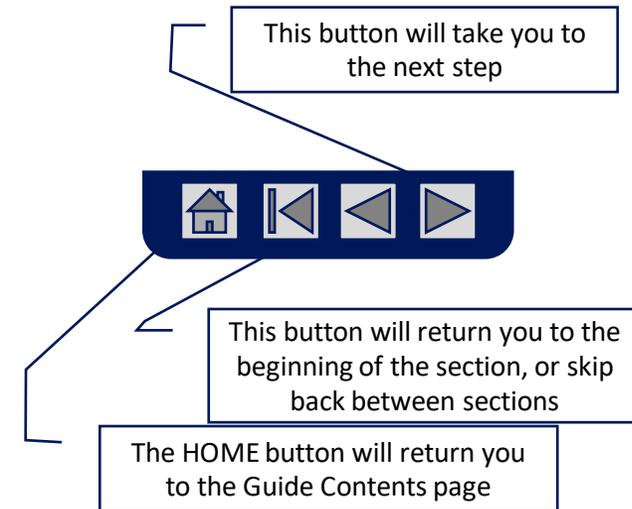


Ariba® Network Supplier Process Guide
Sourcing Events - RFQ



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



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Select by clicking on the links:

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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



Register as a supplier with Zimplats - TEST

Hello!

[Redacted] has invited you to register to become a supplier with Zimplats - TEST. Start by creating an account with Ariba Network. It's free.

Zimplats - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Sandton Mining Machinery Pty Ltd already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now

2

1. You will receive an email from SAP Ariba to complete your Supplier Registration
2. Click on **the link**
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: * Sandton Mining Machinery Pty Ltd

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

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!

[Learn More](#)

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 displays the SAP Ariba Network user interface. At the top, the header includes the SAP logo, 'Ariba Network', 'Standard Account', 'Upgrade', and 'TEST MODE'. A navigation menu on the left has 'Home' selected. A dropdown menu is open, showing options: 'Ariba Discovery', 'Ariba Proposals And Questionnaires', 'Ariba Contracts', and 'Ariba Network'. A red circle with the number '2' highlights the 'Ariba Proposals And Questionnaires' option. Below the navigation, there are sections for 'Orders', 'Pinned Documents', and a table with columns: Document #, Document Type, Customer, Status, and Amount. The table is currently empty, showing 'No items'. On the right side, there is a 'Now we're mobile.' banner with app store links, a 'Tasks' section with 'Update Profile Information' (35% progress), and a 'Documents' section with 'Create' and 'Trends' options. The footer contains the SAP logo, copyright information, and links for 'SAP Ariba Privacy Statement', 'Security Disclosure', and 'Terms of Use'.

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:

[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 | [Click Here](#) | via telephone at [Click Here](#) or via e-mail at [Click Here](#)

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.

SAP Ariba Proposals and Questionnaires Standard Account Upgrade TEST MODE ? JD

ZIMPLATS - TEST

There are no matched postings.

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.

Click on Sourcing Event to respond.

| | ID | End Time ↓ | Event Type | Participated |
|----------------------------------|--------------|-------------------|------------|--------------|
| ▼ Status: Open (1) | | | | |
| Sourcing Project | Doc624020417 | 3/27/2021 1:31 PM | RFP | No |

Registration Questionnaires

| Title | ID | End Time ↓ | Status |
|--|--------------|-------------------|------------|
| ▼ Status: Open (1) | | | |
| Zimplats Supplier Registration Questionnaire | Doc586381413 | 2/29/6104 8:46 PM | Registered |

Responding to Sourcing Events



Responding to Sourcing Events.

Ariba Sourcing

Company Settings Jane Doe

< Go back to Zimplats - TEST Dashboard

Event Details

Doc624020417 - Sourcing Project

Time Remaining to respond. → Time remaining 2 days 22:32:04

Click on Review Prerequisites

Review and respond to the prerequisite information. Prerequisite information 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

All Content

| Name ↑ | Price | Quantity | Extended Price | Discount Amount | Discount Percentage | Surcharge Amount |
|--|-------|----------|----------------|-----------------|---------------------|------------------|
| 2 BOOTS:13;GUMBOOTS, KNEE LENGTH;STC;BLK Less... - | | 10 pair | | | | |
| BOOTS:13;GUMBOOTS, KNEE LENGTH;STC;BLK | | | | | | |
| 3 BOOTS:12;GUMBOOTS, KNEE LENGTH;STC;BLK More... + | | 10 pair | | | | |
| 4 BOOTS:11;GUMBOOTS, KNEE LENGTH;STC;BLK More... + | | 10 pair | | | | |

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.

OK **Cancel**



Responding to Sourcing Events

Responding to Sourcing Events.

➤ Select All Lots

➤ Click Confirm Selected Lots.

Ariba Sourcing

Company Settings | Jane Doe | Help Center

Desktop File Sync

Cancel

Select All Lots

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots

4. Submit Response

Lots Available for Bidding

| <input checked="" type="checkbox"/> | Name | Reason for not bidding |
|-------------------------------------|--|------------------------|
| <input checked="" type="checkbox"/> | 2 BOOTS:13;GUMBOOTS, KNEE LENGTH;STC;BLK BOOTS:13;GUMBOOTS, KNEE LENGTH;STC;BLK | |
| <input checked="" type="checkbox"/> | 3 BOOTS:12;GUMBOOTS, KNEE LENGTH;STC;BLK BOOTS:12;GUMBOOTS, KNEE LENGTH;STC;BLK | |
| <input checked="" type="checkbox"/> | 4 BOOTS:11;GUMBOOTS, KNEE LENGTH;STC;BLK BOOTS:11;GUMBOOTS, KNEE LENGTH;STC;BLK | |
| <input checked="" type="checkbox"/> | 5 BOOTS:10;GUMBOOTS, KNEE LENGTH;STC;BLK BOOTS:10;GUMBOOTS, KNEE LENGTH;STC;BLK | |
| <input checked="" type="checkbox"/> | 6 BOOTS:9;GUMBOOTS, KNEE LENGTH;STC;BLK BOOTS:9;GUMBOOTS, KNEE LENGTH;STC;BLK | |
| <input checked="" type="checkbox"/> | 7 BOOTS:8;GUMBOOTS, KNEE LENGTH;STC;BLK BOOTS:8;GUMBOOTS, KNEE LENGTH;STC;BLK | |

Confirm Selected Lots

Cancel

Responding to Sourcing Events

Responding to Sourcing Events

1. Add your pricing

- Complete any additional information

2. Click on update totals

Ariba Sourcing

< Go back to Zimplats - TEST Dashboard

Company Settings Jane Doe Help Center

Desktop File Sync Time remaining 2 days 22:04:07

Console Doc624020417 - Sourcing Project

Event Messages
Response History
Response Team

▼ Checklist

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

▼ Event Contents

All Content

| Name ↑ | Price | Quantity | Extended Price | Discount Amount | Discount Percentage | Surcharge Amount | Surcharge Percentage | Total Cost | Requested Delivery Date |
|---|--|----------|----------------|-----------------|---------------------|------------------|----------------------|------------|-------------------------|
| 2 BOOTS:13;GUMBOOTS, KNEE LENGTH;STC;BLK | Less... - * <input type="text" value="1"/>  | 10 pair | | | | | | | Wed, 31 Mar, 2021 |
| BOOTS:13;GUMBOOTS, KNEE LENGTH;STC;BLK | | | | | | | | | |
| 3 BOOTS:12;GUMBOOTS, KNEE LENGTH;STC;BLK | More... + * <input type="text"/> | 10 pair | USD | | | | | | Fri, 16 Apr, 2021 |
| 4 BOOTS:11;GUMBOOTS, KNEE LENGTH;STC;BLK | More... + * <input type="text"/> | 10 pair | USD | | | | | | Fri, 26 Mar, 2021 |
| 5 BOOTS:10;GUMBOOTS, KNEE LENGTH;STC;BLK | More... + * <input type="text"/> | 10 pair | USD | | | | | | Fri, 16 Apr, 2021 |
| 6 BOOTS:9;GUMBOOTS, KNEE LENGTH;STC;BLK | More... + * <input type="text"/> | 10 pair | USD | | | | | | Wed, 7 Apr, 2021 |
| 7 BOOTS:8;GUMBOOTS, KNEE LENGTH;STC;BLK | More... + * <input type="text"/> | 10 pair | USD | | | | | | Wed, 7 Apr, 2021 |
| 8 BOOTS:7;GUMBOOTS, KNEE LENGTH;STC;BLK | More... + * <input type="text"/> | 10 pair | USD | | | | | | Wed, 7 Apr, 2021 |
| 9 BOOTS:6;GUMBOOTS, KNEE LENGTH;STC;BLK | More... + * <input type="text"/> | 10 pair | USD | | | | | | Fri, 16 Apr, 2021 |
| 10 MASK:RESP:BUZZBEE;3M 8810 FF2 GMER81SABS | More... + * <input type="text"/> | 10 each | USD | | | | | | Mon, 22 Mar, 2021 |
| 11 GLOVES:SAFETY:PIG SKIN;SHORT | More... + * <input type="text"/> | 10 pair | USD | | | | | | Wed, 7 Apr, 2021 |
| 12 SPECTACLES:SAFETY:ASTROSPEC 2.0:CW LENS | More... + * <input type="text"/> | 10 pair | USD | | | | | | Wed, 31 Mar, 2021 |
| 13 GLOVES:PVC;9 TO 9-1/2;KNIT WRIST | More... + * <input type="text"/> | 10 pair | USD | | | | | | Wed, 31 Mar, 2021 |
| 14 GLOVES:350MM;ACID RESIST;BROWN;PVC | More... + * <input type="text"/> | 10 pair | USD | | | | | | Thu, 1 Apr, 2021 |
| 15 RAIN SUIT 2 PCE:NAVY BLUE:XL:REFLECTIVE | More... + * <input type="text"/> | 10 pair | USD | | | | | | Tue, 6 Apr, 2021 |

(*) indicates required field 

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

Annotations:

- Blue arrow pointing to the price input field: "Add your pricing for your line items"
- Blue arrow pointing to the "Update Totals" button: "Complete any additional information"

Responding to Sourcing Events



Responding to Sourcing Events

4. **Save Draft** should you wish to complete at a later stage while you still have time remaining.

Ariba Sourcing

< Go back to Zimplats - TEST Dashboard Desktop File Sync

Company Settings Jane Doe Help Center

Time remaining 2 days 21:38:59

Console Doc624020417 - Sourcing Project

Event Messages
Response History
Response Team

▼ Checklist

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

▼ Event Contents

All Content

| Name ↑ | Price | Quantity | Extended Price | Discount Amount | Discount Percentage | Lead Time | Requested Delivery Date |
|---|------------------|----------|-----------------|-----------------------|---------------------|-----------|-------------------------|
| 2 BOOTS:13;GUMBOOTS, KNEE LENGTH;STC;BLK More... + | * \$1,110.00 USD | 10 pair | \$11,100.00 USD | \$100.00 USD per unit | per unit | | Wed, 31 Mar, 2021 |
| 3 BOOTS:12;GUMBOOTS, KNEE LENGTH;STC;BLK More... + | * \$1,100.00 USD | 10 pair | \$11,000.00 USD | \$50.00 USD per unit | per unit | | Fri, 16 Apr, 2021 |
| 4 BOOTS:11;GUMBOOTS, KNEE LENGTH;STC;BLK More... + | * \$700.00 USD | 10 pair | \$7,000.00 USD | \$75.00 USD per unit | per unit | | Fri, 26 Mar, 2021 |
| 5 BOOTS:10;GUMBOOTS, KNEE LENGTH;STC;BLK More... + | * \$700.00 USD | 10 pair | \$7,000.00 USD | \$75.00 USD per unit | per unit | | Fri, 16 Apr, 2021 |
| 6 BOOTS:9;GUMBOOTS, KNEE LENGTH;STC;BLK More... + | * \$700.00 USD | 10 pair | \$7,000.00 USD | \$75.00 USD per unit | per unit | | Wed, 7 Apr, 2021 |
| 7 BOOTS:8;GUMBOOTS, KNEE LENGTH;STC;BLK More... + | * \$700.00 USD | 10 pair | \$7,000.00 USD | \$75.00 USD per unit | per unit | | Wed, 7 Apr, 2021 |
| 8 BOOTS:7;GUMBOOTS, KNEE LENGTH;STC;BLK More... + | * \$700.00 USD | 10 pair | \$7,000.00 USD | \$75.00 USD per unit | per unit | | Wed, 7 Apr, 2021 |
| 9 BOOTS:6;GUMBOOTS, KNEE LENGTH;STC;BLK More... + | * \$700.00 USD | 10 pair | \$7,000.00 USD | \$75.00 USD per unit | per unit | | Fri, 16 Apr, 2021 |
| 10 MASK:RESP:BUZZBEE;3M 8810 FF2 GMER81FAFE More... + | * \$500.00 USD | 10 each | \$5,000.00 USD | USD per unit | per unit | | Mon, 22 Mar, 2021 |
| 11 GLOVES:SAFETY:PIG SKIN;SHORT | USD | 10 pair | \$2,000.00 USD | USD per unit | per unit | | Wed, 7 Apr, 2021 |
| 12 SPECTACLES:SAFETY:ASTROSPEC 2.0:CW L | USD | 10 pair | \$7,000.00 USD | \$70.00 USD per unit | per unit | | Wed, 31 Mar, 2021 |
| 13 GLOVES:PVC;9 TO 9-1/2;KNIT WRIST | USD | 10 pair | \$2,000.00 USD | USD per unit | per unit | | Wed, 31 Mar, 2021 |

(*) indicates a required field

3

Submit Entire Response Update Totals Save draft Compose Message Excel Import

Click on Save to save your responses and submit at later date.

How to Send a Message to Zimplats While Responding to a Sourcing Event



Zimplats could send you important messages about the event

Ariba Sourcing

< Go back to Zimplats - TEST Dashboard

Company Settings Jane Doe Help Center

Desktop File Sync

Time remaining 2 days 21:38:59

Console Doc624020417 - Sourcing Project

Event Messages
Response History
Response Team

Checklist

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

Event Contents

All Content

| Name ↑ | Price | Quantity | Extended Price | Discount Amount | Discount Percentage | Lead Time | Requested Delivery Date |
|---|------------|----------|-----------------|-----------------|---------------------|-----------|-------------------------|
| 2 BOOTS:13;GUMBOOTS, KNEE LENGTH;STC;BLK | \$1,110.00 | 10 pair | \$11,100.00 USD | \$100.00 | USD per unit | | Wed, 31 Mar, 2021 |
| 3 BOOTS:12;GUMBOOTS, KNEE LENGTH;STC;BLK | \$1,100.00 | 10 pair | \$11,000.00 USD | \$50.00 | USD per unit | | Fri, 16 Apr, 2021 |
| 4 BOOTS:11;GUMBOOTS, KNEE LENGTH;STC;BLK | \$700.00 | 10 pair | \$7,000.00 USD | \$75.00 | USD per unit | | Fri, 26 Mar, 2021 |
| 5 BOOTS:10;GUMBOOTS, KNEE LENGTH;STC;BLK | \$700.00 | 10 pair | \$7,000.00 USD | \$75.00 | USD per unit | | Fri, 16 Apr, 2021 |
| 6 BOOTS:9;GUMBOOTS, KNEE LENGTH;STC;BLK | \$700.00 | 10 pair | \$7,000.00 USD | \$75.00 | USD per unit | | Wed, 7 Apr, 2021 |
| 7 BOOTS:8;GUMBOOTS, KNEE LENGTH;STC;BLK | \$700.00 | 10 pair | \$7,000.00 USD | \$75.00 | USD per unit | | Wed, 7 Apr, 2021 |
| 8 BOOTS:7;GUMBOOTS, KNEE LENGTH;STC;BLK | \$700.00 | 10 pair | \$7,000.00 USD | \$75.00 | USD per unit | | Wed, 7 Apr, 2021 |
| 9 BOOTS:6;GUMBOOTS, KNEE LENGTH;STC;BLK | \$700.00 | 10 pair | \$7,000.00 USD | \$75.00 | USD per unit | | Fri, 16 Apr, 2021 |
| 10 MASK:RESP:BUZZBEE;3M 8810 FF2 GMER81SABS | \$500.00 | | | | USD per unit | | Mon, 22 Mar, 2021 |
| 11 GLOVES:SAFETY:PIG SKIN;SHORT | \$200.00 | | | | USD per unit | | Wed, 7 Apr, 2021 |
| 12 SPECTACLES:SAFETY:ASTROSPEC 2.0:CW LENS | \$700.00 | | | | USD per unit | | Wed, 31 Mar, 2021 |
| 13 GLOVES:PVC;9 TO 9-1/2;KNIT WRIST | \$200.00 | | | | USD per unit | | Wed, 31 Mar, 2021 |

(*) indicates a required field

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

Click Compose Message to send a message to the requester

Click Send

Ariba Sourcing

< Go back to Zimplats - TEST Dashboard

Company Settings Desktop File Sync

Compose New Message

From: Sandton Mining Machinery Pty Ltd Sandton Mining Machinery Pty Ltd (Jane Doe)

To: Project Team

Subject: Doc624020417 - Sourcing Project

Attachments: Attach a file

Send

I only have stock in all colours besides black.

Compose the message you want to send to the requester

Submitting your entire response for the event



Ariba Sourcing

Company Settings | Jane Doe | Help Center

< Go back to Zimplats - TEST Dashboard

Desktop File Sync

Time remaining: 2 days 20:26:54

Console Doc624020417 - Sourcing Project

Event Messages
Response History
Response Team

Checklist

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

Event Contents

All Content

| Name ↑ | Price | Quantity | Extended Price | Discount Amount | Discount Percentage | Surcharge Amount | Surcharge Percentage | Total Cost | Lead Time | Requested Delivery Date |
|---|------------------------|-------------|-----------------|-----------------|---------------------|------------------|----------------------|-----------------|-----------|-------------------------|
| 2 BOOTS:13;GUMBOOTS, KNEE LENGTH;STC;BLK | Less... - * \$1,110.00 | USD 10 pair | \$11,100.00 USD | \$110.00 | USD per unit | | 0% | \$10,000.00 USD | | Wed, 31 Mar, 2021 |
| BOOTS:13;GUMBOOTS, KNEE LENGTH;STC;BLK | | | | | | | | | | |
| 3 BOOTS:12;GUMBOOTS, KNEE LENGTH;STC;BLK | More... + * \$1,100.00 | USD 10 pair | \$11,000.00 USD | \$100.00 | USD per unit | | 0% | \$10,000.00 USD | | Fri, 16 Apr, 2021 |
| 4 BOOTS:11;GUMBOOTS, KNEE LENGTH;STC;BLK | More... + * \$700.00 | USD 10 pair | \$7,000.00 USD | \$75.00 | USD per unit | | 0% | \$6,250.00 USD | | Fri, 26 Mar, 2021 |
| 5 BOOTS:10;GUMBOOTS, KNEE LENGTH;STC;BLK | More... + * \$700.00 | USD 10 pair | \$7,000.00 USD | \$75.00 | USD per unit | | 0% | \$6,250.00 USD | | Fri, 16 Apr, 2021 |
| 6 BOOTS:9;GUMBOOTS, KNEE LENGTH;STC;BLK | More... + * \$700.00 | USD 10 pair | \$7,000.00 USD | \$75.00 | USD per unit | | 0% | \$6,250.00 USD | | Wed, 7 Apr, 2021 |
| 7 BOOTS:8;GUMBOOTS, KNEE LENGTH;STC;BLK | More... + * \$700.00 | USD 10 pair | \$7,000.00 USD | \$75.00 | USD per unit | | 0% | \$6,250.00 USD | | Wed, 7 Apr, 2021 |
| 8 BOOTS:7;GUMBOOTS, KNEE LENGTH;STC;BLK | More... + * \$700.00 | USD 10 pair | \$7,000.00 USD | \$75.00 | USD per unit | | 0% | \$6,250.00 USD | | Wed, 7 Apr, 2021 |
| 9 BOOTS:6;GUMBOOTS, KNEE LENGTH;STC;BLK | More... + * \$700.00 | USD 10 pair | \$7,000.00 USD | \$75.00 | USD per unit | | 0% | \$6,250.00 USD | | Fri, 16 Apr, 2021 |
| 10 MASK:RESP:BUZZBEE;3M 8810 FF2 GMER81SABS | More... + * \$500.00 | USD 10 each | \$5,000.00 USD | \$25.00 | USD per unit | | 0% | \$4,750.00 USD | | Mon, 22 Mar, 2021 |
| | More... + * \$200.00 | USD 10 pair | \$2,000.00 USD | | USD per unit | | 0% | \$2,000.00 USD | | Wed, 7 Apr, 2021 |
| | More... + * \$500.00 | USD 10 pair | \$5,000.00 USD | \$25.00 | USD per unit | | 0% | \$4,750.00 USD | | Wed, 31 Mar, 2021 |
| | More... + * \$200.00 | USD 10 pair | \$2,000.00 USD | | USD per unit | | 0% | \$2,000.00 USD | | Wed, 31 Mar, 2021 |
| | More... + * \$200.00 | USD 10 pair | \$2,000.00 USD | | USD per unit | | 0% | \$2,000.00 USD | | Thu, 1 Apr, 2021 |
| 15 RAIN... ZE:NAVY BLUE:XL:REFLECTIVE | More... + * \$500.00 | USD 10 pair | \$5,000.00 USD | \$25.00 | USD per unit | | 0% | \$4,750.00 USD | | Tue, 6 Apr, 2021 |

(* indicates a required field)

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

Click Submit entire response

Submitting your entire response for the event



Ariba Sourcing interface showing a sourcing project with a table of items and a confirmation dialog box.

Console Doc624020417 - Sourcing Project

Event Messages
Response History
Response Team

Checklist

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

Event Contents

All Content

| Name | Price | Quantity | Extended Price | Discount Amount | Discount Percentage | Surcharge Amount | Surcharge Percentage | Total Cost | Supplier Part Id | Lead Time | Requested Delivery Date |
|---|------------|----------|-----------------|-----------------|---------------------|------------------|----------------------|-----------------|------------------|-----------|-------------------------|
| 2 BOOTS:13;GUMBOOTS, KNEE LENGTH;STC;BLK | \$1,110.00 | 10 pair | \$11,100.00 USD | \$110.00 | USD per unit | USD per unit | 0% | \$10,000.00 USD | | | Wed, 31 Mar, 2021 |
| 3 BOOTS:12;GUMBOOTS, KNEE LENGTH;STC;BLK | \$1,100.00 | 10 pair | \$11,000.00 USD | \$100.00 | USD per unit | USD per unit | 0% | \$10,000.00 USD | | | Fri, 16 Apr, 2021 |
| 4 BOOTS:11;GUMBOOTS, KNEE LENGTH;STC;BLK | \$700.00 | 10 pair | \$7,000.00 USD | \$75.00 | USD per unit | USD per unit | 0% | \$6,250.00 USD | | | Fri, 26 Mar, 2021 |
| 5 BOOTS:10;GUMBOOTS, KNEE LENGTH;STC;BLK | \$700.00 | 10 pair | \$7,000.00 USD | | USD per unit | USD per unit | 0% | \$6,250.00 USD | | | Fri, 16 Apr, 2021 |
| 6 BOOTS:9;GUMBOOTS, KNEE LENGTH;STC;BLK | \$700.00 | 10 pair | \$7,000.00 USD | | USD per unit | USD per unit | 0% | \$6,250.00 USD | | | Wed, 7 Apr, 2021 |
| 7 BOOTS:8;GUMBOOTS, KNEE LENGTH;STC;BLK | \$700.00 | 10 pair | \$7,000.00 USD | | USD per unit | USD per unit | 0% | \$6,250.00 USD | | | Wed, 7 Apr, 2021 |
| 8 BOOTS:7;GUMBOOTS, KNEE LENGTH;STC;BLK | \$700.00 | 10 pair | \$7,000.00 USD | | USD per unit | USD per unit | 0% | \$6,250.00 USD | | | Wed, 7 Apr, 2021 |
| 9 BOOTS:6;GUMBOOTS, KNEE LENGTH;STC;BLK | \$700.00 | 10 pair | \$7,000.00 USD | \$75.00 | USD per unit | USD per unit | 0% | \$6,250.00 USD | | | Fri, 16 Apr, 2021 |
| 10 MASK:RESP:BUZZBEE;3M 8810 FF2 GMERB1SABS | \$500.00 | 10 each | \$5,000.00 USD | \$25.00 | USD per unit | USD per unit | 0% | \$4,750.00 USD | | | Mon, 22 Mar, 2021 |
| 11 GLOVES:SAFETY:PIG SKIN;SHORT | \$200.00 | 10 pair | \$2,000.00 USD | | USD per unit | USD per unit | 0% | \$2,000.00 USD | | | Wed, 7 Apr, 2021 |
| 12 SPECTACLES:SAFETY:ASTROSPEC 2.0;CW LENS | \$500.00 | 10 pair | \$5,000.00 USD | \$25.00 | USD per unit | USD per unit | 0% | \$4,750.00 USD | | | Wed, 31 Mar, 2021 |
| 13 GLOVES:PVC-9 TO 9.12;KNIT WRIST | \$700.00 | 10 pair | \$7,000.00 USD | | USD per unit | USD per unit | 0% | \$6,250.00 USD | | | Wed, 31 Mar, 2021 |

Submit Entire Response

Submit this response?
Click OK to submit.

OK Cancel

Ariba Sourcing

< Go back to Zimplats - TEST Dashboard

Console Doc624020417 - Sourcing Project

Event Messages
Response History
Response Team

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

Your response has been submitted

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

Desktop File Sync

Time remaining
2 days 19:59:30

Ariba Sourcing

< Go back to Zimplats - TEST Dashboard

Company Settings Jane Doe

Console Doc624020417 - Sourcing Project

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

Event Messages
Response History
Response Team

Checklist

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

Event Contents

All Content

| Name ↑ | Price | Quantity | Extended Price | Discount Amount | Discount Percentage | Surcharge Amount | Surcharge Percentage | Total Cost | Supplier Part Id | Lead Time | Requested Delivery Date |
|---|--------------------------|----------|-----------------|-----------------|---------------------|------------------|----------------------|-----------------|------------------|-----------|-------------------------|
| 2 BOOTS:13;GUMBOOTS, KNEE LENGTH;STC;BLK | Less... - \$1,110.00 USD | 10 pair | \$11,100.00 USD | \$110.00 USD | | | 0% | \$10,000.00 USD | | | Wed, 31 Mar, 2021 |
| BOOTS:13;GUMBOOTS, KNEE LENGTH;STC;BLK | | | | | | | | | | | |
| 3 BOOTS:12;GUMBOOTS, KNEE LENGTH;STC;BLK | More... + \$1,100.00 USD | 10 pair | \$11,000.00 USD | \$100.00 USD | | | 0% | \$10,000.00 USD | | | Fri, 16 Apr, 2021 |
| 4 BOOTS:11;GUMBOOTS, KNEE LENGTH;STC;BLK | More... + \$700.00 USD | 10 pair | \$7,000.00 USD | \$75.00 USD | | | 0% | \$6,250.00 USD | | | Fri, 26 Mar, 2021 |
| 5 BOOTS:10;GUMBOOTS, KNEE LENGTH;STC;BLK | More... + \$700.00 USD | 10 pair | \$7,000.00 USD | \$75.00 USD | | | 0% | \$6,250.00 USD | | | Fri, 16 Apr, 2021 |
| 6 BOOTS:9;GUMBOOTS, KNEE LENGTH;STC;BLK | More... + \$700.00 USD | 10 pair | \$7,000.00 USD | \$75.00 USD | | | 0% | \$6,250.00 USD | | | Wed, 7 Apr, 2021 |
| 7 BOOTS:8;GUMBOOTS, KNEE LENGTH;STC;BLK | More... + \$700.00 USD | 10 pair | \$7,000.00 USD | \$75.00 USD | | | 0% | \$6,250.00 USD | | | Wed, 7 Apr, 2021 |
| 8 BOOTS:7;GUMBOOTS, KNEE LENGTH;STC;BLK | More... + \$700.00 USD | 10 pair | \$7,000.00 USD | \$75.00 USD | | | 0% | \$6,250.00 USD | | | Wed, 7 Apr, 2021 |
| 9 BOOTS:6;GUMBOOTS, KNEE LENGTH;STC;BLK | More... + \$700.00 USD | 10 pair | \$7,000.00 USD | \$75.00 USD | | | 0% | \$6,250.00 USD | | | Fri, 16 Apr, 2021 |
| 10 MASK:RESP:BUZZBEE;3M 8810 FF2 GMER81SABS | More... + \$500.00 USD | 10 each | \$5,000.00 USD | \$25.00 USD | | | 0% | \$4,750.00 USD | | | Mon, 22 Mar, 2021 |
| 11 GLOVES:SAFETY-PIG SKIN;SHORT | More... + \$200.00 USD | 10 pair | \$2,000.00 USD | | | | 0% | \$2,000.00 USD | | | Wed, 7 Apr, 2021 |
| 12 SPECTACLES:SAFETY-ASTROSPEC 2.0;CW LENS | More... + \$500.00 USD | 10 pair | \$5,000.00 USD | \$25.00 USD | | | 0% | \$4,750.00 USD | | | Wed, 31 Mar, 2021 |
| 13 GLOVES:PVC;9 TO 9-1/2;KNIT WRIST | More... + \$200.00 USD | 10 pair | \$2,000.00 USD | | | | 0% | \$2,000.00 USD | | | Wed, 31 Mar, 2021 |
| 14 GLOVES:350MM;ACID RESIST;BROWN;PVC | More... + \$200.00 USD | 10 pair | \$2,000.00 USD | | | | 0% | \$2,000.00 USD | | | Thu, 1 Apr, 2021 |

Revising your response



Always update and submit the entire response again.

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.

Ariba Sourcing

< Go back to Zimplats - TEST Dashboard

Console Doc624020417 - Sourcing Project

Event Messages
Response History
Response Team

▼ Checklist

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

▼ Event Contents

All Content

| Name ↑ | Price | Quantity | Extended Price | Discount Amount | Discount Percentage |
|---|---|----------|----------------|---|-------------------------------|
| 4 BOOTS:11;GUMBOOTS, KNEE LENGTH;STC;BLK More... + | * <input type="text" value="\$700.00"/> USD | 10 pair | \$7,000.00 USD | <input type="text" value="\$75.00"/> USD per unit | <input type="text"/> per unit |
| 5 BOOTS:10;GUMBOOTS, KNEE LENGTH;STC;BLK More... + | * <input type="text" value="\$700.00"/> USD | 10 pair | \$7,000.00 USD | <input type="text" value="\$75.00"/> USD per unit | <input type="text"/> per unit |
| 6 BOOTS:9;GUMBOOTS, KNEE LENGTH;STC;BLK More... + | * <input type="text" value="\$700.00"/> USD | 10 pair | \$7,000.00 USD | <input type="text" value="\$75.00"/> USD per unit | <input type="text"/> per unit |
| 7 BOOTS:8;GUMBOOTS, KNEE LENGTH;STC;BLK More... + | * <input type="text" value="\$700.00"/> USD | 10 pair | \$7,000.00 USD | <input type="text" value="\$75.00"/> USD per unit | <input type="text"/> per unit |
| 8 BOOTS:7;GUMBOOTS, KNEE LENGTH;STC;BLK More... + | * <input type="text" value="\$700.00"/> USD | 10 pair | \$7,000.00 USD | <input type="text" value="\$75.00"/> USD per unit | <input type="text"/> per unit |
| 9 BOOTS:6;GUMBOOTS, KNEE LENGTH;STC;BLK More... + | * <input type="text" value="\$700.00"/> USD | 10 pair | \$7,000.00 USD | <input type="text" value="\$75.00"/> USD per unit | <input type="text"/> per unit |
| 10 MASK:RESP:BUZZBEE;3M 8810 FF2 GMER81SABS More... + | * <input type="text" value="\$500.00"/> USD | 10 each | \$5,000.00 USD | <input type="text" value="\$25.00"/> USD per unit | <input type="text"/> per unit |
| 11 GLOVES:SAFETY:PIG SKIN;SHORT More... + | * <input type="text" value="\$200.00"/> USD | 10 pair | \$2,000.00 USD | <input type="text"/> USD per unit | <input type="text"/> per unit |
| 12 GLOVES:SAFETY:PIG SKIN;SHORT More... + | * <input type="text" value="\$500.00"/> USD | 10 pair | \$5,000.00 USD | <input type="text" value="\$25.00"/> USD per unit | <input type="text"/> per unit |
| 13 GLOVES:SAFETY:PIG SKIN;SHORT More... + | * <input type="text" value="\$200.00"/> USD | 10 pair | \$2,000.00 USD | <input type="text"/> USD per unit | <input type="text"/> per unit |
| 14 GLOVES:SAFETY:PIG SKIN;SHORT More... + | * <input type="text" value="\$200.00"/> USD | 10 pair | \$2,000.00 USD | <input type="text"/> USD per unit | <input type="text"/> per unit |
| 15 RAIN GLOVES:SAFETY:PIG SKIN;SHORT More... + | * <input type="text" value="\$500.00"/> USD | 10 pair | \$5,000.00 USD | <input type="text" value="\$20.00"/> USD per unit | <input type="text"/> per unit |

(*) indicates a required field

[Submit Entire Response](#) [Update Totals](#) [Reload Last Bid](#) [Save draft](#) | [Compose Message](#) [Excel Import](#)

Once response is revised.
Click on Submit entire response.

Declining to Respond to Sourcing Events



Declining to Respond to Sourcing events.

Ariba Sourcing

< Go back to Zimplats - TEST Dashboard Desktop File Sync

Company Settings Jane Doe

Time remaining 2 days 22:32:04

Event Details

Doc624020417 - Sourcing Project

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.

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

[Download Content](#) [Review Prerequisites](#) [Decline to Respond](#) [Print Event Information](#)

All Content

| Name ↑ | Price | Quantity | Extended Price | Discount Amount | Discount Percentage | Surcharge Amount |
|--|-------|----------|----------------|-----------------|---------------------|------------------|
| 2 BOOTS:13;GUMBOOTS, KNEE LENGTH;STC;BLK Less... - | | 10 pair | | | | |
| BOOTS:13;GUMBOOTS, KNEE LENGTH;STC;BLK | | | | | | |
| 3 BOOTS:12;GUMBOOTS, KNEE LENGTH;STC;BLK More... + | | 10 pair | | | | |
| 4 BOOTS:11;GUMBOOTS, KNEE LENGTH;STC;BLK More... + | | 10 pair | | | | |

Declining to Respond to Sourcing Events



Declining to Respond to Sourcing events.

Ariba Sourcing

< Go back to Zimplats - TEST Dashboard

Event Details Doc624020417 - Sourcing Project

Event Messages
Download Tutorials
Response Team

Download Content Review Prerequisites Decline to Respond Print Event Information

▼ Checklist

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

▼ Event Contents

All Content

You declined the prerequisites. If you want to participate in this event, you **must** review and **accept** the prerequisite.

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).

We currently do not have the items required in stock, therefore we will not be participating in the RFQ. Thank you for the opportunity!

Click OK

OK Cancel

| Name ↑ | Price | Quantity | Extended Price | Discount Amount | Discount Percentage | Surcharge Amount | Surcharge Percentage | Total Cost |
|---|-----------|----------|----------------|-----------------|---------------------|------------------|----------------------|------------|
| 2 BOOTS:13;GUMBOOTS, KNEE LENGTH;STC;BLK | | | | | | | | |
| 3 BOOTS:12;GUMBOOTS | | | | | | | | |
| 4 BOOTS:11;GUMBOOTS | | | | | | | | |
| 5 BOOTS:10;GUMBOOTS | | | | | | | | |
| 6 BOOTS:9;GUMBOOTS | | | | | | | | |
| 7 BOOTS:8;GUMBOOTS | | | | | | | | |
| 8 BOOTS:7;GUMBOOTS, KNEE LENGTH;STC;BLK | | | | | | | | |
| 9 BOOTS:8;GUMBOOTS, KNEE LENGTH;STC;BLK | | | | | | | | |
| 10 MASK:RESP:BUZZBEE;3M 8810 FF2 GMER81SABS | More... + | 10 each | | | | | 0% per unit | |
| 11 GLOVES:SAFETY-PIG SKIN;SHORT | More... + | 10 pair | | | | | 0% per unit | |
| 12 SPECTACLES:SAFETY-ASTROSPEC 2.0:CW LENS | More... + | 10 pair | | | | | 0% per unit | |

Provide a Reason for Declining to Respond

Click OK

OK

Cancel

Declining to Respond to Sourcing Events



SAP Ariba Proposals and Questionnaires Standard Account Upgrade TEST MODE ? PM

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.

Events

| Title | ID | End Time ↓ | Event Type | Participated |
|----------------------------------|--------------|-------------------|------------|--------------|
| ▼ Status: Open (1) | | | | |
| Sourcing Project | Doc624020417 | 3/27/2021 1:31 PM | RFP | Declined |

Registration Questionnaires

| Title | ID | End Time ↓ | Status |
|--|--------------|--------------------|------------|
| ▼ Status: Completed (1) | | | |
| Zimplats Supplier Registration Questionnaire | Doc569536733 | 2/11/2021 12:16 PM | Registered |

Qualification Questionnaires

| Title | ID | End Time ↓ | Commodity | Regions | Status |
|----------|----|------------|-----------|---------|--------|
| No items | | | | | |

Questionnaires

| Title | ID | End Time ↓ | Commodity | Regions | Status |
|-------|----|------------|-----------|---------|--------|
|-------|----|------------|-----------|---------|--------|

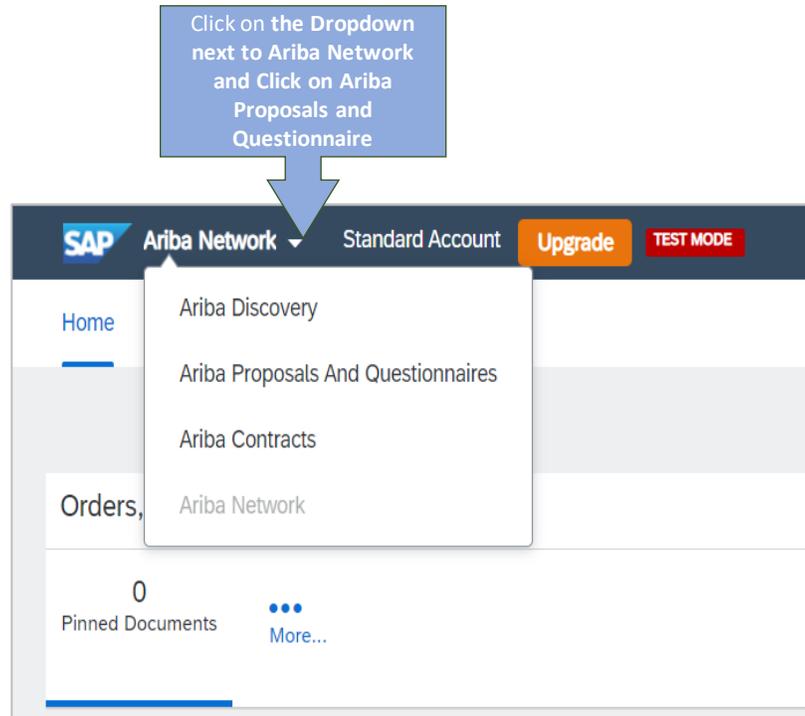
Participated Status will reflect as Declined

Navigating between Events and Purchase Orders



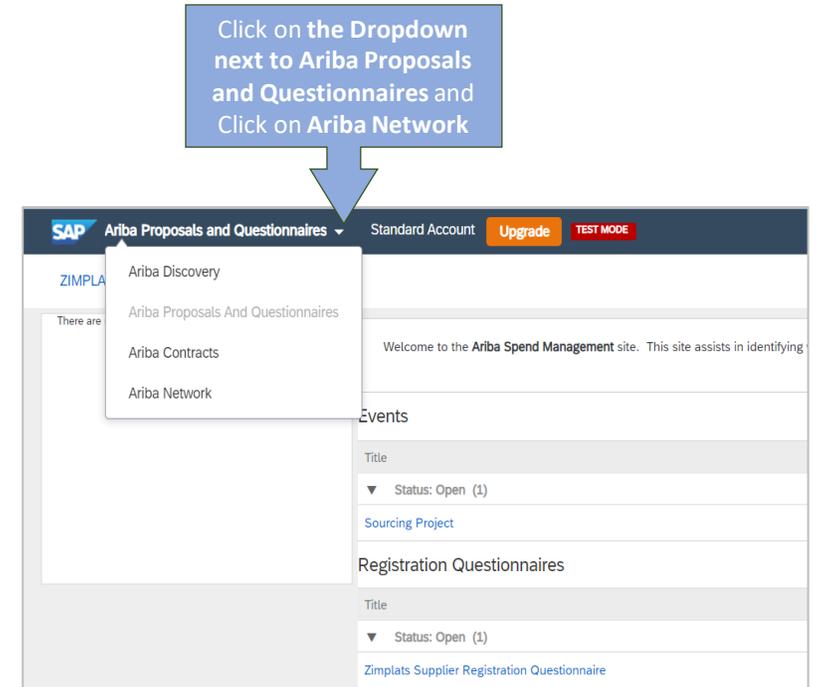
Scenario 1

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'. On the right side of the header, there are icons for help, PM, and a notification badge with the number '1'. Below the header, there are navigation tabs for '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', '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'. Below the metrics is a table with columns for 'Order Number', 'Customer', 'Status', 'Amount', and 'Date'. The table is currently empty, with a message: 'You do not have any Orders and Releases.' On the right side of the interface, a user profile menu is open, showing options like 'My Account', 'Link User IDs', 'Contact Administrator', 'DEDICATED OFFICE SUP...', 'Company Profile', 'Settings', and 'Logout'. The 'Settings' option is highlighted with a red circle and the number '2'. Below the 'Settings' option, there is a progress bar for 'Update Profile Information' at 35%. The 'Users' option in the 'ACCOUNT SETTINGS' section is highlighted with a red circle and the number '3'. A 'Feedback' button is visible on the far right.

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 interface for Account Settings. The page title is "Account Settings" with "Save" and "Close" buttons. The navigation menu includes "Customer Relationships", "Users", "Notifications", "Application Subscriptions", "Account Registration", and "API management". The "Manage Users" tab is selected, showing sub-tabs for "Manage Roles", "Manage Users", and "Manage User Authentication".

Roles
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:

| Role Name | Users Assigned | Actions |
|---------------|----------------|---------|
| Administrator | | |

A red circle with the number "1" and a "+" sign is overlaid on the bottom right of the table area, indicating the location of the "Add User" button. "Save" and "Close" buttons are also present at the bottom right of the page.

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

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?

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

Create Role

* 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

Save Cancel

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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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

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

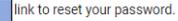
Ariba Account Password Reset Information Inbox x

 **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

SAP Ariba Network ?

Your password has been updated.

You can now login using and new password.

[Back to Sign In](#)

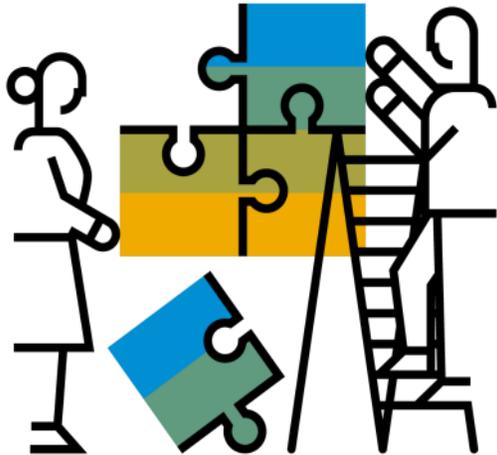
Click Back to Sign In

The message: Your password has been updated will appear on the screen



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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>

Follow us



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