

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

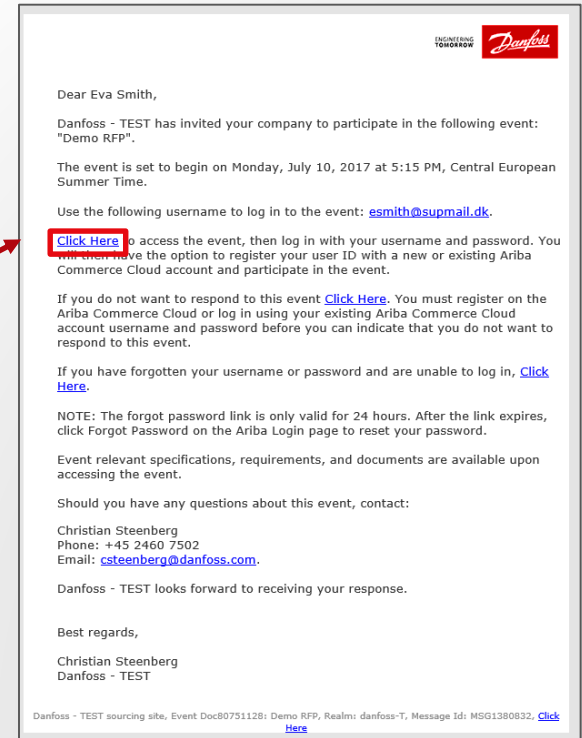
- You will receive an email invitation for the scheduled event.

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.

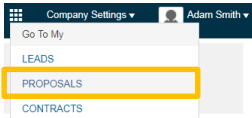
Review the Event Details

- 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 Commodity: Pressed parts 6090

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

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.

The screenshot displays the Ariba Sourcing interface for an event titled "Doc80751128 - Demo RFP". The top navigation bar includes "Ariba Sourcing", "Test Mode", "Company Settings", and a user profile for "Eva Sm". A "Desktop File Sync" indicator is visible in the top right. A yellow callout box with the text "TIP The countdown clock shows the time remaining." points to a clock icon in the top right corner that displays "Time remaining 13 days 23:54:10".

The main content area is titled "Event Details" and contains a yellow warning box: "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." Below this warning are four buttons: "Download Content", "Review Prerequisites", "Decline to Respond", and "Print Event Information".

On the left side, there is a "Checklist" section with three items: "1. Review Event Details" (highlighted with a red box), "2. Review and Accept Prerequisites", and "3. Submit Response". Below the checklist is an "Event Contents" section with "All Content" and "3 Non Disclosure Agree...".

The main content area also includes a "Non Disclosure Agreement" section (Section 1 of 1) with a "Name 1" field and a question "3.1 Do you accept this NDA?". Below this is an "Event Overview and Timing Rules" section with the following details: Owner: Christian Steenberg, Currency: European Union Euro, Commodity: Pressed parts 6090, Event Type: RFP, Publish time: 7/10/2017 5:15 PM, and Due date: 7/24/2017 5:15 PM. Further down are sections for "Bidding Rules", "Currency Rules" (with "Allow participants to select bidding currency: Yes"), and "Exchange Rates".

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.

Ariba Sourcing

Test Mode Company Settings Eva Smith Help Center >>

< 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? References
(*) indicates a required field

Yes

OK Cancel

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.

Ariba Sourcing

Test Mode Company Settings Eva Smith Help Center >>

< Go back to Danfoss - TEST Dashboard Desktop File Sync

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

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

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

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.

1

2

3

4

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 type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	Yes		
4 Pricing				
4.1 Lot A				
4.1.1	111A222		€564.00 EUR	€564.00 EUR
			FX	FX
			€504.00 EUR	€504.00 EUR
			FX	FX
*	€4.00	EUR 1 Piece	€4.00 EUR FX	€4.00 EUR FX
*	€5.00	EUR 100 Piece	€500.00 EUR FX	€500.00 EUR FX
			€60.00 EUR	€60.00 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.

Go back to Danfoss - TEST Dashboard

Console Doc80751128 - Demo RFP

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

Revise Response

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? <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>

Compose Message

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.

Ariba Sourcing

Test Mode Company Settings Eva Smith Help Center >>

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

Use a different currency for different lots

Select Lots Select Using Excel

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".

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

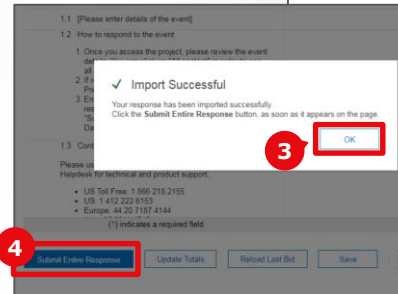
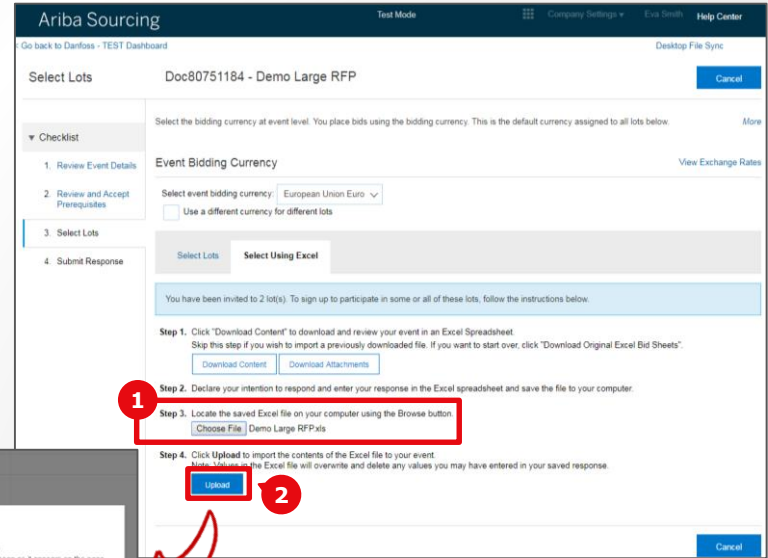
- 1 Read the instructions to understand how the excel sheet is structured.
 - Cells in Green: Selected Lots.
 - Cells in Yellow: answers and quotes.
 - Cells in White: Optional, but should be reviewed.
- 2 Review each Sheet in the Workbook.
- 3 Fill in your response.
- 4 Save the excel file on your local 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 information, green for bidding data, red for "Intend to Bid" data, white for optional data, and white with no 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

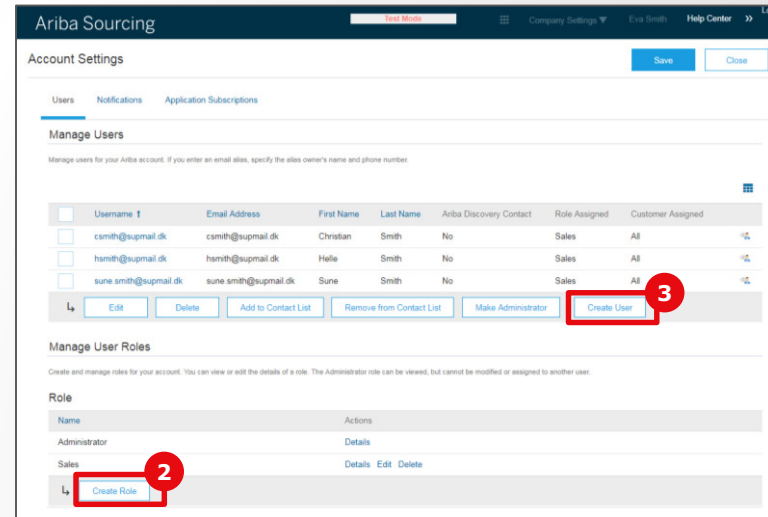
- 1 Follow “Step 3.” in Ariba and select the excel file.
- 2 Click **[Upload]**.
- 3 Click **[OK]** in the Import Successful dialog box.
- 4 Click **[Submit Entire Response]**.



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 '3') and a 'Cancel' button. Below the title is a sub-section 'New User Information' with the following fields: Username (mday@supmail.dk), Email Address (mday@supmail.dk), First Name (Morris), Last Name (Day), and Office Phone (Country: USA 1, Area: 777, Number: 9311). There are also checkboxes for 'This user is the Ariba Discovery Contact' and 'Limited access'. Below this is a 'Role Assignment' section with a table:

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

The 'Sales' role is highlighted with a red box and a red circle '2'. At the bottom, there is a 'Customer Assignment' section with radio buttons for 'All Customers' (selected) and 'Select Customers'.

5.2 Response Teams – Add User to Event

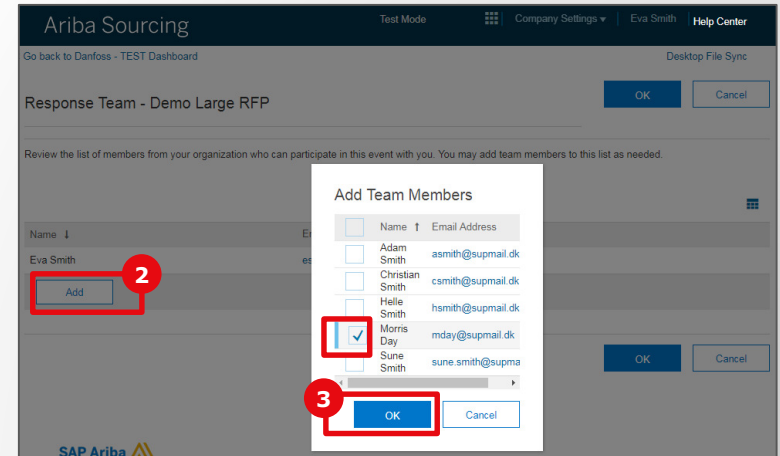
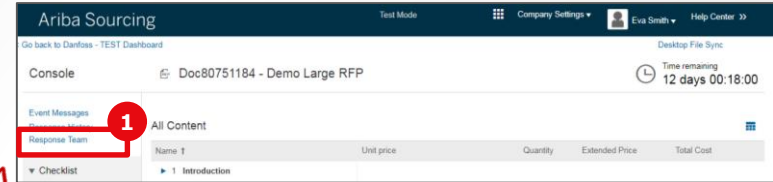
Go back into the Event.

- 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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