NC eProcurement

Collaboration Request Vendor Guide

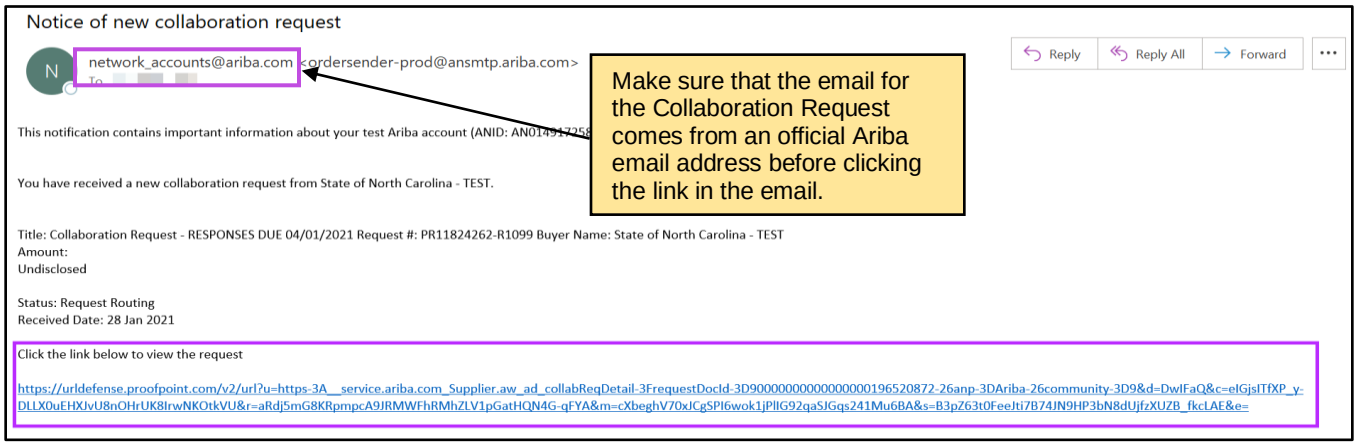
A Collaboration Request is used by NC eProcurement buyers to work with multiple vendors on the best pricing for goods and services. Vendors will receive a notification that they have been sent a collaboration request and can then choose to respond with a quote, called a collaboration proposal, for the 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.

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.

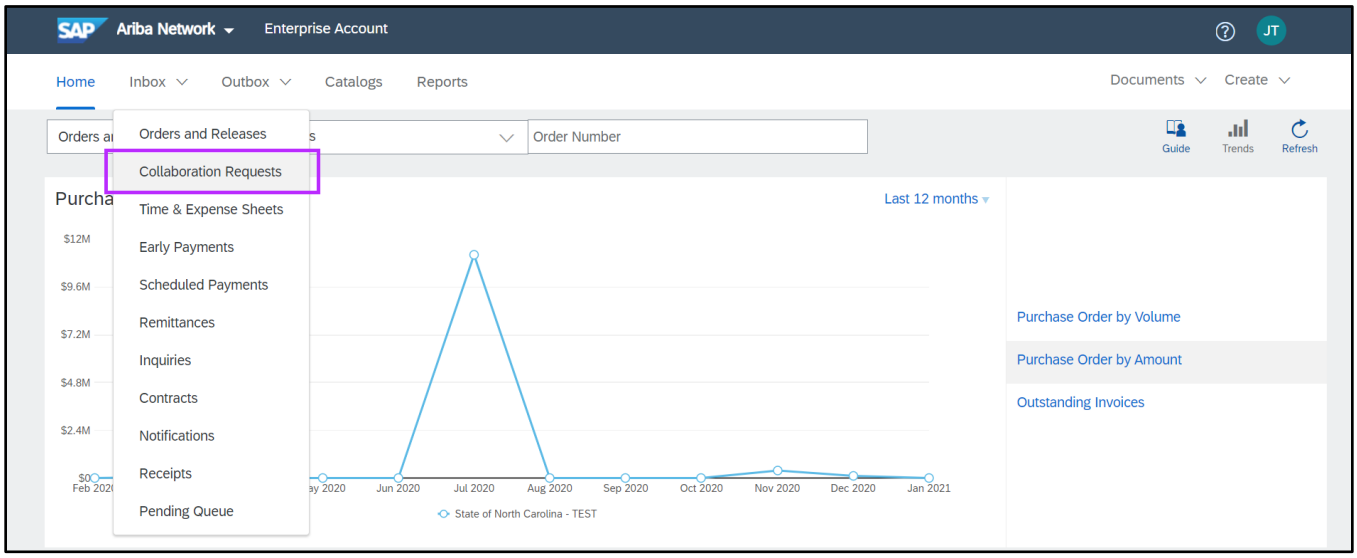
I. Finding a Collaboration Request

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

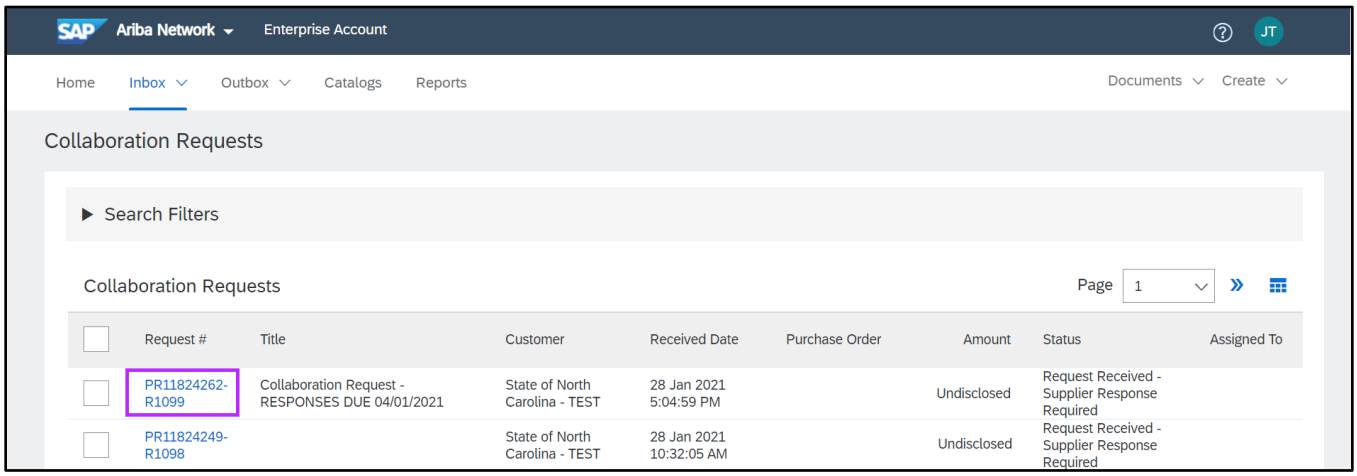
1. Click the link in the request notification email to be taken to the Ariba Network site, or log in to Ariba Network at supplier.ariba.com.



2. Click **'Inbox'** and select **'Collaboration Requests'** from the upper left of the home page.



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

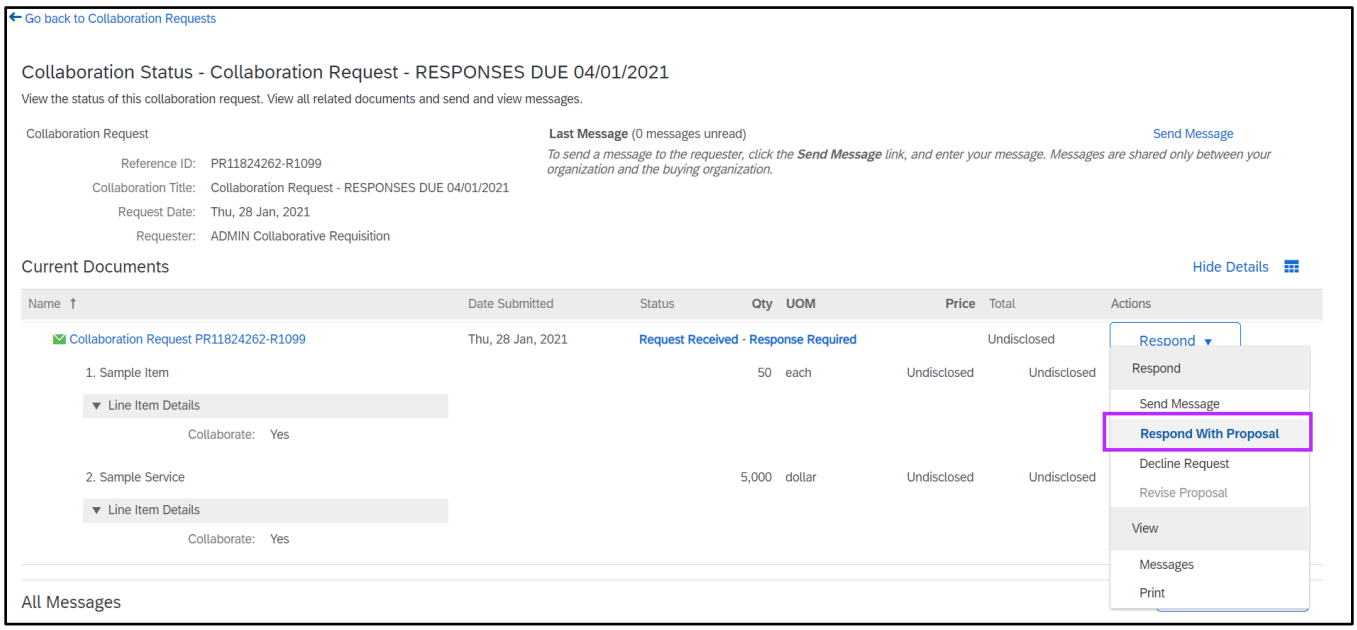


II. Responding with a Collaboration Proposal

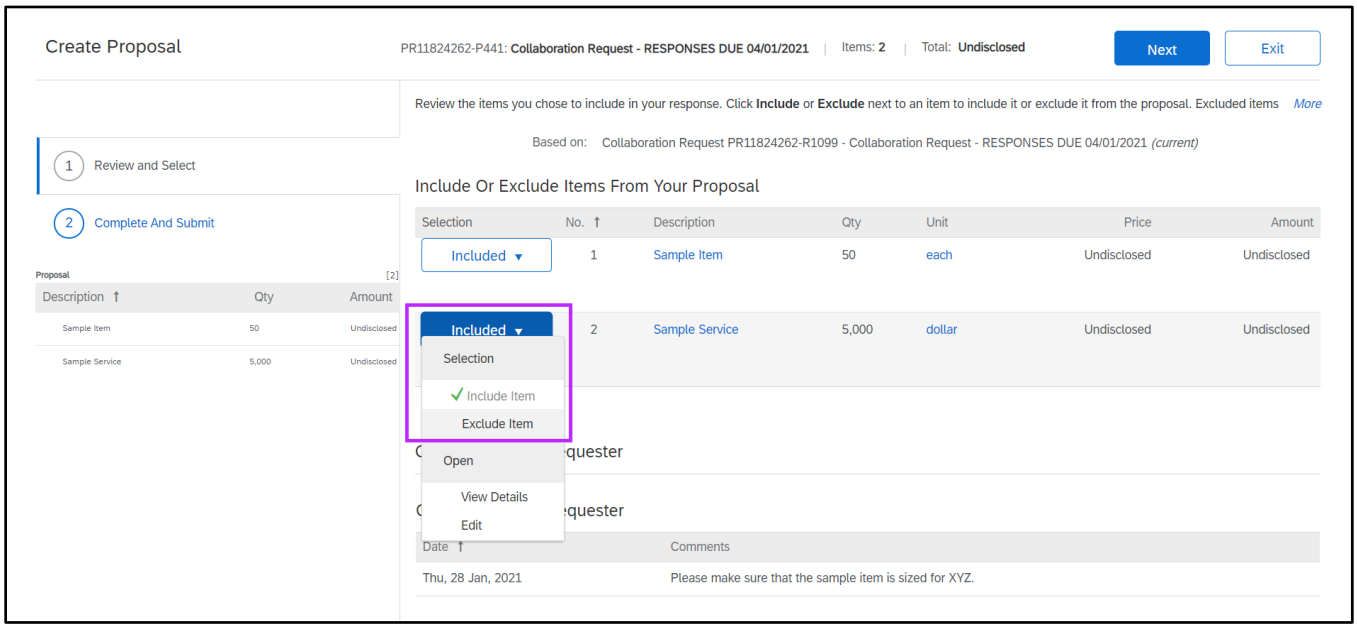
1. On a specific '**Collaboration Status**' page, further details for item description, requested quantity, and price or total may be seen.

   a. Buyers may choose not to disclose their estimated price for a good, which will show up as '**Undisclosed**' on the collaboration request.

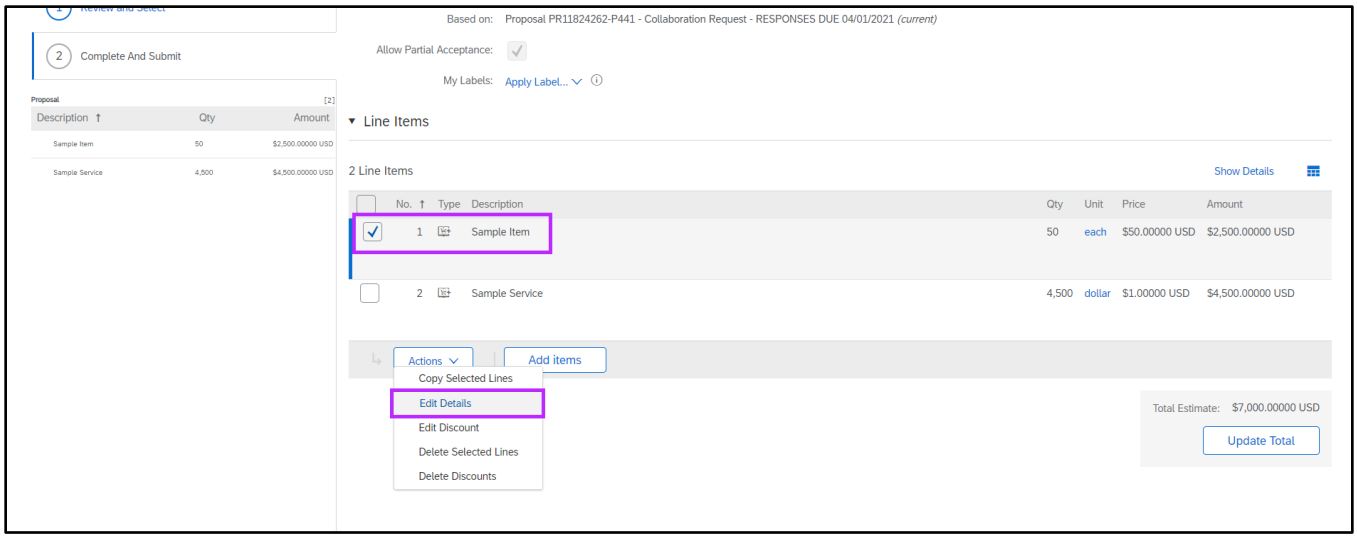
2. Click the '**Respond**' drop-down and select '**Respond with Proposal.**'



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.



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

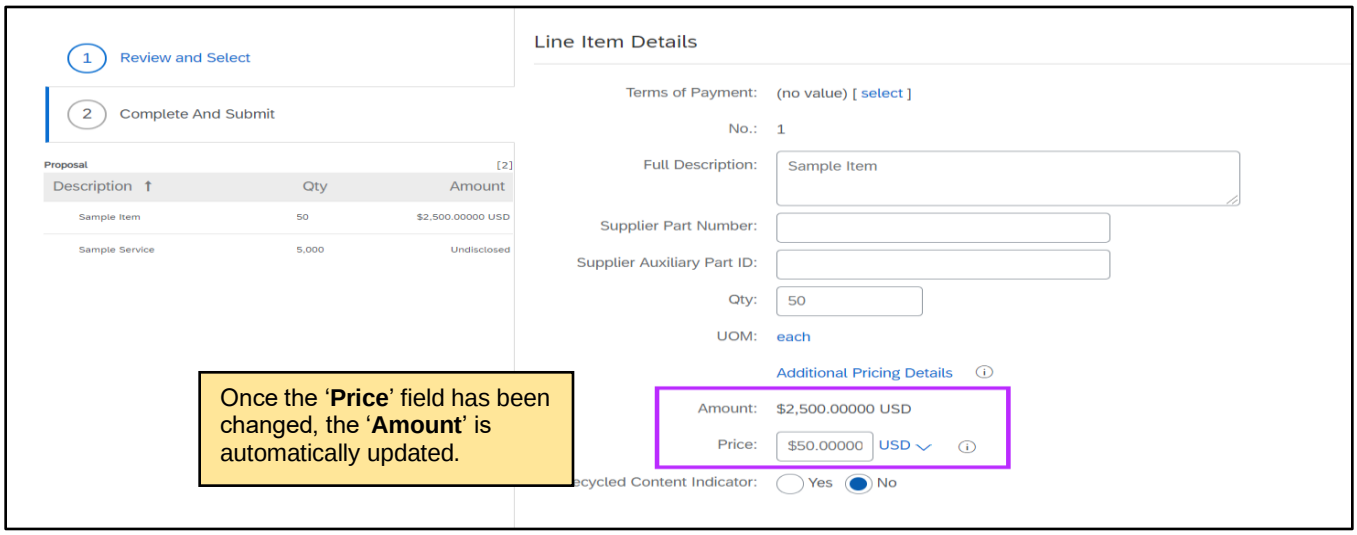


5. On the '**Line Item Details**' page, most fields can be updated by the vendor:

   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.

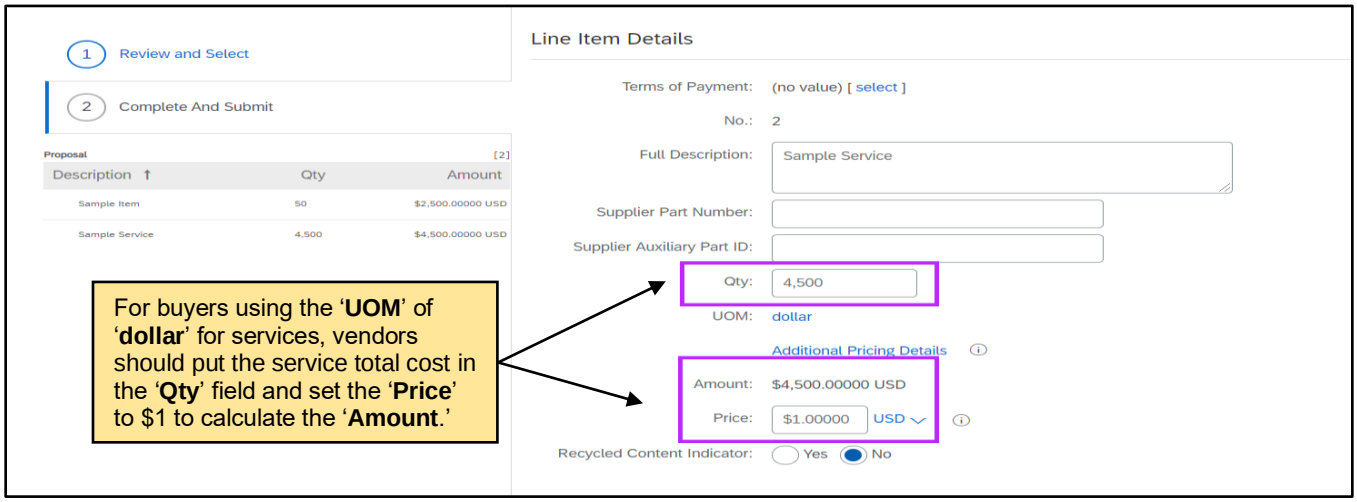
6. To respond to a pricing request, update the '**Price**' field to reflect their proposed pricing based on the '**Full Description.**' The '**Amount**' field will update with the new total.



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:

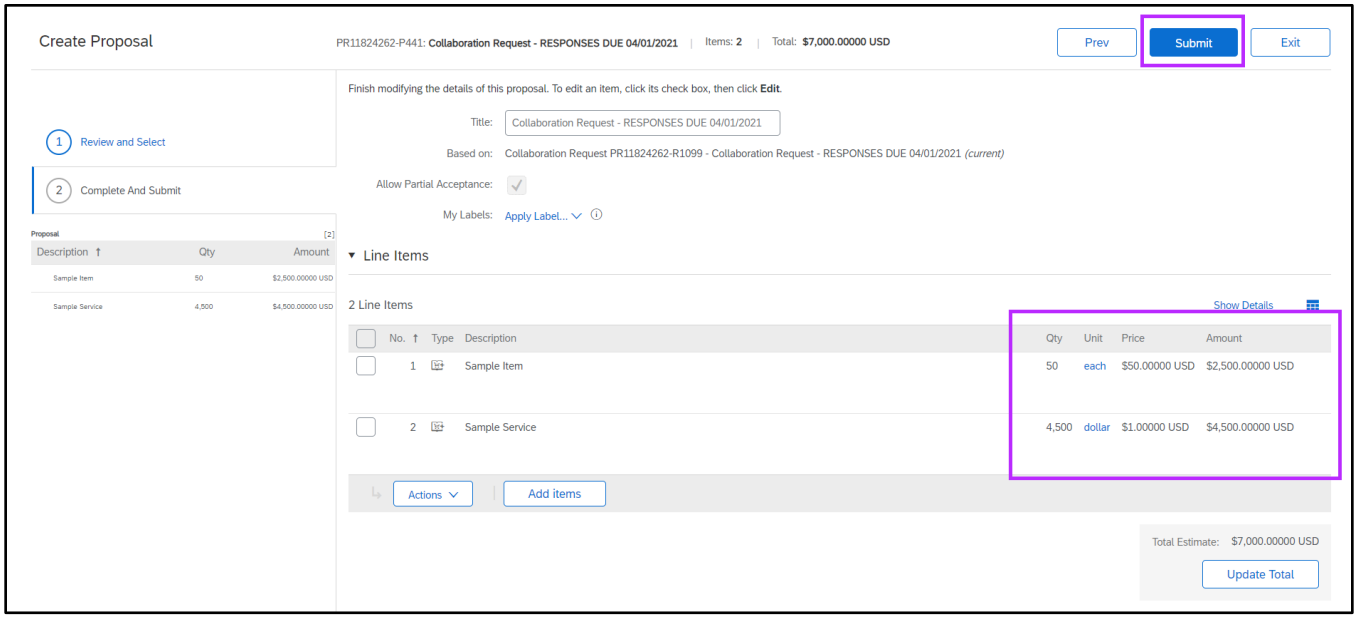
i. Update the **'Qty**' field to the **total dollar amount** for the service based on the **'Full Description.**'
ii. Change the **'Price**' field to **$1**.
iii. The '**Amount**' field will update with the new total.

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

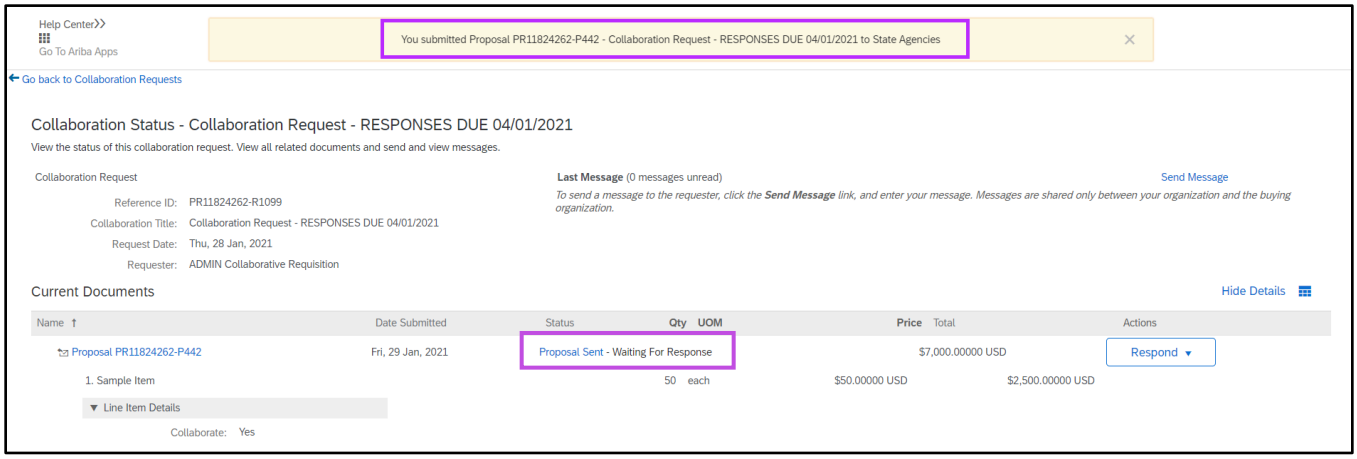


7. Click '**OK**' to go back to the Line Items page and respond to all remaining lines included in the proposal, repeating steps 4-6.

8. Once all included lines have been responded to, click the '**Submit**' button



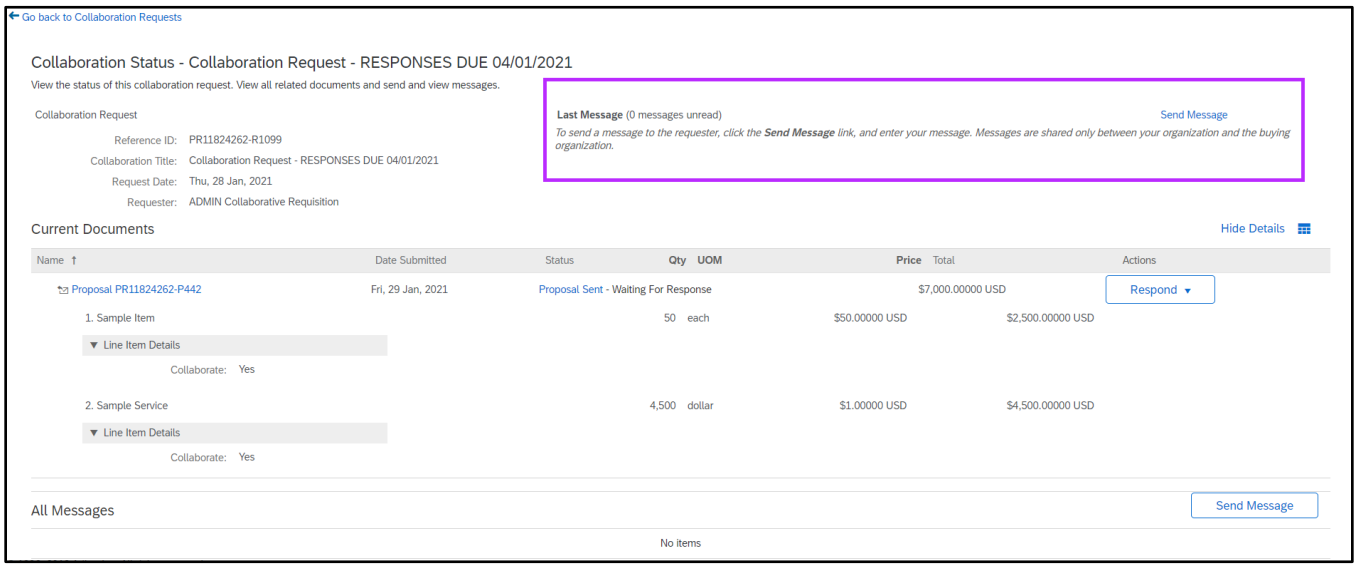
9. The vendor will be brought back to the overview of the '**Collaboration Status**' page with a success message informing them of the submitted proposal. The status of a successfully submitted proposal will be '**Proposal Sent – Waiting for Response.**'



III. Communication with the Buyer

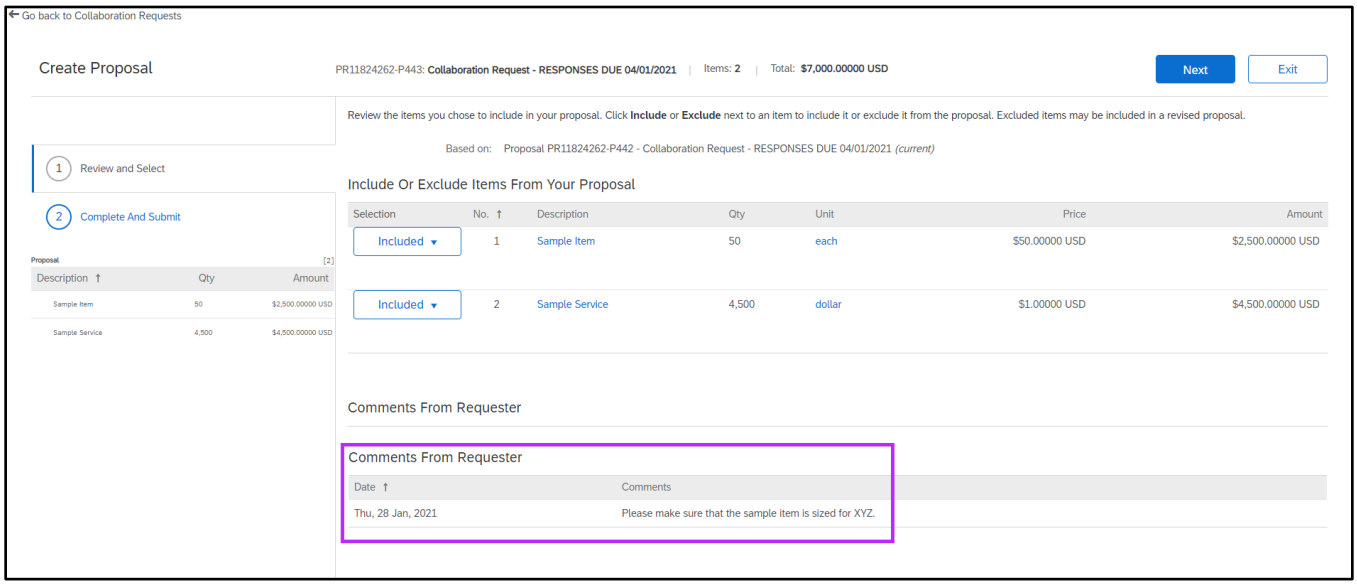
While vendors can always contact the buyer using external methods if they have questions, there are also several communication methods within the Collaboration Request tool.

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.



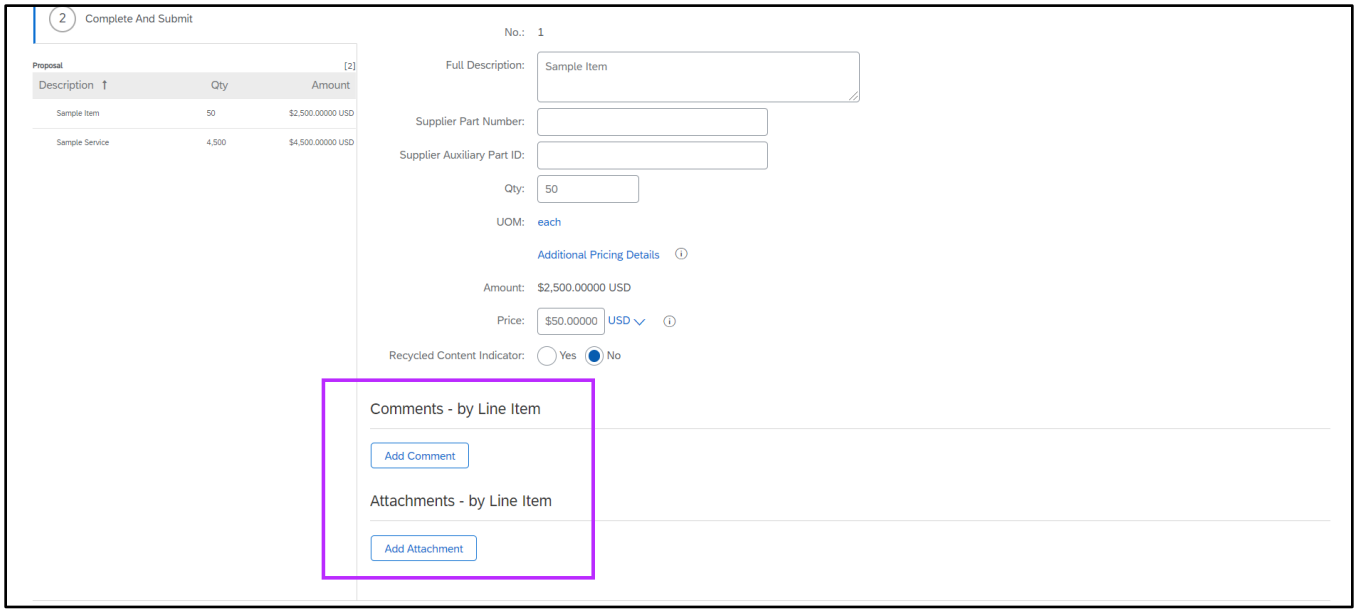
2. A vendor can write a subject and message to the buyer and optionally include any relevant attachments, clicking '**Send**' when finished. The buyer will be notified and has the ability to respond to the vendor in the same format. Ariba will save a history of all sent messages between the vendor and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

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.**'



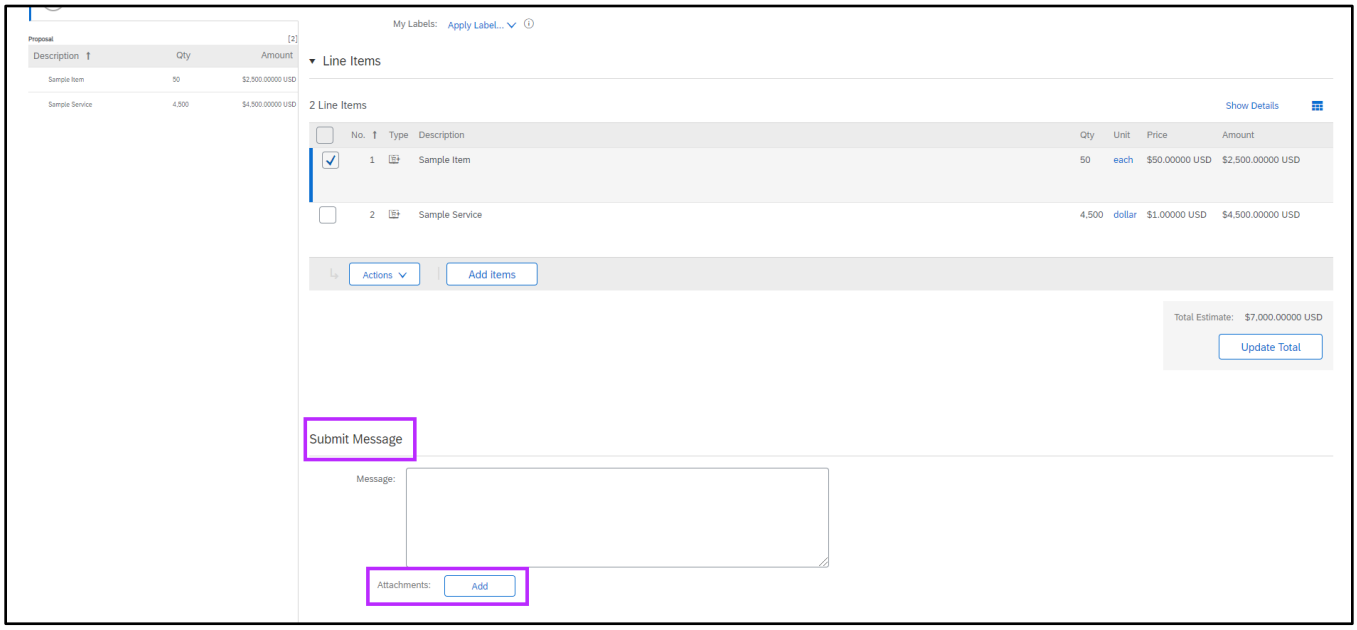
4. While editing line items to create the proposal, vendors may add relevant comments and attachments to a line that will be seen by the vendor after the proposal has been submitted.

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



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.

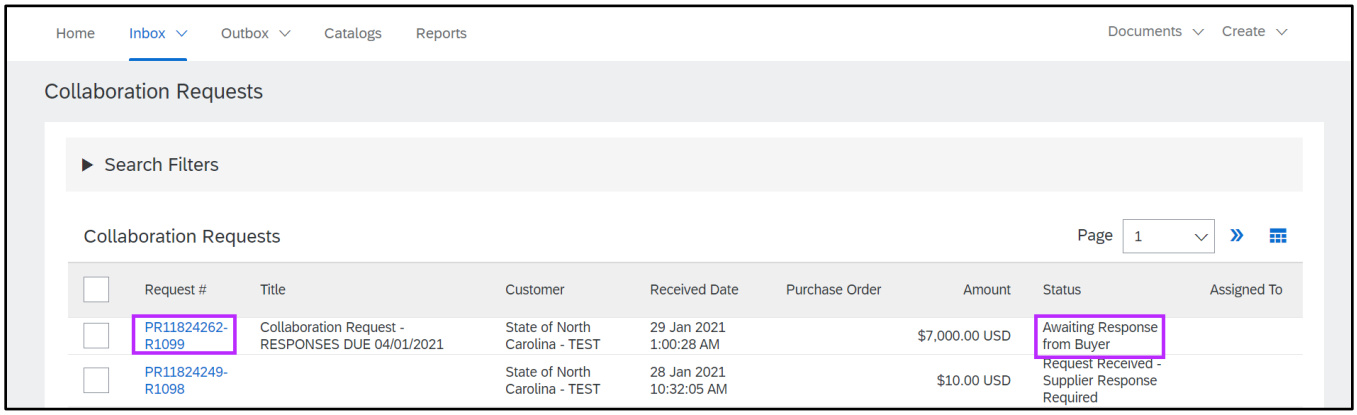


IV. Revising a Submitted Proposal

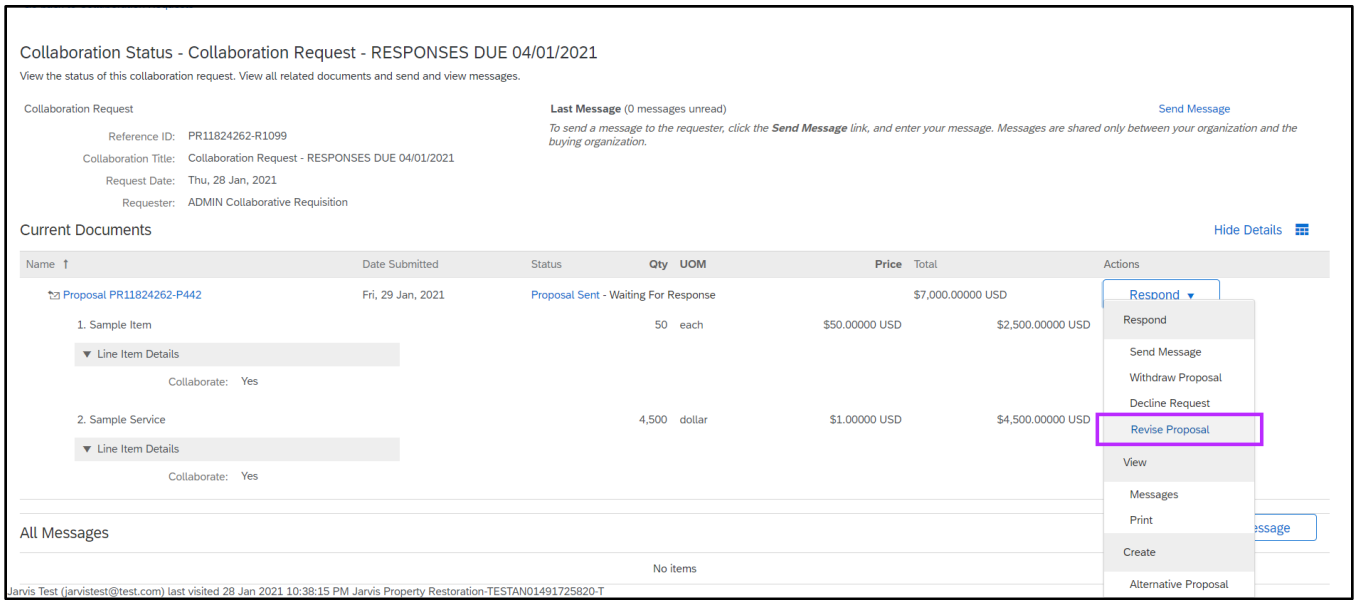
After a vendor has sent their proposal to the buyer, revisions to pricing or other details are able to be made as long as the revised proposal is submitted before the collaboration request deadline.

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.

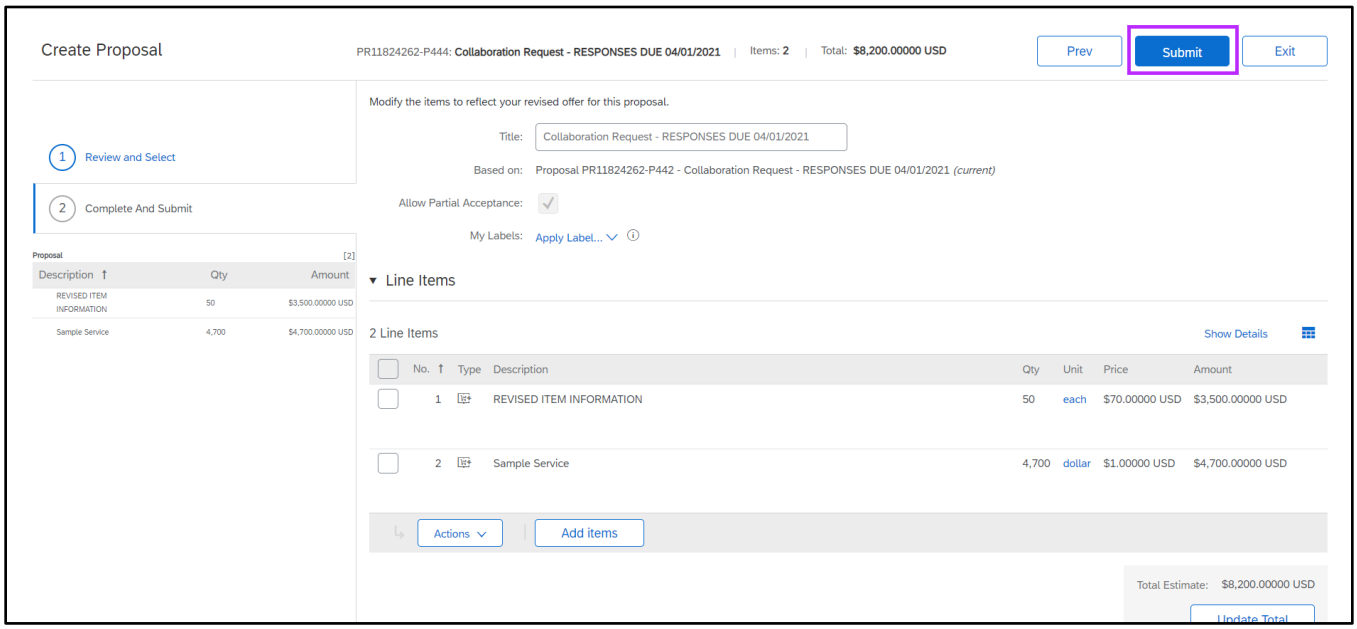
1. Navigate to the '**Collaboration Requests**' page and select the '**Request #**' for an order whose status is '**Awaiting Response from Buyer**.'



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



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



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