# Proximus Supplier Guide Ariba Sourcing



#### 4 Steps

# To participate to a sourcing event, there are only 4 steps:

- Step 1: Access the event
- Step 2 : Review prerequisites / Accept bidder agreement
- Step 3 : Select lots
- Step 4 : Submit your bid(s)



#### Step 1: Access the event

Step 1: Access the event
Step 2: Review prerequisites:

Accept bidder agreement

Step 3: Select lots

Step 4 : Submit response(s)

#### → Invitation e-mail



Click here to access the Ariba platform Welcome, Test Supplier.

has registered you on their Ariba Sourcing Management site and invited you to participate in the following event: RFP Event. The event starts on Wednesday, October 5, 2016 at 4:26 PM, Central European Summer Time and ends on Wednesday, October 5, 2016 at 4:55 PM, Central European Summer Time.

<u>Click Here</u> 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.

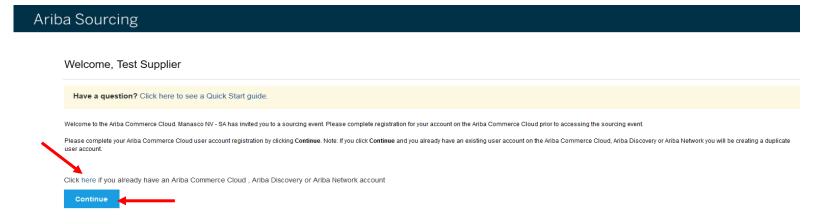
If you have questions about this event, contact Alain Gerardi via telephone at or via e-mail at alain.gerardi@aptys.be.

If you do not want to respond to this event, <u>Click Here</u>. 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.

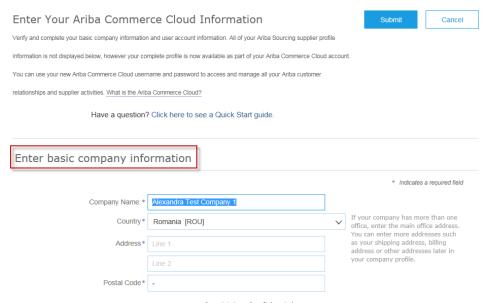
We look forward to working with you!

Thank You,

- When clicking on the link in the invitation e-mail you will be directed to the page below.
- If you do not have an Ariba account please click on the Continue button.
- If you already have an Ariba account please click on the here button.

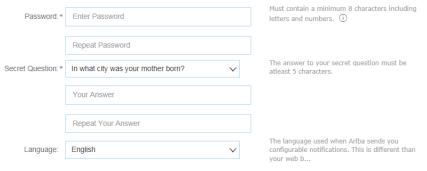


- In order to move further please fill in the information below.
- Please note that the information entered in the screen below is related to the Ariba Commerce Cloud and has no impact on your future evaluation.



Tick the case corresponding to 'I have read and agree to the Terms of use and the Ariba Privacy Statement':

Click on Submit



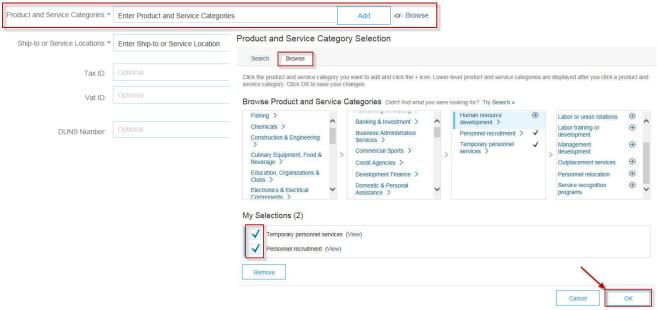
Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By dicking the Submit button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other; jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement. The Terms of Use, and applicable law.

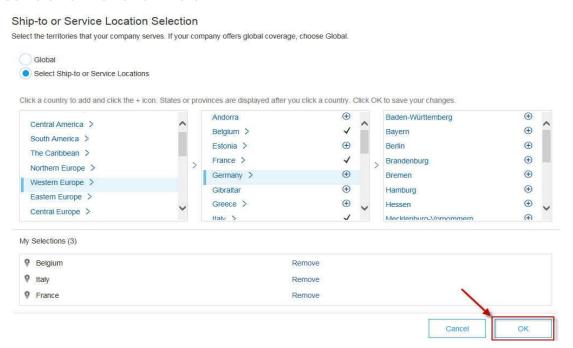
You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.



- Tick the case corresponding to the commodity you wish to choose and then click on the Add button.
- Click on OK to save and move further.

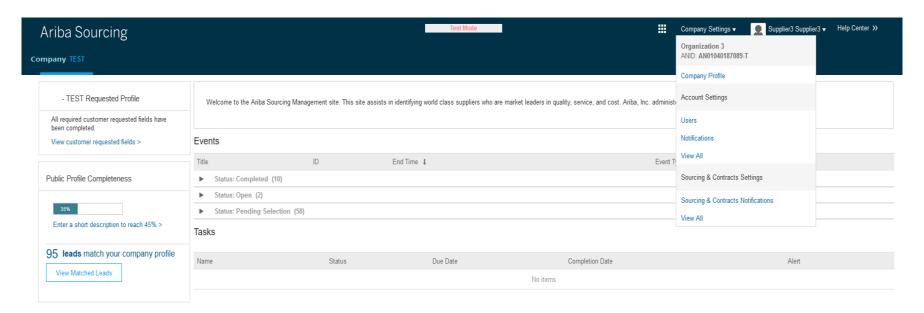


- Select the territory and then click on the Add button.
- Click on OK to save and move further.



# Step 1: Access the event Access open events

- You will now be able to see the projects to which you have been invited.
- Click on the name of the event and open it.



#### Step 2 : Review Prerequisites: accept bidder agreement

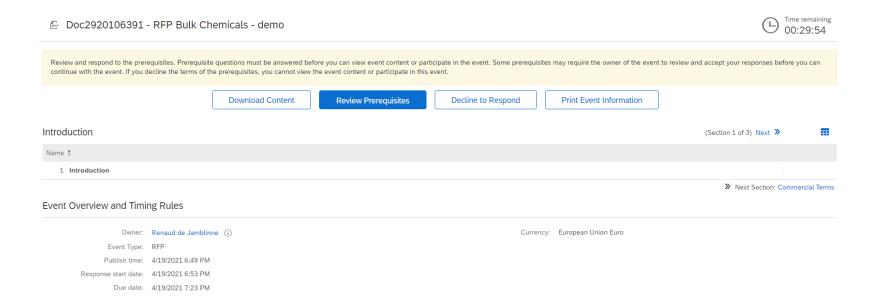
Step 1: Access the event Step 2: Review prerequisites:

10

Accept bidder agreement

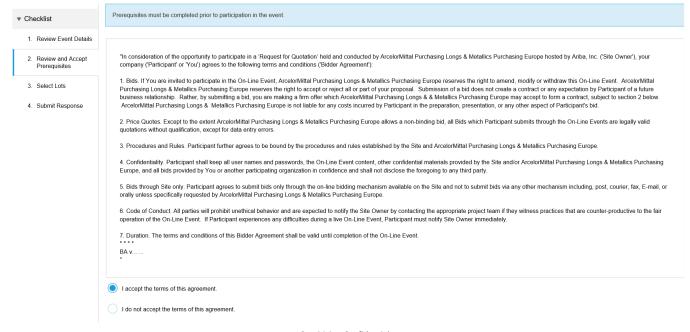
Step 3 : Select lots Step 4 : Submit response(s)

- When bidder agreement are accepted, you have a blue button "Review Prerequisites"
- Review and respond to prerequisites and submit your answers.



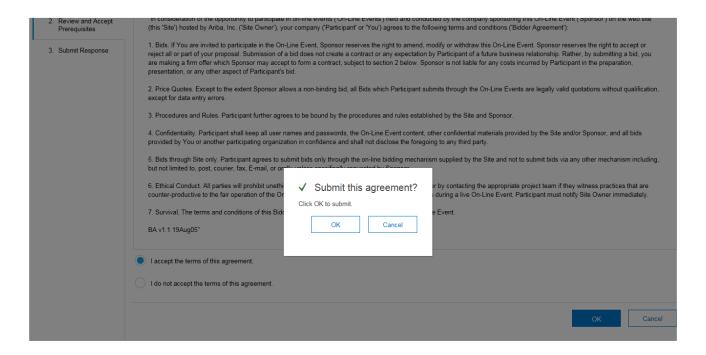
#### Step 2: Review Prerequisites: accept bidder agreement

- In order to be able to reply to our RFI/RFP you need to accept our Compliance addendum and other potential prerequisite questions.
- Choose the 'I accept the terms of this agreement' variant and then click on **OK**.



#### Step 2: Review Prerequisites: accept bidder agreement

Click OK to submit the Terms of the agreement

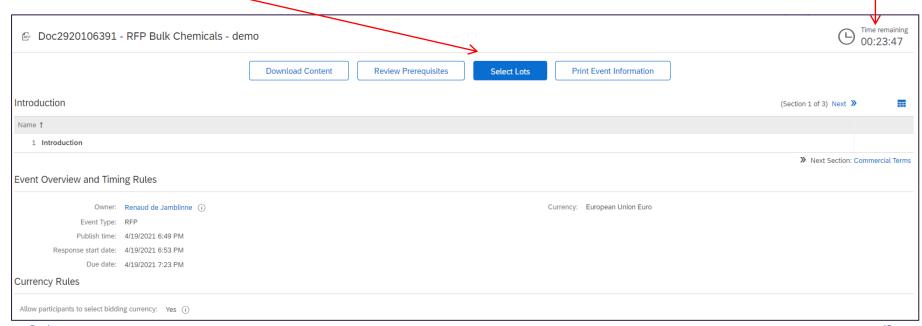


#### **Step 3: Selecting Lots**

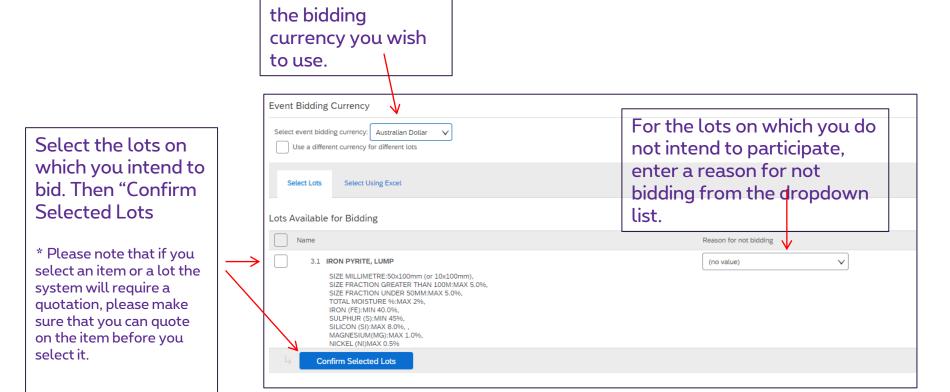
Click on Select Lots.

Step 1: Access the event Step 2: Review prerequisites: Accept bidder agreement Step 3 Select lots Step 4: Submit response(s)

If you are invited to participate to a RFP you will have to select the lots you would like to bid for in order to be able to enter your responses.



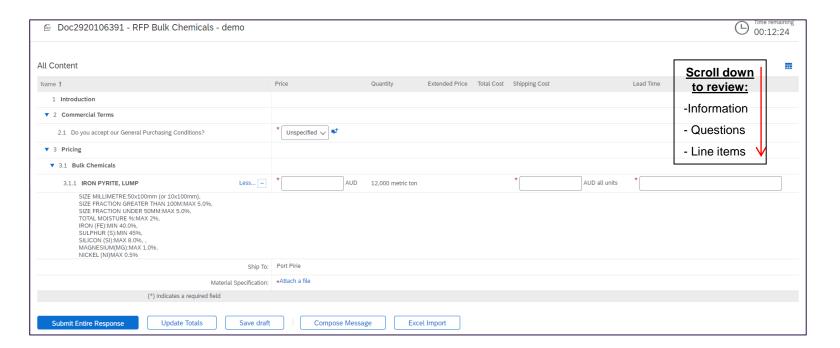
#### **Step 3: Selecting Lots**



If relevant select

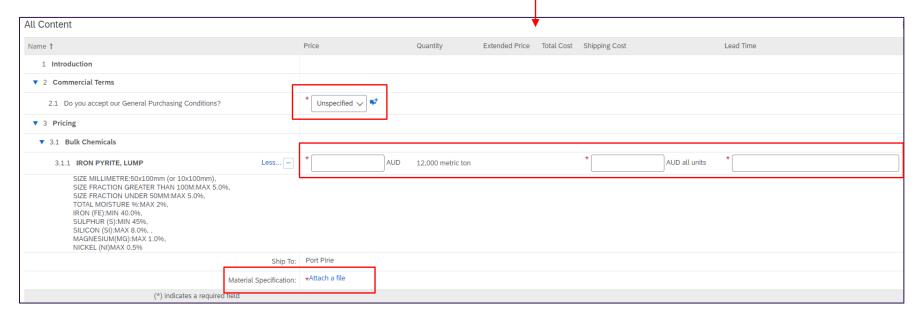
### Step 3: Selecting Lots Access the content

Now you have a full access to the RFx, you can review the information and start to enter your information



# Step 3: Selecting Lots Enter your price

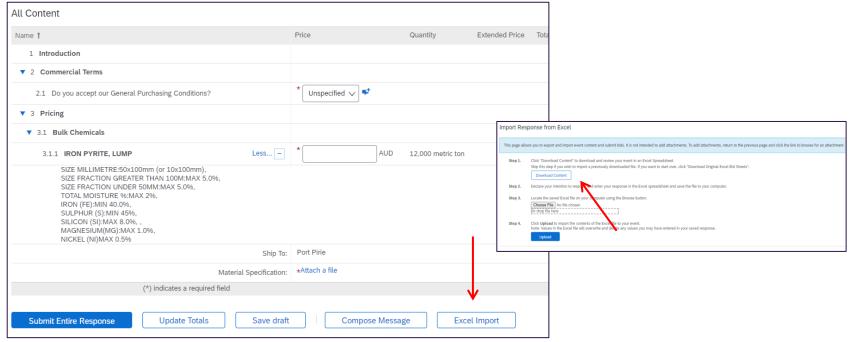
- There are two ways to respond to a RFP:
- Option 1: Enter your price, answer questions and attach required documents directly in Ariba
- Option 2: Use Excel Import



# Step 3: Selecting Lots Enter your price

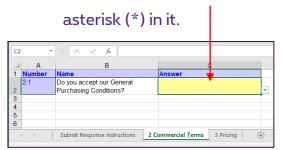
Option 2: Enter your price and required information using the <u>Excel Import option</u> if you have many line items. This will allow you to download all Line Items in Excel, fill in your price and upload again the file into Ariba.

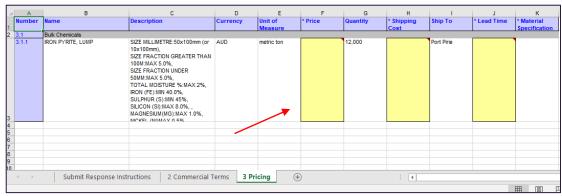
\* Note that if you are requested to attach documents to your response you will have to add them directly in Ariba.

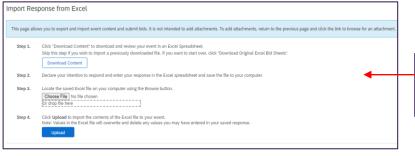


## Step 3: Selecting Lots Enter your price

- Each section of the RFP is presented in a separate sheet.
- Read the Submit Response Instructions sheet.
- Yellow cells represent bidding data. These cells are required. The column heading for these cells also has an





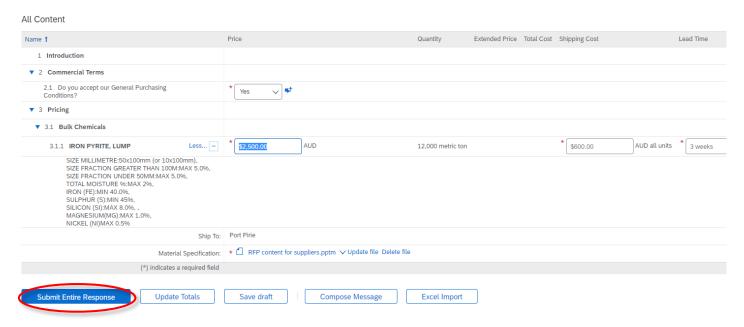


- When ready save your file and return to the Ariba screen.
- Import file following the instructions.

#### **Step 4: Answers submission**

Step 1: Access the event Step 2: Review prerequisites: Accept bidder agreement Step 3: Select lots Step 4: Submit response(s)

- In order to submit you answer please click on the **Submit entire response** button.
- Please note that if you click the Save button your answers will be kept in the system but will not be sent to the buyer.



#### **Ariba Supplier Quick Guide**

For any additional information, please contact your responsible buyer or the Ariba support portal: <a href="https://proximus.service-now.com/vp">https://proximus.service-now.com/vp</a>.