Supplier Ariba Sourcing FAQ:

Important Notes Regarding Login/Sign Up/Registration

1. If the Supplier is already having Ariba User Id for other customer, the Supplier can use the same user id for Shakambhari Group to login in Ariba and register or submit quotations.
2. If the Supplier is new to Ariba platform, Supplier need to Sign Up in Ariba and create account for first time.
3. Supplier may need to have two Ariba account for registering and submitting quotations for Shakambhari Group.
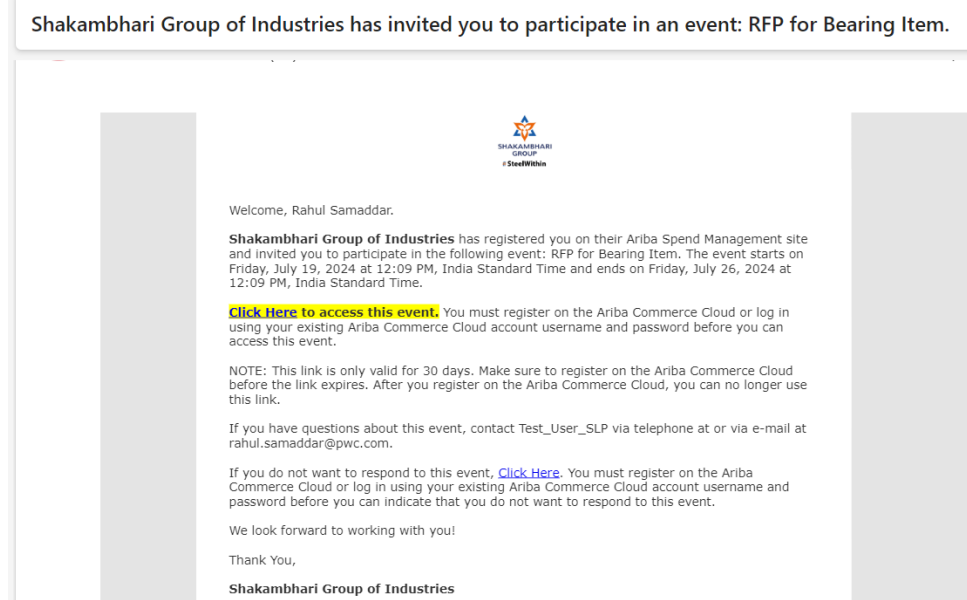4. Do not open multiple Ariba sessions in a single browser.

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Case-1: Email screenshot to identify – Sourcing Event (Enquiry) Email

1. Sourcing Event Enquiry Email Notification

Supplier will receive below notification for a Sourcing Enquiry from Shakambhari Group of Industries.

Shakambhari Group of Industries has invited you to participate in an event: RFP for Bearing Item.

Welcome, Rahul Samaddar.

Shakambhari Group of Industries has registered you on their Ariba Spend Management site and invited you to participate in the following event: RFP for Bearing Item. The event starts on Friday, July 19, 2024 at 12:09 PM, India Standard Time and ends on Friday, July 26, 2024 at 12:09 PM, India Standard Time.

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

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

If you have questions about this event, contact Test_User_SLP via telephone at or via e-mail at rahul.samaddar@pwc.com.

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,

Shakambhari Group of Industries

Case-2: Supplier unable to find the Enquiry/RFP (Sourcing Event)

Step-1: Supplier will click on the **"Click Here"** hyper link (highlighted with yellow) from the email notification to access Ariba.

Step-2: After that a screen will pop up for "Sign Up" and "Log In".

Note: If the Supplier not having any Ariba account with any customer, then the supplier needs to click on "Sign Up" to create the Supplier Ariba Account for first time. For suppliers already having ariba account can directly Log in

SIGN UP PROCESS

Section 1: Company Information

This is the signing up screen. The basic details required are Company Information like Company Name, Address, etc. Add State in the company information.

Section 2: User Account Information

User account information – Enter Contact Person Name.
System will take email id automatically as your Username for Ariba Login.

Note: If the system shows the Username already exists. The Supplier can uncheck the box and set the Ariba Username manually(Ex-sipl-rahul.samaddar@pwc.com)

Set the Password as per the guide described right side of the page.

Section 3: Tell us more about your business

Few details of the supplier's business – Product and service categories, and ship to locations are mandatory fields.

Note: Supplier can select any product category and ship to location as the data is internal to Supplier Account.

After filling all the details, click on "Create Account and Continue".

Click on "Skip Review".

The Supplier Account will be created, and Supplier will be able to view the available Sourcing Events and Supplier registration form.

This is the page that will appear in the "Ariba Proposals and Questionnaire" site after this.

There are 2 sections to look for here.

1. **Events**
2. **Registration Questionnaire**

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.

Events

Title	ID	End Time ↓	Event Type	Participated
▼ Status: Open (1)				
RFP for Bearing Item	Doc1190053094	7/26/2024 12:09 PM	RFP	No

Registration Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (1)					
Supplier Registration Questionnaire	Doc1190045520	8/18/2024 11:46 AM	(no value)	(no value)	Invited

The supplier can click on the event name with blue colour inside the tab 'STATUS : OPEN (1)"

The below screen appears.

The supplier can preview all the necessary details of the transaction as well as item level description inside the "All Content" section.

Case-3: Supplier must check the timer.

In the top right corner of the screen, the supplier can see the "Time remaining" where a constant countdown will go on till the event ends.

Case-4: The supplier is unable to select the Lots/Line Items.

When the supplier clicks on "Intend to Participate" blue button, the below screen will appear.

The supplier needs to select the line items they want to quote the prices.

Case-5: The supplier is unable to quote the prices.

When the supplier clicks on "Confirm Selected Lots/Line Items" blue button, then the screen appears like below.

Here the supplier can see many fields indented with * (Red colored star). Those are the fields the supplier must fill for every line item and for this whole event like Payment Terms, Incoterms and so on.

If the supplier misses to see to fill any mandatory field in this whole section, then the system will not allow the suppliers to submit their response.

After filling everything the supplier can click on "Update Totals" to check the total value/price they quoted.
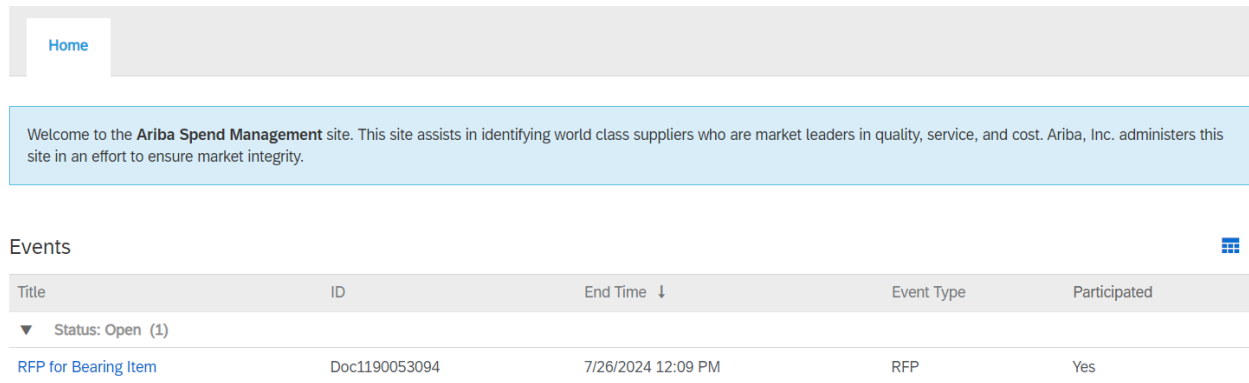
And after that, they can click on "Submit Response" blue button so that it gets submitted to the purchaser from Shakambhari group.

The screen will appear like this after that.
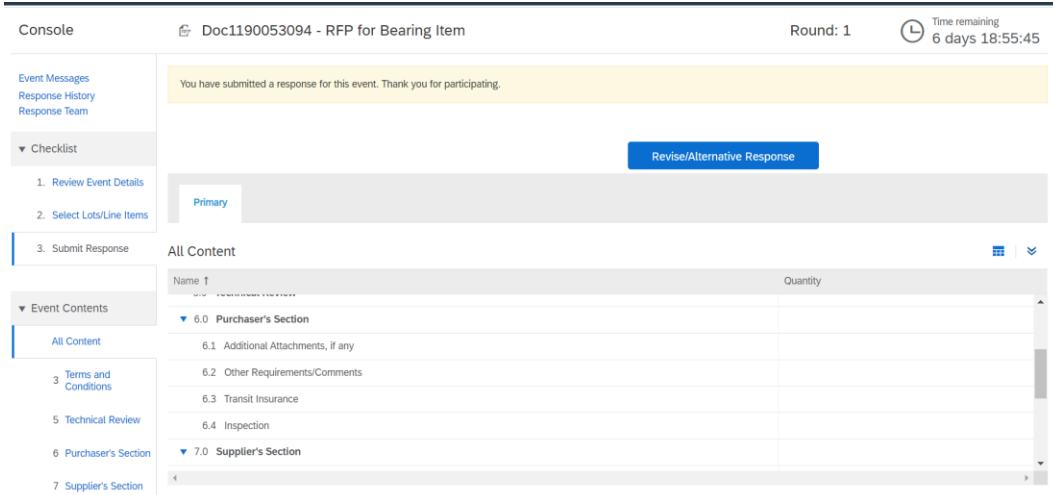
Case-6: The supplier is unable to revise the quoted price.

The supplier needs to click on that same event in the "Ariba Proposals and Questionnaire" home tab where the status will show as participated.

If the supplier clicks on the event, then the screen will appear like this.

Note: If the timer in the Top Right corner in the screen is still open, only then the supplier can revise.

The supplier needs to click on the "Revise Response" blue button and the previous quotation window will appear again.

The supplier can view their previously quoted prices and change them accordingly as well as the payment terms and other mandatory fields.

After that the supplier needs to click on "Submit Response" so that the revised bids/quotes gets submitted to the Purchaser.