



PUBLIC

# **SAP Business Network Discovery**

## How to respond to an RFQ

1. Access the buyer request for quotation (RFQ) posting to which you want to respond from the invited leads or matched leads tile.

The screenshot shows the SAP Business Network interface for the 'Leads' section. At the top, there are navigation tabs: Home, Enablement, Integration, Discovery (selected), Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and More. Below the navigation is a 'Leads' dashboard with five metrics: Invited Leads (2), Matched Leads (20), Saved Leads (4), Responded Leads (12), and Won Leads (7). Each metric is accompanied by a 'Last 90 days' label. Below the metrics is a section for 'Invited Leads (2)' with an 'Edit filter' link and buttons for 'Last 90 days', 'Open', and 'Integration'. At the bottom is a table with the following data:

Save	Source	Type	ID	Title	Max Opportunity Amount	Response Deadline ↓	Customer Name	Open Date	Actions
	Integration	RFQ	431426	satya_RFQ_1.36		Jul 29, 2023	dis1_buyer	Jul 2, 2023	...

2. Do one of the following on the **RFQ posting** page:

- Click **Quote All** to submit a quote for all items.
- If the buyer has configured the system to include the **Quote Selected** option, you can submit a quote for a subset of items by selecting those items, and then clicking **Quote Selected**.
- Click **Upload Your Quote** to complete your quote using semicolon-separated or comma-separated file format.
  - Note
    - To attach a semicolon-separated or a comma-separated file, click **Choose File** to select the file and then click **Upload my Quote**.
    - To download the required bid template, click the appropriate link.
    - To view the list of currency exchange rates that the buyer has specified, click **View Buyer Exchange Rates** on the **Provide Your Quote** window.
    - You can provide multiple bids to the RFQ posting. To view the bid history of an RFQ posting, on the **Details** section, and click **Bid History** tab. Ariba Discovery shows the history your responses for this RFQ posting. The details of each bid like date, bid amount, line items, and the name of the person who has responded, are displayed.

The **Provide Your Quote** page appears.

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## satya\_RFQ\_1.36

Open

dis1\_buyer - The buyer has personally invited you to submit a quote.

Posted On: 2 Jul 2023  
Open for bidding on: 2 Jul 2023 11:00 AM PDT  
Response Deadline: 29 Jul 2023 11:00 AM PDT

Quote All Add to Watchlist Not Interested Upload Your Quote Leave feedback

### Details

Opportunity Amount: **Unspecified**  
Response Deadline: 29 Jul 2023 11:00 AM PDT  
(Buyers can close postings early)  
Posting ID: 431426  
Business Contact: fnSmith InJohn  
Posting Type: Request for Quotation (ERP)  
Company Public Profile: <https://svcgcpnman05.lab-us.gcpoint.ariba.com/Discovery.aw/ad/profile?key=AN21000049185>  
Match Confidence: 0%  
Comments: test

Product and Service Categories

- Aerial cameras

### Details

Lines Bid History

Line Item No.	Name	Buyer Part Id	Commodity	Estimated Price	Quantity	Deliver by	Ship-to or Service Location
10	Test case2 5JT 721		Aerial cameras	\$0.00 USD	10 EA	22 Jul 2022	
20	Test case2 5JT 721		Aerial cameras	\$0.00 USD	10 EA	22 Jul 2022	

Quote Selected

Not interested in bidding on a specific line item? [Click Here.](#)

3. From the **Currency** drop down list, select the required currency. The **Change currency for multiple line items** warning window appears.

### Provide Your Quote

Currency: USD - US Dollar Conversion rate:



4. Click Continue. SAP Business Network changes all the currency related fields to the selected currency.

**Change currency for multiple line items**

Changing the currency resets all line items to their original price. Click **Continue** to enter quotes in the new currency.

5. In the **Details** area, under **Provide Your Quote**, enter the details of your quote.

Selected Items					
Line Item No.	Name	Estimated Price	Quantity	Estimated Sub-total	Estimated Total Cost
10	Test case2 5JT 721	\$0.00 USD	10 EA	\$0.00 USD	

**Your Quote:**

Price (per unit): *	<input type="text" value="0.00"/>	USD	Lead Time(in days):	<input type="text" value="0"/>
Quantity: *	<input type="text" value="10"/>	EA	Shipping Terms:	<input type="text"/>
Requested Delivery Date:	22 Jul 2022		Shipping Cost:	<input type="text" value="0.00"/> USD
Supplier Part ID:	<input type="text"/>		Comment:	<input type="text"/>
Supplier Part Auxilliary ID:	<input type="text"/>		Attachment:	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload Attachments"/>
Buyer Part ID:	<input type="text"/>			
Manufacturer Part ID:	<input type="text"/>			
Manufacturer Name:	<input type="text"/>			
URL:	<input type="text"/>			

6. If the buyer has configured taxes, they appear and you can modify or remove them for each line-item. For each tax type, you can modify the following fields:

- **Taxable Amount.** By default, quote automation prefills this field with the value of the unit price multiplied by the number of units.
- **Tax (%)**
- **Base Tax (%)**

For example, this screenshot shows how three tax values are specified: Retail Sales, Excise Tax, and ICMS. Only the Excise Tax is included in the line-item cost which means that this tax is excluded from the total tax.

7. To provide additional information for a line item, click **Choose File** to select the attachment and click **Upload Attachments**.

8. Click **Submit**.

9. Click on back and you will land on the leads homepage:

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You have successfully submitted your quote.

Submitted On: 5 Jul 2023 |  | [Revise quote](#)

