

## Event Participant Quick Reference

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### What is Ariba Sourcing

Ariba Sourcing is an internet application designed to facilitate the collection of business information. You are invited to participate in an online event by a business that wants to purchase goods or services.

### Accessing Ariba Sourcing

When you receive a registration email from the Ariba system, open the URL in the email to go to a page where you will:

- Set your password
- Provide a secret question and answer pair, to be used to verify your identity if you forget your password.

Accept the Terms of Use, and you are ready to enter the sourcing event and submit business information. If you need to change the web site’s language, adjust your preferences.

If you have problems logging in, see “[Common Problems](#)” on page 3 for troubleshooting information.

Important facts about Ariba passwords:

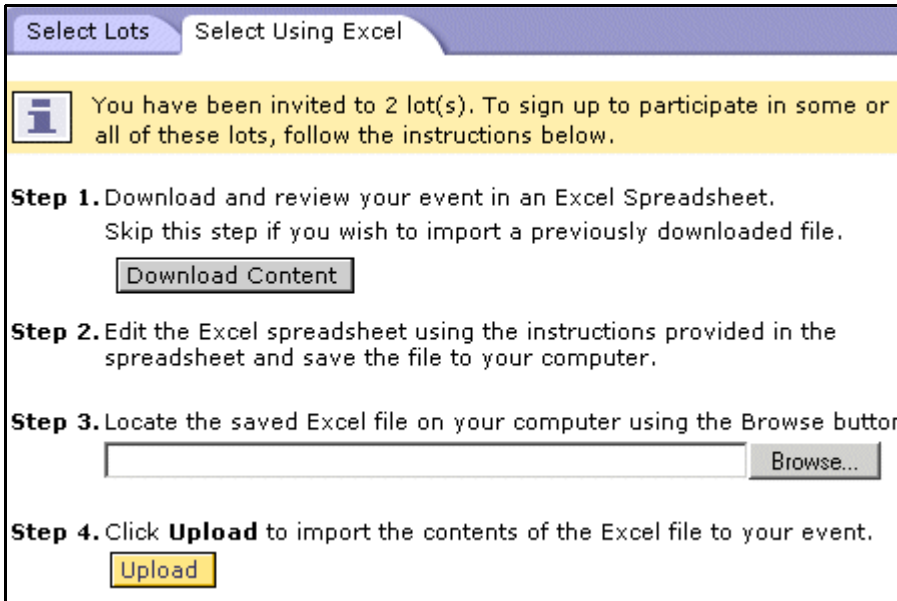
- Passwords must be at least 8 characters long.
- Passwords are case sensitive.
- Passwords must contain at least one number and one letter.
- Passwords must contain one number that is not at the beginning or end.

| <b>Example</b> | <b>Comment</b>   |
|----------------|--|
| password       | Invalid: contains no numbers   |
| 31415926       | Invalid: contains no letters   |
| 2password      | Invalid: does not contain a number that is not at the beginning or end |
| pass2word      | Valid password   |
| 31415a926      | Valid password   |

### Importing Your Responses Using Microsoft Excel

This feature enables you to export the event content to an Excel spreadsheet, fill in your responses, and then submit it to Ariba Sourcing. Spreadsheets make it easier to compose your responses, especially if it is a large event or if you already have your bidding information in Excel spreadsheets. It is especially useful for pre-bid auctions, lot reconciliation, and open bidding for RFIs and RFPs. If bidding is a collaboration among groups, you can share the spreadsheet by email, combine the results, and then import it into Ariba Sourcing. This feature is not enabled for Dutch auctions.

When you have logged into the event, reviewed the agreement, and gone to the Select Lots page, they can choose the Select Using Excel tab to download the event as a spreadsheet.



The screenshot shows a web interface with two tabs: "Select Lots" and "Select Using Excel". The "Select Using Excel" tab is active. Below the tabs is a yellow information banner with an 'i' icon and the text: "You have been invited to 2 lot(s). To sign up to participate in some or all of these lots, follow the instructions below." Below this are four steps:

- Step 1.** Download and review your event in an Excel Spreadsheet. Skip this step if you wish to import a previously downloaded file. A "Download Content" button is present.
- Step 2.** Edit the Excel spreadsheet using the instructions provided in the spreadsheet and save the file to your computer.
- Step 3.** Locate the saved Excel file on your computer using the Browse button. A text input field and a "Browse..." button are present.
- Step 4.** Click **Upload** to import the contents of the Excel file to your event. An "Upload" button is present.

You can Click **Download Content** to open or save the spreadsheet to your local hard disk.

When you have finished providing the requested information or bids, you can browse to it and Click **Upload**.

If Ariba Sourcing detects any errors in the spreadsheet it will report them upon upload. The messages should help you fix the problems and upload again.

## Getting Help

Click **Help** in the upper right corner of the screen to access online help. The online help includes an index and a search tool.

In addition, customer support might be available to assist you with technical issues. Click **Support** at the bottom right corner of the screen to display support telephone numbers and email addresses. If there is no **Support** link, contact the buying organization for support information.

## Common Problems

### You get an error that the URL is not complete:

#### Solution 1 - Copy and Paste the Ariba Invitation URL Into Your Browser's Address Bar:

- 1 In your email program, carefully highlight the URL by clicking and dragging the mouse, or holding down the shift key. It may be too long to fit on one line, and wrap onto multiple lines. Be sure to highlight the entire URL.

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1. Access https://s1.ariba.com/Sourcing/Main/ad/webjumper?passwordadapter=SourcingSupplierUser&realm=Sandbox&itemID=AABQAHSDJEsH&awcharset=UTF-8.  
2. Log on using your user name (mtrowbridge) and password.  
3. View the event details and if you choose to participate in the event, you must Review and Accept the agreement.
```

(Do not copy the period at the end of the URL. That is part of the punctuation of the sentence, not the URL)

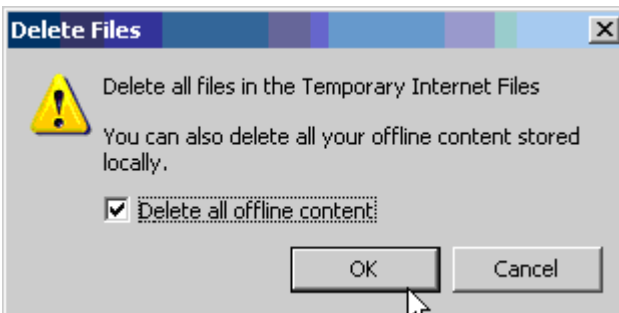
- 2 In your browser, click in the Address Bar to place the cursor focus there.
- 3 Highlight and delete the old address.
- 4 Click **Edit > Paste** to paste the URL into the Address Bar. Make sure you copy the entire URL. Also, ensure that you do not inadvertently add spaces or other extraneous characters while copying and pasting.
- 5 Press **Enter**. Now you should successfully access the **Change Password** page.

#### Solution 2 – Delete Internet Explorer's Temporary Files and Cookies:

- 1 In Internet Explorer, click **Tools > Internet Options**.
- 2 On the **General** tab, choose **Delete Cookies**.



- 3 Also on the **General** tab, choose **Delete Files**. Enable the check box to **Delete all offline content**.



- 4 Click **OK**, and click **OK**, to exit from the Internet Options menu.

### Solution 3 – Ensure That Settings Related to Cookies Are Set Up Properly:

- 1 In Internet Explorer, click **Tools > Internet Options**.
- 2 Click the **Privacy** tab.
- 3 Click the **Advanced** button.
- 4 Enable the check box **Override automatic cookie handling**.
- 5 Choose to **Accept First-Party Cookies**.
- 6 Enable the check box **Always allow session cookies**.



- 7 Click **OK**, and click **OK** to exit from the dialog box.

### **You accidentally submit information or a bid that you do not intend to or cannot honor:**

Once you have submitted a bid, you cannot withdraw it using the software. You should immediately communicate with your buyer using the messaging feature in Ariba Sourcing, so that they can delete it and allow the auction to proceed normally.

### **You are not familiar with Dutch Reverse Auctions**

A Dutch reverse auction is one in which the buyer is running an auction and the participants are suppliers. The price starts out low, which favors the buyer. At preset intervals the price is raised. As soon as a supplier bids they win the business at that price.

Suppliers should wait until the price rises to an acceptable level, but they must bid before any other participant in order to win the business. In some cases, a Dutch auction may allow partial-quantity bidding, so a participant can bid on part of the commodity being offered. As soon as a bid is received for an item, quantity, or lot, it is sold. There is no opportunity for other participants to beat the price with further bidding.