



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

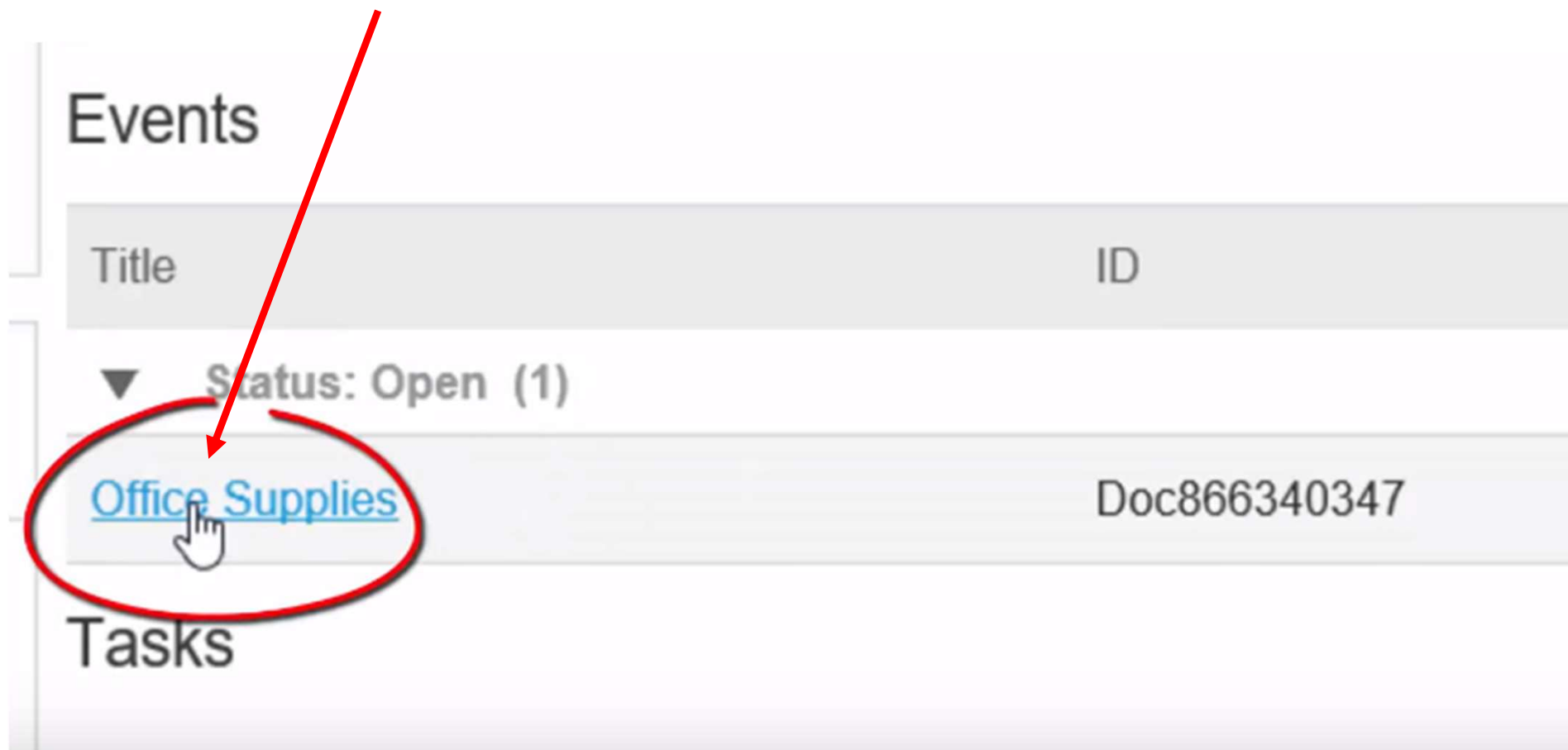
The screenshot displays the SAP Ariba Network user interface. At the top, a dark blue header bar contains the SAP logo, the 'Ariba Network' dropdown menu (highlighted with a red box), a 'Standard Account' label, and an 'Upgrade' button. Below the header, a light blue sidebar on the left lists navigation options: 'Home', 'Orders', and 'Pinned Documents'. The 'Ariba Network' dropdown menu is open, showing a list of options: 'Ariba Discovery', 'Ariba Proposals And Questionnaires' (highlighted with a red box), 'Ariba Contracts', and 'Ariba Network'. The main content area features a table with columns for 'Document #', 'Document Type', 'Customer', 'Status', and 'Amount'. On the right side, there are additional elements including 'Documents' and 'Create' dropdowns, 'Enable Tabs', 'Trends' and 'Refresh' icons, a mobile app promotion banner for 'Now we're mobile. Check it out.' with 'App Store' and 'Google Play' buttons, and a 'Tasks' section at the bottom right.

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## Bidding for a Sourcing Event

### Step 2

Select the 'Open Proposal'



The screenshot shows a web interface with a table of events. The table has columns for 'Title' and 'ID'. The first row is titled 'Status: Open (1)'. Below this, there is a row with the title 'Office Supplies' (a blue hyperlink) and the ID 'Doc866340347'. A red arrow points from the text 'Select the 'Open Proposal'' to the 'Office Supplies' link. The link is circled in red, and a hand cursor is positioned over it. Below the table, the word 'Tasks' is visible.

Title	ID
▼ Status: Open (1)	
<a href="#">Office Supplies</a>	Doc866340347

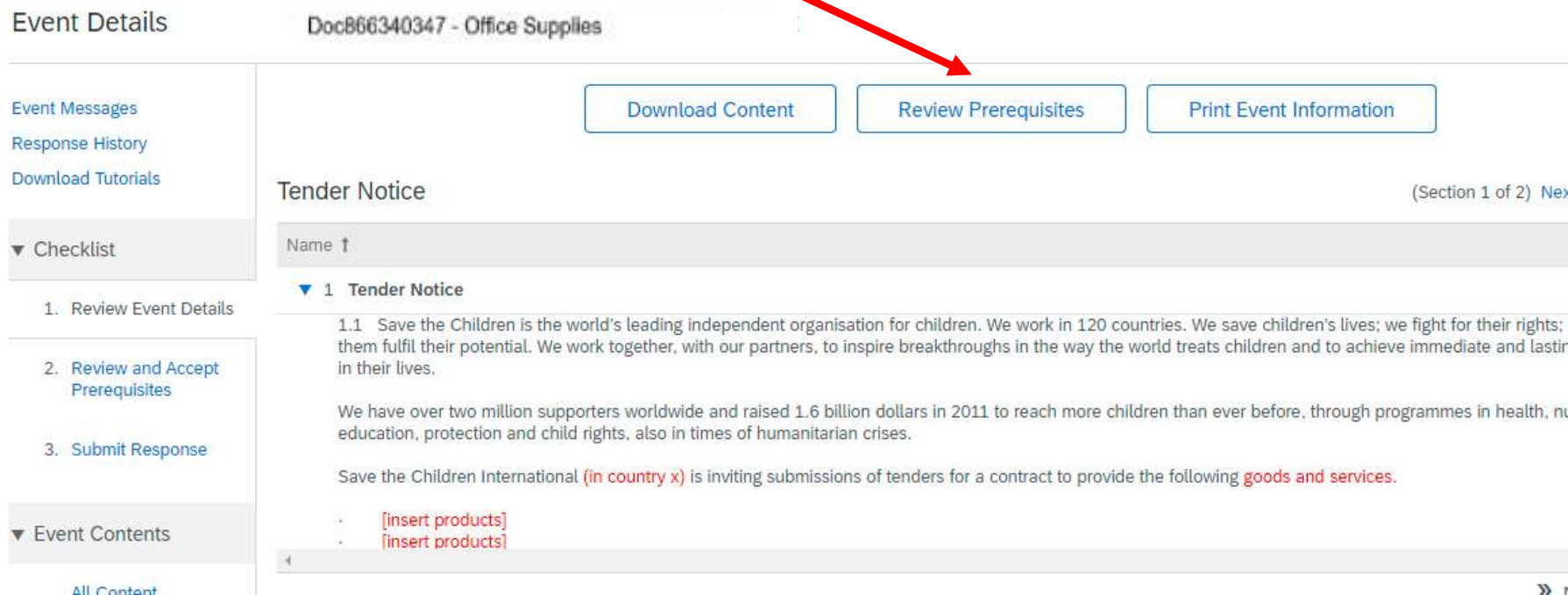
Tasks

# Supplier Registration Workshop

## Bidding for a Sourcing Event

### Step 3

Click on Review Prerequisites.



The screenshot shows a web interface for a sourcing event. At the top, the event details are 'Doc866340347 - Office Supplies'. Below this, there are three buttons: 'Download Content', 'Review Prerequisites', and 'Print Event Information'. A red arrow points from the text 'Click on Review Prerequisites.' to the 'Review Prerequisites' button. On the left side, there is a sidebar with a 'Checklist' section containing three items: '1. Review Event Details', '2. Review and Accept Prerequisites', and '3. Submit Response'. Below the checklist is an 'Event Contents' section with a link 'All Content'. The main content area is titled 'Tender Notice' and includes a search bar with the text 'Name ↑'. Below the search bar, there is a section titled '1 Tender Notice' with a sub-section '1.1 Save the Children is the world's leading independent organisation for children. We work in 120 countries. We save children's lives; we fight for their rights; them fulfil their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting in their lives. We have over two million supporters worldwide and raised 1.6 billion dollars in 2011 to reach more children than ever before, through programmes in health, n education, protection and child rights, also in times of humanitarian crises. Save the Children International (in country x) is inviting submissions of tenders for a contract to provide the following goods and services. Below this text, there are two bullet points, each with the text '[insert products]'. At the bottom right of the main content area, there is a small icon of a double arrow pointing right.

Event Details Doc866340347 - Office Supplies

Event Messages  
Response History  
Download Tutorials

▼ Checklist

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

▼ Event Contents

All Content

Download Content Review Prerequisites Print Event Information

Tender Notice (Section 1 of 2) Ne

Name ↑

▼ 1 Tender Notice

1.1 Save the Children is the world's leading independent organisation for children. We work in 120 countries. We save children's lives; we fight for their rights; them fulfil their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting in their lives. We have over two million supporters worldwide and raised 1.6 billion dollars in 2011 to reach more children than ever before, through programmes in health, n education, protection and child rights, also in times of humanitarian crises. Save the Children International (in country x) is inviting submissions of tenders for a contract to provide the following goods and services.

- [insert products]
- [insert products]

# Supplier Registration Workshop

## Bidding for a Sourcing Event

### Step 4

You need to accept the Terms of the Agreement, and check the box under “Modified Envelope Bidding Event Agreement”, Then Click “Ok” again on the popped up window.

1. Review Event Details

2. Review and Accept Prerequisites

3. Submit Response

In consideration of the opportunity to participate in on-line events ("On-Line Events") held and conducted by the company sponsoring this On-Line Event ("Sponsor") on the web site (this "Site") hosted by Ariba, Inc. ("Site Owner"), your company ("Participant" or "You") agrees to the following terms and conditions ("Bidder Agreement"):

**1. Bids.** If You are invited to participate in the On-Line Event, Sponsor reserves the right to amend, modify or withdraw this On-Line Event. Sponsor reserves the right to accept or reject all or part of your proposal. Submission of a bid does not create a contract or any expectation by Participant of a future business relationship. Rather, by submitting a bid, you are making a firm offer which Sponsor may accept to form a contract, subject to section 2 below. Sponsor is not liable for any costs incurred by Participant in the preparation, presentation, or any other aspect of Participant's bid.

**2. Price Quotes.** Except to the extent Sponsor allows a non-binding bid, all Bids which Participant submits through the On-Line Events are legally valid quotations without qualification, except for data entry errors.

**3. Procedures and Rules.** Participant further agrees to be bound by the procedures and rules established by the Site and Sponsor.

**4. Confidentiality.** Participant shall keep all user names and passwords, the On-Line Event content, other confidential materials provided by the Site and/or Sponsor, and all bids provided by You or another participating organization in confidence and shall not disclose the foregoing to any third party.

**5. Bids through Site only.** Participant agrees to submit bids only through the on-line bidding mechanism supplied by the Site and not to submit bids via any other mechanism including, but not limited to, post, courier, fax, E-mail, or orally unless specifically requested by Sponsor.

**6. Ethical Conduct.** All parties will prohibit unethical behavior and are expected to notify the Site Owner by contacting the appropriate project team if they witness practices that are counter-productive to the fair operation of the On-Line Event. If Participant experiences any difficulties during a live On-Line Event, Participant must notify Site Owner immediately.

**7. Export Control.** All parties who use this Site hosted by Ariba, Inc. agree to comply with all applicable export control and sanctions laws, including the laws of the US, EU and Germany.

**8. Survival.** The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event.

\*\*\*\*  
BA v1.1.19Aug06

☒ I accept the terms of this agreement.

☐ I do not accept the terms of this agreement.

Modified Envelope Bidding Event Agreement

The buyer has configured this event to allow rejected envelopes to be retrieved and opened while the event remains in Pending Selection status. I accept the terms of this agreement. \* ☒

ment

✓ Submit this agreement?

Click OK to submit.

OK

Cancel

OK

Cancel

# Supplier Registration Workshop

## Bidding for a Sourcing Event

### Step 5

Move to the next step: “Submit Response”, and Click on attach a file under the Envelope Section (Highlighted in Yellow)

Event Messages

Response History

▼ Checklist

1. [Review Event Details](#)

2. [Review and Accept Prerequisites](#)

3. [Submit Response](#)

▼ Event Contents

All Content

1 [Tender Notice](#)

2 [envelope 1](#)

All Content

Name ↑

[insert products]

Instructions to complete and submit this:

1. Do this - Review

2. Do this - Respond to Pre-Requisite questions (Please note - once Pre-requisites have been respond to they cannot be changed.

3. Do this

4. Do this

5. Review your responses

6. Submit your responses

▼ 2 envelope 1

2.1 attach your offer

\*Attach a file

(\*) indicates a required field

Submit Entire Response

Reload Last Bid

Save draft

Compose Message

Excel Import

# Supplier Registration Workshop

## Bidding for a Sourcing Event

### Step 6

Choose a File from your Desktop where you saved your offer , select it and click on “Ok”

Add Attachment

OK

Cancel

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** No file chosen

Or drop file here

OK

Cancel

# Supplier Registration Workshop

## Bidding for a Sourcing Event

### Step 7

Click on “Submit Entire Response” and click “Ok”

Event Messages  
Response History

▼ Checklist

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

▼ Event Contents

All Content

1 Tender Notice

2 envelope 1

All Content

2.1 attach your offer

2.1 indicates a required field

Submit Entire Response

Reload Last Bid

Save draft

Compose Message

Excel Import

Bidding offer-Save the Children.docx



# Supplier Registration Workshop

## Bidding for a Sourcing Event

-You Have Successfully Participated in the Event.

-You can Revise your Response if you want to add or amend something in your offer, as long as the Event is still open, by clicking “Revise Response” Option as shown below.

Console

Doc866340347 - Office Supplies

Event Messages

Response History

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Submit Response

▼ Event Contents

All Content

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

Revise Response

All Content

Name ↑

▼ 1 Tender Notice

1.1 Save the Children is the world's leading independent organisation for children. We work in 120 countries. We save children's lives; we fight for their rights; we help them fulfil their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

We have over two million supporters worldwide and raised 1.6 billion dollars in 2011 to reach more children than ever before, through programmes in health, nutrition, education, protection and child rights, also in times of humanitarian crises.

# 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.