



# How to respond to an SSAB RFP on SAP Ariba

*\*RFP: Request for Proposal*

Supplier instructions

Last updated: October 2021

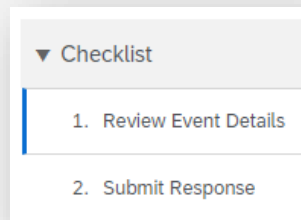
**SSAB**

# Introduction

- ▶ This guide explains how suppliers can participate in an RFP via SAP Ariba.
- ▶ Two possible RFP set-ups will be presented in this guide.
  - It is up to the SSAB Buyer to decide how they will structure their RFP.

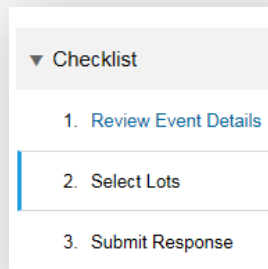
## 1. Set-up 1: RFP with your offer submitted as an attached file

- No line items
- 2 steps on the check-list in Ariba



## 2. Set-up 2: RFP with line items (quotes are submitted by the suppliers directly in the SAP Ariba system)

- Line items
- 3 steps on the check-list in Ariba



# Supported Web browsers to access Ariba

- Apple Safari 4 - 9 (Apple Mac OS). The new visual design of Ariba solutions does not support Safari on mobile devices.
- Microsoft Internet Explorer 9, 10, and 11 (32 bit). Compatibility mode is not supported.
- Microsoft Edge 25
- Google Chrome 51 - 53
- Mozilla Firefox 46 - 48

Ariba has ended support for Internet Explorer 7 and 8 as of February 12, 2016. Starting January 12, 2017 SAP Ariba will no longer support Internet Explorer 9 and 10 and Safari 4 through 8.

To upgrade your Internet Explorer browser:

1. On the menu bar at the top of your browser, click **Tools** or click the gear icon (⚙) in the upper right corner.
2. Choose **About Internet Explorer**.
3. Select the **Install new versions automatically** box.

**To upgrade your Firefox browser:** Check the current browser version by clicking the **Firefox** menu and selecting **About Firefox**. Opening the **About Firefox** window will, by default, start an update check.

**To upgrade your Chrome browser:** Check the current browser version by clicking the **Chrome** menu and selecting **About Google Chrome**. Chrome will check for updates when you're on this page.

# Set-up 1: RFP with your offer to be submitted as an attached file

## ► Check-list

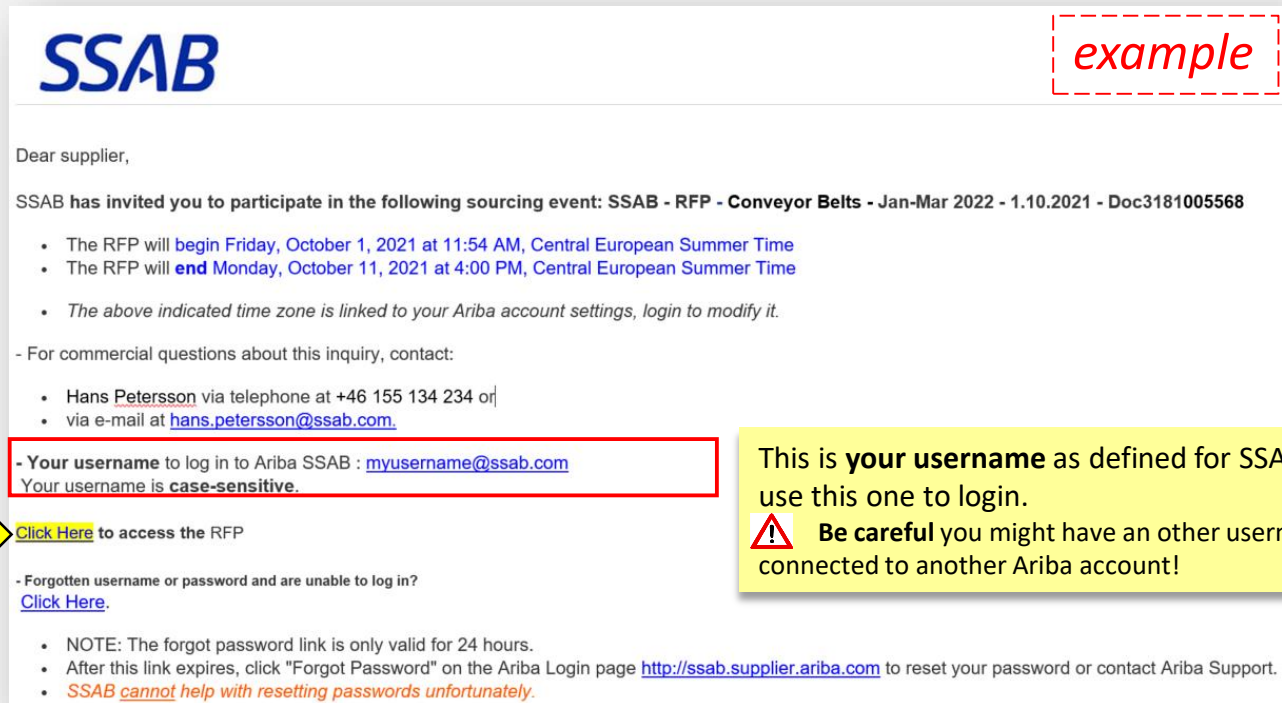
1. [Open the email](#) with subject: "SSAB has invited you to participate in an event...." (slide 5)  
you received from SSAB's buyer
2. [Login](#) in to Ariba & access the RFP published by SSAB (slide 6 )
3. [Read through the RFP information](#)  
& download all RFP attachments. (slide 7)
4. [Prepare your RFP answer](#) & submit it to SSAB once ready. (slide 9-10)
  - Please ensure that you submit your final answer within set time limits.
  - Submissions after deadline will not be accepted.
5. [How to submit your RFP offer?](#) (slide 11-12)

## ► [Need help? Contact Ariba Support](#)

**SSAB**


# 1. Email you receive once the RFP is published

## Your starting point



To access the RFP:  
Click on this link in  
the email

This is **your username** as defined for SSAB, please use this one to login.

 **Be careful** you might have an other username connected to another Ariba account!

*If the link has expired, please contact the SSAB buyer who sent you this RFP and request that he/she resends you the RFP invitation email.  
The RFP link is typically valid for 30 days.*

**SSAB**

## 2. Log in to SAP Ariba

SAP Ariba

Ariba Proposals and Questionnaires

Make sure it says up here  
**Ariba Proposals and Questionnaires**

SAP Ariba

Supplier Login

User Name

Password

Login

[Forgot Username](#) or [Forgot Password](#)

The above links are 2 separate links:  
- If you forgot your username click on "Username"  
- If you forgot your password click "Password"

- Enter your username and password (that you created during the original registration phase).
  - Your username is always written in the RFP invitation email.
  - Your username is case-sensitive. Be careful!
  - **Forgot your password?**
    - Click on the "Forgot Password" link in the email or the link on the "login page".
    - **Note:** SSAB cannot reset username and password

Login page address: **ssab.supplier.ariba.com**

**SSAB**

# 3. Read the RFP information & download all attachments

1. Read the RFP & download all attachments.

2. Click on "Intend to participate"  
This needs to be done to start preparing your draft response.

RFP deadline information

Click here to print the RFP.

If after reading through the RFP you have decided not to participate and not submit a proposal for this RFP, please click Decline to Participate and leave a comment. If you click "Intend to Participate", the Decline to Participate button will disappear...

Click on each link to read each section of the RFP and see all attachments.

RFP deadline information

Doc764240873 - Copy of SSAB - RFP - Refractory Project - 201...

Time remaining 1 day 23:28:14

You must decide whether or not you intend to participate in this event.

[Download Content](#) [Intend to Participate](#) [Decline to Participate](#) [Print Event Information](#)

Introduction (Section 1 of 5) Next >>

Name ↑

▼ 1 Introduction

▼ 1.1 RFP participation guide for suppliers

1.1.1 Please download attached guide and follow the indicated steps to submit your answer  
[RFP Participation\\_pricing structure as an attachment in Ariba.pdf](#)

▼ 1.2 Preamble

1.2.1 SSAB Refractory Project has been initiated to optimize the sourcing of Refractory material to SSAB sites in Sweden: Luleå, Oxelösund and in Finland: Raahen.

In section 1.3, all relevant documentation, such as RFP-documentation, contract draft, preconditions and drawings, to complete a proposal can be found.

>> Next Section: Contacts and Support

Event Overview and Timing Rules

Owner: Wallin, Karin (Karin.Wallin@ssab.com) ⓘ

Event Type: RFP

Publish time: 5/26/2016 12:54 PM

Due date: 5/28/2016 12:54 PM

Currency: European Union Euro

Commodity: Refractories 3137

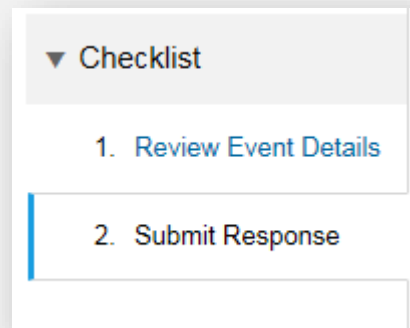
SSAB

If you have decided to participate in this RFP you **MUST** click on **“Intend to Participate”** before you can enter your RFP response in the system



► **What happens after you clicked on Intend to Participate?**

- The system will take you to step 2 “Submit Response”



► **What does “Submit Response” mean?**

- This is where you **prepare & save your RFP response as a draft** until you have finalized it and are ready to submit it to SSAB.
- **SSAB can not see your saved RFP response until after you click on “Submit”.**

**SSAB**



## 4. Start answering the RFP & submit your final response to SSAB when ready

Go back to SSAB Dashboard

Company Settings

ssab\_testsupplier\_e... Help Center

Desktop File Sync

Console

Doc764240873 - Copy of SSAB - RFP - Refractory Project - 201...

Time remaining  
1 day 04:33:46

Event Messages  
Response History  
Response Team

▼ Checklist

1. Review Event Details

2. Submit Response

▼ Event Contents

All Content

1 Introduction

2 Contacts and Support

3 Conditions

4 Questions

5 Pricing

All Content

▼ 1 Introduction

▼ 1.1 RFP participation guide for suppliers

1.1.1 Please download attached guide and follow the indicated steps to submit your answer correctly. [Quick guide for RFP Participation\\_pricing structure as an attachment in Ariba.pdf](#)

▼ 1.2 Preamble

1.2.1 SSAB Refractory Project has been initiated to optin Luleå, Oxelösund and in Finland: Raahe.

In section 1.3, all relevant documentation, such as RFP-d complete a proposal can be found.

▼ 1.3 RFP document, Contract Draft, Preconditions, Drawings

(\*) indicates a required field

Submit Entire Response

Update Totals

Save

Compose Message

Excel Import

Click "Compose Message" if you want to ask a question to the SSAB buyer. SSAB will get a copy of your message via email.

You can SAVE your answer as a draft (SSAB can not see the draft). Once you are ready to submit your finalized RFP response click "Submit Entire Response".

SSAB

# Tip & trick: Download attachments

The screenshot shows the SSAB supplier portal interface. At the top, there is a dark blue header with 'Company Settings', a user profile icon labeled 'ssab\_testsupplier\_e...', and a 'Help Center' link. Below the header, a navigation bar includes 'Go back to SSAB Dashboard' and 'Desktop File Sync'. The main content area is titled 'Console' and displays 'Doc764240873 - Copy of SSAB - RFP - Refractory Project - 201...'. A clock icon indicates 'Time remaining 1 day 04:24:26'.

On the left, a sidebar contains a 'Checklist' with items '1. Review Event Details' and '2. Submit Response', and an 'Event Contents' section with a list: '1 Introduction', '2 Contacts and Support', '3 Conditions', '4 Questions', and '5 Pricing'. The 'All Content' section is selected.

The 'All Content' section displays a list of attachments. A yellow callout box with the text 'Note that you can download all attachments in one step. Click on one attachment and you will get the choice.' is overlaid on the list. The list includes:

- 1.3 RFP document, Contract Draft, Preconditions, Drawings
  - 1.3.1 RFP document
    - 1.3.1.1 Please download the attached file for Basic RFP information [SSAB RFP Refractory 2016.pdf](#) Download this attachment Download all attachments
    - 1.3.2 Contract Draft
      - 1.3.2.1 Please download the Contract draft document [Contract draft.zip](#)
      - 1.3.2.2 Please download the Contract draft appendices The appendices are serving as examples for Luleå but may also serve as example for Oxelösund and Raahe [Appendices Contract draft.zip](#)
    - 1.3.3 Preconditions per Refractory Object

At the bottom of the list, a note states: '(\*) indicates a required field'. Below the list, there are five buttons: 'Submit Entire Response', 'Update Totals', 'Save', 'Compose Message', and 'Excel Import'.

# 5. How to submit your offer?

## Where to upload it?

Console Doc2813404822 - SSAB - RFP for Identity Governance and Admin... Time remaining 1 day 08:48:15

Event Messages  
Response History  
Response Team

▼ Checklist

1. Review Event Details
2. Submit Response

▼ Event Contents

All Content

- 1 Introduction
- 2 RFP documents
- 3 Contacts and Support
- 4 SSAB's General Terms...
- 5 Submit Your proposal...

Submit Your proposal here (Section 5 of 7) < Prev. | Next >

Name ↑

▼ 5 Submit Your proposal here

5.1 Please answer the following question

5.2 What are your terms of payments? \* 60 dagar netto ▾

▼ 5.3 Submit Your proposal here

5.3.1 Please submit Your proposal in zip-file.

(\*) indicates a required field

[\\*Attach a file](#)

Submit Entire Response Update Totals Save draft Compose Message Excel Import

To upload your offer you may be asked to upload a file. If you have several files please use a zip file. Click "Attach a file"

SSAB

## 5. How to submit your offer?

You will get a confirmation of when your response is submitted

The screenshot illustrates the process of submitting a response in the SSAB supplier guide. It is divided into three numbered steps:

- 1**: A button labeled "Submit Entire Response" is highlighted.
- 2**: A confirmation dialog box appears with the text "Submit this response?" and "Click OK to submit." It contains "OK" and "Cancel" buttons.
- 3**: After submission, a green message bar states: "Your response has been submitted. Thank you for participating in the event." This message is highlighted with a red border.

The interface also includes a top navigation bar with "Company Settings", a user profile, and a "Help Center" link. Below this is a "Go back to SSAB Dashboard" link and a "Desktop File Sync" button. The main content area shows a "Console" section with a document icon and the title "Doc764240873 - Copy of SSAB - RFP - Refractory Project - 201...". A clock icon indicates "Time remaining 1 day 04:12:16". On the left, a sidebar lists "Event Messages", "Response History", and "Response Team", with a "Checklist" section below it. The checklist includes "1. Review Event Details" and "2. Submit Response", with the latter being the active step. The "All Content" section shows a table with a "Name" header and an upward arrow.

# Can you update your RFP response after you have submitted it?

- ▶ Yes, as long as the clock shows “Time remaining x days, x hours”
- ▶ Log in to the SSAB Ariba Sourcing site <http://ssab.supplier.ariba.com>
- ▶ This RFP will always be available for viewing purposes even after is closed.
- ▶ Open the RFP and Click “Revise Response”

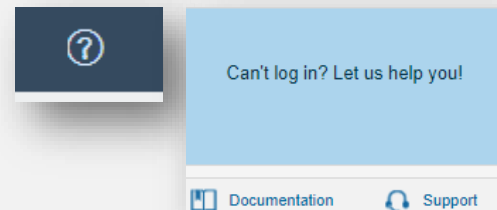
The screenshot shows the SSAB Ariba Sourcing site interface. The top navigation bar includes "Company Settings", a user profile icon, and the text "ssab\_testsupplier\_e...". Below this, the "AIR FRANCE KLM" and "SSAB" tabs are visible. The main content area is divided into two columns. The left column contains a "SSAB Requested Profile" section with a message "All required customer requested fields have been completed." and a link "View customer requested fields >". Below this is a "Public Profile Completeness" section showing a progress bar at 65% and a message "Enter your company revenue to reach 75% >". At the bottom of the left column, it says "4 leads match your company profile" with a link "View Matched Leads". The right column features a welcome message from SSAB and an "Events" section. The "Events" section is a table with columns: Title, ID, End Time, and Event Type. It lists three RFPs: "SSAB RFP Fordon Personbilar o latta lastbilar", "SSAB - RFP - Tools - May 2016", and "Copy of SSAB - RFP - Refractory Project - 2016-05-27". A yellow arrow points from the "View Matched Leads" link to the "Copy of SSAB - RFP - Refractory Project - 2016-05-27" entry.

Title	ID	End Time ↓	Event Type
▶ Status: Completed (33)			
▼ Status: Open (3)			
SSAB RFP Fordon Personbilar o latta lastbilar	Doc686469108	1/25/2017 2:00 PM	RFP
SSAB - RFP - Tools - May 2016	Doc761029673	6/7/2016 4:57 PM	RFP
Copy of SSAB - RFP - Refractory Project - 2016-05-27	Doc764240873	5/28/2016 12:54 PM	RFP
▶ Status: Pending Selection (126)			

# Set-up 2: RFP with line items

## ► Check-List

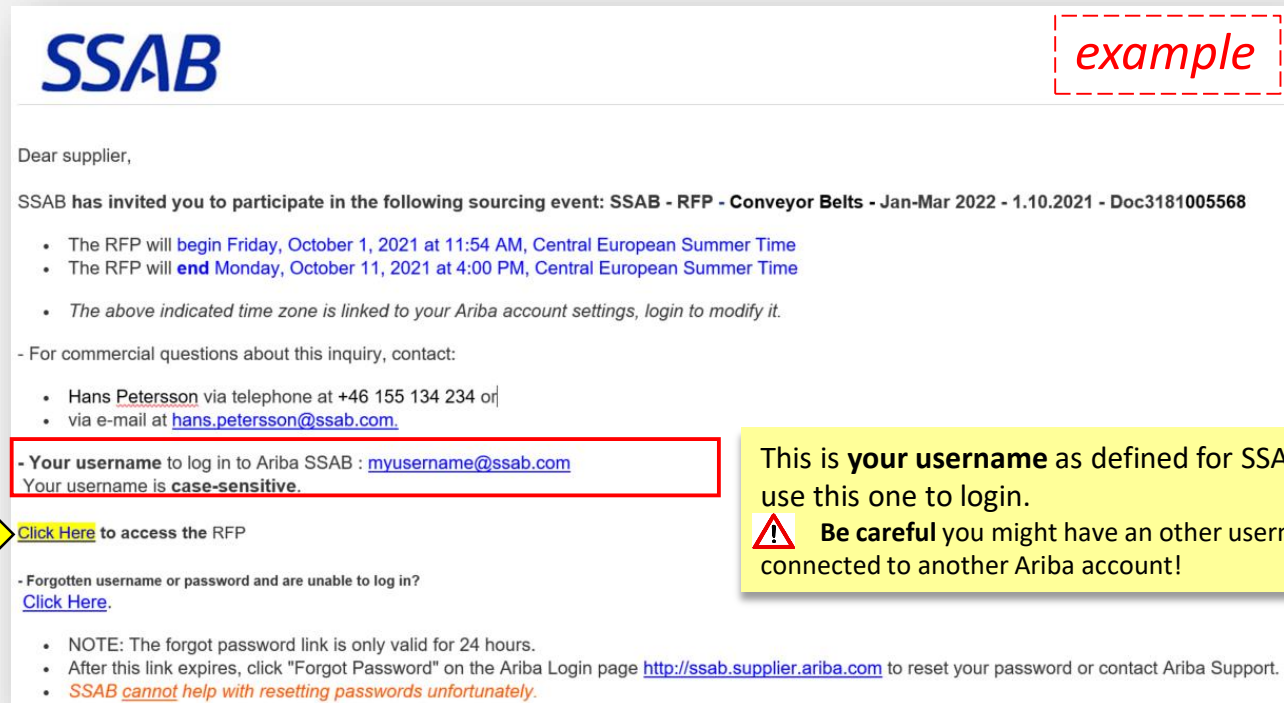
1. [Open](#) the email with subject: "SSAB has invited you to participate in an event...." you received from SSAB's buyer (slide 15)
  2. [Login](#) in to Ariba & access the RFP published by SSAB (slide 16)
  3. [Read through the RFP information](#) & download all RFP attachments (slide 17)
  4. [Select the lots &/or line items you wish to quote](#)
    - **Multi-currency RFP: how to handle the currency choice?** (slide 20)
  5. [Prepare your RFP answer](#) & save it until ready to submit to SSAB
  6. [Submit your RFP answer](#) to SSAB once you are ready (slide 26)
    - Please ensure that you submit your final answer within set time limits.
    - Submissions after deadline will not be accepted.
- **Logging in, password issues, etc.?**
- [Contact Ariba Support](#) via the Help Menu  
Visit [ssab.supplier.ariba.com](https://ssab.supplier.ariba.com)



**SSAB**


# 1. Email you receive once the RFP is published

## Your starting point



To access the RFP:  
Click on this link in  
the email

This is **your username** as defined for SSAB, please  
use this one to login.

 **Be careful** you might have an other username  
connected to another Ariba account!

*If the link has expired, please contact the SSAB buyer who sent you this RFP and  
request that he/she resends you the RFP invitation email.  
The RFP link is typically valid for 30 days.*

SSAB

## 2. Log in to SAP Ariba

SAP Ariba

Ariba Proposals and Questionnaires

Make sure it says up here  
**Ariba Proposals and Questionnaires**

SAP Ariba

Supplier Login

User Name

Password

Login

[Forgot Username](#) or [Forgot Password](#)

The above links are 2 separate links:  
- If you forgot your username click on "**Username**"  
- If you forgot your password click "**Password**"

- Enter your username and password (that you created during the original registration phase).
  - Your username is always written in the RFP invitation email.
  - Your username is case-sensitive. Be careful!
  - **Forgot your password?**
    - Click on the "Forgot Password" link in the email or the link on the "login page".
    - *Note: SSAB cannot reset username and password*

Login page address: **ssab.supplier.ariba.com**

**SSAB**



# 3. Read the RFP information & download all attachments

1. Follow the checklist

2. Click on "Intend to participate"  
This needs to be done to start preparing your draft response.

The screenshot shows the SAP Ariba SSAB RFP interface. The top navigation bar includes 'Company Settings', 'John McKenzie Offer...', and 'Help Center'. The main header shows 'Event Details' for 'Doc761029673 - SSAB - RFP - Tools - May 2016' with a 'Time remaining' of '14 days 23:43:54'. A sidebar on the left contains 'Event Messages', 'Download Tutorials', 'Response Team', and a 'Checklist' with three items: '1. Review Event Details', '2. Select Lots', and '3. Submit Response'. Below the checklist are 'Event Contents' including 'All Content', '1 Introduction', and '2 Contacts and Support'. The main content area displays the 'Introduction' section, which includes a message: 'You must decide whether or not you intend to participate in this event.' Below this message are four buttons: 'Download Content', 'Intend to Participate', 'Decline to Participate', and 'Print Event Information'. A red arrow points from the 'Intend to Participate' button to a yellow callout box that says: 'If after reading through the RFP you have decided not to participate and not submit a proposal for this RFP, please click Decline to Participate and leave a comment. After you click "Intend to Participate", the "Decline to Participate" button will disappear.' Another red arrow points from the 'Print Event Information' button to a yellow callout box that says: 'If you need to print out the RFP.' A third red arrow points from the 'Decline to Participate' button to a yellow callout box that says: 'If not all sections are visible yet they will be when you have accepted the prerequisites.' At the bottom of the page, there is a section for 'Event Overview and Timing Rules' which includes 'Owner: Frauciel, Stefanie (Stefanie.Frauciel@ssab.com)', 'Event Type: RFP', 'Publish time: 23/5/2016 16:57', and 'Due date: 7/6/2016 16:57'. A yellow callout box points to the 'Due date' field with the text: 'RFP deadline information'. A red box highlights the '6 Supporting Documents' link in the sidebar. A yellow callout box points to the 'Checklist' and 'Event Contents' sections with the text: 'Click on each link to read each section of the RFP and see all attachments.'

Event Details Doc761029673 - SSAB - RFP - Tools - May 2016

Time remaining 14 days 23:43:54

You must decide whether or not you intend to participate in this event.

Download Content Intend to Participate Decline to Participate Print Event Information

If after reading through the RFP you have decided not to participate and not submit a proposal for this RFP, please click Decline to Participate and leave a comment. After you click "Intend to Participate", the "Decline to Participate" button will disappear.

If you need to print out the RFP.

If not all sections are visible yet they will be when you have accepted the prerequisites.

Click on each link to read each section of the RFP and see all attachments.

RFP deadline information

Event Overview and Timing Rules

Owner: Frauciel, Stefanie (Stefanie.Frauciel@ssab.com)

Event Type: RFP

Publish time: 23/5/2016 16:57

Due date: 7/6/2016 16:57

Currency: Swedish Krona

Commodity: Tools and General Machinery 27

# Tip & trick: Download attachments

< Go back to SSAB Dashboard

Company Settings ▾ John McKenzie Offer... ▾ Help Center

Desktop File Sync

Event Details Doc761029673 - SSAB - RFP - Tools - May 2016 Time remaining 14 days 23:43:54

You must decide whether or not you intend to participate in this event.

Download Content Intend to Participate

**Note that you can download all attachments in one step. Click on one attachment and you will get the choice.**

Event Messages  
Download Tutorials  
Response Team

▼ Checklist

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

▼ Event Contents

All Content

1 Introduction

2 Contacts and Support

3 Conditions

4 Questions

5 Pricing

6 Supporting Documents

Introduction (Section 1 of 6) Next >

Name ↑

▼ 1 Introduction

▼ 1.1 RFP participation guide for suppliers

1.1.1 Please download attached guide and follow the indicated steps to submit your answer correctly. [Quick guide for RFP Participation\\_with online pricing structure in Ariba.pdf](#)

▼ 1.2 SSAB Presentation

1.2.1 SSAB is a highly specialized, global steel company. The company is a leading producer on the global market for High Strength Steels and Quenched & Tempered Steels, strip, products, as well as construction solutions.

SSAB steel helps to make end products lighter and increase their strength and lifespan.

Download this attachment  
Download all attachments

» Next Section: Contacts and Support

Event Overview and Timing Rules

Owner: Frauciel, Stefanie (Stefanie.Frauciel@ssab.com) ⓘ

Event Type: RFP

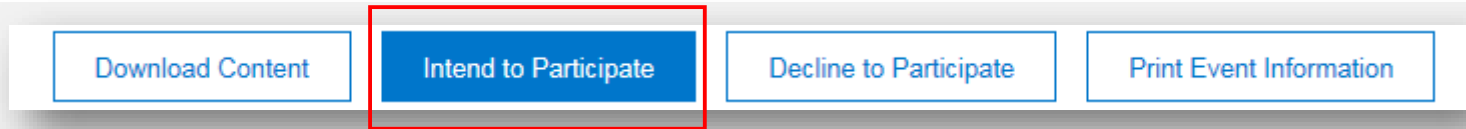
Publish time: 23/5/2016 16:57

Due date: 7/6/2016 16:57

Currency: Swedish Krona

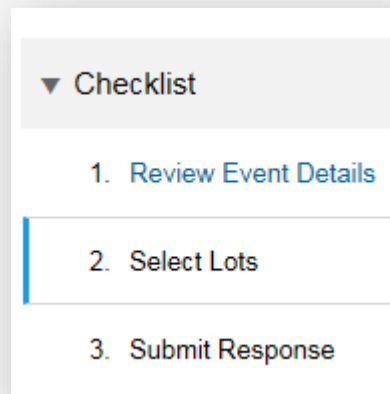
Commodity: Tools and General Machinery 27

If you have decided to participate in this RFP you **MUST** click on “**Intend to Participate**” before you can enter your RFP response in the system



► **What happens after you clicked on Intend to Participate?**

- The system will take you to step 2 “Select lots”



► **What does “Submit Response” mean?**

- This is where you **prepare & save your RFP response as a draft** until you have finalized it and are ready to submit it to SSAB.
- **SSAB can not see your saved RFP response until after you click on “Submit”.**

## 4. Select Lots (step 2)

- If you are on the page “**Select Using Excel**” (this page allows you to download the list of line items and to fill out the prices in an Excel spreadsheet and then to re-upload all prices to Ariba ). This can be convenient when there are a lot of items and you might want to be able to do a simple copy/paste from your own file where you already have that information. This can help you save time.
- If you prefer to fill out the prices on the screen directly click on “**Select Lots**” instead

[< Go back to SSAB Dashboard](#)

### Select Lots

Doc761029673 - SSAB - RFP - Tools - May 2016

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

**Checklist**

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

[Select Lots](#) [Select Using Excel](#)

You have been invited to 2 lot(s). To sign up to participate in some or all of these lots, follow the instructions below.

**Step 1.** Click "Download Content" to download and review your event in an Excel Spreadsheet.  
Skip 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.

[Browse...](#)

**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](#)

## 4. Select Lots (step 2)

- This choice can be undone until you have submitted an answer
- **Once you have submitted an answer on step 3, you can no longer unselect the items you chose.**
- *All other information is still available by clicking “1. Review Event Details”*

[Go back to SSAB Dashboard](#)

## Select Lots

### Doc761029673 - SSAB - RFP - Tools - May 2016

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

▼ Checklist

1. Review Event Details

2. Select Lots

3. Submit Response

Select Lots

Select Using Excel

#### Lots Available for Bidding

<input type="checkbox"/>	Name
<input type="checkbox"/>	5.4 Swedish items to be quoted in SEK - Swedish Krona ONLY
	Please quote those items in Swedish Krona ONLY
	5.4.1 BATTERI DEWALT DE9503 18V 2,6 AH NIMH
	5.4.2 BLOCKNYCKEL IRONSIDE 30MM 112239
	5.4.3 BLOCKNYCKELSATS IRONSIDE M FÖRV.VÅSKA 8-19MM 12ST 112301
	5.4.4 BLÅSTERSKÅP ILB-2000 INKL UTSUG FILTER OCH PISTOL
	5.4.5 BORDHAMMER BORDHAMMER 112239

Click "Submit Selected Lots"

Submit Selected Lots

\*At this stage, you are not submitting any prices to SSAB! After clicking Submit Selected Lots, you will go to page "3. Submit Response"

# In a multi-currency RFP, how to handle the currency choice?

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

Event Bidding Currency

Select event bidding currency: European Union Euro ▼

☒ Use a different currency for different lots

Select Lots | Select Using Excel

**Choose a main bidding currency. This will be the default currency you chose for all line items / lots.**

Lots Available for Bidding

<input type="checkbox"/>	Name	Site	Currency
<input type="checkbox"/>	7.1 Conveyor Belt – Ref 123456 • Need for Oxelösund 2020: 20	Oxelösund	European Union Euro ▼
<input type="checkbox"/>	7.2 Conveyor Belt – Ref 223456 • Need for Luleå 2020: 30	Luleå	European Union Euro ▼
<input type="checkbox"/>	7.3 Conveyor Belt – Ref 323456 • Need for Raahe 2020: 30	Raahe	European Union Euro ▼
<input type="checkbox"/>	8.1 Conveyor Belt – Ref 523456 • Need for Iowa: 30 One truck should be reserved for SSAB as safety stock for each plant at all times	Iowa	US Dollar ▼
<input type="checkbox"/>	8.2 Rolls – Ref 623456 • Need for Alabama: 30 • Alabama: 95% in: One truck should be reserved for SSAB as safety stock for each plant at all times	Alabama	European Union Euro ▼ Select Currency... US Dollar European Union Euro

**At item / lot level you can choose a different currency than the event currency. It could be relevant if the sites for which the material is required needs to be delivered in different countries.**

## 5. Prepare your RFP answer & save it until ready to submit to SSAB

- ▶ The last step is to answer potential questions and fill out pricing etc. on selected lots/line items, save your draft answer and submit it once your answer is final.

The screenshot displays the SSAB RFP response interface. The top navigation bar includes 'Company Settings', a user profile for 'John McKenzie Offer...', and a 'Help Center' link. Below this, a 'Go back to SSAB Dashboard' link is on the left, and 'Desktop File Sync' is on the right. The main header shows 'Console' and 'Doc761029673 - SSAB - RFP - Tools - May 2016'. A clock icon indicates 'Time remaining 14 days 23:27:48'.

On the left sidebar, under 'Event Messages', there are links for 'Response History' and 'Response Team'. Below this is a 'Checklist' section with three items: '1. Review Event Details', '2. Select Lots', and '3. Submit Response'. A yellow arrow points to '3. Submit Response'. Below the checklist is an 'Event Contents' section with links for 'All Content', '1 Introduction', '2 Contacts and Support', '3 Conditions', '4 Questions', and '5 Pricing'.

The main content area is titled 'Pricing' and shows '(Section 5 of 6) << Prev. | Next >>'. It contains a table with the following columns: 'Name', 'Price', 'Quantity', 'FABRIKAT', 'PARTNO', 'Alternative article (not preferred by SSAB)', 'Alternative article price', and 'Alternat'. The table has three rows of data:

Name	Price	Quantity	FABRIKAT	PARTNO	Alternative article (not preferred by SSAB)	Alternative article price	Alternat
awarded all 3 baskets (Electrical items, Tools items, HPAC items) which discount would you be willing to give SSAB?	*						
5.5 Finnish items to be quoted in EURO ONLY							
5.5.1 1/2" AKKUPULTTIKONE HD18HIW MILWAUKEE		SEK 2 each	MILWAUKEE	9990092801			EUR
5.5.2 1/2" RÄIKKÄ WÜRTH ZEBRA 72 HAMP.		SEK 50 each	OTHER	07120120			EUR

Below the table, there is a note: '(\*) indicates a required field'. At the bottom of the pricing section, there are five buttons: 'Submit Entire Response', 'Update Totals', 'Save', 'Compose Message', and 'Excel Import'.

SSAB

# 5. Prepare your RFP answer & save it until ready to submit to SSAB

Company Settings ▾ John McKenzie Offer... ▾ Help Center >>

< Go back to SSAB Dashboard Desktop File Sync

Console Doc761029673 - SSAB - RFP - Tools - May 2016 Time remaining 14 days 23:27:48

Fill out requested information

Event Messages  
Response History  
Response Team

▼ Checklist

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

▼ Event Contents

All Content

- 1 Introduction
- 2 Contacts and Support

5 Pricing

Pricing

awarded all 3 baskets (Electrical items, Tools items, HPAC items) which discount would you be willing to give SSAB?

5.5 Finnish items to be quoted in EURO ONLY More... +

Name ↑	Price	Quantity	FABRIKAT	PARTNO	Alternative article (not preferred by SSAB)	Alternative article price	Alternat
5.5.1 1/2" AKKUPULTTIKONE HD18HIW MILWAUKEE	SEK	2 each	MILWAUKEE	9990092801			EUR
5.5.2 1/2" RÄIKKÄ WÜRTH ZEBRA 72 HAMP.	SEK	50 each	OTHER	07120120			EUR

(\*) indicates a required field

Submit Entire Response Update Totals Save Compose Message Excel Import

Note: You can at any time save your RFP response even incomplete, log out and at a later time log back in and continue the quotation work

You can send a message to the SSAB buyer during and even after the RFP deadline.

SSAB



# Important information in section 5

- ▶ If you see **“More”** and a **+** symbol next to the line items that you need to submit a quote for, this means that some fields and information is not visible by default.
- ▶ Click on the **+** symbol next to “More”
- ▶ If you don’t want to click on + on all line items, you can display the hidden information **in 1 click** (look at those instructions)

Click  
here



[Go back to SSAB Dashboard](#)

Desktop File Sync

Console

Doc761029673 - SSAB - RFP - Tools - May 2016

Time remaining  
14 days 07:59:30

Event Messages  
Response History  
Response Team

▼ Checklist

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

## Pricing

(Section 5 of 6) [Prev.](#) | [Next](#)

Name ↑	Price	Quantity	FABRIKAT	PARTNO	Alternative article (not preferred by SSAB)	Alternative article price	Alternat
period of notice in section 3 above.							
▶ 5.2 Terms of Payment							
▶ 5.3 Additional pricing questions							
▼ 5.5 Finnish items to be quoted in EURO ONLY	More...						
5.5.1 1/2" AKKUPULTTIKONE HD18HIW MILWAUKEE		SEK 2 each	MILWAUKEE	9990092801			EUR

**SSAB**

# 6. Submit your RFP answer to SSAB

## Once you are ready



Do not miss this step under any circumstance otherwise SSAB won't see your offer!

[Go back to SSAB Dashboard](#)

Desktop File Sync

Console

Doc761029673 - SSAB - RFP - Tools - May 2016

Time remaining  
14 days 07:51:39

Event Messages  
Response History  
Response Team

### ▼ Checklist

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

### ▼ Event Contents

- All Content
- 1 Introduction
  - 2 Contacts and Support

Pricing							
Name ↑	Price	Quantity	FABRIKAT	PARTNO	Alternative article (not preferred by SSAB)	Alternative article price	
in SEK - Swedish Krona ONLY							
5.4.1 BATTERI DEWALT DE9503 18V 2,6 AH NIMH	<input type="text" value="100"/>	SEK 12 each	BLACK & DECKER AB	280704	<input type="text"/>	<input type="text"/>	⬆
5.4.2 BLOCKNYCKEL IRONSIDE 30MM 112239	<input type="text" value="155"/>	SEK 72 each	IRONSIDE	6100008	<input type="text"/>	<input type="text"/>	
5.4.3 BLOCKNYCKELSATS IRONSIDE M FÖRV.VÅSKA 8-19MM 12ST 112301	<input type="text" value="234"/>	SEK 47 each	IRONSIDE	257515	<input type="text"/>	<input type="text"/>	
5.4.4 BLÅSTERSKÅP ILB- 2000 INKL UTSUG FILTER	<input type="text" value="145"/>	SEK 1 each	OTHER	252718	<input type="text"/>	<input type="text"/>	⬆

(\*) indicates a required field

Submit Entire Response

Update Totals

Save

Compose Message

Excel Import

When you are done, submit your RFP response to SSAB

### Please note

You can update or modify your response even after you clicked on **Submit Entire Response**. "Revise Response" button will appear" (see next slide)  
You have this possibility as long as there is time remaining on the clock.  
Advice: Please do not wait until the last hour to submit your final offer!

SSAB

## 6. How to submit your offer?

You will get a confirmation of when your response is submitted

1.

Submit Entire Response

2.

✓ Submit this response?

Click OK to submit.

OK

Cancel

The screenshot displays the SSAB supplier portal interface. At the top, a dark blue navigation bar contains 'Company Settings', a user profile icon labeled 'ssab\_testsupplier\_e...', and a 'Help Center' link. Below this, a light blue banner shows 'Go back to SSAB Dashboard' and 'Desktop File Sync'. The main content area is titled 'Console' and 'Doc761029673 - SSAB - RFP - Tools - May 2016'. A green confirmation message states: '✓ Your response has been submitted. Thank you for participating in the event.' A red box highlights the 'Response History' link in the left sidebar, with a yellow box and arrow labeled '3.' pointing to it. Below the message is a blue 'Revise Response' button, with a yellow arrow pointing to it. The bottom of the console shows a 'Checklist' with '1. Review Event Details' and 'All Content'.

### Please note

#### **“Revise Response”**

You have this possibility as long as there is time remaining on the clock.  
Advice: Please do not wait until the last hour to submit your final offer!

**SSAB**

# Can you update your RFP response after you have submitted it?

- ▶ **Yes**, as long as the clock shows “Time remaining x days, x hours”
  - “Revise Response” ([see previous slide](#))
- ▶ Log in to the SSAB Ariba Sourcing site <http://ssab.supplier.ariba.com>
- ▶ This RFP will always be available for viewing purposes even after is closed.

The screenshot shows the SSAB Ariba Sourcing site interface. The top navigation bar includes "Company Settings", a user profile icon, and the text "ssab\_testsupplier\_e...". Below this, the "AIR FRANCE KLM" and "SSAB" logos are visible. The main content area is divided into two columns. The left column contains a "SSAB Requested Profile" section with a message "All required customer requested fields have been completed." and a link "View customer requested fields >". Below this is a "Public Profile Completeness" section showing a progress bar at 65% and a message "Enter your company revenue to reach 75% >". At the bottom of the left column, it says "4 leads match your company profile" with a link "View Matched Leads". The right column features a welcome message from SSAB, an "Events" section with a table of RFPs, and a "Status: Pending Selection (126)" section. A yellow arrow points from the "View Matched Leads" link to the "Copy of SSAB - RFP - Refractory Project - 2016-05-27" entry in the RFP table.

Title	ID	End Time ↓	Event Type
▶ Status: Completed (33)			
▼ Status: Open (3)			
SSAB RFP Fordon Personbilar o latta lastbilar	Doc686469108	1/25/2017 2:00 PM	RFP
SSAB - RFP - Tools - May 2016	Doc761029673	6/7/2016 4:57 PM	RFP
Copy of SSAB - RFP - Refractory Project - 2016-05-27	Doc764240873	5/28/2016 12:54 PM	RFP
▶ Status: Pending Selection (126)			

# THANK YOU FOR YOUR PARTICIPATION!

- ▶ SSAB will contact you when the evaluation process is completed.
- ▶ Thank you for your interest in doing business with SSAB!
- ▶ If you have questions, please call or email your contact person at SSAB or the Ariba Help Desk.



**SSAB**

# Login page: <http://ssab.supplier.ariba.com>

Need help?  
click here



SAP Ariba Proposals and Questionnaires ▾



## Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

## Supplier Portal and Workbench



Ariba Network is part of SAP Business Network. Now, you can see a new supplier portal and workbench. You'll also see SAP Business Network as the solution name on the login page and new portal pages.

[Learn More](#)

[Supported browsers and plugins](#)



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[SAP Business Network Privacy Statement](#) [Security Disclosure](#) [Terms of Use](#)

# SSAB

# How to contact Ariba Support Helpdesk?

## ► Problems logging in to Ariba? (password, username, registration questions...)

1. Go to <http://ssab.supplier.ariba.com>



2. Click on the question mark symbol

3. Click "Support"

# How to contact Ariba Support?

*Problems logging in? (password, username, etc...)*

The screenshot shows the SAP Help Center 'Contact us' page. The browser address bar shows the URL: `helpcenter.ariba.com/index.html?sap-language=en#/help`. The page header includes the SAP logo and the text 'Help Center Contact us'. A navigation bar contains links for 'Home', 'Learning', and 'Contact us', with 'Contact us' highlighted by a red box. A yellow callout box points to the 'Contact us' link with the text 'Click "Contact us"'. Below the navigation bar, a section titled 'Need something else? Log in.' explains that logging in provides personalized content. A yellow callout box instructs the user to 'Choose one of the 3 below options' and lists the options: 'Something else' or 'I am experiencing a different issue' if needed. A 'Log in' button is also present. Below this, a section titled 'If you're unable to log in, tell us what you need help with.' features four options: 'Register on Ariba Network' (with a person icon), 'Reset my password' (with a key icon), 'Forgot username' (with a question mark icon), and 'Unsubscribe' (with an envelope icon crossed out by a red X). Arrows from the yellow callout box point to the first three options. At the bottom, a section titled 'Choose from the options below to continue.' asks 'What do you need help with?' and provides five buttons: 'Register', 'Login', 'Reset password', 'Find out if my company has an account', and 'Something else'. The 'Something else' button is highlighted with a red box, and a yellow arrow points to it from the right.

Help Center Contact us - Google Chrome

helpcenter.ariba.com/index.html?sap-language=en#/help

SAP Help Center Contact us

Home Learning **Contact us** Click "Contact us"

**Need something else? Log in.**

By logging in to your account, you get access to personalized content and topics to get the right support, from the right team, at the right time.

**Choose one of the 3 below options**  
You will then be given the option "Something else" or "I am experiencing a different issue" if needed

**Log in**

If you're unable to log in, tell us what you need help with.

Register on Ariba Network

Reset my password

Forgot username

Unsubscribe

**Choose from the options below to continue.**

What do you need help with?

Register Login Reset password Find out if my company has an account **Something else**

SSAB



# Click “Contact us”

After clicking “Something else”, you might be presented with different options, simply choose one and then the button “Contact us” will appear.

SAP Help Center Contact us


Home Learning Contact us

Choose from the options below to continue.

What do you need help with?

Register Login Reset password Find out if my company has an account Something else

For best search results, we recommend using key words to describe your question, like "confirm order" or "create invoice". You can find additional FAQs, tutorials, documentation, and guided help by **logging in** to your account.

Can't find what you're looking for?  **Contact us**

SSAB

# Fill out the form below and click “One last step”

SAP

Help Center Contact us

Home

Learning

Contact us

Requested language of support: English [Change?](#)

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

1. Tell us what you need help with.

Subject: Register on Ariba Network

Full description:\* Affected items, expected results, etc.

Attachment:

Document or Event Number:

Company that invited you:

Top Recommendations:

How do I register a new account?

How do I register on SAP Ariba Sourcing?

2. Please review your contact information for correctness:

First name:\*

Last name:\*

Username:

Company:\*

Email:\*

Phone:\*

Extension:

Confirm phone:\*

Recommendations\*

How do I register a new account?

How do I register on SAP Ariba Sourcing?

How can I register for the Ariba Network through a purchase order I received?

How do I register a free Standard account from an email invitation?

How does supplier self-registration work?

How do I allow suppliers to self-register?

Supplier Management event emails are not being sent. How can we fix this?

What is Ariba Network?

What is cXML?

What is an AribaPay Merchant ID (APMID)?

Do I need separate Ariba Network ID numbers for Ariba Contracts, Ariba Sourcing, and Ariba Network?

Error: "User already exists. Please enter a different username." while registering

What are some registration tips for Ariba Network Suppliers?

Why did I receive an enablement task email for a customer I don't work with?

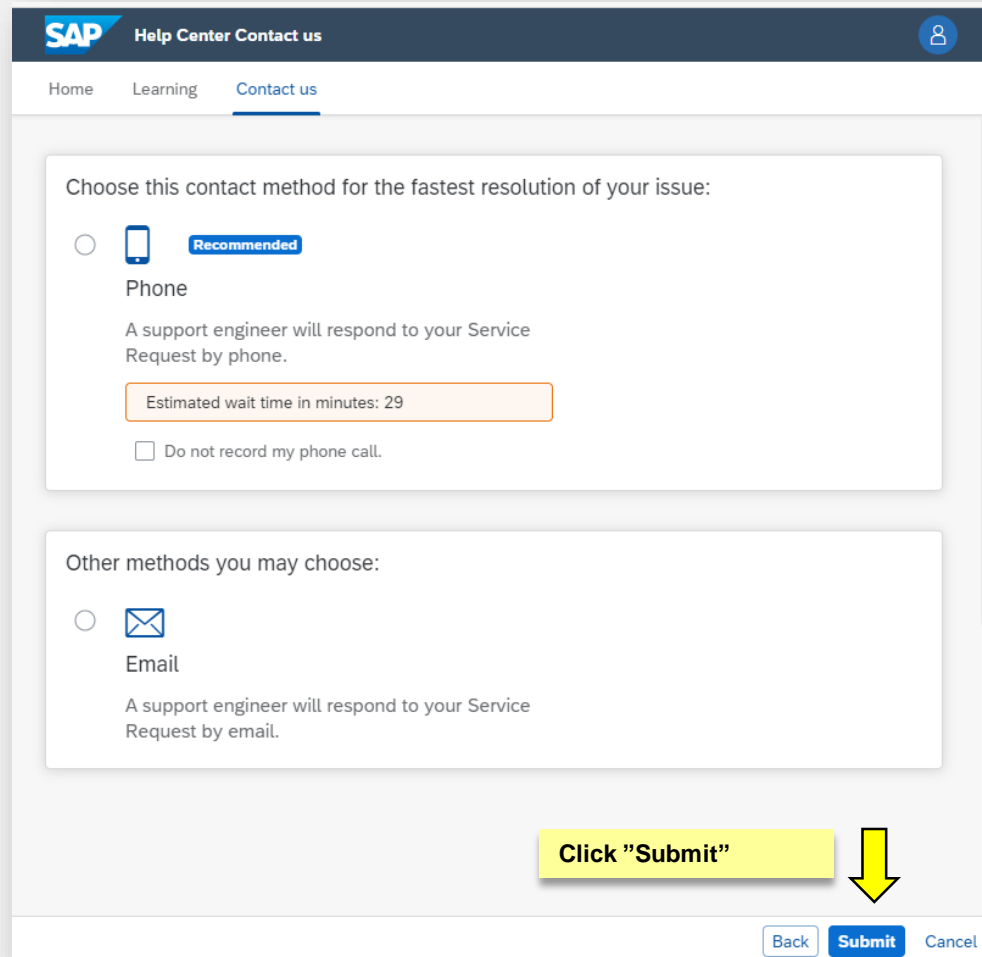
One last step

SSAB

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How to contact Ariba Support

# Choose your preferred contact method




The screenshot shows the SAP Help Center 'Contact us' page. The header includes the SAP logo and 'Help Center Contact us' with a user profile icon. The navigation bar has links for 'Home', 'Learning', and 'Contact us'. The main content area is titled 'Choose this contact method for the fastest resolution of your issue:'. It features two radio button options. The first option, 'Phone', is marked as 'Recommended' and includes a description: 'A support engineer will respond to your Service Request by phone.' Below this is a text box showing 'Estimated wait time in minutes: 29' and a checkbox for 'Do not record my phone call.'. The second option, 'Email', is described as 'A support engineer will respond to your Service Request by email.'. At the bottom right, a yellow box with the text 'Click "Submit"' and a yellow arrow points to the 'Submit' button in the footer. The footer also contains 'Back' and 'Cancel' buttons.

SAP Help Center Contact us

Home Learning **Contact us**

Choose this contact method for the fastest resolution of your issue:

☐  **Recommended**


**Phone**

A support engineer will respond to your Service Request by phone.

Estimated wait time in minutes: 29

☐ Do not record my phone call.

Other methods you may choose:

☐ 

**Email**

A support engineer will respond to your Service Request by email.

Click "Submit"

Back **Submit** Cancel

[Go back to the start](#)

**SSAB**



*A stronger,  
lighter and more  
sustainable world*

*See more about SSAB Procurement*  
<https://www.ssab.com/company/suppliers>