

Ariba Network Collaboration Guide





Introduction

The purpose of this document is to provide the information suppliers need to effectively transact with NuFarm via the Ariba Network. This document provides step by step instructions, procedures and hints to facilitate a smooth flow of procurement between NuFarm and supplier.



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Collaboration Request

- A Collaboration Request is request for a quote or proposal
- Collaboration Requests can consist of attachments detailing the specifications or could be requested using a description of the services to be provided
- Messages can be sent to NuFarm regarding the Collaboration Request
- If you are awarded the proposal an Order will be issued to you with the Collaboration Request number indicated on it
- There are 3 types of Collaboration Requests and Proposals can be submitted based on each of these types:
 - 1) **Fixed:** The amount on the request cannot be change. The Proposal for this type of request is populated with information about the services that can be carried out for that amount
 - 2) **Not to Exceed:** The amount can be decreased but not increased
 - 3) **Negotiable:** The amount is open to increase or decrease

Collaboration Request Inbox – General Information

- The **Collaboration Request** displays a summary of all the Collaborations sent from buyers
- A Collaboration Request is an invitation from your Buyer to collaborate on pricing and supply of goods or services

Ariba Network

HOME INBOX OUTBOX CATALOGS REPORTS

Company Settings Help Center

CSV Documents Create

Orders and Releases Collaboration Requests Time & Expense Sheets Eayments Scheduled Paym Remittances More...

Collaboration Requests

Search Filters

Collaboration Request

Page 1

	Request #	Title	Customer	Received Date	Purchase Order	Amount	Status
<input type="checkbox"/>	PR1909-R48	PR_P2P-004-01_KW	Nufarm Limited - TEST	11 Aug 2017 11:18:47 AM		\$50,000.00 AUD	Request Received - Supplier Response Required
<input type="checkbox"/>	PR2659-R53	Office chairs - collaboration requisition	Nufarm Limited - TEST	24 Aug 2017 8:56:47 AM		\$89.00 AUD	Request Received - Supplier Response Required
<input type="checkbox"/>	PR2944-R55	sdsadh	Nufarm Limited - TEST	30 Aug 2017 12:57:08 PM		\$213.00 AUD	Request Received - Supplier Response Required
<input type="checkbox"/>	PR3031-R65	Widgets for maintenance	Nufarm Limited - TEST	5 Sep 2017 9:38:39 AM		\$1,000.00 AUD	Request Received - Supplier Response Required
<input type="checkbox"/>	PR1864-R44	Demo Non_cat PR for Module 3	Nufarm Limited - TEST	10 Aug 2017 1:59:44 PM	PO622	\$800.00 AUD	Proposal Accepted and Request Closed
<input type="checkbox"/>	PR1911-R46	PR_P2P-004-02_KW	Nufarm Limited - TEST	11 Aug 2017 11:32:40 AM	PO593	\$60,000.00 AUD	Proposal Accepted and Request Closed
<input type="checkbox"/>	PR3175-R63	Gaskets for EAA machine	Nufarm Limited - TEST	5 Sep 2017 9:02:16 AM	PO1146	\$990.00 AUD	Proposal Accepted and Request Closed
<input type="checkbox"/>	PR3255-R67	Test Non IT Collab	Nufarm Limited - TEST	5 Sep 2017 2:35:24 PM	PO1144	\$450.00 AUD	Proposal Accepted and Request Closed
<input type="checkbox"/>	PR3290-R79	Desk charis for bulding 1 Pipe Road	Nufarm Limited - TEST	5 Sep 2017 8:17:13 PM		\$890.00 AUD	Awaiting Response from Buyer

Title is the name of the Collaboration Request created by Nufarm

The Amount Invoiced is the total amount invoiced to date

The Request Number created by the Buyer (Requestor)

A Purchase Order number indicates that the collaboration has been successful and a Purchase Created

The Status indicates who has accepted or declined the proposal or where in the process the collaboration request is

Locating Collaboration Requests

The **Collaboration Request** displays a summary of all the Collaborations sent from buyers.

1. Click the **Inbox**

➤ Screen displays **Orders and Releases**

2. Select **Collaboration Requests**, if it is not on the ribbon:

- 1) Click **More**
- 2) Select **Collaboration Requests**

➤ Screen displays **Collaboration Requests**

The screenshot shows the SAP Ariba interface. The top navigation bar includes 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', and 'REPORTS'. The 'INBOX' tab is active. Below the navigation bar, the 'Orders and Releases' ribbon is selected, and the 'Collaboration Requests' option is highlighted with a yellow box. A red circle with the number '2' is placed over the 'Collaboration Requests' label. To the right, a 'More...' dropdown menu is open, showing a list of options: 'Orders and Releases', 'Collaboration Requests', 'Time & Expense Sheets', 'Early Payments', 'Scheduled Payments', 'Remittances', 'Inquiries', 'Notifications', 'Receipts', and 'Pending Queue'. A blue star with the number '1' is placed over the 'More...' button, and another blue star with the number '2' is placed over the 'Collaboration Requests' option in the dropdown. Below the ribbon, there is a search filter section and a table titled 'Orders and Releases (100+)'. The table has columns for Type, Order Number, Ver, Customer, Ship To Address, Amount, and Date. One row is visible with Order Number APO244 and Amount \$200.00 AUD.

The screenshot shows the SAP Ariba interface with the 'Collaboration Requests' ribbon selected. The 'Collaboration Requests' option in the ribbon is highlighted with a yellow box. Below the ribbon, there is a search filter section and a table titled 'Collaboration Requests'. The table has columns for Request #, Title, Customer, Received Date, Amount, and Status. Three rows are visible:

Request #	Title	Customer	Received Date	Amount	Status
PR1909-R48	PR_P2P-004-01_KW	Nufarm Limited - TEST	11 Aug 2017 11:18:47 AM	\$50,000.00 AUD	Request Received - Supplier Response Required
PR2659-R53	Office chairs - collaboration reuquisition	Nufarm Limited - TEST	24 Aug 2017 8:56:47 AM	\$89.00 AUD	Request Received - Supplier Response Required
PR3395-R100	test 01	Nufarm Limited - TEST	8 Sep 2017 11:37:17 AM	\$200.00 AUD	Request Received - Supplier Response Required

Collaboration Request - General Information

- 1) The Collaboration Request has a PR Reference ID
- 2) A Green Envelope indicates that the Collaboration Request has not been opened
- 3) Clicking Collaboration Request PR, will open the details of the request
- 4) Status indicates what is required from the Supplier
- 5) Respond button allows Suppliers to provide a response to the Nufarm
- 6) Send Message allows Suppliers to communicate to the Requestor for clarification
- 7) Hide Details reduces the amount of information displayed

Company Settings
Ariba Network

[← Go back to Collaboration Requests](#)

Collaboration Status - Office chairs - collaboration requisition

View the status of this collaboration request. View all related documents and send and view messages

Collaboration Request

Reference ID: PR2659-R53

Collaboration Title: Office chairs - collaboration requisition

Request Date: Thu, 24 Aug, 2017

Requester: Damian Maddocks

Last Message (0 messages unread) [Send Message](#)

*To send a message to the requester, click the **Send Message** link, and enter your message. Messages are shared only between your organization and the buying organization.*

[Hide Details](#)

Current Documents

Name ↑	Date Submitted	Status	Qty	UOM	Price	Total	Actions
Collaboration Request PR2659-R53	Thu, 24 Aug, 2017	Request Received - Response Required			\$89.00 AUD	\$89.00 AUD	Respond
<div style="background-color: #f0f0f0; padding: 5px;"> <p>▼ Line Item Details</p> <p style="margin-left: 20px;">Collaborate: Yes</p> </div>							

[Send Message](#)

All Messages

No items

Opening and Reviewing Collaboration Request Details

1. Click on **Inbox**

2. Select Collaboration Requests

3. Click on the Request # to open the request

➤ Screen displays the Collaboration

4. Click on **Collaboration Request PRxxx** to view the contents of the request

➤ Screen displays the details of the **Collaboration Request**

The screenshot shows the SAP Ariba Collaboration Requests interface. The top navigation bar includes 'HOME', 'INBOX' (highlighted with a yellow box and callout 1), 'CATALOGS', and 'REPORTS'. Below this, a secondary navigation bar contains 'Orders and Releases', 'Collaboration Requests' (highlighted with a yellow box and callout 2), '& Expense Sheets', 'Early Payments', 'Scheduled Payments', 'Remittances', and 'More...'. The main content area is titled 'Collaboration Requests' and features a search filter dropdown and a table of requests. The table has columns for 'Request #', 'Title', 'Customer', 'Received Date', 'Amount', and 'Status'. The third row is highlighted with a yellow box and callout 3, showing request PR3395-R100. Below the table, the 'Collaboration Status' section for 'Office chairs - collaboration requestion' is displayed, including fields for Reference ID, Collaboration Title, Request Date, and Requester. A 'Last Message' section is also present. At the bottom, the 'Current Documents' table shows a document for '1. Office chairs' with a status of 'Request Received - Response Required', highlighted with a yellow box and callout 4. A 'Respond' button is visible next to this document.

Request #	Title	Customer	Received Date	Amount	Status
PR1909-R48	PR_P2P-004-01_KW	Nufarm Limited - TEST	11 Aug 2017 11:18:47 AM	\$50,000.00 AUD	Request Received - Supplier Response Required
PR2659-R53	Office chairs - collaboration requestion	Nufarm Limited - TEST	24 Aug 2017 8:56:47 AM	\$89.00 AUD	Request Received - Supplier Response Required
PR3395-R100	Office chairs - collaboration requestion	Nufarm Limited - TEST	8 Sep 2017 11:37:17 AM	\$200.00 AUD	Request Received - Supplier Response Required

Name	Date Submitted	Status	Qty	UOM	Price	Total	Actions
✓ Collaboration Request PR4866-R103	g, 2017	Request Received - Response Required			\$1,485.00	AUD	Respond
1. Office chairs			15	each	\$99.00	AUD	\$1,485.00 AUD

Collaboration Request Details

- The Collaboration Request Details provides information
- Suppliers can respond to Collaboration Requests from this screen
- Access Collaboration Request Line Level by Clicking on Detail, refer to **Slide 10** for further information

Collaboration Request PR4866-R103 - Copy of Test 1234 Status: **Submitted**

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. Review your request and take the desired action(s).

[Respond With Proposal](#) [Actions ▾](#)

Summary

My Labels: [Apply Label...](#) ⓘ

▾ Line Items

1 Line Item [Hide Details](#)

No. ↑	Type	Description	Qty	Unit	Price	Amount	
1		Test Good	15	each	\$99.00 AUD	\$1,485.00 AUD	Detail

Supplier: [CONSULTING](#)
Contract: C52-V2

Messages Referring To This Document ([All Messages](#)) [New Message](#)

No items

Attachments - Entire Collaboration Request

[Add Attachment](#)

Viewing a Collaboration Request – Line Level

➤ Display the Collaboration Request Details screen

➤ Screen displays **Collaboration Request Details: View Line Item**

➤ The information on this screen:

- 1) Indicates what the description of the item required
- 2) The Unit of measure (UOM)
- 3) The price expectation, in this example Not to Exceed
- 4) Shipping information
- 5) And any comments or attachments

1) Click **OK** to return to the Collaboration Details screen

Collaboration Request Details: View Line Item

PR4866-R103: Copy of Copy of Test 1234 | Items: 1 | Total: \$1,485.00 AUD

Review or edit the details of this line item.

Line Item Details

No.:	1
Full Description:	Test Good
Supplier Part Number:	CR52-528038612-AribalInternal
Qty:	15
UOM:	each
Amount:	\$1,485.00 AUD
Contract:	C52-V2
Price:	\$99.00 AUD Not to Exceed

Shipping - by Line Item

Ship To:	NUFARM LAVERTON
Deliver To:	Gary Downing
Need-by Date:	

Comments - by Line Item

Add Comment

Attachments - by Line Item

Add Attachment

Responding to a Collaboration Request

1. Click on **Inbox**
2. Select **Collaboration Requests**
3. Select the required **Collaboration Request**
4. Screen displays the **Collaboration Request**

Note: The envelope is grey indicating the Collaboration Request has been reviewed. There is no requirement to review a collaboration request first

5. Click on **Respond**
 6. Select **Respond With Proposal**
- Screen displays **Create Proposal**

The screenshot shows the SAP Ariba interface for Collaboration Requests. It includes a navigation bar with 'INBOX', 'OUTBOX', 'CATALOGS', and 'REPORTS'. Below the navigation bar, there are tabs for 'Orders and Releases', 'Collaboration Requests', 'Purchase Sheets', 'Early Payments', 'Scheduled Payments', 'Remittances', and 'More...'. The main content area is titled 'Collaboration Requests' and features a search filter and a table of requests. The table has columns for Request #, Title, Customer, Received Date, Amount, and Status. One request, PR3031-R65, is highlighted with a yellow box and a red circle with the number 3. Below the table, there is a section for 'Current Documents' with a table showing document details. One document, 'Collaboration Request PR4866-R103', is highlighted with a yellow box and a red circle with the number 4. To the right of this document, there is a dropdown menu with options: 'Respond', 'Send Message', 'Respond With Proposal', 'Decline Request', 'Revise Proposal', 'View', 'Messages', and 'Print'. The 'Respond With Proposal' option is highlighted with a yellow box and a red circle with the number 6. Other callouts include 1 (Inbox), 2 (Collaboration Requests), and 5 (Respond).

Request #	Title	Customer	Received Date	Amount	Status
PR1909-R48	PR_P2P-004-01_KW	Nufarm Limited - TEST	11 Aug 2017 11:18:47 AM	\$50,000.00 AUD	Request Received - Supplier Response Required
PR2659-R53	Office chairs - collaboration requisition	Nufarm Limited - TEST	24 Aug 2017 8:56:47 AM	\$89.00 AUD	Request Received - Supplier Response Required
PR2944-R55	sdcedh	Nufarm Limited - TEST	30 Aug 2017 12:57:08 PM	\$213.00 AUD	Request Received - Supplier Response Required
PR3031-R65	for maintenance	Nufarm Limited - TEST	5 Sep 2017 9:38:39 AM	\$1,000.00 AUD	Request Received - Supplier Response Required
PR3395-R100	test 01	Nufarm Limited - TEST	8 Sep 2017 11:37:17 AM	\$200.00 AUD	Request Received - Supplier Response Required
PR4866-R103	Copy of Copy of Test 1234	Nufarm Limited - TEST	17 Oct 2017 10:33:39 AM	\$1,485.00 AUD	Request Received - Supplier Response Required

Name	Date Submitted	Status	Qty	UOM	Price	Total	Actions
Collaboration Request PR4866-R103	17 Oct, 2017	Request Received - Response Required				\$1,485.00 AUD	Respond Send Message Respond With Proposal Decline Request Revise Proposal View Messages Print
1. Test Good			15	each	\$99.00 AUD	\$1,485.00 AUD	

Responding to a Collaboration Request cont.

7. Click on the Description of the Proposal

➤ Screen displays Line Item Details

8. Enter the Price, based on the unit of Measure

9. Press [Enter] on your computer

➤ The Amount will update based on the Price

10. Click on OK

➤ Screen displays Create Proposal but with the proposed pricing information

Create Proposal PR4866-P47: Copy of Copy of Test 1234 | Items: 1 | Total: \$1,485.00 AUD Next Exit

Review the items you chose to include in your response. Click Include or Exclude next to an item to include it or exclude it from the proposal. Excluded items may be included in a revised proposal.

Based on: Collaboration Request PR4866-R103 - Copy of Copy of Test 1234 (current)

1 Review and Select

2 Complete And Submit

Include Or Exclude Items From Your Proposal

Selection	No. ↑	Description	Qty	Unit	Price	Amount
Included ▾	1	Test Good	15	each	\$99.00 AUD	\$1,485.00 AUD

Contract: C52-V2

Proposal

Description ↑	Qty	Amount
Test Good	15	\$1,485.00 AUD

This is a summary of the item you selected. Change any editable field, and save your changes.

Line Item Details

No.: 1

Full Description: Test Good

Supplier Part Number: CR52-528038612-AribaInternal

Supplier Auxiliary Part ID:

Qty: 15

UOM: each

Amount: \$1,464.75 AUD

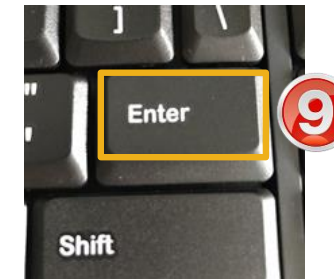
Contract: C52-V2

Price: \$97.65 AUD ⓘ

10

8

OK Cancel



Responding to a Collaboration Request cont.

11. Click on Next

- Screen **Create Proposal, Complete And Submit**
- Review the Collaboration Proposal

12. Click Submit

- Screen displays **Collaboration Status**

Create Proposal PR4866-P47: Copy of Copy of Test 1234 | Items: 1 | Total: \$1,464.75 AUD 11 Next Exit

Create Proposal PR4866-P47: Copy of Copy of Test 1234 | Items: 1 | Total: \$1,464.75 AUD Prev Submit Exit 12

Finish modifying the details of this proposal. To edit an item, click its check box, then click Edit.

Title:

Based on: Collaboration Request PR4866-R103 - Copy of Copy of Test 1234 (current)

My Labels: [Apply Label...](#)

1 Review and Select

2 Complete And Submit


Proposal [1]

Description ↑	Qty	Amount
Test Good	15	\$1,464.75 AUD

▼ Line Items

1 Line Item Hide Details

<input checked="" type="checkbox"/>	No. ↑	Type	Description	Qty	Unit	Price	Amount
<input checked="" type="checkbox"/>	1		Test Good	15	each	\$97.65 AUD	\$1,464.75 AUD

 Contract: C52-V2

Actions Add items

Submit Message

Message:

Attachments: Add

Total Estimate: \$1,464.75 AUD Update Total

Attachments - Entire Proposal

Add Attachment

Responding to a Collaboration Request cont.

- Screen displays acknowledgement of Proposal

13. Click on **Go Back to Collaboration Requests**

- Screen displays Collaboration Requests

Note: The Status of the Collaboration Request has updated

Ariba Network | You submitted Proposal PR4866-P47 - Copy of Copy of Test 1234 to Nufarm Limited - Child1 - TEST | Help Center >>

[Go back to Collaboration Requests](#) **13**

Collaboration Status - Copy of Copy34

View the status of this collaboration request. View all re and send and view messages.

Collaboration Request

Reference ID: PR4866-R103
 Collaboration Title: Copy of Copy of Test
 Request Date: Tue, 17 Oct, 2017
 Requester: Test_GDowning_BUI

Last Message (0 messages unread) [Send Message](#)

*To send a message to the requester, click the **Send Message** link, and enter your message. Messages are shared only between your organization and the buying organization.*

Current Documents [Hide Details](#)

Name ↑	Date Submitted	Status	Qty	UOM	Price	Total	Actions
Proposal PR4866-P47	Tue, 24 Oct, 2017	Proposal Sent - Waiting For Response				\$1,464.75 AUD	Respond ▼
1. Test Good			15	each	\$97.65 AUD	\$1,464.75 AUD	
<p>▼ Line Item Details</p> <p>Collaborate: Yes</p>							

All Messages [Send Message](#)

HOME | **INBOX** | OUTBOX | CATALOGS | REPORTS

Orders and Releases | Collaboration Requests | Time & Expense Sheets | Early Payments | Scheduled Payments | Remittances | More... ▼

Collaboration Requests

<input type="checkbox"/>	Request #	Title	Customer	Received Date ↓	Amount	Status
<input type="checkbox"/>	PR4866-R103	Copy of Copy of Test 1234	Nufarm Limited - TEST	24 Oct 2017 5:25:01 PM	\$1,464.75 AUD	Awaiting Response from Buyer

Declining a Collaboration Request

1. Click on **Inbox**

➤ Screen displays Collaboration Requests

2. Open the required Collaboration Request

3. Screen displays the Collaboration Request

➤ Click on **Respond**

4. Select **Decline Request**

➤ Screen displays **Declining Collaboration Request**

The screenshot shows the SAP Ariba Collaboration Requests interface. The top navigation bar includes 'HOME', 'INBOX' (highlighted with a yellow box and a red circle with '1'), 'CATALOGS', and 'REPORTS'. Below the navigation bar, there are tabs for 'Orders and Releases', 'Collaboration Requests', 'Time & Expense Sheets', 'Early Payments', 'Scheduled Payments', 'Remittances', and 'More...'. The main content area is titled 'Collaboration Requests' and includes a 'Search Filters' section. A table lists collaboration requests with columns for 'Request #', 'Title', 'Customer', 'Received Date', 'Amount', and 'Status'. The request 'PR2659-R53' is highlighted with a yellow box and a red circle with '2'. Below the table, the 'Current Documents' section shows a table with columns for 'Name', 'Date Submitted', 'Status', 'Qty', 'UOM', 'Price', and 'Total'. The document 'Collaboration Request PR4866-R103' is shown with a status of 'Request Received - Response Required'. The 'Actions' column for this document includes 'Respond' (highlighted with a yellow box and a red circle with '3'), 'Send Message', 'Respond With Proposal', 'Decline Request' (highlighted with a yellow box and a red circle with '4'), 'Revise Proposal', 'View', 'Messages', and 'Print'. The 'All Messages' section below shows 'No items'.

Declining a Collaboration Request cont.

5. Click on **Reason for Decline**

6. Select the applicable reason

7. Enter **Comments** (if required)

8. Click on **OK**

➤ Screen displays the **Collaboration Request**

Note: The acknowledgement message is displayed

9. Click on **Go back to Collaboration Requests**

➤ Screen displays **Collaboration Requests**

Name ↑	Date Submitted	Status	Qty	UOM
! Collaboration Request PR2659-R53	Thu, 24 Aug, 2017	Declined by Supplier - Cannot propose due to pricing constraints		
1. Office chairs			1	each

Sending a Message on a Collaboration Request-Within Request

➤ Open the required Collaboration Request

1. Click **Send Message**

➤ Screen displays **Compose Message**

2. Enter the **Subject**

3. Enter your message

4. Add **Attachment** (if required)

5. Click on **Send**

Note: The message is displayed under **All Messages**

6. Click on Go back to Collaboration Requests

➤ Screen displays Collaboration Requests

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Company Settings | Help Center

Go back to Collaboration Requests

Collaboration Status - sdsadh
View the status of this collaboration request. View all related documents and send and view messages.

Collaboration Request
Reference ID: PR2944-R55
Collaboration Title: sdsadh
Request Date: Wed, 30 Aug, 2017
Requester: Daniel Boehm

Last Message (0 messages unread)
To send a message to the requester, click the **Send Message** link, and enter your message. Messages are shared only between your organization and the buying organization.

Send Message

Current Documents

Name	Date Submitted	Status	Qty	UOM	Price	Total	Actions
Collaboration Request PR2944-R55	Wed, 30 Aug, 2017	Request Received - Response Required				\$213.00 AUD	Respond
1. Test			1	each	\$213.00 AUD	\$213.00 AUD	

Line Item Details
Collaborate: Yes

All Messages
No Items

Send Message

Ariba Network
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Go back to Collaboration Requests

Compose Message
Send | Cancel

Create a new message that will be posted on the message board.

Subject: [Text Field] 2

Message: [Text Area] 3

Attachments: Add

History
No Items 5

Send | Cancel

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Go back to Collaboration Requests 6

Collaboration Status - sdsadh
View the status of this collaboration request. View all related documents and view messages.

Collaboration Request
Reference ID: PR2944-R55
Collaboration Title: sdsadh
Request Date: Wed, 30 Aug, 2017
Requester: Daniel Boehm

Large (0 messages unread)
To message to the requester, click the **Send Message** link, and enter your message. Messages are shared only between your organization and the buying organization.

Send Message

Current Documents

Name	Date Submitted	Status	Qty	UOM	Price	Total	Actions
Collaboration Request PR2944-R55	Wed, 30 Aug, 2017	Request Received - Response Required				\$213.00 AUD	Respond
1. Test			1	each	\$213.00 AUD	\$213.00 AUD	

Line Item Details
Collaborate: Yes

All Messages
N
Send Message

Subject: Check Specifications of Request
From: Jen Williams (24/10/2017 15:03)
Reference: Collaboration Request PR2944-R55
Can you please provide the specifications of the requested items



Proposal

- A Proposal is created to respond to the Collaboration Request
- A Proposal can be sent from the Buyer and can have items added or removed
- Messages can also be sent to NuFarm regarding the Collaboration Request
- There are 3 types of Collaboration Requests
 - 1) **Fixed:** The amount on the request cannot be change. The Proposal for this type of request is populated with information about the services that can be carried out for that amount
 - 2) **Not to Exceed:** The amount can be decreased but not increased
 - 3) **Negotiable:** The amount is open to increase or decrease

Proposal – Open Proposal from Nufarm

➤ Screen displays a Collaboration Request

1. Click on the **Proposal**

2. Select **Document Details**

➤ Screen displays the **Proposal**

Ariba Network Company Settings

[Go back to Collaboration Requests](#)

Collaboration Status - PR_P2P-004-01_KW

View the status of this collaboration request. View all related documents view messages.

Collaboration Request

Reference ID: PR1909-R48
Collaboration Title: PR_P2P-004-01_KW
Request Date: Fri, 11 Aug, 2017
Requester: Test_KWheeler_Proc

Last Message (2 messages unread) [Send Message](#) [All Messages](#)

Subject: Details for this request
From: Test_KWheeler_Proc (10/8/2017 18:18)
Reference: Collaboration Request PR1909-R48
Can you please confirm you can see this
Attachments: Picture1.png [Download](#)

Composing Proposals

Name ↑	Title	In Response To/Revising
Proposal PR1909-P25	PR_P2P-004-01_KW	PR1909-R48

Current Documents

Name ↑	Date Submitted	Status	Qty	UOM	Price	Total	Actions
Collaboration Re	Fri, 11 Aug, 2017	Request Received - Response Required				\$50,000.00 AUD	Respond
1. Laptop			50	each	\$1,000.00 AUD	\$50,000.00 AUD	

[Hide Details](#)

All Messages

Subject: Details for this request
From: Test_KWheeler_Proc (10/8/2017 18:18)
Reference: Collaboration Request PR1909-R48
Can you please confirm you can see this
Attachments: Picture1.png [Download](#)

[Send Message](#)

Proposal – Edit Proposal from Nufarm

➤ Screen displays the Proposal

1. Click on **Actions**

2. Select **Edit**

➤ Screen displays Create Proposal

3. Click on **Next**

4. Click on **Included**

5. Select **Edit**

➤ Screen displays **Create Proposal: Complete and Submit**

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Go back to Collaboration Requests

Proposal PR1909-P25 - PR_P2P-004-01_KW Status: **Composing**

These are the details of the request you selected. Depending on its status, you must review your request and take the desired action(s).

Summary Changes Previous Documents

My Labels: Apply Label...

Line Items

1 Line Item

No.	Type	Description	Qty	Unit	Price	Amount
1	Laptop		50	each	\$1,000.00 AUD	\$50,000.00 AUD

Actions

- Respond
- Withdraw Proposal
- Decline Request
- Revise Proposal
- Edit**
- Submit
- View
- Print

Ariba Network

Company Settings Help Center

Go back to Collaboration Requests

Create Proposal PR1909-P25: PR_P2P-004-01_KW | Items: 1 | Total: \$50,000.00 AUD

Next Exit

Review the items you chose to include in your response. Click **Include** or **Exclude** next to an item to include it or exclude it from the proposal. Excluded items may be added to a revised proposal.

Based on: Collaboration Request PR1909-R48

1 Review and Select

2 Complete And Submit

Include Or Exclude Items From Your Proposal

Selection	No.	Description	Qty	Unit	Price	Amount
Included	1	Laptop	50	each	\$1,000.00 AUD	\$50,000.00 AUD

Proposal

Description	Qty	Price
Laptop	50	\$80,000.00 AUD

Edit

Proposal – Edit Proposal from Nufarm cont.

1. Click on **Actions**

2. Select **Edit**

➤ Screen displays Line Item Details

Note: Only Editable field can be edited, in this example the UOM is the only editable field

3. Edit where possible and as required

4. Click **OK**

➤ Screen displays **Create Proposal**

5. Click **Submit**

➤ Screen displays the **Collaboration Request**

Create Proposal PR1909-P25: PR_P2P-004-01_KW | Items: 1 | Total: \$50,000.00 AUD

Finish modifying the details of this proposal. To edit an item, click its check box, then click Edit.

Title: PR_P2P-004-01_KW

Based on: Collaboration Request PR1909-R48

My Labels: Apply Label... ⓘ

1 Review and Select

2 Complete And Submit

Proposal [1]

Description ↑	Qty	Amount
Laptop	50	\$50,000.00 AUD

Line Items

1 Line Item

No. ↑	Type	Description	Qty	Unit	Price	Amount
1 *		Laptop	50	each	\$1,000.00 AUD	\$50,000.00 AUD

Total Estimate: \$50,000.00 AUD

Update Total

Ariba Network Help Center >>

Go back to Collaboration Requests

Create Proposal PR1909-P25: PR_P2P-004-01_KW | Items: 1 | Total: \$50,000.00 AUD

OK Cancel

3 This is a summary of the item you selected. Change any editable field, and save your changes.

4

1 Review and Select

2 Complete And Submit

Proposal [1]

Description ↑	Qty	Amount
Laptop	50	\$50,000.00 AUD

Line Item Details

No.: 1

Full Description: Laptop

Supplier Part Number:

Supplier Auxiliary Part ID:

Qty: 50

UOM: each

Amount: \$50,000.00 AUD

Price: \$1,000.00 AUD

Proposal Add Items to Collaboration Request

1. Click on Add Items

- Screen displays a list of items that can be added based on the service or materials provided by the Supplier

Create Proposal PR3395-P48: test 01 | Items: 1 | Total: \$200.00 AUD Prev Submit Exit

Finish modifying the details of this proposal. To edit an item, click its check box, then click Edit.

Title:

Based on: Collaboration Request PR3395-R100 - test 01 (current)

My Labels: [Apply Label...](#) ⓘ

1 Review and Select

2 Complete And Submit

Proposal [1]

Description ↑	Qty	Amount
Reference & background check	1	\$200.00 AUD

▼ Line Items

1 Line Item Hide Details

<input checked="" type="checkbox"/>	No. ↑	Type	Description	Qty	Unit	Price	Amount
<input checked="" type="checkbox"/>	1 *		Reference & background check	1	hour	\$200.00 AUD	\$200.00 AUD

Actions Add items **1**

Total Estimate: \$200.00 AUD Update Total

Proposal Add Items to Collaboration Request cont.

2. Identify the item to add, click on **Add to Cart**

➤ Screen displays Enter Item Information

3. Confirm the information displayed, click **Add**

➤ Screen displays the Collaboration or Proposal with the added item

➤ Repeat if more items are required for addition onto the Collaboration Proposal

PR3395-P48: test 01 | Items: 1 | Total: \$200.00 AUD Exit


Add items to your request from the catalog or from your favorites groups. You can also enter details for non-catalog items.

Browse By Category

- Building and Construction and Ma... >
- Computers and IT equipment >
- Management and Business Profe... >
- Manufacturing Components and... >

Catalog

16 item(s) found View: Sort by: Relevance

 **Test Good 1** \$100.00 AUD / each

Supplier: Test_AN_Mercer
Supplier Part #: CR82-536007440-AribalInternal
Available in: 0 Day(s)

2

Test Good for BPO Module 3

Create Proposal PR3395-P48: test 01 | Items: 1 | Total: \$200.00 AUD Exit

Add items to your request from the catalog or from your favorites groups. You can also enter details for non-catalog items.

1 Review and Select

2 Complete And Submit

3

Enter Item Information

Product Description:

Available in: 0 Day(s)

Price: \$100.00 AUD

Supplier Part #: CR82-536007440-AribalInternal

Commodity Code:

Supplier: MERCER CONSULTING

Unit of Measure: each

Proposal [1]		
Description ↑	Qty	Amount
Reference & background check	1	\$200.00 AUD

Proposal Add Items to Collaboration Request cont.

➤ Review Proposal.

4. Click **Submit**.

➤ Screen returns **Collaboration Request**

5. Click **Go Back to Collaboration Requests**

➤ Screen displays **Collaboration Requests**

Create Proposal PR3395-P48: test 01 | Items: 2 | Total: \$300.00 AUD

Prev **Submit** Exit

1 Review and Select

2 Complete And Submit

4

Finish modifying the details of this proposal. To edit an item, click its check box, then click Edit.

Title: test 01

Based on: Collaboration Request PR3395-R100 - test 01 (current)

Allow Partial Acceptance:

My Labels: [Apply Label...](#)

Proposal [2]

Description ↑	Qty	Amount
Reference & background check	1	\$200.00 AUD
Test Good 1	1	\$100.00 AUD

Line Items

2 Line Items [Hide Details](#)

No. ↑	Type	Description	Qty	Unit	Price	Amount
1 *	<input checked="" type="checkbox"/>	Reference & background check	1	hour	\$200.00 AUD	\$200.00 AUD
2 *	<input checked="" type="checkbox"/>	Test Good 1	1	each	\$100.00 AUD	\$100.00 AUD

Supplier: CONSULTING
Contact: CONSULTING
Supplier Part #: CR82-536007440-AribaInternal
Commodity Code: Not Assigned
Contract: C82

Actions Add items

Total Estimate: \$300.00 AUD [Update Total](#)

Ariba Network [Help Center >>](#)

[Go back to Collaboration Requests](#) 5

Collaboration Status - test 01

View the status of this collaboration request. View all related documents and send and view messages.

Collaboration Request

Reference ID: PR3395-R100
Collaboration Title: test 01



SAP Ariba Training Survey

Please take a moment to complete our quick survey as we value your opinion and honest feedback.

The survey will take approximately five minutes and is anonymous.

[**Click Here to Take Survey**](#)



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
Ariba Network Training Request	E: an.sellertraining.aus@sap.com