SAP Ariba Bidding Guide

For JHAH Suppliers

Contents

1. Objectives

After completing this training, you will be able to:

➢ Sign up in Ariba Platform
➢ Log in to SAP Ariba Supplier

➢ Submit a bid through SAP Ariba system

➢ Create Alternative responses

➢ Contact JHAH Buyer

➢ Access to SAP Ariba Help and Support

2. Sign Up in Ariba Platform

2.1. Through **_an email invitaion_** from JHAH Buyer to register as a JHAH vendor on Ariba platform. Click on the highlightd link to log-in or Create an Account.

Johns Hopkins Aramco Healthcare - TEST

Register as a supplier with Johns Hopkins Aramco Healthcare - TEST

Hello!

Sara Salem has invited you to register to become a supplier with Johns Hopkins Aramco Healthcare - TEST. Start by creating an account with Ariba Network. It's free.

Johns Hopkins Aramco Healthcare - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Training Test already has an account with Ariba Network, sign in with your username and password.

Click Here to create account now

Training Test

You are receiving this email because your customer, Johns Hopkins Aramco Healthcare - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Johns Hopkins Aramco Healthcare - TEST.

Offices | Data Policy | Contact Us | Customer Support

Powered by **SAP Ariba** /\\

2.2. An **Ariba Proposal and Questionnaires** welcome page appears. If your company is already registered in SAP Ariba platform, go to *step # 3.12* or click on the **Sign Up** button.

2.3. The registeration page appears. Fill in the required **Company information**, and the **User Account information**:

Note: we advice supplier to keep the "Use my email as my username**" checkbox checked.

2.4. Under **Tell us more about your business** section, enter the **products and services categories** that your company provide, and click on **Add** button.

2.5. Enter all shipping locations in the **Ship-to or Service Locations** field, or click on the **Browse** button to select all shipping locations. Then, click on **Add** button.

2.6. Accept terms and conditions by checking the check boxes below. Then, click on the **Create account and continue** button.

2.7. After clicking on **Register** button, the **Supplier registration questionnaire** for JHAH appears. Fill in all required data, then, click on **Submit Entire Response** button.

2.8. A confirmation submission pop-up window appears. Click on **OK** button.
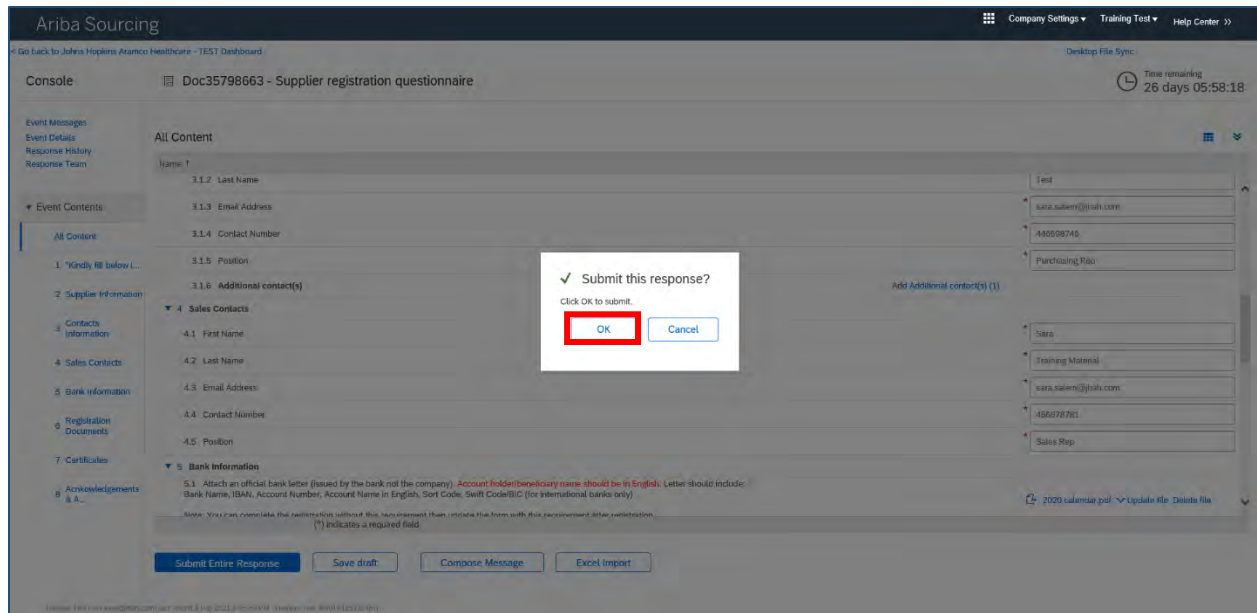
2.9. The response has been submitted successfully.
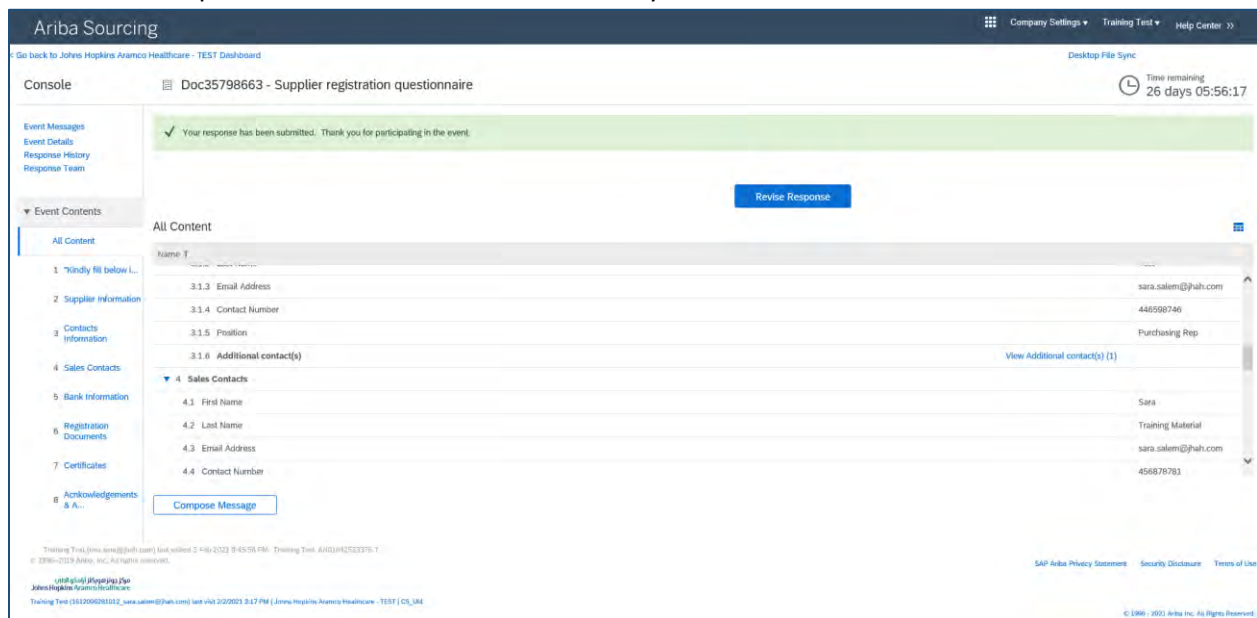
2.10. A confirmation email will be recieved, indicating that the registration process has been done successfully.

Tue 2/2/2021 15:17

Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
Welcome to the Ariba Commerce Cloud

If t. ~ problems with how this message is displayed, click here to view it in a web browser.

Action Items   + Get more apps

EXTERNAL EMAIL
This is an external email received from the Internet. Report this message to spam@jhah.com if the email contains any suspicious content.

SAP Ariba

Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for Training Test is now complete.

Your organization's account ID: **AN01642533376-T**

Your username: **test.sara@jhah.com**

As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyer relationships.

Ariba On Demand Sourcing buyers might request that you complete additional profile information as part of their Supplier Profile Questionnaire. When you access customer requested fields for a specific buyer, you will see a pop-up page with that buyer's name; that page contains the buyer's customer requested fields.

You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. If account administration is not part of your job responsibility, you can transfer the administrator role at any time to another person in your organization whose responsibilities are more in line with account administration.

Good to Know:

Your Ariba Commerce Cloud account provides a central access point to the seller-facing capabilities of the following Ariba solutions:

• Ariba Discovery™ (Leads)

3. RFI/RFP Submission though SAP Ariba System

3.1. To participate in an event (RFI/RFP), the supplier must be invited by the buyer. The supplier will get an invitation email. Click on the link provided below to log-in to SAP Ariba.

Johns Hopkins Aramco Healthcare - TEST

JHAH Supply Chain Announcement

Notification Title

Johns Hopkins Aramco Healthcare - TEST has invited you to participate in the following event: Training Test - Sourcing Project. The event is set to begin on Monday, February 8, 2021 at 4:31 AM, Pacific Standard Time.

Use the following username to log in to Johns Hopkins Aramco Healthcare - TEST events: test.sara@jhah.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.

If you have forgotten your username or password and are unable to log in, Click Here.

NOTE: The forgot password link is only valid for 24 hours. After this link expires, click Forgot Password on the Ariba Login page to reset your password.

If you have questions about this event, contact Sara Salem via telephone at   or via e-mail at sara.salem@JHAH.com.

We look forward to working with you!

Thank You,
With best compliments from Supply Chain Department

Johns Hopkins Aramco Healthcare - TEST

You are receiving this email because your customer, Johns Hopkins Aramco Healthcare - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Johns Hopkins Aramco Healthcare - TEST.

3.2. SAP Ariba Supplier Log-in page will appear. Enter your credentials, then click on the **Login** button then it will take you to the Event page directly.
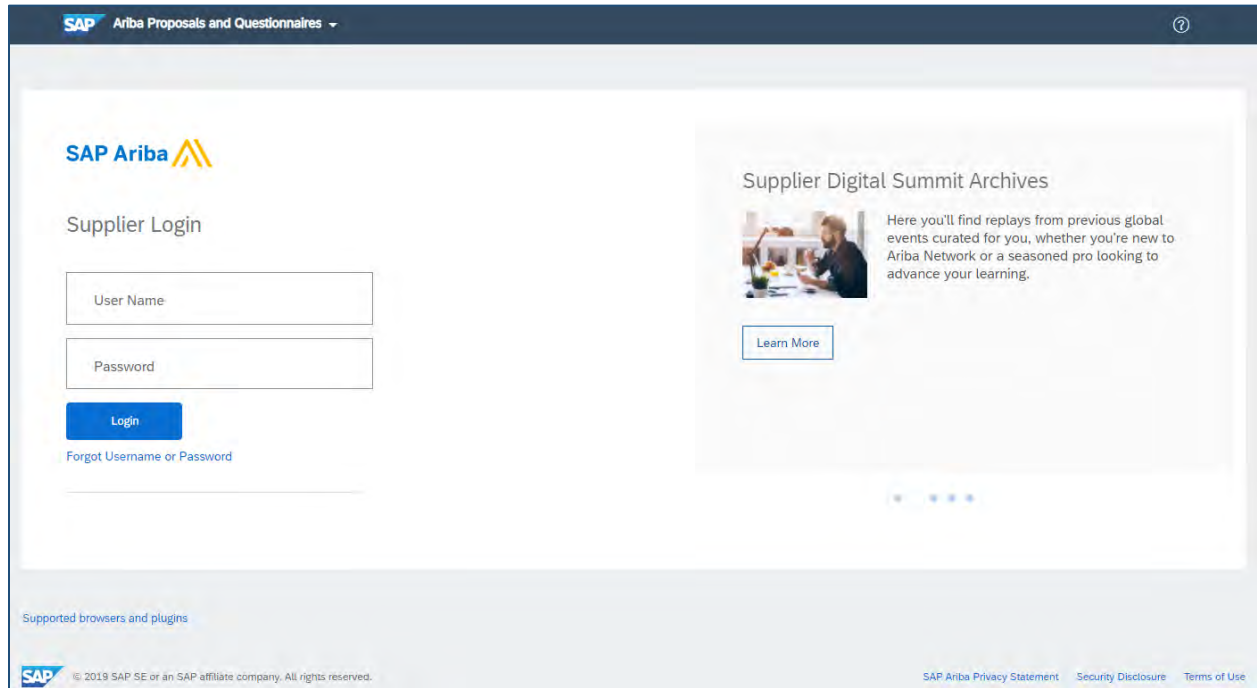

3.3. Also, you can always access SAP Ariba Suppliers website to view all events you are invited to by accessing http://jhah.supplier.mn2.ariba.com/ which will take you to same above log-in page.

3.4. The Ariba main page appears showing the avilable events, regestration questionnaires, and all related information.
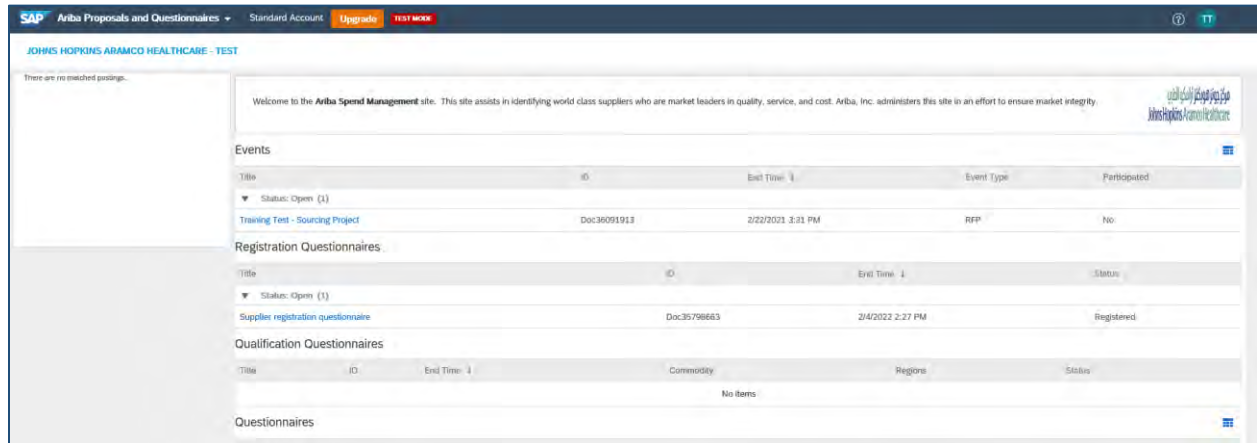
4. Bid Submission through SAP Ariba

4.1. After login to SAP Ariba system, supplier will be directed to Ariba Network main page. Under the Events section, select the subject **RFP event** that is open for bidding.
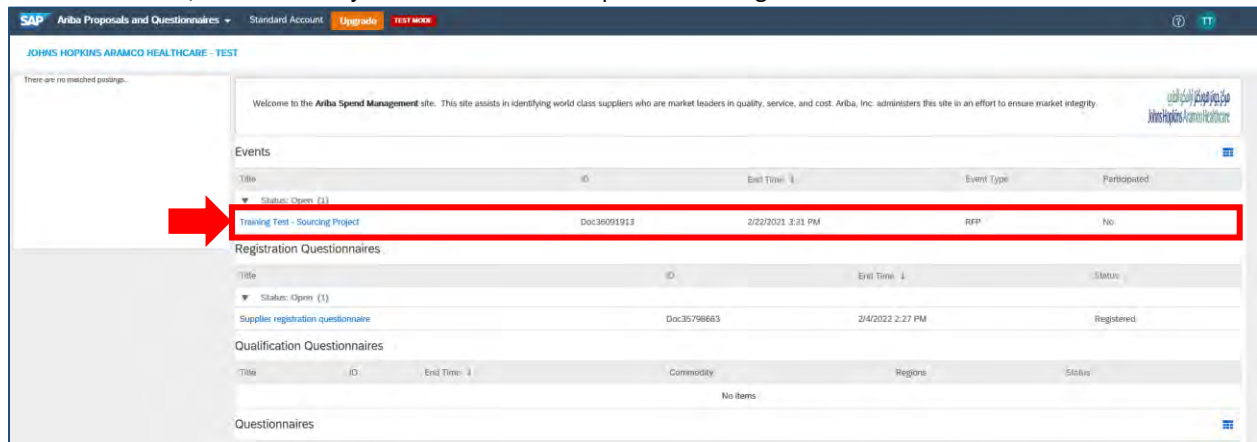
4.2. The Event Main window appears, to participate in the subject event suppliers must review the prerequisites; JHAH NDA, and JHAH Supplier Code of Conduct. Click on **Review Prerequisites** button. Also, pay attention to the **time remaining**.

4.3. A **Prerequisites** window appears. On the **Review and Accept Prerequisites** tab, the NDA appears.

4.4. Scroll down, and select **Accept** option, then click **OK** button.

Potential or actual violations of this Code of Conduct and other ethical irregularities are to be reported directly to the JHAH General Auditor by email, fax, or telephone as follows:
• Email: generalauditor.hotline@jhah.com
• Fax: +966 (0)13-873-7775
• Phone +966 (0)13-874-3333
Suppliers shall maintain appropriate records to substantiate compliance with the terms and conditions of this Code of Conduct and provide such evidence to JHAH upon request. JHAH or its designated representatives may engage in periodic monitoring activities to confirm Suppliers' compliance with this Code of Conduct. These monitoring activities may include on-site inspections of facilities, use of questionnaires, review of publicly available information, or other measures necessary to assess Supplier compliance with this Code of Conduct. Such monitoring activities may be performed in addition to any audit rights which may be set forth in an agreement with JHAH. A Supplier performance assessment will be used by JHAH as a factor in the selection of bidders, the administration of contracts and procurements, or to possibly restrict Supplier access to new JHAH business opportunities. Based on the assessment of information made available to JHAH, JHAH reserves the right (in addition to all other legal and contractual rights) to disqualify any potential Supplier or to terminate any relationship with a current Supplier which JHAH has found to be in violation of this Supplier Code of Conduct, without liability.

Confidentiality
As part of the process of seeking to provide goods, services, or personnel (including consultants) to JHAH or in providing such goods, services, or personnel under the terms of an applicable Agreement, Suppliers may gain access to information or material which JHAH deems to be proprietary or confidential.
Suppliers, in all instances, shall comply with the obligations of confidentiality which are set forth in the applicable request for proposal, invitation to bid, other solicitation document, or agreement by and between JHAH and the Supplier. JHAH views breaches of confidentiality and unauthorized disclosure or use of proprietary or confidential information very seriously and reserves the right (in addition to all other legal and contractual rights) to disqualify any potential Supplier or to terminate any relationship with a current Supplier JHAH has found to have violated its obligations of confidentiality.
All advertising, press releases, or printed matter that reference JHAH or a Supplier's relationship with JHAH must be approved by the JHAH Public Relations Department prior to publication or other use.

Application
This Supplier Code of Conduct is a general statement of JHAH's expectations and requirements with respect to its Suppliers. This Code of Conduct should not be read in lieu of, but in addition to, any Supplier obligations set forth in a) requests for proposals, invitations to bid, or other solicitation documents, or b) agreements by and between JHAH and the Supplier. In the event of a conflict between this Code of Conduct and any JHAH solicitation documents or applicable agreements, the terms of JHAH's applicable solicitation documents or agreements shall prevail. The requirements of this Code of Conduct are not subject to waiver. Neither JHAH, its Suppliers, nor their personnel or representatives are authorized to propose or approve conduct inconsistent with this Code of Conduct.

END OF SUPPLIER CODE OF CONDUCT

◉ I accept the terms of this agreement.

◯ I do not accept the terms of this agreement.

[OK]   [Cancel]

Training Test (test.sara@jhah.com) last visited 9 Feb 2021 2:42:49 AM   Training Test AN01642533376-T
© 1996–2019 Ariba, Inc. All rights reserved.

SAP Ariba Privacy Statement   Security Disclosure   Terms of Use

15

4.5. A submission confirmation pop-up window appears. Click **OK** button to proceed.

• Fax: +966 (0)13-873-7775
• Phone +966 (0)13-874-3333
Suppliers shall maintain appropriate records to substantiate compliance with the terms and conditions of this Code of Conduct and provide such evidence to JHAH upon request. JHAH or its designated representatives may engage in periodic monitoring activities to confirm Suppliers' compliance with this Code of Conduct. These monitoring activities may include on-site inspections of facilities, use of questionnaires, review of publicly available information, or other measures necessary to assess Supplier compliance with this Code of Conduct. Such monitoring activities may be performed in addition to any audit rights which may be set forth in an agreement with JHAH. A Supplier performance assessment will be used by JHAH as a factor in the selection of bidders, the administration of contracts and procurements, or to possibly restrict Supplier access to new JHAH business opportunities. Based on the assessment of information made available to JHAH, JHAH reserves the right (in addition to all other legal and contractual rights) to disqualify any potential Supplier or to terminate any relationship with a current Supplier which JHAH has found to be in violation of this Supplier Code of Conduct, without liability.

Confidentiality
As part of the process of seeking to provide goods, services, or personnel (including consultants) to JHAH or in providing such goods, services, or personnel under the terms of an applicable Agreement, Suppliers may gain access to information or material which JHAH deems to be proprietary or confidential.
Suppliers, in all instances, shall comply with the obligations of confidentiality which are set forth in the applicable request for proposal, invitation to bid, other solicitation document, or agreement by and between JHAH and the Supplier. JHAH views breaches of confidentiality and unauthorized disclosure or use of proprietary or confidential information very seriously and reserves the right (in addition to all other legal and contractual rights) to disqualify any potential Supplier or to terminate any relationship with a current Supplier JHAH has found to have violated its obligations of confidentiality.
All advertising, press releases, or printed matter that reference JHAH or a Supplier's relationship with JHAH must be approved by the JHAH Public Relations Department prior to publication or other use.

Application
This Supplier Code of Conduct is a general state   respect to its Suppliers. This Code of Conduct should not be read in lieu of, but
in addition to, any Supplier obligations set forth i   r solicitation documents, or b) agreements by and between JHAH and the
Supplier. In the event of a conflict between this C   ✓ Submit this agreement?   ts or applicable agreements, the terms of JHAH's applicable solicitation
documents or agreements shall prevail. The req   waiver. Neither JHAH, its Suppliers, nor their personnel or representatives are
authorized to propose or approve conduct incon   Click OK to submit.

'>END OF SUPPLIER CODE OF CONDUCT</a   [OK]   [Cancel]

🔘 I accept the terms of this agreement.

⭘ I do not accept the terms of this agreement.

[OK]   [Cancel]

4.6. A **Select Lots** window appears. Select the line items that you want to bid for, then, click on **Submit Selected Lots** button.
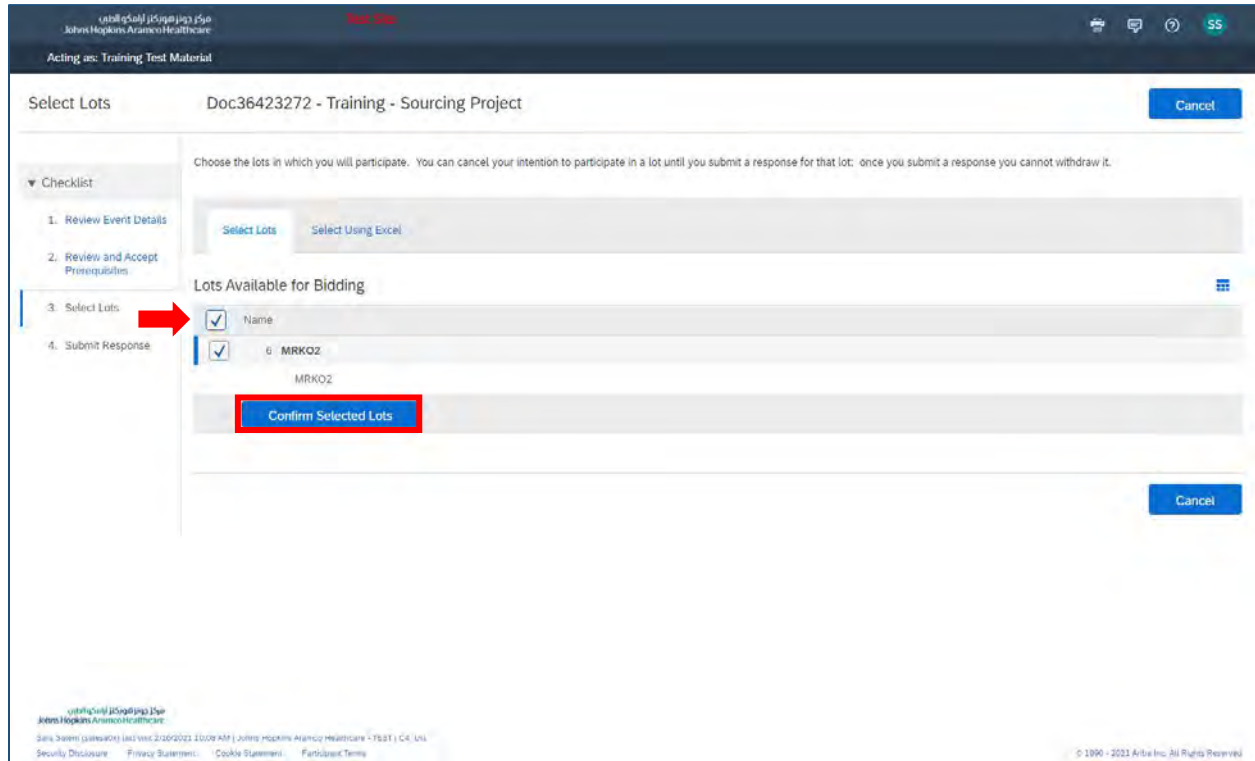

4.7. Under the **Checklist** section, the **Submit Response** tab opens. Response to all required fields such as **Price**, **Vendor Manufacturer Name**, and **Vendor Part Number** under the **Commercial Terms** section.
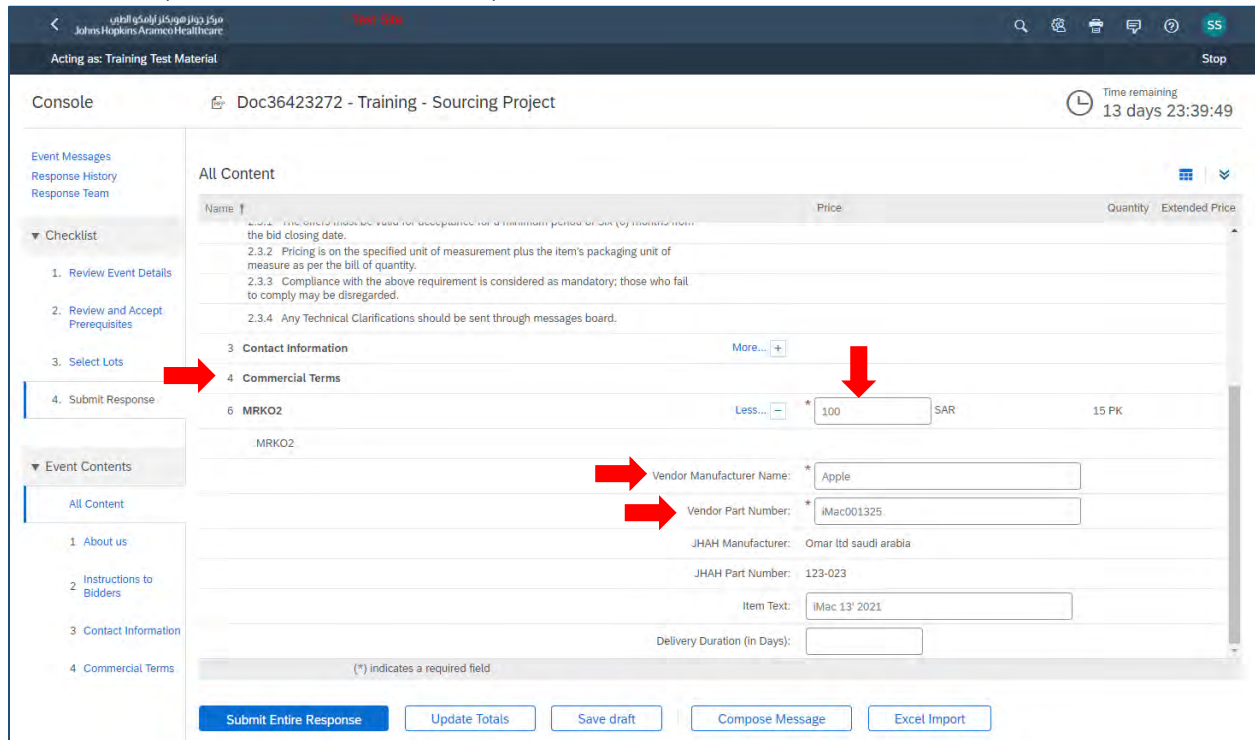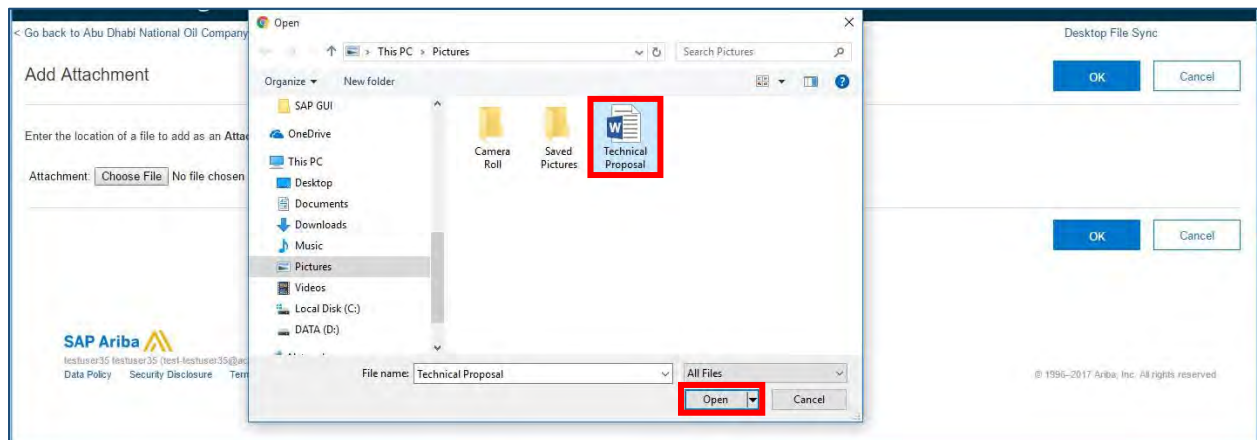
4.8. In the **Technical Envelope** section, answer questions within the envelopes, where buyer has requested suppliers to attach their technical proposals. Click on **Attach a file** button.
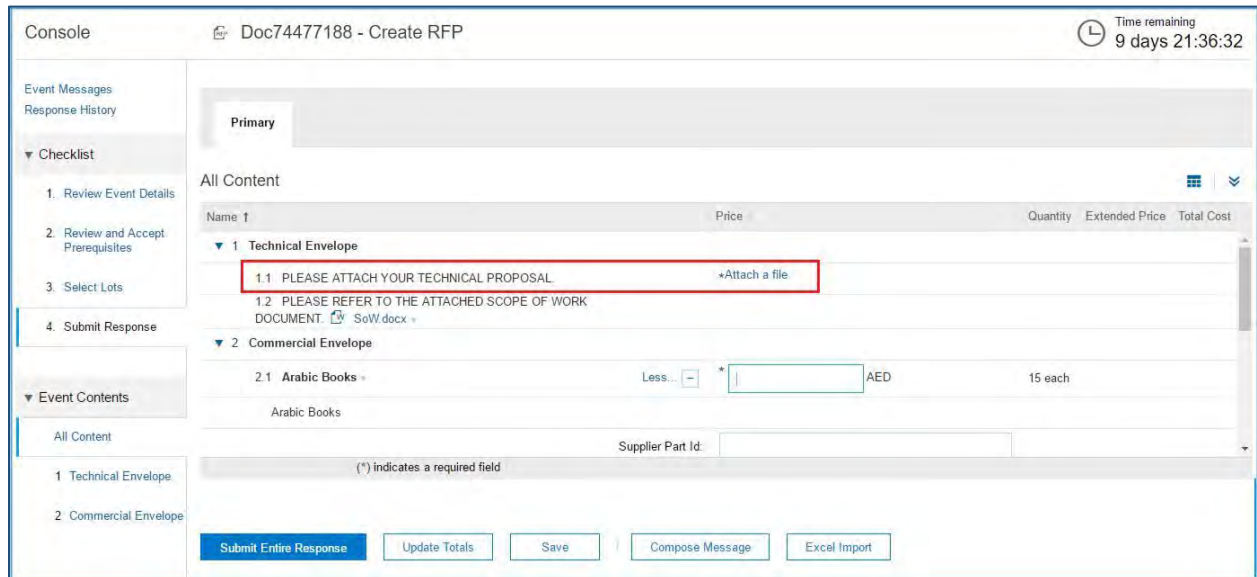
4.9. An **Add Attachment** window appears. Click **Choose File** to browser your computer for the required file to attach.
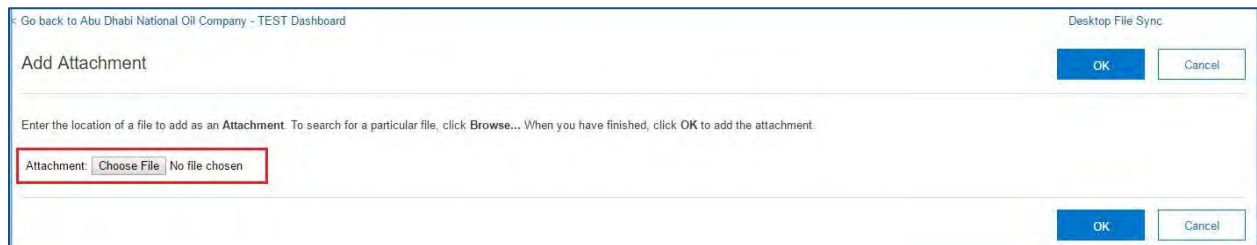
4.10. Select the required file, then click on **Open** button.

4.11. After adding the attachment, the name of the document will appear in front of the attachment field. Confirm, then click on the **OK** button.

4.12. The file has been uploaded successfully to the event **Technical Envelope**.

4.13. Under the **Commercial Envelope** section, enter your quotes/bids for the selected items.

4.14. The buyer may also request supplier to attach the commercial bid to the event response.

4.15. To attach the commercial bid, click on the **Choose File** button to browser your computer for the commercial bid file.

19

4.16. Select the required file, then click on **Open** button.
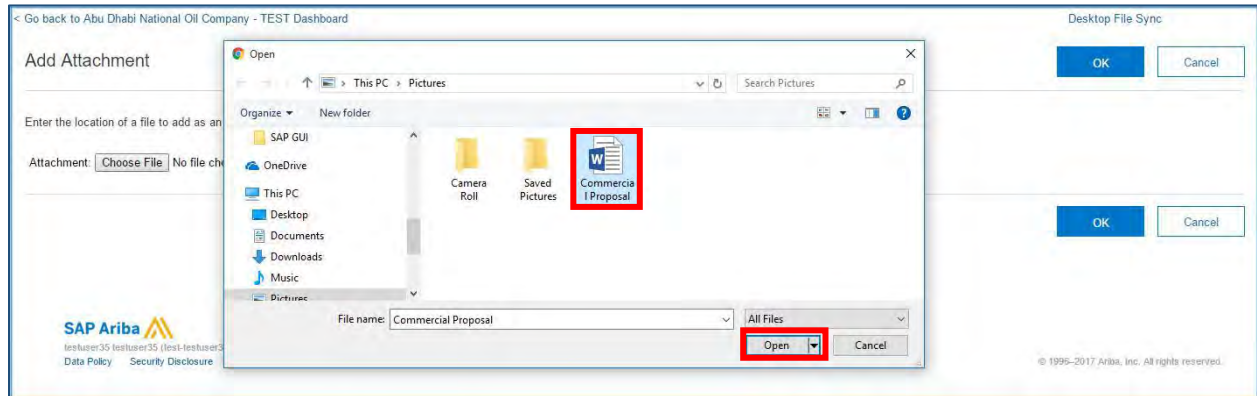
4.17. After adding the attachment, the name of the document will appear in front of the attachment field. Confirm, then click on the **OK** button.
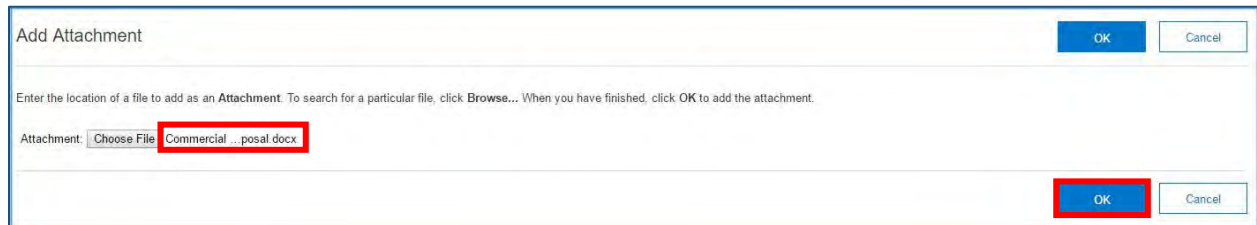
4.18. The file has been uploaded successfully to the event **Commercial Envelope**.
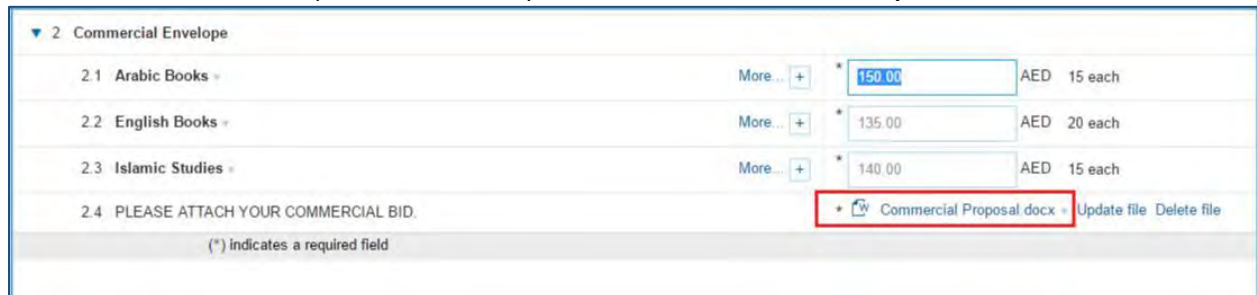
4.19. Click on the **Update Totals** button to view the total value of your commercial quotation.

4.20. Click on the **Save** button if you wish to save your response and submit it later.

4.21. On the **Event Contents** tab, click on the **Commercial Terms** section, to enter the required data for each line item materials by scrolling to the left.

After entering all required information, review event contents, and the time remaining under the **Event Contents** tab. Then, click on **Submit Entire Response** button.

4.22. The **Submit Response** section appears. Click on **Submit Entire Response** button.

4.23. A submission confirmation pop-up window appears. Click **OK** button to proceed.

4.24. The response has been submitted successfully. If it's needed to be revised, click on the **Revise Response** button.
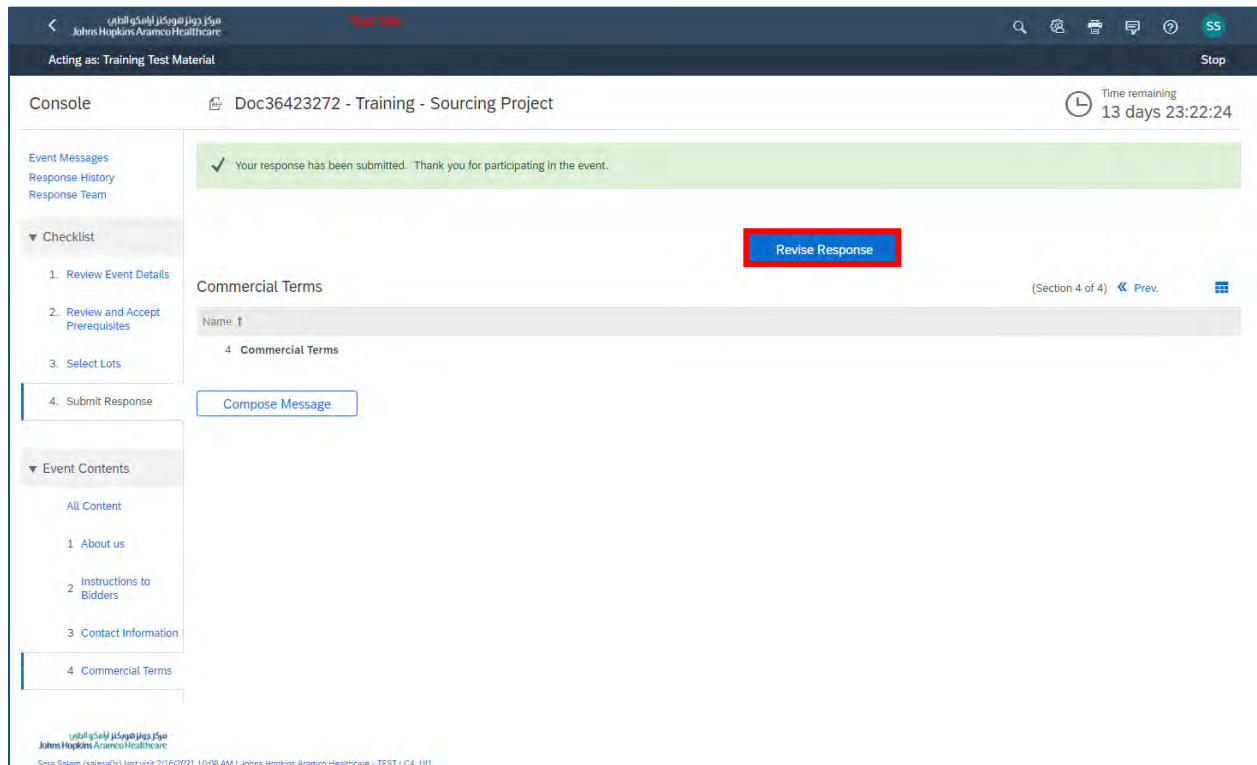
4.25. A **Revise Response** pop-up window appears. Click **OK** button to proceed.
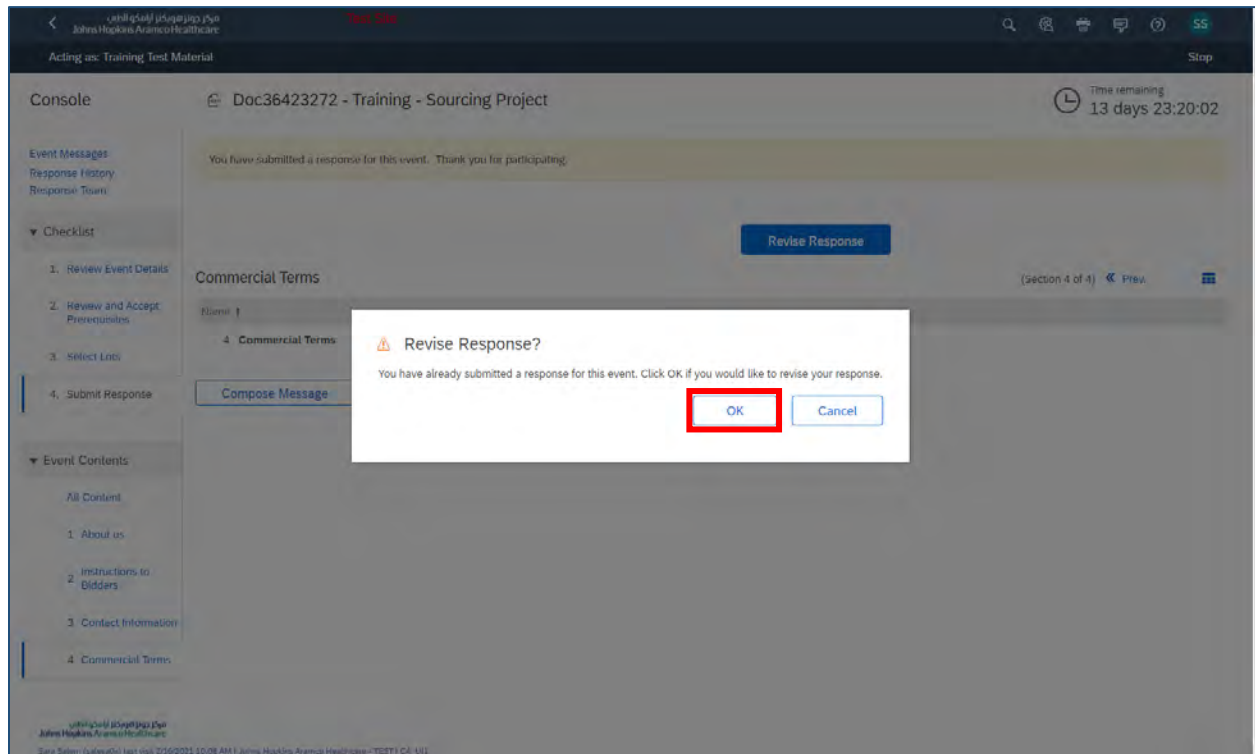
4.26. The **Checklist** section appears, and the **Submit Response** tab opens. To update your response to all questions under the **Commercial Terms**. Enter the new response and click on the **Submit Entire Response** button.
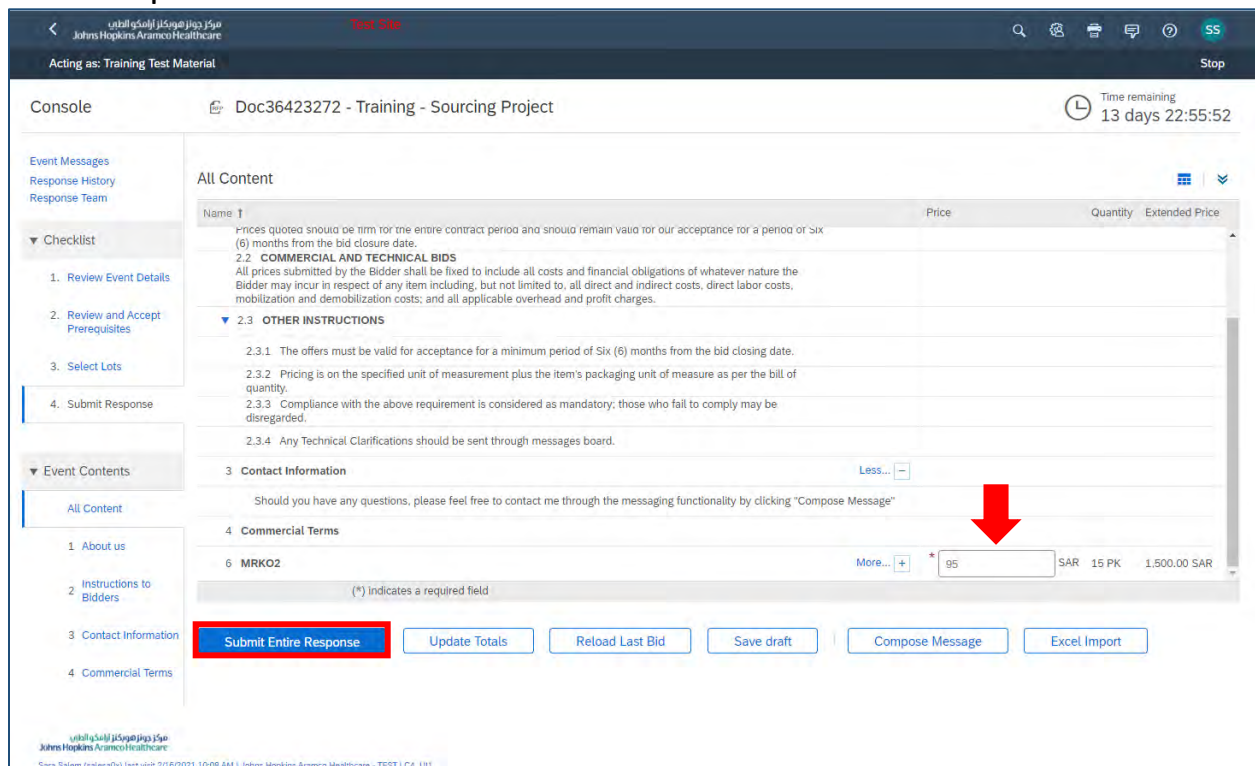
4.27. A submission confirmation pop-up window appears. Click **OK** button to proceed.
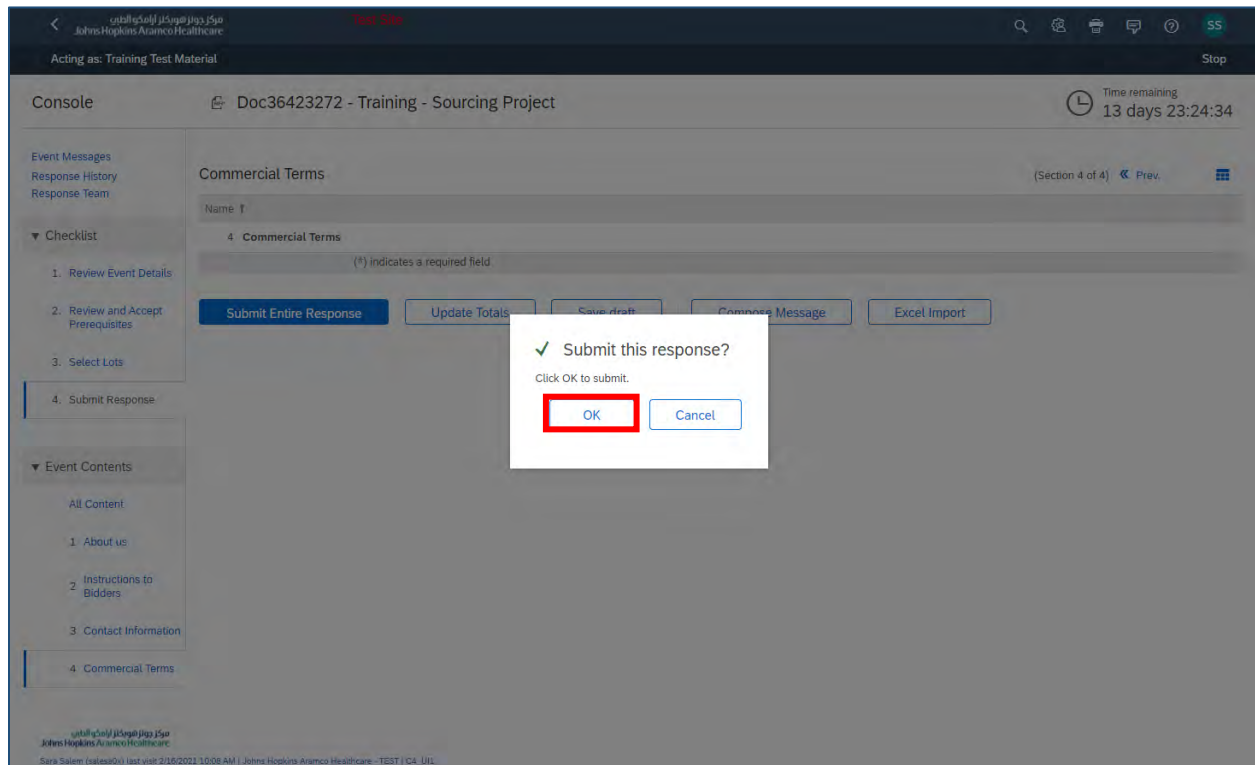
4.28. The revised response has been submitted successfully, and a confirmation message appears on top of the project console.

5. *Decline to Respond:*
   5.1. If supplier want to decline the participation, click on the **Decline to Respond** button.

5.2. A **Reason for Declining to Respond** pop-up window appears. Enter the reason, then click on the **OK** button.

5.3. A confirmation massage appears on the top of the **Sourcing Project** main page.

5.4. Your response has been submitted successfully.

6. Create Alternative Response through SAP Ariba

6.1. After submission the prices, supplier have the option to update, and change prices and details in the RFP before the deadline. On the SAP Ariba supplier dashboard, under the Open Events, select the subject RFP.
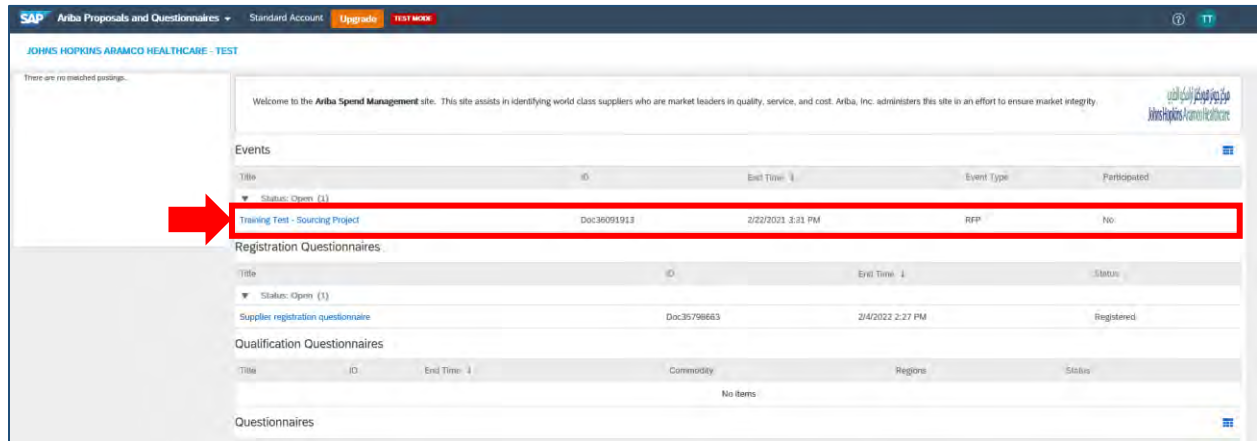

6.2. The **RFP** main window appears. Click on **Create Alternative** button, then, select **Pricing Alternative** option from the dropdown menu.
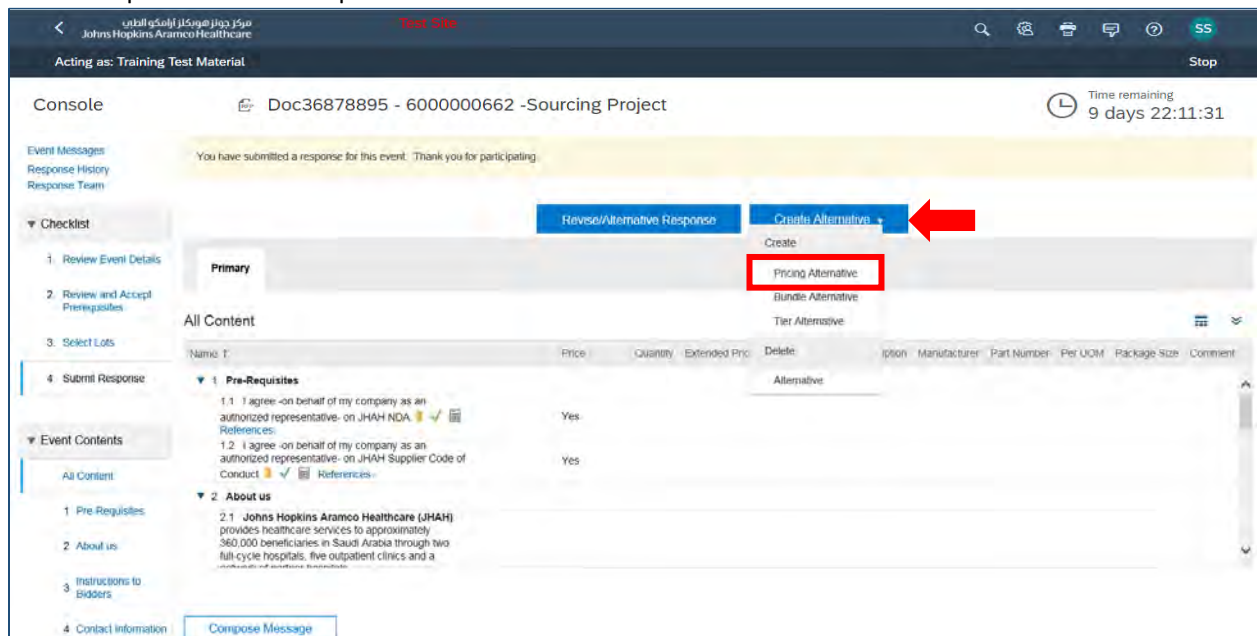
6.3. The **All Content** window appears. Click on the **Alternative** button, then, select **Pricing Alternative** option from the dropdown menu.
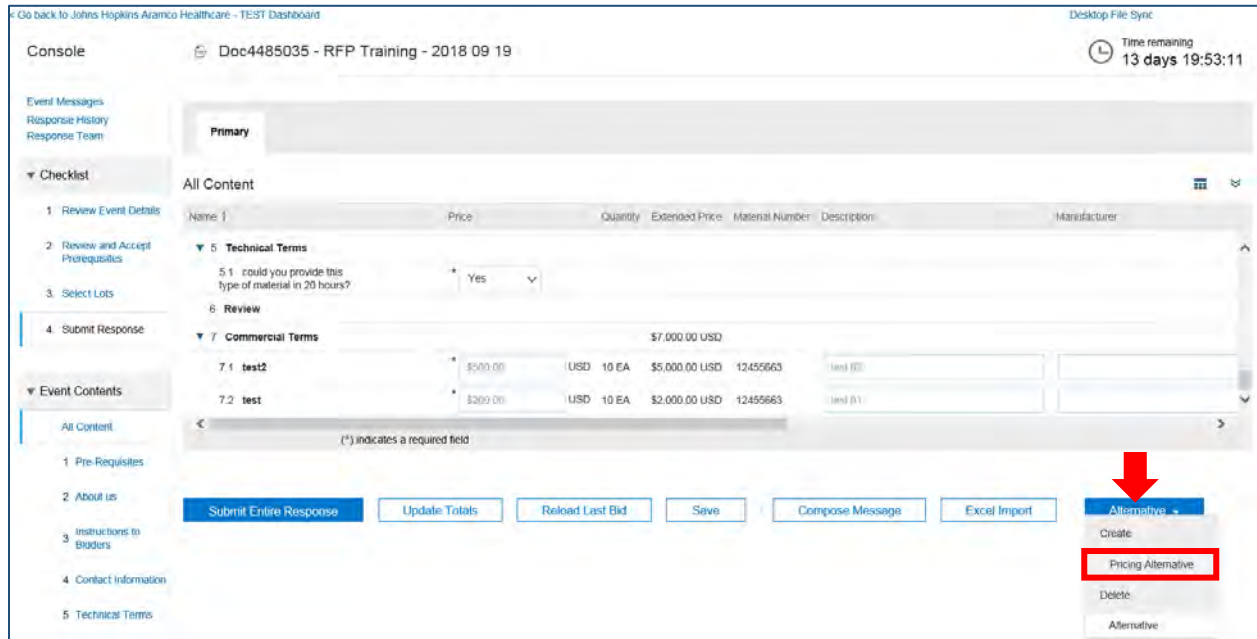
6.4. A **Select Alternative Items** window appears. Enter an **Alternative Name** for the updated prices. Then, from the **Commercial Terms** section, select items that needed to be updated, and click on **OK** button.
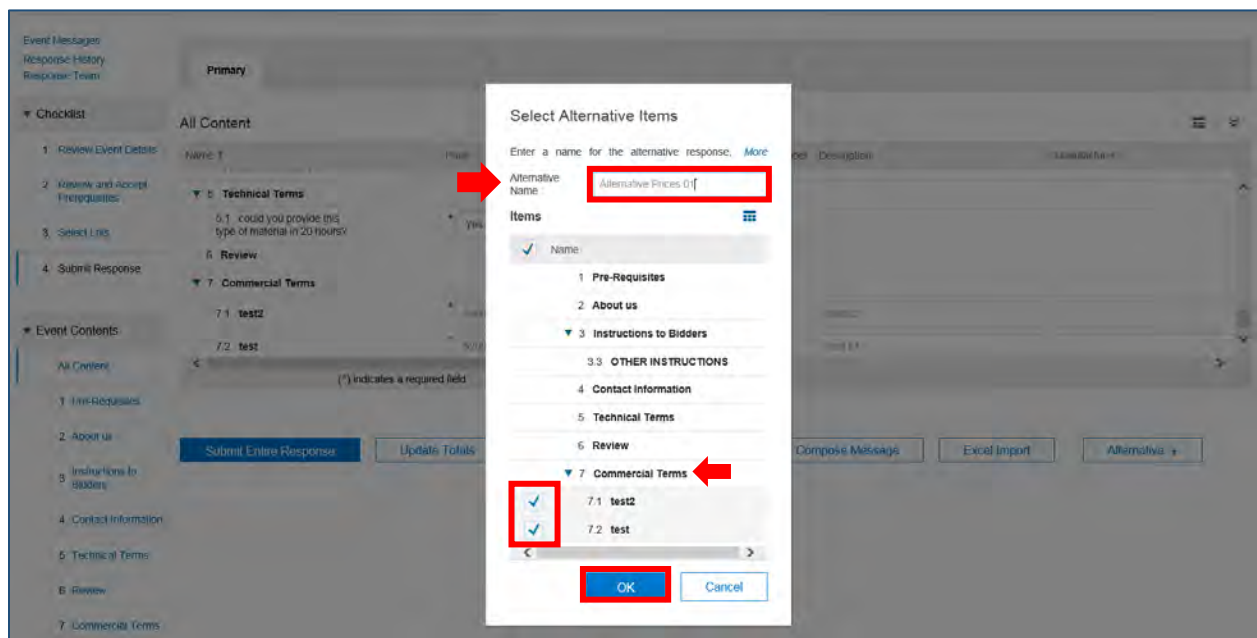
6.5. The new **Alternative Prices** tab appears, where the prices fields for the selected items are editable. Enter the new prices, then click on **Update Totals** button.

6.6. A confirmation pop-up window appears. Click on **OK** button.

6.7. The new alternative prices has been submitted successfully.

7. Contact buyer using Compose message

7.1. SAP Ariba allow suppliers to compose messages to JHAH Buyers. To compose a message for a specific event, the event status *__should be open__*. On the Event window, under the **Open Status**, select the subject RFP.

7.2. The **RFP** main window appears. Click on **Compose Message** button.

7.3. The **Compose New Message** window appears. Enter your message to JHAH supplier, then, click on **Send** button.

7.4. The message has been sent to JHAH Supplier successfully, and you will be directed to the RFP main page.

8. Access to SAP Ariba Help and Support

If supplier face any issue accessing SAP Ariba system, he/she may follow below steps:

8.1. On the RFP main page, on the top right corner, click on the **Help Center** link.

8.2. An **Ariba Help Center** window opens. In this page there are multiple sources for most common questions, and information.

Enter any key words in the **Search** field, then click on the **Search** button to check multiple answers.

8.3. On the other hand, supplier may contact SAP Ariba Support Center. Click on the **Support** tab.
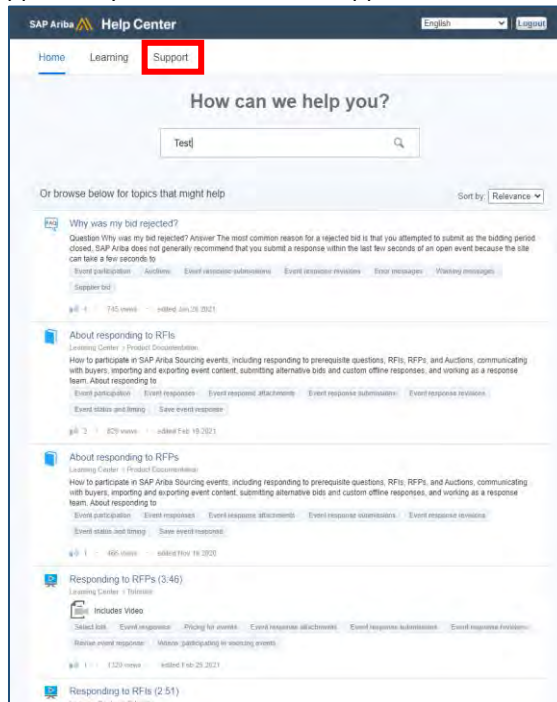
8.4. Enter the key words of what you need help on, then, click on the **Start** button.
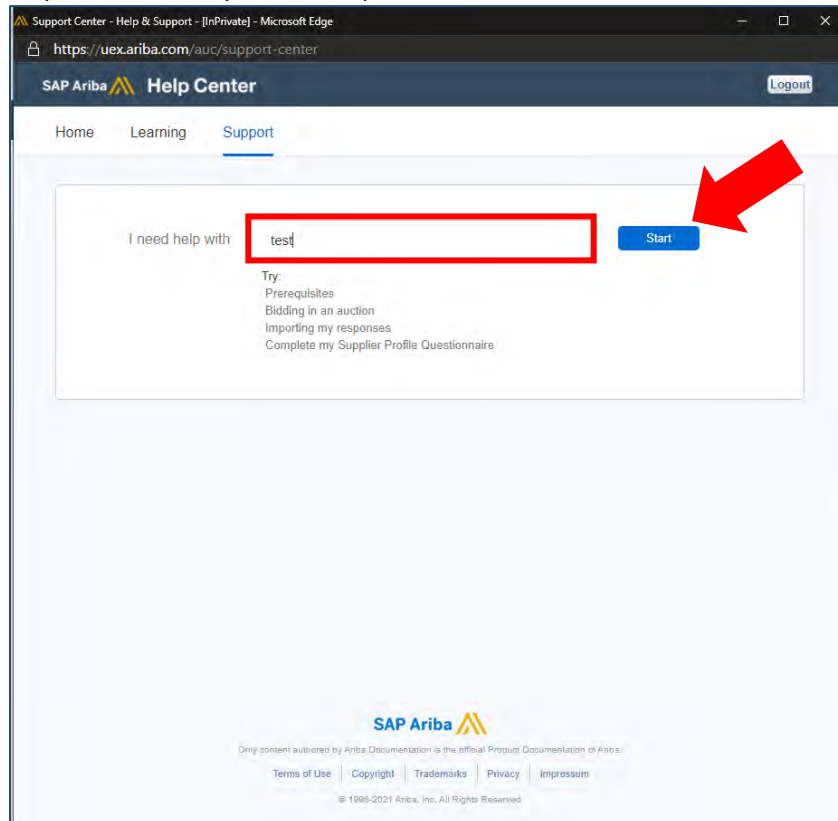
9. How to respond to RFI

9.1. On the SAP Ariba main window, on the Events section, under the Open items, select the subject RFI event.

9.2. The RFI main page appears. Click on the **Review Prerequisites** button.

Test Mode

Ariba Sourcing

Company Settings ▾   Supplier Test ▾   Help Center ≫

‹ Go back to Johns Hopkins Aramco Healthcare - TEST Dashboard   Desktop File Sync

Event Details   Doc4739467 - RFI test   Time remaining
                                                                     13 days 23:58:39

Event Messages
Download Tutorials

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.

▼ Checklist

| Download Content | **Review Prerequisites** | Decline to Respond | Print Event Information |

1. Review Event Details

2. Review and Accept Prerequisites

Primary

3. Select Lots

4. Submit Response

Introduction   (Section 1 of 2) Next ≫

▼ Event Contents

| Name ↑ |
| 1 Introduction |

All Content

1 Introduction   ≫ Next Section: General Questions

2 General Questions

Event Overview and Timing Rules

Owner: Abdel ⓘ   Currency: US Dollar
Event Type: RFI   Commodity: Medical catheter tip syringes 42142604
                                        Regions: DHMS Dhahran Medical Supply
Publish time: 10/3/2018 5:23 PM
Due date: 10/17/2018 5:23 PM

SAP Ariba /\\
Supplier Test (testalif@gmail.com) last visited 3 Oct 2018 7:23:51 AM   Test Alif khobar AN01417413260-T
SAP Ariba Privacy Statement   Security Disclosure   Terms of Use   © 1996–2018 Ariba, Inc. All rights reserved.

9.3. The **Review And Accept Prerequisites** tab appears showing the **Mutual Non-Disclosure Agreement**. Review it, and scroll down to select the **Agree** option, then, click on the **OK** button.

9.4.   A submission confirmation pop-up window appears. Click on **OK** button.

• Email: generalauditor.hotline@jhah.com
• Fax: +966 (0)13-873-7775
• Phone +966 (0)13-874-3333

Suppliers shall maintain appropriate records to substantiate compliance with the terms and conditions of this Code of Conduct and provide such evidence to JHAH upon request. JHAH or its designated representatives may engage in periodic monitoring activities to confirm Suppliers' compliance with this Code of Conduct. These monitoring activities may include on-site inspections of facilities, use of questionnaires, review of publicly available information, or other measures necessary to assess Supplier compliance with this Code of Conduct. Such monitoring activities may be performed in addition to any audit rights which may be set forth in an agreement with JHAH. A Supplier performance assessment will be used by JHAH as a factor in the selection of bidders, the administration of contracts and procurements, or to possibly restrict Supplier access to new JHAH business opportunities. Based on the assessment of information made available to JHAH, JHAH reserves the right (in addition to all other legal and contractual rights) to disqualify any potential Supplier or to terminate any relationship with a current Supplier which JHAH has found to be in violation of this Supplier Code of Conduct, without liability.

Confidentiality
As part of the process of seeking to provide goods, services, or personnel (including consultants) to JHAH or in providing such goods, services, or personnel under the terms of an applicable Agreement, Suppliers may gain access to information or material which JHAH deems to be proprietary or confidential.
Suppliers, in all instances, shall comply with the obligations of confidentiality which are set forth in the applicable request for proposal, invitation to bid, other solicitation document, or agreement by and between JHAH and the Supplier. JHAH views breaches of confidentiality and unauthorized disclosure or use of proprietary or confidential information very seriously and reserves the right (in addition to all other legal and contractual rights) to disqualify any potential Supplier or to terminate any relationship with a current Supplier JHAH has found to have violated its obligations of confidentiality.
All advertising, press releases, or printed matter that reference JHAH or a Supplier's relationship with JHAH must be approved by the JHAH Public Relations Department prior to publication or other use.

Application
This Supplier Code of Conduct is a general state...   respect to its Suppliers. This Code of Conduct should not be read in lieu of, but in addition to, any Supplier obligations set forth i...   solicitation documents, or b) agreements by and between JHAH and the Supplier. In the event of a conflict between this C...   ts or applicable agreements, the terms of JHAH's applicable solicitation documents or agreements shall prevail. The req...   waiver. Neither JHAH, its Suppliers, nor their personnel or representatives are authorized to propose or approve conduct incon...

">END OF SUPPLIER CODE OF CONDUCT</a...

✓ Submit this agreement?

Click OK to submit.

OK   Cancel

● I accept the terms of this agreement.

○ I do not accept the terms of this agreement.

OK   Cancel

9.5. On the **Select Lots** tab, select the requested line items, then, click on **Submit Selected Lots** button.

9.6. The event **All Content** window appears. Answer all required questions, and fill all required fields. Also, Add alternative then, click on the **Submit Entire Response** button.

9.7. A submission confirmation pop-up window appears. Click on **OK** button.

9.8. The RFI has been submitted successfully.

Test Mode

Ariba Sourcing

⊞ Company Settings ▾   Supplier Test ▾   Help Center ≫

< Go back to Johns Hopkins Aramco Healthcare - TEST Dashboard

Desktop File Sync

Console   📄 Doc4739467 - RFI test

🕐 Time remaining
13 days 23:53:38

Event Messages
Response History

✓ Your response has been submitted. Thank you for participating in the event.

▼ Checklist

   1. Review Event Details

   2. Review and Accept Prerequisites

   3. Select Lots

   4. Submit Response

Revise/Alternative Response   Create Alternative ▾

Primary

All Content

Material Number	Part Number	Manufacturer	Do you provide this Part number?	Alternative Part Number	Alternative Manufacturer	Unit of Measure	Package Size	Comment
1039026	0002008	J&j	Yes	123456				

▼ Event Contents

   All Content

   1 Introduction

   2 General Questions

Compose Message

SAP Ariba ⁄⁀
Supplier Test (testalif@gmail.com) last visited 3 Oct 2018 7:23:51 AM   Test Alif khobar AN01417413260-T
SAP Ariba Privacy Statement   Security Disclosure   Terms of Use

© 1996–2018 Ariba, Inc. All rights reserved.