

Bid and compete fairly for Nufarm business

To meet Nufarm's objective of equal and fair competition in supplier selection, Nufarm uses the SAP Ariba E-Sourcing platform 'Ariba Commerce Cloud'. Access to this E-platform is free of charge for suppliers but they must register for an account prior to participating in a sourcing event.

If you are new to SAP Ariba, please follow our quick link below to review the “Supplier Registration guide”.

Request for Information

Request for information (RFI), usually precedes a RFP. Nufarm uses RFIs to collect non-competitive data to be able to qualify participants for a follow-up event (RFP and potentially also auction).

An RFI is often sent to a broad base of suppliers to help Nufarm develop strategies, build databases and where necessary secure a documented directive or clarification.

Request for Proposal

Request for proposal (RFP), provides Nufarm with detailed information on business needs. The core part of the RFPs is made through a bidding process and shows the price indication.

The proposals are used to evaluate the potential suppliers and plan for the next step in the supplier selection process. The RFP will ensure that the suppliers to Nufarm respond factually to the identified requirements.

E-Auction

E-auction is a competitive negotiation event of prices for products or services. Prior to an auction Nufarm will always conduct an RFP. Qualified suppliers compete online for a clearly defined business. We carefully evaluate suppliers before they are invited to join an auction to ensure that they are qualified for the business they are bidding for.

Need Help?



Supplier Support and Training



Ariba sourcing login

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2. Participating in an RFI Event

3. Participating in an RFP Event

**Need
technical
Support?**



SAP Ariba Support

Being a supplier on Ariba Network is one of the best ways to participate in today's global digital economy. Here you'll find the support and resources you need to understand and take advantage of the opportunities and advantages Ariba Network offers.

Click links below for help.

[Supplier Support and Training](#)

[Ariba sourcing login](#)

Supplier Registration

Supplier Quick Reference Guide
September 2018

 **Nufarm**
Grow a better tomorrow

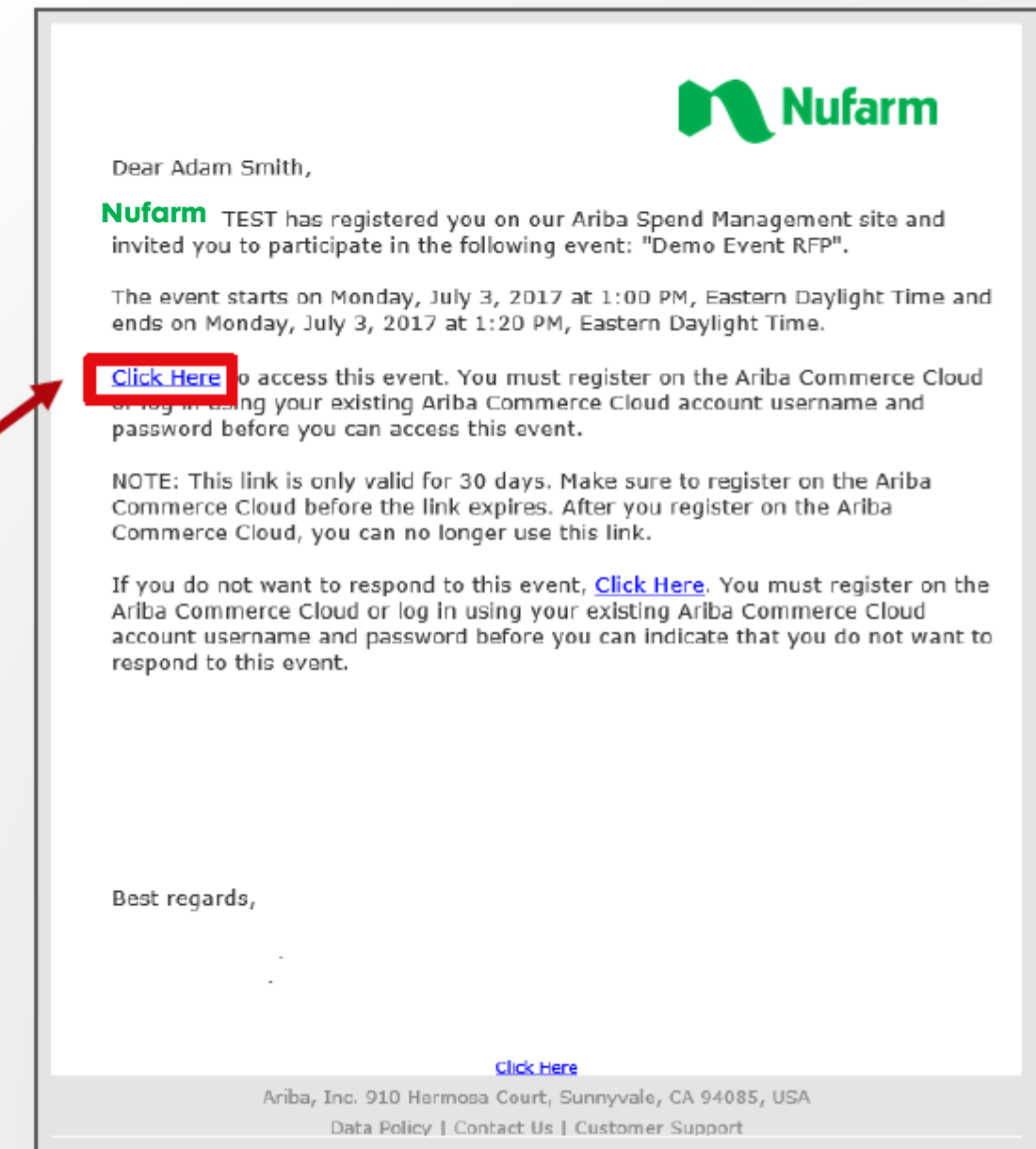
1. Getting Started – Event Invite

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 and register for an Ariba Commerce Cloud Account.

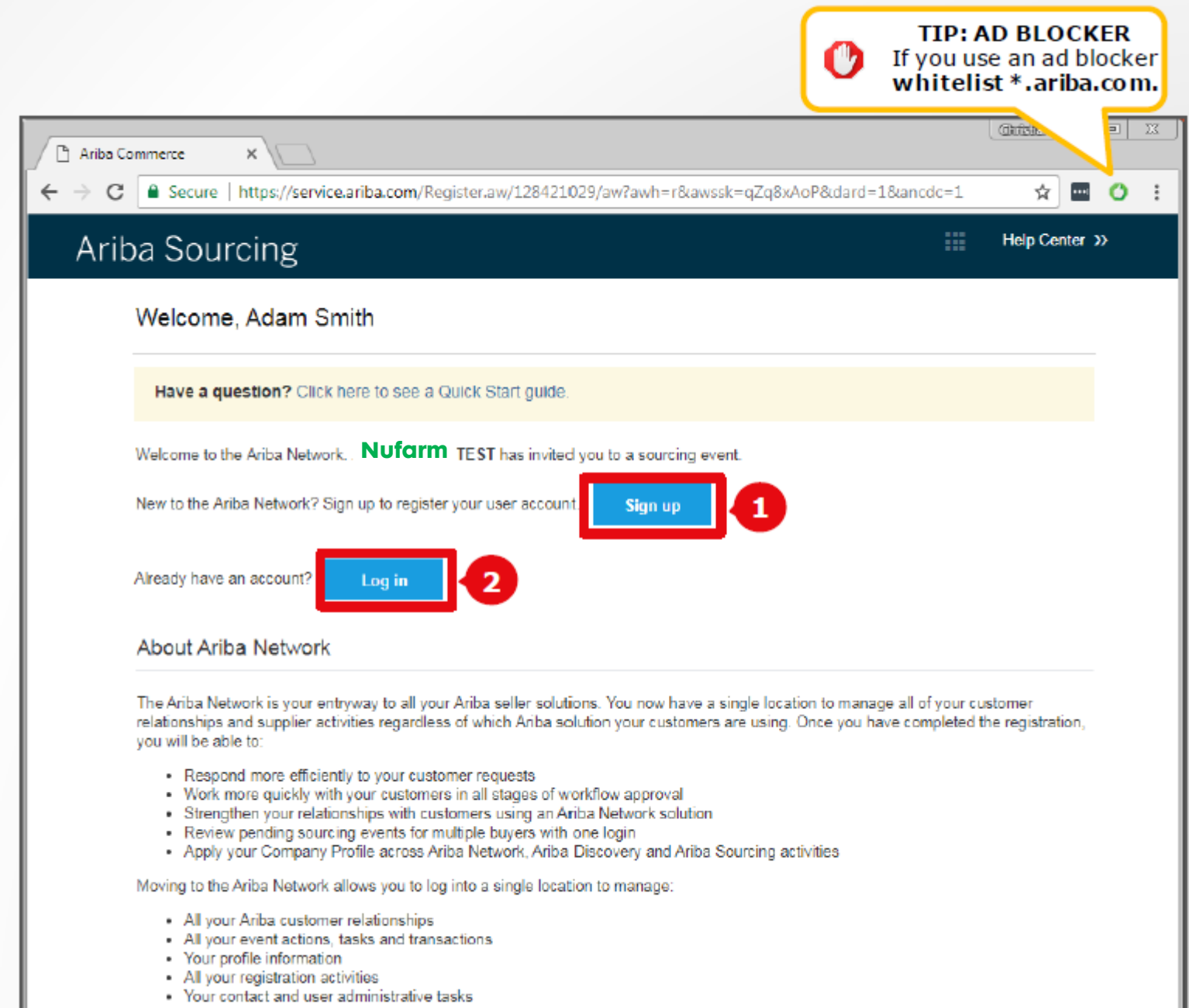


2. Create the Account

Once you click the link in the email, you will be taken to the Ariba Commerce Cloud webpage.

You have two options:

- 1 Click **[Sign Up]** to create a new Ariba Commerce Cloud Account.
- 2 Click **[Log in]** to log in with an existing account.



2.1 Create Account – Company Info

1 Review and update the basic company information.



TIP: HELP CENTER
Did you notice the **Help Center** on the right? Ariba has many articles and e-learning modules available that answers most questions.

2.2 Getting Started – User Account

- 1 Setup your personal user account.
- 2 Check mark terms of use box
- 3 Click **[Submit]**

The screenshot shows the 'User account information' registration page on the Ariba Sourcing website. The page includes fields for Name, Email, Username, Password, Language, and Email orders to. A red vertical line with a '1' in a red circle highlights the registration form fields. A yellow callout box with the text 'GOOD TO KNOW Your password must be at least 8 characters long and contain letters and numbers.' points to the password field. A red circle with a '2' highlights the checkbox for 'I have read and agree to the Terms of Use and the Ariba Privacy Statement'. A red circle with a '3' highlights the 'Submit' button. The page also features a 'Help Center' sidebar on the right and a 'Tell us more about your business' section at the bottom.

1

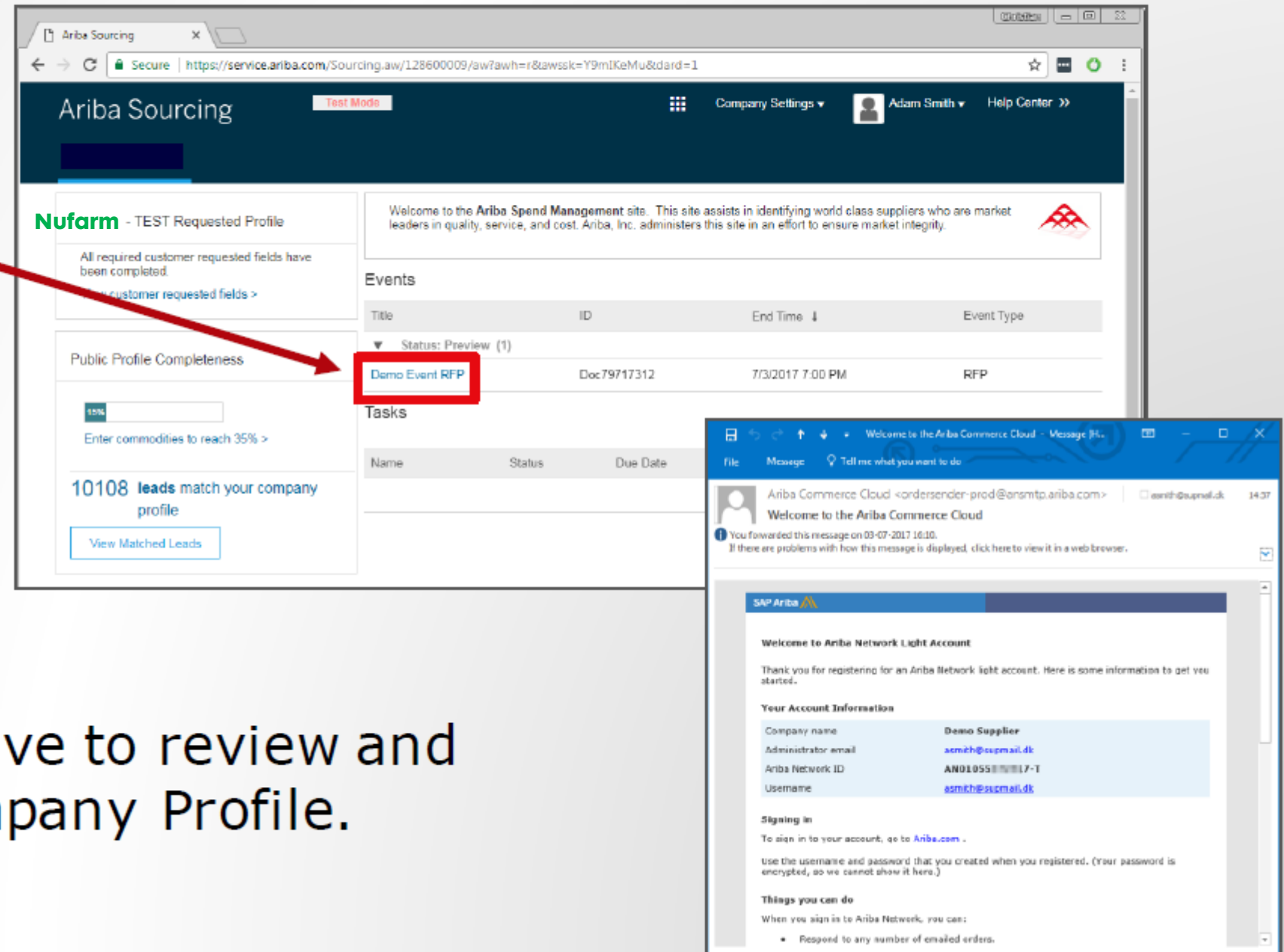
2

3

GOOD TO KNOW
Your password must be at least 8 characters long and contain letters and numbers.

3. Access the Event

- You are now able to participate in the Sourcing Event.
- Click the link to open the Sourcing Event.
- You will also received an email for the Ariba Commerce Cloud Account you have created.
- The next slides will show you have to review and complete your Account and Company Profile.



4. Complete Registration

1 Review your Account. Click your name and select **[My Account]**.

The My Account page is split into three sections:

- a. Account Information
- b. Preferences
- c. Contact Information

2 Make sure the time zone is set correctly.

3 Review remaining fields and update as needed. Click **[Save]** to save changes.

The screenshot shows the Ariba Sourcing 'My Account' page. The top navigation bar includes 'Ariba Sourcing', 'Test Mode', 'Company Settings', 'Adam Smith', and 'Help Center'. A red circle '1' highlights the 'My Account' link in the user menu. The main content area is divided into three sections: 'Account Information', 'Preferences', and 'Contact Information'. The 'Account Information' section includes fields for Username, Email Address, First Name, Middle Name, Last Name, and Business Role. The 'Preferences' section includes fields for Preferred Language, Preferred Timezone, and Default Currency. A red circle '2' highlights the 'Preferred Timezone' dropdown menu. The 'Contact Information' section is partially visible. A red circle '3' highlights the 'Save' button at the bottom right. A yellow callout box with the text 'GOOD TO KNOW Event invitation email lists the event time according to your time zone setting.' is located in the bottom right corner.

4.1 Complete Registration

- 1 Review your Company Profile.
Click Company Settings and select **[Company Profile]**.

The Company Profile is divided into seven tabs:

- a. Basic.
- b. Business.
- c. Marketing.
- d. Contacts.
- e. Certifications.
- f. Customer Requested.
- g. Additional Documents.

A screenshot of the 'Company Profile' page in the Ariba Sourcing application. The page has a tabbed interface with seven tabs: 'Basic (4)', 'Business (2)', 'Marketing (3)', 'Contacts', 'Certifications (1)', 'Customer Requested', and 'Additional Documents'. The 'Basic (4)' tab is selected and highlighted with a red box. The 'Overview' section contains form fields for 'Company Name' (filled with 'Demo Supplier'), 'Other names, if any', 'NetworkId' (filled with 'AN01055772717-T'), 'Short Description', and 'Website'. The 'Address' section contains fields for 'Address 1' (filled with 'Warren St 12'), 'Address 2', 'Address 3', 'City' (filled with 'New York'), 'State' (filled with 'New York'), 'Zip' (filled with '10007'), and 'Country' (filled with 'United States [USA]'). On the right side, there is a 'Public Profile Completeness' section showing a progress bar at 10%, and a 'Share Your Public Profile' section with a 'Click here to get your Ariba badge' link and a 'View Public Profile' button.

GOOD TO KNOW
Most details on your company profile are optional.

4.1.1 Complete Registration - Basic

Scroll down to the section for Product & Services and Ship-to locations.

- Click [**Browse**] to add relevant values

The screenshot shows the 'Ariba Sourcing' profile management interface. At the top, there are fields for 'Zip' (10007) and 'Country' (United States [USA]). Below this is a table for 'Additional Company Addresses' with columns: Address Name, Address ID, VAT ID, Tax ID, Address, Country, and Legal Profile Status. A 'Create' button is present. A note states: 'This column displays your registration status with Ariba's accredited service providers.' The main section is titled 'Product and Service Categories, Ship-to or Service Locations, and Industries'. It contains three sub-sections: 'Product and Service Categories *', 'Ship-to or Service Locations *', and 'Industries'. Each sub-section has an input field, an 'Add' button, and a 'Browse' button. The 'Browse' buttons for 'Enter Product and Service Categories' and 'Enter Ship-to or Service Location' are highlighted with red boxes. At the bottom right, there are 'Save' and 'Close' buttons.

4.1.2 Add Product Categories

Click **[Search]** tab.

Enter a keyword, for example “packaging”.

- 1 Click **[Search]**.
- 2 Select relevant categories.
- 3 Click **[Add]**.
- 4 Click **[OK]** to end the selection.

The screenshot shows the 'Ariba Sourcing' interface. At the top, there's a navigation bar with 'Ariba Sourcing', 'Test Mode', 'Company Settings', 'Adam Smith', 'Help Center', and 'Logout'. Below this is the 'Product and Service Category Selection' dialog. It has a 'Search' tab selected and a 'Browse' tab. A text input field contains the keyword 'packaging'. Below the input field is a 'Search' button. To the right of the input field is a 'Browse the Categories' link. Below the search bar is a list of search results. The first two results are selected with checkboxes: 'Material Handling, Conditioning & Storage Machinery > Packaging Materials > Packaging boxes and bags and pouches > Carded packaging' and 'Material Handling, Conditioning & Storage Machinery > Packaging Materials > Packaging boxes and bags and pouches > Packaging boxes'. Below the list is an 'Add' button. At the bottom of the dialog is a 'My Selections (0)' section with a 'Remove' button. At the very bottom are 'Cancel' and 'OK' buttons. Red annotations highlight the steps: 1. Search button, 2. Search results list, 3. Add button, and 4. OK button.

4.1.3 Add Ship-to Locations

Select **Global** if you sell to all regions.

Alternatively select relevant **Locations**.

Add them to your company profile by clicking the **+** icon.

Click **[OK]** to end the selection.

The screenshot shows the 'Ship-to or Service Location Selection' dialog in the Ariba Sourcing application. The dialog has a title bar with 'Ariba Sourcing' and a 'Test Mode' button. Below the title bar, there's a navigation bar with 'Company Settings', 'Adam Smith', 'Help Center', and 'Logout'. The main content area is titled 'Ship-to or Service Location Selection' and includes the instruction: 'Select the territories that your company serves. If your company offers global coverage, choose Global.' There are two radio buttons: 'Global' and 'Select Ship-to or Service Locations'. The 'Select Ship-to or Service Locations' radio button is selected. Below the radio buttons, there's a list of countries and regions. The 'United States' is selected, indicated by a checkmark. The 'OK' button is highlighted with a red box.

Region	Country	Selection
North America	United States	✓
Central America	Bermuda	+
South America	Canada	+
The Caribbean	Greenland	+
Northern Europe	Mexico	+
Western Europe	Saint Pierre and Miquelon	+
Eastern Europe	All of the above	+
Central Europe		

My Selections (1)

Location	Action
United States	Remove

Buttons: Cancel, OK

4.1.4 Complete Registration

Click **[Save]** to save your changes to your Company Profile.

The screenshot shows the Ariba Sourcing Profile Management interface. The browser address bar indicates the URL: <https://service.ariba.com/ProfileManagement.aw/128551024/aw?awh=r8awssk=JAQq3a5m>. The page is titled "Additional Company Addresses" and contains a table with columns: Address Name, Address ID, VAT ID, Tax ID, Address, Country, and Legal Profile Status**. Below the table is a "Create" button. A note states: "** This column displays your registration status with Ariba's accredited service provider." The next section is "Product and Service Categories, Ship-to or Service Locations, and Industries". Under "Product and Service Categories*", there is a text input field "Enter Product and Service Categories" with an "Add" button and a "Browse" link. Below this, two tags are shown: "Carded packaging" and "Packaging boxes". Under "Ship-to or Service Locations*", there is a text input field "Enter Ship-to or Service Location" with an "Add" button and a "Browse" link. Below this, one tag is shown: "United States". Under "Industries", there is a text input field and an "Add" button. At the bottom right of the form, the "Save" button is highlighted with a red box, and a "Close" button is next to it.

4.2 Complete Registration – Remaining Tabs

Review the other six tabs:

- b. Business.
- c. Marketing.
- d. Contacts.
- e. Certifications.
- f. Customer Requested.
- g. Additional Documents.

Remember to click **[Save]** if you make changes on a tab.

GOOD TO KNOW
Company Logo is a premium feature.
You are not required to add a logo to
your account.

The screenshot displays the Ariba Sourcing 'Company Profile' page. At the top, a navigation bar includes 'Ariba Sourcing', 'Test Mode', 'Company Settings', 'Adam Smith', 'Help Center', and 'Logout'. Below this, the 'Company Profile' section has a red box highlighting the tabs: 'Basic (3)', 'Business (2)', 'Marketing (3)', 'Contacts', 'Certifications (1)', 'Customer Requested', and 'Additional Documents'. The 'Basic (3)' tab is active, showing 'Standard Profile Features' with social media links for Facebook, Twitter, and LinkedIn. Below this is a 'Company Description' text area. To the right, a sidebar shows 'Public Profile Completeness' at 33% and a list of profile sections: Short Description, Website, Annual Revenue, Certifications, D-U-N-S Number, Business Type, Industries, Company Description, and Company Logo. The 'Premium Profile Features' section at the bottom includes a 'Company Logo' upload area with a 'Choose File' button and an 'Upload' button. A 'D-U-N-S Number' field is also visible.

4.3 Complete Registration – Profile Visibility

Profile Visibility Settings control how much information you share on the Ariba Network.

- 1 Click **[Profile Visibility Settings]**.
 - 2 Review the sections and make changes as needed.
 - 3 Exit the Profile Visibility Settings **[OK]**.
- Close the Company Profile with **[Close]**.

Participating in an RFI Event

Supplier Quick Reference Guide

September 2018



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.



Dear Lene Test,

Nufarm has invited your company to participate in the following event:
"15112017 - test discovery posting".

The event is set to begin on Tuesday, February 6, 2018 at 11:51 AM, Central European Time.

Use the following username to log in to the event: lctest@supmail.dk.

[Click Here](#) to access the event, then log in with your username and password. You will then have the option to register your user ID with a new or existing Ariba Commerce Cloud account and participate in the 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 the link expires, click Forgot Password on the Ariba Login page to reset your password.

Event relevant specifications, requirements, and documents are available upon accessing the event.

Should you have any questions about this event, contact:

1.1 Getting Started – Review Event Details

Review the Event Details

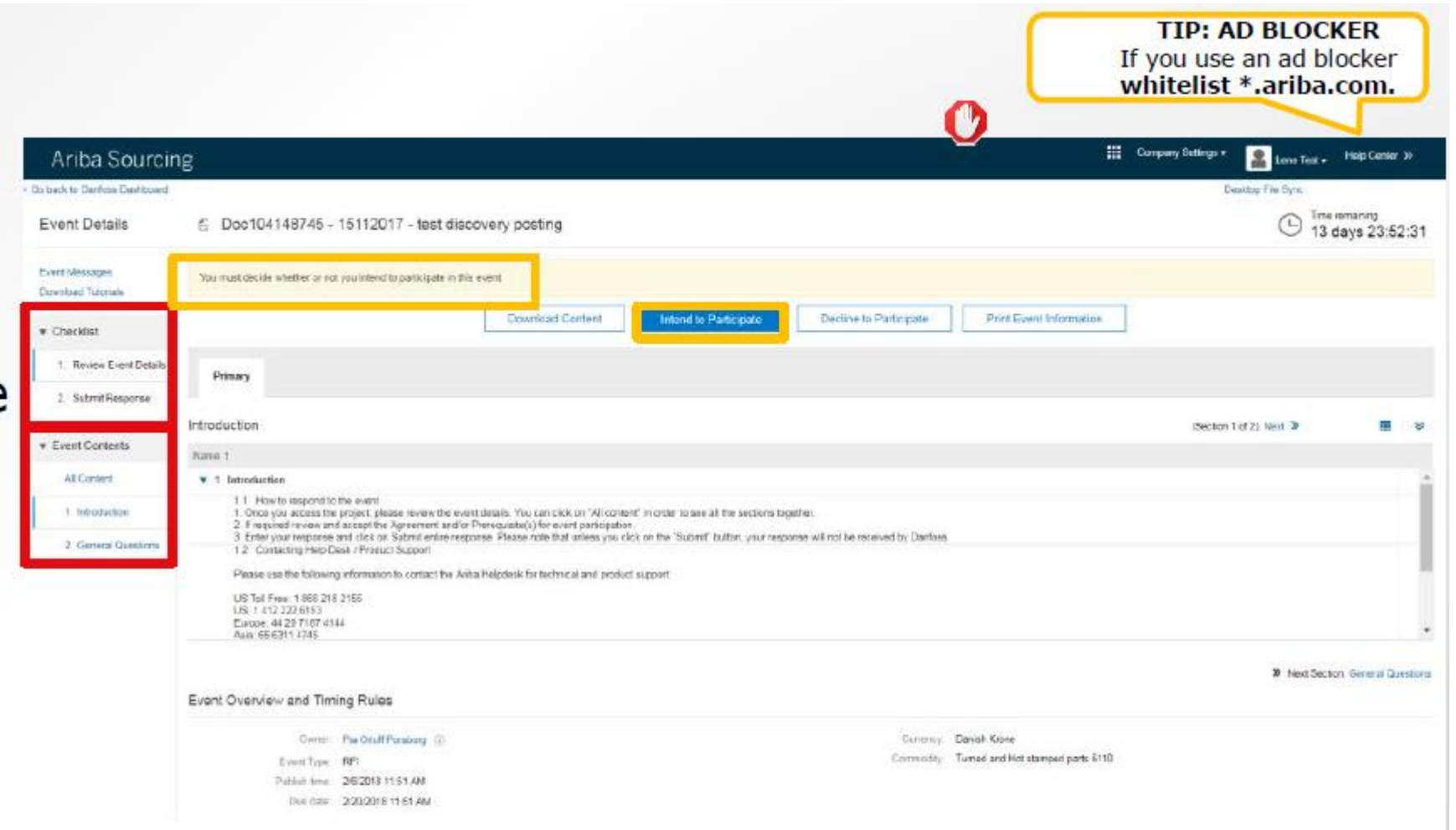
- The checklist takes you through the steps required for participating in the event.

"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.

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 **[Intend to Participate]**.
2. If you do not plan to bid in the event click **[Decline to Participate]**. You will be asked to submit a short comment.

TIP
The countdown clock shows the time remaining.

Time remaining
13 days 23:52:31

1. Review Event Details

Intend to Participate

Decline to Participate

Print Event Information

Introduction

1.1 How to respond to the event

1. Once you access the project, please review the event details. You can click on "All content" in order to see all the sections together.

2. If required review and accept the Agreement and/or Prerequisite(s) for event participation.

3. Enter your response and click on "Submit" button. Please note that unless you click on the "Submit" button, your response will not be received by Darfuss.

1.2 Contacting help Desk / Product Support

Please use the following information to contact the Ariba helpdesk for technical and product support

US Toll Free: 1 866 218 2155
US: 1 412 222 6151
Europe: 44 20 7107 4144
Asia: 65 6311 4745

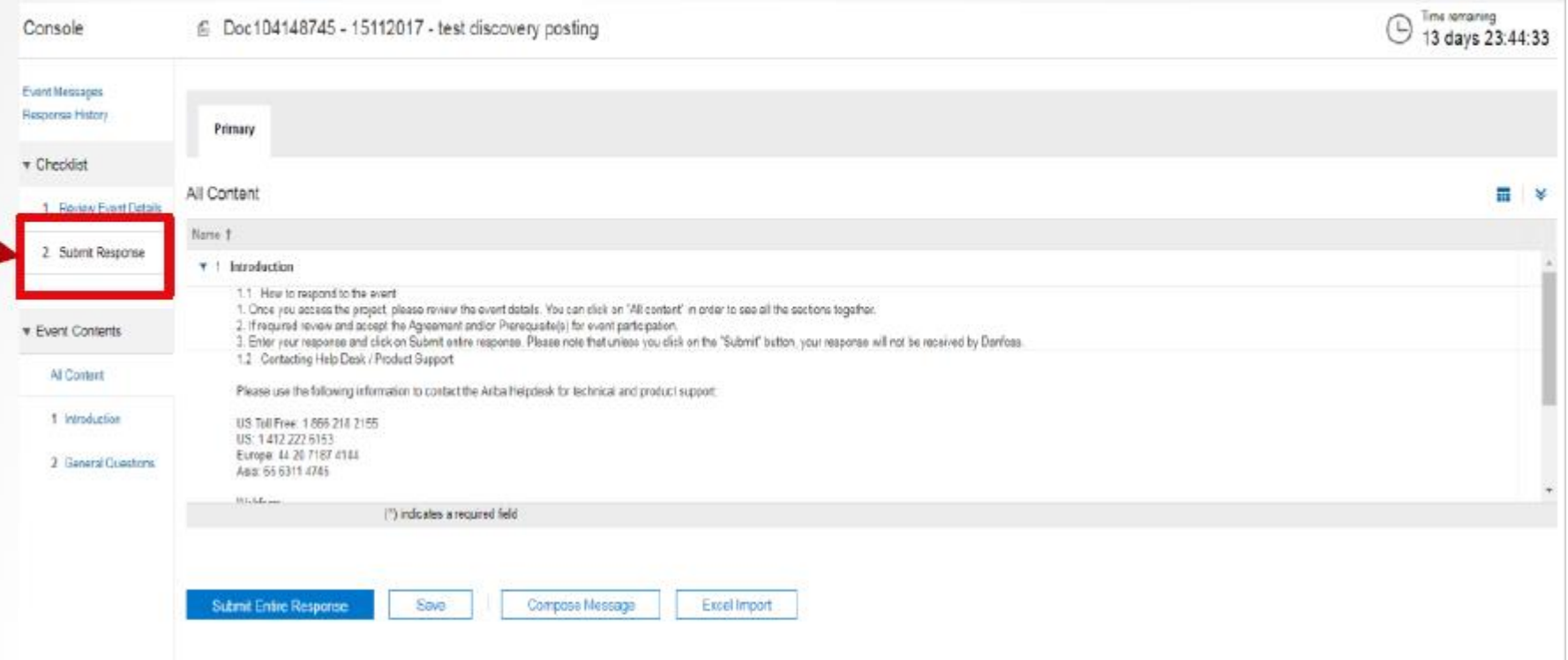
Event Overview and Timing Rules

Owner	Ra. Orlaf Rasmussen	Country	Danish Kione
Event Type	RFI	Commodity	Tunee and Hot stamped parts 6113
Publication	28/02/18 11:51 AM		
Due date	2/03/18 11:51 AM		

3. Submit Response

If you have clicked **[Intend to Participate]** you should be at "2. Submit Response" on the checklist.

- The **Event Contents** show you the structure of the event.
Sections may include questions.
Mandatory fields are marked with *.
- Review all content and add responses as requested.
- Use **[Submit Entire Response]** to submit your answer to the RFI.



The screenshot shows a web application interface for a project titled "Doc104148745 - 15112017 - test discovery posting". The top right corner displays a clock icon and "Time remaining 13 days 23:44:33". On the left sidebar, under the "Checklist" section, "2. Submit Response" is highlighted with a red box and a red arrow pointing to it. Below the checklist, the "Event Contents" section is visible, showing "All Content" and "Introduction". The main content area displays the "Introduction" section, which includes instructions on how to respond to the event, a list of steps (1. Once you access the project, please review the event details... 2. If required review and accept the Agreement and/or Prerequisite(s) for event participation... 3. Enter your response and click on Submit entire response...), and contact information for the Arba helpdesk. At the bottom, there are four buttons: "Submit Entire Response", "Save", "Compose Message", and "Excel Import".

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.

The screenshot displays the Ariba event response interface. At the top, a header bar shows the document ID 'Doc104148745 - 15112017 - test discovery posting' and a 'Time remaining' of '13 days 23:35:22'. Below the header, a green confirmation bar states 'Your response has been submitted. Thank you for participating in the event.' A yellow callout box labeled 'GOOD TO KNOW' points to a red button labeled 'Revise/Alternative Response', with the text 'The box shows that your response has been received by Ariba.' Below the callout, the 'Primary' tab is selected, and the 'All Content' section is visible. The 'All Content' section includes a 'Name' field and a list of sections: '1 Introduction', '1.1 How to respond to the event', '1.2 Contacting Help Desk / Product Support', and '1.3 Submitting your response'. The '1 Introduction' section is expanded, showing instructions on how to respond to the event, including steps for reviewing details, accepting the Agreement, and submitting the response. A 'Compose Message' button is located at the bottom of the 'All Content' section.

Participating in an RFP Event

Supplier Quick Reference Guide

September 2018



1. Getting Started – Event Invite

1. Open invitation email

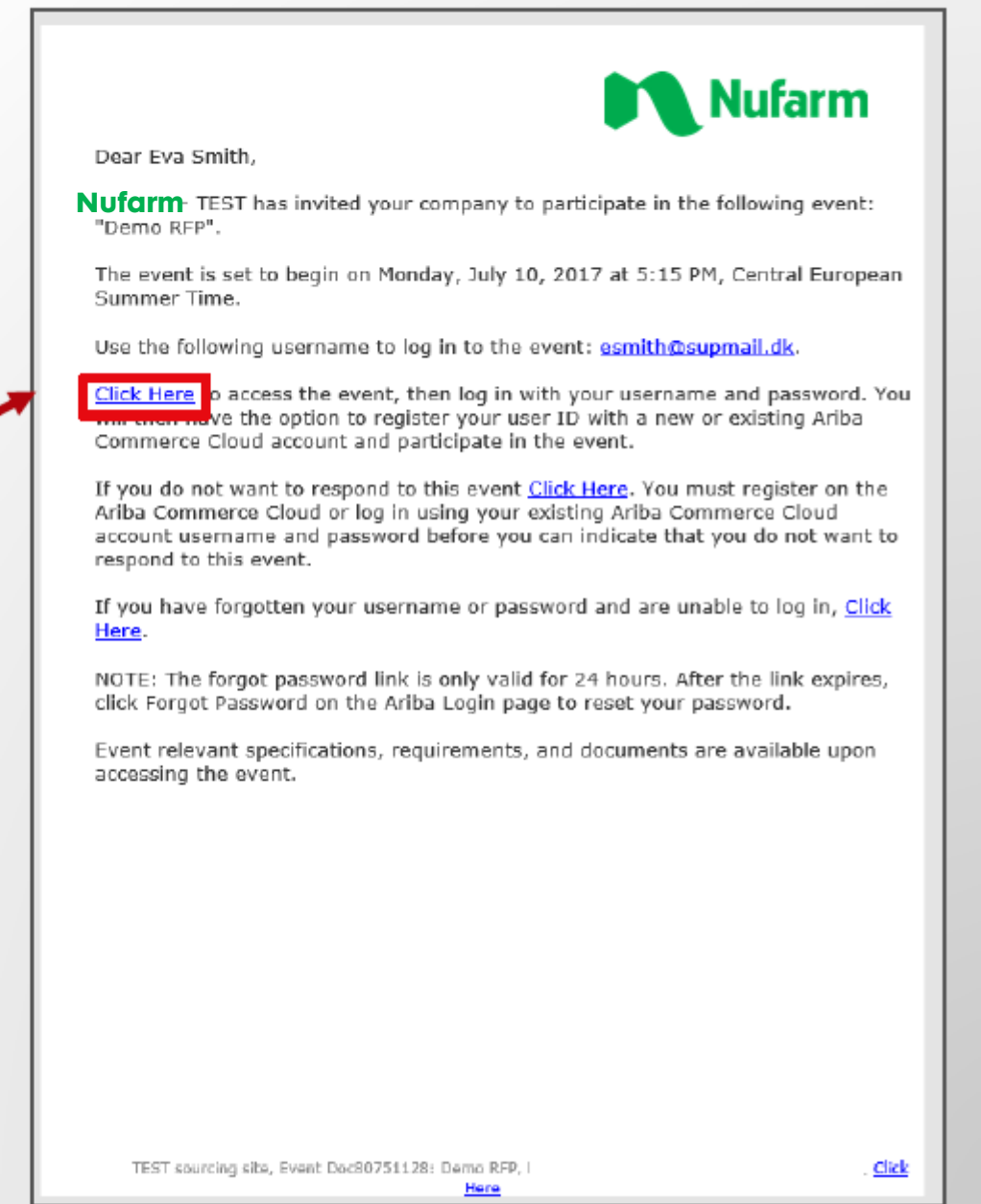
- You will receive an email invitation for the scheduled event.

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:
Select **"Proposals"**:



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

Ariba Sourcing

TEST Dashboard

Event Details Doc80751128 - Demo RFP

Time remaining 13 days 23:54:10

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

3.1 Do you accept this NDA? References

Event Overview and Timing Rules

Owner: Christian Steenberg
Event Type: RFP
Publish time: 7/10/2017 5:15 PM
Due date: 7/24/2017 5:15 PM
Currency: European Union Euro
Commodity: Pressed parts 6090

Bidding Rules

Currency Rules

Allow participants to select bidding currency: Yes

This section provides you guidance on what to do next

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' (Doc80751128). The sidebar on the left contains a 'Checklist' section with three items: '1. Review Event Details' (highlighted with a red box), '2. Review and Accept Prerequisites', and '3. Submit Response'. A red arrow points from the text 'Checklist step “1. Review Event Details” provides you with two options:' to the '1. Review Event Details' item. The main content area displays a yellow warning box with the text: '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.' Below this box are four buttons: 'Download Content', 'Review Prerequisites' (highlighted with a red box), 'Decline to Respond' (highlighted with a red box), and 'Print Event Information'. In the top right corner, a 'Time remaining' clock shows '13 days 23:54:10'. A yellow callout box with the text 'TIP The countdown clock shows the time remaining.' points to the clock. The main content area also includes sections for 'Non Disclosure Agreement', 'Event Overview and Timing Rules', 'Bidding Rules', 'Currency Rules', and 'Exchange Rates'.

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.

Ariba Sourcing

TEST Mode Company Settings Eva Smith Help Center >>

TEST Dashboard Desktop File Sync

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 ↑
▼ 3 Non Disclosure Agreement
3.1 Do you accept this NDA? ⓘ References▼
(*) indicates a required field

* Yes ▼

OK Cancel

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.

Ariba Sourcing

TEST Dashboard

Doc80751128 - Demo RFP

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

Select event bidding currency: European Union Euro [View Exchange Rates](#)

☐ Use a different currency for different lots

Select Lots [Select Using Excel](#)

Lots Available for Bidding

Name	ID
4.1 Lot A	4.1.1 111A222
	4.1.2 333B444
4.2 Lot B	4.2.1 555C666

Submit Selected Lots

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.

Ariba Sourcing
TEST Dashboard
Console Doc80751128 - Demo RFP
Company Settings Eva Smith Help Center
Desktop File Sync
Time remaining 13 days 23:13:22

Your response to the prerequisites has been submitted.

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 ↑	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?	Yes			
References				
▼ 4 Pricing			€564.00 EUR	€564.00 EUR
▼ 4.1 Lot A			€504.00 EUR Fxv	€504.00 EUR Fxv
4.1.1 111A222	* €4.00 EUR	1 Piece	€4.00 EUR Fxv	€4.00 EUR Fxv
4.1.2 333B444	* €5.00 EUR	100 Piece	€500.00 EUR Fxv	€500.00 EUR Fxv
▼ 4.2 Lot B			€60.00 EUR	€60.00 EUR

(*) 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.

The screenshot displays the Ariba Sourcing 'TEST Dashboard' for a 'Demo RFP' (Doc80751128). A yellow banner at the top states: 'You have submitted a response for this event. Thank you for participating.' Below this, a blue button labeled 'Revise Response' is highlighted with a red rectangle. A yellow callout box with the text 'GOOD TO KNOW' points to the banner, stating: 'The box shows that your response has been received by Ariba.' The left sidebar contains a 'Checklist' with four items: '1. Review Event Details', '2. Review and Accept Prerequisites', '3. Select Lots', and '4. Submit Response'. Below the checklist is the 'Event Contents' section, which includes a table of contents with four items: '1 Introduction', '2 Commercial Terms', '3 Non Disclosure Agreement', and '4 Pricing'. The main content area shows the 'All Content' section with a table of items. The table has columns for 'Name', 'Unit price', 'Quantity', 'Extended Price', and 'Total Cost'. The items are: '1 Introduction', '2 Commercial Terms' (with sub-items '2.1 Standard Payment Term is Current Month + 90 days.' and '2.2 Standard Delivery Term is DDP'), '3 Non Disclosure Agreement' (with sub-item '3.1 Do you accept this NDA? Yes'), and '4 Pricing' (with sub-items '4.1 Lot A' and '4.1.1 111A222', '4.1.2 333B444'). A 'Compose Message' button is located at the bottom of the table.

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? Yes	Yes			
4 Pricing			€564.00 EUR	€564.00 EUR
4.1 Lot A			€504.00 EUR Fxv	€504.00 EUR Fxv
4.1.1 111A222	€4.00 EUR	1 Piece	€4.00 EUR Fxv	€4.00 EUR Fxv
4.1.2 333B444	€5.00 EUR	100 Piece	€500.00 EUR Fxv	€500.00 EUR Fxv
4.1.3 333B444	€5.00 EUR	100 Piece	€500.00 EUR Fxv	€500.00 EUR Fxv

4. Large Events – 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.

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

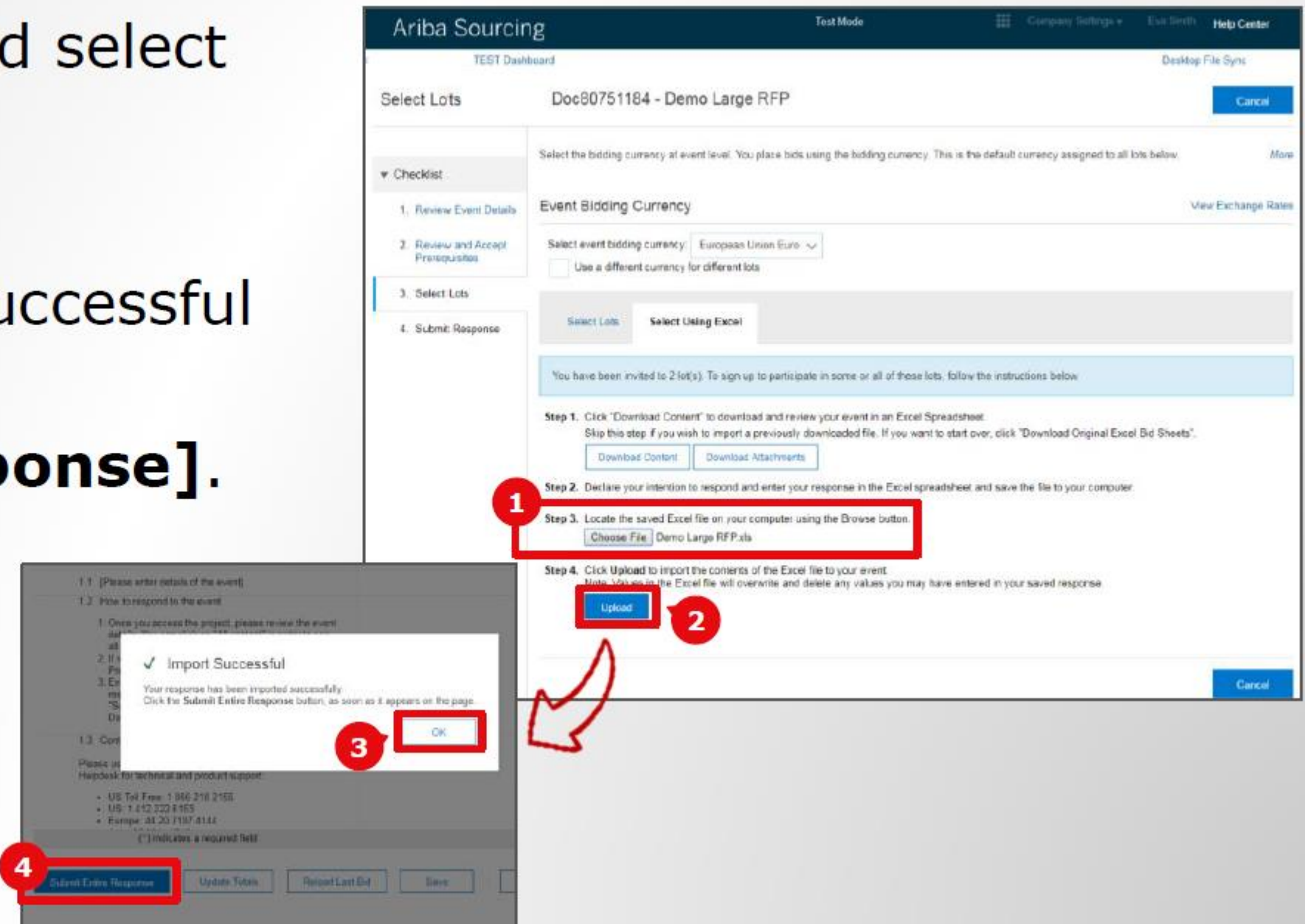
Intend To Respond Instructions | Submit Response Instructions | 1 Introduction | 2 Commercial Terms | 3 Non Disclosure Agreement | 4 Pricing

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 Non Disclosure Agreement | 4 Pricing

4.2 Large Events – Upload Excel file

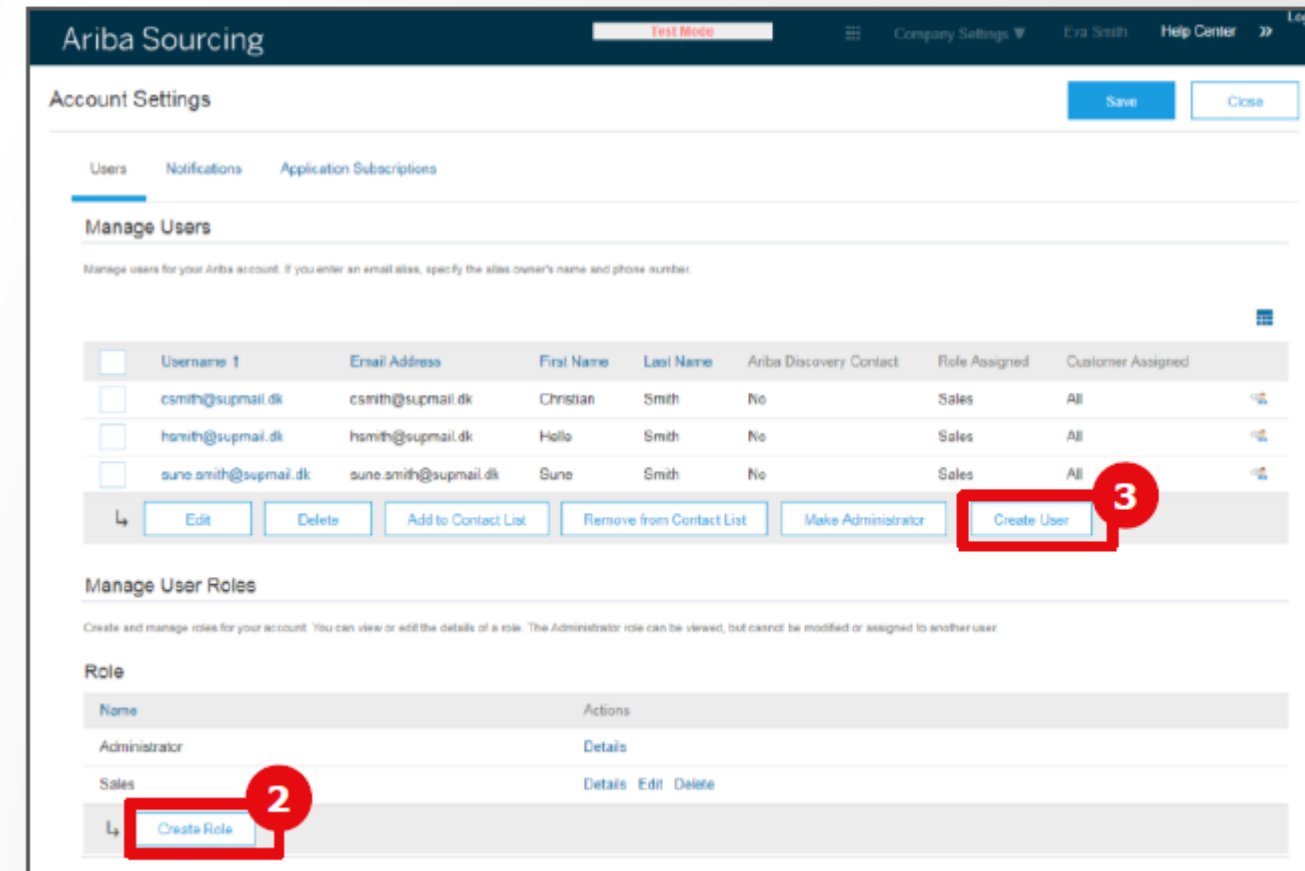
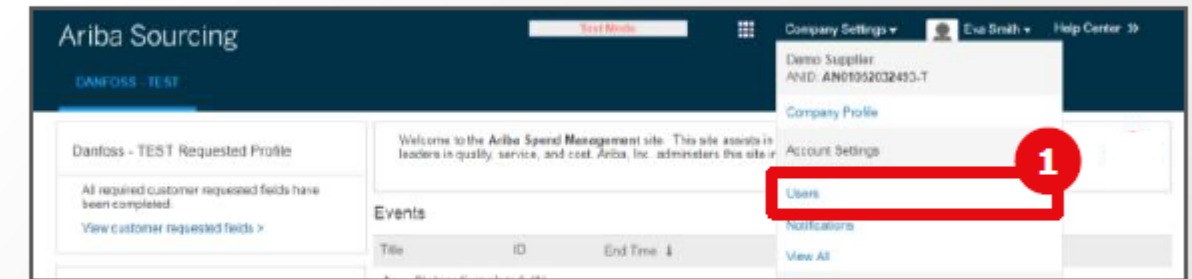
- 1 Follow "Step 3." in Ariba and select the excel file.
- 2 Click **[Upload]**.
- 3 Click **[OK]** in the Import Successful dialog box.
- 4 Click **[Submit Entire Response]**.



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 in 'Test Mode'. The 'Create User' form is displayed with the following sections and annotations:

- Header:** Ariba Sourcing, Test Mode, Company Settings, Eva Smith, Help Center, Logout.
- Create User:** A sub-header with a description: 'Create a new user account and assign a role and if needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user account. The account information entered here will not be modifiable after you click Done. However, you can modify role assignments at any time.'
- New User Information:**
 - Username:** mday@supmail.dk (Annotation 1 points to this field)
 - 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
- Role Assignment:**

Name	Description
<input checked="" type="checkbox"/> Sales	

(Annotation 2 points to the 'Sales' checkbox)
- Customer Assignment:**

Assign to Customer: ☒ All Customers ☐ Select Customers
- Buttons:** Done (Annotation 3 points to this button), Cancel

5.2 Response Teams – Add User to Event

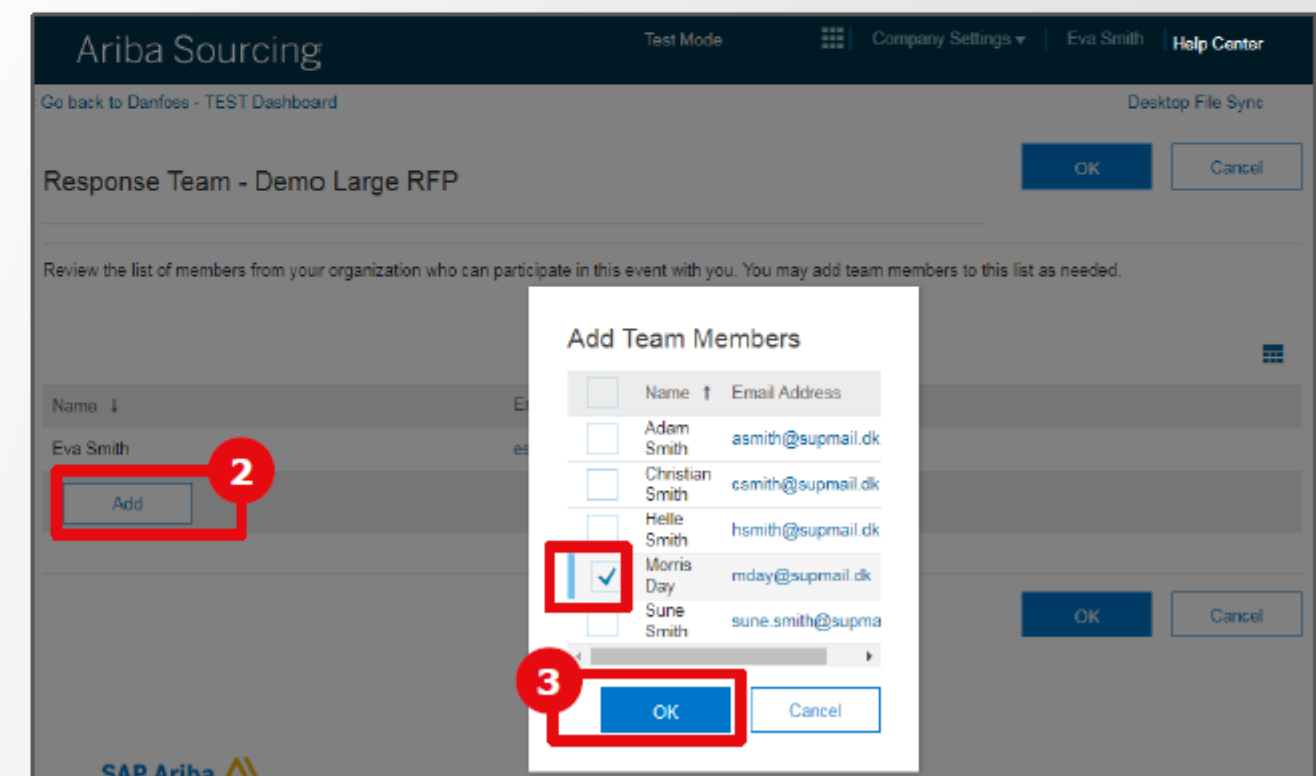
Go back into the Event.

- 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.



Thank you

“It takes change to make change.”