

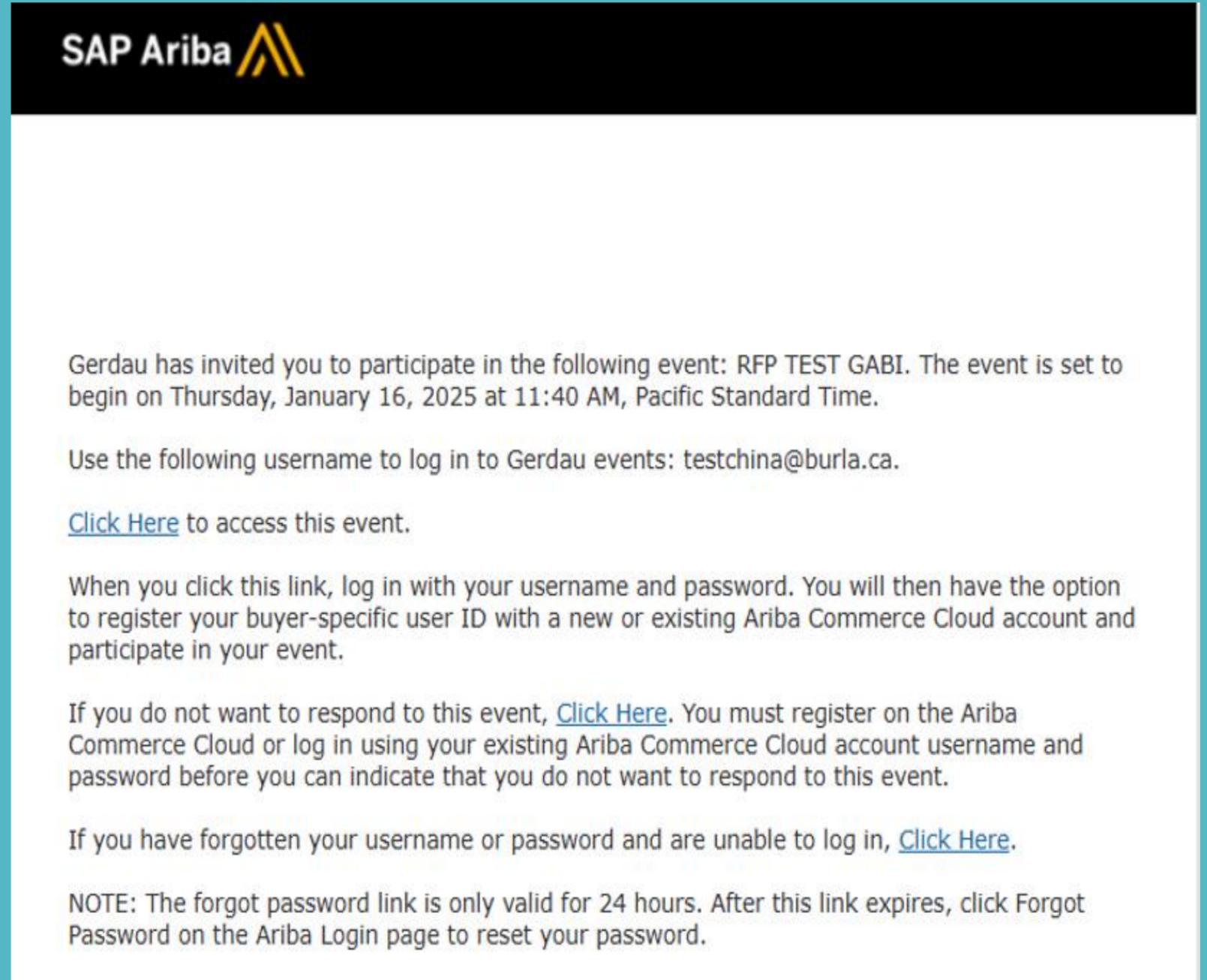
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Ariba Guided Sourcing Supplier Guide

SUPPLIER'S INVITE

- Supplier will receive an email from Ariba to participate in a RFP. Email is from @ansmtp.ariba.com
- Supplier can click on the link to open the RFP in Ariba to respond



The screenshot shows an email header with the SAP Ariba logo. The main body of the email contains the following text:

Gerdau has invited you to participate in the following event: RFP TEST GABI. The event is set to begin on Thursday, January 16, 2025 at 11:40 AM, Pacific Standard Time.

Use the following username to log in to Gerdau events: testchina@burla.ca.

[Click Here](#) to access this event.

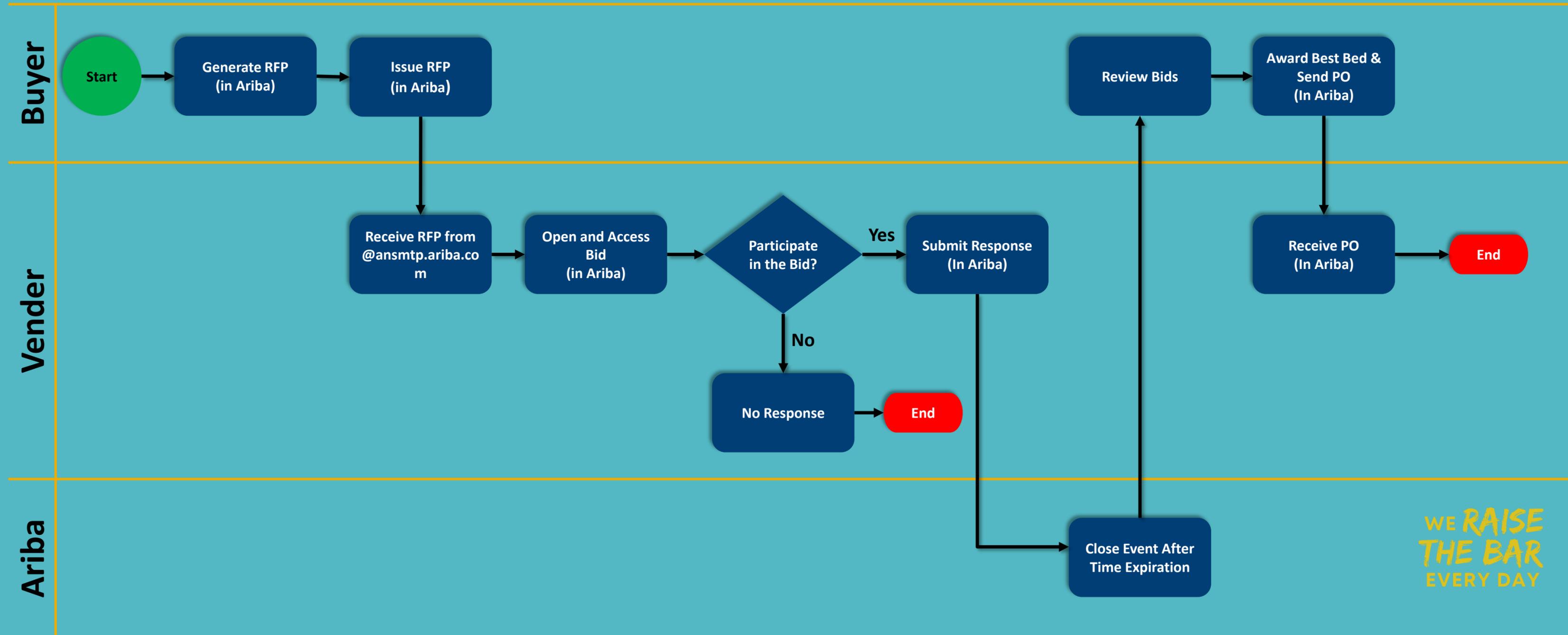
When you click this link, log in with your username and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in your event.

If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.

If you have forgotten your username or password and are unable to log in, [Click Here](#).

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

Overall Process



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SUPPLIER'S HOME PAGE

Select the Business Network from the dropdown

Click on Ariba Proposals and Questionnaires to find your Open RFP's

The screenshot displays the SAP Business Network interface. At the top, the 'Business Network' dropdown is open, showing options: 'SAP Business Network', 'Ariba Proposals & Questionnaires', and 'Ariba Contract Management'. The 'Ariba Proposals & Questionnaires' option is highlighted. Below the navigation bar, there is a search bar with filters for 'Orders and Releases', 'Gerdau - QAS enviro...', and 'Exact match'. The main dashboard features a 'Getting started' section with a notification badge '6'. The dashboard includes five key metrics: '5 New orders Last 31 days', '6 Orders Last 31 days', '0 Rejected invoices Last 31 days', '\$0.0 USD Remittances Last 31 days', and '0 Open postings Last 90 days'. A 'More' button with a notification badge '7' is also present. At the bottom, there is a 'My widgets' section with a dropdown for 'Gerdau - QAS enviro...' and a 'Customize' button.

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SUPPLIER'S HOME PAGE

[Download Tutorials](#)
[Update Profile](#)

[Home](#)

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Events

Title	ID	End Time ↓	Event Type	Participated
▶ Status: Completed (19)				
▼ Status: Open (2)				
RFP Request for Proposal 2 Test 12.30	Doc1409866167	1/31/2025 12:00 AM	RFP	No
RFP Request for Proposal	Doc1273396130	1/10/2025 9:33 AM	RFP	No
▶ Status: Pending Selection (12)				

Risk Assessments

Title	ID	End Time ↓	Event Type
No items			

Registration Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
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On the Home screen, choose the event for which you have received an invitation.

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1. REVIEW EVENT DETAILS

Event Details

Doc1409866167 - RFP Request for Proposal 2 Test 12.30

Time remaining
31 days 12:27:02

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

- Event Messages
- Download Tutorials
- Response Team

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots/Line Items

4. Submit Response

▼ Event Contents

All Content

2 PAYMENTS

All Content

Name ↑	Price	Quantity	Extended Price	Total Cost
1 BEARING, ROLLER, 120MM ID X 180MM OD X / ROLLER BE... Less... -		7 each		
BEARING, ROLLER, 120MM ID X 180MM OD X / ROLLER BEARING; MANUFACTURER: SKF; MANUFACTURER PART : 23024CC/C3W33; TYPE: SPHERICAL; ROW QUANTITY: DOUBLE ROW; INSIDE DIAMETER: 1 20 MM; OUTSIDE DIAMETER: 180 MM; THICKNESS: 46 MM; CAGE PRESENCE: PRESSED STEEL CAGE; SEAL PRESENCE: W/O SEAL; PRESENCE OF LUBRICATI NG HOLE: W/ LUBRICATION HOLE; PRESENCE OF LUBRICATION GROOVE: W/ LUBRICATION GROOVE; GAP TYPE: C3; SHIELD PRESENCE: W/O SHIELD; SPEC IAL CHARACTERISTICS: CYLINDRICAL BORE;				
	Per:			
	OrderUnit:	1		
	Lead Time:			

Event Overview and Timing Rules

Owner: JERELL REID - 10056469 ⓘ
Event Type: RFP
Publish time: 12/30/2024 11:29 AM
Due date: 1/31/2025 12:00 AM

Currency: US Dollar
Commodity: MRO BEARINGS 3672010

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2. REVIEW & ACCEPT PREREQUISITES

▼ 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.

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

1. Bids. If You are invited to participate in the On-Line Event, Sponsor reserves the right to amend, modify or withdraw this On-Line Event. Sponsor 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 Participant of a future business relationship. Rather, by submitting a bid, you are making a firm offer which Sponsor may accept to form a contract, subject to section 2 below. Sponsor is not liable for any costs incurred by Participant in the preparation, presentation, or any other aspect of Participant's bid.

2. Price Quotes. Except to the extent Sponsor allows a non-binding bid, all Bids which Participant submits through the On-Line Events are legally valid quotations without qualification, except for data entry errors.

3. Procedures and Rules. Participant further agrees to be bound by the procedures and rules established by the Site and Sponsor.

4. Confidentiality. Participant shall keep all user names and passwords, the On-Line Event content, other confidential materials provided by the Site and/or Sponsor, 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. Participant 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, fax, E-mail, or orally unless specifically requested by Sponsor.

6. Ethical Conduct. All parties will prohibit unethical behavior and are expected to notify the Site Owner by contacting the appropriate project team if they witness practices that are counter-productive to the fair operation of the On-Line Event. If Participant experiences any difficulties during a live On-Line Event, Participant must notify Site Owner immediately.

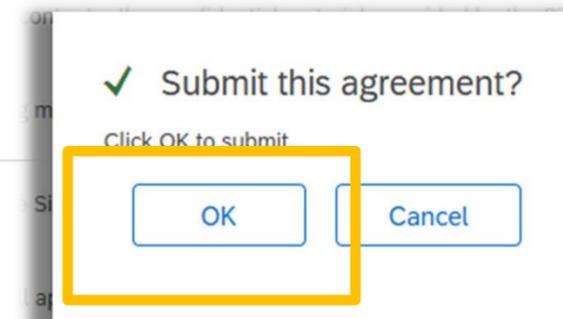
7. Export Control. All parties who use this Site hosted by Ariba, Inc. agree to comply with all applicable export control and sanctions laws, including the laws of the US, EU and Germany.

8. Survival. The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event.

BA v1.1 19Aug05

2. I accept the terms of this agreement.

I do not accept the terms of this agreement.



4. After clicking OK, this box pops up, Click OK.

3. OK Cancel

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3. SELECT LOT / LINES ITEMS

Select Lots Doc1409866167 - RFP Request for Proposal 2 Test 12.30 [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](#)

A dimmed checkbox indicates lots for which bidding is required, or for which you have already placed a bid. You cannot modify your intent to bid on these lots.

Checklist

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

Lots Available for Bidding

<input type="checkbox"/>	Name	Reason for not bidding
<input checked="" type="checkbox"/>	1 BEARING, ROLLER, 120MM ID X 180MM OD X / ROLLER BE...	
	BEARING, ROLLER, 120MM ID X 180MM OD X / ROLLER BEARING; MANUFACTURER: SKF; MANUFACTURER PART : 23024CC/C3W33; TYPE: SPHERICAL; ROW QUANTITY: DOUBLE ROW; INSIDE DIAMETER: 1 20 MM; OUTSIDE DIAMETER: 180 MM; THICKNESS: 46 MM; CAGE PRESENCE: PRESSED STEEL CAGE; SEAL PRESENCE: W/O SEAL; PRESENCE OF LUBRICATI NG HOLE: W/ LUBRICATION HOLE; PRESENCE OF LUBRICATION GROOVE: W/ LUBRICATION GROOVE; GAP TYPE: C3; SHIELD PRESENCE: W/O SHIELD; SPEC IN CHARACTERISTICS: CYLINDRICAL BORE;	

[Confirm Selected Lots/Line Items](#)

[Cancel](#)

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4. Submitting Proposals

Console Doc1538779917 - Test Supplier Screenshots **Duration of the RFP** Time remaining 3 days 11:48:21

Event Messages
Response History
Response Team

▼ Checklist

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

▼ Event Contents

All Content

Name ↑	Price	Quantity	Extended Price	Total Cost
BEARING, ROLLER, 180MM ID X 202MM X / ROLLER BEARING; MANUFACTURER: AMERICAN ROLLER BEARING; MANUFACTURER PART : AD4719D-IR; TYPE: CYLINDRICAL BEARING INNER RING ONLY; ROW QUANTITY: MULTI ROW; INSIDE DIAMETER: 180 MM; OUTSIDE DIAMETER: 202 MM; THICKNESS: 168 MM; CAGE PRESENCE: W/O CAGE; SEAL PRESENCE : W/O SEAL; PRESENCE OF LUBRICATING HOLE: W/O LUBRICATION HOLE; PRESENCE OF LUBRICATION GROOVE: W/O LUBRICATION GROOVE; GAP TYPE: NORMAL; SHIELD PRESENCE: W/O SHIELD; SPECIAL CHARACTERISTICS: INTERMEDIATE STANDS;				
	Lead Time (in days): *	<input type="text" value="5"/>		
	General Comments:	<input type="text"/>		
	According to proposed item, select one of the two options:: *	<input type="text" value="Unspecified"/>		
	In case of Alternative Item Proposal, please attach datasheet: At	<input type="text" value="Unspecified"/>		

(*) indicates a required field

Lead time must be a numerical value only

This field is mandatory

5. SUBMIT RESPONSE OPTIONS

Console Time remaining
3 days 11:48:21

Doc1538779917 - Test Supplier Screenshots

Event Messages
Response History
Response Team

All Content

Name ↑	Price	Quantity	Extended Price	Total Cost
BEARING, ROLLER, 180MM ID X 202MM X / ROLLER BEARING; MANUFACTURER: AMERICAN ROLLER BEARING; MANUFACTURER PART : AD4719D-IR; TYPE: CYLINDRICAL BEARING INNER RING ONLY; R OW QUANTITY: MULTI ROW; INSIDE DIAMETER: 180 MM; OUTSIDE DIAMETER: 202 MM; THICKNESS: 168 MM; CAGE PRESENCE: W/O CAGE; SEAL PRESENCE : W/O SEAL; PRESENCE OF LUBRICATING HOLE: W/O LUBRIFICATION HOLE; PRESENCE OF LUBRICATION GROOVE: W/O LUBRICATION GROOVE; GAP TYPE: NORMAL; SHIELD PRESENCE: W/O SHIELD; SPECIAL CHARACTERISTICS: INTERMEDIATE STANDS;				
	Lead Time (in days): *	<input type="text" value="5"/>		
	General Comments:	<input type="text"/>		
	According to proposed item, select one of the two options:: *	<input type="text" value="Unspecified"/>		
	In case of Alternative Item Proposal, please attach datasheet: At	<input type="text" value="Unspecified"/>		

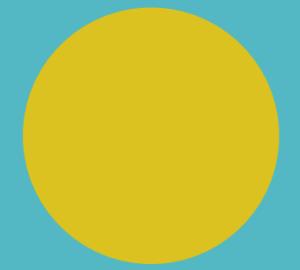
(*) indicates a required field

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

Submit the response as soon as the RFP information is updated and ready to be sent to Gerdau

Use the "Save Draft" feature to save your progress and return to finalize your response before the Gerdau deadline

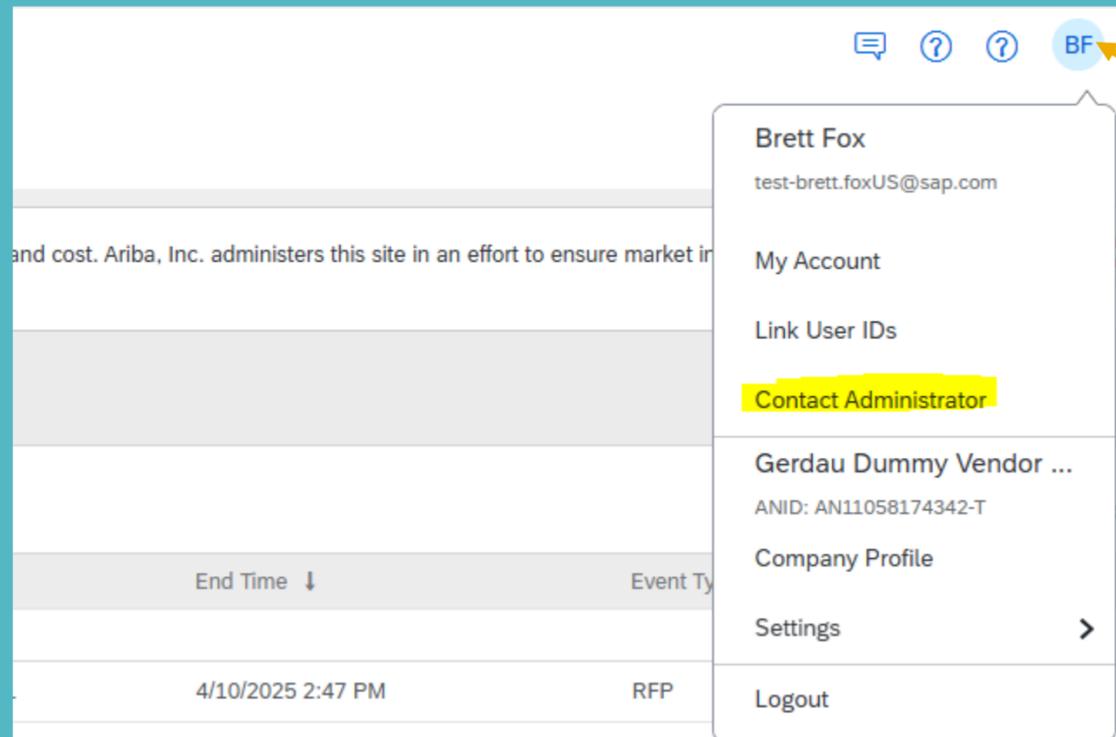
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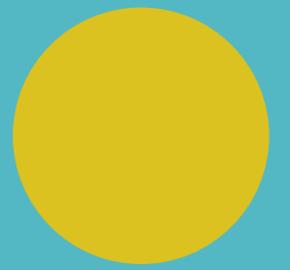
If you cannot access the RFP in Ariba, please contact your Ariba account admin to request access and confirm your permissions.

If you need further assistance, please contact your Local Buyer. If they are unable to help, reach out to Supplier Enablement.

To set up additional role and users in your Ariba Account, please see our training documents at <https://support.ariba.com/item/view/199609>



In your Ariba account, please navigate to the section beneath your initials and select "Contact Administrator"



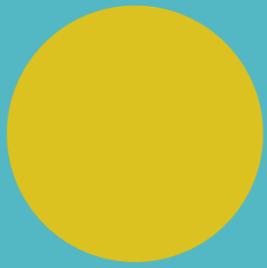
- All events Suppliers have responded to will appear on their **Ariba Proposals and Questionnaires** dashboard for viewing and reference as needed.
- The status of events the Supplier has participated in can be monitored from the **Events section** of their homepage.

GLOSSARY

Completed: Gerdau has awarded the business.

Open: The event is actively accepting responses up until the end time.

Pending Status: The event and response (s) submitted can viewed, but responses can no longer be submitted to Gerdau.



SAP Ariba Proposals and Questionnaires ▾ Enterprise Account **TEST MODE**

GERDAU - TEST

Gerdau - TEST Requested Profile

All required customer requested fields have been completed.

[View customer requested fields >](#)

Public Profile Completeness

35%

[Enter a short description to reach 45% >](#)

There are no matched postings.

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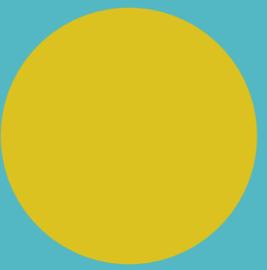
[Home >](#)

Events

Title	ID	End Time ↓	Event Type	Participated
▶ Status: Completed (15)				
▼ Status: Pending Selection (10)				
Test Supplier Screenshots	Doc1538779917	4/25/2025 9:03 PM	RFP	Yes
RFP GABI GLN DELIVERY NOTES PR60765717	Doc1493341464	3/15/2025 2:38 PM	RFP	Yes
RFP 6060765708 GABI GLN DELIVERY COMMENTS FOR SUPPLIER	Doc1492991367	3/15/2025 12:11 PM	RFP	Yes

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THANK YOU