Instructions to Access Ariba

Supplier Profile



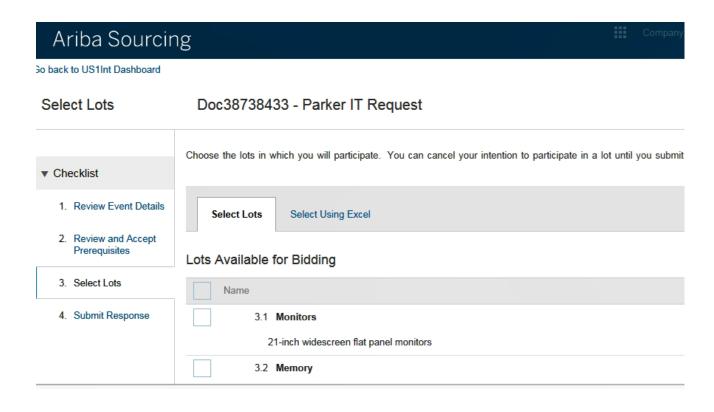


Responding to RFPs

eSourcing Solutions

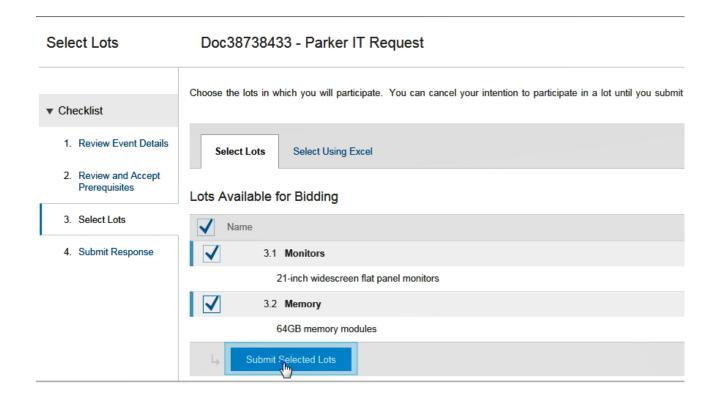


After answering any prerequisite questions you can begin responding to the RFP



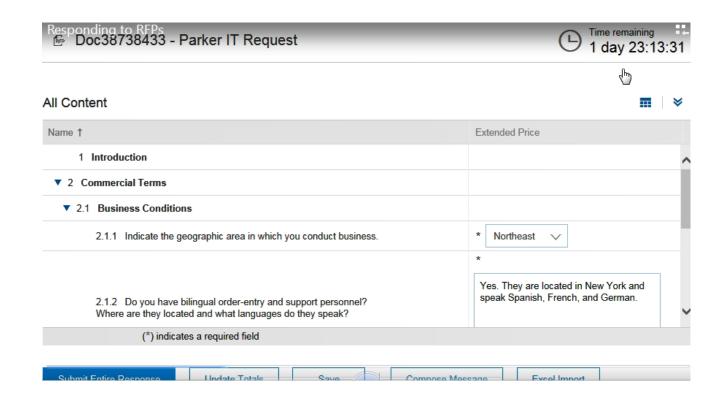
To begin, determine on which lots or items you are interested in bidding

- 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



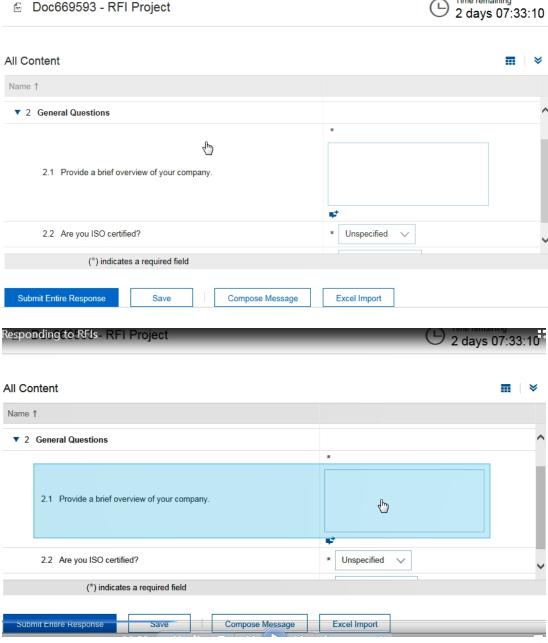
The console displays, where you can enter your responses

- 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



Answering questions

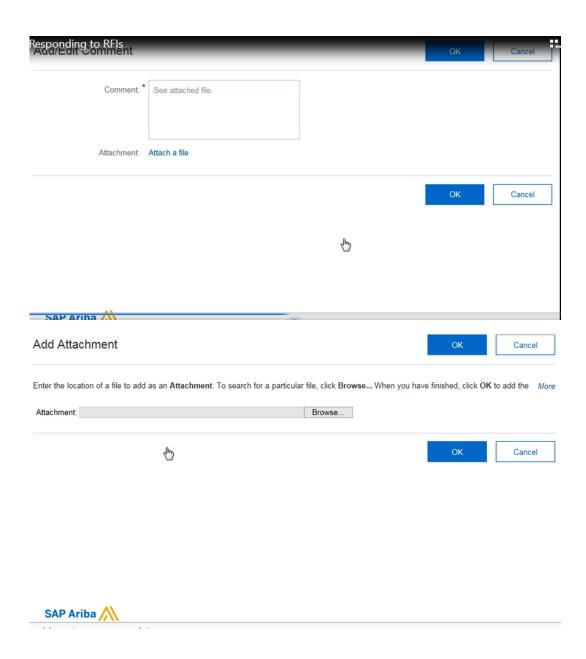
- When creating a response you must provide an answer to any question marked with an *. Questions that don't have an * are optional.
- Text boxes are used for questions that require lengthy responses
- There might be drop-down menus with answers to choose from or check boxes
- The answers you provide 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



Time remaining

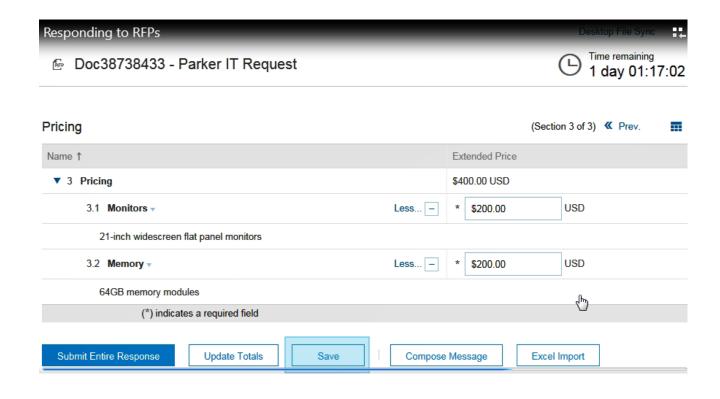
Add Comment icon

- 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



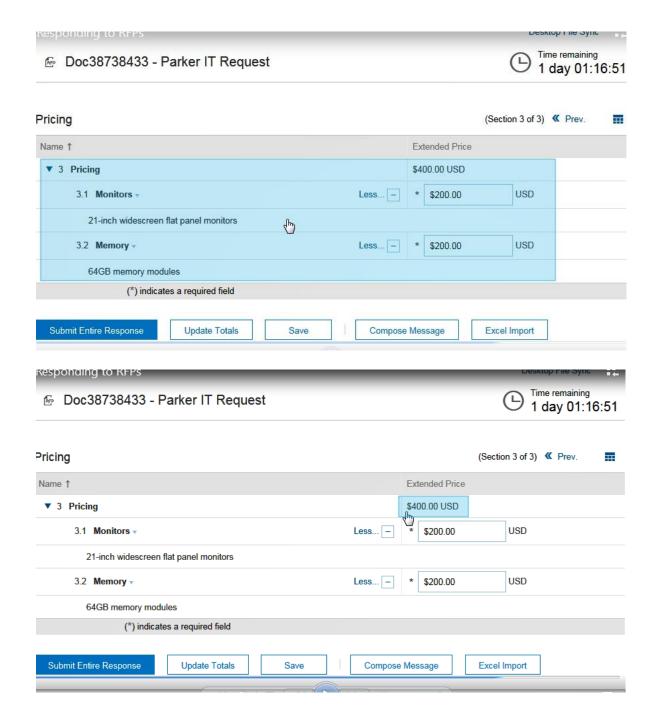
When working on a long RFP response you might want to click Save occasionally – Ariba will log you out after 30 minutes.

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



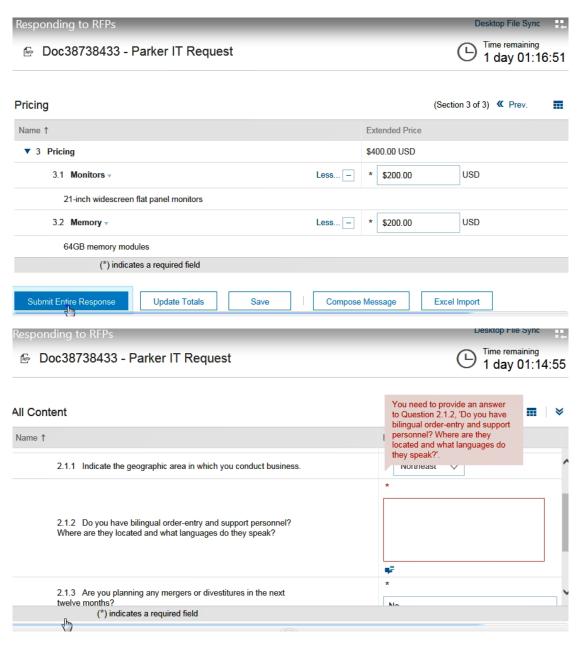
The pricing section displays the lots or line items on which you chose to bid

 The total for all lots will display at the top



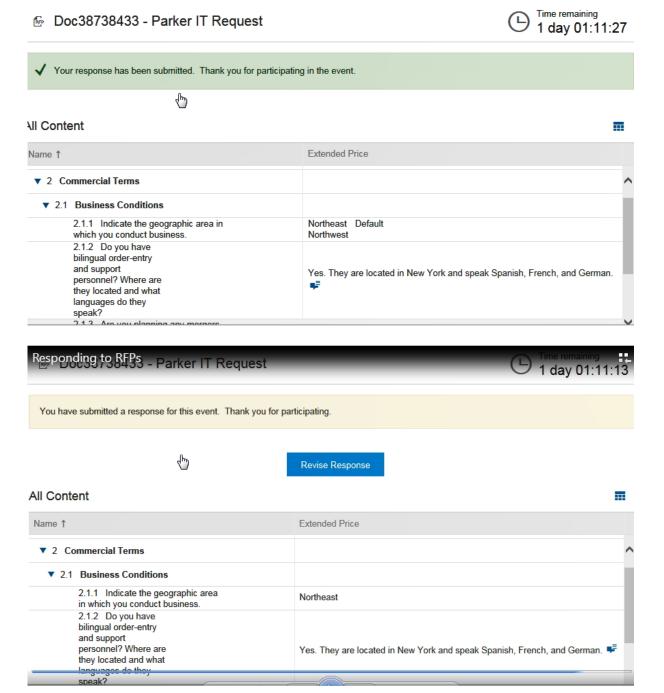
When you have completed all requirements and provided answers to all question, click on Submit Entire Response for it to be sent to Cargill.

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



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



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

