Instructions to Access Ariba

Supplier Profile

Responding to prerequisite questions

eSourcing Solutions

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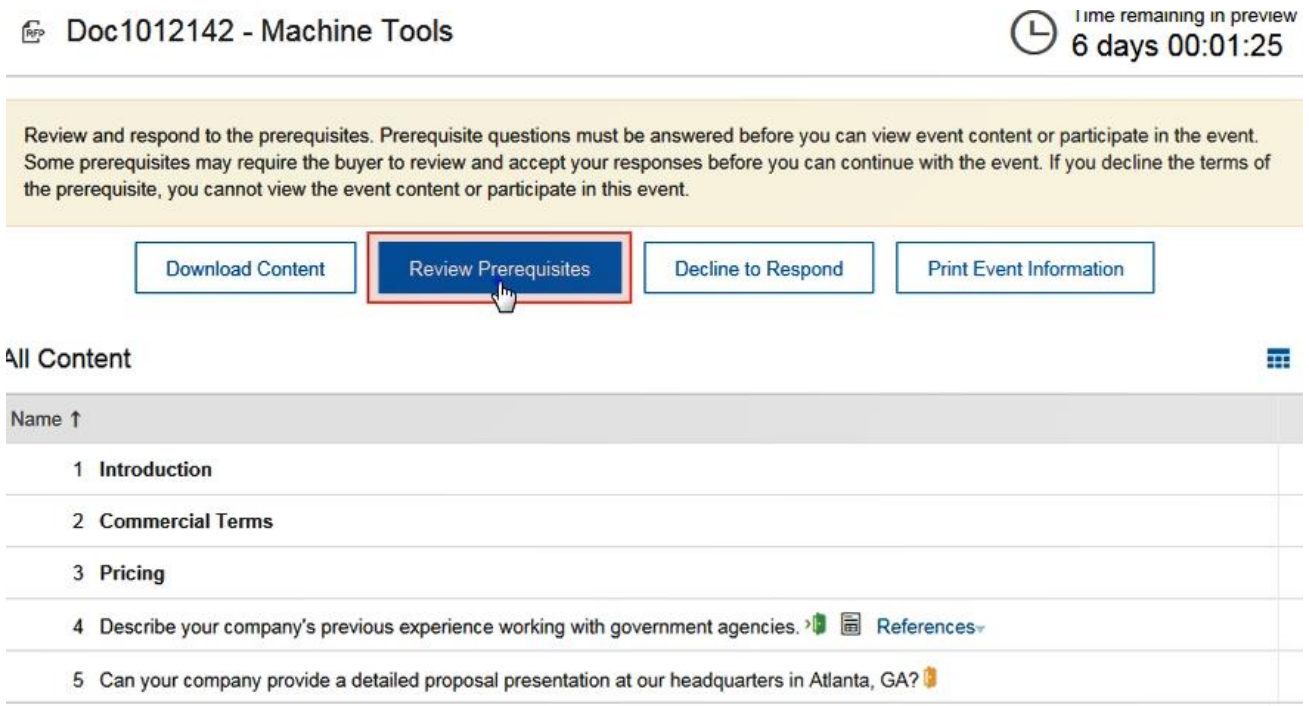
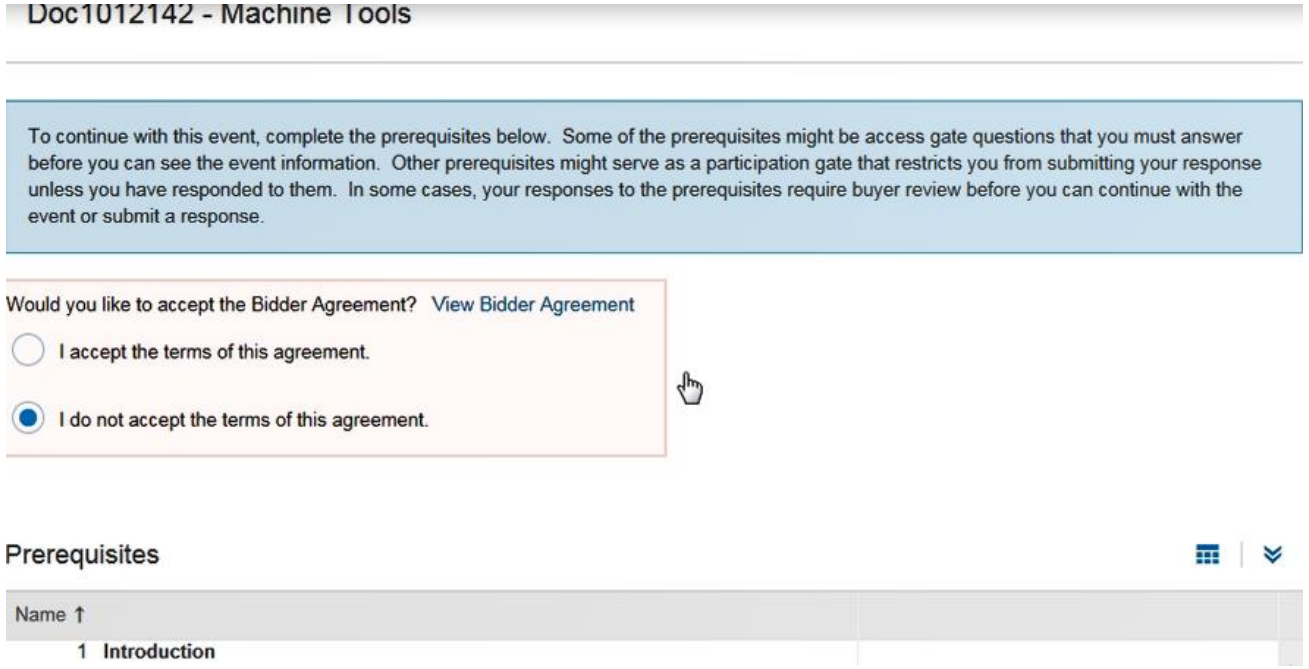
Cargill might require you to answer to some prerequisite questions before you enter the event

- To view the prerequisites click on Review Prerequisites

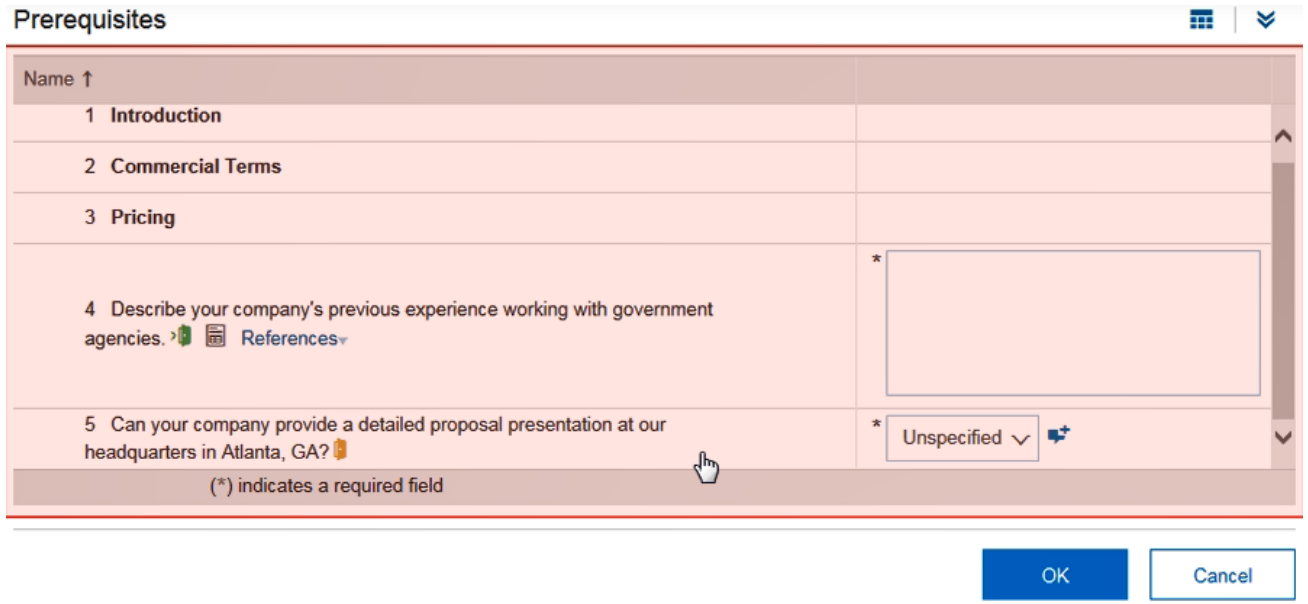


If the buyer chooses to include a bidder agreement, it will appear on the prerequisite section

- Click on View Bidder Agreement to review the agreement.
- Click on I accept the terms of this agreement



The prerequisite section displays the questions you need to answer before you can participate in the event



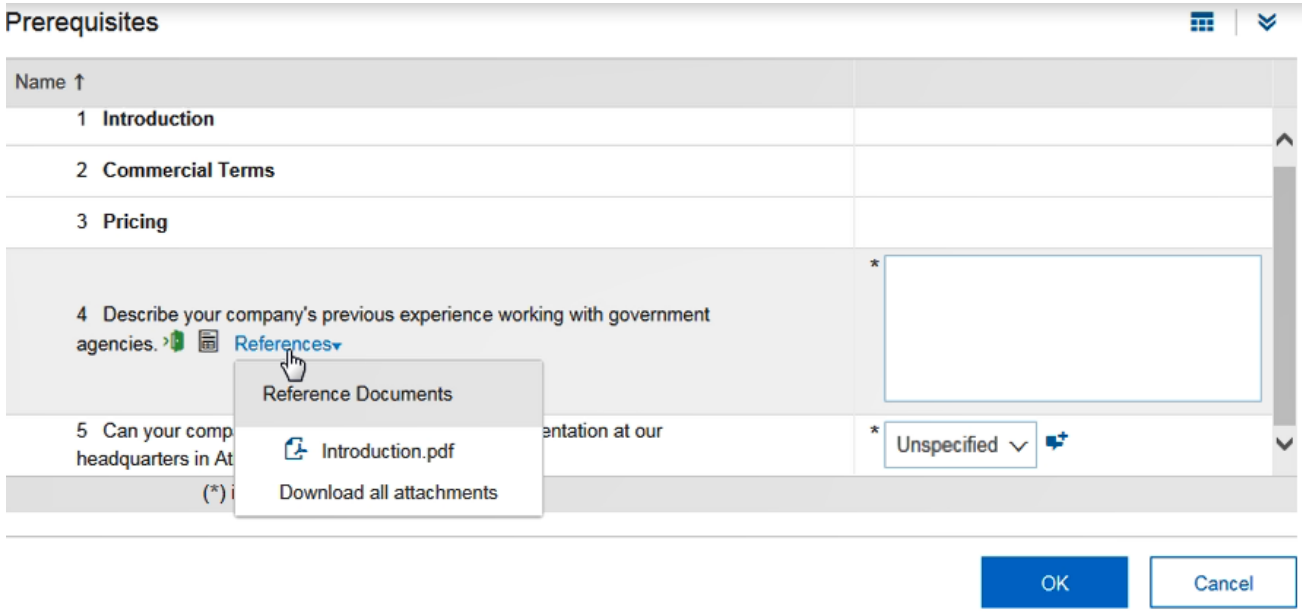
Prerequisite questions might include documents you need to review

- To access the document click on its title. You can download it as well.

- Textboxes are used for questions that require long responses so that you can provide complete information.

- There might be menus, where you can choose one of multiple responses.

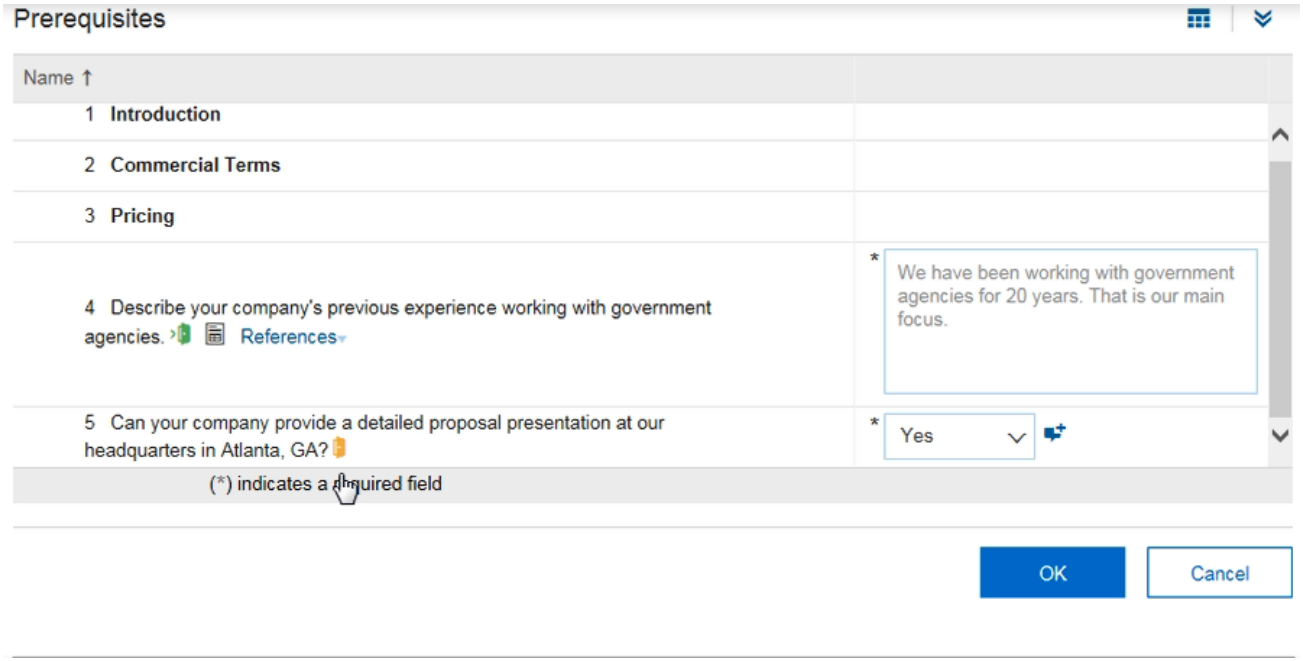
- If there is an add comments icon next to a question, it means that you can add additional information or attach documents to expand on your response



Gate questions – it is required to provide answers to them before you can continue

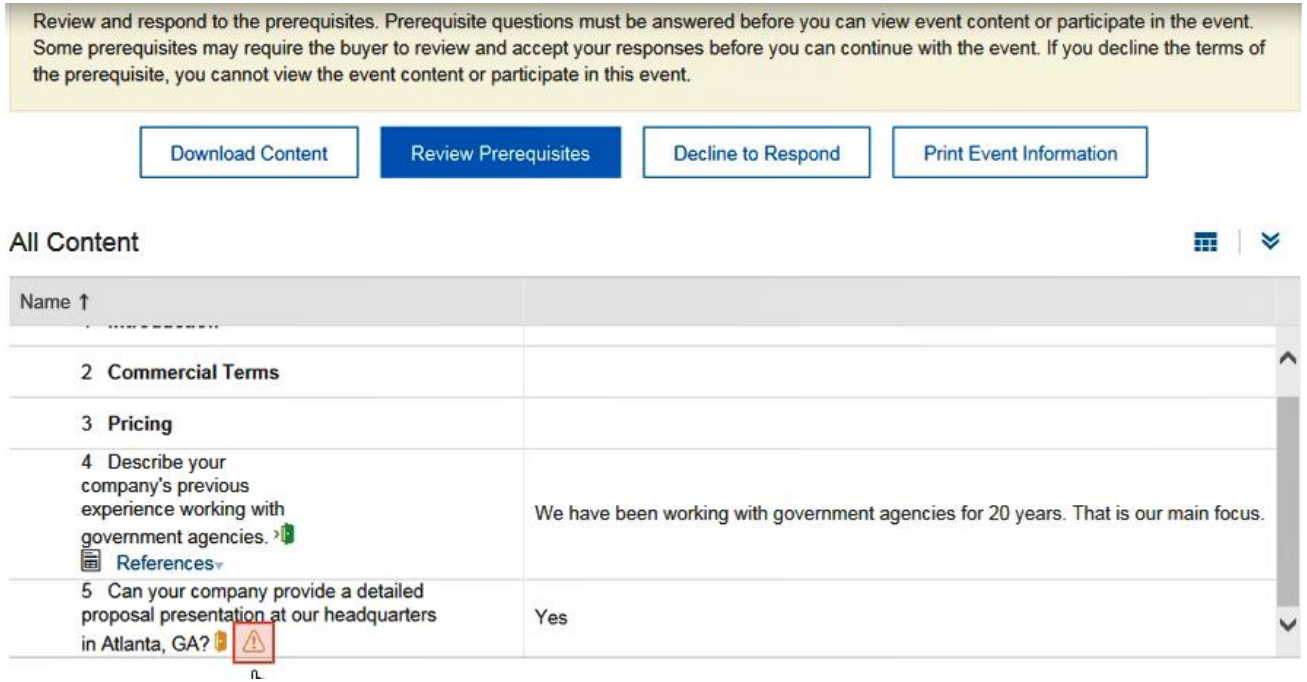
- Participation gate – requires you to provide an answer before you submit a response
- Access gate - requires you to provide an answer before you can view event details

- Buyers can choose to review your answers before allowing you to continue.
- After you answer all prerequisite questions, click OK.

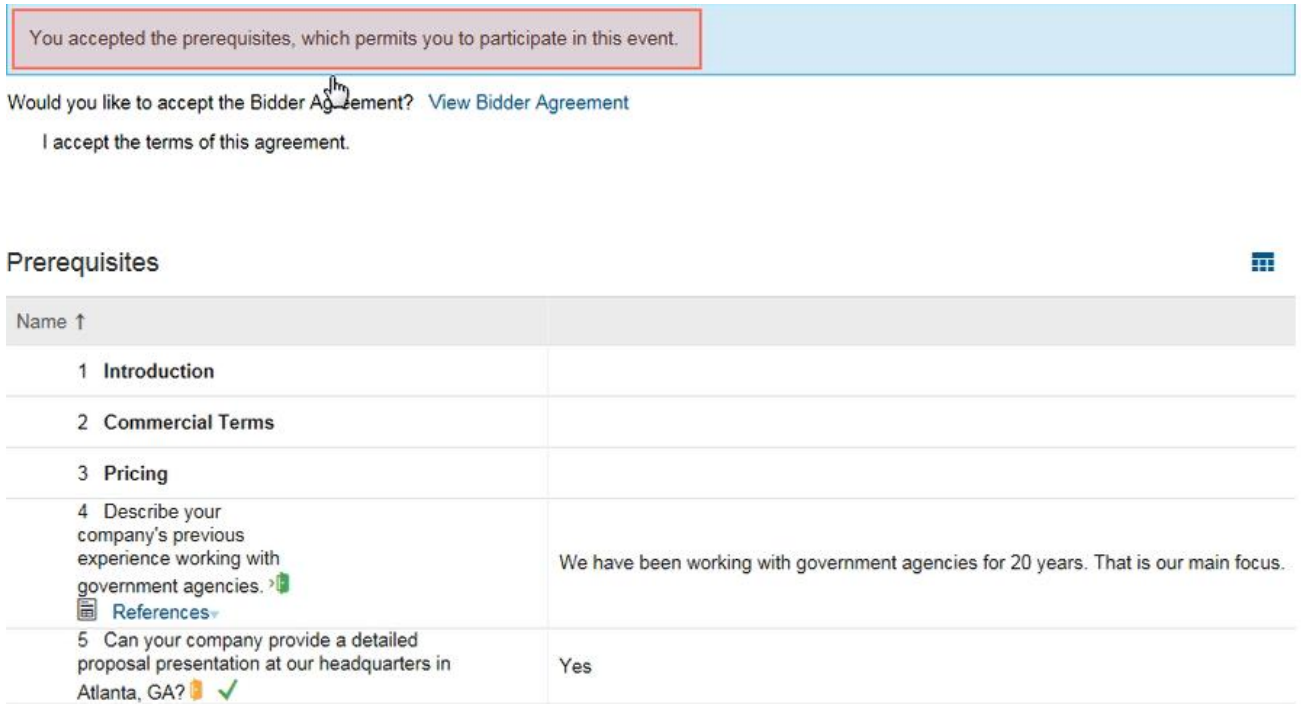


A pending icon appears next to a prerequisite question that is being reviewed

- You will receive a notification when the buyer has reviewed and approved your answers



After your answers are approved, a confirmation message will appear at the top of the page



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