



Dragon Oil SAP Transformation
SAP Ariba Supplier Onboarding and Bidding Guide
October 2020

Document Log



Document Information

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Version	Date	Additions/Modifications	Prepared/Revised by
01	16 th October 2020	Initial Draft	Asja Bahor
02	30 th October 2020	Revisions made	Alain Castellanos
03	12 th November 2020	Revision – Completing Modular Questionnaire added	Asja Bahor



Purpose

This document will provide you with an step-by-step guide for Onboarding and Bidding in SAP Ariba online Events.



Audience

Dragon Oil Suppliers



Course Prerequisites

No Prerequisites



Duration

This guide takes approximately 1 hour

Agenda Items	Duration
Glossary of Terms	5 min
Lesson 1: Create Supplier Account	10 min
Lesson 2: Complete DO Supplier Registration	10 min
Lesson 3: Complete DO Supplier Qualification	10 min
Lesson 4: Complete DO Modular Questionnaire	5 min
Lesson 5: Participate in Online Bidding Event	15 min
Lesson 6: Participate in Physical Bidding Event	5 min
Lesson 7: Contact the Event Owner	5 min
Lesson 8: Attach documents	2 min
Lesson 9: SAP Ariba Help and Support	5 min

Glossary of Terms

The following includes key terms and definitions used in this course:

Term	Definition
ANID	The Ariba Network ID is a unique identifier for a buyer or supplier. The term is also referred to as Network ID in some CSV files and was formerly called Ariba Supplier Network (SN) ID. Suppliers and buyers both have ANIDs.
Ariba Network	Ariba Network gives companies a comprehensive, shared business solution that automates and streamlines multiple business processes, from trading partner discovery to transaction management to financial settlement.
Line Item	A specific named product or service on a transactional business document (such as a purchase order, expense report, or invoice). Business documents can have multiple line items and each line item is for a specific named quantity or amount..
Lot	In a sourcing event, a lot is a group of one or more line items. The price of a lot is the combined total of all the items in the lot.
Registered supplier	A supplier with an approved supplier registration project.
AN registration	The process by which a supplier creates an account on Ariba Network.
DO registration	A method for collecting detailed profile information about a supplier using a supplier registration project with questionnaires and approval flows that results in a registration status. The Registration area of a supplier's profile shows their registration activities.
Sourcing Event	The bidding document (RFI, RFP, Auction) that serves as a foundation for all supplier responses / proposals.



01

Create Supplier Account

Lesson 1: Create Supplier Account

Open the E-mail registration invite you have received from Dragon Oil.

Dragon Oil Sourcing - TEST

Register as a supplier with Dragon Oil Sourcing - TEST

Hello!

Asja Bahor has invited you to register to become a supplier with Dragon Oil Sourcing - TEST. Start by creating an account with Ariba Network. It's free.

Dragon Oil Sourcing - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Supplier ABC a.s. already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now

1

You are receiving this email because your customer, Dragon Oil Sourcing - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Dragon Oil Sourcing - TEST.

- 1 Open the email and open the **Click Here** hyperlink

Lesson 1: Create Supplier Account

The hyperlink will lead you to SAP Ariba Network/Commerce Cloud page.

Have a question? [Click here to see a Quick Start guide.](#) **3**

Sign up as a supplier with **Dragon Oil Sourcing - TEST** on SAP Ariba.

Dragon Oil Sourcing - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Dragon Oil Sourcing - TEST. **Sign up** **1**

Already have an account? **Log in** **2**

About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

- 1** If you don't have your SAP Ariba Network Account yet, click on the **Sign Up** button to start new registration.
- 2** If you already have your SAP Ariba Network Account created, click on **Log In** button and enter your User ID and password.
- 3** In case of any questions or help needed, please view the **Quick Start Guide** first.

Lesson 1: Create Supplier Account

Follow the steps in the registration screen and complete all mandatory fields.

Company information

* Indicates a required field

Company Name: *

Country/Region: * 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.

Address: *

Postal Code: *

City: *

State: [Tell us more about your business](#)

Product and Service Categories: * -or- [Browse](#)

Ship-to or Service Locations: * -or- [Browse](#)

Tax ID: Enter your Company Tax ID number.

Vat ID: Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration. By clicking the Create account and continue button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

I have read and agree to the [Terms of Use](#)
 I have read and agree to the [SAP Ariba Privacy Statement](#)

- 1
 Verify your **Company Information** and make changes, if needed. Complete all mandatory fields.
- 2
 View and **accept** Terms of Use and SAP Ariba Privacz Statement.
- 3
 When ready, click on **Create Account and Continue.**

Lesson 1: Create Supplier Account

In case there are existing accounts, whose Information match to some extent with yours, a message for Duplicate check will appear on you screen.

ⓘ Potential existing accounts

We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.

Review accounts

Review duplicate Account

We noticed that your company may already register an Ariba Network account, please review the match results below, then:

- You can log in the account you are associated with
- Or, you can view the profile and contact the account administrator from there
- Or, if there is no match, you can [Continue Account Creation](#) and we will progress your registration
- Or, you can [Go back to previous page](#)

Shoda založená na

NÁZEV SPOLEČNOSTI	E-MAILOVÁ ADRESA	ČÍSLO DUNS	DIČ	ADRESA
Supplier ABC a.s.	abahor@deloittece.com			Dlouhá 923/5 Prague Hlavní Město Praha, Czech Republic 110 00

Počet nalezených výsledků: 20 | [Hledat další](#)

NÁZEV DODAVATELE	ZEMĚ	REGION	DUNS	ANID DODAVATELE	AKCE
No company name ltd.	CZE	-	-	AN01401297958	...
DELOITTE ADVISORY S.R.O. (PRAGUE8)	CZE	-	-	AN01438196627	...

- 1 Click on **Review Accounts** to find out more.
- 2 The list of possible duplicate will appear at the bottom. Review the list of suggested accounts. In case none of them is a duplicate, **Continue Account Creation.**
- 3 In case you found already existing profile for your Company, click on the **three dots** next to the specific listing and view the profile.

Lesson 1: Create Supplier Account

You will receive an E-mail confirming your registration is complete.

Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for Supplier ABC a.s. is now complete.

Your organization's account ID: **AN01582710472-T**

Your username: supplierabc@deloittece.com

1

As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyer relationships.

Ariba On Demand Sourcing buyers might request that you complete additional profile information as part of their Supplier Profile Questionnaire. When you access customer requested fields for a specific buyer, you will see a pop-up page with that buyer's name; that page contains the buyer's customer requested fields.

You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. If account administration is not part of your job responsibility, you can transfer the administrator role at any time to another person in your organization whose responsibilities are more in line with account administration.

1

Please save your **ANID (Ariba Network ID)** and your **username**. It may be useful in the future.



02

Complete DO Supplier Registration

Lesson 2: Complete DO Supplier Registration


When logged in your Supplier account, navigate to Ariba Proposals and Questionnaires screen.

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier registration questionnaire	Doc160960855	10/26/2020 9:07 AM	Invited

1

Doc160960855 - Supplier registration questionnaire

 Time remaining
9 days 23:24:49

2

- 1 Under the Registration Questionnaires section, you will see the **Supplier Registration Questionnaire** document with status **Invited**. Click on the document name.
- 2 Please note you have 10 days to complete the Questionnaire, the **remaining time** is visible in the top right corner.

Lesson 2: Complete DO Supplier Registration

Provide Address & Contact Information

Console Doc163412380 - Supplier registration questionnaire Time remaining 9 days 23:56:22

Event Messages
Event Details
Response History
Response Team

Event Contents

- All Content
- 1 Address
- 2 Contact Information
- 3 P.O. Box
- 4 Tax Details
- 5 General
- 6 Banking Details
- 7 Banking Letter

All Content

1 Address

1.1 Company Address

Street: Dubai

City: * Dubai

State/Province/Region: * Dubai

Postal Code: 31311

Country/Region: * United Arab Emirates

2 Contact Information

2.1 First Name * Ahmed

2.2 Last Name * Ahmed

2.3 Email * gkhan@dragonoil.com

2.4 Phone Number * +9714999999

2.5 Fax Number

2.6 Supplier's Website (URL)

1 Enter Company Address including Postal Code

2 Enter Contact Information

3

Lesson 2: Complete DO Supplier Registration

Enter P.O Box, Tax Details & General Information

All Content	
Name ↑	
▼ 3 P.O. Box	
3.1 P.O. Box Number	<input type="text" value="1111"/>
3.2 P.O. Box Postal Code	<input type="text" value="31311"/> 1
3.3 P.O. Box City	<input type="text" value="Dubai"/>
▼ 4 Tax Details	
4.1 VAT Number	* <input type="text" value="232323323223"/> 2
▼ 5 General	
5.1 Purchase Order Language	* EN ▾
5.2 Company Profile (Please attach PDF file, if available)	* <input type="text" value="Company Profile"/> 3
5.3 Chamber of Commerce Code	<input type="text"/>

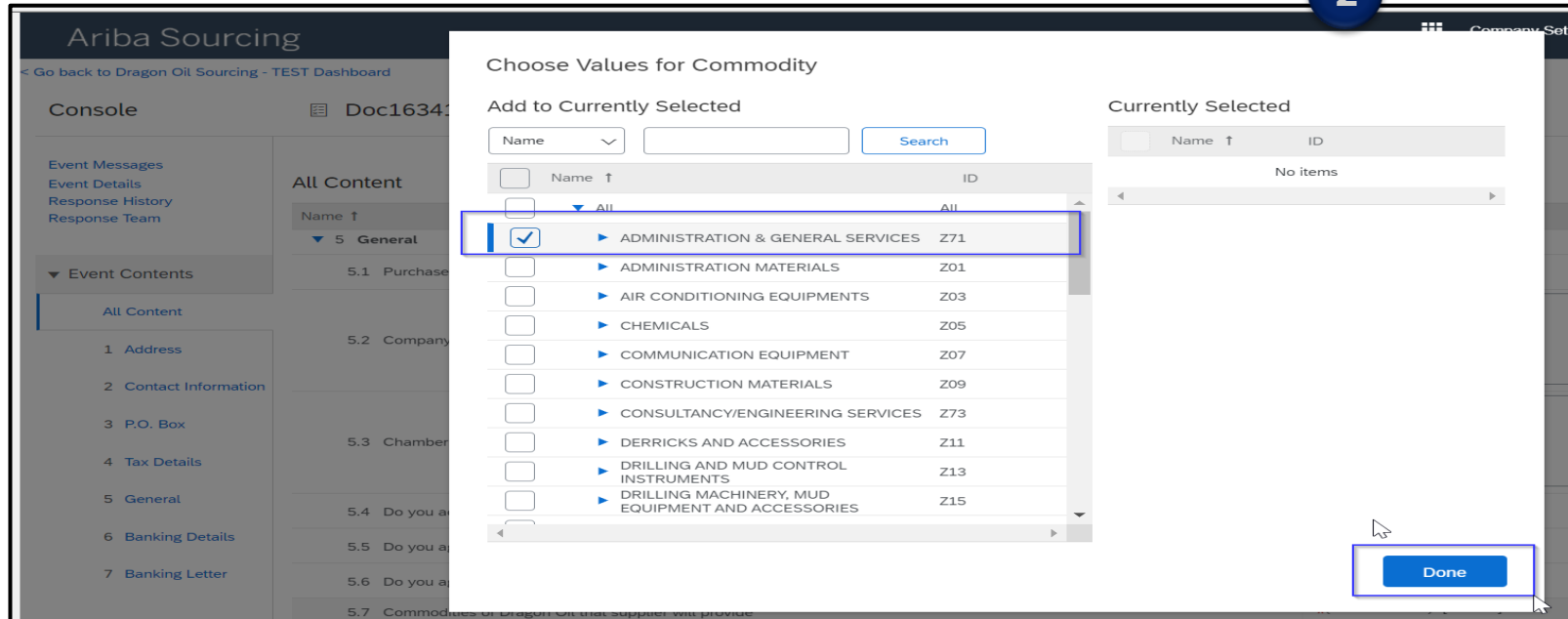
- 1** Enter P.O Box Number
- 2** Enter P.O Postal Code
- 3** Enter General Data

Lesson 2: Complete DO Supplier Registration

Select Dragon Oil Commodity Code for which your organization supply or provide service

5 General	5.4 Do you adhere to the supplier code of conduct? References v	* Yes v	1
6 Banking Details	5.5 Do you agree to follow the Dragon Oil IMS Policy? References v	* Yes v	
7 Banking Letter	5.6 Do you agree to acknowledge the vendor declaration document? References v	* Yes v	

5.7 Commodities of Dragon Oil that supplier will provide	*(select a value) [select]
5.8 Regions of Dragon Oil that supplier will provide	*(select a value) [select]



Choose Values for Commodity

Add to Currently Selected

Name v [] Search

Name ↑	ID
All	All
<input checked="" type="checkbox"/> ADMINISTRATION & GENERAL SERVICES	Z71
<input type="checkbox"/> ADMINISTRATION MATERIALS	Z01
<input type="checkbox"/> AIR CONDITIONING EQUIPMENTS	Z03
<input type="checkbox"/> CHEMICALS	Z05
<input type="checkbox"/> COMMUNICATION EQUIPMENT	Z07
<input type="checkbox"/> CONSTRUCTION MATERIALS	Z09
<input type="checkbox"/> CONSULTANCY/ENGINEERING SERVICES	Z73
<input type="checkbox"/> DERRICKS AND ACCESSORIES	Z11
<input type="checkbox"/> DRILLING AND MUD CONTROL INSTRUMENTS	Z13
<input type="checkbox"/> DRILLING MACHINERY, MUD EQUIPMENT AND ACCESSORIES	Z15

Currently Selected

Name ↑ ID

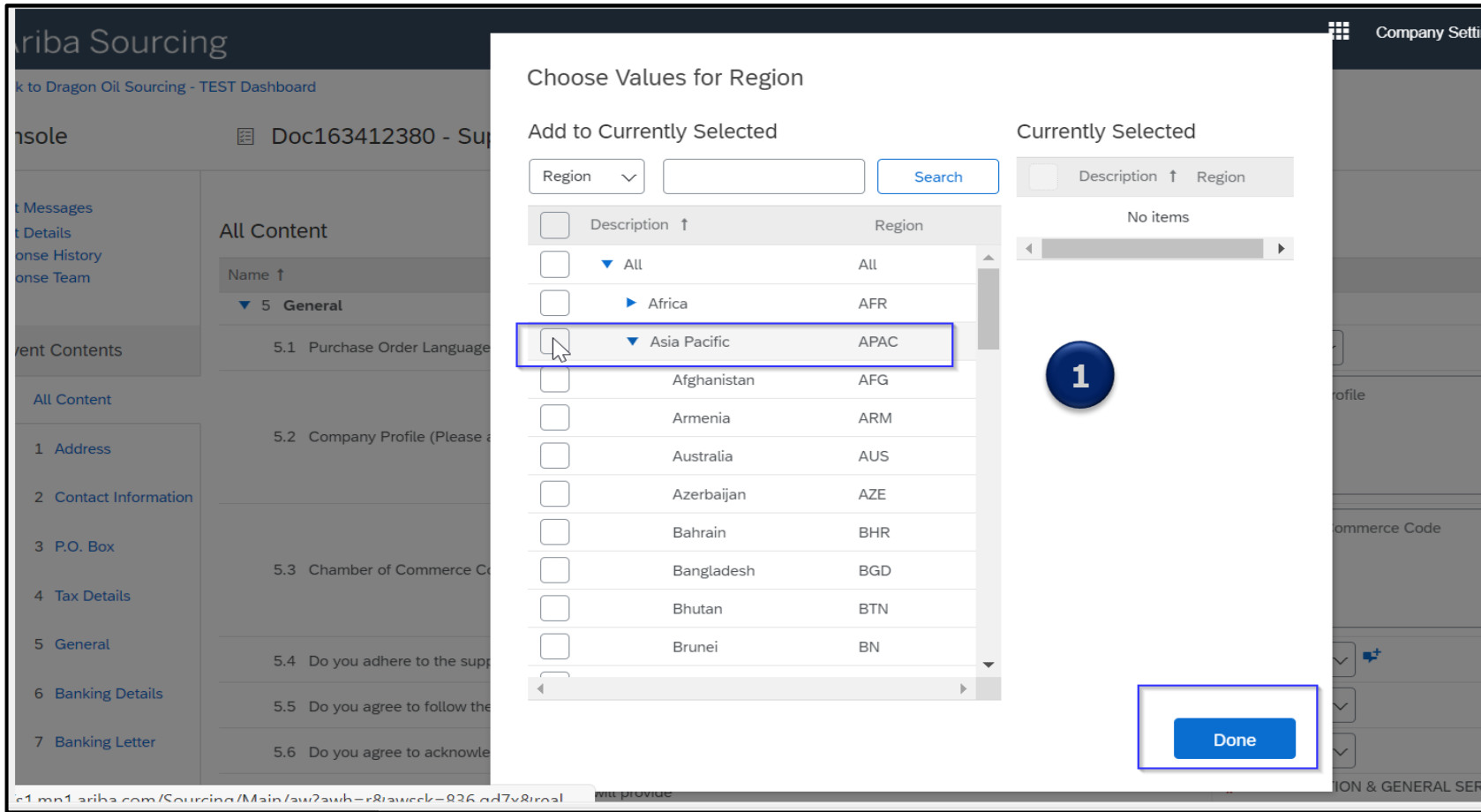
No items

Done

- 1** Select "Yes" for
 - Code of Conduct
 - IMS Policy
 - Declaration Document
- 2** Enter Select DO Commodity Code

Lesson 2: Complete DO Supplier Registration

Select Dragon Oil Region Code



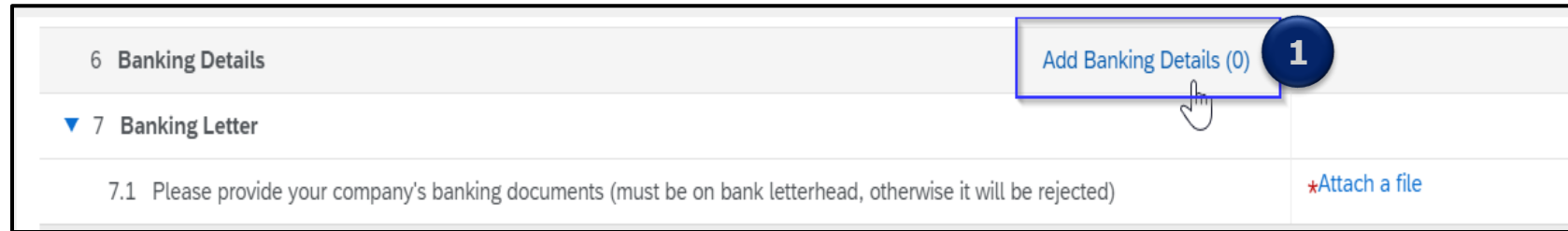
The screenshot shows a 'Choose Values for Region' dialog box. It has two main sections: 'Add to Currently Selected' and 'Currently Selected'. The 'Add to Currently Selected' section contains a search bar and a table of regions. The 'Currently Selected' section is currently empty, showing 'No items'. A blue circle with the number '1' is overlaid on the 'Asia Pacific' row in the table. A blue box highlights the 'Done' button at the bottom right of the dialog.

Description ↑	Region
<input type="checkbox"/> All	All
<input type="checkbox"/> Africa	AFR
<input checked="" type="checkbox"/> Asia Pacific	APAC
<input type="checkbox"/> Afghanistan	AFG
<input type="checkbox"/> Armenia	ARM
<input type="checkbox"/> Australia	AUS
<input type="checkbox"/> Azerbaijan	AZE
<input type="checkbox"/> Bahrain	BHR
<input type="checkbox"/> Bangladesh	BGD
<input type="checkbox"/> Bhutan	BTN
<input type="checkbox"/> Brunei	BN

1 Select Dragon Oil Region

Lesson 2: Complete DO Supplier Registration

Provide Bank Information



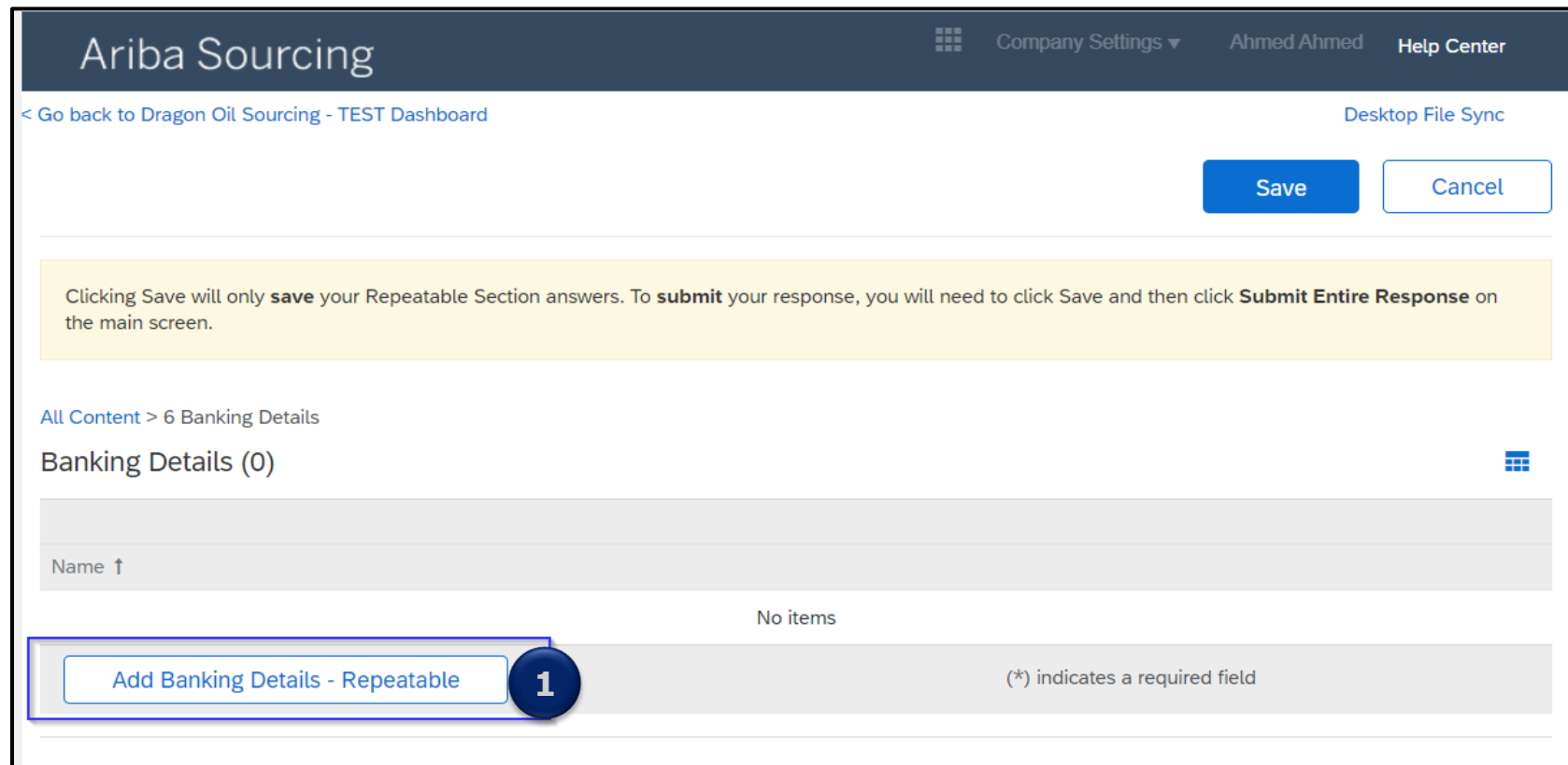
6 Banking Details [Add Banking Details \(0\)](#) 1

▼ 7 Banking Letter

7.1 Please provide your company's banking documents (must be on bank letterhead, otherwise it will be rejected) [*Attach a file](#)

1 Click on **Add Banking Details**

2 Click on **Add Banking Repeatabe**



Ariba Sourcing Company Settings ▼ Ahmed Ahmed Help Center

< Go back to Dragon Oil Sourcing - TEST Dashboard Desktop File Sync

Save Cancel

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 6 Banking Details

Banking Details (0)

Name ↑
No items

[Add Banking Details - Repeatabe](#) 1 (*) indicates a required field

Lesson 2: Complete DO Supplier Registration

Provide Bank Information

Name ↑

Country:

Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:


Bank Key/ABA Routing Number:

Account Number:

IBAN Number:

SWIFT Code:

Bank Control Key:

Please provide your banking details 
[References](#) ↓

**Bank Key must have Total of 11 Characters, which must be SWIFT Code + XXX
Eg : MEBLAEADXXX**

IBAN must be as per country specific without space

[Add an additional Banking Details - Repeatable](#)

(*) indicates a required field

1 Enter Bank Information as required, including SWIFT Code

2 Enter Bank Key / ABA Routing Number. Bank Key must have 11 Characters. Which should be SWIFT Code with XXX.

Example:
 SWIFT CODE : **MEBLAEAD**
 Bank Key : **MEBLAEADXXX**

3 Enter Bank Account Number

4 Enter IBAN Number. **IBAN must be 23 Characters begin with country code for UAE.**

Example : **AE070331234567890123456**

Lesson 2: Complete DO Supplier Registration

Provide Bank Information

[< Go back to Dragon Oil Sourcing - TEST Dashboard](#) Desktop File Sync

1 Save Cancel

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

[All Content](#) > [6 Banking Details](#)

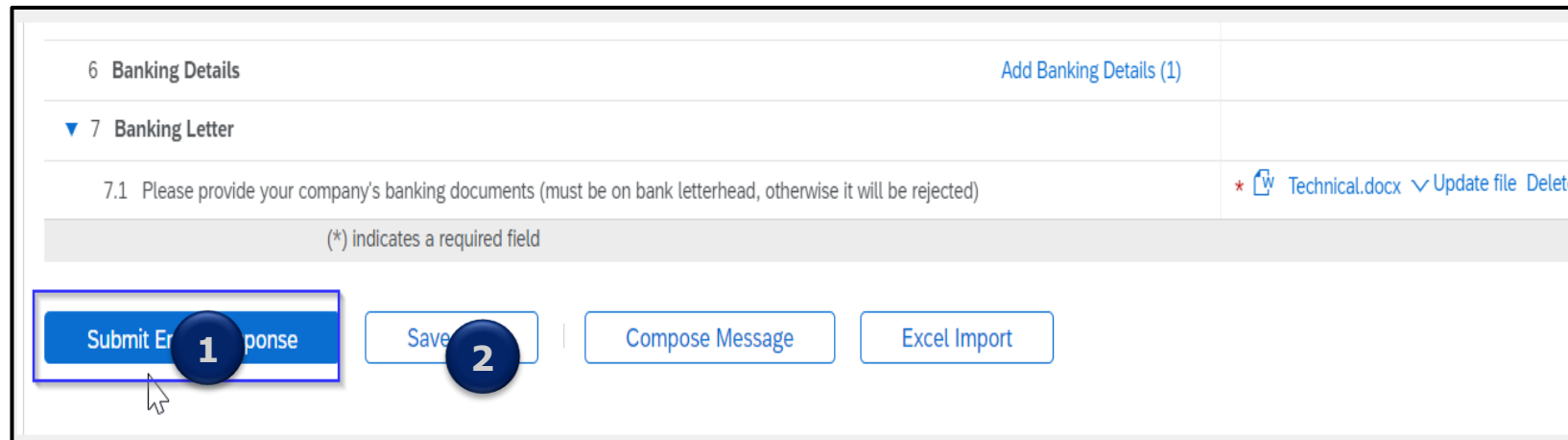
Banking Details (1)

Name ↑	
▼ Banking Details - Repeatable #1	Delete
*	Bank Type: <input type="text" value="Domestic"/>
	Country: <input type="text" value="United Arab Emirates"/>

1 After providing all required bank information **SAVE**


Lesson 2: Complete DO Supplier Registration

When logged in your Supplier account, navigate to Ariba Proposals and Questionnaires screen.



6 Banking Details [Add Banking Details \(1\)](#)

▼ 7 Banking Letter

7.1 Please provide your company's banking documents (must be on bank letterhead, otherwise it will be rejected) *  Technical.docx [Update file](#) [Delete](#)

(*) indicates a required field

Submit Entire Response 1 | Save Draft 2 | Compose Message | Excel Import

- 1 Verify the details in the questionnaire and populate all mandatory fields. When ready, click on **Submit Entire Response**.
- 2 You can also **Save draft** for later, **Compose Message** to DragonOil or use **Excel Import** for your responses.

Lesson 2: Complete DO Supplier Registration

Navigate back to Ariba Proposals and Questionnaires screen.

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Completed (1)			
Supplier registration questionnaire	Doc160960855	10/16/2020 10:52 AM	Pending Approval

1 Once you submit your questionnaire, you can see in the main page that the status has changed to **Pending Approval**.

Dragon Oil will review your answers and do one of the following actions:

- Approve – the status will change to **Registered**
- Deny – the status will change to **Registration Denied**
- Request more information – the status will change to **Pending Resubmission**




03


Complete DO Modular Questionnaire


Lesson 3: Complete DO Modular Questionnaire

When logged in your Supplier account, navigate to Ariba Proposals and Questionnaires screen, then go to Questionnaires section.

Questionnaires 

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (1)					
Category Qualification Statement	Doc162001501	12/5/2020 11:01 AM	(no value)	(no value)	NotResponded

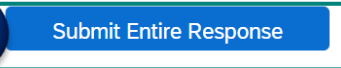
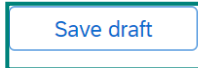
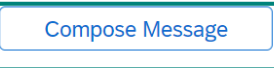
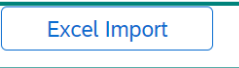
Doc162001501 - Category Qualification Statement  Time remaining 23 days 03:56:03

All Content 

Name ↑

1 Select all relevant commodity groups your company is able to supply to Dragon Oil. *CHEMICALS [select]

(* indicates a required field)

- 1 Under the Questionnaires section, you will see the **applicable questionnaire(s)** document(s) with status **Not Responded**. Click on the document name.
- 2 Provide responses for the question(s) in the questionnaire. When ready, click on **Submit Entire Response**.
- 3 You can also **Save draft** for later, **Compose Message** to DragonOil or use **Excel Import** for your responses.
- 4 Please note the time you have to complete the Questionnaire, the **remaining time** is visible in the top right corner.

Lesson 3: Complete DO Modular Questionnaire

Navigate back to Ariba Proposals and Questionnaires screen, then go to Questionnaires section.

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (1)					
Category Qualification Statement	Doc162001501	11/12/2020 7:09 AM	(no value)	A	PendingApproval

- 1 Once you submit your questionnaire, you can see in the main page that the status has changed to **Pending Approval**.



04

Complete DO Supplier Qualification

Lesson 3: Complete DO Supplier Qualification

When logged in your Supplier account, navigate to Ariba Proposals and Questionnaires screen, then go to Qualification Questionnaires section.

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (1)					
Purchasing Vendors Questionnaire	Doc161802263	12/29/2020 10:28 AM	CONTROL VALVES Z49-54	MEX Mexico	Qualification Started

1

Doc161802263 - Purchasing Vendors Questionnaire

4

Time remaining
59 days 23:57:10

All Content

Name ↑	
▼ 1 Supplier Information	
1.1 Please provide and/or attach details regarding your company profile	<input type="text"/>
1.2 Valid Trade License / Business Registration Certificate	*Attach a file
1.3 Please attach a bank letter from your company's bank (on bank letterhead) with complete bank account details for validation purposes.	*Attach a file
1.4 Please attach your company's latest audited financials for 3 years. This must be stamped, signed, and in the English language, otherwise it will be rejected.	*Attach a file
1.5 Please attach your company's ISO or any quality accreditation certifications	<input type="text"/>
1.6 Are you a Gulf cooperation council supplier?	* Unspecified

2

3

(* indicates a requirement)

Submit Entire Response

Save draft

Compose Message

Excel Import

1

Under the Qualification Questionnaires section, you will see the **applicable qualification questionnaire(s)** document(s) with status **Qualification Started**. Click on the document name.

2

Verify the details in the questionnaire and populate all mandatory fields. When ready, click on **Submit Entire Response**.

3

You can also **Save draft** for later, **Compose Message** to DragonOil or use **Excel Import** for your responses.

4

Please note you have 14 days to complete the Questionnaire, the **remaining time** is visible in the top right corner.

Lesson 3: Complete DO Supplier Qualification

Navigate back to Ariba Proposals and Questionnaires screen, then go to Qualification Questionnaires section.

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (1)					
Purchasing Vendors Questionnaire	Doc161802263	12/29/2020 10:28 AM	CONTROL VALVES Z49-54	MEX Mexico	In Qualification

1 Once you submit your questionnaire, you can see in the main page that the status has changed to **In Qualification**.

Dragon Oil will review your answers and do one of the following actions:

- Approve – the status will change to **Qualified**
- Deny – the status will change to **Qualification Denied**
- Request more information – the status will change to **Pending Resubmission**



05

Participate in Online Bidding Event

Lesson 4: Participate in Online Bidding Event

Open the E-mail invite to the Bidding Event you have received from Dragon Oil.

Dragon Oil Sourcing - TEST

Dragon Oil Sourcing - TEST has invited you to participate in the following event: TML2000630 - Sourcing Test Event. The event is set to begin on Friday, October 16, 2020 at 3:30 AM, Pacific Daylight Time.

Use the following username to log in to Dragon Oil Sourcing - TEST events: supplierabc@deloittece.com.

[Click Here](#) to access this event.

1

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 Asja Bahor via telephone at or via e-mail at abahor@deloittece.com.

We look forward to working with you!

1

To access the online bidding event from the E-mail invite, open the **Click Here** hyperlink.

Lesson 4: Participate in Online Bidding Event

Open the E-mail invite to the Bidding Event you have received from Dragon Oil.



Supplier Login

[Forgot Username or Password](#)

- 1 Enter your User Name and Password, then click on **Login**.

Lesson 4: Participate in Online Bidding Event

Navigate to Ariba Proposals and Questionnaires screen, then go to Events section.

Events ☰

Title	ID	End Time ↓	Event Type	Participated
▼ Status: Open (1) 1				
TML2000630 - Sourcing Test Event 2	Doc160946387	10/23/2020 12:00 PM	RFP	No 3
▼ Status: Preview (1)				
TML2000630 - Physical Test Event	Doc160962625	12/31/2020 3:30 PM	RFP	No

- 1 Under the Events section, you will always find the Event for Online bidding under under the Status: **Open**.
- 2 To open the Event, click on the **Event title**.
- 3 The status in the Participated columns is **No**, until you submit your bids online.

Lesson 4: Participate in Online Bidding Event

The online bidding Event screen will open.

Event Details
RFP Doc160946387 - TML2000630 - Sourcing Test Event
⌚ Time remaining
6 days 22:58:59

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.

1
Review Prerequisites

Decline to Respond

2
View Event Information

1. Review Event Details

2. Review and Accept Prerequisites

3. Submit Response

Event Overview and Timing Rules

Owner: Asja Bahor ⓘ	Currency: US Dollar
Event Type: RFP	Commodity: Centrifugal pump spare parts 40151725
Publish time: 10/16/2020 12:30 PM	Regions: UAE United Arab Emirates
Due date: 10/23/2020 12:00 PM	

I accept the terms of this agreement.

I do not accept the terms of this agreement.

OK

- 1 To be able to view Event details, you need to first **Review Prerequisites** of the Event.
- 2 If you don't want to participate in the online bidding event, click on **Decline to Respond** and provide a reason for declining.

Lesson 4: Participate in Online bidding Event

To proceed further with the Event, you first need to accept Bidder Agreement.

Prerequisites Doc160946387 - TML2000630 - Sourcing Test Event

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Submit Response

Prerequisites must be completed prior to participation in the event.

In consideration of the opportunity to participate in sourcing events ('Sourcing Events') held and conducted by the company sponsoring this Sourcing Event ('Sponsor') on a web site (this 'Site') hosted by Ariba, Inc. ('Site Owner'), your company ('Participant' or 'You') agrees to the following terms and conditions ('Bidder Agreement'):

1. Bids. If You are invited to participate in the Sourcing Event, Sponsor reserves the right to amend, modify or withdraw this Sourcing Event. Sponsor reserves the right to accept or reject all or part of your proposal. Submission of a bid does not create a contract or any expectation by Participant of a future business relationship. By submitting a bid, you are making a firm offer which Sponsor may accept to form a contract, subject to section 2 below. Sponsor is not liable for any costs incurred by Participant in the preparation, presentation, or any other aspect of Participant's bid.
2. Price Quotes. Except to the extent Sponsor allows a non-binding bid, all Bids which Participant submits through the Sourcing Events are legally valid quotations, except for data entry errors.
3. Procedures and Rules. Participant further agrees to be bound by the procedures and rules established by the Site and Sponsor.
4. Confidentiality. Participant shall keep all user names and passwords, the Sourcing Event content, other confidential materials provided by the Site and/or Sponsor, and bids provided by You or another participating organization in confidence and shall not disclose the foregoing to any third party.
5. Bids through Site only. Participant agrees to submit bids only through the sourcing bidding mechanism supplied by the Site and not to submit bids via any other mechanism including, but not limited to, post, courier, fax, E-mail, or orally unless specifically requested by Sponsor.
6. Ethical Conduct. All parties will prohibit unethical behavior and are expected to notify the Site Owner by contacting the appropriate project team if they witness any behavior that is counter-productive to the fair operation of the Sourcing Event. If Participant experiences any difficulties during a live Sourcing Event, Participant must notify the Site Owner immediately.
7. Survival. The terms and conditions of this Bidder Agreement shall survive completion of the Sourcing Event.

BA v1.1 19Aug05

I accept the terms of this agreement.

I do not accept the terms of this agreement.

1 Review the Bidder Agreement and select **"I accept the terms of this agreement"**.

2 Click **OK**.

Lesson 4: Participate in Online bidding Event

Event Details Doc160946387 - TML2000630 - Sourcing Test Event Time remaining 6 days 22:49:38

Download Content Review Prerequisites **Select Lots** **1** Event Information

2 Introduction (Section 1 of 3) Next »

▼ Checklist

- Review Event Details
- Review and Accept Prerequisites

1.1 This is a sample/test RFP

» Next Section: Technical Response

Lots Available for Bidding

<input type="checkbox"/>	Name	Reason for not bidding
<input type="checkbox"/>	3.2 DRUM,PRINT:CRTG,60000PAGE,013R00589 DRUM,PRINT:CRTG,60000PAGE,013R00589	4 Discontinued Item
<input checked="" type="checkbox"/>	3.3 CARTRIDGE,TONER:MAGENTA,15000PG,1.55LB CARTRIDGE,TONER:MAGENTA,15000PG,1.55LB	
<input checked="" type="checkbox"/>	3.4 ADAPTER:OIL FLTR,FRR1347,F/SUV 4X4 ADAPTER:OIL FLTR,FRR1347,F/SUV 4X4	
<input checked="" type="checkbox"/>	3.5 Service Service	
	3.5.1 PRELIMINARIES & GENERAL MATTERS	(no value)

3 **5** Confirm Selected Lots

- 1** You will now be able to see details of the Event. Read through the **Introduction part.**
- 2** Click on **Select Lots** to view the items/lots available for bidding.
- 3** **Check the box** next to the items you want to bid on.
- 4** For the items you do not want to bid on, select **reason for not bidding.**
- 5** Then **Confirm Selected Lots.**

Lesson 4: Participate in Online bidding Event

Doc160946387 - TML2000630 - Sourcing Test Event

Time remaining
6 days 22:41:55

All Content

Name ↑	Price	Quantity	Extended Price	Total Cost
▼ 1 Introduction				
1.1 This is a sample/test RFP				
▼ 2 Technical Response				
2.1 Please attach technical documentation here: *Attach a file				
▼ 3 Commercial Response				
3.1 Please attach all commercial documents here: *Attach a file				
3.3 CARTRIDGE,TONER:MAGENTA,15000PG	* \$500.00 USD		\$175,000.00 USD <i>Fx</i> ▼	\$175,000.00 USD <i>Fx</i> ▼
3.4 ADAPTER:OIL FLTR,FRR1347,F/SUV 4X4	* \$350.00 USD	100 EA	\$35,000.00 USD <i>Fx</i> ▼	\$35,000.00 USD <i>Fx</i> ▼
▼ 3.5 Service				
3.5.1 PRELIMINARIES & GENERAL MATTERS	* \$10,000.00 USD	1 one	\$10,000.00 USD <i>Fx</i> ▼	\$10,000.00 USD <i>Fx</i> ▼

(*) indicates a required field

6 Submit Entire Response

Update Totals

5 Save draft

Compose Message

Excel Import

- 1 In the Technical Response section, attach the **technical documentation** for the items below.
- 2 In the Commercial Response section, **attach commercial documents** (offer in PDF or any other format).
- 3 Enter the **Unit Price** for each item.
- 4 Click on **More** to expand the items details and insert additional information, if available.
- 5 Click on **Update Totals** to see the total cost calculation.
- 6 When you are ready to submit your bids, click on **Submit Entire Response**.

Lesson 4: Participate in Online bidding Event

Your response has been submitted. You are, however, able to revise your response any time until the remaining time is not finished.

Doc160946387 - TML2000630 - Sourcing Test Event


Time remaining
6 days 22:30:52

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

Revise Response

1

All Content

Name ↑	Price	Quantity	Extended Price	Total Cost
▼ 3 Commercial Response			\$220,000.00 USD	\$220,000.00
3.1 Please attach all commercial documents here:	*  RFP document for test.docx		Update file Delete file	
3.3 CARTRIDGE,TONER:MAGENTA,15000PG,1.55LB More... +	* \$500.00	USD 350 EA	\$175,000.00 USD Fx	\$175,000.00
3.4 ADAPTER:OIL FLTR,FRR1347,F/SUV 4X4 More... +	* \$350.00	USD 100 EA	\$35,000.00 USD Fx	\$35,000.00
▼ 3.5 Service More... +		1 one	\$10,000.00 USD Fx	\$10,000.00
3.5.1 PRELIMINARIES & GENERAL MATTERS More... +	* \$10,000.00	USD 1 wet pound	\$10,000.00 USD Fx	\$10,000.00

(*) indicates a required field

Submit Entire Response

Update Totals

Reload Last Bid

2 Save draft

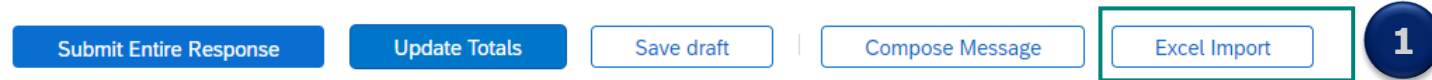
Compose Message

Excel Import

- 1 Click on **Revise response** and repeat the steps from previous slide and **submit entire response** again.
- 2 In case you make changes, but you change your mind and want to revert changed, click on **Reload Last Bid** details.

Lesson 4: Participate in Online bidding Event

You can also use the Excel Import function to upload your bids from Excel.

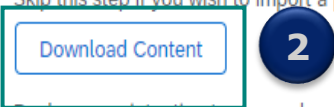


Import Response from Excel

This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and add an attachment.

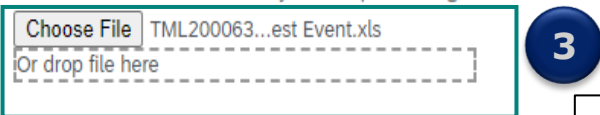
Step 1. Click "Download Content" to download and review your event in an Excel Spreadsheet.

Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

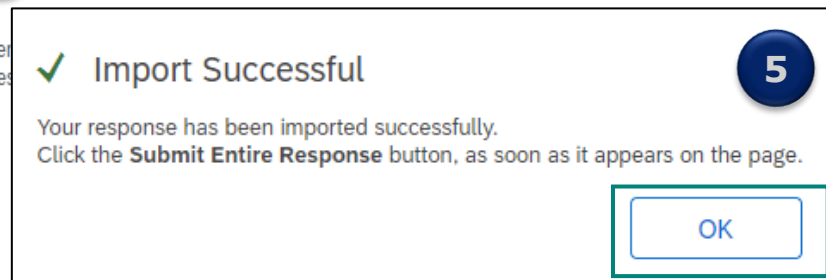


Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

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.



1 Click on **Excel Import**.

2 Click on **Download the Content**. An Excel file will be downloaded to your computer.

Review the Excel and populate the information there. Yellow highlighted cells are mandatory. White cells are optional. Then Save changes.

3 **Choose the file** from your computer or use the drag & drop function.

4 Click on **Upload** button.

5 A message confirming your successful on unsuccessful import will appear. Click **Ok**.

Lesson 4: Participate in Online bidding Event

Navigate to Ariba Proposals and Questionnaires screen and to Events section to see the status.

Events ☰

Title	ID	End Time ↓	Event Type	Participated
▼ Status: Open (1) 1				
TML2000630 - Sourcing Test Event	Doc160946387	10/23/2020 12:00 PM	RFP	Yes 2

1 Under the Events section, you can see the event under the Status: **Open**. This means, the time is still running and you can always go back to revise your response.

- When the time is up, the event details will be visible under the status: **Pending Selection**.
- When Event is awarded, it will move under status: **Closed**.

2 After you submit responses, the status in the Participated column changed to **yes**.



06

Participate in Physical Bidding Event

Lesson 5: Participate in Physical Bidding Event

Open the E-mail invite to the Bidding Event you have received from Dragon Oil.

Dragon Oil Sourcing - TEST

Dragon Oil Sourcing - TEST has invited you to participate in the following event: TML2000630 - Physical Test Event. The event is set to begin on Thursday, December 31, 2020 at 6:30 AM, Pacific Standard Time.

Use the following username to log in to Dragon Oil Sourcing - TEST events: supplierabc@deloittece.com.

[Click Here](#) to access this event.

1

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](#).

1

To access the online bidding event from the E-mail invite, open the **Click Here** hyperlink.

Lesson 5: Participate in Physical Bidding Event

Open the E-mail invite to the Bidding Event you have received from Dragon Oil.



Supplier Login

[Forgot Username or Password](#)

- 1 Enter your User Name and Password, then click on **Login**.

Lesson 5: Participate in Physical Bidding Event

Navigate to Ariba Proposals and Questionnaires screen, then go to Events section.

Events ☰

Title	ID	End Time ↓	Event Type	Participated
▼ Status: Open (1)				
TML2000630 - Sourcing Test Event	Doc160946387	10/23/2020 12:00 PM	RFP	Yes
▼ Status: Preview (1) 1				
TML2000630 - Physical Test Event	Doc160962625	12/31/2020 3:30 PM	RFP	No 3

1 Under the Events section, you will always find the Event for Physical bidding under under the Status: **Preview**.

This means, that you will be able to accept the Bidder agreement and download the content of the Event to be able to send it in physical envelope, but you will not be submitting any bids through SAP Ariba.

2 To open the Event, click on the **Event title**.

3 The status of your participation will remain as **No**, until your physical bids are received and submitted by Dragon Oil.

Lesson 5: Participate in Physical Bidding Event

The bidding Event screen will open.

Event Details
Doc160962625 - TML2000630 - Physical Test Event
⌚ Time remaining in preview
76 days 00:59:19

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.

1
Review Prerequisites

2
Decline to Respond

3
Submit Information

Event Overview and Timing Rules

Owner: Asja Bahor ⓘ	Currency: US Dollar
Event Type: RFP	Regions: UAE United Arab Emirates
Publish time: 10/16/2020 3:22 PM	
Response start date: 12/31/2020 3:30 PM	
Due date: 12/31/2020 3:31 PM	

- 1
 To be able to view Event details, you need to first **Review Prerequisites** of the Event.
- 2
 If you don't want to participate in the online bidding event, click on **Decline to Respond** and provide a reason for declining.

Lesson 5: Participate in Physical bidding Event

To proceed further with the Event, you first need to accept Bidder Agreement.

Prerequisites Doc160962625 - TML2000630 - Physical Test Event

Prerequisites must be completed prior to participation in the event.

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Submit Response

In consideration of the opportunity to participate in sourcing events ("Sourcing Events") held and conducted by the company sponsoring this Sourcing Event ("Site") the web site (this "Site") hosted by Ariba, Inc. ("Site Owner"), your company ("Participant" or "You") agrees to the following terms and conditions ("Bidder Agreement"):

1. Bids. If You are invited to participate in the Sourcing Event, Sponsor reserves the right to amend, modify or withdraw this Sourcing Event. Sponsor reserves the right to accept or reject all or part of your proposal. Submission of a bid does not create a contract or any expectation by Participant of a future business relationship. By submitting a bid, you are making a firm offer which Sponsor may accept to form a contract, subject to section 2 below. Sponsor is not liable for any costs incurred by Participant in the preparation, presentation, or any other aspect of Participant's bid.
2. Price Quotes. Except to the extent Sponsor allows a non-binding bid, all Bids which Participant submits through the Sourcing Events are legally valid quotations, except for data entry errors.
3. Procedures and Rules. Participant further agrees to be bound by the procedures and rules established by the Site and Sponsor.
4. Confidentiality. Participant shall keep all user names and passwords, the Sourcing Event content, other confidential materials provided by the Site and/or Sponsor and all bids provided by You or another participating organization in confidence and shall not disclose the foregoing to any third party.
5. Bids through Site only. Participant agrees to submit bids only through the sourcing bidding mechanism supplied by the Site and not to submit bids via any other mechanism including, but not limited to, post, courier, fax, E-mail, or orally unless specifically requested by Sponsor.
6. Ethical Conduct. All parties will prohibit unethical behavior and are expected to notify the Site Owner by contacting the appropriate project team if they witness any behavior that is counter-productive to the fair operation of the Sourcing Event. If Participant experiences any difficulties during a live Sourcing Event, Participant must notify the Site Owner immediately.
7. Survival. The terms and conditions of this Bidder Agreement shall survive completion of the Sourcing Event.

BA v1.1 19Aug05

I accept the terms of this agreement. 1

I do not accept the terms of this agreement.

2 OK

1 Review the Bidder Agreement and select **"I accept the terms of this agreement"**.

2 Click **OK**.

Lesson 5: Participate in Physical bidding Event

Event Details Doc160962625 - TML2000630 - Physical Test Event ⌚ Time remaining in preview 76 days 00:55:55

2
Download Content
Review Prerequisites
Select Lots
Print Event Information

Introduction (Section 1 of 3) [Next »](#)

Name ↑
<div style="border: 2px solid green; padding: 5px;"> <p>▼ 1 Introduction 1</p> <p>1.1 Bidder Instructions:</p> <p>1. In the Event Review Details tab select Download Content.</p> <p>2. Send the physical envelopes to:</p> <p>To: Mr./Mrs.</p> <p>Street</p> <p>City</p> <p>Postal Code</p> <p>Country</p> </div>

» Next Section: Technical Response

1 You will now be able to see details of the Event. Read through the **Introduction section.**

The introduction section contains Bidder Instructions for Physical bidding process.

2 Click on **Download Content** and save the Excel file in your computer. Populate the bid details in the Excel file (yellow highlighted cells are mandatory, white cells are optional)

3 **Print the Excel** file and **send it in a physical Envelope** to the address stated in the Introduction Section, under Bidder Instructions.

You will not submit any bids in SAP Ariba, and the system will not allow you to do so.



07

Attach Documents

Lesson 8: Attach Documents

You may be asked in any of the Registration, Qualification Questionnaires, Modular Questionnaires or Events to attach documents.



1 First type is a text field answer with possibility to attach document. To attach a document to the answer, click on the little blue Icon on the right.

2 You can now add comments and attach a document/file. Click Attach a file and locate the file from your computer. If you want to attach more documents, please Zip them together and locate the Zip folder from your computer.

All Content ☰ | ⌵

Name ↑

▼ 1 Supplier Information

1.1 Please provide and/or attach details regarding your company profile	<div style="border: 1px solid #ccc; padding: 5px;"> <p>* Our company is the biggest manufacturer of XYZ. kindly see attached company information!</p> </div> <p style="text-align: right;">Attach a file </p>
1.2 Valid Trade License / Business Registration Certificate	*Attach a file 
1.3 Please attach a bank letter from your company's bank (on bank letterhead) with complete bank account details for validation purposes.	*Attach a file
1.4 Please attach your company's latest audited financials for 3 years. This must be stamped, signed, and in the English language, otherwise it will be rejected.	*Attach a file

(*) indicates a required field

2

Add/Edit Comment

Comment: *

Attachment: [Attach a file](#)

Lesson 8: Attach Documents

You may be asked in any of the Registration, Qualification Questionnaires, Modular Questionnaires or Events to attach documents.

- 1 Second type is the attachment field answer. To attach a document as an answer, click on **Attach a file**.
- 2 **Choose the file** from your computer. If you want to attach more documents, please Zip them together and locate the Zip folder from your computer.
- 3 The attachment has been added. When you click on the file name, you can download the file. Or you can choose to click on Update file or Delete file entirely.

All Content

Name ↑	
▼ 1 Supplier Information	
1.1 Please provide and/or attach details regarding your company profile	<p>* Our company is the biggest manufacturer of XYZ. kindly see attached company information.</p>
1.2 Valid Trade License / Business Registration Certificate	<p>1 *Attach a file</p>
1.3 Please attach a bank letter from your company's bank (on bank letterhead) with complete bank account details for validation purposes.	<p>*Attach a file</p>
1.4 Please attach your company's latest audited financials for 3 years. This must be stamped, signed, and in the English language, otherwise it will be rejected. (* indicates a required field)	<p>*Attach a file</p>

Add Attachment

Enter the location of a file to add as an **Attachment**. To search for a particular

Attachment: No file chosen

Or drop file here

2

3

* Our company is the biggest manufacturer of XYZ. kindly see attached company information.

* Trade licence.docx Update file Delete file

Lesson 8: Attach Documents

You may be asked in any of the Registration, Qualification Questionnaires, Modular Questionnaires or Events to attach documents.

All Content ☰ ☑

Name ↑

▼ 1 Supplier Information

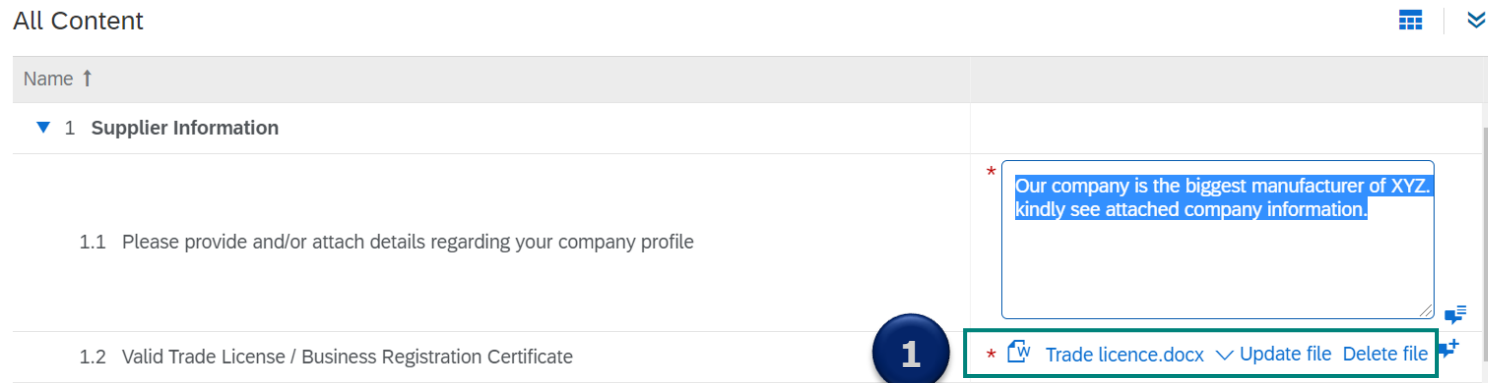
1.1 Please provide and/or attach details regarding your company profile

1.2 Valid Trade License / Business Registration Certificate

1

* Our company is the biggest manufacturer of XYZ. kindly see attached company information.

* Trade licence.docx Update file Delete file



1 The

2 Choose the file from your computer. If you want to attach more documents, please Zip them together and locate the Zip folder from your computer.

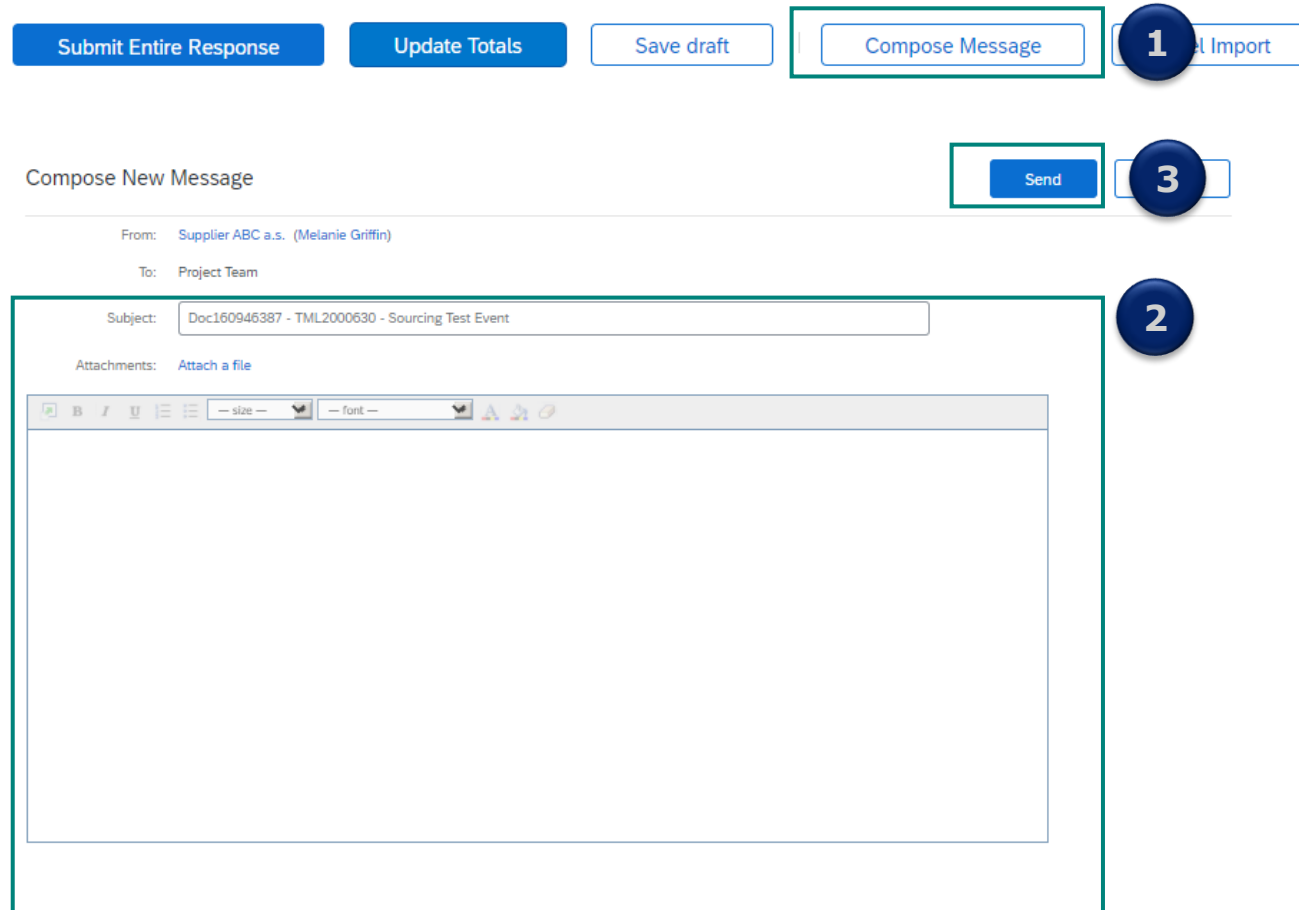


08

Contacts the Event Owner

Lesson 6: Contact the Event Owner

Should you have any questions related to the content of the Event, contact the Event owner via the Message board in SAP Ariba.



The screenshot shows the SAP Ariba message board interface. At the top, there are several buttons: "Submit Entire Response", "Update Totals", "Save draft", "Compose Message", and "Get Import". The "Compose Message" button is highlighted with a green box and a blue circle containing the number 1. Below this, the "Compose New Message" section is visible. It includes fields for "From:" (Supplier ABC a.s. (Melanie Griffin)), "To:" (Project Team), and "Subject:" (Doc160946387 - TML2000630 - Sourcing Test Event). There is also an "Attachments:" section with a link to "Attach a file". A large text area for composing the message is shown below. The "Send" button is highlighted with a green box and a blue circle containing the number 3. The text area is highlighted with a green box and a blue circle containing the number 2.

- 1 Click on **Compose Message** button.
- 2 New window will appear, where you compose your message. You can change the subject and attach supporting files, if needed.
- 3 When ready, click **Send**.

Lesson 6: Contact the Event Owner

You can access your messages and response history in the top left corner of the screen, under Console.

Console

- Event Messages **1**
- Response History
- Response Team

Event Messages - TML2000630 - Sourcing Test Event Back to Console

Time remaining
6 days 21:59:28

Messages

Id	Reply Sent	Sent Date ↓	From	Contact Name	To	Subject
<input checked="" type="radio"/> MSG4427429.1	No	10/16/2020 02:00 PM	Dragon Oil Sourcing - TEST	Asja Bahor	Participants (1)	RE: Doc160946387 -
<input type="radio"/> MSG4427429	No	10/16/2020 01:53 PM	Supplier ABC a.s.	Melanie Griffin	Asja Bahor	Doc160946387 - TMI
<input type="radio"/> MSG4427428	Not Applicable	10/16/2020 01:44 PM	Supplier ABC a.s.	Melanie Griffin	Asja Bahor	Response (ID=ID173
<input type="radio"/> MSG4427427	Not Applicable	10/16/2020 01:28 PM	Supplier ABC a.s.	Melanie Griffin	Asja Bahor	Response (ID=ID173
<input type="radio"/> MSG4430359	Not Applicable	10/16/2020 12:30 PM	Dragon Oil Sourcing - TEST	Asja Bahor	Melanie Griffin	Dragon Oil Sourcing

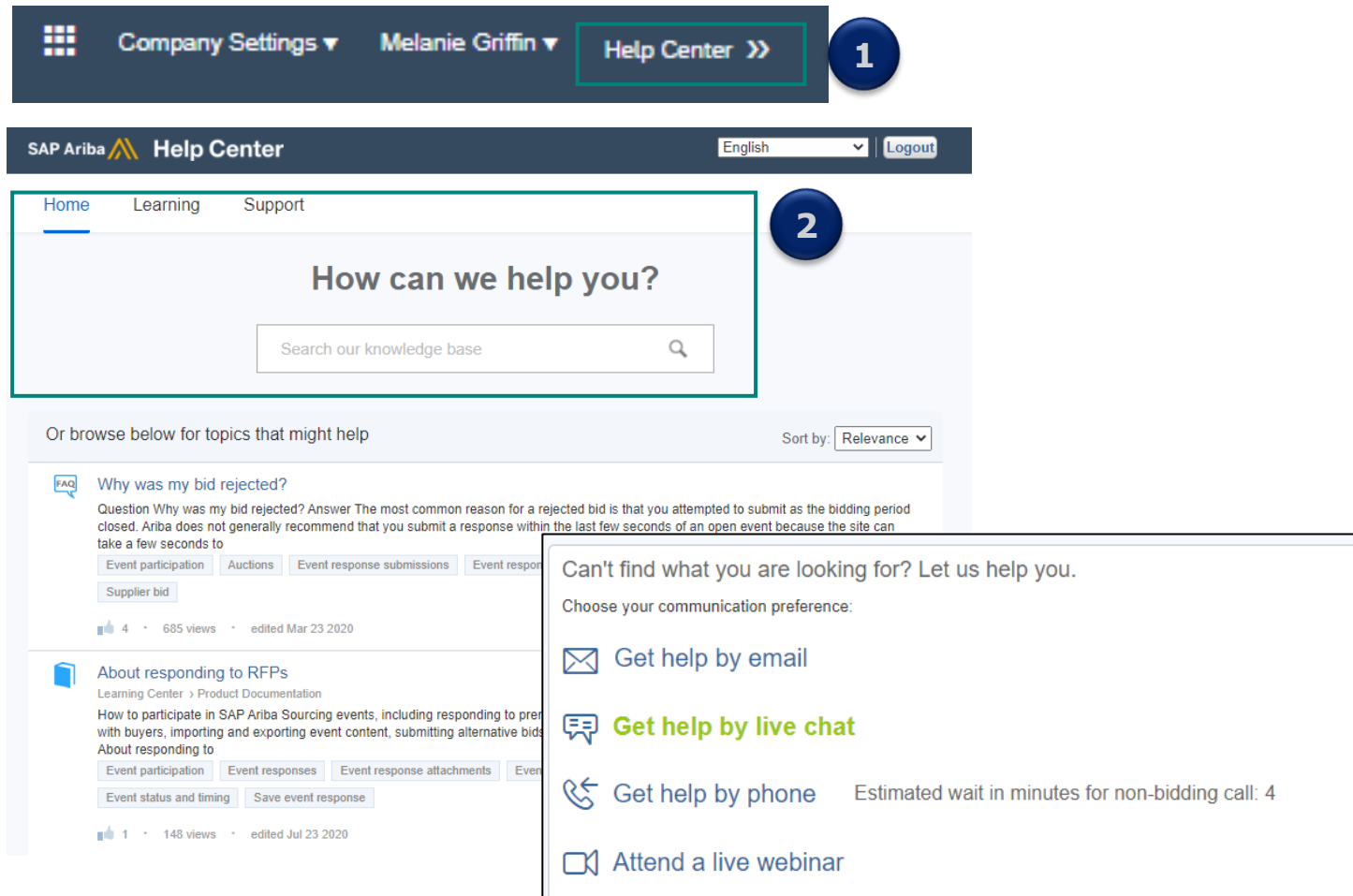
2 View Reply Compose Message **3** Download all attachments

- 1** Click on **Event Messages**.
- 2** You can **view or reply** on the selected message, or **compose** a completely new message.
- 3** The message opens when you click on the **Subject title** as well.



Lesson 7: SAP Ariba Help and Support

If you are experiencing technical issues, you can contact SAP Ariba support center.



The screenshot shows the SAP Ariba Help Center interface. At the top, there is a navigation bar with 'Company Settings', 'Melanie Griffin', and 'Help Center' (highlighted with a red box and a blue circle with the number 1). Below this is the 'SAP Ariba Help Center' header with a language dropdown set to 'English' and a 'Logout' button. The main content area has tabs for 'Home', 'Learning', and 'Support'. A search bar with the text 'Search our knowledge base' is highlighted with a red box and a blue circle with the number 2. Below the search bar, there are several articles, including 'Why was my bid rejected?' and 'About responding to RFPs'. A pop-up window is overlaid on the bottom right, titled 'Can't find what you are looking for? Let us help you.' and offers communication preferences: 'Get help by email', 'Get help by live chat' (highlighted in green), 'Get help by phone' (with an estimated wait time of 4 minutes), and 'Attend a live webinar'.

- 1 On the top right corner of your screen, click on **Help Center**.
- 2 Use the **Search bar** to find answer to your questions, or navigate through the **Learning and Support** to find more information.