



Instructions Submit quotations via RFQ (SAP Ariba)

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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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Submit quotations via RFQ Entry

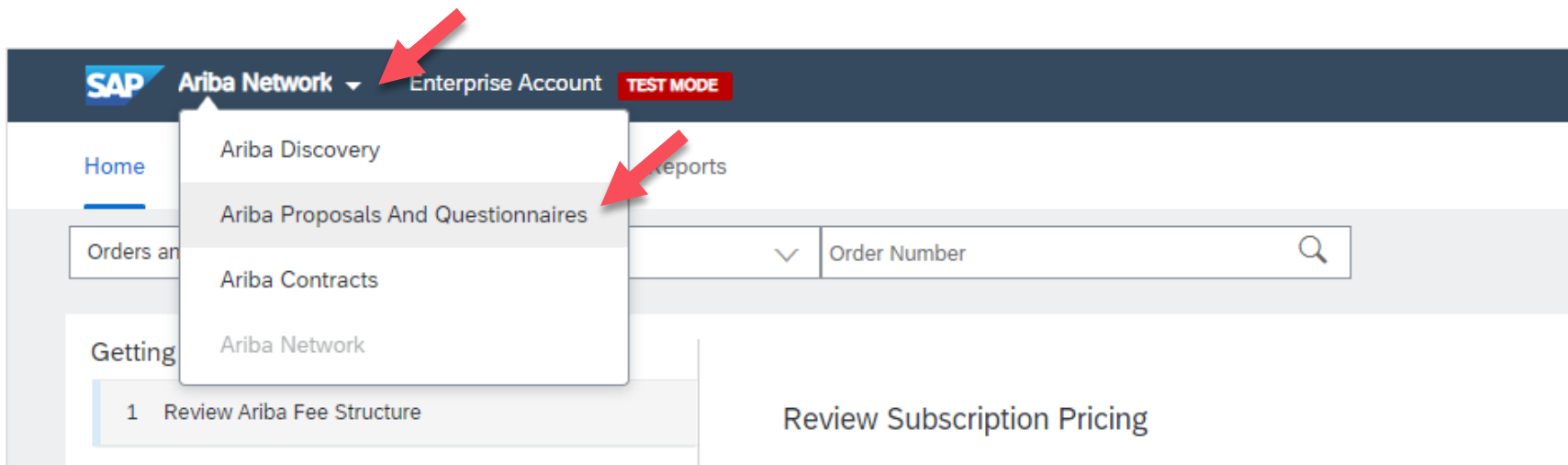
If Swisscom invites you to submit an offer via RFQ, you will receive a notification e-mail in which you can enter directly via the link. You can enter manually by logging into your account.

The screenshot shows the SAP Ariba Supplier Login interface. At the top left is the SAP Ariba logo. Below it is the text 'Supplier Login'. There are two input fields: 'User Name' and 'Password'. Below the 'Password' field is a blue 'Login' button. At the bottom, there is a link that says 'Forgot Username or Password'.



Submit quotations via RFQ Entry

Switch to "**Ariba Proposals and Questionnaires**" in the top menu bar.






Submit quotations via RFQ Entry

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.

Account Enterprise **MODALITÀ DI VERIFICA** ? MS

Benvenuti nel sito di **Ariba Spend Management**. Questo sito aiuta a identificare fornitori globali leader nel mercato per qualità, servizi e costo. Il sito è amministrato da Ariba, Inc allo scopo di assicurare l'integrità di mercato. 

Events


Title	ID	End Time ↓	Event Type	Participated
▶ Status: Completed (72)				
▼ Status: Open (3)				
RFQ705-Translation TEST IT	Doc607572607	3/10/2021 11:59 PM	RFP	Yes
RFQ704-Translation TEST EN	Doc607457689	3/10/2021 11:59 PM	RFP	No
RFQ703-Translation TEST FR	Doc607449259	3/10/2021 11:59 PM	RFP	Yes
▶ Status: Pending Selection (97)				







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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.

All Content 

Name 1	Price	Quantity	Extended Price	Total Cost
1 Terms				0.00 CHF
1.1 Payment Terms	Buyer-specified payment terms.			
1.2 Comments				
1.3 If required, attach a supporting file to your response				
1.4 Ship To	Waldegstrasse 51 Liebfeld, BE 3097 Switzerland			
1.5				0.00 CHF
2 Items				
2.1 Translation (project) 	Less... 	7,000.00 CHF	1 each	7,000.00 CHF
Translation (project): Please use this tactical sourcing option for your simultaneous translation projects....				


Additional Information  **References** 

Event Overview and Timing Rules

Owner: Kim R
Event Type: RFP

Currency: Swiss Franc
Commodity: Themen aller Art 82111800

Reference Documents

-  Anleitung_Check_Out.pdf

Download all attachments

[Download Content](#) [Intend to Participate](#) [Decline to Participate](#) [Print Event Information](#)



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Selecting lots

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

Select Lots Doc607457689 - RFQ704-Translation TEST EN [Cancel](#)

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit a response you cannot withdraw it.

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

Lots Available for Bidding

<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	2.1 Translation (project)

Translation (project): Please use this tactical sourcing form for your simultaneous translation projects....

[Confirm Selected Lots](#)



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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**.

Event Messages
Response History
Response Team

▼ Checklist

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

All Content

Name ↑	Price	Quantity	Extended Price	Total Cost
▼ 1 Terms				
1.1 Payment Terms	Buyer-specified payment terms.			
1.2 Comments	<div style="border: 1px solid #ccc; height: 40px;"></div>			
1.3 If required, attach a supporting file to your response	Attach a file			
1.4 Ship To	Waldeggstrasse 51 Liebefeld, BE 3097 Switzerland			
1.5			0.00 CHF	0.00 CHF
▼ 2 Items				
2.1 Translation (project) ▼	Less... -	* 6500	CHF	1 each 7,000.00 CHF 7,000.00 CHF

If required, attach a supporting file to your response: [Attach a file](#)

Zielsprachen: DE,FR,IT

Ausgangssprache: EN

Additional information [References](#) ▼

(*) indicates a required field

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

Markus Test Supplier 8 (test-markustestsupplier@gmail.com) last visited 3 Mar 2021 2:58:23 AM Markus Test Supplier 8 - TEST AN01407529509-T

✓ Submit this response?

Click OK to submit.

[OK](#) [Cancel](#)



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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.



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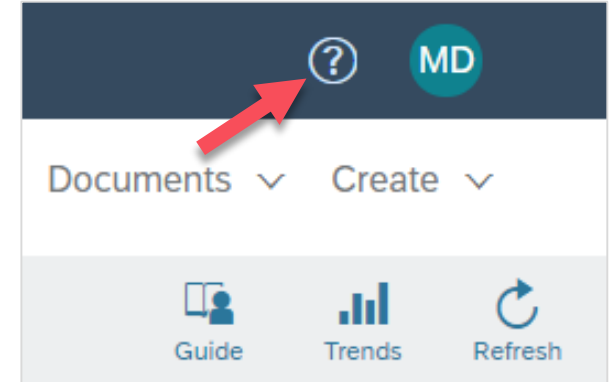
Your response has been submitted. Thank you for participating in the event.



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.