

Quick Start Guide for Buyers Using the Ariba Sourcing™ Solution

Find sellers to make sourcing events more competitive.

This Quick Start Guide will help you tap into a community of over 500,000 sellers on the Ariba Discovery™ service.

GETTING STARTED

Access Discovery through the Ariba® Sourcing solution—no need for a separate login or password. Discovery will be an option in the *INVITE SUPPLIERS* step in a Sourcing OND. To add an online meeting as part of your Ariba Discovery sourcing process, login directly at <http://discovery.ariba.com>.

1. To learn more about a Discovery posting, click on the *TO LEARN MORE, CLICK HERE* button under the *NEED TO FIND NEW SUPPLIERS QUICKLY?* tab. This will take you to the *CREATE A DISCOVERY POSTING*. You can also access the *HOW DISCOVERY WORKS* page under the *MY ACCOUNT* tab to find step-by-step instructions or access any account features
2. To skip this step, click on the *PROCEED TO INVITE SUPPLIERS* link. You may preview up to 5 Discovery sellers upon entering your desired commodity information. Then click on the *CREATE SUPPLIER DISCOVERY POSTING* button to create a RFI/RFQ posting and include these sellers in your event

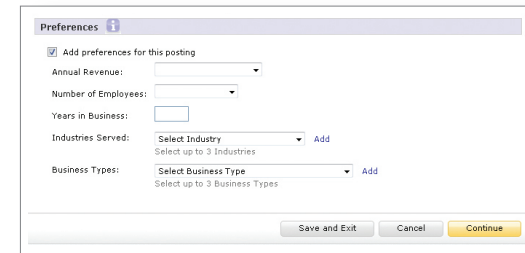
CREATE A SUPPLIER DISCOVERY POSTING

Fill out the section on *SUPPLIER DISCOVERY POSTING* to start getting proposals from sellers on Ariba Discovery whose capabilities match your needs. Postings are created in 3 easy steps:

Step 1 – Describe Posting

- ➔ Enter a brief *TITLE* for your RFI/RFQ posting
- ➔ Provide a *DESCRIPTION* for your RFI/RFQ posting to tell sellers your specific requirements, the scope of work, and your expectations –detailed information generates better supplier responses
- ➔ Select your *COMMODITY* for the goods or services you need. This ensures your posting is matched to the most qualified sellers. You can either *SEARCH* or *BROWSE* for commodities
- ➔ Select the *TERRITORY* where goods or services should be delivered
- ➔ Enter estimated *PROJECT AMOUNT* to help sellers qualify the scope and determine if they have the capability to meet your business needs
- ➔ Enter a *RESPONSE DEADLINE* to indicate the date responses will no longer be accepted
- ➔ Check *PREFERENCES* to specify additional requirements for respondents. Sellers will

be notified when responding if their company profile does not match your criteria




Helpful Tips:

- ➔ Search by the category of commodity, rather than the exact item by name (ie: beverages not bottled water). Goods or services can be classified in multiple ways, select multiple commodities to access the best sellers
- ➔ Leave a posting open for at least 5 business days to get the best results

Step 2 – Invite Sellers and Set Preferences

Send invitations in addition to those automatically matched to your needs by the system (optional).

- ➔ Select *SUPPLIER NOTIFICATION* option to determine how the system automatically matches sellers to your RFI/RFQ posting
- ➔ To include additional suppliers, you can add from your *FAVORITES* or *SPECIFY SUPPLIERS* who are not yet on the Ariba Network
- ➔ Check the appropriate boxes under *SUPPLIER PREFERENCES* to indicate your requirements for working with diversity sellers or those with green initiatives
- ➔ If you are looking to receive bids from sellers (ie: spot buy) check *REQUIRE A BID FROM SUPPLIERS THAT RESPOND*
- ➔ Select the *PRIVACY SETTINGS* to determine how your company name and contact information will be displayed

Step 3 – Review and Publish

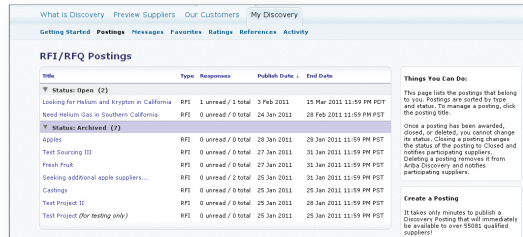
See how your RFI/RFQ posting will look when viewed by sellers.

- ➔ Click on *SUPPLIER VIEW* to review your posting and see how it will be displayed
- ➔ To make changes, click the *PREVIOUS* button
- ➔ Once you are satisfied, click *PUBLISH*. Your RFI/RFQ posting will be live on Ariba Discovery within 10 minutes

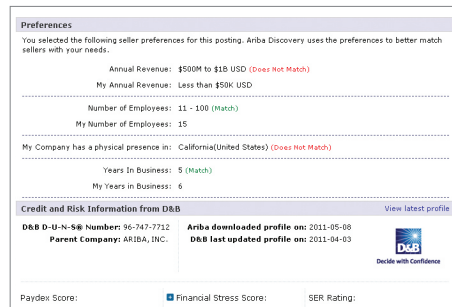
MANAGE POSTINGS AND RESPONSES

Review responses, answer questions, or edit RFI/RFQ postings from a centralized location.

1. Access your RFI/RFQ postings on your Ariba Sourcing dashboard by clicking on the **DISCOVERY SUPPLIERS** tab. This shows your postings status, number of responses, and questions
2. Click on a posting and it will take you directly into Discovery, where you can view the questions and responses in more detail



3. Click on the **ANSWER QUESTION** and a dialog box will appear for you to type your response
4. Click on **VIEW RESPONSE** to see the details of each seller response
5. You will also see how each respondent matches your specified preferences
6. D&B® information and predictive risk score is visible for **Advantage** or **Advantage Plus** sellers
7. To return to Ariba Sourcing, simply click on **RETURN TO SOURCING** in the top right



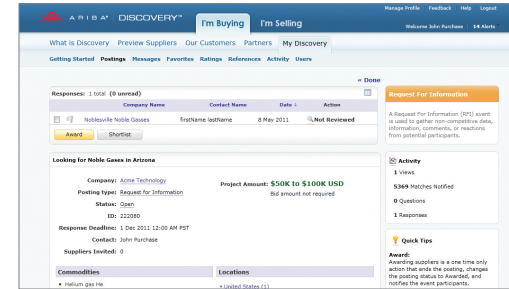
Helpful Tips:

→ You can also create a mini-FAQ to reduce future queries when you leave **POST THIS QUESTION AND ANSWER SO ALL SUPPLIERS CAN SEE IT**

CLOSE POSTING AND IMPORT SELLERS INTO ARIBA SOURCING

Close the project by awarding, short-listing or importing newly discovered sellers into your sourcing events.

1. Click on **AWARD**, or **SHORT-LIST** sellers to complete the project



2. Import sellers into Ariba Sourcing from the list of RFI/RFQ posting respondents
3. To add a seller to your sourcing database, check the box next to the seller name and then click **IMPORT TO SOURCING**



Helpful Tips:

→ You can only import sellers in Ariba Sourcing once. Create your short list before clicking **IMPORT TO SOURCING**

RESPONDING TO eINTROS POSTINGS ON ARIBA DISCOVERY

eintro postings are seller generated introductions that inform you of matched sellers in the same or similar commodities you have sourced in the relevant geography. You may choose to ignore the proposed introduction, get introduced to one or more matched sellers, or ask questions to the matched sellers.

1. To view interested sellers, click **DISCOVERY SUPPLIERS** tab on the Ariba Sourcing dashboard
2. Click on **I'M INTERESTED**, **NOT INTERESTED**, or **ASK A QUESTION** buttons. A dialog box will appear where you can ask your question and **SUBMIT** it to the seller
3. Sellers identified in the eintros process may also be added directly to your **FAVORITES** list in Ariba Discovery or imported directly into Ariba Sourcing as described above.
4. eintros posting seller responses will remain in your sourcing event for future reference