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

* Indicates a required field						
New Role Information						
Nam * Inbound Team]					
Description:						
Permissions						
Each role must have at least one permission.						
Page 1 v 🔉						
Permission	Description					
Prder Assignment for Users with Limited Access	User can assign an order to a user with limited access to Ariba Network	User can assign an order to a user with limited access to Ariba Network				
Contact Administration	Maintain information for account contact personnel	Maintain information for account centact personnel				
ioods Receipt Report Administration	Access to Reporting, and Goods Receipt report type	Access to Reporting, and Goods Receipt report type				
an ruoice Report Administration and Administration	Alerens to Reporting and Invoice Report have	-				

- 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**.
 - o 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.

Type	Send notifications when	To email addresses (one required)	
Order	Send a notification when orders are undeliverable. Send a notification when a new collaboration request against an existing order is received.	, john doe@email.com	
Purchase Order Inquiry	Send a notification when purchase order inguines are received. Send a notification when purchase order inguines are undeliverable.	, john doe@email.com	
Time Sheet	Send a notification when time sheets are undeliverable.	- john.doe@email.com	
Collaboration Request	Send a notification when collaboration requests are received.	, john doe@email.com	
Extended Profile Settings an	d Information		
Extended Profile Information			
		Save	-

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 <u>AND</u> 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

Currency: AUD - Australian Dollar	•		
Selected Items			
Line Item Name No.	Estimated Price	Quantity	Estimated Sub-total Estimated Total Cost
00010 CURRENT 1	\$0.00 AUD	1 KIT	\$0.00 AUD
Your Quote:			
Price: * 15.00	AUD	Shipping Cost:	\$0.00 AUD
Quantity:+ 5	KIT	Ship To:	
Requested Delivery Date: 12/16/2016		Comment	Current
Supplier Part ID: 11036491			
Manufacturer Part ID: 7940029705			Choose File No file chosen
Lead Time: + 2		Attachment:	Upload Attachments
Tax: 0.00	AUD		
00020 CURRENT 2	\$0.00 AUD	1 KIT	\$0.00 AUD
Your Quote:			
Price:* 15	AUD	Shipping Cost	\$0.00 AUD
Quantity: * 6	KIT	Ship To:	
Requested Delivery Date: 12/16/2016		Comment	Current
Supplier Part ID: 11036492			A
Manufacturer Part ID: 7940030760			Choose File No file chosen
Lead Time: + 2		Attachment:	Upload Attachments
Tax: 0.00	AUD		

- 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!

