



## Real-Time Support for Procurement Webcast Collaboration Process Functionality and Configuration FAQ

**Q: Will there be special notification to Buyer to when a supplier submits a quote?**

A: There will be notification sent when the quote is submitted.

**Q: Can we submit a Collaborative request from Guided Buying?**

A: No, it is not supported.

**Q: Whether Guided Buying limitation applies to approvers as well? Can they validate the quotes and accept proposals?**

A: The approver can see the PR, but they will not be able to validate the quotes/proposals.

**Q: Are there any prepackaged reports available to check how many collab\* requests in progress and corresponding status?**

A: You can refer the following KBA for whether composing collab requisition can be pulled in reports. For now it is not supported. <https://support.ariba.com/item/view/KB0405276>.

**Q: Can we award multiple suppliers for different lines in same requisition?**

A: Yes, you can accept proposal for different line item from different supplier on one requisition.

**Q: Is there any option to get the detailed proposal from suppliers at line-item level. e.g., we would like to compare the prices based on Unit price as well as Incoterms?**

A: Yes, you will be able to compare proposals from different supplier for the line item.

**Q: Can we use this feature if client has already opted for Sourcing module to solicit the prices from suppliers?**

A: Yes, this feature can be used even when you have quick sourcing enabled. The two of them are different functionalities.

**Q: Client has a requirement of getting proposal from suppliers for direct material so can we use this functionality in Supply Chain collaboration wherein source of PR is MRP?**

A: The mentioned requirement is currently not supported.

**Q: This feature is only specific to buying?**

A: Yes, this feature is specific to Ariba buying and invoicing module.

**Q: What are the examples of these items?**

A: Any kind of item which you have in the CEME or how you usually create a non-cat or cat items. Those items you can do a collaboration for better pricing.

**Q: If a supplier is not a registered on sap business network (private supplier) how can he respond to collaborative requisition ?**

A: The supplier has to register to Business Network and he is limited to make 3 proposals..

**Q: What is the difference between tactical sourcing & collaboration request ?**

A: The major difference is if the customer has no sourcing enabled then they can use Collaborative Requisition to collaborate with suppliers.

**Q: While responding to collaborative request - can supplier also indicate payment terms and inco terms?**



A: No. This is not supported. The suppliers can respond with Price and item description fields.

**Q: What kind of quote comparison features are available for collaborative requisition?**

A: We don't have any quote comparison feature available for collaborative requisition currently.

**Q: Can an internal catalog item containing material from SAP ERP Purchase info record be used for collaborative requisitioning?**

A: We don't have any quote comparison feature available for collaborative requisition currently.

**Q: Can a collaboration request be sent to ARIBA sourcing for full sourcing functionality?**

A: No as of now we don't send to sourcing.

**Q: Can we publish the collaborative requisition on Ariba discovery?**

A: No we can't publish.

**Q: Can I initiate a compliance contract from collaboration requisition once the suppliers have submitted their quote?**

A: You can tag a requisition to a contract once the vendor is selected after the collaboration process.

**Q: Can the attachments be sent to supplier during collaboration process??**

A: Please refer to the below article: <https://support.ariba.com/item/view/KB0392776>  
<https://help.sap.com/docs/buying-invoicing/collaborating-with-suppliers/making-comments-and-attachments-visible-to-suppliers-during-collaboration-6b23e429c1da1014a085f1aad4e73144>

**Q: During collaborative request process, can I club multiple PR with same commodity code & initiate collaboration?**

A: No, Multiple PRs cannot be clubbed for collaboration, you can start collaboration on multiple lines on one PR.

**Q: If a supplier does not respond, can you continue with the PR and the other suppliers?**

A: Yes, we can continue with the PR and other supplier.

**Q: Is there any way to determine some conditions to the bid similar to sourcing? for example, set a duration for the bid, some rules, or something in that direction?**

A: We don't have that feature as of now.

**Q: Is it possible to award 50% of a line item to one supplier and the other 50% to another**

A: This is not possible. One line item can be awarded only to one Supplier.

**Q: Is it possible to work with some customization of the fields available in the proposal that the supplier has to respond? E.g., hide some of those fields, place some validation, etc.?**

A: Yes! Customizations can be performed for the proposal.

**Q: What's the difference between RFQ and collaboration?**

A: RFQ and collaboration concept is same, just that collaboration starts with requisition and RFQ with template

**Q: How prevalent is this function being used with Ariba customers? If the approval flow set up is created correctly, what type of issues might users experience?**

A: When the feature is configured and used as per the documented functionality and design there shouldn't be any issues. If you have any specific business scenarios that are facing an issue, please provide more details. If you need assistance from SAP to configure this functionality based on your business requirements, please consider engaging SAP Services or Best Practices Center.

**Q: Is collaboration available on Guided Buying?**

A: No, this functionality is not available in Guided Buying.

**Q: But even a customer that does not have Sourcing can still do some version of Tactical Sourcing via Guided Buying, correct?**

A: Please find documentation regarding Tactical Sourcing: <https://help.sap.com/docs/buying-invoicing/guided-buying-administration/support-for-tactical-sourcing>.

**Q: How does this collaborative requisitioning feature work via Guided Buying?**

A: It is not available for Guided Buying yet. The main advantage is that the customer who has not enabled sourcing in their realm will be able to use collaboration requisition to collaborate with supplier and to finalize the proposal.

**Q: Collaboration process can be managed through Guided Buying solution?**

A: No, it is not available in GB (Guided Buying) but you can use this functionality in P2P

**Q: It is possible to manage a requisition with asset master data?**

A: You sure can create a collaborative requisition with Asset requisition.

**Q: It works also with guided buying?**

A: No it does not work with GB, it is only available in Ariba buying as of now.

**Q: Will the suppliers get the notification via email for each step of collaboration?**

A: Yes they will receive notifications for each step of collaboration.

**Q: Is this collaboration possible with non-catalog (Ad-hoc) items as well?**

A: Yes it is possible..

**Q: Is it possible to send collaboration with more than one supplier in the same requisition?**

A: Yes , it is possible to collaborate with multiple vendors in the same Requisition.

**Q: Do suppliers get informed that a collaboration is set with other suppliers as well?**

A: No , They will be able to see request in Opportunities section in Business Network.

**Q: This works for team purchases as well?**

A: No , They will be able to see request in Opportunities section in Business Network.

**Q: Free for guided buying user?**

A: This functionality is not available in GB.

**Q: How can we enable this feature?**

A: It is enabled in P2P. You can just add user to Dynamic Collaboration team so they can get started with creating collaboration requisition.

**Q: Ariba P2P user can use this feature?**

A: Yes, Ariba P2P user can use this feature.

**Q: Is this free of charge to P2P users?**

A: Yes, this is free of charge for P2P.

**Q: Can we invite supplier brand new and not setup in Ariba yet?**

A: The Supplier needs to be available in Ariba to start the collaboration.

**Q: Can we group all line items into one document to collaborate with supplier?**

A: Yes you can, if the all the line item are awarded with the supplier.

**Q: Can I request to submit the PR, then another team such as Ops agent can collaborate this PR with all suppliers? Does the supplier have to be preferred or qualified?**

A: This is possible. A purchasing user can submit the PR and a Purchasing agent can initiate Collaboration. The

suppliers need not be preferred or qualified.

**Q: Do you have chat function between purchase user and supplier?**

A: Yes, there is an option to send messages which both the supplier and the buyer can use.

**Q: What if none of the invited suppliers respond to collaboration PR?**

A: The users have the option to cancel the Proposal and end the collaboration.

**Q: In this case, what happens to the PR?**

A: Once you end the collaboration with no proposals, the lines items get deleted and you can re-add them again and submit

**Q: Is it possible to accept proposals from multiple suppliers, and what are the next steps in the process when multiple supplier proposals have been accepted?**

A: Multiple suppliers can accept the proposal, buyer will have an option to accept any from the accepted proposals and reject the other ones.

**Q: Collaboration Requestion does work for Catalog and Non- Catalog PR?**

A: Yes, it does work for both

**Q: Can we setup any deadline or time frame for collaboration for supplier response as similar to RFP event?**

A: There is no deadline for the supplier to respond.