



PUBLIC

SAP Business Network Discovery

How to respond to an RFI

1. Procedure for sourcing RFIs (Private Sector):

- a. Access the buyer posting to which you want to respond from the matched leads, invited leads or saved leads.

The screenshot shows the SAP Business Network Leads dashboard. At the top, there are navigation tabs: Home, Enablement, Integration, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and More. Below the navigation, there are five cards representing lead statistics: Invited Leads (24), Matched Leads (20), Saved Leads (4), Responded Leads (11), and Won Leads (7). Below these cards, there is a section for 'Invited Leads (24)' with an 'Edit filter' button and a 'Last 90 days' filter. A table below lists the leads:

Save	Source	Type	ID	Title	Response Deadline	Customer Name	Open Date	Actions
<input type="checkbox"/>	Sourcing	RFI	431448	Private_Sector_Demo	Jul 14, 2023	SAP Ariba	Jul 4, 2023	...
<input type="checkbox"/>	Sourcing	RFI	431447	Public_Sector_Demo	Jul 31, 2023	SAP Ariba	Jul 4, 2023	...

- b. Click on respond to Posting.

The screenshot shows the SAP Ariba 'Private_Sector_Demo' posting page. At the top, there is a 'Back' button and an 'Open' button. Below the title, there is a 'SAP Ariba' logo and a 'Q&A' counter showing 0. The main content area includes the following details:

- Posted On: 4 Jul 2023
- Open for bidding on: 4 Jul 2023
- Response Deadline: 13 Jul 2023 11:59 PM PDT
- Opportunity Amount: **Less than \$1000 USD**
- Response Deadline: 13 Jul 2023 11:59 PM PDT (Buyers can close postings early)
- Posting ID: 431448(Doc7522109)
- Business Contact: Customer Support Admin
- Posting Type: Request for Information
- Public Posting: <https://svcgcpnman05.lab-us.gcpint.ariba.com/Discovery.aw/ad/viewRFX?id=431448>
- Company Public Profile: <https://svcgcpnman05.lab-us.gcpint.ariba.com/Discovery.aw/ad/profile?key=AN21000028492>
- Match Confidence: 100%

Below the details, there are sections for 'Product and Service Categories' (Floor scrubbers) and 'Ship-to or Service Locations' (India). There is also a 'Posting Summary' section with a 'test' entry. At the bottom, there is a 'Questions & Answers' section with a text input field for asking a question.

- c. Enter your response in the Response field.
- d. (Optional) Click Attach File, click Browse to locate the file you want to attach and then click OK.



e. Click Review and Submit.

The screenshot shows the 'Provide Details' step of the 'Respond to Posting' process. The interface includes a progress bar with 'Provide Details' as the active step. The main content area is divided into sections: 'Buyer' (Company: SAP Ariba, Name: Customer Support Admin), 'Supplier Profile' (Company: dis1_supplier, Name: dissup manlingwu, Email: dis1_supplier@sap.com, Phone: +1 (650) 3902788), and 'Details' (Response: [empty text area]). There are 'Cancel' and 'Review and Submit' buttons at the bottom. On the right, there are informational boxes: 'Request For Information' (explaining RFI), 'Important Tip' (advising to explain qualifications), and links for 'View Samples' and 'Download QuickStart Guide'.

f. Review your response. If you need to edit your response, click Previous.

g. Click Submit.

The screenshot shows the 'Review and Submit' step of the 'Respond to Posting' process. The progress bar now highlights 'Review and Submit'. The main content area shows the same 'Buyer' and 'Supplier Profile' information as the previous step, but the 'Details' section now displays 'Response: test'. Navigation buttons include 'Previous', 'Cancel', and 'Submit'. Below the main form, there is a section for 'Private_Sector_Demo' with details: Company: SAP Ariba, Opportunity Amount: Less than \$1000 USD, Posting type: Request for Information, and ID: 431448/Doc7522109. On the right, there are informational boxes: 'What Happens Next?' (describing buyer contact), 'Alert!' (with an information icon), 'References' (explaining the benefit of references and showing 0 approved references), and 'Important Tip'.

2. Procedure for sourcing RFIs (Public Sector):

- a. Access the buyer posting to which you want to respond from the matched leads, invited leads or saved leads.

The screenshot shows the SAP Business Network 'Leads' dashboard. At the top, there are navigation tabs: Home, Enablement, Integration, Discovery (selected), Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and More. Below the navigation, a summary bar displays lead counts for the last 90 days: 24 Invited Leads, 20 Matched Leads, 4 Saved Leads, 11 Responded Leads, and 7 Won Leads. Below this, there is a section for 'Invited Leads (24)' with an 'Edit filter' link and buttons for 'Last 90 days' and 'Open'. A table lists the leads:

Save	Source	Type	ID	Title	Response Deadline	Customer Name	Open Date	Actions
<input type="checkbox"/>	Sourcing	RFI	431448	Private_Sector_Demo	Jul 14, 2023	SAP Ariba	Jul 4, 2023	...
<input type="checkbox"/>	Sourcing	RFI	431447	Public_Sector_Demo	Jul 31, 2023	SAP Ariba	Jul 4, 2023	...

- b. Click on respond to Posting.

The screenshot shows the SAP Ariba 'Public_Sector_Demo' posting page. At the top, there is a yellow banner with a house icon and the text: 'This is a public sector / buyer funded posting and you can respond for free'. Below this, the posting title 'Public_Sector_Demo' is displayed with an 'Open' status. The SAP Ariba logo is visible. The posting details include: Posted On: 4 Jul 2023, Open for bidding on: 4 Jul 2023, and Response Deadline: 31 Jul 2023 12:30 AM PDT. A 'Respond to Posting' button is highlighted in yellow. Other buttons include 'Add to Watchlist', 'Not Interested', and 'Share'. The opportunity amount is \$0.00 USD. The response deadline is 31 Jul 2023 12:30 AM PDT. The posting ID is 431447(Doc7522091). The business contact is Customer Support Admin. The posting type is Request for Information. The public posting URL is https://svcgpanman05.lab-us.gcprint.ariba.com/Discovery/aw/ad/viewRFX?id=431447. The company public profile URL is https://svcgpanman05.lab-us.gcprint.ariba.com/Discovery/aw/ad/profile?key=AN21000028492. The match confidence is 100%. The product and service categories are Floor scrubbers. The ship-to or service locations are India. The posting summary is test. The questions and answers section is empty.



c. You will be taken to the sourcing event, accept the prerequisites.

Event Details Doc7522091 - Public_Sector_Demo Time remaining 26 days 20:10:23

Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.

Download Content Review Prerequisites Decline to Respond Print Event Information

1. Review Event Details

2. Review and Accept Prerequisites

All Content

Name ↑	Price	Quantity	Extended Price
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d. Submit the response.

3. Procedure for SAP Business Network Discovery RFIs:

a. Access the buyer posting to which you want to respond from the matched leads, invited leads or saved leads.

Leads

1 Invited Leads | 12 Matched Leads | 4 Saved Leads | 11 Responded Leads | 7 Won Leads

Invited Leads (1)

Save	Source	Type	ID	Title	Max Opportunity Amount	Response Deadline ↑	Customer Name	Open Date	Actions
	Discovery	RFI	431365	RFI Posting - 20230629_132148 by dis1_buyer		Jul 14, 2023	dis1_buyer	Jun 29, 2023	...



b. Click on respond.

The screenshot shows the SAP Business Network interface for a lead. At the top, there is a navigation bar with 'SAP Business Network' and 'Enterprise Account'. Below this is a menu with options like 'Home', 'Enablement', 'Integration', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'More'. The main content area is titled 'Lead Details' and features a green 'Respond' button, a 'Save Lead' button, and a 'Not Interested' button. The lead information includes: 'RFI Posting - 20230629_132148 by dis1_buyer', 'dis1_buyer · InSmith InJohn · Jun 29, 2023 · ID: 431365', 'Lead Type: Request for Information (RFI)', 'Opportunity Amount: 1,000.00 - 10,000.00 USD', 'Contract Length: 2 months', 'Respond By: Jul 14, 2023, 10:51 AM GMT+05:30', and 'Decision Deadline: Aug 13, 2023, 10:51 AM GMT+05:30'. The description is 'Discovery RFI test'. Below the description are three sections: 'Product and Service Categories' (Mobile phones), 'Ship-to and Service to Locations' (Alabama), and 'Supplier Preferences'.

c. Your email ID, Name and organization is already populated and cannot be edited, in case you want to edit it, please update the details in my account and marketing profile.

d. You can type in the phone number with the country code and area code.

e. Enter your response in the Response field.

Respond to Lead



Contact Information

Company

Name

Email

Phone Number

Country

Area

Number

Extension

ABW +297



Detail

Response *

Explain why you are qualified for this opportunity. This is your chance to distinguish yourself from the competition and showcase your qualifications. The buyer uses your response to determine if you should be shortlisted or awarded business

Feedback

Add Documents

+ Add

Respond

Cancel

- f. (Optional) Click browse, click Browse to locate the file you want to attach, provide a description and click on add.

Add Document

Add Document *

Browse

Description *

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Add Cancel

- g. Click on respond.

Respond Cancel

- h. Your response will be submitted.
- i. You can see at the top of the posting who has submitted a response.
- j. Once response is submitted, you can edit the response or view the submitted response.

