Ariba eSourcing Supplier Training

Guide to access and submit responses in an eSourcing event --
Request for Information/Request for Proposal

Steps to login to Ariba with event invitation

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OC Oerlikon Management AG has invited you to participate in the following event: DDS_Cardboard Packaging_ Lavanya_Europe. The event is set to begin on Friday, April 1, 2016 at 6:25 AM, Pacific Daylight Time.

Use the following username to log in to OC Oerlikon Management AG events: TestSupplier_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

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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Company Name:*	Lavanya Test Company
Country:*	India [IND]
Address:*	Line 1
	Line 2
	Line 3
City:*	00
State	00
Postal Code:*	00
Product and Service Categories:*	Enter Product and Service Categories	Add -or- Browse
Ship-to or Service Locations:*	Enter Ship-to or Service Location	Add -or- Browse

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address, or other addresses later in your company profile.

- 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**
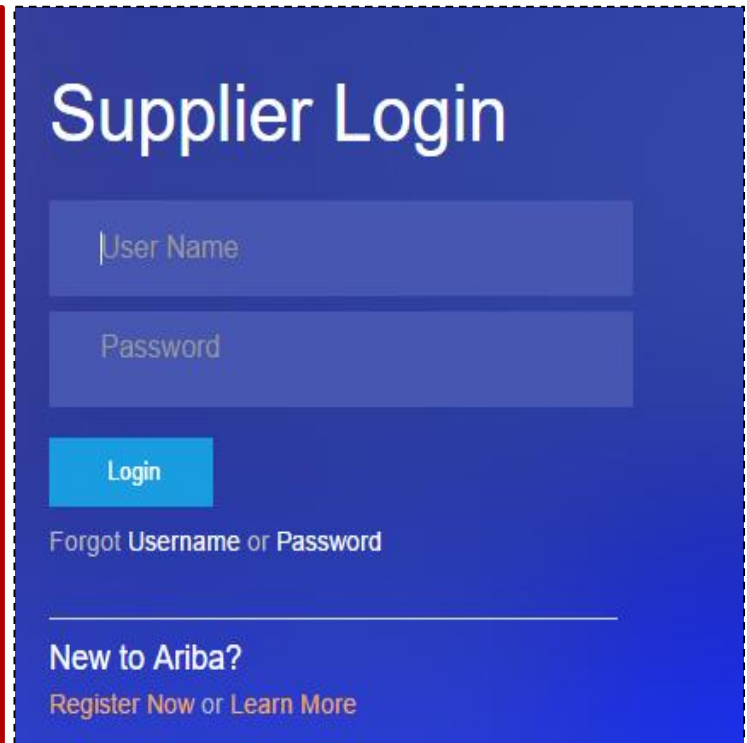
Login, Dashboard and Supplier Profile using your credentials

- Go To https://service.ariba.com/Supplier.ariba.com 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

Ariba Supplier Home Page

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Welcome to the New and Improved Ariba Network Home Page

Before you start, please take a quick tour of the new features.

Ariba Network

Company Settings ▼

Early Access new

Test Supplier_13 ▼

HOME   CATALOGS

Create ▼

- To access the event, please go to Ariba apps and click on *Proposals*

Test Supplier_13
ANID: AN01025653315
Standard Package

Guide   Trends   Refresh

Company Profile

Service Subscriptions

Account Settings

Users

Notifications

Account Hierarchy

View All

Network Settings

Electronic Order Routing

Electronic Invoice Routing

Remittances

Network Notifications

View All

Logout

My Account

My Community Profile

Switch To

Test Supplier_13
TestSupplier_13@oerlikon.com

Switch To Test ID

Link User IDs

Contact Administrator

Go To My

LEADS

PROPOSALS

CONTRACTS

Steps to submit your responses on Ariba
Step 1: Login to Ariba with event invitation

oerlikon

OC Oerlikon Management AG Requested Profile

Your customer has requested that you complete **26** additional profile fields.

Enter Now >

Public Profile Completeness

35%

Enter a short description to reach 45% >

There are no matched postings.

Welcome to the **Ariba Spend Management** site. Th are market leaders in quality, service, and cost. Ariba market integrity.

Events

Title

▼ Status: Open (1)

ODS_Cardboard Packaging_ Lavanya_Europe

Tasks

Name   Status

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

☞ Doc31620567 - ODS_Cardboard Packaging_ Lavanya_Europe

Time remaining
3 days 03:17:34

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 buyer to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisite, you cannot view the event content or participate in this event.
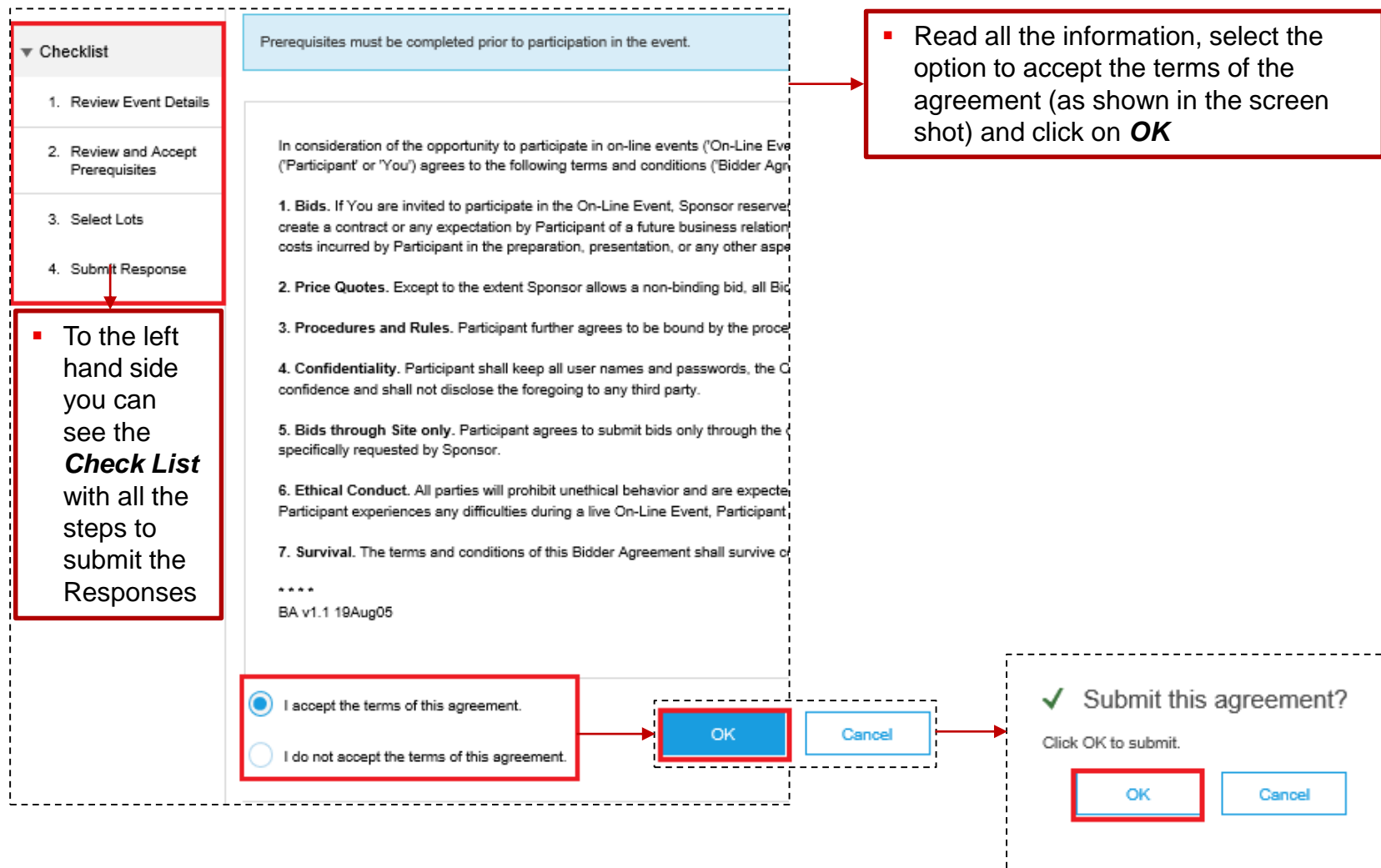
| Download Content | Review Prerequisites | Decline to Respond | Print Event Information |

▪ 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

Prerequisites must be completed prior to participation in the event.

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots

4. Submit Response

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

1. Bids. If You are invited to participate in the On-Line Event, Sponsor reserve create a contract or any expectation by Participant of a future business relation costs incurred by Participant in the preparation, presentation, or any other aspe

2. Price Quotes. Except to the extent Sponsor allows a non-binding bid, all Bid

3. Procedures and Rules. Participant further agrees to be bound by the proce

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

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

6. Ethical Conduct. All parties will prohibit unethical behavior and are expecte Participant experiences any difficulties during a live On-Line Event, Participant

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

* * * *
BA v1.1 19Aug05

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

- ▪ Read all the information, select the option to accept the terms of the agreement (as shown in the screen shot) and click on ***OK***

◉ I accept the terms of this agreement.

○ I do not accept the terms of this agreement.

OK   Cancel

✓ 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

3. Select Lots

A dimmed check box indicates lots for which

4. Submit Response

Lots Available for Bidding

	Name
✓	2 Line Item 1

Submit Selected Lots

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

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

2 Line Item 1

Less... − 0.00 INR Fx

Tooling Cost: 1000 IN

per unit

Transportation Cost: * 100

(*) indicates a required field

Submit Entire Response | Update Totals | Save | Compose Message | Excel Import

- You will next see a pop-up which prompts you to click on *OK* to submit/update your response
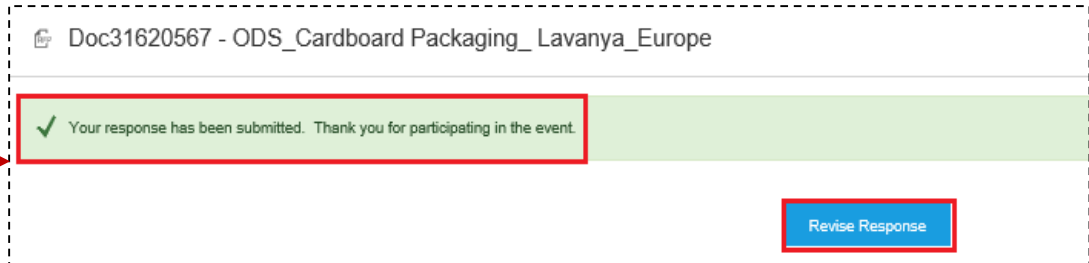
✓ Submit this response?
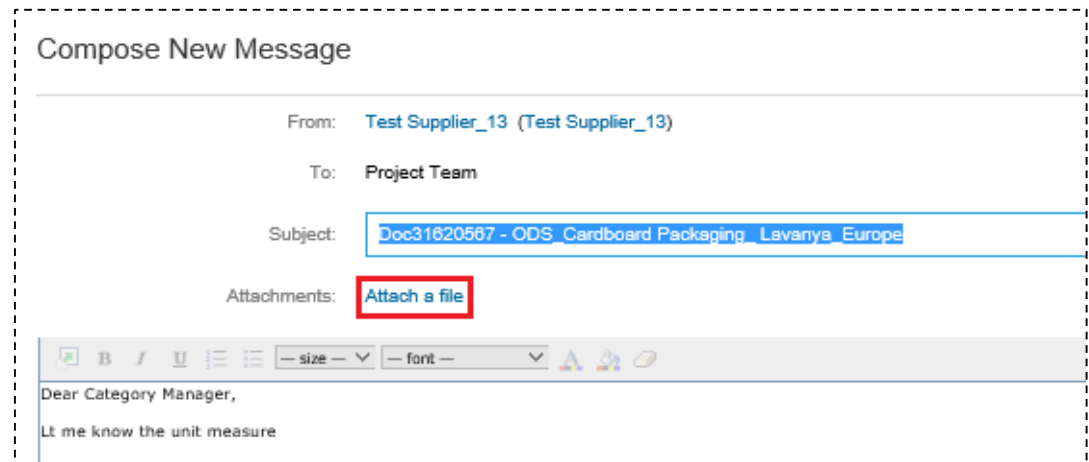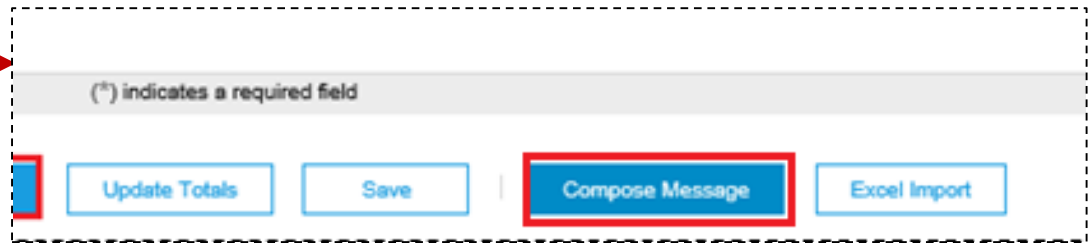
Click OK to submit.

OK | Cancel

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*

Doc31620567 - ODS_Cardboard Packaging_ Lavanya_Europe

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

Revise Response

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

(*) indicates a required field

Update Totals   Save | Compose Message   Excel Import

Compose New Message

From: Test Supplier_13 (Test Supplier_13)

To: Project Team

Subject: Doc31620567 - ODS_Cardboard Packaging_ Lavanya_Europe

Attachments: Attach a file

B I U — size — — font —

Dear Category Manager,

Lt 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

| | Compose Message | Excel Import |
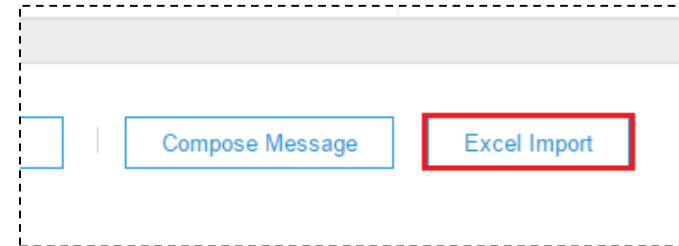
Import Response from Excel

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

| Download Content | Download Attachments |

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
Choose file | No file chosen

- Click on ***Download Content*** and then click on ***Done*** to Export the Content from the RFP.

- To import the responses, please locate your file by clicking on ***Choose File and Upload***, click on ***Done***

Done

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

Supplier Questionnaire

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- 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

OC Oerlikon Management AG Requested Profile

Your customer has requested that you complete **26** additional profile fields.

Enter Now >

Public Profile Completeness

35%

Enter a short description to reach 45% >

There are no matched postings.

- Please answer all the mandatory questions and click on *Submit* to save your responses as shown in the screen shot

OC Oerlikon Management AG Requested Profile

* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer.

Save as Draft   Submit

Question

▼ 1   Company Information

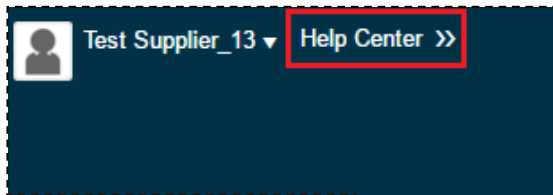Company Information

▼ 1.1   General Information

General Information
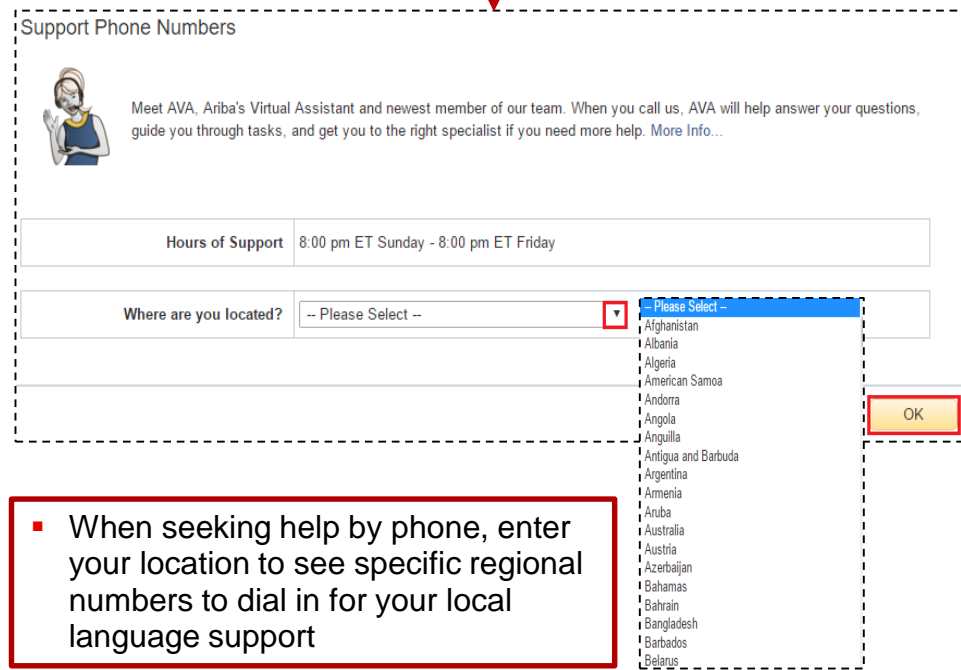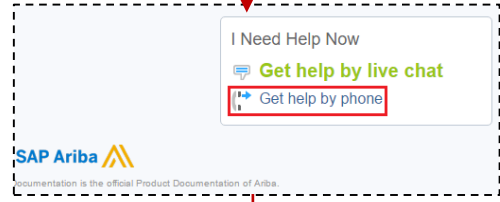
1.1.1   Company Name   *

How to reach out to Ariba Technical Support?

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Test Supplier_13 ▾   Help Center ››

Search...

Do I contact Ariba or my customer when I have a question or issue?

Why can't I find an event?

Participating in Events (5:00)

Does something look different? Check out our new visual design and action-oriented dashboard

How can I upload my proposal?

Why can't I see my task on the Proposals tab?

How do you submit a proposal through Ariba? We are submitting our first Ariba proposal, but I can't find a tab that says "submit...

How do I tell if I won the bid?

How do I know if a buyer has added or updated an event document?

How do I update my email notification preferences?

Supplier Basics (3:00)

Why am I on the Company Profile page

View more ☐

Ask Community

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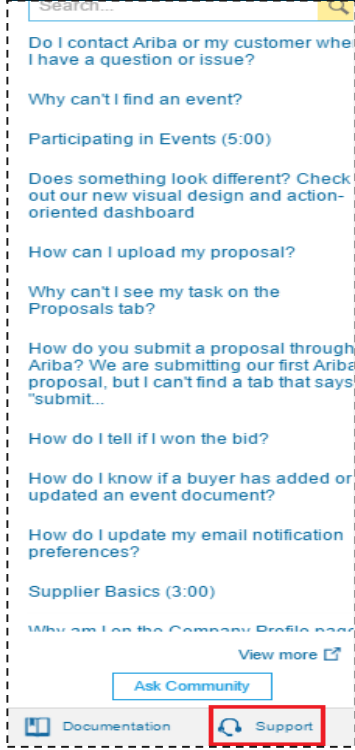
- Alternatively, click on **Get Help by Phone** to reach to the Ariba Technical support team

I Need Help Now

💬 **Get help by live chat**

⟮➔ Get help by phone

SAP Ariba ⋀⋀

Documentation is the official Product Documentation of Ariba.

Support Phone Numbers

Meet AVA, Ariba's Virtual Assistant and newest member of our team. When you call us, AVA will help answer your questions, guide you through tasks, and get you to the right specialist if you need more help. More Info...

Hours of Support	8:00 pm ET Sunday - 8:00 pm ET Friday

Where are you located?	-- Please Select -- ▾

– Please Select –
Afghanistan
Albania
Algeria
American Samoa
Andorra
Angola
Anguilla
Antigua and Barbuda
Argentina
Armenia
Aruba
Australia
Austria
Azerbaijan
Bahamas
Bahrain
Bangladesh
Barbados
Belarus

OK

- 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

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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