SAP Ariba sourcing – supplier guide
Agenda

Here are the lessons that will be covered in this course:

- Registering with Ariba Network / Ariba Commerce Cloud
- Participating in an online bidding event
- Declining to Bid
- Getting Help and Support
Welcome to Ariba Sourcing – Supplier Guide

This course provides an overview of how to participate in online bidding events through SAP Ariba.

1. **Audience**
   - All suppliers invited to participate in online bidding events through Ariba

2. **Duration**
   - 30 min

3. **Prerequisites**
   - No prerequisites
Registering with Ariba network / ariba commerce cloud
Lessons objectives

Upon completion of this lesson, you will be able to:

Register on Ariba Network / Ariba Commerce Cloud
## Registering with SAP Ariba network

<table>
<thead>
<tr>
<th>To participate in online events such as RFI, RFP or e-Auction, suppliers need to be registered on Ariba Network (Ariba Commerce Cloud): <a href="https://supplier.ariba.com/">https://supplier.ariba.com/</a></th>
<th>Registration is done <strong>only once</strong>.</th>
</tr>
</thead>
<tbody>
<tr>
<td>New suppliers to online bidding activities with Novartis should start registration from the email invitation.</td>
<td>With registration, you will obtain a username and password. Please <strong>save your username and password</strong> for future use/login.</td>
</tr>
<tr>
<td>Suppliers who are not registered on Ariba Network/Commere Cloud can not participate in online events with Novartis.</td>
<td>Whenever bidding events for which you are to be invited are opened, you will receive an <strong>automatic notification</strong> to connect to the event <strong>via email</strong>.</td>
</tr>
<tr>
<td>Registration of Standard Account is free of charge with unlimited participation in sourcing events. For supplier terms of use for Ariba, kindly refer to the below link: [<a href="https://service.ariba.com/Authenticator.aw/ad/terms">https://service.ariba.com/Authenticator.aw/ad/terms</a> Center?tou=supplier](<a href="https://service.ariba.com/Authenticator.aw/ad/terms">https://service.ariba.com/Authenticator.aw/ad/terms</a> Center?tou=supplier)</td>
<td><strong>From Mid-March 2020, all suppliers invited online bidding activities with Novartis should start registration/login from the email invitation in order to connect with Novartis Business Services account.</strong></td>
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Registering with SAP Ariba network (applicable for new suppliers)

If you are a new supplier to online bidding with Novartis, you should receive a registration link via email. Click the link to register on Ariba Network/Commerce Cloud. This link remains valid for 2 days from the receipt of mail.

1. The link will direct you to the Ariba Network, from where you can Sign Up (register).
Registering with SAP Ariba network (applicable for new suppliers)

Complete registration process:

1. User account information – setup the password
2. Contact information - your company Address
3. More details – select product Category & Shipping details
Registering with SAP Ariba network (applicable for new suppliers)

Complete registration process:

4. Accept remaining T&C and click on “Submit” to finish registration.
Registering with SAP Ariba network (applicable for new suppliers)

During second login, Ariba asks supplier to select/mention their primary business role in organization.

Select appropriate option or mention your specific role and click on “Continue to the Ariba Network” button.
Registering with SAP Ariba network (applicable for new suppliers)

After registration you will receive a Welcome email from the Ariba Commerce Cloud.

Your registration process on the Ariba Commerce Cloud for EVITA is now complete.

As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer’s sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyer relationships.

Ariba On Demand Sourcing buyers might request that you complete additional profile information as part of their Supplier Profile Questionnaire. When you access customer requested fields for a specific buyer, you will see a pop-up page with that buyer’s name, that page contains the buyer’s customer requested fields.

You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. If account administration is not part of your job responsibility,
Lessons summary

You should now be able to:

• Register on Ariba Network/Ariba Commerce Cloud
Participating in an online bidding event
Lessons objectives

Upon completion of this lesson, you will be able to:

- Access the event invite
- Review and accept prerequisites
- Place a bid in RFP / Reverse Auction
Participating in online bidding event

Email invitation to event

1. You will receive an e-mail invitation to participate in the event.

2. Click on the provided link to access the event.

Please be informed that even if you are already existing supplier to Novartis online bidding, you will need to access the event from the email invitation in order to establish connectivity with Novartis Business Services account.
Participating in online bidding event

Log in your account

1. If you have registered before, use your login details to enter your Ariba account and access the event.

2. If you still don’t have your account, you can register to Ariba Network/Ariba Commerce Cloud by clicking on the Register Now link.

3. If you are not sure if your company is already registered in Ariba Network/Ariba Commerce cloud, click search to find out.

Ariba’s supported browsers:
- Internet Explorer
- Mozilla Firefox
- Google Chrome
- Safari

Pop-up blockers:
- Please ensure all “pop-up blockers” are disabled
Please be informed that from Mid-March 2020 you will need to establish connection with **Novartis Business Service** account. This can be done by entering the online bidding event from the email invitation.

If you are an existing supplier who already participated in online bidding with Novartis (from July 2019 until March 2020), you will see two “Novartis accounts”. The **Novartis** account will be discontinued and you will receive an error message. Please select the **Novartis Business Service** account to access the event.
Participating in online bidding event

Review Prerequisites

1. You can Download Content first to see if you are interested in participating in this online event.

2. Then click on Review Prerequisites for participating.

3. The prerequisites is to accept Novartis Bidder agreement. Review the agreement and select “I accept the terms of this agreement”.

4. Then click OK.
Participating in online bidding event

Select lots

1. Select the lot(s) you are interested to bid for by marking the checkbox.

2. Then click Confirm Selected Lots
Participating in online bidding event

Place a bid in RFP

1. Enter the **Price** you want to offer. Bids are submitted per unit price (one item).
2. Then click on **Submit Entire Response**.
3. A new window will appear. Confirm with **OK** that you want to submit your offer.
Participating in online bidding event

Place a bid in Auction

1. Enter the **Price** you want to offer. Bids are submitted per unit price (one item).

2. Then click on **Submit Entire response**.

3. A new window will appear. Confirm with **OK** that you want to submit your offer.

4. You will see your **Rank / Position** after you submit the bid.

5. To decrease your bid, you can use the **Decrement** field, or simply **retype** the new price in the **Price** field and click again **Submit Entire Response**.
Lessons summary

You should now be able to:

• Access the event invite
• Review and accept prerequisites
• Place a bid in RFP/Reverse Auction
Decline to Bid
Lessons objectives

Upon completion of this lesson, you will be able to:

Decline to Bid
If you don’t want to participate in the event, you can **Decline to Respond**.

2. Mention the **Reason for Declining** and click OK.

3. In case you change your mind, you can participate in the event by clicking on the “**Intend to Respond**” button.
Lessons summary

You should now be able to:

• Decline to Bid
Getting help and support
Lessons objectives

Upon completion of this lesson, you will be able to:

- Seek support from the owner of the event via messages
- Contact SAP Ariba for technical issues
- Find and watch SAP Ariba tutorials
Send message to the event owner

1. If you have questions or need support from the event owner during the online event, you can contact him via Ariba using the Compose Message button.

2. New window will appear where you can type your message. Click Send when done.

3. You can access your messages and Response History in the top left corner of the screen, under event details.
Contact SAP Ariba for technical issues

If you are experiencing technical issues, you can access the Ariba Exchange User Community. Click on Download Tutorials in the event Details. You need to be logged in your Ariba Network in order to access the page. Once logged in click on: https://www.ariba.com/support/supplier-support

From there, you can contact SAP Ariba Support Center. And choose how you want to contact them: via email, phone or attend one of their live webinars…
Watch available SAP Ariba tutorials

If you want to get more guidance on how to participate in the online bidding, click on the help button on the main page after logging in to your account.

View the tutorial on “Participating in event”
You can also access the tutorial via this link: here
Lessons summary

You should now be able to:

• Seek support from the owner of the event via messages
• Contact SAP Ariba for technical issues
• Find and watch SAP Ariba tutorials
Thank you