

# Instructions to Access Ariba

## Supplier Profile



## Responding to RFIs

## eSourcing Solutions

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After responding any prerequisite questions, you can begin responding to the RFI

Ariba Sourcing

Company Settings Jon Glickman Help Center

Go back to Buyer Organization Dashboard Desktop File Sync

Console Doc669593 - RFI Project Time remaining 2 days 07:3

Event Messages  
Response History

▼ Checklist

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

▼ Event Contents

All Content

Name ↑	
▼ 1 Introduction	
1.1 Checklist document  checklist.docx	
▼ 2 General Questions	
2.1 Provide a brief overview of your company.	*

A countdown clock indicates how much time is remaining to complete the RFI and submit your response to the buyer

The screenshot shows a web application window titled "Doc669593 - RFI Project". In the top right corner, a blue box contains a clock icon and the text "Time remaining 2 days 07:33:48". Below the title bar, the text "All Content" is displayed with a grid icon and a dropdown arrow. The main content area is a table with a header "Name ↑". It contains two sections: "1 Introduction" and "2 General Questions". Under "1 Introduction", there is a row for "1.1 Checklist document" with a document icon and the filename "checklist.docx". Under "2 General Questions", there is a row for "2.1 Provide a brief overview of your company." with a large empty text box and an asterisk (\*) indicating a required field. A footer note states "(\*) indicates a required field". At the bottom, there are four buttons: "Submit Entire Response" (highlighted in blue), "Save", "Compose Message", and "Excel Import".

# RFIs consist of at least two sections:

## 1. Introduction

- The introduction contains information and documents that you should download and review.
- To access the document, click the document title
- To view a documents content you need to download it, you can't review it within Ariba Sourcing

All Content

Name ↑	
▼ 1 Introduction	
1.1 Checklist document  checklist.docx	
▼ 2 General Questions	
2.1 Provide a brief overview of your company.	<input type="text"/>

(\*) indicates a required field

Submit Entire Response | Save | Compose Message | Excel Import

Response Doc669593 - RFI Project

Time remaining  
2 days 07:33:35

All Content

Name ↑	
▼ 1 Introduction	
1.1 Checklist document  checklist.c	<div>Download this attachment Download all attachments</div>
▼ 2 General Questions	
2.1 Provide a brief overview of your company.	<input type="text"/>

(\*) indicates a required field

Submit Entire Response | Save | Compose Message | Excel Import

# RFIs consist of at least two sections:

## 2. General 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.	* <input type="text"/>
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.	* <input type="text"/>
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

Responding to RFIs  
Add/Edit Comment

Comment: \* See attached file.

Attachment: [Attach a file](#)

OK Cancel

OK Cancel

SAP Ariba

Add Attachment

Enter the location of a file to add as an **Attachment**. To search for a particular file, click **Browse...** When you have finished, click **OK** to add the [More](#)

Attachment:  [Browse...](#)

OK Cancel

SAP Ariba

When working on a long RFI 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.

All Content ⌵

Name ↑	
▼ 1 Introduction	
1.1 Checklist document  checklist.docx	
▼ 2 General Questions	
2.1 Provide a brief overview of your company.	* <div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;">We have been specializing in computer hardware for more than 20 years.</div>
2.2 Are you ISO certified?	* Yes ▾
2.3 How many units can you deliver per month?	* 1000

(\*) indicates a required field

[Submit Entire Response](#) | [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. After you submit your response a confirmation message will display.

All Content  

Name ↑	
▼ 1 Introduction	
1.1 Checklist document  checklist.docx ▼	
▼ 2 General Questions	
2.1 Provide a brief overview of your company.	* <div style="border: 1px solid #ccc; padding: 5px;">We have been specializing in computer hardware for more than 20 years.</div>
2.2 Are you ISO certified?	* Yes ▼
2.3 How many units can you deliver per month?	* 1000

(\* indicates a required field)

[Submit Entire Response](#) [Save](#) | [Compose Message](#) [Excel Import](#)

 Doc594240 - RFI Project  Time remaining  
2 days 23:03:53

✓ 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

## If you made an error or the buyer needs additional information you can amend your answers by clicking on Revise Response

- This 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

Doc594240 - RFI Project

 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

The Cargill logo features the word "Cargill" in a bold, italicized, black sans-serif font. A green, curved shape resembling a leaf or a swoosh is positioned above the letters "a" and "r". A registered trademark symbol (®) is located to the upper right of the word.

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