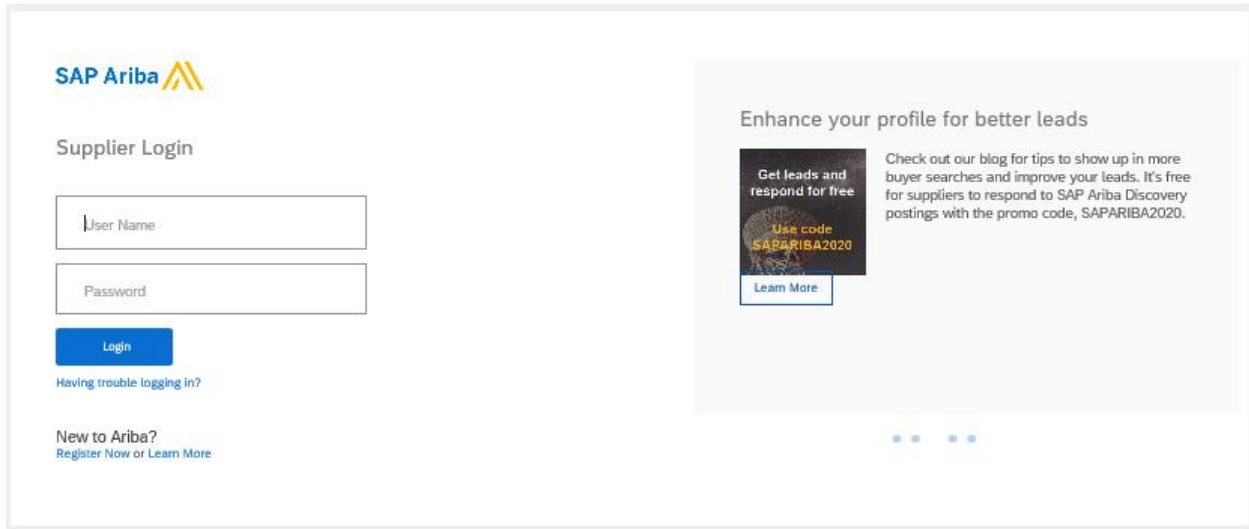


1. How to Participate in a Collaboration Request

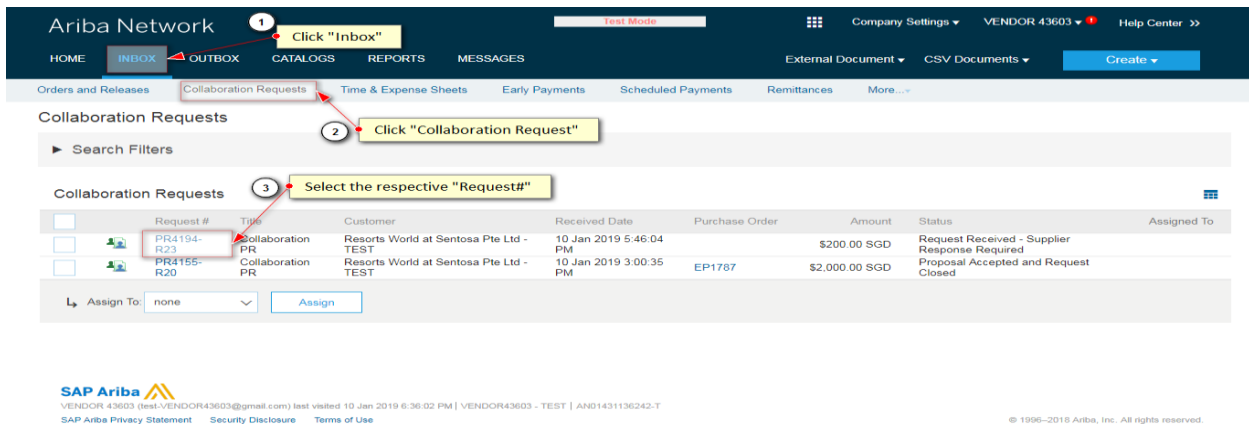
A Collaboration Request is the document by which RWS works with you as a Supplier to find, evaluate and obtain goods and/or services. During the collaboration process, RWS sends information about collaboration requests to Supplier online Inbox on the Ariba Network. The Quick Links panel on your Home Dashboard indicates you have received a new collaboration request. In your online Inbox, you can view collaboration requests, assign collaboration requests and search for specific collaboration requests.

Supplier log-in to submit quote:

<https://service.ariba.com/Supplier.aw/125003089/aw?awh=r&awssk=yyAY0hte&dard=1>



From the Home page, click on "Inbox" and you can see under the Collaboration Requests to view the collaboration requests needing your attention.



Respond with Proposal

To respond with a proposal, simply click on “Respond” and select “Respond with Proposal”.

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← Go back to Collaboration Requests

Collaboration Status - Collaboration PR
View the status of this collaboration request. View all related documents and send and view messages.

Collaboration Request Send Message

Reference ID: PR4194-R23
 Collaboration Title: Collaboration PR
 Request Date: Thu, 10 Jan, 2019
 Requester: Sow Han Susan Tan

Last Message (0 messages unread)
To send a message to the requester, click the **Send Message** link, and enter your message. Messages are shared only between your organization and the buying organization.

Current Documents

Name	Date Submitted	Status	Qty	UOM	Price	Total
Collaboration Request PR4194-R23	Thu, 10 Jan, 2019	Request Received - Response Required			\$200.00 SGD	\$200.00 SGD
1. Collaboration PR			1	Each	\$200.00 SGD	\$200.00 SGD

Line Item Details: Collaborate: Yes

All Messages
No items

1 Click "Respond" (points to the context menu)

2 Click "Respond With Proposal" (points to the menu item)

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Under Selection, select “Include/Exclude Item”, select “Edit” and click on “Next”.

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← Go back to Collaboration Requests

Create Proposal PR4194-P12: Collaboration PR | Items: 1 | Total: \$200.00 SGD Next Exit

Review the items you chose to include in your response. Click **Include** or **Exclude** next to an item to include it or exclude it from the proposal. [More](#)

Based on: Collaboration Request PR4194-R23 - Collaboration PR (current)

1 Review and Select **1 Click here to include/exclude the item**

2 Complete And Submit

Description	Qty	Amount	Selection	No.	Description	Qty	Unit	Price	Amount
Collaboration PR	1	\$200.00 SGD	Included	1	Collaboration PR	1	Each	\$200.00 SGD	\$200.00 SGD

2 Select "Edit" (points to the Edit button in the context menu)

Next Exit

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Enter or update the fields accordingly. To proceed, click “OK” to save.

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← Go back to Collaboration Requests

Create Proposal PR4194-P12: Collaboration PR | Items: 1 | Total: \$200.00 SGD

1 Review and Select

2 Complete And Submit

Description ↑	Qty	Amount
Collaboration PR	1	\$200.00 SGD

This is a summary of the item you selected. Change any editable field, and save your changes.

Line Item Details

No.: 1

Full Description: 1 Edit description (when required)

Supplier Part Number:

Supplier Auxiliary Part ID:

Qty:

UOM: Each

Additional Pricing Details ⓘ 2 Click here to view more details.

Amount: \$200.00 SGD

Price: ⓘ 3 Update price

Comments - by Line Item

4 Click here to add comment (when required)

Attachments - by Line Item

5 Click here to add attachment

6 Click here to save.

At the summary page, review details entered. You may enter message or attach attachments if required. Once details have been verified, click “Submit” to send proposal.

1 Review summary.

PR4194-P12: Collaboration PR | Items: 1 | Total: \$180.00 SGD

Finish modifying the details of this proposal. To edit an item, click its check box, then click Edit.

Title: Collaboration PR
Based on: Collaboration Request PR4194-R23 - Collaboration PR (current)
My Labels: Apply Label...

2 Add message here (when required).

Submit Message

Message:

Attachments:

3 Add attachment here (when required).

Attachments - Entire Proposal

4 Click here to complete submission.

Submit

Proposal is successfully submitted.

Collaboration Status - Collaboration PR

View the status of this collaboration request. View all related documents and send and view messages.

Collaboration Request Last Message (0 messages unread) [Send Message](#)

Reference ID: PR4194-R23
Collaboration Title: Collaboration PR
Request Date: Thu, 10 Jan, 2019
Requester: Sow Han Susan Tan

Current Documents [Hide Details](#)

Name	Date Submitted	Status	Qty	UOM	Price	Total	Actions
Proposal PR4194-P12	Fri, 11 Jan, 2019	Proposal Sent - Waiting For Response				\$180.00 SGD	Respond
1 Collaboration PR							
Line Item Details							
Collaborate: Yes							

All Messages [Send Message](#)

No items

Respond with Proposal - Edit

In the event that you want to make changes to the proposal that you have submitted, go to “Inbox”, under “Collaboration Requests”, click on the Request that you want to amend.

Note:

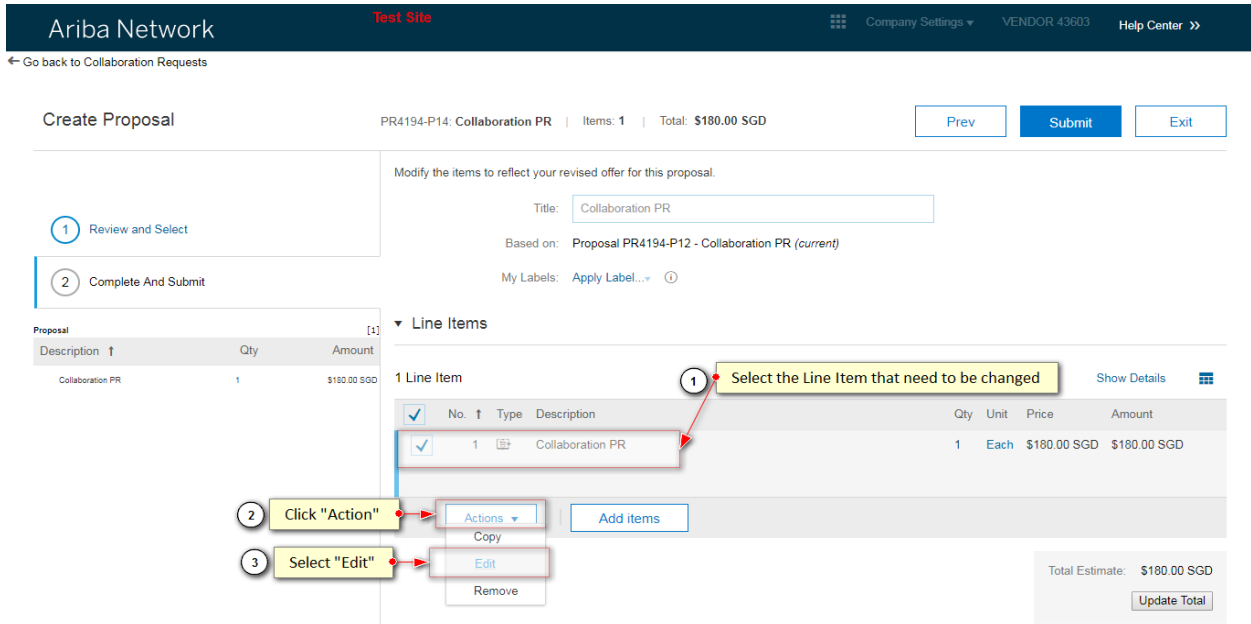
A proposal can be revised only if RWS has not accepted the collaboration request.

The screenshot shows the SAP Ariba Network interface. The top navigation bar includes 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', 'REPORTS', and 'MESSAGES'. The 'INBOX' tab is active, and 'Collaboration Requests' is highlighted in the sub-navigation. A table lists collaboration requests with columns for Request #, Title, Customer, Received Date, Purchase Order, Amount, Status, and Assigned To. A specific request is highlighted with a red box, and a callout indicates its status is 'Awaiting Response from Buyer'. A callout points to the 'Request #' column header, indicating where to click to view details.

At the Collaboration PR page, click “Respond” and select “Revise proposal”.

The screenshot shows the 'Collaboration Status - Collaboration PR' page. It displays details for a collaboration request, including Reference ID (PR4194-R23), Title (Collaboration PR), Request Date (Thu, 10 Jan, 2019), and Requester (Sow Han Susan Tan). Below this, a table lists 'Current Documents' with columns for Name, Date Submitted, Status, Qty, UOM, Price, and Total. A document titled 'Proposal PR4194-P12' is shown with a status of 'Proposal Sent - Waiting For Response'. A callout points to the 'Respond' button in the top right, and another callout points to the 'Revise Proposal' option in the dropdown menu that appears after clicking 'Respond'.

Select on the line item that needs to be changed, click on "Action" and select "Edit".



1 Review and Select

2 Complete And Submit

PR4194-P14: Collaboration PR | Items: 1 | Total: \$180.00 SGD

Modify the items to reflect your revised offer for this proposal.

Title: Collaboration PR

Based on: Proposal PR4194-P12 - Collaboration PR (current)

My Labels: Apply Label... Ⓜ

Description	Qty	Amount
Collaboration PR	1	\$180.00 SGD

1 Select the Line Item that need to be changed

No.	Type	Description	Qty	Unit	Price	Amount
1		Collaboration PR	1	Each	\$180.00 SGD	\$180.00 SGD

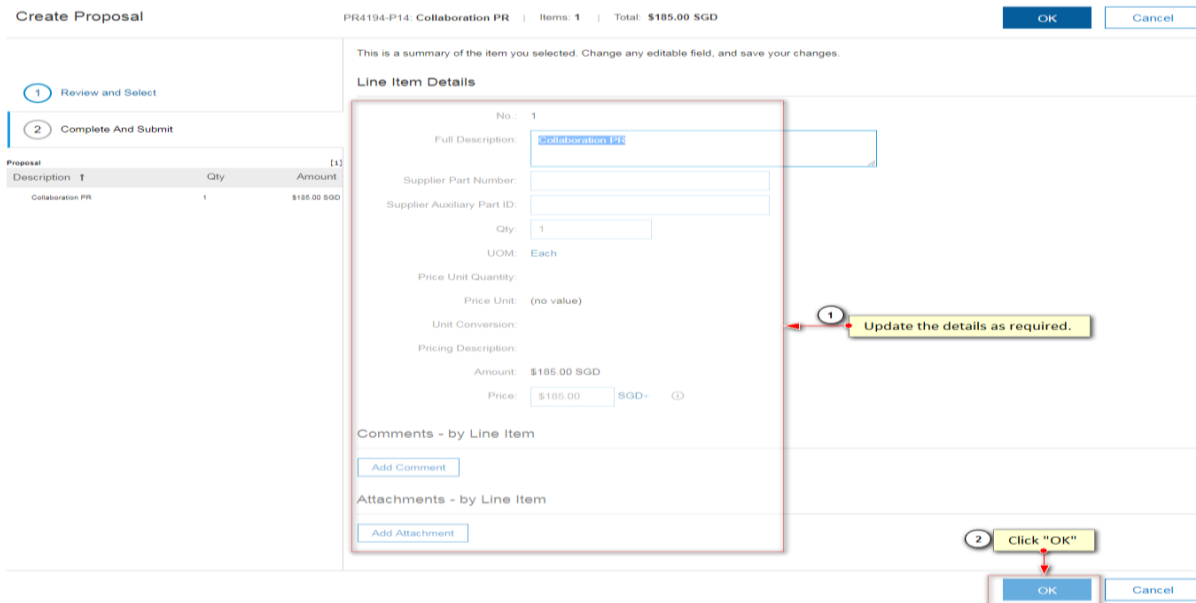
2 Click "Action"

3 Select "Edit"

Total Estimate: \$180.00 SGD

Update Total

Make the required changes and click on "Ok" after changes are done. Add messages or attachments if applicable. Click "Submit" to complete the resubmission.



PR4194-P14: Collaboration PR | Items: 1 | Total: \$185.00 SGD

This is a summary of the item you selected. Change any editable field, and save your changes.

1 Review and Select

2 Complete And Submit

Description	Qty	Amount
Collaboration PR	1	\$185.00 SGD

1 Update the details as required.

2 Click "OK"

OK Cancel

Respond with Proposal – Withdraw

After a proposal has been submitted to RWS, it can be withdrawn by you.

Click “Withdraw Request” from the Respond Menu.

Enter a withdraw reason and comments. Click “OK”.

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Test Site
You submitted Proposal PR8773-P76 - ITEM 1 to Resorts World at Sentosa Pte Ltd-Child1 - TEST

[Go back to Collaboration Requests](#)

Collaboration Status - ITEM 1

View the status of this collaboration request. View all related documents and send and view messages.

Collaboration Request

Reference ID: PR8773-R154

Collaboration Title: ITEM 1

Request Date: Fri, 5 Apr, 2019

Requester: LAURA

Last Message (0 messages unread)

To send a message to the requester, click the [Send Message](#) link, and enter your message. Messages are shared only between your organization and the buying organization.

[Send Message](#)

Current Documents [Hide Details](#)

Name ↑	Date Submitted	Status	Qty UOM	Price Total	Actions
Proposal PR8773-P76	Fri, 5 Apr, 2019	Proposal Sent - Waiting For Response		\$220.00 SGD	Respond ▾
1. ITEM 1			1 Each	\$220.00 SGD \$220.00 SGD	Respond Send Message Withdraw Proposal Decline Request Revise Proposal View Messages Print Create Alternative Proposal
<p>Line Item Details</p> <p>Collaborate: Yes</p>					
<p>All Messages</p> <p style="text-align: center;">No items</p>					

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Respond with Proposal – Decline

To decline a proposal, click on “Respond” and select “Decline Request”.

Enter a decline reason and a comment. Click “OK”.

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[← Go back to Collaboration Requests](#)

Collaboration Status - ITEM 1

View the status of this collaboration request. View all related documents and send and view messages.

Collaboration Request

Reference ID: **PR8773-R154**

Collaboration Title: **ITEM 1**

Request Date: **Fri, 5 Apr, 2019**

Requester: **LAURA**

Last Message (0 messages unread) [Send Message](#)

To send a message to the requester, click the [Send Message](#) link, and enter your message. Messages are shared only between your organization and the buying organization.

Current Documents [Hide Details](#)

Name ↑	Date Submitted	Status	Qty UOM	Price Total	Actions
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> ✔ Collaboration Request PR8773-R154 </div> <div> <p>1. ITEM 1</p> <p>▼ Line Item Details</p> <p style="margin-left: 20px;">Collaborate: Yes</p> </div> </div>	Fri, 5 Apr, 2019	Request Received - Response Required	1 Each	\$250.00 SGD \$250.00 SGD	<div style="border: 1px solid #ccc; padding: 2px;"> Respond ▾ <div style="background-color: #f2f2f2; padding: 2px 5px;">Respond</div> <div style="background-color: #f2f2f2; padding: 2px 5px;">Send Message</div> <div style="background-color: #f2f2f2; padding: 2px 5px;">Respond With Proposal</div> <div style="background-color: #f2f2f2; padding: 2px 5px;">Decline Request</div> <div style="background-color: #f2f2f2; padding: 2px 5px;">Revise Proposal</div> <div style="background-color: #f2f2f2; padding: 2px 5px;">View</div> <div style="background-color: #f2f2f2; padding: 2px 5px;">Messages</div> <div style="background-color: #f2f2f2; padding: 2px 5px;">Print</div> </div>
No items					

All Messages

Transaction Status

Status	Description
Request Received – Supplier Response Required	A new Collaboration request is in your Inbox. The Buyer is awaiting your response.
Awaiting Response from Buyer	The Buyer is reviewing the proposal submitted.
Proposal Accepted By Buyer	The Buyer has accepted all line items on the proposal submitted. Note: Proposal Accepted may require additional approval within the buying organization. This indicates an intent to pursue the proposal, but is not finalized.
Proposal Rejected By Buyer	The Buyer has rejected the entire proposal submitted. The supplier may choose to resubmit a revised proposal until the request has been closed.
Proposal Withdrawn By Supplier	You have decided to withdraw a proposal which you had submitted. You declined to submit a proposal to the Buyer's request.
Request Declined By Supplier	You declined to submit a proposal to the Buyer's request.
Request Canceled By Buyer	The Buyer has decided to cancel the request. No further action is allowed.
Request Closed	The request has been closed through the Buyer's selection of an alternative proposal. No further action is allowed.
Proposal Accepted and Request Closed	The Buyer has accepted your proposal and therefore closed the request. No further action is allowed.