

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

User Name

Password

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](#) ⓘ

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, showing options like 'Ariba Discovery', 'Ariba Proposals & Questionnaires', 'Ariba Contract Management', and 'Ariba Network'. The 'Ariba Proposals & Questionnaires' option is highlighted with a red box and labeled '1.'. Below this, the 'Ariba Proposals & Questionnaires' dropdown is also open, showing a list of items. The 'Sourcing Project - Supplier Manual Ariba Sourcing' item is highlighted with a red box and labeled '2.'. The main content area shows a 'Review Subscription Pricing' section with a 'Network Transaction Service' icon and a 'Bronze' status. The bottom section shows a list of events with columns for 'Title', 'Status: Completed (100)', 'Status: Open (1)', and 'Status: Pending Selection (74)'. The 'Sourcing Project - Supplier Manual Ariba Sourcing' event is highlighted with a red box.

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

Event Messages

Download Tutorials

▼ 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

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

Primary

1.


All Content

Name ↑	Price	Quantity	Extended Price
<div>1 Introduction</div> <div><div>Contact data Procurement</div><div>Mr. Max Mustermann</div><div>Contact data Engineering</div><div>Ms. Merle Mustermann</div><div>Please do attach your offer also as a pdf-document.</div></div>			
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.

6 Procurement | Ariba Sourcing | Supplier Manual to Attend Bidding Events

 **EVONIK**
Leading Beyond Chemistry

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.

☐ 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

Prerequisites

Name ↑

✓ Submit this agreement?

Click OK to submit.

OK

Cancel

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

Primary

All Content

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

(*) 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

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

Primary

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

✓ 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.

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) 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

3 a).

3 b).

4.

4.

Add Attachment

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: Choose File Offer.pdf

Or drop file here

3 b).

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:

Doc406721795 - Sourcing Project - Supplier Manual Ariba Sourcing

Attachments:

[Attach a file](#)

 **B** *I* U   1 (8 pt)  — font —   

Dear Mr. Mustermann,
...

In Ariba you can also send messages to the buyer

Submit a bid

Finally submitting your offer to Evonik

✓ 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		
▼ 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 Entire Response Update Totals Save draft Compose Message Excel Import

5 b).

Submit this response?
Click OK to submit.

OK Cancel

Name	Price	Quantity
Yes		
€20.000,00	EUR	1 Each
€60.000,00	EUR	1 Each
€40.000,00	EUR	1 Each

Attach a file




Offer.pdf Update file Delete file

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 AccountTEST MODE




<< Help Center



1.

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.



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				

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"

2.

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

▼ 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; once you submit a response you cannot withdraw it.

Select Lots

Select Using Excel

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 Exel?

Ariba Sourcing

Go back to Evonik Procurement - TEST Dashboard

Desktop File Sync

Company Settings

Help Center

Console

Doc440650197 - Test Fotiadis englisch

Time remaining 00:38:17

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

2 Commercial Terms

3 Pricing

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	€15,000.00 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

SAP Ariba Privacy Statement

Security Disclosure

Terms of Use

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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