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.

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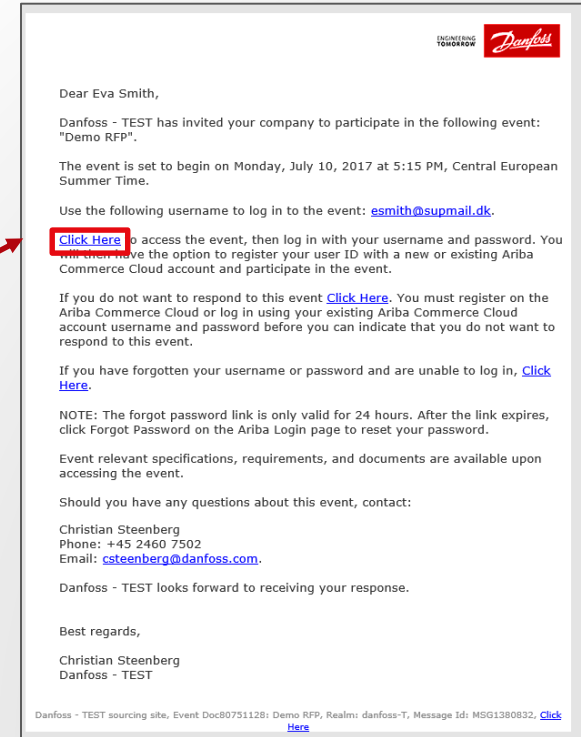# 1. Getting Started - Event Invite

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.

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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: ▦
Select **"Proposals"**:
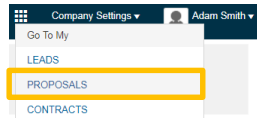
TIP: AD BLOCKER
If you use an ad blocker **whitelist *.ariba.com.**

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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.

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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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.

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.

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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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.

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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.

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4.2 Large Events – Upload Excel file

❶ Follow "Step 3." in Ariba and select the excel file.
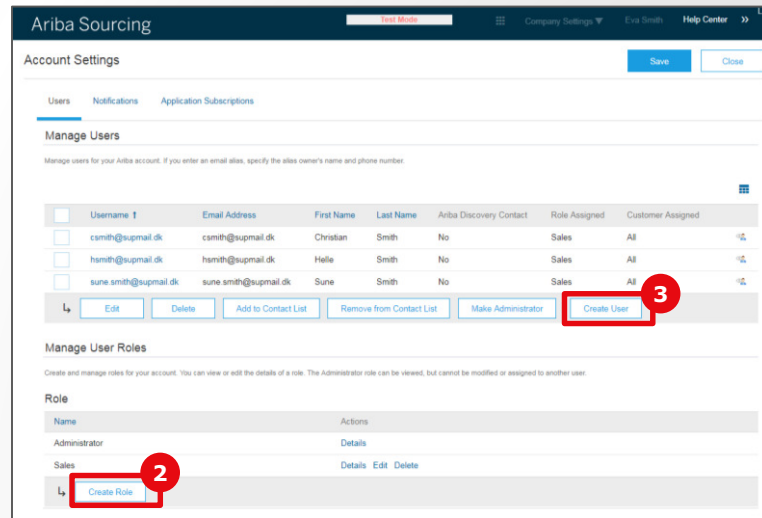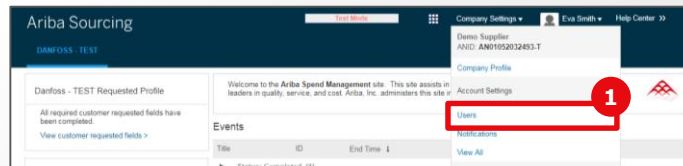
❷ Click **[Upload]**.

❸ Click **[OK]** in the Import Successful dialog box.

❹ Click **[Submit Entire Response]**.

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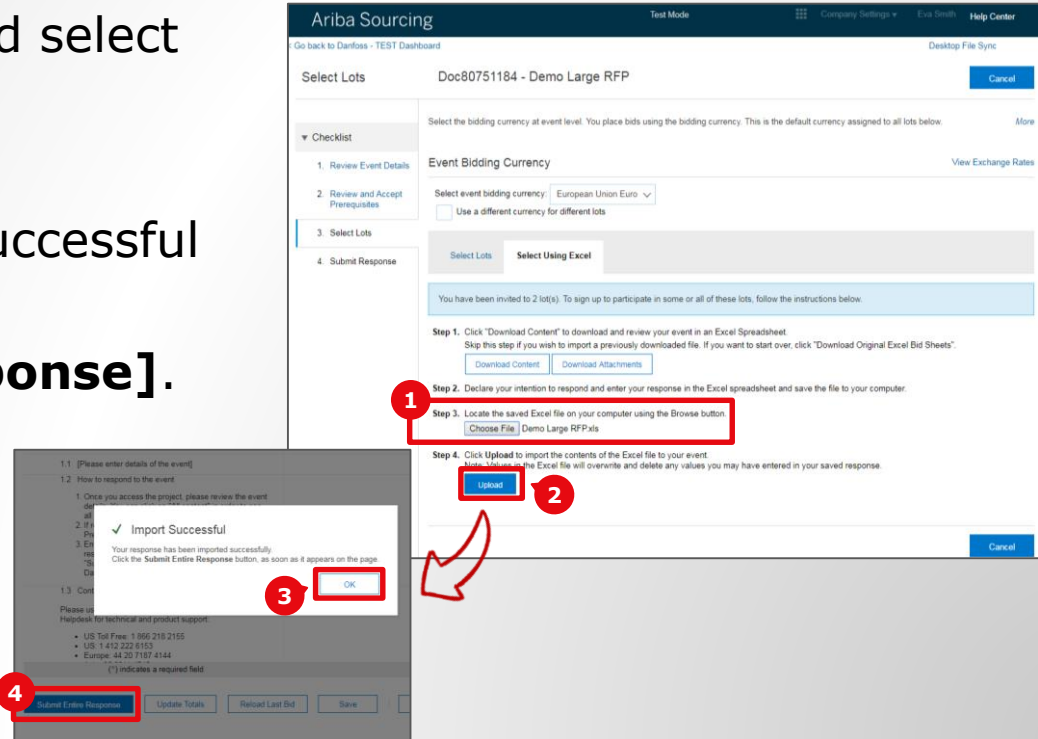
5. Response Teams

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]**

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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]**.
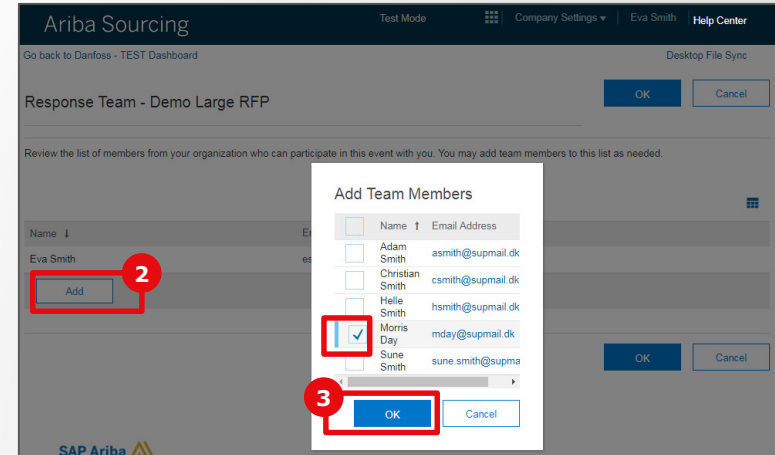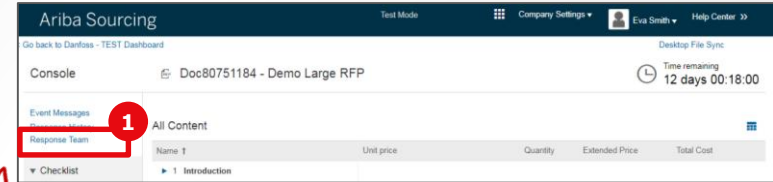
5.2 Response Teams – Add User to Event

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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