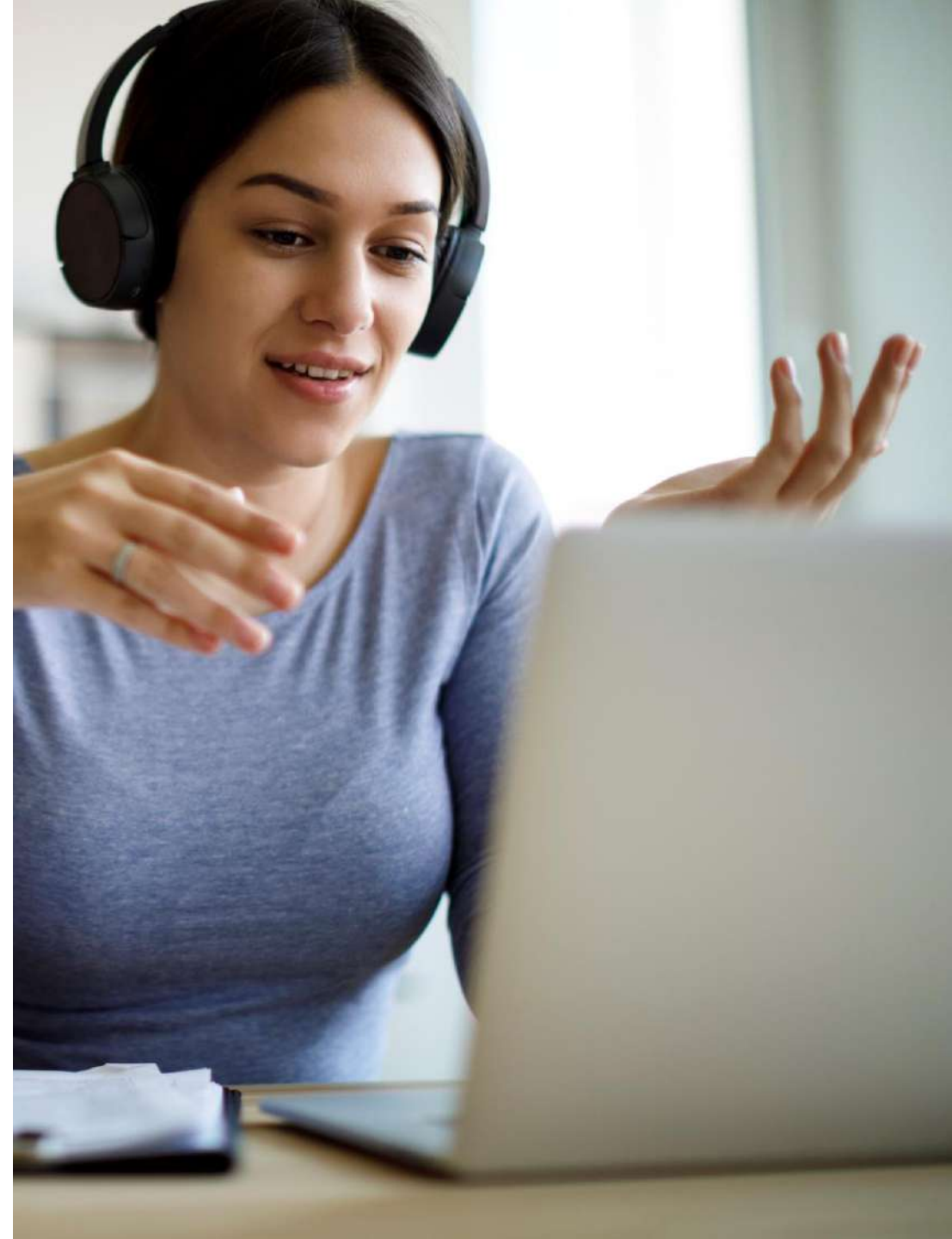


ALPS Supplier Training v7.1

Public



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Upstream Process Overview

Sourcing Scenarios Overview

Scenario 1: Closed Event (with NO existing Ariba Acc)

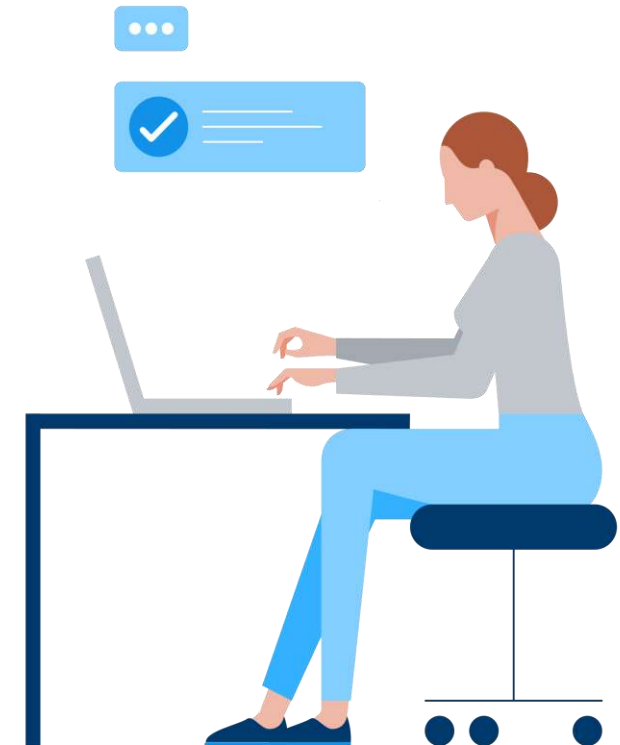
- 1a [Receive email notification](#)
- 1b [Create new Ariba account](#)
- 1c [Check for duplicate accounts](#)
- 1d [Submit initial response and full response](#)

Scenario 2: Closed Event (with existing Ariba Acc)

- 2a [Receive email notification](#)
- 2b [Log-in to Ariba Network Account](#)
- 2c [Submit full response/Submit initial response if there is access gate and full response](#)

Scenario 3: Open Event

- 3a [Suppliers to log-in Ariba Network Account](#)
- 3b [Search for published events and respond](#)
- 3c [Submit initial response and full response](#)





Requirements for Suppliers

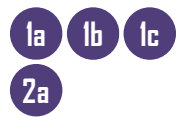
Applicable to all scenarios - read this first

Requirements for Suppliers

- Participate in ALPS sourcing events on Ariba Network connected to ALPS eProcurement System
- Search for sourcing events on Ariba Discovery website
 - Follow instructions on our postings to express your interest to participate. Expressing interest not according to instructions may result in not receiving access to event in time for submission.
 - If instruction needs you to click "Respond to Posting", you will gain access to event immediately after login
- Registration on Ariba Network
 - Use generic email address for registration. If instructions on our postings required you to email ALPS to express interest to participate, same email address should be provided. For first time participation, communication providing access to event will be send to this email address after expressing interest to participate.
 - Generic email address mailbox has to be accessed by whoever in your company who needs to submit proposals to ALPS

Requirements for Suppliers

- Login to Ariba Network to access sourcing event not through “Respond to Posting”
 - Expect minimum one working day (Singapore time) to receive access after expressing interest to participate. You will be directed to Ariba Sourcing website after login. Contact ALPS procurement staff if access has not provided.
- Proposal or quotation has to be submitted online
 - Submit by clicking “Submit Entire Response” from Event Contents on Ariba Sourcing. Submission through any other channels may result in disqualification.



Supplier Registration on Ariba Network

Registration on Ariba Network

To participate in ALPS Sourcing events, you will need to register as a supplier with ALPS on Ariba Network.

1 If you do not have an existing Ariba Account, click on the "Sign up" button

2. If you have an existing Ariba Account, click on the "Log in" button

2

SAP Ariba Proposals and Questionn...

Welcome, JiaweiLim

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

Sign up as a supplier with **Integrated Health Information Systems Pte. Ltd. - TEST** on SAP Ariba.

Integrated Health Information Systems Pte. Ltd. - TEST uses SAP Ariba to manage procurement activities. Create an SAP Ariba supplier account and manage your response to procurement activities required by Integrated Health Information Systems Pte. Ltd. - TEST.

[Sign up](#) 1

Already have an account? [Log in](#) 2

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

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New Account Set-up

3 If you do not have an existing Ariba Account and have clicked on the “Sign up” button, you would be redirected to this page to fill in your details.

SAP Ariba Proposals and Questionnaires

Create account Create account and continue Cancel

First, create an SAP Ariba supplier account, then complete questionnaires required by Integrated Health Information Systems Pte. Ltd. - TEST.

Company information

* indicates a required field

Company Name:

Country/Region: If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Address:

City:

State:

Zip:

User account information

* indicates a required field

Name: Last Name [SAP Business Network Privacy Statement](#)

Email: Use my email as my username

Username: Must be in email format (e.g. jhns@ibm.com)

Password: Passwords must contain a minimum of eight characters including upper and lower case letters, numbers, signs, and special characters.

Language: The language used when Ariba sends you configuration notifications. This is different than your mail.

Email orders to: Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

Tell us more about your business

Product and Service Categories: Add or Browse

Ship-to or Service Locations: Add or Browse

Tax ID: Enter your nine-digit Company Tax ID number

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "1" in test account.

I have read and agree to the Terms of Use
 I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public, based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the SAP Business Network Privacy Statement to learn how we process personal data.

Create account and continue Cancel

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Account Registration – Profile Completion

4 On the registration page:

- i. **Company Information:** Fill in your company info. The “Company Name” field would be prefilled, please update the “Country/Region”, “Address”, “City”, “State”, and “Zip” fields.

**Note: For the “Address” field, please ensure that the address lines are complete*

- ii. **User Account Information:** Fill in your user account information. “First Name”, “Last Name”, “Email”, “Username”, “Language”, “Email Orders to” would be prefilled, please check to ensure they are correct. Choose a password and fill the “password” field.

**Note: Passwords must contain a minimum of 8 characters, including upper- and lower-case letters, numbers, digits, special characters, and must NOT be consecutive (e.g., Abc-0123)*

Company information * Indicates a required field

i

Company Name:*

Country/Region:* If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Address:*

City:*

State:* * Indicates a required field

Zip:*

User account information * Indicates a required field

ii

Name:* [SAP Business Network Privacy Statement](#)

Email:* Must be in email format(e.g john@newco.com) ⓘ

Use my email as my username

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

Password:*

Language: The language used when Ariba sends you configurable notifications. This is different than your web b...

Email orders to:* Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

Account Registration – Profile Completion

4 On the registration page:

- iii. **Tell us more about your business:** Click on “Add” or “Browse” to provide the “Product and Service Categories” and the “Ship-to or Service Locations” of your company

Tell us more about your business **iii**

Product and Service Categories:* -or-

Ship-to or Service Locations:* -or-

Tax ID: Enter your nine-digit Company Tax ID number.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ

I have read and agree to the [Terms of Use](#)

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [SAP Business Network Privacy Statement](#) to learn how we process personal data.

Continued on next slide

Account Registration – Commodity Selection

4 On the registration page:

iii. **Tell us more about your business - Product and Service Category selection:** After clicking on browse, you may narrow your search by category to find the product. Once you have found the product, click on the "+" icon to add it to your selection

Product and Service Category Selection

Search Browse

Click the product and service category you want to add and click the + icon. Lower-level product and service categories are displayed after you click a product and service category. Click OK to save your changes.

Browse Product and Service Categories [Didn't find what you were looking for? Try Search »](#)

<ul style="list-style-type: none"> Agricultural & Fishing Machinery > Agricultural & Fishing Services > Apparel, Luggage & Personal Care > Chemicals > Cleaning Supplies > Computer Hardware, Software & Telecom > 	No items	No items	No items
--	----------	----------	----------

<ul style="list-style-type: none"> Agricultural & Fishing Services > Apparel, Luggage & Personal Care > Chemicals > Cleaning Supplies > Computer Hardware, Software & Telecom > Construction & Maintenance Services > 	<ul style="list-style-type: none"> Electrolytes > Anti-Infective Drugs > Antineoplastic Agents > Autonomic Nervous System Drugs > Cardiovascular Drugs > Central Nervous System Drugs > 	<ul style="list-style-type: none"> Antiarrhythmic agents > Antihyperlipidemic and hypocholesterolemic agents > Antihypertensive drugs > Antihypotensive drugs > Cardiovascular agents > 	<ul style="list-style-type: none"> Prazosin + Quinapril + Quinapril hydrochloride + Ramipril + Rauwolfia serpentina + Reserpine + Telmisartan +
---	---	---	--

My Selections (0)

No items

Remove

Cancel OK

Account Registration – Commodity Selection

4 On the registration page:

- iii. **Tell us more about your business - Product and Service Category selection:** Alternatively, you may click on the “search” tab and input your search in the keyword search bar. Once you have a result returned, mark the check box and click on “Add”

Product and Service Category Selection

Search Browse

Enter a keyword or search phrase and click Search. Click the product and service category you want to add and click Add. Click OK to save your changes.

Keyword: [Browse the Categories »](#)

(e.g., Cleaning Services, Cardboard, 15121502, etc.)

Search Results

[Drugs & Pharmaceuticals > Hormones & Hormone Antagonists > Antidiabetic agents and hyperglycemic agents > Insulin](#)

My Selections (1)

Reserpine [\(View\)](#)

Account Registration – Commodity Selection

4 On the registration page:

- iii. **Tell us more about your business - Product and Service Category selection:** Once you have selected all the products and services, mark the check boxes in the “My Selections” section and click on the “OK” button to proceed

Product and Service Category Selection

Search Browse

Enter a keyword or search phrase and click Search. Click the product and service category you want to add and click Add. Click OK to save your changes.

Keyword: [Browse the Categories »](#)
(e.g., Cleaning Services, Cardboard, 15121502, etc.)

Search Results

Drugs & Pharmaceuticals > Hormones & Hormone Antagonists > Antidiabetic agents and hyperglycemic agents > **Insulin**

My Selections (2)

<input checked="" type="checkbox"/>	Reserpine (View)
<input checked="" type="checkbox"/>	Insulin (View)

Account Registration - Ship-to Location Selection

4 On the registration page:

- iii. **Tell us more about your business - Ship-to or Service Locations:** After clicking on browse, you may narrow your search by region to find the country. Once you have found the country, click on the "+" icon to add it to your selection. Once the country has been added, please click on the "OK" button to proceed

Ship-to or Service Location Selection

Select the territories that your company serves. If your company offers global coverage, choose Global.

- Global
 Select Ship-to or Service Locations

Click a country/region to add and click the + icon. States or provinces are displayed after you click a country/region. Click OK to save your changes.

North America >	Lao People's Democratic Republic > +	No items
Central America >	Malaysia > +	
South America >	Philippines > +	
The Caribbean >	Singapore > ✓	
Northern Europe >	Thailand > +	
Western Europe >	Viet Nam > +	
Eastern Europe >	All of the above > +	
Central Europe >		

My Selections (1)

📍 Singapore	Remove
-------------	--------

Cancel

OK

Account Registration

4 On the registration page:

- iii. **Tell us more about your business:** After providing the “Product and Service Categories” and the “Ship-to or Service Locations” of your company
- iv. Read the Terms of Use and SAP Business Network Privacy Statement and mark the check boxes
- v. Once all required fields have been filled up, please click on “create account and continue”

Tell us more about your business iii

Product and Service Categories: * -or- [Browse](#)
 Reserpine x Insulin x

Ship-to or Service Locations: * -or- [Browse](#)
 Singapore x

Tax ID: Enter your Company Tax ID number.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ

I have read and agree to the [Terms of Use](#) iv

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [SAP Business Network Privacy Statement](#) to learn how we process personal data.

v

Review of Existing Accounts

4 On the registration page:

vi. After clicking on "Create Account and Continue", you would receive a prompt to review existing accounts. Check for duplicates, if there are none, then proceed

i Potential existing accounts vi

We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.

Review accounts

Skip review

Verification Email

5

After successful account creation, you would receive a welcome email from Ariba.

From: Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
Sent: Monday, 20 March 2023 4:23 pm
To: Jiawei Lim
Subject: [EXTERNAL] Welcome to the Ariba Commerce Cloud

Follow Up Flag: Follow up
Flag Status: Flagged

This Message Is From an External Sender

This message came from outside your organization.



Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for Test Ariba Supplier Pte is now complete.

Your organization's account ID: **AN11173470304-T**

Your username: **test-Jiawei.Lim@ibm.com**

As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyer relationships.

Ariba On Demand Sourcing buyers might request that you complete additional profile information as part of their Supplier Profile Questionnaire. When you access customer requested fields for a specific buyer, you will see a pop-up page with that buyer's name; that page contains the buyer's customer requested fields.

You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. If account administration is not part of your job responsibility, you can transfer the administrator role at any time to another person in your organization whose responsibilities are more in line with account administration.

Good to Know:

Your Ariba Commerce Cloud account provides a central access point to the seller-facing capabilities of the following Ariba solutions:

- Ariba Discovery™ (Leads)
- Ariba Sourcing™ (Proposals)
- Ariba Contract Management™ (Contracts)
- Ariba® Network (Orders & Invoices)



3a 3b 3c

Search Sourcing Events on Ariba Discovery

Search Events posted on Ariba Discovery

- 1 Fill in your login credentials and click on the "Login" button.

SAP Ariba 

Supplier Login

abcd1234@supplier.com

.....

Login

[Forgot Username or Password](#)

Search Events posted on Ariba Discovery

- 2 Once logged in:
 - i. Click on the "Ariba Network" dropdown in the top left-hand corner of the screen
 - ii. Then click on the "Ariba Discovery"

The screenshot displays the SAP Ariba Network user interface. At the top, the SAP logo is on the left, and the user's name 'Enterprise Account' is on the right. A dropdown menu for 'Ariba Network' is open, showing options: 'Ariba Discovery', 'Ariba Proposals & Questionnaires', 'Ariba Contract Management', and 'Ariba Network'. The 'Ariba Discovery' option is highlighted with a red box. Below the navigation bar, there are three summary cards: 'New orders' (0), 'Changed orders' (0), and 'Orders to invoice' (0), all for the 'Last 31 days'. The 'My widgets' section includes 'Purchase orders' (Last 3 months) and 'Invoice aging', both showing '\$0 SGD'.

Search Events posted on Ariba Discovery

- 3 Fill in your login credentials and click on the "Login" button.

SAP Ariba Discovery ▾

I'm Buying ▾ I'm Selling ▾

Ariba Discovery Log In

Enter Username

Enter Password

Log In

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

Search Events posted on Ariba Discovery

- 4 On the Ariba Discovery landing page:
- "Matches" shows event postings having Product & Service Category matches your company profile.
 - To see all event postings including those without any match, click on "I'm Selling".

SAP Ariba Discovery Enterprise Account

I'm Buying ▾

I'm Selling ▾ ii

i Matches 10 Watchlist 0 Responses 1

Match confidence indicates in percentage how closely your company profile matches the buyer's requirements.

My Leads Sort by: Date - Most Recent ▾

Posting	Ending	Opportunity Amount
☆ RFI Proposed ACMV Services upgrading works in School of Physics and Mathematical Sciences at Nanyang Technological University Nanyang Technological University - New Prospect Air conditioning or ventilating or refrigeration equipment manufacture services [73161517] , Air conditioning installation or maintenance or repair services [72102305] Singapore	10 days left (New, Closing Soon) 25 Nov 2019 11:59 PM SGT	\$500.00 USD

Search Events posted on Ariba Discovery

- 4 On the "I'm Selling" dropdown:
- iii. "Matched Leads" are event postings having Product & Service Category matches your company profile.
 - iv. "All Leads" are event postings including those without any match

SAP Ariba Discovery Enterprise Account

I'm Buying ▾

- Home
- Matched Leads **iii**
- All Leads **iv**
- Messages
- Edit Profile
- View Profile
- Ratings
- References
- Reports
- Subscriptions
- Customers
- Learn More

Watchlist 0 Responses 1

ites in percentage how closely your company profile matches the buyer's requirements.

Sort by: Date - Most Recent ▾

Posting	Ending	Opportunity Amount
Proposed ACMV Services upgrading works in School Physics and Mathematical Sciences at Nanyang Technological University	10 days left (New, Closing Soon) 25 Nov 2019 11:59 PM SGT	\$500.00 USD
Nanyang Technological University - New Prospect		
Air conditioning or ventilating or refrigeration equipment manufacture services [73161517], Air conditioning installation or maintenance or repair services [72102305]		
Singapore		

ss://service.ariba.com/Discovery.aw/125017052/aw?awh=r&awssk=e2sGhcqE&...

Search Events posted on Ariba Discovery

- 5 After selecting "All Leads", type "ALPS" in the search bar to see postings

The screenshot shows the Ariba Discovery interface. At the top, the header includes the Ariba Discovery logo, a grid icon, "Company Settings", and a user profile icon labeled "SHQ Supp". Below the header, there are two tabs: "I'M BUYING" and "I'M SELLING", with "I'M SELLING" being the active tab. A navigation bar contains links for Home, Leads, Messages, Profile, Reports, Subscriptions, and About. The main content area is titled "RFI/RFQ Matches (614)". A search bar contains the text "SingHealth" and a yellow "Find" button, with a link to "Advanced Search". Below the search bar, the results are filtered by "SingHealth". On the left, there is a "Refine Match Criteria" section with two categories: "Posting type" and "Date Published". The "Posting type" category shows "Request for Information" with 610 results and "Request for Quotation" with 4 results. The "Date Published" category shows "Last 14 days" (30), "Last 7 days" (15), "Last month" (60), and "Over 1 month ago" (554). The main search results area is titled "Search Results for SingHealth 1 - 10 of 614" and includes a "Sort by: Relevance" dropdown. The first result is a star-rated RFI for "SHHQ_Q17009SPB_PR116138_Provision of ISO Integrated Management System Consultancy Services for SingHealth" with an estimated value of "Less than \$1000 USD (Est.)". The provider is "Singapore Health Services Pte Ltd", posted on 25 Apr 2017, and closes on 5 May 2017 at 11:59 PM SGT. The product and service categories are "Food additive or quality standards services, Environmental standards, Environmental quality control services, Occupational health or safety services, Quality assurance services". The ship-to or service location is "Singapore".

Ariba Discovery Company Settings SHQ Supp

I'M BUYING I'M SELLING

Home Leads Messages Profile Reports Subscriptions About

RFI/RFQ Matches (614)

SingHealth Find Advanced Search »

All results SingHealth x

Refine Match Criteria

Posting type

Request for Information	(610)
Request for Quotation	(4)

Date Published

Last 14 days	(30)
Last 7 days	(15)
Last month	(60)
Over 1 month ago	(554)

Search Results for SingHealth 1 - 10 of 614 Sort by: Relevance

< 1 2 3 ... >

★ RFI - SHHQ_Q17009SPB_PR116138_Provision of ISO Integrated Management System Consultancy Services for SingHealth **Less than \$1000 USD (Est.)**

Singapore Health Services Pte Ltd Posted: 25 Apr 2017 Closes: 5 May 2017 11:59 PM SGT

Product and Service Categories: Food additive or quality standards services, Environmental standards, Environmental quality control services, Occupational health or safety services, Quality assurance services

Ship-to or Service Locations: Singapore

Search Events posted on Ariba Discovery

- 6 Follow instructions on posting summary to express your interest to participate. Click "Respond to Posting" only if instruction says so

**Note: Please direct all Business-Related Questions to ALPS Procurement Staff who publish sourcing events instead of ALPS Operations team*

**Note: Please do not to send proposals via Ariba Discovery Q&A*

[Back to Search Results](#)

This is a public sector / buyer funded posting and you can respond for free [i](#)

SHP_PQM2301004_Supply And Delivery Of Microscope For SingHealth Polyclinics_(Lab) Open

Singapore Health Services Pte Ltd 2 Q&A

Posted On: 16 Mar 2023
Open for bidding on: 16 Mar 2023
Response Deadline: 23 Mar 2023 11:00 PM PDT

[Respond to Posting](#) [Add to Watchlist](#) [Not Interested](#) | Share: [f](#) [t](#) [in](#) [m](#) [Leave feedback](#)

Opportunity Amount: \$1000 to \$10K USD
Response Deadline: 23 Mar 2023 11:00 PM PDT
(Buyers can close postings early)
Posting ID: 15717123(Doc3903861126)
Posting Type: Request for Information
Public Posting: <http://discovery.ariba.com/rfx/15717123>

Product and Service Categories	Ship-to or Service Locations	Preference for Sellers
<ul style="list-style-type: none"> Illuminators for microscopes Binocular light compound microscopes 	<ul style="list-style-type: none"> Singapore 	<ul style="list-style-type: none"> Location: Sellers with physical presence in locations specified

Posting Summary
Singapore Health Services Pte Ltd (SingHealth) is calling this INVITATION TO QUOTE (ITQ) through the contracting agent, ALPS Pte Ltd. The event opening by date 17.03.2023 and time at 2:00pm (Singapore Time) and closing date and time is 24.03.2023 at 2:00pm (Singapore Time).
For suppliers with interest to participate, please click "Respond to Posting" after event is opened and submit proposal before event is closed.

Note: We strongly recommend suppliers to register using company's generic email address. ANY person who needs to receive notification about this event MUST ACCESS TO THIS GENERIC ADDRESS MAILBOX.

Background of the ITQ
SingHealth is inviting suppliers to submit proposals for this new ITQ: SHP_PQM2301004_Supply And Delivery Of Microscope For SingHealth Polyclinics_(Lab).

Clarifications of ITQ
Suppliers are to send all clarifications to Buyers' business email (yeow.guoliang@alpshealthcare.com.sg And chan.chwee.ping@alpshealthcare.com.sg). Clarifications sent through other channels, such as Ariba Discovery Q&A or Event Messages, may result in suppliers not receiving response in time for submission of proposal before event closing date and time.

Submission of ITQ
All proposals must be submitted through Ariba Sourcing by clicking "Submit Entire Response". Any proposal submitted through other channels, such as Ariba Discovery Q&A or Event Messages, etc. may result in disqualification at the discretion of SingHealth. Training guide is available on SingHealth website <https://www.singhealth.com.sg/about-singhealth/procurement/pages/eprocurement-system.aspx>.

Search Events posted on Ariba Discovery

7 Clicking "Respond to Posting" automatically brings you to the Sourcing page. Follow rest of instructions as per the "Sourcing" tutorials to complete submission.

Ariba Sourcing | Company Settings | Jiawei Lim | Feedback | Help | Messages

< Go back to ALPS #Procurement-P-TEST Dashboard | Desktop File Sync

Event Details | Doc647421775 - Test Sourcing Supplier side Project | Time remaining 00:11:40

Event Messages | Download Tutorials

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots/Line Items
4. Submit Response

▼ Event Contents

- All Content
- 1 Introduction
- 2 Event Information
- 3 RFP Package
- 4 Additional RFP Intor...
- 5 General Questions & ...
- 6 Project-Specific Req...
- 7 Pricing
- 8 Thank you!

Download Content | Review Prerequisites | Decline to Respond | Print Event Information

Primary

All Content

Name ↑	Price	Quantity	Extended Price
▼ 1 Introduction			
1.1 Company Information			
SAP Ariba, Inc. is the leading provider of collaborative business commerce solutions. Ariba combines industry-leading technology with the world's largest web-based trading community to help companies discover, connect, and collaborate with a global network of partners - all in a cloud-based environment. Using the Ariba Commerce Cloud, businesses of all sizes can buy, manage cash, and sell more efficiently and effectively.			
1.2 How to respond to the RFP			
1. Once you access the project, please review the event details. You can click on "All content" in order to see all the sections together.			

Event Overview and Timing Rules

Owner:	Shahraz Khan	Currency:	Singapore Dollar
Event Type:	RFP	Commodity:	Bees 56101515
		Regions:	APAC Asia Pacific
Publish time:	3/20/2023 4:04 PM		
Response start date:	3/20/2023 4:05 PM		
Due date:	3/20/2023 4:35 PM		

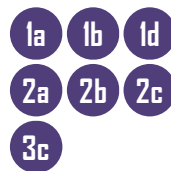
Project Owner Actions

Allow inviting suppliers from event:	No
Anonymize suppliers:	No
Can Project owner create response team by default:	No
Allow users to accept a supplier's price as:	Contracted Price, Estimated Price, Contracted Price and send PIR

Jiawei Lim (test-Jiawei.Lim@ariba.com) last visited 20 Mar 2023 1:22:41 AM | Test Ariba Supplier Pte AH11173470304-T
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JiaweiLim (JiaweiSupplier) last visit: 3/20/2023 4:22 PM | ALPS #Procurement-P-TEST | C18_U1

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Participate Sourcing Event –
Submitting Primary Offer

Email Notification – Suppliers Participating in Sourcing Event for first time

1 Once ALPS has initiated a sourcing event, you would receive an email from SAP Ariba.

2 Upon receiving the email notification, click on the hyperlink in the email. For Supplier participating for the first time you **MUST** click on the hyperlink

**Note: 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.*

3 If you do NOT wish to participate in the event, click on the second hyperlink in the email.

**Note: 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.*

From: Shahraz Khan <s4system-prod3+alps-T.Doc647421775@ansmtp.ariba.com>
Sent: Monday, 20 March 2023 4:07 pm
To: Jiawei Lim
Subject: [EXTERNAL] ALPS eProcurement-P-TEST has invited you to participate in an event: Test Sourcing Supplier side Project.

Follow Up Flag: Follow up
Flag Status: Flagged

This Message Is From an External Sender

This message came from outside your organization.

SAP Ariba 

Welcome, JiaweiLim.

ALPS eProcurement-P-TEST has registered you on their Ariba Spend Management site and invited you to participate in the following event: Test Sourcing Supplier side Project. The event starts on Monday, 20 March 2023 at 13:35, India Standard Time and ends on Monday, 20 March 2023 at 14:05, India Standard Time.

2 [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 Shahraz Khan via telephone at or via e-mail at Shahraz.Khan@ibm.com.

3 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.

We look forward to working with you!

Thank You,

ALPS eProcurement-P-TEST

ALPS eProcurement-P-TEST sourcing site, Event Doc647421775: Test Sourcing Supplier side Project, Realm: alps-T, Message ID: MSG72006900, [Click Here](#)

Ariba, Inc. 3420 Hillview Ave, Palo Alto, CA 94304, USA

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

Email Notification – For Returning Participants

1 Once ALPS has initiated a sourcing event, you would receive an email from SAP Ariba.

2 Upon receiving the email notification, click on the hyperlink in the email. For Supplier participating for the first time you **MUST** click on the hyperlink

**Note: 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.*

3 If you do NOT wish to participate in the event, click on the second hyperlink in the email.

**Note: 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.*

This Message Is From an External Sender

This message came from outside your organization.

Report Suspicious

Ariba Logo

1 ALPS eProcurement-P-TEST has invited you to participate in the following event: Copy of PR to SP Project – RFP Round 2. The event is set to begin on Tuesday, July 4, 2023 at 3:17 PM, India Standard Time.

Use the following username to log in to ALPS eProcurement-P-TEST events: test-vijay.rajan@in.ibm.com.

2 [Click Here](#) to access this event.

Take note: Returning participants to use this username to login

When you click this link, log in with your username and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in your event.

3 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.

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 this link expires, click Forgot Password on the Ariba Login page to reset your password.

If you have questions about this event, contact Vijay Rajan via telephone at or via e-mail at vijay.rajan@in.ibm.com.

We look forward to working with you!

Thank You,

ALPS eProcurement-P-TEST

ALPS eProcurement-P-TEST sourcing site, Event Doc741553666: Copy of PR to SP Project – RFP Round 2, Realm: alps-T, Message ID: MSG85806132, [Click Here](#)

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

Event Participation

If you decide to participate in the event, the hyperlink will redirect you to this page where you can either register or log in.

1. If you do not have an existing Ariba Account, please click on the "Sign up" button
(**Note: Refer to Account Registration Section*)
2. If you have an existing Ariba Account, please click on the "Log in" button

The screenshot shows the SAP Ariba Proposals and Questionnaire page. The page is titled "Welcome, JiaweiLim" and features a yellow banner with the text "Have a question? Click here to see a Quick Start guide." Below the banner, there is a section for "Sign up as a supplier with Integrated Health Information Systems Pte. Ltd. - TEST on SAP Ariba." This section includes the text "Integrated Health Information Systems Pte. Ltd. - TEST uses SAP Ariba to manage procurement activities. Create an SAP Ariba supplier account and manage your response to procurement activities required by Integrated Health Information Systems Pte. Ltd. - TEST." and a blue "Sign up" button. A red circle with the number "4" is placed over the "Sign up" button. Below this, there is a section for "Already have an account?" with a blue "Log in" button. A red circle with the number "5" is placed over the "Log in" button. The page also includes an "About Ariba Network" section with a list of benefits and a "Moving to the Ariba Network" section with a list of managed items.

SAP Ariba Proposals and Questionnaire

Welcome, JiaweiLim

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

Sign up as a supplier with **Integrated Health Information Systems Pte. Ltd. - TEST** on SAP Ariba.

Integrated Health Information Systems Pte. Ltd. - TEST uses SAP Ariba to manage procurement activities. Create an SAP Ariba supplier account and manage your response to procurement activities required by Integrated Health Information Systems Pte. Ltd. - TEST.

[Sign up](#)

4

Already have an account? [Log in](#)

5

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

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Existing Account Log-in

6 Please fill in your login credentials and click on the "Login" button

SAP Ariba 

Supplier Login

abcd1234@supplier.com

.....

Login

[Forgot Username or Password](#)

Accessing Sourcing Events

After successfully creating your account or logging in, you would be brought to the Ariba Sourcing landing page to review the sourcing event.

- 7 **Review Event Details:**
 - i. Review the event details.
 - ii. Click on "Review Prerequisites" to proceed

Event Details Doc680965310 - Test Supplier Reponse Demo_27 Apr Time remaining 23:56:21

Event Messages
Download Tutorials

▼ Checklist

- 1. Review Event Details
- 2. Review and Accept Prerequisites
- 3. Select Lots/Line Items
- 4. Submit Response

▼ Event Contents

- All Content
- 1 SGH_MMD_Q_XX_XXX_XXX_...
- 2 COMPLIANCE TO CONDI...
- 3 Price Summary

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 prerequisite, you cannot view the event content or participate in this event.

Download Content **Review Prerequisites** Decline to Respond Print Event Information

Primary **i**

SGH_MMD_Q_XX_XXX_XXX_Supply and Delivery of XXX (Section 1 of 4) Next

Name ↑

- ▼ 1 SGH_MMD_Q_XX_XXX_XXX_Supply and Delivery of XXX
 - 1.1 Please download (Non Disclosure Agreement) NDA, sign and upload signed copy here. Post original signed hardcopy [References](#)
 - 1.2 Validity Period (Min 120 days from closing date)
 - 1.3 Salesperson's name & designation
 - 1.4 Tel, HP and Fax number
 - 1.5 Email Address

Select Event to respond

8 If you already have an account, after successful login:

Scroll down to the open events section and select event to respond

Guided sourcing project v12	Doc655631319	3/29/2023 2:06 PM	RFP	Yes
Test Sourcing Event_VR 6	Doc655442117	3/29/2023 11:53 AM	RFP	Yes
▼ Status: Open (9)				
V8_BiddingAlternate	Doc678455646	5/9/2023 5:17 AM	RFP	No
V7_Alternate Bidding	Doc677542905	5/8/2023 11:30 AM	RFP	No
V6_Alternate pricing	Doc677542900	5/8/2023 11:16 AM	RFP	No
V3_Large capacity	Doc673881552	5/4/2023 7:26 AM	RFP	No
v2_Alternate response	Doc673733054	5/3/2023 8:09 AM	RFP	No
RFP Templates	Doc671663747	5/1/2023 12:47 PM	RFP	No
Test Supplier Reponse Demo_27 Apr	Doc680965310	4/28/2023 7:50 PM	RFP	Yes
Guided sourcing project v11	Doc655500087	4/28/2023 12:57 PM	RFP	No
Initial RFI 4-3	Doc655200697	Not Available	RFI	Yes
▼ Status: Pending Selection (5)				
RFP Templates	Doc678445282	4/25/2023 9:02 AM	RFP	Yes

Review and Accept Prerequisites

9 On the Review and Accept Prerequisites page :

- i. Read the Bidder Agreement and toggle check mark to "I accept the terms of the agreement"
- ii. On section I, Check Reference section to download document (e.g., NDA format)

**Note: If this project requires prerequisites to be approved by Sourcing Project Owner:*

- *Supplier need to submit NDA.*
- *If Sourcing Project Owner accepts it then Supplier can access the event content.*
- *If Sourcing Project Owner denies it then Supplier need to resubmit the response.*
- *NDA is just one example of a prerequisite*

Doc680965310 - Test Supplier Reponse Demo_27 Apr

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. In some cases, your responses to the prerequisites require buyer review before you can continue with the event or submit a response.

Would you like to accept the Bidder Agreement? [View Bidder Agreement](#)

I accept the terms of this agreement. **i**

I do not accept the terms of this agreement.

Primary

Prerequisites

Name	
SGH_MMD_Q_XX_XXX_XXX_Supply and Delivery of XXX	
1.1. Please download (Non Disclosure Agreement) NDA, sign and upload signed copy here. Post original signed hardcopy	ii
References	*Attach a file
2 COMPLIANCE TO CONDITIONS OF CONTRACT	
2.2 Compliance to Standard Terms and Conditions	
3 Price Summary	
4 Important Note	

(* indicates a required field)

OK Cancel

Responding to Prerequisites

- 9 Within the Scroll Down:
 - iii. Click on "References" to download document if required
 - iv. Upload document by clicking "Attach a file" when response requires a document. ** Note: Multiple files can be zipped and uploaded as one document*
 - v. Click Comments icon to add remarks if any
 - vi. Click on "OK" to proceed
 - vii. After clicking on "OK", another pop-up would appear to confirm submission of agreement. Click on "OK" to proceed

The screenshot shows a software interface for managing prerequisites. At the top, there is a 'Primary' tab. Below it, the 'Prerequisites' section is visible. A table lists prerequisites with columns for Name, Status, and Actions. The first prerequisite is '1 SGH_MMD_Q_XX_XXX_XXX_Supply and Delivery of XXX'. Under it, a sub-item '1.1 Please download (Non Disclosure Agreement) NDA, sign and upload signed copy here. Post original signed hardcopy' is highlighted with a red box. A red circle 'iii' is placed over the 'References' link. Another red circle 'iv' is over the '*Attach a file' button. A red circle 'v' is over the 'Comments' icon. At the bottom right, a red circle 'vi' is over the 'OK' button of a confirmation dialog. Below the dialog, a red circle 'vii' is over the 'OK' button of a second confirmation dialog.

Primary

Prerequisites

Name 1

1 SGH_MMD_Q_XX_XXX_XXX_Supply and Delivery of XXX			
1.1 Please download (Non Disclosure Agreement) NDA, sign and upload signed copy here. Post original signed hardcopy	References	*Attach a file	
2 COMPLIANCE TO CONDITIONS OF CONTRACT			
2.2 Compliance to Standard Terms and Conditions			
3 Price Summary			
4 Important Note			

(*) indicates a required field

Submit this agreement?
Click OK to submit.

OK Cancel

Select Lot/Line Items

10 Select Lot/Line Items:

- i. Mark the check box beside the line item under the Lots Available for Bidding section you want to bid for.
- ii. Once your selection is complete, click on "Confirm Selected Lots/Line Items" to proceed.

Select Lots Doc680965310 - Test Supplier Reponse Demo_27 Apr Cancel

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.

▼ Checklist

- 1. Review Event Details
- 2. Review and Accept Prerequisites
- 3. Select Lots/Line Items
- 4. Submit Res

Select Lots/Line Items Select Using Excel

Lots Available for Bidding

<input type="checkbox"/>	Name
<input checked="" type="checkbox"/>	3.1 Scissor Universal - single use - comes with plastic handle - blunt tip - length: 180mm
<input type="checkbox"/>	3.2 Scissor Dressing - single use - straight, sharp/blunt tip - length: 145mm

Confirm Selected Lots/Line Items

Select Lot/Line Items

ii) If lot selection is incomplete (i.e., 1 of 2 items selected), you will get a warning message:

! **Take note of the number of lots or items you have selected*

iii. Click on "Use Selected Lots" to proceed

⚠ Warning: You have not selected all lots

You have selected to participate in only 1 of the 2 available lots !

Note: You can return and select additional lots at a later time.

iii)

Select Lot/Line Items

ii Select Lot/Line Items Using Excel:

- i. Alternatively, you may select lots using Excel. Click on the "Select Using Excel" Tab.
- ii. Click on the "Download Content" button to download the Excel template.

Select Lots Doc680965310 - Test Supplier Reponse Demo_27 Apr Cancel

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.

▼ Checklist

- 1. Review Event Details
- 2. Review and Accept Prerequisites
- 3. Select Lots/Line Items
- 4. Submit Response

Select Lots/Line Items Select Using Excel i

You have been invited to 2 lot(s). To sign up to participate in some or all of these lots, 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".

ii Download Content Download Attachments

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
Or drop file here

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

Select Lot/Line Items

ii Within the Excel:

- iii. Go to Price Summary worksheet
- iv. Change "No" to "Yes" under Intend to Respond column for which you want to bid for
- v. Enter response in all yellow boxes in all worksheets and save file to own computer

Number	Name	Alternative	Bundle or Tier Name	Tier Range	Description	Intend To Respond	Currency	Unit of Measure	LinkedItemId	* Price	Quantity	Linked Item ID	* Brand / CAT. No.	* Warranty/Shelf Life	* Manufacturer/rigin
<i>Help And Options. Click on the + sign on the left for more information to fill out the cells</i>															
3.1	Scissor Universal				- single use - comes with plastic handle - blunt tip - length: 180mm	Yes	SGD	each	20		100				
3.2	Scissor Dressing				- single use - straight, sharp/blunt tip - length: 145mm	Yes	SGD	each	300		200				

iv

v

3 Price Summary

iii

Important Note

Select Lot/Line Items

Uploading Excel:

- vi. Upload the updated Excel file by clicking on the "Choose File" button.
- vii. Click on the "Upload" button to proceed

Select Lots Doc680965310 - Test Supplier Reponse Demo_27 Apr Cancel

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/Line Items Select Using Excel

You have been invited to 2 lot(s). To sign up to participate in some or all of these lots, 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 Download Attachments

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
Or drop file here

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

Select Lot/Line Items

Confirmation of Upload and Import:

- viii. A pop-up would appear notifying that you have successfully completed your upload. Take note of the number of lots or items you have selected. Click on "Use Selected Lots" to Proceed.
- ix. Another pop-up will then appear notifying you of your successful import. Click "OK" to proceed.

✓ Upload completed successfully

You are invited to participate in 2 lot(s), and have selected 1 of them.

Note: You can return and select additional lots at a later time.



✓ Import Successful

Your response has been imported successfully. Click the **Submit Entire Response** button, as soon as it appears on the page.



Submit Response

12 Submit Response:

- i. Scroll down in the "All Content" section and fill in the required details

The screenshot shows a software interface for submitting a response. At the top, a console message states: "Your response to the prerequisites has been submitted." Below this, a "Primary" tab is visible. The main area is titled "All Content" and contains a table with the following structure:

Name	Price	Quantity	Extended Price	Linked Item ID
1 SGH_MMD_Q_XX_XXX_XXX Supply and Delivery of XXX				
1.1 Please download (Non Disclosure Agreement) NDA, sign and upload signed copy here. Post original signed hardcopy				
				NDA - Copy (3).docx
1.2 Validity Period (Min 120 days from closing date)				
				110
1.3 Salesperson's name & designation				
				Sale person name

Continued on next slide

Submitting Response

13 Submit Response:

- i. Scroll down in the "All Content" section and fill in the required details

The screenshot displays a procurement system interface for submitting a response. The left sidebar contains navigation options: '3. Select Lots/Line Items', '4. Submit Response', 'Event Contents', 'All Content', 'Saved to this PC', '2. COMPLIANCE TO CONDIT...', '3. Price Summary', and '4. Important Note'. The main form area is divided into sections. The 'All Content' section includes fields for '1.5 Email Address' (jack@xyz.com), '1.6 Remarks' (four numbered points), and '1.7 Shipment TAT (Days)' (45). The 'COMPLIANCE TO CONDITIONS OF CONTRACT' section includes '2.1 Please refer to the attached Standard Conditions for the Supply of Products and Services', '2.2 Compliance to Standard Terms and Conditions' (with sub-sections 2.2.1 Definitions, 2.2.2 Entire Agreement, and 2.2.3 Delivery, all set to 'Comply'), and 'HSA Registration Classification' (A). The '3.2 Scissor Dressing' section includes 'Price' (\$0.00000), 'Quantity' (200 each), 'Linked Item ID' (300), 'Brand / CAT. No.' (XYZ123446), and 'Warranty' (3 Year). A footer note states '(*) indicates a required field'.

Submit Entire Response | Update Totals | Save draft | Compose Message | Excel Import | Alternative



Submitting Response - Selecting Lots not required

Event Messages
Response History
Download Tutorials

▼ Checklist

- 1. Review Event Details
- 2. Review and Accept Prerequisites
- 3. Submit Response

[Download Content](#) [Review Prerequisites](#) **[Compose Response](#)** [Print Event Information](#)

Primary *Click Compose Response if Select Lots is unavailable. If both Select Lots and Compose Response are not available, proceed to enter responses*

All Content ☰ ☑

Name ↑	Price	Quantity	Extended Price
1 1. ITQ Invitation Less... -			
Vendors are invited to quote for the supply and install of a lead lined stainless steel cabinet in Ward 72 Dirty Utility Room, SGH.			
The ITQ will close on 8 Sep 2017, 1700 hours (Singapore Time).			

Submitting Response - Important points to note for lot pricing

3.2 Scissor Dressing ▾

Less... [!] \$9.00000 SGD [!] 200 each [!]

- single use
- straight, sharp/blunt tip
- length: 145mm

Enter response here if it is not done before during "Select Lots using Excel"

Linked Item Id: 300

Brand / CAT. No.: * XYZ123446

* 3 Year

(*) indicates a required field

Check Currency e.g. SGD. This means price has to be in SGD



Check Quantity and UOM e.g. Each. Price is for each unit. E.g. \$9 is for each unit
Extended Price above will show total amount = Price * Quantity after clicking "Update Totals" e.g. \$9 * 200 = \$1800


[Submit Entire Response] [Update Totals] [Save draft] [Compose Message] [Excel Import] [Alternative ▾]

Submit Response

14 Warning Messages:

! System will stop submission if there are missing response. Complete all responses and click "Submit Entire Response" again

 There is 1 problem that requires completion or correction in order to complete your request. 

		<input type="text"/>
 *	Manufacturer/Origin:	<input type="text"/>
	Pack Size:	<input type="text" value="20"/>
	HSA Registration Classification:	<input type="text" value="A"/>

▶ 4 Important Note

(*) indicates a required field

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

Submit Response

15 In the Scroll Down:

- i. Fill the required details and responses
- ii. Once all details have been filled up, click on the "Submit Entire Response" button
- iii. A confirmation pop up would appear, click on "OK" to submit your response

The screenshot shows a form with three main input fields. The first field is labeled "Manufacturer/Origin:" and contains the text "India". The second field is labeled "Pack Size:" and contains the number "20". The third field is labeled "HSA Registration Classification:" and has a dropdown menu showing "A". Each field has a red asterisk indicating it is required. There are also edit and delete icons for each field. Below the fields is a section titled "4 Important Note" with a sub-note "(*) indicates a required field".

A row of action buttons is shown. The "Submit Entire Response" button is highlighted with a red box and a red circle containing the Roman numeral "ii". Other buttons include "Update Totals", "Save draft", "Compose Message", "Excel Import", and "Alternative" with a dropdown arrow.

✓ Submit this response?
Click OK to submit.

A confirmation dialog box with two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red box and a red circle containing the Roman numeral "iii".

Submit Response

15 Once Response has been submitted:

- iv. Comment indicates successful submission with "Revise/Alternative Response" button appearing below
- v. If there is any need to edit your response, click the "Revise/Alternative Response" button.
- vi. Both Event Messages and Response History will also reflect whether submission is successful.

** Note: Response History will reflect accuracy and completeness of submission*

The screenshot shows a user interface for submitting a response. On the left is a navigation sidebar with a 'Checklist' section containing four items: 'Review Event Details', 'Review and Accept Prerequisites', 'Select Lots/Line Items', and 'Submit Response'. Below the checklist is an 'Event Contents' section with a sub-section 'All Content' containing a list of items: '1 SGH_MMD_Q_XX_XXX_XXX...', '2 COMPLIANCE TO CONDIT...', '3 Price Summary', and '4 Important Note'. The main content area features a green confirmation banner at the top with a checkmark and the text 'Your response has been submitted. Thank you for participating in the event.' Below the banner is a 'Revise/Alternative Response' button. Underneath is a 'Primary' tab and an 'All Content' table. The table has columns for 'Name', 'Price', 'Quantity', 'Extended Price', and 'Linked Item ID'. The rows list various items with their respective prices (all 'Comply'). At the bottom of the main area is a 'Compose Message' button. Red callout boxes highlight the 'Event Messages' and 'Response History' links in the sidebar (labeled 'vi'), the confirmation banner (labeled 'iv'), the 'Revise/Alternative Response' button (labeled 'v'), and the 'All Content' table.

Completed Sourcing Event

15 Submit Response:

vii. After successful submission of your response to the sourcing event, your participation will be reflected as "Yes" in the Participated column in the Events Section.

**Note: As the event has not been closed and no awards have been issued yet, the status will reflect as "Open"*

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.

Home

Events

Title	ID	End Time ↓	Event Type	Participated
Guided sourcing project v12	Doc655631319	3/29/2023 2:06 PM	RFP	Yes
Test Sourcing Event_VR 6	Doc655442117	3/29/2023 11:53 AM	RFP	Yes
▼ Status: Open (9)				
V8_BiddingAlternate	Doc678455646	5/9/2023 5:17 AM	RFP	No
V7_Alternate Bidding	Doc677542905	5/8/2023 11:30 AM	RFP	No
V6_Alternate pricing	Doc677542900	5/8/2023 11:16 AM	RFP	No
V3_Large capacity	Doc673881552	5/4/2023 7:26 AM	RFP	No
v2_Alternate response	Doc673733054	5/3/2023 8:09 AM	RFP	No
RFP Templates	Doc671663747	5/1/2023 12:47 PM	RFP	No
Test Supplier Reponse Demo_27 Apr	Doc680965310	4/28/2023 7:50 PM	RFP	Yes

vii

Responding Using Excel

16 You can manually enter response as shown in previous steps or alternatively, use Excel:

i. Click on "Excel Import"

**Note: Use this method only after you have selected lots.*

Doc680965310 - Test Supplier Reponse Demo_27 Apr Time remaining 20:37:45

Primary

All Content

Name ↑	Price	Quantity	Extended Price	Linked Item ID
appropriate controls and safe work measures to reduce and prevent accidents and injuries to vendors' personnel, SGH personnel, patients and visitors to SGH premises, and to prevent damage to SGH's property. Vendors are contractually obligated to meet all applicable workplace safety laws, regulations and codes with respect to the products or services that they supply to SGH. Negligence on the part of the Vendor's personnel or violations of SGH's policies or requirements as set out in the relevant contractual documents may give rise to termination.				

(*) indicates a required field

Submit Entire Response | Update Totals | Reload Last Bid | Save draft | Compose Message | **Excel Import** ⓘ

Alternative ▾

Responding Using Excel

16 To download the Excel template:

- ii. Click on "Download Content"

Import Response from Excel

Done

This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment.

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](#) [Download Attachments](#)

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.

ii No file chosen
Or drop file here

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](#)

Done

Responding Using Excel

16 In the Excel template:

iii. Enter response in all yellow boxes in all worksheets and save template to own computer

Number	Name	Alternative	Bundle or Tier Name	Tier Range	Description	Currency	Unit of Measure	LinkedItemid	* Price	Quantity	Linked Item ID
<i>Help And Options. Click on the + sign on the left for more information to fill out the cells</i>											
3.1	Scissor Universal				- single use - comes with plastic handle - blunt tip - length: 180mm	SGD	each	20	18	100	
3.2	Scissor Dressing				- single use - straight, sharp/blunt tip - length: 145mm	SGD	each	300	10	200	
									iii		

Responding Using Excel

16 To upload the Excel template:

- iv. Click on "Choose File" to select completed Excel Template
- v. Click "Upload"

Import Response from Excel

This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment.

- 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

Download Attachments

- 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.

iv

Choose File | No file chosen

Or drop file here

- 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.

v

Upload

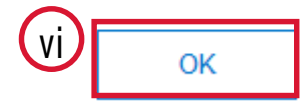
Responding Using Excel

16 After uploading your Excel:

- vi. A pop up will tell you that the Excel Import is successful. Click on "OK" to proceed
- vii. The event will be updated with response entered in Excel template. Click "Submit Entire Response" to complete submission.

✓ Import Successful

Your response has been imported successfully. Click the **Submit Entire Response** button, as soon as it appears on the page.



Doc680965310 - Test Supplier Response Demo_27 Apr Time remaining 20:11:31

Primary

All Content

Name	Price	Quantity	Extended Price	Linked Item ID
Warranty/Shelf Life:				
Manufacture/Origin:	India			
	10			

(*) indicates a required field

vii **Submit Entire Response** Update Totals Reload Last Bid Save draft Compose Message Excel Import

Check submission status via Response History

17 Response History:

- i. Click on latest Reference Number to view submission detail in Response History
- ii. Status must show Accepted

**Note: Submission time must show final bid submitted date and time*

Ariba Sourcing Company Settings Vijay Rajan Help Messages

< Go back to ALPS eProcurement-P-TEST Dashboard Desktop File Sync

Response History - Test Supplier Reponse Demo_27 Apr Done

Click on the Name of a response to see details, including the lots and information submitted. More

Reference Number	Submitted For	Submitted By	Status	Submission Time	Time Created ↓
ID400169492 i	Vijay Rajan	Vijay Rajan	Accepted ii	04/27/2023 08:56:09 PM	04/27/2023 08:56:09 PM !
ID400169451	Vijay Rajan	Vijay Rajan	Replaced	04/27/2023 08:47:31 PM	04/27/2023 08:47:32 PM

Done

Check submission status via Response History

17 Response History:

**Note: Check entries are accurate and complete. Submission is deemed unsuccessful if this is unavailable*

Ariba Sourcing

< Go back to ALPS eProcurement-P-TEST Dashboard Desktop File Sync

Response Details - Test Supplier Reponse Demo_27 Apr Done

Review the details of your response. When links display for lots or line items, click the links to display the associated bidding rules.

Reference Number:	ID400169492
Submitted For:	Test eGlobal Supplier Pte (Vijay Rajan)
Submitted By:	Test eGlobal Supplier Pte (Vijay Rajan)
Submission Time:	4/27/2023 8:56 PM
Status:	Accepted

Primary

Name ↑	Price	Quantity	Extended Price	Linked Item ID
1 SGH_MMD_Q_XX_XXX_XXX_Supply and Delivery of XXX				
1.1 Please download (Non Disclosure Agreement) NDA, sign and upload signed copy here. Post original signed hardcopy References				NDA - Copy (3)(1).docx
1.2 Validity Period (Min 120 days from closing date)			Test	
1.3 Salesperson's name & designation			Test	
1.4 Tel, HP and Fax number			test	
1.5 Email Address			Test	

Check submission status via Response History

17 Response History:

**Note: Check entries are accurate and complete. Submission is deemed unsuccessful if this is unavailable*

- Event Messages
 - Response History
 - Download Tutorials
- ▼ Checklist
- Review Event Details
 - Review and Accept Prerequisites
 - Select Lots/Line Items
 - Submit Response
- ▼ Event Contents
- All Content
 - 1 Introduction
 - 2 Commercial Terms
 - 3 Pricing

[Download Content](#)
[Review Prerequisites](#)
[Print Event Information](#)
[Review Bidding](#)
[View Awards](#)
[Download Award Summary Report](#)

Pricing (Section 3 of 3) << Prev. [Grid Icon] [Dropdown Icon]

Name ↑	Price	Quantity	Extended Price
3.1.1 Company Name	21ST CENTURY HEALTHCARE PTE LTD		
3.1.2 Company Contact Name	21ST CENTURY		
3.1.3 Contact Phone Number	21212121		
3.1.4 Contact Email	-		
3.1.5 Do you currently do business with	Yes		
▼ 3.2 Sample Pricing content			\$29,000.00 SGD
3.2.1 Covid Therapeutics	\$290.00 SGD	100 Piece	\$29,000.00 SGD

Event Overview and Timing Rules

Owner: Lee Yap Huat ⓘ
 Event Type: RFP
 Publish time: 6/22/2023 1:08 PM
 Due date: 6/22/2023 2:15 PM

Currency: Singapore Dollar
 Commodity: Cen Nervous Sts Drug 590117
 Regions: TTSH Tan Tock Seng Hospital

Check submission status via Event Messages

18 Once Response has been submitted:

Both Event Messages and Response History will reflect whether submission is successful.

**Note: Response History will reflect accuracy and completeness of submission*

The screenshot shows the Ariba Sourcing interface for a specific event. The top navigation bar includes 'Ariba Sourcing', 'Company Settings', 'Vijay Rajan', 'Feedback', 'Help', and 'Messages'. Below the navigation, there is a breadcrumb trail '< Go back to ALPS eProcurement-P-TEST Dashboard' and a 'Desktop File Sync' link. The main header area displays 'Console', 'Doc680965310 - Test Supplier Reponse Demo_27 Apr', and a 'Time remaining' indicator of 22:40:09. On the left sidebar, the 'Event Messages' link is highlighted with a red box, and a red exclamation mark icon is visible next to it. Below this, a 'Checklist' section lists four steps: '1. Review Event Details', '2. Review and Accept Prerequisites', '3. Select Lots/Line Items', and '4. Submit Response'. The 'Event Contents' section is also visible, with 'All Content' selected. The main content area features a yellow notification banner stating 'You have submitted a response for this event. Thank you for participating.' and a blue 'Revise/Alternative Response' button. Below this, the 'All Content' table is displayed, showing a list of items with columns for Name, Price, Quantity, Extended Price, and Linked Item ID. The first item is '1 SGH_MMD_Q_XX_XXX_XXX_Supply and Delivery of XXX', which has a sub-item '1.1 Please download (Non Disclosure Agreement) NDA, sign and upload signed copy here. Post original signed hardcopy' with a linked document 'NDA - Copy (3)(1).docx'. Other sub-items include '1.2 Validity Period (Min 120 days from closing date)', '1.3 Salesperson's name & designation', '1.4 Tel, HP and Fax number', and '1.5 Email Address'.

Check submission status via Event Messages

19 Event Messages:

- i. To view message, click on subject of message
- *Note: Message detail should show response has been submitted*
- *Note: Please do not to send proposals via Event Message*

Ariba Sourcing Company Settings ▾ Vijay Rajan ▾ Feedback Help ▾ Messages >>

[Go back to ALPS eProcurement-P-TEST Dashboard](#) Desktop File Sync

Event Messages - Test Supplier Reponse Demo_27 Apr Back to Console

🕒 Time remaining 22:39:17

Messages ! ⓘ

Id	Reply Sent	Sent Date ↓	From	Contact Name	To	Subject
MSG76321112	Not Applicable	04/27/2023 08:56 PM	Test eGlobal Supplier Pte	Vijay Rajan	Participants (0) Team (2)	Response (ID=ID400169492) in event Test Supplier Reponse Demo_27 Apr has been submitted. ⓘ
MSG76406208	No	04/27/2023 08:49 PM	ALPS eProcurement-P-TEST	Vijay Rajan	Vijay Rajan	Comment entered in event Test Supplier Reponse Demo_27 Apr.
MSG76406204	Not Applicable	04/27/2023 08:49 PM	ALPS eProcurement-P-TEST	Vijay Rajan	Vijay Rajan	Response of prerequisite 1.1 submitted by Test eGlobal Supplier Pte (Vijay Rajan) has been accepted.
MSG76406203	Not Applicable	04/27/2023 08:47 PM	Test eGlobal Supplier Pte	Vijay Rajan	Participants (0) Team (2)	Test eGlobal Supplier Pte (Vijay Rajan) has responded prerequisite 1.1.
MSG76321110	Not Applicable	04/27/2023 08:47 PM	Test eGlobal Supplier Pte	Vijay Rajan	Participants (0) Team (2)	Response (ID=ID400169451) in event Test Supplier Reponse Demo_27 Apr has been submitted.
MSG76406189	Not Applicable	04/27/2023 07:50 PM	ALPS eProcurement-P-TEST	Vijay Rajan	Vijay Rajan	ALPS eProcurement-P-TEST has invited you to participate in an event: Test Supplier Reponse...

↳
View
Reply
Compose Message
Download all attachments

Back to Console

Print Event Information

- 20** To print Event Information:
 - i. Click on Review Event Details
 - ii. Click on Print Event Information to download entire response in Word doc

The screenshot shows the Ariba Sourcing interface for an event titled "Doc680965310 - Test Supplier Reponse Demo_27 Apr". The top navigation bar includes "Company Settings", "Vijay Rajan", "Feedback", "Help", and "Messages". A "Time remaining" indicator shows 19:07:35. The main content area has buttons for "Download Content", "Review Prerequisites", "Select Lots", "Print Event Information", and "Download Bid Change Report". The "Print Event Information" button is highlighted with a red box. On the left, a "Checklist" is visible with the first item, "1. Review Event Details", also highlighted with a red box. Below the checklist, the event details for "SGH_MMD_Q_XX_XXX_XXX_Supply and Delivery of XXX" are shown, including a table with requirements and their status.

Name ↑	
1 SGH_MMD_Q_XX_XXX_XXX_Supply and Delivery of XXX	
1.1 Please download (Non Disclosure Agreement) NDA, sign and upload signed copy here. Post original signed hardcopy	NDA - Copy (3)(1).docx
1.2 Validity Period (Min 120 days from closing date)	Test
1.3 Salesperson's name & designation	Test
1.4 Tel, HP and Fax number	test
1.5 Email Address	Test

Successful Award

21 If your bid has been successfully chosen by ALPS and have won an award, you may* receive an email from Ariba notifying you of your successful award.

[EXTERNAL] 1 lot(s) from Event Test Supplier Reponse Demo_27 Apr have been awarded.



Vijay Rajan <s4system-prod3+alps-T.Doc680965310@ansmtp.ariba.com>
To Vijay Rajan

↩ Reply
↩ Reply All
➔ Forward
⋮

Fri 4/28/2023 12:52 AM

Retention Policy IBM Inbox (Never)

Expires Never

i If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

This Message Is From an External Sender

This message came from outside your organization.

Right-click or tap and hold here to download pictures. To help protect your privacy, Outlook prevented automatic download of this picture from the Internet.
Ariba Logo

You have been awarded business for 1 lots from the ALPS eProcurement-P-TEST event Doc680965310 Test Supplier Reponse Demo_27 Apr.

The following is a summary of the first 10 lots.

3.1 Scissor Universal

To complete the transaction, please contact Vijay Rajan at or via e-mail at vijay.rajan@in.ibm.com.

For details about this event, please visit the ALPS eProcurement-P-TEST Ariba site [Click Here](#).

Thank You,

ALPS eProcurement-P-TEST

*ALPS may not always notify award via Ariba

Successful Award

22 On your landing page of Ariba Proposals and Questionnaires, the status would be updated to "Completed" now that an award has been issued.

The screenshot shows the SAP Ariba Proposals and Questionnaires interface. The header includes the SAP logo, 'Ariba Proposals and Questionnaires', 'Enterprise Account', and 'TEST MODE'. The main content area is titled 'ALPS EPROCUREMENT-P-TEST'. On the left, there is a sidebar with a 'Requested Profile' section stating 'All required customer requested fields have been completed.' and a 'Home' button. The main area displays an 'Events' table with columns: Title, ID, End Time, Event Type, and Participated. A filter 'Status: Completed (3)' is applied, and the first event, 'Test Supplier Reponse Demo_27 Apr', is highlighted with a red box, showing a 'Yes' in the 'Participated' column, also highlighted with a red box. Other events include 'Guided sourcing project v12', 'Test Sourcing Event_VR 6', and three 'Alternate' bidding events.

Title	ID	End Time ↓	Event Type	Participated
▼ Status: Completed (3)				
Test Supplier Reponse Demo_27 Apr	Doc680965310	4/28/2023 12:49 AM	RFP	Yes
Guided sourcing project v12	Doc655631319	3/29/2023 2:06 PM	RFP	Yes
Test Sourcing Event_VR 6	Doc655442117	3/29/2023 11:53 AM	RFP	Yes
▼ Status: Open (8)				
V8_BiddingAlternate	Doc678455646	5/9/2023 5:17 AM	RFP	No
V7_Alternate Bidding	Doc677542905	5/8/2023 11:30 AM	RFP	No
V6_Alternate pricing	Doc677542900	5/8/2023 11:16 AM	RFP	No



- 1d
- 2c
- 3c

Participating Event – Revise /
Alternative offers

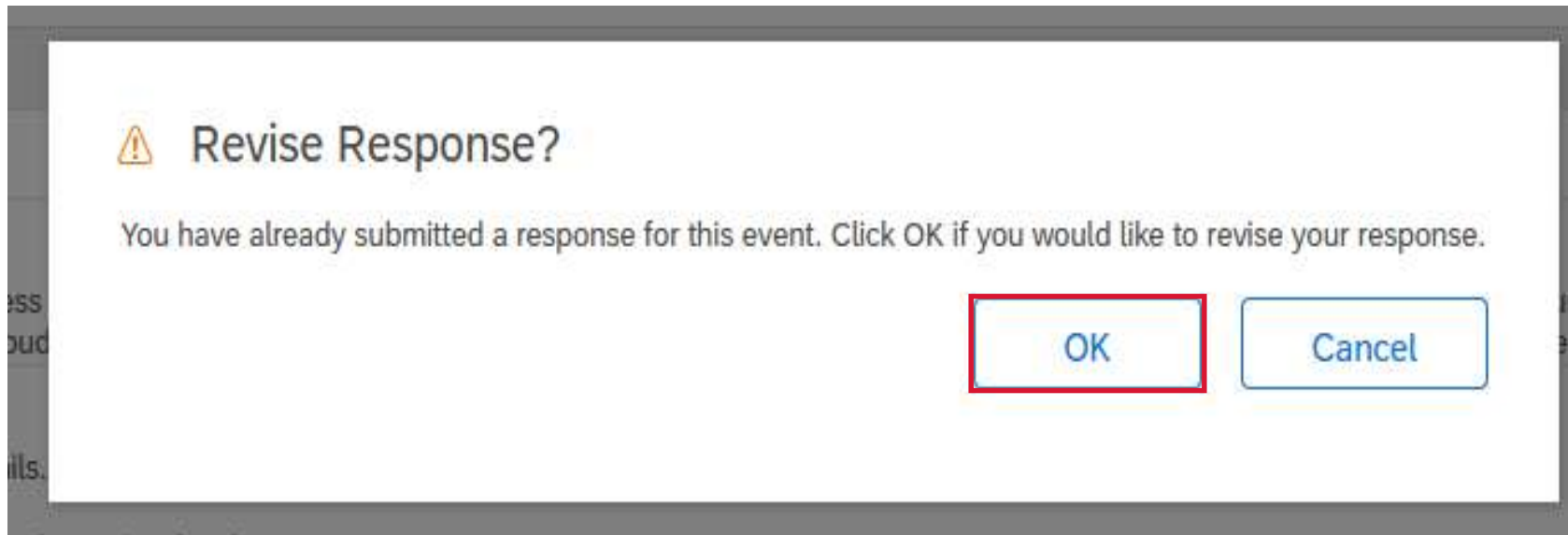
Submitting revised/alternative offers

1 Once response has been submitted, you can click on Revise/Alternative Response button to revise your response or submit an alternative response.

The screenshot shows a web application interface for a procurement event. At the top, it says 'Console' and 'Doc680965310 - Test Supplier Reponse Demo_27 Apr'. A clock icon indicates 'Time remaining 20:00:33'. On the left, there is a navigation menu with 'Event Messages', 'Response History', a 'Checklist' section, and 'Event Contents'. The 'Checklist' section is expanded to show four steps: '1. Review Event Details', '2. Review and Accept Prerequisites', '3. Select Lots/Line Items', and '4. Submit Response', which is currently selected. Below the checklist is an 'Event Contents' section with an 'All Content' link. The main content area shows a yellow message: 'You have submitted a response for this event. Thank you for participating.' Below this is a 'Primary' label and a table titled 'All Content'. A blue button labeled 'Revise/Alternative Response' is highlighted with a red box, and an information icon (i) is circled in red above it. The table has columns for 'Name', 'Price', 'Quantity', 'Extended Price', and 'Linked Item ID'. The first row contains text: '4.1 Workplace Safety', 'SGH is committed to protecting the safety, health and welfare of its patients, employees, customers, contractors and visitors. We consider that it is the responsibility of our vendors to comply at all times with all our policies and procedures while supplying services or products to SGH at the SGH Campus or at any other SGH site. This includes any specific safety and delivery requirements that are applicable to the supply of the service or product. Vendors must, for example, ensure that their personnel refrain from stacking goods which will exceed the shoulder height of the delivery personnel in the course of delivery products to SGH. In addition, some of our sites may also have specific processes in place that relate to the design or layout of such site, which must be followed. Please see attached Annex A for the illustration on the correct procedure. SGH also requires its vendors to adopt appropriate controls and safe work measures to reduce and prevent accidents and injuries to vendors' personnel, SGH personnel, patients and visitors to SGH premises, and to prevent damage to SGH's property.'

Submitting revised/alternative offers

2 Click 'OK' for dialogue box to confirm your response



Submitting revised/alternative offers

3 Click on 'Alternative' button to begin populating revised/alternative offer

The screenshot displays a software interface for managing offers. On the left, a sidebar contains a 'CHECKLIST' with four steps: '1. Review Event Details', '2. Review and Accept Prerequisites', '3. Select Lots/Line Items', and '4. Submit Response'. Below this is an 'Event Contents' section with a list of items, including 'All Content', '1 SGH_MMD_Q_XX_XXX_XXX...', '2 COMPLIANCE TO CONDIT...', '3 Price Summary', and '4 Important Note'. The main area is titled 'All Content' and features a table with columns for 'Name', 'Price', 'Quantity', and 'Extended Price'. The 'Name' column contains a detailed text block under the heading '4.1 Workplace Safety', which discusses SGH's commitment to safety and vendor responsibilities. Below the table, a note states '(*) indicates a required field'. At the bottom of the interface, there is a row of buttons: 'Submit Entire Response' (highlighted in blue), 'Update Totals', 'Reload Last Bid', 'Save draft', 'Compose Message', and 'Excel Import'. A red box highlights the 'Alternative' dropdown menu located below the 'Submit Entire Response' button.

Submitting revised/alternative offers

4 Using the dropdown menu, select your required alternative type.

The screenshot displays the SAP software interface for submitting a bid. On the left, a navigation pane shows a list of items: '3. Select Lots/Line Items', '4. Submit Response', 'Event Contents', 'All Content', and a list of bid items including '1. SGH_MMD_Q_XX_XXX_XXX...', '2. COMPLIANCE TO CONDIT...', '3. Price Summary', and '4. Important Note'. The main content area shows a text document with a warning message: 'SGH is committed to protecting the safety, health and welfare of its patients, employees, customers, contractors and visitors. We consider that it is the responsibility of our vendors to comply at all times with all our policies and procedures while supplying services or products to SGH at the SGH Campus or at any other SGH site. This includes any specific safety and delivery requirements that are applicable to the supply of the service or product. Vendors must, for example, ensure that their personnel refrain from stacking goods which will exceed the shoulder height of the delivery personnel in the course of delivery products to SGH. In addition, some of our sites may also have specific processes in place that relate to the design or layout of such site, which must be followed. Please see attached Annex A for the illustration on the correct procedure. SGH also requires its vendors to adopt appropriate controls and safe work measures to reduce and prevent accidents and injuries to vendors' personnel, SGH personnel, patients and visitors to SGH premises, and to prevent damage to SGH's property. Vendors are contractually obligated to meet all applicable workplace safety laws, regulations and codes with respect to the products or services that they supply to SGH. Negligence on the part of the Vendor's personnel or violations of SGH's policies or requirements as set out in the relevant contractual documents may give rise to termination.'

Below the text, a toolbar contains several buttons: 'Create', 'Update Totals', 'Reload Last Bid', 'Save draft', 'Compose Message', and 'Excel Import'. A dropdown menu is open over the 'Create' button, listing the following options: 'Create', 'Pricing Alternative', 'Bundle Alternative', 'Tier Alternative', 'Delete', and 'Alternative'. The 'Alternative' option is highlighted. A red box is drawn around the dropdown menu. At the bottom left, the SAP logo and user information 'Vijay Rajan (vijay.rajana) last visit 27/4/2023 17:25 | A' are visible.

Submitting revised/alternative offers

5 Input title and selected item for revised/alternative offer

Select Alternative Items

Enter a name for the alternative response, select the items you want to include, and click OK to add the items to the alternative response. An Alternative Pricing quote allows for pricing based on differing term responses.

Alternative Name:

Items



- Name
- 1 SGH_MMD_Q_XX_XXX_XXX_Supply and Delivery of XXX
- ▼ 2 COMPLIANCE TO CONDITIONS OF CONTRACT
 - 2.2 Compliance to Standard Terms and Conditions
- ▼ 3 Price Summary
 - 3.1 Scissor Universal
 - 3.2 Scissor Dressing
- 4 Important Note

Submitting revised/alternative offers

- 6 Input revised/alternative price based on your offer
 - i. Update your offer pricing alternate
 - ii. Your terms on which this price is being offered

The image displays two screenshots of a procurement system interface, illustrating the process of submitting revised or alternative offers. Both screenshots show a 'Response History' sidebar on the left with a 'Checklist' and 'Event Contents' section. The main area is titled 'All Content' and shows a table with columns for Name, Price, Quantity, Extended Price, and Linked Item ID.

Top Screenshot: Shows a pricing alternative for 'Scissor Universal'. The price is set to '\$8 000.00' in a text box, which is circled in red. A circled 'i' icon is next to the price field. The quantity is '100 each' and the extended price is '\$1,800.00 SGD'. Below the table, there are buttons for 'Pricing', 'Sync Primary Bid', 'Submit Entire Response', 'Update Totals', 'Reload Last Bid', 'Save draft', 'Compose Message', and 'Excel Import'. An 'Alternative' dropdown menu is also visible.

Bottom Screenshot: Shows a pricing alternative for 'Warranty/Sheet Life'. The price is set to '2 year' in a text box, which is circled in red. A circled 'ii' icon is next to the price field. The quantity is '1 incla' and the extended price is 'incla'. Below the table, there are buttons for 'Pricing', 'Sync Primary Bid', 'Submit Entire Response', 'Update Totals', 'Reload Last Bid', 'Save draft', 'Compose Message', and 'Excel Import'. An 'Alternative' dropdown menu is also visible.

Submitting revised/alternative offers

7 Click on 'Submit Entire Response' to submit revised/alternative offer

The screenshot shows a bid submission interface. On the left, there is a sidebar with a 'Checklist' section containing four items: '1. Review Event Details', '2. Review and Accept Prerequisites', '3. Select Lots/Line Items', and '4. Submit Response'. Below the checklist is an 'Event Contents' section with a list of items, including '1 SGH_MMD_Q_XX_XXX_XXX...', '2 COMPLIANCE TO CONDIT...', '3 Price Summary', and '4 Important Note'. The main area displays a 'Pricing alternative 1' tab. Below the tab is an 'All Content' table with columns: 'Name 1', 'Price', 'Quantity', 'Extended Price', and 'Linked Item ID'. The table has one row with 'Name 1' in the first column, '10' in the 'Quantity' column, and 'A' in the 'HSA Registration Classification' column. A red asterisk indicates a required field. Below the table is a section for '4 Important Note' with a note: '(*) indicates a required field'. At the bottom, there is a row of buttons: 'Pricing', 'Sync Primary Bid', 'Submit Entire Response' (highlighted in red), 'Update Totals', 'Reload Last Bid', 'Save draft', 'Compose Message', and 'Excel Import'. There is also an 'Alternative' dropdown menu.

Submitting revised/alternative offers

8 Ensure that you received notification that revised response has been submitted

Console Doc680965310 - Test Supplier Reponse Demo_27 Apr Time remaining 19:17:18

Event Messages
Response History

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots/Line Items
4. Submit Response

▼ Event Contents

- All Content
- 1 SGH_MMD_Q_XX_XXX_XXX...
- 2 COMPLIANCE TO CONDIT...

Primary **Pricing alternative 1**

All Content

Name ↑	Price	Quantity	Extended Price	Linked Item ID
LinkedItemId:	20			
Brand / CAT. No.:	XYZ1233			
Warranty/Shelf Life:	2 year			
Manufacturer/Origin:	India			
Pack Size:	10			
HSA Registration Classification:	A			

▼ 4 Important Note

✓ Your revised response has been submitted. Thank you for participating in the event.

Submitting revised/alternative offers

9 Click on Response history

Console Doc680965310 - Test Supplier Reponse Demo_27 Apr Time remaining 19:17:18

Event Messages

Response History

▼ Checklist

- 1. Review Event Details
- 2. Review and Accept Prerequisites
- 3. Select Lots/Line Items
- 4. Submit Response

▼ Event Contents

- All Content
- 1 SGH_MMD_Q_XX_XXX_XXX...
- 2 COMPLIANCE TO CONDIT...

✓ Your revised response has been submitted. Thank you for participating in the event.

Primary **Pricing alternative 1**

All Content ☰ | ⌵

Name ↑	Price	Quantity	Extended Price	Linked Item ID
LinkedItemId:	20			
Brand / CAT. No.:	XYZ1233			
Warranty/Shelf Life:	2 year			
Manufacturer/Origin:	India			
Pack Size:	10			
HSA Registration Classification:	A			

▼ 4 Important Note

Submitting revised/alternative offers

10

- i. Click on latest references number to view submission details in response history.
- ii. Status must show "accepted"
- iii. Click "Done"

Ariba Sourcing Help

[< Go back to ALPS eProcurement-P-TEST Dashboard](#) Desktop File Sync

Response History - SourcingAlternative04 [Done](#)

Click on the Name of a response to see details, including the lots and information submitted. [More](#)

Reference Number	Submitted For	Submitted By	Status	Submission Time	Time Created ↓
ID440826724	Singapore medical Supplier	Singapore medical Supplier	Accepted	07/04/2023 05:06:02 PM	07/04/2023 05:06:03 PM
ID440826712	Singapore medical Supplier	Singapore medical Supplier	Replaced	07/04/2023 04:07:15 PM	07/04/2023 04:07:16 PM
ID440826711	Singapore medical Supplier	Singapore medical Supplier	Replaced	07/04/2023 04:04:08 PM	07/04/2023 04:04:09 PM
ID440826710	Singapore medical Supplier	Singapore medical Supplier	Replaced	07/04/2023 04:00:02 PM	07/04/2023 04:00:04 PM

[Done](#)

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Submitting revised/alternative offers



- i.  Click on alternative name tab to check alternative response, click primary tab to check primary response" details
- ii. Check response is accurate and complete


Doc741346141 - SourcingAlternative04 Time remaining 00:31:28

You have submitted a response for this event. Thank you for participating.

[Revise/Alternative Response](#)

Primary MaxMiniOnt **TierAlterNative** 

All Content  

Name ↑	Price	Quantity	Extended Price
▼ 10 TierAlterNative_MiniMaxOnt			
9 [10~50] 590103LineItem 	Less... <input type="text"/> \$100.00 SGD	10 Piece	\$1,000.00 SGD
590103LineItem			
	LinkedItemId: 590103LineItem		
▼ 1 Introduction			
▼ 2 Event Information			
▶ 3 RFP Package			

[Compose Message](#)



- 1d
- 2c
- 3c

Clarifications of Event via Event Messages

Event messages

1 Buyers may communicate with you online. You can view their messages from Event Messages. (E.g. buyer asking to update validity period)
**Note: Please do not to send proposals via Event Message*

The screenshot shows a web application interface for an eProcurement system. At the top, there is a navigation bar with a link to the dashboard and a 'Desktop File Sync' button. The main header displays 'Console' and the event title 'Doc680965310 - Test Supplier Reponse Demo_27 Apr', along with a 'Time remaining' indicator of 19:59:21. A yellow notification banner states: 'You have submitted a response for this event. Thank you for participating.' Below this is a blue button labeled 'Revise/Alternative Response'. The left sidebar contains a navigation menu with 'Event Messages' highlighted in a red box, and a checklist with four steps: '1. Review Event Details', '2. Review and Accept Prerequisites', '3. Select Lots/Line Items', and '4. Submit Response'. The main content area is titled 'All Content' and features a table with columns for 'Name', 'Price', 'Quantity', 'Extended Price', and 'Linked Item ID'. The table lists several items, with item '1.2 Validity Period (Min 120 days from closing date)' highlighted in a red box. Other items include '1.1 Please download (Non Disclosure Agreement) NDA...', '1.3 Salesperson's name & designation', '1.4 Tel, HP and Fax number', and '1.5 Email Address'. A document icon and the text 'NDA - Copy (3)(1).docx' are visible next to item 1.1.

Name ↑	Price	Quantity	Extended Price	Linked Item ID
1 SGH_MMD_Q_XX_XXX_XXX_Supply and Delivery of XXX				
1.1 Please download (Non Disclosure Agreement) NDA, sign and upload signed copy here. Post original signed hardcopy				NDA - Copy (3)(1).docx
1.2 Validity Period (Min 120 days from closing date)	Test			
1.3 Salesperson's name & designation	Test			
1.4 Tel, HP and Fax number	test			
1.5 Email Address	Test			

Event messages

2 To view or reply messages, first click on message of interest
Click on Subject line to reply or view the message

[< Go back to ALPS eProcurement-P-TEST Dashboard](#)

Desktop File Sync

Event Messages - Test Supplier Reponse Demo_27 Apr

[Back to Console](#)

🕒 Time remaining
19:56:34

Messages



	Id	Reply Sent	Sent Date ↓	From	Contact Name	To	Subject
<input type="radio"/>	MSG76406302	No	04/27/2023 11:46 PM	ALPS eProcurement-P-TEST	Vijay Rajan	Vijay Rajan	Comment entered in event Test Supplier Reponse Demo_27 Apr.
<input type="radio"/>	MSG76321112	Not Applicable	04/27/2023 08:56 PM	Test eGlobal Supplier Pte	Vijay Rajan	Participants (0) Team (2)	Response (ID=ID400169492) in event Test Supplier Reponse Demo_27 Apr has been submitted.
<input type="radio"/>	MSG76406208	No	04/27/2023 08:49 PM	ALPS eProcurement-P-TEST	Vijay Rajan	Vijay Rajan	Comment entered in event Test Supplier Reponse Demo_27 Apr.
<input type="radio"/>	MSG76406204	Not Applicable	04/27/2023 08:49 PM	ALPS eProcurement-P-TEST	Vijay Rajan	Vijay Rajan	Response of prerequisite 1.1 submitted by Test eGlobal Supplier Pte (Vijay Rajan) has been accepted.
<input type="radio"/>	MSG76406203	Not Applicable	04/27/2023 08:47 PM	Test eGlobal Supplier Pte	Vijay Rajan	Participants (0) Team (2)	Test eGlobal Supplier Pte (Vijay Rajan) has responded prerequisite 1.1.
<input type="radio"/>	MSG76321110	Not Applicable	04/27/2023 08:47 PM	Test eGlobal Supplier Pte	Vijay Rajan	Participants (0) Team (2)	Response (ID=ID400169451) in event Test Supplier Reponse Demo_27 Apr has been submitted.
<input type="radio"/>	MSG76406189	Not Applicable	04/27/2023 07:50 PM	ALPS eProcurement-P-TEST	Vijay Rajan	Vijay Rajan	ALPS eProcurement-P-TEST has invited you to participate in an event: Test Supplier Reponse...



View

Reply

Compose Message

Download all attachments

[Back to Console](#)

Event messages

3 After clicking on the message of interest:
Click on "reply"

[< Go back to ALPS eProcurement-P-TEST Dashboard](#)

Desktop File Sync

View Message

Done Reply

Id: MSG76406302
From: ALPS eProcurement-P-TEST (Vijay Rajan)
Sent: 04/27/2023 11:46 PM
To: Test eGlobal Supptier Pte(Vijay Rajan)
Subject: Comment entered in event Test Supplier Reponse Demo_27 Apr.

The following comment has been submitted:

1.2 - Validity Period (Min 120 days from closing date): Please update a valid validity period

For details about this event, please visit the ALPS eProcurement-P-TEST Ariba site [http://alps-T.supplier3.ariba.com/ad/webjumper?itemID=NZ6uAPj\\$xc2ebH&awcharset=UTF-8](http://alps-T.supplier3.ariba.com/ad/webjumper?itemID=NZ6uAPj$xc2ebH&awcharset=UTF-8).

Thank You,

ALPS eProcurement-P-TEST

Done Reply

Event messages

4 In the "Respond to Message" page, you can

- i. Type responses
- ii. Add attachments
- iii. After you have completed filling up the response, click on "Send"

Event messages

5 Once you have sent, reply to the buyer can be seen in main page

Event Messages - Test Supplier Reponse Demo_27 Apr

Back to Console

Time remaining 19:44:38

Messages

	Id	Reply Sent	Sent Date ↓	From	Contact Name	To	Subject
<input type="radio"/>	MSG76406302.1	No	04/28/2023 12:06 AM	Test eGlobal Supplier Pte	Vijay Rajan	Vijay Rajan	RE: Comment entered in event Test Supplier Reponse Demo_27 Apr.
<input type="radio"/>	MSG76406302	Yes	04/27/2023 11:46 PM	ALPS eProcurement-P-TEST	Vijay Rajan	Vijay Rajan	Comment entered in event Test Supplier Reponse Demo_27 Apr.
<input type="radio"/>	MSG76321112	Not Applicable	04/27/2023 08:56 PM	Test eGlobal Supplier Pte	Vijay Rajan	Participants (0) Team (2)	Response (ID=ID400169492) in event Test Supplier Reponse Demo_27 Apr has been submitted.
<input type="radio"/>	MSG76406208	No	04/27/2023 08:49 PM	ALPS eProcurement-P-TEST	Vijay Rajan	Vijay Rajan	Comment entered in event Test Supplier Reponse Demo_27 Apr.
<input type="radio"/>	MSG76406204	Not Applicable	04/27/2023 08:49 PM	ALPS eProcurement-P-TEST	Vijay Rajan	Vijay Rajan	Response of prerequisite 1.1 submitted by Test eGlobal Supplier Pte (Vijay Rajan) has been accepted.
<input type="radio"/>	MSG76406203	Not Applicable	04/27/2023 08:47 PM	Test eGlobal Supplier Pte	Vijay Rajan	Participants (0) Team (2)	Test eGlobal Supplier Pte (Vijay Rajan) has responded prerequisite 1.1.
<input type="radio"/>	MSG76321110	Not Applicable	04/27/2023 08:47 PM	Test eGlobal Supplier Pte	Vijay Rajan	Participants (0) Team (2)	Response (ID=ID400169451) in event Test Supplier Reponse Demo_27 Apr has been submitted.
<input type="radio"/>	MSG76406189	Not Applicable	04/27/2023 07:50 PM	ALPS eProcurement-P-TEST	Vijay Rajan	Vijay Rajan	ALPS eProcurement-P-TEST has invited you to participate in an event: Test Supplier Reponse...

View Reply Compose Message Download all attachments

Event messages

6 Click on the link to view the reply contents

[< Go back to ALPS eProcurement-P-TEST Dashboard](#)

[Desktop File Sync](#)

View Message

Done

Reply

Id: MSG76406302.1

From: Test eGlobal Supplier Pte (Vjay Rajan)

Sent: 04/28/2023 12:06 AM

To: ALPS eProcurement-P-TEST(Vjay Rajan)

Subject: RE: Comment entered in event Test Supplier Reponse Demo_27 Apr.

Attachment:  [Validity period.docx](#)

I have updated Valid validity period in required section

Id: MSG76406302

Sent: 04/27/2023 11:46 PM

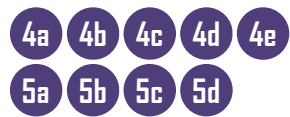
Subject: Comment entered in event Test Supplier Reponse Demo_27 Apr.

The following comment has been submitted:

1.2 - Validity Period (Min 120 days from closing date): Please update a valid validity period

For details about this event, please visit the ALPS eProcurement-P-TEST Ariba site <http://alps-T.supplier3.ariba.com/ad/webjumper?itemID=NZ6uAPjxc2ebH&awcharset=UTF-8>.

Thank You,



Contract User Guide

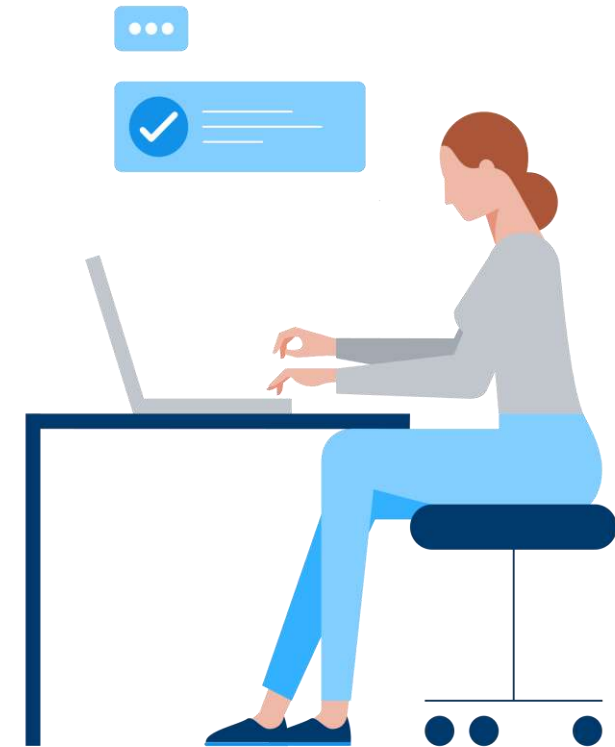
Contract Scenarios Overview

Scenario 4: New Contract or Existing Contract Amendments

- > [Receive email notification](#)
- 4a [Log into Ariba with credentials](#)
- 4b [Access negotiation task](#)
- 4c [Review contract](#)
- 4d [Accept or provide counter proposal](#)
- 4e

Scenario 5: Signature Task

- 5a [Receive email notification](#)
- 5b [Log into Ariba with credentials](#)
- 5c [Access signature review task](#)
- 5d [Provide signature](#)



Contract Email Notification

1. Once ALPS has awarded your bid and sent out the contract, the negotiation process will be initiated, and you would receive an email from s4approval-prod3+alps-T@ansmtp.ariba.com with the contract attached. Download/read the contract.


2. Click on the Hyperlink in the email to proceed

2

[EXTERNAL] CW2762 - Test Supplier side view of Contract Works

Email Review <s4approval-prod3+alps-T@ansmtp.ariba.com>
To Jiawei Lim

Follow up. Start by Monday, 20 March 2023. Due by Monday, 20 March 2023.
If there are problems with how this message is displayed, click here to view it in a web browser.

 Main Agreement_S2C S2.docx
26 KB

SAP Ariba 

CW2762 - Test Supplier side view of Contract Workspace: Negotiation for External - Contract Documents

Task title: Negotiation for External - Contract Documents

Task description:

The following notes might also be helpful to you:

OK

This email is being sent to you because you are a reviewer of a document that has been submitted for review.

This email originated from the Ariba system used by ALPS eProcurement-P-TEST and was originally sent to: Jiawei.Lim@ibm.com

System Reference: [Click Here](#) to access the system.

2

Ariba, Inc. 3420 Hillview Ave, Palo Alto, CA 94304, USA

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

Logging in to Ariba Contracts

- 3 Fill in your login credentials and click on the "Login" button.

SAP Ariba 

Supplier Login

abcd1234@supplier.com

.....

Login

[Forgot Username or Password](#)

Transitioning to Ariba Contracts

- 4 Alternatively, if you are already logged into Ariba, click on the top left-hand corner of the screen and then click on the “Ariba Contracts” dropdown.

The screenshot displays the SAP Ariba Spend Management interface. At the top left, the SAP logo is visible. The main navigation bar includes 'Ariba Proposals and Questionnaires' (highlighted with a red box), 'Standard Account', 'Get enterprise account', and 'TEST MODE'. A dropdown menu is open under 'Ariba Proposals and Questionnaires', showing options: 'Ariba Discovery', 'Ariba Proposals And Questionnaires', 'Ariba Contracts' (highlighted with a red box), and 'SAP Business Network'. The user's profile 'JL' is shown in the top right corner.

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.

[Home](#)

Events

Title	ID	End Time ↓	Event Type	Participated
▼ Status: Completed (1)				
Test Sourcing Supplier side Project	Doc647421775	3/20/2023 4:34 PM	RFP	Yes

Tasks

Name	Status	Due Date	Completion Date	Alert
------	--------	----------	-----------------	-------

Search ▼

Ariba Contracts

After logging in/ transitioning to Ariba contracts, you would see all your contracts in the Tasks Section.

5 Click on your awarded contract to access it

The screenshot displays the SAP Ariba Contracts interface. At the top, the navigation bar includes the SAP logo, 'Ariba Contracts', 'Standard Account', 'Get enterprise account', and 'TEST MODE'. The user's name 'JL' is visible in the top right corner. Below the navigation bar, the page title is 'ALPS EPROCUREMENT-P-TEST'. The main content area is divided into two columns. The left column contains two sections: 'ALPS eProcurement-P-TEST Requested Profile' with a message that all required fields have been completed and a link to 'View customer requested fields >', and 'Public Profile Completeness' with a progress bar at 35% and a prompt to 'Enter a short description to reach 45% >'. The right column features a 'Home' button, a 'Tasks' section with a search dropdown, and a table of tasks. The table has columns for Name, Status, Due Date, Completion Date, and Alert. A task titled 'Negotiation for External - Contract Documents' is highlighted with a red box. It is currently 'In Progress' and has a due date of '3/20/2023'. The task is part of a project named 'Project: Test Supplier side view of Contract Workspace (1)'.

Name	Status	Due Date	Completion Date	Alert
▼ Project: Test Supplier side view of Contract Workspace (1)				
Negotiation for External - Contract Documents	In Progress	3/20/2023		

Ariba Contracts

After clicking on the task:

6 If you had not downloaded the contract from email, you may download it by clicking on the contract in the External – Contract Documents (Read Only) Section.

On this page, you would also see the option to:

7a Create Counter Proposal

7b Accept the proposal

The screenshot shows the Ariba Contract Management interface. At the top, there is a navigation bar with 'Ariba Contract Management', 'Company Settings', 'Jawel Lim', 'Help', and 'Messages'. Below this, there is a breadcrumb trail: '< Go back to ALPS eProcurement-P-TEST Dashboard'. The main heading is 'Negotiation Task' with an 'Exit' button. A message states: 'This task has been submitted for negotiation and is now in progress. You can add comments on the Task History tab. Notification of new comments is More'. Below this is a breadcrumb: 'Test Supplier side view of Contract Work... / Negotiation for External - Contract Docu...'. The task title is 'TSK647664579 Negotiation for External - Contract Documents' with a status 'Round 1: Awaiting Response(s)'. The user 'Shahraz Khan' is shown with 'OK' status. There is a section for 'External - Contract Documents (Read Only)' containing a document 'Main Agreement_S2C S2' with an 'Action' menu and a 'Download' button. To the right, instructions state: 'One or more documents have been submitted for your review. You have the following options: View the documents on the left. To propose document changes, edit and save all required documents locally. Add it as an attachment when you submit your Counter Proposal or Review.' Below these instructions are two buttons: 'Create Counter Proposal' (labeled 7a) and 'Accept Proposal' (labeled 7b). At the bottom, there are tabs for 'Properties' and 'Task History', a 'Threaded' view indicator, and an 'Owner' section showing 'Shahraz Khan' and 'Date' '03/20/2023 04:44 PM'. An 'Exit' button is at the bottom right.

Counter Proposal

- 8 If you clicked on the “Create Counter Proposal” button:
- i. Enter a comment message, and if necessary, set the Access Control for the comment
 - ii. Upload the revised contract document under the Attach Revised Document Section by clicking on “Choose File”
 - iii. Add any additional supporting documents in the Additional Attachments Section by clicking on the “Add Attachment” button

Ariba Contract Management Company Settings Jewei Lim Help Messages

< Go back to ALPS eProcurement-P-TEST Dashboard Desktop File Sync

Counter Proposal

OK Cancel

Enter a comment **message** and, if necessary, set the **Access Control** for this comment. You can also add document attachments to support your [More](#)

Message: i

Countered

Access Control: (No additional restrictions) i

Document Attach Revised Document

External - Contract Documents

Main Agreement_S2C S2 ii

Choose File No file chosen
Or drop file here

Additional Attachments

No items

Delete iii Add attachment

OK Cancel

Jawei Lim (test-jlawel@ibm.com) last visited 20 Mar 2023 1:46:43 AM Test Ariba Supplier Pte AN11173470304-T
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Counter Proposal

- 8 If you clicked on the "Create Counter Proposal" button:
- iv. After uploading all additional documents, mark the check box beside the file
 - v. Ensure that the attached revised contract is correct, click on "Delete Attachment" and reupload a new file if you need to make further amendments
 - vi. Click on the "OK" button to proceed

Ariba Contract Management Company Settings ▾ Jiawei Lim Help ▾ Messages

[< Go back to ALPS eProcurement-P-TEST Dashboard](#) Desktop File Sync

Counter Proposal OK Cancel

Enter a comment **message** and, if necessary, set the **Access Control** for this comment. You can also add document attachments to support your [More](#)

Message:

Access Control: (No additional restrictions)

Document	Attach Revised Document
<input type="checkbox"/> External - Contract Documents	
<input checked="" type="checkbox"/> Main Agreement_S2C S2	Main Agreement_S2C S2.docx <input type="button" value="Delete Attachment"/> v

Additional Attachments

<input checked="" type="checkbox"/> <input type="checkbox"/> vendor master.pdf iv

vi

Jiawei Lim (test:jiawei.lim@ibm.com) last visited 20 Mar 2023 1:46:43 AM Test Ariba Supplier Pte AN11173470304-T
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Counter Proposal

9 After successfully submitting your counter proposal, you will see on the Ariba Contracts landing page that the status of the contract is "in progress".

The screenshot displays the SAP Ariba Contracts interface. At the top, the header includes 'SAP Ariba Contracts', 'Standard Account', 'Get enterprise account', and 'TEST MODE'. The main content area is titled 'ALPS EPROCUREMENT-P-TEST'. On the left, there are two panels: 'ALPS eProcurement-P-TEST Requested Profile' with a completion status of 35% and a 'View customer requested fields >' link, and 'Public Profile Completeness' with a 35% progress bar and an 'Enter a short description to reach 45% >' link. On the right, there is a 'Home' button and a 'Tasks' section with a search bar. A table below the search bar shows a task titled 'Project: Test Supplier side view of Contract Workspace (1)' with a sub-task 'Negotiation for External - Contract Documents' that has a status of 'In Progress' (highlighted with a red box) and a due date of '3/20/2023'.

Name	Status	Due Date	Completion Date	Alert
▼ Project: Test Supplier side view of Contract Workspace (1)				
Negotiation for External - Contract Documents	In Progress	3/20/2023		

Proposal Acceptance

10 If you decide to accept the proposal, click on the "Accept Proposal" button

The screenshot displays the Ariba Contract Management interface. At the top, the header includes 'Ariba Contract Management', user information 'Jawel Lim', and navigation links for 'Company Settings', 'Help', and 'Messages'. Below the header, the page title is '< Go back to ALPS eProcurement-P-TEST Dashboard'. The main content area is titled 'Negotiation Task' and includes an 'Exit' button. A message states: 'This task has been submitted for negotiation and is now in progress. You can add comments on the Task History tab. Notification of new comments is More'. Below this, there is a breadcrumb trail: 'Test Supplier side view of Contract Work... / Negotiation for External - Contract Docu...'. The specific task is 'TSK647664579 Negotiation for External - Contract Documents' with a status of 'Round 1: Awaiting Response(s)'. The user 'Shahraz Khan' is shown as 'OK'. A document titled 'External - Contract Documents (Read Only)' is listed, with a sub-item 'Main Agreement_S2C S2' and a 'Download' button. To the right, instructions state: 'One or more documents have been submitted for your review. You have the following options: View the documents on the left. To propose document changes, edit and save all required documents locally. Add it as an attachment when you submit your Counter Proposal or Review.' Below these instructions are buttons for 'Create Counter Proposal' and 'Accept Proposal'. The 'Accept Proposal' button is highlighted with a red box and a circled '10'. At the bottom, there are tabs for 'Properties' and 'Task History', a 'Threaded' view indicator, and an 'Owner' section showing 'Shahraz Khan' as the owner and '03/20/2023 04:44 PM' as the date. An 'Exit' button is located at the bottom right of the main content area.

Proposal Acceptance

ii If you clicked on the "Accept Proposal" button:

- i. Enter a comment message, and if necessary, set the Access Control for the comment
- ii. Add any additional supporting documents in the Additional Attachments Section by clicking on the "Add Attachment" button.
- iii. Click on the "OK" button to proceed

Ariba Contract Management

< Go back to ALPS eProcurement-P-TEST Dashboard

Desktop File Sync

Proposal Accepted

Enter a comment **message** and, if necessary, set the **Access Control** for this comment. You can also add document attachments to support your [More](#)

Message:

Proposal Accepted

Access Control: (No additional restrictions)

Additional Attachments

No items

Delete Add attachment

OK Cancel

Jiawei Lim (test.Jiawei.Lim@ibm.com) last visited 20 Mar 2023 1:52:04 AM Test Ariba Supplier Pte AN11173470304-T © 1996-2019 Ariba, Inc. All rights reserved. SAP Business Network Privacy Statement Security Disclosure Terms of Use

Proposal Acceptance

12 After successfully submitting your proposal acceptance, you will see on the Ariba Contracts landing page that there will be no items remaining.

The screenshot shows the SAP Ariba Contracts interface. The top navigation bar includes the SAP logo, 'Ariba Contracts', 'Standard Account', 'Get enterprise account', and 'TEST MODE'. The main content area is titled 'ALPS EPROCUREMENT-P-TEST'. On the left, there are two sections: 'ALPS eProcurement-P-TEST Requested Profile' with a message that all required fields are completed, and 'Public Profile Completeness' with a progress bar at 35% and a goal of 45%. On the right, there is a 'Home' button and a 'Tasks' section. The 'Tasks' section contains a table with columns for Name, Status, Due Date, Completion Date, and Alert. The table is currently empty, displaying 'No items'.

Name	Status	Due Date	Completion Date	Alert
No items				

Complete Review Notification/Signature Task

13 Once ALPS has accepted the proposal acceptance, you would receive a contract review notification email from s4approval-prod3+alps-t@ansmtp.ariba.com


14 Click on the Hyperlink in the email to proceed

**Note: In addition to the complete review email, you may also receive a second email from ALPS' e-signature provider requesting your signature*

[EXTERNAL] CW2762 - Test Supplier side view of Contract Workspa.

ER Email Review <s4approval-prod3+alps-T@ansmtp.ariba.com> To: Jiawei Lim 13 Mon 5:00 p

i Follow up. Start by Tuesday, 21 March 2023. Due by Tuesday, 21 March 2023.
If there are problems with how this message is displayed, click here to view it in a web browser.

 Main Agreement_S2C S2.docx
26 KB

SAP Ariba 

CW2762 - Test Supplier side view of Contract Workspace: Signed Contract by Supplier

Task title: Signed Contract by Supplier

Task description:

Action: Complete Review - [Click Here](#)

This email is being sent to you because you are a reviewer of a document that has been submitted for review.

This email originated from the Ariba system used by ALPS eProcurement-P-TEST and was originally sent to: Jiawei.Lim@ibm.com

System Reference: [Click Here](#) to view the system. 14

Ariba, Inc. 3420 Hillview Ave, Palo Alto, CA 94304, USA

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

Logging in to Complete Review

- 15 Fill in your login credentials and click on the "Login" button.

SAP Ariba 

Supplier Login

abcd1234@supplier.com

.....

Login

[Forgot Username or Password](#)

Complete Review Notification/Signature Task

- 16 After successfully logging in to Ariba Contracts, you will see a new task with a status of "In Review" on the Ariba Contracts landing page in the Task Section. Click on the task to complete the reviewing process.

The screenshot displays the Ariba Contracts user interface. At the top, the header includes the SAP logo, 'Ariba Contracts', 'Standard Account', and buttons for 'Get enterprise account' and 'TEST MODE'. The main content area is titled 'ALPS EPROCUREMENT-P-TEST' and contains several sections:

- ALPS eProcurement-P-TEST Requested Profile:** A message stating 'All required customer requested fields have been completed.' with a link to 'View customer requested fields >'.
- Public Profile Completeness:** A progress bar showing 35% completion. Below it, a text input field is labeled 'Enter a short description to reach 45% >'. A note at the bottom states 'There are no matched postings.'
- Tasks Section:** A 'Home' button is visible. Below it, a 'Tasks' section features a search bar and a table with columns: Name, Status, Due Date, Completion Date, and Alert.

The table contains one task entry under the heading 'Project: Test Supplier side view of Contract Workspace (1)':

Name	Status	Due Date	Completion Date	Alert
Signed Contract by Supplier	In Review	3/20/2023		

The 'In Review' status in the table is highlighted with a red box.

Complete Review Notification/Signature Task

17 After clicking into the task, click on the "Complete Review" button to proceed.

The screenshot displays the Ariba Contract Management interface. At the top, the header includes the title "Ariba Contract Management" and navigation links for "Company Settings", "Jiawei Lim", "Help", and "Messages". Below the header, there are links for "Go back to ALPS eProcurement P-TEST Dashboard" and "Desktop File Sync". The main content area is titled "Review Task" and includes an "Exit" button. A notification states: "The document below has been submitted for review. To view documents, click the document link to open or download them. If you are a reviewer, you [More](#)". Below this, there is a breadcrumb trail: "Test Supplier side view of Contract Work... / [Signed Contract by Supplier](#)". The specific task is identified as "TSK647667388 Signed Contract by Supplier" with a status of "Round 1: Awaiting Response(s)". The user "Shahraz Khan" is shown as "OK". There is a checkbox for "External - Signed Contract (Read Only)" and a document link "Main Agreement_S2C S2". On the right side, a message reads: "One or more documents have been submitted for your review. You have the following options:" followed by a list: "View the documents on the left." and "To propose document changes, edit and save all required documents locally. Add it as an attachment when you submit your Counter Proposal or Review." At the bottom right, a "Complete Review" button is highlighted with a red box.

Ariba Contract Management

< Go back to ALPS eProcurement P-TEST Dashboard

Company Settings Jiawei Lim Help Messages

Desktop File Sync

Review Task

Exit

The document below has been submitted for review. To view documents, click the document link to open or download them. If you are a reviewer, you [More](#)

Test Supplier side view of Contract Work... / [Signed Contract by Supplier](#)

TSK647667388 Signed Contract by Supplier

Round 1: Awaiting Response(s)

Shahraz Khan
OK

External - Signed Contract (Read Only)

[Main Agreement_S2C S2](#)

One or more documents have been submitted for your review. You have the following options:

- View the documents on the left.
- To propose document changes, edit and save all required documents locally. Add it as an attachment when you submit your Counter Proposal or Review.

Complete Review

Complete Review Notification/Signature Task

- 18 After clicking into the "Complete Review" button:
 - i. Enter a comment message, and if necessary, set the Access Control for the comment
 - ii. Upload the signed contract in the Attach Revised Document Section by clicking on "Choose File"
 - iii. Attach any supporting documents under the Additional Attachments Section by clicking on "Add Attachment"
 - iv. Click on "OK" to proceed

Ariba Contract Management

< Go back to ALPS eProcurement-P-TEST Dashboard

Company Settings Jiawei Lim Help Messages Desktop File Sync

Reviewed

OK Cancel

Enter a comment **message** and, if necessary, set the **Access Control** for this comment. You can also add document attachments to support your [More](#)

Message:

Reviewed

Access Control: (No additional restrictions)

Document Attach Revised Document

External - Signed Contract

Main Agreement_S2C S2

Choose File No file chosen Or drop file here

Additional Attachments

No items

Delete Add attachment

OK Cancel

Jiawei Lim (test-jiawei.lim@ariba.com) last visited 20 Mar 2023 1:55:52 AM Test Ariba Supplier Pte AN11173470304-T © 1996–2019 Ariba, Inc. All rights reserved. SAP Business Network Privacy Statement Security Disclosure Terms of Use

Complete Review Notification/Signature Task

- 19 After clicking the "OK" button, your task would be cleared, and no items would be reflected on the Ariba Contracts landing page.

The screenshot displays the Ariba Contracts user interface. At the top, the navigation bar includes the SAP logo, 'Ariba Contracts', 'Standard Account', a 'Get enterprise account' button, and a 'TEST MODE' indicator. The main content area is titled 'ALPS EPROCUREMENT-P-TEST'. On the left, there are two panels: 'ALPS eProcurement-P-TEST Requested Profile' with a message that all required fields are completed, and 'Public Profile Completeness' showing a 35% progress bar and a goal of 45%. On the right, a 'Home' button is visible above a 'Tasks' section. The 'Tasks' section contains a table with columns for Name, Status, Due Date, Completion Date, and Alert. The table is currently empty, displaying 'No items'.

Name	Status	Due Date	Completion Date	Alert
No items				

What is an SAP Business Network, Standard Account?

- Basic Account that gives you access to SAP Business Network
- Receive interactive email purchase orders
- Send electronic documents through SAP Business Network
- No fees
- Intended for low volume suppliers





TRANSACTION WITH EASE AND WITHOUT FEES

Standard Account

Designed to make transactions simple, suppliers can stay on top of buyer needs even with limited eCommerce experience.

Standard account is ideal for reviewing and sending documents, publishing electronic catalogs, and more.

FREE FOR ANY SUPPLIER

- No document related fees or transaction limits
- Receive & respond to POs with electronic documents (e.g. Order Confirmations, Ship Notices, Service Sheets or Invoices)
- Check document status updates
- Manage catalogs

CENTRALIZED ACCESS

- Online portal and supplier mobile app to access all relevant information & documents
- Receive real-time notifications from buyers via email and mobile app push notifications
- Access other SAP Business Network solutions like Discovery* on one single account

INCREASE REVENUE

SAP Business Network Discovery

Receive qualified leads

A quick 5 minute registration will activate qualified leads sent right to your inbox

Save time

Get in front of buyers when they are actively looking for new suppliers

Sell effectively

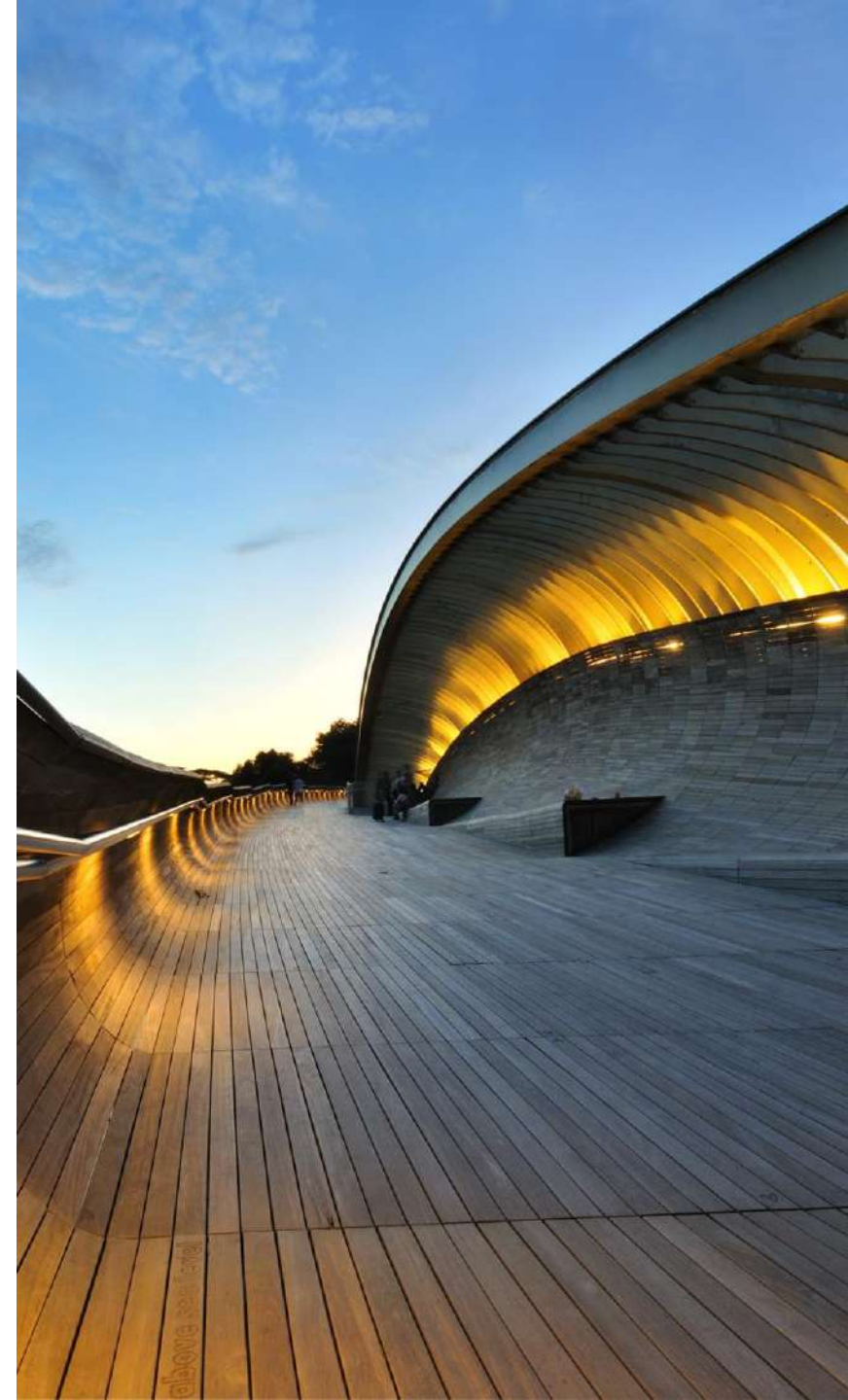
Take advantage of the SAP Business Network community to get in front of buyers you're not already working with

Win new business

Tap into \$5 billion of new opportunities posted annually

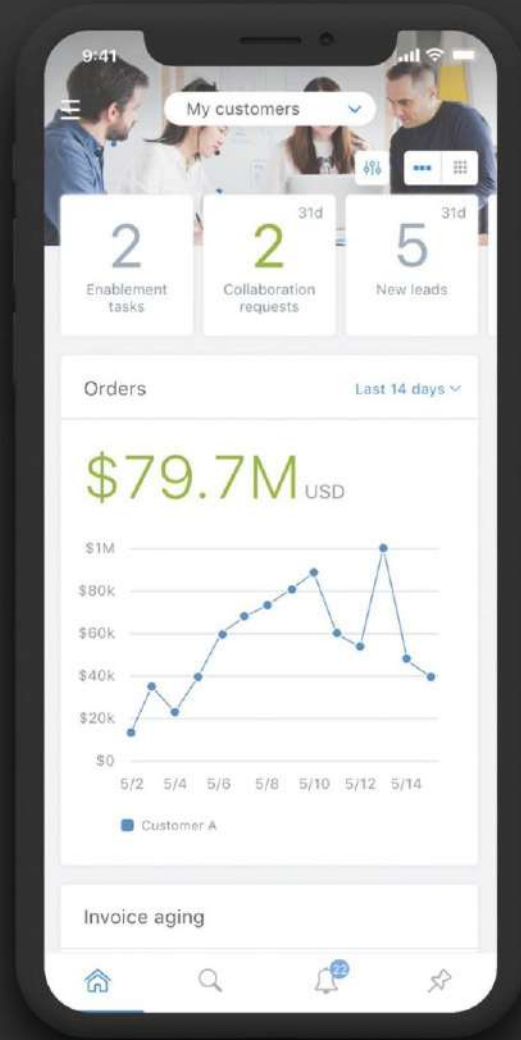
Increase interactivity

Communicate with buyers and prospects in real time



STAY UP-TO-DATE

Supplier mobile app



SAP Business Network Supplier mobile app helps suppliers take their business on-the-go. Regardless of the account type, suppliers can stay connected with their customers on their iPhone or Android devices.

Key mobile app features

- Get real-time notifications
- Create documents on-the-go
- Find documents fast
- Improve invoice visibility

With quick and easy biometric login and availability in over 24 languages, the mobile app is the best way to be more responsive and better informed.

[LEARN MORE](#)

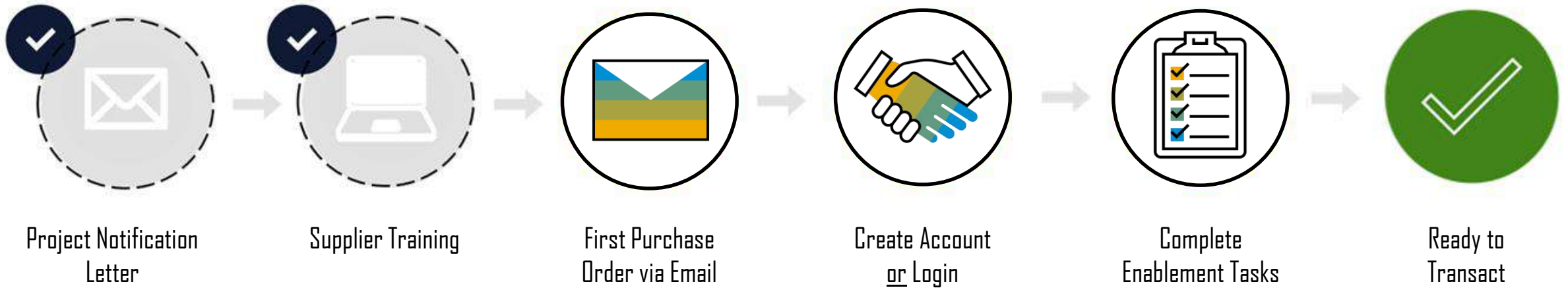
App Store



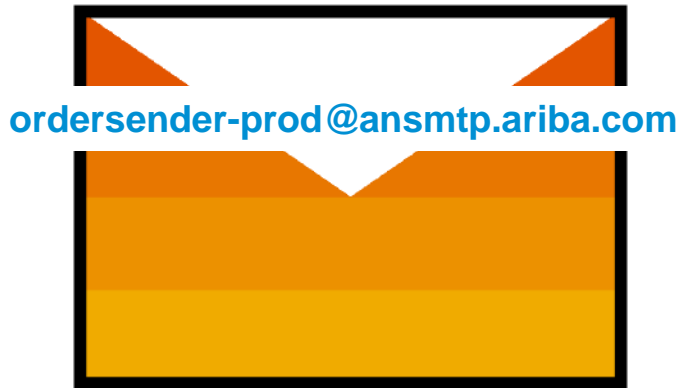
Google Play



Next Steps



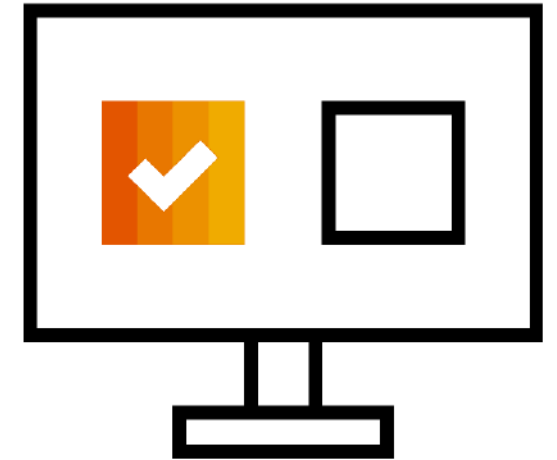
Register For A Standard Account



Receive Interactive Email PO



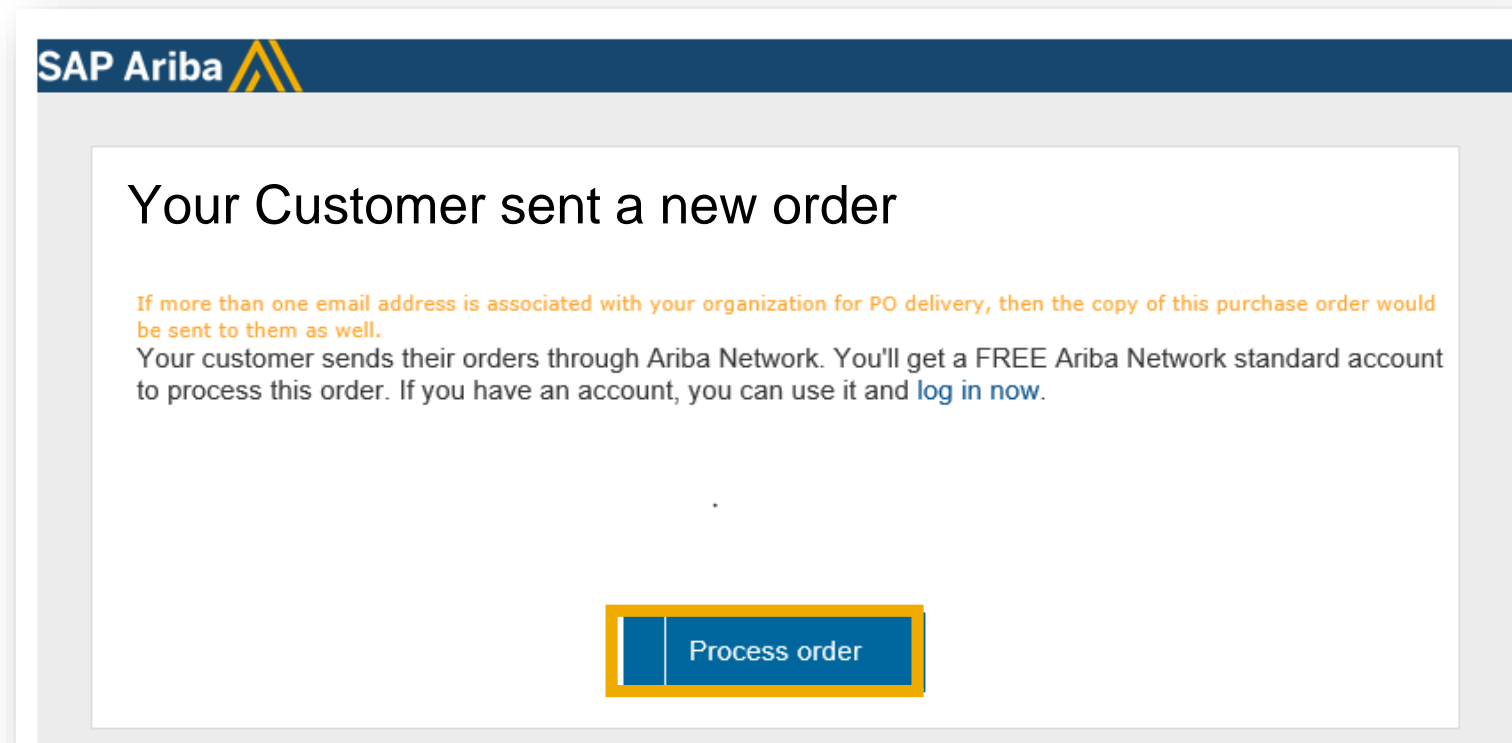
Click The Process Order Button



Sign Up Or Login

Register For A Standard Account

Receive Interactive Email Order From Customer



IMPORTANT:

Before You Click The **Process Order** Button For The First Time:

1. Align Internally
2. Designate / Know Administrator

To Get Started:

Click The **Process Order** Button In The PO Interactive Email

Register For A Standard Account

Review Accounts, Connect or Sign Up

Benefits of a business relationship on SAP Business Network

- 1. Digitalize your business**
Collaborate with your customer on the same secure network, while improving efficiency with paperless processes
- 2. Ensure resiliency and sustainability**
Boost customer satisfaction, simplify the sales cycle
- 3. Act with Intelligence**
Turn insights from SAP Business Network into your competitive advantage

[Learn more](#)

[About this invitation](#)

Connect with Test Buyer on SAP Business Network to collaborate.

We found existing accounts based on the information in the invite. Please review.

A [Review accounts](#)

or

B [Use existing account](#) ⓘ

C [Create new account](#) ⓘ

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A. Click **Review accounts** if you want to check for an existing account for your company

B. Use your existing Standard or Enterprise account by clicking on **Use existing account**

C. Select the **Create new account** option to create a new Standard account

Note : If you have an existing Enterprise account but do not want to pay Supplier Fees, we recommend you to create a new Standard account.

Register For A Standard Account

Configure Account, Accept Terms of Use, And Register

What to expect when you create an account:

- 1. Digitalize your business**
Collaborate with your customer on the same secure network, while improving efficiency with paperless processes
- 2. Ensure resiliency and sustainability**
Boost customer satisfaction, simplify the sales cycle
- 3. Act with Intelligence**
Turn insights from SAP Business Network into your competitive advantage

Learn more

Create an account to connect and collaborate with Test Buyer on SAP Business Network

1. Company information

Company (legal) name *
Test supplier

Country/Region *
Spain [ESP]

Address line 1 *
Plaza Catalunya

Address line 2
Postal code *
08003

City *
Barcelona

State *
Choose a state

2. Administrator account information

First name *
Last name *

Email *
lucie.mortelmans@sap.com

Use my email as my username

3. Password *

Business role *
Choose your primary

I have read and agree with the [Terms of Use](#).

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [Privacy Statement](#) to learn how we process personal data.

Create account

1. Review your **Company Information**
2. Enter your **Administrator Account Information**
3. Accept **Terms of Use** and **Privacy Statement** click on **Create account**

Process The First PO

Supplier Portal Workbench

The screenshot displays the SAP Business Network Workbench interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Messages'. A search bar is located below the navigation. The main content area features a dashboard with several key metrics:

- 3 Changed orders
- 28 Orders to invoice
- 8 Rejected invoices
- 19 New orders
- 30 Orders
- 11 Invoices
- 0 Items to correct

Below the dashboard, there is a section for 'Changed orders (3)' with filters for 'Last 90 days' and 'Changed'. A table lists the following data:

Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
PO31	Ariba Inc - Excellence Programs	\$300.00 USD	Mar 5, 2021	Changed		...
PO51	Ariba Inc - Excellence Programs	\$50.00 USD	Mar 5, 2021	Changed		...

Access all your received and sent documents in your SAP Business Network **Workbench**.

Already have an Enterprise Account?



A. Manage two separate Accounts

Create a new Standard Account for this relationship once you receive the first PO

The relationship with your customer will remain free of charge.



B. Add Customer to your Enterprise Account

Log in to your Enterprise Account once you receive the first PO of your customer

Adding the customer to your existing Enterprise Account may incur fees.



How To Merge Your Standard Account PO Into Your Existing SAP Business Network Account

If more than one email address is associated with your organization for PO delivery, PO notifications will be sent to them as well.
Your customer sent you this order through Ariba Network.

1

Process order

ⓘ Potential existing accounts

2

X

We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.

Review accounts

Join your customer on SAP Business Network

Sign up

Or

Search your company

3

Already have an account? Log in

SAP Ariba

View all your documents in one SAP Business Network account

Ariba Network can transfer documents into your company's existing Ariba Network account. This allows you to view and manage documents easily from your existing account, without having to register a new Ariba Network account. After you log in, your documents may be temporarily unavailable while the transfer process is completed.

Notes:

Fees may apply based on your account type. To see your account type, sign in and go to Company Settings. You must be an Account Administrator on your company's Ariba Network account to transfer documents into the account.

To get started, log in to your existing supplier account.

Username:

Password:

4

OK

Notes:

- PO email notifications will come from: ordersender-prod@ansmtp.ariba.com
- Please be aware that if the Standard Account is registered from the Standard Account PO invitation, then the PO can no longer be merged into an existing account.



GROW AND AUTOMATE YOUR BUSINESS

Enterprise Account

For suppliers with more advanced needs, an enterprise account may be a better fit.

Enterprise accounts are paid accounts based on usage.

ADVANCED CAPABILITIES

- Automate specific processes with machine-to-machine integration
- Priority support, enablement, and educational training courses
- Archive invoices
- Sales and transaction reporting
- Lead generation capabilities

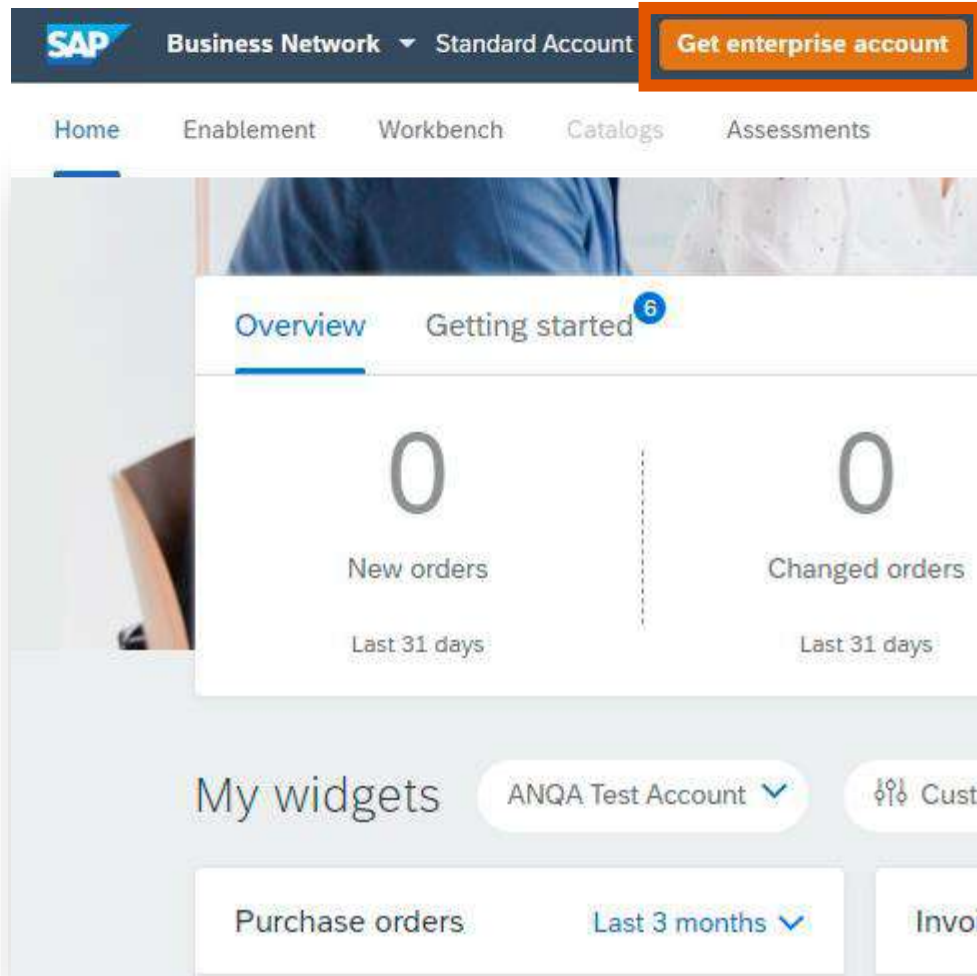
IDEAL FOR

- Suppliers who are more experienced with eCommerce
- Are looking to grow or strengthen their business on SAP Business Network
- Have buyer specific needs that are not supported by standard account

Account Capabilities Comparison

Features	Standard Account	Enterprise Account
Access	Email notifications/workbench	Online dashboard/workbench
Company Profile	✓	✓
Purchase Order, Order confirmation (full & partial), Ship Notice, Service Entry Sheet, (Non-PO) Invoice, Credit Memo	✓	✓
Electronic Catalogs	✓ Self-service only	✓
Document status	Email notifications/workbench	<ul style="list-style-type: none"> • Workbench with easy access from any browser • Topical tabs
Legal Archive	Email notification and online download	<ul style="list-style-type: none"> • Long-term archiving for global compliance (Regional restrictions apply) • Capability to mass download invoices for local archiving
Support	Online Help Center <ul style="list-style-type: none"> • Documentation • Training videos • User recommendations or tips 	<ul style="list-style-type: none"> • Support via phone, chat, or email • Direct access to enablement experts for onboarding assistance • Technical support for configuration and integration assistance • Online educational training courses
Integration	✗	✓
Reporting	✗	✓
Multiple customer relationships	✓	✓
Multi users	✓	✓
Mobile App	✓	✓
Discovery	✓ Fees may apply to respond to leads. Click here for more information. *Note: Discovery: Public Sector Postings will be free to respond	✓ Fees may apply to respond to leads. Click here for more information. *Note: Discovery: Public Sector Postings will be free to respond
Fees	FREE	Fees may apply, See complete details .

How to upgrade from Standard Account to Enterprise Account



Upgrade to realize the full value of SAP Business Network!

	STANDARD ACCOUNT Your current account	ENTERPRISE ACCOUNT Upgrade
FULFILLMENT		
Orders and invoices	<ul style="list-style-type: none">✓ Respond to emailed orders using features that your customer requests, like order confirmations, ship notices and invoices✓ Check invoice status and create non-PO invoices, if supported by your customer	<ul style="list-style-type: none">✓ Skip the emails. Get and manage orders and invoices all on Business Network.✓ Use CSV uploads to manage large documents.
Catalogs	<ul style="list-style-type: none">✓ Publish catalogs that detail your products and services *	<ul style="list-style-type: none">✓ Publish catalogs that detail your products and services
Integration		<ul style="list-style-type: none">✓ Integrate with your backend systems through CXML or EDI
Legal Archive		<ul style="list-style-type: none">✓ Access to long-term invoice archiving (regional restrictions apply)
Reporting		<ul style="list-style-type: none">✓ Get reports to track transactions and sales activities
Support	Help Center	<ul style="list-style-type: none">✓ Help Center, phone, chat, and web form
Fees	Free	Based on usage
<small>*Standard account users will self-enable catalogs. Help center content and documentation is available for self-service.</small>		
SELLING		
Ariba Discovery	<ul style="list-style-type: none">✓ Join our business matchmaking service to get high quality sales leads. Fees may apply	
Sourcing, Contract Management	<ul style="list-style-type: none">✓ Attract potential customers with your profile and get invited to auctions and other events.	
Learn more about all the features of SAP Business Network.		



BASICS

Fee Schedule for Enterprise Accounts

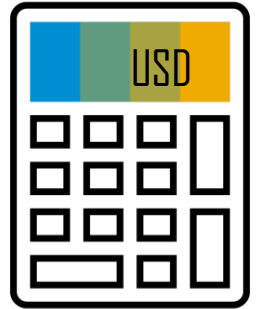
FREE for all suppliers to join and begin transacting

Two components of the fee schedule:

Transaction Fees + Subscription Fees

Chargeable documents: Purchase Orders, Invoices,
Service Entry Sheets, and Service Entry Sheet Responses

Supplier Fee Schedule – USD



Transaction fees (billed quarterly)

Less than 5 documents * OR less than USD 50,000	FREE usage
More than 4 documents * AND more than USD 50,000	0.155% of transacted volume for relationships <u>without</u> Service Entry Sheets
	0.35% of transacted volume for relationships <u>with</u> Service Entry Sheets
	Capped at USD 20,000 per customer relationship

*only POs, invoices, service entry sheets, and service entry sheet responses in at least one customer relationship annually



Subscription fees (billed annually)

Annual Document Count across <u>all</u> customer relationships	Subscription level	Annual Fee
Up to 4 documents	Premium	USD 0
5 to 24 documents or < USD 250,000	Bronze	USD 50
25 to 99 documents and > USD 250,000	Silver	USD 750
100 to 499 documents and > USD 250,000	Gold	USD 2,250
500 and more documents and > USD 250,000	Platinum	USD 5,500

SAP Business Network Fee Schedule – Video Presentation

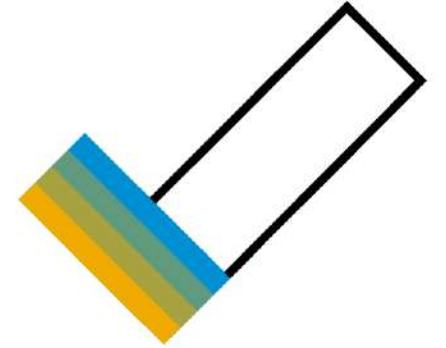


[Fees in USD](#)

SAP Business Network Project Scope

In Scope for ALPS with the SAP Business Network:

- Purchase Orders



Out of Scope for ALPS with the SAP Business Network:

- Invoices

Note: Invoice submission for ALPS will remain the same



Video Demonstration E-Procurement

Video Demonstration E- Procurement

Connect with your Customer

[Connect with your customer on SAP Business Network](#) –

Register an account via the first Purchase Order

Account Overview and Administration

[Email notifications for Purchase Orders](#)–

Configure email notification in your account

[Account Overview](#) –

Use and customize your account

[User Creation](#) –

Create and administrate account users

[Get Enterprise Account](#) –

Review why and how to upgrade your account

[Convert Enterprise Account to Standard Account](#)–

Review the Pros and Cons of converting to Standard account

[Help Center](#) –

Utilize the Help Center



Contact & Support

Business Related Questions

- Contact ALPS procurement staff who publish the sourcing events

SAP Business Network Related Questions

- Help Center – access via account or [click here](#)
- [Standard Account Specific Documentation](#)
- [SAP Business Network Supplier Training Page](#)

Questions?

Please submit your questions via the Q&A widget.

Business Related Questions:

- Contact ALPS procurement staff who publish the sourcing events





Frequently Asked Questions

Account Related FAQs

Issue:

What are the common issues when registering an account?

Answer:

The following list describes common registration issues and how to resolve them:

- Duplicate username: You can access your existing account or create a new user account with a unique username by deselecting the Use my email as my username box under the Email field. Your username does not need to match your email address.
- Duplicate D-U-N-S (Data Universal Numbering System) number: You can leave the DUNS Number field empty during registration or contact the administrator of the account that already uses the same number. You can also add your D-U-N-S number on the Marketing tab of your Company Profile after registration.
- Account already merged when registering with an existing account: This occurs when you try to link to a sourcing buyer with an account that is already used on the buyer's site. You can contact your buyer to find the linked account and deactivate any duplicate account(s). Alternatively, you can create a new account.
- Different username and password expected when registering with an existing account: This occurs when you try to link to a sourcing buyer with an account that is different from the accounts used by others in your company. You can try to find the existing account by contacting your colleagues and/or the buyer. Alternatively, you can create a new account.
- Duplicate Account Warning: "We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.": An account very similar to other ones that were created in the past is being created. Ariba shows this warning message to try to prevent users from creating duplicate accounts.
- Error: "There has been an issue connecting to the Sourcing Server. Please try to connect to the service later.": If you experience this error repeatedly, there is a conflict between information in the registered account and in the sourcing buyer's site. Your buyer might have some of your account information stored in a different account. Contact Ariba Customer Support to review the possible conflicts.

Account Related FAQs

Issue:

When trying to register for SAP Ariba Sourcing and access a sourcing event, the system displays the following error:

"The username and password entered has already merged to another Ariba Sourcing user account"

Resolution:

Depending on how you would like to proceed, there are two solutions to this issue:

1. Create an alternate username by clicking Sign Up in the event invitation. Your new username will need to be different than any existing registered username. If not, you will receive a user already exists error message. Keep in mind that if you choose this solution, you will have two separate accounts.
2. If you don't want to create a new account, contact your buyer and have them invite your existing account.

Issue:

I receive the error message below when trying to register a new user account.

"Error: User already exists. Please enter a different username"

Resolution:

Business Network requires that all usernames be formatted like an email address, but they do not have to be a valid email address. For example, if your username of example@ariba.com was not accepted, you can try using example1@ariba.com.

Question:

Can my company have multiple accounts?

Answer:

Your company can have multiple Ariba accounts, depending on your business needs. For example, if your company has several locations around the world, you might want a separate account for each region. Most companies choose to have one account with multiple customer relationships, which provides a centralized location to maintain their company profile information and all of their customer relationships.

Other FAQs

Question:

How do I access a sourcing event?

Answer:

You can access a sourcing event to which you have been invited in two different ways:

- By registering via the invitation email that the buyer sends
- By going to the Ariba Proposals & Questionnaires page (log into your account and click the app dropdown menu in the upper-left corner of the application and select Ariba Proposals & Questionnaires)

If the event you are looking for is not listed on the Ariba Proposals & Questionnaires page, please see [Why can't I find an event?](#) for troubleshooting steps.

Keep in mind that to participate in a sourcing event, you must be invited by a buyer. If you have not been invited, please reach out to the buyer to request an invitation.

Question:

Why can't I find an event?

Answer:

There are a number of reasons you may not be seeing a sourcing event your company was invited to. Below are various scenarios that may apply:

1. Did you receive an event invitation in your email inbox?
2. Did you log in to the correct account?
3. Do you have permissions to see the page?
4. Is your user activated? Is your profile approved?
5. Are you on the SAP Ariba Sourcing solution?
6. Is the event in Open status?
7. Did you complete the Customer Requested Profile?
8. Are you locked out of the event?
9. Are you directed to a blank page when you click on an event within your account?

Thank you.

