

Instructions to Access Ariba

Supplier Profile



Responding to RFPs

eSourcing Solutions

After answering any prerequisite questions you can begin responding to the RFP

Ariba Sourcing Company

[Go back to US1Int Dashboard](#)

Select Lots Doc38738433 - Parker IT Request

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit

Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. **Select Lots**
4. Submit Response

[Select Using Excel](#)

Lots Available for Bidding

<input type="checkbox"/>	Name
<input type="checkbox"/>	3.1 Monitors 21-inch widescreen flat panel monitors
<input type="checkbox"/>	3.2 Memory

To begin, determine on which lots or items you are interested in bidding

- Click the box next to the item/lot you are interested in and click Submit Selected lots
- You can return to the Select Lots section after you review the event details
- *If the Checklist contains a section named “View Content” and “Submit Responses, the RFP is for a larger number of items and you can use Microsoft Excel to submit response for this event

Select Lots Doc38738433 - Parker IT Request

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit

▼ Checklist

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

Select Lots Select Using Excel

Lots Available for Bidding

<input checked="" type="checkbox"/>	Name
<input checked="" type="checkbox"/>	3.1 Monitors 21-inch widescreen flat panel monitors
<input checked="" type="checkbox"/>	3.2 Memory 64GB memory modules

Submit Selected Lots

The console displays, where you can enter your responses

- A countdown clock indicates how much time is remaining to complete and submit your RFP response
- Your RFP might contain different section names compared to the ones shown in this example

Responding to RFPs
Doc38738433 - Parker IT Request

Time remaining
1 day 23:13:31

All Content

Name ↑	Extended Price
1 Introduction	
▼ 2 Commercial Terms	
▼ 2.1 Business Conditions	
2.1.1 Indicate the geographic area in which you conduct business.	* Northeast ▾
2.1.2 Do you have bilingual order-entry and support personnel? Where are they located and what languages do they speak?	* Yes. They are located in New York and speak Spanish, French, and German.

(*) indicates a required field

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

Answering questions

- When creating a response you must provide an answer to any question marked with an *. Questions that don't have an * are optional.
- Text boxes are used for questions that require lengthy responses
- There might be drop-down menus with answers to choose from or check boxes
- The answers you provide might trigger the display of additional content (question, requirement, section or attachment)
- If there is an add comment icon next to a question, you can add a comment in addition to your response – you can also attach a file when adding a comment if needed

All Content

Name ↑

▼ 2 General Questions

2.1 Provide a brief overview of your company. *

2.2 Are you ISO certified? * Unspecified

(*) indicates a required field

Submit Entire Response Save Compose Message Excel Import

Responding to RFIs - RFI Project

Time remaining
2 days 07:33:10

All Content

Name ↑

▼ 2 General Questions

2.1 Provide a brief overview of your company. *

2.2 Are you ISO certified? * Unspecified

(*) indicates a required field

Submit Entire Response Save Compose Message Excel Import

Add Comment icon

- After you click on the Add comment icon, enter a comment or click on Attach a file to attach a document
- The add attachment page looks like this – click on Browse and select a file that you want to upload
- When you attach a file you must add a comment or description of the file
- You can replace or delete an already attached file

The image shows two overlapping dialog boxes from the SAP Ariba system. The top dialog, titled 'Responding to RFIs' and 'Add/Edit Comment', contains a text area for a comment with the placeholder text 'See attached file.' and a link labeled 'Attach a file'. The bottom dialog, titled 'Add Attachment', contains a text field for the file location and a 'Browse...' button. Both dialogs have 'OK' and 'Cancel' buttons.

When working on a long RFP response you might want to click Save occasionally – Ariba will log you out after 30 minutes.

Saving records you answers without sending them to Cargill and allows you to log out and return to your event at a later stage

The screenshot shows the 'Responding to RFPs' interface. At the top, it displays 'Doc38738433 - Parker IT Request' and a 'Time remaining' of '1 day 01:17:02'. The main section is titled 'Pricing' and shows a table with two items:

Name ↑	Extended Price
▼ 3 Pricing	\$400.00 USD
3.1 Monitors ▼	* \$200.00 USD
21-inch widescreen flat panel monitors	
3.2 Memory ▼	* \$200.00 USD
64GB memory modules	

Below the table, a note states: '(*) indicates a required field'. At the bottom, there is a row of buttons: 'Submit Entire Response', 'Update Totals', 'Save', 'Compose Message', and 'Excel Import'. The 'Save' button is highlighted with a blue border.

The pricing section displays the lots or line items on which you chose to bid

- The total for all lots will display at the top

Responding to RFPs

Doc38738433 - Parker IT Request

Time remaining 1 day 01:16:51

Pricing (Section 3 of 3) << Prev.

Name ↑	Extended Price
▼ 3 Pricing	\$400.00 USD
3.1 Monitors ▼	Less... - * \$200.00 USD
21-inch widescreen flat panel monitors	
3.2 Memory ▼	Less... - * \$200.00 USD
64GB memory modules	

(*) indicates a required field

Submit Entire Response Update Totals Save Compose Message Excel Import

Responding to RFPs

Doc38738433 - Parker IT Request

Time remaining 1 day 01:16:51

Pricing (Section 3 of 3) << Prev.

Name ↑	Extended Price
▼ 3 Pricing	\$400.00 USD
3.1 Monitors ▼	Less... - * \$200.00 USD
21-inch widescreen flat panel monitors	
3.2 Memory ▼	Less... - * \$200.00 USD
64GB memory modules	

(*) indicates a required field

Submit Entire Response Update Totals Save Compose Message Excel Import

When you have completed all requirements and provided answers to all question, click on **Submit Entire Response** for it to be sent to Cargill.

If you forgot to answer any mandatory questions a message will display indicating that you need to provide an answer.

The top screenshot shows the 'Responding to RFPs' interface for 'Doc38738433 - Parker IT Request'. The 'Pricing' section is active, showing a table with columns for 'Name' and 'Extended Price'. The table lists three items: '3 Pricing' for \$400.00 USD, '3.1 Monitors' for \$200.00 USD, and '3.2 Memory' for \$200.00 USD. Below the table are buttons for 'Submit Entire Response', 'Update Totals', 'Save', 'Compose Message', and 'Excel Import'. A note indicates that an asterisk (*) indicates a required field.

The bottom screenshot shows the 'Responding to RFPs' interface for the same document. The 'All Content' section is active, displaying a list of questions. Question 2.1.2, 'Do you have bilingual order-entry and support personnel? Where are they located and what languages do they speak?', is highlighted with a red error message: 'You need to provide an answer to Question 2.1.2, 'Do you have bilingual order-entry and support personnel? Where are they located and what languages do they speak?'. Other questions include 2.1.1 and 2.1.3. A note at the bottom indicates that an asterisk (*) indicates a required field.

After you submit your response a confirmation message will display

- You can revise your response multiple times until the event time indicated by the countdown clock elapses

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



All Content



Name ↑	Extended Price
▼ 2 Commercial Terms	
▼ 2.1 Business Conditions	
2.1.1 Indicate the geographic area in which you conduct business.	Northeast Default Northwest
2.1.2 Do you have bilingual order-entry and support personnel? Where are they located and what languages do they speak?	Yes. They are located in New York and speak Spanish, French, and German.
2.1.3 Are you planning any mergers...	

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



Revise Response

All Content



Name ↑	Extended Price
▼ 2 Commercial Terms	
▼ 2.1 Business Conditions	
2.1.1 Indicate the geographic area in which you conduct business.	Northeast
2.1.2 Do you have bilingual order-entry and support personnel? Where are they located and what languages do they speak?	Yes. They are located in New York and speak Spanish, French, and German.

Revising a response is only possible if the event is in Open Bidding status (that is if there is still some time remaining before the event closes)

When the event ends the countdown clock is replaced by the status Pending Selection – this means that the event no longer accepts responses

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

Revise Response

All Content

Name ↑	
▼ 1 Introduction	
1.1 Checklist document checklist.docx ▼	
▼ 2 General Questions	
2.1 Provide a brief overview of your company.	We have been specializing in computer hardware for more than 20 years.
2.2 Are you ISO certified?	Yes
2.3 How many units can you deliver per month?	1000

Pending Selection

The bid shown is your last accepted bid.

All Content

Name ↑	
▼ 1 Introduction	
1.1 Checklist document checklist.docx ▼	
▼ 2 General Questions	
2.1 Provide a brief overview of your company.	We have been specializing in computer hardware for more than 20 years.
2.2 Are you ISO certified?	Yes
2.3 How many units can you deliver per month?	1000



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