

# Gerda & SAP Ariba – Supplier Training

Mark Zedonek, SAP  
March 23, 2022

Public



# Agenda

1. Connecting to Gerdau
2. Standard Account Navigation
3. Enterprise Account Navigation
4. Service Entry Sheet Best Practices
5. Setting Tax ID
6. Supplier Information Portal
7. Collaboration
8. Things to Note

**Connecting to Gerdau – You Do Not Have an Ariba Account**

# Connecting to Gerdau – No Ariba Account

- ❖ If you are not registered in Ariba go to [supplier.ariba.com](https://supplier.ariba.com)
- ❖ Select “Register Now” and fill out your information to create an account.

SAP Business Network

## Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

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New to SAP Business Network?

[Register Now](#) or [Learn More](#)

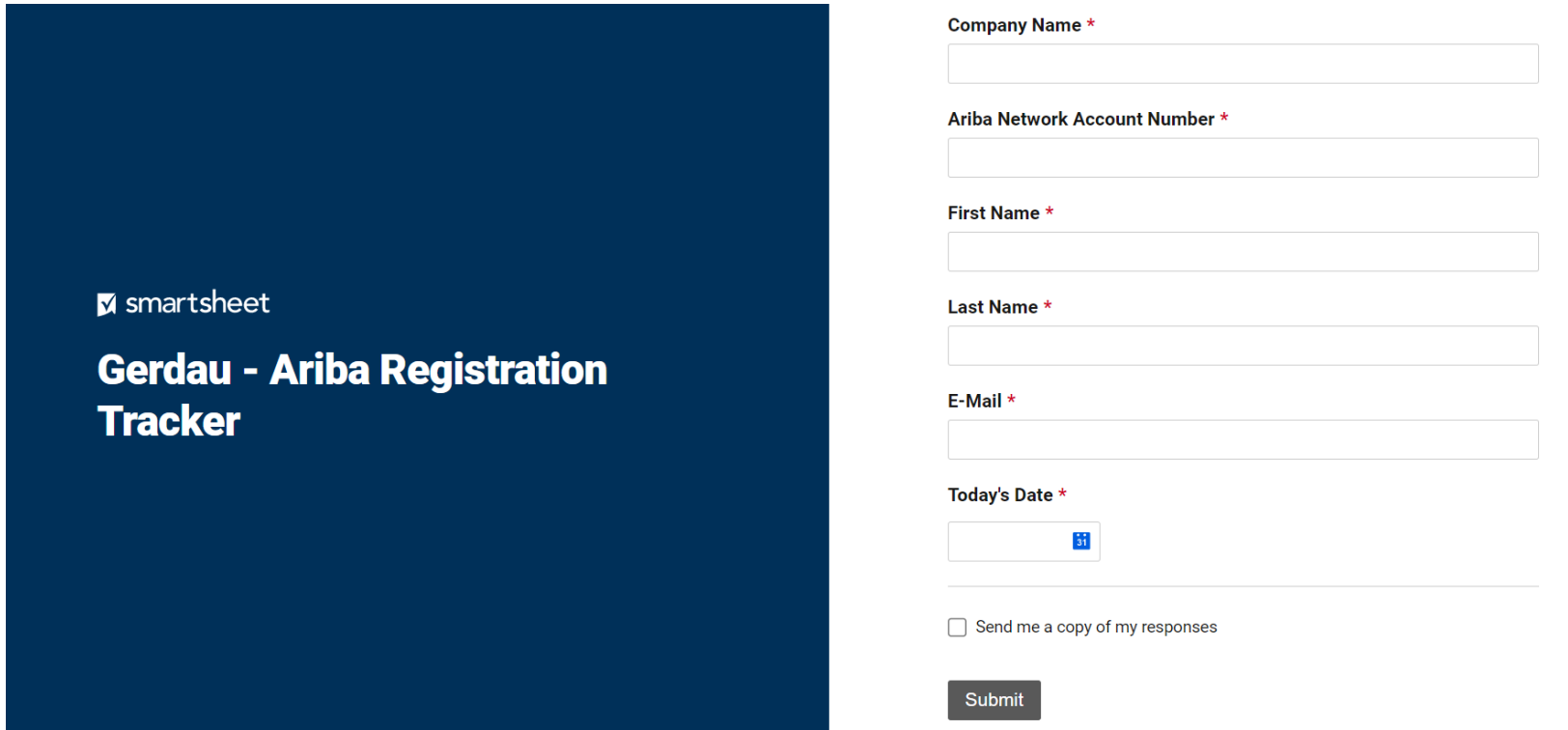
# Connecting to Gerdau – No Ariba Account

- ❖ Once in your Account, locate your ANID from the main Drop-Down Menu

The screenshot displays the SAP Business Network Standard Account interface. The top navigation bar includes the SAP logo, 'Business Network', 'Standard Account', and an 'Upgrade' button. Below the navigation bar, there's a banner for supporting Ukraine. The main content area shows 'Overview' and 'Getting started' tabs, with '0 Enablement Tasks' displayed. The 'My widgets' section includes 'Purchase orders', 'Invoice aging', and 'Activity feed'. On the right, a user profile dropdown menu is open, showing 'Mark Zedonek' and 'Mark's Towing' (circled in red). The dropdown menu also lists 'My Account', 'Link User IDs', 'Contact Administrator', 'Switch to Test Account', 'Company Profile', 'Marketing Profile', 'Service Subscriptions', 'Settings', 'Back to Classic View', and 'Logout'.

# Connecting to Gerdau – No Ariba Account

- Go to the [Gerdau - Ariba Registration Tracker](#)
- Enter ANID and select Submit (Someone from Ariba will connect you to Gerdau)



smartsheet

**Gerdau - Ariba Registration Tracker**

Company Name \*

Ariba Network Account Number \*

First Name \*

Last Name \*

E-Mail \*

Today's Date \*

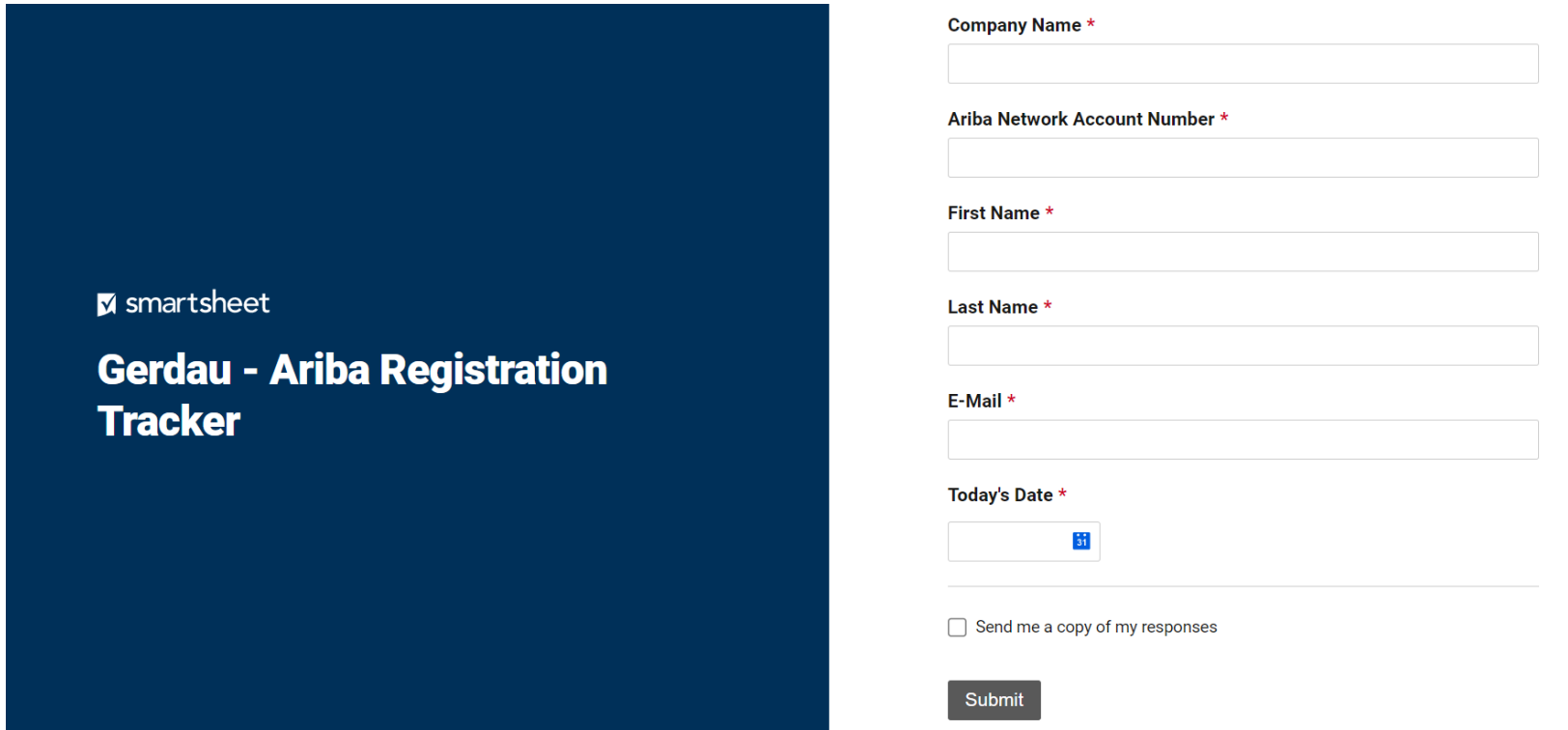
☐ Send me a copy of my responses

Submit

**Connecting to Gerdau – You Already Have an Ariba Account**

# Connecting to Gerdau – You Already Have an Account

- Go to the [Gerdau - Ariba Registration Tracker](#)
- Enter ANID and select Submit (Someone from Ariba will connect you to Gerdau)



smartsheet

**Gerdau - Ariba Registration Tracker**

Company Name \*

Ariba Network Account Number \*

First Name \*

Last Name \*

E-Mail \*

Today's Date \*

☐ Send me a copy of my responses



Submit


# **Standard Account Navigation**

# Standard Account Navigation


1. You will receive an e-mail indicating you have an order. Please select the order number link and enter your credentials for your Ariba account on the next page.
2. From there you will be able to action the PO.


Confirm orders from your buyers

 AribaNetworkAdmin@ariba.com <ordersender-prod@ansmtp.ariba.com>  
To  Zedonek, Mark

 If there are problems with how this message is displayed, click here to view it in a web browser.

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**SAP Ariba** 

Hello 

Your customers sent you purchase orders through [Ariba Network](#). You can select an order number to review the order and send a confirmation.

Order Number	Customer	Order Date	Order Status
<a href="#">4515682496</a>	Gerdau	2 Mar 2022	New
<a href="#">4515675768</a>	Gerdau	28 Feb 2022	New

The list contains up to 100 of the most recent unconfirmed orders only.

If you have any question regarding these orders, please contact the customer directly.  
Please do not reply to this email. If you have any questions, contact the buyer directly.

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# Standard Account Navigation

- ❖ To add Tiles to you Workbench please: 1. Select the + symbol in the center of the page. 2. Choose the tiles you'd like to see.
  - Once selected they will stay in place even after logging out.

The image shows a screenshot of the SAP Business Network Standard Account Workbench. The main area is a large white rectangle with a blue plus sign in the center, circled in black and labeled with a large orange '1'. Below the plus sign, it says 'Let's get some results - add tiles to personalize your Workbench'. To the right, there is a 'Customize' button. Below the main area, there is a 'Edit Workbench' dialog box. The dialog box has a title bar with 'Edit Workbench' and a close button. Below the title bar, it says 'You can add, delete, re-arrange tiles (using drag and drop) and set filters on your workbench.' There is a small plus sign button in the top left of the dialog. Below this, there is a section titled 'Add tile' which contains a grid of 12 tiles, each with a plus sign button. The grid is circled in black and labeled with a large orange '2'. The tiles are arranged in two columns and six rows. The first column contains: 'New orders', 'Changed orders', 'Orders to invoice', 'Invoices', 'Orders', 'Rejected invoices', and 'Remittances'. The second column contains: 'Items to ship', 'Early payment offers', 'Service sheets', 'Orders with service line', 'Pinned documents', 'Invoices pending approval', and 'Approved invoices waiting payment'. Each tile has a plus sign button to its right.

1

2

# Standard Account Navigation

- ❖ Once Tiles are Added you can toggle between them from the workbench and search for documents.

The screenshot displays the SAP Business Network Standard Account Workbench. The top navigation bar includes 'Home', 'Enablement', 'Workbench' (selected), 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Messages'. A 'Create' button and a user profile icon 'MZ' are also present. The main content area features three tiles for 'New orders', 'Changed orders', and 'Invoices', each showing a count of '0' for the 'Last 31 days' period. Below these tiles, there are several filter sections: 'Customers' (Select or type selections), 'Order numbers' (Type selection, Partial match selected, Exact match), 'Creation date' (Last 31 days), 'Order status' (Include, New, Sel...), 'Company codes' (Select or type selections), 'Purchasing organizations' (Select or type selections), 'Customer locations' (Type selection), 'Order type' (All), 'Routing status' (All), 'Min amount', 'Max amount', and 'Currency' (USD). At the bottom right, there are 'Apply', 'Reset', and 'Cancel' buttons. The bottom of the interface shows a table header with columns: Order Number, Customer, Amount, Date, Order Status, Amount Invoiced, and Actions.

# Standard Account Navigation

1. The tab you select from the ribbon after logging into your account
2. Tile that will show you all of the orders you've received from the past 365 days
3. Section to search for orders using different criteria (i.e. customer name, PO number, etc.)
4. Actions menu next to each order, allowing you to re-send an order to your e-mail if needed.
5. Select the PO Number to action it

The screenshot shows the SAP Ariba Network Standard Account Workbench. The interface includes a top navigation bar with tabs like Home, Enablement, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Messages. The Workbench tab is selected and circled with a blue circle and an orange number 1. Below the navigation bar, there's a 'Workbench' section with several tiles. The 'Orders' tile, showing '2 Orders for Mars Consulting', is circled with a blue circle and an orange number 2. Below the tiles, there's a search section for 'Orders (2)' with filters for 'Mars Consulting' and 'Last 90 days'. This section is circled with a blue circle and an orange number 3. Below the search section is a table with columns: Order Number, Customer, Amount, Date, Order Status, Amount Invoiced, and Actions. The first two rows of the table are circled with a blue circle and an orange number 5. The 'Actions' column for the first row is circled with a blue circle and an orange number 4, showing a dropdown menu with options like 'Send me a copy to take ac...', 'Update line items', 'Reject entire order', 'Create ship notice', 'Create service sheet', and 'Standard invoice'.

Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
P0223314-03	Mars Consulting	\$2500 CAD	Feb 15, 2021	New		Send me a copy to take ac... Update line items Reject entire order Create ship notice Create service sheet Standard invoice
P0223314-02	Mars Consulting	\$2500 CAD	Feb 8, 2021	New		

# Standard Account Navigation

1. Use the buttons at the top to action to PO (i.e. OC, SN, Invoice...)

The screenshot displays the SAP Business Network interface for a Purchase Order. At the top, the header includes the SAP logo, 'Business Network', 'Enterprise Account', and a 'TEST MODE' indicator. A 'Back to classic view' link is also present. The main title is 'Purchase Order: 4512915136', with a 'Done' button to its right. Below the title, three buttons are circled in blue: 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. To the right of these buttons are icons for a printer, a document, and a menu. Below the buttons, there are tabs for 'Order Detail' and 'Order History'. The 'Order Detail' tab is active, showing the GERDAU logo. The 'From' section lists 'US-ML-MIDLOTHIAN' with address and contact details. The 'To' section lists 'Dummy - Airgas West - TEST' with address and contact details. The 'Purchase Order' section shows '(New)', '4512915136', 'Amount: \$100.00 USD', and 'Version: 1', with a 'Track Order' button. The 'Payment Terms' section shows '1.000% 10', '0.000% 30', and 'D008-1% 10, Net 30'. The 'Comments' section shows 'General Comments to Supplier: TEST SHIPPING TEST AIRGAS WEST 3-18-2022'. The 'Terms & Conditions' section shows a truncated text with a 'View more' link. The 'Contact Information' section is partially visible at the bottom.

Purchase Order: 4512915136

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

GERDAU

From:  
US-ML-MIDLOTHIAN  
300 WARD ROAD  
MIDLOTHIAN, TX 76065  
United States  
Phone:  
Fax:

To:  
Dummy - Airgas West - TEST  
123 N Main St  
Pittsburgh, PA 15215-2018  
United States  
Phone:  
Fax:  
Email: mark.zedonek@sap.com

Purchase Order  
(New)  
4512915136  
Amount: \$100.00 USD  
Version: 1  
Track Order

Payment Terms  
1.000% 10  
0.000% 30  
D008-1% 10, Net 30

Comments  
General Comments to Supplier: TEST SHIPPING TEST AIRGAS WEST 3-18-2022

Terms & Conditions:  
#####  
##### ... View more >

Contact Information

# **Enterprise Account Navigation**

# Enterprise Navigation

1. Navigate to Orders tab
2. Select Order number to action PO
  - Expand “Search Filters” to search for PO

The screenshot shows the SAP Business Network Enterprise Account interface. The top navigation bar includes the SAP logo, Business Network, Enterprise Account, and TEST MODE. A 'Back to classic view' button is also present. The main navigation bar shows tabs: Home, Enablement, Workbench, Orders (highlighted with an orange '1'), Fulfillment, Invoices, Payments, Catalogs, Reports, and Messages. Below the navigation bar, the 'Purchase Orders' section is displayed. It includes tabs for 'Purchase Orders', 'Items to Confirm', 'Items to Ship', and 'Return Items'. A warning message states: 'This page will be replaced with our new Workbench concept soon. Try the new Workbench'. Below this, there is a 'Search Filters' section. The main content area shows a table of 'Purchase Orders (1)'. The table has columns: Type, Order Number, Ver, Customer, Inquiries, Ship To Address, Ordering Address, Amount, Date, Order Status, Settlement, Amount Invoiced, Revision, and Actions. The first row shows an order with Order Number '4512915136' (highlighted with an orange '2'), Ver '1', Customer 'Gerdau – QAS environment', Ship To Address 'US-ML-MIDLOTHIAN MIDLOTHIAN, TX United States', Ordering Address 'AIRGAS WEST INC PASADENA, CA United States', Amount '\$100.00 USD', Date '22 Mar 2022', Order Status 'New', Settlement 'Invoice', Amount Invoiced '\$0.00 USD', Revision 'Original', and Actions 'Actions'. Below the table, there are buttons for 'Create Order Confirmation', 'Create Ship Notice', 'Create Invoice', 'Manage Time & Expenses', 'Hide', and 'Resend Failed Orders'.

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	4512915136	1	Gerdau – QAS environment		US-ML-MIDLOTHIAN MIDLOTHIAN, TX United States	AIRGAS WEST INC PASADENA, CA United States	\$100.00 USD	22 Mar 2022	New	Invoice	\$0.00 USD	Original	Actions

# Enterprise Account Navigation

1. Use the buttons at the top to action to PO (i.e. OC, SN, Invoice...)

SAP

Business Network

Enterprise Account

TEST MODE

← Back to classic view

?

MZ

Purchase Order: 4512915136

Done

Create Order Confirmation ▾

Create Ship Notice

Create Invoice ▾


⌵

📄

⋮

Order Detail

Order History



From:

US-ML-MIDLOTHIAN

300 WARD ROAD

MIDLOTHIAN, TX 76065

United States

Phone:

Fax:

To:

Dummy - Airgas West - TEST

123 N Main St

Pittsburgh, PA 15215-2018

United States

Phone:

Fax:

Email: [mark.zedonek@sap.com](mailto:mark.zedonek@sap.com)

Purchase Order

(New)

4512915136

Amount: \$100.00 USD

Version: 1

Track Order

Payment Terms ⓘ

1.000% 10

0.000% 30

D008-1% 10, Net 30

Comments

General Comments to Supplier:

TEST SHIPPING TEST AIRGAS WEST 3-18-2022

Terms & Conditions:

#####  
##### ... [View more »](#)

Contact Information

# **Service Entry Sheet Best Practices**

# Service Entry Sheet Best Practices

1. Wait until the PO Status says Serviced before you create an Invoice.
  - It needs to be approved by Gerdau before you Invoice
2. When entering dates please use the date you are entering the sheet
  - Fine to backdate the invoice if needed, but not the SES

# **Setting Tax ID (Canada)**

# Setting Tax ID

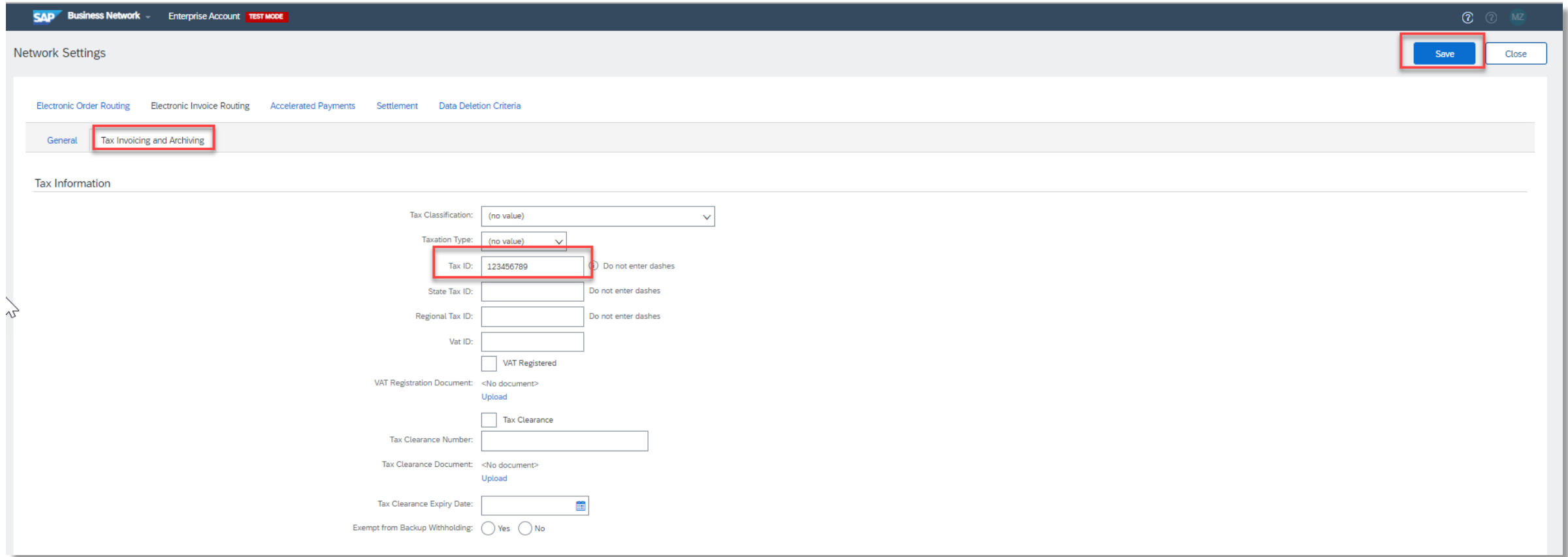
❖ Log in to AN as the vendor. Go to the main dropdown menu > Settings > Electronic Invoice Routing.

The screenshot displays the SAP Business Network interface. At the top, the header bar includes 'SAP Business Network', 'Enterprise Account', 'TEST MODE', and a 'Back to classic view' link. Below the header, a navigation bar contains links for Home, Enablement, Opportunities, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and More. The main content area is titled 'Invoices' and features a search filter section. Below this, a table lists 50 invoices with columns for Invoice #, Customer, Reference, Submit Method, Origin, Self Billing, Source Doc, Date, and Amount. The table is followed by a row of action buttons: 'Create Line-Item Credit Memo', 'Create Line-Item Debit Memo', 'Edit', 'Copy', 'Create Non-PO Invoice', and 'Create Contract Invoice'. On the right side, a user profile dropdown menu is open, showing 'Mark Zedonek' and 'test-mark.zedonek\_dummy01@sap.com'. The menu is divided into 'ACCOUNT SETTINGS' and 'NETWORK SETTINGS'. The 'Settings' option under 'NETWORK SETTINGS' is highlighted with a red box. Other options include 'Electronic Invoice Routing', 'Accelerated Payments', 'Remittances', 'Data Deletion Criteria', 'Network Notifications', and 'Audit Logs'.

Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Date	Amount
INV4512915060	Gerdau - QAS environment	4512915060	Paper Invoice	Supplier	No	Order	11 Mar 2022	\$32.00 USD
INV4512914783	Gerdau - QAS environment	4512914783	Online	Supplier	No	Order	10 Mar 2022	\$50.00 USD
INV4512914933V2	Gerdau - QAS environment	4512914933	Online	Supplier	No	Order	25 Feb 2022	\$36.10 USD
INV4512914942	Gerdau - QAS environment	4512914942	Online	Supplier	No	Order	25 Feb 2022	\$36.10 USD
INV4512914934V2	Gerdau - QAS environment	4512914934	Online	Supplier	No	Order	24 Feb 2022	\$36.10 USD
INV4512914934	Gerdau - QAS environment	4512914934	Online	Supplier	No	Order	24 Feb 2022	\$36.10 USD
INV4512914933	Gerdau - QAS environment	4512914933	Online	Supplier	No	Order	24 Feb 2022	\$36.10 USD
INV4512914914	Gerdau - QAS environment	4512914914	Online	Supplier	No	Order	23 Feb 2022	\$18.05 USD
INV4512914817	Gerdau - QAS environment	4512914817	Online	Supplier	No	Order	10 Feb 2022	\$200.00 USD
CR4512914736	Gerdau - QAS environment	Non-PO	Paper Invoice	Supplier	No	Order	9 Feb 2022	\$-10.00 USD
CR4512914575	Gerdau - QAS environment	Non-PO	Paper Invoice	Supplier	No	Order	8 Feb 2022	\$-200.00 USD
INV4512914730	Gerdau - QAS environment	4512914730	Online	Supplier	No	Order	7 Feb 2022	\$391.09 USD
INV4512914731	Gerdau - QAS environment	4512914731	Online	Supplier	No	Order	7 Feb 2022	\$347.82 USD
INV4512914732	Gerdau - QAS environment	4512914732	Online	Supplier	No	Order	7 Feb 2022	\$340.96 USD
INV4512914735	Gerdau - QAS environment	4512914735	Online	Supplier	No	Order	7 Feb 2022	\$294.01 USD
INV4512914736	Gerdau - QAS environment	4512914736	Online	Supplier	No	Order	7 Feb 2022	\$254.15 USD
INV4512914598	Gerdau - QAS environment	4512914598	Online	Supplier	No	Order	27 Jan 2022	\$565.00 USD
INV4512914590	Gerdau - QAS environment	4512914590	Online	Supplier	No	Order	27 Jan 2022	\$565.00 USD
INV4512914587V4	Gerdau - QAS environment	4512914587	Online	Supplier	No	Order	27 Jan 2022	\$100.00 USD
INV4512914587V2	Gerdau - QAS environment	4512914587	Online	Supplier	No	Order	27 Jan 2022	\$100.00 USD

# Setting Tax ID

- ❖ Select the “Tax Invoicing and Archiving” tab. Enter your TAX ID and select “Save”.



The screenshot shows the SAP Business Network interface for setting tax information. The top navigation bar includes 'SAP Business Network', 'Enterprise Account', and a 'TEST MODE' indicator. The 'Network Settings' section is active, with a 'Save' button highlighted in a red box. Below this, the 'Tax Invoicing and Archiving' tab is selected and also highlighted in a red box. The 'Tax Information' section contains several fields: 'Tax Classification' (no value), 'Taxation Type' (no value), 'Tax ID' (123456789, highlighted in a red box with a note 'Do not enter dashes'), 'State Tax ID' (empty, note 'Do not enter dashes'), 'Regional Tax ID' (empty, note 'Do not enter dashes'), 'Vat ID' (empty), 'VAT Registered' (checkbox), 'VAT Registration Document' (<No document>, Upload button), 'Tax Clearance' (checkbox), 'Tax Clearance Number' (empty), 'Tax Clearance Document' (<No document>, Upload button), 'Tax Clearance Expiry Date' (empty, calendar icon), and 'Exempt from Backup Withholding' (radio buttons for Yes/No).

# **Supplier Information Portal**


# Gerdau Supplier Information Portal

## ❖ Gerdau Ariba Portal - [Gerdau - Ariba Supplier Information Portal](#)

SAP Ariba

English

EditCloneAdd to FavoritesSave for LaterEmailAccesses










GERDAU  
Shape the future

Welcome to the **Gerdau** Supplier Information Portal

SAP Ariba

Welcome to the Supplier Information Portal that provides information for all suppliers conducting business with Gerdau. For your organization, this means the traditional way of transacting with us is changing fundamentally. On this site you will find information regarding the transformation, as well as, a number of tools to help answer any of the questions you may have.

What information are you looking for?

 <div><b>Buyer Letter</b> <u>Each step below will occur in SAP Ariba:</u><ol style="list-style-type: none"><li>1. Gerdau sends <b>Purchase Order</b> to supplier.</li><li>2. Supplier sends <b>Order Confirmation</b> to Gerdau to confirm price and delivery date.</li><li>3. Supplier sends <b>Shipping Notice</b> to Gerdau.</li><li>4. Supplier sends <b>Invoice</b> to Gerdau – this <b>must</b> be sent through Ariba portal. <b>Please do not mail or email invoices to Gerdau. They will not get processed.</b></li><li>5. Gerdau enters <b>Goods Receipts</b> as items are delivered.</li><li>6. For On-Site Services, Supplier will need to complete a Service Entry Sheet (SES) in the Ariba Network.</li><li>7. Gerdau sends payment when <b>Invoice Reconciliation</b> is complete. This process checks that the invoice has all the required information to match the Purchase Order for Payment.</li><li>8. <b>Important Note: If invoice does not have all the required information then it will be sent back to the supplier for correction through the SAP Ariba Network.</b></li></ol></div>	 <div><b>Supplier Information:</b><ul style="list-style-type: none"><li>• <a href="#">Supplier Code of Ethics</a></li><li>• <a href="#">GLN Canada PO Terms and Conditions</a></li><li>• <a href="#">GLN US PO Terms and Conditions</a></li><li>• <a href="#">Standard Account Summit</a></li><li>• <a href="#">Enterprise Account Summit</a></li></ul></div>	 <div><b>Ariba Network General Resources:</b><p>General resources for suppliers transacting using the Ariba Network.</p><ul style="list-style-type: none"><li>• <a href="#">Ariba Network Introductory Video</a></li><li>• <a href="#">Subscriptions and Pricing</a></li></ul></div>
 <div><b>Integration &amp; Catalog Guides</b><p>Documentation regarding catalog &amp; integrations processes for transacting via the Ariba Network.</p><ul style="list-style-type: none"><li>• <a href="#">Gerdau GLN – Integrated Supplier Transaction Guide</a></li><li>• <a href="#">Gerdau GLN – Master Test Plan</a></li><li>• <a href="#">Gerdau GLN - cXML Delta Requirements</a></li><li>• <a href="#">Gerdau GLN - Catalog Guide</a></li><li>• <a href="#">Gerdau GLN - Punchout Catalog Template</a></li></ul></div>	 <div><b>Standard Account Information</b><p>Access to Standard Account Support.</p><ul style="list-style-type: none"><li>• <a href="#">Standard Account Welcome Page</a></li><li>• <a href="#">Self-Help Portal</a></li><li>• <a href="#">Supplier Info Pack</a></li><li>• <a href="#">Functional Training Video</a></li></ul></div>	 <div><b>Training Video</b><p>Learn how to transact with Gerdau.</p><ul style="list-style-type: none"><li>• <a href="#">Functional Training Video</a><ul style="list-style-type: none"><li>◦ Logging In</li><li>◦ Company Settings Overview</li><li>◦ Help Center Tour</li><li>◦ Finding a Purchase Order</li><li>◦ Creating an Order Confirmation</li><li>◦ Creating an Advanced Ship Notice</li><li>◦ Creating an Invoice</li><li>◦ Creating a Service entry Sheet</li><li>◦ Using the Chat Feature</li></ul></li></ul></div>
 <div><b>Support Methods for Getting Your Specific Questions Answered:</b><ul style="list-style-type: none"><li>• <b>How do I register, configure my account or transact with Gerdau?</b> Contact the Ariba Enablement Team via the <a href="#">Gerdau LANDING PAGE</a> or the Supplier Enablement Helpdesk at +1 800-974-4899 (North America only).</li><li>• <b>My account is not working properly and I have a technical issue:</b> Contact the Ariba Support Team by clicking on the question mark in the upper right-hand corner of your account then Support to submit a service request to Ariba Support. Be as clear as possible in your communication and provide any screenshots to expedite your request.</li><li>• <b>Business questions?</b> Contact Gerdau at <a href="mailto:supplierenablement@gerdau.com">supplierenablement@gerdau.com</a></li></ul></div>		

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# Collaboration

# ARIBA SUPPLIER TRAINING

## How to send Proposals via Collaboration



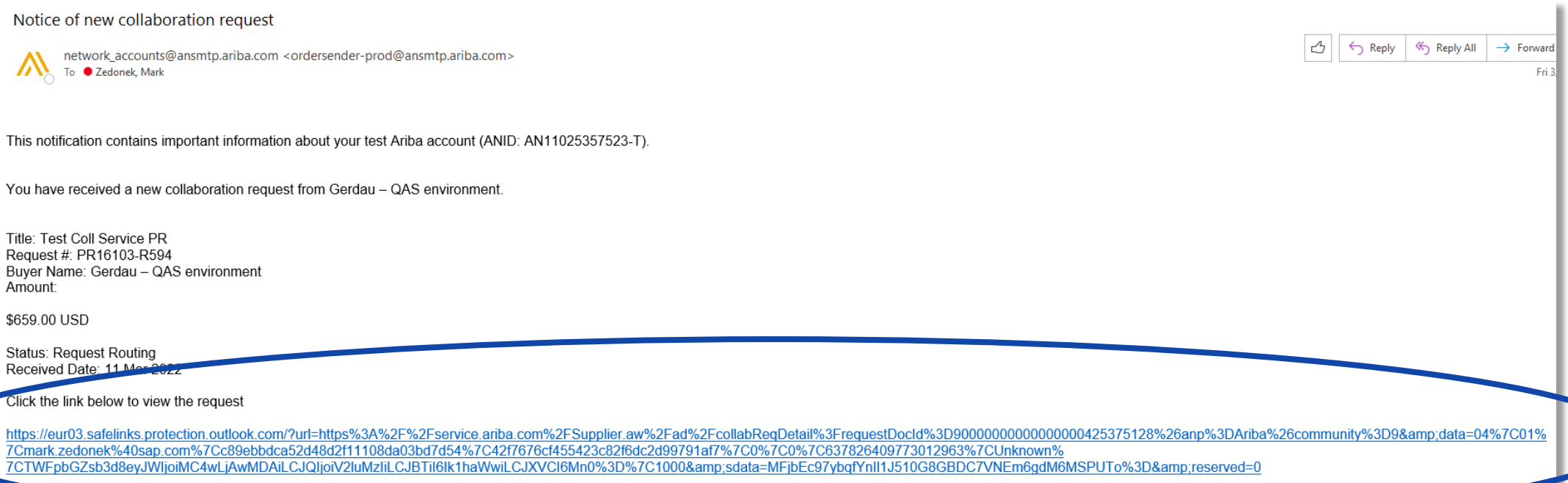
### Learning Objectives

**This section is intended to provide Suppliers with an understanding of...**

- ✓ The **supplier perspective and actions** when responding to a Collaborative Requisition

## Submit Proposals via Collaboration – Supplier View

**Note that Standard Account Suppliers will need to access Collaboration requests directly through the e-mailed link:**



# Submit Proposals via Collaboration – Supplier View

**Enterprise Suppliers will view and respond to Collaboration Requests from their Ariba Network account.**

The screenshot displays the Ariba Network Supplier View interface. The top navigation bar includes tabs for Home, Enablement, Opportunities, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and More. A dropdown menu for 'Collaboration Requests' is open, showing options like 'Overview' and 'Getting started'. Below this, a summary card shows '1 Collaboration Requests' and '0 Enablement Tasks' for the last 31 days. The 'My widgets' section displays 'Purchase orders' (1.77K BRL) and 'Invoice aging' (63.8K BRL). The main section, 'Collaboration Requests', features a search filter and a table of requests. The first request, 'PR13668-R534', is selected with a blue checkmark. Below the table, there is an 'Assign To' dropdown set to 'none' and an 'Assign' button.

To respond to request for quotes, the Supplier must access the “Opportunities” tab and then select the “Request for Collaboration” option

On this screen all, of the quotation requests will be listed along with their status

Select and Click on the PR Request for Quote Number that needs a response

Request #	Title	Customer	Received Date	Purchase Order	Amount	Status	Assigned To
<input checked="" type="checkbox"/> PR13668-R534	COLLABORATION REQUEST 1	Gerdau – QAS environment	24 Jan 2022 10:34:06 AM		\$100.00 USD	Request Received - Supplier Response Required	
<input type="checkbox"/> PR4272-R95	Collaborating with Suppliers	Gerdau – QAS environment	20 Sep 2021 7:03:34 AM		\$2,300.00 USD	Request Received - Supplier Response Required	

# Collaborative Requisitions – Supplier View

The Supplier will review the request and can message with Gerdau if needed. Once ready to respond, they will create their proposal response.

← Go back to Collaboration Requests

## Collaboration Status - COLLABORATION REQUEST 1

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

Collaboration Request

Reference ID: PR13668-R534

Collaboration Title: COLLABORATION REQUEST 1

Request Date: Mon, 24 Jan, 2022

Requester: Randy

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
✓ Collaboration Request PR13668-R534	Mon, 24 Jan, 2022	Request Received - Response Required				\$100.00 USD	<a href="#">Respond</a>
1. COLLABORATION ITEM 1							
▼ Line Item Details							
Collaborate: Yes							

All Messages

Responder

Enviar mensagem

Responder com proposta

Recusar solicitação

Revisar proposta

Exibir

Mensagens

Imprimir

On this screen, the Supplier can access the details of the request for quote

The Supplier can respond to the request for quote using options from the dropdown menu:

- Send Message: send a message to the buyer
- Reply with proposal: supplier can provide a quote for the items listed
- Decline request: supplier can choose to decline the request, providing a reason for the decline

# Collaborative Requisitions – Supplier View

The Supplier will select the items that require a response and then enter the Proposal / bid information.

Create Proposal

PR13668-P280: COLLABORATION REQUEST 1 | Items: 1 | Total: \$100.00 USD

OK Cancel

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

Line Item Details

No.: 1

Full Description: COLLABORATION ITEM 1

Supplier Part Number:

Supplier Part Auxiliary ID:

Qty: 1

UOM: Each

Additional Pricing Details

Amount: \$100.00 USD

Item Category: Material

Price: 90 USD

Proposal

Description	Qty	Amount
COLLABORATION ITEM 1	1	\$100.00 USD

- To “Reply with Proposal” the Supplier will access this screen to select the items to be included in the quotation
- All items will appear as “included”. Supplier MUST select and delete any items that should not be included in the proposal
- After selecting the items to quote, click “Next”

Create Proposal

PR13668-P280: COLLABORATION REQUEST 1 | Items: 1 | Total: \$90.00 USD

Prev Submit Exit

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

Title: COLLABORATION REQUEST 1

Based on: Collaboration Request PR13668-R534 - COLLABORATION REQUEST 1 (current)

My Labels: Apply Label...

Line Items

1 Line Item

No.	Type	Description	Qty	Unit	Price	Amount
1	Each	COLLABORATION ITEM 1	1	Each	\$90.00 USD	\$90.00 USD

Actions Add items

Copy Edit Remove

Total Estimate: \$90.00 USD

Update Total

- Supplier will enter the pricing for items by selecting the item to be reviewed
- Click on “Actions”
- Click on “To Edit”
- Enter Price and Click “OK”

# Collaborative Requisitions – Supplier View

The bid information including attachments and messages can be entered before submitting the proposal for Gerdau review.

Create Proposal

PR13668-P280: COLLABORATION REQUEST 1 | Items: 1 | Total: \$90.00 USD

Prev Submit Exit

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

Title: COLLABORATION REQUEST 1

Based on: Collaboration Request PR13668-R534 - COLLABORATION REQUEST 1 (current)

My Labels: Apply Label... ⓘ

1 Review and Select

2 Complete And Submit

Proposal [1]

Description ↑	Qty	Amount
COLLABORATION ITEM 1	1	\$90.00 USD

▼ Line Items

1 Line Item

No. ↑	Type	Description	Qty	Unit	Price	Amount
1		COLLABORATION ITEM 1	1	Each	\$90.00 USD	\$90.00 USD

Actions ▼ Add items

Total Estimate: \$90.00 USD

Update Total

- Supplier can include a message to the buyer before finishing the proposal
- Click the “To Send” button to submit the proposal

- Click “Update Total” and the system will update the value of each line item and will update the total value of all items selected

Collaboration Status - COLLABORATION REQUEST 1

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

Collaboration Request

Reference ID: PR13668-R534

Collaboration Title: COLLABORATION REQUEST 1

Request Date: Mon, 24 Jan, 2022

Requester: Randy

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

Name ↑	Date Submitted	Status	Qty	UOM	Price	Total
Proposal PR13668-P280	Mon, 24 Jan, 2022	Proposal Sent - Waiting For Response				\$90.00 USD
1. COLLABORATION ITEM 1			1	Each	\$90.00 USD	\$90.00 USD

▼ Line Item Details

Collaborate: Yes

All Messages

No items

Respond

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

# Collaborative Requisitions – Supplier View

Once the proposal is submitted, the Supplier can view and monitor the request status.

Company Settings  
Go To Ariba Apps

You submitted Proposal PR13668-P280 - COLLABORATION REQUEST 1 to Gerdau-C2 - TEST

[Go back to Collaboration Requests](#)

### Collaboration Status - COLLABORATION REQUEST 1

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

**Collaboration Request**

Reference ID: PR13668-R534  
Collaboration Title: COLLABORATION REQUEST 1  
Request Date: Mon, 24 Jan, 2022  
Requester: Randy

**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="#">Proposal PR13668-P280</a>	Mon, 24 Jan, 2022	Proposal Sent - Waiting For Response				\$90.00 USD	<a href="#">Respond</a>
1. COLLABORATION ITEM 1			1	Each	\$90.00 USD	\$90.00 USD	
▼ Line Item Details							
Collaborate: Yes							

**All Messages**

[Send Message](#)

No items

The system sends the proposal to the buyer and returns to the summary screen

# Things to Note

# Things to Note

1. Messaging Functionality (found within your account)
  - Will be used to notify Gerdau of issues with PO or Invoice
  - Not Live Yet – interim solution e-mail: [supplierenablement@gerdau.com](mailto:supplierenablement@gerdau.com)
2. POs received in Ariba need Invoiced in Ariba.
3. TRACK suppliers will still use TRACK to Invoice but will receive POs through Ariba.
4. For more in depth demo on actioning POs see: [Functional Training Demo](#)
5. If you get a PO and can't find it in your account, follow the order number link in the PO and enter your account credentials on the sign in page.
  - If that still doesn't allow you to action the PO, please e-mail [supplierenablement@gerdau.com](mailto:supplierenablement@gerdau.com)

# Thank you.

Contact information:

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mark.zedonek@sap.com