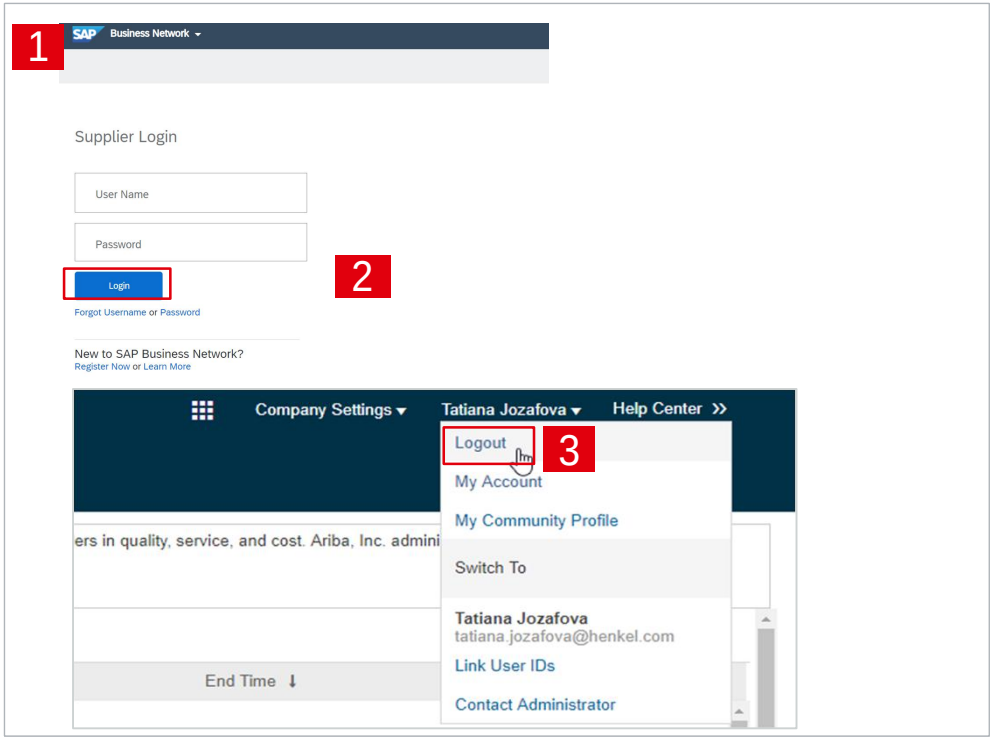
# SUPPLIER MANUAL – RFI

Henkel@SAP Ariba

# SAP ARIBA – RFI

## HOW TO LOG IN & LOG OUT

1. Open the log in page via: Link
2. Enter your username & password and click on “Login”
3. To log out: Click your name in top right corner and select “Logout” in drop-down menu



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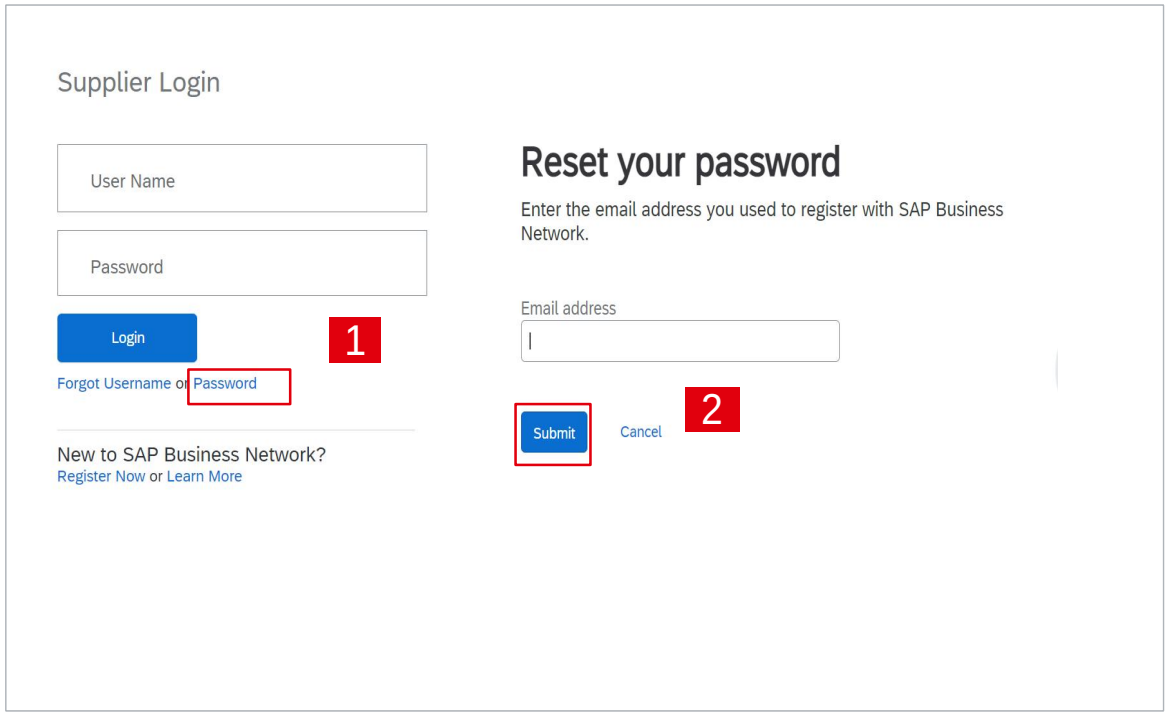
## RESETTING USERNAME/ PASSWORD (1/2)

If you have forgotten your username/password, please follow the following steps:

1. Click on “Password”
2. Enter in email address you used to register with SAP Business Network and select “Submit”



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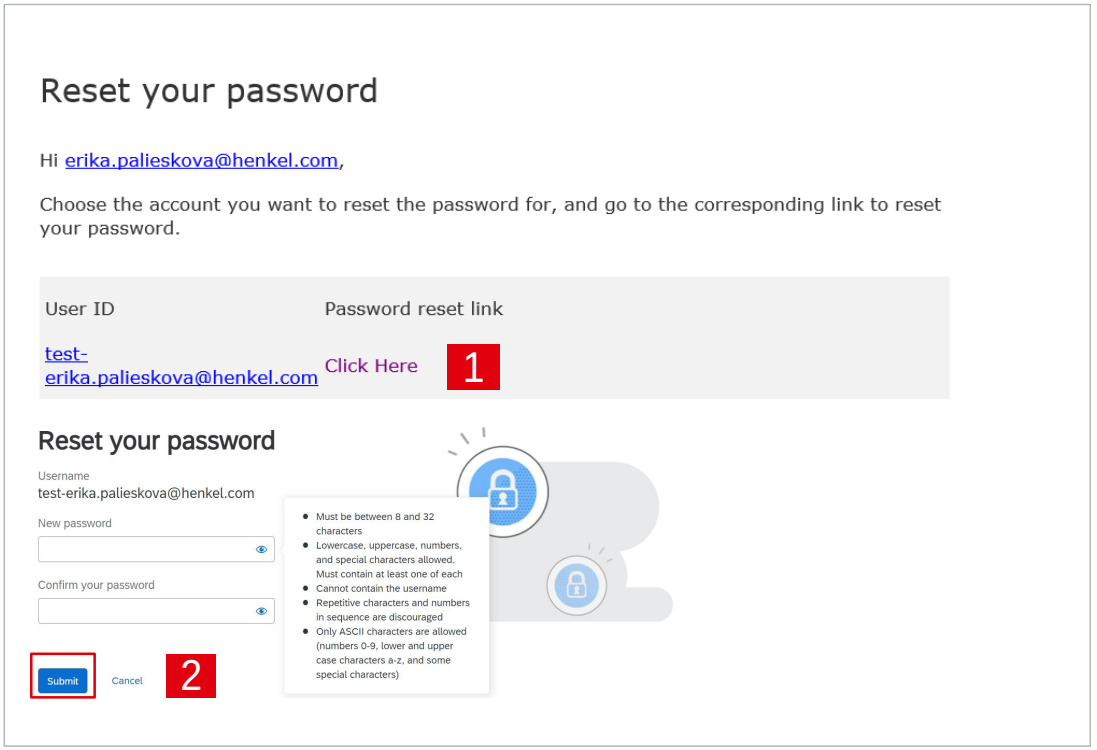
## RESETTING USERNAME/ PASSWORD (2/2)

You will receive an email with a link to reset the password/username:

1. Click on the link „click here“
2. New window will open, type in new password ,confirm and select “Submit”



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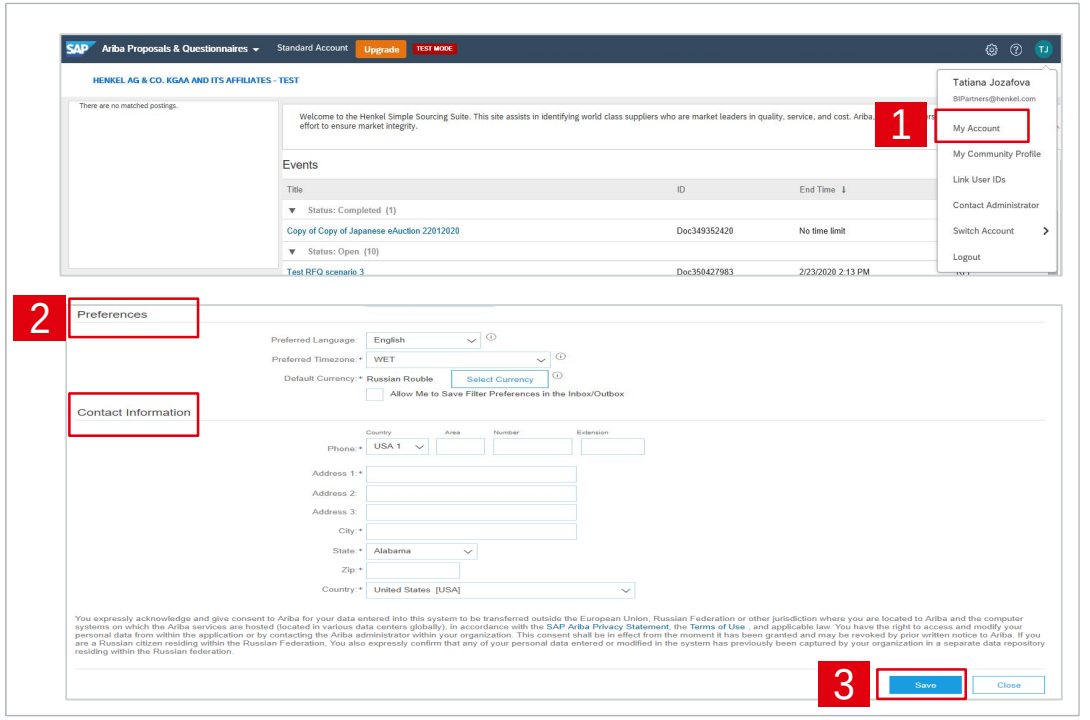
## SETTING USER PREFERENCES

You can set your preferences by clicking on your name in the upper right corner:

1. Select “My Account”
2. Under “Preferences” you can set up preferred language, time zone and currency. Under “Contact Information” you can add more details about address, phone, etc.
3. Select „Save“ to store the changes

Important: Please note that when setting up the tool language, same language has to be set up for your internet browser!



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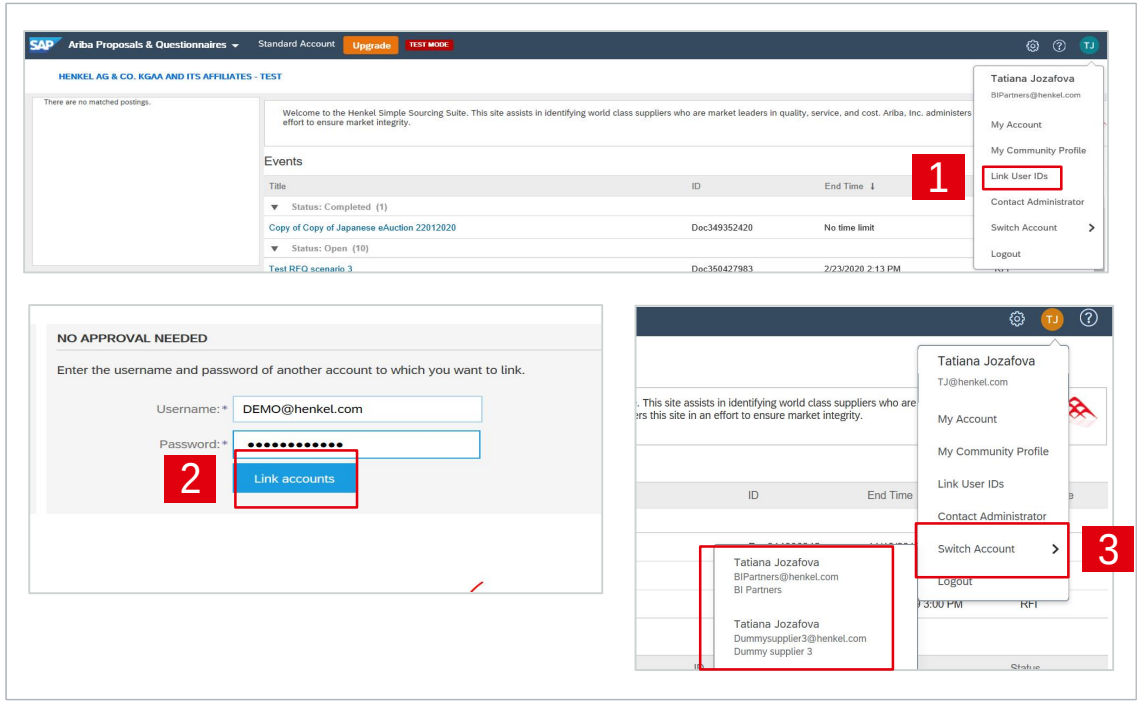
## LINK USER ID

If you have multiple user accounts, you can link your User IDs:

1. To link your IDs, select under your name “Link user IDs”
2. Enter username and password of another account you want to link and select “Link accounts”
3. If you click on “Switch Account”, you can see all your accounts, which are linked



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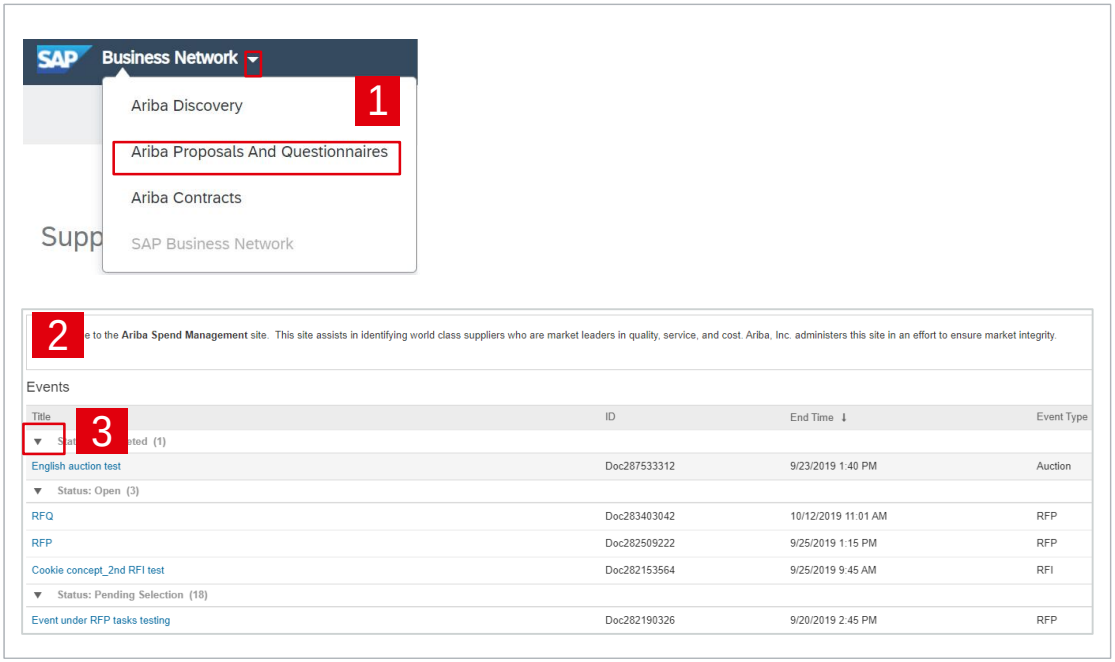
## WELCOME PAGE

1. To display the list of eSourcing events you are invited for please go to “Ariba Proposals & Questionnaires”

2. List of your events is displayed, grouped by the event status:
   - Open
   - Pending selection (Closed)
   - Completed
   - Preview (Not started yet)

3. The events can be hidden/shown by clicking on the arrow. To open a project, click on the project name



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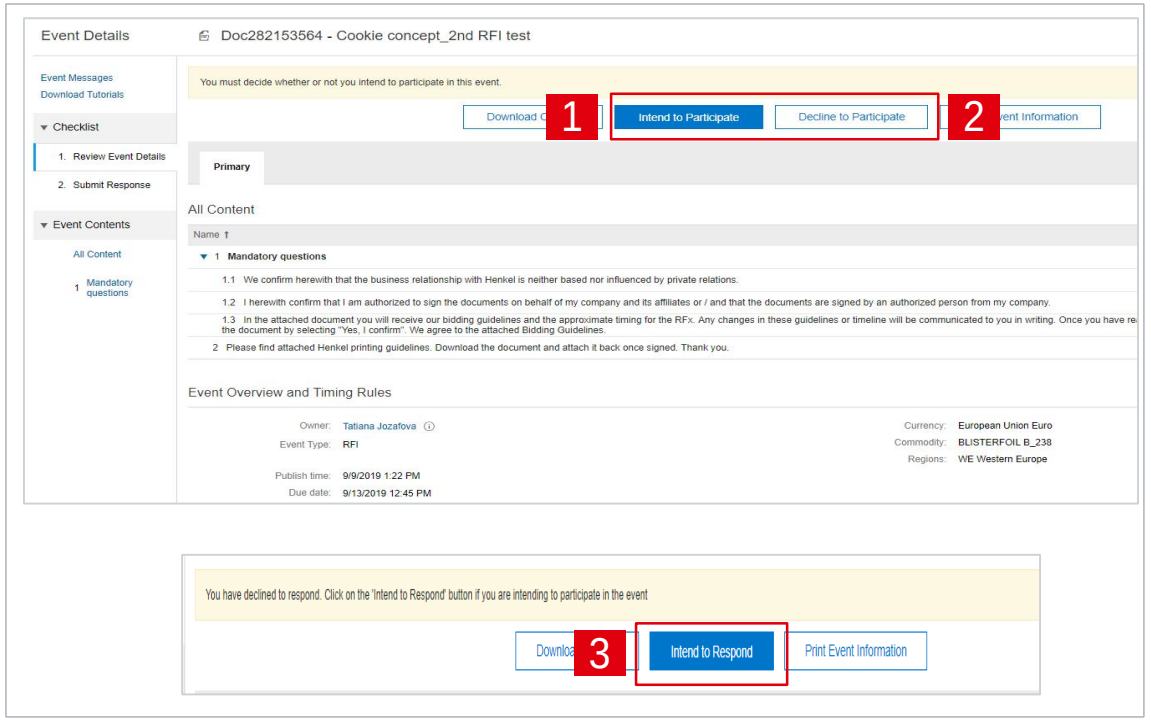
## ACCESSING SPECIFIC E-SOURCING PROJECT

1. To participate in an eSourcing event, first click on “Intend to Participate”
2. To decline the invitation, please click on “Decline to participate”. Please note that in some cases you may be asked to enter the reason for decline
3. If you previously declined to respond, you can participate in the event by selecting “Intend to Respond”



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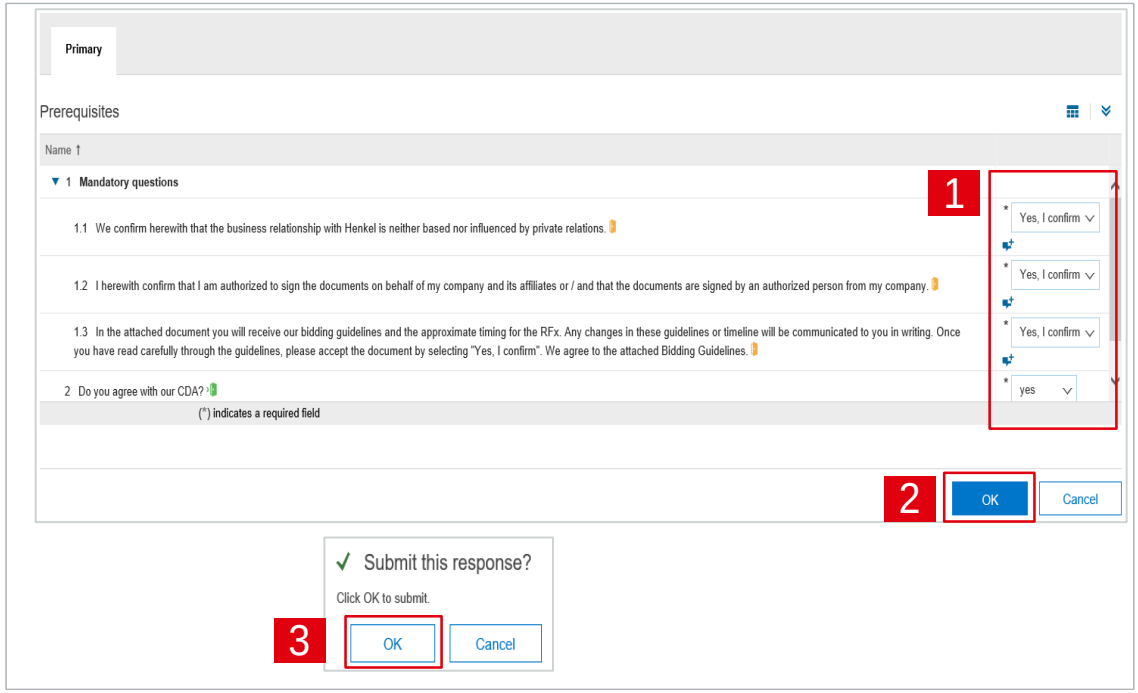
## RESPOND TO A QUESTIONNAIRE

1. To answer a question, select one of the answer options behind each question
2. Once all answers are selected, select “OK”
3. New window will open, select “OK” to submit your responses



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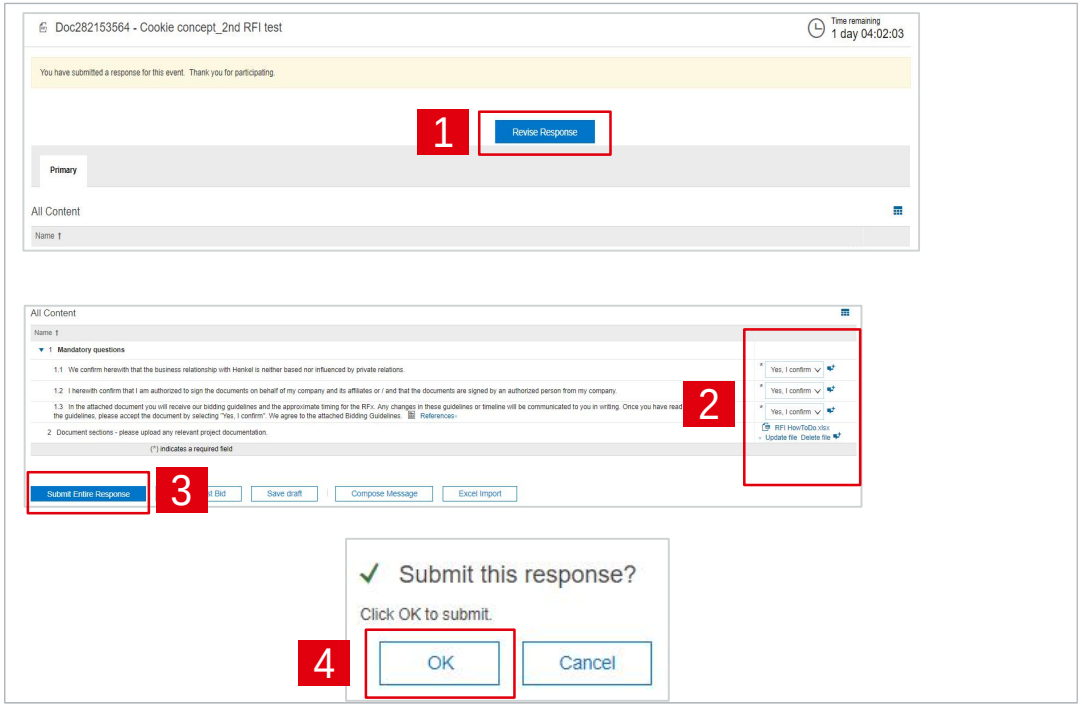
## REVISE RESPONSES

1. You can always edit your response(s) by selecting “Revise Response”. However this is possible only if the event is in “OPEN” status

2. Edit your answers

3. To save new response, select “Submit Entire Response”

4. Confirm via “OK”



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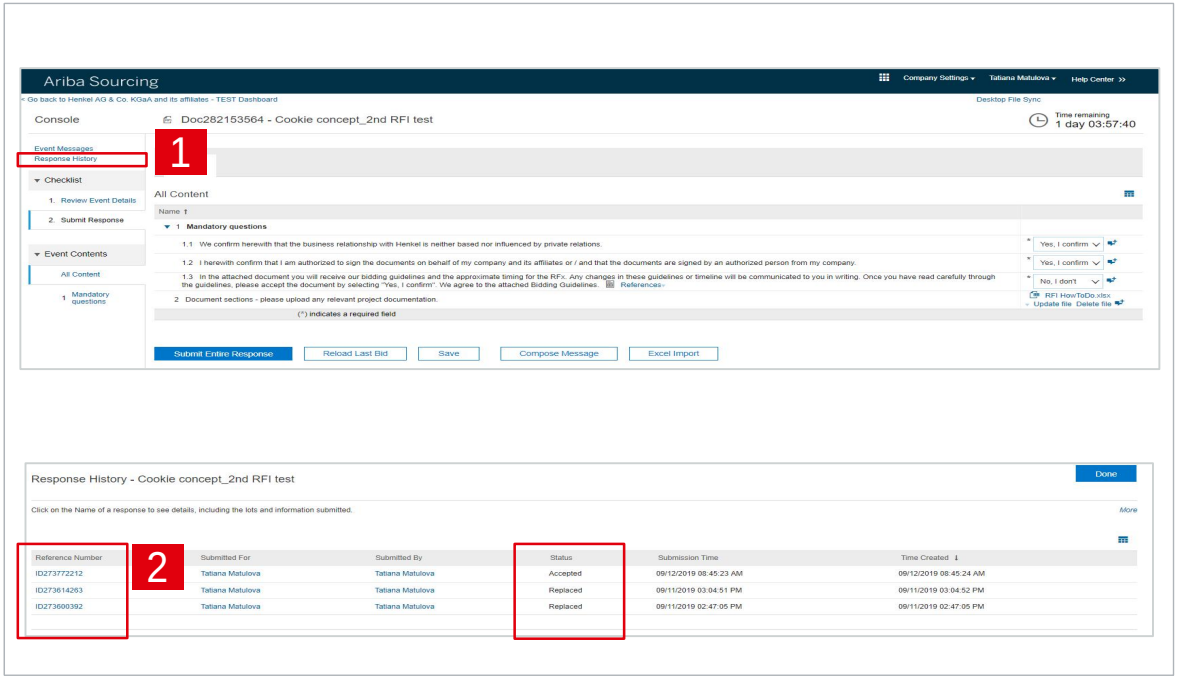
## VIEW HISTORY

You can view the history of your responses:

1. Click “Response History” in the upper left corner on your screen

2. You can see a „Reference Number“ and also a status of the response



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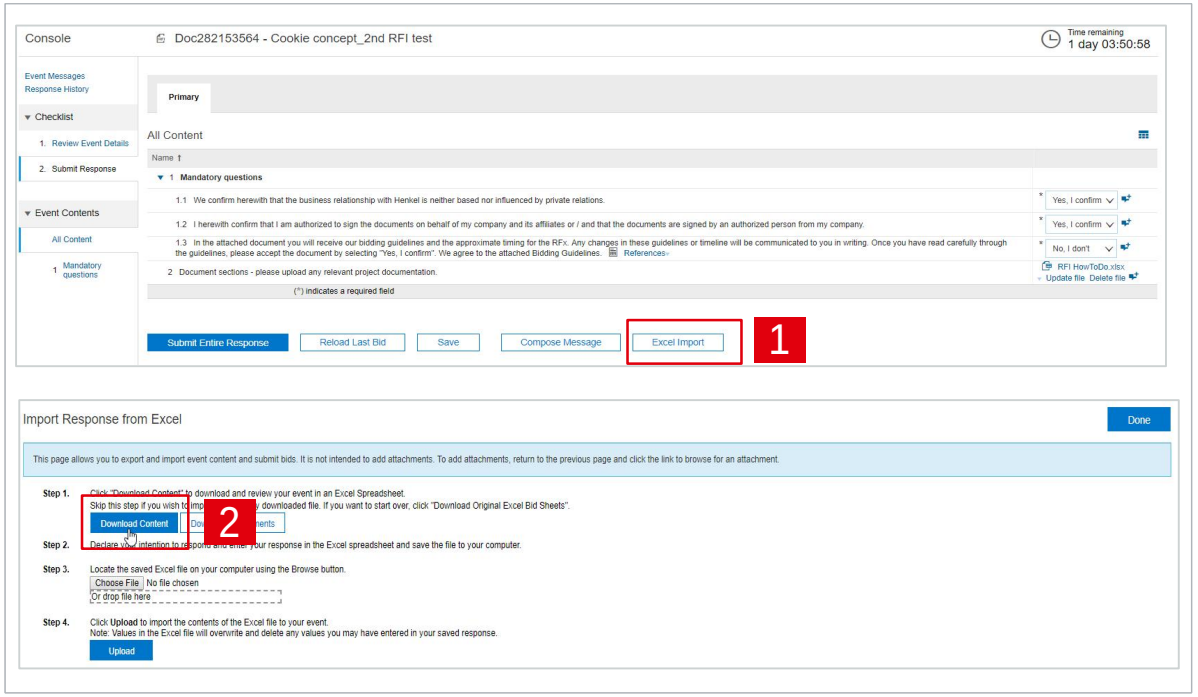
## RESPOND OFFLINE (1/3)

With option “Respond offline” you can download an Excel file with all questions, fill in your responses offline and upload the file afterwards:

1. To download Excel file click on ”Excel Import“

2. Afterwards select “Download Content” under Step 1. The file will be automatically downloaded to your PC



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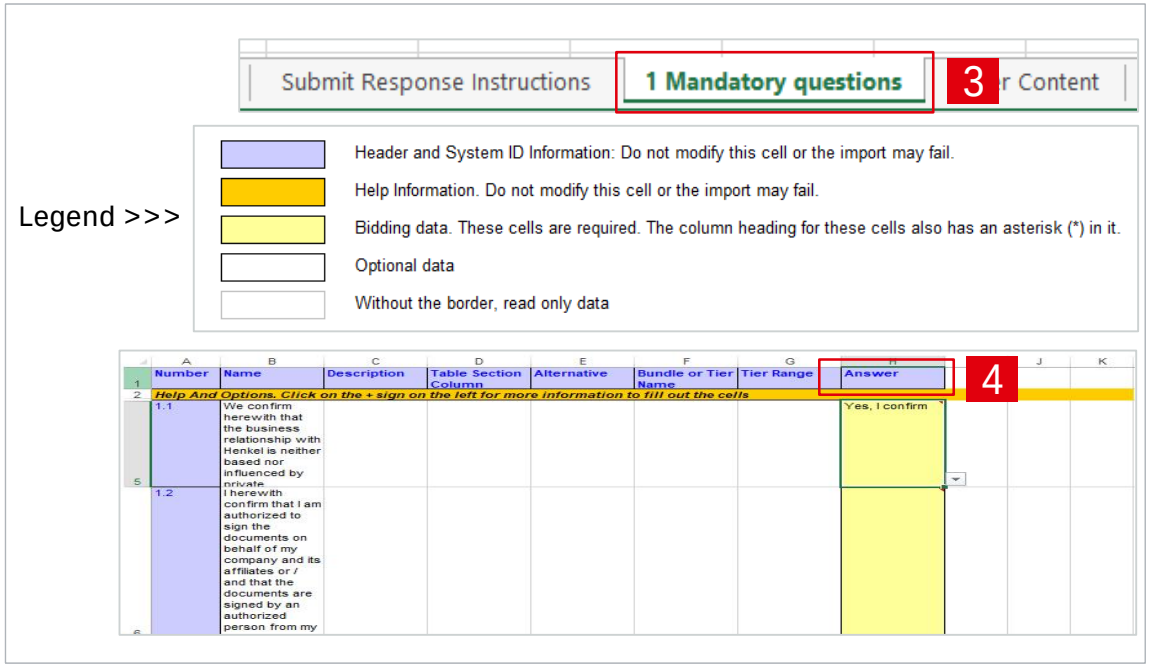
## RESPOND OFFLINE (2/3)

3. The downloaded Excel file contains several tabs. Select the tab relevant for answering questionnaire.

4. Place your answer(s) in event specific tab sheet – "Answer" column. Do not forget to store the file on your computer.

Important: Please do not change the format of the file or rename any field(s). Otherwise you cannot upload the file.



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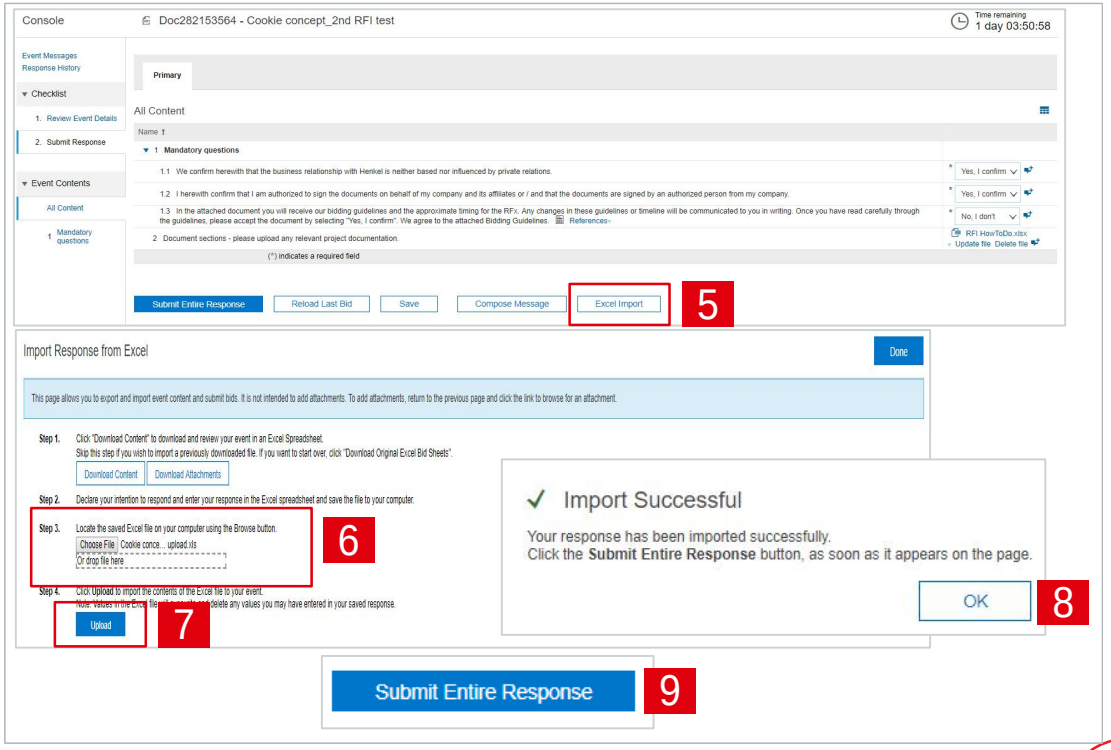
## RESPOND OFFLINE (3/3)

5. In order to upload Excel file, click on “Excel Import”
6. Upload the file under “Step 3”
7. Select “Upload”
8. Click “OK”
9. Do not forget to select “Submit Entire Response”



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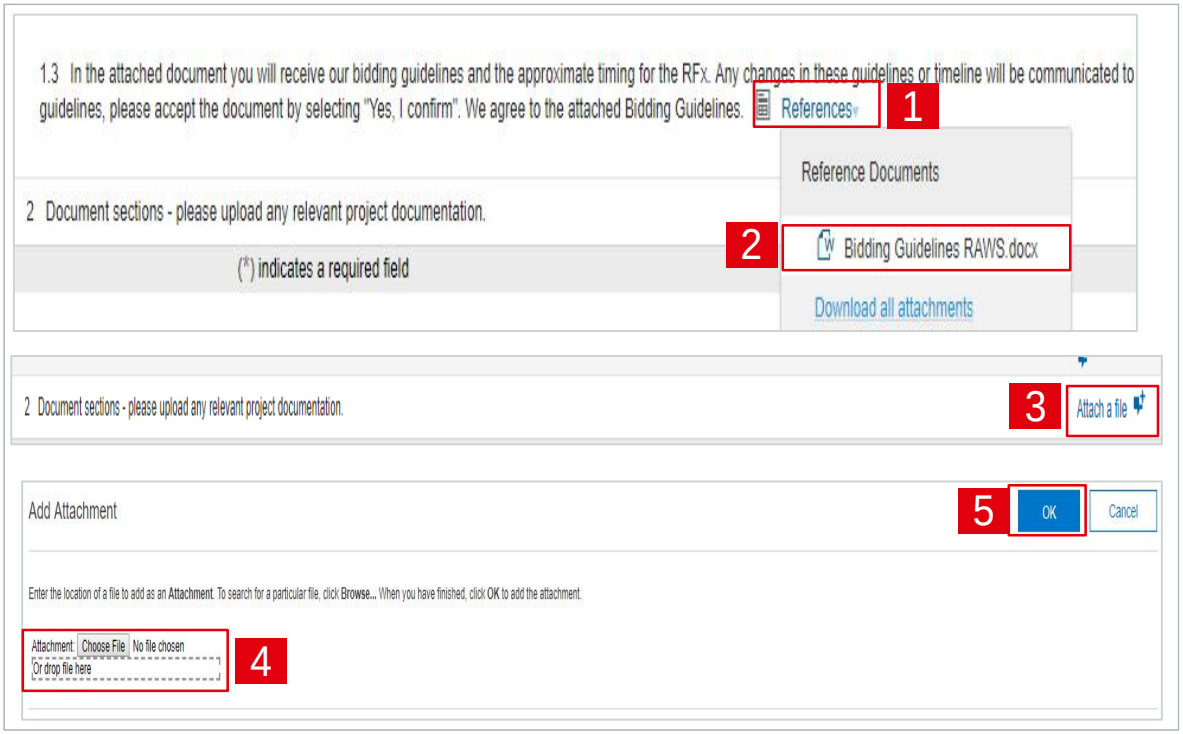
## ATTACHMENTS

1. In case a document is attached to a specific question, you can find it under “References”
2. To download a document, click on document name
3. To upload a document, click on “Attach a file” in the relevant section within the event
4. Use drag-and-drop option to upload file or select “Choose File”
5. Confirm with „OK“



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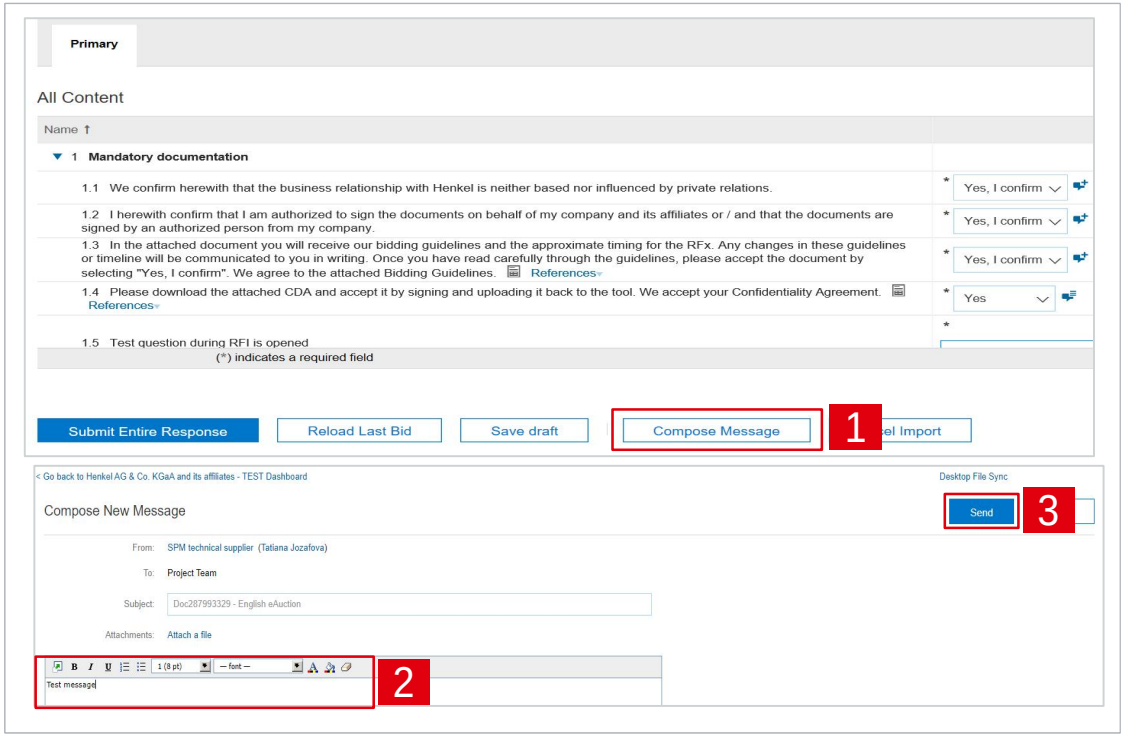
## SEND & RECEIVE MESSAGES (1/2)

1. To compose a new message, select ”Compose message”
2. Type the message text
3. Select “Send”

Important: Please note that once the event is closed you will not be able to compose any messages.



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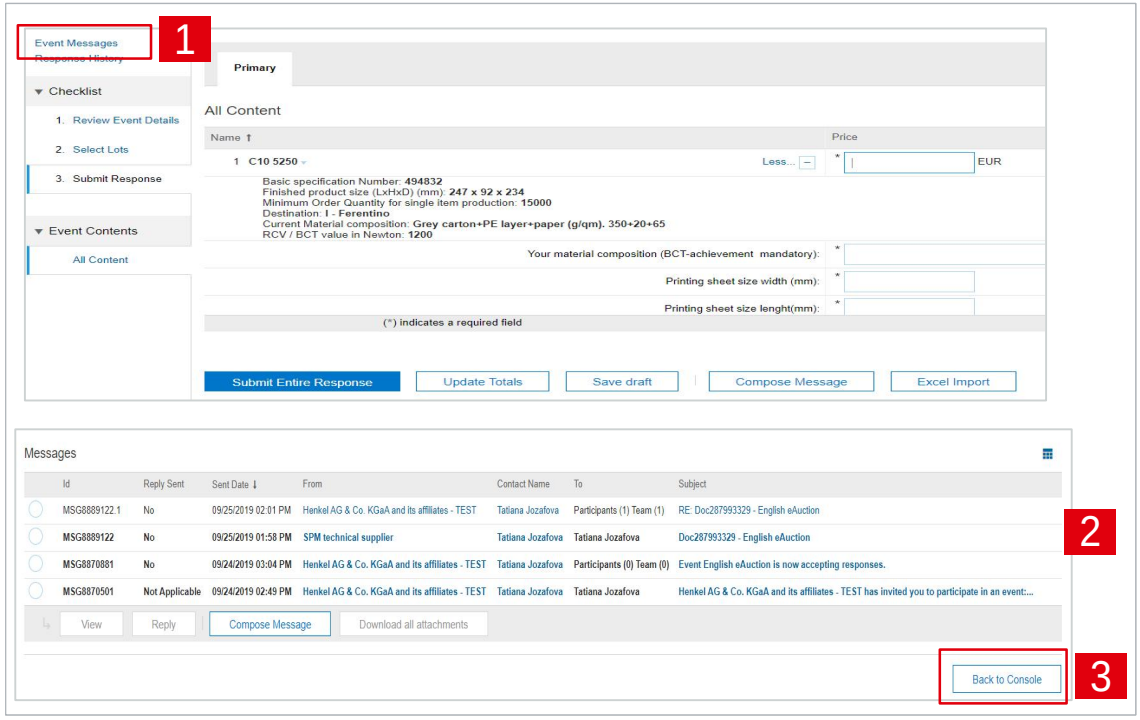
## SEND & RECEIVE MESSAGES (2/2)

1. To see all messages, select “Event messages” from the panel on the left side

2. The list of messages exchanged during the event is shown

3. To return to the bidding part, select “Back to Console”



# THANK YOU

For further supporting materials please visit our Henkel@SAP Ariba webpage webpage.