Ariba® Network Supplier Process Guide
## Sourcing Events - RFQ

Using This Guide

This button will take you to the next step

- 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

⌂ ⏮ ◀ ▶

This button will return you to the beginning of the section, or skip back between sections

The HOME button will return you to the Guide Contents page
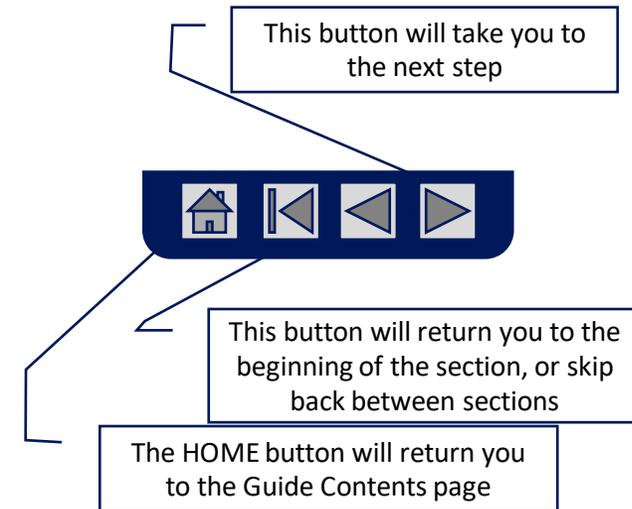
Home - Table of Contents

Select by clicking on the links:

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 JD

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.

SAP Ariba Network ▾ **Standard Account**

Jane Doe
sandtonmining@gmail.com

My Account

Link User IDs

Contact Administrator

Sandton Mining Machi...
ANID: AN01644625870-T

Company Profile

Settings

Logout

Network Settings

ACCOUNT SETTINGS

Electronic Order Routing   Electronic Invoice Routing   Settlement

* Indicates a required field

Customer Relationships

Users

Notifications

Application Subscriptions

Account Registration

Non-Catalog Orders with Part Numbers
☐ Process non-catalog orders as catalog orders if part numbers are entered manually

Status Update Request Notifications
☐ Do not send status updates for inbound documents in pending queue

NETWORK SETTINGS

...nic Order Routing

...onic Invoice Routing

Remittances

Network Notifications

Audit Logs

New Orders

Document Type	Routing Method
Catalog Orders without Attachments	Email

Security Disclosure   Terms o...

New User create an account

1

ZIMPLATS
Member of the Implats Group

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 Sandton Mining Machinery Pty Ltd already has an account with Ariba Network, sign in with your username and password.

2

➡ Click Here to create account now

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**

Enter your **User Account Information**

Company information

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]

User account information

Name:* Jane | Doe

Email:*

☑ Use my email as my username

Username:*

Password:*

Language: English

Email orders to:*

Tell us more about your business ▸

Ariba will make your company profile, which includes the basic ... mation, 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 ... t 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

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**

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
Member of the Implats Group

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

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.

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.

🕐 Time remaining
2 days 22:32:04

Event Messages
Download Tutorials
Response Team

Click on **Review Prerequisites**

Review and respond to the prerequisite[s]. [Prerequisites mu]st be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to [revi]ew and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event con[tent o]r participate in this event.

| Download Content | Review Prerequisites | Decline to Respond | Print Event Information |

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. 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**	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**

Responding to Sourcing Events

Responding to **Sourcing Events.**

➤ **Select All Lots**

➤ **Click Confirm Selected Lots.**

Responding to Sourcing Events

Responding to **Sourcing Events**

1. **Add your pricing**

   ➢ **Complete any additional information**

2. **Click on update totals**

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.

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

Zimplats could send you important messages about the event

Click **Compose Message** to send a message to the requester

Click **Send**

Compose the message you want to send to the requester

Submitting your entire response for the event

Submitting your entire response for the event

Click **OK** to submit

Submit this response?
Click OK to submit.

OK   Cancel

Your response has been submitted

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

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

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
PEC 2.0:CW LENS	More...	+	* $500.00	USD	10 pair	$5,000.00 USD	$25.00	USD per unit	per unit
RIST	More...	+	* $200.00	USD	10 pair	$2,000.00 USD		USD per unit	per unit
ROWN;PVC	More...	+	* $200.00	USD	10 pair	$2,000.00 USD		USD per unit	per unit
15 RAIN S PCE: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

Once response is revised.
Click on Submit entire response.

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

Declining to Respond to Sourcing Events

Declining to Respond to Sourcing events.

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

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

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									
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.

Provide a **Reason** for **Declining to Respond**

Click **OK**

[OK] [Cancel]

Declining to Respond to Sourcing Events

Navigating between Events and Purchase Orders

Scenario 1

From Purchase Orders to Sourcing Events (Proposals)

Click on **the Dropdown next to Ariba Network and Click on Ariba Proposals and Questionnaire**
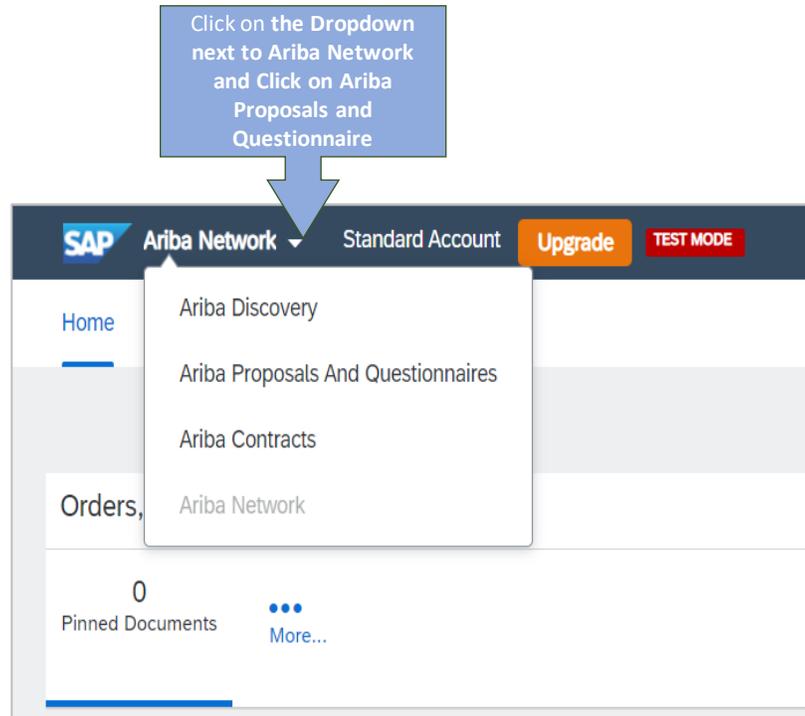
Scenario 2

From Events (Proposals) to Purchase Orders

Click on **the Dropdown next to Ariba Proposals and Questionnaires** and Click on **Ariba Network**
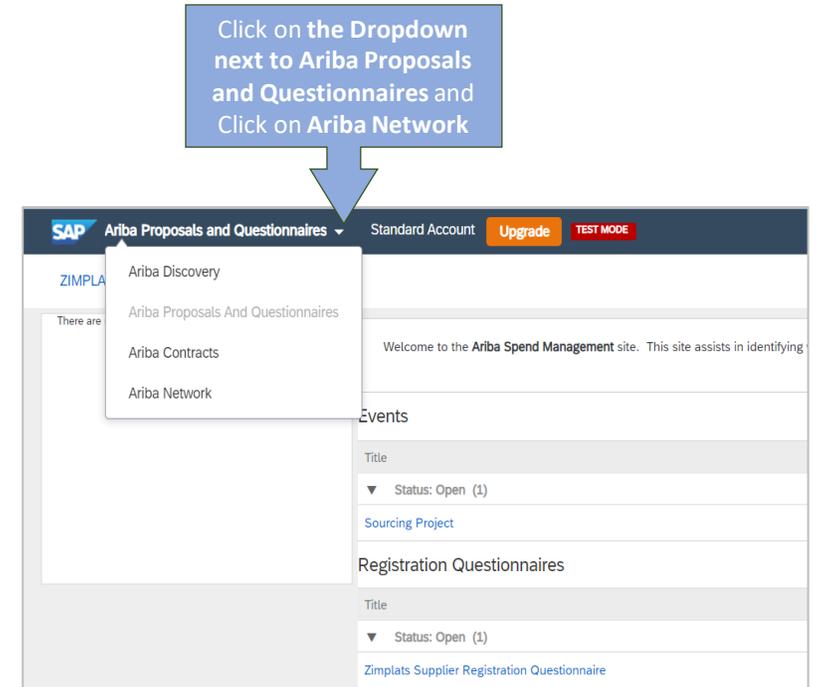
1. Click on the drop down icon to view options

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

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

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

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

How to add additional users?

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

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

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 ▾   ⑦

Reset your password

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

Email address
test@dedicatedofficesupplies.com   **①**

Submit **②**

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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 ×]

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

Reset your password

Hi n

Choose the account you want to reset the password for, an[...]link to reset your password.
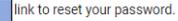
User ID	Password reset link
sandtonmining@gmail.com	Click Here

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

Reset your password

Username

New password

- 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)

Confirm your password

Submit   Cancel

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NB: Take note of the message. Regarding your password

Reset your password

Username

New password

Confirm your password

Submit   Cancel

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Capture and Confirm your password

Click on Submit

Resetting your password

Your password has been updated.

You can now login using ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓ nd new password.

Back to Sign In

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

Click Back to Sign In

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Contact Us

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

"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:
h₈₁ttps://www.youtube.com/watch?v=N0O0ACAu92g

SAP Ariba

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THE BEST RUN **SAP**