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.
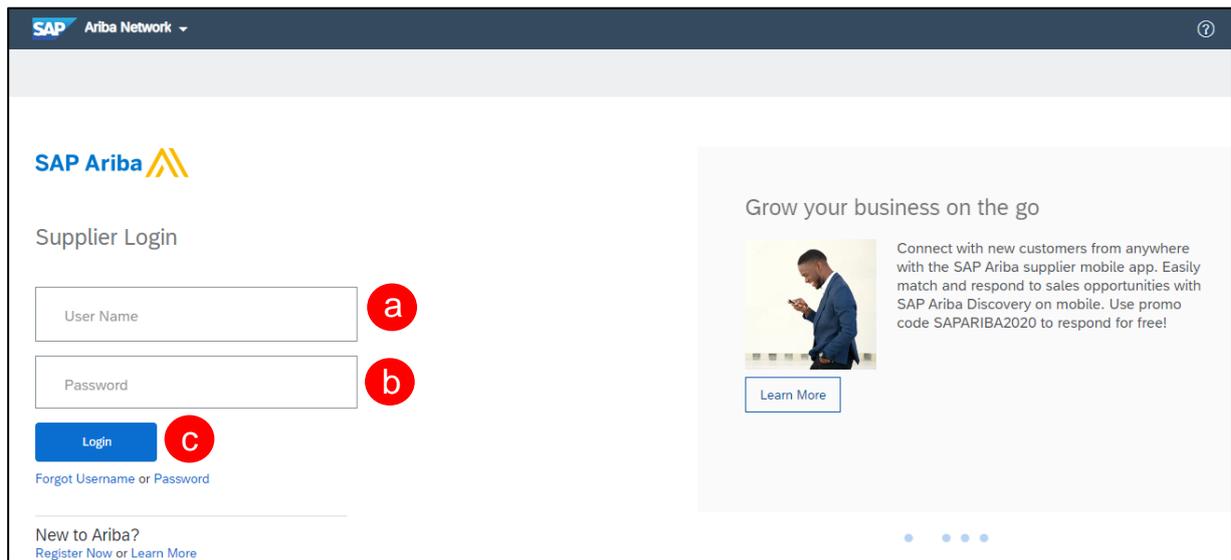
2.3 Home Screen

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
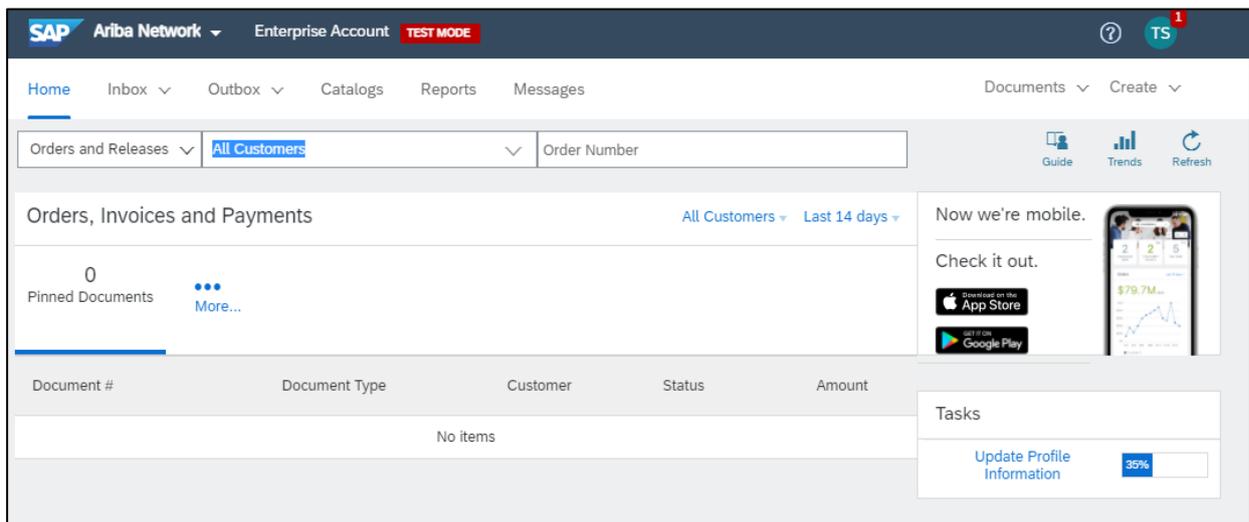
d.   Now click on Ariba Network > Ariba Proposal and Questionnaires
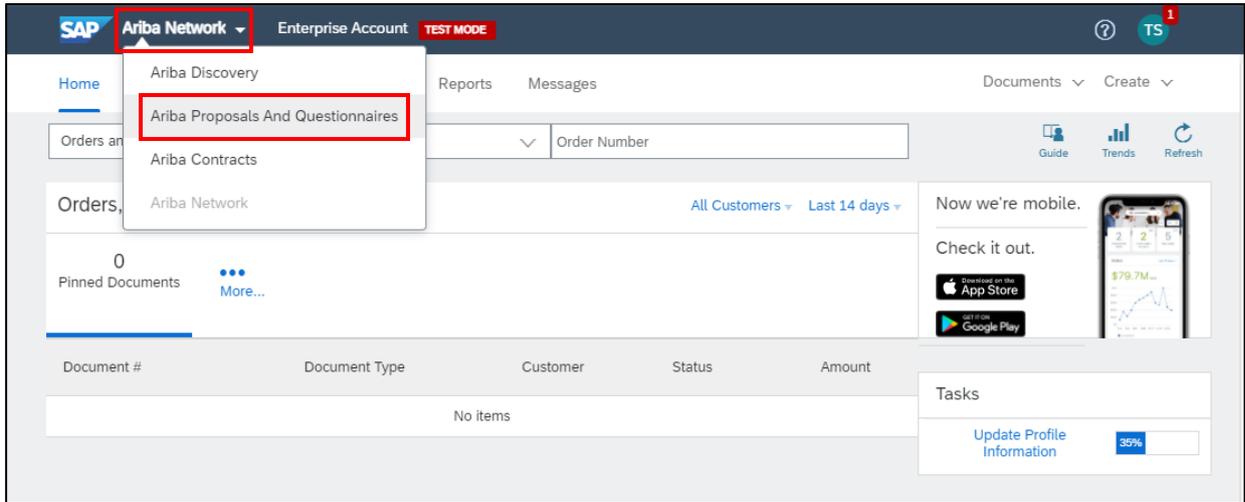
e.   This will navigate to dashboard where supplier can see all the open and pending events, and questionnaires.

▼ Status: Pending Selection (3)					
SP_6000000293_reporting	Doc31925987	11/29/2020 7:03 PM	RFP	Yes	
RFP_6000000259	Doc31208428	11/25/2020 7:44 PM	RFP	No	
RFI_6000000264	Doc30213161	11/4/2020 2:09 PM	RFI	Yes	

Registration Questionnaires

Title		ID	End Time ↓	Status
▼ Status: Open (1)				
Supplier Registration Questionnaire		Doc29981100	11/23/6103 2:43 AM	Registered

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
			No items		

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
			No items		

Certificates

Certificate Info	Effective	Expiration	Attachment	Questionnaire	Status
			No items		

Tasks

Name	Status	Due Date	Completion Date	Alert

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 Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Events

Title	ID	End Time ↓	Event Type	Participated
▶ Status: 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**

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

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.**

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.

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.

Events				
Title	ID	End Time ↓	Event Type	Participated
▼ Status: Completed (2)				
Sourcing Project	Doc29160535	10/12/2020 10:15 PM	RFP	No
SP_6000000161	Doc29156073	10/12/2020 10:04 PM	RFP	No
▼ Status: Open (1)				
RFP_6000000193	Doc29610111	11/8/2020 10:46 AM	RFP	No
▼ Status: Pending Selection (1)				
SP_6000000171	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	Download Content	Review Prerequisites
1. Review Event Details		

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

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

✓ Submit this agreement?

Click OK to submit.

OK   Cancel

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 bidding currency: US Dollar ⌄

☐ Use a different currency for different lots

Select Lots   **Select Using Excel**

Lots Available for Bidding

☑	Name	Reason for not bidding
☑	3.2 **Material PR for Reference**	
	Material PR for Reference	

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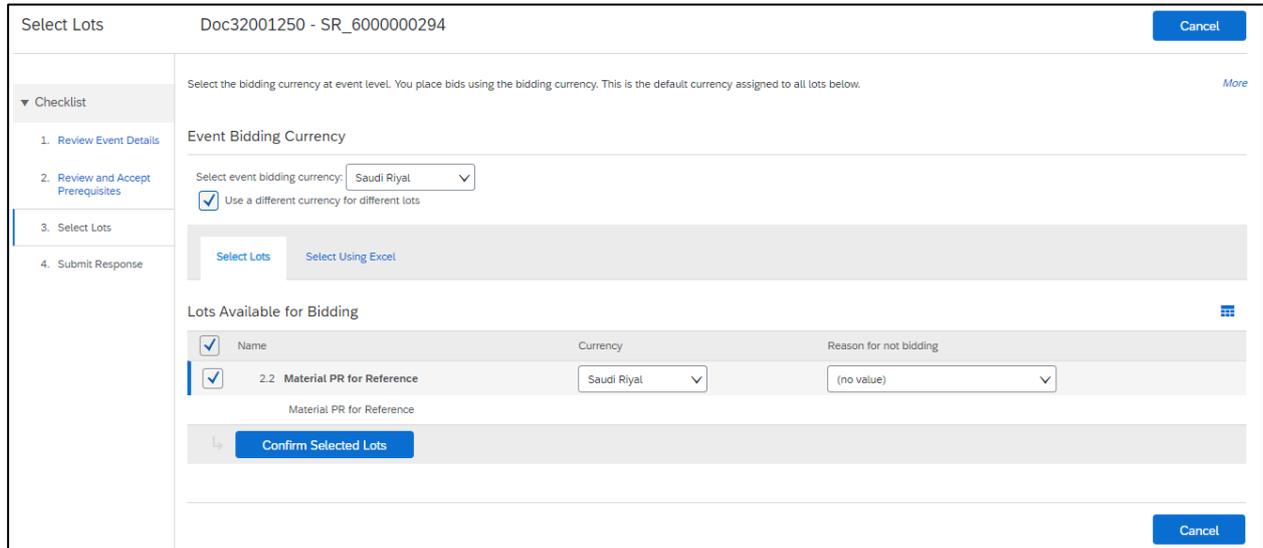
9. Click **Ok** to confirm.
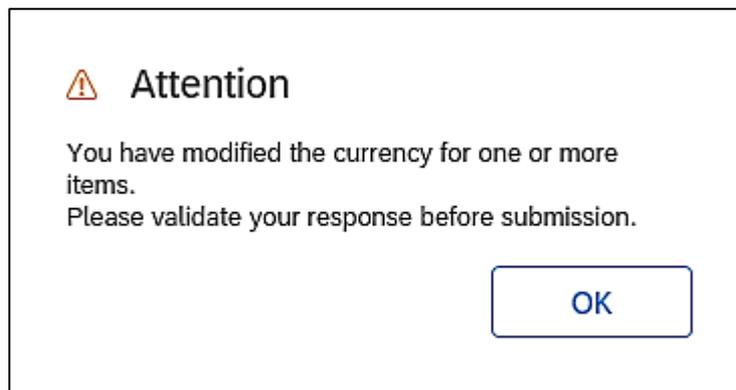
10. Read all the Instructions, Requirements and Questions of RFP carefully and:
    a. Respond the mandatory questions
    b. If supplier wishes to send any message can click **Compose message.**
    c. **Supplier can keep track on time to submit the response.**
    d. Once done with all questions, click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

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

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.

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

⚠ **Revise Response?**

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

[OK]   [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 ▼]

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

Title	ID	End Time ↓	Event Type	Participated
▼ Status: Completed (1)				
SP_Emailbidding_6000000854	Doc30501685	11/10/2020 11:41 AM	RFP	No
▼ Status: Open (1)				
Follow-on RFP_6000000260	Doc31278122	12/9/2020 2:42 PM	RFP	No
▼ Status: Pending Selection (2)				

4. Click on Review Prerequisites.
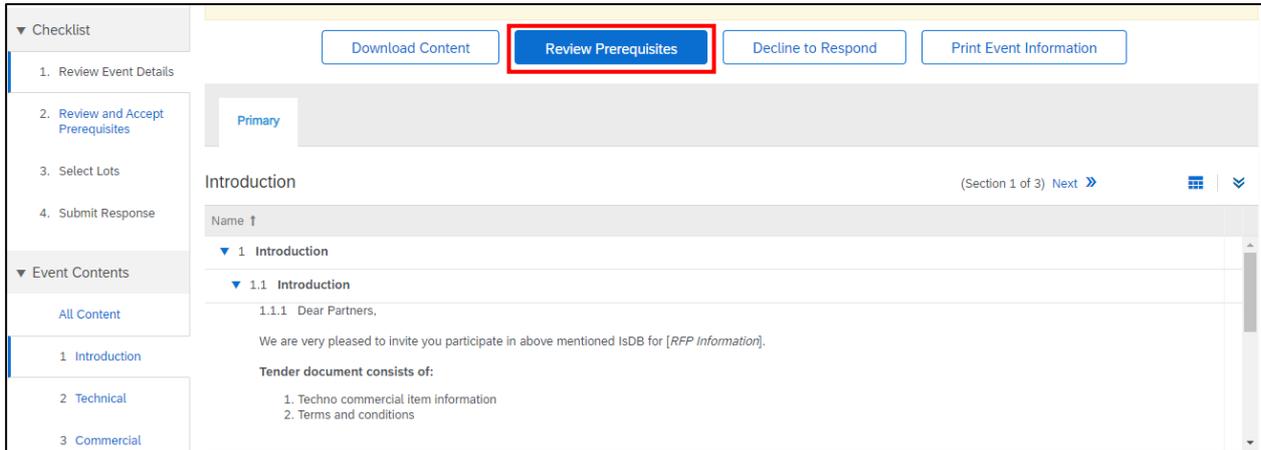
5. Click on I accept option → Ok
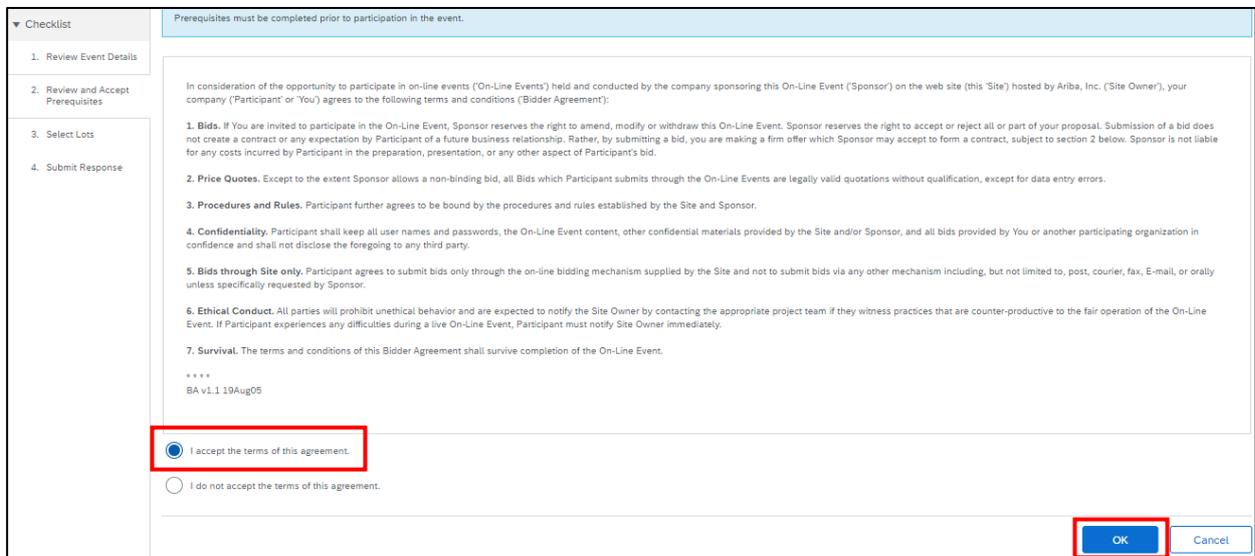
6. Click on Ok to submit the agreement
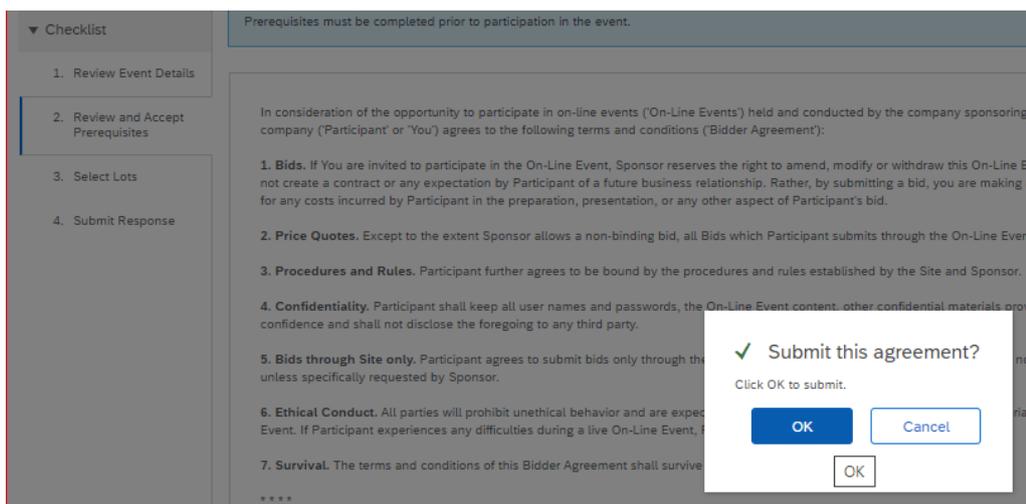
7.   Move to Select Lot tab. Select a. Lots Available for Bidding → b. Confirm Selected Lots.
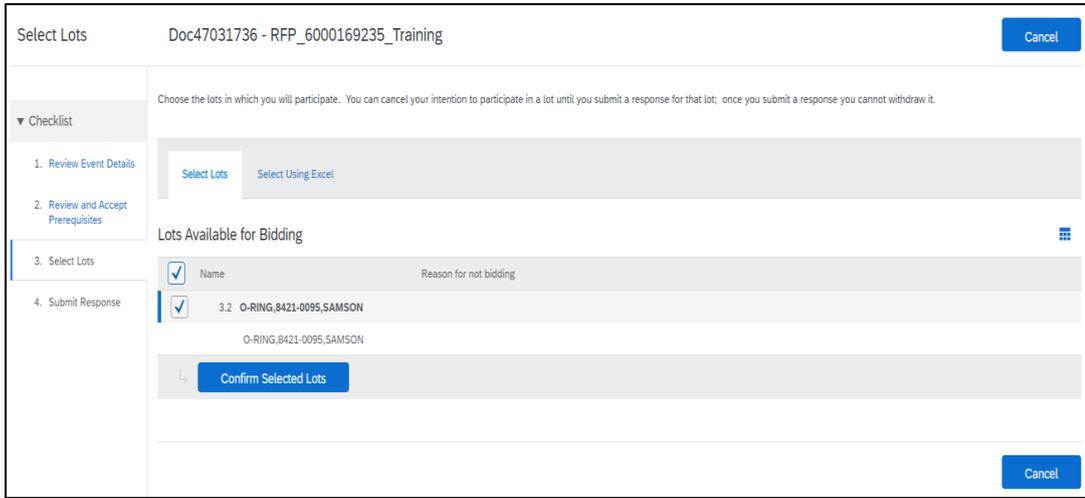
8.   Move to next Submit Response tab. Enter mandatory fields and click Submit entire Response.
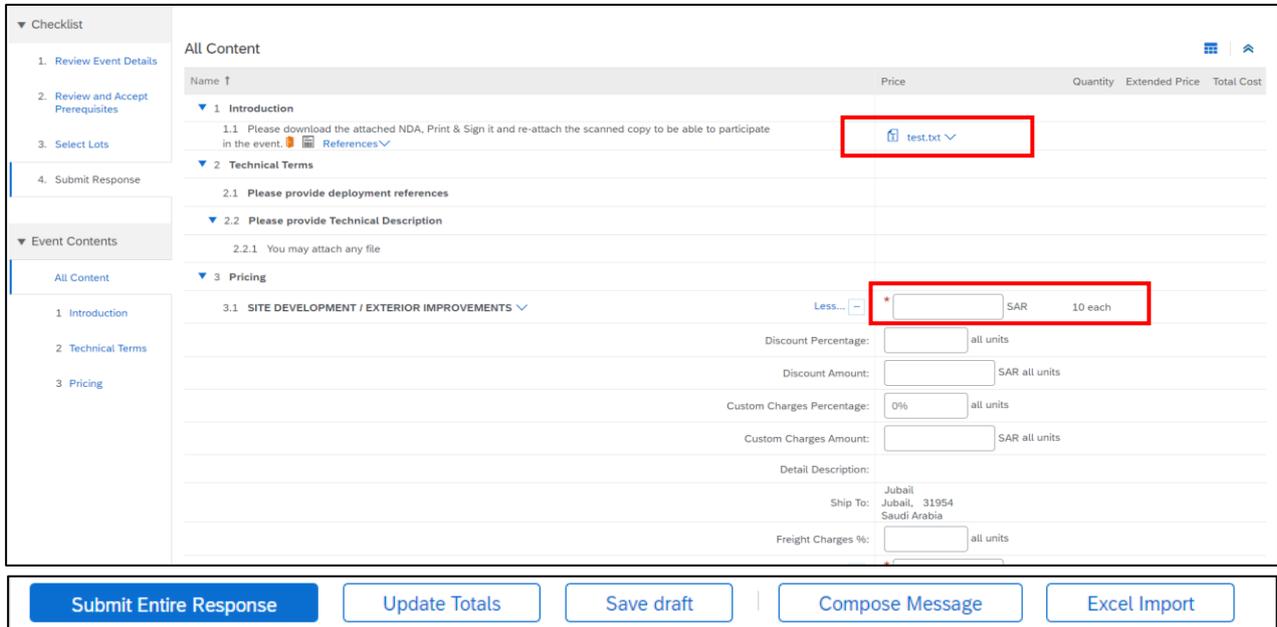
9. Click Ok to Submit this response.
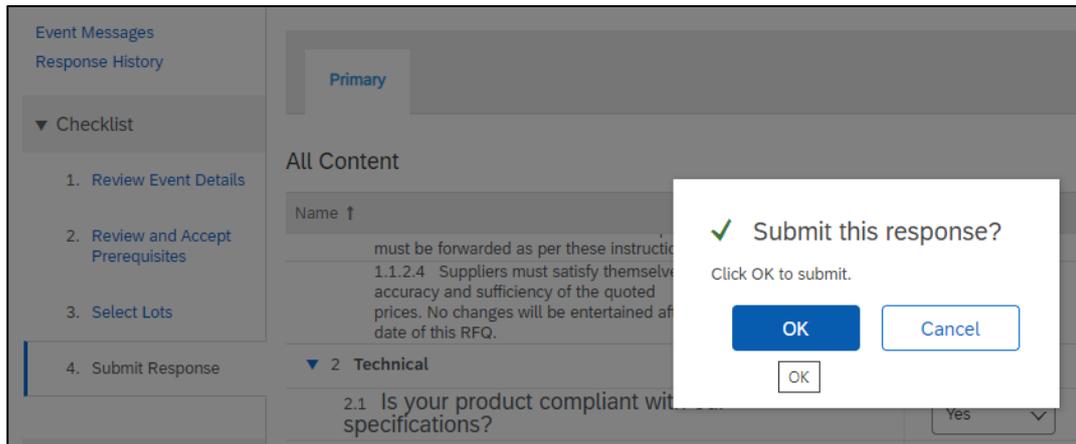
6. Participate and Submit response to Auction

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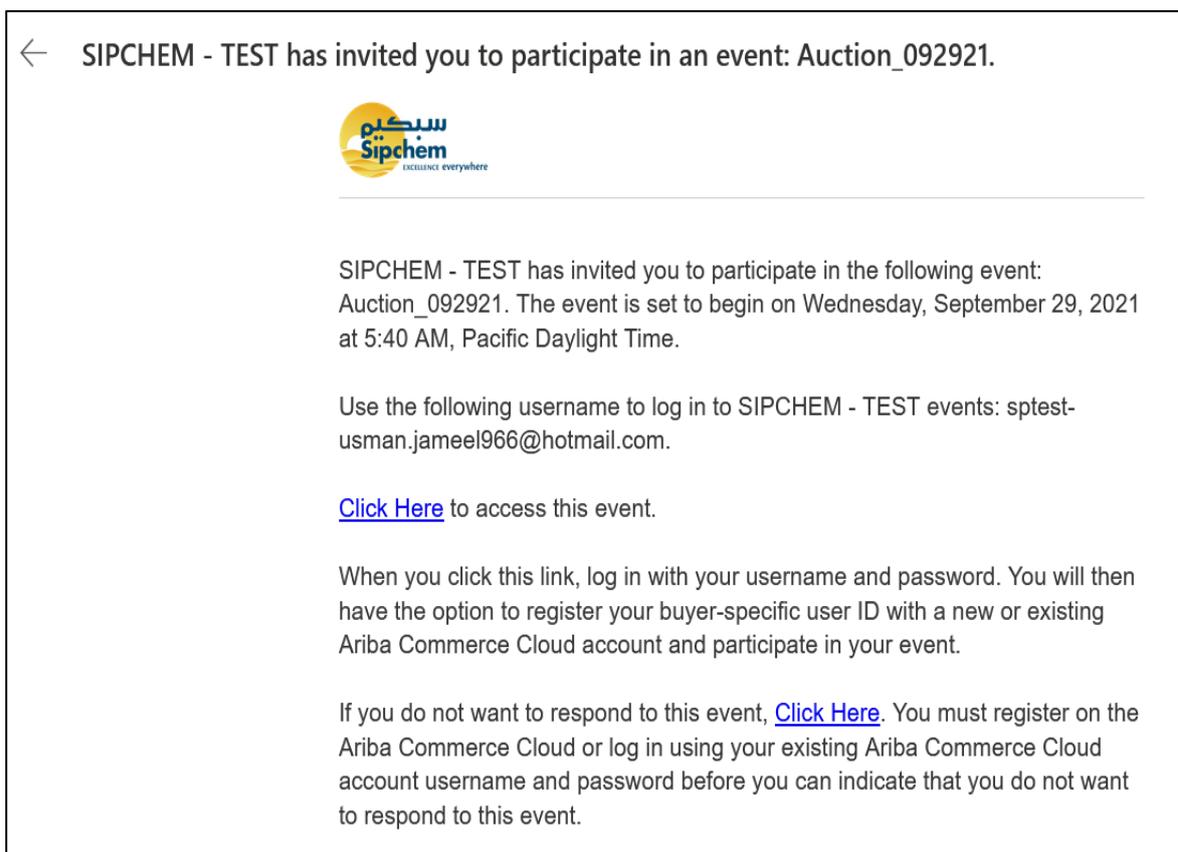
2. Clicking on URL given in email will open Sap ARIBA login page. Login using user id and password as explained in 2.2.

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cos Ariba, Inc. administers this site in an effort to ensure market integrity.

Events

Title	ID	End Time ↓	Event Type	Participated
RFP_6000000264	Doc30217336	11/4/2020 3:42 PM	RFP	Yes
RFP_6000000259	Doc30172182	11/4/2020 1:11 PM	RFP	Yes
Auction_6000000258	Doc30104092	11/2/2020 1:40 PM	Auction	Yes
RFP_6000000258	Doc30075065	11/1/2020 3:56 PM	RFP	Yes
RFI_6000000258	Doc30072459	11/1/2020 2:38 PM	RFI	Yes
▼ Status: Open (1)				
Auction_6000000295	Doc31955345	12/1/2020 6:50 PM	Auction	No
▼ Status: Pending Selection (4)				

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

| 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 Bids

▼ Event Contents
- All Content
- 1 Technical
- 2 Commercial

Technical   (Section 1 of 2) Next »

Name ↑	
▼ 1 Technical	
1.1 Is your product compliant with our specifications?	

» Next Section: Commercial

Event Overview and Timing Rules

ka Nimje ⓘ

Event Type: Auction

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 ⓘ
Bid rank that triggers overtime: 1 ⓘ
Start overtime if bid submitted within (minutes): 2 ⓘ

Currency: US Dollar
Commodity: All Commodities All
Regions: SAU Saudi Arabia

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

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots

4. Submit Response

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.

Select Lots   Select Using Excel

Lots Available for Bidding

☑	Name	Reason for not bidding
☑	3.2 **O-RING,8421-0095,SAMSON**	
	O-RING,8421-0095,SAMSON	

Confirm Selected Lots

Cancel

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.**

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

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.

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.

End of Document