Responding to Sourcing Events
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Click on the “Click Here” button in the email received from us inviting you to participate in the event.
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Enter your credentials and click “Login”.

[Image of the SAP Ariba login page]

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Click on the event which is under status ‘Open’
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Click on “Review Prerequisites” to accept the terms and conditions of the event.
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Accept the terms and conditions and click on “OK” after reviewing the prerequisites.
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Select the lots for which you would like to submit your proposal.

Click on “Confirm Selected Lots”.

![Image of the SAP Ariba interface showing how to select lots and confirm selection.]
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Complete the mandatory fields marked with an “*” for the confirmed lots and add attachments where required.
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Once all questions have been answered, click “Submit Entire Response”. Note the time remaining for you to submit your response. You can submit as many times as you would like. Your customer will only see your last response. You can also compose a message back to your customer if you have any questions related to the sourcing event by clicking ‘Compose Message’. If you are not ready to submit your response, you can save it by clicking ‘Save’.
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Submit your response.
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If you would like to change your response before the event ends, go to supplier.ariba.com and choose “Proposals and Questionnaires”.

![Supplier Login Screen](image-url)
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Open the sourcing event and click “Revise Response” and edit your response.
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Resubmit your response and click “OK”.
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You will receive an email if you are awarded after the closing of the event.

![Email example showing award notification for a sourcing event.](image)
Customer Support

Customer Support → Sign up for Additional Training → Additional Resources
Supplier guide for SAP Ariba

Customer Support

Supplier Support Post Go-Live

Global Customer Support

Use the Help Center directly from your Ariba Network Account (on the top right on the supplier account). Depending on the issue, make sure you are either logged into the Sourcing (Proposals and Questionnaires) or the Ariba Network module.
Sign Up for Additional Training from Ariba Support

Sourcing Webinars
Suppliers can participate in additional training provided by Ariba Customer Support including a wide range of topics from Source to Settle:
Additional Resources

Useful Links

• Ariba Network Hot Issues and FAQs - https://connect.ariba.com/anfaq.htm
• Ariba Cloud Statistics – http://trust.ariba.com
  Detailed information and latest notifications about product issues and planned downtime
  - if any - during a given day
• Ariba Discovery - http://www.ariba.com/solutions/discovery-for-suppliers.cfm
• Ariba Network Notifications - http://netstat.ariba.com
  Information about downtime, new releases and new features
Help and support

In case of questions, please contact ariba.support@siemensgamesa.com.