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.

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.

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

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.

Continue   Cancel

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): *	0.00	USD	Lead Time(in days): *	0
Quantity: *	10	EA	Shipping Terms:	
Requested Delivery Date:	22 Jul 2022		Shipping Cost:	0.00 USD
Supplier Part ID:				
Supplier Part Auxilliary ID:				
Buyer Part ID:			Comment:	
Manufacturer Part ID:				
Manufacturer Name:			Attachment:	Choose File No file chosen Upload Attachments
URL:				

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**.

Submit   Cancel

SAP

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

Back

You have successfully submitted your quote.

Submitted On: 5 Jul 2023 | ████████████████ | Revise quote