



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.

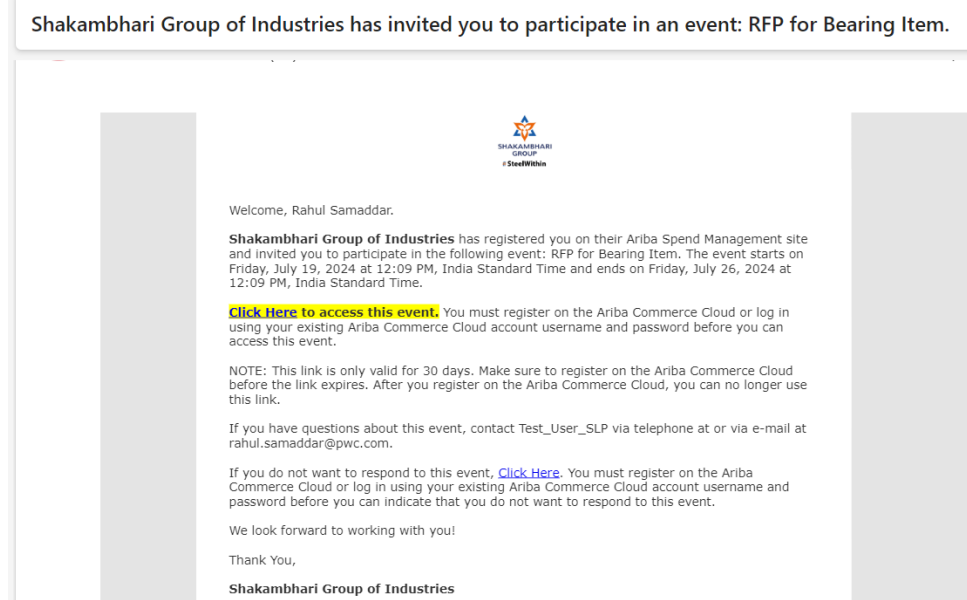
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Case-1: Email screenshot to identify – Sourcing Event (Enquiry) Email

1. Sourcing Event Enquiry Email Notification

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



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

Welcome, NA NA

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

Sign up as a supplier with **Shakambhari Group of Industries** on SAP Ariba.

Shakambhari Group of Industries uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Shakambhari Group of Industries.

[Sign up](#)

Already have an account?

[Log in](#)

About SAP Business Network

The SAP Business 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 SAP Business Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across SAP Business Network, SAP Business Network Discovery and Ariba Sourcing activities

Moving to the SAP Business 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

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.

Company information

* Indicates a required field

Company Name:*

Country/Region:*

Address:*

City:*

State:*

Postal Code:*

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.

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.

Event Details Doc1190053094 - RFP for Bearing Item Round: 1 Time remaining 6 days 19:25:11

Event Messages
Download Tutorials
Response Team

▼ Checklist

1. Review Event Details
2. Select Lots/Line Items
3. Submit Response

▼ Event Contents

- All Content
- 3 Terms and Conditions
- 5 Technical Review
- 6 Purchaser's Section
- 7 Supplier's Section

You must decide whether or not you intend to participate in this event.

[Download Content](#) [Intend to Participate](#) [Decline to Participate](#) [Print Event Information](#)

Primary

All Content

Name ↑	Quantity
1.0 Bearing 300 mm	20 Each
Item Text (Purchaser):	abcgdiedj
Item Attachment (Purchaser):	
Item Make/Specification (Supplier):	
Item Attachment (Supplier):	
Requested Delivery Date:	Fri, 26 Jul, 2024

Event Overview and Timing Rules

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.

Event Details Doc1190053094 - RFP for Bearing Item Round: 1 Time remaining 6 days 19:25:11

You must decide whether or not you intend to participate in this event.

Download Content Intend to Participate Decline to Participate Print Event Information

Primary

All Content

Name ↑	Quantity
1.0 Bearing 300 mm	20 Each

Item Text (Purchaser): abcgdiedj

Item Attachment (Purchaser):

Item Make/Specification (Supplier):

Item Attachment (Supplier):

Requested Delivery Date: Fri, 26 Jul, 2024

Event Overview and Timing Rules

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.

Select Lots Doc1190053094 - RFP for Bearing Item 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

Lots Available for Bidding

Name	Quantity
<input checked="" type="checkbox"/> 1.0 Bearing 300 mm	
<input type="checkbox"/> 2.0 Bearing 600 mm	

Confirm Selected Lots/Line Items

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.

The screenshot shows a web interface for an RFP response. The top bar includes 'Console', 'Doc1190053094 - RFP for Bearing Item', 'Round: 1', and a timer 'Time remaining 6 days 19:08:14'. A left sidebar contains navigation options like 'Event Messages', 'Response History', 'Response Team', and a 'Checklist' with steps: '1. Review Event Details', '2. Select Lots/Line Items', '3. Submit Response', '4. Terms and Conditions', '5. Technical Review', '6. Purchaser's Section', and '7. Supplier's Section'. The main content area is titled 'All Content' and shows a table with one line item: '1.0 Bearing 300 mm' with a quantity of '20 Each'. Below the table are several input fields, some with a red asterisk indicating they are mandatory: 'Item Text (Purchaser): abcgdiedj', 'Item Attachment (Purchaser):', 'Item Make/Specification (Supplier):', 'Item Attachment (Supplier): Attach a file', 'Requested Delivery Date: Fri, 26 Jul, 2024', 'Price: * INR', 'Discount Percentage: all units', 'Discount Amount: 0.00 INR', 'Extended Price:', and 'P & F Charges: 0.00 INR'.

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.

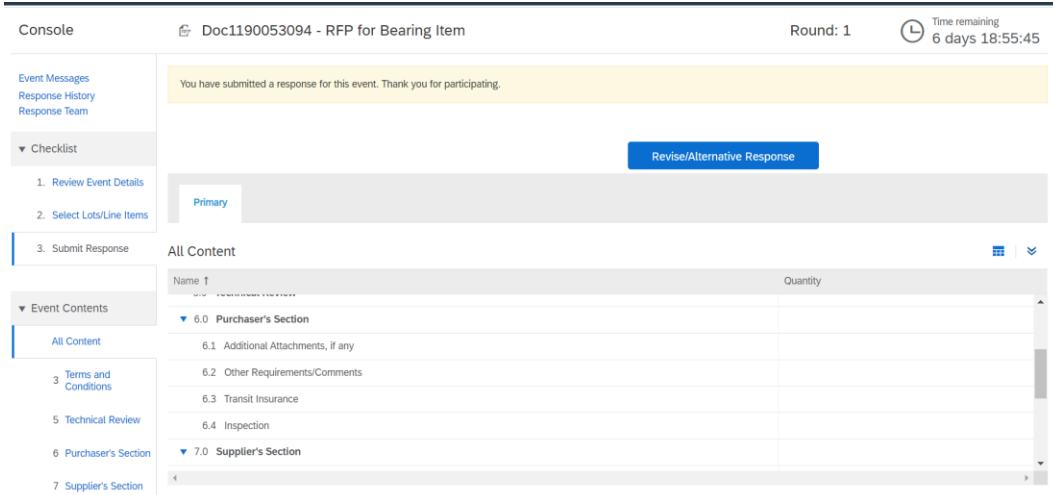
If the supplier misses to see to fill any mandatory field in this whole section, then the system will not allow the suppliers to submit their response.

This screenshot is similar to the previous one but includes a legend at the bottom of the form area: '(*) indicates a required field'. Below the form, there is a row of five buttons: 'Submit Entire Response' (highlighted in blue), 'Update Totals', 'Save draft', 'Compose Message', and 'Excel Import'.

After filling everything the supplier can click on “Update Totals” to check the total value/price they quoted.

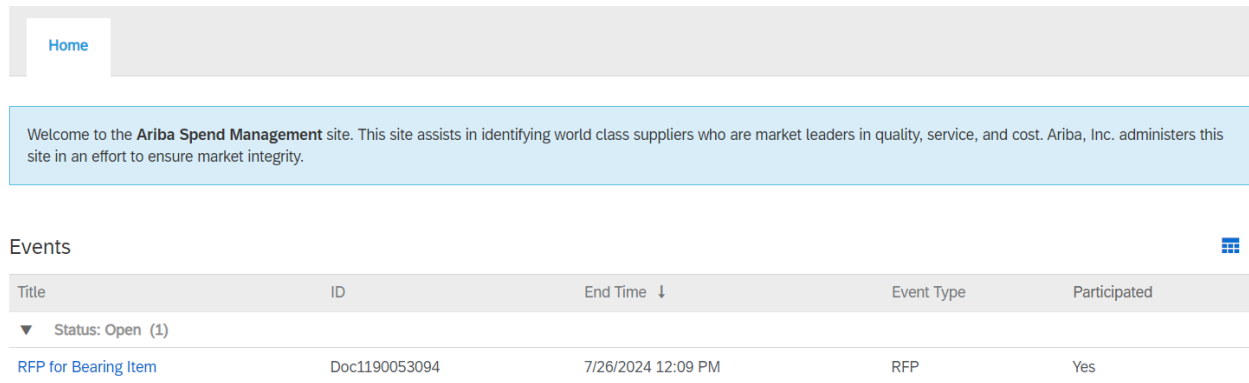
And after that, they can click on “Submit Response” blue button so that it gets submitted to the purchaser from Shakambhari group.

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.

Console Doc1190053094 - RFP for Bearing Item Round: 1 Time remaining 6 days 18:51:29

Event Messages
Response History
Response Team

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

Revise/Alternative Response

Primary

All Content

Name ↑	Quantity
1.0 Bearing 300 mm	Less... 20 Each
Item Text (Purchaser): abcgfiedj	
Item Attachment (Purchaser):	
Item Make/Specification (Supplier): jhdshcksjud	
Item Attachment (Supplier):	
Requested Delivery Date: Fri, 26 Jul, 2024	
Price: 56.00 INR	

1. Review Event Details
2. Select Lots/Line Items
3. Submit Response

Event Contents

All Content

3 Terms and Conditions
5 Technical Review
6 Purchaser's Section
7 Supplier's Section

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.

Console Doc1190053094 - RFP for Bearing Item Round: 1 Time remaining 6 days 18:47:24

Event Messages
Response History
Response Team

Primary

All Content

Name ↑	Quantity
1.0 Bearing 300 mm	More... 20 Each
2.0 Bearing 600 mm	More... 25 Each
3.0 Terms and Conditions	
3.1 T&C	
4.0 Shipping Address	
5.0 Technical Review	
6.0 Purchaser's Section	
(*) indicates a required field	

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

Alternative

1. Review Event Details
2. Select Lots/Line Items
3. Submit Response

Event Contents

All Content

3 Terms and Conditions
5 Technical Review
6 Purchaser's Section
7 Supplier's Section

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.