Ariba Sourcing Quick Reference Guide

For Suppliers

September 2023
Suppliers | Ariba Sourcing Quick Reference Guide

Click on the title to navigate to the SAP Ariba QRG section you require information on

- Registering for SAP Ariba Sourcing
- Logging into SAP Ariba Sourcing
- Participating in Ariba Sourcing Events
- Declining to participate in Sourcing Events
- SAP Ariba Sourcing Support
Registering for SAP
Ariba Sourcing
Click on the link provided in the invitation email to access or decline the event

1. To access the event, click on:
   
   **Access Event**

   After logging in, you will land on the event page

2. To decline the event, click on:

   **Decline Event**

   After logging in, you will land on the decline event page
When clicking on either link provided in the invitation email, you can register or log in (if you already have an account)

1. If you **don’t have an account**, click on:  
   ![Sign up button]

2. If you **already have an account**, click on:  
   ![Log in button]
When clicking <Sign up>, you will land on this page

1. Complete all mandatory (*) Company information.
2. Complete mandatory (*) User Account Information
3. **DO not check** the box <Use my email as my username> to avoid any duplicate errors.
4. Choose a **username ID** (write it down for future reference)
5. Choose a **Password** (write it down for future reference)
6. Complete the <Tell us more about your business> section
7. Read and confirm acceptance of SAP Ariba <Terms of Use> and <SAP Ariba Privacy Statement> (accessible via blue hyperlinks)
8. Click the blue button <Create account and continue> to proceed

Note:
You only need to register for an Ariba account once (the same account will be used for future participations)
Logging into SAP
Ariba Sourcing
Clicking on <Login> will call up this page

Enter credential:
1. Input your Username
2. Input your Password
3. Click ‘Login’

You can also log in via this website:
https://service.ariba.com
After successfully entering your credentials, you will land on the Ariba main page

1. **Document number** for identification purposes
2. **Time remaining** before event closes
3. To **participate** and view the supporting documents, click:
   - Review Prerequisites
4. To **decline** participation, click on: <Decline to Respond>
5. **RFP Launch details**
Participating in Ariba Sourcing Events
1. Participating to sourcing events
2. Downloading the bid package
3. Uploading the proposal
4. Submitting the proposal
5. Revising the proposal
6. Zipping the files
7. Composing message to the Project team
Participating to sourcing events

1. Review the <Checklist> (event details) to understand Rio Tinto’s requirements and the bidding process.
2. Click on <Review Prerequisites>
3. Click on <I accept the terms of this agreement>
4. Click on <OK> to review the bid and participate.
   • Once you click OK, you proceed to download the bid package

6. To **download** Bid Package, click on : `<References>`
Uploading the proposal

Note:
Your completed proposal, including all supporting documents, must be zipped into a single folder. For instructions on zipping files, follow this hyperlink:

Zipping instructions

7. Click <Attach a File> to attach your zipped bid file (including all supporting documents). A dialogue box will open and allows you to <Add Attachment>.
8. Click <Choose File> to browse to and select your zipped file. You can also drag & drop your zipped file to the location shown.
9. Click <OK> to proceed
Submitting the proposal

10. Once zip file is attached, click on `<Submit Entire Response>`
Submitting the proposal

11. Once entire response is submitted, the following message will appear:
   <You have submitted a response for this event. Thank you for participating>
Revising your proposal

1. If you wish to **revise** your submitted response, click on <Revise Response>.

   **Note:** Revising your response is only possible while event is still **OPEN**.

2. By clicking on <Revise Response>, you will land on this page. Click on <Update file>
Revising your proposal

3. Drag revised response file (zipped) to this location
OR
Click on "Choose File" and browse to select the file.
4. Click "Ok"
Revising your proposal

5. Once revised file is uploaded, click on <Submit Entire Response>.
Zipping your file

First, combine all files, including proposal forms and supporting documents, into a single folder

1. Right-Click the folder of documents and <Compressed (zipped) folder> under Send to

2. Rename your zipped folder <your company name_Response>

3. Below is an example of a zipped response file ready for upload
Composing message to the Project Team

Note:
Should you have any questions, whether technical or related to any of the Proposal forms, terms & conditions, Statement of work, you may communicate with the Bid Team or Project owner by clicking on:

1. **<Event Messages>** Under Console (top left corner)
   OR
2. **<Compose Message>** button at the bottom
Composing message to the Project Team

3. **Project team** is composed of Project Owner and Bid team
4. Click on *<Attach a File>* if you want to send any documents, like tender clarification register, revised price sheet etc.
5. Compose message in dedicated text box
6. To proceed, click on *<Send>*

**Note:**
All questions related to the bid are handled by the bid Team, which communicates with Project Owner.

Questions and Answers will be visible to all participants
Declining to participate in Sourcing Events
Declining to participate in Sourcing Events

1. Select <Decline to Respond>
2. Select <I do not accept the terms of this agreement>
3. Click <Ok> to proceed

Note: You are encouraged to download & review the bid before declining as bid documents will NOT be accessible once you have declined. Should you decide to decline participation, send a <Decline to Respond> message via Ariba <Compose message>.

Your reply will be acknowledged by the Ariba Bid team and shared to the Project Owner.
SAP Ariba Sourcing Support
Additional technical support avenues are available directly from SAP Ariba

### Login to SAP Ariba Sourcing
- **Link to Ariba Sourcing Login Page**
  1. Video demo for logging on and Registering for Ariba: [Click here](#)
  2. Supplier Ariba Login Page: [Click Here](#)

### Reset Your Password
- **Follow these steps to create a new password or recover your username**
  1. Video demo to reset password, [Click here](#)
  2. Website/Link for Reset Password [Click here](#)

### Contact the Bid team
- If you’re facing any challenges with the Bid event or in accessing sourcing events, you can contact the bid team:
  1. Bid Team members can be contacted – as indicated in the Event Invitation email you have received
  2. Questions can also be submitted through Ariba Message – the Bid team will respond
Additional technical support avenues are available directly from SAP Ariba

**SAP Ariba Help Centre**
Log in via link to your supplier portal and click on Help Centre in upper-right corner of screen to search for tutorials and step-by-step guides.

1. Once you login to your supplier account in Ariba, click on button at the right-side corner
2. Two options will appear, click on *<Help Centre>*

**Supplier Support**
If you cannot find the answers you need via the Help Centre, the Help Centre also provides links that enable contacting SAP Ariba by email, chat or phone (see next slide).
Once you have accessed the Help Centre, you will see the <Home> page

3. Use keywords in the Search Box to seek information
4. The training materials are available by scrolling down
Once you have accessed the Help Centre, you will see the <Learning> page

1. Click <Learning> tab
2. Browse <Ariba Network Supplier> topics. Select topic of choice and view
3. Browse <Tutorials> and select topics for your learning.
Once you have accessed the Help Centre, you will see the <Contact us> page

1. Click on <Contact Us>
2. Type your question to find answer
3. Example given
To request immediate assistance, you may ask Ariba helpdesk to contact you.

1. Click on <Request immediate assistance>

You will be contacted in a few minutes after sending your request.
2. Fill all the mandatory fields marked by <*>
3. Click on <Submit>
4. The System will ask for confirmation, click on <Ok>
5. Click on <Submit>
You will receive a creation success message
6. Click on <Ok>

Within a few minutes, you will get a call from the Ariba Support team.
Rio Tinto