Ariba eSourcing Supplier Training

Guide to access and submit responses in an eSourcing event -- Request for Information/Request for Proposal
OC Oerlikon Management AG has invited you to participate in the following event:
**EDS_Cardboard Packaging - Lavanya Europe**. The event is set to begin on Friday, April 1, 2016 at 8:25 AM, Pacific Daylight Time.

Use the following username to log in to OC Oerlikon Management AG events:
Test:Supplier_13@oerlikon.com.

**Click Here** to access this event.

When you click this link, log in with your username and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in your 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 this link expires, click Forgot Password on the Ariba Login page to reset your password.

If you have questions about this event, contact Lavanya Nandikatti via telephone at 5555 or via e-mail at Lavanya.Nandikatti@thesmartcube.com.

We look forward to working with you!

Thank You,

OC Oerlikon Management AG

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### Event name

### Username

### Link to access the event

### Indicate that you will not respond

### Link to change the password

### After you click 

**Click Here** to access this event. you will be directed to the Ariba home page to enter your basic information and set up your password.

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**You will be required to enter basic company info**

- Click on browse to select the **Categories** and **Ship-to location** and login to the event
- Set up your secret question and password
- After you enter all the required information check the box to agree to the Ariba terms and conditions and click on **Submit**
Login, Dashboard and Supplier Profile using your credentials

- Go To [https://service.ariba.com/Supplier.ariba.com](https://service.ariba.com/Supplier.ariba.com) and enter your credentials
- After you enter the Username and Password click on Login
- Click the opportunity to access the event.
- Click on Review Prerequisites and accept the terms and conditions
- Click on Lots and to download the specs and view the event information
- After viewing the content click on the Submit Response to submit the responses for your RFP
- Use Excel Export and Import functionality to submit the responses offline
- You can use Compose Message option to communicate with the Category Manager
- You can see a detail explanation with the screen shots in the following slides
To access the event, please go to Ariba apps and click on Proposals.
Steps to submit your responses on Ariba

Step 1: Login to Ariba with event invitation

- Once you completed the registration on Ariba (slide 2) you can see event; click on it to submit your responses.

- Click on **Prerequisites** to accept the event and accept the terms of agreement; you can view all the Content for the event

- See the time remaining for this event to the right hand side
Steps to submit your responses on Ariba
Step 2: Review and Accept Prerequisites

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

- To the left hand side you can see the Check List with all the steps to submit the Responses

Prerequisites must be completed prior to participation in the event.

In consideration of the opportunity to participate in on-line events ('On-Line Event' or 'Event') the Participant agrees to the following terms and conditions:

1. Bids. If you are invited to participate in the On-Line Event, you are asked to create a contract or any expectation by Participant of a future business relationship at the expenses incurred by Participant in the preparation, presentation, or any other aspect of the On-Line Event.

2. Price Quotes. Except to the extent the Sponsor allows a non-binding bid, all Bids made by the Participant shall be binding on the Participant.

3. Procedures and Rules. Participant further agrees to be bound by the procedures and rules established by the Sponsor.

4. Confidentiality. Participant shall keep all user names and passwords, the confidentiality and shall not disclose the foregoing to any third party.

5. Bids through Site only. Participant agrees to submit bids only through the site specifically requested by Sponsor.

6. Ethical Conduct. All parties will prohibit unethical behavior and are expected to conduct all activities with integrity.

7. Survival. The terms and conditions of this Bidder Agreement shall survive.

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- I accept the terms of this agreement.
- I do not accept the terms of this agreement.

Submit this agreement?
Click OK to submit.

[OK] [Cancel]
Steps to submit your responses on Ariba

Step 3: Select Lots and Submit Responses

- Under Select Lots, check the box and click on **Submitted Selected Lots** which will direct you to the next screen shot

- Enter all the required responses and click on **Submit Entire Response**

1.3.3 Suppliers who require system training how to navigate and respond to the RFP may consult the eSourcing Guide on the Supplier Portal: http://www.öerlikon.com/en/company/supplier-portal/ecollaboration/esourcing-direct-and-indirect-spend/

- You will next see a pop-up which prompts you to click on **OK** to submit/update your response
Steps to submit your responses on Ariba

Step 4: Revise Responses and Compose Message

- You will receive a confirmation that your responses were submitted.
- If you want to change the response click on **Revise Response**.

- Please click on **Compose Message** to communicate with the Category Manager/Buyer, you can attach a file and enter the message body.

Compose New Message

- From: Test Supplier_13 (Test Supplier_13)
- To: Project Team
- Subject: Doc31620567 - ODS_Cardboard_Packaging_Lavanya_Europe
- Attachments: Attach a file

Dear Category Manager,

Let me know the unit measure.
Steps to submit your responses on Ariba
Step 5: Import and Export RFP Data with Excel

- Under the **Submit Response** page you can see the **Excel Import** button, which will allow you to download the content of the RFP, input your responses offline and then re-upload /import them to the RFP
- This is only recommended when you have more lots and line items to submit online

Import Response from Excel

This page allows you to export and import the event questionnaire. It is not intended

**Step 1.** Click **Download Content** to download and review your event in an Excel Spread.

Click **Download Original Excel Bid Sheets** to download the original offline bid.

**Step 2.** Edit the Excel spreadsheet using the instructions provided in the spreadsheet.

**Step 3.** Locate the saved Excel file on your computer using the Browse button.

**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.*
Supplier Questionnaire

- After you click on **Proposals** (on Ariba home page) you will be directed to the profile screen
- Click on **Enter Now** here to submit the Oerlikon Management Requested profile

- Please answer all the mandatory questions and click on **Submit** to save your responses as shown in the screen shot
How to reach out to Ariba Technical Support?

- You can search for your query to watch the tutorials on Ariba home page, click on **Help Center**
  - **Click Support** as shown in the screen shot

- Alternatively, click on **Get Help by Phone** to reach to the Ariba Technical support team

- When seeking help by phone, enter your location to see specific regional numbers to dial in for your local language support
Guidelines to operate on Ariba

DOs and DONTs

✓ Ensure there is one person from your organisation accountable for submitting offers

✓ Do not delegate the task of submitting bids or responses to people in your organisation who are not accountable for this activity

✓ Follow instructions provided by your sourcing teams and Ariba

✓ For any issues, reach out to us via Compose Message functionality, or get in touch with the Oerlikon Sourcing Manager

✓ Review the training material before filling out an RFI or submitting bids in the RFP

✓ Do not wait until the last moment to start using the platform

✓ Do not try to change formats or structure of files downloaded from Ariba in any way

✓ Do not try to solve “technical issues” on your own; it is advisable to reach out Ariba technical support
Thank you.

For eSourcing Support please contact:
Ariba Helpdesk – see Ariba portal Help Section
Or
Email to: global.eProcurement@oerlikon.com