Response to the Quote(Sourcing Event)

APAN AIRLINES



Positioning of This Document

This document shows operations of quote response in the purchasing processes with using Ariba.



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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 vie 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.





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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 response the quote. Then we will send a request for quotations to the new person.

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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.

SAP Ariba 📉
JAL-Group - TEST has invited you to participate in the following event: RFQ675- Sample_20210419. The event is set to begin on Monday, April 19, 2021 at 3:42 PM, Japan Standard Time. Use the following and Click to JAL-Group - TEST events: test-jal004@dummy.com. Click Here to access this event. When you click this link, log in with your username and password. You will then have the option
to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in your event. If you do not want to respond to this event, <u>Click Here</u> . You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.
If you have forgotten your username or password and are unable to log in, <u>Click Here</u> . NOTE: The forgot password link is only valid for 24 hours. After this link expires, click Forgot Password on the Ariba Login page to reset your password.
If you have questions about this event, contact 要求部担当者03 via telephone at or via e-mail at yanmicd@cn.ibm.com.
Thank You,
JAL-Group - TEST
JAL-Group - TEST sourcing site, Event Doc195791287: RFQ675-Sample_20210419, Realm: jal-group-T, Message ID:

MSG13378880, Click Here

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.



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.





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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.

Ariba Proposals and Questionnaires 👻	Enterprise Account TEST MODE			?) 11
JAL-GROUP - TEST					
JAL-Group - TEST Requested Profile	Welcome to the Ariba Spend Manageme suppliers who are market leaders in qua an effort to ensure market integrity.	ent site. This site as lity, service, and co	ssists in identifying world st. Ariba, Inc. administers	class s this site in	
All required customer requested fields have been completed. View customer requested fields >	Events				Π
	Title	ID	End Time ↓	Event Type	Participated
	Status: Completed (243)	_			
Public Profile Completeness	▼ Status: Open (13)	<)			
35%	RFQ675-Sample_20210419	Doc195791287	4/26/2021 11:59 PM	RFP	No
	RFQ671-YT20210419-13141	Doc195890374	4/26/2021 11:59 PM	RFP	No
There are no matched postings.	RFQ646-マニュアル作成	Doc194518847	4/22/2021 11:59 PM	RFP	No



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Screen

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2. Quote Response



- Quote responses are carried out in the following steps: ۲
- **Review Quote Content** ۲
- The section numbers and titles of the items which you need to check are as follows: •
 - 1. Overview
 - 2. Response Method
 - 3. Appendix (JAL \Rightarrow Suppliers)
 - 5. Additional Information
 - 7. Ship-to
 - 8. Item

*Information about the quoted items will be listed after section no.8.

- Check prerequisites ٠
- Select Lot (Select Line Items for quotes) ٠
- Enter values as a quote response and submit it ٠
- The section numbers and title of the item that you need to enter and submit is as follows: ٠
 - Appendix (Suppliers→JAL)
 Additional information

 - 8. Item (Price, Lead Time, Quote Validity Date, Tax Rate)

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

Quote Pattern	Request from JAL	How to answer from the vendor
1 Total Cost Example: With Purchase Order, Bulk Delivery/Payment	1 line item in 1 quotation	 Please answer only the Total Cost. Breakdown of the cost should be included in the attached document, such as quotation's document.
2 Each Item Example: With Purchase Order, Split Delivery/Payment	Multiple line Items in 1 quotation (The event contains multiple line items.)	 Please respond to the unit price and quantity for each line. Attaching quote's document are optional.
③ Response as 1 yen Example: Without Purchase Order, Cost Reimbursement	1 line in 1 quotation	 Please answer it as 1 yen in 1 quotation. The unit price should be descried in the attached document, such as quotation's document.
(4) Advanced Payments Example: With Purchase Orders, Derived type of (1) (2)	Multiple lines in 1 quotation (The event contains multiple line items.)	 Please answer quotations with "prepayment amount x 1 set" and "main billing amount x 1 set or main billing amount x quantity".

(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).
- \bigcirc 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) 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) 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





(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

Name 1 Total Cost Operating hours in Procurement Division and contact> Telephone reception hours in Procurement Division is 09: 00 ~ 18: 00 on weekdays. Please refer to the following regarding contact. Merchandise: furniture, home appliances, sundries, OA equipment, OA supplies, stationery, office supplies Printed matter, promotional materials, design data, advertising media, sales measures, pharmaceuticals, maintenance materials =>Goods Procurement Group, General Procurement Department goods-materials@jal.com Merchandise: IT-related procurement (development and maintenance), dormitory, company housing, cleaning, industrial waste related business, legal affairs, tax affairs, consulting Health management, temporary staffing, insurance, recruitment, training hotels, transportation, fixed wages, facility construction, etc. =>Service Procurement Group, General Procurement Department tyovaz.professional@jal.com Merchandise: In-house freight transport, warehousing, customs clearance, airport vehicles, equipment procurement and repair F consignment, general vehicle procurement and repair consignment =>Logistics & Vehicle Procurement Group, General Procurement Department logistics@jal.com Commercial materials: aviation fuel oil, fueling facilities, fueling operations =>Fuel Group, General Procurement Department jetfuel@jal.com Commercial materials: Aircraft purchases, sales and aircraft procurement related to cabin configuration =>Aircraft Group, Maintenance and Procurement Department, flight equipment tyovbz.project@jal.com Merchandise: Machine weight maintenance contract, maintenance related contract =>Maintenance Group, Maintenance and Procurement Department, flight equipment tyovbz.maintenance@jal.com · Commercial materials: Purchase of parts Aircraft Corporation, consignment of maintenance of parts Aircraft Corporation =>Maintenance Purchasing Management Group, Maintenance Procurement Department, flight equipment m1buyer groupairline@ml.jal.com

(3) Check the "2. Response Method" field in the event contents.

(1) Click "More..+" to open the response method field.

2 Confirm the contents.

In the response method field, how to answers the quote is described.

All Content		
Name 1	Total Cost	
1 Overview	More + (1) Click	^
2 Response Method	More +	
▼ 3 Appendix (JAL ⇒ Suppliers)		
3.1 Please refer to the attached Attachment.		
All Content		
Name 1	Total Cost	
1 Overview	More +	^
2 Response Method	Less –	
Once you have accessed the project, please review the event details. Al	so, please confirm the outline column and agree.	





(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 " \bigtriangledown " 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.





(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.

All Content				
Name 1		Unit Price	Quantity	Extended Price
1 Overview	More +			
2 Response Method	More +			
▼ 3 Appendix (JAL ⇒ Suppliers)				
3.1 Please refer to the attached Attachment.		🖆 test_sample.	xlsx 🗸	
▼ 4 Appendix (Suppliers \Rightarrow JAL)				
4.1 To respond to this RFP, please upload any attachments here.				1 Confirm
5 Additional Information		Any additional info	ormation about the	e quotation will be listed here.

(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.





(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.

All Content (A) Name Price Name 1 The name of the quote item is entered. 7.2 ▼ 8 Items **Item Description** (B) 詳細説明(Item Description) 8.1 Product1 Less... -USD Item detail which was requested by Office Chair В 詳細説明: Size:Width60×Height100 JAL is displayed. Lead Time: (C)希望納入日(Requested Delivery Please Fill out tax rate and quote validity date as below. Date) Tax Rate: XX% **Delivery Site** Quote Validity Date: YYYY/MM/DD: The requested delivery date from JAL is displayed. 納品場所: JAPAN AIRLINES CO., LTD c/o Kokusai Soko America, Inc 1521 Francisco S 希望納入日: 05/31/2021 Manufacture name, Model メーカー名: Non **Requested Delivery Date** 型式: Non



Quote Response 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".

Ariba Sourcin	Company Settings ▼ 100TEST001 100TEST001 ▼ Help Center >>
< Go back to JAL-Group - TEST Dask	nboard Desktop File Sync
Event Details	Doc196406014 - RFQ680-sample_20210421_3 Time remaining 7 days 10:18:59
Event Messages Download Tutorials Response Team	Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your response of the event. If you decline the Click usites, you cannot view the event content or participate in the event. If
▼ Checklist	Download Content Review Prerequisites Decline to Respond Print Event Information



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Quote Response 2-2. Confirmation of Prerequisites

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



Quote Response Confirmation of Prerequisites

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(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 Click	
I accept the terms of this agreement.	
I do not accept the terms of this agreement.	
ОК	Cancel



Quote Response Confirmation of Prerequisites

(2) Review the prerequisites.

(4) "Submit this agreement?" is appeared, then click "OK".

 2. Price Quotes. Except to the extent Sponsor allows a non-binding 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 Pulses. Participant further agrees to be bound by the procedures and rules established by the Site and Sponsor.
 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, 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 superior of the Site Owner by contacting the appropriate project team if they witness practices that are counter productive to the superior of the Site Owner by contacting the appropriate project team if they witness practices that are counter productive to the superior of the Site Owner by contacting the appropriate project team if they witness practices that are counter productive to the superior of the Site Owner by contacting the appropriate project team if they witness practices that are counter productive to the superior of the Site Owner by contacting the appropriate project team if they witness practices that are counter productive to the superior of the Site Owner by contacting the appropriate project team if they witness practices that are counter productive to the superior of the Site Owner by contacting the appropriate project team if they witness practices that are counter productive to the superior of the superi
 Submit this agreement? Survival. The terms and conditions ***** BA v1.1 19Aug05 I accept the terms of this Click OK to submit. Cancel
I do not accept the terms of this agreement.
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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 Ariba Sourcing Help Center >> Select the bidding currency at event level. You place bids using the bidding currency. This is the default currency assigned to all lots below. More Go back to JAL-Group - TEST Dashboard Desktop File Sync Doc196406014 - RFQ680-sample_20210421_3 Select Lots Cancel **Event Bidding Currency** Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; More ▼ Checklist Select event bidding currency Japanese Yen \sim Use a different currency f Review Event Details Select Lots Select Using Excel Select Currency... Review and Accept Prerequisites US Dollar Lots Available for Bidding Select Lots Select U Select Lots European Union Euro Name Reason for not bidding 4. Submit Response 8.1 Product1 Japanese Yen (no value) \sim Event Bidding Currency View Exchange Rates This is description of Product1. - - - -8.2 Product2 (no value) \sim Select event bidding currency: Select Currency... \sim bidding Use a different currency for different lots This is description of Product2. Confirm Selected Lots Select Using Excel Select Lots Lots Available for Bidding === Name Currency Reason for not bidding 8.1 Product1 US Dollar \sim (no value) \sim 8.2 Product2 Select Currency (no value) \sim Select Currency... Confirm Selecte US Dollar European Union Euro Japanese Yer Cancel Yuan Renminbi Pattern 3 : When you select a currency for each lot

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Quote Response 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.



Quote Response 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.

Select the bidding currency at event level. You place bids using the bidding currency. This is the default currency assigned to all lots below. <i>More</i>					
Event Bidding Currency	,				
Select event bidding currency:	Japanese Yen	(1)Click			
Use a different currency t	Select Currency				
	US Dollar				
Select Lots Select U	European Union Euro	2)Select			
	Japanese Yen				
Lots Available for Biddi	Yuan Renminbi				
Name	Taiwan Dollar	bidding			
	Hong Kong Dollar				
V 8.1 Product1	British Pound				

Quote Response 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.







(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.

Lots	Availab	le for Bidding		
	Name		Reason for not bidding	
	8.1	Product1	(no value) \checkmark	
		This is description of Product1.		
	8.2	Product2	(no value) \checkmark	
		This is description of Product2.		
	→ C	Confirm Selected Lots		



(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".

Lots Available for Bidding	
Name	Reason for not bidding
9 product1	
this is description of product1.	
10 product2	(no value)
This is description of product2.	(no value) ③Click
Confirm Selected Lots	We don't carry a compatible part/material
	We don't supply at the requested quantity
	Discontinued Item
	We are at full capacity currently
	Missing/Lack of information provided Cancel
	Other



(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.

Ariba Sourcir	ıg	Company Settings 🗸	100TEST001 100TEST001	Help Center >>
< Go back to JAL-Group - TEST Das	hboard		Des	ktop File Sync
Select Lots	Doc196406014 - RFQ680-sample	20210421_3		Cancel
▼ Checklist	Choose the lots in which you will participate. You ca	n cancel your intention to participate in	a lot until you submit a respon	se for that lot; <i>More</i>
 Review Event Details Review and Accept Prerequisites 	Select Lots Note: You can return and select	ave not selected all lots ate in only 1 of the 2 available lots. act additional lots at a later time.		
 Select Lots Submit Response 	Name S Click	ed Lots Cancel		
	This is description of Product1.			



(1) Attach the file.

If there are attachment fie, attach it in the "4. Appendix(Suppliers \Rightarrow JAL)".

① Click "Attach a file". After click it, you will move to the screen for adding an attachment file.





(1) Attach the file.

If there is an attachment which you want to add, attach it in the "4. Appendix(Suppliers \Rightarrow 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		₩	Company Settings v	100TEST001 100TEST001	Help Center >>
< Go back to JAL-Group - TEST Dashboard				De	esktop File Sync
Add Attachment				ОК	Cancel
 2 Click	o search for a particular file, click Browse	. When	you have finished, clic	k ok to a e attachment.	
Attachment: Browse No file selected.	 ← → · ↑ ■ > This PC > Desktop > · ゼ Organize · New folder This PC ^ Name 	,⊃ se	earch Desktop		
	3 3D Objects test.jpg Desktop Documents v <		v >	ОК	Cancel
	File name: tes 3Click	All Files	en Cancel		



(1) Attach the file.

If there are attachment fie, attach it in the "4. Appendix(Suppliers \Rightarrow 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.

All Content			■ >	
Name 1	Price	Quantity	Extended Price	To
▼ 3 Appendix (JAL ⇒ Suppliers)			/	^
3.1 Please refer to the attached Attachment.	for test_sample.xlsx \checkmark Update file Delete file			
▼ 4 Appendix (Suppliers \Rightarrow JAL)				
4.1 To respond to this RFP, please upload any attachments here.	test_sample.xlsx Vpdate file Delete file			
	(5) Confirm			



(2) Enter the additional information.

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





(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

All Content		
Name 1	Price	Quantity Extende
5 Additional mormation		^
► 7 Terms		
▼ 8 Items		
8.1 product1 Less	* USD	12 each
詳細説明:	This is product1.	
B Lead Time:	*	
C Please Fill out tax rate and quote validity date as below. Tax Rate: XX% Quote Validity Date: YYYY/MM/DD:	*	
希望納入曰:	05/03/2021	
Additional information 🗟 References 🗸		~
(*) indicates a required field		>



(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 Sub	mit Entire Response	Update Totals Save	draft Compose Message	Excel Import
	Ariba Sour	There is 1 problem that requires completion or co	rrection in order to complete your request.	EST001 100TEST001 -
	Console	🕞 Doc199748685 - RFQ713-test	:_20210427_3	ne remaining days 09:10:19
	Event Messages Response History Response Team	Primary		
,	 Checklist 	All Content		
	1. Review Event Details	Name 1	Price	Quantity Extended
	2. Review and Accept Prerequisites			^
	3. Select Lots	► 7 Terms		
	4. Submit Response	▼ 8 Items	You need to provide an answer to 'Price' in Item 8.1.	
		8.1 product1 Less	* USD	12 each



(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.

Ariba Sourcir	lg Co	npany Settings ▼ 100T	EST001 100TEST001 ▼ Help Center
< Go back to JAL-Group - TEST Das	hboard		Desktop File Sync
Console	Doc196406014 - RFQ680-sample_20210421_3		Time remaining 7 days 09:37:14
Event Messages Response History Response Team	Primary		
▼ Checklist	All Content ✓ Submit this response?		. *
1. Review Event Details	Name † Click OK to submit.	(Quantity Extended Price Total Cost
2. Review and Accept Prerequisites	3.1 Please refer 2 Click OK Cancel ple.xlsx ~ Update	file Delete file	^
3. Select Lots	▼ 4 Appendix (Suppliers ⇒ JAL)		
4. Submit Response	4.1 To respond to this RFP, please upload any attachments here.	file Delete file	
Ariba Sourcir	ng 🛄 co	npany Settings ▼ 100T	EST001 100TEST001 ▼ Help Center
< Go back to JAL-Group - TEST Das	hboard		Desktop File Sync
Console	Doc196406014 - RFQ680-sample_20210421_3		Time remaining 7 days 09:36:54
③Confirm	Vour response has been submitted. Thank you for participating in the event.		
Response rediti			

Quote Response 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.

	8.1 product1	Less –	* 1000	USD	12 each	^
		詳細説明:	This is product1.			
		Lead Time:	* 7			
	Please Fill out tax rate and qu Quote Va	ote validity date as below. Tax Rate: XX% lidity Date: YYYY/MM/DD:	* Tax Rate: 10% Quote Validity Date: 20	021/05/31		~
	(*) indicates a requ	uired field				
1) Click	Submit Entire Response	Update Totals	Save draft	Compose Message	Excel Import]
	Name 1		Price		Quantity Extended Price	Total Cost
	▼ 8 Items				\$12,000 USD	^
	8.1 product1	Less –	* \$1,000	USD	12 each \$12,000 USD	

Quote Response 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.

▼ 8 Items	\$12,000 USD
8.1 product1. Less –	* \$1,000 USD 12 each \$12,000 USD
詳細説明	: This is product1.
Lead Time	* * 7
	* Tax Rate: 10% Quote Validity Date: 2021/05/31
(*) indicates a required field (1) Click Submit Entire Response Update Totals Reload Last Bid	Save draft Compose Message Excel Import Alternative v
Ariba Sourcing	Company Settings v 100TEST001 100TEST001 v Help Center
< Go back to JAL-Group - TEST Dashboard Console Doc196406014 -	RFQ680-sample_20210421_3
Event Messages Response History Response Team	aved but have not yet been submitted to the event owner. Continue working on your response and submit it when you are finished.

Quote Response Appendix : Revise Quote Response

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(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.



JAPAN AIRLINES

JAPAN AIRLINES

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.





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".

Ariba Sourcing	 Company Settings v	100TEST001 100TEST001 ▼ Help Center >>
< Go back to JAL-Group - TEST Dashboard		Desktop File Sync
Console ①Click Doc196383586 - Sourcing Project_20210420		C Time remaining 6 days 19:27:01
Event Messages		
Response History Primary Response Team Primary		



Event I	Event Messages - Sourcing Project_20210420							
					E Time remained for the formation of the	aining 5 19:26:24		
Mes	2)Click							
7	rd .	Reply Sent	Sent Date ↓	From	Contact Name	То		
	MSG13371002.1	No	04/20/2021 03:37 PM	JAL-Group - TEST	調達部担当者(ライセンスあり)13(調達プロセス推進グループ (TYOVAZ/X))	Participant		
\bigcirc	MSG13371002	No	04/20/2021 03:35 PM	テスト仕入先 100TEST001	100TEST001 100TEST001	調達部担当社		
\bigcirc	MSG13370983	Not Applicable	04/20/2021 11:08 AM	JAL-Group - TEST	調達部担当者17(航空機グループ (TYOVBZ/A))	100TEST00		
<						>		
Ļ	View	Reply	Compose Message	Download all att	cachments			
3Cli	ck							

JAPAN AIRLINES

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.

	View Message Done Reply	
	Id: MSG13371002.1 From: JAL-Group - TEST (調達部担当者(ライヤンスあり)13 (調達プロヤス推進グループ (TYOVAZ/X)))	2 Click
	Sent: 04/20/2021 03:37 PM To: Project Team; テスト仕入先 100TEST001(100TEST001 100TEST001); JAL-Group - TEST(調達部担当者17(航空機グループ (TYOVBZ/A)))	
1) Check	Subject: RE: Doc196383586 - Sourcing Project_20210420 Dear XXX, Thank you for your inquiry. XXXXXXXX	
	Id: MSG13371002 Sent: 04/20/2021 03:35 PM Subject: Doc196383586 - Sourcing Project_20210420 To whom it may concern, I have a question about your Request for Quotation . XXXXXX	

Quote Response Appendix : Status of the Quotation

JAPAN AIRLINES

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

Status	Action					
Event List Screen Event Detail Screen		Supplier		JAL		
During bid period	During bid period Time remaining is displayed.		to the quote	Waiting for the quote response		
Pending Selection	Pending Selection	Waiting for successful bid		Deciding the successful bidder		
Completed Completed		Completed to award		Completed to award		
	Event List	Event Detail Screen				
Ariba Proposals and Questionnaires 🗸	Enterprise Account TEST MODE ① 1	Ariba Sourcing				
JAL-GROUP - TEST		< Go back to JAL-Group - TEST Dashboard Deskto Sync				
JAL-Group - TEST Requested Profile	Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market	Console	🖻 Doc196406014 - RFQ	680-sample_20210421_3		
All required customer requested fields have been completed.	integrity.	Event Messages	ivent Messages			
View customer requested fields >	Events	Response History Response Team	Primary			
	Title ID End Time ↓ Event Type Participated					
Public Profile Completeness	Status: Completed (250)	▼ Checklist	All Content	Ⅲ 3		
	Status: Open (21) Status: Pending Selection (101)	1. Review Event Details	Name 1	Price Quar		
35%		2. Review and Accept	attached Attachment.	. test_sample.xisx v opdate nie Delete nie		
There are no matched postings.	Name Status Due Date Completion Date Alert	3. Select Lots	4.1 To respond to this RFP, please upload any attachments here.	Attach a file		

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3-1. Notification Email about Bid Period End

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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 the supplier.

End of Quote 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.

Event	RFQ680-sample_20210421_3 is no longer accepting responses.	
a a	メッセージを日本語に翻訳する 英語からは翻訳しない	
8	要求部担当者01 <s4system-prod3+jal-group-t.doc196406 014@ansmtp.ariba.com> 2021/04/20 (火) 15:55 宛先: 自分</s4system-prod3+jal-group-t.doc196406 	\rightarrow
	SAP Ariba 於 Thank you for participating in the Ariba event Doc196406014 RFQ680-sample_20210421_3. The event RFQ680-sample_20210421_3 is now in Pending Selection and is no longer accepting responses. We will analyze the responses and notify you of the outcome of the event. For details about this event, please visit the JAL-Group - TEST Ariba site <u>Click Here</u> . If you have any questions about the event, please contact 要求部担当者01 at or via e-mail at testhoshi106@gmail.com. Thank you,	

Modification Log



File Name	JAL_Ariba_SA_2_Supplier Operation Manual _Quote response (Sourcing Event)_v0.1
File Location	-

Change History

Ver.	Date Modified	Responsible	Where to change	What to change	Review date	Review by
0.1	2021/4/8	IBM Iwasaki	-	Draft Creation		
0.1	2021/4/21	IBM Hoshi	-	Create English Version	2021/4/24	IBM Arai

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Ver.	Approval date	approved by	Approval Comment