



# SAP Ariba Sourcing Supplier RFP Participation Manual

Monday, September 7,  
2020

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## Supplier receives RFP Email

You will receive the RFP via email from STCs. Read the email carefully and click the "Click Here" link to enter into Ariba Network supplier site in order to create supplier account for STCs and participate in the invited RFP. Below RFP email is a sample for your reference only.

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STC Solutions - has invited you to participate in the following RFP: demo 07092020. The RFP is set to begin on Monday, September 7, 2020 at 1:04 AM, Pacific Daylight Time.

Use the following username to log in to STC Solutions - |events.

[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 RFP, [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 RFP.

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.

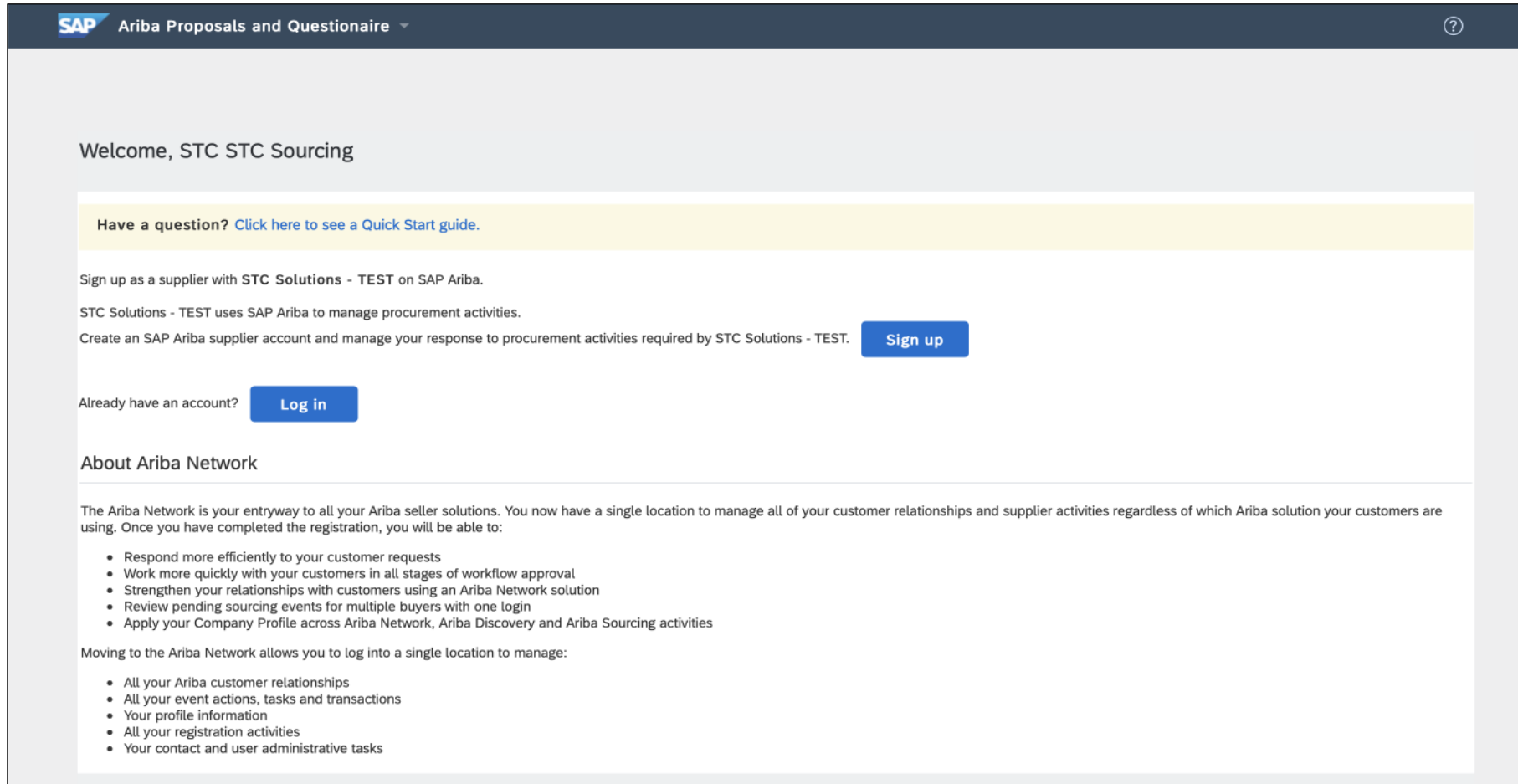
If you have questions about this RFP, contact Vendor Relation team via telephone at or via e-mail at [vendorrelation@stcs.com.sa](mailto:vendorrelation@stcs.com.sa).

We look forward to working with you!

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## Ariba network access

Supplier will log in by clicking the log in button If already account available. Otherwise Click on Sign up to create new account to participate in the RFP



The screenshot shows the SAP Ariba interface for 'Ariba Proposals and Questionnaire'. The header includes the SAP logo and a help icon. The main content area is titled 'Welcome, STC STC Sourcing'. A yellow banner contains the text 'Have a question? Click here to see a Quick Start guide.' Below this, there is a section for signing up as a supplier with 'STC Solutions - TEST' on SAP Ariba. It includes a 'Sign up' button and text explaining that STC Solutions - TEST uses SAP Ariba for procurement and that users can create a supplier account to manage responses. A 'Log in' button is provided for existing accounts. The 'About Ariba Network' section describes it as an entryway to seller solutions and lists benefits such as efficient customer requests, workflow approval, strengthened relationships, and single login for multiple buyers. It also lists tasks managed in a single location, including customer relationships, event actions, profile information, registration activities, and administrative tasks.

SAP Ariba Proposals and Questionnaire ?

Welcome, STC STC Sourcing

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

Sign up as a supplier with STC Solutions - TEST on SAP Ariba.

STC Solutions - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by STC 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 activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- 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
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

# Sign up

Fill the below mandatory details in order to create the account in Ariba network. Fill only the field with mandatory symbol and create the account accordingly.

### Create account

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

[Create account and continue](#) [Cancel](#)

#### Company information

*\* Indicates a required field*

Company Name: \*

Country: \*  If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Address: \*

City: \*

Postal Code: \*

State: \*

#### User account information

*\* Indicates a required field*

Name: \*   [SAP Ariba Privacy Statement](#)

Email: \*   
 Use my email as my username

Username: \*  Must be in email format(e.g john@newco.com) ⓘ

Password: \*  Must contain a minimum 8 characters including letters and numbers. ⓘ

# Sign up

Fill the below mandatory details in order to create the account in Ariba network. Fill only the field with mandatory symbol and create the account accordingly.

Form fields and instructions:

- Password:** \* [\*\*\*\*\*] Must contain a minimum 8 characters including letters and numbers. ⓘ
- Language:** English [v] The language used when Ariba sends you configurable notifications. This is different than your web b...
- Email orders to:** \* seyedwasif92@gmail.com Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

**Tell us more about your business**

**Product and Service Categories:** \* Enter Product and Service Categories [Add] -or- Browse  
Information technology consult... x

**Ship-to or Service Locations:** \* Saudi Arabia [Add] -or- Browse  
Saudi Arabia x

**Tax ID:** Optional Enter your Company Tax ID number.

**Vat ID:** Optional Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.

**DUNS Number:** Optional Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ

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 clicking the Create account and continue 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.

I have read and agree to the [Terms of Use](#)

I have read and agree to the [SAP Ariba Privacy Statement](#)

## Sign up

Fill the below mandatory details in order to create the account in Ariba network. Fill only the field with mandatory symbol and create the account accordingly.

The screenshot shows a registration form for Ariba. At the top, there are two optional fields: 'Vat ID: Optional' and 'DUNS Number: Optional'. The 'Vat ID' field has a placeholder text: 'Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.' The 'DUNS Number' field has a placeholder text: 'Enter the nine-digit number issued by Dun & Bradstreet. By'. Below these fields, there is a section for terms and conditions, including a paragraph about profile visibility and a paragraph about personal data access. At the bottom, there are two checked checkboxes: 'I have read and agree to the Terms of Use' and 'I have read and agree to the SAP Ariba Privacy Statement'. At the bottom right, there are two buttons: 'Create account and continue' and 'Cancel'. A modal dialog box is overlaid on the form, titled 'Potential existing accounts', with the message: 'We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.' and a 'Review accounts' button.

Vat ID: Optional

Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.

DUNS Number: Optional

Enter the nine-digit number issued by Dun & Bradstreet. By

**ⓘ Potential existing accounts**

We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.

[Review accounts](#)

Ariba will make your company profile, which includes the basic company information, available for r so anytime by editing the profile visibility settings on the Company Profile page after you have finish By clicking the Create account and continue button, you expressly acknowledge and give consent to Federation or other jurisdiction where you are located to Ariba and the computer systems on which t 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.

I have read and agree to the [Terms of Use](#)

I have read and agree to the [SAP Ariba Privacy Statement](#)

[Create account and continue](#) [Cancel](#)

# Sign up

Below page will let you know if there is any supplier account with the same name already exist, you can review and click "Continue Account Creation" if there are no similar supplier name exist.

The screenshot shows the SAP Ariba Proposals and Questionnaire interface. The page title is "Review duplicate Account". It contains a message and a list of instructions for the user. Below this is a table titled "Match Based On" with columns for COMPANY NAME, E-MAIL ADDRESS, DUNS NO., TAX ID, and ADDRESS. The table shows a match for "Integrated Computer Solution - Wasif" with email "seyedwasif92@gmail.com" and address "unystre Steet, Riyadh, Ar Riyadh, Saudi Arabia 89489".

Below the match table, there is a section "20 search results found | Search More" followed by a table of search results. The table has columns: SUPPLIER NAME, COUNTRY, STATE, DUNS, SUPPLIER ANID, COUNT OF RELATIONSHIPS, and ACTIONS. The visible rows are:

SUPPLIER NAME	COUNTRY	STATE	DUNS	SUPPLIER ANID	COUNT OF RELATIONSHIPS	ACTIONS
Star B2B Consulting Services	ARE	Dubai	-	AN01406234551	-	...
StarB2B	ARE	Dubai	-	AN01048900656	-	...
abcd co	ARE	-	-	AN01391472476	-	...
Ocean Oil Fielding Trading Establishment	SAU	Ar Riyadh	-	AN01310289257	2	...
FAISAL AL SHUHAIL CO. FOR TRADING	SAU	Ach Sharqiyah	-	AN01480787085	2	...



# Navigate to RFP

You can access the event directly once after logging into the ariba network

The screenshot displays the Ariba Sourcing user interface. At the top, the header includes the 'Ariba Sourcing' logo, navigation links for 'Company Settings', 'Wasif Supplier ICS', and 'Help Center', and a 'Desktop File Sync' button. Below the header, a breadcrumb trail shows '< Go back to STC Solutions - TEST Dashboard'. The main content area is titled 'Event Details' for 'Doc20844295 - test Wasif sourcing'. A yellow warning banner states: '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.' Below this banner are three buttons: 'Review Prerequisites', 'Decline to Respond', and 'Print Event Information'. On the left, a 'Checklist' sidebar lists: '1. Review Event Details', '2. Review and Accept Prerequisites', and '3. Submit Response'. The 'Event Overview and Timing Rules' section provides details: Owner: Wasif Syed, Event Type: RFP, Publish time: 5/31/2020 3:09 PM, Due date: 6/7/2020 3:09 PM, Currency: Saudi Riyal, and Commodity: Mobile phones 43191501. The footer contains a user session log, copyright information (© 1996-2019 Ariba, Inc.), and links to 'SAP Ariba Privacy Statement', 'Security Disclosure', and 'Terms of Use'.

# RFP Participation

Supplier confirms the RFP terms and condition and validates the pre requisites and click Ok before start submitting the actual quote

**Ariba Sourcing** Company Settings Wasif Supplier ICS

< Go back to STC Solutions - TEST Dashboard Desktop File Sync

### Prerequisites Doc20844295 - test Wasif sourcing

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.

Would you like to accept the Bidder Agreement? [View Bidder Agreement](#)

I accept the terms of this agreement.

I do not accept the terms of this agreement.

#### Prerequisites

Name ↑

▼ 2 Pre - Requisite Questions for Suppliers

2.1 Due Date for Submitting all your Questions is \_\_\_/\_\_\_/\_\_\_ \* Yes

Do you Agree? If yes, kindly select Yes. 🟢

2.2 Due Date for Posting our questions to all the suppliers is \_\_\_/\_\_\_/\_\_\_ \* Yes

Do you Agree? If yes, kindly select Yes. 🟢

3 Technical Section - For Suppliers

5 Commercial Section - For Suppliers

(\*) indicates a required field

OK Cancel

Wasif Supplier ICS (05-test.seyedwasif92@gmail.com) last visited 31 May 2020 10:16:32 AM Integrated Computer Solution - Wasif AN01526144474-T © 1996-2019 Ariba, Inc. All rights reserved.

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# RFP Participation

Press Select Lots to enter in the RFP details

**Ariba Sourcing** Company Settings ▾ Wasif Supplier ICS ▾ Help Center >>

< Go back to STC Solutions - TEST Dashboard Desktop File Sync

**Event Details** Doc20844295 - test Wasif sourcing Time remaining 6 days 18:51:25

Download Content Review Prerequisites **Select Lots** Print Event Information

Event Messages  
Response History  
Download Tutorials

▼ Checklist

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

▼ Event Contents

- All Content
- 2 Pre - Requisite Ques...
- 3 Technical Section - ...
- 5 Commercial Section ...

**Pre - Requisite Questions for Suppliers** (Section 1 of 3) Next >>

Name ↑	
▼ 2 Pre - Requisite Questions for Suppliers	
2.1 Due Date for Submitting all your Questions is __/__/__	Yes
Do you Agree? If yes, kindly select Yes. 🟢 ✓	
2.2 Due Date for Posting our questions to all the suppliers is __/__/__	Yes
Do you Agree? If yes, kindly select Yes. 🟢 ✓	

Next Section: Technical Section - ...

**Event Overview and Timing Rules**

Owner: Wasif Syed ⓘ Currency: Saudi Riyal  
Event Type: RFP Commodity: Mobile phones 43191501  
Publish time: 5/31/2020 3:09 PM  
Due date: 6/7/2020 3:09 PM

Wasif Supplier ICS (05-test.seyedwasif92@gmail.com) last visited 31 May 2020 10:16:32 AM Integrated Computer Solution - Wasif AN01526144474-T  
© 1996-2019 Ariba, Inc. All rights reserved.

SAP Ariba Privacy Statement Security Disclosure Terms of Use

Wasif Supplier ICS (seyedwasif92@gmail.com) last visit 5/31/2020 8:16 PM | STC Solutions - TEST | C2\_U14

# RFP Participation

Select the Lots and click confirm lots to enter in the RFP details

The screenshot shows the 'Ariba Sourcing' interface for document 'Doc20844295 - test Wasif sourcing'. The page title is 'Select Lots'. A navigation bar at the top includes 'Company Settings', 'Wasif Supplier ICS', and 'Help Center'. A breadcrumb trail shows '< Go back to STC Solutions - TEST Dashboard'. A 'Desktop File Sync' link is in the top right. A 'Cancel' button is located in the top right corner of the main content area.

Below the title, there is a checklist on the left side with four items: '1. Review Event Details', '2. Review and Accept Prerequisites', '3. Select Lots' (which is highlighted), and '4. Submit Response'. The main content area contains the following text: '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.' Below this text are two buttons: 'Select Lots' and 'Select Using Excel'. A section titled 'Lots Available for Bidding' contains a table with the following structure:

<input checked="" type="checkbox"/>	Name	Reason for not bidding
<input checked="" type="checkbox"/>	6 laptop	

Below the table is a 'Confirm Selected Lots' button. A second 'Cancel' button is located at the bottom right of the main content area.

At the bottom of the page, there is a footer with the following text: 'Wasif Supplier ICS (05-test.seyedwasif92@gmail.com) last visited 31 May 2020 10:16:32 AM Integrated Computer Solution - Wasif AN01526144474-T © 1996-2019 Ariba, Inc. All rights reserved.' On the right side of the footer, there are links for 'SAP Ariba Privacy Statement', 'Security Disclosure', and 'Terms of Use'.

# Enter Response

Enter the response details with the price and other technical information as requested by STCs

**Ariba Sourcing** Company Settings Wasif Supplier ICS Help Center

Go back to STC Solutions - TEST Dashboard Desktop File Sync

Console Doc20844295 - test Wasif sourcing Time remaining 6 days 18:50:03

Your response to the prerequisites has been submitted.

**All Content**

Name ↑	Price	Quantity	Extended Price
<b>2 Pre - Requisite Questions for Suppliers</b>			
2.1 Due Date for Submitting all your Questions is __/__/__	Yes		
Do you Agree? If yes, kindly select Yes. 🟢 ✓			
2.2 Due Date for Posting our questions to all the suppliers is __/__/__	Yes		
Do you Agree? If yes, kindly select Yes. 🟢 ✓			
<b>3 Technical Section - For Suppliers</b>			
3.1 Inco Terms	* CFR Cost and Freight		
	<input type="checkbox"/> Other		
3.2 Payment Terms	* 60 Days		
	<input type="checkbox"/> Other		
4 Please attach all Relevant and Miscellaneous attachment.	Attach a file		
<b>5 Commercial Section - For Suppliers</b>			
6 laptop	Less... 180.00 SAR	43 each	7,740.00 SAR

If required, attach a supporting file to your response: Attach a file

(\*) indicates a required field

Submit Entire Response Update Totals Save draft Compose Message Excel Import

# Submit Response

After completing the details, click on submit response to submit the quote to STCs, remember you need to click submit button in order to send the quote to STCs

The screenshot shows a software interface with a sidebar on the left containing navigation steps: 1. Review Event Details, 2. Review and Accept Prerequisites, 3. Select Lots, and 4. Submit Response. The main area displays a table titled 'All Content' with columns for Name, Price, Quantity, and Extended Price. The table contains several rows, including 'Pre - Requisite Questions for Suppliers' and 'Technical Section - For Suppliers'. A modal dialog box is centered on the screen, titled 'Submit this response?' with a green checkmark icon. The dialog contains the text 'Click OK to submit.' and two buttons: 'OK' and 'Cancel'. The background table is dimmed, showing rows with 'Yes' in the Price column and dropdown menus for 'CFR Cost and Freight' and '60 Days'.

# Revise Response

Quote successfully submitted to STCs and can be revised within the submission deadline clicking the "revise response" option

The screenshot shows the Ariba Sourcing interface for document Doc20844295. A green notification bar at the top states: "Your response has been submitted. Thank you for participating in the event." Below this, a blue "Revise Response" button is visible. The main content area is titled "All Content" and contains a table with the following items:

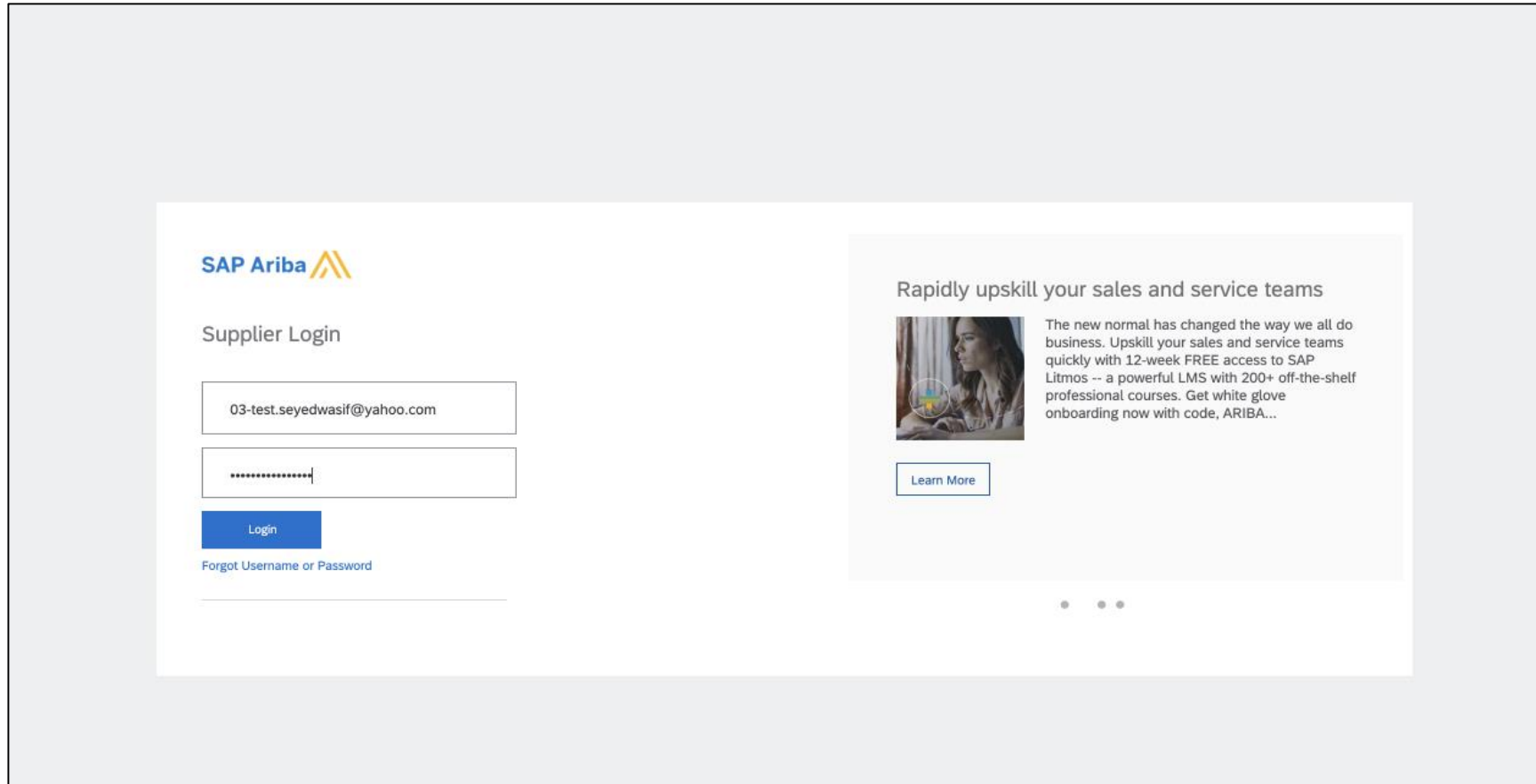
Name ↑	Price	Quantity	Extended Price
<b>2 Pre - Requisite Questions for Suppliers</b>			
2.1 Due Date for Submitting all your Questions is __/__/__	Yes		
Do you Agree? If yes, kindly select Yes. 🟢 ✓			
2.2 Due Date for Posting our questions to all the suppliers is __/__/__	Yes		
Do you Agree? If yes, kindly select Yes. 🟢 ✓			
<b>3 Technical Section - For Suppliers</b>			
3.1 Inco Terms	CFR Cost and Freight		
3.2 Payment Terms	60 Days		
4 Please attach all Relevant and Miscellaneous attachment.			
<b>5 Commercial Section - For Suppliers</b>			
6 laptop ▾	Less... ▾	180.00 SAR	43 each 7,740.00 SAR

At the bottom of the content area, there is a "Compose Message" button and a note: "If required, attach a supporting file to your response:"

## Log in again to check the status

You can log in again in the future if you need to check the RFP details or status of existing RFP by going into below URL.

[http://service.ariba.com/Supplier.aw/124999059/aw?awh=r&awssk=Dvt9\\_0z6&dard=1&ancdc=2](http://service.ariba.com/Supplier.aw/124999059/aw?awh=r&awssk=Dvt9_0z6&dard=1&ancdc=2)





# Sourcing Dashboard

In the sourcing Page, you can access the list of RFP submitted to you by STCs and the response.

The screenshot displays the SAP Ariba Sourcing Dashboard interface. The top navigation bar includes 'SAP Ariba Proposals & Questionnaires', 'Standard Account', 'Upgrade', and 'TEST MODE'. The main content area is titled 'STC SOLUTIONS - TEST' and contains a welcome message, an 'Events' table, a 'Registration Questionnaires' table, and a 'Qualification Questionnaires' table.

**Events Table:**

Title	ID	End Time ↓	Event Type
▼ Status: Completed (4)			
<a href="#">RFP Round 1 demo April 2020</a>	Doc18795989	4/16/2020 5:43 PM	RFP
<a href="#">220120 Demo RFP 01</a>	Doc15608037	1/22/2020 12:13 PM	RFP
<a href="#">200119 Sourcing Project RFP 01</a>	Doc15525320	1/19/2020 1:30 PM	RFP
<a href="#">Test RFP Round 1</a>	Doc14798079	12/18/2019 3:09 PM	RFP
▼ Status: Open (2)			
<a href="#">RFP Round 1 - demo April 2020</a>	Doc19164554	5/2/2020 5:54 PM	RFP
<a href="#">Untitled Sourcing Project</a>	Doc18922125	4/27/2020 4:23 PM	RFP
▼ Status: Pending Selection (14)			
<a href="#">Demo Quick 2 uploading of item</a>	Doc18922150	4/20/2020 5:27 PM	RFP
<a href="#">RFP Round 1</a>	Doc16828758	3/10/2020 2:49 PM	RFP
<a href="#">RFP Round 1</a>	Doc16931476	3/6/2020 11:16 PM	RFP

**Registration Questionnaires Table:**

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
<a href="#">STCS Registration Questionnaire</a>	Doc17997889	6/20/2020 9:12 AM	Registered

**Qualification Questionnaires Table:**

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Thank You