

# Ariba Sourcing

Supplier manual

Registration process  
Participation in tenders

20.05.2020 | Procurement

# Attending bidding events in Ariba Sourcing

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- Register as a supplier for Evonik
- Attending a bidding event
  - Get to the bidding
  - Submit a bid
- Frequently Asked Questions (FAQ)

# Buying@Evonik: Registration process

# Registration as Evonik supplier – initial invitation email



## Register as a supplier with Evonik Procurement

Hello!

Hans-Josef Buckstegge has invited you to register to become a supplier with Evonik Procurement - TEST. Start by creating an account with Ariba Network. It's free.

Evonik Procurement - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If **supplier** already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now

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

Evonik. [b] Power to Create [/b]

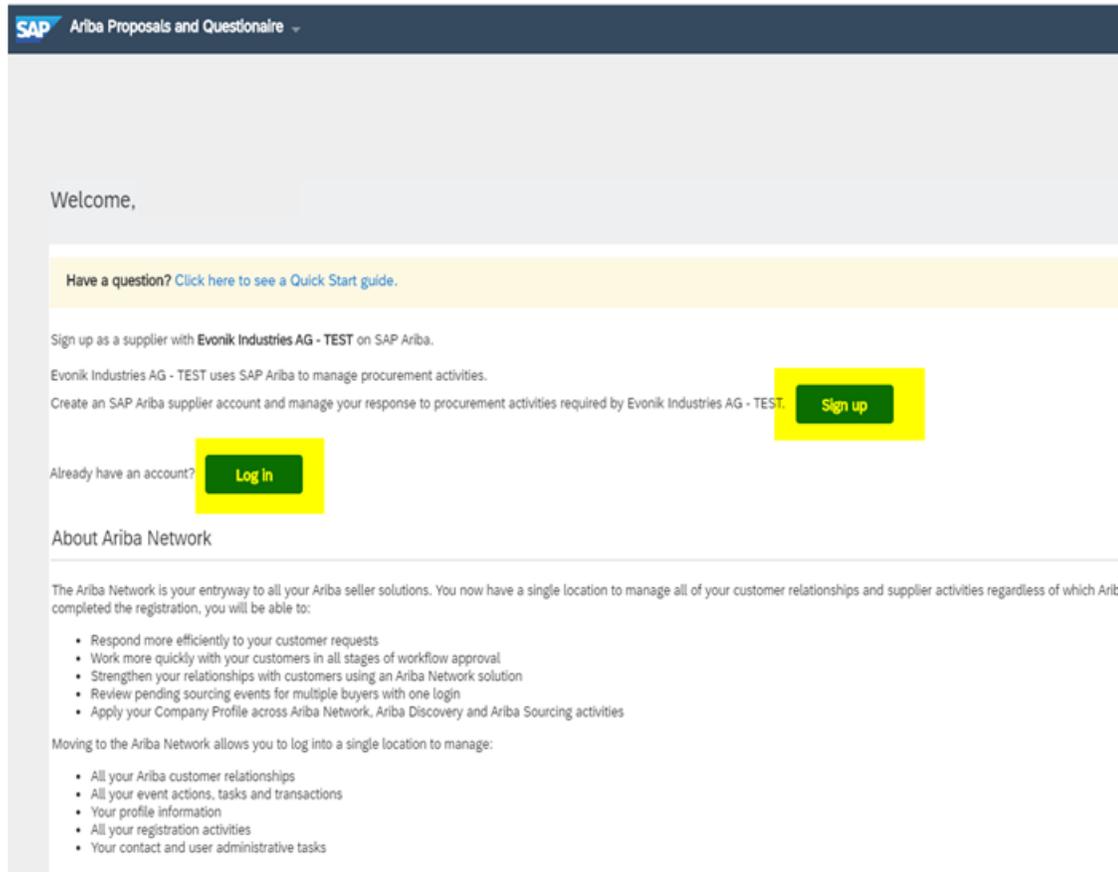
Offices | [Data Policy](#) | [Contact Us](#) | [Customer Support](#)

Powered by [SAP Ariba](#) 

In the email you received, click on the **Click Here** link.

A page will then open where you can choose whether you have already a Ariba® supplier account or whether you want to open a new one.

# Registration as Evonik supplier – make the right choice



SAP Ariba Proposals and Questionnaire

Welcome,

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

Sign up as a supplier with **Evonik Industries AG - TEST** on SAP Ariba.

Evonik Industries AG - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Evonik Industries AG - TEST. **Sign up**

Already have an account? **Log in**

### 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 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



If your company already has a SAP Ariba® supplier account, please **don't** create a new account. Log in with your existing account in this case.

Click on **Sign up**, if you don't yet have a SAP Ariba® supplier account.  
Click on **Log in** if you already have a SAP Ariba® supplier account. Continue on page 9

# Registration as Evonik supplier - without a SAP Ariba® supplier account

SAP Ariba Proposals and Questionnaire

Create account

First, create an SAP Ariba supplier account, then complete questionnaires required by Evonik Industries AG - TEST.

**Create account and continue** Cancel

Name: \* Max Mustermann

Email: \* Max.Mustermann

Use my email as my username

Username: \* TestUser123d

Must be in email format (e.g. john@newco.com)

Password: \* \*\*\*\*\*

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters.

Language: English

The language used when Ariba sends you configurable notifications. This is different than your web browser's language.

SAP Ariba Privacy Statement

\* Indicates a required field

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

**Create account and continue** Cancel

On this page you create your SAP Ariba® supplier account. Please fill out all mandatory fields which are marked with an \*.

Read the terms of use and the confidentiality agreement carefully and click on the appropriate boxes, if you agree. Click on **Create account and continue** You will be directed to the questionnaire.

# Registration as Evonik supplier – fill in the questionnaire

Ariba Sourcing

Go back to Evonik Procurement - TEST Dashboard

Console Doc449538499 - Supplier registration questionnaire

Event Messages  
Event Details  
Response History  
Response Team

Event Contents

All Content

1 Company information

2 General information

All Content

Name 1

1 Company information

1.1 Company Name \*

1.2 Street \*

1.3 Postal Code \*

1.4 City \*

1.5 Country Code \* Germany (DE) v

1.6 Region \*(select a value) [select]

2 General information

2.1 Did you do business with Evonik before? Unspecified v

(\*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

Please fill out all mandatory fields if they have not already filled in by the system. When you have completed all fields in the questionnaire, please click on **Submit Entire Response**.

The **Save draft** button only saves your answer for later processing.

# Registration as Evonik supplier – status overview

The screenshot shows the Ariba Sourcing interface for a supplier registration questionnaire. The top navigation bar includes 'Ariba Sourcing', 'Company Settings', 'Klaus Ahmann', and 'Help Center'. Below the navigation, there is a console area with the document ID 'Doc449538499 - Supplier registration questionnaire' and a 'Pending Approval' status indicator. A message states 'You have submitted a response to the questionnaire.' The main content area is titled 'All Content' and displays a table of questionnaire items. A 'Compose Message' button is visible at the bottom left.

All Content	
Name	
▼ 1 Company information	
1.1 Company Name	Max Mustermann GmbH
1.2 Street	Musterstraße 1
1.3 Postal Code	12345
1.4 City	Musterhausen
1.5 Country Code	Germany (DE)
1.6 Region	DEU
▼ 2 General information	
2.1 Did you do business with Evonik before?	No

The registration process is now complete for your company.

In the current status you can see whether your answer has been submitted and accepted by the buyer.

# Registration as Evonik supplier - with SAP Ariba® supplier account

Ariba Sourcing Help Center >>

### Enter Your Account Information \* Indicates a required field

You are using an Ariba Sourcing test account to register on the Ariba Commerce Cloud. Enter your existing Ariba Commerce Cloud, Ariba Discovery or Ariba Network test account username and password. After you successfully log in, your existing Ariba Commerce Cloud test account profile will become your Ariba Sourcing supplier test account profile.

Username: \*

Password: \*

[Forgot Username](#)  
[Forgot Password](#)

Please log in here with your SAP Ariba® supplier account. You will be forwarded directly to the questionnaire.

If you have forgotten your username or password, you can request it using the corresponding buttons.

# Registration as Evonik supplier – fill in the questionnaire

Ariba Sourcing

Go back to Evonik Procurement - TEST Dashboard

Console Doc449538499 - Supplier registration questionnaire

Event Messages  
Event Details  
Response History  
Response Team

Event Contents

All Content

1 Company information

2 General information

All Content

Name 1

1 Company information

1.1 Company Name \*

1.2 Street \*

1.3 Postal Code \*

1.4 City \*

1.5 Country Code \* Germany (DE) v

1.6 Region \*(select a value) [select]

2 General information

2.1 Did you do business with Evonik before? Unspecified v

(\*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

Please fill out all mandatory fields if they have not already filled in by the system. When you have completed all fields in the questionnaire, please click on **Submit Entire Response**.

The **Save draft** button only saves your answer for later processing.

# Registration as Evonik supplier – status overview

Ariba Sourcing

Go back to Evonik Procurement - TEST Dashboard

Company Settings Klaus Ahmann Help Center >>

Desktop File Sync

Console Doc449538499 - Supplier registration questionnaire Pending Approval

You have submitted a response to the questionnaire.

All Content

Name 1	
1 Company information	
1.1 Company Name	Max Mustermann GmbH
1.2 Street	Musterstraße 1
1.3 Postal Code	12345
1.4 City	Musterhausen
1.5 Country Code	Germany (DE)
1.6 Region	DEU
2 General information	
2.1 Did you do business with Evonik before?	No

Compose Message

The registration process is now complete for your company.

In the current status you can see whether your answer has been submitted and accepted by the buyer.

# Attending a bidding event

# Getting to the bidding

## Log in to Ariba



A.

Login with Username and Password

Supplier Login

Login

[Having trouble logging in?](#)

Nachricht anzeigen

ID: MSG13163772  
Von: [Evonik Procurement - TEST \(Philipp Reeb\)](#)  
Gesendet: 04.05.2020 15:29 Uhr  
An: Teilnehmer: [Pepperl + Fuchs Vertrieb\(Praveena Kakarlapudi\)](#)  
Betreff: Evonik Procurement - TEST has invited you to participate in an event: Beschaffungsprojekt - Erstel  
Kennzeichnungen: (kein Wert) [select](#)   
Angezeigt von: [Evonik Procurement - TEST \(Philipp Reeb\)](#)

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 Clot

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. A red box with the number '1.' is placed over the 'Order Number' field. Below the main navigation, the 'Ariba Proposals & Questionnaires' dropdown is also highlighted with a red box. The main content area shows 'Review Subscription Pricing' with icons for 'Network Transaction Service' and 'Bronze'. At the bottom, the 'Events' section is visible, with 'Status: Open (1)' expanded to show 'Sourcing Project - Supplier Manual Ariba Sourcing', which is highlighted by a red box. A red box with the number '2.' is placed over the 'Events' section header.

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
<b>1 Introduction</b>			
<a href="#">Contact data Procurement</a> Mr. Max Mustermann			
<a href="#">Contact data Engineering</a> Ms. Merle Mustermann			
Please do attach your offer also as a pdf-document.			
<b>2 Your offer is based on the requirements outlined in the Evonik Technical Specification (TSP)?</b>			
▼ <b>3 1 Annealing Furnace</b>			

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 ↑

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

3 1 Annealing Furnace

(\*) indicates a required field

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) <a href="#">References</a> ▼			
3.5 Your offer as a pdf-document			

Attach a file  
\* Offer.pdf Update file Delete file

Submit Entire Response Update Totals Save draft Compose Message Excel Import

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 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	More... +		
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) <a href="#">References</a>	Attach a file		
3.5 Your offer as a pdf-document	<b>3 a).</b> Offer.pdf <b>4.</b> Update file Delete file		

(\*) indicates a required field

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

**4.** **4.** **4.** **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).** Choose File Offer.pdf  
Or drop file here

# Submit a bid

## Writing messages

3.4 Evonik Technical Specification (TSP)  <a href="#">References</a> 	<a href="#">Attach a file</a>
3.5 Your offer as a pdf-document	<a href="#">* Offer.pdf</a>  <a href="#">Update file</a> <a href="#">Delete file</a>

(\*) indicates a required field

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

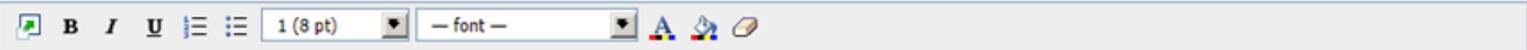
### Compose New Message

From: [Pepperl + Fuchs Vertrieb \(Praveena Kakarlapudi\)](#)

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
  - 3 1 Annealing Furnace

Primary

All Content

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) <a href="#">References</a>		
3.5 Your offer as a pdf-document	<a href="#">Offer.pdf</a> <a href="#">Update file</a> <a href="#">Delete file</a>	

Submit this response?  
Click OK to submit.

OK Cancel

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

5 b). [More...](#)

(\*) indicates a required field

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**   PK << 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.



**1.**

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** **2.**

**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				

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**

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

1. Select Lots
2. Position-related in case of cancellation
3. 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 Desktop File Sync

Company Settings ▾ Praveena Kakarlapudi ▾ Help Center >>

Console Time remaining 00:38:17

Doc440650197 - Test Fotiadis englisch

Event Messages  
Response History

▼ Checklist

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

Event Contents

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**