



PUBLIC

## How to manage RFQs received on SAP Business Network Discovery

1. Click the posting menu.

2. Responses can be read by 3 ways:

- Click on response count and you will land on the bid details of the RFQ, and you can view individual responses.

The screenshot shows the SAP Business Network interface. At the top, there's a navigation bar with 'Business Network' and a 'Back to classic view' button. Below that, a menu includes 'Home', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Supplier Enablement', and 'Reports'. The main content area is titled 'Postings' and features a dashboard with seven cards: 'All postings' (64), 'Draft postings' (0), 'Open postings' (3), 'Closed postings' (7), 'Awarded postings' (0), 'Shortlisted postings' (6), and 'Terminated p...' (0). Below the dashboard, there's a section for 'Open postings (3)' with filters for 'Open postings', 'Last 90 days', and 'Integration'. A table lists the postings, with the first row highlighted in yellow: ID 431425, Type RFQ, Source Integration, Open Date Jul 2, 2023, Response Deadline Jul 29, 2023, Title satya\_RFQ\_1.34, Response Count 1, and Unread Count 0. A 'Feedback' button is visible on the right side.

The screenshot shows the 'Details' page for a bid. It has tabs for 'Lines' and 'Bids', with 'Bids' selected. Below the tabs, there's a search bar and two buttons: 'Export Supplier responses' and 'Invite More Suppliers'. A table lists the suppliers, with the first row highlighted in yellow: Supplier dis1\_supplier, Vendor ID, Updated on 3 Jul 2023 7:47 PM IST, Line Items All, Total Price 0.00 EUR, and Response View. A 'Compare' button is located below the table.

- Click on the posting ID, then click on bids and then click on view for individual responses

This screenshot is identical to the first one, but the 'ID' column header in the table is highlighted in yellow, and the first row (ID 431425) is also highlighted in yellow.



Details

Lines Bids

Items Download Event Details   
 Trouble viewing file? Click here

<input type="checkbox"/>	Line Item No.	Name	Buyer Part Id	Commodity	Estimated Price	Quantity	Deliver by	Ship-to or Service Location
<input type="checkbox"/>	10	Test case2 5JT 721		Aerial cameras	0.00 EUR	10 EA	22 Jul 2022	main building 22222 HH Germany
<input type="checkbox"/>	20	Test case2 5JT 721		Aerial cameras	0.00 EUR	10 EA	22 Jul 2022	main building 22222 HH Germany

- Clicking on the action menu and selecting view responses, and you will land on the bid details page where you can read individual responses by clicking view button

SAP Business Network ← Back to classic view

Home **Discovery** Workbench Orders Fulfillment Invoices Payments Catalogs Supplier Enablement Reports Quick Links

Postings

64 All postings Last 90 days	0 Draft postings Last 90 days	3 Open postings	7 Closed postings Last 90 days	0 Awarded postings Last 90 days	6 Shortlisted postings Last 90 days	0 Terminated p Last 90 d
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Open postings (3)  
[Edit filter](#) | [Open postings](#) | [Last 90 days](#) | [Integration](#)

[Create Posting](#) | [Print](#) | [Refresh](#)

ID	Type	Source	Open Date ↓	Response Deadline	Title	Response Count	Unread Count	Actions
431425	RFQ	Integration	Jul 2, 2023	Jul 29, 2023	satya_RFQ_1.34	1		<a href="#">Edit</a>
431426	RFQ	Integration	Jul 2, 2023	Jul 29, 2023	satya_RFQ_1.36	1		<a href="#">View Responses</a>

Details

Lines **Bids**

Show all suppliers Export Supplier responses   
 Trouble viewing file? Click here Invite More Suppliers

<input type="checkbox"/>	Supplier	Vendor ID	Updated on ↓	Line Items	Total Price	Response
<input type="checkbox"/>	dis1_supplier		3 Jul 2023 7:47 PM IST	All	0.00 EUR	<a href="#">View</a>

[Compare](#)



3. In the bid details you can compare or export the supplier responses.

Details

Lines **Bids**

Show all suppliers

Export Supplier responses

- Export as Comma separated file
- Export as Semicolon separated file
- Export as PDF

Invite More Suppliers

<input type="checkbox"/>	Supplier	Vendor ID	Updated on ↓	Line Items	Total Price	Response
<input type="checkbox"/>	dis1_supplier		3 Jul 2023 7:47 PM IST	All	0.00 EUR	<a href="#">View</a>

Compare

4. If you have made a decision, you can before the deadline you can click Close and Award.

SAP Business Network Discovery

Back

**satya\_RFQ\_1.34**

dis1\_buyer

Posted On: 3 Jul 2023  
Open for bidding on: 2 Jul 2023 11:30 PM IST  
Response Deadline: 29 Jul 2023 11:30 PM IST

Close and Award

Open - Matching in Progress

0 Views | 2 Sellers Notified

Hide Details

Details Trends

Leave feedback

If the Auto Award feature is set in SAP Business Network, then SAP Business Network Discovery automatically closes the RFQ posting and awards the business to the supplier who has bid the least on all the full quantities of the line items. If the Auto Award feature is not set in Ariba Network, then SAP Business Network Discovery closes the posting and enables the Award button beside each supplier in the Bids tab of the Details section.

5. Do one of the following:

- To award the complete business, click Award for the required supplier.

<input type="checkbox"/>	Supplier	Vendor ID	Updated on ↓	Line Items	Total Price	Response
<input type="checkbox"/>	dis1_supplier		3 Jul 2023 7:47 PM IST	All	0.00 EUR	<a href="#">View</a> <a href="#">Award</a>

Compare

- To split the business, click Split Award. The SAP Business Network Discovery displays the line items and the suppliers' bid for each line item. You can specify the quantity of the line items in percentage and in numbers. Click either Award by Percentage or Award by Numbers text box, and enter the required quantity or percentage for each line item.

Lines **Bids**

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Show all suppliers

Export Supplier responses

Trouble viewing file? [Click here](#)

Lines **Bids**

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Show all line items

\* Lowest priced bids have their quantities pre-filled

Export Supplier responses

Trouble viewing file? [Click here](#)

No.	Name	Buyer Part Id	Supplier Name	Unit Price	Qty	Lead Time	Response	Award By
10	Test case2 5JT 721 Aerial cameras		dis1_supplier	0.00 EUR	10 EA	0	<a href="#">View</a>	Award by percentage Quantity <input type="text" value="10"/>
20	Test case2 5JT 721 Aerial cameras		dis1_supplier	0.00 EUR	10 EA	0	<a href="#">View</a>	Award by percentage Quantity <input type="text" value="10"/>

6. SAP Business Network Discovery sends an email notification to winning seller and also all the sellers that responded to your posting to inform them that you have selected a winner.