SAP Ariba SUPPLIER Collaboration

July, 2019
Supplier Collaboration

The Supplier can see all their requests for collaboration, and an action button has become active for the Supplier to respond.

Click on tab **Collaboration Requests.**
The Supplier clicks Respond with Proposal to provide their response.

The Supplier clicks Respond.

The Supplier clicks Respond With Proposal.
The Supplier reviews the items and clicks Next.

### Create Proposal

<table>
<thead>
<tr>
<th>Selection</th>
<th>Description</th>
<th>Qty</th>
<th>Unit</th>
<th>Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Included</td>
<td>Test CR</td>
<td>1</td>
<td>each</td>
<td>$20.00 USD</td>
<td>$20.00 USD</td>
</tr>
</tbody>
</table>

The Supplier clicks Next.

Based on: Collaboration Request PR1659-RG2 - Test CR - 10/15 (current)

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. Excluded items may be included in a revised proposal.
Supplier Collaboration

The Supplier can edit the details for the item.

The Supplier clicks **Actions > Edit Details.**
Supplier Collaboration

From this page, the Supplier can edit the line item details to the price they are able to provide.

The Supplier enters a Price.

The Supplier clicks OK.
After the Supplier has entered a price, they submit their proposal.

The Supplier clicks Submit.
The Supplier can now see the proposal status displays as **Sent**.

### Collaboration Status - Test CR - 10/15

View the status of this collaboration request. View all related documents and send and view messages.

**Collaboration Request**
- **Reference ID**: PR1659-R62
- **Collaboration Title**: Test CR - 10/15
- **Request Date**: Tue, 16 Oct, 2018
- **Requestor**: Enwar Prasad Yadav Dami

**Current Documents**

<table>
<thead>
<tr>
<th>Name</th>
<th>Date Submitted</th>
<th>Status</th>
<th>Qty</th>
<th>UOM</th>
<th>Price</th>
<th>Total</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal PR1659-P46</td>
<td>Tue, 16 Oct, 2018</td>
<td>Proposal Sent - Waiting For Response</td>
<td>1</td>
<td>each</td>
<td>$18.00 USD</td>
<td>$18.00 USD</td>
<td><img src="Respond" alt="Respond" /></td>
</tr>
</tbody>
</table>

**Last Message** (0 messages unread)
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.

**Modifying the Proposal**
- **Create**
- **Modify**
- **Approve**
- **PO**

The Proposal Status displays as **Proposal Sent – Waiting for Response**.
On the Orders, Invoices, and Payments screen, the new Proposal Status displays as Awaiting Response from Buyer.

The Proposal Status displays Waiting for Response from Buyer.
Grace Buyer View – On the Collaboration tab, the new Proposal Status displays. The Buyer can click the envelope to respond to the Supplier (if needed).

Click the **envelope icon** beside the Supplier name to send an email and respond to the Supplier.

The new Proposal status displays as **Proposal Received – Please Respond**.
After a response is sent back to the Supplier with an email (if needed), the Supplier now sees that the request has been received, and their response is required.

### Collaboration Status - Test CR - 10/15

View the status of this collaboration request. View all related documents and send and view messages.

<table>
<thead>
<tr>
<th>Collaboration Request</th>
<th>Last Message (0 messages unread)</th>
<th>Send Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference ID: PR1659-R63</td>
<td></td>
<td>To send a message to the requestor, click the <strong>Send Message</strong> link, and enter your message. Messages are shared only between your organization and the buying organization.</td>
</tr>
<tr>
<td>Collaboration Title: Test CR - 10/15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Request Date: Tue, 16 Oct, 2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Requestor: Esmer Prasad Yadav Darsi</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Current Documents**

<table>
<thead>
<tr>
<th>Name</th>
<th>Date Submitted</th>
<th>Status</th>
<th>Qty</th>
<th>Item Name</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collaboration Request PR1659-R63</td>
<td>Tue, 16 Oct, 2018</td>
<td>Request Received - Response Required</td>
<td></td>
<td></td>
<td>$20.00 USD</td>
<td>$20.00 USD</td>
</tr>
<tr>
<td>1. Test CR</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>▼ Line Item Details</td>
<td></td>
<td>Collaborate: Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Proposal Status displays **Request Received – Response Required.**