



TMA – SAP Ariba Supplier Registration and Bid Submission Guide

A step-by-step guide for suppliers registering on and bidding through the **SAP Ariba Supplier Portal**



What this guide covers

This guide takes suppliers through registration on the SAP Ariba Supplier Portal and the full bid submission journey from the first invitation email through to submitting, revising and clarifying a response.

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	Common Sourcing Issues				



01

Introduction to SAP Ariba

Introduction to SAP Ariba

TradeMark Africa is focused on providing suppliers with a modern, efficient, and transparent procurement solution that simplifies the process of offering goods and services.

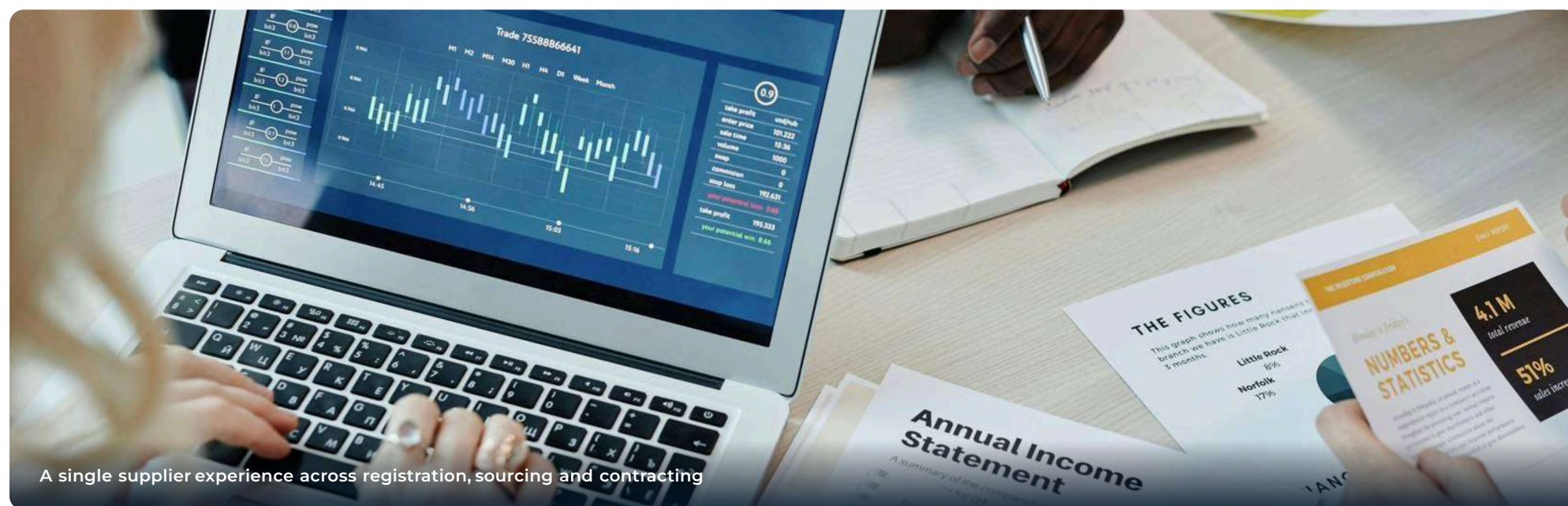
Our mission is to support suppliers by leveraging **innovative technology**, **standardized processes**, and **data-driven decision-making** that promotes compliance, and fair value for both suppliers and taxpayers.

SAP Ariba Strategic Sourcing Suite

A modern, integrated platform designed to simplify and enhance your experience as a supplier to TradeMark Africa.

The Strategic Sourcing Suite includes:

- **Supplier Lifecycle and Performance (SLP):** Efficiently register and manage your profile, qualifications, and performance.
- **Sourcing:** Discover and participate in sourcing events and opportunities with a standardized process.
- **Contracts:** Easily review, negotiate, and manage contracts digitally.



Introduction to SAP Ariba



MODULE 1

Supplier Lifecycle and Performance Management

– (SLP) Streamlines supplier management from onboarding to offboarding.

- Uses a strategic, data-driven approach to ensure compliance and minimize risk.
- Promotes ongoing improvement by tracking performance and supporting supplier development.



MODULE 2

Sourcing

– equips teams to manage sourcing requests and competitive bidding efficiently.

- Enables invitations to multiple suppliers for participation in sourcing events and solicitations (RFx).
- Built-in analytics to assess supplier proposals based on cost, quality, sustainability, and other key criteria.



MODULE 3

Contracts

– provides a centralized platform for managing supplier agreements, from creation to renewal.

- Automates contract authoring with standardized templates and clause libraries, ensuring consistency and compliance.
- Features built-in workflows and electronic signatures to streamline contract cycles and reduce administrative tasks.

SAP Business Network: Home Dashboard

SAP Business Network is used **for all supplier Sourcing activities** and features a homepage with a variety of sections that cater to different user needs.

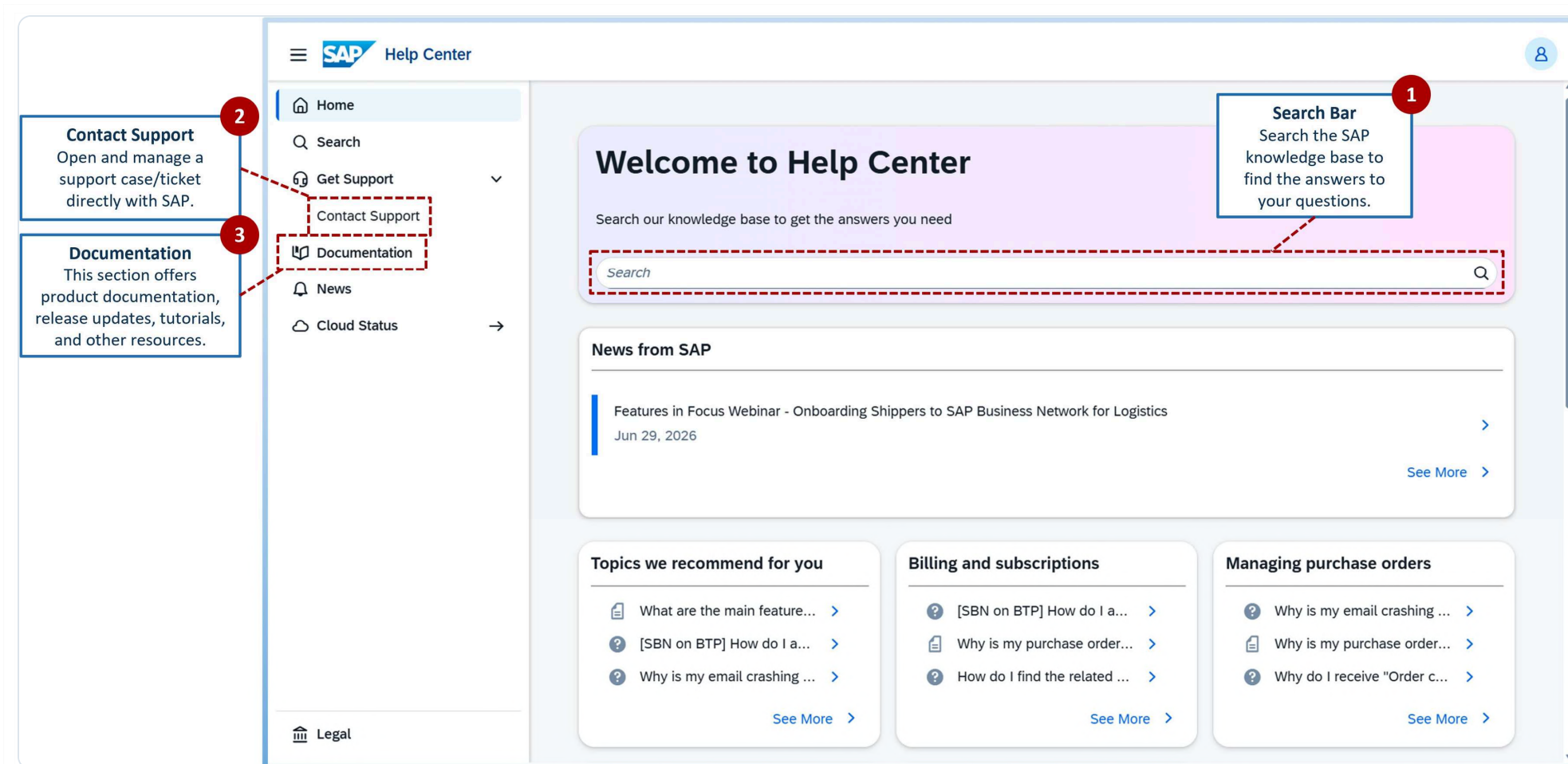
The screenshot displays the SAP Business Network Home Dashboard. The interface includes a top navigation bar with the SAP logo, 'Business Network' dropdown, and tabs for Home, Enablement, Store, Discovery, Workbench, Catalogs, Assessments, and More. A 'Leads' dropdown menu is visible, with 'By Product' selected. The main content area features a 'Welcome to SAP Business Network' banner, an 'Overview' section with four cards (Open postings, Enablement Tasks, Matched Leads, Invited Leads), and a 'Setup Actions' section with five buttons. A right-hand sidebar contains a 'Profile Settings' section with user details and a 'Feedback' button. Numbered callouts (1-6) provide detailed descriptions of specific features:

- 1. Discovery Tab:** Participate in public-sector / government sourcing events.
- 2. Proposals-Questionnaires & Contracts Tab:** Complete initial supplier registration, respond to competitive solicitations, and review, negotiate, and sign contracts.
- 3. Announcements, Notifications, Messages, and Help Center:** Access to various communication channels.
- 4. Profile Settings:** Select user initials to open the profile settings menu and view your Ariba Network ID (ANID) and Business Network Organization ID (BNO).
- 5. Search Bar:** Search for purchase orders, invoices, remittances, leads.
- 6. Setup Actions:** Quick links to common settings, such as configure payment preferences and add roles and users.

SAP BUSINESS NETWORK HOME DASHBOARD

SAP Business Network: Help Center

The SAP Business Network dashboard features a variety of sections that cater to different user needs.



SAP BUSINESS NETWORK HELP CENTER

Key Terminology

CORE WORKSPACE AND PARTICIPATION TERMS



Sourcing Project

Overall workspace that may contain one or more sourcing events, documents, tasks, and related information



Sourcing Event

Specific solicitation suppliers are invited to respond to



Participant

Suppliers contact who is invited to access and respond to a sourcing event



Invitation

Notification sent to a supplier to participate in a sourcing event

EVENT TYPES



Request for Information (RFI)

Event used to gather non-binding supplier information before a competitive event



Request for Qualification (RFQ)

Event that focuses on supplier qualifications and specialized expertise, with pricing typically addressed later



Request for Proposal (RFP)

Event used to solicit sealed supplier proposals – typically combining solution/approach and pricing – that can be evaluated against defined criteria and used to make an award recommendation

Key Terminology

RESPONSE AND BIDDING TERMS



Proposal / Response

Supplier's full submission, including answers, pricing, and attachments



Bid

Supplier's offer, typically with pricing submitted in a pricing-based RFx



Mandatory Field

Required field or question that must be completed before submission



Attachment / Supporting Document

Files uploaded to support the response, such as certifications, specifications, or pricing sheets



Open Event

Event status indicating the supplier can still work on or update the response



Revise Response

Ability to edit and resubmit a response before the event closes

02

Email Notification & Access Sourcing Event

1. Receive Notification & Access Sourcing Event

1.1

NOTE

Upon successful registration of your organization with TradeMark Africa, you may receive invitations to participate in sourcing events, as shown.

Review the contents of the **sourcing event notification**.

1.2

Click the **Click Here** link to access the event.

NOTE

You will be prompted to log-in to the SAP Business Network.

TRADEMARK AFRICA-TEST

TRADEMARK AFRICA-TEST has invited you to participate in the following event: Project name. The event is set to begin on Monday, August 31, 2026 at 5:19 PM, Gulf Standard Time.

Use the following user name to sign in to TRADEMARK AFRICA-TEST events: gaurav.ail8878811@ap-solut.com.

[Click Here](#) to access this event.

When you click this link, sign in with your user name and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in your event.

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

If you have forgotten your user name or password and are unable to sign in, [Click Here](#).

NOTE: The forgot password link is only valid for 24 hours. After this link expires, click Forgot Password on the Ariba Sign In page to reset your password.

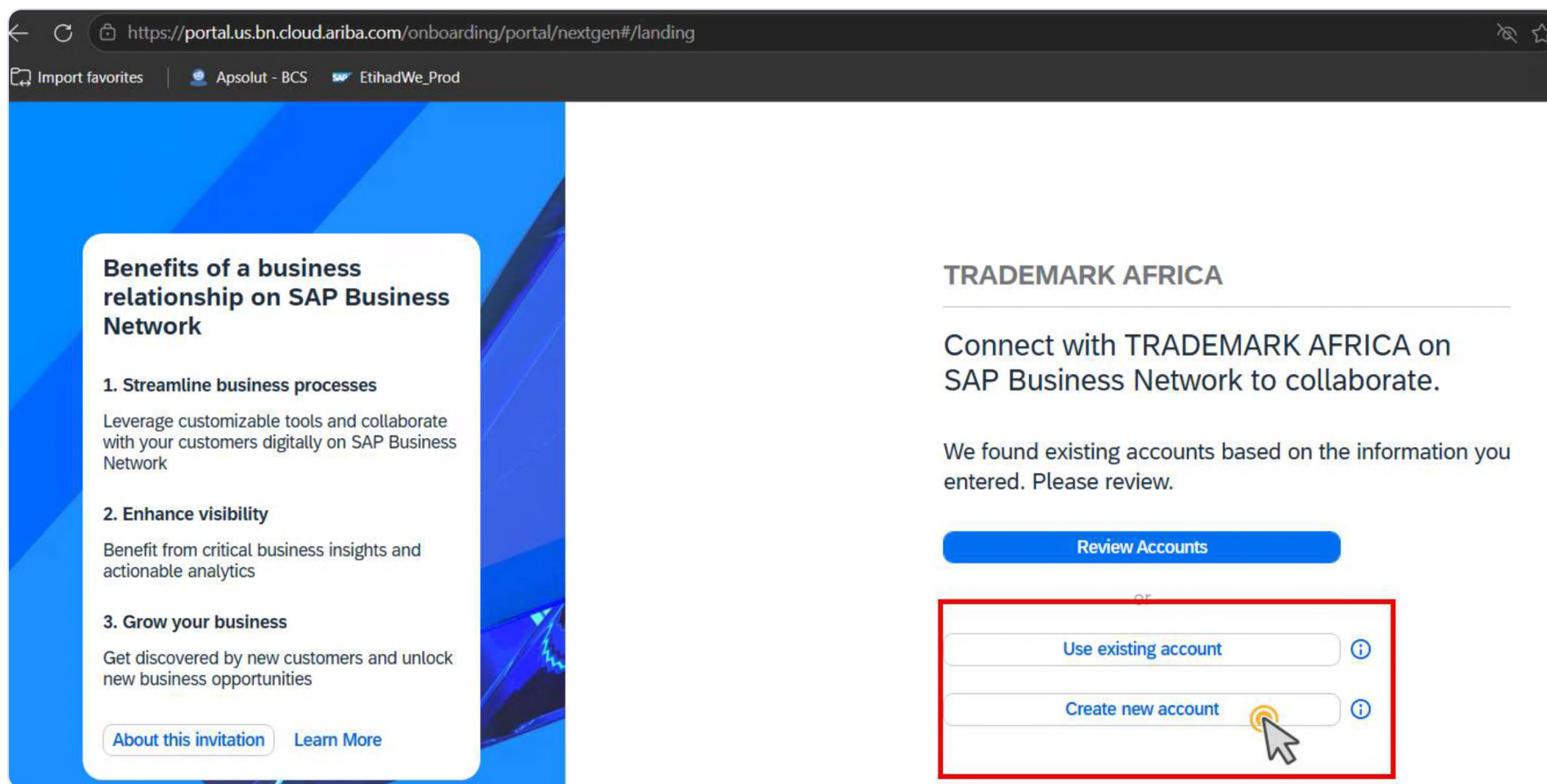
If you have questions about this event, contact Gaurav via telephone at or via e-mail at gaurav.ail@ap-solut.com.

We look forward to working with you!

2. Account Creation Process

2.1

If You do not already have your company's Ariba Commerce Cloud profile, you will be prompted to create one. Click "Create new account" to set up your profile. If your company already has a profile registered, click "Use existing account" and enter your company's Ariba login details to link your existing account with TMA.



2. Account Creation Process (Continued)

2.2

Choose the data center that corresponds to your location. Your account and profile will be created and maintained in the data center you select, so review your choice carefully before confirming — it can only be changed until the account-creation process is complete.

The screenshot displays a two-column layout. The left column features a blue background with a white box titled 'Benefits of a business relationship on SAP Business Network'. This box lists three points: '1. Streamline business processes' (Leverage customizable tools and collaborate with your customers digitally on SAP Business Network), '2. Enhance visibility' (Benefit from critical business insights and actionable analytics), and '3. Grow your business' (Get discovered by new customers and unlock new business opportunities). A 'Learn More' button is at the bottom of this box. The right column has a white background with a red border and is titled 'Choose a Data Center'. It includes the text 'Your account and profile will be created and maintained in the chosen data center' and a list of five radio button options: 'USA: Quincy, WA' (selected), 'Netherlands: Amsterdam', 'India: Mumbai', 'Saudi Arabia: Dammam [Public Sector]', and 'Saudi Arabia: Dammam [Private Sector]'. A 'Next' button is located at the bottom of the red-bordered box. A 'Help' link is visible in the top right corner of the right column.

Benefits of a business relationship on SAP Business Network

- 1. Streamline business processes**
Leverage customizable tools and collaborate with your customers digitally on SAP Business Network
- 2. Enhance visibility**
Benefit from critical business insights and actionable analytics
- 3. Grow your business**
Get discovered by new customers and unlock new business opportunities

[Learn More](#)

Choose a Data Center

Your account and profile will be created and maintained in the chosen data center

- ☒ USA: Quincy, WA
- ☐ Netherlands: Amsterdam
- ☐ India: Mumbai
- ☐ Saudi Arabia: Dammam [Public Sector]
- ☐ Saudi Arabia: Dammam [Private Sector]

[Next](#)

[Help](#)

2. Account Creation Process (Continued)

2.3 Once the data center has been confirmed, click on “Confirm” to proceed further.

The screenshot shows a web interface for choosing a data center. On the left, a blue sidebar contains a section titled 'Benefits of a business relationship on SAP Business Network' with three numbered points: '1. Streamline business processes', '2. Enhance visibility', and '3. Grow your business'. Below these points is a 'Learn More' link. The main content area is light gray and features a large heading 'Choose a Data Center' followed by the text 'Your account and profile will be created and maintained in the chosen data center'. A 'Help' link is in the top right corner. A white 'Note' box with an orange warning icon contains the text: 'You can change the selected data center only until the account creation process is completed. To make changes, start the onboarding process again by returning to Data center picker page, where the required Data center can be selected again.' Below the note, there are two buttons: 'Confirm' (highlighted with a red rectangle) and 'Cancel'. A 'Next' button is located below the note box.

Benefits of a business relationship on SAP Business Network

- 1. Streamline business processes**
Leverage customizable tools and collaborate with your customers digitally on SAP Business Network
- 2. Enhance visibility**
Benefit from critical business insights and actionable analytics
- 3. Grow your business**
Get discovered by new customers and unlock new business opportunities

[Learn More](#)

Choose a Data Center

Your account and profile will be created and maintained in the chosen data center

Note

You can change the selected data center only until the account creation process is completed. To make changes, start the onboarding process again by returning to Data center picker page, where the required Data center can be selected again.

[Confirm](#) [Cancel](#)

[Next](#)

2. Account Creation Process (Continued)

2.4

Enter the email address you want to use to create your account and click “Proceed.” Ariba will send a One-Time Password (OTP) to that address, valid for 30 minutes. Enter the OTP on the verification screen and click “Proceed.”

Benefits of a business relationship on SAP Business Network

- 1. Streamline business processes**
Leverage customizable tools and collaborate with your customers digitally on SAP Business Network
- 2. Enhance visibility**
Benefit from critical business insights and actionable analytics
- 3. Grow your business**
Get discovered by new customers and unlock new business opportunities

[Learn More](#)

?

 Help

Verify your email before you proceed...

Please provide the email that you want to use to create your new account.

Email: *
jazim_06@hotmail.com

Proceed

2. Account Creation Process (Continued)

2.5

Enter the OTP sent you registered email address.

Benefits of a business relationship on SAP Business Network

- 1. Streamline business processes**
Leverage customizable tools and collaborate with your customers digitally on SAP Business Network
- 2. Enhance visibility**
Benefit from critical business insights and actionable analytics
- 3. Grow your business**
Get discovered by new customers and unlock new business opportunities

[Learn More](#)

[Back](#) [Help](#)

Enter your One Time Password

Please enter your one time password sent to jazim_06@hotmail.com. Your password expires in 30 minutes.

3 2 8 9 7 5

[Continue](#)

Action required: Your One Time Password

 SAP Business Network <noreply@in30.bn.cloud.ariba.com>
To:  Ariff, Jazeem

 This sender noreply@in30.bn.cloud.ariba.com is from outside your organization.

 If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

You don't often get email from noreply@in30.bn.cloud.ariba.com. [Learn why this is important](#)



Hello,

Your One Time Password (OTP) is : **875016**

Enter the OTP to start your registration for SAP Business Network.

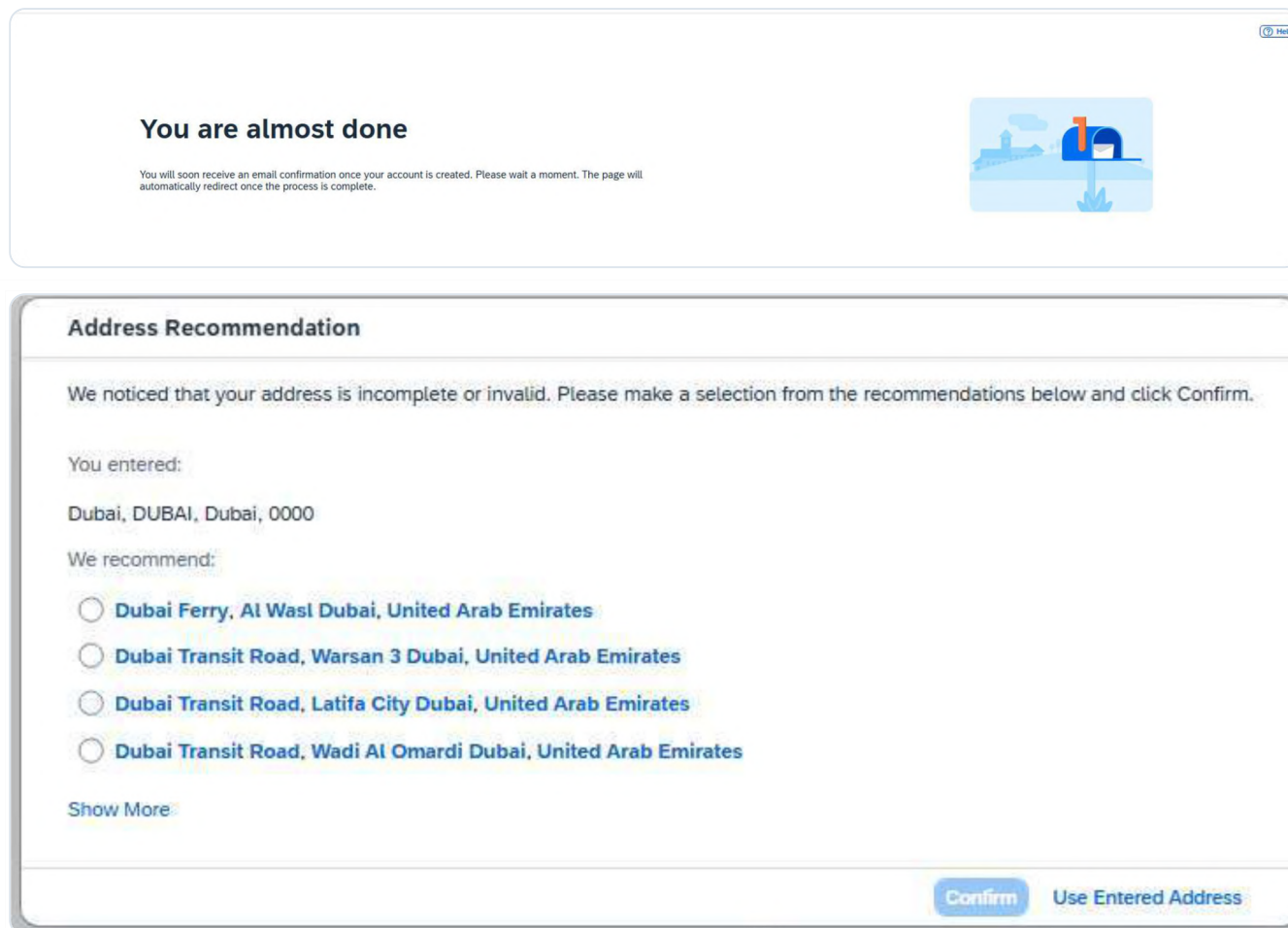
This OTP is **valid for 30 minutes**. If you do not enter the correct OTP within that time, you may request a new OTP.

Sincerely,

SAP Business Network

2.6

selecting the options below as per your current location.



2. Account Creation Process (Continued)

2.7

Complete the Required Account Information On the next page, provide the required company and administrator account information. Fields marked with a red asterisk (*) are mandatory and must be completed before the account can be created.

Benefits of a business relationship on SAP Business Network

- 1. Streamline business processes**
Leverage customizable tools and collaborate with your customers digitally on SAP Business Network
- 2. Enhance visibility**
Benefit from critical business insights and actionable analytics
- 3. Grow your business**
Get discovered by new customers and unlock new business opportunities

[Learn More](#)

TRADEMARK AFRICA

Create an account to connect and collaborate with TRADEMARK AFRICA on SAP Business Network

Company Information

DUNS Number:

[What is a DUNS number?](#)

Company Legal Name: *

Country / Region: *

Address Line 1: *

Address Line 2:

City: *

2. Account Creation Process (Continued)

2.8

View the Event: Once logged in, you will see the projects you have been invited to participate in, listed under the status “Open” or “Preview,” together with the event’s end time and event type. Click the event (RFP) title to view more details.

The screenshot displays the SAP Ariba Business Network interface for a supplier account. The top navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Catalogs', 'Assessments', and 'Proposals-Questionnaires & Contracts'. The main content area is titled 'Proposals-Questionnaires & Contracts' and features a sidebar on the left with 'Customers (1)' and a search bar. The main content area includes a welcome message and a table of events. The 'Events' table is highlighted with a red box and contains the following data:

Title	ID	End Time	Event Type	Participated
▼ Status: Open (1)				
Project name	Doc246073935	1/9/2026 13:23	RFP	No

Below the 'Events' table, there are sections for 'Registration Questionnaires', 'Qualification Questionnaires', 'Questionnaires', and 'Certificates', each with a table header and a 'No items' message.

03

Accepting & Responding to Invitations

3. How to Accept or Decline an Invitation

3.1

After selecting an event, the Event Details screen opens. You can preview certain content before deciding to participate, including quantities, line items, any attached RFP documents, and the event start time. The Event Overview and Timing Rules panel at the bottom of the page shows the event owner, event type, publishing time, due date, and currency.

Event Details

Doc246073935 - Project name

Round: 1

Time remaining
22:48:56

[Event Messages](#)
[Download Tutorials](#)

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots/Line Items

4. Submit Response

▼ Event Contents

[All Content](#)

1 Introduction

2 Technical

3 Commercial

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

Primary

Review the terms of the prerequisites and accept or decline them.

Introduction

(Section 1 of 3) [Next](#) »

Name ↑

▼ 1.0 Introduction

1.1 How to respond to the RFP1. Once you access the project, please review the event details. You can click on "All content" in order to see all the sections together.2. Review and accept the Agreement and/or Prerequisite(s) at the project level3. 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 the customer

1.2 Attach is the SOW [References](#) ✓

1.3 Kindly find attached draft Contract [References](#) ✓

1.4 Do you agree with the T&C's

» Next Section: [Technical](#)

3. How to Accept or Decline an Invitation (continued)

3.2

To participate in the event, you must review the prerequisites and accept the buyer's non-disclosure agreement and tender terms and conditions. Prerequisite questions must be answered before you can view the event content or participate in the event. Some prerequisites may require the event owner to review and accept your responses before you can continue. If you decline the terms of the prerequisites, you will not be able to view the event content or participate. Click "Review Prerequisites" to begin.

Ariba Sourcing

Go back to TRADEMARK AFRICA-TEST Dashboard Desktop File Sync

Event Details Doc246073935 - Project name Round: 1 Time remaining 22:50:48

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

Review the terms of the prerequisites and accept or decline them.

Checklist

- Review Event Details
- Review and Accept Prerequisites
- Select Lots/Line Items
- Submit Response

Event Contents

- All Content
- 1 Introduction
- 2 Technical
- 3 Commercial

Introduction (Section 1 of 3) Next

Name ↑

1.0 Introduction

- How to respond to the RFP1. Once you access the project, please review the event details. You can click on "All content" in order to see all the sections together.2. Review and accept the Agreement and/or Prerequisite(s) at the project level3. 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 the customer
- Attach is the SOW [References](#)
- Kindly find attached draft Contract [References](#)
- Do you agree with the T&C's

Next Section: Technical

3. How to Accept or Decline an Invitation (continued)

3.3

Read the Bidder Agreement in full. To participate in the bidding, select the first radio button, "I accept the terms of this agreement," and click "OK." Once accepted, you can view and review all remaining details of the RFP.

4. Confidentiality

The Participant shall treat as confidential:

- all usernames and passwords;
- all Online Event content and documentation;
- all confidential information provided by the Site Owner and/or TMA; and
- all bids or information submitted by, or relating to, other participating organisations.

Such information shall not be disclosed to any third party without prior written consent from TMA, except where disclosure is required by law or a competent authority.

5. Submission of Bids via the procurement portal Only

The Participant agrees to submit bids exclusively through the Online Event mechanisms provided on the procurement portal.

Bids shall not be submitted by any other means, including but not limited to post, courier, email, fax, oral communication, or any other medium, unless expressly authorised in writing by TMA.

6. Ethical Conduct and Integrity

The Participant shall conduct itself with the highest standards of ethical behaviour and integrity, in accordance with TMA's procurement principles of transparency, accountability, and probity.

TMA will not tolerate any form of fraud, corruption, bribery, collusion, coercion, obstruction, misrepresentation, or discrimination in connection with an Online Event.

Any non-compliance may result in disqualification, termination of participation, and/or escalation in accordance with applicable TMA policies, including the TMA Supplier Code of Conduct and TMA sanctions Policy.

6A. Conflict of Interest

The Participant shall promptly disclose to TMA any actual, potential, or perceived conflict of interest that could influence, or reasonably be perceived to influence, its participation in an Online Event.

Where uncertainty exists, the Participant shall err on the side of caution and submit a declaration through TMA's prescribed conflict-of-interest disclosure process.

Failure to disclose a relevant conflict of interest may result in disqualification from the procurement process.

7. Continuing Obligations

The terms and conditions of this Bidder Agreement shall remain in full force and effect following the completion, suspension, cancellation, or termination of the Online Event.

☒ I accept the terms of this agreement.

☐ I do not accept the terms of this agreement.

Accept the T&C's of the agreement and click Ok

OK Cancel

Prerequisites Doc246073935 - Project name

Checklist

- Review Event Details
- Review and Accept Prerequisites
- Select Lots/Line Items
- Submit Response

Prerequisites must be completed prior to participation in the event.

Bidder Agreement – TradeMark Africa (TMA)

In consideration of the opportunity to participate in online procurement events ("Online Events") organised and conducted by TradeMark Africa ("TMA"), through its procurement portal, the organisation or entity participating in such Online Events ("Participant") hereby agrees to be bound by the following terms and conditions (the "Bidder Agreement").

TMA Procurement Framework

Each Online Event forms part of TMA's official procurement processes. Participation is subject at all times to TMA's applicable procurement policies and rules, as amended from time to time, including but not limited to:

- the TMA Procurement Procedures Manual; and
- the TMA Supplier Code of Conduct.

These documents are incorporated by reference and are binding on the Participant.

1. Bids

If you are invited to participate in an Online Event, TMA reserves the right, at its sole discretion, to amend, modify, suspend, withdraw, or cancel the Online Event at any time.

TMA further reserves the right to accept or reject any bid, in whole or in part, and to annul the procurement process entirely prior to contract award, without incurring any liability.

Submission of a bid does not create a contract, nor does it give rise to any expectation of a future business relationship with TMA. By submitting a bid, the Participant is making a firm offer which TMA may accept to form a contract, subject to Section 2 below.

TMA shall not be liable for any costs, expenses, or losses incurred by the Participant in connection with the preparation, submission, presentation, or withdrawal of any bid, or as a result of any cancellation of the procurement process.

2. Price Quotes

Except where TMA expressly permits the submission of a non-binding bid, all bids submitted by the Participant through the Online Events shall constitute legally valid and binding quotations, free from qualification, save for evident data-entry errors.

3. Procedures and Rules

The Participant agrees to comply with and be bound by:

- the procedures, rules, and technical requirements established by the Site; and
- all applicable procedures, instructions, and measures issued by TMA in relation to the Online Event.

The Participant shall not seek, offer, or accept any unfair or improper advantage and shall comply with all measures implemented by TMA to safeguard fair competition, transparency, probity, and integrity throughout the procurement process.

3. How to Accept or Decline an Invitation (continued)

3.4

Choose Lots / Line Items Select the lots or line items you intend to bid on within the RFP, then click “Confirm Selected Lots/Line Items.” You can change which lots you intend to bid on at any time until you submit a response for that lot/line item — once a response is submitted, it cannot be withdrawn.

Select Lots Doc246073935 - Project name

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. Review and Accept Prerequisites
3. Select Lots/Line Items
4. Submit Response

Select Lots/Line Items Select Using Excel

Lots Available for Bidding

☐	Name
☐	3.1 lineitem
☐	4.0 ITEM B
☐	5.0 ITEM C

Confirm Selected Lots/Line Items

Select the lot/line items you wish to participate and click "Confirmed selected lots/line item."

Select Lots Doc246073935 - Project name

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. Review and Accept Prerequisites
3. Select Lots/Line Items
4. Submit Response

Select Lots/Line Items Select Using Excel

Lots Available for Bidding

☐	Name
☒	3.1 lineitem
☐	4.0 ITEM B
☐	5.0 ITEM C

Confirm Selected Lots/Line Items

Click "Use selected lots" post confirming the line items you wish

Warning: You have not selected all lots
You have selected to participate in only 1 of the 3 available lots.
Note: You can return and select additional lots at a later time.

Use Selected Lots Cancel

04

Review & Submit Response to Sourcing Event/RFPS

1. Review & Submit Response to Sourcing Event/RFPS

1

In the left navigation panel, click **Introduction**.

2

Technical section: Complete all mandatory details and attach the required airstrike details documents marked in red in this section.

3

Commercial section: Suppliers are required to enter their proposed prices and commercial offers in the designated field.

NOTE

Information shown may vary based on the type of sourcing event.

Go back to TRADEMARK AFRICA-TEST Dashboard

Desktop File Sync

Console Doc246073935 - Project name

Round: 1 Time remaining: 2 days 05:11:47

Event Messages
Response History
▼ Checklist

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

▼ Event Contents

- All Content
- 1 Introduction
- 2 Technical
- 3 Commercial

2

3

All Content

Name	Price	Quantity	Extended Price
▼ 1.0 Introduction			
1.1 How to respond to the RFPL. Once you access the project, please review the event details. You can click on "All content" in order to see all the sections together.2. Review and accept the Agreement and/or Prerequisite(s) at the project level3. 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 the customer			
1.2 Attach is the SOW References ▼	Attach a file		
1.3 Kindly find attached draft Contract References ▼	Attach a file		
1.4 Do you agree with the T&C's	* Unspecified ▼		
▼ 2.0 Technical			
▼ 2.1 Bidder's Experience			
2.1.1 Related Experience and Capability of the Contractor including their strength in resources:	Attach a file		
▼ 2.2 Approach and Methodology			
2.2.1 Understanding of the objectives of the assignment and its approach to the project.	Attach a file		
2.2.2 Comprehending and understanding the Scope of Work.	* Unspecified ▼		
▼ 2.3 Qualifications and competence of the key staff for the assignment			
2.3.1 Experience and certification of proposed team, development and functional areas.	Attach a file		
2.3.2 Team composition and qualifications adequacy to cover all areas in the Scope of Work.	Attach a file		
▼ 3.0 Commercial			\$10,000.00 USD
3.1 lineitem	* \$100.00 USD 100 each		\$10,000.00 USD
4.0 ITEM B	* USD 10 each		
5.0 ITEM C	* USD 5 each		

(*) Indicates a required field

1. Review & Submit Response to Sourcing Event/RFPS (continued)

4

You can also review the contents of the RFP and save it as a draft. This allows you to review the information without submitting the prices.

5

Once the prices are filled “Click on submit entire response”

URL: https://s1.ksaprv.cloud.ariba.com/Sourcing/Main/aw?awh=r&awssk=2L_IKvhSGxnbvqEF&realm=744992174-T&passwordadapter=SourcingSupplierUser&awrdt=1

Import favorites | Apsolut - BCS | EtihadWe_Prod

Event Messages
Response History
▼ Checklist

- Review Event Details
- Review and Accept Prerequisites
- Select Lots/Line Items
- Submit Response

▼ Event Contents

All Content

1 Introduction

2 Technical

3 Commercial

All Content

Name	Price	Quantity	Extended Price
▼ 1.0 Introduction			
1.1 How to respond to the RFP1. Once you access the project, please review the event details. You can click on "All content" in order to see all the sections together.2. Review and accept the Agreement and/or Prerequisite(s) at the project level3. 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 the customer			
1.2 Attach is the SOW References ▼	Attach a file		
1.3 Kindly find attached draft Contract References ▼	Attach a file		
1.4 Do you agree with the T&C's	* Unspecified ▼		
▼ 2.0 Technical			
▼ 2.1 Bidder's Experience			
2.1.1 Related Experience and Capability of the Contractor including their strength in resources;	* Attach a file		
▼ 2.2 Approach and Methodology			
2.2.1 Understanding of the objectives of the assignment and its approach to the project.	* Attach a file		
2.2.2 Comprehending and understanding the Scope of Work.	* Unspecified ▼		
▼ 2.3 Qualifications and competence of the key staff for the assignment			
2.3.1 Experience and certification of proposed team, development and functional areas.	* Attach a file		
2.3.2 Team composition and qualifications adequacy to cover all areas in the Scope of Work.	* Attach a file		
▼ 3.0 Commercial			
3.1 lineitem			\$10,000.00 USD
4.0 ITEM B	* \$100.00 USD + 100 each		\$10,000.00 USD
5.0 ITEM C	* 50 USD + 10 each		
	* 31 USD + 5 each		

(*) indicates a required field

Submit Entire Response | Update Totals | Save draft | Compose Message | Excel Import

Technical Support

Suppliers experiencing difficulties with registration, login, access to the sourcing event, or bid submission should contact:

TECHNICAL SUPPORT

EMAIL

procurement@trademarkafrica.com

Suppliers are encouraged to register and access the event well in advance of the submission deadline to avoid last-minute technical difficulties.

Note to Bidders

TMA strongly encourages suppliers to familiarize themselves with the SAP Ariba platform before the tender closing date. Failure to register, access the event, or submit a bid before the deadline due to late registration or avoidable technical issues shall remain the responsibility of the bidder.



05

Submit Questions & Clarifications

1. Submit Questions & Clarifications:

NOTE

As part of the Build & Submit Response to Sourcing Event (RFx) steps above, suppliers can ask questions and clarifications, as shown in the steps below.

1 In the left navigation panel, click **Questions and Answers Response Summary**.

2 Click **Compose Message**. To communicate with the buyer at the time of RFP.

The screenshot displays the SAP Ariba Supplier Registration & Bid Submission Guide interface. The left navigation panel shows the 'Questions and Answers Response Summary' section. The main content area displays a table with columns for Name, Price, Quantity, and Extended Price. The table contains several rows of data, including '1.0 Introduction', '2.0 Technical', '2.1 Bidder's Experience', '2.2 Approach and Methodology', '2.3 Qualifications and competence of the key staff for the assignment', and '3.0 Commercial'. A red callout box with the text 'Use this compass message option to communicate with the buyer' points to the 'Compose Message' button at the bottom of the page. The button is highlighted with a red box.

1. Submit Questions & Clarifications: (continued)

3

Click **Attach File** to upload your questions and clarifications document.

4

Confirm your questions and clarifications document was added.

5

Enter a message to buyer your questions and clarifications document.

6

Click **Send** to send your message and questions and clarifications document to the Procurement Contact for this sourcing event.

< Go back to TRADEMARK AFRICA-TEST Dashboard

Desktop File Sync

Compose New Message

From: TEST SUPPLIER 2 (Test Case J)

To: Project Team

Subject: Doc246073935 - Project name

Attachments: Picture2.png Delete
Attach another file

size font

Hello Buyer,
Please find the attached doc for your Reference.
Thank You

Type the message here

Send Cancel

06

Common Sourcing Issues

Common Sourcing Issues

1 Event invitation not visible / access denied

COMMON CAUSES

wrong Ariba Network ID (ANID) invited, user logged into a different account, missing sourcing permissions/role.

2 Cannot submit response (button disabled / validation errors)

COMMON CAUSES

required questions unanswered, mandatory attachments missing, pricing fields incomplete, acceptance of terms not completed.

3 Attachment upload problems

COMMON CAUSES

file size/type restrictions, blocked pop-ups/browser settings, attaching at the wrong level (header vs line/lot), network timeouts.

4 Pricing entry confusion or locked fields

COMMON CAUSES

lot/line structure misunderstanding, currency/UoM (unit of measure) mismatches, buyer-configured read-only fields, entering values in the wrong round/section.

5 Where do I enter pricing, and why are some fields locked?

RESOLUTION

Pricing is usually entered into in the Pricing/Lots/Line Items section (or via the downloadable sourcing spreadsheet). Fields may be locked because the buyer configured them as read-only, because the event is in a preview/acknowledge stage, or because you're viewing a prior round.

6 Edits not allowed after submission / cannot revise

COMMON CAUSES

event rule doesn't allow resubmission, deadline passed (including time zone), event moved to next phase/round, buyer closed bidding early per settings.