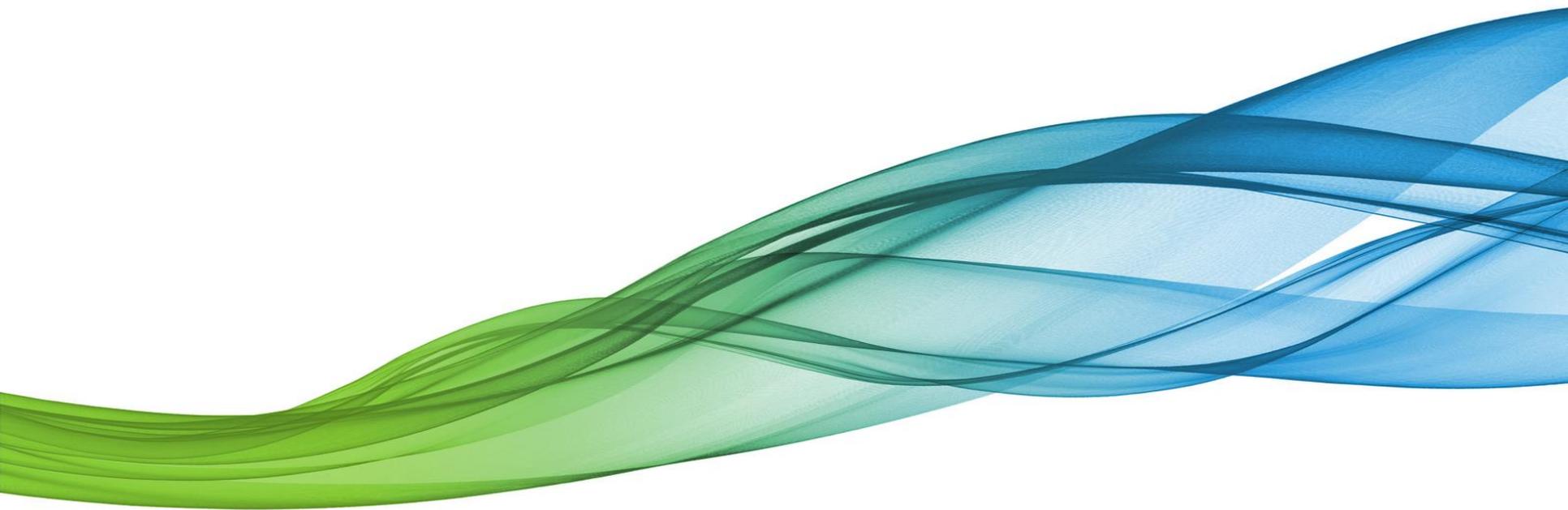# SAP Ariba Training
Proposal Submission

Email Invitation to Register on Ariba Network

You will receive an email similar to this one. Click on the link.

Login

If you are not registered user of SAP Ariba, the first screen will be different. Please consult the other training materials "Supplier Registration".

RFP/RFQ Overview

The time left to submit a response will appear on the top right.
Training Materials and Support are available at "Help Center" on top right.
Any messages from AES can be found under 'Event messages'.
Your 'Checklist' guides you through the required steps.

Review Prerequisites

Before accessing the content of the RFP, AES may ask you to respond t some prerequisites

1. **Review and accept the Bidder Agreement.**
2. **Review the prerequisites. Any section with a yellow door is mandatory to move forward and access the rest of the RFP/RFQ.**

Alternatively, you can decline to respond to the RFP/RFQ

The RFP/RFQ "Event Content" will appear.
Click on "Select Lots" to view Bid Items and select these you will bid on.

Select either all or some items.
Click on the first checkbox will select all items.

Answer Questions

Questions with an asterisk * are mandatory.
Some questions are a "Yes/No" drop down

Some questions invite you to type your answer.
Some questions require you to upload a file. A new screen will appear to select the file.

In the pricing section:
The first value will be the quantity required, in this case "100".
The second value is the Unit of Measure, in this case "Hour".
Enter your price in the corresponding field.

Submit your Response

If you missed any required field, your will be prompted to these questions for completion. You can use the "Next" button at the top.

Submission Confirmation

A confirmation message will appear on top of your screen.
You can revise your proposal during the "remaining time" showing on the top right of the screen.
You can check the "Extended Price" of your total proposal.
You can send a message to the AES team.

Training Materials & Support

If you have any questions during this process, please check the "Help Center" to access FAQ, Training Materials and Support via phone

Ariba Supplier Support

Questions about Submitting Proposals in Ariba

Region	Phone Number
North & South America	+1 412 222 6153
Europe & Middle East	+44 20 7187 4144
Asia	+65 6311 4745