

Participating in an RFI Event

Ariba Supplier Quick Guide February 2018

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- 3. Submit responses.
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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 <u>Click Here</u> link to access the event.

Or

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



Dear Lene Test,

Danfoss has invited your company to participate in the following event: "15112017 - test discovery posting".

The event is set to begin on Tuesday, February 6, 2018 at 11:51 AM, Central European Time.

Use the following username to log in to the event: lctest@supmail.dk.

Click Here o access the event, then log in with your username and password. You will then have the option to register your user ID with a new or existing Ariba Commerce Cloud account and participate in the event.

If you do not want to respond to this event <u>Click Here</u>. 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, $\underline{\text{Click}}$ Here.

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

Event relevant specifications, requirements, and documents are available upon accessing the event.

Should you have any questions about this event, contact:

Pia Orluff Porsborg Phone: +45 2360 3527 Email: pop@danfoss.com.

Danfoss looks forward to receiving your response.







1.1 Getting Started - Review Event Details

Review the Event Details

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



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**":

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F	PROPOSALS	
0	CONTRACTS	

Ariba Sourcir	g			Company Settings •	kelp Center »
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▼ Checklist	Download Content	Intend to Participate Decline to Participate	Print Event Information		
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2 General Questions	 Enter your response and click on Submit entre response. Please note that unless you click on 1.2 Contacting Help Desk / Product Support 	the "Submit" button, your response will not be received by Danfoss			
	Please use the following information to contact the Ariba Helpdesk for technical and product supp	ort.			
	US Toll Free: 1 866 218 2185 US: 1 47 2 22 5153 Europe: 44 20 7187 1444 Asia: 65 6311 4745				
				> Next Section:	General Questions
	Event Overview and Timing Rules				
	Owner: Pia Ortuit Porsborg ()	Currency	Danish Krone		
	Event Type: RFI	Commodity	Turned and Hot stamped parts 6110		
	Publish time: 2/6/2018 11:51 AM				
	Due date: 2/20/2018 11:51 AM				

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

2. How to Accept or Decline the Invitation

Event Det

1. Review I

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

- If you plan to participate in the event 1. 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.

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	Event Type: RFI Commodey Turned and	Hot stamped parts 6110
	Publish time: 2/6/2018 11 51 AM	
	Due date 2/20/2018 11-51 AM	



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TIP The countdown clock shows the time remaining

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.





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.

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\checkmark Your response has been submitted. Thank you for participating in the event.		
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All Content		
Name †		
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