Training documentation

"ARIBA for Suppliers"

User function:

Supplier ARIBA Users

System: ARIBA
Customizing status: February, 2021

Table of Contents

Abbreviations

AEO	Authorized Economic Operator
BAD-SL	Bad Substance List
BG	Business Group
BI	Bank Information
BL	Business License
BOA	Bonus Agreement
CAG	Commercial Agreement
CAGP	Commercial Agreement (project specific)
CAPA	Capacity Agreement
CMD	Conflict Mineral Declaration
CMRT	Conflict Minerals Reporting Template
CONSULT	Consulting Contract
CRT	Cobalt Reporting Template
CSA	Consignment Stock Agreement
CSR	Corporate Social Responsibility
ECPC	Pollution Certificate
FRA	Frame Agreement
FRC	Freight Contract
GK P&L	Auxillary material used in productionor laboratory
IATF 16949	IATF-certificate
ID	Identification Number
ISO 13485	Medical Care Certification

ISO 14001	Environmental Management
ISO 17025	Testing and Calibration Laboratories Certification
ISO 45001	Occupational Health & Safety Certification
ISO 50001	Energy Management Certification
ISO 9001	Quality Management Certification
ISO/TS 22163	Railway application Certificate
JDA	Joint Development Agreement
LEA	Leasing and Rental Agreement
MPA	Material Purchase Agreement
MSME	MediumSmallMicroEnterprise Certificates
NDA	Non Disclosure Agreement
NDAP	Non Disclosure Agreement (project specific)
OHSAS 18001	Occupational Health & Safety Certification
OSS	Occupational Safety Sheet
PPM	Parts Per Million
PRA	Pricing Agreement
QAA	Quality Assurance Agreement
RD	Development Contract
REACH C	REACH Confirmation
REACH R	REACH Registration
RoHS	RoHS Conformity
SA 8000	Social Accountability Certification
SD	Supplier Declaration (China)
SLA	Service Level Agreement
SLP	Supplier Lifecycle and Performance
SM	Supplier Management
SQM	Supplier Quality Management
SRM	Supplier Relationship Management
TOL	Tooling Agreement

1 General explanation of ARIBA

SAP ARIBA is a cloud-based innovative solution that allows suppliers and buyers to connect and do business on a single platform. ARIBA acts as supply chain and procurement service in order to perform business on a global scale.

The cloud based innovative solution was first developed in 1996 by the company ARIBA and was later acquired by SAP in 2012.

1.1 Targets of TDK Electronics

The targets of TDK Electronics are:
- Establish transparency among business groups and plants for all procurement data
- Improve efficiency by replacing manual work like excel sheets and emails
- Unification of procurement processes and systems within the TDK Electronics
- Implement efficient reminding functions for the expiration of contracts and certificates
- Store all documents in a single system

1.2 Content/Explanation

TDK Electronics is using three modules:
- Supplier Lifecycle and Performance Management (SLP)
- Contracts
- Sourcing

1.3 Costs

As an ARIBA Network supplier, you have two choices in ARIBA Network accounts.

Standard account: Basic functionality, completely free for suppliers in the ARIBA Network, standard account is the fast and easy way for you to receive orders, confirm them, and quickly transform them to invoices. You'll receive POs via the e-mail address associated with your standard account, and you can transact an unlimited number of documents with your customers without any fees (please note, that not all of the mentioned functions are used at TDK). The standard account is ideal if you only need the basics on ARIBA Network such as:

- Participating in sourcing events
- Contract collaboration

If you have more advanced needs such as offering your customers catalog content, supply chain collaboration, integration with your ERP system or access to experts and priority support the enterprise account is needed.

The number of documents you transact on ARIBA Network within a 12-month period and the extent of the automation technologies and support that your business requires determines the enterprise account subscriptions. For more details, please contact SAP ARIBA.

https://www.ARIBA.com/ARIBA-network/ARIBA-network-for-suppliers/accounts-and-pricing

Note: All three modules used by TDK Electronics are FREE OF CHARGE

2 How to register on ARIBA

The first step is the registration. This will be triggered by TDK buyers, who will send you an invitation with the registration questionnaire.

Whenever an action is needed from your side in ARIBA you will receive an email notification.

2.1 Invitation

Click on the link in the e-mail you received to create an account or to log in, if you have already have an account.

TDK Electronics

Register as a supplier with TDK Electronics

Hello!

BUYER has invited you to register to become a supplier with TDK Electronics. In order to do so, you need to start by creating an account with Ariba Network. It's free.
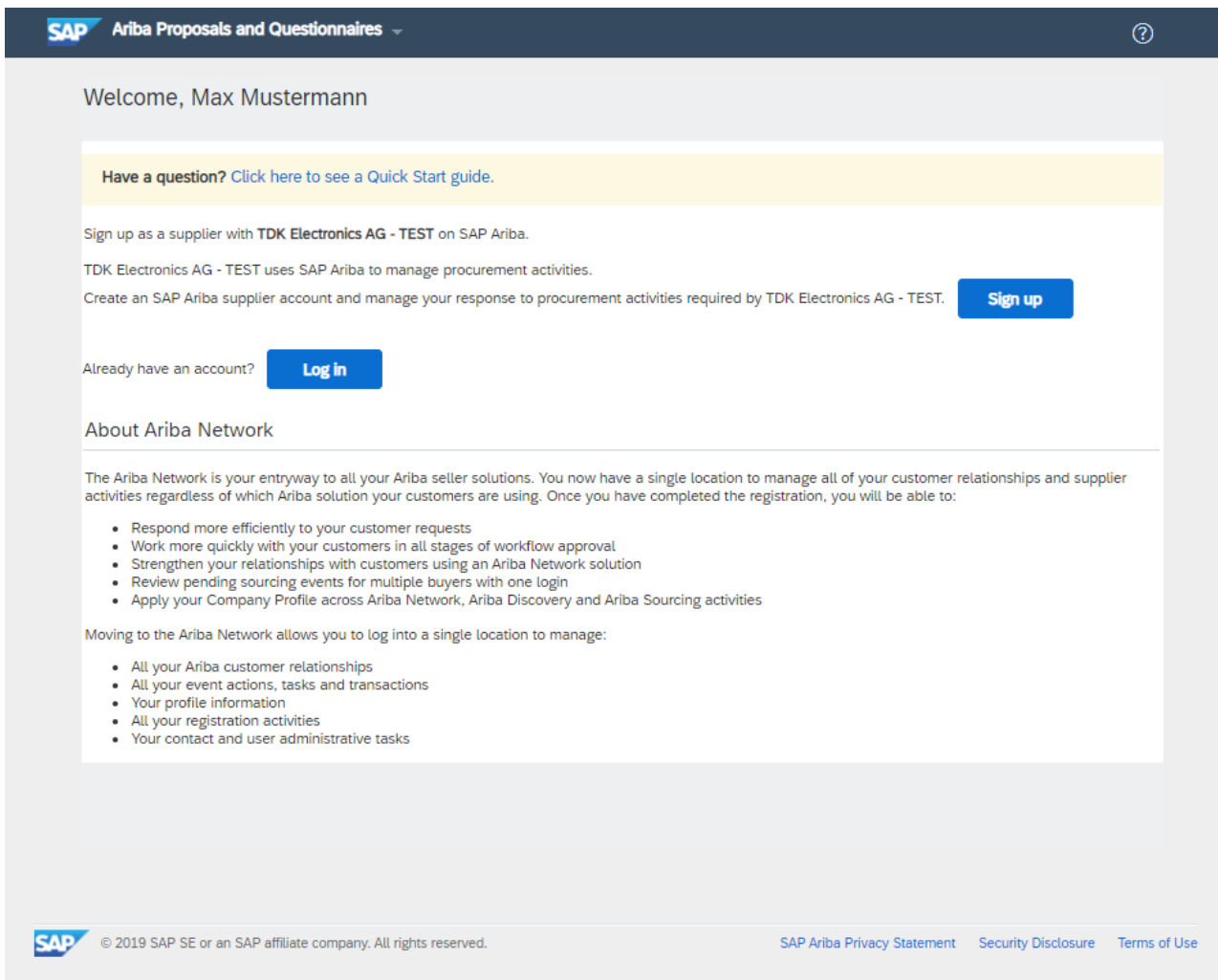
TDK Electronics uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Supplier Documentation AG already has an account with Ariba Network, sign in with your username and password.

Click Here to create account now
You are receiving this email because your customer, TDK Electronics - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact TDK Electronics - TEST.

Offices | Data Policy | Contact Us | Customer Support
Powered by

Following internet page will open.

If you already have an account, you can directly check chapter 2.3 regarding the TDK registration questionnaire.

2.2 **Sign up**

If you start by creating an account, ARIBA will ask you for some additional information. This information is not related to the TDK questionnaire but for your public profile on the ARIBA network.

2.2.1 Company information

Company information

* Indicates a required field

Company Name:*	Supplier Documentation AG
Country/Region:*	Austria [AUT]
Address:*	Line 1
	Line 2
Postal Code:*	8010
City:*	Graz
State:*	Styria [AT-6]

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Please fill out all required fields to create an account.

2.2.2 User account information

Please be informed, that the username must be in email format (xxxx@xx.xx).

The password must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters.

User account information

* Indicates a required field

SAP Ariba Privacy Statement

Name:*	Max	Mustermann
Email:*	julia.kapfensteiner@tdk-electronics.tdk.com	
	☐ Use my email as my username	
Username:*	mustermann@test.com	
Password:*	Enter Password	
	Repeat Password	
Language:	English	
Email orders to:*	mustermann@test.com	

Must be in email format(e.g john@newco.com) ⓘ

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters. ⓘ

The language used when Ariba sends you configurable notifications. This is different than your web b...

Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

2.2.3 Business information

Please browse to the product and categories, and to the ship-to/service locations by using the "browse" button.

You need to select at least one product on the third level. Please choose the corresponding category by clicking on the "+".

Don't forget to accept the Terms of Use and the SAP Ariba Privacy Statement on the bottom.

Then you can click on "Create Account and Continue"

2.2.4 Review potential exiting accounts

You may get the information, that there are already similar accounts created. You need to review them and check, if you company is maybe already registered.

You can click on view profile to access the details of the potential duplicates. If your company is already registered, please click on "Contact Admin" to enlarge your company's account.

Aribatest	AUT	Styria	-	AN01561463839	ooo
TDK India Pvt Ltd	IND	Maharashtra	-	AN01457459021	View profile Please view profile and contact admin if you need to.
TDK COMPONENTS PTE. LTD.	SGP	Singapore	-	AN01566647285	ooo

If you are sure, that none of these accounts are related to your company, you can click on "Continue Account Creation".

This will directly bring you to the TDK registration questionnaire.

2.3 Registration questionnaire

The registration questionnaire contains general information. Please fill out the questionnaire with all your data. Mandatory questions are marked with an asterisk (*) and have to be answered to be able to submit the response..

2.3.1 Important questions

In the following you will find some questions which are important for continue business TDK.

TDK is not allowed to work with suppliers which do not comply with the "ten principles of the UN global compact initiative". So please read these questions carefully and answer correctly.

Please also fill in your DUNS (Dun & Bradstreet Number) number. If you don't have one, you can easily apply for one (https://www.bisnode.de/upik-en/contact-upik/)

In case you intend to supply material(s) to TDK which remain in the TDK end product you need to have at least an ISO 9001 certificate. In case you have an ISO 9001 certificate please choose "yes" at the corresponding question 4.1. If you are IATF 16949 certified please also tick "yes" at the ISO 9001 question.

▼ 4   Documents

4.1	Do you have a valid ISO 9001 certificate?	* Yes ∨

Please add all bank information in the relevant fields (even if the field itself is not mandatory).

▼ 5   Banking details

5.1	Account holder	*
5.2	Name of the bank (from account holder)	*
5.3	Swift code	
5.4	Bank account	
5.5	IBAN (international bank account number)	
5.6	Currency	Unspecified ∨

Please enter also all tax numbers you have by clicking on the corresponding blue link. Multiple answers per link are possible.

7	European tax identification number (VAT)	Add European tax identification number (VAT) (0)
8	Please enter your tax number into the next field if you are not inside the EU or if you have additional numbers	
9	Other Tax Numbers	Add Other Tax Numbers (0)

2.3.2   Submit response
After adding all your information, please click on „Submit Entire Response".

| Submit Entire Response | Reload Last Bid | Save draft | Compose Message | Excel Import |

You will receive an email, which informs you, that the questionnaire is submitted

TDK Electronics

TDK Electronics has received your registration information and will review it for approval.

To check your registration status, log in to the TDK Electronics - TEST supplier portal.

Click Here

Sincerely,
TDK Electronics
You are receiving this email because your customer, TDK Electronics - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact TDK Electronics - TEST.
Offices | Data Policy | Contact Us | Customer Support

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Depending on your answers the registration questionnaire will be approved, denied or the buyer of TDK will ask for additional information.

2.3.3 Request additional information

If TDK requires additional information, you will receive an email. Click on the link to access ARIBA.

TDK Electronics

Additional registration information needed.

TDK Electronics reviewed your registration information and needs the additional information described in the comments below.

Comments: Dear Supplier,

Please inform about question number XY and add your answer!

Best Regards
TDK Buyer

To provide the additional information that TDK Electronics needs, Click Here to go to the registration questionnaire.

If you have questions, please contact Julia Kapfensteiner.
You are receiving this email because your customer, TDK Electronics - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact TDK Electronics - TEST.
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Please open ARIBA and click on "Revise Response", edit the information requested by the TDK-buyer and submit the questionnaire again.

You have submitted a response for this event. Thank you for participating.

Revise Response

All Content

2.3.4 Approval

If the questionnaire is approved, you will also be informed.

TDK Electronics

Registration with TDK Electronics has been approved.

You will be notified when next steps as part of a procurement or sourcing process require your attention.
You are receiving this email because your customer, TDK Electronics, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact TDK Electronics - TEST.
Offices | Data Policy | Contact Us | Customer Support
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3 How to become a qualified supplier for TDK

After you registered, and the registration is approved by the respective buyer at TDK your qualification as TDK-supplier will start. Throughout this process, you will receive at least one more questionnaire for qualification.

3.1 Invitation

Depending on the material or service you provide more questionnaires need to be filled in.

Whenever an action is needed from your side in ARIBA you will receive an email notification. Then you have to access your ARIBA account or only click on the link in the email to proceed.

Hello!

Now that Test supplier_Training is registered as a supplier with TDK Electronics - TEST, you're invited to fill out one or more questionnaires to become qualified.

If you have questions, please contact xxxxxx at   or via e-mail at xxx.xxx@tdk-electronics.tdk.com.

Click Here to create account now to fill out the questionnaire

Thank you,

TDK Electronics - TEST

In your ARIBA TDK view you can see which questionnaires are open and where you need to take action.

Start to fill in the questionnaires by clicking on the blue file(s).

Qualification Questionnaires

Title
▼ Status: Open (1)
General qualification questionnaire

Questionnaires

Title
▼ Status: Open (1)
SM Questionnaire (F1)

The appropriate questionnaire opens.

Please note, that the different questionnaires consist of mandatory and not mandatory questions. Mandatory questions are identified by a red asterisk * and need to be answered.

* | Unspecified ⌄ |

3.2 General qualification questionnaire

The General qualification questionnaire under the category "Qualification Questionnaires" in your ARIBA TDK view only consists of view mandatory questions.

All Content	
Name ↑	
▼ 1 General information	
1.1 Company country	* Unspecified ⌄
1.2 Do you have a special contact for the qualifying TDK plant?	* Unspecified ⌄
1.6 E-mail address for ordering (if different from previously provided)	
1.7 Fax number for ordering (if different from previously provided)	
▼ 4 Comments	
4.1 Additional comments (in english)	
(*) indicates a required field	

Submit Entire Response | Save draft | Compose Message | Excel Import

It is necessary, to provide additional contacts if available and also to recheck, if the email address for ordering is the same (for the qualifying TDK plant) as you provided in the registration questionnaire.

The General qualification questionnaire has to be filled out by each and every supplier, no matter what material or service he is able to supply. Furthermore this needs to be filled, everytime if an additional TDK plant is qualifying you as a potential supplier.

3.3 SM Questionnaire

The next questionnaire under the category "Questionnaires" is more comprehensive. Depending on the material or service you provide to TDK you will receive the relevant questionnaire.

3.3.1 Important questions

Mandatory questions have to be answered to be able to submit the response. In the following you will find some questions which are important for the ongoing business with TDK.

If you are delivering materials to TDK you are also asked questions regarding conflict minerals and REACH

In case any of your material, which you intend to supply contains so called "conflict materials" choose "no" at 6.7. "Are your products free form conflict minerals?" Additional questions will pop up and you will be asked which conflict mineral and you also have to attach the CMRT file, so that TDK can verify no red smelters are used. The same is for cobalt.

You will be asked for all your certificates (see chapter 6.1). In case you have a specific certificate for example ISO 9001, IATF 16949, ISO 14001 or ISO 50001 please choose "Yes". Due to your certificate status the questions of the questionnaire will be reduced with redundant questions based on your certificates. For example, if you hold an ISO 14001 certificate, no Environmental management questions will appear in your questionnaire.

In the "SM questionnaire" you are asked for the availability of several certificates.

If you have a certificate choose "yes" -> Details appears. You need to upload your certificate to ARIBA. Click on "Details". You need to fill in the window with the certificate fields. In the line attachments you have to upload the certificate.

9.1 ISO 9001

Enter details for **Certificate**. Enter the location of a file to add as an **Attachment**. To search for a   *More*

Certificate Type: ISO 9001

Issuer: *

Year of Publication: *

Certificate Number: *

Certificate Location: *

Effective Date: *

Expiration Date: *

Attachment: *   [Datei auswählen]   Keine ausgewählt

Or drop file here

Description:

[OK]   [Cancel]

This has to be done for all certificates you have.

Authorized economic operator. In case you don't have the AEO certificate choose "No". An additional line pops up. Here you have to confirm, otherwise TDK cannot qualify you.

10	Customs law aspects and security	
10.1	AEO (authorized economic operator) certificate	* [No ▾]
10.2 I hereby declare that a) goods, which are produced, stored, forwarded or carried by order of TDK or which are delivered to TDK · are produced, stored, prepared and loaded in secure business premises and secure loading and shipping areas · are protected against unauthorized interference during production, storage, preparation, loading and transport b) reliable staff is employed for the production, storage, preparation, loading and transport of these goods c) business partners who are acting on my behalf are informed that they also need to ensure the supply chain security as mentioned above.		* [Unspecified ▾]

In case of any questions don't hesitate to contact your responsible buyer.

3.4   **Submit a questionnaire**
At the bottom of each questionnaire you have the following choices

[Submit Entire Response]   [Save draft] | [Compose Message]   [Excel Import]

If you have any questions you can press on the button "Compose Message"
By clicking on this you can send a question to the buyer via ARIBA

Your contact person at TDK Electronics will reply you via Email.

If you started answering the questions, but could not finish in one go, you can click on "Save draft". The entries will be saved and you can continue afterwards.

You also have the possibility to download the questionnaire to Excel. Fill in the questions in Excel and upload the answers.

In case not all mandatory (*) questions are answered you are not able to submit the questionnaire.
The following error message appears:
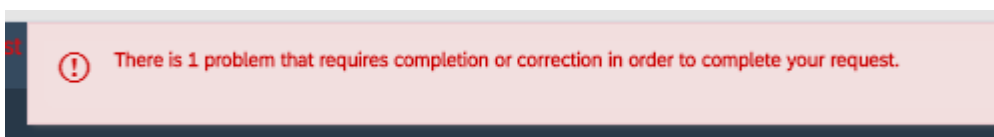
After all mandatory questions are answered you can click on "Submit entire response".

4 Further explanations of questionnaires

Within the following chapter, you will find some additional helpful information in regards to the questionnaires.

4.1 Excel Import

This is done by clicking on "Excel Import" -> Download Content.

Save the file on your computer.

You have different excel sheets for each chapter of the questionnaires, please fill in all.

Mandatory questions are highlighted in yellow.

After you filled in the questions go back to ARIBA. Select the file on your computer and upload it.

Import Response from Excel

This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment.

Step 1. Click "Download Content" to download and review your event in an Excel Spreadsheet.
Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

[Download Content]

Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

Step 3. Locate the saved Excel file on your computer using the Browse button.
[Datei auswählen | Keine ausgewählt]
Or drop file here

Step 4. Click **Upload** to import the contents of the Excel file to your event.
Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.

[Upload]

Some questions have a 📫⁺ on the right side. By clicking on this you can attach a file.

14.1 Additional Comments (please answer in english)

After you filled in the questions, or uploaded the file you can submit the response by clicking on the button "Submit Entire Response".

You will be asked again if you want to submit this response. Click okay. If you press cancel you will come back to your filled in questionnaire.

✓ Submit this response?

Click OK to submit.

[OK] [Cancel]
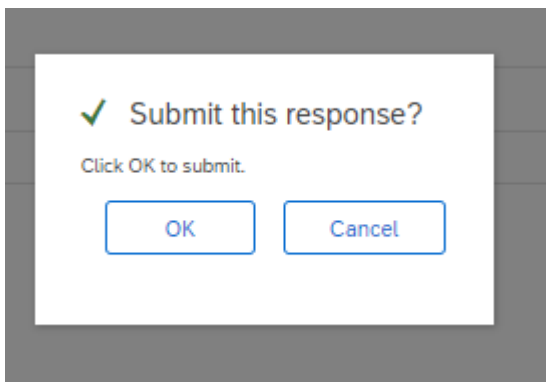
After you have submitted the response the status of the questionnaire is "Pending Qualification Approval".

After approval of the questionnaire by the buyer the status of the "General qualification questionnaire" changes to "Qualified". The status of the "SM Qustionnaire" changes to "Approved".

Now you are qualified for a supplier of TDK!

4.2 Time Frame of questionnaires

There are fixed time frames in which you have to answer respectively fill in the different questionnaires.
Registration: 2 weeks
Qualification Questionnaires: 3 weeks
Questionnaires: 3 weeks

The remaining time can be seen in your general ARIBA TDK view and also on the upper right side when opening a questionnaire

After the time has run out you are not able to submit a response via ARIBA anymore.
In case you have unintentionally missed to submit in time you have to write an email to the responsible buyer and ask for an extension. The email address of the buyer can be found in the email notification where you were invited to fill in the questionnaires.

You will again be notified via email as soon as the questionnaire in ARIBA is reopened.

4.3   Revise response

In case you submitted a response, but you want to change your answer you have to press on "Revise Response".

You will be asked a second time

Click "OK" and the questionnaire will be open again. Now you can update your answers.

If the questionnaire is already closed you have to press "Review Response". Here you cannot change anything. You have to press "Compose message" and ask the buyer to open the questionnaire again.

5 How to handle a certificate

Within the following chapter it is explained where TDK can access your certificates and how they are handled in ARIBA.

5.1 Certificate overview

You can see all your uploaded certificates in your ARIBA TDK overview. In the last column you see the status of the certificate "Valid" or "Expired".

5.2 Public certificates

Certificates which are uploaded to the public profile are not linked to TDK realm.

5.3 Update of expired certificates

After the expiration of a certificate you get a notification via email to update your certificate in ARIBA. For further information in regards to the public profile, please check chapter 8

Hello supplier test,

Please upload a new ISO 14001 before the current certificate expires on Sun, 06 Sep, 2020.

Click Here to upload the certificate in SM Questionnaire (F1).

Best Regards,

TDK team

In case at least one certificate has reached its expiration date the "SM Questionnaire" will be opened again and the status of the questionnaire changes to "Expired".

To update your certificate(s) you need to click on "SM Questionnaire" and "Revise Response". Go to the specific Certificate chapter (9). Click on details next to your certificate.

The window for the details of the certificate opens. Update your entries.Then delete your old attachment, choose the new one and press "OK".

After you have updated all your expired certificates click "Submit Entire Response" and the SM Questionnaire is sent to your Buyer.
The Status of the expired certificate changes after approval of the Buyer.
You will receive an E-Mail Notification after Approval of the SM Questionnaire.

In your ARIBA TDK overview the certificate is valid again and the SM Questionnaire changes to status "Approved".

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (1)					
SM Questionnaire (F1)	Doc486420223	9/15/2020 9:08 AM	F1 Material 1	All All	Approved

Certificates

Certificate Info	Effective	Expiration	Attachment		Questionnaire	Status
ISO 14001	9/13/2020	10/5/2021	📄 ISO 14001Test supplier_Training_Update.pdf		SM Questionnaire (F1)	Valid

6   How to handle a contract

SAP Ariba offers also the possibility to negotiate and close contracts. As each version of the contract is stored in the system both parties will have full transparency about the negotiated terms and agreements.

6.1   Negotiating a contract

When TDK starts negotiating a contract with you, you will receive an e-mail notification.

You will find a number "CWxxxxx" following with the contract type, which TDK
wants to close with your company name.

Task title: Negotiation means, that you received the proposal from TDK and you will be asked to read and sign the contract proposal. In the message you will find a warning message for the further process – Please do not click on "Accept proposal".

You also find a message from your partner giving you further information

To see the contract and negotiate it please click on "Click Here"

You will be directed to the ARIBA start page, after log in you will get directly on the contract negotiation page

On this page you find the contract sent by TDK, the contact person's name and the message related to this contract. Please download the contract.

In case you agree with the content of the contract, please sign it and upload the signed file.

If changes of the content are necessary, please edit the contract and send back the edited version to TDK.

In both cases please click on "Create counter proposal" - Please do not click on accept proposal!

You will go to the following page

Here you can upload the signed contract or the contract which you have edited. If you have amendment to the contract you can attach it as well.

Click on "OK" to send the contract to TDK.

If TDK does not accept your proposal, TDK will send you an edited version of the contract and the process starts again.

If TDK accepts the proposal you will be informed via e-mail.

TDK Electronics - TEST
Negotiation

This comment was made by: Csaba Levai

On this date: Fri, 11 Sep, 2020

Comment: Proposal Accepted

This email originated from the Ariba system used by TDK Electronics - TEST and was originally sent to: levaicab@gmail.com

System Reference: Click Here to access the system.

6.2 Receiving of a signed contract

TDK can also send the signed contract to you via ARIBA. In this case you will get another e-mail

TDK Electronics - TEST
CW20914 - NDA Lévai Egyéni Vállalkozás: Signed version

Task title: Signed version

Task description:
Message to the Supplier: Please find enclosed the signed contract. There is no need to further action from your side.

If you have any questions, please contact Csaba Levai.

Thank you,

TDK Electronics - TEST

This email originated from the Ariba system used by TDK Electronics - TEST and was originally sent to: levaicab@gmail.com

System Reference: Click Here to access the system.

By clicking on "Click Here" you will get to ARIBA and find the contract in there. You can download the signed contract here, then click on Exit.

Review Task   Exit

The document below has been submitted for review. To view documents, click the document link to open or download them. If you are a reviewer, you can complete this task by clicking the *More*

UAT Retest / **Signed version**

TSK511187581 Signed version   Round 1: Awaiting Response(s) ⓘ

Message to the Supplier: Please find enclosed the signed contract. There is no need to further action from your side.

Julia Kapfensteiner
📄 NDA_43751_20191111_signed ⌄

One or more documents have been submitted for your review. You have the following options:

- View the documents on the left.
- To propose document changes, edit and save all required documents locally. Add it as an attachment when you submit your Counter Proposal or Review.

Complete Review ⓘ

7 How to participate in an event

Within the following chapter it is explained how to send quotations and offers to TDK and how to participate in sourcing events (which could be a request for price or even an auction).

7.1 Invitation

Once TDK has a new request for price and would like to receive your offer, you will receive an e-mail notification

Once you click on the link to access the event and log into SAP ARIBA, you will see a new item under the "Events"-section on the main page for TDK:

7.2 Participation

By clicking on the event-name you will access the event and see this screen:

On the left side you will see a "Checklist" which guides you through the different steps.

If you want to issue your offer for the event, you need to accept the prerequisites beforehand – therefore, click on "Review Prerequisites".

Choose "I accept the terms of this agreement" and click on "OK".

You receive a pop-up to confirm:

On the next page you will see the lots requesting for offers. You can choose whether to make an offer, by clicking on the square left of the lot, or decline to offer by choosing a reason. Afterwards click on "Confirm Selected Lots".

On the next screen you will be able to introduce your offer; the fields can differ depending on the type of material/service that will be requested, but the main objects are these:

Once you submitted your response TDK will revise and compare it to other offers received. Please note, that only an official order will result in a contract.

While the event is still open (countdown on the upper right), you have the possibility to revise your response or write a message to TDK:

By clicking on "Revise Response" and confirming the pop-up you will come back to the edit-screen of the event:

You can edit the fields as needed. If you have already revised your response several times, by clicking on "Reload last bid" you can go back to the prior bid.

Once you are done click on "Submit Entire Response".

If you click on "Compose Message" you will see this screen:

Write your message to TDK, if necessary you can also attach a file. Once done, click on "Send".

Once the event is closed you will receive an email thanking you for your participation. TDK will inform you if you have been awarded with the bid after taking the decision.

7.3   Declining

Other options from the initial screen are the following:

If you would like to decline to offer right away, please click on "Decline to respond"

Introduce your reason for declining and click on OK.

In case you would like to print the event information, click on "Print Event Information". You will download a printable word file with all the information.

For the option "Download content" please check chapter 9.

7.4 Excel upload of information

If you would like to prepare your answer to an event offline, you can do so, starting on the main event page by clicking on "Download content"

You will find an Excel with precise indications on how to fill out each field in order to avoid mistakes.
Fill it out according to the instructions and then save the file on your computer.

By clicking on "Done" you will be back at the initial page.

Now you have to review the prerequisites; after accepting you will see the next screen with the lots to bid on. Choose the tab "Select Using Excel".

On the next screen you will see the instructions to upload the Excel file you previously saved on your computer. If you didn´t download the content previously you also have the chance to do this here by clicking on "Download Content". Next, choose the file you stored and click on "Upload".

You will receive this notice, click on "Use Selected Lots"

Upon successful upload you will receive this notice:

✓ Import Successful

Your response has been imported successfully.
Click the **Submit Entire Response** button, as soon as it appears on the page.

OK

After clicking on "OK" you will see the event with all fields filled out as per the excel file. In case you need to make changes you can do that here. Once everything is correct, click on "Submit Entire Response".

All Content

Name ↑	Price	Quantity	Extended Price
1 Offer number	ON987562		
2 Comments	Discount for 20h/month 5%		
3 Please upload any supporting documents for this sourcing event.	Attach a file		
4 **Gardening Service** ⌄	* €37.50 EUR	10 hour	€375.00 EUR *Fx* ⌄

(*) indicates a required field

Submit Entire Response   Update Totals   Save draft | Compose Message   Excel Import

Confirm the pop-up and your answer will be submitted to TDK.

8 How to update the Public Profile

Beside information, which TDK requests, it is possible to add information to you public profile.

You are not required to reach 100% completeness on your public profile.

Although you need a company logo and website to reach 100%, that is not required in order to conduct business on the Ariba Network or respond to sourcing events.

Public profile completeness does not impact the functionality of your SAP Ariba solution; it just makes your company more visible to potential customers within Ariba Discovery. The more complete your profile, the more attractive your account may appear to a prospective customer.

8.1 Company Profile

To add information to your public profile, click on the icon on the right and select "Company Profile".

You can add additional information in regards to Business, Marketing, Contacts, Certifications or Documents to your profile.

If you upload a certification within this section this is NOT automatically transferred to the TDK questionnaire. Fill in the modular questionnaire.

Also name and address changes needs to be changed in the registration questionnaire. Therefore please click on "Revise Response" to inform TDK about changes.

Please be informed that the year of foundation on the number of employees are transferred to the questionnaire. If this is entered, an update of the registration questionnaire will be triggered, which will be approved from TDK.

You can check the public data of your profile by clicking on "View Public Profile".

8.2 Profile on ARIBA Discovery

ARIBA Discovery is a database of all ARIBA-registered companies with the goal to match buyers' and sellers' needs and open new business opportunities.

Buyers have the possibility to search for new suppliers by posting public RFQs or simply searching the database setting the correct filters.

For more information you can access discovery.ariba.com.

9 Dashboard information

9.1 ARIBA Network

After logging in to SAP ARIBA you will see the ARIBA Dashboard for suppliers. By default the system will display the data for All Customers.
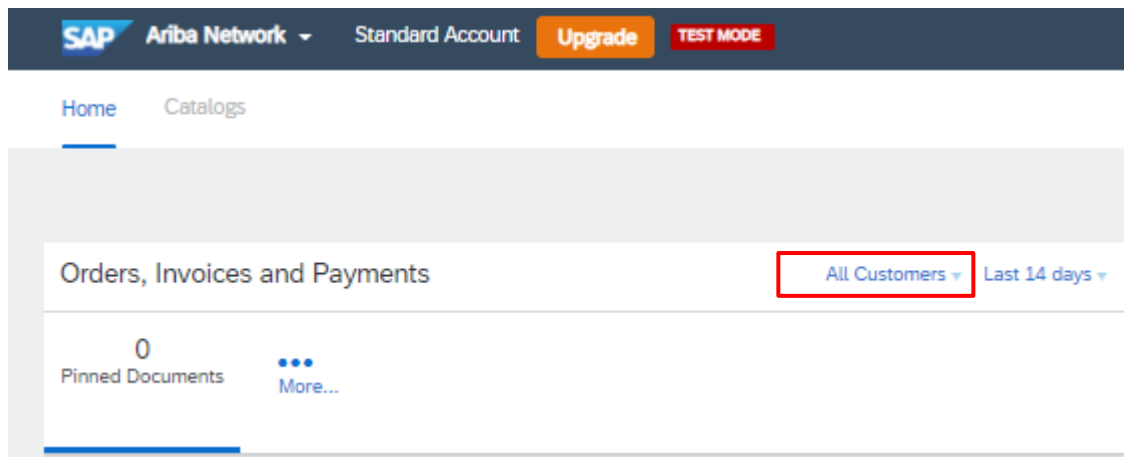
You are able to configure a customer list for yourself, if you have a variety of customers using SAP ARIBA. The dashboard shows you Order, Invoices and Payments via SAP ARIBA.

For TDK this function is currently not used and will be implemented in a later step.

9.2 ARIBA Proposal And Questionnaires
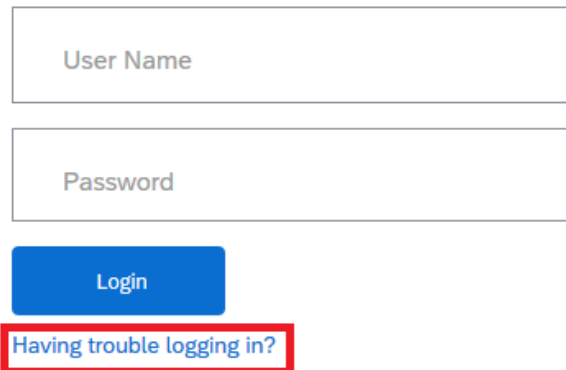
The current functions and tasks are displayed in the "ARIBA Proposals and Questionnaires" section.
After selecting the "ARIBA Proposals and Questionnaires" section in the top left corner, you will see your Dashboard for the respective customer.
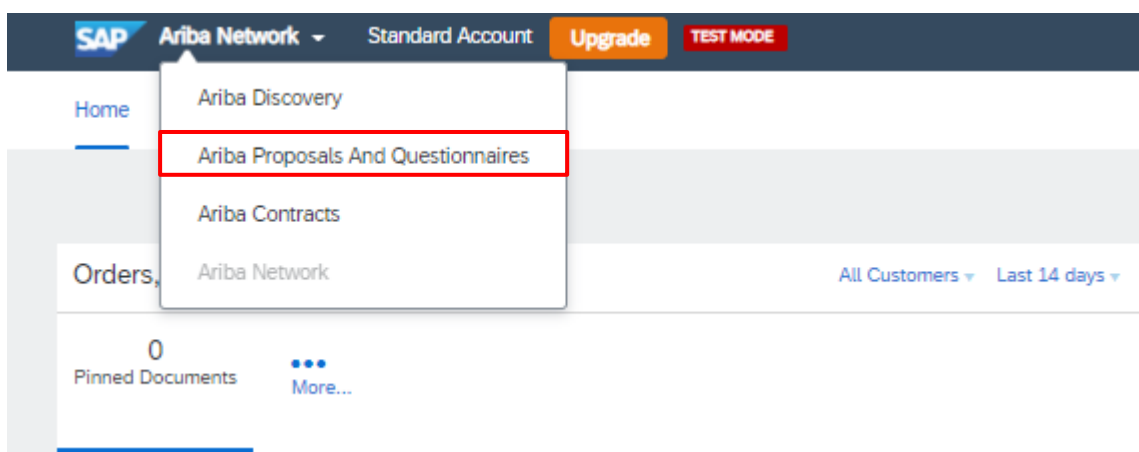
10 How to reset your password
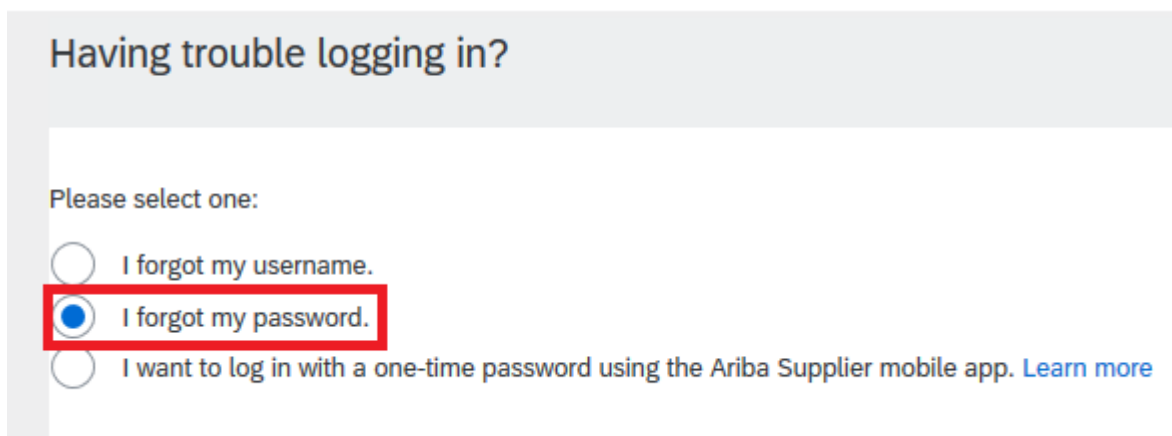
If for any reason you need to reset your password, click on the blue text "Having trouble logging in ?" in the starting screen of the ARIBA website.

Select the option "I forgot my password"

Enter your email which has been linked to your profile and klick submit on the bottom right corner.

You are then going to receive a mail with a link to reset your password.

Your password reset request to access the Ariba Commerce Cloud has been processed. To complete the password reset process, click the following link to confirm your email address and enter your new password:

https://service.ariba.com/Authenticator.aw/ad/pswdReset?key=DbPdpow5g5lRNU4hKuk4XCLzuORxWzkO&anp=Ariba&app=Supplier

Important: The link will expire in 24 hours.

If this link doesn't work, please copy and paste it into your browser's address bar.

Click the link (or copy and paste it into your browser) and you will be taken to a ARIBA site, where you can reset your password.

User ID :

New Password: *

Confirm Password: *

Submit   Cancel

Enter your new password according to the ARIBA password rules and click on submit.

11 Linking of different ARIBA profiles

If you have several ARIBA profiles (e.g if you are a trader acting for different manufacturers), you have the option to link these profiles. This enables you to log in to all your accounts with one username and passwords and allows you to easily switch between your multiple accounts.

To do so, log into one of your profiles and click on the turquoise field in the top right corner.
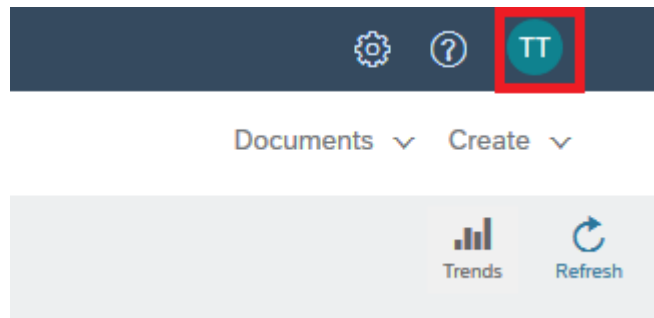
Select "Link User IDs".
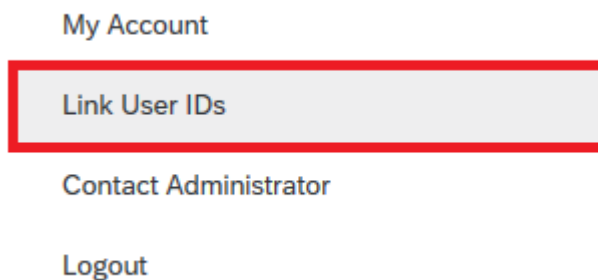
You can link your accounts via two options:

11.1 Link the account with a request

You can send a link to start a request to the other account and approve it via the second account:

If doing so, you will receive an email with a notification,that a request has been sent to you.

After receiving the notification, log into your second account and resume the " Link User IDs" page
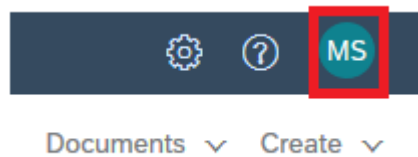
You are going to find the request under the section "Received Link Requests"

Scroll to the right side, you are going to find a drop down menu named "Actions", select the option Approve.
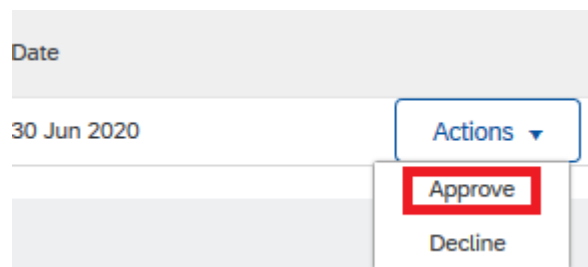
You will be asked to approve this request again, to ensure, that no mistakes are being made.

After successfully completing this step, you now have the option to switch between accounts
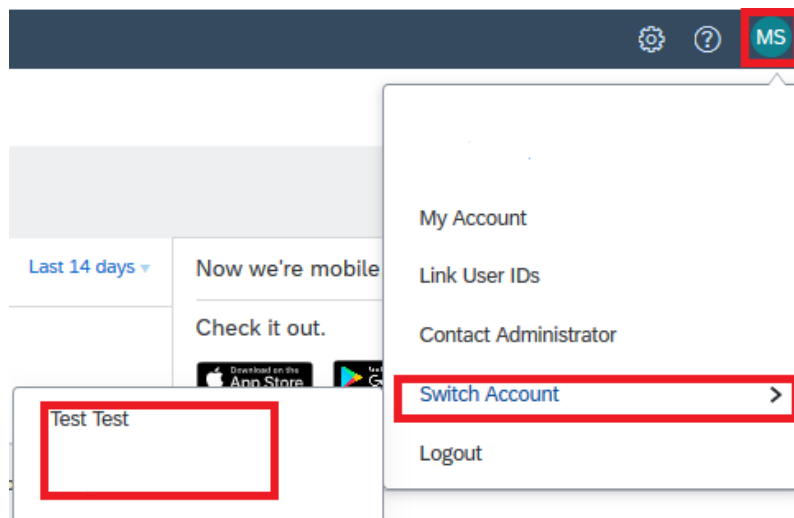
11.2 Link the account directly

You can also log into the second account directly with your password:

12 Create different company-users inside ARIBA
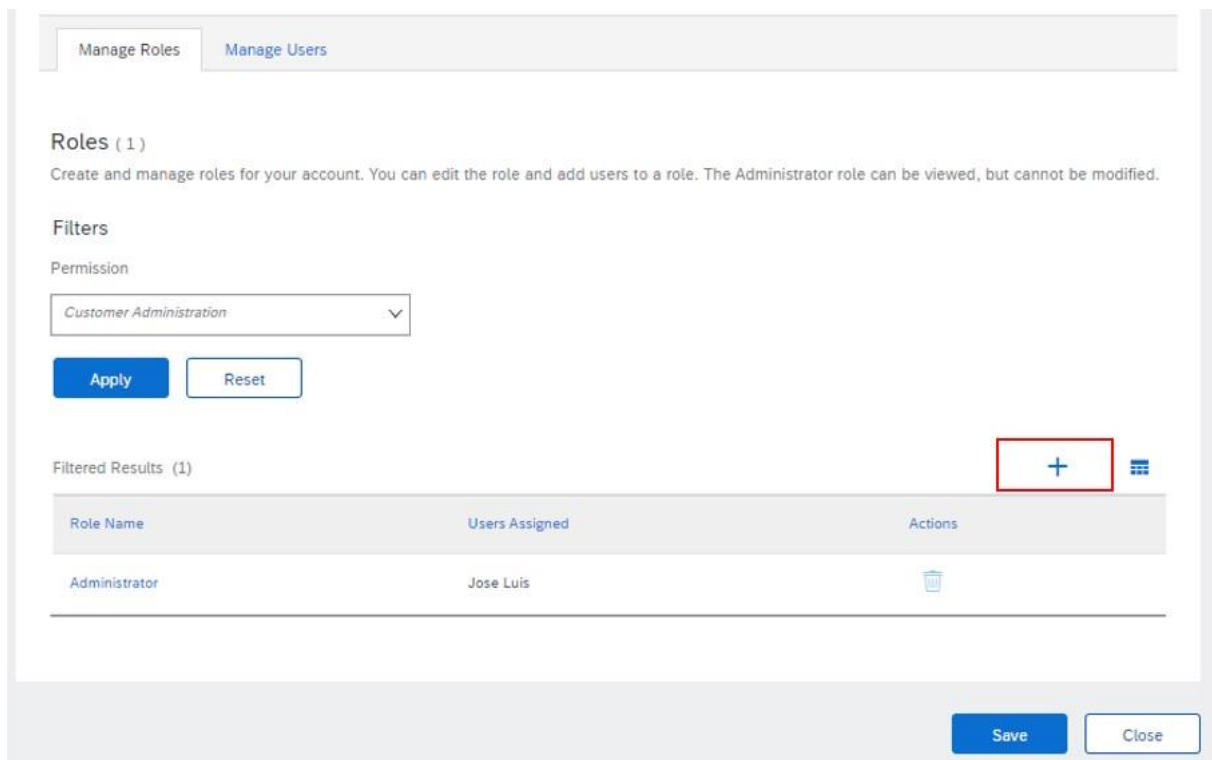
You can create access to your ARIBA-company account for different employees of your company, giving each of them special permissions and authorizations.
Therefore, click on your initials on the upper right corner, "Settings" → "Users"

12.1 Create roles

First you need to establish one or more roles for your colleagues. The first one to open the account for the company has the administrator role which has access to all functionalities.
To create a new role, click on the plus sign:

Give your new role a name and add a description, afterwards you can add the permissions you would like this role to have:

In order to answer our questionnaires, the role should have e.g. at least the permission "Customer Administration".

Once done, click on save.

12.2 Create user

In the next step go to the tab "Manage Users" and click on the plus sign to create a new user.

Insert e-mail address, username (has to be an e-mail format, best option is to take the actual e-mail address of this person) and name.

Assign the role the employee should have.

You have the possibility to assign this employee to manage all customers or only selected ones.

Once finished, click on "Done".