Instructions
Submit quotations via RFQ (SAP Ariba)

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C1 - Public

swisscom

Submit quotations via RFQ

On the following pages you will find instructions on how to submit a quotation after receiving an RFQ (request for quotation) in SAP Ariba.

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Entry

If Swisscom invites you to submit an offer via RFQ, you will receive a notification e-mail in which you can enter directly via the link. You can enter manually by logging into your account.
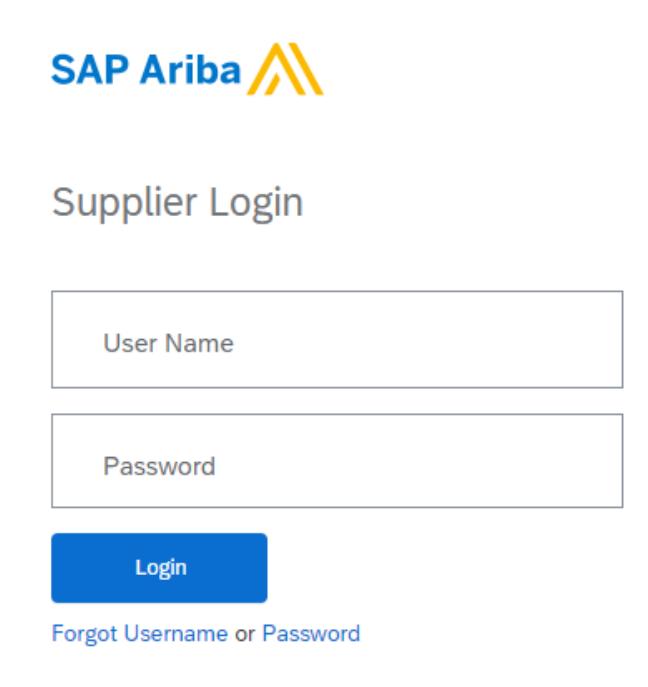
SAP Ariba

Supplier Login

| User Name |

| Password |

Login

Forgot Username or Password

Submit quotations via RFQ
Entry

Switch to "**Ariba Proposals and Questionnaires**" in the top menu bar.
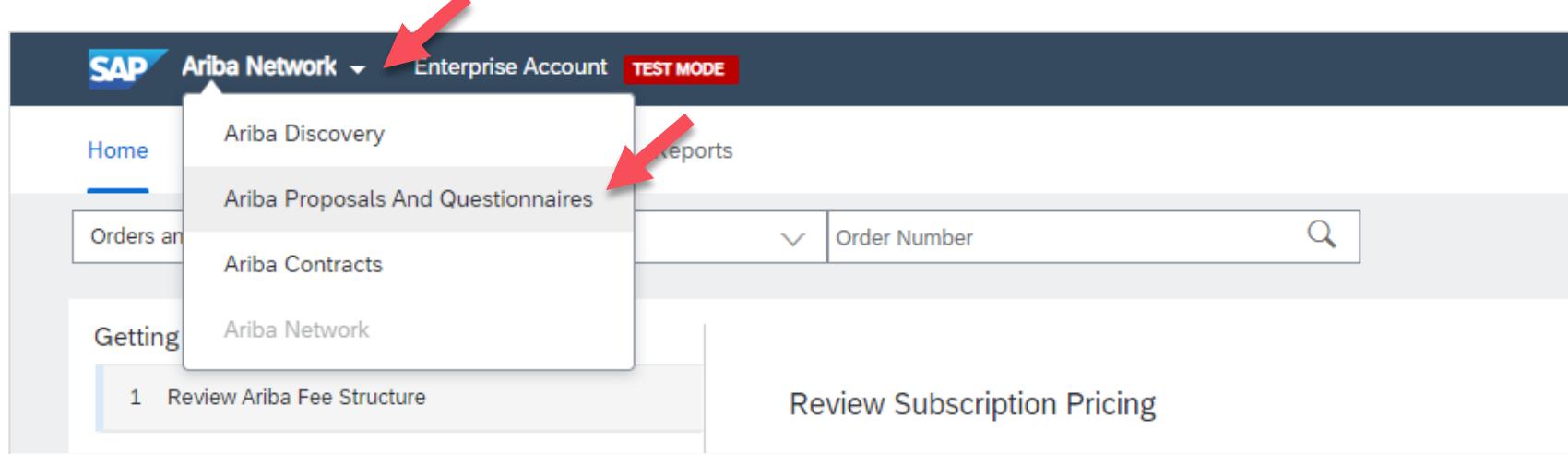
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Under the category "**Events**" you will find all events (RFIs, RFQs) that are completed, open or pending. Select "**Status: Open**" to view new event invitations and open the corresponding document.

Submit quotations via RFQ
Checking event details

In the overview you can see the details of the event. Under the category "**Items**" you can see the specified budget of the item or project. Under "**Additional information**" you can open attached documents. If you would like to submit an offer, you can "**intend to participate**" in the event.

Submit quotations via RFQ
Selecting lots

Select the "lot" in which you would like to participate and click on "**confirm selected lots**".

Submit quotations via RFQ
Submitting a quotation

In your reply, please include your **quoted price** and any additional information. The price must not exceed the budget indicated. If you have a separate document of the quotation, attach it as a file attachment under "**Attach file**" and submit **your entire response**.

Submit quotations via RFQ
Submitting a quotation

After submitting your response, you can revise and resubmit it if necessary. Once your offer has been accepted or rejected, you will be notified by e-mail.

Do you have questions?

If you have any questions, SAP **Ariba Support** offers a variety of support options, such as FAQs and various sets of instructions. You will also find the relevant contacts in case of technical problems.

Additional support can be found in the FAQ.
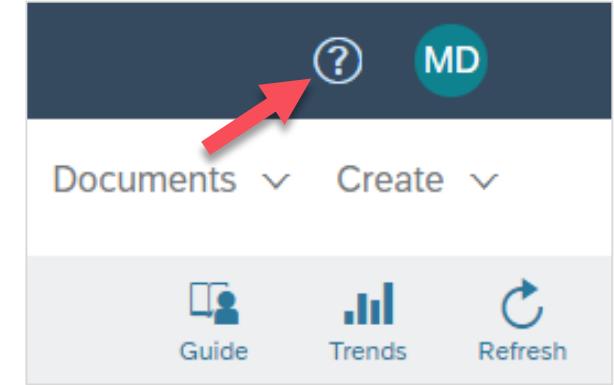
If you have other queries that are not answered by Ariba Support or self-service, we will be happy to assist you at Swisscom.Kaufhaus@swisscom.com.