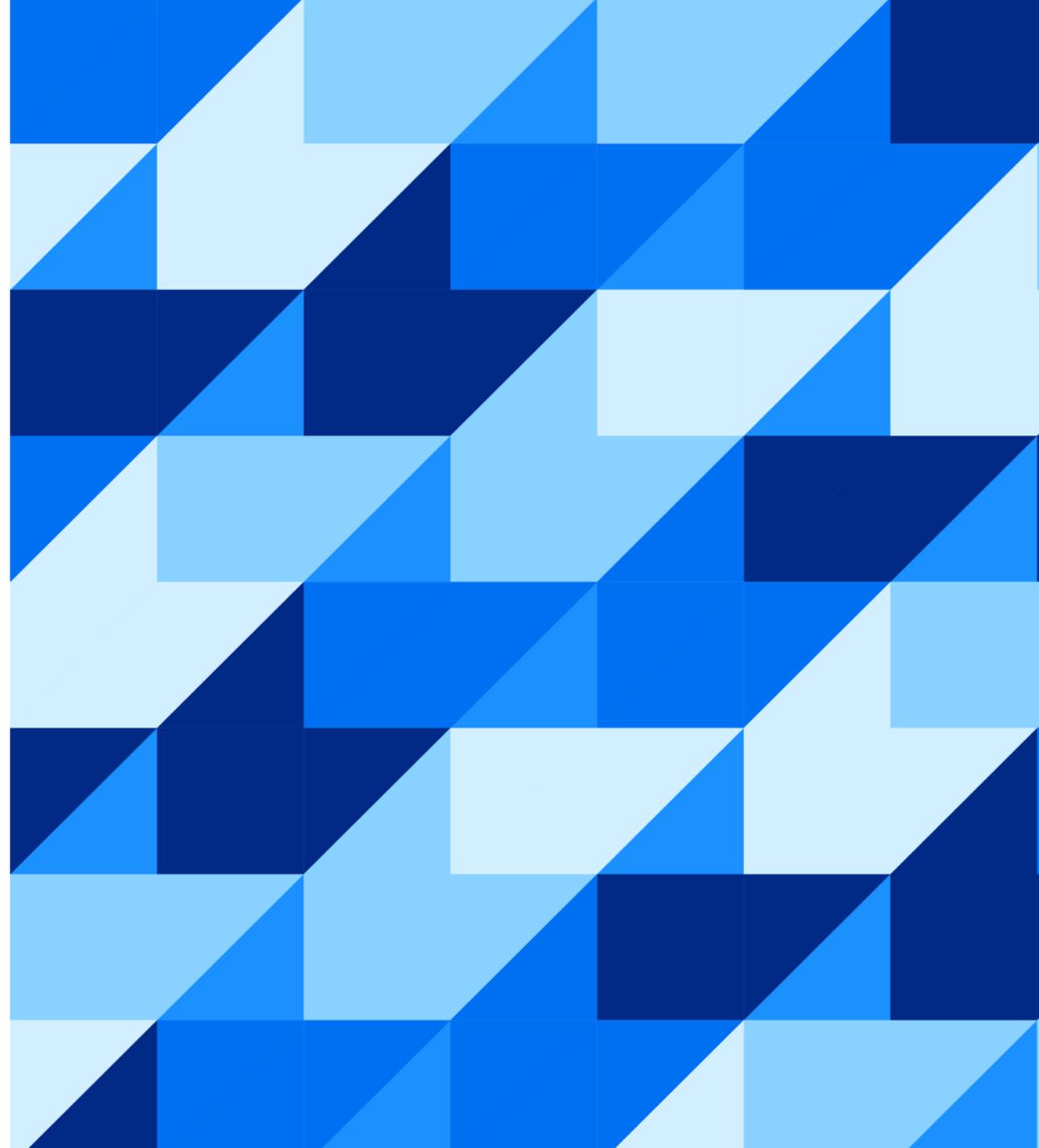


# SAP Business Network Collaborative Requisitioning Guide

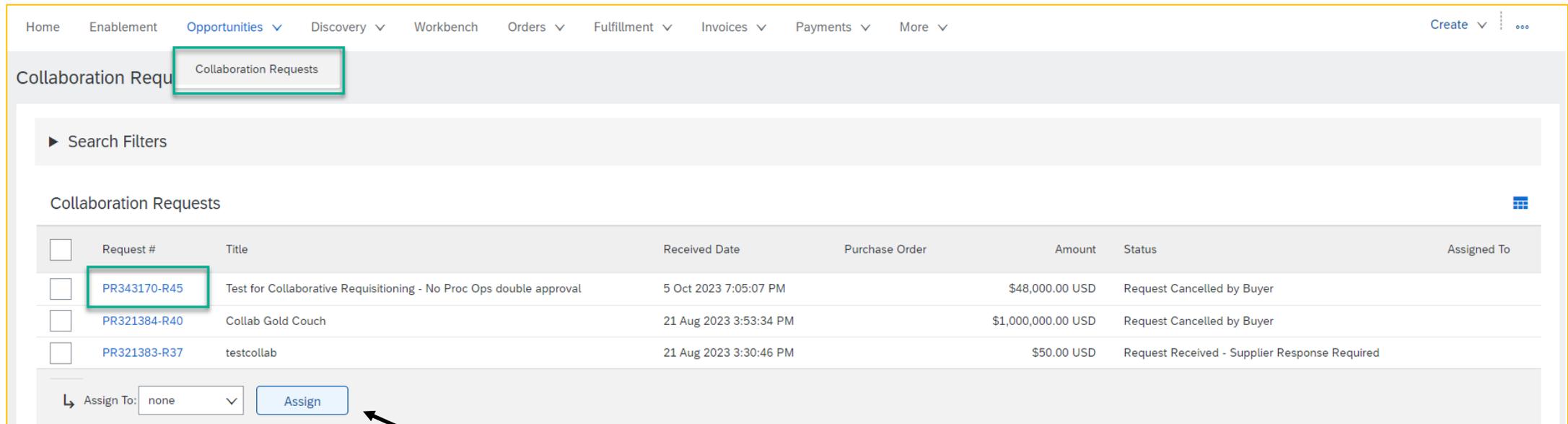
Best Buy Purchasing LLC

Public



# Searching for Collaboration Requests

1. To locate your Collaboration Request, navigate to the *Opportunities* tab and click on *Collaboration Requests* from the drop-down menu displayed.
2. Locate your Collaboration Request and click directly on top of the number to open the details of the request.



The screenshot shows the SAP Collaboration Requests interface. At the top, there is a navigation bar with tabs: Home, Enablement, Opportunities (selected), Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, and More. A 'Create' button is visible on the right. Below the navigation bar, the 'Collaboration Requests' section is highlighted with a green box. Underneath, there is a 'Search Filters' section. The main content area displays a table of Collaboration Requests with the following data:

<input type="checkbox"/>	Request #	Title	Received Date	Purchase Order	Amount	Status	Assigned To
<input type="checkbox"/>	PR343170-R45	Test for Collaborative Requisitioning - No Proc Ops double approval	5 Oct 2023 7:05:07 PM		\$48,000.00 USD	Request Cancelled by Buyer	
<input type="checkbox"/>	PR321384-R40	Collab Gold Couch	21 Aug 2023 3:53:34 PM		\$1,000,000.00 USD	Request Cancelled by Buyer	
<input type="checkbox"/>	PR321383-R37	testcollab	21 Aug 2023 3:30:46 PM		\$50.00 USD	Request Received - Supplier Response Required	

At the bottom of the table, there is an 'Assign To:' dropdown menu currently set to 'none' and an 'Assign' button. An arrow points from the text below to the 'Assign' button.

The collaboration request can also be assigned to a user by selecting the appropriate user from the drop-down menu and clicking *Assign*.

Please see more about this document type here: [About Collaborating with Customers | SAP Help Portal](#)

# Working with Collaboration Requests – View the Details

- To view the details of the Collaboration Request, click on the envelope icon to the left of the Collaboration Request Name/Number.
- You will see the details of the collaboration request displayed including Description, Quantity, Amount, etc.
- You can either respond directly to the request or you can send a message to your customer.

Go back to Collaboration Requests

### Collaboration Status - testcollab

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

Collaboration Request Last Message (0 messages unread) [Send Message](#)

Reference ID: PR321383-R37  
Collaboration Title: testcollab  
Request Date: Mon, 21 Aug, 2023  
Requester:

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 PR321383-R37	Mon, 21 Aug, 2023	Request Received - Response Required			\$50.00 USD		<a href="#">Respond</a>
1. test collab			1	each	\$50.00 USD	\$50.00 USD	
▼ Line Item Details							
Collaborate: Yes							

All Messages [Send Message](#)

Go back to Collaboration Requests

### Collaboration Request PR321383-R37 - testcollab

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](#) [Actions](#)

#### Summary

My Labels: [Apply Label](#)

#### Line Items

1 Line Item

No. ↑	Type	Description	Qty	Unit	Price	Amount	Show Details
1		test collab	1	each	\$50.00 USD	\$50.00 USD	<a href="#">Detail</a>

Messages Referring To This Document (All Messages) [New Message](#)

Attachments - Entire Collaboration Request [Add Attachment](#)

# Working with Collaboration Requests – Send a Message

1. To send a message, click on *Send Message*.
2. On the next screen, you will be able to compose your message. Enter the subject of your message along with the message you'd like to send to your buyer.
3. You can add an attachment to your message by clicking on *Add* below the body of your message.
4. A record of messages for this document will be displayed at the bottom of the screen (after at least one message has been sent).

Note: Multiple messages can be sent throughout the collaboration request process.

Go back to Collaboration Requests

### Collaboration Status - testcollab

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

Collaboration Request

Reference ID: PR321383-R37  
Collaboration Title: testcollab  
Request Date: Mon, 21 Aug, 2023  
Requester:

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 PR321383-R37	Mon, 21 Aug, 2023	Request Received - Response Required				\$50.00 USD	<a href="#">Respond</a>
1. test collab			1	each	\$50.00 USD	\$50.00 USD	
Line Item Details							
Collaborate:	Yes						

All Messages [Send Message](#)

No Items

Go back to Collaboration Requests

### Compose Message

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

Subject:

Message:

Attachments: [Add](#)

[Send](#) [Cancel](#)

History

No Items

[Send](#) [Cancel](#)

# Working with Collaboration Requests – Respond with a Proposal I

1. To respond with a proposal, click on the *Respond* button and select *Respond with Proposal* from the drop-down menu displayed.
2. On the next page, review and select your line items to include.
3. Click *Next*.
4. If you decline the request, you will be prompted to enter a reason and comments when declining.
5. Once you've submitted a proposal, you will also have the option to then revise or withdraw if needed from this same drop-down menu.

Collaboration Status - testcollab

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

Collaboration Request

Reference ID: PR321383-R37  
 Collaboration Title: testcollab  
 Request Date: Mon, 21 Aug, 2023  
 Requester:

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

Composing Proposals

Name	Title	In Response To/Revising
Proposal PR321383-P28	testcollab	PR321383-R37

Current Documents

Name	Date Submitted	Status	Qty	UOM	Price	Total	Actions
Collaboration Request PR321383-R37	Mon, 21 Aug, 2023	Request Received - Response Required			\$50.00 USD	\$50.00 USD	Respond Respond Send Message <b>Respond With Proposal</b> Decline Request Revise Proposal View Messages Print
1. test collab Line Item Details Collaborate: Yes							

All Messages

No items

Declining Collaboration Request

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

Collaboration Thread: testcollab

Reason for Decline: (Select a Reason)

Comments:

Go back to Collaboration Requests

Create Proposal

PR321383-P29: testcollab | Items: 1 | Total: \$50.00 USD

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 PR321383-R37 - testcollab (current)

1 Review and Select

2 Complete And Submit

Include Or Exclude Items From Your Proposal

Selection	No.	Description	Qty	Unit	Price	Amount
Included	1	test collab	1	each	\$50.00 USD	\$50.00 USD

Proposal

Description	Qty	Amount
test collab	1	\$50.00 USD

Next Exit

# Working with Collaboration Requests – Respond with a Proposal II

1. After clicking on Respond to Proposal and reviewing the line items on the previous page, you have the option to submit a message or include an attachment before submitting.
2. Once you submit your proposal, you will see a confirmation message displayed across the page.
3. To view the status of your proposal, return to the Collaboration Request section of your account from the Opportunities menu.
4. Once you have submitted your proposal, you will have the option to revise or withdraw your proposal by returning to the collaboration request.

Note: A proposal can be revised only if the customer has not accepted the collaboration request.

Create Proposal PR321383-P29: testcollab | Items: 1 | Total: \$50.00 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: testcollab  
Based on: Collaboration Request PR321383-R37 - testcollab (current)  
My Labels: Apply Label...  
Line Items

No.	Type	Description	Qty	Unit	Price	Amount
1		test collab	1	each	\$50.00 USD	\$50.00 USD

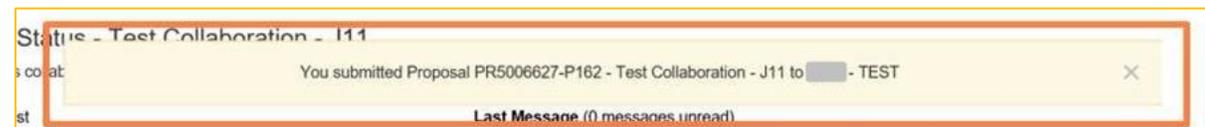
Total Estimate: \$50.00 USD  
Update Total

Submit Message

Message:

Attachments: Add

Attachments - Entire Proposal  
Add Attachment



# Setting Up Collaborative Request Access

- If additional users of your account need access to view and action collaboration requests, their user role must have the appropriate permissions assigned.
- You can also create a separate role for users that only need to view/action these request types as needed.
- Your account administrator will be able to create and assign this role.
- [How to create a user and assign a role](#)

### Create Role

\* Indicates a required field

New Role Information

Name: \*

Description:

Permissions

Each role must have at least one permission.

Page 1 >>

<input type="checkbox"/>	Permission	Description
<input type="checkbox"/>	API Development Access	Access to API development using the SAP Ariba developer portal.
<input type="checkbox"/>	Access Proposals and Contracts	View your organization's Ariba Sourcing events and Ariba Contract Management contracts, documents, and tasks. This permission grants access to the Proposals and Contracts properties. Individual users must be approved by Ariba Sourcing buyers before they can view or participate in events or contract tasks
<input type="checkbox"/>	Archive Access	View and search archived items
<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 type="checkbox"/>	Catalog Management	Set up and manage catalog-related activities
<input type="checkbox"/>	Collaboration Request Access	View collaboration requests
<input type="checkbox"/>	Collaboration Request Administration	View and administer collaboration requests
<input type="checkbox"/>	Company Data Deletion Configuration	Access to company data config
<input type="checkbox"/>	Company Information	Review and update company profile information

# System Notifications for Collaboration Requests

1. To set up notifications in your SAP Business Network account, navigate to the initials icon in the top right corner of your screen and select *Settings* from the menu displayed.
2. Select *Notifications* and then *Network* from the displayed notification options.
3. Select the box next to *Collaboration Request* and enter (up to three) emails in the box displayed on the right. Be sure to separate the emails by a comma if entering multiple.

Note: The following events will trigger a notification to an individual user's email address:

- A collaboration request is assigned to the user
- An assigned collaboration request's status changes

General **Network** Discovery Sourcing & Contracts

Enter up to three comma-separated email addresses per field. Ensure that you have any required user consents before adding email addresses for sending notifications. The Preferred Language configured by the account administrator controls the language used in these notifications.

Electronic Order Routing

Type	Send notifications when...	To email addresses (one required)
Order	<input type="checkbox"/> Send a notification when orders are undeliverable.	+ noreply@ariba.com
	<input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.	
	<input type="checkbox"/> Send notification for new purchase orders to suppliers.	
	<input type="checkbox"/> Send notification to suppliers when purchase orders are changed.	
	<input checked="" type="checkbox"/> Send a notification when orders are on hold due to non-payment of fee.	
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when purchase order inquiries are received.	+ noreply@ariba.com
	<input type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.	
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	+ noreply@ariba.com
Pending Queue	<input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.	+ noreply@ariba.com
Order Confirmation Failure	<input type="checkbox"/> Send a notification when order confirmations are undeliverable.	+ noreply@ariba.com
Collaboration Request	<input checked="" type="checkbox"/> Send a notification when collaboration requests are received.	+ noreply@ariba.com

# Potential Collaboration Statuses

- **Request Received – Supplier Response Required**
  - A new Collaboration request is in your Inbox. The Buyer is awaiting your company's response.
- **Awaiting Response from Buyer**
  - The Buyer is reviewing the proposal submitted.
- **Proposal Accepted By Buyer**
  - 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.
- **Proposal Rejected By Buyer**
  - The Buyer has rejected the entire proposal submitted. The supplier may choose to resubmit a revised proposal until the request has been closed.
- **Proposal Withdrawn By Supplier**
  - Your company decided to withdraw a proposal submitted.
- **Request Declined By Supplier**
  - Your company declined to submit a proposal to the Buyer's request.
- **Request Canceled By Buyer**
  - The Buyer has decided to cancel the request. No further action is allowed.
- **Request Closed**
  - The request has been closed through the Buyer's selection of an alternative proposal. No further action is allowed.
- **Proposal Accepted and Request Closed**
  - The Buyer has accepted your company's proposal and therefore closed the request. No further action is allowed.