



Participating in an RFI Event

Ariba Supplier Quick Guide February 2018



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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 <u>Click Here</u> 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.

Dear Lene Test,

Danfoss has invited your company to participate in the following event: "15112017 - test discovery posting".

The event is set to begin on Tuesday, February 6, 2018 at 11:51 AM, Central European Time.

Use the following username to log in to the event: <a href="https://linear.ncbi.nlm.

Click. Here o access the event, then log in with your username and password. You will then have the option to register your user ID with a new or existing Ariba Commerce Cloud account and participate in the event.

If you do not want to respond to this event <u>Click Here</u>. 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.

If you have forgotten your username or password and are unable to log in, Click Here.

NOTE: The forgot password link is only valid for 24 hours. After the link expires, click Forgot Password on the Ariba Login page to reset your password.

Event relevant specifications, requirements, and documents are available upon accessing the event.

Should you have any questions about this event, contact:

Pla Orluff Porsborg Phone: +45 2360 3527 Email: pop@danfoss.com.

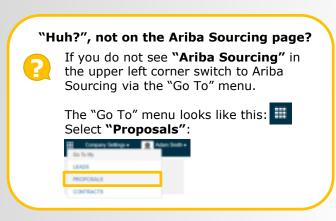
Danfoss looks forward to receiving your response.

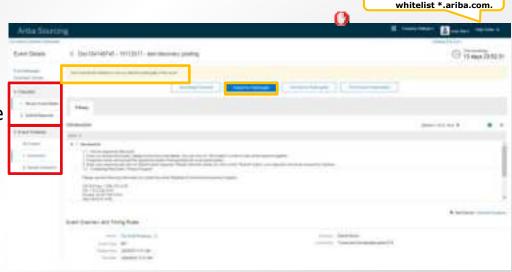


1.1 Getting Started - Review Event Details

Review the Event Details

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





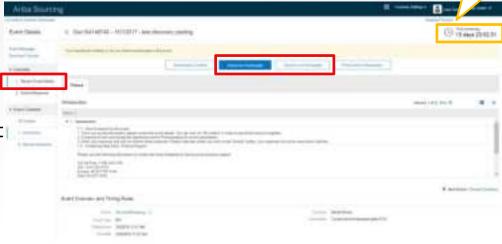
TIP: AD BLOCKER If you use an ad blocker

2. How to Accept or Decline the Invitation

TIPThe 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].
- 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.

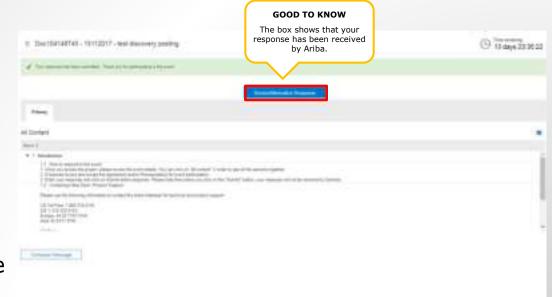
- The **Event Contents** show you the structure of the event.
 - Sections may include questions. Mandatory fields are marked with *.
- Review all content and add responses as requested.
- Use [Submit Entire Response] to submit your answer to the RFI.



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.





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