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Selling on SAP Business Network Discovery

SAP Business Network for Trading Partners

SAP Business Network Discovery

Content

Selling on SAP Business Network Discovery.	3
SAP Business Network Discovery for sellers.	4
About SAP Business Network Discovery for sellers.	4
SAP Business Network Discovery seller company profile.	4
SAP Ariba Discovery subscriptions.	5
How to schedule a free marketing session.	5
How to redeem a free SAP Ariba LIVE Pass.	6
Business opportunities.	7
About business opportunities on SAP Ariba Discovery.	7
The Leads Dashboard.	8
Responses to SAP Ariba Discovery postings.	10
Email notifications.	13
How to find business opportunities.	14
How to ask buyers questions.	14
How to respond to a posting.	15
How to reject an invitation to bid on an RFQ.	16
How to respond to a Request for Quotation (RFQ) posting.	16
How to revise a response.	18
How to revise a Response to a Request for Quotation (RFQ) posting.	19
How to remove a line item from a bid while providing a quote.	19
How to indicate lack of interest in line items.	20
References.	21
About References on SAP Business Network Discovery.	21
How to invite references.	22
How to delete a reference.	22
About Ratings on SAP Business Network Discovery.	24
SAP Business Network Discovery seller analytics.	25
About SAP Business Network Discovery seller analytics.	25
How to view which buyers have viewed your company profile.	26

Selling on SAP Business Network Discovery

This guide is for SAP Ariba users seeking business-to-business matching services that offer new business opportunities from leading companies.

Sellers on SAP Business Network Discovery create a company profile that details the capabilities of their business including products and services provided, and the locations that they serve.

This guide applies to: SAP Business Network Discovery

Related guides

[Buying on SAP Business Network Discovery](#)

SAP Business Network Discovery for sellers

SAP Business Network Discovery is a business-to-business matching service that offers you new business opportunities from leading companies.

[About SAP Business Network Discovery for sellers \[page 4\]](#)

[How to schedule a free marketing session \[page 5\]](#)

[How to redeem a free SAP Ariba LIVE Pass \[page 6\]](#)

About SAP Business Network Discovery for sellers

As a seller on SAP Business Network Discovery, you create a company profile that details the capabilities of your business, including products and services provided and the locations you serve.

If the capabilities of your company match a buyer's project requirements, SAP Business Network Discovery displays the business opportunity on your Leads Dashboard. You can then choose to respond to your matched postings. Buyers will review all the responses they receive and notify you when they make a decision.

SAP Business Network Discovery seller company profile

Potential business opportunities are matched to your company based on the information you provide in your company profile.

Enter key information about your company in your company profile, including type of organization, year founded, and annual revenue to help buyers evaluate you as a potential seller. Select any diversity designations, such as minority- or woman-owned business status. You should consider upgrading to the SAP Business Network Discovery Advantage or Advantage Plus subscription, which offers you an enhanced company profile and a higher display ranking in buyer search results.

The **Product and Service Categories, Ship-to or Service Locations, and Industries** section of your company profile allows you to provide detailed information about the products or services you offer, the locations you ship to or provide services, and the industries you serve. This information is critical because buyer postings are matched to the to you based on the product and service categories, ship-to or service locations, and industries featured in your company profile.

Ensure that the product and service categories you offer and ship-to or service locations you serve are always complete and accurate. Add all the product and service categories you offer. Use keywords to search or browse the product and service category tree and add those that you provide. If the product and service category you provide does not exist, propose it as a custom product and service category. Add all the locations for which you provide products and services. Select multiple countries/regions when applicable and indicate specific states and metro areas if desired.

For more information about your company profile, see *Seller Account Settings and Profile Configuration* in the [▶ Product Documentation ▶ For Administrators ▶](#) section of the Learning Center.

Company Profile Sharing

You can use the Facebook share, Twitter Tweet, LinkedIn Share, and Share via Email buttons on company profile pages to harness your social network or email contacts as powerful resources for finding new business opportunities. Click the button that corresponds to the medium you would like to use and follow the instructions in the dialog box that appears.

SAP Ariba Discovery subscriptions

Get the most out of SAP Business Network Discovery by upgrading to an Advantage or Advantage Plus subscription.

SAP Business Network Discovery Advantage subscribers receive:

- Unlimited responses to buyer postings.
- Preferential ranking in search results, and an Advantage sash to help increase your visibility to buying organizations.
- The opportunity to develop a detailed company description and add your logo, attachments, and links to more information you want to share with buyers.
- Access to activity reports listing the last 10 companies that viewed your company profile.
- The ability to receive direct communication from decision makers who post more than \$5 billion in annual business opportunities on SAP Business Network Discovery.

SAP Business Network Discovery Advantage Plus subscribers receive priority customer service and expert advice, including a consulting session about how to optimize their presence on SAP Business Network Discovery, and a complimentary SAP Ariba LIVE pass. You can redeem these benefits in the Advantage Activity section of the [▶ I'm Selling ▶ Reports ▶](#) page.

How to schedule a free marketing session

Prerequisites

You must be subscribed to SAP Ariba Discovery Advantage Plus to schedule a free marketing session.

Procedure

1. Click **I'm Selling > Reports**.
2. Click **Click here** to schedule your free marketing session in the **Advantage Activity** section.

Results

Your message is sent to SAP Ariba Customer Support. Ariba Customer Support will contact you through email to schedule your free marketing session.

How to redeem a free SAP Ariba LIVE Pass

Prerequisites

You must be subscribed to SAP Ariba Discovery Advantage Plus to schedule a free SAP Ariba LIVE pass.

Procedure

1. Click **I'm Selling > Reports**.
2. Click **Click here to get an Ariba LIVE Pass** in the Advantage Activity section.

Results

Your message is sent to SAP Ariba Customer Support. SAP Ariba Customer Support will contact you through email to provide more details about your free SAP Ariba LIVE pass.

Business opportunities

SAP Ariba Discovery buyers create postings that detail their business needs, providing you with an opportunity to foster new business relationships.

[About business opportunities on SAP Ariba Discovery \[page 7\]](#)

[How to find business opportunities \[page 14\]](#)

[How to ask buyers questions \[page 14\]](#)

[How to respond to a posting \[page 15\]](#)

[How to reject an invitation to bid on an RFQ \[page 16\]](#)

[How to respond to a Request for Quotation \(RFQ\) posting \[page 16\]](#)

[How to revise a response \[page 18\]](#)

[How to revise a Response to a Request for Quotation \(RFQ\) posting \[page 19\]](#)

[How to remove a line item from a bid while providing a quote \[page 19\]](#)

[How to indicate lack of interest in line items \[page 20\]](#)

About business opportunities on SAP Ariba Discovery

A buyer-created SAP Ariba Discovery posting represents a real business opportunity to which you can respond.

An SAP Ariba Discovery posting will list the product and service categories the buyer needs and the ship-to or service locations in which they need them. The posting might also include the value the business opportunity represents or the length of the contract the buyer intends to award. Buyers are encouraged to provide as much detail as possible when they create an SAP Ariba Discovery posting, and to keep the posting open for at least 10 days, allowing you enough information and time to give your best response.

When a business opportunity on SAP Ariba Discovery matches the product and services categories you provide and ship-to or service locations you serve, it appears in your Leads Dashboard. You can view the details of a buyer's event in any state: closed, open, or preview. You can view full details of the event by accessing the posting and clicking **View Event Details** on the **Lines** tab. For each line-item of the posting, buyer may provide a clickable URL for additional information which helps you understand the requirements. SAP Ariba Discovery shows the currency details of the event in the supplier's profile currency.

You can view business opportunities that do not match the product and service categories and ship-to or service locations you list in your company profile by clicking **► I'm Selling ► All Leads. ►**

The Leads Dashboard

The Leads Dashboard displays buyer postings that are relevant to you.

When you log into SAP Ariba Discovery as a seller, you are taken to your Leads Dashboard. You can return to your Leads Dashboard by clicking **► I'm Selling ► Matched Leads ►**.

From the Leads Dashboard, you can view the title of a posting, the type of posting it is, the buyer company that posted it, the amount the business opportunity is worth, and the end date of the posting. SAP Ariba Discovery matches a buyer's requirements with that of a supplier's profile and calculates a matching confidence score that represents the match as a percentage. You can use these matching confidence scores to take decisions on whether to respond to a posting. You can sort the leads based on highest or lowest matching confidence scores. SAP Ariba Discovery displays the matching confidence score on every posting details page.

On the **Matched Leads** page, for each posting, SAP Ariba Discovery displays a match confidence percentage as a colored bar. The colors signify:

Table 1: Match confidence

Color	Description
Green	Indicates that the match confidence percentage is between 70 and 100.
Yellow	Indicates that the match confidence percentage is between 40 and 70.
Red	Indicates that the match confidence percentage is below 40.

About Request for Quotation (RFQ) postings

An RFQ event originates in the ERP system and is sent across Ariba Network to SAP Ariba Discovery, where an RFQ posting is created and published. Quote automation is a feature of SAP Ariba Discovery which provides a direct integration between the ERP system, Ariba Network, and SAP Ariba Discovery to quickly build and publish RFQs. For approved suppliers, SAP Ariba Discovery sends the RFQ bidding invitation digest email every four hours if the duration of the RFQ posting is less than three days. Quote automation sends notification emails to invited suppliers when an RFQ is:

- terminated
- closed

To receive these notifications, suppliers must have their email notification setting enabled.

On the RFQ posting details page, suppliers can view the details of the buyers so that they can contact them to seek clarifications. For RFQ postings, SAP Ariba Discovery displays the close date with time so that suppliers know which RFQ postings require immediate response.

The Leads dashboard is comprised of up to five sections:

- Invitations
- Matches
- Watchlist
- Responses
- Wins

SAP Ariba Discovery moves the postings from one tab to another tab whenever any action is performed like if you have responded to postings, or if you are awarded a business.

By default, SAP Ariba Discovery does not include the list of closed RFQ postings on the **Leads** page. However, suppliers can choose to view the list of closed RFQ postings on the **Invitations**, **Watchlist**, and **Responses** tabs by selecting the **Show closed postings** checkbox. If you indicate lack of interest in bidding for RFQ postings, on the **Leads** page, SAP Ariba Discovery marks those RFQ postings with a **Not Interested** label. Users who do not have the **Respond to postings** on SAP Ariba Discovery permission cannot view the Invitations, Matches, Watchlist, and Responses related details on the **Leads** page.

Invitations

The **Invitations** tab displays postings for which the logged in supplier organization has been invited to by the buyer. This tab appears only if you are invited to a posting by a buyer. SAP Ariba Discovery sorts the RFQs based on their ascending start date. If any user from the supplier organization responds to an invited posting, SAP Ariba Discovery displays the posting in the **Responses** tab.

Matches

The **Matches** tab displays postings matched by SAP Ariba Discovery based on the supplier's organization profile. This tab also displays public matches and RFQs. SAP Ariba Discovery sorts the RFQs based on their ascending start date. After you respond to any posting in the **Matches** tab, SAP Ariba Discovery moves the posting to the **Responses** tab.

Watchlist

The **Watchlist** tab displays postings that you have added to your watchlist. SAP Ariba Discovery sorts the RFQs based on their ascending start date.

Responses

The **Responses** tab displays postings to which you have responded. SAP Ariba Discovery sorts the RFQs based on descending response date. The RFQs which were recently responded to are shown first. After you have responded, and if you are awarded the business, SAP Ariba Discovery displays the posting in the **Wins** tab.

Wins

The **Wins** tab displays postings to which you have responded and have been awarded the business. SAP Ariba Discovery sorts the RFQ postings based on descending award date. The RFQs which were recently awarded are shown first.

Responses to SAP Ariba Discovery postings

Responding to an SAP Ariba Discovery buyer's posting is the first step to fostering a new business relationship.

After you are matched to a buyer posting, there are many ways you can interact with the buyer to gain additional information about their business opportunity. You can ask buyers a quick question using the **Questions & Answers** section of a buyer posting or create a more formal response to begin negotiating a new business contract.

When responding to a buyer posting, it is important to explain why you are qualified for the business opportunity. SAP Ariba Discovery matches you to a buyer's needs, but the buyer still needs to narrow down the responses they receive to a manageable shortlist. This is your chance to distinguish yourself from the competition and showcase your qualifications. To make a buyer's shortlist, answer all the questions included in their posting and describe why you deserve their business.

SAP Ariba Discovery buyers have the option to rate you based on how you interact with them in a posting. Because of these ratings, it is best practice to respond only to postings that fully match your company's capabilities and where you can meet all of the buyer's requirements. Review the posting details carefully to ensure that you understand the project and scope before responding.

Each user created by the supplier administrator can view RFQ postings and the bid responses by other users if the user has the required permissions. For example, if two users bid on an RFQ posting, both users can view each other's bid response. Users can view all the bid responses except those from the supplier administrator. SAP Ariba recommends that the supplier administrators who create users to bid on an RFQ posting do not respond to the RFQ posting.

Exporting the details of an RFQ

Suppliers can export the details of an RFQ in PDF format. The downloaded PDF for an RFQ includes the following details:

- RFQ details
- Line item details
- Bid details for each line item if the supplier has bid

On the RFQ page, on the **Lines** tab in the **Details** section, quote automation displays a **Download RFQ** button to export the details of the RFQ including line item details and bid details for each line item.

Flagging line items as not interested in bidding

Suppliers may not be interested in bidding on specific line items for various reasons such as unavailability of stock or transportation delays in procurement. Suppliers can indicate their lack of interest in bidding on specific line items and specify the reasons for not bidding on them. After a supplier indicates lack of interest in bidding on a line item, quote automation displays a **Not Interested** label on the line item and the supplier cannot bid on them again. This feature helps buyers understand the reasons why suppliers did not bid on specific line items

Quote automation captures the reasons provided by suppliers for not bidding on line items and sends the information in quote message cXML documents to the ERP system.

Rejecting bid opportunity by supplier for an RFQ posting

On the RFQ posting page, suppliers can indicate the reason for their lack of interest in bidding for an RFQ. Once you have indicated disinterest in bidding for an RFQ, quote automation does not show the RFQ in the list of matches, and sends a notification to the buyer indicating your rejection and your reason for rejection. After you reject an invitation to bid for an RFQ, you cannot bid for it again.

i Note

After any user of a supplier organization rejects an invitation to bid, quote automation sends the details of rejection including the supplier and sub-user details to the buyer. Once the invitation to bid is rejected, no user of the supplier's organization can bid.

Bidding to an RFQ posting in your preferred currency

While bidding on the **Provide Your Quote** page, you can select a different currency than the one specified in the RFQ posting. Ariba Network displays the currency exchange rate between the two currencies. You must bid for all the line items using the same currency. You can provide multiple bids in different currencies. When you view an RFQ posting for the first time, Ariba Network displays the value of the **Opportunity Amount** in the currency specified in the supplier's profile. After you select a currency and successfully bid, Ariba Network retains the selected currency as your preference and uses it when you bid again on the same RFQ posting. However, you can choose to bid in any other currency at any time.

You can use the bid template to bid in your preferred currency and specify the values for all the money-related fields in the preferred currency.

i Note

By default, Ariba Network displays the exchange rate daily using the data from a Bloomberg feed. The exchange rates are gathered by Bloomberg from multiple pricing sources. However, if buyers specify a currency exchange rate, it overrides the currency exchange rate provided by Ariba Network.

Bidding to an RFQ posting using the bid template

On the **Upload Your Quote** window, you can download either a semicolon-separated or a comma-separated version of the bid template file, and use it to bid on postings.

❖ Example

Suppliers from locales such as Europe may prefer to use a semicolon-separated bid template.

Microsoft Excel may not correctly detect the encoding standard of text in the bid template file, and hence may display incorrect characters such as question marks. To ensure that Excel displays the bid template file correctly, you must specify the correct encoding standard. After you download the required bid template file, import data from it using the **Text Import Wizard** in Microsoft Excel. To start the **Text Import Wizard**, select **Data > From Text**

in Microsoft Excel. In the **Import Text File** dialog box, select your bid template file and configure the **Text Import Wizard** fields as follows:

- Original data type: Select **Delimited**.
- File origin: Select 65001 : Unicode (UTF-8).
- Delimiters: Select **Semicolon** or **Comma** depending on whether your bid template file uses a semicolon or a comma as the delimiter.

Removing a line item from a bid

Some Request for Quote (RFQ) postings may have many line items. Suppliers can exclude any line item on the **Provide Your Quote** page and continue with the bidding process. Quote automation removes the line item from the current bid. When suppliers bid again, they can include the line items that they may have excluded in the previous bids.

Downloading the last submitted bid

Suppliers can download the details of the last submitted bid. On the RFQ details page, suppliers can click on the button **Download last submitted bid** to download and view the details of the last submitted bid.

Specifying taxes while bidding to an RFQ posting

If buyers configure tax details that they want you to specify for each line-item, after the taxes are configured, while bidding you can specify the taxes for each line-item.

On the bidding page, if the buyer has configured taxes, suppliers can view the following columns:

- **Tax Type**
- **Tax Rate Type**
- **Description**
- **Taxable Amount**
- **Tax (%)**
- **Base Tax (%)**
- **Tax Amount**
- **Included**

You can calculate the total taxes for a line-item. You can indicate whether the taxes are included in the unit price. If you include the taxes, it means that the tax is included in the unit price of the line-item. If a tax is included, quote automation does not include the tax while calculating the total applicable tax for a line-item.

For example:

The buyer configures the following taxes on the posting configuration template:

- Sales Tax
- Service Tax
- Value Added Tax

The supplier enters the following details while bidding on the line-item:

- Sales Tax = \$100
- Service Tax = \$30
- Value Added Tax = \$50

Quote automation calculates the total tax as = \$100 + \$30 + \$50 = \$180

If the supplier includes Service Tax, quote automation calculates the tax for the line-item as = \$100 + \$50 = \$150

i Note

The bid template does not allow suppliers to add new tax types.

Email notifications

SAP Ariba Discovery notifies the buyer you when perform any of the following actions:

- Ask a question in the **Questions & Answers** section. Your company name will not appear in the email.
- Respond to a buyer posting. Your company name will appear in the email subject line.
- Revise a response to a posting. Your company name will not appear in the email.

SAP Business Network Discovery notifies you when a buyer performs any of the following actions:

- Answers your question in the **Questions & Answers** section.
- Modifies a posting that you have responded to.
- Reviews your response.
- Indicates that they are not interested in your response.
- Awards your company with business.
- Awards business to another company in a posting that you responded to.
- Closes a posting that you responded to.

For RFQs, quote automation includes the following information in the email notifications that are sent to suppliers:

- Supplier organization's Ariba Network ID
- Address specified for the Ariba Network ID
- Vendor ID

Some supplier organizations may have branches spread out geographically. In this business environment, this information helps suppliers view the intended supplier location in the email notifications.

Related Information

[Finding Business Opportunities \[page 14\]](#)

[Asking Buyers Questions \[page 14\]](#)

[Responding to a Posting \[page 15\]](#)

[Responding to a Request for Quotation \(ERP\) Posting \[page 16\]](#)

[Revising a Response \[page 18\]](#)

[Revising a Response to a Request for Quotation \(ERP\) Posting \[page 19\]](#)

How to find business opportunities

Procedure

1. Click **I'm Selling** > **All Leads**.
2. Do one of the following:
 - Enter search terms in the **Search** field.
 - Click **Advanced Search**, enter search terms and select other search criteria.
3. Click **Find**.

i Note

You can also click categories in the **Refine Match Criteria** section to narrow your search.

Related Information

[About Business Opportunities on Ariba Discovery \[page 7\]](#)

[The Leads Dashboard \[page 8\]](#)

How to ask buyers questions

Procedure

1. Access the buyer posting you want to ask a question about.
2. Enter a question in the **Questions & Answers** section.
3. Click **Send**.

Next Steps

SAP Business Network Discovery sends an email notification to the buyer informing them that you asked a question, and notifies you when the buyer answers your question.

Related Information

[About Business Opportunities on Ariba Discovery \[page 7\]](#)

How to respond to a posting

Prerequisites

You must have the **Respond to postings on Ariba Discovery** permission.

Procedure

1. Access the buyer posting to which you want to respond.
2. Click **Respond to Posting**.
3. Enter your response in the **Response** field.
4. (Optional) Click **Attach File**, click **Browse** to locate the file you want to attach and then click **OK**.
5. Click **Review and Submit**.
6. Review your response. If you need to edit your response click **Previous**.
7. Click **Submit**.

Next Steps

After a buyer posting closes, the buyer considers all responses and may decide to award their business or shortlist a number of sellers that have responded. Buyers are encouraged to provide constructive feedback to any questions or responses you submit.

Related Information

[About Business Opportunities on Ariba Discovery \[page 7\]](#)

How to reject an invitation to bid on an RFQ

Context

Suppliers can indicate lack of interest in bidding on an RFQ for which they have received an invitation to bid.

Procedure

1. On SAP Ariba Discovery, access the required RFQ posting to which you want to respond.
SAP Ariba Discovery opens the RFQ posting details page.
2. Click the **Not Interested** dropdown list and select the required reason indicating your lack of interest to bid.
3. If you want to specify a different reason, click the **Other (Tell us why...)** option.
Quote automation displays a window in which you can type the reason.
4. Type the reason and click **Submit**.

How to respond to a Request for Quotation (RFQ) posting

Prerequisites

You must have the **Respond to postings on Ariba Discovery** permission.

Procedure

1. Access the buyer request for quotation (RFQ) posting to which you want to reply.
2. Do one of the following on the **RFQ posting** page:
 - Click **Quote All** to submit a quote for all items.

- If the buyer has configured the system to include the **Quote Selected** option, you can submit a quote for a subset of items by selecting those items, and then clicking **Quote Selected**.
- Click **Upload Your Quote** to complete your quote using semicolon-separated or comma-separated file format..

i Note

- To attach a semicolon-separated or a comma-separated file, click **Choose File** to select the file and then click **Upload my Quote**.
- To download the required bid template, click the appropriate link.
- To view the list of currency exchange rates that the buyer has specified, click **View Buyer Exchange Rates** on the **Provide Your Quote** window.
- You can provide multiple bids to the RFQ posting. To view the bid history of an RFQ posting, on the **Details** section, and click **Bid History** tab. Ariba Discovery shows the history your responses for this RFQ posting. The details of each bid like date, bid amount, line items, and the name of the person who has responded, are displayed.

The **Provide Your Quote** page appears.

3. From the **Currency** drop down list, select the required currency.

The **Change currency for multiple line items** warning window appears.

4. Click **Continue**.

Ariba Network changes all the currency related fields to the selected currency.

5. In the **Details** area, under **Provide Your Quote**, enter the details of your quote.
6. If the buyer has configured taxes, they appear and you can modify or remove them for each line-item. For each tax type, you can modify the following fields:
 - Taxable Amount
By default, quote automation prefills this field with the value of the unit price multiplied by the number of units.
 - Tax (%)
 - Base Tax (%)

Tax Type	Tax Rate Type	Description	Taxable Amount	Tax (%)	Base Tax (%)	Tax Amount	Included*		
Sales	Retail Sales	Sales	30000 USD	8.7500	NA	\$0.00 USD	<input type="checkbox"/>	Remove	
Sales	Excise Tax	Excise Tax	30000 USD	10	NA	\$0.00 USD	<input checked="" type="checkbox"/>	Remove	
ICMS	ICMS	ICMS	30000 USD	5	80.00	\$0.00 USD	<input type="checkbox"/>	Remove	
Calculate Tax		* Tax is included in Unit Price and will not be considered for Total Tax value.						Total Tax: \$0.00 USD	

For example, this screenshot shows how three tax values are specified: Retail Sales, Excise Tax, and ICMS. Only the Excise Tax is included in the line-item cost which means that this tax is excluded from the total tax.

7. To provide additional information for a line item, click **Choose File** to select the attachment and click **Upload Attachments**.
8. Click **Submit**.
9. In the response fee dialog box, do the following:
 - a. If you have a promo code, click **Add Promo Code**. In the **Enter Promotional Code** dialog box, enter your promotion code, and then click **Apply**.
 - b. Click **Submit**.

Results

The posting page displays a message confirming you successfully submitted your quote.

Related Information

[About Business Opportunities on Ariba Discovery \[page 7\]](#)

[The Leads Dashboard \[page 8\]](#)

[Responses to Ariba Discovery Postings \[page 10\]](#)

[Revising a Response to a Request for Quotation \(RFQ\) Posting \[page 19\]](#)

How to revise a response

Prerequisites

You must have the **Respond to postings on Ariba Discovery** permission.

Procedure

1. Click **I'm Selling** > **Matched Leads**.
2. Click **Responses**.
3. Click the title of the buyer posting to which you want to revise your response.
4. In the **Most recent response** section, click **Revise**.
5. Edit your response as necessary.
6. Click **Review and Submit**.
7. Review your response. If you need to edit your response click **Previous**.
8. Click **Submit**.

Related Information

[Responses to Ariba Discovery Postings \[page 10\]](#)

How to revise a Response to a Request for Quotation (RFQ) posting

Prerequisites

You must have the **Respond to postings on Ariba Discovery** permission.

Procedure

1. Click **I'm Selling** > **Matched Leads**.
2. Click **Responses**.
3. Click the title of the buyer Request for Quotation (RFQ) response to which you want to revise your response.
4. Do one of the following:
 - In the **Quote Information** section, click **Revise quote**.
 - Select the lots you want to revise and click **Edit Quote**.
5. Enter your revised pricing information for the lots you want to update.
6. When you have completed your response, click **Submit**.

Related Information

[Responses to Ariba Discovery Postings \[page 10\]](#)

How to remove a line item from a bid while providing a quote

Context

While providing a quote, suppliers can remove a line item from a bid so that no line item is empty and the bid can be submitted.

Procedure

1. Access the RFQ posting for which you want to bid.
2. Do one of the following on the RFQ posting page:
 - Click **Quote All** to submit a quote for all items.
 - If the buyer has configured the system to include the **Quote Selected** option, you can submit a quote for a subset of items by selecting those items, and then clicking **Quote Selected**.

The **Provide Your Quote** page appears

3. In the **Your Quote** section, enter the details of your quote.
4. For any line items that you may not want to bid on, click **Remove line from the Bid** for the corresponding line item.
5. When you have completed your response, click **Submit**.

How to indicate lack of interest in line items

Context

Suppliers can indicate their lack of interest in bidding on specific line items.

Procedure

1. On SAP Ariba Discovery, access the required RFQ posting to which you want to respond.
SAP Ariba Discovery opens the RFQ posting details page.
2. On the **Lines** tab, click **Not interested in bidding on any line item? Click here.** link.
SAP Ariba Discovery displays a window containing the list of line items on which you have not yet quoted.
3. Select the line items that you do not want to bid on.
4. For each line item that you have selected for showing lack of interest in bidding, in the **Comments** text box, specify the reasons for the lack of interest.
5. Click **Submit**.

In the **Lines** tab, SAP Ariba Discovery displays a **Not Interested** label for the line items in which you have indicated lack of interest.

References

Securing references to appear on your company profile is one of the best ways to attract potential buyers on SAP Business Network Discovery.

[About References on SAP Business Network Discovery \[page 21\]](#)

[How to invite references \[page 22\]](#)

[How to delete a reference \[page 22\]](#)

About References on SAP Business Network Discovery

References appear on your company profile and are visible to all buying organizations.

You can request references from buying organizations with whom you have conducted business, whether they are on SAP Business Network Discovery or not. When you invite a reference, SAP Business Network Discovery sends a copy of the reference invitation to you through email.

i Note

You may want to forward this email to your invited reference in the event that the reference invitation from SAP Business Network Discovery is blocked as spam.

When you invite more references and actively manage them, you enhance your company profile and credibility with prospective buyers. You can delete references at any time.

It is important to keep your references current because potential buyers can see the “Last Updated” date on your company profile.

Related Information

[Inviting References \[page 22\]](#)

[Deleting a Reference \[page 22\]](#)

How to invite references

Prerequisites

You must have the **Respond to postings on Ariba Discovery** permission.

Procedure

1. Click ► **I'm Selling** ► **References** ▾.
2. Click **Invite a Reference**.
3. Enter buyer contact information in the **First Name**, **Last Name**, **Company Name**, and **Email Address** fields.
4. Click **Add Another** to add additional rows as desired.
5. Enter a message or customize the one provided in the **Personal Message** field.
6. Choose the language in which you want to send the reference invitation from the **Language** pull-down menu.
7. Click **Send**.

Next Steps

Review your references to ensure they portray your company positively. Poor references can be deleted so that they do not negatively affect your reputation and business.

Related Information

[About References on Ariba Discovery \[page 21\]](#)

How to delete a reference

Prerequisites

You must have the **Respond to postings on Ariba Discovery** permission.

Procedure

1. Click ► **I'm Selling** ► **References** ▾.
2. Locate the reference you want to delete in the **My References** section then click **Delete**.
3. Click **OK** in the **Delete Reference** dialog box to confirm.

Related Information

[About References on Ariba Discovery \[page 21\]](#)

About Ratings on SAP Business Network Discovery

Ratings can help you distinguish yourself on SAP Business Network Discovery, leading to increased trust and business from buyers.

Ratings are one of the many forms of detailed information available to buyers for supplier evaluation. Buyers rate their interaction with you on a scale of one (poor) to five (excellent) stars. You can be rated in the context of SAP Business Network Discovery postings or Ariba Sourcing events. If a buyer gives you a rating of four or five stars, they are prompted to provide you with a reference.

Your average rating is visible to buyers on your company profile. Individual ratings are only visible to you and the buyer that rated you.

Ratings cannot be withdrawn by the buyer and you cannot hide or remove them. However, buyers can change previously submitted ratings at any time to reflect the resolution of issues that may have led to a low rating. Abuse of the ratings system and other issues should be reported to SAP Ariba Customer Support.

View your ratings information by clicking ► [I'm Selling](#) ► [Ratings](#). ►

SAP Business Network Discovery seller analytics

SAP Business Network Discovery offers sellers built-in analytics on the **Reports** page.

[About SAP Business Network Discovery seller analytics \[page 25\]](#)

[How to view which buyers have viewed your company profile \[page 26\]](#)

About SAP Business Network Discovery seller analytics

SAP Business Network Discovery's built-in analytics for sellers provide you with important information about your leads and profile views.

On the **Reports** page, you can view lead and profile activity and redeem your Advantage Plus subscription benefits. Monitor your activity often. If you are not receiving many leads, edit your company profile to attract more customers.

SAP Business Network Discovery allows you to view your lead and profile activity within a specified interval of time. You can view your activity in any of the last six months, the last six months combined, the last twelve months combined, or the year-to-date. Select the activity time frame you want to view from the pull-down menu.

Lead Activity

The **Lead Activity** section displays the business worth and count of matched leads, leads viewed, leads participated in, leads with interested buyers, and leads that have been awarded to you.

Profile Activity

The **Profile Activity** section displays the number of contact requests you have received and the number of times your company profile has been viewed. The percentage of buyers who viewed your company profile and the source of their visit is also displayed in this section.

SAP Business Network Discovery Advantage and Advantage Plus subscribers can see which companies have viewed their company profile in this section.

Advantage Benefits

If you have subscribed to the SAP Business Network Discovery Advantage Plus package, the **Advantage Activity** section displays the status of the complementary marketing session and SAP Ariba LIVE pass.

Related Information

[Viewing Which Buyers Have Viewed Your Company Profile \[page 26\]](#)

How to view which buyers have viewed your company profile

Prerequisites

You must have an SAP Business Network Discovery Advantage or Advantage Plus subscription to view which the companies that have viewed your company profile.

Procedure

1. Click **I'm Selling > Reports**.
2. Click **View**, next to Profile Views, in the **Profile Activity** section.

Results



SAP Business Network Discovery displays the names of the last ten companies that have viewed your company profile.

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