



# 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.

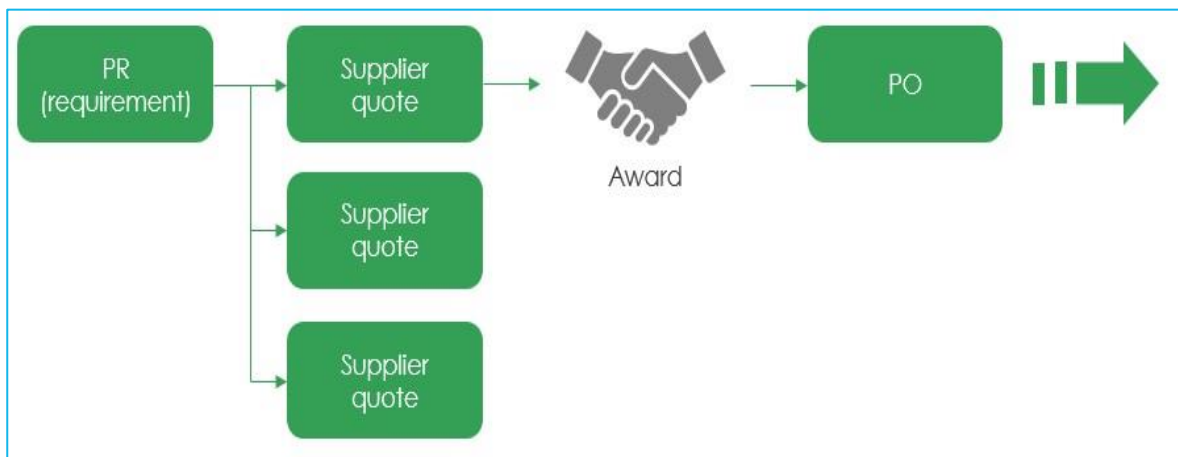
Collaboration also allows you to send messages and attachments to your Ventia contact and submit revised quotes if required. Once the quote has been reviewed and 'accepted', and following the appropriate internal approvals, a Purchase Order (PO) will be issued to you.

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**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.

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### 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.

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

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**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 FROM VENTIA PTY LTD

Request for Quotation Summary			
Date:	7 Jul 2020	From:	Ventia Pty Ltd
Collaboration ID:	PR373669-R59	Email:	<a href="mailto:Justin.Hopkins@broadpectrum.com">Justin.Hopkins@broadpectrum.com</a>
Collaboration Title:	PROJ-00486 EST05946 Shoal Bay Miscellaneous Works	To:	FRM REFRIGERATION & AIRCONDITIONING
Amount:	Undisclosed	Email:	<a href="mailto:mattd@frmrefrigeration.com.au">mattd@frmrefrigeration.com.au</a>

Ventia Pty Ltd has invited you to use the Ariba Network, an internet-based service to manage business processes. Please note that Ventia Pty Ltd is now using the Ariba Network to send request for quotation to you. If you meet their requirements, you can send them a proposal for the request. To view your request for quotations, please take a moment to activate your account now. This step is also required if you already have an account on Ariba Network.

For more information, visit <http://supplier.ariba.com>.

**To activate your account:**  
 Register for a Free Ariba Network, standard account or link to an existing account. [Continue](#)

**Find New Business Opportunities with Ariba Discovery.**  
 Activate your account today and let Ariba Discovery automatically match you to new business opportunities. Ariba Discovery, the world's premier business network, helps leading buying organizations connect with the right suppliers. Activate your account to get started!

Although you have not yet registered your account, as a service to your customer, requests of services from your customer will be transmitted to you by the Ariba Network. All transactions relating to your customer's request for services are solely between you and your customer and are subject to the terms of your existing agreement(s) with your customer. Ariba is not an agent for your customer, and is not responsible for anything contained in the request for services submitted on behalf of your customer.

**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.

2. 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.

Notice of new collaboration request Inbox x

**network\_accounts@ariba.com** <ordersender-prod@ansmtp.ariba.com>  
to me ▾

This notification contains important information about your test Ariba account (ANID: AN01679355887-T).

You have received a new collaboration request from Ventia - TEST 2.

Title: Major Landscaping Works Including Ongoing Maintenance at Murray Bridge - Scope 123456.  
 Request #: PPR343-R34  
 Buyer Name: Ventia - TEST 2  
 Amount:  
 Undisclosed

Status: Request Routing  
 Received Date: 28 Jul 2021

Click the link below to view the request

<https://service.ariba.com/Supplier.aw/ad/collabReqDetail?requestDocId=9000000000000000280145165&np=Ariba&community=9>

Sincerely,  
 The Ariba Team  
<https://www.ariba.com>

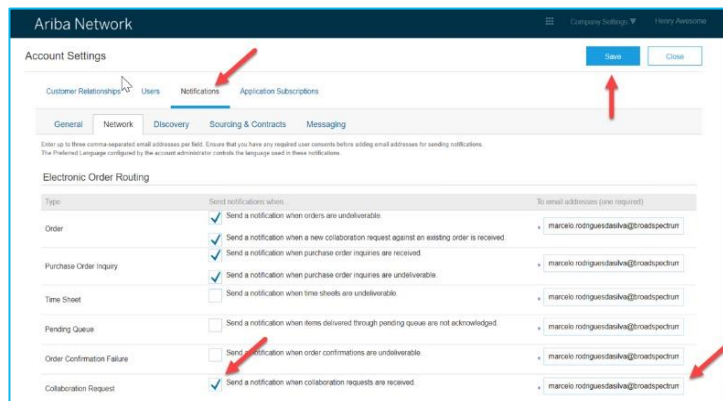
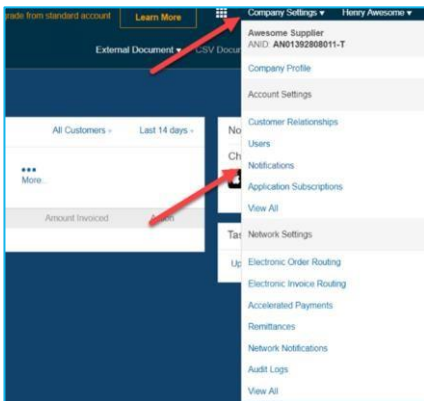
## 2.2 Set up your email to receive collaboration RFQ notifications

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.

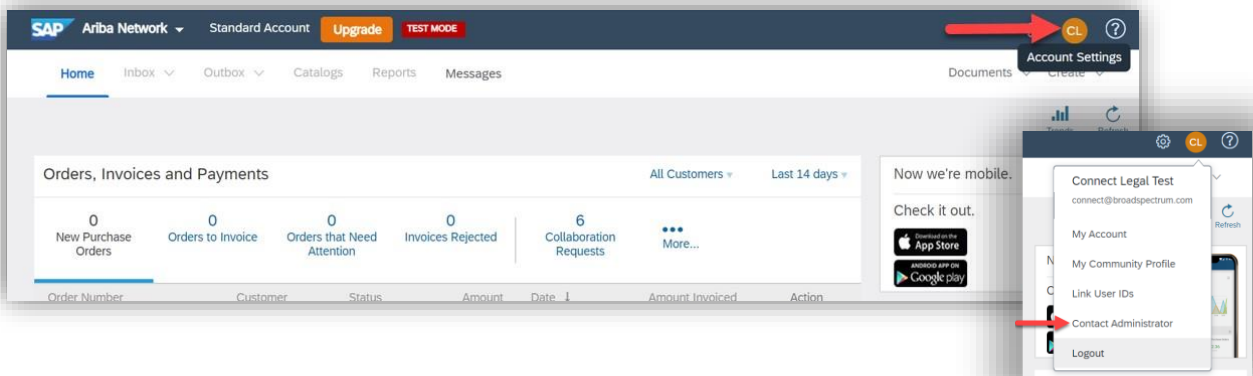


1. From the **Ariba** dashboard.
2. The Account Settings screen displays.
3. Log in to the Ariba Account.
4. Click on the **Notifications** tab.
5. Click on the Company Settings.
6. Select Network tab, change the email address for Collaboration Request.
7. Click **Save** button.

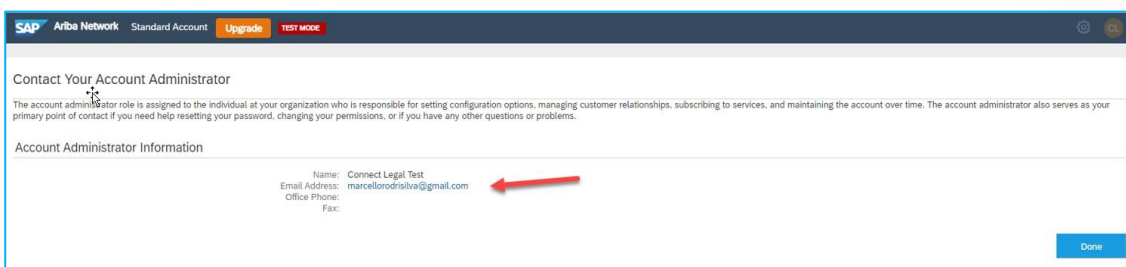


### 2.3 How to Create and Manage Roles

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:



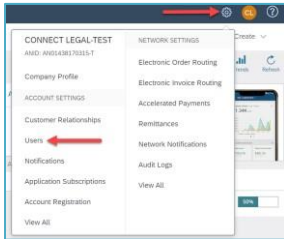
Your Administrator's email address.



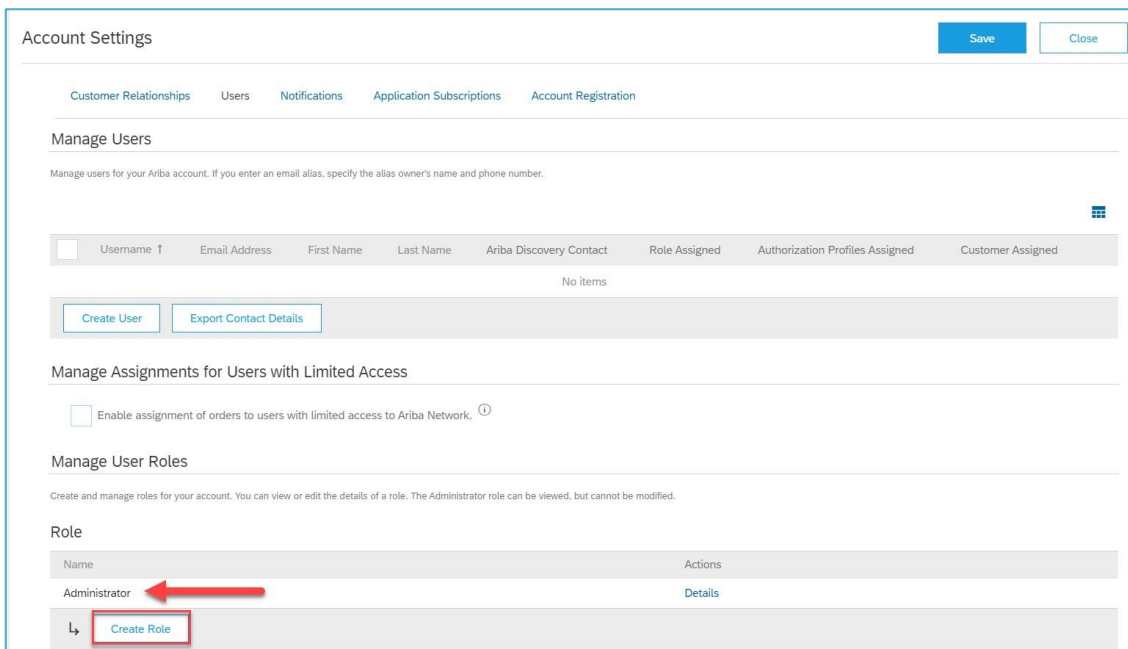


### 2.3.1 Create an Additional Role

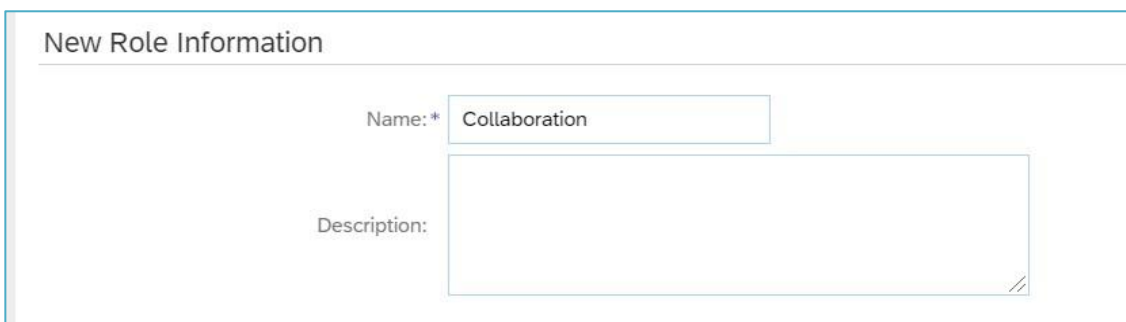
1. Click on **Company Settings** and select **Users**



2. Click on the **Create Role** button.



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



4. Scroll down to the **Permissions** section

5. Tick to select:

- Collaboration Request Access
- Collaboration Request Administration

6. Click on the **Save** button.



**Permissions**

Each role must have at least one permission.  
Upgrade your Ariba Network, standard account to an enterprise account to enable all permissions.

Page 1

Permission	Description
<input type="checkbox"/> Archive Access	View and search archived items
<input type="checkbox"/> Customer Administration	Manage customer relationships
<input type="checkbox"/> Catalog Management	Set up and manage catalog-related activities
<input type="checkbox"/> Catalog Account Executive	Access to manage price file upload and customer specific catalog upload
<input type="checkbox"/> Catalog Content Manager	Access to manage master content upload, price file upload and customer specific catalog upload
<input checked="" type="checkbox"/> Collaboration Request Access	View collaboration requests
<input checked="" type="checkbox"/> Collaboration Request Administration	View and administer collaboration requests
<input type="checkbox"/> Payment Profile	Configure your payment profile
<input type="checkbox"/> cXML Configuration	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**

Name	Actions
Administrator	Details
<b>Collaboration</b>	Details Edit Delete

## 2.4 Assign the New Collaboration Role

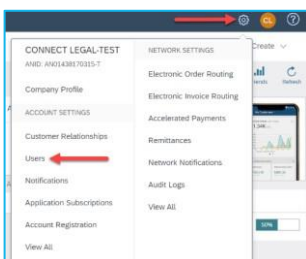
Now that the Collaboration Role has been created it can be assigned to different users.

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**



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



**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	Authorization Profiles Assigned
No items						

**Manage Assignments for Users with Limited Access**

Enable assignment of orders to users with limited access to Ariba Network. ⓘ

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

**Create User**

Create a new user account and assign a role and if needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user account. The account information entered here will not be modifiable after you click Done. However, you can modify role assignments at any time.

**New User Information**

Username: \*  ⓘ

Email Address: \*

First Name: \*

Last Name: \*

Do not allow the user to resend invoices to the buyer's account. ⓘ

This user is the Ariba Discovery Contact ⓘ

Limited access ⓘ

Office Phone: Country:  Area:  Number:

**Role Assignment**

Name	Description
<input checked="" type="checkbox"/> 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.

**Account Settings**

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	Authorization Profiles Assigned	Customer Assigned
<input type="checkbox"/>	Susie.turnbull@gmail.com	Susie.turnbull@gmail.com	Susan	Turnbull	No	Collaboration	All

### 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.



**Manage Users**

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned
<input type="checkbox"/>	Susie.turnbull@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**

View user information, revise role assignments, assign business units or reset user passwords. Ariba recommends only using the reset password functionality on this page when users have forgotten their password and their security question and answer. As a best practice, instruct users to click **Forgot Password** on the Ariba log in page if they forget their password. When you click **Reset Password**, Ariba resets the password and sends an email to the user with instructions to specify a new password and answer a new secret question and answer.

**Selected User Information**

Username: Susie.turnbull@gmail.com  
 Email Address: Susie.turnbull@gmail.com  
 First Name: Susan  
 Last Name: Turnbull  
 Office Phone: +61 (08) 84094225

Do not allow the user to resend invoices to the buyer's account. ⓘ  
 This user is the Ariba Discovery Contact ⓘ  
 Limited access ⓘ

**Role Assignment**

Name	Description
<input checked="" type="checkbox"/> Collaboration	

**Customer Assignment**

Assign to Customer:  All Customers  Select Customers

### 3 Responding to a Collaboration RFQ

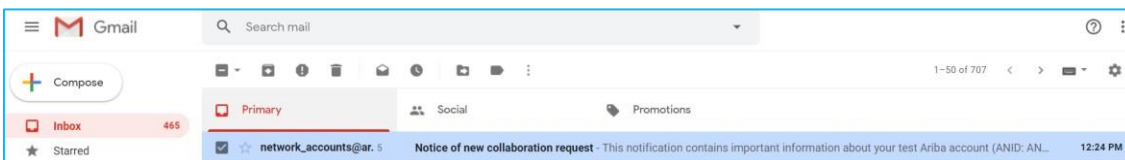
#### 3.1 How to access the Collaboration RFQ

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

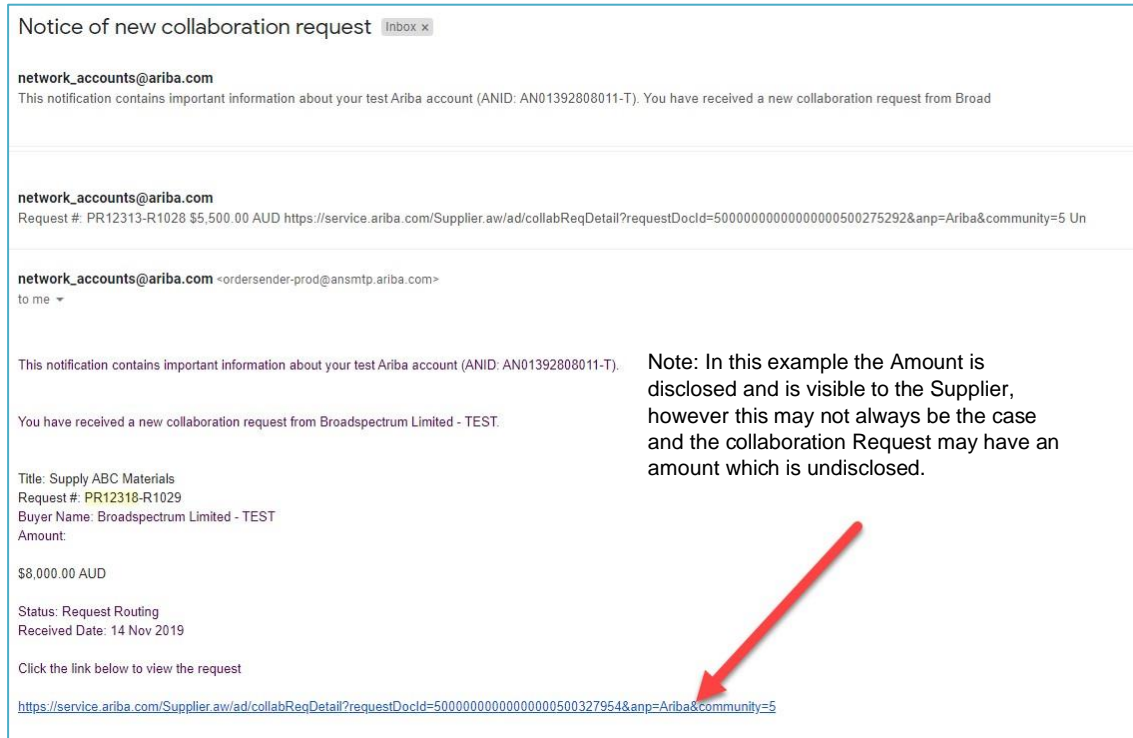
##### 3.1.1 Accessing via the Email Notification

1. Click on your email to open.



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.

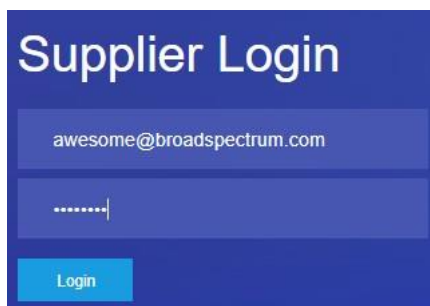
### 3.1.2 Accessing via your Ariba Dashboard

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.





Ariba Network

HOME INBOX OUTBOX CATALOGS REPORTS MESSAGES External Document

Orders, Invoices and Payments All Customers Last 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 ↓	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		\$13,000.00 AUD	Awaiting Response from Buyer Request		Respond
PR12318-R1029	Supply ABC Materials	Broadspectrum Limited - TEST	18 Oct 2019 11:42:03 AM		Undisclosed	Goods Collaboration Request		Respond

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
<b>Respond With Proposal</b>
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



**Collaboration Status - Supply ABC Materials**

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

Collaboration Request: Reference ID: PR12318-R1029  
 Collaboration Title: Supply ABC Materials  
 Request Date: Thu, 14 Nov, 2019  
 Requester: Marcelo Rodrigues da Silva

Composing Proposals

Name	Title	In Response To/Revising
Proposal PR12318-P739	Supply ABC Materials	PR12318-R1029

Current Documents

Name	Date Submitted	Status	Qty	UOM	Price	Total	Actions
Collaboration Request PR12318-R1029	Thu, 14 Nov, 2019	Request Received - Response Required			\$2,000.00 AUD		Respond
1 Supply ABC Materials			200	each	\$40.00 AUD	\$8,000.00 AUD	Respond Send Message Respond With Proposal Decline Request Revise Proposal View 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: Submitted

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

Click on **Actions** button for more selections (as above) details

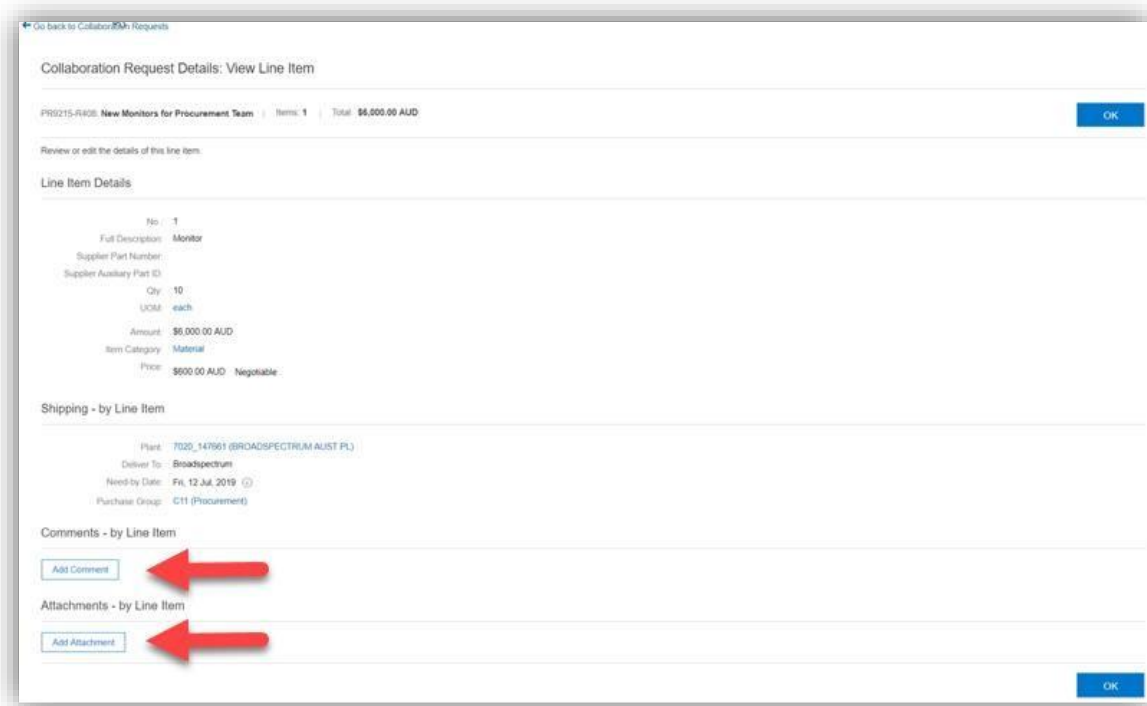
Click on **Detail** button to view more details

Access Messages or send New Message

No.	Type	Description	Qty	Unit	Price	Amount	Detail
1	Supply ABC Materials	Description of the Collaboration Request	200	each	\$40.00 AUD	\$8,000.00 AUD	Detail

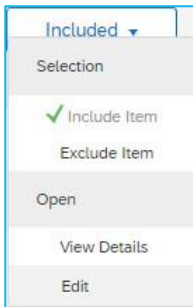
### 3.2.4 Add a Comment or Attachments

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

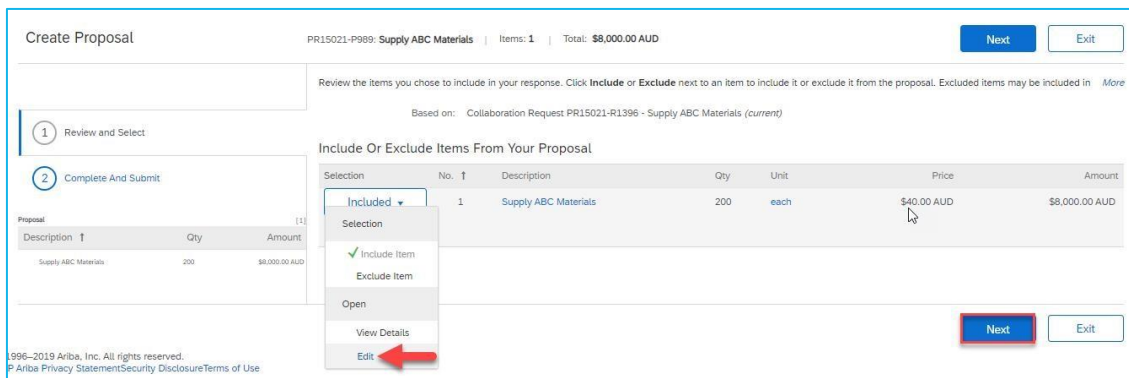


Respond With Proposal

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.






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).


### 3.2.5 Add Comments and Attachments to the Proposal

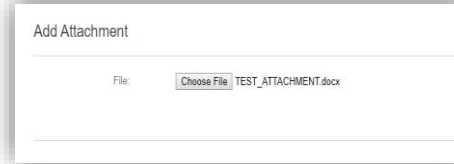
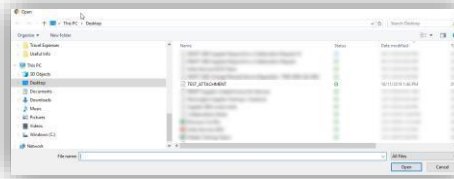
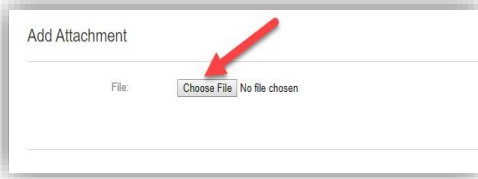
The option **Add Comment** allows you to add comments relating to the Proposal e.g. delivery date

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

### 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 
2. Click on Choose File.



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

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

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6. Click **OK**.

Comments - by Line Item

Comments

See-Comment

Henry Awesome      Delivery date 30/11/19

[Thursday, November 21, 2019 at 6:00 PM]    Edit    Delete

Add Comment

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Attachments - by Line Item

Attachments

File Name	Size	Creator	Delete-Attachment
TEST_ATTACHMENT.docx    Download	107.4 KB	Henry Awesome	Delete

Add Attachment

OK
Cancel

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

Create Proposal      PR12318-P743: Supply ABC Materials    Items: 1    Total: \$7,000.00 AUD    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. Excluded items may be included in a revised proposal.

Based on: Collaboration Request PR12318-R1029: Supply ABC Materials (current)

Include Or Exclude Items From Your Proposal

Selection	No.	Description	Qty	Unit	Price	Amount
Included	1	Supply ABC Materials	200	each	\$35.00 AUD	\$7,000.00 AUD

Proposal	Description	Qty	Amount
1	Supply ABC Materials	200	\$7,000.00 AUD

Next
Exit

8. Click **Submit**.



Create Proposal PR12318-P743: Supply ABC Materials Items: 1 Total: \$7,000.00 AUD

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

Title: Supply ABC Materials  
 Based on: Collaboration Request PR12318-R1029 - Supply ABC Materials (current)  
 My Labels: Apply Label

Line Items

No.	Type	Description	Qty	Unit	Price	Amount
1		Supply ABC Materials	200	each	\$35.00 AUD	\$7,000.00 AUD

Total Estimate: \$7,000.00 AUD

Submit Message

Message:

Attachments:

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 Network

HOME INBOX OUTBOX CATALOGS REPORTS MESSAGES External Document

Orders, Invoices and Payments All Customers + Last 14 days +

50 New Purchase Orders	58 Orders to Confirm	58 Orders to Ship	8 Orders that Need Attention	17 Collaboration Requests	More...
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Request #	Title	Customer	Received Date	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		\$13,000.00 AUD	Awaiting Response from Buyer		Respond
PR12318-R1029	Supply ABC Materials	Broadspectrum Limited - TEST	18 Oct 2019 11:42:03 AM		Undisclosed	Request Received - Supplier Response Required		Respond

Goods Collaboration Request

2. Check for any messages (example only).



Go back to Collaboration Requests

Collaboration Status - New Monitors for Procurement Team

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

Collaboration Request

Reference ID: PR9215-R408  
 Collaboration Title: New Monitors for Procurement Team  
 Request Date: Mon, 24 Jun, 2019  
 Requester: Marcelo Rodrigues da Silva

Last Message (1 messages unread)  
**Subject:** Reduce the price  
**From:** Marcelo Rodrigues da Silva (1/7/2019 18:01)-  
**Reference:** Proposal PR9215-P323  
 Can you please drop the price in 50

Send Message All Messages

Current Documents

Name	Date Submitted	Status	Qty	UOM	Price	Total	Actions
to Proposal PR9215-P323	Fri, 28 Jun, 2019	Proposal Sent - Waiting For Response			\$4,000.00 AUD	\$4,000.00 AUD	Respond
1. Monitor Collaborate: Yes							

All Messages

**Subject:** Reduce the price  
**From:** Marcelo Rodrigues da Silva (1/7/2019 18:01)-  
**Reference:** Proposal PR9215-P323  
 Can you please drop the price in 50

**Subject:** What is your favorite Monitor Color?  
**From:** Henry Awesome (25/6/2019 22:55)-  
**Reference:** Collaboration Request PR9215-R408  
 I have the monitor in the following colours: Black Red Yellow

Messages can be found in the **All Messages** section  
 This example indicates the Supplier has sent the Buyer a message and the Buyer has responded

## 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**.

Go back to Collaboration Requests

Collaboration Status - New Monitors for Procurement Team

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

Collaboration Request

Reference ID: PR9215-R408  
 Collaboration Title: New Monitors for Procurement Team  
 Request Date: Mon, 24 Jun, 2019  
 Requester: Marcelo Rodrigues da Silva

Last Message (1 messages unread)  
**Subject:** Reduce the price  
**From:** Marcelo Rodrigues da Silva (1/7/2019 18:01)-  
**Reference:** Proposal PR9215-P323  
 Can you please drop the price in 50

Send Message All Messages

Current Documents

Name	Date Submitted	Status	Qty	UOM	Price	Total	Actions
to Proposal PR9215-P323	Fri, 28 Jun, 2019	Proposal Sent - Waiting For Response			\$400.00 AUD	\$4,000.00 AUD	Respond +
1. Monitor Collaborate: Yes							

All Messages

**Subject:** Reduce the price  
**From:** Marcelo Rodrigues da Silva (1/7/2019 18:01)-  
**Reference:** Proposal PR9215-P323  
 Can you please drop the price in 50

**Subject:** What is your favorite Monitor Color?  
**From:** Henry Awesome (25/6/2019 22:55)-  
**Reference:** Collaboration Request PR9215-R408

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

Go back to Collaboration Requests

Create Proposal

PR9215-P324: New Monitors for Procurement Team | Items: 1 | Total: \$4,000.00 AUD

Modify the items to reflect your revised offer for this proposal.

Title: New Monitors for Procurement Team  
 Based on: Proposal PR9215-P323 - New Monitors for Procurement Team (current)  
 My Labels: Apply Label...

Line Items

No.	Type	Description	Qty	Unit	Price	Amount
1	Monitor	Monitor	10	each	\$400.00 AUD	\$4,000.00 AUD

Actions: Edit

Total Estimate: \$4,000.00 AUD

Click on the **Actions** drop-down button and select **Edit**!

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





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

### 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.

Name	Date Submitted	Status	Qty	UOM	Price	Total
Proposal PR12460-P750	Wed, 20 Nov, 2019	Proposal Sent - Waiting For Response				\$3,500.00 AUD
1. New Monitors for Procurement Team			10	each	\$350.00 AUD	\$3,500.00 AUD

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.

### 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**.

Name ↑	Date Submitted	Status	Qty	UOM	Price	Total
Proposal PR12460-P750	Wed, 20 Nov, 2019	Proposal Sent - Waiting For Response			\$3,500.00	\$3,500.00 AUD
1. New Monitors for Procurement Team Collaborate: Yes						

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.



### 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**.

Go back to Collaboration Requests

Collaboration Status - New Monitors for Procurement Team

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

Collaboration Request

Reference ID: PR12460-R1039

Collaboration Title: New Monitors for Procurement Team

Request Date: Wed, 20 Nov, 2019

Requester: Marcelo Rodrigues da Silva

Last Message (0 messages unread)

To send a message to the requester, click the **Send Message** link, and enter your message between your organization and the buying organization.

Current Documents

Name ↑	Date Submitted	Status	Qty	UOM	Price	Total
Proposal PR12460-P750	Wed, 20 Nov, 2019	Proposal Sent - Waiting For Response				\$3,500.00 AUD
1. New Monitors for Procurement Team			10	each	\$350.00 AUD	\$3,500.00 AUD

Line Item Details

3. Click the **Add Items** button.

Go back to Collaboration Requests

Create Proposal

PR12460-P751: New Monitors for Procurement Team

Items: 1 | Total: \$3,500.00 AUD

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 Monitors for Procurement Team

Based on: Proposal PR12460-P750 - New Monitors for Procurement Team (current)

My Labels: Apply Label... Ⓞ

1 Review and Select

2 Complete And Submit

Proposal [1]

Description ↑	Qty	Amount
New Monitors for Procurement Team	10	\$3,500.00 AUD

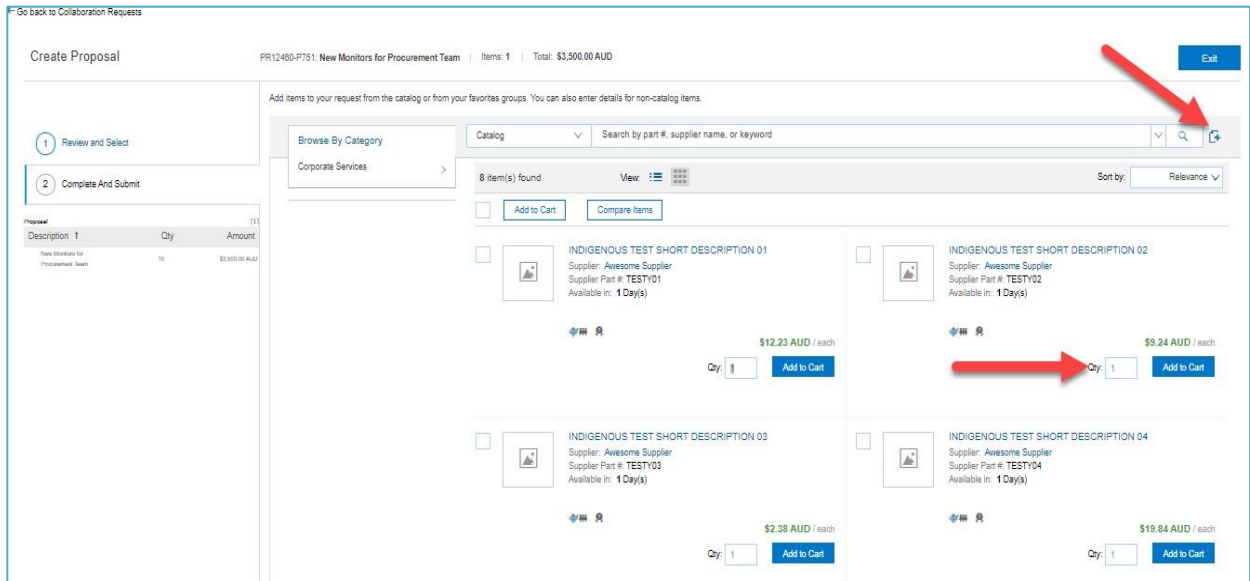
Line Items

1 Line Item

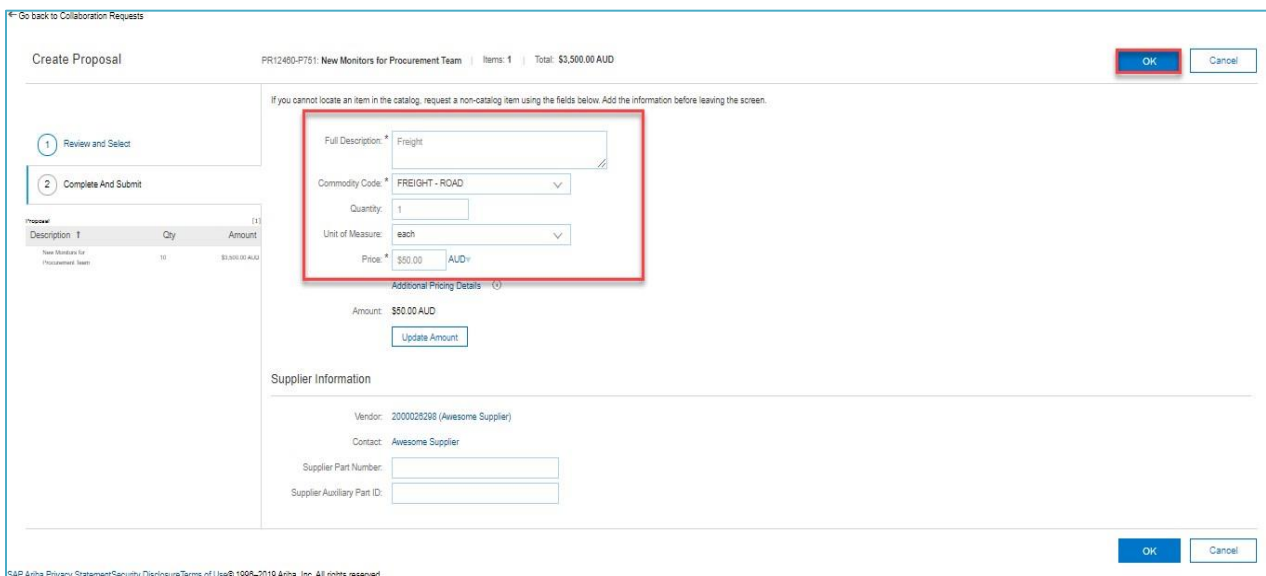
No. ↑	Type	Description	Qty	Unit	Price	Amount
1		New Monitors for Procurement Team	10	each	\$350.00 AUD	\$3,500.00 AUD

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**.

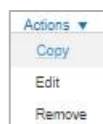


6. Complete the information relating to the alternative Proposal.
7. Click **OK**.



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

appropriate option



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



Go back to Collaboration Requests

Create Proposal FR12480-P761: New Monitors for Procurement Team | Items: 2 | Total: \$3,550.00 AUD

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:

Based on: Proposal PR12480-P760 - New Monitors for Procurement Team (current)

Allow Partial Acceptance:

My Labels:

Description	Qty	Amount
Freight	1	\$50.00 AUD
New Monitors for Procurement Team	10	\$3,500.00 AUD

Line Items

2 Line Items Show Details

No.	Type	Description	Qty	Unit	Price	Amount
1	IS	New Monitors for Procurement Team	10	each	\$350.00 AUD	\$3,500.00 AUD
2	IS	Freight	1	each	\$50.00 AUD	\$50.00 AUD

Total Estimate: \$3,550.00 AUD

## 5 Potential Collaboration Statuses

Status	Description
<b>Request Received – You Response Required</b>	A new Collaboration request is in your Inbox. The Buyer is awaiting your response.
<b>Awaiting Response from Buyer</b>	The Buyer is reviewing the proposal submitted.
<b>Proposal Accepted by Buyer</b>	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.
<b>Proposal Rejected by Buyer</b>	The Buyer has rejected the entire proposal submitted. You may choose to resubmit a revised proposal until the request has been closed.
<b>Proposal Withdrawn by You</b>	You have decided to withdraw a proposal which you had submitted.
<b>Request Declined by You</b>	You declined to submit a proposal to the Buyer's request.
<b>Request Cancelled by Buyer</b>	The Buyer has decided to cancel the request. No further action is allowed.
<b>Request Closed</b>	The request has been closed through the Buyer's selection of an alternative proposal. No further action is allowed



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

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