

Supplier Bidding by Email

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Confidential



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Supplier RFP Bidding by Email

Description:

This feature will allow Suppliers to respond to RFP events via email, whether they are Preferred, Registered, or Unregistered. When an event is created, the email notification that is sent to the invited suppliers will contain options for the recipient to Respond, View, or Decline the event.

Supplier RFP Bidding by Email

Current Problem

When a Supplier is invited to bid in an RFP event, he receives a notification email which requires him to log into the Ariba Network in order to view or respond to the event. If a Supplier is unregistered, he must first register his company on the Ariba Network before he can proceed to the event, which could pose an unfair advantage to Suppliers that were already registered. As products and services continue to digitally transform, consumers are increasingly expectant of interactions and experiences that are fast, efficient, and user-friendly. In order to meet our customers' expectations, we need to remove unnecessary and time-consuming steps from our process flows, and further automate our products.

Solution

We have removed the requirement that invited Suppliers must first login to the Ariba Network in order to respond to RFP events, and made it possible for participants to respond to events directly via email.

Benefits

- Registered suppliers can skip the intermediary step of logging into the Ariba Network in order to respond to events; they can now respond to events at the click of a button from within the event email notification.
- Unregistered suppliers no longer need to lose precious bidding time by having to create an account on the Supplier portal before they can view and respond to events; a quick enablement will automate their registration to allow for faster response time.
- Buyers can receive faster responses to their events.

Supplier RFP Bidding by Email

Email invitation to suppliers

The event email notification will present the user with two options, as shown to the right.

Selected suppliers will receive the new invitation email with event header details, including following four fields:

1. Bidding start date
2. Region
3. Commodity
4. Description



Oranges (RFP By Email)

Please review this RFQ and submit your quote by email.
For any questions, contact boris.vostroy@sap.com

Email quote Decline

By responding to this email I acknowledge the [Terms of Agreement](#).

[View in application](#)

Event Ends Wednesday, January 3, 2018 at 12:34 PM, Central European Time

Bidding start date

Wednesday, January 3, 2018 at 11:34 AM, Central European Time

Region

Commodity

Description

Items for pricing

Oranges

Price	\$50.00 USD
Quantity	20 kilogram
Extended Price	\$1,000.00 USD

Cirrus Atlantic Suite sourcing site, Event Doc1209857617: Oranges (RFP By Email), Realm: cirrusatlanticsuite,
Message Id: MSG49583785, [Click Here](#)

Supplier RFP Bidding by Email

Email invitation to suppliers

- **Respond** - This will generate a pre-filled text email template (see next slide).
- **View** - This will direct the user to login to the Ariba Network Sourcing portal to view the event. For new, unregistered Suppliers, a Light Enablement flow will kick off, which takes less than 5 minutes and only requires a name and address from the user. Once their registration is complete, the user is directed to the event page.



Cirrus Atlantic Suite

RFQ1304-Video Project

Preview | Closes : Tuesday, September 12, 2017 at 3:00 AM, Pacific Daylight Time

Respond

View

Decline

- **Decline** - As above, this will direct the user to login to the Sourcing portal, and will take the user through the Light Enablement flow if required. If the Supplier does not wish to participate in the event, this link will allow them to communicate their response along with any comments to the Buyer.

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Email response format

- Clicking Respond will generate a one-time secure email with a pre-populated body, as shown.
 - All supplier required terms will have a "*" symbol following field label/description, otherwise, it's an optional field.
 - Attachment-type terms don't require an in-line response, and don't have a ":" following the term name. Simply attach a file to your response email; limit one attachment per item per event
 - The Quantity field will have the default value prepopulated in the email.
- Suppliers will receive a success confirmation email with the bid values received into Ariba.
- Suppliers will receive an error notification email if they send an invalid response format.

To:	bidbyemail-prod+cirrusatlanticsuite+Doc1127442887+-621011439618193017@ansmtp.ariba.com
Cc:	
Subject:	Re:Cirrus Atlantic Suite has invited you to participate in an event: RFQ1381-RFQSep24_1.

Price*[PRICE]:
Quantity*[QUANTITY]:1 each
Line Number*[LINENUMBER]:
Tax [TAX]:
Tax Description [TAXDESCRIPTION]:
Shipping Terms [SHIPPINGTERMS]:
Shipping Cost [SHIPPINGCOST]:
Comment [COMMENT]:
If required, attach a supporting file to your response

- A Bid submitted by email could be rejected if the bidding rules are not followed. Suppliers will receive a failure bidding notification email with detailed information about the rejection.

Supplier RFP Bidding by Email

Questions Support

- Questions are supported at both the header level and the line item level.
- Questions will be prepopulated in the email, with an asterisk (“*”) denoting the questions that are required from the Supplier. Optional questions will have no asterisk.

Bidding start date	
Friday, November 3, 2017 at 5:31 PM, Pacific Daylight Time	
Region	Commodity
Los Angeles Metro	Footwear
San Francisco Bay Area	Personal care products
Description	

Questions

- What safety certification does your product have?
- How long has your company been manufacturing this product?

Items for pricing


Computer

Supplier RFP Bidding by Email Buy-side

- Buyers will continue to receive event responses the same way they currently do, from both the Guided Buying and Sourcing applications.
- No change in process flow is required from Buyers for email bid responses.

The screenshot displays the SAP Ariba web interface. The browser address bar shows the URL <https://svchfss.ariba.com/gb/view-request2/RFQ189/rfq?realm=undefined>. The SAP Ariba logo and navigation icons are visible in the top header. The main content area is titled "Invited suppliers" and includes the message "You have received 1 quote from invited suppliers". Below this, a "Preferred" badge is shown next to the supplier name "Demo QE Supplier 1" and location "Sunnyvale, CA". The quote amount is displayed as "\$140.00 USD" in green text, with an "Accept Quote" button below it. A section titled "Attachments" is also visible. At the bottom, a "Line item 1" section provides details: "Total \$140.00 USD", "Quantity 1", "Unit of measure EA", and "Unit price \$140.00 USD".

Invited suppliers
You have received 1 quote from invited suppliers

Preferred
 **Demo QE Supplier 1**
Sunnyvale, CA

\$140.00 USD

[Accept Quote](#)

Attachments

Line item 1 ^

Total
\$140.00 USD

Quantity
1

Unit of measure
EA

Unit price
\$140.00 USD

Supplier RFP Bidding by Email

Enabling email response via RFP template

The email bidding feature can be turned on or off using the template rule below:

Bidding Rules

Enable scoring on participant responses: ☒ Yes ☐ No ⓘ

Default Grading Method:

Select ▼

 ⓘ

Enable blind grading on participant responses: ☐ Yes ☒ No ⓘ

Allow suppliers to submit bids by email.: ☒ Yes ☐ No ⓘ

Supplier RFP Bidding by Email

Planned Enhancements

The following planned enhancements will be generally available in January 2018:

- “Respond” button text is changed to “Email quote”; the functionality remains the same.
- Terms of Agreement is now a link. When the user clicks on it, the Supplier Terms of Use will open in browser.
- Event Ends date is now displayed inside an orange color box with a Timer image. (This timer image is newly added in the path: ../ond/s4/dev/sourcing/eventui/riba/resource/en_US/images/sourcing/Timer.png)
- Line items and terms are displayed under the Items for Pricing section.
- "Decline" button will become "Decline to respond" link.
- Support for declining the bid through email instead of going to the UI.
- When the email bidding feature is turned on, a warning message should show up indicating that price and quantity are mandatory fields for this feature.

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Applicable to the Following:

- Ariba Sourcing

Change Management for GA:

- This feature is “off” by default; customers must contact support to have it turned on for their realm.

Using this Feature:

Enabling

- Template-level rule will turn the functionality on or off

Prerequisites

- SAP Ariba Sourcing
- Optional: SAP Ariba Guided Buying

Limitations

- Email bidding is currently available for events with one line item. Events with multiple line items will require Suppliers to follow the existing process.
- Event attachments are restricted to one attachment only as currently only one line item is supported.
- Multi-language support is suspended due to some encoding issues.

Thank you

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