



Juntos, Vemos Más Allá

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## **Suppliers Manual**

Collaboration Process

# Content

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- This manual contains the instructions for the collaboration in SAP Business Network. This is the bidding process through the platform.

- Click on this Hyperlink:

<https://service.ariba.com/Supplier.aw/109553048/aw?awh=r&awssk=7LmRc6OS&dard=1>



## Supplier sign-in

Next

[Forgot username](#)

New to SAP Business Network?  
[Register Now](#) or [Learn more](#)

## SAP Business Network for suppliers webinars

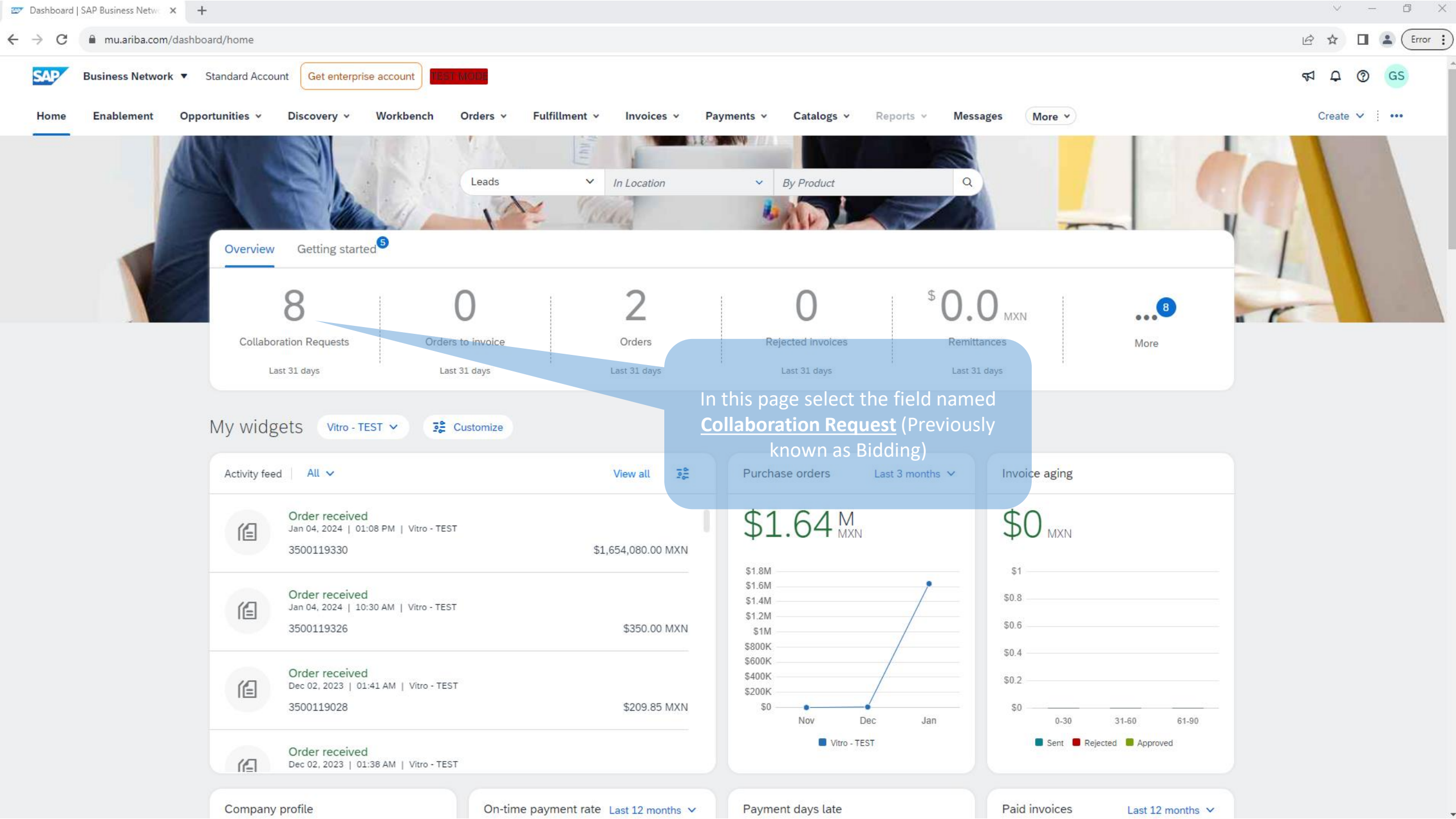


Register or access on-demand webinars specifically designed for suppliers to support them on their journey. These cover a range of topics, across the various regions, and are relevant to both Enterprise and Standard accounts.

[Learn More](#)

Enter Username and Password

[Supported browsers and plugins](#)



In this page select the field named Collaboration Request (Previously known as Bidding)

Collaboration Requests

This page shows the list of collaboraton requests and their status.

Search Filters

Collaboration Requests

<input type="checkbox"/>	Request #	Title	Customer	Received Date	Purchase Order	Amount	Status	Assigned To
<input type="checkbox"/>	<a href="#">PR296656-R508</a>	Supplier collaboration 2024	Vitro - TEST	9 Jan 2024 12:41:00 PM		\$1.00 MXN	Request Received - Supplier Response Required	
<input type="checkbox"/>	<a href="#">PR296529-R502</a>	1003491722	Vitro - TEST	4 Jan 2024 1:25:51 PM		\$167,486.00 MXN	Request Received - Supplier Response Required	
<input type="checkbox"/>	<a href="#">PR296575-R501</a>	1003491748 adn	Vitro - TEST	4 Jan 2024 12:34:49 PM		\$591,204.00 MXN	Awaiting Response from Buyer	
<input type="checkbox"/>	<a href="#">PR294675-R496</a>	1003490314	Vitro - TEST	4 Jan 2024 12:22:00 PM		\$96,400.00 MXN	Awaiting Response from Buyer	
<input type="checkbox"/>	<a href="#">PR296005-R494</a>	1003491367	Vitro - TEST	4 Jan 2024 11:48:25 AM		\$1,892.46 MXN	Awaiting Response from Buyer	
<input type="checkbox"/>	<a href="#">PR296534-R492</a>	Servicio de prueba	Vitro - TEST	4 Jan 2024 11:45:57 AM		\$48.99 MXN	Awaiting Response from Buyer	
<input type="checkbox"/>	<a href="#">PR296518-R490</a>	Compra para Colaboracion capacitacion Enero2024	Vitro - TEST	4 Jan 2024 11:37:51 AM		\$93,340.00 MXN	Awaiting Response from Buyer	
<input type="checkbox"/>	<a href="#">PR296555-R488</a>	Laminas de acero prueba	Vitro - TEST	4 Jan 2024 10:18:55 AM		\$350.00 MXN	Proposal Accepted and Request Closed	
<input type="checkbox"/>	<a href="#">PR296100-R436</a>	Colaboración - Proveedores diferentes	Vitro - TEST	22 Dec 2023 9:04:47 AM		\$6,097.06 MXN	Awaiting Response from Buyer	
<input type="checkbox"/>	<a href="#">PR296101-R433</a>	Copy of Colaboración - Proveedores diferentes -Back	Vitro - TEST	22 Dec 2023 8:57:14 AM		\$290.00 USD	Proposal Partially Accepted by Buyer	
<input type="checkbox"/>	<a href="#">PR296059-R429</a>	1003491395	Vitro - TEST	21 Dec 2023 5:12:40 PM		\$21.40 MXN	Request Cancelled by Buyer	
<input type="checkbox"/>	<a href="#">PR294781-R305</a>	Pruebas de Compra no catalogadas	Vitro - TEST	29 Nov 2023 5:28:05 PM		\$86,868.00 USD	Request Received - Supplier Response Required	

Click on the request #.

Assign To: none Assign

In the next screen you can verify the collaboration content.

## Collaboration Status - Supplier collaboration 2024

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

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.

Reference ID: PR296656-R508  
Collaboration Title: Supplier collaboration 2024  
Request Date: Tue, 9 Jan, 2024  
Requester: IGNACIO CHAVEZ BENJAMIN

### Current Documents

Hide Details

Name ↑	Date Submitted	Status	Qty	UOM	Price	Total	Actions
✓ Collaboration Request PR296656-R508	Tue, 9 Jan, 2024	Request Received - Response Required				\$1.00 MXN	Respond
1. Manual colaboración proveedores 2024			1	each	\$1.00 MXN	\$1.00 MXN	
Line Item Details							
Collaborate: Yes							
No items							

- Respond
- Send Message
- Respond With Proposal
- Decline Request
- Revise Proposal
- View
- Messages
- Print

### All Messages

- Once the vendor is ready for bidding click on **Respond**, this will show the menu with the available options.
- To place an offer, click on **Respond with proposal**.

Help



Go To Ariba Apps

Test Site

← Go back to Collaboration Requests

## Create Proposal

PR296656-P357: **Supplier collaboration 2024** | Items: **1** | Total: **\$1.00 MXN**

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 PR296656-R508 - Supplier collaboration 2024 (*current*)

### Include Or Exclude Items From Your Proposal

Selection	No. ↑	Description	Qty	Unit	Price	Amount
Included ▾	1	Manual colaboración proveedores 2024	1	each	\$1.00 MXN	\$1.00 MXN
Selection						
✓ Include Item						
Exclude Item						
Open						
View Details						
Edit						

Next

Exit

1 Review and Select

2 Complete And Submit

Proposal

Description ↑	Qty	Amount
Manual colaboración proveedores 2024	1	\$1.00 MXN

To enter a proposal we need to make sure the article marks included and then we select Edit.

Create Proposal

PR296656-P357: **Supplier collaboration 2024** | Items: **1** | Total: **\$377.74 MXN**

OK Cancel

This is a summary of the item you selected. Change any editable field, and save your changes.

Line Item Details

- 1 Review and Select
- 2 Complete And Submit

Proposal [1]

Description ↑	Qty	Amount
Manual colaboración proveedores 2024	1	\$18.00 USD

No.: 1

Full Description:

Supplier Part Number:

Supplier Part Auxiliary ID:

Qty:

UOM: each

Additional Pricing Details ⓘ

Amount: \$18.00 USD

Item Category: \* Material

Goods Receipt-based Invoice Verification: No

Price:  USD ▾ +

Enter the Price in this option and you are able to change the currency if needed.

Comments - by Line Item

Add Comment

In this field, you can enter the comments as lead time or other characteristics.

Attachments - by Line Item

Add Attachment


In this field, you can attach documents here as your quote, drawings or tecnical data.

OK Cancel



Additional Pricing Details ⓘ

Item Category: \* Material

Price:  USD 



1	2	3
4	5	6
7	8	9



[Tuesday, January 9, 2024 at 1:40 PM] [Edit](#) [Delete](#)

[Add Comment](#)





[Add Attachment](#)

Go back to Collaboration Requests

### Create Proposal

PR296656-P357: **Supplier collaboration 2024** | Items: 1 | Total: **\$377.74 MXN**

**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 PR296656-R508 - Supplier collaboration 2024 (current)

#### Include Or Exclude Items From Your Proposal

Selection	No. ↑	Description	Qty	Unit	Price	Amount
Included ▼	1	Supplier collaboration 2024	1	each	\$18.00 USD	\$18.00 USD

1 Review and Select

2 Complete And Submit

Proposal [1]

Description ↑	Qty	Amount
Supplier collaboration 2024	1	\$18.00 USD

**Next** Exit

Once you enter the Price and the info and all the correct info you need to click on Next.

[← Go back to Collaboration Requests](#)

## Create Proposal

PR296656-P357: **Supplier collaboration 2024** | Items: **1** | Total: **\$377.74 MXN**[Prev](#)

Submit

Exit

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

Title:	Supplier collaboration 2024
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Based on: Collaboration Request PR296656-R508 - Supplier collaboration 2024 (*current*)


My Labels: [Apply Label...](#) 


▼ Line Items

1 Line Item

[Show Details](#)

<input checked="" type="checkbox"/>	No.	↑	Type	Description	Qty	Unit	Price	Amount
<input checked="" type="checkbox"/>	1			Supplier collaboration 2024	1	each	\$18.00 USD	\$18.00 USD



Actions 

Add items

Total Estimate: \$377.74 MXN

Update Total

Submit Message

Message: Delivery time: 2 weeks

In the next screen we show the offer and we click on Submit.

You submitted Proposal PR296656-P357 - Supplier collaboration 2024 to Vitro SAB (Vitro Flat Glass LLC, Pittsburgh Glass Works LLC y Vitro Meadville Flat Glass LLC.in US and its subsidiaries in Mexico) - TEST

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[Go back to Collaboration Requests](#)

Collaboration Status - Supplier collaboration 2024

[View the status of this collaboration request.](#) [View all related documents and send and view messages.](#)

## Collaboration Request

Reference ID: PR296656-R508


Collaboration Title: Supplier collaboration 2024

Request Date: Tue, 9 Jan, 2024

Requester: IGNACIO CHAVEZ BENJAMIN

## Current Documents

Hide Details 

Name ↑	Date Submitted	Status	Qty	UOM	Price	Total	Actions
 Proposal PR296656-P357	Tue, 9 Jan, 2024	Proposal Sent - Waiting For Response				\$377.74 MXN	<div>Respond ▾</div>
1. Supplier collaboration 2024			1	each	\$18.00 USD	\$18.00 USD	
▼ Line Item Details							
Collaborate: Yes							

All Messages

[Send Message](#)

**Subject:** Submitted  
**From:** Gabrielle Solis (1/9/2024 11:46 AM) ✓  
**Reference:** Proposal PR296656-P357  
*Delivery time: 2 weeks*

We click on go back to collaboration requests.

Collaboration Requests

On the request list you can see the collaboration status.

Search Filters

Collaboration Requests

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<input type="checkbox"/>	<a href="#">PR296529-R502</a>	1003491722	Vitro - TEST	4 Jan 2024 1:25:51 PM		\$167,486.00 MXN	Request Received - Supplier Response Required	
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Assign To: none

Assign

**Thank You.**

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