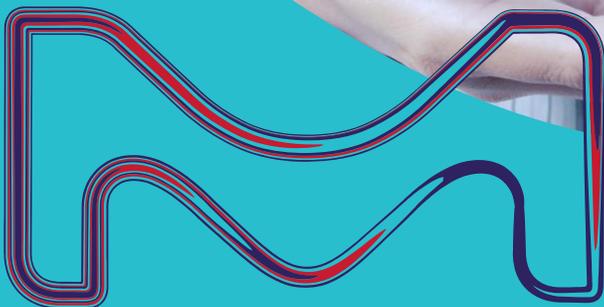


SAP Ariba 

ARIBA NETWORK

Supplier Ariba
"How-to-Guide"



Content

01 **Account Registration**

02 RFX Process

03 Account Configuration

04 Roles and Users



Ariba Network Account Registration

Important!

Before creating a new Ariba Network account, please check within your company if there is already an existing account.

When the supplier does not have an Ariba Network (AN) account and is invited to participate in a Sourcing Event (RFI, RFP, Auction, etc.) from Merck KGaA, Darmstadt, Germany:

You will receive an invitation via email. The actual sourcing event name will replace the "Request for proposal"

Merck KGaA, Darmstadt, Germany - TEST has invited you to participate in the Sourcing Event: Request for proposal.

Open the email and select "**Click Here**" to access the event. If there is no AN account registered to your email address then it will take you to the account registration page. Here you are able to either sign up for a AN account, or if you do have an AN account you are able to login with your account.

Merck KGaA, Darmstadt, Germany - TEST

Welcome, Dustin Gueldner.

Merck KGaA, Darmstadt, Germany - TEST has registered you on their Ariba Spend Management site and invited you to participate in the following event: Supplier Comm Package Test DG. The event starts on Tuesday, July 30, 2019 at 4:52 AM, Pacific Daylight Time and ends on Thursday, August 29, 2019 at 4:52 AM, Pacific Daylight Time.

[Click Here](#) to access this event. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can access this event.

Welcome, Dustin Gueldner

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

Sign up as a supplier with Merck KGaA - TEST on SAP Ariba.

Merck KGaA - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Merck KGaA - 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 solution your customers are using. Once you have 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

Ariba Network Account Registration

After selecting **“Sign up”** you will be taken to the landing page in which you need to provide basic company and user information.

All mandatory fields for you to fill in will be marked with an *.

The company and user information will already come prefilled, with information which the colleague had entered during their supplier request.

Please review and update this information accordingly, and upon completion click **“Create account and continue”**

The screenshot displays the 'Create account' process in SAP Ariba, divided into three main sections:

- Company information:** Fields for Company Name (prefilled with 'How To Supplier Guide'), Country (Germany [DEU]), and Address (prefilled with 'XXXX'). A note indicates that if a company has more than one office, the main office address should be entered.
- User account information:** Fields for Name (Dustin Gueldner), Email (dustin.gueldner@de.ey.com), Username (How-To-dustin.gueldner@de.ey.com), and Password (masked). A 'Use my email as my username' checkbox is present. A link to the 'SAP Ariba Privacy Statement' is provided. Notes specify that the email must be in a specific format and the password must be at least 8 characters long.
- Tell us more about your business:** Fields for Product and Service Categories, Ship-to or Service Locations, Tax ID, VAT ID, and DUNS Number. Each field has an 'Add' button and a 'Browse' button. Notes provide instructions for each field.

Below these sections is a 'Product and Service Category Selection' area with a search bar and a list of categories such as 'Agricultural & Fishing Machinery', 'Agricultural & Fishing Services', 'Apparel, Luggage & Personal Care', 'Chemicals', 'Cleaning Supplies', 'Computer Hardware, Software & Telecom', 'Construction & Maintenance Services', and 'Construction Materials'. A 'My Selections (0)' section is also visible.



Ariba Network

Account Registration

Upon completion of the AN account registration this will automatically take you into the event which you have been invited to attend, and you are now able to review the documentation and eventually provide your offer(s):

The screenshot displays the Ariba Sourcing user interface. At the top, the header includes 'Ariba Sourcing', 'Company Settings', 'Dustin Gueldner', and 'Help Center'. Below the header, there is a navigation bar with a back arrow and the text '< Go back to Merck KGaA, Darmstadt, Germany - TEST Dashboard'. On the right side of the navigation bar, there is a 'Desktop File Sync' button and a clock icon indicating 'Time remaining 29 days 23:32:52'.

The main content area is titled 'Event Details' and shows the event ID 'Doc266868244 - Supplier Comm Package Test DG'. A yellow warning box contains the text: '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 warning box are three buttons: 'Review Prerequisites' (highlighted in blue), 'Decline to Respond', and 'Print Event Information'.

On the left side, there is a sidebar menu with 'Event Messages', 'Download Tutorials', and 'Response Team'. Below this is a 'Checklist' section with three items: '1. Review Event Details' (selected), '2. Review and Accept Prerequisites', and '3. Submit Response'.

The main content area below the buttons is titled 'Event Overview and Timing Rules'. It displays the following information: Owner: Dustin Gueldner (with a user icon), Event Type: RFP, Currency: European Union Euro, Commodity: Transports by air freight 2410200, and Regions: DE Germany. Below this, it shows 'Publish time: 7/30/2019 1:52 PM' and 'Due date: 8/29/2019 1:52 PM'. A section for 'Bidding Rules' is also present but empty.

At the bottom of the page, there is a footer with the SAP Ariba logo and contact information: 'Dustin Gueldner (1594487392226_dustin.gueldner@de.ey.com) last visited 30 Jul 2019 5:18:08 AM DG TEST GmbH AN01459132932-T'. It also includes links for 'SAP Ariba Privacy Statement', 'Security Disclosure', and 'Terms of Use'. The copyright notice '© 1996-2019 Ariba, Inc. All rights reserved.' is visible on the right side of the footer.



Content

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- 02 **RFX Process**
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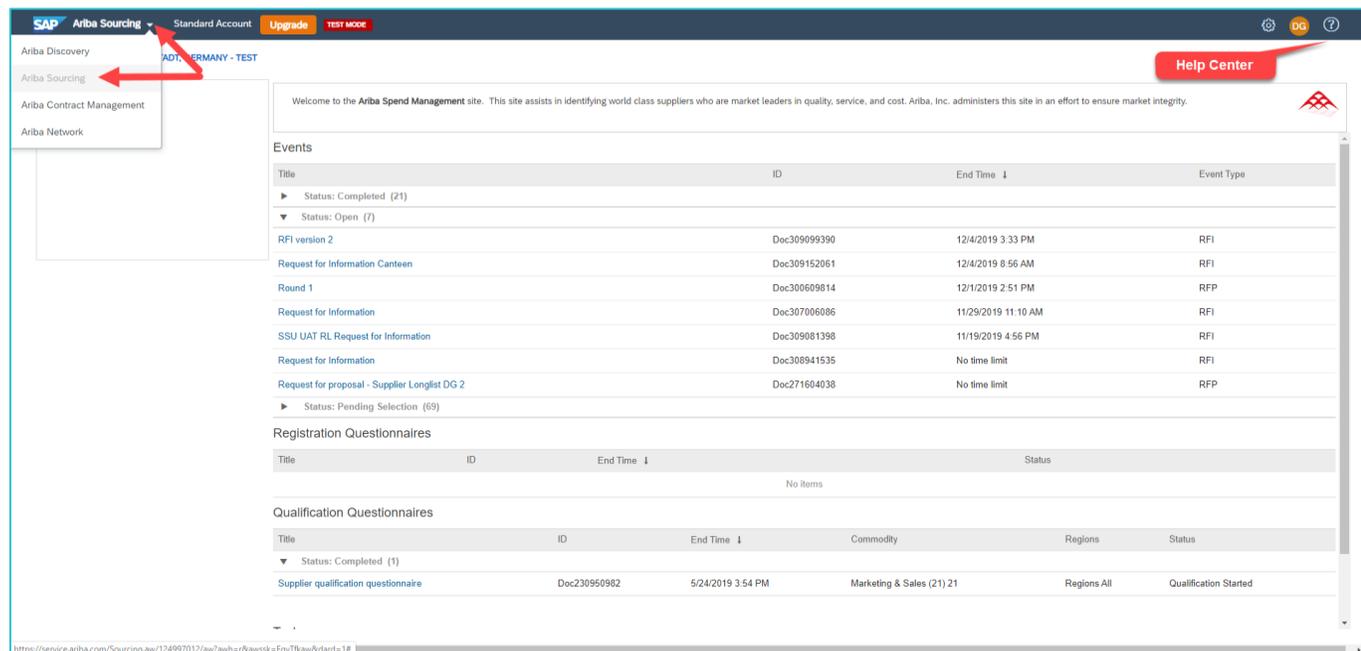
Ariba Network

Re-accessing the Event

After exiting your AN account, the next time need to login to your AN account do not use the link from the original email invitation, as this link is no longer valid. Please use the following link to access the supplier portal of the AN:

<https://service.ariba.com/Sourcing.aw/124993011/aw?awh=r&awssk=7Tx0yXdq&dard=1&ancdc=1>

Use your specific username and password to login. You will then be taken to the Ariba Sourcing page in which you are able to view all events for which you have been invited to participate:



The screenshot shows the SAP Ariba Sourcing interface. The top navigation bar includes 'SAP Ariba Sourcing', 'Standard Account', 'Upgrade', and 'TEST MODE'. A dropdown menu is open, showing 'Ariba Discovery', 'Ariba Sourcing', 'Ariba Contract Management', and 'Ariba Network'. A red arrow points to 'Ariba Sourcing'. The main content area displays a table of events with columns for Title, ID, End Time, and Event Type. The table is filtered by 'Status: Completed (21)' and 'Status: Open (7)'. The events listed include 'RFI version 2', 'Request for Information Canteen', 'Round 1', 'Request for Information', 'SSU UAT RL Request for Information', 'Request for Information', 'Request for proposal - Supplier Longlist DG 2', and 'Supplier qualification questionnaire'.

Title	ID	End Time	Event Type		
Status: Completed (21)					
Status: Open (7)					
RFI version 2	Doc309099390	12/4/2019 3:33 PM	RFI		
Request for Information Canteen	Doc309152061	12/4/2019 8:56 AM	RFI		
Round 1	Doc300609814	12/1/2019 2:51 PM	RFP		
Request for Information	Doc307006086	11/29/2019 11:10 AM	RFI		
SSU UAT RL Request for Information	Doc309081398	11/19/2019 4:56 PM	RFI		
Request for Information	Doc308941535	No time limit	RFI		
Request for proposal - Supplier Longlist DG 2	Doc271604038	No time limit	RFP		
Status: Pending Selection (69)					
Registration Questionnaires					
Title	ID	End Time	Status		
No Items					
Qualification Questionnaires					
Title	ID	End Time	Commodity	Regions	Status
Status: Completed (1)					
Supplier qualification questionnaire	Doc230950982	5/24/2019 3:54 PM	Marketing & Sales (21) 21	Regions All	Qualification Started

If you are not taken to the proposals page, but instead are taken to the orders & invoices page, please click on the Ariba page and select **"Ariba Sourcing"**:



The screenshot shows the SAP Ariba Sourcing navigation menu. The top bar includes 'SAP Ariba Sourcing' and 'Standard Account'. A dropdown menu is open, showing 'Ariba Discovery', 'Ariba Sourcing', 'Ariba Contract Management', and 'Ariba Network'. A red arrow points to 'Ariba Sourcing'.

After arriving on the Ariba Sourcing page, select the event and proceed with the RFX process.



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Ariba Network

RFX Process

After receiving the invitation to partake in an event, select **"Click Here"** to access the event. This will then ask you to either register or login to your account (if you need to register for an account please go back to section 1 of this document). Login with your username and password. You can also directly get to the supplier login page by following this link: <http://supplier.ariba.com>

Merck KGaA, Darmstadt, Germany - TEST

Welcome, Dustin Gueldner.

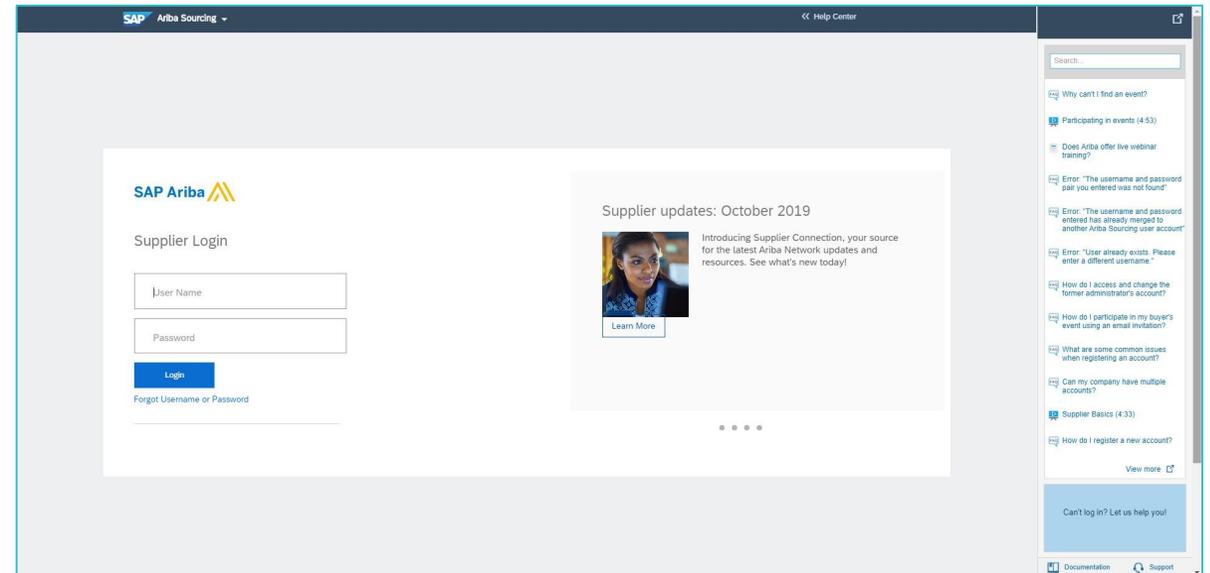
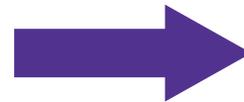
Merck KGaA, Darmstadt, Germany - TEST has registered you on their Ariba Spend Management site and invited you to participate in the following event: Supplier Comm Package Test DG. The event starts on Tuesday, July 30, 2019 at 4:52 AM, Pacific Daylight Time and ends on Thursday, August 29, 2019 at 4:52 AM, Pacific Daylight Time.

[Click Here](#) to access this event. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can access this event.

NOTE: This link is only valid for 30 days. Make sure to register on the Ariba Commerce Cloud before the link expires. After you register on the Ariba Commerce Cloud, you can no longer use this link.

If you have questions about this event, contact Dustin Gueldner via e-mail at email@email or telephone at .

If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.



Ariba Network RFX Process

You will then be taken to the Ariba Sourcing page in which you are able to view all events for which you have been invited to participate:

The screenshot displays the SAP Ariba Sourcing interface. The top navigation bar includes 'SAP Ariba Sourcing', 'Standard Account', 'Upgrade', and 'TEST MODE'. A dropdown menu is open, showing 'Ariba Discovery', 'Ariba Sourcing', 'Ariba Contract Management', and 'Ariba Network'. A red arrow points to 'Ariba Sourcing'. The main content area shows a welcome message and a table of events. The table has columns for Title, ID, End Time, and Event Type. Below the events table, there are sections for 'Registration Questionnaires' and 'Qualification Questionnaires'.

Title	ID	End Time	Event Type
► Status: Completed (21)			
▼ Status: Open (7)			
RFI version 2	Doc309099390	12/4/2019 3:33 PM	RFI
Request for Information Canteen	Doc309152061	12/4/2019 8:56 AM	RFI
Round 1	Doc300609814	12/1/2019 2:51 PM	RFP
Request for Information	Doc307006086	11/29/2019 11:10 AM	RFI
SSU UAT RL Request for Information	Doc309081398	11/19/2019 4:56 PM	RFI
Request for Information	Doc308941535	No time limit	RFI
Request for proposal - Supplier Longlist DG 2	Doc271604038	No time limit	RFP
► Status: Pending Selection (69)			

Title	ID	End Time	Status
No Items			

Title	ID	End Time	Commodity	Regions	Status
▼ Status: Completed (1)					
Supplier qualification questionnaire	Doc230950982	5/24/2019 3:54 PM	Marketing & Sales (21) 21	Regions All	Qualification Started

If you are not taken to the Ariba Sourcing page, but instead are taken to the orders & invoices page, please click on the Ariba Apps menu and select proposals:

The screenshot shows the SAP Ariba Sourcing navigation menu. The top bar includes 'SAP Ariba Sourcing' and 'Standard Account'. A dropdown menu is open, showing 'Ariba Discovery', 'Ariba Sourcing', 'Ariba Contract Management', and 'Ariba Network'. A red arrow points to 'Ariba Sourcing'.

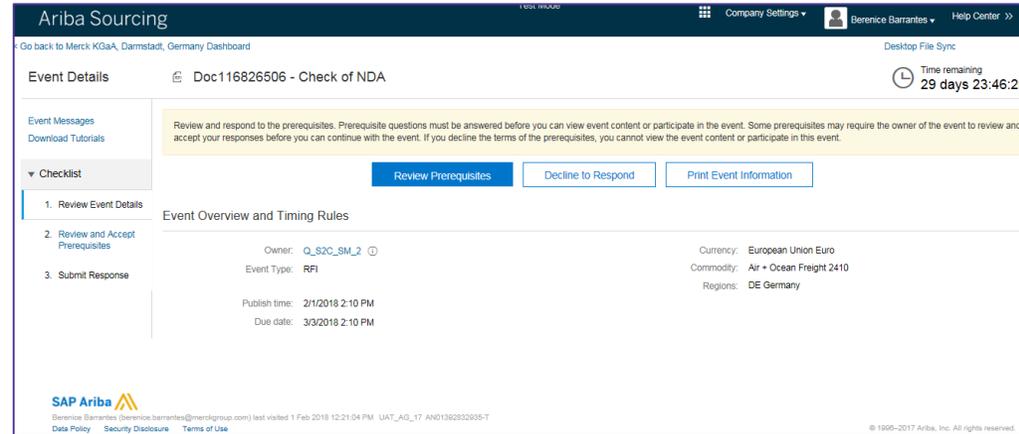
After arriving on the Ariba Sourcing page, select and enter the correct event.

Ariba Network RFX Process

Upon entering the event you will be asked to review the prerequisites of the event before being able to review the documentation of the event.

Steps to follow

- Click **Review Prerequisites**

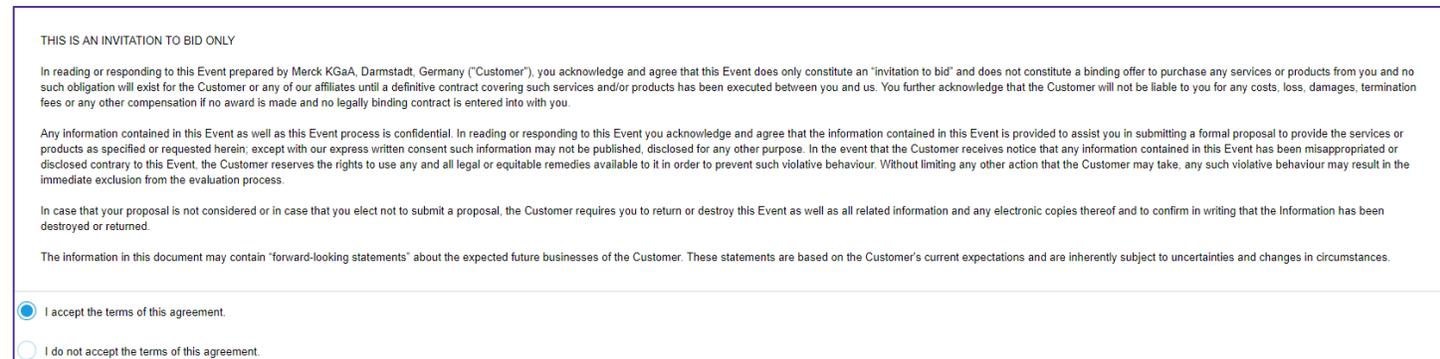


The screenshot shows the Ariba Sourcing interface for an event titled "Doc116826506 - Check of NDA". The user is logged in as "Berenice Barrantes". The interface includes a navigation menu on the left with options like "Event Messages", "Download Tutorials", and "Checklist". The main content area displays a "Review Prerequisites" button, along with "Decline to Respond" and "Print Event Information" buttons. Below these buttons, there is a section titled "Event Overview and Timing Rules" with the following details:

Owner:	Q_S2C_SM_2	Currency:	European Union Euro
Event Type:	RFI	Commodity:	Air + Ocean Freight 2410
Publish time:	2/1/2018 2:10 PM	Regions:	DE Germany
Due date:	3/3/2018 2:10 PM		

At the bottom of the interface, there is a footer with the SAP Ariba logo and copyright information: "© 1998-2017 Ariba, Inc. All rights reserved."

- You will then be confronted with the **Bidder Agreement** which you must read and **accept the terms** in order to be able to proceed with this event.



THIS IS AN INVITATION TO BID ONLY

In reading or responding to this Event prepared by Merck KGaA, Darmstadt, Germany ("Customer"), you acknowledge and agree that this Event does only constitute an "invitation to bid" and does not constitute a binding offer to purchase any services or products from you and no such obligation will exist for the Customer or any of our affiliates until a definitive contract covering such services and/or products has been executed between you and us. You further acknowledge that the Customer will not be liable to you for any costs, loss, damages, termination fees or any other compensation if no award is made and no legally binding contract is entered into with you.

Any information contained in this Event as well as this Event process is confidential. In reading or responding to this Event you acknowledge and agree that the information contained in this Event is provided to assist you in submitting a formal proposal to provide the services or products as specified or requested herein; except with our express written consent such information may not be published, disclosed for any other purpose. In the event that the Customer receives notice that any information contained in this Event has been misappropriated or disclosed contrary to this Event, the Customer reserves the rights to use any and all legal or equitable remedies available to it in order to prevent such violative behaviour. Without limiting any other action that the Customer may take, any such violative behaviour may result in the immediate exclusion from the evaluation process.

In case that your proposal is not considered or in case that you elect not to submit a proposal, the Customer requires you to return or destroy this Event as well as all related information and any electronic copies thereof and to confirm in writing that the Information has been destroyed or returned.

The information in this document may contain "forward-looking statements" about the expected future businesses of the Customer. These statements are based on the Customer's current expectations and are inherently subject to uncertainties and changes in circumstances.

I accept the terms of this agreement.

I do not accept the terms of this agreement.



Ariba Network

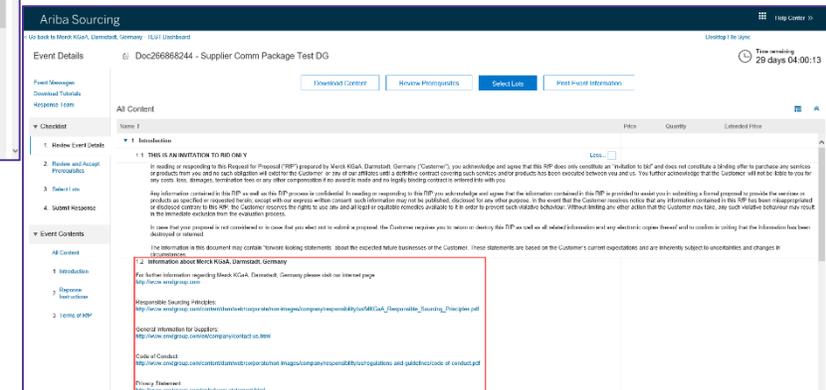
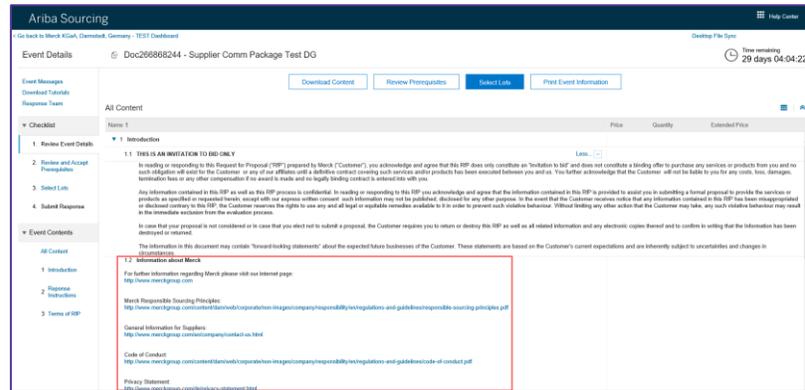
RFX Process: RFI

Upon accepting the prerequisites, you will then be able to directly view the content of the RFI. To review and submit a response to the RFI. For an RFP there is an additional step which you must do in order to provide your offer.

- Depending on the structure of the RFI, you may be asked to download sign and upload a Non-Disclosure Agreement:

Steps to follow

1. Review terms & agreements
2. Download the NDA
3. Review, sign, and upload the NDA
4. Complete the RFI questions
5. **Submit Entire Response**



- On the top right corner of the screen you will find the time reminding to complete this event



Ariba Network RFX Process: RFP

Steps to follow

- Review and accept prerequisites

Ariba Sourcing
Go back to Merck KGaA, Darmstadt, Germany Dashboard

Event Details: Doc116826506 - Check of NDA

Time remaining: 29 days 23:46:20

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.

Buttons: Review Prerequisites, Decline to Respond, Print Event Information

Checklist:

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

Event Overview and Timing Rules

Owner: Q_S2C_SM_2
Event Type: RFI
Publish time: 2/1/2018 2:10 PM
Due date: 3/3/2018 2:10 PM

Currency: European Union Euro
Commodity: Air - Ocean Freight 2410
Regions: DE Germany

SAP Ariba logo and footer information.

THIS IS AN INVITATION TO BID ONLY

In reading or responding to this Event prepared by Merck KGaA, Darmstadt, Germany ("Customer"), you acknowledge and agree that this Event does only constitute an "invitation to bid" and does not constitute a binding offer to purchase any services or products from you and no such obligation will exist for the Customer or any of our affiliates until a definitive contract covering such services and/or products has been executed between you and us. You further acknowledge that the Customer will not be liable to you for any costs, loss, damages, termination fees or any other compensation if no award is made and no legally binding contract is entered into with you.

Any information contained in this Event as well as this Event process is confidential. In reading or responding to this Event you acknowledge and agree that the information contained in this Event is provided to assist you in submitting a formal proposal to provide the services or products as specified or requested herein; except with our express written consent such information may not be published, disclosed for any other purpose. In the event that the Customer receives notice that any information contained in this Event has been misappropriated or disclosed contrary to this Event, the Customer reserves the rights to use any and all legal or equitable remedies available to it in order to prevent such violative behaviour. Without limiting any other action that the Customer may take, any such violative behaviour may result in the immediate exclusion from the evaluation process.

In case that your proposal is not considered or in case that you elect not to submit a proposal, the Customer requires you to return or destroy this Event as well as all related information and any electronic copies thereof and to confirm in writing that the Information has been destroyed or returned.

The information in this document may contain "forward-looking statements" about the expected future businesses of the Customer. These statements are based on the Customer's current expectations and are inherently subject to uncertainties and changes in circumstances.

I accept the terms of this agreement.

I do not accept the terms of this agreement.

- Click on **Select Lots** to determine for which of the different available line items or lots you would like to provide an offer for

Ariba Sourcing
Go back to Merck KGaA, Darmstadt, Germany - TEST Dashboard

Event Details: Doc266868244 - Supplier Comm Package Test DG

Time remaining: 29 days 04:04:22

Buttons: Download Content, Review Prerequisites, Select Lots, Print Event Information

Checklist:

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

All Content

Name	Price	Quantity	Extended Price
1.1 Introduction			

1.1 THIS IS AN INVITATION TO BID ONLY

In reading or responding to this Request for Proposal ("RFP") prepared by Merck ("Customer"), you acknowledge and agree that this RFP does only constitute an "invitation to bid" and does not constitute a binding offer to purchase any services or products from you and no such obligation will exist for the Customer or any of our affiliates until a definitive contract covering such services and/or products has been executed between you and us. You further acknowledge that the Customer will not be liable to you for any costs, loss, damages, termination fees or any other compensation if no award is made and no legally binding contract is entered into with you.

Any information contained in this RFP as well as this RFP process is confidential. In reading or responding to this RFP you acknowledge and agree that the information contained in this RFP is provided to assist you in submitting a formal proposal to provide the services or products as specified or requested herein; except with our express written consent such information may not be published, disclosed for any other purpose. In the event that the Customer receives notice that any information contained in this RFP has been misappropriated or disclosed contrary to this RFP, the Customer reserves the rights to use any and all legal or equitable remedies available to it in order to prevent such violative behaviour. Without limiting any other action that the Customer may take, any such violative behaviour may result in the immediate exclusion from the evaluation process.

In case that your proposal is not considered or in case that you elect not to submit a proposal, the Customer requires you to return or destroy this RFP as well as all related information and any electronic copies thereof and to confirm in writing that the information has been destroyed or returned.

The information in this document may contain "forward-looking statements" about the expected future businesses of the Customer. These statements are based on the Customer's current expectations and are inherently subject to uncertainties and changes in circumstances.

Information about Merck
For further information regarding Merck please visit our internet page:
<http://www.merckgroup.com>

Merck Responsible Sourcing Principles:
<http://www.merckgroup.com/content/dam/web/corporation-images/company/responsibility/technologies-and-guidelines/responsible-sourcing-principles.pdf>

General Information for Suppliers:
<http://www.merckgroup.com/content/dam/web/corporation-images/company/responsibility/technologies-and-guidelines/code-of-conduct.pdf>

Code of Conduct:
<http://www.merckgroup.com/content/dam/web/corporation-images/company/responsibility/technologies-and-guidelines/code-of-conduct.pdf>

Privacy Statement:
<http://www.merckgroup.com/content/dam/web/corporation-images/company/responsibility/technologies-and-guidelines/privacy-statement.pdf>

Ariba Sourcing
Go back to Merck KGaA, Darmstadt, Germany - TEST Dashboard

Event Details: Doc266868244 - Supplier Comm Package Test DG

Time remaining: 29 days 04:00:13

Buttons: Download Content, Review Prerequisites, Select Lots, Print Event Information

Checklist:

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

All Content

Name	Price	Quantity	Extended Price
1.1 Introduction			

1.1 THIS IS AN INVITATION TO BID ONLY

In reading or responding to this Request for Proposal ("RFP") prepared by Merck KGaA, Darmstadt, Germany ("Customer"), you acknowledge and agree that this RFP does only constitute an "invitation to bid" and does not constitute a binding offer to purchase any services or products from you and no such obligation will exist for the Customer or any of our affiliates until a definitive contract covering such services and/or products has been executed between you and us. You further acknowledge that the Customer will not be liable to you for any costs, loss, damages, termination fees or any other compensation if no award is made and no legally binding contract is entered into with you.

Any information contained in this RFP as well as this RFP process is confidential. In reading or responding to this RFP you acknowledge and agree that the information contained in this RFP is provided to assist you in submitting a formal proposal to provide the services or products as specified or requested herein; except with our express written consent such information may not be published, disclosed for any other purpose. In the event that the Customer receives notice that any information contained in this RFP has been misappropriated or disclosed contrary to this RFP, the Customer reserves the rights to use any and all legal or equitable remedies available to it in order to prevent such violative behaviour. Without limiting any other action that the Customer may take, any such violative behaviour may result in the immediate exclusion from the evaluation process.

In case that your proposal is not considered or in case that you elect not to submit a proposal, the Customer requires you to return or destroy this RFP as well as all related information and any electronic copies thereof and to confirm in writing that the information has been destroyed or returned.

The information in this document may contain "forward-looking statements" about the expected future businesses of the Customer. These statements are based on the Customer's current expectations and are inherently subject to uncertainties and changes in circumstances.

Information about Merck KGaA, Darmstadt, Germany
For further information regarding Merck KGaA, Darmstadt, Germany please visit our internet page:
<http://www.merckgroup.com>

Responsible Sourcing Principles:
<http://www.merckgroup.com/content/dam/web/corporation-images/company/responsibility/technologies-and-guidelines/responsible-sourcing-principles.pdf>

General Information for Suppliers:
<http://www.merckgroup.com/content/dam/web/corporation-images/company/responsibility/technologies-and-guidelines/code-of-conduct.pdf>

Code of Conduct:
<http://www.merckgroup.com/content/dam/web/corporation-images/company/responsibility/technologies-and-guidelines/code-of-conduct.pdf>

Privacy Statement:
<http://www.merckgroup.com/content/dam/web/corporation-images/company/responsibility/technologies-and-guidelines/privacy-statement.pdf>

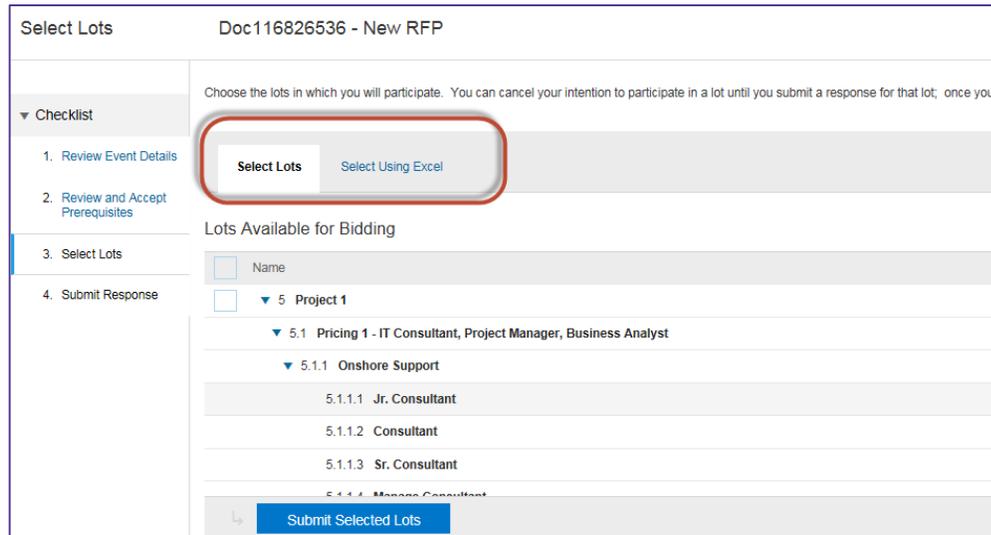


Ariba Network

RFX Process: RFP

Steps to follow

- You can enter the information lot by lot in **Select Lots** tab, or with an Excel file in **Select Using Excel** tab



The screenshot shows the 'Select Lots' interface for a new RFP (Doc116826536). The interface is divided into a left sidebar and a main content area. The sidebar contains a 'Checklist' with four steps: 1. Review Event Details, 2. Review and Accept Prerequisites, 3. Select Lots (highlighted), and 4. Submit Response. The main content area has a header 'Select Lots' and 'Doc116826536 - New RFP'. Below the header, there is a message: '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 s'. Two buttons, 'Select Lots' and 'Select Using Excel', are visible, with 'Select Lots' highlighted by a red rounded rectangle. Below the buttons, there is a section titled 'Lots Available for Bidding' with a search bar and a list of lots. The list includes '5 Project 1', '5.1 Pricing 1 - IT Consultant, Project Manager, Business Analyst', '5.1.1 Onshore Support', '5.1.1.1 Jr. Consultant', '5.1.1.2 Consultant', '5.1.1.3 Sr. Consultant', and '5.1.1.4 Messag Consultant'. A 'Submit Selected Lots' button is at the bottom right of the list.

- After fill the price in the products or services required click on **Submit Select Lots**, then you have to click **Submit Entire Response**

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- 03 Account Configuration**
- 04 Roles and Users

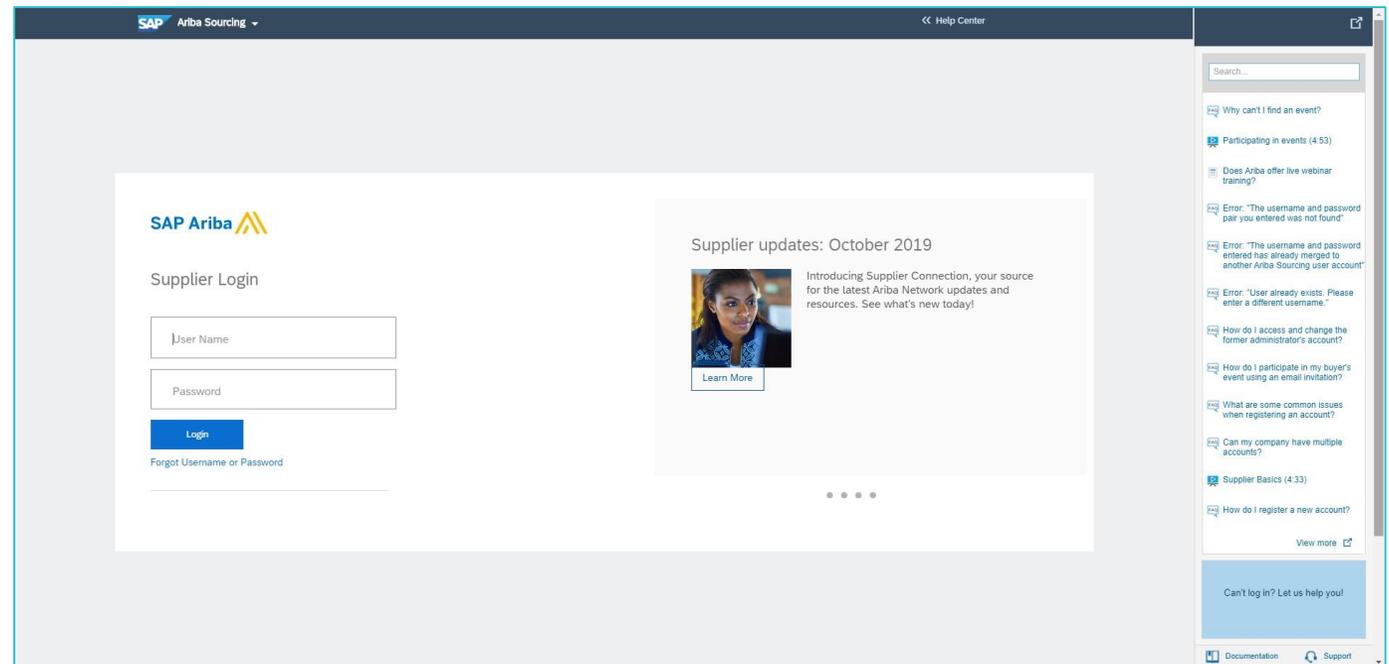


Account Configuration

Logging In

Steps to follow

- Log into to your AN account <http://supplier.ariba.com>
- Enter the User Name and Password you created when registering
- Click Login



Account Configuration

Company Profile Configuration

Once logged in, you will be directed to the home page. Go to **Company Settings** to start your company configuration

- 1. Company Profile:** This is where you can fill out or edit your company profile information (shipping address, product and service, categories, tax info, certifications and more)
- 2. Users:** This is where you can create and modify users and user roles that are linked to this AN account
- 3. Notifications:** This is where you can edit your notification settings for each solution
- 4. Sourcing & Contracts Notification:** This is where you can review your invitations of a Sourcing Event (RFP, RFX, RFP), and Contracts

The screenshot displays the SAP Ariba Sourcing user interface. The top navigation bar includes the SAP logo, 'Ariba Sourcing', 'Standard Account', 'Upgrade', and 'TEST MODE'. The main content area shows a welcome message and several sections: 'Events', 'Registration Questionnaires', and 'Qualification Questionnaires'. A dropdown menu is open on the right side, listing various settings and guides. The menu items are: 'How To Supplier Guide' (with ANID: AN01476294079-T), 'Company Profile' (marked with a red box and the number 1), 'ACCOUNT SETTINGS', 'Users' (marked with a red box and the number 2), 'Notifications' (marked with a red box and the number 3), 'View All', 'SOURCING & CONTRACTS SETTINGS', 'Sourcing & Contracts Notifications' (marked with a red box and the number 4), and 'View All'.

Account Configuration

Setting up your company file

Set up your company profile

- From the **Company Settings** menu, select **Company Profile**
- Enter or revise values on the Company Profile page as necessary, making certain to fill out all required fields marked with *
 - Once you are finished with the **Basic** information tab, you can enter or revise values on the **Business, Marketing, Contacts** and **Certifications** tabs

The screenshot shows the SAP Ariba Sourcing 'Company Profile' configuration page. The page is titled 'Company Profile' and has a 'Save' button in the top right corner. The page is divided into several tabs: 'Basic (3)', 'Business (2)', 'Marketing (3)', 'Contacts', 'Certifications (1)', and 'Additional Documents'. The 'Basic' tab is currently selected. The page contains several input fields and sections:

- Overview:**
 - Company Name: * How To Supplier Guide
 - Other names, if any: (empty field)
 - Networkid: AN01476294079-T ⓘ
 - Short Description: ⓘ (empty field, Characters left: 100)
 - Website: (empty field)
 - Public Profile: <http://discovery.ariba.com/profile/AN01476294079-T> | Customize URL
 - Privacy Statement: SAP Ariba Privacy Statement ▾
- Address:**
 - Address 1: * Rothenbaumchaussee 78
 - Address 2: (empty field)
 - Postal Code: * 20148
 - City: * Hamburg
 - State: Hamburg
 - Country: * Germany [DEU] ▾
- Public Profile Completeness:** 30% (progress bar)
- Share Your Public Profile:** Click here to get your Ariba badge. Find us on Ariba Network ⓘ
- View Public Profile:** Profile Visibility Settings



Content

- 01 Account Registration
- 02 RFX Process
- 03 Account Configuration
- 04 **Roles and Users**



Roles and Users

Managing Roles and Users

As the administrator (owner) of your Ariba Network account, you play an important part in keeping your company's account running smoothly. Your responsibilities include:

- Handling account configuration and management
- Serving as the primary point of contact for users with questions or problems
- **Creating roles and users for your account**

The administrator role is automatically linked to the username and login entered during account registration.

A user is created by the administrator and has exactly one role, which corresponds to the user's real job responsibilities.

Each user is then responsible for updating his or her personal user information in the accounts created by the administrator.

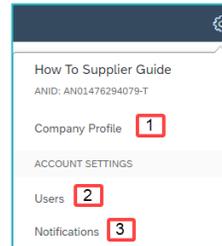


Roles and Users

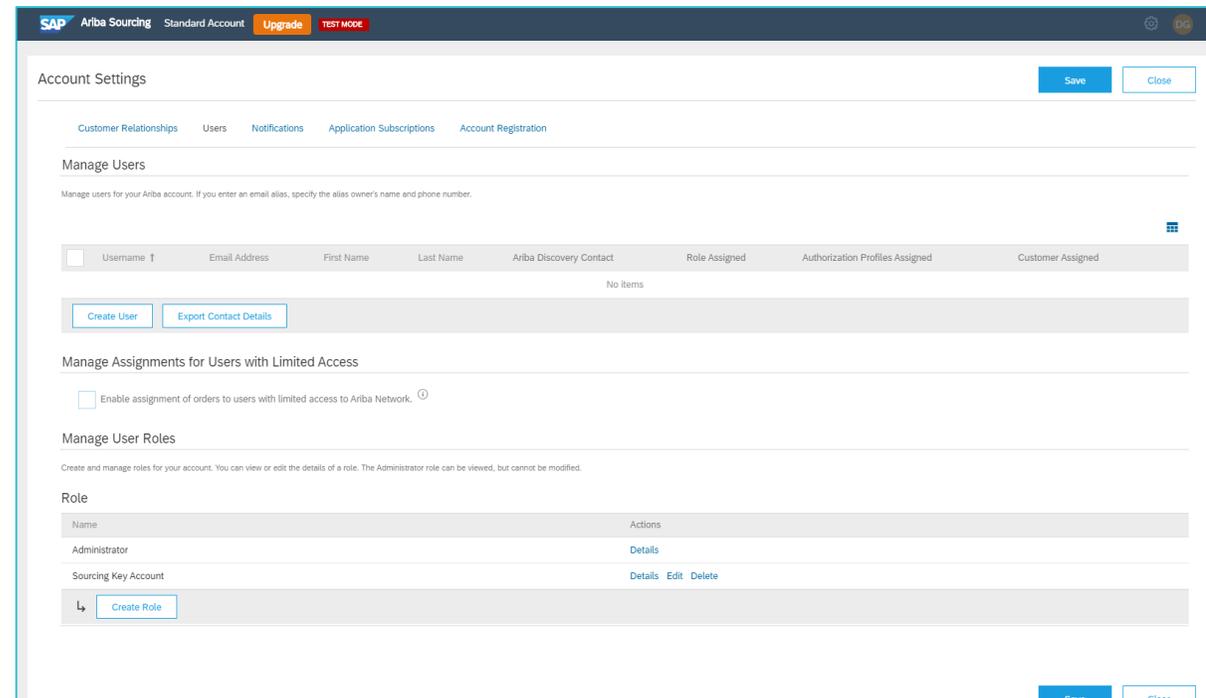
Creating a role

You can create specific roles for each different activity your users may perform in the Ariba Network

1. From the **Company Settings** menu, select **Users** to navigate to the **Manage User Roles** section



2. Click **Create Role** in the **Manage User Roles** section



Roles and Users

Creating a role

1. Enter a distinctive **Name** for the role, and optionally, you can enter a **Description** to record your intentions for this role
2. Click a check box next to one or more permissions for the new role. Each role must have at least one permission
3. Click **Save**

Create Role Save Cancel

* Indicates a required field

New Role Information

Name: *

Description:

Permissions

Each role must have at least one permission.
Upgrade your Ariba Network, standard account to an enterprise account to enable all permissions.

Permission	Description
<input checked="" type="checkbox"/> Contact Administration	Maintain information for account contact personnel
<input checked="" type="checkbox"/> Catalog Management	Set up and manage catalog-related activities
<input checked="" type="checkbox"/> Payment Profile	Configure your payment profile
<input type="checkbox"/> cXML Configuration	Configure account for cXML transactions
<input type="checkbox"/> Company Information	Review and update company profile information
<input type="checkbox"/> Transaction Configuration	Configure account for electronic transactions
<input type="checkbox"/> ID Registration Access	Register unique identifiers, like email domains
<input type="checkbox"/> Create and manage postings on Ariba Discovery	Create postings on Ariba Discovery
<input type="checkbox"/> Respond to postings on Ariba	Respond to postings on Ariba Discovery

Save Cancel

Roles and Users

Creating a user

1. From the **Company Settings** menu, select **Users**
2. Click **Create User** to display the **Create User** page

The screenshot shows the SAP Ariba Sourcing interface. At the top, the header includes 'SAP Ariba Sourcing', 'Standard Account', 'Upgrade', and 'TEST MODE'. The main content area is titled 'Account Settings' and contains several sections:

- Account Settings:** Includes 'Save' and 'Close' buttons.
- Navigation:** Links for 'Customer Relationships', 'Users', 'Notifications', 'Application Subscriptions', and 'Account Registration'.
- Manage Users:** A section with a sub-header 'Manage Users' and a description: 'Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.' Below this is a table with columns: Username ↑, Email Address, First Name, Last Name, Ariba Discovery Contact, Role Assigned, Authorization Profiles Assigned, and Customer Assigned. The table is currently empty, showing 'No Items'. Below the table are 'Create User' and 'Export Contact Details' buttons.
- Manage Assignments for Users with Limited Access:** A section with a checkbox labeled 'Enable assignment of orders to users with limited access to Ariba Network.' and a help icon.
- Manage User Roles:** A section with a sub-header 'Manage User Roles' and a description: 'Create and manage roles for your account. You can view or edit the details of a role. The Administrator role can be viewed, but cannot be modified.' Below this is a table with columns: Name and Actions. The table lists two roles: 'Administrator' (with a 'Details' action) and 'Sourcing Key Account' (with 'Details', 'Edit', and 'Delete' actions). Below the table is a 'Create Role' button.

At the bottom right of the page, there are 'Save' and 'Close' buttons.



Roles and Users

Creating a user

1. Enter all mandatory fields in **New User Information** section
2. Assign a role (which you have previously created) to the new user
3. Determine if this new user should only have access to a specific client

SAP Ariba Sourcing Standard Account Upgrade TEST MODE

Create User

Done Cancel

Create a new user account and assign a role and if needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user account. The account information entered here will not be modifiable after you click Done. However, you can modify role assignments at any time.

New User Information

Username:*

Email Address:*

First Name:*

Last Name:*

Do not allow the user to resend invoices to the buyer's account.

This user is the Ariba Discovery Contact

Limited access

Office Phone: Country: USA 1 Area: Number:

Role Assignment

Name	Description
No items.	

⚠ You have not created any roles. You must create roles or set this user as a Ariba Discovery Contact before you can create sub-accounts.

Create Role

Customer Assignment

Assign to Customer: All Customers Select Customers

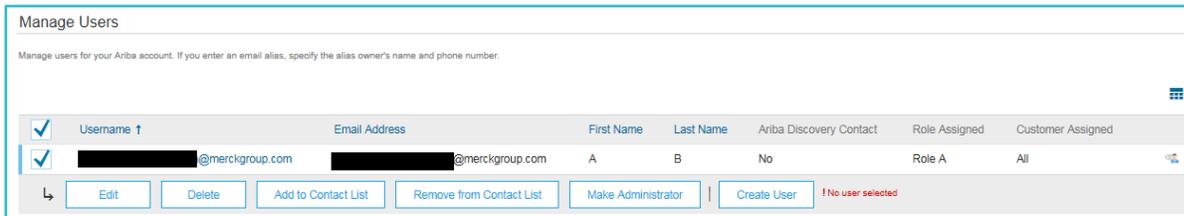
By entering this personal data, you acknowledge that you have authority to allow transfer of this personal data to Ariba for processing in the Ariba systems (hosted in various data centers globally) in accordance with the [SAP Ariba Privacy Statement](#), the service agreement between your company and Ariba, and applicable law, and, if applicable, that any personal data from Russian citizens has been stored by your organization in a separate data repository residing within the Russian federation.



Roles and Users

Editing user roles and resetting

1. From the **Company Settings** menu, select **Users** to enter the **Manage Users** section
2. In the **Manage Users** section, check the box next to the user you want to modify, and click **Edit**



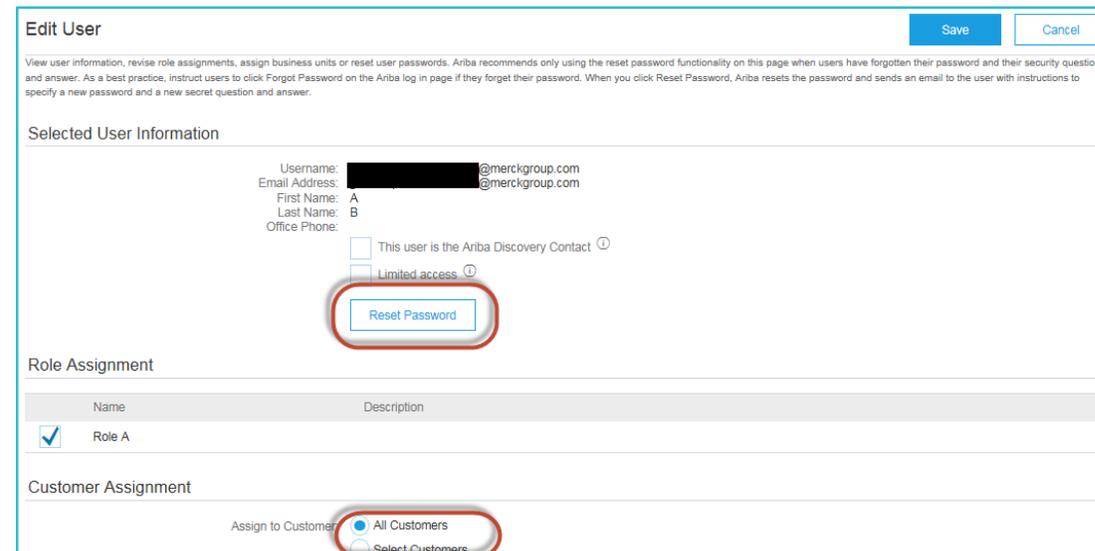
Manage Users

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

<input checked="" type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Customer Assigned	
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	A	B	No	Role A	All	

↳ | ! No user selected

3. In the **Role Assignment** section you can add or remove roles, and in the **Customer Assignment** you can specify that a certain user is only for selected customers, then click **Save**
4. This is also where you can reset the user's password by simply clicking **Reset Password**. Ariba Network then sends an email to the user with a link to reset their password



Edit User

View user information, revise role assignments, assign business units or reset user passwords. Ariba recommends only using the reset password functionality on this page when users have forgotten their password and their security question and answer. As a best practice, instruct users to click Forgot Password on the Ariba log in page if they forget their password. When you click Reset Password, Ariba resets the password and sends an email to the user with instructions to specify a new password and a new secret question and answer.

Selected User Information

Username: [REDACTED]@merckgroup.com
Email Address: [REDACTED]@merckgroup.com
First Name: A
Last Name: B
Office Phone: This user is the Ariba Discovery Contact ⓘ
 Limited access ⓘ

Role Assignment

Name	Description
<input checked="" type="checkbox"/> Role A	

Customer Assignment

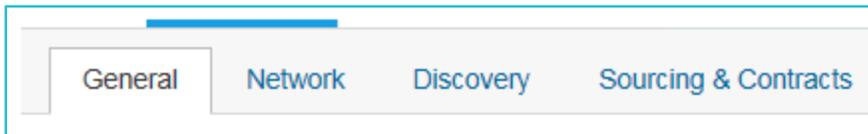
Assign to Customer: All Customers Select Customers

Roles and Users

Setting your notifications preferences

You can specify which notifications you receive and where you would like them to sent

1. From the **Company Settings** menu, select **Notifications**
2. This takes you to **General** notifications tab, though you can also set **Network**, **Discovery** or **Sourcing & Contracts** by clicking on the corresponding tabs



3. Click on the check box next to any notification you would like to receive
4. Enter up to three emails address, separated by commas, to specify who should receive each notification
5. Click **Save** after you finished

Relationship	
Type	Send notifications when...
Customer	<input checked="" type="checkbox"/> Send a notification when a buying organization creates a trading relationship with my company and when that buying organization publishes a new CSV invoice or service sheet template.
Customer Requirements Change	<input type="checkbox"/> Send a notification when a customer has shared or updated Master Data or Business Requirements on my Supplier Information Portal.
Trading Relationship Requests	<input type="checkbox"/> Send a notification when a customer responds to my trading relationship request.
Supplier Enablement Activity and Task Reminder	<input checked="" type="checkbox"/> Send a notification when a supplier enablement activity is assigned or a task is overdue.

To email addresses (one required)

• jhon@companya.com, jane@companya.com

• jhon@companya.com

• jhon@companya.com, jane@companya.com

• jhon@companya.com