

Ariba Category Procurement

Vendor Collaboration User Guide

09/30/2010

Version 1

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REVISIONS TO THIS DOCUMENT

NOTE: This section is used to account for changes made to this document.

Date Changed	Changed By	Area	Item	Description
January 20, 2010	Brandon Hopkins			Initial Creation
March 8, 2010	Brandon Hopkins			Revised per COVA review comments
June 20, 2010	Brandon Hopkins			Revised to include information regarding ACP Consulting functionality

INTRODUCTION

The Ariba Category Procurement (ACP) module provides an electronic process for collaborating with customers when providing services such as temporary labor and consulting services. The ACP module leverages Ariba Buyer (eMall) requisitioning and workflow to provide a seamless experience to buyers, and leverages an Ariba Supplier Network (ASN) account as a means for vendors to collaborate with buyers during the proposal process. This is referred to as Collaborative Requisitioning.

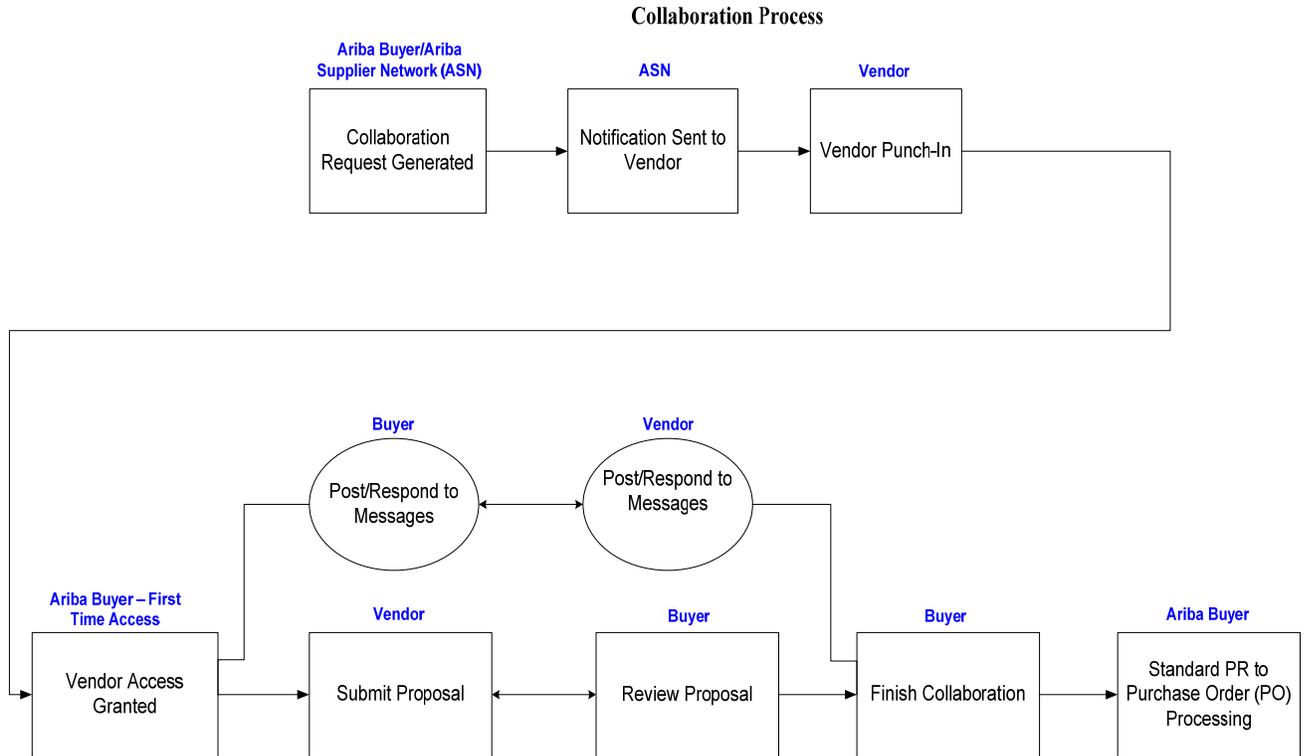
Collaborative Requisitioning allows buyers and vendors to work together through a request/proposal process which results in a requisition line item with specific details such as the name and hourly rate of a contractor, or the proposal details related to a consulting project. When a buyer adds a collaboration line item to a requisition, a Collaboration Request is available to each invited vendor and a notification is sent to them through the Ariba Supplier Network (ASN). Throughout the collaboration process, your customers can send summary information and messages about collaboration requests to your ASN Inbox.

In your online ASN Inbox, you can view, assign, and search for specific collaboration requests. In addition, you can access your customer's procurement site to view summary information, collaboration proposals, transaction history, and to participate in the overall collaboration process.

This guide describes the collaboration process and functionality to be used for the temporary labor and consulting services categories contained in DGS contracts.

Figure 1 below outlines the Collaboration Process and how the vendor and buyer are involved in a typical transaction.

Figure 1: Collaboration process



ASN NAVIGATION

Vendors have the ability to view and respond to Collaboration Requests by accessing the Ariba Supplier Network (ASN). To access ASN, log in to www.supplier.ariba.com and enter a valid Username and Password.

The screenshot shows the Ariba Supplier Network Log In page. At the top left, there is a navigation bar with 'Go to >' and 'Ariba Supplier Network' and 'Ariba Discovery'. Below this is the 'Ariba Supplier Network Log In' section, which includes a logo, a 'Username:' field, a 'Password:' field, and a 'Log In' button. To the right of the login form is a 'Join Ariba Supplier Network !' section with a registration link. Below the login form is a 'Business Opportunity' banner for 'Resin, Resin, Rubber & Elastomers | \$100 USD'. The main content area features an 'Introduction to Ariba Supplier Network' section with a video thumbnail and a 'What's New' section titled 'Ariba Supplier Network 48 Release Now Available'. At the bottom, there is a 'Manage your Business for Success through Ariba Supplier Network' section with four columns of service links: 'Grow Your Business', 'Supplier Membership Program', 'Supplier Services', and 'Resources'. A red callout box labeled 'ASN Log-In' points to the 'Log In' button.

Viewing Collaboration Requests via the ASN Home Page

The first page that you will see is the ASN Home Page. From here, you can access Collaboration Requests that have been sent to you by your customers.

When the ASN account receives a new Collaboration request, an email notification will be sent. See Appendix A for an example.

You can access Collaboration Requests by one of two ways:

1. Inbox

Click the **Inbox** tab located at the top left of the page.

The screenshot shows the Ariba Supplier Network interface. The navigation menu at the top includes 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Administration', and 'Reports'. The 'Inbox' tab is highlighted. A yellow callout box with a red border points to the 'Inbox' tab with the text 'Select the Inbox tab'. The main content area displays various sections: 'Profile Completeness' (45%), 'Quick Links', 'Purchase Orders' (New: 18, Changed: 6, Failed: 0, etc.), 'Invoices' (Failed: 0, Rejected: 0), 'Collaboration Requests' (Response Needed: 0), 'Manage' (Time & Expense Sheets), and 'Create' (PO Invoice, Non-PO Invoice, Contract Invoice). There are also tables for 'Purchase Order Status', 'Invoice Status', and 'Early Payments'.

Then click **Collaboration Requests** from the sub-menu.

The screenshot shows the Ariba Supplier Network interface with the 'Inbox' tab selected in the navigation menu. A yellow callout box with a red border points to the 'Collaboration Requests' sub-menu item with the text 'Select Collaboration Requests from the sub-menu'. The sub-menu items visible are 'Purchase Orders', 'Collaboration Requests', 'Time & Expense Sheets', 'Early Payments', and 'More...'. The 'Collaboration Requests' item is highlighted.

2. Collaboration Requests Link

Click the **Collaboration Requests** link from the **Quick Links** panel located at the far left of the page. The Quick Links panel indicates whether you have received a new collaboration request. If not, the Collaboration Request section does not appear.

The screenshot shows the Ariba Supplier Network dashboard. On the left is a 'Quick Links' panel with 'Collaboration Requests' highlighted. The main content area includes a search bar, a 'Purchase Order Status' table, an 'Invoice Status' table, and an 'Early Payments' table. The 'Purchase Order Status' table shows data for three customers: Commonwealth of..., COVA eVA ST - TEST, and COVA eVA TRAIN... with columns for New, Changed, Confirmed, Shipped, Invoiced, In Progress, and Failed. The 'Invoice Status' table shows columns for Sent, Approved, Paid, Rejected, and Failed. The 'Early Payments' table shows columns for Buyer-Initiated, Eligible for Supplier-Initiated Discounts, and Eligible for Auction.

The Collaboration Requests page of the Inbox allows you to search for requests using a variety of filters (this will be discussed in detail later in the guide). Additionally, a list of all Collaboration Requests is displayed and can be filtered.

The screenshot shows the 'Collaboration Requests' page. It features a 'Search Filters' section with fields for Customer, Request Number, Date Range, Start Date, and End Date. There are also dropdowns for Assigned To, Collaboration Request Status, and Number of Results. A 'Search' button is present. Below the filters is a table of Collaboration Requests. The first row shows a request with ID PR460455-R970, titled 'New Collaboration Request', for customer COVA eVA TRAIN - TEST, received on 27 Jan 2010 9:42:12 PM, with an amount of \$600.00 USD and status 'Request Received - Supplier Response Required'. A callout box points to the search filters with the text 'Search for requests by using filters'. Another callout box points to the table with the text 'Collaboration Requests are listed'.



From the Inbox, click the link in the Request # column to view details of the Collaboration Request.

Collaboration Status - Untitled Requisition

View the status of this collaboration request. View all related documents and send and view messages.

[How To](#)

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Collaboration Request Reference ID: PR460613-R1001 Collaboration Title: Untitled Requisition Request Date: Tue, 2 Mar, 2010 Requester: Admin, An	Last Message (0 messages unread) Send Message All Messages Subject: Canceled (Automatically canceled) From: Admin, An (3/2/2010 12:44 PM) Reference: Request PR460613-R1001
---	--

Current Documents						Hide Details
Name	Date Submitted	Status	Qty	UOM	Price	Total Actions
<input type="checkbox"/> Request PR460613-R1001 1. Registered Nurse Manager II	Tue, 2 Mar, 2010	Request Closed - Automatically canceled				\$791.84000USD Respond
Line Item Details Start Date: Tue, 2 Feb, 2010 Work Location: VITA - Eastern Office End Date: Wed, 10 Feb, 2010 Work Supervisor: Admin, An Pay Rate: ? \$14.00000USD Not to Exceed						

All Messages Subject: Canceled (Automatically canceled) From: Admin, An (3/2/2010 12:44 PM) Reference: Request PR460613-R1001	Send Message
--	------------------------------

[Back](#)



SEARCHING FOR COLLABORATION REQUESTS

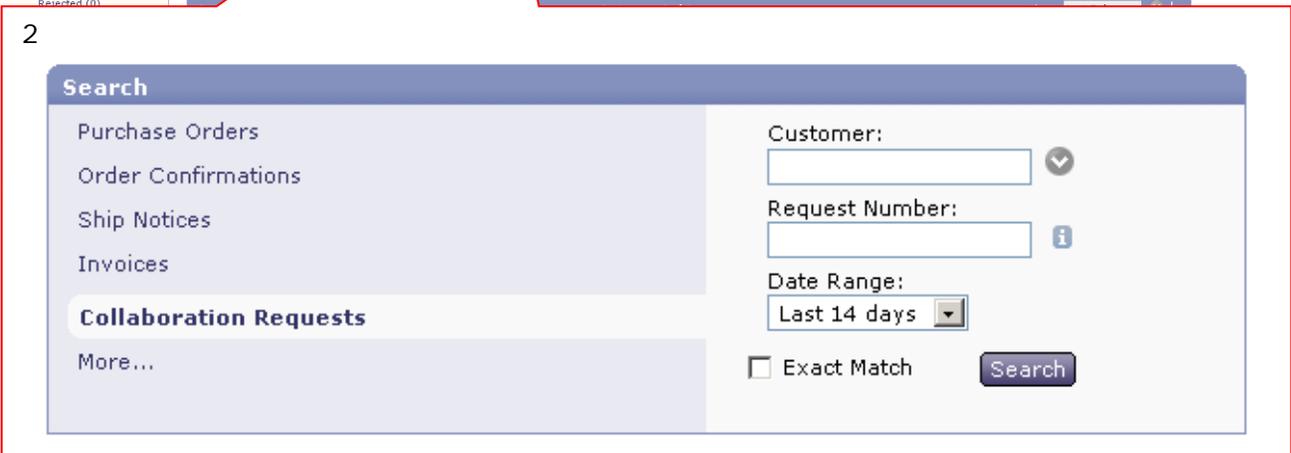
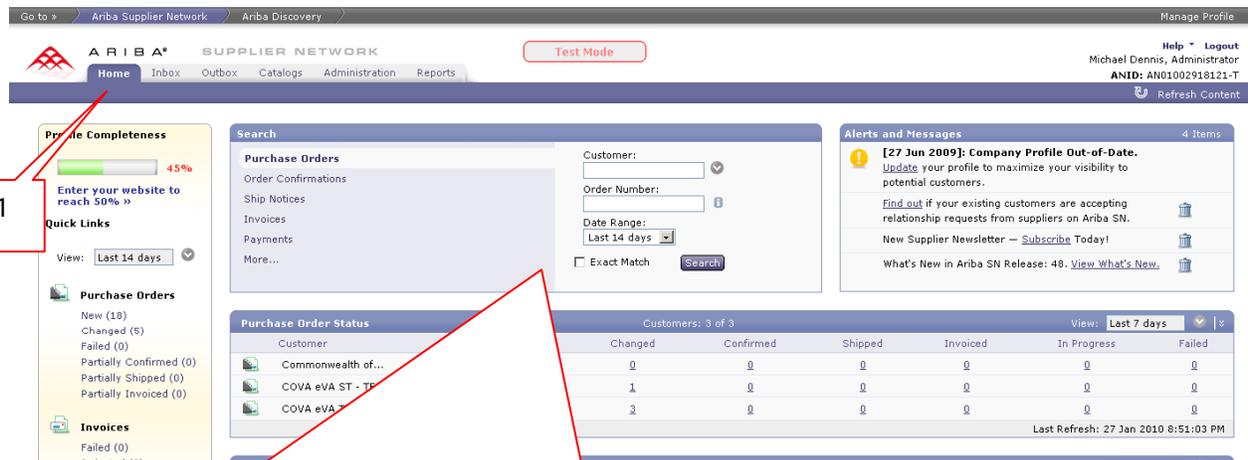
If there are more than a few collaboration requests in your Inbox, it might be easier to search for individual requests than to scroll through the list. You can search for specific requests by using the following methods:

Search Content Item

Search Content Item is located on the top of the ASN Home Page Dashboard. This feature allows you to find Collaboration Requests using the following criteria.

To find Collaboration Requests using Search Content Item, follow the steps below:

1. Click the Home tab.
2. From the Search Content Item box, click the Collaboration Requests link (use the More... menu if necessary) and search by any or all of the options in the table following the screen shot.



Additional Search Content Item fields:

Search Criterion	Description
Customer	Customers (buyers) with which you have a trading relationship. You can use a partial entry such as "Smith" to find all customers whose name begins with "Smith." This search would find "Smithwick" but not "Blacksmith."
Request Number	The request number assigned by the submitter's application. For a basic search, you must enter the exact Request Number. Request numbers are case-sensitive, so CLR123 is not the same as clr123.
Date Range	The date on which Ariba SN received the collaboration request. The options are Last 24 hours, Last 7 days, Last 14 days, and Last 31 days.

1. Click Search.
2. From the Inbox, click a link in the Request # column to view details.

The screenshot shows the Ariba Supplier Network interface. At the top, there are navigation tabs for 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Administration', and 'Reports'. Below this is a 'Collaboration Requests' section with search filters. The filters include 'Customer', 'Request Number', 'Date Range', 'Assigned To', 'Collaboration Request Status', and 'Number of Results'. A 'Search' button is highlighted with a red box labeled '1'. Below the filters is a table of collaboration requests. The first row is highlighted with a red box labeled '2' pointing to the 'Request #' column header. At the bottom right of the page, a 'Reset' button is highlighted with a red box labeled '3'.

3. To search again, click Reset.

Search Filters

Search Filters can be used to perform more advanced searches for collaboration requests or to refine a search that you started in the Search Content Item tool on the ASN Home page. Any information that you provided in the Search Content Item appears in Search Filters.

Filters are displayed after clicking the arrow to the left of the 'Search Filters' control located at the top of the Collaboration Requests page of the ASN Inbox:

VENDOR COLLABORATION USER GUIDE

SEARCHING FOR COLLABORATION REQUESTS



Go to » Ariba Supplier Network Ariba Discovery Manage Profile

ARIBA SUPPLIER NETWORK Test Mode Help Logout
Michael Dennis, Administrator
ANID: AN01002918167-T

Purchase Orders **Collaboration Requests** Time & Expense Sheets Early Payments More...

Collaboration Requests

▶ Search Filters

Request #	Title	Customer	Received Date	Purchase Order	Amount	Status	Assigned To
PR460707-R1021	null email - repeat	COVA eVA TRAIN - TEST	8 Mar 2010 8:44:18 AM	EP433508	\$160.00 USD	Proposal Accepted and Request Closed	
PR460694-R1020	Copy of null email test	COVA eVA TRAIN - TEST	7 Mar 2010 10:04:32 PM	EP433502	\$160.00 USD	Proposal Accepted and Request Closed	

Collaboration Requests

▼ Search Filters

Customer: Assigned To:

Request Number: Collaboration Request Status:

Partial number Exact number

Date Range: Number of Results:

* Start Date:

* End Date:

Filter Fields:

Search Field	Description
Customer	Search for a customer involved with Collaboration Requests
Request Number	Search for the customer-assigned number used by ASN to track requests. Enter the entire number. Request numbers are case-sensitive, so CLR123 is not the same as clr123.
Date Range	Search for the date on which ASN received the request. You can choose from the following pull-down menu options: Last 24 hours, Last 7 days, Last 14 days, Last 31 days, or Other. If you choose Other, you can specify the start date and end date of your search. Note that the date range is limited to the past 31 days.
Start Date	Search by the date on which ASN received the request.
End Date	Note that the maximum date range is 31 days.
Assigned To	Search for users who have permission to view requests.
Collaboration Request Status	Search by status of the request. For more information, see Collaboration Request Status Levels.
Number of Requests	Request more than the default number of search results. By default, the search returns up to 100 records.

The steps below describe the process for executing a search for collaboration requests using Search Filters:

1. Select the Inbox tab.
2. Select Collaboration Requests from the sub-menu.
3. Click the expand arrow to open Search Filters.
4. Enter the criteria by which you want to search and click Search. ASN returns all items that match your search criteria.

- Click the Request # in the search results in order to view details of the collaboration request.

ARIBA* SUPPLIER NETWORK Test Mode

Home **Inbox** Outbox Catalogs Administration Reports Help Logout
Michael Dennis, Administrator
ANID: AN01002918167-T

Purchase Orders **Collaboration Requests** Time & Expense Sheets Early Payments More...

Collaboration Requests

Search Filters

Customer:

Request Number:

Partial number Exact number

Date Range:

Start Date: 22 Jan 2010

End Date: 28 Jan 2010

Collaboration Requests

<input type="checkbox"/>	Request #	Title	Purchase Order	Amount	Status	Assigned To
<input type="checkbox"/>	PR460455-R970	New Collaboration Request	COVA eVA TRAIN - TEST	27 Jan 2010 9:42:12 PM	\$600.00 USD	Request Received - Supplier Response Required
<input type="checkbox"/>	PR454500-R968	ip switch	COVA eVA TRAIN - TEST	23 Jan 2010 10:08:15 AM	\$400.00 USD	Awaiting Response from Buyer

Assign To:

In addition, you can sort the list using the Request#, Title, Customer, Received Date, Purchase Order, Amount, Status, and Assigned To column headers.

<input type="checkbox"/>	Request #	Title	Customer	Received Date	Purchase Order	Amount	Status	Assigned To
<input type="checkbox"/>	PR460460-R971	New collaboration Req	COVA eVA TRAIN - TEST	28 Jan 2010 3:39:02 PM		\$800.00 USD	Request Received - Supplier Response Required	
<input type="checkbox"/>	PR460455-R970	New Collaboration Request	COVA eVA TRAIN - TEST	27 Jan 2010 9:42:12 PM		\$600.00 USD	Request Received - Supplier Response Required	

ASSIGNING COLLABORATION REQUESTS

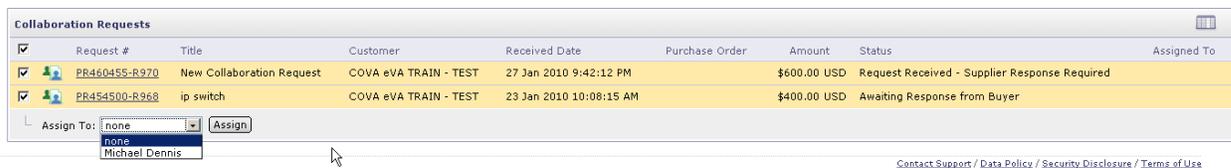
Your ASN account administrator is able to view and assign collaboration requests sent to your business's ASN account. The administrator can assign collaboration requests to account users who have the appropriate permission.

Assigning Requests to Other Users

Because you are a user with permission to view collaboration requests, you can view requests that are assigned to you and then assign them to other users, or update assignments for your requests.

To assign a collaboration request, simply follow the steps below:

1. Navigate to the Inbox
2. Click Collaboration Requests from the sub-menu. The ASN will display collaboration requests assigned to you and all unassigned collaboration requests.
3. Check the box next to each collaboration request that you want to assign to another user and then select the user from the 'Assign To' drop down menu.



4. Click Assign. The user is now displayed in the Assigned To column to the right of the page.



Users will receive email notification stating that a Collaboration Request has been assigned to their ASN account. See Appendix A for an example.



RESPONDING TO COLLABORATION REQUESTS

When you, the vendor, open a collaboration request, ASN accesses the customer's procurement site and displays details of the specific request. You are then able to participate in the collaboration process for this request through your customer's procurement site. After you are finished working on the request, you are returned to your ASN account. Note that if your ASN session has timed out before you return, you will have to log into the account again.

When acting upon a collaboration request, there are three possible actions that can be performed. Each of these processes will be outlined below.

- Respond to the request with a proposal
- Send a message to the buyer
- Decline the request

Responding with a Proposal

With ACP and Collaborative Requisitioning, you can respond to collaboration requests that have been sent to you by your customers. During this process, you are able to send a proposal to the customer in response to the particular collaboration request. In this proposal, you are able to provide specific details regarding the request. For example, if the line item is for a temporary labor contractor, the proposal will contain details including the candidate's name, candidate's ID, resume, and hourly rate. If the line item is related to a consulting services contract, the proposal may contain information such as project expenses, milestone requirements, or consulting resource specifications. The differences between these two types of proposals are explained below.

1. After you have selected the collaboration request that you want to provide a proposal for, click the **Request #** link.

Collaboration Requests								
<input type="checkbox"/>	Request #	Title	Customer	Received Date	Purchase Order	Amount	Status	Assigned To
<input type="checkbox"/>	PR460460-R971	New collaboration Req	COVA eVA TRAIN - TEST	28 Jan 2010 3:39:02 PM		\$800.00 USD	Request Received - Supplier Response Required	
<input type="checkbox"/>	PR460455-R970	New Collaboration Request	COVA eVA TRAIN - TEST	27 Jan 2010 9:42:12 PM		\$600.00 USD	Request Received - Supplier Response Required	

Assign To:

2. The Line Item Details page of the collaboration request displays.

Collaboration Status - New collaboration Req

View the status of this collaboration request. View all related documents and send and view messages. [How To](#)

[Back](#)

Collaboration Request Reference ID: PR460460-R971 Collaboration Title: New collaboration Req Request Date: Thu, 28 Jan, 2010, 3:38 PM Requester: Admin, An	Last Message (0 messages unread) Send Message To send a message to the requester, click on the Send Message link and enter your message. Messages are only shared between your organization and the buying organization.
---	--

Current Documents							Hide Details
Name	Date Submitted	Status	Qty	UOM	Price	Total	Actions
Request PR460460-R971	Thu, 28 Jan, 2010, 3:38 PM	Request Received - Response Required				\$800.00000USD	Respond
1. Agency Management Analyst Lead							
▼Line Item Details							
Start Date: Mon, 4 Jan, 2010				Work Location: VITA - Eastern Office			
End Date: Fri, 8 Jan, 2010				Work Supervisor: Admin, An			
Pay Rate: ? \$20.00000USD Not to Exceed							

All Messages [Send Message](#)

No items

3. To respond with a proposal, click the Respond button located to the right of the screen and select Respond with Proposal from the menu.

Collaboration Status - New collaboration Req

View the status of this collaboration request. View all related documents and send and view messages. [How To](#)

[Back](#)

Collaboration Request Reference ID: PR460460-R971 Collaboration Title: New collaboration Req Request Date: Thu, 28 Jan, 2010, 3:38 PM Requester: Admin, An	Last Message (0 messages unread) Send Message To send a message to the requester, click on the Send Message link and enter your message. Messages are only shared between your organization and the buying organization.
---	--

Current Documents							Hide Details
Name	Date Submitted	Status	Qty	UOM	Price	Total	Actions
Request PR460460-R971	Thu, 28 Jan, 2010, 3:38 PM	Request Received - Response Required				\$800.00000USD	Actions Send Message Respond With Proposal Decline Request Revise Proposal View Messages Print
1. Agency Management Analyst Lead							
▼Line Item Details							
Start Date: Mon, 4 Jan, 2010				Work Location: VITA - Eastern Office			
End Date: Fri, 8 Jan, 2010				Work Supervisor: Admin, An			
Pay Rate: ? \$20.00000USD Not to Exceed							

All Messages [Send Message](#)

No items

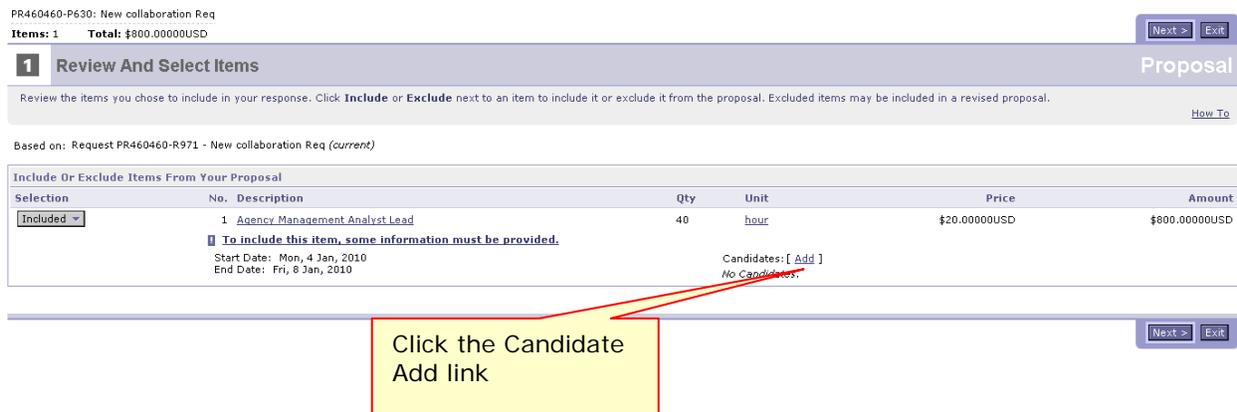
Select Respond with Proposal from the Actions menu

Actions
Send Message
Respond With Proposal
Decline Request
Revise Proposal
View
Messages
Print

Temporary Labor Proposals

A collaboration request that contains a temporary labor line item is used to identify, collaborate, and procure labor resources on a temporary basis. When creating a temporary labor proposal using Collaborative requisitioning, you are prompted to provide specific details about the candidate being proposed for the contract. Follow the steps below in order to complete the proposal:

1. After you have selected Respond With Proposal, the Review and Select Items page is displayed. On this page, you can add contractor candidate information to the proposal. Click the Candidates: [Add] link.



PR460460-P630: New collaboration Req
Items: 1 Total: \$800.00000USD

1 Review And Select Items Proposal

Review the items you chose to include in your response. Click **Include** or **Exclude** next to an item to include it or exclude it from the proposal. Excluded items may be included in a revised proposal. [How To](#)

Based on: Request PR460460-R971 - New collaboration Req (current)

Include Or Exclude Items From Your Proposal						
Selection	No.	Description	Qty	Unit	Price	Amount
Included	1	Agency Management Analyst Lead	40	hour	\$20.00000USD	\$800.00000USD
<p>To include this item, some information must be provided.</p> <p>Start Date: Mon, 4 Jan, 2010 End Date: Fri, 8 Jan, 2010</p> <p>Candidates: [Add] No Candidates.</p>						

Click the Candidate Add link

2. The Contractor Candidate Details page displays. Use this page to provide details about the particular contractor that you are proposing for the collaboration request. These details include information such as Contractor name, Driver's License Number, Start and End dates, and Pay Rate. In addition, you are required to provide a resume for the contractor. Note that required fields are indicated with an asterisk (*).



Contractor Candidate Details

OK Cancel

Review and modify a contractor candidate.

How To

* First Name:

* Last Name:

* Driver's License State: ?

* Driver's License Number: ?

Supplier Contractor ID: ?

* Resume: (none)

* Start Date:

* End Date:

* Hours Per Week:

* Quantity: ?

* Bill Rate: ?
Bill Rate is required and must equal Pay Rate plus Markup.

* Pay Rate: ? *Limit: \$20,000,000 USD Not to Exceed.*

* Markup Percent:

* Overtime Markup Percent:

Supplier Reference #: ?

Amount:

Reject Reason:

the values and compliance information based on your edits.

OK Cancel

For fields that display a (?) to the right, a description of the field is displayed when the mouse cursor is positioned over the field name.

3. After populating all required fields, click Calculate to calculate the final pay rate for the contractor that you are proposing and to ensure that all required information has been provided.

Contractor Candidate Details

Review and modify a contractor candidate.

*First Name:	<input type="text" value="John"/>
*Last Name:	<input type="text" value="Smith"/>
*Driver's License State: ?	<input type="text" value="VA"/>
*Driver's License Number: ?	<input type="text" value="111223333"/>
Supplier Contractor ID: ?	<input type="text"/>
*Resume:	<input type="text" value="Candidate resume.doc"/> <input type="button" value="Replace"/> <input type="button" value="Delete"/>
*Start Date:	<input type="text" value="Mon, 4 Jan, 2010"/> <input type="button" value="Calendar"/>
*End Date:	<input type="text" value="Fri, 8 Jan, 2010"/> <input type="button" value="Calendar"/>
*Hours Per Week:	<input type="text" value="40"/>
*Quantity: ?	<input type="text" value="40"/>
*Bill Rate: ?	<input type="text" value="\$20.00000USD"/> <input type="button" value="Currency"/>
*Pay Rate: ?	<input type="text" value="\$19.04762USD"/> <input type="button" value="Currency"/> Limit: \$20.00000USD Not to Exceed.
*Markup Percent:	<input type="text" value="5%"/>
*Overtime Markup Percent:	<input type="text" value="5%"/>
Supplier Reference #: ?	<input type="text"/>
Amount:	\$800.00000USD

Reject Reason:

the values and compliance information based on your edits.



- Click Ok. The Review and Select Items screen is displayed and the newly added contractor candidate is now included in the proposal.

PR460460-P632: New collaboration Req Next > Exit

1 Review And Select Items Proposal

Review the items you chose to include in your response. Click **Include** or **Exclude** next to an item to include it or exclude it from the proposal. Excluded items may be included in a revised proposal. How To

Based on: Request PR460460-R971 - New collaboration Req (current)

Include Or Exclude Items From Your Proposal						
Selection	No.	Description	Qty	Unit	Price	Amount
<input type="checkbox"/> Included	1	Agency Management Analyst Lead	40	hour	\$20.00000USD	\$800.00000USD
			Candidates: [Add]			
			<input type="checkbox"/> Smith, John \$20.00000USD			

Next > Exit

Candidate is now populated

- Click Next. The Complete and Submit page is displayed. At this point, you are able to make changes to the proposal by clicking Edit prior to submitting it to the customer for review. In addition, you are able to add attachments to the proposal or send a message to the customer by entering text in the message box.

PR460460-P632: New collaboration Req < Prev Submit Exit

2 Complete And Submit Response Proposal

Finish modifying the details of this proposal. To edit an item, select its check box and click **Edit**. How To

Title:

Based on: Request PR460460-R971 - New collaboration Req (current)

Line Items (1)						Show Details	
<input checked="" type="checkbox"/>	No.	Type	Description	Qty	Unit	Price	Amount
<input checked="" type="checkbox"/>	1		Agency Management Analyst Lead	40	hour		

Edit

Total Estimate: \$800.00000USD

Submit Message

Message:

Attachments:

< Prev Submit Exit

Edit

Enter a message to be sent to your customer here



6. Click Submit. The Review Details page displays all details related to the proposal. The proposal has now been submitted to the customer for review.

Michael Dennis Toggle Tips Toggle Currency

You submitted Proposal PR460460-P632 - New collaboration Req to Buyer Organization

Collaboration Status - New collaboration Req
View the status of this collaboration request. View all related documents and send and view messages. [How To](#)

[Back](#)

<p>Collaboration Request</p> <p>Reference ID: PR460460-R971</p> <p>Collaboration Title: New collaboration Req</p> <p>Request Date: Thu, 28 Jan, 2010</p> <p>Requester: Admin, An</p>	<p>Last Message (0 messages unread) Send Message</p> <p><small>To send a message to the requester, click on the Send Message link and enter your message. Messages are only shared between your organization and the buying organization.</small></p>
---	---

Composing Proposals		
Name	Title	In Response To/Revising
Proposal PR460460-P630	New collaboration Req	PR460460-R971

Current Documents							Hide Details
Name	Date Submitted	Status	Qty	UDM	Price	Total	Actions
<input type="checkbox"/> Proposal PR460460-P632	Fri, 29 Jan, 2010, 7:03 AM	Proposal Sent - Waiting For Response					Respond
1. Agency Management Analyst Lead							
▼ Line Item Details							
Start Date: Mon, 4 Jan, 2010		Work Location: VITA - Eastern Office					
End Date: Fri, 8 Jan, 2010		Work Supervisor: Admin, An					
Pay Rate: ? \$20.00000USD							
▼ Proposed Candidates							
<input type="checkbox"/> Smith, John		40hour		\$20.00000USD		\$800.00000USD	

All Messages		Send Message
No items		

[Back](#)

After the buyer has reviewed and accepted your proposal, you will receive email notification informing you that the Collaboration Request has been updated. See Appendix A for an example.

Consulting Services Proposals

A consulting services collaboration request can include any combination of four category line item types:

- Consulting lines
- Milestone lines
- Expense lines
- Recurring expense lines

When a buyer adds a line to a requisition from any of these line types, a 'template' containing fields that are specific to the line item type is created. With this 'template', it is simple to build a proposal containing the information required to meet the needs of a specific consulting services contract.

The following steps provide detailed information about shared header-level fields, the four line types used in a consulting services request, and how to create a complete and submit proposal. Note that the example below represents a collaboration request containing all

VENDOR COLLABORATION USER GUIDE

RESPONDING TO COLLABORATION REQUESTS



four line item types. Although this is the most common scenario, any combination of line item types is possible.

Collaboration Status - ACP Consulting Sample
View the status of this collaboration request. View all related documents and send and view messages. [How To](#)

[Back](#)

Collaboration Request

Reference ID: PR462046-R1379
Collaboration Title: ACP Consulting Sample
Request Date: Wed, 30 Jun, 2010, 10:51 AM
Requester: Admin, An

Last Message (0 messages unread) [Send Message](#)

To send a message to the requester, click on the [Send Message](#) link and enter your message. Messages are only shared between your organization and the buying organization.

Current Documents [Hide Details](#)

Name	Date Submitted	Status	Qty	UOM	Price	Total	Actions
Request PR462046-R1379	Wed, 30 Jun, 2010, 10:51 AM	Request Received - Response Required				\$27,600.00000USD	Respond
1. PF14804C03-09 Consulting Services - Category ...			176	hour	\$100.00000USD	\$17,600.00000USD	<ul style="list-style-type: none"> Send Message Respond With Proposal Decline Request Revise Proposal View Messages Print
<p>▼ Line Item Details</p> <p>Start Date: Tue, 1 Jun, 2010 End Date: Wed, 30 Jun, 2010, 11:59 PM Hours Per Week: 40 Bill Rate: \$100.00000USD Negotiable Work Location: VITA - Eastern Office</p>							
2. PF14804C02-09 Consulting Services - Category ...			1	hour	\$5,000.00000USD	\$5,000.00000USD	
<p>▼ Line Item Details</p> <p>Billing Date: Wed, 30 Jun, 2010 Verifier: Admin2_a</p>							
3. PF14804C02-09 Consulting Services - Category ...			5	week	\$500.00000USD	\$2,500.00000USD	
<p>▼ Line Item Details</p>							

Select Respond with Proposal from the Actions menu

1. After you have selected Respond with Proposal, the Review and Select Items page is displayed. On this page, you can view all line items that are part of the collaboration request. You can also choose to Include or Exclude certain line items from the proposal. Note that all lines will be included, by default.

PR462046-P913: ACP Consulting Sample
Items: 4 Total: \$27,600.00000USD [Next >](#) [Exit](#)

1 Review And Select Items **Proposal**

Review the items you chose to include in your response. Click **Include** or **Exclude** next to an item to include it or exclude it from the proposal. Excluded items may be included in a revised proposal. [How To](#)

Based on: Request PR462046-R1379 - ACP Consulting Sample (current)

Selection	No.	Description	Qty	Unit	Price	Amount
<input type="checkbox"/> Included	1	PF14804C03-09 Consulting Services - Category ... Start Date: Tue, 1 Jun, 2010 End Date: Wed, 30 Jun, 2010, 11:59 PM	176	hour	\$100.00000USD	\$17,600.00000USD
<input type="checkbox"/> Included	2	PF14804C02-09 Consulting Services - Category ... Completion Due Date: Wed, 30 Jun, 2010 Verifier: Admin2_a				\$5,000.00000USD
<input type="checkbox"/> Included	3	PF14804C02-09 Consulting Services - Category ... Is Recurring? Yes Billing Date: Tue, 1 Jun, 2010 End Date: Wed, 30 Jun, 2010	5	week	\$500.00000USD	\$2,500.00000USD
<input type="checkbox"/> Included	4	Software licensing fee.				\$2,500.00000USD

[Next >](#) [Exit](#)



VENDOR COLLABORATION GUIDE

RESPONDING TO COLLABORATION REQUESTS

- To Exclude a line from the proposal, select Exclude from the Selection control located to the left of the line item.

PR462046-P913: ACP Consulting Sample
 Items: 4 Total: \$27,600.00000USD

1 Review And Select Items Proposal

Review the items you chose to include in your response. Click **Include** or **Exclude** next to an item to include it or exclude it from the proposal. Excluded items may be included in a revised proposal. [How To](#)

Based on: Request PR462046-R1379 - ACP Consulting Sample (current)

Selection	No.	Description	Qty	Unit	Price	Amount
Included	1	PF14804C03-09 Consulting Services - Category ... Start Date: Tue, 1 Jun, 2010 End Date: Wed, 30 Jun, 2010, 11:59 PM	176	hour	\$100.00000USD	\$17,600.00000USD
Included	2	PF14804C02-09 Consulting Services - Category ... Completion Due Date: Wed, 30 Jun, 2010 Vendor: ...				\$5,000.00000USD
Included	3	PF14804C01-09 Consulting Services - Category ... Is Recurring? Yes Billing Date: Tue, 1 Jun, 2010 End Date: Wed, 30 Jun, 2010	5	week	\$500.00000USD	\$2,500.00000USD
Included	4	Software licensing fee.				\$2,500.00000USD

Select Exclude from the menu to exclude a line from your proposal

- Click Next. The Complete and Submit Response page displays. From this page, you can view all header-level information that was provided by the customer, line items that will be included in the proposal, and fields that must be populated prior to submitting the proposal.

The table below contains details of header-level fields that are contained in the proposal.

Field	Definition	Editable by Vendor
Title	The title of the proposal.	Yes
Project Number	The number that has been assigned to the project.	No
Project Description	The description of the consulting services project.	No
SOW Attachment	Attachment containing Statement of Work details. This information may be provided by the buyer and/or the vendor.	Yes
Requirements Attachment	Attachment containing Requirements details. This information may be provided by the buyer and/or the vendor.	Yes
Estimated Project Start Date	The date on which the project will begin.	Yes
Estimated Project End Date	The date on which the project will end.	Yes
Response Due	The date on which the response to the proposal is due.	Yes
Project Type	The type of consulting services project.	No
Project Lead	The COVA designated project lead.	No

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RESPONDING TO COLLABORATION REQUESTS



Field	Definition	Editable by Vendor
Approach	The methodology that will be used during the execution of the project. This information may be provided by the buyer and/or the vendor.	Yes
Approach Attachment	Attachment containing details related to the Approach. This information may be provided by the buyer and/or the vendor.	Yes
Past Projects	Information regarding any past engagements that relate to the consulting services being proposed. This information may be provided by the buyer and/or the vendor.	Yes
Past Project Attachment	Attachment containing information regarding any past engagements that relate to the consulting services being proposed. This information may be provided by the buyer and/or the vendor.	Yes
Deliverables	Information regarding any deliverables that are to be included during the execution of the project. This information may be provided by the buyer and/or the vendor.	Yes
Deliverables Attachment	Attachment containing information regarding any deliverables that are to be included during the execution of the project. This information may be provided by the buyer and/or the vendor.	Yes
Additional Terms and Conditions	Any additional terms and conditions of the project which are not included elsewhere in the proposal. This information may be provided by the buyer and/or the vendor.	No
Supplemental Information	Includes any additional information pertinent to the project which is not included elsewhere in the proposal. This information may be provided by the buyer and/or the vendor.	Yes
Supplemental Information Attachment	Attachment/s that contain any additional information pertinent to the project which is not included elsewhere in the proposal. This information may be provided by the buyer and/or the vendor. You are able to add multiple attachments to this field.	Yes
Supplier Contact Name	The name of the point of contact for your organization in regard to this consulting services project.	Yes
Supplier Telephone	The telephone number that is to be used for communication.	Yes
Supplier Fax	The fax number that is to be used for communication.	Yes
Supplier Email	The email address that is to be used for communication.	Yes
Supplier Title	The title of the person from your organization that will be the point of contact.	Yes
Insurance Coverage	Specifies whether or not your firm has the insurance coverage required by the contract.	Yes



VENDOR COLLABORATION GUIDE RESPONDING TO COLLABORATION REQUESTS

Field	Definition	Editable by Vendor
DMBE Participation Approach	Describe proposed participation of Commonwealth of Virginia Department of Minority Business Enterprise (DMBE) certified small businesses, women-owned businesses and minority-owned businesses in this project.	Yes
DMBE Participation Approach Attachment	Attachment related to DMBE Participation Approach details.	Yes
This Proposal is valid until	The date on which the proposal is no longer valid.	Yes

4. Because this is a collaborative process, you can edit information that was originally provided by the buyer in text boxes or as attachments so that he/she can review specific details related to the consulting engagement prior to accepting your proposal.

PR462046-P913: ACP Consulting Sample
Items: 4 Total: \$27,600.00000USD

2 Complete And Submit Response Proposal

Finish modifying the details of this proposal. To edit an item, select its check box and click **Edit**. [How To](#)

Title:

Based on: Request PR462046-R1379 - ACP Consulting Sample (current)

Allow Partial Acceptance:

Project Number: 100367

Project Description: This is a sample consulting services proposal requisition.

*SOW Attachment: [Sample Attachment.docx](#)

*Requirements Attachment: [Sample Attachment.docx](#)

*Estimated Project Start Date:

*Estimated Project End Date:

Response Due:

Project Type: Financial Service Management

Project Lead: Admin2, a

Approach:

Approach Attachment: [Sample Attachment.docx](#)

Past Projects:

Past Projects Attachment: [Add Attachment](#)

Deliverables:

Deliverables Attachment: [Add Attachment](#)

Additional Terms and Conditions:

Supplemental Information:

Supplemental Information Attachments:

*Supplier Contact Name:

*Supplier Telephone:

Supplier Fax:

*Supplier Email:

*Supplier Title:

*Insurance Coverage: Yes No

DMBE Participation Approach:

DMBE Participation Approach Attachment: [Add Attachment](#)

*This proposal is valid until:

I understand and accept the APPROVAL OF CONTRACTOR/SUBCONTRACTOR PERSONNEL term and condition
 You must accept Approval of Contractor/subcontractor personnell term and condition.

Use the calendar controls to edit project Start/End dates

Replace or Delete attachments here

Edit or enter additional text in the text boxes

For fields that display a (?) to the right, a description of the field is displays when the mouse cursor is positioned over the field name.



VENDOR COLLABORATION GUIDE RESPONDING TO COLLABORATION REQUESTS

5. Check the 'I understand and accept the APPROVAL OF CONTRACTOR/SUBCONTRACTOR PERSONNEL terms and conditions' checkbox. Note that you will not be able to submit a proposal unless the terms and conditions have been accepted.

Supplemental Information Attachments:

[Add Attachment](#)

*Supplier Contact Name: **Value must be set.**

*Supplier Telephone: **Value must be set.**

Supplier Fax:

*Supplier Email: **Value must be set.**

*Supplier Title: **Value must be set.**

*Insurance Coverage: ? Yes No **Value must be set.**

DMBE Participation Approach: ?

DMBE Participation Approach Attachment: [Add Attachment](#)

*This proposal is valid until: **Value must be set.**

I understand and accept the APPROVAL OF CONTRACTOR/SUBCONTRACTOR PERSONNEL term and condition **You must accept Approval of Contractor/subcontractor personnell term and condition.**

6. After populating all required fields, click Update Total to calculate the final estimated total for the proposal and to ensure that all required information has been provided.

*Supplier Contact Name:

*Supplier Telephone:

Supplier Fax:

*Supplier Email:

*Supplier Title:

*Insurance Coverage: ? Yes No

DMBE Participation Approach: ?

DMBE Participation Approach Attachment: [Sample Attachment.docx](#)
[Replace](#) [Delete](#)

*This proposal is valid until:

I understand and accept the APPROVAL OF CONTRACTOR/SUBCONTRACTOR PERSONNEL term and condition



7. To edit any line item, select its checkbox and click Edit.

No.	Type	Description	Qty	Unit	Price	Amount
<input type="checkbox"/>		PF14804C03-09 Consulting Services - Category ... Start Date: Tue, 1 Jun, 2010 End Date: Wed, 30 Jun, 2010, 11:59 PM	176	hour	\$100.00000USD	\$17,600.00000USD
<input checked="" type="checkbox"/>		PF14804C02-09 Consulting Services - Category ... Completion Due Date: Wed, 30 Jun, 2010 Verifier: Admin2_a			\$5,000.00000USD	\$5,000.00000USD
<input checked="" type="checkbox"/>		PF14804C02-09 Consulting Services - Category ... Is Recurring? Yes Billing Date: Tue, 1 Jun, 2010 End Date: Wed, 30 Jun, 2010	5	week	\$500.00000USD	\$2,500.00000USD

Total Estimate: \$27,600.00000USD

Consulting Lines: Consulting lines are used to specify a proposed consulting labor resource. You can enter or edit details to define the type of needed, the work location, dates of the engagement, and the number of hours each resource is needed.

8. Select a Consulting line item and click Edit. The Edit Line Item screen displays.

PR462046-P913: ACP Consulting Sample
Items: 4 Total: \$27,600.00000USD

2 Edit Line Item Proposal

This is a summary of the item you selected. Change any editable field and save your changes. [How To](#)

Line Item 1: PF14804C03-09 Consulting Services - Category ...

Name of Person:

Job Title:

Employee / Subcontractor: Employee Subcontractor

Title:

Full Description:

Name of Firm:

*Work Location:

Start Date:

End Date:

*Hours Per Week:

Quantity:

Unit of Measure:

*Bill Rate:

Amount: \$17,600.00000USD

the values and compliance information based on your edits.

Supplier: [2 MASH LANE](#)
Contact: [MASH LANE](#)
Contracts: <http://dps.dgs.virginia.gov/dps/contracts/covacontractsinfo.aspx>



VENDOR COLLABORATION GUIDE

RESPONDING TO COLLABORATION REQUESTS

9. After populating all required fields, click Calculate to update the Amount and to ensure that all required information has been provided.

PR462046-P913: ACP Consulting Sample
Items: 4 Total: \$27,600,000USD

OK Cancel

2 Edit Line Item Proposal

This is a summary of the item you selected. Change any editable field and save your changes. [How To](#)

Line Item 1: PF14804C03-09 Consulting Services - Category ...

Name of Person:	Ben Johnson	Supplier:	MASH LANE
Job Title:	Consultant	Contact:	MASH LANE
Employee / Subcontractor:	<input checked="" type="radio"/> Employee <input type="radio"/> Subcontractor	Contracts:	http://dps.dqs.virginia.gov/dps/contracts/covacontractsinfo.aspx
Title:	PF14804C03-09 Consulting Services - Category ...		
Full Description:	PF14804C03-09 Consulting Services - Category 03: Process Assessment Improvement Consulting Resource Line - Use this line to specify a consulting		
Name of Firm:	Sample Consulting		
*Work Location:	VITA - Eastern Office		
Start Date:	Tue, 1 Jun, 2010		
End Date:	Wed, 30 Jun, 2010, 11:		
*Hours Per Week:	40		
Quantity:	176		
Unit of Measure:	hour		
*Bill Rate:	\$100.00000		
Amount:	\$17,600.00000USD		

[Calculate](#) the values and compliance information based on your edits.

10. Click OK. The Complete and Submit Response page displays.

Milestone Lines: Milestone lines are used to track specific events and/or deliverables that are tracked during the course of a consulting project. You can enter or edit details of a milestone line item such as due date and the amount.

11. Select a Milestone line item and click Edit. The Edit Line Item screen displays.

PR462046-P913: ACP Consulting Sample
Items: 4 Total: \$27,600,000USD

OK Cancel

2 Edit Line Item Proposal

This is a summary of the item you selected. Change any editable field and save your changes. [How To](#)

Line Item 2: PF14804C02-09 Consulting Services - Category ...

Supplier:	MASH LANE		
Contact:	MASH LANE		
Contracts:	http://dps.dqs.virginia.gov/dps/contracts/covacontractsinfo.aspx		
*Title:	PF14804C02-09 Consulting Services - Category ...		
Full Description:	PF14804C02-09 Consulting Services - Category 02: Performance Management/Balanced Scorecard Milestone Line - Use this line to specify a payment trigger or deliverable. You may copy and add additional lines for each		
*Completion Due Date:	Wed, 30 Jun, 2010		
Supplier Contact:	John Smith		
Itemize Milestone?	No		
*Amount:			

[Calculate](#) the values and compliance information based on your edits.

12. After populating all required fields, A-

VENDOR COLLABORATION USER GUIDE

RESPONDING TO COLLABORATION REQUESTS



PR462046-P913: ACP Consulting Sample
Items: 4 Total: \$27,600.00000USD

OK Cancel

2 Edit Line Item

Proposal

This is a summary of the item you selected. Change any editable field and save your changes. [How To](#)

Line Item 2: PF14804C02-09 Consulting Services - Category ...

Supplier: [2 MASH LANE](#)
Contact: [MASH LANE](#)
Contracts: <http://dps.dqs.virginia.gov/dps/contracts/covacontractsinfo.aspx>

*Title: PF14804C02-09 Consulting Services - Category ...
Full Description: PF14804C02-09 Consulting Services - Category 02: Performance Management/Balanced Scorecard Milestone Line - Use this line to specify a payment trigger or deliverable. You may copy and add additional lines for each
*Completion Due Date: Wed, 30 Jun, 2010
Supplier Contact: John Smith
Itemize Milestone? No
*Amount: 5000

[Calculate](#) the values and compliance information based on your edits.

13. After populating all required fields, click OK. The Complete and Submit Response page displays.

Recurring Expense Lines: Recurring expense lines are used to list a project expense that will occur more than once, such as an expense associated with an on-site visit or travel costs. You can specify the number of times an expense will occur.

14. Select a Recurring Expense line item and click Edit. The Edit Line Item screen displays.

PR462046-P913: ACP Consulting Sample
Items: 4 Total: \$25,100.00000USD

OK Cancel

2 Edit Line Item

Proposal

This is a summary of the item you selected. Change any editable field and save your changes. [How To](#)

Line Item 3: PF14804C02-09 Consulting Services - Category ...

Supplier: [2 MASH LANE](#)
Contact: [MASH LANE](#)
Contracts: <http://dps.dqs.virginia.gov/dps/contracts/covacontractsinfo.aspx>

*Title: PF14804C02-09 Consulting Services - Category ...
Full Description: PF14804C02-09 Consulting Services - Category 02: Performance Management/Balanced Scorecard Recurring Expense Line - Use this line to specify a recurring expense. You may copy and add additional lines for each recurring
*Amount: \$0.00000USD
Is Recurring? Yes No
*Frequency: week
*Billing Date: Tue, 1 Jun, 2010
*End Date: Wed, 30 Jun, 2010
Maximum Recurrences: 5
Total Amount: \$0.00000USD

[Calculate](#) the values and compliance information based on your edits.

15. After populating all required fields, click Calculate to update the screen information.



VENDOR COLLABORATION GUIDE

RESPONDING TO COLLABORATION REQUESTS

PR462046-P913: ACP Consulting Sample

Items: 4 Total: \$27,600.00000USD

OK Cancel

2 Edit Line Item

Proposal

This is a summary of the item you selected. Change any editable field and save your changes.

How To

Line Item 3: PF14804C02-09 Consulting Services - Category ...

Supplier: 2 MASH LANE

Contact: MASH LANE

Contracts: <http://dps.dqs.virginia.gov/dps/contracts/covacontractsinfo.aspx>

*Title: PF14804C02-09 Consulting Services - Category ...

Full Description: PF14804C02-09 Consulting Services - Category 02: Performance Management/Balanced Scorecard Recurring Expense Line - Use this line to specify a recurring expense. You may copy and add additional lines for each recurring

*Amount: \$500.000000 ?

Is Recurring? Yes No

*Frequency: week

*Billing Date: Tue, 1 Jun, 2010

*End Date: Wed, 30 Jun, 2010

Maximum Recurrences: 5

Total Amount: \$2,500.00000USD

Calculate the values and compliance information based on your edits.

16. Click OK. The Complete and Submit Response page displays.

Expense Lines: Expense lines are used to indicate an expense that the buyer will incur as part of an engagement, such as a licensing fee. Details about the type of expense incurred and the amount is recorded on this type of line.

17. Select an Expense line item and click Edit. The Edit Line Item screen displays.

PR462046-P913: ACP Consulting Sample

Items: 4 Total: \$25,600.00000USD

OK Cancel

2 Edit Line Item

Proposal

This is a summary of the item you selected. Change any editable field and save your changes.

How To

Line Item 3: PF14804C02-09 Consulting Services - Category ...

Supplier: 2 MASH LANE

Contact: MASH LANE

Contracts: <http://dps.dqs.virginia.gov/dps/contracts/covacontractsinfo.aspx>

*Title: PF14804C02-09 Consulting Services - Category ...

Full Description: PF14804C02-09 Consulting Services - Category 02: Performance Management/Balanced Scorecard Recurring Expense Line - Use this line to specify a recurring expense. You may copy and add additional lines for each recurring

*Amount: \$500.000000 ?

Is Recurring? Yes No

*Billing Date: Tue, 1 Jun, 2010

Calculate the values and compliance information based on your edits.

18. After populating all required fields, click Calculate to ensure that all required information has been provided.

VENDOR COLLABORATION USER GUIDE

RESPONDING TO COLLABORATION REQUESTS



PR462046-P913: ACP Consulting Sample
Items: 4 Total: \$25,600.00000USD

2 Edit Line Item Proposal

This is a summary of the item you selected. Change any editable field and save your changes. [How To](#)

Line Item 3: PF14804C02-09 Consulting Services - Category ...

Supplier: [2 MASH LANE](#)

Contact: [? MASH LANE](#)

Contracts: <http://dps.dqs.virginia.gov/dps/contracts/covacontractsinfo.aspx>

*Title: PF14804C02-09 Consulting Services - Category ...

Full Description: PF14804C02-09 Consulting Services - Category 02: Performance Management/Balanced Scorecard Recurring Expense Line - Use this line to specify a recurring expense. You may copy and add additional lines for each recurring

*Amount: \$500.00000 ?

Is Recurring? Yes No

*Billing Date: Tue, 1 Jun, 2010

Calculate the values and compliance information based on your edits.

19. Click OK. The Complete and Submit Response page is displayed. At this point, you are able to review and make any additional changes to the proposal by clicking Edit prior to submitting it to the customer for review. In addition, you are able to add attachments to the proposal or send a message to the customer by entering text in the message box.

Submit Message

Message:

Attachments:

* indicates required field

Enter a message to be sent to your customer here

Add attachments to the proposal

20. Click Submit. The Review Details page displays all details related to the proposal. The proposal has now been submitted to the customer for review.



VENDOR COLLABORATION GUIDE

RESPONDING TO COLLABORATION REQUESTS

You submitted Proposal PR462046-P913 - ACP Consulting Sample to Buyer Organization

Collaboration Status - ACP Consulting Sample
View the status of this collaboration request. View all related documents and send and view messages. [How To](#)

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Collaboration Request

Reference ID: PR462046-R1379
 Collaboration Title: ACP Consulting Sample
 Request Date: Wed, 30 Jun, 2010, 10:51 AM
 Requester: Admin, An

Last Message (0 messages unread) [Send Message](#)

To send a message to the requester, click on the [Send Message](#) link and enter your message. Messages are only shared between your organization and the buying organization.

Current Documents							Hide Details
Name	Date Submitted	Status	Qty	UOM	Price	Total	Actions
<input type="checkbox"/> Proposal PR462046-P913	Wed, 30 Jun, 2010, 7:52 PM	Proposal Sent - Waiting For Response				\$25,600.00000USD	Respond
1. new desc							
▼ Line Item Details							
Start Date: Tue, 1 Jun, 2010				Work Location: VITA - Eastern Office			
End Date: Wed, 30 Jun, 2010, 11:59 PM							
Hours Per Week: 40							
Bill Rate: \$100.00000USD							
2. PF14804C02-09 Consulting Services - Category ...							
▼ Line Item Details							
Billing Date: Wed, 30 Jun, 2010							
Verifier: Admin2_a							
3. PF14804C02-09 Consulting Services - Category ...							
▼ Line Item Details							
Is Recurring? No							
Billing Date: Tue, 1 Jun, 2010							
4. Software licensing fee.							

After the buyer has reviewed and accepted your proposal, you will receive email notification informing you that the Collaboration Request has been updated. See Appendix A for an example.

Messaging

ACP and Collaborative Requisitioning allow for further participation in the collaboration process by allowing the vendor and the buyer to communicate using messaging. This enables both parties to send and view and receive messages regarding a collaboration request. Examples of these messages might include specific questions about a requisition, an alternate time line for the period of service, or notes related to the negotiation. These messages are only shared between your organization and the buyer's organization

Users have the option of including messages when sending proposals to their customers by either clicking Send Message in the Messages panel or by selecting Send Message from the Actions menu.

1. From the Review Details page, click Send Message.

Michael Dennis Toggle Tips Toggle Currency

You submitted Proposal PR460460-P632 - New collaboration Req to Buyer Organization

Collaboration Status - New collaboration Req

View the status of this collaboration request. View all related documents and send and view messages. [How To](#)

[Back](#)

Collaboration Request Reference ID: PR460460-R971 Collaboration Title: New collaboration Req Request Date: Thu, 20 Jan, 2010 Requester: Admin, An	Last Message (0 messages unread) Send Message <i>To send a message to the requester, click on the Send Message link and enter your message. Messages are only shared between your organization and the buying organization.</i>
--	--

Composing Proposals						
Name	Title	In Response To/Revising				
Proposal PR460460-P630	New collaboration Req	PR460460-R971				

Current Documents							Hide Details
Name	Date Submitted	Status	Qty	UDM	Price	Total	Actions
<input type="checkbox"/> Proposal PR460460-P632	Fri, 29 Jan, 2010, 7:03 AM	Proposal Sent - Waiting For Response					Respond
1. Agency Management Analyst Lead							
▼ Line Item Details							
Start Date: Mon, 4 Jan, 2010				Work Location: VITA - Eastern Office			
End Date: Fri, 8 Jan, 2010				Work Supervisor: Admin, An			
Pay Rate: ? \$20.00000USD							
▼ Proposed Candidates							
<input type="checkbox"/> Smith, John			40hour		\$20.00000USD	\$800.00000USD	

All Messages [Send Message](#)

No items

[Back](#)

Click Send Message to send a message to the customer

Actions

- Respo
- Actions**
- Send Message
- Withdraw Proposal
- Decline Request
- Revise Proposal
- View**
- Messages
- Print

- The Compose Message page displays. Enter text in the Title and Message fields. Click Ok. At this point, you can also add attachments to the message.

Compose Message

Create a new message that will be posted on the message board. [Send](#) [Cancel](#)

[How To](#)

Subject:

Message:

Attachments: [Add](#)

History
No items

[Send](#) [Cancel](#)

- Click Send. The Review Details page is displayed and the newly created message is shown in the All Messages panel at the bottom of the page.

Collaboration Status - New collaboration Req

View the status of this collaboration request. View all related documents and send and view messages.

[How To](#)

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<p>Collaboration Request</p> <p>Reference ID: PR460460-R971</p> <p>Collaboration Title: New collaboration Req</p> <p>Request Date: Thu, 28 Jan, 2010</p> <p>Requester: Admin, An</p>	<p>Last Message (0 messages unread) Send Message</p> <p><i>To send a message to the requester, click on the Send Message link and enter your message. Messages are only shared between your organization and the buying organization.</i></p>
---	--

Composing Proposals		
Name	Title	In Response To/Revising
Proposal PR460460-P630	New collaboration Req	PR460460-R971

Current Documents							Hide Details
Name	Date Submitted	Status	Qty	UOM	Price	Total	Actions
<input type="checkbox"/> Proposal PR460460-P632	Fri, 29 Jan, 2010, 7:03 AM	Proposal Sent - Waiting For Response					Respond
1. Agency Management Analyst Lead							
▼ Line Item Details							
Start Date: Mon, 4 Jan, 2010				Work Location: VITA - Eastern Office			
End Date: Fri, 8 Jan, 2010				Work Supervisor: Admin, An			
Pay Rate: 7 \$20.000000USD							
▼ Proposed Candidates							
<input type="checkbox"/> Smith, John			40	hour	\$20.000000USD	\$800.000000USD	

All Messages		Send Message
Subject: Question		
From: Michael Dennis (1/29/2010 7:35 AM) *		
Reference: Request PR460460-R971		
<i>Enter a question in the message box. This will be sent to the customer for review.</i>		



Declining a Request

You, as a vendor, can elect to decline a collaboration request based on a variety of reasons including the inability to meet rate requirements, pricing constraints, or candidate availability. By declining a request, you are informing the buyer that you will not be submitting any proposals for this request.

Follow the steps below to decline a collaboration request:

- After opening a collaboration request from the ASN Inbox, click Decline Request from the Actions menu.

VENDOR COLLABORATION USER GUIDE

RESPONDING TO COLLABORATION REQUESTS



Collaboration Status - New Collaboration Request

View the status of this collaboration request. View all related documents and send and view messages.

[How To](#)

[Back](#)

Collaboration Request Reference ID: PR460455-R970 Collaboration Title: New Collaboration Request Request Date: Wed, 27 Jan, 2010 Requester: Admin2, a	Last Message (0 messages unread) Send Message <i>To send a message to the requester, click on the Send Message link and enter your message. Messages are only shared between your organization and the buying organization.</i>
--	---

Composing Proposals		
Name	Title	In Response To/Revising
Proposal PR460455-P631	New Collaboration Request	PR460455-R970

Current Documents						Hide Details	
Name	Date Submitted	Status	Qty	UOM	Price	Total	Actions
Request PR460455-R970	Wed, 27 Jan, 2010	Request Received - Response Required					
1. Secretary Senior			40	hour	\$15.00000USD	\$600.00000USD	Actions Send Message Respond With Proposal Decline Request Revise Proposal View Messages Print
▼ Line Item Details							
Start Date: Mon, 11 Jan, 2010		Work Location: VITA - Northern Office 2					
End Date: Fri, 15 Jan, 2010		Work Supervisor: Admin2, a					
Pay Rate: ? \$15.00000USD Not to Exceed							

All Messages Send Message
No Items

[Back](#)

2. The Declining Collaboration Request page displays.

Declining Collaboration Request from Admin2, a

[OK](#) [Cancel](#)

Confirm that you will not be submitting any proposals for this request.

[How To](#)

CollaborationThread - New Collaboration Request

Reason for Decline: (Select a Reason) ▼

Comment:

[OK](#) [Cancel](#)

3. Select a reason from the Reason for Decline drop down menu.

Declining Collaboration Request from Admin2, a

Confirm that you will not be submitting any proposals for this request.

CollaborationThread - New Collaboration Request

Reason for Decline: (Select a Reason) ▼

Comment:

- (Select a Reason)
- Cannot meet rate requirements
- Cannot propose due to pricing constraints
- Expenses/Fee required but not allowed
- No candidates available on requested dates
- No candidates available with requested skills
- Not enough information
- Other
- Resources not available

4. Enter a comment in the Comment box. Click Ok.



Declining Collaboration Request from Admin2, a OK Cancel

Confirm that you will not be submitting any proposals for this request. [How To](#)

CollaborationThread - New Collaboration Request

Reason for Decline: No candidates available on requested dates

Comment:

We are not able to provide any candidates on these specific dates.

OK Cancel

5. The Decline message displays in the Messages panel of the Review Details page.

All Messages Send Message

Subject: Declined (No candidates available on requested dates)
From: Michael Dennis (1/29/2010 8:29 AM)*
Reference: Request PR460455-R370

We are not able to provide any candidates on these specific dates.

Revising a Proposal

In certain situations, you may find it necessary to revise a proposal that has already been submitted for Buyer review. A change in contractor availability or any form of correction to the original proposal may prompt you to do so.

As long as the status of the collaboration request is 'Awaiting Response from Buyer', then you will have the ability to revise the proposal.

Collaboration Requests								
<input type="checkbox"/>	Request #	Title	Customer	Received Date	Purchase Order	Amount	Status	Assigned To
<input type="checkbox"/>	PR460664-R1016	null email	COVA eVA TRAIN - TEST	8 Mar 2010 9:37:18 AM		\$160.00 USD	Awaiting Response from Buyer	

Assign To: none Assign

The following steps describe how to revise a proposal:

1. After opening the collaboration request, select Revise Proposal from the Actions menu.

Current Documents							Hide Details
Name	Date Submitted	Status	Qty	UOM	Price	Total	Actions
<input type="checkbox"/> Proposal PR460664-P667	Mon, 8 Mar, 2010, 9:37 AM	Proposal Sent - Waiting For Response					<ul style="list-style-type: none"> Actions Send Message Withdraw Proposal Decline Request Revise Proposal View Messages Print
1. Agency Management Analyst Lead							
Line Item Details Start Date: Mon, 1 Mar, 2010 Work Location: VITA - Eastern Office End Date: Tue, 2 Mar, 2010 Work Supervisor: Admin, An Pay Rate: ? \$10.000000USD							
Proposed Candidates <input type="checkbox"/> test.test 16hour \$10.000000USD \$160.000000USD							

2. From the Revise Proposal page, click Edit.

VENDOR COLLABORATION USER GUIDE

RESPONDING TO COLLABORATION REQUESTS



2 Revise Proposal
Proposal

Modify the items to reflect your revised offer for this proposal. How To

Title:

Based on: Proposal PR460664-P667 - null email (current)

Line Items (1) Show Details				Qty	Unit	Price	Amount
<input checked="" type="checkbox"/>	1	Agency Management Analyst Lead		16	hour		
<input type="button" value="Edit"/>			Total Estimate: \$160.00000USD <input type="button" value="Update Total"/>				

Submit Message

Message:

Attachments:

3. Make any edits/updates to the proposal on the Edit Proposal page and click OK.

2 Edit Line Item
Proposal

This is a summary of the item you selected. Change any editable field and save your changes. How To

Candidates Show Details						
<input type="checkbox"/>	Name	Start Date	End Date	Bill Rate	Qty	Amount
<input type="checkbox"/>	<input type="button" value="test.test"/>	Mon, 1 Mar, 2010	Tue, 2 Mar, 2010	\$10.00000USD	16	\$160.00000USD
<input type="button" value="Delete"/> <input type="button" value="Add"/>						

Line Item 1: Agency Management Analyst Lead

<p>* Zone: <input type="text" value="01 - Washington DC Metro / Northern Virginia"/></p> <p>* Years Experience: <input type="text" value="0-3 years"/></p> <p>* Start Date: <input type="text" value="Mon, 1 Mar, 2010"/></p> <p>* End Date: <input type="text" value="Tue, 2 Mar, 2010"/></p> <p>* Quantity: <input type="text" value="16"/></p> <p>Unit of Measure: <input type="text" value="hour"/></p> <p>* Pay Rate: <input type="text" value="\$10.00000USD"/></p>	<p>Supplier: 2 MASH LANE</p> <p>Contact: <input type="text" value="MASH LANE [select]"/></p> <p>* Hours Per Week: <input type="text" value="40"/></p> <p>Work Location: <input type="text" value="VITA - Eastern Office"/> 4053 Legato Rd. Fairfax, VA 22033</p> <p>Work Supervisor: <input type="text" value="Admin, An"/></p> <p>Candidate Required: <input type="text" value="Yes"/></p> <p>Response Deadline:</p> <p>Resume Required: <input type="text" value="Yes"/></p> <p>Message: <input type="text" value=""/></p> <p>Attachment(s): <input type="text" value="(none)"/></p>
---	--

4. Submit the revised proposal.



You submitted Proposal PR460664-P669 - null email to Buyer Organization

Collaboration Status - null email

View the status of this collaboration request. View all related documents and send and view messages. [How To](#)

[Back](#)

Collaboration Request

Reference ID: PR460664-R1016

Collaboration Title: null email

Request Date: Fri, 5 Mar, 2010

Requester: Admin, An

Last Message (0 messages unread) [Send Message](#)

To send a message to the requester, click on the Send Message link and enter your message. Messages are only shared between your organization and the buying organization.

Composing Proposals						
Name	Title	In Response To/Revising				
Proposal PR460664-P661	null email	PR460664-R1016				
Proposal PR460664-P668	null email	PR460664-P667				

Current Documents							Hide Details
Name	Date Submitted	Status	Qty	UOM	Price	Total	Actions
<input type="checkbox"/> Proposal PR460664-P669	Mon, 8 Mar, 2010, 10:15 AM	Proposal Sent - Waiting For Response					Respond
1. Agency Management Analyst Lead							
▼ Line Item Details							
Start Date: Mon, 1 Mar, 2010				Work Location: VITA - Eastern Office			
End Date: Tue, 2 Mar, 2010				Work Supervisor: Admin, An			
Pay Rate: ? \$10.00000USD							
▼ Proposed Candidates							
<input type="checkbox"/> test_test			16hour		\$10.00000USD	\$160.00000USD	

[All Messages](#) [Send Message](#)

Withdrawing a Proposal

After submitting a proposal to the Buyer for review, you have the option to withdraw the proposal. Reasons for withdrawing a proposal can range from a change in resource availability to requiring the buyer to make a change to the proposal before responding.

The process for withdrawing a proposal is described below:

1. Select Withdraw Proposal from the Actions menu.

Current Documents							Hide Details
Name	Date Submitted	Status	Qty	UOM	Price	Total	Actions
<input type="checkbox"/> Proposal PR460664-P669	Mon, 8 Mar, 2010, 10:15 AM	Proposal Sent - Waiting For Response					<div style="border: 1px solid gray; padding: 5px;"> Re <ul style="list-style-type: none"> Send Message Withdraw Proposal Decline Request Revise Proposal View Messages Print </div>
1. Agency Management Analyst Lead							
▼ Line Item Details							
Start Date: Mon, 1 Mar, 2010				Work Location: VITA - Eastern Office			
End Date: Tue, 2 Mar, 2010				Work Supervisor: Admin, An			
Pay Rate: ? \$10.00000USD							
▼ Proposed Candidates							
<input type="checkbox"/> test_test			16hour		\$10.00000USD	\$160.00000USD	

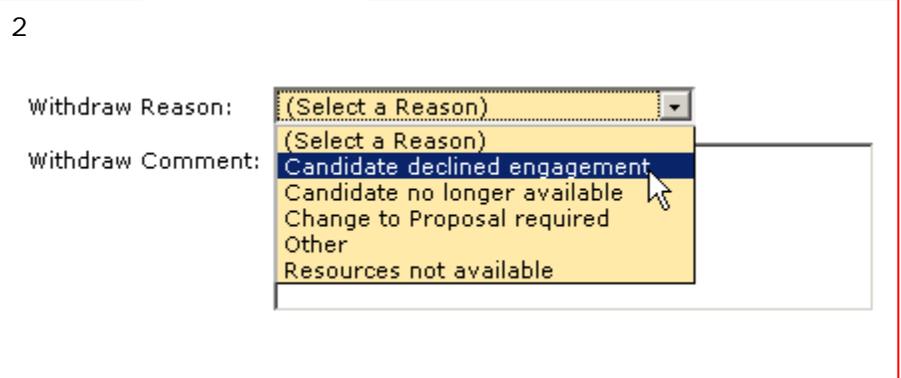
2. From the Withdrawing Proposal page, select a Withdraw reason from the drop down menu. Enter a comment in the Withdraw Comment text box, if necessary. Click OK.

Withdrawing Proposal

Confirm that you are withdrawing this proposal. OK Cancel

Proposal **PR460664-P669** - null email

Withdraw Reason: (Select a Reason)
 Withdraw Comment: (Select a Reason)
 Candidate declined engagement
 Candidate no longer available
 Change to Proposal required
 Other
 Resources not available



3. The proposal has been withdrawn and the status of the collaboration request is 'Withdrawn by Supplier'.

Current Documents							Hide Details
Name	Date Submitted	Status	Qty	UOM	Price	Total	Actions
■ Proposal PR460664-P669	Mon, 8 Mar, 2010, 10:15 AM	Withdrawn by Supplier - Candidate no longer available					Respond
1. Agency Management Analyst Lead							
▼ Line Item Details							
Start Date:	Mon, 1 Mar, 2010	Work Location:	VITA - Eastern Office				
End Date:	Tue, 2 Mar, 2010	Work Supervisor:	Admin, An				
Pay Rate:	7 \$10.000000USD						
▼ Proposed Candidates							
test, test		16hour	\$10.000000USD		\$160.000000USD		

Printing a Proposal

In addition to the actions described above, you also have the option to print a text copy of the collaboration request. When printing, the text will show Supplier information, details of the request, the current status of the request, and all comments associated with the proposal.



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To print a text version of the collaboration request, follow the steps below:

1. From the Actions menu, select the Print option.

Current Documents						Hide Details					
Name	Date Submitted	Status	Qty	UOM	Price	Total Actions					
<div style="border: 1px solid gray; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> ■ Proposal PR460664-P669 Mon, 8 Mar, 2010, 10:15 AM Withdrawn by Supplier - Candidate no longer available </div> <div style="margin-top: 5px;"> <p>1. Agency Management Analyst Lead</p> <p>▼ Line Item Details</p> <p>Start Date: Mon, 1 Mar, 2010 Work Location: VITA - Eastern Office</p> <p>End Date: Tue, 2 Mar, 2010 Work Supervisor: Admin, An</p> <p>Pay Rate: ? \$10.00000USD</p> <p>▼ Proposed Candidates</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10px;"></td> <td style="width: 100px;">test, test</td> <td style="width: 100px;">16hour</td> <td style="width: 100px;">\$10.00000USD</td> <td style="width: 100px;">\$160.00000USD</td> </tr> </table> </div> <div style="float: right; border: 1px solid gray; padding: 5px; margin-top: 5px;"> Actions Send Message Resubmit Proposal Decline Request Revise Proposal View Messages Print </div> </div>								test, test	16hour	\$10.00000USD	\$160.00000USD
	test, test	16hour	\$10.00000USD	\$160.00000USD							

2. You can now print the text document containing information about the collaboration request.

Your logo here...

PR460664-P669: null email

Issued on Mon, 08 Mar, 2010
Created on Mon, 08 Mar, 2010 by Michael Dennis

Supplier:
2 MASH LANE
44 Mash Lane
Fairfax, VA 22088
United States
Phone: 1231-293-0000
Fax: 1231-293-0001
Contact: Mash Four

Ship To:
Commonwealth of Virginia
4033 Legato Rd.
Fairfax, VA 22033
United States

Bill To:
Commonwealth of Virginia
4030 Legato Rd, addng
Arlington, VA 22201
United States
Phone: 1555-555-4444

Deliver To:
John Stevenson

Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount																		
1	Agency Management Analyst Lead	109	hour	16	None	\$10.00000USD	\$160.00000USD																		
<p>Agency Management Analyst Lead</p> <p>Zone:</p> <p>Start Date: Mon, 1 Mar, 2010 End Date: Tue, 2 Mar, 2010</p> <p>Selected Candidate: Supplier Reference #:</p> <p>Work Location: 4033 Legato Rd. Fairfax, VA 22033 United States Work Supervisor: Admin, An</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th>Name</th> <th>Start Date</th> <th>End Date</th> <th>Bill Rate</th> <th>Pay Rate</th> <th>Markup Amount</th> <th>Markup Percent</th> <th>Quantity</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>test, test</td> <td>Mon, 1 Mar, 2010</td> <td>Tue, 2 Mar, 2010</td> <td>\$10.00000USD</td> <td>\$10.00000USD</td> <td></td> <td>0</td> <td>16</td> <td>\$160.00000USD</td> </tr> </tbody> </table>								Name	Start Date	End Date	Bill Rate	Pay Rate	Markup Amount	Markup Percent	Quantity	Amount	test, test	Mon, 1 Mar, 2010	Tue, 2 Mar, 2010	\$10.00000USD	\$10.00000USD		0	16	\$160.00000USD
Name	Start Date	End Date	Bill Rate	Pay Rate	Markup Amount	Markup Percent	Quantity	Amount																	
test, test	Mon, 1 Mar, 2010	Tue, 2 Mar, 2010	\$10.00000USD	\$10.00000USD		0	16	\$160.00000USD																	
Total							\$160.00000USD																		

Form:

Status: Withdrawn

Approvals
 No Approval Requests

Proposal Comments

- RELEASE by Michael Dennis on *Monday, March 8, 2010 at 10:30 AM* with comment
Candidate no longer available (Michael Dennis, Mon, 08 Mar, 2010)



COLLABORATION STATUS LEVELS

On the Collaboration Requests page of your ASN Inbox, the document status for each collaboration request is displayed to reflect updates made during the collaboration process. You can view collaboration request statuses and search for collaboration requests according to three general statuses in Search Filters: Response Needed, Collaboration Accepted, and Collaboration End. This is also the order in which a typical collaboration request is processed.

Collaboration Requests								
<input type="checkbox"/>	Request #	Title	Customer	Received Date	Purchase Order	Amount	Status	Assigned To
<input type="checkbox"/>	PR460460-R971	New collaboration Req	COVA eVA TRAIN - TEST	29 Jan 2010 8:32:37 AM		\$800.00 USD	Proposal Accepted and Request Closed	
<input type="checkbox"/>	PR460455-R970	New Collaboration Request	COVA eVA TRAIN - TEST	29 Jan 2010 8:29:34 AM		\$600.00 USD	Request Declined by Supplier	
<input type="checkbox"/>	PR454500-R968	ip switch	COVA eVA TRAIN - TEST	23 Jan 2010 10:08:15 AM		\$400.00 USD	Awaiting Response from Buyer	
<input type="checkbox"/>	PR438190-R966	1485 BH	COVA eVA TRAIN - TEST	20 Jan 2010 5:41:54 PM	EP433370	\$400.00 USD	Proposal Accepted and Request Closed	
<input type="checkbox"/>	PR438189-R965	1485 retest	COVA eVA TRAIN - TEST	20 Jan 2010 5:13:33 PM		\$400.00 USD	Request Received - Supplier Response Required	
<input type="checkbox"/>	PR438188-R964	1485	COVA eVA TRAIN - TEST	20 Jan 2010 4:58:51 PM		\$400.00 USD	Request Received - Supplier Response Required	

Assign To:

The table below describes each collaboration request status.

Status	Definition	Search Filter
Awaiting Response from Buyer	The buyer is considering the proposal.	Response Needed
Awaiting Response from Supplier for Some Requests	The buyer sent additional requests and is awaiting your response.	Response Needed
Buyer Response Required for Some Proposals	You created alternate proposals. The buyer is considering your alternate proposals. (You can create alternate proposals only for those items that are defined to allow alternate proposals.)	Response Needed
Proposal Rejected by Buyer	The buyer rejected the proposal. The supplier can make a new proposal.	Response Needed
Request Received - Supplier Response Required	A new collaboration request is in your Inbox. The buyer is awaiting your response.	Response Needed
Some Proposals Withdrawn by Supplier	You withdrew some proposals.	Response Needed
Some Proposals Rejected by Buyer	The buyer rejected some proposals.	Response Needed
Proposal Accepted and Request Closed	The buyer accepted the proposal and closed the request.	Collaboration Accepted
Proposal Accepted by Buyer	The buyer accepted the proposal.	Collaboration Accepted



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COLLABORATION STATUS LEVELS

Status	Definition	Search Filter
Proposal Partially Accepted by Buyer	The buyer accepted one or more items in the proposal.	Collaboration Accepted
Some Proposals Accepted and Request Closed	The buyer accepted some proposals and closed the request.	Collaboration Accepted
Some Proposals Accepted by Buyer	The buyer accepted some proposals. Further information is available in collaboration.	Collaboration Accepted
Proposal Withdrawn by Supplier	You withdrew the proposal.	Collaboration End
Request Canceled by Buyer	The buyer canceled the request. No further action is allowed.	Collaboration End
Request Closed	The request is closed. No further action is allowed.	Collaboration End
Request Declined by Supplier	You declined to collaborate on the request.	Collaboration End
Request Expired	The request has expired. No further action is allowed.	Collaboration End
Request Routing	An error occurred while routing your response. Contact the buyer for further action.	Collaboration End
Some Proposals Closed	Some proposals are closed.	Collaboration End
Some Proposals Declined by Supplier	You declined some proposals.	Collaboration End

APPENDICES

Appendix A – Sample Email Notifications for Collaboration Requests

ASN Account Receives a New Collaboration Request:

* Email is sent to the individual user if the request has been assigned. If unassigned, then the email is sent to the account of the ASN account administrator.

This notification contains important information about your testAriba Supplier Network account (ANID: AN01002918167-T).

You have received a new collaboration request from COVA eVA TRAIN - TEST.

Title: New collaboration Req
Request #: PR460460-R971
Buyer Name: COVA eVA TRAIN - TEST
Amount: \$800.00USD
Status: Request Routing
Received Date: 20 Jan 2010

A Collaboration Request is Updated:

* Email is sent to the individual user if the request has been assigned. If unassigned, then the email is sent to the account of the ASN account administrator.

This notification contains important information about your testAriba Supplier Network account (ANID: AN01002918167-T).

One of your collaboration requests from COVA eVA TRAIN - TEST has been updated.

Comments:

Title: New collaboration Req
Request #: PR460460-R971
Buyer Name: COVA eVA TRAIN - TEST
Amount: \$800.00USD
Status: Request Received - Supplier Response Required Received Date: 20 Jan 2010

Click the link below to view the request

<https://service.ariba.com/Supplier.aw/ad/collabReqDetail?requestDocId=20000000000000000000158800309&anp=Ariba&community=2>



A Collaboration Request Has Been Assigned to a User:

* Email is sent to the user to which the request has been assigned

This notification contains important information about your Supplier Network account (ANID: AN01002918167-T).

One of your collaboration requests from COVA eVA TRAIN - TEST has been updated.

Comments:

Title: New collaboration Req

Request #: PR460460-R971

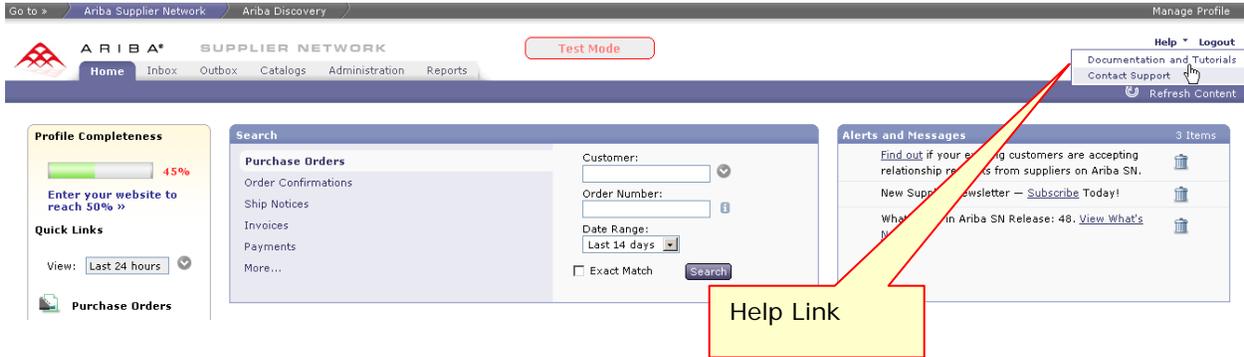
Buyer Name: COVA eVA TRAIN - TEST

Amount: \$800.00USD

Status: Request Received - Supplier Response Required Received Date: 20 Jan 2010

Appendix B – Helpful Resources

Answers to most questions regarding Collaboration Requests and the Collaborative Requisitioning process can be found on the ASN Home Page by accessing the Help link.





Appendix C – Frequently Asked Questions