



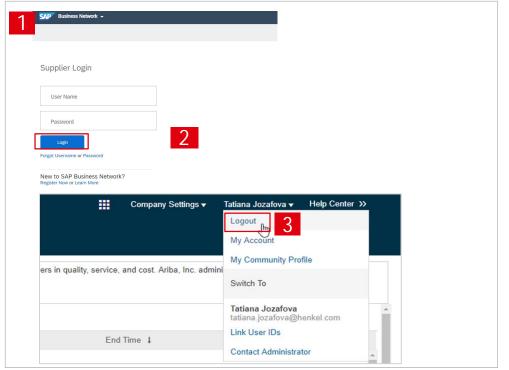
SUPPLIER MANUAL – RFQ

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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"
- To log out: Click your name in top right corner and select "Logout" in dropdown menu



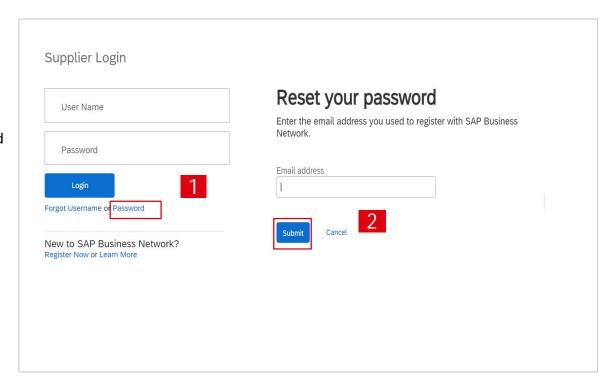


SAP ARIBA – RFI

RESETTING USERNAME/ PASSWORD (1/2)

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

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



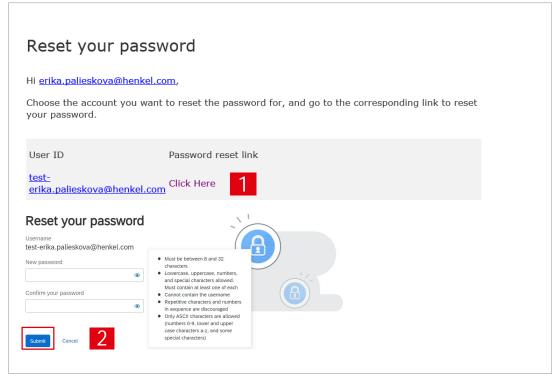


SAP ARIBA – RFI

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"
- New window will open, type in new password ,confirm and select "Submit"



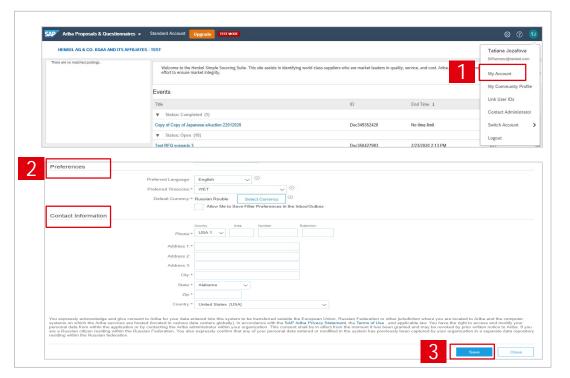


SAP ARIBA – RFQ SETTING USER PREFERENCES

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!

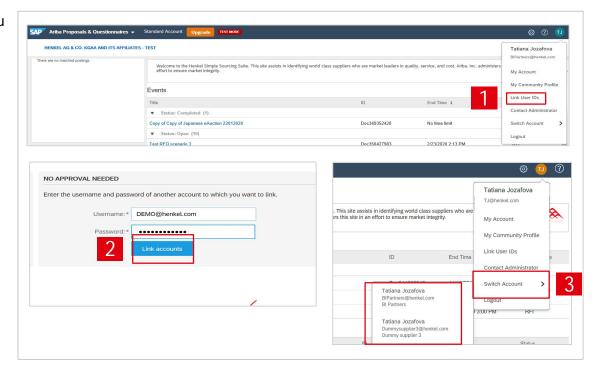




SAP ARIBA – RFQ LINK USER ID

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

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

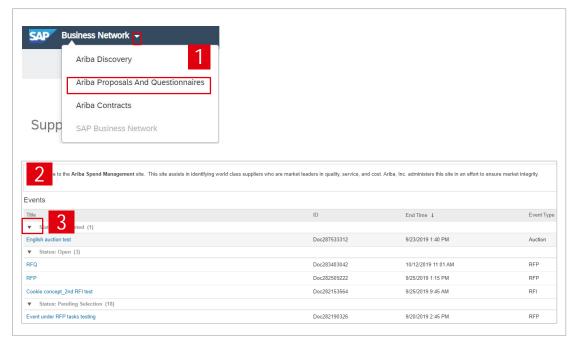




SAP ARIBA – RFI

WELCOME PAGE

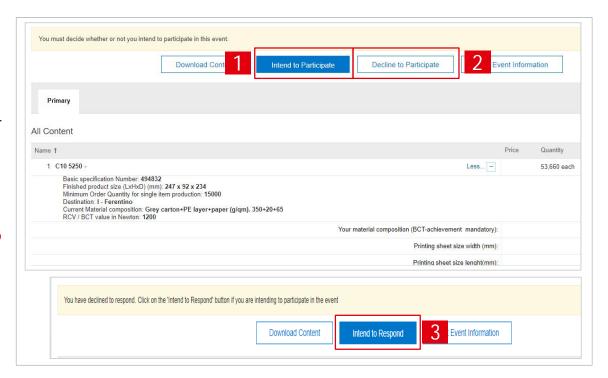
- To display the list of eSourcing events you are invited for please go to "Ariba Proposals & Questionnaires"
- 2. List of your events is displayed, grouped by the event status:
 - Open
 - Pending selection (Closed)
 - Completed
 - Preview (Not started yet)
- The events can be hidden/shown by clicking on the arrow. To open a project, click on the project name





ACCESSING SPECIFIC E-SOURCING PROJECT

- 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
- If you previously declined to respond, you can participate in the event by selecting "Intend to Respond"

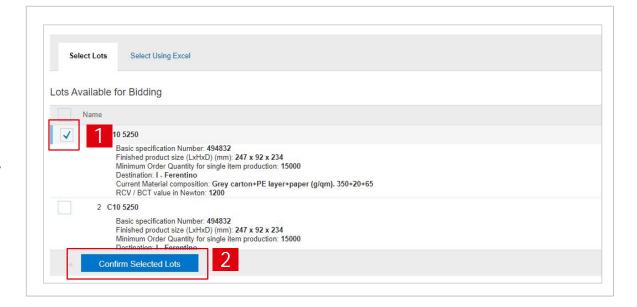




SAP ARIBA – RFQ SELECT LOTS

You have a possibility to select item(s) for which you intend to bid. In order to select respective lot(s):

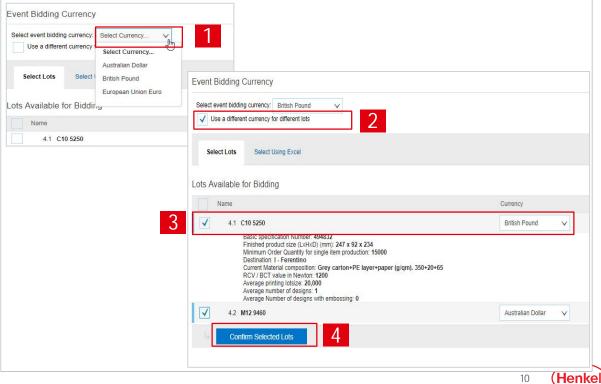
- 1. Tick the box of the respective line item
- 2. Select "Confirm Selected Lots"





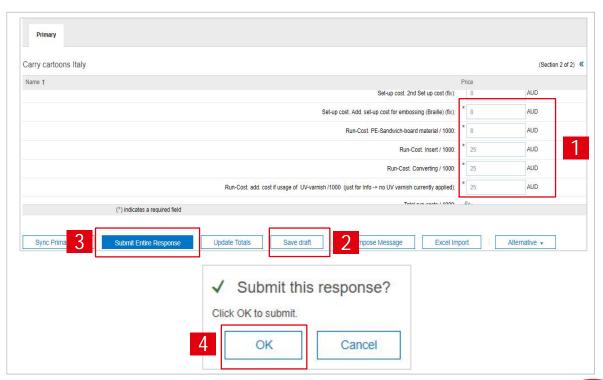
► SAP ARIBA – RFQ **SELECT CURRENCY**

- 1. If applicable, you can select the bidding currency for the event under "Select event bidding currency" and choosing the currency from the available options
- 2. In case you will bid in different currencies for different items, tick "Use a different currency for different lots" option
- 3. Select item and respective currency
- 4. Select "Confirm Selected Lots"



PLACE PRICE BID

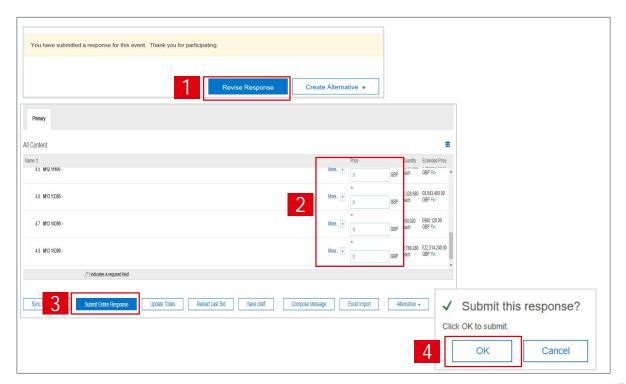
- Fill in all mandatory fields (marked with *)
- Select "Save draft" to save your response (it will not be submitted to Henkel)
- 3. Select "Submit Entire response" to make your response visible to Henkel
- 4. Confirm via "OK"





REVISE RESPONSES

- You can always edit your response(s) by selecting "Revise Response". However this is possible only if the event is in "OPEN" status
- 2. Adjust values
- 3. To save new response, select "Submit Entire Response"
- 4. Confirm via "OK"

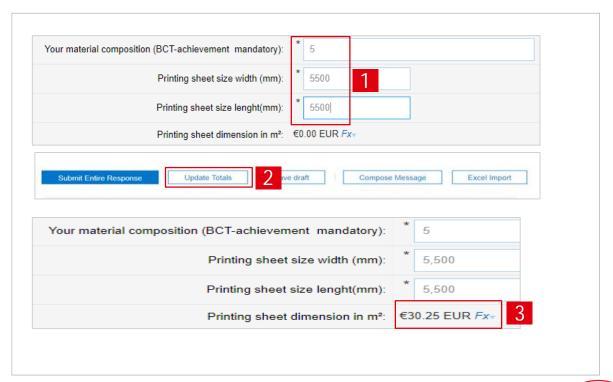




SAP ARIBA – RFQ UPDATE TOTALS

In some cases the bidding table may contain a formula. In order to check the final value(s) calculated automatically:

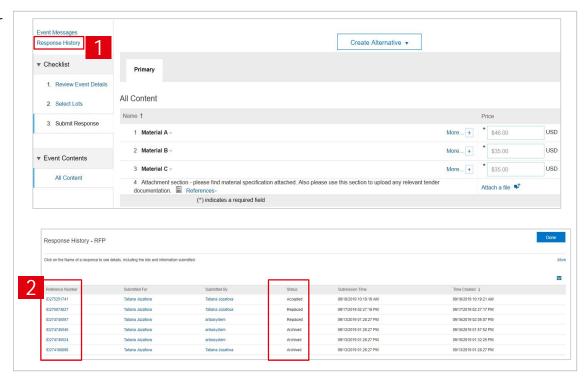
- 1. Enter the mandatory values
- 2. Select "Update totals"
- 3. Formula value is automatically calculated



SAP ARIBA – RFQ VIEW HISTORY

You can view the history of your responses:

- 1. Click "Response History" in the upper left corner on your screen
- You can see a "Reference Number" and also a status of the response

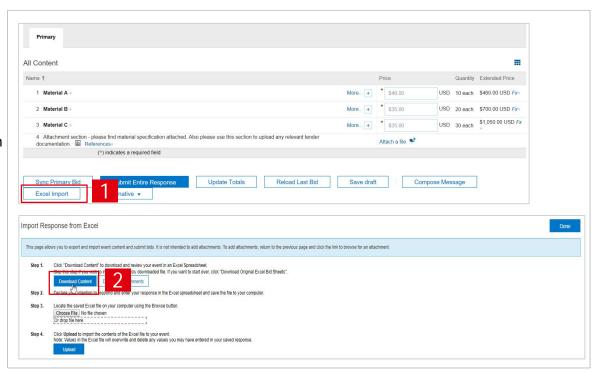




RESPOND OFFLINE (1/3)

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

- To download Excel file click on "Excel Import"
- Afterwards select "Download Content" under Step 1. The file will be automatically downloaded to your PC

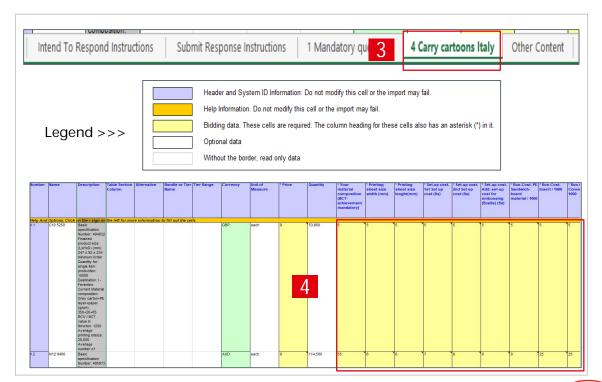




RESPOND OFFLINE (2/3)

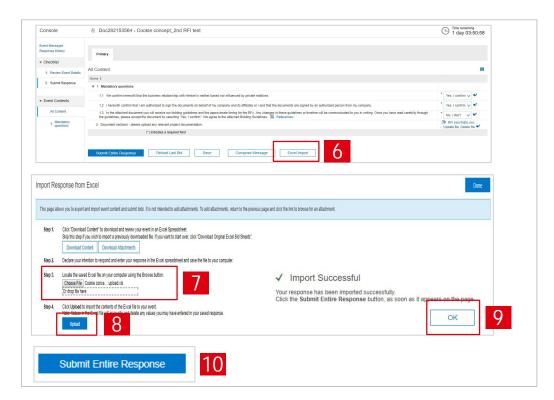
- 3. The downloaded Excel file contains several tabs. Select the tab relevant for bidding part.
- 4. Enter value into bidding data fields (yellow cells).
- 5. Do not forget to store the file on your computer.

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



RESPOND OFFLINE (3/3)

- To upload your Excel file back to the tool once you are ready, click on "Excel Import"
- 7. Then upload a file under Step 3
- 8. Press "Upload"
- 9. Click "OK"
- 10. Do not forget to select "Submit Entire Response"

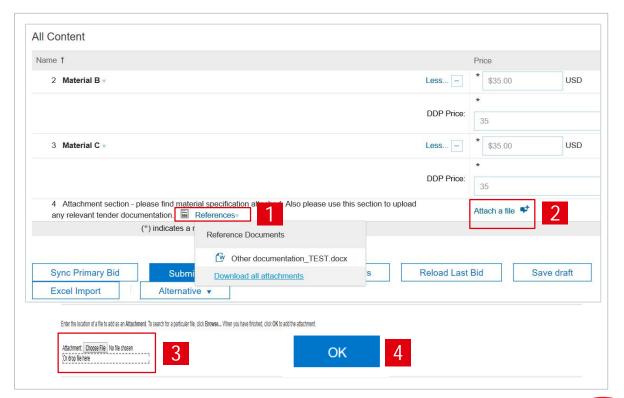




ATTACHMENTS

In case an attachment section exists:

- Download a document by selecting "References", simply click on document name to start the download
- 2. To upload a document, click on "Attach a file"
- 3. Use drag-and-drop option to upload file or select "Choose File" icon.
- 4. Confirm via "OK"

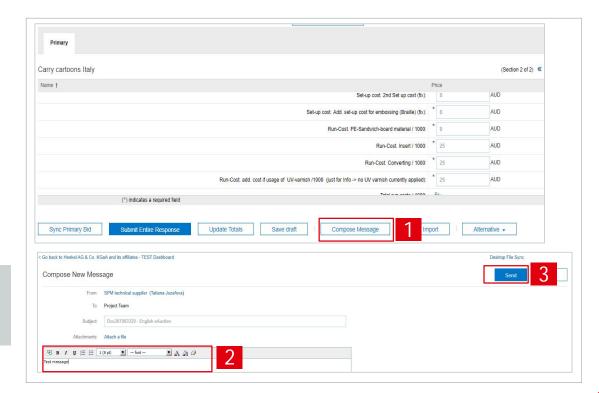




SEND & RECEIVE MESSAGES (1/2)

- To compose a new message, select "Compose message"
- 2. Type the message text
- 3. Select "Send"

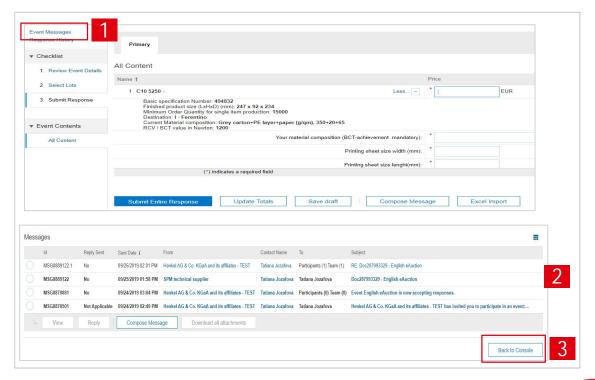
Important: Please note that once the event is closed you will not be able to compose any messages.



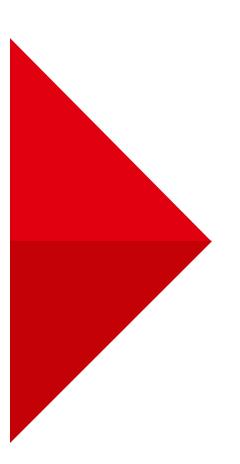


SEND & RECEIVE MESSAGES (2/2)

- 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 <u>Henkel@SAP Ariba webpage</u> webpage.

