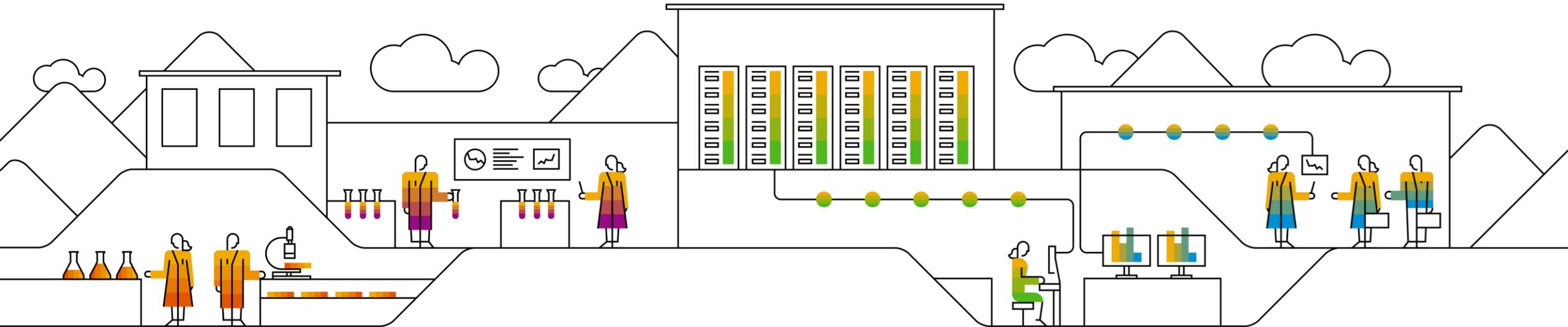**SAP Ariba**

How to Participate, Submit and Revise Response for **RFP**
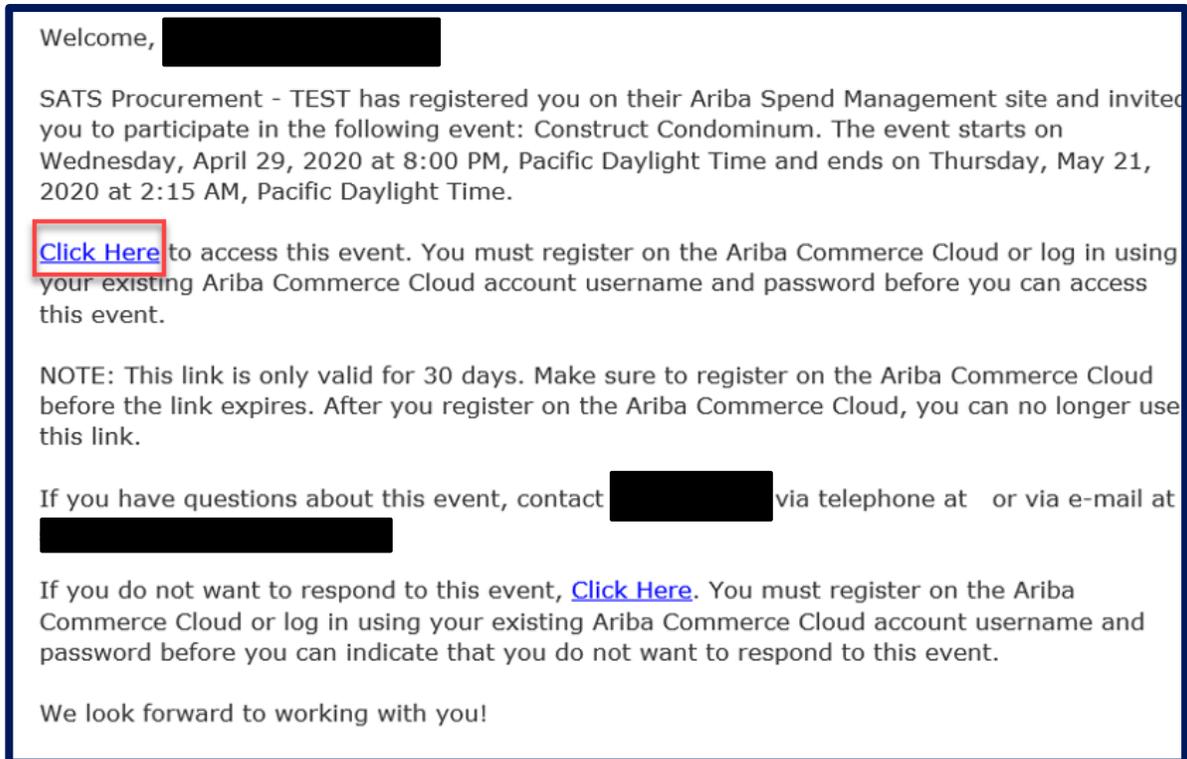
INTERNAL

Accessing the Event and Register/Log in to Ariba Network using E-mail

How to register to Ariba Network using E-mail

Registration using Email:

1. An email invitation will be triggered by SATS.

2. On the body of the email click, **Click Here** hyperlink to create account now.

Welcome, ▮▮▮▮▮▮▮

SATS Procurement - TEST has registered you on their Ariba Spend Management site and invited you to participate in the following event: Construct Condominum. The event starts on Wednesday, April 29, 2020 at 8:00 PM, Pacific Daylight Time and ends on Thursday, May 21, 2020 at 2:15 AM, Pacific Daylight Time.

Click Here to access this event. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can access this event.

NOTE: This link is only valid for 30 days. Make sure to register on the Ariba Commerce Cloud before the link expires. After you register on the Ariba Commerce Cloud, you can no longer use this link.

If you have questions about this event, contact ▮▮▮▮▮▮ via telephone at   or via e-mail at ▮▮▮▮▮▮▮

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.

We look forward to working with you!

How to register to Ariba Network using E-mail

Registration using Email:

3. Registration window will appear. There were 2 options available.

    a. If you are new to Ariba, click **Sign up** button.

    b. If you already have an existing account click **Log in** and Enter your existing credentials.

How to Log in to **Ariba Sourcing**

How to Log in to Ariba Sourcing

How to Log in to Ariba Sourcing

Log in URL https://supplier.ariba.com

1. Switch to **Ariba Proposals and Questionnaire**

2. Ariba **Supplier Login** page will display. Enter your **Log in credentials and click Log in** button.
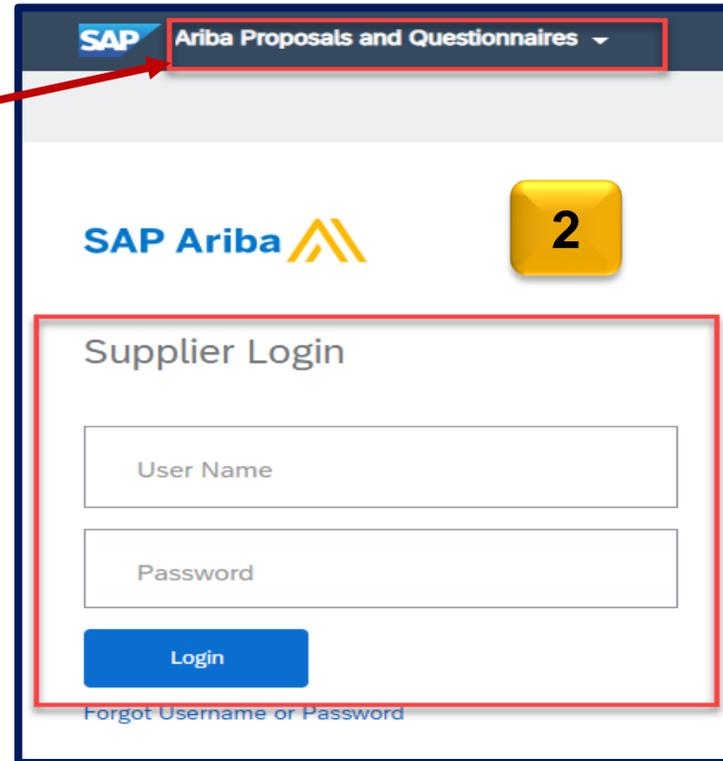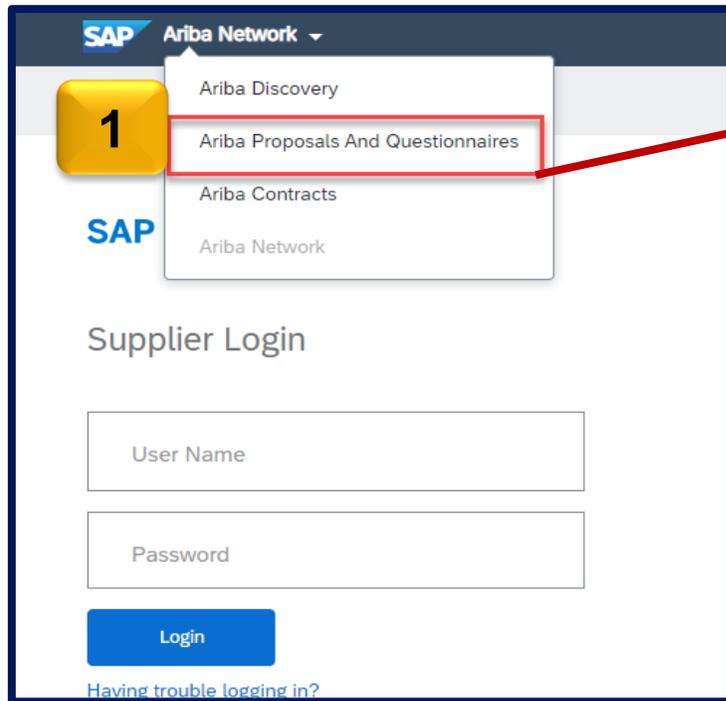
How to Submit Response to RFP
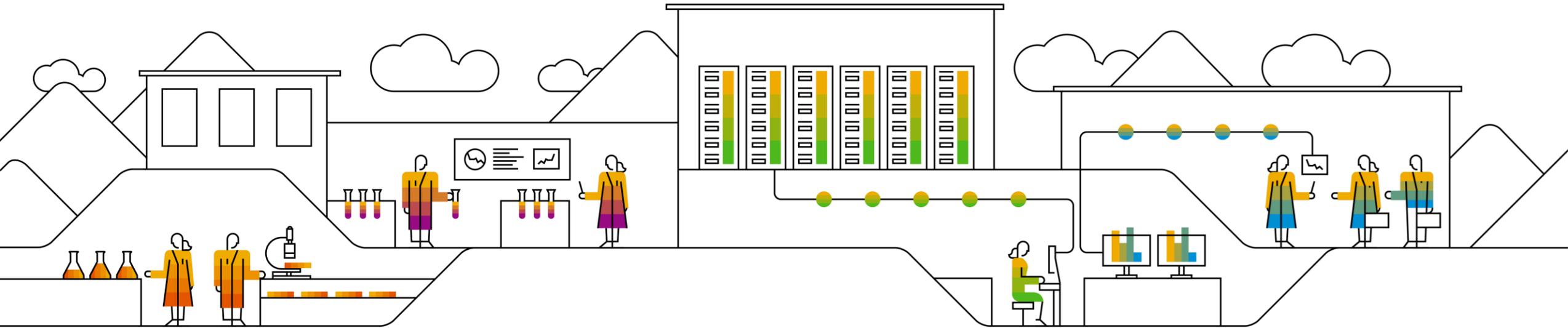
How to Access Sourcing Event RFP

How to Access RFP

1. Sourcing Events can be seen under **Events Section**

2. Click **Status: Open** to expand the event and this will provide what are events which are still open that you need to submit your response with. And click the **Event name**.

Events section had the following sub-sections:

➢ Completed - RFP's/ RFI/Auctions which have been awarded to you/ some other supplier

➢ Open - RFP's / RFI/Auctions for which you have to submit bid.

➢ Pending Selection: RFP's / RFI/Auctions which are no longer accepting bids.

➢ Preview : RFP / RFI/Auctions which have been published by the buyer, but are yet to start

How to Submit Response for RFP

> Review Event Details
>
> 1. After clicking the event you would like to participate, **Event details** will display.
> 2. **Time Remaining –** Time remaining before the event close.
> 3. **Event Overview and Timing Rules –** This shows Owner, Event Type, Publish Time, Due Date, and Currency

How to Submit Response for RFP

> Review Prerequisite
>
> 1. Click Review Prerequisites button

How to Submit Response for RFP

How to Submit Response for RFP

Select Lots

1. We are now under Checklist 3. **Select Lots**. This will show the lots available for Bidding, select the lots you would like to bid by **ticking the check box beside the item.**

2. Click **Confirm Selected Lots** button.

How to Submit Response for RFP

How to Submit Response to a Sourcing Event

1. We are now under **Check list 4. Submit Response.**

2. **Enter your responses** (prices, questions asked, attach documents) all field marked with an * are mandatory.

- ➢ Submit Entire Response – this will submit the prices, attachments and any answers that you have provided.

- ➢ Update Total – this will calculate the total price of the item you were bidding.

- ➢ Save draft – if you wish you save your response before submitting it.

- ➢ Compose Message – use this button if you have any question related to the event.

- ➢ Excel Import – if you wish to import the details in excel.

How to Submit Response for RFP

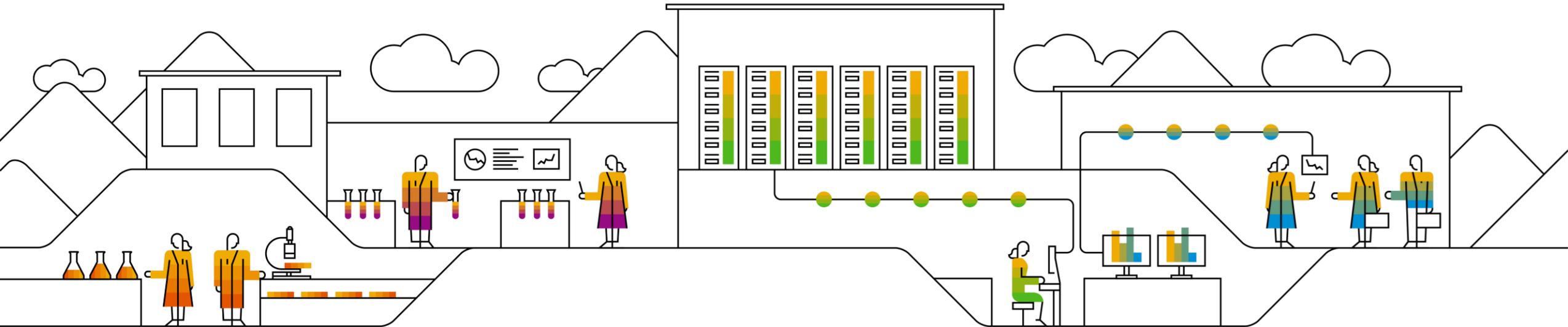# How to Submit Response for RFP

How to Submit Response to a Sourcing Event

5. A green ribbon displays which states Your response has been submitted. Thank you for participating in the event.

How to Revise Response to RFP

Excel Import for Submitting response

Click on Excel Import

Excel Import for Submitting response

- Follow the steps :

- Click on Download Content

- An excel sheet would be downloaded.

- Open the excel sheet > go to pricing tab. Enter your responses

- Save your file

Excel Import for Submitting response

- Go to Step 3 > Choose file to upload > upload

- Once the excel file is imported successfully, a dialogue box will appear > Import Successful. Click ok.

- Click Submit Entire response.

How to Revise for RFP

How to Revise for RFP

⚠ Revise Response?

You have already submitted a response for this event. Click OK if you would like to revise your response.

2   OK   Cancel

All Content

Name ↑	Price	Quantity	Extended Price
1 Introduction			
▼ 2 Technical Section			
2.1 Attach Technical Submission	* ⬚ AN duplicate account feature - through Ad-hoc request (1).pptx ∨ Update file Delete file		
▼ 3 Pricing & Commercial			$1,390,000.00 USD
3.1 **Pen**	* $40.00 USD	10,000 each	$400,000.00 USD
3.2 Notepad	* $99.00 USD	10,000 each	$990,000.00 USD
(*) indicates a required field			

3

5 Submit Entire Response   Update Totals   **4** Last Bid   Save draft   Compose Message

Excel Import

How to Submit Response for RFP

6. A green ribbon displays which states Your response has been submitted. Thank you for participating in the event.

   ➢ You may also notice that the price has been updated.

Thank you.