Accessing the RFP via Supplier Portal or via Email Invite

Responding to RFP’s

Revising / Resubmitting Your Quote

Posting Event Messages
Login…

There are 2 ways you can Login:

Via the Ariba Supplier Portal Website

or

Via the Email Invitation Link sent by the Buyer
Logging in via the Ariba Supplier Portal

Access the **Ariba Supplier Portal** via your web browser.
Insert your **Username and Password**
Logging in via the Email Invitation Link

Access the RFP via the Email Invite. In the Invite body, click Click Here
Logging in via the Email Invitation Link

Insert your **Username and Password**
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Responding to SAPPI RFP (Event)

**Event:** Can be an RFQ, RFP or RFI

**Supplier Dashboard:** This is the landing page of the Ariba Supplier Portal. It shows the number of Events that have been allocated to your company as well as their current statuses.

<table>
<thead>
<tr>
<th>Events</th>
<th>List of Events with various Statuses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>ID</td>
</tr>
<tr>
<td>Status: Completed (9)</td>
<td></td>
</tr>
<tr>
<td>Status: Open (1)</td>
<td></td>
</tr>
<tr>
<td>Status: Pending Selection (62)</td>
<td></td>
</tr>
</tbody>
</table>

**Completed:** No more activity will take place. The Event is available for viewing

**Open:** The Event hasn’t reached its closing date and time; bidding is allowed

**Pending Selection:** Bidding has ended. The client is analysing bids and will select successful company
Responding to a Sappi RFP

To respond to the Event, **Click on the Event Name**

<table>
<thead>
<tr>
<th>Title</th>
<th>ID</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status: Completed (1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Status: Open (1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TEST 1</td>
<td>Doc38290366</td>
<td>8/10/2016 7:45 AM</td>
</tr>
<tr>
<td>Status: Pending Selection (12)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click on the **Grey Arrow** to expand the list of Events.
Responding to a Sappi RFP

Click on **Review Prerequisites**

**I accept the terms of this agreement.**

**I do not accept the terms of this agreement.**

**Accept the Terms, then, Click OK, and then OK again**
Responding to a Sappi RFP

Select the items you wish to respond to, then, Click Submit Selected Lots
Responding to a Sappi RFP

Please read **ALL** the Content for any special instructions/requirements from the Buyer
### Responding to a Sappi RFP

To submit your quote, click **Submit Entire Response**, then Click **OK**

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Insert your **unit cost**, *please note that this amount will be multiplied by the unit of measure to determine the total cost of the line item*.

Rand and Cents must be **separated by a full stop** and not a Comma.
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Revising Your Quotation

As long as there is **still time remaining** on your RFP you may **submit revised responses**

Click **Revise Response** to change initially submitted pricing

⚠ **Revise Response?**

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

Click **OK**
Revising Your Quotation

Revise the pricing and Click, Submit Entire Response

Submit this response?
Click OK to submit.

OK   Cancel
Accessing the RFP via Supplier Portal or via Email Invite
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Posting Event Messages

At any time while the event is in progress, you are able to send messages to the Buyer.

Click **Compose Message**

Type message details then click on **Send**

Compose New Message

- **From:** Training Test 2 (Michael Tah)
- **To:** Project Team
- **Subject:** Doc:38290356 - TEST 1
- **Attachments:** Attach a file

What is the size of the bearings requested in Item 2?