accenture**technology**

SAP ARIBA SOURCING

A GUIDE TO AID SUPPLIERS ON RESPONSE TO HALLIBURTON SOURCING EVENTS

April, 2021

CONTENT
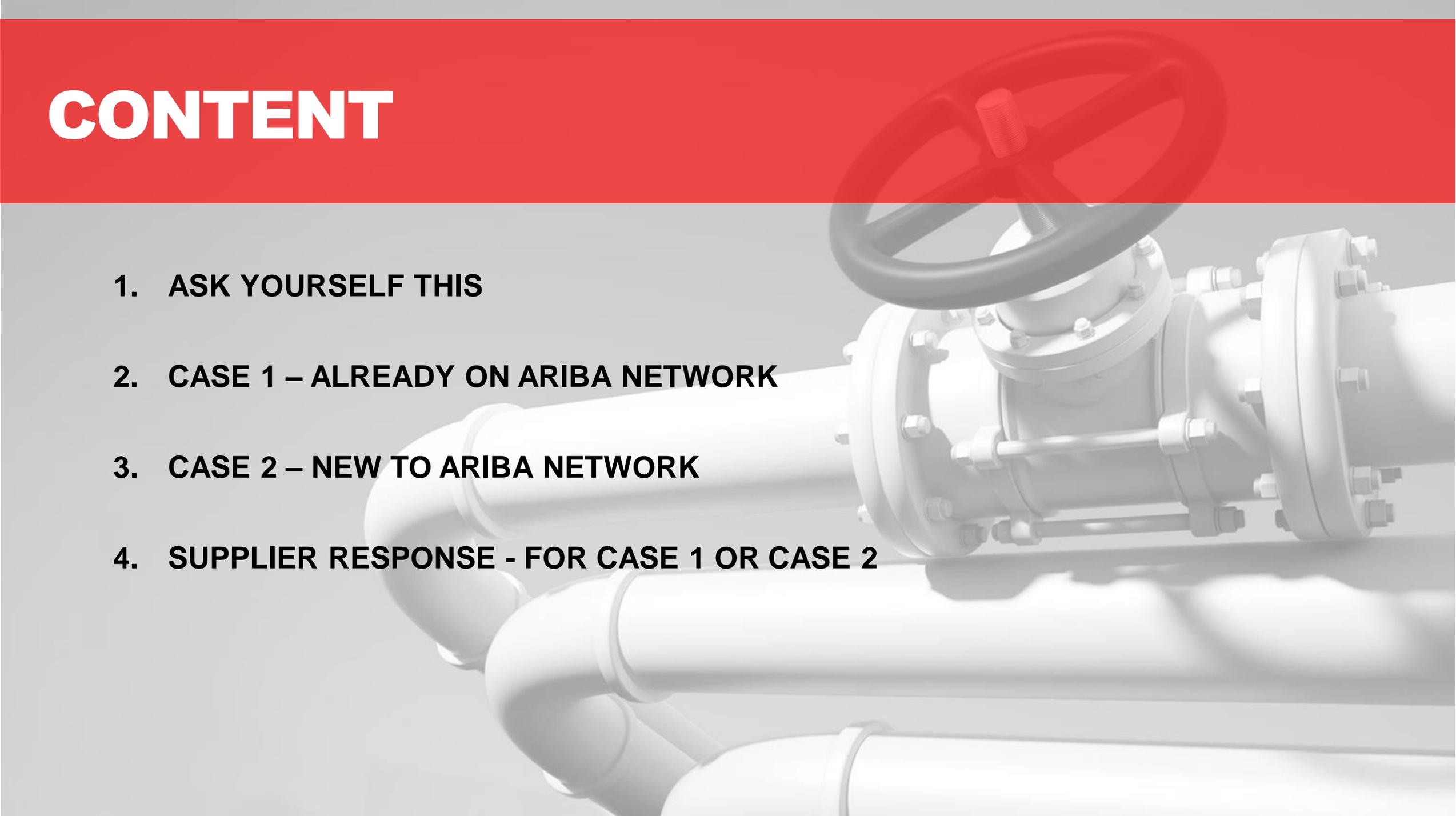
ASK YOURSELF THIS

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

> CASE 1

- **No**, new to Ariba and do not have an Ariba Network account

> CASE 2

HALLIBURTON

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

davejones@test.com

••••••••••••

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:
    - 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:
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

---

SAP Ariba Proposals and Questionnaires ⌄

Welcome, Vimal Nayar

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

Sign up as a supplier with **Halliburton - TEST** on SAP Ariba.

Halliburton - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Halliburton - TEST.   [Sign up]

Already have an account?   [Log in]

About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions

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

Enter your basic company information

Set your username and password for future log in's

Click on Create account and continue

ARIBA SITE NAVIGATION

- 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.

- 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

- 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*

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

- 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

- 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

THANK YOU!!