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## Accessing the RFP via Supplier Portal or via Email Invite

Responding to RFP's

Revising / Resubmitting Your Quote

Posting Event Messages

# *Login...*

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## **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**

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

New to Ariba?  
[Register Now](#) or [Learn More](#)

Something has Changed!

SAP Ariba

As you can see, something has changed! Welcome to the visual refresh. This is the first step in your journey to an updated user experience with Ariba Network for Suppliers! With better usability and with new Action Tiles, you will experience a modern...

[Learn More](#)

# Logging in via the Email Invitation Link

Access the RFP via the **Email Invite**.  
In the Invite body, click **Click Here**

The screenshot displays an email interface. On the left, a search bar contains 'Search SAPPI (Ctrl+E)' and a 'Current Folder' dropdown. Below it, a list of emails is shown, with one selected: 'Keyaam Benjamin' with the subject 'Sappi - TEST has invited you to participate in an event: TEST 1' and a timestamp of '7:54 AM'. The main content area shows the email details for 'Fri 2016/08/05 7:54 AM' from 'Keyaam Benjamin <s4system-prodeu+sappi-T.Doc38290366@eus>'. The subject is 'Sappi - TEST has invited you to participate in an event: TEST 1'. The recipient is 'Benjamin, Keyaam'. The email body features the 'SAP Ariba' logo and the following text:

Welcome, KEYAAM BENJAMIN.

Sappi - TEST has registered you on their Ariba Platform and invited you to participate in the following sourcing event: TEST 1. The event starts on Thursday, August 4, 2016 at 10:53 PM, Pacific Daylight Time and ends on Tuesday, August 9, 2016 at 10:45 PM, Pacific Daylight Time.

[Click Here](#) to access this event. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can access this event.

NOTE: This link is only valid for 30 days. Make sure to register on the Ariba Commerce Cloud before the link expires. After you register, you can no longer use this link.

If you have questions about this event, contact Keyaam Benjamin via telephone at or via e-mail at [keyaam.benjamin@sap.com](mailto:keyaam.benjamin@sap.com).

If you do not want to respond to this event, [Click Here](#). 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.

We look forward to working with you!

Thank You,

Sappi - TEST



# Logging in via the Email Invitation Link

Insert your **Username** and **Password**

**Supplier Login**

User Name


Password

Login

[Forgot Username or Password](#)

**New to Ariba?**  
[Register Now](#) or [Learn More](#)

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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

Title	ID	End Time ↓	Event Type
▶ Status: Completed (9)			
▶ Status: Open (1)			
▶ Status: Pending Selection (62)			

**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

Click on the **Grey Arrow** to **expand** the list of Events

Sappi - TEST Requested Profile

Welcome to the Sappi Ariba Platform. sappi

All required customer requested fields have been completed.  
[View customer requested fields >](#)

Public Profile Completeness

45%  
[Enter a short description to reach 55% >](#)

1 lead matches your company profile  
[View Matched Leads](#)

### Events

Title	ID	End Time ↓	Event Type
▶ Status: Completed (1)			
▶ Status: Open (1)			
▶ Status: Pending Selection (12)			

### Tasks

Name	Status	Due Date	Completion Date	Alert
No items				

Title	ID	End Time ↓
▶ Status: Completed (1)		
▼ Status: Open (1)		
<a href="#">TEST 1</a>	Doc38290366	8/10/2016 7:45 AM
▶ Status: Pending Selection (12)		

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

# Responding to a Sappi RFP

Click on **Review Prerequisites**

Doc38290366 - TEST 1

Time remaining  
4 days 23:14:07

Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the buyer to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisite, you cannot view the event content or participate in this event.

Download Content

Review Prerequisites

Decline to Respond

Print Event Information

I accept the terms of this agreement.

I do not accept the terms of this agreement.

OK

Cancel

Accept the Terms, then,  
Click **OK**, and then **OK again**

✓ Submit this agreement?

Click OK to submit.

OK

Cancel

# Responding to a Sappi RFP

Select Lots    [Select Using Excel](#)

Lots Available for Bidding

<input checked="" type="checkbox"/>	Name
<input checked="" type="checkbox"/>	4.1 WHEEL BEARINGS PLEASE SUPPLY CAST IRON BEARINGS XYZ325P
<input checked="" type="checkbox"/>	4.2 CONVEYOR BELT BEARINGS PLEASE SUPPLY BEARING ABC275Z

[Submit Selected Lots](#)

**Select the items you wish to respond to, then, Click **Submit Selected Lots****

# Responding to a Sappi RFP

Doc38290366 - TEST 1 Time remaining  
4 days 22:09:10

All Content ☰

Name ↑	Price	Quantity	Extended Price
▼ 1 Introduction			
1.1 Company Information			
Sappi is a global company focused on providing dissolving wood pulp, paper pulp and paper-based solutions to its direct and indirect customer base across more than 100 countries. We produce approximately 5.7 million tons per year of paper, 2.4 million tons per year of paper pulp and 1.3 million tons per year of dissolving wood pulp.			
1.2 How to respond to the RFP			
1. Once you access the project, please review the event details. You can click on "All content" in order to see all the sections together.			
2. Review and accept the Agreement and/or Prerequisite(s) at the project level.			
3. Enter your response and click on Submit entire response. Please note that unless you click on the "Submit" button, your response will not be received by Sappi.			

(\*) indicates a required field

[Submit Entire Response](#) [Update Totals](#) [Reload Last Bid](#) [Save](#) | [Compose Message](#) [Excel Import](#)

Please read **ALL** the Content for any special instructions/requirements from the Buyer

# Responding to a Sappi RFP

Doc38290366 - TEST 1 Time remaining  
4 days 22:45:12

All Content

Name ↑	Price	Quantity	Extended Price
2 Commercial Terms			
3 Technical Specifications			
▼ 4 Pricing			
4.1 WHEEL BEARINGS	Less... - * 100	EUR 10 each	Fx
PLEASE SUPPLY CAST IRON BEARINGS XYZ325P			
4.2 CONVEYOR BELT BEARINGS	Less... - * 200	EUR 50 each	Fx
PLEASE SUPPLY BEARING ABC275Z			

(\*) indicates a required field

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

✓ Submit this response?  
Click OK to submit.

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**

Doc38290366 - TEST 1 Time remaining  
4 days 22:30:06

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

[Revise Response](#)

All Content

Name ↑	Price	Quantity	Extended Price
2. Review and accept the Agreement and/or Prerequisite(s) at the project level.			
3. Enter your response and click on Submit entire response. Please note that unless you click on the "Submit" button, your response will not be received by Sappi.			
2 Commercial Terms			
3 Technical Specifications			
▼ 4 Pricing			€11,000.00 EUR
4.1 WHEEL BEARINGS <span style="float: right;">More... +</span>	€100.00 EUR	10 each	€1,000.00 EUR <i>Fx</i>
4.2 CONVEYOR BELT BEARINGS <span style="float: right;">More... +</span>	€200.00 EUR	50 each	€10,000.00 EUR <i>Fx</i>

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

▼ 4 Pricing				€11,000.00 EUR
4.1 WHEEL BEARINGS	More... +	* 150	EUR 10 each	€1,000.00 EUR <i>Fx+</i>
4.2 CONVEYOR BELT BEARINGS	More... +	* 250	EUR 50 each	€10,000.00 EUR <i>Fx+</i>
(*) indicates a required field				
Submit Entire Response   Update Totals   Reload Last Bid   Save   Compose Message   Excel Import				

**Revise the pricing and Click, Submit Entire Response**

**Click OK**

✓ Submit this response?  
Click OK to submit.

OK | Cancel



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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**

▼ 4 Pricing

4.1 WHEEL BEARINGS

4.2 CONVEYOR BELT BEARINGS

(\*) indicates a required field

Submit Entire Response | Update Totals | Reload Last Bid | Save | Compose Message

Click **Compose Message**

Type message details then click on **Send**

Compose New Message

From: Training Test 2 (Michael Tsh)

To: Project Team

Subject: Doc38290366 - TEST 1

Attachments: [Attach a file](#)

**B** *I* U | size -- | Verdana

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

Send | Cancel