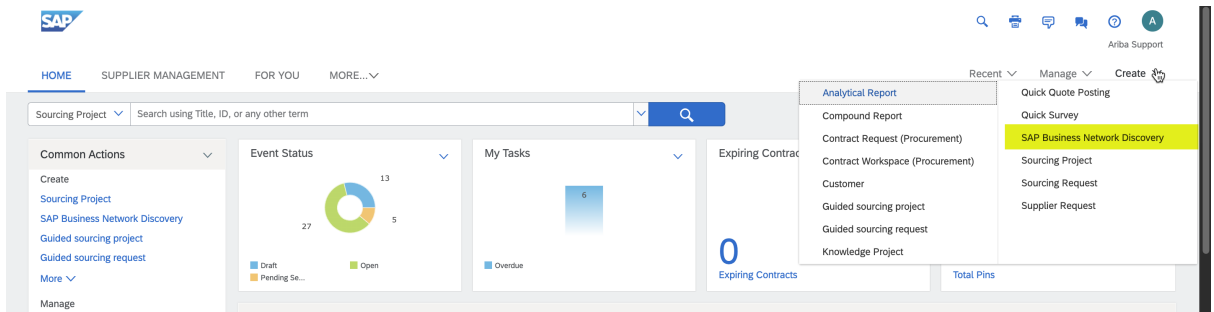
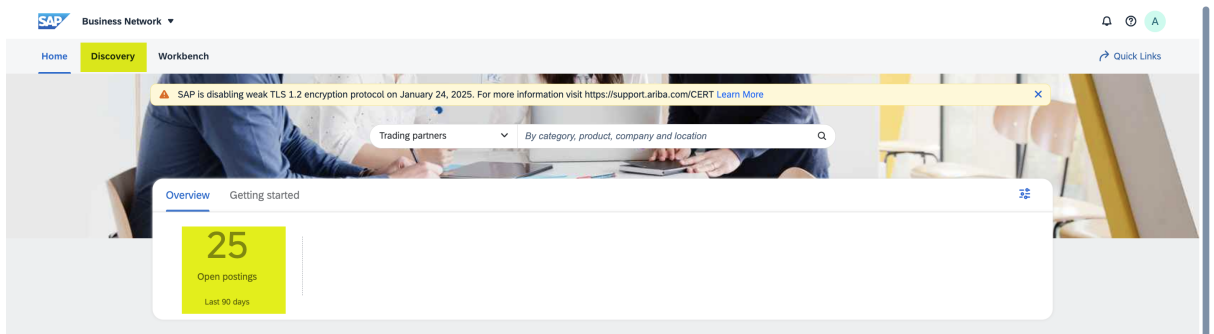


Q&A Process

1. Click on create menu on the homepage and select SAP Business Network Discovery:



2. You will land on SAP Business Network Discovery and select open postings or the Discovery menu:



3. Click on any posting, under closed postings or open postings:

Postings

- 39 All postings (Last 90 days)
- 0 Draft postings (Last 90 days)
- 25 Open postings** (Last 90 days)
- 13 Closed postings** (Last 90 days)
- 0 Awarded postings (Last 90 days)
- 0 Shortlisted postings (Last 90 days)
- 1 Terminated postings (Last 90 days)

Open postings (25)

▼ Edit filter | Open postings | Last 90 days

Title: Type input | Type: All | Posting ID: Type selection | Product ID (Catalog Posting): Type selection | Status: Open postings

○ Partial match ○ Exact match | ● Partial match ○ Exact match

Show more | Apply | Reset

Posting ID	Type	Source	Open Date ↓	Supplier Research Posting	Response Deadline	Title	Response Count	Unread	Actions
22766947	RFI	Sourcing	Mar 7, 2025	No	Mar 31, 2025	Test_Demo_1.42	0	0	...
22770832	RFI	Discovery	Mar 6, 2025	Yes	Mar 11, 2025	test-do not respond	1	0	...

4. You will land on the posting details:

Posting Details | Close For Responses | Edit

Status: **Open** | Invited Suppliers: 1 | Not Interested: 0 | Number of Views: 1 | Total Responses: 1 | Unread Responses: 0

Posting Detail | Q&A

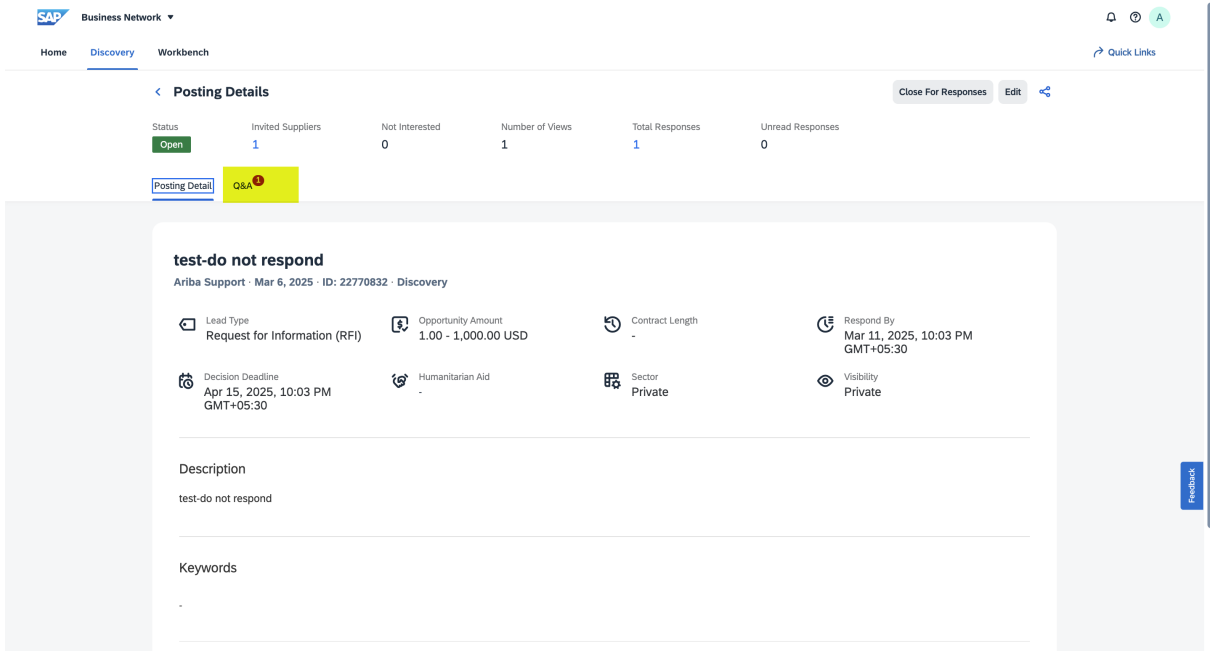
test-do not respond
Ariba Support · Mar 6, 2025 · ID: 22770832 · Discovery

- Lead Type: Request for Information (RFI)
- Opportunity Amount: 1.00 - 1,000.00 USD
- Contract Length: -
- Respond By: Mar 11, 2025, 10:03 PM GMT+05:30
- Decision Deadline: Apr 15, 2025, 10:03 PM GMT+05:30
- Humanitarian Aid: -
- Sector: Private
- Visibility: Private

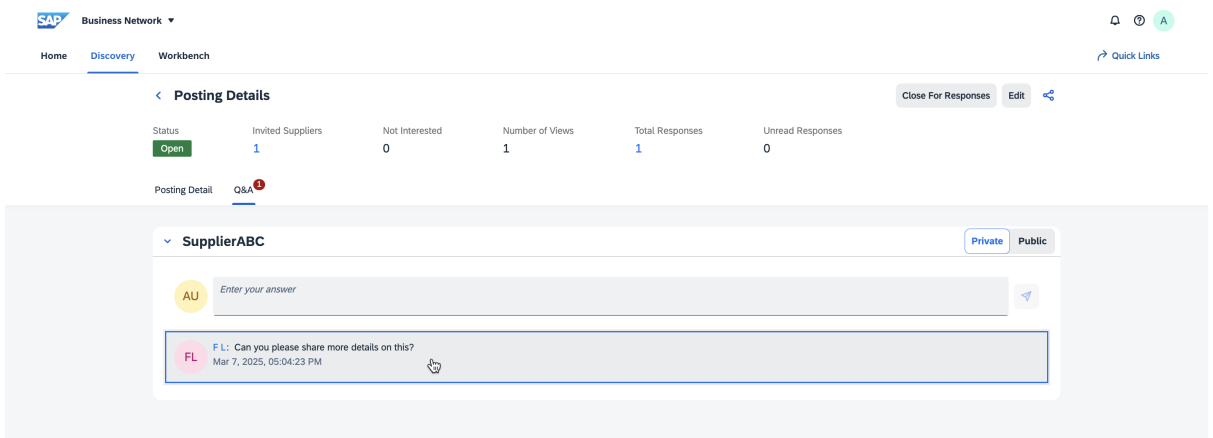
Description: test-do not respond

Keywords: -

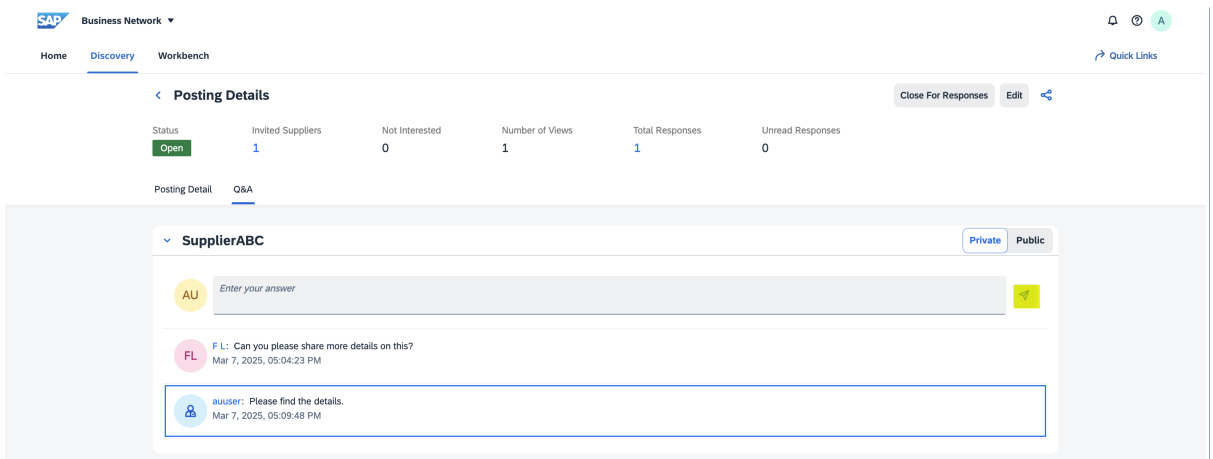
5. Switch to Q&A, and you will observe the questions asked by the suppliers:



6. You will land on the Q&A screen, select the question from the supplier:

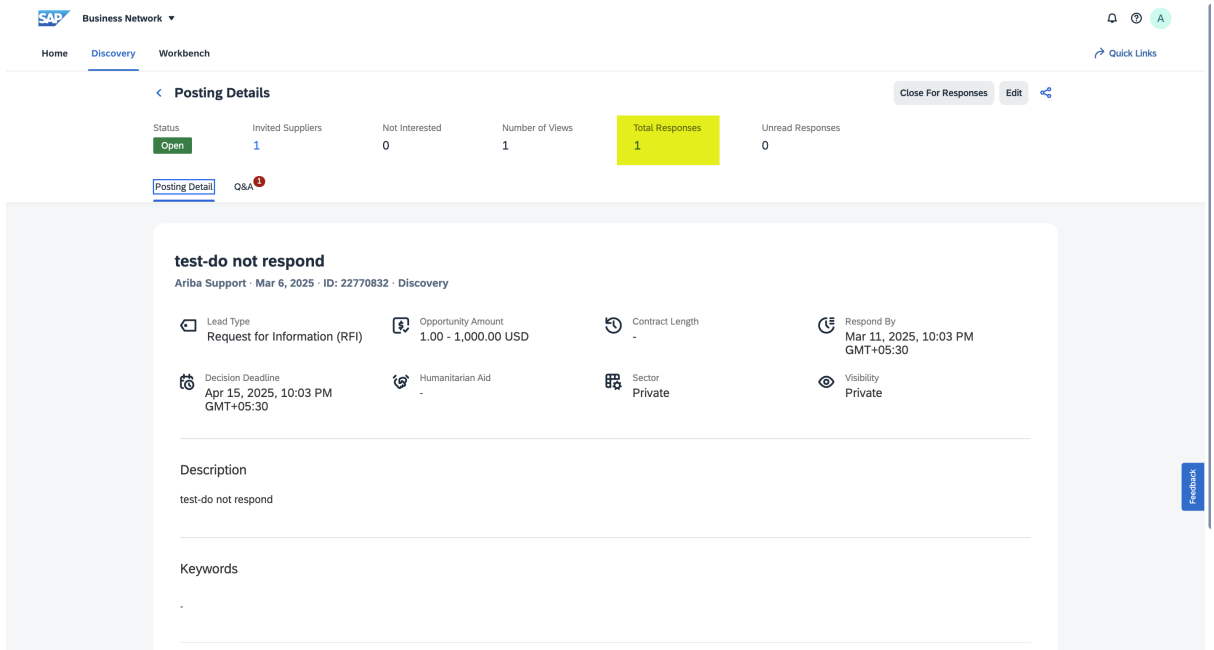


7. Type the answer in the text box and click on the send icon:

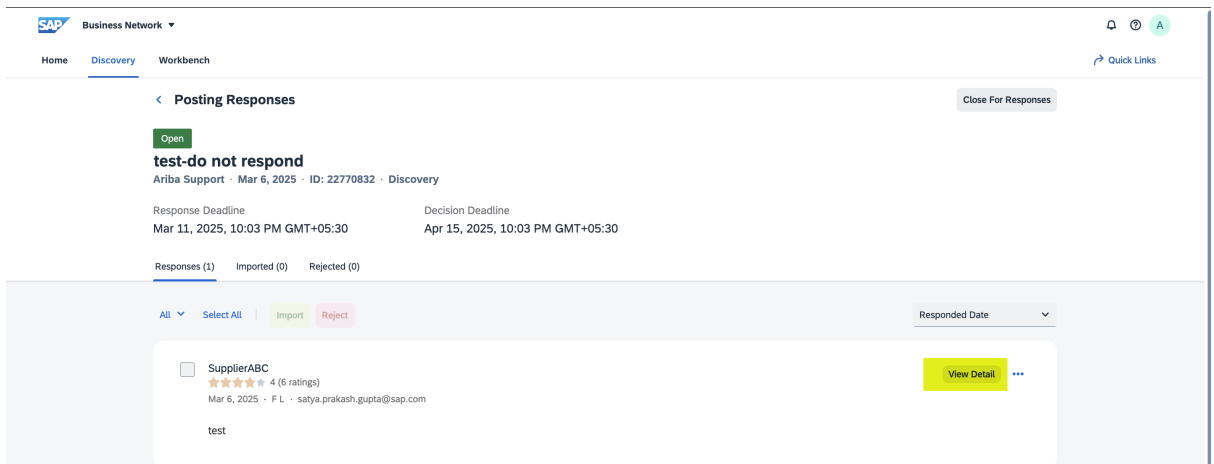


Asking Question on responses

1. Click on total response or unread responses:



2. You will land on response listing page and click on view details:



3. You will land on the response page and ask question on the response:

< Response Detail

Posting ID 22770832	Company SupplierABC	Name F L	Email satya.prakash.gupta@sap.com	Phone Number -
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Response Detail **Message**

SupplierABC

AU *Enter your message, links* 📎 📧

auser: Could you please share more details?
Mar 7, 2025, 05:21:55 PM