

How to Respond to an RFQ (Supplier)



Order to Receipt (O2R) Digital Guide

Note to reviewer: This digital guide template can also be used to explain contextual information such as process overview, features and benefits, roles and responsibilities, frequently asked questions, in addition to explaining a process using steps and screenshots.



Create and submit supplier quotation

In this digital guide, you will learn how to create and submit a quotation in response to a request for quotation (RFQ) in SAP Business Network (SBN).



Step instructions:

Step 1: Log in to **SBN** as supplier.

SAP Business Network

Supplier sign-in

Username

Next

[Forgot username](#)

New to SAP Business Network?
[Register Now](#) or [Learn more](#)

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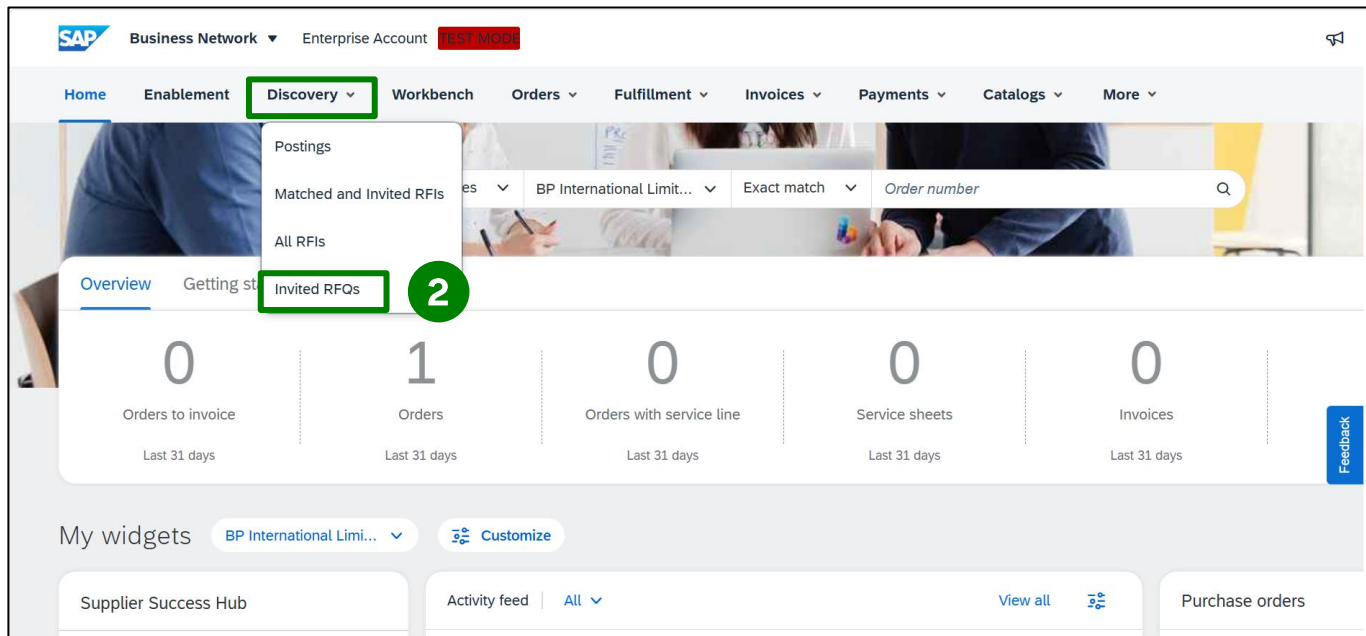
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SAP Business Network now runs on SAP Business Technology Platform, giving you an upgraded user interface and a stronger platform to help you grow and connect with more potential customers.

[Learn More](#)

Step 2: On the **Home** screen:

- a. Click the **Discovery** drop-down icon
- b. Select the **Invited RFQs** option from the drop-down menu.
The **Invited RFQs screen** is displayed.



Step 3: Click the **Lead ID link**. The **RFQ Details screen** is displayed.

Note: Ensure that you submit the quote before the response deadline.

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Invited Leads

Last 90 days

0

Matched Leads

Last 90 days

0

Saved Leads

Last 90 days

4

Responded Leads

Last 90 days

4

Won Leads

Last 90 days

Invited Leads (1)

▼ Edit filter

Last 90 days

Open

Title

Type input

Lead ID

Type selection

☐ Partial match

☐ Exact match

Product ID (Catalog Lead)

Type selection

☒ Partial match

☐ Exact match

Type

RFQ

Show more

Feedback

Save	Source	Type	Lead ID	Title	Max Opportunity Amount	Response Deadline ↑
	Integration	RFQ	23952601	Test RFQ for Livestocks	-	Jun 23, 2026

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Step 4: On the **RFQ Details screen**, you can click one of the following buttons as per the action you need to take:

- **Quote All**
- **Add to Watchlist**
- **Not Interested**
- **Upload Your Quote**

In this example, we will go through the steps of adding/updating a quote and submitting it

Test RFQ for Livestocks

This posting is for test purposes only

BP International Limited-TEST - The buyer has personally invited you to submit a quote.

Posted On: 21 Jun 2026
Open for bidding on: 21 Jun 2026 5:00 PM PDT
Response Deadline: 22 Jun 2026 4:59 PM PDT

Quote All Add to Watchlist Not Interested Upload Your Quote

[Leave feedback](#)

Details

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Opportunity Amount: **Unspecified**

Response Deadline: 22 Jun 2026 4:59 PM PDT
(Buyers can close postings early)

Posting ID: 23952601

Business Contact: Darwin Lo

Posting Type: Request for Quotation (ERP)

Company Public Profile: <https://discovery.ariba.com/profile/AN11228792552-T>

Match Confidence: 0%

Step 5: If you click the **Quote All** button, the **Provide Your Quote** screen is displayed. Enter the quote details in the required fields.

Note: Fields marked with an **asterisk*** are mandatory.

Provide Your Quote

Currency:

EUR - Euro

Selected Items

Line Item No.	Name	Estimated Price	Quantity	Estimated Sub-total	Estimated Total Cost
10	Livestock	0.00 EUR	25 EA	0.00 EUR	5

Your Quote:

Price (per unit):

0.00

 EUR

Quantity:

25

 EA

Requested Delivery Date: 30 Jun 2026

Supplier Part ID:

Supplier Part Auxilliary ID:

Buyer Part ID:

Manufacturer Part ID:

Manufacturer Name:

URL:

Lead Time(in days):

0

Shipping Terms:

Shipping Cost:

0.00

 EUR

Ship To: Polígono El Serrallo s/n Castellón 12 Spain 12100

Comment:

Choose File

 No file chosen

Attachment:

Upload Attachments

Step 6: Click the **Submit** button after entering/reviewing the quotation details.

Remove line from the Bid

20	Pet blankets	0.00 EUR	10 EA	0.00 EUR
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Your Quote:

Price (per unit):0.00EUR

Quantity:10EA

Requested Delivery Date:30 Jun 2026

Supplier Part ID:

Supplier Part Auxilliary ID:

Buyer Part ID:

Manufacturer Part ID:

Manufacturer Name:

URL:

Lead Time(in days):0

Shipping Terms:

Shipping Cost:0.00EUR

Ship To:Polígono El Serrallo s/n Castellón 12 Spain 12100

Comment:

Choose File

No file chosen

Attachment:

Upload Attachments

Tax Type	Tax Rate Type	Description	Taxable Amount	Tax (%)	Base Tax (%)	Tax Amount
No items						
						Total Tax: 0.00 EUR

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Remove line from the Bid

Submit

Cancel

Step 7: Verify the confirmation message indicating that the quotation was submitted successfully.

You have successfully submitted your quote.

Submitted On: 22 Jun 2026 | Submitted By: EMVAK-FRITZ EMDE S.L. | [Revise quote](#)

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Add to Watchlist

Not Interested

Upload Your Quote

Download last submitted bid

Leave feedback

Details

Opportunity Amount: Unspecified

Response Deadline: 22 Jun 2026 4:59 PM PDT

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