

Participating in RFI/RFP on Ariba

Supplier registration guide




Purpose


This instruction guide has been created by Cargill for your reference, as you respond to our sourcing events – RFI or RFP.

This guide is especially suitable for **first-time users of Ariba** or for individuals who **have an Ariba account, but it hasn't been used for Cargill yet.**



A green thought bubble with a white border and a small tail pointing towards the man on the left. It contains white text.

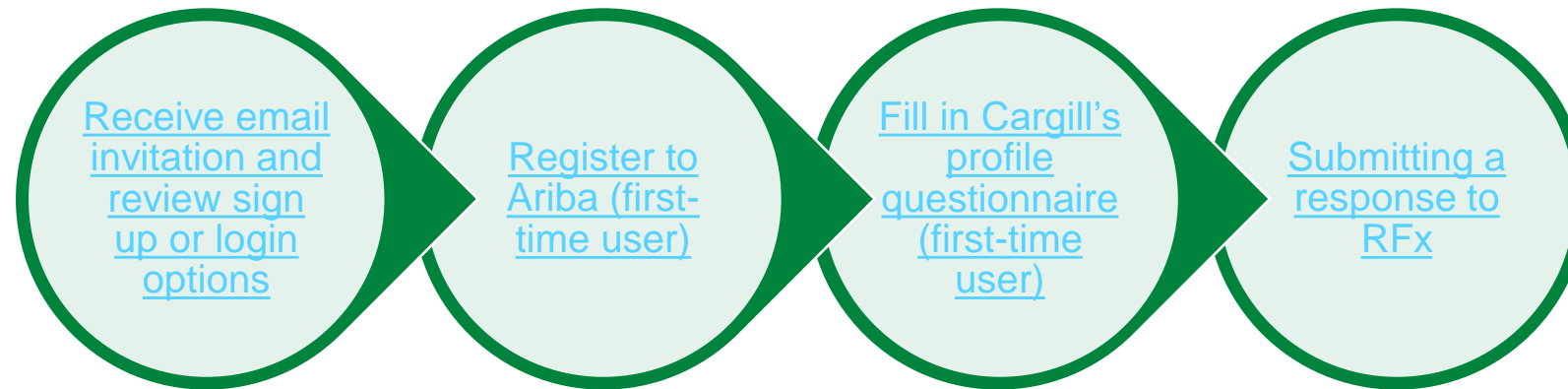
Hey, Cargill invited me to participate in a RFP on the Ariba platform. I am not sure how to proceed. Can you help me?

A green thought bubble with a white border and a small tail pointing towards the man on the right. It contains white text.

Sure! Let me show you the options you have for registration and login, and how to submit a response in Ariba.



Steps to perform to submit a RFX response for Cargill on Ariba



Troubleshoot common issues

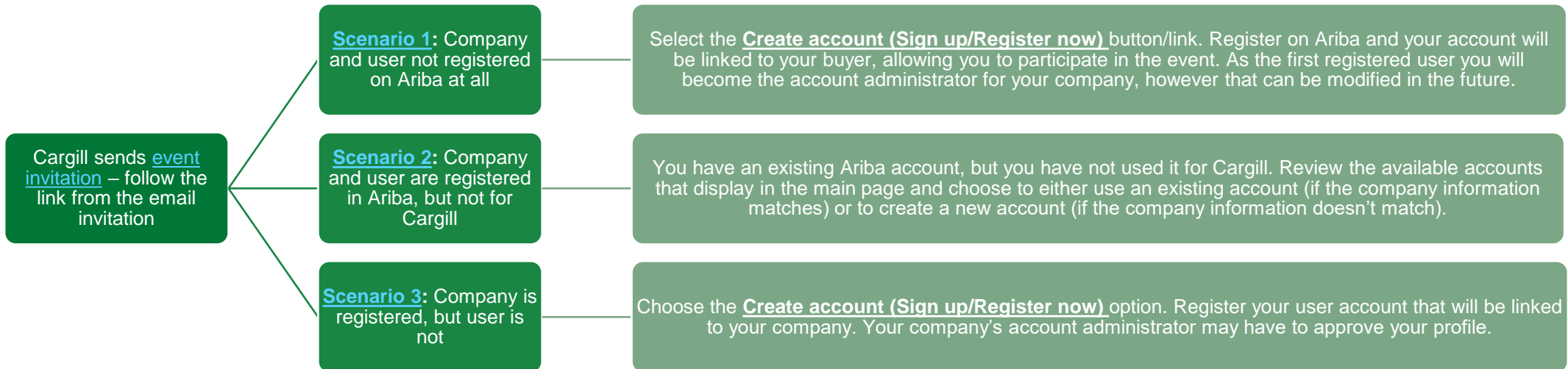




Sign up or log in
to Ariba?
Possible
scenarios



Sign up or log in - account scenarios



Event invitation – variations

Read carefully the invitation email. The content may differ depending on being a new or returning user.

Cargill - TEST

Welcome, Wesela Mladenow2.

Cargill - TEST has registered you on their Ariba Spend Management site and invited you to participate in the following event: RFP Supplier registration guide. The event starts on Tuesday, April 22, 2025 at 4:00 PM, Eastern European Standard Time and ends on Tuesday, May 6, 2025 at 4:00 PM, Eastern European Standard Time.

[Click Here](#) to access this event. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can access this event.

NOTE: This link is only valid for 30 days. Make sure to register on the Ariba Commerce Cloud before the link expires. After you register on the Ariba Commerce Cloud, you can no longer use this link.

For all questions related to the use of this application, please contact **Ariba Customer Support** by using **Help** -> **Support** located on the top right part of your screen.

If you have questions about this event, please contact us at noreply@cargill.com.

If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.

Supplier registration guide

Cargill - TEST

Cargill - TEST has invited you to participate in the following event: RFP test 10042025 Citric acid. The event is set to begin on Четвъртък, 10 Април 2025 г., 18:33 ч., Индийско време.

Use the following username to log in to Cargill - TEST events: test-wesela_mladenow@cargill.com.

[Click Here](#) to access this event.

When you click this link, log in with your username and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in your event.

If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.

If you have forgotten your username or password and are unable to log in, [Click Here](#).

NOTE: The forgot password link is only valid for 24 hours. After this link expires, click Forgot Password on the Ariba Login page to reset your password.



Event invitation link

Expiration of link after registration

Note that the registration link expires as soon as you register or after 30 days, if not used.

Once you managed to register you can no longer use the same link (from the email invitation). Instead, login to Ariba by using <https://proposals.seller.ariba.com>

Cargill - TEST has registered you on their Ariba Spend Management site and invited you to participate in the following event: RFP test 10042025 Citric acid. The event starts on Thursday, April 10, 2025 at 3:03 PM, Eastern European Standard Time and ends on Friday, April 18, 2025 at 3:03 PM, Eastern European Standard Time.

[Click Here](#) to access this event. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can access this event.

NOTE: This link is only valid for 30 days. Make sure to register on the Ariba Commerce Cloud before the link expires. After you register on the Ariba Commerce Cloud, you can no longer use this link.

For all questions related to the use of this application, please contact **Ariba Customer Support** by using **Help -> Support** located on the top right part of your screen.

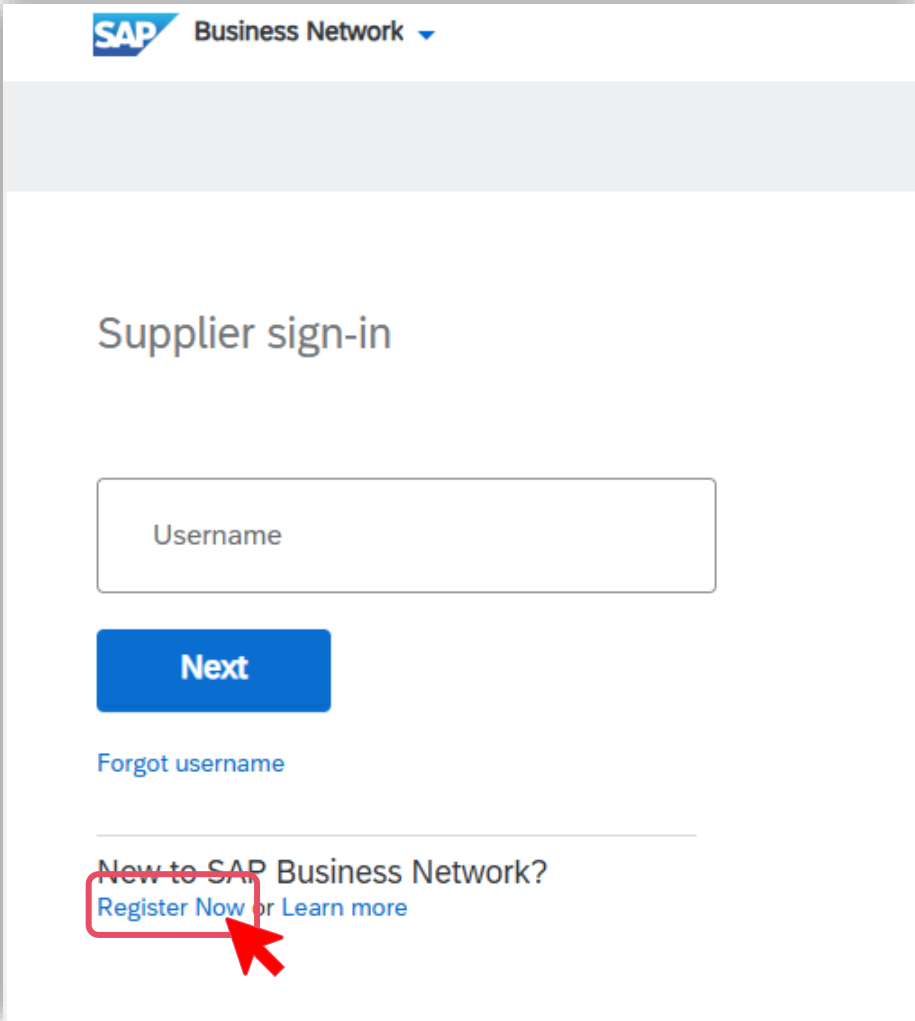
If you have questions about this event, please contact us at noreply@cargill.com.

If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event



Scenario 1 – company and user not registered on Ariba at all

- The email invitation link redirects you to this page
- Click on the **Register now** link or **Create new account** button (depending on what displays) to proceed to company and account creation
- Navigate to [Section 2](#) for a step-by-step guidance on registration



SAP Business Network

Supplier sign-in

Username

Next

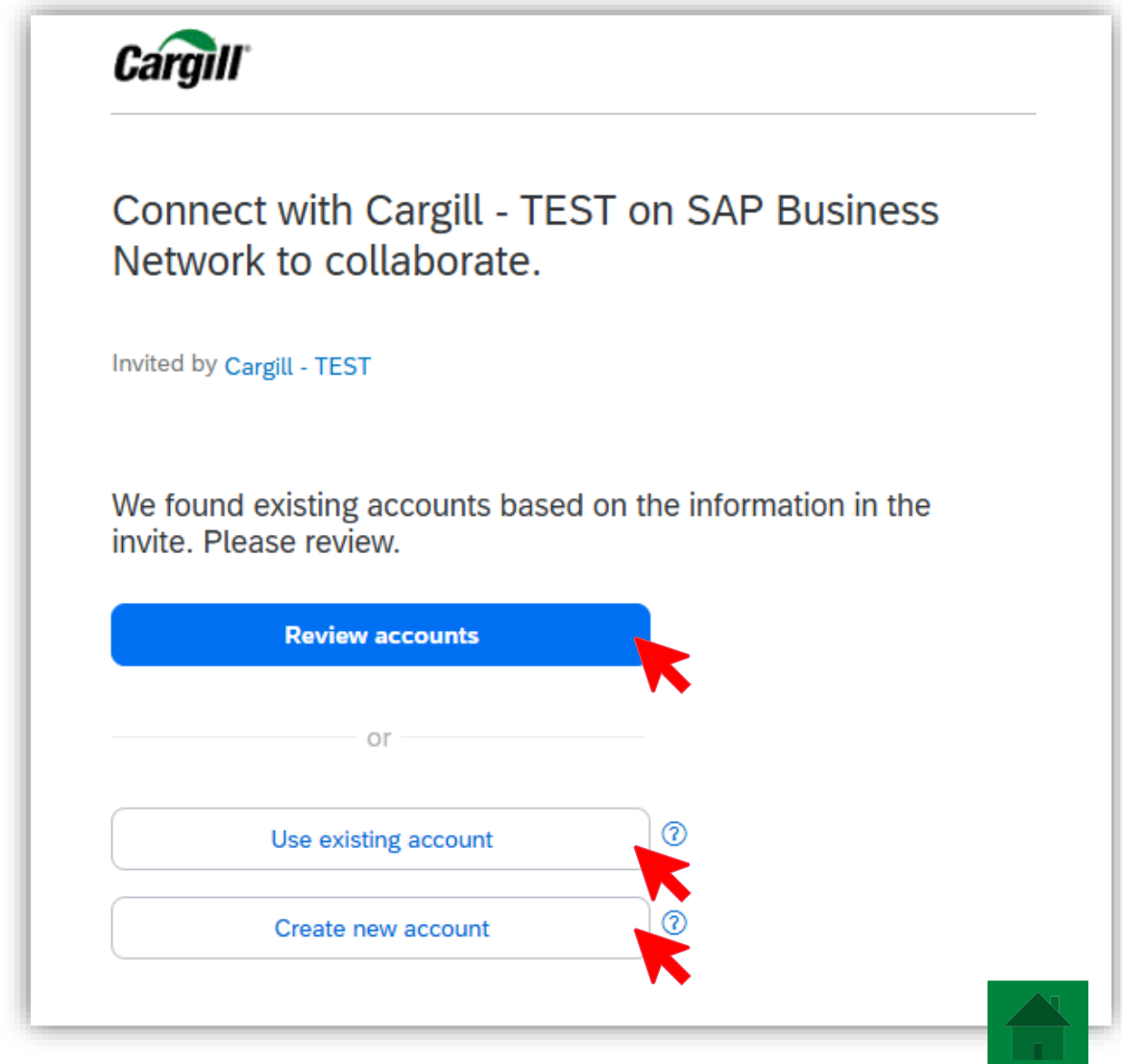
[Forgot username](#)

New to SAP Business Network?
[Register Now](#) or [Learn more](#)



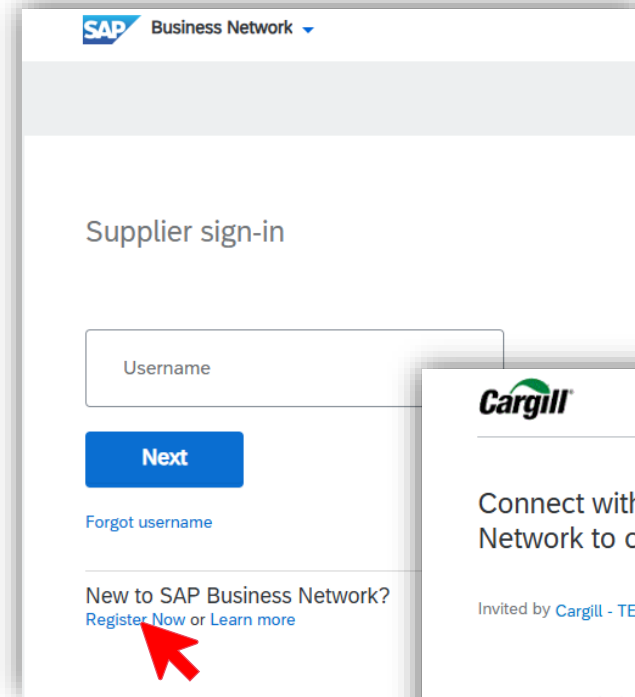
Scenario 2 – company and user are registered, but not for Cargill

- The email invitation link may redirect you to this page – it displays if you have an account, but it is not associated with Cargill or, if there are multiple accounts associated with the same email address
- Click on the **Review accounts** button and check if any of the existing company accounts is suitable in your situation – if yes, you should contact your account administrator
- If your existing account is suitable to be used for Cargill’s RFX, click on the **Use existing account** button, so that your account can be linked to Cargill
- Otherwise, check [Scenario 3](#) and click on the **Create new account** button. Later navigate to [Section 2](#) for a step-by-step guidance on registration



Scenario 3 – company is registered, user is not

- If your company has an account, but you as a user do not, review the accounts first and then click on the **Register now** link or **Create new account** button to proceed to registration, depending on what displays
- Your company administrator may need to approve your profile and answer some Cargill-specific questions
- Navigate to [Section 2](#) for a step-by-step guidance on registration



SAP Business Network

Supplier sign-in

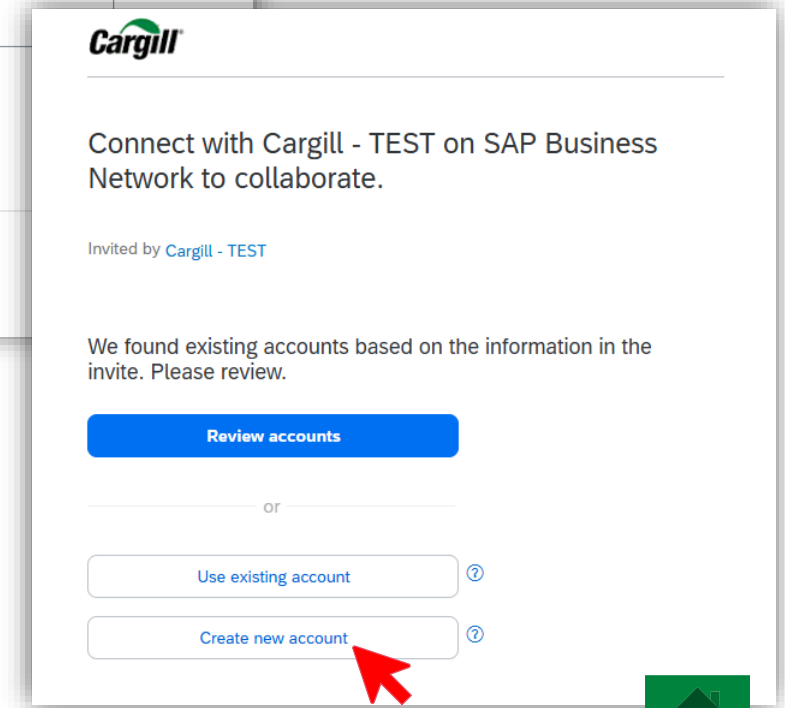
Username

Next

[Forgot username](#)

New to SAP Business Network?
[Register Now](#) or [Learn more](#)

A red arrow points to the "Register Now" link.



Cargill

Connect with Cargill - TEST on SAP Business Network to collaborate.

Invited by Cargill - TEST

We found existing accounts based on the information in the invite. Please review.

Review accounts

or

Use existing account ?

Create new account ?

A red arrow points to the "Create new account" button.





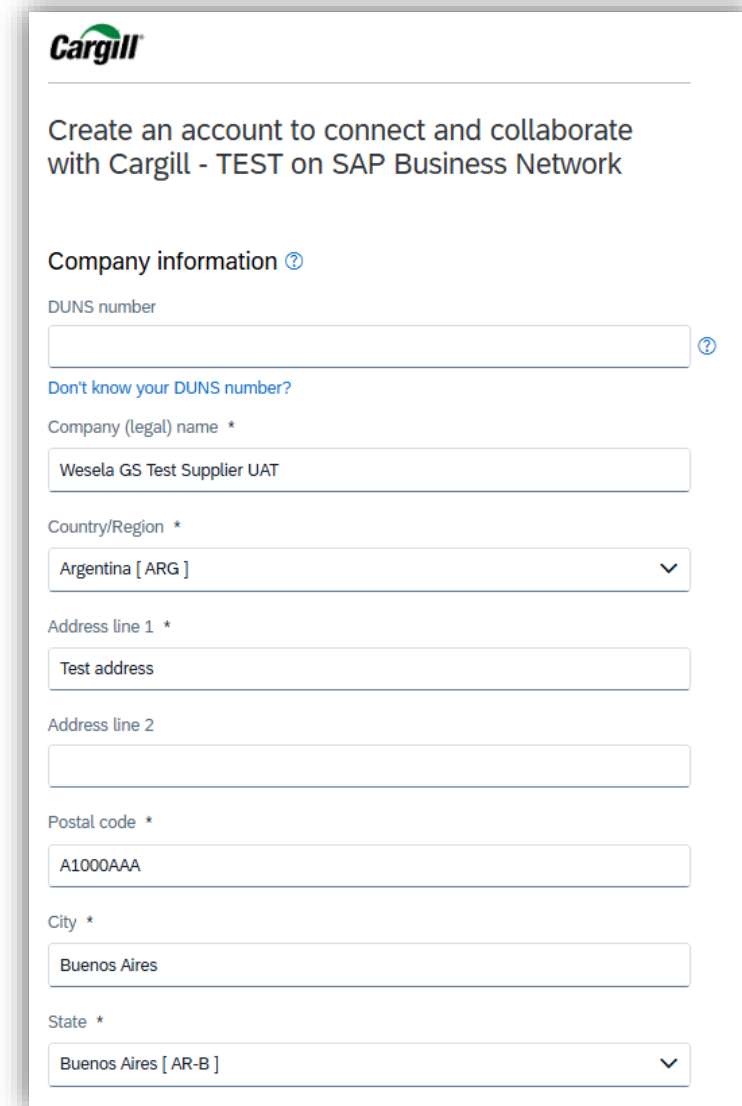
Registering to Ariba and updating company profile



Supplier sign up page – Company information

Fill in mandatory fields marked with *

- In this form, fill in your **company name** and **address**
- If you have a DUNS number you can list it at the top, if not – skip the field
- Make sure to fill in all mandatory fields marked with *



The screenshot shows the Cargill supplier sign-up page. At the top left is the Cargill logo. Below it is the text: "Create an account to connect and collaborate with Cargill - TEST on SAP Business Network". The main section is titled "Company information" with a help icon. It contains several input fields:

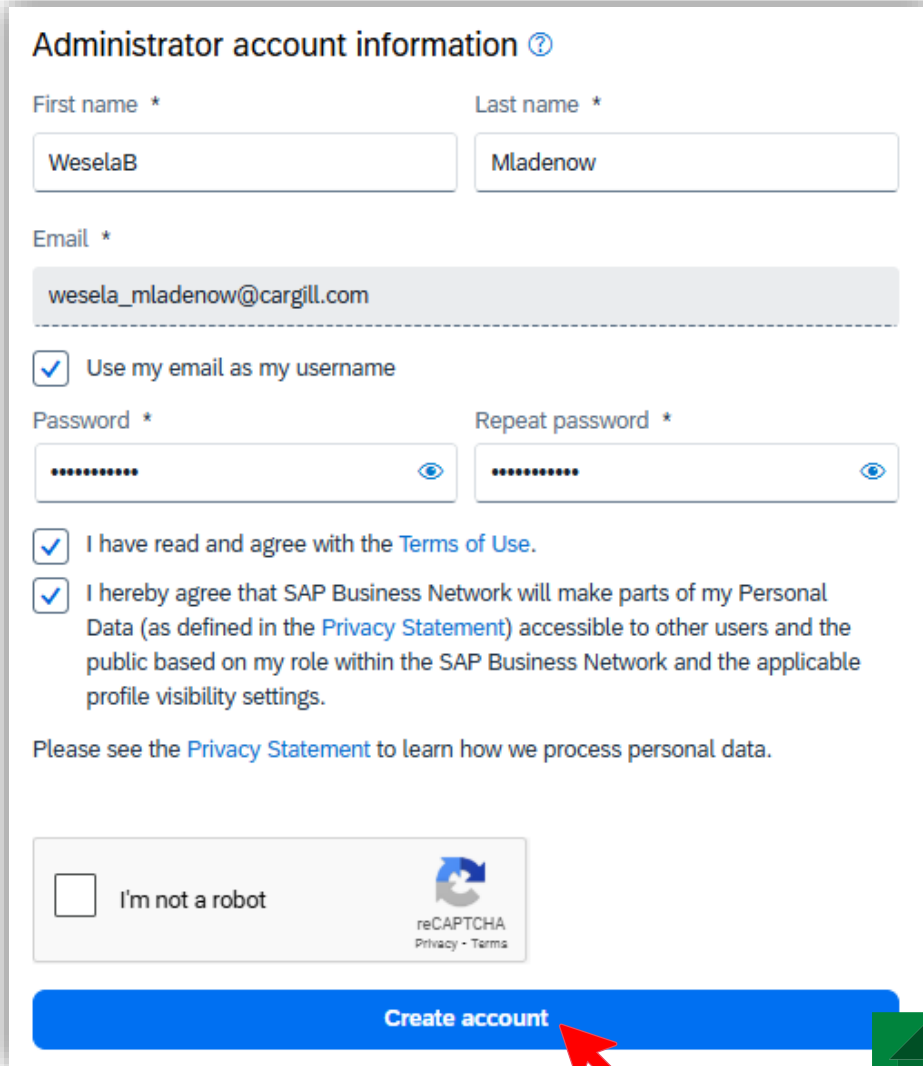
- DUNS number**: An empty text input field with a help icon to its right.
- Don't know your DUNS number?**: A link below the DUNS number field.
- Company (legal) name ***: A text input field containing "Wesela GS Test Supplier UAT".
- Country/Region ***: A dropdown menu showing "Argentina [ARG]".
- Address line 1 ***: A text input field containing "Test address".
- Address line 2**: An empty text input field.
- Postal code ***: A text input field containing "A1000AAA".
- City ***: A text input field containing "Buenos Aires".
- State ***: A dropdown menu showing "Buenos Aires [AR-B]".



Supplier sign up page – Administrator/user account information

Fill in mandatory fields marked with *

- Further down the form you will need to provide your user details, such as **first and last name, and email address**
- **Create a password and repeat it**
- If you are a first time user you may choose to use your email as your username – this option is already preselected
- Accept the **Terms of Use** and the **Privacy Statement** at the bottom, after reviewing them
- Click on the verification code (**reCAPTCHA**)
- Click on the **Create account** button



The screenshot shows the 'Administrator account information' form. It includes fields for 'First name' (WeselaB), 'Last name' (Mladenow), and 'Email' (wesela_mladenow@cargill.com). There are checkboxes for 'Use my email as my username' (checked), 'I have read and agree with the Terms of Use' (checked), and 'I hereby agree that SAP Business Network will make parts of my Personal Data... accessible to other users...' (checked). There are also password fields and a reCAPTCHA section with an 'I'm not a robot' checkbox. A blue 'Create account' button is at the bottom, with a red arrow pointing to it.

Supplier sign up page – Administrator/user account information

Fill in mandatory fields marked with *

- If, for any reason, you have a duplicate account, you may want to select a different username – in that case unmark the „use my email as my username“ box
- Type a **username that resembles your email address** but is not exactly the same
- Accept the **Terms of Use** and the **Privacy Statement** at the bottom
- Click on the verification code (**reCAPTCHA**)
- Click on the **Create account** button
- At a later stage you can merge your multiple accounts

Administrator account information

First name * Last name *

Email *

Use my email as my username

Username *


Password * Repeat password *

I have read and agree with the [Terms of Use](#).

I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings.

Please see the [Privacy Statement](#) to learn how we process personal data.

Verification challenge expired. Check the checkbox again.

I'm not a robot 

[Privacy](#) [Terms](#)

[Create account](#)



Email address confirmation

You will receive an email from Ariba

- After successfully creating an account, this message will display letting you know that a confirmation email has been sent to you

Please confirm your email address

Check your email at wesela_mladenow@cargill.com and follow the steps in the email to confirm your email address in the next **72 hours**.

▼ If you did not receive the email:

- Check your spam folder or inbox filter settings
- Click **Resend** to get another confirmation email

wesela_mladenow@cargill.com

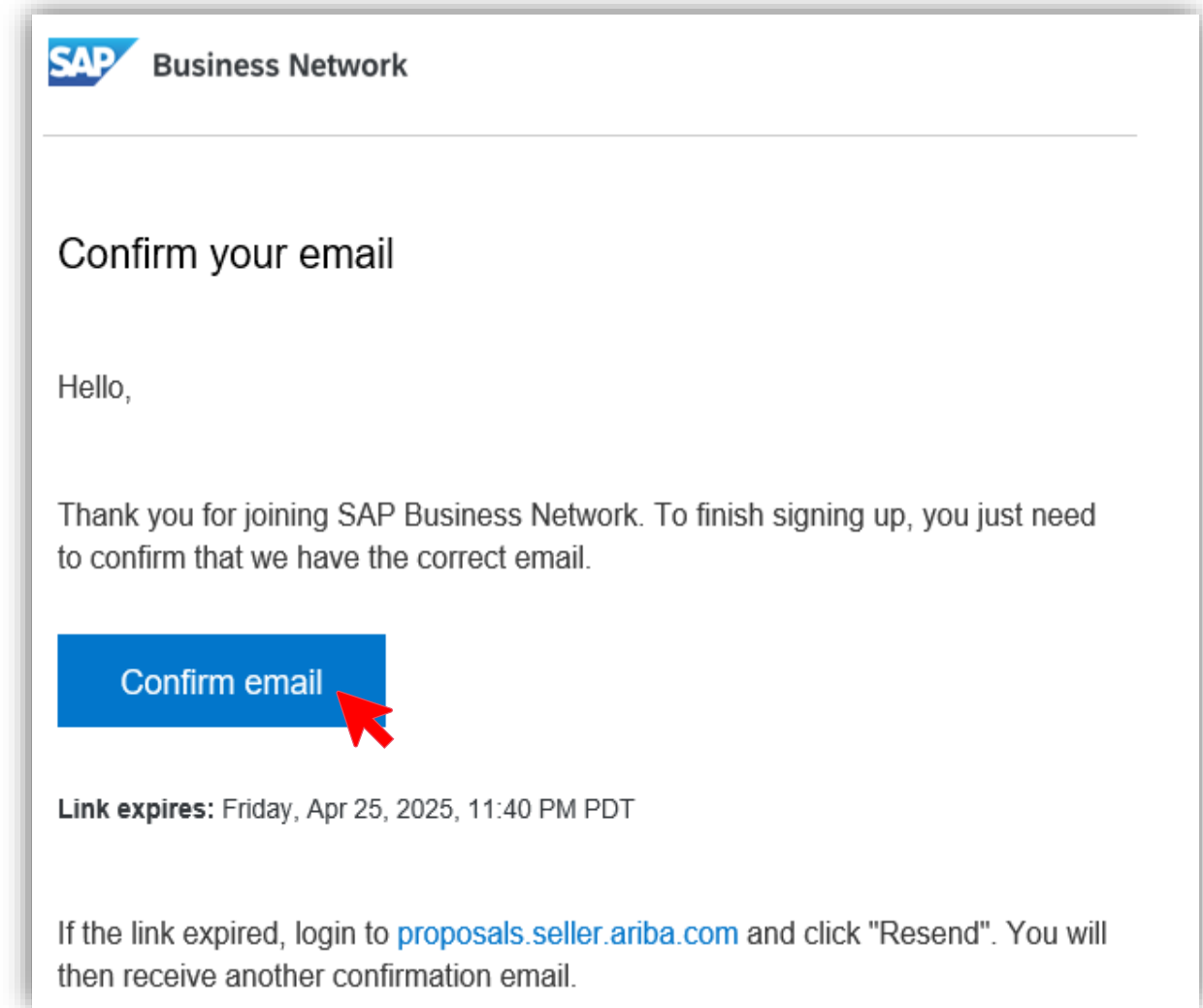
[Resend](#)



Email address confirmation

Confirm email to finish signing up

- Click on the **Confirm email** button in the message you received, to finish your sign up
- In this email, there is a link you can use to login to Ariba



Fill in product/service and location information

Provide product/service and ship-to location details

- Once you confirm your email, you will be redirected to this page
- This is where you can provide details of the products and/or services you supply, as well as the locations you supply them to
- You can either **enter the details** in the respective fields, or use the **Add** button or **Browse** link. Once you finish click on the **Submit** button
- You may also choose to complete this step later – in this case, click on the **Remind me later** button

Almost done! We just need a little bit more information.

Please provide the information below and you will be discovered by more customers looking for companies like yours.

Product and Service Categories

[Add](#) -or- [Browse](#)

Ship-to or Service Locations

[Add](#) -or- [Browse](#)

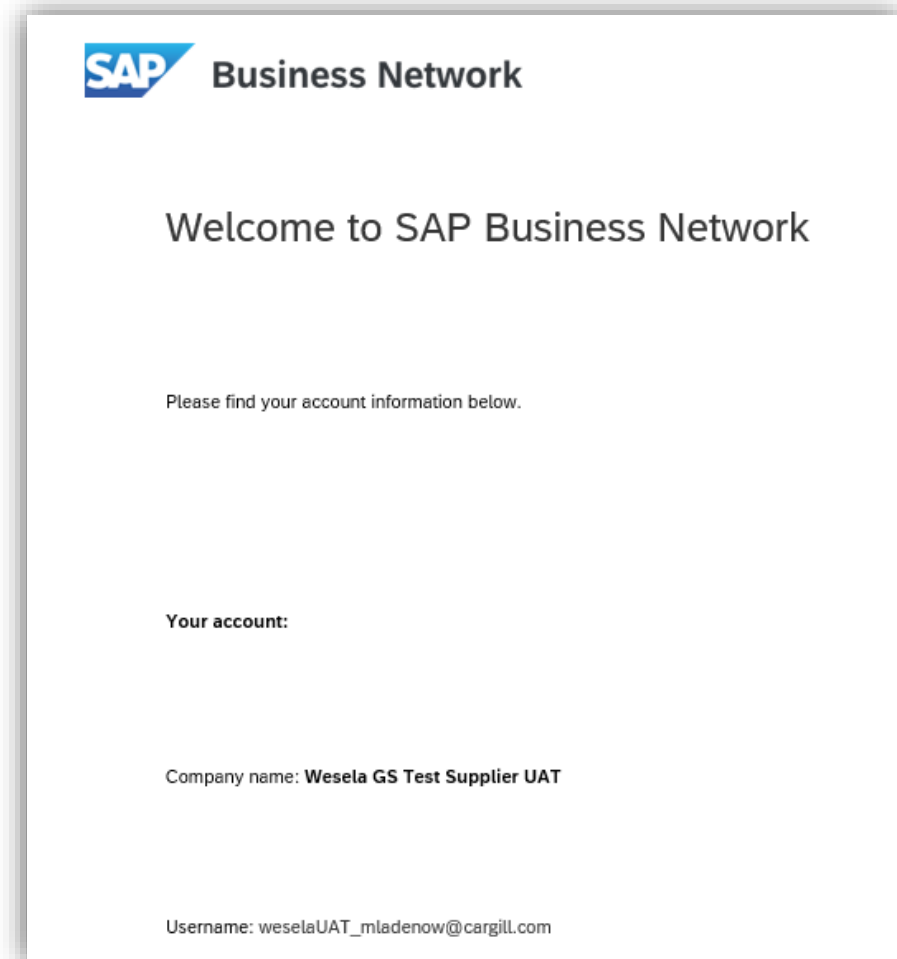
[Submit](#) [Remind me later](#) [Don't show this to me again](#)



Account confirmation email from Ariba

Account details will be sent

- The successful registration will trigger an account confirmation email to be sent by Ariba
- There, you will see your account details, simple steps to get you started and a **Login** button





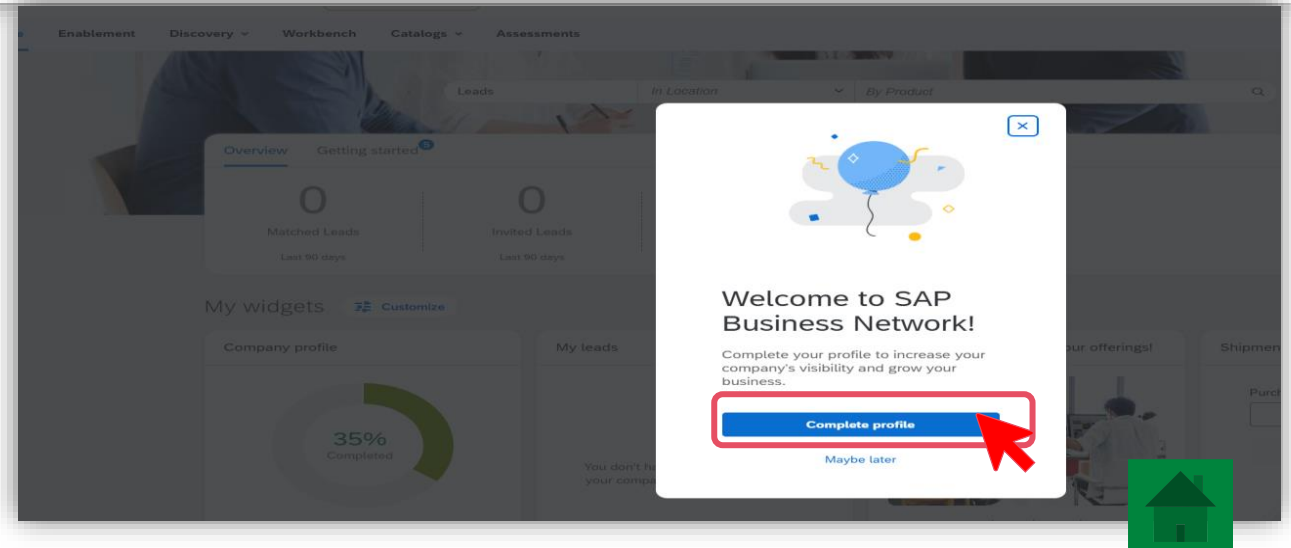
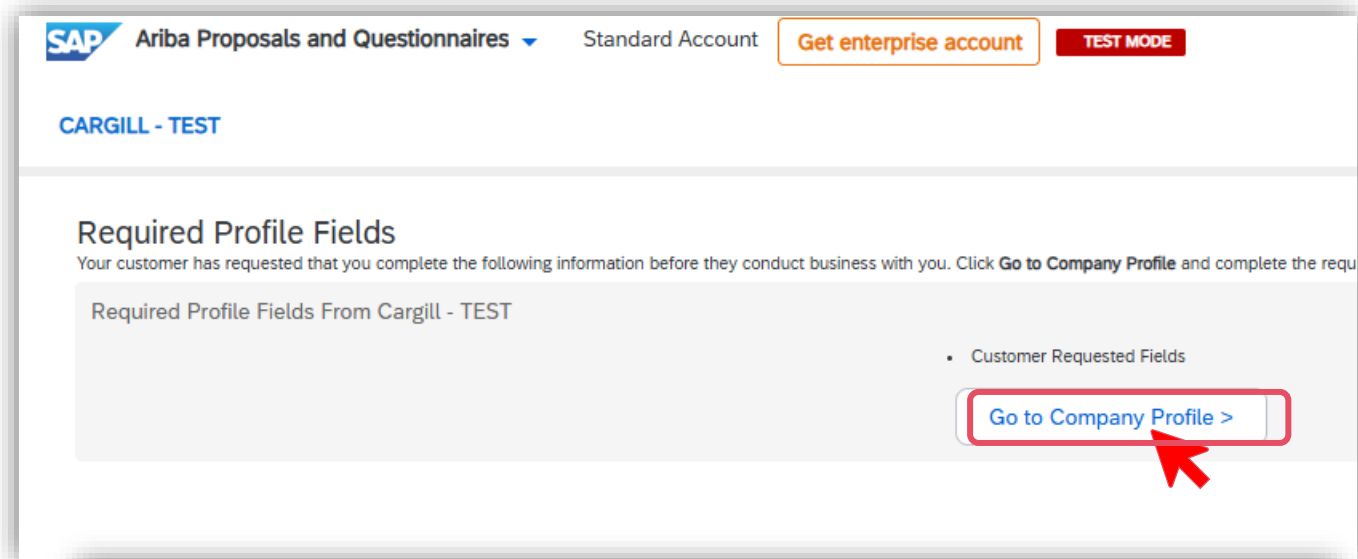
Cargill specific questionnaire for new users



Cargill profile questionnaire

Navigate to questionnaire

- Before proceeding to the RFI or RFP, you may need to answer some **Cargill-specific questions**. This is a one-time activity, however you or your company Ariba administrator may need to refresh the information once a year
- Click on the **Company profile** button
- A pop-up message may appear, click on the **Complete profile** button



Cargill profile questionnaire

Navigate to questionnaire

- After your company profile opens, navigate to the left-hand side menu
- Select the **Customer requested** option at the bottom
- If you don't see this company profile, contact your account administrator and ask them to complete the questionnaire

The screenshot displays the SAP Business Network interface for a company profile. The top navigation bar includes 'SAP Business Network', 'Standard Account', and a 'Get enterprise account' button. The main header shows 'Company Profile' and a notification about data migration. The left-hand navigation menu lists various options, with 'Customer Requested' highlighted by a red box and a red arrow. The main content area displays the company name 'Wesela GS Test Supplier UAT' and various details including ANID, DUNS, Employees, Founded, Revenue, and Address. The 'Customer Requested' option is located at the bottom of the left-hand menu.



Cargill profile questionnaire

Open questionnaire

- Initially the status of the questionnaire will appear as **Incomplete**
- Click on the **Cargill** title
- Make sure to have any browser ad-blockers disabled, otherwise the questionnaire won't open properly

The screenshot shows the SAP Business Network interface. At the top, there is a navigation bar with the SAP logo, 'Business Network', 'Standard Account', a 'Get enterprise account' button, and a 'TEST MODE' button. Below this is a section titled 'Additional Information' with three tabs: 'Business', 'Customer Requested', and 'Additional Documents'. The 'Customer Requested' tab is active. Underneath, there is a 'Sourcing Customer List' section with a table. The table has two columns: 'Customer' and 'Customer Requested Profile Information'. The first row in the table is 'Cargill - TEST' in the 'Customer' column and 'Incomplete' in the 'Customer Requested Profile Information' column. A red box highlights the 'Cargill - TEST' text, and a red arrow points to it.

Customer	Customer Requested Profile Information
Cargill - TEST	Incomplete



Cargill profile questionnaire

Fill in answers

- Make sure to answer all **mandatory questions** marked with an *
- There might be some conditional questions, appearing only after a specific answer is selected for a previous question
- It is sufficient to answer the mandatory questions initially. You can go back to this questionnaire at any time and fill in the rest of the information
- Once finished, click on the **Submit** button

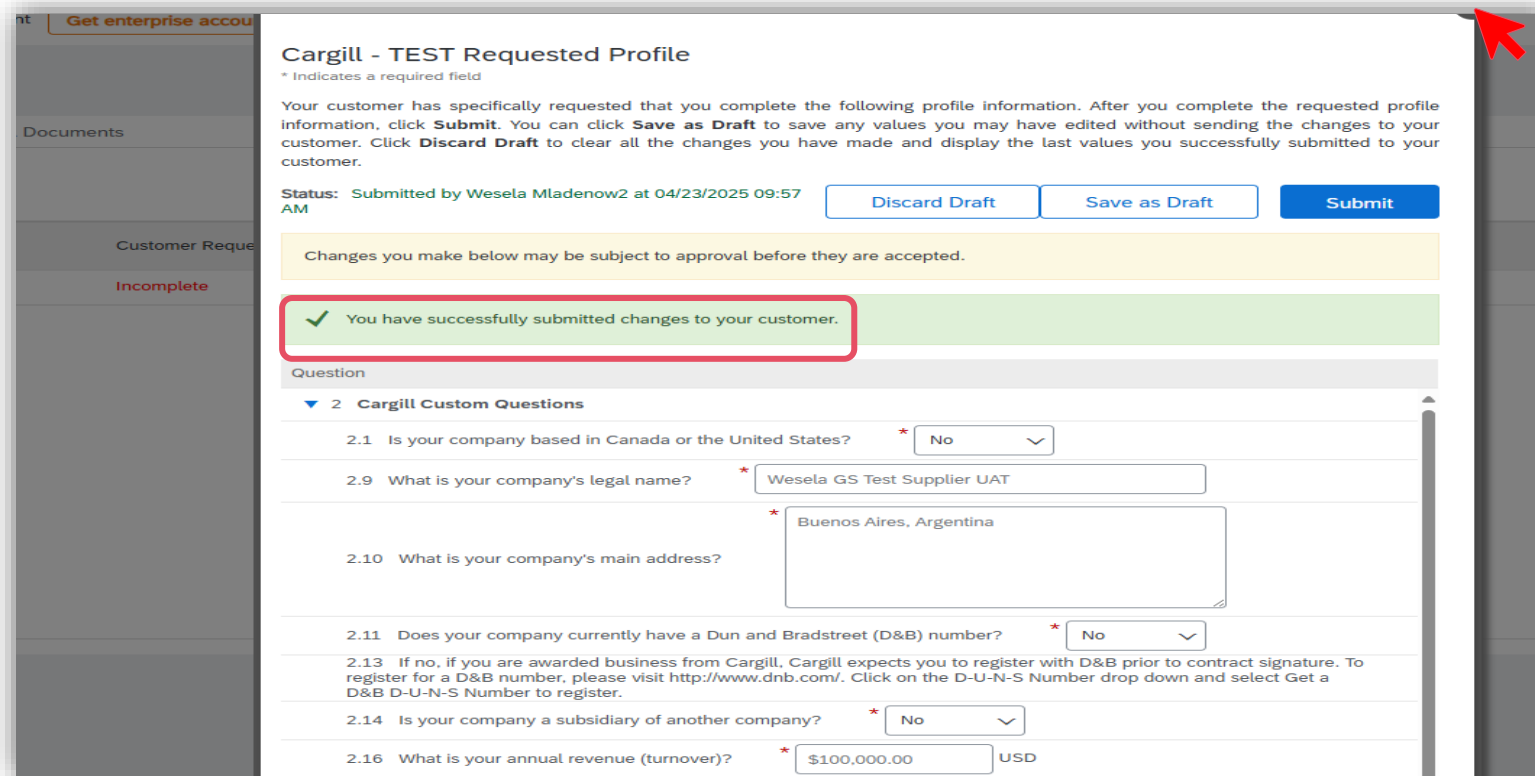
The screenshot shows a web form titled "Cargill - TEST Requested Profile". It includes a "Save as Draft" button and a "Submit" button, with a red arrow pointing to the "Submit" button. The form contains several questions, some marked with an asterisk to indicate they are mandatory. The questions are:

- 2.1 Is your company based in Canada or the United States? (No)
- 2.9 What is your company's legal name? (Wesela GS Test Supplier UAT)
- 2.10 What is your company's main address? (Buenos Aires, Argentina)
- 2.11 Does your company currently have a Dun and Bradstreet (D&B) number? (No)
- 2.13 If no, if you are awarded business from Cargill, Cargill expects you to register with D&B prior to contract signature. To register for a D&B number, please visit <http://www.dnb.com/>. Click on the D-U-N-S Number drop down and select Get a D&B D-U-N-S Number to register.
- 2.14 Is your company a subsidiary of another company? (No)
- 2.16 What is your annual revenue (turnover)? (100000 USD)
- 2.17 What are your company's core product/service offerings? (laminating film)
- 2.18 What is your company's competitive advantage? (test test)

Cargill profile questionnaire

Close updated questionnaire

- A green ribbon at the top will confirm that the answers have been submitted
- Close the pop-up window at the top right corner



The screenshot displays the 'Cargill - TEST Requested Profile' form. At the top, a green ribbon with a checkmark and the text 'You have successfully submitted changes to your customer.' is highlighted with a red box. A red arrow points to a close button in the top right corner of the form. The form includes a status bar indicating it was submitted by 'Wesela Mladenow2' on '04/23/2025 09:57 AM', with buttons for 'Discard Draft', 'Save as Draft', and 'Submit'. Below this is a yellow warning box stating 'Changes you make below may be subject to approval before they are accepted.' The main section contains several questions, including '2.1 Is your company based in Canada or the United States?' (answered 'No'), '2.9 What is your company's legal name?' (answered 'Wesela GS Test Supplier UAT'), '2.10 What is your company's main address?' (answered 'Buenos Aires, Argentina'), '2.11 Does your company currently have a Dun and Bradstreet (D&B) number?' (answered 'No'), '2.13' (a note about D&B registration), '2.14 Is your company a subsidiary of another company?' (answered 'No'), and '2.16 What is your annual revenue (turnover)?' (answered '\$100,000.00 USD').

Supplier registration guide



Cargill profile questionnaire

Save and close the questionnaire

- The status of the questionnaire changes to **Complete**
- Click on the **Save** button
- Click on the **Close** button

The screenshot shows the SAP Business Network interface for a questionnaire. At the top, there is a navigation bar with 'SAP Business Network', 'Standard Account', 'Get enterprise account', and 'TEST MODE'. Below this, the 'Additional Information' section is visible, with tabs for 'Business', 'Customer Requested', and 'Additional Documents'. The 'Customer Requested' tab is active, showing a table with the following data:

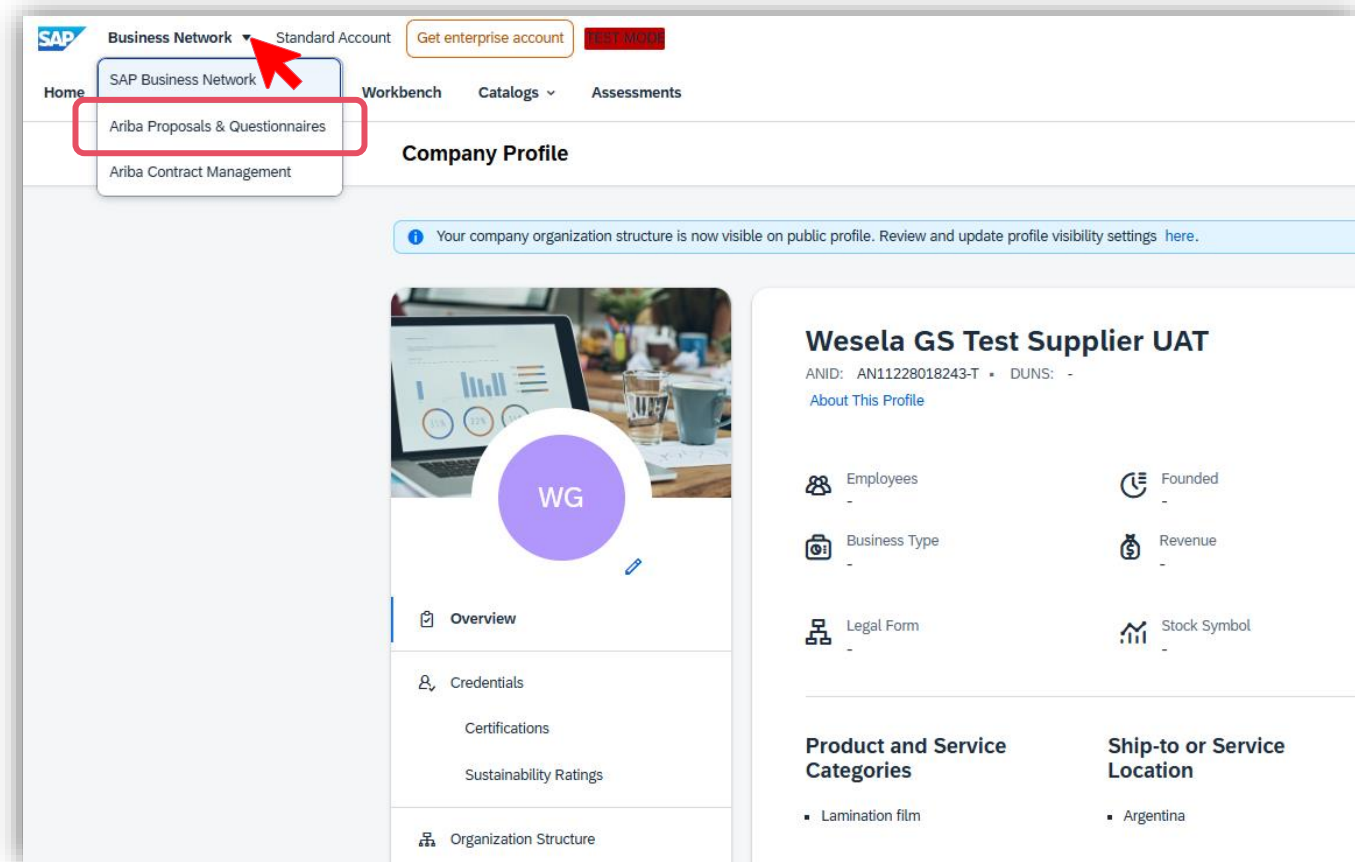
Customer	Customer Requested Profile Information
Cargill - TEST	Complete

The 'Save' button is highlighted with a red arrow, and the 'Close' button is also highlighted with a red arrow. The 'Complete' status in the table is highlighted with a red box.

Cargill sourcing events list

Navigate to Ariba Proposals & Questionnaires

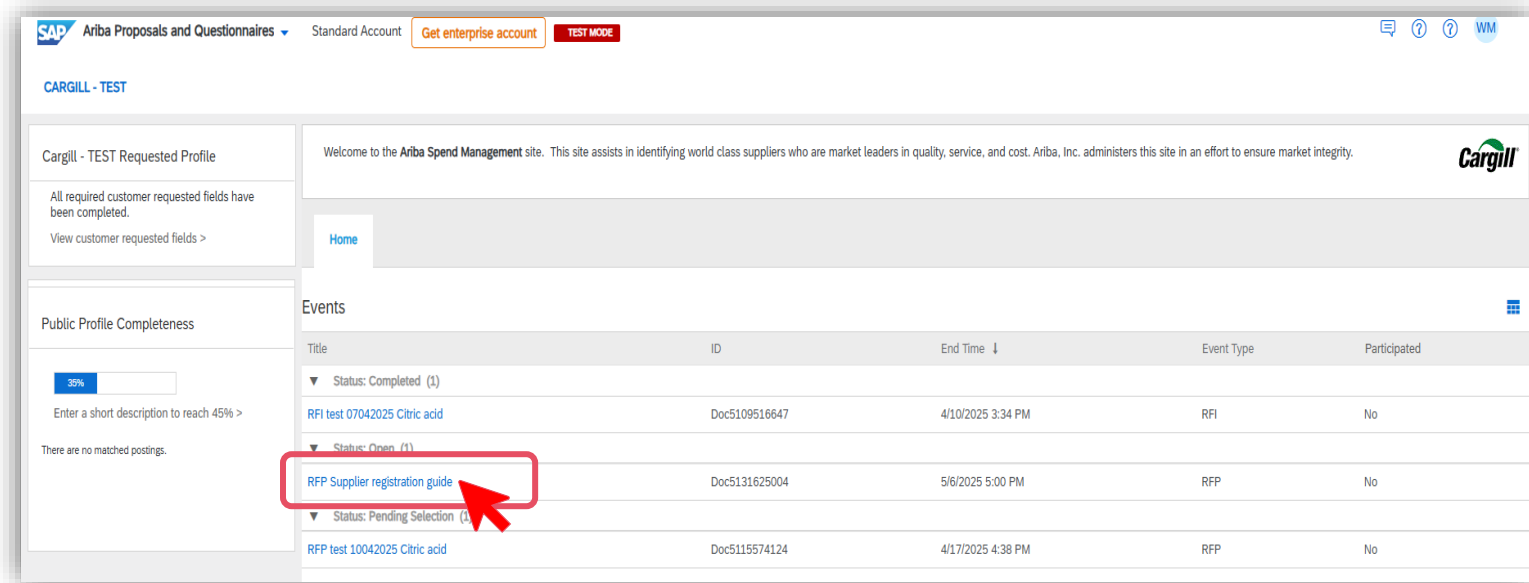
- When you are back in your company profile, select the **Ariba Proposals & Questionnaires** option from the drop-down menu at the top left corner



View events list and event statuses

Review event list and open RFX

- You will see a list of events that Cargill invited you to
- There may be numerous events on different statuses
- The currently running events will be placed in the **Open** section
- Status **Completed** means that the event has been awarded
- Status **Pending Selection** means that the event is closed for responses, but hasn't been awarded yet
- The **Participated** column indicates if you have submitted a response to a particular event
- Navigate to your event and click on its title to open it



The screenshot displays the SAP Ariba Proposals and Questionnaires interface. The top navigation bar includes the SAP logo, 'Ariba Proposals and Questionnaires', 'Standard Account', 'Get enterprise account', and 'TEST MODE'. The main content area is titled 'CARGILL - TEST' and features a 'Home' button. Below this, there are sections for 'Cargill - TEST Requested Profile' and 'Public Profile Completeness' (39%). The 'Events' section is a table with columns for Title, ID, End Time, Event Type, and Participated. The table is filtered by 'Status: Open (1)'. A red box highlights the 'RFP Supplier registration guide' link in the 'Title' column, with a red arrow pointing to it. Other events listed include 'RFI test 07042025 Citric acid' and 'RFP test 10042025 Citric acid'.

Title	ID	End Time	Event Type	Participated
▼ Status: Completed (1)				
RFI test 07042025 Citric acid	Doc5109516647	4/10/2025 3:34 PM	RFI	No
▼ Status: Open (1)				
RFP Supplier registration guide	Doc5131625004	5/6/2025 5:00 PM	RFP	No
▼ Status: Pending Selection (1)				
RFP test 10042025 Citric acid	Doc5115574124	4/17/2025 4:38 PM	RFP	No

Supplier registration guide





Submitting a response to a RFI/RFP



Access the event

Review the timelines of the event and review prerequisites

- The **countdown clock** in the top right corner indicates the time remaining for you to submit your response to the event
- To the left of the clock you may see **round of the event (RFP)**
- The yellow ribbon below the event title provides guidelines on the next steps you need to perform
- Click on the **Review Prerequisites** button to view the preliminary steps you need to complete before being able to view the whole event content

The screenshot displays the Ariba Sourcing interface for an event titled "Doc5131625004 - RFP Supplier registration guide". The interface includes a top navigation bar with "Company Settings", "WeselaB Mladenow", "Feedback", "Help", and "Messages". A "Desktop File Sync" link is also present. The event details section shows "Round: 1" and a "Time remaining" of "13 days 04:51:38". A yellow banner contains instructions: "Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event." Below this banner are three buttons: "Review Prerequisites" (highlighted with a red box and a red arrow), "Decline to Respond", and "Print Event Information". The "Event Overview and Timing Rules" section provides the following information: Owner: Wesela Mladenow, Event Type: RFP, Publish time: 4/22/2025 5:00 PM, Due date: 5/6/2025 5:00 PM, Currency: European Union Euro, Commodity: CHEMICALS 10000000, ACIDS AND ALKALIS 10100000, ACIDS 10101000, CITRIC ACID 10101010, and Regions: BEL Belgium. A sidebar on the left contains "Event Messages", "Download Tutorials", "Response Team", and a "Checklist" with items: "1. Review Event Details", "2. Review and Accept Prerequisites", "3. Select Lots/Line Items", and "4. Submit Response".

Supplier registration guide

Ariba's Bidder Agreement

Accept Ariba's bidder agreement

- The **Ariba Bidder Agreement** is a set of terms and conditions related to participating in sourcing events on the platform. It will appear in all Cargill's events
- Review the terms and **accept them** at the bottom of the page
- This section may or may not contain additional event-specific prerequisite (mandatory) questions – clear them, if there are such
- Click on the **OK** button to proceed

Doc5131625004 - RFP Supplier registration guide

Prerequisites must be completed prior to participation in the event.

In consideration of the opportunity to participate in on-line events ("On-Line Events") held and conducted by the company sponsoring this On-Line Event ("Sponsor") on the web site (this "Site") hosted by Ariba, Inc. ("Site Owner"), your company ("Participant" or "You") agrees to the following terms and conditions ("Agreement"):

- 1. Bids.** If you are invited to participate in the On-Line Event, Sponsor reserves the right to amend, modify or withdraw this On-Line Event. Sponsor reserves the right to accept or reject all or part of your proposal. Submission of a bid does not create a contract or any expectation by Participant of a future relationship. Rather, by submitting a bid, you are making a firm offer which Sponsor may accept to form a contract, subject to section 2 below. Sponsor is not liable for any costs incurred by Participant in the preparation, presentation, or any other aspect of Participant's bid.
- 2. Price Quotes.** Except to the extent Sponsor allows a non-binding bid, all Bids which Participant submits through the On-Line Events are legally valid quotations without qualification, except for data entry errors.
- 3. Procedures and Rules.** Participant further agrees to be bound by the procedures and rules established by the Site and Sponsor.
- 4. Confidentiality.** Participant shall keep all user names and passwords, the On-Line Event content, other confidential materials provided by the Site and/or Sponsor, and all bids provided by You or another participating organization in confidence and shall not disclose the foregoing to any third party.
- 5. Bids through Site only.** Participant agrees to submit bids only through the on-line bidding mechanism supplied by the Site and not to submit bids via any other mechanism including, but not limited to, post, courier, fax, E-mail, or orally unless specifically requested by Sponsor.
- 6. Ethical Conduct.** All parties will prohibit unethical behavior and are expected to notify the Site Owner by contacting the appropriate project team if they witness practices that are counter-productive to the fair operation of the On-Line Event. If Participant experiences any difficulties during a live On-Line Event, Participant must notify Site Owner immediately.
- 7. Export Control.** All parties who use this Site hosted by Ariba, Inc. agree to comply with all applicable export control and sanctions laws, including the laws of the US, EU and Germany.
- 8. Survival.** The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event.

BA v1.1 19Aug05

I accept the terms of this agreement.

I do not accept the terms of this agreement.

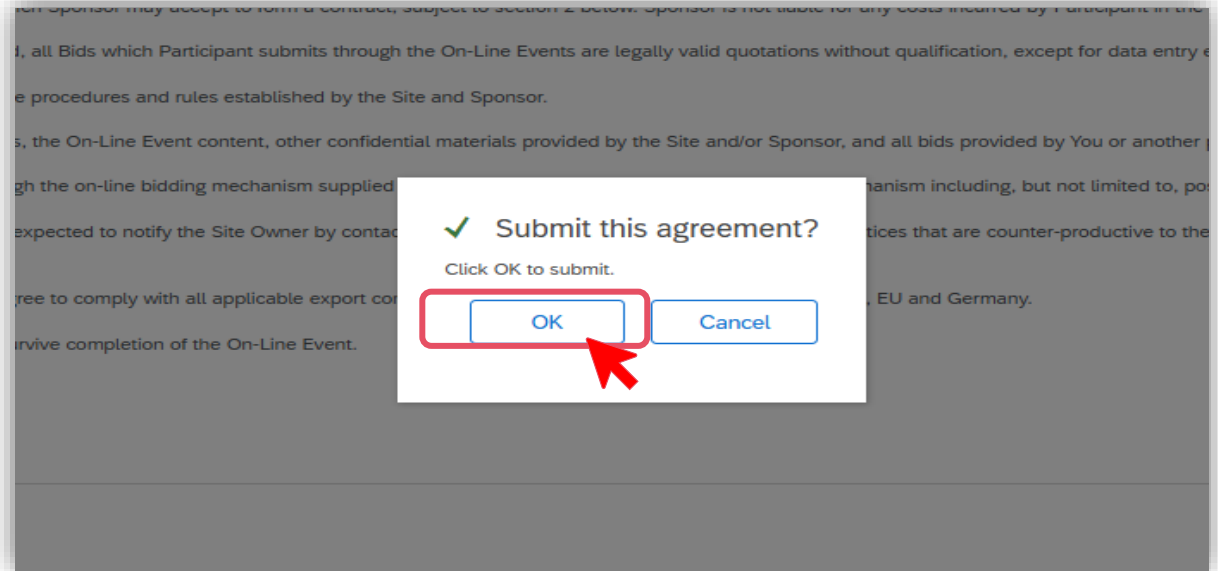
OK



Accept Ariba's Bidder Agreement

Confirm your selection

- A pop-up window will appear, prompting you to confirm your answer
- Click on the **OK** button to proceed



Select lots and/or line items

Select the lots you are going to bid on (if any)

- The sourcing event may contain items or lots that the event owner requires you to submit a price on. If so, a Select Lots button will be highlighted in a dark-blue colour
- Click on the **Select Lots** button to proceed

Doc5131625004 - RFP Supplier registration guide

Download Content Review Prerequisites **Select Lots** Print Event Information

Introduction

Name ↑

3.0 Introduction

This is a test RFP used for supplier tutorial creation

Event Overview and Timing Rules

Owner: Wesela Mladenow ⓘ	Currency: European Union Euro
Event Type: RFP	Commodity: CHEMICALS 10000000, ACIDS AND ALKALIS 10100000, ACIDS 10101000, CITRIC ACID 10101010
Publish time: 4/22/2025 5:00 PM	Regions: BEL Belgium
Due date: 5/6/2025 5:00 PM	



Select lots and/or line items

Confirm selected lots/items

- View the list of items or lots and **select them by ticking the box in front of them**
- You can make changes to your selection if necessary, but once you submit a response to a lot you can't withdraw it
- Click on the **Confirm Selected Lots/Line Items** button to proceed

Select Lots Doc5131625004 - RFP Supplier registration guide

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit a response you cannot withdraw it.

Select Lots/Line Items Select Using Excel

Lots Available for Bidding

<input checked="" type="checkbox"/>	Name
<input checked="" type="checkbox"/>	1.0 item 1
<input checked="" type="checkbox"/>	2.0 item 2

Confirm Selected Lots/Line Items



Review event content

Fill in pricing information

- If you selected lots/items to bid on, their details will display – this includes quantity and a space to fill in the price
- Make sure to populate the information in the mandatory fields (marked with *)

The screenshot shows a web interface for a supplier registration guide. The title is "Doc5131625004 - RFP Supplier registration guide". In the top right corner, it says "Round: 1" and "Time remaining 13 days 04:47:30".

The main content area is titled "All Content" and has a table with the following items:

Name ↑	Extended Price: -
1.0 item 1	Price: * 28 EUR Quantity: 10 each
2.0 item 2	Price: * 14 EUR Quantity: 25 each
3.0 Introduction	Less... -
This is a test RFP used for supplier tutorial creation	
▼ 4.0 General Questions	
4.1 What is your company name?	* <input type="text"/>
4.2 How many engineers do you employ?	* <input type="text"/>
4.3 Please attach a company presentation here	* Attach a file

At the bottom of the interface, there is a note: "(*) indicates a required field".



Review event content

Answer questions and review reference documents

- The event owner may raise event-specific questions that you would need to answer
- There might be also reference files to download and review
- Click on the reference file link to download it
- Answer all questions and note that questions may have various answer types: open text, attachment, Yes/No, value, etc.

The screenshot displays a web interface for reviewing event content. At the top, it says "All Content". Below this is a table with columns for "Name", "Quantity", "Extended Price", and "Price". The table contains two rows: "2.0 item 2" with a quantity of 10 each and a price of €14.00 EUR, and "3.0 Introduction" with a quantity of 25 each. Below the table, there is a section for "4.0 General Questions" with three sub-questions: "4.1 What is your company name?" (with a text input field containing "Wesela GS Test Supplier UAT"), "4.2 How many engineers do you employ?" (with a text input field containing "5"), and "4.3 Please attach a company presentation here" (with an "Attach a file" link). Below this is a section for "5.0 Pricing" with a question "5.1 Please download the bid sheet with item specification and upload it back here with your details" (with a "References" link). At the bottom, there are several buttons: "Submit Entire Response", "Update Totals", "Save draft", "Compose Message", and "Excel Import". A red box highlights the "References" link in the pricing section, and another red box highlights the input fields for the company name and number of engineers.



Submit response to Cargill

Submit your answers to Cargill

- Once you have populated your answers, make sure to click on the **Submit Entire Response** button. This will ensure Cargill receives your submission
- A green ribbon will appear at the top of the page, confirming the successful submission
- Before the time of the event elapses, you will be able to revise your response if necessary, by utilizing the **Revise Response** functionality that will display

The screenshot displays the Cargill RFP submission interface. The top section shows the '2.0 item 2' details, including 'Extended Price: €14.00 EUR' and 'Quantity: 25 each'. Below this is the '3.0 Introduction' section with a note: 'This is a test RFP used for supplier tutorial creation'. The '4.0 General Questions' section includes questions 4.1 (company name: 'Wesela GS Test Supplier UAT'), 4.2 (number of engineers: '5'), and 4.3 (company presentation). The '5.0 Pricing' section includes question 5.1 (bid sheet upload) with a 'References' link. A red box highlights the 'Submit Entire Response' button. Below the form is a navigation bar with buttons for 'Update Totals', 'Save draft', 'Compose Message', and 'Excel Import'. The bottom section shows a green ribbon confirmation message: 'Your response has been submitted. Thank you for participating in the event.' Below this is the 'All Content' section, which is a duplicate of the form above. A 'Compose Message' button is visible at the bottom left. The top right of the page shows 'Round: 1' and 'Time remaining: 13 days 04:41:38'. A green home icon is in the bottom right corner.

Supplier registration guide

Troubleshoot common registration/login errors

[User already exists. Enter a different username](#)

[ANERR error](#)

[Username and password already merged to another user account](#)

[Reassign/transfer admin account](#)

[Username and password pair not found](#)

[Merge multiple accounts](#)

[Why can't I find an event?](#)

[The invitation link has expired](#)

[Existing account registered by the company](#)

[Marketing profile is not available](#)



The Cargill logo is centered on a dark green background. It features a white, stylized wave-like graphic above the word "Cargill". The word "Cargill" is written in a bold, italicized, sans-serif font. A registered trademark symbol (®) is located at the bottom right of the word.

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