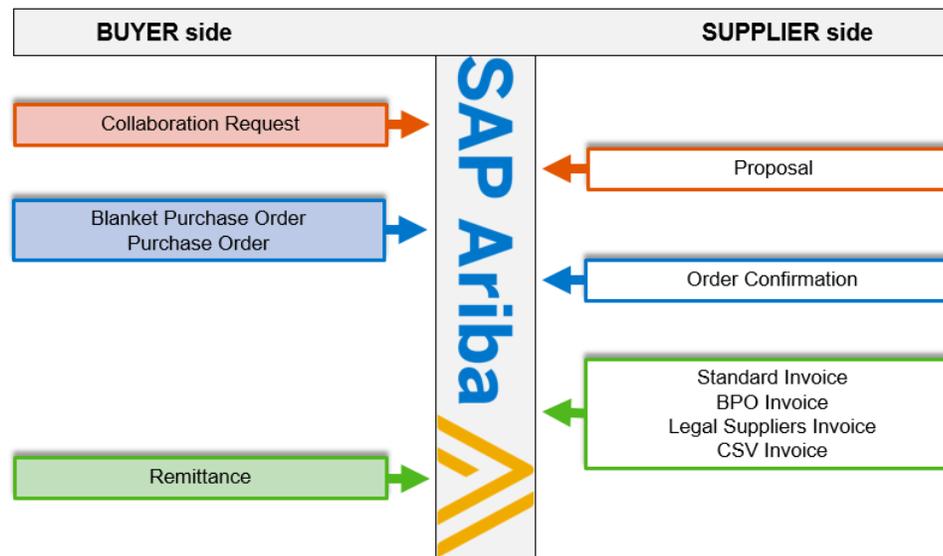# Ariba Network Collaboration Guide

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

BUYER side	SUPPLIER side

SAP Ariba

Collaboration Request →
← Proposal

Blanket Purchase Order
Purchase Order →
← Order Confirmation

Standard Invoice
BPO Invoice
Legal Suppliers Invoice
CSV Invoice ←

Remittance →

Table of Contents

Select by clicking on the links:

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

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

Summary

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	Detail
2	📄	Customer Lending & Security Document Preparation/D	1	each	$5,000.00 AUD	$5,000.00 AUD	Detail

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

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: | fixed/neg + multi line2 |

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

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

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)	1. Go to http://supplier.ariba.com 2. Click on the **Help – Help Centre – Support** 3. Enter your question/query and click **Start**
Ariba Technical Helpdesk	E: Click Support from within the Help Centre panel T: 1800 766 694
Supplier Information Portal (Location of Training Guide/s and Video/s)	1. On the **Home** screen 2. Click on **Company Settings** 3. Click on **Customer Relationships** 4. Click on **Supplier Information Portal**
Ariba Network Training Request	E: an.sellertraining.aus@sap.com