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GRANTING COLLABORATIVE REQUISITION ACCESS IN SAP

Purpose

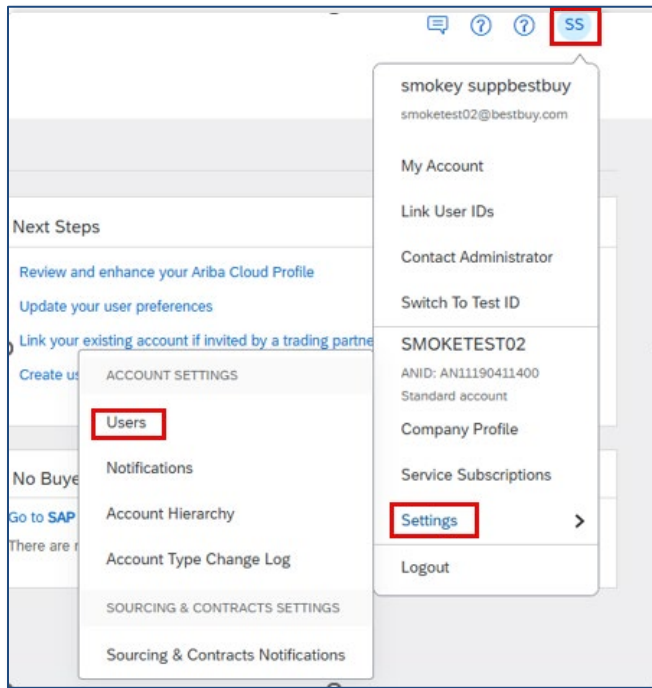
To provide instructions for extending quoting access in SAP for collaborative requisitions.

When to Use

When you have not yet completed a collaborative requisition and need to allow another team member access.

Steps to Update User Access

1. **Log into your SAP Ariba Supplier Business Network Account**
2. **Go to the Top Right Corner**
Click on your **initial's icon** (listed as "SS" in screenshot below).
3. **Open Settings**
From the dropdown menu, select **Settings**
4. **Manage Users**
In the Settings panel, click on **Users**
5. **Adjust Access Permissions**
 - Find the team member you want to update.
 - Enable access to **Collaborative Requisition** for quoting
6. **Save Changes**



UPDATING NOTIFICATIONS FOR COLLABORATIVE REQUISITIONS IN SAP

Purpose

To guide users in enabling email notifications for Collaborative Requisitions.

When to Use

When you want to stay informed via email about updates related to new and existing Collaborative Requisitions.

Steps to Update Notification Settings

1. **Access Your Profile**

In the top right corner, click your **initials icon** (e.g., "SS" in previous screenshot).

2. **Open Settings**

From the dropdown menu, select **Settings**

3. **Navigate to Notifications.**

In the Settings menu, click **Notifications**

4. **Adjust Notification Preferences**

Check the appropriate boxes to enable email alerts for Collaborative Requisitions.

5. **Save Your Changes**

Type	Send notifications when...	To email addresses (one required)
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.	+ Jamie.Link@bestbuy.com
	<input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.	
	<input checked="" type="checkbox"/> Send notification for new purchase orders to suppliers.	
	<input checked="" 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.	
	<input type="checkbox"/> Send a notification when orders are ready to invoice.	
Purchase Order Inquiry	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are received.	+ Jamie.Link@bestbuy.com
	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.	
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	+ Jamie.Link@bestbuy.com
Collaboration Request	<input checked="" type="checkbox"/> Send a notification when collaboration requests are received.	+ Jamie.Link@bestbuy.com

SUBMITTING A COLLABORATIVE REQUISITION IN SAP ARIBA

Purpose

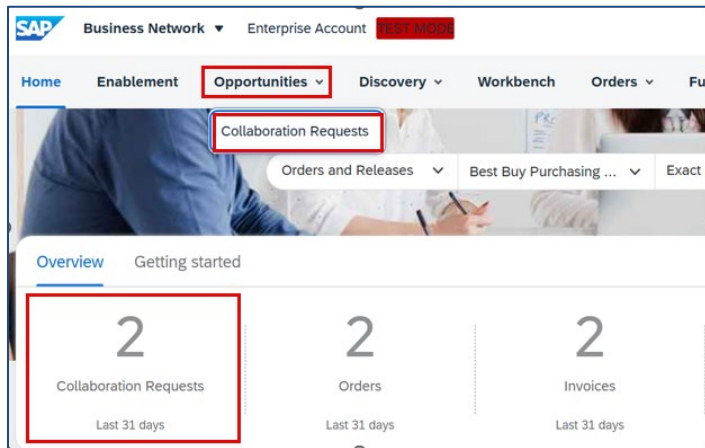
To guide suppliers through the process of responding to a Collaborative Requisition within the SAP Ariba system.

When to Use

When you've been invited to participate in a Collaborative Requisition via Ariba Sourcing.

Steps to submit a collaborative requisition in SAP Ariba

1. Log Into [Ariba Sourcing](#)
2. Navigate to the Business Network
 - Use the dropdown in the top left corner
 - Select **Business Network**
 - Locate the Collaborative Requisition under the **Overview** section or via the **Opportunities** dropdown

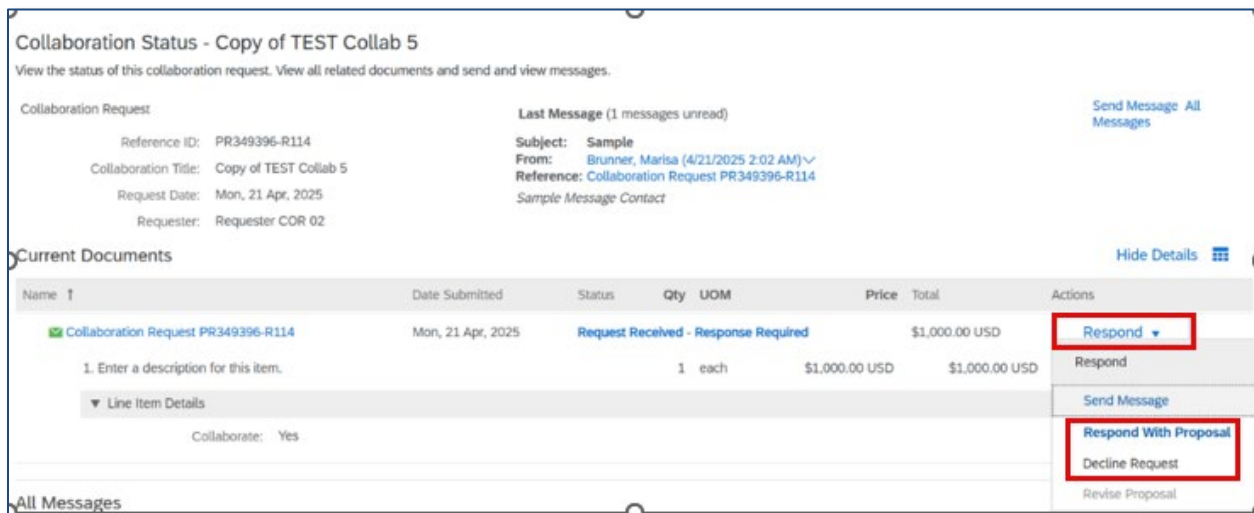


3. Open the Correct PR

- Click the appropriate **PR number**
- If unsure, refer to the description or contact your Best Buy representative for clarification

4. Respond to the Requisition

- Click the **Respond** dropdown
- Choose either:
 - 1. Decline Request** – if not submitting a quote
 - 2. Respond with Proposal** – to proceed with quoting



5. Review the Items

- Confirm the listed items are accurate
- Click **Next** when ready

Go back to Collaboration Requests

Create Proposal

PR349396-P82: Copy of TEST Collab 5 | Items: 1 | Total: \$1,000.00 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 [More](#)

Based on: Collaboration Request PR349396-R114 - Copy of TEST Collab 5 (current)

Include Or Exclude Items From Your Proposal

Selection	No.	Description	Qty	Unit	Price	Amount
<input type="checkbox"/>	1	Enter a description for this item.	1	each	\$1,000.00 USD	\$1,000.00 USD

Proposal

Description	Qty	Amount
Enter a description for this item.	1	\$1,000.00 USD

Next Exit

6. Enter a Quote

- Click the **Actions** dropdown
- Select **Edit** to begin entering pricing

Create Proposal

PR349396-P82: Copy of TEST Collab 5

Prev **Submit** Exit

Items: 1 | Total: \$1,000.00 USD

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

Title: Copy of TEST Collab 5

Based on: Collaboration Request PR349396-R114 - Copy of TEST Collab 5 (current)

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

▼ Line Items

1 Line Item

No.	Type	Description	Qty	Unit	Price	Amount
<input checked="" type="checkbox"/>	1	Enter a description for this item.	1	each	\$1,000.00 USD	\$1,000.00 USD

Actions ▼ Add Items

Copy Edit Remove

Total Estimate: \$1,000.00 USD

Update Total

2. Edit Line-Item Details

- Update the **Unit Price** for each item
- Click **OK** once all pricing is entered

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

Line Item Details

No.: 1

Full Description:

Supplier Part Number:

Supplier Part Auxiliary ID:

Qty: 1

UOM: **each**

[Additional Pricing Details](#) ⓘ

Amount: \$1,000.00 USD

Price: ⓘ

Purchase Hold Flag: No

Tax Override: No ⓘ

3. Submit the Proposal

- When all line items have been quoted, click **Submit** to finalize your response

Create Proposal

PR349396-P82: Copy of TEST Collab 5 | Items: 1 | Total: \$900.00 USD

[Prev](#) [Submit](#) [Exit](#)

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

Title:

Based on: Collaboration Request PR349396-R114 - Copy of TEST Collab 5 (current)

My Labels: [Apply Label...](#) ⓘ

Line Items

1 Line Item [Show Details](#)

No.	Type	Description	Qty	Unit	Price	Amount
<input type="checkbox"/> 1		Enter a description for this item.	1	each	\$900.00 USD	\$900.00 USD

[Actions](#) [Add items](#)

4. Make Revisions as Needed

- Use the **Respond** dropdown again to:

- Revise Proposal**
- Withdraw Proposal**

Collaboration Status - Copy of TEST Collab 5
View the status of this collaboration request. View all related documents and send and view messages.

Collaboration Request

Reference ID: PR349396-R114
 Collaboration Title: Copy of TEST Collab 5
 Request Date: Mon, 21 Apr, 2025
 Requester: Requester COR 02

Last Message (0 messages unread)
 Subject: Sample
 From: Brunner, Marisa (4/21/2025 2:02 AM) ✓
 Reference: Collaboration Request PR349396-R114
 Sample Message Content

[Send Message](#) [All Messages](#)

Current Documents

Name ↑	Date Submitted	Status	Qty	UOM	Price	Total
to Proposal PR349396-P82	Fri, 2 May, 2025	Proposal Sent - Waiting For Response			\$900.00 USD	
1. Enter a description for this item.			1	each	\$900.00 USD	\$900.00 USD
▼ Line Item Details Collaborate: Yes						

All Messages

Respond
 Send Message
 Withdraw Proposal
 Decline Request
 Revise Proposal
 View
 Messages
 Print
 Create
 Alternative Proposal

If you run into any issues or questions, please reach out to your Best Buy contact.

Additional information can be found on the SAP Help Portal:

[Supplier Guide to Collaborative Requisitions.pdf](#)

[Collaborating with Customers | SAP Help Portal](#)

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