



SAP Ariba Sourcing SUPPLIER GUIDE



المتقدمة
Advanced



بوابة المشتريات
Procurement Gate

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SAP ARIBA NETWORK SOURCING EVENT OVERVIEW

Supplier can access the bidding in 2 ways:

- A. Via SAP Ariba supplier registration website <https://supplier.ariba.com/>
- B. Via our invitation by email (link to the bidding included)

Supplier sign-in


← rish.jain@timindtree.com

[Forgot password](#)

[Sign in](#)

New to SAP Business Network?
[Register Now](#) or [Learn more](#)


SAP Business Network for suppliers webinars




Register or access on-demand webinars specifically designed for suppliers to support them on their journey. These cover a range of topics, across the various regions, and are relevant to both Enterprise and Standard accounts.

[Learn More](#)

Advanced Petrochemical Company-TEST has invited you to participate in an event: 6000043959.



Rishabh Jain <s4system-prodksa+Advanced-T.Doc126212279@smtp.mn2.ariba.com>
To  Rishabh1 Jain

Advanced Petrochemical Company-TEST has invited you to participate in the following event: 6000043959. The event is set to begin on Wednesday, November 29, 2023 at 11:01 PM, Pacific Standard Time.

Use the following username to log in to Advanced Petrochemical Company-TEST events: rish.jain@timindtree.com.

[Click Here](#) to access this event.

When you click this link, log in with your username and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in your event.

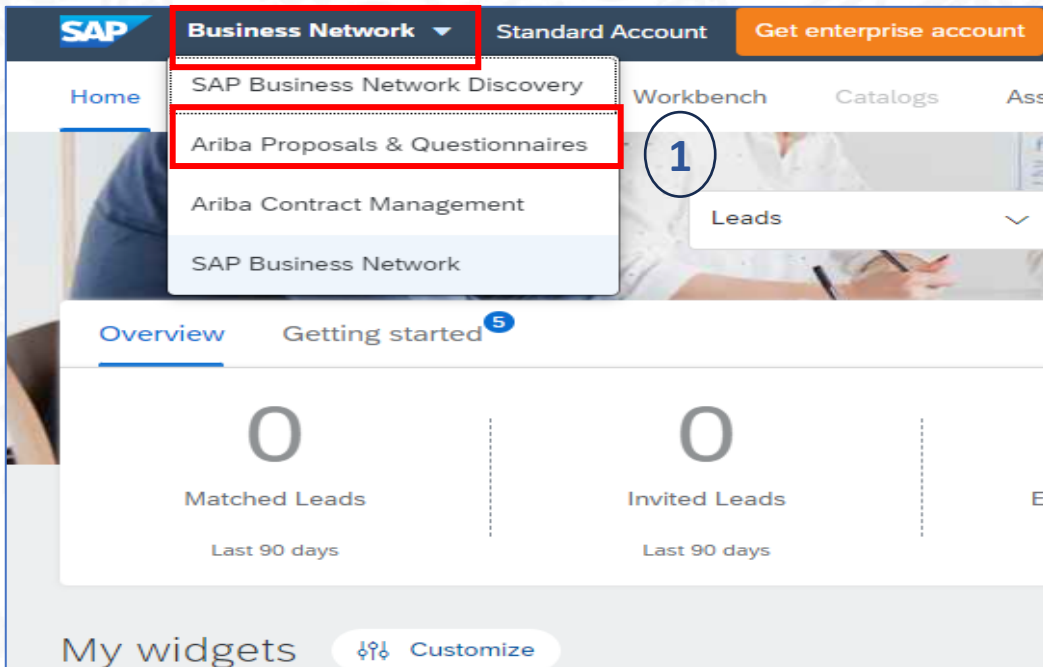
If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.

If you have forgotten your username or password and are unable to log in, [Click Here](#).

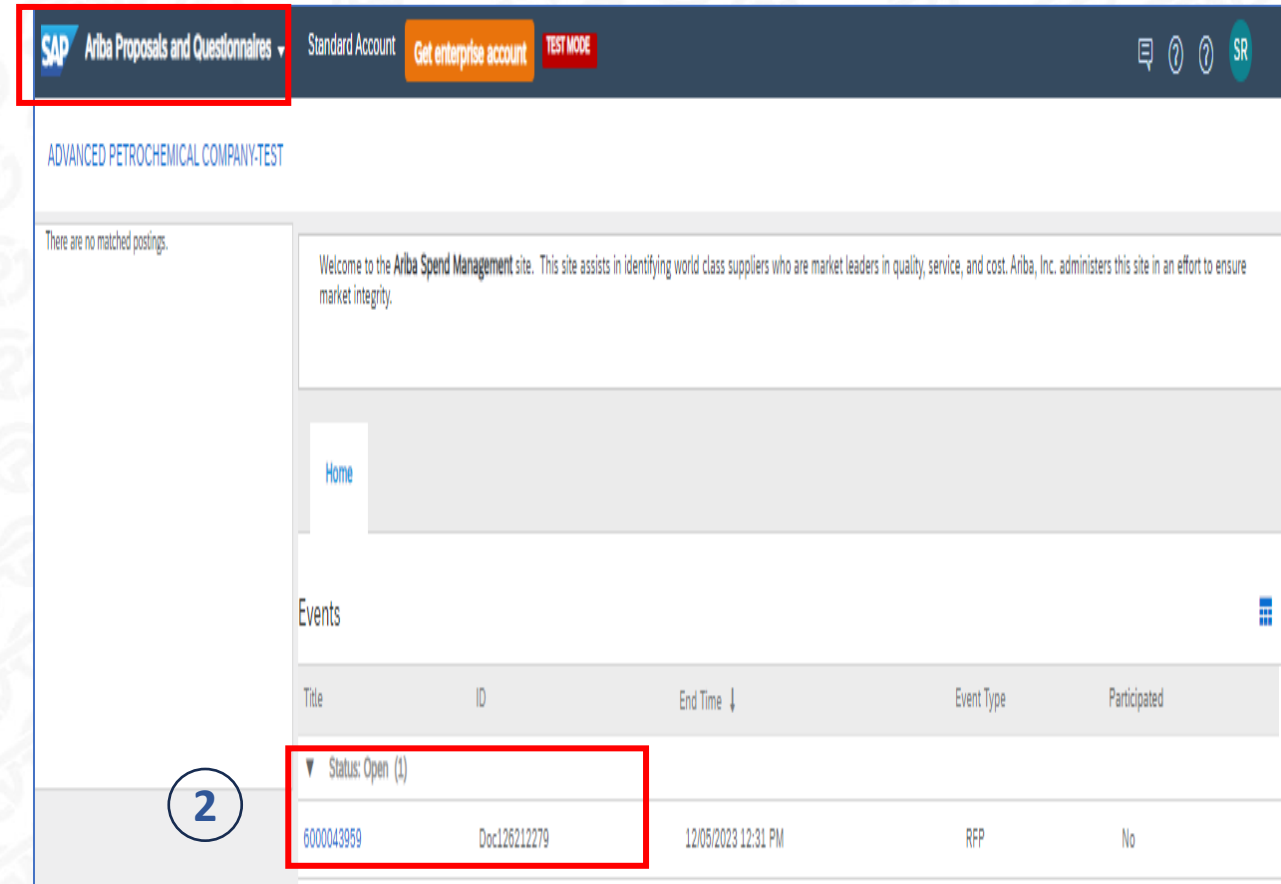
Getting to the bidding Find the bidding in Ariba

After logging in for the first time, you will land on the Ariba Network:

1. Select SAP "Ariba Proposals & Questionnaires"
2. Under "Status: Open" you will find all running biddings from ADVANCED



The screenshot shows the SAP Business Network interface. The top navigation bar includes 'SAP Business Network', 'Standard Account', and 'Get enterprise account'. The main navigation menu is open, and 'Ariba Proposals & Questionnaires' is highlighted with a red box and a circled '1'. Below the menu, there are sections for 'Overview' and 'Getting started', and a 'My widgets' section with a 'Customize' button.



The screenshot shows the Ariba Spend Management interface. The top navigation bar includes 'SAP Ariba Proposals and Questionnaires', 'Standard Account', 'Get enterprise account', and 'TEST MODE'. The main content area displays 'ADVANCED PETROCHEMICAL COMPANY-TEST' and a message: 'There are no matched postings.' Below this, there is a 'Welcome to the Ariba Spend Management site' message. The 'Events' section is visible, and a table of biddings is shown. The first row is highlighted with a red box and a circled '2'.

Title	ID	End Time ↓	Event Type	Participated
▼ Status: Open (1)				
6000043959	Doc126212279	12/05/2023 12:31 PM	RFP	No

1. Precondition for attending a bidding is the acceptance of the prerequisites. The content of the bidding and attached specifications can be accessed before acceptance.

The time remaining to submit a bid is displayed in the upper right corner

Event Details Doc126212279 - 6000043959 Time remaining 4 days 23:25:13

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.

[Download Content](#) [Review Prerequisites](#) [Decline to Respond](#) [Print Event Information](#)

RFP Package (Section 1 of 3) [Next >>](#)

Name ↑

▼ 1 RFP Package

1.1 You are invited to submit the most competitive proposal for the requirement defined as per the RFP before bid closing date.

Bid Requirements:

1) Technical Proposal (Unpriced) to be attached under the respective section
2) Commercial proposal to be attached under the respective section
3) Unit price/rate to be entered in the respective line item field.

1.2 Supporting Documents (Product Specifications/Scope of Work)

Please download and review the attached documents which will support you while entering your pricing. [Test Terms and Conditions.txt](#) ▼

1.3 Please accept the attached Terms and Conditions. [References](#) ▼

[Next Section: Technical Envelope](#)

Event Overview and Timing Rules

Owner: Rishabh Jain ⓘ
Event Type: RFP
Publish time: 11/30/2023 12:31 PM

Currency: Saudi Riyal
Regions: SAU Saudi Arabia

Submit a bid Review Prerequisites

2. Accept the provider agreement (=prerequisites)

3. Submit this agreement -> click OK

Prerequisites	Doc126212279 - 6000043959
Checklist	Prerequisites must be completed prior to participation in the event.
1. Review Event Details	
2. Review and Accept Prerequisites	In consideration of the opportunity to participate in on-line events ('On-Line Events') held and conducted by the company sponsoring this On-Line Event ('Sponsor') on the web site (this 'Site') hosted by Ariba, Inc. ('Site Owner'), your company ('Participant' or 'You') agrees to the following terms and conditions ('Bidder Agreement'):
3. Submit Response	<p>1. Bids. If you are invited to participate in the On-Line Event, Sponsor reserves the right to amend, modify or withdraw this On-Line Event. Sponsor reserves the right to accept or reject all or part of your proposal. Submission of a bid does not create a contract or any expectation by Participant of a future business relationship. Rather, by submitting a bid, you are making a firm offer which Sponsor may accept to form a contract, subject to section 2 below. Sponsor is not liable for any costs incurred by Participant in the preparation, presentation, or any other aspect of Participant's bid.</p> <p>2. Price Quotes. Except to the extent Sponsor allows a non-binding bid, all Bids which Participant submits through the On-Line Events are legally valid quotations without qualification, except for data entry errors.</p> <p>3. Procedures and Rules. Participant further agrees to be bound by the procedures and rules established by the Site and Sponsor.</p> <p>4. Confidentiality. Participant shall keep all user names and passwords, the On-Line Event content, other confidential materials provided by the Site and/or Sponsor, and all bids provided by You or another participating organization in confidence and shall not disclose the foregoing to any third party.</p> <p>5. Bids through Site only. Participant agrees to submit bids only through the on-line bidding mechanism supplied by the Site and not to submit bids via any other mechanism including, but not limited to, post, courier, fax, E-mail, or orally unless specifically requested by Sponsor.</p> <p>6. Ethical Conduct. All parties will prohibit unethical behavior and are expected to notify the Site Owner by contacting the appropriate project team if they witness practices that are counter-productive to the fair operation of the On-Line Event. If Participant experiences any difficulties during a live On-Line Event, Participant must notify Site Owner immediately.</p> <p>7. Export Control. All parties who use this Site hosted by Ariba, Inc. agree to comply with all applicable export control and sanctions laws, including the laws of the US, EU and Germany.</p> <p>8. Survival. The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event.</p> <p>**** BA v1.1 19Aug05</p>

8. **Survival.** The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event.

BA v1.1 19Aug05

I accept the terms of this agreement. **2**

I do not accept the terms of this agreement.

OK Cancel

2. **Price Quotes.** Except to the extent Sponsor allows a non-binding bid, all Bids which Participant submits through the On-Line Events are legally valid quotations without qualification, except for data entry errors.

3. **Procedures and Rules.** Participant further agrees to be bound by the procedures and rules established by the Site and Sponsor.

4. **Confidentiality.** Participant shall keep all user names and passwords, the On-Line Event content, other confidential materials provided by the Site and/or Sponsor, and all bids provided by You or another participating organization in confidence and shall not disclose the foregoing to any third party.

5. **Bids through Site only.** Participant agrees to submit bids only through the on-line bidding mechanism supplied by the Site and not to submit bids via any other mechanism including, but not limited to, post, courier, fax, E-mail, or orally unless specifically requested by Sponsor.

6. **Ethical Conduct.** All parties will prohibit unethical behavior and are expected to notify the Site Owner by contacting the appropriate project team if they witness practices that are counter-productive to the fair operation of the On-Line Event. If Participant experiences any difficulties during a live On-Line Event, Participant must notify Site Owner immediately.

7. **Export Control.** All parties who use this Site hosted by Ariba, Inc. agree to comply with all applicable export control and sanctions laws, including the laws of the US, EU and Germany.

8. **Survival.** The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event.

BA v1.1 19Aug05

Submit this agreement?

OK Cancel

3

I accept the terms of this agreement.

I do not accept the terms of this agreement.

OK Cancel

Submit a bid
Edit the content of your offer

1. Depending on bidding all mandatory questions must be answered & attach your offer documents.

Fields with (*) star are mandatory !

▼ Checklist	
1. Review Event Details	
2. Review and Accept Prerequisites	
3. Submit Response	

▼ Event Contents	
All Content	
1 RFP Package	
2 Technical Envelope	
3 Commercial Envelope	

Name ↑	
▼ 1 RFP Package	
1.1 You are invited to submit the most competitive proposal for the requirement defined as per the RFP before bid closing date.	
Bid Requirements: 1) Technical Proposal (Unpriced) to be attached under the respective section 2) Commercial proposal to be attached under the respective section 3) Unit price/rate to be entered in the respective line item field.	
1.2 Supporting Documents (Product Specifications/Scope of Work)	
Please download and review the attached documents which will support you while entering your pricing. Test Terms and Conditions.txt	
1.3 Please accept the attached Terms and Conditions. References	
▼ 2 Technical Envelope	
2.1 Is your Technical offer meeting APC's specifications? (as specified)	<input type="text" value="Yes"/>
2.2 Please attach your technical offer here	<input type="text" value="test.odt"/> Update file Delete file
▼ 3 Commercial Envelope	
▼ 3.1 Commercial Header	
3.1.1 Please attach your Commercial Offer here	<input type="text" value="test.odt"/> Update file Delete file
3.1.2 Payment Terms	<input type="text" value="60 Days"/>
3.1.3 Lead Time	<input type="text" value="15 Days"/>

(*) indicates a required field

Submit Entire Response | Save draft | Compose Message | Excel Import

1

Submit a bid
Edit the content of your offer

- In Ariba you can also send messages to the buyer
- After filling all answers click "Submit Entire Response"
Fields with (*) star are mandatory !

▼ Checklist	Name ↑	
1. Review Event Details	▼ 1 RFP Package	
2. Review and Accept Prerequisites	1.1 You are invited to submit the most competitive proposal for the requirement defined as per the RFP before bid closing date.	
3. Submit Response	Bid Requirements: 1) Technical Proposal (Unpriced) to be attached under the respective section 2) Commercial proposal to be attached under the respective section 3) Unit price/rate to be entered in the respective line item field.	
	1.2 Supporting Documents (Product Specifications/Scope of Work)	
	Please download and review the attached documents which will support you while entering your pricing. Test Terms and Conditions.txt ✓	
	1.3 Please accept the attached Terms and Conditions. References ✓	* Yes ✓
▼ Event Contents	▼ 2 Technical Envelope	
All Content	2.1 Is your Technical offer meeting APC's specifications? (as specified)	* Yes ✓
1 RFP Package	2.2 Please attach your technical offer here	* test.odt ✓ Update file Delete file ➕
2 Technical Envelope	▼ 3 Commercial Envelope	
3 Commercial Envelope	▼ 3.1 Commercial Header	
	3.1.1 Please attach your Commercial Offer here	* test.odt ✓ Update file Delete file
	3.1.2 Payment Terms	* 60 Days
	3.1.3 Lead Time	* 15 Days
	(*) indicates a required field	
3	Submit Entire Response	Save draft Compose Message Excel Import

4. Within the offer deadline, you can revise your offer at any time

Console
Doc126212279 - 6000043959
⌚ Time remaining
4 days 22:27:01

✓
Your response has been submitted. Thank you for participating in the event.

Revise Response

4

All Content ☰

Name ↑				
<p>▼ 1 RFP Package</p> <p>1.1 You are invited to submit the most competitive proposal for the requirement defined as per the RFP before bid closing date.</p> <p>Bid Requirements: 1) Technical Proposal (Unpriced) to be attached under the respective section 2) Commercial proposal to be attached under the respective section 3) Unit price/rate to be entered in the respective line item field.</p> <p>1.2 Supporting Documents (Product Specifications/Scope of Work)</p> <p>Please download and review the attached documents which will support you while entering your pricing. 📄 Test Terms and Conditions.txt ▼</p> <p>1.3 Please accept the attached Terms and Conditions. 📄 References ▼</p>				
<p>▼ 2 Technical Envelope</p> <p>2.1 Is your Technical offer meeting APC's specifications? (as specified)</p>				Yes

Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Submit Response

Event Contents

- 1 RFP Package
- 2 Technical Envelope
- 3 Commercial Envelope

Frequently Asked Questions (FAQ)



Is there support from SAP Ariba?

1. Click on the help icon

SAP Ariba Proposals and Questionnaires Standard Account Get enterprise account TEST MODE

ADVANCED PETROCHEMICAL COMPANY-TEST

There are no matched postings.

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.

Home

Events



Can supplier also upload the request/offer in Excel?

1. Click on the Excel import

Event Messages
Response History

▼ Checklist

- Review Event Details
- Review and Accept Prerequisites
- Submit Response

▼ Event Contents

All Content

- RFP Package
- Technical Envelope
- Commercial Envelope

Commercial Envelope (Section)

Name ↑

▼ 3 Commercial Envelope

▼ 3.1 Commercial Header

3.1.1 Please attach your Commercial Offer here	* test.odt Update file Delete file
3.1.2 Payment Terms	* 60 Days
3.1.3 Lead Time	* 15 Days
3.1.4 Incoterms	* DDP
3.1.5 Incoterms Location	* Advanced Location

3.2 Commercial Line Items

(* indicates a required field)

1

Submit Entire Response | Reload Last Bid | Save draft | Compose Message | **Excel Import**



Can supplier also upload the request/offer in Excel?

2. Follow the STEPS mentioned → Download the Template/Content, Choose quotation & Upload quotation
3. Click on “Done”

Import Response from Excel

Done

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.

Choose File No file chosen

Or drop file here

- 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.

Upload

3

4

Done



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Thanks