

# Participating in an RFI Event

Ariba Supplier Quick Guide

February 2018

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**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

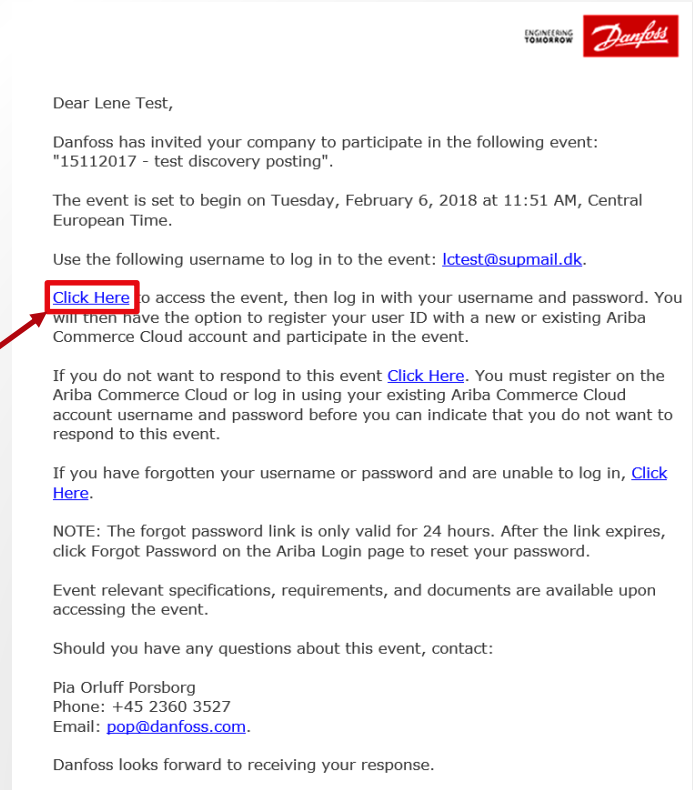
- You will receive an email invitation for the scheduled event.

## 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.

The screenshot displays the Ariba Sourcing interface. At the top, the header includes 'Ariba Sourcing' and navigation options like 'Company Settings', 'Links', and 'Help Center'. The main title is 'Event Details' for document 'Doc104148745 - 15112017 - test discovery posting'. A yellow banner at the top of the content area states: 'You must decide whether or not you intend to participate in this event.' Below this banner are four buttons: 'Download Content', 'Intend to Participate' (highlighted with a yellow box), 'Decline to Participate', and 'Print Event Information'. On the left sidebar, a 'Checklist' section is expanded, showing '1. Review Event Details' and '2. Submit Response' as active items. Below the checklist is the 'Event Contents' section, which is also expanded to show '1. Introduction' and '2. General Questions'. The main content area shows the 'Introduction' section with a list of instructions: '1.1 How to respond to the event', '1. Once you access the project, please review the event details. You can click on "All content" in order to see all the sections together.', '2. Required review and accept the Agreement and/or Prequalification for event participation.', '3. Enter your response and click on Submit entire response. Please note that unless you click on the "Submit" button, your response will not be received by Danfoss.', and '1.2 Contacting Help Desk / Product Support'. Below the instructions is contact information for the Ariba Helpdesk. At the bottom, there is an 'Event Overview and Timing Rules' section with details such as Owner (Pia Gruff-Petersburg), Event Type (RFI), Publish time (26/2019 11:51 AM), Due date (2/20/2019 11:51 AM), Currency (Danish Krone), and Commodity (Turned and Hot stamped parts 6110).

### "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"**:

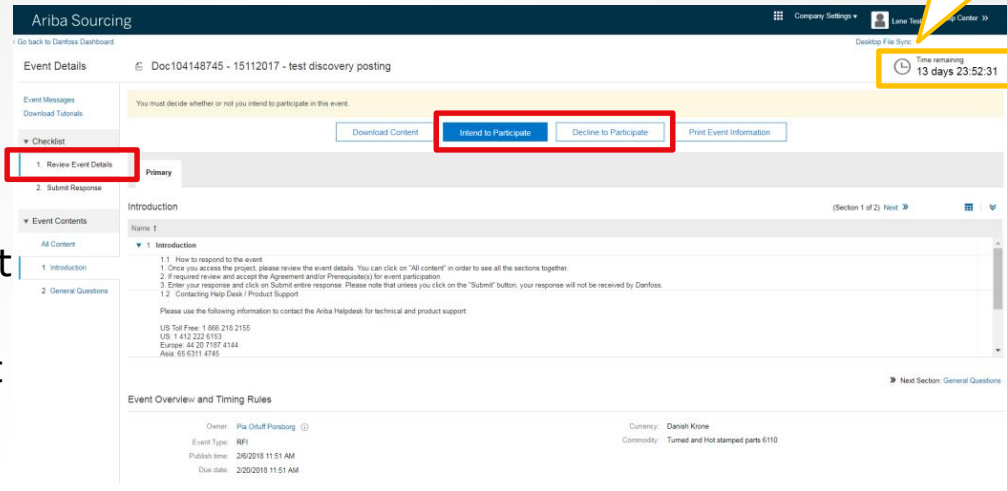
The screenshot shows the 'Go To' menu in the Ariba Sourcing interface. The menu is open, displaying a list of options: 'LEADS', 'PROPOSALS' (highlighted with a yellow box), and 'CONTRACTS'. The user's name 'Adam Smith' is visible in the top right corner of the menu.

# 2. How to Accept or Decline the Invitation

**TIP**  
The countdown clock shows the time remaining.

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

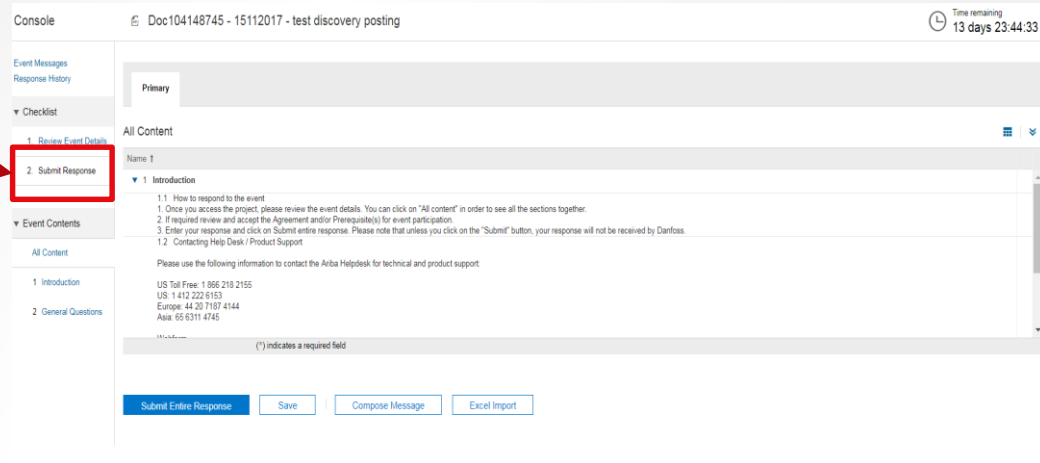
1. If you plan to participate in the event click **[Intend to Participate]**.
2. If you do not plan to bid in the event click **[Decline to Participate]**. You will be asked to submit a short comment.



# 3. Submit Response

If you have clicked **[Intend to Participate]** you should be at “2. Submit Response” on the checklist.

- The **Event Contents** show you the structure of the event.  
Sections may include questions.  
Mandatory fields are marked with \*.
- Review all content and add responses as requested.
- Use **[Submit Entire Response]** to submit your answer to the RFI.



Console Doc104148745 - 15112017 - test discovery posting Time remaining 13 days 23:44:33

Event Messages  
Response History

▼ Checklist

1. Review Event Details
- 2. Submit Response**

▼ Event Contents

All Content

1 Introduction

1.1 How to respond to the event

1. Once you access the project, please review the event details. You can click on "All content" in order to see all the sections together.
2. If required review and accept the Agreement and/or Prerequisite(s) for event participation.
3. Enter your response and click on Submit entire response. Please note that unless you click on the "Submit" button, your response will not be received by Danfoss.

1.2 Contacting Help Desk / Product Support

Please use the following information to contact the Ariba Helpdesk for technical and product support.

US Toll Free: 1 866 210 2155  
US: 1 412 222 6163  
Europe: 44 20 7187 4144  
Asia: 65 6311 4745

(\*) indicates a required field

Submit Entire Response Save Compose Message Excel Import

# 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.

The screenshot displays a web interface for a procurement event. At the top, the document ID 'Doc104148745 - 15112017 - test discovery posting' is visible. A green notification bar states 'Your response has been submitted. Thank you for participating in the event.' A yellow callout box with the text 'GOOD TO KNOW' and 'The box shows that your response has been received by Ariba.' points to a blue button labeled 'Revise/Alternative Response'. Below this, a 'Primary' tab is active, and the 'All Content' section is expanded to show an 'Introduction' with instructions on how to respond to the event and contact information for the Ariba Helpdesk. A 'Compose Message' button is located at the bottom of the content area. In the top right corner, a clock icon indicates 'Time remaining: 13 days 23:35:22'.



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