

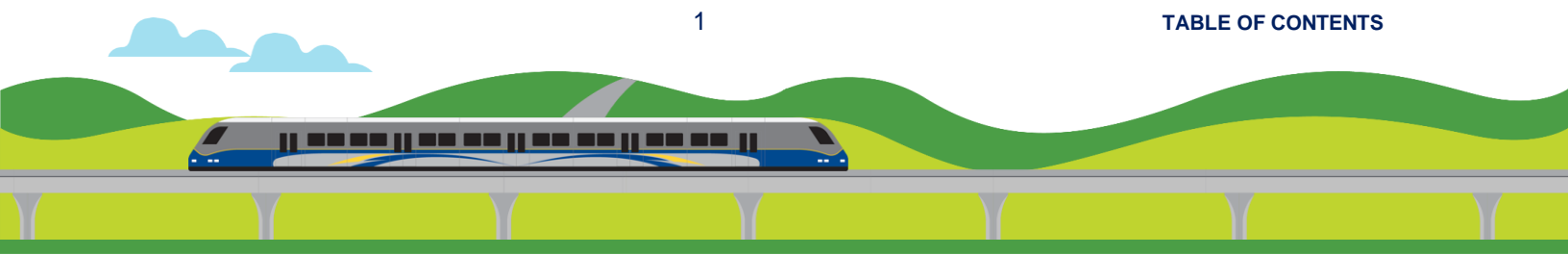


Supplier Guide: SAP Ariba

Strategic Sourcing

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1. Introduction to Ariba

Overview

TransLink’s Supplier Guide to SAP Ariba is intended to give suppliers a brief introduction to SAP Ariba and provide suppliers with the tools to utilize the platform to respond to TransLink sourcing events.

Step-by-Step instructions for the following are included in this guide:

- a. Supplier Registration
- b. Navigating the Ariba Dashboard
- c. Respond to TransLink’s Public Procurement Event
- d. Obtain Supplier Signature for Contract or Amendment
- e. Technical Support
- f. Glossary

What is Ariba?

SAP Ariba is a cloud-based procurement platform that allows for Source-to-Pay activities. Ariba enables suppliers from around the world to create postings and respond to posted solicitations electronically.

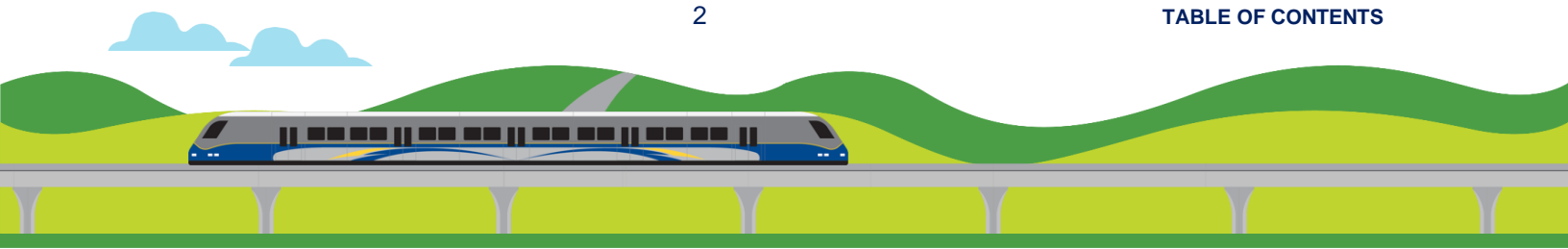
Transition to SAP Ariba & Benefits

As of June 2017, TransLink transitioned to posting procurement opportunities on the SAP Ariba network.

Free registration on the SAP Ariba network is required to view and respond to any open bidding opportunities.

Sap Ariba allows for a number of key benefits, including

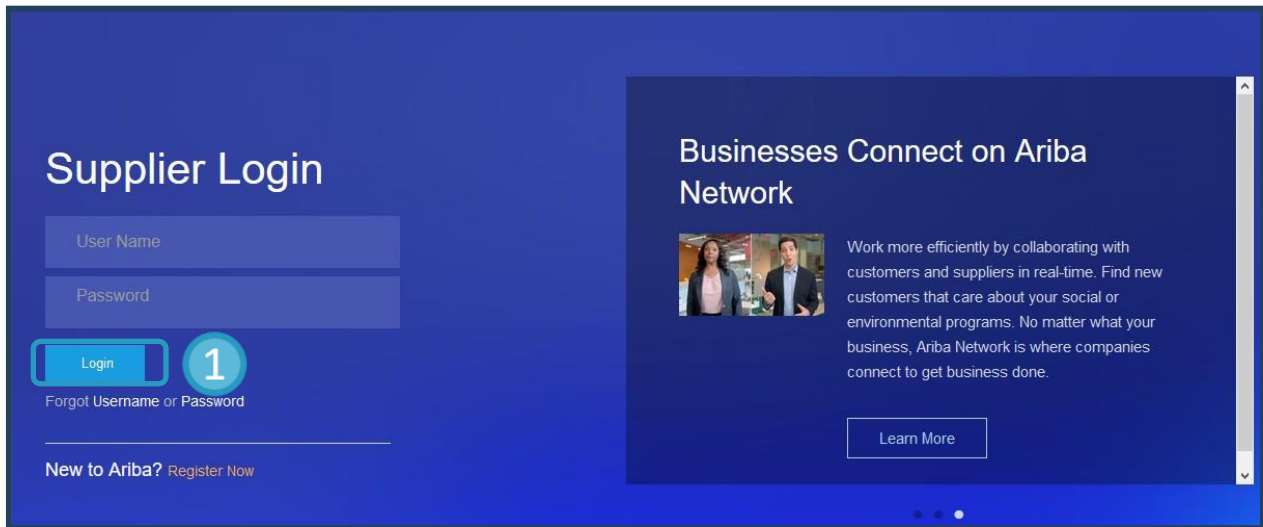
<p>Efficient creation and submission of bidding responses</p>	<p>Reduced bidding-associated expenses, such as printing and courier delivery</p>	<p>Improved evaluation and award lead time</p>	<p>Better visibility into event status and history of past bids going forward</p>



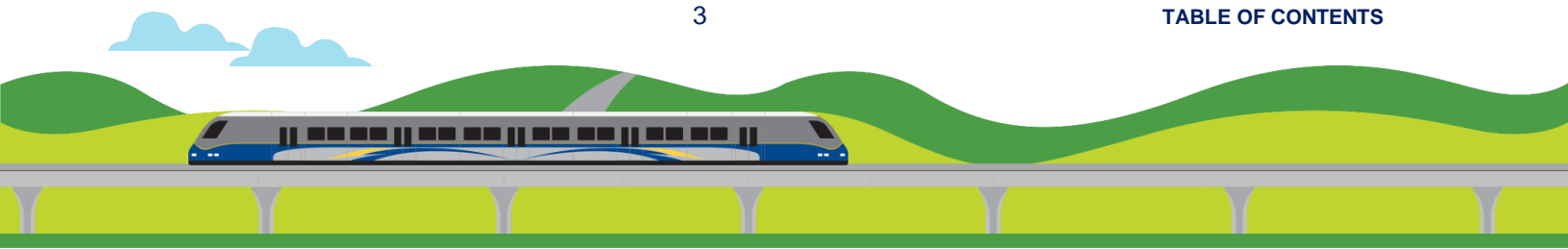
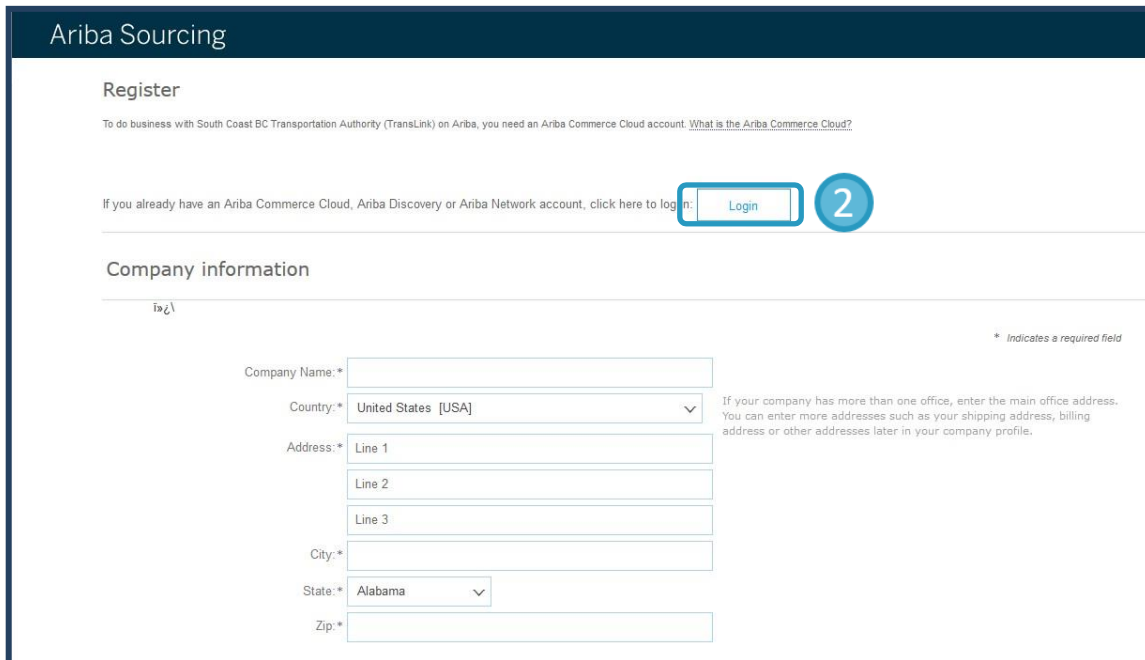
2. Registration

How can an existing Ariba Supplier register with TransLink using their existing account?

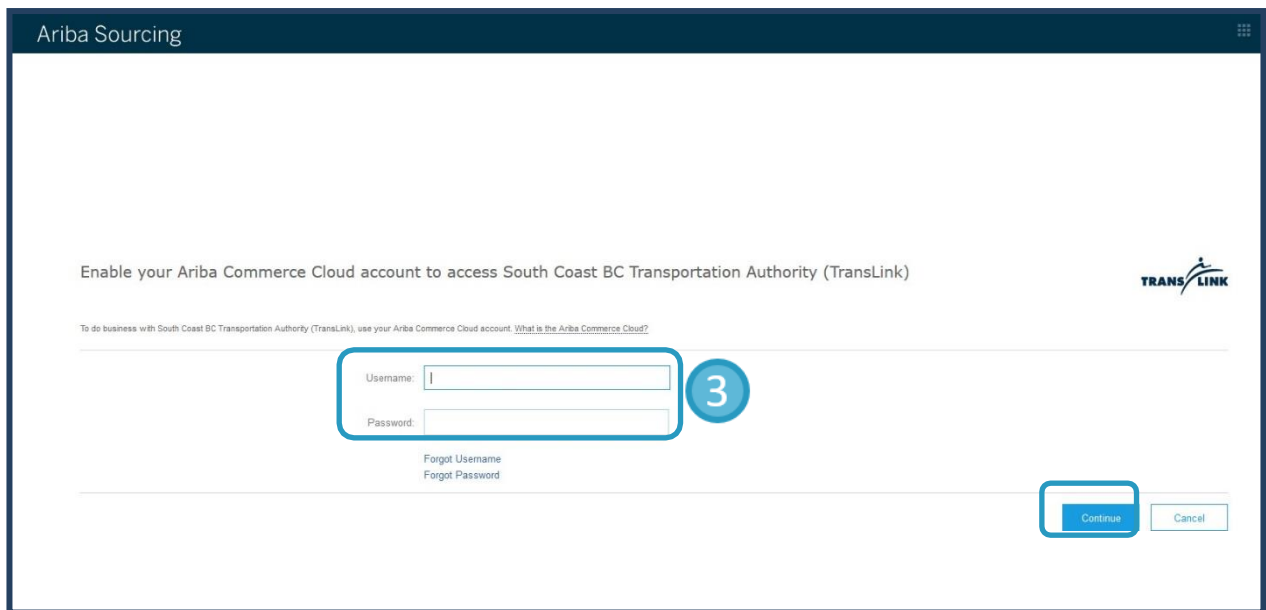
- 1) Go to: <http://TransLink.Supplier.Ariba.com> and click on “Register Now”



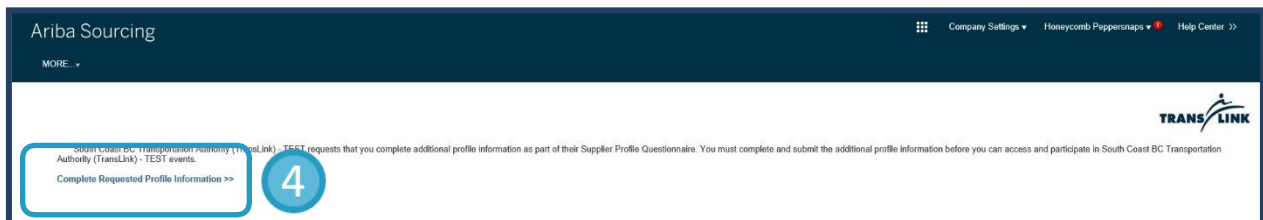
- 2) Click the ‘Login’ button



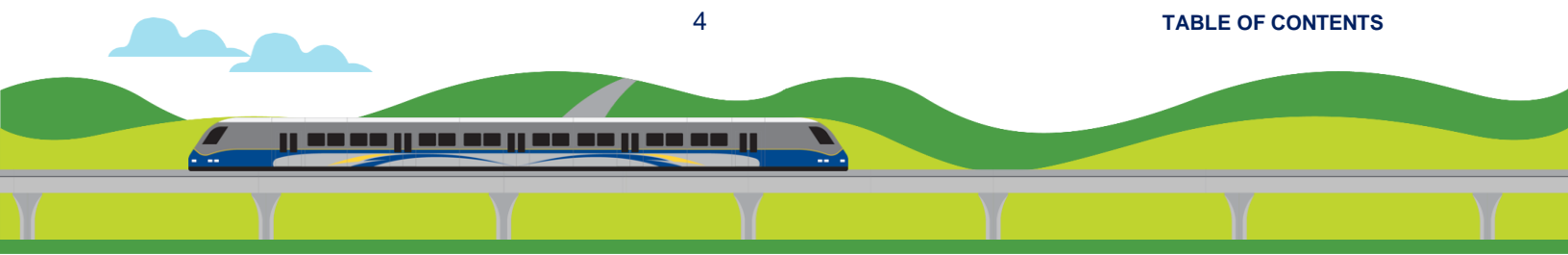
- 3) Login with existing Ariba login.



- 4) Continue the registration process with TransLink by completing the Requested Profile Information.

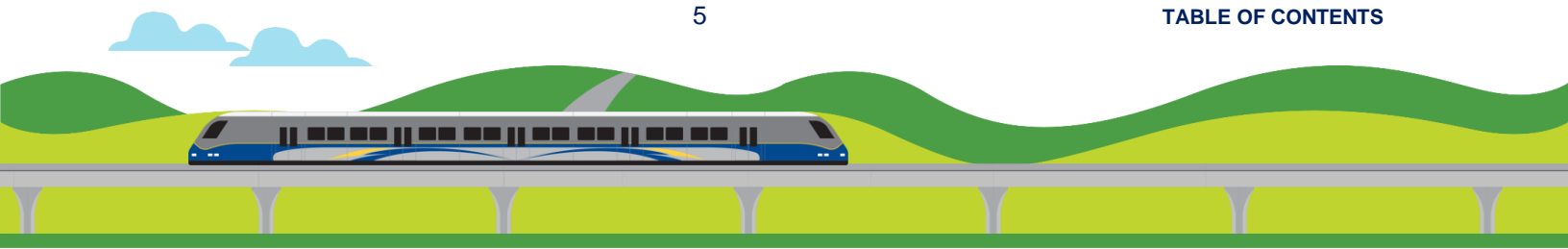
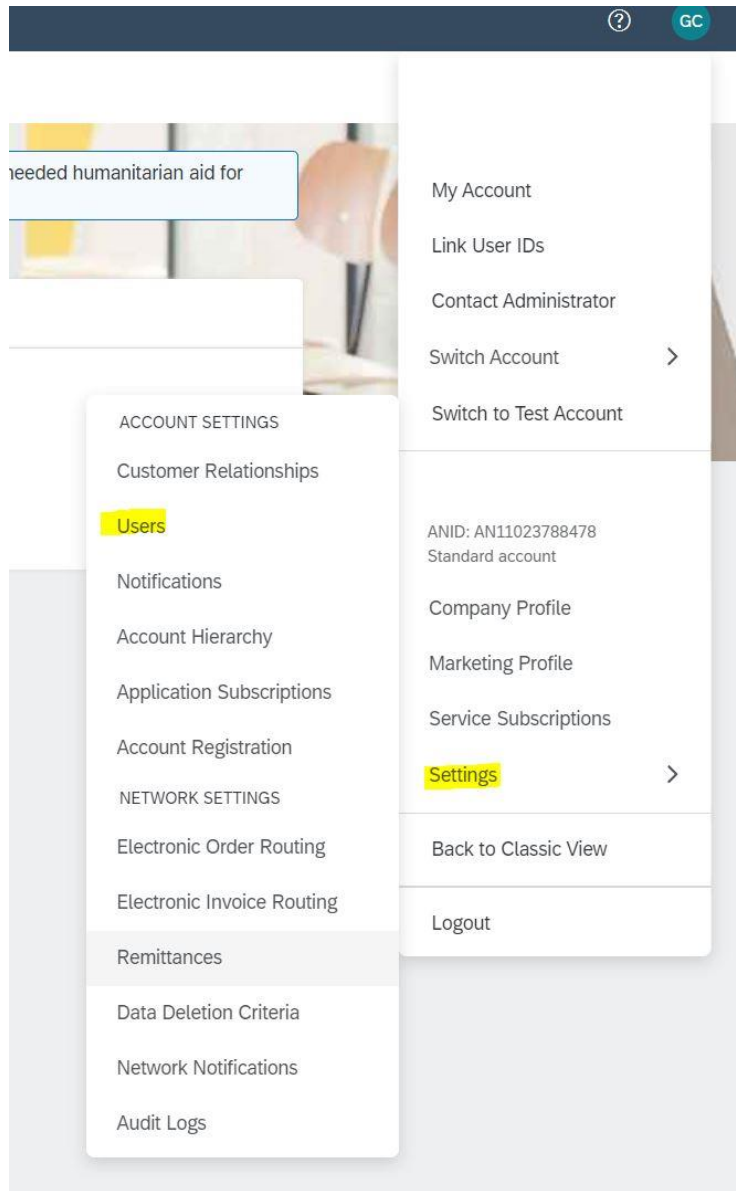


- 5) Wait for approval from TransLink Ariba Admin.

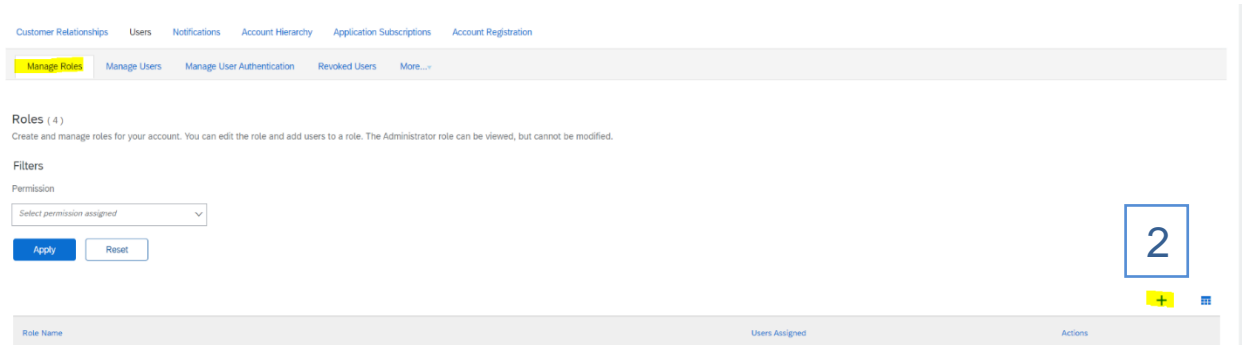


A. How can an existing supplier add additional users to their Ariba supplier account for participation in TransLink events?

- 1) In the company's supplier site click the circle with initials in the top right then navigate to Settings - Users.



- 2) Click on the first tab “Manage Roles” then click the plus sign on the lower right above the list of users to add a new role.



- 3) Enter a role name and assign the three permissions pictured below to allow users to access events and respond to tasks. Additional permissions can be assigned as needed.

New Role Information

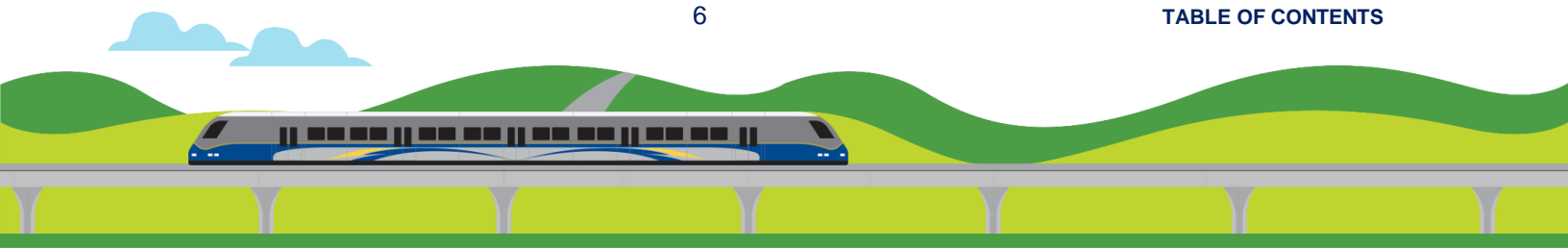
Name: *

Description:

Permissions

Each role must have at least one permission.
Upgrade your Ariba Network, standard account to an enterprise account to enable all permissions.

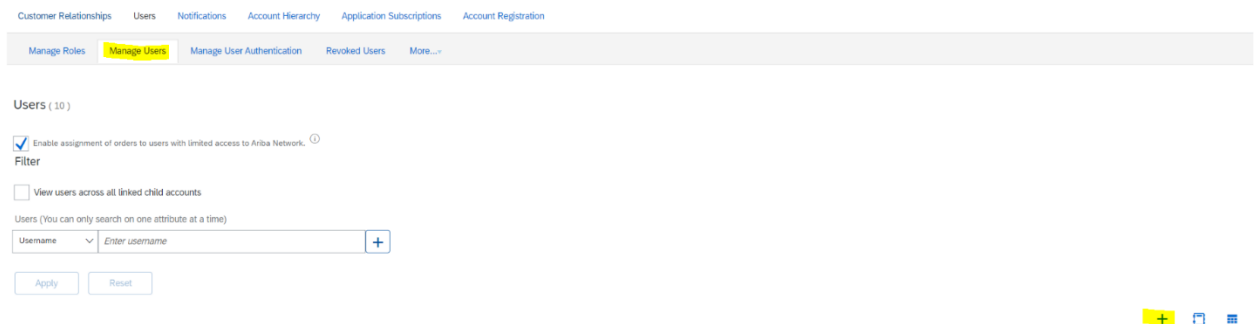
Permission	Description
<input type="checkbox"/> cXML Configuration	Configure account for cXML transactions
<input type="checkbox"/> Company Information	Review and update company profile information
<input type="checkbox"/> Transaction Configuration	Configure account for electronic transactions
<input type="checkbox"/> ID Registration Access	Register unique identifiers, like email domains
<input checked="" type="checkbox"/> Create and manage postings on Ariba Discovery	Create postings on Ariba Discovery
<input checked="" type="checkbox"/> Respond to postings on Ariba Discovery	Respond to postings on Ariba Discovery
<input type="checkbox"/> Premium Membership and Services Management	Manage your premium service subscriptions
<input checked="" type="checkbox"/> Access Proposals and Contracts	View your organization's Ariba Sourcing events and Ariba Contract Management contracts, participate in events or contract tasks
<input type="checkbox"/> Trading Invitation Account Merge	Allows the assigned user to merge a trading related invitation into this Ariba Network Account



- 4) Click Save to make the role available in the roles tab and available for users to be added into.
- 5) To add existing users into a role, click on the role name in the roles tab and then check the boxes next to the username at the bottom of the page.

B. Adding additional new users

- 1) In the Users screen navigate to the second tab “Manage Users” and click the + sign in the lower right.



- 2) Enter the user information as required. (Note the username must be in the form of an email address but does not have to be a valid email. If an error message appears “*Username already exists. Please enter a different username*” modify the username to a unique name).

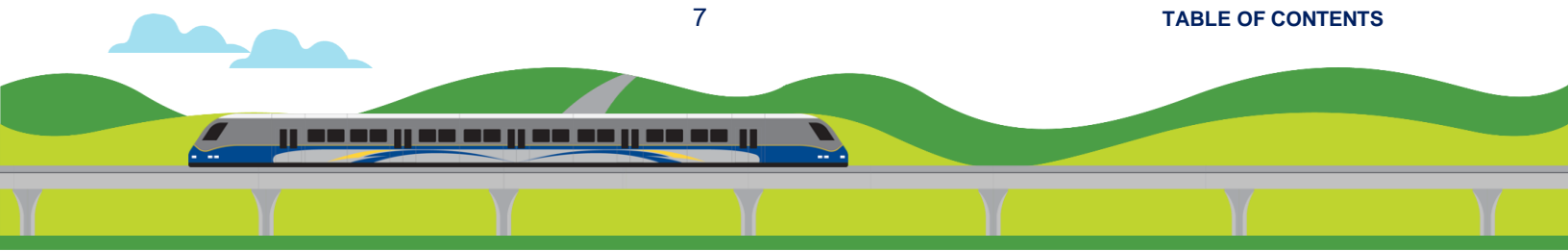
Question

What should I do if I receive the error message *User already exists. Please enter a different username.*? Can I still register if I see a message stating that my username is currently in use?

Answer

You are receiving this message because the username you are entering is already associated with an Ariba Network, Ariba Discovery, or Ariba Sourcing supplier account. You will still be able to register a new user account, but the new username will need to be unique to satisfy Ariba system requirements.

SAP Ariba requires that all usernames be formatted like an email address, but they do not have to be a valid email address. For example, if your username of example@ariba.com was not accepted, you can try using example1@ariba.com.



Create User

Create a new user account and assign a role and if needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user account.

New User Information

2

Username: *

Email Address: *

First Name: *

Last Name: *

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

3

 This user is the Ariba Discovery Contact ⓘ

Limited access ⓘ

Country

Area

Number

Office Phone:

USA 1

▼

Role Assignment

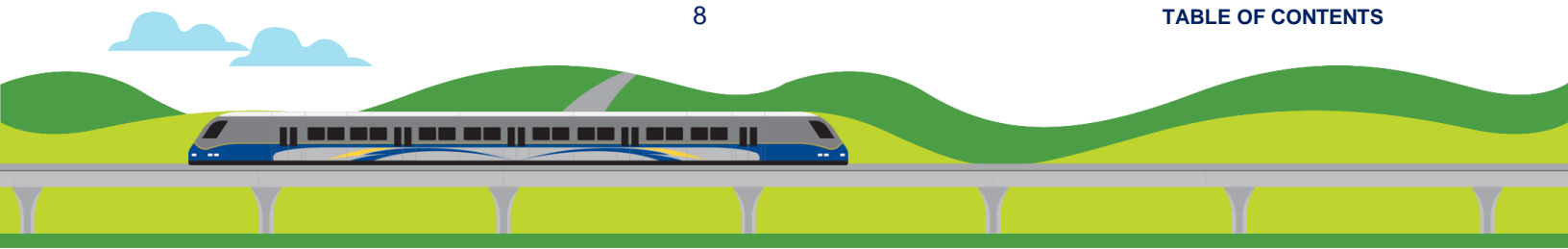
4

	Name	Description
<input type="checkbox"/>	Test	
<input type="checkbox"/>	Proposals and Contracts Access	Access Proposals and Contracts

Customer Assignment

Assign to Customer: All Customers Select Customers

- 3) Check the Discovery Contact box.
- 4) Assign a user to a role that has the permissions listed in section A and then click done.



3. Site Navigation

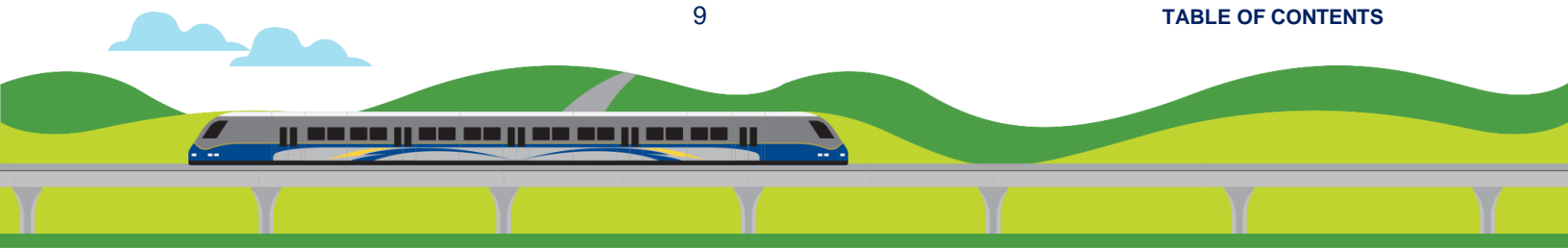
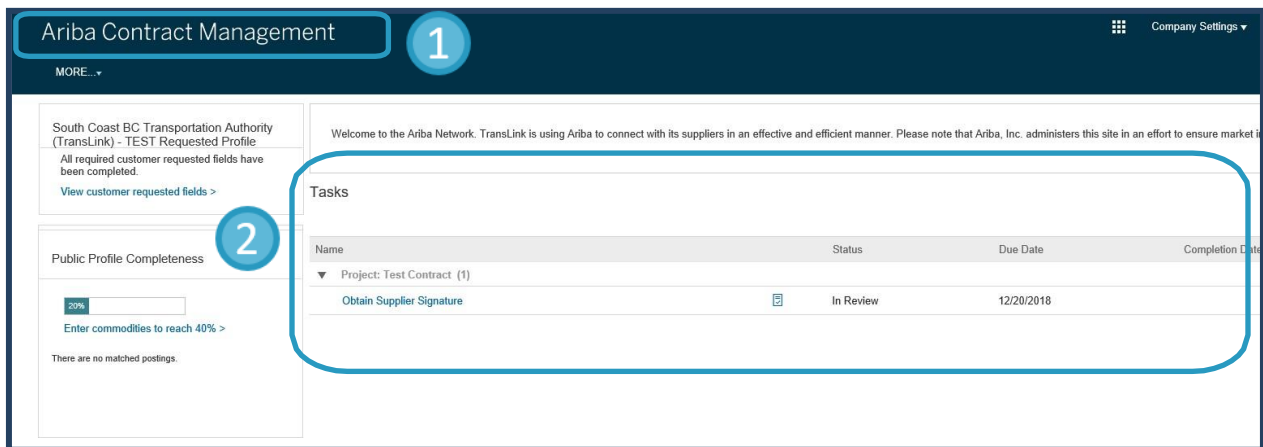
Navigating the Ariba Dashboard

Description: This job aid will guide a supplier how to navigate the dashboard.

A. Switching from one module to another to view your outstanding tasks

Login to <http://translink.supplier.ariba.com>

- a. The top-left corner indicates which module you are looking at.
- b. All pending tasks under that module will be shown. For example, a task for signing the contract is shown in the Ariba Contract Management module.



c. Press this icon to toggle between different module

South Coast BC Transportation Authority (TransLink) - TEST Requested Profile
All required customer requested fields have been completed.
[View customer requested fields >](#)

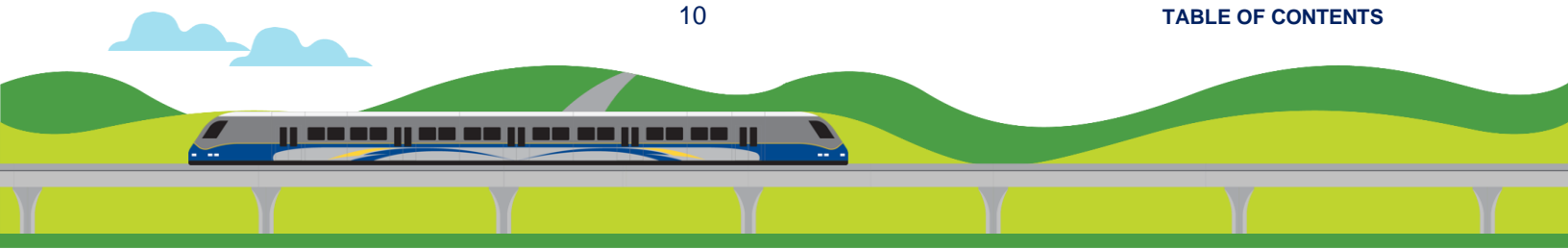
Public Profile Completeness
20%
[Enter commodities to reach 40% >](#)

Welcome to the Ariba Network. TransLink is using Ariba to connect with its suppliers in an effective and efficient manner. Please note that Ariba, Inc. administers this site.

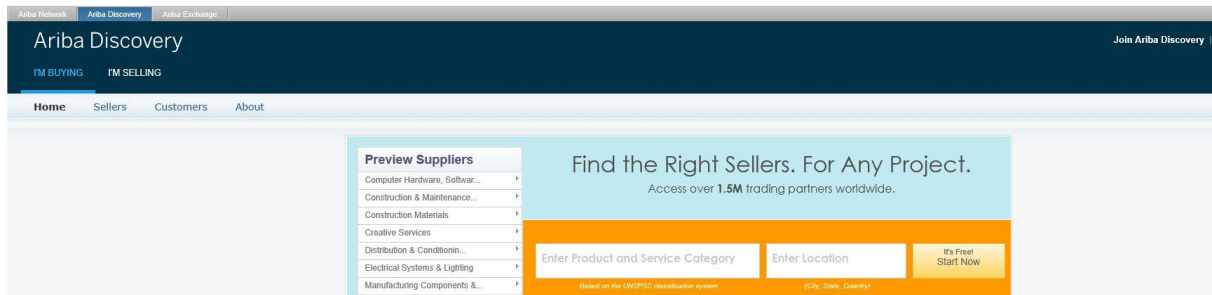
Tasks

Name	Status	Due Date	Completion Date
Project: Test Contract (1)			
Obtain Supplier Signature	In Review	12/20/2018	

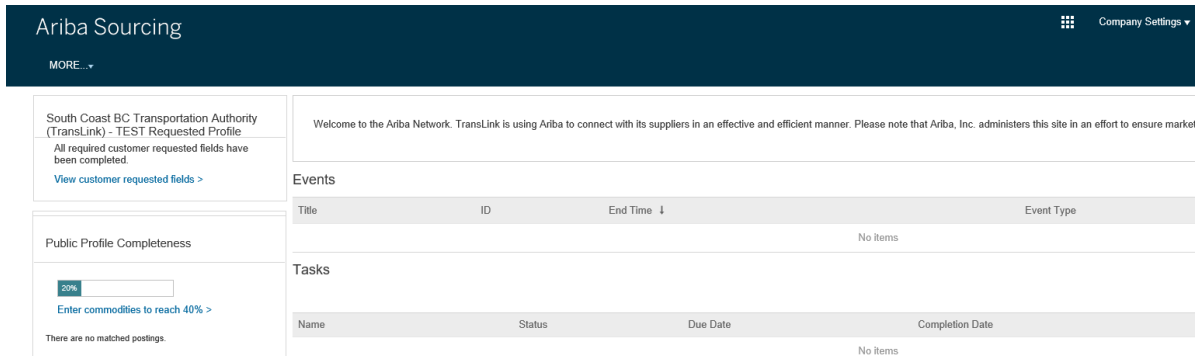
Company Settings
Go To My
LEADS
PROPOSALS
ORDERS & INVOICES



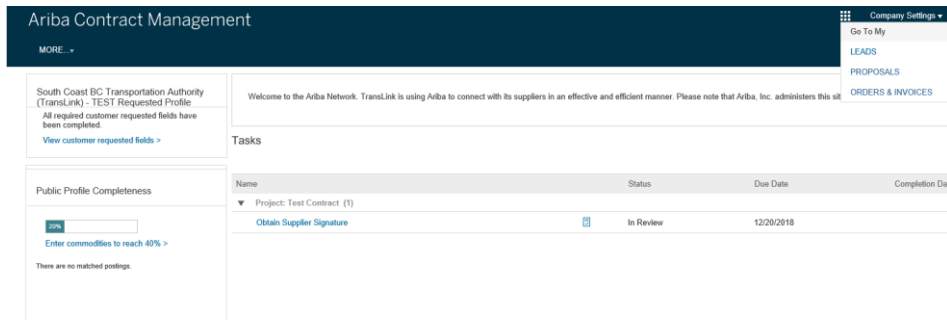
LEADS = Ariba Discovery



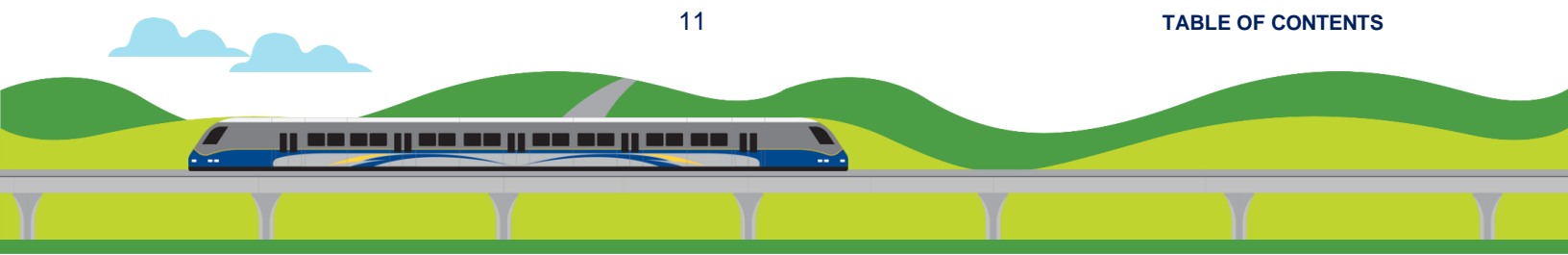
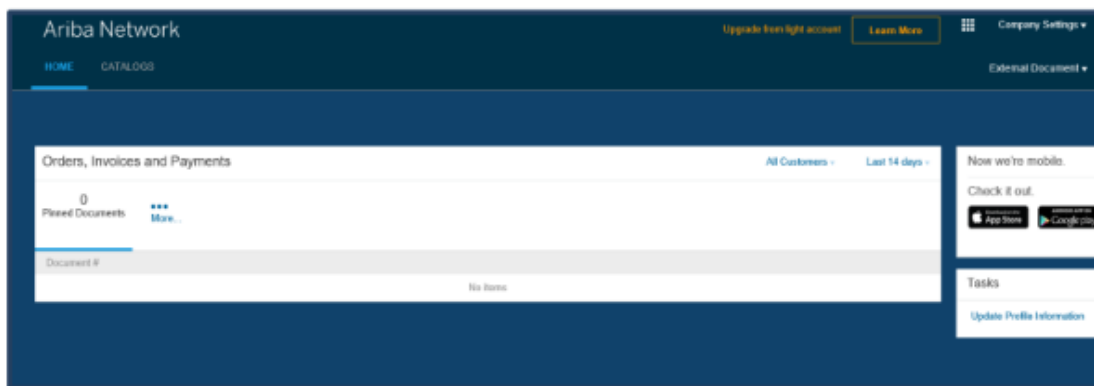
PROPOSALS = Ariba Sourcing



CONTRACTS = Ariba Contract Management

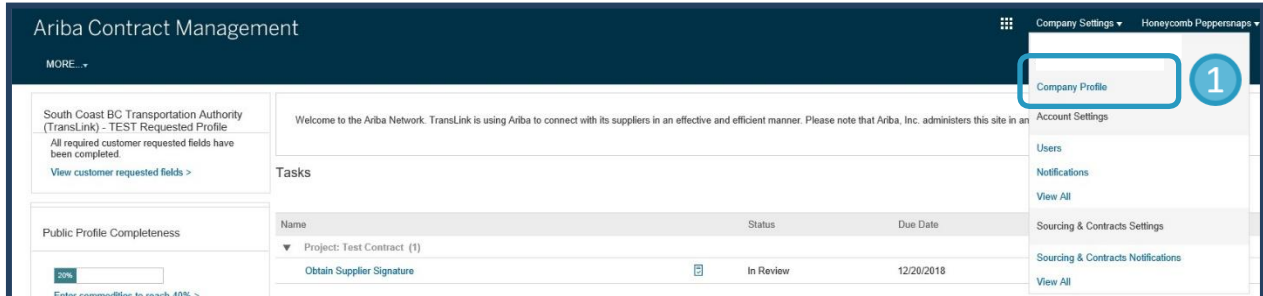


ORDERS & INVOICES = Ariba Network

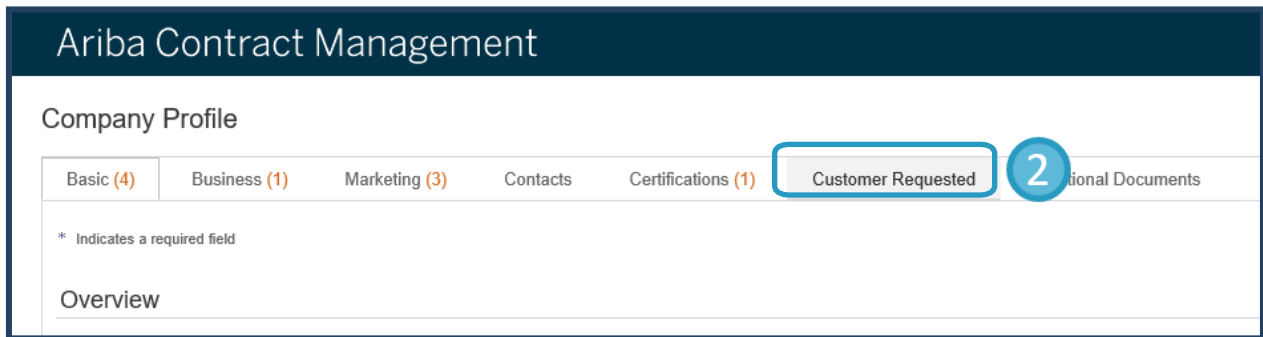


B. Complete your company's TransLink requested profile

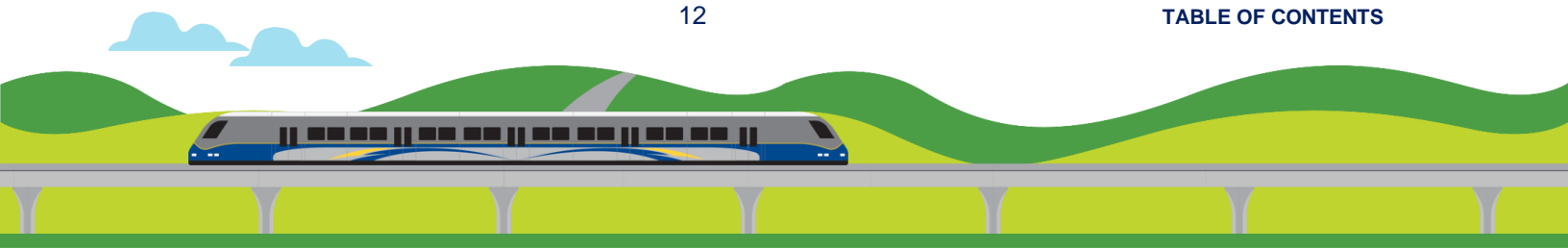
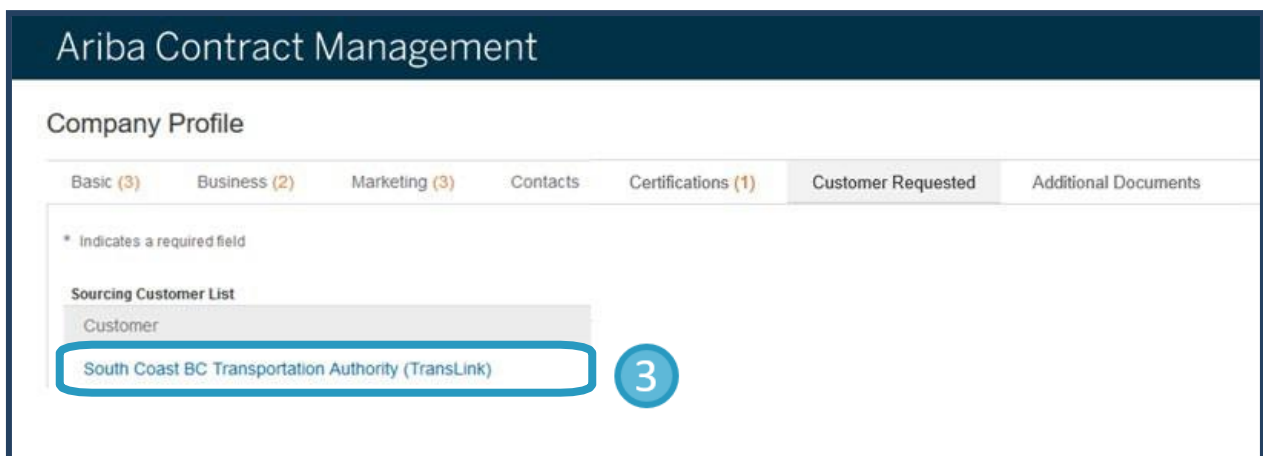
- 1) Click "Company Settings" and then click "Company Profile"



- 2) At the Company Profile page, click the "Customer Requested" tab.



- 3) A link for "South Coast BC Transportation Authority (TransLink)" will be shown. Click on this link.



- The Requested Profile page will pop up. Please complete all the required information.

South Coast BC Transportation Authority (TransLink) Requested Profile

* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer.

Status: Submitted by aribasystem at 06/28/2017 04:32 PM

Changes you make below may be subject to approval before they are accepted.

Question

▼ 4 TransLink Supplier Profile

▼ 4.1 Contact Information

4.1.1 Name of the Company Representative: *

4.1.2 Title of the Company Representative: *

4.1.3 Telephone: *

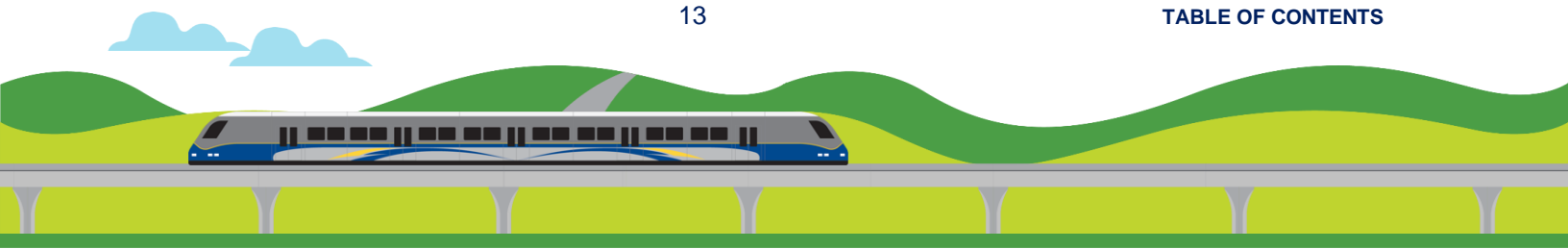
4.1.4 eMail: *

▼ 4.2 Form of Business Organization

4.2.1 Form of Business Organization * ▼

4.2.6 Provide most recently filed Annual Report Border Specification.jpg ▼ [Update file](#) [Delete file](#)

Feedback

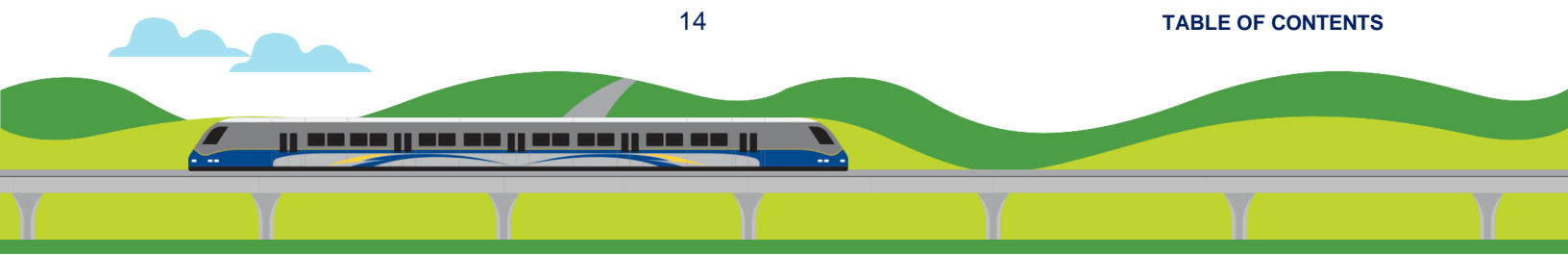
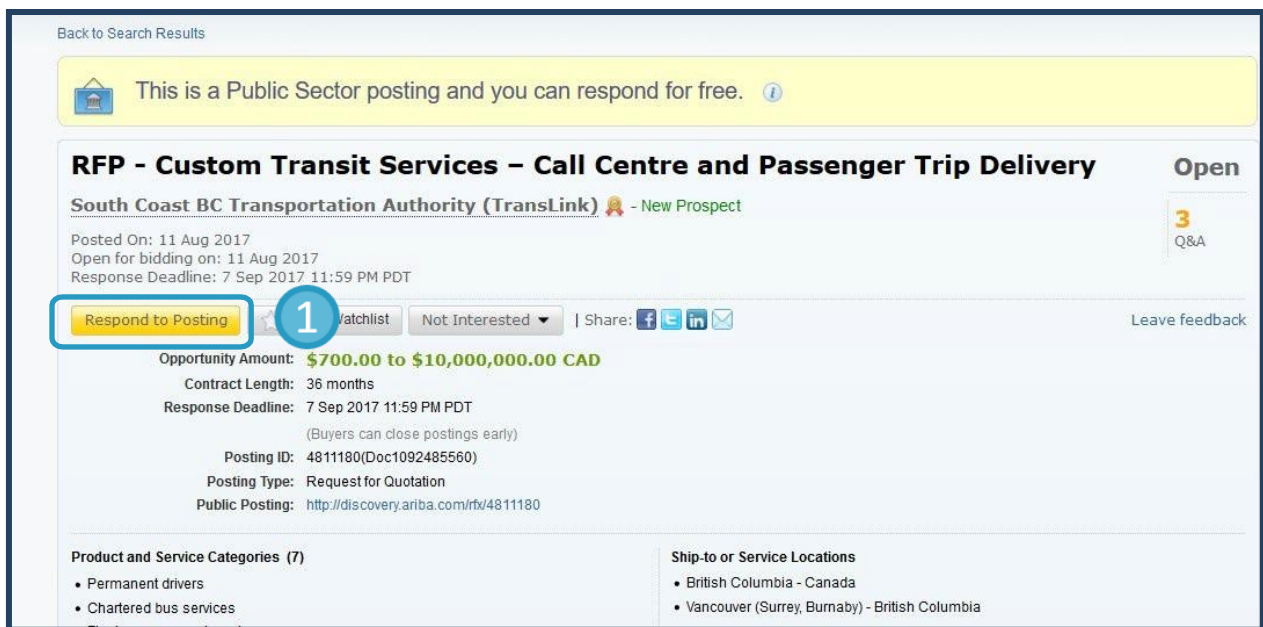


4. Respond to TransLink’s Public Procurement Event

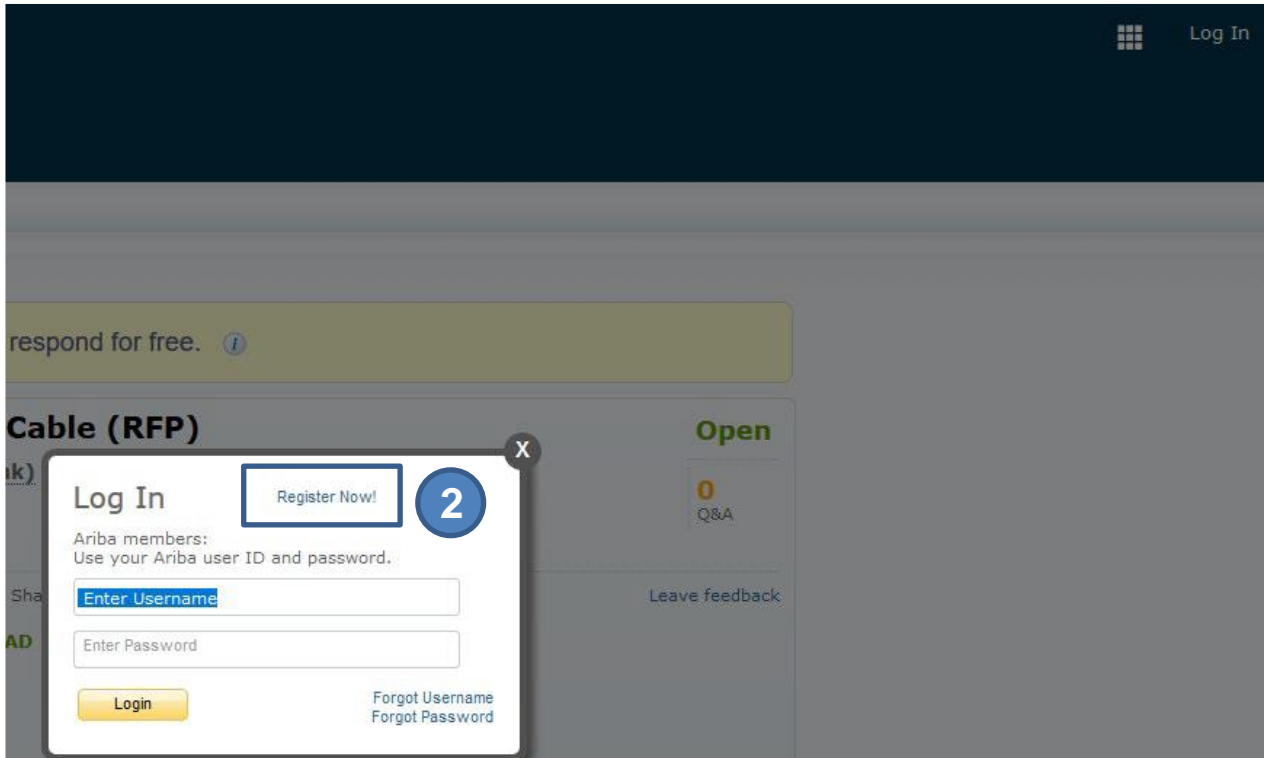
TransLink’s public procurement events consists of various types of procurement opportunities such as Tender, Request for Information (RFI), and Request for Proposal (RFP). These opportunities are all posted on the Ariba Discovery Network as Sourcing Events. Links to these event postings can also be found on translink.ca and the **BC Bid website**.

- If you are a new supplier to Ariba, start with Step #1.
- If you are a registered user on Ariba, go direct to Step #7.
- Alternatively, you can register first before browsing for opportunities.(Instructions are on Page 18.)

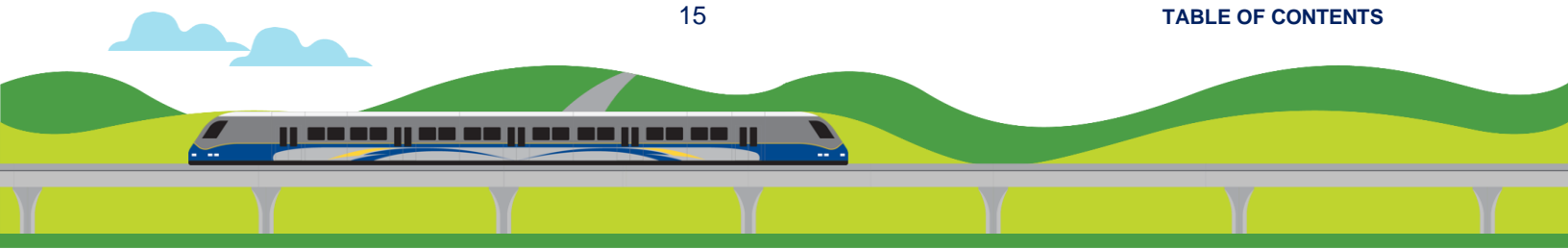
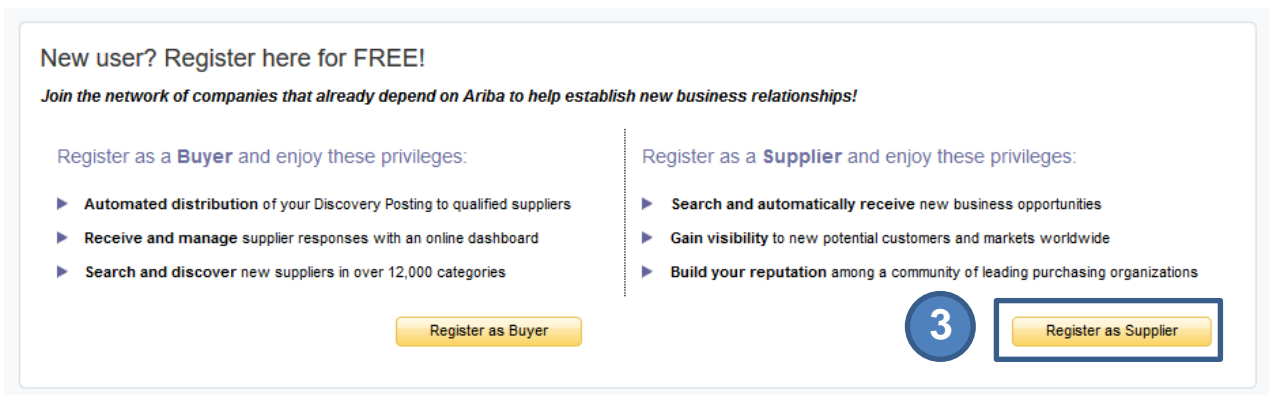
1) On the Ariba event posting page for the event that you are interested to respond, click “Respond to Posting”.



2) A Log In box will pop up. Click “Register Now”.



3) You will be given two choices. Pick “Register as Supplier”.



4) Fill in all the mandatory fields and then click “Register”.

Register

4

Register

Company information

* Indicates a required field

Company Name:

Country: United States [USA] 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.

Address: Line 1
 Line 2
 Line 3

City:

State: Alabama

Zip:

User account information

* Indicates a required field

Name: First Name Last Name [SAP Ariba Privacy Statement](#)

Email:

Ariba Network light account is Free

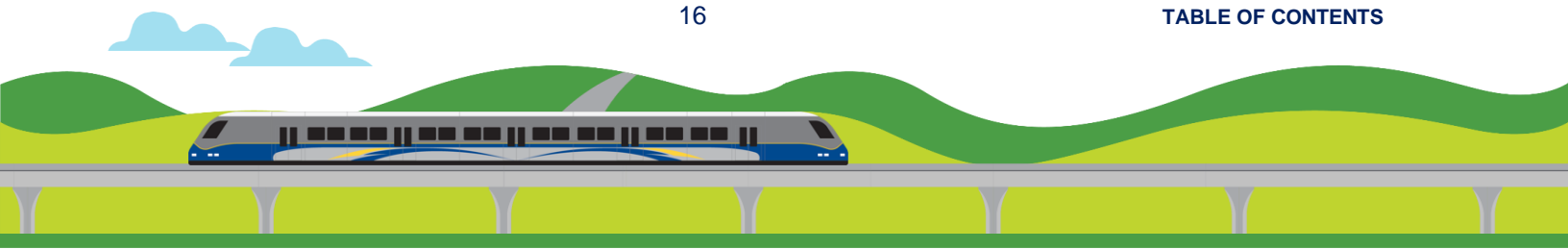
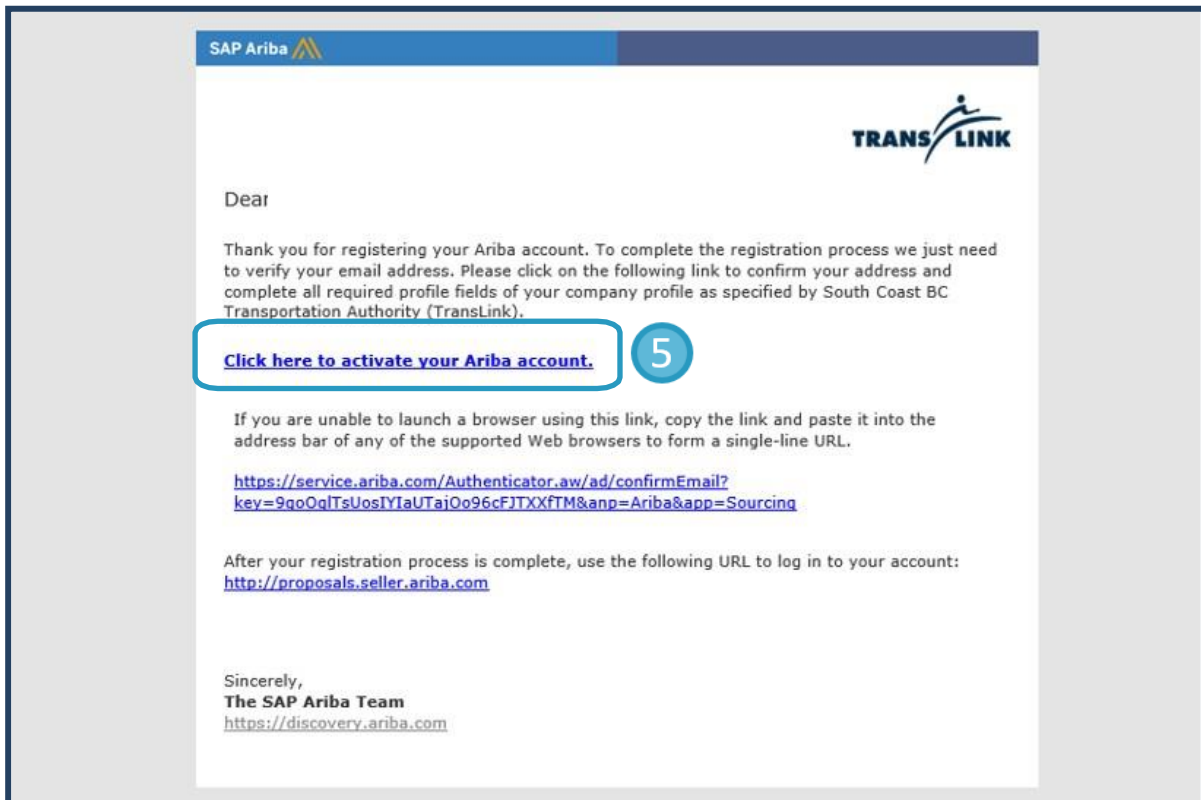
Already have an account? [Login](#)

- Strengthen relationships**
Collaborate with your customers on the same secure network.
- Connect faster**
Exchange documents electronically and streamline communication.
- Reach more customers**
Sign up with Ariba Discover to increase sales leads.

[Learn more](#)

After registration download the SAP Supplier app from the Apple App Store or Google Play to your mobile device.

5) You will receive the following email. Click the link to activate your Ariba account.



- 6) After activation, you can choose to “Complete my Company Profile later” or click “Go to my Company Profile” to complete the profile information.

Complete Your Company Profile Now

35%

- Add company contacts to ensure your trading partners can contact you.
- Add marketing and financial details to help new trading partners find you.
- View additional company profile recommendations in the completeness meter.

Why is your company profile important?

Completing your company profile enables buying organizations to locate your company when searching for suppliers by commodity, industry, sales territory, or other criteria.

Buyers use your company profile to evaluate your capabilities.

Ariba uses information in your company profile to automatically match your capabilities with new opportunities.

6
Complete my Company Profile later

Go to my Company Profile

- 7) Go back to the event that you are interested to respond and click “Respond to Posting”.

Back to Search Results

This is a Public Sector posting and you can respond for free. ?

RFP - Custom Transit Services – Call Centre and Passenger Trip Delivery

South Coast BC Transportation Authority (TransLink) - New Prospect

Posted On: 11 Aug 2017
Open for bidding on: 11 Aug 2017
Response Deadline: 7 Sep 2017 11:59 PM PDT

Open

3
Q&A

7
Respond to Posting

☆ Add to Watchlist ⌵ Not Interested | Share: [f](#) [t](#) [in](#) [✉](#)

[Leave feedback](#)

Opportunity Amount: **\$700.00 to \$10,000,000.00 CAD**

Contract Length: 36 months

Response Deadline: 7 Sep 2017 11:59 PM PDT
(Buyers can close postings early)

Posting ID: 4811180(Doc1092485560)

Posting Type: Request for Quotation

Public Posting: <http://discovery.ariba.com/rfx/4811180>

Product and Service Categories (7)

- Permanent drivers
- Chartered bus services
- Fleet management services
- Bus Transport Booking Services
- Temporary drivers

[View More](#)

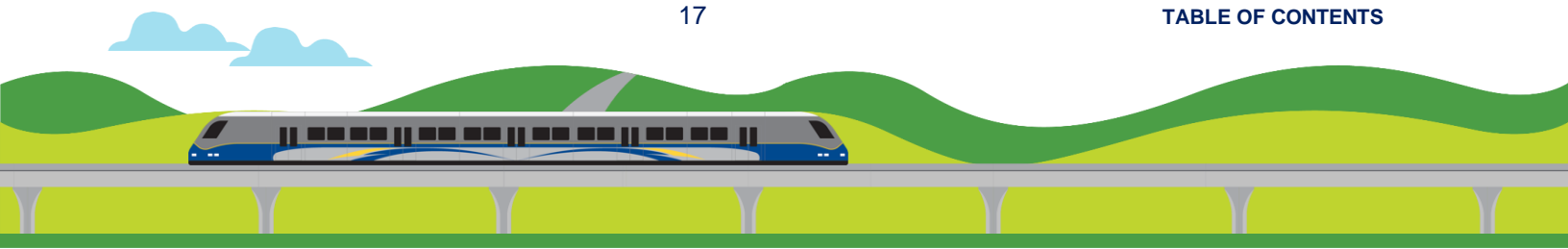
Ship-to or Service Locations

- British Columbia - Canada
- Vancouver (Surrey, Burnaby) - British Columbia

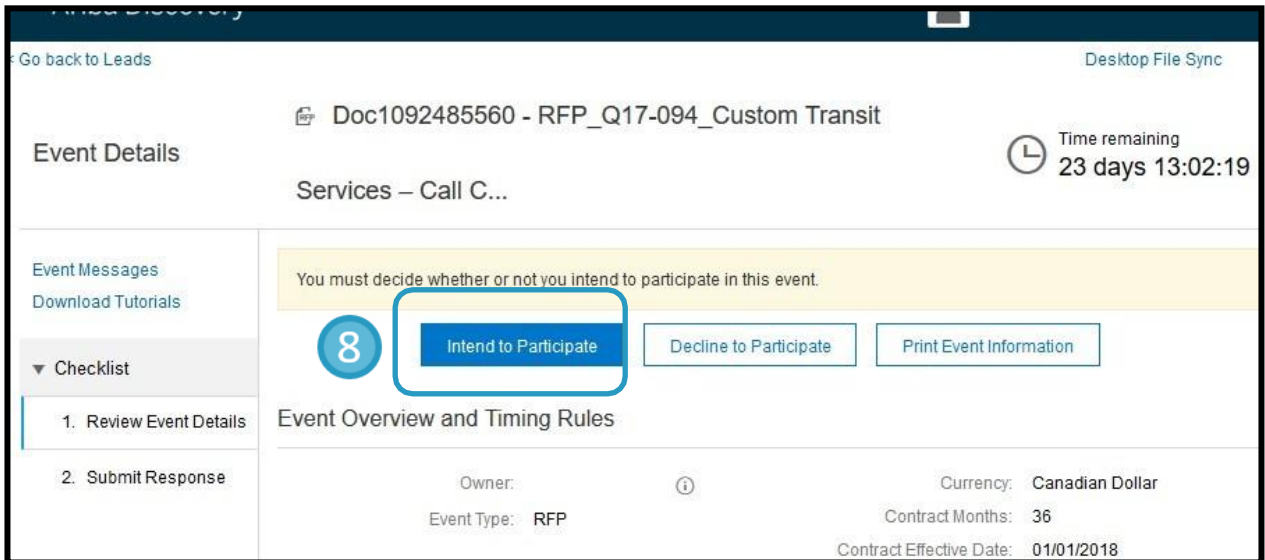
Posting Summary

South Coast British Columbia Transportation Authority (SCBCTA) also known as TransLink is responsible for planning, financing and operating the public transportation system throughout Metro Vancouver pursuant to the South Coast British Columbia Transportation Authority Act.

TransLink, together with our partners, stakeholders and operating companies, collectively forms the TransLink Enterprise (collectively the "TLE").

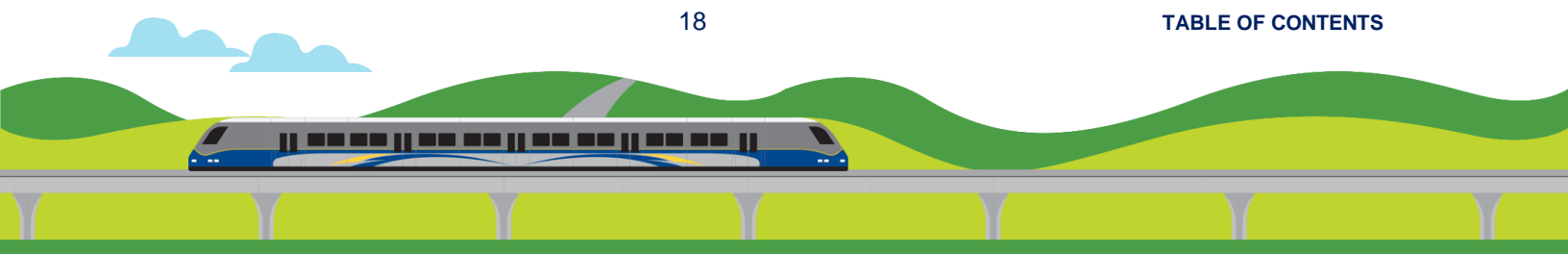
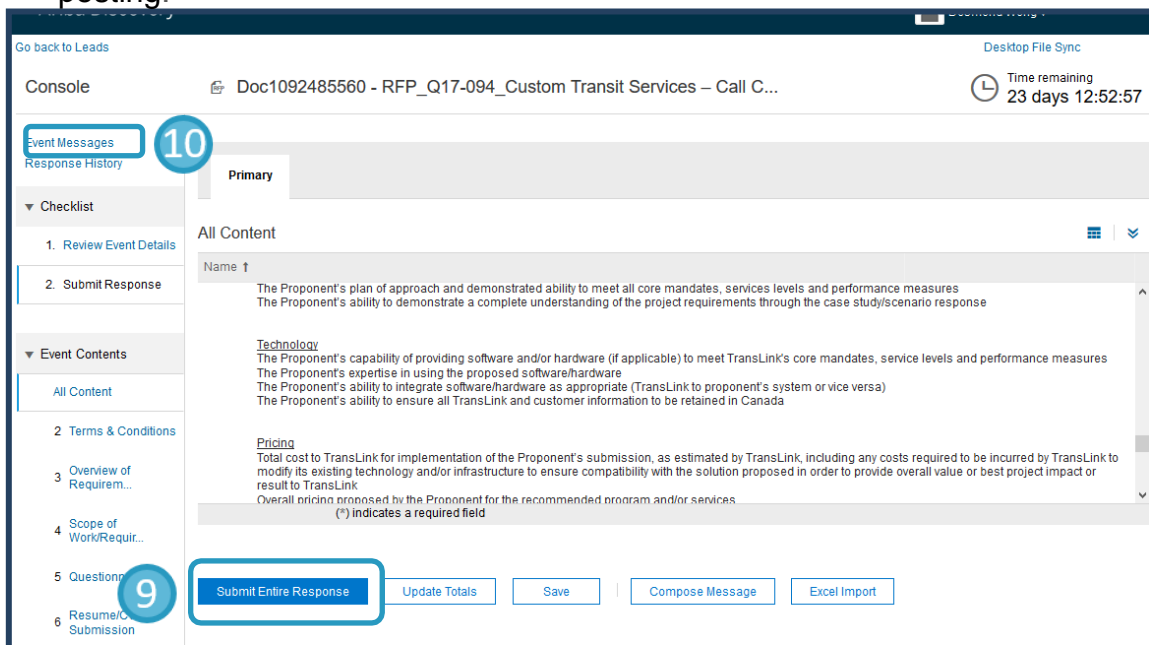


8) Click “Intend to Participate”.

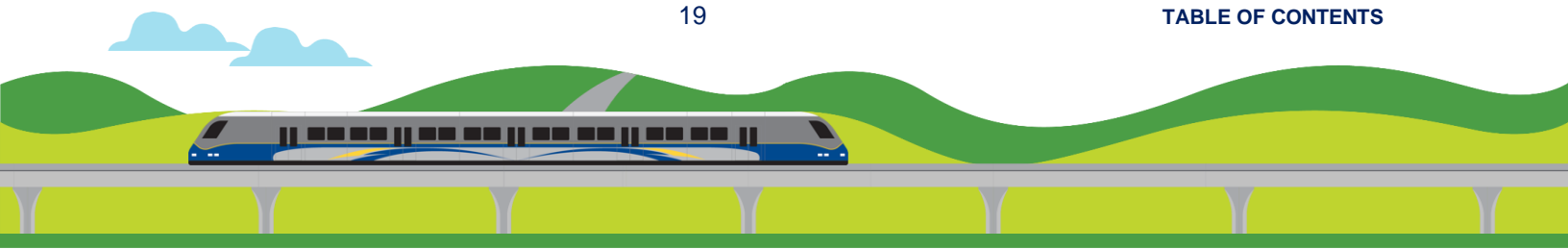
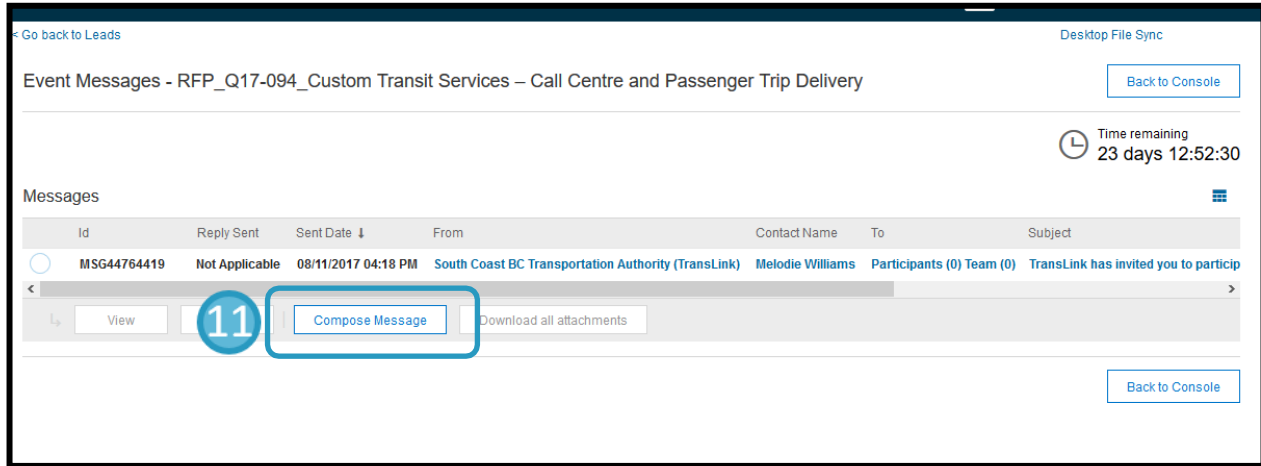


9) Review and submit any pre-requisites and then submit response content and submit response.

10) Suppliers are asked to use the “Event Messages” functionality in Ariba instead of email to communicate with TransLink regarding the event and posting.



- 11) Within Event Message, click “Compose Message” to create your communication. Your inquiry will be answered through this Event Message board by TransLink Strategic Sourcing representative. Participants of Sourcing Events should take note of the Doc number, shown in the Event Details and Ariba Discovery posting, for reference.



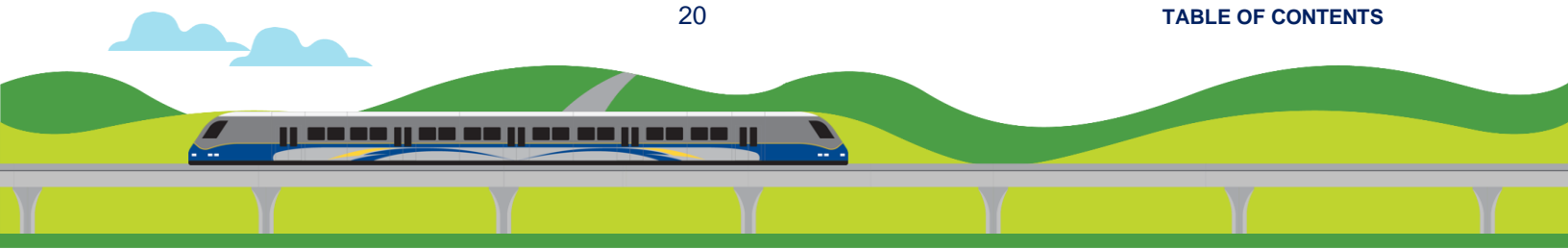
How to register first before browsing for opportunities

If your company is **new to Ariba**, follow these steps:

- 1) go online to translink.supplier.ariba.com;
- 2) click “Register Now”;
- 3) fill in the company information and click “Register”;
- 4) answer to all TransLink Suppliers’ Profile questions;
- 5) submit and wait for Approval from TransLink; and
- 6) once approved, you can browse translink.ca and **BC Bid website** for opportunities.

If your company is **already a registered Ariba user**, follow these steps:

- 1) go online to translink.supplier.ariba.com;
- 2) click “Register Now”;
- 3) click the “Login” button on the first section of the page;
- 4) log in with your existing Ariba username and password;
- 5) you will be directed to answer the TransLink Suppliers’ Profile questions;
- 6) submit and wait for Approval from TransLink; and
- 7) once approved, you can browse translink.ca and **BC Bid website** for opportunities.



5. Obtain Supplier Signature for Contract or Amendment

Description: This job aid will guide a supplier how to complete the task of “Obtain Supplier Signature”. In this task, TransLink requires Supplier to sign the contract or amendment before we can execute the documents at our end.

- 1) This is an example of email that Supplier will receive when they have been assigned with a task to provide signature.
- 2) Even though the contract or amendment may be attached to the email, in order to send the signed copy back to Translink through the Ariba system, you must log in to the system by clicking the link “Click Here”. All registered Supplier must submit their document through Ariba instead of email.

CW2220158 - Design and Building the Great Wall: Obtain Supplier Signature

Email Review <s4approval-prod+translink-T@ansmtp.ariba.com>
 To:
 CW2220158 - Design and Building the Great Wall: Obtain Supplier Signature

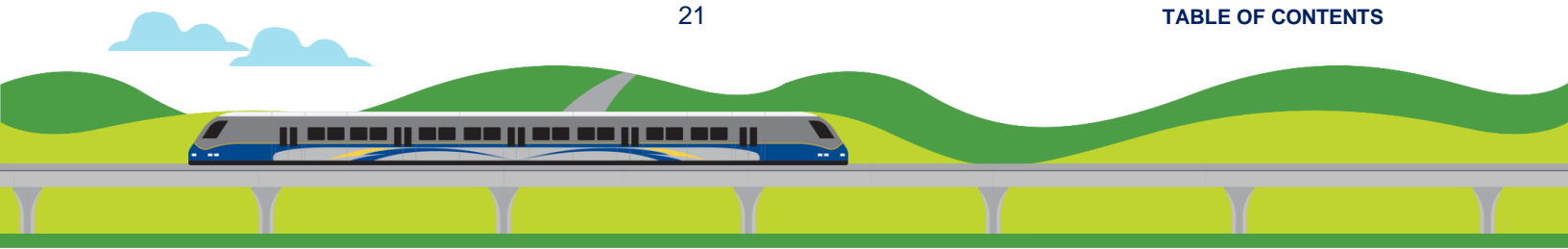
Task title: Obtain Supplier Signature 1

Task description: Supplier to review and sign the contract.

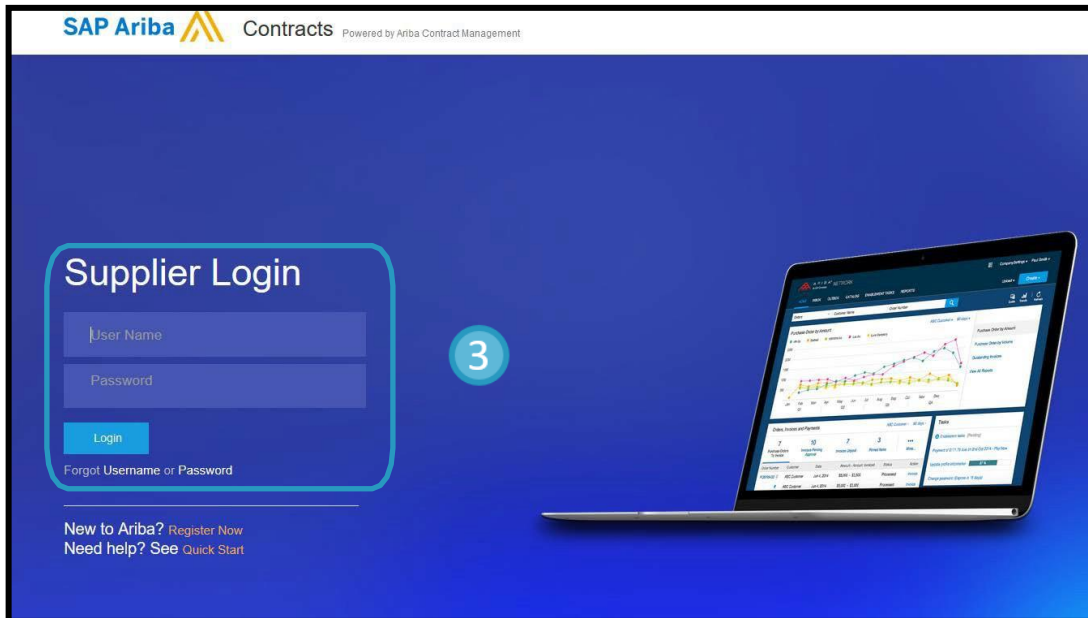
This email is being sent to you because you are a reviewer of a document that has been submitted for review.

This email originated from the Ariba system used by South Coast BC Transportation Authority (TransLink) - TEST and was originally sent to:

System Reference Click Here to access the system. 2

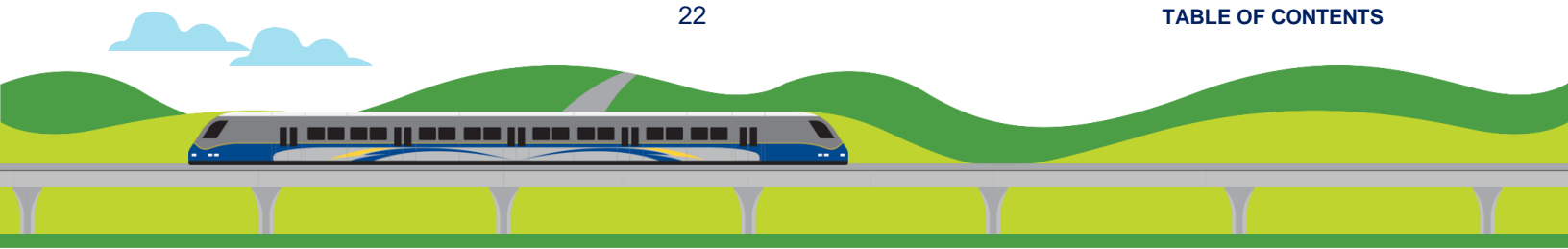
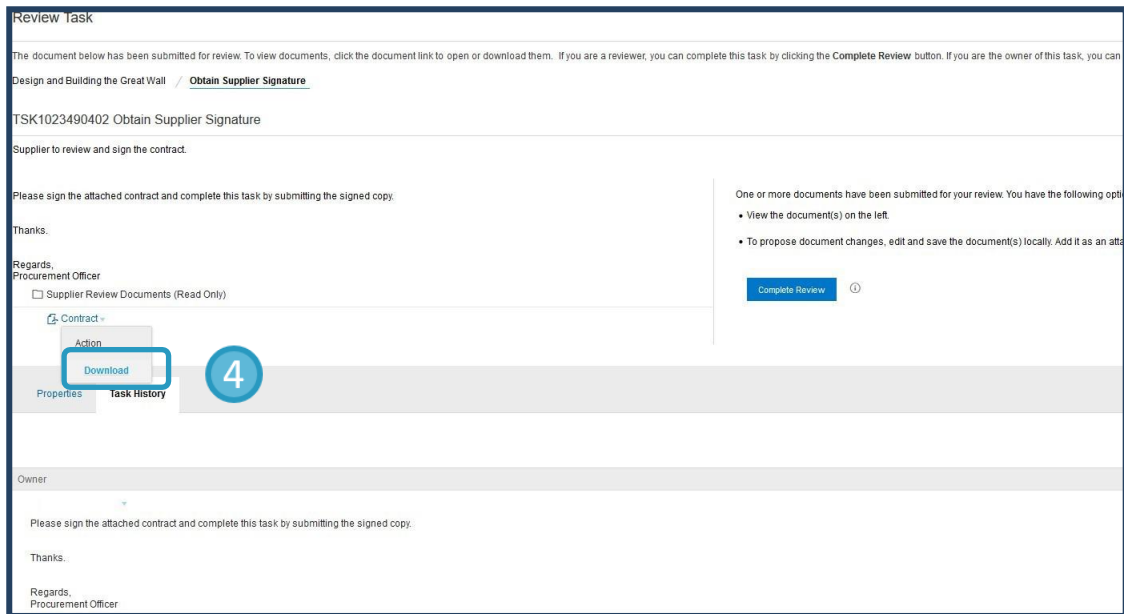


3) Type in your Username and Password to login.

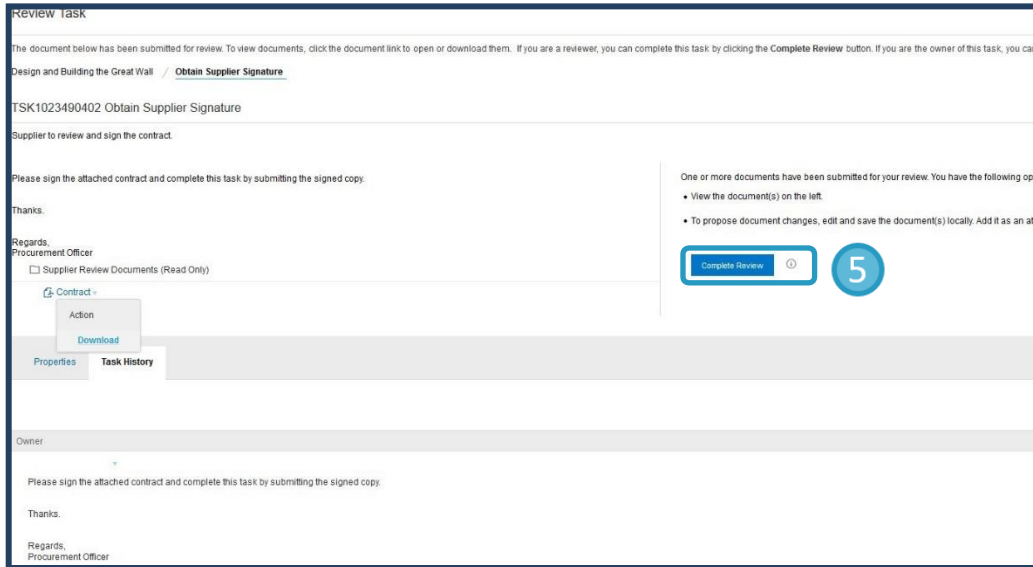


4) Click on the Document on the left and choose “Download”.

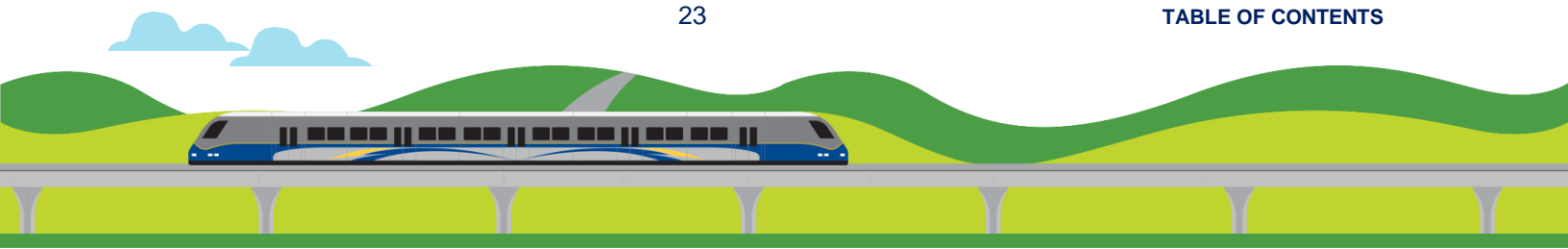
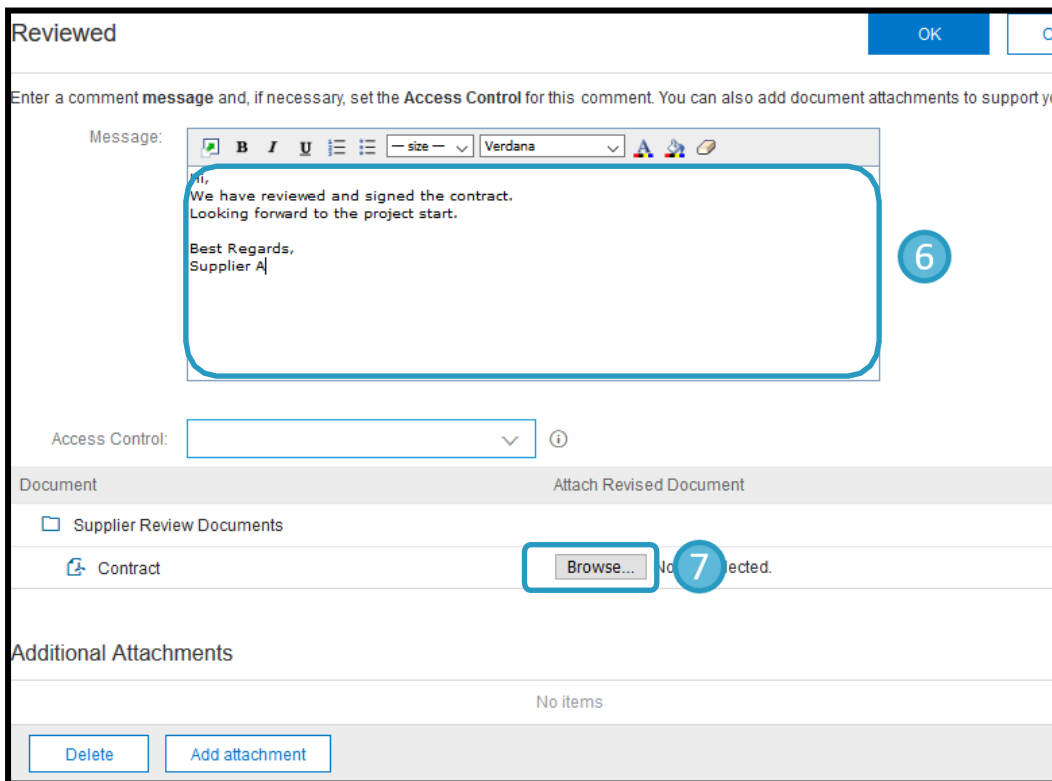
- Open the pdf file, print out, have your signing authority signed and scan it as a pdf copy.
- If your company uses digital signature, you can download the document and have your signing authority to apply their digital signatures.



- When the signature is applied and ready to be uploaded, click “Complete Review”. (You can always come back to this view by clicking the link provided in the original task mail you received.)



- You can provide a message in the provided text box. (Optional)
- To upload the signed contract, click “Browse” and locate your file.



8) Signed document has been attached.

9) Click “OK” to complete this task.

Reviewed 8 OK

Enter a comment message and, if necessary, set the Access Control for this comment. You can also add document attachments to su

Message:

Hi,
We have reviewed and signed the contract.
Looking forward to the project start.

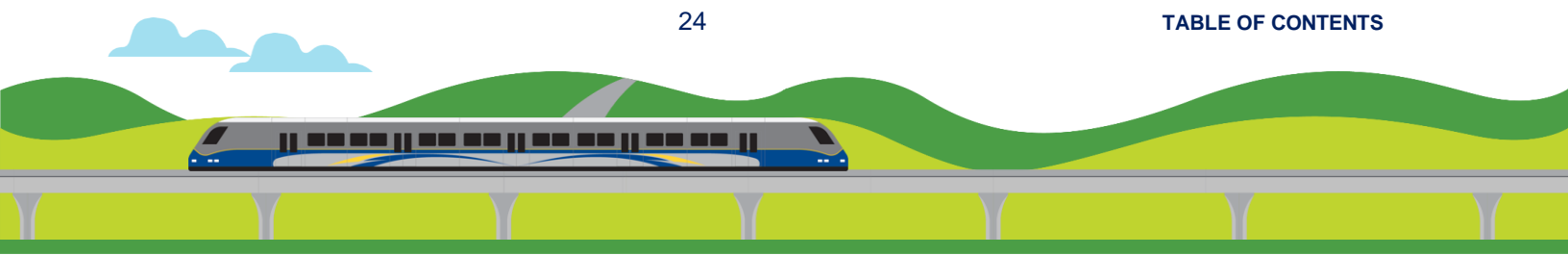
Best Regards,
Supplier A

Access Control: ⓘ

Document Attach Revised Document

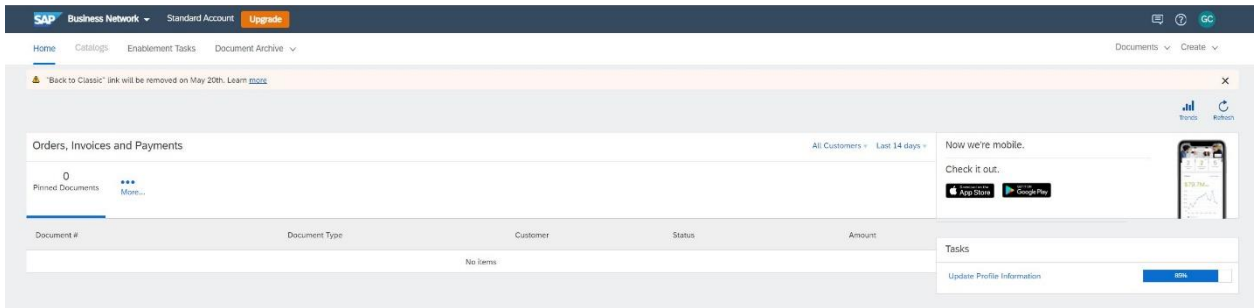
Supplier Review Documents

Contract 9 Browse... Contract Signed By Supplier Aug14_2017.pdf

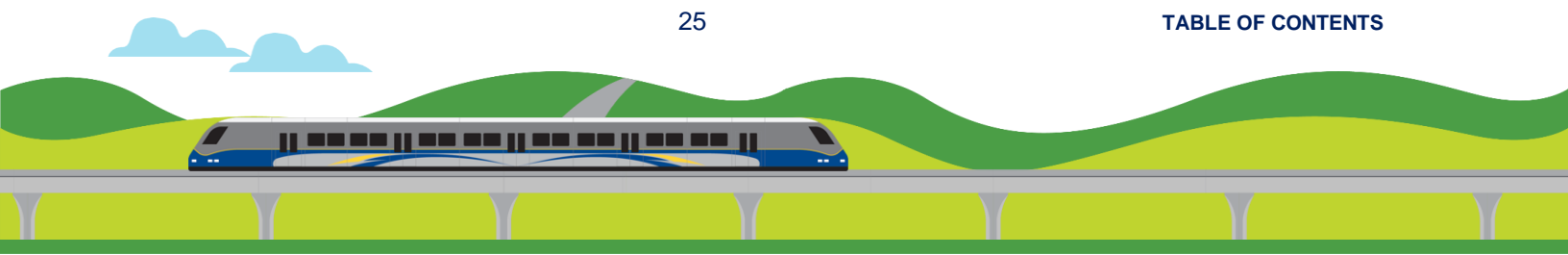
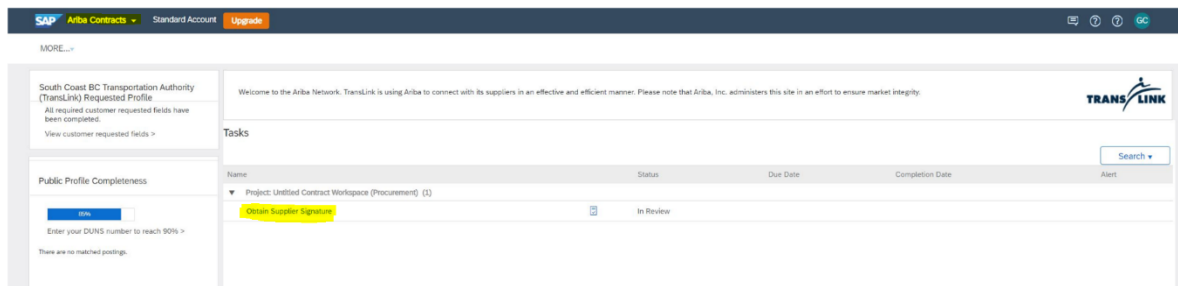


*Note: You can also review all outstanding contract signature tasks and complete a contract signature task if you are already logged into your Ariba account with the following steps:

1) From the home “Business Networks” screen click on the drop-down arrow and navigate to “Ariba Contracts”

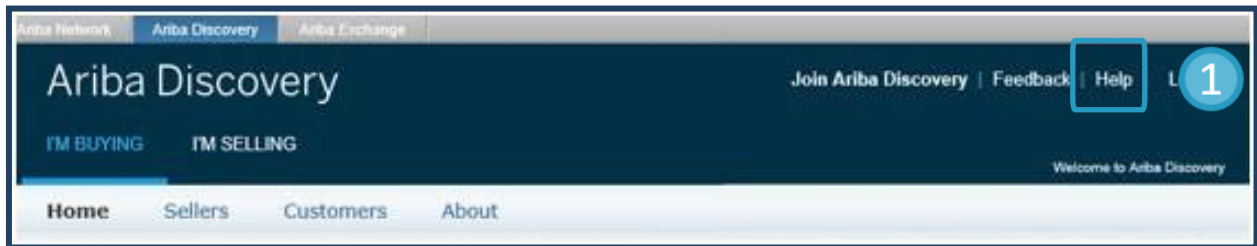


2) Any outstanding contract signature tasks will appear on the “Ariba Contracts” page

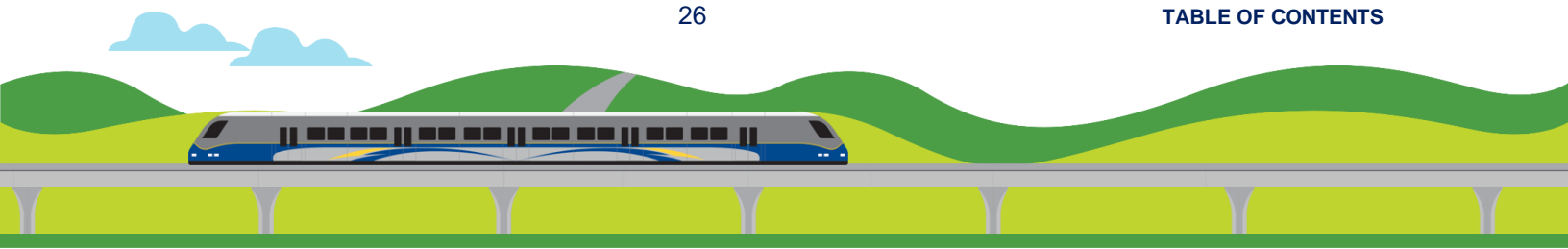
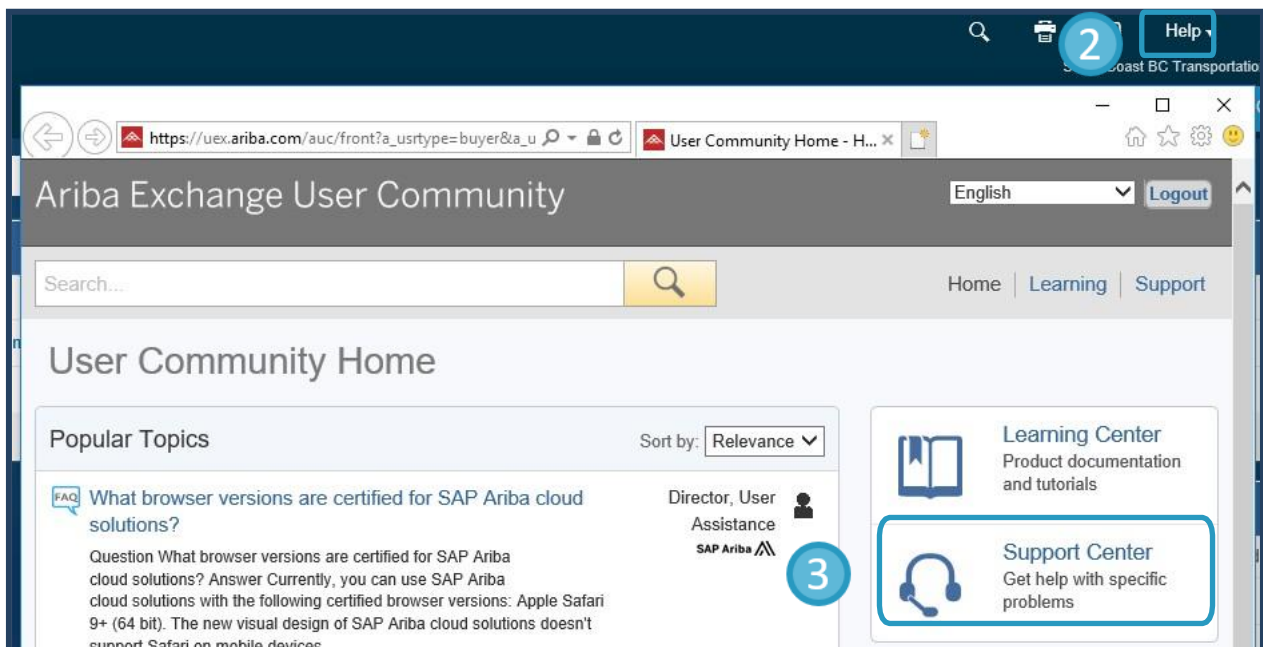


6. Technical Support

- 1) To access technical support through email or telephone, click on “Help” located at the top of the Ariba Discovery page.



- 2) The “Help” menu is also located at the top of the page when signed in.
- 3) Click on “Support Center”.



4) Type in issue and click “Start” to access documented solutions.

5) Use “Get help by email” or “Get help by phone” to contact Ariba support directly.

Support Center

I need help with × Start

Examples:

- Creating an event
- Updating my user information
- Completing a task

Can't find what you are looking for? Let us help you.

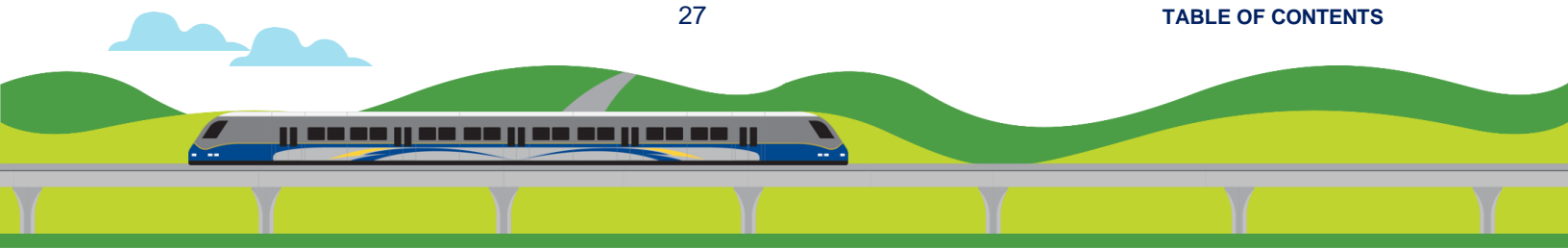
Choose your communication preference:

- Get help by email
- Get help by phone

Estimated wait in minutes: 35

Site Administration Templates
Release Updates

For any further questions, please refer to information on our website translink.ca, or contact TransLink Strategic Sourcing Department via email at ariba@translink.ca.



7. Glossary

TERM	DEFINITION
Ariba / SAP Ariba	A cloud-based electronic platform that allows for Source-To-Pay activities. ariba.com
Ariba Discovery	SAP Ariba’s online website that allows for the matching of suppliers and buyers based on the postings and a supplier’s configured profile. Suppliers can view open bidding opportunities for TransLink on translink.ca , Ariba Discovery , and BC Bid .
Dashboard	A user’s home screen within SAP Ariba’s website. This home screen displays website navigation options and information such as To Do tasks and event information. Different modules such as Ariba Discovery, Ariba Sourcing, Ariba Contract management, and Ariba Network can be accessed through the Dashboard.
Doc number	The unique Ariba Discovery reference number assigned to a bidding opportunity.
Message Board	A communication platform where messages between Suppliers and TransLink Strategic Sourcing are facilitated. The Event Messages link should be used to view notifications and to compose and respond to messages.
Participant	A prospective Supplier that intends to participate in a bidding opportunity through a SAP Ariba Sourcing Event.
Request for Information (RFI)	A type of Sourcing Event used to gather information, gauge market interest and shortlist potential suppliers.
Request for Proposal (RFP)	A type of Sourcing Event used to solicit proposals, quotes or pricing, and pre-qualify suppliers.
Sourcing Event	The bidding opportunity created in SAP Ariba. Types of Sourcing Events include Request for Information (RFI), Request for Proposal (RFP), and Tender.
Supplier	An individual or company that supplies goods, services, or construction works. May also be referred to as a vendor.
User	An account for an individual within a company profile. A company profile may have multiple users to accommodate various company personnel.

