Supplier's instructions for working with tender processes



## **Revision history**

Date	Version	Comment
17.05.2021	1.0	Original version

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## 1. Definitions, designations, abbreviations

Term	Definition
SAP Ariba	Automated procurement workflow management system
Ariba Network	A tool that provides Suppliers with access to Yandex procurement processes
Event	In SAP Ariba, events refer to Requests for Information (RFI), Requests for Proposals (RFP), and auctions
Procurement process	The sequence of actions for the procurement of goods or services by the customer (event)
Request for Information (RFI)	The event format used for market research purposes, without requesting price information
Request for Proposals (RFP)	The event format used for selecting Suppliers with the options to specify both price and non-price evaluation criteria. The Supplier selection process may include some non-price criteria or be based only on price criteria
Auction	An online process for submitting bids. The system supports auctions of various formats, both for purchase and sale



### 2. Technical requirements

The following browser versions are recommended for working in SAP Ariba:

- Microsoft Edge (32-bit)
- Chrome 54+ (64-bit)
- Mozilla Firefox 49+ (64-bit)
- Safari 9+ (64-bit)
- Mozilla Firefox 17+
- Safari 5
- The mobile version of Safari for iPad (iOS 6 and higher).

For up-to-date information about supported browsers, see the <u>login page</u> of the Ariba Network (Figure 1).

SAP Business Network -	0
Supplier Login User Name Password Login Forgot Username or Password	Keep your business growing and on track         Solution       SAP Supplier Financing can address your working capital needs. With up to 100% invoice payment upon approval, it's simplifies the borowing process. Available now on your supplier portal and for companies based in the USA.         Learn More       Learn More
New to SAP Business Network? Register Now or Learn More	• • • •
Supported browsers and plugins	
© 2021 SAP SE or an SAP amuate company. All rights reserved.	Privacy Statement Security Disclosure Terms of Use

Figure 1

To determine your browser version, consult the documentation provided by the browser developer.

Before getting started with SAP Ariba, it is recommended that you delete temporary internet files, cookies, the cache, and the browsing history in your browser to avoid errors.



### 3. Login and navigation

#### 3.1. Logging in to the system

Follow the link to log in to the Ariba Network. Enter your account credentials. Enter your username (email address) and password, then click "Login" (Figure 2).

Ariba Proposals and Questionnaires 🗸		0
SAP Ariba 📈	Step into the S	Supplier Spotlight!
Supplier Login		You've worked hard to adapt your operations to today's rapidly changing environment. We want to celebrate your success with millions of other huminence an chick human. Chick if any March
User Name		to get featured on the Supplier Spotlight page.
Password	Learn More	
Login Fordot Username or Password		
Supported browsers and plugins		

Figure 2

After logging in, you will be redirected to the Ariba Network home page. To view the procurement processes you are taking part in, click Business Network on the left and select Ariba Proposals And Questionnaires (Figure 3).

SAP	Business Network - Standard Account	Upgrade				⑦ KR	>>	ദ്
Home	Ariba Discovery				Documents 🗸	Create 🗸		
-	Ariba Proposals And Questionnaires					.ul C.	Sear	sh
	Ariba Contracts					Trends Refresh	Erq Ho	w to access a sourcing event?
Orders,	, SAP Business Network		All Customers 🗸	Last 14 days 🔻	Now we're mobile.		Eng Wi	at does the "Back to classic view"
C	)				Check it out.	2 5 5 1	bu	ton do?
Pinned Do	ocuments More				App Store	\$79.7M_	Ho wic	w to customize your homepage Igets
					Google Play		M M	iy can't I find an event?
Documer	nt # Document Type	Customer	Status	Amount	Tasks		Eq Wi	tere do I find my Ariba Network ID
		No items			Lindate Profile	_	_	ndy indiniser i
					Information	15%	Na	mes on Ariba Network

Figure 3

A window for managing procurement processes opens (Figure 4).



Ariba Proposals and Questionnaires +	Standard Account	Upgrade	TEST MODE						0	DC
YANDEX - TEST										
There are no matched postings.	Welcome to the Ar cost. Ariba, Inc. ad	<b>iba Spend Man</b> Iministers this s	<b>agement</b> site. This ite in an effort to er	s site assists in identifyi nsure market integrity.	ng world class	suppliers who are ma	arket leaders in quality	, service, and	Yande	ex
	Events									
	Title			ID		End Time 👃		Event Type	Participated	
	▼ Status: Open (1)	)								
	RFP for programming	software		Doc21634452		10/7/2021 11:24 A!	М	RFP	No	
	Registration Que	stionnaires								
	Title				ID		End Time 🗍		Status	
	▼ Status: Complete	ed (1)								
	Supplier registration q	uestionnaire			Doc2163105	2	10/4/2021 11:12 AM		Registered	
	Qualification Que	estionnaires	5							
	Title II	D Ei	nd Time 👃		Commodity	y	Regions		Status	
					N	o items				

Figure 4

#### 3.2. Navigating the Ariba Proposals And Questionnaires page

The page displays all the events (both completed and new) which you were invited by the buyers to, and the following main characteristics:

- 1. Title.
- 2. Document ID.
- 3. Event type.
- 4. A flag showing whether you bided for the event.

The event status is shown above the names of events. You can use the status to sort documents quickly. Ariba Network displays the following statuses (Table 1).

Table 1	Ta	bl	е	1
---------	----	----	---	---

Status	Description
Open	The event is open for bidding
Selection pending	The event has finished, but selection of the winner is in progress
Completed	The event has finished and the winner has been selected

### 4. Participating in procurement processes

When a buyer publishes an event in Ariba, you receive an email (Figure 5).

Yandex - TEST has invited you to participate	e in an event: RFP for programming software.
Ulyana Labkovich s4system-prodru+yandex-T.Doc216 9 >	i34452@rusmtp.ariba.com 🔺 4 октября в 11:24
	Yandex - TEST
	Yandex - TEST has invited you to participate in the following event: RFP for programming software. The event is set to begin on Monday, October 4, 2021 at 11:24 AM, Moscow Standard Time.
	Use the following username to log in to Yandex - TEST events: <u>test-</u> ulabkovich@yandex-team.ru.
	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 event, <u>Click Here</u> . 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 event.
	If you have forgotten your username or password and are unable to log in, $\underline{\text{Click}}$ $\underline{\text{Here}}.$
	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 event, contact Ulyana Labkovich via telephone at or via e-mail at <u>ulabkovich@deloitte.ru</u> .
	We look forward to working with you!
	Thank You,
	Yandex - TEST

Figure 5

The title of the email message contains the name of the event you are invited to. The message body includes the date and time of the start of the procurement process and a link to log in to the Ariba Network.

Clicking on the link opens the Ariba Network page, where you need to log in (enter your username and password; for more information, see "Logging in to the system"). Then the event opens with the following key characteristics shown:

- Project owner (buyer);
- Event type (Request for Information, Request for Proposal, or auction);
- The time of event publication in Ariba;
- Closing time (the time when the event closes);
- Allow overtime (whether it is possible to extend the event);
- Description (a text description of the procurement process);

Instructions for participating in procurement processes



- Currency;
- Commodity (procurement category).

You can see an example of an event in the Ariba Network below. The time remaining until the end of the event is displayed in the upper-right corner. The blue "Review prerequisites" button highlights the next action needed to proceed to the lots/line items (Figure 6).

Event Details	E Doc21634452 - RFP for programming software	E Time remaining 2 days 23:56:12
Event Messages Download Tutorials	Review and respond to the prerequisites. Prerequisite questions must be answered before you accept your responses before you can continue with the event. If you decline the terms of the p	can view event content or participate in the event. Some prerequisites may require the owner of the event to review and rerequisites, you cannot view the event content or participate in this event.
▼ Checklist	Review Prerequisites	Decline to Respond Print Event Information
1. Review Event Details	Event Overview and Timing Rules	
<ol> <li>Review and Accept Prerequisites</li> </ol>	Owner: Ulyana Labkovich (i)	Description: Request for proposal for programming software
3. Submit Response	Event Type: RFP	Currency: Russian Ruble Commodity: ALL ALL
	Publish time: 10/4/2021 11:24 AM	
	Due date: 10/7/2021 11:24 AM	
	Allow bidding overtime: No (i)	
David Cottle (test-ulabkovich@y © 1996–2019 Ariba, Inc. All rights re	ander-team.ru) last visited 4 Oct 2021 1:26:14 AM Events Organization AN01750015702-T served.	SAP Business Network Privacy Statement Security Disclosure Terms of Use

Figure 6

The following actions are also available on the left side of the page (Figure 6):

- Event messages: Send a message to the buyer before submitting any proposals (for more information, see <u>Managing messages in an event</u>);
- **Download tutorials**: A page with useful articles about the basics of SAP Ariba (for more information, see <u>Viewing articles in SAP Ariba Help Center</u>).

A little lower down, you can see the "Checklist" section (Figure 6). By clicking on the items in this section, you can go back to the previous steps and double check the information you entered.

After you have reviewed prerequisites (selected "I accept the terms of this agreement") and clicked "OK", you need to confirm your action (Figure 7).

	$\checkmark$	Submit thi	s agreement	?
all set fort	Click	OK to submit.		x LLC and
works/prov		ОК	Cancel	otations) ir
ias direct c				or indirectly

Figure 7

If you don't agree with any clause of the agreement, you must select the "Decline to respond" button. Then an additional window will open where you can enter the reason (optional) (Figure 8).

Instructions for participating in procurement processes



If you decide to respond to this event later, click the 'Intend to Respond' button for this event. Please enter the reason for declining (limited to 500 characters).
ок Cancel

Figure 8

If the reason for decline is resolved, the system offers actions that allow you to resume bidding. To do this, go back to the event and click "I intend to bid". The system will then let you view the mandatory conditions (Figure 9).

Event Details	E Doc21634452 - RFP for programming software	U Time remaining 2 days 23:53:07
Event Messages Download Tutorials	You have declined to respond. Click on the 'Intend to Respond' button if you are intending	to participate in the event
▼ Checklist	Intend to Re	spond Print Event Information
1. Review Event Details	Event Overview and Timing Rules	
2. Review and Accept Prerequisites	Owner: Ulyana Labkovich (i)	Description: Request for proposal for programming software
	Event Type: RFP	Currency: Russian Ruble
3. Submit Response		Commodity: ALL ALL
	Publish time: 10/4/2021 11:24 AM	
	Due date: 10/7/2021 11:24 AM	
	Allow bidding overtime: No (i)	
David Cottle (test-ulabkovich) © 1996–2019 Ariba, Inc. All rights re	andex-team.nu) last visited 4 Oct 2021 1:25:14 AM Events Organization AN01759015702-T served.	SAP Business Network Privacy Statement Security Disclosure Terms of Use

Figure 9

#### 4.1. Selecting and submitting lots

After you accept the agreement, you can view the contents (questions, cost characteristics, and investments) to decide on lots to bid on.

Next, on the main screen, click the "Select lots" button (Figure 10) to move on to selecting lots/line items.



Event Details	🖻 Doc21634452 - R	FP for programming soft	ware			D Time remaining 2 days 23:	52:11
Event Messages Download Tutorials		Download Content	Review Prerequisites	Select Lots	Print Event Information	)	
▼ Checklist	Техническая часть					(Section 1 of 2) Next »	
	Name 1						
<ol> <li>Review Event Details</li> </ol>	1 Техническая часть						
2. Review and Accept Prerequisites	1.1 Name your main com	petitors					
	1.2 Attach the presentation	on of your company					
<ol><li>Select Lots</li></ol>						Next Section: Стоимостн	ная часть
4. Submit Response	Event Overview and Timi	ng Rules					
<ul> <li>Event Contents</li> </ul>	Owner:	Ulyana Labkovich (i)		Description:	Request for proposal for programming s	oftware	
	Event Type:	RFP		Currency:	Russian Ruble		
All Content				Commodity:	ALL ALL		
	Publish time:	10/4/2021 11:24 AM					
т техническая часть	Due date:	10/7/2021 11:24 AM					
2 Стоимостная часть	Allow bidding overtime:	No (i)					

Figure 10

The next step is to confirm the selected lots/line items (Figure 11). Select a checkbox next to the lot or line item (3), then click "Confirm Selected Lots" (1). At this step, you may also decline a lot or line items. Don't select any checkboxes in this case and select the reason for declining from the drop-down list (2). If there are multiple lots in the event, you can confirm some of the lots and decline the others. The standard reasons are listed below:

- 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.

Go back to Yandex - TEST Dashbo	ard	D	esktop File Sync
Select Lots	Doc21634452 - RFP for programming software		Cancel
▼ Checklist	Choose the lots in which you will participate. You can cancel your intention to participate in a lo	, tuntil you submit a response for that lot; once you submit a response you cannot withdra	w it.
1. Review Event Details	Select Lots Select Using Excel		
2. Review and Accept Prerequisites	Lots Available for Bidding		
3. Select Lots	Name	Reason for not bidding	
4. Submit Response	3 2.1 Programming software	(no value) V	
	Confirm Selected Lots 1		
			Cancel

Figure 11

After you click "Confirm Selected Lots", the system won't request additional actions for declined lots.

Instructions for participating in procurement processes



#### 4.2. Downloading and viewing event attachments

When you familiarize yourself with an event, you might need to view the attached documents. To do this, you can click the attachment name once, then select "Download this attachment" (Figure 12 and Figure 13).

Event Details		D Time remaining 2 days 23:45:48
Event Messages Download Tutorials	Download Content         Review Prerequisites         Select Lots         Print Event Information	
▼ Checklist	Техническая часть	(Section 1 of 2) Next »
	Name †	
1. Review Event Details	▼ 1 Техническая часть	
2. Review and Accept Prerequisites	1.1 Name your main competitors	
	1.2 Attach the presentation of your company	
<ol><li>Select Lots</li></ol>	1.3 Documentation 🕑 Document.docx 🗸	
4. Submit Response		» Next Section: Стоимостная часть
	Event Overview and Timing Rules	
<ul> <li>Event Contents</li> </ul>		
	Owner: Ulyana Labkovich 🛈 Description: Request for proposal for programming so	oftware
All Content	Event Type: RFP Currency: Russian Ruble	
1 Техническая часть	Commodity: ALLALL	
L	Publish time: 10/4/2021 11:24 AM	
2 Стоимостная часть	Due date: 10/7/2021 11:24 AM	

Figure 12

Event Details		D Time remaining 2 days 23:45:27
Event Messages Download Tutorials	Download Content         Review Prerequisites         Select Lots         Print Event Information	)
▼ Checklist	Техническая часть	(Section 1 of 2) Next »
1. Review Event Details	Name † ▼ 1 Техническая часть	
2. Review and Accept Prerequisites	1.1 Name your main competitors	
3. Select Lots	1.2 Attach the presentation of your company 1.3 Documentation W Docume Download this attachment	
4. Submit Response	Download all attachments	» Next Section: Стоимостная часть
▼ Event Contents	Event Overview and Timing Rules	
All Content	Owner: Ulyana Labkovich (i) Description: Request for programming s Event Type: RFP Currency: Russian Ruble	oftware
1 Техническая часть	Commodity: ALLALL	
2 Стоимостная часть	Due date: 10/7/2021 11:24 AM	
David Cottle (test-ulabkovich@	Allow bidding overtime: No () andex-team.ru) last visited 4 Oct 2021 1-38-31 AM Events Organization AN01759015702-7	

Figure 13

The second download method, "Download all attachments", downloads all attachments from the event as a ZIP archive. To do this, select all the event's sections and click "Download attachments" (Figure 14).

Tanuex					
< Go back to Yandex - TEST Dashboard		Desktop File Sync			
Download Attachments		Done			
- Choose items for which you need to download the attachments. The amount of time it takes to download is proportional to the total number and tota	l size of the attachments.				
Selected Attachments Summary		Download Attachments			
Total Size (MB): 0.01	Selected Items: 4				
Max Size (MB): 0.01					
Total Number: 1					
Selected Items					
✓ Title					
✓     Totals					
1 Техническая часть					
✓ 1.3 Documentation					
2 Стоимостная часть					
		Done			

Figure 14

#### 4.3. Managing messages in an event

Vanday

If you have any questions about the procurement procedure, you can use the feedback form to write a message to the buyer over the Ariba Network.

To do this, select "Event Messages" while inside the event, and you will be redirected to a page with the message list (Figure 15).

Console	℮ Doc21634452 - RFP for programming software	C Time remaining 2 days 23:42:53
Event Messages Response History	All Content	π
▼ Checklist	Name †	Total Cost
	▼ 1 Техническая часть	
<ol> <li>Review Event Details</li> </ol>	1.1 Name your main competitors	
2. Review and Accept Prerequisites	1.2 Attach the presentation of your company	*Attach a file
3. Select Lots	1.3 Documentation 🖾 Document.docx 🗸	
4. Submit Despanse	▼ 2 Стоимостная часть	
4. Submit Response	2.1 Programming software ∨ Less	
	Price:	* RUB
<ul> <li>Event Contents</li> </ul>	(*) indicates a required field	
All Content		
1 Техническая часть	Submit Entire Response Update Totals Save draft Compose Mest	sage Excel Import
2 Стоимостная часть		

Figure 15

To create a new message, click "Compose Message" (1). If you need to view a message or respond to it, select the checkbox (2) next to the message and choose an action (Figure 16).



Eve	Event Messages - RFP for programming software					Back to Conso	ole		
								D Time remaining 2 days 23:4	42:30
Mes	sages								
	ld	Reply Sent	Sent Date ↓	From	Contact Name	То	Subject		
$\bigcirc$	MSG10322356	No	10/04/2021 11:38 AM	Yandex - TEST	Ulyana Labkovich	David Cottle	Event RFP for programming software has changed.		
$\bigcirc$	MSG10322354	Not Applicable	10/04/2021 11:24 AM	Yandex - TEST	Ulyana Labkovich	David Cottle	Yandex - TEST has invited you to participate in an event: RFP for programming software	re.	
2	View	Reply	Compose Mess	sage	Download all attach	nments			
			1					Back to Conso	ole
0	David Cottle (test-ulabkov 996–2019 Ariba, Inc. All rij	rich@yandex-team.ru) l ghts reserved.	ast visited 4 Oct 2021 1:41:29	AM Events Organiza	tion AN01759015702-T		SAP Business Network Privacy Statement	t Security Disclosure Ter	rms of Use



The Compose New Message page includes a toolbar and the following fields (Figure 17):

- From: The system automatically inserts the name of your Ariba Network profile.
- **To**: The system automatically inserts the "Project Team" value.
- **Subject**: The system inserts the event name here, but you can type in your own name.
- Attachments: This field lets you add files to the message.

Compose New Message		
From:	Events Organization (David Cottle)	
To:	Project Team	
Subject:	Doc21634452 - RFP for programming software	
Attachments:	Attach a file	
B I U := := 1(8 pt)	🕶 - fort - 💌 🗛 🏂 🤗	



In the right part of the screen, you can see the "Send" and "Cancel" buttons. The message text is shown in the area below the toolbar. After you've composed the message and are ready to send it, click the "Send" button. If the message is no longer relevant, click "Cancel".

#### 4.4. Submitting bids

After you confirm the lots, the system opens the contents of the lot/line item (Figure 18).

Console	🔄 Doc21634452 - RFP for programming software		D <sup>Time remaining</sup> 2 days 23:39:46
Event Messages Response History	All Content		
▼ Checklist	Name †	Total Cost	
	▼ 1 Техническая часть		
<ol> <li>Review Event Details</li> </ol>	1.1 Name your main competitors		
2. Review and Accept Prerequisites	1.2 Attach the presentation of your company	*Attach a file	
3. Select Lots	1.3 Documentation 🕜 Document.docx 🗸		
4 Submit Parmanna	<b>т</b> 2 Стоимостная часть		
4. Subinic Response	2.1 Programming software ∨ Less		
- 5 6	Price	RUB	
* Event Contents	(*) indicates a required field		
All Content			
1 Техническая часть	Submit Entire Response Update Totals Save draft Compose Message Excel Import		
2 Стоимостная часть			
David Cottie (test-ulabkovich@) © 1996–2019 Ariba, Inc. Alt rights n	yandex-statem.us) jaat visited 4 Oct 2021 1.141.29 AM Events Organization AM017580115702.7 aastevad.		SID Burloser Matural Britan Changes Construction Providences Teams of Line

Figure 18

At this step, you must first review the event terms, in particular: view the questions in the "Technical part" section and check the attached document (a specification or quote) (to learn more about file download, see "Downloading and viewing event attachments").

If you have any questions about the contents, message the buyer about this (to learn more about managing messages, see "Managing messages in an event").

After you review the terms and documents, you can start responding to the mandatory questions and/or fill out the mandatory fields labelled with an asterisk (\*). Questions can have the following types (Table 2).

Туре	Description	Field example
Investment	You'll need to attach a file from your computer in this field	*Attach a file
List	The field is assigned a single-choice list of values	CPT V
Yes/No	This type of field can accept one out of two possible responses	Yes ~
Text field	You can type any text into it	*
Date	In the field, you can click the calendar icon and select the date or fill in the date manually using the DD.MM.YYYY format	31.05.2021
Amount	Number recognized by the system as the amount in any currency	18540 RUB

Table 2

The 💙 icon indicates that you can add a comment and attachment to a field.

The following actions are available at the bottom of the event contents screen (Figure 19):

• Submit entire response (1): All the required fields are filled in and you are ready to submit your bid.



- Update totals (2): Shows the total amount of the lot/line item and the results of other formulas.
- Save as Draft (3): Saves the pre-filled values of the fields so that you can exit the event and return to it later.
- Compose Message (4): Opens the event's Compose New Message interface.
- Excel Import (5): Import the data from MS Excel.

Go back to Yandex - TEST Dashb	oard	Desktop File Sync		
Console	Doc21634452 - RFP for programming software	C Time remaining 2 days 23:37:02		
Event Messages Response History	All Content	■   >		
▼ Checklist	Name 1	Total Cost		
	▼ 1 Техническая часть			
1. Review Event Details	1.1 Name your main competitors	ABC		
2. Review and Accept Prerequisites	1.2 Attach the presentation of your company	* 🗇 Document.docx $\checkmark$ Update file Delete file		
3. Select Lots	1.3 Documentation 🗇 Document.docx 🗸			
	• 2 Стоимостная часть			
4. Submit Response	2.1 Programming software ∨ Less –			
	4	*		
▼ Event Contents	(*) indicates a required field			
All Content	1 2 3 Cut-site December 2	4 5		
1 Техническая часть	Submit Entire Response Opdate Totals Save drait	Excet import		

Figure 19

When all the required fields are filled in, click the "Bid" button and confirm your action (Figure 20).

	✓ Submit this response?	То
	Click OK to submit.	
any	OK Cancel	* ₽2

Figure 20

The system will display an information message saying that your bid has been submitted (Figure 21). You may edit your bid before the end of the event and continue exchanging messages under the event.



Console	Doc21634452 - RFP for programming software	
Event Messages Response History	$\checkmark$ Your response has been submitted. Thank you for participating in the event.	
Checklist     Review Event Details	Revise Response	
2. Review and Accept	All Content	
Prerequisites	Name †	Total Cost
3. Select Lots	▼ 1 Техническая часть	
4. Submit Response	1.1 Name your main competitors	ABC
	1.2 Attach the presentation of your company	Document.docx V
- Event Contents	1.3 Documentation 🕑 Document.docx 🗸	
• Event contents	• 2 Стоимостная часть	₽2,501,500.00 RUB
All Content	2.1 Programming software ∨ Less	₽2,501,500.00 RUB <i>Fx</i> ✓
1 Техническая часть	Price:	₽50,000.00 RUB

Figure 21

If there are any errors in the field values, the system will display an information message at the top of the page and highlight the fields with errors (Figure 22). Edit the values in this case, then click "Bid" again.

Ariba Sourcir	D There is 1 problem that requires completion or correction in order to complete your request	Cottle ▼ Help Center >>
< Go back to Yandex - TEST Dashbo	pard	Desktop File Sync
Console	Doc21634452 - RFP for programming software	C Time remaining 2 days 23:35:30
Event Messages Response History	All Content	<b></b>   ×
▼ Checklist	Name †	Total Cost
1. Review Event Details	1.1 Name your main competitors	ABC
2 Review and Accent	1.2 Attach the presentation of your company	* 😰 Document.docx 🗸 Update file Delete file
Prerequisites	1.3 Documentation 🕑 Document.docx 🗸	
3. Select Lots	• 2 Стоимостная часть	
4. Submit Response	2.1 Programming software ∨ Less –	You need to provide an answer to 'Price' in Item 2.1.
	Pric	e: * RUB
	4	Þ
<ul> <li>Event Contents</li> </ul>	(*) indicates a required field	
All Content	Submit Entire Response Update Totals Save draft	Compose Message Excel Import
1 Тохимноскоя насть		

Figure 22

If there are multiple errors, the system will also display an information message at the top with "Back" and "Next" buttons to navigate between erroneous fields (Figure 23).



Figure 23

## 5. How to use Help

When you use the Ariba Network, you may have various questions. Most of the questions have already been answered in the Ariba Network Help. To view the information, select "Help Center" in the upper-right corner: a separate window will open in the browser (Figure 24).

Ariba Sourcing 🏼 🖬 🕬			David Cottle 🔻 Help Center
< Go back to Yandex - TEST Dashboard			Desktop File Sync
Console	Doc21634452 - RFP for programming software		D Time remaining 2 days 23:33:44
Event Messages Response History	You have submitted a response for this event. Thank you for participating.		
▼ Checklist			
1. Review Event Details	Revise Response		
2. Review and Accept	All Content		
Prerequisites	Name †	Total Cost	
3. Select Lots	▼ 1 Техническая часть		
4. Submit Response	1.1 Name your main competitors	ABC	
1	1.2 Attach the presentation of your company	Document.	docx 🗸
Event Contents	1.3 Documentation 🗇 Document.docx 🗸		
	▼ 2 Стоимостная часть	₽2,501,500.00 R	UB
All Content	2.1 Programming software ∨ Less	- ₽2,501,500.00 R	UB Fxv
1 Техническая часть	F	Price: \$50,000.00 RUB	

Figure 24

On the SAP Ariba Network Help Center home page, you can see the following tabs (Figure 25):

- Home: The home page of the portal;
- Learning: A library of interactive videos about how to use the Ariba Network;
- Contact us: Here you can search for information and contact Ariba support.



SAP Help Center Home	8
Home Learning Contact us	
1 2 3	
How can w	e help you?
Search knowledge base articles, documentation, and	l tutorials Q
Try "cancel order", "email not	tifications", "user authorization"
Topics we recommend for you	
How to download custom bid spreadsheets for submitted bids	
How to download custom bid spreadsheets for submitted bids Context After you SAP Ariba Sourcing maps the custom offline response to the auction's online co download your custom offline response sheet. Procedure If you are	I submit a custom offline response for an auction, ntent. You can use the following procedure to Documentation
Event participation         Exporting event content         Supplier bid         Sourcing event           Aug 21, 2021 <t< td=""><td></td></t<>	

Figure 25

As you type in the search bar (1), the system fetches relevant suggestions from our database. To run the search, click the icon (2) at the end of the bar or press Enter on the keyboard (Figure 26).

Но	v can we help you?
email 1	× Q 2
Try "cancel o	der", "email notifications", "user authorization"

Figure 26

The search results are displayed at the center of the page (Figure 27).

	< SAP Help Center Search	h		8
	Home Learning Contact us			
email × Q				
	Refine		626 results for <b>email</b>	Relevance 🗸
	Туре		How to configure email notifications	
	Documentation	543	How to configure <b>email</b> notifications Context The buyer administrator can configure <b>email</b> addresses for a buyer account to receive the following types of <b>email</b> notifications: Degument energing Purchase and a string section, check the Send	
	FAQ FAQ	65	notifications to the Ship to email address on the purchase order (if To configure an email address for a scenario where the Ship To email address is not specified on the checkbox and type the require email addresses in the textbox next to it.	
	Support Note	12		Documentation
	Article	3	Ariba Network for Suppliers - User Guides - Messaging on Ariba Network	
	Tutorial	3	Aug 21, 2021	
	Tags		How to update email notification preference	
	Invoicing	19	How to update <b>email</b> notification preference Context When your invoices are undeliverable or rejected for any reason, Ariba Network sends you <b>email</b> notifications if you have already configured your preference To change the notifications you receive,	
	Supplier 360 report	19	and edit the associated email address(es): Procedure Click the Update the email addresses in the Io email addresses (one required) column. Enter up to three email addresses per notification type, separated by commas. Click Save .	
	Account notifications	13	Ariba Network for Suppliers - Administration - Ariba Network guide to invoicing	Documentation
	Email notifications	12	Email notifications	
	Supplier profile questionnaire	12	Sep 18, 2021	
	C	0		

Figure 27



### 6. Support

If you encounter any errors in the Ariba Network, write an email to zakupka@yandex-team.ru with the "SAP Ariba" tag in the message body. Please also provide details of your problem and attach a screenshot of the error/example, if possible.