

Training documentation

"ARIBA for Suppliers"

User function:

Supplier ARIBA Users

System: ARIBA
Customizing status: February, 2021

Release:	22.02.2021	Version	2
File name:	Training Documentation for Suppliers_EN.docx	Author (current version)	SAP ARIBA Core Team

Table of Contents

Table of Contents	II
Abbreviations	III
1 General explanation of ARIBA.....	5
1.2 Content/Explanation	5
1.3 Costs.....	5
2 How to register on ARIBA.....	6
2.1 Invitation	6
2.2 Sign up.....	7
2.2.1 Company information	7
2.2.2 User account information.....	7
2.2.3 Business information	8
2.2.4 Review potential exiting accounts	9
2.3 Registration questionnaire	11
2.3.1 Important questions	11
2.3.2 Submit response.....	12
2.3.3 Request additional information	13
2.3.4 Approval.....	13
3 How to become a qualified supplier for TDK	14
3.1 Invitation	14
3.2 General qualification questionnaire	15
3.3 SM Questionnaire	16
3.3.1 Important questions	16
3.4 Submit a questionnaire	17
4 Further explanations of questionnaires	19
4.1 Excel Import.....	19
4.2 Time Frame of questionnaires	21
4.3 Revise response	22
5 How to handle a certificate	23
5.1 Certificate overview	23
5.2 Public certificates.....	23
5.3 Update of expired certificates	23
6 How to handle a contract.....	26
6.1 Negotiating a contract.....	26
6.2 Receiving of a signed contract	28
7 How to participate in an event	29
7.1 Invitation	29
7.2 Participation	29

7.3	Declining	33
7.4	Excel upload of information	34
8	How to update the Public Profile	37
8.1	Company Profile	37
8.2	Profile on ARIBA Discovery	39
9	Dashboard information	40
9.1	ARIBA Network.....	40
9.2	ARIBA Proposal And Questionnaires	40
10	How to reset your password	41
11	Linking of different ARIBA profiles.....	43
11.1	Link the account with a request.....	43
11.2	Link the account directly	45
12	Create different company-users inside ARIBA.....	46
12.1	Create roles	46
12.2	Create user	47

Abbreviations

AEO	Authorized Economic Operator
BAD-SL	Bad Substance List
BG	Business Group
BI	Bank Information
BL	Business License
BOA	Bonus Agreement
CAG	Commercial Agreement
CAGP	Commercial Agreement (project specific)
CAPA	Capacity Agreement
CMD	Conflict Mineral Declaration
CMRT	Conflict Minerals Reporting Template
CONSULT	Consulting Contract
CRT	Cobalt Reporting Template
CSA	Consignment Stock Agreement
CSR	Corporate Social Responsibility
ECPC	Pollution Certificate
FRA	Frame Agreement
FRC	Freight Contract
GK P&L	Auxillary material used in production or laboratory
IATF 16949	IATF-certificate
ID	Identification Number
ISO 13485	Medical Care Certification

ISO 14001	Environmental Management
ISO 17025	Testing and Calibration Laboratories Certification
ISO 45001	Occupational Health & Safety Certification
ISO 50001	Energy Management Certification
ISO 9001	Quality Management Certification
ISO/TS 22163	Railway application Certificate
JDA	Joint Development Agreement
LEA	Leasing and Rental Agreement
MPA	Material Purchase Agreement
MSME	MediumSmallMicroEnterprise Certificates
NDA	Non Disclosure Agreement
NDAP	Non Disclosure Agreement (project specific)
OHSAS 18001	Occupational Health & Safety Certification
OSS	Occupational Safety Sheet
PPM	Parts Per Million
PRA	Pricing Agreement
QAA	Quality Assurance Agreement
RD	Development Contract
REACH C	REACH Confirmation
REACH R	REACH Registration
RoHS	RoHS Conformity
SA 8000	Social Accountability Certification
SD	Supplier Declaration (China)
SLA	Service Level Agreement
SLP	Supplier Lifecycle and Performance
SM	Supplier Management
SQM	Supplier Quality Management
SRM	Supplier Relationship Management
TOL	Tooling Agreement

1 General explanation of ARIBA

SAP ARIBA is a cloud-based innovative solution that allows suppliers and buyers to connect and do business on a single platform. ARIBA acts as supply chain and procurement service in order to perform business on a global scale.

The cloud based innovative solution was first developed in 1996 by the company ARIBA and was later acquired by SAP in 2012.

1.1 Targets of TDK Electronics

The targets of TDK Electronics are:

- Establish transparency among business groups and plants for all procurement data
- Improve efficiency by replacing manual work like excel sheets and emails
- Unification of procurement processes and systems within the TDK Electronics
- Implement efficient reminding functions for the expiration of contracts and certificates
- Store all documents in a single system

1.2 Content/Explanation

TDK Electronics is using three modules:

- Supplier Lifecycle and Performance Management (SLP)
- Contracts
- Sourcing

1.3 Costs

As an ARIBA Network supplier, you have two choices in ARIBA Network accounts.

Standard account: Basic functionality, completely free for suppliers in the ARIBA Network, standard account is the fast and easy way for you to receive orders, confirm them, and quickly transform them to invoices. You'll receive POs via the e-mail address associated with your standard account, and you can transact an unlimited number of documents with your customers without any fees (please note, that not all of the mentioned functions are used at TDK). The standard account is ideal if you only need the basics on ARIBA Network such as:

- Participating in sourcing events
- Contract collaboration

If you have more advanced needs such as offering your customers catalog content, supply chain collaboration, integration with your ERP system or access to experts and priority support the enterprise account is needed.

The number of documents you transact on ARIBA Network within a 12-month period and the extent of the automation technologies and support that your business requires determines the enterprise account subscriptions. For more details, please contact SAP ARIBA.

<https://www.ARIBA.com/ARIBA-network/ARIBA-network-for-suppliers/accounts-and-pricing>

Note: All three modules used by TDK Electronics are FREE OF CHARGE

2 How to register on ARIBA

The first step is the registration. This will be triggered by TDK buyers, who will send you an invitation with the registration questionnaire.

Whenever an action is needed from your side in ARIBA you will receive an email notification.

2.1 Invitation

Click on the link in the e-mail you received to create an account or to log in, if you have already have an account.

TDK Electronics

Register as a supplier with TDK Electronics

Hello!

BUYER has invited you to register to become a supplier with TDK Electronics. In order to do so, you need to start by creating an account with Ariba Network. It's free.

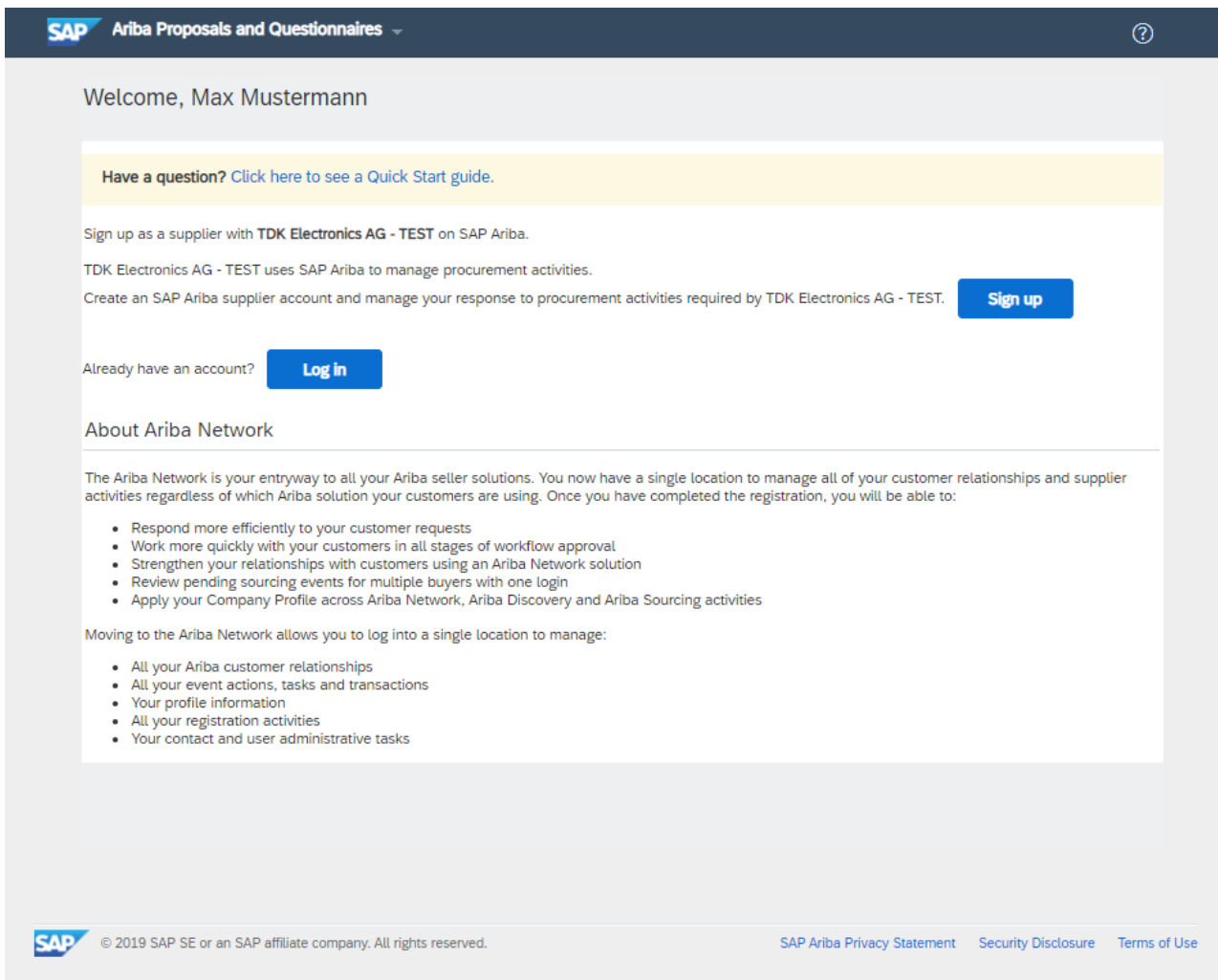
TDK Electronics uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Supplier Documentation AG already has an account with Ariba Network, sign in with your username and password.

[Click Here to create account now](#)

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

Offices | Data Policy | Contact Us | Customer Support
Powered by

Following internet page will open.



The screenshot shows the SAP Ariba Proposals and Questionnaires interface. At the top, there is a navigation bar with the SAP logo and the text "Ariba Proposals and Questionnaires". Below this, a welcome message reads "Welcome, Max Mustermann". A yellow banner contains the text "Have a question? [Click here to see a Quick Start guide.](#)". The main content area includes a sign-up section with the text "Sign up as a supplier with **TDK Electronics AG - TEST** on SAP Ariba." and "TDK Electronics AG - TEST uses SAP Ariba to manage procurement activities." Below this, there is a "Sign up" button and a "Log in" button. The "Log in" button is preceded by the text "Already have an account?". A section titled "About Ariba Network" follows, explaining that the Ariba Network is a single location for managing customer relationships and supplier activities. It lists several benefits: responding more efficiently to customer requests, working more quickly with customers, strengthening relationships, reviewing pending sourcing events, and applying company profiles across Ariba Network, Ariba Discovery, and Ariba Sourcing activities. Finally, it lists tasks that can be managed in a single location: all Ariba customer relationships, event actions, tasks, and transactions, profile information, registration activities, and contact and user administrative tasks. At the bottom, there is a footer with the SAP logo, copyright information "© 2019 SAP SE or an SAP affiliate company. All rights reserved.", and links for "SAP Ariba Privacy Statement", "Security Disclosure", and "Terms of Use".

If you already have an account, you can directly check chapter 2.3 regarding the TDK registration questionnaire.

2.2 Sign up

If you start by creating an account, ARIBA will ask you for some additional information. This information is not related to the TDK questionnaire but for your public profile on the ARIBA network.

2.2.1 Company information

Company information

* Indicates a required field

Company Name: *

Country/Region: *

Address: *

Postal Code: *

City: *

State: *

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.

Please fill out all required fields to create an account.

2.2.2 User account information

Please be informed, that the username must be in email format (xxxx@xx.xx).

The password must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters.

User account information

* Indicates a required field

Name: *

Email: *

Use my email as my username

Username: *

Password: *

Language:

Email orders to: *

SAP Ariba Privacy Statement

Must be in email format(e.g john@newco.com) ⓘ

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters. ⓘ

The language used when Ariba sends you configurable notifications. This is different than your web b...

Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

2.2.3 Business information

Please browse to the product and categories, and to the ship-to/service locations by using the “browse” button.

Tell us more about your business

Product and Service Categories*:	<input type="text" value="Enter Product and Service Categories"/>	<input type="button" value="Add"/>	-or-	<input type="button" value="Browse"/>
Ship-to or Service Locations*:	<input type="text" value="Enter Ship-to or Service Location"/>	<input type="button" value="Add"/>	-or-	<input type="button" value="Browse"/>
Tax ID:	<input type="text" value="Optional"/>	Enter your Company Tax ID number.		
Vat ID:	<input type="text" value="Optional"/>	Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.		
DUNS Number:	<input type="text" value="Optional"/>	Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ		

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration. By clicking the Create account and continue button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

<input type="checkbox"/>	I have read and agree to the Terms of Use
<input type="checkbox"/>	I have read and agree to the SAP Ariba Privacy Statement

You need to select at least one product on the third level. Please choose the corresponding category by clicking on the “+”.

Product and Service Category Selection

Search
Browse

Click the product and service category you want to add and click the + icon. Lower-level product and service categories are displayed after you click a product and service category. Click OK to save your changes.

Browse Product and Service Categories Didn't find what you were looking for? Try Search »

<ul style="list-style-type: none"> Agricultural & Fishing Machinery > Agricultural & Fishing Services > Apparel, Luggage & Personal Care > Chemicals > Cleaning Supplies > Computer Hardware, Software & Telecom > Construction & Maintenance > 	<ul style="list-style-type: none"> Agricultural, Forestry and Landscaping Equipment > Fishing & Aquaculture Equipment > 	<ul style="list-style-type: none"> Aquaculture equipment > <input type="button" value="+"/> Commercial fishing equipment > <input type="button" value="+"/> 	<div style="border: 1px solid #ccc; padding: 10px; min-height: 100px;">No items</div>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------

My Selections (0)

No items

Don't forget to accept the Terms of Use and the SAP Ariba Privacy Statement on the bottom.

Then you can click on “Create Account and Continue”

I have read and agree to the [Terms of Use](#)
 I have read and agree to the [SAP Ariba Privacy Statement](#)

Create account and continue
Cancel

2.2.4 Review potential exiting accounts

You may get the information, that there are already similar accounts created. You need to review them and check, if you company is maybe already registered.

i Potential existing accounts

We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.

Review accounts

You can click on view profile to access the details of the potential duplicates. If your company is already registered, please click on “Contact Admin” to enlarge your company’s account.

Aribatest	AUT	Styria	-	AN01561463839	... View profile Please view profile and contact admin if you need to.
TDK India Pvt Ltd	IND	Maharashtra	-	AN01457459021	
TDK COMPONENTS PTE. LTD.	SGP	Singapore	-	AN01566647285	...

Supplier profile

Last Updated: 31 Aug 2020

Contact Admin
Cancel

Aribatest
Deutschlandsberg
Styria
Austria

Overall: ★★★★★
RATING 1: ★★★★★
RATING 2: ★★★★★
RATING 3: ★★★★★
RATING 4: ★★★★★

Basic Information References (0)

Year Founded: **Not Specified**
Employees: **Not Specified**
Revenue: **Not Specified**
Stock Ticker: **Not Specified**
Legal Name: **Not Specified**
Type of Organization:
State of Incorporation: **Not Specified**

Details

Sales Territories Any Territories	Commodities Not Specified	Industries Not Specified
---------------------------------------------	-------------------------------------	------------------------------------

Additional Network Information

AN Subscription: Premium Package
ANID: AN01561463839
D-U-N-S® Number: Not Specified

If you are sure, that none of these accounts are related to your company, you can click on “Continue Account Creation”.

Review duplicate Account

We noticed that your company may already register an Ariba Network account, please review the match results below, then:

- You can log in the account you are associated with
- Or, you can view the profile and [contact the account administrator](#) from there
- Or, if there is no match, you can Continue Account Creation and we will progress your registration
- Or, you can [Go back to previous page](#)

Match Based On

COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
Supplier Documentation AG	julia.kapfensteiner@tdk-electronics.tdk.com			Solostraße Graz Styria, Austria 8010

20 search results found | [Search More](#)

SUPPLIER NAME	COUNTRY	STATE	DUNS	SUPPLIER ANID	ACTIONS
Supplier JK 20190221	AUT	-	-	AN01436599654	...
Aribatest	AUT	Styria	-	AN01561463839	...
TDK India Pvt Ltd	IND	Maharashtra	-	AN01457459021	...

This will directly bring you to the TDK registration questionnaire.

2.3 Registration questionnaire

The registration questionnaire contains general information. Please fill out the questionnaire with all your data. Mandatory questions are marked with an asterisk (*) and have to be answered to be able to submit the response..

Console Time remaining 13 days 23:13:20

Doc496585745 - Supplier registration questionnaire

Event Messages

Event Details

Response History

Response Team

▼ Event Contents

All Content

1 General information

2 Requested terms of P...

3 CSR

4 Documents

5 Banking details

6 Additional banking d...

7 European tax identifi...

9 Other Tax Numbers

12 Additional comments

All Content

Name 1

▼ 1 General information

1.1 Company name *

1.2 Company name 2 (if Company name is longer than 35 characters or to enter Chinese characters)

1.3 Company name 3 (if Company name 2 is longer than 35 characters)

1.4 Company name 4 (if Company name 3 is longer than 35 characters)

1.5 Address

Street: House Number:

Street 2:

Street 3:

District:

Postal Code: City: *

Country: Region: *

1.6 Communication language

1.7 Contact person salutation

1.8 Contact person first name *

1.9 Contact person last name *

1.10 Contact person phone number (incl. country code e.g. +49 1234 56789) *

1.11 Contact person email address *

1.12 Fax number for ordering (excluding country code and with leading zero)

(*) indicates a required field

2.3.1 Important questions

In the following you will find some questions which are important for continue business TDK.

TDK is not allowed to work with suppliers which do not comply with the “ten principles of the UN global compact initiative”. So please read these questions carefully and answer correctly.

▼ 3 CSR

3.1 Do you follow the principles described in the code of conduct of the Responsible Business Alliance (RBA)? <http://www.responsiblebusiness.org/>

3.2 Do you comply with the “ten principles of the UN global compact initiative”? <https://www.unglobalcompact.org/what-is-gc/mission/principles> *

3.3 Do you support the UN Global Compact Initiative?

3.4 Are there specific guidelines for corporate social responsibility / CSR Policy / code of conduct?

3.6 Is there a compliance officer in charge for the CSR policy

Please also fill in your DUNS (Dun & Bradstreet Number) number. If you don't have one, you can easily apply for one (<https://www.bisnode.de/upik-en/contact-upik/>)

1.16 DUNS number

In case you intend to supply material(s) to TDK which remain in the TDK end product you need to have at least an ISO 9001 certificate. In case you have an ISO 9001 certificate please choose “yes” at the corresponding question 4.1. If you are IATF 16949 certified please also tick “yes” at the ISO 9001 question.

▼ 4 Documents	
4.1 Do you have a valid ISO 9001 certificate?	* Yes ▼

Please add all bank information in the relevant fields (even if the field itself is not mandatory).

▼ 5 Banking details	
5.1 Account holder	* <input type="text"/>
5.2 Name of the bank (from account holder)	* <input type="text"/>
5.3 Swift code	<input type="text"/>
5.4 Bank account	<input type="text"/>
5.5 IBAN (international bank account number)	<input type="text"/>
5.6 Currency	Unspecified ▼

Please enter also all tax numbers you have by clicking on the corresponding blue link. Multiple answers per link are possible.

7 European tax identification number (VAT)	Add European tax identification number (VAT) (0)	
8 Please enter your tax number into the next field if you are not inside the EU or if you have additional numbers		
9 Other Tax Numbers	Add Other Tax Numbers (0)	

2.3.2 Submit response

After adding all your information, please click on „Submit Entire Response“.

Submit Entire Response	Reload Last Bid	Save draft	Compose Message	Excel Import
-------------------------------	-----------------	------------	-----------------	--------------

You will receive an email, which informs you, that the questionnaire is submitted

TDK Electronics

TDK Electronics has received your registration information and will review it for approval.


To check your registration status, log in to the [TDK Electronics - TEST](#) supplier portal.

[Click Here](#)

Sincerely,
TDK Electronics

You are receiving this email because your customer, TDK Electronics - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact [TDK Electronics - TEST](#).

Offices | [Data Policy](#) | [Contact Us](#) | Customer Support

Powered by 

—

Depending on your answers the registration questionnaire will be approved, denied or the buyer of TDK will ask for additional information.

2.3.3 Request additional information

If TDK requires additional information, you will receive an email. Click on the link to access ARIBA.

TDK Electronics

Additional registration information needed.

TDK Electronics reviewed your registration information and needs the additional information described in the comments below.

Comments: Dear Supplier,

Please inform about question number XY and add your answer!

Best Regards
TDK Buyer

To provide the additional information that TDK Electronics needs, [Click Here](#) to go to the registration questionnaire.

If you have questions, please contact Julia Kapfensteiner.

You are receiving this email because your customer, TDK Electronics - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact TDK Electronics - TEST.
Offices | Data Policy | Contact Us | Customer Support

Powered by

Please open ARIBA and click on “Revise Response”, edit the information requested by the TDK-buyer and submit the questionnaire again.

You have submitted a response for this event. Thank you for participating.

[Revise Response](#)

All Content



2.3.4 Approval

If the questionnaire is approved, you will also be informed.

TDK Electronics

Registration with TDK Electronics has been approved.

You will be notified when next steps as part of a procurement or sourcing process require your attention.

You are receiving this email because your customer, TDK Electronics, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact TDK Electronics - TEST.
Offices | Data Policy | Contact Us | Customer Support
Powered by

3 How to become a qualified supplier for TDK

After you registered, and the registration is approved by the respective buyer at TDK your qualification as TDK-supplier will start. Throughout this process, you will receive at least one more questionnaire for qualification.

3.1 Invitation

Depending on the material or service you provide more questionnaires need to be filled in.

Whenever an action is needed from your side in ARIBA you will receive an email notification. Then you have to access your ARIBA account or only click on the link in the email to proceed.

Hello!

Now that Test supplier_Training is registered as a supplier with TDK Electronics - TEST, you're invited to fill out one or more questionnaires to become qualified.

If you have questions, please contact xxxxx at or via e-mail at xxx.xx@tdk-electronics.tdk.com.

[Click Here](#) to create account now to fill out the questionnaire

Thank you,

TDK Electronics - TEST

In your ARIBA TDK view you can see which questionnaires are open and where you need to take action.

Commodity	Regions	Status
(no value)	All All	Registered
	Regions	Status
AUT Austria		Qualification Started
	Regions	Status
(no value)		NotResponded
	Questionnaire	Status

Start to fill in the questionnaires by clicking on the blue file(s).

Qualification Questionnaires

Title

▼ Status: Open (1)

[General qualification questionnaire](#)

Questionnaires

Title

▼ Status: Open (1)

[SM Questionnaire \(F1\)](#)

The appropriate questionnaire opens.

Please note, that the different questionnaires consist of mandatory and not mandatory questions. Mandatory questions are identified by a red asterisk * and need to be answered.

* Unspecified ▼

3.2 General qualification questionnaire

The General qualification questionnaire under the category “Qualification Questionnaires” in your ARIBA TDK view only consists of view mandatory questions.

All Content ☰

Name ↑	
▼ 1 General information	
1.1 Company country	* Unspecified ▼
1.2 Do you have a special contact for the qualifying TDK plant?	* Unspecified ▼
1.6 E-mail address for ordering (if different from previously provided)	<input type="text"/>
1.7 Fax number for ordering (if different from previously provided)	<input type="text"/>
▼ 4 Comments	
4.1 Additional comments (in english)	<div style="border: 1px solid #ccc; height: 50px; width: 100%;"></div>

(*) indicates a required field

It is necessary, to provide additional contacts if available and also to recheck, if the email address for ordering is the same (for the qualifying TDK plant) as you provided in the registration questionnaire.

The General qualification questionnaire has to be filled out by each and every supplier, no matter what material or service he is able to supply. Furthermore this needs to be filled, everytime if an additional TDK plant is qualifying you as a potential supplier.

3.3 SM Questionnaire

The next questionnaire under the category “Questionnaires” is more comprehensive. Depending on the material or service you provide to TDK you will receive the relevant questionnaire.

3.3.1 Important questions

Mandatory questions have to be answered to be able to submit the response. In the following you will find some questions which are important for the ongoing business with TDK.

If you are delivering materials to TDK you are also asked questions regarding conflict minerals and REACH

6.7 Are your products free from conflict minerals? http://www.responsiblemineralsinitiative.org/	* Unspecified
6.11 Are your products free from cobalt?	* Unspecified
6.13 REACH registration available?	* Unspecified

In case any of your material, which you intend to supply contains so called “conflict materials” choose “no” at 6.7. “Are your products free form conflict minerals?” Additional questions will pop up and you will be asked which conflict mineral and you also have to attach the CMRT file, so that TDK can verify no red smelters are used. The same is for cobalt.

You will be asked for all your certificates (see chapter 6.1). In case you have a specific certificate for example ISO 9001, IATF 16949, ISO 14001 or ISO 50001 please choose “Yes”. Due to your certificate status the questions of the questionnaire will be reduced with redundant questions based on your certificates. For example, if you hold an ISO 14001 certificate, no Environmental management questions will appear in your questionnaire.

In the “SM questionnaire” you are asked for the availability of several certificates.

▼ 9 Certificates (please attach copies of the certificates by clicking on Details)	
9.1 ISO 9001	* Yes Details

If you have a certificate choose “yes” -> Details appears. You need to upload your certificate to ARIBA. Click on “Details”. You need to fill in the window with the certificate fields. In the line attachments you have to upload the certificate.

9.1 ISO 9001

Enter details for **Certificate**. Enter the location of a file to add as an **Attachment**. To search for a [More](#)


Certificate Type: **ISO 9001**


Issuer: *

Year of Publication: *

Certificate Number: *

Certificate Location: *

Effective Date: * 

Expiration Date: * 

Attachment: * Keine ausgewählt

Or drop file here

Description:

This has to be done for all certificates you have.

Authorized economic operator. In case you don't have the AEO certificate choose "No". An additional line pops up. Here you have to confirm, otherwise TDK cannot qualify you.

10 Customs law aspects and security	
10.1 AEO (authorized economic operator) certificate	* No <input type="button" value="v"/>
10.2 I hereby declare that a) goods, which are produced, stored, forwarded or carried by order of TDK or which are delivered to TDK · are produced, stored, prepared and loaded in secure business premises and secure loading and shipping areas · are protected against unauthorized interference during production, storage, preparation, loading and transport b) reliable staff is employed for the production, storage, preparation, loading and transport of these goods c) business partners who are acting on my behalf are informed that they also need to ensure the supply chain security as mentioned above.	* Unspecified <input type="button" value="v"/>

In case of any questions don't hesitate to contact your responsible buyer.

3.4 Submit a questionnaire

At the bottom of each questionnaire you have the following choices

Submit Entire Response

Save draft

Compose Message

Excel Import

If you have any questions you can press on the button "Compose Message"
By clicking on this you can send a question to the buyer via ARIBA

Compose New Message

From: Test supplier_Training (supplier test)

To: Project Team

Subject:

Attachments: [Attach a file](#)

B *I* U | | 1 (8 pt) | font |

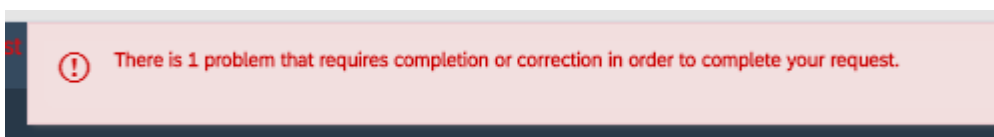
Dear buyer of TDK,
may I ask you to!

Your contact person at TDK Electronics will reply you via Email.

If you started answering the questions, but could not finish in one go, you can click on “Save draft”. The entries will be saved and you can continue afterwards.

You also have the possibility to download the questionnaire to Excel. Fill in the questions in Excel and upload the answers.

In case not all mandatory (*) questions are answered you are not able to submit the questionnaire. The following error message appears:



After all mandatory questions are answered you can click on “Submit entire response”.

4 Further explanations of questionnaires

Within the following chapter, you will find some additional helpful information in regards to the questionnaires.

4.1 Excel Import

This is done by clicking on “Excel Import” -> Download Content.

Import Response from Excel

This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment.

- Step 1.** Click “Download Content” to download and review your event in an Excel Spreadsheet.
 Skip this step if you wish to import a previously downloaded file. If you want to start over, click “Download Original Excel Bid Sheets”.

[Download Content](#)

- Step 2.** Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

- Step 3.** Locate the saved Excel file on your computer using the Browse button.

Keine ausgewählt
 Or drop file here

- Step 4.** Click **Upload** to import the contents of the Excel file to your event.
 Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.

[Upload](#)

Save the file on your computer.

You have different excel sheets for each chapter of the questionnaires, please fill in all.

8 Willingness to sign/send f...	9 Certificates (please attac...	10 Customs law aspects and s...
---------------------------------	---------------------------------	---------------------------------

Mandatory questions are highlighted in yellow.

Number	Name	Answer
6.1	Which product/material are you able to supply? (please answer in english)	
6.2	Lead time in weeks	
6.3	Production capacity/year (quantity)	
6.4	Potential capacity increase %	
6.5	Does the product meet all relevant statutory and regulatory requirements of the exporting country?	
6.7	Are your products free from conflict minerals? http://www.responsiblemineralsinitiative.org/	
6.11	Are your products free from cobalt?	
6.13	REACH registration available?	
6.16	Is there a possibility to switch production to another production line in the same plant?	
6.17	Is there a possibility to switch production to another plant?	

After you filled in the questions go back to ARIBA. Select the file on your computer and upload it.

Import Response from Excel

This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment.

- Step 1.** Click "Download Content" to download and review your event in an Excel Spreadsheet. Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

[Download Content](#)

- Step 2.** Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.


- Step 3.** Locate the saved Excel file on your computer using the Browse button.

[Datei auswählen](#) | Keine ausgewählt


Or drop file here

- Step 4.** Click **Upload** to import the contents of the Excel file to your event.
Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.

[Upload](#)

Some questions have a  on the right side. By clicking on this you can attach a file.

14.1 Additional Comments (please answer in english)



After you filled in the questions, or uploaded the file you can submit the response by clicking on the button "Submit Entire Response".

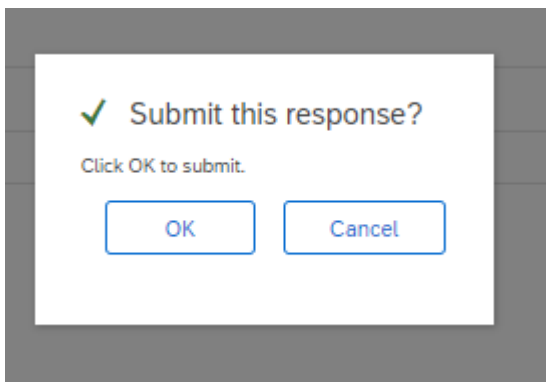
[Submit Entire Response](#)

[Save draft](#)

[Compose Message](#)

[Excel Import](#)

You will be asked again if you want to submit this response. Click okay. If you press cancel you will come back to your filled in questionnaire.



After you have submitted the response the status of the questionnaire is "Pending Qualification Approval".

Qualification Questionnaires					Status
Title	ID	End Time ↓	Commodity	Regions	
▼ Status: Open (1)					
General qualification questionnaire	Doc486417958	9/24/2020 9:31 AM	F1 Material 1	AUT Austria	Pending Qualification Approval

After approval of the questionnaire by the buyer the status of the “General qualification questionnaire” changes to “Qualified”. The status of the “SM Questionnaire” changes to “Approved”.

Registration Questionnaires					
Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (1)					
General qualification questionnaire	Doc486417958	9/24/2020 9:31 AM	F1 Material 1	AUT Austria	Qualified
▼ Status: Open (1)					
SM Questionnaire (F1)	Doc486420223	9/24/2020 9:37 AM	F1 Material 1	(no value)	Approved

Now you are qualified for a supplier of TDK!

4.2 Time Frame of questionnaires

There are fixed time frames in which you have to answer respectively fill in the different questionnaires.

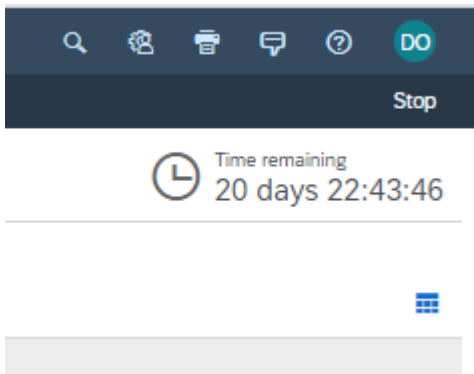
Registration: 2 weeks

Qualification Questionnaires: 3 weeks

Questionnaires: 3 weeks

The remaining time can be seen in your general ARIBA TDK view and also on the upper right side when opening a questionnaire

Registration Questionnaires		
Title	ID	End Time ↓
▼ Status: Open (1)		
Supplier registration questionnaire	Doc486407299	9/27/6103 11:33 AM
Qualification Questionnaires		
Title	ID	End Time ↓
▼ Status: Open (1)		
General qualification questionnaire	Doc486417958	9/24/2020 9:31 AM
Questionnaires		
Title	ID	End Time ↓
▼ Status: Open (1)		
SM Questionnaire (F1)	Doc486420223	9/24/2020 9:37 AM



After the time has run out you are not able to submit a response via ARIBA anymore.

In case you have unintentionally missed to submit in time you have to write an email to the responsible buyer and ask for an extension. The email address of the buyer can be found in the email notification where you were invited to fill in the questionnaires.

You will again be notified via email as soon as the questionnaire in ARIBA is reopened.

4.3 Revise response

In case you submitted a response, but you want to change your answer you have to press on “Revise Response”.

You have submitted a response for this event. Thank you for participating.

Revise Response

All Content

You will be asked a second time

Revise Response?

You have already submitted a response for this event. Click OK if you would like to revise your response.

OK

Cancel

Click “OK” and the questionnaire will be open again. Now you can update your answers.

If the questionnaire is already closed you have to press “Review Response”. Here you cannot change anything. You have to press “Compose message” and ask the buyer to open the questionnaire again.

Download Content

Print Event Information

Review Response

5 How to handle a certificate

Within the following chapter it is explained where TDK can access your certificates and how they are handled in ARIBA.

5.1 Certificate overview

You can see all your uploaded certificates in your ARIBA TDK overview. In the last column you see the status of the certificate “Valid” or “Expired”.

Certificates					
Certificate Info	Effective	Expiration	Attachment	Questionnaire	Status
ISO 14001	9/3/2020	9/5/2020	ISO 14001 Test supplier_Training.pdf	SM Questionnaire (F1)	Expired
ISO 9001	8/31/2019	8/30/2023	ISO 9001 Test supplier_Training.pdf	SM Questionnaire (F1)	Valid

5.2 Public certificates

Certificates which are uploaded to the public profile are not linked to TDK realm.

5.3 Update of expired certificates

After the expiration of a certificate you get a notification via email to update your certificate in ARIBA. For further information in regards to the public profile, please check chapter 8

Hello supplier test,

Please upload a new ISO 14001 before the current certificate expires on Sun, 06 Sep, 2020.

[Click Here](#) to upload the certificate in SM Questionnaire (F1).

Best Regards,

TDK team

In case at least one certificate has reached its expiration date the “SM Questionnaire” will be opened again and the status of the questionnaire changes to “Expired”.

Questionnaires					
Title	ID	End Time	Commodity	Regions	Status
▼ Status: Open (1)					
SM Questionnaire (F1)	Doc486420223	9/25/2020 1:06 PM	F1 Material 1	All All	Expired

Certificates					
Certificate Info	Effective	Expiration	Attachment	Questionnaire	Status
ISO 14001	9/3/2020	9/5/2020	ISO 14001 Test supplier_Training.pdf	SM Questionnaire (F1)	Expired
ISO 9001	8/31/2019	8/30/2023	ISO 9001 Test supplier_Training.pdf	SM Questionnaire (F1)	Valid

To update your certificate(s) you need to click on “SM Questionnaire” and “Revise Response”. Go to the specific Certificate chapter (9). Click on details next to your certificate.

9 Certificates (please attach copies of the certificates by clicking on Details)	
9.1 ISO 9001	* Yes <input type="button" value="Details"/>
9.2 IATF 16949	* No <input type="button" value="Details"/>
9.3 ISO 14001	* Yes <input type="button" value="Details"/>
9.4 ISO 45001 (OHSAS 18001)	* No <input type="button" value="Details"/>

The window for the details of the certificate opens. Update your entries. Then delete your old attachment, choose the new one and press “OK”.

9.1 ISO 9001

Enter details for **Certificate**. Enter the location of a file to add as an **Attachment**. To search for a [More](#)

Certificate Type: ISO 9001

Issuer: *

Year of Publication: *

Certificate Number: *

Certificate Location: *

Effective Date: *

Expiration Date: *

Attachment: * ISO 9001 Test supplier_Training.pdf **1**

2 Keine ausgewählt

Or drop file here

Description:

After you have updated all your expired certificates click “Submit Entire Response” and the SM Questionnaire is sent to your Buyer.

The Status of the expired certificate changes after approval of the Buyer.

You will receive an E-Mail Notification after Approval of the SM Questionnaire.

In your ARIBA TDK overview the certificate is valid again and the SM Questionnaire changes to status “Approved”.

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (1)					
SM Questionnaire (F1)	Doc486420223	9/15/2020 9:08 AM	F1 Material 1	All All	Approved

Certificate Info	Effective	Expiration	Attachment	Questionnaire	Status
ISO 14001	9/13/2020	10/5/2021	ISO 14001Test supplier_Training_Update.pdf	SM Questionnaire (F1)	Valid

6 How to handle a contract

SAP Ariba offers also the possibility to negotiate and close contracts. As each version of the contract is stored in the system both parties will have full transparency about the negotiated terms and agreements.

6.1 Negotiating a contract

When TDK starts negotiating a contract with you, you will receive an e-mail notification.

TDK Electronics - TEST

CW45093 - UAT Retest: Negotiation

Task title: Negotiation

Task description:

Message to the supplier: Please review, sign and upload the attached contract by clicking on "Create a Counter- Proposal". Please note that electronic signatures are not accepted. **Please do not click on "Accept proposal"**.



The following notes might also be helpful to you:
Please find enclosed the NDA.

Best regards
BUYER

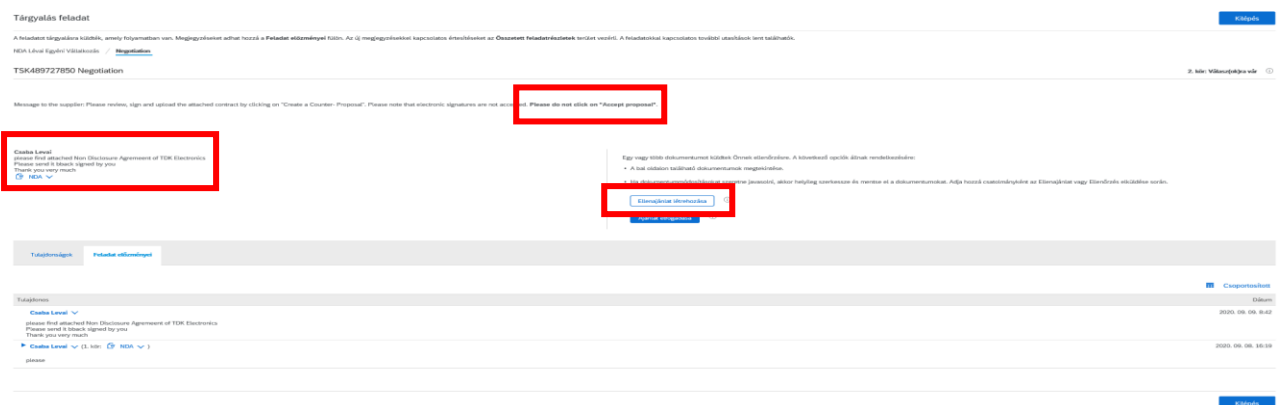
You will find a number "CWxxxxx" following with the contract type, which TDK wants to close with your company name.

Task title: Negotiation means, that you received the proposal from TDK and you will be asked to read and sign the contract proposal. In the message you will find a warning message for the further process – **Please do not click on "Accept proposal"**.

You also find a message from your partner giving you further information

To see the contract and negotiate it please click on "[Click Here](#)"

You will be directed to the ARIBA start page, after log in you will get directly on the contract negotiation page



The screenshot shows the SAP Ariba interface for a contract negotiation. At the top, there is a header with 'Tárgyalás feladat' and a 'Kilépés' button. Below the header, there is a message to the supplier: 'Message to the supplier: Please review, sign and upload the attached contract by clicking on "Create a Counter- Proposal". Please note that electronic signatures are not accepted. **Please do not click on "Accept proposal"**.' A red box highlights this warning message. Below the message, there is a 'Click Here' link and a 'Eltérjesd ajánlatra' button, both highlighted with red boxes. At the bottom of the page, there is a 'Kilépés' button.

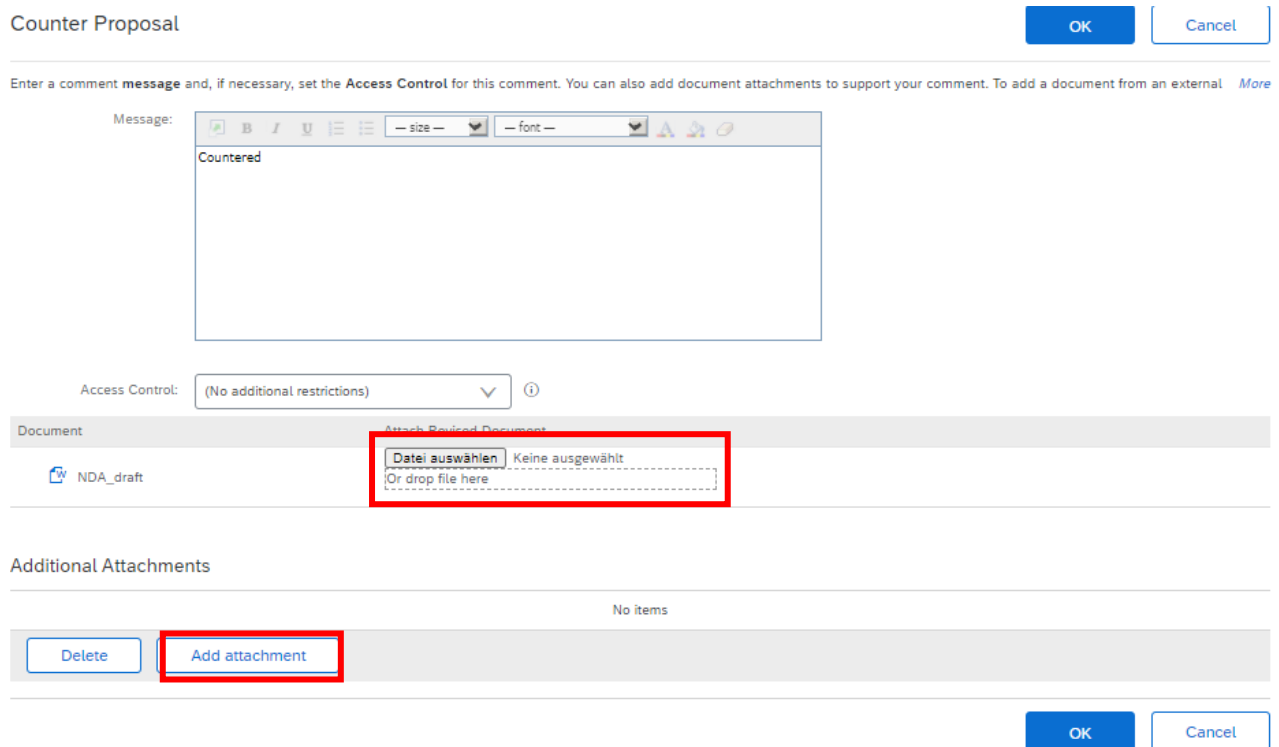
On this page you find the contract sent by TDK, the contact person's name and the message related to this contract. Please download the contract.

In case you agree with the content of the contract, please sign it and upload the signed file.

If changes of the content are necessary, please edit the contract and send back the edited version to TDK.

In both cases please click on “Create counter proposal” - **Please do not click on accept proposal!**

You will go to the following page



Here you can upload the signed contract or the contract which you have edited. If you have amendment to the contract you can attach it as well.

Click on “OK” to send the contract to TDK.

If TDK does not accept your proposal, TDK will send you an edited version of the contract and the process starts again.

If TDK accepts the proposal you will be informed via e-mail.

TDK Electronics - TEST
Negotiation

This comment was made by: Csaba Levai

On this date: Fri, 11 Sep, 2020

Comment: Proposal Accepted

This email originated from the Ariba system used by TDK Electronics - TEST and was originally sent to: levaicab@gmail.com

System Reference: [Click Here](#) to access the system.

6.2 Receiving of a signed contract

TDK can also send the signed contract to you via ARIBA. In this case you will get another e-mail

TDK Electronics - TEST
CW20914 - NDA Lévai Egyéni Vállalkozás: Signed version

Task title: Signed version

Task description:
Message to the Supplier: Please find enclosed the signed contract. There is no need to further action from your side.

If you have any questions, please contact Csaba Levai.

Thank you,

TDK Electronics - TEST

This email originated from the Ariba system used by TDK Electronics - TEST and was originally sent to: levaicab@gmail.com

System Reference: [Click Here](#) to access the system.

By clicking on “Click Here” you will get to ARIBA and find the contract in there. You can download the signed contract here, then click on Exit.

Review Task [Exit](#)

The document below has been submitted for review. To view documents, click the document link to open or download them. If you are a reviewer, you can complete this task by clicking the [More](#)

UAT Retest / [Signed version](#)

TSK511187581 Signed version Round 1: Awaiting Response(s) ⓘ

Message to the Supplier: Please find enclosed the signed contract. There is no need to further action from your side.

Julia Kapfensteiner

[NDA_43751_20191111_signed](#) ▼

One or more documents have been submitted for your review. You have the following options:

- View the documents on the left.
- To propose document changes, edit and save all required documents locally. Add it as an attachment when you submit your Counter Proposal or Review.

[Complete Review](#) ⓘ

7 How to participate in an event

Within the following chapter it is explained how to send quotations and offers to TDK and how to participate in sourcing events (which could be a request for price or even an auction).

7.1 Invitation

Once TDK has a new request for price and would like to receive your offer, you will receive an e-mail notification

TDK Electronics has invited you to participate in an event: Gardening Test sourcing.

TDK Electronics has invited you to participate in the following event:

Name of the event → Gardening Test sourcing. The event is set to begin on Tuesday, September 1, 2020 at 10:42 AM, GMT+01:00.

Starting time for bidding/offering → 2020 at 10:42 AM, GMT+01:00.

Use the following username to log in to TDK Electronics events:

Your username for ARIBA → QueenAstrid@rollouttest.com.

Link to access the event → [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.

Link to decline offer → 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](#).

Once you click on the link to access the event and log into SAP ARIBA, you will see a new item under the "Events"-section on the main page for TDK:

Events

Title	ID	End Time ↓	Event Type	Participated
▼ Status: Open (1)				
Gardening Test sourcing	Doc484771486	9/14/2020 3:00 PM	RFP	No

7.2 Participation

By clicking on the event-name you will access the event and see this screen:

Event Details Doc484771486 - Gardening Test sourcing Time remaining 4 days 05:48:47

Event Messages
Download Tutorials
Response Team

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

Checklist

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

Event Contents

All Content

Name ↑	Price	Quantity	Extended Price
1 Offer number			
2 Comments			
3 Please upload any supporting documents for this sourcing event.			
4 Gardening Service		10 hour	

Event Overview and Timing Rules

Owner: Astrid Nadrowski
Event Type: RFP
Publish time: 9/1/2020 11:42 AM
Due date: 9/14/2020 3:00 PM

Currency: European Union Euro
Commodity: Service Normal 3
Regions: ISL Iceland

On the left side you will see a “Checklist” which guides you through the different steps.

If you want to issue your offer for the event, you need to accept the prerequisites beforehand – therefore, click on “Review Prerequisites”.

Choose “I accept the terms of this agreement” and click on “OK”.

I accept the terms of this agreement.

I do not accept the terms of this agreement.

OK Cancel

You receive a pop-up to confirm:

✓ Submit this agreement?

Click OK to submit.

OK Cancel

On the next page you will see the lots requesting for offers. You can choose whether to make an offer, by clicking on the square left of the lot, or decline to offer by choosing a reason. Afterwards click on “Confirm Selected Lots”.

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit a response *Less* you cannot withdraw it.

Select Lots [Select Using Excel](#)

Lots Available for Bidding

<input type="checkbox"/>	Name	Reason for not bidding
<input type="checkbox"/>	4 Gardening Service	(no value) <input type="text"/>

<input checked="" type="checkbox"/>	Name	Reason for not bidding
<input checked="" type="checkbox"/>	4 Gardening Service	

On the next screen you will be able to introduce your offer; the fields can differ depending on the type of material/service that will be requested, but the main objects are these:

Doc484771486 - Gardening Test sourcing Countdown until end of event
Time remaining 4 days 03:45:15

All Content

Name ↑	Price	Quantity	Extended Price
1 Offer number	<input type="text"/>		Your offer/reference number
2 Comments	<input type="text"/>		
3 Please upload any supporting documents for this sourcing event.	Only if necessary <input type="button" value="Attach a file"/>		
4 Gardening Service	* <input type="text"/> EUR	10 hour	Enter your offered price per unit <input type="text"/>

(* indicates a required field)

Click once you completed your offer

* EUR X 10 hour =

Once you submitted your response TDK will revise and compare it to other offers received. Please note, that only an official order will result in a contract.

While the event is still open (countdown on the upper right), you have the possibility to revise your response or write a message to TDK:

Doc484771486 - Gardening Test sourcing Time remaining
3 days 05:35:51

You have submitted a response for this event. Thank you for participating.

[Revise Response](#)

All Content ☰

Name ↑	Price	Quantity	Extended Price
1 Offer number	ON987562		
2 Comments	Discount for 20h/month 5%		
3 Please upload any supporting documents for this sourcing event.	Attach a file		
4 Gardening Service ▾	€37.50 EUR	10 hour	€375.00 EUR <i>Fx</i> ▾

[Compose Message](#)

By clicking on “Revise Response” and confirming the pop-up you will come back to the edit-screen of the event:

Doc484771486 - Gardening Test sourcing Time remaining
3 days 05:33:11

All Content ☰

Name ↑	Price	Quantity	Extended Price
1 Offer number	<input type="text" value="ON987562"/>		
2 Comments	<input style="width: 100%; height: 50px;" type="text" value="Discount for 20h/month 5%"/>		
3 Please upload any supporting documents for this sourcing event.	Attach a file		
4 Gardening Service ▾	* <input type="text" value="€37.50"/> EUR	10 hour	€375.00 EUR <i>Fx</i> ▾

(*) indicates a required field

[Submit Entire Response](#)
[Update Totals](#)
[Reload Last Bid](#)
[Save draft](#)
[Compose Message](#)

[Excel Import](#)

You can edit the fields as needed. If you have already revised your response several times, by clicking on “Reload last bid” you can go back to the prior bid.

Once you are done click on “Submit Entire Response”.

If you click on “Compose Message” you will see this screen:

Compose New Message

From: Rollout docu Supplier Ltd. (Elizabeth Queen)
To: Project Team
Subject:
Attachments: [Attach a file](#)

Rich text editor toolbar with icons for Bold, Italic, Underline, Bulleted List, Numbered List, Font Size, Font Color, Background Color, and Link.

Write your message to TDK, if necessary you can also attach a file. Once done, click on “Send”.

Once the event is closed you will receive an email thanking you for your participation. TDK will inform you if you have been awarded with the bid after taking the decision.

7.3 Declining

Other options from the initial screen are the following:

If you would like to decline to offer right away, please click on “Decline to respond”

Doc484771486 - Gardening Test sourcing Time remaining
3 days 06:55:05

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.

Introduce your reason for declining and click on OK.

Reason for Declining to Respond

Declining to respond will temporarily remove your accessibility to this event. If you decide to respond to this event later, click the 'Intend to Respond' button for this event. Please enter the reason for declining (limited to 500 characters).

In case you would like to print the event information, click on “Print Event Information”. You will download a printable word file with all the information.

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

For the option "Download content" please check chapter 9.

7.4 Excel upload of information

If you would like to prepare your answer to an event offline, you can do so, starting on the main event page by clicking on "Download content"

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

Export Content to Excel

Done

Step 1. Click "Download Content" to download and review your event in an Excel Spreadsheet.
Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

Download Content

Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

Done

You will find an Excel with precise indications on how to fill out each field in order to avoid mistakes. Fill it out according to the instructions and then save the file on your computer.

By clicking on "Done" you will be back at the initial page.

Now you have to review the prerequisites; after accepting you will see the next screen with the lots to bid on. Choose the tab "Select Using Excel".

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot: once [More](#)

Select Lots
Select Using Excel

Lots Available for Bidding ☰

<input type="checkbox"/>	Name	Reason for not bidding
<input type="checkbox"/>	4 Gardening Service	(no value) ▼

Confirm Selected Lots

On the next screen you will see the instructions to upload the Excel file you previously saved on your computer. If you didn't download the content previously you also have the chance to do this here by clicking on "Download Content". Next, choose the file you stored and click on "Upload".

Select Lots
Select Using Excel

You have been invited to 1 lot(s). To sign up to participate in some or all of these lots, follow the instructions below.

Step 1. Click "Download Content" to download and review your event in an Excel Spreadsheet.
Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

Download Content

Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

Step 3. Locate the saved Excel file on your computer using the Browse button.

Seleccionar archivo No se eligió archivo
Or drop file here

Step 4. Click **Upload** to import the contents of the Excel file to your event.
Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.

Upload

You will receive this notice, click on "Use Selected Lots"

✓ **Upload completed successfully**

You are invited to participate in 1 lot(s), and have selected 1 of them.

Note: You can return and select additional lots at a later time.

Use Selected Lots

Cancel

Upon successful upload you will receive this notice:

✓ Import Successful

Your response has been imported successfully.
Click the **Submit Entire Response** button, as soon as it appears on the page.

OK

After clicking on “OK” you will see the event with all fields filled out as per the excel file. In case you need to make changes you can do that here. Once everything is correct, click on “Submit Entire Response”.

All Content 

Name ↑	Price	Quantity	Extended Price
1 Offer number	<input type="text" value="ON987562"/>		
2 Comments	<input type="text" value="Discount for 20h/month 5%"/>		
3 Please upload any supporting documents for this sourcing event.	Attach a file		
4 Gardening Service ▾	* <input type="text" value="€37.50"/>	EUR	10 hour €375.00 EUR <i>Fx</i> ▾

(*) indicates a required field

Confirm the pop-up and your answer will be submitted to TDK.

8 How to update the Public Profile

Beside information, which TDK requests, it is possible to add information to your public profile.

You are not required to reach 100% completeness on your public profile.

Although you need a company logo and website to reach 100%, that is not required in order to conduct business on the Ariba Network or respond to sourcing events.

Public profile completeness does not impact the functionality of your SAP Ariba solution; it just makes your company more visible to potential customers within Ariba Discovery. The more complete your profile, the more attractive your account may appear to a prospective customer.

8.1 Company Profile

To add information to your public profile, click on the icon on the right and select "Company Profile".

The screenshot shows the SAP Ariba user interface. At the top, there is a navigation bar with 'SAP Ariba Proposals and Questionnaires', 'Standard Account', 'Upgrade', and 'TEST MODE'. Below this, the user's name 'Max Mustermann' and email 'mustermann@test.com' are visible. A dropdown menu is open, showing options: 'My Account', 'Link User IDs', 'Contact Administrator', 'Supplier Documentati...', 'ANID: AN01570408404-T', 'Company Profile' (highlighted with a red box), 'Settings', and 'Logout'. The main content area shows 'TDK ELECTRONICS - TEST' and a message: 'There are no matched postings.' Below this, there are sections for 'Events' and 'Registration Questionnaires'.

You can add additional information in regards to Business, Marketing, Contacts, Certifications or Documents to your profile.

The screenshot shows the 'Company Profile' edit form. At the top, there are 'Save' and 'Close' buttons. Below them, there are tabs for 'Basic (3)', 'Business (2)', 'Marketing (3)', 'Contacts', 'Certifications (1)', and 'Additional Documents'. The 'Basic' tab is selected. The form includes fields for 'Company Name' (with a red asterisk indicating a required field), 'Other names, if any', 'NetworkId', 'Short Description' (with a character count of 100), 'Website', 'Public Profile' (with a URL), and 'Privacy Statement'. On the right side, there is a 'Public Profile Completeness' progress bar showing 25%. Below this, there are links for 'Short Description', 'Website', 'Annual Revenue', 'Certifications', 'D-U-N-S Number', 'Business Type', 'Industries', 'Company Description', and 'Company Logo'. At the bottom right, there is a 'Share Your Public Profile' section with a link to get an Ariba badge.

If you upload a certification within this section this is NOT automatically transferred to the TDK questionnaire. Fill in the modular questionnaire.

Also name and address changes needs to be changed in the registration questionnaire. Therefore please click on “Revise Response” to inform TDK about changes.

Please be informed that the year of foundation on the number of employees are transferred to the questionnaire. If this is entered, an update of the registration questionnaire will be triggered, which will be approved from TDK.

Company Profile

Basic (3) **Business (2)** Marketing (3) Contacts Certifications (1) Additional Documents

* Indicates a required field

Business Information

Year Founded:

Number of Employees:

Annual Revenue:

Stock Symbol:

Commercial Register Court:

Financial Information

You can check the public data of your profile by clicking on “View Public Profile”.

Company Profile Save Close

Basic (2) **Business (1)** Marketing (3) Contacts Certifications Additional Documents

* Indicates a required field

Overview

Company Name: *

Other names, if any:

NetworkId: AN01570408404-T ⓘ

Short Description: ⓘ
Characters left: 100

Website:

Public Profile: <http://discovery.ariba.com/profile/AN01570408404-T> | Customize URL

Privacy Statement:

Address

Address 1: *

Address 2:

Public Profile Completeness: 60%

Short Description
D-U-N-S Number
Business Type
Industries
Company Description
Company Logo

Share Your Public Profile

[Click here to get your Ariba badge.](#)

[View Public Profile](#)
[Profile Visibility Settings](#)

8.2 Profile on ARIBA Discovery

ARIBA Discovery is a database of all ARIBA-registered companies with the goal to match buyers' and sellers' needs and open new business opportunities.


Buyers have the possibility to search for new suppliers by posting public RFQs or simply searching the database setting the correct filters.

For more information you can access discovery.ariba.com.

Supplier Profile
Done

Public Profile: <http://discovery.ariba.com/profile/AN01570408404-T> | ANID: AN01570408404-T | Last Update: 21 Sep 2020 Share: [f](#) [t](#) [in](#) [m](#)

Supplier Documentation AG
Graz, Styria, Austria



Corporate Web Site

Enhance your profile - sign up for the Advantage package. [Sign Up Now »](#)

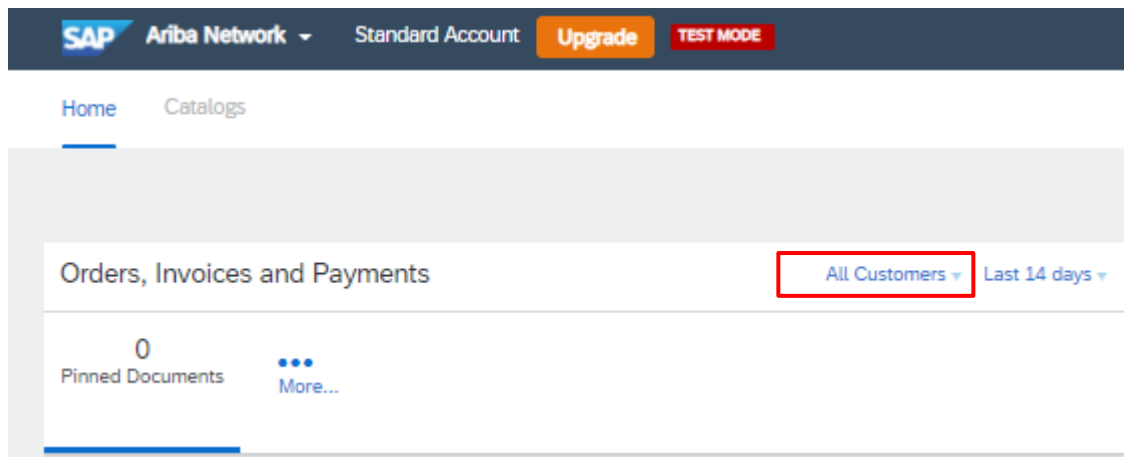
Description			
Business Info	Legal & Fiscal	Certifications	
Type of Org: Corporation Year Founded: 2002 Revenue: \$1M to \$5M USD Employees: 1000	Ship-to or Service Locations <ul style="list-style-type: none"> • Global 	<ul style="list-style-type: none"> • ISO: ISO 9000 Certified (Quality Management - Fundamentals And Vocabulary) 	
Activity Data	Ariba Network	Product and Service Categories	Industries
No information available	No information available	<ul style="list-style-type: none"> • Aquaculture equipment 	No information available
References	Ariba Sourcing No information available		
This supplier doesn't have any references.	Ariba Discovery No information available		

Done

9 Dashboard information

9.1 ARIBA Network

After logging in to SAP ARIBA you will see the ARIBA Dashboard for suppliers. By default the system will display the data for All Customers.

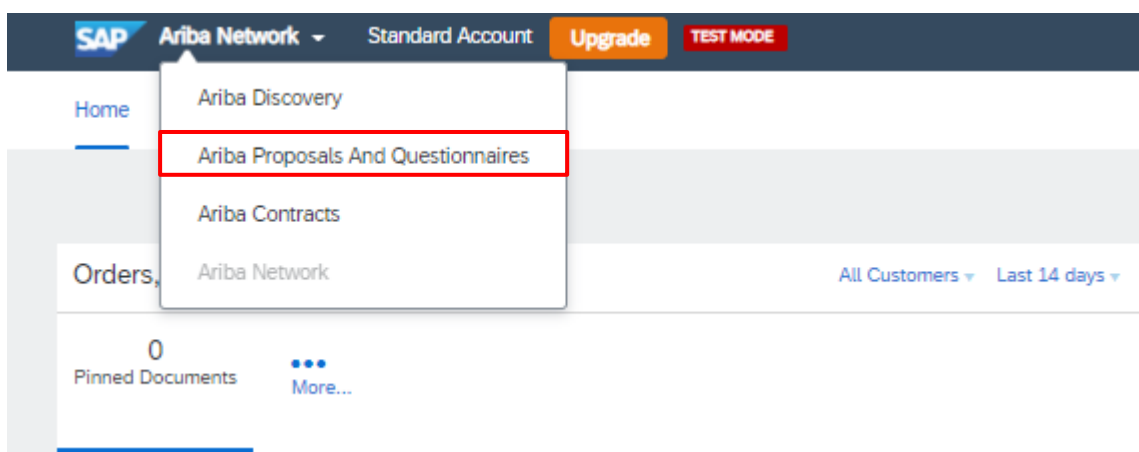


You are able to configure a customer list for yourself, if you have a variety of customers using SAP ARIBA. The dashboard shows you Order, Invoices and Payments via SAP ARIBA.

For TDK this function is currently not used and will be implemented in a later step.

9.2 ARIBA Proposal And Questionnaires

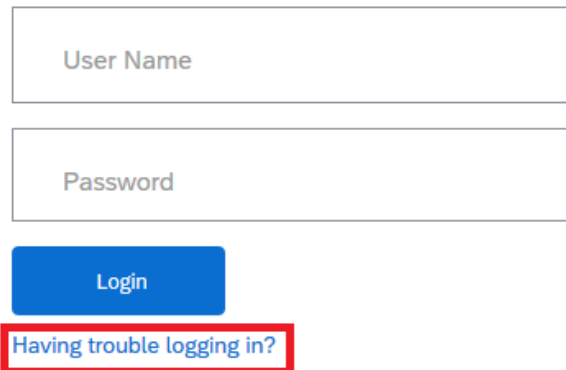
The current functions and tasks are displayed in the “ARIBA Proposals and Questionnaires” section. After selecting the “ARIBA Proposals and Questionnaires” section in the top left corner, you will see your Dashboard for the respective customer.



10 How to reset your password

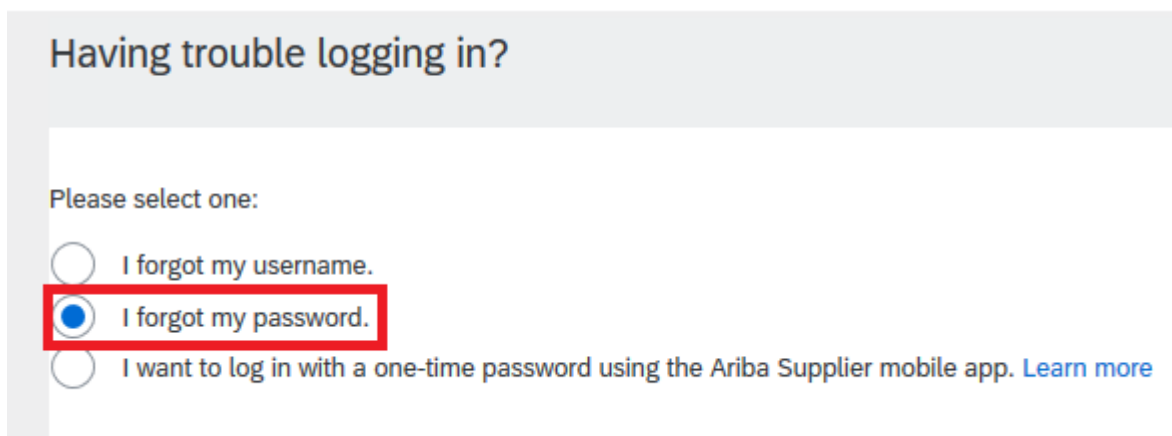
If for any reason you need to reset your password, click on the blue text “Having trouble logging in ?” in the starting screen of the ARIBA website.

Supplier Login



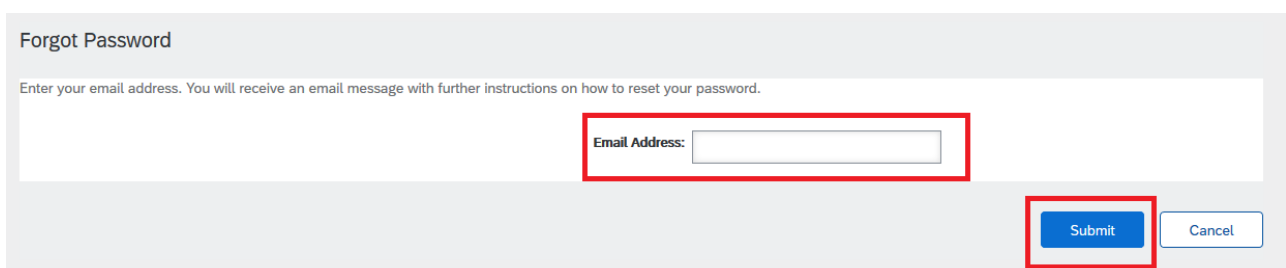
The form contains three main elements: a text input field for 'User Name', a text input field for 'Password', and a blue 'Login' button. Below the button is a blue link 'Having trouble logging in?' which is highlighted with a red rectangular box.

Select the option “I forgot my password”



The screen has a grey header with the text 'Having trouble logging in?'. Below the header, it says 'Please select one:'. There are three radio button options: 'I forgot my username.', 'I forgot my password.', and 'I want to log in with a one-time password using the Ariba Supplier mobile app. [Learn more](#)'. The 'I forgot my password.' option is selected and highlighted with a red rectangular box.

Enter your email which has been linked to your profile and click submit on the bottom right corner.



The form is titled 'Forgot Password'. It contains a text input field with the placeholder text 'Enter your email address. You will receive an email message with further instructions on how to reset your password.'. The 'Email Address:' label and the input field are highlighted with a red rectangular box. At the bottom right, there are two buttons: a blue 'Submit' button and a white 'Cancel' button. The 'Submit' button is highlighted with a red rectangular box.

You are then going to receive a mail with a link to reset your password.

Your password reset request to access the Ariba Commerce Cloud has been processed. To complete the password reset process, click the following link to confirm your email address and enter your new password:

<https://service.ariba.com/Authenticator.aw/ad/pswdReset?key=DbPdpow5q5lRNU4hKuk4XCLzuORxWzkO&anp=Ariba&app=Supplier>

Important: The link will expire in 24 hours.

If this link doesn't work, please copy and paste it into your browser's address bar.

Click the link (or copy and paste it into your browser) and you will be taken to a ARIBA site, where you can reset your password.

User ID :

New Password: * ⓘ

Confirm Password: *

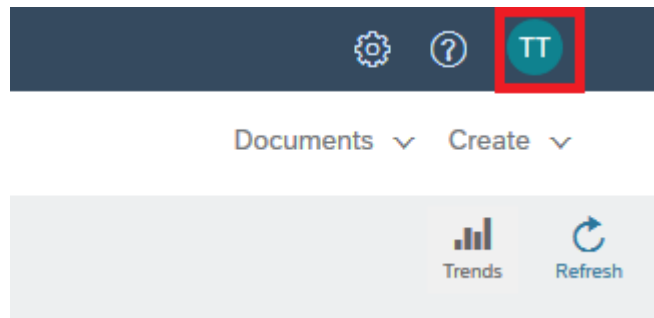
Submit Cancel

Enter your new password according to the ARIBA password rules and click on submit.

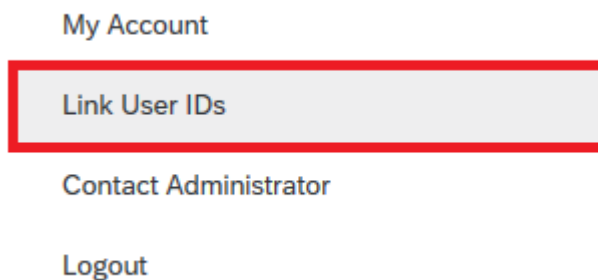
11 Linking of different ARIBA profiles

If you have several ARIBA profiles (e.g if you are a trader acting for different manufacturers), you have the option to link these profiles. This enables you to log in to all your accounts with one username and passwords and allows you to easily switch between your multiple accounts.

To do so, log into one of your profiles and click on the turquoise field in the top right corner.



Select "Link User IDs".



You can link your accounts via two options:

11.1 Link the account with a request

You can send a link to start a request to the other account and approve it via the second account:

APPROVAL NEEDED

Send a link request to another account. After the request is approved by the other account, the two accounts will be linked.

Username:

If doing so, you will receive an email with a notification, that a request has been sent to you.

Dear Ariba Customer,

You've received a request to link your Ariba account (username: test.michael.spang@tdk-electronics.tdk.com) with the following account:

Company Name:
ANID:
Name:
Username:
Email Address:
Phone:

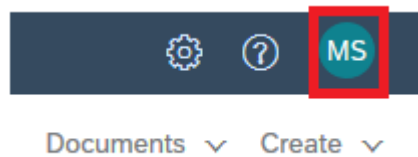
If you have multiple accounts, you can link them together. Linking accounts allows you to log in and manage all of your accounts with a single username and password.

To approve or decline this link request, do the following:

1. Log in to your Ariba account.
2. In the top right corner of the screen, click your name and choose Link User IDs.
3. In the Received Link Requests section, click Actions and choose Approve or Decline.

If you have any questions, please contact SAP Ariba Customer Support: http://connect.ariba.com/techsupport_contacting.htm?Network

After receiving the notification, log into your second account and resume the “Link User IDs” page

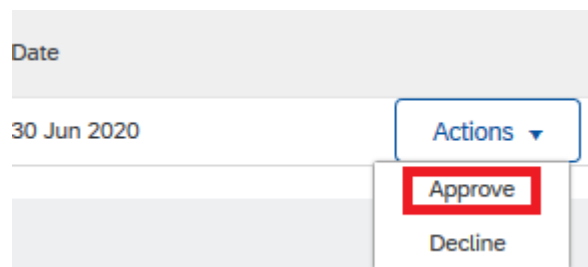


You are going to find the request under the section “Received Link Requests”

Received Link Requests

Supplier ↑	Network ID	Name
		Test Test

Scroll to the right side, you are going to find a drop down menu named “Actions”, select the option Approve.



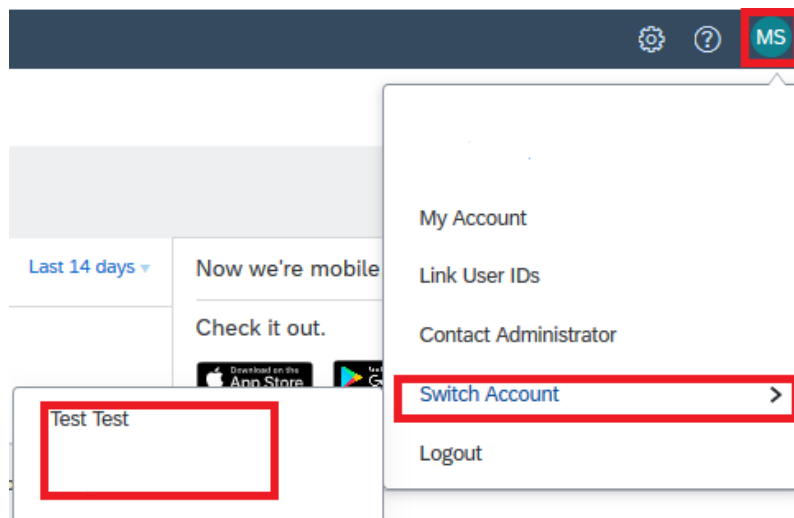
You will be asked to approve this request again, to ensure, that no mistakes are being made.

APPROVE LINK REQUEST

Are you sure that you want to approve this request to link accounts? If you approve the request, the two accounts will be linked.



After successfully completing this step, you now have the option to switch between accounts



11.2 Link the account directly

You can also log into the second account directly with your password:

NO APPROVAL NEEDED

Enter the username and password of another account to which you want to link.

Username:

Password:

YOUR USER ID HAS BEEN LINKED.

Now you can switch to the linked account from the drop down menu of your user name in the upper right corner.

12 Create different company-users inside ARIBA

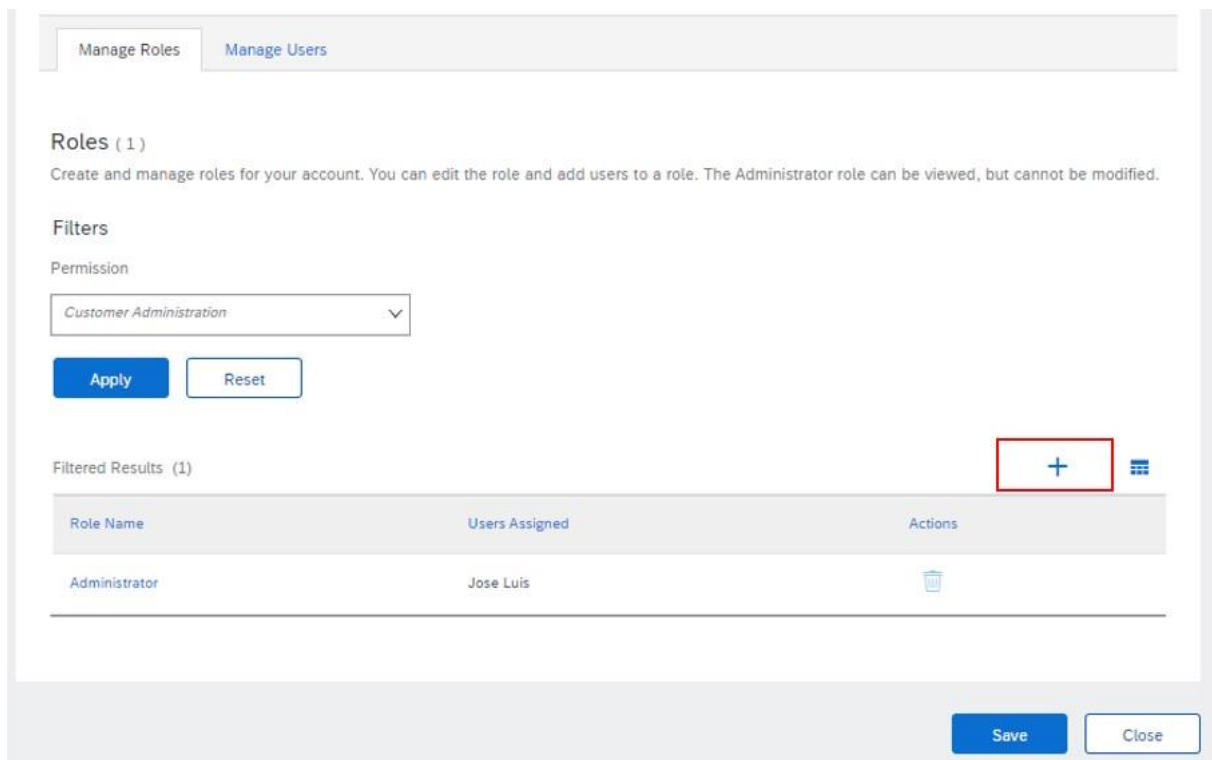
You can create access to your ARIBA-company account for different employees of your company, giving each of them special permissions and authorizations.

Therefore, click on your initials on the upper right corner, "Settings" → "Users"

12.1 Create roles

First you need to establish one or more roles for your colleagues. The first one to open the account for the company has the administrator role which has access to all functionalities.

To create a new role, click on the plus sign:



Manage Roles Manage Users


Roles (1)
Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified.

Filters

Permission
Customer Administration

Apply Reset

Filtered Results (1)

Role Name	Users Assigned	Actions
Administrator	Jose Luis	

Save Close

Give your new role a name and add a description, afterwards you can add the permissions you would like this role to have:

Create Role

Save

Cancel

* Indicates a required field

New Role Information

Name: *

Description: maintains all documentation and information on quality issues

Permissions

Each role must have at least one permission.
Upgrade your Ariba Network, standard account to an enterprise account to enable all permissions.

	Permission	Description
<input type="checkbox"/>	Account Hierarchy Administration	Manage your accounts to link and sign on to a child account
<input type="checkbox"/>	Child Account Access	Sign on to access a child account
<input type="checkbox"/>	Contact Administration	Maintain information for account contact personnel
<input checked="" type="checkbox"/>	Customer Administration	Manage customer relationships
<input type="checkbox"/>	Catalog Management	Set up and manage catalog-related activities
<input type="checkbox"/>	Payment Profile	Configure your payment profile
<input type="checkbox"/>	cXML Configuration	Configure account for cXML transactions
<input type="checkbox"/>	Company Information	Review and update company profile information
<input type="checkbox"/>	Transaction	

In order to answer our questionnaires, the role should have e.g. at least the permission “Customer Administration”.

Once done, click on save.

12.2 Create user

In the next step go to the tab “Manage Users” and click on the plus sign to create a new user.

Manage Roles **Manage Users**

Users (0)

Enable assignment of orders to users with limited access to Ariba Network. ⓘ
 Require multi-factor authentication (applies for all users of your organization)

Filter
 Users (You can only search on one attribute at a time)
 Username +
 Apply Reset

+ ⓘ ⋮

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	Actions
No items									

Save Close

Insert e-mail address, username (has to be an e-mail format, best option is to take the actual e-mail address of this person) and name.

Assign the role the employee should have.

You have the possibility to assign this employee to manage all customers or only selected ones.

Once finished, click on "Done".

Create User **Done** Cancel

Create a new user account and assign a role and if needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user account. The account information entered here will not be modifiable after you click Done. However, you can modify role assignments at any time.

New User Information

Username: * ⓘ
 Email Address: *
 First Name: *
 Last Name: *
 Do not allow the user to resend invoices to the buyer's account. ⓘ
 This user is the Ariba Discovery Contact ⓘ
 Limited access ⓘ
 Office Phone: Country: Area: Number:

Role Assignment

Name	Description
<input checked="" type="checkbox"/> Customer manager	
<input type="checkbox"/> Quality Manager	

Customer Assignment

Assign to Customer: All Customers Select Customers