

Training Material - Submit Offer for Event

Open the event



Explanation

1

Vaillant Group Business Services GmbH - TEST

Welcome, Marco Vogel.

Vaillant Group Business Services GmbH - TEST has registered you on their Ariba Spend Management site and invited you to participate in the following event: P.1234_Sheet_Metal_Brackets. The event starts on Friday, February 11, 2022 at 12:14 AM, Pacific Standard Time and ends on Sunday, March 13, 2022 at 12:14 AM, Pacific 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.

1

You will receive an email with the subject that **Vaillant Group has invite you to participate in an event**

2

Please click on the link **Click Here** to access the sourcing event

3

Log in to the SAP Business Network with your credentials

4

Please click **Login**

SAP Ariba 

Supplier Login

test_Bird_Ltd-marco.vogel@ap-solut.com

.....

Login

4

[Forgot Username or Password](#)

Get your invoices pa



SAP Su
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[Learn More](#)

Further Information

- You can also log-in to the SAP Business Network to check your events and statuses without e-mail from the customer by logging in under <https://service.ariba.com/Sourcing.aw/>

Training Material - Submit Offer for Event

Open the event



Explanation

- 5 You will get forwarded to the sourcing event screen, where you have been invited to by the Vaillant Group
- 6 Please click **Review Prerequisites**

Further Information

- You can also Decline to Respond in the Sourcing Event Screen
- You cannot access the event content without accepting the NDA and Terms & Conditions of Purchasing

Training Material - Submit Offer for Event

Accept NDA and terms & conditions



Explanation

Doc889533710 - P.1234_Sheet_Metal_Brackets

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.

Prerequisites

Name ↑		
1 Access Gates		
1.1 Please approve the NDA before you get access to the event information References	7	* Unspecified
1.2 Please approve the terms & conditions of the Ariba supplier portal before you get access to the event information References	8	* Unspecified
2 Introduction		
3 Event Information		
4 General Documents		
5 General Information		
6 Pricing		Less... -
7 Tool Questionnaire		
7.1 Supplier data		
7.2 Use to start the Capex workflow		

(*) Indicates a required field

9 OK Cancel

- 7** You cannot see the event content before you have accepted the **NDA & terms & conditions** of Vaillant Group. Change the answer to **Yes** after checking the attached documents
- 8** To download the **NDA** and the **terms & conditions** click on **References** and select the documents name to download it
- 9** Click **OK** to proceed

Training Material - Submit Offer for Event

Reply via User Interface (UI)



Explanation

Console Doc889533710 - P.1234_Sheet_Metal_Brackets

Event Messages
Response History
Response Team

▼ Checklist

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

▼ Event Contents

All Content

Your response to the prerequisites has been submitted.

Name ↑	Part No.	Vallant	Part/ Description	Drawing no. + rev.	Spec. No. + rev.	SOP at Vallant	Quantity	Minimum Order Quantity
▼ 5 General Information								
5.2 Agreement Payment Terms in days							90	
5.3 We confirm prices are valid 5 years after end of series for spare parts							* Yes	
5.4 Open book calculation							* Yes, process already agreed	
5.5 Please confirm your commitment to receive/confirm orders via online ordering system							* Yes	
▼ 6 Pricing More... +								
6.1 Sheet Metal Item	Less... -	12313	Sheet Metal Item		12.06.2022		35 each	*
Target Spend Volume p.a.: €1,225.00 EUR								
▼ 7 Tool Questionnaire								
▼ 7.1 Supplier data								
7.1.1 Supplier name							*	
7.1.2 Responsible person R&D							*	
7.1.3 Responsible person Quality							*	
7.1.4 Offer from sub supplier (Name)							*	
7.1.5 Please insert a part image here							Attach a file	
▼ 7.2 Use to start the Capex workflow								
7.2.1 Component name								

(*) indicates a required field

Submit Entire Response Update Totals Save draft Compose Message Excel Import

9

10

11

9

You can see the event content now. It is possible to jump between the different **Sections** to get a good overview about the Ariba content

10

Option 1 - You can give a response to the event content **via the User Interface (UI)**

11

Option 1 - Click **Submit Entire Response** to send your response after filling all fields

12

Option 2 - You can upload your response via **Excel Import**. Please find further information on the next slides

Training Material - Submit Offer for Event

Reply via Excel Import



Explanation

A screenshot of a web interface titled "8 Supplier Documents". It shows a form with a dropdown menu set to "7.2 Use to start the Capex workflow". Below the form, there are several buttons: "Submit Entire Response", "Update Totals", "Save draft", "Compose Message", and "Excel Import". A blue circle with the number "13" is overlaid on the "Excel Import" button.A screenshot of a page titled "Import Response from Excel". It contains a blue header bar with the text: "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." Below this, there are four steps:

- 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". Buttons for "Download Content" and "Download Attachments" are shown. A blue circle with the number "14" is overlaid on the "Download Content" button.
- 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. A "Browse..." button is shown with the text "No file selected." and "Or drop file here" below it.
- 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. An "Upload" button is shown.

- 13 Option 2 - Click **Excel Import** to open the Excel Import mask
- 14 Option 2 – Click **Download Content** to open the event content as Excel document

Further Information

- You cannot upload Documents via the excel file. This needs to be done via the UI in section 8.

Training Material - Submit Offer for Event

Reply via Excel Import



Explanation

Number	Name	Description	Response
7.1	Supplier data		
7.1.1	Supplier name		
7.1.2	Responsible person R&D		
7.1.3	Responsible person Quality		
7.1.4	Offer from sub supplier (Name)		
7.1.5	Please insert a part image here		
7.2	Use to start the Capex workflow		
7.2.1	Component name		
7.2.2	Component number		
7.2.3	Cavity number		
7.2.4	Cycle Time		
7.2.5	Component weight (g)		
7.2.6	Shot weight (g)		
7.2.7	Country of origin		

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.

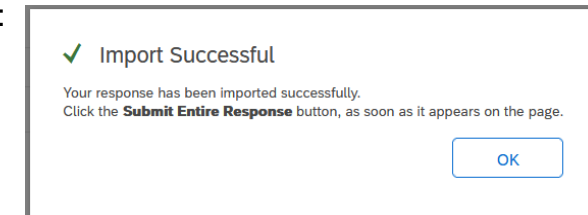
Step 3. Locate the saved Excel file on your computer using the Browse button.

[Browse...](#) No file selected.
Or drop file here

Step 16 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](#)

- 15 Option 2 – Make sure to fill out all **yellow** fields. The white ones are, if provided, content from the corresponding buyer
- 16 Option 2 – Jump back into SAP Business Network and select your file. Click **Upload**. If your upload was successful, the system sends you the following message:



- 17 To submit your response, please click **Submit Entire Response** like you did in step 11

Further Information

- You cannot upload documents via the excel file. This needs to be done via the UI in section 8.

Training Material - Submit Offer for Event

Revise response



Explanation

Services GmbH - Desktop File Sync

Doc889533710 - P.1234_Sheet_Metal_Brackets Time remaining 28 days 08:52:24

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

18 Revise Response

All Content

Name ↑	Part No. Vaillant	Part/ Description	Drawing no. + rev.	Spec. No. + rev.	SOP at Vaillant	Quant
1 Access Gates						
1.1 Please approve the NDA before you get access to the event information	Yes					
References						
1.2 Please approve the terms & conditions of the Ariba supplier portal before						

19 Revise Response?

You have already submitted a response for this event. Click OK if you would like to revise your response.

OK Cancel

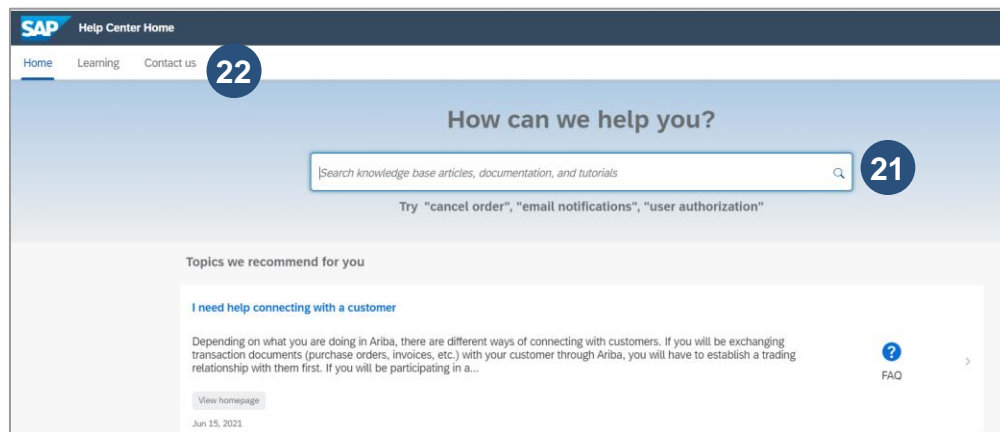
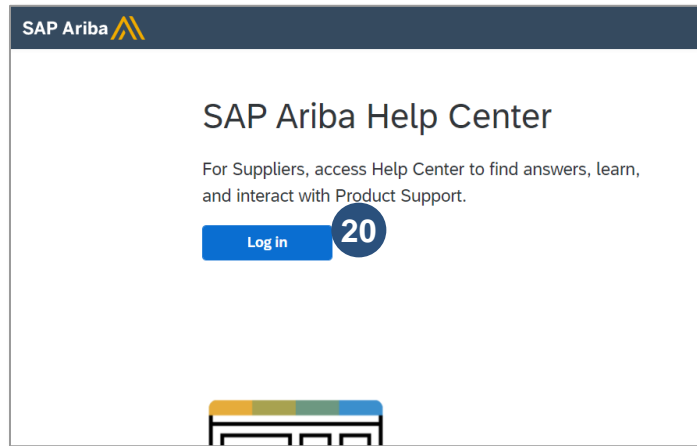
- 18** In case you want to change your response after submitting, click **Revise Response**.
- 19** After confirming to revise the response, you have the possibilities to update your response via UI or Excel Import again

Training Material – Helpful Tips

Further support



Explanation



- 20 In case you want further information, you can always check <https://support.ariba.com/> and click **Log in** (you don't need an account in the first steps). In the next step you can select a category to which your question belongs
- 21 Afterwards, you can just search for your question or check recommended topics
- 22 At the top of the page, you can find also a tab called **Learning** and **Contact us**. Please find further information on these sites on the next slides

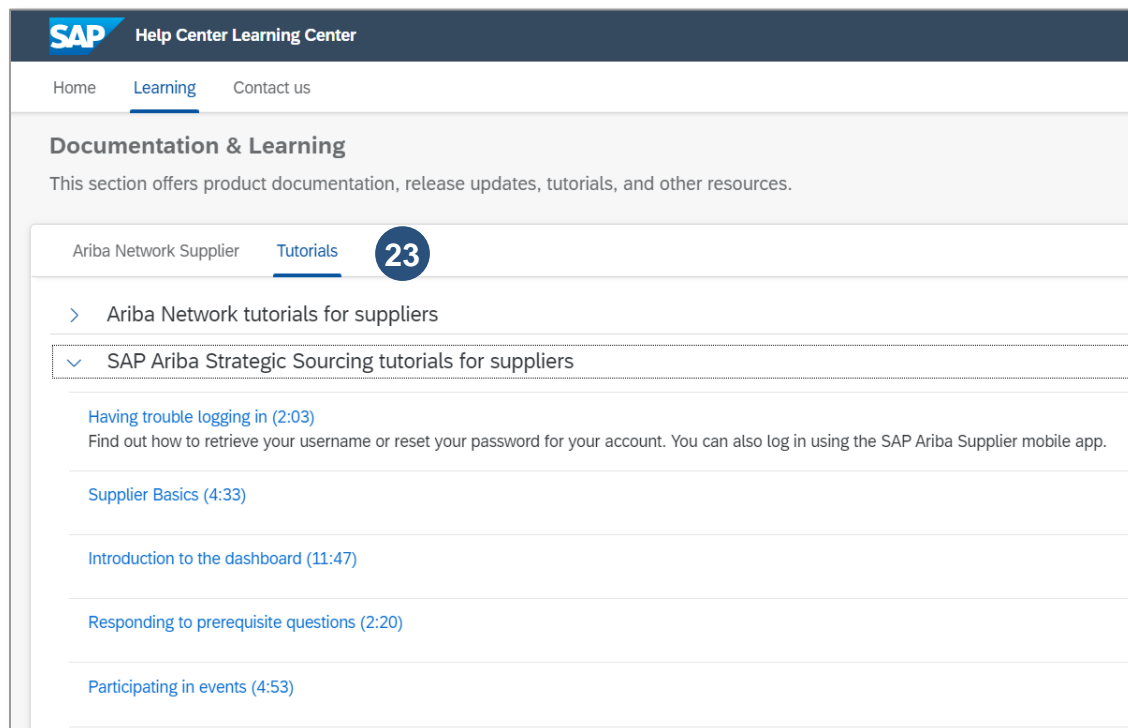
In case you have further questions, feel free to reach out to the corresponding buyer. You can find the buyer's mail address in your Ariba notification mails.

Training Material - Submit Offer for Event

Further support



Explanation



The screenshot shows the SAP Help Center Learning Center interface. At the top, there is a dark blue header with the SAP logo and the text "Help Center Learning Center". Below the header, there are navigation links for "Home", "Learning", and "Contact us". The main content area is titled "Documentation & Learning" and includes a sub-header "Ariba Network Supplier" and a "Tutorials" link. A blue circle with the number "23" is overlaid on the "Tutorials" link. Below this, there is a list of tutorial topics, including "Ariba Network tutorials for suppliers" and "SAP Ariba Strategic Sourcing tutorials for suppliers". The "SAP Ariba Strategic Sourcing tutorials for suppliers" section is expanded, showing a list of individual tutorial topics with their durations: "Having trouble logging in (2:03)", "Supplier Basics (4:33)", "Introduction to the dashboard (11:47)", "Responding to prerequisite questions (2:20)", and "Participating in events (4:53)".

23 In the **Learning** tab, you can find short and helpful tutorials

Training Material - Submit Offer for Event

Further support



Explanation

The screenshot shows the SAP Help Center 'Contact us' page. At the top, there are navigation links for 'Home', 'Learning', and 'Contact us'. A blue circle with the number '24' is positioned over the '1. Log in to your account.' section. Below this, there is a 'Log in' button. The second section, '2. If you're unable to log in, tell us what you need help with.', contains four buttons: 'Register on SAP Business Network', 'Reset my password', 'Forgot username', and 'Unsubscribe'.

The screenshot shows the same SAP Help Center 'Contact us' page. A blue circle with the number '25' is positioned over a search field with the placeholder text 'How can we help you?'. Below the search field, there is a blue circle with the number '26' over the text 'Request immediate assistance'. A note below this text states: 'Note: You will be asked to provide the Event ID of the event that you're calling about. Keep it ready.'

- 24 In the **Contact us** tab, you can find direct ways to the Ariba support. You can directly log in with your SAP Business Network credentials
- 25 Option 1 – You can search for your issues via the **search field**
- 26 Option 2 – You can raise an **immediate request** to Ariba Support in which you can describe your issues

Please find here a few helpful links:

- How do I access a sourcing event?
 - <https://helpcenter.ariba.com/index.html?sap-language=en#/item&/i/KB0398012>
- The username and password pair you entered was not found
 - <https://helpcenter.ariba.com/index.html?sap-language=en#/item&/i/KB0393457>
- How do I update my email notification preferences?
 - <https://helpcenter.ariba.com/index.html?sap-language=en#/item&/i/KB0392544>
- User administration
 - https://help.sap.com/docs/SAP_Ariba/5fe0a29ef94d4f7e85d1e11d0b45bd3c/3c68dc5136f8413daad6561147b2abad.html