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 Sourceto-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 positing 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



Efficient creation and submission of bidding responses



Reduced biddingassociated expenses, such as printing and courier delivery



Improved evaluation and award lead time



Better visibility into event status and history of past bids going forward

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2. Registration

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

1) Go to: <u>http://TransLink.Supplier.Ariba.com</u> and click on "Register Now"

Supplier Login	Businesses Connect on Ariba Network
	Work more efficiently by collaborating with customers and suppliers in real-time. Find new
Password	customers that care about your social or environmental programs. No matter what your
Login 1	business, Ariba Network is where companies connect to get business done.
Forgot Username or Password	Learn More
New to Ariba? Register Now	
	A.4.0

2) Click the 'Login" button

Ariba Sourcing									
Register	Register								
To do business with South Coast BC Transportation	To do business with South Coast BC Transportation Authority (TransLink) on Ariba, you need an Ariba Commerce Cloud account. What is the Ariba Commerce Cloud?								
If you already have an Ariba Commerce Clo	If you already have an Ariba Commerce Cloud, Ariba Discovery or Ariba Network account, click here to log n: Login								
Company information	Company information								
/3«ī		* Indicates a required field							
Company Name: 1		muicales a requireu neiu							
Country:		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:*	Line 1	address or other addresses later in your company profile.							
	Line 2								
	Line 3								
City:									
State:	Alabama 🗸								
Zip									

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TRANS LINK

3) Login with existing Ariba login.

Ariba Sourcing	
Enable your Ariba Commerce Cloud account to access South Coast BC Transportation Authority (TransLink)	TRANS
Usemame: I Password Forgot Usemame Forgot Password	Continue

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

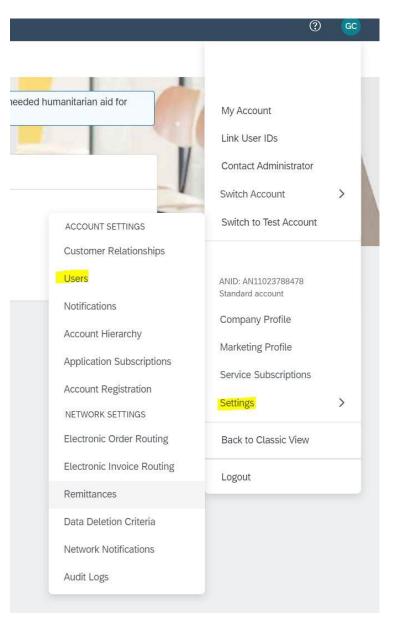
Ariba Sourcing		Company Settings 🕶	Honeycomb Peppersnaps 🕶 🎒	Help Center >>
MORE+				
Source Cause BC Transportation reasons (the clinit) - TEST requests that you complete additional profile information as part of their Supplier Profile Questionnaire. You must complete an Authority (TransLinit) - TEST requests that you complete additional profile information as part of their Supplier Profile Questionnaire. You must complete an Complete Requested Profile Information >>	nd submit the additional profile informatic	n before you can access		RANS LINK

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.



5



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.

Customer Relationships Users Notifications Account Hierarchy Application Subscriptions Account Registration		
Manage-Roles Manage Users Manage User Authentication Revoked Users More+		
Roles (4) 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. Filters Permission Setect permission assigned Appdy Reset		2
Role Name	Users Assigned	Actions

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 Ro	le Information	
	Ν	lame: *
	Descri	ption:
Permiss	ions	
	st have at least one permission. · Ariba Network, standard account to an enterprise account t	o enable all permissions.
	Permission	Description
	cXML Configuration	Configure account for CXML transactions
	Company Information	Review and update company profile information
	Transaction Configuration	Configure account for electronic transactions
	ID Registration Access	Register unique identifiers, like email domains
\checkmark	Create and manage postings on Ariba Discovery	Create postings on Ariba Discovery
\checkmark	Respond to postings on Ariba Discovery	Respond to postings on Ariba Discovery
	Premium Membership and Services Management	Manage your premium service subscriptions
\checkmark	Access Proposals and Contracts	View your organization's Ariba Sourcing events and Ariba Contract Management contracts, participate in events or contract tasks
	Trading Invitation Account Merge	Allows the assigned user to merge a trading related invitation into this Ariba Network Accor

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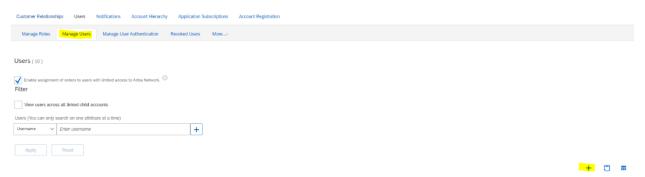
<u>|| == == || == == || == == ||</u>

TRANS/L

- 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

 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 <u>example@ariba.com</u> was not accepted, you can try using <u>example1@ariba.com</u>.

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Create a new	v user account and assign a role and if neede	ed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user
New User	r Information	
		2 Username:*
		Last Name:*
		Bo not allow the user to resend invoices to the buyer's account.
		Country Area Number
		UTICE Prione: USA1 V
Role Assig	gnment	USA1 V
Role Assiį	gnment _{Name}	Description
Role Assi		
Role Assi	Name	
	Name Test	Description

- 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

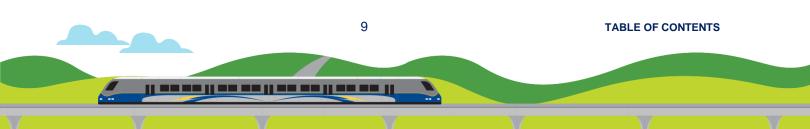
Description: This job aid will guide a supplier how to navigate the dashboard.

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 forsigning the contract is shown in the Ariba Contract Management module.

Ariba Contract Managen	nent				Company Setting
MORE*					
South Coast BC Transportation Authority (TransLink) - TEST Requested Profile	Welcome to the Ariba Network. TransLink is using Ariba to c	onnect with its suppliers in an effective and	efficient manner. Plea	se note that Ariba, Inc. administers this site in a	n effort to ensure m
All required customer requested fields have been completed.					
View customer requested fields >	Tasks				
6					
Public Profile Completeness	Name		Status	Due Date	Completi
Descondension of the second seco	 Project: Test Contract (1) 				
20%	Obtain Supplier Signature		In Review	12/20/2018	
Enter commodities to reach 40% >					
There are no matched postings.					





c. Press this icon to toggle between different module

Ariba Contract Management 🥂 🦳 🌈						
MORE						
South Coast BC Transportation Authority (TransLink) - TEST Requested Profile	Welcome to the Ariba Network. TransLink is using Ariba to connect wit	h its suppliers in an effective and e	fficient manner. Please no	ote that Ariba, Inc. administers thi	PROPOSALS ORDERS & INVOICES	
All required customer requested fields have been completed.						
View customer requested fields >	Tasks					
Public Profile Completeness	Name		Status	Due Date	Completion Date	
	▼ Project: Test Contract (1)					
20%	Obtain Supplier Signature		In Review	12/20/2018		
Enter commodities to reach 40% >						





LEADS = Ariba Discovery

Ariba Netwerk Arba Discovery Arba Exchange Arba Discovery					Join Ariba Discovery
Home Sellers Customers About					
	Preview Suppliers	Find the Right Se	llers For Any F	Project	
	Computer Hardware, Softwar		ading partners worldwide.		
	Construction & Maintenance	Access over 1.5M In	aaing pariners worldwide.		
	Construction Materials	•			
	Creative Services				1
	Distribution & Conditionin	Enter Product and Service Category	Enter Location	It's Free!	
	Electrical Systems & Lighting	 Enter Frodoer and service Calegory 	Liner Localion	Start Now	
	Manufacturing Components &	Based on the UNSPSC cleasification system	(City, State, Country)		

PROPOSALS = Ariba Sourcing

Ariba Sourcing						Company Settings 🔻
MORE						
South Coast BC Transportation Authority (TransLink) - TEST Requested Profile All required customer requested fields have been completed.	Welcome to the Ariba Network. 7	FransLink is using Ariba to	connect with its suppliers in an el	fective and efficient manner. Please note	that Ariba, Inc. administers this site in a	n effort to ensure markel
View customer requested fields >	Events					
	Title	ID	End Time ↓		Event Type	
Public Profile Completeness				No items		
Enter commodities to reach 40% >	Tasks					
There are no matched postings.	Name	Status	Due Dat	0	Completion Date	
mere are no maiched postings.				No items		

CONTRACTS = Ariba Contract Management

Ariba Contract Managem	ient						Company Settings +
							To My
MORE						LE	ADS
						PR	OPOSALS
South Coast BC Transportation Authority (TransLink) - TEST Requested Profile	Welcome to the Ariba Network	k. TransLink is using Ariba to connect with its suppliers in an e	ffective and e	efficient manner. F	Please note that Ariba, Inc. administers this s	a OR	DERS & INVOICES
All required customer requested fields have been completed.							
View customer requested fields >	Tasks						
Public Profile Completeness	Name			Status	Due Date		Completion Date
	 Project: Test Contract (1) 						
20%	Obtain Supplier Signature			In Review	12/20/2018		
Enter commodities to reach 40% >							
There are no matched postings.							

ORDERS & INVOICES = Ariba Network

	Upgrade from light account Learn Mon	Company Settings 🕶
		External Document +
	All Customers - Last 14 day	Now we're mobile.
		Check it out.
		Coogle p
No-iteres		Tasks
		Update Prelia Information
	Kallana	All Customers - Last 14 days

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B. Complete your company's TransLink requested profile

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

Ariba Contract Managen	nent				Company Settings -	Honeycomb Peppersnaps -		
MORE					Company Profile			
South Coast BC Transportation Authority (TransLink) - TEST Requested Profile	Welcome to the Ariba Network. TransLink is using Ariba to connect	n Account Settings						
All required customer requested fields have been completed. View customer requested fields >	Tasks							
view customer requested news >	Idaks				Notifications View All			
Public Profile Completeness	Name		Status	Due Date	Sourcing & Contracts	Settings		
	 Project: Test Contract (1) 				Sourcing & Contracts I	Notifications		
20% Enter commodities to reach 40% >	Obtain Supplier Signature	٥	In Review	12/20/2018	View All			

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

Ariba Contract Management	
Company Profile	
Basic (4) Business (1) Marketing (3) Contacts Certifications (1) Customer Requested Citical Documents	
* Indicates a required field	
Overview	

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

ompany	Profile					
Basic (3)	Business (2)	Marketing (3)	Contacts	Certifications (1)	Customer Requested	Additional Documents
Indicates a re	equired field					
Sourcing Cust	tomer List					
Customer						

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

South Coast BC Transportation Authority (TransLink) Reque	ested Profile
Your customer has specifically requested that you complete the following profile information, click Submit . You can click Save as Draft to save any values you may had customer.	
Status: Submitted by aribasystem at 06/28/2017 04:32 PM	Save as Draft Submit
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	Feedback
4.2.1 Form of Business Organization * Sole Proprietorship 🗸	Feed
4.2.6 Provide most recently filed Annual Report 🔲 Border Specification	on.jpg ▼ Update file Delete file
	Save as Draft Submit





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**.

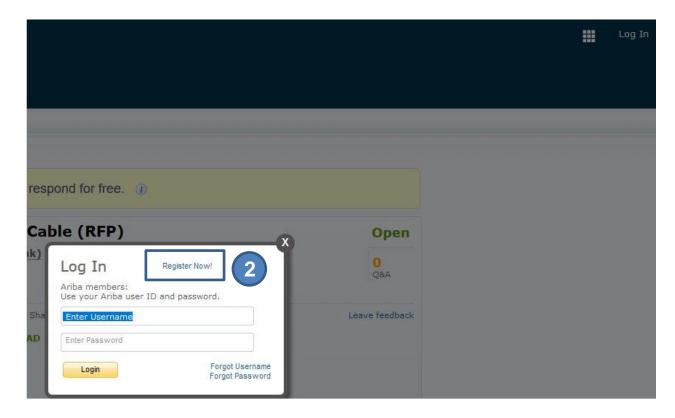
- If you are a new supplier to Ariba, start with Step #1.
- If you are a registered user on Ariba, go direct to Step #7.
- Alternatively, you can register first before browsing for opportunities. (Instructions are on Page 18.)
- 1) On the Ariba event posting page for the event that you are interested to respond, click "Respond to Posting".



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TRANS LINK

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



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

Join the network of companies that already depend on Ariba to help establis	sh new business relationships!
Register as a Buyer and enjoy these privileges:	Register as a Supplier and enjoy these privileges:
 Automated distribution of your Discovery Posting to qualified suppliers 	Search and automatically receive new business opportunities
Receive and manage supplier responses with an online dashboard	 Gain visibility to new potential customers and markets worldwide
Search and discover new suppliers in over 12,000 categories	Build your reputation among a community of leading purchasing organizations
Register as Buyer	3 Register as Supplier





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

Register					4	Register
Company information						ba Network ht account is Free
Company Name:*				* Indicates a required field		ady have an account?
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.	I	Strengthen relationships
Address:*	Line 1					Collaborate with your custo same secure network.
City:*	Line 3				1	Connect faster Exchange documents elect
State:*	Alabama 🗸				(f)	and streamline communica
Zip: *						Reach more customers w Sign up with Ariba Discover
User account information						increase sales leads. Learn more
Name: *	First Name La	st Name		* Indicates a required field SAP Ariba Privacy Statement		r registration download the S
Email:*						ogle Play to your mobile devic

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

SAP Ariba 📉
TRANS
Dear
Thank you for registering your Ariba account. To complete the registration process we just need to verify your email address. Please click on the following link to confirm your address and complete all required profile fields of your company profile as specified by South Coast BC Transportation Authority (TransLink).
Click here to activate your Ariba account.
If you are unable to launch a browser using this link, copy the link and paste it into the address bar of any of the supported Web browsers to form a single-line URL. <u>https://service.ariba.com/Authenticator.aw/ad/confirmEmail?</u> <u>key=9qoOqlTsUosIYIaUTajOo96cFJTXXfTM&anp=Ariba&app=Sourcing</u>
After your registration process is complete, use the following URL to log in to your account: http://proposals.seller.ariba.com
Sincerely, The SAP Ariba Team https://discovery.ariba.com

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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 Сотри	ete 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".

RFP - Custom I	ransit Services – Ca	all Centre and Passenger Trip Delivery	Оре
South Coast BC Trans	portation Authority (TransL	ink) 🚊 - New Prospect	3
Posted On: 11 Aug 2017 Open for bidding on: 11 Aug 2 Response Deadline: 7 Sep 20			Q&A
Respond to Posting	Add to Watchlist Not Interested 👻	Share: 🖪 🖻 📊 🖂	Leave feed
Posting II Posting Type	h: 36 months e: 7 Sep 2017 11:59 PM PDT (Buyers can close postings early) 0: 4811180(Doc1092485560) e: Request for Quotation g: http://discovery.ariba.com/rfx/4811180		
Product and Service Categories	(7)	Ship-to or Service Locations	
Permanent drivers		British Columbia - Canada	
 Chartered bus services Fleet management services 		Vancouver (Surrey, Burnaby) - British Columbia	
Bus Transport Booking Services	s		
Temporary drivers			

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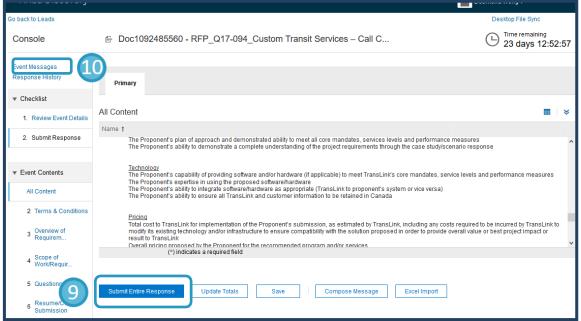
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8) Click "Intend to Participate".

Go back to Leads					Desktop File Sync
Event Details	Doc109 Services –		17-094_Custom Tran		D ^{Time remaining} 23 days 13:02:19
Event Messages Download Tutorials		e whether or not you intend t	o participate in this event.		
▼ Checklist	8	Intend to Participate	Decline to Participate	Print Event Infor	mation
1. Review Event Details	Event Overvie	w and Timing Rules			
2. Submit Response		Owner:	(i)	Currency:	Canadian Dollar
		Event Type: RFP		Contract Months:	36
			Co	ontract Effective Date:	01/01/2018

- 9) Review and submit any pre-requisites and then submit response content and submit response.
- Suppliers are asked to use the "Event Messages" functionality in Ariba instead of email to communicate with TransLink regarding the event and posting.



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TRANS LINK

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.

< Go back i	to Leads						Desktop File Sync
Event	Event Messages - RFP_Q17-094_Custom Transit Services – Call Centre and Passenger Trip Delivery						Back to Console
							E Time remaining 23 days 12:52:30
Messa	ges						=
	Id	Reply Sent	Sent Date ↓	From	Contact Name	То	Subject
0	MSG44764419	Not Applicable	08/11/2017 04:18 PM	South Coast BC Transportation Authority (TransLink)	Melodie Williams	Participants (0) Team (0)	TransLink has invited you to particip
< ل	View		Compose Message	Download all attachments			>
							Back to Console





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
- once approved, you can browse translink.ca and BC Bid website for opportunities.

If you 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
- 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.

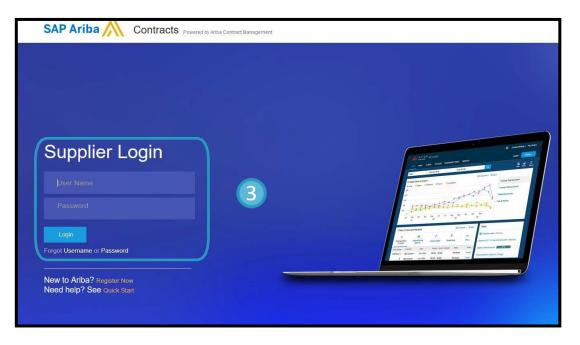
- 1) This is an example of email that Supplier will receive when they have been assigned with a task to provide signature.
- 2) Even though the contract or amendment may be attached to the email, in order to send the signed copy back to Translink through the Ariba system, you must log in to the system 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 Signatur	G
Email Review <s4approval-prod+translink-t@ansmtp.ariba.com> To:</s4approval-prod+translink-t@ansmtp.ariba.com>	1=
CW2220158 - Design and Building the Great Wall: Obtain Supplier Signature	TRANS LINK
Task title: Obtain Supplier Signature	
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) - TES to:	ST and was originally sent
System Reference Click Here to access the system.	





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.

Review Task	
The document below has been submitted for review. To view documents, click the document link to open or download them. If y	you are a reviewer, you can complete this task by clicking the Complete Review button. If you are the owner of this task, you
Design and Building the Great Wall / Obtain Supplier Signature	
TSK1023490402 Obtain Supplier Signature	
Supplier to review and sign the contract.	
Please sign the attached contract and complete this task by submitting the signed copy. Thanks.	One or more documents have been submitted for your review. You have the following • View the document(s) on the left. • To propose document changes, edit and save the document(s) locally. Add it as an
Regards, Procurement Officer Supplier Review Documents (Read Only)	Complete Review (0)
C2-Contract - Action Download Properties Task History	
Area -	
Owner	
Please sign the attached contract and complete this task by submitting the signed copy.	
Thanks.	
Regards, Procurement Officer	

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5) 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.)

Review Task	
The document below has been submitted for review. To view documents, click the document link to open or download them. If Design and Building the Great Wall 🥢 Obtain Supplier Signature	you are a reviewer, you can complete this task by clicking the Complete Review button. If you are the owner of this task, you can
TSK1023490402 Obtain Supplier Signature	
Supplier to review and sign the contract.	
Please sign the attached contract and complete this task by submitting the signed copy: Thanks. Regards. Procurement Officer C Supplier Review Documents (Read Only) C Contract - Action	One or more documents have been submitted for your review. You have the following opting opti
Download Properties Task History	
Owner	
Please sign the attached contract and complete this task by submitting the signed copy.	
Thanks.	
Regards, Procurement Officer	

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

Message:	
Messaye.	B I U = = -size - Verdana A A A
	We have reviewed and signed the contract.
	Looking forward to the project start.
	Best Regards, Supplier A
Access Control:	v (i)
)ocument	Attach Revised Document
Supplier Revie	aw Documents
🕑 Contract	Browse
dditional Attachi	ments
	No items

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- 8) Signed document has been attached.
- 9) Click "OK" to complete this task.

Reviewed	
Enter a comment mess	age and, if necessary, set the Access Control for this comment. You can also add document attachments to su
Message:	🕖 B / U 🗄 🗄 -ster- V Verdana - V 🗛 🍌 🖉
	Hi. We have reviewed and signed the contract. Looking forward to the project start.
	Best Regards, Supplier A
Access Control:	✓ ③
Document	Attach Revised Document
Supplier Revie	w Documents
Contract	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"

SAP Business Network - Standard Account	Upgrade					
Home Catalogs Enablement Tasks Documer	nt Archive 🗸					Documents 🗸 Create 🗸
Back to Classic" link will be removed on May 20th. Learn	more					×
						atal C Torics Robo
Orders, Invoices and Payments				All Customers + Last 14 days +	Now we're mobile.	(Car 2)
0					Check it out.	1. 1. 5
Pinned Documents More					App Store	575.7%-
Document #	Document Type	Customer	Status	Amount	-	
	No	items			Tasks	
					Update Profile Information	89%
MORE. Ariba Discovery Ariba Proposals And Questionnaires South C. Ariba Compatibility (Transl. Deen a. Ariba Network: View o	Welcome to the Ariba Network. TransLink is using a					
Public Profile Completeness	Name Project: Untitled Contract Workspace (Procurem					
85%	Obtain Supplier Signature					
Enter your DUNS number to reach 90% > There are no matched postings.						

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

South Coast BC Transportation Authority (TransLink) Requested Profile	Welcome to the Ariba Network. TransLink is	using Ariba to connect with its suppliers in an effectiv	ve and efficient manner. Please note that Ariba,	Inc. administers this site in an effort to e	nsure market integrity.	TRANS
All required customer requested fields have been completed.						TRANS
View customer requested fields >	Tasks					
Public Profile Completeness	Name		Status	Due Date	Completion Date	Alert
Public Profile Completeness	Project: Untitled Contract Workspace (Pro	curement) (1)				
15%	Obtain Supplier Signature		E In Review			
Enter your DUNS number to reach 90% >						
There are no matched postings.						
		25				
		25			TAE	BLE OF CON
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6. Technical Support

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

na Ferturorik	Ariba Discovery	Antia Exchange				
Ariba Discovery				Join Ariba Discovery Feedback Help L		
I'M BUYING	I'M SEL	LING		Welcome to Artise Discovery		
Home	Sellers	Customers	About			

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

		Q	The Providence of the Providen
A riba Exchange User Community	User Community Home - H × 🚺	English	- □ × 0 ☆ ☆ ♡ 0
Ariba Exchange User Community			Learning Support
User Community Home			
Popular Topics Multiple Popular Topics Popular Topi	Sort by: Relevance V	F	earning Center roduct documentation nd tutorials
solutions? Question What browser versions are certified for SAP Ariba cloud solutions? Answer Currently, you can use SAP Ariba cloud solutions with the following certified browser versions: Apple Safari 9+ (64 bit). The new visual design of SAP Ariba cloud solutions doesn't support Safari on mobile devices	Assistance SAP Ariba A		Support Center Set help with specific roblems

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- 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 type in issue × Start Examples: Creating an event Updating my user information Completing a task	4
Can't find what you are looking for? Let us help you. Choose your communication preference:	
Get help by email 5	
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	A type of Sourcing Event used to gather information, gauge
Information (RFI)	market interest and shortlist potential suppliers.
Request for Proposal	A type of Sourcing Event used to solicit proposals, quotes or
(RFP)	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.

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