# SAP Ariba Network Supplier Training Manual

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Training Agenda:

# Participate in a Sourcing Event

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# Email Notification for Event Participation

Arab Bank PLC - TEST has invited you to participate in an event: RFQ. Inbox x

Supplier should received email notification for participation in the event

**Mahesh** <s4system-prodksa+arabbank-T.Doc3032593@smtp.mn2.ariba.com>
to me

Arab Bank PLC - TEST

Arab Bank PLC - TEST has invited you to participate in the following event: RFQ. The event is set to begin on Friday, July 20, 2018 at 4:30 AM, Pacific Daylight Time.

Use the following username to log in to Arab Bank PLC - TEST events: testG9-pankajdayal77@gmail.com.

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.

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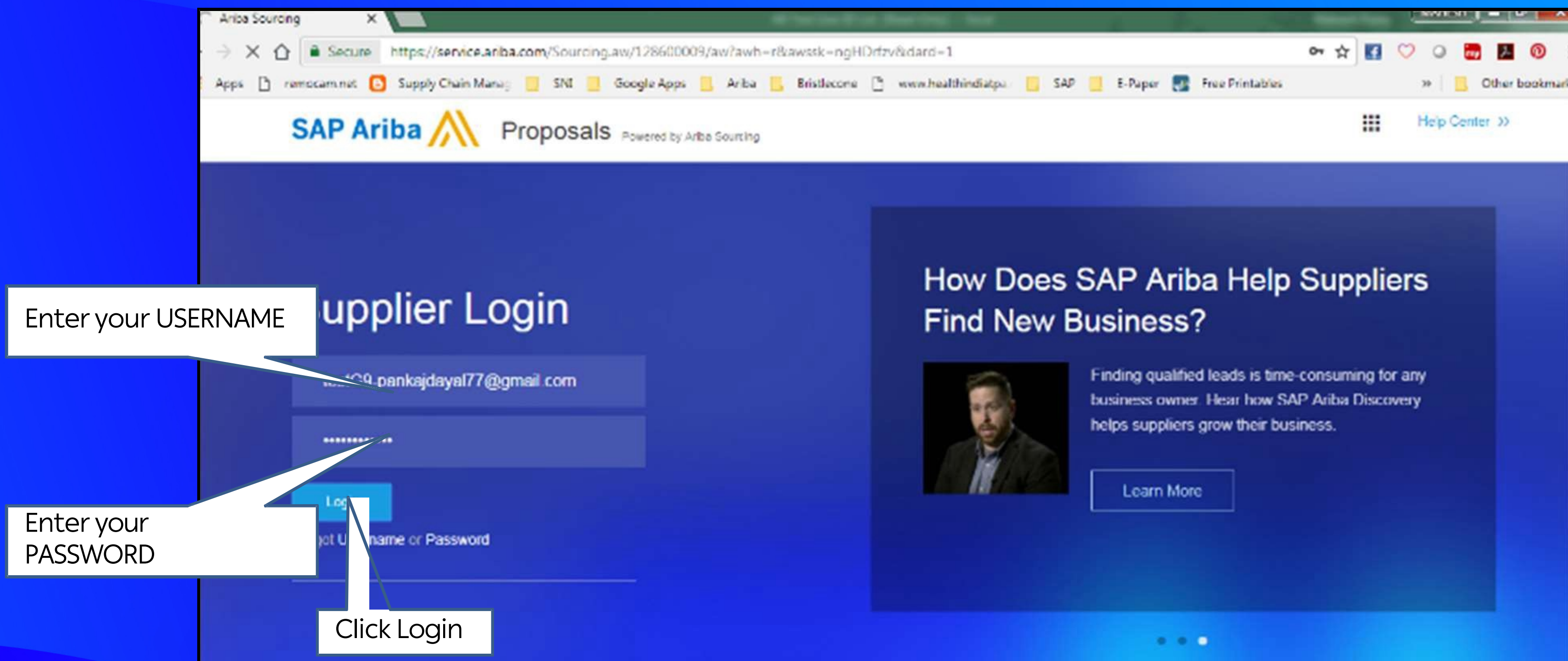
# How to Log on

Login to URL: supplier.ariba.com

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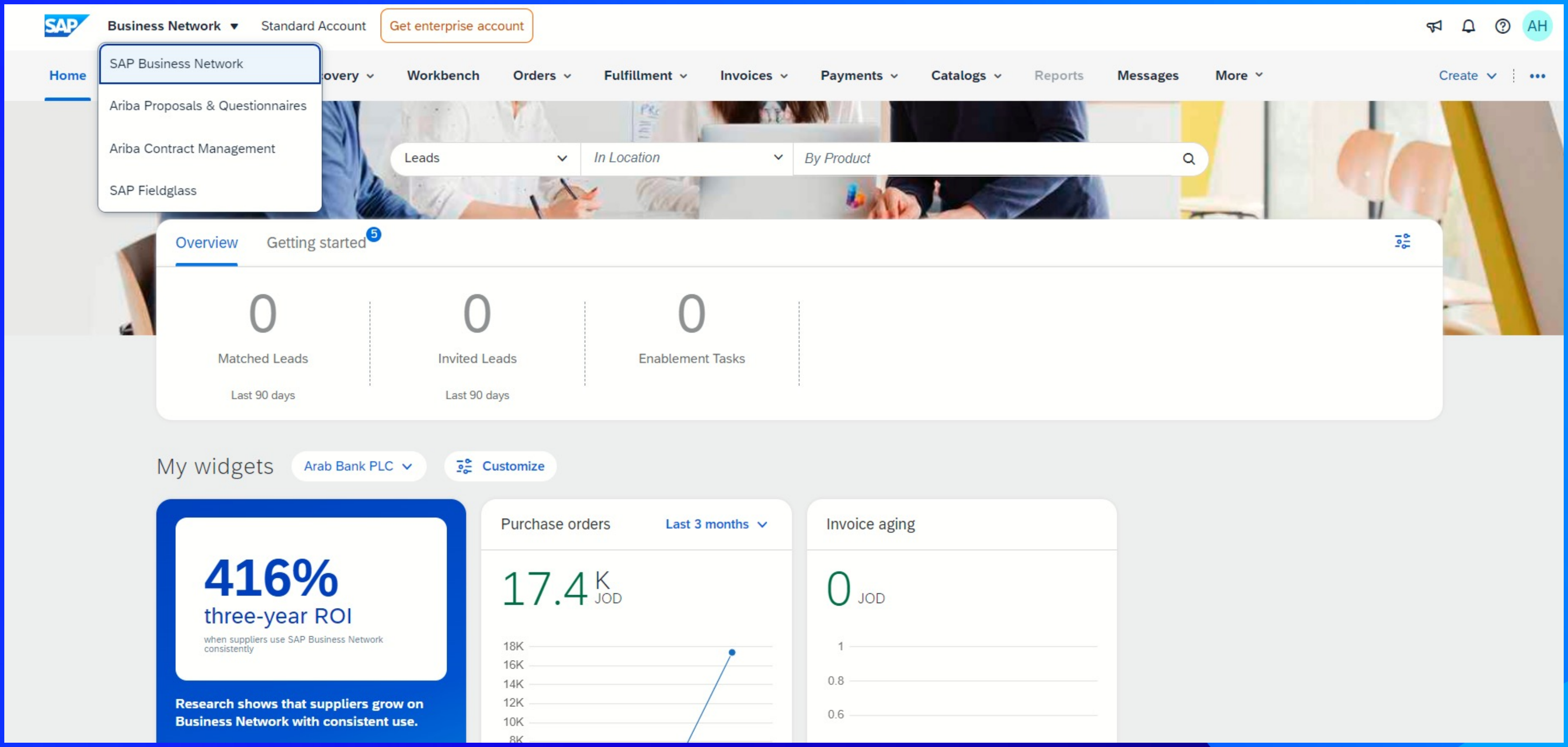
# Navigation – Sourcing Event

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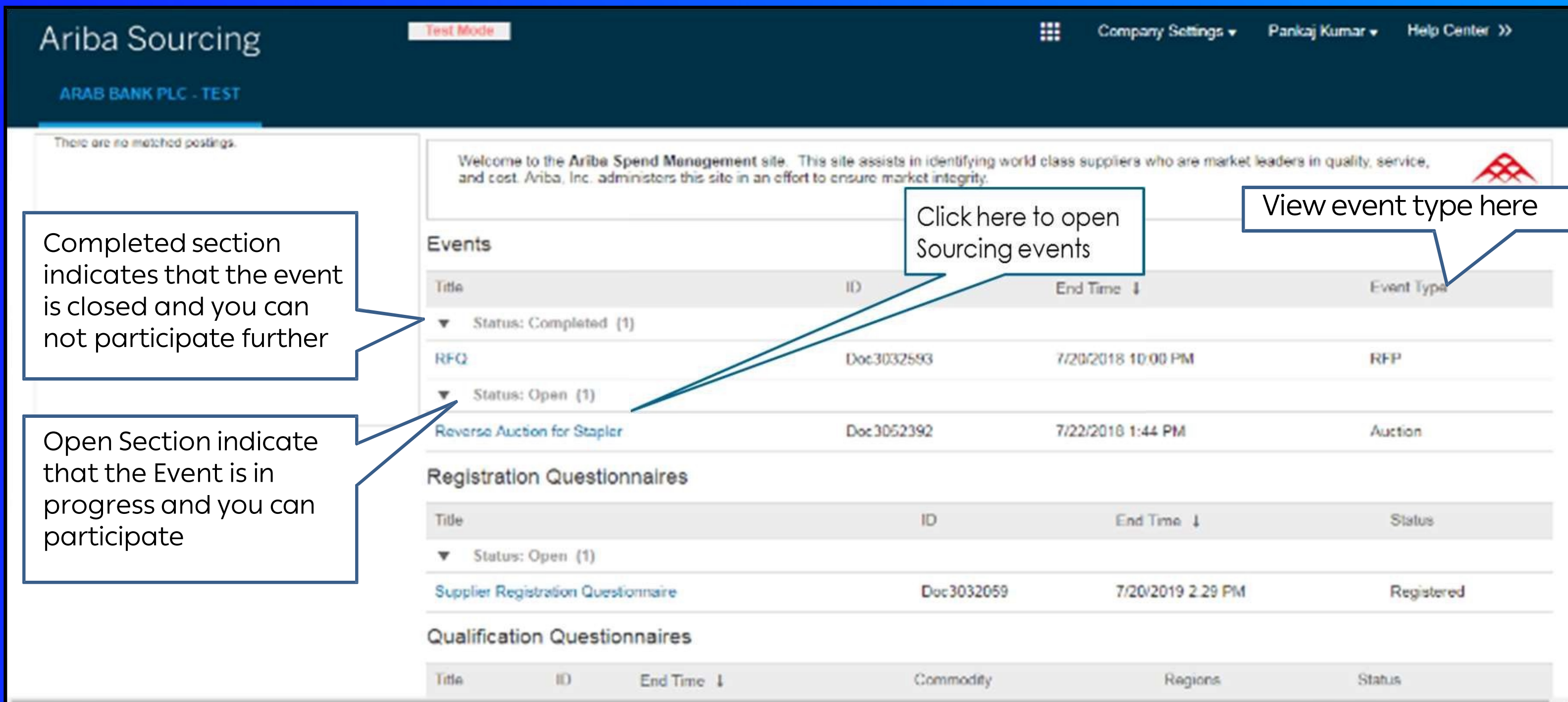
# Step 1: How can you Access Sourcing Events (RFI,RFQ, Auction)?




Suppliers will be able to see all proposals in their AN account. The proposals are categorized based on the status and type.

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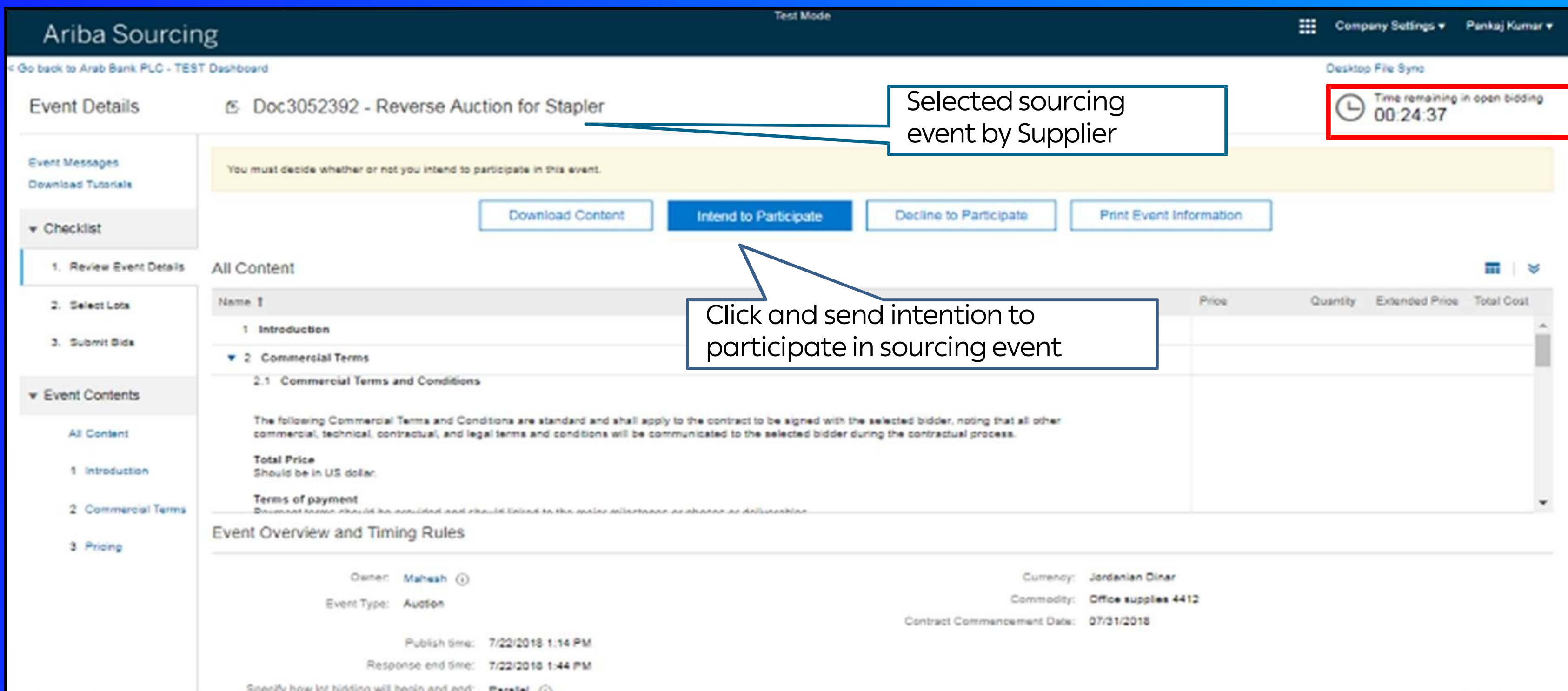
# Step 2 (A): Intend to Participate in a Sourcing Event

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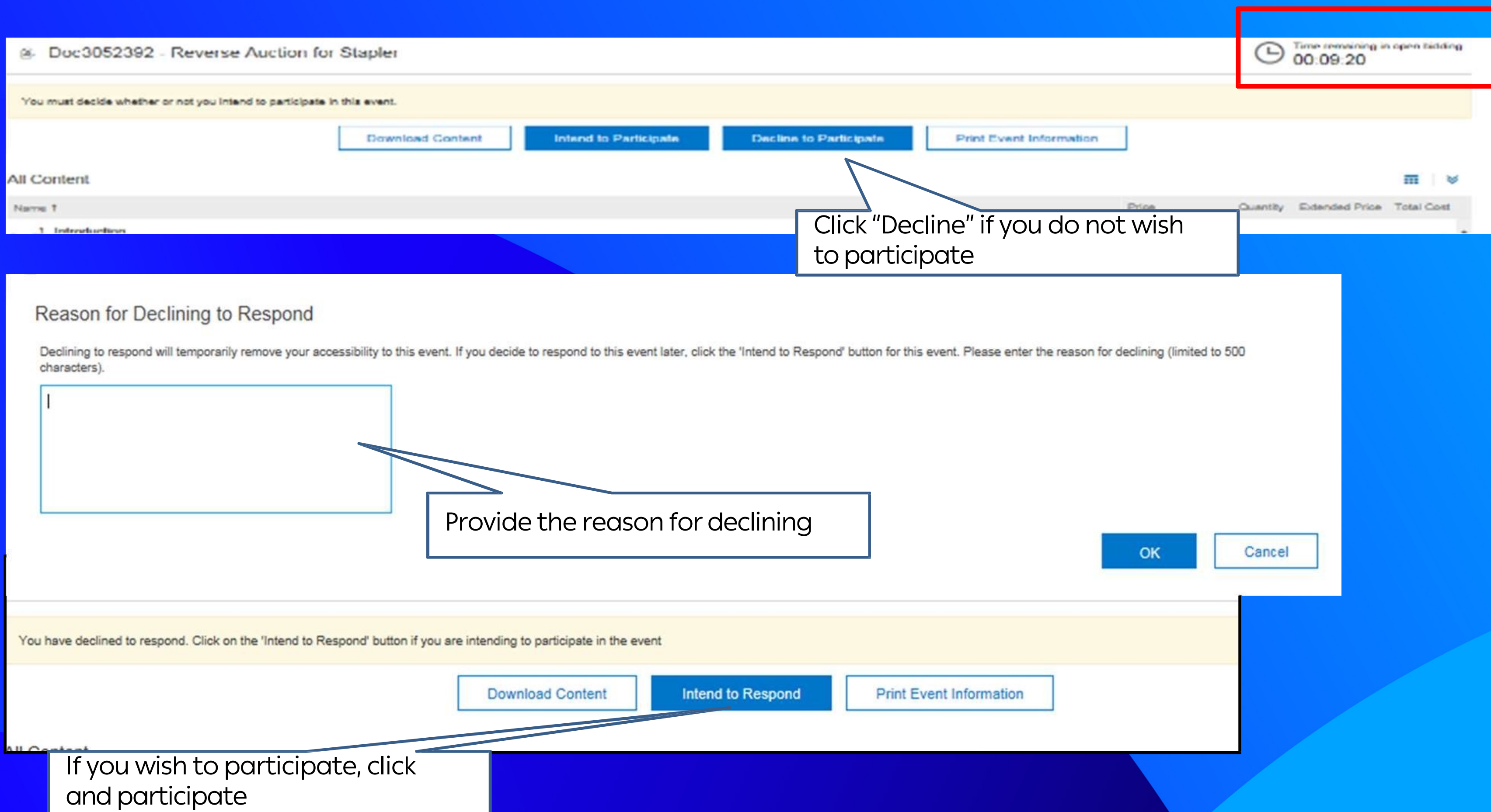
# Step 2 (B): Decline to Participate in a Sourcing Event

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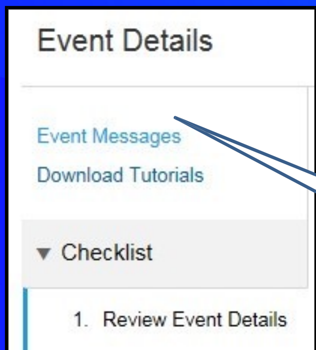
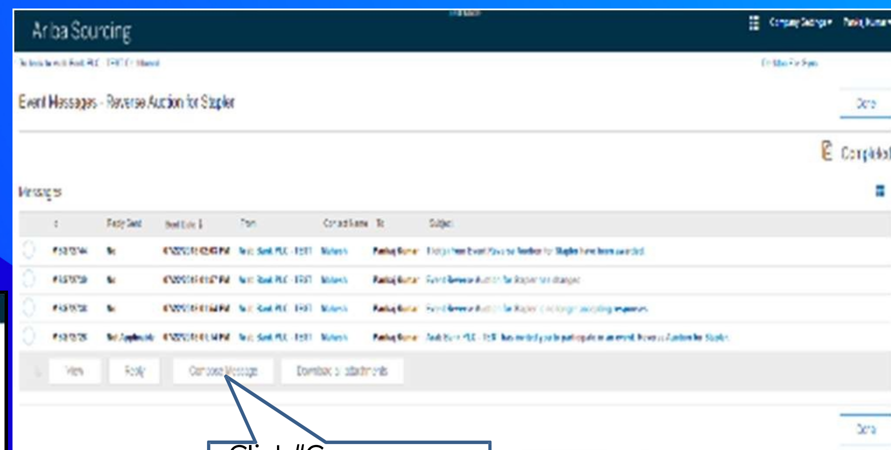
# Step 3: How can you send Event related messages to Buyer

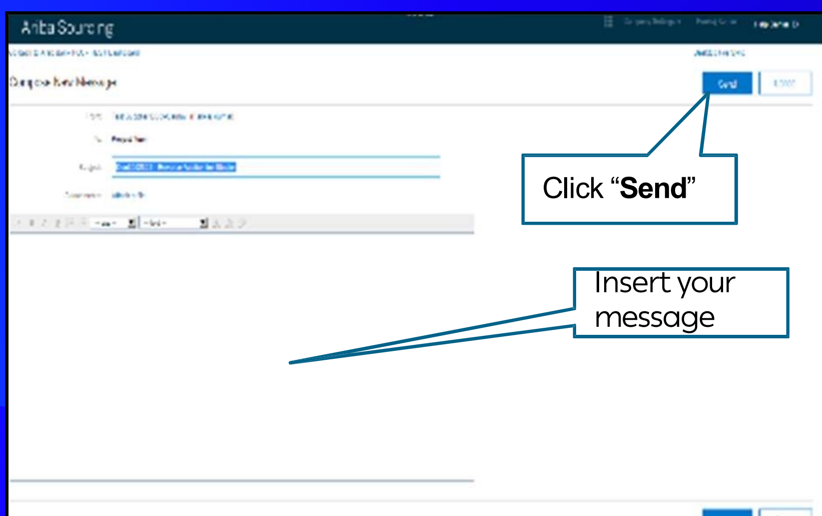
If you have any project related questions please send them through the Event Message System




1. Click "Event Message"




Click "Compose Message"




Click "**Send**"

Insert your message

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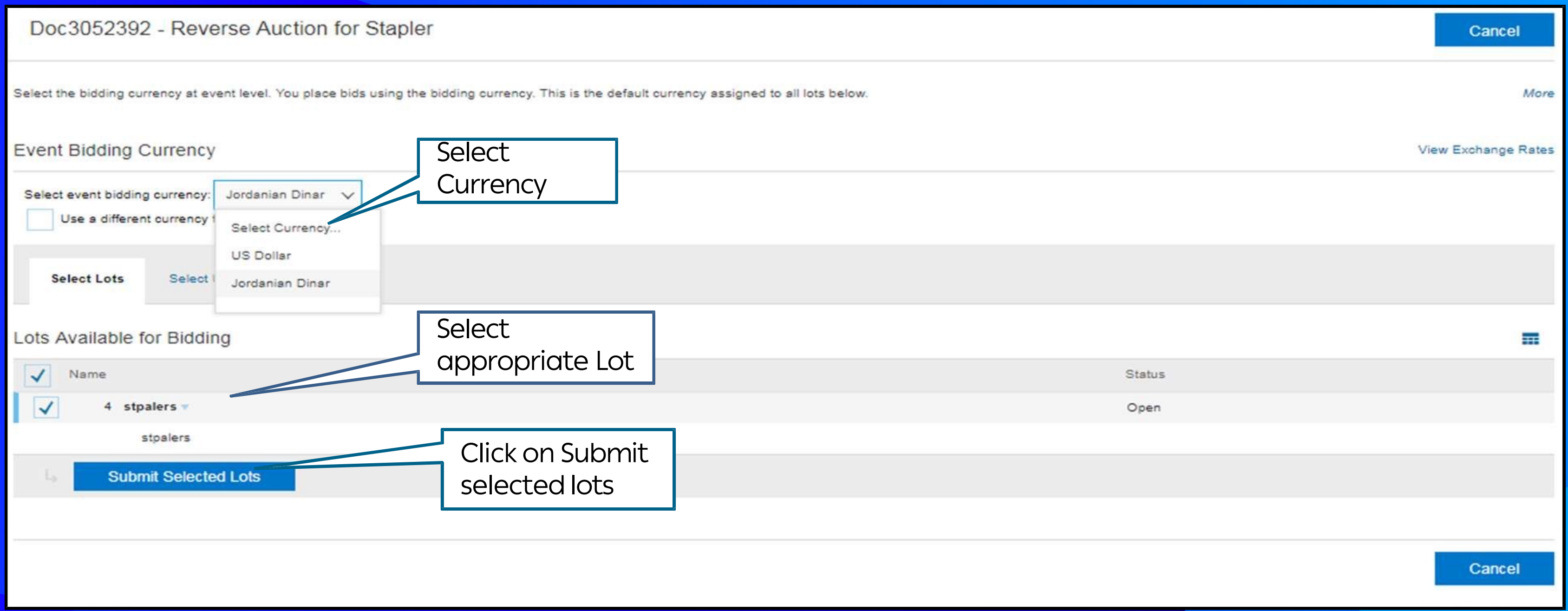
# Step 4: How to select Lots for bidding?

There may be several lots in a single event. Selecting the lot give the suppliers flexibility to indicate interest in which lot they intend to submit bids.

Why is selecting lot required?

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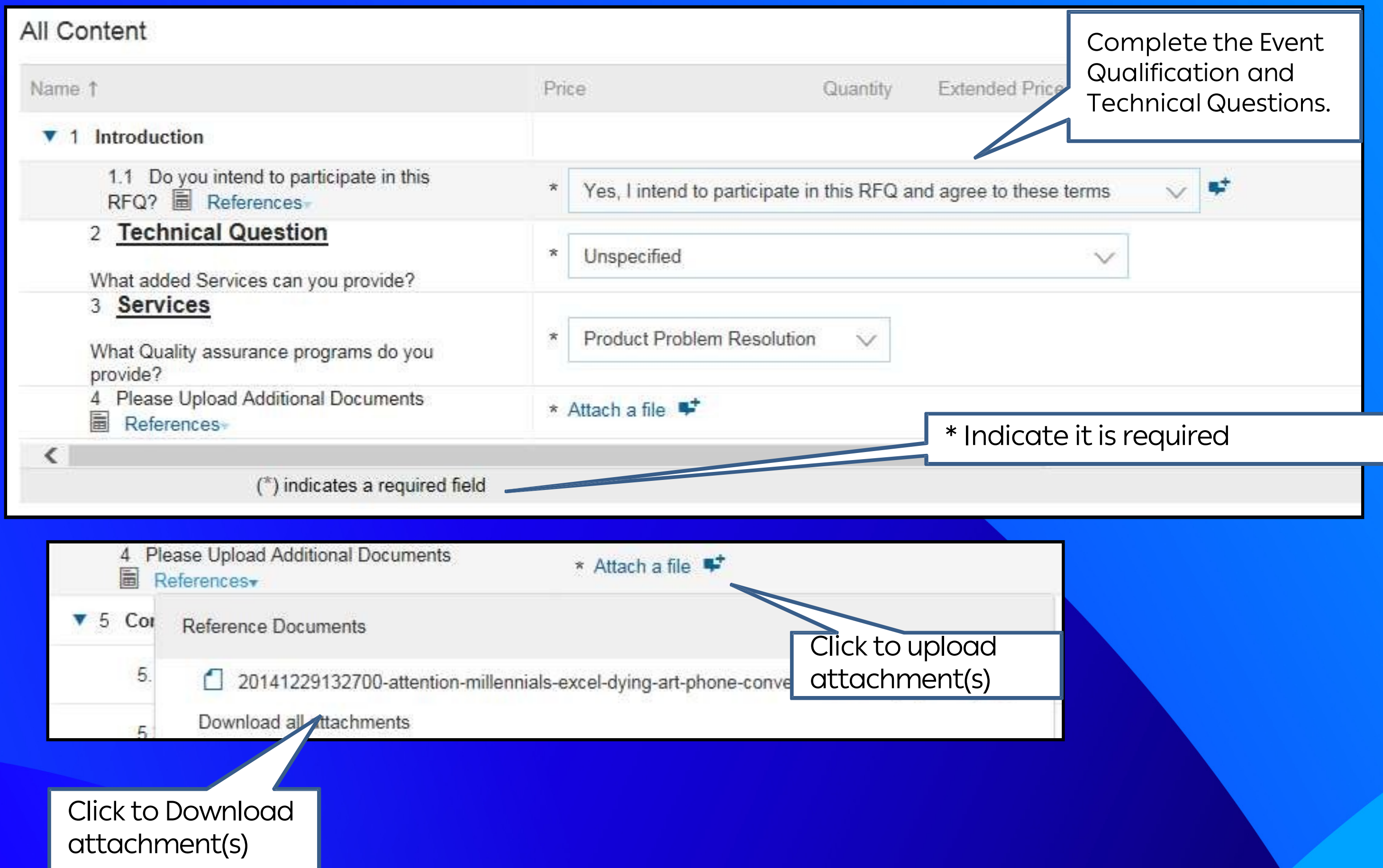
# Step 5: How to answer Technical Questions ?

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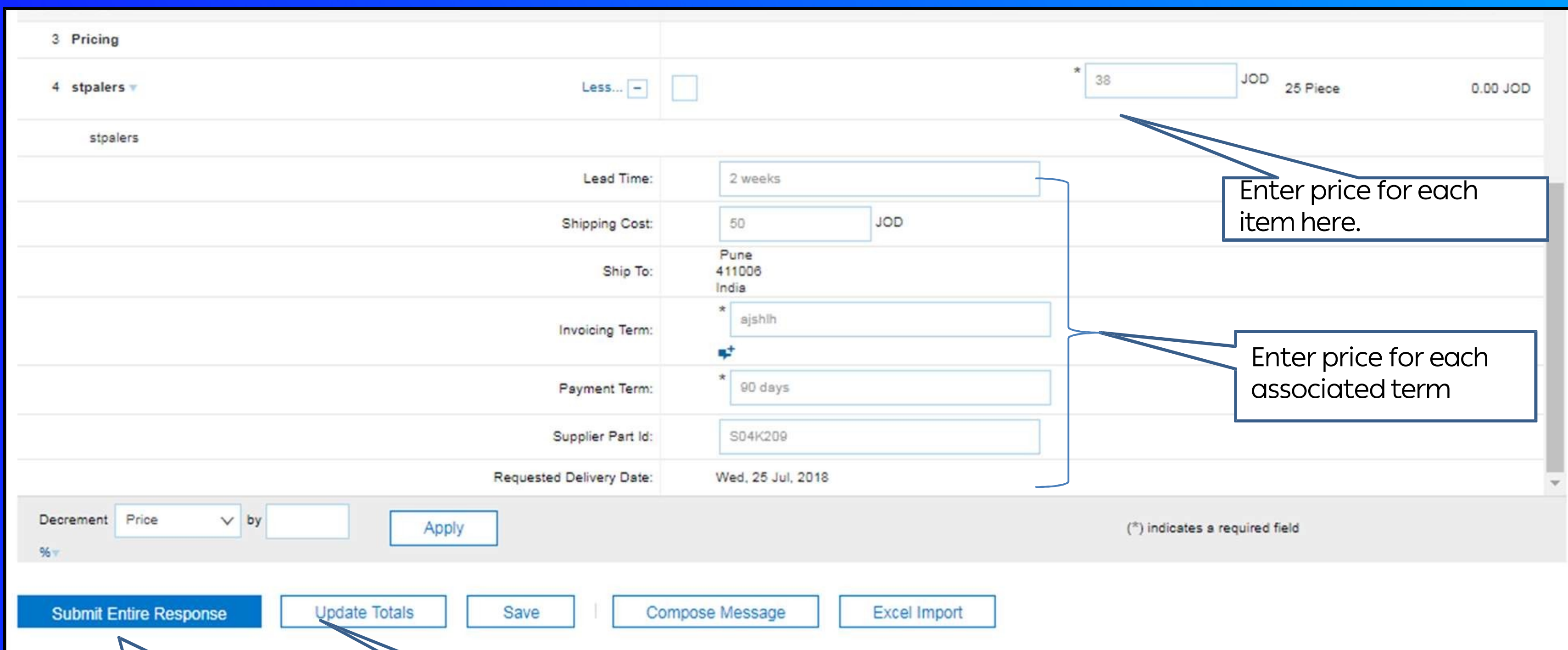
# Step 6: How to Submit Price for all selected Lots?




Enter price for each item here.

Enter price for each associated term

Submit your response here

Click on update totals to view extended price (price for all items)

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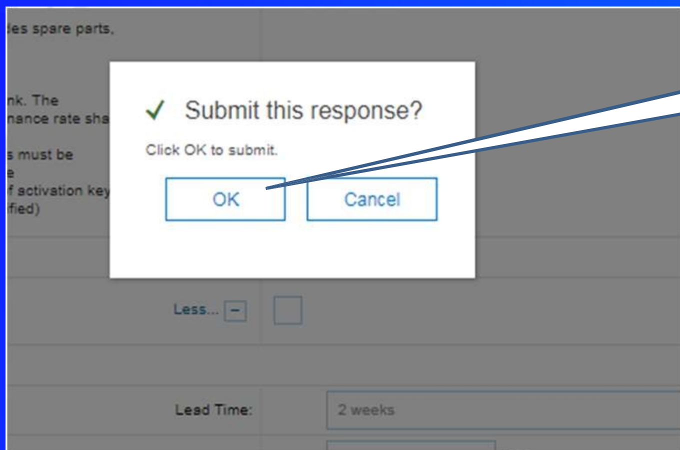
# Step 7: Your bid has been successfully submitted




Click “OK” to submit

Indicates your bid has been successfully submitted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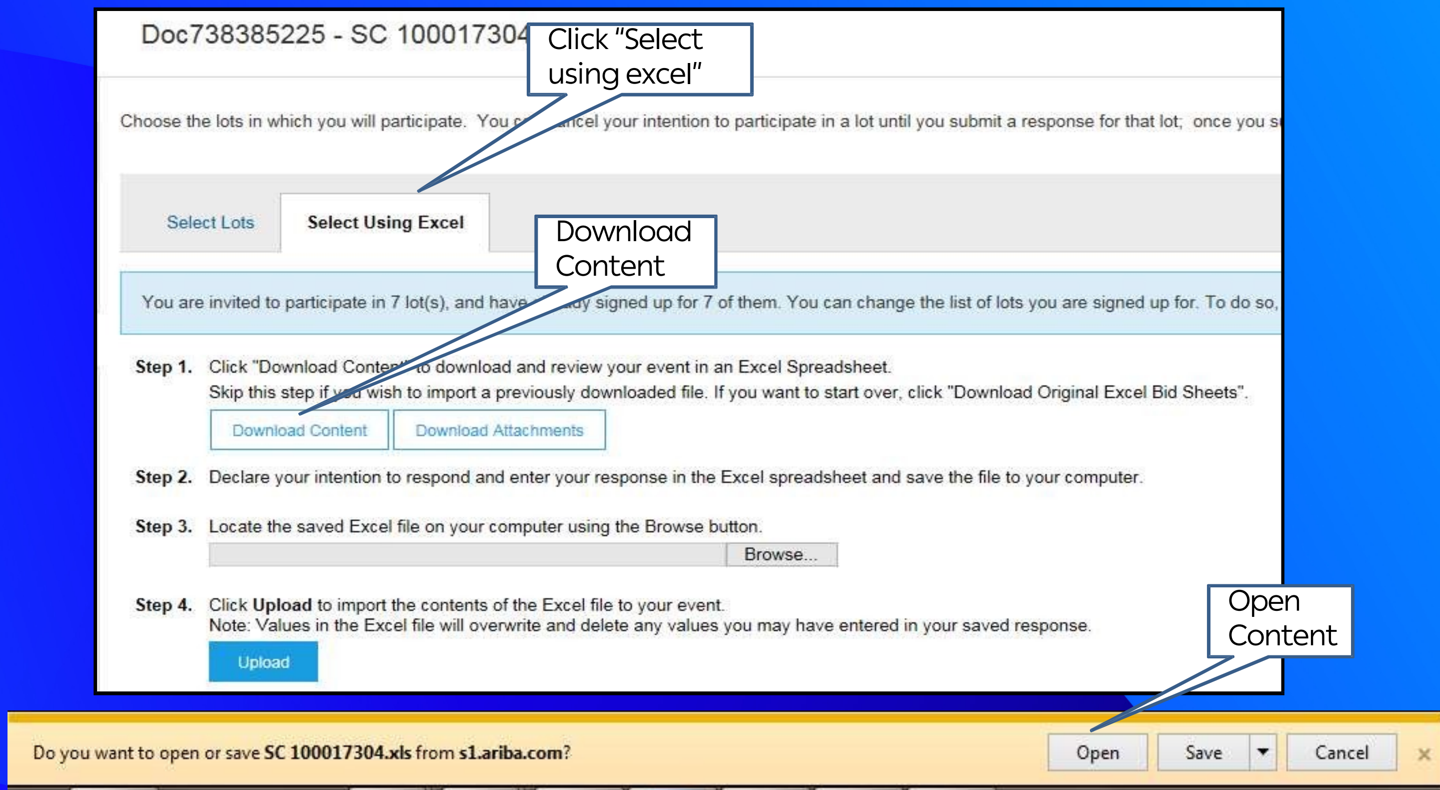
# Step 8A: How to Submit Lot in case of complex Lots using excel spreadsheet ?

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# Step 8B: Enter price for each Lot

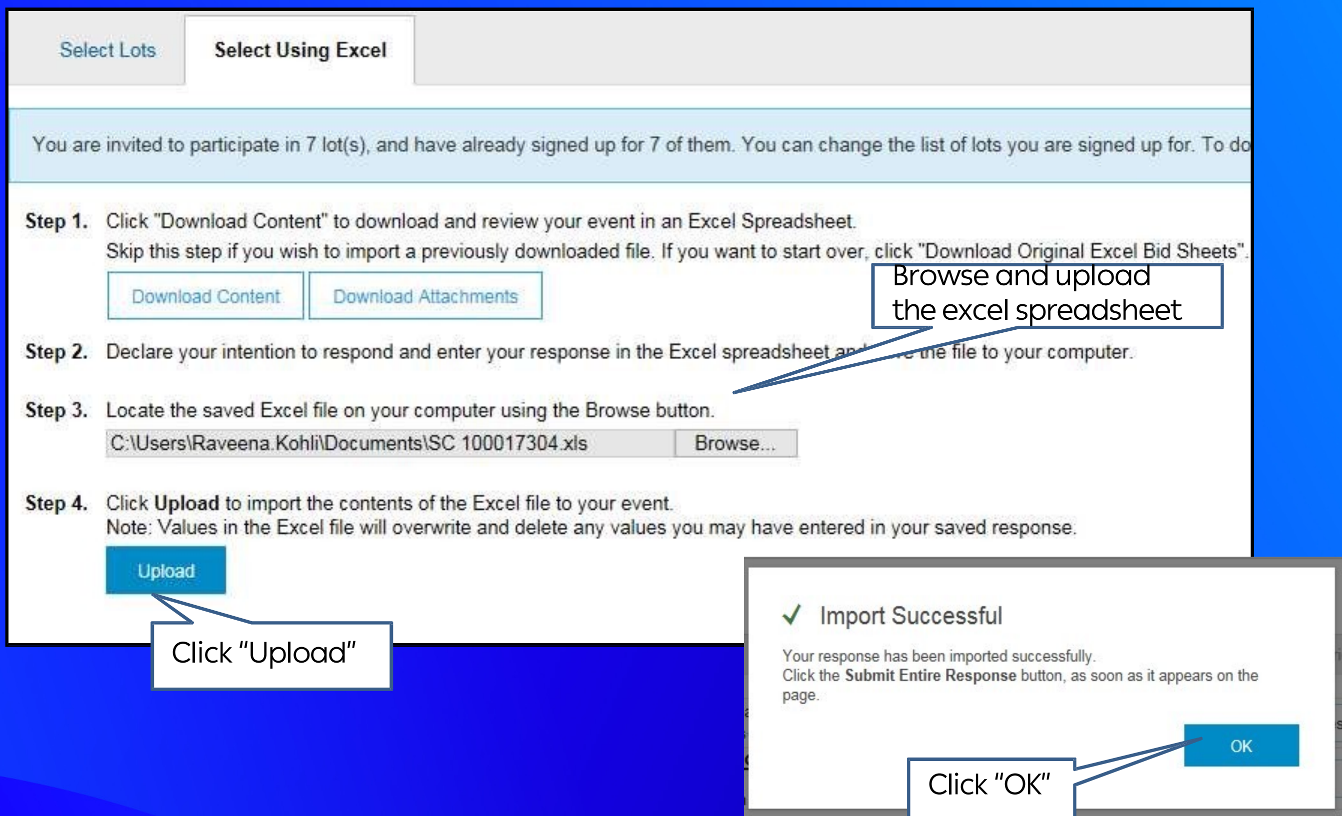
Enter price for each Lot

| Number | Name | Description | Table Section Column | Alternative | Bundle or Tier Name | Tier Range | Intend To Respond | Currency | Unit of Measure | * Price | Quantity | Delivery Date (YYYY-MM-DD) | Lead Time | Shipping Address |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Help And Options. Click on the + sign on the left for more information to fill out the cells | | | | | | | | | | | | | | |
| 4.1 | STARTER,NM:SP100 | | | | | | Yes | Malaysian Ringgit | Each | | 1( | | | |
| 4.2 | STARTER,NM:JP1 | | | | | | Yes | Malaysian Ringgit | Each | | 20 | | | |
| 4.3 | STARTER,NM:A | | | | | | Yes | Malaysian Ringgit | Each | | 1, | | | |
| 4.4 | INSTALL,AVR:RET-36.3T 35KVA 3P | | | | | | Yes | Malaysian Ringgit | Each | | 50 | | | Jakarta, ID |
| 4.5 | SUPPLY_INSTALL:GROUNDING SYSTEM | | | | | | Yes | Malaysian Ringgit | Each | | 200 | 2014-08-22 | 0 | Jl. Mega Kuningan Lo No.1, ID, Jakarta, ID |
| 4.6 | SUPPLY_INSTALL,PIPE_POLE:6M,+SUPPORT | | | | | | Yes | Malaysian Ringgit | Each | | 400 | 2014-08-22 | 0 | Jl. Mega Kuningan Lo No.1, ID, Jakarta, ID |
| 4.7 | DISMANTLE:SHELTER | | | | | | Yes | Malaysian Ringgit | Each | | 300 | 2014-08-22 | 0 | Jl. Mega Kuningan Lo No.1, ID, Jakarta, ID |



Save the excel spreadsheet on your PC or laptop

# Step 8C: Upload Lots via excel spreadsheet

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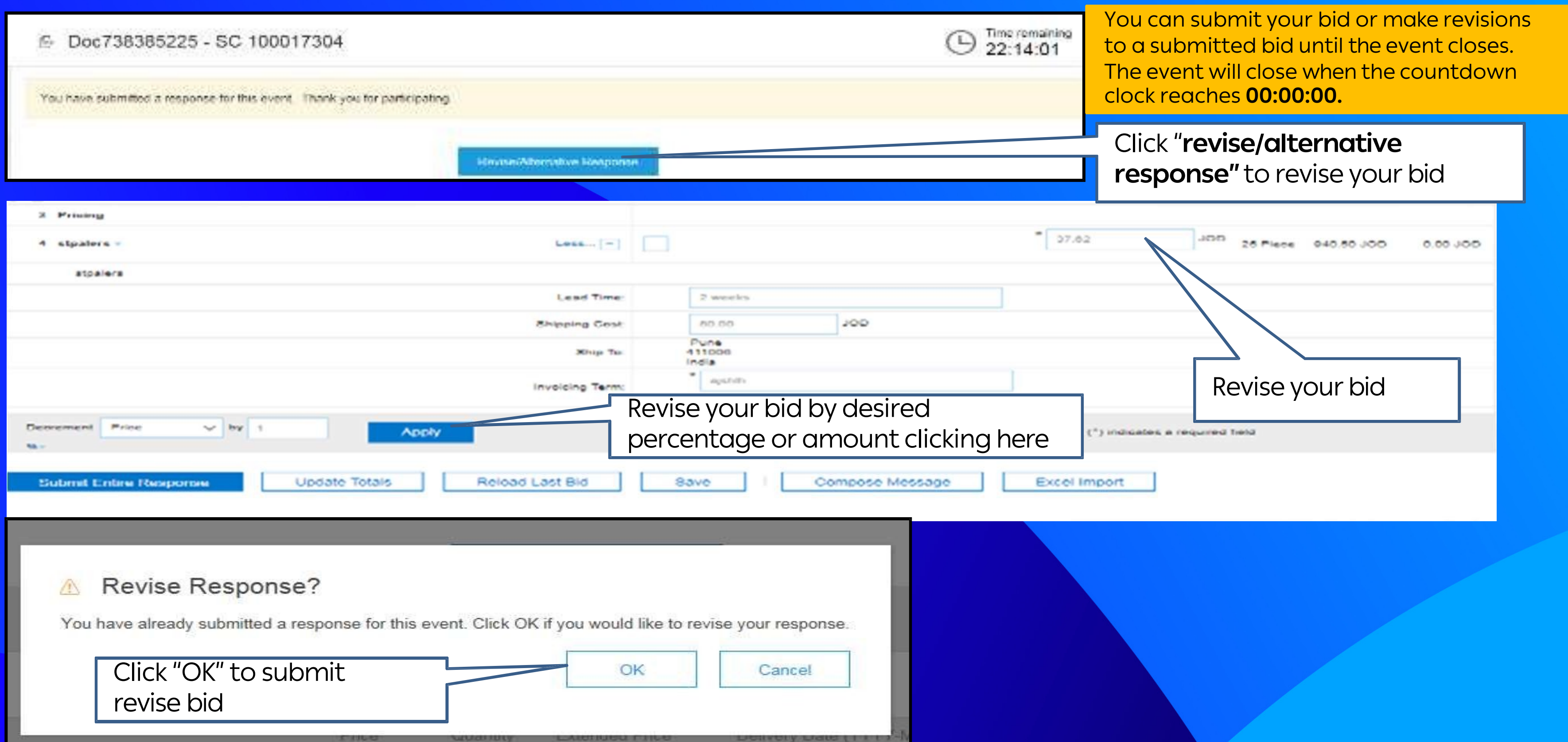
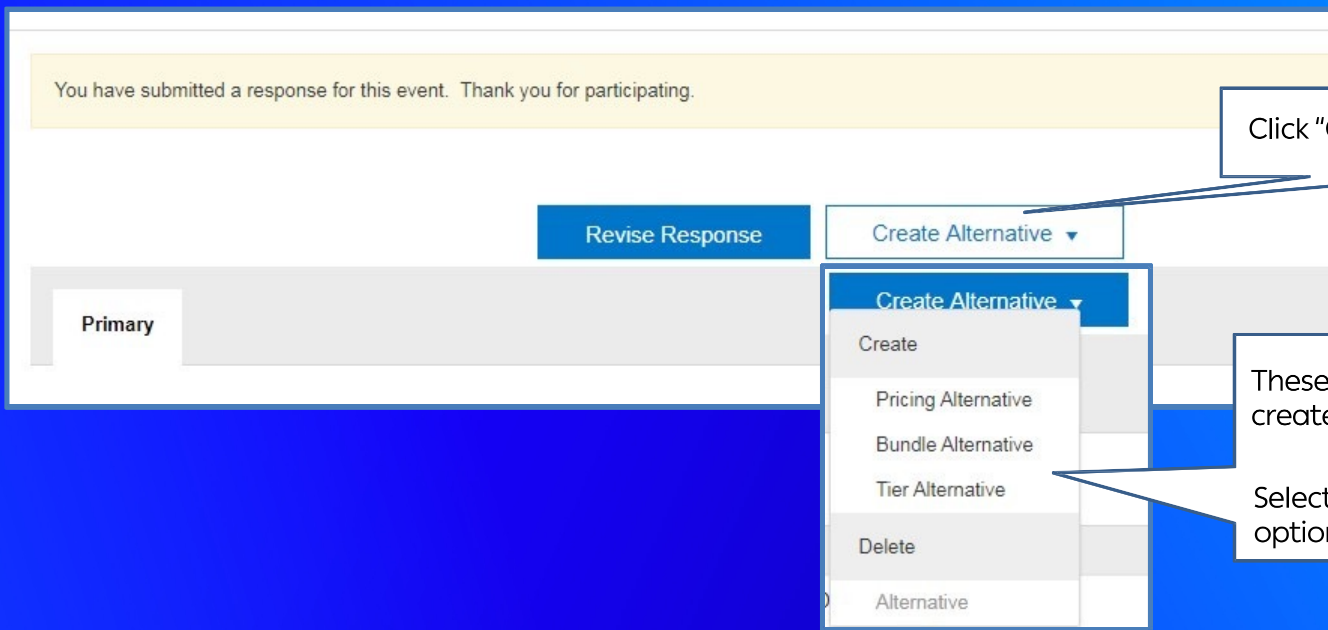
# Step 9: Bid Revision

*What if you change your mind regarding submitted bid?*



# Step 9: Alternative Response

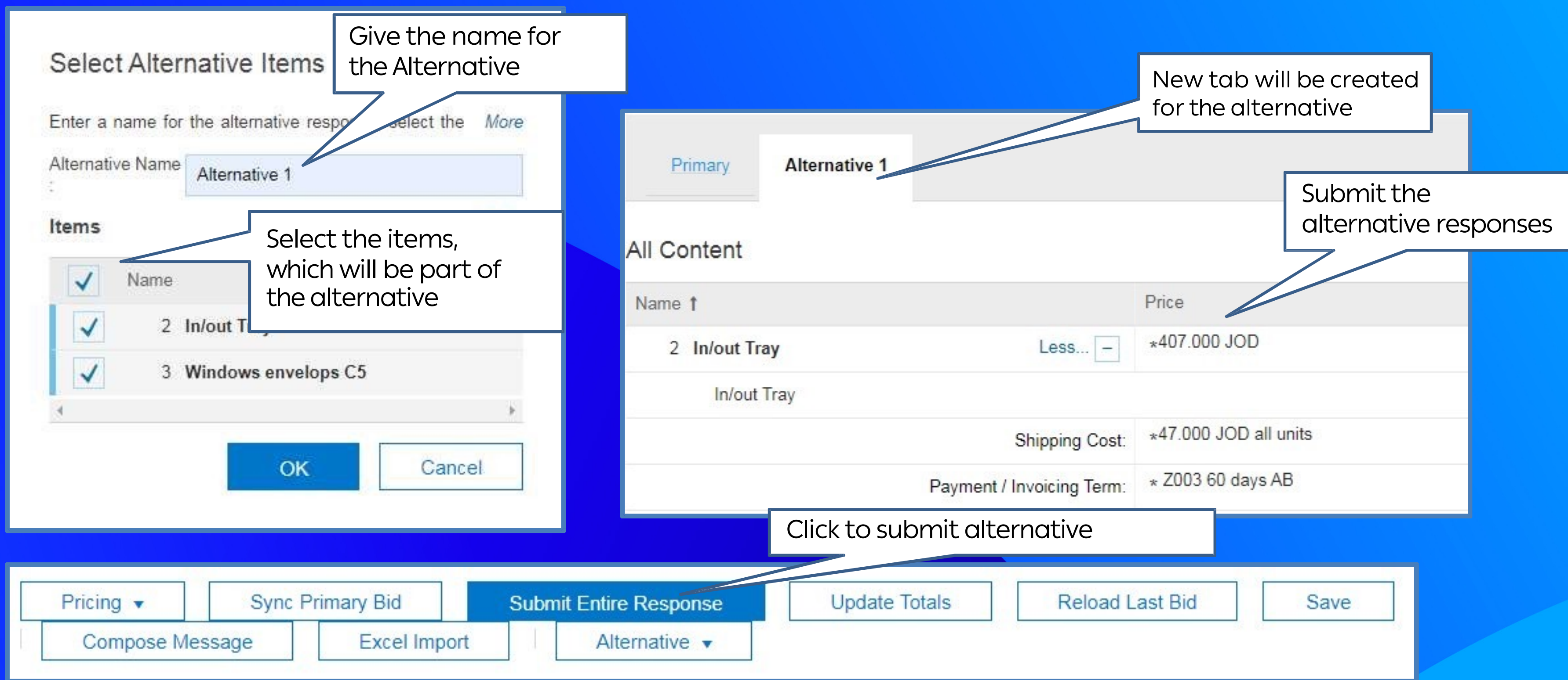



Click "Create Alternative"

These alternatives can be created based on the need

Selected the required alternative option

# Step 9A: Pricing Alternative




Note : -If you are unable to edit the pricing details, Request Buyer to allow alternative bids for the respective Items. Alternative Bids option availability is based on Buyer's discretion.

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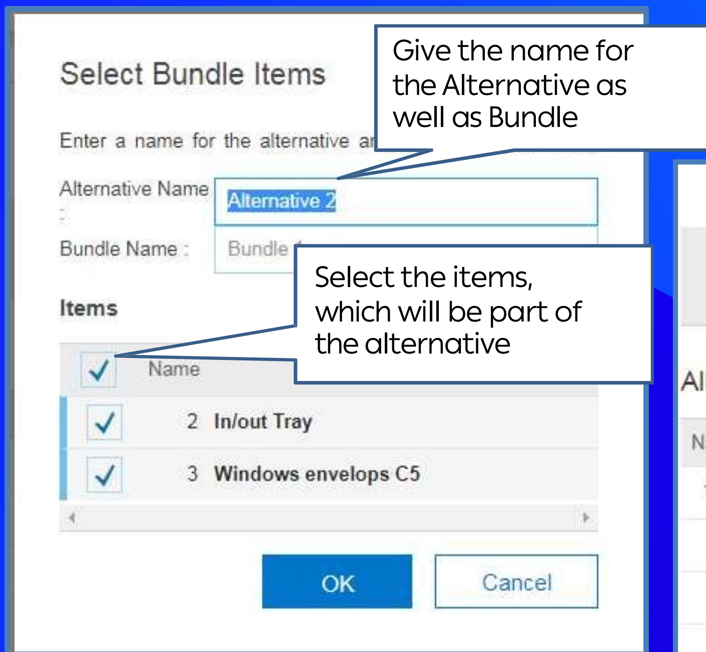
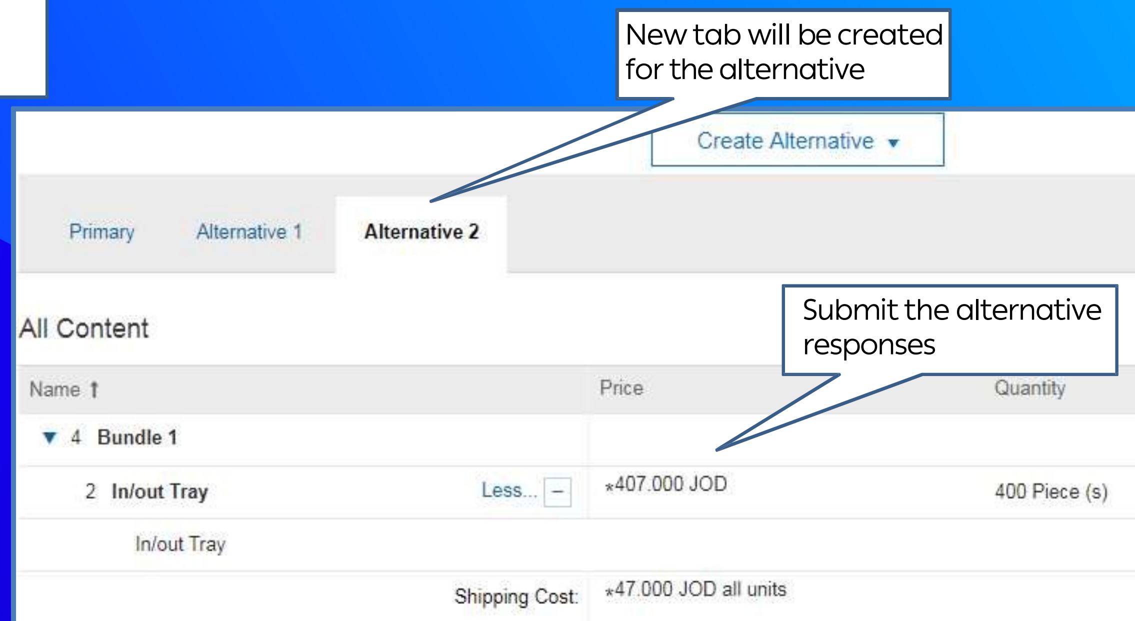
# Step 9B: Bundle Alternative





Note : -If you are unable to edit the pricing details, Request Buyer to allow alternative bids for the respective Items. Alternative Bids option availability is based on Buyer's discretion.

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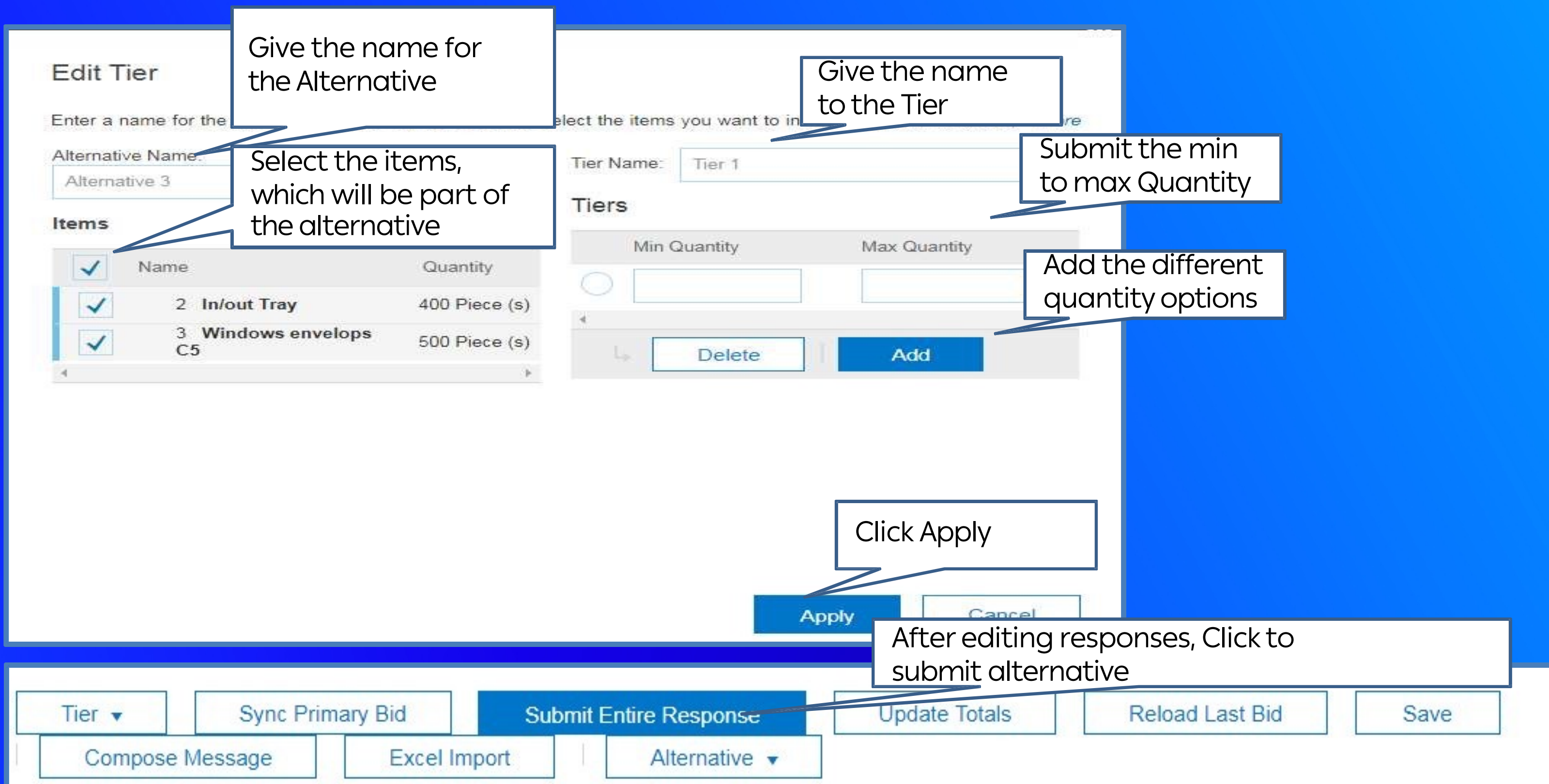
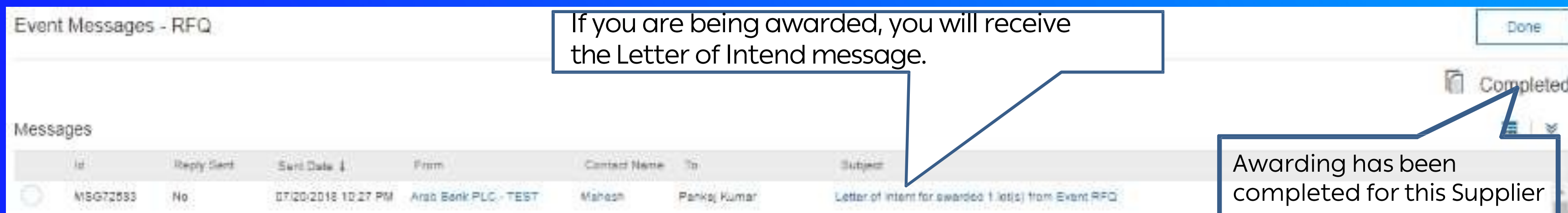
# Step 9C: Tier Alternative




Note : -If you are unable to edit the pricing details, Request Buyer to allow alternative bids for the respective Items. Alternative Bids option availability is based on Buyer's discretion.

# Step 10: When you Win the Event




If you are being awarded, you will receive the Letter of Intend message.

Awarding has been completed for this Supplier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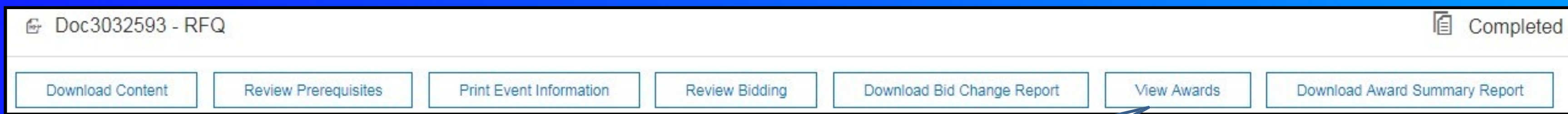
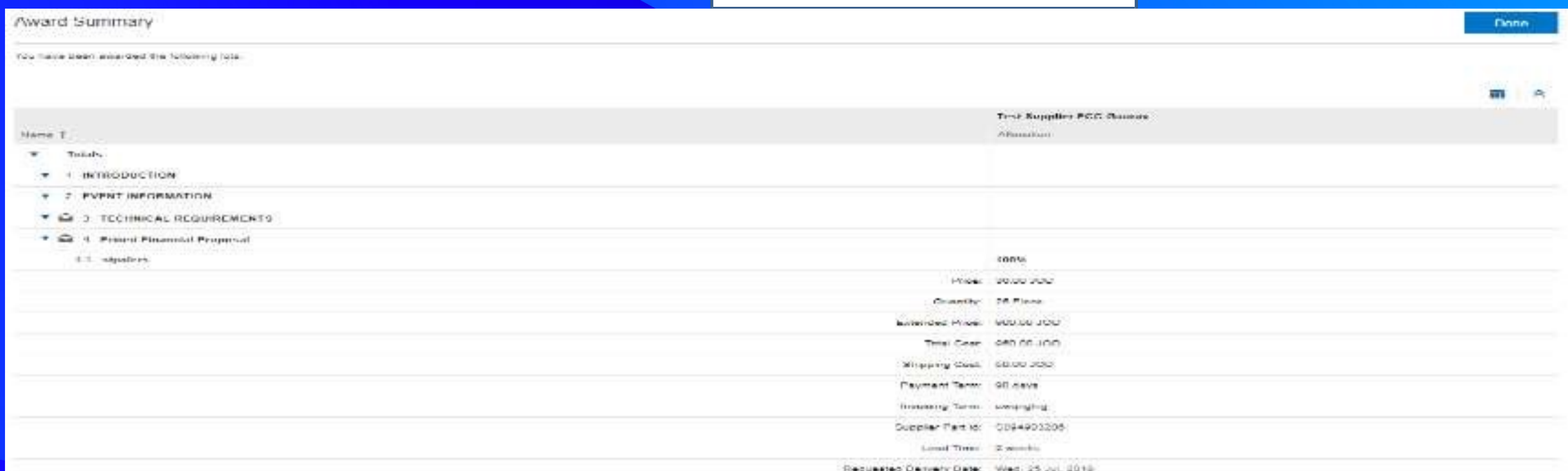
# Step 10(B): View Awards




Click on View Awards to
see Award summary

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Training Agenda:

# Contract Negotiation with Suppliers

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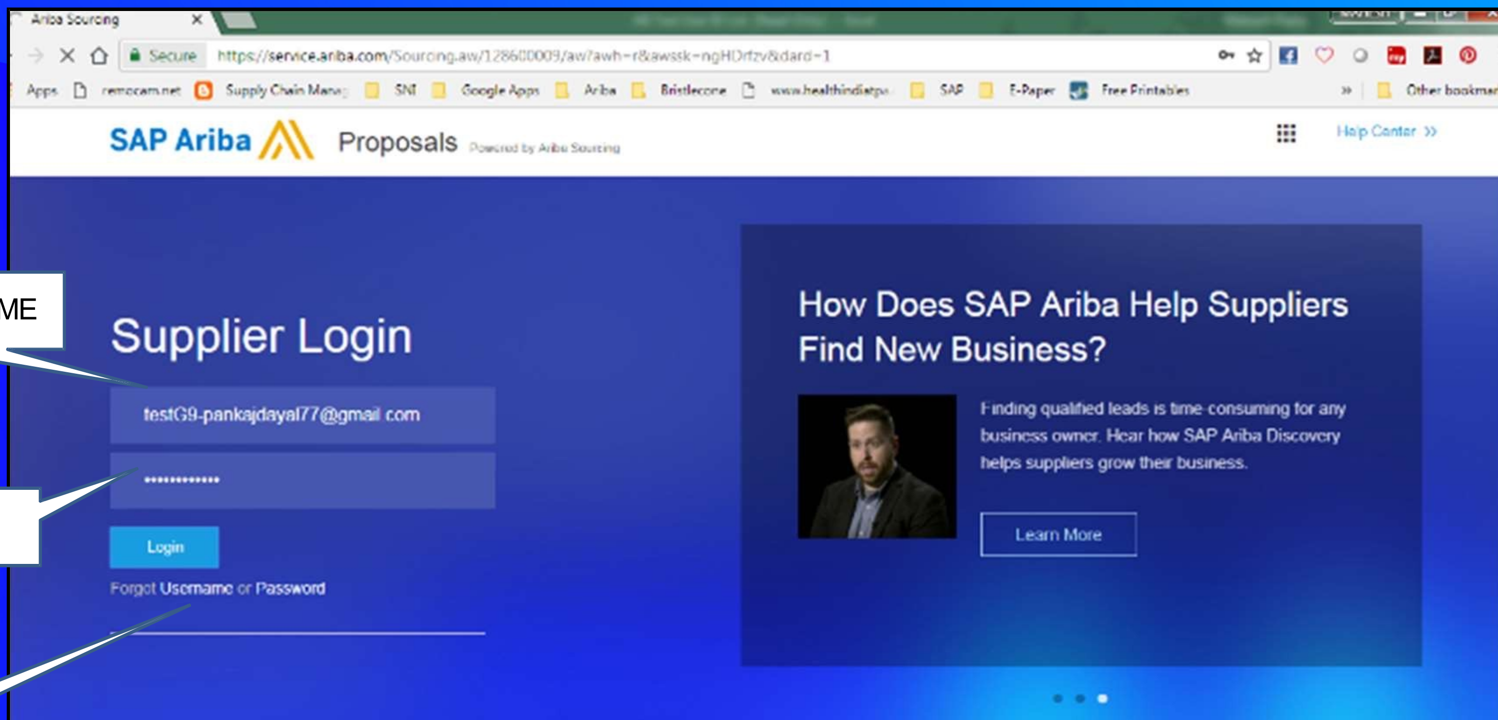
# Supplier Login to the system

Enter your USERNAME

Enter your PASSWORD

Click Login

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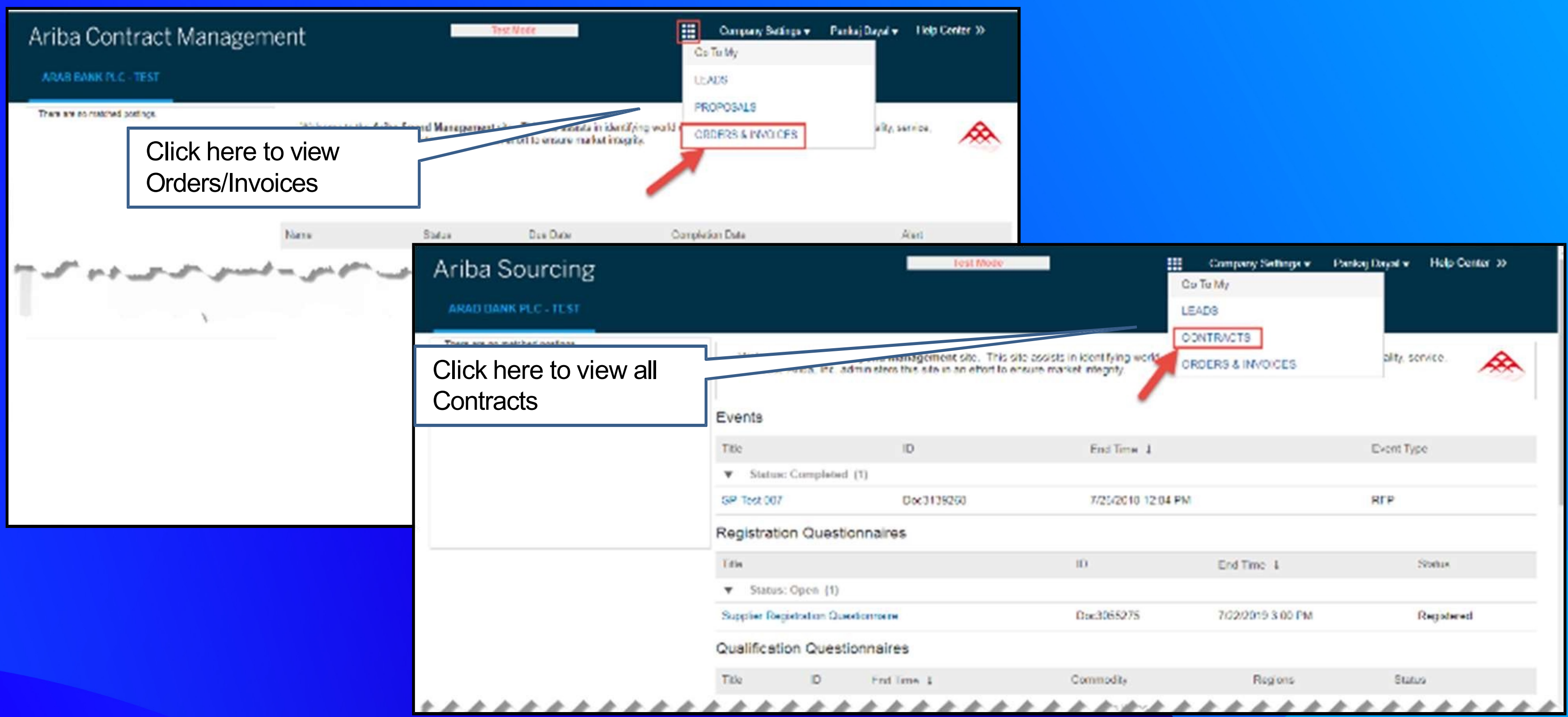
# Switching between Sourcing and Order/Invoices

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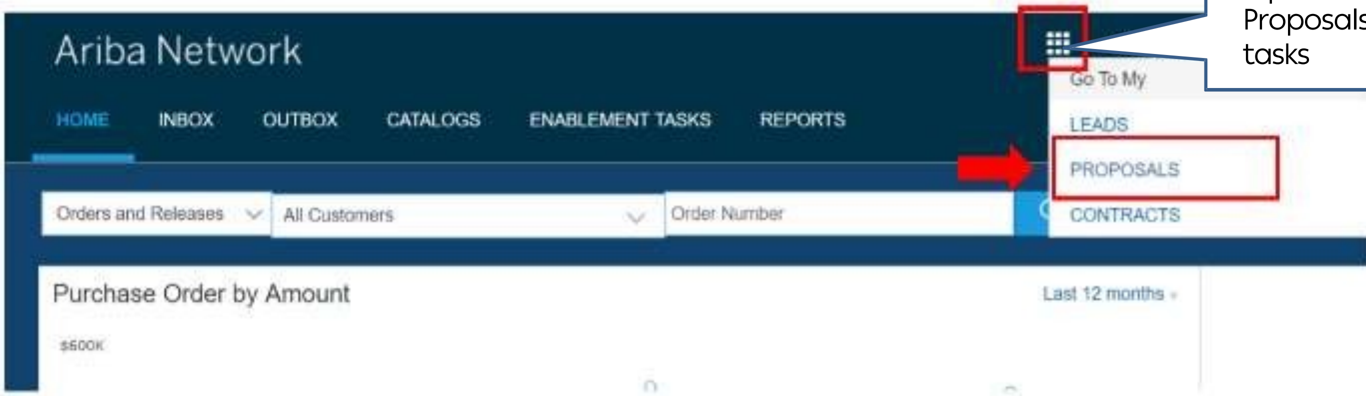
# Step 1: Locate Contracts submitted for Negotiation or Review

All contracts that require negotiation with the supplier will be displayed in supplier's AN account.

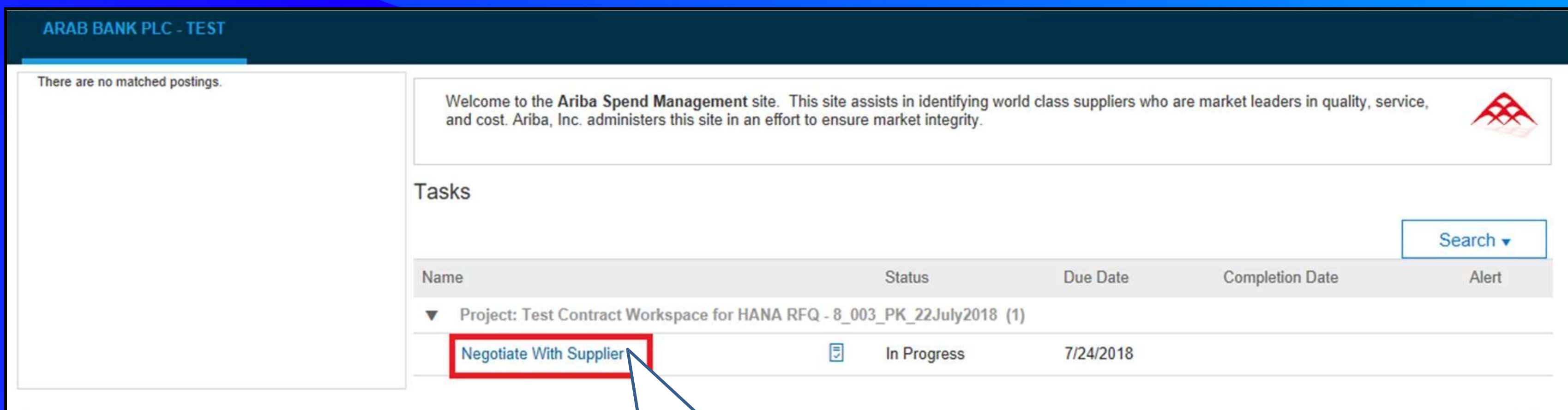



Supplier should click on square icon and then select Proposals to view all your tasks

1. On your Ariba Network Account dashboard, Click on the square icon
2. Select Proposal to view all your sourcing events and tasks

# Step 1: Locate Contracts submitted for negotiation or review

All contracts that require negotiation with the supplier will be displayed in supplier's AN account.




Supplier should see the Negotiation With Supplier task under the Tasks section. Click on the task.

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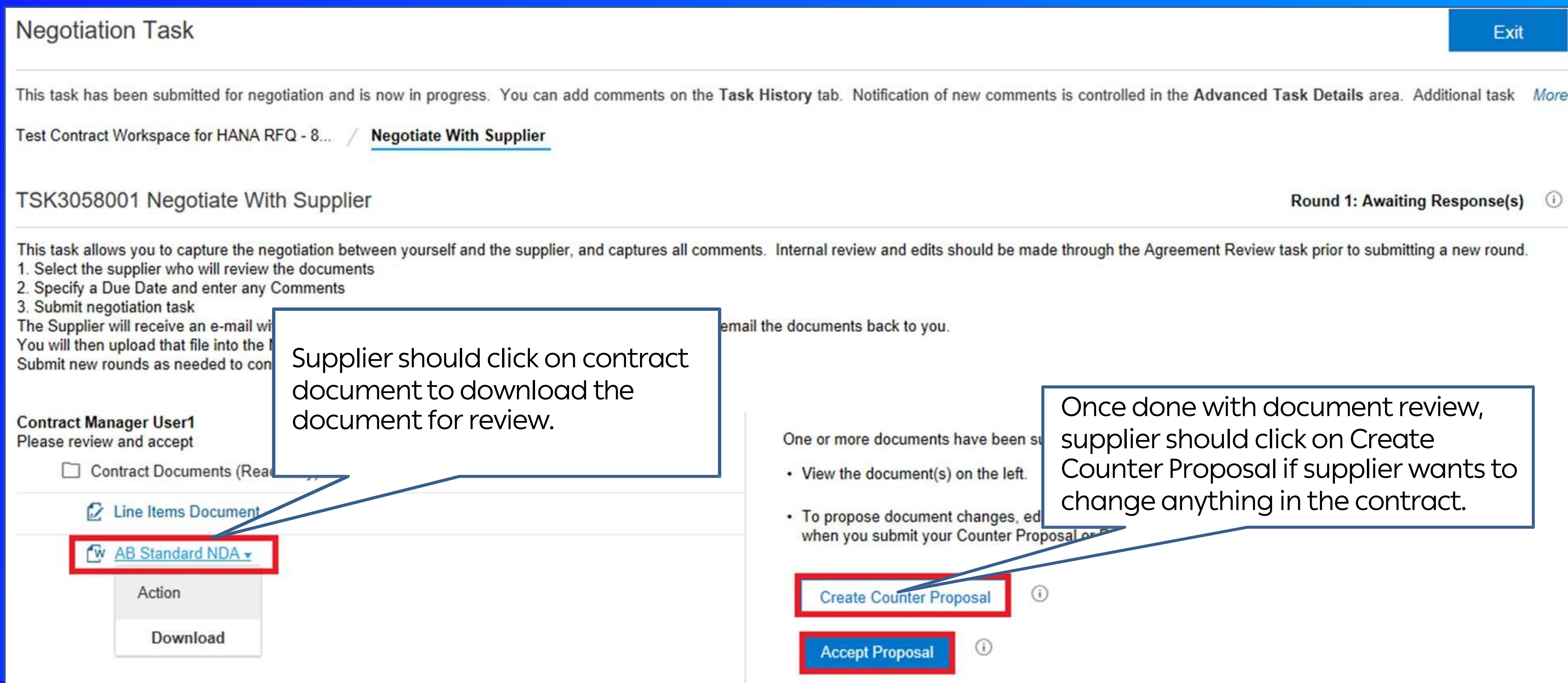
# Step 2: Supplier tasks details with the Contract

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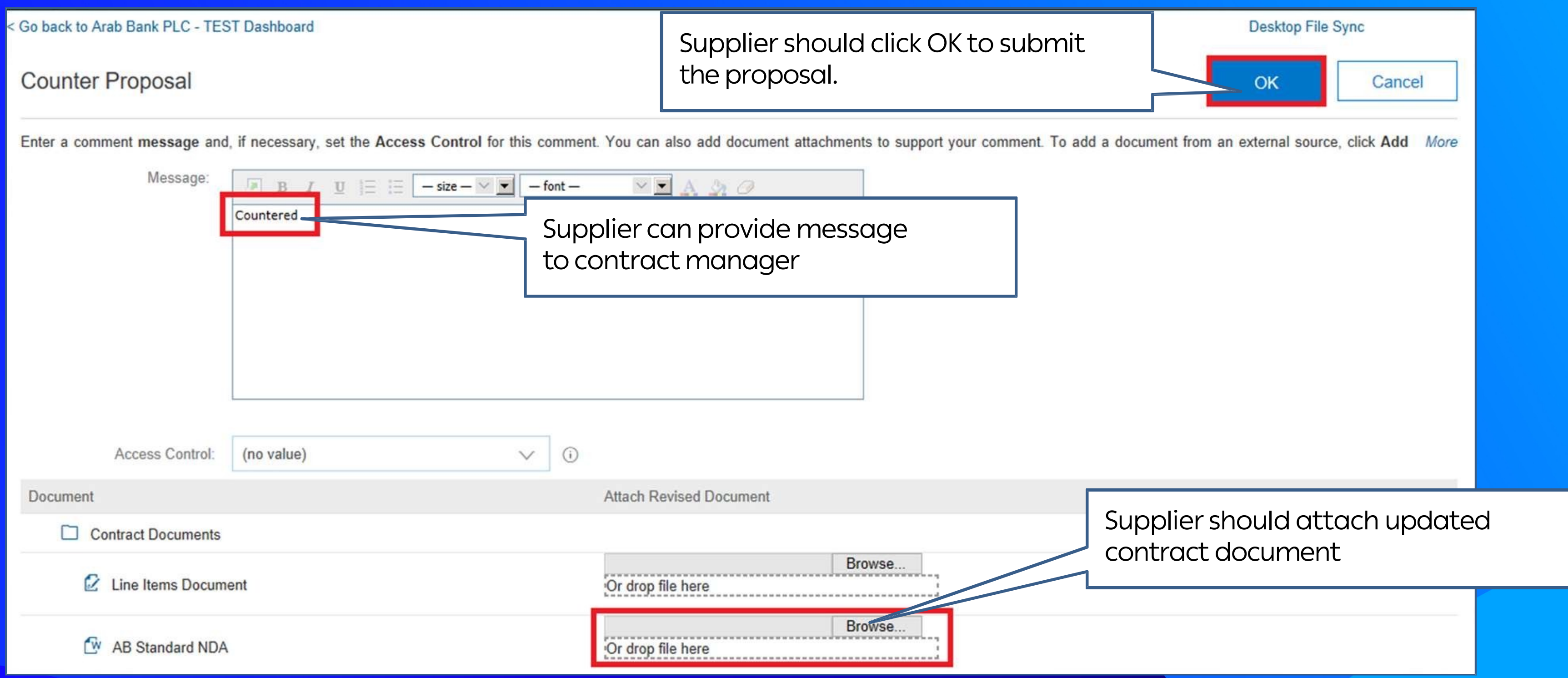
# Step 3: Supplier Counter Proposal Submission

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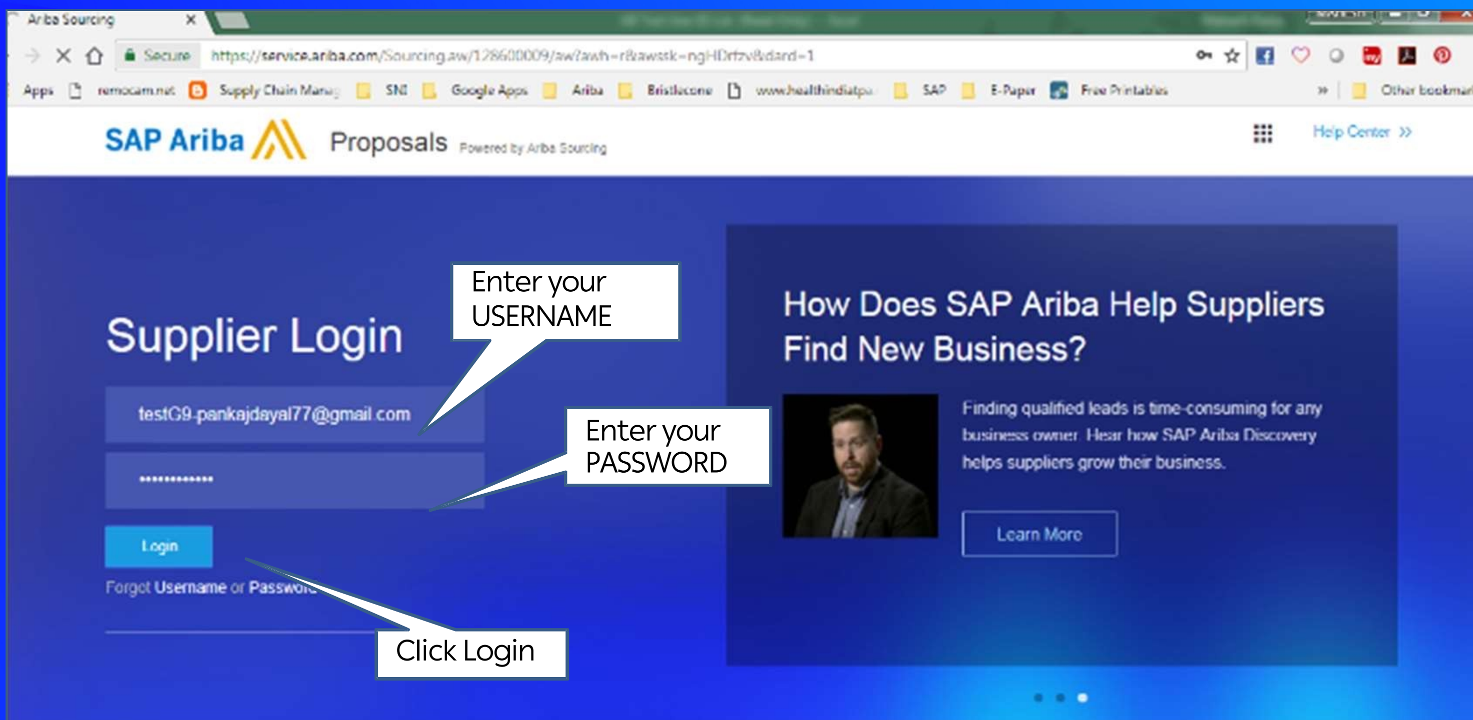
# Step 4: Supplier Re-Login to the system

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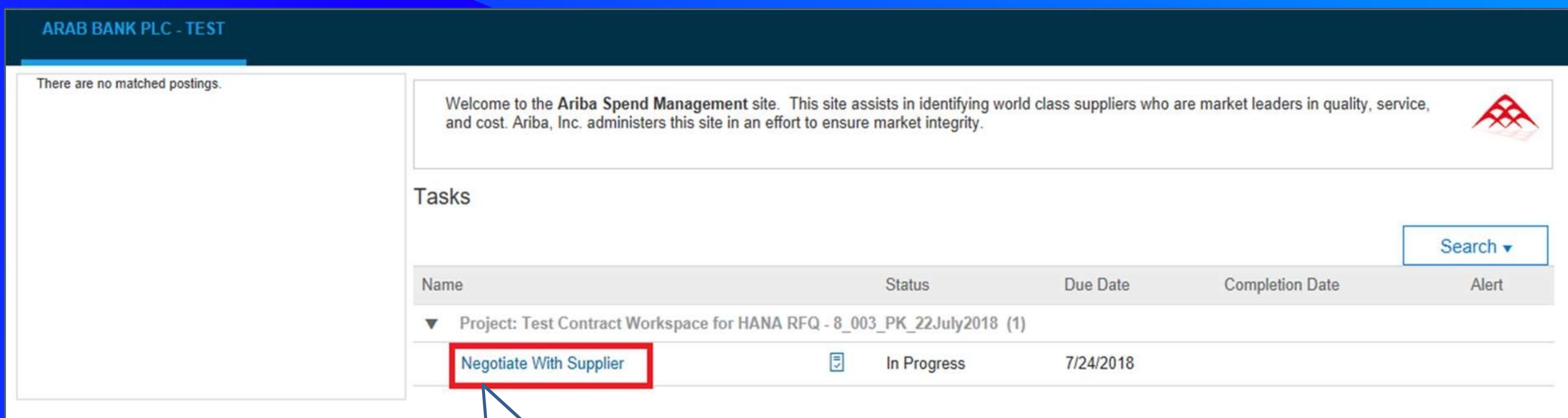
# Step 5: Supplier logs in to submit proposal

Buyer send the updated contract based on the first round of negotiation. Supplier will see updated document to submit the proposal acceptance. Supplier will also need to upload and send signed document in similar fashion.




Supplier should see the updated Negotiation With Supplier task under the Tasks section. Click on the task.

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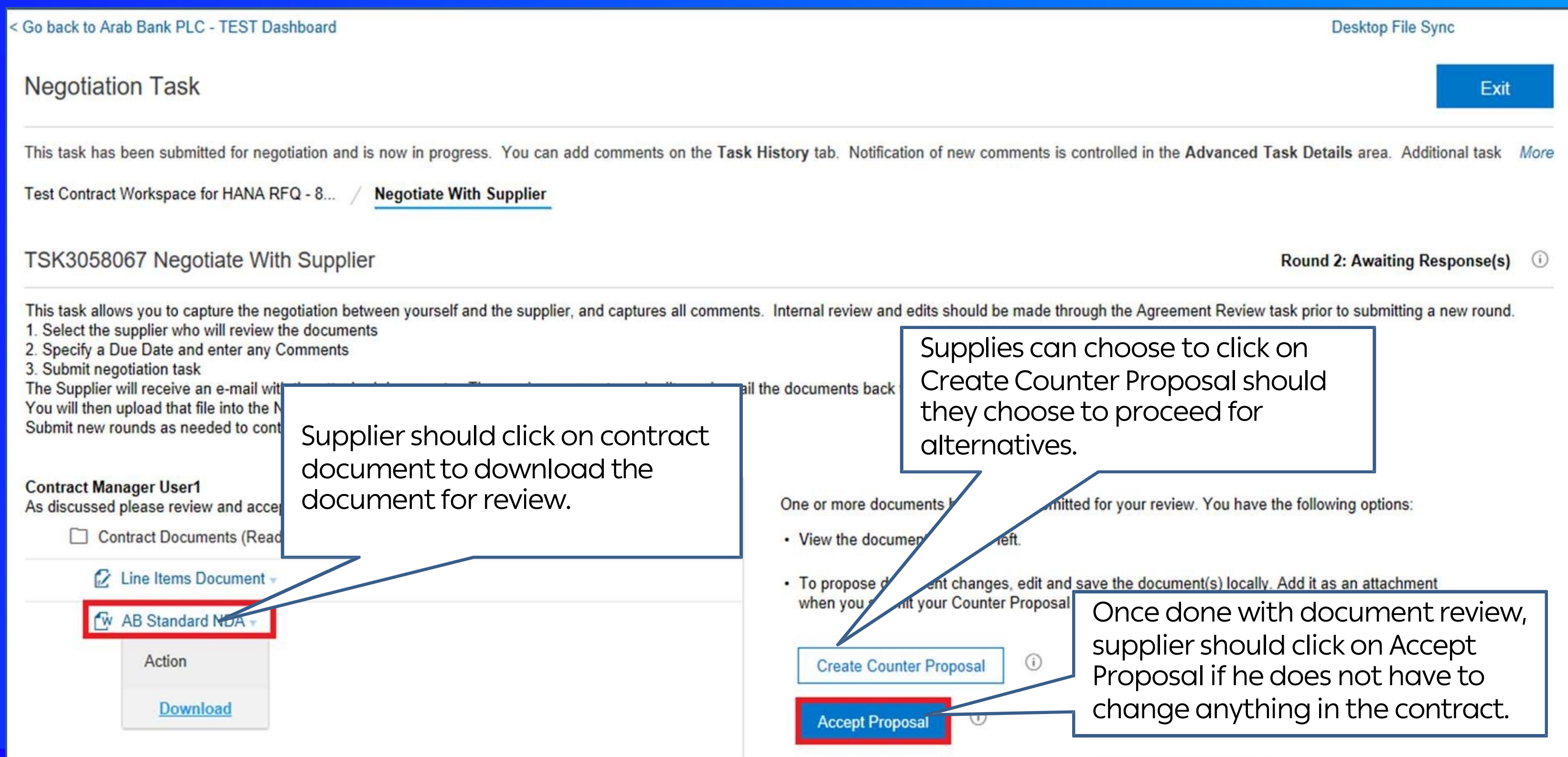
# Step 6: Supplier Accepts Contract Proposal

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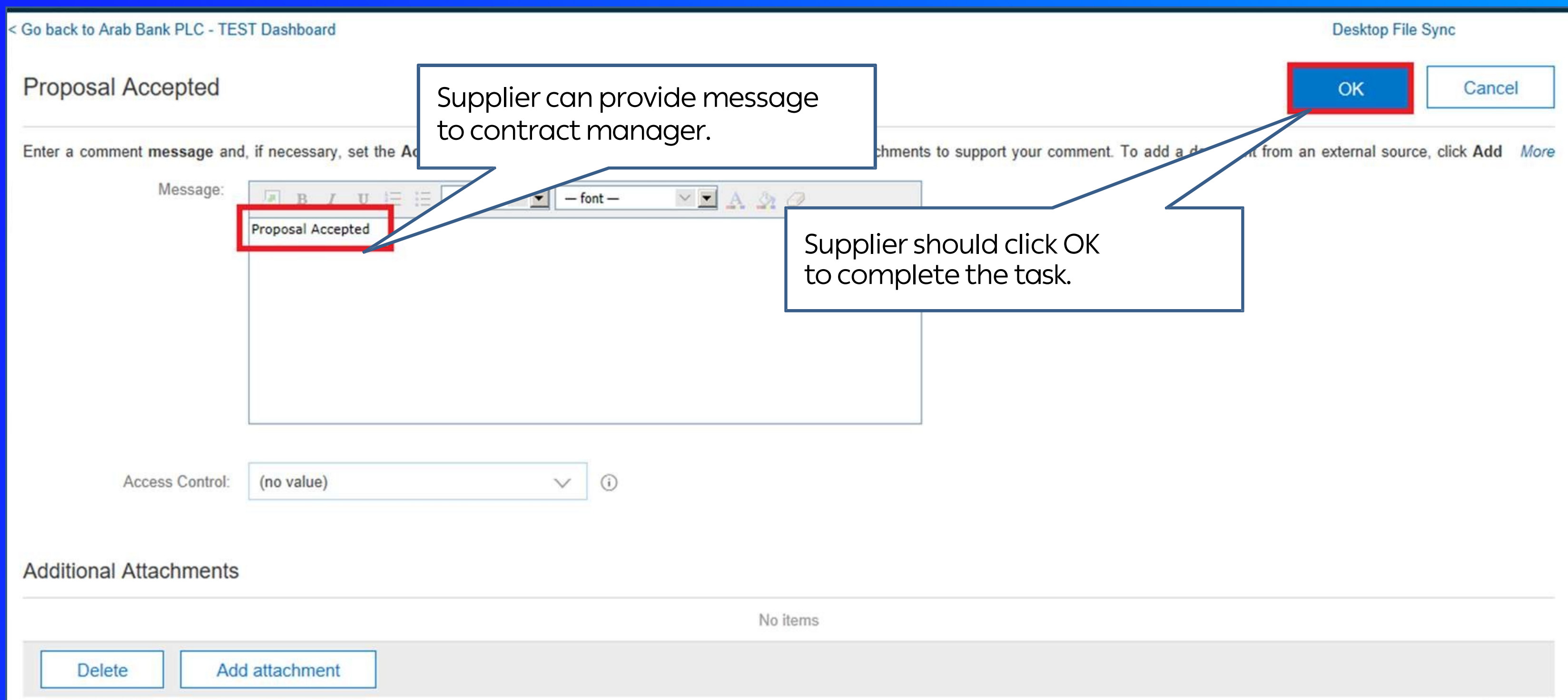
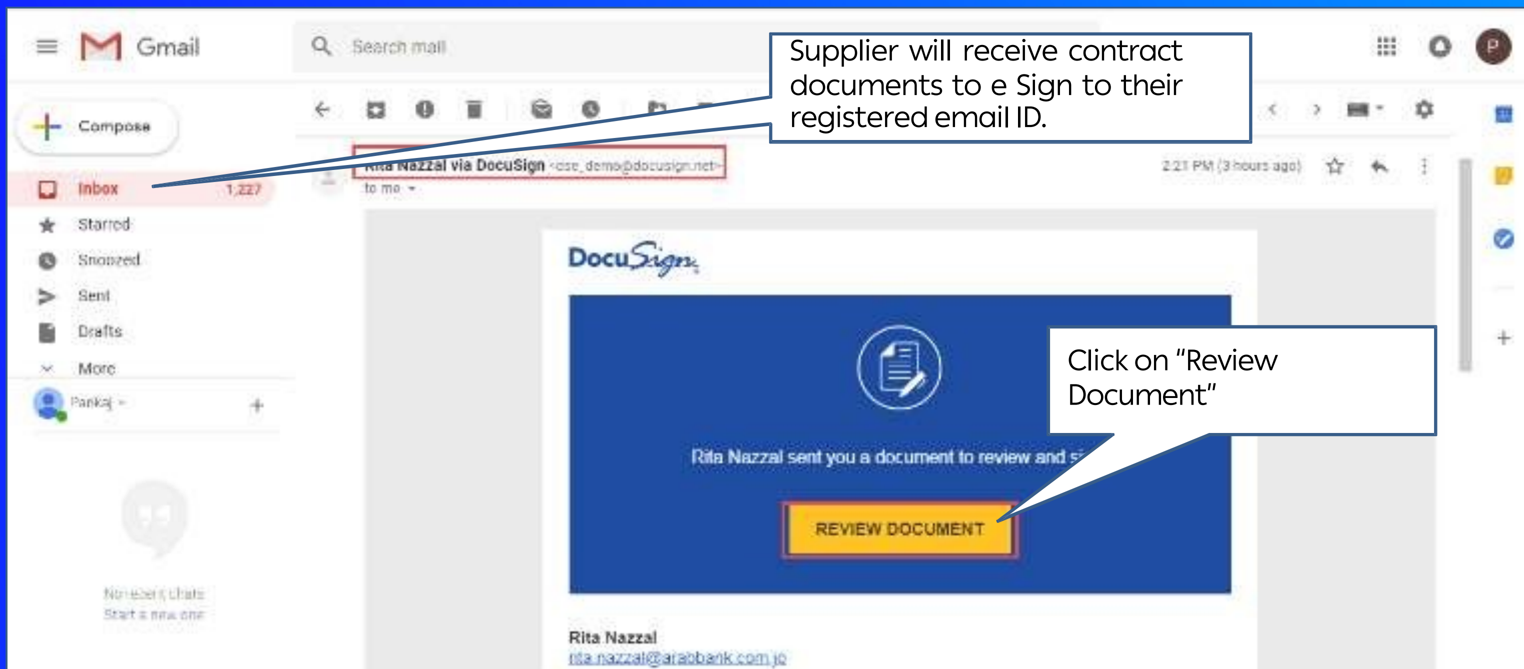
# Step 7: Supplier Submits Proposal



# Step 8: Email to E Sign Contracts

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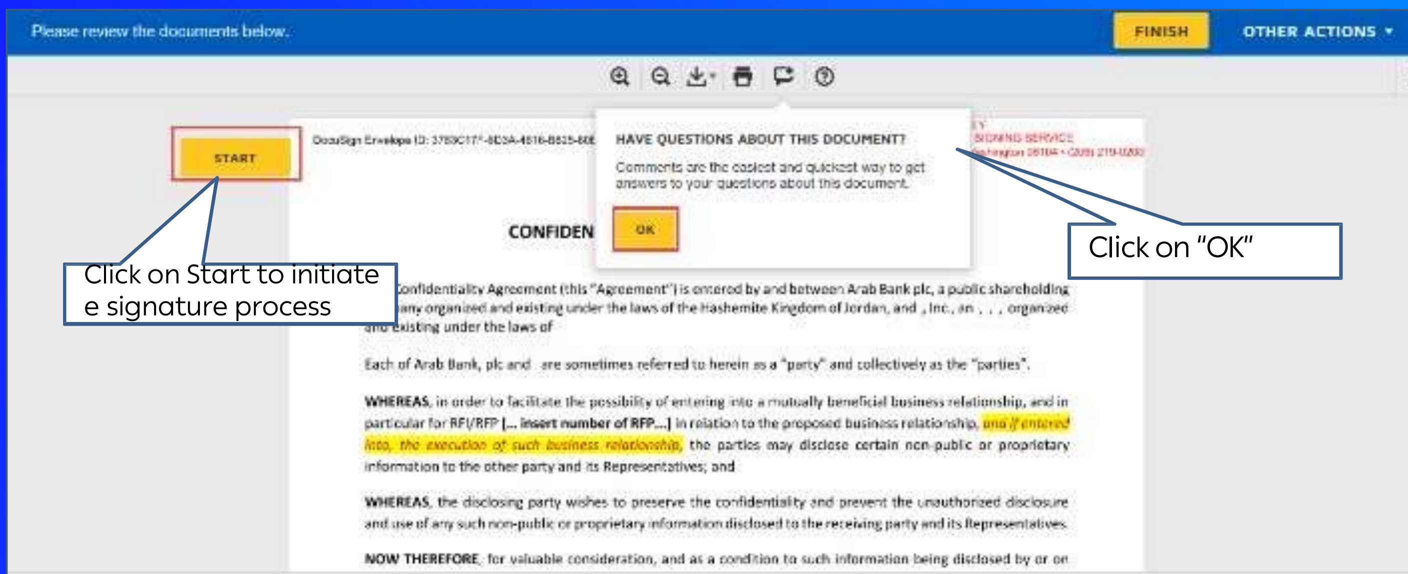
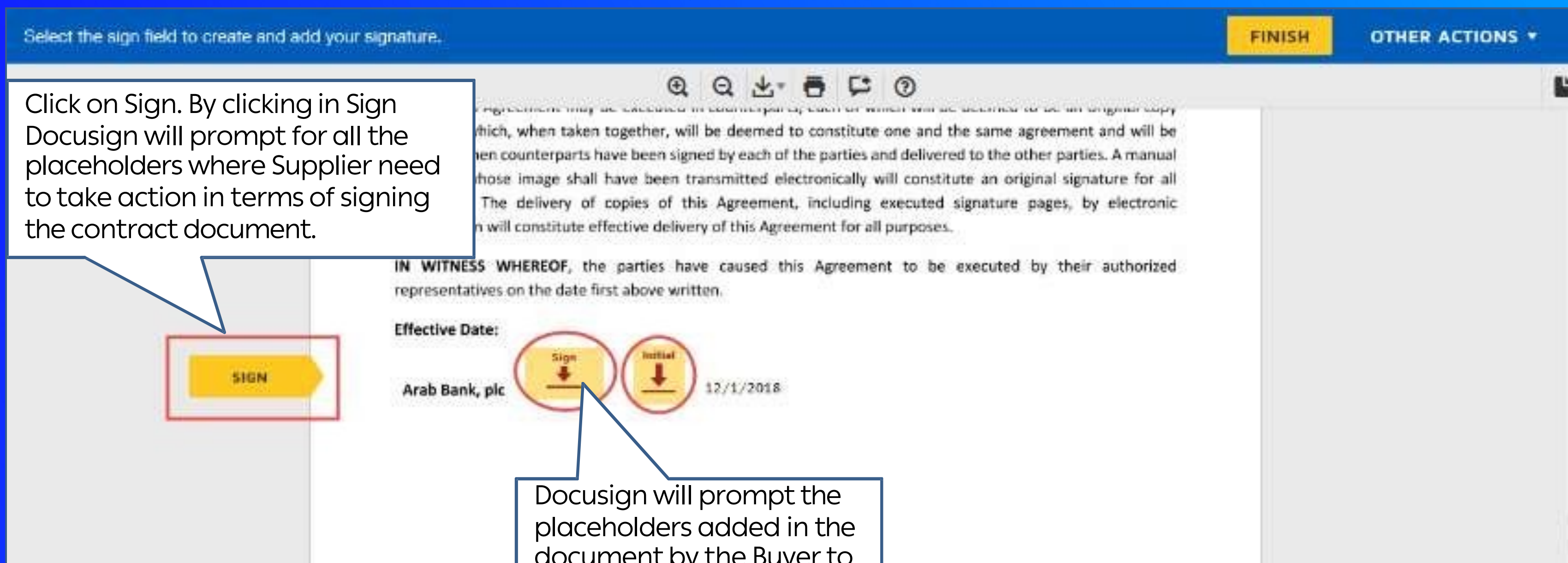
# Step 9A: Start E Sign Process



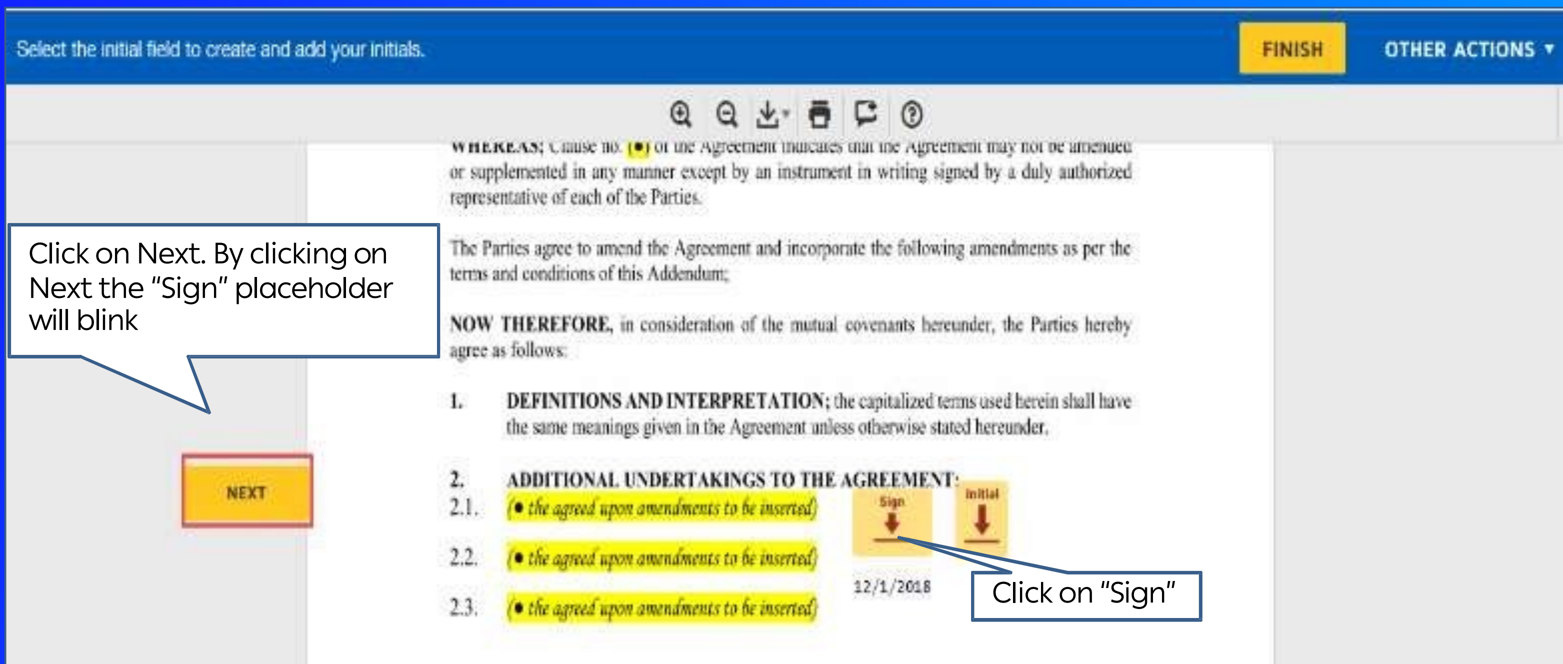
# Step 9B: Supplier E Sign Contracts



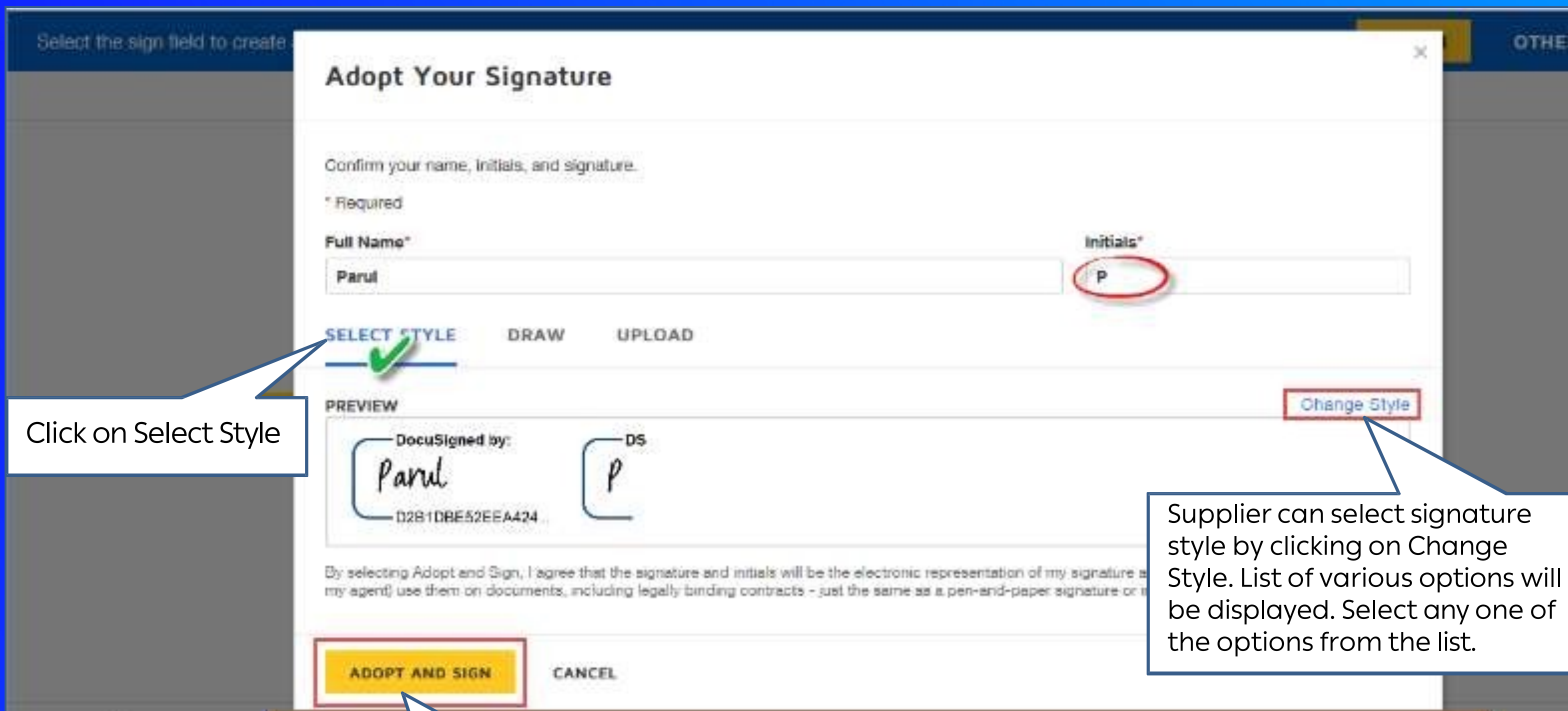

Click on Sign. By clicking in Sign Docusign will prompt for all the placeholders where Supplier need to take action in terms of signing the contract document.

Docusign will prompt the placeholders added in the document by the Buyer to add signature

# Step 9C: Signature Placeholders



# Step 9D: Adopt Signature Style




Click on Select Style

Supplier can select signature style by clicking on Change Style. List of various options will be displayed. Select any one of the options from the list.

After selecting a signature style, click on Adopt and Sign

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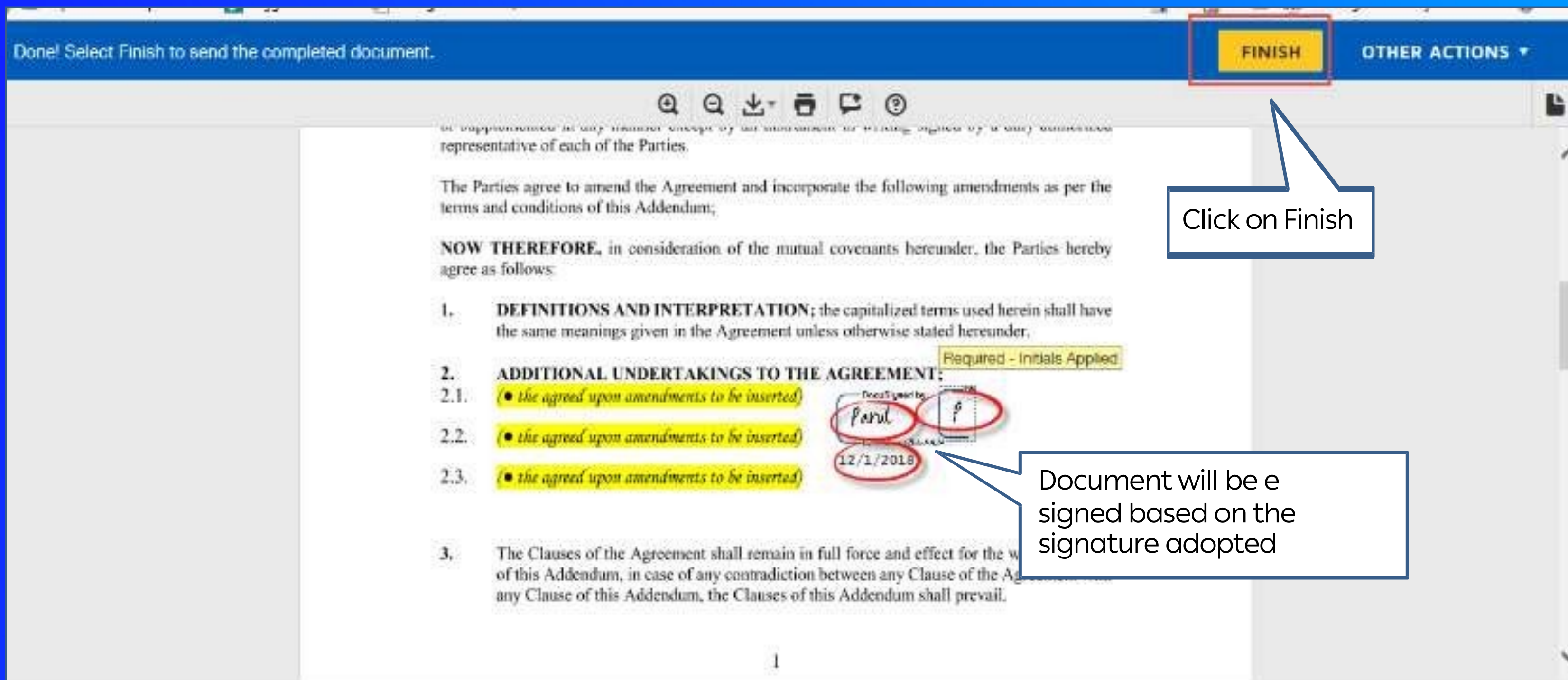
# Step 9E: Contract e Signed

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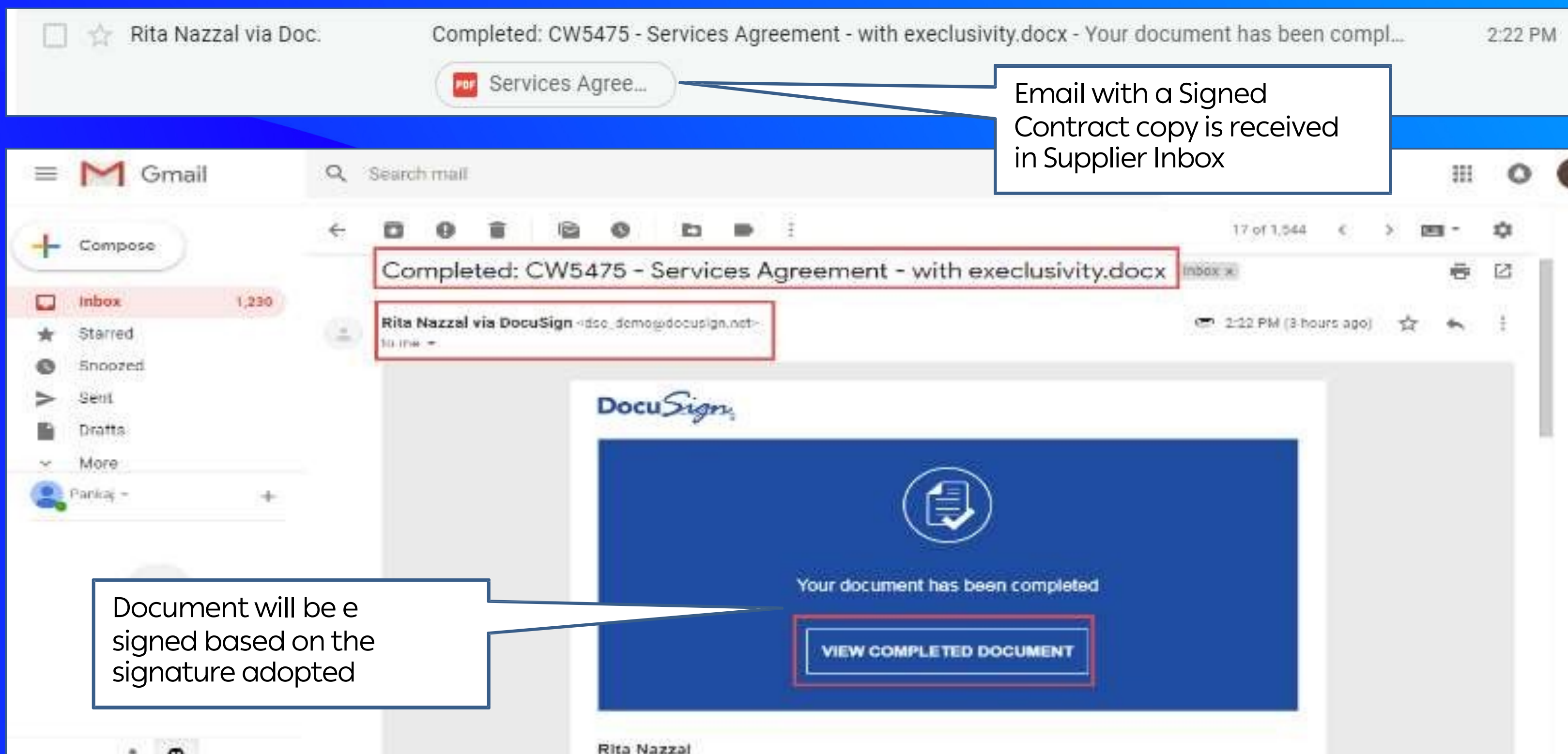
# Step 10: Final email confirmation




*Signed pdf copy contract is also sent to the Contract Manager*

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