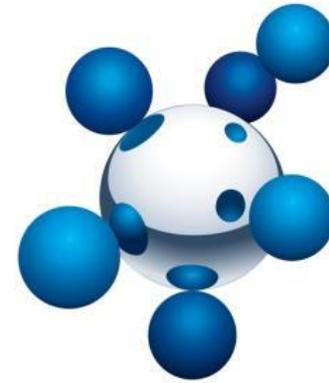


# SAP Ariba Sourcing Supplier Guide

Participating in Sourcing Events

Version 1.0

19 September 2018



**SASOL**

“

The SAP Ariba Sourcing solution is one of the applications in the Ariba Commerce Cloud. It is a comprehensive web-based tool that allows Sasol to create and manage online bid events. It allows Sasol to communicate with its Suppliers on-line and to speed up the sourcing process. To participate in a sourcing event, a supplier must be registered and approved by Sasol on the Ariba Network. ”

**The purpose of this guide is to assist suppliers with the participation in sourcing events.**

## Participating in sourcing events



- Use the [CLICK HERE](#) link in the email notification to access the sourcing event.
- While buyers/ contract specialists might customise the email content you receive, all email invitations have a link to access the event.
- Depending on your earlier experience with Ariba solutions, do one of the following to access the event after you click the link:
  - If you are new user, click Sign up on the welcome page. You continue to register an Ariba account to link with your buyer/ contract specialist and participate in the event.
  - If you have used Ariba before and have already accessed an event for the Sasol-specific account with your current log in ID, click the Log in link to continue. Log in with your Ariba username and password to participate in the event.
  - If you already have an existing Ariba Network, Ariba Discovery, or Ariba Sourcing supplier account, but you have not accessed any events, use the Log in link. After clicking the link, log in with your existing account to move your information to Sasol's site.

Once you have logged in, you will be able to view the sourcing event, complete the required information and submit the event via the Ariba Network.

# Participating in sourcing events



## ► Why can't I find an event?

The following questions provide insight into the most common reasons why you cannot find your event:

- Did you receive an event invitation?
  - A buyer/ contract specialist must invite you to an event to view it and participate. Access the Proposals tab from the square box that is located to the left of Account Settings to see all your event invitations.
  - Suppliers are invited to events by selecting each supplier, so there is a chance that only one person from the company received an invitation. Only those who are invited to the RFI/RFP have access to the event.
  - If you would like to request an invitation for yourself or additional people from your organisation, contact the project owner.
- Did you log in to the correct account?
  - You might have more than one Ariba account. You must log in with the username that was invited to the event to access the bid. If you have multiple accounts, make sure you are logged into the account which was invited.
- Did you complete the Supplier Profile Questionnaire (SPQ)?
  - Sasol requires that you to fill out specific information before you can see any bids.
  - If you log in to your account and receive the following message, you must complete the [Customer Requested Profile](#).
  - Click Go to Company Profile and complete the required fields. After you provide the requested information, you can begin participating in events.

# Participating in sourcing events



## ► Why can't I find an event?...continued

- Are you locked out of the event?
  - If you are locked out of the event, you will not have access to the bid. Check your email to see if you were notified of being locked out of the event.
- Are you directed to a blank page when you click on an event within your account?
  - Security features on your computer might cause a blank page when accessing an event. Use the following steps to resolve this issue:
    - Check the URL on the blank or black page.
    - If the URL starts with HTTP, change this to HTTPS.
    - Navigate to the new page.
    - Accept any security warnings that appear in your browser.

# Participating in sourcing events



## ► Why can't I access my event through the invitation?

- The "Already have an account? Log in" link to access event in the event invitation only works for accessing the event for the first time.
- To access the event going forward, please follow these steps:
  - In your address bar, enter "supplier.ariba.com."
  - Log in with your existing user name and password.
  - Once logged in, click the Proposals tab.
  - This page has the event content available for access.