



# Supplier Training Deck

March 2022

# Email invitation to supplier (who have not used Ariba before)

You can click here to directly access the event  
- if you log in first time pls see slide 4



Welcome, Test Supplier-User. Boehringer Ingelheim - TEST has registered you on their Boehringer Ingelheim Tender System site and invited you to participate in the following event: DE\_18\_OGS\_Packaging. The event starts on Tuesday, March 13, 2018 at 2:56 PM, Central European Time and ends on Tuesday, March 13, 2018 at 8:10 PM, Central European Time.

[Click Here](#) to access this event. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can access this event.

Please click on the below mentioned link to access the supplier training material.

[https://www.boehringer-ingelheim.de/sites/de/files/unternehmensprofil/geschaeftpartner/supplier\\_training\\_deck\\_v1.pdf](https://www.boehringer-ingelheim.de/sites/de/files/unternehmensprofil/geschaeftpartner/supplier_training_deck_v1.pdf)

NOTE: This link is only valid for 30 days. Make sure to register on the Ariba Commerce Cloud before the link expires. After you register on the Ariba Commerce Cloud, you can no longer use this link.

If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.

**For assistance with the system please contact Ariba customer service/helpdesk contact by clicking on the Support button at the Help Center.**

We look forward to working with you!

Thank You,

Boehringer Ingelheim - TEST

\*Note: Please do not repond to this system generated email\*

Boehringer Ingelheim - TEST sourcing site, Event Doc124053219: DE\_18\_OGS\_Packaging, Realm: boehringer-ingelheim-T, Message Id: MSG2773921, [Click Here](#)

# Supplier Login

## Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

Type in your user name and password  
(The user name that you have used previously for BI-Events)



Need help? See [Quick Start](#)

Please click here if you do not know your Password

If you need some help – please click on support

# FIRST LOGIN

Here you get access to a generic handbook

## Ariba Sourcing

<< Help Center

Welcome, Test Supplier-User

Click here, if you want to set up your account

Have a question? [Click here to see a Quick Start guide.](#)

Welcome to the Ariba Network. **Boehringer Ingelheim and its affiliates** has invited you to a sourcing event.

New to the Ariba Network? Sign up to register your user account.

[Sign up](#)

Already have an account?

[Log in](#)

Click here if you have used Ariba before and have an account

### About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

Search...

[Supplier Basics \(4:33\)](#)

[FAQ Can my company have multiple accounts?](#)

[FAQ Can't log in? Let us help you!](#)

[How to register as a supplier on Ariba Network](#)

[Overview of Ariba Network \(4:07\)](#)

[Introduction to Ariba Network](#)

[FAQ What are some common issues when registering an account?](#)

[FAQ How do I merge a new invitation account with an existing account?](#)

[View more](#)

[Can't log in? Let us help you!](#)

# FIRST LOGIN

## Please complete requested data marked with - \* - ONLY !

Ariba Sourcing

Register

Verify and complete your basic company information and user account information. All of your Ariba Sourcing supplier profile information is not displayed below, however your complete profile is now available as part of your Ariba Commerce Cloud account. You can use your new Ariba Commerce Cloud username and password to log in to the Ariba Commerce Cloud?

Have a question? Click here to see a Quick Start guide.

Submit Cancel

After all is done please click on "Submit"

Company information

\* Indicates a required field

Company Name:

Country:

Address:

City:

State:

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.

User account information

\* Indicates a required field

Name:  Supplier-User

Email:

Use my email as my username

Username:  Must be in email format (e.g. john@news.com)

Password:  Must contain a minimum 8 characters including letters and numbers.

Language:

Email orders to:

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

Customers may send you 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.

Tell us more about your business >

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 Submit 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 and the Ariba Privacy Statement

Ariba Network light account is Free

Already have an account? Login

- Strengthen relationships  
Collaborate with your customer on the same secure network.
- Connect faster  
Exchange documents electronically and streamline communications.
- Reach more customers worldwide  
Sign up with Ariba Discovery and increase sales leads.

Learn more

After registration download the SAP Ariba Supplier app from the Apple App Store or Google Play to your mobile device and manage customer orders on the go.

Search...

- "The username and password pair you entered was not found"
- Why can't I access my event through the invitation?
- What are some common issues when registering an account?
- How do I participate in my buyer's event using an email invitation?
- Supplier Basics (4:33)
- Can my company have multiple accounts?
- How to register as a supplier on Ariba Network
- Overview of Ariba Network (4:07)
- Introduction to Ariba Network
- How do I merge a new Invitation account with an existing account?
- Training sessions with live Q&A
- After you register
- Before you register
- What does the message, "The username and password entered has already merged to another Ariba Sourcing user account," mean?
- What does the message, "You must enter the username and password associated with your account," mean?
- What should I do if my registration confirmation link is expired?
- Why can't I find a purchase order?
- How do I edit and resubmit a failed or rejected invoice?

View more

Can't log in? Let us help you!

Documentation Support

Email address associated to the account cannot be changed during registration. It can be changed afterwards

User name needs to have the format of an Email-address, it does not necessarily need to be a real Email-address (upper- and lowercase letters are distinguished)

You need to accept the terms and conditions

# When you are registered correctly your screen should look like this

Ariba Sourcing

Test Mode

Company Settings

Esat Saloglu (Test...)

Help Center >>

BOEHRINGER INGELHEIM - TEST

There are no matched postings.

Welcome to WeBuy Sourcing, Boehringer Ingelheim's electronic tender system!

Boehringer Ingelheim

### Events

Title	ID	End Time ↓	Event Type
▼ Status: Open (1)			
DE_18_OGS_Packaging	Doc124053219	No time limit	RFP

### Registration Questionnaires

Title	ID	End Time ↓	Status
No items			

### Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

### Tasks

Name	Status	Due Date	Completion Date	Alert
No items				

Here you see your events – just click on it to proceed

# Event Landing page after accessing the event

If you have a question for the Buyer, please click on Event Messages and you'll be able to write directly to the Project Owner of this event

**- IMPORTANT -**  
If you would like to participate, you need to click here !!

If you would not like to participate in the event please click here (You will not be able to revise your choice)

Here you can change your personal settings

Here you can see the remaining time for this event.

After this time is over you cannot submit or change your bid

Here you can print all the relevant event information

When click on "next" or the arrow you can review the content

Here you are able to download the file

The screenshot shows the event landing page for 'Doc40025920 - Uwe Supplier Training quick Project'. The page includes a navigation bar with 'Go To Dashboard', 'Test Site', 'Preferences', and 'Acting as: ffermester@stop'. A 'Time remaining' indicator shows 00:24:35. A yellow warning box states: '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 buyer to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisite, you cannot view the event content or participate in this event.' Below this are buttons for 'Download Content', 'Review Prerequisites', 'Decline to Respond', and 'Print Event Information'. A 'Next' button with a right-pointing arrow is also visible. The 'Event Overview and Timing Rules' section shows: Owner: Exter, Uwe; Event Type: RFP; Publish time: 9/1/2016 9:45 AM; Due date: 9/1/2016 10:15 AM; Currency: European Union Euro; Commodity: Facility 21120000. A sidebar on the left lists event sections from 2 to 12. A 'Feedback' button is located at the bottom right.

**- IMPORTANT -**  
Without clicking here you CANNOT move forward !

Here you can download the relevant event information – both the content of the event in Excel and all the relevant attachments – make sure you select ALL items and click Download

# There might be some prerequisites

Prerequisites Doc40025920 - Uwe Supplier Training quick Project

To continue with this event, complete the prerequisites below. Some of the prerequisites might be access gate questions that you must answer before you can see the event information. Other prerequisites might serve as a participation gate that restricts you from submitting your response unless you have responded to them.

**Checklist**

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

**Primary**

Prerequisites

Name ↑
1 Supplier Code of Conduct
2 Introduction
3 Event Information
4 BI RFP/Q Terms and Conditions
▼ 5 Rückmeldung vor Abgabe eines Angebotes
5.1 Wir nehmen an der Ausschreibung gerne teil ! *
5.2 Es ist uns <b>NICHT</b> möglich ein Angebot abzugeben, da <i>(Da dies ein Pflichtfeld ist wählen Sie bitte "keine Angabe nötig, da wir teilnehmen" bei einer Teilnahme an der Ausschreibung aus.) *</i>
5.3 Wenn Sie weitere Gründe haben, führen Sie diese bitte hier auf. <i>(Wenn Sie keine weiteren Gründe haben, tragen Sie bitte "keine" ein) *</i>
5.4 Aus Gründen der Zuständigkeit haben wir Anfrage an folgende Firma weitergeleitet <i>(Da dies ein Pflichtfeld ist tragen Sie bitte im Falle keiner Weiterleitung "keine" ein) *</i>

(\* indicates a required field)

OK Cancel

Some of the questions might be defined as a so called gate keeper (could change from Event to Event). For example: if you do not accept the supplier code of conduct and answer with "no" the event ends in this moment for you.

You can scroll through the content to learn more about the project

You need to answer all the line items

When you filled out all the line items, please click "OK"

Lines with an \* are mandatory to fill out



# Accept Prerequisites

Boehringer Ingelheim Test Site Acting as: Uwe Exter

## Prerequisites Doc40025920 - Uwe Supplier Training quick Project

To continue with this event, complete the prerequisites below. Some of the prerequisites might be access gate questions that you must answer before you can see the event information. Other prerequisites might serve as a participation gate that restricts you from submitting your response unless you have responded to them.

- 1. Review Event Details
- 2. Review and Accept Prerequisites
- 3. Submit Response

Primary

### Prerequisites

Name ↑	
1 Supplier Code of Conduct	
2 Introduction	
3 Event Information	
4 BI RFP/Q Terms and Conditions	
5 Rückmeldung vor Abgabe eines Angebotes	
5.1 Wir nehmen an der Ausschreibung gerne teil!	* Yes
5.2 Es ist uns <b>NICHT</b> möglich ein Angebot abzugeben, da <i>(Da dies ein Pflichtfeld ist wählen Sie bitte "keine Angabe nötig, da wir teilnehmen" bei einer Teilnahme an der Ausschreibung aus.)</i>	* <input checked="" type="checkbox"/> der Abgabefrist zu kurz bemessen ist <input checked="" type="checkbox"/> unser / mein Betrieb zum Ausführungszeitraum ausgelastet ist. <input type="checkbox"/> unser / mein Betrieb diese Arbeiten nicht ausführen kann. <input type="checkbox"/> unser / mein Betrieb für die auszuführende Leistung zu klein / groß ist. <input type="checkbox"/> keine Angabe nötig, da wir teilnehmen
5.3 Wenn Sie weitere Gründe haben, führen Sie diese bitte hier auf: <i>(Wenn Sie keine weiteren Gründe haben, tragen Sie bitte "keine" ein)</i>	* keine
5.4 Aus Gründen der Zuständigkeit haben wir Anfrage an folgende Firma weitergeleitet	* keine

(\* indicates a required field)

Submit this response?  
Click OK to submit.

OK Cancel

Please click "OK" if you want to submit your response

OK Cancel

# Please select all Lots and/ or Line items you will bid for

Select Lots Doc40224419 - TEST for Supplier Training DECK -- UWE Cancel

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit a response you cannot withdraw it.

▼ Checklist

1. Review Event Details
2. Select Lots
3. Submit Response

**Select Lots** Select Using Excel

Lots Available for Bidding ⌵

<input type="checkbox"/>	Name
<input type="checkbox"/>	▼ 9.1 Line Item 1
	9.1.1 Volume in KG 1
<input type="checkbox"/>	▼ 9.2 Line Item 2
	9.2.1 Volume in KG No 2
<input type="checkbox"/>	▼ 9.3 Line Item 3
	9.3.1 Volume in KG No 3
<input type="checkbox"/>	▼ 9.4 Line Item 4
	9.4.1 Volume in KG No 4
<input type="checkbox"/>	▼ 9.5 Line Item 5
	9.5.1 Volume in KG No 5

Submit Selected Lots Cancel

You need to submit selected lots  
(You will be able to place bids only  
after you confirm which lots you  
want to bid for)

# Event Content

Console Doc40025920 - Uwe Supplier Training quick Project ⌚ Time remaining 02:56:01

Event Messages  
Response History

▼ Checklist

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

▼ Event Contents

All Content

Your response to the prerequisites has been submitted.

Primary

All Content

Name ↑		
▼ 1 Supplier Code of Conduct		
1.1 Supplier Code of Conduct	Please view and accept the Boehringer-Ingelheim Supplier Code of Conduct. You must download, read, and accept these conditions by selecting "yes" to this question. <a href="#">References</a>	* Unspecified ▾
▼ 2 Introduction	<p>2.1 „Boehringer Ingelheim (BI) is one of the world's 20 leading pharmaceutical companies. Headquartered in Ingelheim, Germany, „Boehringer Ingelheim (BI) operates globally. The focus of the family-owned company, founded in 1885, is on researching, developing, manufacturing and marketing new medications of high therapeutic value for human and veterinary medicine. Social responsibility is an important element of the corporate culture at Boehringer Ingelheim (BI). This includes worldwide involvement in social projects through, for example, the initiative "Making More Health" while also caring for employees. Respect, equal opportunity and reconciling career and family form the foundation of mutual cooperation. The company also focuses on environmental protection and sustainability in everything it does. Link to homepage: <a href="http://www.boehringer-ingelheim.com">http://www.boehringer-ingelheim.com</a></p> <p>2.2 How to respond to the RFP/Q</p> <p>1. Once you access the RFP/Q, please review the event details. You can click on "All content" in order to see all the sections together</p> <p>2. Review and accept the Agreement and/or Prerequisite(s) at the project level</p> <p>3. Enter your response and click on Submit entire response. Please note that unless you click on the "Submit" button, your response will not be received by BI</p>	
▼ 3 Event Information		
3.1 Description of this RFP/Q		
3.2 Contacting SAP Ariba	Please use the following Webform	
3.3 Log into the site	1. Log into the site	
3.4 Click "Support" on the left-hand side	2. Click "Support" on the left-hand side	
	(* indicates a required field)	

Submit Entire Response | Reload Last Bid | Save | Compose Message | Excel Import

Stand der Planungs-/Ausschreibungsunterlagen:  
8.2 Lageplan  
<http://www.boehringer-ingelheim.de/geschaeftspartner/lieferanten.html#tabs-1-5>

▼ 9 Anfrage Bestandteile

9.1 Leistungsverzeichnis:  
Bitte hier herunterladen! [References](#)

9.2 Technische Zeichnungen:

Now you have to answer/ fill out additional line items

Click here when you want to submit your full and final response

If you have changed your bid – by clicking here you can come back to the former version

If you would save your work without submitting and finalize at a later stage, please click here

If you have any questions to the Project Owner regarding the event, please click here to send a message

If you have previously downloaded the content of an event in Excel and want to prepare your response Offline, you can Input your response by clicking here

You can view some links or download some documents

# Event Content

The screenshot displays the Boehringer Ingelheim RFP/Q submission interface. At the top, a red banner indicates: "There are 2 problems that require completion or correction in order to complete your request." Below this, a yellow message states: "Your response to the prerequisites has been submitted." The main content area is titled "All Content" and lists several sections:

- 1. Supplier Code of Conduct: Includes a sub-section 1.1 with a text prompt and a dropdown menu set to "Unspecified".
- 2. Introduction: Contains text about Boehringer Ingelheim (BI) and a list of steps (1-3) for responding to the RFP/Q.
- 3. Event Information: Includes sub-sections 3.1 (Description of this RFP/Q) and 3.2 (Contacting SAP Ariba Help Desk).

At the bottom, there are buttons for "Submit Entire Response", "Reload Last Bid", "Save", "Compose Message", and "Excel Import".

Annotations on the screenshot include:

- A blue box pointing to the "Event Contents" sidebar: "Here you have a 'preview' about the next steps".
- A blue box pointing to the error message: "ERROR MESSAGE! Input required to continue!".
- A red box pointing to the dropdown menu: "You need to provide an answer to Question 1.1, 'Supplier Code of Conduct'. Please view and accept the Boehringer-Ingelheim Supplier Code of Conduct. You must download, read, and accept these conditions by selecting 'yes' to this question.".
- A blue box pointing to the "Submit Entire Response" button: "If you would like submit and some requirements are missing, you will get a error message".

# Submit your response

Click on Response History to see the status of your response

The screenshot shows a procurement system interface for a project titled "Doc40025920 - Uwe Supplier Training quick Project". The top right corner displays a clock icon and "Time remaining 02:43:04". A message at the top states "Your response to the prerequisites has been submitted." Below this is a "Primary" section and an "All Content" table. A modal dialog box is open in the center, asking "Submit this response?" with a green checkmark and the instruction "Click OK to submit." The dialog has "OK" and "Cancel" buttons. A blue callout box points to the "OK" button with the text "Please click 'OK' if you want to submit your response". The background interface includes a left sidebar with a "Checklist" section containing items like "1. Review Event Details", "2. Review and Accept Prerequisites", and "3. Submit Response". Below the checklist is an "Event Contents" section with a table of requirements. At the bottom, there are buttons for "Submit Entire Response", "Reload Last Bid", "Save", "Compose Message", and "Excel Import".

Name ↑		
▼ 11 Bitte beantworten Sie folgende Fragen. Die Beantwortung ist verpflichtend.		
11.1	Wir akzeptieren die Vertragsbedingungen für Bauleistungen. <a href="http://www.boehringer-ingelheim.de/geschaeftspartner/lieferanten.html">http://www.boehringer-ingelheim.de/geschaeftspartner/lieferanten.html</a>	* Yes ▾
11.2	Wir akzeptieren die Allgemeinen Einkaufsbedingungen. <a href="http://www.boehringer-ingelheim.de/geschaeftspartner/lieferanten.html">http://www.boehringer-ingelheim.de/geschaeftspartner/lieferanten.html</a>	* Yes ▾
11.3	Wir akzeptieren die Verhaltensregeln für Partnerfirmenmitarbeiter. <a href="http://www.boehringer-ingelheim.de/geschaeftspartner/lieferanten.html">http://www.boehringer-ingelheim.de/geschaeftspartner/lieferanten.html</a>	* Yes ▾
11.4	Wir akzeptieren die aktuellen Beschaffensanforderungen (A, E, EX, M). <a href="http://www.boehringer-ingelheim.de/geschaeftspartner/lieferanten.html">http://www.boehringer-ingelheim.de/geschaeftspartner/lieferanten.html</a>	* Yes ▾
▼ 12 Angebotsunterlagen des Bieters		
12.1	Bitte laden Sie hier Ihr verbindliches und unterschriebenes Angebot hoch. Bitte im PDF Format.	Attach a file
12.2	Bitte laden Sie hier die D84 Datei hoch.	Attach a file
12.3	Bitte laden Sie hier weitere Angebotsbestandteile hoch. Bei mehreren Anlagen bitte als ZIP Datei.	

Please click "OK" if you want to submit your response

You will not get a confirmation email that your response has been submitted. However you can check the status of your response by clicking on response history

# Response History

## Response History - practice ~~make a perfect chain~~

Click on the Name of a response to see details, including the lots and information submitted.

Reference Number	Submitted For	Submitted By	Status	Submission Time
<a href="#">ID436939277</a>	<del>Alvord, Courain</del>	<del>Alvord, Courain</del>	Accepted	06/25/2015 02:53:39 PM
<a href="#">ID436950479</a>	<del>Alvord, Courain</del>	<del>Alvord, Courain</del>	Replaced	06/25/2015 02:42:58 PM

# End of Event

Time remaining  
02:45:43

When the time is over  
you will get the below  
mentioned email  
notification



Thank you for participating in the WeBuy Sourcing event Doc124053219 DE\_18\_OGS\_Packaging. The event DE\_18\_OGS\_Packaging is now in Pending Selection and is no longer accepting responses. We will analyze the responses and notify you of the outcome of the event.

For details about this event, please visit the Boehringer Ingelheim - TEST Tender System site [Click Here](#).

Thank you,

Boehringer Ingelheim - TEST

\*Note: Please do not respond to this system generated email\*

Boehringer Ingelheim - TEST sourcing site, Event Doc124053219: DE\_18\_OGS\_Packaging, Realm: boehringer-ingelheim-T, Message Id: MSG2767041, [Click Here](#)

Boehringer Ingelheim International GmbH and its affiliates.

# You can revise your response as long as the event is open

The screenshot shows a procurement event interface for 'Doc40025920 - Uwe Supplier Training quick Project'. The interface includes a left sidebar with navigation options like 'Event Messages', 'Response History', 'Checklist', and 'Event Contents'. The main content area shows a confirmation message: 'Your response has been submitted. Thank you for participating in the event.' Below this is a 'Primary' section and an 'All Content' section with a list of questions and answers. A 'Time remaining' indicator shows '02:42:15'. Callouts provide instructions: 'By clicking on here you can revise your response as long as the event is open' points to a 'Revise/Alternative Response' button; 'Here you can see the remaining time for this event.' points to the clock; 'After this time is over you cannot submit or change your bid' points to the time indicator; and 'During the bidding phase or Q&A Session is open you can compose a message and send it' points to a 'Compose Message' button.

Console Doc40025920 - Uwe Supplier Training quick Project Time remaining 02:42:15

Event Messages  
Response History

▼ Checklist

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

▼ Event Contents

All Content

1 Supplier Code of Con...

2 Introduction

3 Event Information

4 BI RFP/Q Terms and C...

5 Rückmeldung vor Abga...

6 Einleitung

7 Rechtliche Hinweise ...

8 Projekt Beschreibung

9 Anfrage Bestandteile

10 Ansprechpartner

11 Bitte beantworten Si...

✓ Your response has been submitted. Thank you for participating in the event.

Revise/Alternative Response

Primary

All Content

Name ↑

Name: XXX@boehringer-ingelheim.com  
Tel: 06132/77-XXXX  
e-Mail: XXX@boehringer-ingelheim.com  
Kontakt Technik:  
Name: XXX@boehringer-ingelheim.com  
Tel: 06132/77-XXXX  
e-Mail: XXX@boehringer-ingelheim.com  
Kontakt Category Manager:  
Name: XXX@boehringer-ingelheim.com  
Tel: 06132/77-XXXX  
e-Mail: XXX@boehringer-ingelheim.com

▼ 11 Bitte beantworten Sie folgende Fragen. Die Beantwortung der folgenden Fragen ist zwingend nötig.

11.1 Wir akzeptieren die Vertragsbedingungen für Bauleistungen.	Yes
<a href="http://www.boehringer-ingelheim.de/geschaeftspartner/lieferanten.html">http://www.boehringer-ingelheim.de/geschaeftspartner/lieferanten.html</a>	
11.2 Wir akzeptieren die Allgemeinen Einkaufsbedingungen.	Yes
<a href="http://www.boehringer-ingelheim.de/geschaeftspartner/lieferanten.html">http://www.boehringer-ingelheim.de/geschaeftspartner/lieferanten.html</a>	
11.3 Wir akzeptieren die Verhaltensregeln für Partnerfirmenmitarbeiter.	Yes
<a href="http://www.boehringer-ingelheim.de/geschaeftspartner/lieferanten.html">http://www.boehringer-ingelheim.de/geschaeftspartner/lieferanten.html</a>	
11.4 Wir akzeptieren die aktuellen Beschaffheitsanforderungen (A, E, EX, M).	Yes
<a href="http://www.boehringer-ingelheim.de/geschaeftspartner/lieferanten.html">http://www.boehringer-ingelheim.de/geschaeftspartner/lieferanten.html</a>	

▼ 12 Angebotsunterlagen des Bieters

12.1 Bitte laden Sie hier Ihr verbindliches und unterschriebenes Angebot hoch. Bitte im PDF Format.	
12.2 Bitte laden Sie hier die D84 Datei hoch.	

Compose Message

By clicking on here you can revise your response as long as the event is open

Here you can see the remaining time for this event.

After this time is over you cannot submit or change your bid

During the bidding phase or Q&A Session is open you can compose a message and send it





Thank you !

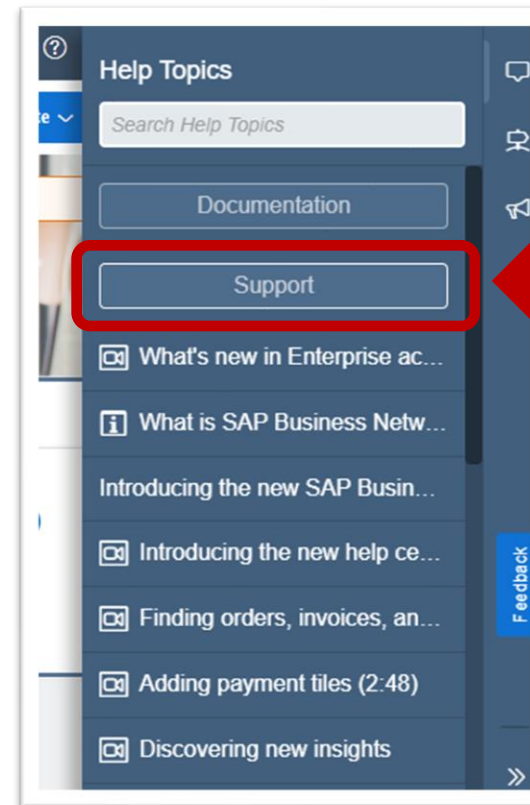
# Supplier Access to SAP Ariba Support and Access to Help Center Documentation, Tutorials and Training

PUBLIC

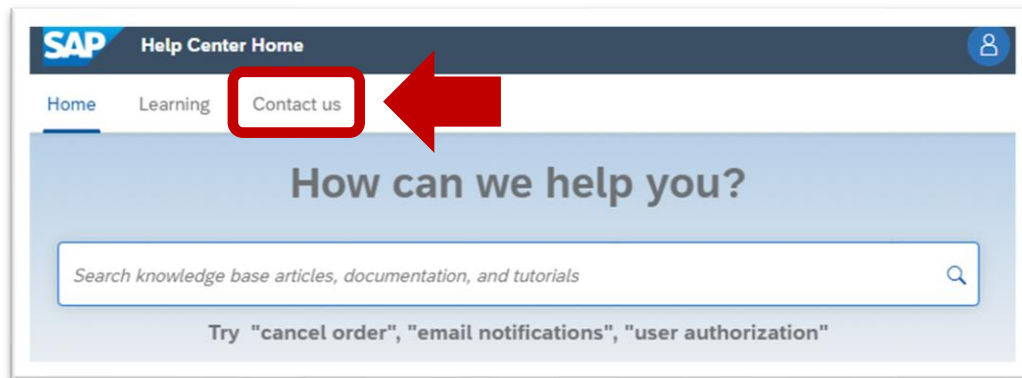
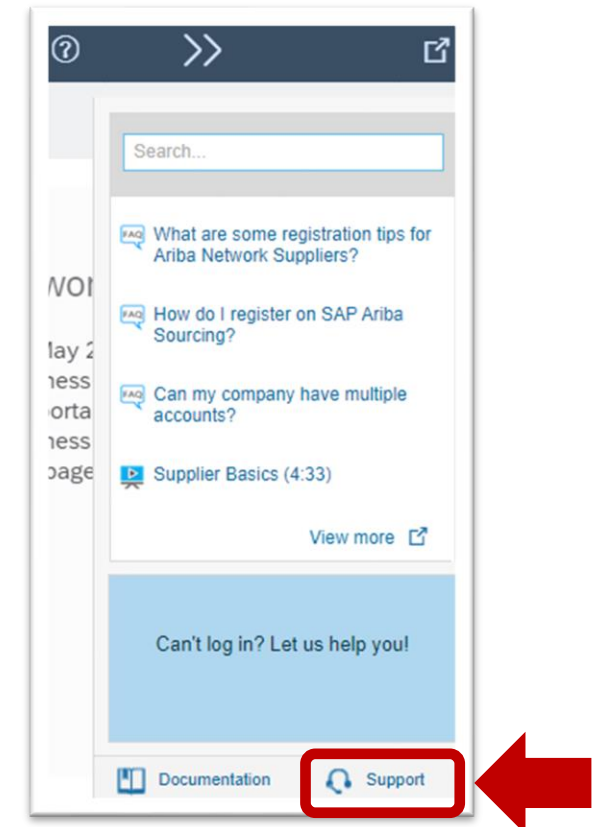
# Access Help Center (1 of 4)

Supplier log-in page: <https://service.ariba.com/Supplier.aw/>

- 1) From the [log-in page](#) or after logging in, click on the **Help icon** in the **upper right corner** of the page.
- 2) Click on **Support** at either the **top** or **bottom** of the slide-out pane.
- 3) The **Help Center** will open in a new tab or window.  
Click **Contact us**.



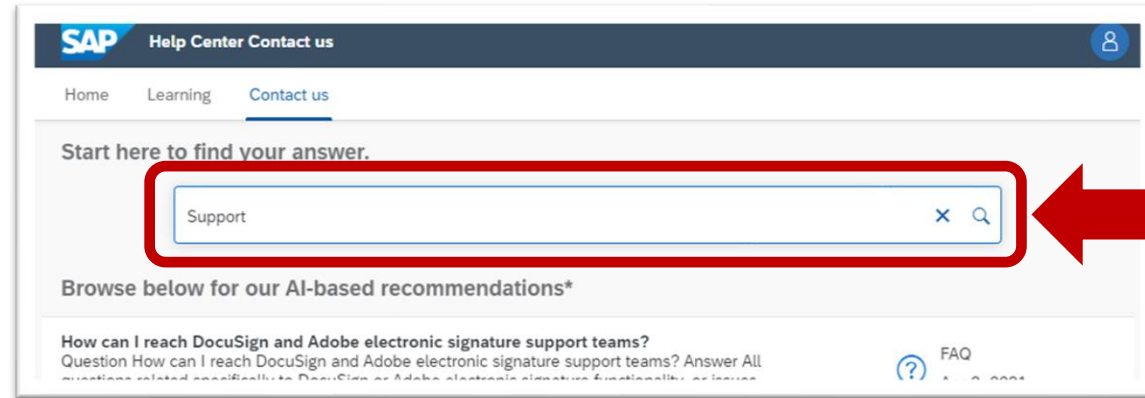
Or



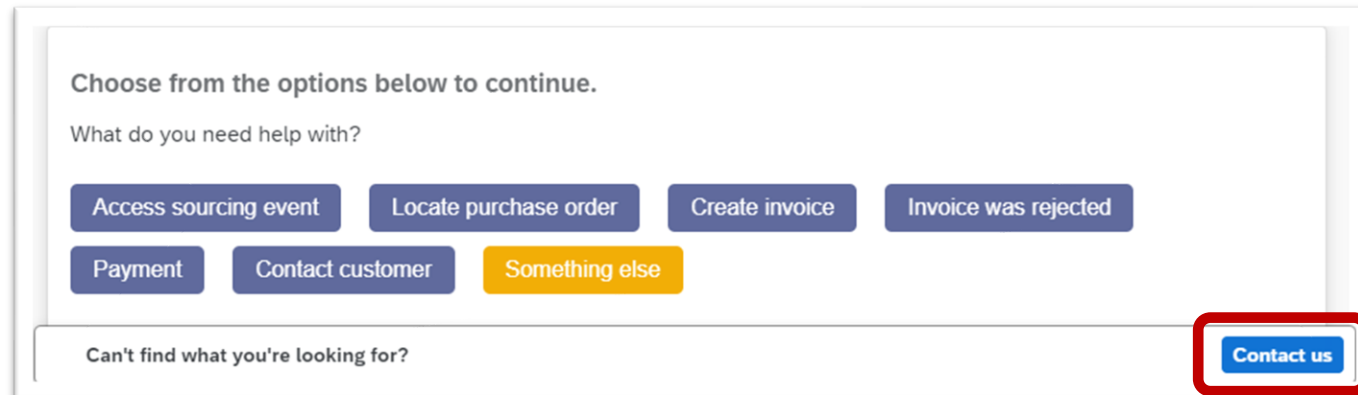
Click [here](#) for a video of this process

## Search for your topic (2 of 4)

- 4) **Input your topic**, then press Enter on your keyboard or click on the magnifying glass icon to search.



- 5) **Below the search results**, click on **Something else** then click the blue **Contact us** button in the lower right corner.



# Complete the online form (3 of 4)

- 6) Complete the online form for all **required fields** noted with a **red asterisk \***.
- 7) The **Issue type** will cause different selections for the **Issue area**.
- 8) **Optionally** select one or more of your customers.
- 9) Remember to check the box to **confirm your telephone number is correct**.
- 10) Click the **One last step blue button** in the **bottom right corner** of the page.

The image shows a screenshot of the SAP Help Center 'Contact us' form. The form is titled 'SAP Help Center Contact us' and includes a navigation bar with 'Home', 'Learning', and 'Contact us'. The main content area is divided into sections for language selection, a 'Tell us what you need help with' section, and a contact information section. The 'Tell us what you need help with' section includes fields for Subject, Full description, Attachment, Issue type, Issue area, Affected buyers, and PO/Invoice Number. The 'Contact information' section includes fields for First name, Last name, Username, Company, Email, Phone, Extension, and Confirm phone. A 'Recommendations' sidebar is visible on the right. Annotations include a red arrow pointing to the 'Issue type' dropdown, a yellow arrow pointing to the 'Affected buyers' dropdown, a red box around the 'My phone number is correct' checkbox, and a blue button labeled 'One last step' in the bottom right corner.

Requested language of support: English Change?  
Note: If agents are unavailable to support in the language you've chosen, support will be provided with the assistance of a translation service.

1. Tell us what you need help with.

Subject:\* Support  
Full description:\* Affected items, expected results, etc.  
Attachment:  
Issue type:\* Administration  
Issue area:\* Administration  
Affected buyers:  
PO/Invoice Number:  
Recommendation:  
How can I reach DocuSign and Adobe electronic signature support teams?  
How to enable Multi ERP feature support in Ariba Network?  
What types of events can I submit for a Sourcing Support Desk (SSD) review?  
What is a Sourcing Support Desk (SSD) review?

Affected buyers: ANQA Test Account AN0100  
Ariba AN0103

How does this impact your normal business processes?

First name:\*  
Last name:\*  
Username:  
Company:\*  
Email:\* douglas.deluca@sap.com  
Phone:\*  
Extension:  
Confirm phone:  
 My phone number is correct.

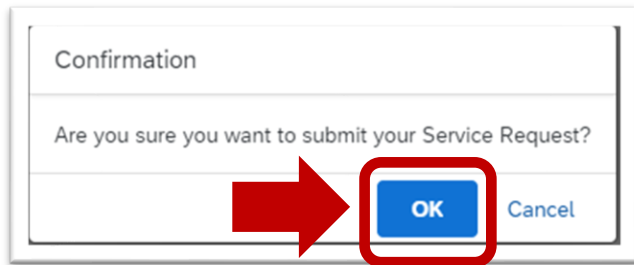
Ariba Network:  
To see how your data is used by SAP Ariba, you can visit the SAP Ariba Privacy Statement.

P9R2-3316: The support information in the Help menu of Ariba on-premise applications needed to be updated to show the new URL.  
P9R2-3315, P9R2-3283: The support information in the Help menu of Ariba on-premise applications needed to be updated to show the new URL.  
Error: "Buffer table not up to date"

One last step

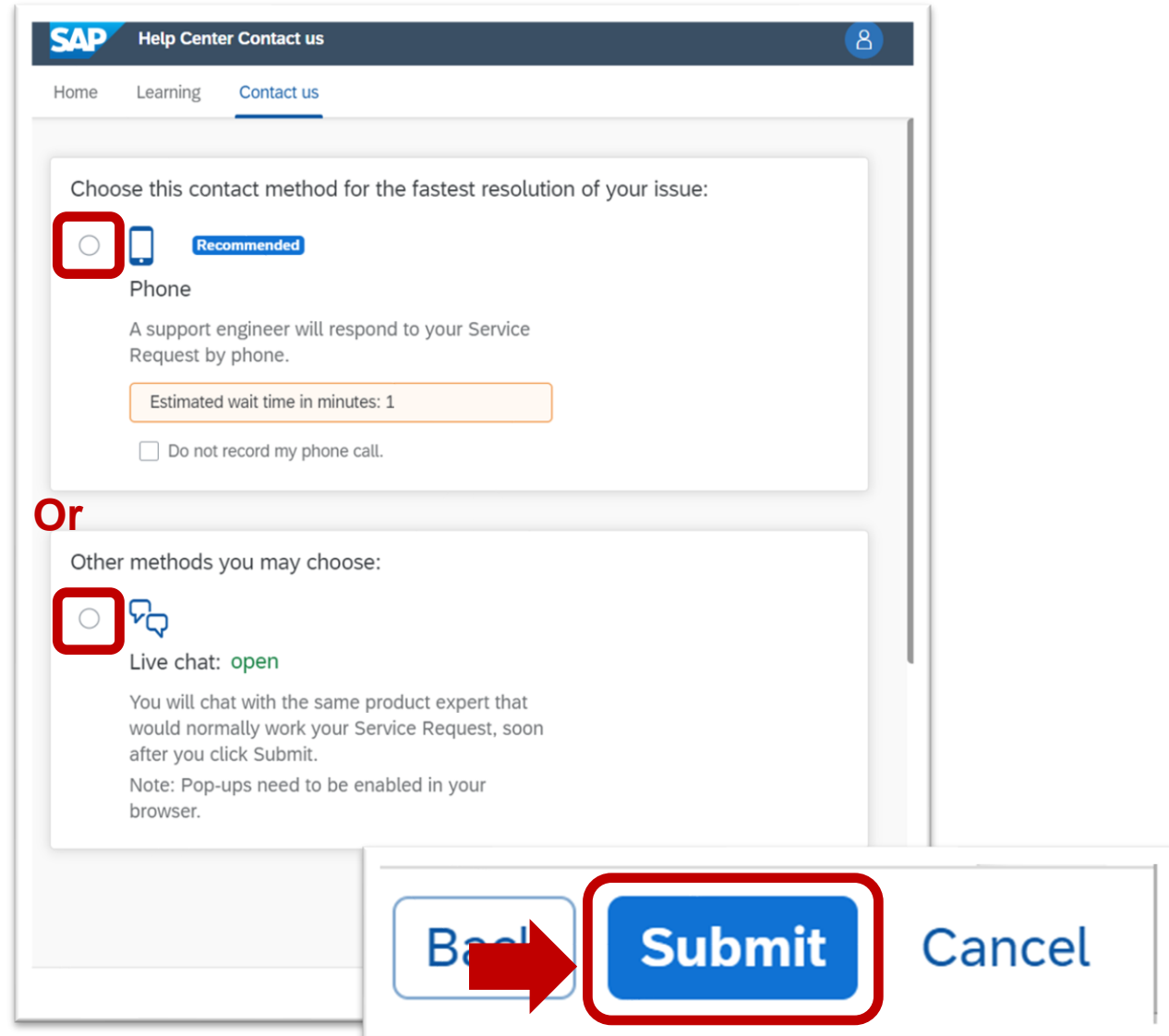
# Submit request for assistance (4 of 4)

- 11) Select **one** contact method.
- 12) Click the **blue Submit button** in the **bottom right corner**.
- 13) Click **Ok** to confirm.



Click [here](#) for a video of this process

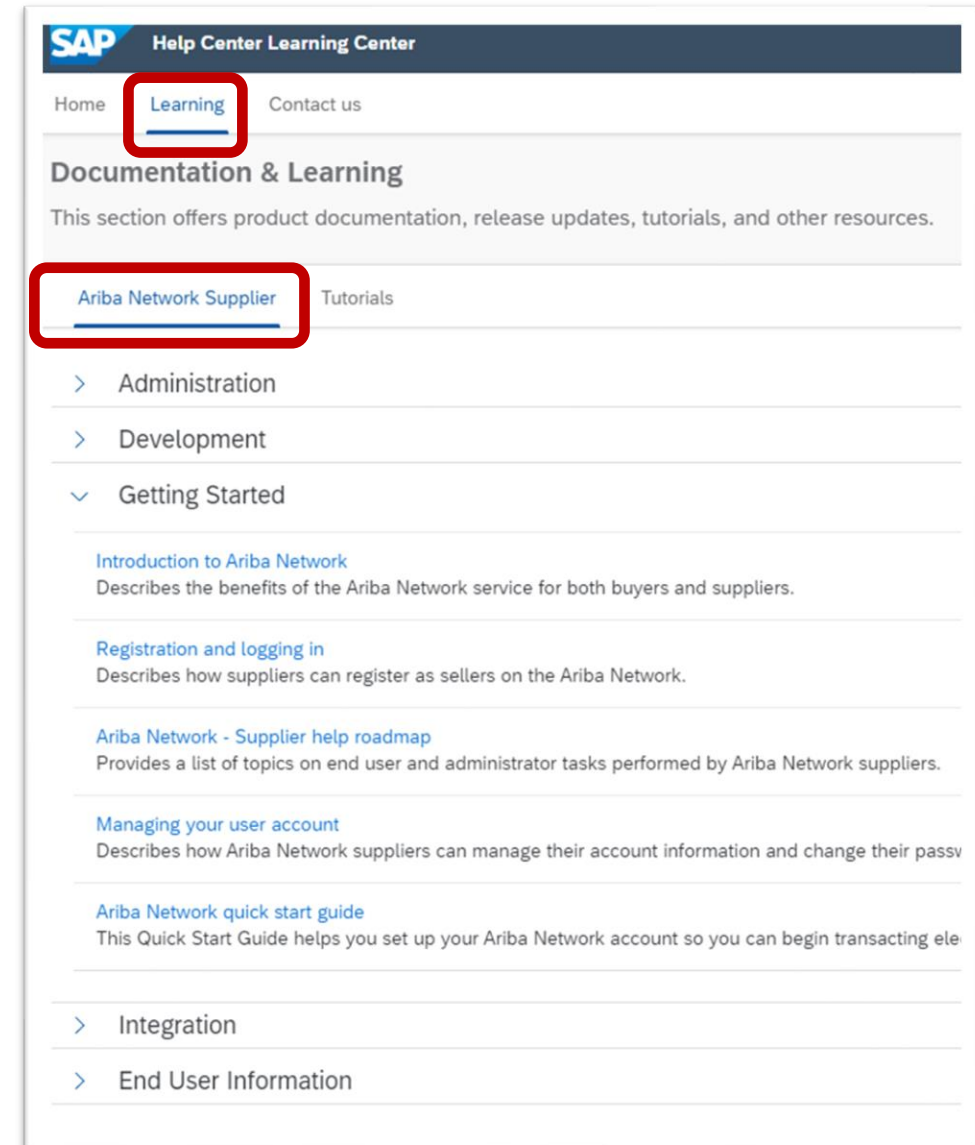
*The following slides provide information on other resources available from the Help Center*



# Help Center Documentation and Learning: Documentation

*Additional resources*

- From **Learning** → **Ariba Network Supplier**, click topics to expand for links to formal documentation from [Help.sap.com](https://help.sap.com) → [Ariba Network for Suppliers](https://help.sap.com)



The screenshot shows the SAP Help Center Learning Center interface. The top navigation bar includes 'Home', 'Learning' (highlighted with a red box), and 'Contact us'. Below this is the 'Documentation & Learning' section, which states: 'This section offers product documentation, release updates, tutorials, and other resources.' Underneath, there is a sub-section for 'Ariba Network Supplier' (also highlighted with a red box) and 'Tutorials'. The 'Getting Started' category is expanded, showing several links with brief descriptions:

- [Administration](#)
- [Development](#)
- [Getting Started](#)
  - [Introduction to Ariba Network](#)  
Describes the benefits of the Ariba Network service for both buyers and suppliers.
  - [Registration and logging in](#)  
Describes how suppliers can register as sellers on the Ariba Network.
  - [Ariba Network - Supplier help roadmap](#)  
Provides a list of topics on end user and administrator tasks performed by Ariba Network suppliers.
  - [Managing your user account](#)  
Describes how Ariba Network suppliers can manage their account information and change their password.
  - [Ariba Network quick start guide](#)  
This Quick Start Guide helps you set up your Ariba Network account so you can begin transacting electronically.
- [Integration](#)
- [End User Information](#)

# Help Center Documentation and Learning: Tutorial Videos

*Additional resources*

- From **Learning** → **Tutorials**, click topics to expand for links to targeted videos

The screenshot shows the SAP Help Center Learning Center interface. At the top, there is a dark blue header with the SAP logo and the text 'Help Center Learning Center'. Below the header, there are three navigation links: 'Home', 'Learning' (highlighted with a red box), and 'Contact us'. The main content area is titled 'Documentation & Learning' and includes a sub-header 'Ariba Network Supplier' and a 'Tutorials' tab (also highlighted with a red box). Below the 'Tutorials' tab, there is a list of tutorial topics with expandable arrows and video durations:

- > Ariba Network tutorials for suppliers
- ✓ SAP Ariba Strategic Sourcing tutorials for suppliers
- Having trouble logging in (2:03)  
Find out how to retrieve your username or reset your password for your account. You can also log in using...
- Supplier Basics (4:33)
- Introduction to the dashboard (11:47)
- Responding to prerequisite questions (2:20)
- Participating in events (4:53)



# Help Center Search: Training

Additional resources

- Search for **Training** to access the **FAQ** with link to the [multilingual Supplier Training site](#)

**Ariba Network Supplier Training**

This training course is designed to assist Suppliers using their Ariba Network Account.

- Your Ariba Network Account**: A short overview of what Ariba Network is, why to use it and what types of supplier accounts exist.
- Account Administration**: Here is how to get started in creating an Ariba Network Account and setting it up properly.
- Transacting on Ariba Network**: How to respond to different types of Purchase Orders, and how to handle invoicing on Ariba Network.
- Advanced Functionalities**: Go beyond the typical Procure-to-Pay with these features, including Collaboration Request, Discount Management and Quote Automation.
- Regional Variations**: Find out how Ariba Network adapts some fields and rules for legal compliance in your country.
- Support Resources**: Assistance is everywhere - how can we help you?

Select Language Below

English	French
Spanish	German
Portuguese	Chinese
Japanese	Thai

SAP

Home Learning Contact us

training

47 results for training

**Ariba Network Supplier Training**

SAP

Home Learning Contact us

193873 - Ariba Network Supplier Training

FAQ

**Question**

How can I receive additional Ariba Network training for suppliers?

**Answer**

There is additional [training for suppliers](#) using the Ariba Network available.

**Additional Information**

Some of the topics included in the Ariba Network Supplier training are:

- Account Types
  - Standard and Enterprise
- Account Configuration and Administration
  - Company Profile
  - Email Notifications
  - Adding Users
  - Managing Multiple Accounts
- Transacting on Ariba Network
  - Purchase Order Management
  - Order Confirmations and Ship Notices
  - Service Entry Sheets
  - Invoices
- Advanced Functionalities

# Thank you.