

Sourcing & Contract Management Quick Reference Guide ST QRG02

Responding to an RFQ

Document Control

Document Control Ref:	ST QRG02
Document Location:	P2P Systems Ariba Training Centre
Document Custodian:	P2P Systems Team

Document Approval

Paul Gibbons SAP Ariba Specialist P2P Systems Team	Ricky Athwal P2P Systems Manager Sourcing & Contract Management
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Document Revision History

Version	Date	Revised By	Reviewed By	Amendment Details
1	24/03/2021	Ricky Athwal	Scott Copley	New Document
2	27/07/2022	Paul Gibbons	Ricky Athwal	Full document review, updated all screenshots and refreshed terminology
3				
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1. Introduction

Yorkshire Water will now be utilising the Ariba Network for requesting quotes from suppliers. Yorkshire Water will send “Request for Quotations” (RFQs) to suppliers which they will receive via email and will need to be processed via their Ariba Network account. Please process any RFQs events you have been invited to via your Ariba Network account rather than via email.

Yorkshire Water use an RFP to communicate business needs to potential participants and asks them to propose goods or services to fulfil the business needs. The participant typically includes pricing information in the response, but price might not be the most important factor in the buyer’s selection.

RFPs are not directly competitive (there is no real-time exchange of information between competing participants). Therefore, they can be open for responses for an arbitrary amount of time (several days or weeks), allowing you to log in and respond at your convenience.

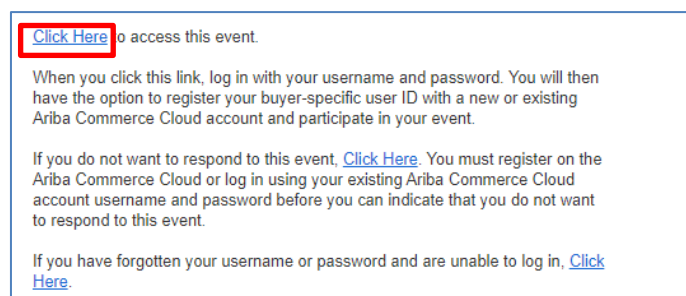
2. Pre-Requisites

- 1) The Supplier must have an Ariba Network Account. If you are unsure of the Ariba Network account to use, please get in touch with your Procurement Contact
- 2) The user the RFQ is sent to needs to have the correct permissions (see appendix 1 on how to set up users via the Ariba Network and assign the correct permissions)

3. Receiving an RFQ

RFQs are sent to the email address of the Primary Contact we have on our system. This is likely to be user who completed the registration/qualification questionnaires and who receives invitations to Sourcing Projects.

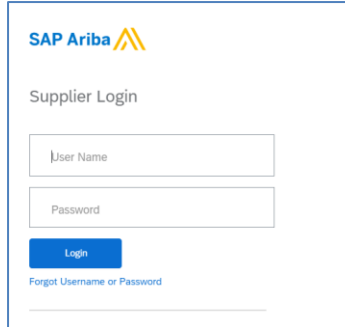
In the invitation email, click on “Click Here”.



Note: Users must have the correct permissions to access and process the event. Please refer to **Appendix 1** at the end of this document for instructions on how to create new Ariba Network users.

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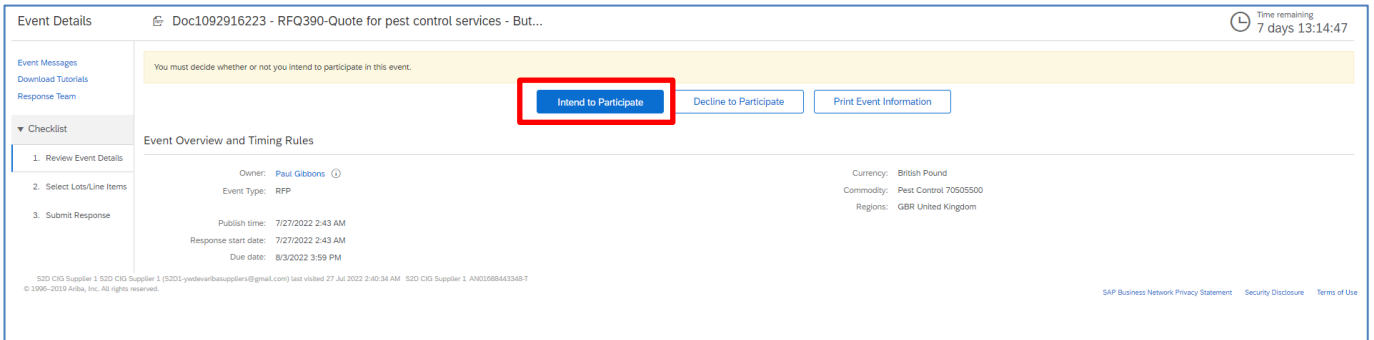
This will take you to the Supplier Login Screen. Enter your user credentials and click login.



The screenshot shows the SAP Ariba Supplier Login interface. It features the SAP Ariba logo at the top, followed by the text 'Supplier Login'. Below this are two input fields: 'User Name' and 'Password'. A blue 'Login' button is positioned below the password field. At the bottom, there is a link that says 'Forgot Username or Password'.

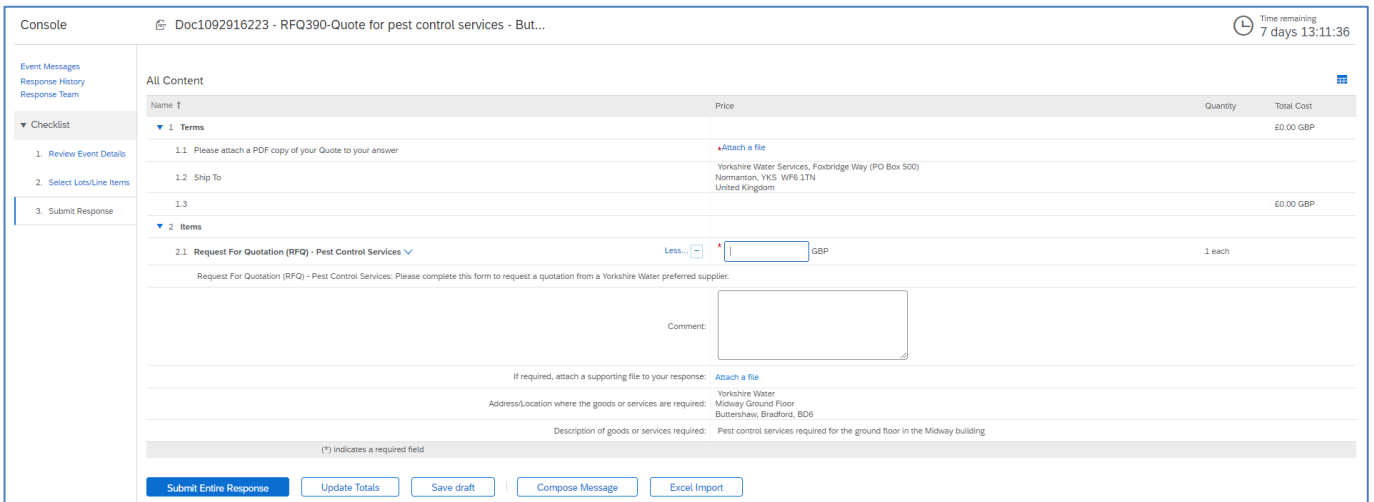
4. Responding to an RFQ

Firstly, you will need to decide if you intend to participate. Click “intend to participate”, this allows you to both view the event and submit a response to the RFQ.



The screenshot displays the 'Event Details' page for a Request for Quote (RFQ). The title is 'Doc1092916223 - RFQ390-Quote for pest control services - But...'. A timer in the top right corner shows 'Time remaining: 7 days 13:14:47'. A yellow banner at the top states: 'You must decide whether or not you intend to participate in this event.' Below this banner are three buttons: 'Intend to Participate' (highlighted with a red box), 'Decline to Participate', and 'Print Event Information'. The 'Event Overview and Timing Rules' section provides details: Owner: Paul Gibbons, Event Type: RFP, Currency: British Pound, Commodity: Pest Control 70505500, and Regions: GBR United Kingdom. It also lists publish, response start, and due dates.

You are now able to access and review the event.

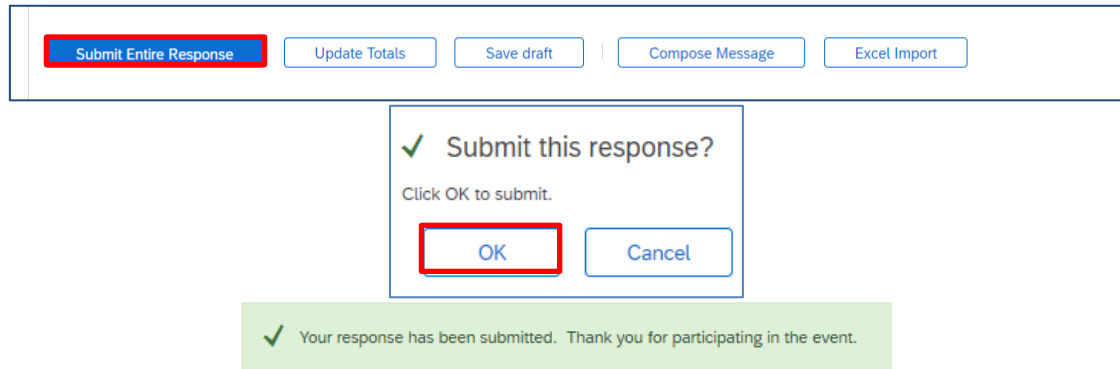


The screenshot shows the 'Console' view of the RFQ. The title is 'Doc1092916223 - RFQ390-Quote for pest control services - But...'. The timer shows 'Time remaining: 7 days 13:11:36'. The 'All Content' table lists items with columns for Name, Price, Quantity, and Total Cost. Item 2.1 is a 'Request For Quotation (RFQ) - Pest Control Services' with a price of GBP and a quantity of 1 each. Below the table, there is a 'Comment' field and a section for 'Request For Quotation (RFQ) - Pest Control Services' with an 'Attach a file' button and a text area for the request. At the bottom, there are buttons for 'Submit Entire Response', 'Update Totals', 'Save draft', 'Compose Message', and 'Excel Import'.

You must now complete your response by providing all the requested information

Note: all questions marked with a red Asterix must be completed.

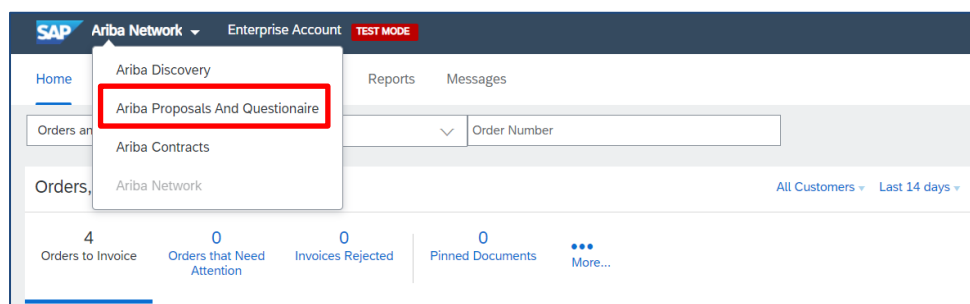
Once you have completed all fields, click “submit entire response” then “OK”



Once Yorkshire Water has awarded the event, you will receive an email to notify you that the event is now closed, and that Yorkshire Water are no longer accepting responses. This event will then show in your “Completed” section.

5. Tracking the progress of an RFQ

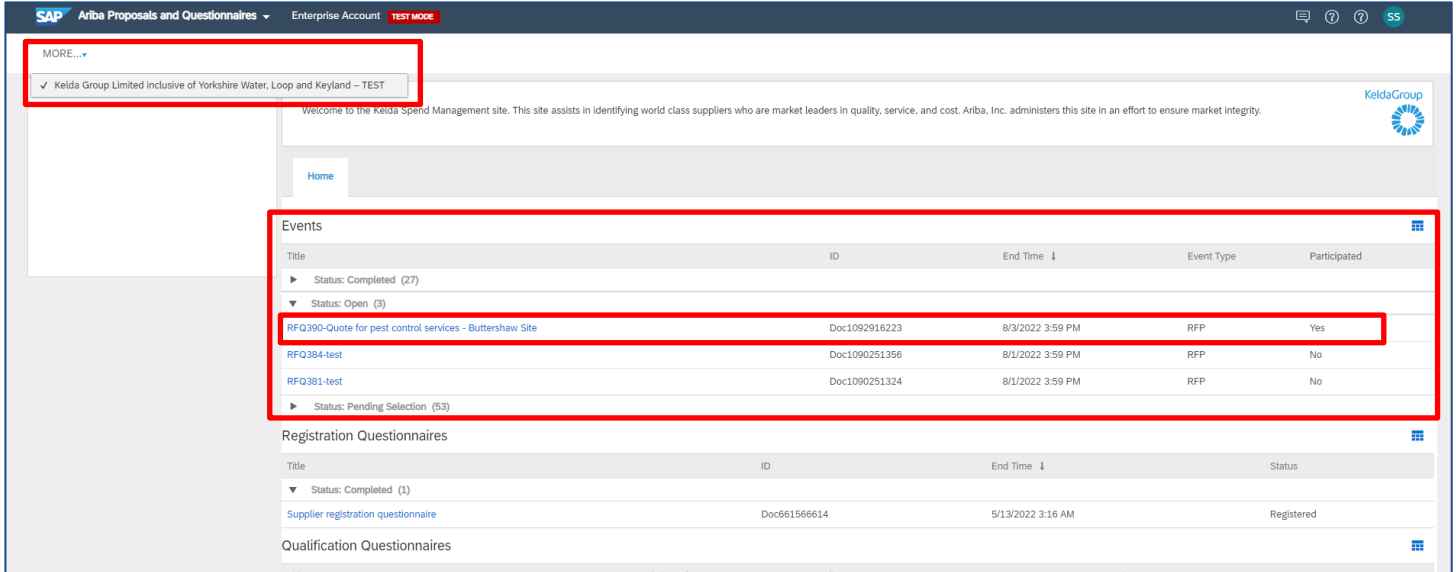
In your Ariba Network account, navigate to the “Ariba Proposals and Questionnaire” section. To do this, select the drop-down arrow next to the “Ariba Network” in the top left corner, select “Ariba Proposals and Questionnaire” from the drop-down.



This page lists all Sourcing Events you may have been invited to, including Sourcing Project RFIs/RFPs/RFQs and Supplier Registration/Qualification Questionnaires.

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Please ensure your Sourcing Projects are filtered to show YW projects only. Select More, and from the drop-down selected “Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland”.



The screenshot shows the SAP Ariba Proposals and Questionnaires interface. A red box highlights the 'MORE...' dropdown menu, which is set to 'Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland – TEST'. Another red box highlights the 'Events' section, which contains a table of RFQs. The table has columns for Title, ID, End Time, Event Type, and Participated. The first row in the 'Status: Open (3)' section is highlighted with a red box.

Title	ID	End Time	Event Type	Participated
▶ Status: Completed (27)				
▼ Status: Open (3)				
RFQ390-Quote for pest control services - Buttershaw Site	Doc1092916223	8/3/2022 3:59 PM	RFP	Yes
RFQ384-test	Doc1090251356	8/1/2022 3:59 PM	RFP	No
RFQ381-test	Doc1090251324	8/1/2022 3:59 PM	RFP	No
▶ Status: Pending Selection (53)				

All RFQs will be listed in the “Events” section of this page and will show the title of the project, the document IDE (Unique reference) together with the current status.

Click an event title to access the full event details.

There are four status levels for events:

1. Completed – The event is finished, and the business has been awarded to a supplier.
2. Open – The event is currently open for viewing or bidding.
3. Pending Selection – The event is finished, but the buyer has not yet made an award decision.
4. Preview – The event has not yet opened but you are able to access and view the details

6. How to revise your Response?

If an RFQ event is still open and not in a completed status, you can amend your respond. By default, the event will usually remain open for 30 days from the date the quote was received.

Firstly, locate the RFQ to be amended (Refer to section 5 of this document “Tracking the progress of an RFQ”) and then click on the link.

Title	ID	End Time	Event Type	Participated
▶ Status: Completed (27)				
▼ Status: Open (3)				
RFQ390-Quote for pest control services - Buttershaw Site	Doc1092916223	8/3/2022 3:59 PM	RFP	Yes

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Click on “Revise Response” Then OK

Console Doc1092916223 - RFQ390-Quote for pest control services - But... Time remaining 7 days 12:15:26

You have submitted a response for this event. Thank you for participating.

All Content

Name	Price	Quantity	Total Cost
1 Terms			
1.1 Please attach a PDF copy of your Quote to your answer	PDF Pest Control Quote.pdf		£0.00 GBP
1.2 Ship To	Yorkshire Water Services, Foxbridge Way (PO Box 500) Normanton, YKS WF8 1TN United Kingdom		£0.00 GBP
1.3			
2 Items			
2.1 Request For Quotation (RFQ) - Pest Control Services	Less... £1,000.00 GBP	1 each	
Request For Quotation (RFQ) - Pest Control Services: Please complete this form to request a quotation from a Yorkshire Water preferred supplier.			
Comment: test comments box text			
If required, attach a supporting file to your response: Supply Chain Policy 22-23.pdf			
Address/Location where the goods or services are required: Yorkshire Water Midway Ground Floor Buttershaw, Bradford, BD6			
Description of goods or services required: Pest control services required for the ground floor in the Midway building			

⚠ Revise Response?

You have already submitted a response for this event. Click OK if you would like to revise your response.

Amend your submission as required and then click “Submit Entire Response” then “OK”

✓ Submit this response?
 Click OK to submit.

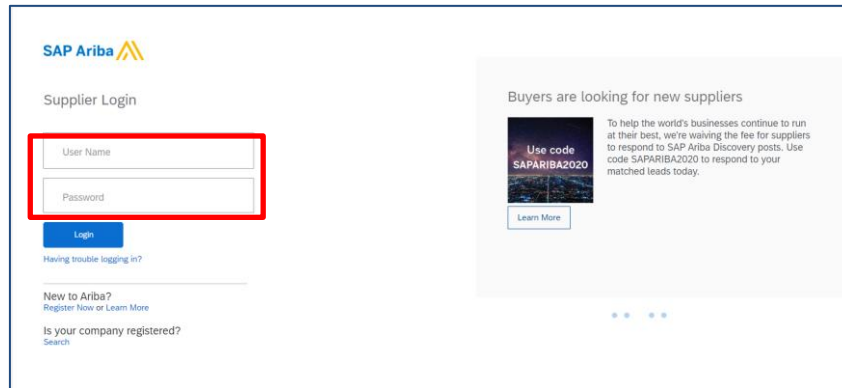
✓ Your response has been submitted. Thank you for participating in the event.

7. Appendix 1 – How to create a new user in an Ariba Network Account

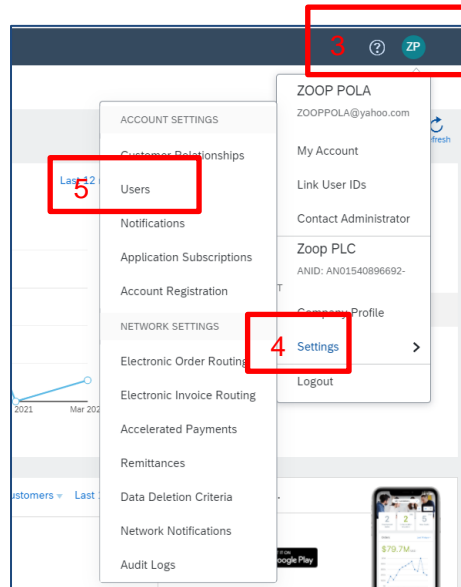
Note: Only the account administrator can create a new user. This is typically the user that set up the Ariba Network account. Please follow the following steps

- 1) Access supplier.ariba.com
- 2) Enter your login credentials and click Login.

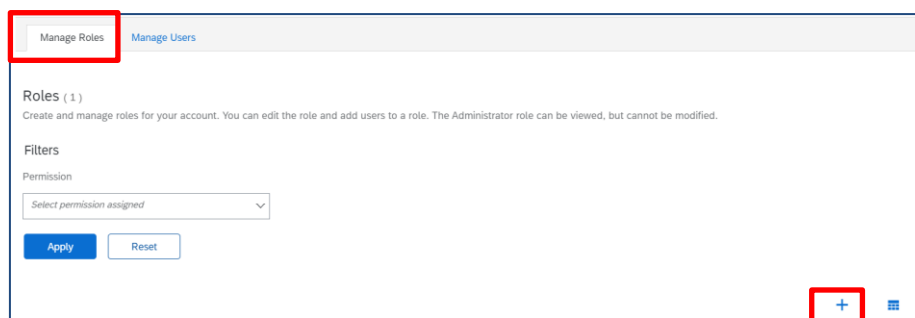
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- 3) In the top right-hand corner, select the initials icon.
- 4) Select Settings
- 5) Then Select Users



- 6) The account administrator must now first create a role. In "Manage Roles", Select the "+" icon,



- 7) Enter a role name. It is recommended that this represents the role they will be carrying out on the Ariba Network. (i.e., sales, accounts payable bidding team)

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Create Role

* Indicates a required field

New Role Information

Name: *

Description:

- 8) Assign the relevant permissions by reviewing the permissions list and descriptions, ensure the box is checked and click save.

Note: For access to Registration/Qualification Questionnaires and Sourcing Events, “Access Proposals and Contracts” permissions needs to be assigned. For access to Purchase Orders, “Inbox and Order Access” permission needs to be assigned.

Permissions

Each role must have at least one permission.

Page 2

Permission	Description
<input type="checkbox"/> Access	
<input type="checkbox"/> Quality Notification Creation	Access to create quality notification documents
<input type="checkbox"/> Quality Review Access	Access to view quality review documents
<input type="checkbox"/> Quality Review Creation	Access to create quality review documents
<input type="checkbox"/> Receivables Upload	Select receivables for auction
<input checked="" type="checkbox"/> Access Proposals and Contracts	View your organization's Ariba Sourcing events and Ariba Contract Management contracts, documents, and tasks. This permission grants access to the Proposals and Contracts properties. Individual users must be approved by Ariba Sourcing buyers before they can view or participate in events or contract tasks
<input type="checkbox"/> Credit Card Number Access	Manage the display of credit card numbers on purchase orders
<input type="checkbox"/> Supplier Treasury Agent	View buyer-initiated early payment offers
<input type="checkbox"/> Time & Expense Sheet Management	Review and update Time and Expense sheets
<input type="checkbox"/> Supply Chain Financing	

Inbox and Order Access View and search documents in Inbox and take actions based on your role

- 9) The account administrator must now create a User. In “Manage Users”, Select the “+” icon.

Manage Roles **Manage Users**

Users (0)

Enable assignment of orders to users with limited access to Ariba Network. ⓘ

Require two-factor authentication (applies for all users of your organization)

Filter

Users (You can only search on one attribute at a time)

Username +

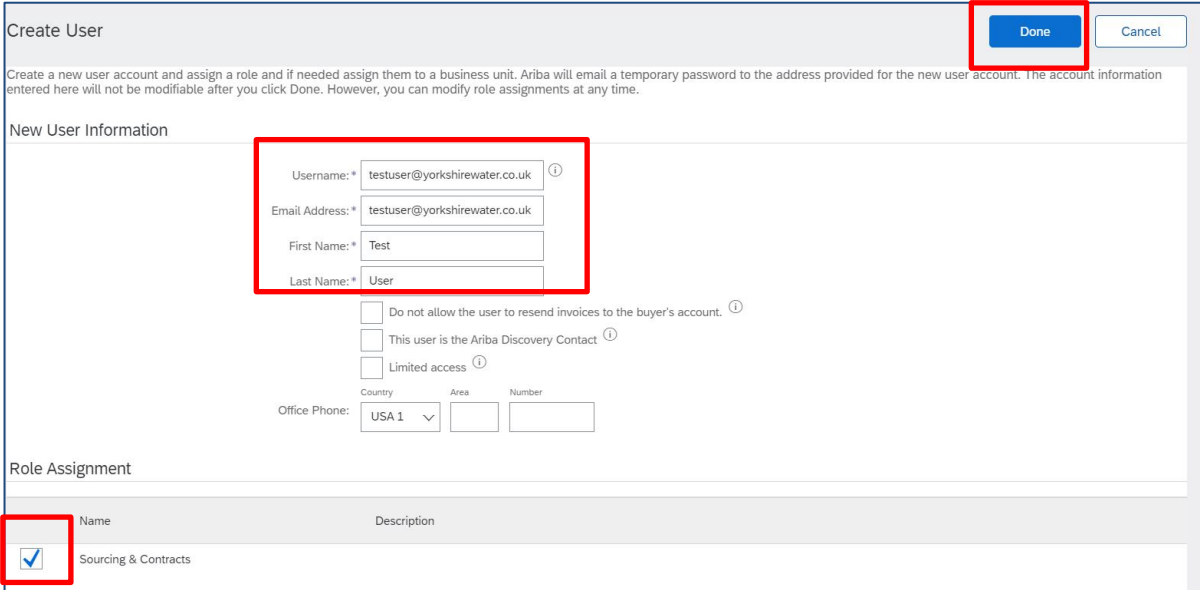
Apply Reset

+

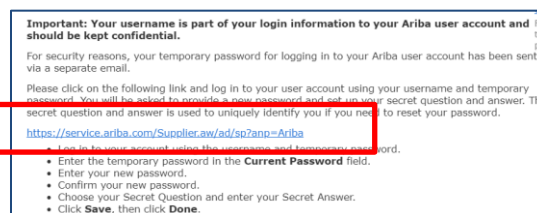
<input type="checkbox"/>	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	Actions
No items									

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- 10) Enter a username (case sensitive and must be in the form of an email address), Email address, First Name, Last Name. Assign the role you just created by ensuring the box is checked.



- 11) Click on Done.
- 12) The new user created will receive 2 email notifications from “Ariba Commerce Cloud”. One email will contain the temporary password, the second email will contain the username and a link to reset your password. Click on the link in the email.



- 13) The new user should follow the instructions in the email. Use this username and new password to login to your Ariba Network account.

END