



Accessing Syngenta Sourcing Events (eRFx/e-Auction)

SAP Ariba Supplier Guide

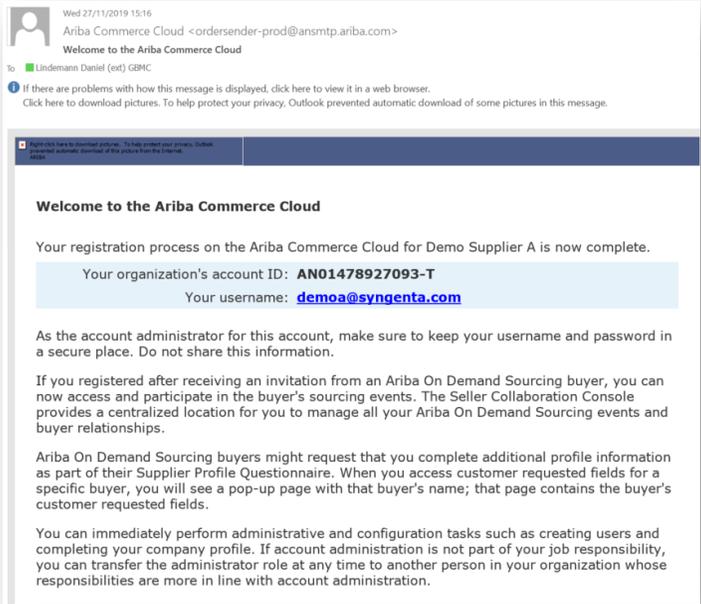


Supplier Registration eRFx/eAuction : “How To” Guide- Access Log In (2/2)

Please fill your **Company Information** and the **user account information**. Please don't forget what you entered for **User Name** and **Password**

Please also fill **Tell us more about your business**, accept the **Ariba Privacy Statement** and click on **Creata account and continue**

A **welcome email will be received** by the Supplier upon successful creation of an account in Ariba Network (AN). In doing so, **the Ariba Network ID (AN ID) is created** for this supplier and reflected back in Syngenta Supplier Management module as well.



Step One

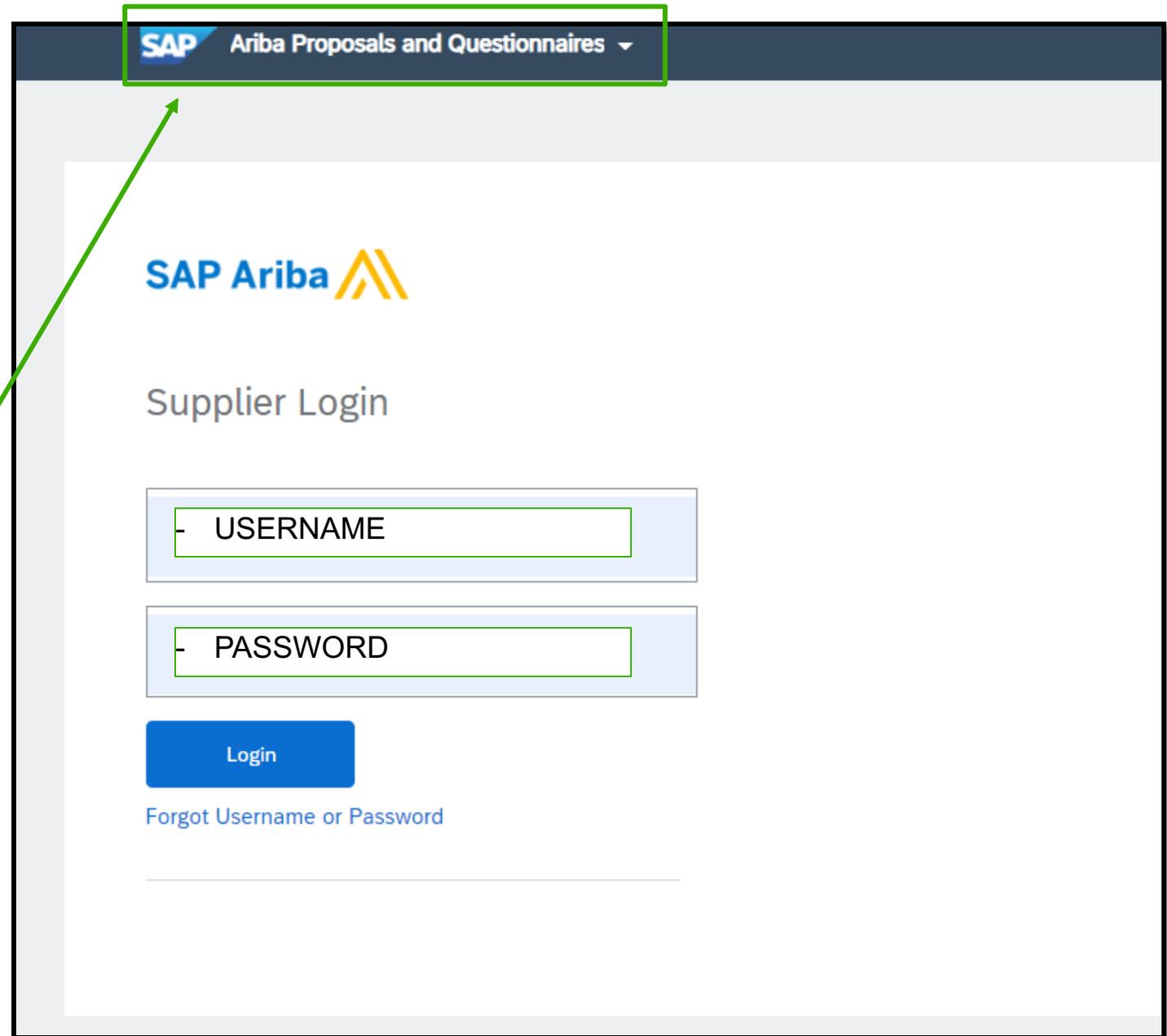
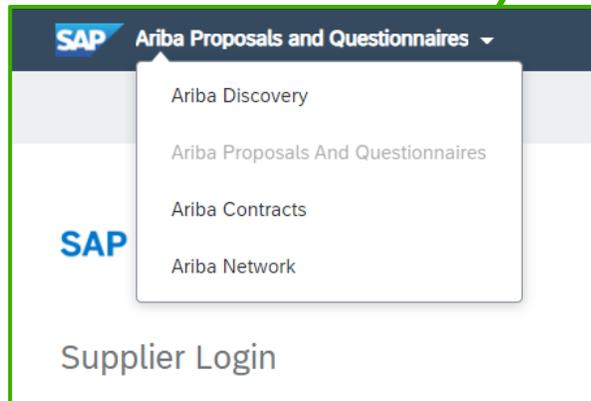
Access the Ariba Network Proposals Page

Begin by accessing the Ariba Network at

<https://supplier.ariba.com/>

****Confirm with your Syngenta Procurement Contact that you are fully registered before continuing****

Note that your login must be set to Ariba Proposals and Questionnaires to access the Syngenta RFI/RFP



Step Two

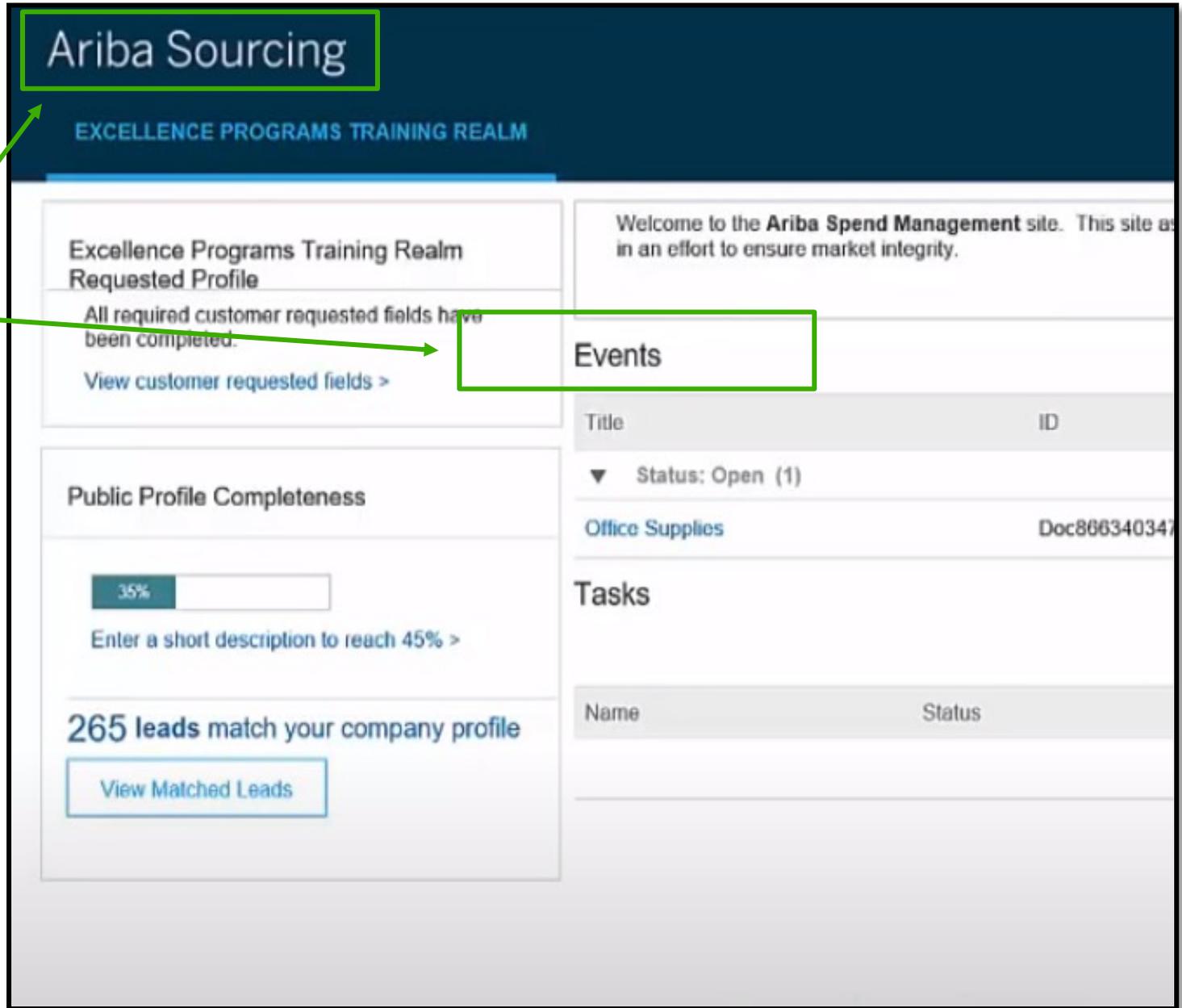
Confirming Ariba Network Proposals Page

Your view should contain "Ariba Sourcing" and a list of your events shown as: Completed, Open, Pending Selection, Preview.

Confirm with your Syngenta Procurement Contact the document number for the RFI/RFP Each event has a unique ID for reference



Title	ID
▶ Status: Completed (2)	
▼ Status: Open (3)	
Fruit Centerpieces	Doc698235705
Office Supplies	Doc866340347
Nanny for 17 Cherry Tree Lane	Doc932956516
▼ Status: Pending Selection (11)	



Ariba Sourcing

EXCELLENCE PROGRAMS TRAINING REALM

Excellence Programs Training Realm Requested Profile

All required customer requested fields have been completed.

View customer requested fields >

Welcome to the **Ariba Spend Management** site. This site is in an effort to ensure market integrity.

Events

Title	ID
▼ Status: Open (1)	
Office Supplies	Doc866340347

Tasks

Name	Status
------	--------

Public Profile Completeness

35%

Enter a short description to reach 45% >

265 leads match your company profile

View Matched Leads

Step Three

Reviewing your event status

Your view should contain “Ariba Sourcing” and a list of your events shown as: Completed, Open, Pending Selection, Preview.

Status	Definition
Preview	The event has not yet opened but you are able to access and view the details.
Open	The event is currently open for viewing or bidding.
Pending Selection	The event is finished, but the buyer has not yet made an award decision.
Completed	The event is finished, and the business has been awarded to a supplier.
Cancelled	At any point after publishing an event, buyers can choose to cancel it.

The screenshot displays the Ariba Sourcing interface for the 'EXCELLENCE PROGRAMS TRAINING REALM'. It features a navigation bar with the title 'Ariba Sourcing' and a sub-header 'EXCELLENCE PROGRAMS TRAINING REALM'. The main content area is divided into several sections:

- Excellence Programs Training Realm Requested Profile:** A message stating 'All required customer requested fields have been completed.' with a link 'View customer requested fields >'. A green arrow points from the text 'Your view should contain “Ariba Sourcing” and a list of your events shown as: Completed, Open, Pending Selection, Preview.' to this section.
- Public Profile Completeness:** A progress bar showing 80% completion. Below it, a message says 'Enter your DUNS number to reach 85% >'. A green arrow points from the text 'Your view should contain “Ariba Sourcing” and a list of your events shown as: Completed, Open, Pending Selection, Preview.' to this section.
- 41 leads match your company profile:** A button labeled 'View Matched Leads'.
- Events:** A list of event status filters: 'Status: Completed (2)', 'Status: Open (3)', 'Status: Pending Selection (11)', and 'Status: Preview (1)'. A green box highlights this entire section, and a green arrow points from the text 'Your view should contain “Ariba Sourcing” and a list of your events shown as: Completed, Open, Pending Selection, Preview.' to the 'Status: Open (3)' filter.
- Tasks:** A table with columns 'Name' and 'Status'.

Step Four

Reviewing the checklist for open event

You are required to Review Event Details, Review and Accept Prerequisites and select any bidding Lots to submit your response

▼ Checklist

- ✓ 1. Review Event Details
- ✓ 2. Review and Accept Prerequisites
- ✓ 3. Select Lots
- ✓ 4. Submit Response

All Conte

Name ↑

1

▼ 2 Pre

Step Five

Review Event Details

This includes an overview of the event timeline and details. You will be presented a series of buttons to select from:

Download Content:

Extract the RFI/RFP as an EXCEL summary from the system. Does not include all details of event

Review Prerequisites (Next Step):

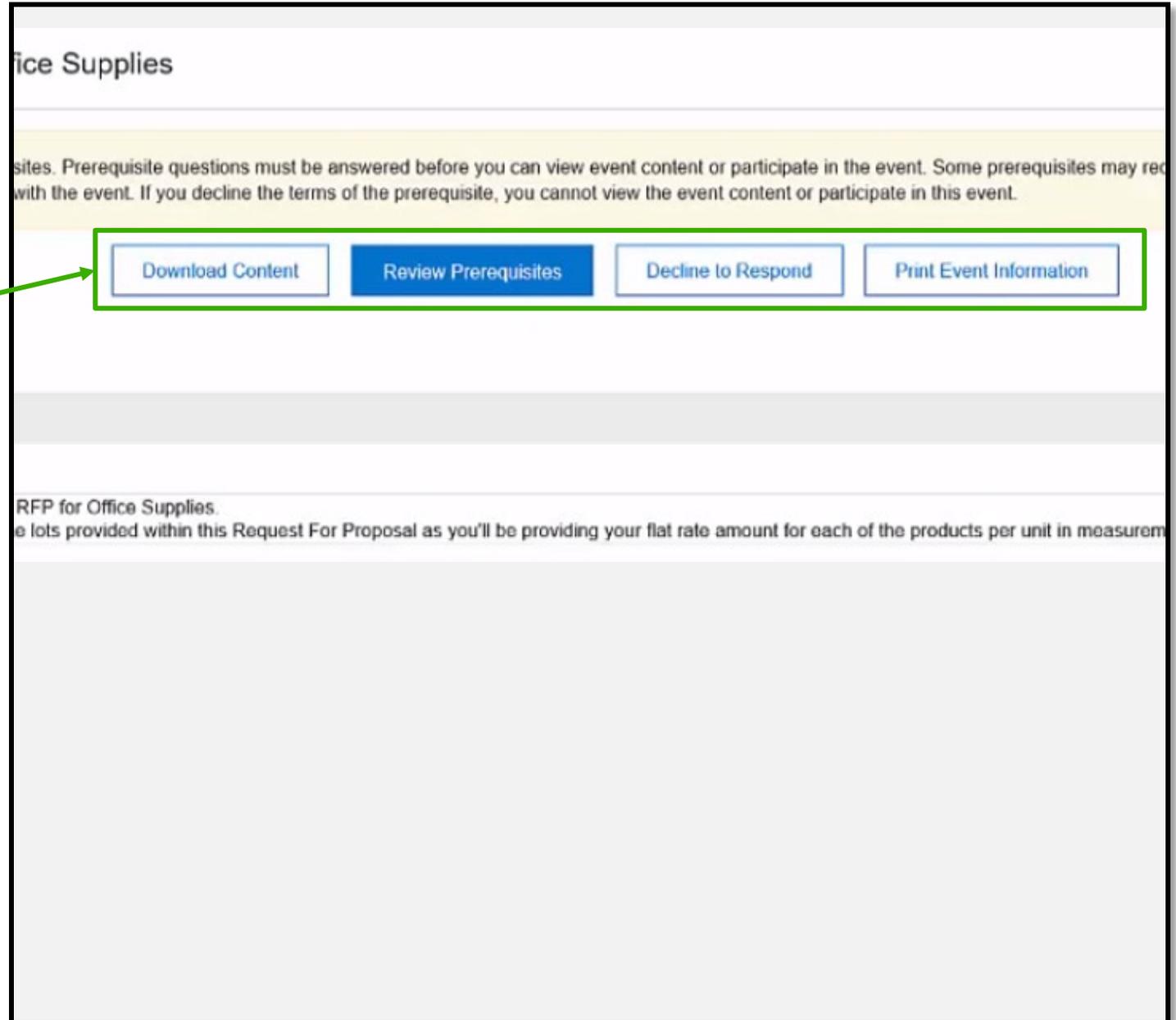
Review questions or requirements necessary before accessing the event details

Decline to Participate:

Communicate to Syngenta that you do not anticipate to submit a response

Print Event Information:

Permission to print hard copy of event details



Step Six

Review and Accept Prerequisites

Vendor might require that you accept a bidder agreement or accomplish certain tasks, such as answering event prerequisite questions, before you can gain access and participate in their event. Regular questions (not prerequisite questions) are displayed when you open and enter the event.

Bidder agreement If the buyer chooses to include a bidder agreement as a prerequisite for their event, it appears on the Review and Accept Prerequisites page.

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.

Step Seven

Selecting your bidding Lots

Next Syngenta will ask that you indicate which Lots/Line Item your bid will include. Lots/Line Item include the goods and services Syngenta wishes to receive bidding information on.

Once you have reviewed your decision, submit the bidding information using the Submit Selected Lots/Line-Item button

Choose the lots in which you will participate. You can cancel your intention

▼ Checklist

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

Select Lots Select Using Excel

Lots Available for Bidding

<input checked="" type="checkbox"/>	Name
<input type="checkbox"/>	6 Calendars
<input type="checkbox"/>	7 Clipboards
<input type="checkbox"/>	8 Office Chairs
<input type="checkbox"/>	9 Staplers
<input type="checkbox"/>	10 Post-it Notes

Submit Selected Lots

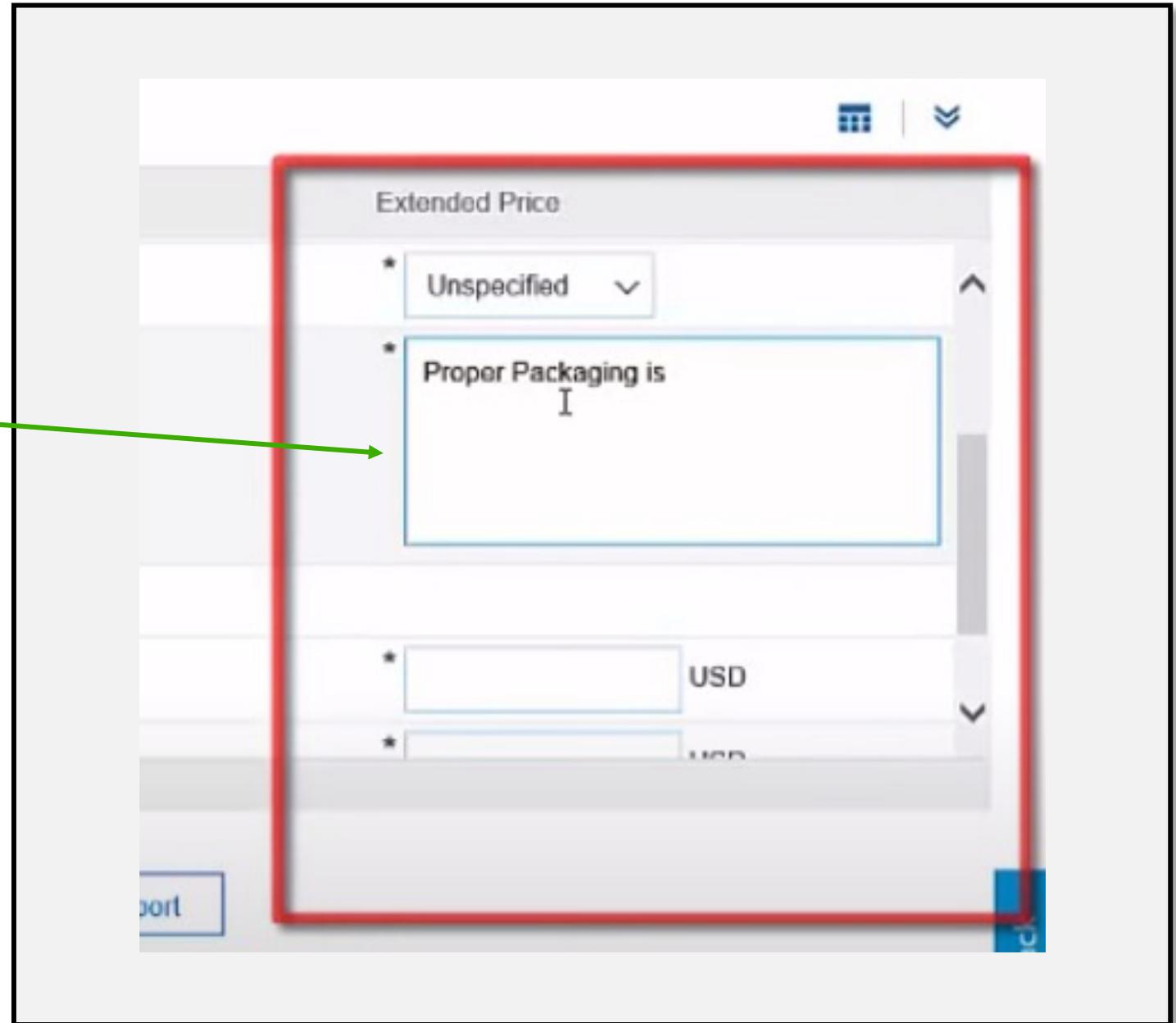
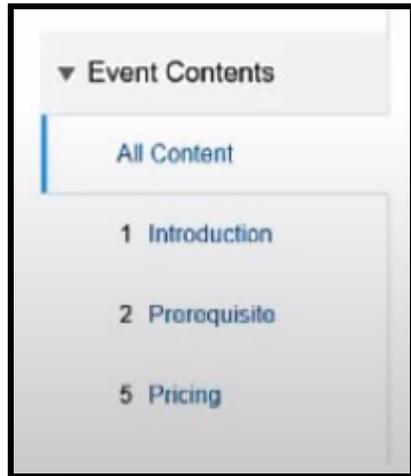
Step Eight

Completing the sourcing event content

You now have access to the questions and Lot/Line-Item information chosen in step seven.

Content response boxes will be available on the right side your screen. Questions with asterisks (*) are required by the Syngenta buyer.

You may navigate through a listing of the content under the Event Contents dropdown



Step Nine

Submitting your sourcing event response

Once all required questions and requirements are completed your Submit Entire Response option will highlight in blue.

You may also Update Totals for any pricing information provided in the sourcing event.

All Content

Name ↑

1 Introduction

Welcome to the SAP Ariba RFP for Office Supplies.
Please be sure to review the lots provided within this Request For Proposal as you'll be providing your flat rate amount for each of the products

▼ **2 Prerequisite**

2.1 Please acknowledge as a prerequisite requirement that if you select a lot and submit a value that you will be held to this value per unit of the office supplies in question. If you do not wish to participate after selection and review of the lots, you may send a message through the Event Messages tool and request to be withdrawn from the RFP opportunity. Please select your choice here before proceeding with the RFP.  ✓

3 Please select if you intend to supply to North America only or Globally.

4 Please address any shipping concerns your organization may have in the following text field.

5 Pricing

6 Calendars

8 Office Chairs

10 Post-it Notes

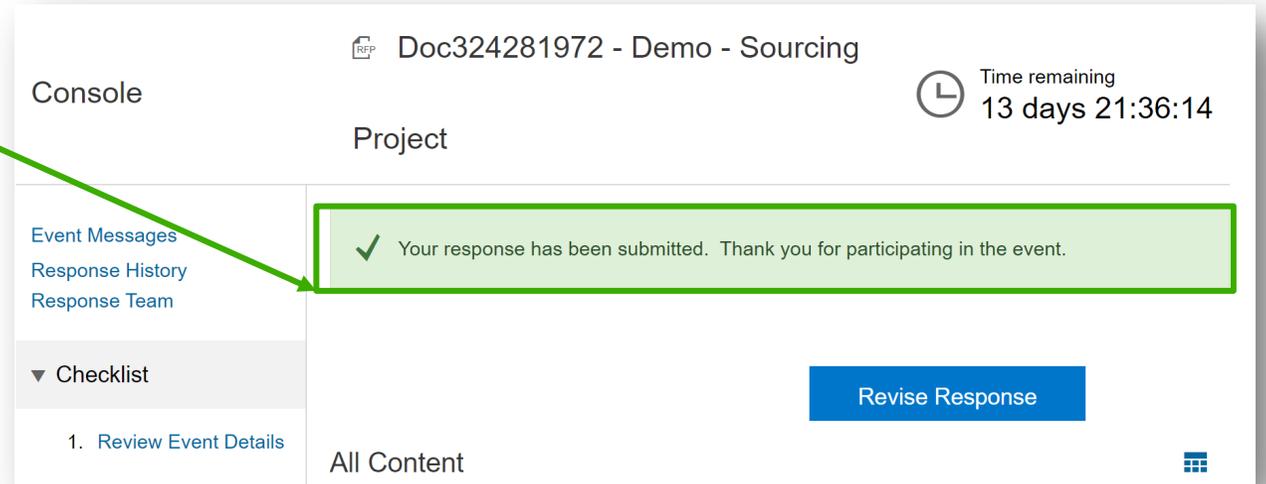
(*) indicates a required field

Submit Entire Response **Update Totals** Reload Last Bid Save Compose Message Excel Impo

Step Ten

Submitting your sourcing event response

If you have submitted your response, the system will tell you, if you have **forgotten a mandatory question**. If you have filled all fields, Ariba will give you a confirmation that your **response has been sent to Syngenta**. Your response can **always be revised** and you will always see the **Time remaining**.



The screenshot displays the Ariba Sourcing console interface. At the top, it shows the document ID 'Doc324281972 - Demo - Sourcing' and a 'Time remaining' of '13 days 21:36:14'. The main content area features a green confirmation message: '✓ Your response has been submitted. Thank you for participating in the event.' This message is highlighted with a green border. Below the message is a blue 'Revise Response' button. The left sidebar contains navigation links for 'Event Messages', 'Response History', and 'Response Team', along with a 'Checklist' section listing '1. Review Event Details'. The bottom of the console shows 'All Content' and a grid icon.

