SAP Ariba Supplier Event Guide

This material includes:

- Supplier Event Guide
  - Invitation
  - Creating an account in Ariba Network or login with an existing one
  - CCHBC RFx Events
- Ariba Network – Recommandations and helpful links

NB! All print screens used in this guide are from Ariba TEST environment

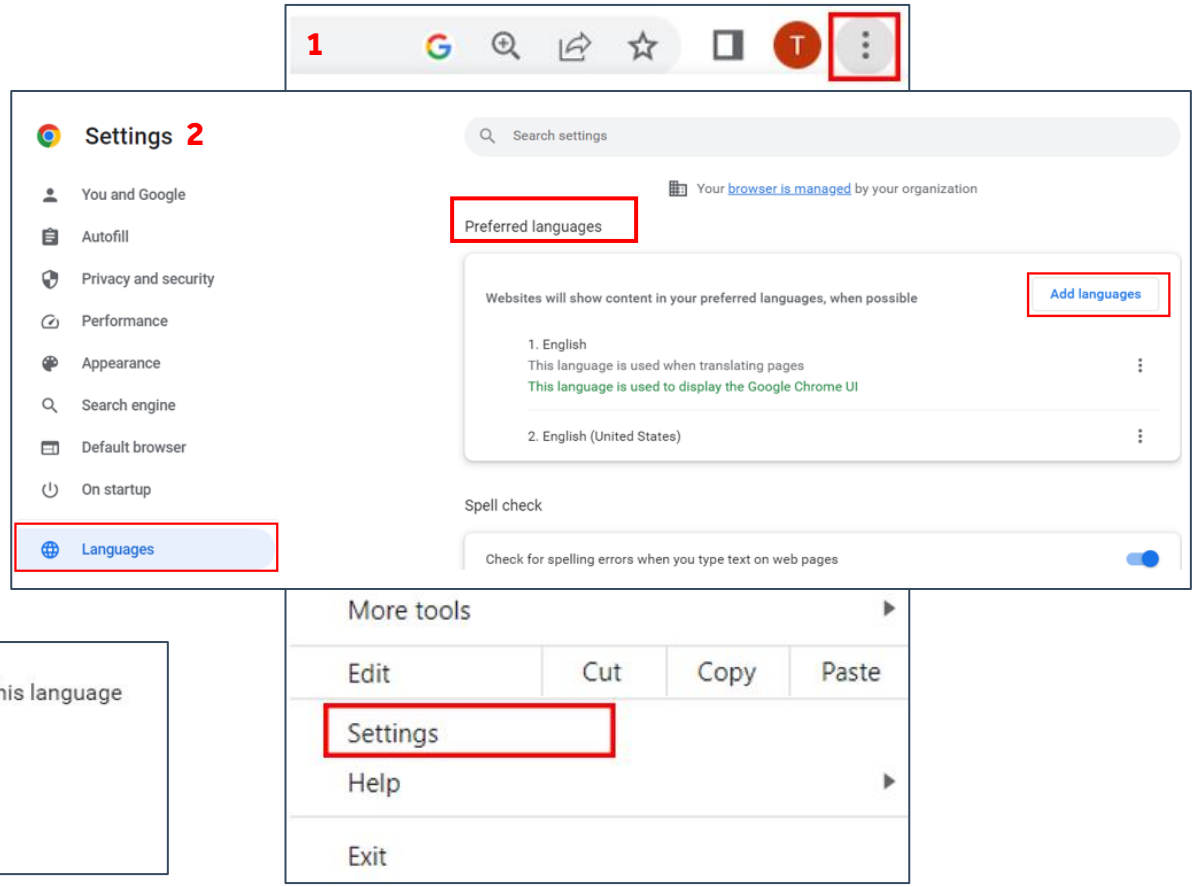
SAP Ariba

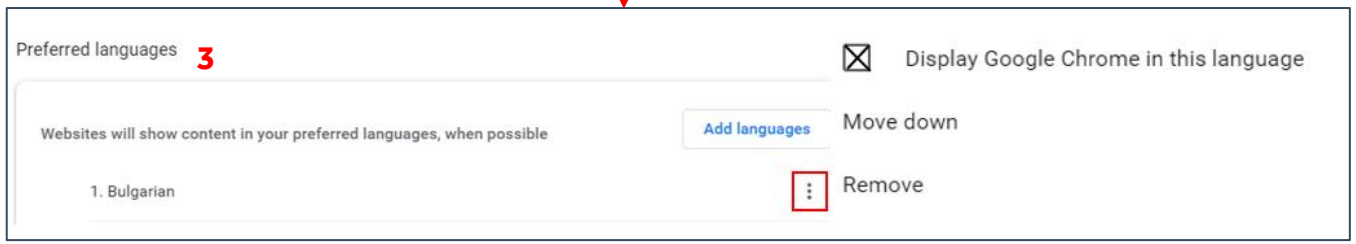
Coca-Cola Hellenic Bottling Company

If you would like to view **Ariba Network Interface** in a local language, please change your default browser language.

How to change the browser setting in Google Chrome:

- Open Chrome, at the top right corner of the page, click **on the three dots → "Settings"**.
- On the left side of the new page → click **"Languages"**.
- Under section **"Preferred languages"**, if the language isn't listed, add it by clicking **"Add languages"**.
- Click on the three dots next to the added language and put a mark on "**Display Google Chrome in this language**".





IMPORTANT!
Supported languages by SAP Ariba: EN, IT, DE, PL, RO, BG, HR, CS, HU, EL, SV, TR, FR, FI, ES, TH, NO, KO, ZF, JA, DA, NL.

Supplier Event Guide with CCHBC

Invitation

1. When you are invited through Ariba to participate in RFx event organize by Coca-Cola Hellenic Bottling Company you will receive the following notification (whether you are existing or new supplier) :

Coca-Cola Hellenic Bottling Company - TEST has invited you to participate in an event: RFP Template.

Coca-Cola Hellenic Bottling Company - TEST has invited you to participate in the following event: RFP Template. The event is set to begin on Wednesday, March 15, 2023 at 7:30 AM, Pacific Daylight Time.

Use the following username to log in to Coca-Cola Hellenic Bottling Company - TEST events: firoy78970@gmail.com.

Click Here to access this event.

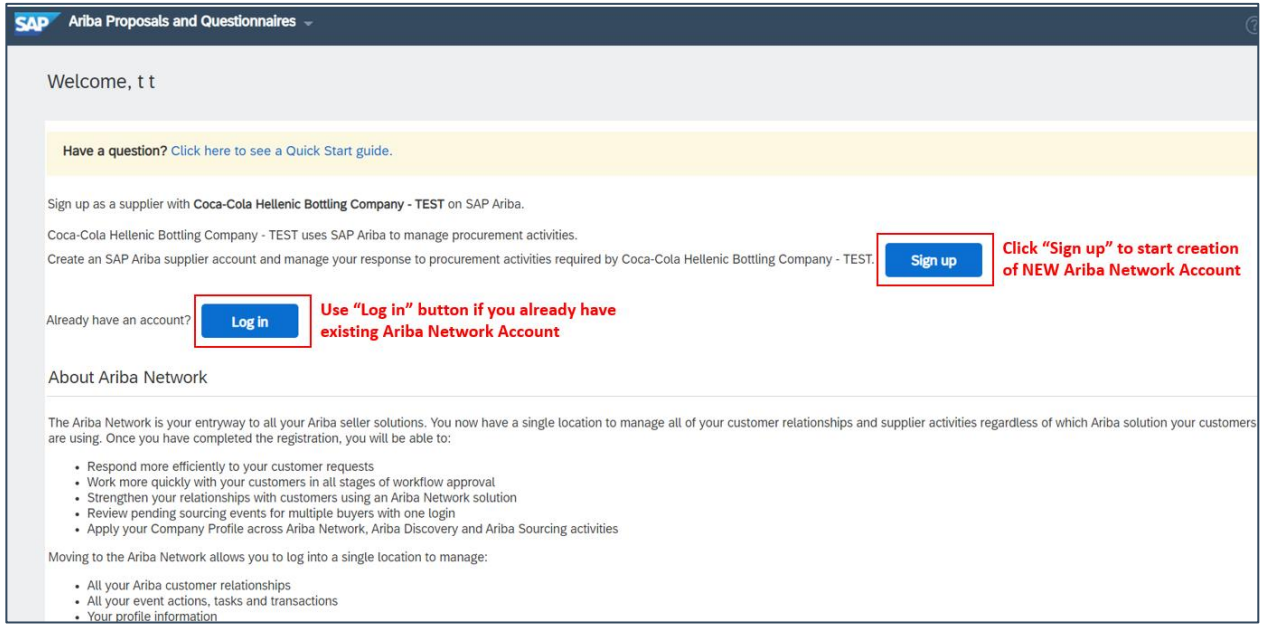
When you click this link, log in with your username and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in your event.

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.

Please note! The email invitation might be delivered in your **Spam** or **Promotions** folder.

2. Click the link to **create an account in Ariba network or login with an already existing one.** This way you will be able to manage your responses to procurement activities required by CCHBC.

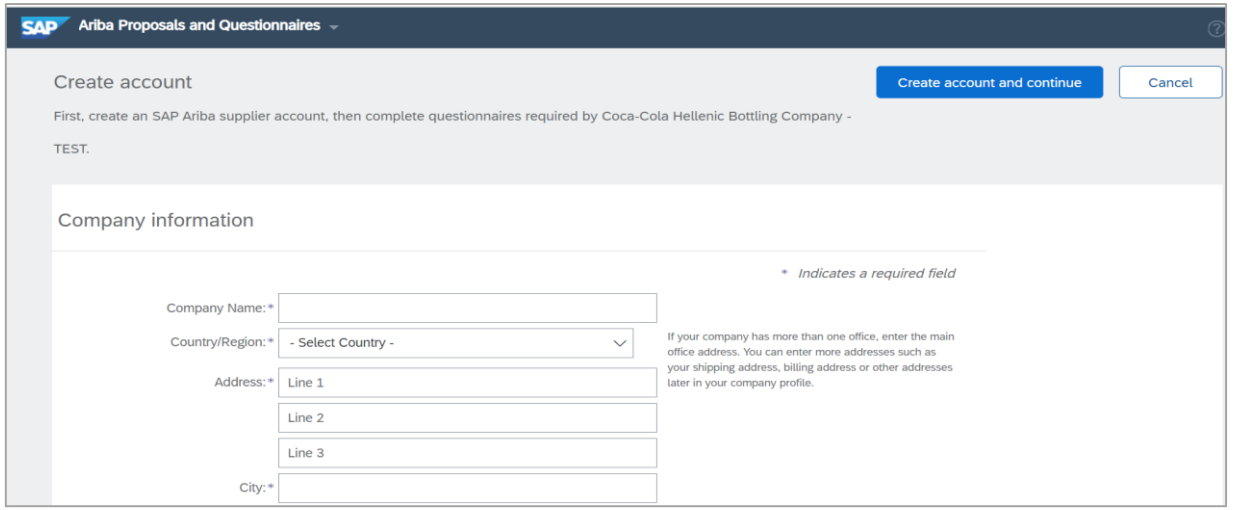
The link leads to following page to choose an option:



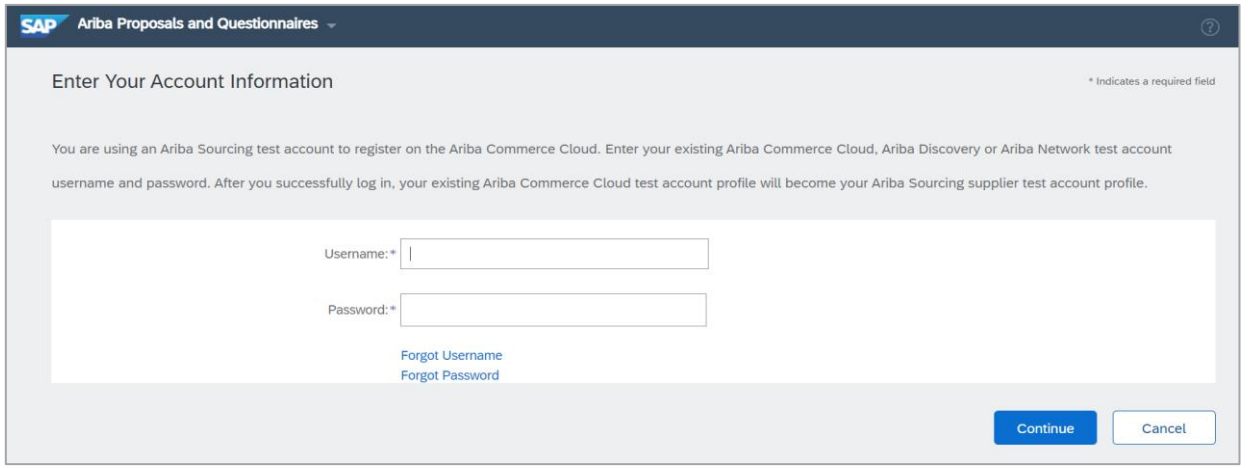
Supplier Event Guide with CCHBC

Creating an account or Login with an existing one

If you will create **new** Ariba Network account, after you select "Sign Up" in start page, you will be redirected to the "Create account" section, where **first you need to register on Ariba Network.**



If you **already have Ariba Network account**, after you choose "Log in" in start page**, you will need to log in with your credentials.**



IMPORTANT!

Your Login Username and Password must be kept confidentially at any time!

Please do not share this information with not authorized persons and people outside of your organization!

SAP Ariba

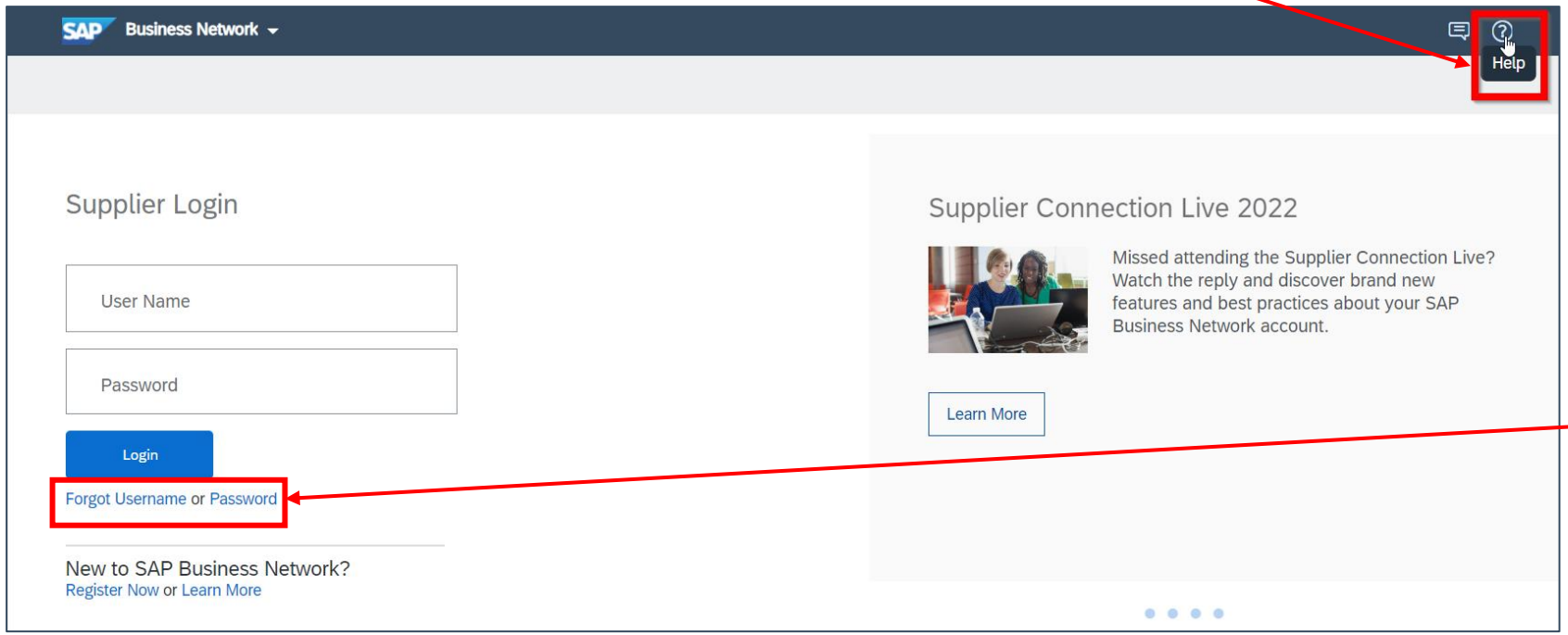
Coca-Cola Hellenic Bottling Company

Supplier Event Guide with CCHBC

Creating an account or Login with an existing one

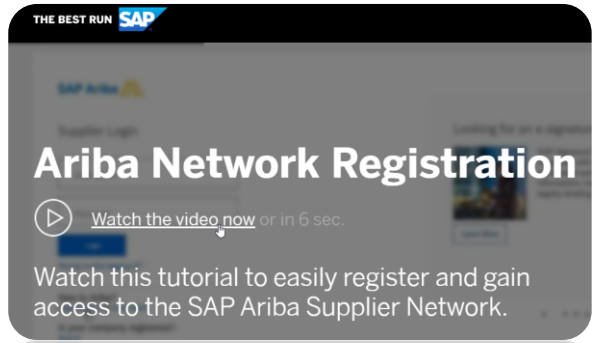
IMPORTANT!

In case of any issues during your **Ariba Network account creation or login**, please contact **SAP Ariba Support on http://supplier.ariba.com/ using HELP button.**



If you forgot your Username or Password, please select option Forgot Username or Password

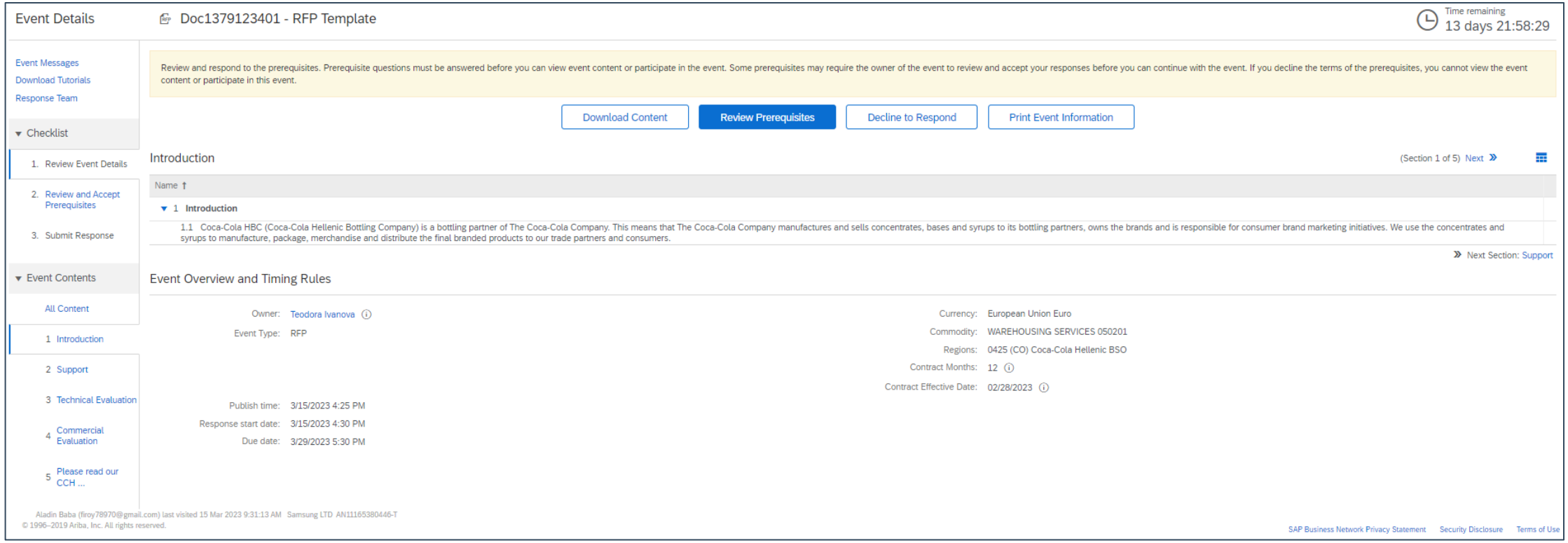
For more guidance how to create an Ariba Network Account, please see the dedicated **video** following this LINK or clicking on the video



Supplier Event Guide with CCHBC

RFx event page

Once you have successfully registered your new Ariba Network account or accessed your existing one, you will be redirected to the CCHBC Supplier Event Page. You need to provide all the required mandatory information and attach the relevant documents.



IMPORTANT!

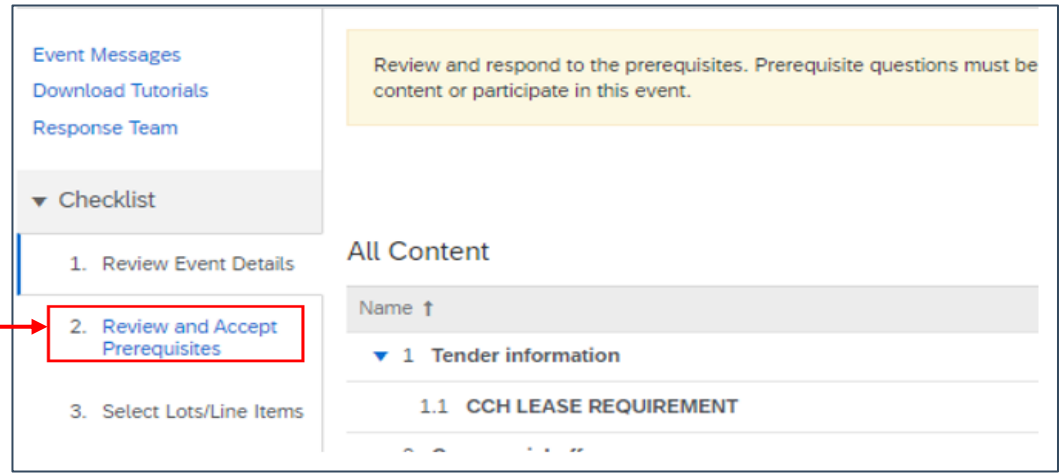
The users will be required to Review and Accept the Prerequisites in each event for Bidder Agreement.

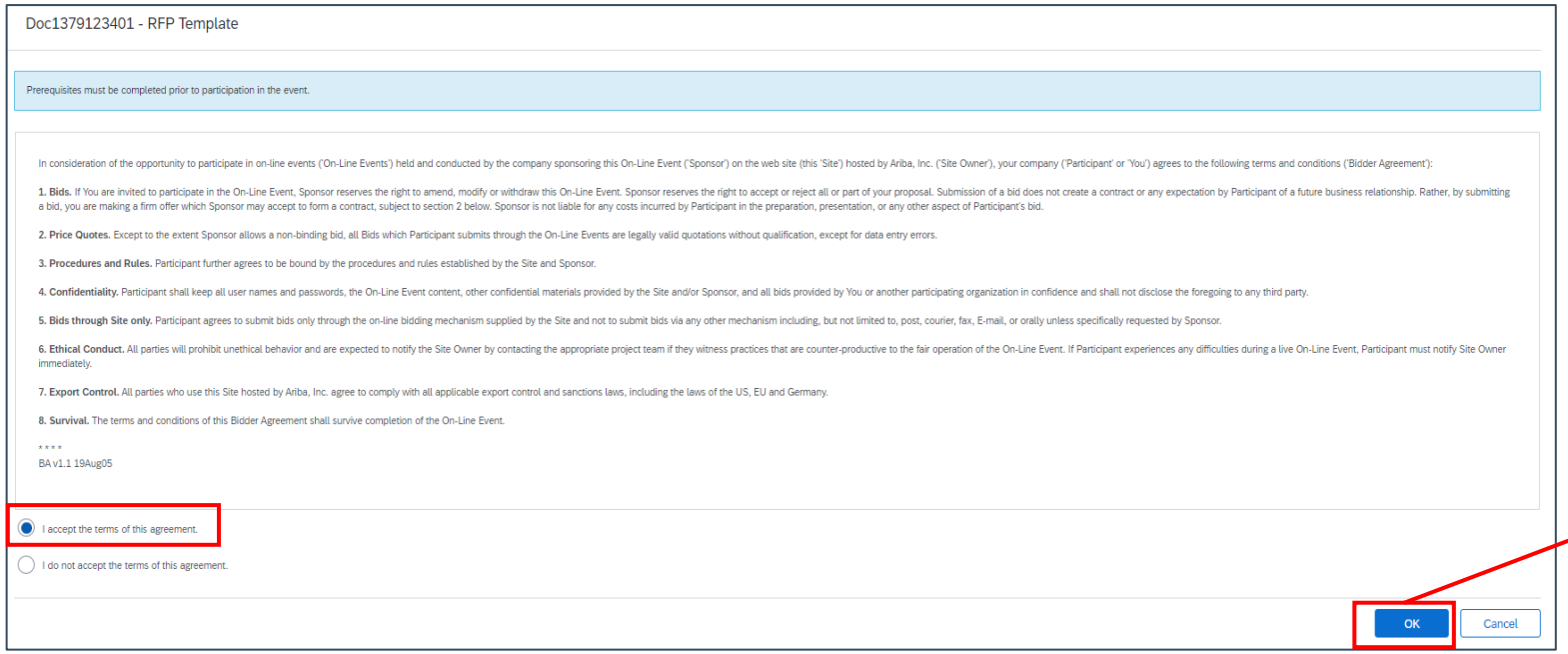
NB! If you are not redirected to the event, please check slide 10 for how-to navigate to it through your Ariba account.

Review and Accept Prerequisites:

To access the bidder agreement, click on section "**Review and Accept Prerequisites**", available on the left side of the page.

Review the terms and conditions of the bidder agreement. If you agree with them, select the option "**I accept the terms and conditions of this agreement**" and press **OK**.

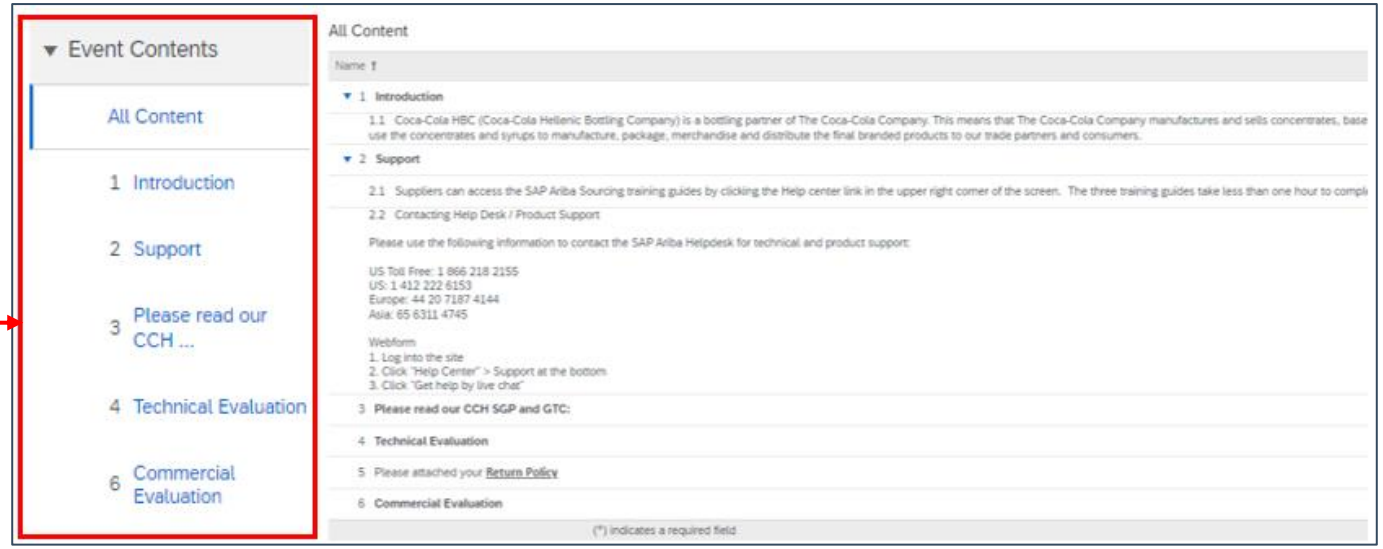




The system will then prompt you to confirm the submission of the agreement by opening an additional window.

"RFx Event Content Details":

After accepting the prerequisites in an event, you can begin responding to RFx event. The Event Contents Panel on the left side of the page lists all the Event sections. Click on the section name to view the section contents.

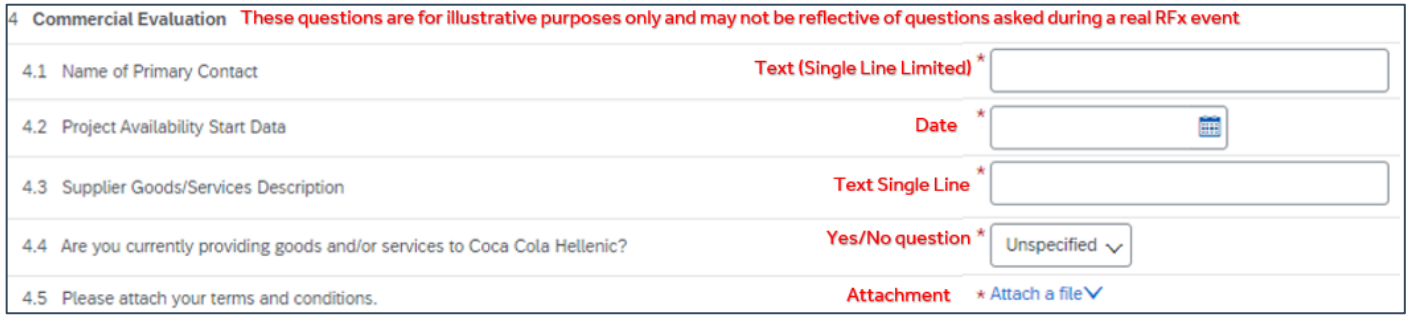


Fields, marked with asterisk (*) are mandatory for completion.

NB: The RFx event to which you are invited may have a different format.

You may be asked to provide responses in various formats within the RFx event, including but not limited to the following:

- Yes/No questions,
- Free text,
- Responses with attachment

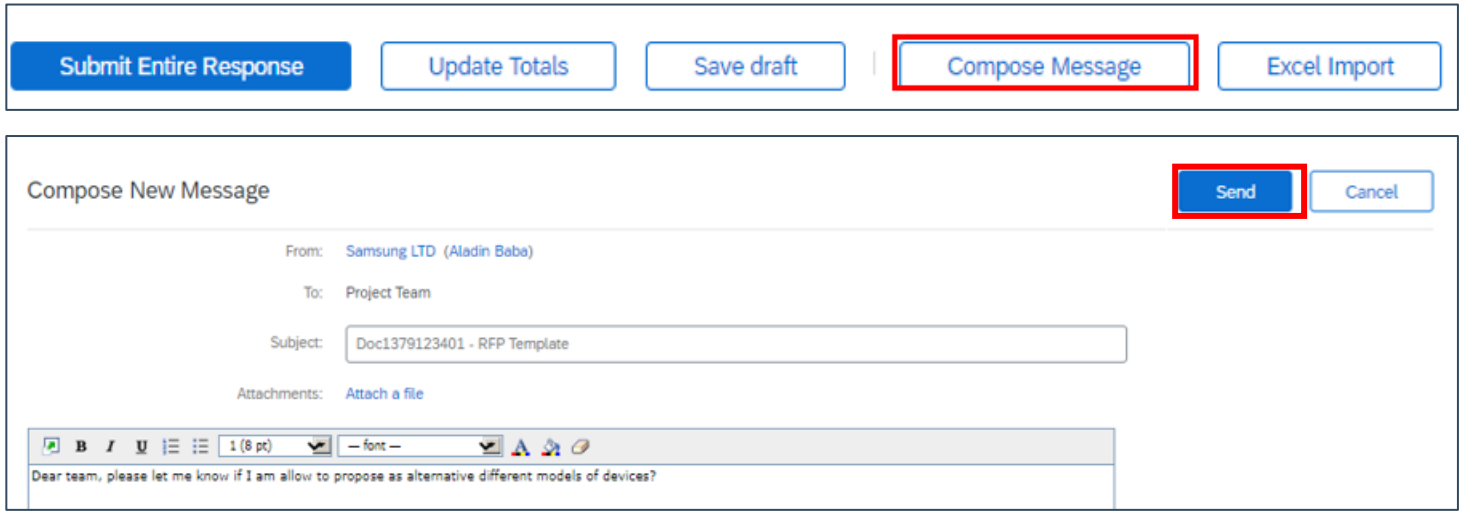


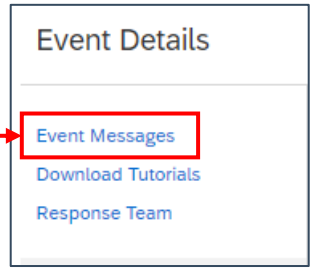
Please note: The maximum size of a file which you can upload to each response field in an event is 100 MB.
If your file is larger than 100 MB or if you have multiple files to upload for one response field, you can add them to a ZIP file OR you can add a link to external share site (e.g. Dropbox) to save space.

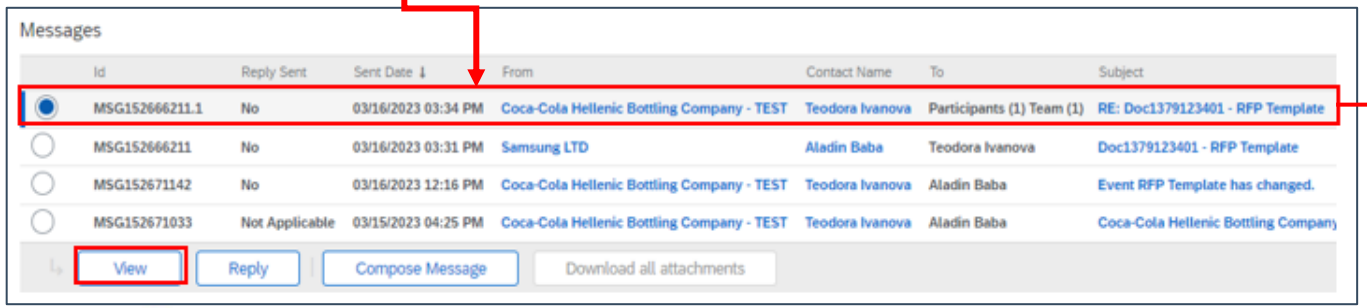
The Event Message Board allows supplier to communicate with the CCH via Compose Message.

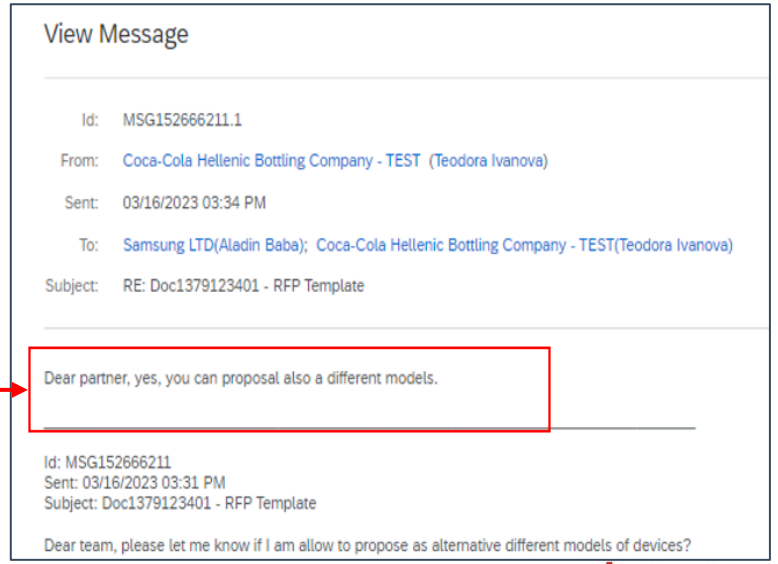
Start conversation with the buyer through **Compose Message** button. The subject, attachment and body sections are editable. Fill them as you deem appropriate and "**Send**" your question to the Buyer.

As soon as the buyer respond, the message will appear on the Message Board → Click on option "**Event Messages**" (visible on the left upper corner of the page) → **Select the message** and click the **View button**. The Buyer's response to your question will be displayed.









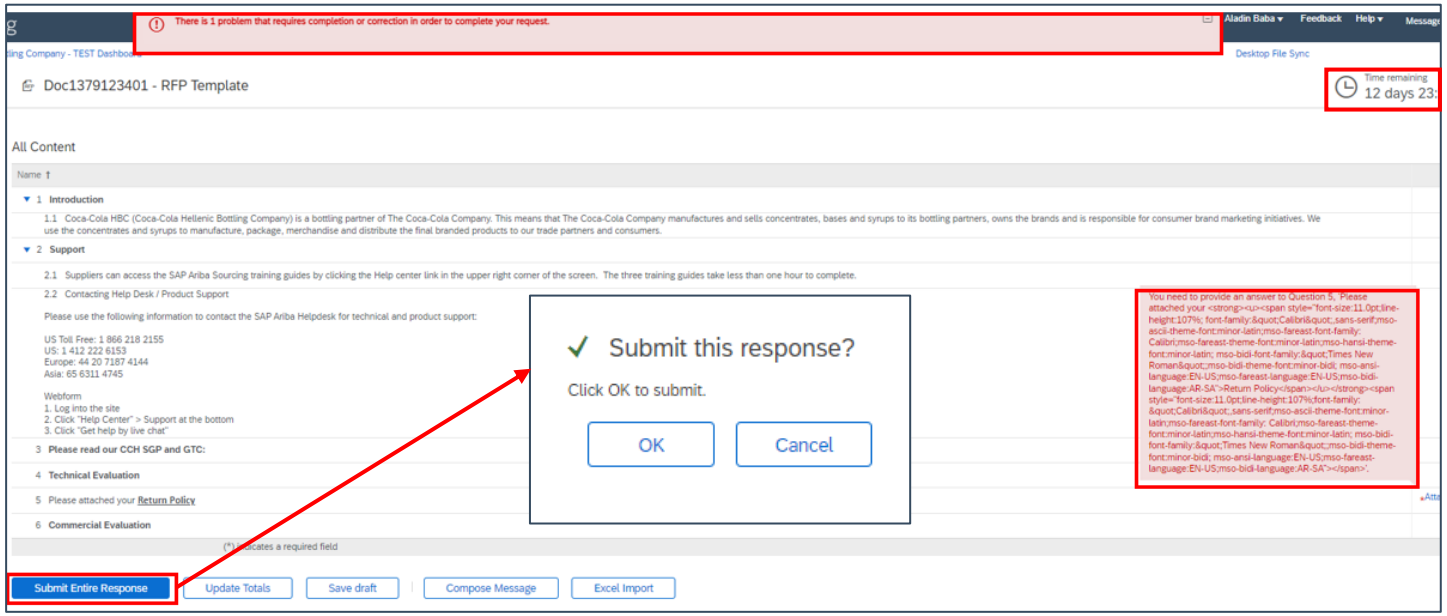
To finalize your proposal and submit your response to the Buyer, click "Submit Entire Response" and confirm the submission in the next pop-up screen.

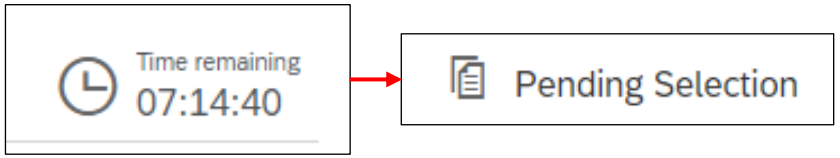
If you forgot to answer a required question, or is in not allowed format, the Ariba Sourcing system will display red message, navigating you to the "problematic" question and its answer.

Once you correct your responses, click **Submit Entire Response** again.

During the whole event, you will always see on the upper right corner of your screen a **countdown timer** showing you how much time you have remaining until event ends.

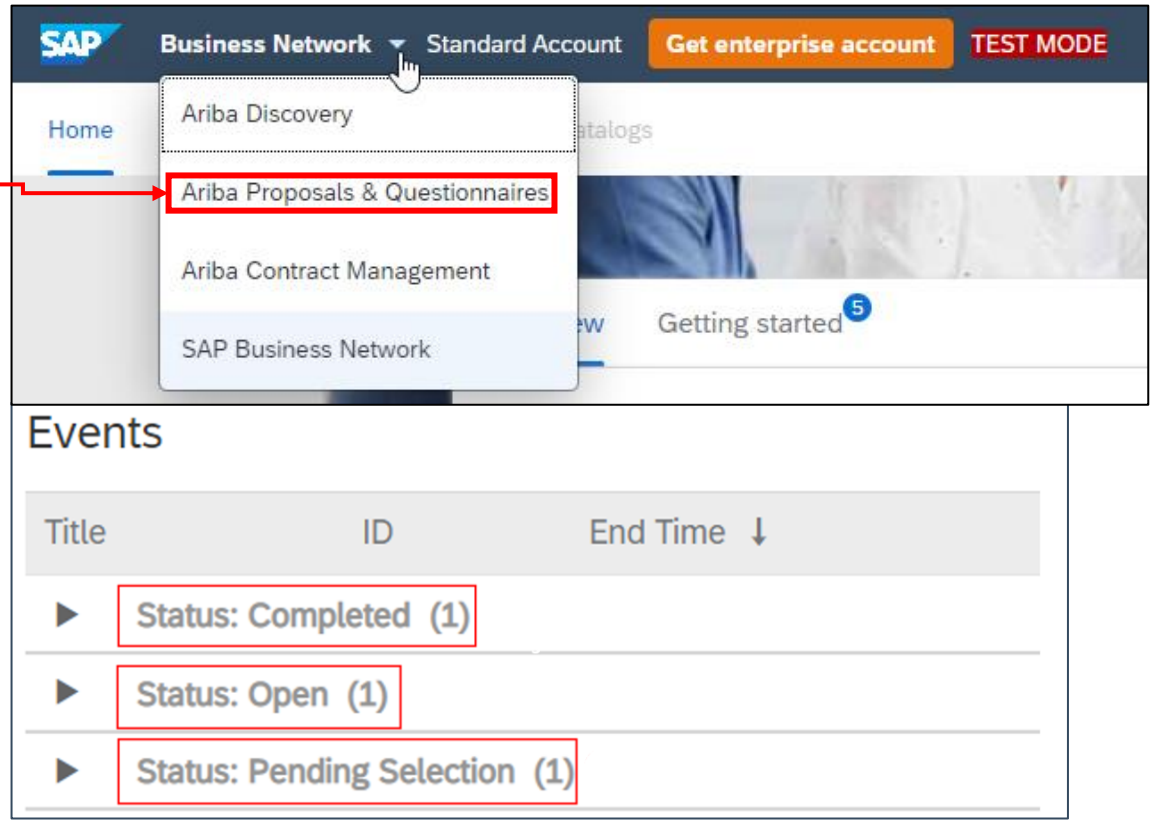
When the bidding event ends, the system replaces the **countdown timer** with a **Pending Selection** status. This means that the event is no longer accepting responses. During this time, the buyer is evaluating participants' responses and finalizing the award decision. The Buyer will communicate to the suppliers regarding the result of the award decision regardless if the supplier has been awarded or not.





How to access the event in case you are not redirect to the event after login:

Once you have successfully registered your Ariba Network account OR logged with your existing one, and if you are not redirected to the CCH event page, navigate to the solution navigator at the top of the page and select **Ariba Proposals and Questionnaire**.



The Events Section will list all your Events to which you have been invited. The Events are grouped by status:

- **Open** – the event is open for participant responses.
- **Pending Selection** – the event is closed for responses and is pending for the buyer analysis .
- **Completed** – event is finished. The completed state is last stage of an event after the time expires

All active Events will be placed under the **Open section** in the Event table. Click the Event Name to view the Event Details.

Please **do not forward** the email invitation to another email address. In case you need to receive the notification on another email address, please contact the respective CCH buyer.

The email invitation might be delivered in your **Spam** or **Promotions** folder.

In case you **don't find any notification send by Ariba**, please check with your local IT department to determine if there are any filters on your email server that are blocking email from SAP Ariba.

Any **login issue** should be directly address to the SAP Ariba Support on http://supplier.ariba.com/ using HELP button.

Every Event will require the users to **Review Prerequisites and Accept** the referenced Bidder Agreement – check page 8.

Any **question to the RFx event** should be directly address to the respective buyer – check page 8.

Thank you for working with us! We truly appreciate your partnership and look forward to continuing our business relationship with you via the Ariba Network.

For additional information and support you may visit https://www.ariba.com/support/supplier-support then click the "contact us" option.

Some other useful information for suppliers can be found at:

https://www.ariba.com/support/customer-hub

https://uex.ariba.com

https://www.ariba.com/ariba-network/ariba-network-for-suppliers

https://support.ariba.com/Adapt/Ariba_Network_Supplier_Training/