

# IPRO NEWSLETTER

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## Top stories in this newsletter



Purpose and frequency of this publication



Changes coming to sourcing event templates



Setting appropriate closing dates and time for sourcing events



Amending sourcing events and contracts



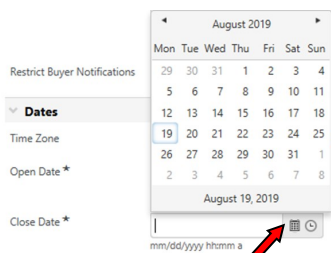
This is a newsletter to help users of The State's new eProcurement system (powered by Jaggaer) to be successful with the new tool. As we work with agencies and suppliers on different issues, we will pass the lessons learned on to each of you. Initially, we plan to publish bi-weekly, with additional "flash" messages as needed.



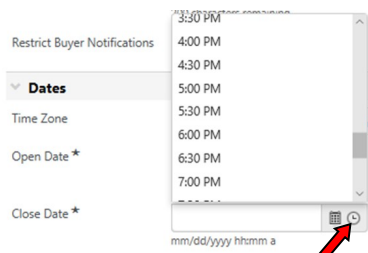
Now that we have had some time in the live system and have received feedback from agencies and suppliers, DOP will be making some small changes to the sourcing event templates built into IPRO. These will not change the overall process demonstrated during training; they will be small changes to where different pieces of the former templates are located. The biggest change is that the "description" box will now only be used to provide vendors a preview of the sourcing event (along with a disclaimer that they must log in to view the full event.) The remainder of the template language will move into a buyer attachment. DOP anticipates making these changes in the test environment the week of August 26, with a move into production targeted for the week of September 2.



A reminder for those who create sourcing events in IPRO: When you are setting up the details for your sourcing Event, you must change the closing date and time! (See below). DOP monitors Sourcing Events and has noticed several recently that were set to close on a weekend or after normal business hours. Please ensure that your Sourcing Event is set to close during normal business hours when someone will be available at your office to accept manual bids. There can be legal ramifications if a Supplier is not able to submit a quote/bid/proposal. DOP policy is for all sourcing events to close at 5pm, unless your office closes at a different time (or there are special circumstances that demand closing at a different time.) We want to make sourcing event closing times as standard as possible to provide consistent rules for the supplier community.



Click calendar icon to set the date.



Click the clock icon to set the time



When you amend a sourcing event, the system will automatically change any previously submitted bids to a "pending" status and require suppliers to re-submit (and acknowledge the amendment). If you only need to extend the closing date, you can do so without amending. DOP encourages agencies to still send a message to suppliers who have indicated an intent to bid (so they know they have extra time).

When you amend an agency-held contract, make sure to select "Yes" and "Yes" to the initial questions in order to access the correct template:

