

# GRACE

Talent | Technology | Trust™

## **SAP Ariba SUPPLIER Collaboration**

July, 2019

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

Orders and Releases ▾ All Customers ▾ Order Number

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

34 New Purchase Orders
5 Orders that Need Attention
2 Invoices Rejected
0 Payments Received
**!** 4 Collaboration Requests
More...

| Request #  | Title             | Customer        | Received Date ↓         | Purchase Order | Amount      | Status  | Assigned To | Action           |
|------------|-------------------|-----------------|-------------------------|----------------|-------------|---|-------------|------------------|
| PR1659-R62 | Test CR - 10/15   | WR Grace - TEST | 16 Oct 2018 12:35:08 AM |                | \$20.00 USD | Request Received - Supplier Response Required |             | <b>1</b> Respond |
| PR1621-R60 | Test CR 4 - 10/15 | WR Grace - TEST | 15 Oct 2018 6:18:04 PM  |                | \$30.00 USD | Request Received - Supplier Response Required |             | Respond          |
| PR1611-R56 | Copy of Test PR   | WR Grace - TEST | 15 Oct 2018 6:05:53 PM  |                | \$27.00 USD | Awaiting Response from Buyer                  |             | Respond          |
| PR1607-R58 | Test CR01 - 10/15 | WR Grace - TEST | 15 Oct 2018 6:00:12 PM  |                | \$14.00 USD | Request Received - Supplier Response Required |             | Respond          |

**1** The Supplier clicks **Respond**.

**!** Click on tab **Collaboration Requests**.



## The Supplier clicks Respond with Proposal to provide their response.

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  
Requester: Eswar Prasad Yadav Darsi

**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.

[Send Message](#)

**Current Documents** [Hide Details](#)

| Name ↑  | Date Submitted    | Status                               | Qty | UOM  | Price       | Total       | Actions   |
|---|-------------------|--------------------------------------|-----|------|-------------|-------------|---|
| <a href="#">Collaboration Request PR1659-R62</a><br>1. Test CR<br>Line Item Details<br>Collaborate: Yes | Tue, 16 Oct, 2018 | Request Received - Response Required | 1   | each | \$20.00 USD | \$20.00 USD | Respond<br>Send Message<br>Respond With Proposal<br>Decline Request<br>Revise Proposal<br>View<br>Messages<br>Print |

All Messages  
No items

**SAP Ariba**  
Brian Jonas (test-supplier-Brian.Jonas@grace.com) last visited 15 Oct 2018 12:06:50 PM WR Grace - TEST AN01409198184-T  
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2 The Supplier clicks **Respond**.

3 The Supplier clicks **Respond With Proposal**.



## The Supplier reviews the items and clicks Next.

### Create Proposal

PR1659-P46: Test CR - 10/15 | Items: 1 | Total: \$20.00 USD

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 PR1659-R62 - Test CR - 10/15 (current)

#### Include Or Exclude Items From Your Proposal

| Selection  | No. | Description | Qty | Unit | Price       | Amount      |
|------------|-----|-------------|-----|------|-------------|-------------|
| Included ▾ | 1   | Test CR     | 1   | each | \$20.00 USD | \$20.00 USD |

**Next** **Exit**

**Next** **Exit**

**SAP Ariba**  
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4 The Supplier clicks **Next**.



## The Supplier can edit the details for the item.

Create Proposal PR1659-P46: Test CR - 10/15 | Items: 1 | Total: \$20.00 USD

1 Review and Select  
2 Complete And Submit

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

Title: Test CR - 10/15  
Based on: Collaboration Request PR1659-R62 - Test CR - 10/15 (current)  
My Labels: Apply Label... ⌵

▼ Line Items

| Description ↑ | Qty | Amount      |
|---------------|-----|-------------|
| Test CR       | 1   | \$20.00 USD |

1 Line Item

| No. ↑ | Type | Description | Qty | Unit | Price       | Amount      |
|-------|------|-------------|-----|------|-------------|-------------|
| 1     |      | Test CR     | 1   | each | \$20.00 USD | \$20.00 USD |

Actions ▾  
Copy Selected Lines  
**Edit Details**  
Edit Discount  
Delete Selected Lines  
Delete Discounts

Add items

Total Estimate: \$20.00 USD  
Update Total

Submit Message  
Message:

5

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

Create

Modify

Approve

PO

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

The screenshot shows the 'Create Proposal' interface for a purchase order. The header includes the proposal ID 'PR1659-P46: Test CR - 10/15', the number of items '1', and the total amount '\$20.00 USD'. In the top right corner, there are 'OK' and 'Cancel' buttons, with a red circle '7' highlighting the 'OK' button. On the left side, there are two steps: '1 Review and Select' and '2 Complete And Submit'. Below the steps is a table with the following data:

| Description ↑ | Qty | Amount      |
|---------------|-----|-------------|
| Test CR       | 1   | \$20.00 USD |

The main area is titled 'Line Item Details' and contains the following fields:

- No.: 1
- Full Description: Test CR
- Supplier Part Number: [empty field]
- Supplier Auxiliary Part ID: [empty field]
- Qty: 1
- UOM: each
- Additional Pricing Details ⓘ
- Amount: \$20.00 USD
- Category: \* Material
- Price: \$20.00 USD ⓘ (This field is highlighted with a red box and a red circle '6')

At the bottom, there are sections for 'Comments - by Line Item' with an 'Add Comment' button, and 'Attachments - by Line Item' with an 'Add Attachment' button.

6 The Supplier enters a **Price**.

7 The Supplier clicks **OK**.



## After the Supplier has entered a price, they submit their proposal.

Create Proposal

PR1659-P46: Test CR - 10/15 | Items: 1 | Total: \$18.00 USD

Prev **8** Submit Exit

1 Review and Select

2 Complete And Submit

Proposal [1]

| Description ↑ | Qty | Amount      |
|---------------|-----|-------------|
| Test CR       | 1   | \$18.00 USD |

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

Title: Test CR - 10/15

Based on: Collaboration Request PR1659-R62 - Test CR - 10/15 (current)

My Labels: Apply Label... ⓘ

▼ Line Items

1 Line Item Show Details

| No. ↑ | Type | Description | Qty | Unit | Price       | Amount      |
|-------|------|-------------|-----|------|-------------|-------------|
| 1     |      | Test CR     | 1   | each | \$18.00 USD | \$18.00 USD |

Actions Add items

Total Estimate: \$18.00 USD Update Total

Submit Message

Message:

**8** 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  
Requester: Eswar Prasad Yadav Darsi

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.

[Send Message](#)

Current Documents [Hide Details](#)

| Name ↑                                | Date Submitted    | Status                               | Qty | UOM  | Price       | Total       | Actions                   |
|---------------------------------------|-------------------|--------------------------------------|-----|------|-------------|-------------|---------------------------|
| Proposal PR1659-P46                   | Tue, 16 Oct, 2018 | Proposal Sent - Waiting For Response |     |      |             | \$18.00 USD | <a href="#">Respond ▾</a> |
| 1. Test CR                            |                   |                                      | 1   | each | \$18.00 USD | \$18.00 USD |                           |
| Line Item Details<br>Collaborate: Yes |                   |                                      |     |      |             |             |                           |

All Messages [Send Message](#)

No Items

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.

Orders and Releases ▾ All Customers ▾ Order Number

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

34 New Purchase Orders
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More...

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|------------|-------------------|-----------------|-------------------------|----------------|-------------|---|-------------|---------|
| PR1659-R62 | Test CR - 10/15   | WR Grace - TEST | 16 Oct 2018 12:37:45 AM |                | \$18.00 USD | Awaiting Response from Buyer                  |             | Respond |
| PR1621-R60 | Test CR 4 - 10/15 | WR Grace - TEST | 15 Oct 2018 6:18:04 PM  |                | \$30.00 USD | Request Received - Supplier Response Required |             | Respond |
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! 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).**

PR1659 - Test CR - 10/15 Status: **Collaborating**

Buttons: End Collaboration, Copy, Print

Tabs: Summary, **Collaboration**, Orders, Receipts, History

View by:  Supplier  Line Item

Proposals Hide Details

| Name ↑                  | Contact                 | Status                              | Qty | UOM  | Price       | Total       |
|-------------------------|-------------------------|-------------------------------------|-----|------|-------------|-------------|
| 20/20 VISION CLINIC     | 20/20 VISION CLINIC     | Request Sent - Waiting For Response |     |      |             | \$20.00 USD |
| 1. Test CR              |                         |                                     | 1   | each | \$20.00 USD | \$20.00 USD |
| Line Item Details       |                         |                                     |     |      |             |             |
| Collaborate: Yes        |                         |                                     |     |      |             |             |
| 3E COMPANY ENVIROMENTAL | 3E COMPANY ENVIROMENTAL | Proposal Received - Please Respond  |     |      |             | \$18.00 USD |
| 1. Test CR              |                         |                                     | 1   | each | \$18.00 USD | \$18.00 USD |
| Line Item Details       |                         |                                     |     |      |             |             |
| Collaborate: Yes        |                         |                                     |     |      |             |             |

**9** 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.

**Collaboration Request**  
Reference ID: PR1659-R63  
Collaboration Title: Test CR - 10/15  
Request Date: Tue, 16 Oct, 2018  
Requester: Eswar Prasad Yadav Darsi

**Last Message (0 messages unread)**  
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[Send Message](#)

**Current Documents**  
[Hide Details](#)

| Name ↑   | Date Submitted    | Status                                      | Qty | UOM  | Price       | Total       | Actions                 |
|--|-------------------|---|-----|------|-------------|-------------|-------------------------|
| <input checked="" type="checkbox"/> Collaboration Request PR1659-R63 | Tue, 16 Oct, 2018 | <b>Request Received - Response Required</b> |     |      |             | \$20.00 USD | <a href="#">Respond</a> |
| 1. Test CR   |                   |   |     | each | \$20.00 USD | \$20.00 USD |                         |
| ▼ Line Item Details  |                   |   |     |      |             |             |                         |
| Collaborate: Yes   |                   |   |     |      |             |             |                         |

All Messages [Send Message](#)

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

