

Proximus Supplier Guide Ariba Sourcing



4 Steps

To participate to a sourcing event, there are only 4 steps :

- **Step 1** : Access the event
- **Step 2** : Review prerequisites / Accept bidder agreement
- **Step 3** : Select lots
- **Step 4** : Submit your bid(s)

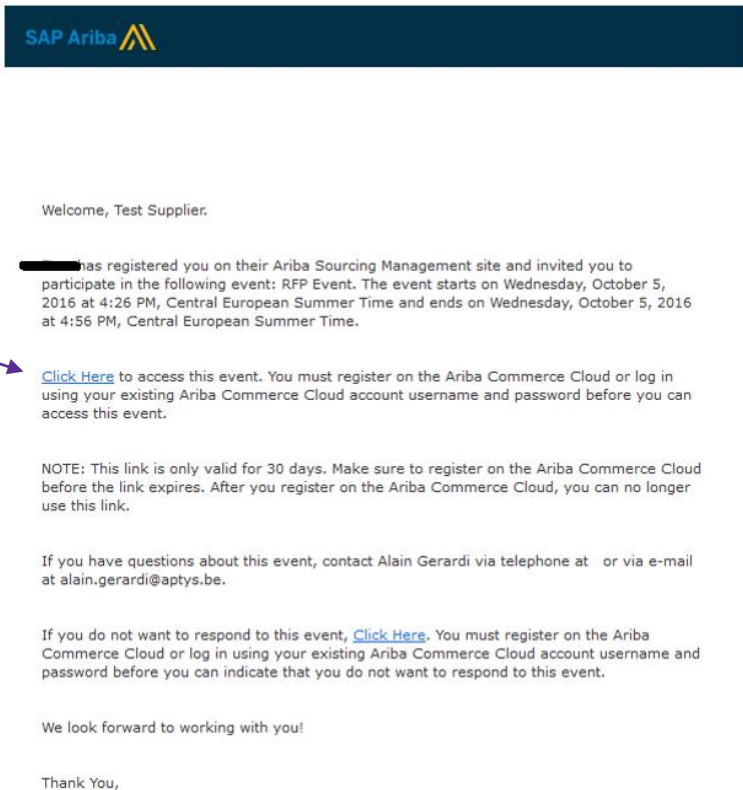


Step 1: Access the event

- Step 1 : Access the event
- Step 2 : Review prerequisites: Accept bidder agreement
- Step 3 : Select lots
- Step 4 : Submit response(s)

→ Invitation e-mail

Click here to access the Ariba platform



Step 1 : Access the event

Login or registration

- When clicking on the link in the invitation e-mail you will be directed to the page below.
- If you do not have an Ariba account please click on the **Continue button**.
- If you already have an Ariba account please click on the **here** button.

Ariba Sourcing

Welcome, Test Supplier

Have a question? [Click here](#) to see a Quick Start guide.

Welcome to the Ariba Commerce Cloud. Manasco NV - SA has invited you to a sourcing event. Please complete registration for your account on the Ariba Commerce Cloud prior to accessing the sourcing event.

Please complete your Ariba Commerce Cloud user account registration by clicking **Continue**. Note: If you click **Continue** and you already have an existing user account on the Ariba Commerce Cloud, Ariba Discovery or Ariba Network you will be creating a duplicate user account.

[Click here](#) if you already have an Ariba Commerce Cloud , Ariba Discovery or Ariba Network account

Continue

Step 1 : Login and registration

- In order to move further please fill in the information below.
- Please note that the information entered in the screen below is related to the Ariba Commerce Cloud and has no impact on your future evaluation.

Enter Your Ariba Commerce Cloud Information

Submit

Cancel

Verify and complete your basic company information and user account information. All of your Ariba Sourcing supplier profile

information is not displayed below, however your complete profile is now available as part of your Ariba Commerce Cloud account.

You can use your new Ariba Commerce Cloud username and password to access and manage all your Ariba customer

relationships and supplier activities. [What is the Ariba Commerce Cloud?](#)

Have a question? [Click here to see a Quick Start guide.](#)

Enter basic company information

* Indicates a required field

Company Name:*

Country* ▼

Address*

Postal Code*

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Step 1 : Login and registration

- Tick the case corresponding to 'I have read and agree to the Terms of use and the Ariba Privacy Statement';
- Click on **Submit**

Form fields and their associated instructions:

- Password:*** Enter Password (Must contain a minimum 8 characters including letters and numbers. ⓘ)
- Repeat Password**
- Secret Question:*** In what city was your mother born? (The answer to your secret question must be atleast 5 characters.)
- Your Answer**
- Repeat Your Answer**
- Language:** English (The language used when Ariba sends you configurable notifications. This is different than your web b...)

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Submit button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

I have read and agree to the [Terms of Use](#) and the [Ariba Privacy Statement](#)

Submit

Login and registration

- Tick the case corresponding to the commodity you wish to choose and then click on the Add button.
- Click on OK to save and move further.

Product and Service Categories: * -or-

Ship-to or Service Locations: *

Tax ID:

Vat ID:

DUNS Number:

Product and Service Category Selection

Click the product and service category you want to add and click the + icon. Lower-level product and service categories are displayed after you click a product and service category. Click OK to save your changes.

Browse Product and Service Categories

Didn't find what you were looking for? Try Search »

Fishing >	Banking & Investment >	Human resource development > +	Labor or union relations +
Chemicals >	Business Administration Services >	Personnel recruitment > ✓	Labor training or development +
Construction & Engineering >	Commercial Sports >	Temporary personnel services > ✓	Management development +
Culinary Equipment, Food & Beverage >	Credit Agencies >		Outplacement services +
Education, Organizations & Clubs >	Development Finance >		Personnel relocation +
Electronics & Electrical Components >	Domestic & Personal Assistance >		Service recognition programs +

My Selections (2)

- Temporary personnel services (View)
- Personnel recruitment (View)

Step 1 : Login and registration

- Select the territory and then click on the Add button.
- Click on **OK** to save and move further.

Ship-to or Service Location Selection

Select the territories that your company serves. If your company offers global coverage, choose Global.

- Global
 Select Ship-to or Service Locations

Click a country to add and click the + icon. States or provinces are displayed after you click a country. Click OK to save your changes.

Central America >	Andorra ⊕	Baden-Württemberg ⊕
South America >	Belgium ✓	Bayern ⊕
The Caribbean >	Estonia ⊕	Berlin ⊕
Northern Europe >	France ✓	Brandenburg ⊕
Western Europe >	Germany > ⊕	Bremen ⊕
Eastern Europe >	Gibraltar ⊕	Hamburg ⊕
Central Europe >	Greece > ⊕	Hessen ⊕
	Italy ✓	Mecklenburg-Vorpommern ⊕

My Selections (3)

📍 Belgium	Remove
📍 Italy	Remove
📍 France	Remove

Step 1 : Access open events

- You will now be able to see the projects to which you have been invited.
- Click on the name of the event and open it.

The screenshot displays the Ariba Sourcing Management site interface. The top navigation bar includes the Ariba Sourcing logo, a 'test Mode' indicator, and user information for 'Supplier3 Supplier3'. A dropdown menu is open, showing options like 'Organization 3', 'Company Profile', 'Account Settings', 'Users', 'Notifications', 'View All', 'Sourcing & Contracts Settings', and 'Sourcing & Contracts Notifications'. The main content area is divided into several sections:

- TEST Requested Profile:** A message stating 'All required customer requested fields have been completed.' with a link to 'View customer requested fields >'. Below this is a 'Public Profile Completeness' section showing a progress bar at 35% and a link to 'Enter a short description to reach 45% >'. At the bottom of this section, it says '95 leads match your company profile' with a 'View Matched Leads' button.
- Events:** A table with columns 'Title', 'ID', 'End Time', and 'Event T'. It contains three rows:
 - ▶ Status: Completed (10)
 - ▶ Status: Open (3) (This row is circled in red)
 - ▶ Status: Pending Selection (50)
- Tasks:** A table with columns 'Name', 'Status', 'Due Date', 'Completion Date', and 'Alert'. It currently shows 'No items'.

Step 2 : Review Prerequisites : Bidder Agreement

Step 1 : Access the event
Step 2 : Review prerequisites: Accept bidder agreement
Step 3 : Select lots
Step 4 : Submit response(s)

- When bidder agreement are accepted, you have a blue button “Review Prerequisites”
- Review and respond to prerequisites and submit your answers.

Doc2920106391 - RFP Bulk Chemicals - demo

Time remaining
00:29:54

Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.

Download Content

Review Prerequisites

Decline to Respond

Print Event Information

Introduction

(Section 1 of 3) [Next](#) >>



Name ↑

1 Introduction

>> Next Section: [Commercial Terms](#)

Event Overview and Timing Rules

Owner: [Renaud de Jamblinne](#) ⓘ

Currency: European Union Euro

Event Type: RFP

Publish time: 4/19/2021 6:49 PM

Response start date: 4/19/2021 6:53 PM

Due date: 4/19/2021 7:23 PM

Step 2 : Review Prerequisites : Bidder Agreement

- In order to be able to reply to our RFI/RFP you need to accept our Compliance addendum and other potential prerequisite questions.
- Choose the 'I accept the terms of this agreement' variant and then click on **OK**.

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots
4. Submit Response

Prerequisites must be completed prior to participation in the event.

"In consideration of the opportunity to participate in a 'Request for Quotation' held and conducted by ArcelorMittal Purchasing Longs & Metallics Purchasing Europe hosted by Arriba, Inc. ('Site Owner'), your company ('Participant' or 'You') agrees to the following terms and conditions ('Bidder Agreement'):

1. Bids. If you are invited to participate in the On-Line Event, ArcelorMittal Purchasing Longs & Metallics Purchasing Europe reserves the right to amend, modify or withdraw this On-Line Event. ArcelorMittal Purchasing Longs & Metallics Purchasing Europe reserves the right to accept or reject all or part of your proposal. Submission of a bid does not create a contract or any expectation by Participant of a future business relationship. Rather, by submitting a bid, you are making a firm offer which ArcelorMittal Purchasing Longs & Metallics Purchasing Europe may accept to form a contract, subject to section 2 below. ArcelorMittal Purchasing Longs & Metallics Purchasing Europe is not liable for any costs incurred by Participant in the preparation, presentation, or any other aspect of Participant's bid.
2. Price Quotes. Except to the extent ArcelorMittal Purchasing Longs & Metallics Purchasing Europe allows a non-binding bid, all Bids which Participant submits through the On-Line Events are legally valid quotations without qualification, except for data entry errors.
3. Procedures and Rules. Participant further agrees to be bound by the procedures and rules established by the Site and ArcelorMittal Purchasing Longs & Metallics Purchasing Europe.
4. Confidentiality. Participant shall keep all user names and passwords, the On-Line Event content, other confidential materials provided by the Site and/or ArcelorMittal Purchasing Longs & Metallics Purchasing Europe, and all bids provided by You or another participating organization in confidence and shall not disclose the foregoing to any third party.
5. Bids through Site only. Participant agrees to submit bids only through the on-line bidding mechanism available on the Site and not to submit bids via any other mechanism including, post, courier, fax, E-mail, or orally unless specifically requested by ArcelorMittal Purchasing Longs & Metallics Purchasing Europe.
6. Code of Conduct. All parties will prohibit unethical behavior and are expected to notify the Site Owner by contacting the appropriate project team if they witness practices that are counter-productive to the fair operation of the On-Line Event. If Participant experiences any difficulties during a live On-Line Event, Participant must notify Site Owner immediately.
7. Duration. The terms and conditions of this Bidder Agreement shall be valid until completion of the On-Line Event.

BA v... ..
"

I accept the terms of this agreement.

I do not accept the terms of this agreement.

Step 2 : Review Prerequisites : Bidder Agreement

- Click OK to submit the Terms of the agreement

The screenshot shows a web interface for reviewing a Bidder Agreement. On the left, a sidebar contains two menu items: "2. Review and Accept Prerequisites" (highlighted) and "3. Submit Response". The main content area displays the terms of the agreement, starting with "In consideration of the opportunity to participate in on-line events (On-Line Events) held and conducted by the company sponsoring this On-Line Event (Sponsor) on the web site (this 'Site') hosted by Ariba, Inc. ('Site Owner'), your company ('Participant' or 'You') agrees to the following terms and conditions ('Bidder Agreement')."

The visible terms include:

- Bids.** If You are invited to participate in the On-Line Event, Sponsor reserves the right to amend, modify or withdraw this On-Line Event. Sponsor reserves the right to accept or reject all or part of your proposal. Submission of a bid does not create a contract or any expectation by Participant of a future business relationship. Rather, by submitting a bid, you are making a firm offer which Sponsor may accept to form a contract, subject to section 2 below. Sponsor is not liable for any costs incurred by Participant in the preparation, presentation, or any other aspect of Participant's bid.
- Price Quotes.** Except to the extent Sponsor allows a non-binding bid, all Bids which Participant submits through the On-Line Events are legally valid quotations without qualification, except for data entry errors.
- Procedures and Rules.** Participant further agrees to be bound by the procedures and rules established by the Site and Sponsor.
- Confidentiality.** Participant shall keep all user names and passwords, the On-Line Event content, other confidential materials provided by the Site and/or Sponsor, and all bids provided by You or another participating organization in confidence and shall not disclose the foregoing to any third party.
- Bids through Site only.** Participant agrees to submit bids only through the on-line bidding mechanism supplied by the Site and not to submit bids via any other mechanism including, but not limited to, post, courier, fax, E-mail, or other means available to the general public.
- Ethical Conduct.** All parties will prohibit unethical practices that are counter-productive to the fair operation of the On-Line Event.
- Survival.** The terms and conditions of this Bidder Agreement shall survive the termination or expiration of the On-Line Event.

At the bottom of the agreement text, it says "BA v1.1 19Aug05".

Below the terms, there are two radio button options:

- I accept the terms of this agreement.
- I do not accept the terms of this agreement.

A white modal dialog box is centered on the screen, containing a green checkmark icon, the text "Submit this agreement?", and "Click OK to submit." Below the text are two buttons: "OK" and "Cancel".

At the bottom right of the main form area, there are two buttons: "OK" (in a dark blue box) and "Cancel" (in a light grey box).

Step 3: Selecting Lots

- Step 1 : Access the event
- Step 2 : Review prerequisites: Accept bidder agreement
- Step 3 **Select lots**
- Step 4 : Submit response(s)

If you are invited to participate to a RFP you will have to select the lots you would like to bid for in order to be able to enter your responses.
Click on **Select Lots**.

Time remaining in phase

The screenshot shows the RFP interface for 'Doc2920106391 - RFP Bulk Chemicals - demo'. At the top right, a clock icon indicates 'Time remaining 00:23:47'. Below the document title, there are four buttons: 'Download Content', 'Review Prerequisites', 'Select Lots' (highlighted in blue), and 'Print Event Information'. A red arrow points from the text 'Click on Select Lots.' to the 'Select Lots' button. Below the buttons is the 'Introduction' section, which is the first of three sections. It includes a table with one row: '1 Introduction'. To the right of the table, it says '(Section 1 of 3) Next >>' and a grid icon. Below the introduction is the 'Event Overview and Timing Rules' section, which displays the following information: Owner: Renaud de Jamblinne (i), Currency: European Union Euro, Event Type: RFP, Publish time: 4/19/2021 6:49 PM, Response start date: 4/19/2021 6:53 PM, and Due date: 4/19/2021 7:23 PM. Below this is the 'Currency Rules' section, which shows 'Allow participants to select bidding currency: Yes (i)'. A red arrow also points from the text 'Time remaining in phase' to the clock icon.

Step 3: Selecting Lots

If relevant select the bidding currency you wish to use.

Select the lots on which you intend to bid. Then “Confirm Selected Lots

* Please note that if you select an item or a lot the system will require a quotation, please make sure that you can quote on the item before you select it.

Event Bidding Currency

Select event bidding currency: Australian Dollar Use a different currency for different lots

Select Lots Select Using Excel

Lots Available for Bidding

<input type="checkbox"/>	Name	Reason for not bidding
<input type="checkbox"/>	3.1 IRON PYRITE, LUMP SIZE MILLIMETRE:50x100mm (or 10x100mm), SIZE FRACTION GREATER THAN 100M:MAX 5.0%, SIZE FRACTION UNDER 50MM:MAX 5.0%, TOTAL MOISTURE %:MAX 2%, IRON (FE):MIN 40.0%, SULPHUR (S):MIN 45%, SILICON (SI):MAX 8.0%, MAGNESIUM(MG):MAX 1.0%, NICKEL (NI):MAX 0.5%	(no value) <input type="checkbox"/>

Confirm Selected Lots

For the lots on which you do not intend to participate, enter a reason for not bidding from the dropdown list.

Step 3: Access the content

- Now you have a full access to the RFX, you can review the information and start to enter your information

Doc2920106391 - RFP Bulk Chemicals - demo time remaining 00:12:24

All Content

Name ↑	Price	Quantity	Extended Price	Total Cost	Shipping Cost	Lead Time
1 Introduction						
▼ 2 Commercial Terms						
2.1 Do you accept our General Purchasing Conditions?	* Unspecified ▼					
▼ 3 Pricing						
▼ 3.1 Bulk Chemicals						
3.1.1 IRON PYRITE, LUMP	Less... ▾	* <input type="text"/> AUD	12,000 metric ton	* <input type="text"/> AUD all units	* <input type="text"/>	
SIZE MILLIMETRE:50x100mm (or 10x100mm), SIZE FRACTION GREATER THAN 100M:MAX 5.0%, SIZE FRACTION UNDER 50MM:MAX 5.0%, TOTAL MOISTURE %:MAX 2%, IRON (FE):MIN 40.0%, SULPHUR (S):MIN 45%, SILICON (SI):MAX 8.0% , MAGNESIUM(MG):MAX 1.0%, NICKEL (NI)MAX 0.5%						
Ship To:		Port Pirie				
Material Specification:		*Attach a file				
(*) indicates a required field						

Scroll down to review:

- Information
- Questions
- Line items

Buttons: Submit Entire Response | Update Totals | Save draft | Compose Message | Excel Import

Step 3: Enter your price

- There are two ways to respond to a RFP:
- Option 1: Enter your price, answer questions and attach required documents directly in Ariba
- Option 2: Use Excel Import

All Content

Name ↑	Price	Quantity	Extended Price	Total Cost	Shipping Cost	Lead Time
1 Introduction						
▼ 2 Commercial Terms						
2.1 Do you accept our General Purchasing Conditions?		* Unspecified ▾				
▼ 3 Pricing						
▼ 3.1 Bulk Chemicals						
3.1.1 IRON PYRITE, LUMP		Less... ▾	* [] AUD 12,000 metric ton * [] AUD all units * []			
SIZE MILLIMETRE:50x100mm (or 10x100mm), SIZE FRACTION GREATER THAN 100M:MAX 5.0%, SIZE FRACTION UNDER 50MM:MAX 5.0%, TOTAL MOISTURE %:MAX 2%, IRON (FE):MIN 40.0%, SULPHUR (S):MIN 45%, SILICON (SI):MAX 8.0%, MAGNESIUM(MG):MAX 1.0%, NICKEL (NI)MAX 0.5%						
Ship To: Port Pirie						
Material Specification:		*Attach a file				

(*) indicates a required field

Step 3: Enter your price

Option 2: Enter your price and required information using the Excel Import option if you have many line items. This will allow you to download all Line Items in Excel, fill in your price and upload again the file into Ariba.

* Note that if you are requested to attach documents to your response you will have to add them directly in Ariba.

Name ↑	Price	Quantity	Extended Price	Total
1 Introduction				
2 Commercial Terms				
2.1 Do you accept our General Purchasing Conditions?	* Unspecified ▾			
3 Pricing				
3.1 Bulk Chemicals				
3.1.1 IRON PYRITE, LUMP	Less... ▾ * <input type="text"/>	AUD 12,000 metric ton		
SIZE MILLIMETRE:50x100mm (or 10x100mm), SIZE FRACTION GREATER THAN 100M:MAX 5.0%, SIZE FRACTION UNDER 50MM:MAX 5.0%, TOTAL MOISTURE %:MAX 2%, IRON (FE):MIN 40.0%, SULPHUR (S):MIN 45%, SILICON (SI):MAX 8.0%, MAGNESIUM(MG):MAX 1.0%, NICKEL (NI):MAX 0.5%				
Ship To:	Port Pirie			
Material Specification:	*Attach a file			
(*) indicates a required field				
Submit Entire Response Update Totals Save draft Compose Message Excel Import				

Import Response from Excel

This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment.

Step 1. Click "Download Content" to download and review your event in an Excel Spreadsheet.
Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".
[Download Content](#)

Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

Step 3. Locate the saved Excel file on your computer using the Browse button.
[Choose File](#) | no file chosen
Or drop file here


Step 4. Click [Upload](#) to import the contents of the Excel file to your event.
Note: Values in the Excel file will overwrite and change any values you may have entered in your saved response.
[Upload](#)

Step 4: Answers submission

Step 1 : Access the event
Step 2 : Review prerequisites: Accept bidder agreement
Step 3 : Select lots
Step 4 : **Submit response(s)**

- In order to submit your answer please click on the **Submit entire response** button.
- Please note that if you click the **Save** button your answers will be kept in the system but will not be sent to the buyer.

All Content

Name ↑	Price	Quantity	Extended Price	Total Cost	Shipping Cost	Lead Time
1 Introduction						
▼ 2 Commercial Terms						
2.1 Do you accept our General Purchasing Conditions?	* Yes ▾ ↕					
▼ 3 Pricing						
▼ 3.1 Bulk Chemicals						
3.1.1 IRON PYRITE, LUMP	Less... ▾ * \$2,500.00 AUD	12.000 metric ton		* \$600.00	AUD all units	* 3 weeks
SIZE MILLIMETRE:50x100mm (or 10x100mm), SIZE FRACTION GREATER THAN 100M:MAX 5.0%, SIZE FRACTION UNDER 50MM:MAX 5.0%, TOTAL MOISTURE %:MAX 2%, IRON (FE):MIN 40.0%, SULPHUR (S):MIN 45%, SILICON (SI):MAX 8.0%, MAGNESIUM(MG):MAX 1.0%, NICKEL (NI)MAX 0.5%						
Ship To:	Port Pirie					
Material Specification:	*  RFP content for suppliers.pptm ▼ Update file Delete file					
(*) indicates a required field						

Submit Entire Response

Update Totals

Save draft

Compose Message

Excel Import

Ariba Supplier Quick Guide

For any additional information, please contact your responsible buyer or the Ariba support portal: <https://proximus.service-now.com/vp>.



Thank You

More info?

<https://www.proximus.com/suppliers/ariba.html>

