



## SAP Ariba eSourcing

### Instructions: Supplier registration via Request for Proposal

#### Table of contents

1	Basic information.....	2
2	First Registration in SAP Ariba .....	2
3	Participation in an RfP event .....	6
3.1	Access to SAP Ariba via e-mail invitation .....	6
3.2	Submit offer.....	7
3.3	Note .....	9



## SAP Ariba eSourcing

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#### 1 Basic information

- All procurement projects are handled via the SAP Ariba Internet platform.
- To participate in a sourcing event (e.g. Request for Information, Request for Proposal, E-Auction), you must be registered as a supplier in Ariba. Registration begins with an invitation from the buyer - see the Registration section.

#### 2 First registration in SAP Ariba

Registering an Ariba account gives you the ability to view all your customer relationships and business issues at a glance. In addition, you can use your profile to participate in procurement events and contract negotiations, and manage purchase orders, catalogs, and invoices.

##### **Step-by-step guide for new users:**

1. If you are a new user, click Register on the Home page. Then proceed to register an Ariba account to participate in the event.

#### Rolls-Royce Solutions - TEST

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Wiederholte Register

Rolls-Royce Solutions - TEST has registered you on their Ariba Spend Management site and invited you to participate in the following event: Registrierung Englisch Test Anfrage neuer Lieferant. The event starts on Monday, December 12, 2022 at 11:18 AM, Eastern Standard Time and ends on Saturday, December 17, 2022 at 11:18 AM, Eastern 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 [Buyer Services \(TPOC\)](#) via telephone at or via e-mail at [Buyer.Services@ps.rolls-royce.com](mailto:Buyer.Services@ps.rolls-royce.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.



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

Sign up as a supplier with **Rolls-Royce Solutions - TEST** on SAP Ariba.

Rolls-Royce Solutions - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Rolls-Royce Solutions - TEST.

[Sign up](#)

Already have an account?

[Log in](#)

#### 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 act

- 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

2. Create a new user (user ID and password) by clicking "Sign in" or "Log in" with an existing account if your company is already registered.
3. Next, the company data must be entered. Mandatory fields are marked with \*.

#### Create account

First, create an SAP Ariba supplier account, then complete questionnaires required by Rolls-Royce Solutions - TEST.

#### Company information

Company Name: *	<input type="text" value="Taylor-Test-RRPS"/>	
Country/Region: *	<input type="text" value="United States [USA]"/>	<small>If your company has its shipping address, billin</small>
Address: *	<input type="text" value="Line 1"/>	
	<input type="text" value="Line 2"/>	
	<input type="text" value="Line 3"/>	
City: *	<input type="text" value="Mankato"/>	
State: *	<input type="text" value="Alabama [US-AL]"/>	
Zip: *	<input type="text" value="56001"/>	



## SAP Ariba eSourcing

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#### User account information

Name: *	<input type="text" value="Taylor"/>	<input type="text" value="Grussendorf"/>	Last Name	<a href="#">SAP Business Network Privacy Statement</a>
Email: *	<input type="text" value="Taylor.Grussendorf@ps.rolls-royce.com"/>			
	<input type="checkbox"/>	Use my email as my username		
Username: *	<input type="text" value="test-taylor.grussendorf@ps.rolls-royce.com"/>			Must be in email format(e.g.john@newco.com) ⓘ
Password: *	<input type="text" value="Enter Password"/>			Passwords must contain a minimum of eight character special characters. ⓘ
	<input type="text" value="Repeat Password"/>			
Language:	<input type="text" value="English"/>			The language used when Ariba sends you configurat ⓘ
Email orders to: *	<input type="text" value="Taylor.Grussendorf@ps.rolls-royce.com"/>			Customers may send you their orders through Ariba create a distribution list and enter the email address ⓘ

4. Assign username and password and check other parameters.
5. After that, enter company data, such as product-service category.
  - a. Ex. Services → Advertising service → Photography.

#### Tell us more about your business

Product and Service Categories: *	<input type="text" value="Enter Product and Service Categories"/>	<input type="button" value="Add"/>	-or-	<input type="button" value="Browse"/>
Ship-to or Service Locations: *	<input type="text" value="Enter Ship-to or Service Location"/>	<input type="button" value="Add"/>	-or-	<input type="button" value="Browse"/>
Tax ID:	<input type="text" value="Optional"/>	Enter your nine-digit Company Tax ID number.		
DUNS Number:	<input type="text" value="Optional"/>	Enter the nine-digit number issued by Dun & Bradstr account. ⓘ		

6. "Add" can be used to select from a certain selection.



# SAP Ariba eSourcing

## Instructions: Supplier registration via Request for Proposal

### 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 »*

- Agricultural & Fishing Services >
- Apparel, Luggage & Personal Care >
- Chemicals >
- Cleaning Supplies >
- Computer Hardware, Software & Telecom >
- Construction & Maintenance Services >
- Construction Materials >
- Gambling Equipment >
- Institutional Food Services Equipment >
- Vending Machines >
- Cooking and warming equipment >
- Cookware and kitchen tools >
- Food and beverage dispensing equipment >
- Food preparation equipment >
- Restaurant furniture >
- Storage and handling equipment and supplies >
- Tabletop and serving equipment >

My Selections (1)

- Restaurant furniture (View)

Remove

7. Mark the selection and click the "Add" button
8. Confirm selection again via "OK" button
9. Delivery or Service Locations:

### 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 >
- Central America >
- South America >
- The Caribbean >
- Northern Europe >
- Western Europe >
- Eastern Europe >
- Central Europe >
- United States >
- Bermuda >
- Canada >
- Greenland >
- Mexico >
- Saint Pierre and Miquelon >
- All of the above >
- Colorado >
- Connecticut >
- Delaware >
- District of Columbia >
- Florida >
- Georgia >
- Guam >

My Selections (0)

No items

10. Accept terms of use, confidentiality agreement:

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. [Privacy Statement](#) to learn how we process personal data.



## SAP Ariba eSourcing

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### 3 Participation in a RFQ (request for quote).

#### 3.1 Access to SAP Ariba via email invitation

1. When the buyer invites you to participate in an RfP event, you will receive a system-generated email that includes the event title and a direct link to the event.
2. Click on the link in the email and log in with your user ID and password<sup>1</sup>. This will take you directly to the RfP.
3. **Note:** You can also register directly via the link [supplier.ariba.com](https://supplier.ariba.com).

#### Rolls-Royce Solutions - TEST

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Willkommen, Taylor

Rolls-Royce Solutions - TEST has registered you on their Ariba Spend Management site and invited you to participate in the following event: Registrierung Englisch Test Anfrage neuer Lieferant. The event starts on Monday, December 12, 2022 at 11:18 AM, Eastern Standard Time and ends on Saturday, December 17, 2022 at 11:18 AM, Eastern 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 [Taylor, Schmitt \(TSC\)](mailto:Taylor.Schmitt@ps.rolls-royce.com) via telephone at [1-800-441-4411](tel:1-800-441-4411) or via e-mail at [Taylor.Schmitt@ps.rolls-royce.com](mailto:Taylor.Schmitt@ps.rolls-royce.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.

4. After successful login, click on "Ariba Proposals & Questionnaires" to go to the events dashboard and select the appropriate event.

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<sup>1</sup> See section Registration.



## SAP Ariba eSourcing

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The screenshot shows the SAP Ariba interface. At the top, there is a navigation bar with the SAP logo and the text 'Ariba Proposals and Questionnaires'. A dropdown menu is open, showing three options: 'Ariba Discovery', 'Ariba Proposals And Questionnaires' (highlighted with a red box), and 'Ariba Contracts'. Below the navigation bar, there is a 'Home' button and an 'Events' section. The 'Events' section contains a table with the following data:

Title	ID	End Time	Event Type	Particip
▼ Status: Open (2)				
Beschaffungsprojekt - Registration	Doc1259476614	12/19/2022 8:54 AM	RFP	No
Registrierung Englisch Test Anfrage neuer Lieferant	Doc1256201817	12/17/2022 10:18 AM	RFP	No

### 3.2 Submit offer

1. Before you can access the content of the RfP, you must read and accept the pre-conditions.
2. In the upper right corner, you can see how long you have left to participate in the request and submit a quote.
3. Under "Project messages" you will find additional information about the request.

The screenshot shows the SAP Ariba Event Details page for 'Doc1259476614 - Beschaffungsprojekt - Registration'. The page has a yellow banner at the top with a clock icon and the text 'Time remaining 4 days 23:52:54'. Below the banner, there is a 'Review Prerequisites' button highlighted with a red box. The page also features a 'Checklist' on the left side with two items: '1. Review Event Details' and '2. Review and Accept Prerequisites'. The main content area is titled 'Introduction' and contains a paragraph of text: '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 prerequisites, you cannot view the event content or participate in this event.'

4. After you have accepted the prerequisites, you will be redirected to the content. Here you will then have the opportunity to enter your pricing and upload any additional information.



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All Content

Name 1	Demand Quantity per Year
▼ 1 Introduction	
1.1 Inquiring company	Rolls-Royce Solutions GmbH Maybac Deutschland
1.2 Do you want to propose constructive changes that reduce the offer price?	* Unspecified ▼
1.4 Please upload the feasibility study. - see link Supplier Downloads (mtu-solutions.com) area forms quality topics	Attach a file
▼ 2 Commercial Terms	
2.1 Can the general delivery regulations be met?	* Unspecified ▼
▼ 3 Items	
3.1 CRANKSHAFT	Less... 15 piece
CRANKSHAFT	
	Price Unit (Unit of Measure = Demand Quantity):
	1st Scale: 1
	1st Price: * USD
	2nd Scale: 3
	2nd Price: * USD

- After all required information has been entered, please click "Submit Entire Response" to submit your proposal. Note: Clicking "Save Draft" will not submit your response.

### 3.3 RFQ is not displayed after login

#### Did you receive an event invitation via eMail?

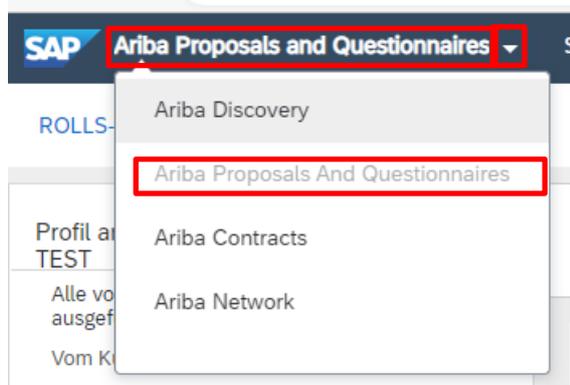
Buyers invite suppliers to events by selecting each participant individually, so it is possible that only one person from the company received an invitation. Only the suppliers invited to the event will have access.

If you would like to request that an invitation be sent to yourself or others in your organization, you must contact the buyer.

#### Did you log in to the correct account?

You may have multiple Ariba accounts. If you have multiple accounts, make sure you are logged in to the account to which the invitation applies.

#### Are you on the Ariba sourcing platform?



If you see Ariba Network, Ariba Discovery, or Ariba Contracts in the upper left of the application, you are currently accessing another platform within your Ariba Commerce Cloud account and do not see the event here. In the top left of the application, click the App drop-down menu and select Proposals and Questionnaires. This will take you to the Ariba Sourcing Platform and show events that you have been invited to.



## SAP Ariba eSourcing

### Instructions: Supplier registration via Request for Proposal

**On the Ariba- Proposals and Questionnaires - page, you will see a blank area where the events should be listed:** This is most often caused by an ad blocker or pop-up blocker in your browser. Certain ad blockers block this part of the Ariba sourcing dashboard, so it is recommended that ad blockers for Ariba be disabled. Sometimes this can also be solved by deleting cookies or InPrivate mode for the browser.

Supported browsers

- Microsoft Edge, 32-bit version
- Chrome 54 and newer, 64-bit version
- Mozilla Firefox 49 and newer, 64-bit version
- Safari 9 and newer, 64-bit version
- Mozilla Firefox 17 and newer
- Safari 5
- Mobile Safari for iPad (iOS 6 or later)
- Microsoft Edge Chromium 79+ (32 bit and 64 bit)

#### 3.4 Note

The input fields may differ from the illustrations/screenshots shown here due to the individual RfPs.

#### 3.5 Questions or problems with the registration

If you have any questions, concerns, or issues with registration, please contact the SAP [Help Center home page \(ariba.com\)](#)