

Quick Reference Guide ST QRG02

Responding to a Request for Quotation (RFQ) via the SAP Business Network

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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	07/01/2025	James Meade	Ricky Athwal	Full document review, updated all screenshots and refreshed terminology

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1. Introduction

Yorkshire Water utilises the SAP Business 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 RFQ events you have been invited to via your Ariba Network account rather than via email.

Yorkshire Water use RFQs 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.

RFQs 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. Prerequisites

1. You 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 to view RFQs (see the appendix on how to set up users via the Ariba Network and assign the correct permissions).

3. Receiving an RFQ

1. When a requester at Yorkshire Water sends an RFQ, the primary contact will receive an email notification of the event. To access the event, click **Click Here**.

Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland – TEST has invited you to participate in the following event: RFQ791-Generator hire for Fixby WTW, 1.2025 - 4.2025. The event is set to begin on Monday, December 23, 2024 at 9:53 AM, Greenwich Mean Time.

Use the following username to log in to Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland – TEST events:

james.meade@yorkshirewater.co.uk.

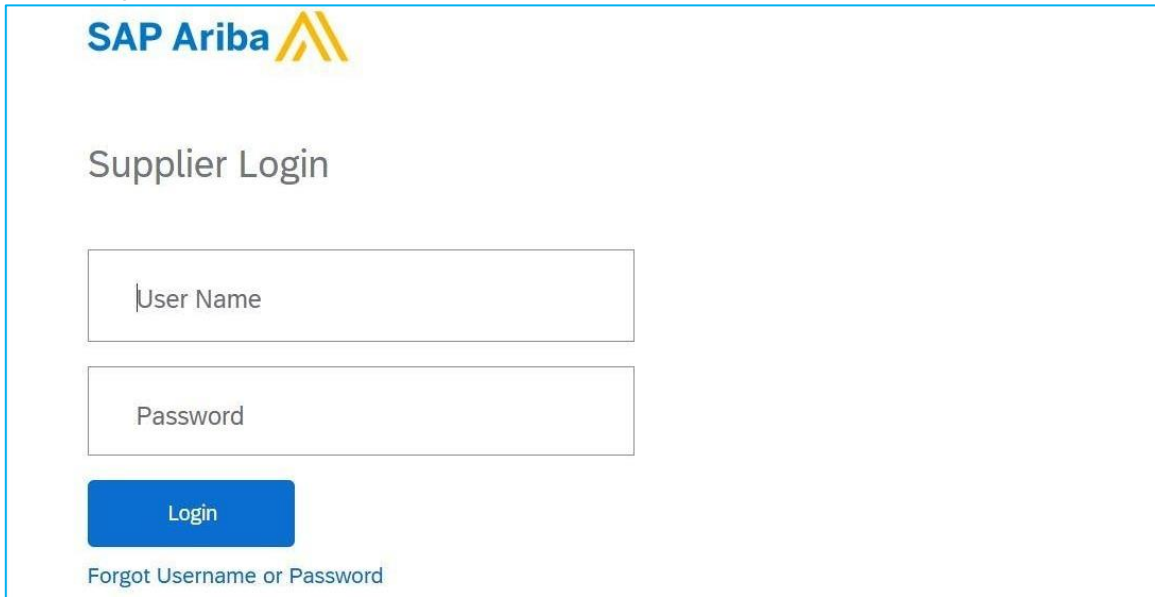
 [Click Here](#) to access this event.

When you click this link, log in with your username and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in your event.

If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.

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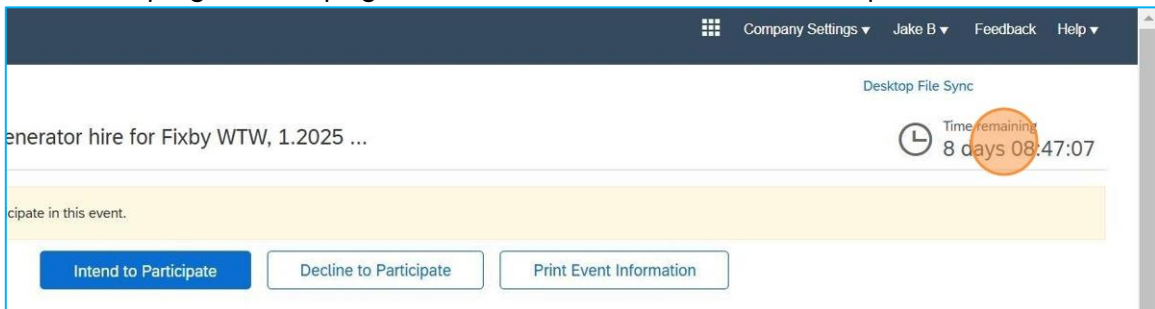
- Input your login details to access the RFQ event.



The screenshot shows the SAP Ariba Supplier Login page. At the top is the SAP Ariba logo. Below it is the heading "Supplier Login". There are two input fields: "User Name" and "Password". Below the password field is a blue "Login" button. At the bottom, there is a link that says "Forgot Username or Password".

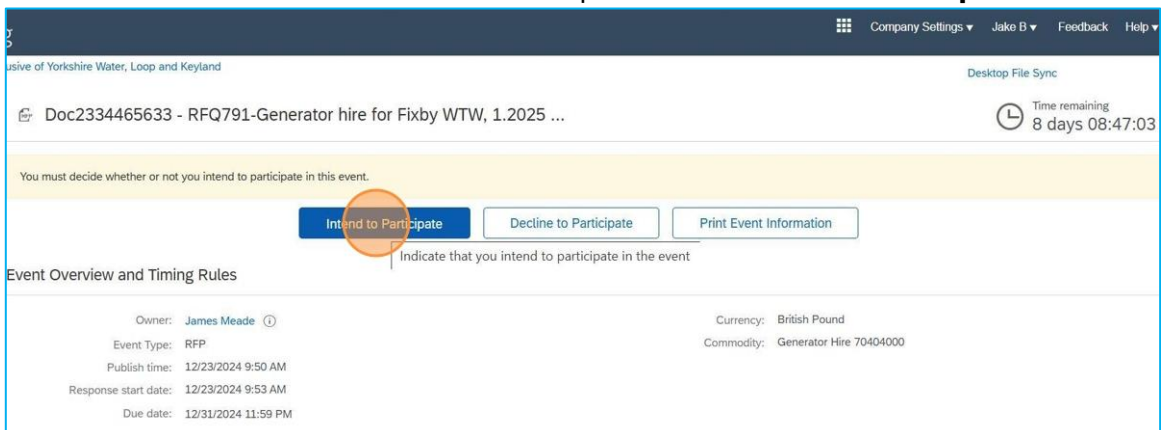
4. Responding to an RFQ

The timer at the top right of the page shows the deadline to submit a response to the event.



The screenshot shows the RFQ event details page. At the top right, there is a navigation bar with "Company Settings", "Jake B", "Feedback", and "Help". Below this, there is a "Desktop File Sync" button. The main heading is "Generator hire for Fixby WTW, 1.2025 ...". To the right of the heading is a clock icon and a timer that says "Time remaining 8 days 08:47:07". Below the heading is a yellow box with the text "Participate in this event." and three buttons: "Intend to Participate", "Decline to Participate", and "Print Event Information".

- To both view the event details and submit a response, click **Intend to Participate**.

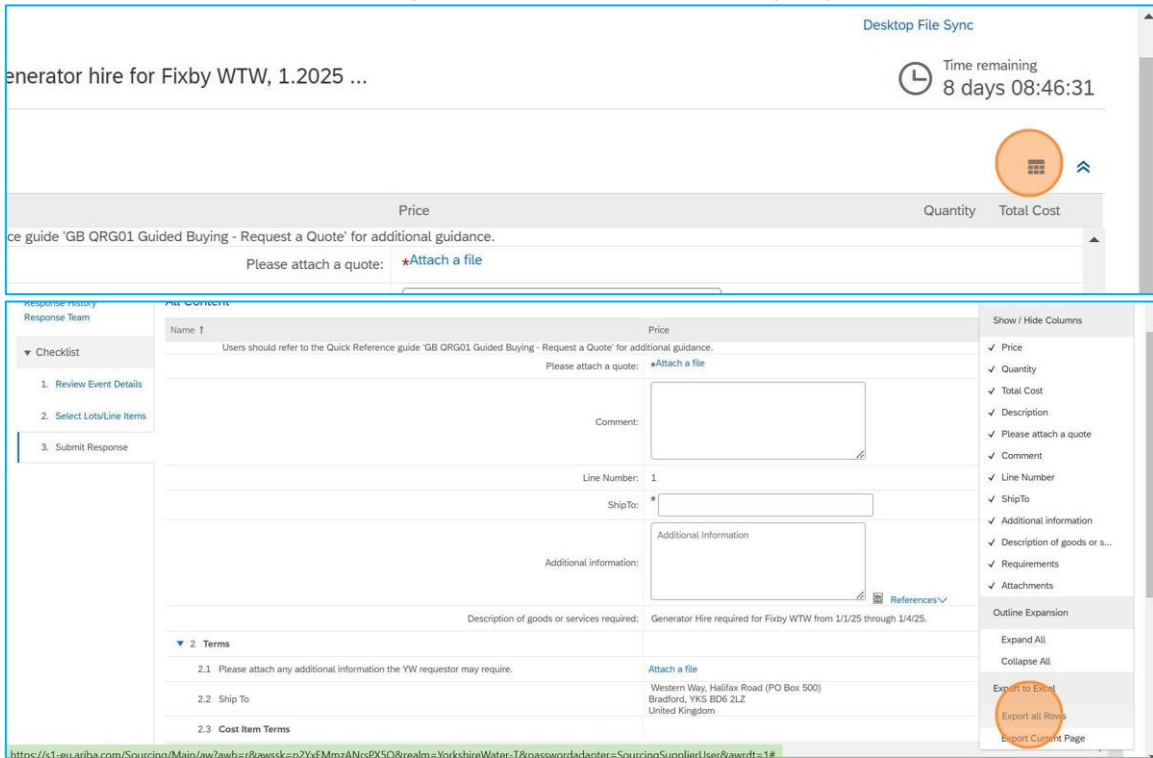


The screenshot shows the RFQ event details page, similar to the previous one, but with the "Intend to Participate" button highlighted with an orange circle. Below the buttons, there is a section titled "Event Overview and Timing Rules" which contains the following information:

Owner: James Meade	Currency: British Pound
Event Type: RFP	Commodity: Generator Hire 70404000
Publish time: 12/23/2024 9:50 AM	
Response start date: 12/23/2024 9:53 AM	
Due date: 12/31/2024 11:59 PM	

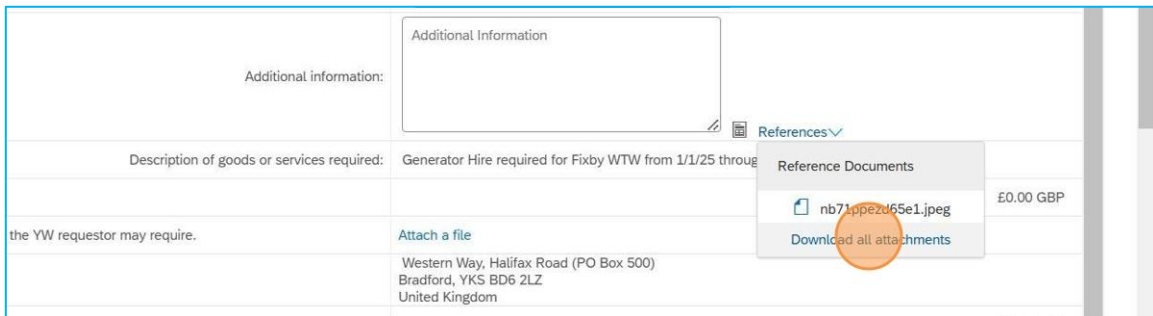
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- If you need to download the event details for a different team to review, you can download them as an excel spreadsheet by clicking the **table icon** and clicking **Export all rows**.



The screenshot shows the 'Generator hire for Fixby WTW, 1.2025 ...' page. At the top right, there is a 'Time remaining' of 8 days 08:46:31. Below this, there is a table with columns 'Price', 'Quantity', and 'Total Cost'. A 'Please attach a quote:' link is visible. On the left, there is a 'Checklist' with items: '1. Review Event Details', '2. Select Lots/Line Items', and '3. Submit Response'. On the right, there is a 'Show / Hide Columns' menu with various options checked. At the bottom right, there is a 'References' dropdown menu with options: 'Export to Excel', 'Export all rows', and 'Export Current Page'. The 'Export all rows' option is highlighted with an orange circle.

- To download any attachments the requester may have added to support the request, scroll down to **Additional information** and **click References > Download all attachments**



The screenshot shows the 'Additional information' section. Below the 'Additional information' text, there is a 'References' dropdown menu. The dropdown menu is open, showing a list of 'Reference Documents'. The first document is 'nb71tpezd65e1.jpeg' with a price of '£0.00 GBP'. Below the list, there is a 'Download all attachments' button, which is highlighted with an orange circle.

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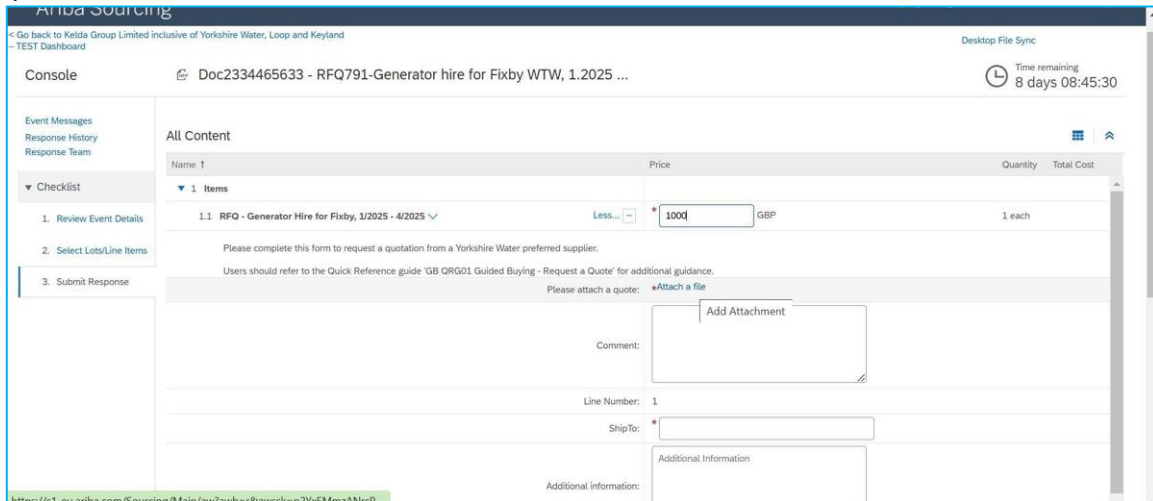
- When you are ready to submit your response, input the required information in the asterisked fields:

Price: the **net price** for each line item in the event

Please attach a quote

ShipTo: the shipTo location identified by the RFQ

NOTE: If the requester has included multiple lines in their request for quotation, you will need to complete the asterisked fields for each line item.



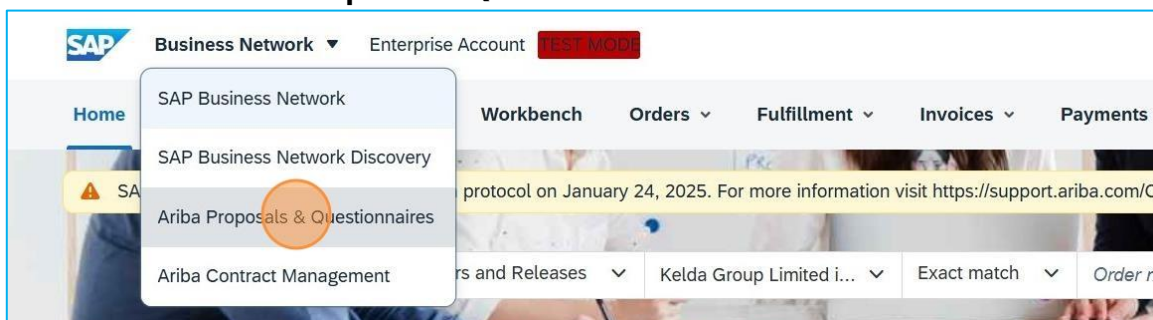
- Once you have populated all the required fields, scroll to the bottom of the response and click **Submit Entire Response** > **OK** to send your quotation to the requester for them to review.



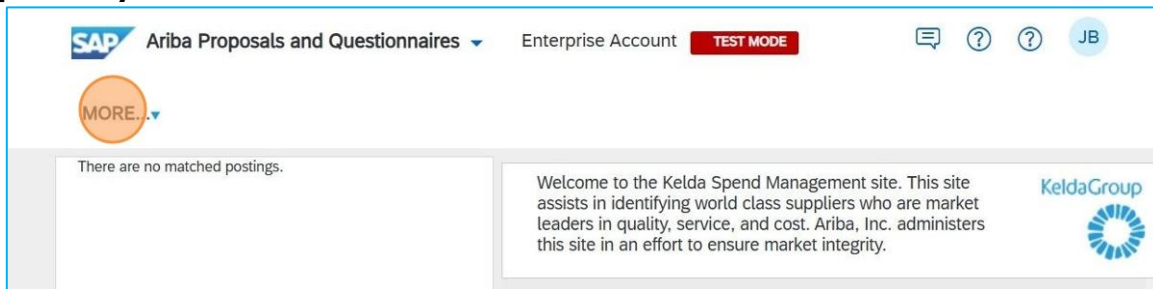
5. Tracking the progress of an RFQ

If you wish to track the status of an RFQ, you can log in to the Ariba Proposals & Questionnaires portal.

- Log into your Ariba account through supplier.ariba.com, then select the drop-down menu at the top left and click on **Ariba Proposals & Questionnaires**.



2. To access Yorkshire Water RFQs, click **More** > **Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland**.



3. In the Events section of the page, you can review the RFQs sent to you, alongside the **End Time** of the event and the **Participation** status.

There are four statuses for RFQs:

Completed: The event has finished, with the quote awarded to a supplier

Open: The event is currently open, and can be viewed and a response submitted/revised

Pending Selection: The event has passed the response deadline, but the requester has not yet awarded a quote.

Preview: The event is available to view, but responses cannot yet be submitted.

Events

Title	ID	End Time ↓
▶ Status: Completed (158)		
▼ Status: Open (6)		
RFQ794-RFQ Additional Fields test scenario 4 - Statuses	Doc2335902638	12/31/2024 11:59 PM
RFQ791-Generator hire for Fixby WTW, 1.2025 - 4.2025	Doc2334465633	12/31/2024 11:59 PM
RFQ785-RFQ Additional Fields Test scenario 1 - Single-line RFQ	Doc2332420132	12/27/2024 11:59 PM
RFQ776-Test Scenario 1; RFQ additional fields, single-line item	Doc2329420444	12/26/2024 11:59 PM
RFQ778-Test scenario 3; RFQ additional fields, Team RFQ	Doc2329549220	12/26/2024 11:59 PM
RFQ777-Test scenario 2; RFQ additional fields, multi-line	Doc2329549909	12/26/2024 11:59 PM
▶ Status: Pending Selection (231)		
▶ Status: Preview (1)		

6. How to revise your Response

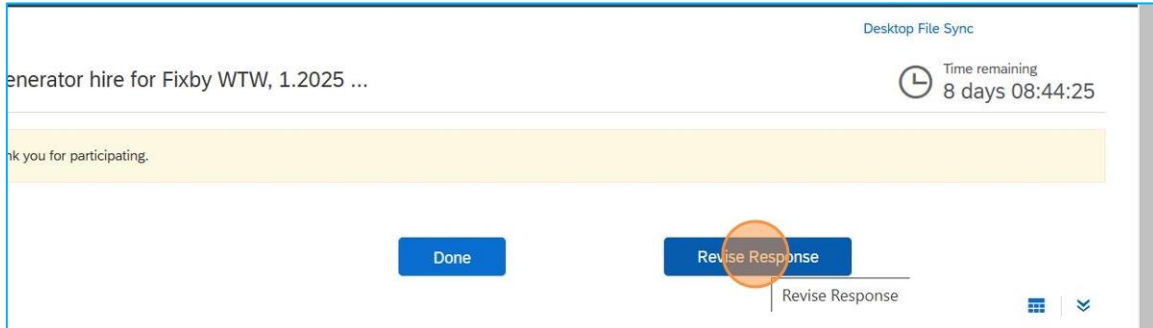
If an RFQ event is still **Open** and not in a Completed status, you can amend your response.

First, you will need to locate the RFQ to be amended (guidance for this can be found section 5 of this document) and then click on the link.

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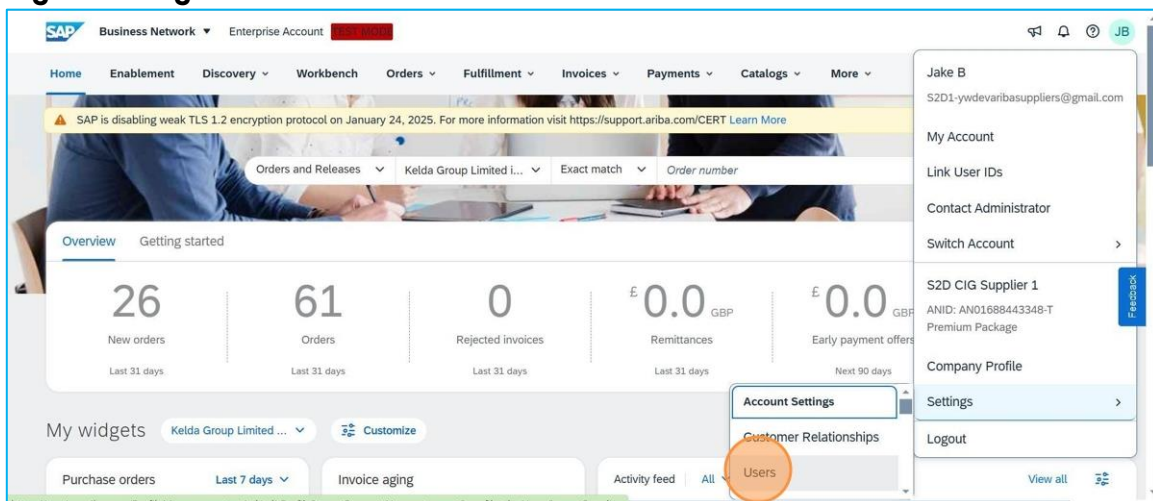
Click **Revise Response**. This will allow you to amend the RFQ and **Submit Entire Response**.

REMINDER: You will not be able to amend your responses to events in **Complete** or **Pending Selection** states.



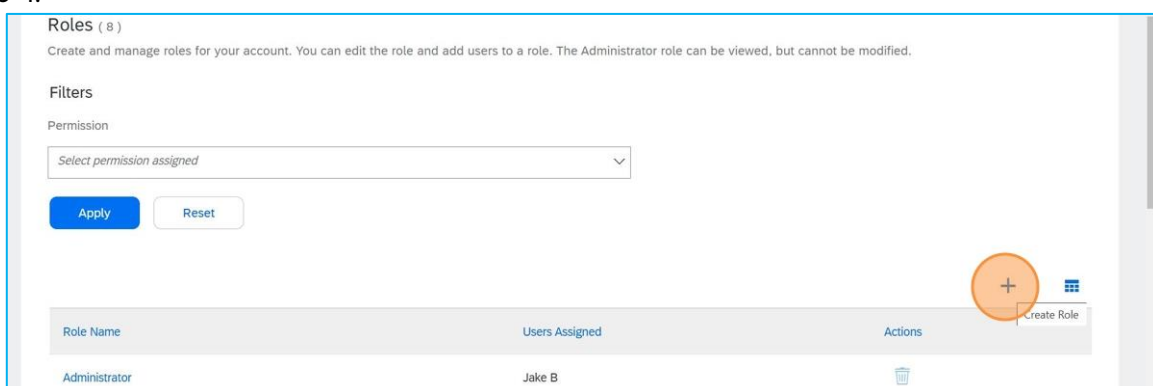
Appendix – How to create a new user in an Ariba Network Account

- Once you have logged into supplier.ariba.com with the Administrator account, click on **Account Settings > Settings > Users**.



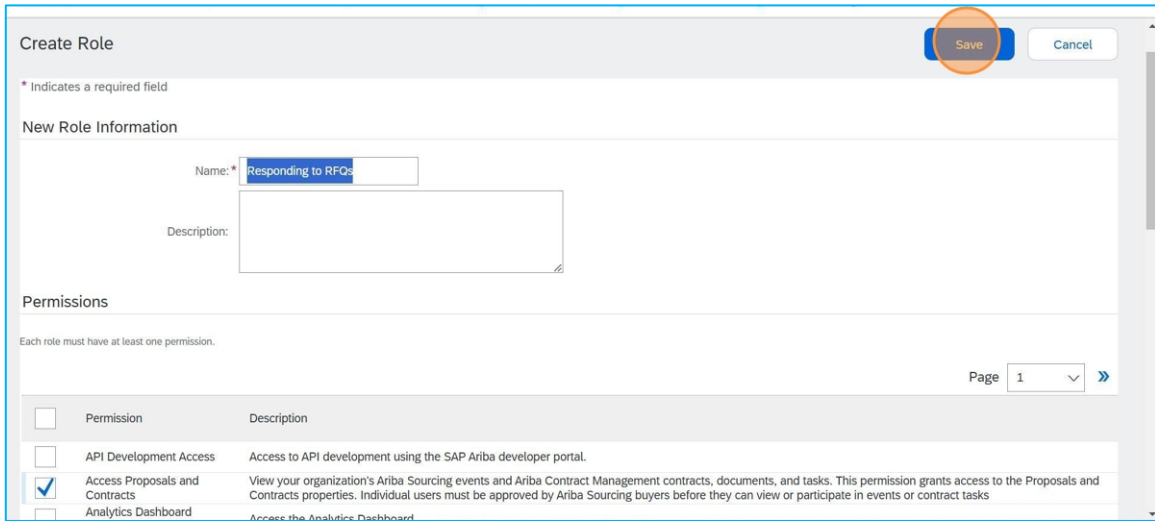
- Click on **Create Role**.

NOTE: If a role has already been created with the permissions required to respond to RFQs, skip to Step 4.



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- Input a **Name** for the role, then select the permission **Access Proposals and Contracts**.
Once the Role has been set up, click **Save** to create the role.



Create Role

* Indicates a required field

New Role Information

Name: * Responding to RFQs

Description:

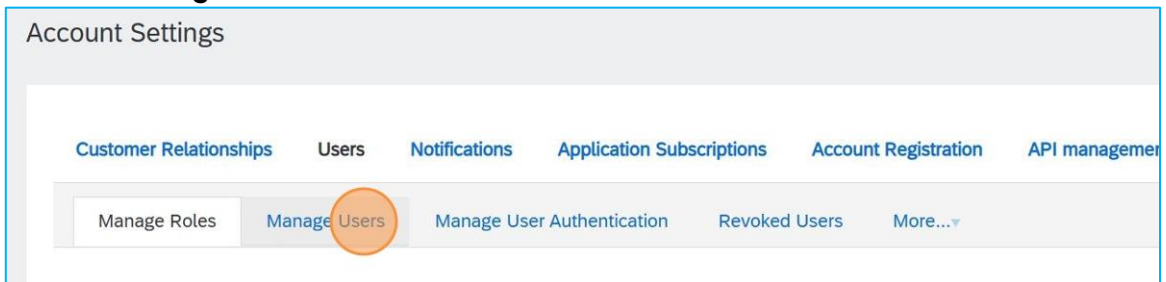
Permissions

Each role must have at least one permission.

Page 1

Permission	Description
☐ API Development Access	Access to API development using the SAP Ariba developer portal.
☒ 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
☐ Analytics Dashboard	Access the Analytics Dashboard

- Click on the **Manage Users** tab.

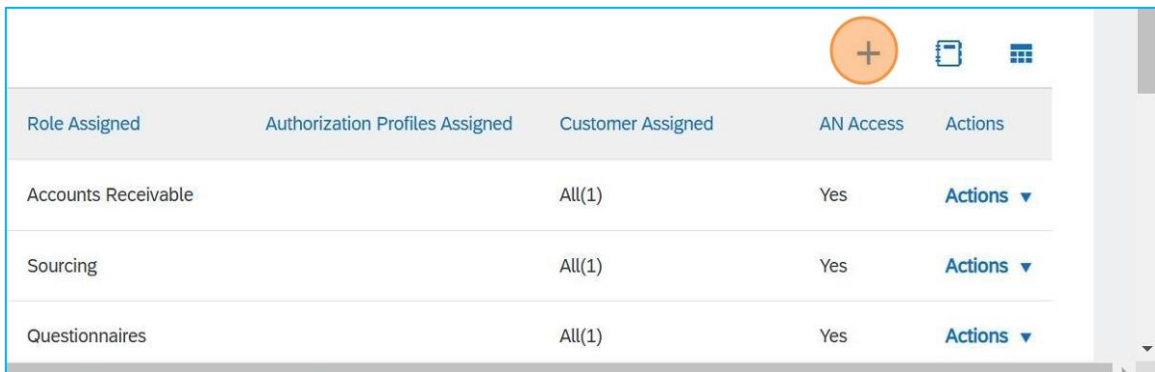


Account Settings

Customer Relationships Users Notifications Application Subscriptions Account Registration API management

Manage Roles Manage Users Manage User Authentication Revoked Users More...

- Click **Create User**.



Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access	Actions
Accounts Receivable		All(1)	Yes	Actions ▾
Sourcing		All(1)	Yes	Actions ▾
Questionnaires		All(1)	Yes	Actions ▾

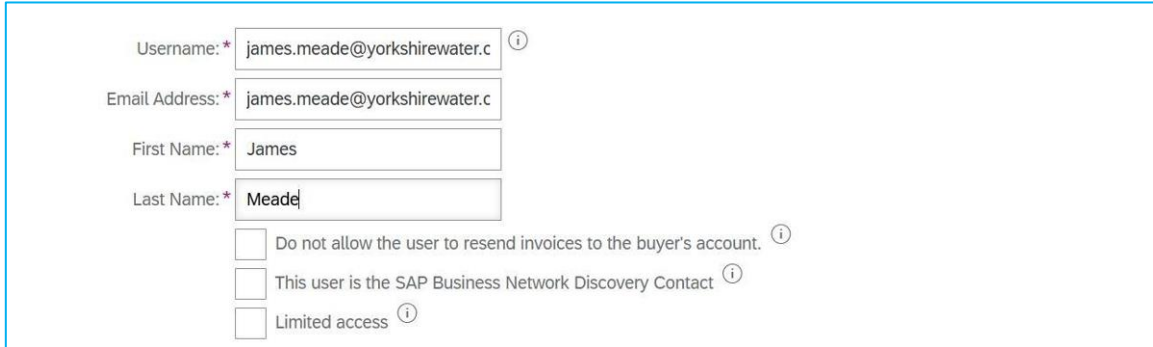
6. Input the required information in the asterisked fields.

Username: if the email address has already been used, we advise inputting a 1 at the end of the address username eg: james.meade1

Email Address

First Name

Last Name



Username: * james.meade@yorkshirewater.c ⓘ

Email Address: * james.meade@yorkshirewater.c

First Name: * James

Last Name: * Meade

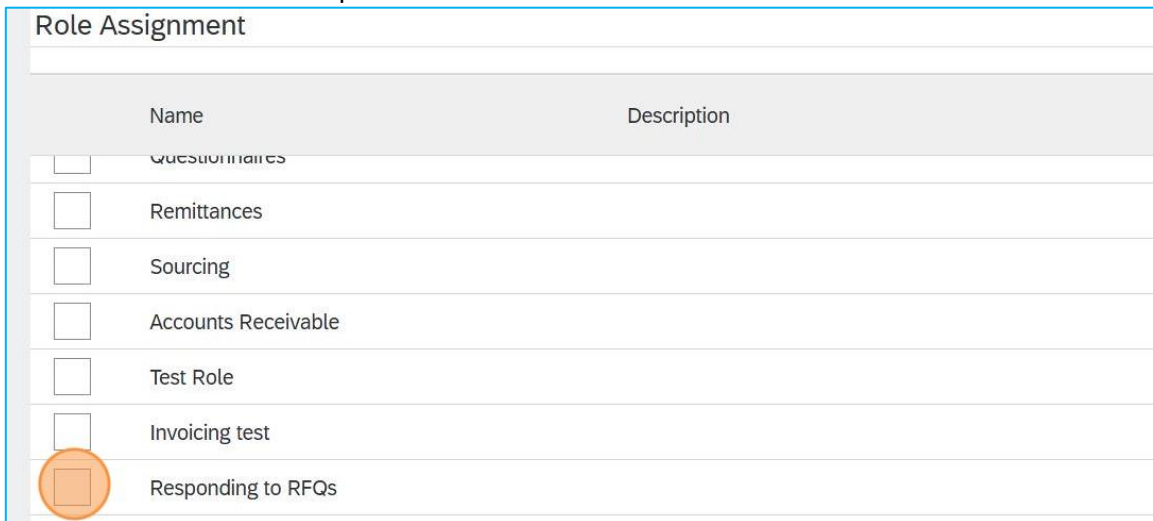
☐ Do not allow the user to resend invoices to the buyer's account. ⓘ

☐ This user is the SAP Business Network Discovery Contact ⓘ

☐ Limited access ⓘ

7. Scroll down to the **Role Assignment** section and select the **Role** the user will need (in this example, **Responding to RFQs**).

Once the user has been set up, click **Done** to create the user.



Role Assignment

	Name	Description
☐	Questionnaires	
☐	Remittances	
☐	Sourcing	
☐	Accounts Receivable	
☐	Test Role	
☐	Invoicing test	
☒	Responding to RFQs	

8. The user will receive the below two emails, one containing their username and a link to the Ariba Business Network, and a second with a temporary password they will need to use the first time they log in.

The user can access the business network by clicking **Log in** on the first email or by going to supplier.ariba.com.

Important: your sub-user username

Dear James Meade,

You have been enabled to access your company's SAP Business Network account(ANID:AN01688443348-T) with the following username:

james.meade@yorkshirewater.co.uk

Important note:

Please keep your username confidential. Original URL: <https://portal.us.bn.cloud.ariba.com/tpx/ingress/oauth2/authorization/tpp?>

Please click or tap to follow link. [Log in](#)

Your temporary password

Dear James Meade,

This message contains important information about your new user account related to your company's SAP Business Network account(AN01688443348-T).

Your temporary password:

LL~5,6pa

For security reasons, your username has been sent in a separate email, which also includes instructions to log into your new SAP Business Network account.

If you have any questions, contact your Account Administrator:

Jake B

ywdevaribasuppliers@gmail.com

End of Process