SUPPLIER TRAINING

Quick Start Guide for Suppliers



Introduction

Going forward all Tenders from SMRT will be routed thru the Ariba eSourcing application and all vendors would be required to submit their responses electronically thru Ariba application



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Event Invitation

- SMRT would send an invite thru the Ariba application for participating in the Event
- An email will be send from Ariba application to the Email address of the Contact person identified by SMRT
- Once the Contact Person receives the Email, he can.,
 - Register to the Ariba Commerce Cloud by clicking on the Link mentioned in the Invite Email
 - If already a registered user., Log In using the credential's to access the event
- Please call Ariba helpdesk if you encounter difficulty in submitting the proposal online.
 Singapore: 1800 311 4600 | Asia: 65 6311 4745 | US Toll Free: 1 866 218 2155 | US: 1 412 222 6153 | Europe: 44 20 7187 4144
- by clicking on the Help Menu on the Top Right Corner of the Page

 | Help Center|
 | Contact Administrator | Contact Administrat



Event Invitation eMail





Invitation to Bid

SMRT - TEST

Welcome, Training Supplier.

This is an Event Invitation from a Test Event.

You have been registered on SMRT - TEST eSourcing site to participate in the following event, QX16- Demo for Suppliers.

You have been assigned the following User Id training Supplier@smrt.com.sg

Event Opens On : Sunday, 18 September 2016 at 12:16, Singapore Time. **Event Closes By :** Sunday, 18 September 2016 at 13:56, Singapore Time.

For more information about this event:

- Complete your registration / to access the Event.
- Click this link Click Here
- Create a password
- Create a secret question
- 2. Accept Terms & Conditions
- 3 Access the event
- Review and Accept the agreement if you choose to participate in the event.

You can download the guide on using Ariba Procurement Portal: http://www.smrt.com.sg/Portals/0/Users/043/43/SMRTSupplierGuideforRFX.pdf

Questions about the Event? Contact Mahesh Balakrishnan 88120435 maheshkumar@smrt.com.sq Technical problems? *call ARIBA helpdesk*Singapore: 1 800 311 4600 | Asia: 65 6311 4745 | US: 1 412 222 6153 | US Toll Free: 1 866 218 2155 |
Europe: 44 20 7187 4144

Note Supplier registration is Free of Charge. SMRT will only accept responses submitted via Ariba.

To ensure best performance on our Ariba Spend Management site please do the following:

- Use one of the currently compatible browsers listed here: https://connect.ariba.com/KAAcontent2/1..130899.00.html
- More best practices on site performance available here: https://connect.ariba.com/KAAcontent2/1, 135207,00.html

We look forward to working with you!

Thank You.

SMRT - TEST - Procurement Team

A sample of Event Participation Invite Email send to you from Ariba Application





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- More best practices on site performance available here: https://connect.ariba.com/KAAcontent2/1, 135207,00.html

We look forward to working with you!

Thank You,

SMRT - TEST - Procurement Team.

Click on the "Click Here" link to participate in the Event by completing the Registration process in Ariba commerce Cloud. This is a one time registration task., once registered the same credential's can be used to Participate in other Tenders from SMRT

Click on the Link to Download the Guide to use Ariba

For Technical difficulties contact Ariba help desk



Technical problems? Call ARIBA helpdesk

Europe: 44 20 7187 4144

Singapore: 1 800 311 4600 | Asia: 65 6311 4745 | US

1 412 222 6153 | US Toll Free: 1 866 218 2155 |

Registration Process

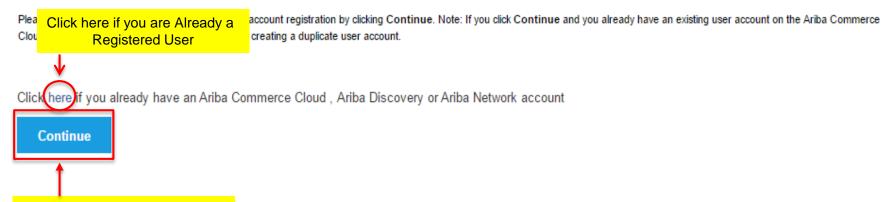


Welcome, Training Suppleir

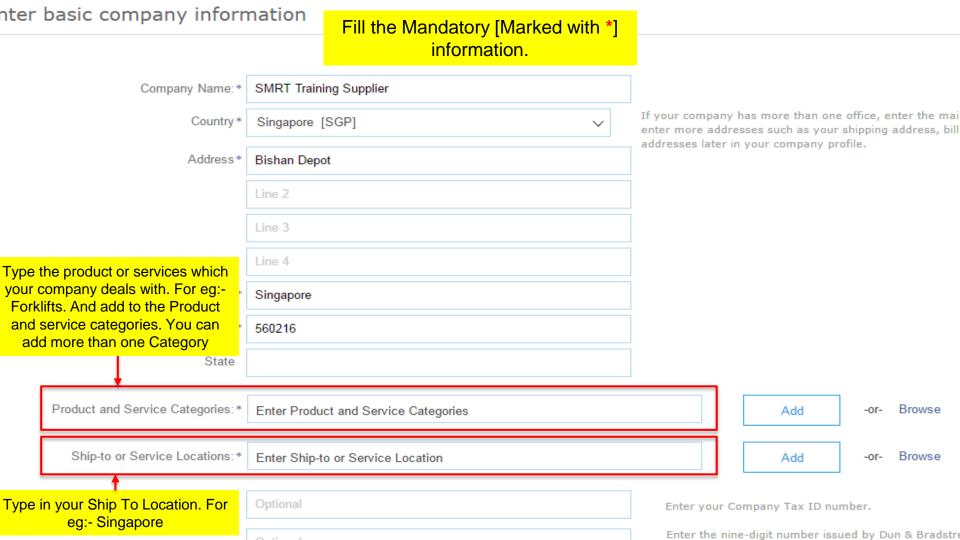
Click here if you are a New User

Have a question? Click here to see a Quick Start guide.

Welcome to the Ariba Commerce Cloud. SMRT Ariba Buyer Account has invited you to a sourcing event. Please complete registration for your account on the Ariba Commerce Cloud prior to accessing the sourcing event.







Enter user account information

				* Indicates a required field		
Name:*	Training	Suppleir		Ariba Privacy Statement		
Email: *				Fill the Mandatory [Marked with *] information. Do		
	Use my email as my use	rname		remember your password and secret question		
Username:*	* test-maheshb@smrt.com.sg			Accept the Terms and Conditions and Click		
Password:*	Enter Password			<u>Submit</u>		
	Repeat Password					
Secret Question:*	n:* In what city was your mother born?		The answer to your secret question must be atleast 5 characters.			
	Your Answer					
	Repeat Your Answer					
Language:	English	~		The language used when Ariba sends you configurable notifications. This is different than your web b		

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 Submit 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.

I have read and agree to the Terms of Use and the Ariba Privacy Statement

Submit 11Cancel

Required Profile Fields

Your customer has requested that you complete the following information before they conduct business with you. Click Go to Company Profile and complete the required fields. After you provide

Required Profile Fields From SMRT - TEST

Customer Requested Fields

Go to Company Profile >

Once you Submit you will be required to complete
Organization Profile Questionnaire as Required by SMRT as
ONE TIME Mandatory Activity



SMRT - TEST Requested Profile * Indicates a required field Your c ter you complete the requested profile Fill the Mandatory [Marked with *] Information and Submit. Once you informa d without sending the changes to your Complete and Submit your Profile Questionnaire. custon Save as Draft Submit Changes you make below may be subject to approval before they are accepted. Question Company Information 1.2 Please give a brief overview of your company How many permanent employees do you have? 1.4 Which year was your company founded? 1.5 Mention your Company Type

SMRT - TES

Once you Complete and Submit your Profile Questionnaire. Click **Close** on the Right Corner to access the Event.

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer. Click **Discard Draft** to clear all the changes you have made and display the last values you successfully submitted to your customer.

customer. Status: Submitted by Training Suppleir at 09/18/2016 01:00 PM Discard Draft Save as Draft Submit Changes you make below may be subject to approval before they are accepted. You have successfully submitted changes to your customer. Question Company Information SMRT 1.2 Please give a brief overview of your company How many permanent employees do you have? 3000

Accessing the Event and Submitting the Response





Your Company Settings/Account Information

Welcome to SMRT Page



Events

asks

Title ID End Time ↓

Doc844393356

RFP

Event Type

Status: Open (1)

QX16- Demo for Suppliers

Click on the Event Name to

Access the Event

Due Date

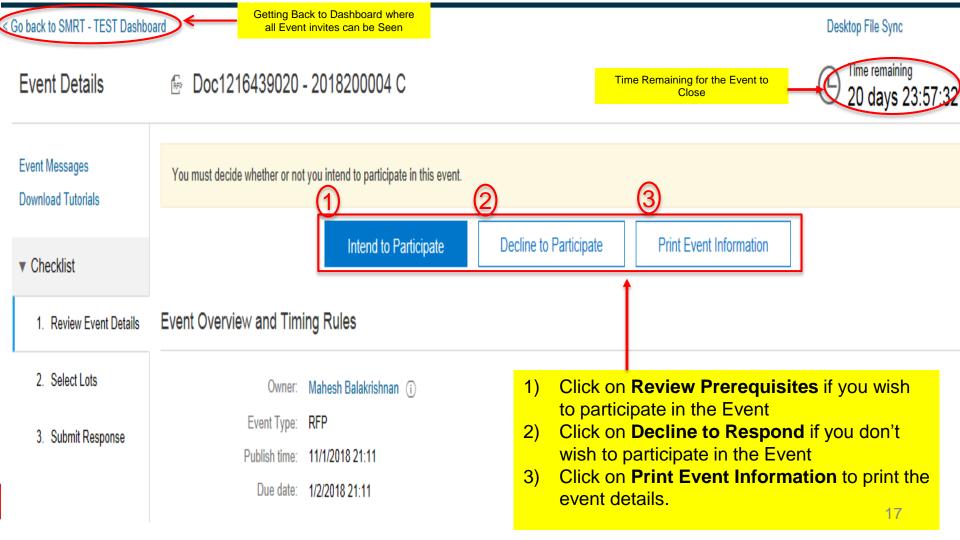
No items

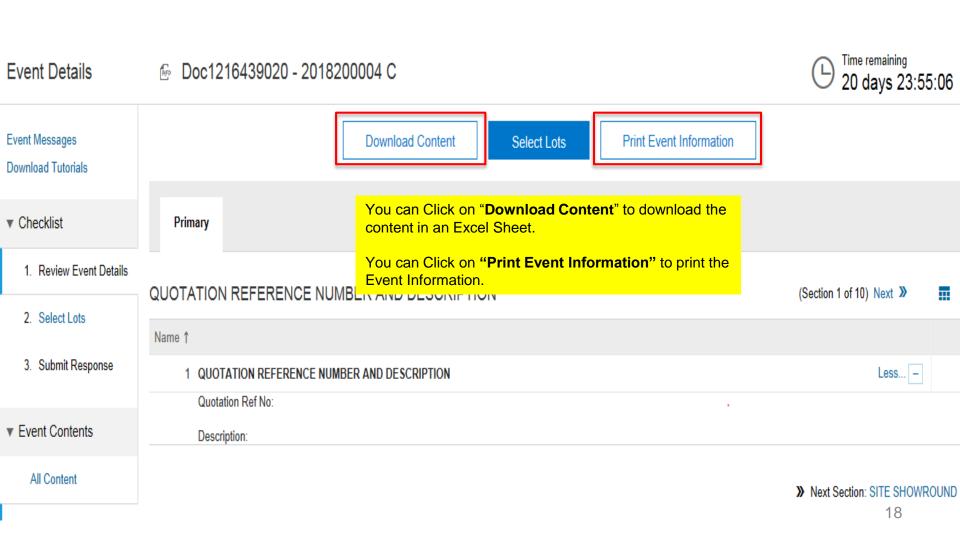
Completion Date

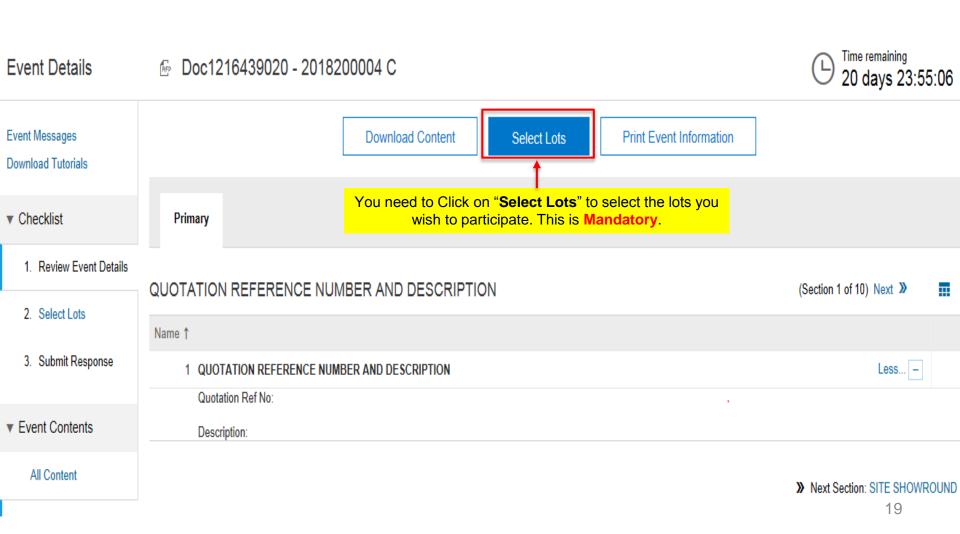
9/18/2016 1:56 PM

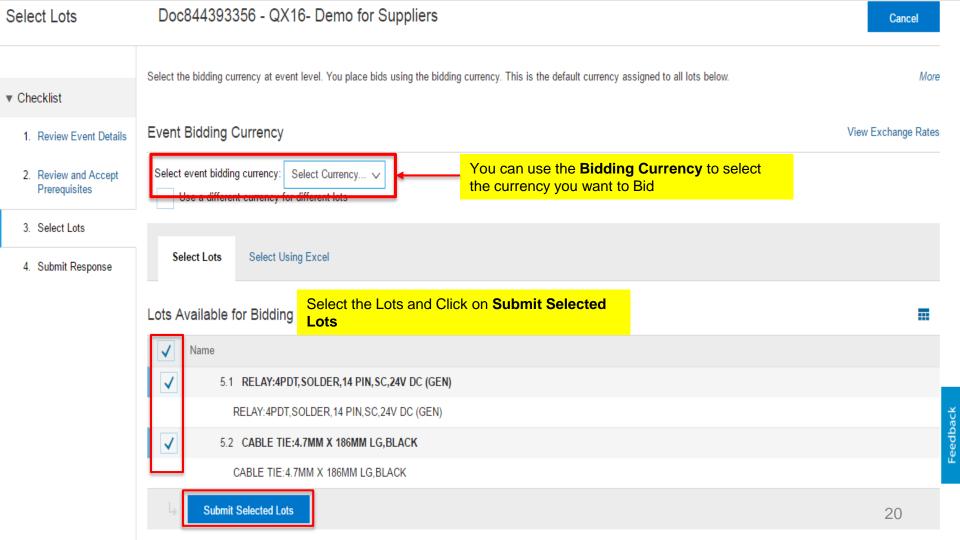
Alert

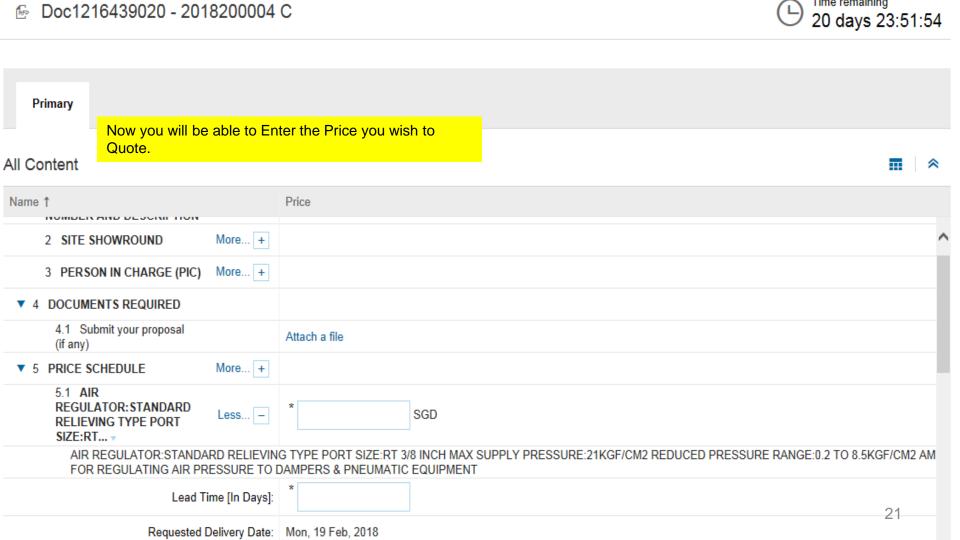
16





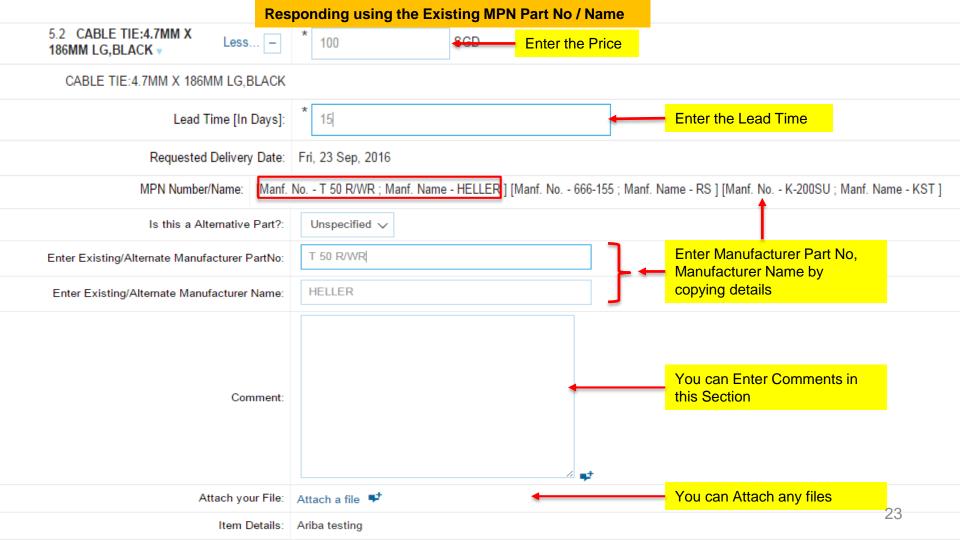






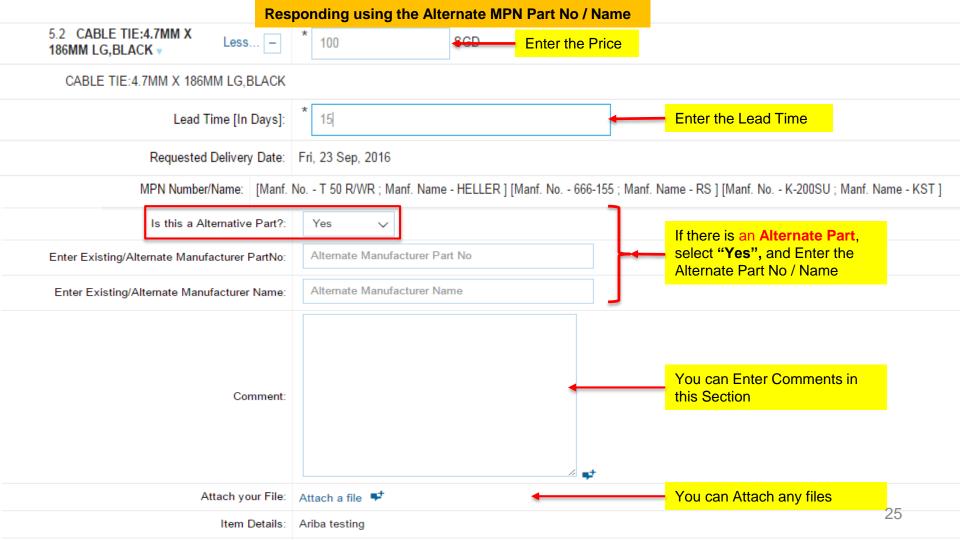
Responding using the Existing MPN Part No / Name

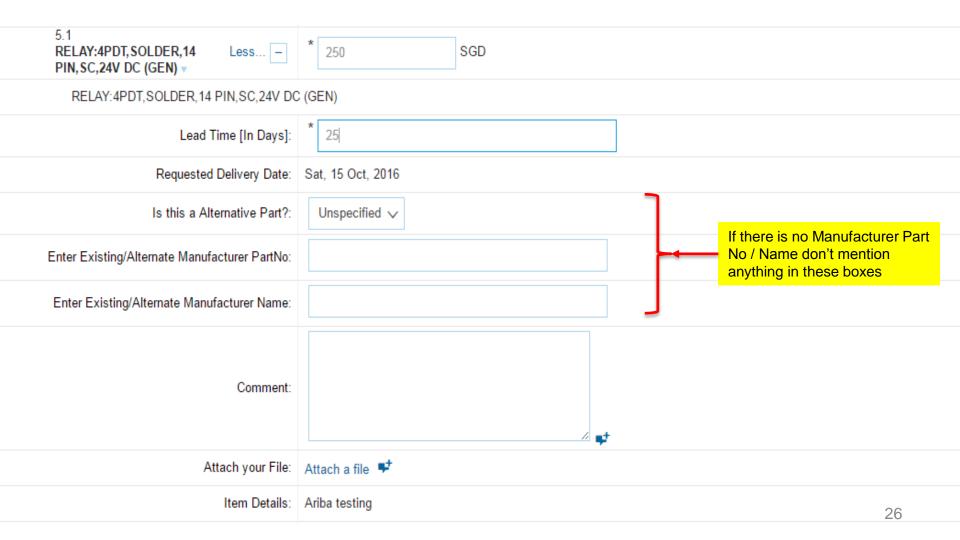


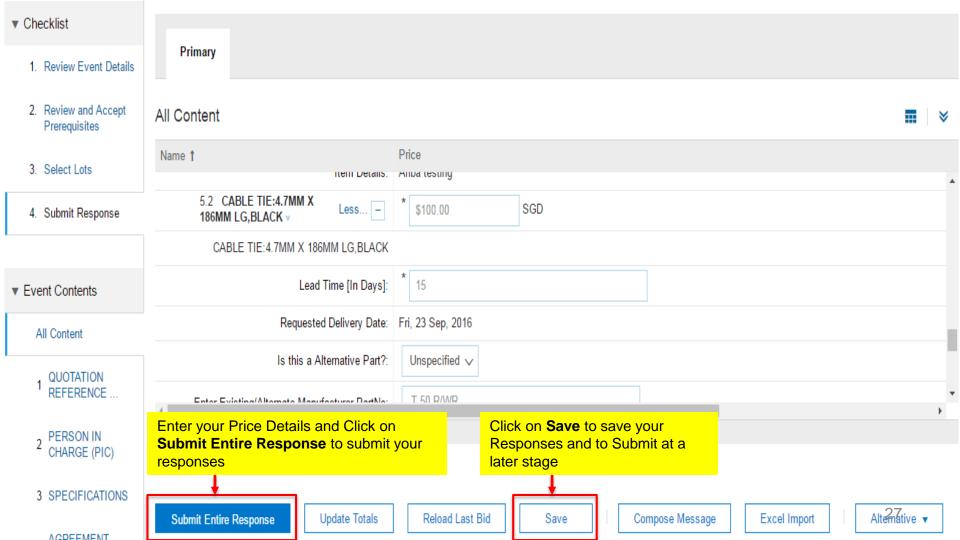


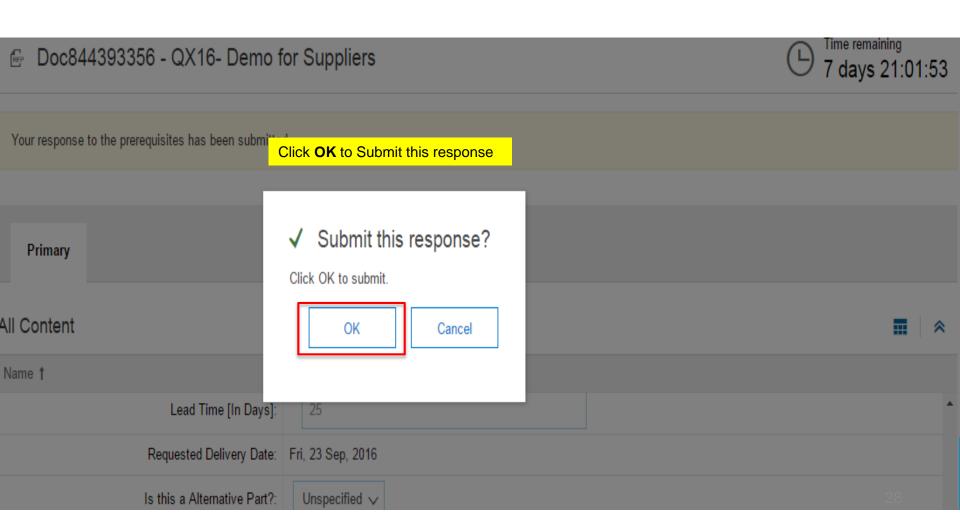
Responding using the Alternate MPN Part No / Name





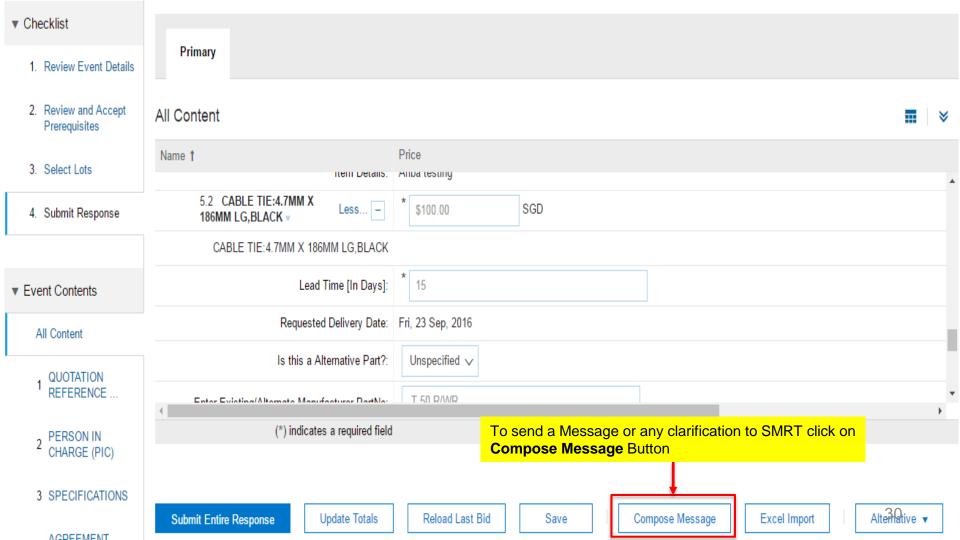


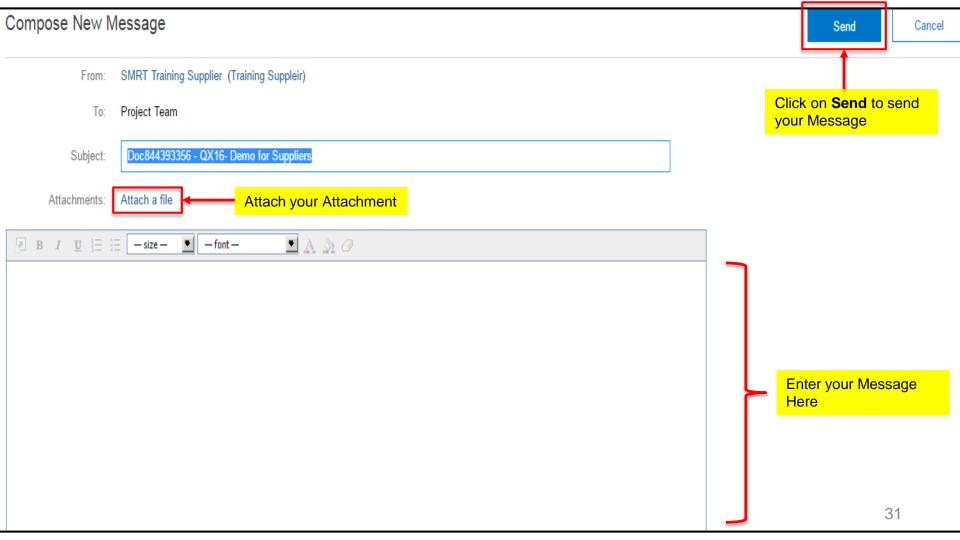




Composing a Message to Project Team

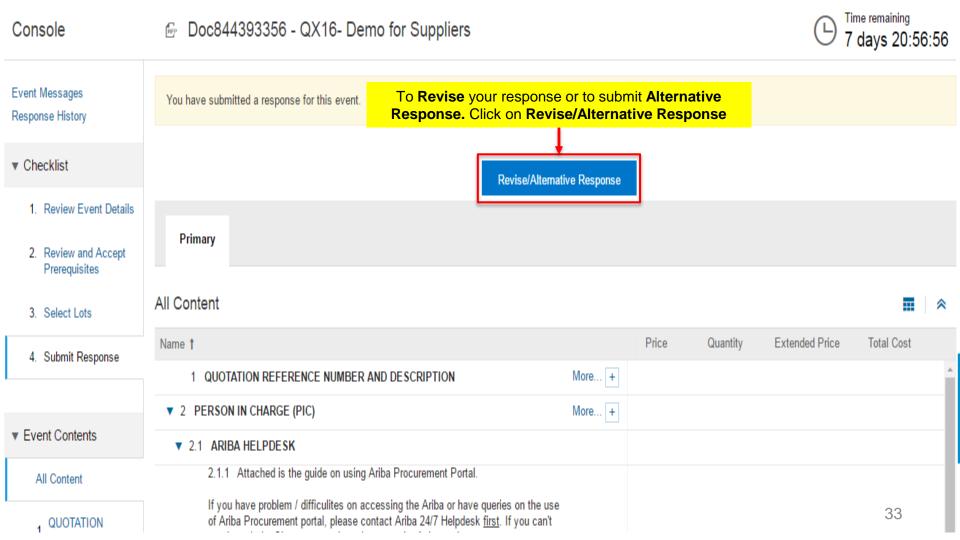


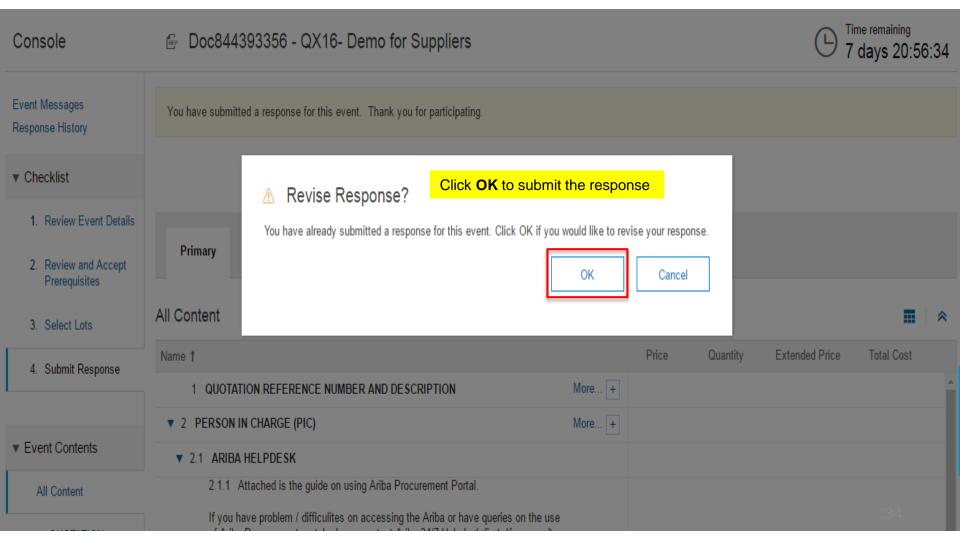


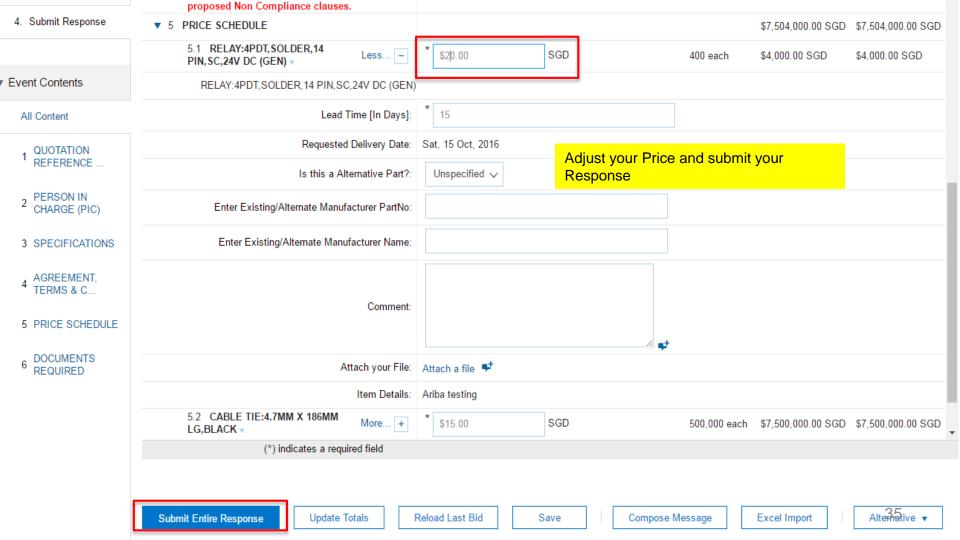


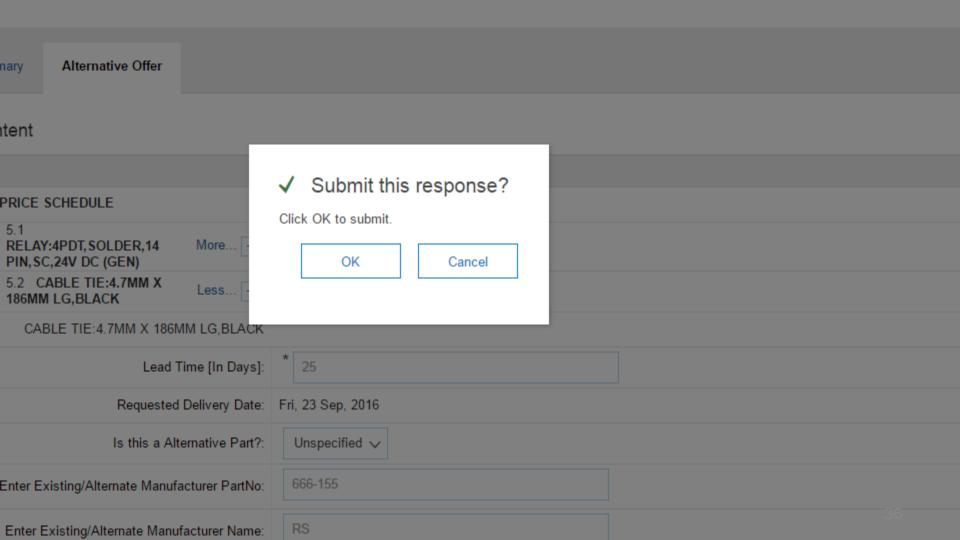
Revising a Submitted Response





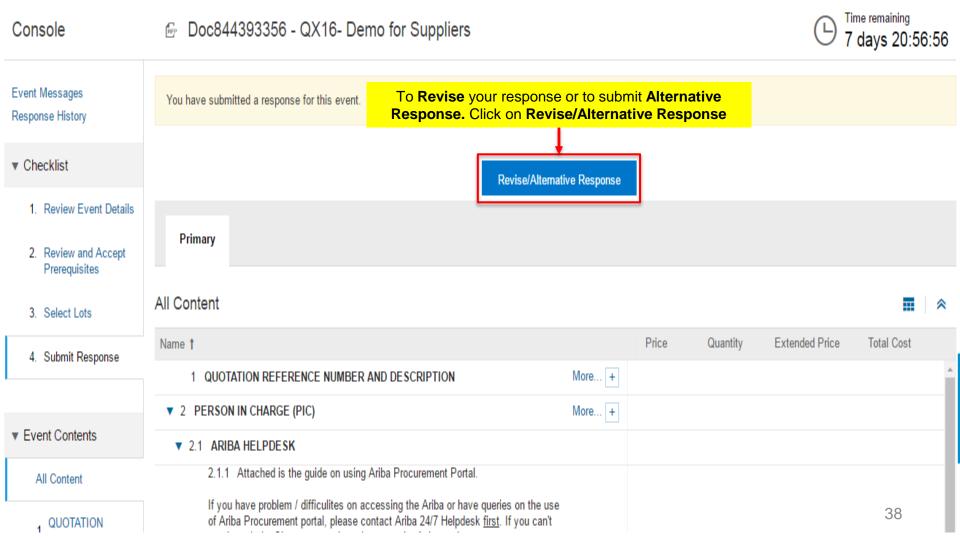


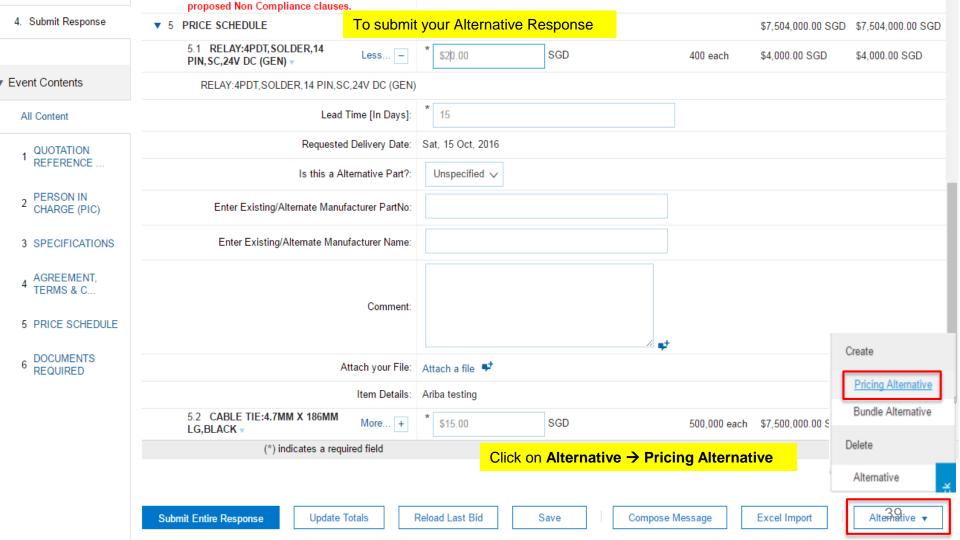


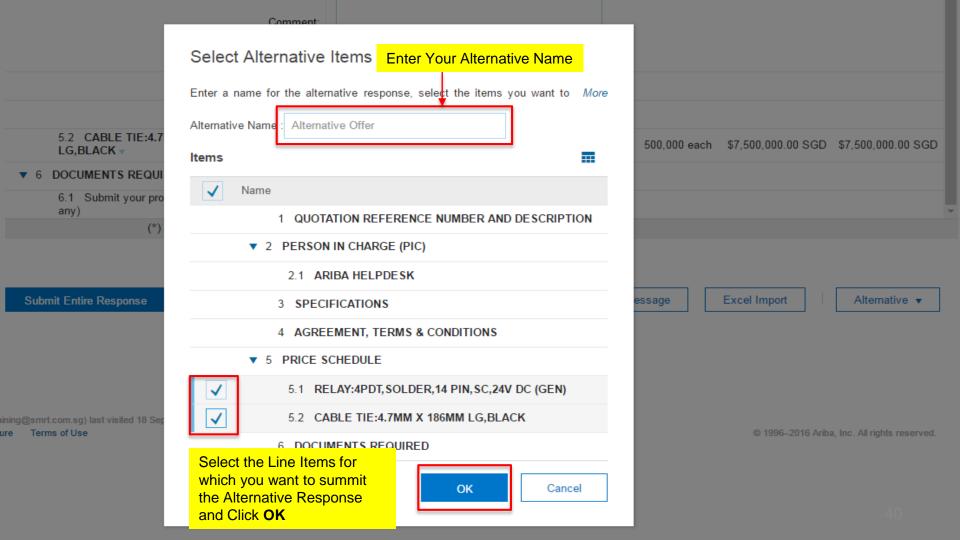


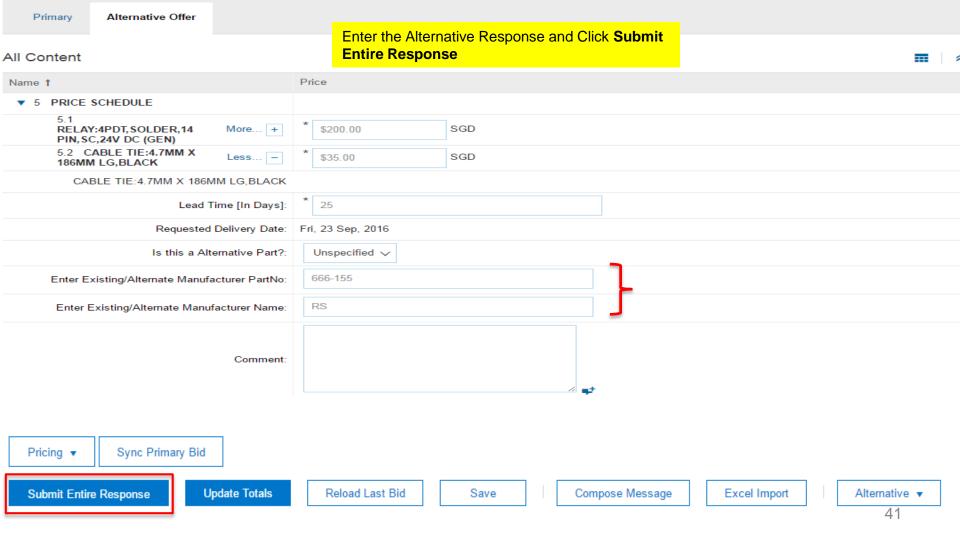
Submitting a Alternative Offer / Response in addition to Original Offer

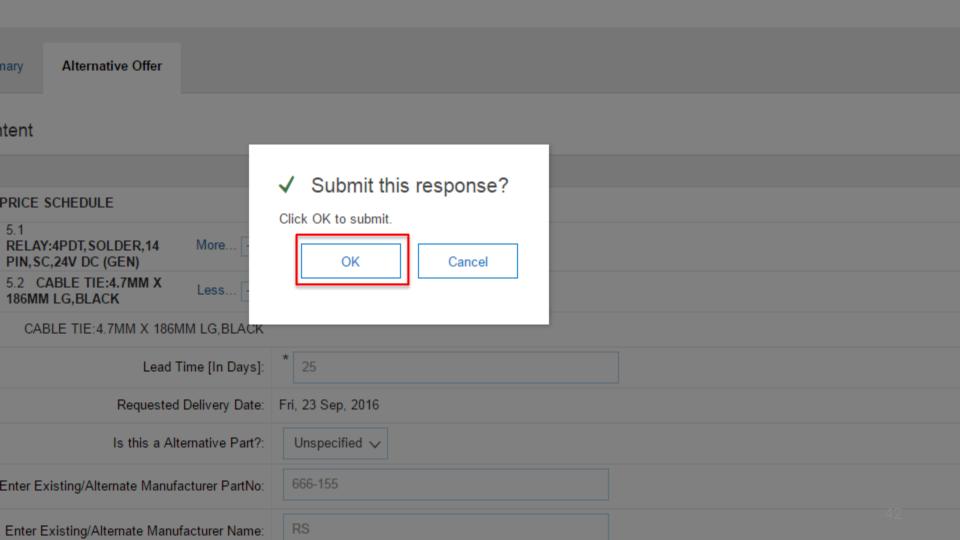






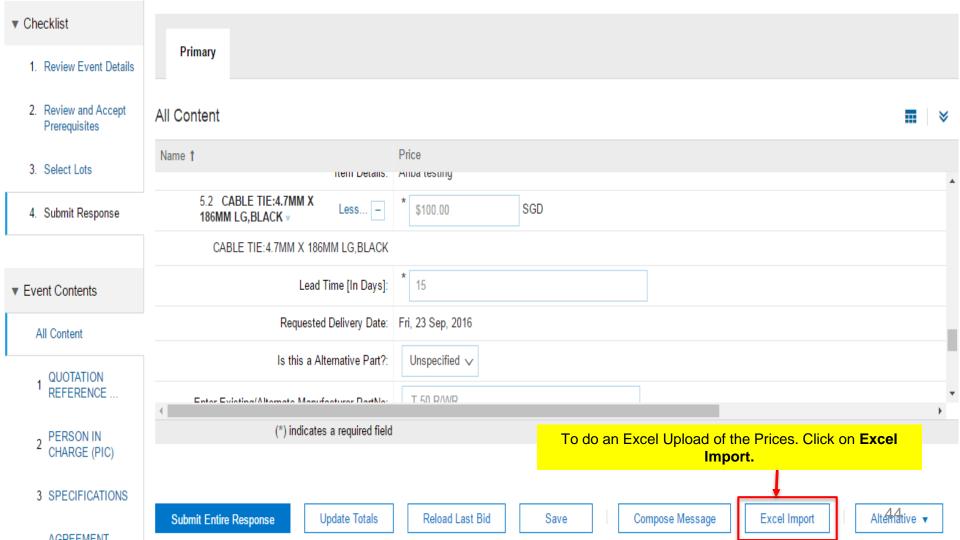






Submitting a Response using Excel Import





Import Response from Excel

Done

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.

content in an Excel File.
Save the file to your Desktop

Step 4 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

Download Attachments

Step 2. Declare your intention to respond and enter your response in the Excel

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

Choose File No file chosen

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.

Update the response Details in the Excel File and save the file to your Desktop

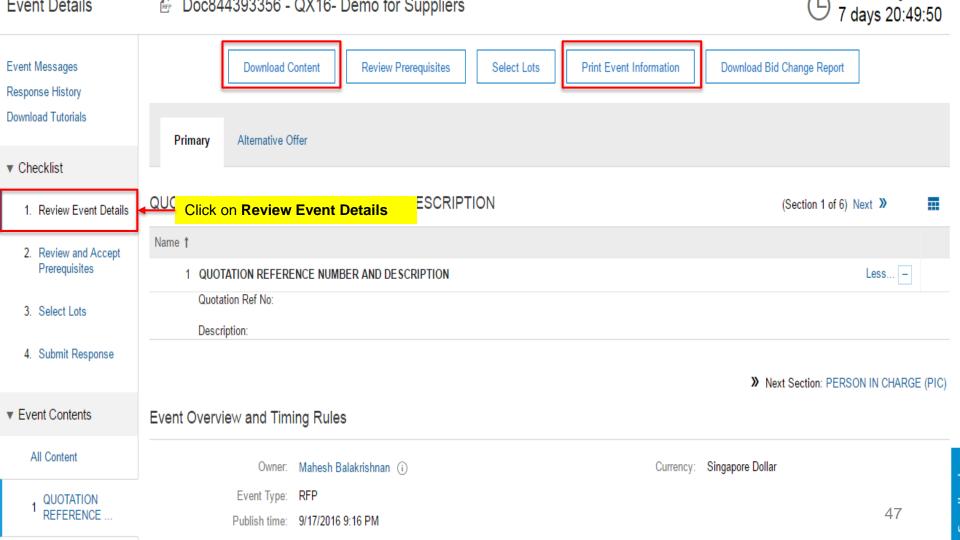
Click on **Download Content** Button to download the

- 2) Click on Choose File and select the File you saved
- 3) Click on **Upload** button to upload the Responses

45

Printing Event Information / Downloading Event Content





Getting Help From Ariba to Register / Participate in Events



Ariba Helpdesk Number

Please call Ariba helpdesk if you encounter difficulty in registering / submitting the proposal online.

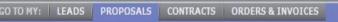
Toll Free Numbers

Singapore: 1800 311 4600 | **Asia:** 65 6311 4745 | **US Toll Free:** 1 866 218

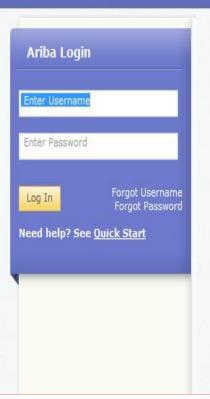
2155 |

US: 1 412 222 6153 | **Europe**: 44 20 7187 4144











Search





Learning Support

•

User Community Home

You can search for your answers

Popular Topics



Why did the link in the password reset email expire?

Question: Why did the link in the password reset email expire? Answer: The link in the password reset email notification expires in the following cases: It has been 24 hours or more since you requested the password reset email: Click Forgot Password again to request a new password reset email

Supplier Account Login

1 like · 0 comments ·

Forgot Password

3048 views

edited Mar 19 2015



[A9] If I forget my password, how can I reset it?

Question: If I forget my password, how can I reset it? Answer: To reset your password: Access the log in page. Click the Forgot Your Password link. Enter your username in the Username field. Please note, this value is case sensitive. Enter the username value in the proper case, or you will not

Supplier Account Login

 1 comment edited Jun 10 2015 2550 views •

Sort by: Relevance ▼

Camille Goleb

Senior Community Consultant

A BIBA"

Nasser Basher

Manager,

Support

Commerce

A RIBA"



Learning Center

Product documentation and tutorials

Support Center

Get help with specific problems

Additional Resources

Ariba Exchange cXML User's Guide cXML Release Notes

Popular Tags

Company Account Setti

Dathanu Cramar

Exa. Why do I got the message "The username and password





Learning Center

Product Documentation

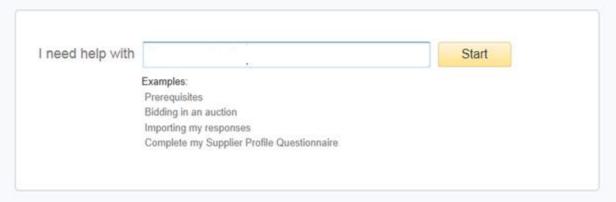
- ▼ For Users
 - Getting Started
 - ▼ Registration and Logging In
 - Registering With the Ariba Commerce Cloud
 - About Registering With the Ariba Commerce Cloud
 - Registering as a Seller on the Ariba Commerce Cloud
 - Registering an Existing Seller Account on the Ariba Commerce Cloud
 - Registering a New Seller Account When Responding to an Email Invitation
 - Registering a New User Account When Responding to an Email Invitation
 - Post-Registration Tasks
 - ▼ Password Reset
 - About Your Ariba Commerce Cloud Password
 - Resetting Your Password
 - Retrieving Your Username
 - Configuring Your Browser to Access Ariba Solutions

Tutorials

- Forgot Username (1:00)
- Seller Basics (3:00)
- Introduction to the Seller Collaboration Console (5:00)

Support Center

The preferred Method to contact Ariba Support

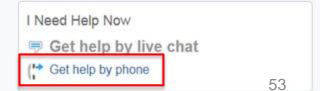




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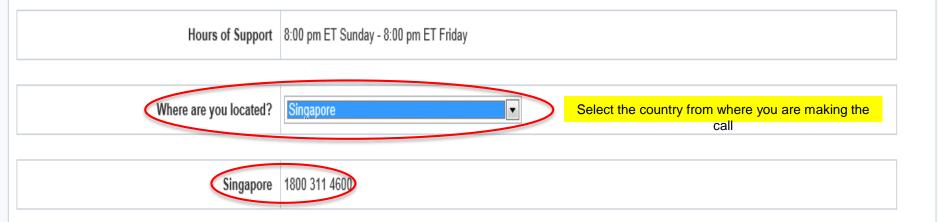
Information and latest notifications about product issues and planned downtime.

Check status



Contact Ariba Customer Support by Phone

Support Phone Numbers



OK







Support Center

You can type in your queries and click **Start** to search for your answers





trust.ariba.com

Information and latest notifications about product issues and planned downtime.

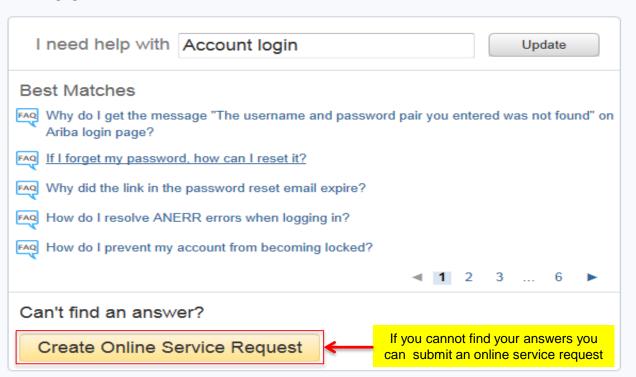
Check status

I Need Help Now





Support Center





trust.ariba.com

Information and latest notifications about product issues and planned downtime.

Check status

56

Problem Description

Short Description: * Account login

File Attachment 1:

Email: *

Problem Type: *	Please Select
Details: *	
	Eastert resolution, places include all relevant details in your case. For example,
	For fast resolution, please include all relevant details in your case. For example:
	 A detailed description of the issue including full navigational paths, actions performed prior to the issue.
	 Your expected results from the system.
	Steps to replicate the issue.
	 Attach screenshots or recordings of the issue.

Contact Information

First Name:	*	
Last Name:	*	
Company:	*	

Browse...

THANK YOU

