

Supplier Quick Start Guide (Ariba)

19^h January 2022



WBA Global
Sourcing

Member of Walgreens Boots Alliance
© 2021 WBA Global Sourcing. All rights reserved.
Confidential and Proprietary information. For internal use only.



CONTENTS

TITLE:	PAGE:
Contents	2
What is Ariba?	3
Ariba Set-Up Process Flow	4
Ariba Registration & Logging in	5
○ Receiving An Invitation From Ariba	6
○ Prerequisites	10
○ Bidding Currency	11
○ Navigating The Event	12
○ Participating In The Event	13
Providing Electronic Signatures	16
Additional Information	21
○ What's This?	22
○ Excel Import/ Export	23
○ Ariba Support	23
○ Contact Information	28



WHAT IS Ariba?

Ariba is the most widely adopted and complete strategic sourcing offering in the marketplace used by thousands of companies to create and implement competitive sourcing events. It provides a systematic e-procurement tool to support the buying process from exploration to handoff to contract creation. WBA shifting our upstream Global Sourcing activities to Ariba covering two key areas:

- Procurement – Tendering (RFI, RFP, Negotiation, Awarding business)
- Contract Management – Authoring and Agreeing key contracts e.g. Supply Agreements, NDAs

System Benefits



One common set of processes for WBA and Suppliers regardless of location



Better reporting including full history log and audit trail



Greater level of validation to support “right first time” approach



Automated processes to improve responsiveness and provide a greater level of feedback



ARIBA SET-UP PROCESS FLOW



1

Registration Page

2

Complete Company information

3

Agree T&Cs

4

Register and activate account

5

Complete supplier questionnaire

You will be invited in one of two ways:

1. Receive an e-mail inviting to register on Ariba
2. Receive an e-mail inviting you to participate in event

Ariba Registration & Logging in

RECEIVING AN INVITATION FROM ARIBA

The first time you are invited to an event on Ariba by WBA you will receive an e-mail asking you to register for Ariba.

As the Supplier, you will need to:

- Ensure the WBA Sourcing contact has created a supplier profile for your business
- Confirmed the email address of the primary contact for your business.

The contact supplied will be the primary contact for all sourcing events you (as the supplier) will participate in when responding to WBA requests through Ariba.

If you already have an account and are familiar with the system, you can log in using the link below and should be able to view all WBA projects your business has been invited to participate in.

<http://supplier.ariba.com/>

If you are unsure, or new to using Ariba, please continue to the next slide for more information.

SAP Ariba Proposals and Questionnaires

SAP Ariba

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

A supplier story: Breathe4Me CPR

SAP Purpose Network Live

CHAYA STEVENSON GRETCHEN EGGEN

[Learn More](#)

Ariba Network supplier, Breathe4Me CPR, joined us for a recent SAP Purpose Network Live session. Learn from Chaya Stevenson as she shares how her company strengthened customer relationships during the global pandemic.

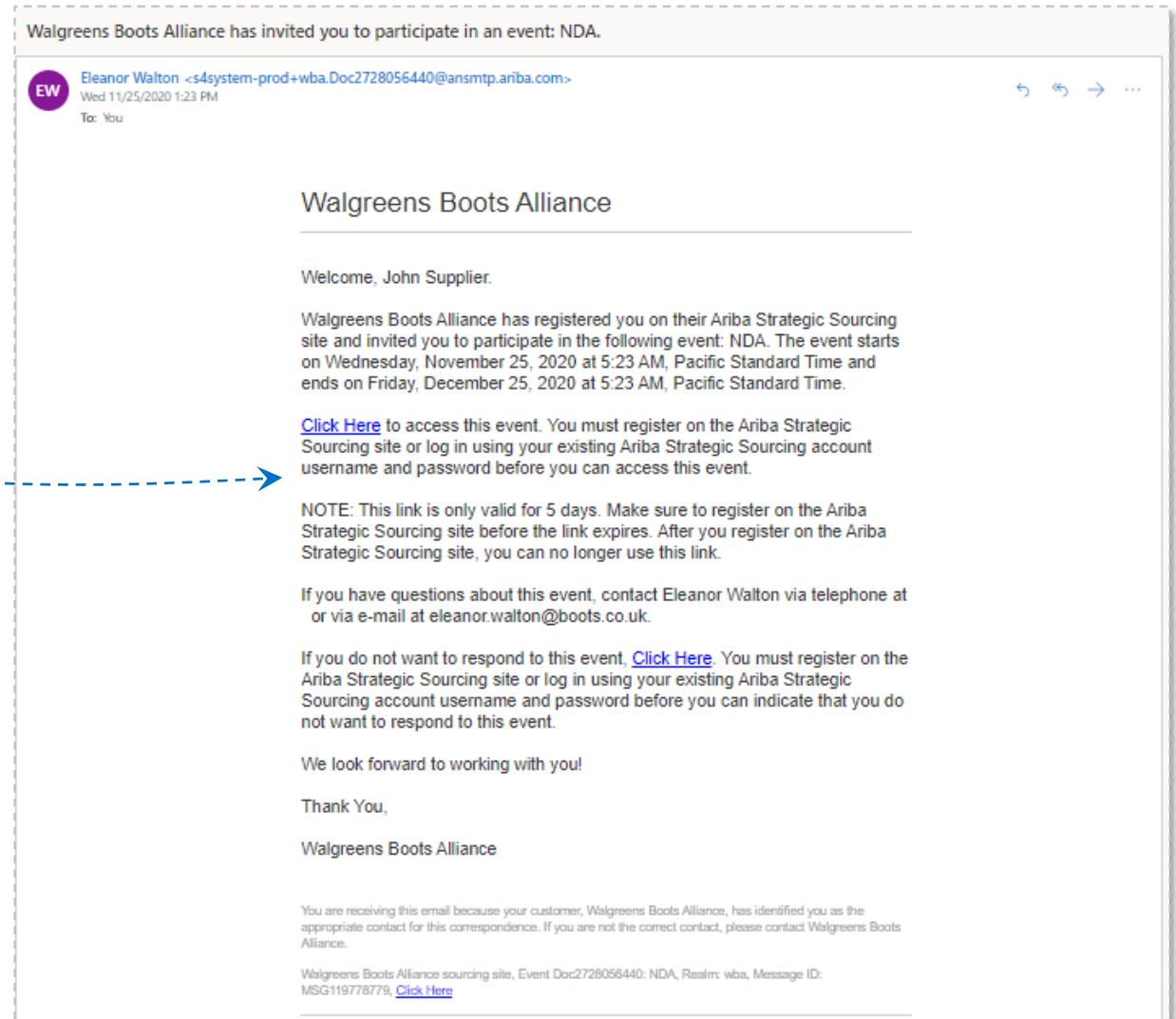
RECEIVING AN INVITATION FROM Ariba

When a member of the WBA Sourcing team invites you to participate in event using Ariba you will receive an auto generated email from the system. The email will look almost identical to the screenshot to the right.

- 1) To access the event, you must register on the Ariba Strategic Sourcing site or log in using your existing Ariba Strategic Sourcing account username and password.
Click on the '[Click Here](#)' link to access the system.

NOTE: This link is only valid for 5 days. Make sure to register on the Ariba Strategic Sourcing site before the link expires.

The email will reference the WBA Sourcing member whom invited you to the event. If you have questions or concerns you can contact them for guidance.



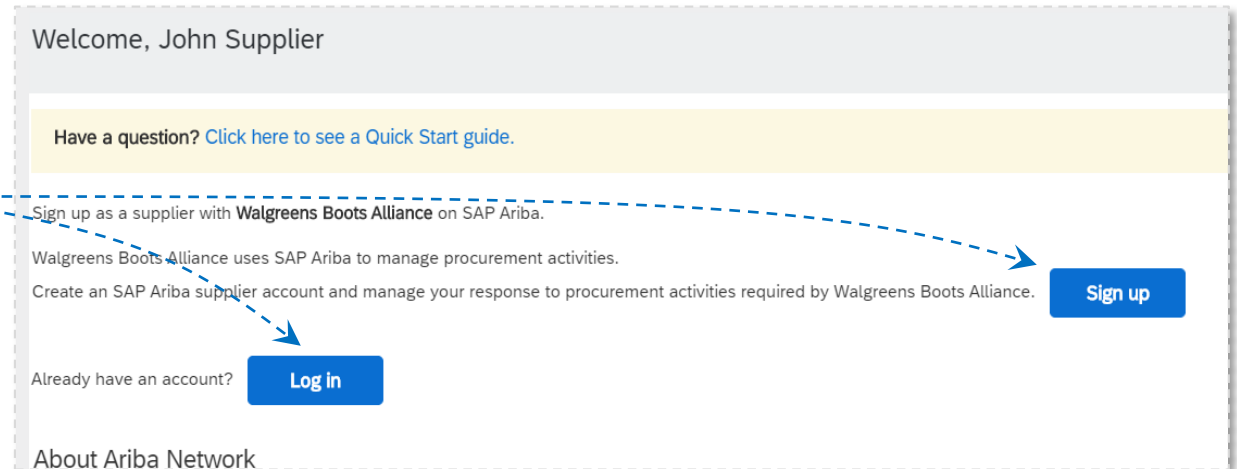
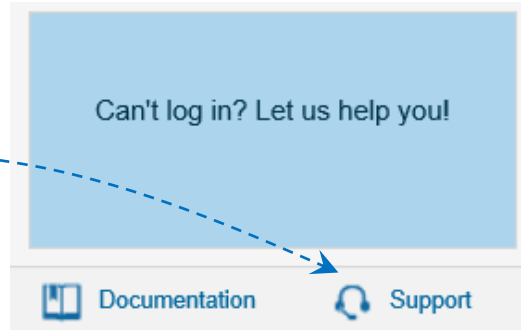
Member of Walgreens Boots Alliance

© 2021 WBA Global Sourcing. All rights reserved. Confidential and Proprietary information. For internal use only.

RECEIVING AN INVITATION FROM ARIBA

- 2) After clicking the link provided in the e-mail, click on the **'Sign-up'** button (or **'Log in'** if you have existing credentials).

NOTE: If you are unable to sign in to an account that already exists, there is a help box in the right hand corner of the screen. click on support for help and guidance.



Signing Up

- Once you have clicked the **'Sign Up'** link, you will be re-directed to the 'Create Account' page in Ariba.
- Enter your company information.
- After registering you will still receive an e-mail for every event you are invited to participate in from WBA but will now be able to click directly from the e-mail into the event (after entering your credentials)
- Alternatively, you can log directly into Ariba via <http://supplier.ariba.com/>

A screenshot of the "Create account" page in SAP Ariba. The page has a header "Create account" and two buttons: "Create account and continue" and "Cancel". Below the header is a paragraph: "First, create an SAP Ariba supplier account, then complete questionnaires required by Walgreens Boots Alliance." The main section is titled "Company information" and contains several input fields. The "Company Name" field is filled with "X Test Supplier X". The "Country/Region" field is a dropdown menu showing "United States [USA]". The "Address" field has two lines: "Line 1" and "Line 2". A note on the right side of the form states: "* Indicates a required field" and "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."

Member of Walgreens Boots Alliance

© 2021 WBA Global Sourcing. All rights reserved. Confidential and Proprietary information. For internal use only.

RECEIVING AN INVITATION FROM ARIBA

After setting up your Ariba account you are now ready to access and respond to Sourcing or Contracts events. From the homepage click on the “Ariba Proposals and Questionnaires” tab and you will see a drop down displaying the following:

- Discovery
- Proposals And Questionnaires
- Contracts
- Network

DASHBOARD

The screenshot to the right shows the sites **dashboard**. Here you will be able to see all events your company has been invited to by WBA.

You can click into the event here.

NOTE: This training material will only cover Sourcing and Contracts.



WBA Global
Sourcing

The screenshot shows the SAP Ariba Proposals and Questionnaires dashboard. The top navigation bar includes the SAP logo, the page title 'Ariba Proposals and Questionnaires', the account type 'Standard Account', and an 'Upgrade' button. A dropdown menu is open, showing options: 'Ariba Discovery', 'Ariba Proposals And Questionnaires' (selected), 'Ariba Contracts', and 'Ariba Network'. The main content area displays a welcome message and a table of events. The 'Events' table has columns for Title, ID, End Time, Event Type, and Participated. A row is visible for 'NDA' with ID 'Doc2728056440' and End Time '12/25/2020 1:23 PM'. Below the events table are sections for 'Registration Questionnaires', 'Qualification Questionnaires', 'Questionnaires', 'Certificates', and 'Tasks', each with its own table structure. The 'Certificates' and 'Tasks' tables show columns for Certificate Info, Effective, Expiration, Attachment, Questionnaire, Status, Name, Status, Due Date, Completion Date, and Alert.

Title	ID	End Time	Event Type	Participated
NDA	Doc2728056440	12/25/2020 1:23 PM	RFI	No

Title	ID	End Time	Commodity	Regions	Status
No Items					

Title	ID	End Time	Commodity	Regions	Status
No Items					

Certificate Info	Effective	Expiration	Attachment	Questionnaire	Status
No Items					

Name	Status	Due Date	Completion Date	Alert
No Items				

PREREQUISITES

After clicking into the event you wish to participate in you will first be required to accept the prerequisites. You must accept these before being allowed to access the sourcing event.

Ariba Sourcing

< Go back to Walgreens Boots Alliance Dashboard

Desktop File Sync

Company Settings

John Supplier

Help Center

Prerequisites

Doc2728056440 - NDA

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Submit Response

Prerequisites must be completed prior to participation in the event.

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

internal use

10

PREREQUISITES

Bidding Currency

If you would usually bid in your local currency, you can select bidding currency here. The project owner has to allow this so if it does not appear you will need to request it.

Bidding on Items/Lots:

The project owner will have selected the business they want you to bid on here.

Doc2754774298 - Shimmer_Mascaras

Cancel

Select the bidding currency at event level. You place bids using the bidding currency. This is the default currency assigned to all lots below.

More

Event Bidding Currency

View Exchange Rates

Select event bidding currency: European Union Euro

☐ Use a different currency for different lots

Select Lots

Select Using Excel

You are required to select all 1 of the lots to which you have been invited. You currently have selected 1 of them.

You are Required to Select All Lots

Name
<input checked="" type="checkbox"/> 6 Shimmer_Mascaras_20
6.1 Rose_Gold
6.2 Copper_Gold

Confirm Selected Lots

Cancel



NAVIGATING THE EVENT

After reviewing and accepting the prerequisites you can view the content of the sourcing event.

You can navigate the page with the menu bar down the left hand side of the page. To view the event, click 'Review Event Details' under the **Checklist** tab.

Reviewing Event Details

The Overview section includes guidance on what the document is, how to fill it out and a document disclaimer. You can scroll in the overview to find information on:

- 1 Overview
- 1.1 WBA Request For Proposal (RFP)
- 1.2 RFP Disclaimer
- 1.3 How to Complete this RFP
- 1.4 Tooling

Scrolling further down the page will advise you on the events **Timing Rules**, and **Currency Rules**. These rules will all have been predefined by the WBA event owner.



WBA Global
Sourcing

The screenshot displays the Ariba Sourcing interface. At the top, the header includes 'Ariba Sourcing', navigation links like 'Company Settings', 'John Supplier', and 'Help Center', and a 'Desktop File Sync' button. Below the header, the main content area is titled 'Console' and 'Doc2728056440 - NDA'. A 'Time remaining' indicator shows '24 days 01:41:41'. The left sidebar contains a 'Checklist' with three items: '1. Review Event Details' (highlighted with a blue box and a dashed arrow pointing to the main content), '2. Review and Accept Prerequisites', and '3. Submit Response'. Below the checklist is an 'Event Contents' section with a list of items: '1 Overview', '2 Supplier Contact Det...', '3 WBA Technical Specif...', '4 WBA RFI Documents', and '5 Price Quotes'. The main content area shows the 'Overview' section for the 'WBA REQUEST FOR PROPOSAL (RFP)'. It includes a detailed description of Walgreens Boots Alliance (WBA) and its services, followed by an invitation to complete the RFP. At the bottom of the main content area, there are five buttons: 'Submit Entire Response' (highlighted in blue), 'Update Totals', 'Save draft', 'Compose Message', and 'Excel Import'. The footer contains user information, copyright notices, and links to 'SAP Ariba Privacy Statement', 'Security Disclosure', and 'Terms of Use'.

Member of Walgreens Boots Alliance

© 2021 WBA Global Sourcing. All rights reserved. Confidential and Proprietary information. For internal use only.

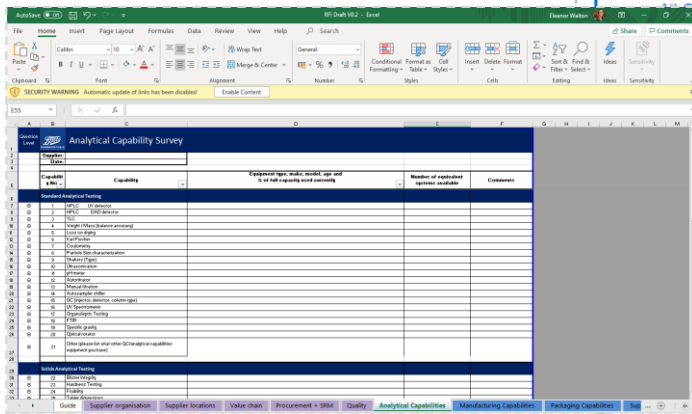
PARTICIPATING IN THE EVENT

When you've reviewed the document **'Checklist'**, you should now be ready to submit a response.

Scroll down in the **'Submit Response'** page to identify where you need to provide information.

You will also see that there are attachments within this page that need to be downloaded and reattached.

- a) To do this, click the small drop down arrow next to the document name and select **'Download this attachment'**.



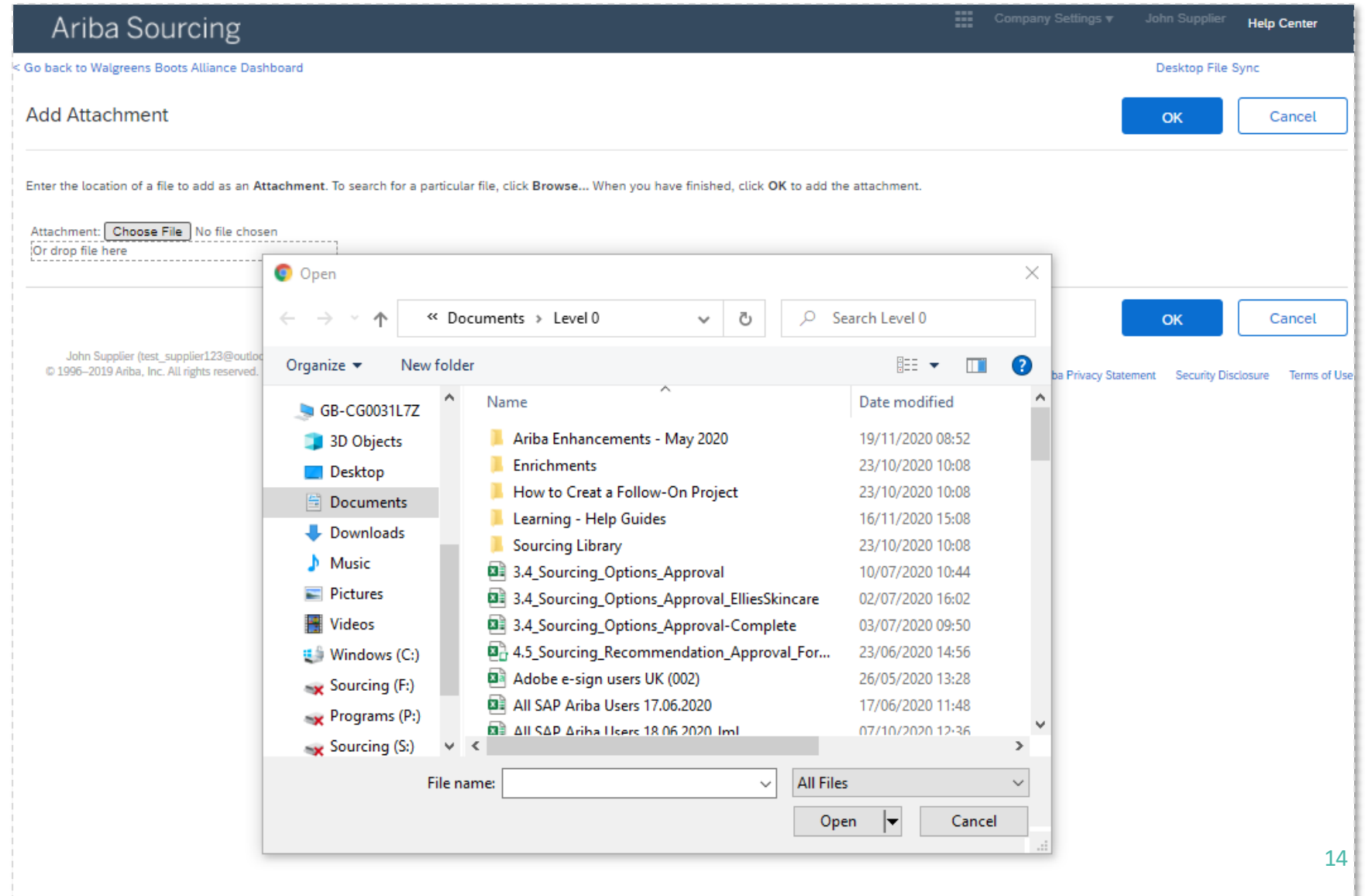
WBA Global
Sourcing

The image shows a screenshot of the Ariba Sourcing interface. At the top, there's a header with 'Ariba Sourcing' and navigation links like 'Company Settings', 'John Supplier', and 'Help Center'. Below the header, there's a 'Console' section with a document name 'Doc2728056440 - NDA' and a 'Time remaining' of '22 days 23:45:17'. The main content area is divided into sections: 'Event Messages', 'Response History', 'Checklist', and 'Event Contents'. The 'Checklist' section has three items: '1. Review Event Details', '2. Review and Accept Prerequisites', and '3. Submit Response'. The 'Event Contents' section shows a list of attachments with columns for 'Name' and 'Download this attachment'. The attachments include '3.2 Technical Specification', '4.1 RFI Document', and '5 Price Quotes'. A dropdown menu is open for the '3.2 Technical Specification' attachment, showing options to 'Download this attachment' and 'Download all attachments'. Another dropdown menu is open for the '4.1 RFI Document' attachment, showing options to 'Attach a file' and 'Download all attachments'. At the bottom, there are buttons for 'Submit Entire Response', 'Update Totals', 'Save draft', 'Compose Message', and 'Excel Import'.

- b) After you've downloaded the attachment, you can upload your response by clicking **'Attach a file'**.

PARTICIPATING IN THE EVENT

- b) Click **'Choose File'** to upload your response. Select relevant document from your desktop and click **'OK'**.
- c) Once you are satisfied that all the required documents have been uploaded into the workspace and you have completed all relevant text fields, you can click **'Submit Entire Response'** on the previous page.



PARTICIPATING IN THE EVENT

- d) Once you have successfully submitted a response, you will see notice a blue box saying 'Revise Response'. If at any time you wish you amend your supplier response, you can do so here.

The screenshot displays the Ariba Sourcing interface for a specific event. At the top, the header shows 'Ariba Sourcing' and user information 'Company Settings' and 'John Supplier'. Below the header, a navigation bar includes a link to 'Go back to Walgreens Boots Alliance Dashboard' and a 'Desktop File Sync' button. The main content area is titled 'Console' and shows the document ID 'Doc2728056440 - NDA'. A yellow notification banner states: 'You have submitted a response for this event. Thank you for participating.' Below this, a 'Revise Response' button is highlighted with a blue box and a dashed arrow pointing to it from the text in the previous block. The left sidebar contains a 'Checklist' with three items: '1. Review Event Details', '2. Review and Accept Prerequisites', and '3. Submit Response'. Below the checklist is a section for 'Event Contents' with a list of items: 'All Content', '1 Overview', '2 Supplier Contact Det...', '3 WBA Technical Specif...', '4 WBA RFI Documents', and '5 Price Quotes'. The main content area shows 'All Content' with a table listing items. The first item is '1.1 WBA REQUEST FOR PROPOSAL (RFP)' with a 'Less...' button. The content of this item is displayed below the table, showing a detailed description of Walgreens Boots Alliance and the terms of the RFP. At the bottom of the main content area, there is a 'Compose Message' button.



WBA Global
Sourcing

Member of Walgreens Boots Alliance

© 2021 WBA Global Sourcing. All rights reserved. Confidential and Proprietary information. For internal use only.

Providing Electronic Signatures

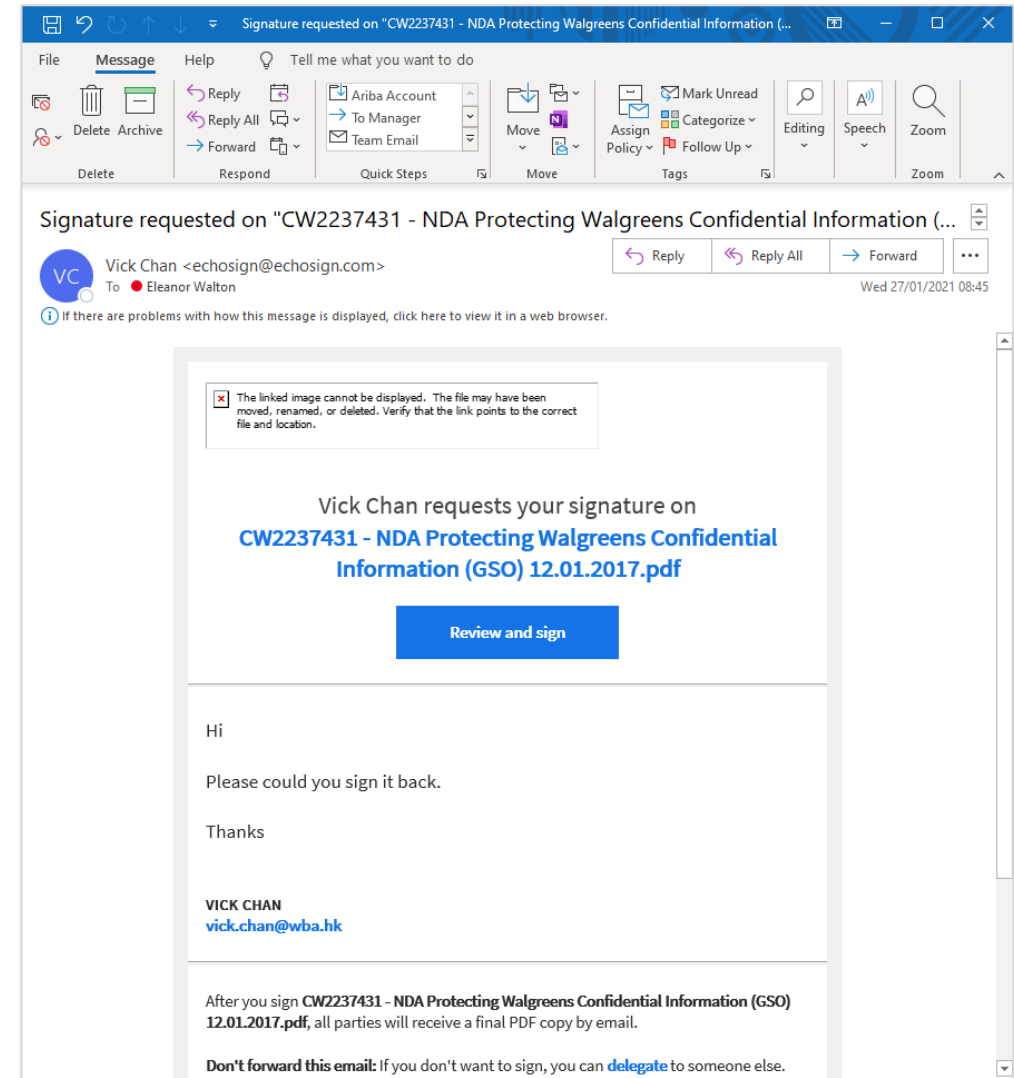
SUPPLIER RESPONSES THROUGH ADOBE ESIGN

When a WBA Sourcing event owner is ready to send their event for Supplier signature (more commonly when agreeing a contract), Ariba will give them the option to do this via Adobe eSign (electronic signature method) or obtain a paper signature.

If the Sourcing owner selects to do this via Adobe eSign, you will be required to follow the steps below.

- a) You will firstly receive an email from echosign@echosign.com with a email subject starting with 'Signature requested on..'.
The email will state who from WBA has requested your signature and to what event this is for.
- b) To review the contract, click the blue button in the email that says 'Review and sign'.

NOTE: The example to the right requests signature for an NDA contract




Member of Walgreens Boots Alliance

© 2021 WBA Global Sourcing. All rights reserved. Confidential and Proprietary information. For internal use only.

SUPPLIER RESPONSES THROUGH ADOBE ESIGN

- c) Once you have clicked the 'Review and sign' button in the email, you should be redirected to the adobe application where the contract will appear with clear tags on where you need to provide input.

NOTE: Ensure you review the entire document before signing.

 Trusted since 1901™

POWERED BY
Adobe Sign

Options ▾

CW2237431 - NDA Protecting Walgreens Confidential Information (GSO) 12.01.2017.pdf

Next required field 2

Start

NON-DISCLOSURE AGREEMENT
PROTECTING WALGREEN CONFIDENTIAL INFORMATION SIGNATURE PAGE

The Nondisclosure Agreement ("Agreement") attached hereto is by and between Walgreen Co. on behalf of itself and its subsidiaries and affiliates ("Walgreen") and the company named below ("Vendor"). Vendor's authorized representative has accepted the Agreement including all terms and conditions contained therein.

VENDOR NAME:

VENDOR ADDRESS:

VENDOR SIGNATURE:

PRINT NAME:

SIGNATURE DATE:

WALGREEN ADDRESS: 200 Wilmot Road, MS 2106
Deerfield IL 60015
Attention: Group Vice President, Retail Brands and Global Sourcing

* Click to upload Stamp

* Click here to sign



WBA Global
Sourcing

Member of Walgreens Boots Alliance

© 2021 WBA Global Sourcing. All rights reserved. Confidential and Proprietary information. For internal use only.

SUPPLIER RESPONSES THROUGH ADOBE ESIGN

- d) When you are ready to sign the document, you will see a tag saying 'Click here to sign'.
- e) After clicking the tag, you will be presented with a box to provide your signature. There are 4 ways in which you can provide signature through Adobe sign. Any of these methods are acceptable, you can:
- Type
 - Draw your signature directly into the box
 - Upload an image
 - Upload signature directly from your mobile device
- f) Choose your preferred option and add your signature and click 'Apply'.
Enter any additional information requested.
- g) Once you have added information to all tag boxes, you will be able to submit by clicking a button that says 'Click to Sign'.

The screenshot shows the Adobe Sign interface. At the top, there are icons for 'Type', 'Draw', 'Image', and 'Mobile'. Below these is a blue box with the text 'Draw or take a picture of your signature using your mobile device.' The main area is a white box with a red Adobe Sign logo on the left and the signature 'Eleanor Walton' in the center. Below the signature box is a 'Clear' button. At the bottom of the signature box are 'Close' and 'Apply' buttons. Below the signature box, there is a 'Next' button and a 'Click here to sign' tag. The tag is a green box with the text 'Click here to sign' and a red asterisk. Below the tag, there are fields for 'VENDOR SIGNATURE: PRINT NAME:', 'SIGNATURE DATE:', and 'WALGREEN ADDRESS:'. The 'WALGREEN ADDRESS' field contains the text '200 Wilmot Road, MS 2106 Deerfield IL 60015'.

The screenshot shows a document titled 'CW2237431 - NDA Protecting Walgreens Confidential Information (GSO) 12.01.2017.pdf'. The document is a 'NON-DISCLOSURE AGREEMENT' and 'PROTECTING WALGREEN CONFIDENTIAL INFORMATION SIGNATURE PAGE'. The text of the agreement is as follows:

The Nondisclosure Agreement ("Agreement") attached hereto is by and between Walgreen Co. on behalf of itself and its subsidiaries and affiliates ("Walgreen") and the company named below ("Vendor"). Vendor's authorized representative has accepted the Agreement including all terms and conditions contained therein.

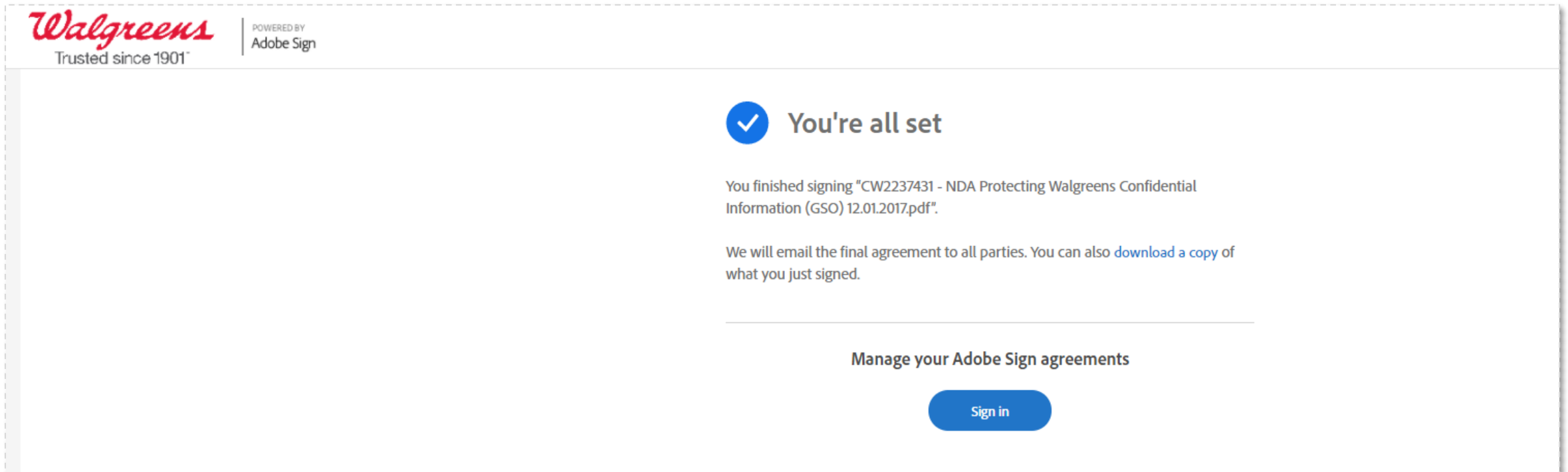
The document contains the following fields:

- VENDOR NAME:** Test Supplier
- VENDOR ADDRESS:** 12 Test Road, Test City, UK
- VENDOR SIGNATURE:** Eleanor Walton (Jan 27, 2021)
- PRINT NAME:** Eleanor Walton
- SIGNATURE DATE:** 27/01/2021
- WALGREEN ADDRESS:** 200 Wilmot Road, MS 2106 Deerfield IL 60015 Attention: Group Vice President, Retail Brands and Global Sourcing

A dashed blue arrow points from the 'Click here to sign' tag in the previous screenshot to the 'VENDOR SIGNATURE' field in this document.

SUPPLIER RESPONSES THROUGH ADOBE ESIGN

- h) Your signing task is now complete and the document will have been uploaded back into Ariba. You can download a copy of the signed document for your own records by clicking '[download a copy](#)' on the link.



Additional Information

WHAT'S THIS?

Lot:

A lot is a collection of items. This example shows a range of shimmer mascaras.

Time Remaining:

It will be displayed here how long you have left to bid.

The screenshot displays the WBA Global Sourcing interface for a lot named "Doc2754774298 - Shimmer_Mascaras". On the left, a sidebar contains a "Console" section with links for "Event Messages" and "Response History", a "Checklist" with steps 1 through 4, and "Event Contents" with links for "All Content", "Overview", "Supplier Contact Det...", and "WBA Technical Specif...". The main area shows the "All Content" section with a table of items. The first item is "6 Shimmer_Mascaras_20", and the second is "6.1 Rose_Gold". A detailed form for "Rose_Gold" is shown on the right, with fields for "Item Description" (Rose_Gold), "Delivery Location (City & Country)", and "EXWs Location (Entity Name, City & Country) if applicable". The form also includes a "Time remaining" indicator showing "27 days 03:05:07". At the bottom, there are buttons for "Submit Entire Response", "Update Totals", "Save draft", "Compose Message", and "Excel Import".

Item:

Items are referred to as individual products/ componentry.



WBA Global
Sourcing

Submitting a Response:

Once you are happy with your bid, Submit a response here.

Composing a Message:

You can send a communication to the project owner here if necessary.

Inputting Pricing Information:

This is where you will be required to input costs and pricing information. All cells with an asterisk are mandatory fields and need data inputting.

If you are required to bid on multiple items/ lots, you can download the content and re-upload using the **Excel Import** – More information on the next page.

Member of Walgreens Boots Alliance
© 2021 WBA Global Sourcing. All rights reserved. Confidential and Proprietary Information. For internal use only.

SUPPLIER RESPONSES THROUGH ADOBE ESIGN

Simplified Excel Import/ Export

- To view this template in excel, click **'Download Content'**.
- Open up the excel template and go to **tab 4**.
- Here you can copy/ paste/ input data easily. Ensure you fill out all fields marked with an asterisk (*).
- Once you have done this, save a copy to your desktop, return to Ariba and **'Choose file'** to upload.
- Click **'Upload'**.
You should then see all fields populated with the data you added to the excel sheet.
- Click **'Submit Entire Response'**

Ariba Sourcing

Go back to Walgreens Boots Alliance Dashboard

Desktop File Sync

Import Response from Excel

This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment.

Step 1. Click "Download Content" to download and review your event in an Excel Spreadsheet.
Click this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

Download Content Download Attachments

Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

Step 3. Locate the saved Excel file on your computer using the Browse button.

Choose file No file chosen
Or drop file here

Step 4. Click Upload to import the contents of the Excel file to your event.
Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.

Upload

Done

SAP Ariba

John Supplier (test_supplier123@outlook.com) last visited 17 Dec 2020 3:12:00 AM X-Test Supplier X AN01601754837
© 1996–2019 Ariba, Inc. All rights reserved.

SAP Ariba Privacy Statement Security Disclosure Terms of Use

Number	Name	Alternative	Bundle or Tier Name	Tier Range	Description	Currency	Unit of Measure	Item Description	Delivery Location (City & Country)	* EXWs Location (Entity Name, City & Country) if applicable	Pack Size	Unit of Measure	Estimated Annual Demand	Indicative Launch Quantity	Pref Onge Quar
Help And Options. Click on the + sign on the left for more information to fill out the cells															
6	Shimmer_Mascaras_20					EUR									
6.1	Rose_Gold					EUR	Each	Rose_Gold			10	Gram	1,000	2000	1000
6.2	Copper_Gold					EUR	Each	Copper_Gold			10	Gram	1,000	2000	1000

© 2021 WBA Global Sourcing. All rights reserved. Confidential and Proprietary Information. For internal use only.



WBA Global
Sourcing

ARIBA SUPPORT

Ariba Help Centre

- Ariba has a Help Centre available which you can access prior to logging in.
- If you have any issues with logging onto Ariba you should look for support here.

NOTE: In order to participate in an event, you will need to have signed up/ registered. Click here for [more information](#).



WBA Global
Sourcing

Question

Why can't I find an event?

Answer

There are a number of reasons you may not be seeing a sourcing event your company was invited to. Below are various scenarios that may apply:

Did you receive an event invitation?

Buyers invite suppliers to events by selecting each participant, so there is a chance that only one person from the company received an invitation. Only those who are invited to the event will have access.

If you would like to request an invitation for yourself or additional people from your organization, you will need to contact the project owner.

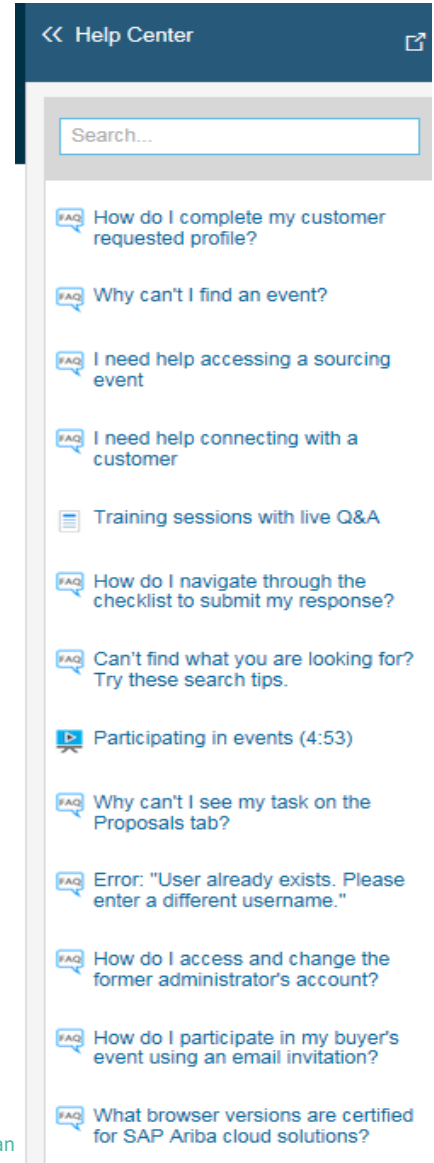
Did you log in to the correct account?

You might have more than one Ariba account. If you have multiple accounts, make sure you are logged into the account that was invited.

Are you on the Ariba Sourcing platform?

If you see Ariba Network, Ariba Discovery, or Ariba Contracts in the upper left corner, you are currently accessing another

d. Confidential an



ARIBA SUPPORT

SAP Ariba Proposals and Questionnaires Standard Account Upgrade

WALGREENS BOOTS ALLIANCE

There are no matched postings.

Welcome to the **Ariba Strategic Sourcing** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site to ensure market integrity.

Events

Title	ID	End Time ↓	Event Type
▼ Status: Open (1)			
Shimmer_Mascaras	Doc2754774298	13/1/2021 14:28	RFP
▼ Status: Pending Selection (2)			
Testing Supplier Account ROUND2	Doc2746474379	10/12/2020 14:53	RFP
NDA	Doc2728056440	10/12/2020 12:32	RFI

Registration Questionnaires

Title	ID	End Time ↓
No items		

Qualification Questionnaires

Title	ID	End Time ↓	Commodity
No items			

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
-------	----	------------	-----------	---------	--------

John Supplier
test_supplier123@outlook.com

My Account

Link User IDs

Contact Administrator

Switch To Test ID

X Test Supplier X
ANID: AN01601754837
Standard account

Company Profile

Service Subscriptions

Settings >

Logout

ACCOUNT SETTINGS

Users

Notifications

Account Hierarchy

SOURCING & CONTRACTS SETTINGS

Sourcing & Contracts Notifications

Status

Linking User ID's

If you have multiple user accounts, you can link your user IDs together. By linking your user IDs you can:

- Log in to all your accounts using one username and password
- Switch between your multiple accounts

Adding New Users

Click on **Settings** and **'Users'** to create more company users.

Company Profile & User Info

You can add company information to the Supplier profile by clicking here.



Member of Walgreens Boots Alliance

© 2021 WBA Global Sourcing. All rights reserved. Confidential and Proprietary information. For internal use only.

ARIBA SUPPORT

Question

Why can't I find an event? Where is my event?

Answer

There are a number of reasons you may not be seeing a sourcing event your company was invited to. Below are various scenarios that may apply:

1. Did you receive an event invitation in your email inbox?

1. Buyers invite suppliers to events by selecting each participant, so there is a chance that only one person from the company received an invitation. Only those who are invited to the event will have access.
2. If you would like to request an invitation for yourself or additional people from your organization, you will need to contact the project owner.
3. It is also a common user error to have a typo in the email address field. Double-check the email address and if there is a typo the buyer will need to edit it.

2. Did you log in to the correct account?

1. You might have more than one SAP Ariba account. If you have multiple accounts, make sure you are logged into the account that was invited.

3. Do you have permissions to see the page?

1. To view your organization's Ariba Sourcing events, questionnaires, and Ariba Contract Management contracts, documents, and tasks, sub users need to have the permission **Access Proposals and Contracts** assigned. If you do not have the correct permissions, please contact your administrator. You can find the administrator's contact information by clicking your initials in the upper-right corner of the page and selecting **Contact Administrator**.

4. Is your user activated? Is your profile approved?

1. It is possible that your user or organization profile is deactivated which will restrict your access to Ariba.
2. If your organization profile on the buyer's site is **Rejected** you will not be able to register. If it is **Unapproved** you will be able to register but may not participate in sourcing events.
 1. You must contact your buyer to approve the organization profile.

5. Are you on the SAP Ariba Sourcing solution?

1. If you see **Ariba Discovery**, **Ariba Contract Management**, or **Ariba Network** in the upper-left corner of the application, you are currently accessing another app within your SAP Ariba Commerce Cloud account and will not see the event here. Click the app drop-down in the upper-left corner of the application and select **Ariba Proposals & Questionnaires**. This action will take you to the SAP Ariba Sourcing platform and show any events to which you have been invited. You may need to switch to the relevant buyer by clicking **More...** and selecting the correct buyer.

6. Is the event in Open status?

1. In the top right corner of your screen the status will be displayed. If there is a countdown timer, then the event is published/open. If it is **Closed**, **Paused**, **Pending Selection** then you must contact the buyer to open the event.



Question

Why can't I find an event? Where is my event?

Answer

7. Did you complete the **Customer Requested Profile**?

1. Some customers require you to fill out specific information before you can see any bids. If you log in to your account and receive the following message, you must complete the **Customer Requested Profile**:
 1. Your customer has requested that you complete the following information before they conduct business with you.
 2. If you need help completing your **Customer Requested Profile**, please refer to [How do I complete my customer requested profile?](#)

8. Are you locked out of the event?

1. You will not see the event on your dashboard if the buyer has locked your account from the event. Check your email to see if you were notified of being locked out of the event. In this instance, please contact the project owner to gain access.

9. Are you directed to a blank page when you click on an event within your account?

1. Security features on your computer might cause a blank page when accessing an event. Use the following steps to resolve this issue:
 1. Check the URL on the blank or black page.
 2. If the URL starts with HTTP, change this to HTTPS.
 3. Navigate to the new page.
 4. Accept any security warnings that appear in your browser.
2. Ad Blockers can also cause this issue:
 1. Check to see if an ad blocker is installed, such as Adblock Plus and uBlock.
 2. If one is installed, disable it and load the page again.
3. If neither of these options help, try to log in using a different browser.



Contact Us

If you need help on how to use this product, click [Help](#) at the top right of any product page to access documentation and tutorials.

For help, United States and Canada (toll-free): 1 866 218 2155

United Kingdom (Freephone): 0800 358 3556

Europe: +44 20 7187 4144; Asia: +65 6311 4745

All other locations, call +1 412 222 6153.



© 1996 - 2019 Ariba Inc. All Rights Reserved



WBA Global
Sourcing

Member of Walgreens Boots Alliance

© 2021 WBA Global Sourcing. All rights reserved. Confidential and Proprietary information. For internal use only.