

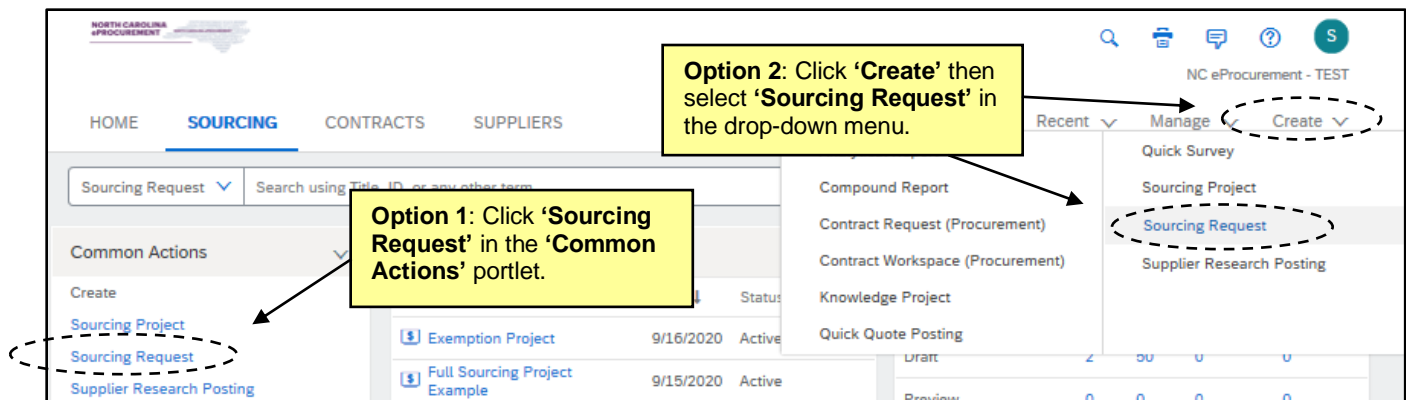
# NC eProcurement

## Sourcing Requests and Procurement Exceptions

A Sourcing Request (SR) is used to request the creation of a Sourcing Project and Event to conduct a solicitation when the initiating user is not able to create or complete a Sourcing Project on their own. The requesting user will fill out the **'Sourcing Request Attributes'** section, select the template, and create the Sourcing Request. They will then add the **'Solicitation Document'** to the Request before submitting it to another user via an **'Approval Task.'** The approving user will then turn the Request into a Sourcing Project on behalf of the initiating user. This can be done between users within an agency, or an agency user can submit a Sourcing Request to P&C if they are attempting to solicit Non-IT Goods over their agency's delegation.

### I. Creating a Sourcing Request for Non-IT Goods Over Agency Delegation

1. There are two options for initiating a Sourcing Request:
  - a. In the **'Common Actions'** portlet on the left side of the screen, click the **'Sourcing Request'** link.
  - b. In the upper right corner of the screen, click **'Create'** and select **'Sourcing Request'** in the subsequent drop-down menu.



2. The **'Sourcing Request Attributes'** page will display. Populate all relevant fields including the six required fields, as noted by an asterisk (\*). Some fields are conditional, meaning that the information entered in these portions of the SR determine options later in the process, including the selection of the **'Solicitation Document.'**

#### Notes:

- In the **'Entity'** field, select the entity of the requesting user, not P&C, even if it is being routed there to be turned into a Sourcing Project.
- Select **'Non-IT: IFB Agency Goods'** in the **'Solicitation Vehicle'** field.
- For more detailed guidance on filling out these fields, please see the ['Creating a Sourcing Project'](#) job aid.

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### Create Sourcing Request

Create Cancel

To create a Sourcing Request, specify the fields below. Templates used for constructing your Sourcing Request appear in the section at the bottom of the page, and available [More](#)

Name: \*  

Untitled Sourcing Request

Description:

Copy from Project:

(no value)

Project State:

Active

Test Project: \*

☐ Yes
☐ No

Entity: \*

(no value)

Owner:

SourcingUser01

Estimated Total Contract Value:

USD

Currency:

US Dollar

Estimated Annual Contract Value: \*

USD

Commodity:

(no value)

Solicitation Vehicle: \*

Non-IT: IFB Agency Goods

Approval Scenario: \*

No Choice

Special Circumstances:

(no value)

Predecessor Project:

(no value)

- In the 'Select a template' section of the Sourcing Request Attributes page, note that the radio button next to the 'Agency Sourcing Request' template is automatically selected.

### Select a template

Select the template you want to use, and answer any questions related to it to create your Sourcing Request. The template you select will affect which templates are available.

☒ Agency Sourcing Request

When the 'Agency Sourcing Request' template is selected, there are no template questions. This template will be used for all Sourcing Requests.

*Use this Process Template for Agency Solicitations for Non-IT Goods over the Entity's Delegation.*

- When all fields have been completed and it is confirmed that the template has been selected, click the 'Create' button in the top or bottom right of the screen. If any required fields are missing, or there are any other issues, the system will alert the user to the missing or incorrect information by highlighting those fields in a red border accompanied by an informative error message.

**Note:** Users cannot save a Sourcing Request before clicking 'Create.' If it is not completed in one session, it will have to be re-entered from the beginning. Once the user clicks 'Create,' the SR will be saved in the system and assigned a system-generated ID # beginning with 'SR.'

- After clicking 'Create' on the **Sourcing Attributes** page, the Sourcing Request (SR) is saved, and the **Overview Tab** is displayed. This screen contains information about the Sourcing Request captured on the previous **Sourcing Attributes** page. From this screen, users can access six other tabs for the management of the SR: 'Documents,' 'Tasks,' 'Team,' 'Message Board,' 'Event Messages,' and 'History.' At this point, the 'Project State' is 'Active.'

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PURCHASE ORDER  
SOURCING  
BIDDING  
BUY

- On the **'Overview'** tab, scroll down the screen to verify the accuracy of the information populated in the previous **'Sourcing Attributes'** section. To edit any of this information, click on **'Actions'** at the top of the page and select **'Edit Overview'** from the drop-down.

**Example Non-IT Goods Request**

Sourcing Request

ID: SR85277677

Tasks: Incomplete Tasks: 0

Current Phase: 01 - LAUNCH PROJECT

Access to additional tabs

Overview Documents Tasks Team Message Board Event Messages History

Overview

Actions

Edit Overview

To edit section information, click on 'Actions' and select 'Edit Overview.'

The 'Overview' tab is displayed once the SR is created. It is populated with information entered in the previous 'Sourcing Attributes' section.

ID: SR85277677

Project State: Active

Version: Original

Project Status: Gray

Start Date: 09/16/2020

Due Date:

Owner: SourcingUser01

View Details

Move

Create

Copy Project

Follow-on Project

- Navigate to the **'Tasks'** tab and note the four Phases consisting of fifteen Tasks. These Tasks are a best practice roadmap to submitting the Sourcing Request per the guidance of P&C. In order for the Sourcing Request to be accepted by P&C, the last two Tasks on this tab must be completed: **'Populate Solicitation Document Template'** and **'Gain Approval of Sourcing Request.'**

04 - DEVELOP SOURCING EVENT

Task	Project Owner	Status
Identify Minimum Qualifications	Project Owner	Not Started
Identify Evaluation Approach	Project Owner	Not Started
Identify Evaluation Criteria and Questions	Project Owner	Not Started
Develop Evaluation Guide / Scoring Matrix	Project Owner	Not Started
Develop Cost Proposal Template	Project Owner	Not Started
Populate Solicitation Document Template	Project Owner	Not Started
Gain Approval of Sourcing Request	Project Owner	Not Started

Focus on the last two Tasks on the 'Tasks' tab.

Solicitation Document

Example Non-IT Goods Request

- To complete the **'Populate Solicitation Document Template'** task, navigate to the **'Documents'** tab and click the blue triangle to the left of the **'Solicitation Document'** folder. Next, click the arrow to the right of the **'IFB\_Agency\_Goods'** document and select **'Download'** from the dropdown menu. Fill out the template with the requisite information so that P&C can complete the solicitation on the user's behalf. Then click back onto the arrow to the right of the **'IFB\_Agency\_Goods'** document, but this time select **'Replace Document'** and attach it back in its completed form.

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**Example Non-IT Goods Request**

Sourcing Request

ID: SR85277677  
Tasks: Incomplete Tasks: 0  
Current Phase: 01 - LAUNCH PROJECT

Overview Documents Tasks Team Message Board Event Messages History

**Example Non-IT Goods Request** Show Details Actions

Name	Owner	Status
Sourcing Request Documents		
Category Sourcing Strategy Template		Not Edited
Solicitation Document		Not Edited
IFB_Agency_Goods		Not Edited
Doc Action		
Download		
View Details		
Edit Attributes		
Replace Document		

On the 'Documents' tab, click the blue triangle to the left of the 'Solicitation Document' folder to display the 'IFB\_Agency\_Goods' template. Download the template, fill it out, and return to this tab to replace the template with the completed version by clicking 'Replace Document.'

- Return to the 'Tasks' tab, expand **Phase 4**, and click on the last task, 'Gain Approval of Sourcing Request.' From the dropdown menu, select 'View Task Details.'

Populate Solicitation Document Template

Gain Approval of Sourcing Request

Action

View Task Details

Edit Task

Open Sourcing Request

Solicitation Document

Example Non-IT Goods Request

Project Owner

Not Started

task

Click on the final task, 'Gain Approval of Sourcing Request,' and select 'View Task Details' from the dropdown.

- On the subsequent 'Approval Task' page, click the dropdown in the 'Select Approvers' section and choose the appropriate group or individual at P&C to which this request should be directed.
- The default 'Approval Rule Flow Type' is 'Parallel,' but that can be changed if either 'Serial' or 'Custom' is preferred. If there is only one approver being added, this selection does not matter.
- It is not required to specify a due date, but by doing so, a notification to complete this 'Approval Task' will display in the approver's 'To Do' portlet in addition to the email notification they will receive.
- Include an informative message further explaining the Request and include any additional attachments if necessary (there is no need to attach the Solicitation Document here as it is attached to the overall SR) and click 'Submit.'

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PURCHASE ORDER  
SOURCING  
BIDDING  
BUY

**Approval Task** Cancel

This task requires approval on one or more documents. Prior to submitting this task, documents must be ready for approval. You can enter any necessary task messages and add [More](#)

[Example Non-IT Goods Request](#) / [Gain Approval of Sourcing Request](#)

**TSK85277695 Gain Approval of Sourcing Request** Round 1: Not Started

1. [Example Non-IT Goods Request](#)
2. Select Approvers
 

Add more

Approval Rule Flow Type: ☒ Parallel ☐ Serial ☐ Custom
3. Specify Due Date
 

☐ Days after event starts: None

☒ Fixed Date:
4. Provide an initial message and click Submit or Mark Cancelled
 

2 (10 pt)

Verdana

Please approve the Sourcing Request and convert it to a Sourcing Project on our behalf. Thanks!

Additional Attachments

Submit

Mark Cancelled

Select a specific P&C approver or group, specify a due date, describe the Request in the message box, and click 'Submit.'

14. The Sourcing Request will display in the user's 'My Documents' portlet, and the 'Approval Task' will show up in their 'To Do' queue with a status of 'In Approval.' If the requester needs to follow its progress or make any changes, they can click on the task 'Title' and look at the 'Approval Flow' tab or click 'Withdraw' on the subsequent page if they need to pull it back.

HOME **SOURCING** CONTRACTS SUPPLIERS Recent Manage Create

Sourcing Request Search using Title, ID, or any other term

**Common Actions**

Create

Sourcing Project

Sourcing Request

Supplier Research Posting

Knowledge Project

More

**My Documents**

Title	Date	Status
<a href="#">Example Non-IT Goods Request</a>	9/17/2020	Active
<a href="#">Exemption Project</a>	9/16/2020	Active
<a href="#">Full Sourcing Project Example</a>	9/15/2020	Active
<a href="#">Request Test - Waiver of Competition</a>	9/15/2020	Active
	9/9/2020	Completed
	9/9/2020	Completed
	9/4/2020	Pending Selection
<a href="#">Sourcing Test</a>	9/4/2020	Active
<a href="#">Personal Workspace</a>	9/4/2020	Draft

[View All](#)

**Event Status (Last 12 months)**

	RFI	RFP	Auction	Forward Auction
Draft	2	50	0	0
Preview	0	0	0	0
Open	0	4	0	0
Pending Selection	0	63	0	0
Completed	0	11	0	0

**To Do**

Date	Status	Title
9/23/2020	In Approval	Gain Approval of Sourcing Request (Example Non-IT Goods Request)
9/18/2020	In Approval	Gain Approval of Award Recommendation (Full Sourcing Project Example)
9/16/2020	Complete	Develop Addendum after Question Submission Deadline (Full Sourcing Project Example)
9/16/2020	Approved	Gain Approval of Addendum (Full Sourcing Project Example)

[View All](#)

Access the Sourcing Request from the 'My Documents' portlet or monitor the status of P&C's approval from the 'To Do' queue.

**Notifications**

From	Subject	Received
SourcingUser01	Event Example Sourcing Event - Envelope 2 can now ...	9/11/2020 8:02 AM
SourcingUser01	Event Example Sourcing Event -	9/11/2020

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PURCHASE ORDER  
SOURCING  
BIDDING  
BUY

15. When P&C approves the Sourcing Request, the **'Approval Task'** will transition to **'Approved'** status and the P&C approver will be prompted to turn the Request into a Sourcing Project so they can manage the solicitation on behalf of the requester.

The **'Approval Task'** is now in **'Approved'** status, and the requester must wait until P&C creates a Sourcing Project from this Request and manages the solicitation on their behalf.

Date	Status	Title
9/18/2020	In Approval	Gain Approval of Award Recommendation (Full Sourcing Project Example)
9/17/2020	Approved	Gain Approval of Sourcing Request (Example Non-IT Goods Request)
9/16/2020	Complete	Develop Addendum after Question Submission Deadline (Full Sourcing Project Example)
9/16/2020	Approved	Gain Approval of Addendum (Full Sourcing Project Example)

16. The requester will also receive an email letting them know that P&C has approved the Sourcing Request.

SR85453264 - Sourcing Request Test: Gain Approval of Sourcing Request was approved by SourcingSupervisor1.

**To:** Ariba Administrator <no-reply@ansmtp.ariba.com>  
**From:** [Redacted]  
**Expires:** 10/17/2020  
**Retention Policy:** 1 Month Delete (30 days)  
 This item will expire in 30 days. To keep this item longer apply a different Retention Policy.

**SR85453264 - Sourcing Request Test: Gain Approval of Sourcing Request was approved by SourcingSupervisor1.**

**The following task can be started:** Gain Approval of Sourcing Request

**Task description:**

**The following notes might also be helpful to you:** Approved

You are being sent this email because someone in the approval flow of the task has approved the document.

This email originated from the Ariba system used by NC eProcurement - TEST and was originally sent to: [Redacted]

System Reference: [Click Here](#) to access the system.

17. When the Sourcing Request has been turned into a Sourcing Project by P&C, the original requester will note that there is a link to the resulting Sourcing Project beneath **'Follow-on Projects'** on the right side of the **'Overview'** tab of their original Request. From this link they can monitor the progress of the solicitation being handled on their behalf by P&C.

Once the Sourcing Project has been created by P&C, the requester can monitor it by clicking on the link to that **'Follow-on Project.'**

**Example Non-IT Goods Request**  
 Sourcing Request  
 ID: SR85277677  
 Tasks: Incomplete Tasks: 0  
 Current Phase: 01 - LAUNCH PROJECT

**Overview** | Documents | Tasks | Team | Message Board | Event Messages | History

**Process**

- 01 - LAUNCH PROJECT
- 02 - DEVELOP CATEGORY PROFILE
- 03 - DEVELOP SOURCING STRATEGY
- 04 - DEVELOP SOURCING EVENT

**Follow-on Projects**  
[Sourcing Project for DPS](#)

Project Status: Gray  
 Start Date: 09/16/2020  
 Due Date: 09/23/2020  
 End Date: 09/16/2020



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PURCHASE ORDER  
SOURCING  
BIDDING  
BUY

## II. Creating a Sourcing Project from a Sourcing Request

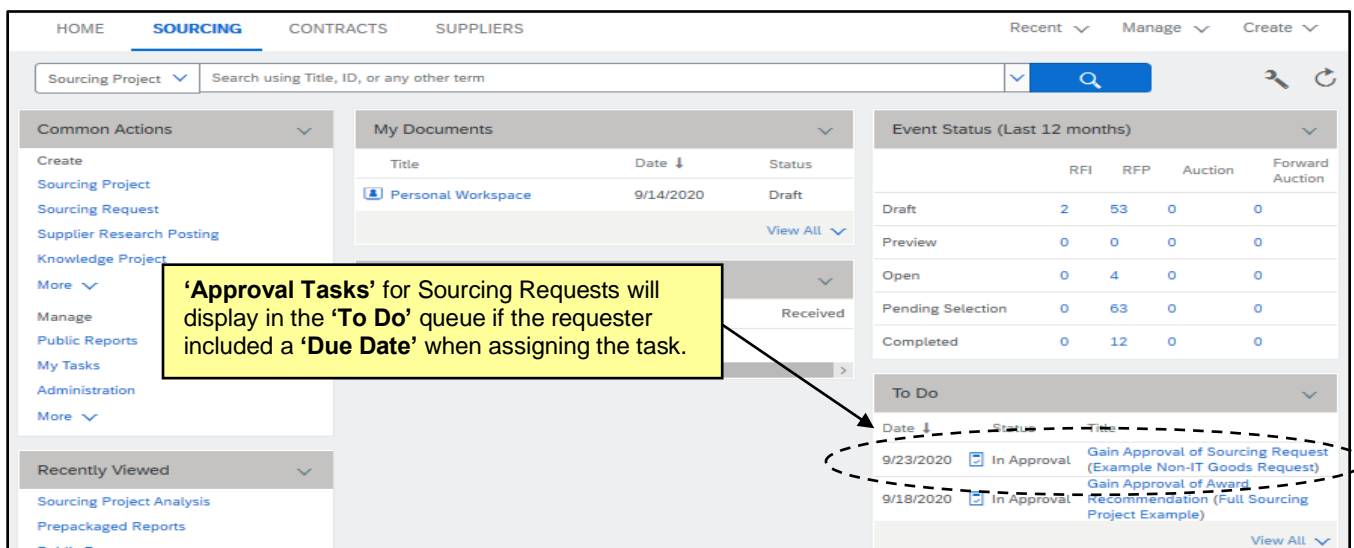
When a user receives notification they have been asked to execute an **'Approval Task'** for a Sourcing Request, the user is expected to approve that task (assuming the requester submitted a complete and appropriate Sourcing Request) and turn the Request into a Sourcing Project on behalf of the requester. Often, these steps will be taken by P&C when they are asked to conduct a solicitation for Non-IT Goods above an agency's delegation.

1. The Sourcing Request recipient will receive an email requesting their approval. They can click the link to go directly to the Sourcing Request or take note of the SR# and search for that from their dashboard.



2. If the Requester included a **'Due Date'** on the **'Approval Task,'** a notification will display in the **'To Do'** queue, and the task can be accessed from there.

**Note:** To see **'Task'** notifications for Sourcing Requests on the dashboard, click the wrench icon in the top right of the **'Sourcing'** tab, select **'Edit Properties,'** and check the boxes in the **'Sourcing Request'** row. That is not a default setting.



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BUY

- From the **'Approval Task'** page, the approver can view the Sourcing Request by clicking on the SR **'Name,'** or view any attached documents by clicking on whichever of them are of interest, particularly the **'IFB\_Agency\_Goods'** solicitation document. If everything looks good, click the **'Approve'** button. Add a message on the subsequent page if necessary and click **'OK.'**

**Approval Task** Exit

This task has been submitted for document approval. If you are the task approver, you may either Approve or Deny this task. Clicking Approve accepts one or more documents without [More](#)

[Example Non-IT Goods Request](#) / [Gain Approval of Sourcing Request](#)

TSK85277695 Gain Approval of Sourcing Request Round 1: Awaiting Response(s)

**SourcingUser01**  
Please approve the Sourcing Request and convert it to a Sourcing Project on our behalf. Thanks!

[Example Non-IT Goods Request](#) ☐ Sourcing Request Documents

[Category Sourcing Strategy Template](#) ☐ Solicitation Document

[IFB\\_Agency\\_Goods](#) ☐ Document Templates

[Deny](#) [Approve](#)

[Properties](#) [Task History](#) [Approval Flow](#)

Owner: [SourcingUser01](#) Date: 09/17/2020 01:49 AM

Please approve the Sourcing Request and convert it to a Sourcing Project on our behalf. Thanks!

- The Sourcing Request is now approved as noted by the checkmark next to that task. Below that task, a new task displays to prompt the P&C approver to **'Create Sourcing Project as Follow-on Project.'**

[04 - DEVELOP SOURCING EVENT](#) Not Started

[Gain Approval of Sourcing Request](#) Approved 09/23/2020

[Create Sourcing Project as Follow-on Project](#) Not Started

- Navigate to the **'Overview'** tab and click the **'Actions'** link. Select **'Follow-on Project'** from the dropdown menu.

**Example Non-IT Goods Request** ID SR85277677

Sourcing Request Tasks: Incomplete Tasks: 0

Current Phase: 01 - LAUNCH PROJECT

[Overview](#) [Documents](#) [Tasks](#) [Team](#) [Message Board](#) [Event Messages](#)

**Overview**

ID: SR85277677 View Details

Project State: Active View Overview

Version: v1 Move

Project Status: Gray Create

Start Date: 09/16/2020 Follow-on Project

Due Date: 09/23/2020 Delete

End Date: 09/16/2020 Delete Project

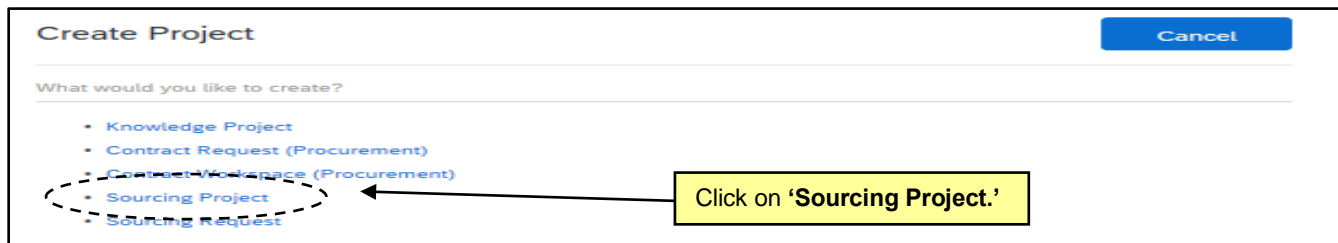
Owner: SourcingUser01 All Documents



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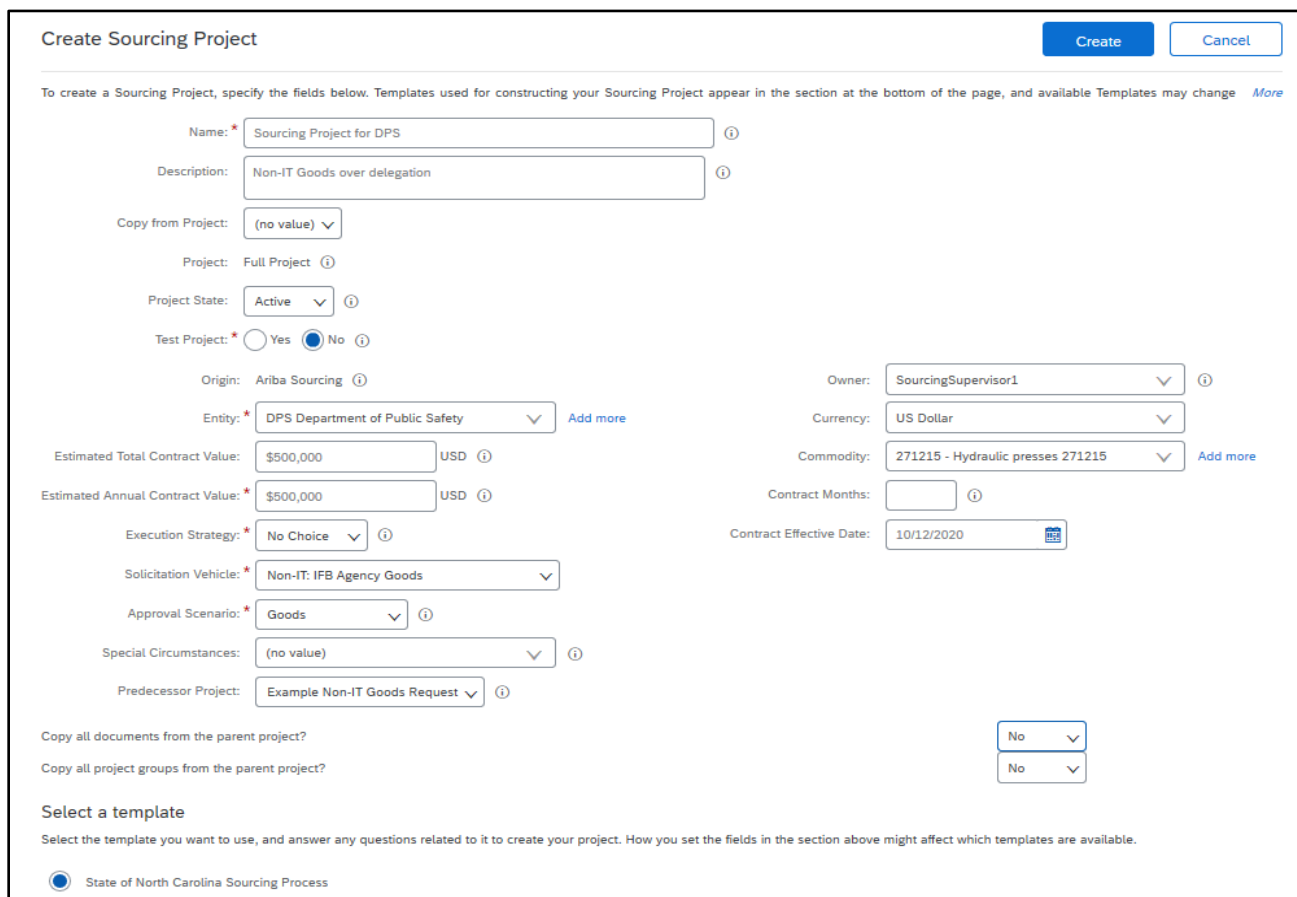
6. On the subsequent 'Create Project' page, click on 'Sourcing Project.'



7. The 'Create Sourcing Project' page will display. Fill in the fields as necessary. Certain fields will have pre-populated based on the information entered in the Sourcing Request. When all fields are complete and the 'State of North Carolina Sourcing Process' template has been selected, click 'Create.'

### Notes:

- The 'Predecessor Project' field will auto populate with the name of the Sourcing Request that was just finalized.
- Leave the 'Entity' field populated with that of the requester.
- For the question at the bottom regarding copying documents from the parent project, it is advisable that the user leave this field as 'No.' It will be important to copy the Solicitation Document from the Sourcing Request to the Sourcing Project at some point, but there is no way to copy only certain documents, so many other documents would transfer over with it if the user answered 'Yes,' which would lead to duplicate folders and documents in the Sourcing Project.



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SOURCING  
BIDDING  
BUY

- On the **'Overview'** tab of the new Sourcing Project, note the link to the initial Sourcing Request underneath **'Predecessor Project.'** At this point, the user should manage the Sourcing Project and Event like any normal Sourcing Project.

**Sourcing Project for DPS**

ID: WS85470814  
Tasks: Incomplete Tasks: 0  
Current Phase: 01 - LAUNCH PROJECT

**Overview** Documents Tasks Team Message Board Event Messages History

**Overview** Actions Process All Tasks

ID: WS85470814  
Project State: Active  
Version: Original  
Project Status: Gray  
Start Date: 09/17/2020  
Due Date:  
Owner: SourcingSupervisor1  
Estimated Total Contract Value: \$500,000 USD  
Estimated Annual Contract Value: \$500,000 USD

01 - LAUNCH PROJECT  
02 - DEVELOP CATEGORY PRO  
03 - DEVELOP SOURCING STRA  
04 - DEVELOP SOURCING EVEN  
05 - CONDUCT SOURCING EVENT  
06 - NEGOTIATE AND AWARD

Predecessor Project  
Example Non-IT Goods Request

Link to original Sourcing Request.

### III. Requesting a Procurement Exception

If circumstances arise where a user needs to petition P&C for a Procurement Exception, that request and approval process is built into the Sourcing Project workflow. Users will indicate their intent to request an Exception in the **'Special Circumstances'** field on the **'Sourcing Project Attributes'** page, which triggers additional tasks and documents to be added to the Sourcing Project. The user will submit their specific Exception request to P&C for approval via the custom **'Exception Form'** before completing the Sourcing Project and initiating the Sourcing Event.

- While completing the **'Sourcing Project Attributes'** page after initiating a Sourcing Project, the user should click the dropdown arrow in the **'Special Circumstances'** field and select one of the two Exception types: **'Procurement Exception – Waiver of Competition,'** or **'Procurement Exception – Contract Duration Beyond 3 Years.'**

**Note:** **'Special Delegation'** is an additional circumstance that can be selected, but that does not require P&C approval. If no options display in the dropdown menu immediately, click **'Search more.'**

Solicitation Vehicle: Non-IT: RFP Agency for Services  
Approval Scenario: Services  
Special Circumstances:  
Predecessor Project: Procurement Exception - Waiver of Competition  
Special Delegation  
Procurement Exception - Contract Duration Beyond 3 Years  
Select a template  
Search more  
Select the template you want to use, and answer any questions related to how to create your project; now you set the fields in the section above might affect which templates are available.

Click the arrow next to the **'Special Circumstances'** field and select one of the two Exception types from the dropdown.

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BIDDING  
BUY

- After clicking **'Create'** on the **'Sourcing Project Attributes'** page, navigate to the **'Tasks'** tab on the Sourcing Project and note the two Exception-related tasks in **Phase 3: 'Request Procurement Exceptions'** and **'Gain Approval of Procurement Exceptions.'**

Overview Documents **Tasks** Team Message Board Event Messages History

Show: (Any Status) Required/Optional (Any Owner)

Project with a Procurement Exception Exa...

Name	Document	Owner	Status	Due Date
01 - LAUNCH PROJECT				
02 - DEVELOP CATEGORY PROFILE				
03 - DEVELOP SOURCING STRATEGY				
Perform Budget Check	Project with a Procurement Exception Example	Project Owner	Not Started	
Request Procurement Exceptions	Exception Form	Project Owner	Not Started	
Gain Approval of Procurement Exceptions	Exception Form	Project Owner	Not Started	
04 - DEVELOP SOURCING EVENT		Project Owner	Not Started	
05 - CONDUCT SOURCING EVENT		Project Owner	Not Started	
06 - NEGOTIATE AND AWARD		Project Owner	Not Started	

Two Exception-related tasks display in Phase 3.

- Click on the **'Request Procurement Exceptions'** task and select **'View Task Details'** in the dropdown.
- The **'Document Task'** page will display, and there will be a link to the **'Exception Form'** in the top left. Click the link and select **'Open For Reading'** from the dropdown. Alternately, the user will find a link to the **'Exception Form'** at the top of their **'Documents'** tab if they do not access it through the task.

Document Task

Make the necessary changes to this task, and click **OK** to save the changes. You can change the **Due Date**, change the chronological display order of this task in [More](#)

Project with a Procurement Exception Exa... / 03 - DEVELOP SOURCING STRATEGY / [Request Procurement Exceptions](#)

TSK85795769 Request Procurement Exceptions Not Started

Exception Form

Action

Open For Reading

View Details

Click on the **'Exception Form'** link and select **'Open For Reading'** from the dropdown.

Here you can do the following actions

- Follow the task instructions

Mark Cancelled Mark Complete

- The **'Exception Form'** page will display, and the user will have to specify the **'Exception Type'** and **'Enter brief description of items being requested.'** Depending on the specific **'Exception Type'** selected, additional questions and fields will appear. One additional required field will display if **'Contract Duration Beyond 3 Years'** is selected, while five additional fields will display for **'Waiver of Competition.'**

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Exception Form

Save Cancel Revert Publish

Edit form details below.

Save these changes as a new version? ☐ Yes, save as v2 ☒ No, save and continue editing v1

Entity: ADMNP DOA Purchasing

Owner: SourcingUser01

Date: Wed, 16 Sep, 2020

Exception Type: \*

Enter brief description of items being requested: \*

Commodity: (no value)

Please enter any additional information you would like P&C to have. Add attachments to the approval:

Tasks

Task	Owner	Status	Completion	Version
Request Procurement Exceptions	Project Owner	Not Started		
Gain Approval of Procurement Exceptions	Project Owner	Not Started		

Save Cancel Revert Publish

Once an 'Exception Type' is selected from the dropdown, additional fields will display relating to the specific exception being requested.

6. When all fields have been populated on the 'Exception Form,' click 'Save.'

Exception Form

Save Cancel Revert Publish

Edit form details below.

Save these changes as a new version? ☐ Yes, save as v2 ☒ No, save and continue editing v1

Entity: ADMNP DOA Purchasing

Owner: SourcingUser01

Date: Thu, 17 Sep, 2020

Exception Type: Waiver of Competition

Enter brief description of items being requested: \*

Commodity: 851015 - Healthcare cente... View more

Estimated Annual Contract Value: \$500,000.00 USD

Select one or more of the following condition(s) that apply to this waiver of competition based on NCAC 05B .1401:

Explain how the selected waiver condition applies to this particular product or service, and why this is the only product or service that meets the

Tasks

Task	Owner	Status	Completion	Version
Request Procurement Exceptions	Project Owner	Not Started		
Gain Approval of Procurement Exceptions	Project Owner	Not Started		

Save Cancel Revert Publish

In this example, 'Waiver of Competition' was the selected 'Exception Type,' prompting multiple additional fields for the user to populate (note: the bottom of the screen is cut off in this image, hiding some of those fields). Click 'Save' when all fields have been populated.

# NC eProcurement

## Sourcing Requests and Procurement Exceptions

- The user will be returned to the **'Documents'** tab. Navigate to the **'Tasks'** tab and click on the **'Gain Approval of Procurement Exceptions'** task and select **'View Task Details.'**
- On the subsequent **'Approval Task'** page, click the dropdown in the **'Select Approvers'** section and choose the appropriate group or individual at P&C to which this request should be directed.
- The default **'Approval Rule Flow Type'** is **'Parallel,'** but that can be changed if either **'Serial'** or **'Custom'** is preferred. If there is only one approver being added, this selection does not matter.
- It is not required to specify a due date, but by doing so a notification to complete this **'Approval Task'** will display in the approver's **'To Do'** portlet in addition to the email notification they will receive.
- Include an informative message further explaining the need for the Exception and include any additional attachments if necessary and click **'Submit.'**

- When P&C approves the **'Exception Form,'** the user will be notified by email and the task in the **'To Do'** queue will change to **'Approved'** status. On the **'Tasks'** tab, the **'Gain Approval of Procurement Exceptions'** task will be marked **'Approved'** with a check mark to its left. At this point, the user may move on to **Phase 4** and continue with the Sourcing Project in a normal fashion.

Task	Project with a Procurement Exception Example	Exception Form	Approver	Status	Due Date
03 - DEVELOP SOURCING STRATEGY					
Perform Budget Check					
Request Procurement Exceptions					
Gain Approval of Procurement Exceptions			SourcingUser01	Approved	09/23/2020
04 - DEVELOP SOURCING EVENT			Project Owner	Not Started	
05 - CONDUCT SOURCING EVENT			Project Owner	Not Started	
06 - NEGOTIATE AND AWARD			Project Owner	Not Started	