ENGINEERING TOMORROW

Participating in an RFI Event

Ariba Supplier Quick Guide

February 2018

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.

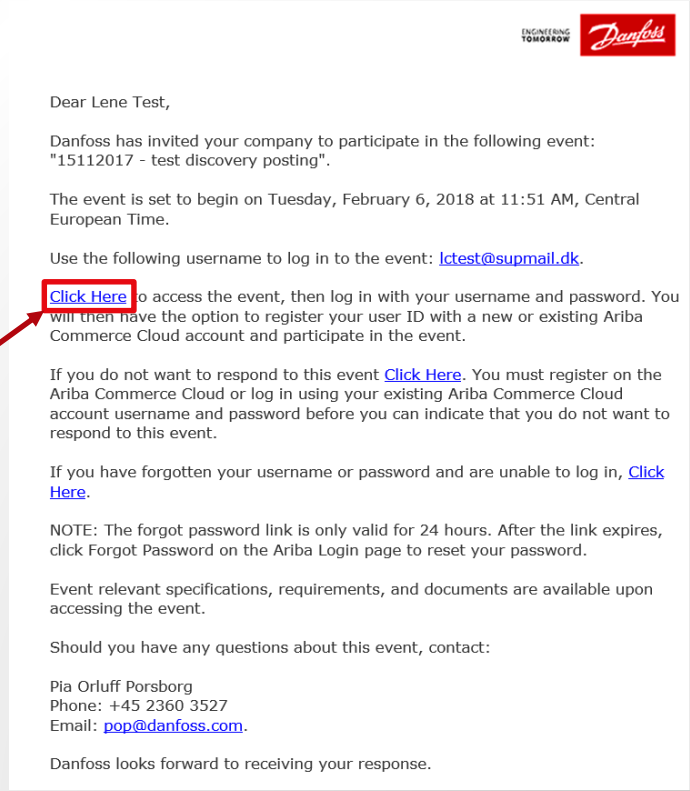
1. Getting Started - Event Invite

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.



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 to 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 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.

If you have forgotten your username or password and are unable to log in, 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.

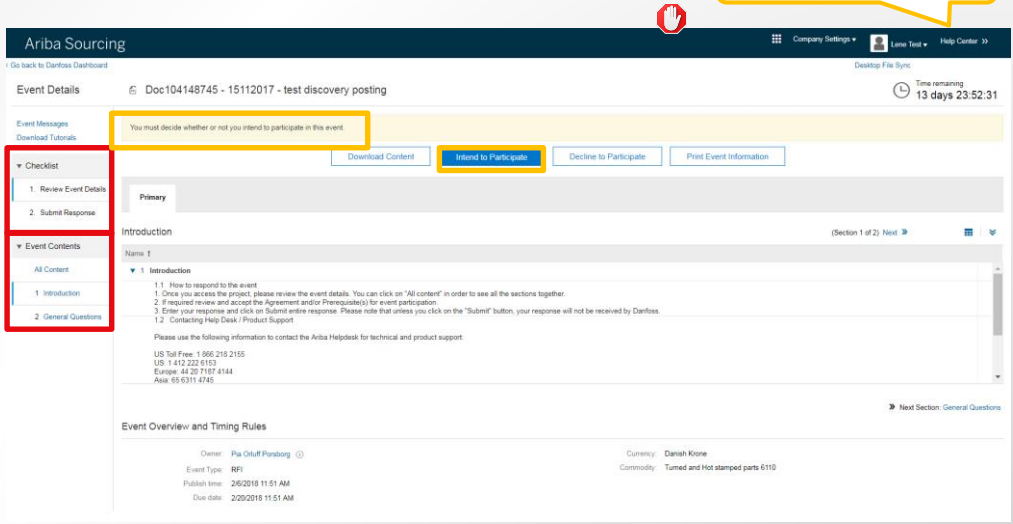
Danfoss looks forward to receiving your response.

1.1 Getting Started - Review Event Details

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

Review the Event Details

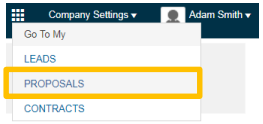
- The checklist takes you through the steps required for participating in the event.



"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"**:



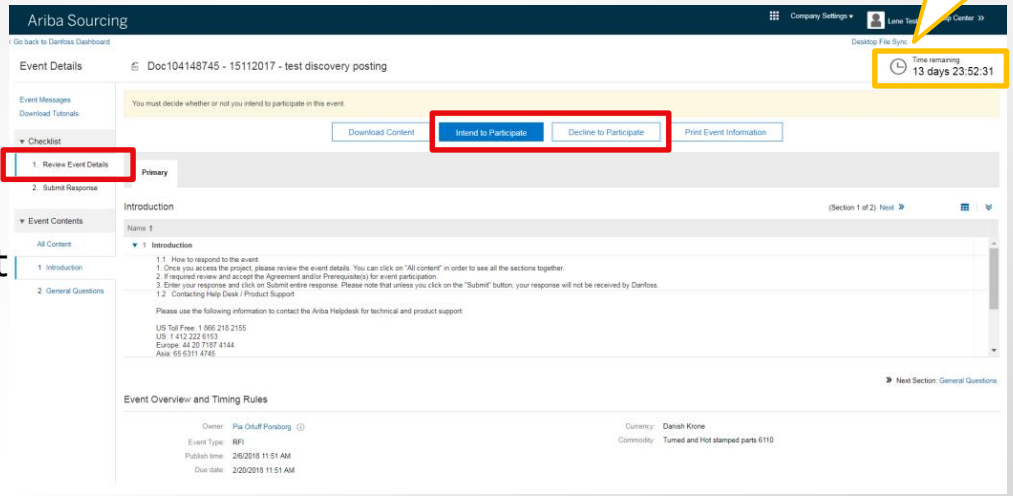
ENGINEERING TOMORROW

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:

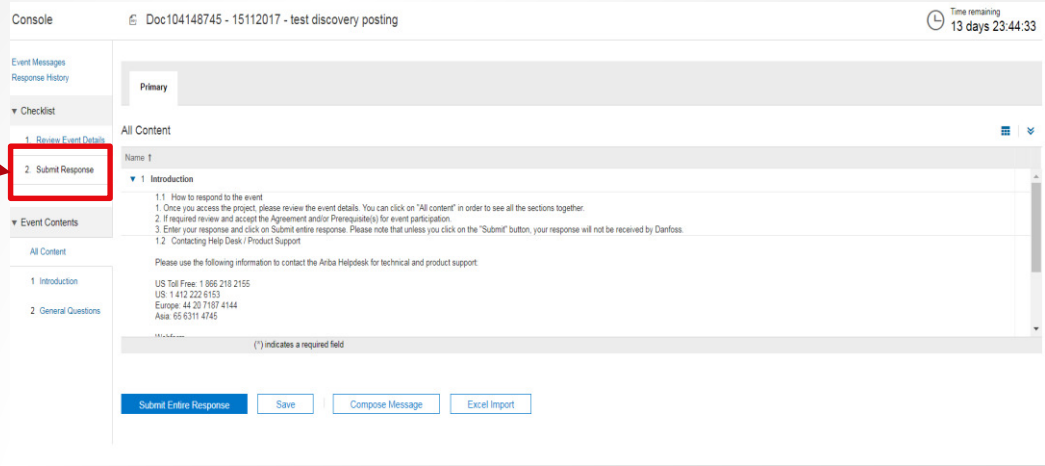
1. If you plan to participate in the event click **[Intend to Participate]**.
2. If you do not plan to bid in the event click **[Decline to Participate]**.
   You will be asked to submit a short comment.



ENGINEERING TOMORROW

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.

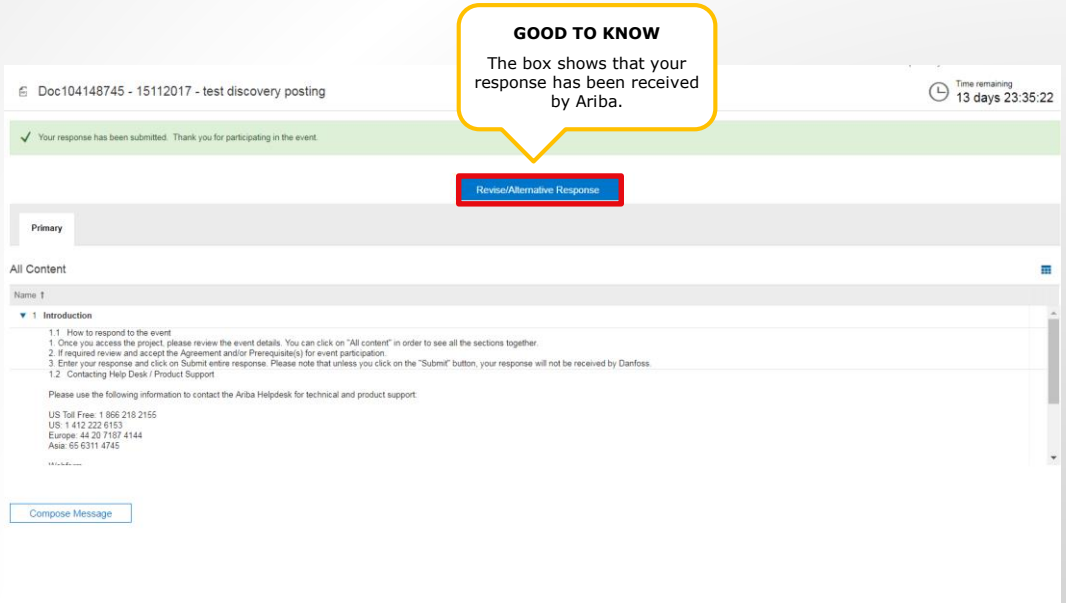
  Sections may include questions. Mandatory fields are marked with *.
- Review all content and add responses as requested.
- Use **[Submit Entire Response]** to submit your answer to the RFI.

ENGINEERING TOMORROW

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.



ENGINEERING
TOMORROW