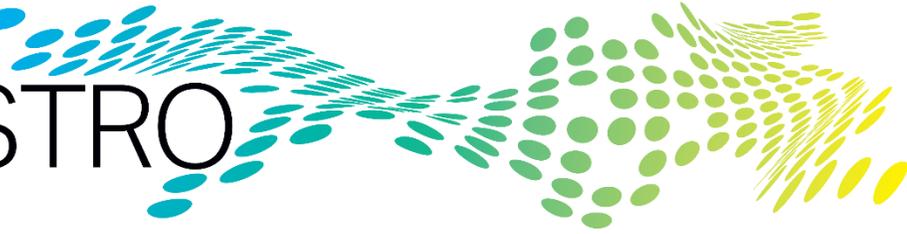


**BUYING**  
**@ COVESTRO**



# Ariba Sourcing Module for Suppliers

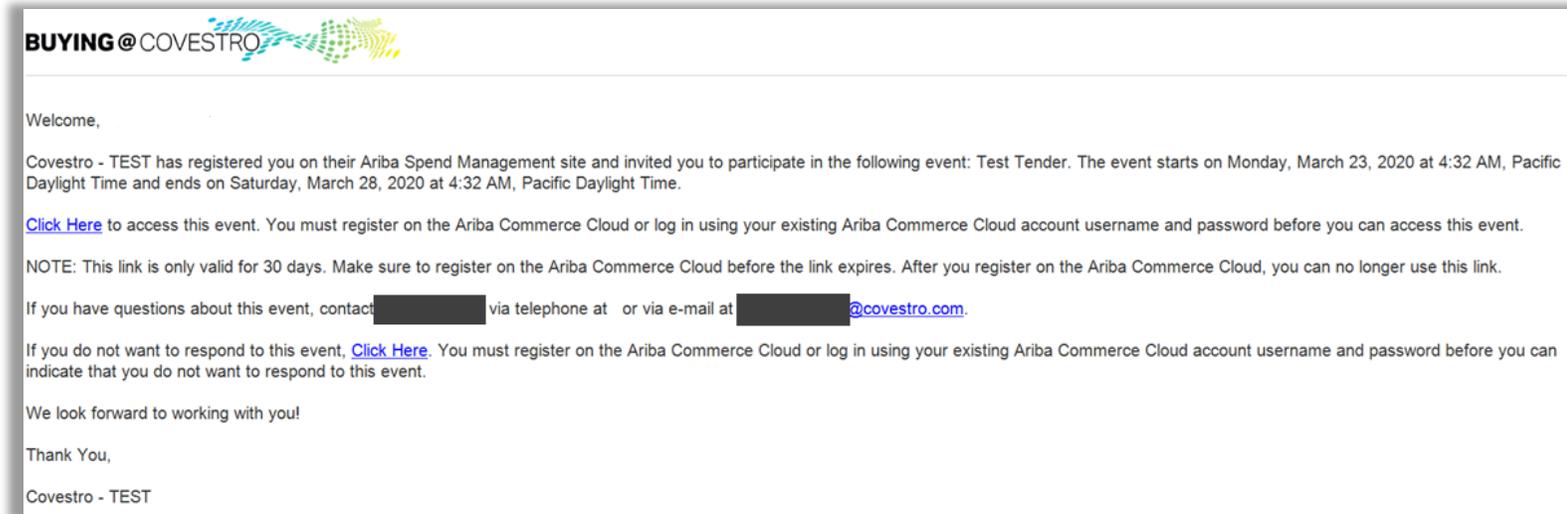
# How to ...

- ... [participate in Ariba Sourcing Events](#)
- ... [manage users and roles in your Ariba Supplier Network Account](#)



# Step By Step Click Guide for a Sourcing Event Participation

# Receive the invitation for Ariba Event Participation



As soon as an event is published you will receive an invitation email which is automatically generated by the system.

Click on the provided link to access the event. If you are experiencing issues logging in or finding the event, login to your Ariba account as described in the following pages.

# Log in via the link – make the right choice



A screenshot of the Ariba Sourcing website's login page. The page has a dark blue header with the text "Ariba Sourcing" on the left and a "Help Center &gt;&gt;" link on the right. Below the header, the word "Welcome" is displayed. A yellow callout box contains the text "Have a question? Click here to see a Quick Start guide." Below this, there are three lines of text: "Sign up as a supplier with Covestro on SAP Ariba.", "Covestro - Test uses SAP Ariba to manage procurement activities.", and "Create an SAP Ariba supplier account and manage your response to procurement activities required by Covestro". At the bottom left, there are two blue buttons: "Sign up" and "Log in". The "Log in" button is preceded by the text "Already have an account?". Two red arrows originate from the "Sign up" button and point to a light blue text box on the right. Another red arrow originates from the "Log in" button and points to another light blue text box on the right.

Click on “sign up” if your company **does not** already have an SAP Ariba®-supplier account.

Click on “log in” if your company **already has** an SAP Ariba®-supplier account.

# Login to your Ariba Account - without the link



1. Login to your Ariba account to get access to the Sourcing Event.

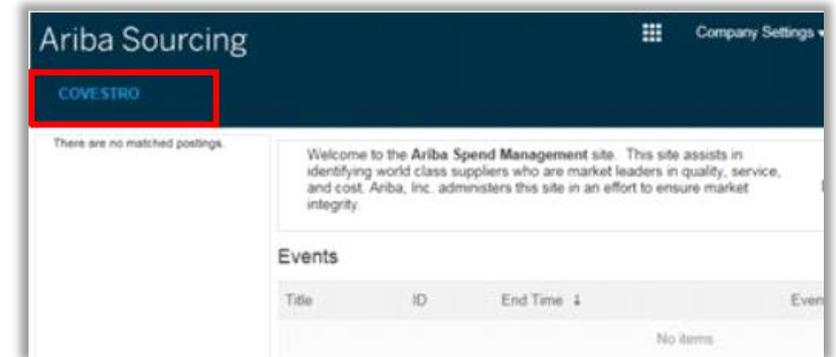
<https://supplier.ariba.com>

A screenshot of the "Supplier Login" page. It features a white background with a blue "Login" button. The form includes fields for "User Name" and "Password", a "Forgot Username or Password" link, and a "New to Ariba? Register Now or Learn More" section at the bottom.

2. Click on „Ariba Network“ in the upper left corner and choose „proposals & questionnaires“ from the drop down menu.



3. Choose Covestro if you see several companies in this tool.



# Supplier Overview



Events			
Title	ID	End Time ↓	Event Type
▶ Status: Completed (76)			
▼ Status: Open (1)			
Test Tender	Doc379369743	3/28/2020 10:08 AM	RFP
▶ Status: Pending Selection (86)			
Registration Questionnaires			
Title	ID	End Time ↓	Commodity
▼ Status: Open (1)			
Supplier registration questionnaire	Doc208741988	9/30/2020 10:20 AM	(no value)
Qualification Questionnaires			
Title	ID	End Time ↓	Commodity
▼ Status: Completed (3)			
Supplier qualification	Doc218998721	3/19/2019 5:06	Professional Services 02_..., Marketing & HR Services 0..., Travel Management . 02

In the supplier overview you will find all events for which you have been invited.

The events are sorted by their current status (Completed, Open, Pending Selection).

For participating in a new event please choose the correct open event by clicking on it.

# Review and Respond to the prerequisites



A screenshot of the Covestro event management interface. The page title is "Event Details" for document "Doc379369743 - Test Tender". A yellow warning banner at the top states: "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 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." Below the banner are three buttons: "Review Prerequisites" (highlighted with a red box), "Decline to Respond", and "Print Event Information". A left sidebar contains a "Checklist" with three items: "1. Review Event Details", "2. Review and Accept Prerequisites" (highlighted with a blue bar), and "3. Submit Response". The main content area is titled "Event Overview and Timing Rules" and displays event metadata: Owner (with a help icon), Event Type: RFP, Publish time: 3/23/2020 10:08 AM, Due date: 3/28/2020 10:08 AM, Currency: European Union Euro, Commodity: Marketing &amp; HR Services 02\_MHR, and Regions: DEU Germany.

Prerequisite questions must be answered before you can view the event content or participate in the event.

Some prerequisites may require the owner of the event (Covestro) 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.

# Check event content before selecting lots



Event Details Doc379369743 - Test Tender Time remaining 4 days 20:55:37

Download Content Review Prerequisites **Select Lots** Print Event Information

(Section 1 of 4) Next >>

Introduction

2.1 About us

Covestro is among the world-leading suppliers of high-value polymer materials: innovative, sustainable and diverse. With our products, technologies and application solutions we supply key industries such as automotive, construction, electronics, furniture, sports and textiles.

In keeping with our purpose "To make the world a brighter place", we are seeking answers for the major challenges of our times such as climate change, resource scarcity, growing mobility and urbanization. We are striving for solutions that push the boundaries of what is possible.

In 2017, Covestro posted sales of €14.1bn and had 16,200 employees. The company maintains around 30 sites throughout Europe, Asia and America with state-of-the-art, efficient and environmentally compatible production facilities.

Since October 2015, Covestro has been listed on the German stock exchange. Previously, the company used to operate under the name Bayer MaterialScience and was part of the Bayer group.

Next Section: Non Disclosure Agree...

Event Overview and Timing Rules

Owner:	[REDACTED]	Currency:	European Union Euro
Event Type:	RFP	Commodity:	Marketing & HR Services 02_MHR
Publish time:	3/23/2020 10:08 AM	Regions:	DEU Germany
Due date:	3/28/2020 10:08 AM		

In this step you can check the entire event content before you decide which lots you want to choose.

After checking the content please click on 'Select Lots' to continue.

# Select Lots



Select Lots Doc379369743 - Test Tender

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.

▼ 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 type="checkbox"/>	Name
<input type="checkbox"/>	5.2 Line Item 1
<input type="checkbox"/>	5.3 Line Item 2
<input type="checkbox"/>	5.4 Line Item 3

↳ Confirm Selected Lots

In this overview you can check which lots are available for bidding. Please choose the lots you want to submit an offer for by ticking the boxes.

Then click on 'Confirm Selected Lots'.

**Note:** You can return and select additional lots at a later time.

# All Event Content



Console Doc379369743 - Test Tender

Event Messages  
Response History  
Response Team

▼ Checklist

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

▼ Event Contents

- All Content
- 2 Introduction
- 3 Non Disclosure Agree...
- 4 Terms and Conditions
- 5 Pricing

All Content

Name ↑	Price
▼ 2 Introduction	
2.1 About us <span style="float: right;">Less... -</span>	
Covestro is among the world-leading suppliers of high-value polymer materials: innovative, sustainable and diverse. With our products, technologies and application solutions we supply key industr...	
In keeping with our purpose "To make the world a brighter place", we are seeking answers for the major challenges of our times such as climate change, resource scarcity, growing mobility and urt...	
In 2017, Covestro posted sales of €14.1bn and had 16.200 employees. The company maintains around 30 sites throughout Europe, Asia and America with state-of-the-art, efficient and environme...	
Since October 2015, Covestro has been listed on the German stock exchange. Previously, the company used to operate under the name Bayer MaterialScience and was part of the Bayer group.	
For further information please visit: <a href="http://www.covestro.com">http://www.covestro.com</a>	
▼ 3 Non Disclosure Agreement	
3.2 Covestro NDA	NDA english_Advis...
3.3 Do you agree to our NDA?	* Please choose ▾
▼ 4 Terms and Conditions	
4.1 Please agree to our conditions of purchase.	
For further information click link below: <a href="https://www.covestro.com/en/company/profile/procurement/supplier-information/conditions-of-purchase">https://www.covestro.com/en/company/profile/procurement/supplier-information/conditions-of-purchase</a>	
▼ 5 Pricing <span style="float: right;">Less... -</span>	
Please follow the pricing structure below and provide your response. All Prices should be subject to final confirmation and making awarding decision of Covestro in light of evaluation all Supplier bid...	
All prices includes tax costs. Covestro assumes and accepts no additional cost (in preparation of this proposal/s by Supplier)	
5.2 Line Item 1 ▾	* <input type="text"/>
5.3 Line Item 2 ▾	* <input type="text"/>
5.4 Line Item 3 ▾	* <input type="text"/>

The event content is divided into different sections.

The content is individually compiled by Procurement for each event.

There are **information sections**, **question and answer sections** and **price sections**.

In the screenshot you can see an exemplary event.

# Pricing Section



Name ↑	Price	Quantity	Extended Price
▶ 2 Introduction			
▶ 3 Non Disclosure Agreement			
▶ 4 Terms and Conditions			
▼ 5 Pricing <span style="float: right;">Less... -</span>			€14,000.00 EUR
Please follow the pricing structure below and provide your response. All Prices should be subject to final confirmation and making awarding decision of Covestro in light of evaluation all Supplier bids. All prices includes tax costs. Covestro assumes and accepts no additional cost (in preparation of this proposal/s by Supplier)			
5.2 Line Item 1 ▼	* €100.00 EUR	10 Each	€1,000.00 EUR
5.3 Line Item 2 ▼	* €200.00 EUR	20 Each	€4,000.00 EUR
5.4 Line Item 3 ▼	* €300.00 EUR	30 Each	€9,000.00 EUR

(\*) indicates a required field

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

Please check in each case whether the unit price is requested. Enter the price in the field provided and click on the 'Update Totals' button below to have the total price calculated automatically.

Here you have also the possibility to save your response as draft. It will not be transmitted to the event owner. You can submit your response later by clicking on 'Submit Entire Response'.

After the event has expired you will get an e-mail and your offers will be reviewed. You will then receive an e-mail whether your offer has been accepted or not.

# Information mail about expiration of Sourcing Event



Thank you for participating in the Ariba event Doc379473424 Test Tender.  
The event Test Tender is now in Pending Selection and is no longer accepting responses. We will analyze the responses and notify

For details about this event, please visit the Covestro - TEST Ariba site [Click Here](#).

If you have any questions about the event, please contact [REDACTED] at or via e-mail at [REDACTED]

Thank you,

Covestro

This is an example of an e-mail you will get if the sourcing event is expired

# Awarding Mail



You have been awarded business for 3 lot(s) from the Covestro - TEST event Doc379369743 Test Tender.

The following is a summary of the first 10 lots.

- 5.2 Line Item 1
- 5.3 Line Item 2
- 5.4 Line Item 3

To complete the transaction, please contact [REDACTED] at [REDACTED] or via e-mail at [REDACTED]

For details about this event, please visit the Covestro - TEST Ariba site [Click Here](#).

Thank You,

Covestro - TEST

This is an example of an e-mail you will get if you have been awarded.

# Non-Awarding Mail



The business for 3 lot(s) from the Covestro - TEST event Doc379473424 Test Tender has been awarded to other bidder(s).

The following is a summary of the first 10 lots.

5.2 Line Item 1

5.3 Line Item 2

5.4 Line Item 3

Thank you for your participation.

If you have questions, please contact [REDACTED] at [REDACTED] or via e-mail at [REDACTED]

For details about this event, please visit the Covestro - TEST Ariba site [Click Here](#).

Thank you,

Covestro - TEST

This is an example of an e-mail you will get if you have not been awarded.

# How to manage Users and Roles in your Ariba Supplier Network Account

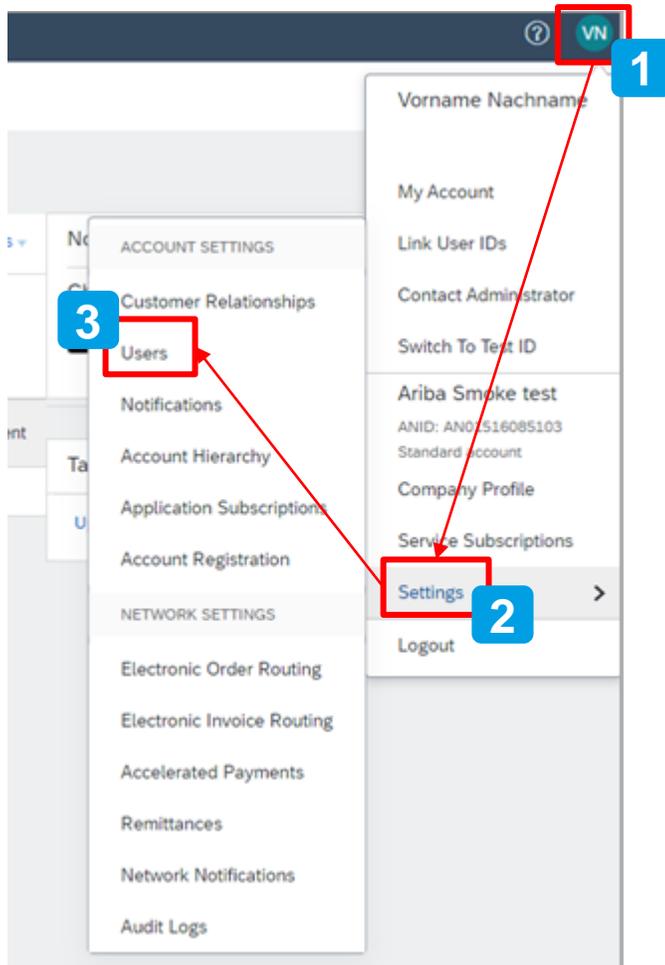
1. Create specific Roles within company profile
2. Add users to company profile



# General

- **Every user should have a separate login**
  - The user needs to be granted access to the Ariba Network Account
- **The user needs a role assigned – for our scenario the user should be able to access the Dashboard where they can find the sourcing event.**

# Create roles for users



1 Click on the icon with the account initials in the upper right corner

2 Choose settings

3 Click on user

# Create roles for users



The screenshot shows the SAP Ariba Network interface. At the top, there's a header with 'SAP Ariba Network', 'Standard Account', and an 'Upgrade' button. Below this is the 'Account Settings' section with a 'Save' button and a 'Close' button. A navigation bar includes 'Customer Relationships', 'Users', 'Notifications', 'Account Hierarchy', 'Application Subscriptions', 'Account Registration', and 'API management'. Under 'Users', there are two sub-sections: 'Manage Roles' (highlighted with a red box) and 'Manage Users'. The 'Roles (2)' section contains a description: 'Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified.' Below this is a 'Filters' section with a 'Permission' dropdown menu (showing 'Select permission assigned') and 'Apply' and 'Reset' buttons. At the bottom right, there is a red box around a '+' icon and a grid icon.

If not already selected, choose 'Manage Roles' and click on the "+" icon to create a new role

# Create roles for users



SAP Ariba Network Standard Account Upgrade

### Create Role

\* Indicates a required field

#### New Role Information

Name:\* Access Proposals and contract

Description: Can access proposal and contract section

Provide the necessary information for the role (name and description)

Page 2

Permission	Description
<input type="checkbox"/> Review Access	Access to view quality review documents
<input type="checkbox"/> Quality Review Creation	Access to create quality review documents
<input type="checkbox"/> Receivables Upload	Select receivables for auction
<input type="checkbox"/> Access Proposals and Contracts	View your organization's Ariba Sourcing events and Ariba Contract Management contracts, documents, and tasks. This permission grants access to the Proposals and Contracts properties. Individual users must be approved by Ariba Sourcing buyers before they can view or participate in events or contract tasks

Choose the permissions that every person with this role should have. To view the organization's questionnaires/events, users need to have the permission "Access Proposals and Contracts" Assigned. Then click 'save'

# Assign existing users or set up new users



Assign Users (0)

You can add users to this role. +

<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Role Assigned
No users assigned yet.					

Save Cancel

Click on the “+” icon to assign users if you have already set them up in the system.

If you need to set user up follow the next steps.

Customer Relationships Users Notifications Account Hierarchy Application Subscriptions Account Registration

Manage Roles Manage Users

Users (0)

Enable assignment of orders to users with limited access to Ariba Network. ⓘ

Require multi-factor authentication (applies for all users of your organization)

Filter

Users (You can only search on one attribute at a time)

Username ▾ Enter username +

Apply Reset

+ 📄 ☰

Click on *manage users*. Then click the “+” icon.

# Add users to company profile



New User Information

Username:\*  ⓘ

Email Address:\*

First Name:\*

Last Name:\*

Do not allow the user to resend invoices to the buyer's account. ⓘ

This user is the Ariba Discovery Contact ⓘ

Limited access ⓘ

Office Phone: Country:  Area:  Number:

Role Assignment

Name	Description
<input checked="" type="checkbox"/> Access Proposals and contract	Can access proposal and contract section

Customer Assignment

Assign to Customer:  All Customers  Select Customers

By entering this personal data, you acknowledge that you have authority to allow transfer of this personal data to Ariba for processing in the Ariba systems (hosted in various data centers globally) in accordance with the [SAP Ariba Privacy Statement](#), the service agreement between your company and Ariba, and applicable law, and, if applicable, that any personal data from Russian citizens has been stored by your organization in a separate data repository residing within the Russian federation.

Add the user information, assign the role and choose the customer assignment. Finally click on done.

New users will receive two emails with information regarding their Ariba accounts.

- One for their username and
- one with their initial password, that needs to be changed after the first log-in.

# Overview



In the overview you will now see the username with the assigned role.

Customer Relationships   Users   Notifications   Account Hierarchy   Application Subscriptions   Account Registration   API management

Manage Roles   Manage Users

### Users ( 2 )

Enable assignment of orders to users with limited access to Ariba Network. ⓘ

Require multi-factor authentication (applies for all users of your organization)

### Filter

Users (You can only search on one attribute at a time)

Username ▾ Enter username

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned
<input type="checkbox"/>	p.testuser@testcompany.com	p.testuser@testcompany.com	Peter	Testuser	No	Access Proposals and contract	