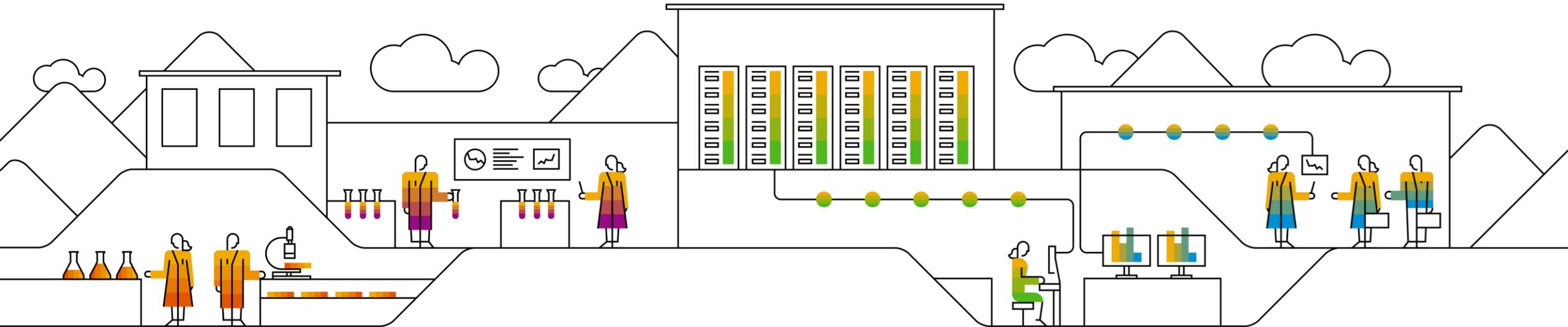


How to Participate, Submit and Revise Response for RFP

INTERNAL



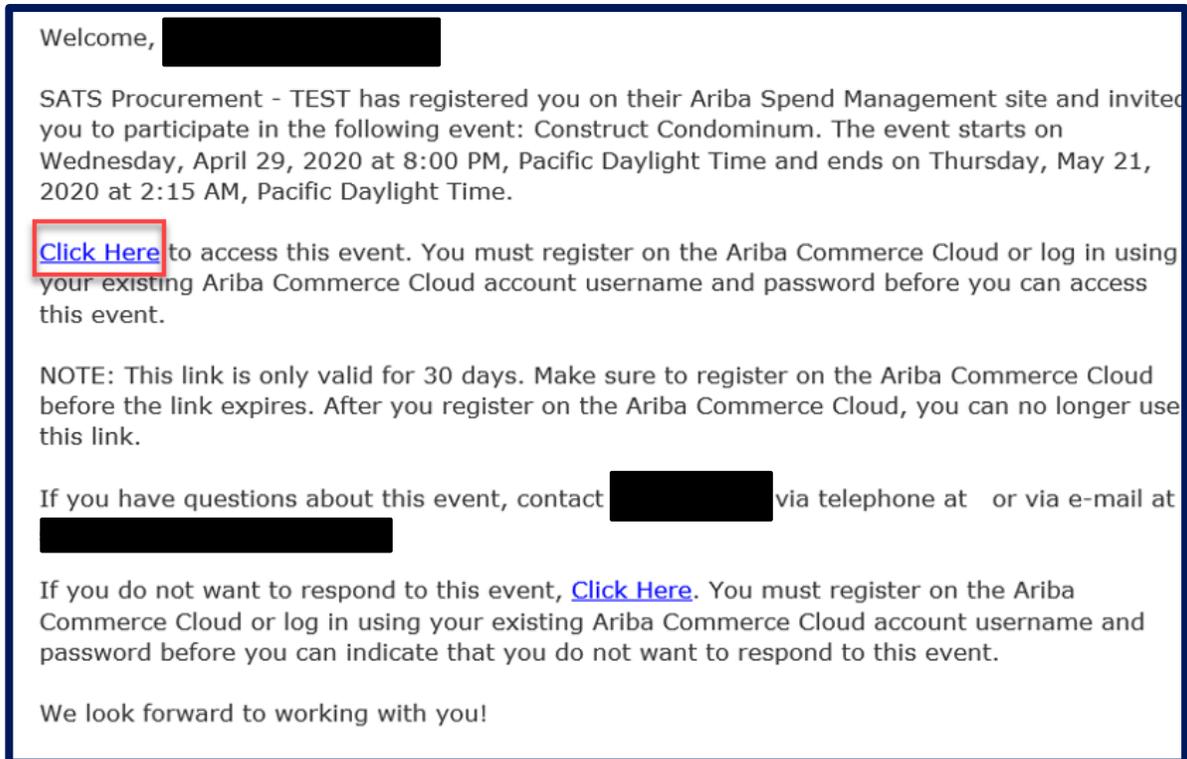
Accessing the Event and Register/Log in to Ariba Network using E-mail



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.



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.

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with **SATS Ltd - TEST** on SAP Ariba.

SATS Ltd - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by SATS Ltd - TEST

Already have an account?

About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier a solution your customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information

How to Log in to **Ariba Sourcing**

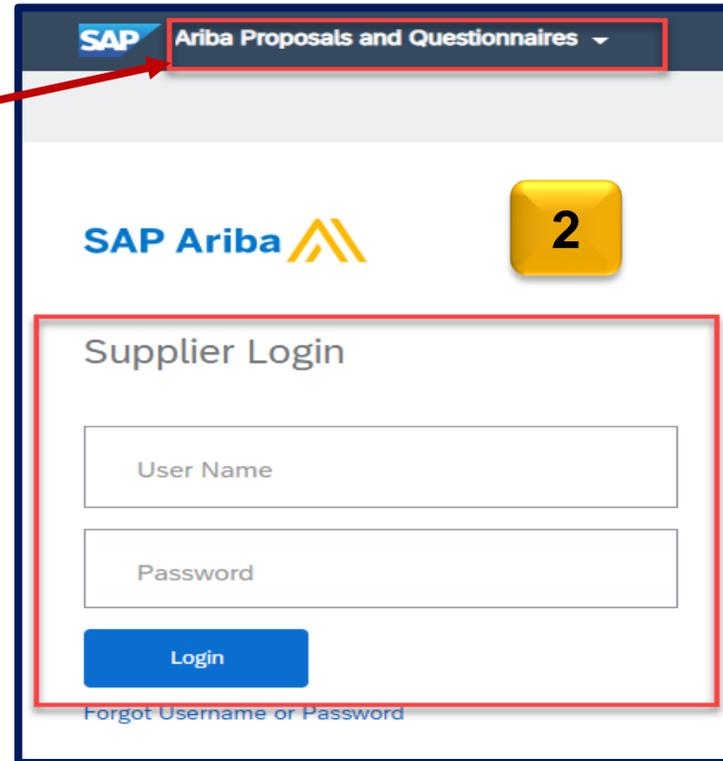
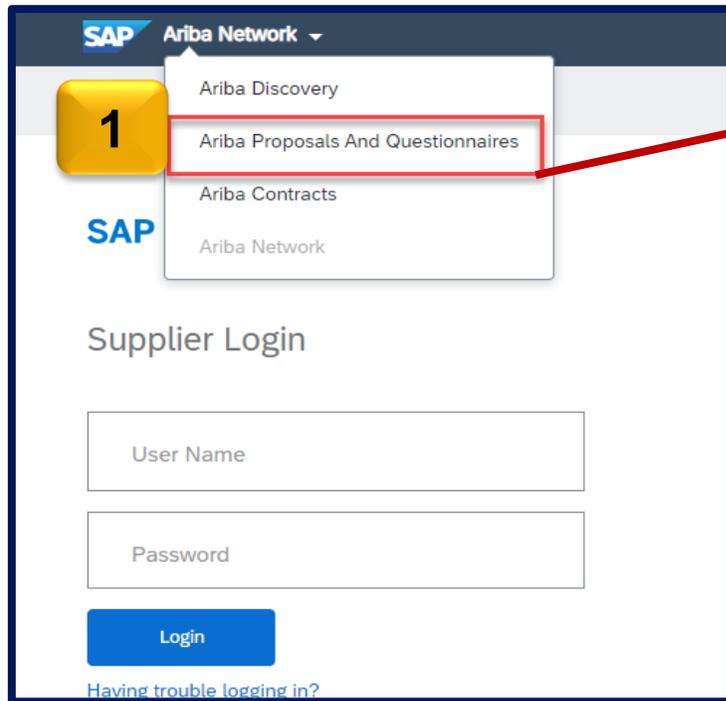


How to Log in to Ariba Sourcing

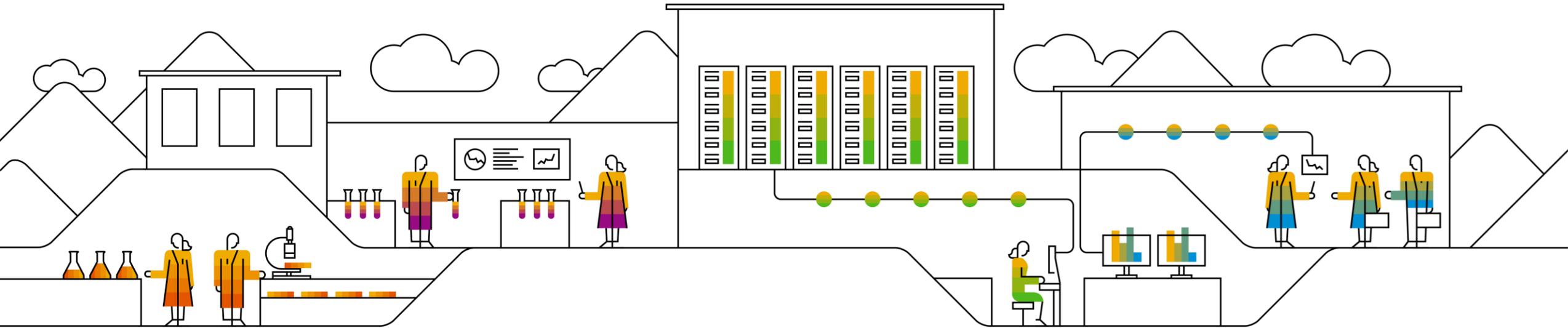
How to Log in to Ariba Sourcing

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**.

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.

1

Events

Title	ID	End Time ↓	Event Type	Participated
▶ Status: Completed (153)				
▼ Status: Open (1)				
Sourcing Project for Testing	Doc403075303	5/1/2020 8:00 PM	RFP	No
▶ Status: Pending Selection (28)				

Registration Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (1)					
Supplier registration questionnaire	Doc149063024	20/11/2019 16:28	Industrial Services Indus...	AE United Arab Emirates	Registered

2

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

The screenshot displays the SAP RFP submission interface. A yellow box labeled '1' highlights the 'Event Details' header. A yellow box labeled '2' highlights the 'Time remaining' indicator showing '1 day 22:59:33'. A yellow box labeled '3' highlights the 'Event Overview and Timing Rules' section, which includes the following information:

Owner:	Customer Support Admin ⓘ	Currency:	US Dollar
Event Type:	RFP		
Publish time:	4/29/2020 8:00 PM		
Due date:	5/1/2020 8:00 PM		

The interface also shows a checklist on the left with steps: 1. Review Event Details, 2. Review and Accept Prerequisites, 3. Select Lots, 4. Submit Response. The main content area includes a 'Review Prerequisites' button and a table with one entry: '1 Introduction'. A 'Next Section: Technical Section' link is also visible.

How to Submit Response for RFP

Review Prerequisite

1. Click Review Prerequisites button

The screenshot displays the SAP RFP event details interface. At the top, the event title is 'Doc403075303 - Sourcing Project for Testing' and the time remaining is '1 day 22:59:33'. A yellow warning box contains the text: '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.' Below this, four buttons are visible: 'Download Content', 'Review Prerequisites' (highlighted with a red border), 'Decline to Respond', and 'Print Event Information'. The left sidebar shows a checklist with four steps: '1. Review Event Details', '2. Review and Accept Prerequisites', '3. Select Lots', and '4. Submit Response'. The main content area shows the 'Introduction' section, which is the first of three sections. Below the introduction, there is a table with one entry: '1 Introduction'. At the bottom, the 'Event Overview and Timing Rules' section provides details: Owner: Customer Support Admin, Event Type: RFP, Publish time: 4/29/2020 8:00 PM, Due date: 5/1/2020 8:00 PM, and Currency: US Dollar.

How to Submit Response for RFP

Review Prerequisite

2. Review the terms of this agreement and click the **radio button** beside I accept the terms of this agreement. By accepting the agreement you can now participate in the sourcing event.
3. Click **OK** button.
4. Submit this agreement window displays. Click **OK** to Submit.

The screenshot displays a web interface for reviewing prerequisites. On the left, a checklist shows three steps: '1. Review Event Details', '2. Review and Accept Prerequisites', and '3. Submit Response'. The main content area contains a 'Bidder Agreement' with seven numbered terms. Below the agreement, there are two radio buttons: 'I accept the terms of this agreement.' (which is selected) and 'I do not accept the terms of this agreement.'. A yellow callout box with the number '2' points to the selected radio button. At the bottom right, there are 'OK' and 'Cancel' buttons. A yellow callout box with the number '3' points to the 'OK' button. A red arrow points from the 'OK' button in the main interface to a separate window titled 'Submit this agreement?'. This window contains a green checkmark, the text 'Submit this agreement?', and 'Click OK to submit.'. Below this text are 'OK' and 'Cancel' buttons. A yellow callout box with the number '4' points to the 'OK' button in this confirmation window.

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.

Select Lots Doc403075303 - Sourcing Project for Testing Cancel

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; once you submit a response [More](#)

▼ Checklist

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

Select Lots [Select Using Excel](#)

Lots Available for Bidding ☰

<input type="checkbox"/>	Name
<input type="checkbox"/>	3.1 Pen
<input type="checkbox"/>	3.2 Notepad

Confirm Selected Lots

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.

The screenshot shows the SAP Sourcing Project for Testing interface. The top bar displays 'Doc403075303 - Sourcing Project for Testing' and a timer for 'Time remaining 1 day 22:56:27'. On the left, a 'Checklist' sidebar is visible, with '4. Submit Response' highlighted and marked with a yellow '1'. The main content area is titled 'All Content' and contains a table with columns: Name, Price, Quantity, and Extended Price. The table is organized into sections: '1 Introduction', '2 Technical Section', and '3 Pricing & Commercial'. Under '3 Pricing & Commercial', there are two rows: '3.1 Pen' and '3.2 Notepad'. Each row has a price input field marked with an asterisk (*), a 'USD' unit, and a quantity of '10,000 each'. A yellow '2' is placed over the 'Attach a file' link in the '2.1 Attach Technical Submission' row. At the bottom, a row of buttons includes 'Submit Entire Response', 'Update Totals', 'Save draft', 'Compose Message', and 'Excel Import', with 'Submit Entire Response' and 'Excel Import' highlighted.

Name ↑	Price	Quantity	Extended Price
1 Introduction			
2 Technical Section			
2.1 Attach Technical Submission	*Attach a file		
3 Pricing & Commercial			
3.1 Pen	* <input type="text"/> USD	10,000 each	
3.2 Notepad	* <input type="text"/> USD	10,000 each	

(*) indicates a required field

- 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 to a Sourcing Event

3. Once all mandatory section are populated, click **Submit Entire Response** button.
4. Submit this response will displays. Click **OK**.

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			
3.1 Pen	* 50 USD	10,000 each	
3.2 Notepad	* 10 USD	10,000 each	

(*) indicates a required field

Submit Entire Response Update Totals Save draft Compose Message Excel Import

✓ Submit this response?
Click OK to submit.

OK Cancel

How to Submit Response for RFP

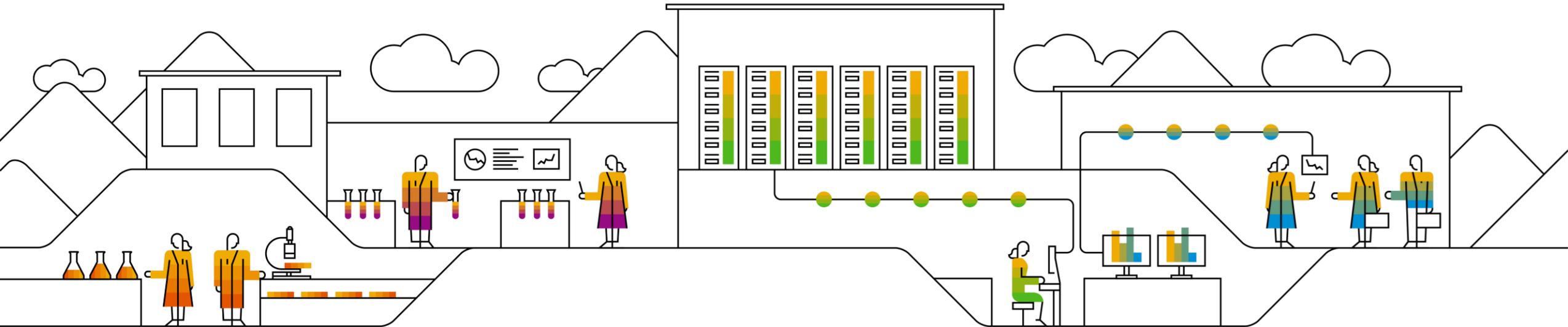
How to Submit Response to a Sourcing Event

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

The screenshot displays the SAP Sourcing Project for Testing interface. At the top, the console shows 'Doc403075303 - Sourcing Project for Testing' and a timer indicating 'Time remaining 1 day 22:54:34'. A green notification ribbon with a checkmark and a yellow '5' badge states: 'Your response has been submitted. Thank you for participating in the event.' Below this, the 'All Content' section is visible, containing a table of items.

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		
▼ 3 Pricing & Commercial			\$1,500,000.00 USD
3.1 Pen	\$50.00 USD	10,000 each	\$500,000.00 USD
3.2 Notepad	\$100.00 USD	10,000 each	\$1,000,000.00 USD

How to Revise Response to RFP



Excel Import for Submitting response

Click on Excel Import

All Content

Name ↑	Quantity
▼ 1 Technical details	
1.1 Any Additional Comments or Attachments	<input type="text"/>
▼ 2 Pricing	More... +
2.1 Laptop	Less... - 33 Each
Price:	* <input type="text"/> SGD
Extended Price:	
Count/Size per unit pack:	* <input type="text"/>
Minimum Order Quantity:	* <input type="text"/>
Requested Delivery Date:	<input type="text"/>
Supplier Part Id:	<input type="text"/>
Shelf Life (Months):	<input type="text"/>
Warranty Period:	<input type="text"/>

(*) indicates a required field

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

Excel Import for Submitting response

Import Response from Excel Done

This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment.

Step 1. Click "Download Content" to download and review your event in an Excel Spreadsheet.
Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

Download Content

Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

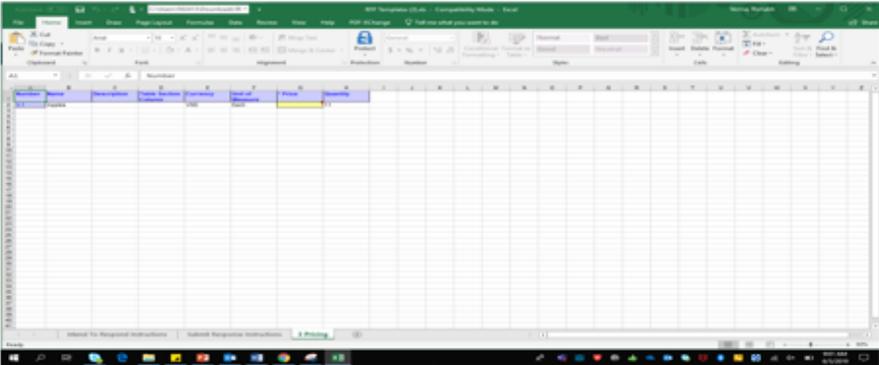
Step 3. Locate the saved Excel file on your computer using the Browse button.

Choose File | No file chosen
Or drop file here

Step 4. Click **Upload** to import the contents of the Excel file to your event.
Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.

Upload

Done



- 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

Import Response from Excel Done

This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment.

Step 1. Click "Download Content" to download and review your event in an Excel Spreadsheet.
Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".
Download Content

Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

Step 3. Locate the saved Excel file on your computer using the Browse button.
Choose File No file chosen
Drop file here

Step 4. Click Upload to import the contents of the Excel file to your event.
Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.
Upload

Done

SAP Arriba Console: Doc1795436587 - RFP Templates

Event Messages
Response History

Name	Price	Quantity	Extended Price
1. Introduction			
2. Commercial Terms (Select and Check Add Content Item(s) Below)			
3. Pricing			
3.1. Apply	1500	10 Each	15000.00 USD

Import Entire Response Upload

Import Successful
Your response has been imported successfully.
Click the Submit Entire Response button, as soon as it appears on this page.
OK

- 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 Response

1. If there is a need to revise your response, click **Revise Response** button.
 - Note : You can revise your response as long as there is a time remaining which can be seen on the upper right of the screen.

The screenshot displays the SAP RFP interface for a sourcing project. At the top right, a clock icon indicates 'Time remaining 1 day 22:54:16', with a red arrow pointing to it. Below this, a yellow message box states: 'You have submitted a response for this event. Thank you for participating.' In the center, a yellow square with the number '1' is positioned next to a blue 'Revise Response' button, which is highlighted with a red box. The main content area is titled 'All Content' and contains a table with the following data:

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
▼ 3 Pricing & Commercial			\$1,500,000.00 USD
3.1 Pen	\$50.00 USD	10,000 each	\$500,000.00 USD
3.2 Notepad	\$100.00 USD	10,000 each	\$1,000,000.00 USD

How to Revise for RFP

How to Revise Response

2. Revise Response window displays. Click **OK**.
3. All content displays. **Update the prices** of the item you wish to revise.
4. Click **Update Totals** to calculate the extended price.
5. Click **Submit Entire Response** to submit the revised price/s.

⚠ Revise Response?

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

2

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	* <input type="text" value="\$40.00"/> USD	10,000 each	\$400,000.00 USD
3.2 Notepad	* <input type="text" value="\$99.00"/> USD	10,000 each	\$990,000.00 USD

(*) indicates a required field

5 **4**

How to Submit Response for RFP

How to Submit Response to a Sourcing Event

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.

Doc403075303 - Sourcing Project for Testing 🕒 Time remaining
1 day 22:52:51

✓ Your revised response has been submitted. Thank you for participating in the event. 6

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 ▼		
▼ 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

Note: A red arrow points to the 'Pen' row, and a red box highlights the 'Pen' and 'Notepad' rows.

Thank you.

