General Supplier Training: Ariba e-Sourcing Tool

December 2013
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What is Ariba e-Sourcing?

- Web based application which allows ITW and select suppliers to collaborate online to expedite the strategic sourcing process.

- Enables and facilitates the exchange of information between buyers and sellers ensuring a **fair** but **competitive** environment.

- **RFx Event Types:**
  - Request for Information (RFI)
  - Request for Proposal (RFP) or Request for Quote (RFQ)
  - Auction (e-Auction)

- **All supplier proposals/responses must be submitted through the Ariba e-Sourcing application.**
# Ariba E-mail Notification

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | You will receive an e-mail invitation to participate in an event, see example below. Click on the registration link in the e-mail invitation, please note this link is only valid for the initial registration and log-in; use itw.supplier.ariba.com for any subsequent log-ins.  

*If you have not received an invitation & are expecting to, please e-mail esourcing@itw.com* |

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**Example E-mail Notification**

Dear Supplier,

Below is the login information needed to access the ITW Turned Parts Market Assessment, 2013. We look forward to your participation.

For details, including detailed documents, please follow the instructions below:

You have been assigned the following user id: `metals@itw.com`.

The event is set to begin on Wednesday, July 31, 2013 at 5:00 PM, Central Daylight Time and end on Wednesday, August 14, 2013 at 5:00 PM, Central Daylight Time.

**For more information about this event:**

1. Complete your registration.
   - Click this link: [Click Here](#)
   - Create a password.
   - Create a secret question.

Note the following:

- The above URL is only valid for 30 days.
- If clicking the above link does not take you to a registration screen, copy and paste the URL into your browser's address bar. If the URL spans multiple lines, copy all lines and ensure there are no spaces between the parts that you paste together.
- The secret question and the answer are used to verify your identity in case you forget your password.

3. Access the event.
   - Review and Accept the agreement if you choose to participate in the event.

If you don't want to respond to this event, please click on the below mentioned link:

[Click Here](#)

We look forward to working with you!
Note on Ariba Compatibility

Ariba’s supported and certified browsers are as follows:

- Internet Explorer: Versions 6-9
- Mozilla Firefox: Any version 23 and under
- Safari (For Mac Users)

*If you are using non-supported/non-certified browsers, you may experience technical issues.*

Pop-up blockers:

- Please ensure all “pop-up blockers” are disabled

Excel compatibility:

- Upload .xls (97 – 2003 compatible) files NOT .xlsx (2007+ compatible) files
## Establish an Ariba Commerce Cloud Profile

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>2.</td>
<td>If you have not already established your company’s Commerce Cloud profile, you will be prompted to do so by clicking continue. If you already have a profile established, click on the link below to enter your company Ariba ID number, linking your existing account with ITW’s.</td>
</tr>
</tbody>
</table>

![Ariba Sourcing](image_url)
Establish an Ariba Commerce Cloud Profile

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>Enter your basic company information. Only fields with asterisks are required.</td>
</tr>
</tbody>
</table>

![User interface for entering company information](image)

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

- Enter your basic company information:
  - **Company Name**: Enter Company Name Here
  - **Country**: United States [USA]
  - **Address**: Line 1, Line 2, Line 3
  - **City**: Chicago
  - **State**: Illinois
  - **Zip**: 60602

- **Commodities**
  - Add Commodities

- **Sales Territories**
  - Add Sales Territories

- **Tax ID**
  - Optional

- **DUNS Number**
  - Optional

Enter your nine-digit Company Tax ID number.
Enter the nine-digit number issued by Dun & Bradstreet.
## Establish an Ariba Commerce Cloud Profile

<table>
<thead>
<tr>
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<th>Action</th>
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<tbody>
<tr>
<td>4.</td>
<td>Enter your user account information. Your <em>e-mail address will serve as your username</em>. If you do not want this to be your user name should you uncheck the box stating: ‘use my e-mail as my username’ and enter your username. Ariba recommends using your e-mail address as your username.</td>
</tr>
</tbody>
</table>

![Enter user account information](image)
### Logging In

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>After registering through the email invitation, you can login by accessing <a href="http://itw.supplier.ariba.com">http://itw.supplier.ariba.com</a>. The following screen will appear where you enter your username and password. Make sure you are using the proposals tab in the upper left corner.</td>
</tr>
</tbody>
</table>

![Login Screen](image.png)
After logging in to Ariba, you can see the projects that you have been invited to participate in under the status: Open. You can view the end time and what type of event it is. Click on the hyperlink to enter the bid and submit your response.
## Review Prerequisites

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 7.   | Once an event is selected, the following screen will appear. You can preview some of the content prior to intending to participate. However, you must click “Intend to Participate” or “Review Prerequisites” to enter the event & begin bidding.  

*Navigation Tip: The double arrows expand the window of viewable content.* |
## Review Prerequisites

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
<td>You will not be able to see the event related questions until you accept both the Bidder Agreement and the mutual Non-Disclosure Agreement (NDA) &amp; click ‘OK’. You can view the Bidder Agreement by clicking on the link to the right of the question, and you can access the Mutual NDA by clicking on references and downloading the PDF.</td>
</tr>
</tbody>
</table>

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**Step 8. Action:**

<table>
<thead>
<tr>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Checklist</strong></td>
</tr>
<tr>
<td>1. Review Event Details</td>
</tr>
<tr>
<td>2. Review and Accept Prerequisites</td>
</tr>
<tr>
<td>3. Submit Response</td>
</tr>
</tbody>
</table>

**Would you like to accept the Bidder Agreement?**
- [ ] I accept the terms of this agreement.
- [ ] I do not accept the terms of this agreement.

**About ITW**

**1.1 About ITW [Video]**

http://www.itw.com/about-itw/our-history/celebrating-100-years/

**2. Participatory Terms & Conditions**

2.1 Please review the attached NDA and indicating your Company’s agreement to the terms and conditions by selecting Yes or No. You must answer Yes to this section to continue through the event. Please understand that by selecting No you will not be able to proceed through the event.

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**ITW Corporate Strategic Sourcing**

Sincerely,

ITW Corporate Strategic Sourcing

[More information about strategic sourcing organization and supplier relationships can be found here](http://www.itw.com/about-itw/suppliers). We trust your experience and dealings with us will be worthwhile to your overall business development.

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**References**
Navigating the Project Page

9. From here, you can see the time remaining in an event (upper right), and you will be able to access each section by using the quick navigation tab on the lower left side.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.</td>
<td>If you have any project related questions please send them through the Event Message System. All supplier questions will be anonymously compiled, consolidated and answered in a frequently asked questions (FAQ) document to be released as determined by the project team.</td>
</tr>
</tbody>
</table>
## Bid Response Type

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.</td>
<td>Determine the format your response is requested in.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Response Type 1</strong>: Some events will require you to fill out all information directly on the web.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Response Type 2</strong>: Some events will require you to download and complete all information in an Excel file and upload the file back into Ariba for validation. The excel icon 📑 indicates this type of a response is required.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Response Type 3</strong>: Some events will require you to enter some information on the web and attach other documents.</td>
</tr>
</tbody>
</table>
Response Type 1
Responses with an asterisk (*) are Required:

<table>
<thead>
<tr>
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<tbody>
<tr>
<td></td>
<td>This event type requires you to fill out all information directly on the web. The format can include free text, dropdown, table, checkbox and attaching files.</td>
</tr>
</tbody>
</table>

**Free Text Field**

5.1 Legal Company Name
5.2 List parent company name (if applicable)
5.3 Tax Code

**Select from the Dropdown**

6.1.2 Facility Type
6.1.3 Sq. Ft
6.1.4 Total Employee # - Direct
6.1.5 Total Employee # - Indirect
6.1.6 Union

**Table Format**

3. Supplier Contact Information
3.1 Supplier Contact Information
### Response Type 1

Responses with an asterisk (*) are Required:

<table>
<thead>
<tr>
<th>Step</th>
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</thead>
<tbody>
<tr>
<td>5.10</td>
<td>Please designate your business category below (must be certified by Federal SBA)</td>
</tr>
<tr>
<td>2.12</td>
<td>Please describe the pricing structure/model for these services.</td>
</tr>
</tbody>
</table>

**Checkbox (select all that apply)**
- Large Business
- Foreign Business
- Small Business
- Small Disadvantaged Business
- Woman Owned Small Business
- Woman Owned in HUB Zone
- Woman Owned SDV in HUB Zone
- Veteran Owned Small Business
- Veteran Owned in HUB Zone
- Service Disabled Veteran-Owned Small Business

**Attach a file**
An event may ask you to submit the entire bid through an Excel sheet. You can download the Excel file by clicking on “Download Content.” You do not have to use Ariba until you are ready to upload the completed sheet. Ariba will automatically detect which lots you have bid on in the Excel file. Upload your completed file using the browse button in Step 3.

**DO NOT CHANGE THE FORMAT (ADDITIONAL COLUMNS, ROWS, TABS, ETC.) OF THIS EXCEL DOCUMENT IN ANY WAY, OR IT WILL NOT UPLOAD**
### Step 2: Action

You will be asked to verify the number of lots or line items you have bid on. Verify that this is correct and click “Use Selected Lots”. You will be informed the Import is Successful and reminded that your bid is not complete until you have clicked on the yellow “Submit Entire Response” button in the lower left corner.
Response Type 3 may have various questions to be completed online and some of these questions may require updating of an Excel file.

You simply have to click on the file name to download the document, fill the document out, and click “Update file” to upload your completed attachment.
## Bid Submission and Revision

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<thead>
<tr>
<th>Step</th>
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</thead>
<tbody>
<tr>
<td>12.</td>
<td>You can submit your bid or make revisions to a submitted bid until the event closes. The event will close when the countdown clock, located in the upper right hand corner, reaches 00:00:00.</td>
</tr>
</tbody>
</table>

![Bid Submission and Revision](image)

**Time remaining:** 3 days 21:11:26
If you receive an error message such as the one below, your bid has not be submitted. Click on the gray box for details on what is causing this error or contact us at esourcing@itw.com. Please include your project name and a picture of the error messages.
Successful Submission

Step | Action
--- | ---
14. | The green box stating “Your response has been submitted. Thank you for participating in the event” is your indication that your bid was submitted successfully.

Thank you for your participation!
Contact Information

**For Ariba Technical issues:** esourcing@itw.com
Ariba FAQ and support guides can be found here: https://s1.ariba.com/Help/Main/aw?awh=r
If you need help on how to use this product, click Help at the top right of any product page to access documentation and tutorials.

**Ariba Suppliers Help Hotline:**
For technical support within the United States and Canada, call toll-free 1 866 218 2155.
For technical support within the United Kingdom (Freephone), call 0800 358 3556.
For technical support in Europe, call +44 20 7187 4144.
For technical support in Asia, call +65 6311 4745.
For technical support in other locations, call +1 412 222 6153.

Contact Ariba Customer Support via Webform
1. Log into the site
2. Click "Help" > "Support" on the top right corner
3. Click "Contact Ariba Customer Support via Webform" in the Ariba Customer Support section