

STIHL

Sourcing -Supplier Guide-

Version 07/2024

SAP Ariba 

SAP ARIBA – SOURCING

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8. Submit Response via Excel Export/Import
9. Revise Response
10. Support

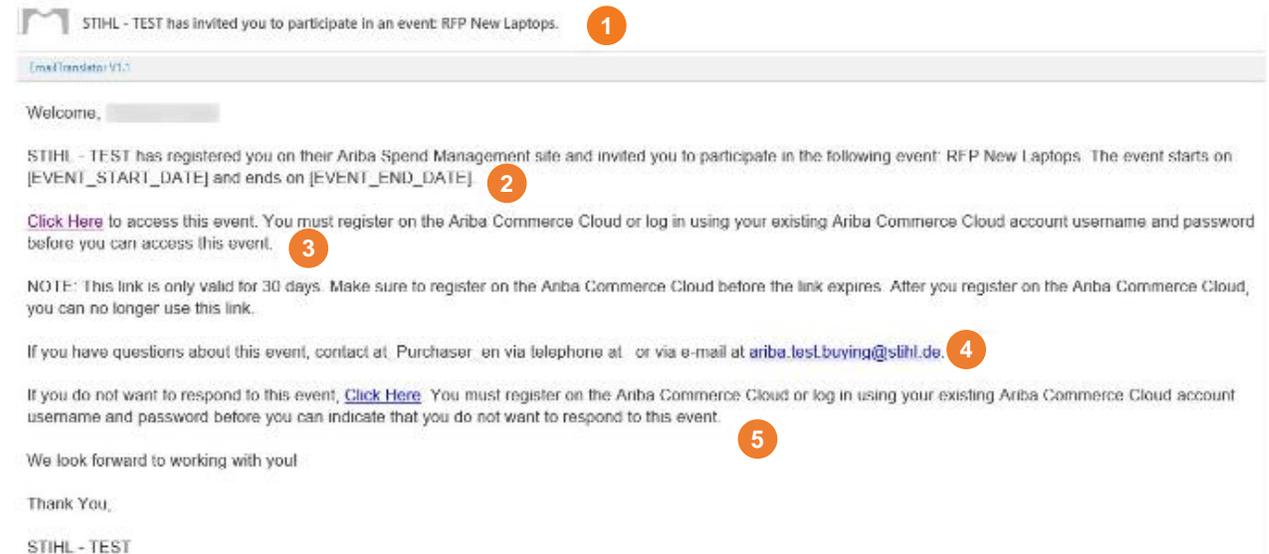
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1. Invite via e-mail

The supplier receives an e-mail invitation to participate in a sourcing event. Depending on the sourcing event, the supplier can submit a bid response via e-mail (indirect materials only) or through the SAP Business Network account.

- 1 Subject line: Title of sourcing event.
- 2 Start and end date of sourcing event.
- 3 Link to Supplier's SAP Business Network Account to access sourcing event
- 4 Buyer's contact information
- 5 Link to Supplier's SAP Business Network Account to decline bid invite.



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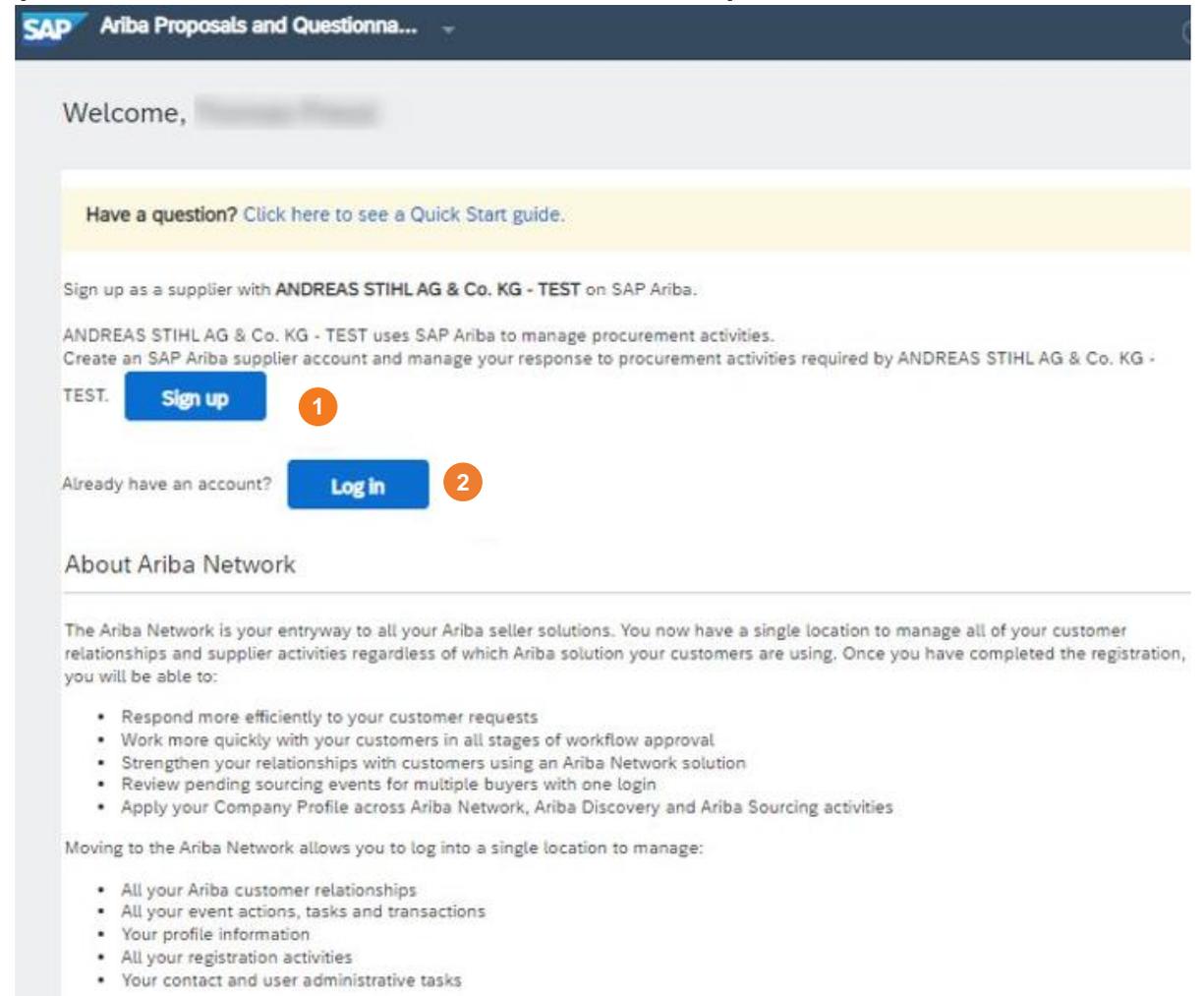
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2. Accessing SAP Network Account

SAP Business Network "Sign up" /"Log in" page will open if the email link to “review, respond or decline sourcing event” is clicked.

- 1 Supplier must sign up and create an Ariba account, if no Ariba account exist.
- 2 Supplier can log in with an existing Ariba account to review and respond to the sourcing event.



The screenshot shows the SAP Ariba interface for a supplier. At the top, there is a header with the SAP logo and the text 'Ariba Proposals and Questionna...'. Below the header, a welcome message is displayed: 'Welcome, [blurred name]'. A yellow banner contains the text: 'Have a question? Click here to see a Quick Start guide.' Below this, the user is prompted to sign up as a supplier with 'ANDREAS STIHL AG & Co. KG - TEST' on SAP Ariba. The text explains that ANDREAS STIHL AG & Co. KG - TEST uses SAP Ariba to manage procurement activities and provides instructions to create an account. There are two main buttons: a blue 'Sign up' button with a red circle containing the number '1' next to it, and a blue 'Log in' button with a red circle containing the number '2' next to it. Below the buttons, there is a section titled 'About Ariba Network' which describes the benefits of the Ariba Network, such as managing customer relationships and procurement activities in a single location. The text lists several benefits, including responding more efficiently, working more quickly with customers, strengthening relationships, reviewing sourcing events, and applying company profiles across different Ariba solutions. At the bottom, it states that moving to the Ariba Network allows users to log into a single location to manage various aspects of their business, including customer relationships, event actions, profile information, registration activities, and contact and user administrative tasks.

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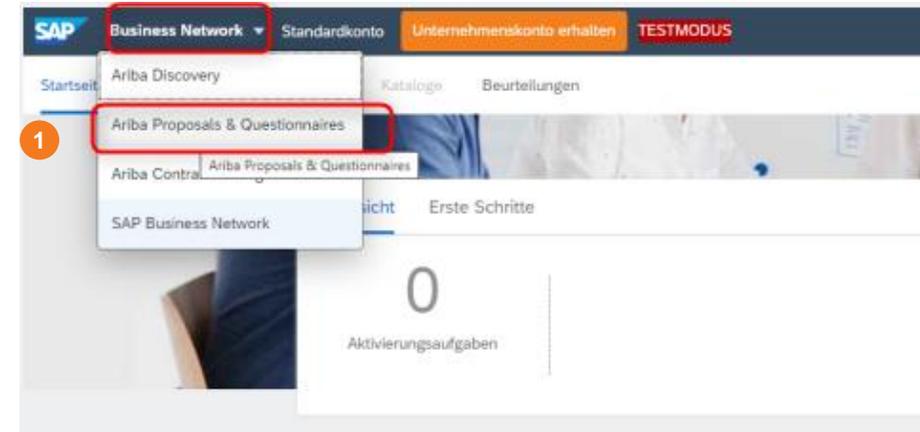
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3. Open Sourcing Event

Supplier has to login to the SAP Business Network to respond to a Sourcing Event.

- 1 From the SAP Business Network home screen, open the drop-down menu and select Ariba Proposals & Questionnaires to open the list of all sourcing events.



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3. Open Sourcing Event

2 Supplier can open any sourcing event in their SAP Business Network dashboard by clicking on the event name.

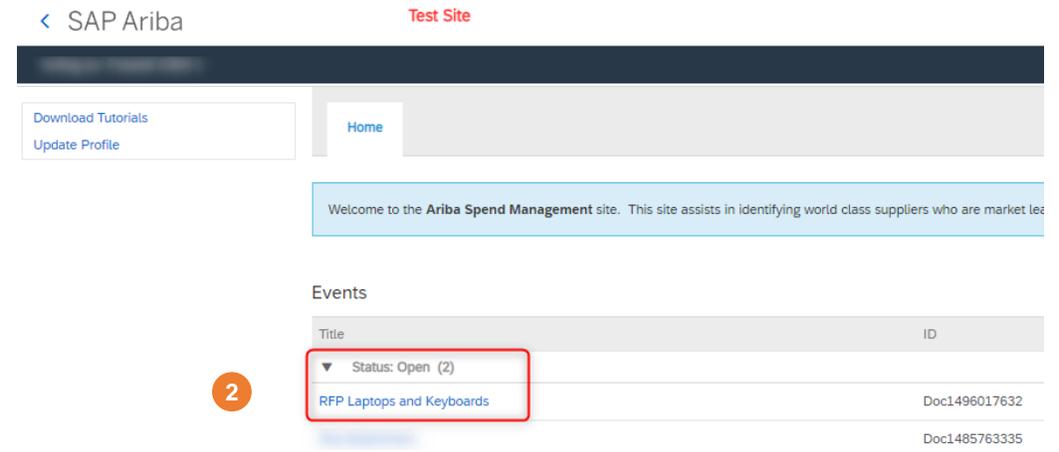
Sourcing Event Status Overview:

Open: Open for bid

Preview: Upcoming sourcing event with a future start date

Pending selection: Bid is submitted, waiting on STIHL's award decision

Completed: Sourcing event is closed



< SAP Ariba Test Site

Download Tutorials
Update Profile

Home

Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders.

Events

Title	ID
▼ Status: Open (2) RFP Laptops and Keyboards	Doc1496017632
	Doc1485763335

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4. Define Response Team

Response team members can access events, view messages, and view the Response History.

To add predefined or new users to the response team, please follow these steps:

- 1 Click on Response Team to see who is listed for the event.



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4. Define Response Team

2 Click Add to select a new user

Response Team - RFP Laptops and Keyboards OK

Review the list of members from your organization who can participate in this event with you. You may add team members to this list as needed.

Name ↓	Email Address

2 Add

OK

Managing users and roles assignment in SAP Business Network is explained in the following SAP Help Portal link:

[How-To-Manage-Users](#)

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5. Accept/Decline Participation of Sourcing Event

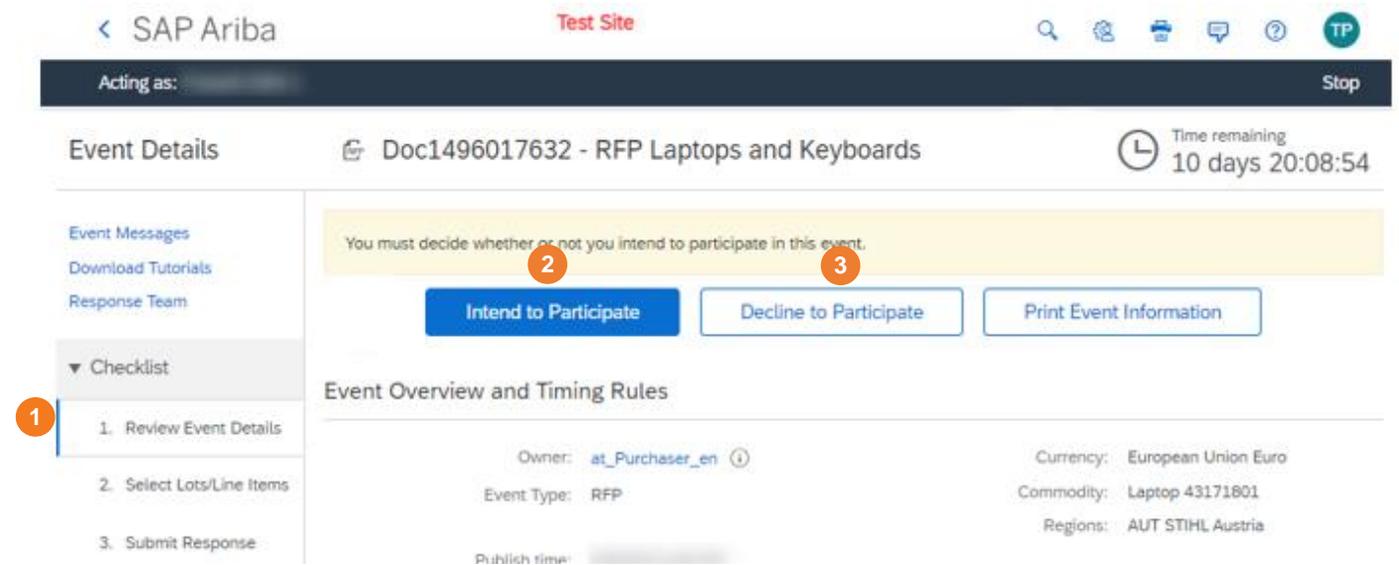
1 In the Review Event Details section of the checklist, the invited supplier must agree to

2 participate

or

3 decline to participate

the sourcing event.



The screenshot displays the SAP Ariba interface for a sourcing event. The top navigation bar includes the SAP Ariba logo, a 'Test Site' indicator, and various utility icons. Below the navigation bar, the event details are shown: 'Doc1496017632 - RFP Laptops and Keyboards' with a 'Time remaining' of 10 days 20:08:54. A central yellow banner prompts the user to decide on participation, with two buttons: 'Intend to Participate' (marked with a '2') and 'Decline to Participate' (marked with a '3'). A 'Print Event Information' button is also present. On the left, a 'Checklist' section is visible, with the first item '1. Review Event Details' highlighted (marked with a '1'). The 'Event Overview and Timing Rules' section at the bottom provides details such as Owner (at_Purchaser_en), Event Type (RFP), Currency (European Union Euro), Commodity (Laptop 43171801), and Regions (AUT STIHL Austria).

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6. Select Lots/Line Items

- 1 In the Select Lots/Line Items section of the checklist, the invited supplier can
 - 2 review the bid content
- and
- 3 open the content by clicking on Select Lots.

The screenshot displays the SAP ARIBA Sourcing interface for an event titled "Doc1496017632 - RFP Laptops and Keyboards". The interface includes a left-hand navigation menu with a "Checklist" section containing three items: "1. Review Event Details", "2. Select Lots/Line Items" (highlighted with a red circle 1), and "3. Submit Response". The main content area shows a "Time remaining" of 10 days 05:33:19 and three buttons: "Download Content", "Select Lots" (highlighted with a red circle 3), and "Print Event Information". Below the buttons is the "All Content" section, which contains a table with columns for "Name", "Price", "Quantity", "Extended Price", and "Total Cost". The table has one row under the "1 Introduction" section, with a sub-row "1.1 Dear Sir or Madam," containing bid content (highlighted with a red circle 2). The content includes a request for a quotation and a link to terms and conditions.

Name	Price	Quantity	Extended Price	Total Cost
1 Introduction				
1.1 Dear Sir or Madam,				

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6. Select Lots/Line Items

- 4 All position, the supplier intends to bid on must be selected.
- 5 A reason for not bidding needs to be provided for each not selected position.
- 6 Confirm Selected Lots/Line Items

Select Lots Doc1496017632 - RFP Laptops and Keyboards Cancel

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit [More](#)

Select Lots/Line Items Select Using Excel

Checklist

1. Review Event Details
2. Select Lots/Line Items
3. Submit Response

Lots Available for Bidding

<input type="checkbox"/>	Name	Reason for not bidding
<input type="checkbox"/>	4 Laptop	(no value) 5
<input type="checkbox"/>	5 Keyboard	(no value)

6 Confirm Selected Lots/Line Items Cancel

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7. Submit Response via User Interface

- 1 In the Submit Response section of the checklist, the invited supplier must
 - 2 answer all the sourcing event questions
- and
- 3 click Submit Entire Response.

Console Doc1496017632 - RFP Laptops and Keyboards

Event Messages
Response History
Response Team

▼ Checklist

1. Review Event Details
2. Select Lots/Line Items
3. Submit Response

▼ Event Contents

All Content

- 1 Introduction
- 2 Commercial Conditions
- 3 Price and Payment

All Content

Name	Price	Quantity
▶ 1 Introduction		
▼ 2 Commercial Conditions		
2.1 Which incoterms apply?	EXW - Ex Works	
2.2 Incoterms Location	Vienna, AT	
2.3 Payment Terms	1001-14 days 1%, 30 days net	
3 Price and Payment		
4 Laptop	More... <input type="checkbox"/> * €1,200.00 EUR	100 Each
5 Keyboard	More... <input type="checkbox"/> * €56.00 EUR	100 Each

(*) indicates a required field

3 **Submit Entire Response**
Update Totals
Save draft
Import cost groups
Compose Message
Excel Import

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8. Submit Response via Excel Export/Import

In the Submit Response section of the checklist, the invited supplier can download the sourcing event content to an Excel file.

1 In the Event Content section, click Excel Import.

Console Doc1496017632 - RFP Laptops and Keyboards

Event Messages
Response History
Response Team

Checklist
Event Contents

All Content

Name 1	Price	Quantity
1 Introduction		
2 Price and Payment		
4 Laptop	More... <input type="checkbox"/> * <input type="text"/> EUR	100 Each
5 Keyboard	More... <input type="checkbox"/> * <input type="text"/> EUR	100 Each

Submit Entire Response Update Totals Save draft Import cost groups Compose Message Excel Import

1

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8. Submit Response via Excel Export/Import

2 In the Event Content section, click Download Content.

Import Response from Excel

[Done](#)

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".

2

[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 delete any values you may have entered in your saved response.

[Upload](#)

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8. Submit Response via Excel Export/Import

3 Complete all required fields (highlighted in yellow)

and

4 optional fields as needed
-> Save the Excel file.

	A	B	C	D	E	F	G	H
	Number	Name	Description	Currency	Unit of Measure	* Price	Quantity	Additional Cost
1	4	Laptop	4	EUR	Each	1200 3	100	4
2	5	Keyboard	4	EUR	Each	55 3	100	4
3								
4								

Submit Response Instructions | 1 Introduction | 2 Commercial Conditions | **Other Content** (+)

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8. Submit Response via Excel Export/Import

- 5 Click Submit Entire Response to send the bid to STIHL.

Console Doc1496017632 - RFP Laptops and Keyboards

Event Messages
Response History

3. Submit Response

▼ Event Contents

All Content

4 Laptop ✓ More... + €1,200.00 EUR

5 Keyboard ✓ More... + * €55.00 EUR

(*) indicates a required field

5 **Submit Entire Response** Update Totals Save draft Import cost groups Compose Message

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9. Revise Response

- 1 A sourcing event can be revised as long as the event status is set to Open.

Home

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Events

Title	ID	End Time ↓	Event Type	Participated
▼ Status: Open (1) 1				
RFP Laptops and Keyboards	Doc1496017632		RFP	Yes

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10. Support

For technical questions:

Please contact the purchasing department by e-mail.
The messaging board in the Sourcing Event should not be used.

System Related:

➤ Ariba Support Team

Link: [How do I use the Help Center and other support options? \(ariba.com\)](#)



STIHL

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