A large red triangle graphic on the left side of the slide, pointing to the right.

# ANSWERING TO QUOTATION REQUEST GUIDANCE FOR SUPPLIERS

Henkel@SAP Ariba

# AGENDA

- 01** User roles set up
- 02** Answer to Quotation Request
- 03** Order confirmation

## ▶ USER ROLES SET UP

**You are now enabled to receive Quotation Requests from Henkel, and to respond to them through SAP-Ariba. Please follow the provided guidance and instructions of this guidance deck.**

- Before receiving any Quotation request from Henkel, you must be sure that the recipient from your company is created as a user and has **the right user roles assigned** in your Ariba Network account!
- For the correct set up of who shall **receive the notifications** about the Quotation Request and in which form, please refer to your "Company Settings"
- The default set up is an e-mail notification to the account admin of your company. We recommend to check this setting and **set up the correct notification receivers** in as soon as the Quotation Request with Henkel was configured
- For more information on how to set your account up and for the roles and notifications, please refer to [the SAP Ariba Administrator Quick-Start Guide](#) or use [SAP Ariba Help Center](#) directly through your account

# ▶ RECEIVING & RESPONDING TO QUOTE

## Option A

- You have received a Quotation Request e-mail
- You have opened said e-mail where you can navigate to the Ariba Network by clicking on „See event“ button
- Respond to the Quotation Request after logging into the Ariba Network

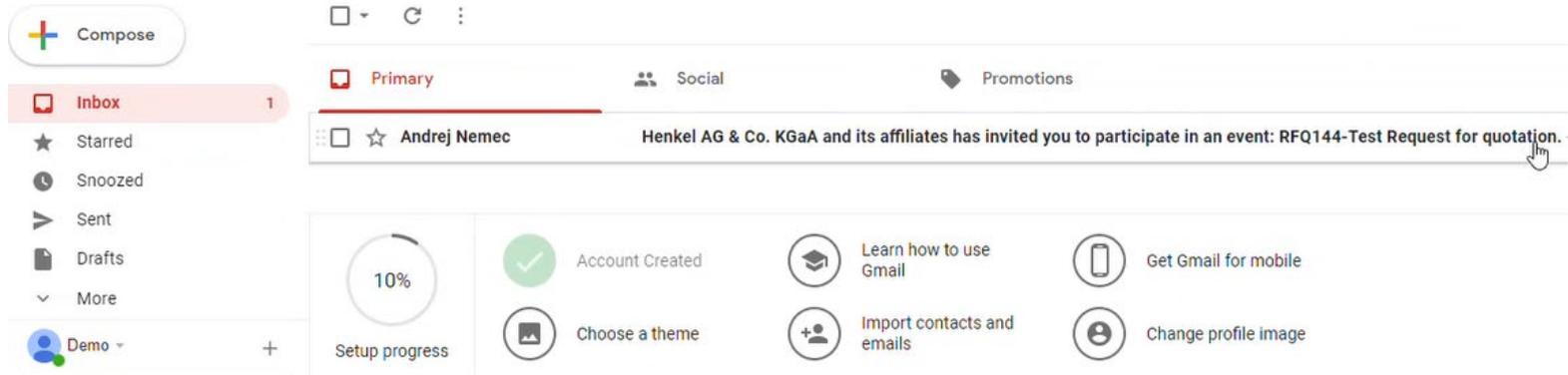
## Option B

- Open Ariba by typing [supplier.ariba.com](https://supplier.ariba.com) into your browser
- Log in to your Ariba Network account
- Navigate to Proposals & Questionnaires page and search for new Quotation Requests
- Respond to the quote

# RESPONDING TO THE REQUEST

## NAVIGATION – OPTION A

- You will receive an e-mail notification
- Open the oncoming Quotation Request in your email account



# RESPONDING TO THE REQUEST NAVIGATION – OPTION A

Henkel AG & Co. KGaA and its affiliates

## RFQ144-Test Request for quotation

Please review this RFQ and submit your quote by email or visit the event page.

For any questions, contact [BUYER\_EMAIL\_ADDRESS]

Email quote

Decline

See event

By submitting this quote by email, I consent to processing of my name and email address by Henkel AG & Co. KGaA and its affiliates for the purpose of a business relationship between Henkel AG & Co. KGaA and its affiliates and my organization and agree to the storage, transfer and processing of my personal data by SAP according to the [Terms of Use and Data Processing Agreement](#) applicable to the SAP Ariba Sourcing solution.



Event ends Friday, May 3, 2019 at 2:59 PM, Pacific Daylight Time

- Always click on the *See event* button in opened message
- You will be redirected to Ariba Network website
- Do Not use „Email quote“ option

# RESPONDING TO THE REQUEST

## NAVIGATION – OPTION B

- Open Ariba by typing supplier.ariba.com into your browser
- Log in to your Ariba Network account
- Navigate to Proposals & Questionnaires page in top left corner
- Search for new Quotation Requests
- Respond to the quote (next slide)

Categories in your profile have had over \$1 000 000,00 USD in business over the last 12 months.

Welcome to the Henkel Simple Sourcing Suite. This site assists in identifying world class suppliers who are market leaders in quality, service, and

### Events

Title	ID
▶ Status: Completed (49)	
▼ Status: Pending Selection (39)	
<a href="#">RFQ2394-Article XYZ</a>	Doc422098227
<a href="#">RFQ2401-Article XYZ</a>	Doc422110741
<a href="#">RFQ2396-Article XYZ</a>	Doc422098247

# ▶ RESPOND TO QUOTATION REQUEST

- Respond to Henkel's Quotation Request by clicking on the "Intend to Participate" button to send your offer
- If you decide not to participate and not to send an offer then click to the "Decline to Participate" button

The screenshot displays the Ariba Sourcing interface for a quotation request. The header shows 'Ariba Sourcing' and user information 'Company Settings', 'Zoltan Pal', and 'Help Center'. The main content area is titled 'Event Details' for document 'Doc406723251 - RFQ2289-Test'. A yellow banner contains the instruction: 'You must decide whether or not you intend to participate in this event.' Below this banner are four buttons: 'Download Content', 'Intend to Participate' (highlighted with a red box), 'Decline to Participate', and 'Print Event Information'. In the top right corner, a timer indicates 'Time remaining 14 days 10:07:47'. On the left, a sidebar shows a checklist with steps: '1. Review Event Details', '2. Select Lots', and '3. Submit Response'. The main content area below the banner shows 'All Content' with a table listing items and their costs.

Name ↑	Total Cost
▼ 1 Terms	€0.00 EUR
1.1 Ship To	Apollo BC, blok H / Prievozská Bratislava, BL 82109 Slovakia
1.2	€0.00 EUR
▼ 2 Items	
2.1 Office furniture	Less... -
Office furniture: Quotation request	

# ▶ RESPOND TO QUOTATION REQUEST

- If an attachment is also part of the request, you may find it in „References“

Ariba Sourcing

Company Settings ▾ Zoltan Pal ▾ Help Center >>

Go back to Henkel AG & Co. KGaA and its affiliates Dashboard Desktop File Sync

Event Details Doc456536111 - RFQ3764-test Time remaining 7 days 14:14:18

You must decide whether or not you intend to participate in this event.

Download Content Intend to Participate Decline to Participate Print Event Information

Primary

Checklist

1. Review Event Details
2. Select Lots
3. Submit Response

All Content

Name ↑	Total Cost
	Lead Time:
	Supplier Part Id:
	Description:
	Specifications: test

If required, attach a supporting file to your response(max 1 file upto 10MB).If you are creating the quote via email, please note any text field can contain only up to 50 characters.:

Additional information **References** ▾

Reference Documents

Taft\_order.xlsx

Download all attachments

Owner: Tomas Demovic

Event Type: RFP

Currency: European Union Euro

Commodity: Office furniture M\_3M0

Regions: SVK Slovakia

Publish time: 7/16/2020 2:59 PM

# ▶ RESPOND TO QUOTATION REQUEST

1. Tick all available lots of the Quotation Request
2. Confirm via „Confirm Selected Lots“

Choose the lots in which you will participate. You can cancel your intention to

[Select Lots](#) [Select Using Excel](#)

**Checklist**

1. [Review Event Details](#)
2. **Select Lots**
3. [Submit Response](#)

**Lots Available for Bidding**

<input checked="" type="checkbox"/>	Name
<input checked="" type="checkbox"/>	2.1 Item1
	Item1: Template Testing
<input checked="" type="checkbox"/>	2.2 Item2
	Item2: Template Testing
<input checked="" type="checkbox"/>	2.3 Item3
	Item3: Template Testing
<input checked="" type="checkbox"/>	2.4 Item4

[Confirm Selected Lots](#)

# ▶ RESPOND TO QUOTATION REQUEST

- Fill in all the mandatory fields (marked by red asterisk)

Ariba Sourcing

Company Settings | Zoltan Pal | Help Center

o back to Henkel AG & Co. KGaA and its affiliates Dashboard Desktop File Sync

Console Doc406723251 - RFQ2289-Test Time remaining 14 days 10:02:06

Event Messages  
Response History  
Response Team

▼ Checklist

- Review Event Details
- Select Lots
- Submit Response

Primary

All Content

Name ↑	Total Cost
▼ 1 Terms	€0.00 EUR
1.1 Ship To	Apollo BC, blok H / Prievozská Bratislava, BL 82109 Slovakia
1.2	€0.00 EUR
▼ 2 Items	
2.1 Office furniture ▼	Less... [-]
Office furniture: Quotation request	
(*) indicates a required field	
Item net price:	* 1 EUR

Net price should be at higher than 0

Submit Entire Response | Update Totals | Save draft | Compose Message | Excel Import

# ▶ RESPOND TO QUOTATION REQUEST

- In case of **multiple items** price must be filled in all of them
- Items can be expanded by clicking on „More...” button

All Content ☰ | ⌵

Name ↑	Total Cost
Description:	<input type="text"/>
Instructions for Unit net price,enter the value only in the currency which is specified in the request header.Only use dot as decimal separator and do not enter currency key(e.g.2000.45).Provide the total unit net price per 1 unit: If required, attach a supporting file to your response(max 1 file upto 10MB).If you are creating the quote via email,please note any text field can contain only upto 50 characters.:	
	<a href="#">Attach a file</a>
Specification:	.
2.2 Item2	More... +
2.3 Item3	More... +

(\* indicates a required field)

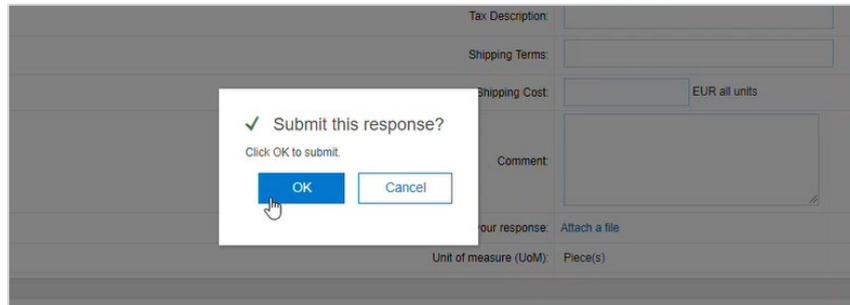
[Submit Entire Response](#) [Update Totals](#) [Save draft](#) | [Compose Message](#) [Excel Import](#)

# ▶ RESPOND TO QUOTATION REQUEST

1. Submit via the button on the bottom left of the page "Submit Entire Response"



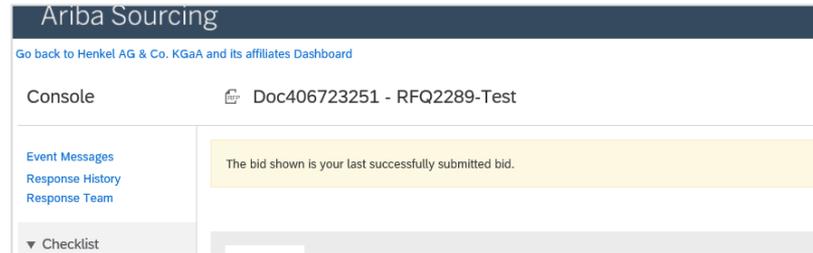
2. Confirm the submission by clicking on "OK"



- Your response was sent to the requestor at Henkel

# ▶ QUOTATION REQUEST STATUS

- Go back to Ariba network Dashboard via „Go back to...” button at the top left of the page



Ariba Sourcing

[Go back to Henkel AG & Co. KGaA and its affiliates Dashboard](#)

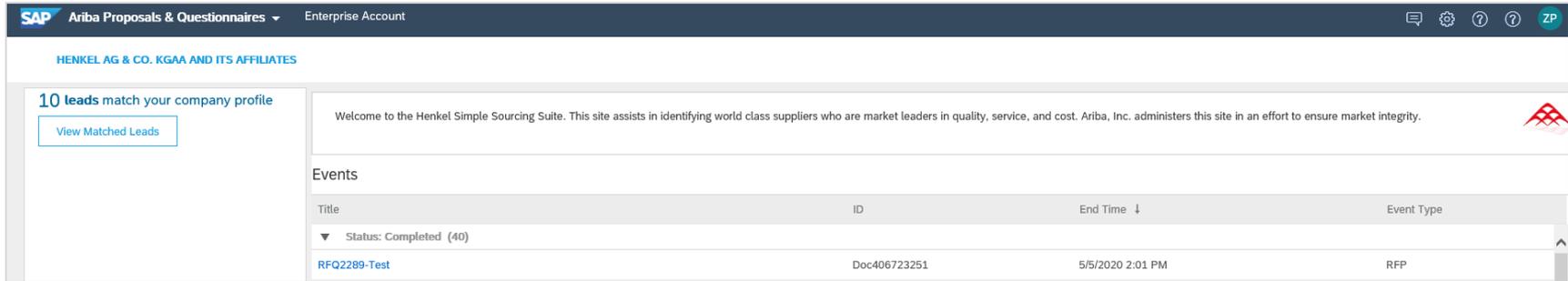
Console Doc406723251 - RFQ2289-Test

[Event Messages](#)  
[Response History](#)  
[Response Team](#)

▼ Checklist

The bid shown is your last successfully submitted bid.

- Your response will appear in status „Open”. Once the submitted quote has been accepted by the Henkel requestor, it will change to status „Completed”



SAP Ariba Proposals & Questionnaires Enterprise Account

HENKEL AG & CO. KGAA AND ITS AFFILIATES

10 leads match your company profile  
[View Matched Leads](#)

Welcome to the Henkel Simple Sourcing Suite. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Events

Title	ID	End Time ↓	Event Type
▼ Status: Completed (40)			
<a href="#">RFQ2289-Test</a>	Doc406723251	5/5/2020 2:01 PM	RFP

# ▶ ORDER CONFIRMATION

Go back to Ariba network Dashboard via „Go back to...” button at the top left of the page

Once you have received the corresponding Henkel Purchase Order to your submitted quote, please proceed with the order confirmation:

1. In your Ariba Network, click on the respective Order Number ( starting with 457\*\*\*\*\*)

SAP Ariba Network Enterprise Account

Home Inbox Outbox Catalogs Enablement Tasks Reports Messages

Orders and Releases All Customers Order Number

Orders, Invoices and Payments

2 Orders to Invoice 0 Orders that Need Attention 0 Orders with Service Lines 0 Service Entry Sheets 5 Purchase Orders

Order Number	Customer	Status	Amount
4573192433	Henkel	New	1.00 EUR

# ▶ ORDER CONFIRMATION

If it is not possible to click on the order number, then you have already received an email where you can confirm the order.

ARIBA NETWORK

Dear **SupplierT010**,

Your customer **ABC Buyer** sent you a purchase order through Ariba Network. You can start processing this purchase order now by clicking the buttons in this email.

If you have an existing Ariba account, [click here](#) to process this purchase order on the Ariba Network.

Sincerely,  
The Ariba Network Team  
<http://www.ariba.com>

Message from Buyer

**We expect you to send Order Confirmation** Network. Without registration you can't use the buttons below.

In case of question contact us

- International number: +44 20 7 946 0000
- Email: [AribaNetwork@abcbuy.com](mailto:AribaNetwork@abcbuy.com)

Kind regards, **Henry Miller, CPO**

ABC Buyer  
New York, NY 10021  
United States

*This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <http://www.ariba.com>.*

**From:** Accounts Payable  
**ABC Buyer (Bill To)**  
1500, ABC Street  
El Paso, TN 99999-9999  
United States

**To:** SupplierT010  
550 Commerce Court  
Neenah, WI 54956  
United States  
Phone:  
Fax:  
Email: [p.schradler@sap.com](mailto:p.schradler@sap.com)

Purchase Order  
**(New)**  
1001T010ID05  
Amount: \$400.00 USD

Payment Terms  
0.5 % 10 NET 30

Contact Information  
Website: (Terms and Conditions): <http://www.BuyerA-clark.com/termConditions.cfm>

freightTerms: Collect  
deliveryTerms: Shipping Point  
specialAnnouncements: specialAnnouncements  
Customer VAT/Tax ID: BuyVATid\_12345

Ship All Items To  
**ABC Buyer (Ship To)**

Bill To  
Accounts Payable

Deliver To  
Jenks Manufacturing Mill

**Confirm Order** **Create Invoice**

# ▶ ORDER CONFIRMATION

Click on "Create Order Confirmation" and from the drop-down list select „Confirm Entire Order“

SAP Ariba Network Enterprise Account ZP

Purchase Order: 4573534265 Done

**Create Order Confirmation** 1 2 Create Ship Notice Hide | Print | Download PDF | Export cXML | Download CSV | Resend

- Confirm Entire Order
- Update Line Items
- Reject Entire Order

**Henkel**

**From:**  
HENKEL SLOVENSKO, s r.o.  
Záhradnícka  
82108 Bratislava  
Slovakia

**To:**  
Test vendor - ProWeb  
Henkelstrasse  
00000 Duesseldorf  
Germany  
Phone: +49 (211) 7979316  
Fax:  
Email: [ariba.procure.europe@henkel.com](mailto:ariba.procure.europe@henkel.com)

**Purchase Order**  
(New)  
4573534265  
Amount: 1,00 EUR  
Version: 1

**Payment Terms** i  
NET 0

Routing Status: Sent

# ▶ ORDER CONFIRMATION

3. Fill in the obligatory fields such as shipping date and delivery date (random date in future)

**SHIPPING AND TAX INFORMATION**

Est. Shipping Date: \* 20 Dec 2019

Est. Delivery Date: \* 25 Dec 2019

Comments:

- Submit it, and the order is confirmed!

SAP Ariba Network Enterprise Account

Confirming PO Previous **Submit** Exit

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: Unretrieved 05/06/2020

Supplier Reference:

Attachments:

Additional Information: Company Code: 0297

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subt
1	Not Available Office furniture: Quotation request	1 (EA)	6 May 2020	1,00 EUR	1,00 E

Current Order Status:  
1. Confirmed With New Date (Estimated Shipment Date: 14 May 2020, Estimated Delivery Date: 15 May 2020)

Submit

Previous **Submit** Exit

# ▶ DO YOU HAVE ANY QUESTIONS?

In case of any technical issues (*missing access to Proposals&Questionnaire menu, user related issues, etc.*) or problems with account setup please contact directly **SAP Ariba support**, as you can see below:

The screenshot displays the SAP Ariba interface for 'HENKEL AG & CO. KGAA AND ITS AFFILIATES'. The top navigation bar includes 'SAP Ariba Proposals & Questionnaires', 'Standard Account', and an 'Upgrade' button. A red box labeled '1' highlights a question mark icon in the top right corner. Below the navigation bar, the main content area shows a welcome message and an 'Events' table with the text 'No items'. On the right side, a 'Help Center' panel is visible, containing a search bar and several help topics. A red box labeled '2' highlights the 'Support' button at the bottom of the Help Center panel.

1. Click on this icon .
2. Click on “**Support**” button.

In case of questions related to Quotation Request process, do not hesitate to contact us (Henkel company) via e-mail to [ariba.procure.global@henkel.com](mailto:ariba.procure.global@henkel.com)



# THANK YOU

FOR FURTHER SUPPORTING MATERIALS PLEASE VISIT OUR [HENKEL@SAP ARIBA WEBPAGE](#)

