

Ariba Sourcing Training Manual

Sipchem Ariba Led Transformation

Training Manual for Suppliers How to Respond to Sourcing Events (RFI, RFP, FOLLOW-ON RFP AND AUCTION)



1. Overview

1.1 Description

Objective of this manual is:

- 1. Understand process of participating and submitting Reponses in RFI (Request for Information) from Ariba Network
- 2. Understand process of participating and submitting Reponses in RFP (Request for Proposal) from Ariba Network
- 3. Understand process of participating and submitting Reponses in Auction from Ariba Network

1.2 Targeted Audiences

Targeted audiences for this process are:

i. Suppliers

Prerequisites

• N/A

Helpful Hints

• N/A



2. SAP Ariba Login

2.1 Description This section will explain to login into ARIBA network.

2.2 Login Ariba

Access below URL in browser (Preferred browser: Google Chrome): https://supplier.ariba.com

A login screen will appear. Enter login details:

- a. User ID
- b. Password
- c. Now click on Login button.

SAP Ariba Network -		0
SAP Ariba 🕅 Supplier Login	Grow your bu	siness on the go Connect with new customers from anywhere with the SAP Ariba supplier mobile app. Easily
User Name Password		match and respond to sales opportunities with SAP Ariba Discovery on mobile. Use promo code SAPARIBA2020 to respond for free!
Login C Forgot Username or Password	Learn More	
New to Ariba? Register Now or Learn More		• • • •

2.3 Home Screen

You have logged in SAP ARIBA Home Page. User will be able to find:

- a. Different module tabs.
- b. Tiles to track event status, expiring contract, etc.
- c. To Do list of tasks assigned to user. Tasks can be managed through this as well

SAP Ariba Netw	ork 🗕 Enterp	prise Account	TEST MODE					⑦ TS ¹
Home Inbox v	Outbox 🗸	Catalogs	Reports	Messages			Documents 🗸	Create 🗸
Orders and Releases	✓ All Customer	rs		✓ Order Number			Guide	III C Trends Refresh
Orders, Invoices	and Paymen	ts			All Customers 🔻	Last 14 days 🔻	Now we're mobile.	
0							Check it out.	2 2 5 1
Pinned Documents	More						Google Play	\$79.7М
Document #	Do	ocument Type		Customer	Status	Amount		
			No items				Tasks	
							Update Profile Information	35%



d. Now click on Ariba Network > Ariba Proposal and Questionnaires

Ariba Network - Enterprise Account	TEST MODE	(? TS ¹
Home Ariba Discovery	Reports Messages Docu	iments 🗸 Create 🗸
Orders an Ariba Contracts	· ✓ Order Number	Guide Trends Refresh
Orders, Ariba Network	All Customers v Last 14 days v Now we're	mobile.
O Pinned Documents More	Check it o Check it o Check it o Check it o Check it o Check it o	Jt.
Document # Document Type	Customer Status Amount	
	No items Update	Profile 35%

e. This will navigate to dashboard where supplier can see all the open and pending events, and questionnaires.

There are no matched postings.	Welcome to the Ariba Spend Management site Inc. administers this site in an effort to ensure	e. This site assists in identif market integrity.	ying world class suppliers who are ma	rket leaders in quality, s	ervice, and cost. Arib	a,
	Events				=	*
	Title	ID	End Time ↓	Event Type	Participated	
	RFP_600000286	Doc31282901	11/24/2020 4:10 PM	RFP	Yes	^
	Follow-on RFP_6000000272	Doc30574913	11/11/2020 1:02 PM	RFP	Yes	
	RFP_600000272	Doc30524766	11/10/2020 3:51 PM	RFP	Yes	
	RFP_600000264	Doc30217336	11/4/2020 3:42 PM	RFP	Yes	
	RFP_600000259	Doc30172182	11/4/2020 1:11 PM	RFP	Yes	11
	Auction_600000258	Doc30104092	11/2/2020 1:40 PM	Auction	Yes	
	RFP_600000258	Doc30075065	11/1/2020 3:56 PM	RFP	Yes	
	RFI_600000258	Doc30072459	11/1/2020 2:38 PM	RFI	Yes	
	▼ Status: Pending Selection (3)					-11
	SP_6000000293_reporting	Doc31925987	11/29/2020 7:03 PM	RFP	Yes	-11
	RFP_600000259	Doc31208428	11/25/2020 7:44 PM	RFP	No	
	RFI_600000264	Doc30213161	11/4/2020 2:09 PM	RFI	Yes	v
	Registration Questionnaires					
	Title	ID	End Time ↓		Status	

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	 Status: Pen 	ding Selection	on (3)								^
	SP_600000293	_reporting		Doc31925987		11/29/2020 7:03 PM	1	RFP	Yes	- 11	
	RFP_60000025	9		Doc31208428		11/25/2020 7:44 PM	1	RFP	No	- 11	
	RFI_600000264			Doc30213161		11/4/2020 2:09 PM		RFI	Yes	*	
F	Registration (Questionr	naires								
	Title				ID		End Time ↓		Status		
	 Status: Ope 	en (1)									
	Supplier Registra	tion Questio	nnaire		Doc2998	1100	11/23/6103 2:4	I3 AM	Registered		
C	Qualification	Question	naires								
	Title	ID	End Time 👃		Commo	dity	Regior	ıs	Status		
					N	lo items					
C	Questionnaire	es									
	Title	ID	End Time \$		Commo	dity	Regior	ıs	Status		
					N	lo items					
C	Certificates										
	Certificate Info		Effective	Expiration		Attachment	Que	stionnaire	Status		
					N	lo items					
1	Tasks										
	Name		Status	Due Date		Completion	Date		Alert		*
4											•

3. Participate and Submit Response to RFI

- 1. Once the RFI is published, Supplier will receive below e-mail notification for participating in RFI.
- 2. Supplier can click on Click Here link available in RFI Invite mail to access the RFI in ARIBA or can directly login to SAP ARIBA (as explained in 2.2).

Welcome to the Ariba Spend Manag ensure market integrity.	tement site. This site assists in ic	dentifying world class suppliers who are market lea	ders in quality, service, and cost. Ariba, Inc	administers this site in an ef	fort to
Events					
Title	ID	End Time 👃	Event Type	Participated	
Status: Completed (62)					
▼ Status: Open (2)					
Sourcing Project	Doc47010463	10/1/2021 2:53 PM	RFP	No	
RFI_6000169235	Doc47031594	9/26/2021 11:39 PM	RFI	No	
Status: Pending Selection (27)					





3. RFI window is open, click Review Prerequisites

Event Details	Doc32134889 - RFI_600000300	United Time remaining 00:23:20
Event Messages Download Tutorials	Download Content Review Prerequisites Print Event Information Review the prerequisites that you have accepted. All Content	
 Checklist 1. Review Event Details 	Name †	
2. Review and Accept Prerequisites	1 General Questions & Requirements 1.1 Is your process complain to our technical specification?	
3. Submit Response	2 Question 2 Event Overview and Timing Rules	
▼ Event Contents	Owne (i) Currency: Intl Monetary Fun	4
All Content	Event Type: RFI Commodity: All Commodity: All Commodity All Commodity Regions: SAU Saudi Arabia	al .
1 General Questions &	Publish time: 12/3/2020 3:08 PM Due date: 12/3/2020 3:38 PM	
	Can Project owner create response team by default: No (i)	

4. Accept **a. Terms and Condition** → **b. Ok.**

	Provide the second the second device and device to the second
▼ Checklist	Prerequisites must be completed prior to participation in the event.
1. Review Event Details	
2. Review and Accept Prerequisites	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'):
3. Submit Response	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 Participants 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 Concel
	OK Cancel

- 5. **Console** window will open where in the suppliers need to respond the questions.
 - a. Respond the mandatory questions
 - b. If supplier wishes to send any message can click **Compose message**.
 - c. Supplier can keep track on time to submit the response.
 - d. Once done with all questions, click **Submit entire response**.

Classification: Internal



Console	🖻 Doc32134889 - RFI_600000300	D Time remaining 00:21:20
Event Messages Response History	All Content	
▼ Checklist	Name †	
	▼ 1 General Questions & Requirements	
1. Review Event Details	1.1 Is your process complain to our technical specification?	* Yes 🗸
2. Review and Accept Prerequisites	2 Question 2	* Yes, we are compliant to the requirement
3. Submit Response	(*) indicates a required field	
	Submit Entire Response Save draft Compose Messag	e Excel Import

- 6. Click **Ok** to confirm submission.
- 7. Supplier can revise the responses till the RFI submission timeline is completed by clicking on **"Revise Response"**. Once the submission timeline is completed, Supplier will not be able to submit or edit responses.

Console	Doc32134889 - RFI_600000300	Unite remaining 00:20:18
Event Messages Response History	\checkmark Your response has been submitted. Thank you for participating in the event.	
Checklist	Revise	Response
Review Event Details Review and Accept Prerequisites	All Content	=
3. Submit Response	Name 1 Value 1 General Questions & Requirements	
▼ Event Contents	1.1 Is your process complain to our technical specification? 2 Question 2	Yes Yes, we are compliant to the requirement
All Content	Compose Message	



4. Participate and Submit response to RFP

- 1. Supplier will receive below mail for participating in RFP from SIPCHEM. Mail will contain:
 - a. Date and time when RFP will open
 - b. Username of Supplier's Ariba Network account.
 - c. Click Here link to access event.
- 2. Clicking on URL given in email will open Sap ARIBA login page. Login using user id and password as explained in 2.2.
- 3. Supplier can also log-in to Ariba network and check the invite.

ivents							
Title	ID	End Time ↓	Event Type	Participated			
▼ Status: Completed (2)							
Sourcing Project	Doc29160535	10/12/2020 10:15 PM	RFP	No			
SP_600000161	Doc29156073	10/12/2020 10:04 PM	RFP	No			
▼ Status: Open (1)							
RFP_600000193	Doc29610111	11/8/2020 10:46 AM	RFP	No			
▼ Status: Pending Selection (1)							
SP_600000171	Doc29201654	10/14/2020 10:25 AM	RFP	No			

4. Click on the RFP in Pending Status. RFP window is open, click Review Prerequisites.

▼ Checklist	Downlo	Dad Content Review Prerequisites
1. Review Event Details		

5. Accept **a. Terms and Condition** \rightarrow **b. Ok.**

• Chacklist	Prerequisites must be completed prior to participation in the event.					
+ Checkist						
1. Review Event Details						
2. Review and Accept Prerequisites	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):					
3. Select Lots	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 State.					
Submit Response	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 unefficial 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.					
	**** BAvl119Aug05					
	I accept the terms of this agreement.					
	I do not accept the terms of this agreement.					
	OK Cancel					



6. Click **Ok** to submit the agreement.



- 7. Perform below steps to show intend to participate.
 - a. Select bidding Currency. Do it carefully, once it is selected and submitted, it cannot be changed for this RFP.
 - b. Select line items for which you want to provide quotation and Click on "Confirm Select Lot"

Event Bidding Currency						
Select event biddir	~					
Select Lots	Select Using Excel					
Lots Available	for Bidding					
✓ Name		Reason for not bidding				
3.2	Material PR for Reference					
	Material PR for Reference					
La Con	firm Selected Lots					



8. If the supplier wishes to bid the event in different currency, follow the following: select the currency → Check the checkbox (Use a different currency for different lots) → Select line items → Confirm Select Lot.

Select Lots	Doc32001250 - SR_6000000294			Cancel
▼ Checklist	Select the bidding currency at event level. You place bids using	the bidding currency. This is the default currency assign	ed to all lots below.	More
1. Review Event Details	Event Bidding Currency			
2. Review and Accept Prerequisites	Select event bidding currency: Saudi Riyal			
3. Select Lots				
4. Submit Response	Select Lots Select Using Excel			
	Lots Available for Bidding			
	Vame Name	Currency	Reason for not bidding	
	2.2 Material PR for Reference	Saudi Riyal 🗸	(no value)	×
	Material PR for Reference			
	Confirm Selected Lots			
				Cancel

9. Click **Ok** to confirm.

<u>/!\</u>	Attent	ion		
You item: Plea	have modi s. se validate	fied the cur	rrency for	one or more e submission.
				ОК

- 10. Read all the Instructions, Requirements and Questions of RFP carefully and:
 - a. Respond the mandatory questions
 - b. If supplier wishes to send any message can click **Compose message**.
 - c. Supplier can keep track on time to submit the response.
 - d. Once done with all questions, click **Submit entire response.**

Classification: Internal



1. Review Event Details	All Content	
	Name †	Price Quantity Exte
2. Review and Accept Prerequisites	▼ 2 Technical	
3. Select Lots	2.1 Are you compliant with specifications?	* Yes
 Submit Response 	▼ 3 Commercial	
	3.2 Material PR for Reference Less –	* \$100.00 USD 100 each
= Event Centents	Material PR for Reference	
Venic Contents	Surcharge Percentage:	0% all units
All Content	Surpharda Amount	
1 Introduction	(*) indicates a required field	
2 Technical		
3 Commercial	Submit Entire Response Update Totals	Save draft Compose Message Excel Import

11. Click **Ok** to confirm submission.

\checkmark	✓ Submit this response?				
Click OK to submit.					
	ОК	Cancel			

12. Supplier can revise the responses till the RFP submission timeline is completed by clicking on **"Revise Response"**. Once the submission timeline is completed, Supplier will not be able to submit or edit responses.

Event Messages Response History	You have submitted a response for this event. Thank you for participating.			
▼ Checklist				
1. Review Event Details	Revise Response	Create Alternative 🔻		
2. Review and Accept Prerequisites	Primary			
3. Select Lots	All Content			=
4. Submit Response	Name 1	Price Quantity	Extended Price	Total Cost
	1 Introduction			
▼ Event Contents	▼ 2 Technical			
All Content	2.1 Are you compliant with specifications?	Yes		
	▼ 3 Commercial		\$10,000.00 USD	\$10,000.00 USD
1 Introduction	3.2 Material PR for Reference More +	\$100.00 USD 100 each	\$10,000.00 USD	\$10,000.00 USD
2 Technical				
3 Commercial	Sync Primary Bid Compose Message			



13. Confirm the revise response by clicking **Ok**.

▲ Revise Response?		
You have already submitted a response for this event. Click Of response.	K if you would like to r	evise your
	ОК	Cancel

14. Revise the response and click **Submit Entire Response.**

All Content					
Name †	Price	Quantity	Extended Price	Total Cost	
1 Introduction					
▼ 2 Technical					
2.1 Are you compliant with specifications?	* Yes]		
▼ 3 Commercial			\$9,000.00 USD	\$9,000.00 USD	
3.2 Material PR for Reference More +	* \$90,00 USD	100 each	\$9,000.00 USD	\$9,000.00 USD	
(*) indicates a required field					
Sync Primary Bid Submit Entire Response Update Totals Reload Last Bid Save draft Compose Message Excel Import Alternative \checkmark					

5. Submit response to follow-on RFP

- 1. Supplier will receive below mail for participating in RFP from SIPCHEM. Mail will contain:
 - a. Date and time when RFP will open
 - b. Username of Supplier's Ariba Network account.
 - c. Click Here link to access event.
- 2. Clicking on URL given in email will open Sap ARIBA login page. Login using user id and password as explained in 2.2.
- 3. Supplier can also log-in to Ariba network and check the invite.

Events				Π
Title	ID	End Time \$	Event Type	Participated
▼ Status: Completed (1)				
SP_Emailbidding_600000854	Doc30501685	11/10/2020 11:41 AM	RFP	No
▼ Status: Open (1)				
Follow-on RFP_600000260	Doc31278122	12/9/2020 2:42 PM	RFP	No
▼ Status: Pending Selection (2)				

Classification: Internal



4. Click on Review Prerequisites.

 Checklist 1. Review Event Details 	Download Content Review Prerequisites Decline to Respond Print Event Information	
2. Review and Accept Prerequisites	Primary	
3. Select Lots	Introduction (Section 1 of 3) Next >>	 ≽
4. Submit Response	Name †	
	▼ 1 Introduction	
 Event Contents 	▼ 1.1 Introduction	- 1
All Content	1.1.1 Dear Partners,	- 1
1 Introduction	We are very pleased to invite you participate in above mentioned IsDB for [<i>RFP Information</i>]. Tender document consists of:	1
2 Technical	1. Techno commercial item information 2. Terms and conditions	
3 Commercial		-

5. Click on I accept option \rightarrow Ok

▼ Checklist	Prerequisites must be completed prior to participation in the event.		
1. Review Event Details			
2. Review and Accept Prerequisites	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):		
3. Select Lots	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 reliationship. 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 incrured by Participant in the preparation, presentation or any other saper-of Participants bid.		
 Submit Response 	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 v1.119Aug05		
ſ	I accept the terms of this agreement.		
L	- C Lido not accept the terms of this agreement		
	OK Cancel		

6. Click on Ok to submit the agreement

▼ Checklist	Prerequisites must be completed prior to participation in the event.		
1. Review Event Details			
2. Review and Accept Prerequisites	In consideration of the opportunity to participate in on-line events ("On-Line Events") held and conducted by the company sponso company ("Participant" or "You") agrees to the following terms and conditions ("Bidder Agreement"):	ring	
3. Select Lots	1. Bids. If You are invited to participate in the On-Line Event, Sponsor reserves the right to amend, modify or withdraw this On-Li not create a contract or any expectation by Participant of a future business relationship. Rather, by submitting a bid, you are mak for any costs incurred by Participant in the preparation, presentation, or any other aspect of Participant's bid.	ne Ev	
4. Submit Response	4. Submit Response 2. Price Quotes. Except to the extent Sponsor allows a non-binding bid, all Bids which Participant submits through the On-Line		
	3. Procedures and Rules. Participant further agrees to be bound by the procedures and rules established by the Site and Spont	sor.	
	4. Confidentiality. Participant shall keep all user names and passwords, the On-Line Event content: other confidential materials confidence and shall not disclose the foregoing to any third party.	ivoral	
	5. Bids through Site only. Participant agrees to submit bids only through the unless specifically requested by Sponsor. Submit this agreement? Click OK to submit.	not	
	6. Ethical Conduct. All parties will prohibit unethical behavior and are expect Event. If Participant experiences any difficulties during a live On-Line Event, i OK Cancel	riat	
	7. Survival. The terms and conditions of this Bidder Agreement shall survive		





7. Move to Select Lot tab. Select a. Lots Available for Bidding \rightarrow b. Confirm Selected Lots.

Select Lots	Doc47031736 - RFP_6000169235_Training	Cancel
▼ Checklist	Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit a response you cannot withdraw it.	
1. Review Event Details	Select Lots Select Using Excel	
2. Review and Accept Prerequisites	Lots Available for Bidding	
3. Select Lots	Name Reason for not bidding	
4. Submit Response	32 O-RING,8421-0095,5AMSON	
	- O-RING,8421-0095,SAMSON	
	Ly Confirm Selected Lots	
		Cancel

8. Move to next Submit Response tab. Enter mandatory fields and click Submit entire Response.

▼ Checklist			
1. Review Event Details	All Content		
a Declaration of Assess	Name †	Price Quantity Extended Price Total Cost	
2. Review and Accept Prerequisites	▼ 1 Introduction		
3. Select Lots	1.1 Please download the attached NDA, Print & Sign it and re-attach the scanned copy to be able to participate in the event. 9 📓 References \lor	🗊 test.txt 🗸	
4 Submit Response	▼ 2 Technical Terms		
4. Submic Response	2.1 Please provide deployment references		
	▼ 2.2 Please provide Technical Description		
▼ Event Contents	2.2.1 You may attach any file		
All Content	▼ 3 Pricing		
1 Introduction	3.1 SITE DEVELOPMENT / EXTERIOR IMPROVEMENTS V	* SAR 10 each	
2 Technical Terms	Discount Percentage:	all units	
3 Pricing	Discount Amount:	SAR all units	
5	Custom Charges Percentage:	0% all units	
	Custom Charges Amount:	SAR all units	
	Detail Description:		
	Jubail Ship Ti: Jubail, 31954 Saudi Arabia		
	Freight Charges %:		
Submit Enti	re Response Update Totals Save draft Compo	Dise Message Excel Import	



9. Click Ok to Submit this response.



6. Participate and Submit response to Auction

Since Auction is live competitive sourcing event, which runs for few hours, where supplier competes online with other supplier in live environment, it is recommended that supplier reviews the entire Auction Rules, Contents and accept the terms, get their queries clarified, if any, well in advance and should be well prepared and ready to provide bids as soon as the Auction starts.

- 1. Supplier will receive below mail for participating in Auction from SIPCHEM. Mail will contain:
 - a. Date and time when Auction will open
 - b. Username of Supplier's Ariba Network account.
 - c. Click Here link to access event.

\leftarrow	SIPCHEM - TEST has invited you to participate in an event: Auction_092921.			
	Sipchem Dacuate everywhere			
	SIPCHEM - TEST has invited you to participate in the following event: Auction_092921. The event is set to begin on Wednesday, September 29, 2021 at 5:40 AM, Pacific Daylight Time.			
	Use the following username to log in to SIPCHEM - TEST events: sptest- usman.jameel966@hotmail.com.			
	<u>Click Here</u> 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, <u>Click Here</u> . 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.			



2. Clicking on URL given in email will open Sap ARIBA login page. Login using user id and password as explained in 2.2.

Welcome to the Ariba Spend Mana Ariba, Inc. administers this site in an	agement site. This site assists in i n effort to ensure market integrity.	dentifying world class suppliers wi	ho are market leaders in qua	ality, service, and co
Events				
Title	ID	End Time	Event Type	Participated
RFP_600000264	Doc30217336	11/4/2020 3:42 PM	RFP	Yes
RFP_600000259	Doc30172182	11/4/2020 1:11 PM	RFP	Yes
Auction_600000258	Doc30104092	11/2/2020 1:40 PM	Auction	Yes
RFP_600000258	Doc30075065	11/1/2020 3:56 PM	RFP	Yes
RFI_600000258	Doc30072459	11/1/2020 2:38 PM	RFI	Yes
▼ Status: Open (1)				
Auction_600000295	Doc31955345	12/1/2020 6:50 PM	Auction	No
▼ Status: Pending Selection (4)				

3. RFP window is open, click **Review Prerequisites.**

 Checklist 1. Review Event Details 	Download Content	Review Prerequisites	Decline to Respond	Print Event Information	
2. Review and Accept	Technical			(Section 1 of 2) No	ext »
Prerequisites	Name 1				
3. Select Lots	▼ 1 Technical				
4. Submit Bids	1.1 Is your product compliant with our sp	ecifications?			
				» Ne	xt Section: Commercial
▼ Event Contents	Event Overview and Timing Rules				
All Content	ca Nimji	• (i)	Currency:	US Dollar	
1 Technical	Event Type: Auction		Commodity:	All Commodities All	
			Regions:	SAU Saudi Arabia	
2 Commercial	Publish time:	12/1/2020 6:20 PM			
	Response end time:	12/1/2020 6:50 PM			
	Specify how lot bidding will begin and end:	Parallel (i)			
	Bid rank that triggers overtime:	1 (i)			
	Start overtime if bid submitted within (minutes):	2 (i)			





4. Accept **a. Terms and Condition** → **b. Ok.**

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

- 5. Perform below steps to show intend to participate.
 - a. Select bidding Currency. Do it carefully, once it is selected and submitted, it cannot be changed for this Auction.
 - b. Select line items/lots for which you want to provide quotation.
 - c. Click on **"Confirm Select Lot"**

Select Lots	Doc47031736 - RFP_6000169235_Training	Cancel
▼ Checklist	Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit a response you cannot withdraw it.	
1. Review Event Details	Select Lots Select Using Excel	
2. Review and Accept Prerequisites	Lots Available for Bidding	
3. Select Lots	Name Reason for not bidding	
4. Submit Response	3.2 O-RING,8421-0095,SAMSON	
	- O-RING,8421-0095,SAMSON	
	Confirm Selected Lots	
		Cancel



🖻 Doc31955345 - Auction_6000000295			D Time remaini 00:19:21	ng in open bidding
You must submit answers to questions before you begin bidding.				
All Content				
Name †	Rank Pri	ice Quantity	Extended Price	Total Cost
Tax %:	all units			*
Retention %:				
Down Payment %:				
Detail Description:	Material PR Item text test			
Requested Delivery Date:	Tue, 29 Dec, 2020			
Lead Time:				
ShipTo:	8111 King Khalid St. Jeddah 22332-2444, 22332 Saudi Arabia			
(*) indicates a required field				
Submit Entire Response Update Totals Save draft	ompose Message Excel Imp	port		

- 6. Auction Console will open, Review the Auction content and Bidding rules carefully. Supplier can:
 - a. Select the Line item for which bid decrement needs to be applied.
 - b. Unit Price for line item.
 - c. Supplier can provide amount here by which price should be decremented for next bid.
 - d. Click "Apply" button to apply the bid decrement to update the price of next bid.
 - e. Compose and send message by clicking on "Compose Message".
 - f. Once complete, click **Submit Entire Response.**

✓ Your response has been submitted.			
		_	
All Content		===	♦
Name †	Rank Price	Quantity Extended Price Total	Cost
▼ 1 Technical			
1.1 Is your product compliant with our specifications?	* Yes V		
▼ 2 Commercial			
2.2 Material PR for Reference V More +	✓ * 90 USD	100 each	
Decrement Discount Percentage V for selected items by value V	Apply	(*) indicates a required field	
Submit Entire Response Update Totals Reload Last Bid	Save draft Compose Message	Excel Import	

- 7. Click Ok to submit the response.
- 8. If supplier exceeds more than 10% of its Celine value, warning message will appear.



✓ Submit this response?	
Your bid has generated the following warnings:	
The value you entered for Item 2.2 (\$7,455.00 USD) improves your previous b	id or the ceiling value (\$8,295.00 USD) by more than 10%
Check here to ignore the warnings and submit your bid anyway.	Submit Cancel

9. After submitting responses, Confirmation message will appear on top of Auction. Once the submission timeline is completed, Supplier will not be able to submit or edit any bid.

< Go back to Islamic Deve	Desktop File Sync		
Compose New	Message	Send Cancel	
From:	Test Supplier 35 (Test Supplier 35)		
To:	Project Team		
Subject:	Doc31955345 - Auction_6000000295		
Attachments:	Attach a file		
B I U ⊨	II		
Compose Message			



7. Accessing Event from Dashboard

Supplier can access all events for which he/she has been invited for participation from his/ her Ariba Network Dashboard by clicking on the Event name. Supplier can view:

a. Event: all the events in which supplier has been invited for participation.

- b. Event type.
- c. Completed events.
- d. Open events.
- e. Pending events.

	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.						
		Events				=	≽	
		Title	ID	End Time ↓	Event Type	Participated		
		RFP_600000286	Doc31282901	11/24/2020 4:10 PM	RFP	Yes	^	
		Follow-on RFP_6000000272	Doc30574913	11/11/2020 1:02 PM	RFP	Yes		
		RFP_600000272	Doc30524766	11/10/2020 3:51 PM	RFP	Yes		
		RFP_600000264	Doc30217336	11/4/2020 3:42 PM	RFP	Yes		
		RFP_600000259	Doc30172182	11/4/2020 1:11 PM	RFP	Yes		
		Auction_600000258	Doc30104092	11/2/2020 1:40 PM	Auction	Yes		
		RFP_600000258	Doc30075065	11/1/2020 3:56 PM	RFP	Yes		
		RFI_600000258	Doc30072459	11/1/2020 2:38 PM	RFI	Yes		
		▼ Status: Pending Selection (3)						
		SP_600000293_reporting	Doc31925987	11/29/2020 7:03 PM	RFP	Yes		
		RFP_600000259	Doc31208428	11/25/2020 7:44 PM	RFP	No		
		RFI_600000264	Doc30213161	11/4/2020 2:09 PM	RFI	Yes	*	
		Registration Questionnaires						
_		Title	ID	End Time ↓		Status		

End of Document