

Ariba eSourcing 供应商培训 演示2017

在eSourcing电子商务活动中，信息征求/提案请求的访问和提交回复指南



用事件邀请函登录到Ariba的步骤

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

事件名称

用户名称

访问事件的链接

表明您不会回复

更改密码的链接

■ 点击 [Click Here](#) to access this event 后, 您将被引导到 Ariba 主页, 输入您的基本信息并设置密码

- 要求您输入基本的公司信息
- 点击浏览, 选择类别并移动到所在位置, 登录事件
- 设置保密问题和密码
- 在输入所需的信息以后, 勾选同意Ariba条款和条件, 然后点击Submit

使用证书登录显示面板和供应商资料页面

- 进入 <https://supplier.ariba.com> 并输入证书资料
- 输入用户名和密码后，点击Login登录
- 点击机会, 访问该事件
- 点击审阅的前提条件并接受条款和条件
- 点击Lots并下载规格，然后查看事件信息
- 查看内容后，点击提交回复，提交您的RFP回复
- 使用Excel的导出和导入功能离线提交回复
- 您可以使用撰写消息选项，与品类采购经理通信
- 您可以在以下幻灯片中查看屏幕截图的详细说明

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

New to Ariba?

[Register Now](#) or [Learn More](#)

Welcome to the New and Improved Ariba Network Home Page
Before you start, please take a quick tour of the new features.

Ariba Network

HOME CATALOGS

Company Settings

Early Access new

Test Supplier_13

Create

Guide Trends Refresh

Test Supplier_13
ANID: AN01025653315
Standard Package

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

要想访问事件，请进入Ariba apps并点击 *Proposals* 方案报价

在Ariba上提交回复的步骤

第1步：用事件邀请函登录到Ariba

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. They are market leaders in quality, service, and cost. Ariba market integrity.

Events

Title

▼ Status: Open (1)

ODS_Cardboard Packaging_Lavanya_Europe

Tasks

Name	Status
------	--------

一旦在Ariba完成注册（幻灯片2），就可以看到事件；点击事件提交您的回复。

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.

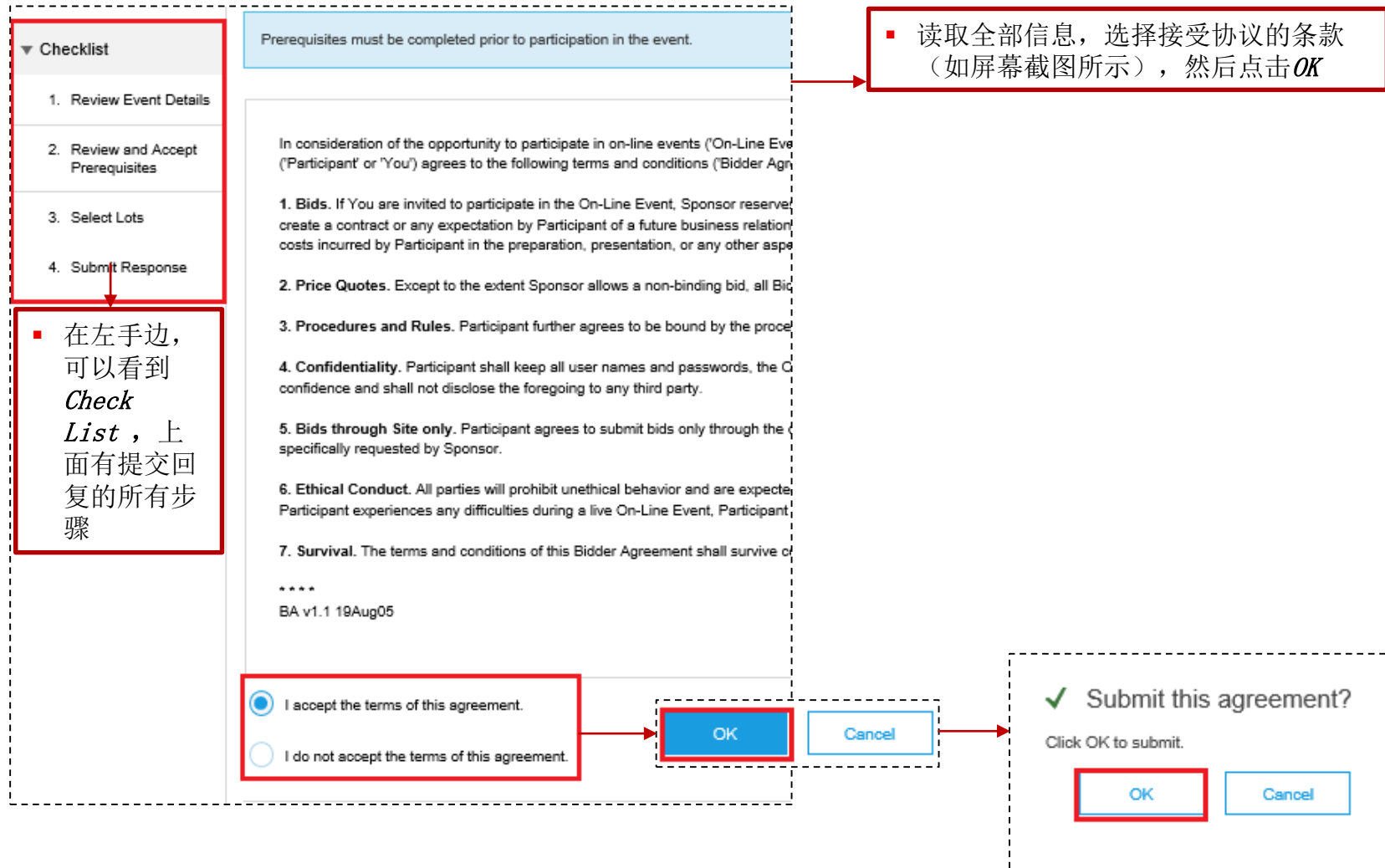
[Download Content](#) [Review Prerequisites](#) [Decline to Respond](#) [Print Event Information](#)

点击 *Prerequisites* 以接受事件和协议条款；就可以看到事件的全部内容

在右边边可以看到该事件剩余时间

在Ariba上提交回复的步骤

第2步：审查并接受前提条件



在Ariba上提交回复的步骤

第3步：选择Lots并提交回复

- 在选择Lots以后，勾选并点击Submit Selected Lots，然后将引导进入下一截屏

A dimmed check box indicates lots for which

3. Select Lots

4. Submit Response

Lots Available for Bidding

<input type="checkbox"/>	Name
<input checked="" type="checkbox"/>	2 Line Item 1

Submit Selected Lots

- 输入全部所需的回复并点击 *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

- 看到一个弹出框提示点击 *OK* 提交/上传您的回复

✓ Submit this response?

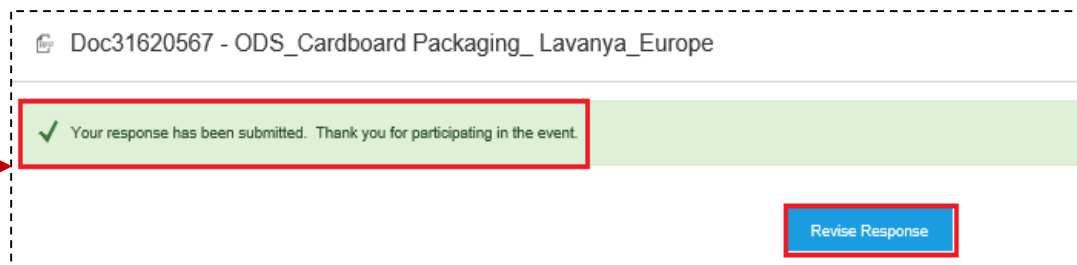
Click OK to submit.

OK | Cancel

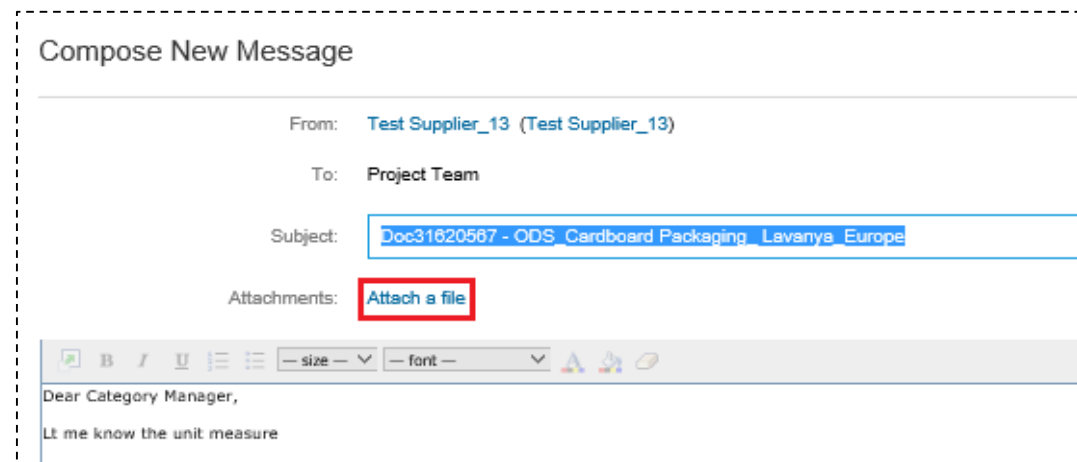
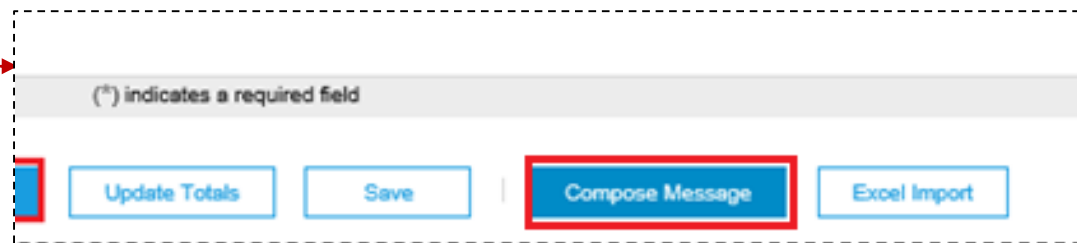
在Ariba上提交回复的步骤

第4步：修改回复并撰写信息

- 您将收到“您的回复已提交”的确认
- 如果想更改回复，点击 *Revise Response*



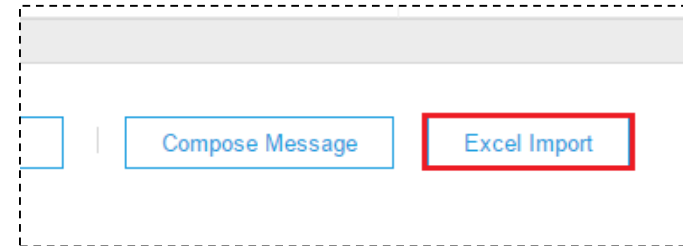
- 请点击 *Compose Message* 与品类采购经理/买方进行通讯，您可以附加一个文件并输入信息



在Ariba上提交回复的步骤

第5步：用Excel导入和导出RFP

- 在 *Submit Response* 页面您可以看到 *Excel Import* 按钮，您可以下载RFP的内容，离线输入回复，然后再将其上传/导入到RFP
- 只有当您有许多行的项目需要在线提交时，才建议您这样做



Import Response from Excel

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

Step 1. Click **Download Content** to download and review your event in an Excel Spreadsheet. Click **Download Original Excel Bid Sheets** to download the original offline bid sheets.

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

- 点击 *Download Content*，然后再点击 *Done* 以便从RFP中导出内容。
- 要导入回复，请点击 *Choose File and Upload* 定位您的文件，再点击 *Done*

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

Choose file No file chosen

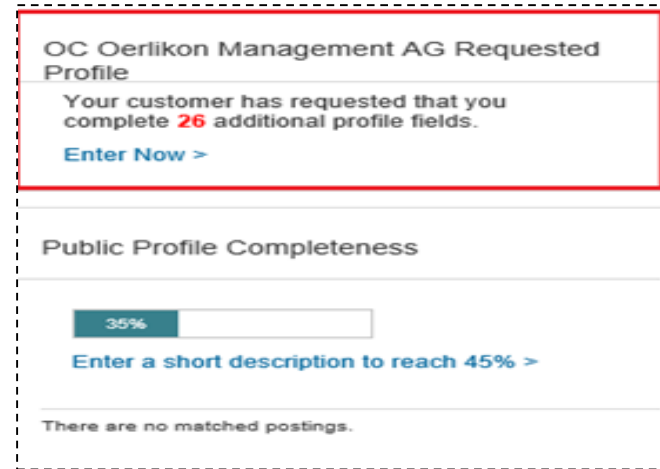
Step 4. Click **Upload** to import the contents of the Excel file to your event.
Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.

Upload

Done

供应商问卷

- 在点击 *Proposals* （在Ariba主页面）以后，会引导您进入配置文件页面
- 点击 *Enter Now*，以提交Oerlikon欧瑞康公司所需要供应商资料文件



OC Oerlikon Management AG Requested Profile

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

[Enter Now >](#)

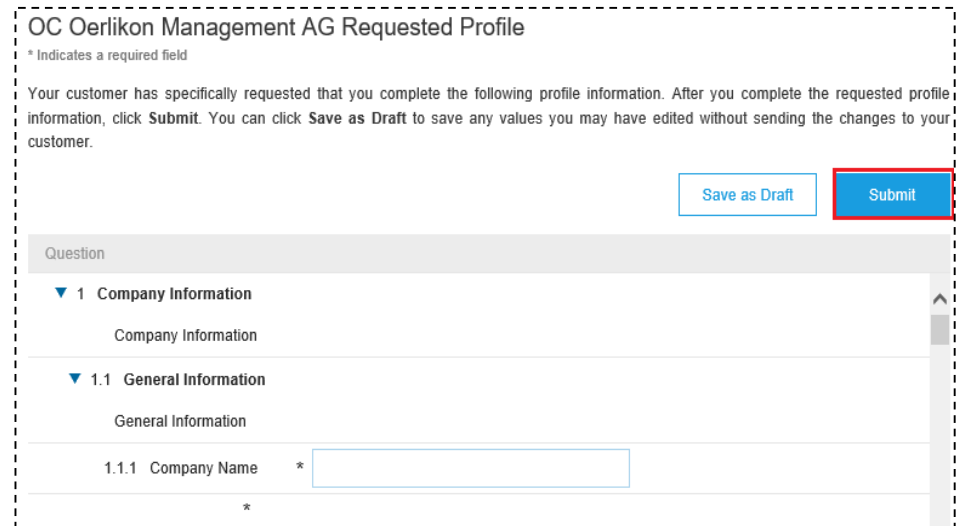
Public Profile Completeness

35%

[Enter a short description to reach 45% >](#)

There are no matched postings.

- 请回答所有强制性（必答）问题，然后点击 *Submit* 以保存您的回复，如屏幕截图所示



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

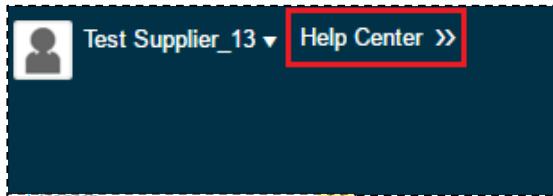
▼ 1.1 General Information

General Information

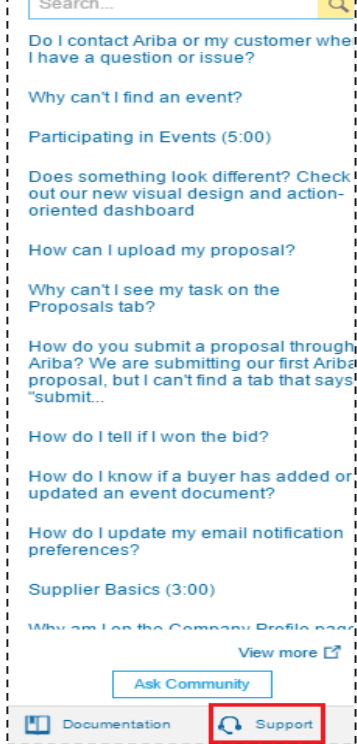
1.1.1 Company Name *

*

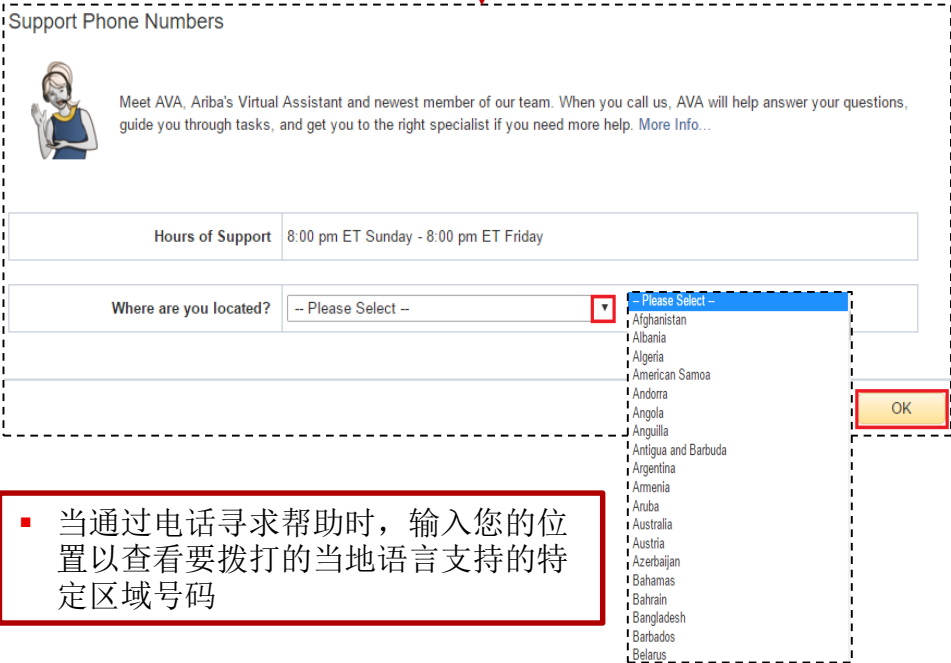
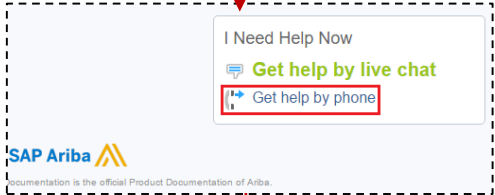
如何得到Ariba的技术支持?



- 如有疑问，您可以点击**Help Center**以观看Ariba主页上的教程，
- 点击**Support** 如屏幕截图所示



- 可以选择点击**Get Help by Phone** 得到Ariba技术团队的帮助



- 当通过电话寻求帮助时，输入您的位置以查看要拨打的当地语言支持的特定区域号码

该做什么和不该做什么

- ✓ 确保您单位中有一个人负责提交报价
- ✓ 不得将提交标书或回复的工作交给不负责此项活动的人
- ✓ 按照您的采购团队和Ariba提供的说明
- ✓ 有任何问题时，请通过 *Compose Message* 功能与我们联系，或与Oerlikon采购经理联系
- ✓ 在填写RFI或在RFP中提交标书之前，请审查培训材料
- ✓ 不要等到最后一刻再使用平台
- ✓ 不要以任何方式更改从Ariba上下载的文件样式或结构
- ✓ 不要试图自己解决“技术问题”，建议您联系Ariba技术支持

非常感谢！

对于eSourcing支持，请联系：

Ariba 客服 - 请参阅Ariba门户帮助部分

或者

发电子邮件至：global.eProcurement@oerlikon.com

