

# 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

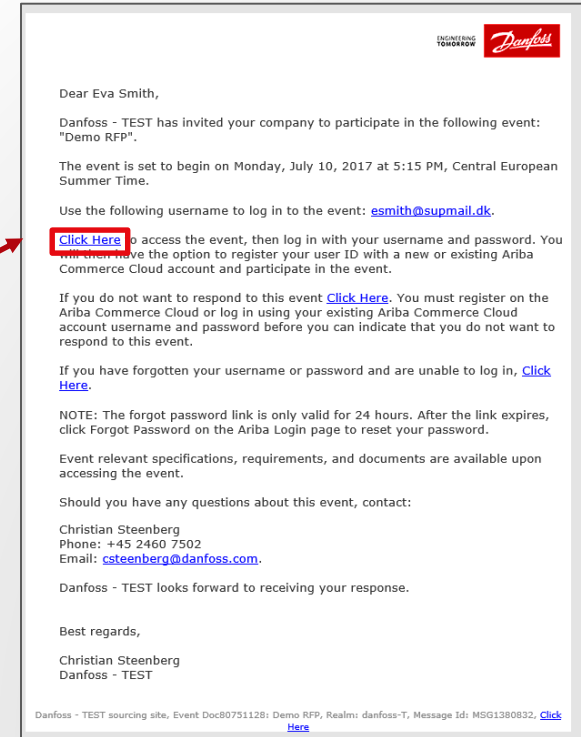
- You will receive an email invitation for the scheduled event.

## 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

## Review the Event Details

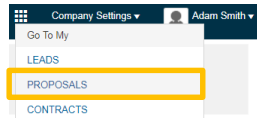
- The checklist takes you through the steps required for participating in the event.

### "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:



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

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Event Details Doc80751128 - Demo RFP Time remaining 13 days 23:54:10

Event Messages Download Tutorials Response Team

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

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 shows the Ariba Sourcing interface for a demo RFP. The sidebar on the left contains a checklist with three items: '1. Review Event Details' (highlighted with a red box), '2. Review and Accept Prerequisites', and '3. Submit Response'. The main content area displays the event details for 'Doc80751128 - Demo RFP'. It includes a 'Review and respond to the prerequisites' section with buttons for 'Download Content', 'Review Prerequisites' (highlighted with a red box), 'Decline to Respond' (highlighted with a red box), and 'Print Event Information'. A 'Non Disclosure Agreement' section is also visible. A countdown clock in the top right corner shows 'Time remaining 13 days 23:54:10'. A tip bubble in the top right corner states: 'TIP The countdown clock shows the time remaining.'

# 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.

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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 1
▼ 3 Non Disclosure Agreement
3.1 Do you accept this NDA? <a href="#">References</a>

(\*) indicates a required field

OK Cancel

## 2.2 Select Lots

You should be at “3. Select Lots” on the checklist.

- 1 Select bidding currency<sup>(1)</sup>
- 2 Select the Lots
- 3 Click [**Submit Selected Lots**]

You are now ready to participate in the event.

<sup>(1)</sup> Note: Not all events has multiple bidding currencies.

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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](#)

Select event bidding currency: European Union Euro

☐ Use a different currency for different lots

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

Submit Selected Lots Cancel

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

# 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.

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Company Settings ▾ Eva Smith ▾ Help Center

Desktop File Sync

Console Doc80751128 - Demo RFP

Time remaining 13 days 23:13:22

Event Messages  
Response History  
Response Team

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots
4. Submit Response

▼ Event Contents

All Content

Name 1	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"/> <input type="checkbox"/> <a href="#">References</a>				
Yes				
▼ 4 Pricing				
4.1 Lot A				
4.1.1 111A222				
* €4.00	EUR	1 Piece	€564.00 EUR Fxx	€564.00 EUR Fxx
4.1.2 333B444				
* €5.00	EUR	100 Piece	€400.00 EUR Fxx	€400.00 EUR Fxx
4.2 Lot B				
(*) indicates a required field				

1 Introduction

2 Commercial Terms

3 Non Disclosure Agree...

4 Pricing

**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.

**Ariba Sourcing**

Go back to Danfoss - TEST Dashboard

Console Doc80751128 - Demo RFP

Event Messages  
Response History  
Response Team

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots
4. Submit Response

▼ Event Contents

All Content

1 Introduction

2 Commercial Terms

3 Non Disclosure Agree...

4 Pricing

Compose Message

**GOOD TO KNOW**  
The box shows that your response has been received by Ariba.

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

**Revise Response**

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? <a href="#">References</a>				
Yes				
▼ 4 Pricing				
▼ 4.1 Lot A				
4.1.1 111A222				
€4.00 EUR	1 Piece	€4.00 EUR <i>Fx</i>	€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>	€500.00 EUR <i>Fx</i>
4.1.3 111B				
€5.00 EUR	100 Piece	€500.00 EUR <i>Fx</i>	€500.00 EUR <i>Fx</i>	€500.00 EUR <i>Fx</i>

Time remaining 13 days 23:05:35

Eva Smith Help Center

Desktop File Sync

# 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.

# 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.

4

Required Action

Submit the list of items on which you intend to respond

Instructions

Proceed through each worksheet using the tabs at the bottom of the window and fill out the required information: "Intend to Bid data" (color-coded cells, below) are required for Intend to Respond stage and "Bidding data" (color-coded cells, below) are required for Submit Response stage. When you have filled in all the information, save the file to your desktop and import it to the application.

General Guidelines and Cell Legend

Some of the cells in the following sheets require that you enter data, some can optionally be edited, and some are read-only. This is indicated by the color and border

- Header and System ID Information. Do not modify this cell or the import may fail.
- Help Information. Do not modify this cell or the import may fail.
- Bidding data. These cells are optional if you are selecting lots to which you intend to respond, otherwise they are required. Cells that you fill in are copied into the event when you import the spreadsheet. The column heading for these cells also has an asterisk (\*) in it.
- Intend to Bid data. These cells are required, specify Yes or No.
- Optional data
- Without the border, read only data

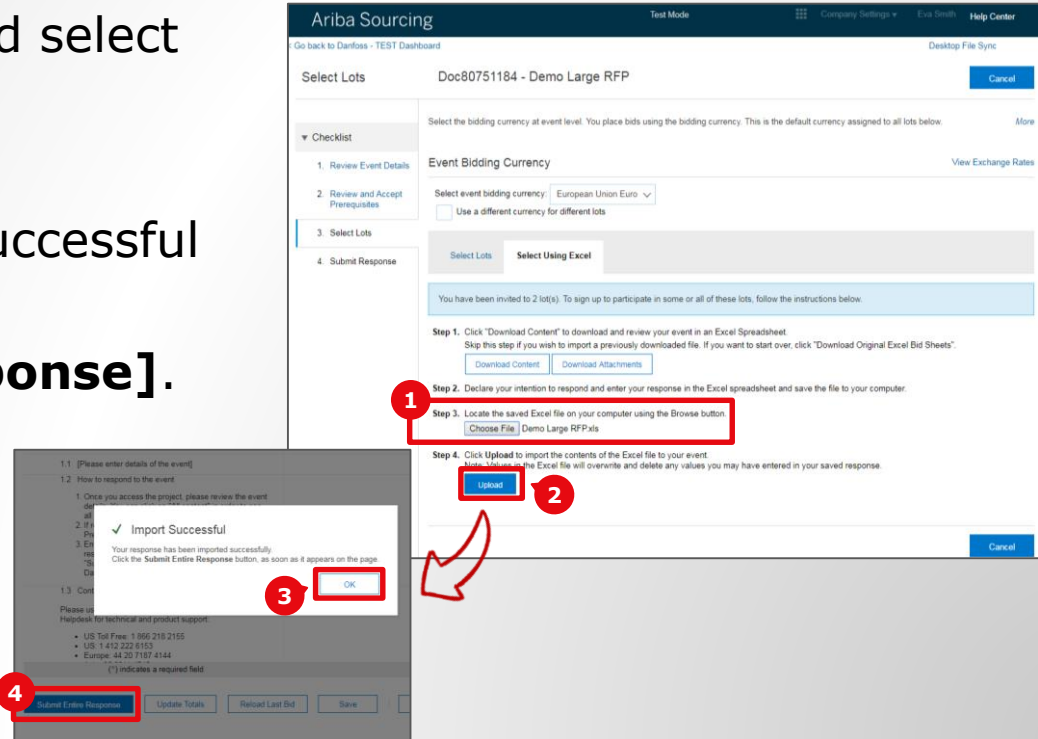
Intend To Respond Instructions

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

3

## 4.2 Large Events – Upload Excel file

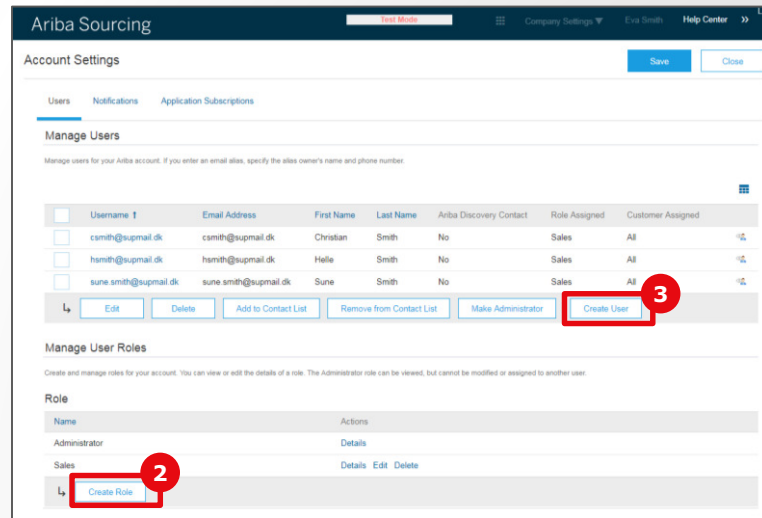
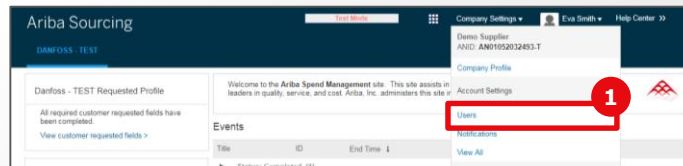
- 1 Follow “Step 3.” in Ariba and select the excel file.
- 2 Click **[Upload]**.
- 3 Click **[OK]** in the Import Successful dialog box.
- 4 Click **[Submit Entire Response]**.



# 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 'Ariba Sourcing' interface with the 'Create User' form. The form is titled 'Create User' and includes a 'Done' button (annotated with a red circle and the number 3) and a 'Cancel' button. Below the title is a sub-header 'New User Information'. The form fields are as follows:

- Username: mday@supmail.dk (annotated with a red circle and the number 1)
- Email Address: mday@supmail.dk
- First Name: Morris
- Last Name: Day
- ☐ This user is the Ariba Discovery Contact
- ☐ Limited access
- Office Phone: Country (USA 1), Area (777), Number (9311)

Below the 'New User Information' section is the 'Role Assignment' section, which contains a table with two columns: 'Name' and 'Description'. The table has one row with 'Sales' in the 'Name' column (annotated with a red circle and the number 2) and an empty 'Description' column. Below the table is the 'Customer Assignment' section, which includes a radio button for 'All Customers' (selected) and a radio button for 'Select Customers'.

## 5.2 Response Teams – Add User to Event

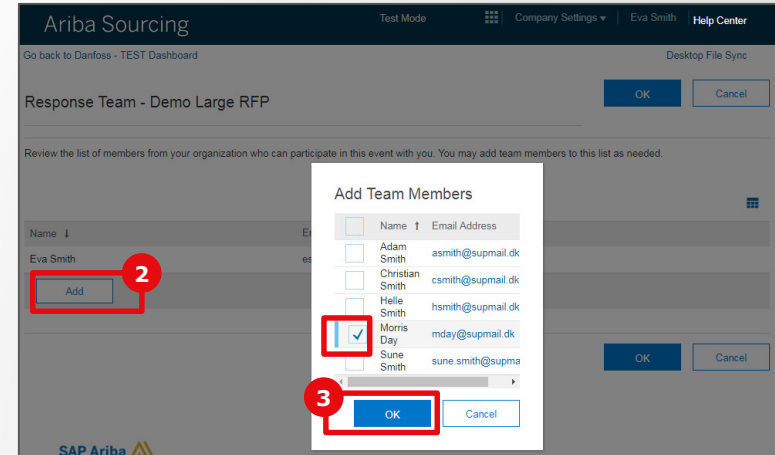
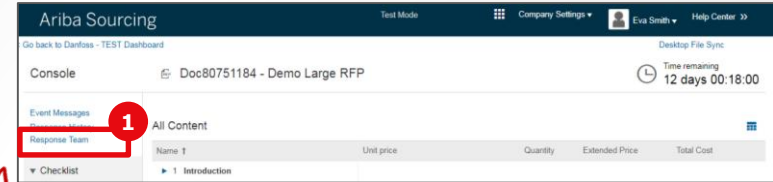
Go back into the Event.

- 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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