Dialog Group Berhad

SAP Ariba – User Guide Sourcing Activities

Version 1.0

Table of Contents

Glossary

| Abbreviation	Definition
PR	Purchase Requisition
RFP	Request for Proposal

1. SAP Ariba Sourcing – Supplier Submission for Sourcing Activities

1.1. Lesson 1 – Receive New Sourcing event via email notification

Once Buyer has invited Suppliers for a new sourcing event, Suppliers will be notified via email.
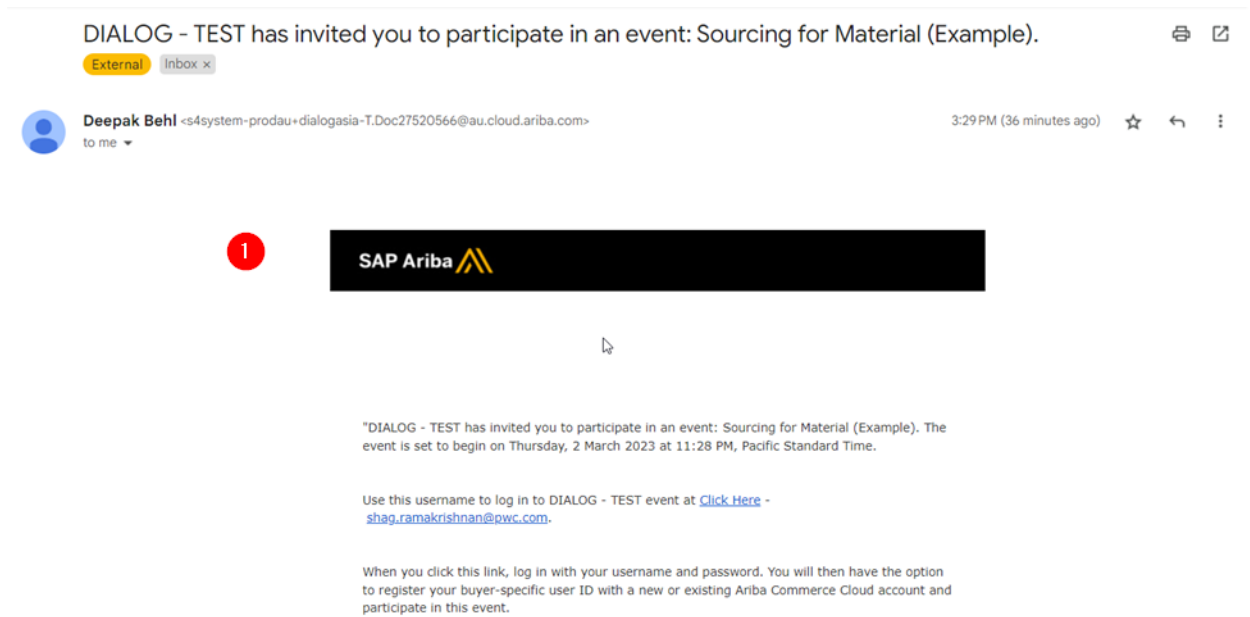
1. Supplier will receive an email notification which requires action. Click 'Click Here' in the email link to be redirected to Supplier Login page and participate in the sourcing event.
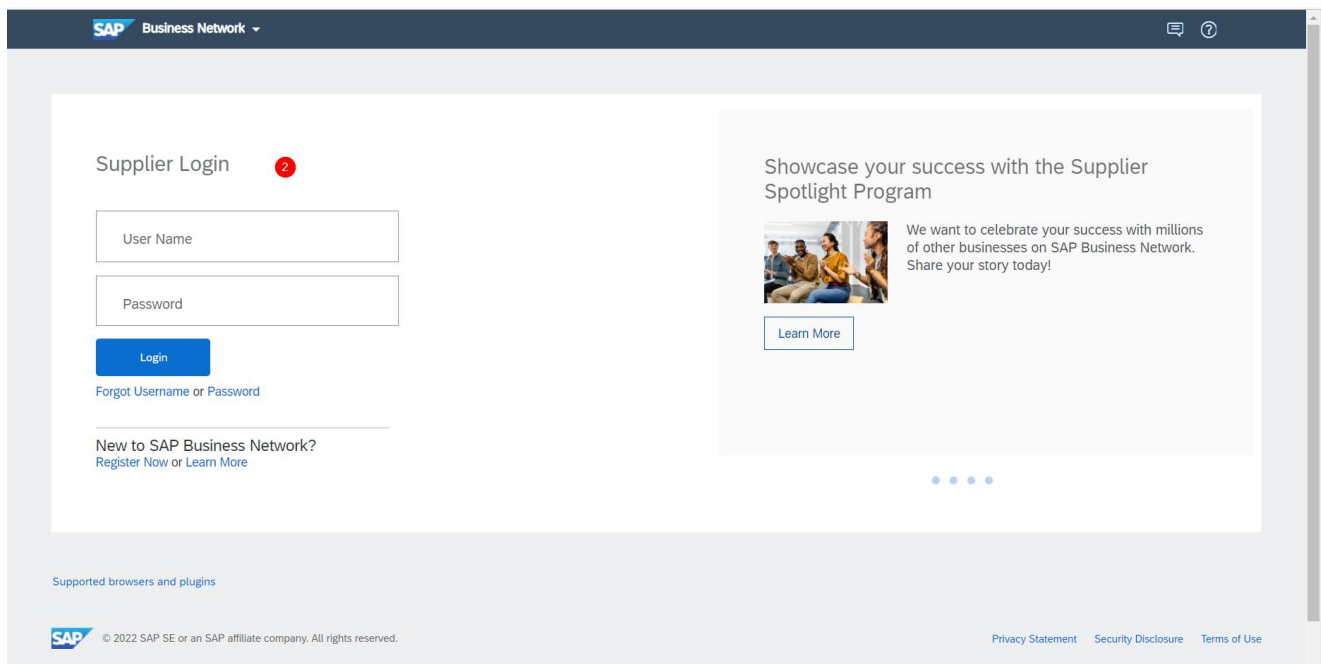
2. Login to your SAP Ariba account (Use your Username and Password created during registration process)

3. The sourcing event screen appears.

1.2. Lesson 2 - Review Sourcing Event Instructions and Submit Prerequisite Requirements

1. Click on 'Review Prerequisites' to review and agree to the SAP Ariba Bidder's agreement.

2. Select the option to accept the SAP Ariba Bidder Agreement to participate in the sourcing event. Choosing 'I do not accept the terms of this agreement' will not qualify supplier to participate in the event.

3. After reviewing the agreement, click 'OK' to submit the agreement.

3i. Supplier will be directed to the screen where they are able to select the Lots that they would like to bid for.

*** Please note that the lotting/material item displayed above is for only reference, suppliers will receive specific lots/material items or pricing structure as per DIALOG's requirements.*

4. Alternatively, if Supplier chooses not to bid for the items, they are able to select the reason for not bidding by clicking the field box 'Reason for not bidding' and selecting the response best suited for them.
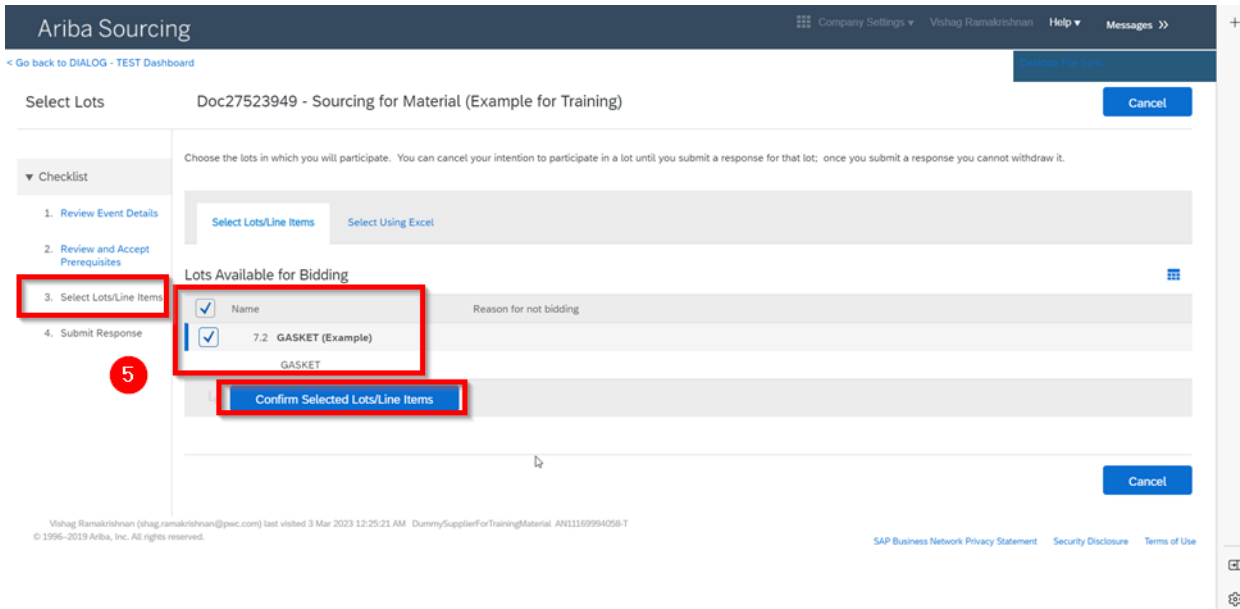
5. To bid for the Lot, Supplier must tick the column that they are intending to bid for and click on 'Confirm Selected Lots/ Line Items'.

Different scenarios – If buyer enables the multicurrency request (A) 'OR' buyer allows supplier to provide additional items / alternate material for quote (B), then followings are the steps to complete by supplier:

5.
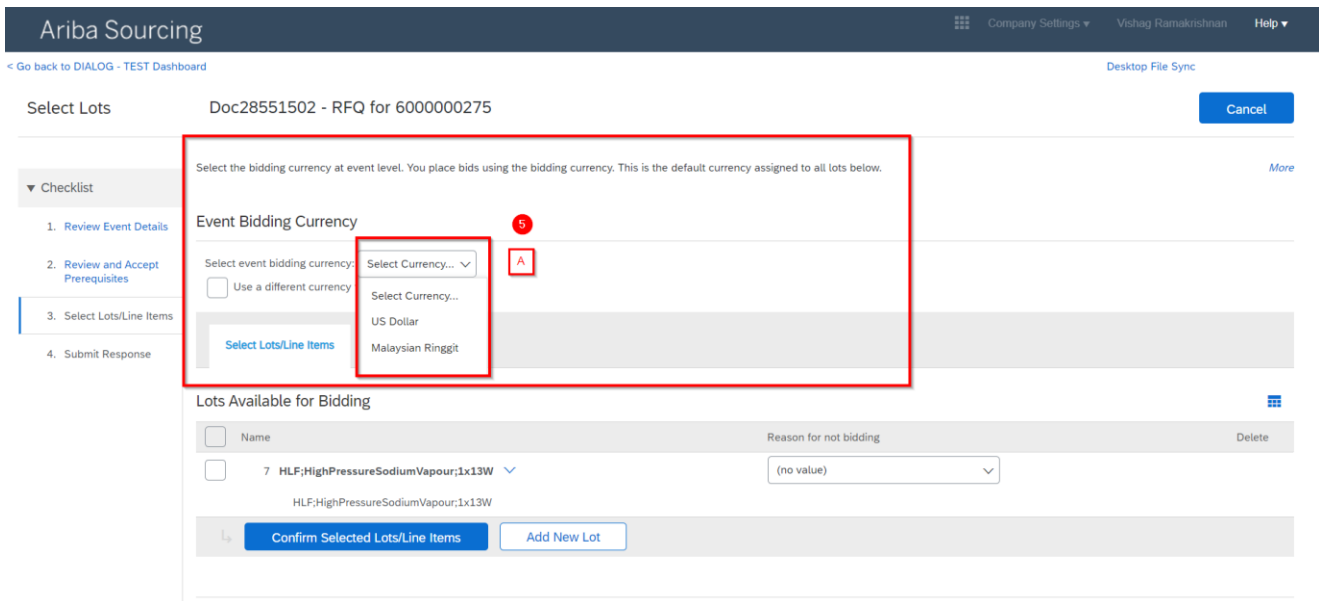
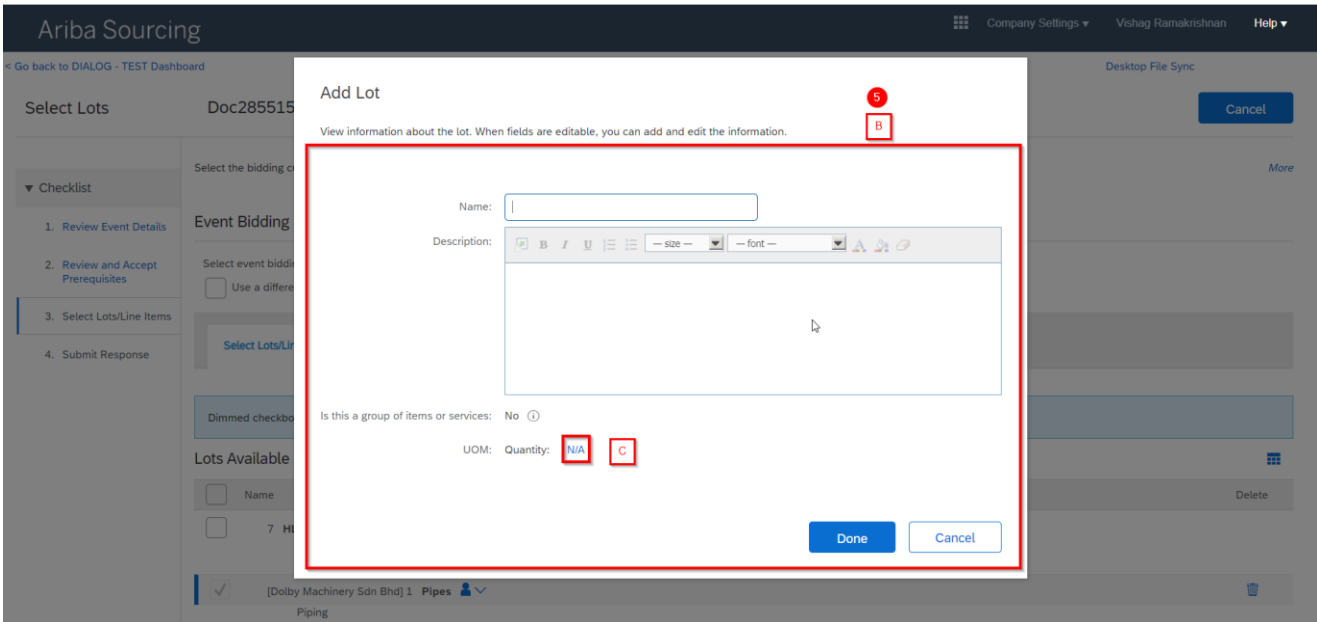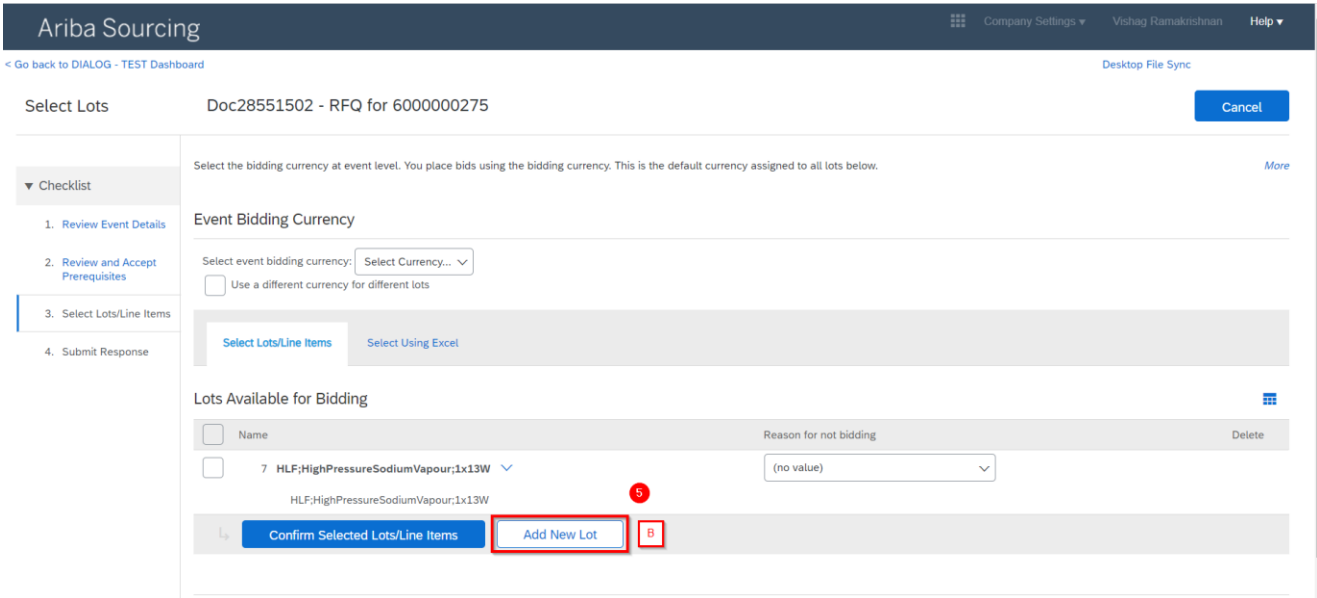A) On a different occasion if the Buyer has enabled the "multi-currency" feature, suppliers can bid on the lots/ line items using a different currency. Supplier will also see a slightly different screen where they can select the event bidding currency. Tick on the box to indicate that you will be using a different currency for bidding.

B) On another different occasion, if the Supplier wishes to provide an additional ot/ line item to the Buyer, they can click on "Add New Lot". Supplier can update the name of the lot/ line items as part of additional or alternate material.

C) Supplier can also change/ choose the different UOM (Unit of Measure) by clicking on the Quantity field as shown in the screenshot above.

6. After clicking on 'Confirm Selected Lots/ Line Items', Supplier will be directed to the 'Submit Response' stage.

** Please note that the content displayed above is for only reference. Suppliers will receive different content, terms and pricing structure as per Business requirements.

7.

A) Refer to the 'Terms & Conditions for Purchase Order' section, Suppliers will need to choose option 'Yes/ No' from the 'Unspecified' field. After selecting answer 'Yes', Supplier can provide their comment in the upcoming questions.

B) Refer to the 'Technical Section: Requirements/Specifications', Supplier can view reference form by clicking on 'References' if any question or requirement shared.

C) Refer to the 'Technical Section: Requirements/Specifications', Supplier can attach documents/ attachments by clicking on 'Attach a file'. Once Supplier clicks 'Attach a file' will be redirected to 'Add Attachment' screen. Supplier can click on 'Choose File' and select the attachment required. Click 'OK' after uploading attachment.

D) Refer to the 'Technical Section: Requirements/Specifications', Supplier can list down areas of expertise in the field text box provided.

8. Refer Commercial section:

A) Supplier must specify if they confirm pricing / proposal in accordance with the requirements of Buyer as stated under Requirements / Specifications and Pricing structure.

B) Supplier can state their bid price for the lot / line item.

C) Supplier can select the tax associated with the material.

After updating responses, supplier can save responses as draft, click 'Save draft' icon to save responses. It will not submit to Customer directly.

Click 'Submit Entire Response' when ready after completing all responses.

1.3. Lesson 3 – Communicate with Buyer via Sourcing event for any clarification and submit response of sourcing requirement

1. For further clarification/ communication purposes, Suppliers can communicate with Buyer via the sourcing event. Click on 'Compose Message' to message the Buyer.
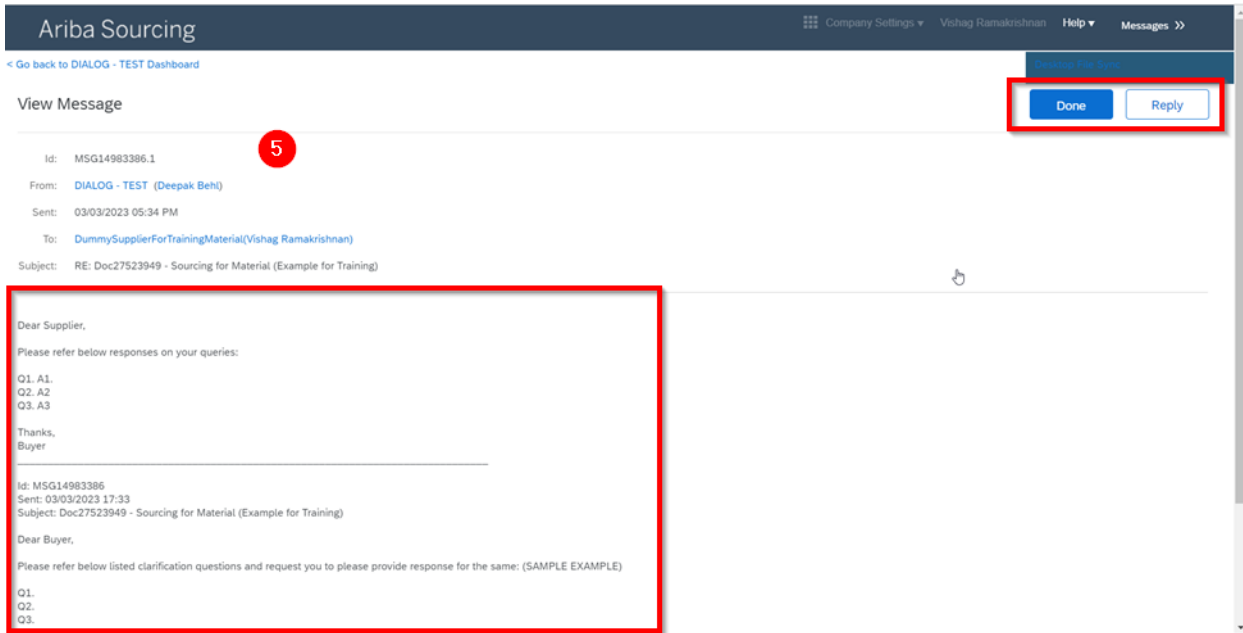

2. The 'Compose New Message' screen appears.
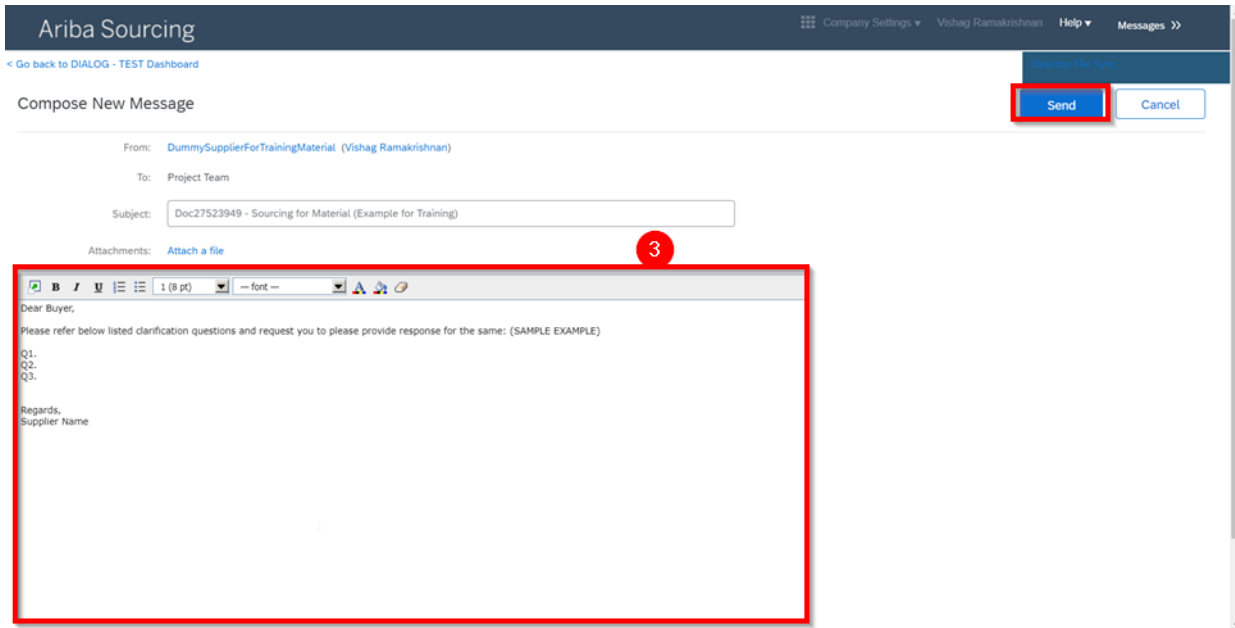
3. After Supplier has provided their message (example shown in screenshot), click on 'Send'.
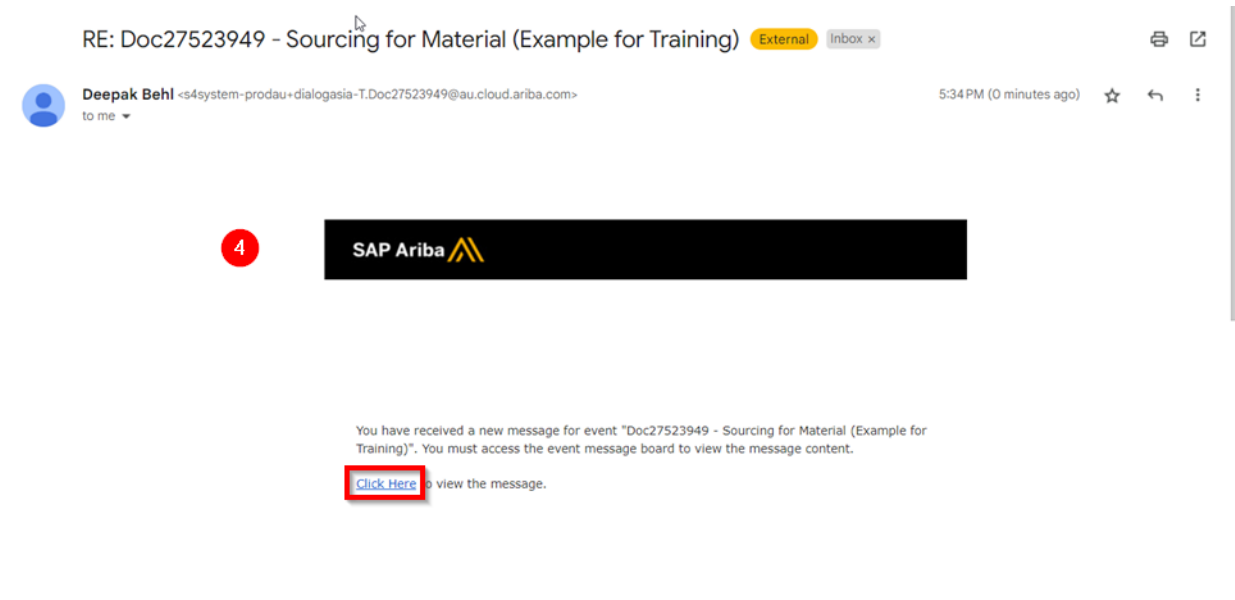
4. Once the Buyer replies, the Supplier will receive an email notification indicating the Buyer has replied to their message. Click 'Click Here' to access the sourcing event and to read the response message from Buyer.

5. Suppliers can view Buyer's reply in their message. If Supplier has more questions, click on 'Reply' to compose another message to the Buyer. If Supplier has no more questions, click on 'Done'.
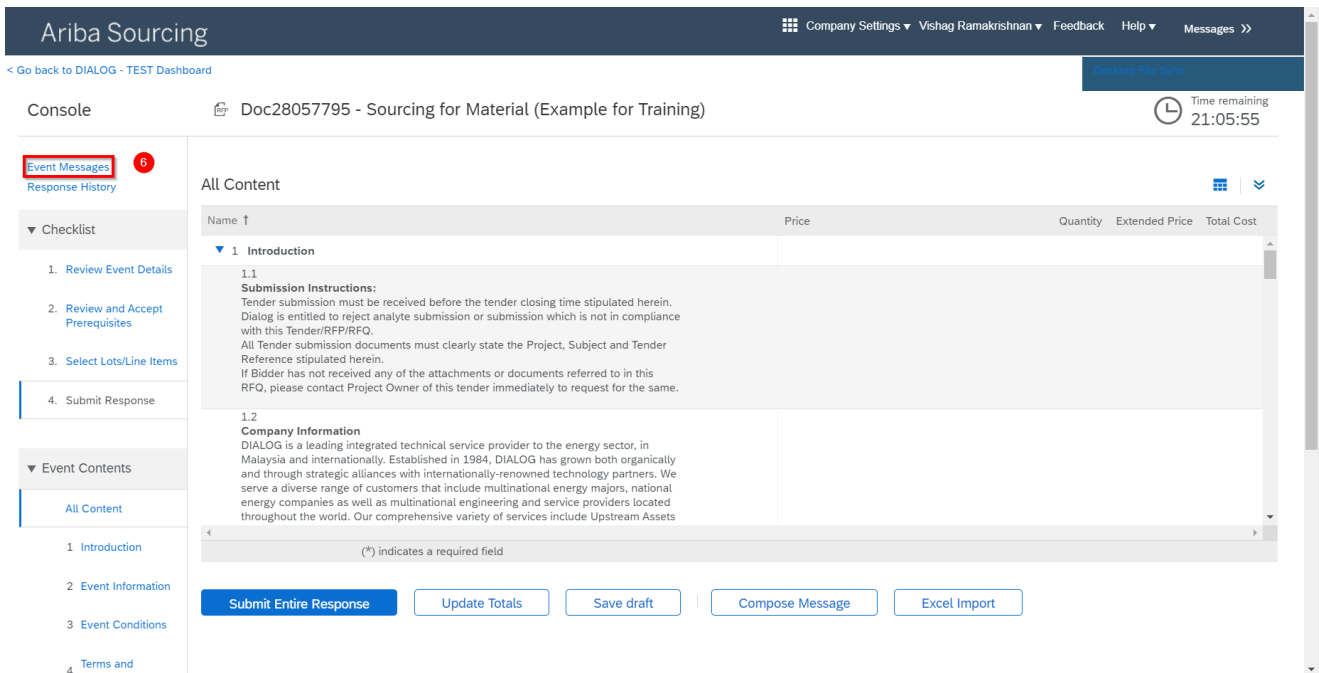
6. At the sourcing event's main page, Supplier can view their communication with Buyer by clicking 'Event Messages'.

7. The screenshot above shows the communication trail with Supplier and Buyer.

8. Once Supplier has reviewed and completed their sourcing response, click 'Submit Entire Response'.
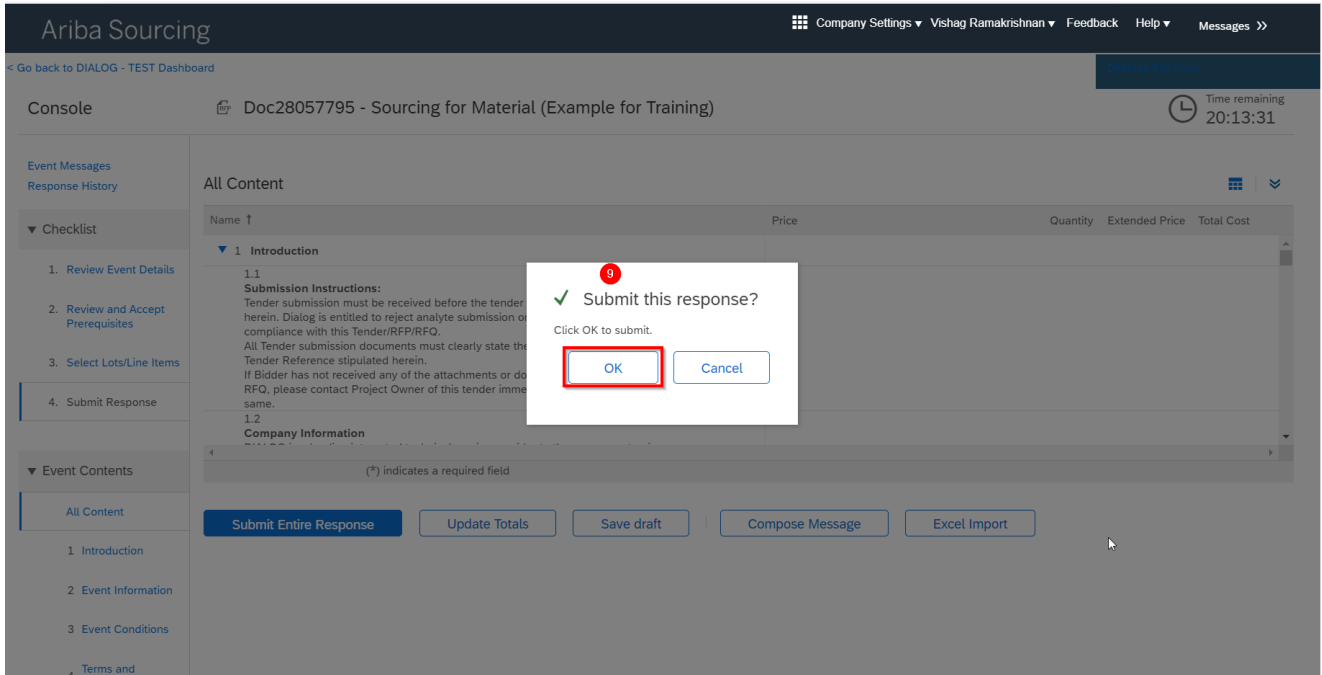
9. Click 'OK' to submit response.
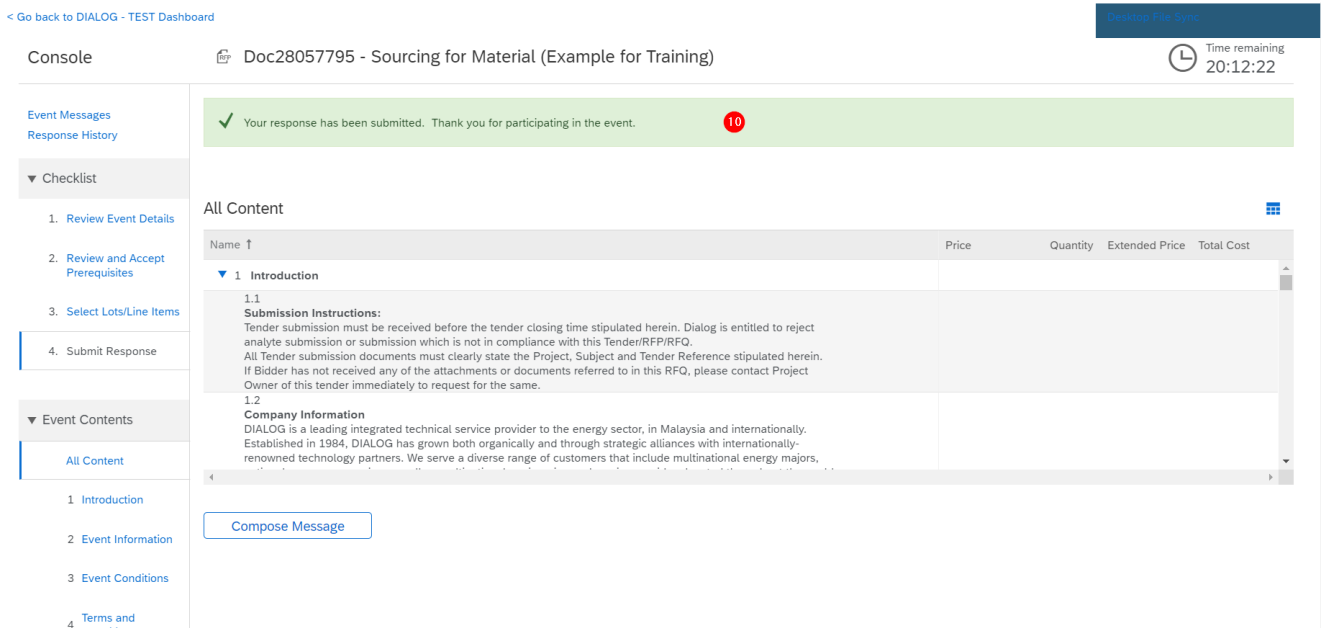
10. After submitting the response, Supplier can view the notification indicating that their response has been submitted.

11. If Supplier wants to revise their response, click on 'Revise Response' and click on 'OK'.