Instructions to Access Ariba

Supplier Profile

Receiving Invitation and Registering your Company Profile

eSourcing Solutions

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Purpose

Welcome,

This instruction guide has been created by Cargill for your reference as you respond to our sourcing events.

For additional assistance (Ariba technical issues) please contact:

United states and Canada (toll free) : 1 866 218 2155

United Kingdom (freephone) : 0800 358 3556

Europe : +44 20 7187 4144; Asia: +65 6311 4745

All other locations, call +1 412 222 6153

Sincerely,

Cargill Strategic Sourcing & Procurement

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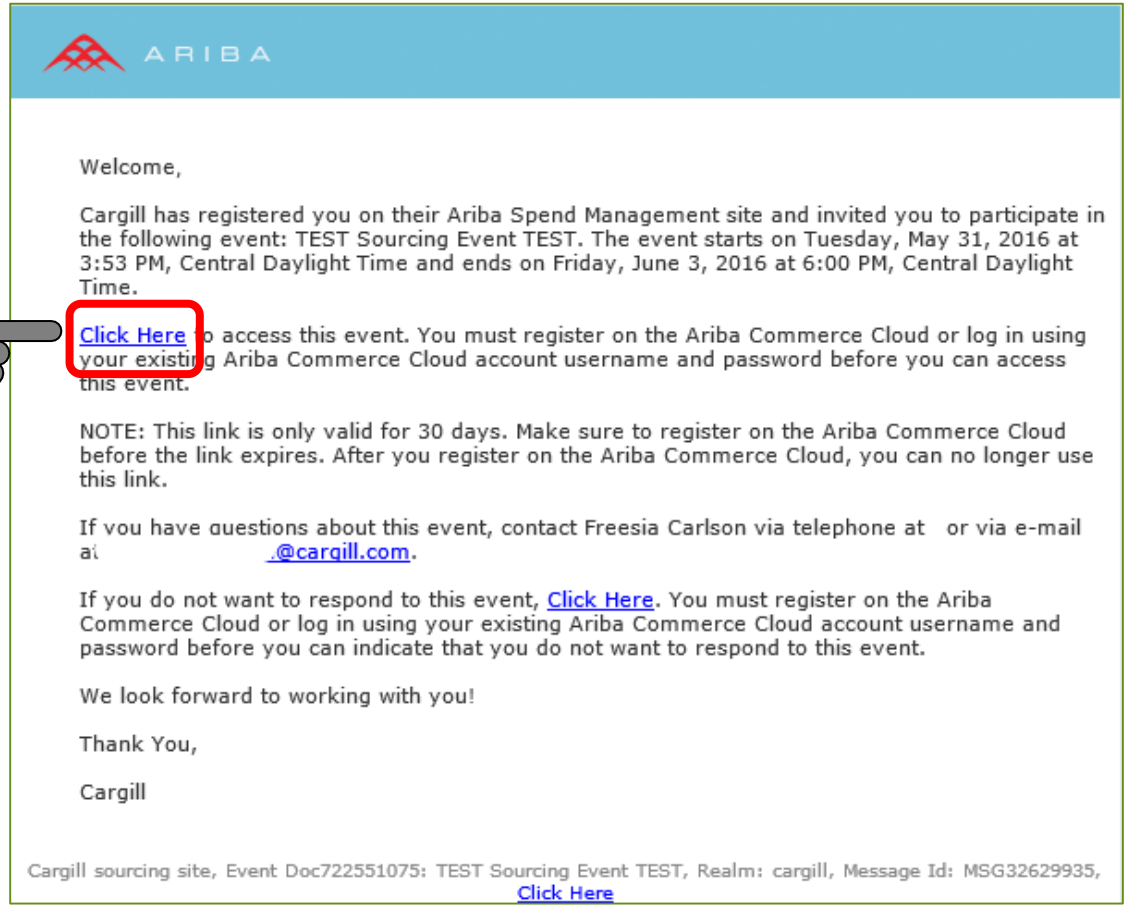
Invitation to the Event

You will receive an email invitation from Cargill, indicating who from your company has been invited to participate in the bidding event.

If not found check your “spam” (Junk Mail)

You must click the link “Click Here” to enter the event.

If you are not the correct person to respond to this bid, please contact the Cargill Sourcing Manager to inform us of the correct individual.



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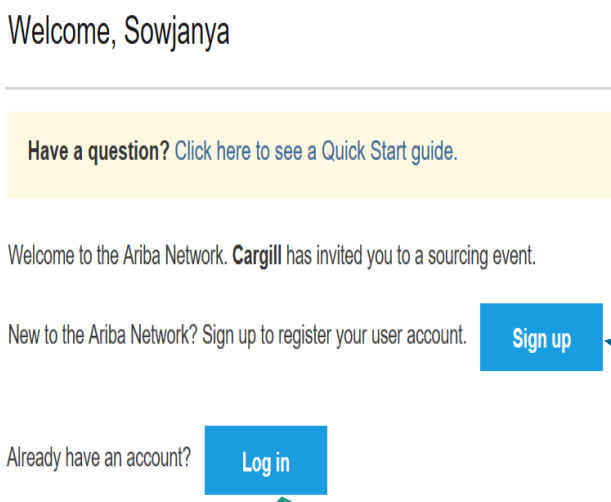
Supplier Login Page



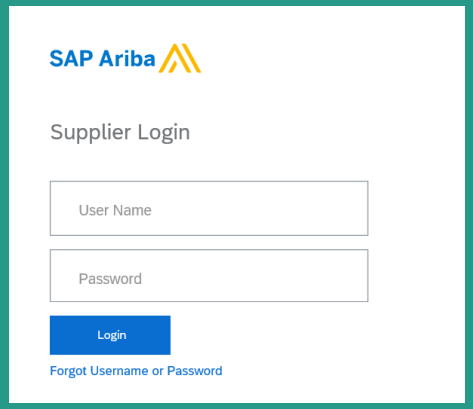
First-Time Users :

If you are a first-time user of Ariba, you must create your user profile. Click "Continue" to do this.

Note: this is appropriate for any individual who is new to Ariba, regardless of whether or not your company has used Ariba before. Even if you have a profile, if you have not previously used that profile to respond to a Cargill event, you should Continue to create new.

Returning Users :

You have previously used this profile to answer a Cargill bid. You will automatically be directed to the login page pictured beside.
After login, skip to Section 2 of this instruction guide:



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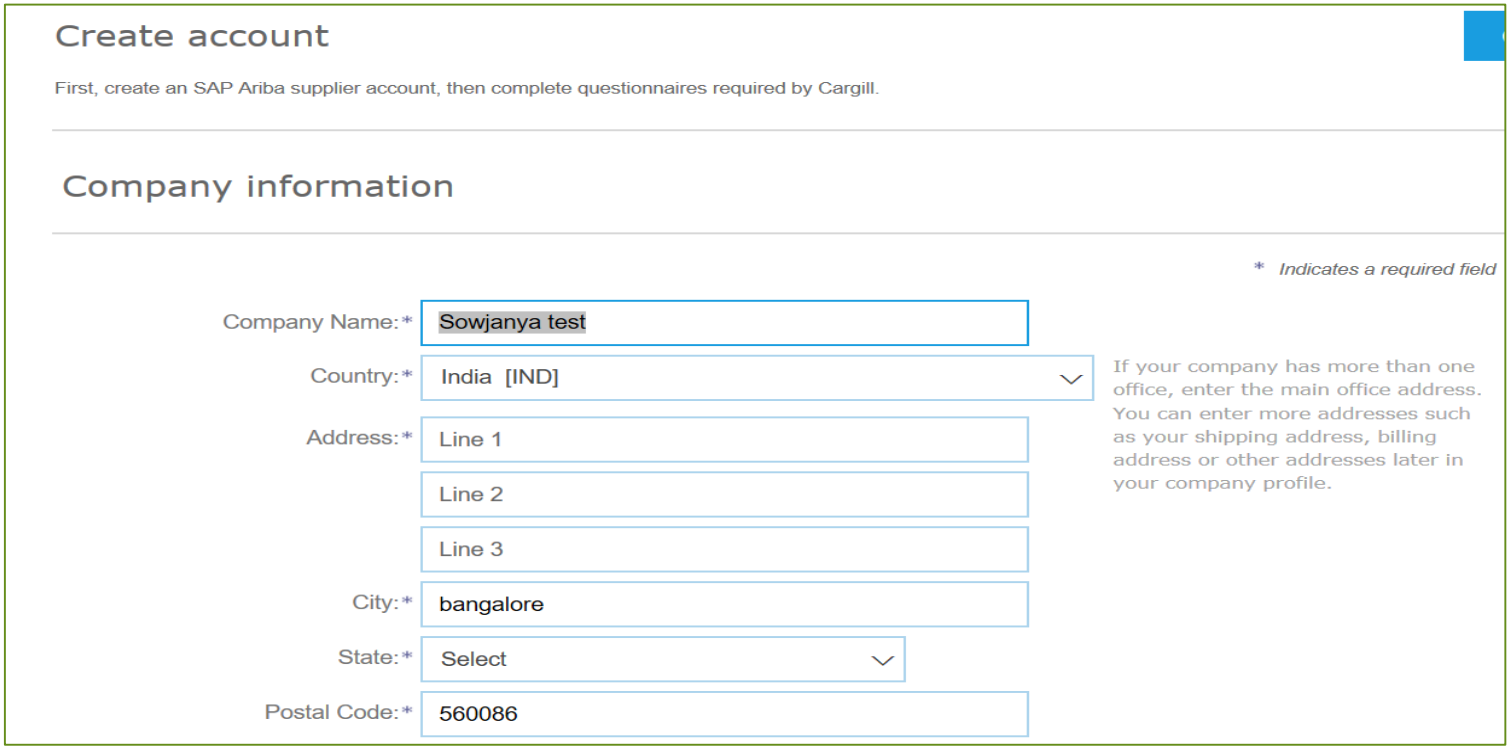
Basic Company Information

As being an first time user after clicking on “Sign up” below page will open.

Kindly update your basic company information



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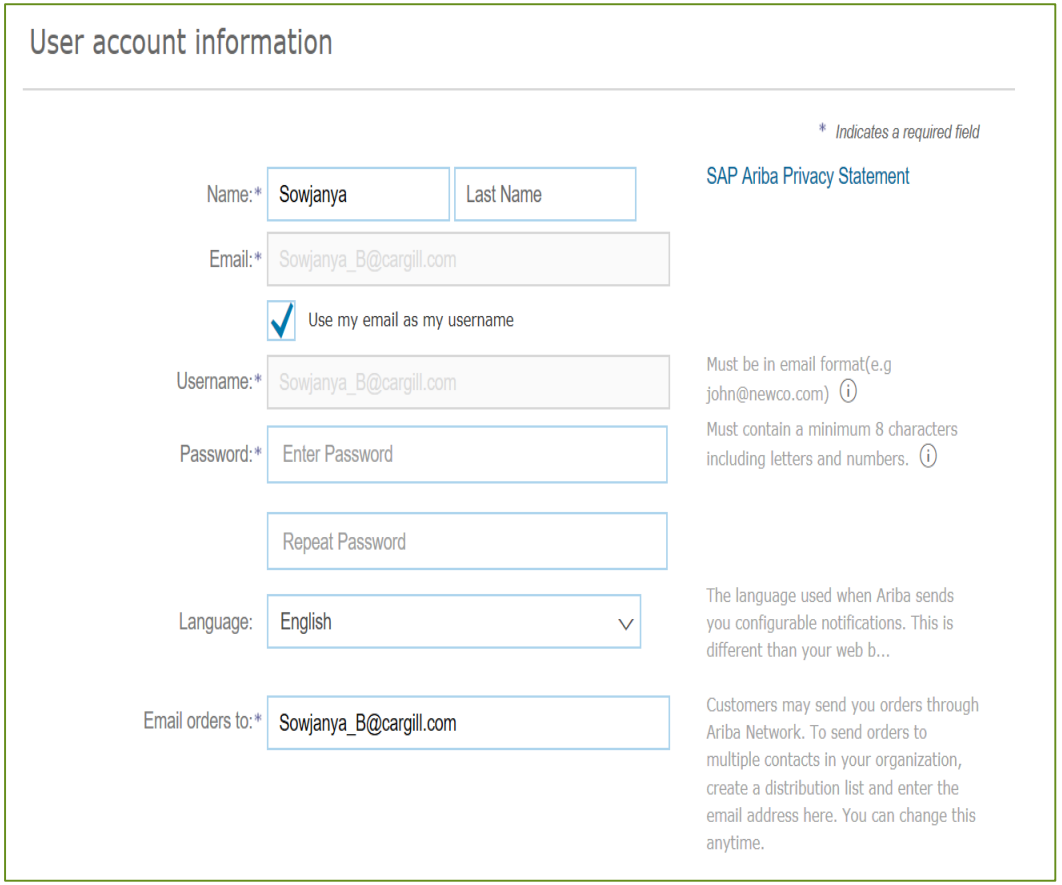
User Profile

After the Basic Company Information is complete, first-time users must activate their user profile.

“Complete all personal information requested.

Questions marked with * are mandatory”



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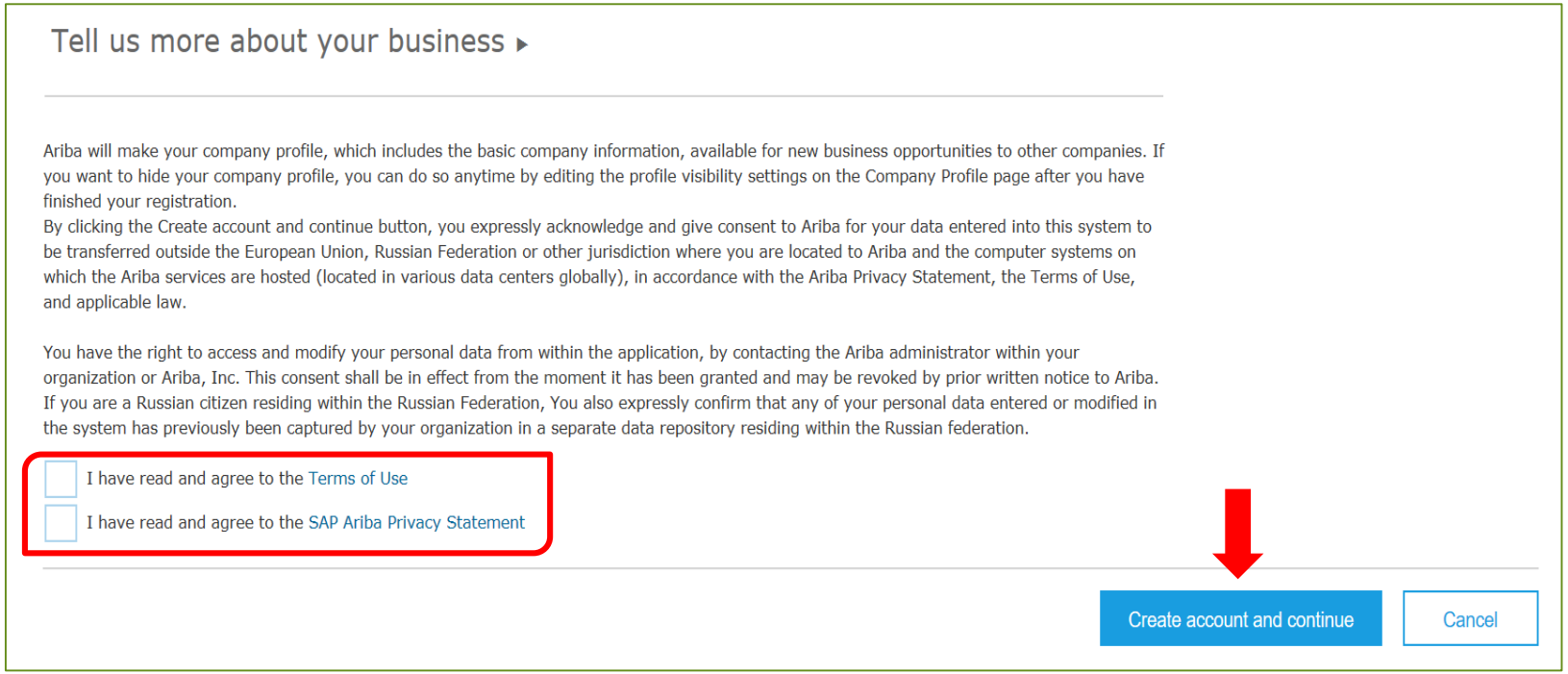
Terms of Use and Ariba Privacy Statement

After user information is complete, you are required to agree for both terms mentioned below.

Check both the box and click “Create account and continue”



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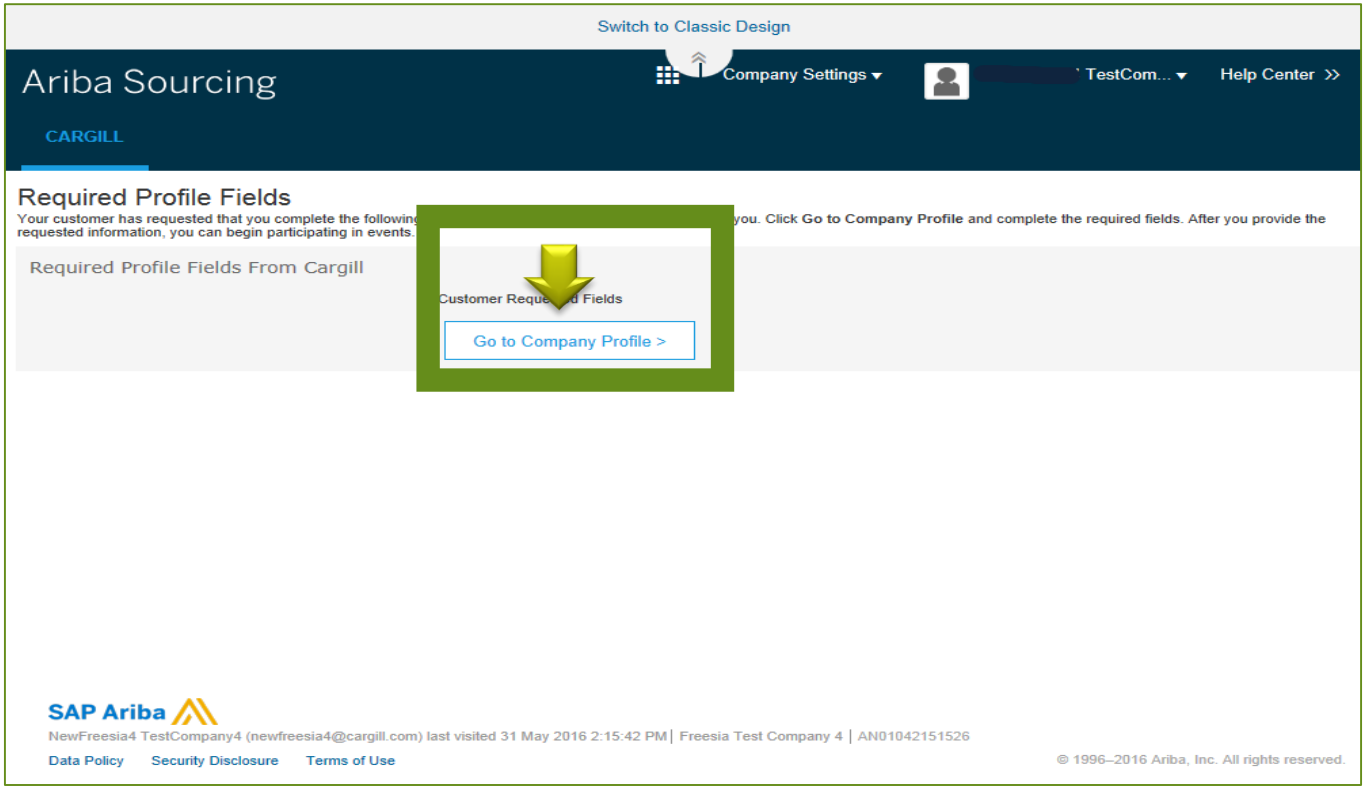
Company Profile

After Completing the user profile and agreed for terms you will be moved into Company profile as shown below.

You should click on tab below to update the company information



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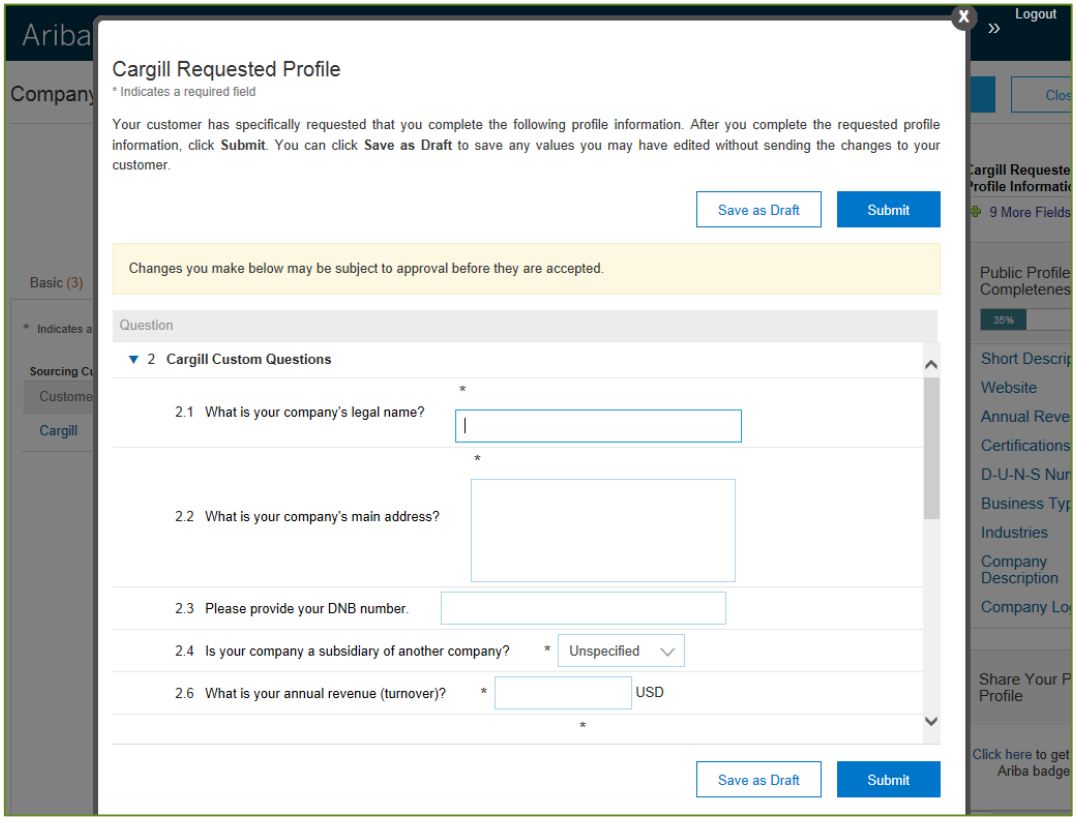
Company Profile Questionnaire

In the Company Profile, you will see a popup window for Cargill Requested Profile.

Please complete the questionnaire to the best of your ability. This is to provide Cargill with the general profile of your company.

Questions marked with * are mandatory. If not filled you will not be able to access the event.



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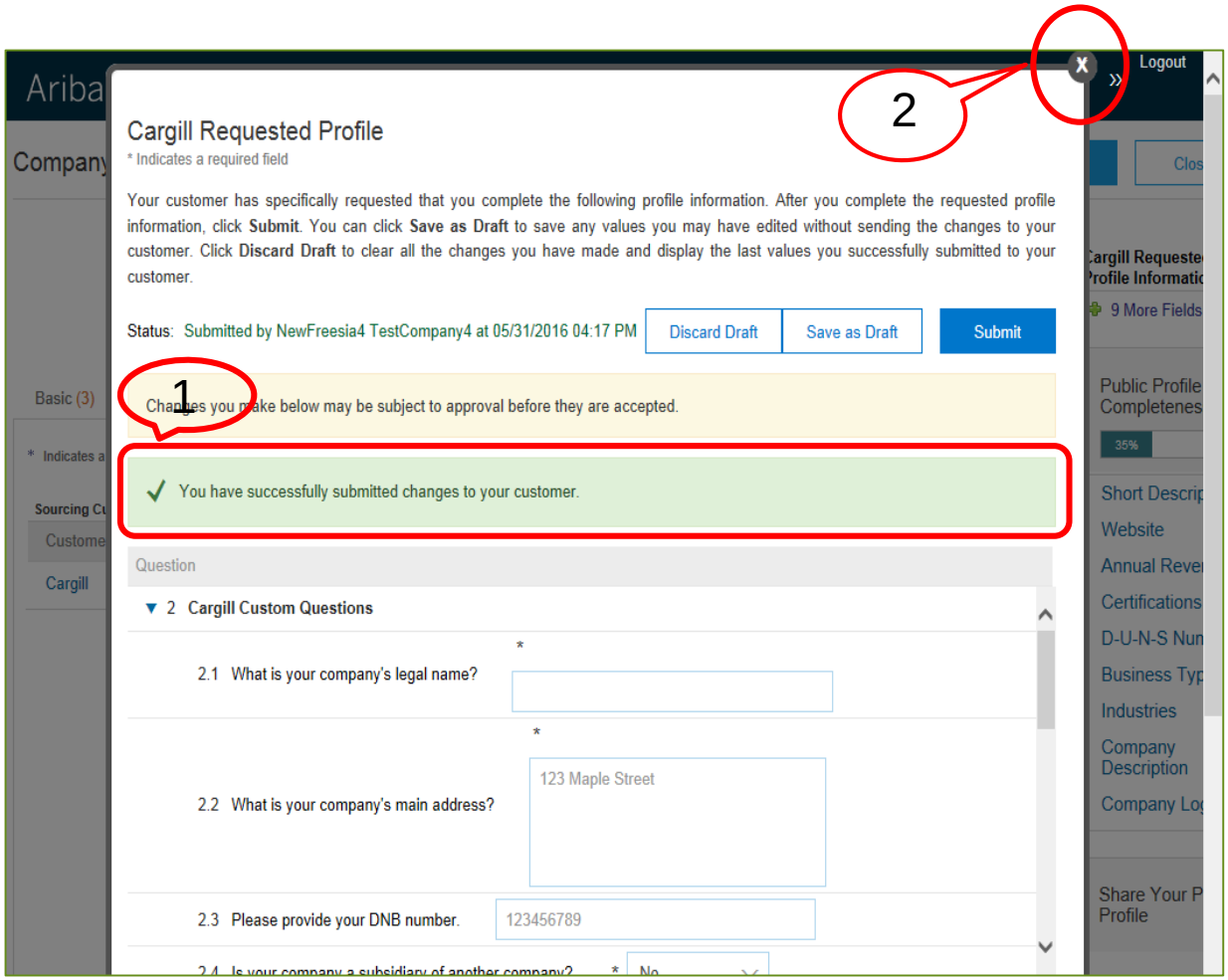
Company Profile Questionnaire

1) When you click “Submit”, the green message will appear to confirm successful submission.

You must have successful submission of this Profile Questionnaire in order to continue to the bidding event.

2) You may now Close the popup.



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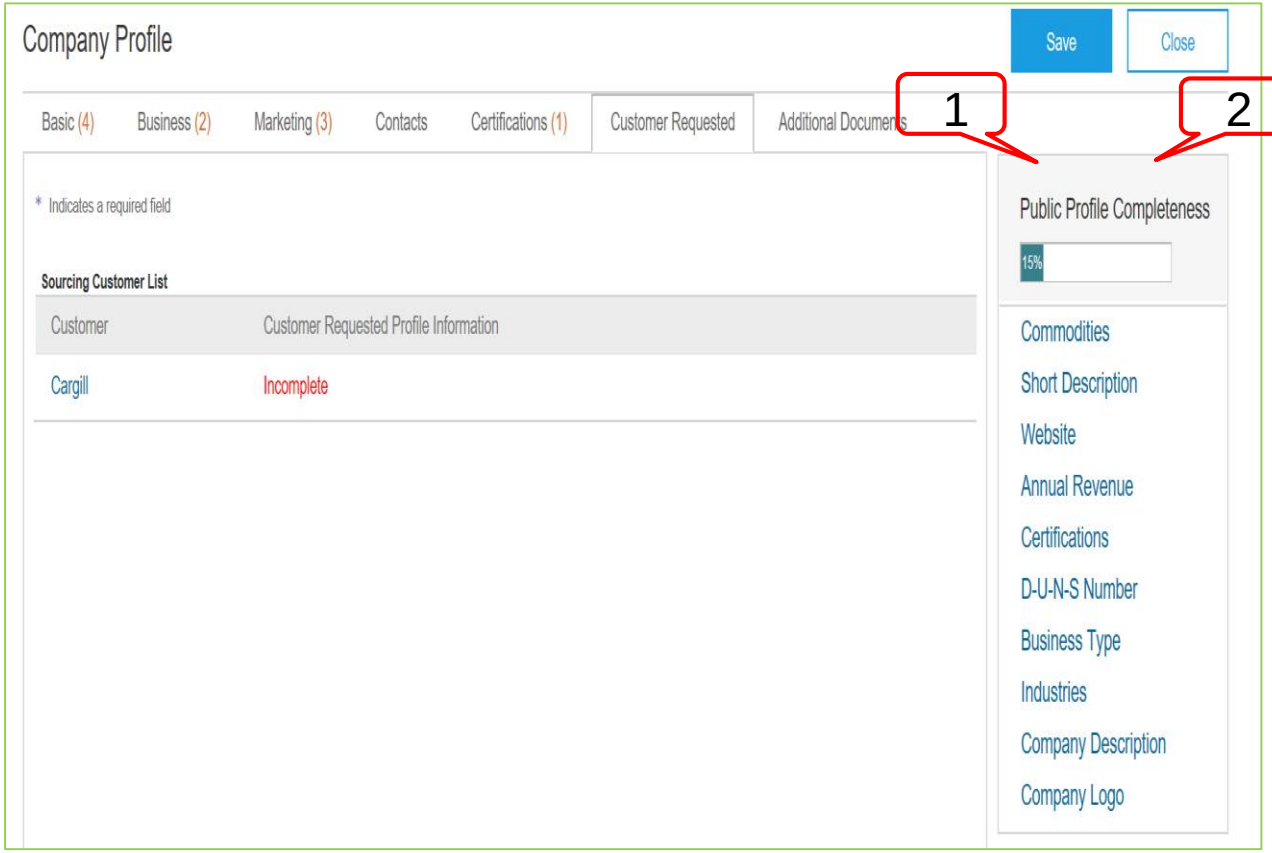
Company Profile Questionnaire

After closing the Profile Questionnaire, you will see this page.

1) In your Sourcing Customer list it may show “Incomplete” for Cargill. Once you click on Save it will show as complete.

2) Close the Company Profile section.



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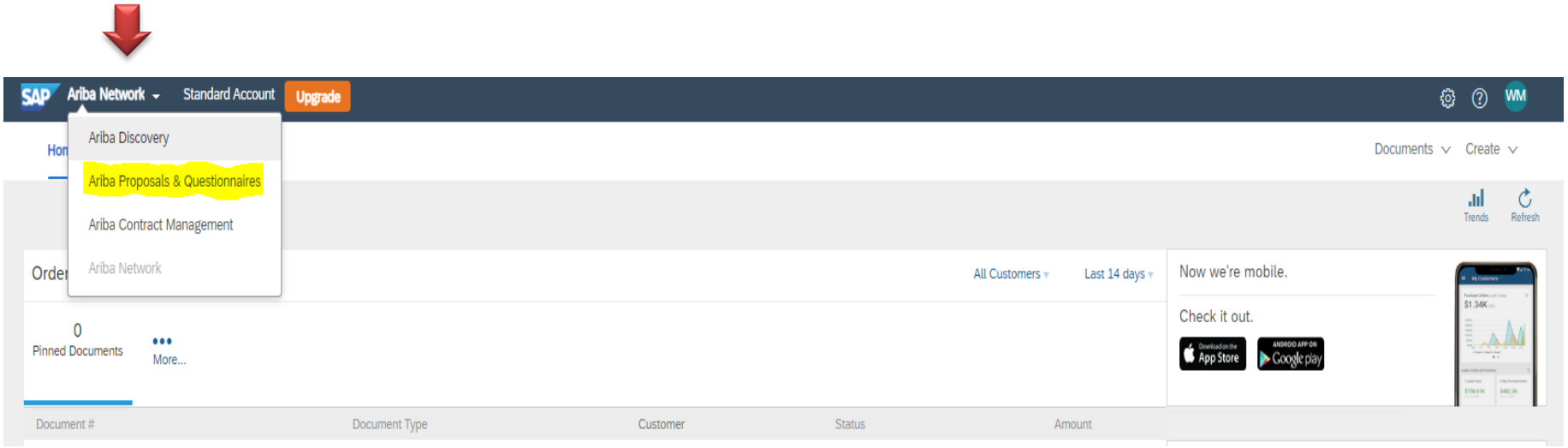
Ariba Home Page

After completing the Company Profile questionnaire you will be moved into the Ariba Network page. Move to Ariba Proposals & Questionnaires page in order to see event's list.



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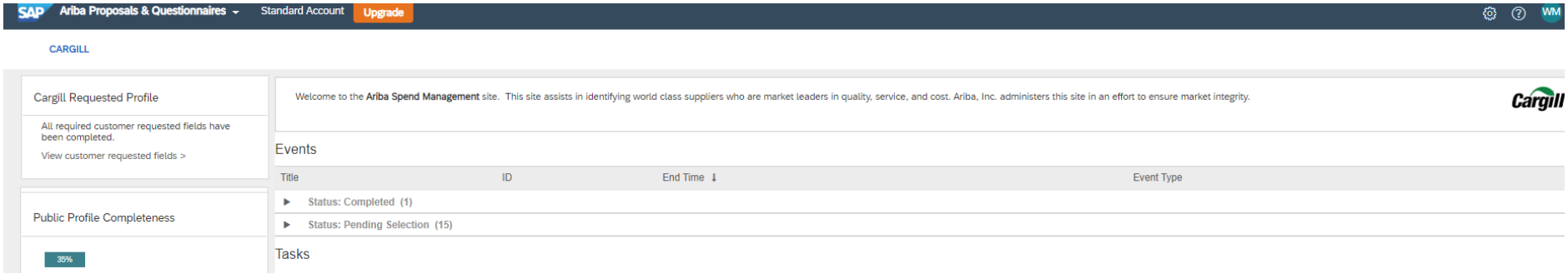
List of Events

In your List of Events, you may view all events which you have been invited to – both Open events and ones previously completed.

Choose the Cargill event which you plan to respond to.



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