

Participating in RFI/RFP on Ariba



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 **returning Ariba users who want to submit a RFX response for Cargill.**





Hey, Cargill invited me to participate in a RFP on the Ariba platform. I have an account but I haven't used it for a while. Can you remind me the steps?

Sure! Let me guide you through the login and response submission.



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



Troubleshoot common issues





Receive an
invitation for a
Cargill sourcing
event



Event invitation email

Read carefully the invitation email and follow the steps listed there

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.

Supplier login guide



Event invitation link

Possible expiration of link

Note that if the invitation link expires while the event is still ongoing, you can 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



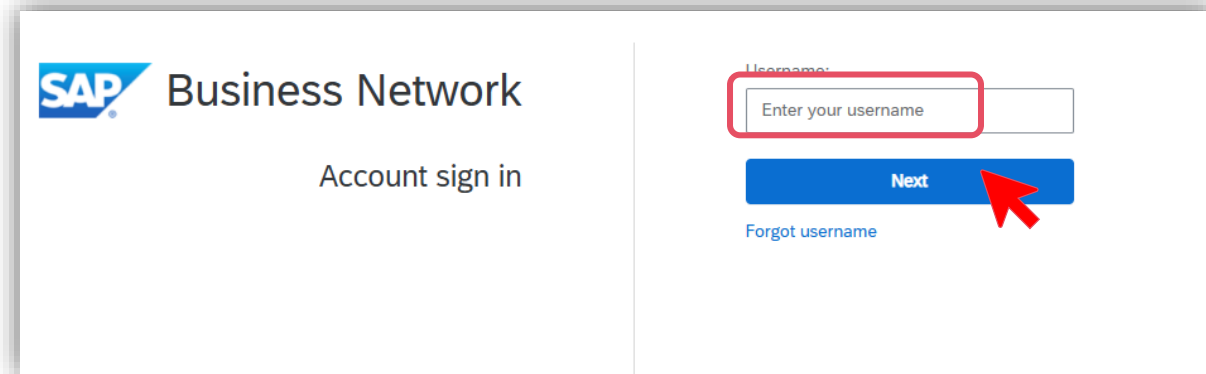


Login to Ariba



Use your credentials to login to Ariba

1. Fill in your username and click on **Next**
2. Type in your password and click on **Sign in**
3. Proceed to [Section 3](#) for instructions how to participate in a RFx

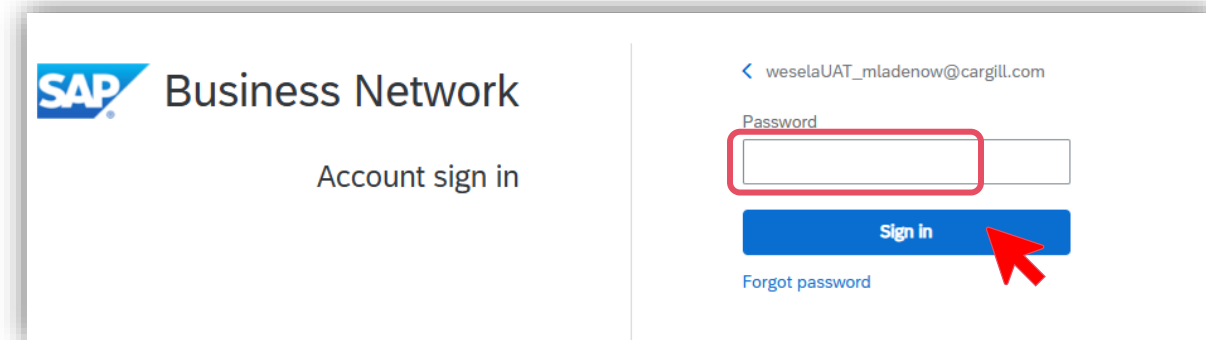


SAP Business Network
Account sign in

Username:
Enter your username

Next

[Forgot username](#)



SAP Business Network
Account sign in

< weselaUAT_mladenow@cargill.com

Password

Sign in

[Forgot password](#)



Forgot your username or password? Follow the below steps

- If you have forgotten your username, click on the **Forgot username** link and check your mailbox for an Ariba email with username details
- If you remember your username, but not your password, type in your username and click on the **Forgot password** link in the next step. Follow the on-screen instructions for password reset
- Note that your username may or may not be exactly the same as your email address

The collage consists of four overlapping screenshots:

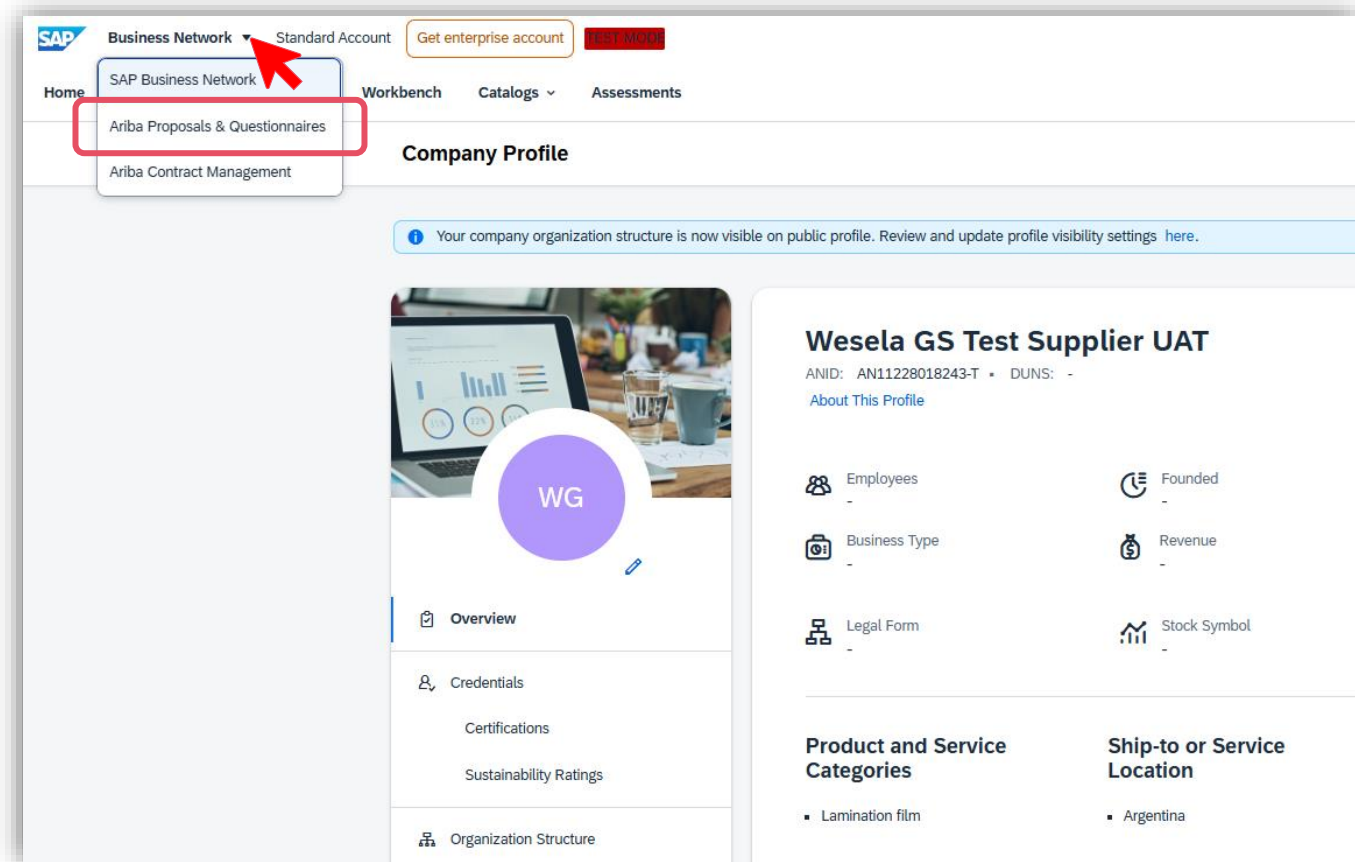
- Top-right screenshot:** SAP Business Network 'Account sign in' page. The 'Username' field is highlighted with a red box. Below it is a 'Next' button and a 'Forgot username' link with a red arrow pointing to it.
- Bottom-left screenshot:** SAP Ariba 'Supplier Login' page. The 'Forgot Username or Password' link is highlighted with a red box.
- Bottom-right screenshot:** SAP Business Network 'Account sign in' page. The email address 'weselaUAT_mladenow@cargill.com' is entered in the 'Username' field. Below it is a 'Password' field, a 'Sign in' button, and a 'Forgot password' link with a red arrow pointing to it.
- Top-left screenshot:** SAP Ariba 'Ariba Proposals and Questionnaires' page.

Supplier login guide

Cargill sourcing events list

Navigate to Ariba Proposals & Questionnaires

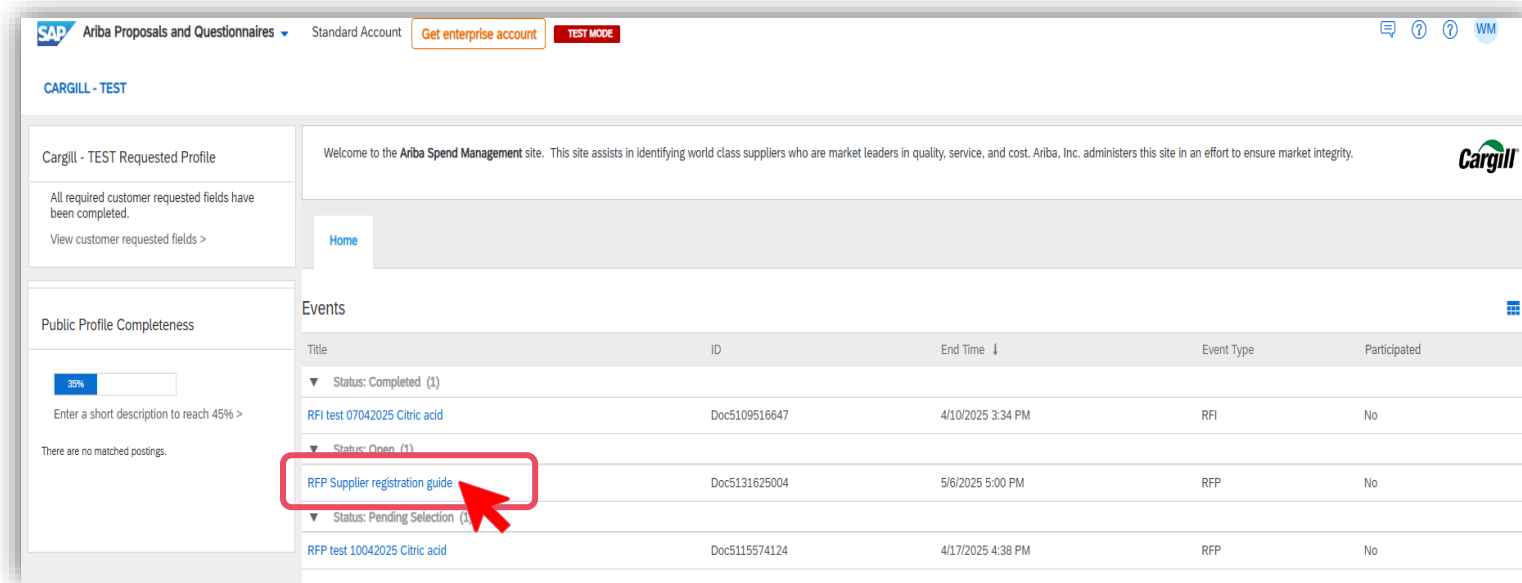
- When you are in your company profile, select the **Ariba Proposals & Questionnaires** option from the drop-down menu at the top left corner



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 Ariba Proposals and Questionnaires interface. The top navigation bar includes 'SAP 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 is an 'Events' section with a table listing various events. The table has columns for Title, ID, End Time, Event Type, and Participated. The events are grouped by status: Completed (1), Open (1), and Pending Selection (1). The 'RFP Supplier registration guide' link is highlighted with a red box and a red arrow.

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





Submit 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", which is highlighted with a red box. 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 details: 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 left sidebar 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". A "Supplier login guide" link is at the bottom left, and a home icon is at the bottom right.

Supplier login 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.

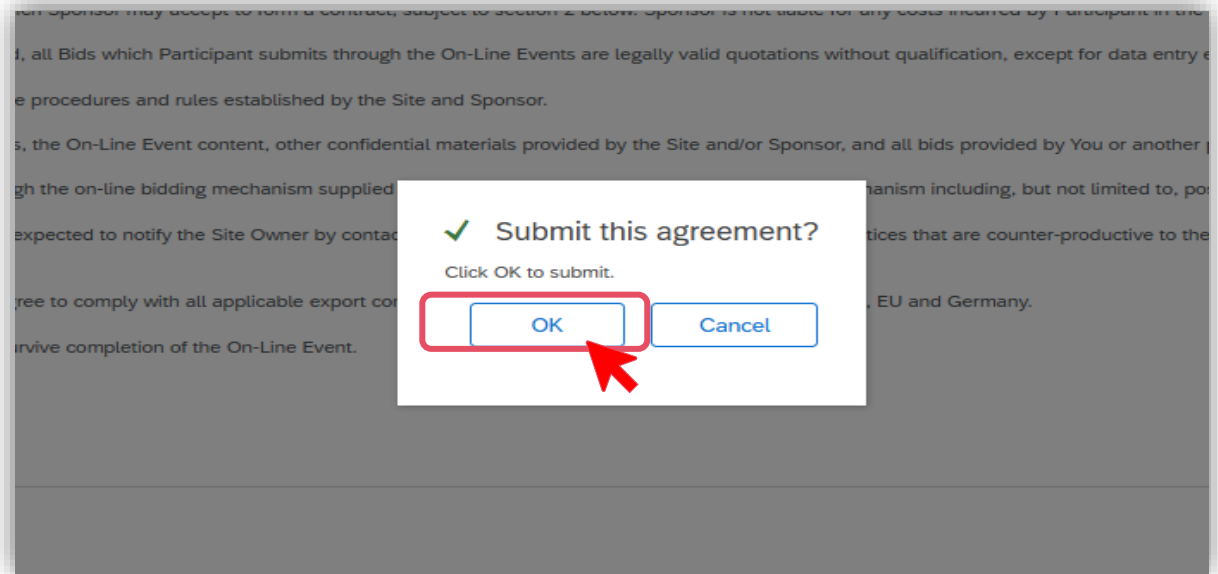
OK



Accept Ariba's Bidder Agreement

Confirm your selection

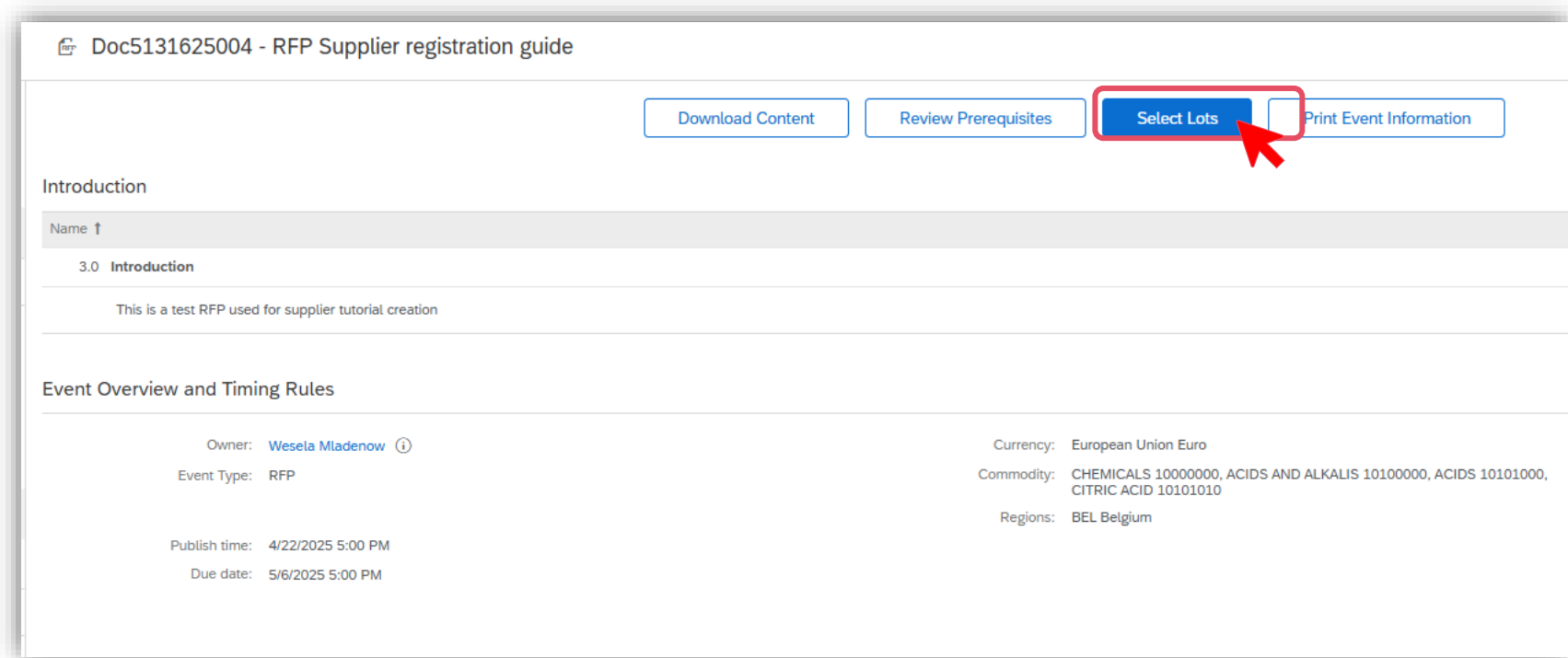
- A pop-up window will appear, prompting you to confirm your answer
- Click on the **OK** button to proceed



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.

Checklist

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

Select Lots/Line Items Select Using Excel

Lots Available for Bidding

Name	Lots Available for Bidding
<input checked="" type="checkbox"/>	
<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 displays a web interface for a Request for Proposal (RFP) titled "Doc5131625004 - RFP Supplier registration guide". The interface is in "Round: 1" and shows a "Time remaining" of "13 days 04:47:30". The main content area is titled "All Content" and lists several items:

- 1.0 item 1**: Price: * 28 EUR, Quantity: 10 each. The price field is highlighted with a red box.
- 2.0 item 2**: Price: * 14 EUR, Quantity: 25 each. The price field is highlighted with a red box.
- 3.0 Introduction**: This is a test RFP used for supplier tutorial creation.
- 4.0 General Questions**:
 - 4.1 What is your company name?**: * [Text input field]
 - 4.2 How many engineers do you employ?**: * [Text input field]
 - 4.3 Please attach a company presentation here**: * Attach a file

A footer note states: "(*) 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.

All Content

Name ↑		
	Quantity: 10 each	
2.0 item 2	Extended Price: <input type="text"/>	
	Price: * <input type="text" value="€14.00"/> EUR	
	Quantity: 25 each	
3.0 Introduction		Less: <input type="text"/>
This is a test RFP used for supplier tutorial creation		
▼ 4.0 General Questions		
4.1 What is your company name?		* <input type="text" value="Wesela GS Test Supplier UAT"/>
4.2 How many engineers do you employ?		* <input type="text" value="5"/>
4.3 Please attach a company presentation here		* Attach a file
▼ 5.0 Pricing		
5.1 Please download the bid sheet with item specification and upload it back here with your details	References ▼	* no attachment.txt Update file Delete file

(*) indicates a required field

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



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 '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). A red box highlights the 'Submit Entire Response' button. Below the form, a green ribbon with a checkmark and the text 'Your response has been submitted. Thank you for participating in the event.' is visible. The bottom section shows a table with columns for 'Name', 'Quantity', 'Extended Price', and 'Price'. The table contains one row for '2.0 item 2' with a quantity of 10 each and an extended price of €350.00 EUR. A 'Compose Message' button is located at the bottom left of the table.

Supplier login guide

Troubleshoot common registration/login errors

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

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

[Username and password pair not found](#)

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

[Existing account registered by the company](#)

[ANERR error](#)

[Reassign/transfer admin account](#)

[Merge multiple accounts](#)

[The invitation link has expired](#)

[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.

Cargill®