



Save the Children

The Ariba Network

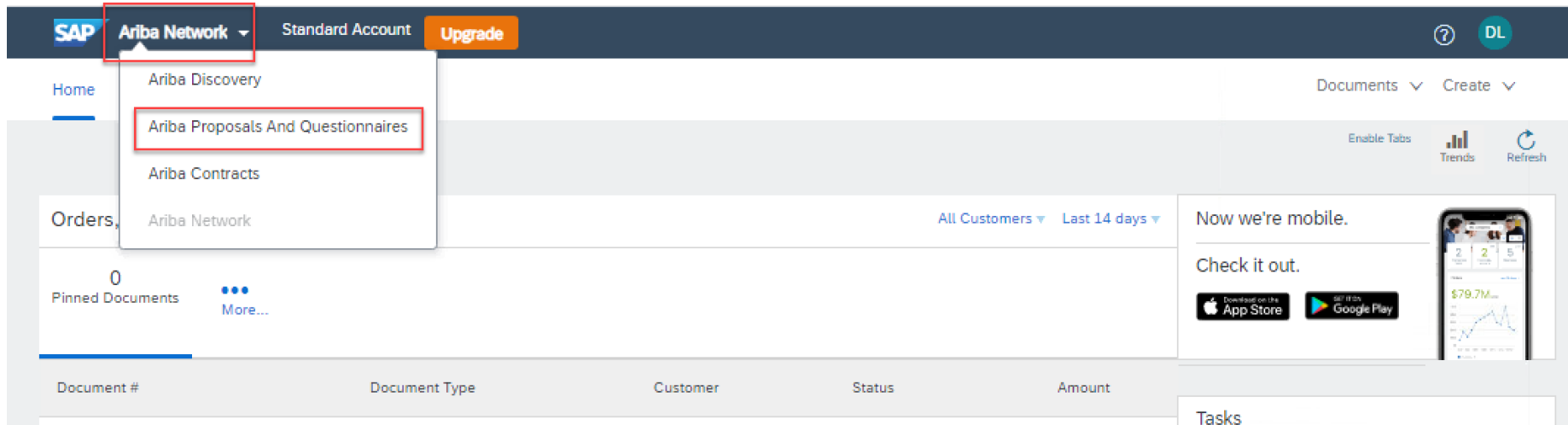
Bidding for a Sourcing Event

Supplier Registration Workshop

Bidding for a Sourcing Event

Step1: To toggle from the Purchase Orders interface to the Sourcing interface

1. Go to **supplier.ariba.com** and log in using your Ariba account credentials
2. On top left, click on the arrow next to “**Ariba Network**” and choose “**Ariba Proposals and Questionnaires**”
3. You will be directed to the Sourcing interface



The screenshot displays the SAP Ariba Network user interface. At the top, the SAP logo is on the left, followed by the 'Ariba Network' dropdown menu, which is currently open. The dropdown menu lists several options: 'Ariba Discovery', 'Ariba Proposals And Questionnaires' (highlighted with a red box), 'Ariba Contracts', and 'Ariba Network'. To the right of the dropdown, there is a 'Standard Account' label and an 'Upgrade' button. Further right, there are icons for help and user profile (DL). Below the navigation bar, the main content area shows a 'Home' link, 'Orders' section with '0 Pinned Documents' and a 'More...' link, and a table with columns for 'Document #', 'Document Type', 'Customer', 'Status', and 'Amount'. On the right side, there is a 'Documents' dropdown, a 'Create' dropdown, and a 'Now we're mobile.' banner with 'Check it out.' text and buttons for 'Download on the App Store' and 'GET IT ON Google Play'. A mobile phone icon is also present. At the bottom right, there is a 'Tasks' section.

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Step 2

Select the 'Open Proposal'

The screenshot shows a software interface with a table of events. The table has two columns: 'Title' and 'ID'. A dropdown menu is open, showing 'Status: Open (1)'. The first item in the dropdown is 'Office Supplies', which is circled in red. A red arrow points from the text 'Select the 'Open Proposal'' to the 'Office Supplies' link. Below the table, the word 'Tasks' is visible.

Title	ID
Office Supplies	Doc866340347

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Step 3

Choose what to bid on

< Go back to Excellence Programs Training Ready Dashboard Desktop File Sync

Select Lots Doc: 866340347 - Office Supplies 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.

▼ Checklist

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

Select Lots Select Using Excel

Lots Available for Bidding

	Name
<input checked="" type="checkbox"/>	6 Calendars
<input type="checkbox"/>	7 Clipboards
<input checked="" type="checkbox"/>	8 Office Chairs
<input type="checkbox"/>	9 Staplers
<input checked="" type="checkbox"/>	10 Post-it Notes

Submit Selected Lots

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Step 4

Submit your response

Console Doc866340347 - Office Supplies Time remaining 52 days 00:44:26

Event Messages
Response History

▼ Checklist

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

▼ Event Contents

- All Content
- 1 Introduction
- 2 Prerequisites
- 5 Pricing

Your response to the prerequisites has been submitted.

All Content

Name 1	Extended Price
3. Please select if you intend to supply to North America only or Globally.	* Unspecified
4. Please address any shipping concerns your organization may have in the following text field.	I
5. Pricing	
6. Calendars	USD

(*) indicates a required field

[Submit Final Response](#) [Update Totals](#) [Refresh Last Bid](#) [Save](#) [Compose Message](#) [Excel Import](#)

Ariba Network Guidance

Support Available

- If you have difficulties, and require technical support, you can access the Ariba Supplier Support Website on this link: <https://www.ariba.com/support/supplier-support>.
- The Getting Started Page offers guidance on how to set up and navigate your new Ariba Network Account: <https://www.ariba.com/ariba-network/ariba-network-for-suppliers/getting-started>
- The Ariba Network Quick Start Guide gives helpful instructions on how to use the service. Your SCI contact will provide you with a copy of this guide.