# TABLE OF CONTENTS

## 2 CREATE A POSTING ON ARIBA DISCOVERY
- 2 Use Case 1: Supplier Research Posting
- 3 Use Case 2: Quick Quote Posting
- 3 Ariba Discovery Posting Process for Use Cases 1 and 2
  - 4 Step 1: Describe Posting
  - 4 Step 2: Add Details
  - 5 Step 3: Invite Additional Suppliers (Optional)
  - 5 Step 4: Review and Publish

## 7 USE ARIBA DISCOVERY AS PART OF A SOURCING EVENT (USE CASE 3)
- 9 Invite Suppliers (Optional)

## 9 MANAGE POSTINGS AND RESPONSES
- 9 Manage Posting from within an Ariba Sourcing Event
- 10 Manage Posting from the Ariba Sourcing Dashboard
- 10 Manage Posting from Ariba Discovery

## 11 AWARD POSTING AND IMPORT SUPPLIERS INTO ARIBA SOURCING

## 11 AWARD POSTING FROM WITHIN ARIBA DISCOVERY
**Find suppliers to make sourcing events more competitive.**

This Quick Start Guide will help you use Ariba Discovery™ to tap into a community of over 730,000 suppliers. You can easily access Ariba Discovery through the Ariba Sourcing solution – no need for a separate login or password.

**CREATE A POSTING ON ARIBA DISCOVERY**

Ariba Discovery allows you to quickly and easily find new suppliers, conduct market research, and get quick quotes. You can access Ariba Discovery at different points in your Ariba Sourcing solution.

There are three primary use cases for Ariba Discovery outlined in this document:

1. **SUPPLIER RESEARCH POSTING** to find new suppliers before doing a sourcing event
2. **QUICK QUOTE POSTING** to get a quick quote for your spot buys
3. Posting as part of a SOURCING EVENT as described starting on Page 7

**USE CASE 1: SUPPLIER RESEARCH POSTING**

One of the most common ways to access Ariba Discovery is by using the **SUPPLIER RESEARCH POSTING** link to find new suppliers and conduct market research prior to a sourcing event. You don’t need to have or create a sourcing event to conduct a Supplier Research Posting.

Click on the **CREATE** tab and select **SUPPLIER RESEARCH POSTING** to find new suppliers you can later invite to your sourcing event.

On your **SOURCING** dashboard, click on **SUPPLIER RESEARCH POSTING** under **COMMON ACTIONS** to create a posting on Ariba Discovery.

Review all of your current Ariba Discovery postings on your dashboard.

After you have selected one of the links above, you will be taken to Ariba Discovery to begin your posting.
USE CASE 2: QUICK QUOTE POSTING

Use the *QUICK QUOTE* feature to get fast responses for spot buys and non-contract items.

**ARIBA DISCOVERY POSTING PROCESS FOR USE CASES 1 AND 2**

After you have selected one of the links above, you will be taken to Ariba Discovery to begin your posting.

Clicking on *POST NOW!* will launch the three-step process described below for creating a posting on Ariba Discovery.

You can also watch a quick tutorial or learn more information about the value of Ariba Discovery for supplier research or getting quotes by reviewing the information on the page.
### Step 1 – Describe Posting

Enter all the applicable **COMMODITIES** relevant to the posting. You can also **BROWSE** for a list of all commodities.

**Helpful Tip:** Search by commodity rather than the exact item by name (i.e., beverages not bottled water). Products or services can be classified in multiple ways. You will get matched to sellers based on your choices.

Select the **LOCATION(S)** where your goods or services should be delivered.

### Step 2 – Add Details

Enter a brief **TITLE** for your posting.

Specify a range or exact amount of the project.

At any time you may cancel the posting or **SAVE AND EXIT** to finish at a later date.

Enter a **RESPONSE DEADLINE** to indicate the date suppliers must submit their response.

**Helpful Tip:** Leave a posting open for at least 10 business days to allow suppliers enough time to respond.

Provide a very detailed description including, your specific requirements, the scope of work, and your expectations along with any relevant attachments.

Check the appropriate boxes under **PREFERENCE FOR SELLER** to include your requirements for green, women, minority or veteran businesses, annual revenue, number of employees, years in business, and experience desired. Suppliers will be notified when responding if their company profile does not match your criteria.

If you are looking to receive bids from suppliers, check **REQUIRE A BID FROM SELLERS THAT RESPOND** so suppliers will provide you the required information.

Select the **PRIVACY SETTINGS** to determine how your company name and contact information will be displayed.
Step 3 – Invite Additional Suppliers (optional)

Invite suppliers from your supplier database in addition to those automatically matched to your posting by Ariba Discovery.

Click on SPECIFY SELLERS to add the name and contact of suppliers who are not yet on Ariba Discovery.

To include additional suppliers from your database you can choose ADD FROM MY SAVED SELLERS.

Select DONE to have them added to your INVITED SELLERS list for this posting.

Check the box for the suppliers you would like to invite to your posting.
Step 4 – Review and Publish

Once you are satisfied, click PUBLISH. Your posting will be live on Ariba Discovery within 12 hours and an automatic email notification will be sent to suppliers matching your posting.
USE Ariba Discovery AS PART OF A SOURCING EVENT (Use Case 3)

If you have an existing sourcing event or are in the process of creating one, you can combine it with a posting on Ariba Discovery. This will allow you to add new or additional suppliers to your sourcing project to increase competition in your event.

Select QUICK PROJECT to access Ariba Discovery. Then choose your event type, RFI, RFP, or AUCTION.

Fill out the remaining information and select CREATE.
Follow the directions on screen to invite incumbent participants to the event. You may also invite new suppliers by selecting **PROCEED TO INVITE PARTICIPANTS** and following the steps outlined below.

You will be prompted to create a posting on Ariba Discovery. Fill out the remaining information and select **PUBLISH TO Ariba DISCOVERY**.
**Invite Suppliers (Optional)**

You may invite suppliers to participate in your Ariba Discovery posting at several stages in the process. Prior to posting, use the INVITE PARTICIPANTS to add them from your sourcing database, or you can use the EXCEL IMPORT to add an Excel spreadsheet.

**MANAGE POSTINGS AND RESPONSES**

Review responses, answer questions, or edit your postings from multiple locations for added convenience.

**Manage Posting from within an Ariba Sourcing Event**

Once your event has posted on Ariba Discovery, you can track the progress of SELLER RESPONSES under the SOURCING, SUPPLIERS tab. You may also invite additional suppliers to an open event by selecting INVITE ANOTHER PARTICIPANT.
Manage Posting from the Ariba Sourcing Dashboard

From the Sourcing dashboard, click on the Ariba Discovery project you would like to view from the SUPPLIER RESEARCH POSTINGS window. Projects created within a sourcing event will also be included here.

Manage Posting from Ariba Discovery

You can also log directly into Ariba Discovery at: http://discovery.ariba.com

Access your postings by clicking the BUYING, POSTINGS tab. This shows your postings, status, number of responses, and questions.

Click on a posting to view the supplier’s response and questions in more detail. Respond to supplier questions in the dialog box, hit REPLY to post your answer. Check the box to IMPORT TO SOURCING or SAVE SELLER PROFILE to have this supplier’s information for future events.

Helpful Tip: You can also create a mini-FAQ to reduce future queries by selecting MAKE THIS CONVERSATION PUBLIC when replying to a supplier’s question.
AWARD POSTING AND IMPORT SUPPLIERS INTO ARIBA SOURCING

Close the project by awarding the project, saving newly discovered suppliers on Ariba Discovery, or importing them into your sourcing database.

From your dashboard, select SOURCING, COMMUNITY, DISCOVERY SUPPLIERS to AWARD your open postings.

Helpful Tip: As a courtesy, let suppliers know about the outcome of your posting—whether or not you decide to move forward with them. Suppliers may have put considerable time into preparing their responses and this will help you to build a reputation as a good buyer to work with and provide you a list of back-up and potential suppliers for future projects.

To add a supplier to your sourcing database, check the box next to the supplier name and then click IMPORT TO SOURCING. You can also select SAVE SELLER to save them to your Ariba Discovery saved supplier list for future events.

AWARD POSTING FROM WITHIN ARIBA DISCOVERY

From POSTINGS, select an active posting and AWARD the posting to your preferred supplier.

To add a supplier to your supplier list on Ariba Discovery, check the box next to the supplier name and then click SAVE SELLER to save them for future events.
From the **MY DISCOVERY, SAVED SELLERS** tab you can also import suppliers you have saved in Ariba Discovery to Ariba Sourcing by selecting the supplier and clicking on **IMPORT SUPPLIERS**. You can also invite them to participate in your other postings by selecting the supplier, clicking on **INVITE TO POSTING** and selecting the open posting.

For more information, click **HELP** in the upper right-hand corner of any screen in any Ariba solution.

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**About Ariba, an SAP Company**

Ariba is the world’s business commerce network. Ariba combines industry-leading cloud-based applications with the world’s largest web-based trading community to help companies discover and collaborate with a global network of partners. Using the Ariba® Network, businesses of all sizes can connect to their trading partners anywhere, at any time from any application or device to buy, sell and manage their cash more efficiently and effectively than ever before. Companies around the world use the Ariba Network to simplify inter-enterprise commerce and enhance the results that they deliver. Join them at: www.ariba.com