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.

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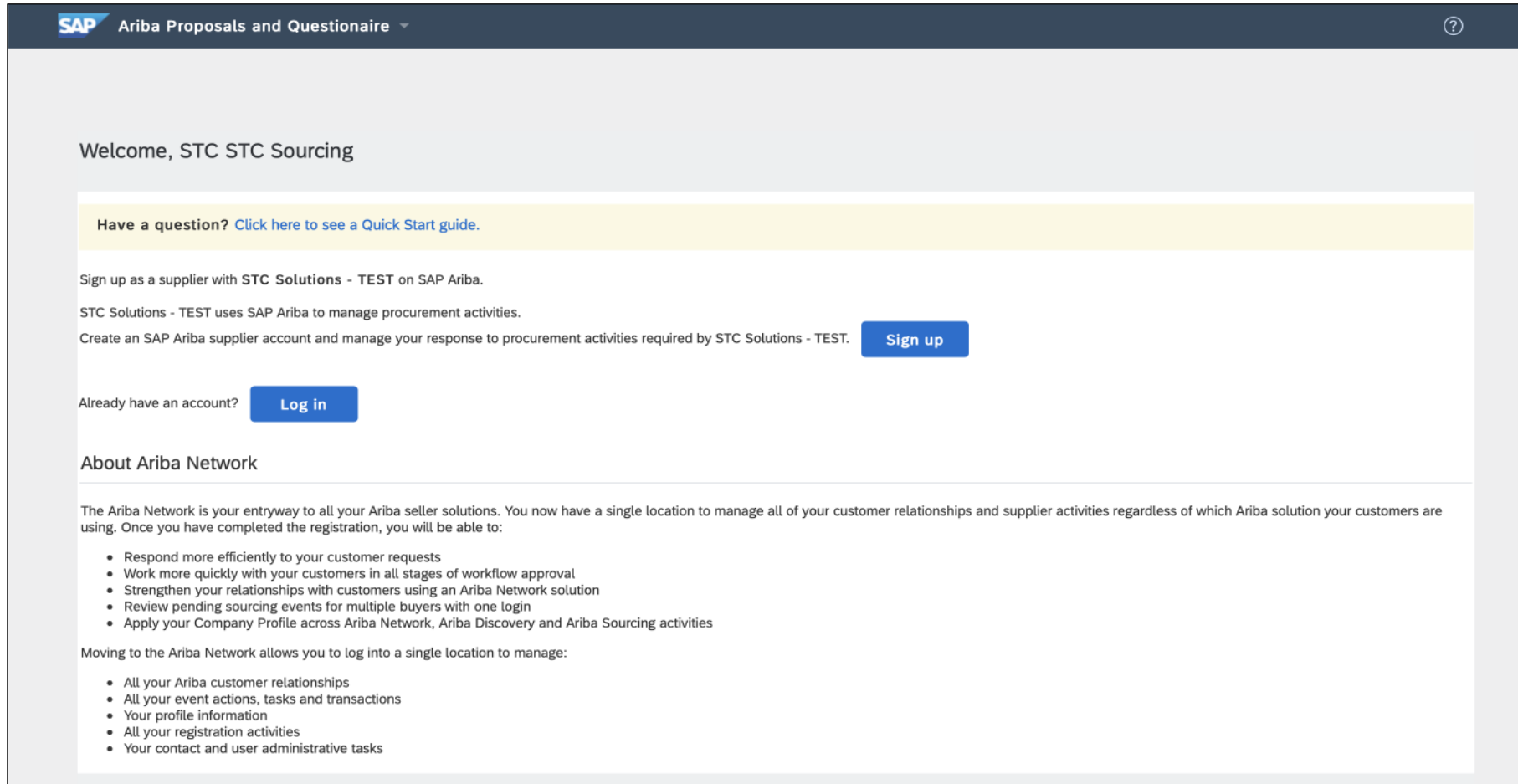
If you have questions about this RFP, contact Vendor Relation team via telephone at   or via e-mail at vendorrelation@stcs.com.sa.

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

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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.

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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.

Navigate to RFP

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

RFP Participation

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

RFP Participation

Press Select Lots to enter in the RFP details

RFP Participation

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

Enter Response

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

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

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Revise Response

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

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
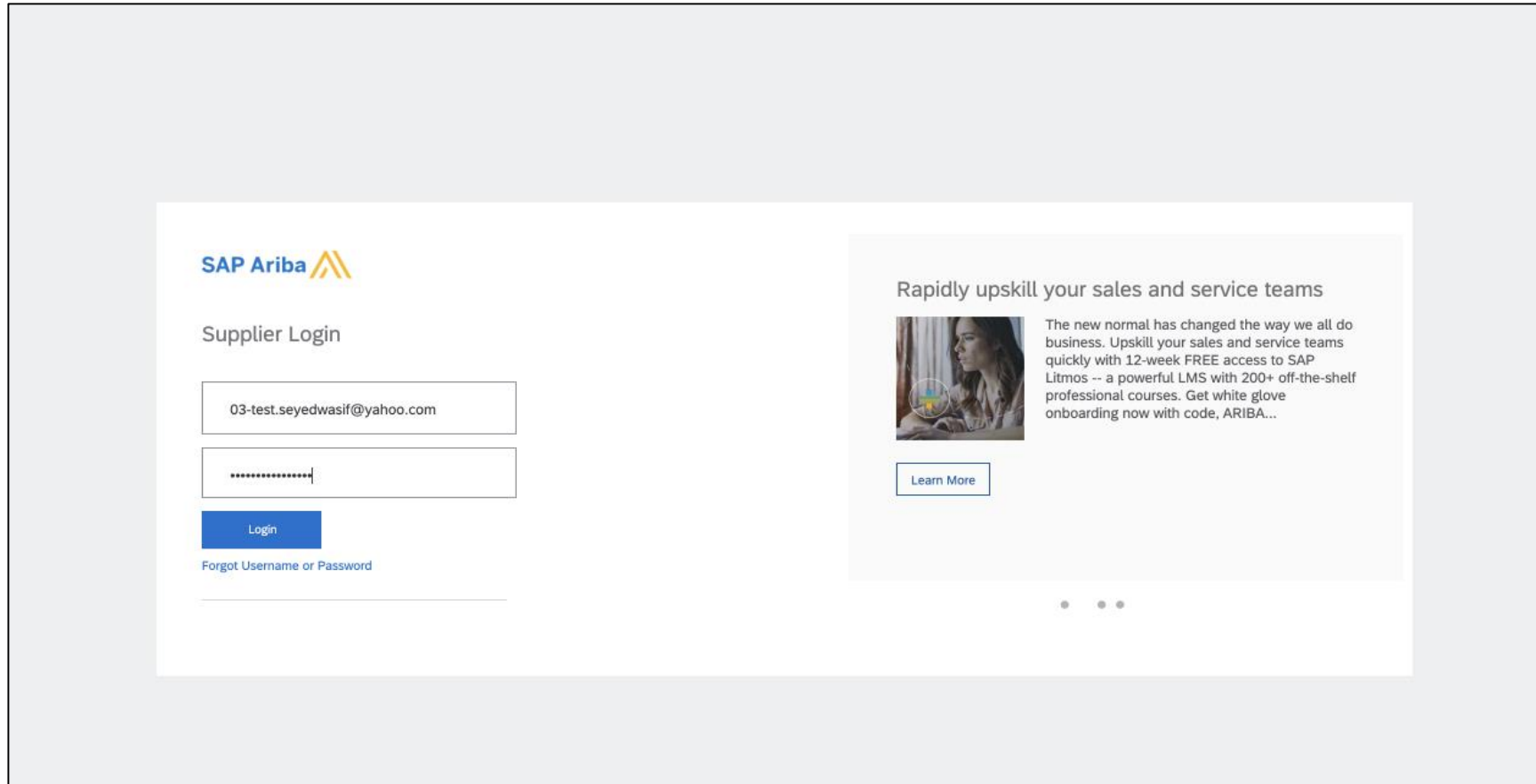
Sourcing Dashboard

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

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Thank You