

# Supplier Quick Reference Guide SAP Ariba (“ORNL Buy”)

ORNL is managed by UT-Battelle, LLC for the US Department of Energy

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# SAP Ariba (“ORNL Buy”) Overview

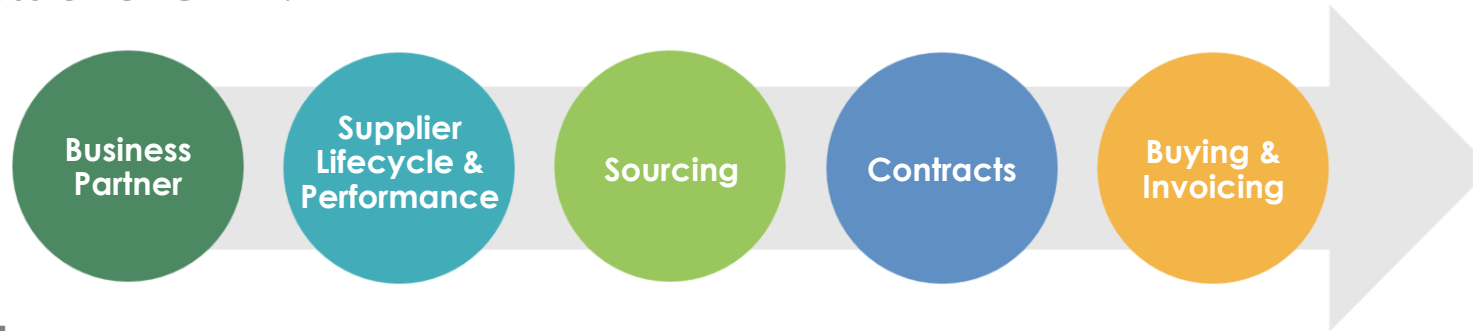
An overview of ORNL's procurement transformation and becoming a supplier for ORNL.



# Procurement transformation

## What's changing

ORNL has embarked on a major procurement transformation. SAP Ariba ("ORNL Buy") is a cloud-based, single, integrated platform to work across procurement, supply chain, and contracts to allow for the buying process to be integrated across all of ORNL.



## Our commitment

We believe our transition to SAP Ariba will strengthen our relationship with you, as a supplier, enabling better collaboration. Our transformation will not be successful without your support. We look forward to partnering with you on this journey.

## Implementation timeline

We are rolling out our new systems in phased approach. Our first phase went live in February 2021, and the full suite of ORNL Buy is scheduled to go-live by the end of FYQ3.

# What to expect becoming a supplier with ORNL

If you're interested in pursuing the opportunity to become a Oak Ridge National Laboratory (ORNL) Supplier, please register at [SAM.gov](https://SAM.gov). If you are identified as a participant in a sourcing event or for an award, ORNL will initiate a supplier request to collect some basic data about your company. Once the supplier request is reviewed and approved, you will receive a detailed registration request from ORNL.

What type of information is collected during registration:

- ✓ Company Name
- ✓ Street Address, City, State, Zip Code
- ✓ Contact information: name(s), phone number(s), email address(es)
- ✓ DUNS Number
- ✓ Tax ID Numbers
- ✓ NAICS Codes



# Supplier Self-Registration Request

An ORNL Buyer will share a link, so you can initiate the self-registration request process detailed in this section.



# Supplier Self-Registration Request

Once you have received the self-registration request link from ORNL.

- 1) Populate '**General Supplier Information**' using your organization's information. Legal business name and supplier main address are required.
  - Selecting the '+' next to the address expands the fields and enables you to add additional details (e.g., building, floor, care of, etc.)
  - When populating the address, a 'Region' field will appear depending on the country you have selected. Here you can select a state, province, etc.

Supplier Self-Registration Request Form

1

1 General Supplier Information

1.1 Legal Business Name \*

1.2 Doing Business As Name (if different then your legal business name)

1.3 Supplier Main Address

+

Street \* ?

House Number \* ?

Street 2 ?

Street 3 ?

District ?

Postal Code ?

City \* ?

Country \* ?

# Supplier Self-Registration Request

- 2) Populate '**Primary Supplier Contact**' with your contact information. All fields, with the exception of phone number, are required.
- 3) Populate '**Additional Information**'.
  - In the drop down next to '**Question 3.2**' you can select the reason you are registering, either:
    - "I want to be able to bid ORNL contracts or other procurement opportunities", or
    - "I want to conduct Intra-Governmental Transactions (IGTs) with ORNL"
  - In the drop down next to '**Question 3.3**' you should select if your company is a '**US**' or a '**Foreign**' entity
  - In the field next to '**Question 3.4**', populate a unique identifier for your company (e.g., DUNS number)
- 4) Select '**Submit**' to proceed

**2** Primary Supplier Contact

2.1 Contact First Name \*

2.2 Contact Last Name \*

2.3 Contact Email \*

2.4 Contact Phone

2.5 Contact Location and Communication Language \*

**3** Additional Information

3.2 Why are you registering to do business with Oak Ridge National Laboratory (ORNL)? \*

3.3 What type of registrant are you? \*

3.4 Unique Identifier (i.e. DUNS Number) \*

**4** Submit Cancel



# Supplier Self-Registration Request

- 5) You will receive an email, like the one below, that confirms your Supplier Self-Registration Request and notifies you that your submission is pending approval.

5

Ariba Administrator <no-reply@ansmtp.ariba.com>  
To

↩ Reply

↩ Reply All

➔ Forward

...

Mon 3/8/2021 2:45 PM

ORNL Procurement - TEST is reviewing your registration request

Hello Non Payee Self Request User Guide,

ORNL Procurement - TEST has received your registration request and will review it for approval. Their response will be emailed to [hannah.haecker@ey.com](mailto:hannah.haecker@ey.com).

If you have any questions, please don't reply to this email but instead contact ORNL Procurement - TEST directly.

This email has been sent to you on behalf of ORNL Procurement - TEST by SAP Ariba.

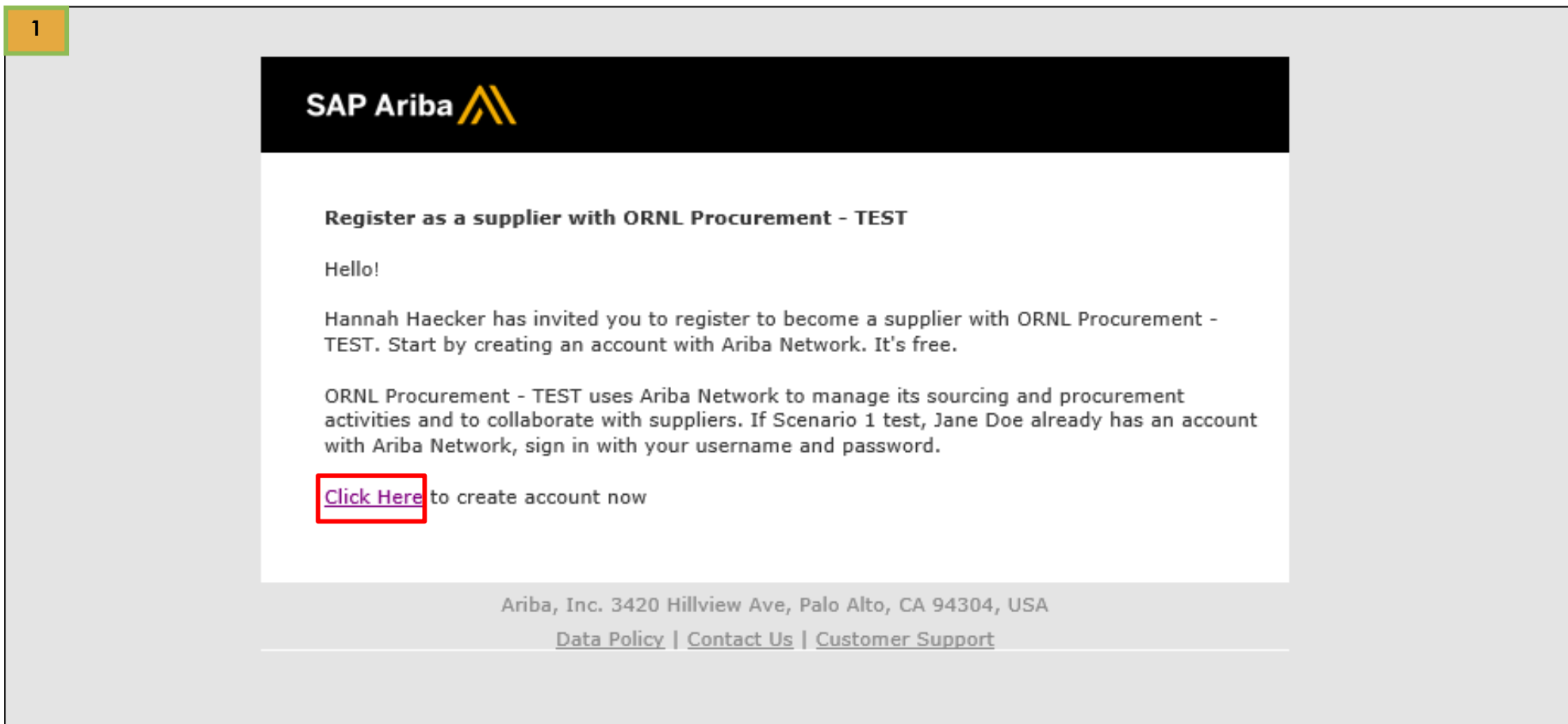
# SAP Business Network Account

The SAP Business Network is a hosted service that connects suppliers to buying organizations, allowing them to conduct and streamline online transactions.



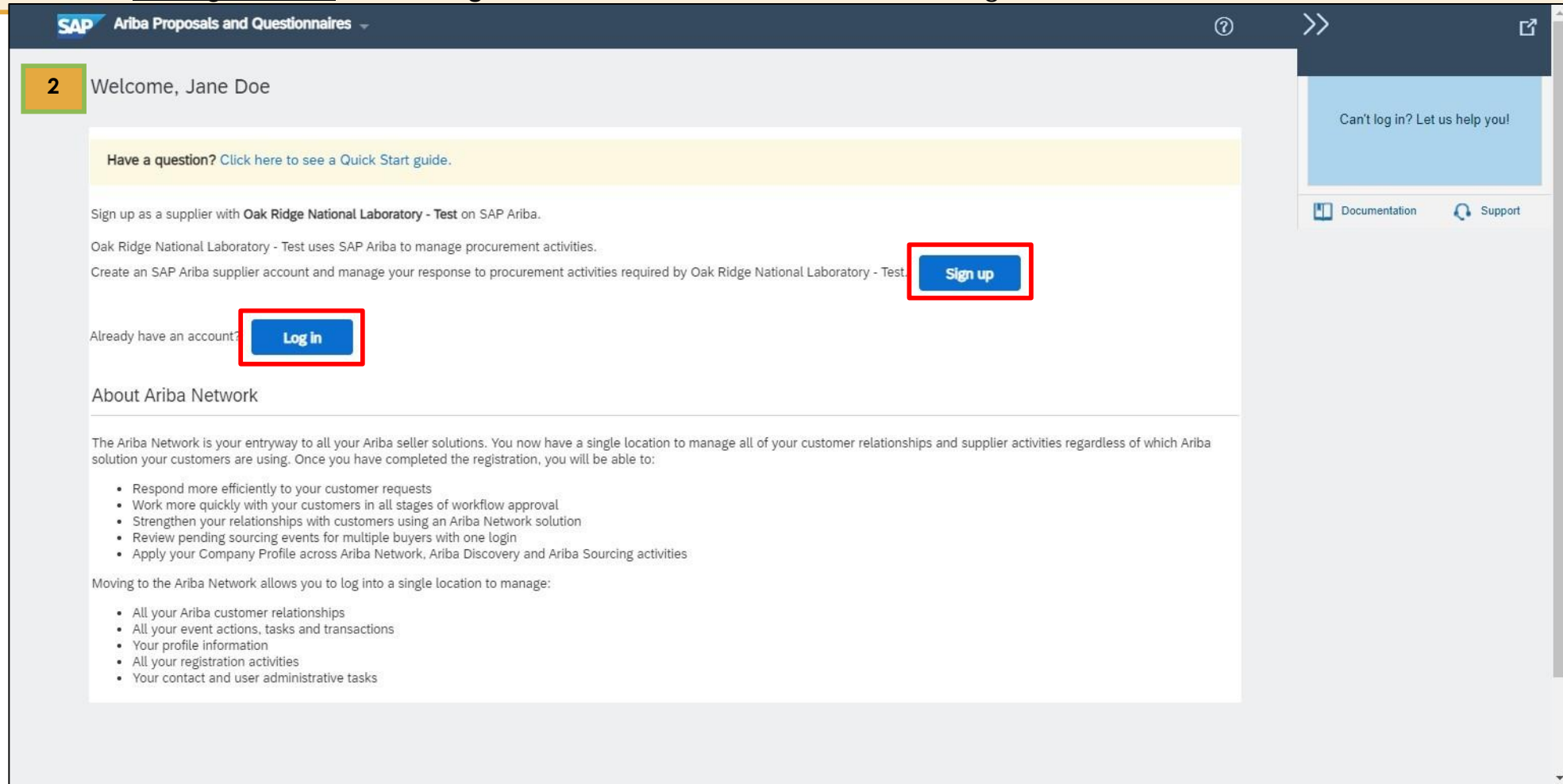
# SAP Business Network Account

- 1) Once your Supplier Self-Registration Request has been received by ORNL and approved, you will receive this email as an invitation to create an account with the SAP Business Network. Select the hyperlink, '**Click Here**' to access ORNL's Supplier Registration Questionnaire.



# SAP Business Network Account

- 2) On the SAP Business Network Registration page, select '**Sign Up**' if you do not already have an account, or '**Log in**' if you already have an account.
- To create a new account and '**Sign Up**', proceed to '**Step 3**'
  - If you have an existing account, select '**Log in**' from this email – do not use an existing bookmark



# SAP Business Network Account

- 3) To create a new account, fill out and verify pre-populated fields in the '**Company Information**' section. Company Name, country/region, and address fields are required. NOTE: You do not need to do this if you already have an existing SAP Business Network Account.

**SAP** Ariba Proposals and Questionnaires

Create account

Create account and continue Cancel

First, create an SAP Ariba supplier account, then complete questionnaires required by Oak Ridge National Laboratory - Test.

**3** Company information

\* Indicates a required field

Company Name:\* Scenario 1 test, Jane Doe

Country/Region:\* United States [USA]

Address:\* Tree Ln

Line 2

Line 3

City:\* Chicago

State:\* Alabama [US-AL]

Zip:\*

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.

Can't log in? Let us help you!

Documentation Support

# SAP Business Network Account

- 4) Fill out and verify pre-populated fields in the 'User account information' section. Name, email, username and password are required fields.
- Usernames **must** be in an email form
  - Passwords **must contain** a minimum of eight characters including upper- and lower-case letters, numeric digits, and special characters

4

User account information

Name: \*

Jane

Doe

Email: \*

hannah.haecker@ey.com

☐ Use my email as my username

Username: \*

test-hannah.haecker@ey.com

Must be in email format(e.g john@newco.com) ⓘ

Password: \*

Enter Password

Repeat Password

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters. ⓘ

Language: 

English

 ▼

The language used when Ariba sends you configurable notifications. This is different than your web b...

Email orders to: \*

hannah.haecker@ey.com

Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

\* Indicates a required field

[SAP Ariba Privacy Statement](#)

Can't log in? Let us help you!

Documentation

Support

# SAP Business Network Account

- 5) Populate the **'Tell us more about your business'** section. Product and service categories and ship-to or service locations are required fields.
  - If there is not a category that exactly matches your business, please select the closest applicable category
- 6) **Option 1:** Fill out the product and service categories and ship-to or service locations fields by typing in your own answers to the questions and click **'Add'**. *Proceed to next page to see details on **'Option 2'**. Once you complete **'Option 1'** or **'Option 2'**, proceed to **'Step 8'**.*

5

Tell us more about your business

Product and Service Categories:\*

Enter Product and Service Categories

Add

-or-

Browse

6

Ship-to or Service Locations:\*

Enter Ship-to or Service Location

Add

-or-

Browse

Tax ID:

Optional

Enter your nine-digit Company Tax ID number.

DUNS Number:

Optional

Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Create account and continue button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

☐ I have read and agree to the [Terms of Use](#)

☐ I have read and agree to the [SAP Ariba Privacy Statement](#)

Create account and continue

Cancel

Can't log in? Let us help you!

Documentation

Support



# SAP Business Network Account

- 7) **Option 2:** Select '**Browse**' and go through the hierarchy to narrow down your answers to the questions. Choose '**OK**' and return to the account creation form. *Once you complete 'Option 1' or 'Option 2', proceed to 'Step 8'.*

The screenshot shows the SAP Business Network Account creation interface. At the top, the header reads "SAP Ariba Proposals and Questionnaires". A green box with the number "7" indicates the current step. The main title is "Product and Service Category Selection". Below this, there are two tabs: "Search" and "Browse", with "Browse" highlighted by a red rectangle. A instruction text states: "Click the product and service category you want to add and click the + icon. Lower-level product and service categories are displayed after you click a product and service category. Click OK to save your changes." Below the instruction, there is a section titled "Browse Product and Service Categories" with a link "Didn't find what you were looking for? Try Search »". This section contains four columns of category lists, each with a right-pointing arrow and a plus icon. The first column lists categories like "Agricultural & Fishing machinery", "Agricultural & Fishing Services", "Apparel, Luggage & Personal Care", "Chemicals", "Cleaning Supplies", "Computer Hardware, Software & Telecom", and "Construction & Maintenance Services". The second column lists "Communications Devices & Accessories", "Computer & Storage Hardware", "Computers & Peripherals", "Data, Voice & Mobile Networking", and "Software". The third column lists "Personal communication devices" and "Personal communications device accessories or parts". The fourth column lists "Analog Telephones", "Answering machines", "Digital enhanced cordless telecommunications DECT cordless phones", "Digital Telephones", "Fixed phones", "IP phones", and "Mobile phones". Below these columns is a section titled "My Selections (0)" with a text box containing "No items" and a "Remove" button. At the bottom right, there are "Cancel" and "OK" buttons. On the right side of the interface, there is a blue box with the text "Can't log in? Let us help you!" and links for "Documentation" and "Support".

# SAP Business Network Account

8) When complete, check the **'Terms of Use'** and **'SAP Ariba Privacy Statement'** boxes and then the **'Create account and continue'** box.

Tell us more about your business

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 nine-digit Company Tax ID number.

DUNS Number:

Optional

Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Create account and continue button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

☐ I have read and agree to the [Terms of Use](#)

☐ I have read and agree to the [SAP Ariba Privacy Statement](#)

Create account and continue

Cancel

Can't log in? Let us help you!

Documentation

Support

8

# SAP Business Network Account

9) **Duplicate check!** If it possible that an account has already created, you will be alerted and directed to review the potential accounts.

The screenshot displays the SAP Business Network Account creation interface. At the top, there are input fields for 'Tax ID' (labeled 'Optional') and 'DUNS Number' (labeled 'Optional'). To the right of these fields, instructions state: 'Enter your nine-digit Company Tax ID number.' and 'Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account.' In the top right corner, there are links for 'Documentation' and 'Support'. The main content area contains a paragraph about Ariba's company profile and a section with two checked checkboxes: 'I have read and agree to the Terms of Use' and 'I have read and agree to the SAP Ariba Privacy Statement'. At the bottom right, there are two buttons: 'Create account and continue' and 'Cancel'. A modal dialog box is overlaid in the center, titled '9 Potential existing accounts' (the number 9 is highlighted in a yellow box). The dialog text reads: 'We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.' A blue button labeled 'Review accounts' is located at the bottom right of the dialog.

# SAP Business Network Account

- 10) You will be taken to a page to review all potential matching accounts. If there is no match, you can select '**Continue Account Creation**'. Otherwise, you can return to the previous page to edit information or login using the existing account.

SAP

Ariba Proposals and Questionnaires

?

## Review duplicate Account

10

We noticed that your company may already register an Ariba Network account, please review the match results below, then:

- You can log in the account you are associated with
- Or, you can view the profile and contact the account administrator from there
- Or, if there is no match, you can [Continue Account Creation](#) and we will progress your registration
- Or, you can [Go back to previous page](#)

Match Based On

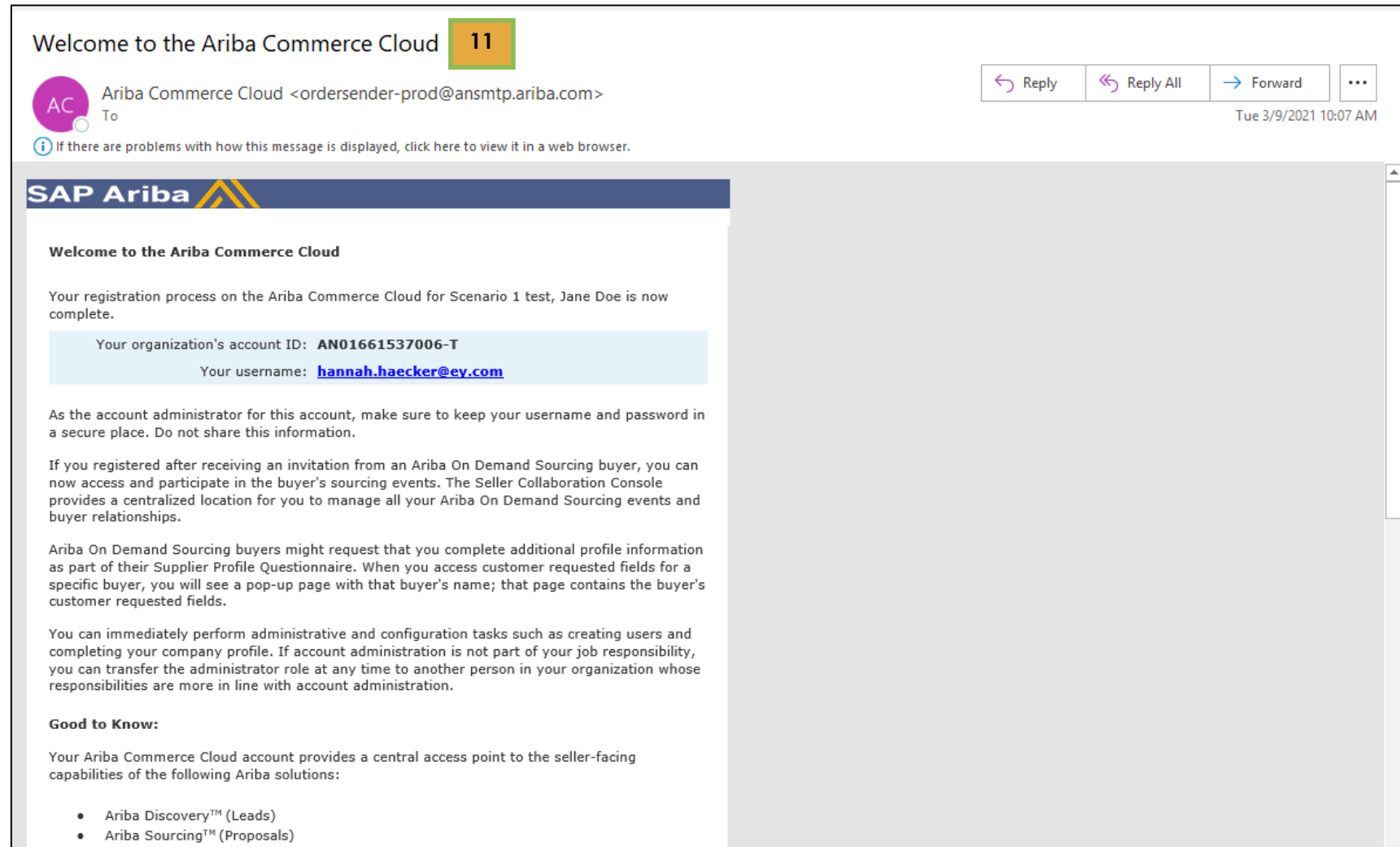
COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
Scenario 1 test, Jane Doe	hannah.haecker@ey.com			Tree Ln Chicago IL, United States 60192

20 search results found

SUPPLIER NAME	COUNTRY	STATE	DUNS	SUPPLIER ANID	ACTIONS
Ernst & Young, LLP	USA	NY	058369562	AN01000357052	...
Ernst & Young LLP	USA	OH	052537503	AN01000115463	...
Ernst & Young LLP	USA	NY	070037071	AN01000000000	...

# SAP Business Network Account

11) After creating your account, you will receive an email from SAP Ariba with your account ID, username, and next steps. **At this point, you have to wait to receive either Approval, Denial, or Request for additional info from ORNL.**



# Complete Supplier Registration Questionnaire

Overview of the supplier registration  
questionnaire.



# Complete Supplier Registration Questionnaire

When populating the supplier registration questionnaire, please note that required fields have a red asterisk (\*) next to them. You will not be able to submit the questionnaire if any of these fields are left blank.

- 1) The panel on the left side of the questionnaire breaks out the different sections of the questionnaire.
- 2) If you are not able to complete the questionnaire in one-sitting, you have the option to select 'Save draft', which will save what you have populated before you exit.
- 3) The amount of time you have left to complete the supplier registration questionnaire will show in the upper right of your screen.

Console Doc198022399 - Supplier Registration Questionnaire 3 Time remaining 364 days 23:55:27

Event Messages  
Event Details  
Response History

1

Event Contents

All Content

2 Sam.gov Information

3 General Business Information

4 Address / Contact Information

5 Business Structure

7 Primary NAICS Code

8 Annual Revenue/Average...

9 Reporting Executive ...

10 Taxpayer Identification...

11 Accounting and Financial...

13 Certification

14 Ariba's Network Content

All Content

2.1 Are you registered in SAM (System for Award Management, <https://sam.gov/SAM/>)? \*

3 General Business Information

3.1 Supplier Legal name \*

3.2 Doing Business as Name (if different than your legal business name)

3.3 Corporate URL

3.5 Unique Identifier (i.e. DUNS Number)

3.7 Parent DUNS

4 Address / Contact Information

4.1 ORNL requires that US Businesses provide your ZIP+4 Postal Code in the address question. Please reference the following URL to determine your ZIP+4. <https://tools.usps.com/go/ZipLookup>

4.2 Physical Address

Street: East House Number: \* 9740

Street 2:

Street 3:

District:

Postal Code: 15237-1111 City: \* Pittsburgh

Country: United States (US) \* Pennsylvania (PA)

(\*) Indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



# Completing the Modular Questionnaire

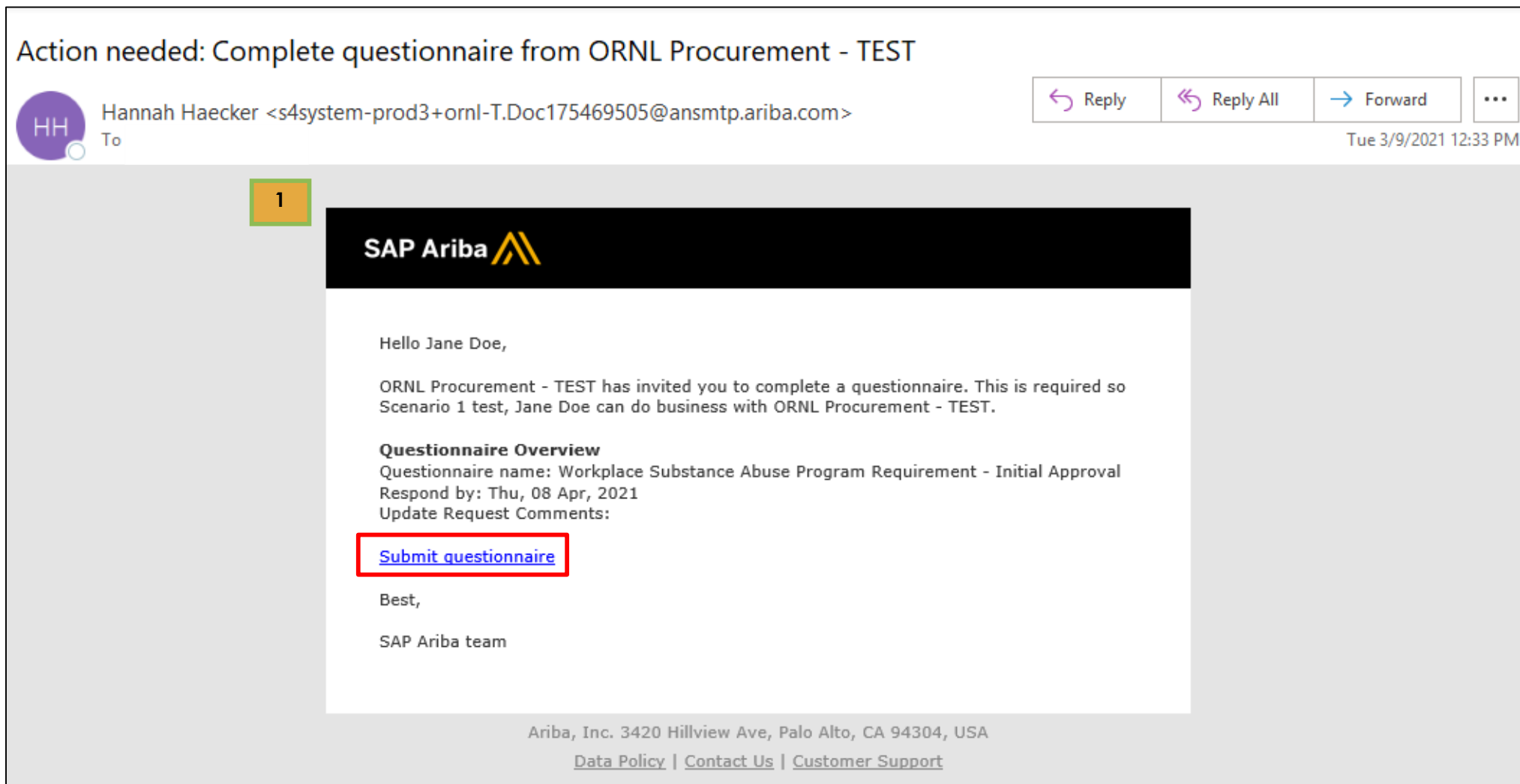
Step-by-step guide for the:

- *Workplace Substance Abuse Program Requirement – Initial Approval Questionnaire*
- *Testing Designated Position & Seller Drug Test Bi-Annual Reporting Questionnaire*



# Completing the Modular Questionnaire

- 1) Once ORNL has sent the appropriate questionnaire to you, the supplier, you will receive this email from SAP Ariba. Select the '**Submit questionnaire**' link to access the questionnaire in your account.



# Completing the Modular Questionnaire

- 2) The link will take you to the '**Supplier Login**' page, where you should enter the username and password you used when you created your SAP Business Network account.
- For the '**Workplace Substance Abuse Program Requirement – Initial Approval**' questionnaire; proceed to '**Step 3**'.
  - For the '**Testing Designated Position & Seller Drug Test Bi-Annual Reporting Questionnaire**'; proceed to '**Step 6**'.

SAP Ariba Proposals and Questionnaires

SAP Ariba

2 Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

Respond to leads for free

We've opened access to SAP Ariba Discovery, so any buyer can post their immediate sourcing needs, and any supplier can respond to show they can deliver. Free to post, free to respond. Open to everyone. Check your leads today!

[Learn More](#)

# Completing the Modular Questionnaire

- 3) This questionnaire will initially show one question, 1.1, which asks: **'Are you classified as a single person entity or do you have a certified possessing facility?'**
- If you select **'Yes'**, proceed to **'Step 4'**
  - If you select **'No'**, proceed to **'Step 5'**

Ariba Sourcing

Company Settings ▼ Jane Doe ▼ Help Center >>

< Go back to ORNL Procurement - TEST Dashboard Desktop File Sync

Console Doc175469505 - Workplace Substance Abuse Program Requirement...

Time remaining  
29 days 23:56:20

Event Messages  
Event Details  
Response History  
Response Team

▼ Event Contents

1 Workplace Substance ...

All Content

Name ↑

▼ 1 Workplace Substance Abuse Program Information

3 1.1 Are you classified as a single person entity or do you have a certified possessing facility?

Unspecified ▼

All Content

(\*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

Jane Doe (hannah.haecker@ey.com) last visited 9 Mar 2021 8:06:41 AM Scenario 1 test, Jane Doe AN01661537006-T  
© 1996–2019 Ariba, Inc. All rights reserved.

SAP Ariba Privacy Statement Security Disclosure Terms of Use

# Completing the Modular Questionnaire

- 4) If you select 'Yes', you will need to provide the name of the certified possessing facility. After this, you should click '**Submit Entire Response**'. You will get a screen asking if it is okay to submit this response.

Ariba Sourcing

< Go back to ORNL Procurement - TEST Dashboard

Desktop File Sync

Company Settings ▼ Jane Doe ▼ Help Center >>

Console Doc175469505 - Workplace Substance Abuse Program Requirement...

Time remaining 29 days 23:55:42

Event Messages  
Event Details  
Response History  
Response Team

▼ Event Contents

All Content

1 Workplace Substance ...

All Content

1 Workplace Substance Abuse Program Information

1.1 Are you classified as a single person entity or do you have a certified possessing facility? \*

1.2 Please provide the name of the certified possessing facility. (Applicable for possessing facility classifications only.) \*

(\*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

Jane Doe (hannah.haecker@ey.com) last visited 9 Mar 2021 8:06:41 AM Scenario 1 test, Jane Doe AN01661537006-T  
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SAP Ariba Privacy Statement Security Disclosure Terms of Use

# Completing the Modular Questionnaire

- 5) If you select '**No**', you will need to attach your Workplace Substance Abuse Program Documentation and answer the rest of the questions that appear. After this, you should click '**Submit Entire Response**'. You will get a screen asking if it is okay to submit this response.

Ariba Sourcing

< Go back to ORNL Procurement - TEST Dashboard

Company Settings ▼ Jane Doe ▼ Help Center >>

Desktop File Sync

Time remaining 29 days 23:55:30

Console Doc175469505 - Workplace Substance Abuse Program Requirement...

Event Messages  
Event Details  
Response History  
Response Team

▼ Event Contents

All Content

1 Workplace Substance ...

2 Workplace Substance ...

3 Employee Information

4 Workplace Substance ...

5 Workplace Substance ...

6 WSAP Random Drug Tes...

All Content

1 Workplace Substance Abuse Program Information

1.1 Are you classified as a single person entity or do you have a certified possessing facility? \*

1.3 Please attach your Workplace Substance Abuse Program Documentation. \*Attach a file

2 Workplace Substance Abuse Program References

2.1 UT-Battelle's DOE Prime Contract Reference of Workplace Substance Abuse Program Requirements References ▼

2.2 Baseline Requirements, Information, and References for Subcontracts Subject to 10 CFR 707 References ▼

2.3 Workplace Substance Abuse Policy Example References ▼

2.4 UT-Battelle's WSAP Background Information, Points of Contacts, Reporting Requirements, Additional Reference Links to Documents, Clauses, and Forms, and Email Reminder Notifications References ▼

3 Employee Information

3.1 Vendor Designated Employer Representative \*

(\*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

# Completing the Modular Questionnaire

- 6) If you select '**No**', this questionnaire will have a variety of questions that appear—you need to go through and complete all of the information, and when done select the '**Submit Entire Response**' button. You will get a screen asking if it is okay to submit this response.
- This will be the case for the Pre-Award survey, as well as any other modular questionnaires that are requested

Ariba Sourcing

< Go back to ORNL Procurement - TEST Dashboard

Desktop File Sync

Company Settings Jane Doe Help Center >>

Console Doc175469572 - Testing Designated Position & Seller Drug Tes...

Time remaining 29 days 23:52:22

Event Messages  
Event Details  
Response History  
Response Team

▼ Event Contents

All Content

5 LINKS to UT-Battelle...

7 Employee Information

8 Report of Seller Dru...

9 Positive Substance Type

10 Action

11 Training Type

All Content

Name ↑

1 WSAP Period June 2021 - December 2021

2 Background

Effective October 1, 2014, UT-Battelle, LLC (UT-B) discontinued the practice of offering to perform random drug testing for Seller's employees and began requiring each subcontractor to establish their own Workplace Substance Abuse Program (WSAP) that complied with 10 CFR 707. Prior to this, UT-B had allowed for Seller's employees to be in UT-B's testing pool.

To find out if your subcontract with UT-B contains this provision, refer to Section H and check for the inclusion of the following clause:

Workplace Substance Abuse Programs at DOE Sites (July 2006)  
Restriction on Performance of Work under Agreements Subject to 10 CFR 707

(a) Until the Seller has been notified in writing that the Workplace Substance Abuse Program submitted by the Seller and their lower tier subcontractors plan has been approved by the Company for this Agreement, no work shall be performed under this Agreement that involves the use of individuals in Testing Designated Positions as described in 10 CFR 707.7(b) and (c). Testing Designated Positions include, but are not limited to, individuals that have Q and L security clearances. If any work violates this provision, the Seller shall immediately stop work and notify the Procurement Officer.

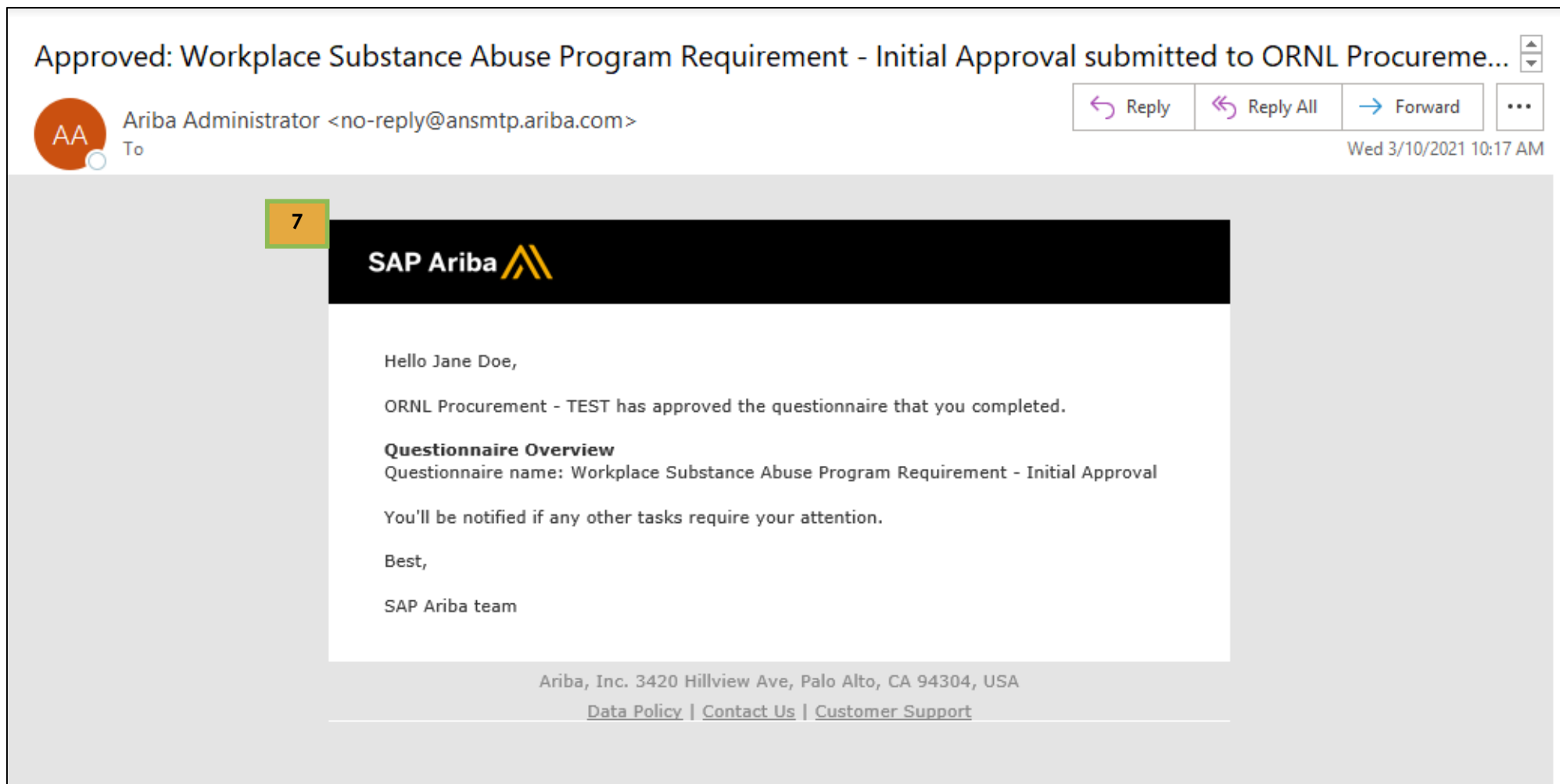
(\*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



# Completing the Modular Questionnaire

- 7) Once the questionnaire is approved, denied, or more information is requested, you will receive a notification email regarding the updated status of your questionnaire.



# Responding to a Sourcing Event

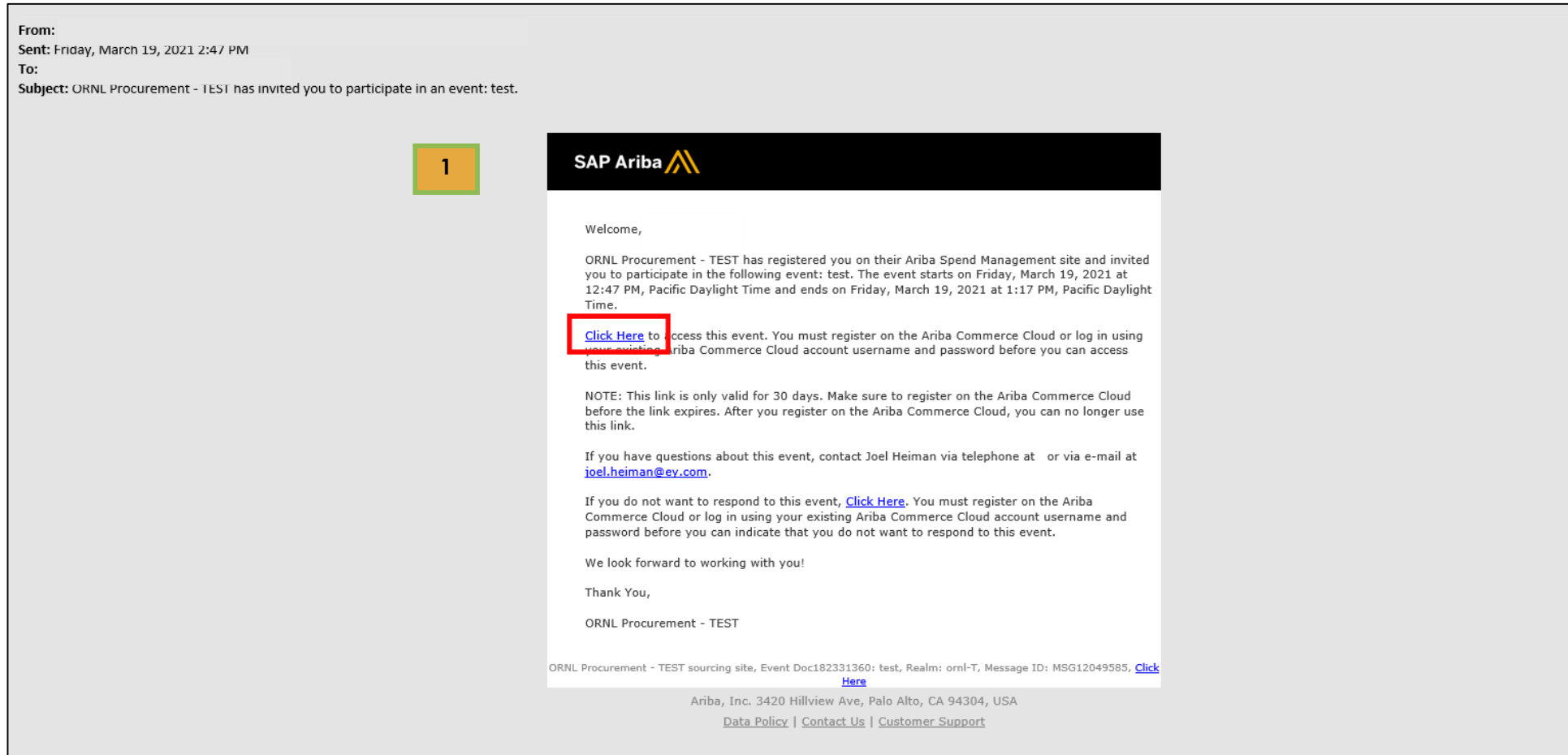
Step-by-step guide for:

- *RFP*
- *RFI*
- *Auction*
- *Staff Aug*



# Responding to a Sourcing Event

- 1) When ORNL creates a Sourcing event and adds you as a participant to the event, you will receive an email from SAP Ariba inviting you to participate and to either fill out required forms, participate in an auction for the contract, or both (depending on the type of event it is). **Click the link in the email** to view the necessary actions in your account.



# Completing the Modular Questionnaire

- 2) The link will take you to the '**Supplier Login**' page, where you should enter the username and password you used when you created your SAP Business Network account.

SAP Ariba Proposals and Questionnaires

SAP Ariba

2 Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

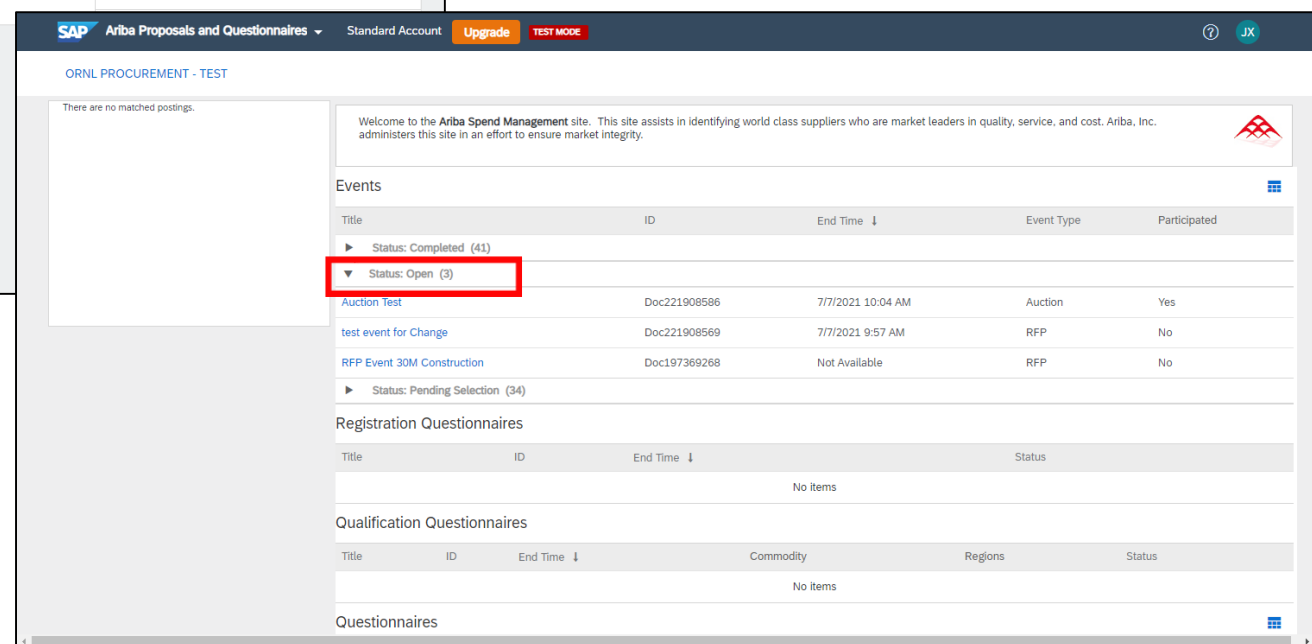
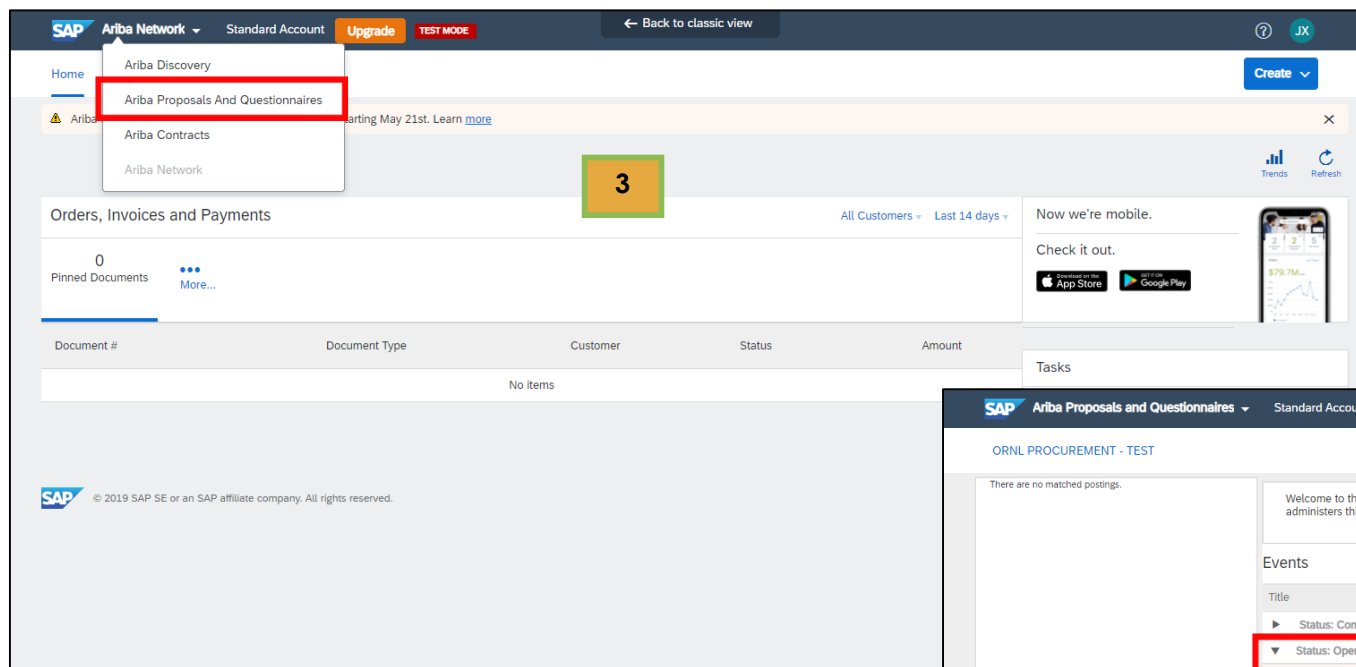
Respond to leads for free

We've opened access to SAP Ariba Discovery, so any buyer can post their immediate sourcing needs, and any supplier can respond to show they can deliver. Free to post, free to respond. Open to everyone. Check your leads today!

[Learn More](#)

# Completing the Modular Questionnaire

- 3) Once you are logged in to the system, navigate to the upper left corner and click on the 'Ariba Network' logo and then select '**Ariba Proposals and Questionnaires**' from the dropdown. Once on the proposals and questionnaires page, click on the '**Status: Open**' dropdown and you should be able to locate and select the appropriate Sourcing event.



# Responding to a Sourcing Event

There are a variety of actions required at this phase depending on what type of Sourcing event it is:

**When it is an RFP event:** you will be asked to complete a number of documents. Locate the correct Sourcing Event from your dashboard, and you will be directed to complete a number of forms, such as:

- Obtain Conflict of Interest Analysis for Current or Former U.S. Government Employees or Consultants
- Obtain and review the short version of Reps & Certs
- Obtain CCPD

Click through each of the mandatory fields and complete the necessary information, upload, and submit to ORNL for review, approval, and awarding. For specific instructions **proceed to step 4**.

**When it is an Auction event:** You will be asked to submit your bid for each line item in the event that you would like to bid on. You can do this within the appropriate Sourcing event in your Supplier portal, and this number can be updated throughout the course of the auction, up until the bidding window closes. Auctions will also require some forms to be uploaded as well, following the same process as RFP events just with different documents. For specific instructions **proceed to step 7**.

**For all other types of Sourcing events** (RFI/Staff Aug): Complete any necessary tasks within the Sourcing event in your Supplier portal as denoted by red asterisks and wait for an award update.

# Responding to a Sourcing Event

**4) RFP events:** After selecting the appropriate Sourcing event, click on the '**Review Prerequisites**' button, as there are prerequisites that need to be accepted for all ORNL Sourcing events. Review the list and if you accept, select the '**I accept the terms of this agreement**' option, and click the blue '**OK**' button.

The screenshot shows the Ariba Sourcing interface for a sourcing event. The main header displays 'Ariba Sourcing' and navigation links. The event details section shows 'Doc222003656 - Auction Test' with a timer indicating 29 days 23:26:40 remaining. A yellow banner provides instructions on reviewing prerequisites. Below this, a row of buttons includes 'Download Content', 'Review Prerequisites' (highlighted with a red box), 'Decline to Respond', and 'Print Event Information'. The left sidebar contains a checklist and event contents. The main content area shows the 'Introduction' section, followed by 'Company Information' and 'Event Overview and Timing Rules'. A modal window titled 'Prerequisites' is open, displaying a checklist and the terms of the agreement. The '2. Review and Accept Prerequisites' section is expanded, showing the terms of the agreement. The 'I accept the terms of this agreement' radio button is selected. The 'OK' button is highlighted with a red box.



# Completing the Modular Questionnaire

- 5) After you have selected the correct Sourcing event, you will be able to scroll through and locate any necessary actions that you need to complete, including adding a price or attaching any files. **Any mandatory fields will be denoted by a red asterisk.**

Note: Different types of events will have different types of mandatory fields, so read carefully through each event.

Ariba Sourcing

Go back to ORNL Procurement - TEST Dashboard

Company Settings June Xu

Desktop File Sync

Time remaining 29 days 22:15:44

Console Doc221908569 - test event for Change

Event Messages Response History

▼ Checklist

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

▼ Event Contents

All Content

1 Introduction

2 Event Information

3 RFP Package

All Content

Please download and review the attached documents which will support you while entering your pricing.

▼ 4 Pricing and Cost Breakdowns

4.1 Wood Pallets

Name ↑	Price	Quantity	Extended Price
4.1 Wood Pallets	* \$150.00	USD 10 each	

5.2 Prime Flowdowns

https://contracts.ornl.gov/wp-content/uploads/2021/01/Prime-Flowdown-Clauses\_1.25.2021.pdf

▼ 5.3 General Terms and Conditions

5.3.1 General Terms and Conditions - Fixed Price

https://contracts.ornl.gov/wp-content/uploads/2021/01/Terms-Conditions-Fixed-Price-2020-11-11.pdf

(\*) Indicates a required field

Submit Entire Response Update Totals Save draft Compose Message Excel Import

Ariba Sourcing

Go back to ORNL Procurement - TEST Dashboard

Company Settings June Xu

Desktop File Sync

Time remaining 29 days 22:15:35

Console Doc221908569 - test event for Change

Event Messages Response History

▼ Checklist

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

▼ Event Contents

All Content

1 Introduction

2 Event Information

3 RFP Package

All Content

7.3.2.1 The Technical Proposal should not exceed [redacted] pages (excluding personnel resumes). The Technical Proposal must be in the following format:

(1) Table of Contents

Attach a file

Please attach your Technical Proposal:

7.3.3 (c) Format for Business Management Proposal.

Less...

The Business Management Proposal must be in the following format:

7.3.3.1 (1) Solicitation and Offer and Subcontract forms

A completed, signed copy of the Solicitation and Offer and Subcontract forms.

7.3.3.2

(2) Price Information

(A) Price Proposal. You must include your price proposal in this section.

\*\*\*\*\*BEGIN NOTE TO BUYER\*\*\*\*\*

(\*) Indicates a required field

Submit Entire Response Update Totals Save draft Compose Message Excel Import

# Completing the Modular Questionnaire

- 6) Once you have entered all required information and uploaded any required documents, click the blue **'Submit Entire Response'** button in the bottom left corner, and then click **'OK'** from the pop-up field. Once you have submitted your responses, there will be a green banner at the top of the screen to tell you the responses have been submitted to ORNL. **Proceed to step 12.**

The screenshot shows the Ariba Sourcing interface for a 'test event for Change' (Doc221908569). A pop-up dialog titled 'Submit this response?' is displayed in the center, with a green checkmark and the text 'Click OK to submit'. The 'OK' button is highlighted with a red rectangle. In the background, the 'All Content' section shows a table with columns for Name, Price, Quantity, and Extended Price. A yellow box with the number '6' is visible next to the first row. The 'Event Contents' section on the left has a 'Submit Entire Response' button highlighted with a red rectangle.

The screenshot shows the Ariba Sourcing interface after the response has been submitted. A green banner at the top of the main content area reads: '✓ Your response has been submitted. Thank you for participating in the event.' The banner is highlighted with a red rectangle. The 'Event Contents' section on the left shows the 'Submit Response' step as the current step. The 'All Content' section shows a table with columns for Name, Price, Quantity, and Extended Price. The first row has a 'Yes' value in the Price column. The 'Event Contents' section on the left has a 'Compose Message' button highlighted with a red rectangle.

# Responding to a Sourcing Event

**7) Auction event:** After selecting the appropriate Sourcing event, click on the **'Review Prerequisites'** button, as there are prerequisites that need to be accepted for all ORNL Sourcing events. Review the list and if you accept, select the **'I accept the terms of this agreement'** option, and click the blue **'OK'** button.

The screenshot displays the Ariba Sourcing interface for an event titled "Doc222003656 - Auction Test". The "Review Prerequisites" button is highlighted with a red box. Below this, a modal window titled "Prerequisites" is open, showing a checklist of prerequisites and a list of terms and conditions. The "I accept the terms of this agreement" radio button is selected, and the "OK" button is highlighted with a red box.

**Event Details**  
Doc222003656 - Auction Test  
Time remaining in open bidding: 29 days 23:26:40

**Event Messages**  
Download Tutorials

**Checklist**

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

**Event Contents**

All Content

1. Introduction
2. Event Information
3. E-Auction Package
4. Pricing and Cost

**Introduction**

1.1 **Company Information**

Oak Ridge National Laboratory (ORNL) is the largest US Department of Energy science and energy laboratory, conducting basic and applied research to deliver transformative problems in energy and security. ORNL is managed and operated by UT-Battelle, LLC (the Company).

ORNL's diverse capabilities span a broad range of scientific and engineering disciplines, enabling the Laboratory to explore fundamental science challenges and to accelerate the delivery of solutions to the marketplace. ORNL supports DOE's national missions of:

- Scientific discovery—We assemble teams of experts from diverse backgrounds, equip them with powerful instruments and research facilities, and address compelling
- Clean energy—We deliver energy technology solutions for energy-efficient buildings, transportation, and manufacturing, and we study biological, environmental, and develop new biofuels and bioproducts and to explore the impacts of climate change; and
- Security—We develop and deploy "first-of-a-kind" science-based security technologies to make the world a safer place.

**Event Overview and Timing Rules**

Owner: Hannah Haecker  
Event Type: Auction  
Currency: US Dollar  
Commodity: Heavy construction machinery and equipment

**Prerequisites**  
Doc222003656 - Auction Test

Prerequisites must be completed prior to participation in the event.

**Checklist**

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

In consideration of the opportunity to participate in on-line events ("On-Line Events") held and conducted by the company sponsoring this On-Line Event ("Sponsor") on the web site (this "Site") hosted by Ariba, Inc. ("Site Owner"), your company ("Participant" or "You") agrees to the following terms and conditions ("Bidder Agreement"):

1. **Bids.** If you are invited to participate in the On-Line Event, Sponsor reserves the right to amend, modify or withdraw this On-Line Event. Sponsor reserves the right to accept or reject all or part of your proposal. Submission of a bid does not create a contract or any expectation by Participant of a future business relationship. Rather, by submitting a bid, you are making a firm offer which Sponsor may accept to form a contract, subject to section 2 below. Sponsor is not liable for any costs incurred by Participant in the preparation, presentation, or any other aspect of Participant's bid.
2. **Price Quotes.** Except to the extent Sponsor allows a non-binding bid, all Bids which Participant submits through the On-Line Events are legally valid quotations without qualification, except for data entry errors.
3. **Procedures and Rules.** Participant further agrees to be bound by the procedures and rules established by the Site and Sponsor.
4. **Confidentiality.** Participant shall keep all user names and passwords, the On-Line Event content, other confidential materials provided by the Site and/or Sponsor, and all bids provided by You or another participating organization in confidence and shall not disclose the foregoing to any third party.
5. **Bids through Site only.** Participant agrees to submit bids only through the on-line bidding mechanism supplied by the Site and not to submit bids via any other mechanism including, but not limited to, post, courier, fax, E-mail, or orally unless specifically requested by Sponsor.
6. **Ethical Conduct.** All parties will prohibit unethical behavior and are expected to notify the Site Owner by contacting the appropriate project team if they witness practices that are counter-productive to the fair operation of the On-Line Event. If Participant experiences any difficulties during a live On-Line Event, Participant must notify Site Owner immediately.
7. **Survival.** The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event.

\*\*\*\*  
BA v1.1 19Aug05

☐ I accept the terms of this agreement.  
☒ I do not accept the terms of this agreement.

**OK** **Cancel**

# Responding to a Sourcing Event

- 8) Click the '**Select Lots**' button at the top of the screen, and when the next screen appears select all available lots that you would like to bid on. You can select by clicking the boxes next to the lots. When you have finished, click the '**Confirm Selected Lots**' button.

The screenshot shows the 'Event Details' page for 'Doc222003656 - Auction Test'. The top navigation bar includes 'Company Settings', 'June Xu', and 'Help Center'. The left sidebar has a 'Checklist' with items: '1. Review Event Details', '2. Review and Accept Prerequisites', '3. Select Lots', and '4. Submit Bids'. The main content area has tabs: 'Download Content', 'Review Prerequisites', 'Select Lots' (highlighted with a red box), and 'Print Event Information'. The 'Introduction' section is visible, showing 'Name 1' and '1.2 How to respond to the E-Auction'.

The screenshot shows the 'Select Lots' page for 'Doc222003656 - Auction Test'. The top navigation bar is the same as the previous screenshot. The left sidebar has a 'Checklist' with items: '1. Review Event Details', '2. Review and Accept Prerequisites', '3. Select Lots', and '4. Submit Bids'. The main content area has tabs: 'Select Lots' and 'Select Using Excel'. The 'Lots Available for Bidding' section shows a table with columns 'Name' and 'Status'. The first row is '4.1 Machinery' with status 'Open'. The 'Confirm Selected Lots' button is highlighted with a red box. A green box with the number '8' is visible in the bottom left corner of the page.

# Responding to a Sourcing Event

- 9) Before you can begin bidding on the lots, you must submit answers to required fields and upload required documents (just like in an RFP event). They will be denoted by red asterisks. Once you have completed all required steps, click on '**Submit Entire Response**'. A green banner will appear at the top of the screen to show your responses have been submitted.

Ariba Sourcing

Go back to ORNL Procurement - TEST Dashboard

Company Settings June Xu Help Center

Desktop File Sync

Time remaining in open bidding 29 days 23:24:30

Console Doc222003656 - Auction Test

Event Messages Response History

Checklist

- Review Event Details
- Review and Accept Prerequisites
- Select Lots
- Submit Bids

Event Contents

All Content

4.1 Machinery

5 Proposal Format - Variable Clauses

5.1

(C) If you are not a small business concern and your proposal exceeds \$2M, a completed, signed copy of the form entitled Cost Accounting Standards Notices and Certification.

5.2

Basis of Award - Price Comparison

(a) An award resulting from this solicitation will be made to the responsible offeror submitting the lowest-priced offer that meets all specified requirements.

5.3

(D) If your proposal exceeds \$650,000, either a copy of your Small Business Subcontracting Plan (see FAR 52.219-9) or the Company form Representations

(\*) Indicates a required field

Attach a file

Submit Entire Response Update Totals Save draft Compose Message Excel Import

Ariba Sourcing

Go back to ORNL Procurement - TEST Dashboard

Company Settings June Xu Help Center

Desktop File Sync

Time remaining in open bidding 29 days 23:23:07

Console Doc222003656 - Auction Test

Event Messages Response History

Checklist

- Review Event Details
- Review and Accept Prerequisites
- Select Lots
- Submit Bids

Event Contents

All Content

3.3 Special Provisions

All articles and documents incorporated by reference, including those made a part of Special Provisions apply as if they were set forth in their entirety.

3.4 List of Attachments

More...

4 Pricing and Cost Breakdown

4.1 Machinery

5 Proposal Format - Variable Clauses

5.1

Decrement selected items by % Apply (\*) Indicates a required field

Submit Entire Response Update Totals Reload Last Bid Save draft Compose Message Excel Import

# Responding to a Sourcing Event

10) Now that you are able to bid on lots, scroll to the lots and enter your bid amount in the text box. Click '**Submit Entire Response**' to submit your bid. You will then be able to see information such as what rank you are in the bid, and you are able to change your bid amount for each lot up until the time remaining runs out (shown in the top right corner). You can change your bid information by using the various buttons at the bottom of the screen.

**Ariba Sourcing**

Company Settings June Xu Help Center >>

< Go back to ORNL Procurement - TEST Dashboard

Desktop File Sync

Time remaining in open bidding  
29 days 23:22:35

Console Doc222003656 - Auction Test

✓ Your response has been submitted.

Event Messages  
Response History

▼ Checklist

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

▼ Event Contents

All Content

1 Introduction

2 Event Information

3 E-Auction Package

4 Pricing and Cost Breakdown

5 Proposal Format - Variable Clauses

All Content

1 Introduction

2 Event Information

3 E-Auction Package

4 Pricing and Cost Breakdown

5 Proposal Format - Variable Clauses

My Response

Name ↑	Rank	Price	Quantity	Extended Price	Leading Price
All articles and documents incorporated by reference, including those made a part of Special Provisions apply as if they were set forth in their entirety.					
3.4 List of Attachments More... +					
▼ 4 Pricing and Cost Breakdown \$10,000.00 USD					
4.1 Machinery	10	<input type="checkbox"/> 1 <input type="text" value="\$1,000.00"/>	USD 10 each	\$10,000.00 USD	\$1,000.00 USD
▼ 5 Proposal Format - Variable Clauses					
5.1 (C) If you are not a small business concern and your proposal exceeds \$2M, a completed, signed copy of the form entitled Cost Accounting Standards Notices and Certification.					
* ORNL PPT TEMPLATE.pptx Update file Delete file					

Decrement selected items by  % Apply (\*) indicates a required field

Submit Entire Response Take Lead ▼ Update Totals Reload Last Bid Save draft Compose Message Excel Import

# Responding to a Sourcing Event

11) If you have not already fully completed your Pre-Award Survey, you will be asked to go in and fully complete this. To locate it, navigate to your modular questionnaires for ORNL and click on the one starting with '**Pre-Award Survey**'. Complete all remaining required fields and submit to ORNL for review and approval.

New supplier request details

11

Export

Question	Response
1 Are you able to provide either a DCAA Audited accounting system approval letter or a third-party pre-award audit review document?	No
3 Except for any deficiencies noted and explained, is the accounting system in accord with generally accepted accounting principles applicable in the circumstances?	Yes
4 Accounting system provides for proper segregation of direct costs from indirect costs.	Yes
5 Accounting system provides for identification and accumulation of direct costs by contract.	Yes
6 Accounting system provides for a logical and consistent method for the allocation of indirect costs to intermediate and final cost objectives. (A contract is final cost objective.)	Yes
7 Accounting system provides for accumulation of costs under general ledger control.	Yes
8 Accounting system provides for a timekeeping system that identifies employees' labor by intermediate or final cost objectives.	Yes
9 Accounting system provides for a labor distribution system that charges direct and indirect labor to the appropriate cost objectives.	Yes
10 Accounting system provides for interim (at least monthly) determination of costs charged to a contract through routine posting of	Yes



# Responding to a Sourcing Event

12) During the time before the Sourcing event is closed, you will be able to communicate with ORNL through the '**Message**' function in the system. If you have a question or something you need to talk to ORNL about, you can compose a new message that will be sent directly to ORNL and allows for an easy way to track all communications related to the Sourcing event. Do this by clicking on the '**Compose Message**' button.

The screenshot displays the Ariba Sourcing interface for an 'Event Messages - Auction Test'. The header includes 'Ariba Sourcing', 'Company Settings', 'June Xu', and 'Help Center'. A navigation bar shows 'Go back to ORNL Procurement - TEST Dashboard' and 'Desktop File Sync'. The main section is titled 'Event Messages - Auction Test' with a 'Back to Console' button. A clock icon indicates 'Time remaining in open bidding: 29 days 23:21:42'. Below this is a 'Messages' table with columns: Id, Reply Sent, Sent Date, From, Contact Name, To, and Subject. The table contains two messages. The first message (MSG15692244) has a 'Reply Sent' status of 'No' and a subject of 'Event Auction Test is now accepting responses.'. The second message (MSG15692243) has a 'Reply Sent' status of 'Not Applicable' and a subject of 'ORNL Procurement - TEST has invited you to participate in an event: Auction Test.'. Below the table, there are buttons for 'View', 'Reply', 'Compose Message' (highlighted with a red box), and 'Download all attachments'. A yellow box with the number '12' is overlaid on the 'Compose Message' button. At the bottom, there is a footer with copyright information and links to 'SAP Ariba Privacy Statement', 'Security Disclosure', and 'Terms of Use'.

Id	Reply Sent	Sent Date	From	Contact Name	To	Subject
MSG15692244	No	06/07/2021 11:51 AM	ORNL Procurement - TEST	Hannah Haecker	Participants (0) Team (0)	Event Auction Test is now accepting responses.
MSG15692243	Not Applicable	06/07/2021 11:50 AM	ORNL Procurement - TEST	Hannah Haecker	June Xu	ORNL Procurement - TEST has invited you to participate in an event: Auction Test.

12

# Responding to a Sourcing Event

After you submit your completed documents, tasks, and/or bids ORNL will review the responses from the responding participants and determine who will be awarded the contract. You will receive an email from ORNL updating you on your status of whether you have or have not been awarded the contract.

**If you have not been awarded the contract:** no further action is required on your part.

**If you have been awarded the contract:**

If it is an RFP, you will be required to submit documentation for various items, which can be found in your supplier portal under the correct Sourcing event. The required documents to submit are documents such as:

- Bond Documentation
- Proof of Insurance

If it is not an RFP, you will be contacted by ORNL when they are ready to review and sign the subsequent contract.

# Participating in sourcing events

If you have additional questions we recommend you reference a comprehensive guide that SAP has developed for Suppliers participating in Sourcing events. Please follow this [link](#) to a PDF copy of the guide.



PUBLIC  
2021-05

## Participating in sourcing events SAP Ariba Sourcing for suppliers

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THE BEST RUN

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Participating in sourcing events  
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# Reviewing and Signing Contracts

Step-by-step guide



# Reviewing and Signing Contracts

- 1) Go to the SAP Ariba log in page, where you should enter the username and password you used when you created your SAP Business Network account.

SAP Ariba Proposals and Questionnaires

SAP Ariba

1 Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

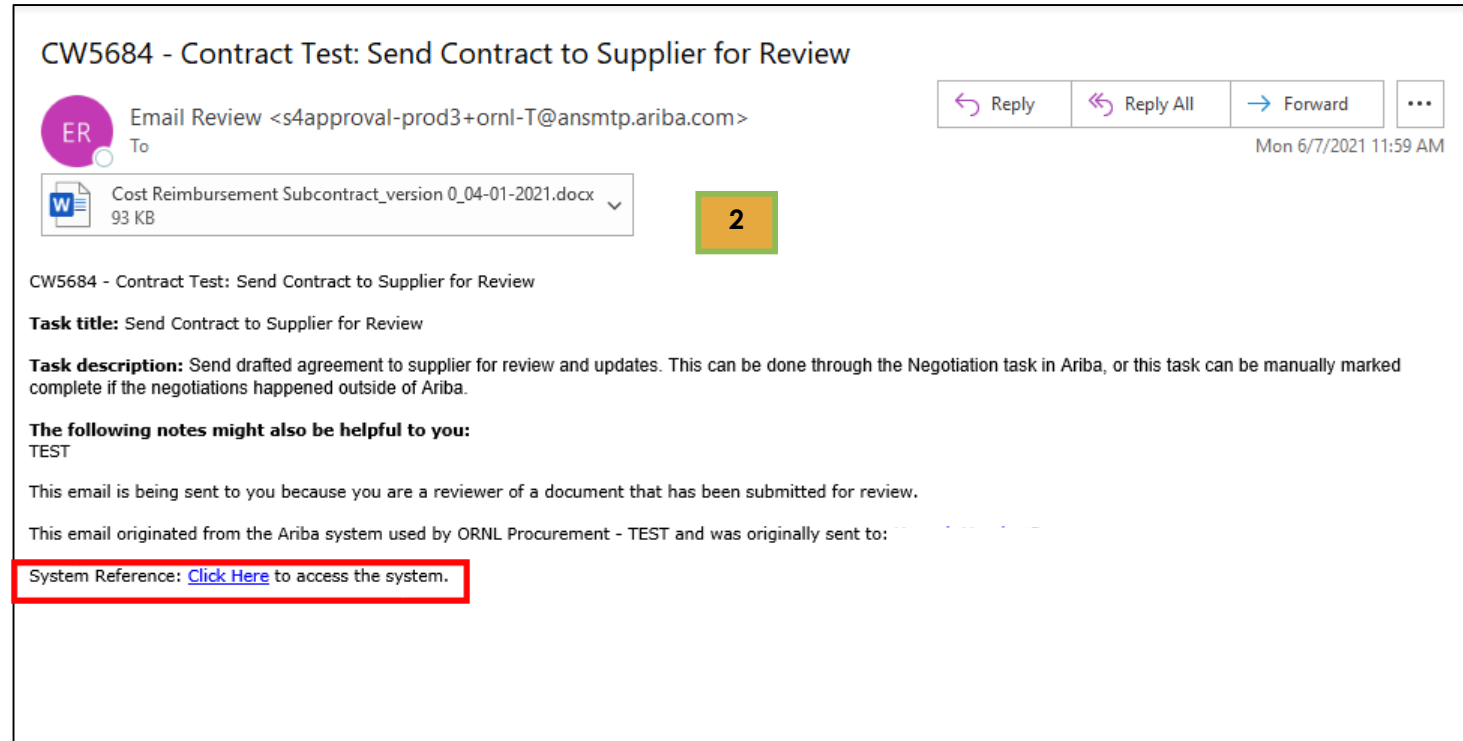
Respond to leads for free

We've opened access to SAP Ariba Discovery, so any buyer can post their immediate sourcing needs, and any supplier can respond to show they can deliver. Free to post, free to respond. Open to everyone. Check your leads today!

[Learn More](#)

# Reviewing and Signing Contracts

- 2) When ORNL creates a contract and adds you as the supplier, if you have not already reviewed the terms of the relevant contract you will receive an email where you will be directed to review the details of the contract and send any edits back to ORNL for internal review and approval before both parties sign. If it is a contract amendment, the following actions and tasks will still be the same as if it were a new contract. *(The email might be sent from SAP as an automated email, or it might be sent directly from ORNL. This photo is just an example.)*



# Reviewing and Signing Contracts

- 3) Prior to signing the contract, you might have to upload various documents for ORNL to have on file. Look on your Supplier portal if there are any documents needed by ORNL (such as 'WSAP Plan', 'AHA Form', or 'Small Business Subcontracting Plan'). **Complete and upload the necessary documents for ORNL to store and review.**

SAP Ariba Proposals and Questionnaires Standard Account Upgrade TEST MODE ? JX

ORNL PROCUREMENT - TEST

There are no matched postings.

3

Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Events

Title	ID	End Time ↓	Event Type	Participated
▶ Status: Completed (41)				
▼ Status: Open (3)				
Auction Test	Doc221908586	7/7/2021 10:04 AM	Auction	Yes
test event for Change	Doc221908569	7/7/2021 9:57 AM	RFP	No
RFP Event 30M Construction	Doc197369268	Not Available	RFP	No
▶ Status: Pending Selection (34)				

Registration Questionnaires

Title	ID	End Time ↓	Status
No items			

Qualification Questionnaires

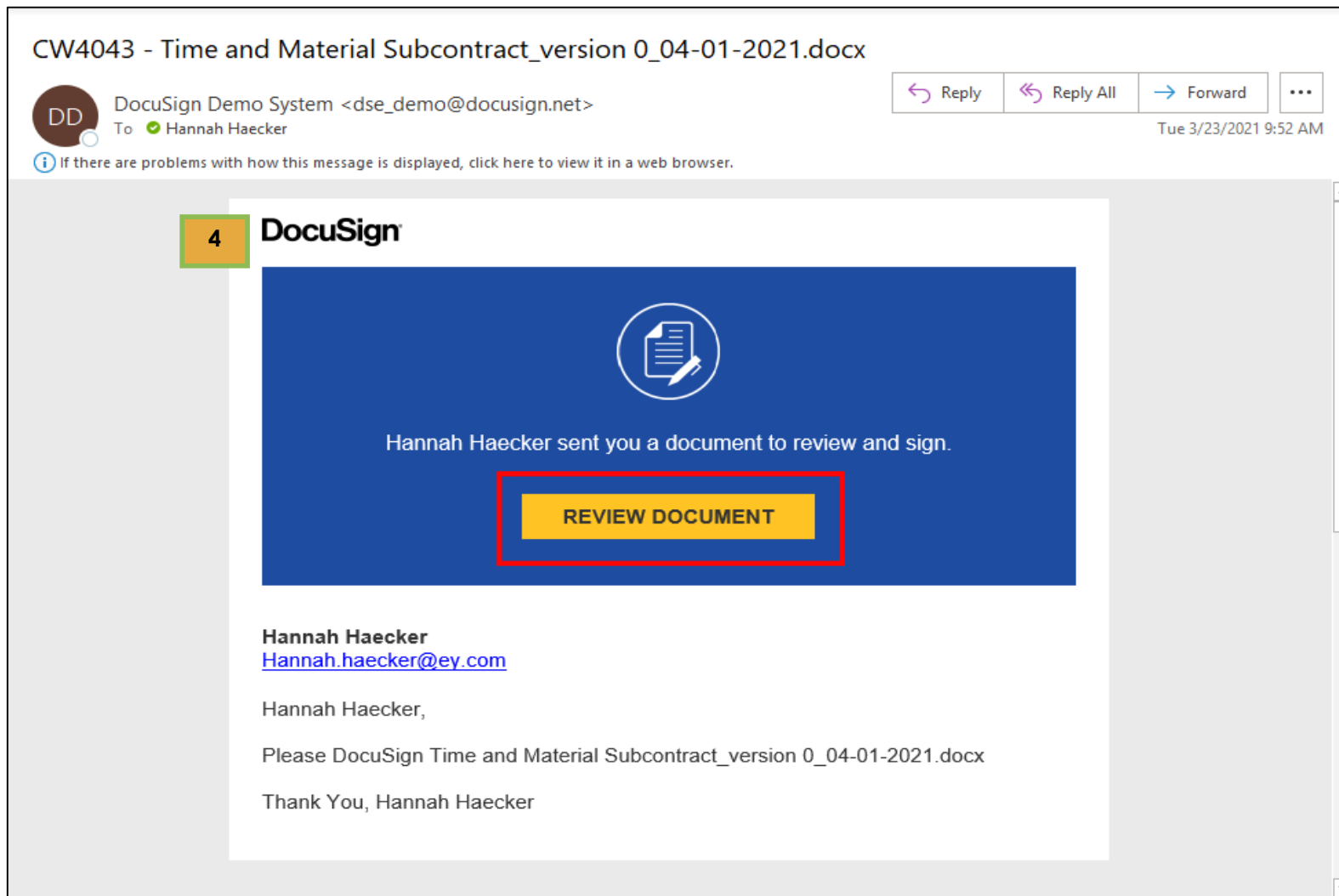
Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Questionnaires



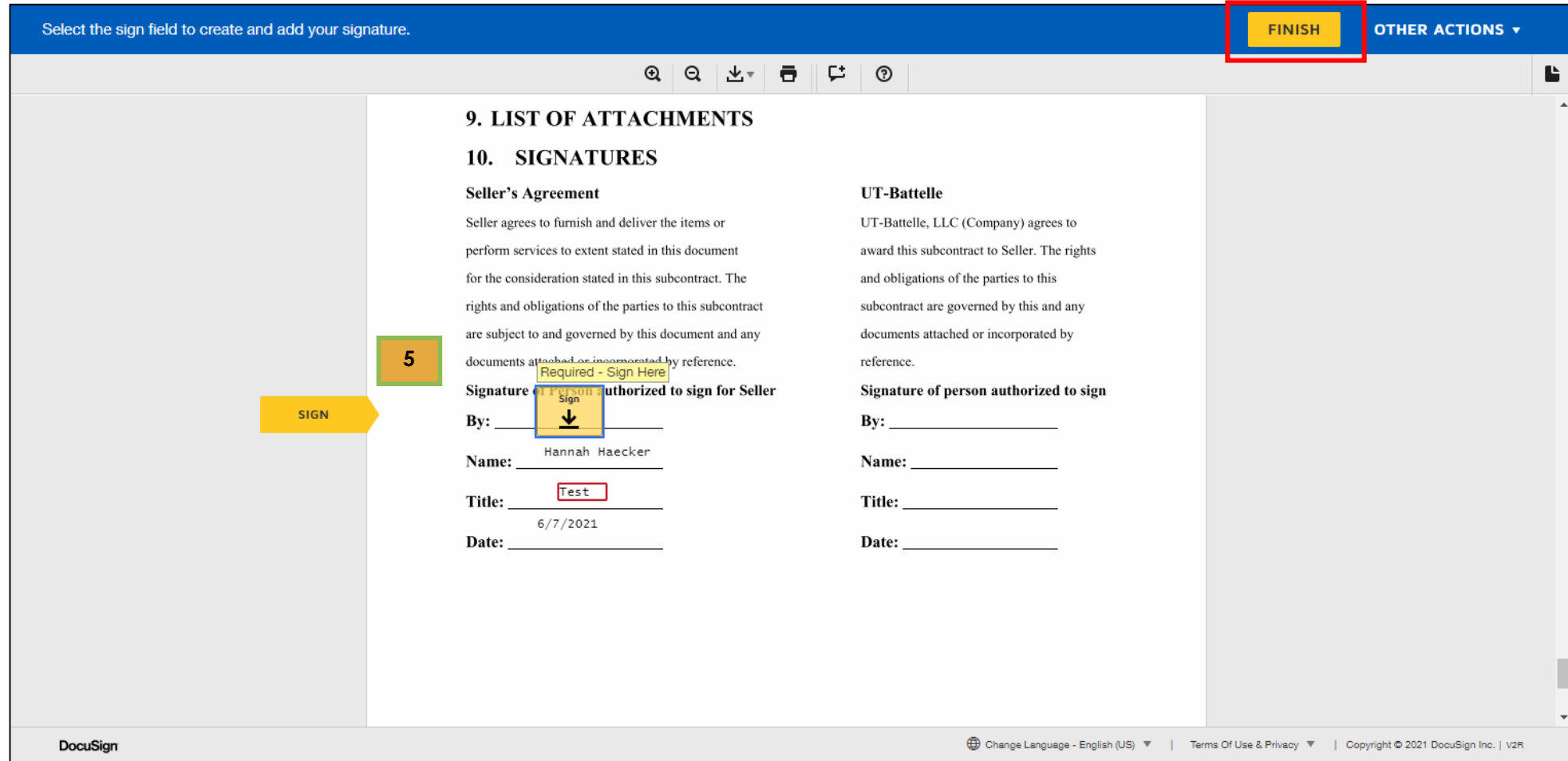
# Reviewing and Signing Contracts

4) You will receive an email from DocuSign, saying that you have a document for review and signature. Click on '**Review Document**'.



# Reviewing and Signing Contracts

- 5) When the contract is ready for signing, you will receive an email from DocuSign, saying that you have a document for review and signature. Click on '**Review Document**'. On the document there will be yellow boxes under the '**Seller's Agreement**' header that denote where you have to enter information, including a Signature, Name, Title, and Date. When you have entered information for all the fields shown, click the '**Finish**' box in the top right corner.



Select the sign field to create and add your signature.

**FINISH** **OTHER ACTIONS** ▾

9. LIST OF ATTACHMENTS


10. SIGNATURES

**Seller's Agreement**

Seller agrees to furnish and deliver the items or perform services to extent stated in this document for the consideration stated in this subcontract. The rights and obligations of the parties to this subcontract are subject to and governed by this document and any documents attached or incorporated by reference.

**Required - Sign Here**

**Signature of person authorized to sign**

By:  \_\_\_\_\_

Name: Hannah Haecker

Title: **Test**

Date: 6/7/2021

**UT-Battelle**

UT-Battelle, LLC (Company) agrees to award this subcontract to Seller. The rights and obligations of the parties to this subcontract are governed by this and any documents attached or incorporated by reference.

**Signature of person authorized to sign**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

DocuSign

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# Reviewing and Signing Contracts

- 6) For specific scenarios, there are a couple unique actions that need to be taken to confirm the contract. ORNL will reach out to you with assistance with these scenarios:

**For Novation:** You will receive a link from ORNL to create a new supplier record. Click on the link and complete the information to provide ORNL a new supplier record incorporated into their data.

**For Change of Name:** Go to the Supplier Registration Questionnaire in your SAP Business Network account and provide your updated name in the question 'Legal Business Name'. (This must be done by the supplier contact who originally completed ORNL's Supplier Registration Questionnaire).

New supplier request details Export

6

1 General Supplier Information

1.1 Legal Business Name Scenario 1 test, Jane Doe

1.2 Doing Business As Name (if different then your legal business name)

1.3 Supplier Main Address

+ Street Tree Ln

House Number 123

City Chicago

Country United States

Region Illinois (IL)

2 Primary Supplier Contact

2.1 Contact First Name Jane

2.2 Contact Last Name Doe

2.3 Contact Email janedoe@gmail.com

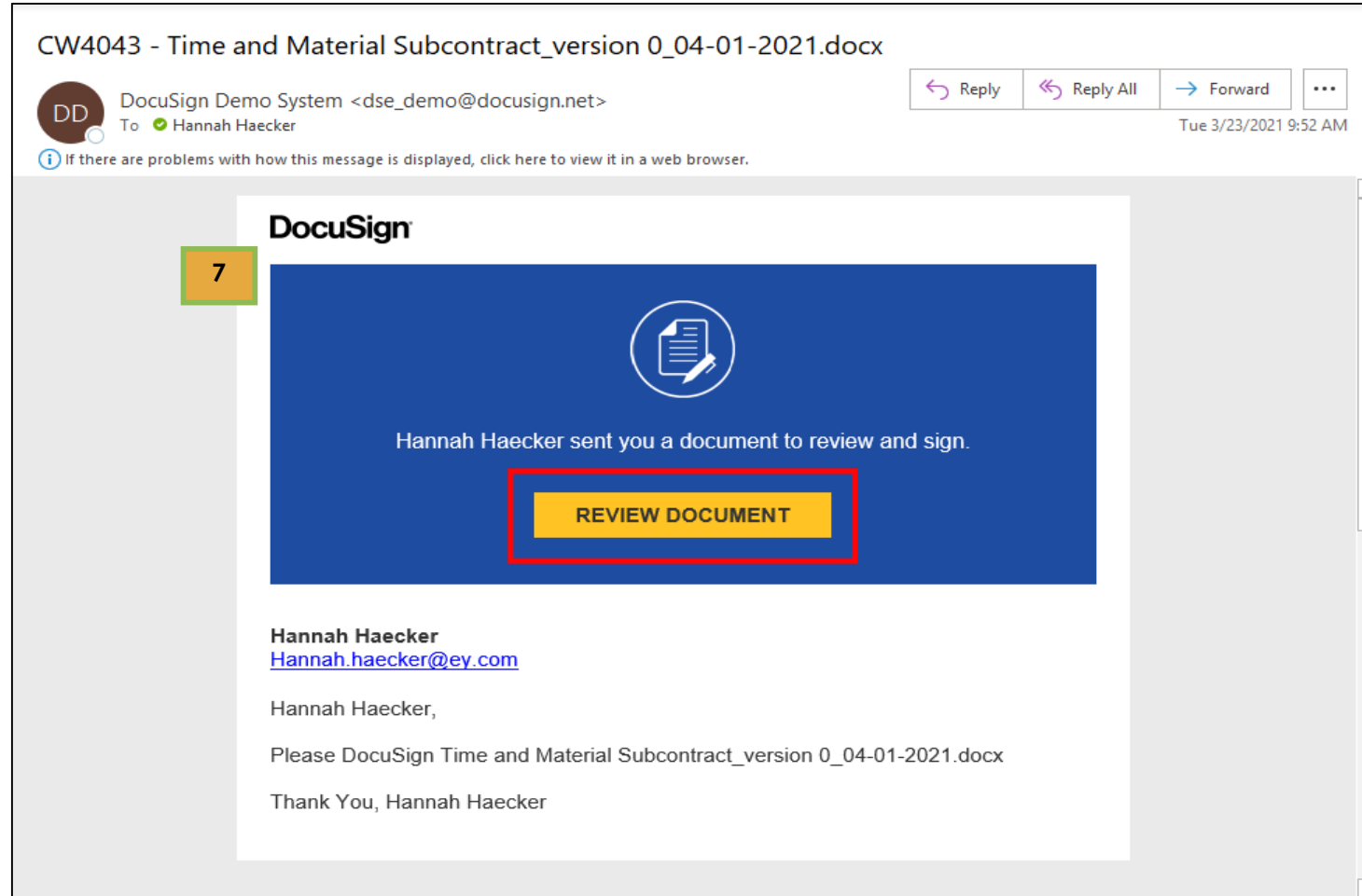
2.4 Contact Phone

2.5 Contact Location and Communication Language English

3 Additional Information

# Reviewing and Signing Contracts

- 7) For a contract termination, you will receive an email from DocuSign saying you have a document to review and sign. Click '**Review Document**' and you will see the Termination Letter that you have to acknowledge. Review the letter and when you've reviewed, scroll to the bottom and complete the information required by the yellow boxes to confirm you have seen and read the document (the same as when you signed a contract). Click '**Finish**' in the top right corner when you are done.



# FAQs

Frequently asked questions and additional resources available to you for support guidance.



# Customer support

	SAP Ariba Customer Support Numbers
Toll-free Number	1-866-218-2155
Europe	+44 20 7187 4144
Asia	+65 6311 4745

# Issues with your log in information

If you do not know your password or username, go to the [Supplier Login page](#) and click **Forgot Username** or **Password** to begin the reset process.

Otherwise there are several reasons why you may not be able to log into your SAP Business Network account. Here is a list of links to troubleshoot common login issues:

- [\*I did not receive the password reset email\*](#)
- [\*My account is locked\*](#)
- [\*The password reset link is expired\*](#)
- [\*I can't access the former administrator's account\*](#)
- [\*I received an ANERR login error\*](#)

If you still can't access your account, you can [\*contact Ariba Customer Support\*](#) directly.



# Common issues when registering an account (page 1 of 2)

- **Duplicate username**: You can access your existing account or create a new user account with a unique username by deselecting the **Use my email as my username** box under the **Email** field. Your username does not need to match your email address.
- **Duplicate D-U-N-S (Data Universal Numbering System) number**: You can leave the **DUNS Number** field empty during registration or contact the administrator of the account that already uses the same number. You can also add your D-U-N-S number on the **Marketing** tab of your **Company Profile** after registration.
- **Account already merged** when registering with an existing account: This occurs when you try to link to a sourcing buyer with an account that is already used on the buyer's site. You can contact your buyer to find the linked account and deactivate any duplicate account(s). Alternatively, you can create a new account.
- **Different username and password expected** when registering with an existing account: This occurs when you try to link to a sourcing buyer with an account that is different from the accounts used by others in your company. You can try to find the existing account by contacting your colleagues and/or the buyer. Alternatively, you can create a new account.
- **Duplicate Account Warning**: "We have noticed that there may already be an SAP Business Network account registered by your company. Please review before you create a new account.": An account very similar to other ones that were created in the past is being created. Ariba shows this warning message to try to prevent users from creating duplicate accounts.

# Common issues when registering an account (page 2 of 2)

- **Error:** "There has been an issue connecting to the Sourcing Server. Please try to connect to the service later.": If you experience this error repeatedly, there is a conflict between information in the registered account and in the sourcing buyer's site. Your buyer might have some of your account information stored in a different account. Contact [\*\*Ariba Customer Support\*\*](#) to review the possible conflicts.
- **Additional Information:** For more information on account registration, see the **Registering and Logging In** topic in the **For Users** section of the [\*\*Learning Center\*\*](#).

# How do I complete my Customer Requested Profile?

- 1) In the upper-right corner of the application, click your initials > **Company Profile**.
- 2) Click the **Customer Requested** tab.
- 3) Choose your customer from the **Sourcing Customer List** by clicking their name.
- 4) Complete all fields marked with an asterisk (\*).
- 5) Click **Submit**.

You can click **Save as Draft** to save any values you edited without sending the changes to your customer. Click **Discard Draft** to clear your changes and show the last information you submitted to your customer.

If you do not have the option to click **Company Profile**, please follow the steps below to complete the **Customer Requested Profile**:

- 1) Navigate to your [Ariba Sourcing dashboard](#).
- 2) Click the name of your customer.
- 3) Click **View customer requested fields** on the left side.
- 4) Complete all fields marked with an asterisk (\*).
- 5) Click **Submit**.

**Additional Information:** [Register](#) to watch a Quick Tip video on this topic.

# How do I add users to my company's SAP Business Network supplier account? How can I create a sub-user? (page 1 of 2)

- [Link](#) to video tutorial
- If you are the account administrator, you can add users with the following steps:
  - To add users to the account, you must first create at least one role. You can assign multiple users to the same role or create a separate role for each user.
  - To create a role:
    - 1) In the upper-right corner of the application, click **[your initials] > Settings** and select **Users**.
    - 2) Under the **Manage Roles** tab, click '+'.
    - 3) Enter a **Name** for the role.
    - 4) Select the appropriate permissions using the check boxes.
    - 5) Click **Save**.
  - To create a user:
    - 1) In the upper-right corner of the application, click **[your initials] > Settings** and select **Users**.
    - 2) Click the **Manage Users** tab.
    - 3) Click the '+' icon.
    - 4) Enter the user's information (*Username, Email Address, First Name, Last Name and Phone*).

# How do I add users to my company's SAP Business Network supplier account? How can I create a sub-user? (page 2 of 2)

- To create a user:
  - 5) Select a role in the **Role Assignment** section.
  - 6) Assign a customer (**All customers** or **Select Customers**).
  - 7) Click **Save**.
  - 8) After you create the user, the user receives an email with the username and a temporary password. The user must access the account and change the password when logging in for the first time.
- If any **sub users** were created through a sourcing invitation they received from a buyer, you will need to approve them by following the directions below:
  - 1) In the upper-right corner of the application, click **[your initials] > Settings** and select **Users**.
  - 2) Click **Manage Unapproved Users**.
  - 3) Select the users to approve.
  - 4) Click **Approve**.
  - 5) Click **Save**.

# Additional information

You can check our [SAP Business Network Portal for Suppliers](#) where you will find information about SAP Ariba, billing and helpful articles explaining how to manage your SAP Ariba Account.

SAP Ariba also has a [Help Center](#) available, where you will find an entire section dedicated to supporting Suppliers and helping them navigate the SAP Ariba system.

SAP Ariba Help Center

English ▾

**Select an SAP Ariba Help Center**

For Suppliers

Ariba Network - Orders and Invoices

[Log In to Help Center](#)

[Access Pre-Login Help Center](#)

Ariba Discovery - Leads

[Log In to Help Center](#)

[Access Pre-Login Help Center](#)

Ariba Sourcing - Proposals

[Log In to Help Center](#)

[Access Pre-Login Help Center](#)

Ariba Contract Management - Contracts

[Log In to Help Center](#)

[Access Pre-Login Help Center](#)

# Additional information

- 1) Select the '**question mark icon**' at the top of the SAP Ariba supplier login website
- 2) Select '**View more**' on the right panel. This will direct you to a new window with common questions and a search bar that allows you to search on a specific topic. Or,
- 3) Select '**Documentation**' next to the book icon. This will direct you to a new window with product documentation. Or,
- 4) Select '**Support**' next to the headset icon. This will direct you to a new window that allows you to search the knowledge base.

