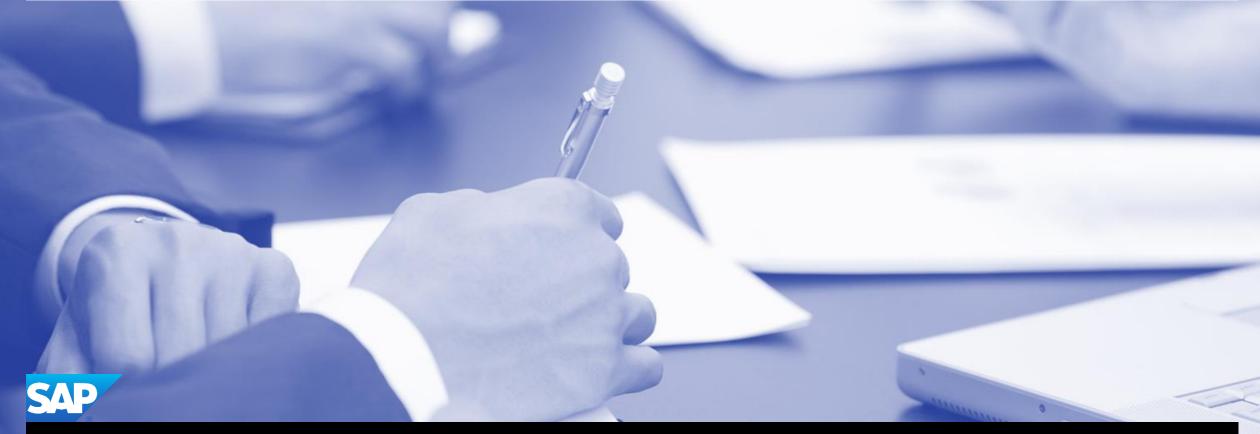
# Ariba Quote Automation Guide







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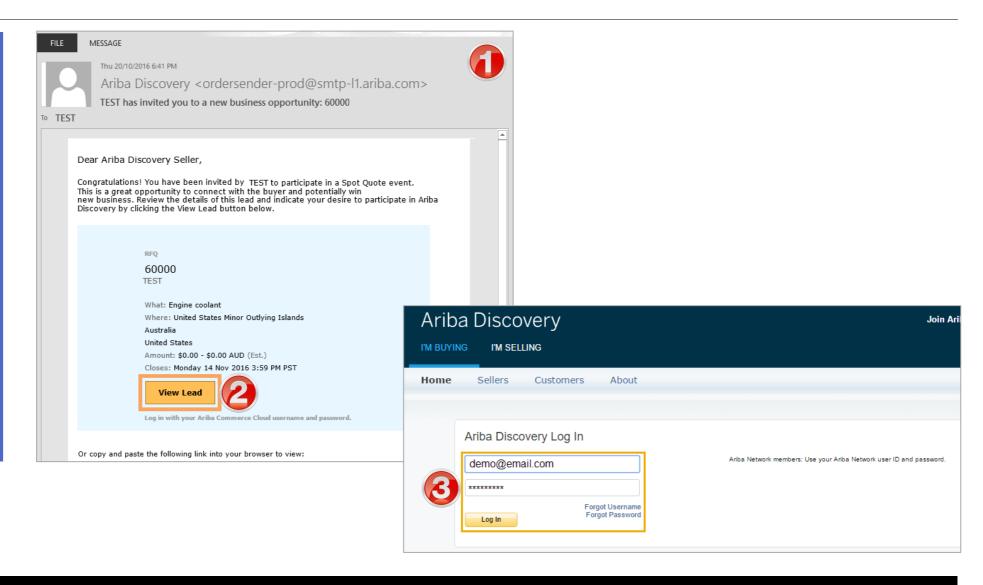


## **Quote Automation**

- · Quote Automation is a Request For a Quote (RFQ) on an item or service from your customer
- · The automation tool creates fast supplier identification and bid execution
- · A seamless process joining the power of ERP and the Ariba Network together
- · Replaces inefficient use of email, phone and spreadsheets for non-contracted buying
- · Find relevant, new business opportunities easily
- Single interface to manage all bids

#### **Notification of Automated RFQ Event**

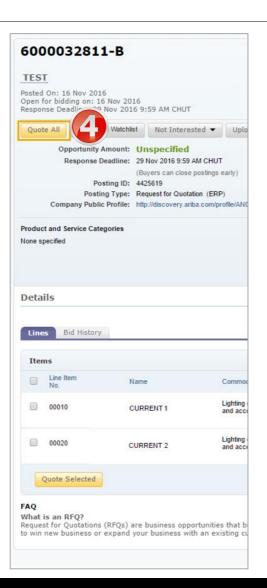
- An email invitation from Ariba Discovery to participate in a Quote (RFQ) event is received.
- 2. Click **View Lead** in the body of the email.
- Screen displays: Ariba Discovery Login
- Login using your Ariba
   Network Supplier Account
   Username and Password
- Create a separate email address and 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.

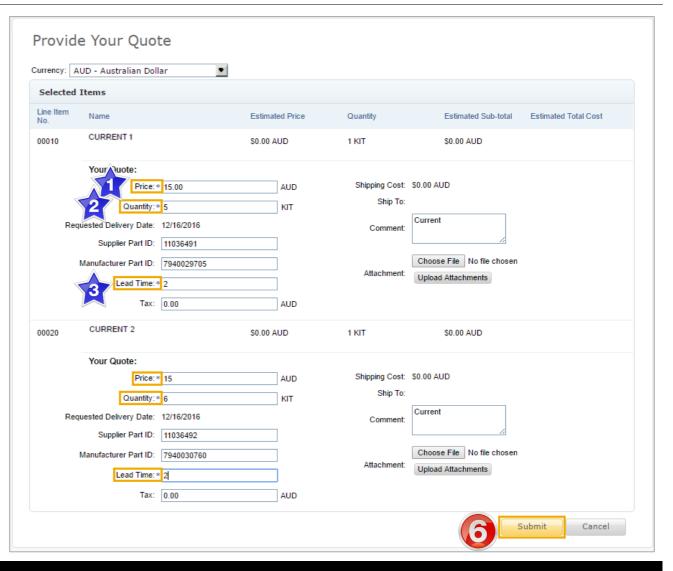


#### Response (1) – Quote All

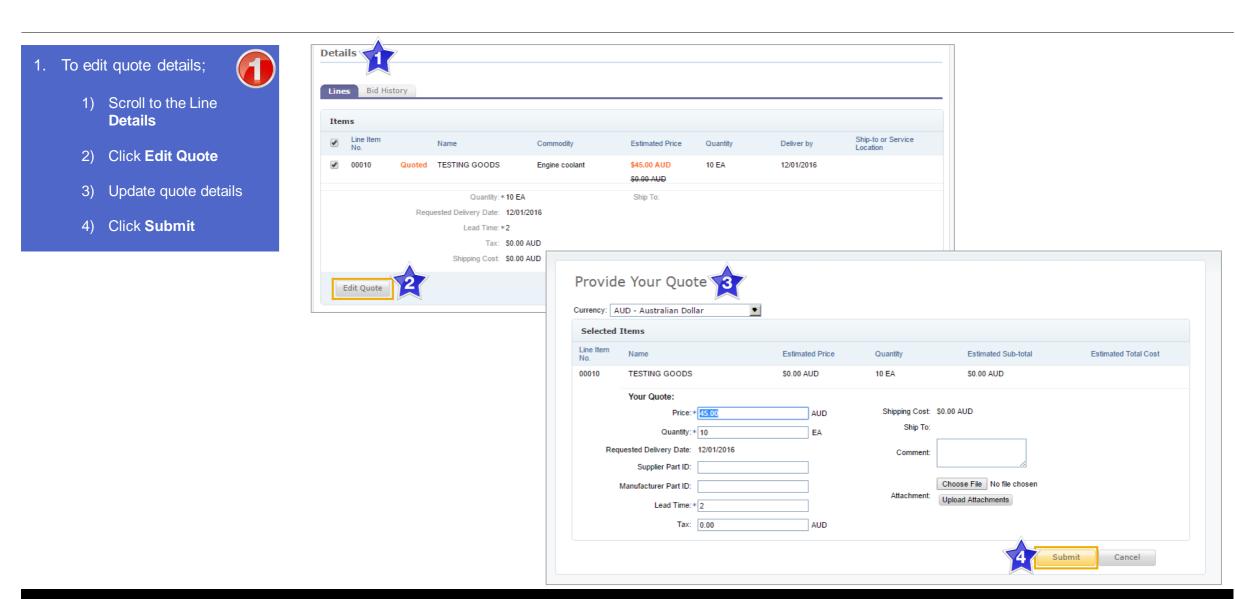
5

- > 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



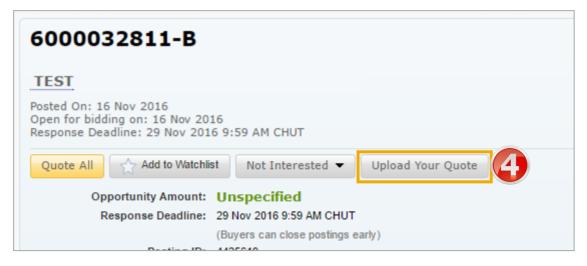


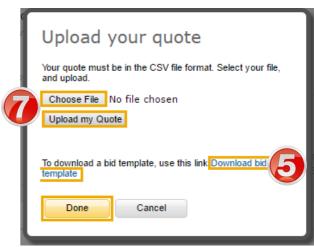
#### **Response (1) – Editing Submitted Quote**



#### 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.







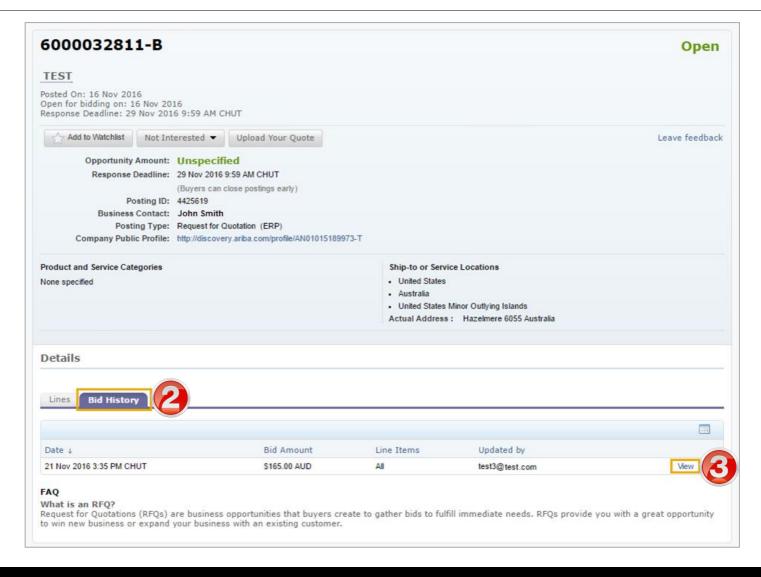
UTF-8															
Event":331	777														
All amount All dates must be provided in dd-mm-yyyy format															
Only provi	de the line	items that y	ou are bidd	ling for.											
Line Numb	Price	Quantity	Requested	Supplier Pa	Supplier Pa	Manufactu	Manufactu	URL	<b>Lead Time</b>	Tax	Tax Descrip	Shipping T	Shipping C	Shipping T	Commen
Mandatory	Mandator	Mandatory	Optional.Ir	Optional.	Optional.	Optional.	Optional.	Optional.	Mandatory	Optional.	Optional.	Optional.	Optional.	Optional.In	Optional.
Text value.	Decimal da	Integer dat	ta.Cannot e	Text value.	Integer dat	Decimal da	Text value.	Text value.	Decimal da	ita.	Text valu				
3	300	150	07-10-16	SupplierPa	SupplierPa	Manufactu	Manufactu	http://ww	32	100			100	910	
1	200	500	07-10-13	SupplierPa	SupplierPa	Manufactu	Manufactu	http://ww	31	100			100	910	

#### **View Bid History**

1. View all bids placed.

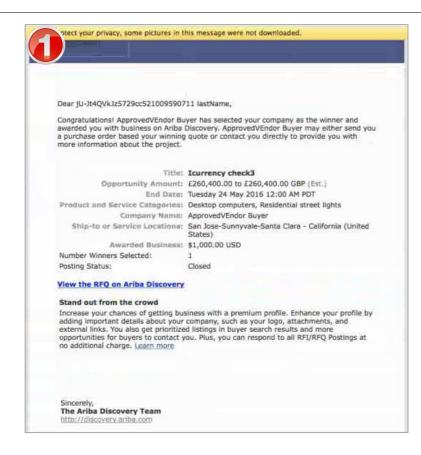


- 2. Click Bid History.
- 3. Click **View** to review your company's bid history.
- Screen displays: list of previous bids



#### 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. FF15Approved) to open and
    view the Winning RFQ
    in more detail).
- After selecting you as a winner the buyer will contact you regarding the Award and specify the requirements.







#### Not Interested

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



- Click Not Interested
- Screen displays: drop down box
- 3. Select from the options
  - 1) Wrong Product and **Service Category**
  - Wrong Ship-to or **Service Location**
  - 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	<ol> <li>Click on the Help Centre – Support</li> <li>Select support option;</li> <li>Email SAP Ariba Customer Support</li> <li>Get help by Live Chat</li> <li>Get help by Phone</li> </ol>						
Supplier Information Portal (Location of Training Guide/s and Video/s)	<ol> <li>On the Home screen</li> <li>Click on Company Settings</li> <li>Click on Customer Relationships</li> <li>Click on Supplier Information Portal</li> </ol>						