

BHP Ariba Network Quote Automation (RFQ) Guide





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Quote Automation

- **Quote Automation is a Request For a Quote (RFQ) from BHP on an item or service. It replaces inefficient use of email, phone and spreadsheets for non-contracted buying**
- **BHP will gradually move all quotes from email to the Ariba Discovery network.**
- **All suppliers migrated from Quadrem to Ariba have had Quote Automation enabled against their Ariba account.**
- **Each supplier can respond, reject or ignore an RFQ from BHP that is sent to them through the Ariba Network. BHP have very tight timeframes for quote responses so make certain notifications are updated regularly to avoid missing opportunities.**
- **An RFQ will automatically close on the end date of the bid period which is clearly displayed on the email received into your Ariba Inbox. The response document outlining their price and delivery date is in a standard CSV format. The quote may include attachments such as PDF or word document.**
-

Setting up RFQ contacts in Ariba Network

➤ Within Ariba Network create specific users who will receive an RFQ from BHP

➤ Go to **Manage Users** and select the User Name and click **Edit**

➤ In the User tab enable **“This user is the Ariba Discovery Contact”**

➤ In **Account Settings** click on **Notifications**

1. Under the **Discovery** tab the Business Opportunity tick should be enabled already.
 - You can add up to 5 email addresses –use ; between names.
 - Each address will be altered when a new RFQ is received

The screenshot displays the Ariba Network user management interface. The top navigation bar includes 'Ariba Network', 'Test Mode', 'Company Settings', and 'Stefano Bracco'. The main content area is divided into two sections: 'Edit User' and 'Account Settings'.

Edit User Section:

- Buttons: Save, Cancel
- Text: View user information, revise role assignments, assign business units or reset user passwords. Ariba recommends only using the reset password functionality on this page when users have forgotten their password and their security question and answer. As a best practice, instruct users to click Forgot Password on the Ariba log in page if they forget their password. When you click Reset Password, Ariba resets the password and sends an email to the user with instructions to specify a new password and a new secret question and answer.
- Section: Selected User Information
 - Username: AN010:STEFANO.T@ariba.com
 - Email Address: stefano.bracco@sap.com
 - First Name: Testing
 - Last Name: QN Flip
 - Office Phone:
 - Checkboxes: This user is the Ariba Discovery Contact, Limited access
 - Button: Reset Password
- Section: Role Assignment
 - Table with columns: Name, Description
 - Row 1: Admin
 - Row 2: Test

Account Settings Section:

- Buttons: Save, Close
- Tabs: Customer Relationships, Users, Notifications, Application Subscriptions
- Sub-tabs: General, Network, Discovery, Sourcing & Contracts
- Text: The Preferred Language configured by the user controls the language used in these notifications.
- Section: Business Opportunity
 - Send a notification when invited to a new business opportunity on Ariba Discovery. (A blue star with the number 1 is placed over this checkbox and its label.)
 - Receive a daily digest of postings that match your capabilities.
 - Notify when a buyer sends a message.
- Section: Posting
 - Notify when a buyer reads my posting response
 - Notify when a posting I responded to is cancelled
 - Notify when a buyer invites me to a posting

Ariba Discovery

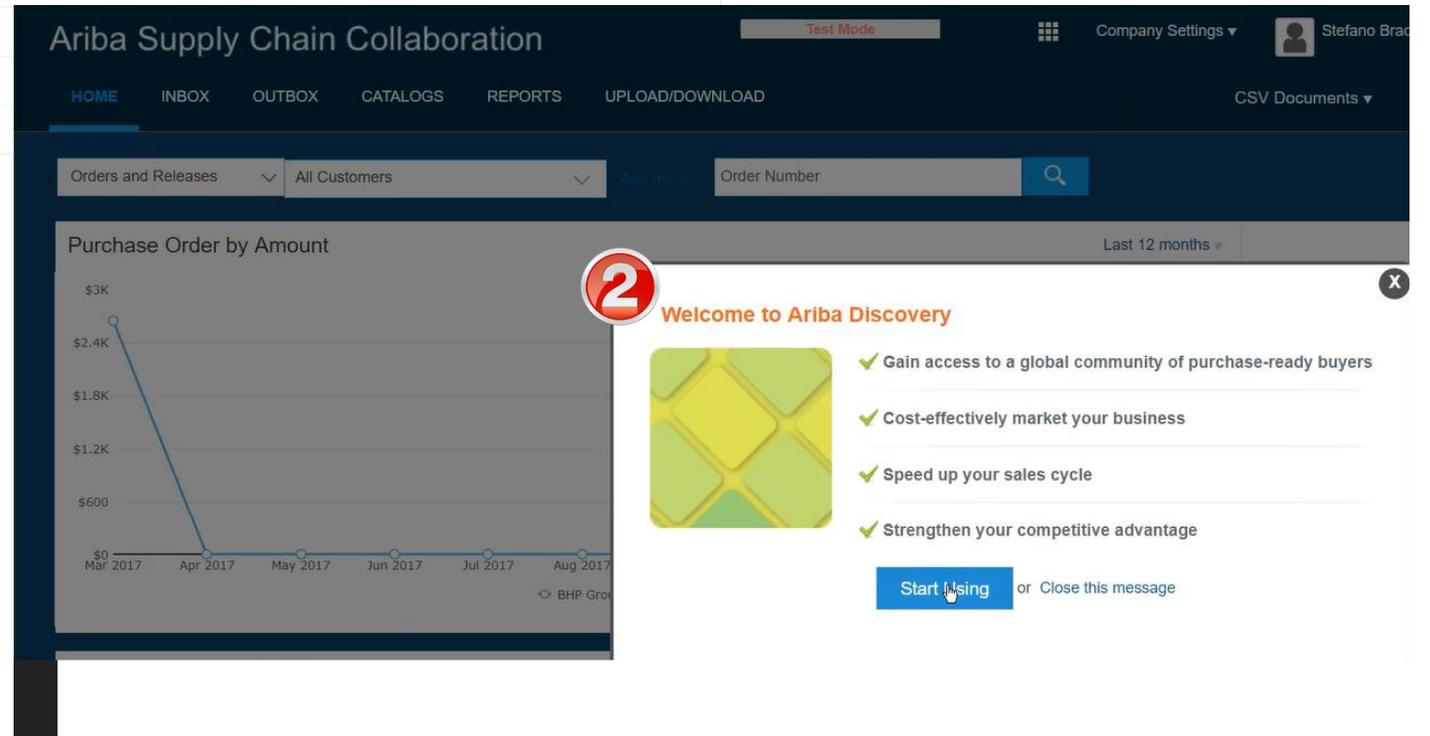
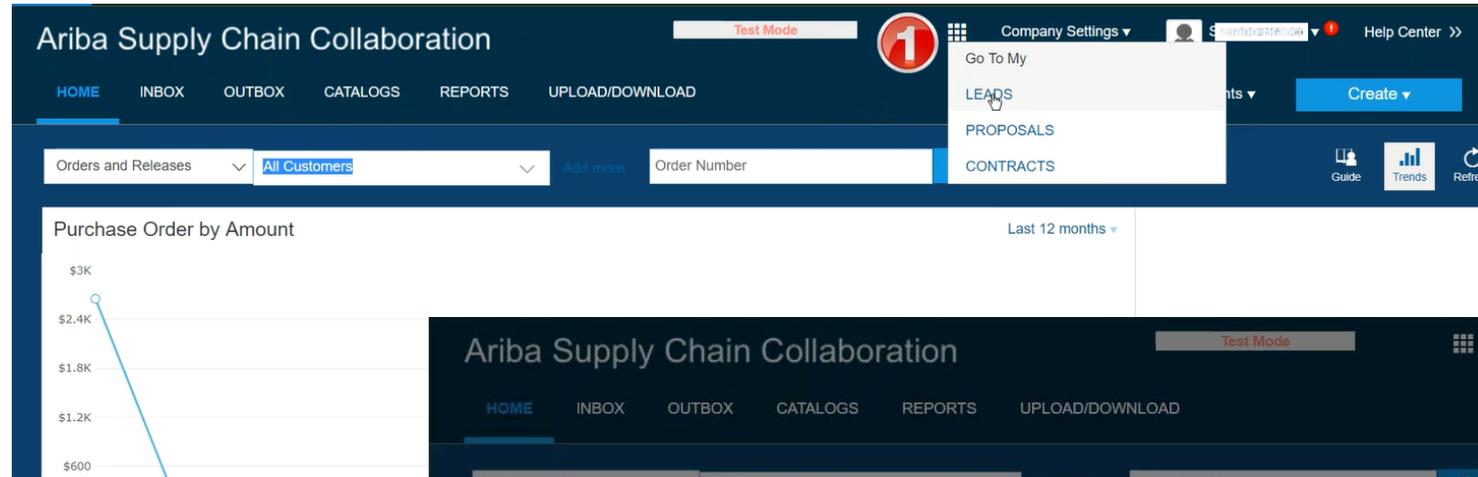
1. You can go to **Ariba Discovery** by clicking on the grid icon at the top of the page in Ariba.

➤ Select **Leads**

2. A popup **Welcome to Ariba Discovery** box appears .

➤ Click **Start Using**

➤ There is no need to create a new logon as your details from Ariba Network will be valid.



Notification of Automated RFQ Event

1. An email invitation from Ariba Discovery to participate in a Quote (RFQ) event is received in Ariba Network.
2. You can view the details of the RFQ either by
 - a) Click **View Lead** in the body of the email.
 - b) Screen displays: **Ariba Discovery Login**
 - c) Login using your Ariba Network Supplier Account Username and Password
 - d) OR Select from the Ariba grid LEADS and go directly to Discovery.

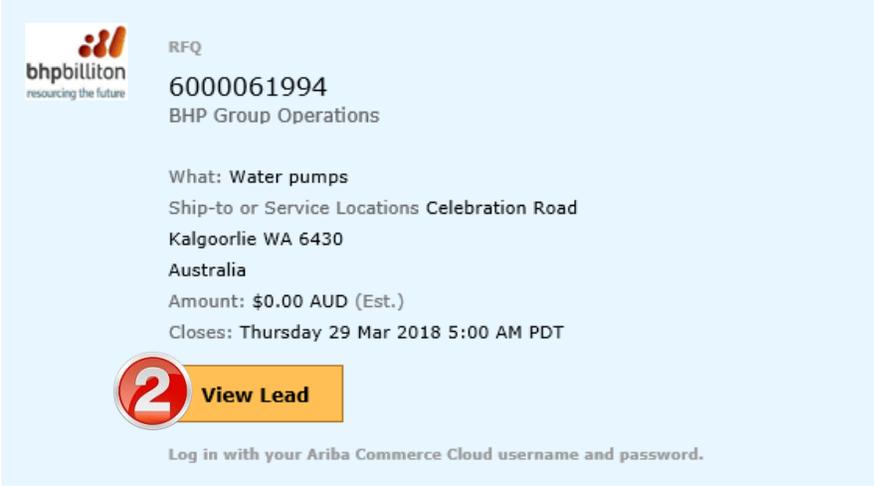
 Create a separate email address and folder for these events. (please inform your buyer on any change of email address) This will make it easier for you to keep track of the incoming QA requests.

 Ariba Discovery <ordersender-prod@smtpl1.ariba.com> | Alan Mateljan
BHP Group Operations has invited you to a new business opportunity: 6000061994

 If there are problems with how this message is displayed, click here to view it in a web browser.

Dear Komatsu Australia Pty Ltd ,

Congratulations! You have been invited by BHP Group Operations to participate in a Quote Automation 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
6000061994
BHP Group Operations

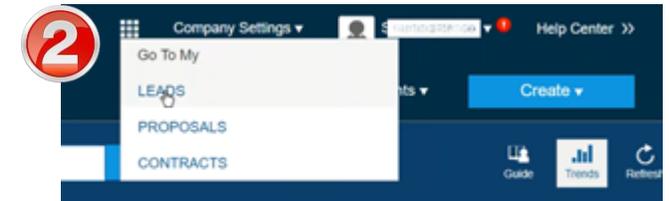
What: Water pumps
Ship-to or Service Locations Celebration Road
Kalgoorlie WA 6430
Australia
Amount: \$0.00 AUD (Est.)
Closes: Thursday 29 Mar 2018 5:00 AM PDT

 **View Lead**

Log in with your Ariba Commerce Cloud username and password.

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

<https://service-2.ariba.com/Discovery.aw/ad/busOpp?key=NTMyMTk0MHw1ODk5NjQ0&source=MzA3NzA0OTA4fDUzMjE5NDh8ODg2MzZ4Nnx4>



Contacting BHP purchasing lead

1. Click on grid icon, click **Leads** and under **My Leads** you can see all RFQ that have been sent to you.
2. Each RFQ when opened will also show the status. Once an RFQ has closed you cannot respond.
3. To contact the BHP purchasing team who sent the RFQ you can open the RFQ and see the name of the team member for further offline contact.
4. If you have not been contacted by that site then you can contact **SupplyeBusiness@bhpbilliton.com** for contact details

Ariba Discovery | Test Mode | Company Settings | Help Center

I'M BUYING | I'M SELLING

Home | Leads

Invitations: 14 | Watchlist: 0 | Responses: 23

Match confidence indicates in percentage how closely your company profile matches the buyer's requirements.

My Leads | Sort by: Date - Most Recent

Posting	Ending	Opportunity Amount
SB-6000037941 BHP Group Operations - TEST Non ferrous alloy sheet Australia	Closed for Response	Unspecified
6000037941 BHP Group Operations - TEST Non ferrous alloy sheet Australia		
6000037823_SB1 BHP Group Operations - TEST Non ferrous alloy sheet		

6000037941
This posting is for test purposes only
BHP Group Operations - TEST - The buyer has personally invited you to submit a quote.

Posted On: 3 Oct 2017
Open for bidding on: 3 Oct 2017 12:49 PM AEST
Response Deadline: 16 Oct 2017 9:59 AM AEST

Not Open for Bidding | Add to Watchlist | Not Interested

Opportunity Amount: **Unspecified**
Response Deadline: 16 Oct 2017 9:59 AM AEST
(Closed for response)

Posting ID: 4910381
Business Contact: Mas Guan Che Yoon
Posting Type: Request for Quotation (ERP)
Company Public Profile: <http://discovery.ariba.com/profile/AN01015189973-T>
Match Confidence: 0.0%

Product and Service Categories
• Non ferrous alloy sheet

Ship-to or Service Locations
Yandi via Newman 6753
Australia

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

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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	

Your Quote:

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

Shipping Cost: \$0.00 AUD
Ship To:
Comment: Current
Attachment: No file chosen

00020	CURRENT 2	\$0.00 AUD	1 KIT	\$0.00 AUD	
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Your Quote:

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

Shipping Cost: \$0.00 AUD
Ship To:
Comment: Current
Attachment: No file chosen

6

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) Include attachments such as PDF, Word or Excel files.

5) Click **Submit**

Details

Lines Bid History

Items

Line Item No.	Name	Commodity	Estimated Price	Quantity	Deliver by	Ship-to or Service Location
00010	TESTING GOODS	Engine coolant	\$45.00 AUD	10 EA	12/01/2016	

Quantity: *10 EA
Requested Delivery Date: 12/01/2016
Lead Time: *2
Tax: \$0.00 AUD
Shipping Cost: \$0.00 AUD

1 Edit Quote **2**

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:

3 Price: *45.00 AUD
Quantity: *10 EA
Requested Delivery Date: 12/01/2016
Supplier Part ID:
Manufacturer Part ID:
Lead Time: *2
Tax: 0.00 AUD

Shipping Cost: \$0.00 AUD
Ship To:
Comment:
Attachment: No file chosen **4**

5

Please note that attachments must comply with these specifications:

- File must be < 10MB
 - Filename must have less than 40 characters total
 - Filename must not include special characters shown below:
- Á á é É í Í ó Ó ú Ú Ñ ñ & - _ ' ° a \ / " \$. ~ # () û [] Ç

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

4

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.

7
 No file chosen

To download a bid template, use this link [Download bid template](#) 5



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.	Integer dat	Decimal da	Text value.	Text value.	Decimal data.	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	<a>View
21 Nov 2016 3:35 PM CHUT	\$165.00 AUD	All	test3@test.com	

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://svcdev8.ariba.com/Discovery.aw/ad/profile?key=AN02003412487>

Product and Service Categories <ul style="list-style-type: none"> Point of sale POS terminal Thin client computers 	Ship-to or Service Locations <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: **1** Wrong product and service category

Response Deadline: 29 M **2** Wrong ship-to or service location

Posting ID: 4425615 **3** Other (Tell us why...)

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