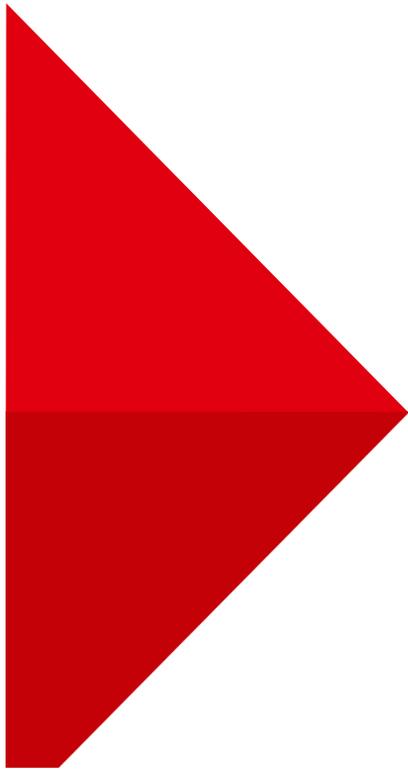




SUPPLIER MANUAL – RFI

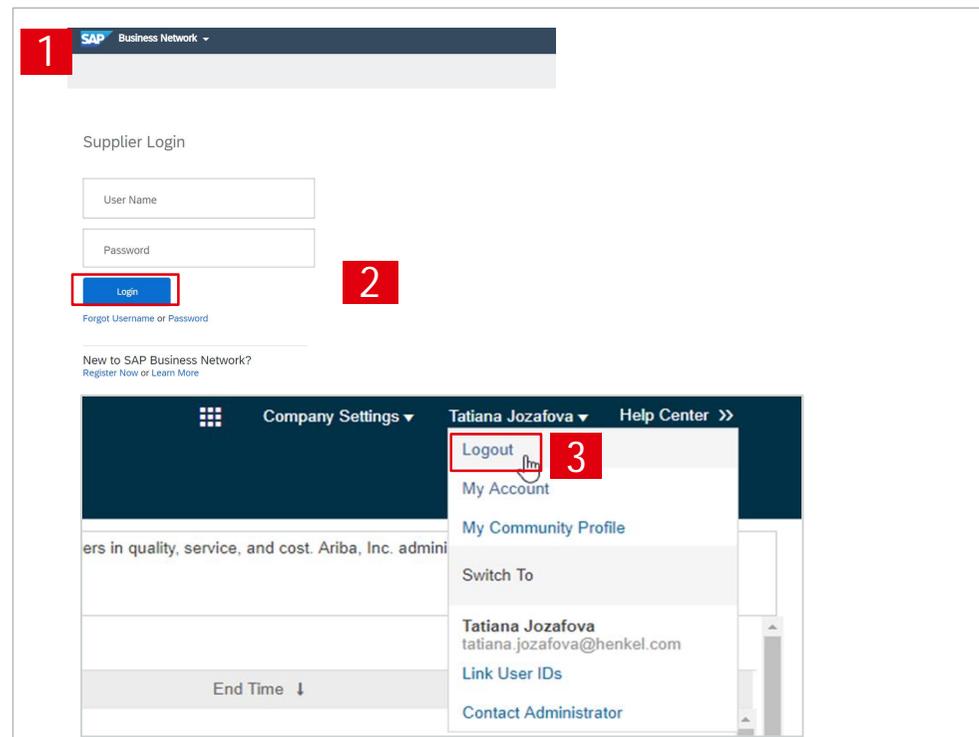
Henkel@SAP Ariba



▶ 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



▶ SAP ARIBA – RFI

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"**

Supplier Login

User Name

Password

Login

Forgot Username or Password

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

Reset your password

Enter the email address you used to register with SAP Business Network.

Email address

Submit Cancel

▶ SAP ARIBA – RFI

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”**

Reset your password

Hi erika.palieskova@henkel.com,

Choose the account you want to reset the password for, and go to the corresponding link to reset your password.

User ID	Password reset link
test-erika.palieskova@henkel.com	Click Here 1

Reset your password

Username
test-erika.palieskova@henkel.com

New password

Confirm your password

[Submit](#) [Cancel](#) **2**

- Must be between 8 and 32 characters
- Lowercase, uppercase, numbers, and special characters allowed. Must contain at least one of each
- Cannot contain the username
- Repetitive characters and numbers in sequence are discouraged
- Only ASCII characters are allowed (numbers 0-9, lower and upper case characters a-z, and some special characters)

▶ SAP ARIBA – RFI 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!

The screenshot shows the SAP Ariba user interface. At the top right, the user's name 'Tatiana Jozafova' is displayed. A red box labeled '1' highlights the 'My Account' link in the user menu. Below this, the 'Preferences' section is highlighted with a red box labeled '2'. It includes fields for 'Preferred Language' (English), 'Preferred Timezone' (WET), and 'Default Currency' (Russian Rouble). The 'Contact Information' section is also highlighted with a red box labeled '2'. At the bottom right, a red box labeled '3' highlights the 'Save' button.

Title	ID	End Time
▼ Status: Completed (1)		
Copy of Copy of Japanese eAuction 22012020	Doc349352420	No time limit
▼ Status: Open (10)		
Test RFQ scenario 3	Doc350427983	2/23/2020 2:13 PM

▶ SAP ARIBA – RFI 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

The first screenshot shows the SAP Ariba interface with the user profile menu open. The 'Link User IDs' option is highlighted with a red box and a red '1' next to it. The second screenshot shows a 'NO APPROVAL NEEDED' dialog box with the username 'DEMO@henkel.com' and a password field. The 'Link accounts' button is highlighted with a red box and a red '2' next to it. The third screenshot shows a list of linked accounts with the 'Switch Account' option highlighted with a red box and a red '3' next to it.

▶ SAP ARIBA – RFI 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

The screenshot shows the SAP Business Network interface. At the top, there is a navigation menu with the following items: Ariba Discovery, Ariba Proposals And Questionnaires (highlighted with a red box and labeled '1'), Ariba Contracts, and SAP Business Network. Below the navigation menu, there is a section titled 'Events' with a table of event details. The table has columns for Title, ID, End Time, and Event Type. The table is grouped by status, with expandable sections for 'Status: Open (3)' and 'Status: Pending Selection (18)'. The 'Status: Open (3)' section contains three rows of event data. The 'Status: Pending Selection (18)' section contains one row of event data. A red box labeled '2' is positioned above the table, and a red box labeled '3' is positioned over the expandable arrow for the 'Status: Open (3)' section.

Title	ID	End Time	Event Type
English auction test	Doc287533312	9/23/2019 1:40 PM	Auction
RFQ	Doc283403042	10/12/2019 11:01 AM	RFP
RFQ	Doc282509222	9/25/2019 1:15 PM	RFP
Cookie concept_2nd RFI test	Doc282153564	9/25/2019 9:45 AM	RFI
Event under RFP tasks testing	Doc282190326	9/20/2019 2:45 PM	RFP

▶ SAP ARIBA – RFI

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”

The screenshot displays the SAP ARIBA RFI event details page for 'Doc282153564 - Cookie concept_2nd RFI test'. The page is divided into several sections:

- Event Messages:** A yellow banner at the top states, 'You must decide whether or not you intend to participate in this event.' Below this banner are three buttons: 'Download Content' (with a red box and number 1), 'Intend to Participate' (with a red box and number 2), and 'Decline to Participate' (with a red box and number 2).
- Checklist:** A sidebar on the left shows a checklist with two items: '1. Review Event Details' and '2. Submit Response'.
- Event Contents:** A section titled 'All Content' with a sub-section 'Mandatory questions' containing three numbered items (1.1, 1.2, 1.3) and a final instruction (2).
- Event Overview and Timing Rules:** A section providing event metadata: Owner: Tatiana Jozafova, Event Type: RFI, Publish time: 9/9/2019 1:22 PM, Due date: 9/13/2019 12:45 PM, Currency: European Union Euro, Commodity: BLISTERFOIL_B_238, and Regions: WE Western Europe.
- Declined Response:** A yellow banner at the bottom states, 'You have declined to respond. Click on the 'Intend to Respond' button if you are intending to participate in the event.' Below this banner are three buttons: 'Download Content' (with a red box and number 3), 'Intend to Respond' (with a red box and number 3), and 'Print Event Information'.

▶ SAP ARIBA – RFI 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

The screenshot shows the SAP ARIBA RFI questionnaire interface. It features a 'Primary' header, a 'Prerequisites' section, and a list of 'Mandatory questions'. The interface includes dropdown menus for selecting answers and 'OK' and 'Cancel' buttons. A red box highlights the dropdown menus, with a red '1' next to it. Another red box highlights the 'OK' and 'Cancel' buttons at the bottom right, with a red '2' next to it. A third red box highlights a 'Submit this response?' dialog box at the bottom, with a red '3' next to it. The dialog box contains a green checkmark, the text 'Submit this response?', and the instruction 'Click OK to submit.' with 'OK' and 'Cancel' buttons.

Primary

Prerequisites

Name 1

▼ 1 Mandatory questions

1.1 We confirm herewith that the business relationship with Henkel is neither based nor influenced by private relations. ⓘ

1.2 I herewith confirm that I am authorized to sign the documents on behalf of my company and its affiliates or / and that the documents are signed by an authorized person from my company. ⓘ

1.3 In the attached document you will receive our bidding guidelines and the approximate timing for the RFX. Any changes in these guidelines or timeline will be communicated to you in writing. Once you have read carefully through the guidelines, please accept the document by selecting "Yes, I confirm". We agree to the attached Bidding Guidelines. ⓘ

2 Do you agree with our CDA? ⓘ
(* indicates a required field)

2 OK Cancel

3 Submit this response?
Click OK to submit.
OK Cancel

▶ SAP ARIBA – RFI 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”**

The screenshot displays the SAP ARIBA RFI response interface for document Doc282153564 - Cookie concept_2nd RFI test. The interface is divided into several sections:

- Top Section:** A yellow banner states "You have submitted a response for this event. Thank you for participating." Below it, a red box labeled "1" highlights the "Revise Response" button.
- Primary Content:** A section labeled "Primary" with a "Name 1" field.
- All Content:** A section labeled "All Content" with a "Name 1" field and a "Mandatory questions" section. The questions are:
 - 1.1 We confirm herewith that the business relationship with Henkel is neither based nor influenced by private relations.
 - 1.2 I herewith confirm that I am authorized to sign the documents on behalf of my company and its affiliates or I and that the documents are signed by an authorized person from my company.
 - 1.3 In the attached document you will receive our bidding guidelines and the approximate timing for the RFI. Any changes in these guidelines or timeline will be communicated to you in writing. Once you have read the guidelines, please accept the document by selecting "Yes, I confirm". We agree to the attached bidding guidelines. [References](#)Question 1.3 has a red box labeled "2" around its dropdown menu, which shows "Yes, I confirm" selected. Below the questions, there is a note: "2 Document sections - please upload any relevant project documentation. (*) indicates a required field".
- Bottom Section:** A row of buttons: "Submit Entire Response" (highlighted with a red box labeled "3"), "Save draft", "Compose Message", and "Excel Import".
- Confirmation Dialog:** A dialog box titled "Submit this response?" with a green checkmark and the text "Click OK to submit." Below the dialog, a red box labeled "4" highlights the "OK" button.

▶ SAP ARIBA – RFI 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

The screenshot displays the SAP Ariba Sourcing interface. At the top, the header shows 'Ariba Sourcing' and user information 'Tatiana Matulova'. The main content area is titled 'Doc282153564 - Cookie concept_2nd RFI test'. On the left sidebar, the 'Response History' option is highlighted with a red box and a red '1' next to it. The main area shows a checklist with '1. Review Event Details' and '2. Submit Response'. Below this, there are 'Mandatory questions' with three items, each with a dropdown menu for 'Yes, I confirm', 'No, I don't', or 'I don't know'. At the bottom of the main area, there are buttons for 'Submit Entire Response', 'Reload Last Bid', 'Save', 'Compose Message', and 'Excel Import'.

Below the main content area, there is a 'Response History - Cookie concept_2nd RFI test' section. It includes a 'Done' button and a 'Click on the Name of a response to see details, including the lots and information submitted.' instruction. Below this is a table with the following data:

Reference Number	Submitted For	Submitted By	Status	Submission Time	Time Created
ID27377212	Tatiana Matulova	Tatiana Matulova	Accepted	09/12/2019 08:45:23 AM	09/12/2019 08:45:24 AM
ID273614293	Tatiana Matulova	Tatiana Matulova	Replaced	09/11/2019 03:04:51 PM	09/11/2019 03:04:52 PM
ID273609392	Tatiana Matulova	Tatiana Matulova	Replaced	09/11/2019 02:47:05 PM	09/11/2019 02:47:05 PM

The 'Reference Number' column and the 'Status' column in the table are highlighted with red boxes, with a red '2' next to the first row.

▶ SAP ARIBA – RFI 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

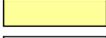
The image shows two screenshots from the SAP Ariba RFI response process. The top screenshot is the 'Console' for document 'Doc282153564 - Cookie concept_2nd RFI test'. It displays a checklist with '2. Submit Response' selected. Under 'Event Contents', there are 'Mandatory questions' with three items. At the bottom, the 'Excel Import' button is highlighted with a red box and a red '1'. The bottom screenshot is the 'Import Response from Excel' page. It contains a 'Download Content' button under Step 1, which is also highlighted with a red box and a red '2'. The page includes instructions for downloading, editing, and uploading the Excel file.

▶ SAP ARIBA – RFI 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.

Legend >>>

	Header and System ID Information: Do not modify this cell or the import may fail.
	Help Information. Do not modify this cell or the import may fail.
	Bidding data. These cells are required. The column heading for these cells also has an asterisk (*) in it.
	Optional data
	Without the border, read only data

	A	B	C	D	E	F	G	H	J	K
1	Number	Name	Description	Table Section (Column)	Alternative	Bundle or Tier Name	Tier Range	Answer		
2	<i>Help And Options. Click on the + sign on the left for more information to fill out the cells</i>									
3	1.1	We confirm herewith that the business relationship with Henkel is neither based nor influenced by private						Yes, I confirm		
5	1.2	I herewith confirm that I am authorized to sign the documents on behalf of my company and its affiliates or / and that the documents are signed by an authorized person from my								
6										

▶ SAP ARIBA – RFI 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”**

The screenshot displays the SAP ARIBA RFI response interface. The top section shows the 'Console' with a 'Primary' message and 'All Content' details. Below this, there are buttons for 'Submit Entire Response', 'Reload Last Bid', 'Save', 'Compose Message', and 'Excel Import' (highlighted with a red box and the number 5). The middle section is titled 'Import Response from Excel' and contains instructions for importing an Excel file. It includes a 'Download Content' button and a 'Download Attachments' button. The 'Step 3' section is highlighted with a red box and the number 6, showing a file upload area with 'Choose File', 'upload', and 'drop file here' options. The 'Upload' button is highlighted with a red box and the number 7. A 'Submit Entire Response' button is highlighted with a red box and the number 9. A confirmation message 'Import Successful' is displayed, stating 'Your response has been imported successfully. Click the Submit Entire Response button, as soon as it appears on the page.' The 'OK' button is highlighted with a red box and the number 8. The bottom right corner of the screenshot shows the Henkel logo.

▶ SAP ARIBA – RFI 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“

The screenshot shows the SAP ARIBA RFI attachments interface. It is divided into three main sections:

- Top Section:** Contains a list of questions. Question 1.3 is highlighted, with a red box around the word "References" and a red callout '1'. A dropdown menu is open, showing "Reference Documents" and "Bidding Guidelines RAWs.docx" (highlighted with a red box and callout '2'). A "Download all attachments" link is visible below the dropdown.
- Middle Section:** Shows question 2 with the text "2 Document sections - please upload any relevant project documentation." and a red callout '3' next to the "Attach a file" button.
- Bottom Section:** Shows the "Add Attachment" dialog box. It has a title bar "Add Attachment" and "OK" and "Cancel" buttons (with a red callout '5' next to "OK"). Below the title bar, there is a text field for the attachment name, currently showing "Attachment Choose File No file chosen" (with a red callout '4' next to it), and a dashed box for "Or drop file here".

▶ SAP ARIBA – RFI

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.

The screenshot displays the SAP ARIBA RFI interface. At the top, there is a 'Primary' tab and an 'All Content' section. Below this is a table with the following content:

Name ↑	
▼ 1 Mandatory documentation	
1.1 We confirm herewith that the business relationship with Henkel is neither based nor influenced by private relations.	* Yes, I confirm ✓
1.2 I herewith confirm that I am authorized to sign the documents on behalf of my company and its affiliates or / and that the documents are signed by an authorized person from my company.	* Yes, I confirm ✓
1.3 In the attached document you will receive our bidding guidelines and the approximate timing for the RfX. Any changes in these guidelines or timeline will be communicated to you in writing. Once you have read carefully through the guidelines, please accept the document by selecting "Yes, I confirm". We agree to the attached Bidding Guidelines. References	* Yes, I confirm ✓
1.4 Please download the attached CDA and accept it by signing and uploading it back to the tool. We accept your Confidentiality Agreement. References	* Yes ✓
1.5 Test question during RFI is opened	*

(*) indicates a required field

Below the table is a navigation bar with buttons: Submit Entire Response, Reload Last Bid, Save draft, **Compose Message** (highlighted with a red box and '1'), and Rel Import.

The 'Compose New Message' section is visible below, with the following details:

- From: SPM technical supplier (Tatiana Jozalova)
- To: Project Team
- Subject: Doc287993329 - English eAuction
- Attachments: Attach a file

The 'Send' button is highlighted with a red box and '3'. The text area for the message is highlighted with a red box and '2'.

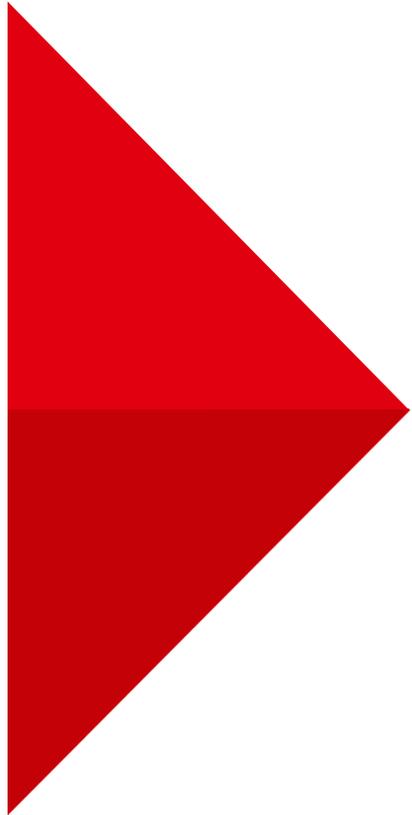
▶ SAP ARIBA – RFI SEND & RECEIVE MESSAGES (2/2)

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”

The screenshot displays the SAP ARIBA RFI interface. The top section shows the 'Event Messages' panel on the left, with a red box and the number '1' highlighting the 'Event Messages' link. The main area shows the details of a message, including a table with columns 'Name' and 'Price'. Below this, there are fields for 'Your material composition (BCT-achievement mandatory)', 'Printing sheet size width (mm)', and 'Printing sheet size length(mm)'. At the bottom of this section are buttons for 'Submit Entire Response', 'Update Totals', 'Save draft', 'Compose Message', and 'Excel Import'.

The bottom section shows a 'Messages' table with columns: Id, Reply Sent, Sent Date, From, Contact Name, To, and Subject. The table contains four rows of messages. A red box and the number '2' highlight the second row. Below the table are buttons for 'View', 'Reply', 'Compose Message', and 'Download all attachments'. A red box and the number '3' highlight the 'Back to Console' button at the bottom right of the interface.

Id	Reply Sent	Sent Date	From	Contact Name	To	Subject
MSG8889122.1	No	09/25/2019 02:01 PM	Henkel AG & Co. KGaA and its affiliates - TEST	Tatiana Jozafova	Participants (1) Team (1)	RE: Doc287993329 - English eAuction
MSG8889122	No	09/25/2019 01:58 PM	SPM technical supplier	Tatiana Jozafova	Tatiana Jozafova	Doc287993329 - English eAuction
MSG8870881	No	09/24/2019 03:04 PM	Henkel AG & Co. KGaA and its affiliates - TEST	Tatiana Jozafova	Participants (0) Team (0)	Event English eAuction is now accepting responses.
MSG8870501	Not Applicable	09/24/2019 02:49 PM	Henkel AG & Co. KGaA and its affiliates - TEST	Tatiana Jozafova	Tatiana Jozafova	Henkel AG & Co. KGaA and its affiliates - TEST has invited you to participate in an event...



THANK YOU

For further supporting materials please visit our [Henkel@SAP Ariba webpage](#) webpage.

