

Participating in an RFP Event

Ariba Supplier Quick Guide

July 2017

RFP: Request for Proposal also sometimes referred to as RFQ: Request for Quotation

Content

1. Getting Started.
2. How to accept or decline the invitation.
3. Submit responses.
4. Large Events – responses via Excel.
5. Response Teams.



Need technical support?

SAP Ariba Support

Denmark:	+45 4331 4903
Germany:	0800 101 1989
US:	+1 866 218 2155
China:	10800 650 0343

Other countries:

See full country listing under **Help Center > Support** on the Ariba site.

1. Getting Started - Event Invite

1. Open invitation email

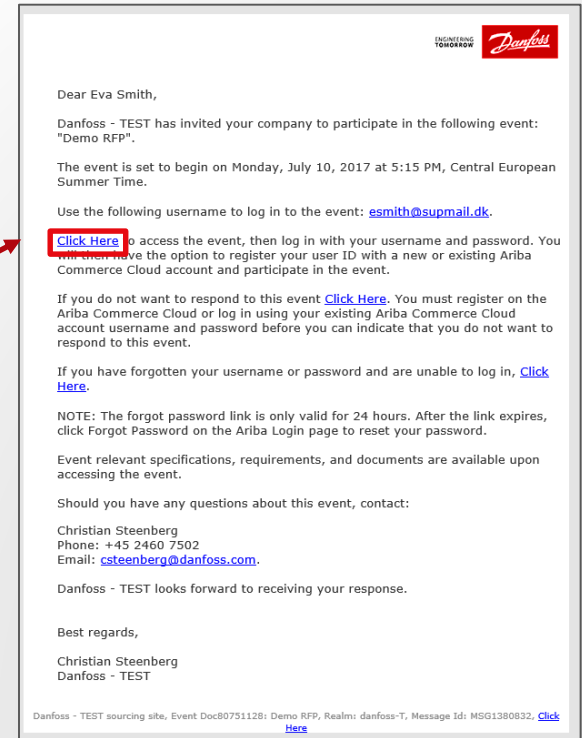
- You will receive an email invitation for the scheduled event.

2. Access the event

- Follow the [Click Here](#) link to access the event.

Or

- Go to <https://proposals.seller.ariba.com> and login to your Ariba account and find the event under Events.



1.1 Getting Started - Review Event Details


TIP: AD BLOCKER
If you use an ad blocker
whitelist *.ariba.com.

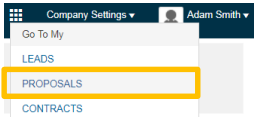
Review the Event Details

- The checklist takes you through the steps required for participating in the event.

"Huh?", not on the Ariba Sourcing page?

? If you do not see "Ariba Sourcing" in the upper left corner switch to Ariba Sourcing via the "Go To" menu.

The "Go To" menu looks like this: 
Select "Proposals":



Ariba Sourcing Test Mode Company Settings Eva Smith Help Center

Event Details Doc80751128 - Demo RFP Time remaining 13 days 23:54:10

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

Checklist

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

Event Contents

- All Content
- 3 Non Disclosure Agree...

Non Disclosure Agreement

Name 1

3 Non Disclosure Agreement

3.1 Do you accept this NDA? References-

Event Overview and Timing Rules

Owner: Christian Steenberg Currency: European Union Euro

Event Type: RFP

Publish time: 7/10/2017 5:15 PM

Due date: 7/24/2017 5:15 PM

Commodity: Pressed parts 6090

Bidding Rules

Currency Rules

Allow participants to select bidding currency: Yes

2. How to Accept or Decline the Invitation

Checklist step “1. Review Event Details” provides you with two options:

1. If you plan to participate in the event click **[Review Prerequisites]**.
2. If you do not plan to bid in the event click **[Decline to Respond]**. You will be asked to submit a short comment.

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Desktop File Sync

Event Details Doc80751128 - Demo RFP

Time remaining 13 days 23:54:10

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Download Content Review Prerequisites Decline to Respond Print Event Information

Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Submit Response

Event Contents

All Content

3 Non Disclosure Agree...

Non Disclosure Agreement (Section 1 of 1)

Name 1

3 Non Disclosure Agreement

3.1 Do you accept this NDA? References-

Event Overview and Timing Rules

Owner: Christian Steenberg Currency: European Union Euro

Event Type: RFP Commodity: Pressed parts 6090

Publish time: 7/10/2017 5:15 PM

Due date: 7/24/2017 5:15 PM

Bidding Rules

Currency Rules

Allow participants to select bidding currency: Yes

Exchange Rates

From Currency To Currency Rate

2.1 Accepting the Event Prerequisites

If you have clicked **[Review Prerequisites]** you should be at “2. Review and Accept Prerequisites” on the checklist.

1. **Accept** the Bidder Agreement.
2. **Confirm** with “**Yes**” that you accept the NDA.

Click **[OK]** to submit the answer.

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< Go back to Danfoss - TEST Dashboard Desktop File Sync

Prerequisites Doc80751128 - Demo RFP

▼ Checklist

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

To continue with this event, complete the prerequisites below. Some of the prerequisites might be access gate questions that you must answer before you can see the event information. Other prerequisites might serve as a participation gate that restricts you from submitting your response unless you have responded to them.

Would you like to accept the Bidder Agreement? [View Bidder Agreement](#)

I accept the terms of this agreement.

I do not accept the terms of this agreement.

Prerequisites

Name	
▼ 3 Non Disclosure Agreement	
3.1 Do you accept this NDA?	<input type="text" value="Yes"/>

(*) indicates a required field

2.2 Select Lots

You should be at “3. Select Lots” on the checklist.

- 1 Select bidding currency⁽¹⁾
- 2 Select the Lots
- 3 Click [**Submit Selected Lots**]

You are now ready to participate in the event.

(1) Note: Not all events has multiple bidding currencies.

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Select Lots Doc80751128 - Demo RFP Cancel

Checklist

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

Select the bidding currency at event level. You place bids using the bidding currency. This is the default currency assigned to all [More](#)

Event Bidding Currency [View Exchange Rates](#)

1 Select event bidding currency: European Union Euro Use a different currency for different lots

Select Lots Select Using Excel

Lots Available for Bidding

Name
4.1 Lot A
4.1.1 111A222
4.1.2 333B444
4.2 Lot B
4.2.1 555C666

3 Submit Selected Lots Cancel

GOOD TO KNOW
You cannot change your bidding currency once you have submitted your bid.

3. Submit Response

- 1 The **Event Contents** shows you the structure of the event.
Sections may include questions.
Mandatory fields are marked with *.
- 2 Review all content and add responses as requested.
- 3 Add pricing as requested.
- 4 Use [**Submit Entire Response**] to submit your answer to the RFP.

Response Team
If response team is enabled, it is possible for you to add colleagues to the event, see [section 5](#) for details.

Console Doc80751128 - Demo RFP

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

Name	Unit price	Quantity	Extended Price	Total Cost
1 Introduction				
2 Commercial Terms				
2.1 Standard Payment Term is Current Month + 90 days.				
2.2 Standard Delivery Term is DDP				
3 Non Disclosure Agreement				
3.1 Do you accept this NDA? Yes				
4 Pricing				
4.1 Lot A				
4.1.1 111A222			€564.00 EUR	€564.00 EUR
4.1.2 333B444			€504.00 EUR	€504.00 EUR
4.2 Lot B				
(*) indicates a required field				

Submit Entire Response Update Totals Reload Last Bid Save Compose Message Excel Import

TIP
Use [**Update Totals**] to see how the unit pricing rolls up in the Extended Price.

3.1 Revise Response

You can make updates to your response as long as the event is running.

1. Click **[Revise Response]**. Update any of your previous responses.
2. Remember to click **[Submit Entire Response]** to save the changes.

GOOD TO KNOW
The box shows that your response has been received by Ariba.

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Console Doc80751128 - Demo RFP

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

Revise Response

Compose Message

Name	Unit price	Quantity	Extended Price	Total Cost
1 Introduction				
2 Commercial Terms				
2.1 Standard Payment Term is Current Month + 90 days.				
2.2 Standard Delivery Term is DDP				
3 Non Disclosure Agreement				
3.1 Do you accept this NDA? <input checked="" type="checkbox"/> <input type="checkbox"/> References				
Yes				
4 Pricing				
4.1 Lot A				
4.1.1 111A222	€4.00 EUR	1 Piece	€504.00 EUR <i>Fx</i>	€504.00 EUR <i>Fx</i>
4.1.2 333B444	€5.00 EUR	100 Piece	€500.00 EUR <i>Fx</i>	€500.00 EUR <i>Fx</i>

4. Large Events – Select Lots and Respond via Excel

It is recommended to use Excel when responding to events with many lots/line items.

- 1 Click **[Select Using Excel]** tab.
- 2 If available select the bidding currency.
- 3 Click **[Download Content]**.
- 4 Open the downloaded excel sheet.

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Go back to Danfoss - TEST Dashboard Desktop File Sync

Select Lots Doc80751184 - Demo Large RFP Cancel

Select the bidding currency at event level. You place bids using the bidding currency. This is the default currency assigned to all lots below. More

▼ Checklist

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

Event Bidding Currency

Select event bidding currency: European Union Euro 2

Use a different currency for different lots

Select Lots Select Using Excel 1

You have been invited to 2 lot(s). To sign up to participate in some or all of these lots, follow the instructions below.

Step 1. Click "Download Content" to download and review your event in an Excel Spreadsheet. Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

3 Download Content Download Attachments

Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

Step 3. Locate the saved Excel file on your computer using the Browse button.

Choose File No file chosen

Step 4. Click Upload to import the contents of the Excel file to your event. Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.

Upload Cancel

4.1 Large Events – Excel sheet layout

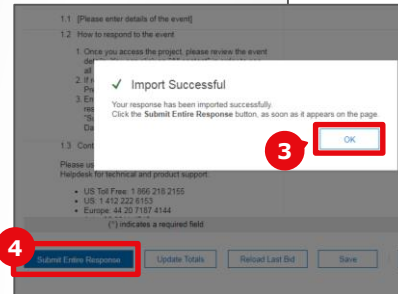
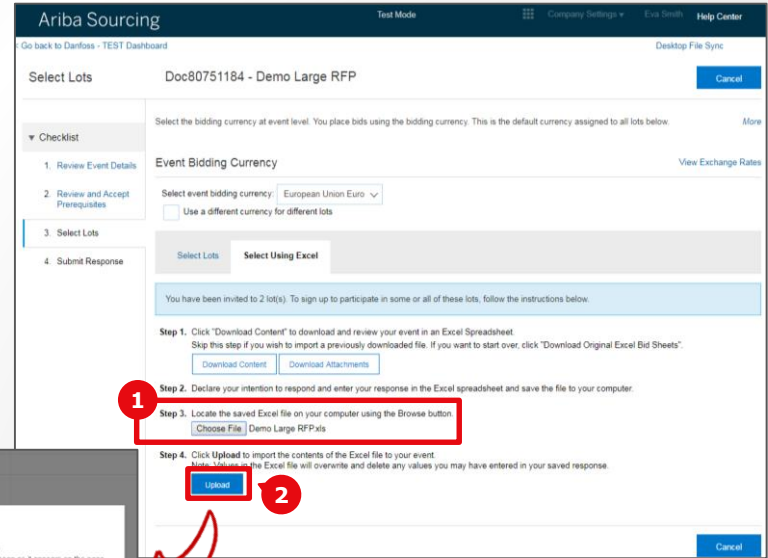
- 1 Read the instructions to understand how the excel sheet is structured.
 - Cells in Green: Selected Lots.
 - Cells in Yellow: answers and quotes.
 - Cells in White: Optional, but should be reviewed.
- 2 Review each Sheet in the Workbook.
- 3 Fill in your response.
- 4 Save the excel file on your local drive.

The screenshot shows an Excel spreadsheet titled "Demo Large RFP.xls (Compatibility Mode) - Excel". The main content is a "Required Action" section with instructions and a "General Guidelines and Cell Legend". The legend defines cell colors: blue for headers, yellow for help, green for bidding data, red for intend to bid data, white for optional data, and white with a border for read-only data. Below the legend is a tabbed interface with tabs for "Intend To Respond Instructions", "Submit Response Instructions", "1 Introduction", "2 Commercial Terms", "3 Non Disclosure Agreement", and "4 Pricing". A red box highlights the "Intend To Respond Instructions" tab, with a red callout '2' pointing to it. Below the tabs is a data table with columns: Number, Name, Description, Table Section Column, Intend To Respond, Currency, Unit of Measure, Unit Price, and Quantity. A red callout '1' points to the "Intend To Respond" column header, and a red callout '3' points to the "Quantity" column. The table contains data for Lot A and Lot B, with specific items and their quantities.

Number	Name	Description	Table Section Column	Intend To Respond	Currency	Unit of Measure	Unit Price	Quantity
4.1	Lot A			Yes	European Union Euro			
4.1.1	111A222				European Union Euro	Piece	4	1
4.1.2	333B444				European Union Euro	Piece	5	100
4.2	Lot B			Yes	European Union Euro			
4.2.1	555C666				European Union Euro	Piece	6	10

4.2 Large Events – Upload Excel file

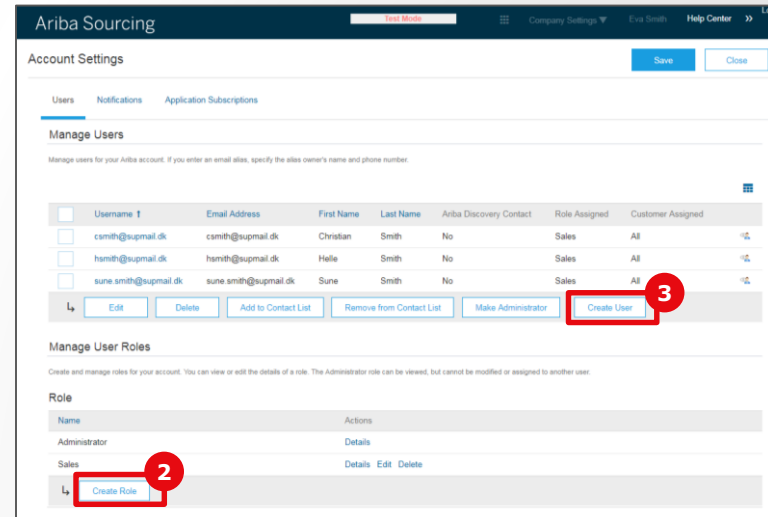
- 1 Follow “Step 3.” in Ariba and select the excel file.
- 2 Click **[Upload]**.
- 3 Click **[OK]** in the Import Successful dialog box.
- 4 Click **[Submit Entire Response]**.



5. Response Teams

You can add additional users in your company from the **Events** listing page.

- 1 Select the menu **Company Settings > Users**.
- 2 Click [**Create Role**] and define a role for the user, for example "Sales".
- 3 Click [**Create User**]



5.1 Response Teams – Create User

- 1 Fill in the user details, assign email as the username.
- 2 Assign a role.
- 3 Save the entry with **[Done]**.

Exit the next screen with **[Close]**.

The screenshot shows the 'Create User' interface in Ariba Sourcing. The form is titled 'Create User' and includes a 'Done' button (annotated with a red circle and the number 3) and a 'Cancel' button. Below the title, there is a section for 'New User Information' with fields for Username, Email Address, First Name, Last Name, and Office Phone. The Username and Email Address fields are both filled with 'mday@supmail.dk'. The First Name is 'Morris' and the Last Name is 'Day'. There are checkboxes for 'This user is the Ariba Discovery Contact' and 'Limited access'. The Office Phone field is split into Country (USA 1), Area (777), and Number (9311). Below this is a 'Role Assignment' section with a table where the 'Sales' role is selected (annotated with a red circle and the number 2). The 'Customer Assignment' section has radio buttons for 'All Customers' (selected) and 'Select Customers'.

Ariba Sourcing

Text Mode

Company Settings Eva Smith Help Center Logout

Create User

3 Done Cancel

Create a new user account and assign a role and if needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user account. The account information entered here will not be modifiable after you click Done. However, you can modify role assignments at any time.

New User Information

1

Username: mday@supmail.dk

Email Address: mday@supmail.dk

First Name: Morris

Last Name: Day

This user is the Ariba Discovery Contact

Limited access

Office Phone: Country: USA 1 Area: 777 Number: 9311

Role Assignment

Name	Description
<input checked="" type="checkbox"/> Sales	

Customer Assignment

Assign to Customer: All Customers Select Customers

5.2 Response Teams – Add User to Event

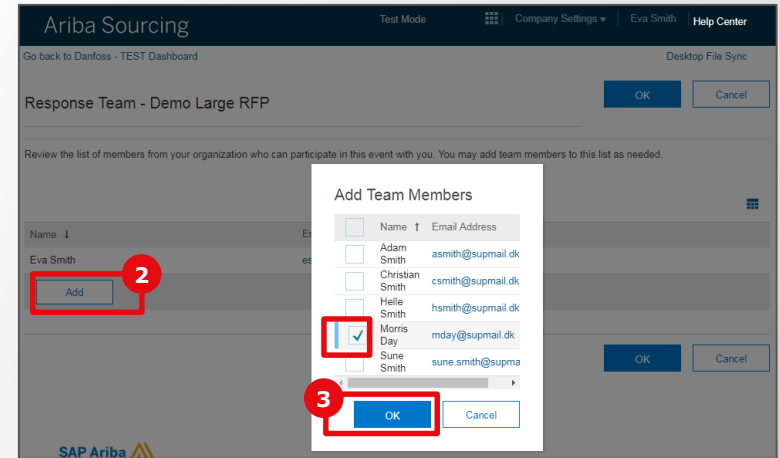
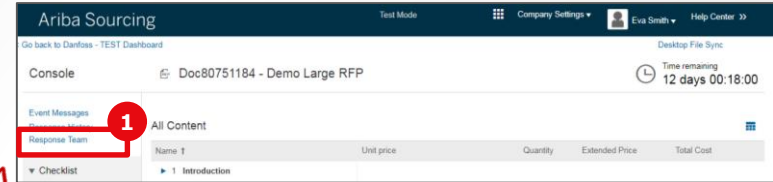
Go back into the Event.

- 1 Click **[Response Team]** to add the new user you just created.
- 2 Click **[Add]**.
- 3 Select the user on the list of Team Members and click **[OK]**.

Click **[OK]** again on the following screen.

GOOD TO KNOW

If the new user is not listed in the table, try again after 1 min. Ariba is still in the process of synchronizing the user.





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