
SUPPLIER GUIDE

TENDER PARTICIPATION

SONAE 
ARRAUCO

Taking wood further

SUPPLIER GUIDE

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CONTEXT

TAKING WOOD FURTHER

Dear Supplier,

With the fast-changing digital age, it is more and more important to continuously evolve, therefore it is our vision in procurement to have a digitalized, modern end-to-end buying experience, that allows us to optimize our value together.

Sonae Arauco has implemented a world class e-procurement solution from SAP Ariba.

SAP Ariba is an online solution that allows Sonae Arauco and its suppliers to collaborate online and facilitate the sourcing process.

The Ariba Network is the interface which makes it easy for Sonae Arauco and its suppliers to collaborate in a transparent way, strengthen relationships and discover new business opportunities.

It enables and simplifies the exchange of information between the Sonae Arauco procurement team and the sellers ensuring a fair but competitive environment.

The supplier access to event participation using an Ariba Network account is free of charges.

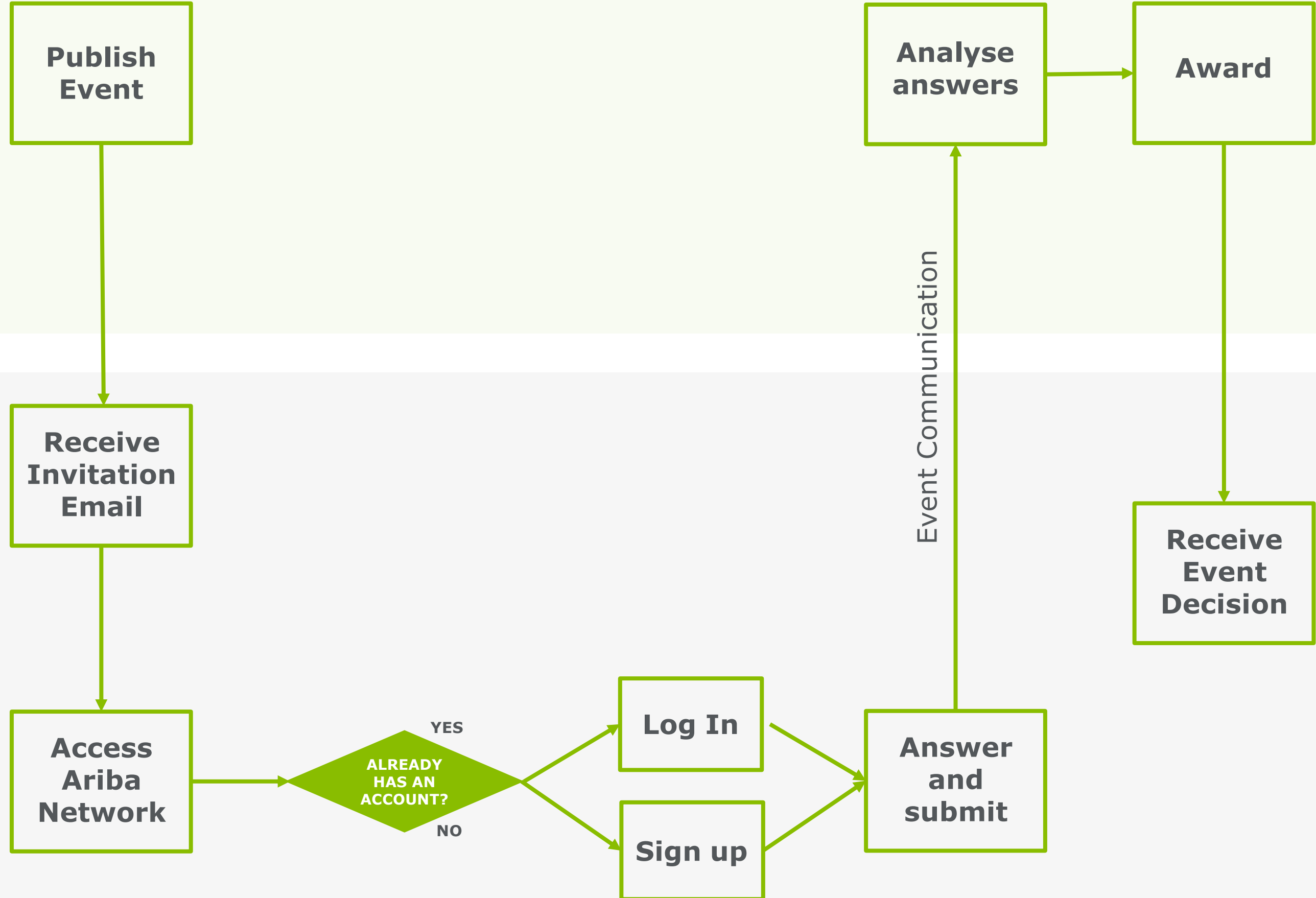
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TENDER PARTICIPATION PROCESS

SONAE ARAUCO

SUPPLIER



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SUPPLIER INVITATION

Once Sonae Arauco published a Sourcing Event, the Supplier will receive an email invitation.

Click in the link.

Dear supplier,

We invite you to participate in the following event: RFP TEST.
The event starts on Tuesday, November 3, 2020 at 12:14 PM, Middle Europe Time and ends on Tuesday, November 3, 2020 at 12:44 PM, Middle Europe Time.

SONAE ARAUCO - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers.
If your company already has an account with Ariba Network, sign in using your username and password.

Otherwise, please start by creating a free account with Ariba Network.
[Click Here](#) to access the event / create your account.

NOTE: This link is only valid for 30 days. Make sure access before the link expires.

If you have questions about this event, contact via telephone at +351220100623 or via e-mail at ariba.support@sonaearauco.com.

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

Best regards,
SONAE ARAUCO - TEST

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SUPPLIER ACCESS

Welcome, Contact Supplier

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

Sign up as a supplier with **Sonae Arauco Portugal Lda - TEST** on SAP Ariba.

Sonae Arauco Portugal Lda - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Sonae Arauco Portugal Lda - TEST.

[Sign up](#)

Already have an account?

[Log in](#)

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

Click **Log in** if you already have an Ariba Network account.

Click **Sign up** if you need to create your Ariba Network account.

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SUPPLIER LOG IN

SAP Ariba

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

Browse leads on SAP Ariba Discovery

Get leads and respond for free

Use code
SAPARIBA2020

Learn More

Don't miss out on a great sales opportunity. Learn how to browse all relevant leads in our new blog. It's free for suppliers to respond to SAP Ariba Discovery postings with the promo code, SAPARIBA2020.

After clicking **Log in**, you will be redirected to Ariba Network access page.

You should provide your already existant username and password.

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To start the Ariba Network account creation process please fill in the **Company Information** fields.



Those fields marked with an **asterisk*** are **mandatory**.

Create account [Create account and continue](#) [Cancel](#)

First, create an SAP Ariba supplier account, then complete questionnaires required by Sonae Arauco Portugal Lda - TEST.

Company information

* Indicates a required field

Company Name:*	<input type="text" value="TEST SUPPLIER"/>
Country/Region:*	<input type="text" value="Portugal [PRT]"/> 
Address:*	<input type="text" value="Line 1"/>
	<input type="text" value="Line 2"/>
City:*	<input type="text"/>
Postal Code:*	<input type="text"/>
State:*	<input type="text" value="Select"/> 

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.

! Required field

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Fill in **User Account Information** fields.

Those fields marked with an **asterisk*** are **required fields**.

User account information

 Name: * * Indicates a required field

Email: * [SAP Ariba Privacy Statement](#)

Use my email as my username

Username: * Must be in email format(e.g john@newco.com) ⓘ

Password: * Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters. ⓘ

Language: ▼ The language used when Ariba sends you configurable notifications. This is different than your web b...

Email orders to: * Customers may send you their 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.

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Add or browse **Product and Service Categories** you provide and also **Ship-to or Service Locations** you have.

Accept the **Terms of Use** and **Privacy Statement** by checking the box.

Click **Create account and Continue** to proceed to the Sourcing Event you were invited to.

Tell us more about your business

Product and Service Categories:*	<input type="text" value="Enter Product and Service Categories"/>	<input type="button" value="Add"/>	-Or- Browse
Ship-to or Service Locations:*	<input type="text" value="Enter Ship-to or Service Location"/>	<input type="button" value="Add"/>	-Or- Browse
Tax ID:	<input type="text" value="Optional"/>	Enter your Company Tax ID number.	
Vat ID:	<input type="text" value="Optional"/>	Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.	
DUNS Number:	<input type="text" value="Optional"/>	Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ	

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 Create account and continue 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](#)

I have read and agree to the [SAP Ariba Privacy Statement](#)

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You will **receive an email notification** with your **ID and username** for the **Ariba Commerce Cloud**.

Now, you can log in and participate to the Sonae Arauco Sourcing Events you were invited to.

Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for TEST SUPPLIER is now complete.

Your organization's account ID: **AN01590840315-T**

Your username: contact-supplier@sonaearauco.com



As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyer relationships.

Ariba On Demand Sourcing buyers might request that you complete additional profile information as part of their Supplier Profile Questionnaire. When you access customer requested fields for a specific buyer, you will see a pop-up page with that buyer's name; that page contains the buyer's customer requested fields.

You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. If account administration is not part of your job responsibility, you can transfer the administrator role at any time to another person in your organization whose responsibilities are more in line with account administration.

Good to Know:

Your Ariba Commerce Cloud account provides a central access point to the seller-facing capabilities of the following Ariba solutions:

- Ariba Discovery™ (Leads)
- Ariba Sourcing™ (Proposals)
- Ariba Contract Management™ (Contracts)
- Ariba® Network (Orders & Invoices)

You can start using Ariba Discovery immediately and begin receiving notifications when business opportunities matching your commodities are published.

Access to the Ariba Sourcing and Ariba Contract Management solutions requires an invitation from a buyer organization using one of these solutions.

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SUPPLIER GUIDE

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RESPONDING TO AN RFP

The screenshot displays the Ariba Sourcing interface for an event titled "Doc525387348 - RFP TEST". The page features a dark blue header with the "Ariba Sourcing" logo and a "Help Center" link. Below the header, there is a navigation bar with a "Go back to SONAE ARAUCO - TEST Dashboard" link and a "Desktop File Sync" button. The main content area is divided into a left sidebar and a main panel. The sidebar contains a "Checklist" with three items: "1. Review Event Details", "2. Review and Accept Prerequisites", and "3. Submit Response". The main panel shows a yellow warning box with the text: "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." Below this box are three buttons: "Review Prerequisites" (highlighted in blue), "Decline to Respond", and "Print Event Information". The "Event Overview and Timing Rules" section displays the following information: Owner: Diana Sofia Santos de Freitas, Event Type: RFP, Publish time: 11/3/2020 11:14 AM, Due date: 11/3/2020 11:44 AM, Currency: European Union Euro, Commodity: PROEQU - Production Equipement 050101, and Regions: P051 Oliveira do Hospital, P058 Mangualde, P511 White River, P542 Beeskow, P661 Nettgau, P662 Meppen, P792 Valladolid, P794 Linares. A green hand cursor is positioned over the "Review Prerequisites" button. The footer includes the copyright notice "© 1996-2019 Ariba, Inc. All rights reserved." and links for "SAP Ariba Privacy Statement", "Security Disclosure", and "Terms of Use".

After login-in, you will have access to the Event your company was invited to participate, as well as the remaining time you must answer to it.

In this first screen you can accept/decline to participate in the mentioned Event.

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TENDER PARTICIPATION

RESPONDING TO AN RFP

Go back to SONAE ARAUCO - TEST Dashboard Desktop File Sync

Prerequisites Doc525387348 - RFP TEST

▼ 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.

To be able to participate
you must first:
**Review Prerequisites
Accept the
prerequisites.**

Please note, that after accepting the
prerequisites, you can not decline
to participate in the RFP anymore

SUPPLIER GUIDE

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RESPONDING TO AN RFP

Go back to SONAE ARAUCO - TEST Dashboard Desktop File Sync

Select Lots Doc250788051 - RFP electrical materials and services 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.

Select Lots Select Using Excel

Checklist

1. Review Event Details
2. Review and Accept Transparency
3. Select Lots
4. Submit Response

Lots Available for Bidding

<input type="checkbox"/>	Name
<input type="checkbox"/>	3.1 Services
<input type="checkbox"/>	3.3 material 1
<input type="checkbox"/>	3.4 material 2
<input type="checkbox"/>	3.5 material 3

Confirm Selected Lots Cancel

Paulo Batista (bat1-nicolata.com.br@sonae-arauco.com) last visited 5 Oct 2019 9:33:30 AM Montevideo - Montevideo Técnica e Reparación AN0148997104-T SAP Ariba Privacy Statement Security Disclosure Terms of Use

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To respond to the RFP
you should:
**Select the Lots you
want to respond to
Confirm Selected
Lots**

Note:

- is necessary to bid on all Line Items that you intend to bid for before submitting the RFP.
- You can come back to this step and revise your selection until you submit the RFP.

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TENDER PARTICIPATION

RESPONDING TO AN RFP

Go back to SONAE ARAUCO - TEST Dashboard Desktop File Sync Time remaining 47 days 03:50:12

Console Doc250788051 - RFP electrical materials and services

Event Messages Response History

Checklist

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

Event Contents

- All Content
- 1. Introduction
- 2. Commercial Terms
- 3. Pricing

All Content

Name	Price	Quantity	Extended Price	Total Cost
check batteries and current now and charging				
3 Pricing				
3.1 Services	Less... EUR	1 each		
Lead Time: 25				
3.2 Project Deadlines and Planning				
3.2.1 Delivery date(s) / Schedule (expected: DD-MM-YYYY)	* Wed, 31 Jul, 2019			
3.2.2 Proposal validity period	*			

(*) indicates a required field

Submit Entire Response Update Totals Save draft Compose Message Excel Import

Paulo Barrios (pbarrios@sonaearauco.com) | SAP Ariba Privacy Statement Security Disclosure Terms of Use | © 1999-2019 Arriba, Inc. All rights reserved.

After filling in all the **mandatory fields** (marked with asterisk), to send the answer to Sonae Arauco, please click in: **Submit the Response**

Note:

- Some fields can have a dropdown menu with pre-set answers, others can have dates or periods of times, or for others you can attach files or drawings.
- You can click in Excel Import to Export/Import your answers.

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RESPONDING TO AN RFP

Doc250788051 - RFP electrical materials and services Time remaining
44 days 00:56:43

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

[Revise Response](#)

All Content

Name ↑	Price	Quantity	Extended Price	Total Cost
1.1 ariba.docx ariba.docx				
▼ 2 Commercial Terms				
2.1 Description of the need	More... +			
▼ 3 Pricing				
3.1 Services	More... +		€181,318.00 EUR	€181,318.00 EUR
3.1 Services	€123,344.00 EUR	1 each	€123,344.00 EUR	€123,344.00 EUR
▼ 3.2 Project Deadlines and Planning				
3.2.1 Delivery date(s) / Schedule (expected: DD-MM-YYYY)	Wed, 31 Jul, 2019			

[Compose Message](#)

All submitted questions and prices can be revised while the RFP is open. See Time Remaining. To revise your response after submitting, click: **Revise Response**

Note:

- At anytime, you can communicate and exchange information with Sonae Arauco about the RFP. In order to do so, you can click in **Compose Message**.

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FAQs



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What are the compatible browsers?



Supported browsers:

Microsoft Internet Explorer 11

Chrome 63.0.3

Safari 11.0.2

Firefox 47.0.1

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FAQs

How do I register a new account?



Your company may register an account on the SAP Ariba Network by visiting Ariba Network website <http://supplier.ariba.com> and clicking **Register Now**.

You will then be taken through the 3-step registration process as follows:

1. Enter your **Company Information**. Please note only fields marked with an asterisk (*) are required.
 2. Enter the **User account information**. Please note only fields marked with an asterisk (*) are required.
 3. Review the information on the page, check the box **I have read and agree to the Terms of Use and the SAP Ariba Privacy Statement** at the bottom of the page and click **Register**.
- You will be taken to a page that says, **Thank you for registering on SAP Ariba Network** and receive an activation e-mail once you have successfully registered your account.

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FAQs

How do I register a new account through an email?



If you received an email invitation from a buying organization, click the link in the email message. When Ariba Network shows the welcome page, do one of the following:

If you already have an account, click **Log in**.

If you don't already have an account, click **Sign up**.

If you received a purchase order welcome letter that contains a temporary ID and secure code, you can use a web browser to go to the web address contained in the welcome letter.

Enter your temporary ID and secure code to activate the account. After you activate your account, the temporary ID becomes your username.

If you received a purchase order or other first-time document from your customer, click the action button in the email, such as **Process order**.

From the landing page, choose **Sign up** to register a free, light account, or choose **Log in** to add the document to your existing Ariba Network account.

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FAQs

What are the common issues when registering an account?



Duplicate username: You can access your existing account or create a new user account with a unique username by deselecting the Use my email as my username box under the Email field. Your username does not need to match your email address.

Duplicate D-U-N-S (Data Universal Numbering System) number: You can leave the DUNS Number field empty during registration or contact the administrator of the account that already uses the same number.

Account already merged when registering with an existing account: This occurs when you try to link to a sourcing buyer with an account that is already used on the buyer's site. You can contact your buyer to find the linked account and deactivate any duplicate account(s). Alternatively, you can create a new account.

Different username and password expected when registering with an existing account: This occurs when you try to link to a sourcing buyer with an account that is different from the accounts used by others in your company. You can try to find the existing account by contacting your colleagues and/or the buyer. Alternatively, you can create a new account.

Error: "There has been an issue connecting to the Sourcing Server. Please try to connect to the service later.": If you experience this error repeatedly, there is a conflict between information in the registered account and in the sourcing buyer's site. Your buyer might have some of your account information stored in a different account.

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FAQs

Having trouble logging in?



If you do not know your password or username then click **Having trouble logging in?** to begin the reset process.

Otherwise there are several reasons why you may not be able to log into your Ariba Network account.

Here is a list of links to troubleshoot common login issues:

[I did not receive the password reset email](#)

[My account is locked](#)

[The password reset link is expired](#)

[I can't access the former administrator's account](#)

[I received an ANERR login error](#)

If you still can't access your account, you can contact [SAP Ariba Customer Support](#) directly.

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FAQs

Can I merge two separate accounts with different AN IDs?



It is not possible to merge two accounts that have different Ariba Network IDs.

Instead, you can create an account hierarchy. While this does not combine the two accounts into one, it allows you to better manage multiple accounts.

You can create a parent-child account hierarchy which is one parent account linked to any number of child accounts.

This allows the parent account in the hierarchy to manage information not only for that account, but also for the child accounts in the hierarchy.

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How can I create a parent-child account hierarchy?




1. In the upper-right corner of the application, click your initials > **Settings**.
2. Click **Account Hierarchy**.
3. Click **Link Accounts**.
4. Click **Request link with other accounts** if you do not know the administrator login credentials for the account you wish to link

(or use the **Username** and **Password** fields to enter those credentials if you do).

If you select **Request link with other accounts**, you will then be prompted to complete additional information to find the correct account.

1. Enter the **Company Name, ANID, or DUNS Number** to search for accounts, or **click Recommended Accounts** at the top.
2. Click **Review Profile** to the right of any account in the search results.
3. Click **Link as My Child** or **Link as My Parent** depending on which applies.
4. Enter a comment and click **Send Request**.

If you have the required permissions and do not see the **Settings and Account Hierarchy** section under your initials, click the  icon instead.

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SAP ARIBA OFFICIAL LINKS

Video and Manual

To help you through this transition we have established a dedicated team to answer any of your questions or concerns:

ariba.support@sonaearauco.com

More information about Ariba and frequently asked questions can be found by [clicking here.](#)

To check an Official SAP Ariba video, please click in the arrow.



To check an Official SAP Ariba manual, please click in the manual icon.





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