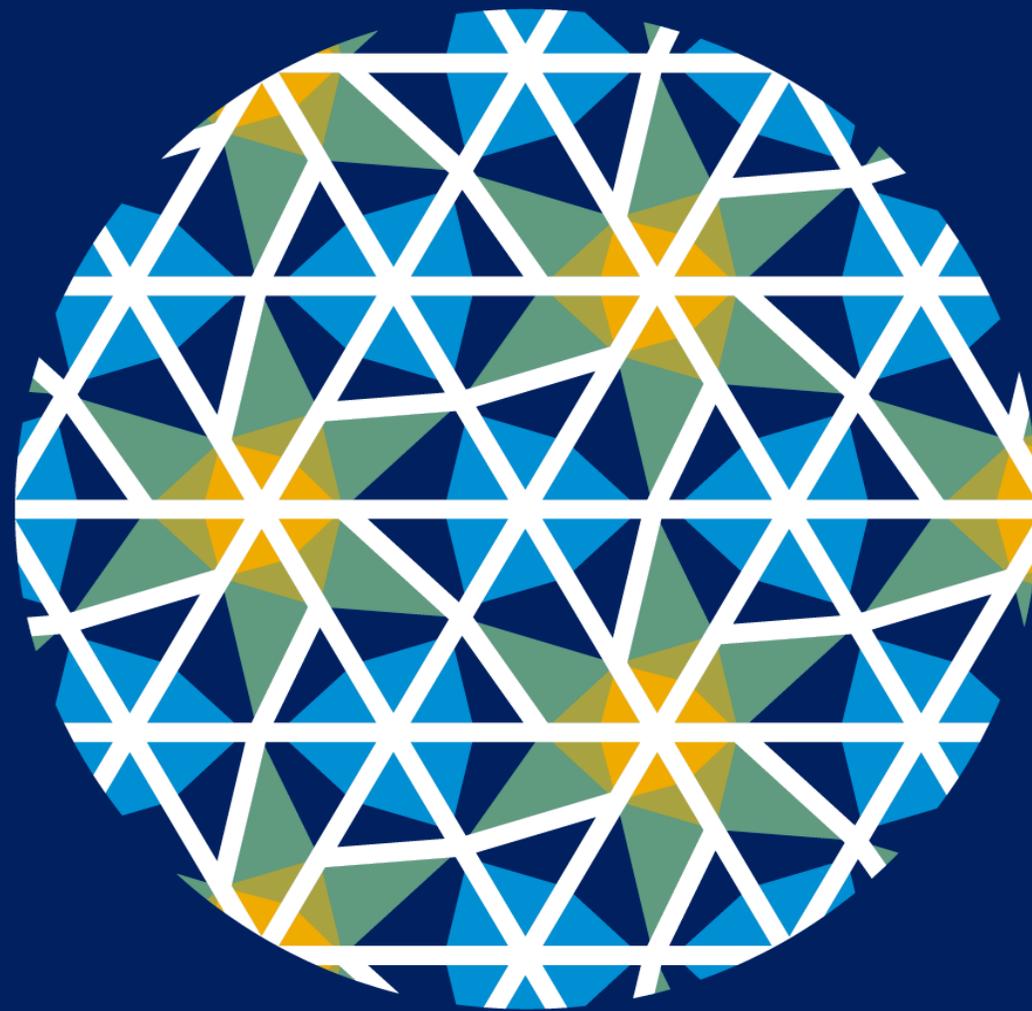
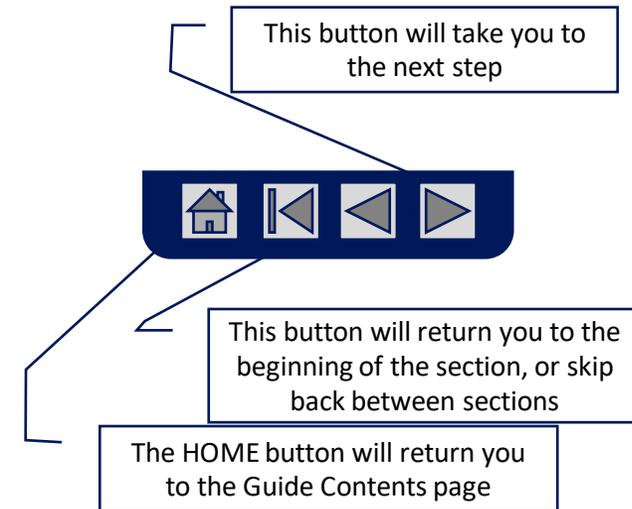


Ariba® Network Supplier Process Guide
Sourcing Events - RFP



Using This Guide

- The purpose of this guide is to help suppliers understand the business processes required by Zimplats
- You may navigate this guide by:
 - Clicking the buttons in the toolbar
 - Clicking the hyperlinks on the pages – Hyperlinks may be words or shapes within the graphics



Home - Table of Contents



Select by clicking on the links:

- [Introduction to New and Existing Suppliers](#)
- [Account Settings](#)
- [Introduction](#)
- [New Users create an account](#)
- [New Users complete Company Information to register](#)
- [Existing users](#)
- [Sourcing Events](#)
 - [Responding to Sourcing Events](#)
 - [Composing a message](#)
 - [Revising a submitted response](#)
 - [Declining response to Sourcing Events.](#)
- [Navigating between Events and Orders](#)
- [Adding additional users](#)
- [Resetting your password](#)
- [Help Centre](#)
- [Contact us](#)

Introduction to New and Existing users

- The purpose of this document is to provide the information suppliers need to effectively participate in RFQ,RFP & RFI for Zimplats and provides step by step instructions, procedures and hints to facilitate a smooth flow of procurement between Zimplats and their suppliers.

Account Settings



The Network Notifications section indicates which system notifications you would like to receive and allows you to designate which email addresses you would like to send them to.

1. On the Dashboard Click Blue Icon



2. Click Settings.

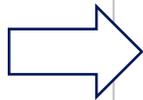
3. Click on Electronic Order Routing

3.1 Complete the required fields, then click save.

You can enter up to **3 email addresses** per notification type. You must separate each address with a comma but include **NO** spaces between the emails.

New User create an account

1



Zimplats - TEST has invited you to participate in the following event: Sourcing Project. The event is set to begin on Wednesday, March 24, 2021 at 4:31 AM, Pacific Daylight Time.

Use the following username to log in to Zimplats - TEST events:

[Redacted]

[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, [Click Here](#). 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, [Click Here](#).

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 [Redacted] via telephone at [Redacted] or via e-mail at [Redacted].

We look forward to working with you!

Thank You,

Zimplats - TEST

1. You will receive an email from SAP Ariba to complete your Ariba Profile
2. Click on **click here**
3. This will take you to the Ariba network page
4. **New User**, register your account
5. Click on the sign up link and complete your company information to create your account.

New User complete Company information

Review your Company Information

Company information

1

Company Name: *

Country/Region: * South Africa [ZAF]

Address: *
Line 1
Line 2
Line 3

City: *

Postal Code: *

Province: * Gauteng [ZA-GT]

Enter your User Account Information

User account information

2

Name: * Jane Doe

Email: *

Use my email as my username

Username: *

Password: *

Language: English

Email orders to: *

Tell us more about your business ▶

3

Ariba will make your company profile, which includes the basic information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration. By clicking the Register button, you expressly acknowledge and consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

I have read and agree to the [Terms of Use](#)

I have read and agree to the [SAP Ariba Privacy Statement](#)

Existing User Log into the Ariba Network Via the Ariba Supplier Portal Website

Go to
<http://supplier.ariba.com>

1. Enter **Username & Password**
2. Click **Log In**.

> Screen displays: Dashboard

If you have forgotten your login details,
click on **Having trouble logging in?**
For further assistance click on the **Help
Centre**

SAP Ariba Proposals and Questionnaires

SAP Ariba

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

Respond to leads for free



[Learn More](#)

We've opened access to SAP Ariba Discovery, so any buyer can post their immediate sourcing needs, and any supplier can respond to show they can deliver. Free to post, free to respond. Open to everyone. Check your leads today!



Logging into the Ariba Network with an existing account



1. Select the Ariba Apps Tab
2. On the drop down select Ariba Proposals And Questionnaires

The screenshot shows the SAP Ariba Network user interface. At the top, there is a navigation bar with the Ariba Network logo, account type (Standard Account), and an Upgrade button. A dropdown menu is open, showing options: Ariba Discovery, Ariba Proposals And Questionnaires (highlighted with a red circle '2'), Ariba Contracts, and Ariba Network. A red circle '1' is placed over the Ariba Network logo in the top left. Below the navigation bar, there are sections for Orders, Pinned Documents, and a table with columns: Document #, Document Type, Customer, Status, and Amount. The table currently shows 'No items'. On the right side, there is a 'Now we're mobile.' banner with app store links and a 'Tasks' section with an 'Update Profile Information' button showing 35% completion. The footer contains the SAP logo and copyright information: © 2019 SAP SE or an SAP affiliate company. All rights reserved. Links for SAP Ariba Privacy Statement, Security Disclosure, and Terms of Use are also present.

Invitation to Sourcing Events

Zimplats - TEST has invited you to participate in an event: Sourcing Project.

1. You will receive an email from SAP Ariba to participate in a Sourcing Event

2. Click on **the link**

- This will take you to the Ariba network page
- **Login** in with your username and password to access the event details



Zimplats - TEST has invited you to participate in the following event: Sourcing Project. The event is set to begin on Wednesday, March 24, 2021 at 4:31 AM, Pacific Daylight Time.

Use the following username to log in to Zimplats - TEST events:
sandtonmining@gmail.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, [Click Here](#). 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, [Click Here](#).

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 I [redacted] via telephone at [redacted] or via e-mail at [redacted]

We look forward to working with you!

Thank You,

Zimplats - TEST

Logging into the Ariba Network

or Go to

<http://supplier.ariba.com>

1. Enter **Username & Password**
2. Click **Log In.**

> Screen displays: Dashboard

If you have forgotten your login details,
click on **Having trouble logging in?**
For further assistance click on the **Help
Centre**

SAP Ariba Proposals and Questionnaires

SAP Ariba

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

Watch the Replay: Supplier Invoices

Ask the Experts

Tierney Steptoe Kevin Bonaventura

If you invoice your customers on Ariba Network, you don't want to miss this special 30-minute webcast. We'll be talking with an expert Ariba Network supplier who will share tips on how to resolve the most common invoice challenges. Register today!

[Learn More](#)

Sourcing Events

- Sourcing Events are RFPs , RFIs and RFQs sent by Zimplats to Suppliers to solicit their bids for a particular requirement.
- Sourcing Events are visible under the events tab.
- **Note:** Any field with an * is a mandatory field and a value is required to be entered.

Responding to Sourcing Events



Once you have been invited to a **Sourcing Event** you would be able to see it under **Events** tab.

➤ Click to open the event.

The screenshot shows the SAP Ariba Proposals and Questionnaires interface. The header includes the SAP logo, 'Ariba Proposals and Questionnaires', 'Standard Account', 'Upgrade', and 'TEST MODE'. The main content area is titled 'ZIMPLATS - TEST' and contains a table of events. A blue callout box with the text 'Click on Sourcing Event to respond.' points to the 'Sourcing' event in the table.

ID	End Time ↓	Event Type	Participated
Doc627763821	3/30/2021 3:52 PM	Auction	Yes
Doc624020417	3/27/2021 1:31 PM	RFP	Yes
Doc625981539	4/29/2021 2:45 PM	RFP	No
Doc626005473	4/8/2021 1:45 PM	Forward Auction	Declined

Title	ID	End Time ↓	Status
Zimplats Supplier Registration Questionnaire	Doc586381413	2/29/6104 8:46 PM	Registered

Responding to Sourcing Events



Responding to Sourcing Events.

Click on Review Prerequisites

Time Remaining to respond.

Time remaining 21 days 00:23:55

Ariba Sourcing

Go back to Zimplats - TEST Dashboard

Event Details Doc625981539 - RFP Event - Drilling machinery

Company Settings Jane Doe Help Center

Desktop File Sync

Time remaining 21 days 00:23:55

(Section 1 of 9) Next

Download Content Review Prerequisites Print Event Information

INTRODUCTION

1.1 INTRODUCTION

1.1 Enquiries for tender submission are issued with the objective of obtaining firm offers from suppliers for the services described in the various sections of this document.

Tender opening, adjudication and final selection will be performed by Zimplats utilising Zimplats procedures.

You are encouraged to provide information for a full range of services; however, your responses should be limited to those items, which fit your current capacities and capabilities.

1.2 How to respond to the RFP

1. Once you access the project, please review the event details. You can click on "All content" in order to see all the sections together.

2. Review and accept the Agreement and/or Prerequisite(s) at the project level.

3. Enter your response and click on Submit entire response. Please note that unless you click on the "Submit" button, your response will not be received by the customer.

1.3 RFP Event Help and Support Information

1.3.1 Contacting Help Desk / Product Support

Please use the following information to contact the SAP Ariba Helpdesk for technical and product support

US Toll Free- 1 866 218 2155
US- 1 412 222 6153
Europe- 44 20 7197 4144
Asia- 65 6311 4745

Webform

1. Log into the site
2. Click "Help Center" > Support at the bottom
3. Click "Get help by live chat"

1.3.2 Team Contact Info During Event

Purchasing Contact- For the Bid Inquiry process, please use the Sourcing Event Message Board on SAP Ariba to communicate with the purchase contact at Zimplats. No email correspondence will be allowed.

1.3.3 Supplier Training

Suppliers can access the SAP Ariba Sourcing training guides by clicking the Help center link in the upper right corner of the screen. The three training guides take less than one hour to complete.

Event Overview and Timing Rules

Owner: Phindile Manana
Event Type: RFP

Currency: US Dollar
Commodity: Mining and Well Drilling Machinery and Accessories 20
Regions: MSW Mashonaland West

Publish time: 3/30/2021 2:45 PM
Due date: 4/29/2021 2:45 PM

Next Section: CONDITIONS OF TENDER

Responding to Sourcing Events

Responding to Sourcing Events.

- Read the terms of agreement
- Click on I accept the terms of this agreement
- Then click OK

Ariba Sourcing Company Settings Jane Doe Help Center

< Go back to Zimplats - TEST Dashboard Desktop File Sync

Prerequisites Doc624020417 - Sourcing Project

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots
4. Submit Response

Prerequisites must be completed prior to participation in the event.

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 web site (this 'Site') hosted by Ariba, Inc. ('Site Owner'), your company ('Participant' or 'You') agrees to the following terms and conditions ('Bidder 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 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 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 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 19Aug05

I accept the terms of this agreement.
 I do not accept the terms of this agreement.



Responding to Sourcing Events

Responding to Sourcing Events.

- Complete all required fields marked with *

Ariba Sourcing Company Settings Jane Doe Help Center

Go back to Zimplats - TEST Dashboard Desktop File Sync

Console Doc625981539 - RFP Event - Drilling machinery Time remaining 21 days 00:18:09

Event Messages
Response History
Response Team

▼ Checklist

- Review Event Details
- Review and Accept Prerequisites
- Submit Response

▼ Event Contents

- All Content
- 1 INTRODUCTION
- 2 CONDITIONS OF TENDER
- 3 SCOPE OF WORKS/SERVICES
- FORMS TO BE COMPLETED
- ZIMPLATS TERMS AND C...
- EVALUATION CRITERIA...
- PRICING SCHEDULE
- SAFETY REQUIREMENTS
- THANK YOU!

All Content

Name 1

▼ 1 INTRODUCTION

1.1 Enquiries for tender submission are issued with the objective of obtaining firm offers from suppliers for the services described in the various sections of this document. Tender opening, adjudication and final selection will be performed by Zimplats utilising Zimplats procedures.

You are encouraged to provide Information for a full range of services; however, your responses should be limited to those items, which fit your current capacities and capabilities.

1.2 **How to respond to the RFP**

- Once you access the project, please review the event details. You can click on "All content" in order to see all the sections together.
- Review and accept the Agreement and/or Prerequisite(s) at the project level
- Enter your response and click on Submit entire response. Please note that unless you click on the "Submit" button, your response will not be received by the customer

▼ 1.3 RFP Event Help and Support Information

1.3.1 **Contacting Help Desk / Product Support**

Please use the following information to contact the SAP Ariba Helpdesk for technical and product support

US Toll Free: 1 866 218 2155
US: 1 412 222 6153
Europe: +4 20 7187 4144
Asia: 65 6311 4745

Webform

- Log into the site
- Click "Help Center" > Support at the bottom
- Click "Get help by live chat"

1.3.2 **Team Contact Info During Event**

Purchasing Contact: For the Bid Inquiry process, please use the Sourcing Event Message Board on SAP Ariba to communicate with the purchase contact at Zimplats. No email correspondence will be allowed.

1.3.3 **Supplier Training**

Suppliers can access the SAP Ariba Sourcing training guides by clicking the Help center link in the upper right corner of the screen. The three training guides take less than one hour to complete.

▼ 2 CONDITIONS OF TENDER

2.1 Please find attached the Zimplats Conditions of Tender applicable to this market. All responses submitted during this project must comply with this document.

Do you accept these conditions? [References](#)

3 SCOPE OF WORKS/SERVICES (*) indicates a required field

Less...

Provide your responses to questions marked with *

Yes

Submit Entire Response
Update Totals
Save draft
Compose Message
Excel Import

Responding to Sourcing Events and Sending Messages to Zimplats While Responding to a Sourcing Event



Responding to Sourcing Events

1. Download the reference documents

➤ You will need these documents to respond to the event

2. Click save draft, so you can complete and sign the reference documents

3. Click Compose Message to send a message to the requester

Download and save the reference documents, as you will need them to complete the event

2

Compose the message you want to send to the requester

Click Send

Submitting your entire response for the event



Responding to Sourcing Events

4. Attach your completed and signed reference documents

5. Complete all sections marked with *

6. Click on Submit entire response to submit your responses

The screenshot shows the 'Ariba Sourcing' interface for a tender event titled 'Doc625981539 - RFP Event - Drilling machinery'. The left sidebar contains a 'Checklist' with steps: 1. Review Event Details, 2. Review and Accept Prerequisites, and 3. Submit Response. The main area is divided into 'All Content' and 'Event Contents'. The 'All Content' section lists various documents such as 'Rates for Personnel', 'Method Statement', 'Tenderer Quality Assurance Statement', 'Qualifications', 'Certificate of Site Inspection', 'Contract Programme', 'Cash Flow Analysis', and 'Additional Information'. The 'Event Contents' section lists sections: 1. INTRODUCTION, 2. CONDITIONS OF TENDER, 3. SCOPE OF WORKS/SERVICES, 4. PRICING, 5. ATTACHMENTS, 6. EVALUATION CRITERIA, 7. SCHEDULE, 8. SAFETY REQUIREMENTS, and 9. THANK YOU!. A blue callout box points to the 'Submit Entire Response' button at the bottom. Another blue callout box points to a list of documents on the right side of the interface, including 'Rates for Personnel.pdf', 'Method Statement.pdf', 'Tenderer Quality Assurance Statement.pdf', 'Qualifications.pdf', 'Certificate of Site Inspection (1).pdf', 'Zimplats Conditions of Tender.pdf', and 'Cash flow Analysis.pdf'. A third blue callout box points to a section of the 'Event Contents' marked with an asterisk (*), indicating a required field. The top right corner shows 'Company Settings', 'Jane Doe', 'Help Center', and 'Time remaining: 20 days 23:50:46'.

Click on Submit Entire Response to submit your responses

Attach the completed and signed reference documents

Complete All sections marked with *

Submitting your entire response for the event



Ariba Sourcing

Go back to Zimplats - TEST Dashboard

Company Settings | Jane Doe | Help Center

Desktop File Sync

Time remaining: 20 days 23:31:07

Doc625981539 - RFP Event - Drilling machinery

Event Messages
Response History
Response Team

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Submit Response

▼ Event Contents

All Content

1 INTRODUCTION

2 CONDITIONS OF TENDER

3 SCOPE OF WORKS/SERVICES

4 FORMS TO BE COMPLETED

5 ZIMPLATS TERMS AND CONDITIONS

6 EVALUATION CRITERIA/SECTIONS

7 PRICING SCHEDULE

8 SAFETY REQUIREMENTS

9 THANK YOU!

4.8 Contract Programme
The Tenderer shall attach with his Tender a programme sufficiently detailed to indicate the Tenderer's ability to complete the Works within the completion time requested herein. The program...

4.9 Cash Flow Analysis
A projected cash flow must be provided for the proposed project period

▼ 4.10 Additional Information
The following additional information must be included and attached

- Information regarding Tenderers' insurers
- Copy of VAT Registration Certificate
- Comprehensive details of Professional Indemnity Insurance
- Authorisation of signatory
- Workmen's Compensation Certificate of Good Standing under the Compensation for Occupational Injuries and Diseases Act No. 130 of 1933

4.10.1 Information regarding Tenderers' insurers

4.10.2 Comprehensive details of Professional Indemnity Insurance

4.10.3 Copy of VAT Registration Certificate

4.10.4 Workmen's Compensation Certificate of Good Standing under the Compensation for Occupational Injuries and Diseases Act No. 130 of 1933

4.10.5 Authorisation of signatory

▼ 5 ZIMPLATS TERMS AND CONDITIONS

5.1 Zimplats General Terms and Conditions
Please find attached the Zimplats General Terms and Conditions applicable to this market. All responses submitted during this project must comply with this document.
Do you accept these conditions? [References](#)

5.2 Zimplats Special Conditions of Contract
Please find attached the Zimplats Special Conditions of Contract applicable to this market. All responses submitted during this project must comply with this document.
Do you accept these conditions? [References](#)

▼ 6 EVALUATION CRITERIA/SECTIONS

6.1 TECHNICAL SECTION (*) indicates a required field

Submit Entire Response | Update Totals | Save draft | Compose Message | Excel Import

Zimplats Conditions of Tender.pdf | Update file | Delete file

Cash flow Analysis.pdf | Update file | Delete file

Insurance Documents.pdf | Update file | Delete file

Insurance Documents.pdf | Update file | Delete file

VAT Certificate.pdf | Update file | Delete file

Letter of Good standing and workman compensation.pdf | Update file | Delete file

Authorisation of signatory.pdf | Update file | Delete file

Yes

Yes

Click OK to Submit response

Submit this response?
Click OK to submit.
OK Cancel

Revising your response



To revise your response please open the Event again and you will be able to change the response while you still have time remaining.

Click on **Revise Response** to change your response till the time on the event is open

Revise Response

Time remaining
20 days 23:27:12

The screenshot displays the Ariba Sourcing interface for an RFP event titled "Doc625981539 - RFP Event - Drilling machinery". The interface includes a navigation menu on the left with sections like "Event Messages", "Checklist", and "Event Contents". The main content area shows the "All Content" section with a list of items including "1 INTRODUCTION", "2 CONDITIONS OF TENDER", "3 SCOPE OF WORKS/SERVICES", "4 FORMS TO BE COMPLETED", "5 ZIMPLATS TERMS AND C...", "6 EVALUATION CRITERIA...", "7 PRICING SCHEDULE", "8 SAFETY REQUIREMENTS", and "9 THANK YOU!". A "Revise Response" button is visible below the content. In the top right corner, there is a "Time remaining" timer showing "20 days 23:27:12".

Revising your response



The System will give you a warning message:

You Have Already Submitted your Response for this event.

Click OK to continue

Ariba Sourcing

Go back to Zimplats - TEST Dashboard

Company Settings | Jane Doe | Help Center

Desktop File Sync

Time remaining: 20 days 23:25:10

Console: Doc625981539 - RFP Event - Drilling machinery

Event Messages: You have submitted a response for this event. Thank you for participating.

Response History

Response Team

Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Submit Response

Event Contents

All Content

1 INTRODUCTION

1.1 Enquiries for tender submission are issued with the objective of obtaining firm offers from suppliers for the services described in the various sections of this document. Tender opening, adjudication and final selection will be performed by Zimplats utilising Zimplats procedures. You are encouraged to provide information for a full range of services; however, your responses should be limited to those items, which fit your current capacities and capabilities.

1.2 How to respond to the RFP

1. Once you access the project, please review the event details. You can click on "All content" in order to see all the sections together.
2. Review and accept the Agreement and/or Prerequisite(s) at the project level.
3. Enter your response and click on Submit entire response. Please note that unless you click on the "Submit" button, your response will not be received by the system.

1.3 RFP Event Help and Support Information

1.3.1 Contacting Help Desk / Product Support

Please use the following information to contact the SAP Ariba Helpdesk for technical and product support

US Toll Free- 1 866 218 2155
US- 1 412 222 6153
Europe- 44 20 71857 4144
Asia- 65 6311 4745

Webform

1. Log into the site
2. Click "Help Center" > Support at the bottom
3. Click "Get help by live chat"

1.3.2 Team Contact Info During Event

Purchasing Contact: For the Bid Inquiry process, please use the Sourcing Event Message Board on SAP Ariba to communicate with the purchase contact at Zimplats. No email correspondence will be allowed.

1.3.3 Supplier Training

Suppliers can access the SAP Ariba Sourcing training guides by clicking the Help center link in the upper right corner of the screen. The three training guides take less than one hour to complete.

2 CONDITIONS OF TENDER

2.1 Please find attached the Zimplats Conditions of Tender applicable to this market. All responses submitted during this project must comply with this document.

Do you accept these conditions? References

Yes

Revising your response



Make the necessary revisions.

Note: The response can be revised as many times as you wish as long as you still have time remaining. The last response will be submitted as the final one.

The screenshot displays the Ariba Sourcing interface for a tender event titled "Doc625981539 - RFP Event - Drilling machinery". The interface includes a navigation sidebar on the left with sections like "Event Messages", "Response History", "Response Team", "Checklist", and "Event Contents". The main content area shows "All Content" with a list of items (4.3 to 4.10) and their corresponding documents. A blue callout box with a white arrow points to the "Submit Entire Response" button at the bottom of the page. The button is highlighted in blue. Other buttons include "Update Totals", "Reload Last Bid", "Save draft", "Compose Message", and "Excel Import". The top right corner shows "Time remaining: 20 days 23:20:44".

Once response is revised.
Click on Submit entire response.

Submit Entire Response

Update Totals

Reload Last Bid

Save draft

Compose Message

Excel Import

Declining to Respond to Sourcing Events



Declining to Respond to Sourcing events.

Click on **Decline to Participate** to decline responding. You can also provide reason for declining

Ariba Sourcing

< Go back to Zimplats - TEST Dashboard

Event Details Doc625981539 - RFP Event - Drilling machinery

Company Settings Phindilo Mariana

Desktop File Sync

Time remaining 20 days 23:07:40

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 responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.

Download Content Review Prerequisites Decline to Respond Print Event Information

Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Submit Response

Event Contents

- All Content
- 1 INTRODUCTION
- 2 CONDITIONS OF TENDER
- 3 SCOPE OF WORKS/SERVICES
- 4 FORMS TO BE COMPLETED
- 5 ZIMPLATS TERMS AND C...

INTRODUCTION

Name ↑

▼ 1 INTRODUCTION

1.1 Enquiries for tender submission are issued with the objective of obtaining firm offers from suppliers for the services described in the various sections of this document.

Tender opening, adjudication and final selection will be performed by Zimplats utilising Zimplats procedures.

You are encouraged to provide Information for a full range of services; however, your responses should be limited to those items, which fit your current capacities and capabilities.

1.2 **How to respond to the RFP**

1. Once you access the project, please review the event details. You can click on "All content" in order to see all the sections together.
2. Review and accept the Agreement and/or Prerequisite(s) at the project level
3. Enter your response and click on Submit entire response. Please note that unless you click on the "Submit" button, your response will not be received by the customer

▼ 1.3 RFP Event Help and Support Information

1.3.1 **Contacting Help Desk / Product Support**

Please use the following information to contact the SAP Ariba Helpdesk for technical and product support

US Toll Free- 1 866 218 2155
US- 1 412 222 6153
Europe- 44 20 7387 4144
Asia- 65 6311 4745

Event Overview and Timing Rules

(Section 1 of 9) Next >>

Next Section: CONDITIONS OF TENDER

Declining to Respond to Sourcing Events



Declining to Respond to Sourcing events.

Reason for Declining to Respond

Declining to respond will temporarily remove your accessibility to this event. If you decide to respond to this event later, click the 'Intend to Respond' button for this event. Please enter the reason for declining (limited to 500 characters).

Unfortunately we will not be able to participate this time around.

Click OK

OK Cancel

Event Details Doc625981539 - RFP Event - Drilling machinery

Event Messages
Download Tutorials
Response Team

Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Submit Response

Event Contents

- All Content
- 1. INTRODUCTION
- 2. CONDITIONS OF TENDER
- 3. SCOPE OF WORKS/SERVICES
- 4. FORMS TO BE COMPLETED
- 5. ZIMPLATS TERMS AND C...
- 6. EVALUATION CRITERIA...
- 7. PRICING SCHEDULE
- SAFETY

INTRODUCTION

Name 1

1.1 INTRODUCTION

1.3.1 Contacting Help Desk / Product Support

Please use the following information to contact the SAP Ariba Help

US Toll Free- 1 866 218 2155
US- 1 412 222 6153
Europe- 44 20 7187 4144
Asia- 65 6311 4745

Event Overview and Timing Rules

Owner:	Phindie Manana	Currency:	US Dollar
Event Type:	RFP	Commodity:	Mining and Well Drilling Machinery and Accessories 20
Publish time:	3/30/2021 2:45 PM	Regions:	MSW Mashonaland West
Due date:	4/29/2021 2:45 PM		

Time remaining: 20 days 22:52:00

Company Settings Phindie Manana

Desktop File Sync

(Section 1 of 9) Next

Next Section: CONDITIONS OF TENDER

Declining to Respond to Sourcing Events



SAP Ariba Proposals and Questionnaires Enterprise Account TEST MODE ZIMPLATS - TEST

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 integrity.

There are no matched postings.

Events

Title	ID	End Time ↓	Event Type	Status
▼ Status: Completed (2)				
Auction Event - Drilling Equipment	Doc627763821	3/30/2021 3:52 PM	Auction	Yes
Sourcing Project	Doc624020417	3/27/2021 1:31 PM	RFP	Declined
▼ Status: Open (1)				
RFP Event - Drilling machinery	Doc625981539	4/29/2021 2:45 PM	RFP	Declined
▼ Status: Pending Selection (1)				
Forward Auction Event	Doc626005473	4/8/2021 1:45 PM	Forward Auction	Yes

Registration Questionnaires

Title	ID	End Time ↓	Status
-------	----	------------	--------

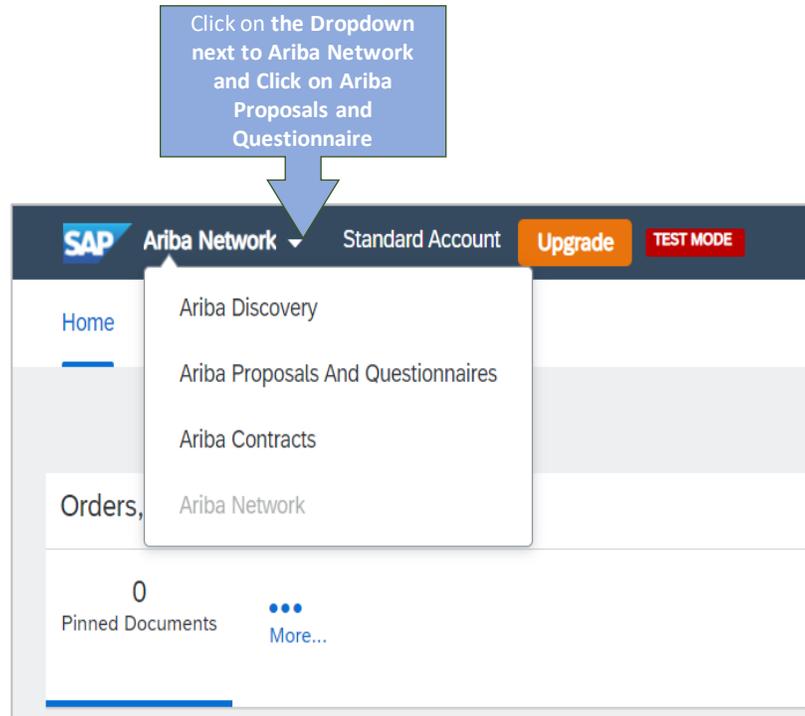
Participated Status will reflect as Declined

Navigating between Events and Purchase Orders



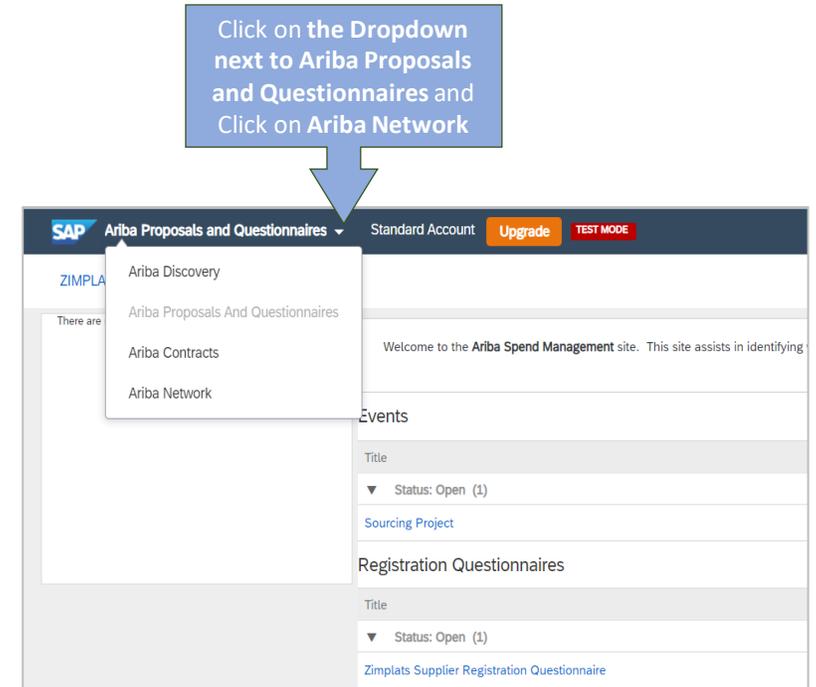
Scenario 1

From Purchase Orders to Sourcing Events (Proposals)



Scenario 2

From Events (Proposals) to Purchase Orders



1. Click on the drop down icon to view options
2. Click on **Orders and invoices** to go back to your inbox dashboard to view all your purchase orders and their statuses
3. Click on **Proposals** to view all the sourcing events that you are invited to or participating in

How to add additional users?

Adding Users

1. Click on your initials on the right hand side of the screen
2. Click Settings
3. Click on Users

The screenshot shows the SAP Ariba Network interface. At the top, the header includes the SAP logo, 'Ariba Network', 'Enterprise Account', and 'TEST MODE'. The main navigation bar contains 'Home', 'Inbox', 'Outbox', 'Catalogs', and 'Reports'. A notification banner states: 'Ariba Network will be part of SAP Business Network starting May 21st. Learn more'. Below this, there are filters for 'Orders and Releases' (set to 'All Customers') and 'Order Number'. The main content area is titled 'Orders, Invoices and Payments' and displays several metrics: '0 New Purchase Orders', '0 Orders that Need Attention', '0 Invoices Rejected', '0 Payments Received', and '0 Pinned Documents'. A table header is visible with columns: 'Order Number', 'Customer', 'Status', 'Amount', and 'Date'. Below the table, a message reads: 'You do not have any Orders and Releases.' On the right side, a user profile menu is open, showing 'ACCOUNT SETTINGS' with options: 'Customer Relationships', 'Users' (marked with a red circle '3'), 'Notifications', 'Application Subscriptions', 'Account Registration', and 'NETWORK SETTINGS' with options: 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', and 'Remittances'. The user profile menu also includes 'My Account', 'Link User IDs', 'Contact Administrator', 'DEDICATED OFFICE SUP...', 'ANID: AN01628567453-T', 'Company Profile', 'Settings' (marked with a red circle '2'), and 'Logout'. At the bottom of the profile menu, there is a progress bar for 'Update Profile Information' at 35%. A 'Feedback' button is located at the bottom right of the interface.

How to add additional users?

3

2



Adding Users

1. First Create the role to be assigned to the user.
- 2. Click on the + sign on the bottom right hand side of the screen
3. Click on Users

The screenshot shows the SAP Ariba Network 'Account Settings' page, specifically the 'Manage Users' tab. The page title is 'Account Settings' with 'Save' and 'Close' buttons. Below the title are navigation tabs: 'Customer Relationships', 'Users', 'Notifications', 'Application Subscriptions', 'Account Registration', and 'API management'. Underneath, there are sub-tabs: 'Manage Roles', 'Manage Users', and 'Manage User Authentication'. The main content area is titled 'Roles' and includes a description: 'Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified.' Below this is a 'Filters' section with a 'Permission' dropdown menu set to 'Select permission assigned', and 'Apply' and 'Reset' buttons. At the bottom right of the main content area, there is a red circular icon with the number '1' and a plus sign, indicating a step in a process. Below the filters is a table with columns: 'Role Name', 'Users Assigned', and 'Actions'. The table contains one row for the 'Administrator' role, with a trash icon in the 'Actions' column. At the bottom right of the page, there are 'Save' and 'Close' buttons.

How to add additional users?

2. Enter a Name for the Role

(description is optional)

3. Select the level of access to be granted for the role by clicking on the boxes on the left hand side

Create Role

* Indicates a required field

New Role Information

Name:* Sub-Admin

Description:

Permissions

Each role must have at least one permission.

Page 1

Permission	Description
<input type="checkbox"/> Cloud Integration Gateway Access	View and search projects on the Ariba Integration Gateway
<input type="checkbox"/> Planning Collaboration Visibility	Access to planning collaboration visibility
<input type="checkbox"/> Create and manage postings on Ariba Discovery	Create postings on Ariba Discovery
<input checked="" type="checkbox"/> Respond to postings on Ariba Discovery	Respond to postings on Ariba Discovery
<input type="checkbox"/> Contract Access	View contracts and generate invoices, as supported by customers (requires Inbox Access)
<input checked="" type="checkbox"/> Inbox and Order Access	View and search documents in Inbox and take actions based on your role
<input type="checkbox"/> Folio Management	Create, activate and delete folio ranges used for tax invoicing.
<input checked="" type="checkbox"/> Invoice Generation	Generate invoices, as supported by customers (requires Inbox and Outbox Access)
<input type="checkbox"/> Logistics Access	Perform Logistics actions with limited access to transactions information

NB: There are TWO pages containing a list of access that can be granted

How to add additional users?

2. Enter a Name for the Role

(Description is optional)

3. Select the level of access to be granted for the role by clicking on the boxes on the left hand side

SAP Ariba Network Enterprise Account TEST MODE

Create Role Save Cancel

* Indicates a required field

New Role Information

Name:* Sub-Admin **2**

Description:

Permissions

Each role must have at least one permission.

Page 1 »

Permission	Description
<input type="checkbox"/> Cloud Integration Gateway Access	View and search projects on the Ariba Integration Gateway
<input type="checkbox"/> Planning Collaboration Visibility	Access to planning collaboration visibility
<input type="checkbox"/> Create and manage postings on Ariba Discovery	Create postings on Ariba Discovery
<input type="checkbox"/> Respond to postings on Ariba Discovery	Respond to postings on Ariba Discovery
<input type="checkbox"/> Contract Access	View contracts and generate invoices, as supported by customers (requires Inbox Access)
<input checked="" type="checkbox"/> Inbox and Order Access	View and search documents in Inbox and take actions based on your role
<input type="checkbox"/> Folio Management	Create, activate and delete folio ranges used for tax invoicing.
<input checked="" type="checkbox"/> Invoice Generation	Generate invoices, as supported by customers (requires Inbox and Outbox Access)
<input type="checkbox"/> Logistics Access	Perform Logistics actions with limited access to transactions information

3

NB: There are TWO pages containing a list of access that can be granted

How to add additional users?

Account Settings

Customer Relationships Users Notifications Application Subscriptions Account Registration API management

Manage Roles Manage Users Manage User Authentication

Roles (2)
Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified.

Filters
Permission
Select permission assigned

Apply Reset

Role Name	Users Assigned	Actions
Administrator		
Sub-Admin		

Save Close

Save Close

Click on the Save button

The Role is reflected under the administrat or role.

How to add additional users?

2. Enter a Name for the Role

(Description is optional)

3. Select the level of access to be granted for the role by clicking on the boxes on the left hand side

SAP Ariba Network Enterprise Account TEST MODE

Create Role Save Cancel

* Indicates a required field

New Role Information

Name:* Sub-Admin **2**

Description:

Permissions

Each role must have at least one permission.

Page 1 **3**

Permission	Description
<input type="checkbox"/> Cloud Integration Gateway Access	View and search projects on the Ariba Integration Gateway
<input type="checkbox"/> Planning Collaboration Visibility	Access to planning collaboration visibility
<input type="checkbox"/> Create and manage postings on Ariba Discovery	Create postings on Ariba Discovery
<input type="checkbox"/> Respond to postings on Ariba Discovery	Respond to postings on Ariba Discovery
<input type="checkbox"/> Contract Access	View contracts and generate invoices, as supported by customers (requires Inbox Access)
<input checked="" type="checkbox"/> Inbox and Order Access	View and search documents in Inbox and take actions based on your role
<input type="checkbox"/> Folio Management	Create, activate and delete folio ranges used for tax invoicing.
<input checked="" type="checkbox"/> Invoice Generation	Generate invoices, as supported by customers (requires Inbox and Outbox Access)
<input type="checkbox"/> Logistics Access	Perform Logistics actions with limited access to transactions information

NB: There are TWO pages containing a list of access that can be granted

Participated Status
will reflect as
Declined

Resetting your password

1. Go to <http://supplier.ariba.com>

3. Select the level of access to be granted for the role by clicking on the boxes on the left hand side

SAP Ariba Network

SAP Ariba

Supplier Login

User Name

Password

Login

1 Forgot Username or Password

New to Ariba?
[Register Now](#) or [Learn More](#)

Changes to Ariba Network on May 21

Starting May 21st, Ariba Network will be part of SAP Business Network. You will see a new supplier portal and workbench. You'll also see SAP Business Network as the solution name on the login page and new portal pages.

[Learn More](#)

Supported browsers and plugins

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[SAP Ariba Privacy Statement](#) [Security Disclosure](#) [Terms of Use](#)

Resetting your password

- Go to <http://supplier.ariba.com>
1. Type in your email address.
 2. Click on Submit

SAP Ariba Network

Reset your password

Enter the email address you used to register with Ariba Network.

Email address

1

2 Submit

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Resetting your password

1. Check your mailbox.

2. Open the email received from Ariba Commerce Cloud

3. Click on Click here

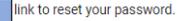
Ariba Account Password Reset Information Inbox x

 **Ariba Commerce Cloud** <ordersender-prod@ansmtp.ariba.com>
to me ▾



Reset your password

Hi 

Choose the account you want to reset the password for, and  link to reset your password.

User ID	Password reset link
sandtonmining@gmail.com	Click Here

Important: The link will expire in 24 hours

* If an error occurred when trying to reset this user's password using the email address provided, reset this user's password using this user ID.

Sincerely,
The Ariba Network Team
<https://www.ariba.com>

Ariba, Inc., 3420 Hillview Ave, Bldg3, Palo Alto, CA 94304, USA
[SAP Ariba Privacy Statement](#) | [Ariba Data Policy](#) | [Ariba Help and Support](#)
If a customer-specific privacy statement applies to this processing of personal data, you can view it when logged into your account.

 Reply  Forward

Resetting your password

Reset your password

Username

New password

Confirm your password

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- Must be between 8 and 32 characters
- Lowercase, uppercase, numbers, and special characters allowed. Must contain at least one of each
- Cannot contain the username
- Repetitive characters and numbers in sequence are discouraged
- Only ASCII characters are allowed (numbers 0-9, lower and upper case characters a-z, and some special characters)

NB: Take note of the message. Regarding your password

Reset your password

Username

New password

Confirm your password

Click on Submit

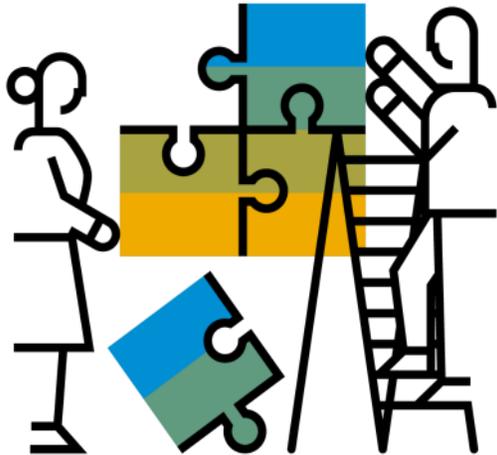
Capture and Confirm your password

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Resetting your password

The screenshot shows the SAP Ariba Network interface. At the top left is the SAP logo and 'Ariba Network' with a dropdown arrow. At the top right is a help icon. The main content area displays a confirmation message: 'Your password has been updated.' Below this, it says 'You can now login using [redacted] and new password.' There is a 'Back to Sign In' link. A blue callout box with an arrow points to the message, containing the text: 'The message: Your password has been updated will appear on the screen'. Another blue callout box with an arrow points to the 'Back to Sign In' link, containing the text: 'Click Back to Sign In'. On the right side of the screen, there is a decorative graphic with a large blue checkmark icon, a smaller lock icon, and some colorful geometric shapes.

Contact Us



“A Day in the Life”: Supplier with SAP Ariba

Available in English, German and French

English link:

<https://www.youtube.com/watch?v=RlzIWhmxtzU>

German link:

<https://www.youtube.com/watch?v=N000ACAu92g>

Enablement Help Desk

- Account creation
- Assistance creating first invoice
- Configure your settings
- Contact us on: [Contact Form](#)

Customer Support

- User role changes
- Password resets
- ‘How to’ Help
- Access help directly from your AN account (live chat, email, call back feature) - [SAP Ariba Customer Support](#)

Check out our website and our YouTube channel for more information!

- <http://www.ariba.com/suppliers/ariba-network-for-suppliers>
- <https://www.youtube.com/user/AribaSpendManager/videos>

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