

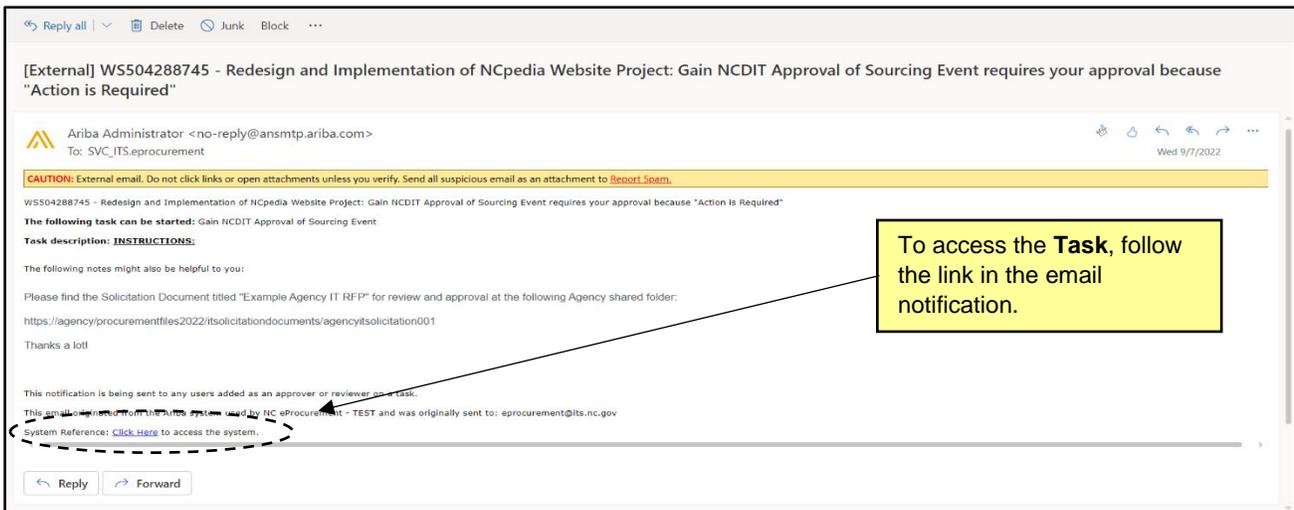
# NC eProcurement

## NCDIT Reviewers and Approvers Quick Guide

After a Sourcing Project Owner submits a Review or Approval Task for an IT solicitation Sourcing Project, the designated NCDIT reviewers or approvers are sent a notification email. **Review Tasks** allow reviewers to indicate they have gone over the document(s) included in the task and provided any applicable comments. **Approval Tasks** require approvers to either approve or deny the task and provide comments on their reasons for doing so.

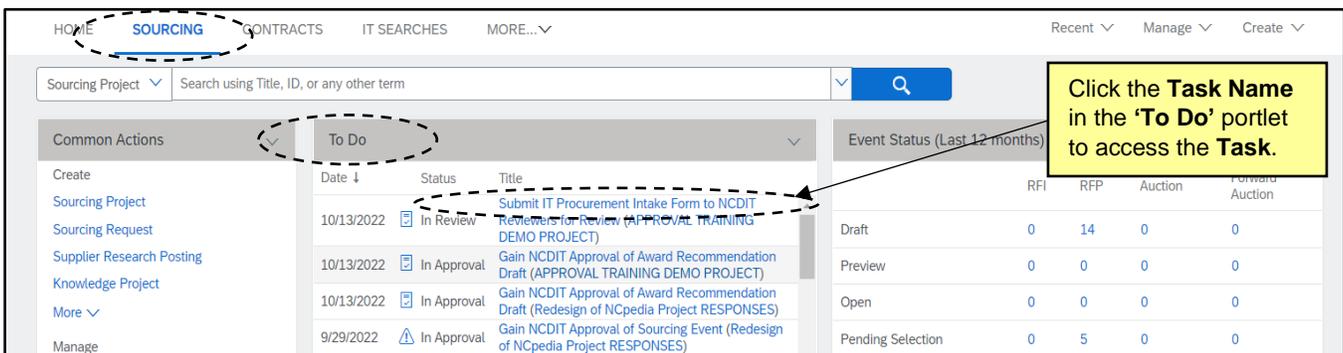
### I. Task Notifications

1. When a task is submitted for review or approval within a Sourcing Project, the reviewers or approvers included in the task workflow are sent email notifications about the task and/or have the task added to their **'To Do'** portlet within the Sourcing Tool. When a NCDIT group is in the **Review or Approval Flow**, all members of the group will be sent these notifications.
2. Email notifications contain a link to take the reviewer or approver directly to the **Task** within the Sourcing Tool.



3. If a **'Due Date'** was provided for the task by the Sourcing Project Owner, the reviewer or approver will also receive a Dashboard Notification allowing them to access the **Task** from their **'To Do'** portlet.

**Note:** In the **'To Do'** portlet, the **Task Name** is listed first, followed by the **(Project Name)** in parenthesis. Clicking the **Task Name** will lead directly to the task, while clicking the **(Project Name)** will lead to the Sourcing Project.



## II. Review Tasks

1. After opening the 'Task', the reviewer can download the document(s) sent for review by clicking the arrow to the right of the document name and selecting 'Download' from the dropdown menu.
2. After reviewing the document(s), the reviewer can indicate the review is complete by clicking the 'Complete Review' button.

Please evaluate NC Test Vendor as my Leading vendor

Award Recommendation Folder (v1/2) (Read Only)

DNCR Draft Award Recommendation (v2/6)

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.

Complete Review

Properties Task History Review Flow

Active

NCDIT Enterprise Operations

Active

NCDIT ESRMO

Submitted Reviewed

Download the document(s) attached to the 'Review Task' and indicate to the Sourcing Project Owner that the review is complete by clicking 'Complete Review'.

3. After clicking 'Complete Review', reviewers can add comments or attachments and then click 'OK'.

**Note:** If a reviewer has not completed their review by the requested 'Due Date', the Sourcing Project Owner who submitted the task has been instructed to reach out directly to the NCDIT reviewer(s) to ask them to complete the review so that they may move on to the next task. Sourcing Project Owners have been instructed to request reviews be completed within a minimum of five business days.

Reviewed

OK Cancel

Enter a comment message and, if necessary, set the Access Control for this comment. You can also add document attachments to support your comment. To add a document More

Message:

Reviewed

Access Control: (No additional restrictions)

Document Attach Revised Document

Intake Form Folder

Agency Intake Form

Choose File No file chosen

Or drop file here

Additional Attachments

No items

Delete Add attachment Add from Project

OK Cancel

After clicking 'Complete Review', add any additional comments or attachments to the review task before clicking 'OK'.

### III. Approval Task - Locating Attached Document(s)

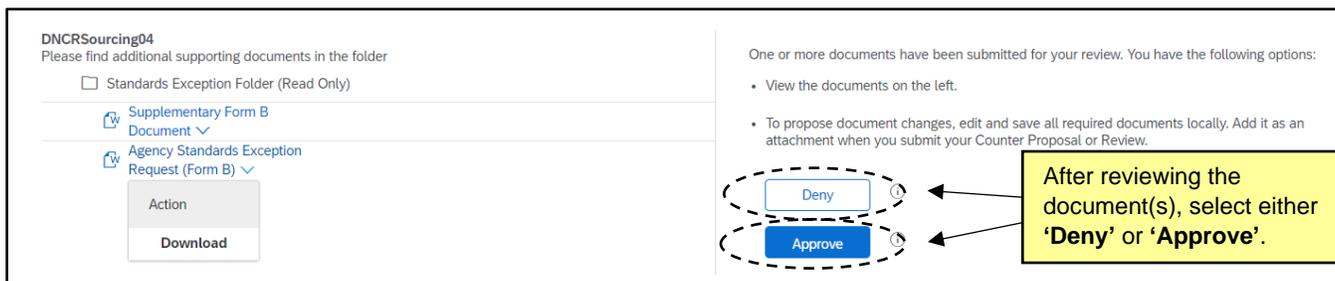
1. After opening the 'Task' and seeing that document(s) have been attached (on left side of 'Task'), the approver can download the attached document(s) for review and approval by clicking the arrow to the right of the document name and selecting 'Download' from the drop-down menu.

**Note:** Approvers can also access these documents outside of the 'Task' directly from the relevant folder on the 'Documents' tab.



### IV. Approving or Denying an Approval Task

1. After reviewing the document(s) attached to the 'Task', the approver can return to the Approval Task and click either 'Approve' or 'Deny' depending on the appropriate action for the document(s).



2. If the approver clicks 'Approve', a green checkmark will appear for that user or approval group in the approval flow. If one member of an approval group approves, the 'Task' will be removed from the other members' 'To Do' portlets. The Sourcing Project Owner is notified that the document has been approved by an approver in that approval group. The left side of the approval node will indicate which actual user approved it from that approval group.

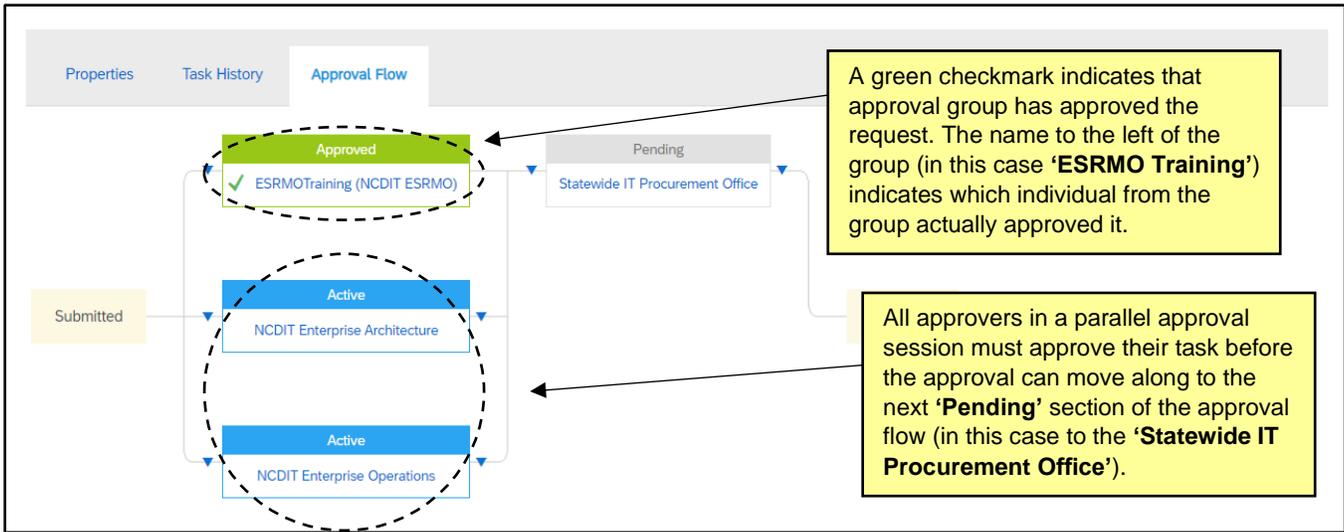
**Notes:**

- There may be several approval groups in parallel. All parallel approvers must approve before the task can move on to the next section of the approval flow (if applicable). All approvers in the approval workflow must approve the task before the Sourcing Project Owner can continue to the next 'Task'.
- If only minor changes are suggested and the approver does not need to see the document(s) again prior to approval, the approver has the option to click the 'Approve' button and include comments for the Sourcing Project Owner on what needs to be changed. This option allows other approval groups to continue their review and approval process.

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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



- If an approver clicks **'Deny'**, a new round of approvals starting from the beginning of the approval workflow will be necessary. Approvers should include a message on the subsequent page explaining the specific reasons for the denial. If necessary, the approver can include an edited document to return to the Sourcing Project Owner by selecting **'Add Attachment'** and uploading the revised document.

**Note:** The Approval Task will disappear from all other approvers and approval groups' **'To Do'** portlets if one approver denies the Approval Task when approvers or approval groups are in parallel. The Sourcing Project Owner will need to address the feedback and conduct a new round of approvals with all approval groups.

**Tip:** When conducting a new round of approvals, the Sourcing Project Owner should include in the **'Message'** field of the Approval Task the specific changes that have been made since the previous approval round. This will help all approvers determine if they need to re-review the document(s) or if they can just approve if the areas they are focused on did not change since the last approval round.

The screenshot shows a 'Denied' message form. At the top, there are 'OK' and 'Cancel' buttons. Below is a text area for a message, with a callout box stating that if a document is denied, specific comments should be provided for the Sourcing Project Owner. The message field contains the text: 'Denied. Please update the "Key Features" section of the document and resubmit.' Below the message field is an 'Access Control' dropdown menu set to '(No additional restrictions)'. At the bottom, there is an 'Additional Attachments' section with 'No items' listed and buttons for 'Delete', 'Add attachment', and 'Add from Project'. A callout box points to the 'Add attachment' button, stating that approvers can provide an edited version of the document by clicking this button and uploading the revised document.

- The Sourcing Project Owner will be notified that the document was denied, and they will need to conduct a new round of approvals once the feedback has been addressed. All required approvers will see the document again with any changes made by the Sourcing Project Owner in response to the denial, and the approvers will once again have to select **'Approve'** or **'Deny'** for the task.

## V. Approval Task – Gain NCDIT Approval of Solicitation Document and Sourcing Event

Once the Sourcing Project Owner has received approval of their draft IT solicitation document by the ‘Agency CIO’ approval group in ‘Phase 03’ of their Sourcing Project, the Sourcing Project Owner will submit the draft IT solicitation document to NCDIT for review via the ‘Gain NCDIT Approval of Solicitation Document and Sourcing Event’ task in ‘Phase 04’. The automated workflow of this task begins with coordination by NCDIT’s ‘Statewide Admin’ approval group to enable parallel document review for faster approval cycle times.

1. When the Sourcing Project Owner submits the ‘Gain NCDIT Approval of Solicitation Document and Sourcing Event’ task, members of the ‘Statewide Admin’ group will receive an email notification. ‘Statewide Admin’ will download and save a copy of the submitted draft IT solicitation document to a Statewide IT Procurement Office managed SharePoint folder and provide a link to the folder in the ‘Message’ field when approving the task. They will also add a member of the ‘Statewide IT Procurement Office’ group at the end of the approval flow.

The screenshot displays the 'Solicitation Document and Sourcing Event Folder (Read Only)' interface. At the top, a document titled 'DNCR Solicitation Document' is shown with a 'Download' button circled in red. Below this, an 'Approval Flow' diagram is visible, showing a sequence from 'Submitted' to 'Active' (with 'Statewide Admin' as the active user) to 'Pending' (NCDIT ESRMO) and another 'Pending' (NCDIT Enterprise Architecture) stage, finally leading to 'Approved'. A yellow callout box points to the 'Active' stage, stating: 'Statewide Admin' will download the draft IT solicitation document, load it to a SharePoint site, and include in the 'Message' field a link to that site. To the right, 'Deny' and 'Approve' buttons are visible, with the 'Approve' button also circled in red.

2. Applicable NCDIT approvers will receive notification of the approval request and find the link to the draft IT solicitation document in the ‘Message’ field. NCDIT approvers will access the draft IT solicitation documents, review and provide feedback, changes, and comments in the master version of the draft IT solicitation document located on the SharePoint site. NCDIT approvers will approve the task when their review is complete to send it to the next approval group.

**Note:** If NCDIT approvers need to see the draft IT solicitation document again after the Sourcing Project Owner has addressed their feedback, the NCDIT approver must indicate so in the ‘Message’ field when approving the task. This will trigger the final approver to ‘Deny’ the approval task at the end with a request for the Sourcing Project Owner to conduct a new round of approvals once all feedback has been addressed. The final approver will attach a copy of the master draft IT solicitation document from the SharePoint folder to the approval task so that the Sourcing Project Owner will receive the one draft IT solicitation document with all of the NCDIT approvers’ changes and feedback to address.

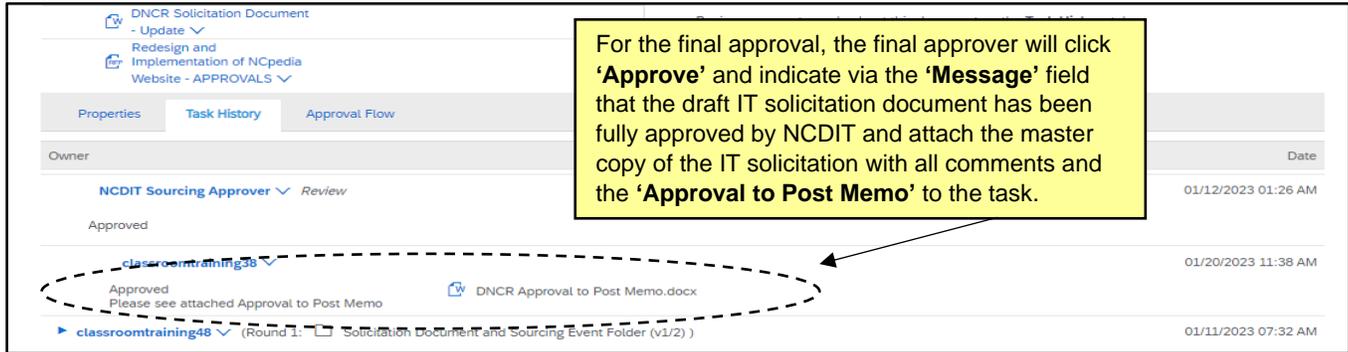
The screenshot shows the 'Approved' message field in a dialog box. The message text reads: 'Per my comments in the master document, please have the Agency update their draft solicitation document and resubmit.' This text is circled in red. A yellow callout box points to the message field, stating: 'If the NCDIT approver needs to see the draft IT solicitation document again, include a note in the 'Message' field after clicking 'Approve'. The dialog box also features 'OK' and 'Cancel' buttons at the top right.

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- When all NCDIT approvers have approved the draft IT solicitation document without a request for the Sourcing Project Owner to resubmit an updated version, the final approver will be notified again. That **'Statewide IT Procurement Office'** approver will download from the SharePoint folder a copy of the master version of the draft IT solicitation document with comments from NCDIT approvers and attach it to the task after clicking the **'Approve'** button. That approver will also attach to the task the **'Approval to Post Memo'** to notify the Sourcing Project Owner that they may proceed to post the IT solicitation.



## VI. Manually Adding Approvers to the Approval Flow

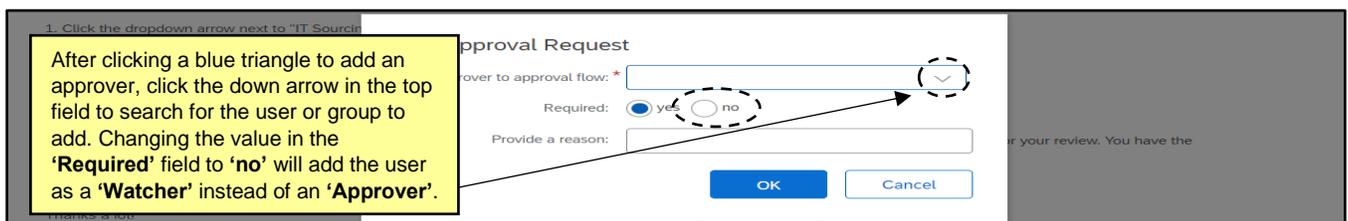
Approvers have the ability to manually add other approvers or watchers to the approval flow in addition to the automatically-added approvers. Approvers or watchers can be added before or after the current approvers, with different impacts to the overall approval flow.

- After opening the **Task**, click onto the **'Approval Flow'** tab. To manually add an approver before the **'Active'** approvers, click the blue arrow to the left of the approver. To manually add an approver after the **'Active'** approvers, click the blue arrow to the right of the approver.

**Note:** If a member of an approval group wants to have someone else conduct an approval of the submitted document(s), they should add the specific approver/reviewer before their approval node. Once the new, specific approver has completed their approval and acted on the **'Task'**, the original approval group will once again become the **'Active'** approver and be able to review comments and any changes to the document(s) before they approve the task.

- After clicking on one of the blue triangles to add an approver, approvers should click the dropdown arrow in the subsequent **'Add Approval Request'** box and select **'Search more'** to find the user or group they wish to add. By switching the selection in the **'Required'** field to **'no'**, they can add the new user as a **'Watcher'** instead of an **'Approver'**. If a user is added as a **'Watcher'**, the user will receive a notification of the task and be able to view the document(s). No action is required by a **'Watcher'**.

**Note:** It is important that any user added to the approval/review flow also be added to the **'Team'** tab of the Sourcing Project if they were already not included. If the user is not listed on the **'Team'** tab, the user will be able to see the approval/review request but not all of the important details they might need to consider during their approval/review decision.



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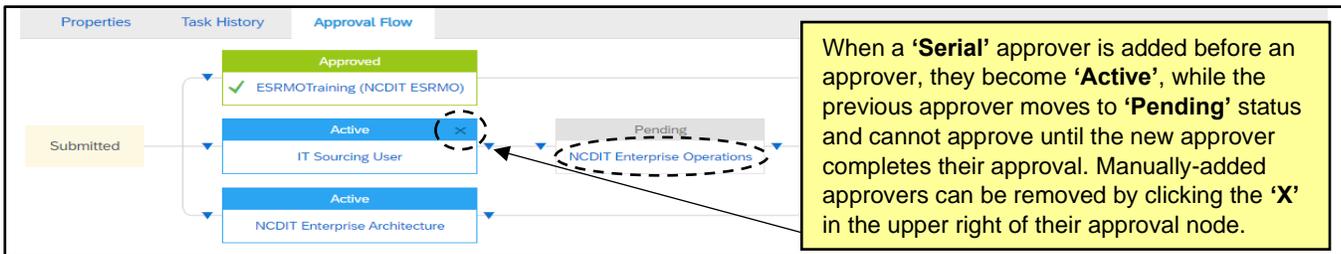
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- When adding an approver before the **'Active'** approvers, approvers can choose to add that approver in **'Serial'** or **'Parallel'**. It is always suggested that **'Serial'** be selected. When adding an approver after an approver group, **'Serial'** will be the only option.



- When adding a **'Serial'** approver before the **'Active'** approver, the new approver will become the **'Active'** approver. The previous **'Active'** approver will move into a **'Pending'** status and will not be able to approve until the new approver completes their approval.

**Note:** Manually-added approvers can be removed by approver who added them by clicking the **'X'** in the upper right corner of the approval node.



## VII. Appendix

The following tasks have specific requirements that should be noted by NCDIT approvers and reviewers:

### Phase 01 – ‘Submit IT Procurement Intake Form to NCDIT Reviewers for Approval’

- EPMO approvers should indicate in the **'Messages'** field whether or not the solicitation qualifies as an “IT Project” when they approve. For “IT Projects”, EPMO should indicate confirmation that IT Project has successfully completed the Initiation Phase and the Business Case Decision Point within the IT Project Management Process.

### Phase 07 – ‘Submit Standards Exception Request to NCDIT (if applicable)’ and ‘Submit Security Exception Request to NCDIT (if applicable)’

- NCDIT approvers will not receive notification of these tasks until **'Agency IT Security'** approves.
- Supporting documentation may be provided by the Sourcing Project Owner in the task.

### Phase 07 – ‘Submit Draft Award Recommendation and Leading Vendor Proposal(s) to NCDIT for Review’

- NCDIT reviewers should navigate to the **'Documents'** tab and open the **'Leading Vendor Proposal(s) Folder'** to view any Leading Vendor attachments the Sourcing Project Owner has included. There is no direct link that folder included in the task.

### Phase 09 – ‘Gain NCDIT Approval of Final Award Recommendation’

- Statewide IT Procurement Office approvers will attach a Certification for Award Memo to task after clicking **'Approve'** to notify the Sourcing Project Owner that they are approved to execute the contract with the awarded vendor.