

Ariba

Quote Automation Guide

SAP Ariba 





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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

1. 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

3. 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.

FILE MESSAGE

Thu 20/10/2016 6:41 PM

Ariba Discovery <ordersender-prod@smtp-l1.ariba.com>

TEST has invited you to a new business opportunity: 60000

To: TEST

Dear Ariba Discovery Seller,

Congratulations! You have been invited by TEST to participate in a Spot Quote 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.

RFQ
60000
TEST

What: Engine coolant
Where: United States Minor Outlying Islands
Australia
United States
Amount: \$0.00 - \$0.00 AUD (Est.)
Closes: Monday 14 Nov 2016 3:59 PM PST

View Lead

Log in with your Ariba Commerce Cloud username and password.

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

Ariba Discovery

Join Ariba

I'M BUYING I'M SELLING

Home Sellers Customers About

Ariba Discovery Log In

demo@email.com

Log In

Forgot Username
Forgot Password

Ariba Network members: Use your Ariba Network user ID and password.

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

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 **4** Watchlist Not Interested Upload

Opportunity Amount: **Unspecified**
Response Deadline: 29 Nov 2016 9:59 AM CHUT
(Buyers can close postings early)
Posting ID: 4425619
Posting Type: Request for Quotation (ERP)
Company Public Profile: <http://discovery.ariba.com/profile/ANC>

Product and Service Categories
None specified

Details

Lines Bid History

Line Item No.	Name	Common
<input type="checkbox"/> 00010	CURRENT 1	Lighting and acc
<input type="checkbox"/> 00020	CURRENT 2	Lighting and acc

Quote Selected

FAQ
What is an RFQ?
Request for Quotations (RFQs) are business opportunities that b to win new business or expand your business with an existing cu

Provide Your Quote

Currency: AUD - Australian Dollar

Line Item No.	Name	Estimated Price	Quantity	Estimated Sub-total	Estimated Total Cost
00010	CURRENT 1	\$0.00 AUD	1 KIT	\$0.00 AUD	
<p>Your Quote:</p> <p>1 Price: * 15.00 AUD 2 Quantity: * 5 KIT Requested Delivery Date: 12/16/2016 Supplier Part ID: 11036491 Manufacturer Part ID: 7940029705 3 Lead Time: * 2 Tax: 0.00 AUD</p> <p>Shipping Cost: \$0.00 AUD Ship To: Comment: Current Attachment: <input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload Attachments"/></p>					
00020	CURRENT 2	\$0.00 AUD	1 KIT	\$0.00 AUD	
<p>Your Quote:</p> <p>Price: * 15 AUD Quantity: * 6 KIT Requested Delivery Date: 12/16/2016 Supplier Part ID: 11036492 Manufacturer Part ID: 7940030760 Lead Time: * 2 Tax: 0.00 AUD</p> <p>Shipping Cost: \$0.00 AUD Ship To: Comment: Current Attachment: <input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload Attachments"/></p>					

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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) Click **Submit**

Details 

Lines Bid History

Items

<input checked="" type="checkbox"/>	Line Item No.	Name	Commodity	Estimated Price	Quantity	Deliver by	Ship-to or Service Location
<input checked="" type="checkbox"/>	00010	Quoted TESTING GOODS	Engine coolant	\$45.00 AUD \$0.00 AUD	10 EA	12/01/2016	


Quantity: *10 EA Ship To:


Requested Delivery Date: 12/01/2016

Lead Time: *2

Tax: \$0.00 AUD

Shipping Cost: \$0.00 AUD

Edit Quote 

Provide Your Quote 

Currency: AUD - Australian Dollar

Selected Items

Line Item No.	Name	Estimated Price	Quantity	Estimated Sub-total	Estimated Total Cost
00010	TESTING GOODS	\$0.00 AUD	10 EA	\$0.00 AUD	

Your Quote:

Price: * AUD Shipping Cost: \$0.00 AUD

Quantity: * EA Ship To:

Requested Delivery Date: 12/01/2016 Comment:


Supplier Part ID:

Manufacturer Part ID:

Lead Time: *

Tax: AUD

Attachment: No file chosen



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

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.

Choose File
No file chosen

Upload my Quote

To download a bid template, use this link [Download bid template](#)

Done
Cancel



Line Numb	Price	Quantity	Requested	Supplier Pa	Supplier Pa	Manufactu	Manufactu	URL	Lead Time	Tax	Tax Descrip	Shipping Tr	Shipping C	Shipping Tr	Comment
Mandatory	Mandatory	Mandatory	Optional	Ir	Optional	Optional	Optional	Optional	Mandatory	Optional	Optional	Optional	Optional	Optional	Ir
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.	Text value.
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

6000032811-B Open

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

☆ Add to Watchlist Not Interested ▼ Upload Your Quote Leave feedback

Opportunity Amount: **Unspecified**
Response Deadline: 29 Nov 2016 9:59 AM CHUT
(Buyers can close postings early)
Posting ID: 4425619
Business Contact: John Smith
Posting Type: Request for Quotation (ERP)
Company Public Profile: <http://discovery.ariba.com/profile/AN01015189973-T>

Product and Service Categories
None specified

Ship-to or Service Locations

- United States
- Australia
- United States Minor Outlying Islands

Actual Address : Hazelmere 6055 Australia

Details

Lines **Bid History**

Date ↓	Bid Amount	Line Items	Updated by	
21 Nov 2016 3:35 PM CHUT	\$165.00 AUD	All	test3@test.com	<a>View

FAQ
What is an RFQ?
Request for Quotations (RFQs) are business opportunities that buyers create to gather bids to fulfill immediate needs. RFQs provide you with a great opportunity to win new business or expand your business with an existing customer.

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.

1 Protect your privacy, some pictures in this message were not downloaded.

Dear jU-Jt4QVkJz5729cc521009590711 lastName,

Congratulations! ApprovedVENDOR Buyer has selected your company as the winner and awarded you with business on Ariba Discovery. ApprovedVENDOR Buyer may either send you a purchase order based your winning quote or contact you directly to provide you with more information about the project.

Title: **currency check3**
 Opportunity Amount: £260,400.00 to £260,400.00 GBP (Est.)
 End Date: Tuesday 24 May 2016 12:00 AM PDT
 Product and Service Categories: Desktop computers, Residential street lights
 Company Name: ApprovedVENDOR Buyer
 Ship-to or Service Locations: San Jose-Sunnyvale-Santa Clara - California (United States)
 Awarded Business: \$1,000.00 USD
 Number Winners Selected: 1
 Posting Status: Closed

[View the RFQ on Ariba Discovery](#)

Stand out from the crowd
 Increase your chances of getting business with a premium profile. Enhance your profile by adding important details about your company, such as your logo, attachments, and external links. You also get prioritized listings in buyer search results and more opportunities for buyers to contact you. Plus, you can respond to all RFI/RFQ Postings at no additional charge. [Learn more](#)

Sincerely,
The Ariba Discovery Team
<http://discovery.ariba.com>

2 Invitations 29 Matches 53 Watchlist 1 Responses 12 **2 Wins 8**

My Leads **1** Sort by: **Date - Most Recent**

Posting	Opportunity Amount	Awarded Amount
★ RFQ FF15-Approved 3 BugFest Buyer2 Logistics	\$260,400.00 USD	\$210,400.00 USD

Total Business Won
\$1,136,710
 USD Till Today

All Leads

6000032811-B **3** **Winner Selected**

BugFest Buyer1

Posted On: 15 Jun 2016
 Open for bidding on: 14 Jun 2016
 Response Deadline: 15 Jun 2016 11:16 PM IST

Not Open for Bidding Add to Watchlist Not Interested Leave feedback

Opportunity Amount: **Unspecified**
 Response Deadline: **29 Nov 2016 9:59 AM CHUT**
 (Buyers can close postings early)
 Award Date: **29 Nov 2016**
 Posting ID: 324097
 Business Contact: BugFest Buyer1
 Posting Type: Request for Quotation (ERP)
 Company Public Profile: <https://svcddev8.ariba.com/Discovery.aw/ad/profile?key=AN02003412487>

Product and Service Categories	Ship-to or Service Locations
<ul style="list-style-type: none"> Point of sale POS terminal Thin client computers 	<ul style="list-style-type: none"> Albany-Schenectady-Troy - New York Binghamton - New York Buffalo-Niagara Falls - New York Elmira - New York Glens Falls - New York Show more

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

Quote All Add to Watch **Not Interested** Upload Your Quote

Opportunity Amount: **3** Wrong product and service category **1**
Response Deadline: 29 M Wrong ship-to or service location **2**
Other (Tell us why...) **3**
(Buyers can close postings early)

Posting ID: 4425615
Posting Type: Request for Quotation (ERP)
Company Public Profile: <http://discovery.ariba.com/profile/AN01015189973-T>

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.

Thank you for your feedback

This posting will be removed from your leads dashboard and will not appear in your notifications from now on.

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 of the business opportunities that meet your company's capabilities.

Done

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

Tell us why

Characters left: 750

Submit Cancel

Message pop up if 'Other' is selected.



Support

Support Type	Contact
Ariba Technical Helpdesk	<ol style="list-style-type: none">1. Click on the Help Centre – Support2. Select support option;<ul style="list-style-type: none">• 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)	<ol style="list-style-type: none">1. On the Home screen2. Click on Company Settings3. Click on Customer Relationships4. Click on Supplier Information Portal