

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**

ins, create an SAP Ariba supplier account, then complete	questionnaires required by Syng	enta Crop Protection AG - 1651	t.		Create account and continue	Cancel
Company information						
				* Indicates a required field		
Company Name:	Demo Supplier A					
Country:	Germany (DEU)		v	Fyour company has more than one office, enter the main office address. You can error more addresses such as your shipping address, billing address or sthere addresses later in your company profile.		
Address	* Rosenstrasse					
	Line 2					
Postal Code:	48496					
City	Hopsten					
Chy State:	Bentin (DC-BE)	v				
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city: State: Jser account information	Berlin [DE-BE]	V Lindemann		* altare registrice SAF Anta Princy Dammer		
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Please also fill **Tell us more about your business**, accept the **Ariba Privacy Statement** and click on **Creata account and continue**

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Product and Service Categories:	* Enter Product and Service Categories	Add	-or- Browse	
Ship-to or Service Locations:	* Enter Ship-to or Service Location	Add	-or- Browse	
Tax ID:	Optional	Enter your Company	Tes ID number.	
Vet ID:	Optional	Enter your company	five to twelve-digit value added tax identification number. Do not enter dashes.	
DUNS Number:	Optional	Enter the nine-digit of account.	wher issued by Dun & Bradstreet, By default, DUNS number is appended with "-T" in te	
will make your company profile, which includes the back pany Pathle page after you have includes your registration galaxies and the page after you have include your registration the computer systems on which the Ariba services are host the computer systems on which the Ariba services are host have the right to access and modify your personal data froe and notice to Arba. If you are a Racian Caben reading with any whith the Racian Indexton.	company information, available for new business opportunities to other comp aly accounted age and give consent to Arbita for your data senses it is in your de (located in various data contents globally), in accontance with the Arbit which the applications, by constanting the Arbita administrator variable your argo in the Russian Federation, No usas expressly confirm that any of your persons	anies. If you want to hide you en to be transferred outside acy Statement, the Terms of eization or Ariba, Inc. This co sization or Ariba, Inc. This co	company profile, you can do so anyone by edding the profile visibility settings on the the Gragean Chilom, Rassian Findewaton or other jurisdiction where you are located to A- bo, and applicable law. Executival Law in different the moment it has been granted and may be revolved by pro- te system has previously been capared by your organization in a separate data reposit	
I have read and agree to the Terms of Use				
				Create account and continue Cancel

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.

 Welcome to the Ariba Commerce Cloud Your registration process on the Ariba Commerce Cloud for Demo Supplier A is now complete. Your organization's account ID: AN01478927093-T Your username: demoa@syngenta.com As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information. If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyer relationships. Ariba On Demand Sourcing buyers might request that you complete additional profile information as part of their Supplier Profile Questionnaire. When you access customer requested fields for a specific buyer, you will see a pop-up page with that buyer's name; that page contains the buyer's customer requested fields. You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. If account administration is not part of your job responsibility, you can transfer the administrator role at any time to another person in your organization whose responsibilities are more in line with account administration. 	Welcome to the Ariba Commerce Cloud Lindemann Daniel (ext) GBHC here are problems with how this message is displayed, click here to view it in a web browser. & here to download pictures. To help protect your privacy. Outlook prevented automatic download of some pictures in this message.	
Your registration process on the Ariba Commerce Cloud for Demo Supplier A is now complete. Your organization's account ID: AN01478927093-T Your username: demoa@syngenta.com As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information. If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing buyer, you can as part of their Supplier Profile Questionnaire. When you access customer requested fields for a specific buyer, you will see a pop-up page with that buyer's name; that page contains the buyer's customer requested fields. You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. If account administration is not part of your job responsibility, you can transfer the administrator role at any time to another person in your organization whose responsibilities are more in line with account administration.	Welcome to the Ariba Commerce Cloud	
Your organization's account ID: AN01478927093-T Your username: demoa@syngenta.com	Your registration process on the Ariba Commerce Cloud for Demo Supplier A is now complete.	
Your username: demoa@syngenta.com As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information. If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyer relationships. Ariba On Demand Sourcing buyers might request that you complete additional profile information as part of their Supplier Profile Questionnaire. When you access customer requested fields for a specific buyer, you will see a pop-up page with that buyer's name; that page contains the buyer's customer requested fields. You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. If account administration is not part of your job responsibility, you can transfer the administrator role at any time to another person in your organization whose responsibilities are more in line with account administration.	Your organization's account ID: AN01478927093-T	
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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



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SAP Ariba /

Supplier Login

USERNAME

- PASSWORD



Forgot Username or Password



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

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

Ariba Sourcing

EXCELLENCE PROGRAMS TRAINING REALM

Excellence Programs Training Realm Requested Profile	Welcome to the Ariba Sp in an effort to ensure ma	pend Management site. This site as rket integrity.
All required customer requested fields have been completed. View customer requested fields >	Events	
	Title	ID
Public Profile Completeness	▼ Status: Open (1)	
Public Profile Completeness	Office Supplies	Doc866340347
35% Enter a short description to reach 45% >	Tasks	
265 leads match your company profile	Name	Status
View Matched Leads		



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 buy 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.

Ariba Sourcing

EXCELLENCE PROGRAMS TRAINING REALM

Excellence Programs Training Realm Requested Profile	Welcome to the Ariba Spend Management site in an effort to ensure market integrity.
All required customer requested fields have been completed.	Events
	Title
Public Profile Completeness	 Status: Completed (2) Status: Open (3)
80%	 Status: Pending Selection (11)
Enter your DUNS number to reach 85% >	Status: Preview (1) Construction Supplies
41 leads match your company profile View Matched Leads	Tasks
	Name 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





Step Five ice Supplies **Review Event Details** sites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may rec with the event. If you decline the terms of the prerequisite, you cannot view the event content or participate in this event. **Download Content** Decline to Respond Print Event Information **Review Prerequisites** 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 RFP for Office Supplies the system. Does not include all details of event e lots provided within this Request For Proposal as you'll be providing your flat rate amount for each of the products per unit in measurem **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





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.

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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.**







