)  
 Vendor response to the first question with more details.

Subject: [Sample Item Question](#)  
 From: [WAKETECH Collaborative Requisition \(6/19/2020 6:34 PM\)](#)  
 Sample message to communicate with the individual vendor.

Attachments - Entire Collaboration Request

[Add Attachment](#)

## VII. Finishing Collaboration

Users may end Collaboration at any time, either because the Collaboration is no longer needed or to accept a vendor’s submitted pricing proposal. Users can perform either action from the Collaboration tab on the Purchase Requisition (PR) currently in Collaborating status.

1. Select the ‘ID,’ ‘Title,’ or ‘Required Action’ of a PR currently in ‘Collaborating’ status in the To Do portlet to be brought to the Collaboration tab.
  - a. The Collaboration tab shows the overview and status of the Collaboration requests.
  - b. This tab shows all vendors added to the Collaboration request(s), if they have provided a quote, and the ‘Price Per Unit’ and ‘Total’ for all vendors that have responded.
  - c. Proposed pricing can be quickly compared on this page to determine the vendor to choose.

PR11819073 - Sample Items - Responses Due by 07/01/2020 Status: Collaborating

Buttons: End Collaboration, Copy, Print

Summary | **Collaboration** | Orders | Receipts | History

View by:  Supplier  Line Item

Proposals Hide Details

| Name ↓   | Contact                    | Status                              | Qty | UOM  | Price          | Total             |
|--|----------------------------|-------------------------------------|-----|------|----------------|-------------------|
| ▼ <b>BOB BARKER COMPANY INC</b> ▼<br>1. Sample Collaboration Items<br>▼ Line Item Details<br>Collaborate: Yes<br>▼ Item Bidding Info<br>Lowest Amount: \$0.00000 USD<br>Price: \$0.00000 USD | BOB BARKER COMPANY INC     | Proposal Received - Please Respond  | 200 | each | \$28.00000 USD | \$5,600.00000 USD |
| ▼ <b>US Foods</b> ▼<br>1. Sample Collaboration Items<br>▼ Line Item Details<br>Collaborate: Yes<br>▼ Item Bidding Info<br>Lowest Amount: \$0.00000 USD<br>Price: \$0.00000 USD               | US Foods Columbia Division | Request Sent - Waiting For Response | 200 | each | \$0.00000 USD  | \$0.00000 USD     |

2. To end a Collaboration request before selecting a vendor, select the ‘End Collaboration’ button in the upper left.
  - a. The next page shows the Acceptance Status of all collaboration line items on the PR, including any new lines for vendor suggested substitutions. See Section V: Handling Substitutions for more information on substitute items.
  - b. Clicking ‘Submit’ will delete line items with no accepted vendor proposals. This will end any Collaboration for all line items on the PR.



- c. Click the **'Continue Collaborating'** button to go back to the Collaboration tab and continue evaluating vendor responses.

Requestion PR11819073: Sample Items - Responses Due by 07/01/2020

0 of 2 Items Completed

Collaborative Line Items

| Description                | Acceptance Status   |
|----------------------------|---|
| Sample Collaboration Items | No Proposal has been accepted for this item.  |
| Substitute Item            | No Proposal has been accepted for this item.<br>(This item was added to Proposal PR11819073-P337 during collaboration.) |

- 3. When a vendor has responded to the Collaboration, the status will update to **'Proposal Received – Please Respond'** on the Collaboration tab. Click on the status link to go to the proposal details.
  - a. The Changes tab shows all changes to the Collaboration line item that the vendor made when sending in their request.
  - b. The History tab will show when the vendor sent their proposal to the buyer.
  - c. All Messages and Attachments exchanged with the chosen vendor can be found below the line item details for reference before finishing Collaboration.

Proposal PR11819073-P338 - Sample Items - Responses Due by 07/01/2020

Status: Submitted

Summary | **Changes** | History | Previous Documents

Supplier: BOB BARKER COMPANY INC

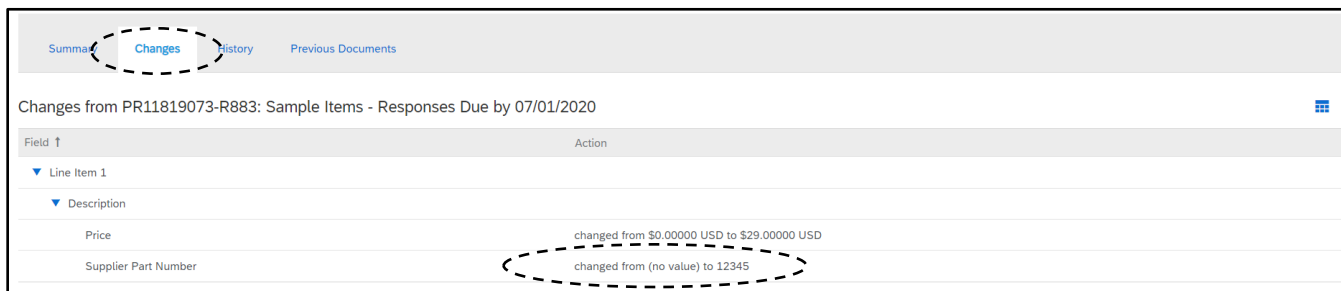
My Labels: Apply Label...

Line Items

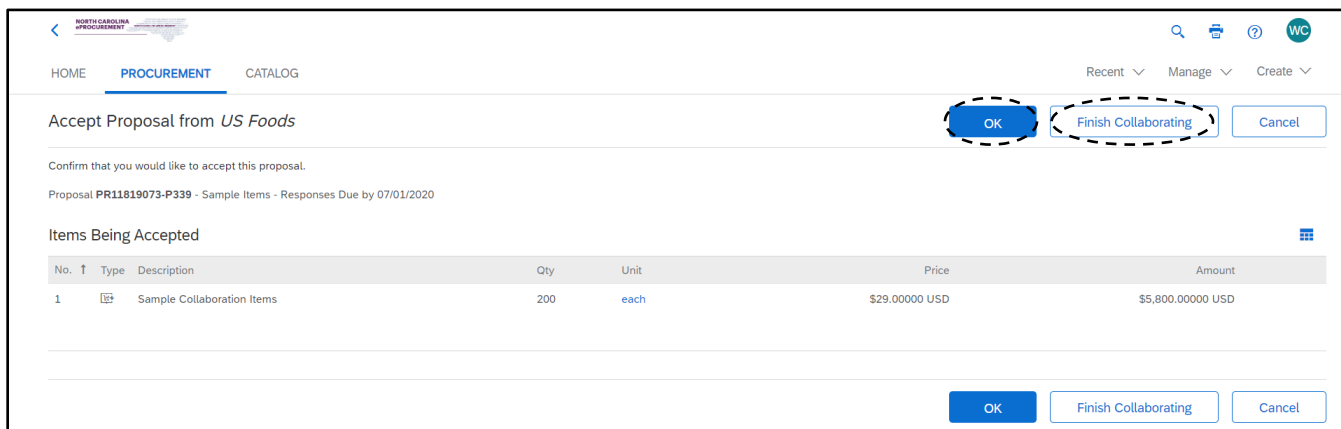
| No. | Type | Description                | Qty | Unit | Price          | Amount            |
|-----|------|----------------------------|-----|------|----------------|-------------------|
| 1   |      | Sample Collaboration Items | 200 | each | \$28.00000 USD | \$5,600.00000 USD |

Messages Referring To This Document

4. Use the Changes tab to inspect the line item response details. Check to see if the Full Description, Quantity, Part Number, etc. have been altered by the vendor.
  - a. If any details have been altered without prior notice, contact the vendor to see why the changes were made and work with your purchasing department to see if the substituted item details can be accepted, if needed.



5. Click **'Accept Proposal'** at the top of the page of the best vendor proposal.
6. Select the **'OK'** button to accept the vendor proposal for Collaboration for just the chosen line and continue Collaboration on other lines.
  - a. The **'Finish Collaborating'** button is for ending Collaboration immediately after accepting this vendor proposal.



7. After accepting proposals for all line items as needed, select the **'End Collaboration'** button on the Collaboration tab.

**Note:** After accepting a vendor response for a Collaboration request, the status of other vendor responses will not be altered by the system until Collaboration ends.

# NC eProcurement Collaborative Requisitioning



PR11819073 - Sample Items - Responses Due by 07/01/2020 Status: Collaborating

End Collaboration Copy Print

Summary **Collaboration** Orders Receipts History

View by:  Supplier  Line Item

Proposals Hide Details

| Name                          | Contact                    | Status ↑                           | Qty | UOM  | Price          | Total             |
|-------------------------------|----------------------------|------------------------------------|-----|------|----------------|-------------------|
| ✓ BOB BARKER COMPANY INC      | BOB BARKER COMPANY INC     | Accepted                           | 200 | each | \$28.00000 USD | \$5,600.00000 USD |
| 1. Sample Collaboration Items |                            |                                    |     |      |                |                   |
| Line Item Details             |                            |                                    |     |      |                |                   |
| Collaborate: Yes              |                            |                                    |     |      |                |                   |
| Item Bidding Info             |                            |                                    |     |      |                |                   |
| Lowest Amount: \$0.00000 USD  |                            |                                    |     |      |                |                   |
| Price: \$0.00000 USD          |                            |                                    |     |      |                |                   |
| US Foods                      | US Foods Columbia Division | Proposal Received - Please Respond | 200 | each | \$29.00000 USD | \$5,800.00000 USD |
| 1. Sample Collaboration Items |                            |                                    |     |      |                |                   |
| Line Item Details             |                            |                                    |     |      |                |                   |

8. Click **'Submit'** to end Collaboration for the line item(s) and merge the quoted price for the goods or services onto the PR.
  - a. Any lines without accepted vendor proposals, including substitutes, will be deleted from the PR.
  - b. Click the **'Continue Collaborating'** button to go back to the Collaboration tab and continue evaluating vendor responses.
  
9. Once the user clicks **'Submit'** to accept the vendor proposal(s), the PR Collaboration line items will be populated with the vendor chosen and the proposed pricing.

HOME **PROCUREMENT** CATALOG Recent Manage Create

Requisition PR11819073: Sample Items - Responses Due by 07/01/2020 Submit Continue Collaborating

1 of 2 Items Completed Requisition PR11819073

This is the current acceptance status of the collaborative line items on the requisition. These line items will be updated, added, or deleted based on their acceptance status.

Collaborative Line Items

| Description                | Acceptance Status   |
|----------------------------|---|
| Substitute Item            | No Proposal has been accepted for this item.<br>(This item was added to Proposal PR11819073-P337 during collaboration.) |
| Sample Collaboration Items | Proposal PR11819073-P338 from BOB BARKER COMPANY INC has been accepted for this item.                                   |

Don't ask me again (reset in preferences)

The 'Sample Collaboration Item' will be imported with the requested vendor price and information. The 'Substitute Item' will be deleted as the proposal was not accepted.

# NC eProcurement Collaborative Requisitioning

10. As Collaboration is finished, the status will move to **‘Collaboration Completed’** and the PR is sent to the Approval Flow. Check the Approval Flow on the PR Summary page for further information on the required approvals for the newly submitted PR.

**Note:** Depending on the Approving rules set up by the requester’s entity, the PR may need to be approved by additional groups, sent to the vendor directly for order fulfillment, or be sent the user’s financial system. For questions about the approval flow rules set up for your entity, please contact your Security Administrator.

Approval Flow

Submitted → Watcher (NC Collaboration Team, WAKETECH Collaborative Requisition) → Active (Toni Hales) → Pending (WAKETECH No Supervisor) → Pending (VP Financial & Business Services) → WAKETECH Se

Line Items

| No. | Type | Description                | Qty | Unit | Price          | Amount            |        |
|-----|------|----------------------------|-----|------|----------------|-------------------|--------|
| 1   |      | Sample Collaboration Items | 200 | each | \$28.00000 USD | \$5,600.00000 USD | Detail |

Supplier: BOB BARKER COMPANY INC

Total Ordered Excluding Tax and Other Costs: \$5,600.00000 USD