BHP Ariba Network Quote Automation (RFQ) Guide

SAP Ariba

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Quote Automation

- **Quote Automation is a Request For a Quote (RFQ) from BHP on an item or service. It replaces inefficient use of email, phone and spreadsheets for non-contracted buying**

- **BHP will gradually move all quotes from email to the Ariba Discovery network.**

- **All suppliers migrated from Quadrem to Ariba have had Quote Automation enabled against their Ariba account.**

- **Each supplier can respond, reject or ignore an RFQ from BHP that is sent to them through the Ariba Network. BHP have very tight tinmeframes for quote responses so make certain notifications are updated regularly to avoid missing opportunities.**

- **An RFQ will automatically close on the end date of the bid period which is clearly displayed on the email received into your Ariba Inbox. The response document outlining their price and delivery date is in a standard CSV format. The quote may include attachments such as PDF or word document.**

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Setting up RFQ contacts in Ariba Network

- Within Ariba Network create specific users who will receive an RFQ from BHP

- Go to **Manage Users** and select the User Name and click **Edit**

- In the User tab enable *"This user is the Ariba Discovery Contact"*

- In **Account Settings** click on *Notifications*

1. Under the **Discovery** tab the Business Opportunity tick should be enabled already.
   - You can add up to 5 email addresses –use ; between names.
   - Each address will be altered when a new RFQ is received
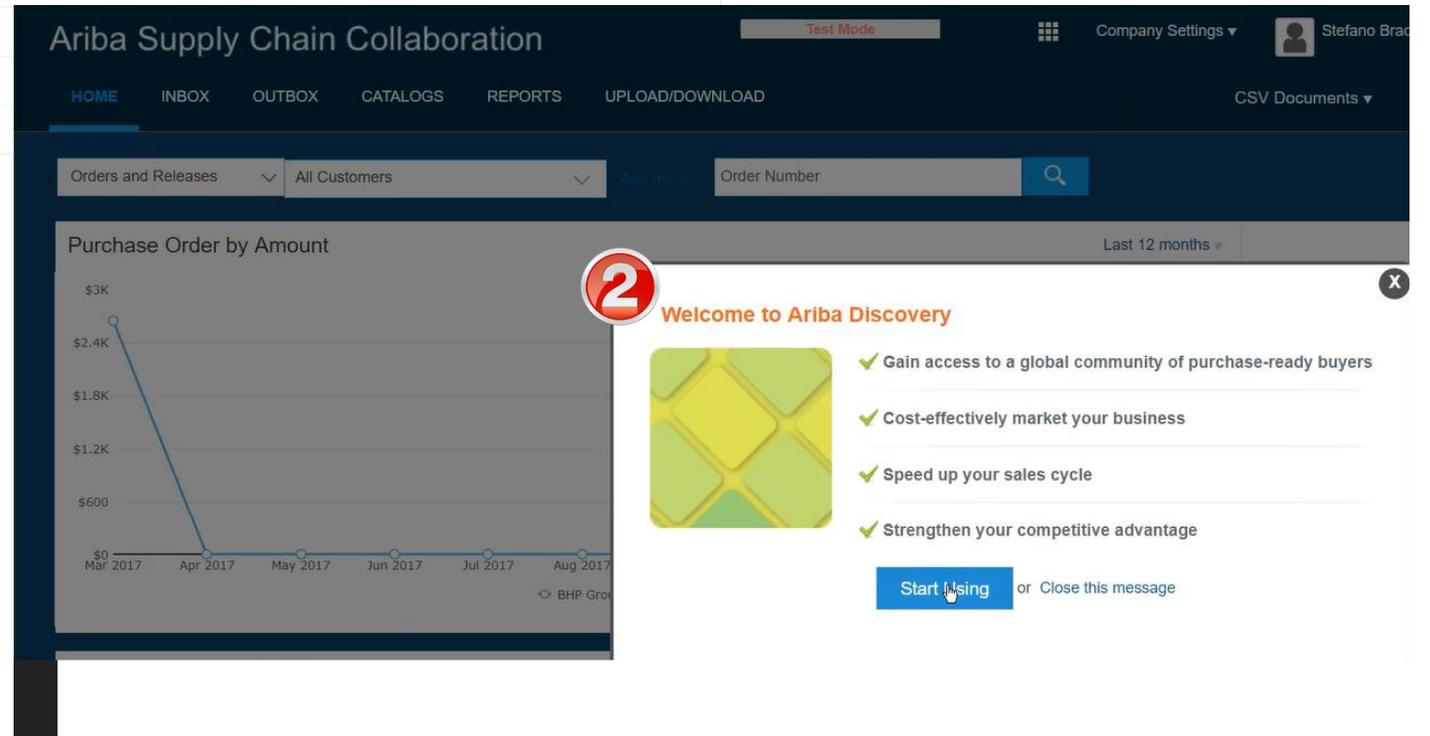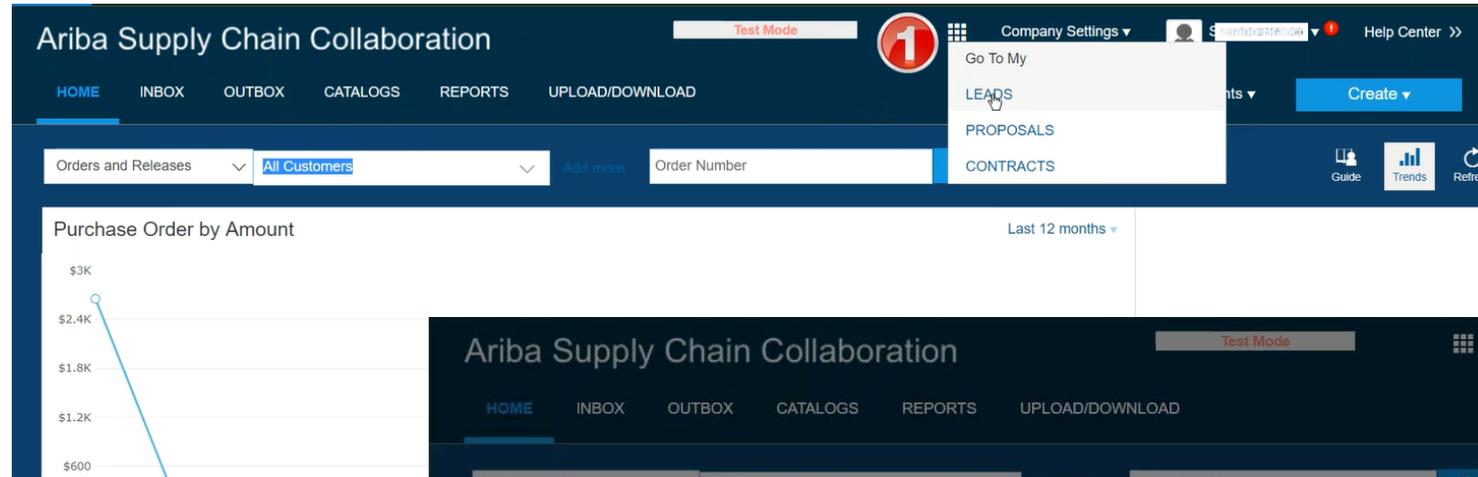
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Ariba Discovery

1. You can go to **Ariba Discovery** by clicking on the grid icon at the top of the page in Ariba.

   ➢ Select **Leads**

2. A popup **Welcome to Ariba Discovery** box appears .

   ➢ Click **Start Using**

   ➢ There is no need to create a new logon as your details from Ariba Network will be valid.

Notification of Automated RFQ Event

1. An email invitation from Ariba Discovery to participate in a Quote (RFQ) event is received in Ariba Network.

2. You can view the details of the RFQ either by
   a) Click **View Lead** in the body of the email.
   b) Screen displays: **Ariba Discovery Login**
   c) Login using your Ariba Network Supplier Account Username and Password
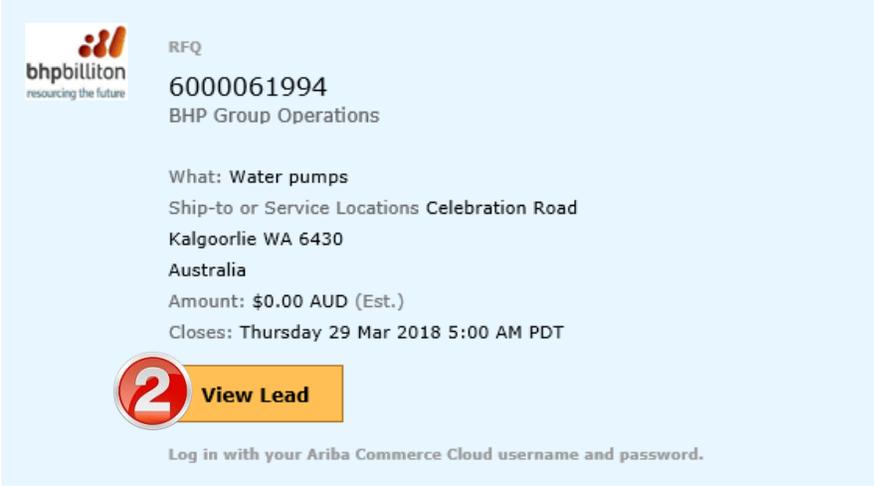   d) OR Select from the Ariba grid LEADS and go directly to Discovery.

   Create a separate email address and folder for these events. (please inform your buyer on any change of email address) This will make it easier for you to keep track of the incoming QA requests.

Ariba Discovery <ordersender-prod@smtp-l1.ariba.com>   Alan Mateljan
BHP Group Operations has invited you to a new business opportunity: 6000061994
If there are problems with how this message is displayed, click here to view it in a web browser.

Dear Komatsu Australia Pty Ltd ,

Congratulations! You have been invited by BHP Group Operations to participate in a Quote Automation event. This is a great opportunity to connect with the buyer and potentially win new business. Review the details of this lead and indicate your desire to participate in Ariba Discovery by clicking the View Lead button below.

bhpbilliton resourcing the future
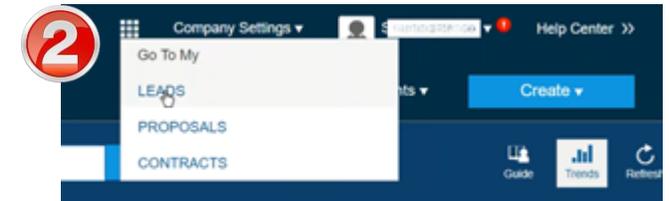
RFQ
6000061994
BHP Group Operations

What: Water pumps
Ship-to or Service Locations Celebration Road
Kalgoorlie WA 6430
Australia
Amount: $0.00 AUD (Est.)
Closes: Thursday 29 Mar 2018 5:00 AM PDT

View Lead

Log in with your Ariba Commerce Cloud username and password.

Or copy and paste the following link into your browser to view:

https://service-2.ariba.com/Discovery.aw/ad/busOpp?
key=NTMyMTk0MHw1ODk5NjQ0&source=MzA3NzA0OTA4fDUzMjE5NDB8ODg2MzM4Nnx4

Company Settings ▾   Help Center ≫
Go To My
LEADS   ts ▾   Create ▾
PROPOSALS
CONTRACTS
Guide   Trends Refresh

Contacting BHP purchasing lead

1. Click on grid icon, click **Leads** and under **My Leads** you can see all RFQ that have been sent to you.

2. Each RFQ when opened will also show the status. Once an RFQ has closed you cannot respond.

3. To contact the BHP purchasing team who sent the RFQ you can open the RFQ and see the name of the team member for further offline contact.

4. If you have not been contacted by that site then you can contact **SupplyeBusiness@bhpbilliton.com** for contact details

Response (1) – Quote All

- Screen displays: The Quote

4. Click **Quote All** to respond to all of the included lines

- Screen displays: Provide your Quote

5. Complete *Required fields
   1) **Price**
   2) **Quantity**
   3) **Lead Time**

6. Click **Submit** to send quote through.

- Screen displays: The Quote

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Response (1) – Editing Submitted Quote

1. To edit quote details;

   1) Scroll to the Line **Details**

   2) Click **Edit Quote**

   3) Update quote details

   4) Include attachments such as PDF, Word or Excel files.

   5) Click **Submit**

Please note that attachments must comply with these specifications:

- File must be < 10MB

- Filename must have less than 40 characters total

- Filename must not include special characters shown below:

- **Á á é É í Í ó Ó ú Ú Ñ ñ & - _ ' º ª \ / " $ · ~ # ( ) û [ ] Ç**

Response (2) – Upload your Quote via CSV

- Screen displays: The Quote

4. Click **Upload your Quote**.

- Screen displays: Upload Quote pop-up box

5. Click **Download bid template** (if this is the first time you are using this functionality)

6. **Save** the Bid Template (see example below) in CSV format on your local drive.

7. After completing the file you can move back to the same screen and upload the file via: **Choose file – Upload my Quote.**

6000032811-B

TEST

Posted On: 16 Nov 2016
Open for bidding on: 16 Nov 2016
Response Deadline: 29 Nov 2016 9:59 AM CHUT

Quote All   Add to Watchlist   Not Interested ▼   Upload Your Quote   ④

Opportunity Amount: **Unspecified**
Response Deadline: 29 Nov 2016 9:59 AM CHUT
(Buyers can close postings early)

Upload your quote

Your quote must be in the CSV file format. Select your file, and upload.

⑦   Choose File   No file chosen
Upload my Quote

To download a bid template, use this link Download bid template   ⑤

Done   Cancel

SAVE   ⑥

UTF-8														
Event":331777														
All amount	All dates must be provided in dd-mm-yyyy format													
Only provide the line items that you are bidding for.														
Line Numb	Price	Quantity	Requested	Supplier Pa	Supplier Pa	Manufactu	Manufactu	URL	Lead Time	Tax	Tax Descrip	Shipping T	Shipping C	Shipping T	Comment
Mandatory	Mandatory	Mandatory	Optional.Ir	Optional.	Optional.	Optional.	Optional.	Optional.	Mandatory	Optional.	Optional.	Optional.	Optional.	Optional.Ir	Optional.
Text value.	Decimal da	Integer data	Cannot e	Text value.	Text value.	Text value.	Text value.	Text value.	Integer dat	Decimal da	Text value.	Text value.	Decimal data.		Text value.
3	300	150	07-10-16	SupplierPa	SupplierPa	Manufactu	Manufactu	http://www	32	100			100	910	
1	200	500	07-10-13	SupplierPa	SupplierPa	Manufactu	Manufactu	http://www	31	100			100	910	

View Bid History

1. View all bids placed. ①

2. Click **Bid History.**

3. Click **View** to review your company's bid history.

➢ Screen displays: list of previous bids

Winning and Awarded Bids

1. A 'congratulatory' email will be sent out to the winner of the business.

2. Bids can also be tracked on Ariba Discovery;

   1) Open **Leads**

   2) Select **Wins**

   3) Click on the **Quote Name** (e.g. FF15-Approved) to open and view the Winning RFQ in more detail).

3. After selecting you as a winner the buyer will contact you regarding the Award and specify the requirements.

Not Interested

1. Advise your buyer that you are **Not Interested** in submitting a bid

2. Click **Not Interested**

➤ Screen displays: drop down box

3. Select from the options

   1) **Wrong Product and Service Category**

   2) **Wrong Ship-to or Service Location**

   3) **Other (Tell us Why…)**

➤ Screen displays: pop up box – see examples to the right

NOTE: Ariba Discovery uses the **product and service categories** and **ship-to or service locations** specified in your company profile to match you with new business opportunities. Verify that your company profile is up-to-date to ensure you receive all the business opportunities that meet your company's capabilities.

Message pop up if 'Wrong Product and Service Category' or 'Wrong ship-to or service location' is selected

Message pop up if 'Other' is selected.

Support

Support Type	Contact

Ariba Technical Helpdesk	1. Click on the **Help Centre – Support**
	2. Select support option;
	    • **Email SAP Ariba Customer Support**
	    • **Get help by Live Chat**
	    • **Get help by Phone**

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