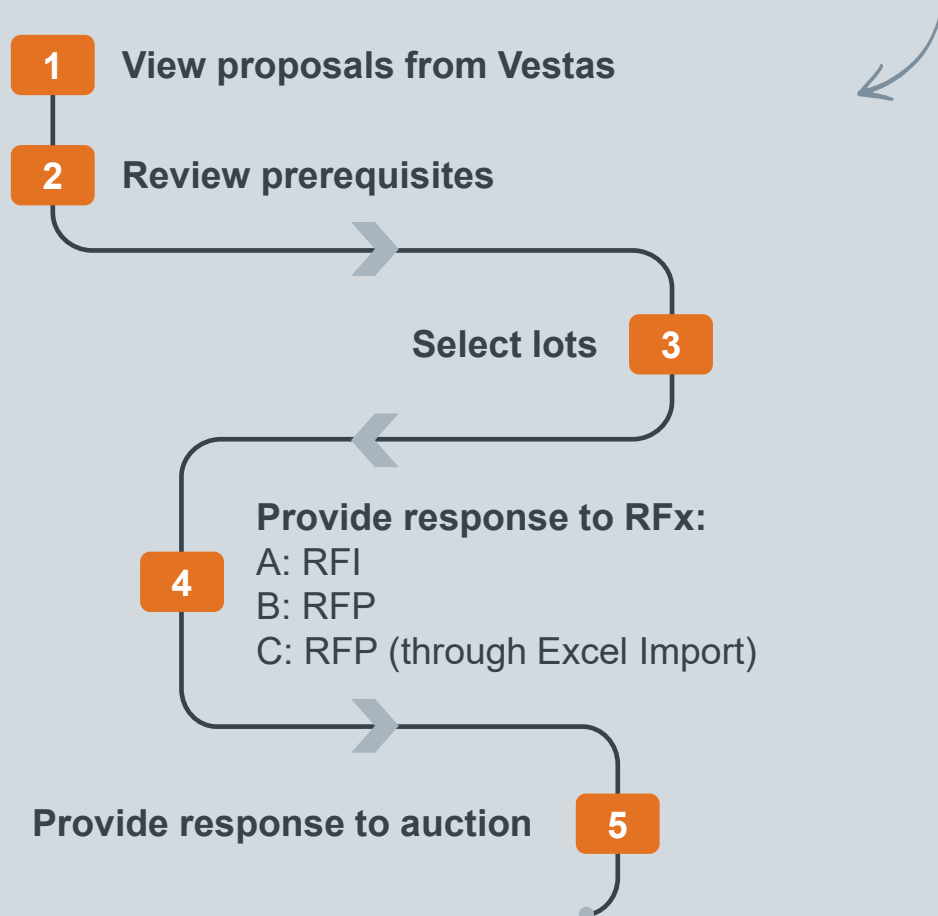


This **Supplier Quick Guide** shows you how to...

RESPOND TO EVENTS IN Ariba

...in **five simple steps***



VERSION: 1.2

UPDATED: SEPTEMBER 2023

1. VIEW PROPOSALS FROM VESTAS

Step-by-step

1. Click on **'Business Network'** to unfold a dropdown menu.
2. Click on **'Ariba Proposals & Questionnaires'** to view all proposals.
3. Open the events with status **'Open'**.
4. Click on the event you want to open.

Illustration

The illustration shows the Ariba Business Network interface. The top navigation bar includes 'Business Network', 'Standard Account', 'Get enterprise account', and 'TEST MODE'. The main dashboard displays various widgets, including 'Purchase orders', 'Activity feed', and 'Company profile'. The 'Events' section is highlighted, showing a table of events with columns for Title, ID, End Time, Event Type, and Participated. The table is filtered by 'Status: Open (3)'. The following table represents the data shown in the screenshot:

| Title | ID | End Time | Event Type | Participated | |
|----------------------------------|---------------|-------------------|------------|--------------|--|
| ▶ Status: Completed (5) | | | | | |
| ▶ Status: Open (3) | | | | | |
| RFI_SupplierShowCase_01 | Doc1612738517 | 9/12/2023 1:44 PM | RFI | No | |
| Auction_SupplierShowCase_01 | Doc1612738504 | 9/12/2023 1:40 PM | Auction | No | |
| RFP_SupplierShowcase_01 | Doc1612696282 | 9/12/2023 1:22 PM | RFP | No | |
| ▶ Status: Pending Selection (95) | | | | | |
| Registration Questionnaires | | | | | |
| Title | ID | End Time | Status | | |
| No items | | | | | |

Tips & Tricks

- Ariba sorts the proposals based on the due date of the event – so you might need to scroll down at times.

2. REVIEW PREREQUISITES

Step-by-step

1. Click on **'Review Prerequisites'** to open the legal prerequisites of the event.
2. Read the legal prerequisites and accept them to continue with the event.
3. Click **OK** to agree with the general terms of the online agreement.

Illustration

The illustration shows the Ariba Sourcing interface. The main window displays event details for 'Doc1612696282 - RFP_SupplierShowcase_01'. A yellow banner at the top states: '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, there are three buttons: 'Review Prerequisites' (highlighted with a red circle '1'), 'Decline to Respond', and 'Print Event Information'. The 'Event Overview and Timing Rules' section shows: Owner: Ma, La-army Paladan (MAYPA), Event Type: RFP, Currency: European Union Euro, Commodity: Engineering Consultancy 01080501, Regions: NCE North and Central Europe, Publish time: 9/7/2023 1:22 PM, Due date: 9/12/2023 1:22 PM. A modal window titled 'Prerequisites' is open, showing a checklist with 'Review and Accept Prerequisites' selected (highlighted with a red circle '2'). The modal contains legal terms and conditions, with a red circle '3' next to the 'OK' button at the bottom right.

Tips & Tricks

- The duration of the event is listed in the top-right corner.
- See this [video](#) for a click-by-click demo of the task.

3. SELECT LOTS

Step-by-step

1. Click **Select Lots** to choose the items/lots.
2. Select the items/lots that you wish to bid on.
3. Click '**Confirm Selected Lots/Line Items**' to continue to the event.

Illustration

The illustration shows the Ariba Sourcing interface for an event titled "Doc1612696282 - RFP_SupplierShowcase_01". The main window has a "Select Lots" button highlighted with a red circle and the number 1. A modal window titled "Select Lots" is open, showing a checklist with "3. Select Lots/Line Items" highlighted with a red circle and the number 2. The modal contains a table of "Lots Available for Bidding" with one lot, "1 Engineer (Hourly rate)", which has a checked checkbox. A "Confirm Selected Lots/Line Items" button is highlighted with a red circle and the number 3.

Tips & Tricks

- Tick 'Name' to select all lots at once.
- You can also select lots through Excel through the 'Select Using Excel' tab.

4A. PROVIDE RESPONSE TO REQUEST FOR INFORMATION (RFI)

Step-by-step

1. Fill in the responses to the fields listed.
2. Click **'Excel Import'** to export the questions as an Excel file and re-upload with your responses.
3. Click **'Submit Entire Response'** to provide the response.

Illustration

The screenshot shows the Ariba Sourcing interface for a Request for Information (RFI). The top navigation bar includes 'Company Settings', 'La-army Paladan', 'Feedback', 'Help', and 'Messages'. The main console area displays a message: 'Your response to the prerequisites has been submitted.' Below this, the 'All Content' section shows a list of questions and their responses. The questions are grouped into 'Event Information' and 'Questionnaires'. The 'Excel Import' button is highlighted with a red circle '2', and the 'Submit Entire Response' button is highlighted with a red circle '3'. A red circle '1' is placed over the 'Unspecified' dropdown menu for question 2.1.

| Name | Response |
|---|---------------|
| 1 Event Information | |
| 1.1 Do you accept our code of conduct? | Yes |
| 1.2 Please confirm you have shared to ariba@vestas.com your interest to participate in this tender. | Yes |
| 2 Questionnaires | |
| 2.1 Do you have ISO 9001? | * Unspecified |
| 2.2 Do you have TS-16949? | * Unspecified |
| 2.3 Are you willing to use Vestas approved suppliers? | * Unspecified |
| 2.4 What other Value-added services can you provide? Please describe or upload document | |

(*) indicates a required field

Tips & Tricks

- Some items might offer the possibility to provide a comment – click in the small textbox icon to open the comment field.
- See this [video](#) for more information on how to participate in events, and see this [video](#) for RFI-specifics.

4B. PROVIDE RESPONSE TO REQUEST FOR PROPOSAL (RFP)

Step-by-step

1. Fill in the responses to the fields listed.
2. Use **'Excel import'** to provide responses through Excel (for Direct Material sourcing, see instruction 4III).
3. Click **'Submit Entire Response'** to provide the response.
4. Click **'Event Messages'** to view and send messages to the customer.
5. Click **'Response History'** to check a log of all responses.

Illustration

The screenshot shows the Ariba Sourcing interface for an RFP titled "Doc1612696282 - RFP_SupplierShowcase_01". The interface includes a navigation menu on the left with items like "Event Messages", "Response History", and "Response Team". The main content area displays a table with columns for "Name", "Price", "Quantity", "Total Cost", and "Extended Price". A row is visible for "Engineer (Hourly rate)" with a price field marked with an asterisk and a "1" callout. Below the table, there are buttons for "Submit Entire Response" (marked with a "3" callout), "Update Totals", "Save draft", "Compose Message", and "Excel Import" (marked with a "2" callout). A "4" callout points to the "Event Messages" link in the left menu, and a "5" callout points to the "Response History" link. A "1" callout also points to the price input field.

Tips & Tricks

- Some items might offer the possibility to provide a comment – click in the small textbox icon to open the comment field.
- You can always improve your responses (only improve – increasing prices is not possible in the same event).
- Validation pattern for lead time is three digits (e.g. 012 equals 12 days).
- See this [video](#) for more information on how to participate in events, and see these [video](#) for RFP-specifics.

4C. PROVIDE RESPONSE TO RFP (THROUGH EXCEL IMPORT)

Step-by-step

1. Click on 'Excel Import' to open the Excel import screen.
2. Click 'Download Content' to download the Ariba-standard Excel interface.
3. Find the Excel file and fill in all required fields (=yellow fields) on the 'Pricing' tab – save the file on your computer.
4. Click 'Choose File' to browse the filled out file.
5. Click 'Upload' to submit the file.
6. Click 'Submit Entire Response' to submit the response.

Illustration

The illustration consists of three screenshots from the Ariba Sourcing interface:

- Top Screenshot:** Shows the 'Console' view for 'Doc1612738526 - RFP_SupplierShowCase_Excel Import_02'. It features a checklist on the left and a table of items with columns: Name, Price, Quantity, Total Cost, Extended Price, and Lead time. A 'Submit Entire Response' button is highlighted with a red circle '1'.
- Bottom Left Screenshot:** Shows the 'Import Response from Excel' screen. It includes instructions and buttons for 'Download Content' (highlighted with a red circle '2') and 'Upload' (highlighted with a red circle '5').
- Bottom Right Screenshot:** Shows an Excel spreadsheet with columns: Number, Name, Alternative, Bundle or Tier Name, Tier Range, Description, Currency, Unit of Measure, Price, Quantity, and Lead time. The 'Price' and 'Quantity' columns are highlighted in yellow. A red circle '3' is placed over the 'Price' column header.

Tips & Tricks

- Simplified Excel import is only applicable to direct material sourcing (through the Product Sourcing module).
- Want to be more efficient? You can also select lots through Excel, and respond to the event in the same file.
- As a best practice, save the filled out file on your computer and add a unique identifier/ recognizable name to the file name (e.g. RFP_Cranes_Snow White response).
- Do not change the structure of the Excel file and do not provide information outside the designated fields – this will give an error and fail the upload.
- See this [video](#) for more information on how to participate in events.

5. PROVIDE RESPONSE TO AUCTION

Step-by-step

1. Provide a response by typing in the value.
2. **Decrement** your bid by ticking the line item and filling in a percentage to decrement (you might have to open the %-sign to confirm a percentage or nominal value).
3. Click **'Apply'** to make the decrement apply to selected line item(s).
4. Click **'Submit Entire Response'** to submit your response.
5. Click **'Event Messages'** to view and send messages to the customer.

Illustration

The screenshot shows the Ariba Sourcing interface for a bid submission. The console displays the document ID 'Doc1612738504 - Auction_SupplierShowCase_01' and a timer for 'Time remaining in open bidding: 4 days 22:51:03'. A green message box states 'Your response has been submitted.' The 'Event Messages' section is highlighted with a red circle '5'. The 'Checklist' section shows a list of steps: '1. Review Event Details', '2. Review and Accept Prerequisites', '3. Select Lots/Line Items', and '4. Submit Bids'. The 'Submit Bids' step is highlighted with a red circle '4'. The 'All Content' table shows a bid for 'Engineer (Hourly rate)' with a rank of 1, a price of €120.00 EUR, and a quantity of 1 each. The 'Decrement' field is set to 50% and is highlighted with a red circle '2'. The 'Apply' button is highlighted with a red circle '3'. The 'Submit Entire Response' button is highlighted with a red circle '1'. The 'Event Contents' section shows 'All Content'.

Tips & Tricks

- You can check a log of all responses by clicking 'Response History'.
- You will get a notification if you decrement your price by more than 50% to prevent making errors.
- In case of many items, you might want to use the Excel import functionality to provide a response.
- For more information, see this [video](#) for a click-by-click demo of this task.

SAP ARIBA HELP AND SUPPORT

Segregation of Support

| Question Type | Support channel | Team Responsible |
|--|--|------------------|
| <ul style="list-style-type: none"> • I cannot remember what my username is • I have forgotten my password / cannot log in • Account is locked • I would like to change some of our Company details on my Ariba cloud profile • I cannot access my account • Change Admin of my Ariba account • What is DUNS id • Duplicate account • Change or Add User / Role / Access | <ul style="list-style-type: none"> • Ariba Global Support (help center guide attached). This channel is available at all times with the supplier. • Ariba Local Team | SAP Ariba |
| <ul style="list-style-type: none"> • Did not receive registration Invite • Please send registration invite to another contact • Cannot see sourcing event • Did not receive RFP/RFI/eAuction email • How to respond to RFI/RFP/eAuction • I would like to update contacts/company information on questionnaire | <ul style="list-style-type: none"> • Vestas Purchaser/Buyer or Event Owner • Vestas support team at ariba.ssc@vestas.com | Vestas |
| <ul style="list-style-type: none"> • If there are technical issues where in a document fails to reach the network | Please create and Service Request (SR); Ariba local team can only help in following up internally for critical issues | |

