



SAP Ariba Supplier Event Guide

This material includes:

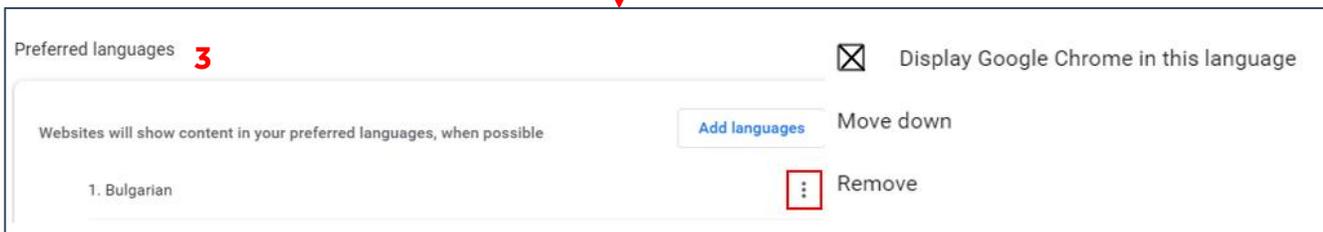
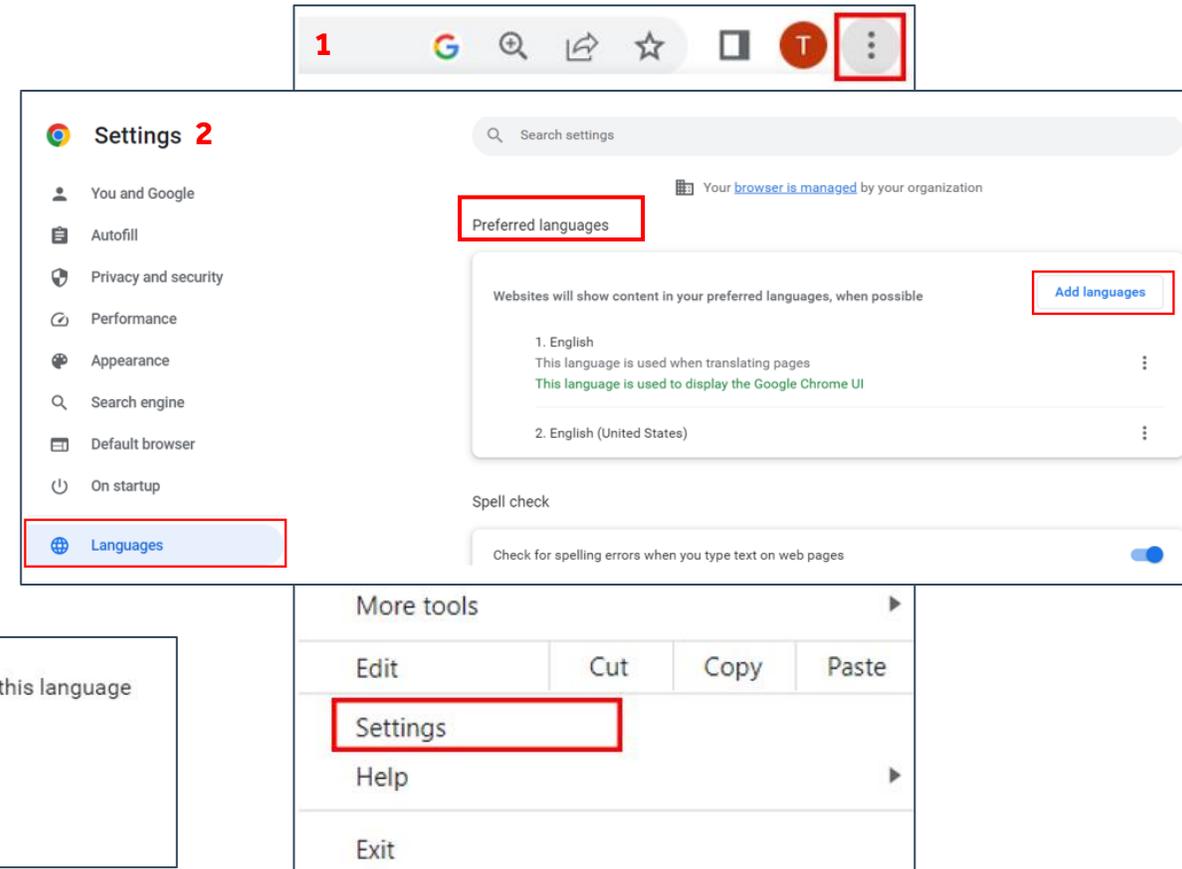
- » Supplier Event Guide
 - Invitation
 - Creating an account in Ariba Network or login with an existing one
 - CCHBC RFx Events
- » Ariba Network – Recommendations and helpful links

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

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.

1. When you are invited through Ariba to participate in RFX event organized 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:

SAP Ariba Proposals and Questionnaires

Welcome, t t

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with Coca-Cola Hellenic Bottling Company - TEST on SAP Ariba.

Coca-Cola Hellenic Bottling Company - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Coca-Cola Hellenic Bottling Company - TEST. [Sign up](#) **Click "Sign up" to start creation of NEW Ariba Network Account**

Already have an account? [Log in](#) **Use "Log in" button if you already have existing Ariba Network Account**

About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information

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.**

The screenshot shows the 'Create account' page in the SAP Ariba interface. The page title is 'SAP Ariba Proposals and Questionnaires'. Below the title, there are two buttons: 'Create account and continue' (in blue) and 'Cancel'. The main heading is 'Create account', followed by the instruction: 'First, create an SAP Ariba supplier account, then complete questionnaires required by Coca-Cola Hellenic Bottling Company - TEST.' Below this is a section titled 'Company information'. A note indicates '* Indicates a required field'. The form includes the following fields: 'Company Name:*' (text input), 'Country/Region:*' (dropdown menu with '- Select Country -'), 'Address:*' (three stacked text input fields labeled 'Line 1', 'Line 2', and 'Line 3'), and 'City:*' (text input). A small text block on the right explains: 'If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.'

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

The screenshot shows the 'Enter Your Account Information' page in the SAP Ariba interface. The page title is 'SAP Ariba Proposals and Questionnaires'. Below the title, there are two buttons: 'Continue' (in blue) and 'Cancel'. The main heading is 'Enter Your Account Information', followed by the instruction: 'You are using an Ariba Sourcing test account to register on the Ariba Commerce Cloud. Enter your existing Ariba Commerce Cloud, Ariba Discovery or Ariba Network test account username and password. After you successfully log in, your existing Ariba Commerce Cloud test account profile will become your Ariba Sourcing supplier test account profile.' Below this is a section with two text input fields: 'Username:*' and 'Password:*'. Below the password field, there are two links: 'Forgot Username' and 'Forgot Password'. A note indicates '* Indicates a required field'.

IMPORTANT!

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

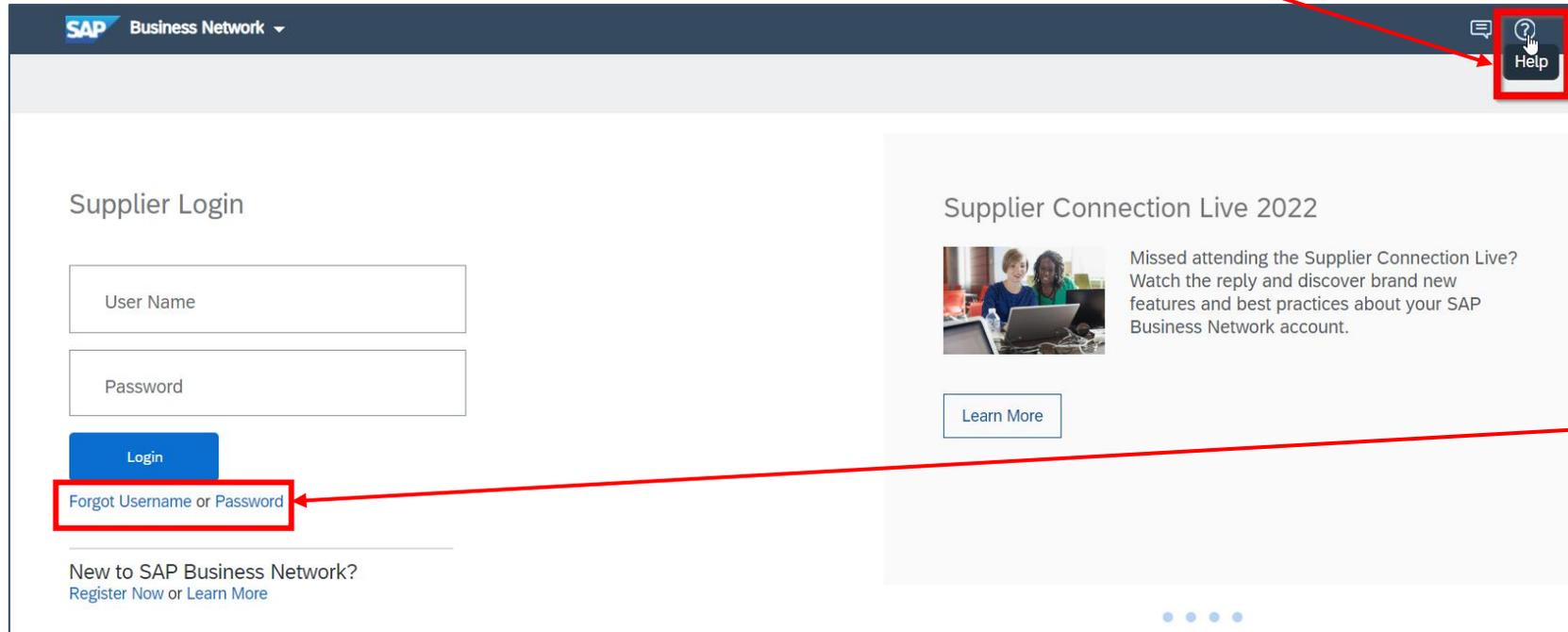
Please do not share this information with not authorized persons and people outside of your organization!

Supplier Event Guide with CCHBC

Creating an account or Login with an existing one

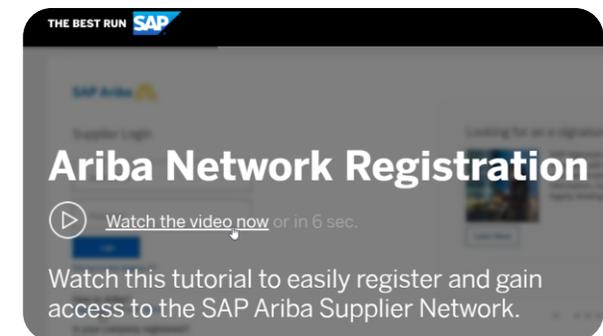
IMPORTANT!

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



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.

Event Details  Doc1379123401 - RFP Template 🕒 Time remaining
13 days 21:58:29

[Event Messages](#)
[Download Tutorials](#)
[Response Team](#)

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Submit Response

▼ Event Contents

- All Content
- 1 Introduction
- 2 Support
- 3 Technical Evaluation
- 4 Commercial Evaluation
- 5 Please read our CCH ...

Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.

[Download Content](#) [Review Prerequisites](#) [Decline to Respond](#) [Print Event Information](#)

Introduction (Section 1 of 5) Next >> 

Name ↑

▼ 1 Introduction

1.1 Coca-Cola HBC (Coca-Cola Hellenic Bottling Company) is a bottling partner of The Coca-Cola Company. This means that The Coca-Cola Company manufactures and sells concentrates, bases and syrups to its bottling partners, owns the brands and is responsible for consumer brand marketing initiatives. We use the concentrates and syrups to manufacture, package, merchandise and distribute the final branded products to our trade partners and consumers.

» Next Section: [Support](#)

Event Overview and Timing Rules

Owner: Teodora Ivanova ⓘ	Currency: European Union Euro
Event Type: RFP	Commodity: WAREHOUSING SERVICES 050201
	Regions: 0425 (CO) Coca-Cola Hellenic BSO
	Contract Months: 12 ⓘ
	Contract Effective Date: 02/28/2023 ⓘ
Publish time: 3/15/2023 4:25 PM	
Response start date: 3/15/2023 4:30 PM	
Due date: 3/29/2023 5:30 PM	

Aladin Baba (froy78970@gmail.com) last visited 15 Mar 2023 9:31:13 AM Samsung LTD AN11165380446-T
© 1996–2019 Ariba, Inc. All rights reserved. [SAP Business Network Privacy Statement](#) [Security Disclosure](#) [Terms of Use](#)

IMPORTANT!

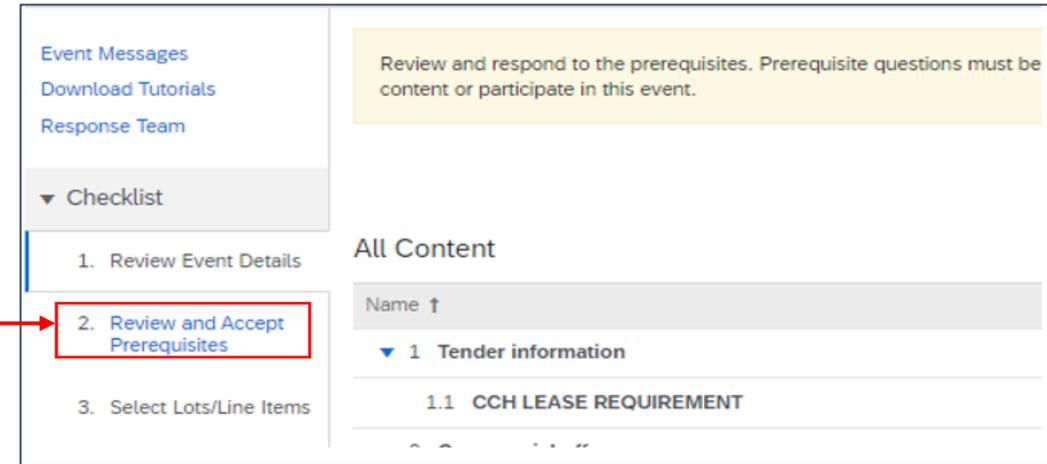
The users will be required to Review and Accept the Prerequisites in each event for Bidder Agreement.

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**.



Doc1379123401 - RFP Template

Prerequisites must be completed prior to participation in the event.

In consideration of the opportunity to participate in on-line events ("On-Line Events") held and conducted by the company sponsoring this On-Line Event ("Sponsor") on the web site (this "Site") hosted by Ariba, Inc. ("Site Owner"), your company ("Participant" or "You") agrees to the following terms and conditions ("Bidder Agreement"):

1. **Bids.** If you are invited to participate in the On-Line Event, Sponsor reserves the right to amend, modify or withdraw this On-Line Event. Sponsor reserves the right to accept or reject all or part of your proposal. Submission of a bid does not create a contract or any expectation by Participant of a future business relationship. Rather, by submitting a bid, you are making a firm offer which Sponsor may accept to form a contract, subject to section 2 below. Sponsor is not liable for any costs incurred by Participant in the preparation, presentation, or any other aspect of Participant's bid.
2. **Price Quotes.** Except to the extent Sponsor allows a non-binding bid, all Bids which Participant submits through the On-Line Events are legally valid quotations without qualification, except for data entry errors.
3. **Procedures and Rules.** Participant further agrees to be bound by the procedures and rules established by the Site and Sponsor.
4. **Confidentiality.** Participant shall keep all user names and passwords, the On-Line Event content, other confidential materials provided by the Site and/or Sponsor, and all bids provided by You or another participating organization in confidence and shall not disclose the foregoing to any third party.
5. **Bids through Site only.** Participant agrees to submit bids only through the on-line bidding mechanism supplied by the Site and not to submit bids via any other mechanism including, but not limited to, post, courier, fax, E-mail, or orally unless specifically requested by Sponsor.
6. **Ethical Conduct.** All parties will prohibit unethical behavior and are expected to notify the Site Owner by contacting the appropriate project team if they witness practices that are counter-productive to the fair operation of the On-Line Event. If Participant experiences any difficulties during a live On-Line Event, Participant must notify Site Owner immediately.
7. **Export Control.** All parties who use this Site hosted by Ariba, Inc. agree to comply with all applicable export control and sanctions laws, including the laws of the US, EU and Germany.
8. **Survival.** The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event.

BA v1.1 19Aug05

I accept the terms of this agreement.

I do not accept the terms of this agreement.

OK Cancel

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.

The screenshot shows the 'Event Contents' panel on the left, which is a list of sections. A red box highlights the 'All Content' section, and a red arrow points from the text above to it. The 'All Content' section is selected, and the main content area on the right displays the details for section 1, 'Introduction'. The content includes a welcome message from Coca-Cola HBC, contact information for support (US Toll Free: 1 866 218 2155, US: 1 412 222 6153, Europe: 44 20 7187 4144, Asia: 65 6311 4745), and a list of steps for contacting support: 1. Log into the site, 2. Click 'Help Center' -> Support at the bottom, 3. Click 'Get help by live chat'. Below this, there are sections for 'Please read our CCH SGP and GTC:', 'Technical Evaluation', 'Please attached your Return Policy', and 'Commercial Evaluation'. A note at the bottom indicates that (*) indicates a required field.

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

The screenshot shows the 'Commercial Evaluation' section of the RFx event. It contains five questions with different input formats:

- 4.1 Name of Primary Contact: Text (Single Line Limited) *
- 4.2 Project Availability Start Date: Date *
- 4.3 Supplier Goods/Services Description: Text Single Line *
- 4.4 Are you currently providing goods and/or services to Coca Cola Hellenic?: Yes/No question *
- 4.5 Please attach your terms and conditions.: Attachment * Attach a file v

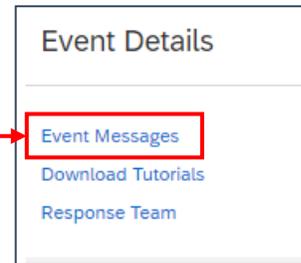
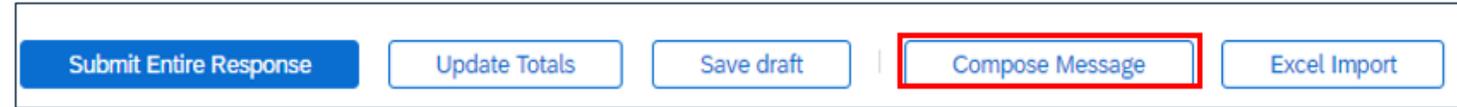
Please note: The maximum size of a file which you can upload to each response field in an event is 100 MB.

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.

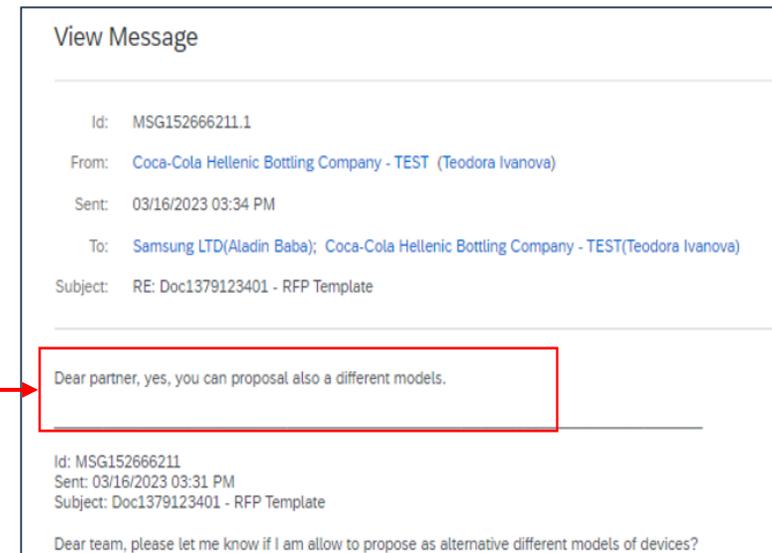
Start conversation with the buyer through **Compose Message** button. The subject, attachment and body sections are editable. Fill them as you deem appropriate and **“Send”** your question to the Buyer.

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.



Id	Reply Sent	Sent Date ↓	From	Contact Name	To	Subject
<input checked="" type="radio"/> MSG15266211.1	No	03/16/2023 03:34 PM	Coca-Cola Hellenic Bottling Company - TEST	Teodora Ivanova	Participants (1) Team (1)	RE: Doc1379123401 - RFP Template
<input type="radio"/> MSG15266211	No	03/16/2023 03:31 PM	Samsung LTD	Aladin Baba	Teodora Ivanova	Doc1379123401 - RFP Template
<input type="radio"/> MSG152671142	No	03/16/2023 12:16 PM	Coca-Cola Hellenic Bottling Company - TEST	Teodora Ivanova	Aladin Baba	Event RFP Template has changed.
<input type="radio"/> MSG152671033	Not Applicable	03/15/2023 04:25 PM	Coca-Cola Hellenic Bottling Company - TEST	Teodora Ivanova	Aladin Baba	Coca-Cola Hellenic Bottling Company

View Reply Compose Message Download all attachments



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.

There is 1 problem that requires completion or correction in order to complete your request.

Aladin Baba Feedback Help Message

Doc1379123401 - RFP Template

Time remaining 12 days 23:

All Content

Name 1

- 1 Introduction
 - 1.1 Coca-Cola HBC (Coca-Cola Hellenic Bottling Company) is a bottling partner of The Coca-Cola Company. This means that The Coca-Cola Company manufactures and sells concentrates, bases and syrups to its bottling partners, owns the brands and is responsible for consumer brand marketing initiatives. We use the concentrates and syrups to manufacture, package, merchandise and distribute the final branded products to our trade partners and consumers.
- 2 Support
 - 2.1 Suppliers can access the SAP Ariba Sourcing training guides by clicking the Help center link in the upper right corner of the screen. The three training guides take less than one hour to complete.
 - 2.2 Contacting Help Desk / Product Support

Please use the following information to contact the SAP Ariba Helpdesk for technical and product support:

US Toll Free: 1 866 218 2155
US: 1 412 222 6153
Europe: 44 20 7187 4144
Asia: 65 6311 4745

Webform

- Log into the site
- Click "Help Center" -> Support at the bottom
- Click "Get help by live chat"

3 Please read our CCH SGP and GTC:

4 Technical Evaluation

5 Please attached your [Return Policy](#)

6 Commercial Evaluation

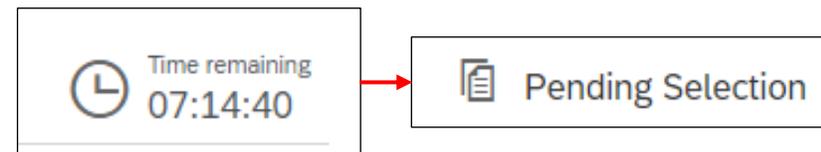
(*): * indicates a required field

Submit Entire Response Update Totals Save draft Compose Message Excel Import

Submit this response?
Click OK to submit.

OK Cancel

You need to provide an answer to Question 5. Please attached your ==Return Policy==.



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.

The screenshot shows the SAP Business Network interface. At the top, there is a navigation bar with 'SAP Business Network' and 'Standard Account'. A dropdown menu is open under 'Business Network', with 'Ariba Proposals & Questionnaires' highlighted in red. Below the navigation bar, there is an 'Events' section with a table. The table has columns for 'Title', 'ID', and 'End Time'. The table content is as follows:

Title	ID	End Time ↓
▶ Status: Completed (1)		
▶ Status: Open (1)		
▶ Status: Pending Selection (1)		

The screenshot shows a detailed view of the 'Status: Open (1)' section of the Events table. The table has columns for 'Title', 'ID', and 'End Time'. The content is as follows:

Title	ID	End Time ↓
▼ Status: Open (1)		
RFP Template	Doc1379123401	3/17/2023 5:51 PM

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/