



Montecarlo SAP Ariba

Supplier Manual

**SAP Ariba
Sourcing**



SAP Ariba Training & User Manual:

About this Manual:

- ▶ Easy to understand
- ▶ Easy to navigate
- ▶ With actual SAP Ariba screen layouts
- ▶ For SAP Ariba Supplier

Purpose:

- ▶ Training
- ▶ End User reference

How to read this manual:

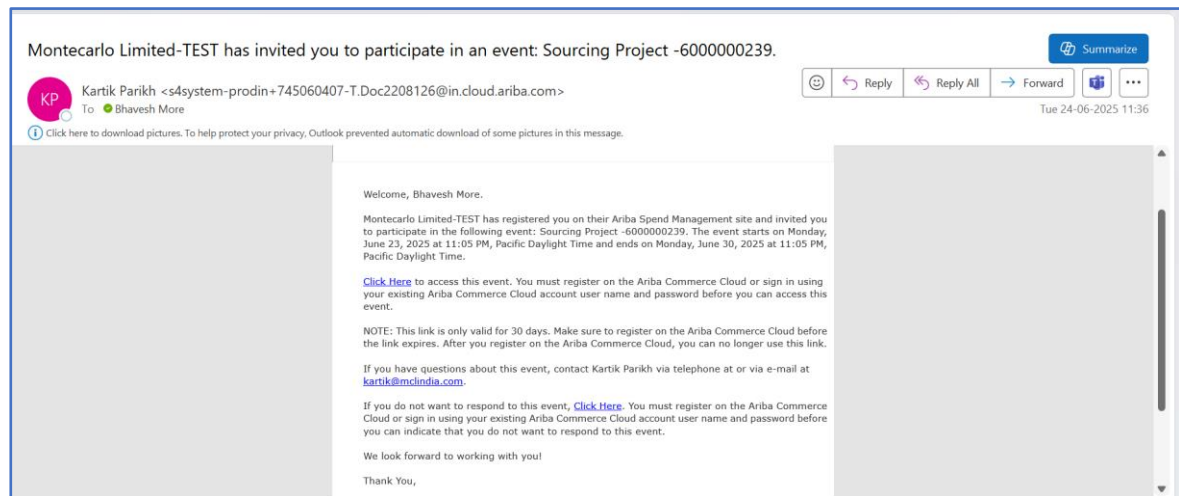
- ▶ Read fully before you start working on the actual SAP Ariba system
- ▶ Take a printout so that you can refer it when you are off-line

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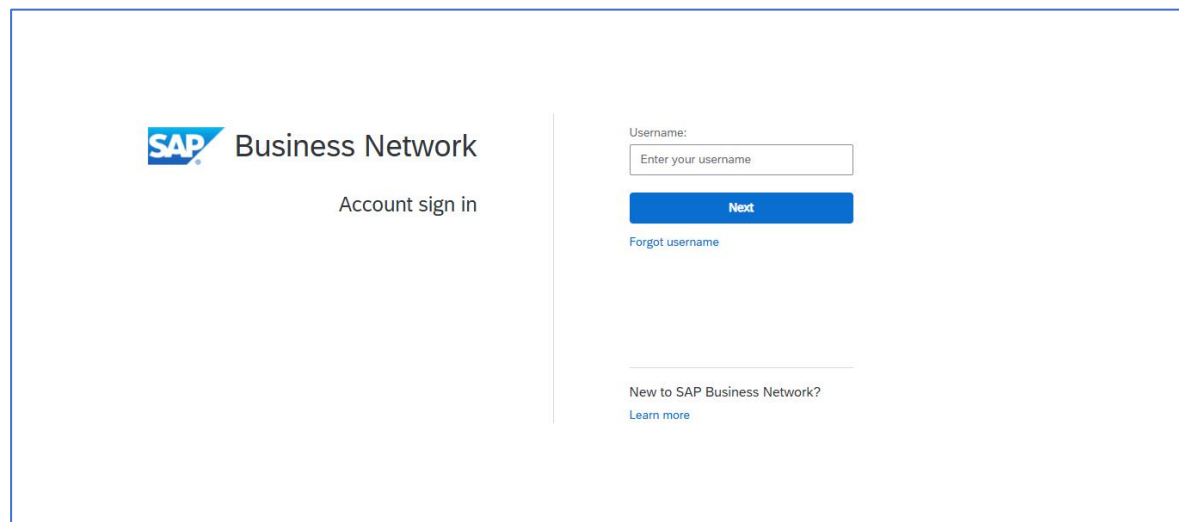
1. SUPPLIERS PARTICIPATION IN THE EVENT.....	4
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1. Suppliers Participation in The Event

- The email will be sent to the supplier for participating in the event.



- Supplier will need to sign-in to the supplier portal using username and password.



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- Select the “Ariba Proposals And Questionnaires” from the dropdown menu and can see the events which are open, click on the correct event to participate.

service.ariba.com/Sourcing.aw/109578007/aw?awh=r&awssk=KJfAc.4&dard=1

SAP Ariba Proposals and Questionnaires Standard Account Get enterprise account TEST MODE

Montecarlo Ariba Proposals And Questionnaires

Montecarlo Ariba Contracts SAP Business Network

Public Profile Completeness

Enter commodities to reach 35% >

There are no matched postings.

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.

Home

Events

Title	ID	End Time	Event Type	Participated
Status: Completed (76)				
Status: Open (4)				
Sourcing Project -6000000239	Doc2208126	7/1/2025 11:35 AM	RFP	No
SP-6000000211	Doc2080240	6/24/2025 4:29 PM	RFP	No
Sourcing Project-6000000211	Doc2080052	6/24/2025 4:23 PM	RFP	No
test-17-06	Doc2080030	6/24/2025 4:16 PM	RFP	No
Status: Pending Selection (43)				

- Click on “Review Prerequisites”.

Doc2208126 - Sourcing Project -6000000239

Time remaining 00:28:59

Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.

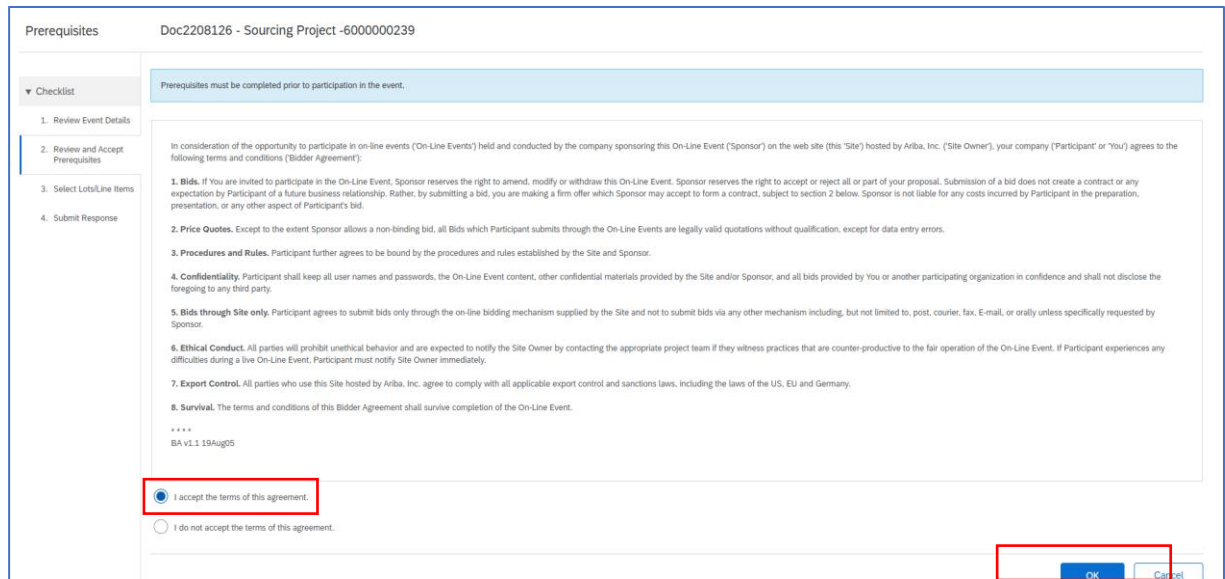
Download Content Review Prerequisites Decline to Respond Print Event Information

All Content

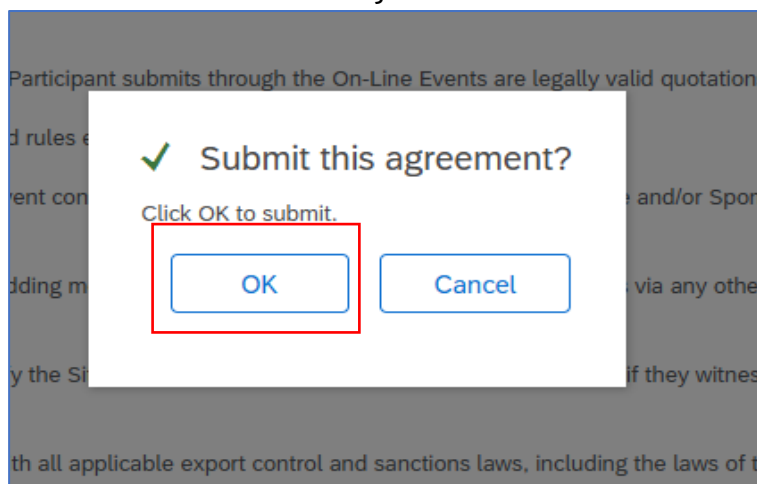
Name	Price	Quantity	Extended Price	Discounted Amount	Unit Rate	Tax Amount	Total Cost
1.0 Socket Set 10 MM To 34 MM	Less...	3 each					
Net Price:							
Discount %:							
Discount Amount:							
Entry Tx+Price (Amt):							
Packing & Forwarding %: 0%							
Packing & Forwarding Charge:							

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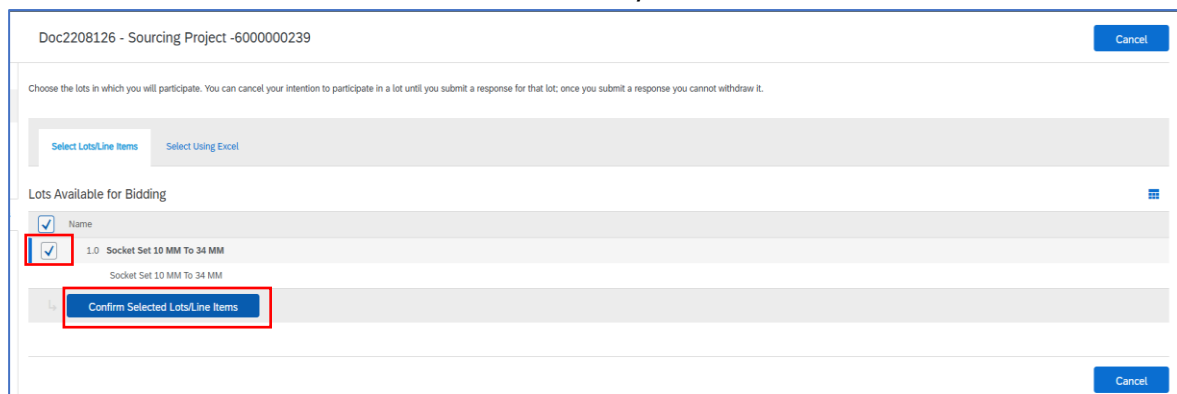
- Select “I accept the terms of this agreement” and click on ‘OK’.



- Click on “OK” to submit the agreement.

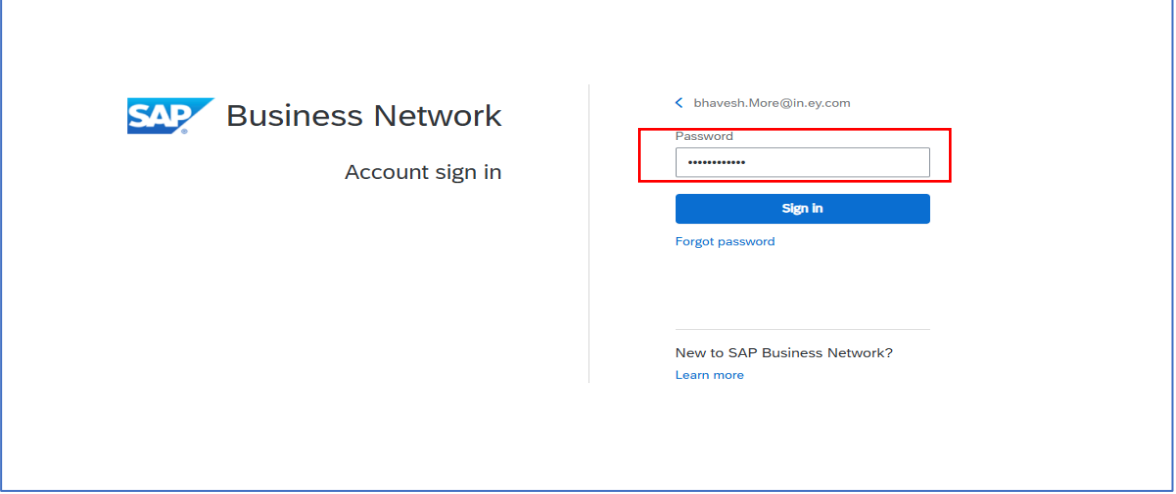


- Select the lots and click on “Confirm Selected Lots/Line Items”.



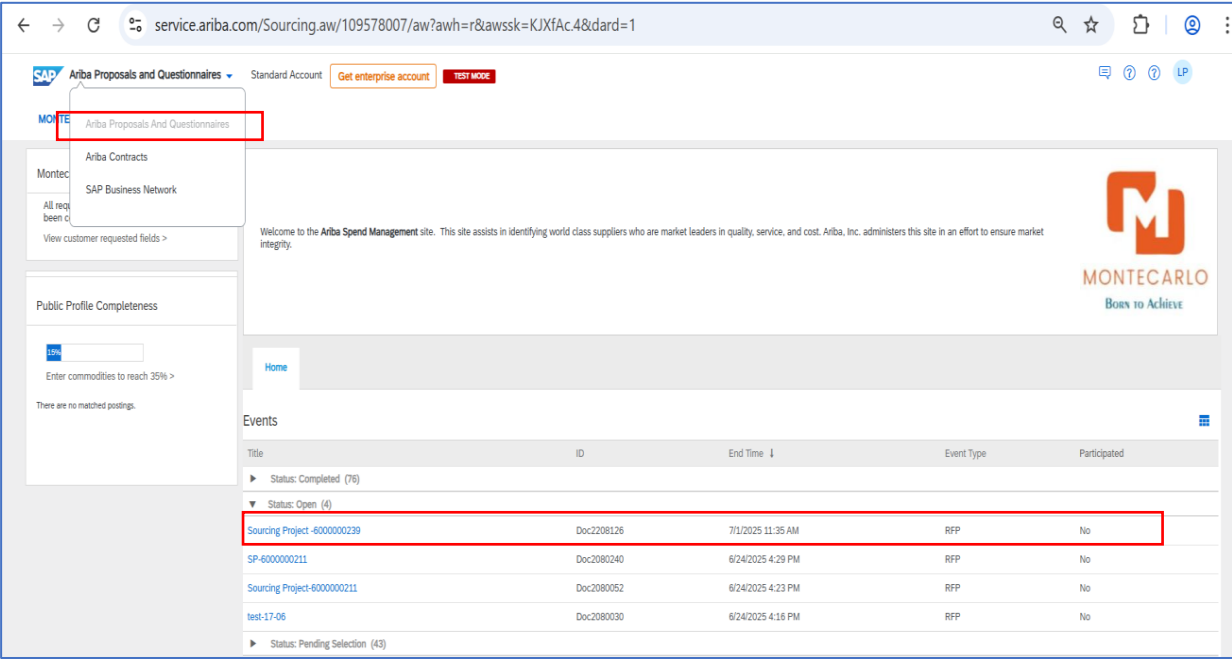
- Fill all the required details.

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The screenshot shows the SAP Business Network Account sign in page. On the left, the SAP Business Network logo is displayed above the text "Account sign in". On the right, there is a login form. At the top right of the form is the email address "bhavesh.More@in.ey.com". Below it is a "Password" field with a red border, containing a masked password "*****". A blue "Sign in" button is positioned below the password field. Below the button is a link "Forgot password". At the bottom of the form, there is a section for new users with the text "New to SAP Business Network?" and a link "Learn more".

- Select the "Ariba Proposals And Questionnaires" from the dropdown menu and can see the events which are open, click on the correct event to participate.



The screenshot shows the SAP Ariba Sourcing Supplier Manual interface. The browser address bar displays the URL "service.ariba.com/Sourcing.aw/109578007/aw?awh=r&lawssk=KJXfAc.4&dard=1". The page header includes the SAP logo, a dropdown menu for "Ariba Proposals and Questionnaires" (with "Ariba Proposals And Questionnaires" selected and highlighted by a red box), and buttons for "Standard Account", "Get enterprise account", and "TEST MODE". The left sidebar contains a "Montecarlo" logo, a "Public Profile Completeness" section showing a progress bar at 15%, and a "View customer requested fields" link. The main content area features a welcome message and the Montecarlo logo with the tagline "Born to Achieve". Below this is a table of events. The table has columns for Title, ID, End Time, Event Type, and Participated. The first row is highlighted with a red box.

Title	ID	End Time	Event Type	Participated
Status: Completed (76)				
Status: Open (4)				
Sourcing Project-6000000239	Doc2208126	7/1/2025 11:35 AM	RFP	No
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Status: Pending Selection (43)				

- Fill all the required details.

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All Content

Name	Price	Quantity	Extended Price	Discounted Amount	Unit Rate	Tax Amount	Total Cost
1.0 Socket Set 10 MM To 34 MM	Less... * 500 INR	3 each					
Socket Set 10 MM To 34 MM							
Net Price:							
Discount %:							
Discount Amount:							
Entry Tx+Price (Amt):							
Packing & Forwarding %:							
Packing & Forwarding Charge:							
Local Freight(Amt Inc.Tax):							
Insurance and Other AMT:							
Handling Charges(%):							
HSN Code: * 799890							
Local Freight(Qty):							
Local Freight(Amt):							
Entry tx-Prices+Prt%:							
Other Charge:							
Royalty (Amt):							
Local Insurance(%):							

All Content

Name	Price	Quantity	Extended Price	Discounted Amount	Unit Rate	Tax Amount	Total Cost
Local Insurance(Amt):							
TCS (%):							
Company/Brand Name: * test							
Material Capacity: * 40							
Material Size: * 20							
Material Type: * test							
Warranty: * 2							
POC Amount: INR							
ShipTo: Sindhu Bhavan Road, Bodakdev Ahmedabad, 06 380058 India							
Requested Delivery Date: Sat, 28 Jun, 2025							
2.0 Payment Terms## Unspecified							
3.0 Incoterm## Unspecified							
4.0 Incoterms location##							
5.0 Supplier Salesperson Name * abc							
6.0 Salesperson Contact number * 9878976568							
7.0 Advance terms entry with work order and purchase order Click to respond							

- Click on "Click to respond" to fill the advance terms entry. Fill the table and click on "OK".

4.0 Incoterms location##	
5.0 Supplier Salesperson Name	* abc
6.0 Salesperson Contact number	* 9878976568
7.0 Advance terms entry with work order and purchase order	Click to respond

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Clicking OK will only save your Table Section answers. To submit your response, you will need to click OK and then click **Submit Entire Response** on the main screen.

Advance terms entry with work order and ...

	Stage 1 - Amount/Percentage	Stage 1 - Time	Stage 2 - Amount	Stage 2 - Time	Stage 3 - Amount	Stage 3 - Time	Stage 4 - Amount
Payment Terms	5	1	20	1	20	1	20
Advance against work order	2	1	20	1	20	1	20

(*) indicates a required field

OK Cancel

- Click on **"Submit Entire Response"** to submit.

2.0 Payment Terms## Unspecified

3.0 Incoterms## Unspecified

4.0 Incoterms location##

5.0 Supplier Salesperson Name abc

6.0 Salesperson Contact number 9878976568

7.0 Advance terms entry with work order and purchase order

(*) indicates a required field

Submit Entire Response Update Totals Save draft Compose Message Excel Import

- Click on **"OK"** to submit.

✓ Submit this response?

Click OK to submit.

OK Cancel

- View the status of participation.

Doc2208126 - Sourcing Project -6000000239

You have submitted a response for this event. Thank you for participating.