Q&A Process

1. Click on create menu on the homepage and select SAP Business Network Discovery:



2. You will land on SAP Business Network Discovery and select open postings or the Discovery menu:



3. Click on any posting, under closed postings or open postings:

Business	Network 🔻										4 @ A
Home Discove	ery Wo	rkbench									A Quick Links
Postings	_										
39	9		0	25	1	3	0	0		1	(
All posti	ngs	Di	aft postings	Open postings	Closed p	ostings	Awarded postings	Shortlisted postir	igs 1	erminated postings	Sched
Last 90 d	ays	i.	.ast 90 days	Last 90 days	Last 90	days	Last 90 days	Last 90 days		Last 90 days	Next §
Type input			All	~	Type selection		Type selection	Posungj	Open postings		
					O Partial match	O Exact match	 Partial match 	O Exact match			
Show mo	re									Apr	Reset
										Create Posting	@
Posting ID	Туре	Source	Open Date ↓	Supplier Research P	osting Respon	se Deadline	Title		Respo	nse Count Unread	Actions
22766947	RFI	Sourcing	Mar 7, 2025	No	Mar 31,	2025	Test_Demo_1.42		0	0	
22770832	RFI	Discovery	Mar 6, 2025	Yes	Mar 11,	2025 1	test-do not respond		1	0	

4. You will land on the posting details:

SAP	Business	Netwo	rk 🔻									₽ @ A
Home	Discove	ery	Workbench									Puick Links
			< Posting	Close For Responses Edit								
			Status Open	Invited Suppliers	Not Interested	Number of Views 1		Total Responses 1	Unread Respons 0	ses		
			Posting Detail	Q&A								
			test-do not respond Ariba Support - Mar 6, 2025 - ID: 22770832 - Discovery									
			C Lead Req	I Type quest for Information (RFI)	Opportunity An 1.00 - 1,000	ount 0.00 USD	5	Contract Length -	G	Respond By Mar 11, 2025, 10:03 PM GMT+05:30		
			Contraction Decision Apr GM1	sion Deadline 15, 2025, 10:03 PM T+05:30	Humanitarian A -	id	曝	Sector Private	6	Visibility Private		
			Descript	tion								ž
			test-do no	ot respond								Freedb
			Keyword	ds								
			-									

5. Switch to Q&A, and you will observe the questions asked by the suppliers:

SAP	Business Netw	vork 🔻										Q Q	A
Home	Discovery	Workbench										👌 Quick Link	(S
		< Posting D	Details							Close For Responses	Edit	\$	
		Status Open	Invited Suppliers	Not Interested 0	Number of Views 1		Total Responses	Unread Respo	nses				
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		test-do I Ariba Suppo	not respond ort · Mar 6, 2025 · ID: 227708	32 · Discovery									
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		Contraction Decision Apr 15 GMT-1	on Deadline 5, 2025, 10:03 PM +05:30	Humanitarian Aid -	I	曝	Sector Private	•	● ^{Vis} Pr	sibility ivate			
		Descriptio	on										dback
		test-do not	respond										Fee
		Keywords	s										

6. You will land on the Q&A screen, select the question from the supplier:

Home Discovery	twork 💌 Workbench							♀ ⑦ A
	< Posting	g Details					Close For Responses Edit 😋	
	Status Open	Invited Suppliers 1	Not Interested	Number of Views 1	Total Responses 1	Unread Responses 0		
	Posting Detail	Q&A						
	 Suppl 	lierABC					Private Public	
	AU	Enter your answer					4	
	FL F	L: Can you please share more far 7, 2025, 05:04:23 PM	details on this?					

7. Type the answer in the text box and click on the send icon:

SAP Business Ne	work 🔻						₽ ® A
Home Discovery	Workbench						A Quick Links
	< Posting Details	Close For Responses Edit <table-cell></table-cell>					
	Status Invited Suppliers Open 1	Not Interested O	Number of Views 1	Total Responses 1	Unread Responses 0		
	Posting Detail Q&A						
	 SupplierABC 					Private Public	
	AU Enter your answer					4	
	FL: Can you please share more Mar 7, 2025, 05:04:23 PM	details on this?					
	Auuser: Please find the details. Mar 7, 2025, 05:09:48 PM						

1. Click on total response or unread responses:

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Home Discovery	Workbench				
	< Posting Details			Close For Responses Edit 🗳	
	Status Invited Suppliers Open 1	Not Interested Number of Views 0 1	Total Responses 1	Unread Responses 0	
	Posting Detail Q&A				
	test-do not respond Ariba Support · Mar 6, 2025 · ID: 22770 Image: Constraint of the sequest for information (RFI) Image: Constrainto	332 - Discovery Opportunity Amount 1.00 - 1.000.00 USD Humanitarian Aid -	Contract Length - Private	€ Respond By Mar 11, 2025, 10:03 PM GMT+05:30 Solution Private	FROMAS

2. You will land on response listing page and click on view details:

SAP Business Net	Nork 🖛	4 0 A
Home Discovery	Workbench	A Quick Links
	< Posting Responses Close For Responses	
	Core test-do not respond Ariba Support · Mar 6, 2025 · ID: 22770832 · Discovery Response Deadline Decision Deadline Mar 11, 2025, 10:03 PM GMT+05:30 Apr 15, 2025, 10:03 PM GMT+05:30 Responses (1) Imported (0) Responses (1) Rejected (0)	
	All V Select All Import Reject Responded Date V	
	SupplierABC Mer 6, 2025 · F L · satya prakash gupta@sap.com test	

3. You will land on the response page and ask question on the response:

SAP Business Net	work 🔻						₽ ® <u>A</u>
Home Discovery	Workbench						Auick Links
	< Response Detail						
	Posting ID 22770832 ⑦	Company SupplierABC	Name F L	Email satya.prakash.gupta@sap.com	Phone Number		
	Response Detail Message						
	 SupplierABC 						
	AU Enter your message,	links				0 1	
	A auser: Could you ple Mar 7, 2025, 05:21:55	ease share more details? PM					