Response to the Quote (Sourcing Event)
This document shows operations of quote response in the purchasing processes with using Ariba.

**Image Diagram**

- **JAL**
- **Supplier**

- **Request for Quote**
- **Order**
- **Receive**
- **Invoice**

**Operation in the Supplier Side**

- **Quote Response**
  - Delivery of the quote’s request/response is digitized. Enter the information for the quote on the system.

- **Order Confirmation**
  - After you review the purchase order, click "Create Order Confirm" on SAP Ariba to contact that you received the order.

- **Shipment**
  - On SAP Ariba, click "Create Ship Notice" to communicate the shipping date and delivery date. It is not eligible for any services that do not have shipments.

- **Ship Notice**
  - You can click the receipts tab to view the orders which already have been done till receiving process on the JAL side.

- **Register Invoice**
  - Refer to the order information and register the "Invoice" on SAP Ariba.

**Specification Information**

- **Purchase Order**
- **Receipt**

©Japan Airlines, ALL rights reserved.
Table Contents

0. Introduction
   0-1. Note

1. Method for Transition to the Quote Response Screen
   1-1. From Notification Email
   1-2. From the Login Screen

2. Quote Response
   2-1. Confirmation of Quotation Contents
   2-2. Confirmation of Prerequisites
   2-3. Select Lot
   2-4. Enter and Submit Quote Response
   2-5. Appendix : Confirm the Extended Price
   2-6. Appendix : Save Draft
   2-7. Appendix : Revise Quote Response
   2-8. Appendix : Compose a Message and Check the Reply
   2-9. Appendix : Status of the Quotation

3. End of Quote
   3-1. Notification Email about Bid Period End
0. Introduction

• Sourcing Events (mentioned as Event later) are a type of quote activity with using Ariba.
• There are three types of events that are provided from JAPAN AIRLINES via Ariba:
  • Request for Proposal (RFP)
  • Request for Information (RFI)
  • Auction
• This document explains how to respond to quotes (respond to the events) which are mentioned above.
0. Introduction
0-1. Caution

• Keep followings in your mind when entering values in Ariba:

• Fields with * next to the input item name is required fields.

• If you press "Next" without entering a required field, the error items are displayed in the red with no transition to the next screen.

• Don’t use the browser's "Back" and "Next" button. Please use the "Exit" and "Next" buttons at the top right or bottom left of the screen.
<table>
<thead>
<tr>
<th>0. Introduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-1. Note</td>
</tr>
<tr>
<td>1. How to Transition to the Screen of Quote Response</td>
</tr>
<tr>
<td>1-1. From Notification Email</td>
</tr>
<tr>
<td>1-2. From the Login Screen</td>
</tr>
<tr>
<td>2. Quote Response</td>
</tr>
<tr>
<td>2-1. Confirmation of Quotation Contents</td>
</tr>
<tr>
<td>2-2. Confirmation of Prerequisites</td>
</tr>
<tr>
<td>2-3. Select Lot</td>
</tr>
<tr>
<td>2-4. Enter and Submit Quote Response</td>
</tr>
<tr>
<td>2-5. Appendix : Confirm the Extended Price</td>
</tr>
<tr>
<td>2-6. Appendix : Save Draft</td>
</tr>
<tr>
<td>2-7. Appendix : Revise Quote Response</td>
</tr>
<tr>
<td>2-8. Appendix : Compose a Message and Check the Reply</td>
</tr>
<tr>
<td>2-9. Appendix : Status of the Quotation</td>
</tr>
<tr>
<td>3. End of Quote</td>
</tr>
<tr>
<td>3-1. Notification Email about Bid Period End</td>
</tr>
</tbody>
</table>
1. How to Transition to the Screen of Quote Response

- After JAPAN AIRLINES submitted a request for quotation, a request email for a quote response will be sent to the supplier.
- Log in from the email.

When Ariba starts running in June 2021, the person in charge of ordering will receive a quotation request email.

Please register a user in charge of quotation from June. After registration, please contact the JAPAN AIRLINES procurement department about changing the person who responds the quote. Then we will send a request for quotations to the new person.
1. How to Transition to the Screen of Quote Response

1-1. From Notification Email

(1) Transition from the notification email to the quote response screen.
① Check the notification emails sent to the person in charge of quote and click the link in the email. After clicking it, you will move to the login screen of the Ariba Network.
1. How to Transition to the Screen of Quote Response

1-1. From Notification Email

(1) Transition from the notification email to the quote response screen.
② Enter the login information (A and B).
③ Click "Login". After login, you will transition to the quote response screen.

(A) User name
(B) Password
1. How to Transition to the Screen of Quote Response
1-2. From the Login Screen

(1) Log in to the Ariba Network.
① Enter login information (A and B).
② Click "Login". After log in, you will transition to the home screen.

(A) User name
(B) Password
1. How to Transition to the Screen of Quote Response
1-2. From the Login Screen

(2) Go to the summary page of the events to which you are responding.
① Click on "Ariba Network" on the top left side of the screen.
② Click "Ariba Proposals & Questionnaires".
* If "Ariba Proposals And Questionnaires" has already been displayed on the top left of the screen, please go to the following page of this document.
1. How to Transition to the Screen of Quote Response
1-2. From the Login Screen

(3) Select the event that you want to respond to.
① Click on the "title" of the event to which you want to respond. You will transition to the Event Details screen.
<table>
<thead>
<tr>
<th>Section</th>
<th>Subsections</th>
</tr>
</thead>
<tbody>
<tr>
<td>0. Introduction</td>
<td></td>
</tr>
<tr>
<td>0-1. Note</td>
<td></td>
</tr>
<tr>
<td>1. Method for Transition to the Quote Response Screen</td>
<td></td>
</tr>
<tr>
<td>1-1. From Notification Email</td>
<td></td>
</tr>
<tr>
<td>1-2. From the Login Screen</td>
<td></td>
</tr>
<tr>
<td>2. Quote Response</td>
<td></td>
</tr>
<tr>
<td>2-1. Confirmation of Quotation Contents</td>
<td></td>
</tr>
<tr>
<td>2-2. Confirmation of Prerequisites</td>
<td></td>
</tr>
<tr>
<td>2-3. Select Lot</td>
<td></td>
</tr>
<tr>
<td>2-4. Enter and Submit Quote Response</td>
<td></td>
</tr>
<tr>
<td>2-5. Appendix : Confirm the Extended Price</td>
<td></td>
</tr>
<tr>
<td>2-6. Appendix : Save Draft</td>
<td></td>
</tr>
<tr>
<td>2-7. Appendix : Revise Quote Response</td>
<td></td>
</tr>
<tr>
<td>2-8. Appendix : Compose a Message and Check the Reply</td>
<td></td>
</tr>
<tr>
<td>2-9. Appendix : Status of the Quotation</td>
<td></td>
</tr>
<tr>
<td>3. End of Quote</td>
<td></td>
</tr>
<tr>
<td>3-1. Notification Email about Bid Period End</td>
<td></td>
</tr>
</tbody>
</table>
2. Quote Response

- Quote responses are carried out in the following steps:
  - Review Quote Content
  - The section numbers and titles of the items which you need to check are as follows:
    1. Overview
    2. Response Method
    3. Appendix (JAL⇒Suppliers)
    4. Additional Information
    5. Ship-to
    6. Item
    *Information about the quoted items will be listed after section no.8.

- Check prerequisites
  - Select Lot (Select Line Items for quotes)
  - Enter values as a quote response and submit it
  - The section numbers and title of the item that you need to enter and submit is as follows:
    4. Appendix (Suppliers⇒JAL)
    5. Additional information
    8. Item (Price, Lead Time, Quote Validity Date, Tax Rate)
2. Quote Response

• The typical pattern for requesting quotes from JAPAN AIRLINES is as follows:

<table>
<thead>
<tr>
<th>Quote Pattern</th>
<th>Request from JAL</th>
<th>How to answer from the vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>① Total Cost</strong></td>
<td>1 line item in 1 quotation</td>
<td>• Please answer only the Total Cost.</td>
</tr>
<tr>
<td>Example: With Purchase</td>
<td></td>
<td>• Breakdown of the cost should be included in the attached document, such as quotation’s document.</td>
</tr>
<tr>
<td>Order, Bulk Delivery/Payment</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>② Each Item</strong></td>
<td>Multiple line Items in 1 quotation</td>
<td>• Please respond to the unit price and quantity for each line.</td>
</tr>
<tr>
<td>Example: With Purchase</td>
<td></td>
<td>• Attaching quote’s document are optional.</td>
</tr>
<tr>
<td>Order, Split Delivery/Payment</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>③ Response as 1 yen</strong></td>
<td>1 line in 1 quotation</td>
<td>• Please answer it as 1 yen in 1 quotation.</td>
</tr>
<tr>
<td>Example: Without Purchase Order, Cost</td>
<td></td>
<td>• The unit price should be described in the attached document, such as quotation’s document.</td>
</tr>
<tr>
<td>Reimbursement</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>④ Advanced Payments</strong></td>
<td>Multiple lines in 1 quotation</td>
<td>• Please answer quotations with &quot;prepayment amount x 1 set&quot; and &quot;main billing amount x 1 set or main billing amount x quantity&quot;.</td>
</tr>
<tr>
<td>Example: With Purchase Orders, Derived type of ① ②</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2. Quote Response

2-1. Confirmation of Quotation Contents

(1) Check the quote content on the "Event Details" screen.
   ① Check the remaining time of quote response in (A).
   ② Check the contents of the event in (B).
   ③ Check the event overview and timing rules in (C).

(A) Time Remaining
Remaining time until the quote response due date is displayed.
Quotation response after the time is over will not be sent to us. Please be careful about it.
The status of the quote is also displayed here. For more details about status, check P73. in this manual.

(B) All Content
The details of the quotation are described. More information is described from the following page.

(C) Event Overview and Timing Rules
You can check the type of event (RFP, RFI, Auction), Publish Time, Due Date, and Owner(JAL).
2. Quote Response
2-1. Confirmation of Quotation Contents

(2) Check the "1. Overview" field in the contents of the event.
① Click "More..+" to open the overview field.
② Review the contents.

The overview field provides an explanation and caution about the quote.
(A) Notice of acceptance or rejection of the estimate
(B) Operation of this system
(C) About the "Due Date Related" items to be notified when responding to the estimate
2. Quote Response
2-1. Confirmation of Quotation Contents

(2) Check the "1. Overview" field in the event contents.
② Review the contents.

The overview field provides an explanation and caution about the quote.
(D) About the Terms and Conditions
(E) About Supplier Code of Conduct

![Diagram showing the overview field with links to the terms and conditions and supplier code of conduct.](image-url)
2. Quote Response
2-1. Confirmation of Quotation Contents

(2) Check the "1. Overview" field in the event contents.
② Review the contents.

The overview field provides an explanation and caution about the quote.

(F) Operating hours in Procurement Division and contact
2. Quote Response
2-1. Confirmation of Quotation Contents

(3) Check the "2. Response Method" field in the event contents.
① Click "More...+
② Confirm the contents.
In the response method field, how to answers the quote is described.
2. Quote Response
2-1. Confirmation of Quotation Contents

(4) Check the "3. Appendix (JAL → Suppliers)" field in the event content. If there are any attachment file in this quote, it will be displayed in this field.

① Click on "▽" which is on the right of the attachment file.
② Click "Download this attachment".
③ After download is completed, confirm the content of the file.
2. Quote Response
2-1. Confirmation of Quotation Contents

(5) Check "5. Additional Information" field in the event content. If there are any additional information in the quote, it will be displayed in this field.
① Confirm the text which is on the right of "5. Additional Information" column.

<table>
<thead>
<tr>
<th>All Content</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
</tr>
<tr>
<td>1. Overview</td>
</tr>
<tr>
<td>2. Response Method</td>
</tr>
</tbody>
</table>

▼ 3. Appendix (JAL ⇒ Suppliers)

| 3.1 Please refer to the attached Attachment. | test_sample.xlsx |

▼ 4. Appendix (Suppliers ⇒ JAL)

| 4.1 To respond to this RFP, please upload any attachments here. | |

5. Additional Information

Any additional information about the quotation will be listed here.

① Confirm
2. Quote Response
2-1. Confirmation of Quotation Contents

(6) Check the "7. Terms" field in the events content.
At the time of the quote, the delivery address will be displayed in this item.
① Confirm the text which is on the right in the "7.1 Ship To" column.
2. Quote Response
2-1. Confirmation of Quotation Contents

(7) Check the "Items" field in the event contents. The information for the quote line item is provided after the ship-to entry. If you have more than one item, please check all of them.

① Check the information (from A to C) of the quote item.

(A) Name
The name of the quote item is entered.

(B) 詳細説明（Item Description）
Item detail which was requested by JAL is displayed.

(C) 希望納入日（Requested Delivery Date）
The requested delivery date from JAL is displayed.
2. Quote Response
2-2. Confirmation of Prerequisites

(1) Go to the prerequisites review screen. As the result of reviewing the quote content.

【When proceeding to respond to the quote】Click "Review Prerequisites" to go the next page.
【When declining to respond to a quote】Click "Decline to Respond".
2. Quote Response
2-2. Confirmation of Prerequisites

(2) Review the prerequisites.
① Confirm the contents of the prerequisites.

In consideration of the opportunity to participate in on-line events (On-Line Events) held and conducted by the company sponsoring this On-Line Event ("Sponsor") on the website of Ariba, Inc. ("Site Owner"), your company ("Participant" or "You") agrees to the following terms and conditions ("Agreement"):

1. Bids. If you are invited to participate in the On-Line Event, Sponsor reserves the right to amend, modify, or withdraw this On-Line Event. Sponsor reserves the right to accept or reject all or part of your proposal. Submission of a bid does not create a contract or any expectation by Participant of a future business relationship. Rather, by submitting a bid, you are making a firm offer which Sponsor may accept to form a contract, subject to section 2 below. Sponsor is not liable for any costs incurred by Participant in the preparation, presentation, or any other aspect of Participant’s bid.

2. Price Quotations. Except as to the extent Sponsor refuses or withdraws a bid, all Bids which Participant submits through the On-Line Events are legally valid quotations without qualification, except for data entry errors.

3. Procedures and Rules. Participant further agrees to be bound by the procedures and rules established by the Site and Sponsor.

4. Confidentiality. Participant shall keep all user names and passwords, the On-Line Event content, other confidential materials provided by the Site and/or Sponsor, and all bids provided by You or another participating organization in confidence and shall not disclose the foregoing to any third party.

5. Bids through Site only. Participant agrees to submit bids only through the on-line bidding mechanism supplied by the Site and not to submit bids via any other mechanism including, but not limited to, post, courier, fax, or e-mail, or orally unless specifically requested by Sponsor.

6. Ethical Conduct. All parties will prohibit unethical behavior and are expected to notify the Site Owner by contacting the appropriate project team if they witness practices that are counter-productive to the fair operation of the On-Line Event. If Participant experiences any difficulties during a live On-Line Event, Participant must notify Site Owner immediately.

7. Survival. The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event.

* * *
BA v1.1 10Aug05
2. Quote Response
2-2. Confirmation of Prerequisites

(2) Review the prerequisites.
② After confirming the contents of the prerequisites, click "I agree the terms of this agreement" at the bottom of the screen.
③ Click "OK".
2. Quote Response

2-2. Confirmation of Prerequisites

(2) Review the prerequisites.
④ "Submit this agreement?" is appeared, then click "OK".

④ Click
There are three patterns to select the lot. If JAL accept you to choose the currency, they are pattern 2,3.

**Pattern 1 : When you can’t select a currency**

**Pattern 2 : When you select one currency for all lot**

**Pattern 3 : When you select a currency for each lot**
2. Quote Response
2-3. Select Lot(pattern 1)

(1) Select the lots (quote items) to which you will respond.
【When you can’t select a currency 】
*If the JAPAN AIRLINES procurement division doesn’t allow you to select the currency, there is no items to select the currency on the lot selection screen.
2. Quote Response
2-3. Select Lot (pattern 2)

(1) Select the lots (quote items) to which you will respond.
【When you select one currency for all lots】
*If the JAPAN AIRLINES procurement division allows you to respond to the quote in a currency other than USD, you can select the currency on the lot selection screen.
① Click "▽" of Select event bidding currency.
② From the currency list, select the currency which is used for the quote response.
2. Quote Response
2-3. Select Lot(pattern 3)

(1) Select the lots (quote items) to which you will respond.
【 When you select a currency for each lot 】
*If the JAPAN AIRLINES procurement division allows you to respond to the quote in a currency other than USD, you can select the currency on the lot selection screen.
① Check a box on “Use a different currency for different lots”.
② Click “▽”. From the currency list, select the currency which is used for the quote response.
2. Quote Response
2-3. Select Lot

(1) Select the lots (quote items) for which you will respond to.
【Quote Items which you will respond to】
① Click the check boxes which are on the left of the item which you will respond to.

<table>
<thead>
<tr>
<th>Name</th>
<th>Reason for not bidding</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.1</td>
<td>Product1</td>
</tr>
<tr>
<td>8.2</td>
<td>Product2</td>
</tr>
</tbody>
</table>

This is description of Product1.
This is description of Product2.
2. Quote Response
2-3. Select Lot

(1) Select the lots (quote items) to which you will respond.
【Quote Items which you won’t respond to】
② Click "▽".
③ Select the reason why you don’t participate in the bid from the list.
④ Click "Confirm Selected Lots".
2. Quote Response
2-3. Select Lot

(1) Select a lot.
⑤ If there is a lot that you don’t respond to, a confirmation screen will be displayed. If there is no problem, click "Use Selected Lots." After clicking it, you will move to the Quote response screen.
2. Quote Response
2-4. Enter and Submit Quote Response

(1) Attach the file.
If there are attachment files, attach it in the "4. Appendix(Suppliers ⇒ JAL)".
① Click "Attach a file". After click it, you will move to the screen for adding an attachment file.
2. Quote Response
2-4. Enter and Submit Quote Response

(1) Attach the file.
If there is an attachment which you want to add, attach it in the "4. Appendix(Suppliers ⇒ JAL)".
② After transition to the screen for adding the attachment, click "Browse".
③ Select the file and click “open”.
④ Click "OK".

Ariba Sourcing

< Go back to JAL-Group - TEST Dashboard

Add Attachment

Attachment: Browse... No file selected.
- Or drop file here

② Click "Browse..."

③ Select the file and click "open".

④ Click "OK".
2. Quote Response
2-4. Enter and Submit Quote Response

(1) Attach the file.
If there are attachment files, attach it in the "4. Appendix(Suppliers ⇒ JAL)".
⑤ Confirm that the attached file is displayed.
* If you want to change or delete the attached file, refer to the appendix page of this manual.

```
<table>
<thead>
<tr>
<th>Name</th>
<th>Price</th>
<th>Quantity</th>
<th>Extended Price</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Appendix (JAL ⇒ Suppliers)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.1 Please refer to the attached Attachment.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th>test_sample.xlsx</th>
<th>Update file Delete file</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Appendix (Suppliers ⇒ JAL)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1 To respond to this RFP, please upload any attachments here.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

⑤ Confirm
```
2. Quote Response
2-4. Enter and Submit Quote Response

(2) Enter the additional information.
① If there is additional information other than the attached file, add it in the "5. Additional Information" field.

<table>
<thead>
<tr>
<th>Name</th>
<th>Price</th>
<th>Quantity</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Appendix (Suppliers ⇒ JAL)

4.1 To respond to this RFP, please upload any attachments here.

<table>
<thead>
<tr>
<th>Name</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>test_sample.xlsx</td>
<td>Update file Delete file</td>
</tr>
</tbody>
</table>

① Enter

This is sample text.
2. Quote Response
2-4. Enter and Submit Quote Response

(3) Response to the quote.
① Fill in the information for the quote item from A to D.
*These fields must be filled in. So, you cannot submit a quote response if you have not entered in them.

(A) **Estimated price**
Please enter the price.
* The price should not include tax.

(B) **Lead Time**
Please enter the lead time by days (numbers).
Example) If the lead time is 7 days: 7

(C) **Tax Rate, Quote Validity Date**
Please enter the tax rate of the item. The tax rate are "10%", "8%", or "tax-exempt." And please write the quote validity date.
Example)
Tax Rate: 10%
Quote Validity Date: 2021/05/31
2. Quote Response
2-4. Enter and Submit Quote Response

(4) Submit a quote response.
① Click "Submit Enter Response" at the bottom of the screen after completing to fill in all required items.
*Error message will be appeared if required item is not completed to fill in. Please review and correct the contents.

① Click

Submit Entire Response

[Image of Ariba System interface]
2. Quote Response

2-4. Enter and Submit Quote Response

(4) Submit a quote response.
② A confirmation screen is displayed, and then click "OK".
③ Confirm that a message stating that the response has been submitted is displayed.
2. Quote Response
2-5. Appendix : Confirm the Extended Price

(1) Review the calculation results of the total price.
① After entering the price, click "Update Totals" at the bottom of the screen.
② Confirm the Extended price column on the right of the estimated line item.
2. Quote Response
2-6. Appendix : Save Draft

(1) Save the content of the quote response temporarily. After being saved, it is possible to restart it.
① Click on "Save draft" at the bottom of the screen.
② Confirm that a message which shows the draft is saved is displayed.
* After logging out from the Ariba Network, then when you restart the input, take the actions described from P9.

① Click
② Confirm
2. Quote Response
2-7. Appendix : Revise Quote Response

(1) Revise/alternative response.
If you have time in "Time Remaining" which is on the upper right corner of the screen, you can reset the quote response by following procedure described from P31.
* If you did the procedure ① and ②, you will not be able to submit your response unless you modify the quote content.
① After the Quote has been answered, click "Revise/Alternative Response" on the details screen of the event.
② A confirmation screen is displayed, and then click "OK". After clicking it, you will move to the input screen for the quote response.
You can send and receive messages on the Ariba Network with JAL procurement staff.

(1) Go to the screen for composing Message.
① Click "Compose Message" at the bottom of the quote response screen.
You can send and receive messages on the Ariba Network with JAL procurement staff.

(2) Compose a message and send it.
① Entered the subject and body of the mail.
② Click "Send".

(A) Subject
The event title is set as default subject. If you have any additional information, please add it.

(B) Body
Please write your requirements.
2. Quote Response
2-8. Appendix : Compose a Message and Check the Reply

You can send and receive messages on the Ariba Network with JAL procurement staff.

(3) Confirm the message from JAL.
【Confirm from Mail】
① If JAL reply, the person in charge of quote will receive an email. Click "Click Here" in the email.
2. Quote Response
2-8. Appendix : Compose a Message and Check the Reply

You can send and receive messages on the Ariba Network with JAL procurement staff.
(3) Confirm the message from JAL.
【Check from Event Details Screen】
① Click on "Event Messages".
2. Quote Response
2-8. Appendix : Compose a Message and Check the Reply

You can send and receive messages on the Ariba Network with JAL procurement staff.

(3) Confirm the message from JAL.

【Check from Event Details Screen】
① Click "〇" which is on the left of the message you want to display.
② Click "View".

<table>
<thead>
<tr>
<th>Message ID</th>
<th>Sent</th>
<th>Sent Date</th>
<th>From</th>
<th>Contact Name</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSG13371002.1</td>
<td>No</td>
<td>04/20/2021 03:37 PM</td>
<td>JAL-Group - TEST</td>
<td>調達担当者(ライセンスあり)13（調達プロセス推進グループ (TYOVAZ/F)）</td>
<td>Participant</td>
</tr>
<tr>
<td>MSG13371002</td>
<td>No</td>
<td>04/20/2021 03:35 PM</td>
<td>デスト仕入先 100TEST001 100TEST001 100TEST001</td>
<td>調達担当者</td>
<td></td>
</tr>
<tr>
<td>MSG13370983</td>
<td>No</td>
<td>04/20/2021 11:08 AM</td>
<td>JAL-Group - TEST</td>
<td>調達担当者17（航空機グループ (TYOVBZIA)）</td>
<td>100TEST000</td>
</tr>
</tbody>
</table>

① Click "〇" which is on the left of the message you want to display.
② Click "View".

③ Click "View".
2. Quote Response
2-8. Appendix : Compose a Message and Check the Reply

You can send and receive messages on the Ariba Network with JAL procurement staff.

(4) Reply to JAL.
① Check the messages from JAL.
② If you need to reply, click "Reply". * Input Method is written in P42.
### 2. Quote Response

#### 2-9. Appendix : Status of the Quotation

The Quotation Status displayed on the Ariba Network is as follows.

<table>
<thead>
<tr>
<th>Status</th>
<th>Event List Screen</th>
<th>Event Detail Screen</th>
<th>Action</th>
<th>Supplier</th>
<th>JAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>During bid period</td>
<td>Event List Screen</td>
<td>Event Detail Screen</td>
<td>Supplier</td>
<td>JAL</td>
<td>Completed to award</td>
</tr>
<tr>
<td>Time remaining is</td>
<td></td>
<td></td>
<td>Responding to the quote</td>
<td></td>
<td>Completed to award</td>
</tr>
<tr>
<td>displayed.</td>
<td></td>
<td></td>
<td>Waiting for the quote response</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pending Selection</td>
<td>Pending Selection</td>
<td></td>
<td>Waiting for successful bid</td>
<td></td>
<td>Deciding the successful bidder</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completed</td>
<td>Completed</td>
<td></td>
<td>Completed</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

![Event List Screen](image1.png)

![Event Detail Screen](image2.png)
<table>
<thead>
<tr>
<th>0. Introduction</th>
<th>2. Quote Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-1. Note</td>
<td>2-1. Confirmation of Quotation Contents</td>
</tr>
<tr>
<td>1. Method for Transition to the Quote Response Screen</td>
<td>2-2. Confirmation of Prerequisites</td>
</tr>
<tr>
<td>1-1. From Notification Email</td>
<td>2-3. Select Lot</td>
</tr>
<tr>
<td>1-2. From the Login Screen</td>
<td>2-4. Enter and Submit Quote Response</td>
</tr>
<tr>
<td></td>
<td>2-5. Appendix : Confirm the Extended Price</td>
</tr>
<tr>
<td></td>
<td>2-6. Appendix : Save Draft</td>
</tr>
<tr>
<td></td>
<td>2-7. Appendix : Revise Quote Response</td>
</tr>
<tr>
<td></td>
<td>2-8. Appendix : Compose a Message and Check the Reply</td>
</tr>
<tr>
<td></td>
<td>2-9. Appendix : Status of the Quotation</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>3. End of Quote</td>
<td></td>
</tr>
<tr>
<td>3-1. Notification Email about Bid Period End</td>
<td></td>
</tr>
</tbody>
</table>
3. End of Quote

JAL will send the e-mail showing that the bidding period is finished to the suppliers after the bid period. If the successful bid is finalized, then the purchase order will be sent to the supplier.
3. End of Quote
3-1. Notification Email about Bid Period Ends

After the bidding period ends, the following email will be sent to suppliers. If you are the successful bidder, you will receive an order officially.
<table>
<thead>
<tr>
<th>Ver.</th>
<th>Date Modified</th>
<th>Responsible</th>
<th>Where to change</th>
<th>What to change</th>
<th>Review date</th>
<th>Review by</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.1</td>
<td>2021/4/8</td>
<td>IBM Iwasaki</td>
<td>-</td>
<td>Draft Creation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0.1</td>
<td>2021/4/21</td>
<td>IBM Hoshi</td>
<td>-</td>
<td>Create English Version</td>
<td>2021/4/24</td>
<td>IBM Arai</td>
</tr>
</tbody>
</table>

Approval History

<table>
<thead>
<tr>
<th>Ver.</th>
<th>Approval date</th>
<th>approved by</th>
<th>Approval Comment</th>
</tr>
</thead>
</table>
