



AES

United States

SAP Ariba Network

How to respond to a RFQ (Request for Quotation) for Enterprise Accounts

September 2020

Collaboration Request

Collaboration Request

Overview

A Collaboration Request is a document used to solicit pricing for low valued goods or services, where pricing is the main driver for award.

AES will only use Collaboration Request for goods; proposals for services will be solicited using Ariba Sourcing.

A Collaboration Request may have any of the following status:

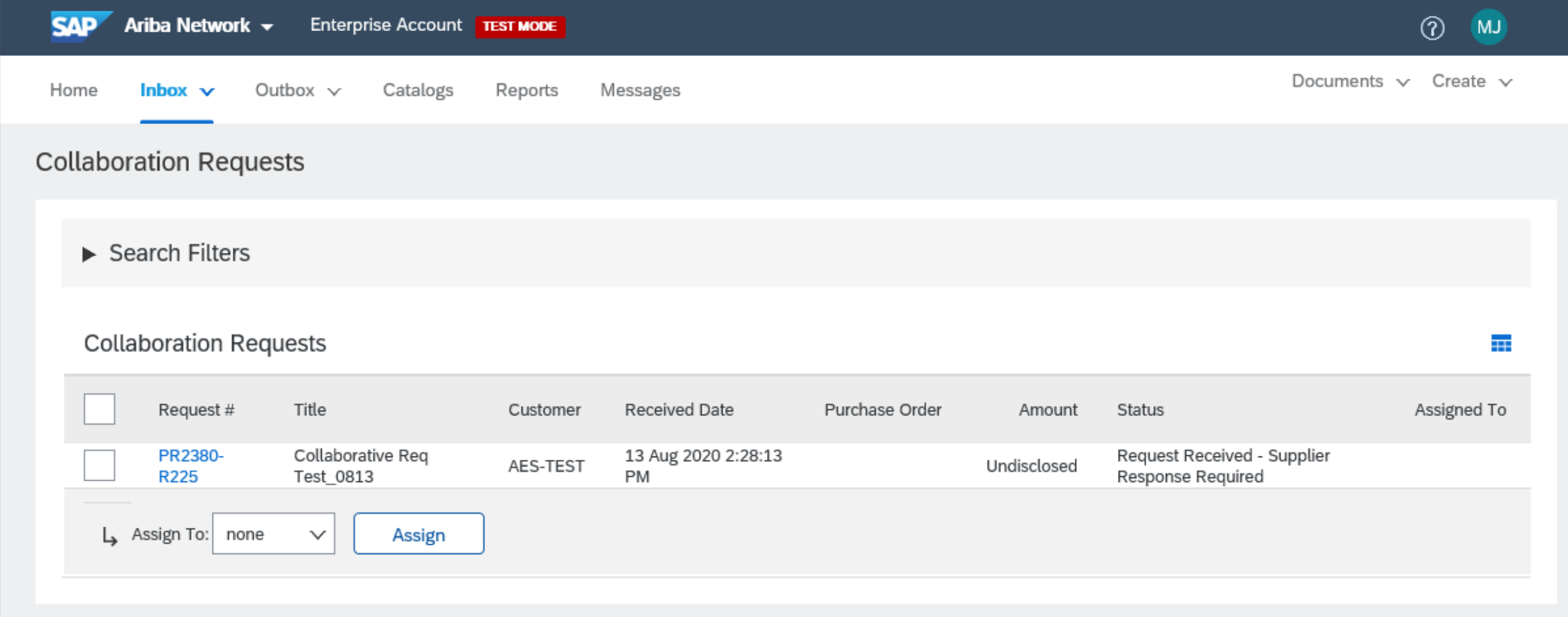
Request Received – Supplier

Response Required – collaboration request is open for responding

Awaiting Response from Buyer – proposal has been submitted and awaiting Buyer decision

Request Cancelled by Buyer – collaboration request is closed

Proposal Accepted and Request Closed – submitted proposal has been accepted and PO may be issued soon



The screenshot displays the SAP Ariba Network Enterprise Account interface. The top navigation bar includes 'SAP Ariba Network', 'Enterprise Account', and 'TEST MODE'. The main menu shows 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Reports', and 'Messages'. The 'Collaboration Requests' section is active, showing a search filter and a table of requests. The table has columns for Request #, Title, Customer, Received Date, Purchase Order, Amount, Status, and Assigned To. A single request is listed with the following details:

Request #	Title	Customer	Received Date	Purchase Order	Amount	Status	Assigned To
PR2380-R225	Collaborative Req Test_0813	AES-TEST	13 Aug 2020 2:28:13 PM		Undisclosed	Request Received - Supplier Response Required	

Below the table, there is an 'Assign To' dropdown menu set to 'none' and an 'Assign' button.

Collaboration Request

Responding to a Collaboration Request

1. From the Ariba dashboard, Collaboration Requests may be accessed by clicking on Inbox -> Collaboration Requests or clicking on More -> Collaboration Requests.

2. Open collaboration requests are shown. Click on the Request Number or the Respond button to view details of the request.

The screenshot shows the SAP Ariba Network dashboard. The top navigation bar includes 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Reports', and 'Messages'. A dropdown menu is open under 'Inbox', with 'Collaboration Requests' highlighted. The dashboard features several summary cards: '2 Collaboration Requests', '0 New Early Payment Offers', '46 Invoices', '24 Invoices Pending Payment', '14 Invoices Pending Approval', '0 Payments that Need Attention', '0 Pinned Documents', and '6 Orders to Confirm'. A 'More...' button with a '1' notification badge is also visible.

Request #	Title	Customer	Received Date ↓	Purchase Order	Amount	Status	Assigned To	Action
PR2397-R227	Collaborative Req Test_0814_pas	AES-TEST	14 Aug 2020 9:17:29 AM		\$120,000.00 USD	Request Received - Supplier Response Required		Respond
PR2380-R225	2 Collaborative Req Test_0813	AES-TEST	13 Aug 2020 2:28:13 PM		Undisclosed	Request Received - Supplier Response Required		2 Respond

Collaboration Request

Responding to a Collaboration Request

3. Review the details of the request and click Respond to send the buyer a message, submit a proposal or decline from participating.

4. You may also send the buyer a message using the Send Message button.

5. Go back to the list of open Collaboration Requests by clicking Go back to Collaboration Requests link at the upper left hand of the screen.

The screenshot shows a web interface for a Collaboration Request. At the top left, there is a link "Go back to Collaboration Requests" with a blue circle containing the number 5. The main heading is "Collaboration Status - Collaborative Req Test_0813". Below this, there is a "Collaboration Request" section with details: Reference ID: PR2380-R225, Collaboration Title: Collaborative Req Test_0813, Request Date: Thu, 13 Aug, 2020, and Requester: BICENION00. To the right, there is a "Last Message" section with a "Send Message" link. Below the details is a "Current Documents" table with columns: Name, Date Submitted, Status, Qty, UOM, Price, Total, and Actions. The table has two rows: "1. Item A" and "2. Item B", both with a status of "Request Received - Response Required" and a price of "Undisclosed". A dropdown menu is open for the first row, showing options: Respond, Send Message, Respond With Proposal, Decline Request, Revise Proposal, View, Messages, and Print. A blue circle with the number 3 is next to the "Respond" option. At the bottom of the interface, there is an "All Messages" section with a "Send Message" button and a blue circle with the number 4. The text "No items" is displayed below the messages section.

Collaboration Status - Collaborative Req Test_0813
View the status of this collaboration request. View all related documents and send and view messages.

Collaboration Request

Reference ID: PR2380-R225
Collaboration Title: Collaborative Req Test_0813
Request Date: Thu, 13 Aug, 2020
Requester: BICENION00

Last Message (0 messages unread) [Send Message](#)
*To send a message to the requester, click the **Send Message** link, and enter your message. Messages are shared only between your organization and the buying organization.*

Current Documents [Hide Details](#)

Name ↑	Date Submitted	Status	Qty	UOM	Price	Total	Actions
✓ Collaboration Request PR2380-R225	Thu, 13 Aug, 2020	Request Received - Response Required			Undisclosed	Undisclosed	Respond ▼
1. Item A			1	Pea	Undisclosed	Undisclosed	Respond Send Message Respond With Proposal Decline Request Revise Proposal View Messages Print
▼ Line Item Details							
Collaborate: Yes							
2. Item B			1	Pea	Undisclosed	Undisclosed	
▼ Line Item Details							
Collaborate: Yes							

All Messages [Send Message](#)

No items

Collaboration Request

Send Message

1. Fill out the Subject and Message fields.
2. Provide attachments, as necessary.
3. Click send.
4. Your message, as well as responses to sent messages, will appear on the History section.

Compose Message

Send Cancel

Create a new message that will be posted on the message board.

Subject:

Message:

Attachments:

History

Subject: Inquiry #1
From: Max Jones (8/21/2020 10:25 AM)
Reference: Collaboration Request PR2380-R225
Please provide clarity on the list of questions attached herein.
Attachments: Inquiry 1.xlsx [Download](#)

Send Cancel

Collaboration Request

Respond with Proposal

1. Review each line item and select items to include in the proposal. As a default, all items are included.
2. Click Next.
3. Check the box beside the line item and click Actions -> Edit Details to enter price and other proposal details.

Create Proposal PR2380-P161: Collaborative Req Test_0813 | Items: 2 | Total: Undisclosed Next Exit

Review the items you chose to include in your response. Click **Include** or **Exclude** next to an item to include it or exclude it from the proposal. [More](#)

Based on: Collaboration Request PR2380-R225 - Collaborative Req Test_0813 (current)

Include Or Exclude Items From Your Proposal

Selection	No. ↑	Description	Qty	Unit	Price	Amount
<input type="button" value="Included"/>	1	Item A	1	Pe⚡a	Undisclosed	Undisclosed
<input type="button" value="Included"/>	2	Item B	1	Pe⚡a	Undisclosed	Undisclosed

1 Next Exit

Finish modifying the details of this proposal. To edit an item, click its check box, then click **Edit**.

Title:

Based on: Collaboration Request PR2380-R225 - Collaborative Req Test_0813 (current)

Allow Partial Acceptance:

My Labels: [Apply Label...](#) ⓘ

Line Items

2 Line Items Show Details

<input type="checkbox"/>	No. ↑	Type	Description	Qty	Unit	Price	Amount
<input type="checkbox"/>	1		Item A	1	Pe⚡a	Undisclosed	Undisclosed
<input type="checkbox"/>	2		Item B	1	Pe⚡a	Undisclosed	Undisclosed

3 Actions Add items

- Copy Selected Lines
- Edit Details**
- Edit Discount
- Delete Selected Lines
- Delete Discounts

Total Estimate: Undisclosed Update Total

Collaboration Request

Respond with Proposal

4. Enter price offering on the price field.

5. Enter additional information, as necessary. (Optional)

6. Enter comments and/or attach supporting documents. (Optional)

7. Click OK once done and repeat for the rest of the items.

Create Proposal PR2380-P161: Collaborative Req Test_0813 | Items: 2 | Total: Undisclosed OK Cancel

This is a summary of the item you selected. Change any editable field, and save your changes.

Line Item Details

No.: 1

Full Description:

Supplier Part Number:

Supplier Auxiliary Part ID:

Qty:

UOM: [Pe](#)

[Additional Pricing Details](#)

Amount: Undisclosed

Item Category: **Material**

Price: [USD](#)

Comments - by Line Item

[Add Comment](#)

Attachments - by Line Item

[Add Attachment](#)

OK Cancel

Description ↑	Qty	Amount
Item A	1	Undisclosed
Item B	1	Undisclosed

Collaboration Request

Respond with Proposal

8. Review submitted pricing and total proposal amount.

9. Enter comments and/or attach supporting documents, as necessary. (Optional)

10. Click Submit.

1 Review and Select

2 Complete And Submit

Proposal [2]

Description ↑	Qty	Amount
Item A	1	\$10.00 USD
Item B	1	\$50.00 USD

Finish modifying the details of this proposal. To edit an item, click its check box, then click **Edit**.

Title: Collaborative Req Test_0813

Based on: Collaboration Request PR2380-R225 - Collaborative Req Test_0813 (current)

Allow Partial Acceptance:

My Labels: Apply Label...

Line Items

2 Line Items [Show Details](#)

<input type="checkbox"/>	No. ↑	Type	Description	Qty	Unit	Price	Amount
<input type="checkbox"/>	1	<input type="button" value="edit"/>	Item A	1	Pe	\$10.00 USD	\$10.00 USD
<input type="checkbox"/>	2	<input type="button" value="edit"/>	Item B	1	Pe	\$50.00 USD	\$50.00 USD

8 Total Estimate: \$60.00 USD

Submit Message 9

Message:

Attachments:

Attachments - Entire Proposal 9

10

Collaboration Request

Decline Request

1. Select reason for declining the request from the dropdown values.
2. Provide additional comments, as necessary.
3. Click OK.

Finish modifying the details of this proposal. To edit an item, click its check box, then click **Edit**.

Title:

Based on: Collaboration Request PR2380-R225 - Collaborative Req Test_0813 (*current*)

Allow Partial Acceptance:

My Labels: [Apply Label...](#) ⌵ ⓘ

1 Review and Select

2 Complete And Submit

Proposal [2]

Description ↑	Qty	Amount
Item A	1	\$10.00 USD
Item B	1	\$50.00 USD

▼ Line Items

2 Line Items Show Details ⌵

<input type="checkbox"/>	No. ↑	Type	Description	Qty	Unit	Price	Amount
<input type="checkbox"/>	1	⊞	Item A	1	Pe⚡a	\$10.00 USD	\$10.00 USD
<input type="checkbox"/>	2	⊞	Item B	1	Pe⚡a	\$50.00 USD	\$50.00 USD

↳ Actions ⌵ | Add items

8 Total Estimate: \$60.00 USD Update Total

Submit Message **9**

Message:

Attachments: Add

Attachments - Entire Proposal **9**

Add Attachment

10

Prev Submit Exit

Collaboration Request Decline Request

- 1. Select reason for declining the request from the dropdown values.
- 2. Provide additional comments, as necessary.
- 3. Click OK.

Declining Collaboration Request from *BICENION00* OK Cancel

Confirm that you will not be submitting any proposals for this request.

CollaborationThread - Collaborative Req Test_0813

Reason for Decline: * (Select a Reason) 1

Comment: 2

3 OK Cancel

- (Select a Reason) 1
- Cannot propose due to pricing constraints
- Not enough information
- Other
- Resources not available