SAP® Ariba® Discovery
Posting Tips and Best Practices for Buyers
The Key to Success

Your success using the SAP® Ariba® Discovery solution largely depends on the quality of your posting. Get higher-quality results and more supplier responses by clearly describing your needs. The more information you share, the better their responses will match your needs – so you can save time managing supplier follow-up.

POSTING TIPS AND BEST PRACTICES
To get the most out of your postings, follow these guidelines.

Create a Detailed Post
Choose the specific commodities and sales territories relevant to the posting, and select all applicable commodities to get matched to suppliers. You will get matched to suppliers based on your choices.

Provide a detailed description of your buying need, attach relevant documents, and specify supplier requirements such as:
• Specifications on the services and goods required, preferred location, project amount, units, and contract length
• Supplier certifications (such as green, women, minority, or veteran business), annual revenue, number of employees, years in business, and experience desired
• Information that the supplier should include in its response
• Your intention (evaluating or buying)
Share Your Company Information
Disclose your organization’s name to suppliers to lend credibility to your posting. Update and share your company’s buying profile to provide high-level information about your company and your requirements from suppliers who want to do business with you. Along with your company’s buying profile, a landing page provides a consolidated view of all your open postings.

Decide when to disclose your personal identity. You can protect your individual privacy by sharing your name and contact details only with selected suppliers who responded to your posting – to help prevent unwanted solicitation.

Keep Posts Open for at Least 10 Days
Make sure you give suppliers enough time to respond to your posting. Suppliers might need a few days to ask questions, coordinate a response within their organization, draft a proposal, and address all of your requests properly.

Answer Questions
Some suppliers may need more information to assess whether they can deliver what you need. Using the Q&A feature, they may ask you questions before they respond to your posting. Make sure you respond to all questions to ensure you receive only the best, most qualified responses.

Respond to All Suppliers
Suppliers may have put considerable time into preparing their offers. As a courtesy, provide constructive feedback to all suppliers that took the time to respond – whether or not you decide to move forward with them. You can also build a reputation as a good buyer to work with, and this will provide you with a list of backup suppliers and potential suppliers for future projects.

Your feedback will assist suppliers in becoming more familiar with your organization’s needs during a sourcing event, minimizing the amount of time you spend managing supplier follow-up.
POSTING EXAMPLE
The sample posting below illustrates all the key elements that a supplier needs to effectively respond to your posting.

1. List the locations where you would like the goods and services delivered.
2. Specify a range or exact amount for the project.
3. Provide a very detailed description, including information that is not part of the drop-down menu selections.
4. Take extra time to fill out the preferences section to provide suppliers additional criteria you will be using in your evaluation process.

ABOUT SAP® ARIBA® SOLUTIONS
With SAP® Ariba® solutions, companies connect to get business done. On Ariba Network, buyers and suppliers from millions of companies and 190 countries discover new opportunities, collaborate on transactions, and grow their relationships. Buyers can manage the entire purchasing process while controlling spending, finding new sources of savings, and building a healthy supply chain. And suppliers can connect with profitable customers and efficiently scale existing relationships – simplifying sales cycles and improving cash control along the way. The result is a dynamic, digital marketplace, where more than US$2 trillion in commerce gets done every year. To learn more about SAP Ariba solutions and the transformation they are driving, visit www.ariba.com.