

A stylized image of a planet's horizon against a black background. A bright sun is rising behind the horizon, creating a lens flare effect with several rays of light extending outwards.

SAP ARIBA SOURCING.

Guide for suppliers

Status: 2024/10

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FACC PROCUREMENT VISION

We actively shape an international resilient supply chain and aim to establish long-term relationships with our suppliers to support FACC's corporate objectives.



PURCHASING STRATEGY TARGETS

- Best cost purchasing based on TCA
 - Harmonization of materials
 - Optimization of logistics & packaging
 - Global market competitive sourcing
- Cash Flow Management
 - Consignment stock, payment terms
 - Vendor Managed Inventory (VMI) for C-articles and consumables
- Supply Chain performance enhancement and risk mitigation
 - Long term partnerships
 - 100% on cost, 100% on time, 100% on quality
 - Zero defects
 - Active supplier management using digital collaboration solutions**

DIGITAL PURCHASING PROCESS



DIGITAL PURCHASING PROCESS

FACC Supplier Portal/ E-Procurement Platform ARIBA

The FACC supplier portal was introduced several years ago and has been continuously developed ever since. This tool makes it possible to make purchasing processes more transparent and to handle them more efficiently. Furthermore, the flow-down of forecast data is operated in a timely and transparent manner.

With the introduction of the e-procurement platform SAP ARIBA, we are continuing our journey into the digital age in order to meet the current and future challenges of a dynamically changing world.

In a first step –autumn 2023- we will introduce ARIBA Supplier Management. ARIBA Sourcing and ARIBA Guided Buying will follow in future phases. The FACC supplier portal (www2.facc.com) will remain in place, ARIBA is intended to complement and expand our digital collaboration.

DIGITAL PURCHASING PROCESS

E-Procurement-Platform ARIBA

With SAP ARIBA, we support our partners in all classic tasks and ensure the digital transformation of the strategic purchasing process. It is the central network for providing and exchanging data and for deepening and simplifying the collaboration between purchaser and supplier.

We use ARIBA Supplier Management to register, qualify, segment and manage our suppliers. Through various questionnaires, you are asked to provide the requested information and all relevant aspects of your business, quality aspects and certificates.

With ARIBA Sourcing we can handle the tender process digitally and with ARIBA Guided Buying we optimise the purchase of catalogue items .

DIGITAL PURCHASING PROCESS

Will an ARIBA account be required?

FACC's procurement process is designed to ensure equal and fair treatment of suppliers, enabling participation in a competitive procurement process.

Suppliers wishing to participate in this process are asked to register as a FACC supplier through the ARIBA Business Network, a secure online database that FACC maintains for potential suppliers.

In SAP ARIBA, each (potential) FACC supplier is registered and qualified and **after successful qualification, can participate in tenders and the subsequent procurement process.**

It is planned that tenders will only be carried out via the ARIBA network.



The background of the slide is a low-angle, upward-looking photograph of several modern skyscrapers with glass facades. The buildings are set against a bright blue sky with scattered white clouds. A white commercial airplane is captured in flight, moving from the lower left towards the upper right of the frame. A large, solid black curved shape overlaps the bottom left corner of the image, serving as a background for the text.

GENERAL INFORMATION SAP ARIBA BUSINESS NETWORK SAP ARIBA SOURCING

GENERAL INFORMATION

Ariba Business Network Supplier View

SAP Business Network is a hosted service that connects suppliers to buying organizations, allowing them to conduct transactions over the internet.

Suppliers can have more than one account, each one possibly connecting to different buying organizations.

Suppliers use SAP Business Network to:

- Access a network of high-volume buying organizations.
- Connect with specific buying organizations that are interested in the supplier's products or services.
- Publish customer catalogs containing information and pricing that is customized for specific customers.

GENERAL INFORMATION

Ariba Business Network Supplier View

Suppliers use SAP Business Network to:

- Categorize products and services so that customers can find them when searching by category.
- Manage network catalog that includes products from all categories. Buyers on the SAP Business Network can easily search and view these products which results in possible new business for both suppliers and buyers.
- Select a routing method for the documents that best fit the supplier's business needs—suppliers can receive documents through email, fax, online (using your SAP Business Network inbox and outbox), cXML, or EDI, and send documents online.
- Conduct transactions electronically by sending purchase order confirmations, invoices, and other documents.

GENERAL INFORMATION

What is Ariba Guided Sourcing

- To help organizations achieve their strategic sourcing goals, SAP has the guided sourcing capability for SAP Ariba Sourcing to help streamline and automate sourcing processes.
- It can enable users to identify and qualify suppliers, create and manage sourcing events, and evaluate bids and proposals.
- It can provide a structured and guided approach to sourcing, helping organizations to efficiently identify the best suppliers and negotiate the best possible terms for their procurement needs, allowing them to complete more projects with less effort.

GENERAL INFORMATION

What is Ariba Guided Sourcing

- Ariba Guided Sourcing provides an interface for creating and managing procurement projects known as "sourcing events" (RFPs, RFIs or auctions).
- Prices and strategic sourcing information are obtained from potential supply sources, bids are managed and evaluated, and awards are made.
- In addition, purchasing elements (info records) can be synchronized into the SAP ERP system if required.

Improved usability

Rapid event creation, enhanced search, and contextual help



Faster execution

50% improvement in time to create an event

Intuitive user interface

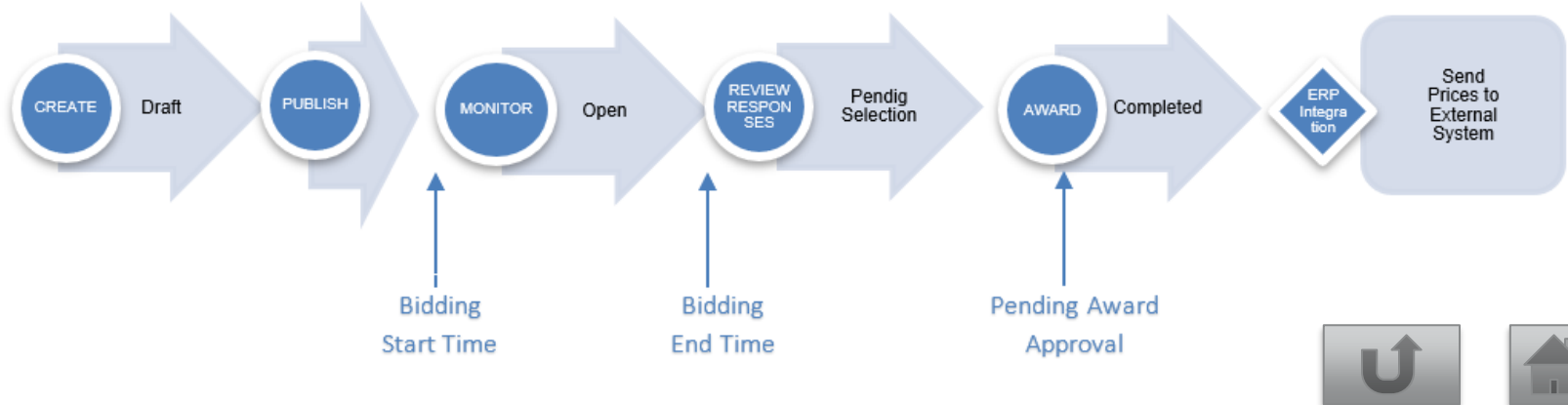
Faster adoption and increased user satisfaction

SOURCING PROCESS IN SAP ARIBA

Event Statuses

In SAP Ariba Sourcing, an event follows a process from creation to awarding contracts to participants. An event has a status, corresponding to each stage in the event process, which determines the actions you can take.

The following diagram illustrates the event process:



REGISTRATION IN THE ARIBA NETWORK

HOW SUPPLIERS CONNECT WITH FACC

Registration / Log in

Find more information here:

- ✦ FACC Supplier Guide SLP available on our Homepage:
<https://www.facc.com/en/Supplier>
- ✦ You receive an email from FACC for registration, qualification, invitation to the sourcing event. Follow the link with "Click here" – Log in / Register
- ✦ Use SAP Help Documentation [Introduction to SAP Business Network](#)
- ✦ SAP Tutorial [Walk-Up Registration \(ondemand.com\)](#)



YOUR SORCING EVENTS NOTIFICATIONS COMMUNICATION



YOUR SOURCING EVENTS

Open your Dashboard

You can access to the Supplier Dashboard in 2 ways:

A) If you already have a log-in, the link in the Invitation-E-Mail leads you directly to the Event table list.

B) You also can log-in to Supplier.ariba.com and open the relevant RFQ here.

Select Ariba **Proposals & Questionnaires** from the solution menu in the upper left corner. The Events table appears.

If you do not have a log-in follow the steps described in our **FACC Supplier Guide for Registration, Qualification, Certification.**

FACC Operations GmbH Test

FACC Operations GmbH Test has invited you to participate in the following event: ANHEMET 20240601 - RFQ Guide Example. The event is set to begin on Saturday, June 1, 2024 at 5:35 AM, Pacific Daylight Time.

Use the following username to log in to FACC Operations GmbH Test events:
ANHEMET20240601@acc.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.

The screenshot shows the SAP Business Network user interface. At the top, it displays 'Business Network' with a dropdown arrow, 'Standard Account', and a 'Get enterprise account' button. Below this is a navigation bar with 'Home', 'Workbench', 'Catalogs', and 'Assessments'. A dropdown menu is open under 'Home', listing 'SAP Business Network Discovery', 'Ariba Proposals & Questionnaires' (highlighted in yellow), 'Ariba Contract Management', and 'SAP Business Network'. In the bottom right corner, there is a 'Leads' button and a 'Getting started' notification with a '5' badge.

EVENT STATUS

Events table

The **Event table** lists all of your current and past events.

The first column in your event list displays the title of the project, as well as its current status. There are four status levels for events:

Completed

The event is finished, business has been awarded to a supplier.

Open

The event is currently open for viewing or bidding.

Pending Selection

The event is finished, but buyer has not yet made an award decision.

Preview

The event has not yet opened but you are able to access and view the details.

The screenshot shows the SAP Business Network interface. The top navigation bar includes 'Business Network', 'Standard Account', and 'Get enterprise account'. Below the navigation bar, there are links for 'Home', 'SAP Business Network Discovery', 'Workbench', 'Catalogs', and 'Assessments'. A search bar contains 'Arriba Proposals & Questionnaires'. Below the navigation bar, there is a section for 'Arriba Contract Management'.

The main content area displays the 'Events' table. The table has the following columns: Title, ID, End Time, Event Type, and Participated. The events are grouped by status:

Title	ID	End Time	Event Type	Participated
▶ Status: Completed (7)				
▼ Status: Open (4)				
Arriba Contract Management	Doc2018704744	28/6/2024 08:48	RFP	Yes
Arriba Contract Management	Doc2014729679	15/6/2024 14:35	RFP	Yes
Arriba Contract Management	Doc2009354383	12/6/2024 09:59	RFP	No
Arriba Contract Management	Doc1996385161	10/6/2024 14:35	RFP	No
▶ Status: Pending Selection (2)				

YOUR SOURCING EVENTS

Viewing Event Details

1. Open the **Events** table, as described in [Viewing Your Sourcing Events](#). Under “Status: Open” you will find all running FACC Sourcing Events to which you are invited.
2. **Click an event title** in the **Events** table.

Title	ID	End Time ↓	Event Type	Participated
▶ Status: Completed (6)				
▼ Status: Open (4)				
ANHEMET 20240601 - RFQ Guide Example	Doc2014729679	15/6/2024 14:35	RFP	No

The **Review Event Details** page displays information about the event.

SAP Ariba displays an **Event Countdown Clock** in the upper right corner, that shows how much time is remaining to submit your response to FACC.

You can no longer submit or revise a response when the event bidding time has ended!

Ariba Sourcing

Company Settings ▾ Lucia Raynolds ▾ Feedback Help ▾ Messages

Go back to FACC Operations GmbH Test Dashboard

Console Doc1996385161 - ANHEMET Kopie Test DE

Desktop File Sync

Time remaining 9 days 00:17:33

YOUR SOURCING EVENTS

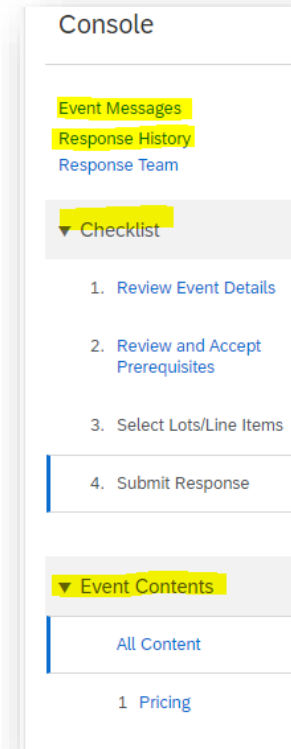
Viewing Event Details

In the left margin of the **Review Event Details** page is an event console from which you can:

- click **Event Messages** to view messages for the event.
- click **Response History** to view your responses and bids for the event.

The **Event details checklist** guides you through the steps required for participation in the event.

The **Event contents** overview includes shortcuts to different sections of the event.



NOTIFICATIONS

General

SAP Ariba Sourcing automatically generates email notifications to inform you about the state of an event. If a buyer cancels/updates an event while in progress, the system automatically sends participants both an instant message and an email, since participants are probably signed in at that time.

For example:

- When a buyer publishes/changes an event, the system automatically sends invitation/notification email to invited participants.
- Participants get an email when the event is closed.
- Participants only get an Award email in case the buyer manually chooses this option during Event Awarding.

COMMUNICATION WITH BUYERS

General

In principle, you can contact the responsible strategic buyer at FACC by E-Mail. However, if the message should be stored at the Ariba Sourcing Event, please use the Event Message Tool in the relevant Sourcing Project.

As soon as questions, doubts or uncertainties arise, communicate with FACC! Ask questions as soon as possible, to give FACC enough time to provide a complete answer.

In case you need more time to submit a response to the RFQ, please communicate with the responsible strategic buyer at FACC.

COMMUNICATION WITH BUYERS

You communicate with buyers by sending and receiving messages.

1. [Open the event](#) for viewing.
2. Navigate to the event console (the pane on the left of the event page) and click **Event Messages**.

The **Event Messages** page appears.

3. Choose a message and click **View** if you want to view it.
4. Mark a message and click Reply if you want to reply to this message.
5. Choose **Compose Message** to create a message (attachment possible).
6. Click **Back to Console** to return to the event page.

The screenshot displays the 'Console' interface with a sidebar containing 'Event Messages' (highlighted with a red box). The main area shows a 'Messages' table with columns for Id, Reply Sent, Sent Date, and From. The first message is selected. At the bottom, there are buttons for 'View', 'Reply', 'Compose Message', and 'Download all attachments'. A 'Back to Console' button is highlighted with a red box in the bottom right corner of the message list.

	Id	Reply Sent	Sent Date ↓	From
<input checked="" type="radio"/>	MSG238799362	No	01/06/2024 19:13	FACC Operations GmbH Test
<input type="radio"/>	MSG238765395	No	01/06/2024 19:05	FACC Operations GmbH Test
<input type="radio"/>	MSG238794408	Not Applicable	01/06/2024 19:05	ANHEMET Test GmbH
<input type="radio"/>	MSG238794407	Not Applicable	01/06/2024 18:56	ANHEMET Test GmbH
<input type="radio"/>	MSG238794406	Not Applicable	01/06/2024 18:54	ANHEMET Test GmbH
<input type="radio"/>	MSG238794405	Not Applicable	01/06/2024 18:25	ANHEMET Test GmbH
<input type="radio"/>	MSG238794404	Not Applicable	01/06/2024 18:24	ANHEMET Test GmbH
<input type="radio"/>	MSG238794403	Not Applicable	01/06/2024 17:51	ANHEMET Test GmbH
<input type="radio"/>	MSG238765379	Not Applicable	01/06/2024 14:35	ANHEMET Test GmbH

PARTICIPATING IN SOURCING EVENTS



CHECKLIST EVENT PARTICIPATION

Are you ready to participate in a Sourcing Event (RFQ)?

Use this checklist:

- ✓ **FACC** sent **invitation** to participate in a Sourcing Event
- ✓ Inform FACC (contact mentioned on the invitation) in case you are not responsible for submitting a response to this RFQ and do not forward internally! FACC will re-send the RFQ to the right contact person directly.
- ✓ **Register** to Ariba / Update **Login** Data
- ✓ Verify if your **contact information** is up-to-date and correct.
- ✓ **View/Accept** bidder agreement
- ✓ **View** event **details** / attachments
- ✓ **Ask questions** as soon as possible, to give FACC enough time to provide a complete answer.
- ✓ Check the **bidding time** and submit your quote in good time.

PARTICIPATING IN SOURCING EVENTS

Videos from SAP

Suppliers Responding to a RFx on the Ariba Network - Part 1

https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_5jpp2dbb

New Suppliers Responding to a RFX - Part 2:

https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_ncj7ypgn

PARTICIPATING IN SOURCING EVENTS

Process Step Overview

1. Open the Event.
2. Accept a bidder agreement.
3. Check details/attachments.
4. Select Lots or Line Items.
5. Enter responses to the individual questions.
6. Enter prices.
7. Optional: Pause the event and continue later.
8. Update Totals to calculate/verify extended prices
9. Submit your response

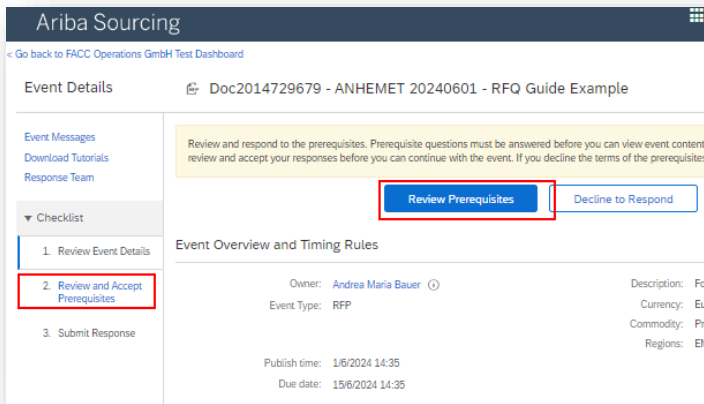


You cannot delete a response after it has been submitted. You only can edit your response as long as the event is in OPEN phase.

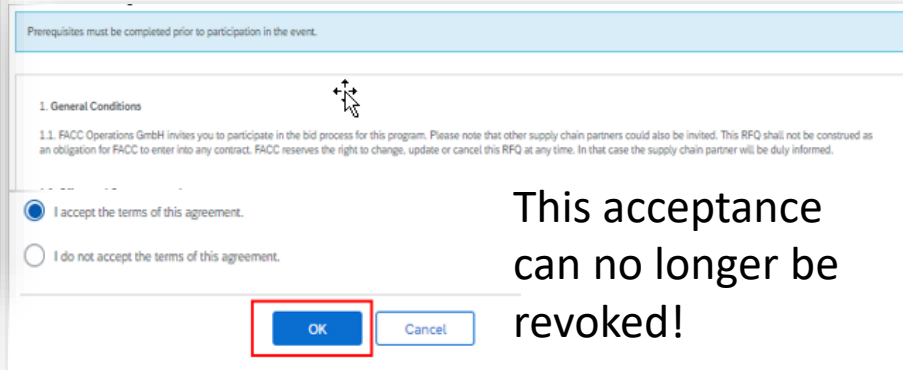
PARTICIPATION

Acceptance or rejection of the invitation.

FACC requires that you **accept a bidder agreement**, before you can gain access and participate in their event.



Read through the Bidder agreement and accept as follows:



This acceptance can no longer be revoked!

If you do not want to participate in the event, click on **Decline to Respond**

PARTICIPATION

Selecting Lots or Line Items

Please select lots or line items and click on “Confirm Selected Lots/Line Items” before submitting prices.

Select Lots Doc1996385161 - ANHEMET Kopie Test DE

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.

▼ Checklist

- Review Event Details
- Review and Accept Prerequisites
- Select Lots/Line Items
- Submit Response

Select Lots/Line Items Select Using Excel

Lots Available for Bidding

<input type="checkbox"/>	Name	Reason for not bidding
<input checked="" type="checkbox"/>	1.0 Artikel 1	(no value)
<input type="checkbox"/>	2.0 Artikel 2	(no value)

Confirm Selected Lots/Line Items

Reason for not bidding dropdown menu options:

- (no value)
- We don't carry a compatible part/material
- We don't supply at the requested quantity
- Discontinued Item
- We are at full capacity currently
- Missing/Lack of information provided
- Other

If you do not wish to bid, enter a reason for not bidding.

PARTICIPATION

Enter Prices / Requested Data

On the Submit Response page, enter prices and details for the requested fields.

Mandatory fields are marked with “*”.

Navigate through the RFP=RFQ by using shortcuts to different sections/questions.

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots/Line Items
4. Submit Response

▼ Event Contents

All Content

- 1 Section A
- 2 Section B
- 3 Duration of the Cont...
- 4 Incoterms
- 5 Payment Terms
- 6 Consignment Stock
- 7 What are your lead t...
- 8 Concept proposal for...
- 9 Milestone plan - dev...
- 10 Cost Break Down

All Content

Name ↑

2.1 Article 1 ▼ Total Contract RC+NRC / Base UoM: [] [] [] [] [] []

Country of Origin:	* AT - Austria ▼
Estimated Contract Quantity:	500 each
Average Annual Quantity:	250 each
Numerator for Conversion of Order Unit to Base Unit:	1
Denominator for Conversion of Order Unit to Base Unit:	1
Order Unit of Measure:	* EA - each ▼
Raw Material Costs / Order UoM:	* €33.00 EUR
Machining Labor / Order UoM:	* €22.00 EUR
Post Processing / Order UoM:	* €15.00 EUR
Hardware Costs / Order UoM:	* €17.00 EUR
Assembly / Labor / Order UoM:	* €5.00 EUR
G&A / Order UoM:	* €0.00 EUR
Profit / Order UoM:	* €0.00 EUR
Freight Costs / Order UoM:	* €0.00 EUR
Price per:	* 1
Minimum Order Quantity / Order UoM:	* 1
Non-recurring Costs:	* €250.00 EUR
Lead Time (Calendar days):	* 14

PARTICIPATION

Enter responses to the individual questions.

FACC requires that you answer some questions for example regarding Incoterms, Payment Terms, Lead Times, Consignment Stock agreement and so on.

Some Question Items' may require to add an attachment.

The screenshot displays the FACC participation interface. On the left, a sidebar shows a list of sections: 1 Section A, 2 Section B, 3 Duration of the Cont..., 4 Incoterms, 5 Payment Terms, 6 Consignment Stock, 7 What are your lead t..., and 8 Concept proposal for... The '4. Submit Response' button is highlighted in red. The main area shows a list of questions, with question 8.1 selected. The question text is: '8.1 Concept proposal for fabrication, qualification and certification'. Below the question, there is a red box containing the text '*Attach a file' with a plus icon. To the right of this box is a tooltip that says 'Add comment and opti'. Below the question, there is an 'Add Attachment' section with an 'OK' button highlighted in red. Below this, there is a text input field for the attachment location, with a 'Choose File' button highlighted in red. The text input field contains the text: 'Supplier Let..._2024_sl.pdf'. Below the text input field, there is an 'OK' button highlighted in red.

Question ID	Question Text	Response
3.0	Duration of the Contract	
3.1	Duration of the contract (in years)	2
4.0	Incoterms	
4.1	Do you agree to our standard incoterm (DAP)?	* Yes
5.0	Payment Terms	
5.1	Do you accept the payment term 120 days net / 30 days 3% discount?	* No
5.2	Please specify the payment term	* 12 - within 60 days Due net
6.0	Consignment Stock	
6.1	Do you have a valid consignment stock agreement with FACC?	* Yes
7.0	What are your lead times for (in calendar days):	
8.0	Concept proposal for fabrication, qualification and certification	
8.1	Concept proposal for fabrication, qualification and certification	*Attach a file

Add Attachment

Enter the location of a file to add as an Attachment. To search for a particular file, click Browse... When you have finished, click OK to add the attachment.

Attachment: **Choose File** Supplier Let..._2024_sl.pdf
 [Or drop file here]

OK Cancel

PARTICIPATION

General Attachments / Item Attachments / Download

General Attachments from FACC can be found under “Attachments” at the Event Contents. Here you can attach general documents regarding this RFQ as well.

There is the possibility to add individual **Line Item Attachments**.

Restrictions:
 <100 MB per item
 Only 1 file or ZIP file with multiple files

Attachments	
Name ↑	
▼ 13.0 Attachments	
13.1 FACC Attachments	RFQ_Document_FACC_XXXXXX.docx ▼
13.2 Supplier Attachments	Attach a file

Download of all Attachments is possible with the button Excel Import and then “Download Attachments”.

Import Response from Excel

This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add a new attachment, click "Attach a file".

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 Attachments".

Download Content
Download Attachments

PARTICIPATION

Enter prices.

- Mandatory fields are marked with a “*” (e.g. Country of Origin)
- Optional fields are shown as entry fields without a “*” (e.g. Supplier Part ID), if pre-filled they can be overwritten (e.g. MOQ)
- Formula terms are greyed out. They are calculated by using the “Update Total Button” (e.g. Average Annual RC costs”)
- FACC mandatory field are greyed out.

Total Contract RC+NRC / Base UoM:	<input type="checkbox"/>	€0.00 EUR
Country of Origin:	*	<input type="text" value="AT - Austria"/>
Estimated Contract Quantity:		50 each
Average Annual Quantity:		50 each
Numerator for Conversion of Order Unit to Base Unit:		1
Denominator for Conversion of Order Unit to Base Unit:		<input type="text" value="1"/>
Order Unit of Measure:	*	<input type="text" value="EA - each"/>
Raw Material Costs / Order UoM:	*	<input type="text" value="99"/> EUR
Machining Labor / Order UoM:	*	<input type="text" value="33"/> EUR
Post Processing / Order UoM:	*	<input type="text" value="21"/> EUR
*		
Minimum Order Quantity / Order UoM:	*	<input type="text" value="1"/>
Non-recurring Costs:	*	<input type="text" value="0"/> EUR
Lead Time (Calendar days):	*	<input type="text" value="30"/>
Recurring Costs / Base UoM:		€0.00 EUR
Average Annual Recurring Costs / Base UoM:		€0.00 EUR
Total Contract Recurring Costs / Base UoM:		
Reorder Value:		€0.00 EUR
Supplier Part Id:		<input type="text"/>
Revision Level:		
Supplier Part Description:		<input type="text"/>
Quantity per SS in Base UoM:		1
RC price per SS:		€0.00 EUR
FACC Attachments:		
Supplier Attachments:		Attach a file

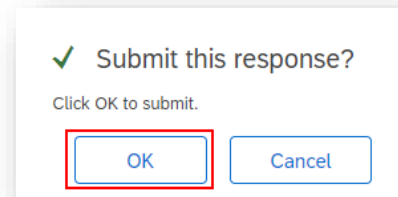
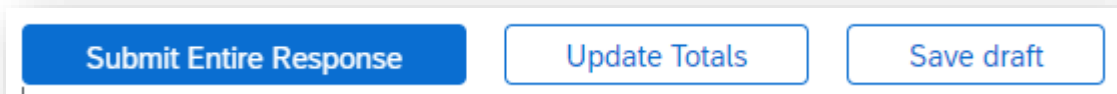
PARTICIPATION

Pause and save draft or Update Totals and Submit Response

If you want to pause the entry of the offer, use the **Save Draft** button to resume the work later.

When you have completed your response, click **Update Totals** to calculate/verify extended prices.

When you have verified your response, click **Submit Entire Response** to submit it to FACC.



After you submit your response, you'll see a confirmation message at the top of the page. You can revise a response as long as the event is in **Open** status. (see chapter *Revise response / Alternatives*)”



You have submitted a response for this event. Thank you for participating.

REVISE RESPONSE / ALTERNATIVES

REVISE RESPONSE

After you submit your response, you can revise it as long as the event is in **Open** status.

1. [Open the Sourcing Event](#).

2. Press Button



3. Confirm the Revise Response Pop-Up with „OK“.

4. Enter your change.

5. With button „Reload Last Bid“ you can populate the screen showing most recent bid values.

6. With button „Sync. Primary Bid“ you can populate the screen showing primary bid values.

7. Submit revised response.



⚠ Revise Response?

You have already submitted a response for this event. Click OK if you would like to revise your response.

OK

Cancel



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

CREATING ALTERNATIVES

General Information Alternatives

Alternative bidding gives you the ability to submit alternate bids after you have submitted a primary bid.

Alternative bids allow buyers to collect the pricing they want, but also allows you to submit a response in such a way that you feel is best.

For example, buyers want to collect pricing based on Payment Term 120 days net. However, you may want to stand out by offering a better Payment Term at similar price. When alternative bidding is enabled, you can provide this information after you have submitted your primary bid.

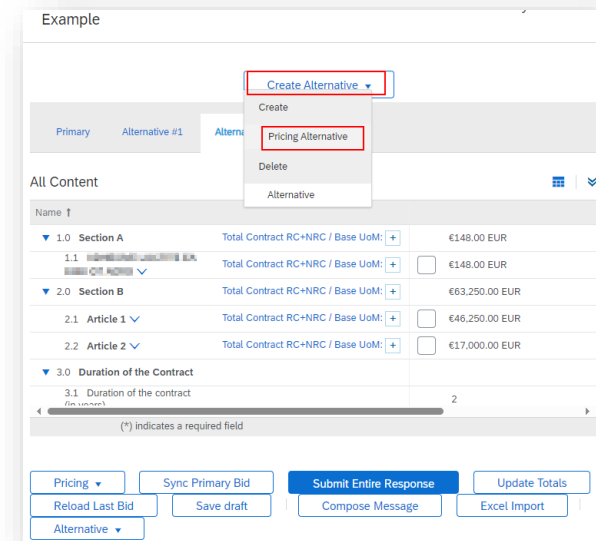
SAP Ariba shows the pricing alternative as a new tab. The value that you entered in the **Alternative Name field** appears as the tab name.

Buyers can then view the primary and alternative pricing responses and decide what meets their needs the best.

CREATING PRICE ALTERNATIVES

After you submit your response, you can submit Pricing Alternatives as long as the event is in **Open** status.

1. [Open the Sourcing Event.](#)
2. Click **Create Alternative > Pricing Alternative**
SAP Ariba shows the Select Alternative Items page.
3. Enter a value in the **Alternative Name** field.
4. Select the items you want to include in your alternative bid and confirm with OK.
5. Modify your alternative bid as necessary.
6. Click **Submit Alternative Response** when you are ready to submit your alternative bid.



Sync Primary Bid to reset your alternative bid values to the values from your primary bid.
Reload Last Bid to clear any changes in the bid entry boxes and display the last valid bid you submitted.

CHANGE/DELETE PRICE ALTERNATIVES

After submission, you can change a Pricing Alternative as long as the event is in **Open** status.

1. [Open the Sourcing Event](#).
2. Click **Revise Response** > confirm with OK
3. Select the Alternative you want to change.
4. Modify your alternative bid as necessary.
5. Click **Update Totals** and verify your changes.
6. Click **Submit Entire Response** > confirm with OK



*You can delete alternative bids before you submit your response.
You cannot delete an alternative response after it has been submitted.*



PARTICIPATION USING EXCEL

PARTICIPATION USING EXCEL

General

- You can enter responses (Prices/Questions) by using the Supplier Interface (see chapter “Participating in Sourcing Events”).
- Alternatively, you can download the content of an RFx as an Excel document, fill out the responses offline and then upload back into the account to update the responses on the Supplier Interface.
- This allows you the flexibility to fill out the response offline at your own speed.

https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_s48se3rs

PARTICIPATION USING EXCEL

Process

1. Open the Event.
2. Accept the bidder agreement.
3. Check details/attachments.
4. Select Lots or Line Items.
5. Answer Questions in Supplier Interface (You also could answer questions in Excel but some questions are “Dependent questions” that do not work in Excel!).
6. Download RFx content.
7. Fill out the response in Excel offline.
8. Upload the file into your account.
9. Optional: Pause the event and continue later.
10. Update Totals to calculate/verify extended prices
11. Submit your response

Steps 1-4 and 8-10 are described in chapter “Participating in Sourcing Events”



*You cannot delete a response after it has been submitted.
You only can edit your response as long as the event is in OPEN phase.*

PARTICIPATION USING EXCEL

Download RfX content

You have opened your Event, accepted the bidder agreement and selected your lots. Now you are at the “Submit Response” step and can download the RfX content by clicking the button “Excel Import”:

[Excel Import](#)

Click “Download Content” and open the file.

Import Response from Excel

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](#)

- Step 2.** Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

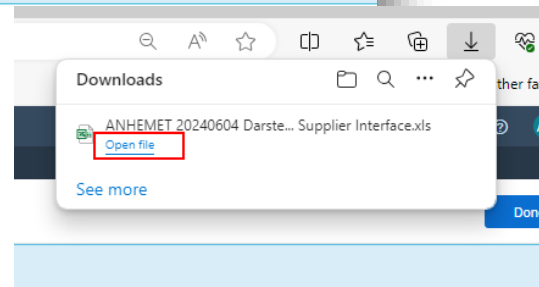
- Step 3.** Locate the saved Excel file on your computer using the Browse button.

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](#)



PARTICIPATION USING EXCEL

Fill out the response in Excel

The file contains all the information required for the RFQ (separate tabs). The first tab is a guide how to fill out the file, the other tabs contain Questions, Items and eventually Pricing Conditions that need your attention.

Screen of first tab

Submit the answers to the questions.

Instructions
 Proceed through each worksheet using the tabs at the bottom of the window and fill out the required information. When complete, save the file to your computer desktop and upload it to the application.

General Guidelines and Cell Legend
 Some of the cells in the following sheets require that you enter data, some can optionally be edited, and some are read-only. This is indicated by the color and border

- Header and System ID Information. Do not modify this cell or the import may fail.
- Help Information. Do not modify this cell or the import may fail.
- Bidding data. These cells are required. The column heading for these cells also has an asterisk (*) in it.
- Optional data
- Without the border, read only data

Text Format Help: Please prefix an apostrophe (') if you want to format data in a cell as text rather than a number or a date. For example, if you want to enter 50000000 as text then you need to enter '50000000' in the cell. Another workaround is to first change the cell format type to 'Text' within Excel and then enter the values.

Open every individual tab and enter prices/terms as requested.

Answers for questions are already shown in case you've entered them on the Supplier Interface (preferred).

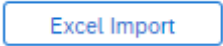
Save and Close the file.

A	B	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
Number	Name	Currency	Unit of Measure	* Country of Origin	Estimated Contract Quantity	Average Annual Quantity	Numerator for Conversion of Order Unit to Base Unit	Denominator for Conversion of Order Unit to	* Order Unit of Measure	* Raw Material Costs / Order UoM	* Machining Labor / Order UoM	* Post Processing / Order UoM	* Hardware Costs / Order UoM	* Assembly / Labor / Order UoM	* G&A / Order UoM	* Profit / Order UoM	* Freight Costs / Order UoM	* Price per
1	Artikel 1	EUR	each		50	50	1	1	EA - each	33	22	0	5	3	0	0	0	1

PARTICIPATION USING EXCEL

Upload the file into your account

Open your event which is at status “Submit Response” and press the button “Excel Import”

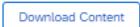


Choose File and click “**Upload**”, confirm message with OK

Import Response from Excel

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”.

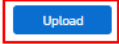


Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

Step 3. Locate the saved Excel file on your computer using the Browse button.



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.



✓ **Import Successful**

Your response has been imported successfully. Click the **Submit Entire Response** button, as soon as it appears on the page.

OK

Response has been imported into your Event, continue as usual.



RESPONSE TEAMS

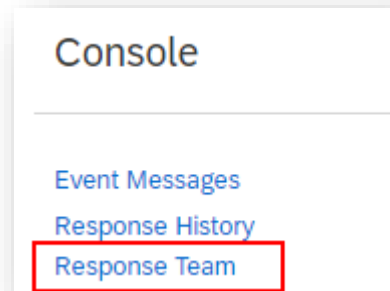
RESPONSE TEAMS

General Information

Buyers can group you and others from your organization as a supplier response team. A response team can work on one response as opposed to each person providing their own individual response.

SAP Ariba Sourcing does not allow more than one response team member to submit a response at the same time. However, response team members can access events, view messages, and view the **Response History** page at the same time.

To view the people from your organization that have been grouped as a response team, click **Response Team** on the **Review Event Details** page.



RESPONSE TEAMS

Adding Response Team Members

Prerequisites

Buyers must group you and others from your organization as a supplier response team, before you can add additional users to the response team. To be added to a response team, a user must be:

- > Assigned a role with the Access Proposals and Contracts permission
- > Approved by the buyer

Procedure

1. Open the Response Team page.
2. Click **Add** -> Team Members screen appears.
3. Select the team members you want to add and click OK





SUPPLIER SUPPORT FAQS

SAP ARIBA SUPPORT CENTER
FAQs

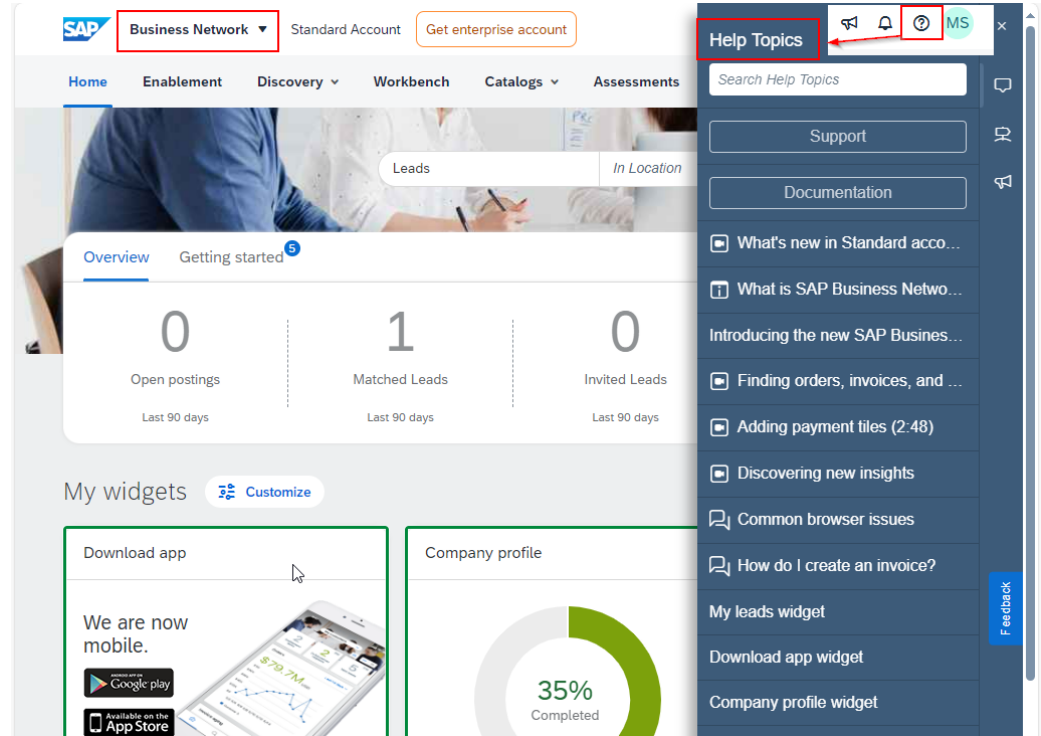
SUPPLIER SUPPORT

The following support tools are available to suppliers

Help Topics about Ariba Network

Access via your ARIBA account to Section “Business Network”.

Here you get access to help Topics, Support and Documentation via the Question mark button.



SUPPLIER SUPPORT

Support tools in area “Ariba Proposals and Questionnaires”

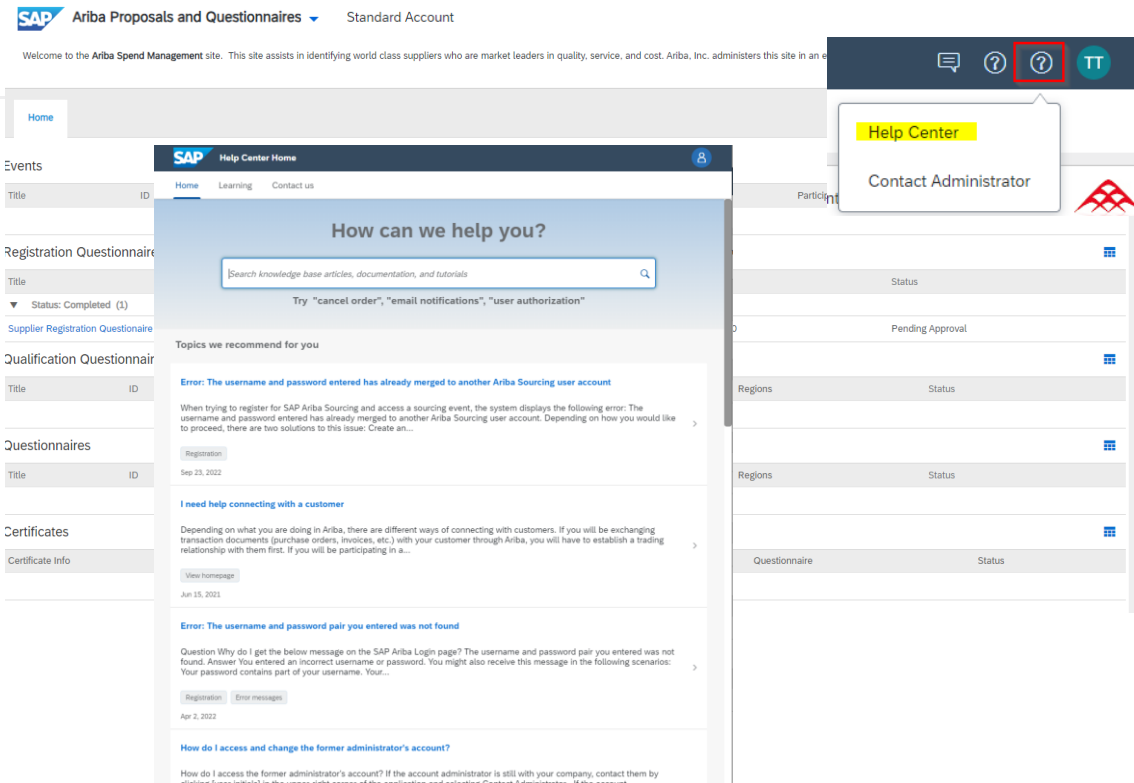
SAP Ariba Help Center

Access via your ARIBA account to area “Ariba Proposals and Questionnaires”.

Help sign in the upper right corner

The Help Center pops up in a separate window.

Here you can find Guides, Tutorials and other useful information about Ariba.



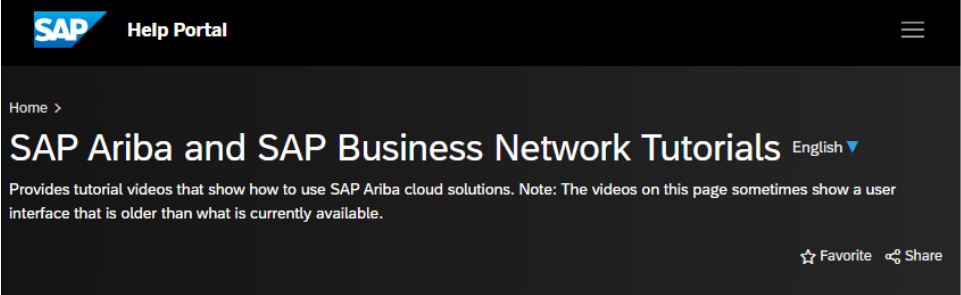
SUPPLIER SUPPORT – SAP HELP

SAP Tutorials

[SAP Ariba and SAP Business Network Tutorials | SAP Help Portal](#)

Here you can find a lot of tutorials about SAP ARIBA and SAP Business Network.

- > SAP Business Network Tutorials for Suppliers
- > SAP Business Network Tutorials for Standard Account Suppliers
- > SAP Business Network Tutorials for Enterprise Account Suppliers
- > SAP Strategic Sourcing Tutorials for Suppliers
- > SAP Strategic Sourcing Tutorials for Buyers
- > SAP Ariba Procurement Tutorials for Buyers



The screenshot shows the SAP Help Portal interface. At the top left is the SAP logo and the text 'Help Portal'. On the right is a hamburger menu icon. Below the header, there is a breadcrumb 'Home >'. The main heading is 'SAP Ariba and SAP Business Network Tutorials' with a language dropdown set to 'English'. A sub-heading reads: 'Provides tutorial videos that show how to use SAP Ariba cloud solutions. Note: The videos on this page sometimes show a user interface that is older than what is currently available.' At the bottom right of the main content area are icons for 'Favorite' and 'Share'.



SAP Business Network Tutorials for Suppliers

[Account Overview](#)

This video gives you an overview of your account including the workbench, home page widgets, company settings, customer relationships, notifications, and the Help

[Get Ready to Transact](#)

This video walks you through the workbench.

FAQS

Click on the relevant question to get to the answer

What happens if I have not received the Invitation to a Sourcing Event?

[hat?](#)

I already have an SAP ARIBA network account. Can I use it for FACC as well?

[I don't understand the notification I received from my customer.](#)

[I am having trouble logging in with my ARIBA network account credentials. What am I supposed to do?](#)

[I got the following message during registration “The user already exists. Enter a different user name”.](#)

[Why do I get the following message on the SAP ARIBA login page?](#)

“You do not have the permission to view the event or the link you clicked is invalid”.

[How can I access my ARIBA dashboard?](#)

FAQS

Click on the relevant question to get to the answer

[I have opened the link but I got the error message: ERR CONNECTION TIMED OUT error. Can I fix it?](#)

[I can't access my customer's events.](#)

[I've been invited to participate in an event, and I want my colleagues in another office to sign in and participate. How can I give them access to the event?](#)

[My colleague added me to ARIBA but I can not see the FACC content.](#)

[Can Invitations to a Sourcing Event be forwarded internally and answered by colleagues?](#)

[I need to submit updated documents as part of my response, but the event is no longer accepting responses](#)

[The link in my event invitation notification is not working.](#)

FAQS

Click on the relevant question to get to the answer

What if an unknown user wants to register? [What should I do in case of fraud?](#)

[How do I link user IDs?](#)

[How do I merge/consolidate accounts?](#)

FAQS

The following questions and answers may help you



What happens if I have not received the Invitation to a Sourcing Event?



- The problem could be related to your mail setting. Make sure that ariba.com is on the whitelist.
- Search your mailbox for an email with the following email subject: "FACC Operations GmbH has invited you to participate in an event".
- Search for the invitation in all your folders, e.g. in your mailbox, junk or spam folder.
- Check whether one of your colleagues has received the invitation instead of you.
- Contact the responsible Strategic Buyer at FACC.



I already have an SAP ARIBA network account. Can I use it for FACC as well?



Yes, you can use your existing SAP ARIBA network account. Click on the link in the invitation email and select the "Log-In" button.



FAQS

The following questions and answers may help you



I don't understand the notification I received from my customer.



Contact FACC strategic buyer directly for clarification.



I am having trouble logging in with my ARIBA network account credentials. What am I supposed to do?



If this problem occurs, it could be one of the following scenarios:

- You have already logged into your existing account and subsequently also clicked on the link in the email for the first time.
IMPORTANT: The system interprets this as an attempt to log in twice. You must either click on the link in the email or log into your existing account and navigate to the ARIBA Sourcing screen. You cannot do both!
- If another SAP ARIBA page opens in a different browser tab, close the other tab and try to log in again.
- If you receive a certificate error in your browser when you try to access the ARIBA network login page at <https://supplier.ariba.com>, please clear your browser cache, cookies, and search history. Close the browser and try to open the page again.



FAQS

The following questions and answers may help you



I got the following message during registration “The user already exists. Enter a different user name”.



The username you selected has already been assigned. Choose a different username when registering on the ARIBA network. If you already have an account on the ARIBA network and want to link to FACC, select the button “Login” (instead of “Register”).



Why do I get the following message on the SAP ARIBA login page?
“You do not have the permission to view the event or the link you clicked is invalid”.



If you have multiple accounts, make sure you are logged in to the account associated with this document, task or event. Click on “Back” to see other events you are invited to.



How can I access my ARIBA dashboard?



Simply enter your ARIBA network account under Supplier.ariba.com



FAQS

The following questions and answers may help you



I have opened the link but I got the error message: ERR_CONNECTION_TIMED_OUT error. Can I fix it?



This is usually the result of a slow network connection (busy public hotspots) or a firewall blocking the website. To ensure that the firewall does not reject ARIBA web content , please contact your IT to have the required domains and IP ranges whitelisted (for technical information, please contact the Help Centre)



I can't access my customer's events.



Your company can have multiple Ariba Network for Suppliers accounts.
Check with your account administrator to verify you are using the correct account.



FAQS

The following questions and answers may help you



I've been invited to participate in an event, and I want my colleagues in another office to sign in and participate. How can I give them access to the event?



Do not simply forward the E-Mail to the colleague. This won't work!
If the colleague already has an Ariba Account with permission "**Access Proposals and Contracts**", ask FACC strategic buyer to invite this user to the Event as well. You are now a Response Team.

If the colleague doesn't already have an Ariba Network account, create a new user account for the new contact or ask FACC to enter the new user. Users must have the **Access Proposals and Contracts** permission to view your organization's SAP Ariba Sourcing events.
Contact your customer to ensure the new user accounts are approved and ask the responsible buyer at FACC to invited the additional person to participate in the event.



My colleague added me to ARIBA but I cannot see the FACC content.



The person who created the ARIBA network account is the administrator. He or she can add new users. However, this does not mean that the user automatically sees the FACC content. Only if the added user receives an invitation link to a Sourcing Event, it will be unlocked to FACC's content on the ARIBA network.



FAQS

The following questions and answers may help you

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Can Invitations to a Sourcing Event be forwarded internally and answered by colleagues?

i

No, this does not work! It is not possible to forward a Sourcing Event to other e-mail contacts. The link to participate in a sourcing Event only works via the registered e-mail address. The Invitation must be transmitted by FACC to the other contact person. New contact persons must be created in Ariba (by FACC or your primary contact). The Invitation to the Sourcing Event must then be sent by FACC to the new contact person.

?

I need to submit updated documents as part of my response, but the event is no longer accepting responses.

i

Contact the Event creator (FACC strategic buyer) and ask to reopen the event.



FAQS

The following questions and answers may help you



?

The link in my event invitation notification is not working.



i

If you can't click the link in the notification or if the link is not working, copy and then paste the URL in your web browser. If you still can't use the link to access the event, contact the responsible FACC Buyer.



?

What if an unknown user wants to register? What should I do in case of fraud?



i

The first user of a company is also the administrator (can be changed). If another user registers, the administrator will receive a mail to approve/reject this user.
See the section “Registration in the ARIBA network”, “Approval by the administrator”.



FAQS

The following questions and answers may help you



How do I link user IDs?



If you have multiple accounts that you maintain or have access to, it can be difficult to remember different usernames and passwords. Linking user IDs allows you to seamlessly login to one account, then switch to any other linked usernames with a click instead of having to logout and log back in with a different user ID.

In the upper-right corner of the application, click **[user initials]** > **Link User IDs**.

- If you know the username and password for the account you wish to link:
 1. Enter the login information under the **No Approval Needed** heading.
 2. Click **Link Accounts**.
- If you do not know the username and password:
 1. Enter the username for the user account you wish to link to under the **Approval Needed** heading.
 2. Click **Send link request**.
 - This will send an email to that user with the option to accept your link request.

In order to switch to the user once it has been linked:

1. In the upper-right corner of the application, click **[user initials]** > **Switch Account**.
2. Click the **name** of the account holder. You must click the **[user name]** in order to switch to the user that has been linked. If you click anywhere else, it will not switch successfully.



FAQS

The following questions and answers may help you



How do I merge/consolidate accounts?



It is not possible to merge two accounts that have different SAP Business Network IDs, however, you do have some consolidation options:

Complete consolidation (SAP help)

Account hierarchy (SAP help)

Linking User IDs (see this description).

