

Ariba® Network Collaborative Requisitioning Guide

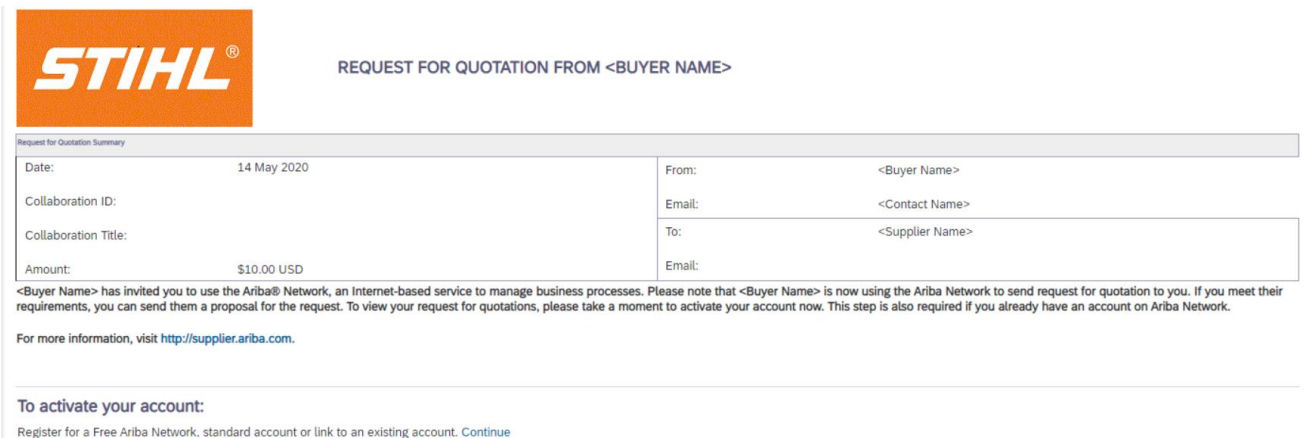
STIHL

What are Collaboration Requests?

A **Collaboration Request** is the document by which STIHL Inc. works with you as a supplier to find, evaluate and obtain goods and/or services.

During the collaboration process, STIHL Inc. sends information about collaboration requests to your online Inbox on the Ariba Network.

In your online Inbox, you can view collaboration requests, assign collaboration requests and search for specific collaboration requests.



The screenshot shows an email template for a Request for Quotation (RFQ) from STIHL. The header features the STIHL logo and the text "REQUEST FOR QUOTATION FROM <BUYER NAME>". Below this is a table with the following details:

Request for Quotation Summary	
Date:	14 May 2020
Collaboration ID:	
Collaboration Title:	
Amount:	\$10.00 USD
From:	<Buyer Name>
Email:	<Contact Name>
To:	<Supplier Name>
Email:	

Below the table, a paragraph states: "<Buyer Name> has invited you to use the Ariba® Network, an Internet-based service to manage business processes. Please note that <Buyer Name> is now using the Ariba Network to send request for quotation to you. If you meet their requirements, you can send them a proposal for the request. To view your request for quotations, please take a moment to activate your account now. This step is also required if you already have an account on Ariba Network."

For more information, visit <http://supplier.ariba.com>.

To activate your account:
Register for a Free Ariba Network, standard account or link to an existing account. [Continue](#)

System Notifications for Collaboration Events

1. Log into the Ariba Network
2. Select **Notifications** tab
3. Select **Network**
4. Check the **box** adjacent to Collaborative Request and enter the email where notifications are to be sent
5. Press **Save**

General

Network

Discovery

Sourcing & Contracts

Enter up to three comma-separated email addresses per field.
The Preferred Language configured by the account administrator controls the language used in these notifications.

Electronic Order Routing

Type	Send notifications when...
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.
	<input checked="" type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.
Purchase Order Inquiry	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are received.
	<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.
Pending Queue	<input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.
Order Confirmation Failure	<input type="checkbox"/> Send a notification when order confirmations are undeliverable.
Ship Notice Failure	<input type="checkbox"/> Send a notification when ship notices are undeliverable.
Collaboration Request	<input checked="" type="checkbox"/> Send a notification when collaboration requests are received.

Receiving System Notifications

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

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



Setting Up Collaborative Request Access

Ensure the proper Users have access to Collaboration Requests

Click here for instructions on [configuring Users \(Account administrators only\)](#)

Permissions

Each role must have at least one permission.

Page 1  

Permission	Description
<input type="checkbox"/> Archive Access	View and search archived items
<input type="checkbox"/> Customer Administration	Manage customer relationships
<input type="checkbox"/> Catalog Management	Set up and manage catalog-related activities
<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"/> Collaboration Request Access	View collaboration requests
<input type="checkbox"/> Collaboration Request Administration	View and administer collaboration requests
<input type="checkbox"/> Payment Profile	Configure your payment profile
<input type="checkbox"/> cXML Configuration	Configure account for cXML transactions

Save

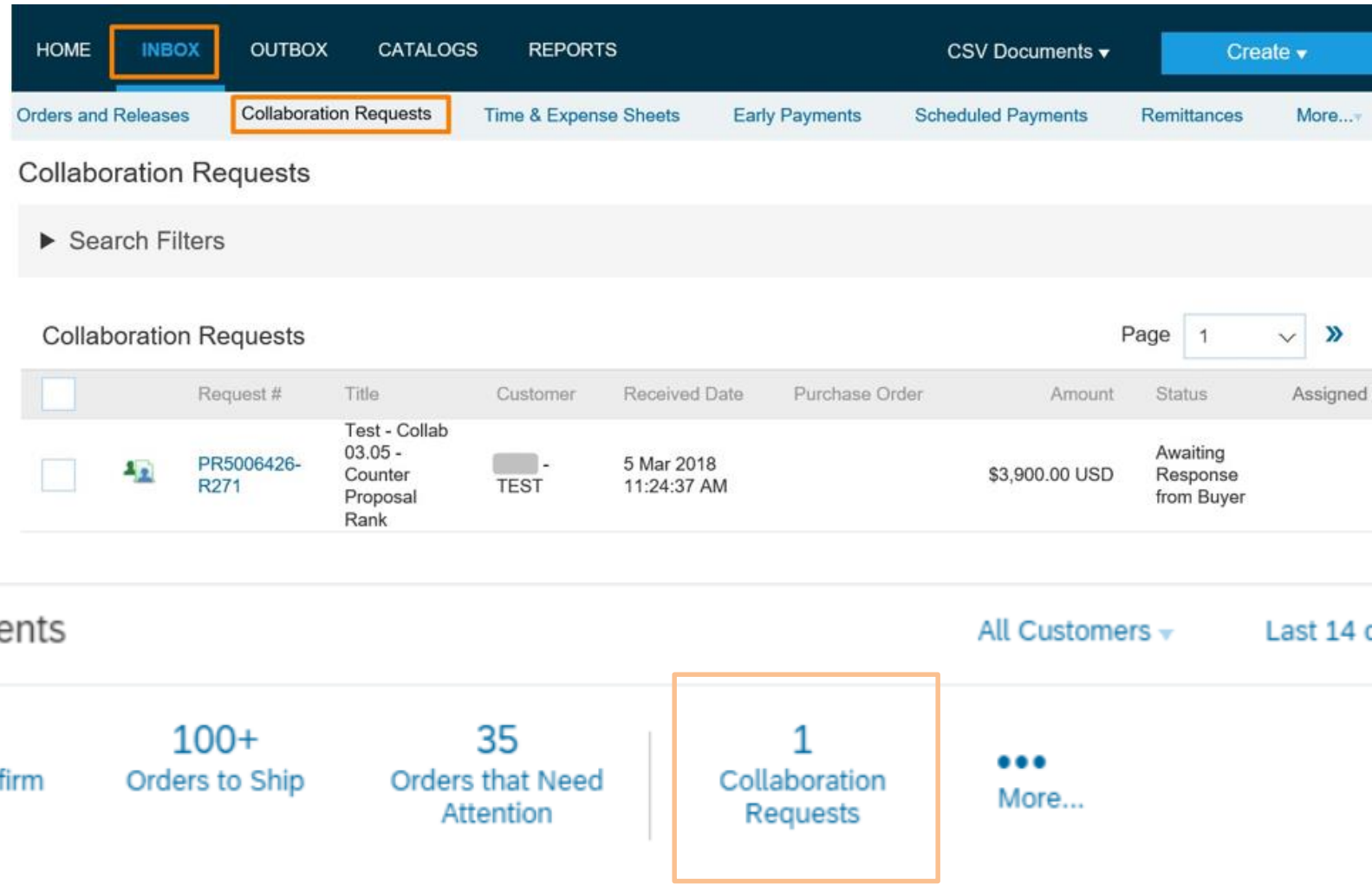
Cancel

Searching for Collaboration Requests

1. Select **Inbox**
2. Select **Collaboration Requests**

or

Within the dashboard on your home screen, click Collaboration Requests



The screenshot displays the SAP Collaboration Requests interface. At the top, a dark blue navigation bar contains links for HOME, **INBOX**, OUTBOX, CATALOGS, and REPORTS. To the right of these links are 'CSV Documents' and a 'Create' button. Below the navigation bar, a secondary bar shows 'Orders and Releases', **Collaboration Requests**, 'Time & Expense Sheets', 'Early Payments', 'Scheduled Payments', 'Remittances', and 'More...'. The main content area is titled 'Collaboration Requests' and includes a 'Search Filters' section. Below this, a table lists the requests. The first entry is highlighted with a blue row background. The table has columns for Request #, Title, Customer, Received Date, Purchase Order, Amount, Status, and Assigned. Below the table, a summary bar for 'Orders, Invoices and Payments' shows various counts: 100+ New Purchase Orders, 100+ Orders to Confirm, 100+ Orders to Ship, 35 Orders that Need Attention, and **1 Collaboration Requests** (which is highlighted with an orange box). A 'More...' link is also present.

Request #	Title	Customer	Received Date	Purchase Order	Amount	Status	Assigned
PR5006426-R271	Test - Collab 03.05 - Counter Proposal Rank	TEST	5 Mar 2018 11:24:37 AM		\$3,900.00 USD	Awaiting Response from Buyer	

Orders, Invoices and Payments

100+ New Purchase Orders

100+ Orders to Confirm

100+ Orders to Ship

35 Orders that Need Attention

1 Collaboration Requests

More...

Navigating to the Collaborative Request

Click the link of the Request number

	Request #	Title	Customer	Received Date	Purchase Order	Amount	Status
	 PR5006426-R271	Test - Collab 03.05 - Counter Proposal Rank	 TEST	5 Mar 2018 11:24:37 AM		\$3,900.00 USD	Awaiting Response from Buyer

Assign Collaboration Requests

- The collaboration request can be assigned to another user
Select the check box to the left of the request number, click **Assign To** then **Assign**

The screenshot displays a SAP Collaboration Request entry. The request details include a checkmark icon, a person icon, the request number PR5005851-R211, the category Network equipment, a status TEST, the date and time 30 Nov 2017 9:47:25 AM, the number 4700041507, and the amount 68,372.65 INR. Below the request details, there is an 'Assign To' dropdown menu with a blue 'Assign' button. The dropdown menu is open, showing the current selection 'none' and a list of available users, including 'Manny' with a radio button next to it.

<input checked="" type="checkbox"/>		PR5005851-R211	Network equipment	TEST	30 Nov 2017 9:47:25 AM	4700041507	68,372.65 INR
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Assign To: none [Assign](#)

none

Manny ☐


Working with Collaboration Requests

Upon opening the request, the green box besides the request number indicates the request has not been acted upon

- 1. Click on the green box to view the details of the Collaboration request

organization.

Hide

Current Documents						
Name ↑	Date Submitted	Status	Qty	UOM	Price	To
<div>1</div> <div> Collaboration Request PR5006627-R273</div>	Mon, 11 Jun, 2018	Request Received - Response Required				\$1
1. Test - Collab J11			1	each	\$100.00 USD	\$1
▼ Line Item Details						

Line Items Details

This view shows the details of the collaboration request such as Description, Quantity and Amount

1. Respond to the Collaboration Request

Or

2. Send a Message

Collaboration Status - Test Collaboration - J11

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

Collaboration Request

Reference ID: PR5006627-R273

Collaboration Title: Test Collaboration - J11 ⓘ

Request Date: Mon, 11 Jun, 2018

Requester: Manig...

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 1	Date Submitted	Status	Qty	UOM	Price	Total	Actions
 Collaboration Request PR5006627-R273	Mon, 11 Jun, 2018	Request Received - Response Required			\$100.00 USD		1 Respond ▾
1. Test - Collab J11			1	each	\$100.00 USD	\$100.00 USD	
▼ Line Item Details							
Collaborate: Yes							

All Messages

2

[Send Message](#)

Sending Messages

1. Click on the Send Message button.

Collaboration Status - Test Collaboration - J11
View the status of this collaboration request. View all related documents and send and view messages.

Collaboration Request

Reference ID: PR5006627-R273
Collaboration Title: Test Collaboration - J11 ⓘ
Request Date: Mon, 11 Jun, 2018
Requester: Manigopal Chinnam

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 1	Date Submitted	Status	Qty	UOM	Price	Total	Actions
📎 Collaboration Request PR5006627-R273	Mon, 11 Jun, 2018	Request Received - Response Required			\$100.00 USD		Respond ▼
1. Test - Collab J11			1	each	\$100.00 USD	\$100.00 USD	
▼ Line Item Details							
Collaborate: Yes							

All Messages [Send Message](#)

Working with Collaboration Requests

1. Enter the Subject of your message along with the message you would like to send to the Buyer.
2. Add an attachment to your message by clicking on the Add button beside Attachments.
3. Click Send to send the message to the buyer.
4. A record of messages referring to this document are seen at the bottom portion of the screen.

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

The screenshot shows the 'Compose Message' interface. At the top right, there are 'Send' and 'Cancel' buttons, with a yellow circle '3' highlighting the 'Send' button. Below the title, it says 'Create a new message that will be posted on the message board.' A yellow circle '1' points to the 'Subject:' text box. Below that is a larger 'Message:' text area. At the bottom of the message area, there is an 'Attachments:' label and an 'Add' button, with a yellow circle '2' highlighting the 'Add' button. Below the message composition area, there is a section for 'Item Bidding Info' showing 'Collaborate: Yes', 'Lowest Amount: \$3,900.00 USD', 'Price: \$325.00 USD', 'Proposal Rank: 1 of 3', and 'Supplier Rank: 1 of 3'. At the bottom, there is a 'Send Message' button. A yellow circle '4' points to the 'All Messages' link on the left side of the bottom section.

Respond with Proposal

To respond with a proposal

1. Click the **Respond** drop down

2. Click on the **Respond with Proposal** button

Current Documents Hide Details

Name 1	Date Submitted	Status	Qty	UOM	Price	Total	1 Actions
Collaboration Request PR5006627-R273	Mon, 11 Jun, 2018	Request Received - Response Required			\$100.00 USD		Respond ▼
1. Test - Collab J11			1	each	\$100.00 USD	\$100.00 USD	Respond
▼ Line Item Details							Send Message
Collaborate: Yes							Respond With Proposal
							Decline Request
							Revise Proposal
							View
							Messages

All Messages

No Items

Respond with Proposal

1. Review and Select line items to be included

2. Click Next

PR5006627-P162: **Test Collaboration - J11** | Items: 1 | Total: **\$100.00 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. [More](#)

Based on: Collaboration Request PR5006627-R273 - Test Collaboration - J11 (*current*)

Include Or Exclude Items From Your Proposal

Selection	No.	Description	Qty	Unit	Price	Amount
1 Included ▾	1	Test - Collab J11	1	each	\$100.00 USD	\$100.00 USD

[1]
Jnt
USD

2 Next Exit

Respond with Proposal

1. Submit a message with Proposal
2. Add any attachments
3. Submit

1

Submit Message

Message:

Attachments:

2

Attachments - Entire Proposal

3

Respond with Proposal

A confirmation message at the top of the screen appears once submitted

Status - Test Collaboration - J11

This collaboration has been submitted to you. You submitted Proposal PR5006627-P162 - Test Collaboration - J11 to [redacted] - TEST

Last Message (0 messages unread)

To send a message to the requester, click the Send Message link, and enter your message. Messages are sent between your organization and the buying organization.

Reference ID: PR5006627-R273

Organization Title: Test Collaboration - J11 ⓘ

Request Date: Mon, 11 Jun, 2018

Requester: Manig [redacted]

Comments

Date Submitted	Status	Qty	UOM	Price	Total	Actions
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Proposal Status

To review
Proposal status

1. Navigate to
Inbox

2. Collaboration
Requests.

3. View status of
the Collaboration
Request

The screenshot shows the SAP Collaboration Requests interface. The top navigation bar includes links for HOME, INBOX (highlighted with a yellow circle 1), OUTBOX, CATALOGS, and REPORTS. Below this, a secondary navigation bar shows 'Orders and Releases' and 'Collaboration Requests' (highlighted with a yellow circle 2). The main content area is titled 'Collaboration Requests' and features a 'Search Filters' section. Below this is a table of Collaboration Requests. The table has columns for Request #, Title, Customer, Received Date, Purchase Order, Amount, Status, and Assign. A single row is visible with the following data: Request # PR5006426-R271, Title Test - Collab 03.05 - Counter Proposal Rank, Customer TEST, Received Date 5 Mar 2018 11:24:37 AM, Purchase Order, Amount \$3,900.00 USD, Status Awaiting Response from Buyer (highlighted with a yellow circle 3), and Assign. The page number '1' is shown in the top right corner.

Request #	Title	Customer	Received Date	Purchase Order	Amount	Status	Assign
PR5006426-R271	Test - Collab 03.05 - Counter Proposal Rank	TEST	5 Mar 2018 11:24:37 AM		\$3,900.00 USD	Awaiting Response from Buyer	

Post Collaboration Response Actions

Revise a previously submitted proposal to provide revised information

- Revise proposal
- Edit proposal information
- Submit revised proposal

Withdraw previously submitted proposal

- Withdraw proposal
- Provide reason for withdrawal
- Submit withdrawal

Decline a Proposal

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.

Revise a Proposal

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

- 1. Click the Request # to revise.
- 2. Select the Respond Menu
- 3. Select Revise Proposal

HOME	INBOX	OUTBOX	CATALOGS	REPORTS	CSV Documents	Cr
Orders and Releases	Collaboration Requests	Time & Expense Sheets	Early Payments	Scheduled Payments	Remittances	More...
Collaboration Requests						
► Search Filters						
Collaboration Requests						
Page 1						
<input type="checkbox"/>	Request #	Title	Customer	Received Date	Purchase Order	Amount
<input type="checkbox"/>	PR5006426-R271	Test - Collab 03.05 - Counter Proposal Rank	TEST	5 Mar 2018 11:24:37 AM		\$3,900.00 USD
						Awaiting Response from Buyer

Collaboration Status - Test - Collab 03.05 - Counter Proposal Rank

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

Collaboration Request

Reference ID: PR5006426-R271

Collaboration Title: Test - Collab 03.05 - Counter Proposal Rank

Request Date: Mon, 5 Mar, 2018

Requester: Alina


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 PR5006426-P158	Mon, 5 Mar, 2018	Proposal Sent - Waiting For Response				\$3,900.00 USD	<div>2</div> <div>Respond</div>
1. Test - Collab 03.05- Counter Proposal			12	each	\$325.00 USD	\$3,900.00 USD	
▼ Line Item Details							
Collaborate: Yes							
▼ Item Bidding Info							
Lowest Amount: \$3,900.00 USD				Proposal Rank: 1 of 3			
Price: \$325.00 USD				Supplier Rank: 1 of 3			

All Messages

Send Message

3		Hide Details
Actions		
Respond		
Respond		
Send Message		
Withdraw Proposal		
Decline Request		
Revise Proposal		
View		
Messages		
Print		
Create		
Alternative Proposal		

Withdraw a Proposal

A proposal can be withdrawn after a proposal has been submitted.

1. Click the Request #.
2. Select the Respond dropdown
3. Click Withdraw Proposal
4. Enter a withdraw reason and a comment.
5. Click OK.

The screenshot displays the SAP Collaboration Requests interface. The top navigation bar includes HOME, INBOX, OUTBOX, CATALOGS, and REPORTS. Below this, a sub-navigation bar lists various document types: Orders and Releases, Collaboration Requests, Time & Expense Sheets, Early Payments, Scheduled Payments, Remittances, and More... The main content area is titled 'Collaboration Requests' and features a search filter section. A table lists collaboration requests, with the first entry 'Proposal PR5006426-P158' highlighted. A yellow circle '1' points to the 'Request #' column. To the right of the table, a 'Respond' dropdown menu is open, with a yellow circle '2' pointing to it. The 'Withdraw Proposal' option is selected, highlighted with a yellow circle '3'. Below the table, the 'All Messages' section shows a message from 'Manny' dated 6/8/2018 8:01 AM, with a reference to 'Proposal PR5006426-P158'. A confirmation dialog box is shown at the bottom, titled 'Confirm that you are withdrawing this proposal.' It contains the text 'Proposal PR5006426-P158 - Test - Collab 03.05 - Counter Proposal Rank'. A yellow circle '4' points to the 'Withdraw Reason: *' dropdown menu, which is set to '(Select a Reason)'. Below this is a 'Withdraw Comment' text area. At the bottom right, a yellow circle '5' points to the 'OK' button.

HOME INBOX OUTBOX CATALOGS REPORTS CSV Documents

Orders and Releases Collaboration Requests Time & Expense Sheets Early Payments Scheduled Payments Remittances More...

Collaboration Requests

Search Filters

Collaboration Requests

Request # PR5006426-R271

Current Documents

Name	Date Submitted	Status	Qty	UOM	Price	Total	Actions
Proposal PR5006426-P158	Mon, 5 Mar, 2018	Proposal Sent - Waiting For Response			\$3,900.00 USD		Respond
1. Test - Collab 03.05- Counter Proposal			12	each	\$325.00 USD	\$3,900.00 USD	Respond

Line Item Details

Collaborate: Yes

Item Bidding Info

Lowest Amount: \$3,900.00 USD

Price: \$325.00 USD

Proposal Rank: 1 of 3

Supplier Rank: 1 of 3

All Messages

Subject: test

From: Manny (6/8/2018 8:01 AM)

Reference: Proposal PR5006426-P158

Confirm that you are withdrawing this proposal.

Proposal PR5006426-P158 - Test - Collab 03.05 - Counter Proposal Rank

Withdraw Reason: * (Select a Reason)

Withdraw Comment:

OK Cancel

Decline a Proposal

1. Click the Request #.
2. Select the Respond dropdown
3. Click Decline Request
4. Enter a decline reason and a comment.
5. Click OK.

The screenshot illustrates the SAP Collaboration Requests interface with the following components and steps:

- Navigation Bar:** Includes tabs for HOME, INBOX, OUTBOX, CATALOGS, and REPORTS. A dropdown menu for 'CSV Documents' is visible on the right.
- Collaboration Requests Section:**
 - Search Filters:** A section for filtering requests.
 - Collaboration Requests List:** A table with columns for checkboxes, icons, and 'Request #'. The request 'PR5006426-R271' is highlighted with a red box and a yellow circle (1).
- Collaboration Status - Test - Collab 03.05 - Counter Proposal Rank:**
 - Reference ID:** PR5006426-R271
 - Collaboration Title:** Test - Collab 03.05 - Counter Proposal Rank
 - Request Date:** Mon, 5 Mar, 2018
 - Requester:** Alina
 - Last Message:** (0 messages unread) with a 'Send Message' link.
 - Current Documents Table:**

Name	Date Submitted	Status	Qty	UOM	Price	Total	Actions
Proposal PR5006426-P158	Mon, 5 Mar, 2018	Proposal Sent - Waiting For Response				\$3,900.00 USD	Respond
1. Test - Collab 03.05- Counter Proposal							
12 each \$325.00 USD							
 - Line Item Details:** Collaborate: Yes
 - Item Bidding Info:** Lowest Amount: \$3,900.00 USD, Price: \$325.00 USD
 - Proposal Rank:** 1 of: 1
 - Supplier Rank:** 1 of: 1
- Respond Dropdown:** A dropdown menu is open, showing options: Respond, Send Message, Withdraw Proposal, Decline Request (highlighted with a red box and yellow circle 3), Revise Proposal, View, Messages, Print, Create, and Alternative Proposal.
- Declining Collaboration Request from Alina:**
 - Reason for Decline:** A dropdown menu is open, showing options: (Select a Reason), Cannot propose due to pricing constraints, Not enough information, Other, and Resources not available. The first option is highlighted with a red box and yellow circle 4.
 - Comment:** A text area for providing a comment.
 - Buttons:** OK and Cancel buttons are present.

Support

Support from Ariba

Ariba Registration Support



StihlSupplierEnablement@ariba.com

SupplierEnablement@stihl.us

Global Customer Support



<https://support.ariba.com/item/view/187648>