SAP Ariba /\\\\

SAP Business Network Discovery for Trading Partner Portal Sellers

SAP Business Network for Trading Partners
SAP Business Network Discovery

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Content

SAP Business Network Discovery for Trading Partner Portal Sellers

In the legacy discovery a TPP seller could use the SAP business Network discovery as buyer and supplier , by switching between I am buying and I am selling, with the latest changes in place, TPP sellers can act as a buyer and supplier on SAP Business Network discovery in their TPP portal.

That is why this guide is divided into 2 sections:

1. Selling on SAP Business Network Discovery
2. Buying on SAP Business Network Discovery

Related Guides

SAP Business Network Discovery for Trading Partner Portal Buyers

SAP Business Network Discovery for Sellers

SAP Business Network Discovery is a business-to-business matching service that offers you new business opportunities from leading companies.

About SAP Business Network Discovery for Sellers

As a seller on SAP Business Network Discovery, you create a company profile that details the capabilities of your business, including products and services provided and the locations you serve.

If the capabilities of your company match a buyer's project requirements, SAP Business Network Discovery displays the business opportunity on your Leads Dashboard. You can then choose to respond to your matched postings. Buyers will review all the responses they receive and notify you when they make a decision.

SAP Business Network Discovery Seller Company Profile

Potential business opportunities are matched to your company based on the information you provide in your company profile.

Enter key information about your company in your marketing profile, including type of organization, year founded, and annual revenue to help buyers evaluate you as a potential seller. Select any diversity designations, such as minority- or woman-owned business status. .

The Product and Service Categories, Ship-to or Service Locations, and Industries section of your company profile allows you to provide detailed information about the products or services you offer, the locations you ship to or provide services, and the industries you serve. This information is critical because buyer postings are matched to the to you based on the product and service categories and ship-to or service locations.

Ensure that the product and service categories you offer and ship-to or service locations you serve are always complete and accurate. Add all the product and service categories you offer. Use keywords to search or browse the product and service category tree and add those that you provide. Add all the locations for which you provide products and services. Select multiple countries when applicable and indicate specific states and metro areas if desired.You can also use keywords which are specific to your industry.

For more information about your company profile, see *Seller Account Settings and Profile Configuration* in the
▶ **Product Documentation** ▶ **For Administrators** ▶ section of the Learning Center.

Business Opportunities

SAP Ariba Discovery buyers create postings that detail their business needs, providing you with an opportunity to foster new business relationships.

Structure

About Business Opportunities on SAP Business Network Discovery

A buyer-created SAP Business Network Discovery posting represents a real business opportunity to which you can respond.

An SAP Business Network Discovery posting will list the product and service categories the buyer needs and the ship-to or service locations in which they need them. The posting might also include the value the business opportunity represents or the length of the contract the buyer intends to award. Buyers are encouraged to provide as much detail as possible when they create an SAP Business Network Discovery posting, and to keep the posting open for at least 5 days, allowing you enough information and time to give your best response.

When a business opportunity on SAP Business Network Discovery matches the product and services categories you provide and ship-to or service locations you serve, it appears in matched leads tile on the leads submenu.

You can view the details of a buyer's event is in any state: closed, open, or preview. You can view full details of the event by accessing the posting and and clicking View Event Details on the Lines tab. For each line-item of the posting, buyer may provide a clickable URL for additional information which helps you understand the requirements. SAP Business Network Discovery shows the currency details of the event in the supplier's profile currency.

You can view business opportunities that do not match the product and service categories and ship-to or service locations you list in your company profile by searching for leads in the leads search on the homepage.

The Leads Submenu

You will find leads submenu under discovery menu, in your SAP Business Network account, which is the new place to manage leads generated from different systems.

This is the new and easier way to access, search and manage all your new business opportunities.

When you click on the **Leads Submenu**, you will land on the invited leads tab by default and below are the tabs which are available in leads submenu.

Matched leads: This tile will display the leads which are matched with your profile

- This should display only open postings and closed postings should not be visible here.
- Default sorting would be postings which are getting closed sooner to later and you would be able to sort the postings based on the deadline and opened date.
- By default the list contains the leads which were published in last 90 days.
- In one page there would be maximum 10 postings, beyond 10 you need to go to the next page.
- Matched Leads page should only have the public RFI and RFQs (do not confuse with public sector leads)
- Below are different types of postings available in the matched leads tile.
    - Public Sector postings: Created by a public sector sourcing buyer by punching into discovery from sourcing using public sector template in sourcing.
    - Private Sector postings: Created by a public or private sector sourcing buyer by punching into discovery from sourcing using private sector template in sourcing.
    - Public Postings: Created by any discovery buyer (walk up, AN buyer or discovery only walk up buyer) and matched with the supplier by our system. This includes public sector postings and private sector postings from sourcing buyers.

Invited Leads: This tile will display the leads for which the buyer has personally invited you.

- This should only display, all opened private postings (RFIs) and invited postings (RFQs).
    - Private postings (Invitation): When any discovery buyer creates a posting and want to invites a supplier personally, these postings are not matched with any public suppliers, so only the suppliers which are invited can respond to it
- You can find closed, responded and opened postings here.
- In one page there would be maximum 10 postings, beyond 10 you need to go to the next page.
- The default sorting is response deadline sooner to later, which means postings which are closing early will be displayed at the top and you should be able to sort it based on the deadline and opened date.
- By default the postings which has been created in last 90 days are displayed

Saved Leads: This tile displays the leads which has been saved by anyone in your organization.

- In one page there should be maximum 10 postings, Pagination view for posting which are beyond 10.
- The default sorting is response deadline sooner to later, which means postings which are closing early will be displayed at the top and you should be able to sort it based on the deadline and opened date.
- By default the postings which has been created in last 90 days are displayed.

Responded Leads: The RFI/RFQs for which supplier has responded appears over here.

- In one page there should be maximum 10 postings, Pagination view for posting which are beyond 10.
- The default sorting is response deadline sooner to later, which means postings which are closing early will be displayed at the top and you should be able to sort it based on the deadline and opened date.

- By default the postings which has been created in last 90 days are displayed.

Won Leads: This tile contains all the RFIs for which you have been selected as a winner or shortlisted and all the RFQs for which you have been awarded.

- In one page there should be maximum 10 postings, Pagination view for posting which are beyond 10.
- The default sorting is response deadline sooner to later, which means postings which are closing early will be displayed at the top and you should be able to sort it based on the deadline and opened date.
- By default the postings which has been created in last 90 days are displayed.

Following filters are applicable to all the tabs under Leads.

- Title: Partial Search
- ID: Exact and partial match.
- Type : RFI or RFQ
- Customer : Would be a free search.
- Open Date
    - Last 24 hours
    - Last 7 Days
    - Last 14 Days
    - Last 31 Days
    - Last 90 Days (This is default)
    - Last 365 Days
    - Custom date range (the start and end date range can be only 365)

- Status:
    - Open
    - Closed

- Product and service categories : pop up to select any
- Ship to and service to location : pop up to select any
- Response Deadline:
    - Next 24 hours
    - Next 7 days
    - Next 14 days
    - Next 31 Days
    - Next 90 days
    - Next 365 days
    - Custom date range (the start and end date range can be only 365)

- Opportunity amount (Min and Max) : Default currency : USD
- Humanitarian Relief : drop down for now only with value as Ukraine
- Source:
    - Integration
    - Sourcing
    - Discovery

Table 1: Below are the Available Column Names for each lead

Title	Significance	Available by default
Save	This is used to facilitate and display whether a lead is saved or not	Yes
Source	Originating system- Please check the net title for detailed explanation	Yes
ID	Posting ID	Yes
Title	Title of the posting	Yes
Type	Whether it is an RFI (Request for information) or RFQ (Request for Quotation)	Yes
Max Opportunity Amount	Maximum opportunity amount of the posting if the buyer has chosen a amount range, exact amount if the buyer has chosen exact amount	Yes
Response Deadline	Till when the posting will be opened	Yes
Customer Name	Organization name of the buyer	Yes
Open Date	When the posting was published	Yes
Contact Name	User who has created the posting	
Contract length	If awarded how long the contract is going to be (Subject to change)	
Decision Deadline	When the buyer is going to make the final decision about the supplier they are going to work with	
Lead Type	Private Sector or public sector	

Table 2: These different systems will be reflected as source on each business opportunity.

Source Type	Originating System
DISCOVERY	Type: RFI or RFQ
	These postings are created by a user by logging into their SAP Business Network Account
INTEGRATION	Type: RFQ
	Postings which are created by buyer's ERP system and require you to bid on them.

Source Type	Originating System
SOURCING	Type: RFI or RFQ
	These postings are created by users from their sourcing system
	For public sector postings, you will be taken to sourcing system to respond
	For private sector postings, you will be responding on SAP Business Network account

By clicking on the **Export** icon you can export the data in .xlsx format and it can be used for reporting and auditing

By clicking on the **sort/filter** icon, you can change the display of the columns, actions which are allowed:

Changing and choosing which column to be displayed

Displaying the data based on grouping

Grouping should be available for below columns:

- Lead Type
- Response deadline
- Open date
- Decision Deadline
- Customer Name

Displaying below columns in time and date or just dates

- Response Deadline
- Open Date
- Decision Deadline

About Request for Quotation (RFQ) postings

An RFQ event originates in the ERP system and is sent across Ariba Network to SAP Ariba Discovery, where an RFQ posting is created and published. Quote automation is a feature of SAP Ariba Discovery which provides a direct integration between the ERP system, Ariba Network, and SAP Ariba Discovery to quickly build and publish RFQs. For approved suppliers, SAP Ariba Discovery sends the RFQ bidding invitation digest email every four hours if the duration of the RFQ posting is less than three days. Quote automation sends notification emails to invited suppliers when an RFQ is:

- terminated
- closed

To receive these notifications, suppliers must have their email notification setting enabled.

On the RFQ posting details page, suppliers can view the details of the buyers so that they can contact them to seek clarifications. For RFQ postings, SAP Ariba Discovery displays the close date with time so that suppliers know which RFQ postings require immediate response.

If you indicate lack of interest in bidding for RFQ postings, on the Leads page, SAP Ariba Discovery marks those RFQ postings with a Not Interested label. Users who do not have the Respond to postings on SAP Ariba Discovery permission cannot view the Leads submenu.

Responses to SAP Business Network Discovery Postings

Responding to an SAP Business Network Discovery buyer's posting is the first step to fostering a new business relationship.

When responding to a buyer posting, it is important to explain why you are qualified for the business opportunity. SAP Business Network Discovery matches you to a buyer's needs, but the buyer still needs to narrow down the responses they receive to a manageable shortlist. This is your chance to distinguish yourself from the competition and showcase your qualifications. To make a buyer's shortlist, answer all the questions included in their posting and describe why you deserve their business.

After you are matched to a buyer posting, there are many ways you can interact with the buyer to gain additional information about their business opportunity. You can ask buyers a quick question using the Questions & Answers section of a buyer posting or create a more formal response to begin negotiating a new business contract. This functionality is only applicable for postings created via sourcing systems (Source as sourcing)

SAP Business Network Discovery buyers have the option to rate you based on how you interact with them in a posting. Because of these ratings, it is best practice to respond only to postings that fully match your company's capabilities and where you can meet all of the buyer's requirements. Review the posting details carefully to ensure that you understand the project and scope before responding.

Each user created by the supplier administrator can view RFQ postings and the bid responses by other users if the user has the required permissions. For example, if two users bid on an RFQ posting, both users can view each other's bid response. Users can view all the bid responses except those from the supplier administrator.

Recommendations to avoid ambiguity for the buyers

- We recommend that the supplier administrators who create users to bid on an RFQ posting do not respond to the RFQ posting
- We recommend that only one user responds to one posting, and in case of duplication of responses, we send both responses to the buyers but only display first response in the tiles of leads submenu. Multiple responses from the same org creates ambiguity among buyers so please follow this as a strict practise that only one user is responding to one posting.

Exporting the Details of an RFQ

Suppliers can export the details of an RFQ in PDF format. The downloaded PDF for an RFQ includes the following details:

- RFQ details
- Line item details
- Bid details for each line item if the supplier has bid

On the RFQ page, on the **Lines** tab in the **Details** section, quote automation displays a **Download RFQ** button to export the details of the RFQ including line item details and bid details for each line item.

Flagging Line Items as Not Interested in Bidding

Suppliers may not be interested in bidding on specific line items for various reasons such as unvailability of stock or transportation delays in procurement. Suppliers can indicate their lack of interest in bidding on specific line items and specify the reasons for not bidding on them. After a supplier indicates lack of interest in bidding on a line item, quote automation displays a **Not Interested** label on the line item and the supplier cannot bid on them again. This feature helps buyers understand the reasons why suppliers did not bid on specific line items

Quote automation captures the reasons provided by suppliers for not bidding on line items and sends the information in quote message cXML documents to the ERP system.

Rejecting Bid Opportunity by Supplier for an RFQ Posting

On the RFQ posting page, suppliers can indicate the reason for their lack of interest in bidding for an RFQ. Once you have indicated disinterest in bidding for an RFQ, quote automation does not show the RFQ in the list of matches, and sends a notification to the buyer indicating your rejection and your reason for rejection. After you reject an invitation to bid for an RFQ, you cannot bid for it again.

> **i** Note
>
> After any user of a supplier organization rejects an invitation to bid, quote automation sends the details of rejection including the supplier and sub-user details to the buyer. Once the invitation to bid is rejected, no user of the supplier's organization can bid.

Bidding to an RFQ Posting in Your Preferred Currency

While bidding on the **Provide Your Quote** page, you can select a different currency than the one specified in the RFQ posting. Ariba Network displays the currency exchange rate between the two currencies. You must bid for all the line items using the same currency. You can provide multiple bids in different currencies. When you view an RFQ posting for the first time, SAP Business Network displays the value of the **Opportunity Amount** in the currency specified in the supplier's profile. After you select a currency and successfully bid, SAP Business Network retains the selected currency as your preference and uses it when you bid again on the same RFQ posting. However, you can choose to bid in any other currency at any time.

You can use the bid template to bid in your preferred currency and specify the values for all the money-related fields in the preferred currency.

> **i Note**
>
> By default, SAP Business Network displays the exchange rate daily using the data from a Bloomberg feed. The exchange rates are gathered by Bloomberg from multiple pricing sources. However, if buyers specify a currency exchange rate, it overrides the currency exchange rate provided by SAP Business Network.

Bidding to an RFQ Posting Using the Bid Template

On the **Upload Your Quote** window, you can download either a semicolon-separated or a comma-separated version of the bid template file, and use it to bid on postings.

> **⁕ Example**
>
> Suppliers from locales such as Europe may prefer to use a semicolon-separated bid template.

Microsoft Excel may not correctly detect the encoding standard of text in the bid template file, and hence may display incorrect characters such as question marks. To ensure that Excel displays the bid template file correctly, you must specify the correct encoding standard. After you download the required bid template file, import data from it using the **Text Import Wizard** in Microsoft Excel. To start the **Text Import Wizard**, select **Data** > **From Text** in Microsoft Excel. In the **Import Text File** dialog box, select your bid template file and configure the **Text Import Wizard** fields as follows:

- Original data type: Select **Delimited**.
- File origin: Select 65001 : Unicode (UTF-8).
- Delimiters: Select **Semicolon** or **Comma** depending on whether your bid template file uses a semicolon or a comma as the delimiter.

Removing a Line Item from a Bid

Some Request for Quote (RFQ) postings may have many line items. Suppliers can exclude any line item on the **Provide Your Quote** page and continue with the bidding process. Quote automation removes the line item from the current bid. When suppliers bid again, they can include the line items that they may have excluded in the previous bids.

Downloading the Last Submitted Bid

Suppliers can download the details of the last submitted bid. On the RFQ details page, suppliers can click on the button **Download last submitted bid** to download and view the details of the last submitted bid.

Specifying Taxes While Bidding to an RFQ Posting

If buyers configure tax details that they want you to specify for each line-item, after the taxes are configured, while bidding you can specify the taxes for each line-item.

On the bidding page, if the buyer has configured taxes, suppliers can view the following columns:

- **Tax Type**
- **Tax Rate Type**
- **Description**
- **Taxable Amount**
- **Tax (%)**
- **Base Tax (%)**
- **Tax Amount**
- **Included**

You can calculate the total taxes for a line-item. You can indicate whether the taxes are included in the unit price.If you include the taxes, it means that the tax is included in the unit price of the line-item. If a tax is included, quote automation does not include the tax while calculating the total applicable tax for a line-item.

For example:

The buyer configures the following taxes on the posting configuration template:

- Sales Tax
- Service Tax
- Value Added Tax

The supplier enters the following details while bidding on the line-item:

- Sales Tax = $100
- Service Tax = $30
- Value Added Tax = $50

Quote automation calculates the total tax as = $100 + $30 + $50 = $180

If the supplier includes Service Tax, quote automation calculates the tax for the line-item as = $100 + $50 = $150

> **i Note**
>
> The bid template does not allow suppliers to add new tax types.

Email Notifications

There are multiple notifications sent to you as a seller on SAP Business Network Discovery, although we recommend you to enable all notifications if you are an active SAP Business Network Discovery User, you can pick and choose which notifications to receive.

On a high level there is standard lifecycle of an RFI

- Buyer creates a RFI- Lead is Opened status
- Supplier responds to it
- Deadline gets crossed- Lead gets updated to closed status
- Buyer shortlists or does not shortlist the supplier response- The lead gets updated to shortlisted or not shortlisted status.

Please find all the notification you will receive based on the different stages of the lead (lifecycle of the lead)

When a posting is published:

Notifications which you can enable for yourself:

- Notify me, when Invited to a new posting- If enabled you will be notified each time you are invited to a new lead
- Notify me, when Matched to a new posting-If enabled you will be notified each time your organization profile has been matched to a discovery posting. There are 2 ways you can consume it
  - Receive individual notification about each posting- If you select this option, you will be notified about each matches.
  - Receive daily digest of all matched postings in a day- If you select this option, you will receive one email a day, which will contain maximum 10 matched leads, if you have been matched to more than 10 leads, you can login and see the rest of the matched emails.

Conditions:

- These 2 can not be enabled at the same time, but can be disabled at the same time
- When you enable "Matched to a new posting" "Receive individual notification about each posting gets enabled

Notifications which can be enabled for others:

- Notify others, when Invited to a new posting- If enabled the configured emails will be notified ,each time your organization is invited to a new lead
- Notify others, when Matched to a new posting-If enabled the configured emails will be notified, each time your organization profile has been matched to a discovery posting. There are 2 ways you can consume it
  - Receive individual notification about each posting- If you select this option, the configured emails will be notified about each matches.
  - Receive daily digest of all matched postings in a day- If you select this option, the configured emails will get one email a day, which will contain maximum 10 matched leads, if you have been matched to more than 10 leads, you can login and see the rest of the matched emails.

Conditions:

- These 2 can not be enabled at the same time, but can be disabled at the same time
- When you enable "Matched to a new posting" "Receive individual notification about each posting gets enabled
- If you enable the any of the 2 options, you need to provide at least one email ID, maximum 5 email IDs can be configured over here.

When a posting is responded:

Notify me when buyer reads my response:

This notification gets triggered when the buyer goes through your response, this is to let you know that buyer will possibly make a decision on your response. We would recommend you not to edit your response after it has been read by the buyer, as it goes as a new response and might create some confusion.

When there has been an update made to the lead:

- Notify me when, a lead I have responded/invited to is terminated
  - This email is triggered when a lead you have responded to or invited to gets terminated, a posting gets updated to terminated status when buyer no longer needs it, or fails to act within a certain time period.
- Notify me when, A lead I have responded/Invited to gets updated with new information
  - This email is triggered when a buyer updates the lead you have responded to or invited to with some additional information.
- Notify me when, A lead I have responded to/invited to gets closed
  - This email is triggered when a lead that you have been invited to or responded to crosses the response deadline, this happens automatically and the buyer can manually close it early.

When you get shortlisted/Awarded or not shortlisted/Awarded:

- Notify me, when response is shortlisted
  - This notification gets triggered when the buyer shortlists your response for a RFI.
- Notify me, when response is awarded
  - This notification gets triggered when the buyer awards your response for a RFQ.
- Notify me, when response is not shortlisted/awarded
  - This notification gets triggered when the buyer does not shortlist you for a RFI or does not award your response for a RFQ.

Responding to SAP Business Network Discovery Posting

Responding to RFIs

You must have the Respond to postings on Ariba Discovery permission.

For sourcing RFIs (Private Sector):

1. Access the buyer posting to which you want to respond from the matched leads, invited leads or saved leads
2. Click on respond to Posting.
3. Enter your response in the Response field.
4. (Optional) Click Attach File, click Browse to locate the file you want to attach and then click OK.
5. Click Review and Submit.
6. Review your response. If you need to edit your response click Previous.
7. Click Submit.

For sourcing RFIs (Public Sector)

1. Access the buyer posting to which you want to respond from the matched leads, invited leads or saved leads
2. Click on respond to Posting.

3. You will be taken to the sourcing event
4. Accept the prerequisites.
5. Submit the response.

For Discovery RFIs:

1. Access the buyer posting to which you want to respond from the matched leads, invited leads or saved leads
2. Click on respond.
3. Your email ID, Name and organization is already populated and can not be edited, in case you want to edit it, please update the details in my account and marketing profile
4. You can type in the phone number with the country code and area code.
5. Enter your response in the Response field.
6. (Optional) Click browse, click Browse to locate the file you want to attach, provide a description and click on add.
7. Click on respond.
8. Your response will be submitted.
9. You can see at the top of the posting who has submitted a response.
10. Once response is submitted, you can edit the response or view the submitted response.

Revising a Response for RFIs

You must have the Respond to postings on Ariba Discovery permission.

Procedure for Sourcing RFIs

1. Click on the responded leads tile.
2. Locate the posting you want to respond to.
3. Click the ID of the buyer posting to which you want to revise your response.
4. In the Most recent response section, click Revise.
5. Edit your response as necessary.
6. Click Review and Submit.
7. Review your response. If you need to edit your response click Previous.
8. Click Submit.

Procedure for Discovery RFIs

1. Click on the responded leads tile.
2. Locate the posting you want to respond to.
3. Click the ID of the posting to which you want to revise your response.
4. Click on edit response

5. Edit your response as necessary
6. Click on update

Responding as not interested to an RFI

Prerequisites:

You must have the Respond to postings on Ariba Discovery permission.

Procedure for Sourcing RFI

1. Locate the posting in matched leads or invited leads
2. Click the ID of the posting to which you want to respond as not interested.
3. Click on not interested drop down and select any of these 3 option from the drop down
   1. Wrong product and service category
   2. Wrong ship-to or service to locations
   3. Other
4. Select the option which is applicable
5. Once you respond as not interested, the lead gets removed from the matched leads tile.

Procedure for Discovery RFI

1. Locate the posting in matched leads or invited leads
2. Click the ID of the posting to which you want to respond as not interested.
3. Click on not interested and select any of these 3 option from the drop down
   1. Wrong product and service category
   2. Wrong ship-to or service to locations
   3. Other
4. Select the option which is applicable
5. If you select "Wrong product and service category or Wrong ship-to or service to locations" you will be redirected to marketing profile to correct the categories or location in your profile.
6. You can remove the wrong categories/location from your profile, so that we would never match any posting with those categories/location with your profile in future.
7. Once you respond as not interested, the lead gets removed from the matched leads tile.

Responding to RFQ

Responding to a Request for Quotation (RFQ) Posting

Prerequisites

You must have the **Respond to postings on SAP Business Network Discovery** permission.

Procedure

1. Access the buyer request for quotation (RFQ) posting to which you want to reply.
2. Do one of the following on the **RFQ posting** page:

   - Click **Quote All** to submit a quote for all items.
   - If the buyer has configured the system to include the **Quote Selected** option, you can submit a quote for a subset of items by selecting those items, and then clicking **Quote Selected**.
   - Click **Upload Your Quote** to complete your quote using semicolon-separated or comma-separated file format..

   > **i Note**
   >
   > - To attach a semicolon-separated or a comma-separated file, click **Choose File** to select the file and then click **Upload my Quote**.
   > - To download the required bid template, click the appropriate link.
   > - To view the list of currency exchange rates that the buyer has specified, click **View Buyer Exchange Rates** on the **Provide Your Quote** window.
   > - You can provide multiple bids to the RFQ posting. To view the bid history of an RFQ posting, on the **Details** section, and click **Bid History** tab. Ariba Discovery shows the history your responses for this RFQ posting. The details of each bid like date, bid amount, line items, and the name of the person who has responded, are displayed.

   The **Provide Your Quote** page appears.
3. From the **Currency** drop down list, select the required currency.

   The **Change currency for multiple line items** warning window appears.
4. Click **Continue**.

   Ariba Network changes all the currency related fields to the selected currency.
5. In the **Details** area, under **Provide Your Quote**, enter the details of your quote.
6. If the buyer has configured taxes, they appear and you can modify or remove them for each line-item. For each tax type, you can modify the following fields:

   - Taxable Amount
     By default, quote automation prefills this field with the value of the unit price multiplied by the number of units.
   - Tax (%)
   - Base Tax (%)

Tax Type	Tax Rate Type	Description	Taxable Amount		Tax (%)	Base Tax (%)	Tax Amount	Included*	
Sales	Retail Sales	Sales	30000	USD	8.7500	NA	$0.00 USD	☐	Remove
Sales	Excise Tax	Excise Tax	30000	USD	10	NA	$0.00 USD	☑	Remove
ICMS	ICMS	ICMS	30000	USD	5	80.00	$0.00 USD	☐	Remove
Calculate Tax	* Tax is included in Unit Price and will not be considered for Total Tax value.							Total Tax: $0.00 USD	

For example, this screenshot shows how three tax values are specified: Retail Sales, Excise Tax, and ICMS. Only the Excise Tax is included in the line-item cost which means that this tax is excluded from the total tax.

7. To provide additional information for a line item, click **Choose File** to select the attachment and click **Upload Attachments**.

8. Click **Submit**.

9. In the response fee dialog box, do the following:

    a. If you have a promo code, click **Add Promo Code**. In the **Enter Promotional Code** dialog box, enter your promotion code, and then click **Apply**.

    b. Click **Submit**.

Results

The posting page displays a message confirming you successfully submitted your quote.

Related Information

About Business Opportunities on Ariba Discovery [page 6]
The Leads Dashboard [page 7]
Responses to Ariba Discovery Postings [page 11]
Revising a Response to a Request for Quotation (RFQ) Posting [page 20]

Revising a Response to a Request for Quotation (RFQ) Posting

Prerequisites

You must have the **Respond to postings on SAP Business Network Discovery** permission.

Procedure

1. Click ▶ **I'm Selling** ❯ **Matched Leads** ❯.
2. Click **Responses**.
3. Click the title of the buyer Request for Quotation (RFQ) response to which you want to revise your response.
4. Do one of the following:

    - In the **Quote Information** section, click **Revise quote**.
    - Select the lots you want to revise and click **Edit Quote**.

5. Enter your revised pricing information for the lots you want to update.
6. When you have completed your response, click **Submit**.

Related Information

Removing a Line Item from a Bid While Providing a Quote

Context

While providing a quote, suppliers can remove a line item from a bid so that no line item is empty and the bid can be submitted.

Procedure

1. Access the RFQ posting for which you want to bid.
2. Do one of the following on the RFQ posting page:

    - Click **Quote All** to submit a quote for all items.
    - If the buyer has configured the system to include the **Quote Selected** option, you can submit a quote for a subset of items by selecting those items, and then clicking **Quote Selected**.

    The **Provide Your Quote** page appears

3. In the **Your Quote** section, enter the details of your quote.
4. For any line items that you may not want to bid on, click **Remove line from the Bid** for the corresponding line item.
5. When you have completed your response, click **Submit**.

Rejecting an Invitation to Bid on an RFQ

Suppliers can indicate lack of interest in bidding on an RFQ for which they have received an invitation to bid.

Procedure

1. On Leads submenu access the required RFQ posting to which you want to respond.
   It opens the RFQ posting details page.
2. Click the Not Interested dropdown list and select the required reason indicating your lack of interest to bid.
3. If you want to specify a different reason, click the Other (Tell us why...) option.
   Quote automation displays a window in which you can type the reason.
4. Type the reason and click Submit.

Indicating Lack of Interest in Line Items

Context

Suppliers can indicate their lack of interest in bidding on specific line items.

Procedure

1. On SAP Business Network Discovery, access the required RFQ posting to which you want to respond.

   SAP Business Network Discovery opens the RFQ posting details page.
2. On the **Lines** tab, click **Not interested in bidding on any line item? Click here.** link.

   SAP Business Network Discovery displays a window containing the list of line items on which you have not yet quoted.
3. Select the line items that you do not want to bid on.
4. For each line item that you have selected for showing lack of interest in bidding, in the **Comments** text box, specify the reasons for the lack of interest.
5. Click **Submit**.

   In the **Lines** tab, SAP Business Network Discovery displays a **Not Interested** label for the line items in which you have indicated lack of interest.

Finding Business Opportunities

Procedure

1. Click ▶ **I'm Selling** ❯ **All Leads** ❯.
2. Do one of the following:
    - Enter search terms in the **Search** field.
    - Click **Advanced Search**, enter search terms and select other search criteria.
3. Click **Find**.

> **i Note**
>
> You can also click categories in the **Refine Match Criteria** section to narrow your search.

Related Information

About Business Opportunities on Ariba Discovery [page 6]
The Leads Dashboard [page 7]

Saving a lead

Prerequisites

You must have the Respond to postings on Ariba Discovery permission.

Procedure

1. Click on matched leads or invited leads
2. Locate the posting you want to save
3. Click on the save icon of the posting, it is saved, if you click on the icon again, it will be unsaved
4. You can also save a posting by clicking on save, when you click on it and it opens the detailed posting view

Asking Buyers Questions

Procedure

1. Access the buyer posting you want to ask a question about.
2. Enter a question in the **Questions & Answers** section.
3. Click **Send**.

Next Steps

SAP Business Network Discovery sends an email notification to the buyer informing them that you asked a question, and notifies you when the buyer answers your question.

Related Information

About Business Opportunities on Ariba Discovery [page 6]

References

Securing references to appear on your company profile is one of the best ways to attract potential buyers on SAP Business Network Discovery.

About References on SAP Business Network Discovery

References appear on your company profile and are visible to all buying organizations.

You can request references from buying organizations with whom you have conducted business, whether they are on SAP Business Network Discovery or not. When you invite a reference, SAP Business Network Discovery sends a copy of the reference invitation to you through email.

> i Note
>
> You may want to forward this email to your invited reference in the event that the reference invitation from SAP Business Network Discovery is blocked as spam.

When you invite more references and actively manage them, you enhance your company profile and credibility with prospective buyers. You can delete references at any time.

It is important to keep your references current because potential buyers can see the "Last Updated" date on your company profile.

Related Information

Inviting References [page 26]
Deleting a Reference [page 26]

Inviting References

Prerequisites

You must have the **Respond to postings on SAP Business Network Discovery** permission.

Procedure

1. Click ▶ **I'm Selling** ❯ **References** ❯.
2. Click **Invite a Reference**.
3. Enter buyer contact information in the **First Name**, **Last Name**, **Company Name**, and **Email Address** fields.
4. Click **Add Another** to add additional rows as desired.
5. Enter a message or customize the one provided in the **Personal Message** field.
6. Choose the language in which you want to send the reference invitation from the **Language** pull-down menu.
7. Click **Send**.

Next Steps

Review your references to ensure they portray your company positively. Poor references can be deleted so that they do not negatively affect your reputation and business.

Related Information

About References on Ariba Discovery [page 25]

Deleting a Reference

Prerequisites

You must have the **Respond to postings on SAP Business Network Discovery** permission.

Procedure

1. Click ▶ **I'm Selling** ❯ **References** ❯.
2. Locate the reference you want to delete in the **My References** section then click **Delete**.
3. Click **OK** in the **Delete Reference** dialog box to confirm.

Related Information

About References on Ariba Discovery [page 25]

Buying on SAP Business Network Discovery

Using SAP Business Network Discovery as a Buyer:

SAP Business Network Discovery for Buyers provides a low-cost way to increase your potential supplier base, reduce the cost of acquiring and managing suppliers, and increase competition among suppliers.

Creating a posting is free and takes only five minutes. SAP Business Network Discovery will match you to quality suppliers that meet your needs. Matched suppliers will respond to you securely on SAP Business Network Discovery. You will often get supplier responses or bids in hours, not days or weeks.

SAP Business Network Discovery provides comprehensive supplier profile information and the ability to interact in real-time with suppliers you are interested in, helping you to make the right decision fast. Quickly compare qualified suppliers, then create a shortlist or award business.

With SAP Business Network Discovery, you can make sure you get the most competitive pricing from your supplier base.

SAP Business Network discovery is part of the trading partner portal now

SAP Business Network Discovery allows you to buy and sell using a single account. You can use your existing SAP Business Network Seller username and password to receive leads, respond to postings, and discover new business relationships.

To begin selling in minutes, click fill in the select the product and service categories and ship-to or service locations your company serves, in the marketing profile.

To begin buying in minutes, click on the posting tab or quick action menu and create postings.

The SAP Business Network Discovery buyer company profile

The information you disclose in your SAP Business Network Discovery profile helps provide suppliers with additional qualifying information about your company before they respond to your postings.

About the SAP Business Network Discovery buyer company profile

To attract potential suppliers and enable your existing suppliers to plan effectively, ensure that your profile information is complete and accurate.

Your public profile includes generic company information and a summary of the postings you have created. In addition to information collected about your SAP Business Network Discovery transaction history, including the number of postings you have created and the number of postings you have awarded to suppliers. This information helps provide suppliers with additional qualifying information before they respond to your postings.

SAP Business Network Discovery visibility and notification settings

Settings on the create posting form allows you to:

- Choose whether to display your contact name on a posting.

Notification settings allows you to:

- Choose whether you receive email notifications for certain actions and events.

SAP Business Network Discovery postings

SAP Business Network Discovery postings enable you to solicit interest among suppliers of specific products and services on SAP Business Network Discovery.

Profile Visibility

When you create a public posting, your company profile information is visible to suppliers by default. All supplier organizations can view your company profile by default.

Notifications (Changed)

SAP Business Network Discovery sends you an email notification about each stages of the event. These notifications are enabled by default, but can be disabled on the discovery tab under the notification settings.

1) When a supplier responds to my post- This triggers an email every time a new supplier responds to the postings you have created

2) When a posting is closed- This triggers an email every time a posting is closed

3) When a supplier revises the response- This triggers an email every time supplier revises the response to the postings you have created

4) When scheduled posting is published- This triggers an email when the posting you have scheduled for future gets published.

SAP Business Network Discovery also sends email notifications to suppliers when you perform certain actions. Those are available here.

How to configure your company profile

Ensure that your company profile information is complete and accurate to attract the most qualified suppliers.

Prerequisites

You must have the Company Information permission.

Procedure

1. Click the Account Settings icon, and marketing profile.
2. Click on the edit button on the company information section.
3. Enter or revise values as necessary and click save.

How to change SAP Business Network Discovery notification settings

By default, SAP Business Network Discovery notifies you when suppliers respond to your postings or send you a message, but you can configure your notification settings.

Prerequisites

You must have the Company Information permission.

Procedure

1. Click the Account Settings icon, and settings
2. Click on Notification.
3. Switch to discovery and check postings.
4. At the bottom of the page, enable or disable each type of notification as needed.

SAP Business Network Discovery postings

SAP Business Network Discovery postings enable you to solicit interest among suppliers of specific products and services on SAP Business Network Discovery.

1. About SAP Business Network Discovery postings.
2. RFI's on Ariba Business Network Discovery.
    1. How to create an SAP Business Network Discovery posting.
    2. Scheduling and publishing
    3. Saving the posting in to draft status
3. How to manage a posting:
4. RFIs in Posting Homepage
5. Manage posting actions:
    1. How to edit a posting
    2. How to copy a posting
    3. How to close postings
    4. How to Terminate postings

About SAP Business Network Discovery postings

Your success on SAP Business Network Discovery largely depends on the quality of your postings.

You will see higher quality results and more supplier responses if you clearly describe your needs. The more information you provide in your postings, the better their responses will match your needs, allowing you to save time managing supplier follow-up.

A posting lists the product and service categories, project amount, contract length, and the location where the business will occur. When you publish a posting, SAP Business Network Discovery sends an e-mail inviting all the SAP Business Network Discovery suppliers that match the specified product and service category and location to respond, giving you access to suppliers not in your own supplier database - though you can invite any of your saved suppliers as well.

When a supplier responds to your posting, SAP Business Network Discovery sends you an e-mail notification. When you review the responses to your posting, you can also see the supplier's profile. (The SAP Business Network Discovery supplier profile includes the details of their qualifications, their average rating, and any references that other buyer organizations may have provided after successful interactions with them on SAP Business Network Discovery- Subject to change after marketing profile release)

SAP Business Network Discovery allows you to continuously manage your postings after they have been created. You can edit, close, copy and terminate postings,. SAP Business Network Discovery notifies suppliers when you take action on a posting that they responded to previously.

RFI's on SAP Business Network Discovery

Helpful hints for creating high-quality RFIs

Get the most out of your SAP Business Network Discovery postings with these guidelines.

Create detailed postings: Choose the specific product and service categories and ship-to or service locations relevant to the posting. make sure to select all applicable product and service categories. Your posting is matched to suppliers based on the product and service categories and ship-to or service locations you choose. Supplier matches are also determined by the supplier preferences you choose. Make sure to include all the relevant details in the description section as it helps supplier to structure their responses.

Keep postings open for at least 5 days: Make sure you give suppliers enough time to prepare an adequate response to your posting.

Include Attachments and pictures of the requirement: Add images or attachment to help suppliers understand the need wherever applicable

Respond to all suppliers: Suppliers put considerable time into preparing their responses. As a courtesy, provide constructive feedback to all suppliers who took the time to respond, whether you decide to move forward with them or not. Responding to all supplies will also help you to build a quality reputation, and provides you with a list of back-up suppliers and potential suppliers for future projects.

Complete the lifecycle of the posting: Make sure to complete the lifecycle of the posting, which means move the posting to shortlisted status. This helps the supplier to close the loop at their end

Creating/Scheduling a posting

Steps as follows.

Procedure:

1. Login as a buyer
2. Click Create Posting on the quick action menu or from the posting homepage or discovery menu.
3. Click on add and enter the product and service category in the Product and Service Categories field and choose from the list of suggested matches that appear as you type. We would recommend selecting L4 category when using browse option. If you are not sure about the commodity name, type in the keyword, search and select from the suggestion.
4. Enter the ship-to or service location in the Ship-to or Service Locations field and choose from the list of suggested matches that appear as you type. You can also Enter the ship-to or service location from browse.
5. If you would like to prefer suppliers which are physically present in the ship location, please check prefer suppliers with a physical presence in the selected location, please take this into consideration that any supplier who is physically not present in the selected location will not be able to respond to the posting.
6. Enter an appropriate title for the posting. We automatically populate the title if you choose one commodity and one ship to /service to location.
7. Describe your requirement in detail. It is a good practice to include as many details as possible in the Description to get the maximum response and avoid confusion with the suppliers. The ideal length of the description should be 256 characters or 3-5 sentences.
8. (Optional) Privacy Settings: select if you want to hide your company or show your contact details on the posting.
9. (Optional) Supplier preferences: Select the preference of the suppliers who have marked themselves with different certifications.
10. Schedule post: If you want to schedule the posting for the future, by default it is ahead for 24 hours and it cannot be less than 1 hour. Keep it minimum 1 hour ahead. If you wish to publish it directly, do not enable this.
11. Select the appropriate opportunity amount for the posting, it can be selected as a range or exact amount. By default, t we display the currency of the posting is based on the preferred currency you have set in your account, in case you have not set it up, we display USD there. You can also choose all available currencies on Ariba Network from the list.
12. (Optional) Enter the duration of the contract, in months, in the Contract Length field.
13. (Optional) Click on add images for the posting in case you want to add product images for the suppliers. The Image format supported are JPG, JPEG, GIF and GIF. You can also add documents for more details about the opportunity by clicking on browse in the additional documents section, and then uploading a file with the name. Files with the following extensions cannot be attached .adp, .app, .asp , .bat, .cer, .chm , .com, .cpl, .crt, .exe, .fxp, .hlp, .inf, .ins, .isp, .js, .jse, .ksh, .mad, .maf, .mag, .mar, .mas, .mat, .mav , .maw, .mda, .mde, .mdt, .mdw, .msc, .ms i, .msp, .ops, .pcd, .pif, .prg, .pst, .reg, .sct, .shs, .tmp, .vb, .vbe, .vbs, .vss, .vst, .vsw, .ws c, .wsf, wsh
14. Enter the response deadline, after which bids are not accepted, in the Response Deadline field or click the calendar and time icon to select the response deadline date and time. The time zone will be by default taken from your system.
15. (Optional) Decision Deadline enter the date on which you plan to announce to finalize the supplier (suppliers) in the decision deadline section and click the calendar icon to select the decision date and time. The time zone will be by default taken from your system.
16. (Optional) If you want to create this posting for humanitarian relief, please enable the same and the current campaigns going on in that time.

17. Select whether the posting is open for public or restricted to private suppliers. A public posting is opened for all the suppliers which are matching to the category and location. A private posting is visible and restricted for responses for only private suppliers.
18. Inviting suppliers: This is mandatory for private posting, this action can be used to add the existing supplier from your database and these suppliers will be invited to the posting. There 3 types of suppliers which can be invited for any posting:
    My Suppliers: Suppliers with whom you have a trading and sourcing relationship with.
    Saved Suppliers: The suppliers which are saved by any user from your organization.
    Previous Winners: The suppliers which were awarded/shortlisted for same categories and locations.
19. Click on preview and you can view all the details you have provided structured in a way it would be displayed to the suppliers and when you try to manage it.
20. Click next, and if it is a public posting, you will see a recommendation of suppliers which we think are the most suited for your needs, you can choose to invite suppliers from the list or ignore it. Whether you choose to invite or skip, you can see a post, publish a message, view how many suppliers have been invited, the posting ID, a button to go to the opened postings.

Saving the posting in to draft status

1. Log in as a buyer.
2. Click Create Posting on the quick action menu or from the posting homepage or discovery menu.
3. Enter details such as Title and Description. Add Product Details and Service Locations. All fields with the red star are mandatory and must be filled.
   Note: You must add at least 1 supplier to create a private posting
4. You can Preview your posting, after which you must Save and Exit. This is where the draft postings get saved.
5. The posting you created is visible under Draft Postings with the relevant ID.

How to manage a posting

RFIs in Posting Homepage

SAP Business Network Discovery allows you to continuously manage your postings after they have been created. You can edit, close, copy and terminate postings.

You can view different posting tiles such as Draft, Open, Closed, and Shortlisted postings. Based on the tiles you select; you can view the postings as a list view in a tabular format. You can view a maximum of 10 postings per page.

You can view the following posting tiles on the posting homepage:

All postings:

You can find all the postings created by the user in this tile except draft and schedule postings.

By default, these postings are sorted with unread responses (maximum unread counts descending), if no unread responses, then it is sorted by closing soon.

Draft posting:

You will find all the postings which has been created and saved as draft status in this tile.

By default, the sorting is based on the oldest to newest.

The postings are deleted automatically seven days after they were last edited.

If the draft is edited and saved again during this time, the time limit is reset to seven days from the most recent edit date.

Open postings:

This tile contains the postings which are in opened state only.

Default sorting should be newest to oldest based on the open date.

If there are multiple postings posted on the same day then the time of the posting is considered and we display the most recent once first.

Closed postings:

In this tile you can view postings that are automatically closed or manually closed by the user.

By default, the sorting is based on open date descending.

Shortlisted postings:

In this tile you can view the postings that have been shortlisted (RFI).

Then the oldest one (sorting old to new) is displayed first.

Terminated postings:

You can view the postings (RFIs) that has been manually updated to terminated status by the user or automatically terminated by the system.

Our system automatically terminates a RFI when it is in closed status for more than 90 days.

By default, the sorting is based on open date descending.

Scheduled Postings:

The postings which has been scheduled for future using the schedule post button

Default sorting on this tile is oldest to newest based on the date they have been created.

If there are multiple postings posted on the same day then we should consider the time of the posting and display the most recent once first

Filters Available in each tile

1. Title: The search with string type as partial match.
2. Id: The search would support both Exact and partial match.
3. Posting types:
   1. RFI
   2. RFQ
4. Posting status: Status of the posting, each tile is locked with status matching with the name of the tile, but in all postings, you can search the postings with different statuses.

5. Posting open Date(When did the posting get published):
    1. Open date: Drop down as last 24 hours, last 7 days, last 14 days, last 31 days, last 90 days, last 365 days and custom range.
6. Product and service categories:
    1. List of Product and services categories available.
7. Ship to and service location:
    1. List of Ship to and service location available
8. Response Deadline:
    1. Drop down as next day, next 7 days, next 14 days, next 31 days , next 90 days, next 365 days and custom range
9. Opportunity amount: Can be searched in any currency
    1. Min amount
    2. Max amount
10. Humanitarian Relief -
    1. All
    2. Ukraine
    3. Turkiye Earthquake

Table 3: Total Number of columns available for you to identify and distinguish among list of postings:

Number	Title	Available by default
1	ID	Yes
2	Type (RFI/RFQ)	Yes
3	Open Date	Yes
4	Response Deadline	Yes
5	Title	Yes
6	Response Count (Total Responses)	Yes
7	Unread count (Unread Responses)	Yes
8	Visibility (Whether it is a public event or private event)	Yes
9	Status	Yes
10	Company Name	
11	Contact Name	
12	Maximum Opportunity Amount (In case of exact amount this value is same, in case of custom range, this value is the maximum value in the range)	
13	Contract Length	

Number	Title	Available by default
14	Decision Deadline	
15	Humanitarian Relief	
16	Invited Supplier Count	
17	Awarded and shortlisted supplier count	
18	Status	
19	Posting Type (Whether it is a public sector or private sector posting)	

By Clicking the **Sort/Filter** icon you can:

Decide which columns to be displayed and in which order as per your convenience.

Group the columns for better analysis.

Switch the columns which are associated with dates to date and time.

By Clicking on **Export** you can export the values in each column to excel (.xlsx format) and use it for reporting.

Manage Posting Actions

How to edit a posting

Editing a posting will be only allowed for the postings which are in opened, draft and scheduled state

The editable segments for postings in different statuses are as follows:

Table 4: Table

Editable Segments	Opened Posting	Draft Posting	Scheduled Posting
Product and Service categories	No	Yes	Yes
Ship to and service to location	No	Yes	Yes
Title	Yes	Yes	Yes
Description	Yes	Yes	Yes
Attachments	Yes (only adding is allowed)	Yes	Yes
Opportunity Amount	No	Yes	Yes
Response and decision deadline	Yes	Yes	Yes

Editable Segments	Opened Posting	Draft Posting	Scheduled Posting
Schedule post	No	Yes	Yes
Contract Length	Yes	Yes	Yes
Privacy	No	Yes	Yes
Humanitarian Relief	No	Yes	Yes
Supplier Preference	No	Yes	Yes
Prefer suppliers who are physically present in the location	No	Yes	Yes
Posting Visibility	Private can be public but public cannot be private	Yes	Yes
Invited Suppliers	Can be added but cannot be removed	Yes	Yes

How to copy a posting:

A posting can be copied, even if the posting is terminated. Applicable for all postings, except those with the "Open" status. You can click on copy button and it opens a posting webform with all the values.

If you copy a posting from any status, all the values are copied except the opened date, decision date, invited suppliers, supplier responses, attachment, and response deadline.

How to close a posting

A posting gets automatically closed when the deadline is crossed, however, you can manually close a posting by clicking on close for responses.

Once a posting is closed, it cannot be reopened.

Once a posting is closed, new suppliers will not be able to respond to it and existing suppliers who have responded to it will not be able to edit the response.

When you close a posting the suppliers which are invited/responded to the posting gets notified about the changes.

Terminate a posting

You can terminate the posting only be done when you no longer need the posting.

A posting must be closed and in scheduled status to terminate it.

Once a posting is terminated, no further actions are allowed on it.

Once a posting is terminated, it cannot be reversed.

How to share postings by generating a link

1. You can click on the share icon on the top right corner of the posting, when you click on the link gets copied to the clipboard and you can share the link with anyone.
2. All the postings should be restricted to be accessed by the URL without login, but we should make an exception for the public postings.
3. When any user accesses the posting from without logging in to their Trading Partner Portal account, they will see the supplier side view (lead's view) of the posting
    1. One exception to this case is if you or any other user from your organization accesses the posting link in a logged in session, they see the posting view of the posting.
    2. The table below helps to understand the use cases better

Table 5: Non Logged in Use case

Visibility	Sector	If the user clicks on the URL	URL to Share	Audience and view
Private	Private sector	Lead view should not be visible	No	Audience: Any User View: Logged in Page
Public	Private sector	Lead view should be visible	No	Audience: Any User View: Leads view
Private	Public sector	Lead view should not be visible	No	Audience: Any User View: Logged in Page
Public	Public sector	Lead view should be visible	No	Audience: Any User View: Leads view

Table 6: Logged in use case

Visibility	Sector	If the user clicks on the URL	URL to share	Audience and View
Private	Private sector	Lead/Posting view should be visible	Yes	Supplier (Only invited org), View: Leads View Buyer (Creator org), View: Posting View
Public	Private sector	Lead/Posting view should be visible	Yes	Supplier (Any org), View: Leads View Buyer (Creator org), View: Posting View

Visibility	Sector	If the user clicks on the URL	URL to share	Audience and View
Private	Public sector	Lead/Posting view should be visible	Yes	Supplier (Only invited Org), View: Leads View
				Buyer (creator Org), View: Posting View
Public	Public sector	Lead/Posting view should be visible	Yes	Supplier (Any org), View: Leads View
				Buyer (Creator org), View: Leads View

Interaction with Suppliers On SAP Business Network Discovery

About SAP Business Network Discovery suppliers

Contact suppliers on SAP Business Network Discovery

Supplier responses

Interaction with suppliers on RFI [page 40]

Read supplier responses for a RFI

How to find suppliers.

How to rate suppliers

How to save a supplier

How to message suppliers

About SAP Business Network Discovery suppliers

SAP Business Network Discovery suppliers are matched to the postings you create based on the product and service categories and ship-to or service locations they list in their company profile.

Suppliers receive a Daily Digest email notification containing postings that match their business capabilities, ensuring that your buying needs are exposed to the companies that are best-suited to meet them.

When a supplier responds to your posting, view their company profile to evaluate if they are a company that you want to do business with. In addition to the product and service categories they provide and ship-to or service locations they serve, a supplier's company profile will give you information about their size, annual revenue, and any

certifications they might hold. The supplier might highlight past successful projects or their best consultants and representatives in the Showcases section of their company profile, and you can generally find a link to their website for more information. Supplier ratings and any references they have received also appear on their company profile.

Searching for suppliers

We recommend to go through the Trading Partner Search

Contact suppliers on SAP Business Network Discovery

Contact suppliers on SAP Business Network Discovery to ask them questions or request clarification on their responses.

You can click Contact Supplier on a supplier's public profile page to send them a direct message. When contacting suppliers, make sure you explain why you are contacting them, and what information you would like them to include to ensure you receive an accurate and complete response. This safe and secure method of communication conceals email addresses of inquirers.

Supplier Responses

A supplier's response to your SAP Business Network Discovery posting is the first step to fostering a new business relationship.

SAP Business Network Discovery makes it easy to see when you have received new responses to your postings by displaying it by increasing the unread count. If you have 2 unread and 5 read responses, and a new supplier responds, the new counts will be 3 unread responses and 5 read responses.

When you view response details, you have the option to shortlist a supplier response or let the supplier know that you have not shortlisted their response.

Interaction with suppliers on RFI

Reading supplier responses

Supplier response can be accessed via 5 ways on the posting:

1. By clicking on view response, this lands you on to all the responses the posting has, whether it is read or unread.
2. By clicking on the total response number, this lands you on to all the responses the posting has, whether it is read or unread.
3. By clicking on the unread response number, this lands you on to all the responses the posting has, whether it is read or unread.

4. By clicking on the posting and opening it and clicking on the responses count.
5. By clicking on view on the response email.

All the responses are marked read once you land on the relevant page of the responses, hence, to revisit the response, please set the filter to all from unread and go through the responses.

When you click on the supplier response, every response is opened in an individual page

Shortlist one or multiple supplier

When you like a supplier response or multiple supplier responses, you can add it to shortlist by:

1. Selecting the response/responses and click on shortlist.
2. Clicking on 3 dots menu on the side of each response and select shortlist.
3. Selecting shortlist on the individual response page.

You can shortlist a supplier when the posting is in opened or closed status.

Once a response has been added to a shortlist, it moves from all responses to shortlisted

Once a response has been added to shortlist, it can be moved back to response by clicking back to responses or it can be not shortlisted by clicking on do not shortlist.

If a supplier response has been edited after it has been added to shortlist, the response automatically gets removed from the shortlist and goes to unread.

On the decision day or before, you can finalize the supplier responses by confirming the shortlist.

Confirm shortlist button gets enabled only when the posting is in closed status and when there are responses in the shortlisted tab.

Once you click confirm shortlist, all the unselected suppliers, which has been not added to shortlist or not shortlisted, get automatically not shortlisted and shortlisted suppliers receive an email.

Not shortlist a supplier for a RFI

In case you are not interested in a supplier response, you can move the supplier response to not shortlist.

This action can be applied when the posting is in opened or closed status.

This can be done for multiple response, by selecting all responses on one page or single response by clicking on the action.

Our system provides a pre-generated message for the not shortlisting, which can be modified as per your preference.

Once a response has been not shortlisted, it be accessed in the posting, under not shortlisted responses.

The supplier will be able to view the posting as not shortlisted status and the message from the your side when they open the posting.

How to save a supplier

You can save an individual supplier from save button from individual supplier responses.

1. This action will be available when the you click on the response and the individual response is opened on a separate page.
2. This should be applicable across the lifecycle of the RFI, i.e. saving a supplier from the responses should always be allowed whether a posting is opened, closed, shortlisted and terminated.

Once a user saves a supplier, the button text should change to 'Unsave Supplier'.

Any user who has saved a supplier, only that user can unsave it.

Any user even who has not created the posting should be able to save a supplier from response section.

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