

Participating in an RFI Event

Ariba Supplier Quick Guide

February 2018

Content

1. Getting Started.
2. How to accept or decline the invitation.
3. Submit responses.
4. Large Events – responses via Excel.
5. Response Teams.

Need technical support?



SAP Ariba Support

Denmark:	+45 4331 4903
Germany:	0800 101 1989
US:	+1 866 218 2155
China:	10800 650 0343

Other countries:

See full country listing under **Help Center > Support** on the Ariba site.

1. Getting Started - Event Invite

1. Open invitation email

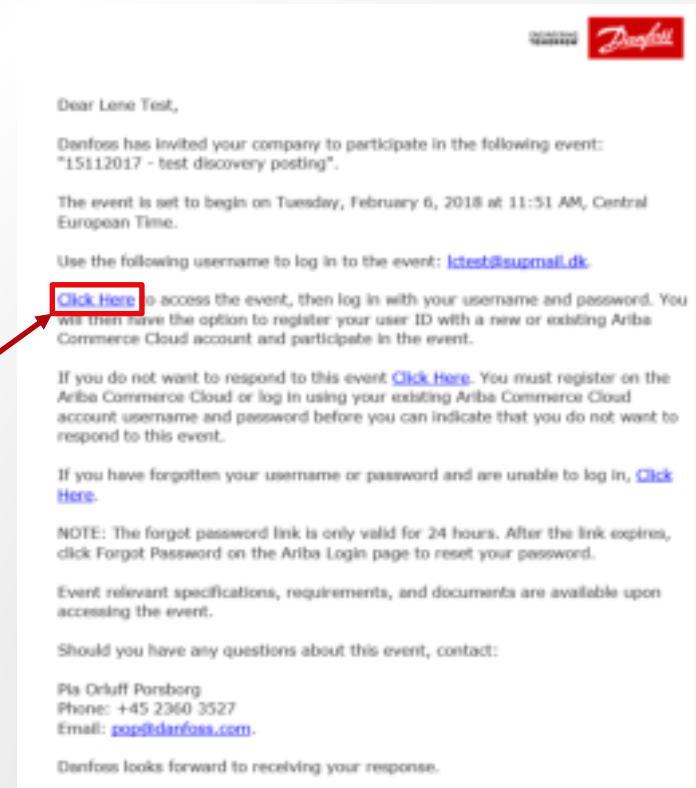
- You will receive an email invitation for the scheduled event.

2. Access the event

- Follow the [Click Here](#) link to access the event.

Or

- Go to <https://proposals.seller.ariba.com> and login to your Ariba account and find the event under Events.

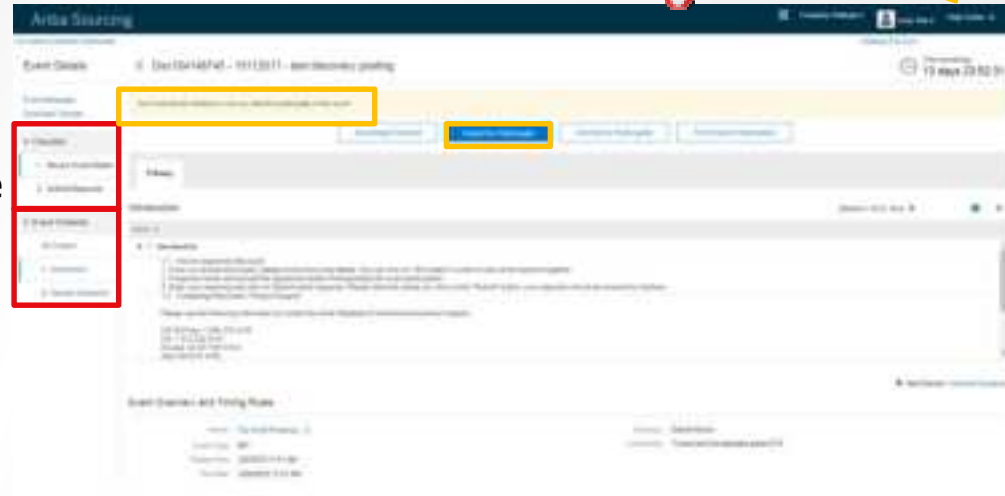


1.1 Getting Started - Review Event Details

TIP: AD BLOCKER
If you use an ad blocker
whitelist *.ariba.com.

Review the Event Details

- The checklist takes you through the steps required for participating in the event.

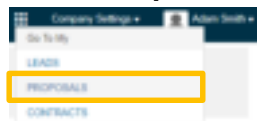


"Huh?", not on the Ariba Sourcing page?



If you do not see **"Ariba Sourcing"** in the upper left corner switch to Ariba Sourcing via the "Go To" menu.

The "Go To" menu looks like this:

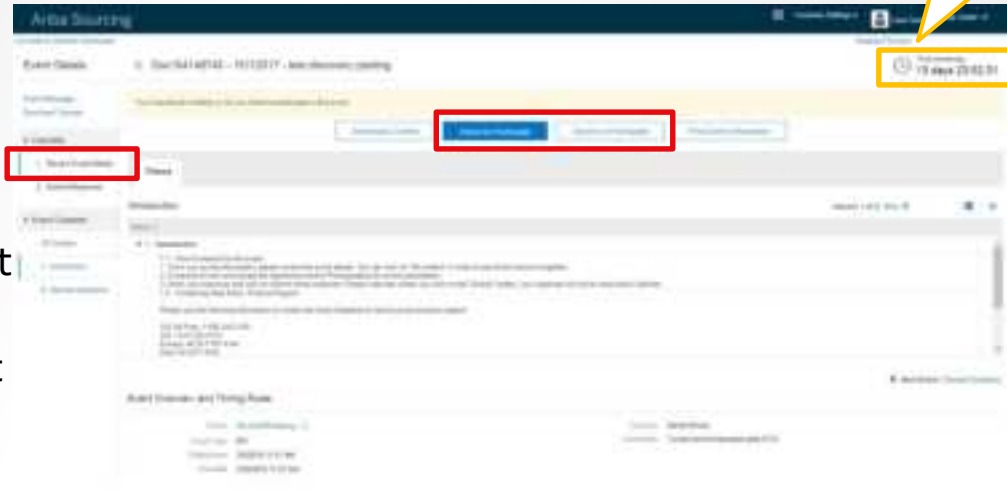


2. How to Accept or Decline the Invitation

TIP
The countdown clock shows the time remaining.

Checklist step "1. Review Event Details" provides you with two options:

1. If you plan to participate in the event click **[Intend to Participate]**.
2. If you do not plan to bid in the event click **[Decline to Participate]**. You will be asked to submit a short comment.



3. Submit Response

If you have clicked **[Intend to Participate]** you should be at “2. Submit Response” on the checklist.

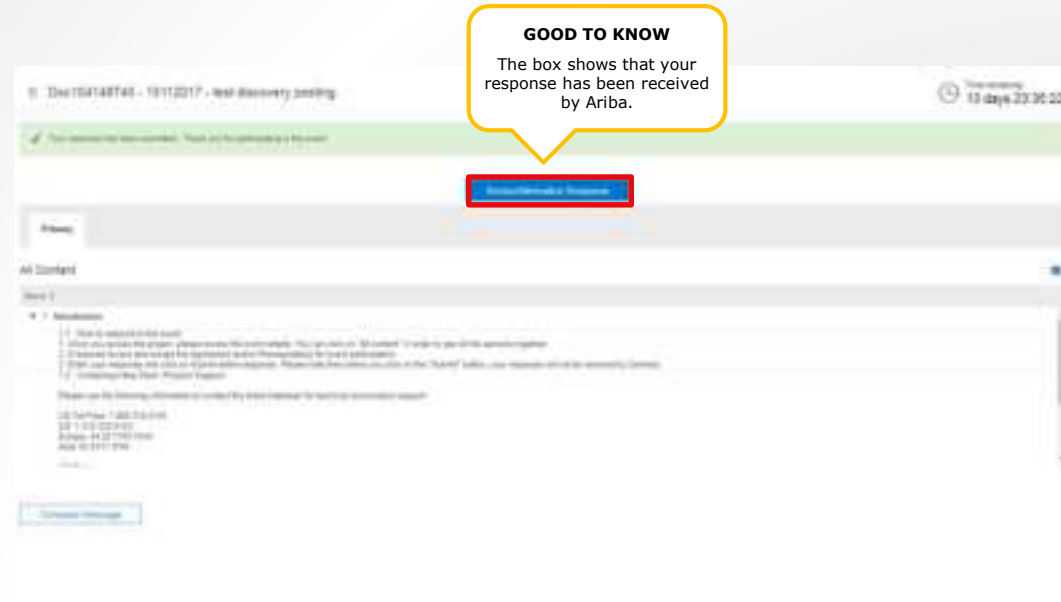
- The **Event Contents** show you the structure of the event.
Sections may include questions.
Mandatory fields are marked with *.
- Review all content and add responses as requested.
- Use **[Submit Entire Response]** to submit your answer to the RFI.



3.1 Revise Response

You can make updates to your response as long as the event is running.

1. Click **[Revise Response]**. Update any of your previous responses.
2. Remember to click **[Submit Entire Response]** to save the changes.





ENGINEERING
TOMORROW