Ariba Discovery™ Service
Posting Tips & Best Practices for Buyers

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An SAP Company

The Key to Success

When you use the Ariba Discovery™ service, your success largely depends on the quality of your posting. You will see higher quality results and more supplier responses if you clearly describe your requirements. The more information you share, the better their responses will match your needs — allowing you to save time managing supplier follow-up.

Posting Tips & Best Practices

To get the most out of your postings, make sure to follow these guidelines:

Create a detailed post
- Choose the specific product and service categories relevant to the posting, as well as ship-to or service locations. Make sure to select all applicable product and/or service categories. 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/goods required, preferred location, project amount, units, and contract length
    - Supplier certifications (such as green or women-, minority-, or veteran-owned business), annual revenue, number of employees, years in business, and experience desired
    - Information that the supplier should include in their response
    - Your intention (evaluating or buying)

Share your company information
- Disclose your organization's name to suppliers to lend credibility to your posting.

- By updating and sharing your company's buying profile, you can 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 comes a landing page that 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 have 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 who took the time to respond — whether or not you decide to move forward with them. The email notifications you receive from Ariba Discovery make this easy to do. You can quickly rate suppliers with a simple five-star system. In addition, it's a good idea to provide references to sellers who request them.

- 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. This will also allow you to build a reputation as a good buyer to work with and provide you a list of back-up suppliers and potential suppliers for future projects.

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

Good Posting Example

The sample posting below illustrates all the key elements that a supplier needs to effectively respond to your posting.

List the locations where you would like the goods/ services delivered

Specify a range or exact amount of the project

Provide a very detailed description, including any relevant information that is not part of the drop-down menu selections

Take extra time to fill out the preferences section to provide suppliers additional criteria you will be using in your evaluation process

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