SUPPLIER MANUAL – RFP
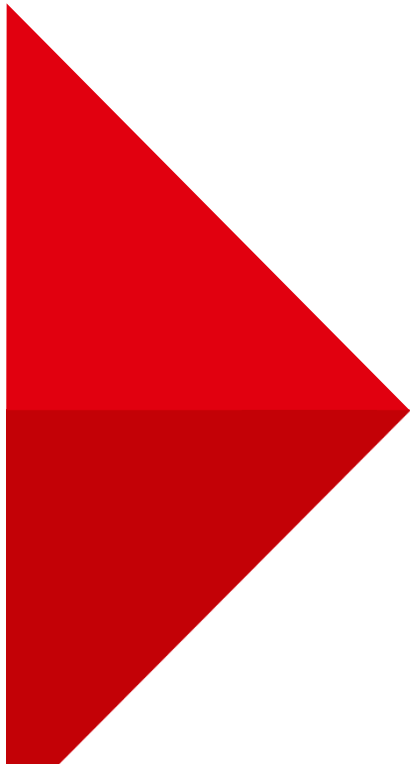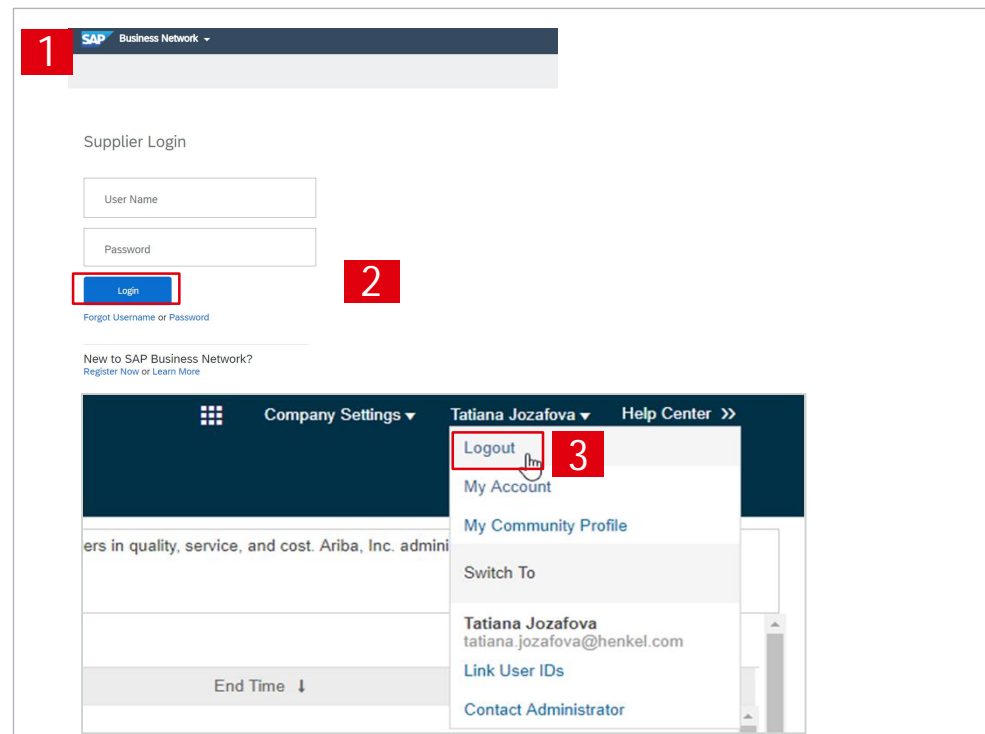
Henkel@SAP Ariba

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

1

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   **2**

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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

- 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)

Submit   Cancel   **2**

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SAP ARIBA – RFP
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 – RFP
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

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

SAP ARIBA – RFP
ACCESSING SPECIFIC E-SOURCING PROJECT

1. To continue with the event, complete the prerequisites below by clicking on "Review Prerequisities". Some of the prerequisites might be access gate questions which you must answer before you can access the bidding part.

2. To decline the invitation, please click on "Decline to Respond". Please note that in some cases you may be asked to enter the reason for decline.

3. If previously declined to respond, you can participate by pressing "Intend to Respond" button.

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SAP ARIBA – RFP
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

SAP ARIBA – RFP
EDIT MANDATORY RESPONSE

1. As soon as your response is submitted, the icon "Pending approval" appears for each question.

2. In case the response was rejected by Henkel, an "Exclamation mark" icon appears. In case the response was approved, a "Tick mark" icon appears.

3. To change the response, select "Review Prerequisites" and edit your response. *Please note that your response can only be edited if previously rejected by Henkel.*

4. Select "OK".

SAP ARIBA – RFP
SELECT LOTS

1. After all mandatory questions have been approved by Henkel, you can access the bidding part under "Event Content" on the left side of your screen

2. By selecting event content, the list of items is automatically displayed

3. In order to place a bid, select "Select Lots"

SAP ARIBA – RFP
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"

SAP ARIBA – RFP
PLACE PRICE BID

1. Fill in all mandatory fields (marked with *)

2. Press "Save draft" to save your response (it will not be submitted to Henkel)

3. Press "Submit Entire response" to make your response visible to Henkel

4. Confirm via "OK"

SAP ARIBA – RFP
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. Adjust values

3. To save new response, select "Submit Entire Response" button

4. Confirm via "OK"

SAP ARIBA – RFP
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 – RFP
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

SAP ARIBA – RFP
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 please click on "Excel Import"

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

SAP ARIBA – RFP
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.

SAP ARIBA – RFP
RESPOND OFFLINE (3/3)

6. 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"

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SAP ARIBA – RFP
ATTACHMENTS

1. In case a document is attached to a specific question, you can find it under "References". In the bidding part, an "Attachment Section" would be displayed.

2. To download a document, simply click on document name and document will be downloaded to your PC.

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 directly or select "Choose File".

5. Confirm with "OK".

SAP ARIBA – RFP
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.
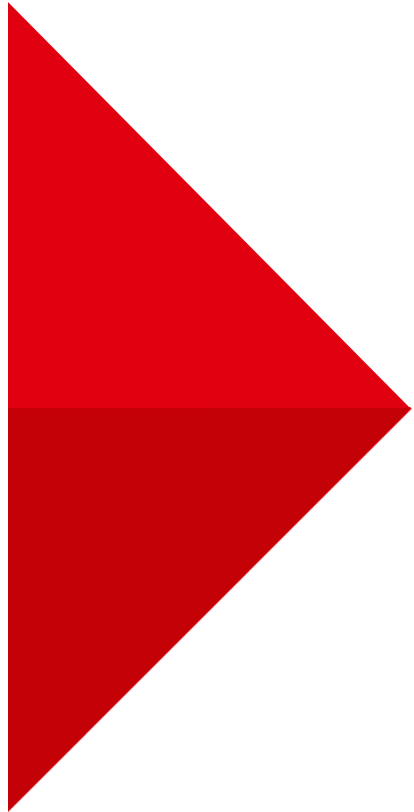

Primary

All 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

Submit Entire Response	Reload Last Bid	Save draft	Compose Message	**1**	...cel Import

< Go back to Henkel AG & Co. KGaA and its affiliates - TEST Dashboard   Desktop File Sync

Compose New Message   Send   **3**

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

▦ **B** *I* U ☰ ☷ 1 (8 pt) ▾ — font — A ✎ ✐ **2**

Test message

SAP ARIBA – RFP
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.

Henkel