

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

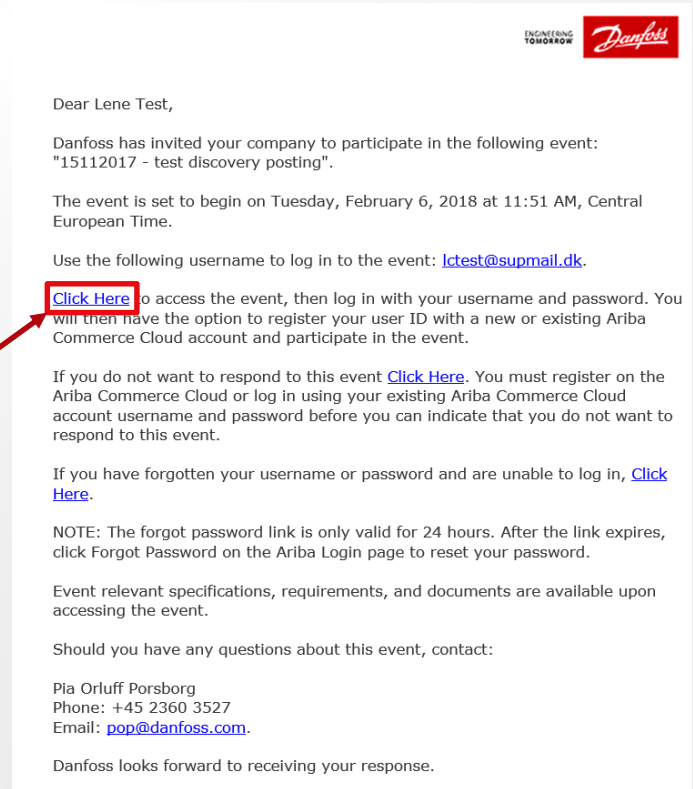
- You will receive an email invitation for the scheduled event.

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.



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.

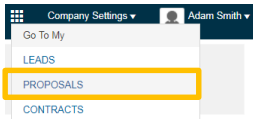
The screenshot shows the Ariba Sourcing interface. At the top, there's a navigation bar with 'Ariba Sourcing' and user information. Below that, the event title 'Doc104148745 - 15112017 - test discovery posting' is displayed. A yellow banner at the top of the main content area says 'You must decide whether 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 side, there's a 'Checklist' section with two items: '1. Review Event Details' and '2. Submit Response'. Below that is an 'Event Contents' section with 'All Content' and two sub-items: '1. Introduction' and '2. General Questions'. The main content area has a 'Primary' section followed by an 'Introduction' section. The introduction text includes instructions on how to respond to the event and contact information for the Ariba Helpdesk. At the bottom, there's an 'Event Overview and Timing Rules' section with details like Owner, Event Type, Publish time, and Due date.

“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”**:

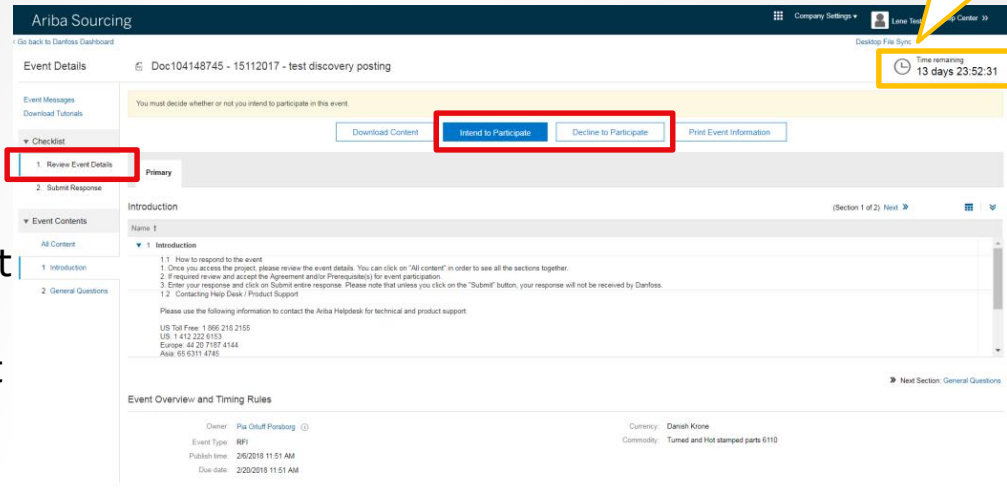


2. How to Accept or Decline the Invitation

TIP
The countdown clock shows the time remaining.

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

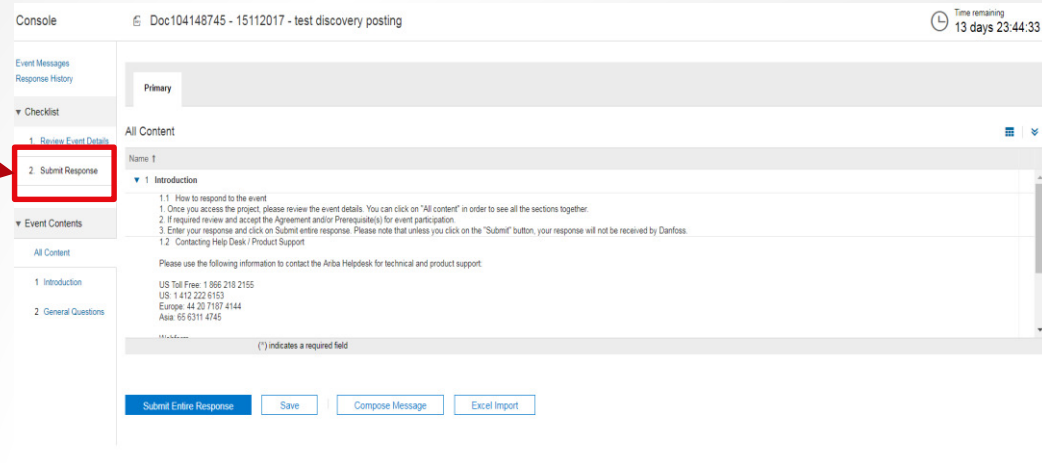
1. If you plan to participate in the event click **[Intend to Participate]**.
2. If you do not plan to bid in the event click **[Decline to Participate]**. You will be asked to submit a short comment.



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 6153
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.

Doc104148745 - 15112017 - test discovery posting

Time remaining
13 days 23:35:22

✓ Your response has been submitted. Thank you for participating in the event.

Revise/Alternative Response

Primary

All Content

Name 1

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.
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Compose Message



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