



SAP Ariba 

Event participation checklist

Event participation checklist

Keys to successfully participate in events

- View event details
 - Check the information on the RFX Info, Items, and Rules tabs for the RFX, and on the Description and Rules tabs for each line item. Make sure you read all attachments.
- Consider submitting a pre-bid, if pre-bidding is allowed
 - The event might require or allow you to submit a bid before the bidding event begins.
 - This feature is useful if you will not be available for the event, or if you will be late to the event.
- Prepare a price range for all items.
 - Decide on bid price for all items in the event.
 - Make these decisions before the bidding event begins, especially in situations where the sales decision-makers are not available during the event.
- Ask questions
 - Ask questions as soon as possible, to give the buying organization enough time to provide a complete answer.
- Verify your company profile and your contact information is up-to-date and correct.
 - Ensure that your company profile and your email and phone number is up-to-date, so if needed, the buying organization can reach you during the event.

Dutch Auction Event Participation

Dutch Auctions

- In Dutch auctions, prices for line items or basket lots are adjusted at regular intervals until the price is accepted by one of the participant.
- A Dutch auction has the following special characteristics:
 - Forces lots to use serial bidding. One lot is open for bidding. When it closes, the next one opens.
 - Disables the overtime option. It is not needed.
 - Disables the ability to import responses using Microsoft Excel.
 - In a reverse Dutch auction, the event owner is buying and the price rises at each interval.
 - **The page showing the auction is refreshed every five seconds.** (For other events it is 20 seconds).


Prerequisite

- Your Organization needs to be registered and approved by HZL in SAP Ariba Network
- Your User Profile is created and approved by HZL Buyer

Email Invite to participate in Sourcing Event

You will receive an invitation from SAP Ariba regarding Event Participation

Hindustan Zinc Limited - TEST has invited you to participate in an event: Purchase of Cables for Head office. Inbox x

 **Demo Buyer** <s4system-prod+hzl-T.Doc1005932780@ansmp.ariba.com>
to me ▾

Hindustan Zinc Limited - TEST has invited you to participate in the following event: Purchase of Cables for Head office. The event is set to begin on Friday, 28-Apr-2017 at 02:35, India Standard Time.

Use the following username to log in to Hindustan Zinc Limited - TEST events: [test-Demo_Supplier_001@gmail.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](#).

NOTE: The forgot password link is only valid for 24 hours. After this link expires, click Forgot Password on the Ariba Login page to reset your password.

If you have questions about this event, contact Demo Buyer via telephone at or via e-mail at p.panchaj@sap.com.

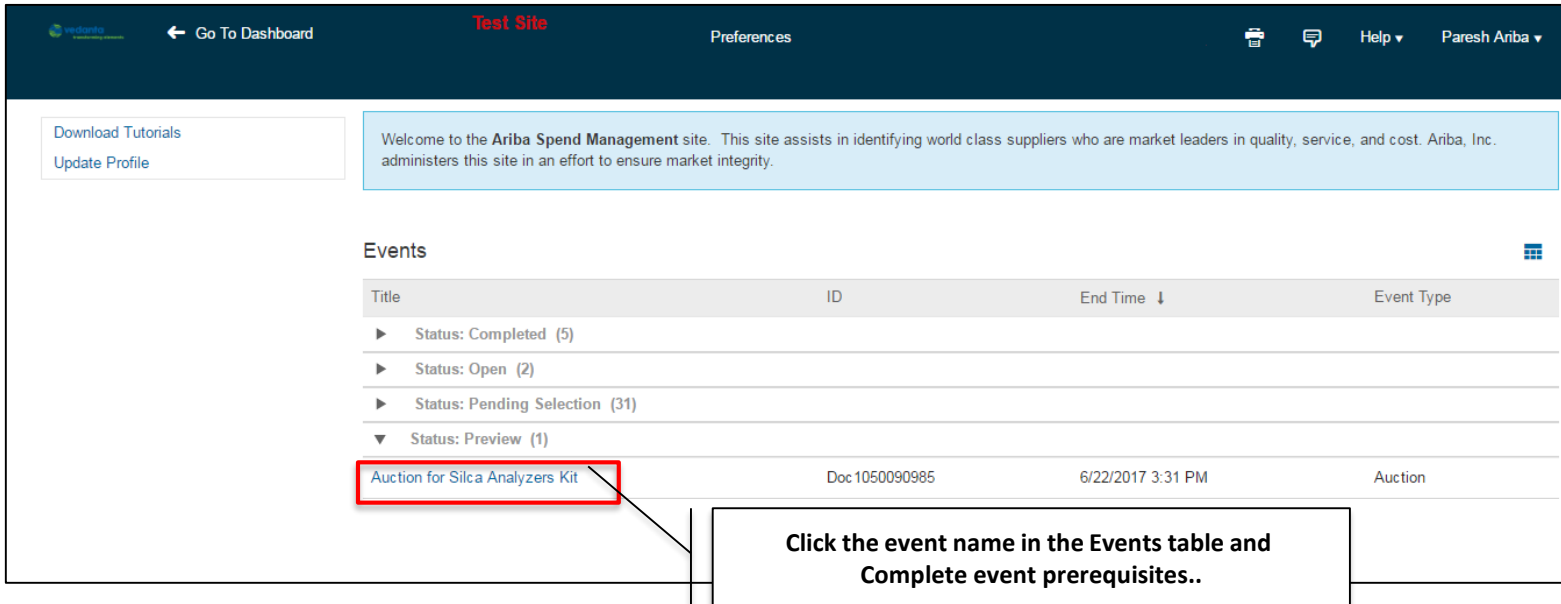
We look forward to working with you!

Thank You,

Hindustan Zinc Limited - TEST

Use the 'Click Here' link in the email notification to access the sourcing event.

Participating in Dutch auctions



The screenshot shows the Ariba Spend Management site interface. At the top, there is a dark blue navigation bar with the Vedanta logo, a "Go To Dashboard" link, a "Test Site" label, a "Preferences" link, and user information for "Paresh Ariba". Below the navigation bar, there is a light blue welcome message: "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." To the left of the main content area, there are links for "Download Tutorials" and "Update Profile". The main content area features an "Events" section with a table. The table has columns for "Title", "ID", "End Time", and "Event Type". The table is filtered by "Status: Preview (1)". The only event listed is "Auction for Silca Analyzers Kit" with ID "Doc1050090985" and end time "6/22/2017 3:31 PM". A red box highlights the event name, and a callout box points to it with the text: "Click the event name in the Events table and Complete event prerequisites.."

Title	ID	End Time ↓	Event Type
▶ Status: Completed (5)			
▶ Status: Open (2)			
▶ Status: Pending Selection (31)			
▼ Status: Preview (1)			
Auction for Silca Analyzers Kit	Doc1050090985	6/22/2017 3:31 PM	Auction

Event Overview and Timing Rules

Event Details

Doc1050090985 - Auction for Silca Analyzers Kit

Time remaining in preview
00:01:04

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 buyer 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.

Review Prerequisites

Decline to Respond

Print Event Information

Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots
4. Submit Bids

Introduction

(Section 1 of 3) [Next »](#)

Name ↑	
1 Introduction	» Next Section: Commercial Terms

Event Overview and Timing Rules

(1) View Event Information

(2) Click on 'Review Prerequisites'.

Event Contents

All Content

- 1 Introduction
- 2 Commercial Terms
- 3 Pricing

Owner: Paresh Ariba ⓘ

Event Type: Dutch Auction

Description: PR # 1100104337 for Procurement of Silca Analyzer Kit required for Chanderia Plant

Currency: Indian Rupee

Regions: 2000 CHANDERIYA LEAD ZINC SMELTER

Publish time: 6/22/2017 3:26 PM

Bidding start time: 6/22/2017 3:31 PM

Response end time: 6/22/2017 3:41 PM

Specify how lot bidding will begin and end: **Serial** ⓘ

Running time for the first lot: **10 Minutes** ⓘ

Time between lot closing: **1 Minutes** ⓘ

Bid adjustment interval: **1 Minutes** ⓘ

Feedback

Review and Accept Prerequisites

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots
4. Submit Bids

Prerequisites must be completed prior to participation in the event.

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'):

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.
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. During the Auction, 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. Survival. The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event.

BA v.1.1 19Aug05

I accept the terms of this agreement.

I do not accept the terms of this agreement.

(5) Confirm the Agreement by clicking on 'OK'

✓ **Submit this agreement?**

Click OK to submit.

OK

Cancel

(3) Select 'I accept the terms of this agreement'

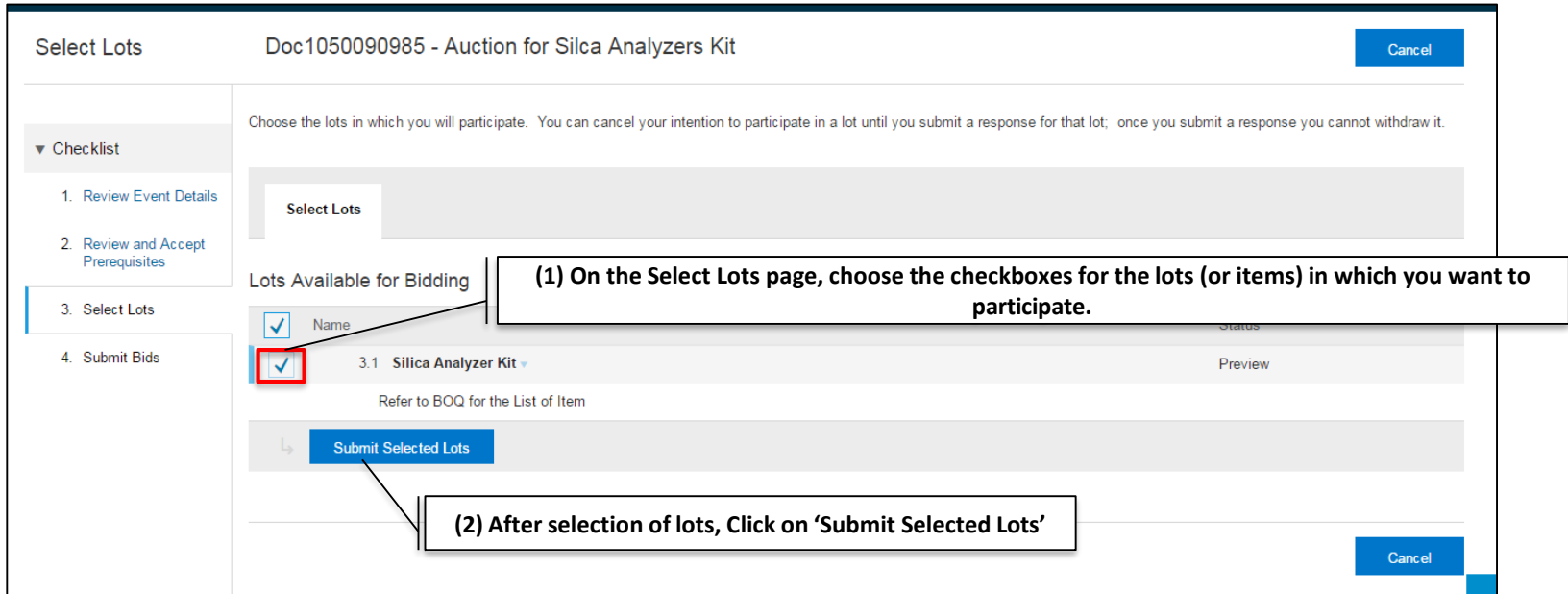
(4) Click on 'OK'

OK

Cancel

Select Lots

- You still must click **Submit Selected Lots** to be able to submit bids on required items.
- Required items or lots appear with a grayed out, display-only check mark in the left column, and these items and lots are automatically included in the selection.



Select Lots Doc1050090985 - Auction for Silca Analyzers Kit 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

Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots
4. Submit Bids

Lots Available for Bidding

<input checked="" type="checkbox"/>	Name	Status
<input checked="" type="checkbox"/>	3.1 Silica Analyzer Kit	Preview

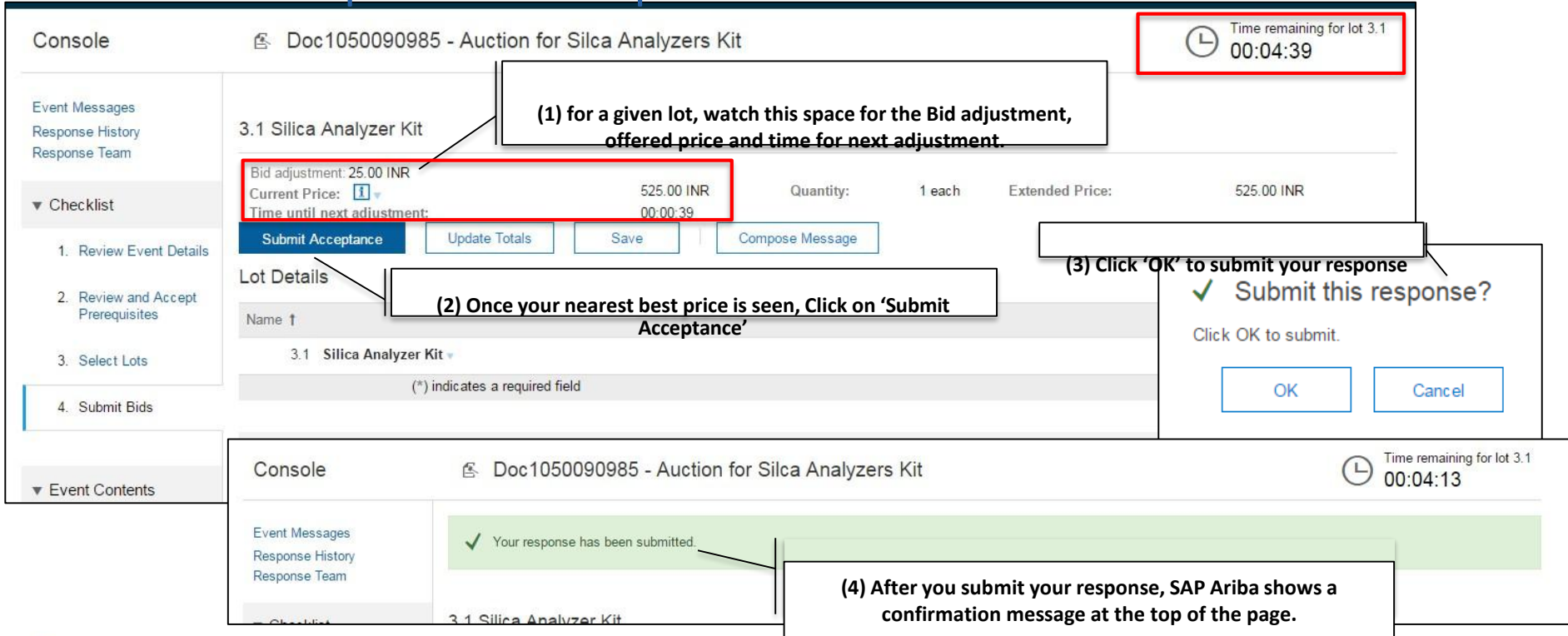
Refer to BOQ for the List of Item

Submit Selected Lots Cancel

(1) On the Select Lots page, choose the checkboxes for the lots (or items) in which you want to participate.

(2) After selection of lots, Click on 'Submit Selected Lots'

Event Participation – Accept Bid



Console Doc1050090985 - Auction for Silca Analyzers Kit Time remaining for lot 3.1 00:04:39

Event Messages
Response History
Response Team

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots
4. Submit Bids

▼ Event Contents

3.1 Silca Analyzer Kit

(1) for a given lot, watch this space for the Bid adjustment, offered price and time for next adjustment.

Bid adjustment: 25.00 INR
Current Price: 525.00 INR
Time until next adjustment: 00:00:39

Quantity: 1 each Extended Price: 525.00 INR

Submit Acceptance Update Totals Save Compose Message

Lot Details

(2) Once your nearest best price is seen, Click on 'Submit Acceptance'

Name ↑

3.1 Silca Analyzer Kit

(*) indicates a required field

(3) Click 'OK' to submit your response

✓ Submit this response?
Click OK to submit.

OK **Cancel**

Console Doc1050090985 - Auction for Silca Analyzers Kit Time remaining for lot 3.1 00:04:13

Event Messages
Response History
Response Team

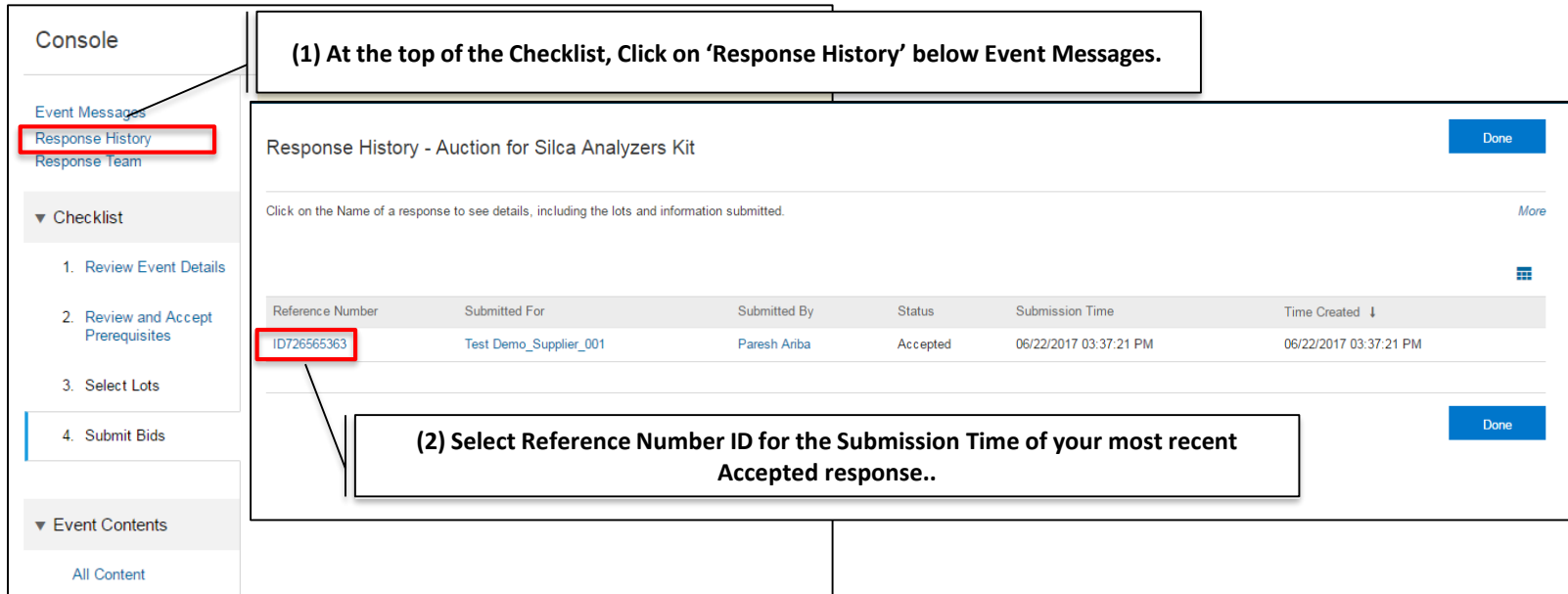
✓ Your response has been submitted.

3.1 Silca Analyzer Kit

(4) After you submit your response, SAP Ariba shows a confirmation message at the top of the page.

Event Participation – Response History

- 'Response History' enable you to view your responses and bids for the event



(1) At the top of the Checklist, Click on 'Response History' below Event Messages.

Response History - Auction for Silca Analyzers Kit Done

Click on the Name of a response to see details, including the lots and information submitted. More

Reference Number	Submitted For	Submitted By	Status	Submission Time	Time Created ↓
ID726565363	Test Demo_Supplier_001	Paresh Arba	Accepted	06/22/2017 03:37:21 PM	06/22/2017 03:37:21 PM

(2) Select Reference Number ID for the Submission Time of your most recent Accepted response..


Done

communicating with buyers

communicating with buyers

- You communicate with buyers by sending and receiving messages.
- If you receive a message while you are online, a popup appears alerting you to the message.
- **Event message board**
 - You can access the message board from the Event Messages link in the event console, which is on the left side of event pages. The message board page enables you to compose and read messages pertaining to the event.
 - Buyers can configure the event message board opening and closing time. When the event message board is closed, you can no longer send or receive messages.
 - We recommend maintaining an accurate email address in your user profile. If your email addresses are incorrect or not up to date, you might not receive automatic notification emails from SAP Ariba Sourcing.
- **Prerequisites**
 - Buyers must configure the event to allow messages between the buyer project team and event participants. If buyers do not allow messages, you can still view automatic event notifications, but you cannot compose new messages or reply to existing messages.

How to compose new event messages

Console  Doc1051259226 - Test-ReverseAuction-Variable-001

Event Messages
Response History
Response Team

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots
4. Submit Bids

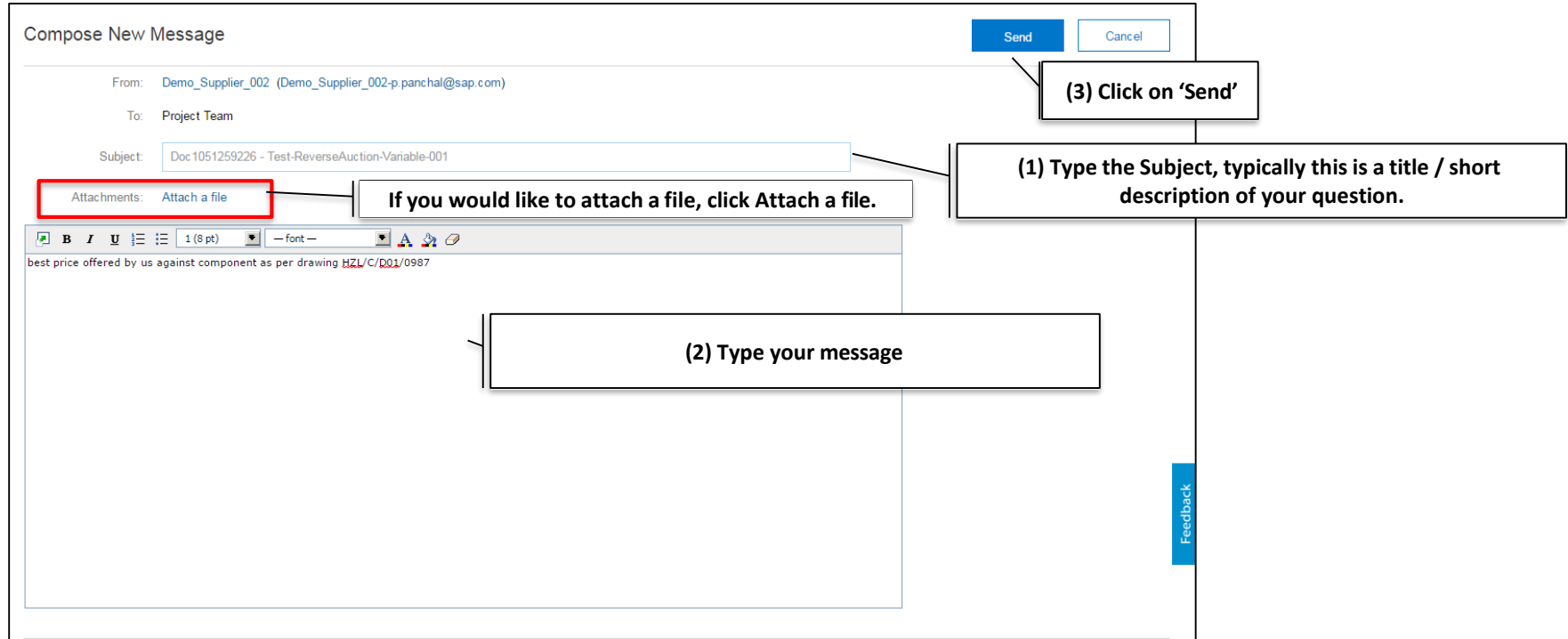
My Bid Rank : 2 Bid decrement: 1.00 INR

Name ↑	Price	Quantity
1.1 Item 001 ▼	Less... <input type="text" value="12.00"/> INR	1 each
	Best Extended Price: <input type="text" value="i"/>	
	Best Price: <input type="text" value="i"/>	

Decrement bid by % (*) indicates a r

Go to the bottom of the event content area and click the Compose Message button

How to compose new event messages



The screenshot shows the 'Compose New Message' interface. At the top right, there are 'Send' and 'Cancel' buttons. The 'From' field is 'Demo_Supplier_002 (Demo_Supplier_002-p.panchal@sap.com)', 'To' is 'Project Team', and 'Subject' is 'Doc1051259226 - Test-ReverseAuction-Variable-001'. The 'Attachments' section has an 'Attach a file' button highlighted with a red box. Below the subject field, a callout box says '(1) Type the Subject, typically this is a title / short description of your question.' The main text area contains the text 'best price offered by us against component as per drawing HZL/C/D01/0987' and has a callout box saying '(2) Type your message'. At the bottom right, there is a 'Feedback' button. A callout box at the top right says '(3) Click on 'Send''. Another callout box points to the 'Attach a file' button with the text 'If you would like to attach a file, click Attach a file.'

View and Reply to Event Messages

Open the Event for Viewing

Console

Doc1051259226 - Test-ReverseAuction-Variable-001



Time remaining for lot 1.1
00:24:02

Event Messages

Response History

Response Team

(1) Navigate to the event console (the pane on the left of the event page) and click Event Messages

My Bid Rank : 2 Bid decrement: 1.00 INR

Name ↑

Price

Quantity

Extended Price

Final Total

▼ Checklist

1. Review Event

2. Review and Approve Prerequisites

3. Select Lots

4. Submit Bids

Event Messages - Test-ReverseAuction-Variable-001

[Back to Console](#)

(2) Choose a message and click View. SAP Ariba shows the View Message page



Time remaining for lot 1.1
00:21:10

Messages

(3) To reply to event messages, Choose a message and click Reply.

Id	Reply Sent	Sent Date ↓	From	Contact Name	To	Subject
<input type="radio"/> MSG42964816	No	06/21/2017 05:53 PM	Demo_Supplier_002	Demo_Supplier_002-p.panchal@sap.com	Participants (0) Team (4)	Doc10512592
<input type="radio"/> MSG42964522	No	06/21/2017 05:45 PM	Hindustan Zinc Limited - TEST	Paresh Ariba	Participants (0) Team (0)	Event Test-R
<input type="radio"/> MSG42964322	Not Applicable	06/21/2017 05:39 PM	Hindustan Zinc Limited - TEST	Paresh Ariba	Demo_Supplier_002-p.panchal@sap.com	Hindustan Zi



View

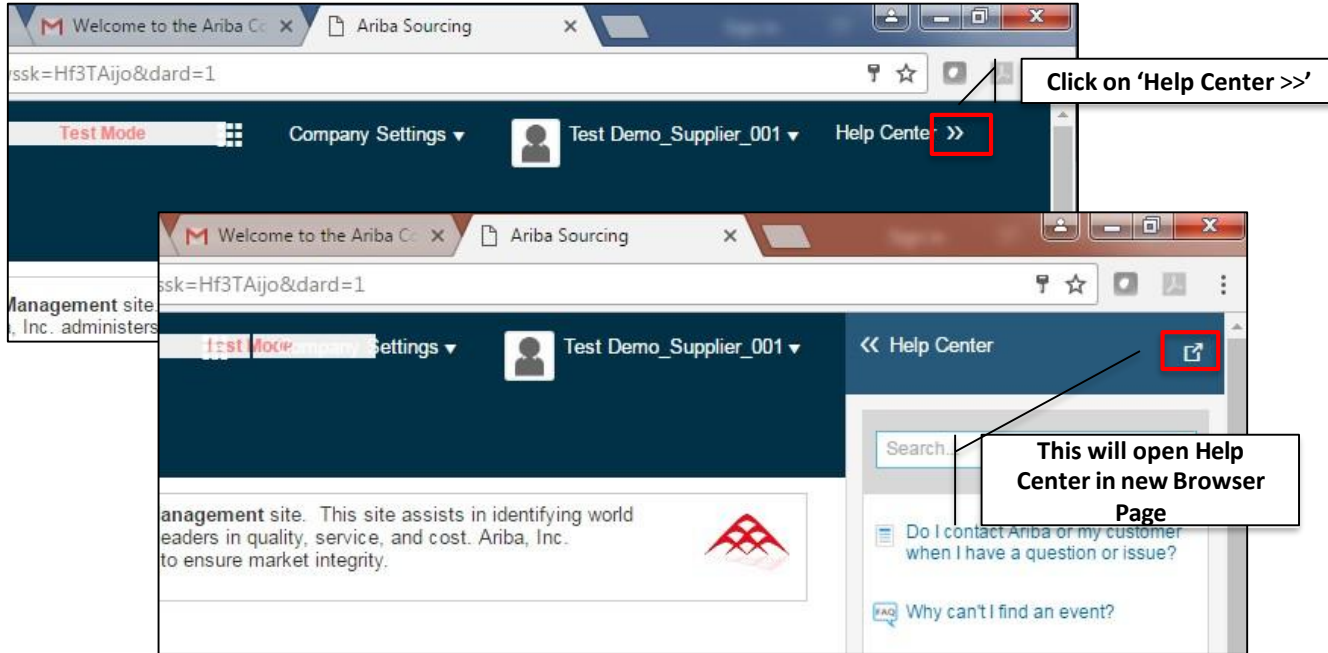
Reply

Compose Message

Download all attachments

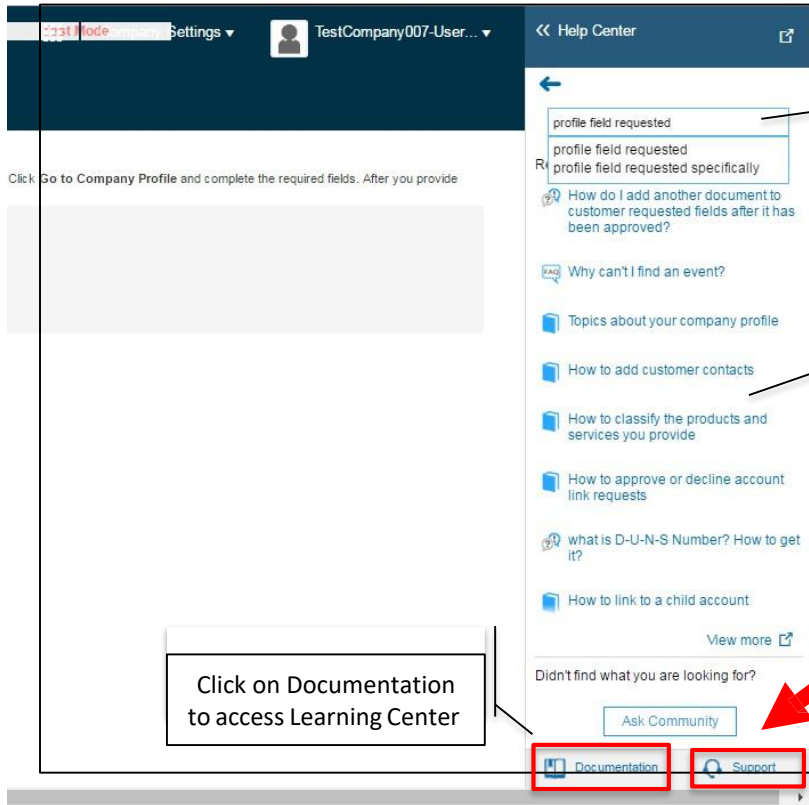
Help Center

Help Center



- The help center improves how you get help and offers the ability to collaborate with other help center users. help center users include other suppliers and SAP Ariba employees.
- For further assistance on the Ariba Network (Commerce Cloud) registration / profile update process, click on the help center -> support on the top right side of the page when you are logged in.
- This will open a pop up window, click on

Help Center



Settings TestCompany007-User... Help Center

profile field requested
profile field requested
profile field requested specifically

How do I add another document to customer requested fields after it has been approved?

Why can't I find an event?

Topics about your company profile

How to add customer contacts

How to classify the products and services you provide

How to approve or decline account link requests

what is D-U-N-S Number? How to get it?

How to link to a child account

View more

Didn't find what you are looking for?

Ask Community

Documentation Support

You can search online with your question

Featured Content highlights top questions, new feature announcements, or articles about the latest industry trends

Click on Documentation to access Learning Center

Click on Support incase you need to talk to Ariba Support

Learning Center

Learning Center

Product Documentation

- ▶ Getting started
- ▶ Managing your user account
- ▶ Participating in sourcing events
- ▶ Administration and Configuration
- ▶ Working with projects and documents
- ▶ Completing tasks
- ▶ Enabling Desktop File Sync
 - Cloud integration tools and adapters

Tutorials

- Having trouble logging in (2:03)
- Supplier Basics (3:00)
- Introduction to the dashboard (5:00)
- Responding to prerequisite questions (2:00)
- Participating in events (4:00)
- Responding to RFIs (3:00)
- Responding to RFPs (3:00)
- Participating in auctions (5:00)
- Alternative bidding (5:00)
- Custom Excel bidding (2:00)

Support

Ariba Exchange User Community Test Demo_Supplier_001 [Logout](#)

Search... [Home](#) | [Learning](#) | [Support](#)

Support Center

I need help with [Update](#)

- Is there a phone # for support?
- phone number
- contact customer support via phone
- How can I reach Customer Service? I need a phone number. Harold
- Dear Team, I am not getting the documents of [Event Name]David.C (Phone Number)

Can't find what you are looking for? Let us help you.

Choose your communication preference:

- Email SAP Ariba Customer Support
- Get help by live chat**
- Get help by phone

[Ask Community](#)

Common Troubleshooting Tags

- Supplier account login
- Event participation
- Search invoices
- Invoice status
- Sourcing event for suppliers
- Cookies
- My account
- Search purchase orders
- Contact account administrator
- Spotlight
- Account navigation
- Invoice rejection messages
- Event content
- Browser configuration
- Proposals

Options available

- I Need Help with -> You can search based on the keyword
- Email SAP Ariba Customer Support
- Get Help by Live Chat
- Get help by phone

Below is the phone number for India to reach out to Ariba Network Supplier Support

INDIA

000 800 650 1193

+91 80 3948 2205

Call Us - Support Phone Numbers

Where are you located?	India
India	000800 650 1193 +91.80.3948.2205

Ariba Customer Helpdesk

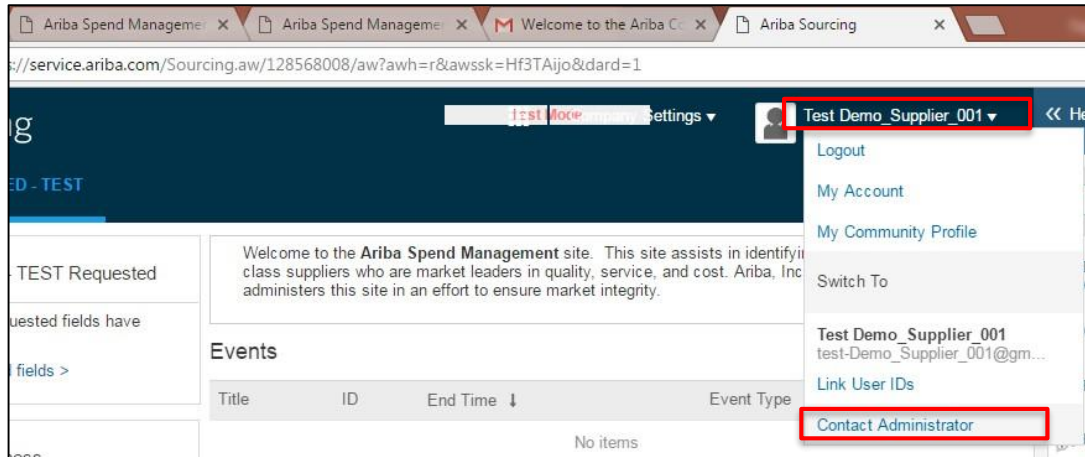
Important Notes

- The Helpdesk is available 8:00 pm ET Sunday - 8:00 pm ET Friday
- You can call from your own country number to get support in the relevant language
- If there are no speakers in the required language available, you will be asked if you would like to have the call in English
- Please provide maximum amount of information and what step you took while facing a problem with Ariba
- You are advised to save/record your Service Request number if the issue is not immediately resolved or it needs to be escalated

Contact Your Account Administrator

The account administrator role is assigned to the individual at your organization who is responsible for setting configuration options, managing customer relationships, subscribing to services, and maintaining the account over time.

The account administrator also serves as your primary point of contact if you need help resetting your password, changing your permissions, or if you have any other questions or problems.



Contact Your Account Administrator

The account administrator role is assigned to the individual at your organization who is responsible for setting configuration options, managing customer relationships, subscribing to services, and maintaining the account over time. The account administrator also serves as your primary point of contact if you need help resetting your password, changing your permissions, or if you have any other questions or problems.

Account Administrator Information

Name:	Test Demo_Supplier_001
Email Address:	aribasupplierdemouser@gmail.com
Office Phone:	+91 () 123456789
Fax:	

Done

Thank you