

Ariba Sourcing User Manual

Responding to RFP (Supplier)

The goals of this user manual are to:

- Understand the process of responding to RFP Event
- Understand process of communicating with buyers via messages

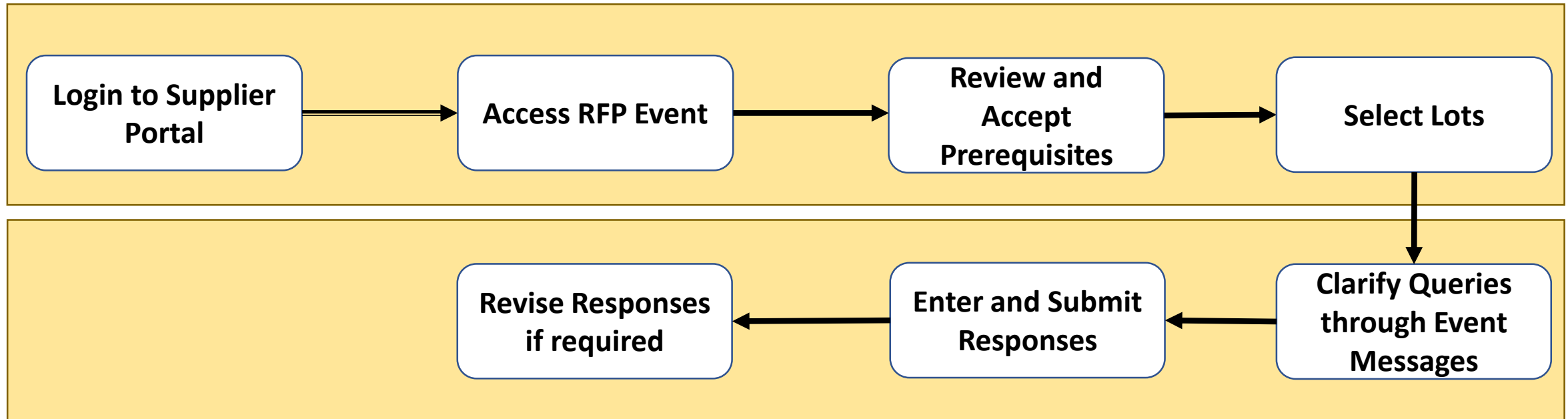
Target Audience:

- Supplier Users

Course Pre-requisites:

- Supplier should have Ariba Cloud Account
- Supplier should be registered with Emirates Steel on Ariba


Process Flow



Login To Ariba Supplier Portal

Login to Ariba Supplier Portal

The screenshot shows the SAP Ariba Supplier Login page. At the top left, it says "SAP Ariba" with the logo and "Proposals Powered by Ariba Sourcing". At the top right, there is a "Help Center >>" link. The main heading is "Supplier Login". Below it are three input fields: "Supplier user id", a password field with masked characters, and a "Login" button. Three numbered instructions are overlaid on the page: "1. Enter Supplier Login Id" points to the first field, "2. Enter Password" points to the second field, and "3. Click Login" points to the button. Below the login fields, there is a link for "Forgot Username or Password" and a link for "New to Ariba? Register Now". To the right, there is a promotional banner titled "Selling in the Age of Intelligent Enterprise" with a "Learn More" button.

SAP Ariba  Proposals Powered by Ariba Sourcing Help Center >>

Supplier Login

Supplier user id

.....

Login

Forgot Username or Password

New to Ariba? [Register Now](#)

1. Enter Supplier Login Id

2. Enter Password

3. Click Login

Selling in the Age of Intelligent Enterprise

Want to gain insights for a successful e-commerce strategy that will help you keep up with your customers and the ever-changing B2B economy? Register for the free Supplier Success Day online event with live Q&A on Thursday, November Nov 29th, at 9 am...

[Learn More](#)

Accessing RFP Event

Opening RFP

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 (153)				
▼ Status: Open (1)				
Test RFP 28Mar19	Doc150150838	4/4/2019 16:25	RFP	No
▶ Status: Pending Selection (28)				

1. Expand Open Event Section

Registration Questionnaires





Title	ID	End Time ↓	Regions	Status
▼ Status: Open (1)				
Supplier registration questionnaire	Doc149063024	20/11/2019 16:28	Industrial Services Indus... View more	AE United Arab Emirates Registered

2. Click on the Event Name for which responses need to be submitted

Reviewing Prerequisites

Event Details

 Doc150150838 - Test RFP 28Mar19

 Time remaining
6 days 23:36:51

Event Messages

Download Tutorials

Response Team

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Submit Response

Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.

Review Prerequisites

Decline to Respond

Print Event Information

Event Overview and Timing Rules

1. Click on Review Prerequisites

Owner: Mangesh Dharmadhikari 

Event Type: RFP

Publish time: 28/3/2019 16:25

Due date: 4/4/2019 16:25

Description:

Currency: UAE Dirham

Commodity: Raw Materials RAW MATERIALS

Reviewing Prerequisites..Contd.

Prerequisites must be completed prior to participation in the event.

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Submit Response

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's acceptance of a bid does not constitute an offer of a contract, and does not create any obligation on the part of Sponsor to award a contract, or to negotiate or enter into any other agreement, or to accept or reject any other aspect of Participant's bid.
- 2. Price Quotes.** Except to the extent Sponsor allows a non-error, 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 rules and procedures of the On-Line Event and Sponsor.
- 4. Confidentiality.** Participant shall keep all user names and participating organization in confidence and shall not disclose materials provided by the Site and/or Sponsor, and all bids provided by You or another participant to any third party.
- 5. Bids through Site only.** Participant agrees to submit bids through 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.

The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event.

Aug05

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

2. Click on "I accept.."

3. Click on OK

4. Click on OK

OK Cancel

Selecting Lots

Event Details

Doc150150838 - Test RFP 28Mar19 Time remaining 6 days 23:30:44

[Download Content](#) [Review Prerequisites](#) [Select Lots](#) [Print Event Information](#)

Introduction

1. Click on "Select Lots" (Section 1 of 3) [Next](#)

Name ↑
1 Introduction

[Next Section: Commercial Terms](#)

Event Overview and Timing Rules

Owner: Mangesh Dharmadhikari ⓘ	Description:
Event Type: RFP	Currency: UAE Dirham
Publish time: 28/3/2019 16:25	Commodity: Raw Materials RAW MATERIALS
Due date: 4/4/2019 16:25	

Selecting Lots..Contd.

Select Lots Doc150150838 - Test RFP 28Mar19 Cancel

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

2. Check for the items you want to bid for

Lots Available for Bidding

<input checked="" type="checkbox"/>	Name	Reason for not bidding
<input checked="" type="checkbox"/>	3.1 "COVERALL,100% COTTON, SIZE # 2X L"	
	"COVERALL,100% COTTON, SIZE # 2X L"	
<input checked="" type="checkbox"/>	3.2 "MOTOR, P/N # 1LA5 220-4 AA90 L1D"	
	"MOTOR, P/N # 1LA5 220-4 AA90 L1D"	

Submit Selected Lots

3. Click on "Submit Selected Lots"

Cancel

Event Messages

Composing Messages

Event Details Doc150150838 - Test RFP 28Mar19 Time remaining 6 days 23:30:44

[Download Content](#) [Review Prerequisites](#) [Select Lots](#) [Print Event Information](#)

Event Messages
Download Tutorials
Response Team

Introduction (Section 1 of 3) [Next](#)

▼ Checklist

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

▼ Event Contents

1. Click on "Event Messages"

1 Introduction

Event Overview and Timing Rules

Owner: Mangesh Dharmadhikari ⓘ
Event Type: RFP
Publish time: 28/3/2019 16:25
Due date: 4/4/2019 16:25

Description:
Currency: UAE Dirham
Commodity: Raw Materials RAW MATERIALS


» Next Section: Commercial Terms

Composing Messages..Contd.

Event Messages - Test RFP 28Mar19 Back to Console

Time remaining
6 days 23:26:56

Messages ☰

Id	Reply Sent	Sent Date ↓	From	Contact Name	To	Subject
 MSG3791053	Not Applicable	28/03/2019 16:25	Emirates Steel - TEST	Mangesh Dharmadhikari	Imat services	Emirates Steel - TEST has invited you to participate in an event: Test RFP 28Mar19.

↳ View Reply Compose Message Download all attachments

Back to Console

2. Click on "Compose Message"

Composing Messages..Contd.

Compose New Message

From: LMAT Ser (lmat services)

To: Project Team

Subject: Doc150150838 - Test RFP 28Mar19

Attachments: Attach a file

TEST MESSAGE

3. Add subject

4. Add content

5. Click on Send

Send Cancel

Send Cancel

The image shows a screenshot of an email composition interface. At the top, it says "Compose New Message" with "Send" and "Cancel" buttons on the right. Below this, the "From" field is "LMAT Ser (lmat services)" and the "To" field is "Project Team". The "Subject" field contains "Doc150150838 - Test RFP 28Mar19" and is highlighted with a red box and a blue callout box labeled "3. Add subject". Below the subject field is the "Attachments" section with a link to "Attach a file". A rich text editor toolbar is visible, showing options for bold, italic, underline, list, and font size (set to 1 (8 pt)). The main body of the email contains the text "TEST MESSAGE", which is also highlighted with a red box and a blue callout box labeled "4. Add content". At the bottom right, there are "Send" and "Cancel" buttons, with a blue callout box labeled "5. Click on Send" pointing to the "Send" button.

Composing Messages

Event Messages - Test RFP 28Mar19 Back to Console

⌚ Time remaining
6 days 23:24:41

Messages ☰

Id	Reply Sent	Sent Date ↓	From	Contact Name	To	Subject
MSG3791076	No	28/03/2019 17:00	LMAT Ser	Imat services	Mangesh Dharmadhikari	Doc150150838 - Test RFP 28Mar19
MSG3791053	Not Applicable	28/03/2019 16:25	Emirates Steel - TEST	Mangesh Dharmadhikari	Imat services	Emirates Steel - TEST has invited you to participate in an event: Test RFP 28Mar19.

View | Reply | Compose Message | Download all attachments

Back to Console

1. Message appears in Event Messages

2. Click on "Back to Console"

Response Submission

Submitting Response

Console Doc150150838 - Test RFP 28Mar19 Time remaining 6 days 23:20:23

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
- 1 Introduction
- 2 Commercial Terms
- 3 Pricing

All Content

Name ↑	Price
▼ 2 Commercial Terms	
▼ 2.1 Payment Terms	
2.1.1 Emirates Steel Payment Terms	90 Days From GRN date
2.1.2 Supplier Payment Terms	<input type="text" value="I ACCEPT"/>
▼ 3 Pricing	
3.1 "COVERALL,100% COTTON, SIZE # 2X L" <small>Less... -</small>	<input type="text" value="1,000.00"/> AED
"COVERALL,100% COTTON, SIZE # 2X L"	
Incoterms: *	<input type="text" value="CFR Costs and freight"/>
Incoterms Text: *	<input type="text" value="TEST INCOTERMS"/>
(*) indicates a required field	

1. Enter Responses

2. Click on "Submit Entire Response"

Revising Response

Console Doc150150838 - Test RFP 28Mar19 Time remaining 6 days 23:19:10

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
- 1 Introduction
- 2 Commercial Terms
- 3 Pricing

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

Response submission confirmation message appears after submitting responses

[Revise Response](#)

1. Click on Revise Response to revise your already submitted response

All Content

Name ↑

▼ 2 Commercial Terms

▼ 2.1 Payment Terms

2.1.1 Emirates Steel Payment Terms	90 Days From GRN date
2.1.2 Supplier Payment Terms	I ACCEPT

▼ 3 Pricing

3.1 "COVERALL,100% COTTON, SIZE # 2X L"	Less... -	1,000.00 AED
"COVERALL,100% COTTON, SIZE # 2X L"		

Incoterms: CFR Costs and freight

[Compose Message](#)

Revising Response..Contd.

Console Doc150150838 - Test RFP 28Mar19 Time remaining 6 days 23:18:25

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

[Revise Response](#)

All Content

Name ↑	Price
▼ 2 Commercial Terms	
▼ 2.1 Payment Terms	
2.1.1 Emirates Steel Payment Terms	90
2.1.2 Supplier Payment Terms	1 A
▼ 3 Pricing	
3.1 "COVERALL,100% COTTON, SIZE # 2X L" Less... -	1,000.00 AED
"COVERALL, 100% COTTON, SIZE # 2X L"	
Incoterms: CFR Costs and freight	

[Compose Message](#)

⚠ Revise Response?

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

[OK](#) [Cancel](#)

Click OK

Revising Response..Contd.

Console Doc150150838 - Test RFP 28Mar19 Time remaining 6 days 23:17:33

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
- 1 Introduction
- 2 Commercial Terms
- 3 Pricing

All Content

Name ↑	Price	Quantity	Extended Price	Total Cost
1 Introduction				
▼ 2 Commercial Terms				
▼ 2.1 Payment Terms				
2.1.1 Emirates Steel Payment Terms	90 Days From GRN date			
2.1.2 Supplier Payment Terms	<input type="text" value="I ACCEPT"/>			
▼ 3 Pricing			50,000.00 AED	50,000.00 AED
3.1 "COVERALL,100% COTTON, SIZE # 2X L" More... +	* <input type="text" value="1500"/> AED	<input type="text" value="10"/> PIECES	10,000.00 AED	10,000.00 AED
3.2 "MOTOR, P/N # 1LA5 220-4 AA90 L1D" More... +	* <input type="text" value="2,000.00"/> AED	<input type="text" value="20"/> PIECES	40,000.00 AED	40,000.00 AED

(*) indicates a required field

|

Edit the responses

Click "Submit Entire Response"

Revised Response Submission Confirmation

Console Doc150150838 - Test RFP 28Mar19 Time remaining 6 days 23:15:08

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
- 1 Introduction
- 2 Commercial Terms
- 3 Pricing

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

Response submission confirmation message appears after submitting responses

Revise Response

All Content

Name ↑	Price	Quantity	Extended Price	Total Cost
1 Introduction				
▼ 2 Commercial Terms				
▼ 2.1 Payment Terms				
2.1.1 Emirates Steel Payment Terms	90 Days From GRN date			
2.1.2 Supplier Payment Terms	I ACCEPT			
▼ 3 Pricing				
3.1 "COVERALL,100% COTTON, SIZE # 2X L"	1,500.00 AED	10 PIECES	15,000.00 AED	15,000.00 AED
3.2 "MOTOR, P/N # 1LA5 220-4 AA90 L1D"	2,000.00 AED	20 PIECES	40,000.00 AED	40,000.00 AED

Compose Message

Thank You