Questions asked during the Collaborative Requisitioning Webinar
June 18, 2020

Note: Duplicate questions have been combined

CATEGORY	QUESTION	RESPONSE
Getting Started	What is the role called to have Collaboration option?	In the new system, users need to be added to the "NC Collaborative Requisition" group to start a Collaborative request. However, only users who are also a part of the "NC Collaboration Team" can award the request. Some users will only be in the first group, so they can start but not finish the requests without passing it along to a superior, while other users will have both and can complete the whole process themselves. Readiness agents from each entity were asked to provide lists of users to be added to each group. Following Go-Live, these groups can be revisited and access can be changed if need be.
	Is this tool only for approvers or can requesters use this as well?	In order to initiate a Collaborative requisition, a user needs to be a requester. Some requesters are also set as approvers, too.
Vendors	So we can go to eVP, search for vendors, then add their names in the vendor section in collaboration, correct?	Yes. You can search in eVP for vendors from specific cities or counties, and by the commodity codes the vendors say they offer goods or services for. Then take those targeted results and add them to the quote request.
	Do we need to contact vendors first to see if they are registered as a collaborator? Or do they show up if they are registered?	All vendors who are active and registered to eProcurement in eVP are eligible to receive a Collaborative request and will receive an email if they've been asked to respond with a quote. If they want to respond to the quote request, they will have to sign up for a free Ariba Network account if they have not already done so, and would be directed to do so when they first attempt to respond.
	When is the vendor notified of award? Is that when the PO is issued?	When the user selects the best quote, that vendor will be notified that they won the award. This will not be the PO, though. The PR will then have to be approved through that buyer's normal approval flow like any other PR. Once it has been fully approved in NCEP (and in the financial system for EPLite agencies), it will turn into a PO and be sent to the vendor for fulfillment.
PR Specifics	Does the system enforce a specified bid due date and time?	The system does not enforce a specified bid due date and time. How long to leave the bid open is up to the buyer. It is recommended to use the title to let the supplier know the response due date.
	Will the history indicate what time a Vendor responds, or only the date of	Yes, the history will have detailed time and date stamps for vendor responses.
	Does CR allow for cherry picking?	The system will allow you to select different items from different vendors if you want to and your agency allows that, but you will need to create a new requisition to cover each vendor separately, because one PO to multiple vendors will fail or split. It is not advised to do this, but the system will not stop you.

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Bid Types	Can you touch on the other bid types? Briefly explain the differences between them?	**Closed:** no bidding information shared with the vendors that were not awarded. **Open - Amount:** Lowest Amount and Price are visible to the supplier **Open - Amount, Rank:** Lowest Amount, Price, Proposal Rank, and Supplier Rank are visible to the supplier. **Open - Amount, Rank, Supplier:** Lowest Amount, Price, Lowest Supplier, Proposal Rank, and Supplier Rank are visible to the supplier.
Terms & Conditions	The terms and conditions that were added to their TOU---are the terms added, just P&C's terms or DIT's terms as well?	All vendors who are registered and active in eVP have now also accepted the State's T&C on top of the NCEP TOU. There is no need to send these additionally to any vendors. This update does not include the DIT T&C, nor any agency specific T&C -- you will have to attach those manually if you want the vendor to see those.
Policy	Can collaborative requisitioning serve as the 3 quote status required for	It should be able to, but just make sure your agency is fine with that per P&C's guidelines.
What's Next?	Will current data be converted from old system to new system?	All user data, approval group settings, etc. will be brought over, but requisitions and order information will not be migrated to the new system. You will still be able to view RQs and POs in the old system through August 31, just not create any new ones. That order information will then be migrated to a Procurement solution hosted by the GDAC at some point between August 31 and the end of the year. https://it.nc.gov/services/nc-gdac
	Purchasing has a lot of work to do to make this GO Live successful for the end-	This is very true, and we want to do whatever we can to support you and your users. We'll have supplemental online training materials available by go-live and our Help Desk will be here to assist you as always.
	If we have questions after this, who should	Our help desk can answer questions non-stop Monday to Friday. Call **888-211-7440**, or email to **ephelpdesk@its.nc.gov**