

Ariba® Network Supplier Process Guide

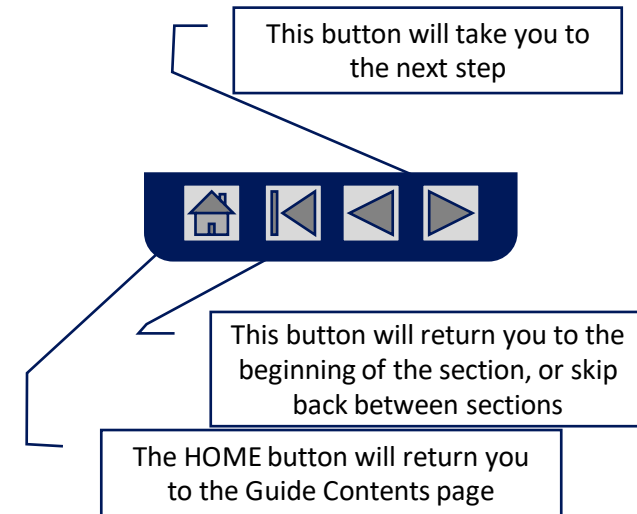
Sourcing Events - RFQ



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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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!

 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](#)

Create account and continue

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 interface. At the top, there is a header bar with the SAP logo, 'Ariba Network', 'Standard Account', 'Upgrade', and 'TEST MODE'. Below the header, there is a navigation menu with 'Home' and 'Orders'. A dropdown menu is open under 'Orders', 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. The main content area shows '0 Pinned Documents' and a table with columns: Document #, Document Type, Customer, Status, and Amount. The table is currently empty, displaying 'No items'. On the right side, there is a 'Now we're mobile.' section with 'Check it out.' and links to the App Store and Google Play. Below that is a 'Tasks' section with a link to 'Update Profile Information' and a progress bar showing '35%'. At the bottom, there is a footer with the SAP logo, copyright information, and links to '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 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**

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

Desktop File Sync

Event Details

Doc624020417 - Sourcing Project

Time Remaining to respond. 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

Event Messages

Download Tutorials

Response Team

Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots

4. Submit Response

All Content

Name	Price	Quantity	Extended Price	Discount Amount	Discount Percentage	Surcharge Amount
2 BOOTS:13;GUMBOOTS, KNEE LENGTH;STC;BLK		10 pair				
BOOTS:13;GUMBOOTS, KNEE LENGTH;STC;BLK						
3 BOOTS:12;GUMBOOTS, KNEE LENGTH;STC;BLK		10 pair				
4 BOOTS:11;GUMBOOTS, KNEE LENGTH;STC;BLK		10 pair				

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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 the lots to respond and click on Submit Selected Lots.

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

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	Requested Delivery Date
2 BOOTS:13;GUMBOOTS, KNEE LENGTH;STC;BLK	Less... *	10 pair							Wed, 31 Mar, 2021
BOOTS:13;GUMBOOTS, KNEE LENGTH;STC;BLK									
3 BOOTS:12;GUMBOOTS, KNEE LENGTH;STC;BLK	More... + *	10 pair							Fri, 16 Apr, 2021
4 BOOTS:11;GUMBOOTS, KNEE LENGTH;STC;BLK	More... + *	10 pair							Fri, 26 Mar, 2021
5 BOOTS:10;GUMBOOTS, KNEE LENGTH;STC;BLK	More... + *	10 pair							Fri, 16 Apr, 2021
6 BOOTS:9;GUMBOOTS, KNEE LENGTH;STC;BLK	More... + *	10 pair							Wed, 7 Apr, 2021
7 BOOTS:8;GUMBOOTS, KNEE LENGTH;STC;BLK	More... + *	10 pair							Wed, 7 Apr, 2021
8 BOOTS:7;GUMBOOTS, KNEE LENGTH;STC;BLK	More... + *	10 pair							Fri, 16 Apr, 2021
9 BOOTS:6;GUMBOOTS, KNEE LENGTH;STC;BLK	More... + *	10 pair							Mon, 22 Mar, 2021
10 MASK:RESP:BUZZBEE;3M 8810 FF2 GMER81SABS	More... + *	10 each							Wed, 7 Apr, 2021
11 GLOVES:SAFETY:PIG SKIN;SHORT	More... + *	10 pair							Wed, 31 Mar, 2021
12 SPECTACLES:SAFETY:ASTROPEC 2.0:CW LENS	More... + *	10 pair							Wed, 31 Mar, 2021
13 GLOVES:PVC;9 TO 9-1/2;KNIT WRIST	More... + *	10 pair							Thu, 1 Apr, 2021
14 GLOVES:350MM;ACID RESIST;BROWN;PVC	More... + *	10 pair							Tue, 6 Apr, 2021
15 RAIN SUIT 2 PCE:NAVY BLUE:XL:REFLECTIVE	More... + *	10 pair							

(*) indicates required field

Submit Entire Response Update Totals Save draft Compose Message Excel Import

Add your pricing for your line items

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

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			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			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			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			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			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			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			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			Fri, 16 Apr, 2021
10 MASK:RESP:BUZZBEE;3M 8810 FF2 GMER81 More...	\$500.00 USD	10 each	\$5,000.00 USD				Mon, 22 Mar, 2021
11 GLOVES:SAFETY:PIG SKIN;SHORT		10 pair	\$2,000.00 USD				Wed, 7 Apr, 2021
12 SPECTACLES:SAFETY:ASTROSPEC 2.0:CW L		10 pair	\$7,000.00 USD	\$70.00 USD per unit			Wed, 31 Mar, 2021
13 GLOVES:PVC;9 TO 9-1/2;KNIT WRIST		10 pair	\$2,000.00 USD				Wed, 31 Mar, 2021

3

(*) indicates a required field

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

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

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			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			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			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			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			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			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			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			Fri, 16 Apr, 2021
10 MASK:RESP:BUZZBEE;3M 8810 FF2 GMER81SABS	More... + \$500.00 USD			USD per unit			Mon, 22 Mar, 2021
11 GLOVES:SAFETY:PIG SKIN;SHORT	More... + \$200.00 USD			USD per unit			Wed, 7 Apr, 2021
12 SPECTACLES:SAFETY:ASTROSPEC 2.0:CW LENS	More... + \$700.00 USD			USD per unit			Wed, 31 Mar, 2021
13 GLOVES:PVC;9 TO 9-1/2;KNIT WRIST	More... + \$200.00 USD			USD per unit			Wed, 31 Mar, 2021

Submit Entire Response

Update Totals

Save draft

Compose Message

Excel Import

Click Compose Message to send a message to the requester

Compose the message you want to send to the requester

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

B

I

U

1 (8 pt)

font

I only have stock in all colours besides black.

Click Send

Send

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Submitting your entire response for the event



Ariba Sourcing

< Go back to Zimplats - TEST Dashboard

Desktop File Sync

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

Time remaining
2 days 20:26:54

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% per unit	\$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% per unit	\$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% per unit	\$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% per unit	\$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% per unit	\$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% per unit	\$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% per unit	\$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% per unit	\$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% per unit	\$4,750.00 USD		Mon, 22 Mar, 2021
	More... + * \$200.00 USD	10 pair	\$2,000.00 USD				0% per unit	\$2,000.00 USD		Wed, 7 Apr, 2021
	More... + * \$500.00 USD	10 pair	\$5,000.00 USD	\$25.00 USD per unit			0% per unit	\$4,750.00 USD		Wed, 31 Mar, 2021
	More... + * \$200.00 USD	10 pair	\$2,000.00 USD				0% per unit	\$2,000.00 USD		Wed, 31 Mar, 2021
	More... + * \$200.00 USD	10 pair	\$2,000.00 USD				0% per unit	\$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% per unit	\$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

Go back to Zimplats - TEST Dashboard

Company Settings Jane Doe Help Center

Desktop File Sync

Time remaining 2 days 20:14:19

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		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		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		0%	\$6,250.00 USD			Fri, 16 Apr, 2021
5 BOOTS-10;GUMBOOTS, KNEE LENGTH;STC;BLK	\$700.00	10 pair	\$7,000.00 USD		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		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		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		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		0%	\$6,250.00 USD			Fri, 16 Apr, 2021
10 MASK-RESP;BUZZBEE;3M 8810 FF2 GMERB15ABS	\$500.00	10 each	\$5,000.00 USD	\$25.00	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		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		0%	\$4,750.00 USD			Wed, 31 Mar, 2021
13 GLOVES-PVC-9 TO 10-KNIT WRIST	\$700.00	10 pair	\$7,000.00 USD		USD per unit		0%	\$6,250.00 USD			Wed, 31 Mar, 2021

(*) indicates a required field

Submit Entire Response

Submit this response?

OK Cancel

Click OK to submit

Ariba Sourcing

Go back to Zimplats - TEST Dashboard

Console

Event Messages
Response History
Response Team

Doc624020417 - Sourcing Project

✓ 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

Time remaining
2 days 19:59:30

Ariba Sourcing

< Go back to Zimplats - TEST Dashboard

ConsoleDoc624020417 - 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

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

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... -	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... +	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... +	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... +	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... +	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... +	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... +	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... +	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 GMERB1SABS	More... +	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... +	10 pair	\$2,000.00 USD				0%	\$2,000.00 USD			Wed, 7 Apr, 2021
12 SPECTACLES:SAFETY-ASTROSPEC 2.0:CW LENS	More... +	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... +	10 pair	\$2,000.00 USD				0%	\$2,000.00 USD			Wed, 31 Mar, 2021
14 GLOVES:350MM;ACID RESIST;BROWN;PVC	More... +	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

All Content

Name ↑	Price	Quantity	Extended Price	Discount Amount	Discount Percentage
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
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
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
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
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
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
10 MASK:RESP:BUZZBEE;3M 8810 FF2 GMER81SABS More... +	* \$500.00 USD	10 each	\$5,000.00 USD	\$25.00 USD per unit	per unit
11 GLOVES:SAFETY:PIG SKIN;SHORT More... +	* \$200.00 USD	10 pair	\$2,000.00 USD	USD per unit	per unit
12 GLOVES:SAFETY:PIG SKIN;SHORT More... +	* \$500.00 USD	10 pair	\$5,000.00 USD	\$25.00 USD per unit	per unit
13 GLOVES:SAFETY:PIG SKIN;SHORT More... +	* \$200.00 USD	10 pair	\$2,000.00 USD	USD per unit	per unit
14 GLOVES:SAFETY:PIG SKIN;SHORT More... +	* \$200.00 USD	10 pair	\$2,000.00 USD	USD per unit	per unit
15 RAIN COAT:NAVY BLUE;XL:REFLECTIVE More... +	* \$500.00 USD	10 pair	\$5,000.00 USD	\$20.00 USD per unit	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

Company Settings Jane Doe

< Go back to Zimplats - TEST Dashboard

Desktop File Sync

Event Details

Doc624020417 - Sourcing Project

Time remaining
2 days 22:32:04

Event Messages

Download Tutorials

Response Team

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots

4. Submit Response

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

All Content

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

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

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

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

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

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:6;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	

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

Provide a Reason for Declining to Respond

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.

Participated Status will reflect as Declined

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
-------	----	----------	-----------	---------	--------

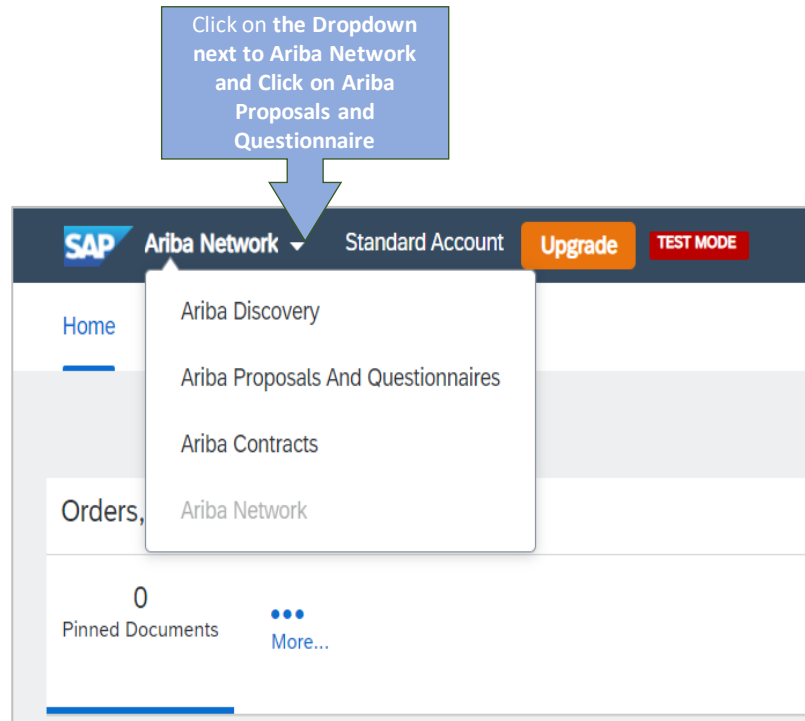
Participated Status
will reflect as
Declined

Navigating between Events and Purchase Orders



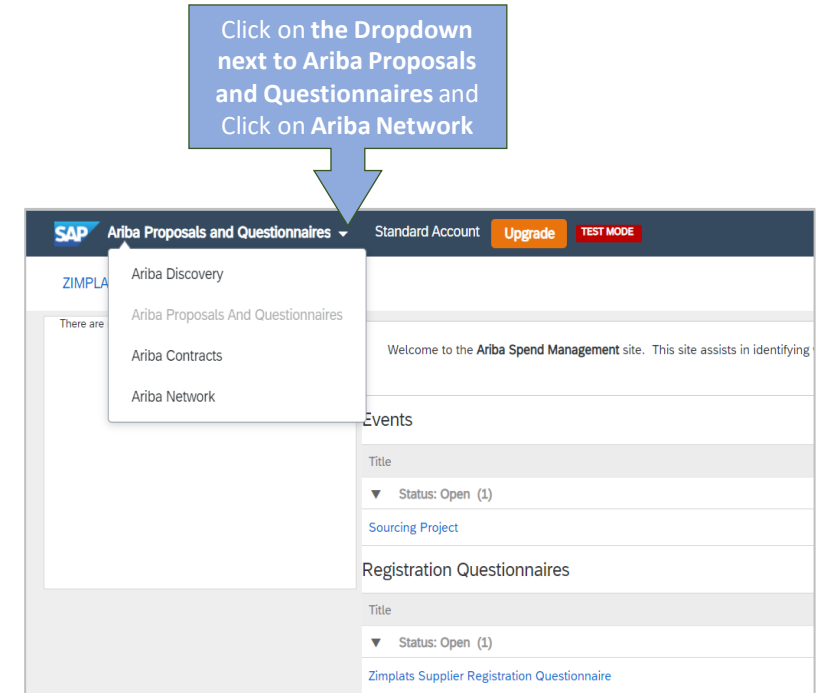
Scenario 1

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. The top navigation bar includes the SAP logo, 'Ariba Network', 'Enterprise Account', and a 'TEST MODE' button. On the right, there are icons for help, a user profile with initials 'PM', and a red circle with the number '1' indicating a notification or action point.

The main content area has tabs for 'Home', 'Inbox', 'Outbox', 'Catalogs', and 'Reports'. Below these is a notification banner: 'Ariba Network will be part of SAP Business Network starting May 21st. Learn more'. Below the banner are filters for 'Orders and Releases', 'All Customers', and 'Order Number'. The main section 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 these is a table with columns: '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, a user profile dropdown menu is open, showing the following options: 'My Account', 'Link User IDs', 'Contact Administrator', 'DEDICATED OFFICE SUP...', 'ANID: AN01628567453-T', 'Company Profile', 'Settings' (marked with a red circle and the number '2'), and 'Logout'. Below the menu is a progress bar for 'Update Profile Information' at 35%. A 'Feedback' button is visible on the far right.

A secondary menu is also visible, listing 'ACCOUNT SETTINGS' (Customer Relationships, Users marked with a red circle and the number '3', Notifications, Application Subscriptions, Account Registration) and 'NETWORK SETTINGS' (Electronic Order Routing, Electronic Invoice Routing, Accelerated Payments, Remittances).

How to add additional users?

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 displays the SAP Ariba Network interface for 'Account Settings'. The top navigation bar shows 'SAP Ariba Network', 'Enterprise Account', and 'TEST MODE'. The main content area is titled 'Account Settings' and includes a 'Save' button and a 'Close' button. Below this, there are tabs for 'Customer Relationships', 'Users', 'Notifications', 'Application Subscriptions', 'Account Registration', and 'API management'. The 'Users' tab is selected, and within it, the 'Manage Roles' sub-tab is active. The 'Manage Roles' section includes a 'Roles' header, a description, and a 'Filters' section with a 'Permission' dropdown menu. Below the filters, there are 'Apply' and 'Reset' buttons. A table lists the roles, with the first row showing 'Administrator' under the 'Role Name' column, an empty cell under 'Users Assigned', and a trash icon under 'Actions'. A red circle with the number '1' is overlaid on the '+ ' button in the bottom right corner of the table. The bottom navigation bar has '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

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

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

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

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

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

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
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<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

How to add additional users?

SAP Ariba Network

Enterprise Account

TEST MODE

Account Settings

Save

Close

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

The Role is reflected under the administrator or role.

Save

Close

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

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

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

Resetting your password

Participated Status
will reflect as
Declined



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 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

The screenshot shows the SAP Ariba Network interface for resetting a password. The header includes the SAP logo and 'Ariba Network' with a dropdown arrow. The main heading is 'Reset your password' with the instruction 'Enter the email address you used to register with Ariba Network.' Below this is a text input field labeled 'Email address' containing 'test@dedicatedofficesupplies.com'. A red circle with the number '1' is next to the input field. Below the input field is a blue 'Submit' button with a red circle and the number '2' next to it. To the right of the form is an illustration of a hand holding a magnifying glass over a cloud. The footer contains the SAP logo, copyright information '© 2019 SAP SE or an SAP affiliate company. All rights reserved.', and links for 'SAP Ariba Privacy Statement', 'Security Disclosure', and 'Terms of Use'.

SAP Ariba Network

Reset your password

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

Email address

test@dedicatedofficesupplies.com

Submit

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Resetting your password


1. Check your mailbox.

2. Open the email received
from Ariba Commerce
Cloud

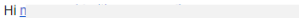
3. Click on Click here

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 click the link to reset your password.

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



Click on 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

SAP Ariba Network

Reset your password

Username

New password

Confirm your password

Submit **Cancel**

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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

SAP Ariba Network

Reset your password

Username

New password

Confirm your password


Submit **Cancel**

Click on Submit

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Capture and Confirm your password

Resetting your password

?


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

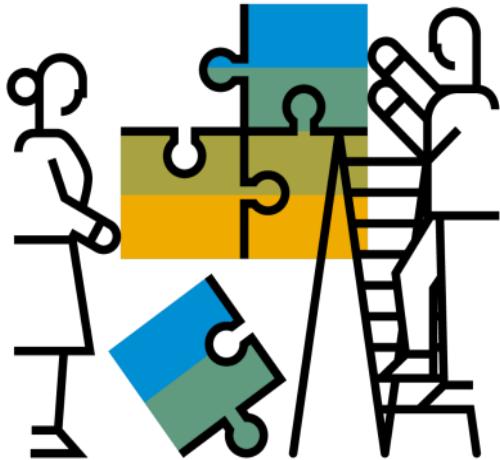




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Contact Us



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

Available in English, German and French

English link:

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

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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