

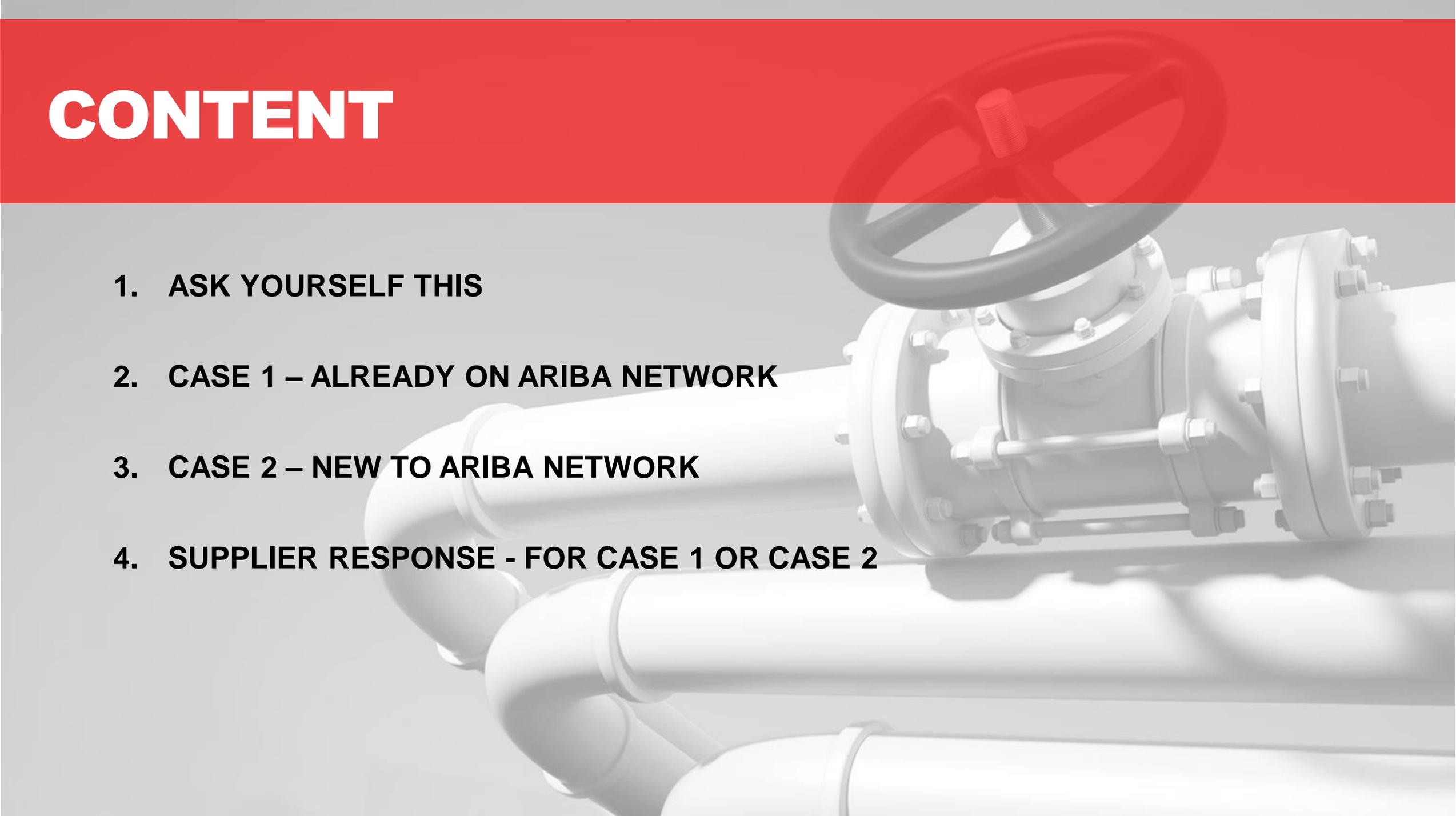
SAP Ariba Sourcing

A GUIDE TO AID SUPPLIERS ON RESPONSE TO HALLIBURTON SOURCING EVENTS

April, 2021



CONTENT



1. **ASK YOURSELF THIS**
2. **CASE 1 – ALREADY ON ARIBA NETWORK**
3. **CASE 2 – NEW TO ARIBA NETWORK**
4. **SUPPLIER RESPONSE - FOR CASE 1 OR CASE 2**

ASK YOURSELF THIS

**DO I ALREADY
HAVE AN Ariba
NETWORK
ACCOUNT?**

- **YES**, have an Ariba Network account
- **YES**, have an Ariba Network account and previously transacted with other customers using Ariba Network
- **No**, new to Ariba and do not have an Ariba Network account



CASE 1

Dear Dave Jones,

Halliburton has implemented SAP Ariba to manage sourcing events and projects.

SAP Ariba is a cloud-based solution and marketplace allowing exchanges between buyers and suppliers. We will be using the application to solicit responses for RFPs, RFQs, RFIs, and auctions.

What changes will you experience?

- You will receive an invitation to respond to the event from an SAP Ariba mailbox once the event is published. Please check your junk folder for the message.
- If this is your first time responding to an SAP Ariba sourcing event, you will be sent a message from SAP Ariba to register. Registration is only required once and must be complete in order to respond to the event.
- If you have responded to SAP Ariba sourcing events in the past, registration is not required.
- You will then access the event via the link provided in the email and submit your response.

Where do you go for help?

- Ariba offers many self-help resources such as tutorials, articles, and demonstrations:
 - <https://www.ariba.com/ariba-network/ariba-network-for-suppliers/selling-on-ariba-network/respond-to-an-rfp-rfi>
- Ariba support is also available for issues such as account lockout and password recovery:
 - <https://www.ariba.com/contact-us>

Please try the following if you are experiencing issues logging in:

- Clear the cache/cookies/history in your browser
- Switch to an alternate browser
- Use a private browsing window

Use the following username to log in to Halliburton - TEST events: davejones@accenture.com.

[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.



SAP Ariba Proposals and Questionnaires ▾

SAP Ariba 

Supplier Login

Login

[Forgot Username or Password](#)

Upon receipt of an Invitation Email for Sourcing participation, click on '[Click Here](#)' to go to the Ariba Network Login Page

Enter your Ariba Network Credentials and continue

Note: Access Ariba Network Login Page from the email link only to view sourcing events from Halliburton

CASE 2

Dear Vimal Nayar,

Halliburton has implemented SAP Ariba to manage sourcing events and projects.

SAP Ariba is a cloud-based solution and marketplace allowing exchanges between buyers and suppliers. We will be using the application to solicit responses for RFPs, RFQs, RFIs, and auctions.

What changes will you experience?

- You will receive an invitation to respond to the event from an SAP Ariba mailbox once the event is published. Please check your junk folder for the message.
- If this is your first time responding to an SAP Ariba sourcing event, you will be sent a message from SAP Ariba to register. Registration is only required once and must be complete in order to respond to the event.
- If you have responded to SAP Ariba sourcing events in the past, registration is not required.
- You will then access the event via the link provided in the email and submit your response.

Where do you go for help?

- Ariba offers many self-help resources such as tutorials, articles, and demonstrations:
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- Ariba support is also available for issues such as account lockout and password recovery:
 - <https://www.ariba.com/contact-us>

Please try the following if you are experiencing issues logging in:

- Clear the cache/cookies/history in your browser
- Switch to an alternate browser
- Use a private browsing window

Use the following username to log in to Halliburton - TEST events:

1602248188261_vimal.n.vijayakumar@accenture.com.

[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](#).

Upon receipt of an Invitation Email for Sourcing participation, click on '[Click Here](#)' to go to the Ariba Network Sign Up / Login Page



The screenshot shows the SAP Ariba interface for Vimal Nayar. The header includes 'SAP Ariba Proposals and Questionnaires'. The main content area displays a welcome message and a 'Sign up' button highlighted with a red box. Below the 'Sign up' button is a 'Log in' button. The page also contains sections for 'About Ariba Network' and a list of benefits.

Click on **Sign Up** to create an Ariba Network Account

Note: Creating and registering on Ariba Network is a one time activity, for subsequent log-in's you can use the credentials you set on the next page.

In order to respond to any Halliburton events you must have an Ariba Network account

CASE 2

SAP Ariba Proposals and Questionnaires

Create account Create account and continue Cancel

First, create an SAP Ariba supplier account, then complete questionnaires required by Halliburton - TEST.

Company information

* Indicates a required field

Company Name: * BOUNTY INC

Country/Region: * United States [USA]

Address: *
Line 1
Line 2
Line 3

City: * Montgomery

State: * Alabama [US-AL]

Zip: * 36101

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.

User account information

* Indicates a required field

Name: * Vimal Nayar

Email: * vimal.n.vijayakumar@accenture.com

Use my email as my username

Username: * test-vimal.n.vijayakumar@accenture.com

Password: * Enter Password

Repeat Password

Language: * English

Email orders to: * vimal.n.vijayakumar@accenture.com

[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.

Tell us more about your business

- Enter your basic company information
- Set your username and password for future log in's
- Click on **Create account and continue**

ARIBA SITE NAVIGATION

The screenshot displays the SAP Ariba Spend Management interface. At the top, the navigation bar includes 'SAP Ariba Proposals and Questionnaires', 'Enterprise Account', and 'TEST MODE'. The user is logged in as 'HALLIBURTON - TEST'. A welcome message states: '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. and its subsidiaries ensure market integrity.'

The 'Events' section is highlighted with a red box and contains the following table:

Title	ID	End Time ↓	Event Type
▶ Status: Completed (196)			
▼ Status: Open (3)			
UAT - RFI IT	Doc94079601	10/30/2020 4:24 PM	RFI
UAT Test ALM ID 56	Doc94061019	10/30/2020 3:29 PM	RFI
UAT - RFP IT	Doc94079655	10/26/2020 7:18 AM	RFP
▶ Status: Pending Selection (195)			

Below the Events table are sections for 'Risk Assessments', 'Registration Questionnaires', and 'Qualification Questionnaires'. The 'Qualification Questionnaires' section shows two completed items:

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (2)					
Supplier qualification questionnaire	Doc33792415	5/16/2020 4:17 PM	Agents 9999, Baroid 2300	USA United States of Amer...	Qualification Started
Supplier qualification questionnaire	Doc33791640	5/16/2020 4:14 PM	Agents 9999, All commodities All	AUS Australia	Qualification Started

The right sidebar contains a search bar and a list of FAQs. A red box highlights the top toolbar, which includes a question mark icon and a 'TS' button. A dropdown menu is open from the 'TS' button, listing options: 'Test Supplier 1', 'My Account', 'Link User IDs', 'Contact Administrator', 'Test Supplier 1', 'Company Profile', 'Settings', and 'Logout'.

- Find your event under the **Events - Status: Open** section of the page.
- Click the question mark  on the toolbar to show the **FAQ** on the right side of the page. This is helpful for navigation tips and questions you may encounter while using the platform
- Click the blue circle on the toolbar at the top of the screen  to access your account information, settings, and to logout.

COMMON ACTIONS FOR CASE 1 OR CASE 2

Ariba Sourcing

Go back to Halliburton - TEST Dashboard

Company Settings Dave Jones

Desktop File Sync

Time remaining 20 days 00:18:57

Event Details Doc99772066 - SP_1210

Event Messages

Download Tutorials

Response Team

Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Submit Response

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.

Review Prerequisites Decline to Respond Print Event Information

Event Overview and Timing Rules

Owner: Vimal Vijaykumar

Event Type: RFP

Publish time: 10/12/2020 6:52 AM

Due date: 11/1/2020 7:52 AM

Currency: US Dollar

Regions: NAL North America Land

Dave Jones (davejones@accenture.com) last visited 8 Oct 2020 10:24:29 PM DUNZO CHEMICALS AN01579644439-T

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SAP Ariba

Dave Jones (vimal.n.vijayakumar@accenture.com) last visit 10/12/2020 6:54 AM | Halliburton - TEST | C7_UI3

Need Help? In the U.S. and Canada (toll-free) call 1 (866) 218-2155. For international help numbers click here

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- Use the **Review Prerequisites** option to review and accept the Prerequisites to participate
- The **Time** limit to submit final responses is shown on the top right corner
- In any case you wish to ask questions about this event, you can use the **Event Messages** dashboard to send messages to the Project Owner
- In case you do not want to respond use the **Decline to Respond** option

COMMON ACTIONS FOR CASE 1 OR CASE 2

Ariba Sourcing

Go back to Halliburton - TEST Dashboard

Company Settings ▾ Dave Jones Help Center >>

Desktop File Sync

Prerequisites Doc99772066 - SP_1210

▼ Checklist

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

To continue with this event, complete the prerequisites below. Some of the prerequisites might be access gate questions that you must answer before you can see the event information. Other prerequisites might serve as a participation gate that restricts you from submitting your response unless you have responded to them.

Would you like to accept the Bidder Agreement? [View Bidder Agreement](#)

I accept the terms of this agreement.

I do not accept the terms of this agreement.

Prerequisites

Name ↑	
▼ 1 Introduction & Overview	
▼ 1.1 Supplier Ethics Letter	
1.1.1 Please confirm you have read and agree to the attached Supplier Ethics Letter. The Supplier Ethics Letter is available in multiple languages at the following link: https://www.halliburton.com/en-US/about-us/supplier-relations/Policies-and-Procedures.html?node-id=hp11nobm#	* Yes ▾
1.2 Event Overview	Less... [-]
Halliburton seeks to develop long-term relationships with strategic suppliers that have the capabilities to provide the best service quality at the most competitive price.	
1.3 Company Overview	Less... [-]
Halliburton, founded in 1919, is one of the world's largest providers of products and services to the energy industry. With more than 50,000 employees, representing 140 nationalities in approximately 70 countries, the company serves the upstream oil and gas industry throughout the lifecycle of the reservoir – from locating hydrocarbons and managing geological data, to drilling and formation	

OK Cancel

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- View and accept the **Bidder Agreement**
- Read & Confirm to the **Supplier Ethics Letter**
- Click on **OK** and **OK** once more when pop-up asks if you would like to submit this response. *(This step is only submitting the acceptance of prerequisites not the entire event response.)*
- You can scroll to see the event content
- **Note:** *ONLY after you accept the Prerequisites will you be able to respond to the event content*

✓ Submit this response?
Click OK to submit.

OK Cancel

COMMON ACTIONS FOR CASE 1 OR CASE 2

- **Select Lots** which you wish to participate and **Confirm Selected Lots**.
- *Note: In case you do not select all the lots, You can return and select additional lots at a later point in time*

RESPONSES WITH ATTACHMENTS

Console Doc194768885 - Supplier Guide Test Proj Time remaining 19 days 23:54:11

Your response to the prerequisites has been submitted.

Event Messages
Response History
Response Team

▼ Checklist

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

▼ Event Contents

All Content

Name ↑	
▼ 1 Introduction & Overview	
▼ 1.1 Supplier Ethics Letter	
1.1.1 Please confirm you have read and agree to the attached Supplier Ethics Letter. The Supplier Ethics Letter is available in multiple languages at the following link: https://www.halliburton.com/en-US/about-us/supplier-relations/Policies-and-Procedures.html?node-id=hp11nobm#	Yes
▼ 1.2 Event Overview	Less...
Halliburton seeks to develop long-term relationships with strategic suppliers that have the capabilities to provide the best service quality at the most competitive price.	
1.2.1 Project Details	Project Details
1.2.2 Event Owner	Halliburton
1.2.3 Please attach a Power Point Presentation.	* <input type="text"/>
1.2.4 We recognize the sensitive nature of this information and assure you that your responses will be treated with complete confidentiality. The Bidder is not permitted to announce, release, or make public any information regarding Halliburton's sourcing event or evaluation process.	
1.2.5 If you have questions regarding the event, please contact the event owner by using the Event Messages option within this event in Ariba Network.	
Please ensure all communications to the event is directed to the event owner. Updates to the event including status, extensions, cancellations, changes, clarifications, notification of any amendments and addenda will be posted on the message board.	
Thank you in advance for your time completing this event.	

(*) indicates a required field

[Submit Entire Response](#) [Update Totals](#) [Save draft](#) | [Compose Message](#) [Excel Import](#)

Add/Edit Comment

Comment: *

Attachment: [Attach a file](#)

- For questions that require an **attachment** in the response click the blue box with the plus sign to the right of the answer box.



- Click **Attach a file** and **Choose File** to upload your document and then click OK

COMMON ACTIONS FOR CASE 1 OR CASE 2

The screenshot shows the Ariba Sourcing interface for a procurement event. At the top, the header includes 'Ariba Sourcing', user information 'Dave Jones', and 'Help Center'. A navigation bar contains 'Go back to Halliburton - TEST Dashboard' and 'Desktop File Sync'. The main content area displays a message: 'Your response to the prerequisites has been submitted.' Below this is a table titled 'All Content' with columns for Name, Price, Quantity, Extended Price, Lead Time (Working Days), and Comment. The table lists three items: 7.1 Material A (Price: 45 USD, Quantity: 10 Each, Lead Time: 7), 7.2 Material B (Price: 55 USD, Quantity: 20 Each, Lead Time: 7), and 7.3 Material C (Price: 65 USD, Quantity: 30 Each, Lead Time: 7). At the bottom of the interface, a row of buttons is visible: 'Submit Entire Response' (highlighted with a red box), 'Update Totals', 'Save draft', 'Compose Message', and 'Excel Import'.

- Provide responses to all of the event questions and items for each of the sections under Event Contents.
- Once complete and ready for submission click **Submit Entire Response**
- *Note: In the case that you want to revise your response post submission while the event is still open – Click on Revise Response*

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THANK YOU!!

