

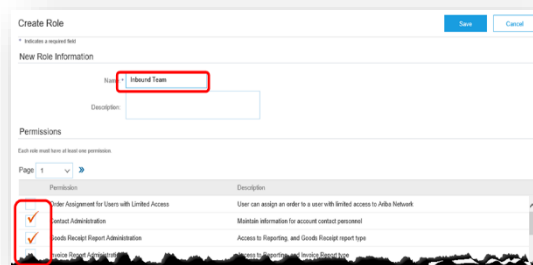
1. What is a RFQ?

BHP have commenced a process that will ask suppliers to 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 that BHP will connect with suppliers on providing pricing that can be used for new orders.

2. Create Ariba users able to respond to RFQ

The action must be done by the person who is the **ADMINISTRATOR** for your Ariba account

A. CREATE ROLE Ariba Homepage-> Click on **Company Settings** -> Click on **Users**. The Accounts Settings screen is displayed



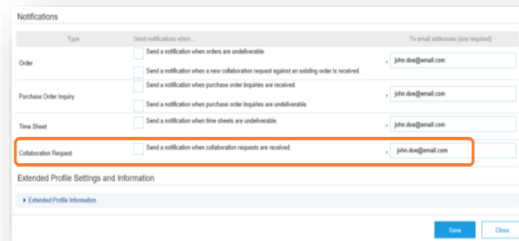
- Scroll to **Role** -> **Create Role**.
- Provide a **Name** for the Role such as RFQ Team.
- Under **Permissions** tick the permission **“Proposal & Contract Access”**. This will allow an Ariba User assigned this role to respond to any RFQ requests from BHP. Now click on **Save**

B. ADD USERS Return to **Company Settings**. Click on **Users** and scroll to **Manage Users**.

- Click on **Create User** and enter the persons **Username** and **Email Address, First Name** and **Last Name**.
- In **Role Assignment** select the **Role Name** you created earlier Click **Done**.
- Repeat this process for all people (max. of 5) who you want to be assigned this new role.

C. CREATE EMAIL NOTIFICATION

- In Ariba the emails all are sent by BHP to the **ADMINISTRATOR**.
- Ariba Homepage-> Click on **Company Settings** ->Go to **Notifications**
- Under **Collaboration Requests** add the user emails for users provided the new Role you created. They will automatically receive emailed RFQ invitations from BHP.



D. 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.

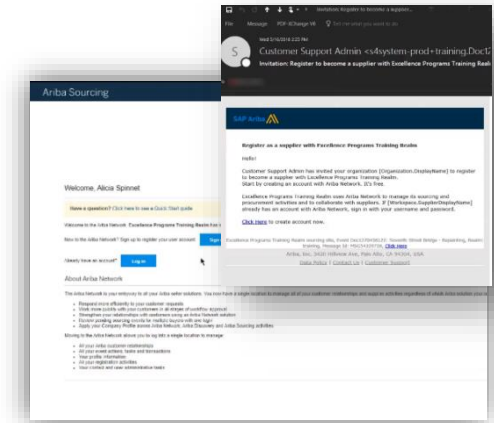
You are now ready to respond to RFQ emails from BHP!

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** can click on the link provided.

- Click the link on the email
- Select **Login** to Ariba and use your login details (username & password) to access your account – this is Ariba Discovery.

IMPORTANT NOTE: If you respond in Ariba Discovery to Requests for Quote from any other source than BHP you may incur fees.



4. 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

- **Attachment** Add an Attachment if you want to provide technical specifications or catalogue information.
- Click **Submit** to send quote

You have now completed an RFQ!