

Ariba Sourcing

Supplier manual to attend bidding events

20.05.2020 | Procurement

Attending bidding events in Ariba Sourcing

- Attending a bidding event
 - Get to the bidding
 - Submit a bid
- Frequently Asked Questions (FAQ)

Attending a bidding event

Getting to the bidding

Log in to Ariba



A.

Login with Username and Password

Supplier Login

[Having trouble logging in?](#)

Nachricht anzeigen

ID: MSG13163772
Von: [Evonik Procurement - TEST](#)
Gesendet: 04.05.2020 15:29 Uhr
An: Teilnehmer: **Supplier**
Betreff: Evonik Procurement - TEST has invited you to participate in an event: Beschaffungsprojekt - Erstel
Kennzeichnungen: (kein Wert) [select](#)
Angezeigt von: [Evonik Procurement - TEST](#)

B.

Evonik Procurement - TEST has invited you to participate in the following event: Beschaffungsprojekt - Erstellung Schulu

Use the following username to log in to Evonik Procurement - TEST events: [PARTICIPANT_USER_NAME].

<http://evonik-t.sourcing-eu.ariba.com/ad/webjumper?itemID=B6PSAKjfvN06AH&awcharset=UTF-8> 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-sq

If you do not want to respond to this event, [DENY_TO_RESPOND_URL]. You must register on the Ariba Commerce Clo

If you have forgotten your username or password and are unable to log in, [SSO_TOKEN_URL].

You can access the bidding in 2 ways:

A. Via SAP Ariba supplier registration website

<https://supplier.ariba.com>

B. Via our invitation to the Evonik bidding by email (link to the bidding included)

Getting to the bidding

Find the bidding in Ariba

The screenshot displays the SAP Ariba Network interface. At the top, the 'Ariba Network' dropdown menu is open, with 'Ariba Proposals & Questionnaires' selected and highlighted by a red box labeled '1.'. Below this, the 'Ariba Proposals & Questionnaires' dropdown menu is also highlighted by a red box. The main content area shows a 'Review Subscription Pricing' section with two icons: 'Network Transaction Service' and 'Bronze'. At the bottom, the 'Events' section is visible, with 'Status: Open (1)' expanded to show a link for 'Sourcing Project - Supplier Manual Ariba Sourcing', which is highlighted by a red box labeled '2.'.

After logging in for the first time, you will land on the Ariba Network:

1. Select SAP “Ariba Proposals & Questionnaires”
2. Under “Status: Open” you will find all running biddings from Evonik

Submit a bid

Review Prerequisites

Event Details Doc406721795 - Sourcing Project - Supplier Manual Ariba Sour... Time remaining 00:51:43

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](#)

1.

Primary

All Content

Name ↑	Price	Quantity	Extended Price
1 Introduction			Less... -
Contact data Procurement Mr. Max Mustermann			
Contact data Engineering Ms. Merle Mustermann			
Please do attach your offer also as a pdf-document.			
2 Your offer is based on the requirements outlined in the Evonik Technical Specification (TSP)?			
3 1 Annealing Furnace			

1. Precondition for attending a bidding is the acceptance of the prerequisites. The content of the bidding and attached specifications can be accessed before acceptance.

The time remaining to submit a bid is displayed in the upper right corner.

Submit a bid

Review Prerequisites

Prerequisites Doc406721795 - Sourcing Project - Supplier Manual Ariba Sourcing

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots

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. **2.**

I do not accept the terms of this agreement.

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.

Primary

3.

Submit this agreement?
Click OK to submit.

OK Cancel

Prerequisites

Name 1

2. Accept the provider agreement (=prerequisites)
3. Submit this agreement -> click OK

Submit a bid

Edit the content of your offer

Console Doc406721795 - Sourcing Project - Supplier Manual Ariba Sour... Time remaining 00:45:24

Event Messages
Response History

▼ Checklist

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

▼ Event Contents

All Content

1 Introduction More... +

2 Your offer is based on the requirements outlined in the Evonik Technical Specification (TSP)?

▼ 3 1 Annealing Furnace

Name ↑	Price	Quantity	Extended Price
3.1 Engineering	<input type="text" value="€20.000,00"/> EUR	1 Each	
3.2 Mechanical Components	<input type="text" value="€60.000,00"/> EUR	1 Each	
3.3 Electrical Components	<input type="text" value="€40.000,00"/> EUR	1 Each	
3.4 Evonik Technical Specification (TSP) References ▼			
3.5 Your offer as a pdf-document			

(*) indicates a required field

1. Depending on bidding and buyer, questions have to be answered

2. Here, please enter your offered prices net

Fields with (*) star are mandatory!

Submit Entire Response Update Totals Save draft Compose Message Excel Import

Submit a bid

Edit the content of your offer

Console Doc406721795 - Sourcing Project - Supplier Manual Ariba Sour... Time remaining 00:45:24

Primary Doc406721795 - Sourcing Project - Supplier Manual Ariba Sour... **4.**

4. Your entries have been saved but have not yet been submitted to the event owner. Continue working on your response and submit it when you are finished.

All Content

Name ↑	Price	Quantity	Extended Price
1 Introduction			
2 Your offer is based on the requirements outlined in the Evonik Technical Specification (TSP)?	Yes		
3 1 Annealing Furnace			
3.1 Engineering	€20.000,00 EUR	1 Each	
3.2 Mechanical Components	€60.000,00 EUR	1 Each	
3.3 Electrical Components	€40.000,00 EUR	1 Each	
3.4 Evonik Technical Specification (TSP) References			
3.5 Your offer as a pdf-document 3 a).	Attach a file Offer.pdf 4. Update file Delete file		

(*) indicates a required field

4. **3 a).** **4.**

3. Attach your offer documents here
4. Your offer can be saved and therefore further processed at a later time

4.

Submit Entire Response Update Totals Save draft **4.** Compose Message Excel Import

Add Attachment **4.** OK

Enter the location of a file to add as an Attachment. To search for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment.

Attachment: **3 b).**
Or drop file here

Submit a bid

Writing messages

3.4 Evonik Technical Specification (TSP)  References 	Attach a file
3.5 Your offer as a pdf-document	*  Offer.pdf Update file Delete file

(*) indicates a required field

[Submit Entire Response](#) [Update Totals](#) [Save draft](#) [Compose Message](#) [Excel Import](#)

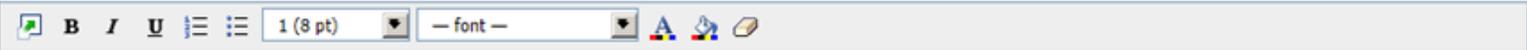
Compose New Message

From: **Supplier**

To: Project Team

Subject:

Attachments: [Attach a file](#)



Dear Mr. Mustermann,
...

In Ariba you can also send messages to the buyer

Submit a bid

Finally submitting your offer to Evonik

Doc406721795 - Sourcing Project - Supplier Manual Ariba Sour...

Time remaining
00:39:17

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

6.

Revise Response

Create Alternative ▾

Response History

▼ Checklist

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

▼ Event Contents

All Content

1 Introduction

2 Your offer is based on the requirements outlined in the Evonik T...

3 1 Annealing Furnace

3.1 Engineering

3.2 Mechanical Components

3.3 Electrical Components

3.4 Evonik Technical Specification (TSP) [References](#) ▾

3.5 Your offer as a pdf-document

(*) indicates a required field

Submit this response?
Click OK to submit.

OK Cancel

Name ↑	Price	Quantity
1 Introduction		
2 Your offer is based on the requirements outlined in the Evonik T...	* Yes ▾	
3.1 Engineering	€20.000,00 EUR	1 Each
3.2 Mechanical Components	€60.000,00 EUR	1 Each
3.3 Electrical Components	€40.000,00 EUR	1 Each
3.4 Evonik Technical Specification (TSP) References ▾	Attach a file	
3.5 Your offer as a pdf-document	* Offer.pdf ▾ Update file Delete file	

5 a).

Submit Entire Response

Update Totals

Save draft

Compose Message

Excel Import

5. Click here to submit your offer

6. Within the offer deadline, you can revise your offer at any time

Frequently Asked Questions (FAQ)

Is there support from SAP Ariba?

Enterprise Account **TEST MODE** << Help Center

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

EVONIK
POWER TO CREATE

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Tasks

Name	Status	Due Date	Completion Date	Alert
No items				

Search...

- FAQ How do I complete my Customer Requested Profile?
- FAQ Why can't I find an event?
- FAQ I need help connecting with a customer
- FAQ Does Ariba offer live webinar training?
- FAQ Error: "User already exists. Please enter a different username."
- FAQ How do I access and change the former administrator's account?
- FAQ How do I participate in my buyer's event using an email invitation?
- FAQ Can my company have multiple accounts?
- Supplier Basics (4:33)
- FAQ How do I update my profile

View more

Documentation Support

1. Click on the help icon
2. Then click on "Support"

Is there support from SAP Ariba?

Support Center

I need help with 3.

There are no matching documents. Try different, fewer, or more general keywords.

Can't find what you are looking for? Let us help you.

Choose your communication preference:

-  Get help by email
-  **Get help by live chat**
-  Get help by phone Estimated wait in minutes for non-bidding call: 2 4.
-  Attend a live webinar

3. Enter „help“, „callback“ or “get in touch” as a search term
4. Now choose between help by email or callback by Ariba

Can you also edit the request/offer in Exel?

Ariba Sourcing

o back to Evonik Procurement - TEST Dashboard

Select Lots Doc440650197 - Test Fotiadis englisch

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit a response you cannot withdraw it.

Select Lots Select Using Excel

Checklist

- Review Event Details
- Review and Accept Prerequisites
- Select Lots
- Submit Response

Lots Available for Bidding

<input type="checkbox"/>	Name	Reason for not bidding
<input checked="" type="checkbox"/>	3.1 Stiftschraube DIN938-1.4401 A4 M16 X 40 Stiftschraube DIN938-1.4401 A4 M16 X 40	
<input type="checkbox"/>	3.2 Stiftschraube DIN938-1.4401 A4 M16 X 45 Stiftschraube DIN938-1.4401 A4 M16 X 45	We don't carry a compatible part/material
<input checked="" type="checkbox"/>	3.3 Stiftschraube DIN938-1.4401 A4 M16 X 50 Stiftschraube DIN938-1.4401 A4 M16 X 50	

Confirm Selected Lots

- Select Lots
- Position-related in case of cancellation
- Confirm

Can you also edit the request/offer in Exel?

Ariba Sourcing

[Go back to Evonik Procurement - TEST Dashboard](#)

Select Lots

Doc440650197 - Test Fotiadis englisch

▼ Checklist

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

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit a response you cannot withdraw it.

Select Lots **Select Using Excel**

You are invited to participate in 3 lot(s), and have already signed up for 2 of them. You can change the list of lots you are signed up for. To do so, follow the instructions below.

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".

Download Content

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.

Choose File No file chosen

Test Fotiadis englisch.xls

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

4. Download content
5. Choose quotation
6. Upload quotation

✓ Upload completed successfully

You are invited to participate in 3 lot(s), and have selected 2 of them.

Note: You can return and select additional lots at a later time.

Use Selected Lots

Cancel

Can you also edit the request/offer in Excel?

Ariba Sourcing

Go back to Evonik Procurement - TEST Dashboard

Company Settings Help Center

Desktop File Sync

Console Doc440650197 - Test Fotiadis englisch Time remaining 00:38:17

Event Messages
Response History

Checklist

- Review Event Details
- Review and Accept Prerequisites
- Select Lots
- Submit Response

Event Contents

- All Content
- 1 Introduction
- 2 Commercial Terms
- 3 Pricing

All Content

Name ↑	Price	Quantity	Extended Price
1 Introduction			
2 Commercial Terms			
3 Pricing			
3.1 Stiftschraube DIN938-1.4401 A4 M16 X 40	Less... €10.00 EUR	500 EachNotUse	€5,000.00 EUR
Stiftschraube DIN938-1.4401 A4 M16 X 40			
Order Unit: 100			
3.3 Stiftschraube DIN938-1.4401 A4 M16 X 50	Less... €50.00 EUR	200 EachNotUse	€10,000.00 EUR
Stiftschraube DIN938-1.4401 A4 M16 X 50			
Order Unit: 100			

(*) indicates a required field

Submit Entire Response Update Totals Save draft Compose Message Excel Import

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7. Offer overview
8. Submit an answer

✓ Import Successful

Your response has been imported successfully.
Click the **Submit Entire Response** button, as soon as it appears on the page.

OK



EVONIK

Leading Beyond Chemistry