

# Ariba Category Procurement

## Vendor Collaboration User Guide

01/25/2010

Version 1

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The logo for eVA is positioned vertically on the left side of the page. It features the letters 'eVA' in a bold, green, sans-serif font. The 'e' is lowercase and positioned below the 'VA', which are uppercase. The letters are set against a white background that is curved to follow the shape of the logo. The background of the entire page is a gradient of blue and green, with a pattern of concentric, wavy lines that create a sense of motion and depth.





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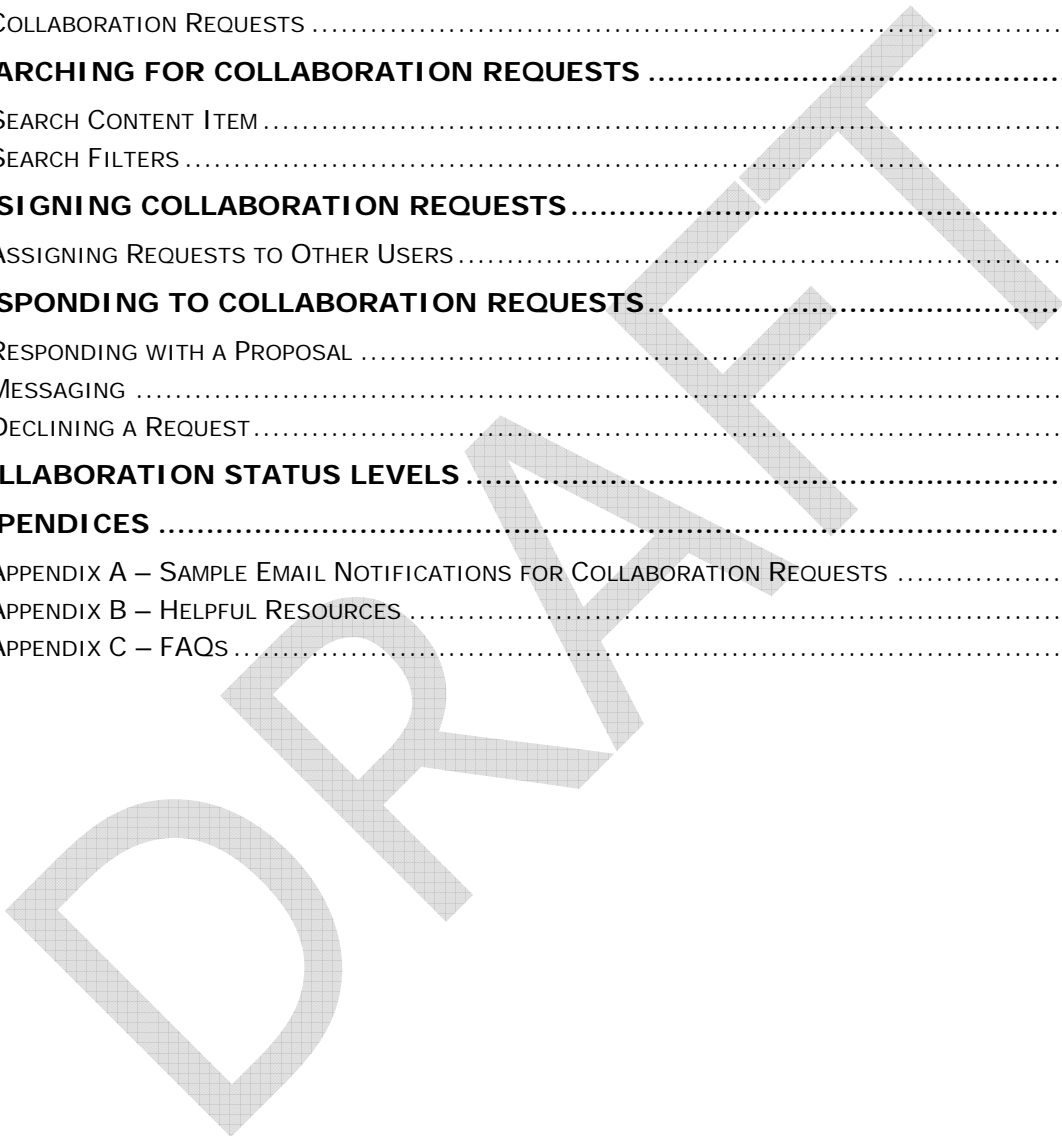
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## REVISIONS TO THIS DOCUMENT

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

DRAFT

## INTRODUCTION

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

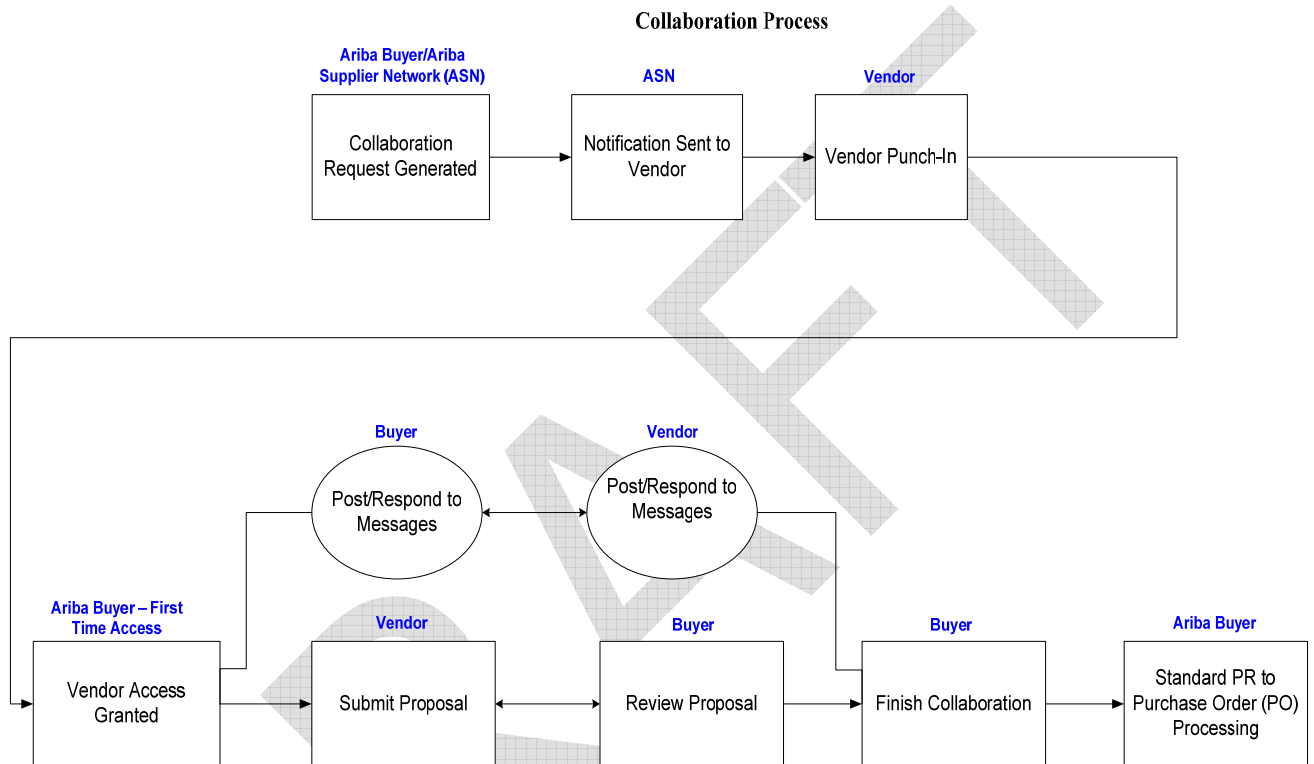
Collaborative Requisitioning allows buyers and vendors to work together through a request/proposal process which results in a requisition line item with specific details such as the name of a contractor and an hourly rate. When a buyer adds a collaboration line item to a requisition, a Collaboration 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 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, and history, and to participate in the overall collaboration process.

This guide describes the collaboration process and functionality to be used for the temporary labor category 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](http://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 links for 'Ariba Supplier Network' and 'Ariba Discovery'. Below this is the 'Ariba Supplier Network Log In' section, which includes a login form with fields for 'Username:' and 'Password:', a 'Log In' button, and links for 'Forgot Username?' and 'Forgot Password?'. To the right of the login form is a 'Join Ariba Supplier Network !' section with a brief description and a 'Register as a New Supplier. >>' link. Below the login form is a 'Business Opportunity' banner for 'Resin, Resin, Rubber & Elastomers | \$100,000 USD' with a 'View' button. The main content area is divided into several sections: 'Introduction to Ariba Supplier Network' with a photo of people in a meeting; 'What's New' featuring an announcement for 'Ariba Supplier Network 48 Release Now Available'; and 'Manage your Business for Success through Ariba Supplier Network' which lists several services: 'Grow Your Business', 'Supplier Membership Program', 'Supplier Services', and 'Resources'. A large, semi-transparent 'DRAFT' watermark is overlaid on the bottom half of the page.

### Viewing Collaboration Requests via the ASN Home Page

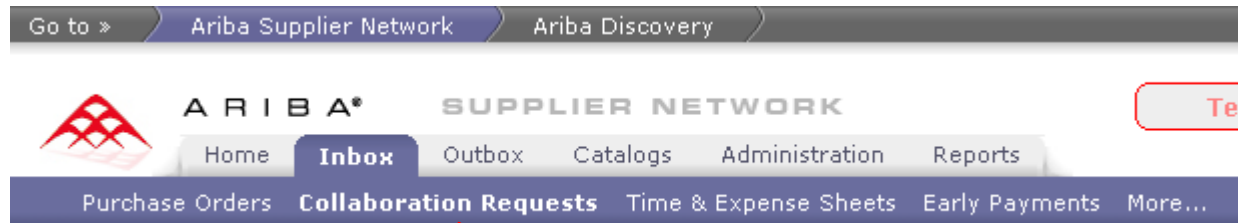
The first page that you will see is the ASN Home Page. From here, you can access Collaboration Requests that have been sent to you by your customers by either opening the **Inbox** located at the top left of the page or by selecting **Collaboration Requests** from the **Quick Links** panel located at 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 displays the Arriba Supplier Network interface. At the top, there is a navigation bar with 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Administration', and 'Reports'. A 'Test Mode' button is also visible. On the left, a 'Quick Links' panel includes sections for 'Profile Completeness' (45%), 'Purchase Orders', 'Invoices', 'Collaboration Requests' (Response Needed: 0), 'Manage', and 'Create'. A yellow callout box points to the 'Inbox' tab in the navigation bar with the text 'Select the Inbox tab'. Another yellow callout box points to the 'Collaboration Requests' link in the Quick Links panel with the text 'Select the Collaboration Requests Quick Link'. The main content area features several data tables: 'Purchase Order Status' (Customers: 3 of 3), 'Invoice Status' (Customers: 3 of 3), and 'Early Payments' (Customers: 3 of 3). The 'Purchase Order Status' table has columns for Customer, New, Changed, Confirmed, Shipped, Invoiced, In Progress, and Failed. The 'Invoice Status' table has columns for Customer, Sent, Approved, Paid, Rejected, and Failed. The 'Early Payments' table has columns for Customer, Supplier-Initiated, Eligible for Supplier-Initiated Discounts, and Eligible for Auction. An 'Alerts and Messages' section on the right shows a notification for a company profile out-of-date status.



## Inbox

Select the Inbox from the ASN Home Page and then click Collaboration Requests from the sub-menu.



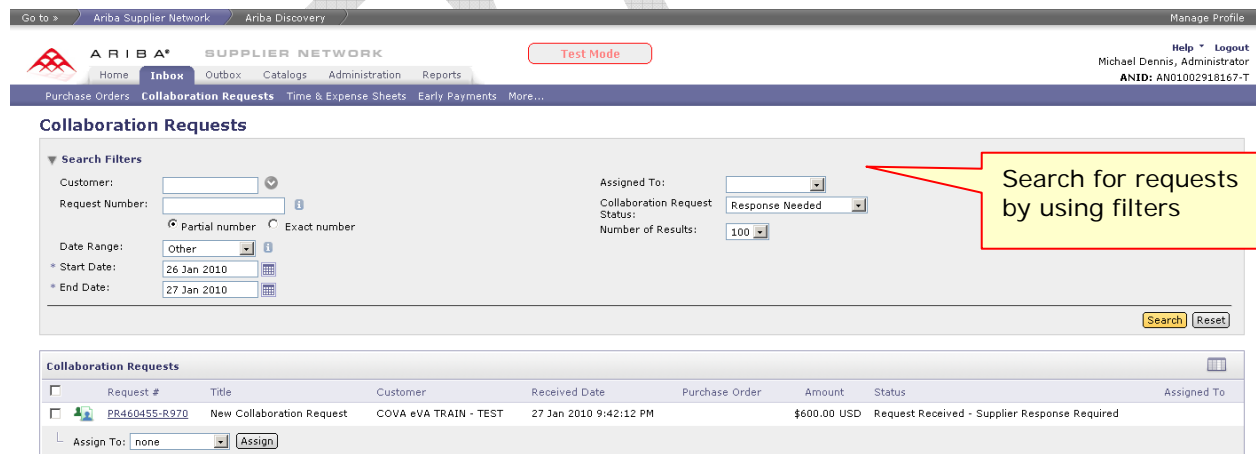
*When the ASN account receives a new request, an email notification will be sent. See Appendix A for an example.*

Select Collaboration Requests from the sub-menu

## Collaboration Requests

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.

When a collaboration request is opened, ASN accesses the customer's procurement site and displays details of the request.



Search for requests by using filters

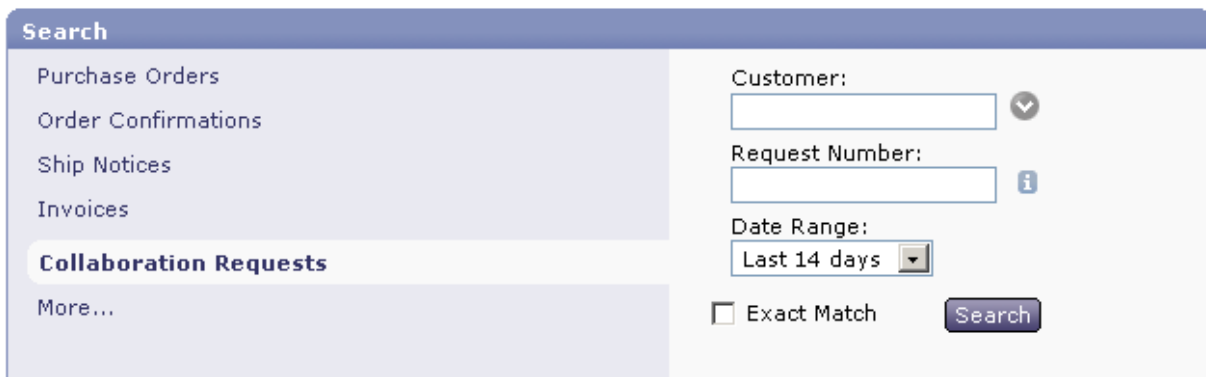
Collaboration Requests are listed

# 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 following options:

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.

3. Click Search.
4. From the Inbox, click a link in the Request # column to view details.
5. 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.

### Purchase Orders

**Search Filters**

Customer: <input type="text"/>	Min. Amount: <input type="text"/>
Order Number: <input type="text"/>	Max. Amount: <input type="text"/>
<input checked="" type="radio"/> Partial number <input type="radio"/> Exact number	Contractor: <input type="text"/>
Invoice Number: <input type="text"/>	Purchase Order Status: <input type="text"/>
Date Range: <input type="text" value="Last 14 days"/>	View: <input checked="" type="radio"/> All except hidden orders <input type="radio"/> All <input type="radio"/> Only hidden orders
Start Date: 15 Jan 2010	<input type="checkbox"/> Search only blanket purchase orders
End Date: 28 Jan 2010	Number of Results: <input type="text" value="100"/>

The following filters are available for searching for collaboration requests:

### 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 End Date	Search by the date on which ASN received the request. 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 <a href="#">Collaboration Request Status Levels</a> .
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.
5. Click the Request # in the search results in order to view details of the collaboration request.

**Collaboration Requests**

**Search Filters**

Customer:

Request Number:

Partial number  Exact number

Date Range: Last 7 days

Start Date: 22 Jan 2010

End Date: 28 Jan 2010

Request #	Title	Customer	Received Date	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.

**Collaboration Requests**

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

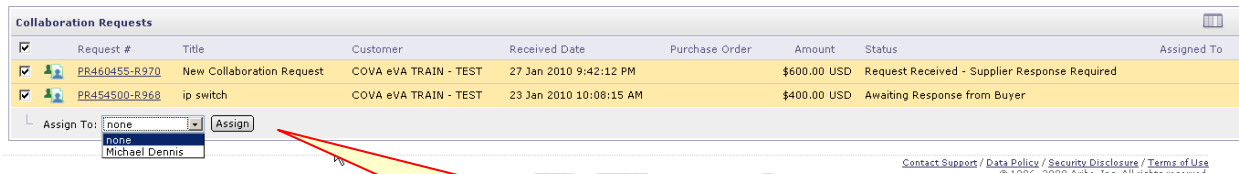
Your ASN account administrator is able to view and assign collaboration requests sent to your business's ASN account. The administrator can assign collaboration requests to account users who have the appropriate permission.

## 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.



Use the drop down menus to select the user who you want to assign the collaboration request to

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 contractor to act as a temporary administrative assistant, the proposal will contain details including the candidate's name, candidate's ID, resume, and hourly rate.

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"/>	<a href="#">PR460460-R971</a>	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"/>	<a href="#">PR460455-R970</a>	New Collaboration Request	COVA eVA TRAIN - TEST	27 Jan 2010 9:42:12 PM		\$600.00 USD	Request Received - Supplier Response Required	

Assign To: none

Click the Request # link to open the collaboration request



### 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](#)

<b>Collaboration Request</b> Reference ID: PR460460-R971 Collaboration Title: New collaboration Req Request Date: Thu, 28 Jan, 2010, 3:38 PM Requester: Admin, An	<b>Last Message (0 messages unread)</b> <a href="#">Send Message</a> 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.
---	--

Name	Date Submitted	Status	Qty UOM	Price	Total	Actions
Request PR460460-R971 1. Agency Management Analyst Lead ▼Line Item Details Start Date: Mon, 4 Jan, 2010 End Date: Fri, 8 Jan, 2010 Pay Rate: ? \$20.00000USD Not to Exceed	Thu, 28 Jan, 2010, 3:38 PM	Request Received - <b>Response Required</b>	40hour	\$20.00000USD	\$800.00000USD	Respond ▼

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](#)

<b>Collaboration Request</b> Reference ID: PR460460-R971 Collaboration Title: New collaboration Req Request Date: Thu, 28 Jan, 2010, 3:38 PM Requester: Admin, An	<b>Last Message (0 messages unread)</b> <a href="#">Send Message</a> 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.
---	--

Name	Date Submitted	Status	Qty UOM	Price	Total	Actions
Request PR460460-R971 1. Agency Management Analyst Lead ▼Line Item Details Start Date: Mon, 4 Jan, 2010 End Date: Fri, 8 Jan, 2010 Pay Rate: ? \$20.00000USD Not to Exceed	Thu, 28 Jan, 2010, 3:38 PM	Request Received - <b>Response Required</b>	40hour	\$20.00000USD	\$800.00000USD	Actions Send Message Respond With Proposal Decline Request Revise Proposal View Messages Print

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

- 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 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
Included	1	Agency Management Analyst Lead	40	hour	\$20.00000USD	\$800.00000USD
<p><b>To include this item, some information must be provided.</b></p> <p>Start Date: Mon, 4 Jan, 2010            End Date: Fri, 8 Jan, 2010</p> <p style="text-align: right;">Candidates: [ Add ]            No Candidates.</p>						

Next > Exit

Click the Candidate Add link

- 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:

\*Start Date:

\*End Date:

\*Hours Per Week:

\*Quantity: ?

\*Bill Rate: ?

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

\*Pay Rate: ?  Limit: \$20.00000USD 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.



- 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:	<a href="#">Candidate resume.doc</a> <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="\$20.000000US"/> <input type="button" value="Currency"/>
*Pay Rate: ?	<input type="text" value="\$19.047620US"/> <input type="button" value="Currency"/> <b>Limit: \$20.000000USD Not to Exceed.</b>
*Markup Percent:	<input type="text" value="5%"/>
*Overtime Markup Percent:	<input type="text" value="5%"/>
Supplier Reference #: ?	<input type="text"/>
Amount:	\$800.000000USD

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
Start Date: Mon, 4 Jan, 2010			Candidates: [ Add ]			
End Date: Fri, 8 Jan, 2010			<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) <span style="float: right;">Show Details</span>							
<input checked="" type="checkbox"/>	No.	Type	Description	Qty	Unit	Price	Amount
<input checked="" type="checkbox"/>	1		Agency Management Analyst Lead	40	hour		

Total Estimate: \$800.00000USD Update Total

Submit Message

Message:

Attachments:

< Prev Submit Exit

Edit

Enter a message to be sent to your customer here

Add attachments to the proposal



- 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](#)

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

Composing Proposals			
Name	Title	In Response To/Revising	
<a href="#">Proposal PR460460-P630</a>	New collaboration Req	<a href="#">PR460460-R971</a>	

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

## 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](#)

<b>Collaboration Request</b> Reference ID: PR460460-R971 Collaboration Title: New collaboration Req Request Date: Thu, 28 Jan, 2010 Requester: Admin, An		<b>Last Message (0 messages unread)</b> <a href="#">Send Message</a> <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>
--	--	---

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

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					<a href="#">Respond</a>				
1. Agency Management Analyst Lead ▼ Line Item Details Start Date: Mon, 4 Jan, 2010 <span style="float: right;">Work Location: <a href="#">VITA - Eastern Office</a></span> End Date: Fri, 8 Jan, 2010 <span style="float: right;">Work Supervisor: Admin, An</span> Pay Rate: ? \$20.00000USD ▼ Proposed Candidates <table border="1"> <tr> <td><input type="checkbox"/> Smith, John</td> <td>40hour</td> <td>\$20.00000USD</td> <td>\$800.00000USD</td> </tr> </table>								<input type="checkbox"/> Smith, John	40hour	\$20.00000USD	\$800.00000USD
<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**

- 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** Send Cancel

Create a new message that will be posted on the message board. How To

Subject:

Message:

Attachments:

---

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

[Back](#)

<p><b>Collaboration Request</b></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><b>Last Message</b> (0 messages unread) <span style="float: right;"><a href="#">Send Message</a></span></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					<a href="#">Respond</a>
1. Agency Management Analyst Lead							
▼ Line Item Details							
Start Date: Mon, 4 Jan, 2010		Work Location: <a href="#">VITA - Eastern Office</a>					
End Date: Fri, 8 Jan, 2010		Work Supervisor: Admin, An					
Pay Rate: ? \$20.00000USD							
▼ Proposed Candidates							
<input type="checkbox"/> <a href="#">Smith, John</a>		40hour		\$20.00000USD		\$800.00000USD	

**All Messages** Send Message

**Subject:** Question

**From:** Michael Dennis (1/29/2010 7:35 AM) \*

**Reference:** Request PR460460-R971

Enter a question in the message box. This will be sent to the customer for review.

Messages are displayed here

## 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.



# VENDOR COLLABORATION GUIDE

## RESPONDING TO COLLABORATION REQUESTS

Follow the steps below to decline a collaboration request:

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

### Collaboration Status - New Collaboration Request

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

[Back](#)

<b>Collaboration Request</b> Reference ID: PR460455-R970 Collaboration Title: New Collaboration Request Request Date: Wed, 27 Jan, 2010 Requester: Admin2, a		<b>Last Message (0 messages unread)</b> <a href="#">Send Message</a> <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
<a href="#">Proposal PR460455-P631</a>	New Collaboration Request	<a href="#">PR460455-R970</a>

Current Documents							<a href="#">Hide Details</a>
Name	Date Submitted	Status	Qty	UOM	Price	Total	Actions
<a href="#">Request PR460455-R970</a>	Wed, 27 Jan, 2010	<b>Request Received - Response Required</b>				\$600.000000USD	Actions Send Message <b>Respond With Proposal</b> Decline Request Revise Proposal View Messages Print
1. Secretary Senior			40	hour	\$15.000000USD	\$600.000000USD	
<b>Line Item Details</b> Start Date: Mon, 11 Jan, 2010      Work Location: <a href="#">VITA - Northern Office 2</a> End Date: Fri, 15 Jan, 2010      Work Supervisor: Admin2, a Pay Rate: \$15.000000USD      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:

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*

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

## 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.

The screenshot shows a table titled "Collaboration Requests" with columns: Request #, Title, Customer, Received Date, Purchase Order, Amount, Status, and Assigned To. A yellow callout box labeled "Collaboration Request Status" points to the Status column. Below the table is an "Assign To" dropdown menu set to "none" and an "Assign" button.

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

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



## COLLABORATION STATUS LEVELS

Status	Definition	Search Filter
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
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=20000000000000158800309&np=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

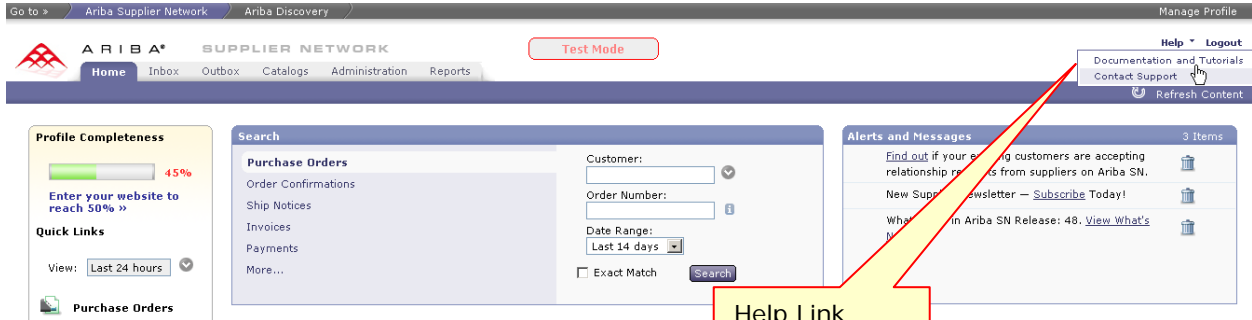
Amount: \$800.00USD

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

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### 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 – FAQs**

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