NC eProcurement

Review Tasks

After a **Project Owner** submits a document for review, the designated users, or reviewers, receive notification for a task to complete. The **Review Task** allows reviewers to edit and comment on contract documents following their creation by the **Project Owner**.

I. Review Task Notifications

- 1. When a user is designated to review a document within NC eProcurement Contracts, they receive notifications about the **Review Task** via email and/or a dashboard notification.
- 2. The email notification contains a link that will take the user directly to the Task within the system.

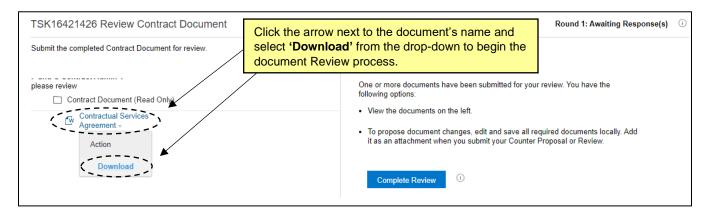
CW7734 - Janitorial Services: Please Review requires action.							
Ariba Administrator <no-reply@ansmtp.ariba.com></no-reply@ansmtp.ariba.com>							
CW7734 - Janitorial Services: Please Review requires action.							
The following task can be started: Please Review To access the document							
Task description: Please Review for Review, follow the link in the email notification.							
You are being sent this email because a To Do task has been assigned to you or you are the owner of a review, approval, or negotiation task that has been submitted.							
This email originated from the Ariba system used by NC E-Procurement - TEST and was originally sent to:							
System Reference: <u>Click Here</u> to access the system.							

- 3. If reviewers are members of the workspace team, they will also receive a **Dashboard Notification** allowing them to view just the **Task** or the entire project. To access the **Review Task** from the **Dashboard**, navigate to the **'Contracts'** tab and select the **Review Task** from the **'To Do'** portlet.
- 4. The reviewer can also find the **Task** by selecting **'My Tasks'** from the **'Common Actions'** portlet and choosing the **Review Task** from the subsequent list.

HOME SOURCING CONTRA	CTS SU	PPLIERS				Recent -	Manage 🗸	(Create 🗸
Contract Workspace (Procurement) V	Search using Ti	itle, ID, or any oth	er term		-	V	Q		२०
Common Actions V	To Do			~	My Docu	To access the document for Review, select the Review			
Create	Date †	Status	Title		Title	Task from the			et. ^{us}
Contract Workspace (Procurement) Contract Request (Procurement)	2/12/2020	V 🗸 Reviewed	Review Contract Document (Snow Plow Attachments)		SITP C			1/29/2020	
Analytical Report	2/12/2020	Approved	Approval for Solicitation Document.docx (Snow Plow Attachments)	×	🖉 Test IT (Contract		1/29/2020	Draft
Compound Report	2/13/2020) 🗊 In Review	Review for Contractual Services Agreement.docx (Snow Plow Attachment	s)	Software	e Subscription Ardent /	ABM	1/23/2020	Published
		View		All 🔻	🖉 Janitoria	I Services - Murrco - JMS		1/23/2020	Published
Manage Prepackaged Reports	Folder	To access all Tasks , select ' My Tasks' from the 'Common		Т	I Janitoria	I Services - Capital Janitor	rial - JMS	1/23/2020	Published
My Tasks	- Folder				Snow Pl	ow Attachments		1/23/2020	Draft
Administration More •		Actions'	Actions' portlet.		Persona	I Workspace		1/22/2020	Draft
				-					View All 🔻

II. Reviewing a Document

1. After opening the **Task**, the reviewer can download the document to review and edit if necessary by clicking the arrow to the right of the document and selecting **'Download'** from the drop-down menu.



- 2. Open the downloaded document in **MS Word**.
- 3. The reviewer will see the contents of the document submitted to them by the Project Owner and should make any changes necessary. By default, the 'Track Changes' setting within MS Word will be engaged on the document, so deleted content will appear in strikethrough red text, while added content will appear in underlined red text. For more information on editing a document in MS Word, please see the 'Editing a Document' job aid.

e Ho	ome Insert	Design	Layout	References	Mailings	Revie	w View	Help	♀ Search		🖻 Share
te	Times New Roman B I U → ab A → ∠ → A → Font	$\mathbf{x}_{2} \mathbf{x}^{2} A_{\varphi}$ Aar A^		- <u> </u> = - ', = - = = = = ‡≡ - ⊞ - 2↓ ¶ Paragraph	- Ser	sitivity			i. AaBbC NC_Claus	▲ Editing ►	Dictate * Voice
Not set		Ur	restricted	Confic	lential 👻	Highly (Confidential 👻	Restr	icted 👻		
	As content is deleted, it will be replaced with strikethrough red text, while newly added content is displayed in underlined red text. CONTRACTUAL SERVICES AGREEMENT										
SOLICITATION/CONTRACT TITLE/SERVICES CONTRACT											
Between											
STATE OF NORTH CAROLINA DEPARTMENT OF <u>ADMINISTRATION</u> (AGENCY TITLE) Division of <u>Purchase and Contract</u> (Subdivision Title) and											
	VENDOR'S LEGAL NAME North Carolina Vendor										

4. When the Review is complete and all necessary edits or additions have been applied to the document, save the file to the computer, return to the **Review Task** in NC eProcurement Contracts, and click the **'Complete Review'** button.

TSK16421426 Review Contract Document	Round 1: Awaiting Response(s)
Submit the completed Contract Document for review.	
please review Contract Document (Read Only) Contractual Services Agreement Action Download	One or more documents have been submitted for your review. You have the following options: View the documents on the left. To propose document changes, edit and save all required documents locally. Add it as an attachment when you submit your Counter Proposal or Review. After reviewing the document, select Complete Review Complete Review.

- 5. On the subsequent page, Reviewers can attach the edited versions of the documents and include a message with any further explanation required.
- 6. To upload the edited version of a document, select **'Choose File'** beneath **'Attach Revised File'** and browse for the appropriate document, or use the **drag-and-drop** function just below that.
- 7. After uploading the edited document, click '**OK**,' and the **Project Owner** will be notified that the Review has been completed and submitted back to them.

Reviewed		OK Cancel
Message:	HimeGesSary, set the Access Control for this comment. You can also add document attachments to	The reviewer can provide additional comments explaining their edits.
Access Control:	(no value) V 🛈 Attach Revised Document	Upload an edited version of the documents Reviewed by selecting 'Choose File' and
Contract Document	Choose File Contractualee Or drop file here	ament.docx