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Enhancing Life,
Enriching Communities.

Malakoff SAP Ariba Sourcing

Supplier Guide – Ariba Sourcing



Document History

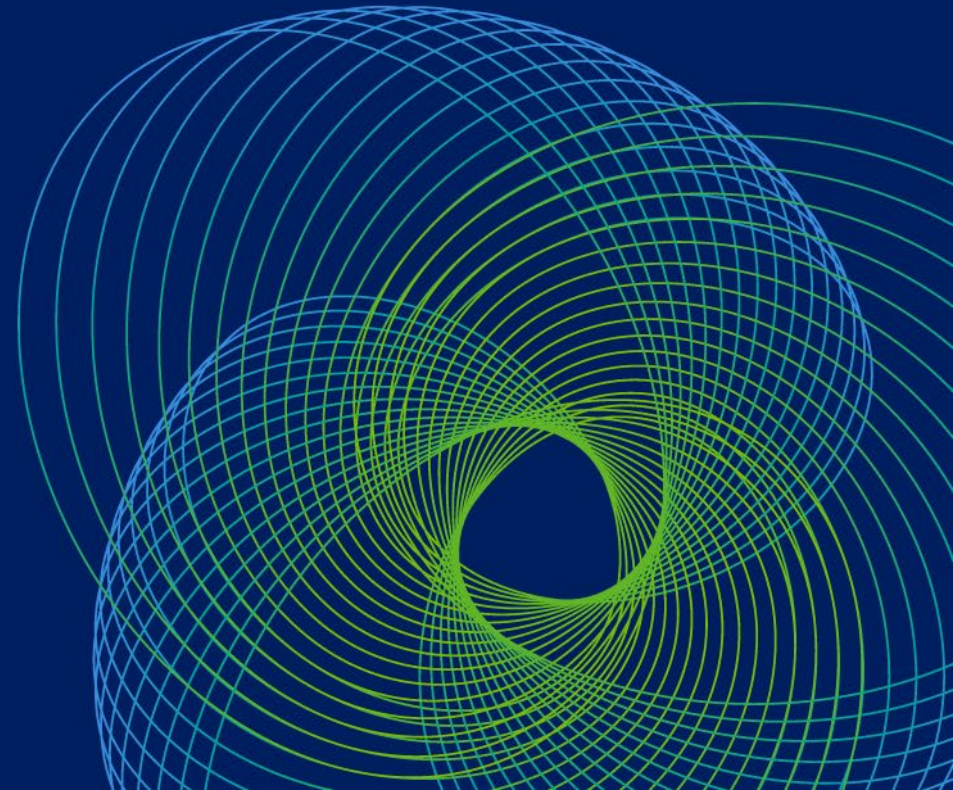
- This log provides a brief description of the version number, the date the version was completed, the author of the change, and the changes.

Date Issue	Version No	Reason for Change
30 Mar 2026	1.0	Initial Version

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1. System Requirements



1. System Requirements – Web Browser

To ensure optimal performance and security while using the SAP Ariba Sourcing, please verify that your system meets the following minimum requirements:

1. **Internet Connection:** A stable, high-speed internet connection is required.
2. **Web Browser:** Visit <https://supplier.ariba.com> and click the Supported Browsers and Plugins link at the bottom of the page for a current list of compatible software.
 - **Recommended:** Google Chrome, Microsoft Edge, or Mozilla Firefox.
 - **Not Recommended:** Microsoft Internet Explorer 11 and older versions are no longer supported and may cause display or security issues.

1. System Requirements – Emails

If you are not receiving automated notifications, follow these steps to ensure the emails are not being blocked.

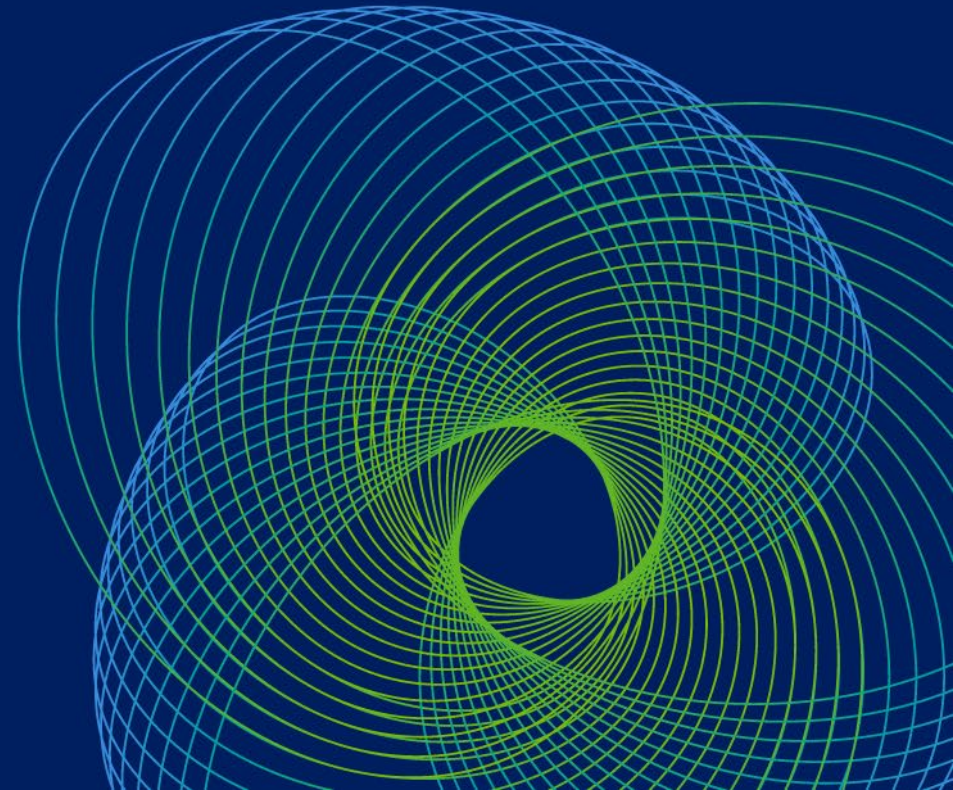
1. Check Spam/Junk Folders:

- Verify that the notification has not been filtered into your spam or junk folder.
- Action: Add the following domains to your "Safe Senders" list to prevent future delivery issues:
 - @ansmtp.ariba.com
 - @eusmtp.ariba.com

2. Internal Firewall Restrictions:

- In some cases, your company's internal firewall may block emails from the SAP Business Network before they even reach your inbox.
- **Action:** Contact your internal IT Department and request that they whitelist the domains listed above to ensure uninterrupted delivery of business documents.

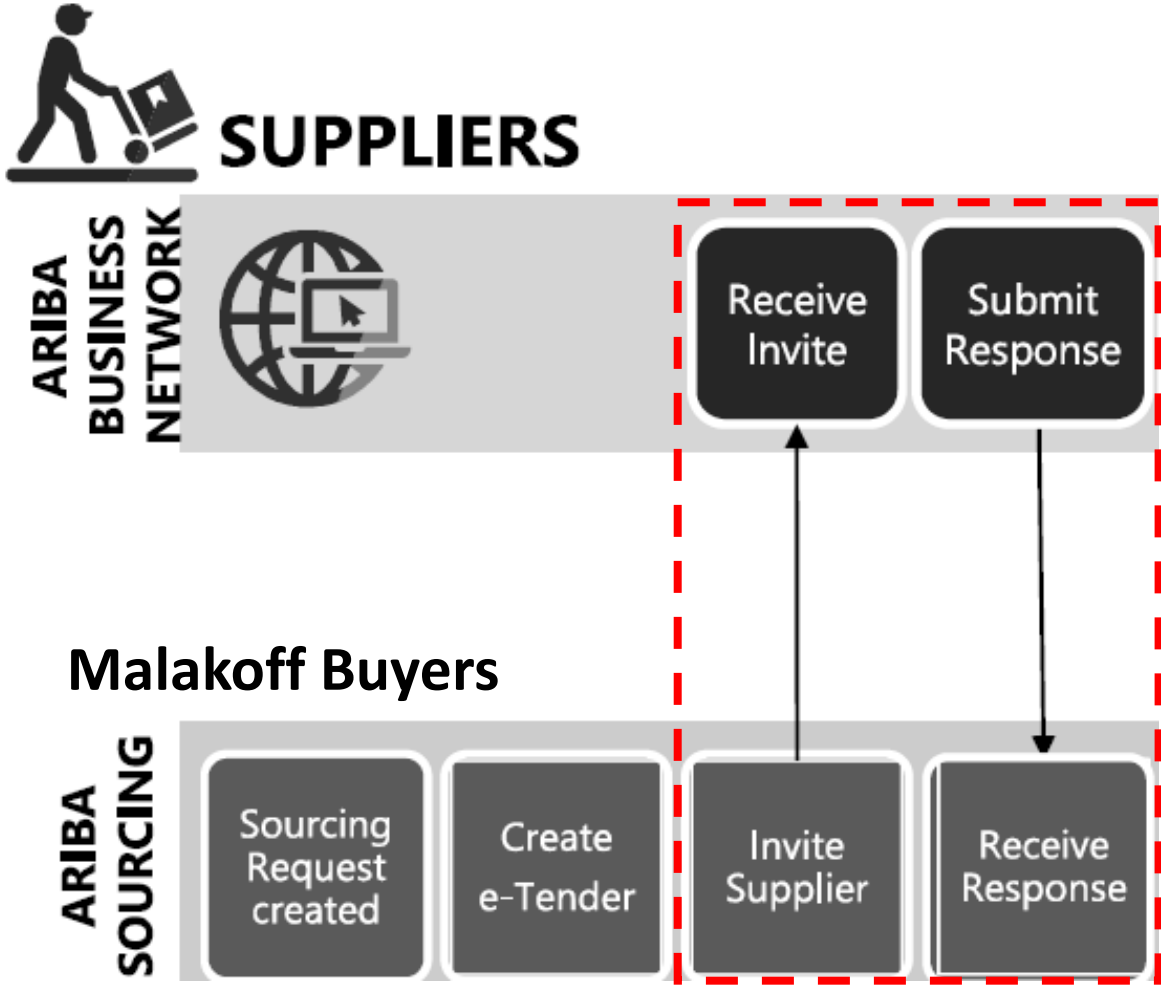
2. Overview



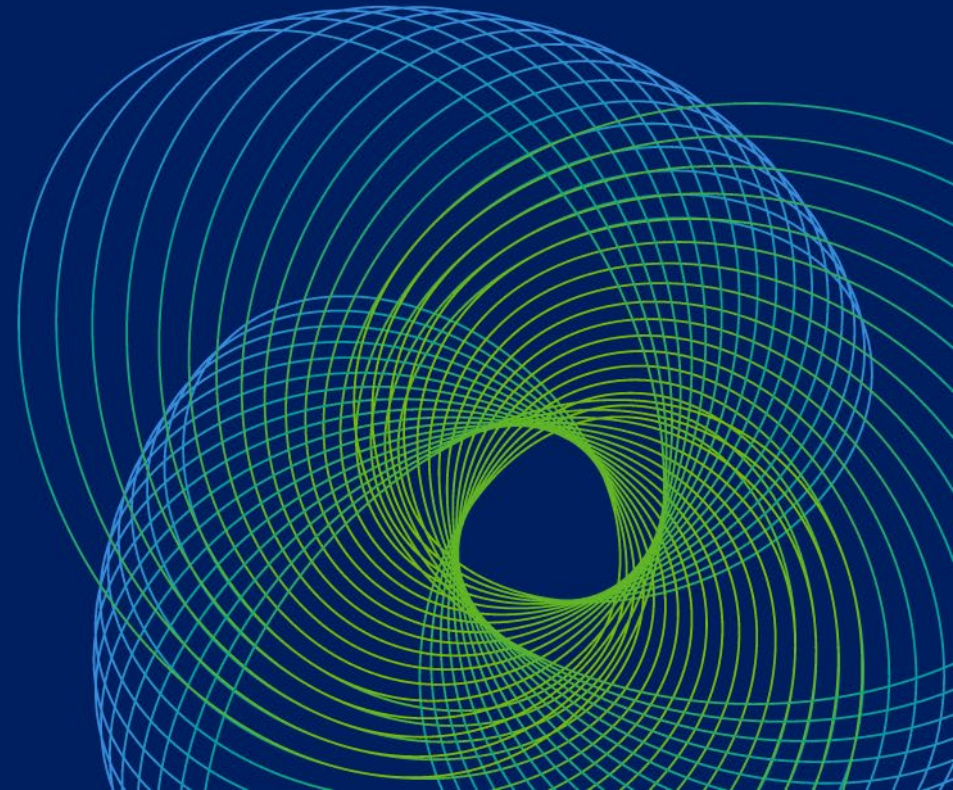
2. Overview

- This supplier guide provides suppliers with a clear understanding of how to participate in sourcing events published by Malakoff through the SAP Ariba platform.
- The session will guide supplier step-by-step on accessing events, submitting responses, and completing all required actions for both RFI and RFP events.

2. Overview

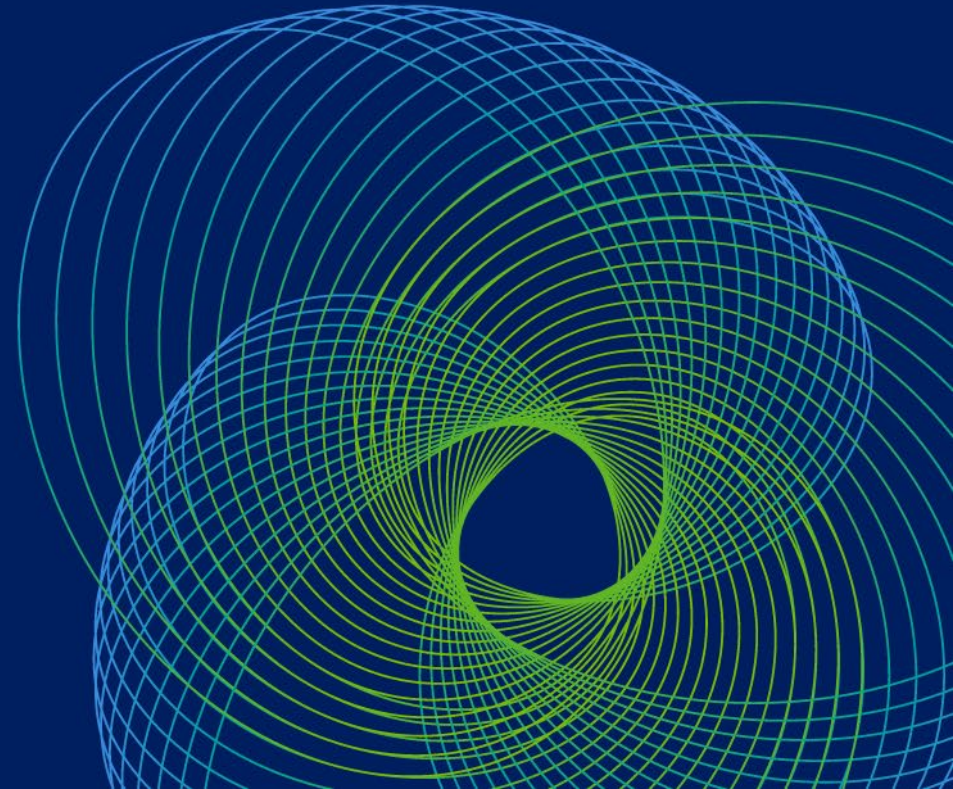


3. Register Ariba Supplier Account



3. Register Ariba Supplier Account

3.1 Receive The Invitation



3.1 Received The Invitation (Update the contact infor)

ted you to participate in an event: **RFP for Tin ORE.** **A**

Welcome, Sabil Safari.

B Malakoff Group of Companies has registered you on their Malakoff Sourcing site and invited you to participate in the following event: RFP for Tin ORE. The event starts on Thursday, March 12, 2026 at 9:07 PM, Singapore Time and ends on Thursday, March 19, 2026 at 9:07 PM, Singapore Time.

C [Click Here](#) to access this event. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can access this event.

NOTE: This link is only valid for 30 days. Make sure to register on the Ariba Commerce Cloud before the link expires. After you register on the Ariba Commerce Cloud, you can no longer use this link.

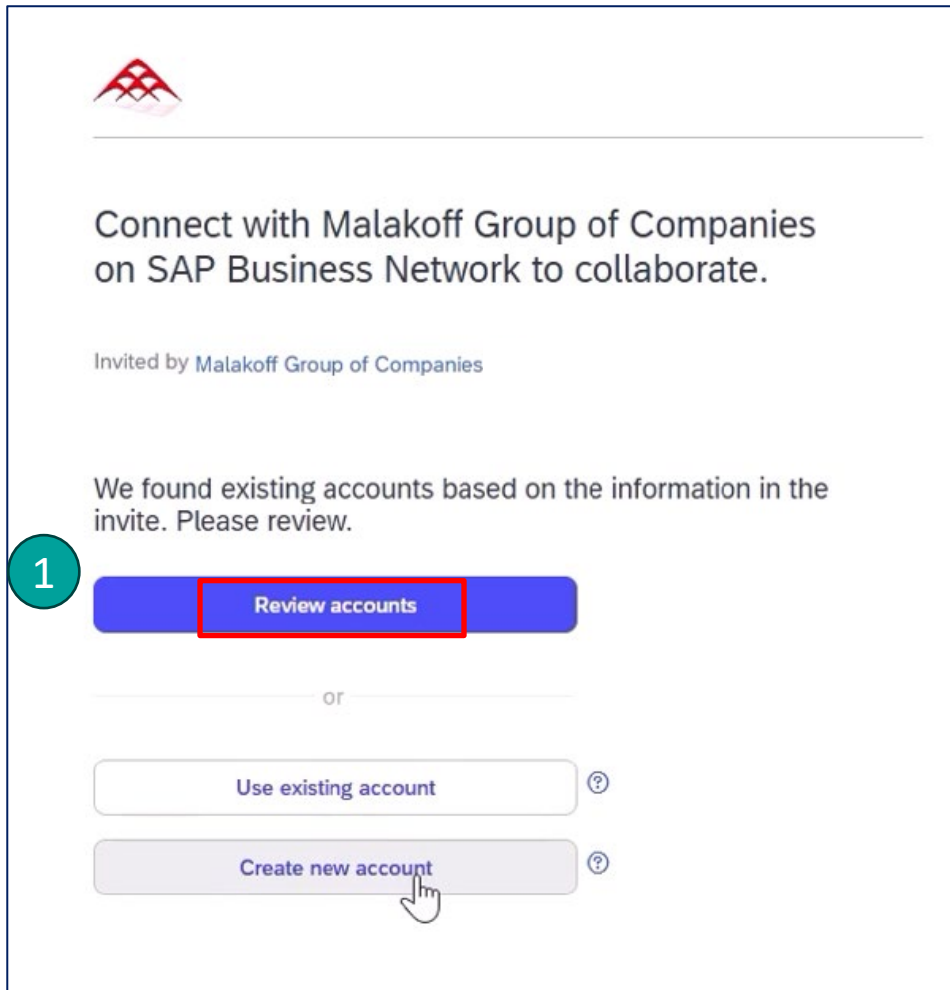
D If you have questions about this event, contact **Buyer Name** via telephone at or via e-mail at **Buyer email address**

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.

Steps:

- You will receive an email from Malakoff when you are invited to participate in any Ariba event.
- The screenshot shows how the email looks.
- The email includes below information
 - A. Event name
 - B. Start and end dates
 - C. Ariba link to access the event and register on the Ariba Network and
 - D. Buyer’s contact information in case you have any questions about the RFP event.
- Click on the “**Click Here**” URL to access the event and register on the Ariba Network

3.1 Received The Invitation - Register Ariba Supplier Account



Steps:

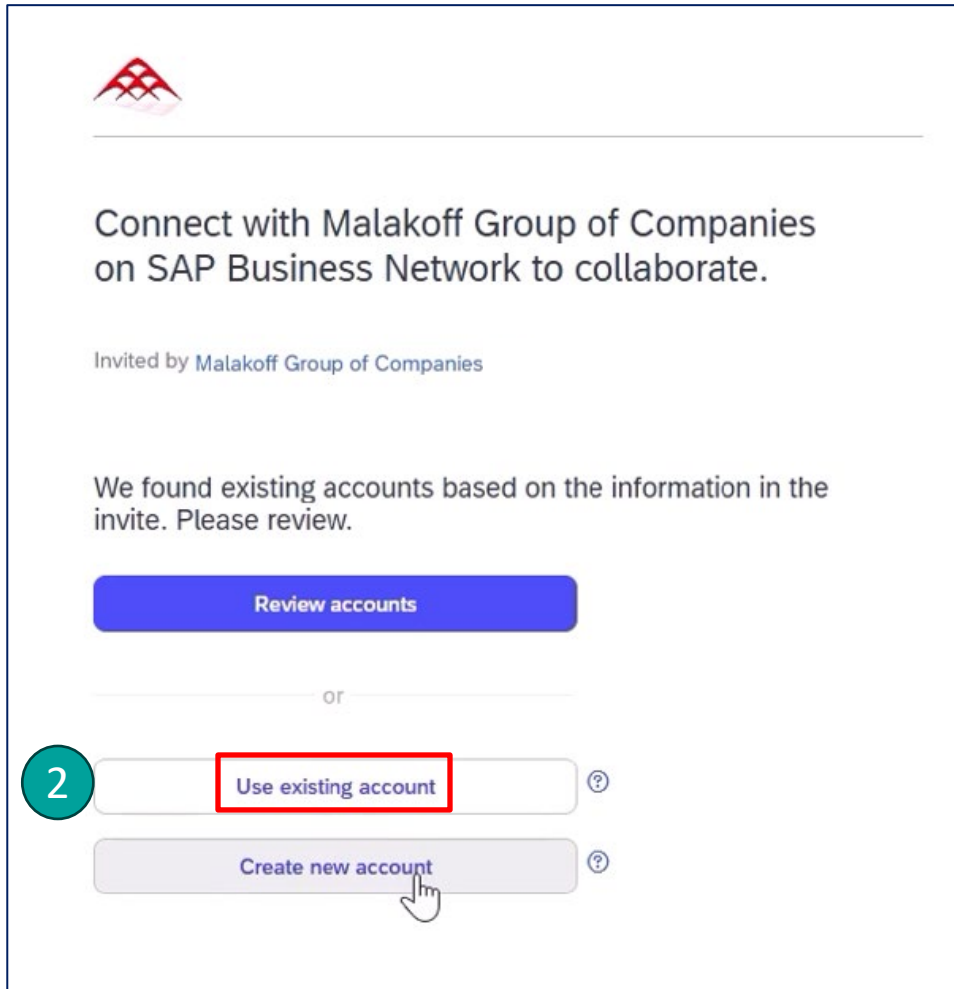
- Once you click the link provided in the email from Malakoff, you will be redirected to this page as shown in screenshot.

1. Review accounts : This is when, SAP Ariba detects that there may be existing supplier accounts associated with the email or company details used in the invitation.

By clicking this button, the supplier can:

- View all potential matching accounts
- Confirm whether any of these accounts belong to their company
- Avoid creating duplicate Ariba accounts (which is a common supplier issue)

3.1 Received The Invitation - Register Ariba Supplier Account



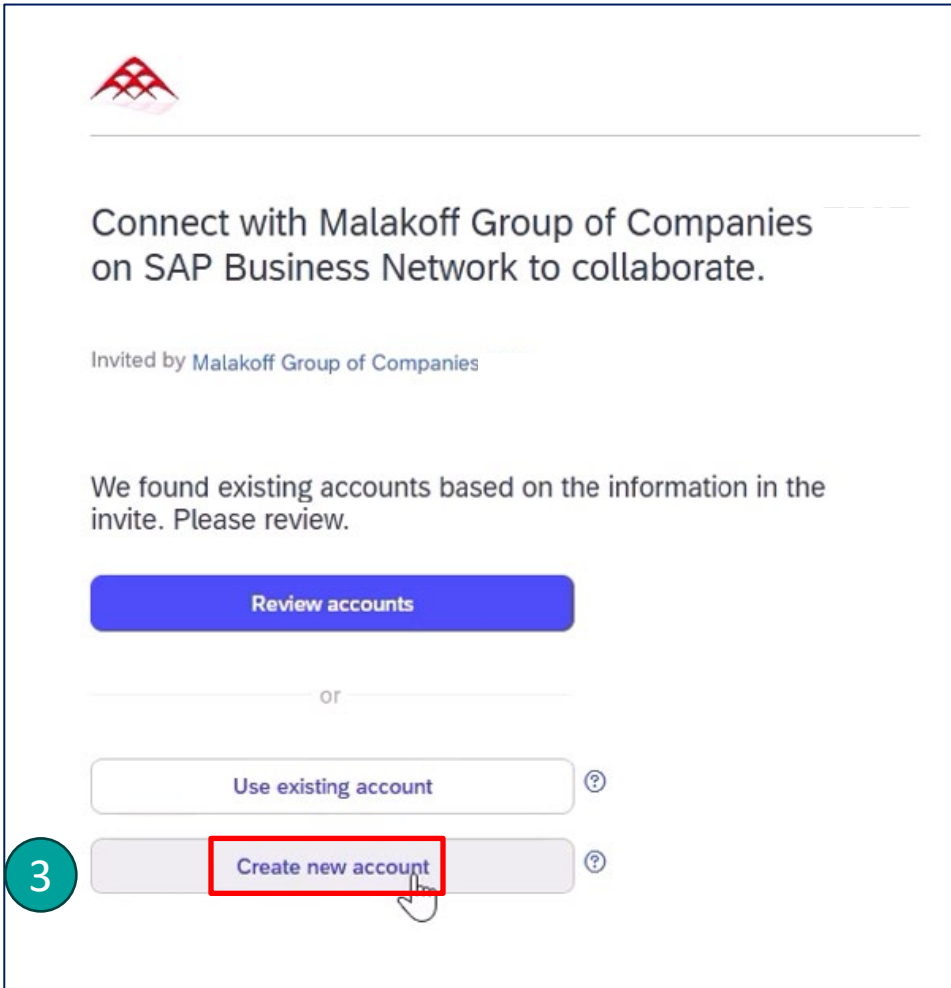
Steps:

2. Use existing account: Select this option if the supplier already has an SAP Ariba account and wants to use that account to connect with Malakoff Group of Companies.

This option is recommended when:

- The supplier is already trading with other buyers on Ariba
- The supplier wants to keep all transactions under one Business Network account
- After clicking, the supplier will be prompted to log in using their existing username and password

3.1 Received The Invitation - Register Ariba Supplier Account



Connect with Malakoff Group of Companies on SAP Business Network to collaborate.

Invited by Malakoff Group of Companies

We found existing accounts based on the information in the invite. Please review.

Review accounts

or

Use existing account ?

3 Create new account ?

Steps:

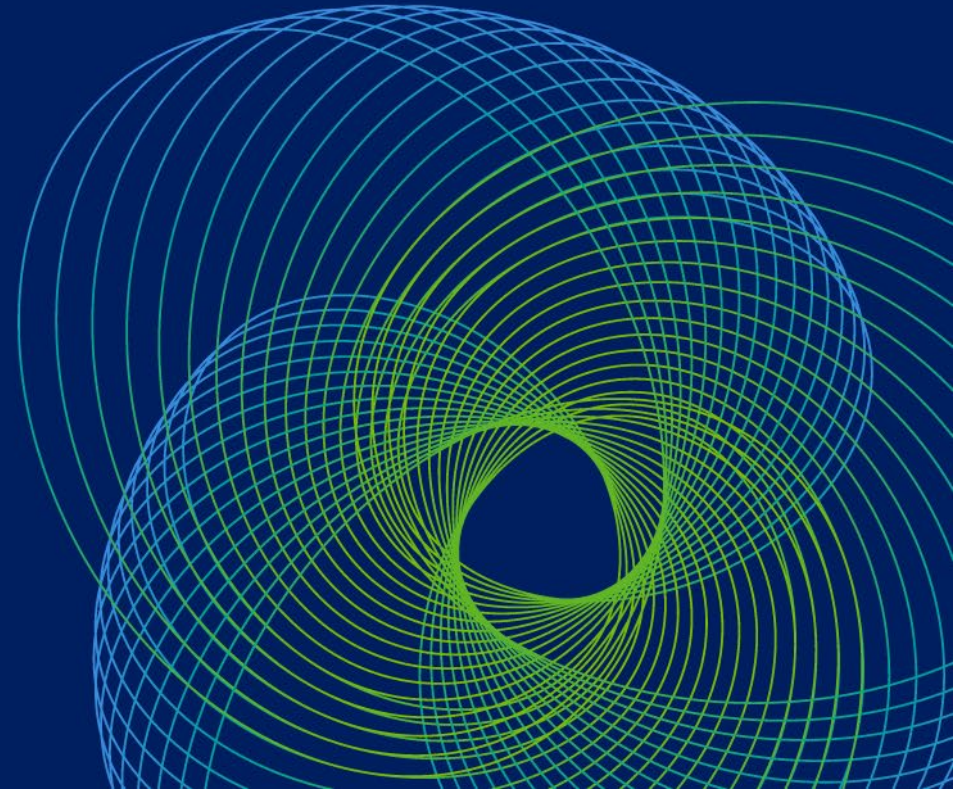
- 3. Create new account:** Choose this option if the supplier does not have any SAP Ariba account or if none of the suggested existing accounts belong to them.

This will allow the supplier to:

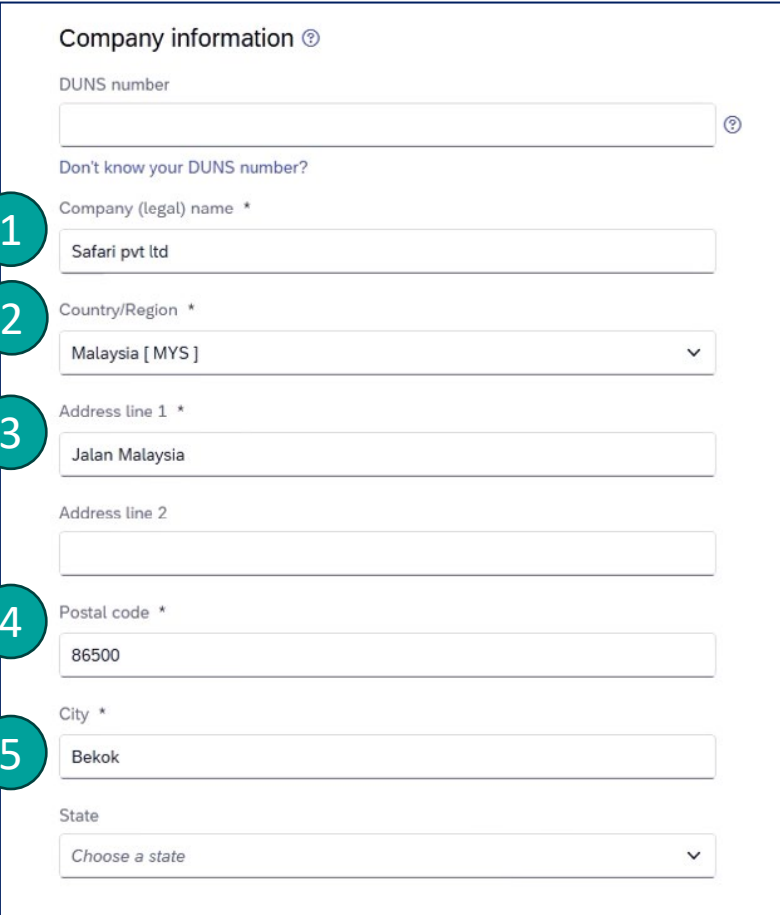
- Register a brand-new Ariba Network account
- Set up their company profile
- Connect with Malakoff Group of Companies and participate in sourcing events

3. Register Ariba Supplier Account

3.2 Create New Account



3.2 Create New Account



Company information ⓘ

DUNS number

Don't know your DUNS number?

1 Company (legal) name *

2 Country/Region *

3 Address line 1 *

Address line 2

4 Postal code *

5 City *

State

Steps:

Company Information

- If you select “Create new account”, SAP Ariba will take you to a registration form where you must enter your company details. You will see fields like the ones shown in the screenshot. These details help Ariba verify your company and set up your Business Network profile.
- Enter all mandatory fields marked with an asterisk (*), including:
 1. Company (Legal) Name *
 2. Country/Region *
 3. Address Line 1 *
 4. Postal Code *
 5. City *

These required fields must be completed before you can proceed with creating your SAP Ariba account.

3.2 Create New Account

Administrator account information ⓘ

1 First name *

2 Last name *

3 Email *


Use my email as my username

Password * Repeat password *

I have read and agree with the [Terms of Use](#).

I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings.

Please see the [Privacy Statement](#) to learn how we process personal data.

I'm not a robot 

Create account

Steps:


Administrator Account Information

- When creating a new SAP Ariba account, you will be required to set up the Administrator profile, as shown in the screenshot. This person will serve as the primary contact for the company's Ariba account.

Fields to Complete

1. First Name * :Enter the given name of the account administrator.
2. Last Name * Enter the family name/surname of the administrator.
3. Email * This is the email address that will be associated with the administrator's Ariba login and notifications.

3.2 Create New Account

Administrator account information 

First name * Last name *

Email *


4 Use my email as my username

5 Password * **6** Repeat password *

I have read and agree with the [Terms of Use](#).

I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings.

Please see the [Privacy Statement](#) to learn how we process personal data.

I'm not a robot  reCAPTCHA

Create account

Steps:

Administrator Account Information

4. Use my email as my username (Checkbox)
When checked, your email address will automatically be used as your username for logging into SAP Ariba. (Recommended for simplicity.)
5. Password * Create a secure password following SAP Ariba's requirements.
6. Repeat Password * Enter the same password again to confirm.

Accept Terms of Use and click Create Account

3.2 Create New Account



Create an account to connect and collaborate with Malakoff Group of Companies on SAP Business Network

We found existing accounts based on the information you entered. Please review.

Review accounts

or

1

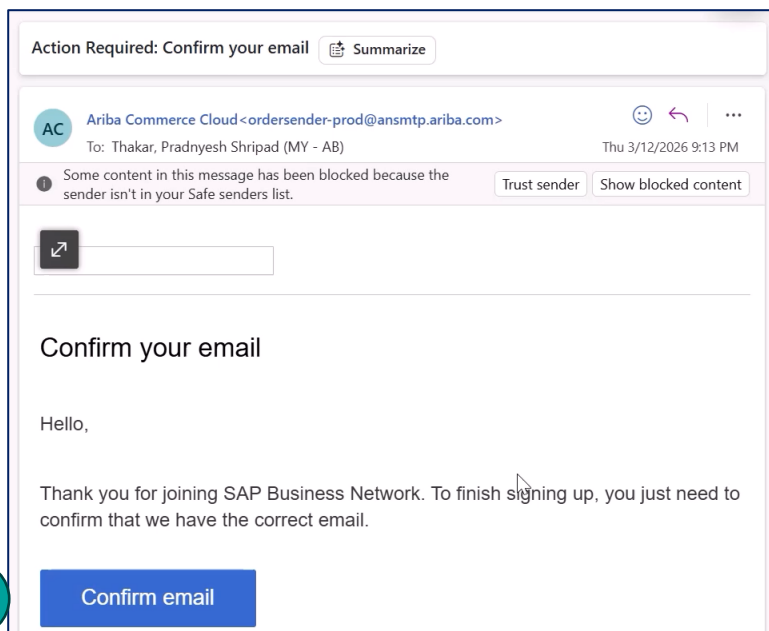
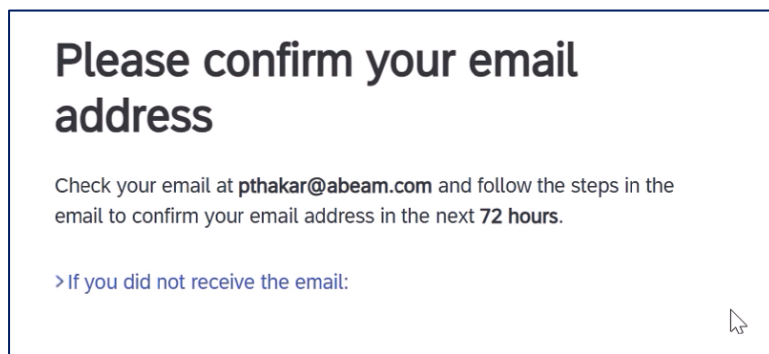
Continue account creation

Steps:

Continue Account Creation

- After entering your company and administrator details, SAP Ariba will check whether there are existing accounts that match the information you provided. You will then see the screen as shown.
1. Continue by clicking “Continue account creation”

3.2 Create New Account



Steps:

Confirm Email

1. After completing your account registration, SAP Ariba will prompt you to confirm your email address.

What You Need to Do:

- Check your inbox for an email from SAP Ariba
- Open the message and follow the instructions to verify your email.
- The confirmation must be completed within 72 hours to activate your account.

3.2 Create New Account

Almost done! We just need a little bit more information.

Please provide the information below and you will be discovered by more customers looking for companies like yours.

Product and Service Categories

or [Browse](#)

Ship-to or Service Locations

or [Browse](#)

Don't show this to me again

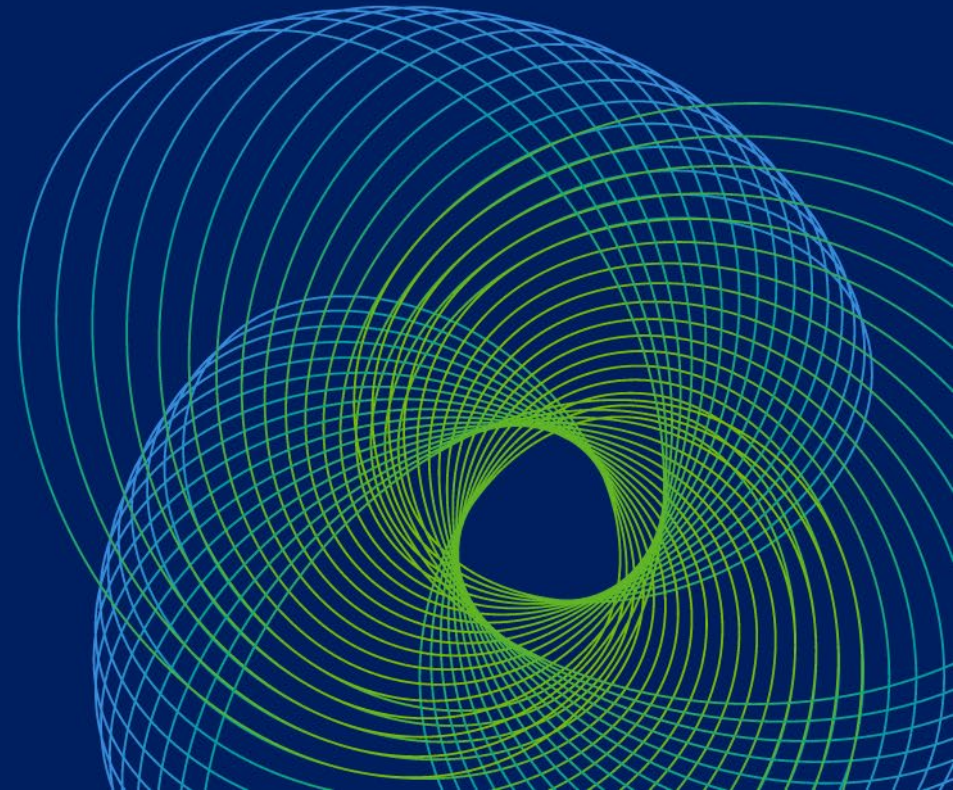
1

Steps:

More Information

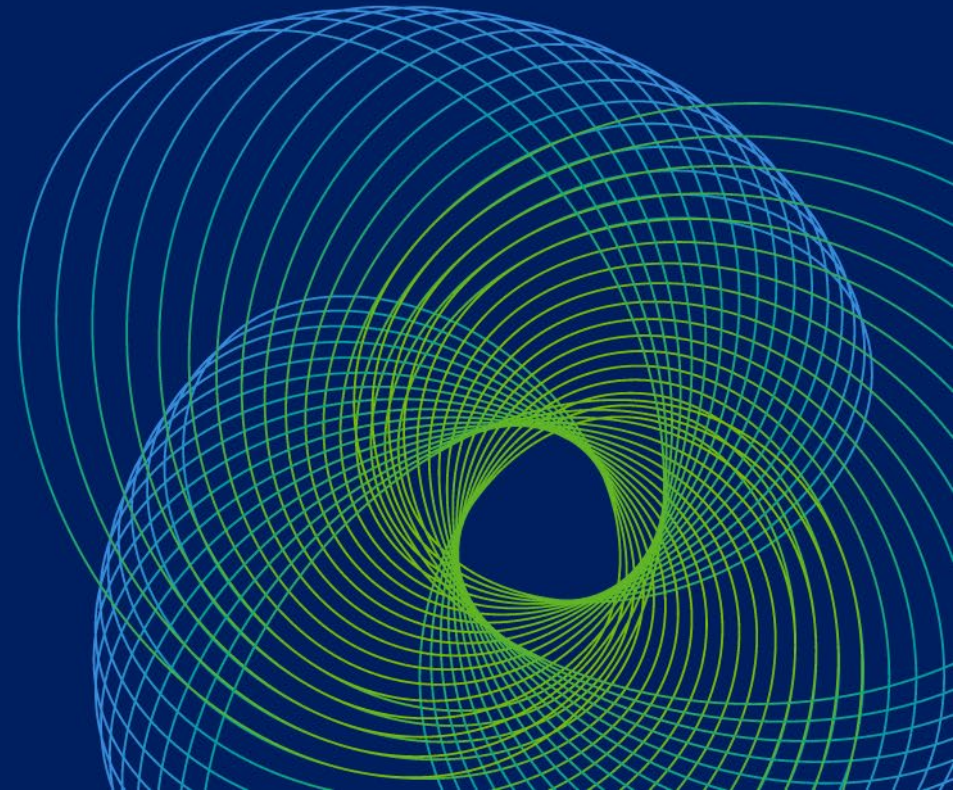
1. Once you confirm your email, you will see the page shown in the screenshot. This step is optional, and you can either skip it or fill in the details based on your company profile.

4. Participating in Sourcing Event

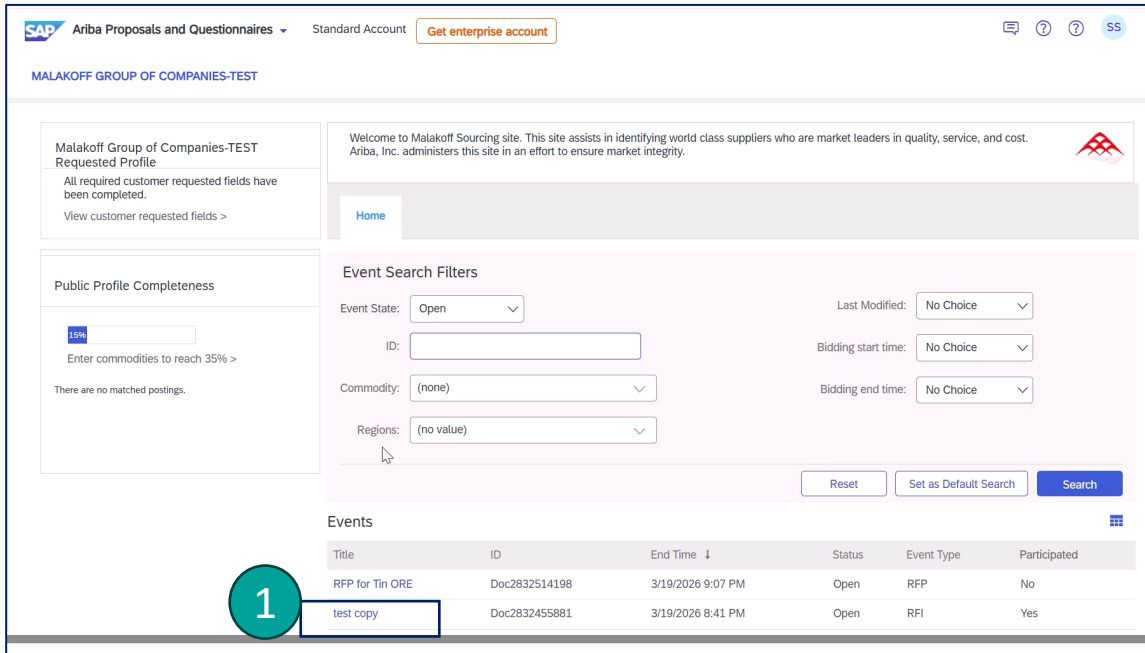


4. Participating in Sourcing Event

4.1 Response To The Event



4.1 Response To The Event



The screenshot shows the Ariba Sourcing interface. At the top, there's a navigation bar with 'Ariba Proposals and Questionnaires', 'Standard Account', and 'Get enterprise account'. Below this, the 'MALAKOFF GROUP OF COMPANIES-TEST' header is visible. The main content area includes a 'Welcome to Malakoff Sourcing site' message, a 'Home' button, and an 'Event Search Filters' section. The filters include 'Event State' (Open), 'Last Modified' (No Choice), 'ID', 'Commodity' (none), 'Bidding start time' (No Choice), 'Regions' (no value), and 'Bidding end time' (No Choice). Below the filters are 'Reset', 'Set as Default Search', and 'Search' buttons. The 'Events' table below shows two entries: 'RFP for Tin ORE' and 'test copy'. The 'test copy' event is highlighted with a red circle and the number 1.

Title	ID	End Time ↓	Status	Event Type	Participated
RFP for Tin ORE	Doc2832514198	3/19/2026 9:07 PM	Open	RFP	No
test copy	Doc2832455881	3/19/2026 8:41 PM	Open	RFI	Yes

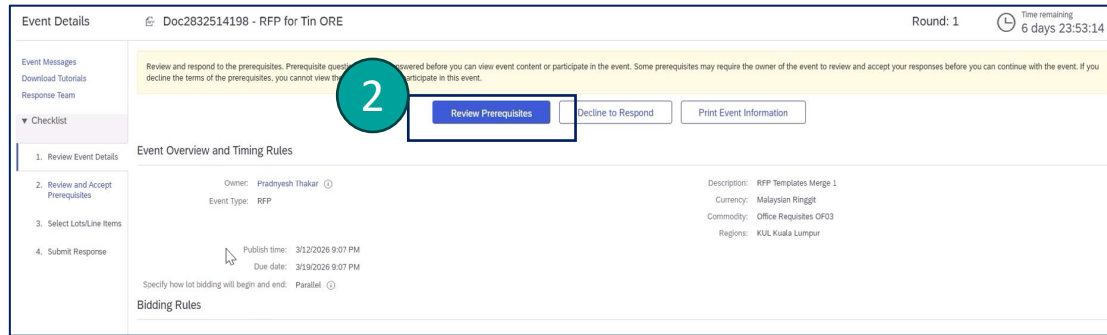
Steps:

Events

- Once you fill in the information and click Submit or Remind me later, you will land on this page, where you can view all available sourcing events and navigate through the Ariba Proposals and Questionnaires section.

- Click on the event that is in **Open status** and that you would like to respond to. This will redirect you to the event details page where you can begin reviewing requirements and preparing your submission.

4.1 Response To The Event



Steps:

Events

- Once you click on the event, you will be taken to the Event Details page, where you can see the time remaining to submit your response.
- 2. To proceed further, click **Review Prerequisites** to view and acknowledge all mandatory requirements set by the buyer.

4.1 Response To The Event

▼ Checklist

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

Prerequisites must be completed prior to participation in the event.

Dear Vendors

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

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

IMPORTANT:
Vendor is required to acknowledge receipt of the above Request for Information(RFI)/ Request for Proposal (RFP) via email. Vendor to complete and submit the Integrity Pact document as attached in the system during submission of proposal. The Integrity Pact requirement applies only to Non-AVL (Non-Approved Vendor List) vendors and vendors who have never complete and/or submit the Integrity Pact document earlier.
Malakoff has the right to remove vendors who do not respond for five (5) times or more in a year from the Malakoff's Approved Vendor List.
Vendor is reminded to attach a copy of complete Purchase Order during submission of invoice for payment, failing which Malakoff shall have the right to reject the invoice and the submission shall be deemed as incomplete submission.
Vendor must update Malakoff's Vendor Management Team at vendor.management@malakoff.com.my should there be any changes in the Vendor's Malakoff's registration details which include but not limited to change of email address.
Malakoff encourages Vendor to explore opportunities to integrate sustainable practices into Vendor's business processes and supply chain. Malakoff encourages Vendor to explore and consider ways to reduce Vendor's carbon footprint by among others, minimising emissions, enhancing recycling, using renewable resources and optimising transportation routes. Malakoff strongly encourages commitment towards enforcing ethical business conduct, supporting fair labour practices and upholding transparency, integrity as well as other Environmental, Social, Governance (ESG) criteria(s).

REMARKS: THE ISSUANCE OF THE RFP/RFP TO THE VENDOR IS MERELY AN INVITATION FOR VENDOR TO SUBMIT ITS PROPOSAL AND DOES NOT CONSTITUTE AN AGREEMENT TO AWARD. THE INFORMATION CONTAINED IN THE RFO ARE STRICTLY CONFIDENTIAL AND SHALL NOT BE DISCLOSED TO ANY THIRD PARTY WITHOUT MALAKOFF'S PRIOR WRITTEN APPROVAL.

I accept the terms of this agreement.

I do not accept the terms of this agreement.

4

Steps:

Events

- Read through the prerequisites carefully. Once you have reviewed the information,
- 3. Select "I accept the terms of this agreement"
- 4. Click **OK** to proceed to the next step of the event.

4.1 Response To The Event

5

Event Details Doc2832514198 - RFP for Tin ORE Round: 1 Time remaining 6 days 23:52:43

Download Content Review Prerequisites **Select Lots** Print Event Information

Company Policies (Section 1 of 1)

3.0 Company Policies

3.2 Please confirm you accept our Terms and conditions as attached (RFP Supply) References

3.11 Please confirm you accept all the attached terms and conditions References

Event Overview and Timing Rules

Owner: Pradyesh Thakar
Event Type: RFP
Description: RFP Templates Merge 1
Currency: Malaysian Ringgit
Commodity: Office Requisites OF03
Regions: KUL Kuala Lumpur

Publish time: 3/12/2026 9:07 PM
Due date: 3/19/2026 9:07 PM

Specify how lot bidding will begin and end: Parallel

Bidding Rules

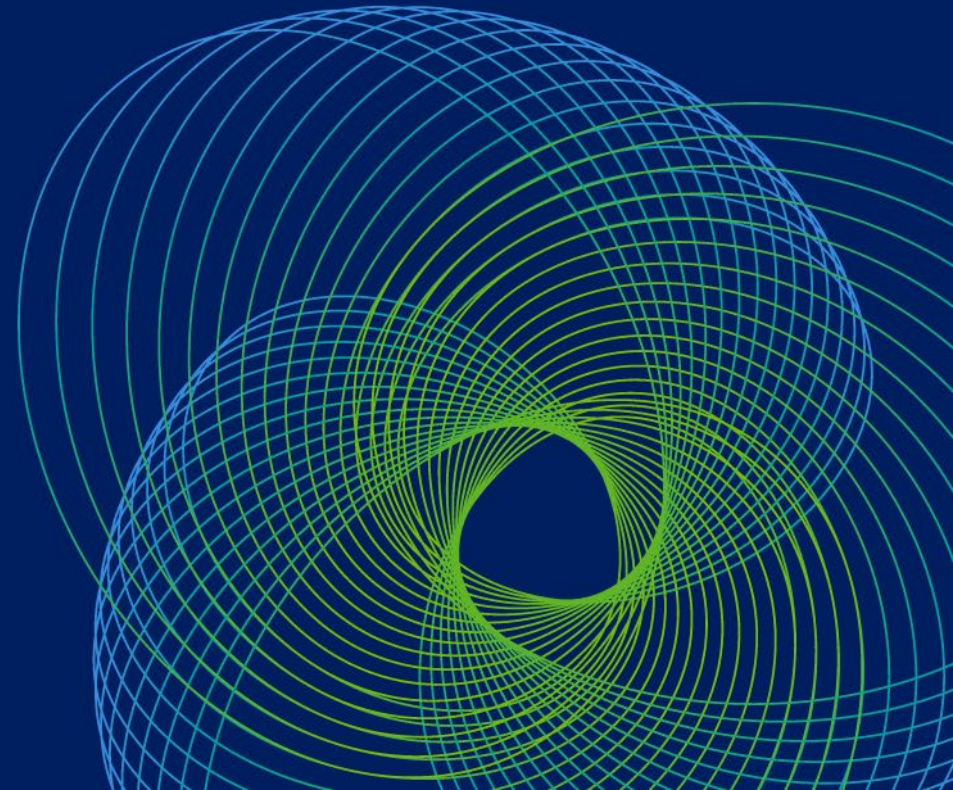
Steps:

Events

5. Once you accept the terms and conditions, you will land on this page. Here, begin by clicking **Select Lots** at the top. This will take you to the section where you can review and choose the lots or line items you want to respond to in the event.

4. Participating in Sourcing Event

4.2 Accepting The Event

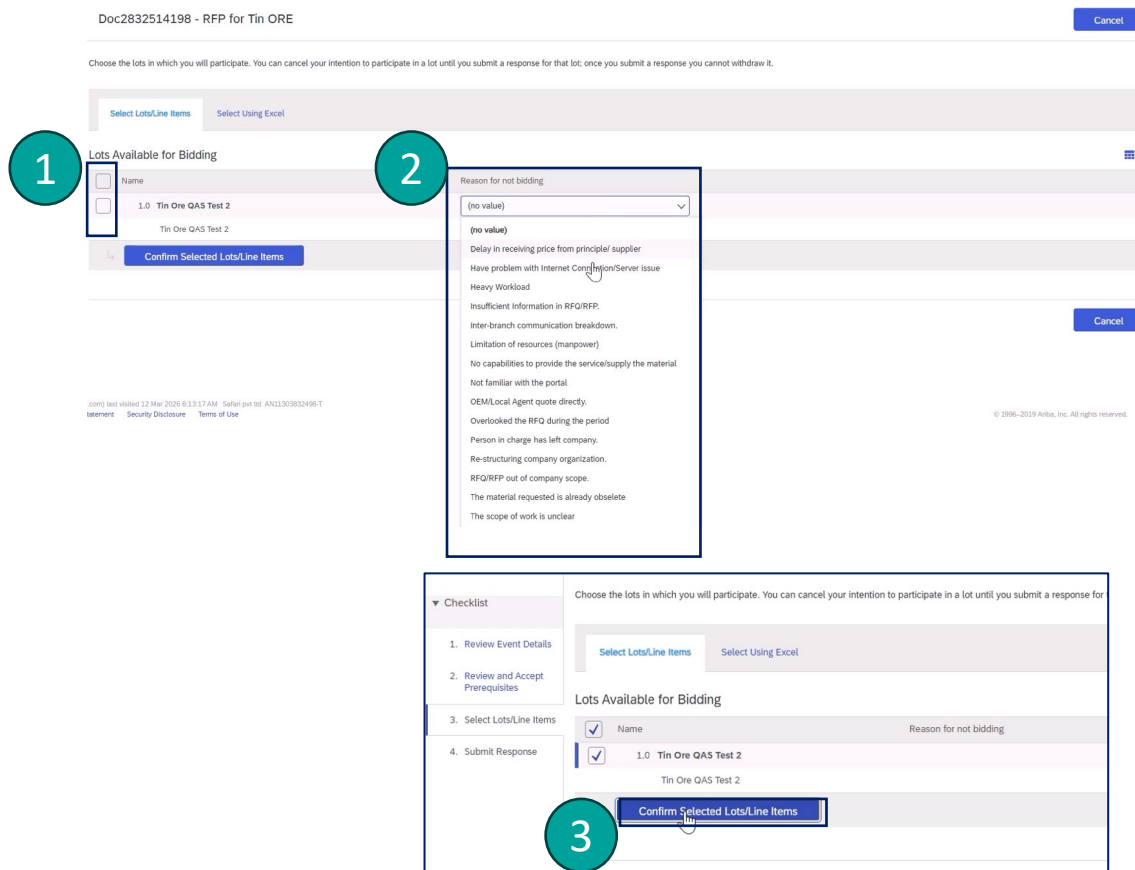


4.2 Accepting The Event

Steps:

Items Available for Bidding

- On this page, you can select the lot(s) you wish to participate in for the event.
- To bid for a lot, check the box next to the line item.
 - If you do not want to bid for a particular line item, choose a reason from the “**Reason for not bidding**” dropdown list. This allows you to formally decline that specific lot while still proceeding with the rest of the event.
 - After making your selections, click **Confirm Selected Lots/Line Items** to continue.



Doc2832514198 - RFP for Tin ORE Cancel

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 you cannot withdraw it.

Select Lots/Line Items Select Using Excel

1 Lots Available for Bidding **2**

<input type="checkbox"/>	Name	Reason for not bidding
<input type="checkbox"/>	1.0 Tin Ore QAS Test 2	(no value)
<input type="checkbox"/>	Tin Ore QAS Test 2	(no value)

Confirm Selected Lots/Line Items Cancel

...com) last visited 12 Mar 2026 6:13:17 AM. Safari on the ANZ1303832496-T...
statement Security Disclosure Terms of Use © 1996–2019 Ariba, Inc. All rights reserved.

3

▼ Checklist

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for

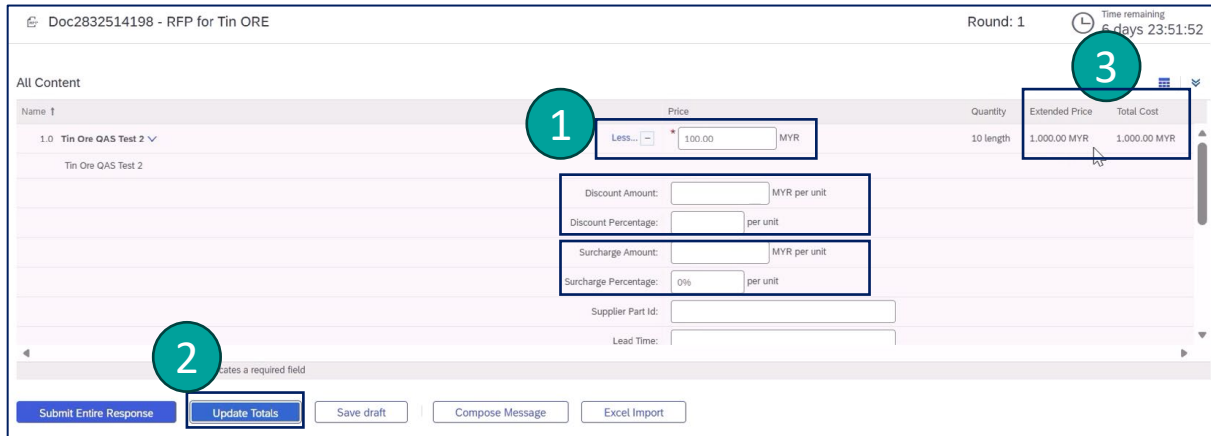
Select Lots/Line Items Select Using Excel

Lots Available for Bidding

<input checked="" type="checkbox"/>	Name	Reason for not bidding
<input checked="" type="checkbox"/>	1.0 Tin Ore QAS Test 2	
<input type="checkbox"/>	Tin Ore QAS Test 2	

Confirm Selected Lots/Line Items

4.2 Accepting The Event



The screenshot shows the 'All Content' section of an Ariba Sourcing event. At the top, it displays 'Doc2832514198 - RFP for Tin ORE', 'Round: 1', and a timer for '6 days 23:51:52'. The main table has columns for 'Name', 'Price', 'Quantity', 'Extended Price', and 'Total Cost'. A line item '1.0 Tin Ore QAS Test 2' is selected, with a price of '100.00 MYR' and a quantity of '10 length'. The 'Extended Price' is '1,000.00 MYR' and the 'Total Cost' is '1,000.00 MYR'. Below the table, there are input fields for 'Discount Amount', 'Discount Percentage', 'Surcharge Amount', 'Surcharge Percentage', 'Supplier Part Id', and 'Lead Time'. A '2' callout points to the 'Update Totals' button at the bottom left. A '3' callout points to the 'Extended Price' and 'Total Cost' columns in the table.

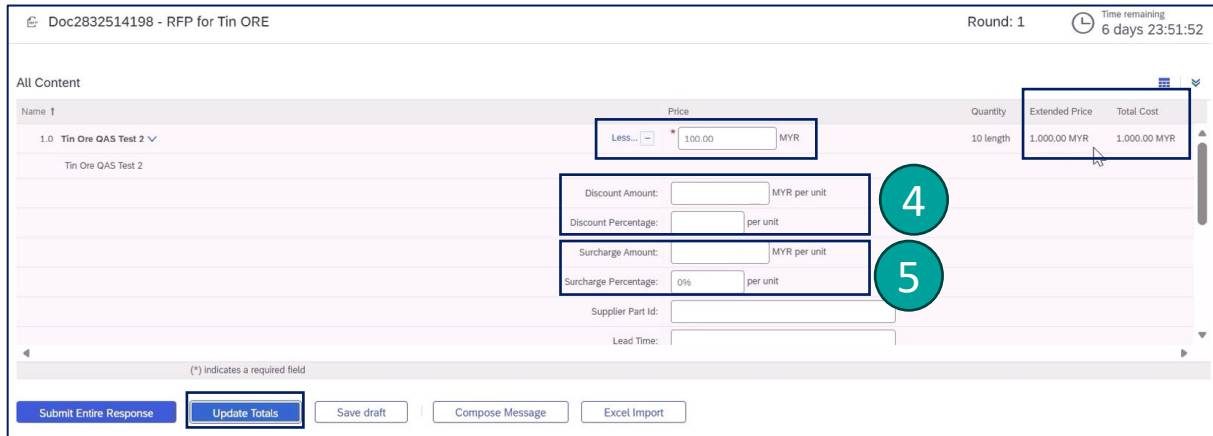
Steps:

All Content

- In this screen, you will see all event contents, starting with the line items you selected earlier.

1. **Enter your unit price in the price field** for each applicable line item.
2. After entering the price, click **Update Totals**.
3. The system will automatically calculate and display the Extended Price based on the quantity and pricing you provided.

4.2 Accepting The Event



Doc2832514198 - RFP for Tin ORE Round: 1 Time remaining: 6 days 23:51:52

All Content

Name	Price	Quantity	Extended Price	Total Cost
1.0 Tin Ore QAS Test 2	Less... 100.00 MYR	10 length	1,000.00 MYR	1,000.00 MYR
Tin Ore QAS Test 2				

Discount Amount: [] MYR per unit
Discount Percentage: [] per unit

Surcharge Amount: [] MYR per unit
Surcharge Percentage: 0% per unit

Supplier Part Id: []
Lead Time: []

(*) Indicates a required field

Submit Entire Response Update Totals Save draft Compose Message Excel Import

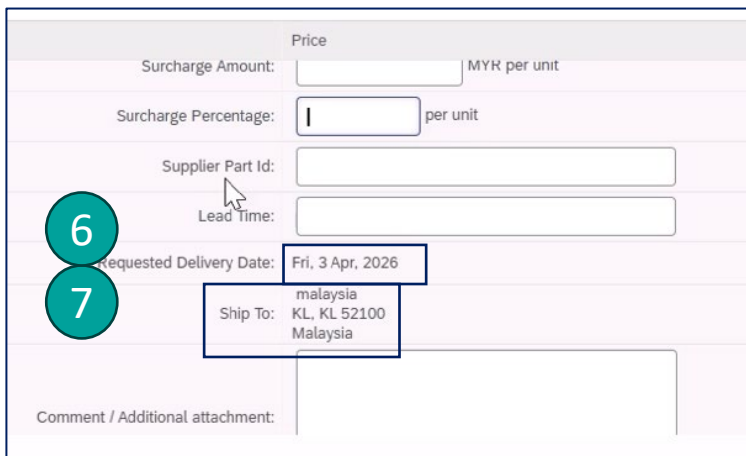
Steps:

All Content

4. Enter a Discount Amount and a Discount Percentage (*Note: If Discount doesn't apply enter "0" .Always click Update Totals to view the final quoted price after discount.*)
5. Enter Surcharge Amount or Surcharge Percentage if applicable (*Note: If Surcharge doesn't apply enter "0" .Always click Update Totals to view the final quoted price after discount.*)

Note: Discounts and surcharges shown in this section are applied on the total quantity.

4.2 Accepting The Event



Price

Surcharge Amount: MYR per unit

Surcharge Percentage: per unit

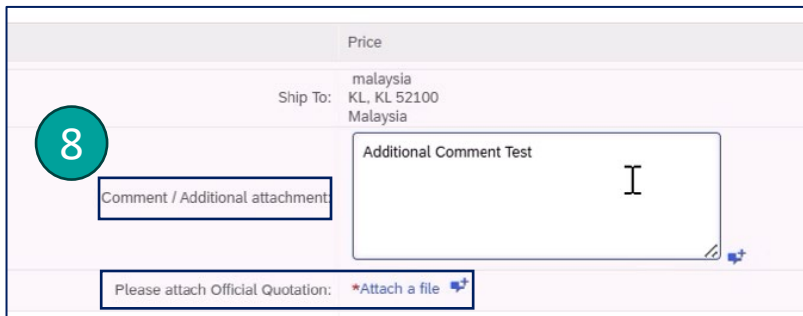
Supplier Part Id:

Lead Time:

Requested Delivery Date:

Ship To:
KL, KL 52100
Malaysia

Comment / Additional attachment:



Price

Ship To:
KL, KL 52100
Malaysia

Comment / Additional attachment:

Please attach Official Quotation:

Steps:

All Content


- Scroll further down to enter delivery and additional details.

You will see fields such as:

6. Request Delivery Date : (mentioned by buyer)
7. Ship-To Location : (mentioned by buyer)
8. Comment Box – Add any clarifications or additional information related to your quotation. If you need to attach supporting documents (e.g., brochures, technical specs, certifications), click the small “+” icon located at the bottom-right corner of the comment box to upload your files.

4.2 Accepting The Event

Price	
Surcharge Amount:	<input type="text"/> MYR per unit
Surcharge Percentage:	<input type="text"/> per unit
Supplier Part Id:	<input type="text"/>
Lead Time:	<input type="text"/>
Requested Delivery Date:	Fri, 3 Apr, 2026
Ship To:	malaysia KL, KL 52100 Malaysia
Comment / Additional attachment:	

Price	
malaysia	
Ship To:	KL, KL 52100 Malaysia
Comment / Additional attachment:	Additional Comment Test
Please attach Official Quotation: Attach a file 	

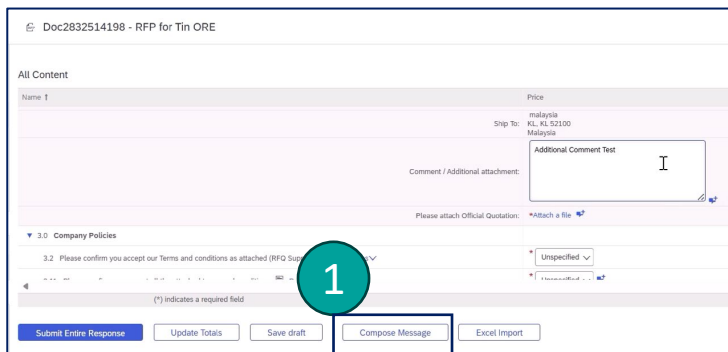
Steps:

All Content

9. Upload your official company quotation (PDF, Excel, or other supported format) as supporting documentation. This ensures your commercial offer is formally captured along with the Ariba submission. You can attach the file by clicking the small “+” icon in the attachment area below the comment box.

(Note: Zip the files if you want to submit multiple attachments Limit is 100MB)

4.2 Accepting The Event



Doc2832514198 - RFP for Tin ORE

All Content

Name 1 Price

Ship To: malaysia
ML ML 52100
Malaysia

Additional Comment Test

Comment / Additional attachment:

Please attach Official Quotation: *Attach a file

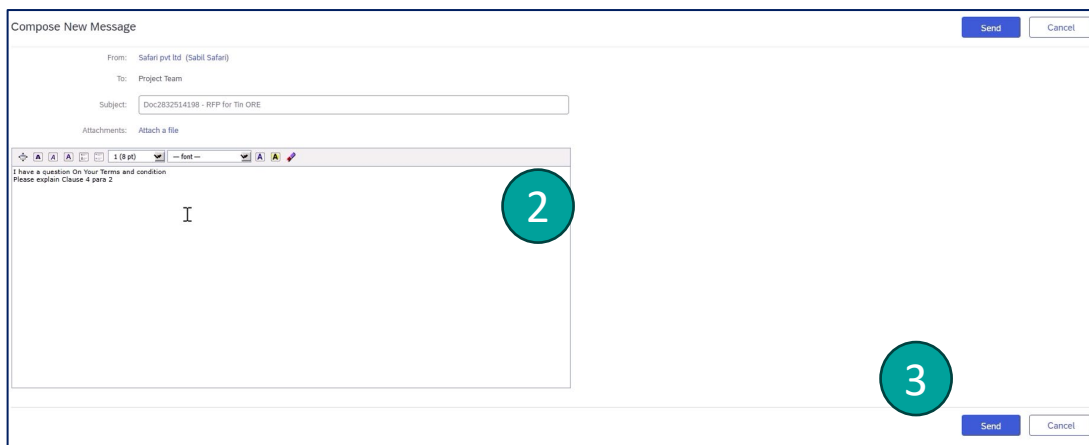
3.0 Company Policies

3.2 Please confirm you accept our Terms and conditions as attached (RFP Supp

Unspecified

(*) indicates a required field

Submit Entire Response Update Totals Save draft **Compose Message** Excel Import



Compose New Message

From: Safari pvt ltd (Sabil Safari)

To: Project Team

Subject: Doc2832514198 - RFP for Tin ORE

Attachments: Attach a file

I have a question On Your Terms and condition
Please explain Clause 4 para 2

Send Cancel

Send Cancel

Steps:

Compose Message

1. If you require clarification on specifications, delivery terms, documents, or any part of the event, click Compose Message. This allows you to send a direct message to the buyer within SAP Ariba.
2. You may type your query in the text box. You can also attach files to your message if needed.
3. Click Send to send the message

4.2 Accepting The Event



3.0 Company Policies

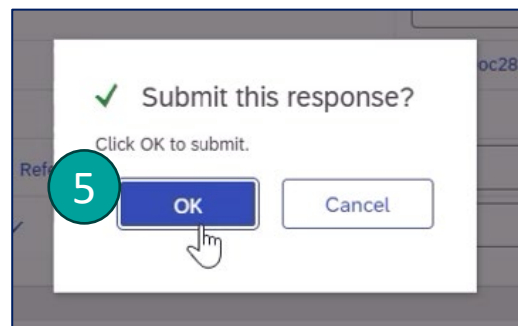
3.2 Please confirm you accept our Terms and conditions as attached (RFQ Supply) [References](#) No Yes

3.11 Please confirm you accept all the attached terms and conditions [References](#)

3.12 If No, Please attach your terms and conditions. [*Attach a file](#)

(*) indicates a required field

Submit Entire Response | Update Totals | Save draft | Compose Message | Excel Import

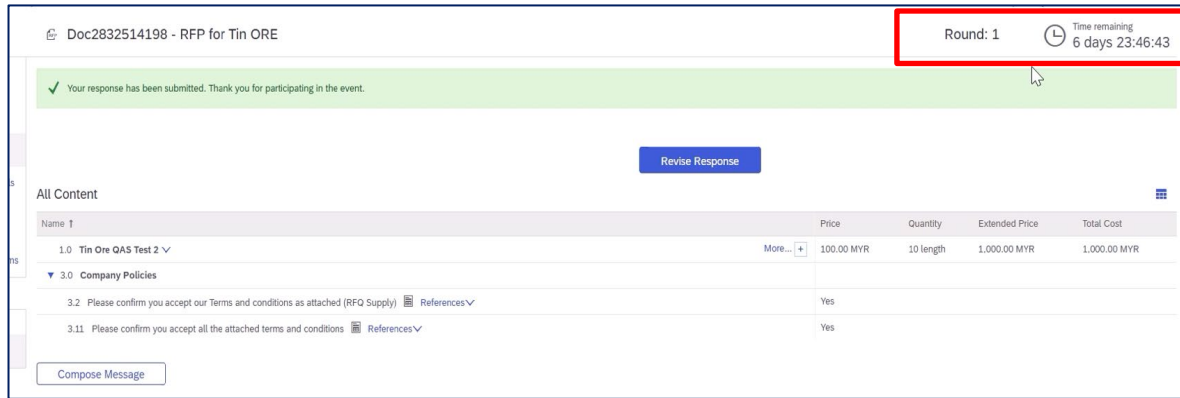


Steps:


Company Policies

1. Answer the **Yes/No** questions under Company Policies.
2. You may click on "**References**" to download and review Malakoff's Terms & Conditions before selecting Yes or No.
3. If you select No for any question, an additional section will appear where you can upload your own Terms & Conditions or provide supporting justification. Attach the file using the "+" icon.
4. Once all required fields are completed, attachments (if any) are added, and totals are updated, click **Submit Entire Response** to finalize your participation.
5. Once you click on Submit Entire Response you will see a pop-up to confirm submission. Click **OK** to submit

4.2 Accepting The Event



Doc2832514198 - RFP for Tin ORE

Round: 1  Time remaining
6 days 23:46:43

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

[Revise Response](#)

All Content

Name	Price	Quantity	Extended Price	Total Cost
1.0 Tin Ore QAS Test 2	100.00 MYR	10 length	1,000.00 MYR	1,000.00 MYR
3.0 Company Policies				
3.2 Please confirm you accept our Terms and conditions as attached (RFQ Supply)	Yes			
3.11 Please confirm you accept all the attached terms and conditions	Yes			

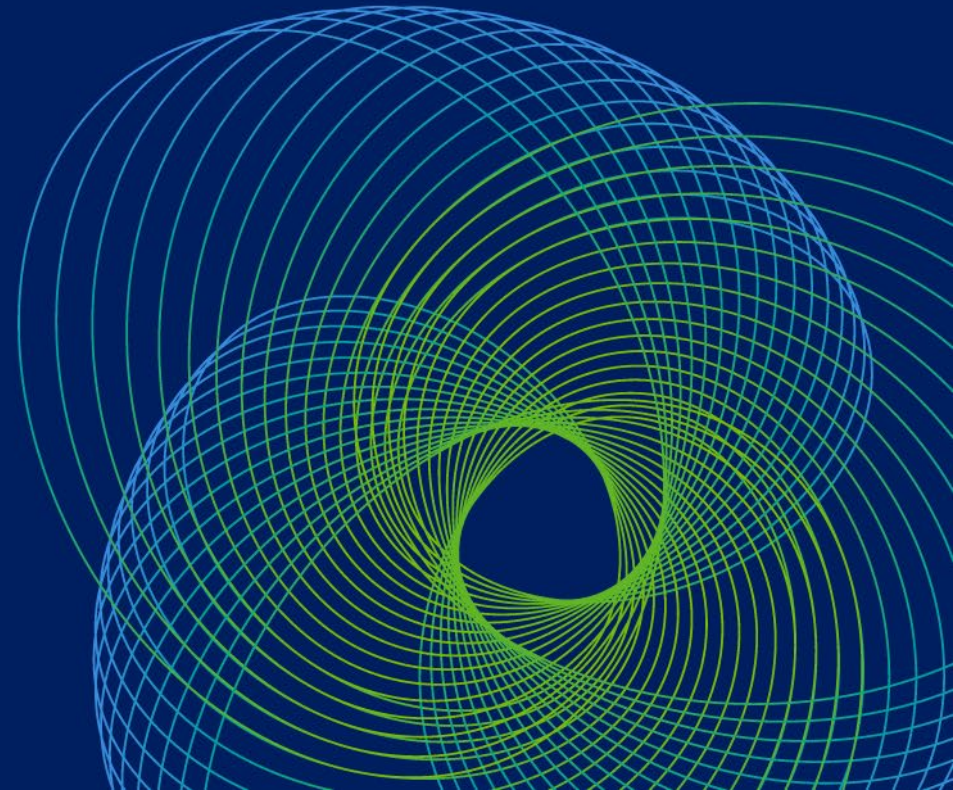
[Compose Message](#)

Steps:

Event Closing Date and Time

- Once you submit your response, it will be recorded in the system. You can still revise and update your submission any time before the event's closing date and time. The remaining time will be shown at the top right corner of the page.

5. Decline to Sourcing Event



5. Decline to Sourcing Event - Decline to Invitation

ted you to participate in an event: RFP for Tin ORE.

Welcome, Sabil Safari.

Malakoff Group of Companies has registered you on their Malakoff Sourcing site and invited you to participate in the following event: RFP for Tin ORE. The event starts on Thursday, March 12, 2026 at 9:07 PM, Singapore Time and ends on Thursday, March 19, 2026 at 9:07 PM, Singapore Time.

[Click Here](#) to access this event. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can access this event.

NOTE: This link is only valid for 30 days. Make sure to register on the Ariba Commerce Cloud before the link expires. After you register on the Ariba Commerce Cloud, you can no longer use this link.

If you have questions about this event, contact **Buyer Name** via telephone at or via e-mail at **Buyer email address**

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.

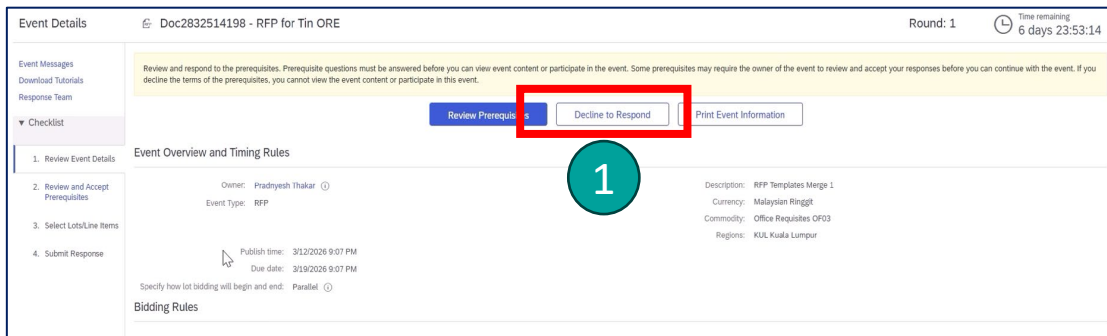
Steps:

Email Invitation

If you are not going to participate in the bid, please reply the email with reason. Email address of PIC will be added into the mail automatically when you reply.

1. Click on the “**Click Here**” URL if you do not want to response to this event

5. Decline To Sourcing Event – Decline to Bidding Event



Steps:

Events

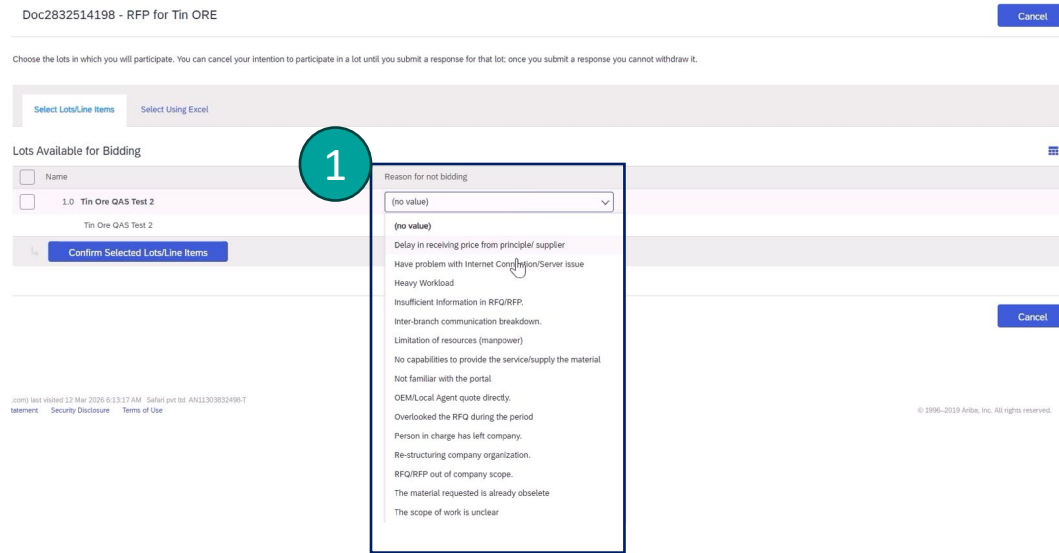
- After reviewing the prerequisites,
 1. if you are not interested in participating, can click on “**Decline to Respond**”.
- Indicate the Reason for Declining and click OK.
- If you decided to bid later, you can participate in the event by clicking on the “Intent to respond” button.

5. Decline To Sourcing Event – Decline to Bidding On Line Items

Steps:

Lots Available for Bidding

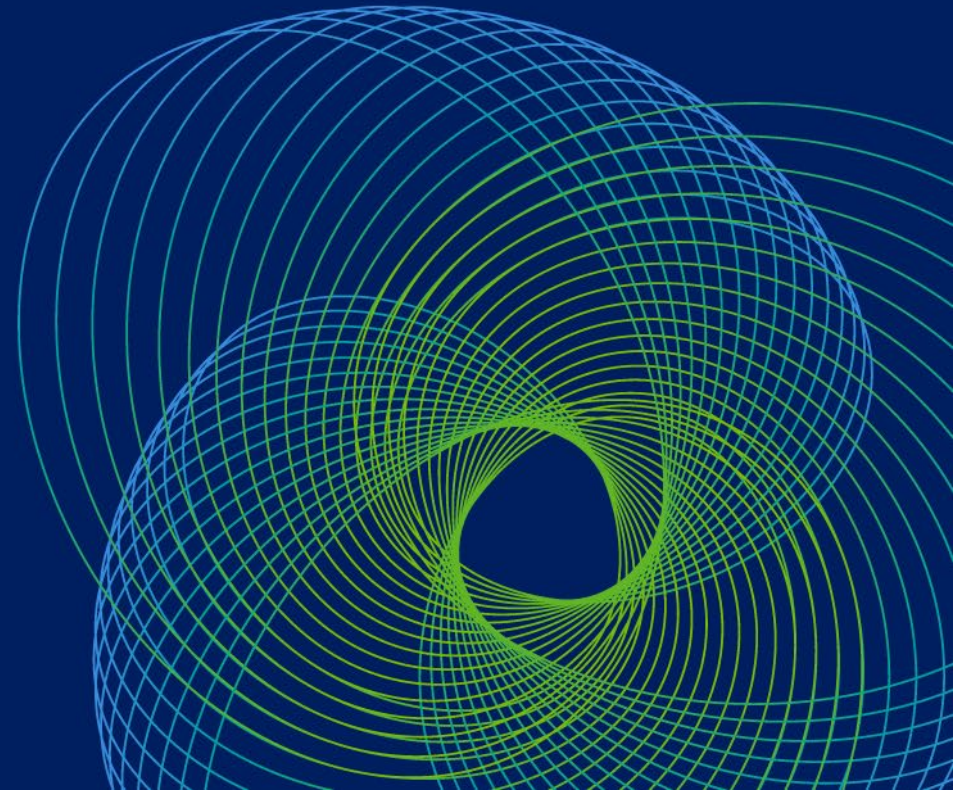
1. If you do not want to bid for a particular line item, choose a reason from the “**Reason for not bidding**” dropdown list. This allows you to formally decline that specific lot while still proceeding with the rest of the event.



The screenshot shows the Ariba Sourcing interface for a sourcing event titled "Doc2832514198 - RFP for Tin ORE". The page displays a list of "Lots Available for Bidding" with columns for Name and a checkbox. A dropdown menu is open, showing a list of reasons for not bidding. A red circle with the number "1" highlights the dropdown menu. The reasons listed are:

- (no value)
- (no value)
- Delay in receiving price from principle/ supplier
- Have problem with Internet Connection/Server issue
- Heavy Workload
- Insufficient Information in RFQ/RFP.
- Inter-branch communication breakdown.
- Limitation of resources (manpower)
- No capabilities to provide the service/supply the material
- Not familiar with the portal.
- OEM/Local Agent quote directly.
- Overlooked the RFQ during the period
- Person in charge has left company
- Re-structuring company organization.
- RFQ/RFP out of company scope.
- The material requested is already obsolete
- The scope of work is unclear

6. Support for Suppliers

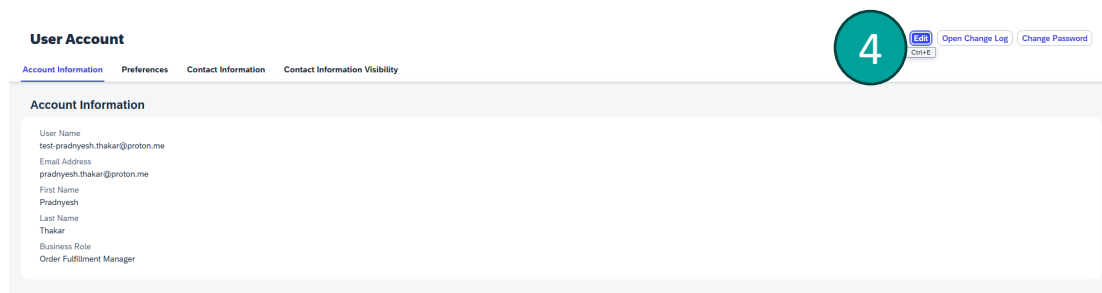
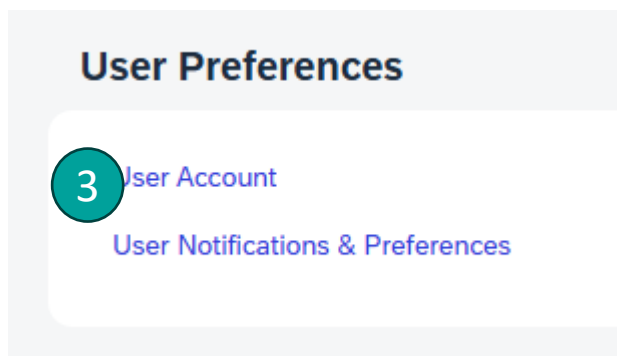
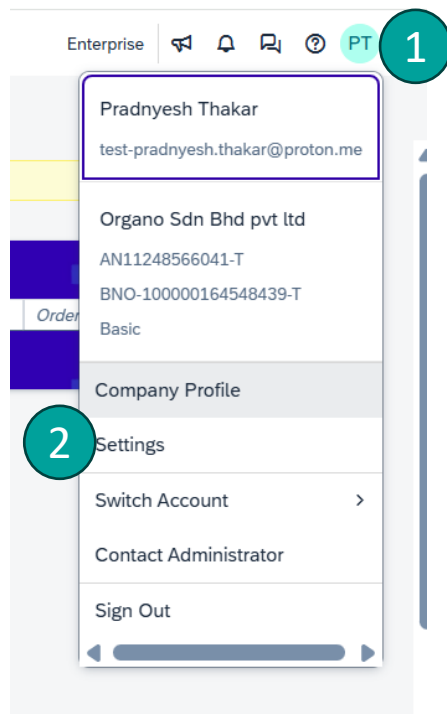


6. Support for Suppliers

Steps:

Change/Update of Email Address

1. Login to your Supplier SAP Business Network Account >> Click on your **Profile name icon**
2. Click **Settings**
3. Under user Preferences>> Click **User Account**
4. Click **Edit**



6. Support for Suppliers

User Account

Account Information Preferences Contact Information Contact Information Visibility

Account Information

User Name*
test-pradyesh.thakar@proton.me

Email Address
pradyesh.thakar@proton.me **1**

First Name*
Pradyesh

Last Name*
Thakar

Business Role
Order Fulfillment Manager

Preferences

Preferred Language*
English

The language in which SAP Ariba sends configurable notifications to you. This setting is different from your web browser's language setting, which controls the user interface and the actions you perform there. If you are the account administrator, the preferred language setting also controls the section headings and field labels in purchase orders forwarded by email or fax.

Preferred Time Zone*

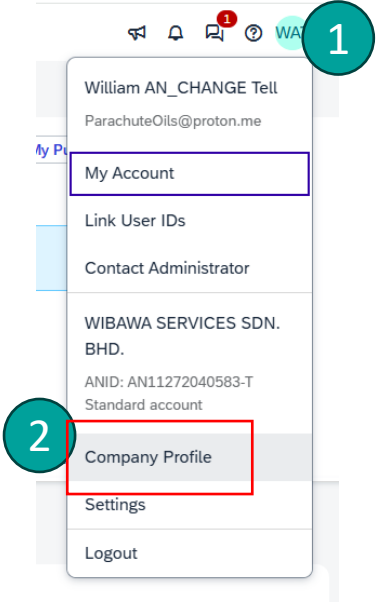
2 Save Cancel

Steps:

Change/Update of Email Address

1. Change/ Update the **Email ID** and other info if needed
2. Click **Save**

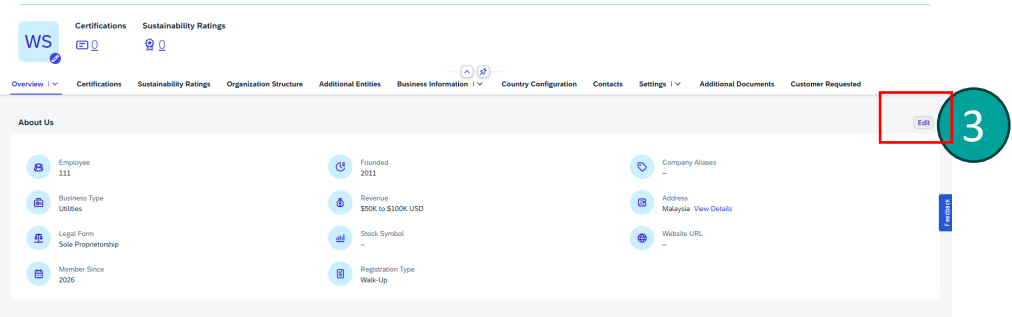
6. Support for Suppliers



Steps:

Change of Company Name

1. Login to your Supplier SAP Business Network Account >> Click on your profile name icon
2. Click **Company Profile**
3. Click **Edit**



6. Support for Suppliers

Steps:

Change of Company Name

1. Change the Company Name
2. Click Save

Edit About Your Company

Basic Information		Address Information	
Company Name: * <input type="text" value="WIBAWA SERVICES SDN. BHD."/> 1	DUNS Number: <input type="text"/> <small>What is DUNS Number?</small>	Country/Region: * <input type="text" value="Malaysia [MYS]"/>	City: * <input type="text" value="Kuala Lumpur"/>
Short Description: <input type="text"/>		Address Line 1: * <input type="text" value="No.3-2 Plaza Danau Desa 2, Jalan 4/109F, Taman Danau Desa ..."/>	State: <input type="text"/>
Long Description: <input type="text"/>		Address Line 2: <input type="text"/>	Postal Code / Zip: * <input type="text" value="58100"/>
Business Type: * <input type="text" value="Utilities X"/>	Legal Form: * <input type="text" value="Sole Proprietorship"/>	Stock Symbol: <input type="text"/>	
Number of Employees: * <input type="text" value="111"/>	Company Alias - 1: <input type="text"/>		
Founded: * <input type="text" value="2011"/>	Company Alias - 2: <input type="text"/>		
Revenue: * <input type="text" value="\$50K to \$100K USD"/>	Website URL: <input type="text"/>		

2

6. Support for Suppliers



SAP Help Center

- Home
- Search
- Get Support** 2
 - Contact Support
- Documentation
- News
- Cloud Status

Welcome to Help Center

Search our knowledge base to get the answers you need

Search

Topics we recommend for you

- ? How do I cancel or delete ... >
- ? How do I create an invoice? >
- ? I need help with invoicing >

[See More](#) >

Billing and subscriptions

- ? Where can I download a co... >
- ? How Can I Follow Up on m... >
- ? Which transaction types de... >

[See More](#) >

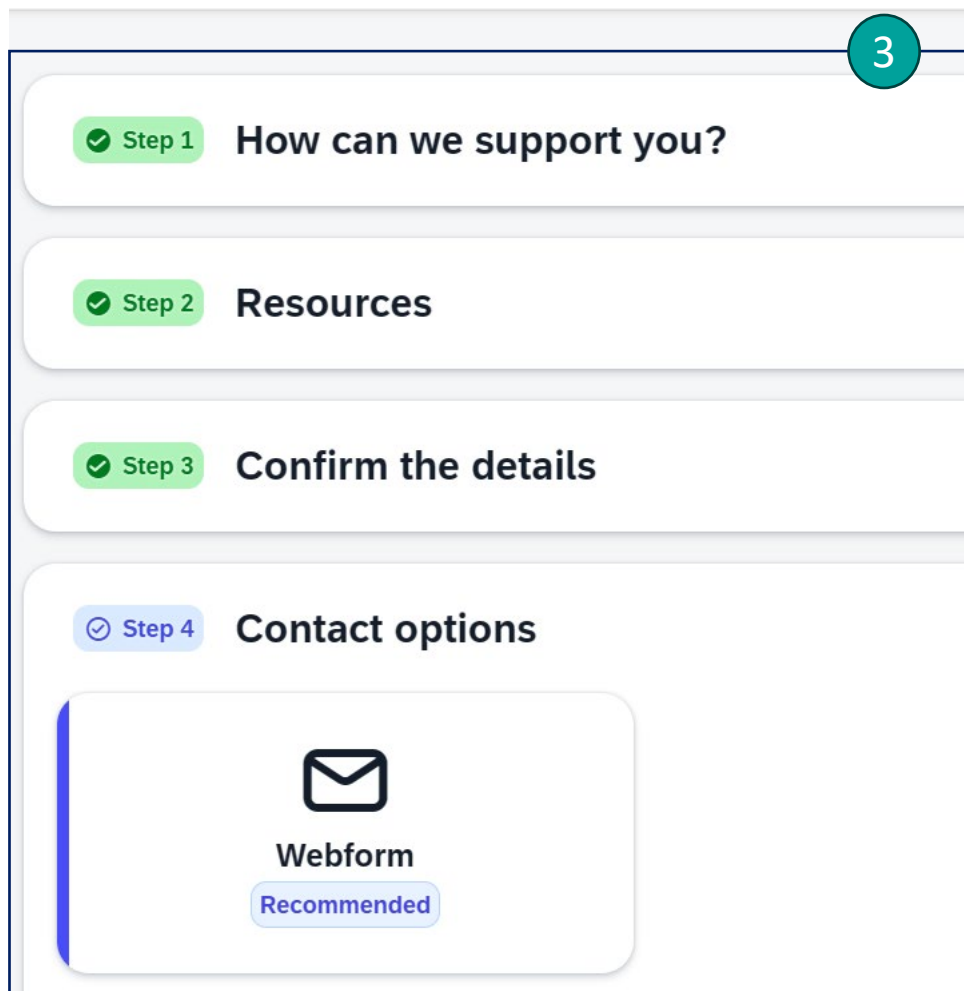
Steps:

Contact SAP Support

1. Login to your Supplier SAP Business Network Account > Click Help
2. You will be redirected to SAP Help Center. Click on Get Support > Contact Support

6. Support for Suppliers

Contact Support



The screenshot shows a four-step process flow for contacting support. A teal circle with the number '3' is positioned in the top right corner of the flow. The steps are:

- Step 1** (checked): How can we support you?
- Step 2** (checked): Resources
- Step 3** (checked): Confirm the details
- Step 4** (unchecked): Contact options



Under Step 4, there is a card with an envelope icon, the text "Webform", and a "Recommended" button.

Contact SAP Support

3. Describe the technical issue clearly and attach the screenshot of the technical issue that you encountered to SAP Team by populating Step 1 to Step 4.

6. Support for Suppliers

Contact Support

 To receive communications, add this email in your allow list itsm.notification-service@sap.com 


First name: *

Last name: *

User name:

Email: *

Your phone number: * Extension:

 +1 201-555-0123

Account ID:

4

Help us help you faster:

Agree to share data with an SAP Support Engineer to view logs. Consenting to share this data will help us fix your issue faster. Some [account and system information](#) will be sent to SAP SE and support calls and chats may be recorded.

I agree *

5

Note: We use the information collected to improve support quality and training, to help address technical issues, and to improve our products and services, subject to our [Privacy Policy](#) and [Terms of Use](#).

Translation services may be used in support calls, chats, and email communications.

Contact SAP Support

4. Populate your particulars.
5. Check [I agree] Checkbox and Click [Submit]

Note: To receive communications, add this email in your allow list (whitelist) itsm.notification-service@sap.com



A Member of  MMC Group

Enhancing Life,
Enriching Communities.

Thank you.

