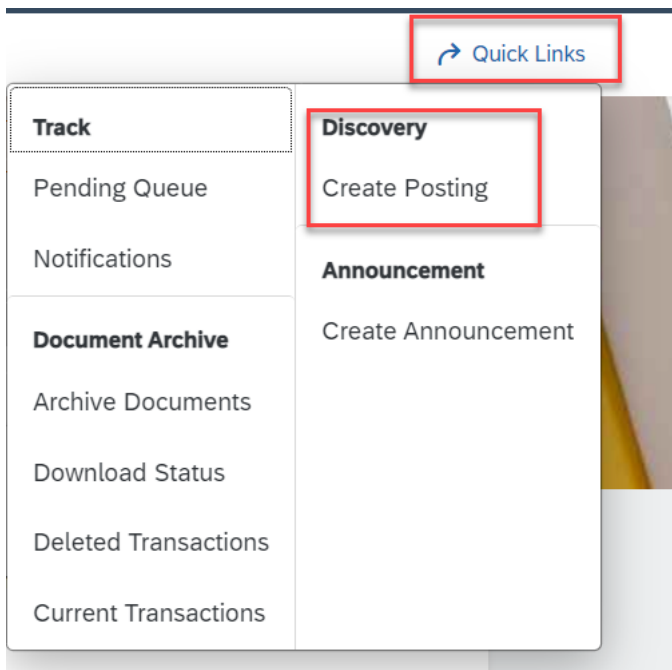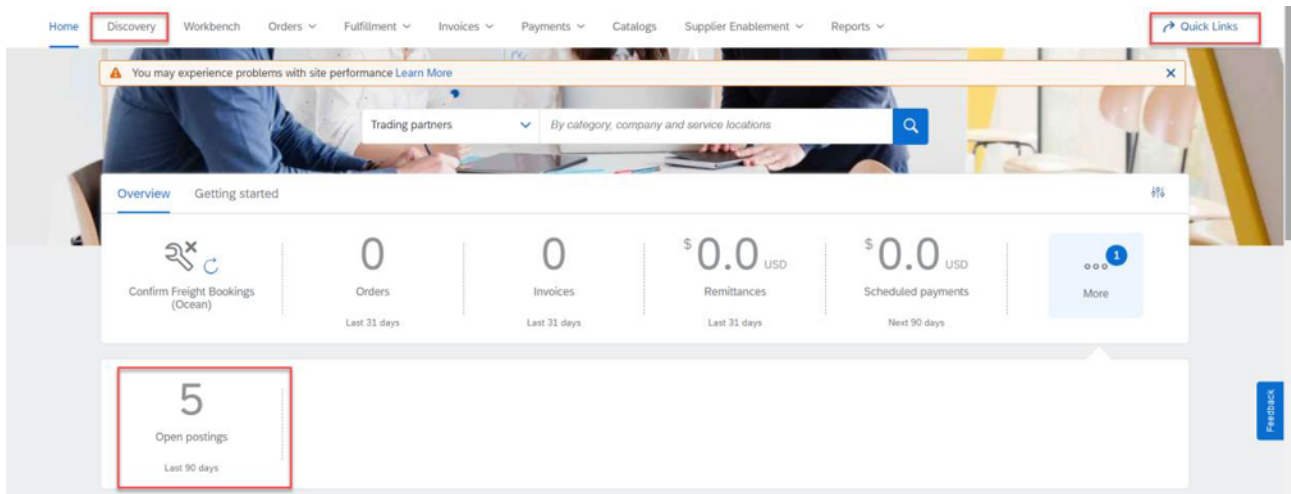# SAP Business Network Discovery
How to create an RFI

1. Click Create Posting on the quick action menu or from the posting homepage

Navigation to posting homepage:
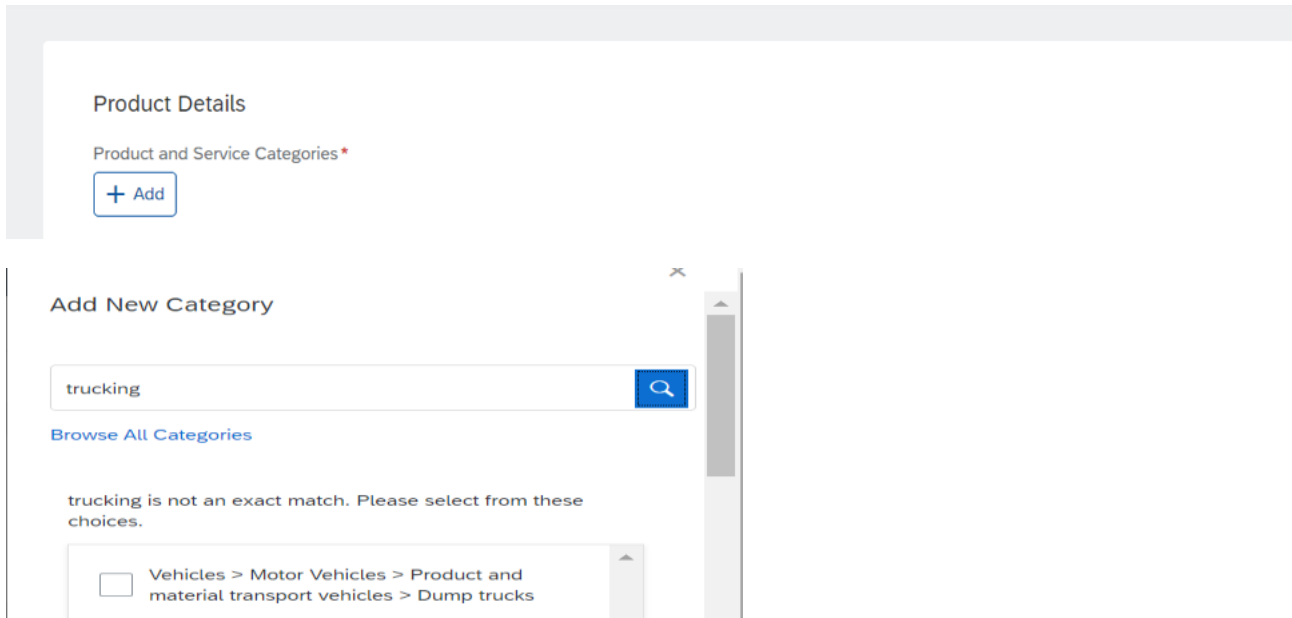
     a.   Buyer: Clicking on the discovery menu
     b.   Suppliers: Clicking on the discovery menu and selecting the posting sub menu

2. Perform one of the following actions to select the product and service category you are looking for:

Click on add and enter the product and service category in the Product and Service Categories field and choose from the list of suggested matches that appear as you type.

a. Type the product and service category in the search categories to add, select the categories from suggestions and click Add.
b. Click on browse ALL categories to Browse and find to select the product or service categories from the UNSPSC hierarchy (Only L4 selections are allowed)
c. In case you are not sure about the product, type the keyword you want to search with and click on search, our system will search the relevant keyword in UNSPSC and will display the results, and then you can select any category from the suggestion.

Product Details

Product and Service Categories *

    + Add

Add New Category

trucking   🔍

Browse All Categories

trucking is not an exact match. Please select from these choices.

☐   Vehicles > Motor Vehicles > Product and material transport vehicles > Dump trucks

3. Perform one of the following actions to select the ship-to or service location in which you want the products or services delivered or performed, click on add:

a. Enter the ship-to or service location in the Ship-to or Service Locations field and choose from the list of suggested matches that appear as you type.
b. Enter the ship-to or service location from browse all locations and add.

Ship-to and Service to Locations *

    + Add

Add New Location

Search locations to add   🔍

Browse All Locations
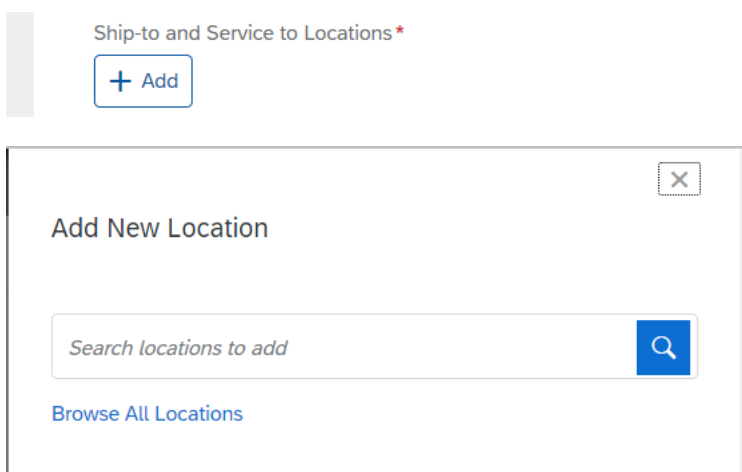
4. (Optional)If you would like to prefer suppliers which are physically present in the ship location, please check prefer suppliers with a physical presence in the selected location, please take this into consideration that any supplier who is physically not present in the selected location will not be able to respond to the posting.

☐ Prefer suppliers with a physical presence in the selected location

5. Write up the appropriate title for the posting, if you select one category and location we automatically populate the title for you.

Title *

> I'm looking for...

6. Description, describe your requirement in detail, it is a good practice to include as many details as possible in the Description to get the maximum response and avoid confusion with the suppliers. The ideal length of the description should be 256 characters or 3-5 sentences.

Description *

> Provide a detailed description of your buying need and specify supplier requirements such as:
> · Your intention (evaluating or buying)
> · Information that the supplier should include in its response
> · Information that is not part of the menu selection
> · Any other details which helps supplier to better understand the opportunity

ⓘ Do not include sensitive personal data (for example, social security numbers) or personal data of any sort (for example, addresses), as they are not equipped with appropriate data protection measures.

7. (Optional) Privacy Settings: Please select if you want to hide your company or show your contact details on the posting, this option is not available for Suppliers.

Settings ⑦

☐ Hide my company name

☐ Show my contact name

8. (Optional) Supplier preferences: Select the preference of the suppliers who have marked themselves with different certifications.

Supplier Preferences ⓘ

- ☐ Sustainability Initiatives
- ☐ Women-Owned Business
- ☐ LGBT-Owned Business
- ☐ Small Disadvantaged Business
- ☐ Minority-Owned Business
- ☐ Veteran-Owned Business
- ☐ ISO Certification

9. (Optional) Click on add images for the posting in case you want to add product images for the suppliers. The Image format supported are JPG, JPEG, GIF and GIF.

- You can also add documents for more details about the opportunity by clicking on browse in the additional documents section, and then uploading a file with the name.
- Files with the following extensions cannot be attached to

.adp, .app , .asp , .bat, .cer, .chm , .com, .cpl, .crt, .exe, .fxp, .hlp, .inf, .ins, .isp, .js, .jse, .ksh, .mad, .maf, .mag, .mar, .mas, .mat, .mav , .maw, .mda, .mde, .mdt, .mdw, .msc, .msi, .msp, .ops, .pcd, .pif, .prg, .pst, .reg, .sct, .shs, .tmp, .vb, .vbe, .vbs, .vss, .vst, .vsw, .wsc, .wsf, .wsh

Attachment
The maximum file size (in total) allowed is 10 MB. Individually, each file cannot exceed 4 MB in size. You cannot add more than 5 attachments.

Add Images

+

Add Documents

+ Add

10. Select the appropriate opportunity amount for the posting, it can be selected as a range or exact amount. By default t we display the currency of the posting is based on the preferred currency you have set in your account, in case you have not set it up, we display USD there. You can also choose all available currencies on Ariba Network from the list.

Posting Details

Opportunity Amount *
- ◉ Custom Range
- ○ Exact Amount

| 1 | to | 1000 | | USD ∨ |

11. Schedule post: In case you want to schedule the posting for the future, by default it is ahead for 24 hours and it cannot be less than 1 hour.

Schedule Post ⬤

Schedule Post ⬤
Open Date *

6/17/2023, 7:38 PM   📅

GMT+05:30 India Standard Time

12. Enter the response deadline, after which bids are not accepted, in the Response Deadline field or click the calendar and time icon to select the response deadline date and time. The time zone will be by default taken from your system.

13. (Optional) Decision Deadline enter the date on which you plan to announce to finalize the supplier (suppliers) in the decision deadline section, and click the calendar icon to select the decision date and time. The time zone will be by default taken from your system.

Response Deadline *

7/2/2023, 9:17 PM   📅

GMT+05:30 India Standard Time

Decision Deadline ?

8/6/2023, 9:17 PM   📅

GMT+05:30 India Standard Time

14. Enter the duration of the contract, in months, in the Contract Length field.

Contract Length ?

[   ]   months

15. (Optional) If you want to create this posting for humanitarian relief, please enable the same and the current campaigns going on in that time.

Humanitarian Aid ? ⬤

Humanitarian Aid ? ⬤
⬤ Ukraine Help   ◯ Turkiye Earthquake

16. Select whether you want this to be a public or private posting:

Private RFI:
A private posting is created for your own supplier database, these are created to get competitive pricing among the supplier you have previously interacted with, there can be 3 types of suppliers in your database:

My suppliers: The suppliers which are in trading and sourcing relationship with your organization.

Saved Suppliers: The suppliers which were previously saved by your users
Previous Posting winners: These are the suppliers which participated in the previous postings created for the same product and service categories and got shortlisted/awarded

Public RFI:
A public posting is created to find new suppliers for your business need, here our system matches the posting with the relevant suppliers and notifies them. You can also invite any supplier from your database to posting.

Posting Visibility

◉ Public
Any supplier can see and respond to this posting

○ Private
Only suppliers who are invited can see and respond

Also send invitation to my favourite suppliers ⟲

17. Inviting suppliers: This is mandatory action if you select private posting and optional if it is public posting. This action can be used to add the existing supplier from your database and these suppliers will be invited to the posting.

Invite Favourite Suppliers

Supplier Type	Supplier Name	Rating			0 Supplier Added
All ⌄		All ⌄	Search	Clear	

Note:This list is filtered based on your categories and service locations

	Supplier	Rating	Certification	Supplier Type
☐	Automation Test Inc mmrTUJl	★★★★★		Previous Winners, My Suppliers

Add   Cancel

18. Click on preview and you will see all the details you have provided structured in a way it would be displayed to the suppliers and when you try to manage it.
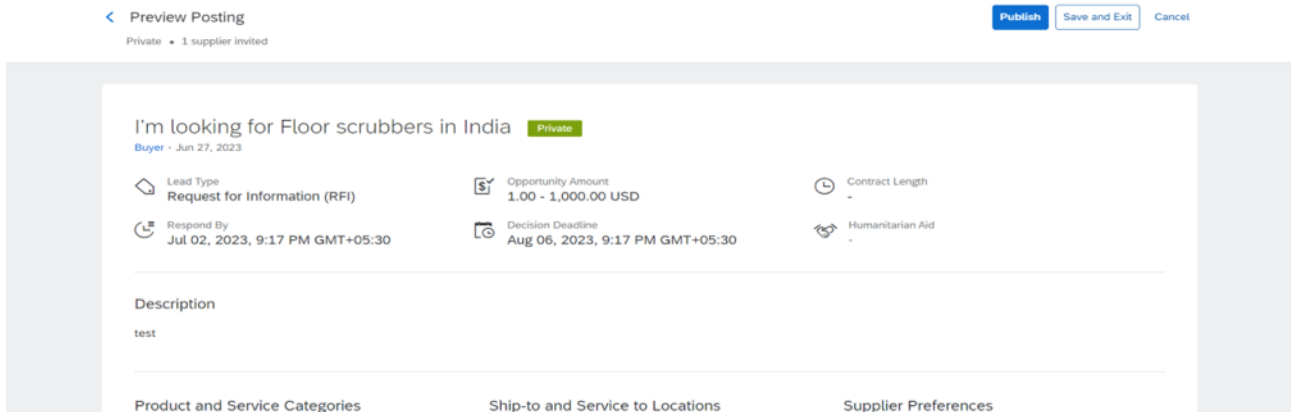
19. Click on publish and it displays the top-ranked suppliers which are best suited for your needs, you can view their profile and invite them to the posting or skip this part.
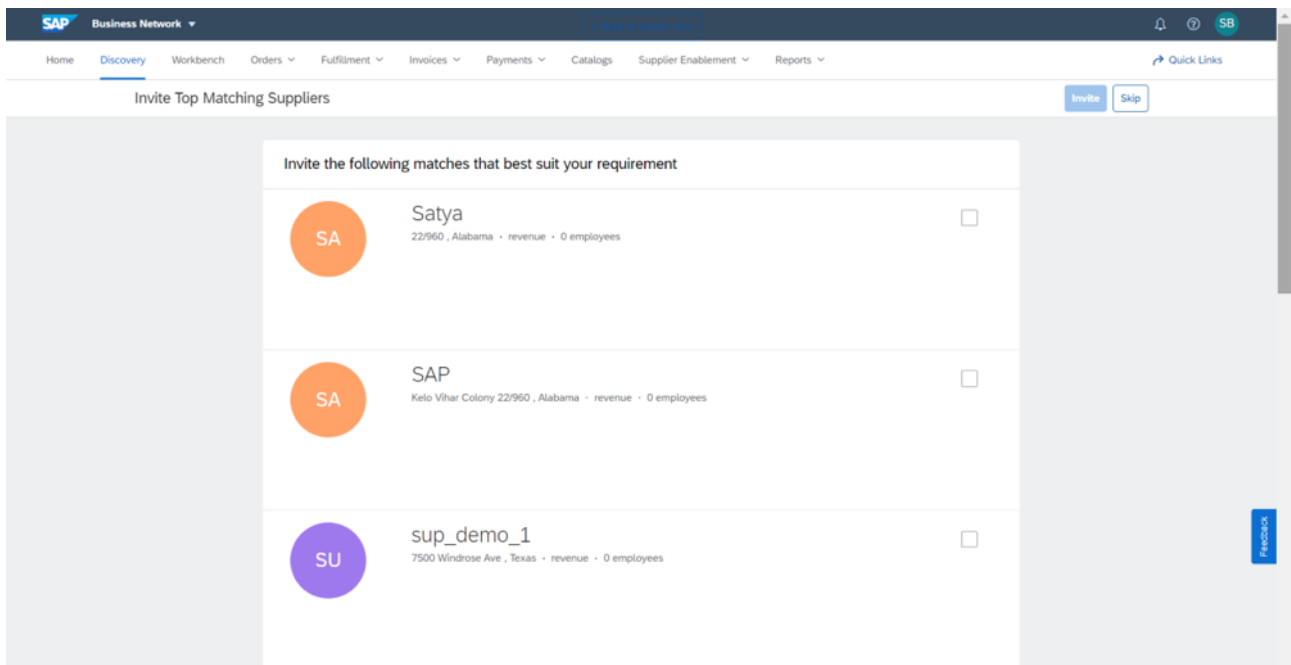
20. Whether you choose to invite or skip, you will see a post publish a message, you can see how many suppliers have been invited, the posting ID, a button to go back to the opened postings and email postings to the suppliers.

Posting Published!

You have published the posting (ID: 367852). You have also invited 1 supplier to this posting.

View My Open Postings   Create a New Posting