



ARIBA System User Manual

Source to Contract Team

ARIBA System User Manual

Part 2: Sourcing Event Access

Sourcing Event Access

After you log in your username and password on the first page of Ariba – you will see the interface as shown below. Make sure you are in the Ariba FrieslandCampina interface.

You can see the projects you have been invited to attend. These projects are distinguished by statuses like (Open/Pending selection/Completed). Attention! In case you cannot see the list of events, please click on the 'Menu Table Options' next to **'Company Settings'** and select **'Proposals'**.

The screenshot displays the SAP Ariba FrieslandCampina interface. At the top, the header includes the SAP logo, 'Ariba Proposals and Questionnaires', 'Standard Account', and a 'TEST MODE' button. On the left, a sidebar shows 'FRIESLANDCAMPINA - TEST' with a message 'There are no matched postings.' The main content area features a welcome message and the FrieslandCampina logo. A 'Company Settings' dropdown menu is open, showing options: 'Go To My', 'LEADS', 'PROPOSALS' (highlighted with a red circle and an arrow from a menu icon on the right), and 'CONTRACTS'. Below the menu, a 'Home' tab is visible. The 'Events' section contains a table with the following data:

Title	ID	End Time ↓	Event Type	Participated
▼ Status: Open (1)				
RFP 2024 Label Gov Expenses and Condensers	Doc1875346678	2/29/2024 4:00 PM	RFP	Yes

The event title 'RFP 2024 Label Gov Expenses and Condensers' is highlighted with a red box.

To be able to enter a project/contract Ariba Event – click in **the name of the event**

Sourcing Event Access

As soon as you enter the event, you can see:

1. Name of the Event
2. Time remaining – Time left until the deadline;
3. Event details;
4. Event navigation Checklist – include the supplier's key steps to refer to and submit the final response in the Event;

Review Prerequisites

- This option appears and must be clicked when the Event contains the necessary conditions before continuing with the RFI/RFP. Click this option to start the process;

Print Event Information

- Use this option to print event details and reference

Decline to Respond

- Click this option if you do not want to participate in the Event

The screenshot shows the 'Event Details' page for 'Doc1338720169 - RFC-2023-Capex projects for FCH- Specific an...'. The interface includes a top navigation bar with a back button and a 'Desktop File Sync' link. A left sidebar contains 'Event Messages', 'Download Tutorials', and a 'Checklist' section. The main content area features a yellow warning box about prerequisites, three action buttons ('Review Prerequisites', 'Decline to Respond', 'Print Event Information'), and an 'Event Overview and Timing Rules' section. At the bottom, there is a footer with user information and copyright details.

Annotations on the screenshot:

- 1**: Points to the event title 'Doc1338720169 - RFC-2023-Capex projects for FCH- Specific an...'.
- 2**: Points to the 'Time remaining 06:18:00' clock icon.
- 3**: Points to the 'Event Details' tab in the top navigation bar.
- 4**: Points to the 'Checklist' section in the left sidebar.

Event Overview and Timing Rules:

Owner:	Phuong Le (Mr.)	Currency:	Vietnamese Dong
Event Type:	RFP	Commodity:	CX-CAPEX CX
Publish time:	2/16/2023 5:52 PM	Regions:	VN Vietnam
Due date:	3/8/2023 5:52 PM		

Footer: Dinh Luan (dinhluan1982@gmail.com) last visited 7 Mar 2023 8:33:58 PM CTY TNHH NHIEU DIEN TOH H VA T AN11171375083 © 1996–2019 Ariba, Inc. All rights reserved. SAP Business Network Privacy Statement Security Disclosure Terms of Use

Sourcing Event Access

When finished, click on the item

Review Prerequisites

1. The window below the picture will appear, Suppliers please review the terms and conditions from RFC, in case of agreement, please click on ☒ I accept the terms of this agreement.

2. Then choose to continue

3. procure that each person to whom such disclosure is made shall adhere to the terms of this statement as if he or she were party thereto.

4. make no use of any such information or knowledge gained from meetings, documents or other, except for the Tender, for a period of five years after receipt of the Confidential Information.

5. return forthwith to FrieslandCampina, on its request, all papers and documents of whatever kind which are provided to us (including copies thereof).

Bidder shall have no obligations hereunder in respect of any information or knowledge which:

- i. is or becomes public knowledge other than through unlawful disclosure,
- ii. is lawfully obtained from third parties or is independently acquired by Bidder without reference whatsoever to the Confidential Information received from FrieslandCampina, or
- iii. is known to Bidder prior to the date of this statement.

AND FURTHERMORE ACKNOWLEDGES THAT:

6. FrieslandCampina's disclosure of Confidential Information shall not create or be construed to create an obligation of FrieslandCampina to enter into any further agreement.

7. FrieslandCampina does not represent and may not be held accountable for the accuracy or completeness of data contained in this Tender. Any figures that may be stated in the Tender are for indication purposes only. No rights can be derived from the information in these documents.

8. FrieslandCampina shall not be bound to accept the lowest or any quote. FrieslandCampina has the right to stop, temporarily or permanently, the tendering procedure or the contract award at any time at its sole discretion. Information must be submitted in English, unless explicitly mentioned otherwise in the tender documentation.

9. Bidder shall not have any right to compensation by FrieslandCampina for any costs incurred by Bidder for the preparation or submission of information or for procuring services or supplies in connection with the submission of information in this Tender.

10. Bidder's response to this Tender shall be an irrevocable offer to contract, and implies accepting all conditions of this Tender (unless Bidder has explicitly made a reservation in this respect). FrieslandCampina reserves the right to (a) negotiate changes to any quotation, (b) reject any quotation, and/or (c) to negotiate with a party other than Bidder.

This statement shall be governed by and construed in accordance with the laws of The Netherlands. Any disputes arising from or in connection with this statement shall be exclusively and finally settled by the relevant courts in Utrecht, The Netherlands."

☒ I accept the terms of this agreement.

☐ I do not accept the terms of this agreement.

Dinh Luan (dnhluan1962n@gmail.com) last visited 7 Mar 2023 8:33:58 PM CTY TNHH NHET DIEN TĐH H VA T AN11171375083

Then select

and

[Download Content](#)

<https://s1-eu.ariba.com/Sourcing/Main/aw?awh=r&awssk=tf1e9Y6T&realm=rfc&...>



Sourcing Event Access

1. Next, please tick the box  Title
To select all content to download.

2. Then select item to download files

Download Attachments

3. Continue to select "Done"

Done

4. You can refer to the information of the bidding package through the downloaded .zip file



After receiving a request about Products / services as well as bid format (if any), you will move to the next slide to proceed to submit a quote for the event.

Download Attachments 3 Done

Choose items for which you need to download the attachments. The amount of time it takes to download is proportional to the total number and total size of the attachments.

Selected Attachments Summary 2 Download Attachments

Total Size (MB): 1.08
Max Size (MB): 0.3
Total Number: 6
Selected Items: 11

Selected Items 1

☒	Title
☒	Totals
☒	1 Introduction
☒	2 Event Information
☒	3 RFP Package
☒	3.2 Requirement
☒	4 CATEGORY SPECIFIC
☒	5 Questionnaire

4 Doc1338676092.zip FrieslandCampina...html Show all