

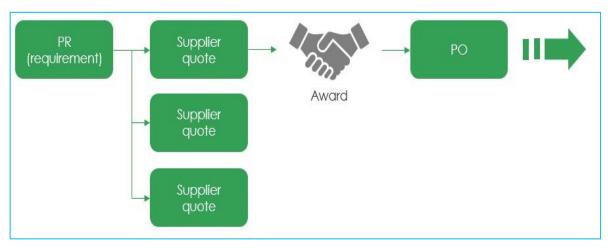
# Ariba Collaboration for Suppliers Work Instruction

### 1 What is Collaboration and how does it work?

Collaboration is a tool used by Ventia to source quotes from our suppliers through the Ariba platform. To submit your quotes, your Ventia contact will add you to the Collaboration Request for Quote (RFQ). You will receive an email notification containing links to the RFQ, from there you can provide a response and submit your quote.

Collaboration also allows you to send messages and attachments to your Ventia contact and submit revised quotes if required. Once the quote has been reviewed and 'accepted', and following the appropriate internal approvals, a Purchase Order (PO) will be issued to you.

**Note:** An approved PO must be issued to you before supplying goods or services, acceptance of your Collaboration RFQ response is not a commitment to spend from Ventia.



#### **1.1 Process Overview**

### 2 Getting Started

### 2.1 Registration on Ariba

If you haven't Registered on Ariba, you will receive an email notification indicating **Request for Quotation from Ventia Pty Limited** and asking to Register.

Note: There are two types of accounts – Standard and Enterprise.

**Standard Account is free of charge** and is all you need to transact with Ventia. The **Enterprise Account** provides some additional functionality but **will incur fees** – please note this is not required to collaborate with Ventia and we'd recommend careful consideration and a review of the terms and conditions before selecting this option.



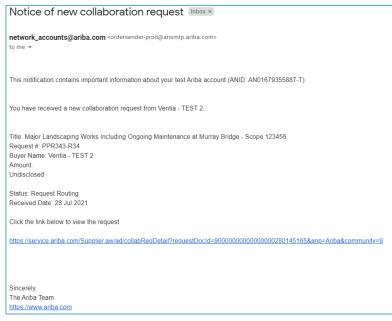
#### To Register from your email.

1. Click on the **Continue** link to activate and Register your Ariba Account.

Request for Quotation Summary					
Date:	7 Jul 2020	From:	Ventia Pty Ltd		
Collaboration ID:	PR373669-R59	Email:	Justin.Hopkins@broadspectrum.com		
Collaboration Title:	PROJ-00486 EST05946 Shoal Bay Miscellaneous Works	то:	FRM REFRIGERATION & AIRCONDITIONING		
Amount:	Undisclosed	Email:	mattd@frmrefrigeration.com.au		
hem a proposal for the request. T	o view your request for quotations, please take a moment to activate your account no supplier.ariba.com.	w. This step is also required if you alread	e Ariba Network to send request for quotation to you. If you meet their requirements, you can sen dy have an account on Ariba Network.		
hem a proposal for the request. T or more information, visit http:// To activate your account	o view your request for quotations, please take a moment to activate your account no supplier.ariba.com.				

**Note:** If you have not used Ariba before, we strongly encourage you to attend a training session. Please reach out to your Ventia contact to schedule a training session.

If you have already Registered, you will receive an email notification Notice of new collaboration request, which advises you that there is a new collaboration Request to action. The link provided in the email will take you to the Ariba log screen, where you can log into your existing Ariba Account to access the Collaboration Request from your Ariba Dashboard.



### 2.2 Set up your email to receive collaboration RFQ notifications

You can change the email address to receive your Collaboration RFQ.

**Note:** This is recommended if you have a central accounts receivable email address for POs and you want to redirect to another email address.



- 1. From the Ariba dashboard.
- 2. The Account Settings screen displays.
- 3. Log in to the Ariba Account.
- 4. Click on the **Notifications** tab.
- 5. Click on the Company Settings.
- 6. Select Network tab, change the email address for Collaboration Request.
- 7. Click Save button.

e from standard account	Company Soltings  Honry Awasome  Awasome Supplier	Ariba Network	🔛 Company Settings 🖤 Henry Aw
External Document - CSV Docu	ANID: AN01392808011-T	Account Settings	Sam
	Company Profile	Probuint Obtaings	
	Account Settings	Customer Relationships Ar Users Natifications Application Subscriptions	t
All Customers - Last 14 days - N	Customer Relationships	General Network Discovery Sourcing & Contracts Messaging	
	Users	Enter up to three comma-separated small addresses per field. Ensure that you have any regained user concerts before adding small addresses for The Prefered Language configured to the account administrator controls the language used in these editions.	sending netWeations.
C	h Notifications	The Pretened Language configured by the account administrator controls the language used in these notifications	
ore	Application Subscriptions	Electronic Order Routing	
	View All	Type Send notifications when	To email addresses (one required)
Amount Invoiced	t Network Settings	Order V Send a notification when orders are undeliverable.	, marcelo.rodriguesdasilvag@coadspectrum
		Send a notification when purchase order inquines are received.	
	p Electronic Order Routing	Purchase Order Inguny Send a notification when purchase order inguines are undeliverab	<ul> <li>marcelo rodriguesdasi/va@broadspectrum bla.</li> </ul>
	Electronic Invoice Routing		
	Entertaine all and a contract	Time Cheat Send a notification when time sheets are undeliverable.	<ul> <li>marcelo rodriguesdesilvei@troadspectrum</li> </ul>
	Accelerated Payments	Time Sheet Send a notification when time sheets are undeliverable.	, marcelo rodriguesdasilva@broadspectrum
	A CONTRACT OF A CONTRACT OF CONTRACT OF	Time Stoet Stort Stort anothication when time shoets are undeternable. Pending Queue Stort a notification when items delivered through pending quoue.	
	Accelerated Payments	Time Street Pending Davae Pending Davae Sinci a notification when fems delivered through pending quoue General and the other contemptions are until the other contemp	are not acknowledged , marcelo rotriguesdasikva@broadspectrum
	Accelerated Payments Remittances	Time Shoet Pending Queue Pending Queue Send a notification when items delivered through pending queue	

### 2.3 How to Create and Manage Roles

- 1. Your Ariba Administrator can assign roles to others within your organisation.
- 2. If you don't know who the Administrator is, click on the Account Settings and select Contact Administrator:

								Jul C
Orders, Invoice	s and Payments				All Customers *	Last 14 days 🔻	Now we're mobile.	Connect Legal Test
0 New Purchase Orders	0 Orders to Invoice	0 Orders that Need Attention	0 Invoices Rejected	6 Collaboration Requests	More		Check it out.	My Account My Community Profile
Order Number	Custome	r Status	Amount	Date 1	Amount Invoiced	Action	Coogle play	C Link User IDs
								Logout

Contact Your Account Administrator		
The account administrator role is assigned to the individual at your organization wh primary point of contact if you need help resetting your password, changing your po	to is responsible for setting configuration options, managing customer relationships, subscribing to services, and maintaining the account over time. The account administrate emissions, or if you have any other questions or problems.	r also serves as your
Account Administrator Information		
	Connect Legal Test marcellorodrisilva@gmail.com	
		Done



#### 2.3.1 Create an Additional Role

1. Click on Company Settings and select Users

CONNECT LEGAL-TEST	NETWORK SETTINGS	Dreate V
NID: AN01438170315-T	Electronic Order Routing	.al C
Company Profile	Electronic Invoice Routing	French Portman.
ACCOUNT SETTINGS	Accelerated Payments	
Customer Relationships	Remittances	As
Users	Network Notifications	
Notifications	Audit Logs	and the
Application Subscriptions	View All	
Account Registration		92%
View All		

2. Click on the Create Role button.

ccount Settings	Save Close
Customer Relationships Users Notifications Application Subscriptions Account Registration	
Manage Users	
Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.	
Username † Email Address First Name Last Name Ariba Discovery Contact Role Assigned Author	vrization Profiles Assigned Customer Assigned
No items	
Create User Export Contact Details	
Manage Assignments for Users with Limited Access	
Enable assignment of orders to users with limited access to Ariba Network. $^{}$	
Manage User Roles	
Create and manage roles for your account. You can view or edit the details of a role. The Administrator role can be viewed, but cannot be modified.	
Role	
Name Actions	
Administrator Details	
L, Create Role	

3. Type the Name of the role e.g. in this instance it will be **Collaboration**.

ew Role Information		
Name:*	Collaboration	
Description:		
		2

- 4. Scroll down to the Permissions section
- 5. Tick to select:
  - Collaboration Request Access
  - Collaboration Request Administration
- 6. Click on the **Save** button.



			st one permission. rk, standard account to ar	account to enable all permissions.	
age 1	1	$\sim$	>>		
		Permissio	n	Description	
		Archive A	ccess	View and search archived items	
	0	Customer	Administration	Manage customer relationships	
		Catalog N	lanagement	Set up and manage catalog-related activities	
	. 9	Catalog A	ccount Executive	Access to manage price file upload and customer specific catalog upload	
	0	Catalog C	Content Manager	Access to manage master content upload, price file upload and customer specific catalog upload	
~	13)	Collabora	tion Request Access	View collaboration requests	
~	0	Collabora	tion Request Adminis	View and administer collaboration requests	
		Payment	Profile	Configure your payment profile	
		cXML Cor	nfiguration	Configure account for cXML transactions	

- 7. Scroll to the Role section. The additional role **Collaboration** has been created
- 8. Click on the **Save** button.

Role		la l
Name	Actions	- U
Administrator	Details	
Collaboration	Details Edit Delete	
Le Create Role		
		Save

### 2.4 Assign the New Collaboration Role

Now that the Collaboration Role has been created it can be assigned to different users.

A new User can be created and be assigned the new role or if the User already exists, their User details can be edited to assign the role.

#### 2.4.1 Create New User

If a User doesn't exist in your Ariba Account, you can give them access by creating a New User

- 1. Click on Company Settings
- 2. Select Users

CONNECT LEGAL-TEST	NETWORK SETTINGS	Create V
ANID: AN01438170315-T	Electronic Order Routing	.ul C
Company Profile	Electronic Invoice Routing	HERE'S DATE
ACCOUNT SETTINGS	Accelerated Payments	and the second s
Customer Relationships	Remittances	A.4
Users	Network Notifications	
Notifications	Audit Logs	alle mit
Application Subscriptions	View All	
Account Registration		50%

3. Click on the **Create User** button



age users for your Ariba account	. If you enter an email alias, specify the	alias owner's name and phone nu	mber.			
Username 1	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned
				No item	5	
Create User Exp	oort Contact Details					
	for Users with Limited Ac					

- 4. Enter User details in the New User Information section
- 5. Tick the **Roll Assignment** Collaboration.
- 6. Click Done.

Create User		Done Cancel
Create a new user account and assign a role and if needed as entered here will not be modifiable after you click Done. How	sign them to a business unit. Ariba will email a temporary password to the address provided ver, you can modify role assignments at any time.	for the new user account. The account information
New User Information		
Username:*	Susie.turnbull@gmail.com	
Email Address:*	Susie.turnbull@gmail.com	
First Name:*	Susan	
Last Name:*	Turnbull	
Office Phone:	Do not allow the user to resend invoices to the buyer's account.	
Role Assignment	AUS 61 V 08 84094225	
Name	Description	
Collaboration		
Customer Assignment		
Assign to Customer:	All Customers     Select Customers	

- 7. The Account Settings screen is displayed.
- The New user displays in the Manage User section.
- The **Collaboration** role has been assigned.
- Click on the **Save** button.

			D3							
Customer Relationships	Users	Notifications	Application Sub	scriptions	Account Registrat	tion				
Aanage Users										
mage users for your Ariba accour	nt. If you enter a	n email alias, specify th	he alias owner's nam	e and phone num	ber.					
anage users for your Ariba accour	nt. If you enter a	n email alias, specify th	he alias owner's nam	e and phone num	iber.					
anage users for your Ariba accour	nt. If you enter a	n email alias, specify th	he alias owner's nam	e and phone num	aber.					
anage users for your Ariba accour Username †	nt. If you enter a	n email alias, specify th Email Address		e and phone num First Name	iber. Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	
						Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	

#### 2.4.2 Edit an existing User

Where the User already exists, roles and other details can be edited:

1. Click on the **Edit** button and User's details display.



ge user	s for your Ariba account. If you enter a	an email alias, specify the alias owner's r	ame and phone num	iber.					
	/								
	Username †	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	
	Susie.tur/ha@gmail.com	Susie.turnbull@gmail.com	Susan	Turnbull	No	Collaboration		All	

#### 2. Tick the role to assigned e.g. Collaboration.

#### 3. Click Save.

Edit User	Save
View user information, involve note assignments, assign business units or a answer. As a part practice, instruct users to click Proget Password on the password approximation and answer. Selected User Information	eset user passwords. Adda recommynds only using the reset password functionality on this page when users have forgotten their password and their security question and Arba tog in page if they forget their password. When you click Reset Password, Arba resets the password and sends an email to the user with instructions to specify a new
Username: Email Address: First Name: Last Name:	
Role Assignment	Reset Password Description
Collaboration	
Customer Assignment	
Assign to Customer:	All Customers     Select Customers

## **3** Responding to a Collaboration RFQ

### 3.1 How to access the Collaboration RFQ

There are two options to access the Collaboration RFQ.

Use the link in the email to log in to your Ariba Account to view the Collaboration RFQ or access the Collaboration Request directly via the your Ariba Dashboard

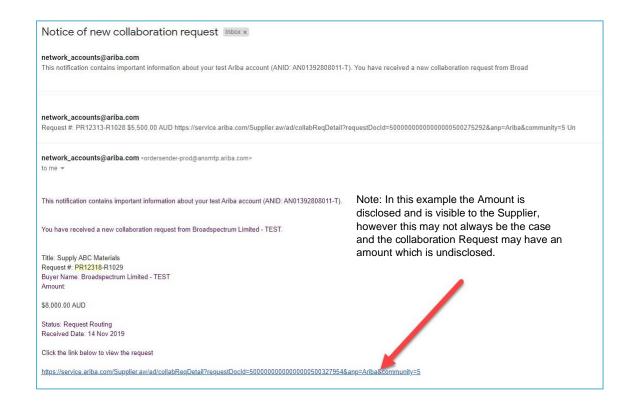
#### 3.1.1 Accessing via the Email Notification

#### 1. Click on your email to open.

= M Gmail	Q Search mail	•	© #
- Compose	<b>B- 0 0 1</b> 0	0 13 10 1	1-50 of 707 < > 🚍 - 🌣
Inbox 465	Primary	🚉 Social 🕒 Promotions	
★ Starred	🗹 🏫 network_accounts@ar. 5	Notice of new collaboration request - This notification contains imp	portant information about your test Ariba account (ANID: AN 12:24 PM

2. Click the link to go to your Ariba Login.





**Note:** There may be an amount provided in the Collaboration RFQ, or it may be undisclosed.

#### 3.1.2 Accessing via your Ariba Dashboard

Alternatively, you can access the Collaboration Request by logging into your Ariba account directly:

1. Click Ariba link to directly open the Ariba log in screen http://you.ariba.com

#### 3.1.3 Log in to your Ariba Account.

1. Log in by entering your Username and Password.



- 2. Click on the Collaboration Requests tab.
- 3. Click on the Request or Action (Respond) to view and respond.



OME INBO	COUTBOX C	CATALOGS REP	ORTS MESSAGE	S			Extern	al Documer
Orders, Invoice	es and Payments					All Cus	tomers - Li	ast 14 days
50 New Purchase Orders	58 Orders to Confirm	58 Orders to Ship	8 Orders that Need Attention	17 Collaboration Requests	More			
Request #	Title	Customer	Received Date 1	Purchase Order	Amount	Status	Assigned To	Action
PR11697- R694	Install XYZ Air Conditioner	Broadspectrum Limited - TEST	18 Oct 2019 11:47:54 AM		\$1.00 AUD	Request Received - Supplier Response Required		Respond
PR11712- R690	Anita Overview	Broadspectrum Limited - TEST	18 Oct 2019 11:44:39 AM	Goods Collabora	\$13,000.00 AUD	Awaiting Response from Buyer Request		Respon
PR12318- R1029	Supply ABC Materials	Broadspectrum Limited - TEST	18 Oct 2019 11:42:03 AM	Request	Undisclosed	Received - Supplier Response Required		Respon

The Collaboration Request displays.

#### 3.2 Submitting your response

A collaboration Request can be for Goods for Services.

The layout can vary, but in most cases, you will see one or more lines with a description of the goods or services, which you will need submit your price against.

In the other type of layout, you will see a header line with lines underneath – in this instance you will need to enter a price against each line under the header line.

To do this, follow these steps:

1. Select one of the Respond actions or View Options

Respond
Send Message
Respond With Proposal
Decline Request
Revise Proposal
View
Messages
Print

Alternatively, **Request Received – Response Required** can be selected to respond directly to the Request

TIP: The Request Received – Response Required, indicates the status of the Request e.g.

Request Received and a Response is Required

#### 3.2.1 Respond with Proposal

Click to directly respond with your proposal



Ariba Network					
Ariba Discovery Ariba Sourcing Ariba Contract Management Ariba Network					
Help					
<ul> <li>Go back to Collaboration Requests</li> </ul>					
Collaboration Status - Supply ABC Materials					
View the status of this collaboration request. View all related documents and send and view	r messages.				
Collaboration Request		Last Message (0 messages unre-	ad)		Send Message
Reference D PR12318-R1029		To send a message to the request	er, click the Send Message link, and en	fer your message. Messages are shared only between ;	your organization and the buying organization
Collaboration Title Supply ABC Materials					
Request Date: Thu: 14 Nov. 2019					
Requester Marcelo Rodrigues da Silva					
Composing Proposals					
Name 1		Title	/	In Response To/Revising	
Proposal PR12318-P739 -		Supply ABC Materials		PR12318-R1029	
Current Documents					Hide Details
Name 1	Date Submitted	Status	Qty UOM	Price Total	Actions
Collaboration Request PR12318-R1029	Thu, 14 Nov, 2019	Request Received -	Response Required	\$8,000 00 AUD	Respond
1. Supply ABC Materials			200 each	\$40.00 AUD \$8,00	© 00 AUD Respond
▼ Line Item Details					Send Message
Collaborate Yes					Respond With Proposal
L					Decline Request
All Messages					Revise Proposal essage
		No iten	0.9		View
SAP Ariba Privacy StatementSecurity DisclosureTerms of UseD 1995-2019 Ariba. Inc. All right	its reserved.				Messages
					Print

#### 3.2.2 New Message

Send a message requesting more information or clarification from the Buyer.

#### 3.2.3 Detail

From the Detail you can view the line item in more detail

• View the Line Item in more detail.

Collaboration Request PR12318-R1029 - Supply ABC Materials	Status: Submitte
These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of	the request. Review your request and take the desired action(s).
	Respond With Proposal Actions +
Summay	Click on Actions button for more selections
My Labels: Apply Tabel ③	(as above) details
	Click on <b>Detail</b> button to view more details
Line Nem	
r Line Items Une Item No. ft. Type: Description 1 1 1 55 Supply ADC Maturities Description of the Collaboration Request	Show Details
Line Rem No, t Type Description	Show Details

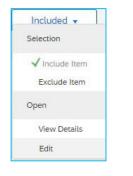
#### 3.2.4 Add a Comment or Attachments

- 1. Click on the Add Comment button to make comments relating to the Proposal
- 2. Click on the Add Attachment to Attach documents relating to the Proposal



PR0215-FA00. New Monitors for Procurement Team Imm: 1 Total: \$6,000.00 AUD					
Review or edit the details of this	ne kem				
Line Item Details					
No	1				
Full Description	Monitor				
Supplier Part Number:					
Supplier Austituty Part ID Oly					
UOM:					
Amount Rem Category	\$6,000.00 AUD				
11/77	\$602.00 AUD Negotiable				
Shipping - by Line Item					
Plant.	7020_147861 (BRDADSPECTRUM AUST PL)				
Deliver To:	Broadspectrum				
	Fit, 12 Jul, 2019 🕢				
Purchase Group:	C11 (Procurement)				
Comments - by Line Ite	n				
Add Comment					
Attachments - by Line I	am				
Add Attachment					
Sentematines 1					
	-				
		0			

- 3. Click on **OK** to return to the Proposal.
- 4. Once you are ready to respond, click on **Respond With Proposal**. The Create Proposal screen displays
- 5. Select from **Selection**, to **Include** or **Exclude** an item from Proposal.
- 6. **Open** to **View** or **Edit** the Proposal.



7. Click on Included then Edit to enter details of your Proposal.

Create Proposal	PR15021-P989: Supply ABC	Materials	Items: 1   Total: \$8,000.00 Al	DL		Next	Exit
1 Review and Select		d on: Col	llaboration Request PR15021-R1396 -			le it from the proposal. Excluded items n	nay be included in More
2 Complete And Submit	Selection	No. 1	Description	Qty	Unit	Price	Amount
Proposal [1 Description † Qty Amount	Included + Selection	1	Supply ABC Materials	200	each	\$40.00 AUD	\$8,000.00 AUD
Supply ARC Materials 200 \$8,000.00 AUD	✓ Include Item						
	Open						_
	View Details					Next	Exit
1996–2019 Ariba, Inc. All rights reserved. P Ariba Privacy StatementSecurity DisclosureTerms of Use	Edit						



- 8. Adjust the Full Description if required.
- 9. Input the Supplier Part Number and or Auxiliary Part ID, if required.
- 10. Enter Quantity, Unit of Measure and Price.
- 11. Add any **Comments** or **Attachments** relating to the Proposal (refer to Add comments and Attachments in next section.

Create Proposal	(J)		PR12318-P743: Supply ABC Mater	tials Item: 1 Total \$7,000.00 AUD
(1) Review and Selec			This is a summary of the item you Line Item Details	s selected. Change any editable field, and save your changes.
2 Complete And Sut			No. Full Description	1 Siegoly ADC Materialis
Proposal		[1]		
Description 1	Qty	Amount	Supplier Part Number:	
Bupply ABC Materials	200	\$7,000.00 AUD	Supplier Auxiliary Part ID	
			Qty:	200
			UOM:	each
				Additional Pricing Details 💿
			Amount:	\$7,000.00 AUD
			Item Category: *	Material
			Price:	\$35.00 AUD-
			Comments - by Line Iter	n
			Add Comment	
			Attachments - by Line Ite	am
			Autorinienta - by cine in	STIL State
			Add Attachment	
				OK Cancel

#### 3.2.5 Add Comments and Attachments to the Proposal

The option Add Comment allows you to add comments relating to the Proposal e.g. delivery date

- 1. Click on the Add Comment button Add Comment
- 2. Enter relevant comments to the Buyer.

d Comment		<i>₽</i>
Comments:	Delivery date 30/11/19	

### 3.2.6 Add an Attachment to the Proposal

The option Add Attachment allows you to add attachments relating to the Proposal e.g.

scope of works, written quotation.

1. Click on the **Add Attachment** button

Add Attachment

2. Click on Choose File.



File: Choose File No file chosen	File: Choose File No file chosen	dd Attachment	€ Com + ■ : Test: - Dates	a   0   Section
File: Choose File No file chosen	File: Choose File No file chosen		Ogenia # New Index	= • 0
File: Choose File No file chosen	File: Choose File No file chosen			
File: Choose File No file chosen	File: Choose File No file chosen		the second s	
Add Attachment	Add Attachment	File: Chasse File No file shares	3 20 Open	and the second sec
Add Attachment	Add Attachment	Choose the No me chosen	Postap     Postap     Postap     Postap	(9) 18/11/32/8 148/PM
Add Attachment	Add Attachment		1 Descent	a contractor
Add Attachment	Add Attachment		- 2 Mart	
Add Attachment	Add Attachment			
Add Attachment	Add Attachment			
Add Attachment	Add Attachment			
Add Attachment	Add Attachment			
Add Attachment	Add Attachment		Pileramen	Althey
File: Choose File TEST_ATTACHMENT.docx	File: Choose File TEST_ATTACHMENT.docx		how .	
			_	

- 3. Browse files for the attachment.
- 4. Browse the document and click on it to select.
- 5. Click Open. The document is attached. The Create Proposal screen now displays the comments and the attachment

**Note:** The attachment can be deleted if required.

6. Click **OK**.

	ine Item			
Comments				=
	See Comment¶			
Henry Awesome	Delivery date 30/11/19 [Thursday, November 21, 2019	at 8:00 PM] Edit Delete		
Add Commen	t.			
Attachments - by	Line Item			
Attachments				=
Attachments File Name 1	See-Attachment¶	Size	Creator	Delete Attachment¶
Attachments File Name 1 TEST_ATTACHMENT.		Size 167,4 KB	Creator Henry Awesome	
File Name 1				Delete-Attachment¶
File Name 1 TEST_ATTACHMENT				Delete-Attachment¶
File Name 1 TEST_ATTACHMENT				Delete-Attachment¶

#### 7. Once the Proposal is completed and ready to submit the Buyer, click Next.

	ry be included in a revised proposal.	
Unit	Price	Amo
each	\$36.00 AUD	\$7,000.00 AU

8. Click **Submit**.



Create Proposal		1	R12316-P743: Supply ABC Materials   Item: 1   Tistal: \$7,000.00 AUD	Prev Submt Exit
Review and Select     Ormplete And Submit	2		Freich modityreg he details of this proposal. To est an Rem, click to check box, then click Edit. Time Double AIC Mainnais Daniel ar: Cataloosation Request PR12316-R1028 - Bugely ABC Materials (current) My Lame: Agely Later	
Ргорони		117	* Line Items	
Description 1	Oty	Amount		
Burgely ADC Materials	204	\$7,003.03.4UD	1 Line Item	Show Details
			V No. 1 Type Description	Oty Unit Price Amount
			Image:	200 exct: \$35.00 AUD \$7,000.00 AUD Total Extimute: \$7.000.00 AUD Update Total Update Total
			Submit Message	

#### 9. A pop-up message appears to indicate a successful submission.

You submitted Proposal PR9215-P324 - New Monitors for Procurement Team to Broadspectrum - TEST

### 4 Other Features

### 4.1 View Messages

You can check view the Proposal for messages the buyer may have sent.

1. From the Ariba Dashboard, click on the Request to open.

Ariba Net		CATALOGS REP	ORTS MESSAGE	8			Externa	I Documer
Orders, Invoice	es and Payments					All Cus	stomers - La	ist 14 days
50 New Purchase Orders	58 Orders to Confirm	58 Orders to Ship	8 Orders that Need Attention	17 Collaboration Requests	More			
Request #	Title	Customer	Received Date 1	Purchase Order	Amount	Status	Assigned To	Action
PR11697- R694 PR11712-	Install XYZ Air Conditioner	Broadspectrum Limited - TEST Broadspectrum	18 Oct 2019 11:47:54 AM 18 Oct 2019		\$1.00 AUD	Request Received - Supplier Response Required Awaiting		Respon
R690	Anita Overview	Limited - TEST	11:44:39 AM	Goods Collabora	\$13,000.00 AUD ation	Response from Buyer Request		Respond
PR12318- R1029	Supply ABC Materials	Broadspectrum Limited - TEST	18 Oct 2019 11:42:03 AM	Request	Undisclosed	Received - Supplier Response Required Required		Respond

2. Check for any messages (example only).



<ul> <li>Go back to Collaboration Requests</li> </ul>					
Collaboration Status - New Monitors for F View the status of this collaboration request. View all related do		es.			
Collaboration Request Reference ID: PR8215-R408 Cataboration Tile: New Monitors for Procureme Request Date: Mon, 24 Jun, 2019 Requester: Marcelo Rodrigues da Silva Current Documents	nt Team		e the price o Rodrigues da Silva (1/7/2019 : al PR9215-P323	801)-	Send Message All Messages Hide Details
Name †	Date Submitted	Status	Qty UOM	Price Total	Actions
to Proposal PRS215-P323 1 Monitor V Line Item Details Collaborate: Yes	Fri, 28 Jun, 2019	Proposal Sent - Weiting	For Response 10 each	\$4.000.00 AUD \$400.00 AUD \$4,000.00	Respond ¥
All Messages			1		Send Message
Subject: Reduce the price From: Marcelo Rodrigues da Silva (1/72019 18.01)- Reference: Proprial PR9215 P2923 Can you please drop the price in 50 Subject: What is your favorite Monitor Color? From: Henry Avesome (25/8/2019 22.55)- Reference: Collaboration Rouseum PR015 P406			This exa	es can be found in the <b>All Messa</b> mple indicates the Supplier has message and the Buyer has resp	sent the
I have the monitor in the following colours: Black Red Yellow					

### 4.2 Revise the Proposal

The Buyer may ask you to revise the proposal e.g. to reduce the amount or specifications.

1. Click on the Respond drop-down button and select **Revise Proposal.** 

View the status of this collaboration request Collaboration Request Collaboration Title Requester Requester Marcelo Rodrigues da	curement Team	Last Message Subject: Re From: Ma Reference: Pro	(1 messages unread) <b>fuce the price</b> crels Rodrigues da Silva (17/2019 18.01)- posal PR9215-P323 <i>drop the price in 50</i>			Send Mess	sage All Message
Current Documents	Date Submer	Status	Qty UOM	Price Total		Actions	Hide Details
ta Proposal PR9215-P323	Fri, 28 Jun, 2019	Proposal Sent - Wa		\$4.000.00 AL	ID	Respond v	
1. Monitor	Fil, 20 Juli, 2018	r topusar sent - vva	10 each	\$400.00 AUD	\$4,000.00 AUD	Respond	
▼ Line Item Details Collaborate: Yes						Send Message Withdraw Proposal Decline Request	
All Messages						Revise Proposal	nd Message
Subject: Reduce the price						View	
From: Marcelo Rodrigues da Silva (1/7/2019 18:0 Reference: Proposal PR9215-P323	)1)-					Messages	
Can you please drop the price in 50						Print	
						Create	

2. Click on the Actions drop-down and select Edit.

reate Proposal	+ t→	PR9215-P324 New Monitors for Procurement Team   Rems. 1   Total: \$4,000.00 AUD	Pre	IV.	Submit		Exit
Review and Selec     Complete And Su		Modify the items to reflect your revised offer for this proposal Tible: New Monitors for Procurement Team Based on Proposal PR6215-P323 - New Monitors for Procurement Team (current) My Labels: Apply Label_ • ①					
nul		(1)  Line Items					
scription 1	Qty	Amount					
Montor	10	1 Line Item				Show Details	
		Vo. t Type Description	Qty	Unit	Price	Amount	
		1 LEP Monitor	10	each	\$400.00 AUD	\$4,000.00 A	AUD
		5 Actions - Add items Click-on-the-Actions-drop-down- Copy button-and-select-Edit¶					
		Edit					

- 3. Change the value and or quantity as required.
- 4. Click **OK** button.



Image: Second Part Second Part Number       Image: Second Part Number         Image: Second Part Number       Image: Second Part Number         Image: Suppler Part Number       Suppler Part Number         Suppler Part Number       Suppler Part Number         UOM       Additional Price Part Number         UOM       Additional Price Part Number         Suppler Part Number       Image: Suppler Part Number         UOM       Additional Price Part Num	
Complete And Submit       Full Description         Tescription 1       Oty         News       No         No       Maxous Aud         Suppler Aussiany Part ID         Other         Other         Amount         Suppler Aussiany Part ID         Other         Amount         Suppler Aussiany Part ID         Other         Amount         Stappler Aussiany Part ID         Other         Other         Stappler Aussiany Part ID         Other         Other         Stappler Aussiany Part ID         Other         Stappler Aussiany Part ID	t
Full Description       Versent     Dit       Description 1     Oty       Memer     10       Supplier Part Number       Supplier Austiany Part ID:       Op:       UOM.       each       Additional Princing Details       Amount       \$4,000.00 AUD	
Never     10     Ansound     Suppler Part Number     \$400-to-\$350¶       Vener     10     14:00.05 AUD     5       Vener     10     14:00.05 AUD     10	vill·be·changed·from·
Description 1 OAY Amount Supplier Part Number: Weiser 10 34:000 07 ADD 11 D	
Suppler Auxiliary Part ID. Cly: 10 UOM each Additional Pricing Details () Amount: \$4,000.00 AUD	
Chyr 10 UOM each Additional Pricing Details () Armount: \$4,000.00 AUD	
UCM. each Additional Pricing Details () Amount: \$4,000.00 AUD	
Additional Pricing Details () Amount: \$4,000.00 AUD	
Amount: \$4,000.00 AUD	
Item Gategory * Material	
Price: 350 AUD+ ①	
Comments - by Line Item	
Add Comment	

#### 5. Click on the **Submit** button.

Co back to Collaboration Requeste

Review and Sel     Complete And Sel			Nodely the items to reflect your revised offer for this proposal Title New Monitors for Procurement Team Based on: Proposal PR8215-P323 - New Monitors for Procurement Team My Labels: Apply Label	Click-on-the-Submit-button-to-submit-the- revised-Proposal¶
eeseription †	Qty	[1] Amount		
Wandar	10	\$2.500.00 AUD	1 Line Item	Show Details
			No. † Type Description	Qty Unit Price Amount
			1 EP Monitor	10 each \$350.00 AUD \$3,500.00 AUD
			Actions  Add items	

### 4.3 Withdraw a Collaboration Proposal

After the Proposal has been submitted, you can opt to Withdraw the Proposal.

- 1. Click on the Respond drop-down.
- 2. Select Withdraw Proposal.
- 3. Click **Next** to complete the request.

collaboration Request			(0 messages unread)			Send Message
Reference ID: PR	R12460-R1039		sage to the requester, cli organization and the buy.		sage link, and enter yo	our message. Messages are shared o
Collaboration Title: Ne	w Monitors for Procurement Team					
Request Date: We	ed, 20 Nov, 2019					
100004.00000000000000000000000000000000	arcelo Rodrigues da Silva					Respond
urrent Documents						Send Message
lame †	Date Submitted	Status	Qty UOM	Price	Total	Withdraw Proposal
🗠 Proposal PR12460-P750	Wed, 20 Nov, 2019	Proposal Sent	- Waiting For Response		\$3,500.00 AUD	Decline Request
1. New Monitors for Procu	urement Team		10 each	\$350.00 AUD	\$3,500.00 AU	JD Revise Proposal
▼ Line Item Details						View
Collabo	orate: Yes					Messages
						Print
ll Messages						Create

- 4. Click on the Withdraw Reason drop-down and select the appropriate reason.
- 5. Enter relevant comments in the **Withdraw Comment** field if required.



#### 6. Click on the **OK** button.

back to Collaboration Requests		
Withdrawing Proposal		OK
Confirm that you are withdrawing t	iis proposal.	
Proposal PR12460-P750 - New N	ionitors for Procurement Team	
Withdraw Reason: *	Unable to meet delivery timeframes	
Withdraw Comment:	Unfortunately we are unable to deliver Monitors by this date	
		OK Cancel

### 4.4 Decline Collaboration Proposal

When you receive the Collaboration Request, you can opt to decline the Request.

- 1. Click on the **Respond** drop-down.
- 2. Select Decline Request.

Collaboration Request		Last Message (0 messages unread)		Send Message
	R12460-R1039	To send a message to the requester, clic between your organization and the buyin		
Collaboration Title: N	ew Monitors for Procurement Team		.9 - 9	
Request Date: W	led, 20 Nov, 2019			
Requester: M	arcelo Rodrigues da Silva			Respond
Current Documents				
Name 1	Date Submitted	Status Qty UOM	Price Total	Send Message
ivanie 1	Date Submitted	Status Qty DOM	Price Iotal	Withdraw Proposal
Ma Proposal PR12460-P750	Wed, 20 Nov, 2019	Proposal Sent - Waiting For Response	\$3,500.0	Decline Request
1. New Monitors for Proc	urement Team	10 each	\$350.00 AUD \$3,500.00 A	UD Revise Proposal
▼ Line Item Details				View
Collab	oorate: Yes			Messages
				Print
All Messages				Create

- 3. Click on the **Reason for Decline** drop-down and select the appropriate reason.
- 4. Enter relevant comments in the **Comment** field if required.
- 5. Click on the **OK** button.

onfirm that you will not be subm	itting any proposals for this request.	
CollaborationThread - New Mon	tors for Procurement Team	
Reason for Decline: *	Cannot propose due to pricing constraints V	
Comment:	We are unable to reduce the price further	



### 4.5 Submit an Alternative Proposal

Once you have submitted your Proposal to the Buyer, you can submit an alternative Proposal. For example, you could offer an alternative item or there may be a requirement to add freight to the Proposal.

- 1. Click on the **Respond** drop-down.
- 2. Select Alternative Proposal.

Collaboration Status - Nev /iew the status of this collaboration requ			essages.				Respond	
Collaboration Title: New I Request Date: Wed,	460-R1039 Monitors for Procurement Team 20 Nov, 2019 Ho Rodrigues da Silva	To send a n	nessage to	essages unread) to the requester, clic nation and the buyin		sage link, and enter your m	Send Message Withdraw Proposal Decline Request Revise Proposal View	nc I
Name †	Date Submitted	Status	Qty	UOM	Price	Total	Messages	
Marco Proposal PR12460-P750	Wed, 20 Nov, 2019	Proposal S	ent - Waiti	ing For Response		\$3,500.00 AUD	Print	
1. New Monitors for Procure	nent Team		10	each	\$350.00 AUD	\$3,500.00 AUD	Create	
▼ Line Item Details							Alternative Proposal	

### 3. Click the Add Items button.

o back to Collaboration Req	luests							
♂ Create Proposal		I	R12460-P751: New Monitors for Procurement Team	Prev	/	Submit	Exi	it
			Items: 1   Total: \$3,500.00 AUD					
Review and Sele     Complete And Su			Complete and modify the items to reflect your offer for this proposal. This proposal will be av Title: New Monitors for Procurement Team Based on: Proposal PR12460-P750 - New Monitors for Procurement My Labels: Apply Labely ①			s an alternative f	to your other propo	osals.
Proposal		[1]	▼ Line Items					
Description 1	Qty	Amount						
New Monitors for Procurement Team	10	\$3,500.00 AUD	1 Line Item				Show Details	
			✓ No. † Type Description	Qty	Unit	Price	Amount	
			✓ 1 ⓑ New Monitors for Procurement Team	10	each	\$350.00 AUD	\$3,500.00 AUD	
			Actions  Add items					

- 4. Where there is no Catalogue available or you have no Catalogues in Ariba, the Non-Catalogue option would be used.
- 5. Click on the Icon Add a non-catalogue item.



eate Proposal	PR12480-P751: New Monitors for Procurement Tear	tems: 1 Total: \$3,500.00 AUD	Ex
	Add items to your request from the catalog or from y	ur favorites groups. You can also enter details for non-catalog items.	
1 Review and Select	Browse By Category	Catalog V Search by part #, supplier name, or keyword	V Q (
2 Complete And Submit	Corporate Services >	8 item(s) found View : 🗮 📖	Sort by: Relevance
	10	Add to Cart Compare Items	
cription t Qty Arnou			
have Manfung for 10 \$5,500.00 J	60	INDIGENOUS TEST SHORT DESCRIPTION 01 Suppler Avesande Suppler Suppler Part & TESTYO Available in: 1Day(s)	
		◆冊 兒 512.23 AUD / each Cry: 1 Add b Cart	\$9.24 AUD / ear
		INDIGENOUS TEST SHORT DESCRIPTION 03 Suppler: Avecome Supplar Suppler: Avecome Supplar Available in: 1Day(s)	
		(学冊 원 \$2.38 AUD / each (************************************	\$19.84 AUD / ea

- 6. Complete the information relating to the alternative Proposal.
- 7. Click OK.

reate Proposal				tocurement Team   Items 1   Total: \$3,500.00 AUD OK Cance Ca
1 Review and Select		in you c	Full Description: *	
2 Complete And Submit			Commodity Code: * Quantity:	FREIGHT - ROAD
eription 1	Qty	(1) Amount	Unit of Measure:	each
Nee Mantan far Procarement Seett		0,500.00 AUG	Price: *	
				550 00 AUD
		Supp	lier Information	
				00002239 (Avesome Suppler) Avesome Suppler
			Supplier Part Number:	
		s	upplier Auxiliary Part ID:	

- 8. If more items are required to be added to the Proposal, click on the Add Items button.
- 9. If the item is to be removed, copied, or edited, click on the Actions button and select the

	. '
Actions v	
Сору	
Edit	
Remove	

10. If the Proposal is completed, click on the **Submit** button.

appropriate option



reate Proposal			PR12480-P751: New Monitors for Procurement Team.   Items: 2   Total: \$3,550.00 AUD	Prev	Subr	nit	Exit
Review and Select     Complete And Submi exel escription	it Qity	rat Amount	Complete and modify the items to reflect your offer for this proposal. This proposal will be available for the buyer as an alternative to your other proposals. Title: New Montors for Procurement Team Bused on: Proposal PR12460-P750 - New Montors for Procurement Team (oursent) Allow Partial Acceptance:  My Labels: Apply Label				
Freque.		\$50.00 AU/D	* Line items				
Nex Status for 10 \$3,500.00 Possenini filem	\$3,500 M AUG	2 Line Items           No. 1         Type         Description           1         IEP         New Wontors for Procurement Team		Unit Price each \$350.00 AL	Show Details Amount ID \$3,500.00 AU	נו	
			2 (63 Freight	3	each \$50.00 AUC	\$50.00 AUD	(

# 5 Potential Collaboration Statuses

Status	Description
Request Received – You Response Required	A new Collaboration request is in your Inbox. The Buyer is awaiting your response.
Awaiting Response from Buyer	The Buyer is reviewing the proposal submitted.
Proposal Accepted by Buyer	The Buyer has accepted all line items on the proposal submitted. Note: Proposal Accepted may require additional approval within the buying organization. This indicates an intent to pursue the proposal but is not finalized.
Proposal Rejected by Buyer	The Buyer has rejected the entire proposal submitted. You may choose to resubmit a revised proposal until the request has been closed.
Proposal Withdrawn by You	You have decided to withdraw a proposal which you had submitted.
Request Declined by You	You declined to submit a proposal to the Buyer's request.
Request Cancelled by Buyer	The Buyer has decided to cancel the request. No further action is allowed.
Request Closed	The request has been closed through the Buyer's selection of an alternative proposal. No further action is allowed



Status	Description
Proposal Accepted & Request Closed	The Buyer has accepted your proposal and therefore closed the request. No further action is allowed.