



GERDAU
Shape the future

ARIBA GUIDED SOURCING Supplier Guide

Suppliers

SEPTEMBER 2026

Why Guided Sourcing?

A smarter, more efficient way to source together.

Greater Visibility & Collaboration

Easy access for any member of the sourcing team.

Policy Compliance

Supports a consistent and compliant sourcing process.

Centralized Information

All bids, communications, and documentation in one place.

Complete Audit Trail

Maintains a clear record for decision-making and governance.

Faster Decisions

Helps us evaluate bids more efficiently and fairly.



A more transparent, compliant, and efficient sourcing process for a **stronger partnership**.

RFP Implementation in Ariba – Supplier Bidding



- Supplier will receive an email from Ariba to participate in an RFP.
- Email is from @ansmtp.ariba.com
- Supplier can click on the “Click Here” link to open the RFP directly in Ariba to respond.

Gerdaul has invited you to participate in the following event: RFP TEST GABI. The event is set to begin on Thursday, January 16, 2025 at 11:40 AM, Pacific Standard Time.

Use the following username to log in to Gerdaul events: testchina@burla.ca.

[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](#).

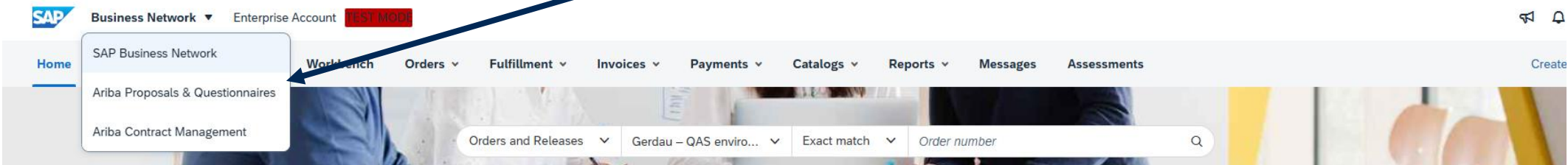
NOTE: The forgot password link is only valid for 24 hours. After this link expires, click Forgot Password on the Ariba Login page to reset your password.

RFP Implementation in Ariba – Supplier Bidding

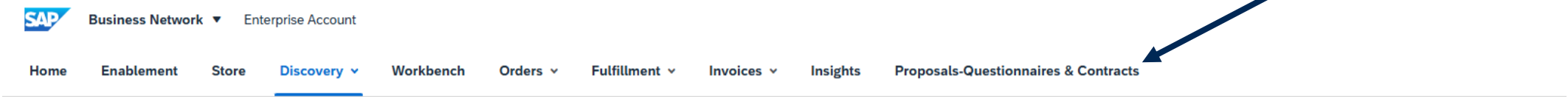
- Supplier may also respond by accessing the Proposals and Questionnaires page in their Business Network portal, where they will see a list of all open and historical RFP's.

Select the Business Network from the dropdown

Click on Ariba Proposals and Questionnaires to find your Open RFP's



In Ariba Next-Gen, simply click on Ariba Proposals-Questionnaires & Contracts





RFP Implementation in Ariba – Supplier Bidding

Event Statuses:

Completed: Gerdau has awarded/closed the RFP

Open: The event is actively accepting responses, and the supplier has not submitted a bid

Pending Selection: The supplier submitted a bid, but the RFP has not yet been awarded

[Home](#)

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 market integrity.

Events

Title	ID	End Time ↓	Event Type
▶ Status: Completed (19)			
▼ Status: Open (2)			
RFP Request for Proposal 2 Test 12.30	Doc1409866167	1/31/2025 12:00 AM	RFP
RFP Request for Proposal	Doc1273396130	1/10/2025 9:33 AM	RFP
▶ Status: Pending Selection (12)			

Risk Assessments

Title	ID	End Time ↓	Event Type
No items			

Registration Questionnaires

Title	ID	End Time ↓	Commodity	Regi
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RFP Implementation in Ariba – Supplier Bidding

- Download Tutorials
- Update Profile

Home

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 (19)				
▼ Status: Open (2)				
RFP Request for Proposal 2 Test 12.30	Doc1409866167	1/31/2025 12:00 AM	RFP	No
RFP Request for Proposal	Doc1273396130	1/10/2025 9:33 AM	RFP	No
▶ Status: Pending Selection (12)				

Risk Assessments

Title	ID	End Time ↓	Event Type
No items			

Registration Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
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Select the RFP to which they are responding under the “Open” status by clicking the name in blue.

RFP Implementation in Ariba – Supplier Bidding



- Supplier must first review and agree to Gerdau’s prerequisite bidding terms.

Event Details

Doc1409866167 - RFP Request for Proposal 2 Test 12.30

Time remaining
31 days 12:27:02

Event Messages
Download Tutorials
Response Team

▼ Checklist

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

▼ Event Contents

All Content

2 PAYMENTS

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	Total Cost
1 BEARING, ROLLER, 120MM ID X 180MM OD X / ROLLER BE... Less... ▾		7 each		
BEARING, ROLLER, 120MM ID X 180MM OD X / ROLLER BEARING; MANUFACTURER: SKF; MANUFACTURER PART : 23024CC/C3W33; TYPE: SPHERICAL; ROW QUANTITY: DOUBLE ROW; INSIDE DIAMETER: 1 20 MM; OUTSIDE DIAMETER: 180 MM; THICKNESS: 46 MM; CAGE PRESENCE: PRESSED STEEL CAGE; SEAL PRESENCE: W/O SEAL; PRESENCE OF LUBRICATI NG HOLE: W/ LUBRICATION HOLE; PRESENCE OF LUBRICATION GROOVE: W/ LUBRICATION GROOVE; GAP TYPE: C3; SHIELD PRESENCE: W/O SHIELD; SPEC IAL CHARACTERISTICS: CYLINDRICAL BORE;				
Per:				
OrderUnit:	1			
Lead Time:				

Event Overview and Timing Rules

Owner: JERELL REID - 10056469 ⓘ
Event Type: RFP
Publish time: 12/30/2024 11:29 AM
Due date: 1/31/2025 12:00 AM

Currency: US Dollar
Commodity: MRO BEARINGS 3672010

RFP Implementation in Ariba – Supplier Bidding

- These terms are standard and are the same for all Gerdau’s RFP’s
- A supplier cannot submit a bid without agreeing to these terms.

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots/Line Items

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 bid submission process.

6. Live Event Participation. If Participant is invited to participate in a live On-Line Event, Participant must notify Site Owner immediately.

7. Export Control. All parties who use this Site hosted by Ariba, Inc. agree to comply with applicable export control laws and regulations.

8. 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.

✓ Submit this agreement?

Click OK to submit.

OK

Cancel

After clicking “OK,” this box pops up,
Click “OK” again.

OK

Cancel



RFP Implementation in Ariba – Supplier Bidding

- Suppliers must select the items from the RFP on which they will submit a bid by checking the box next to applicable items and then clicking on “Confirm Selected Lots/Line Items.”

Select Lots

Doc1409866167 - RFP Request for Proposal 2 Test 12.30

Cancel

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots/Line Items

4. Submit R

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/Line Items

Select Using Excel

A dimmed checkbox indicates lots for which bidding is required, or for which you have already placed a bid. You cannot modify your intent to bid on these lots.

☐	Name	Reason for not bidding
☒	BEARING, ROLLER, 120MM ID X 180MM OD X / ROLLER BE...	
BEARING, ROLLER, 120MM ID X 180MM OD X / ROLLER BEARING; MANUFACTURER: SKF; MANUFACTURER PART : 23024CC/C3W33; TYPE: SPHERICAL; ROW QUANTITY: DOUBLE ROW; INSIDE DIAMETER: 1 20 MM; OUTSIDE DIAMETER: 180 MM; THICKNESS: 46 MM; CAGE PRESENCE: PRESSED STEEL CAGE; SEAL PRESENCE: W/O SEAL; PRESENCE OF LUBRICATING HOLE: W/ LUBRICATION HOLE; PRESENCE OF LUBRICATION GROOVE: W/ LUBRICATION GROOVE; GAP TYPE: C3; SHIELD PRESENCE: W/O SHIELD; SPECIAL CHARACTERISTICS: CYLINDRICAL BORE;		

Confirm Selected Lots/Line Items

Cancel

RFP Implementation in Ariba – Supplier Bidding

- The supplier will input all relevant data, including price per unit, lead time (days in numerical format only), if the item offered is as requested or an alternate option, and any attachments to support an alternate item.

Doc1623948701 - RFP GABI GLN



Time remaining
23:18:25

All Content

Name ↑	Price	Quantity	Extended Price	Total Cost
1.0 PO Type Fix Scenario 5 	Less...  USD	50 each		
PO Type Fix Scenario 5				
Lead Time (in days):	*			
General Comments:				
According to proposed item, select one of the two options::	* Unspecified 			
In case of Alternative Item Proposal, please attach datasheet:	At Unspecified			
SAPMaterialCode:	Proposal according to material specification			
originallinenumbe	Alternative item proposal (attach datasheet)			
LineNumber:	1			
Touchless:	false			

FEB 17th

(*) indicates a required field

Submit Entire Response

Update Totals

Save draft

Compose Message

Excel Import

Time remaining for the RFP

Price should be entered as per quantity 1 and should never be entered as \$0.00

RFP Implementation in Ariba – Supplier Bidding

- The supplier will input all relevant data, including price per unit, lead time (days in numerical format only), if the item offered is as requested or an alternate option, and any attachments to support an alternate item.

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Time remaining
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All Content

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PO Type Fix Scenario 5				
Lead Time (in days):	*			
General Comments:				
According to proposed item, select one of the two options::	* Unspecified			
In case of Alternative Item Proposal, please attach datasheet: At	Unspecified			
SAPMaterialCode:				
originallinenumbe	1			
LineNumber:	1			
Touchless:	false			

FEB 17th

(*) indicates a required field

Lead time must be a numerical value only in days

This field is mandatory



RFP Implementation in Ariba – Supplier Bidding

Console Doc1623948701 - RFP GABI GLN Time remaining 23:18:25

Event Messages
Response History
Response Team

▼ Checklist

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▼ Event Contents

All Content

Name ↑	Price	Quantity	Extended Price	Total Cost
1.0 PO Type Fix Scenario 5	Less... USD	50 each		
PO Type Fix Scenario 5				
Lead Time (in days):				
General Comments:				
According to proposed item, select one of the two options::	Unspecified			
I, please attach datasheet:	Unspecified			
	Proposal according to material specification			
	Alternative item proposal (attach datasheet)			

Submit Entire Response Update Totals Save draft Compose Message Excel Import

If you wish to remove items from your bid, go back to the “Select Lots/Line Items” section to uncheck them.

Use the “Save Draft” feature to save your progress and return to finalize response before the Gerdau deadline.



RFP Implementation in Ariba – Supplier Bidding

Console Doc1623948701 - RFP GABI GLN Time remaining 23:18:25

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PO Type Fix Scenario 5				
Lead Time (in days): *				
General Comments:				
According to proposed item, select one of the two options:: *	Unspecified			
Use attach datasheet: At	Unspecified			
SAPMaterialCode:	Proposal according to material specification			
originallinenumber: 1	Alternative item proposal (attach datasheet)			
LineNumber: 1				
Touchless: false				

(*) indicates a required field

Submit response will send the bid back to Gerdau in the RFP

Use the "Save Draft" feature to save your progress and return to finalize response before the Gerdau deadline.



**SUPPLIER
SUPPORT**

Guided Sourcing for Buyers – Supplier Support



Level 1

- Supplier's Ariba Administrator

Level 2

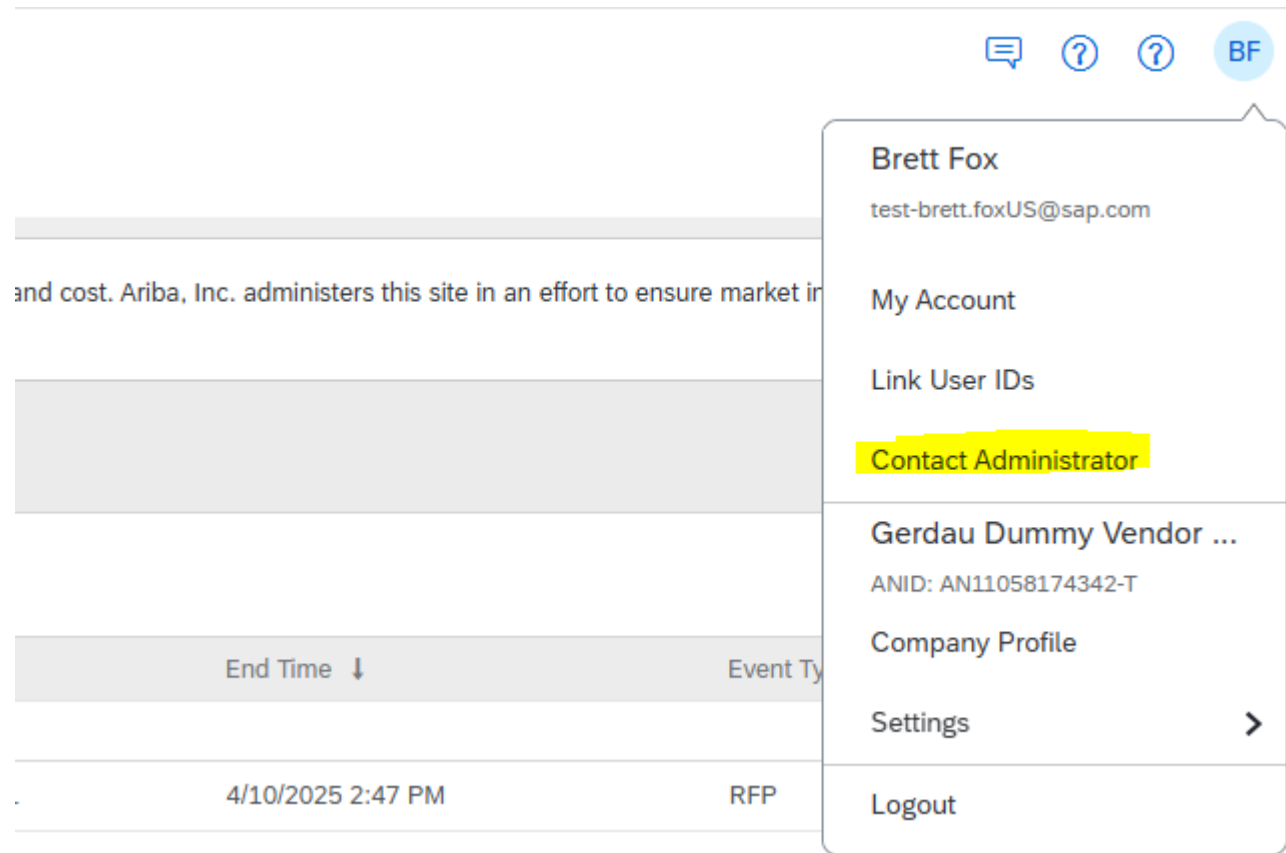
- Gerdau Buyer
- Supplier Information Portal

Level 3

- Supplier Enablement
- supplierenablement@gerdau.com

Guided Sourcing for Buyers – Supplier Support

- To contact their company's Ariba account administrator, they will log into Ariba and click their initials in the top right corner.
- Clicking "Contact Administrator" will bring up the administrator's email address and phone number.



Guided Sourcing for Buyers – Supplier Support

- Gerdau Supplier Information Portal:
<https://support.ariba.com/item/view/199609>
- In addition to SAP provided resources and Gerdau Terms and Conditions, the site also contains multiple training resources.
- The “Ariba Guided Sourcing Supplier Guide” covers this training.
- Additional training guides are being added as they become available.

Supplier Information:

- [Supplier Code of Ethics](#)
- [GLN Canada PO Terms and Conditions](#)
- [GLN US PO Terms and Conditions](#)



Supplier Training Material

Learn how to transact with Gerdau.

Supplier Information:

[Submitting a case to Ariba Support](#)

[Ariba Guided Sourcing Supplier Guide](#)

[Ariba Invoicing with Shipping and Handling](#)

[CA Vendor Invoicing and Tax Guide Sept 2024](#)

[Configuring Your Ariba Network Workbench](#)

[How to create a case with Ariba Support](#)

[FAQs for vendors: common issues](#)

[Connecting your first PO](#)

[Supplier Notifications](#)

[How to downgrade from Enterprise account to Standard account.](#)

[US Vendor Invoicing and Tax Guide Sept 2024](#)

[Vendor Training for Order Confirmations and Service Sheets](#)

[Troubleshooting guide for missing POs](#)

[Creating Multiple Roles and Users](#)

[Creating and Linking to a Child account](#)

A series of approximately 10 thin, parallel, wavy lines in a golden-yellow color, flowing from the top left towards the bottom right, creating a sense of movement and elegance.

Thank You

supplierenablement@gerdau.com