



SAP Ariba 

Collaboration Requests Guide

PUBLIC

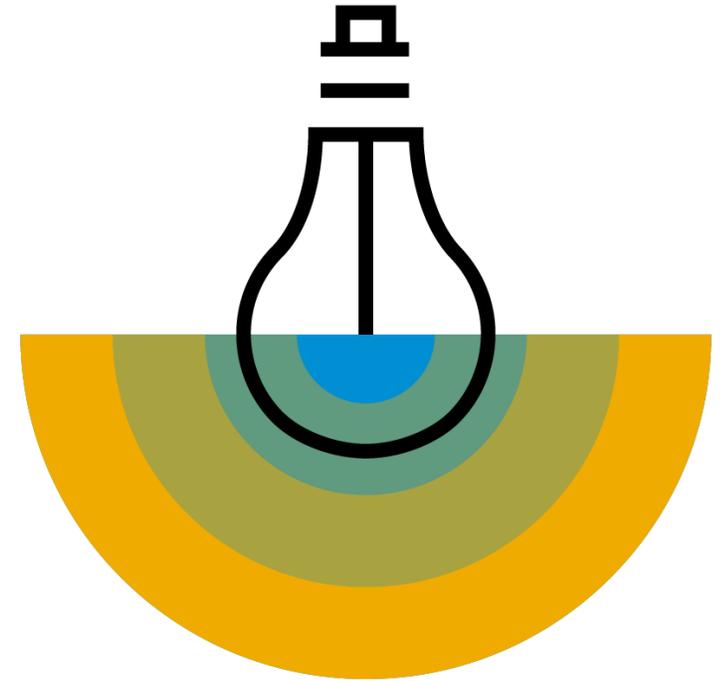
 Run Simple


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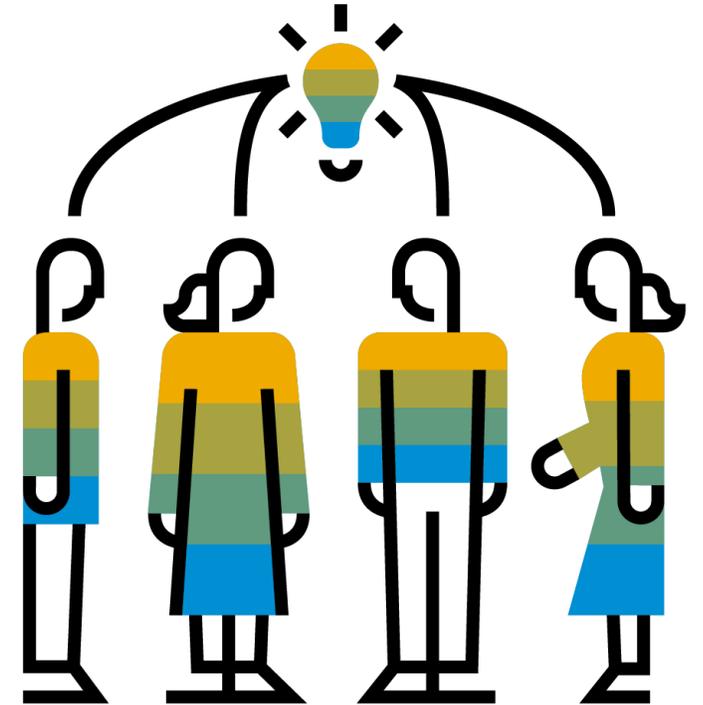
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The purpose of this document is to provide the information suppliers need to effectively transact with STMicroelectronics via the Ariba Network. This document provides step by step instructions, procedures and hints to facilitate a smooth flow of procurement between STMicroelectronics and supplier.



By the end of this guide you will be able to:

- Locate and View a Collaboration Request
- Respond to a Collaboration Request
- Decline a Collaboration Request
- View a Proposal
- Edit a Proposal



Collaboration Requests - Important Information

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A Collaboration Request is an invitation from your STM eRFQ user to collaborate on pricing and supply of goods or services.

Collaboration Requests can consist of attachments detailing the specifications or could be requested using a description of the services to be provided.

Messages can be sent to STMicroelectronics regarding the Collaboration Request.

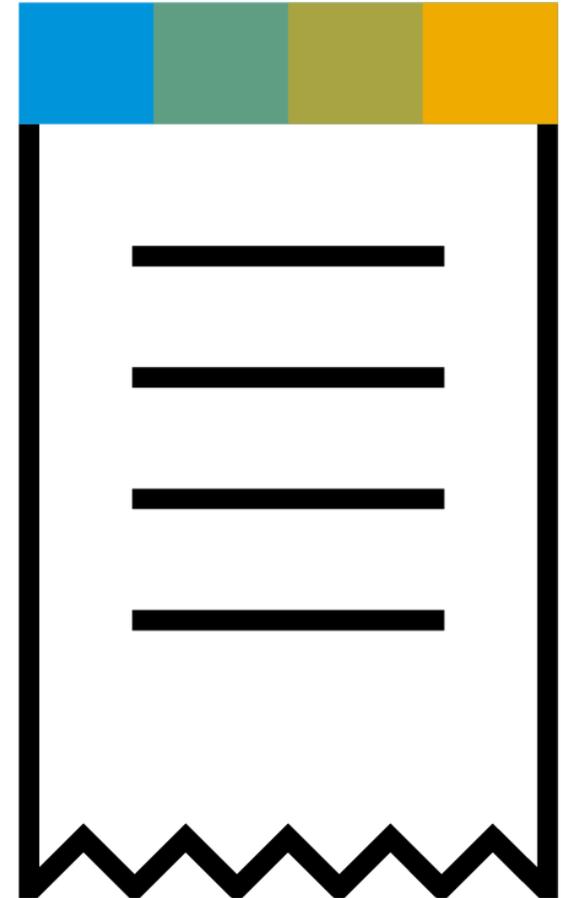


Being awarded a proposal is not an ST commitment.

If you are awarded for a proposal, your proposal will be merged into a Purchase Requisition that needs to be approved by relevant ST stakeholder before a purchase order is issued.

Only a Purchase Order issued to you from STMicroelectronics SAP ERP system is a commitment.

All POs coming from a collaboration will be in line with default Currency, Payment Terms and incoterm negotiated with STMicroelectronics.



Types of Proposals

There are 3 types of Proposals that can be submitted based on the type of the request:

Proposal Type	Definition
Fixed	The amount on the request cannot be changed. The Proposal for this type of request is populated with information about the parts that can be fulfilled for that amount.
Not to Exceed	The amount can be decreased but not increased on the proposal for this type of request.
Negotiable	The amount can be increased and decreased on the proposal for this type of request.



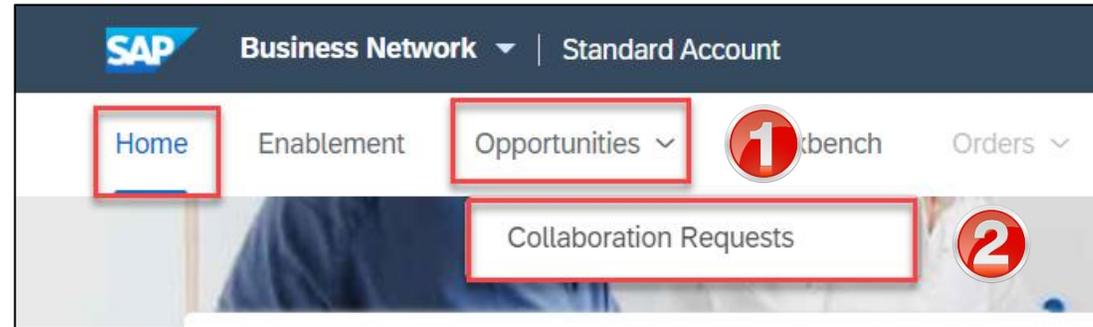
STMicroelectronics uses normally “**Negotiable**” for all Collaboration Requests / eRFQ items.

Locating and Opening Collaboration Requests

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To view and access Collaboration Requests:

1. Click the **Opportunities** tab on the **Home** page.
2. Select the **Collaboration Requests** option. The **Collaboration Requests** page will be displayed. The **Collaboration Requests** page displays a summary of all the collaborations sent from STM eRFQ users.
3. To open a Collaboration Request click the **Request #** link. The **Collaboration Status** page will be displayed.



This screenshot shows the 'Collaboration Requests' page in SAP Business Network. The 'Opportunities' tab is selected and highlighted with a red box. The page title 'Collaboration Requests' is also highlighted with a red box. Below the title is a 'Search Filters' section. The main content is a table of Collaboration Requests. The first row is highlighted with a red box, and the 'Request #' column header is also highlighted with a red box. A red circle with the number '3' is placed over the 'Request #' column. A blue callout box points to the 'Request #' column with the text: 'The Request # is the Purchase Request number created by STMicroelectronics Requester'. Another blue callout box points to the 'Status' column with the text: 'The Status indicates who has accepted or declined the proposal or where in the process the collaboration request is'. The table data is as follows:

Request #	Supplier	Received Date	Amount	Status
PR13061-R10882	STMicroelectronics-TEST	25 Feb 2022 10:15:11 AM	\$10.00 USD	Awaiting Response from Buyer
PR13061-R10869	STMicroelectronics-TEST	25 Feb 2022 10:10:07 AM	\$10.00 USD	Awaiting Response from Buyer
PR13061-R10908	STMicroelectronics-TEST	25 Feb 2022 10:27:27 AM	\$10.00 USD	Awaiting Response from Buyer
PR13061-R10882	STMicroelectronics-TEST	25 Feb 2022 10:24:55 AM	\$10.00 USD	Awaiting Response from Buyer
PR13061-R10882	STMicroelectronics-TEST	25 Feb 2022 10:29:04 AM	\$10.00 USD	Awaiting Response from Buyer
PR13061-R10882	STMicroelectronics-TEST	25 Feb 2022 10:02:57 AM	\$10.00 USD	Awaiting Response from Buyer

The columns can be sorted into alphabetical (A-Z or Z-A) or numerical (0-9 or 9-0) order by clicking on the column heading. Expand the **Search Filters** section to search for a particular Collaboration Request.

The **Request #** is the Purchase Request number created by STMicroelectronics Requester

The **Status** indicates who has accepted or declined the proposal or where in the process the collaboration request is

Viewing Collaboration Request Details

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- I. Each Collaboration Request has a **PR Reference ID**.
- II. A Green Envelope indicates that the Collaboration Request has not been opened.
- III. Clicking the **Collaboration Request PR** will open the details of the request.
- IV. The **Status** displays what is required from the supplier.
- V. Clicking the **Respond** button allows suppliers to provide a response to the STMicroelectronics.
- VI. Clicking the **Send Message** button allows suppliers to communicate to the Requestor for clarification.
- VII. The **Hide Details** link reduces the amount of information displayed on the column header.

[← Go back to Collaboration Requests](#)

Collaboration Status - Test Demo 5

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

Collaboration Request Last Message (0 messages unread) [Send Message](#)

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

Reference ID: PR13059-R10856 7 [Hide Details](#)

Collaboration Title: Test Demo 5

Request Date: Fri, 25 Feb, 2022

Requester:

Current Documents

Name ↑	Date Submitted	Status	Qty	UOM	Price	Total	Actions
2 <input checked="" type="checkbox"/> Collaboration Request PR13059-R10856	Fri, 25 Feb, 2022	4 Request Received - Response Required				\$0.00 USD	5 Respond
1. eRFQ SP_ELECBO Electrical & Electronics Board / Assy							
▼ Line Item Details							
Collaborate: Yes							

All Messages 6 [Send Message](#)

No items

Collaboration Request Details

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1. Scroll to the **Current Documents** section and click the **Collaboration Request PR #** to view the contents of the request. The **Collaboration Request** page will be displayed. Suppliers can respond to collaboration requests from this page.
2. Access the collaboration request at the line-item level by clicking the **Detail** button, refer to **Slide 11** for further information.



The envelope is green indicating the Collaboration Request has not yet been reviewed.

Current Documents							Hide Details	
Name ↑	Date Submitted	Status	Qty	UOM	Price	Total	Actions	
 Collaboration Request PR13059-R10856	Fri, 25 Feb, 2022	Request Received - Response Required			\$0.00 USD		Respond ▾	
1. eRFQ SP_ELECBO Electrical & Electronics Board / Assy			1	each	\$0.00 USD	\$0.00 USD		

Collaboration Request PR13059-R10856 - Test Demo 5

Status: **Submitted**

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the [More](#)

[Respond With Proposal](#) [Actions ▾](#)

Summary

My Labels: [Apply Label...](#) ⓘ

▼ **Line Items**

1 Line Item [Show Details](#)

No. ↑	Type	Description	Qty	Unit	Price	Amount	Actions
1		eRFQ SP_ELECBO Electrical & Electronics Board / Assy	1	each	\$0.00 USD	\$0.00 USD	Detail

Viewing a Collaboration Request – Line Level

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The **Collaboration Request Details** page contains:

- I. **Pre-populated but Editable fields (Mandatory)– Full Description and Part Number** fields are pre-populated but the supplier needs to edit and enter appropriate information.
- II. **Vendor:** Vendor Number
- III. **Contact:** Vendor Contact information

Collaboration Request Details: View Line Item

PR13059-R10856: **Test Demo 5** | Items: **1** | Total: **\$0.00 USD**

OK

Review or edit the details of this line item.

Header

Line Item 1: eRFQ SP_ELECBO Electrical & Electronics Board / Assy

The need is URGENT: No ⓘ

Answer can be submitted up to (local date and time): 03/30/2022 09:30:00 PM ⓘ

Full Description (first 40 digits printed on PO): Test Item 1 ⓘ

Part Number (this is printed on the PO, update or leave blank if not applicable): PN#1 ⓘ

User Attachment (Technical spec, ST drawing,...) useful for supplier or buyer: (none) ⓘ

Useful Notes for Buyer or Supplier (not printed on PO): Assembly Board ⓘ

In case of Goods, do you accept 2nd hand goods? No ⓘ

On site vendor visit requested before quotation: No ⓘ



Vendor: [REDACTED]



Contact: [REDACTED]



On the **Collaboration Details** page, click the ⓘ button against each field to get more information on it.

Viewing a Collaboration Request – Line Level cont.

- I. **Quantity:** Number of items required.
- II. **UOM:** The Unit of Measure
- III. **Price and Amount:** The **Price** expected (Negotiable) and the **Amount** total amount that will be calculated based on the price and the quantity.
- IV. **Vendor quotation reference:** Enter the quotation reference for this proposal
- V. **Quotation validity Date:** Enter the date until which the quotation for this proposal is valid
- VI. **2nd hand part?:** Indicate yes or no if this proposal is related to a second hand part.
- VII. **Vendor Lead time in days (upon PO received):** Enter the number of calendar days needed to deliver the part starting from the PO generation date.
- VIII. **Is the Part ? Serviced warranted?:** If you select **Yes**, then you must enter the warranty period in months
- IX. **Legal Terms:** Read the legal terms before responding with a proposal.

★1	Quantity: 1	★2
	Unit of Measure: each	
★3	Price: \$0.00 USD	Negotiable
	Amount: \$0.00 USD	
★4	Vendor quotation reference *: <input type="text"/>	
★5	Quotation validity Date *: <input type="text"/>	
★6	2nd hand part? *: <input type="text"/>	
★7	Vendor Lead time in days (upon PO received) *: <input type="text"/>	
	Is the Part / Service warranted? *: <input type="text"/>	★8
<p>***** INSTRUCTION TO VENDOR ***** Please replace below default values with your OWN values : - Price : VENDOR BEST Price - Currency : ENSURE VALID Currency HAS BEEN SELECTED. IF UNSURE PLEASE CONTACT ST BUYER - Full description : VENDOR PART OR SERVICE DESCRIPTION - Supplier Part Number : ACTUAL VENDOR PART NUMBER *****</p> <p>***** LEGAL TERMS ***** (i)</p> <p>Please note that any proposal acceptance is non-binding. ST commitment is given only when you will receive the Purchase Order sent from ST SAP MM.</p> <p>*****</p>		



Any proposal acceptance is non-binding. STMicroelectronics commitment is given only when you will receive the Purchase Order sent from STMicroelectronics SAP ERP system.



Viewing a Collaboration Request – Line Level cont.

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- I. **Shipping – by Line Item:**
Shipping information.
- II. **Comment – by Line Item-** Any comments that need to be entered.
- III. **Attachment – by Line Item:**
Any attachments or supporting documents that can be sent.

3. Click **OK** to return to the **Collaboration Request** page.



If you are a supplier serving multiple ST plants, always check the shipping line to know which plant the request is coming from.

No.:	1
Full Description:	Test Item 1
Supplier Part Number:	PN#1
Supplier Part Auxiliary ID:	
Qty:	1
UOM:	each
Amount:	* \$0.00 USD
Item Category:	Ariba Item
cus_ConvertedLowestPrice:	

Shipping - by Line Item 

Plant:	73TO (Tours FR)
Deliver To:	<input type="text"/>
Need-by Date:	Wed, 30 Mar, 2022 
Purchase Group:	\$VS (Philippe Bouvet)

Comments - by Line Item 

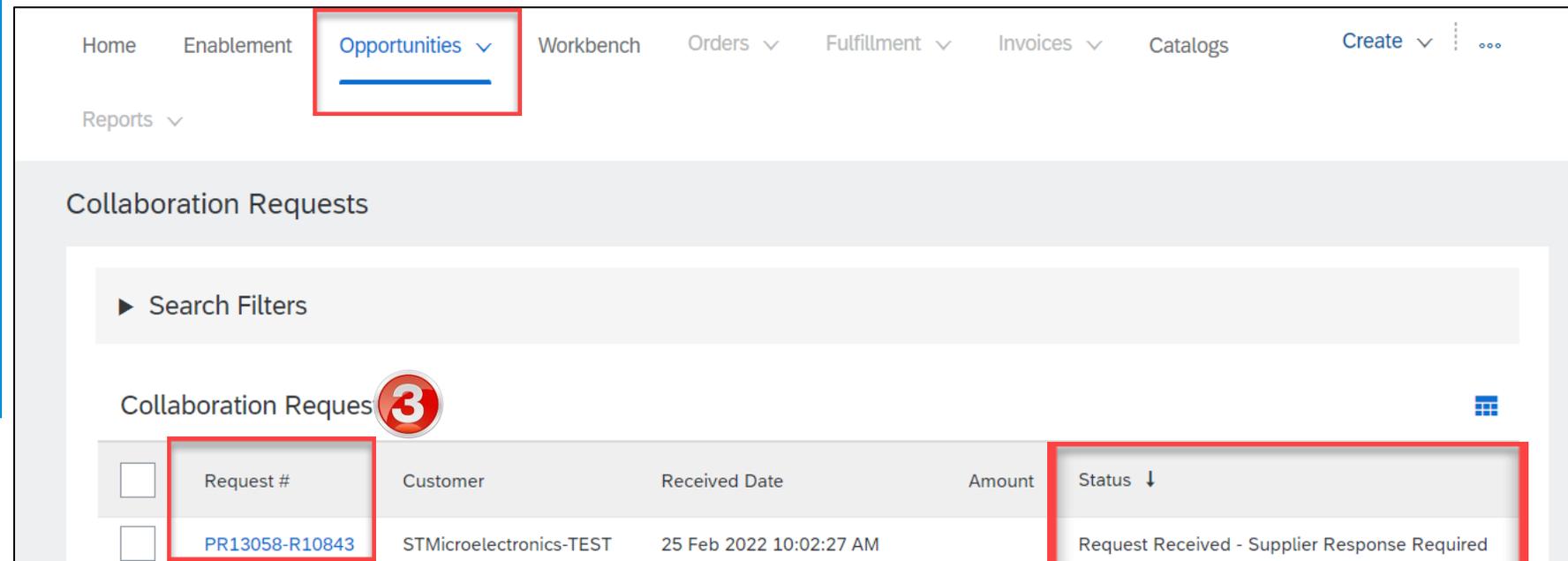
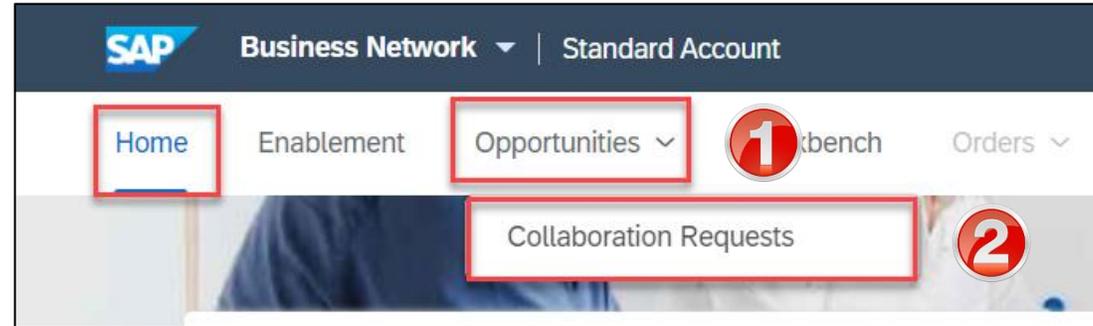
Attachments - by Line Item  

Responding to a Collaboration Request

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To respond to a Collaboration Request:

1. Click the **Opportunities** tab on the **Home** page.
2. Select the **Collaboration Requests** option. The **Collaboration Requests** page will be displayed. The **Collaboration Requests** page displays a summary of all the collaborations sent from STM eRFQ users.
3. To open a new Collaboration Request click the **Request #** link with the status Request Received – Supplier Response needed. The **Collaboration Status** page will be displayed.



Responding to a Collaboration Request cont.

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- On the **Collaboration Status** page is displayed scroll down to the **Current Documents** section and click the **Collaboration Request PR #** to view the contents of the request before submitting your response.
- Click the **Respond** drop-down button.
- Select the **Respond With Proposal** option. The **Create Proposal: Review and Select** page is displayed.

Collaboration Status - Test Demo 5
View the status of this collaboration request. View all related documents and send and view messages.

Collaboration Request

Reference ID: PR13059-R10856
Collaboration Title: Test Demo 5
Request Date: Fri, 25 Feb, 2022
Requester:

Last Message (0 messages unread) [Send Message](#)
To send a message to the requester, click the **Send Message** link, and enter your message. Messages are shared only between your organization and the buying organization.

Current Documents [Hide Details](#)

Name ↑	Date Submitted	Status	Qty	UOM	Price	Total	Actions
Collaboration Request PR13059-R10856 4	Fri, 25 Feb, 2022	Request Received - Response Required			\$0.00 USD		Respond 5
1. eRFQ SP_ELECBO Electrical & Electronics Board / Assy							
▼ Line Item Details							
Collaborate: Yes 6							

All Messages

No items

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Responding to a Collaboration Request cont.

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7. On the **Create Proposal: Review and Select** page, click the **Included** drop-down button.

8. Select the **Edit** option.

Create Proposal PR13059-P3682: Test Demo 5 | Items: 1 | Total: \$0.00 USD

Review the items you chose to include in your response. Click **Include** or **Exclude** next to an item to include it or exclude it from the proposal. [More](#)

Based on: Collaboration Request PR13059-R10856 - Test Demo 5 (current)

1 Review and Select

2 Complete And Submit

7

Proposal

Description ↑	Qty	Amount
eRFQ SP_ELECBO Electrical & Electronics Board / Assy	1	\$0.00 USD

Include Or Exclude Items From Your Proposal

Selection	No. ↑	Description	Qty	Unit	Price	Amount
Included ▾	1	eRFQ SP_ELECBO Electrical & Electronics Board / Assy	1	each	\$0.00 USD	\$0.00 USD

Selection ⚠ To include this item, some information must be provided.

✓ Include Item

Exclude Item

Open

View Details

8

Edit

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Next Exit

Responding to a Collaboration Request cont.

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1. Enter the price, based on the unit of measure. The amount will be updated based on the price entered.
2. Enter the quotation reference for this proposal and the date until which the quotation for this proposal is valid.
3. Indicate in yes or no if this proposal is related to a second hand part.
4. Enter the number of calendar days needed to deliver the part starting from the PO generation date.
5. If the part is under warranty, then you will be asked to enter the warranty period in months.
6. Read the legal terms carefully.

Quantity: 1

Unit of Measure: each

1 Price: * \$0.00 USD

Amount: \$0.00 USD

Vendor quotation reference *:

Quotation validity Date *:

3 2nd hand part? *: Yes No

4 Vendor Lead time in days (upon PO received) *:

5 Is the Part / Service warranted? *: Yes No

6 ***** INSTRUCTION TO VENDOR ***** Please replace below default values with your OWN values : - Price : VENDOR BEST Price - Currency : ENSURE VALID Currency HAS BEEN SELECTED. IF UNSURE PLEASE CONTACT ST BUYER - Full description : VENDOR PART OR SERVICE DESCRIPTION - Supplier Part Number : ACTUAL VENDOR PART NUMBER *****

***** LEGAL TERMS ***** Please note that any proposal acceptance is non-binding. ST commitment is given only when you will receive the Purchase Order sent from ST SAP MM.



Proposal can only be submitted in the currency agreed with ST and maintained in ST ERP system.

Responding to a Collaboration Request cont.

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1. **Full Description** and **Supplier Part Number** : Pre-populated fields with STMicroelectronics user request. These are mandatory fields that can be amended by supplier to adjust description and part number that will be printed in the purchase order if the proposal is selected and PR approved.
2. **Supplier Auxiliary Part ID:** Enter the Supplier Auxiliary Part ID (not mandatory)
3. **QTY-** Quantity cannot be changed.
4. Enter any comments or attachments.
5. Click the **Calculate** button and the amount will be updated accordingly.
6. Click **OK**.

The screenshot shows a web form for responding to a collaboration request. At the top left is a blue 'Calculate' button with a red box around it and a red circle with the number 5 next to it. Below this, the form has a header 'No.: 1'. A red box labeled '1' encloses the 'Full Description' field (containing 'Test Item 1') and the 'Supplier Part Number' field (containing 'PN#1'). Below that, the 'Supplier Part Auxiliary ID' field is highlighted with a red box labeled '2'. The 'Qty: 1' field is highlighted with a red box labeled '3'. The 'UOM: each' field is below it. The 'Amount: * \$0.00 USD' and 'Item Category: * Ariba Item' fields are also visible. The 'cus_ConvertedLowestPrice:' field is at the bottom of this section. Below this section, there are two sections: 'Comments - by Line Item' with an 'Add Comment' button, and 'Attachments - by Line Item' with an 'Add Attachment' button. A red box labeled '4' encloses both of these sections. At the bottom right, there is a blue 'OK' button with a red box around it and a red circle with the number 6 next to it, and a light blue 'Cancel' button.

Responding to a Collaboration Request cont.

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7. Click **Next**. The **Submit Message** section will be displayed.
8. Enter a message.
9. Click the **Submit** button.

Create Proposal PR13059-P3684: Test Demo 5 | Items: 1 | Total: \$10.00 USD

7 [Next](#) [Exit](#)

Submit Message

Message:

8

Attachments: [Add](#)

Attachments - Entire Proposal

[Add Attachment](#)

9

[Prev](#) [Submit](#) [Exit](#)

Responding to a Collaboration Request cont.

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The **Collaboration Status** page is displayed with the acknowledgement of the submission of the Proposal.

10. Click **Go Back to Collaboration Requests**. The **Collaboration Requests** page is displayed.

Help
Go To Ariba Apps

You submitted Proposal PR13059-P3684 - Test Demo 5 to STMicroelectronics-TEST

[Go back to Collaboration Requests](#)

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Collaboration Request PR13059-R10856 - Test Demo 5 Status: **Submitted**

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. Review your request and take the desired action(s).

Actions ▾

Summary

My Labels: [Apply Label...](#) ⓘ

▼ Line Items

1 Line Item [Show Details](#)

No. ↑	Type	Description	Qty	Unit	Price	Amount	
1		eRFQ SP_ELECBO Electrical & Electronics Board / Assy	1	each	\$0.00 USD	\$0.00 USD	Detail



The Status of the Collaboration Request is updated to **Awaiting Response from Buyer**.

Home Enablement **Opportunities** ▼ Workbench Orders ▼ Fulfillment ▼ Invoices ▼ Catalogs Reports ▼

Collaboration Requests

► Search Filters

Collaboration Requests

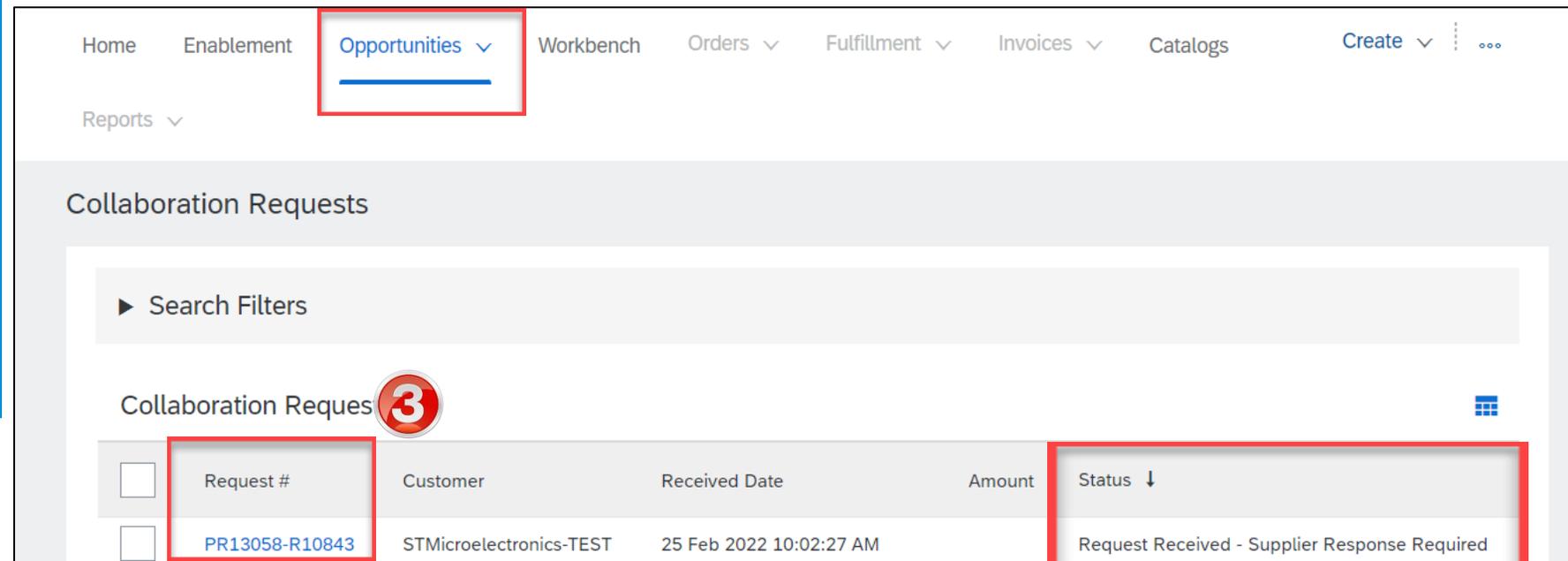
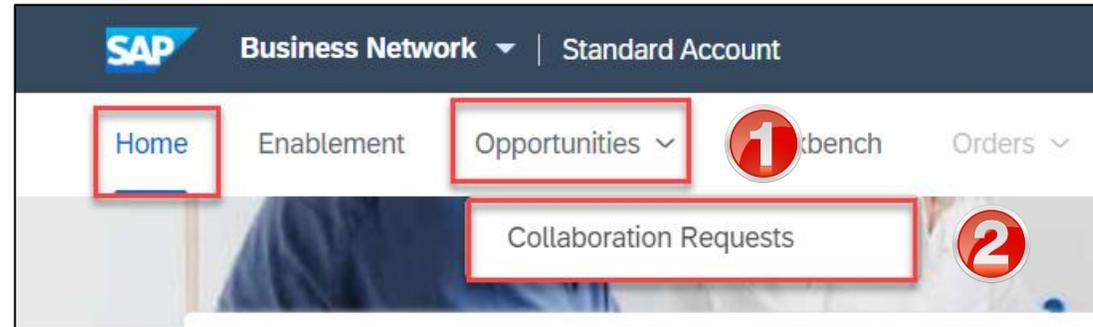
<input type="checkbox"/>	Request #	Customer	Received Date	Amount	Status ↓
<input type="checkbox"/>	PR13059-R10856	STMicroelectronics-TEST	2 Mar 2022 11:21:36 AM	\$10.01 USD	Awaiting Response from Buyer

Declining a Collaboration Request

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To view and decline a Collaboration Request:

1. Click the **Opportunities** tab on the **Home** page.
2. Select the **Collaboration Requests** option. The **Collaboration Requests** page will be displayed. The **Collaboration Requests** page displays a summary of all the collaborations sent from STM eRFQ users.
3. To open a new Collaboration Request click the **Request #** link with the status Request Received – Supplier Response needed. The **Collaboration Status** page will be displayed.



Declining a Collaboration Request cont.

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- On the **Collaboration Status** page is displayed scroll down to the **Current Documents** section and click the **Collaboration Request PR #** to view the contents of the request before submitting your response.
- Click the **Respond** drop-down button.
- Select the **Decline Request** option. The **Create Proposal: Review and Select** page is displayed.

Collaboration Status - Test Demo 5
View the status of this collaboration request. View all related documents and send and view messages.

Collaboration Request

Reference ID: PR13059-R10856
Collaboration Title: Test Demo 5
Request Date: Fri, 25 Feb, 2022
Requester:

Last Message (0 messages unread) [Send Message](#)
To send a message to the requester, click the **Send Message** link, and enter your message. Messages are shared only between your organization and the buying organization.

Current Documents [Hide Details](#)

Name ↑	Date Submitted	Status	Qty	UOM	Price	Total	Actions
Collaboration Request PR13059-R10856	Fri, 25 Feb, 2022	Request Received - Response Required			\$0.00 USD		Respond ▾
1. eRFQ SP_ELECBO Electrical & Electronics Board / Assy							
▼ Line Item Details							
Collaborate: Yes							
All Messages							
No items							

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Declining a Collaboration Request cont.

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7. Click the **Reason for Decline** drop-down and select the appropriate reason.
8. Enter **Comments** (if required).
9. Click **OK**. The **Collaboration Status** page is displayed with the acknowledgement of the submission of the Proposal.
10. Click **Go back to Collaboration Requests**. The **Collaboration Requests** page is displayed.

← Go back to Collaboration Requests

Declining Collaboration Request from

Confirm that you will not be submitting any proposals for this request.

CollaborationThread - Test Demo 6

Reason for Decline: * (Select a Reason) 7

Comment: (Select a Reason)
Cannot propose due to pricing constraints
Not enough information
Other
Resources not available

← Go back to Collaboration Requests

Declining Collaboration Request from 9

Confirm that you will not be submitting any proposals for this request.

CollaborationThread - Test Demo 6

Reason for Decline: * Cannot propose due to pricing constraints 8

Comment:

Help 10 Request has been declined.

Go To Ariba App

← Go back to Collaboration Requests

Collaboration Status - Test Demo 6

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

Collaboration Request Last Message (0 messages unread) [Send Message](#)

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

Reference ID: PR13060-R10869
Collaboration Title: Test Demo 6
Request Date: Fri, 25 Feb, 2022
Requester:

Current Documents

[Hide Details](#)

Name ↑	Date Submitted	Status	Qty	UOM	Price	Total	Actions
! Collaboration Request PR13059-R10856	Fri, 25 Feb, 2022	Declined by Supplier - Cannot propose due to pricing constraints				\$10.00 USD	<input type="button" value="Respond"/> ▾
1. eRFQ SP_ELECBO Electrical & Electronics Board / Assy			1	each	€8.44 EUR	€8.44 EUR	

▼ Line Item Details

Sending a Message on a Collaboration Request - Within Request

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To send a message within a collaboration request:

1. On the **Collaboration Status** page of a new collaboration request click **Send Message**. The **Compose Message** page is displayed.
2. Enter the **Subject**
3. Enter your message.
4. Add **Attachment** (if required).
5. Click **Send**.
6. The message is displayed under **All Messages**. Click **Go back to Collaboration Requests**. The **Collaboration Requests** page is displayed.

Current Documents Hide Details

Name ↑	Date Submitted	Status	Qty	UOM	Price	Total	Actions
✓ Collaboration Request PR12932-R10737	Tue, 22 Feb, 2022	Request Received - Response Required			\$0.00 USD		Respond ▾
1. eRFQ SP_ELECBO Electrical & Electronics Board / Assy							
▼ Line Item Details							
Collaborate: Yes							

All Messages Send Message

← Go back to Collaboration Requests 5

Compose Message Send Cancel

Create a new message that will be posted on the message board.

Subject:

Message:

Attachments: 4

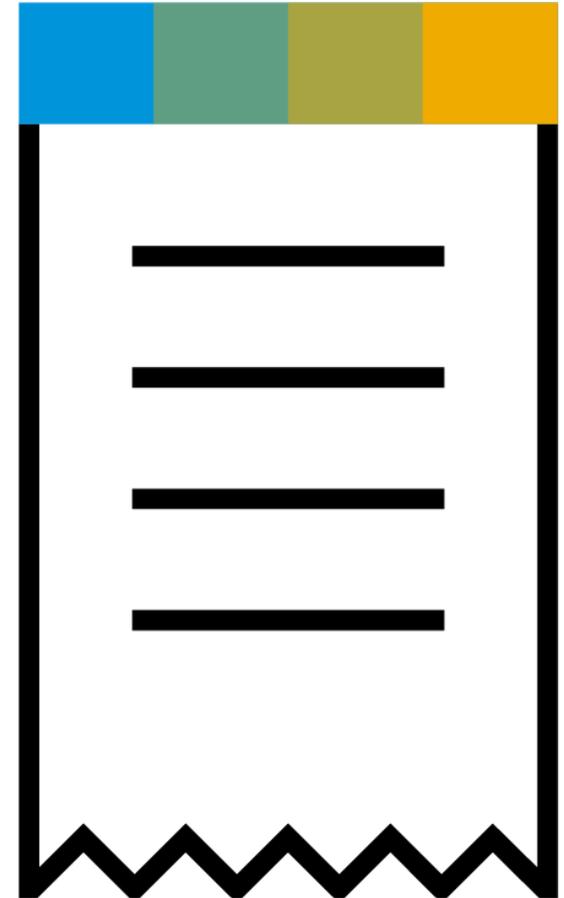
All Messages 6

Subject: Test
From: John John (3/1/2022 11:28 PM) ▾
Reference: Collaboration Request PR12932-R10737
Query

A Proposal is created to respond to the Collaboration Request.

A Proposal can be sent from the supplier and cannot have items added or removed from it.

Messages can also be sent to STMicroelectronics regarding the Collaboration Request.



Proposal – Edit Proposal

To open a proposal:

1. Click the **Proposal #**.
2. Scroll down to the **Current Documents** section.
3. Select the **Revise Proposal** option from the **Respond** drop-down button. The **Create Proposal** page will be displayed.

Before the proposal is accepted and request is closed you can edit the proposal.

Collaboration Requests

<input type="checkbox"/>	Request #	Customer	Received Date	Amount	Status ↑
<input type="checkbox"/>	PR13059-R10856	STMicroelectronics-TEST	2 Mar 2022 11:21:36 AM	\$10.01 USD	Awaiting Response from Buyer

Current Documents

Name ↑	Date Submitted	Status	Qty	UOM	Price	Total	Actions
Proposal PR13059-P3684	Wed, 2 Mar, 2022	Proposal Sent - Waiting For Response				\$10.01 USD	Respond ▾
1. eRFQ SP_ELECBO Electrical & Electronics Board / Assy							
▼ Line Item Details							
Collaborate: Yes							

All Messages

Subject: Submitted
From: John John (3/1/2022 9:51 PM) ✓
Reference: Proposal PR13059-P3684
Test

Respond ▾

- Respond
- Send Message
- Withdraw Proposal
- Decline Request
- Revise Proposal**
- View
- Messages
- Print

Proposal – Edit Proposal cont.

4. Select the **Edit** option from the **Actions** drop-down. The **Complete and Submit** tab will be displayed.

Create Proposal

PR13059-P3685: **Test Demo 5** | Items: 1 | Total: **\$10.01 USD**

[Prev](#) [Submit](#) [Exit](#)

Modify the items to reflect your revised offer for this proposal.

Title:

Based on: Proposal PR13059-P3684 - Test Demo 5 (*current*)

My Labels: [Apply Label...](#) ⓘ

1 Review and Select

2 Complete And Submit

Proposal [1]

Description ↑	Qty	Amount
eRFQ SP_ELECBO Electrical & Electronics Board / Assy	1	€8.45 EUR

▼ Line Items

1 Line Item Hide Details

<input checked="" type="checkbox"/>	No. ↑	Type	Description	Qty	Unit	Price	Amount
<input checked="" type="checkbox"/>	1		eRFQ SP_ELECBO Electrical & Electronics Board / Assy	1	each	€8.45 EUR	€8.45 EUR

Actions ▼ **4**

Edit

Proposal – Edit Proposal cont.

- 5. Edit where possible and as required. You can also add attachments and comments.
- 6. Click **OK**.

Quantity: 1

Unit of Measure: ▼

Price: * EUR ▼

Amount: €8.45 EUR

Vendor quotation reference *: i

Quotation validity Date *: 📅 i

2nd hand part? *: Yes No i

Vendor Lead time in days (upon PO received) *: i

Is the Part / Service warranted? *: Yes No i

***** INSTRUCTION TO VENDOR ***** Please replace below default values with your OWN values : - Price : VENDOR BEST Price - Currency : ENSURE VALID Currency HAS BEEN SELECTED. IF UNSURE PLEASE CONTACT ST BUYER - Full description : VENDOR PART OR SERVICE DESCRIPTION - Supplier Part Number : ACTUAL VENDOR PART NUMBER *****

***** LEGAL TERMS *****
Please note that any proposal acceptance is non-binding.
ST commitment is given only when you will receive the Purchase Order sent from ST SAP MM.



OK

Cancel

Proposal – Edit Proposal cont.

7. The **Submit Message** section will be displayed. Enter the reason for the revision in the **Message** field.
8. Add attachments if necessary.
9. Click **Submit**.

The screenshot displays the 'Submit Message' section of a proposal editing interface. At the top, the 'Submit Message' header is highlighted with a red box and a red circle containing the number 7. Below this is a large text area labeled 'Message:'. Underneath the message field is an 'Attachments' section, which includes the text 'Attachments:' and an 'Add' button, both highlighted with a red box and a red circle containing the number 8. At the bottom of the interface, there is a navigation bar with three buttons: 'Prev', 'Submit', and 'Exit'. The 'Submit' button is highlighted with a red box and a red circle containing the number 9.

Proposal – Edit Proposal cont.

10. The **Collaboration Status** page is displayed with the acknowledgement of the submission of the revised proposal.

Help
Go To Ariba Apps

You submitted Proposal PR13059-P3685 - Test Demo 5 to STMicroelectronics-TEST

10

[Go back to Collaboration Requests](#)

Collaboration Status - Test Demo 5

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

Collaboration Request

Reference ID: PR13059-R10856
Collaboration Title: Test Demo 5
Request Date: Fri, 25 Feb, 2022
Requester:

Last Message (0 messages unread) [Send Message](#)

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

Current Documents

[Hide Details](#)

Name ↑	Date Submitted	Status	Qty	UOM	Price	Total	Actions
Proposal PR13059-P3685	Wed, 2 Mar, 2022	Proposal Sent - Waiting For Response				\$11.85 USD	Respond
1. eRFQ SP_ELECBO Electrical & Electronics Board / Assy							
▼ Line Item Details							
Collaborate: Yes							

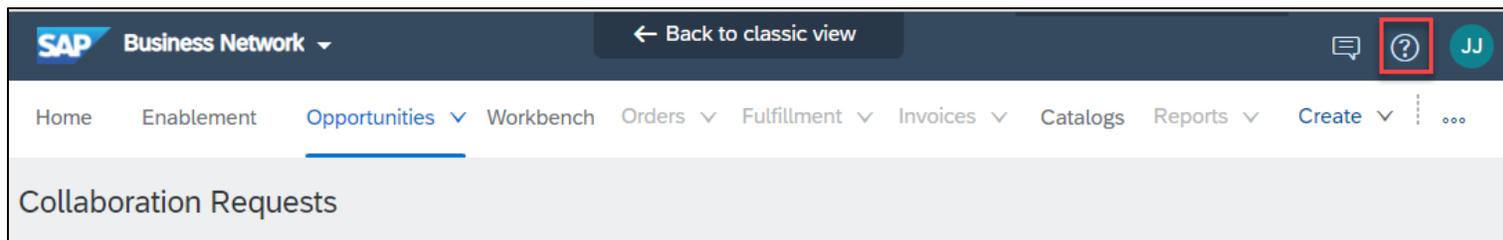
All Messages

[Send Message](#)

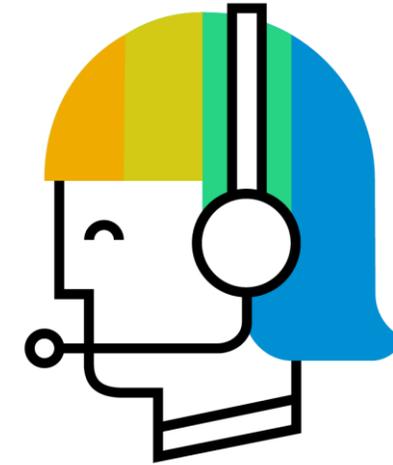
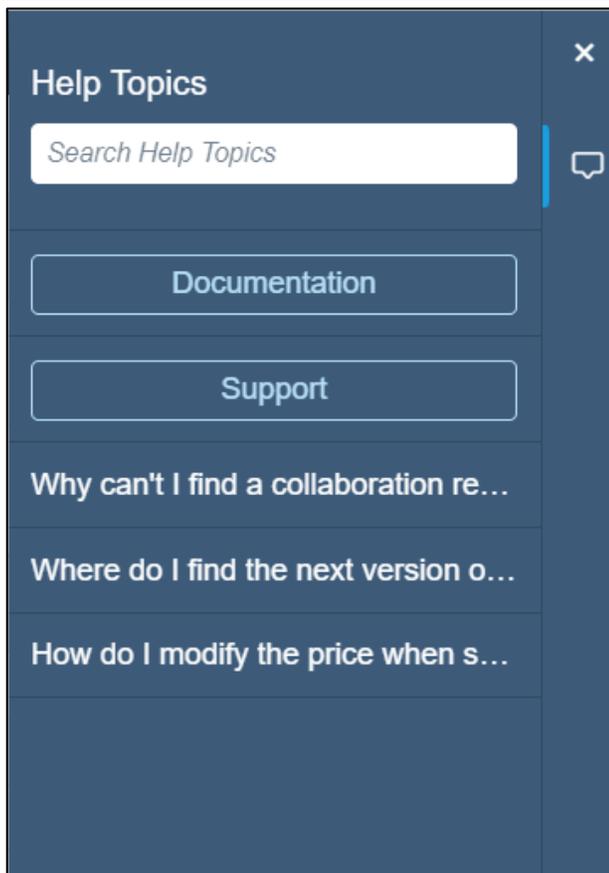
Subject: Submitted

Status Table

Status	Description
Request Received - Supplier Response Required	A new Collaboration Request (eRFQ) has been sent and the supplier is required to respond to it
Awaiting Response from Buyer	STMicroelectronics is required to view and respond to the proposal the supplier sends across
Proposal Accepted and Request Closed	Once STMicroelectronics views and accepts the proposal the request is closed
Request Declined by Supplier	Supplier can choose to decline the collaboration request sent across by STMicroelectronics



Collaboration Requests

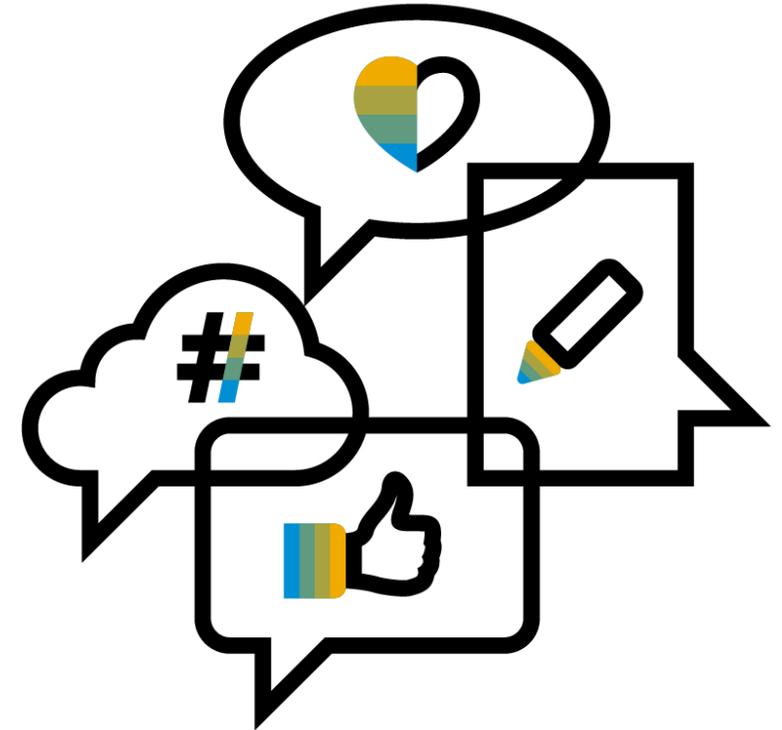


Types of Support available:

- Help Center on your Ariba Network Supplier Account
- User Community
- Ask questions or view documentation
- Email
- Request a call back

To access the Supplier Information Portal:

1. On the **Home** page, click the **Account Settings** icon > Settings > Customer Relationships.
2. In the **Current** section, click the **Supplier Information Portal** link beside the customer name.



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