Participate in events as a team with your colleagues

TOPICS OVERVIEW

3. Participate in events as a team with your colleagues

3.1 Collaborate using Excel

3.2 Collaborate using Ariba’s team functionality

3.2.1 Participate as a response team

3.2.2 Add users to your account to participate as a response team

3.1 Collaborate using Excel

3.1 Collaborate using Excel

ANSWERING RFx EVENTS USING EXCEL OR SEVERAL SUPPLIER USERS

Options summary

There are two ways how multiple users can work in one event:

ANSWERING QUESTIONS USING EXCEL	USING SEVERAL SUPPLIER USERS
• You can export questions directly to the Excel from the event in Ariba format (click **Download Event Content** under **Review Event Details**) and distribute this document to colleagues for collaboration. • Invited user can import the response document back into the event and submit it when completed.	• Project Buyer from tesa side can create several contact persons & invite them all to the event as one response team • You can create new users in your account and share access to tesa events to these users.

NOTE: Multiple people cannot log in with the same username at one time. That causes an error that rejects all users from the system.

ANSWERING QUESTIONS USING EXCEL

3.1 Collaborate using Excel

ANSWERING QUESTIONS USING EXCEL

Intend to Participate

Intend to Participate | Response from Excel

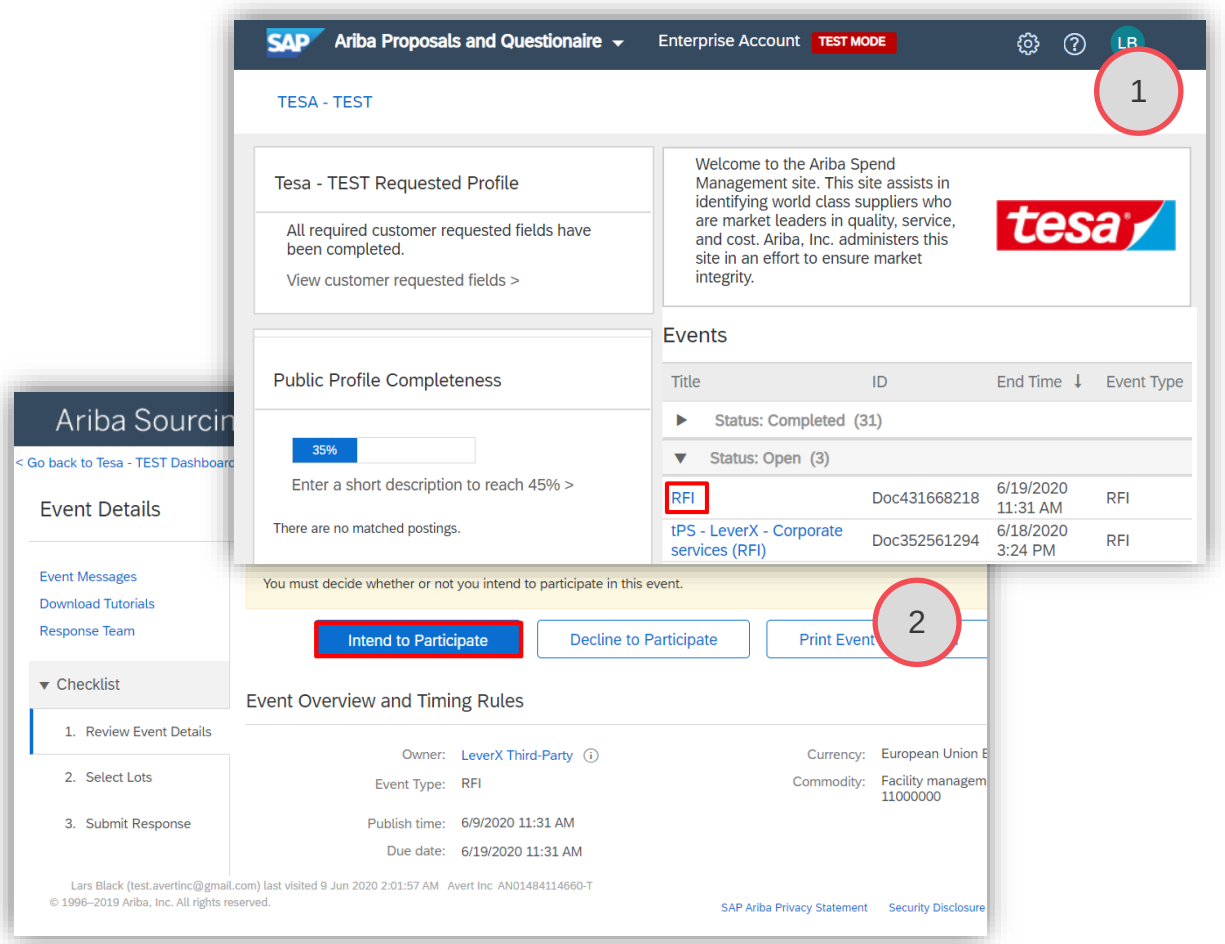
New documents waiting for your response are stored at Events tile with Status **Open**.

Open the RFI to answer the questions

1. Click on the **name of the event** RFI.

The event details opened. There is a checklist what should be done.

2. To start to work on the project click **Intend to Participate.**



3.1 Collaborate using Excel

ANSWERING QUESTIONS USING EXCEL

Download Excel

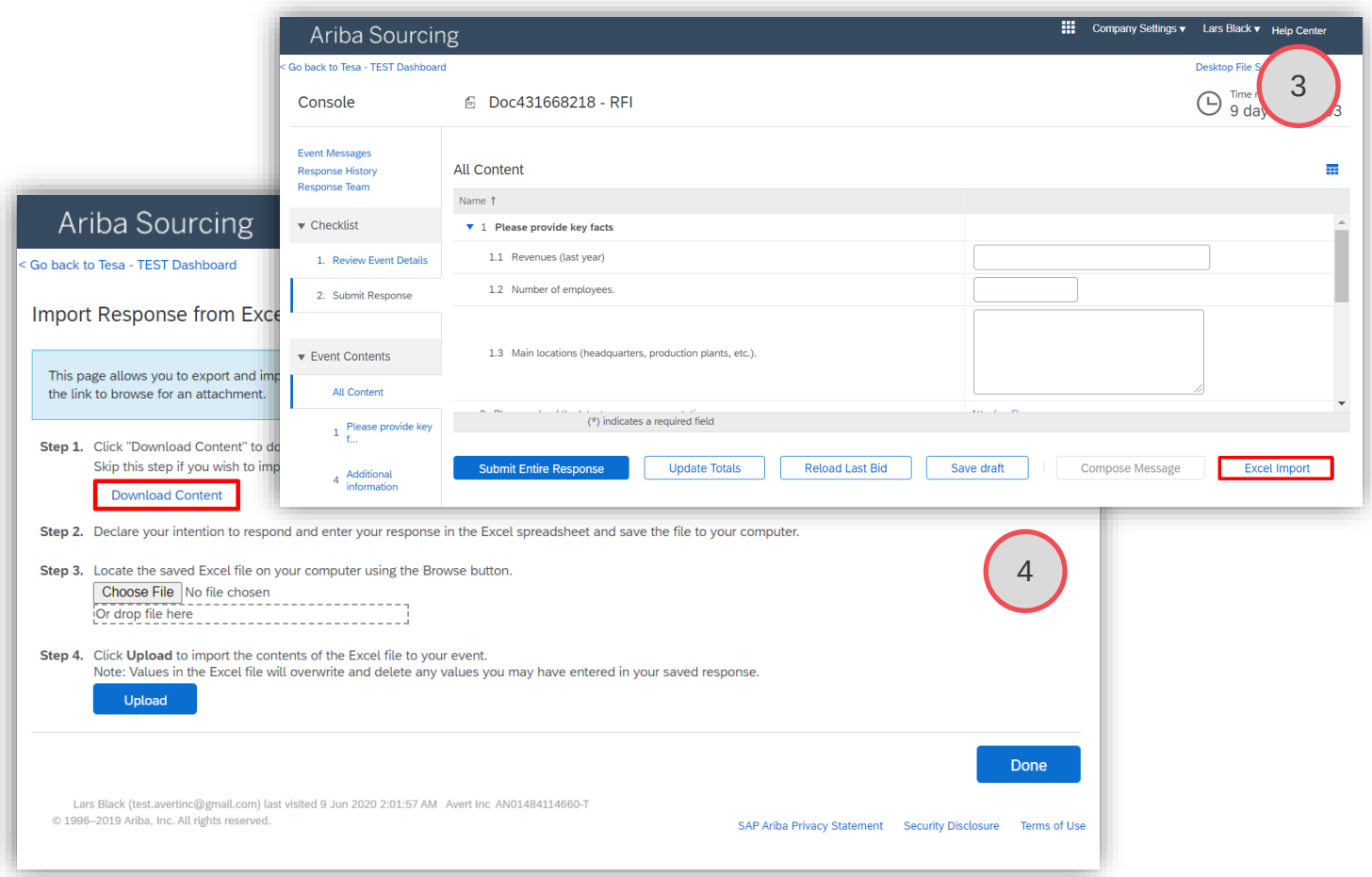
Intend to Participate | Response from Excel

After the Lots are chosen the survey provided by the Buyer can be answered:

3. Click **Excel Import.**

On the page Import response from Excel

4. Click **Download content** to get excel document with questions**.**



3.1 Collaborate using Excel

ANSWERING QUESTIONS USING EXCEL

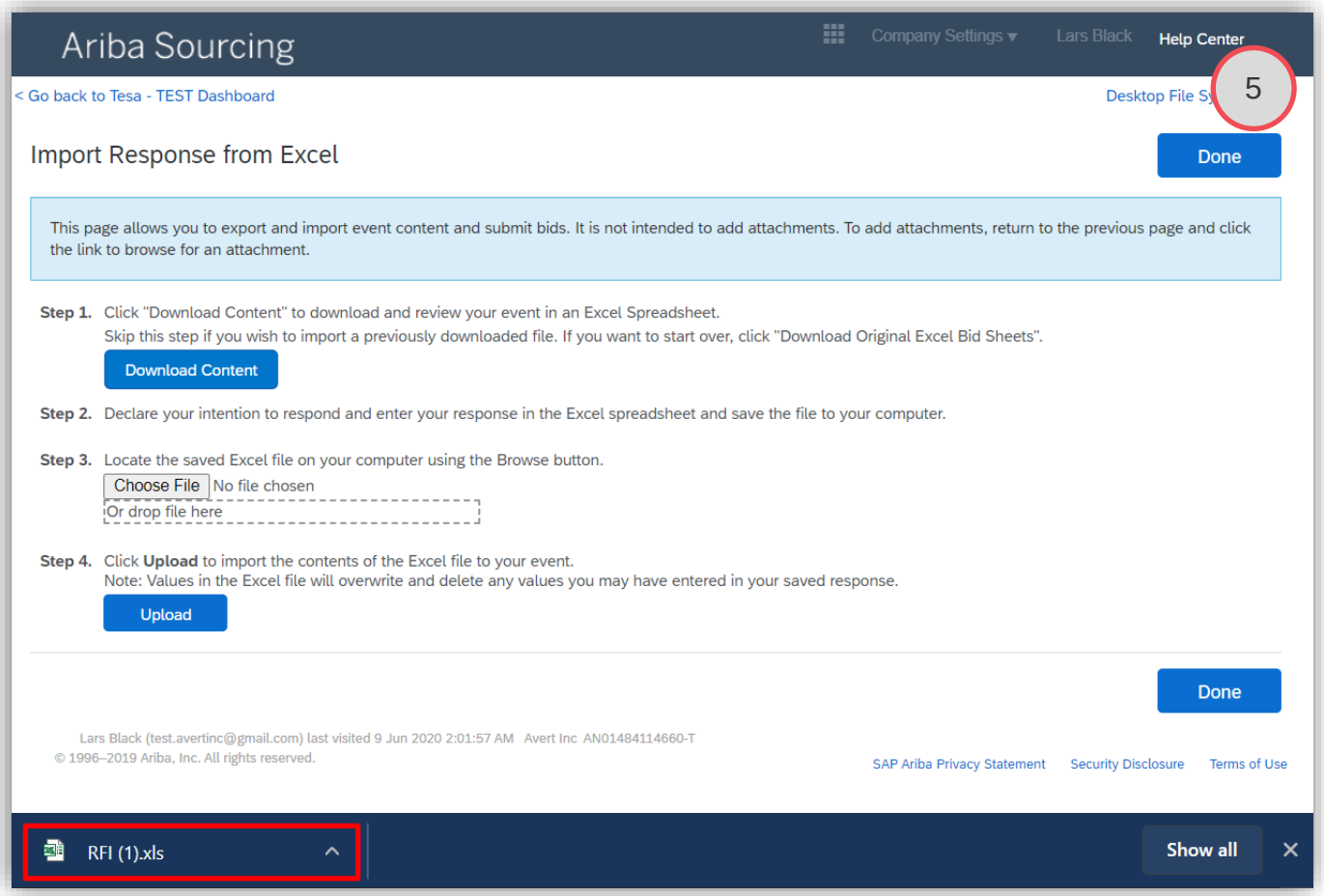
Download Excel

Intend to Participate | Response from Excel

Open the downloaded document by

5. Click on the **name of the document.**

Note: this step might vary depending from browser.



3.1 Collaborate using Excel

ANSWERING QUESTIONS USING EXCEL

Response from Excel

Intend to Participate | Response from Excel

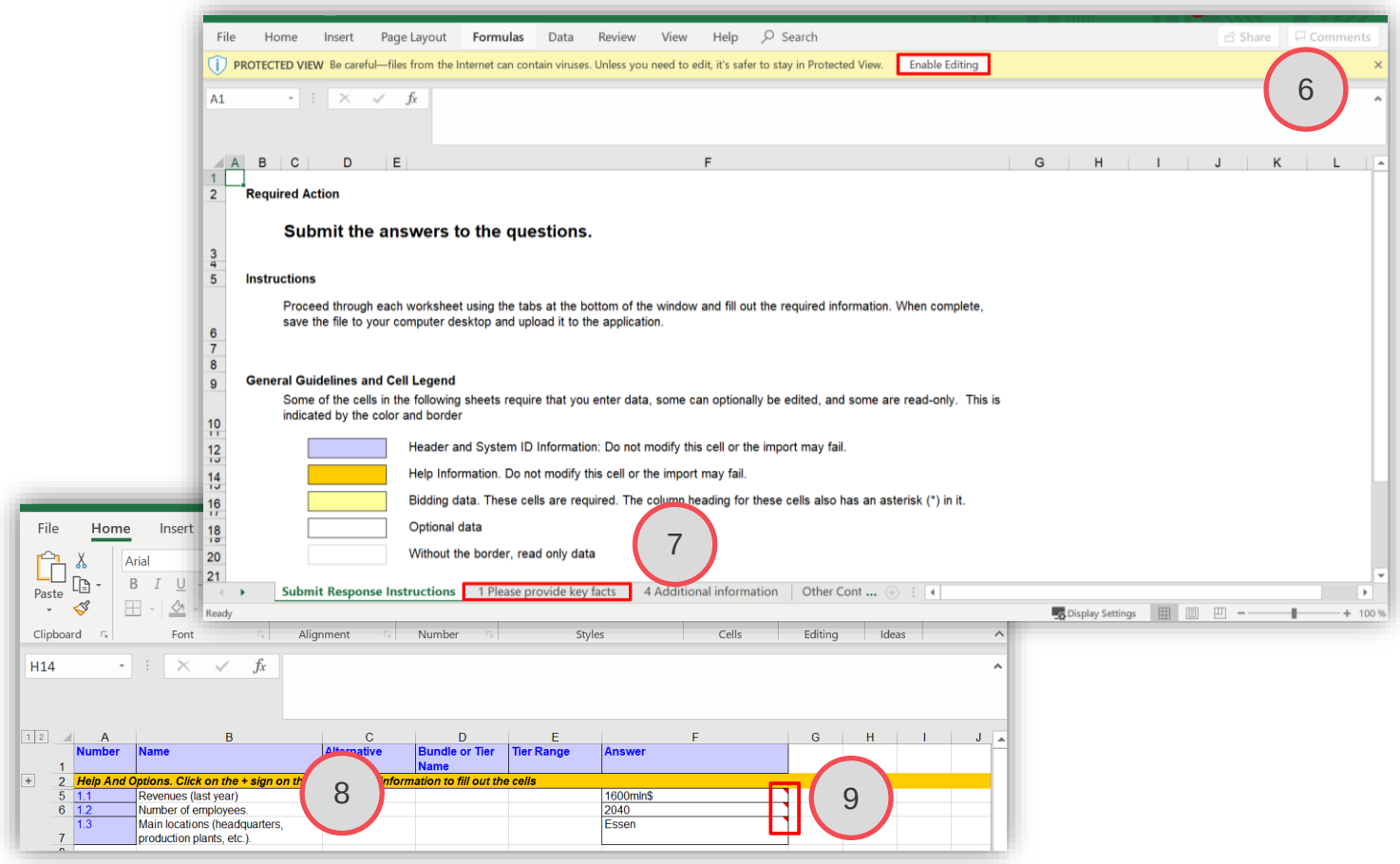
Here you can collect answers for the questions.

6. Click **enable to edit.**

7. The survey sections provided on the pages of the excel. Open the 1st page.

8. Answer to the questions.

9. In comments for the cells you can find info about data type asked for the cell.



3.1 Collaborate using Excel

ANSWERING QUESTIONS USING EXCEL

Response from Excel

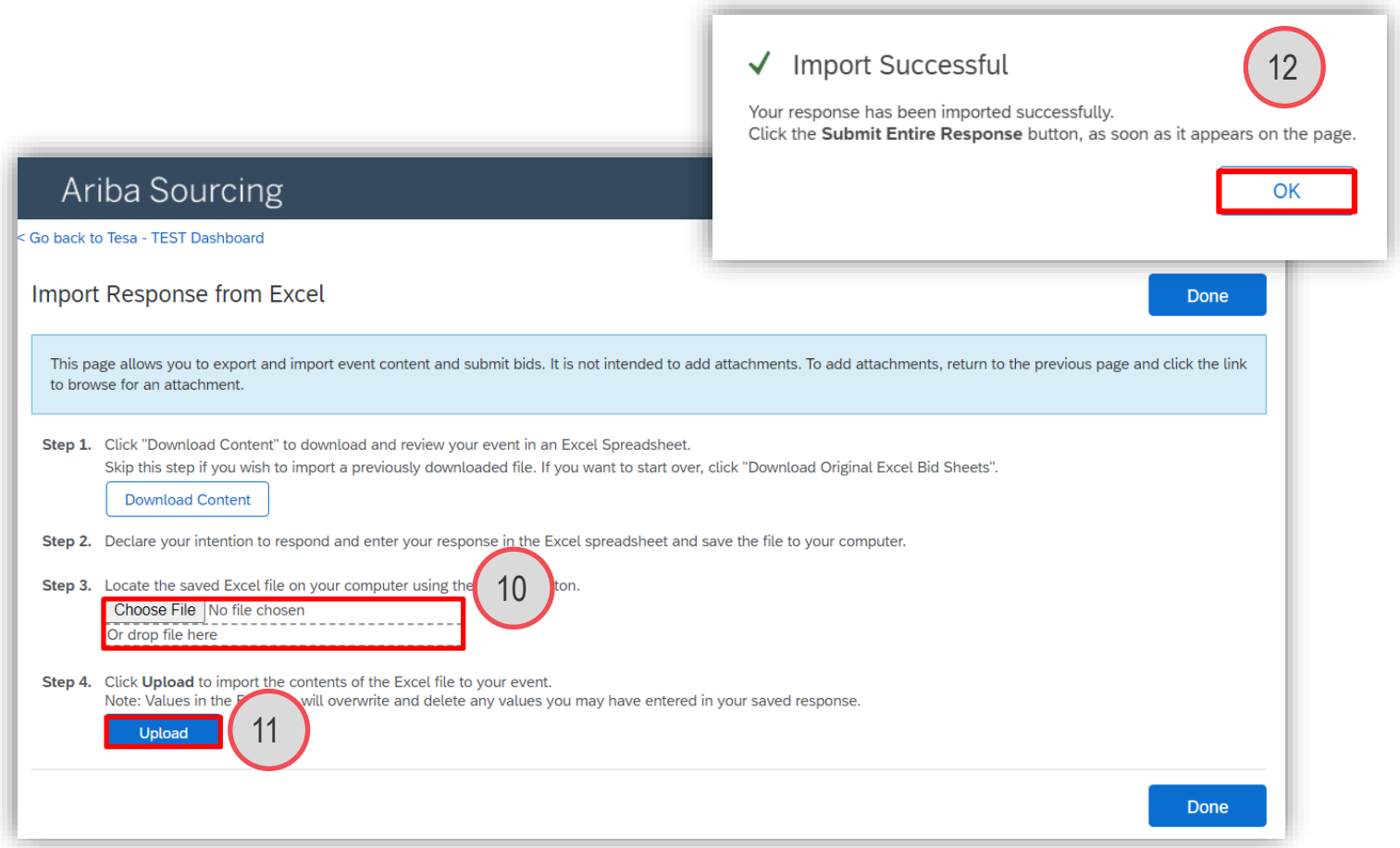
Intend to Participate | Response from Excel

Go back to the page of Import Response from Excel. You can upload the file you changed by

10. Click **Choose File** or **drop file** to the appropriate field.

11. Click **Upload.**

12. Click **Ok**



3.1 Collaborate using Excel

ANSWERING QUESTIONS USING EXCEL

Response from Excel

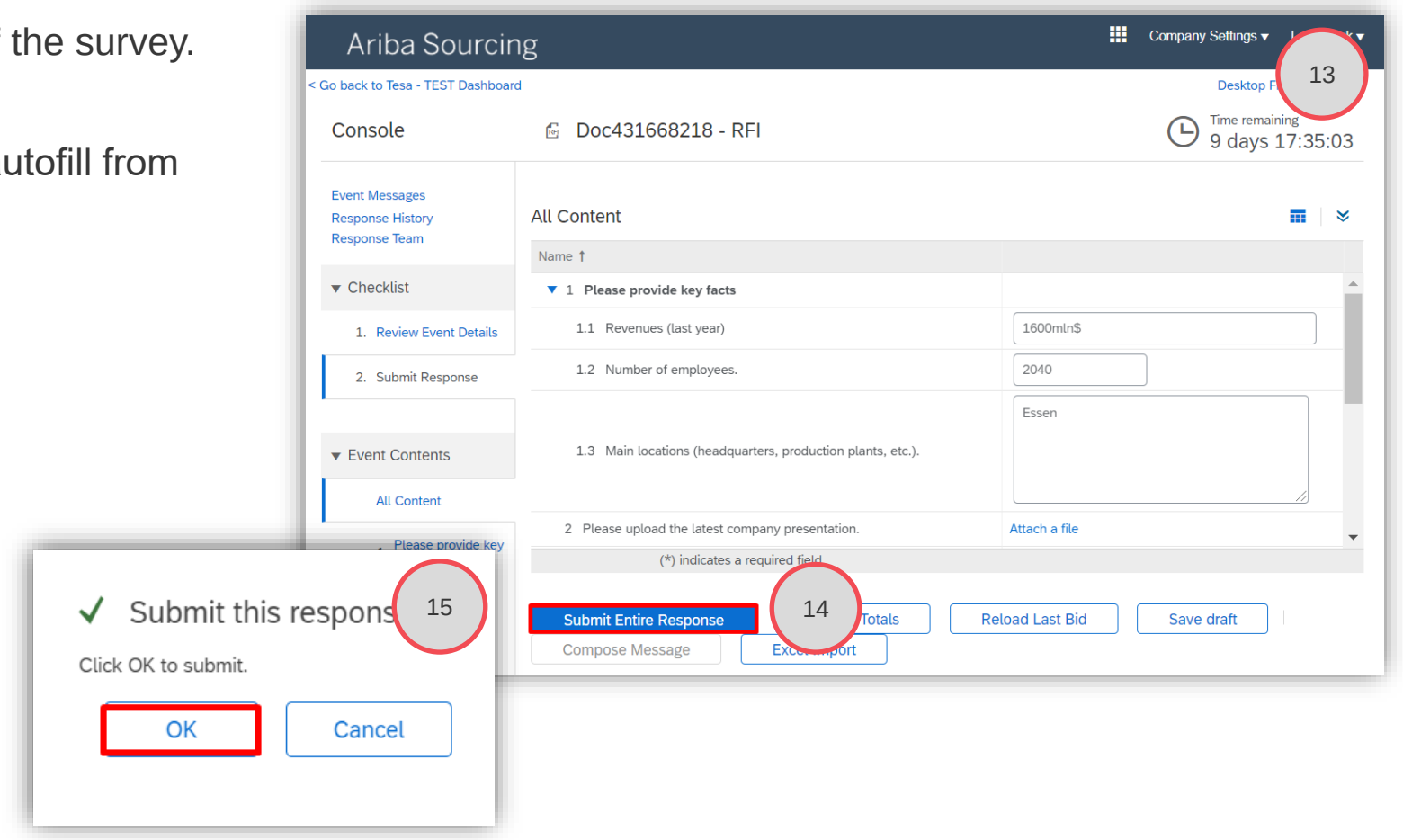
Intend to Participate | Response from Excel

The answers from excel get into answer fields of the survey.

14. Fill in line item price cause this info doesn't autofill from excel.

15. Click **Submit entire response.**

16. Click **OK.**



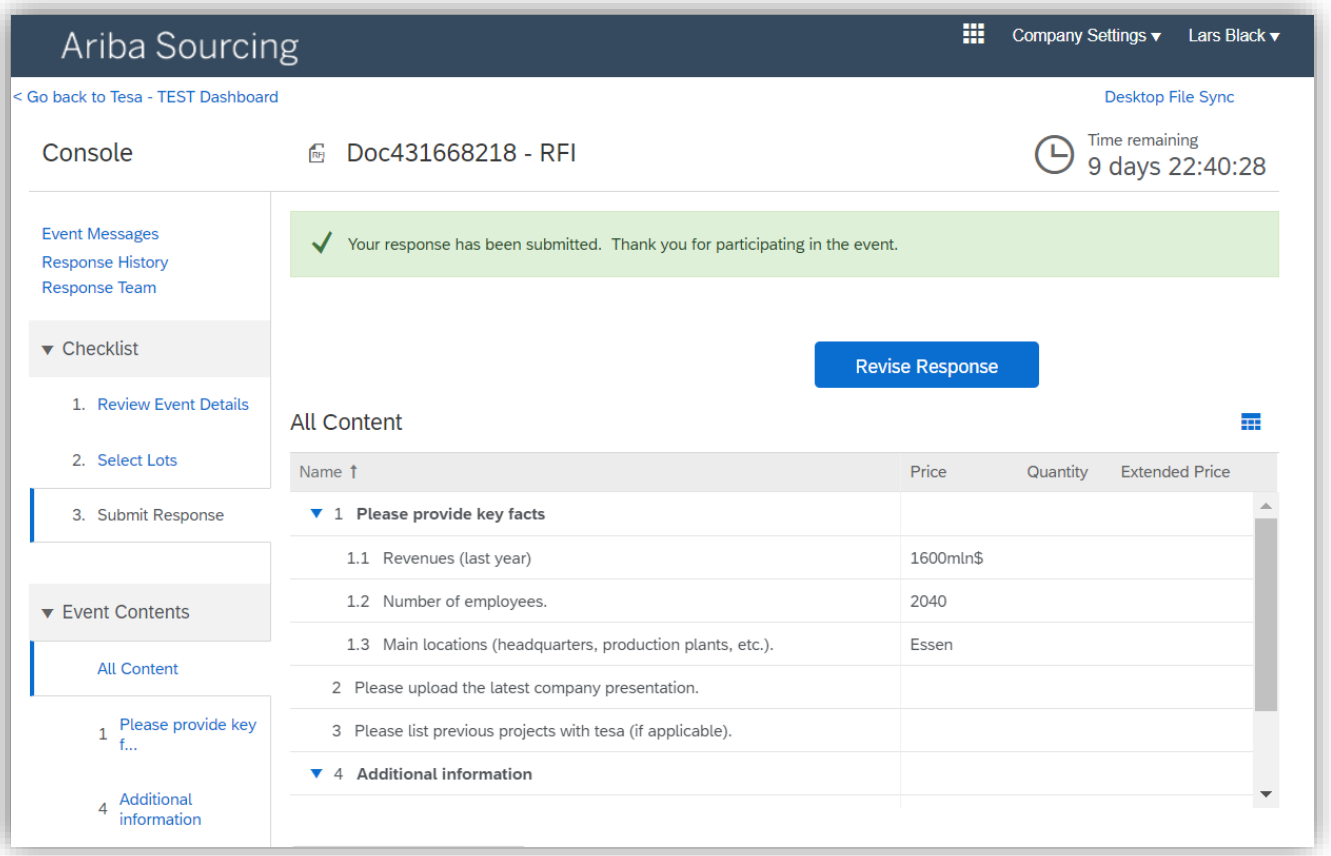
3.1 Collaborate using Excel

ANSWERING QUESTIONS USING EXCEL

Response from Excel

Intend to Participate → Response from Excel

Response was successfully submitted.



3.2 Collaborate using Ariba's team functionality

3.2.1 Participate as a response team

3.2.2 Add users to your account to participate as a response team

3.2 Collaborate using Ariba's team functionality

3.2.1 Participate as a response team

ANSWERING RFx EVENTS USING EXCEL OR SEVERAL SUPPLIER USERS

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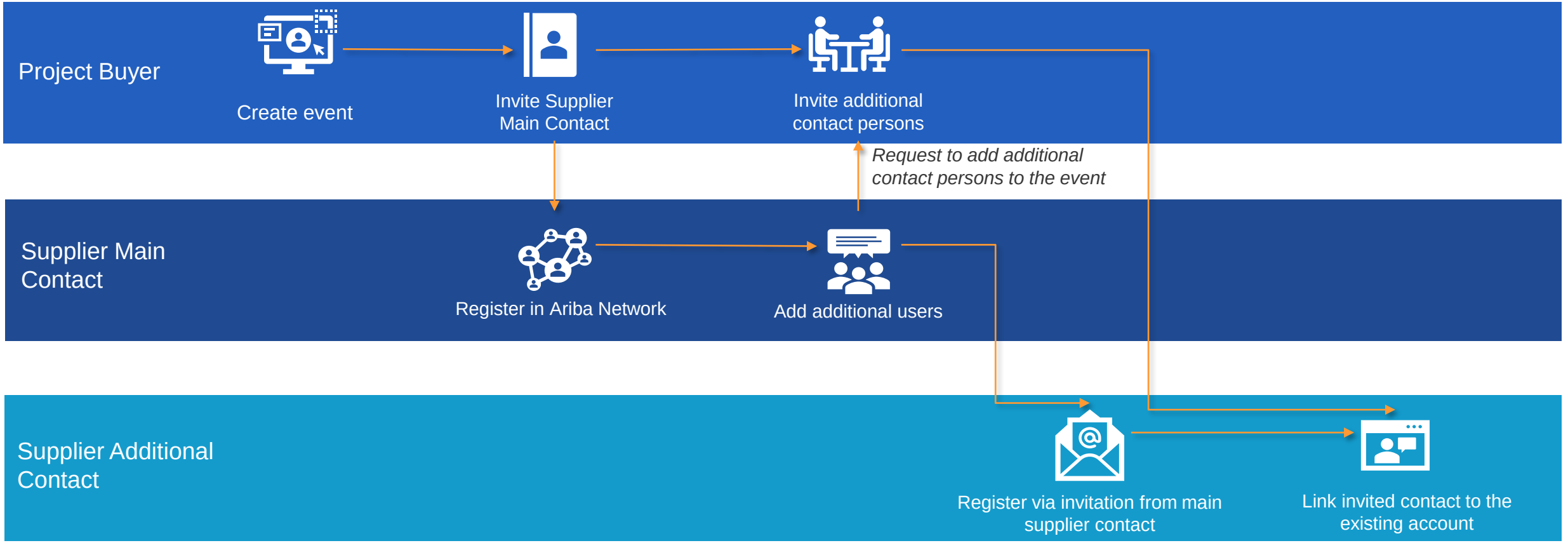
3.2.1 Participate as a response team

3.2 Collaborate using Ariba's team functionality

3.2.1 Participate as a response team

HOW TO ADD ADDITIONAL SUPPLIER USERS TO THE EVENT

Process flow



NOTE:

The invitation of additional contact persons via tesa project buyer is required only one time. After contact person and AN account are linked supplier contacts can invite each other to the events without involving of tesa project buyer.

3.2 Collaborate using Ariba's team functionality

3.2.1 Participate as a response team

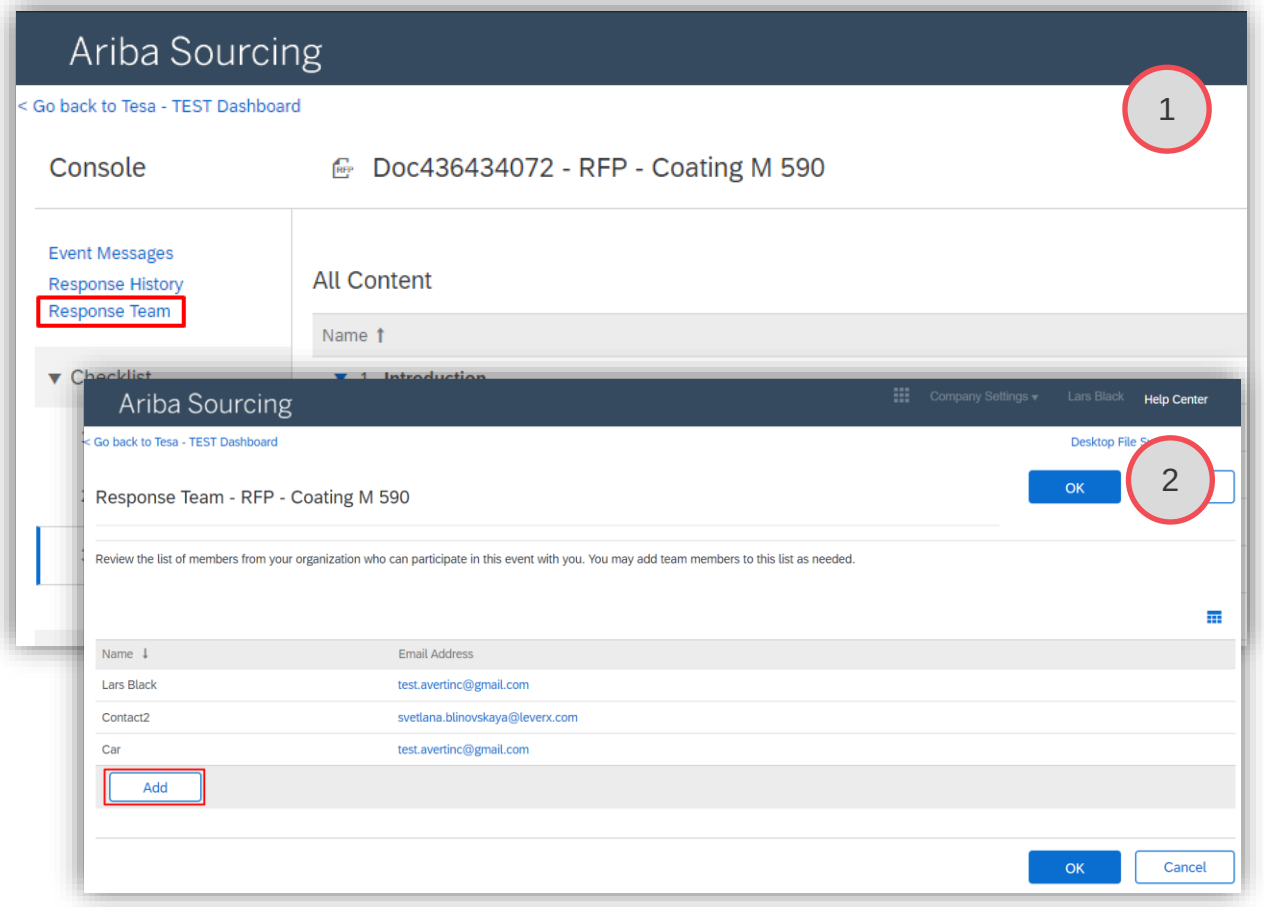
USE SEVERAL CONTACT PERSONS AS RESPONSE TEAM

How to view and add response team members

View response team | Add response team members

You can add additional users to the response team.

1. To view the people from your organization that have been grouped as a response team, click **Response Team** on the **Review Event Details** page.
2. The **Response Team** page displays the people from your organization who can participate in the event with you. To add additional members from your organization to the response team, click **Add.**



NOTE:

- You can add only users which exists on tesa site. If you see an empty list when adding users (next slide) - you need to check if users are created in your supplier account and if the same users were created in tesa site and linked to you're an users.

3.2 Collaborate using Ariba's team functionality

3.2.1 Participate as a response team

USE SEVERAL CONTACT PERSONS AS RESPONSE TEAM

How to view and add response team members

View response team | Add response team members

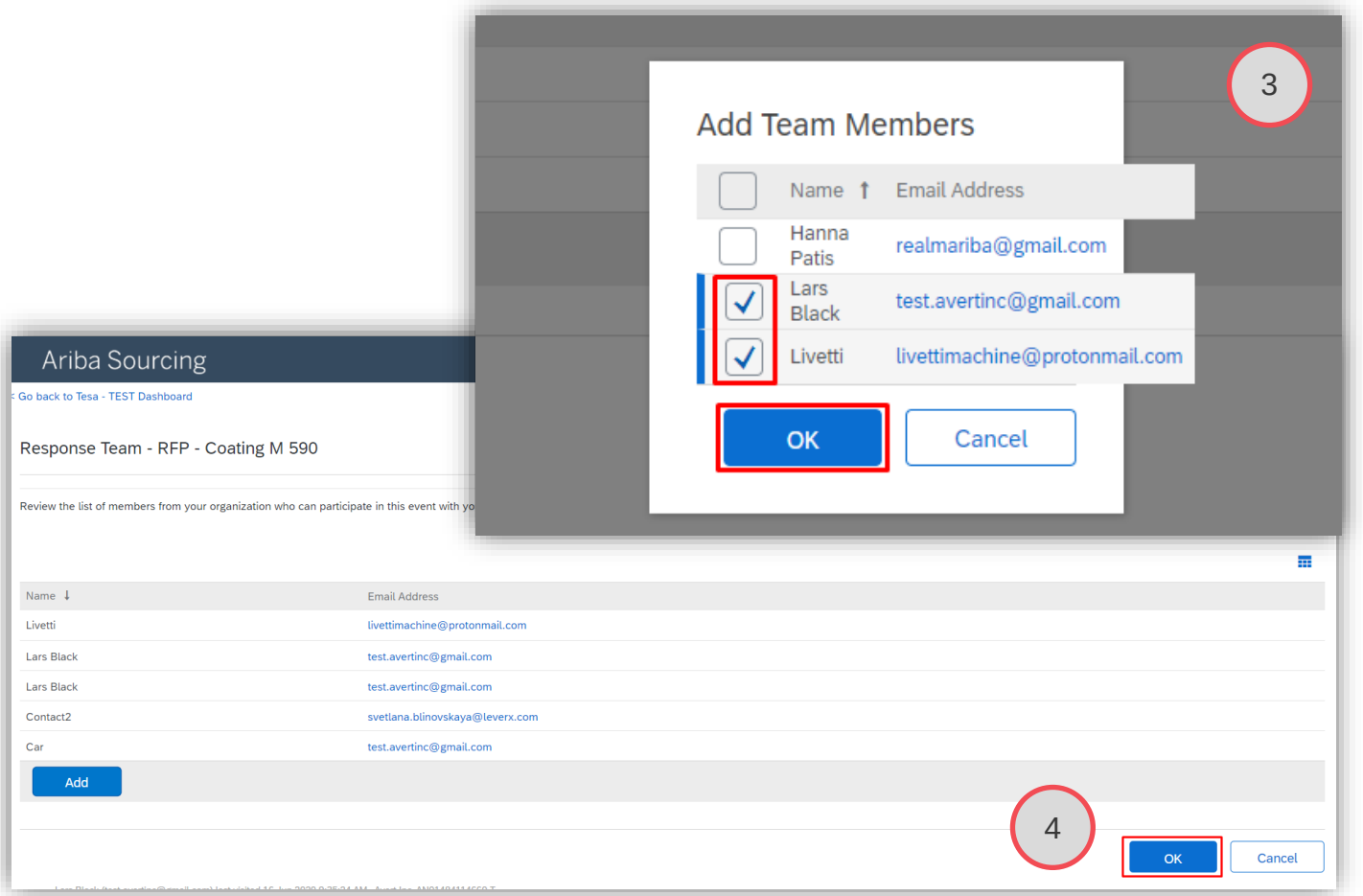
3. Select the team members you want to add and click **OK**.

4. On the **Response Team** page, click **OK**.

NOTE: Supplier can add users to the Response Team by himself, but only users who exist in tesa site.

Limitations for working in response teams:

- SAP Ariba Sourcing does not allow more than one response team member to submit a response at the same time. However, response team members can access events, view messages, and view the **Response History** page at the same time.



3.2 Collaborate using Ariba's team functionality

3.2.1 Participate as a response team

USE SEVERAL CONTACT PERSONS AS RESPONSE TEAM

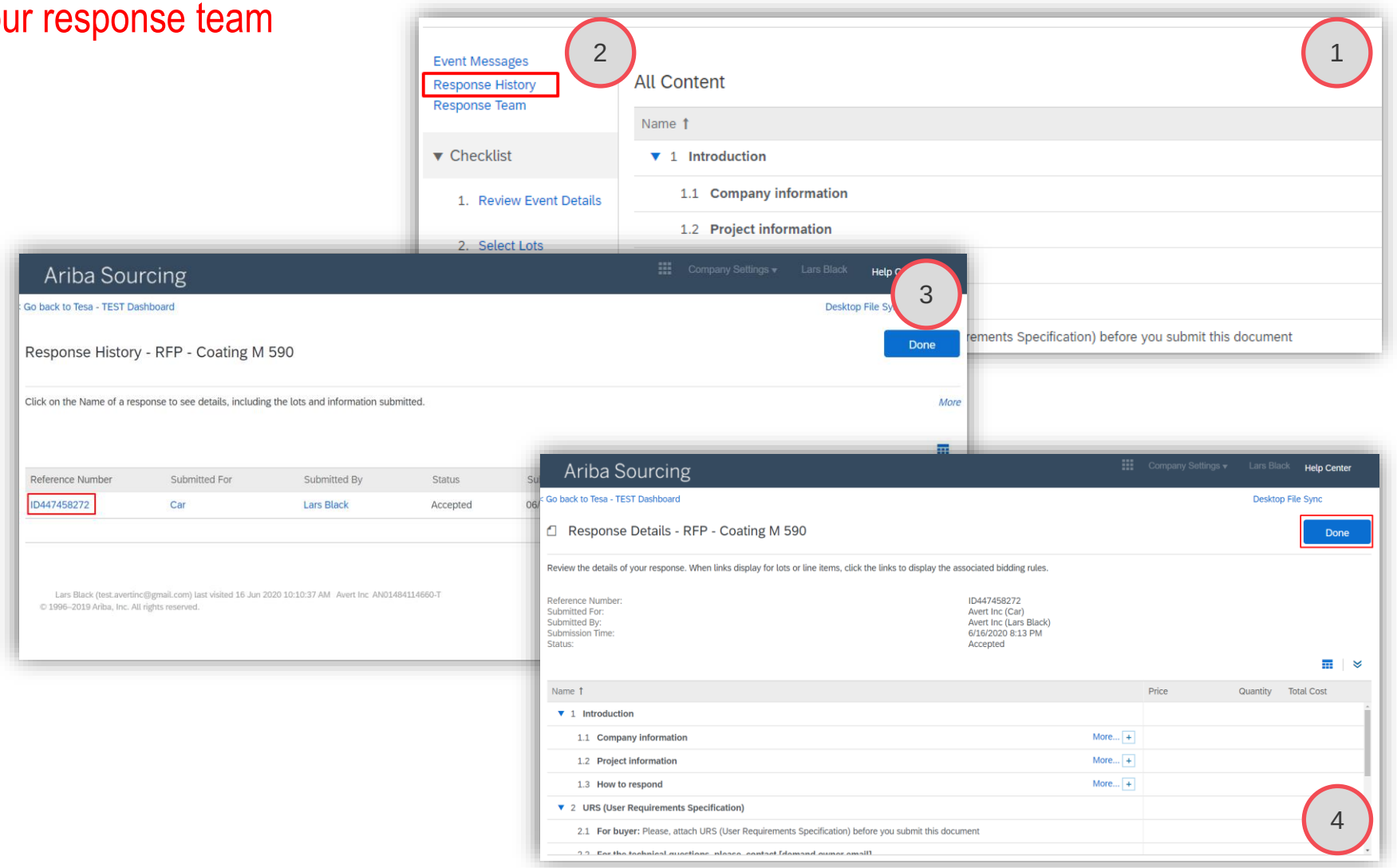
How to view the bidding history for your response team

1. Go to the **Review Event Details** page for an event

2. On the **Review Event Details** page, click **Response History**.

3. Click the bid **Reference Number** link to view the bid details.

4. When you have finished viewing the response history, click **Done**.



3.2.2 Add users to your account to participate as a response team

3.2 Collaborate using Ariba's team functionality

3.2.2 Add users to your account to participate as a response team

ADD USERS TO THE SUPPLIER ACCOUNT

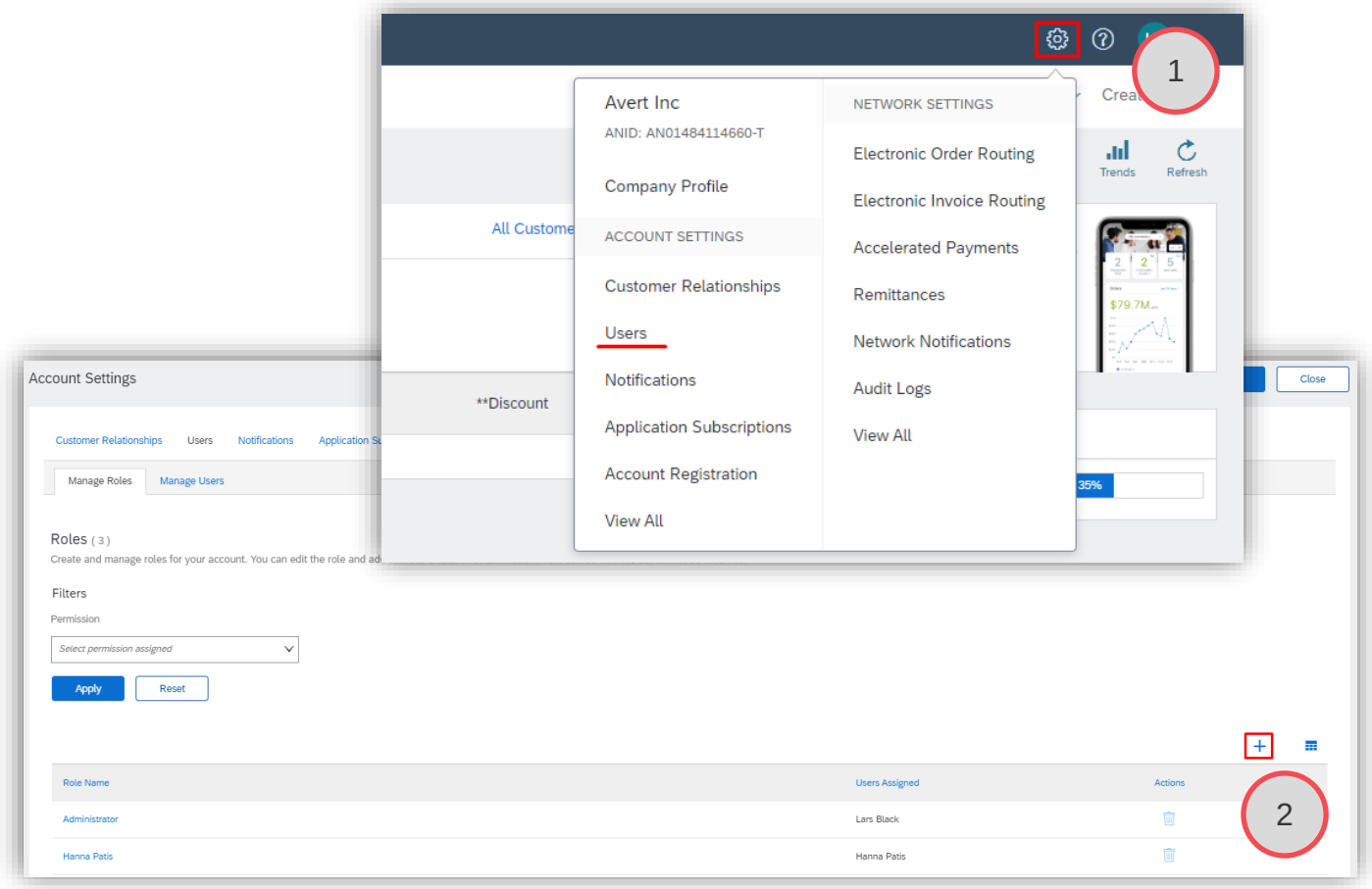
Create Role → Create User

Only your company's account administrator can add users to your account *(In most of the cases it's the first invited and registered person).*

To add users to the account, you must first create at least one role. You can assign multiple users to the same role or create a separate role for each user.

To create a role:

1. In the upper-right corner of the application, click and select Users.
2. Under the Manage Roles tab, click +.



3.2 Collaborate using Ariba's team functionality

3.2.2 Add users to your account to participate as a response team

ADD USERS TO THE SUPPLIER ACCOUNT

Create Role → Create User

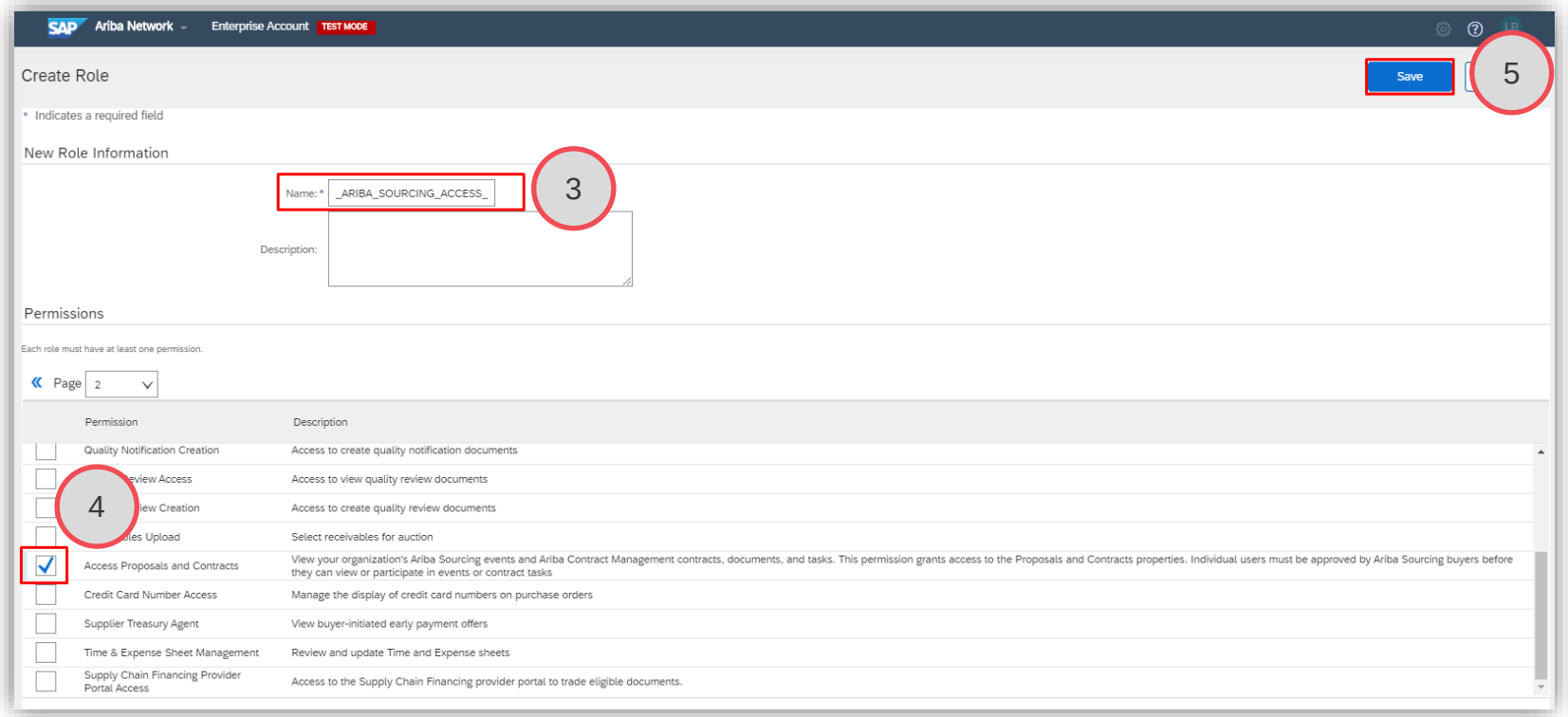
3. Enter a **Name** for the role.

4. Select the appropriate **permissions** using the check boxes.

   You need to assign at least one role.

   For the access to the sourcing events your users need the role **Access Proposals and Contracts**.

5. Click **Save**.



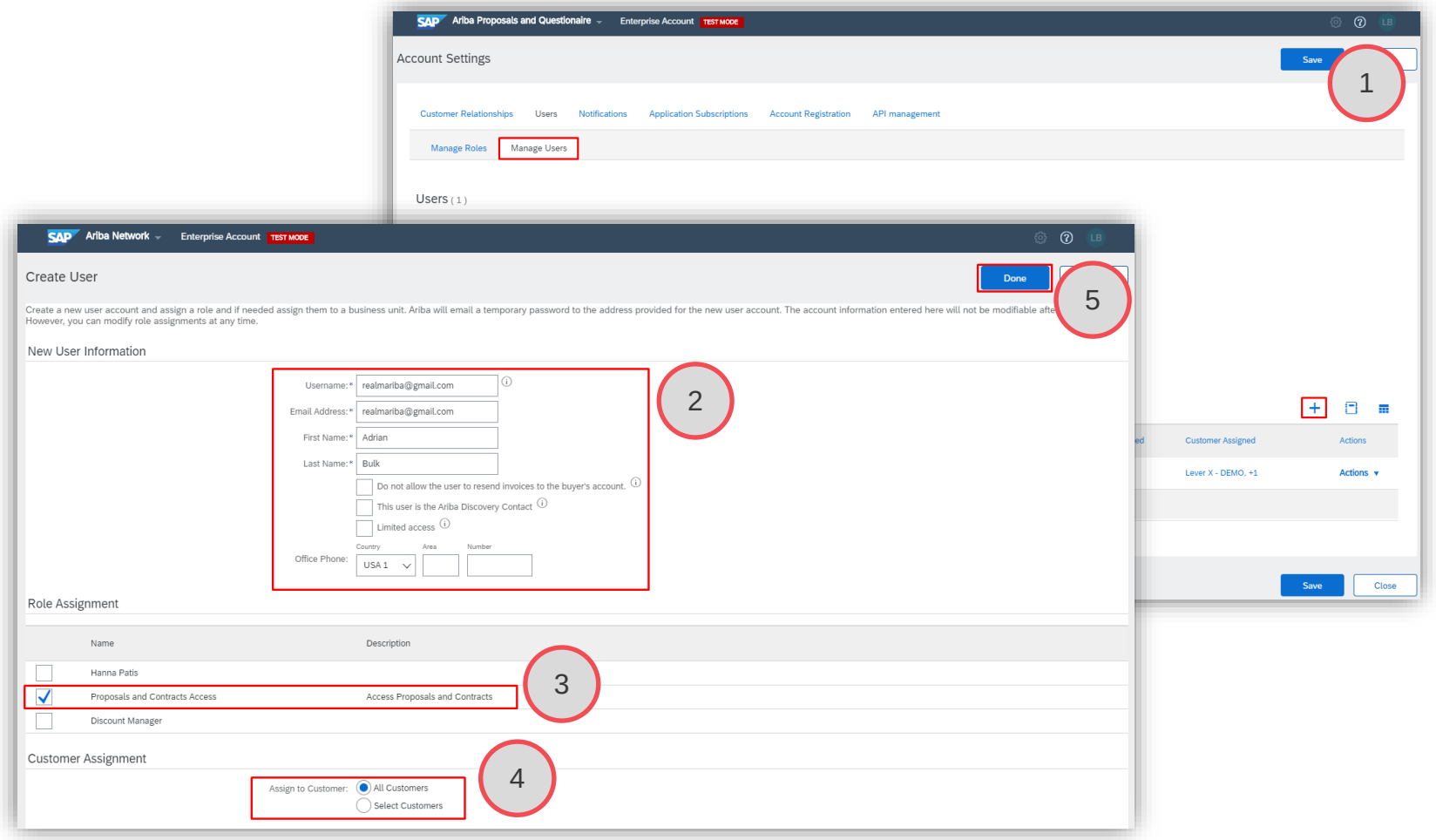
3.2 Collaborate using Ariba's team functionality

3.2.2 Add users to your account to participate as a response team

ADD USERS TO THE SUPPLIER ACCOUNT

Create Role | Create User

1. Go to the **Manage Users** tab and click on Plus button
2. Enter the **user's information** (Username, Email Address, First Name, Last Name and Phone).
3. Select a **role** in the **Role Assignment section.**
4. Assign to Customer: **you can choose all customers or only tesa**.
5. Click **Save.**

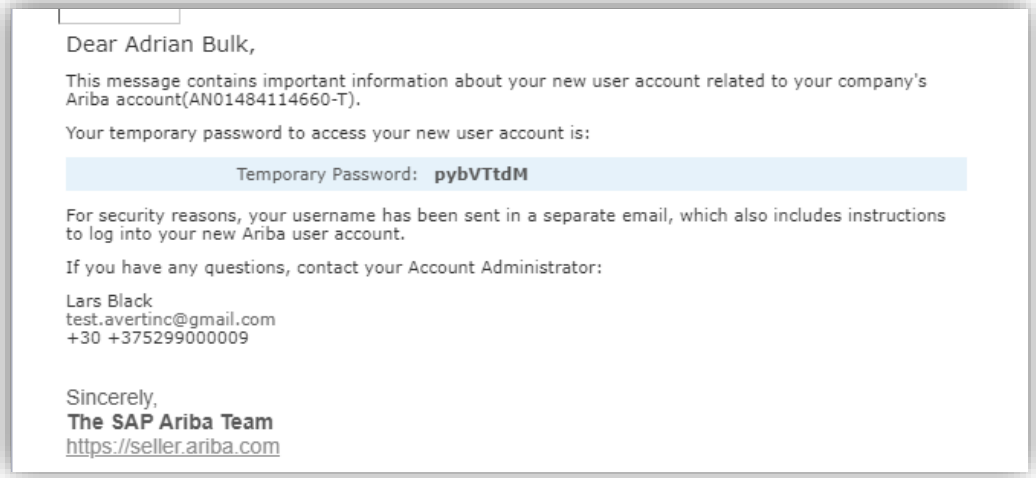


3.2 Collaborate using Ariba's team functionality

3.2.2 Add users to your account to participate as a response team

ADD USERS TO THE SUPPLIER ACCOUNT

After you create the user, the user receives an email with the **username and a temporary password**. The user must access the account and **change the password** when logging in for the first time.



Dear Adrian Bulk,

This message contains important information about your new user account related to your company's Ariba account(AN01484114660-T).

Your temporary password to access your new user account is:

Temporary Password: **pybVTtdM**

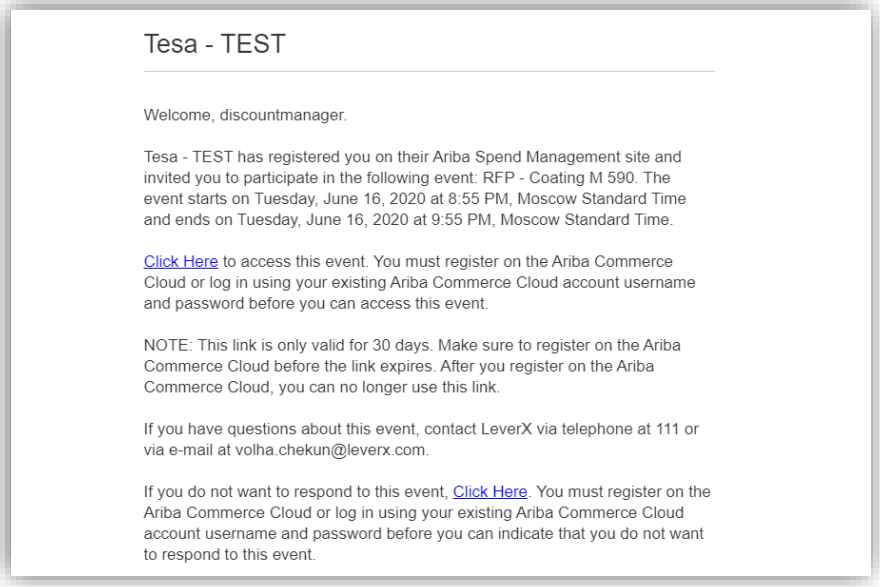
For security reasons, your username has been sent in a separate email, which also includes instructions to log into your new Ariba user account.

If you have any questions, contact your Account Administrator:

Lars Black
test.avertinc@gmail.com
+30 +375299000009

Sincerely,
The SAP Ariba Team
https://seller.ariba.com

When tesa Project Buyer create a new contact person and invite them to the event as one response team, the user will be added to the system and will receive an **email invitation when the event is launched, explaining how to register**.



Tesa - TEST

Welcome, discountmanager.

Tesa - TEST has registered you on their Ariba Spend Management site and invited you to participate in the following event: RFP - Coating M 590. The event starts on Tuesday, June 16, 2020 at 8:55 PM, Moscow Standard Time and ends on Tuesday, June 16, 2020 at 9:55 PM, Moscow Standard Time.

Click Here to access this event. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can access this event.

NOTE: This link is only valid for 30 days. Make sure to register on the Ariba Commerce Cloud before the link expires. After you register on the Ariba Commerce Cloud, you can no longer use this link.

If you have questions about this event, contact LeverX via telephone at 111 or via e-mail at volha.chekun@leverx.com.

If you do not want to respond to this event, Click Here. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.

3.2 Collaborate using Ariba's team functionality

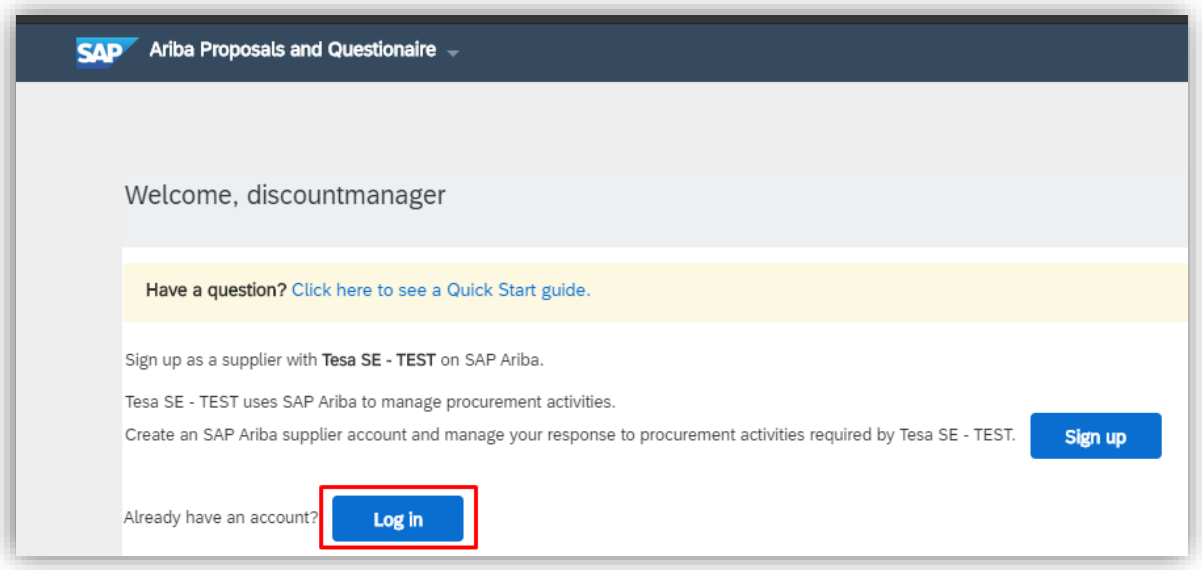
3.2.2 Add users to your account to participate as a response team

LINK EXISTING ACCOUNT WITH TESA CONTACT PERSON

As an additional contact person already have an account, he can **Log In** to the System without doing additional registration.

At this point of time, new user in tesa **site will be linked to the existing user** in Ariba Network.

Once done, user will be able to see the sourcing event.



Thank you for your attention!

tesa®