

# Ariba Network Collaboration Guide

SAP Ariba 



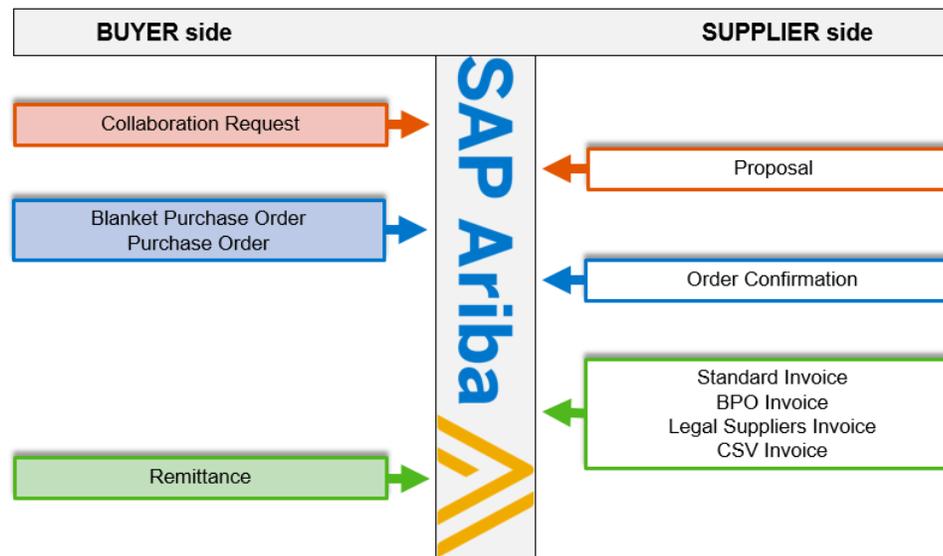


# Introduction

The purpose of this document is to provide the information suppliers need to effectively transact with ANZ via the Ariba Network. This document provides step by step instructions, procedures and hints to facilitate a smooth flow of procurement between ANZ and supplier.

## ANZ Workflow:

Colour	Meaning
Red	Collaboration
Blue	Order Management
Orange	Logistics
Green	Payment





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# Collaboration Request

- A Collaboration Request is request for a quote or proposal
- Collaboration Requests can consist of attachments detailing the specifications or could be requested using a description of the services to be provided
- Messages can be sent to ANZ regarding the Collaboration Request
- If you are awarded the proposal an Order will be issued to you with the Collaboration Request number indicated on it
- There are 3 types of Collaboration Requests and Proposals can be submitted based on each of these types:
  - 1) **Fixed:** The amount on the request cannot be change.
  - 2) **Not to Exceed:** The amount can be decreased but not increased.
  - 3) **Negotiable:** The amount is open to increase or decrease.

# Collaboration Request

1. Click the **Inbox** on the Dashboard.

➤ Screen displays: Orders and Releases

2. Select **Collaboration Requests**.

➤ Screen displays: Collaboration Requests

3. Locate the **Collaboration Request**.

4. Click on the **Request #**.

➤ Screen displays: Collaboration Status

5. To open the Proposal, click on the **Collaboration Name**.

➤ Screen displays: Proposal

The screenshot shows the SAP Ariba Collaboration Requests interface. The navigation bar includes 'HOME', 'INBOX', 'CATALOGS', and 'REPORTS'. The 'INBOX' tab is selected, and 'Collaboration Requests' is highlighted in the sub-navigation. A search filter is visible. A table lists several collaboration requests. The request with ID 'PR48015-R40216' is selected. A modal window displays the 'Collaboration Status - fixed/neg + multi line2' for request ID 'PR47849-R40206'. The status is 'Request Received - Response Required'. The current documents table shows one item: 'Collaboration Request PR47849-R40206' with a price of \$11,000.00 AUD. The line item details show a service fee of \$6,000.00 AUD, which is negotiable.

Request #	Title	Customer	Received Date	Purchase Order	Amount	Status	Assigned To
PR51190-R40229	TESTER JOB Requirement						
PR48015-R40216	Copy of Copy of TEST - Te						
PR50830-R40221	Test						
PR50816-R40220	test						

Name	Date Submitted	Status	Qty	UOM	Price	Total	Actions
Collaboration Request PR47849-R40206	Thu, 6 Aug, 2015	Request Received - Response Required			\$11,000.00 AUD		Respond
1. Customer Lending & Security Document Preparation/D 1 each \$6,000.00 AUD \$6,000.00 AUD							

Line Item Details:

- Start Date:
- End Date:
- Hours Per Week:
- Service Fee: \$6,000.00 AUD Negotiable
- Work Location: (no value)



# Proposal

- A Proposal is created to respond to the Collaboration Request.
- Messages can also be sent to ANZ regarding the Collaboration Request
- There are 3 types of Collaboration Requests
  - 1) **Fixed:** The amount on the request cannot be change.
  - 2) **Not to Exceed:** The amount can be decreased but not increased.
  - 3) **Negotiable:** The amount is open to increase or decrease.

# Proposal

1. Review the **Details**.

2. To create the Proposal Click **Respond with Proposal**.

➤ Screen displays: Review and Select lines

 Messages can be sent to ANZ regarding the Collaboration Request.

1) Select **Actions**.

2) Click **Send Message**.

 3) Fill in form.

 4) Click **Send**.

5) To view responses click on **Messages**.

Collaboration Request PR47849-R40206 - fixed/neg + multi line2 Status: **Submitted**

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also [More](#)

 [Respond With Proposal](#)   **Actions** ▾

-  Respond
- Send Message
- Respond With Proposal
- Decline Request
- Revise Proposal

View

-  Messages
- Print

My Labels: [Apply Label...](#) 

▼ **Line Items**

2 Line Items [Show Details](#) 

No.	Type	Description	Qty	Unit	Price	Amount	
1		Customer Lending & Security Document Preparation/D	1	each	\$6,000.00 AUD	\$6,000.00 AUD	<a href="#">Detail</a> 
2		Customer Lending & Security Document Preparation/D	1	each	\$5,000.00 AUD	\$5,000.00 AUD	<a href="#">Detail</a>

Messages Referring To This Document ( All Messages ) [New Message](#)

No items

Attachments - Entire Collaboration Request

[Add Attachment](#)

# Proposal cont...

3. For multi-lined Requests; If you wish to exclude any lines from the Proposal, click the drop down arrow on the **Included** button and select **Excluded** to remove the line from the Proposal.
4. Click **Next**.
  - Screen displays: Complete and Submit
5. To Review the Line Item: Click **Actions – Edit**.
  - Screen displays: Proposal

The screenshot shows the 'Create Proposal' interface for proposal PR47849-P40146. The header indicates 'fixed/neg + multi line2' with 2 items and a total of \$11,000.00 AUD. A 'Next' button is highlighted with a red circle '4'. The main area shows a table of items to be included or excluded. A 'Line Items' popup is open, showing two items. The second item is checked, and its 'Actions' dropdown menu is open, with 'Edit' selected, highlighted with a red circle '5'. A 'Total Estimate' of \$11,000.00 AUD is shown at the bottom right.

**Create Proposal** PR47849-P40146: fixed/neg + multi line2 | Items: 2 | Total: \$11,000.00 AUD

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. [More](#)

Based on: Collaboration Request PR47849-R40206 - fixed/neg + multi line2 (current)

**Include Or Exclude Items From Your Proposal**

Selection	No. ↑	Description	Qty	Unit	Price	Amount
Included ▾	1	Customer Lending & Security Document Preparation/D	1	each	\$6,000.00 AUD	\$6,000.00 AUD

Start Date:  
End Date:  
Contract: BPO40701

**Line Items**

2 Line Items [Show Details](#)

<input type="checkbox"/>	No. ↑	Type	Description	Qty	Unit	Price	Amount
<input type="checkbox"/>	1		Customer Lending & Security Document Preparation/D	1	each	\$6,000.00 AUD	\$6,000.00 AUD
<input checked="" type="checkbox"/>	2		Customer Lending & Security Document Preparation/D	1	each	\$5,000.00 AUD	\$5,000.00 AUD

**5** Actions ▾  
Edit

Total Estimate: \$11,000.00 AUD  
[Update Total](#)

# Proposal cont...

6. Update/Edit the fields of the Proposal.

7. Click Ok.

➤ Screen returns – Proposal

Note: The available fields are dependant upon the type of Collaboration Request.

PR47849-P40146: fixed/neg + multi line2 | Items: 2 | Total: \$11,000.00 AUD

**7** OK Cancel

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

Header

Line Item 2: Customer Lending & Security Document Preparation/D

**6**

Quantity: 1

Unit of Measure: each

Service Fee: \* \$5,000.00 AUD ⓘ

Amount: \$5,000.00 AUD

Customer Name: ⓘ

Is this matter urgent?  Yes  No

Is this matter ANZ Bank Customer Reimbursable?  Yes  No

Matter Name: ⓘ

Description: fixed ⓘ

File or Matter Attachments: (none) Add Attachment ⓘ

Name of ANZ Lawyer Engaged: (no value) ⓘ

Name of External Party / Solicitor: ⓘ

Supplier: ACCESS IS

Contact: CLIFF HUNTER [ select ]

Bidding Type: Open

Calculate

# Proposal cont...

8. Review Proposal.

8

9. Click **Submit**.

➤ Screen returns – Collaboration Request

10. Click **Go Back to Collaboration Requests**.

10

PR47849-P40146: fixed/neg + multi line2 | Items: 2 | Total: \$11,000.00 AUD

[Prev](#) **9** [Submit](#) [Exit](#)

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

Title:

Based on: Collaboration Request PR47849-R40206 - fixed/neg + multi line2 (*current*)

My Labels: [Apply Label...](#) ⓘ

▼ Line Items

2 Line Items Show Details 

<input type="checkbox"/>	No. ↑	Type	Description	Qty	Unit	Price	Amount
<input type="checkbox"/>	1		Customer Lending & Security Document Preparation/D	1	each	\$6,000.00 AUD	\$6,000.00 AUD



# SAP Ariba Training Survey

Please take a moment to complete our quick survey as we value your opinion and honest feedback.

The survey will take approximately five minutes and is anonymous.

[\*\*Click Here to Take Survey\*\*](#)



# Support

Support Type	Contact
If you have any Questions or to fill in the Support Request Webform (e.g. Help logging on to your account)	<ol style="list-style-type: none"><li>1. Go to <a href="http://supplier.ariba.com">http://supplier.ariba.com</a></li><li>2. Click on the <b>Help – Help Centre – Support</b></li><li>3. Enter your question/query and click <b>Start</b></li></ol>
<b>Ariba Technical Helpdesk</b>	E: Click Support from within the Help Centre panel T: 1800 766 694
<b>Supplier Information Portal</b> (Location of Training Guide/s and Video/s)	<ol style="list-style-type: none"><li>1. On the <b>Home</b> screen</li><li>2. Click on <b>Company Settings</b></li><li>3. Click on <b>Customer Relationships</b></li><li>4. Click on <b>Supplier Information Portal</b></li></ol>
<b>Ariba Network Training Request</b>	E: <a href="mailto:an.sellertraining.aus@sap.com">an.sellertraining.aus@sap.com</a>