

# ANSWERING TO QUOTATION REQUEST

HENKEL@SAP ARIBA  
GUIDE FOR SUPPLIERS



# AGENDA

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

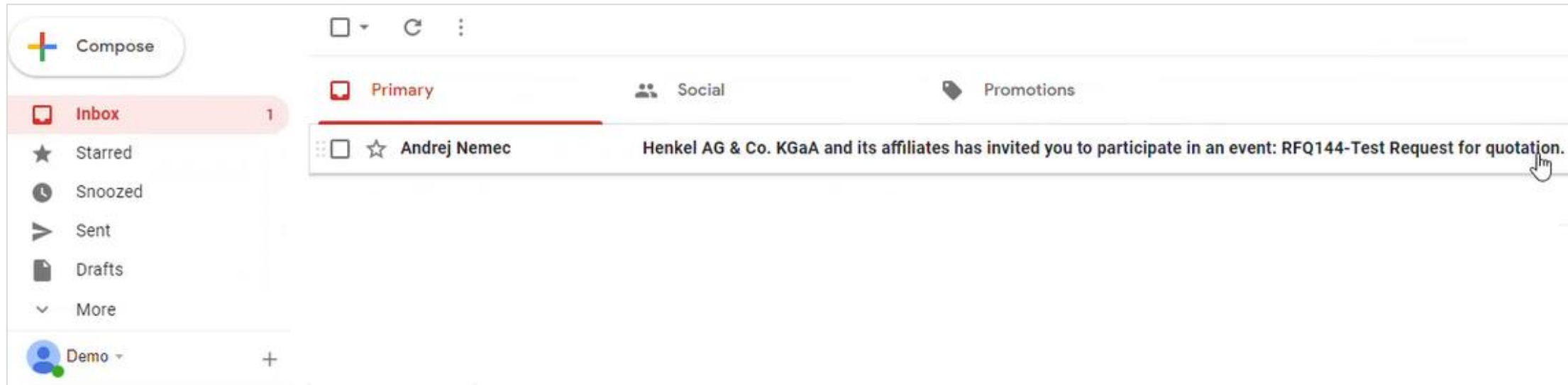
# USER ROLES SET UP

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

- Before receiving any Quotation request from Henkel, you must make 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.

# NOTIFICATION OF QUOTATION REQUEST ON Ariba ACCOUNT

- Whenever Henkel user sends you a Quotation Request, you will receive an e-mail notification (see an example below).
- Please note that this e-mail is **just information** that you have received a „Quotation Request“ in your existing Ariba Account on Ariba Network.
- Do NOT click on the content of the email, instead **log in** directly to your Ariba Account, with your user credentials.



# RESPOND TO QUOTATION REQUEST 1/8

- After logging in, at the top left corner click on Ariba Network dropdown menu and select „Ariba Proposals & Questionnaires“.

The screenshot shows the SAP Ariba Network interface. At the top left, the 'Ariba Network' dropdown menu is open, with 'Ariba Proposals & Questionnaires' highlighted. A red circle with the number '1' is next to the 'Ariba Network' dropdown, and another red circle with the number '2' is next to the selected option. Below the dropdown, there are navigation tabs for 'Orders to Invoice' (3), 'Orders that Need Attention' (0), 'Orders with Service Lines' (0), and 'New Purchase Orders' (1). A table of orders is displayed below the tabs, with columns for Order Number, Customer, Status, Amount, Date, and Amount Invoiced. The table contains three rows of data for Henkel orders. On the right side, there is a sidebar with a 'Now we're mobile.' banner and a 'Tasks' section showing 'No Pending Tasks'.

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
4573523316	Henkel	Partially Shipped	0,11 EUR	29 Apr 2020	0,00 EUR	Select ▾
4573523178	Henkel	New	31 837,15 EUR	29 Apr 2020	0,00 EUR	Select ▾
4573513499	Henkel	Partially Shipped	0,11 EUR	24 Apr 2020	0,00 EUR	Select ▾



# RESPOND TO QUOTATION REQUEST 2/8

- 1. Click on "Open Events"
- 2. Select the relevant request by clicking on its title

The screenshot shows the SAP Ariba interface for Henkel AG & Co. KGAA and its affiliates. The main content area displays a list of events under the heading "Events". The table has columns for Title, ID, End Time, and Event Type. The "Status: Open (2)" section is highlighted with a red arrow and a red circle containing the number 1. The "RFQ2289-Test" request is highlighted with a red box and a red arrow, with a red circle containing the number 2 next to it. Below the events table, there are sections for "Registration Questionnaires" and "Qualification Questionnaires", both showing "No items".

Title	ID	End Time ↓	Event Type
▶ Status: Completed (39)			
▶ Status: Open (2) 1			
<a href="#">RFQ2202-TEST</a>	Doc391669708	5/31/2020 11:59 PM	RFP
<a href="#">RFQ2289-Test</a> 2	Doc406723251	5/19/2020 11:59 PM	RFP
▶ Status: Pending Selection (35)			
Registration Questionnaires			
Title	ID	End Time ↓	Status
No items			
Qualification Questionnaires			



# RESPOND TO QUOTATION REQUEST 3/8

- 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 (RFQ) titled 'Doc406723251 - RFQ2289-Test'. The interface includes a top navigation bar with 'Ariba Sourcing', 'Company Settings', 'Zoltan Pal', and 'Help Center'. A secondary bar contains a 'back to Henkel AG & Co. KGaA and its affiliates Dashboard' link and a 'Desktop File Sync' button. The main content area features a yellow banner with 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'. A 'Time remaining' box in the top right corner shows '14 days 10:07:47'. On the left, a 'Checklist' sidebar lists: '1. Review Event Details', '2. Select Lots', and '3. Submit Response'. The main content area also shows a 'Primary' label and a table titled 'All Content' with columns for 'Name' and 'Total Cost'. The table lists '1 Terms' (€0.00 EUR) and '2 Items' (€0.00 EUR), with a sub-item '2.1 Office furniture' (Office furniture: Quotation request) and a 'Less...' button.

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



# RESPOND TO QUOTATION REQUEST 4/8

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

The screenshot shows the Ariba Sourcing interface for an event titled "Doc456536111 - RFQ3764-test". The page includes a navigation bar with "Ariba Sourcing", "Company Settings", "Zoltan Pal", and "Help Center". A "Desktop File Sync" button is visible in the top right. The main content area features a yellow banner with the instruction: "You must decide whether or not you intend to participate in this event." Below this are four buttons: "Download Content", "Intend to Participate", "Decline to Participate", and "Print Event Information".

On the left, there is a "Checklist" with three items: "1. Review Event Details", "2. Select Lots", and "3. Submit Response". Below the checklist, the "All Content" section displays a table with columns for "Name" and "Total Cost". The table contains several rows with details like "Lead Time:", "Supplier Part Id:", "Description:", and "Specifications: test".

A red box highlights the "Additional information" section, which includes a "References" dropdown menu. The dropdown menu is open, showing a "Reference Documents" section with a file named "Taft\_order.xlsx" highlighted by another red box. Below the dropdown, there is a "Download all attachments" button.

At the bottom of the page, there is an "Event Overview and Timing" section with the following details:

- Owner: Tomas Demovic
- Event Type: RFP
- Publication time: 7/16/2020 2:59 PM
- Currency: European Union Euro
- Commodity: Office furniture M\_3M0
- Regions: SVK Slovakia



# RESPOND TO QUOTATION REQUEST 5/8

- Tick all **available lots** of the Quotation request
- 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 type="checkbox"/>	2.4 Item4

Confirm Selected Lots



# RESPOND TO QUOTATION REQUEST 6/8

- 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

1. Review Event Details
2. Select Lots
3. 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	
Item net price:	* 1 EUR

(\*) Indicates a required field

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



# RESPOND TO QUOTATION REQUEST 7/8

- 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:	<div style="border: 1px solid #ccc; height: 40px;"></div>
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.g2000.45).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 ResponseUpdate TotalsSave draftCompose MessageExcel Import

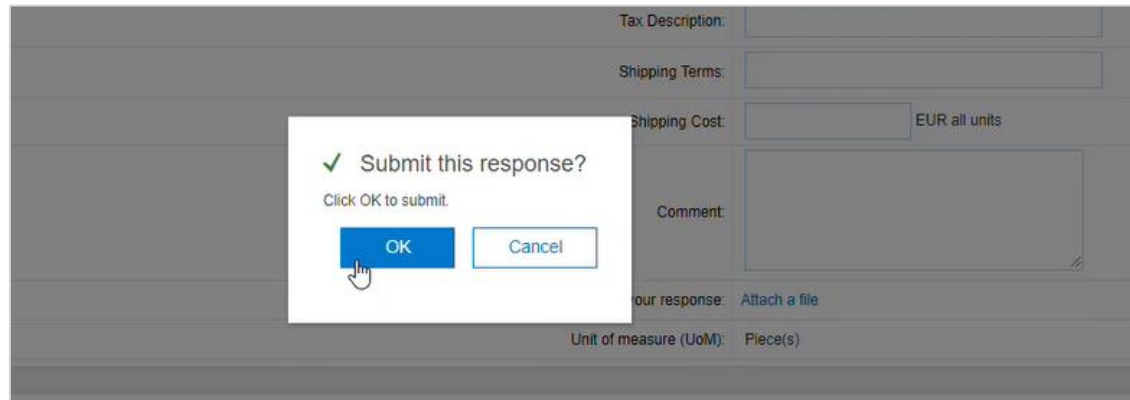


# RESPOND TO QUOTATION REQUEST 8/8

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



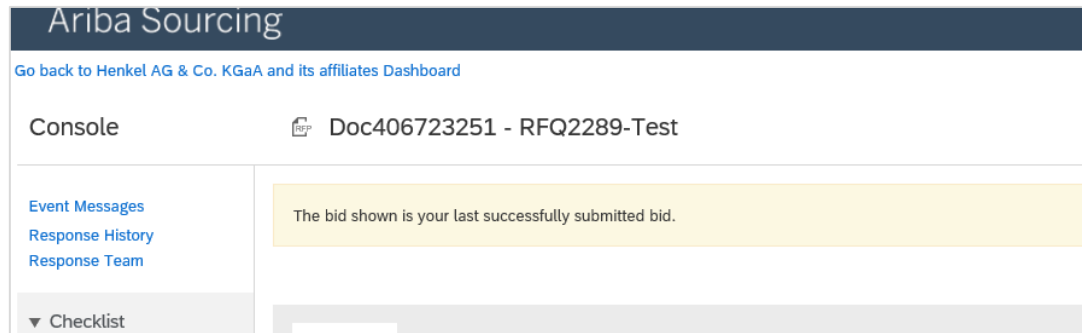
- Confirm the submission by clicking on "**OK**".



> 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](#)

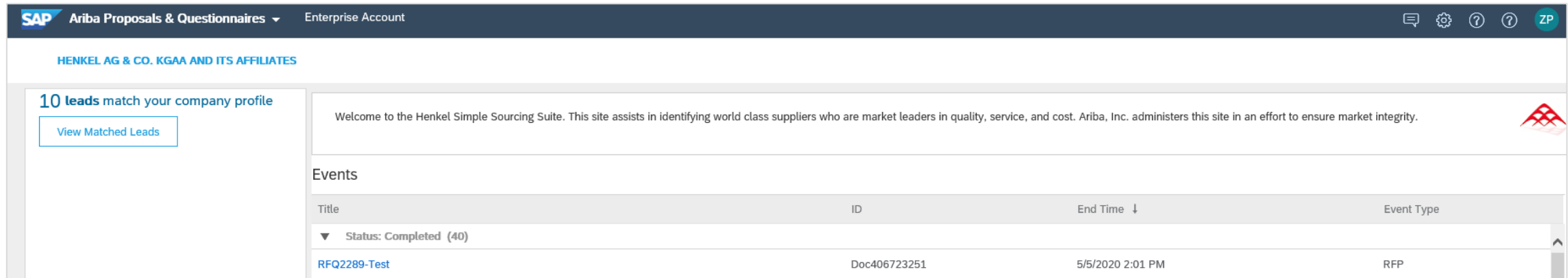
Console  Doc406723251 - RFQ2289-Test

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](#)

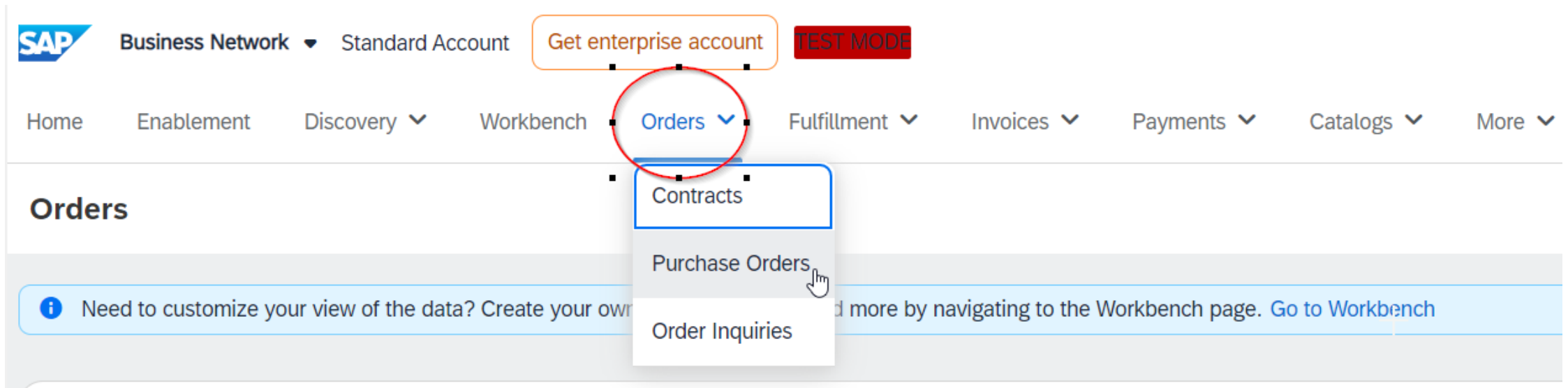
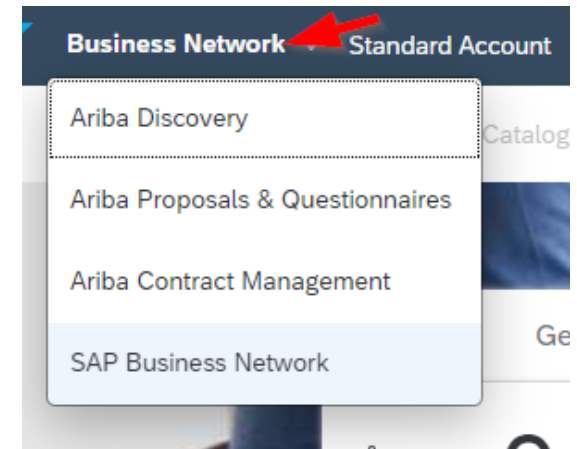
Welcome to the Henkel Simple Sourcing Suite. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Events

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

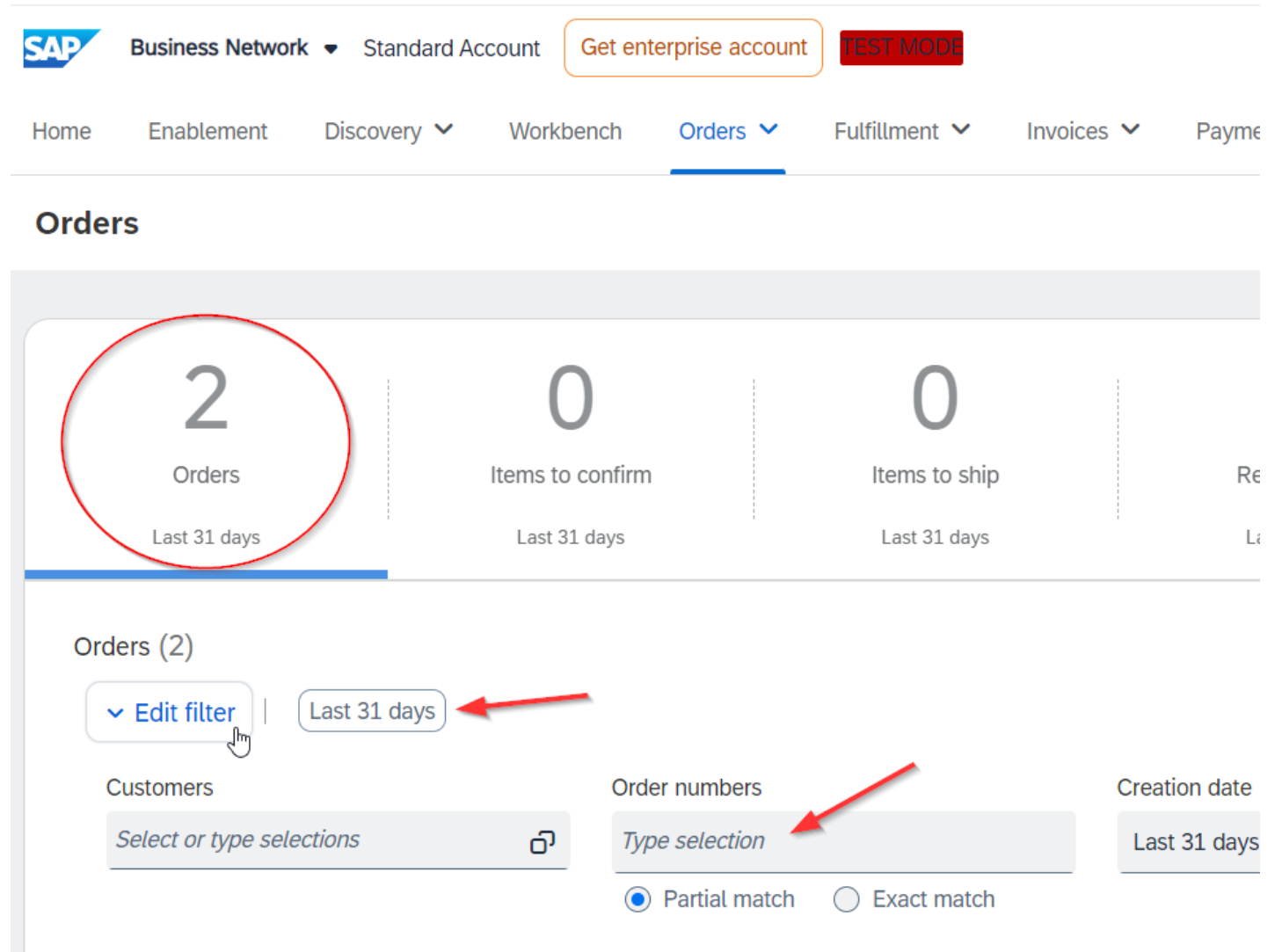
# HOW TO FIND PURCHASE ORDER IN Ariba NETWORK 1/2

- Go to the „**Ariba/SAP Business Network**“ page. It can be changed by clicking on the **small arrow** or text next to SAP logo.  
Once you have received the corresponding Henkel Purchase Order, please proceed with the order confirmation:
- Click on “**Orders**” and then choose **Purchase Orders** option.



# HOW TO FIND PURCHASE ORDER IN Ariba NETWORK 2/2

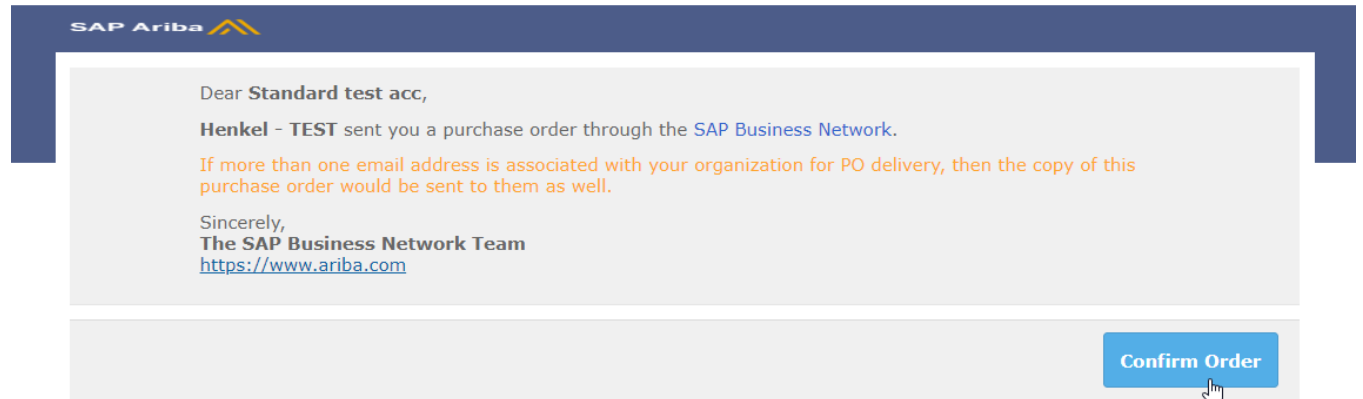
- Click on the tile **Orders** – Ariba will list all Purchase Orders received from all your customers.
- If necessary, **Edit the filter** to provide relevant results (e.g. to show results for 365 days).
- You can use the **search bar** below to search for a particular PO from particular customer.



The screenshot shows the SAP Business Network interface. At the top, there is a navigation bar with 'SAP Business Network' and 'Standard Account'. A 'Get enterprise account' button and a 'TEST MODE' badge are also visible. The main navigation includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', and 'Payments'. The 'Orders' section is active, displaying a summary of 2 orders in the last 31 days, 0 items to confirm, and 0 items to ship. Below this, there are filters for 'Orders (2)', 'Customers', 'Order numbers', and 'Creation date'. The 'Edit filter' button is highlighted with a red circle, and the 'Last 31 days' filter is highlighted with a red arrow. The 'Order numbers' filter is also highlighted with a red arrow, and the 'Partial match' radio button is selected.

# HOW TO SEND ORDER CONFIRMATION 1/2

- You can confirm the Purchase order by clicking on the **Confirm Order** button in the notification email.



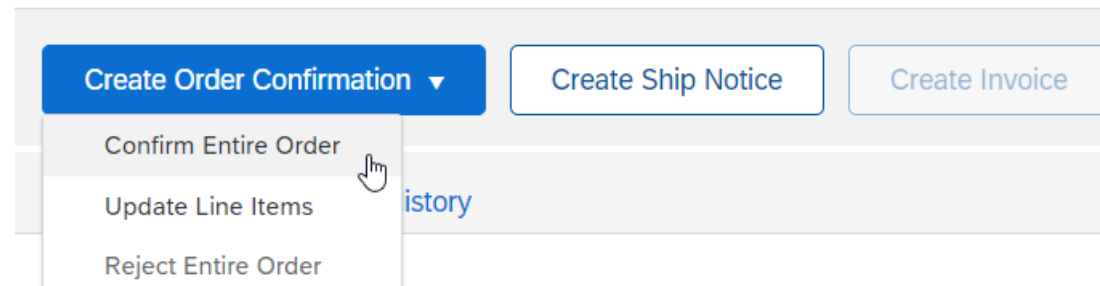
- Or directly from your Ariba account:

- In Ariba Network click on **PO number**
- Then hit drop down button "**Create Order Confirmation**"
- In drop down menu select „**Confirm Entire Order**"

Order Number	Customer	Amount	Date ↓
<a href="#">4576646885</a>	Henkel - TEST	€1 EUR	Jan 11, 2024

SAP Business Network Standard Account Get enterprise account

Purchase Order: 4576646885



# HOW TO SEND ORDER CONFIRMATION 2/2

- As there are no mandatory fields, click on „**Next**“ button.

Confirming PO

Exit Next

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #:

Associated Purchase Order #: 4592154477

Customer: Henkel

Supplier Reference:

Additional Information

Company Code: 4424

Shipping and Tax Information

Est. Shipping Date:  Est. Shipping Cost:

Est. Delivery Date:  Est. Tax Cost:

Comments:

Please note, that **order confirmation** is required only for **test purposes**.

For production orders this remains only recommended.

> Submit it, and the order is confirmed!

Confirming PO

Previous Submit Exit

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: Untitled 05/06/2020

Supplier Reference:

Attachments:

Additional Information: Company Code: 0297

Line Items

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

1 Confirmed With New Date (Estimated Shipment Date: 14 May 2020; Estimated Delivery Date: 15 May 2020)

Submit

Previous Submit Exit



# WIDGETS

- If you wish to see new Orders tile directly on your Home page, you can add a **widget for Orders** via Workbench tab.
- If you are Administrator, click on „**Workbench**“ and then **Customize**. Here you can choose the tile you wish to have on your Home screen by clicking on + button.

SAP Business Network Standard Account Get enterprise account TEST MODE

Home Enablement Discovery **Workbench** Orders Fulfillment Invoices Payment

**Workbench** Customize

2  
Orders  
Last 31 days

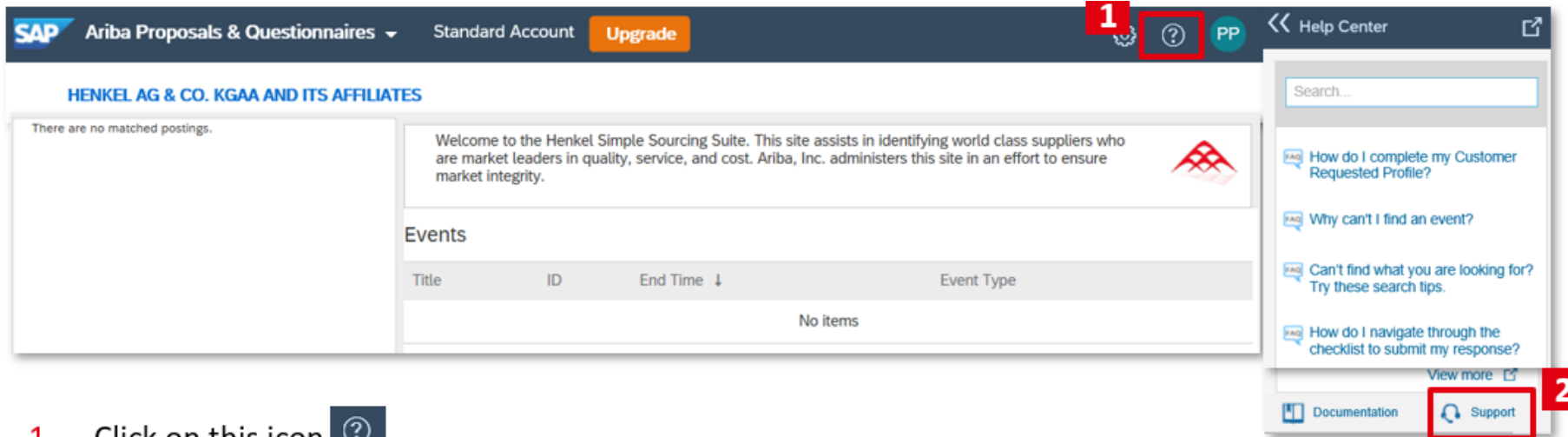
Select a tile  Tiles already selected


**Order**

New orders	+	Changed orders	+	Orders to invoice	+
<input checked="" type="checkbox"/> Orders	+	<b>Items to confirm</b>	+	Items to ship	+
Orders with service line	+	Items to service	+	Orders to Summary invoice	+

# DO YOU HAVE ANY QUESTIONS?

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



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

In case of questions related to Ordering process, do not hesitate to contact us (Henkel company) via e-mail to [Henkel Econtent team](#).

THANK YOU.