

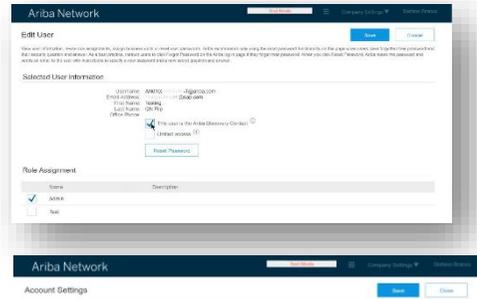
1. What is a RFQ?

BHP have commenced a process where suppliers will provide updated prices to items they currently supply to BHP or where they may be able to become a supplier of a new item to BHP. The Request for Quote is not a guarantee of an order. However, over time this will be the preferred way for BHP to connect with suppliers on providing pricing that can be used for new orders.

2. Select Ariba users to respond to RFQ

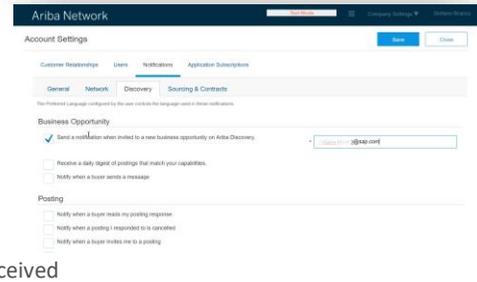
A. ASSIGN USERS Go to Company Settings.

- Go to **Manage Users** and select the User Name and click Edit
- In the **User** tab enable **“This user is the Ariba Discovery Contact”**
- Repeat this process for all people (max. of 5) who you want to be assigned this new role.



B. CREATE EMAIL NOTIFICATION GROUP

- Click on **Account Settings** ->Go to **Notifications**
- Under the **Discovery** tab, enable the **Business Opportunity** by placing a tick in the box if not there.
- You can add up to 5 email addresses but use the colon (;) between names. Each address will be altered when a new RFQ is received



C. BHP RESPONSE TIME:

BHP requires you to **respond within 48hours to an RFQ**. After 48hours the request will automatically close and you will be unable to access through the email.

Ariba Discovery v. Ariba Network

*Ariba Discovery is a separate solution to the normal Ariba Network you use to respond to BHP purchase orders. It can be used to elicit or respond to sales leads. However there is a cost for participation. If you only use Ariba Discovery to respond to RFQ from BHP you will not incur fees.*

3. Emailed Request for Quote invitation

Each RFQ will commence with receiving an email invitation. Any user who has access to Ariba **AND** has the role assigned as shown in section 2 will receive the same email and can click on the link provided.

You can view the details of the RFQ either by:

- Select from the Ariba grid **LEADS** and go directly to Discovery. Login using your Ariba Network Supplier Account Username and Password



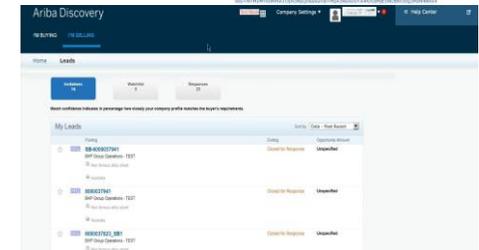
- Click **View Lead** in the body of the email. It will open Ariba Discovery. Login using your Ariba Network Supplier Account Username and Password

4. See all BHP RFQ's

In Ariba Discovery click on grid icon, click **Leads** and under **My Leads** you can see all RFQ that have been sent to you.



- Each RFQ when opened will also show the status. Once an RFQ has closed you cannot respond.
- To contact the BHP purchasing team who sent the RFQ you can open the RFQ and see the name of the team member for further offline contact.



5. Create Quote

- In Ariba Discovery a screen to **Provide your Quote** should appear.
- You must complete all fields with an asterisk\* All other fields are optional.
  - Price; Quantity; Lead Time are required.** If any Part number has changed for direct replacement, update this in the VPN field

- Attachment** Add an Attachment if you want to provide technical specifications or catalogue information.
- Click **Submit** to send quote
- Further detailed guide available at [RFQ Quote Automation Guide](#)

**You have now completed an RFQ!**