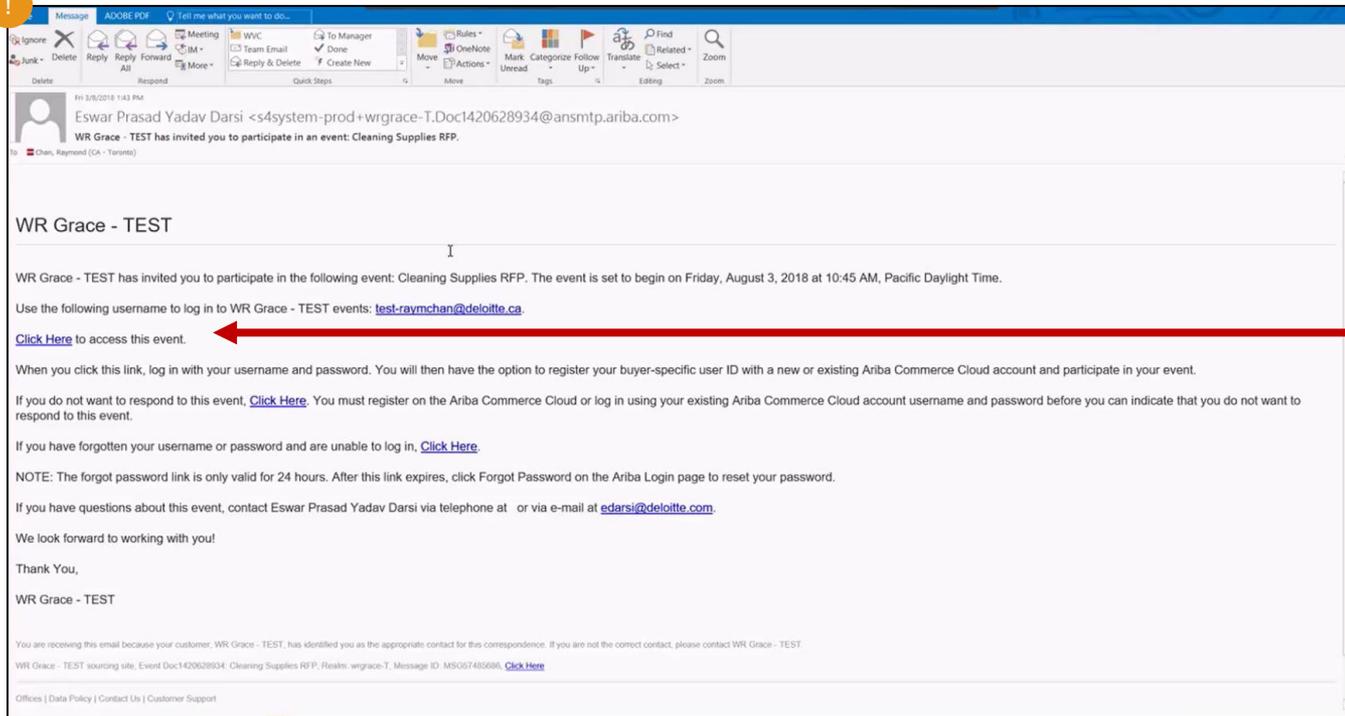# SAP Ariba
Sourcing for Suppliers
RFP Instructions

February 2023

The Sourcing event is now Live

The event is set up and available to the invited suppliers.

Each invited participant receives an email invitation to the event.

1 Click on the link to the SAP Ariba Supplier login where Supplier can respond to the email to be considered for the award.

Sample email sent to invited suppliers.

The Supplier View – Ariba Proposals Dashboard

Supplier must select the view for *Ariba Proposals and Questionnaires*. Then the RFP can be selected under EVENTS.

2 Drop down menu to toggle between Ariba dashboards.

3 Open and Pending Events are shown.

The Supplier View - Review Event Details

After selecting the event (RFP), the Checklist must be completed. 1. Review Event Details. 2. Review and Accept Prerequisites. 3. Submit Response. Begin first by clicking on the *Review Prerequisites* tab.

Click **Review Prerequisites** to view any required prerequisites.

The Supplier View - Review Prerequisites

The Supplier must accept the terms of this agreement.

5 The Supplier will not be able to move forward in the sourcing event if the "I do not accept" is selected.

6 Click on OK.

The Supplier View - Review Prerequisites

Then click on OK to submit the agreement.

7 Click OK to submit agreement to **Prerequisites**.

The Supplier View - Select Lots

The Supplier is guided to the RFP line items for review and response.

If "Lots" are included in the RFP, then the "Select Lots" tab is shown.

8

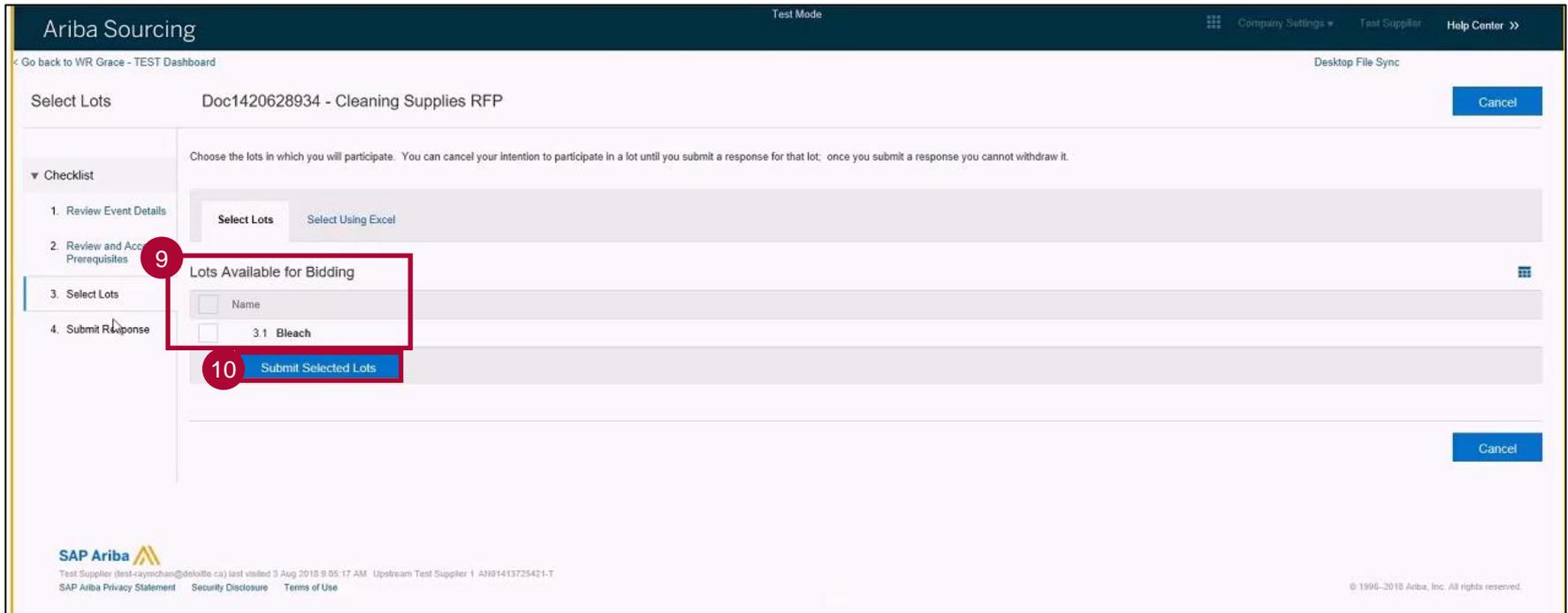Click on Select Lots if shown.

The Supplier View - Select Lots

The Lots available for bidding are listed, and Supplier can select one or more Lots to bid on. Supplier must select Lots first and then all lines will fully open to be able to respond and attach proposals as required.

9 Click the check box next to the available Lot to submit a bid.

10 Click **Submit Selected Lots**.

The Supplier View – Select Lots

Review all sections and line items. Content in sections may contain a question requiring a Yes/No answer. Other content may require a more detailed response. One section will contain **reference documents** to download to utilize in the **Supplier's proposal** that is required to be attached to this same line. Some RFPs may contain a final line item that requires the Supplier to enter their lump sum price bid.

> **!** Indicates the time to complete the proposal.

> **!** To download any reference documents for the event.

11 Review entire Lots that are open.

12 Upload Supplier Proposal and other documents.

13 Enter lump sum pricing if required.

The Supplier View – Select Lots

Example of view with attachment loaded and pricing entered by Supplier.

14 **15** Supplier proposal attachment and pricing are required if shown.

The Supplier View - Submit Response

Once Supplier has completed the RFP requirements, Click on Submit Entire Response. Once the response has been submitted, a confirmation prompt will display to confirm the intent to submit the agreement selected in the previous step.
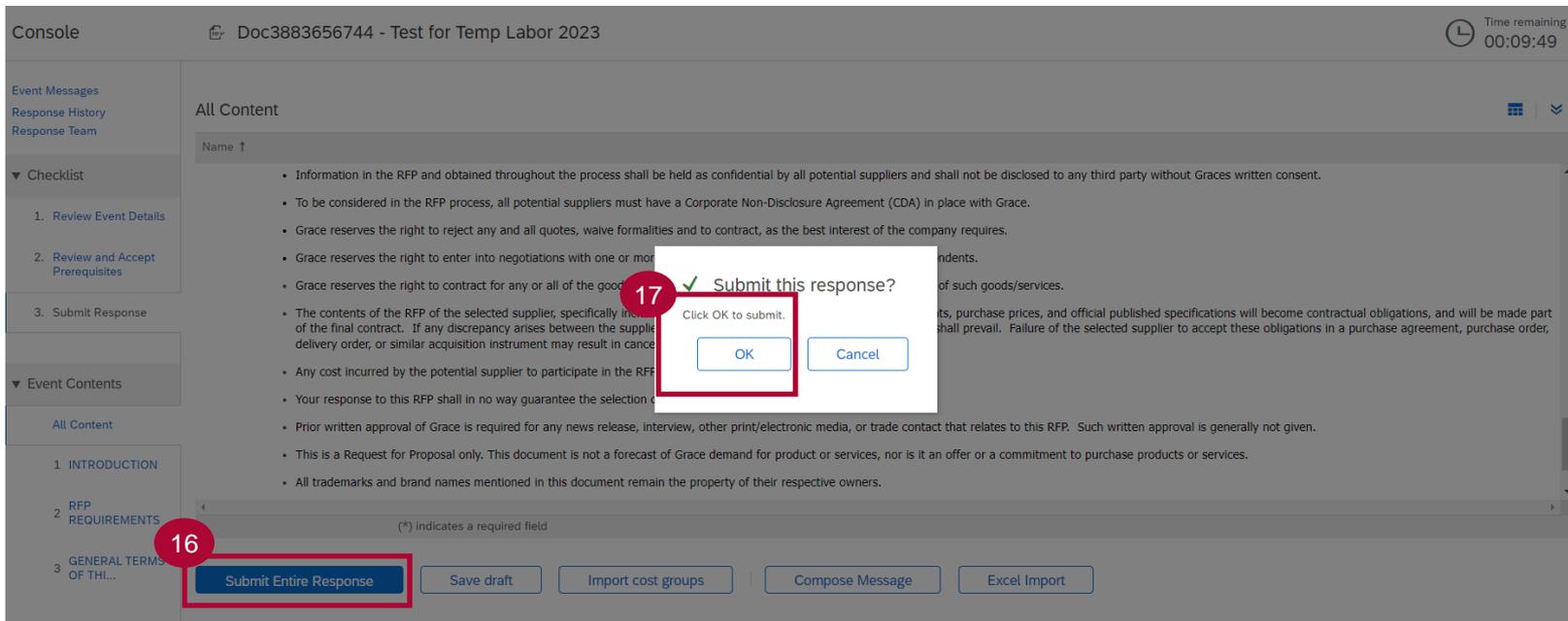
16 Click **Submit Entire Response**.

17 Click **OK** to confirm and submit.

The Supplier View

After the bid has been submitted, SAP Ariba displays the message *'Your response had been submitted successfully. Thank you for participating in this event.'* The Supplier can revise the response if needed until the time remaining expires.

18 Notification message indicating a successful submission.