

Rio Tinto

Ariba Sourcing Quick Reference Guide

For Suppliers

December 2024



Suppliers | Ariba Sourcing Quick Reference Guide

Click on the title to navigate to the SAP Ariba QRG section you require information on

Registering
for SAP
Ariba
Sourcing

Logging into
SAP Ariba
Sourcing

Participating
in Ariba
Sourcing
Events

Declining to
participate
in Sourcing
Events

SAP Ariba
Sourcing
Support

Changing
the
Language

Click on the title to access the SAP Ariba QRG section for which you would like to get information

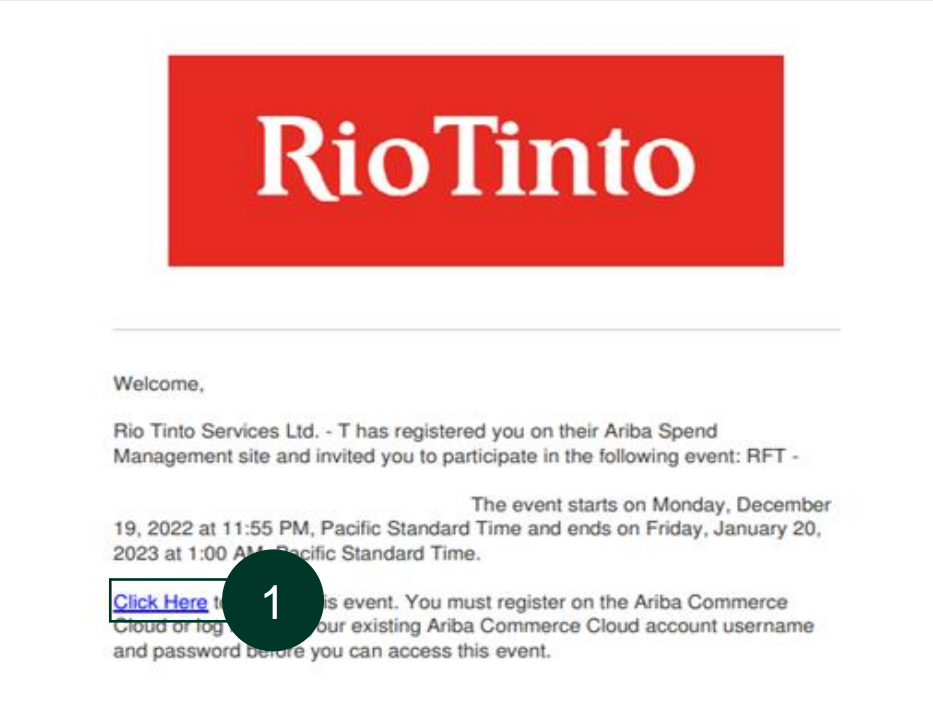
Registering for SAP Ariba Sourcing

Click on the link provided in the invitation email to access or decline the event

1. To access the event, click on:

Access Event

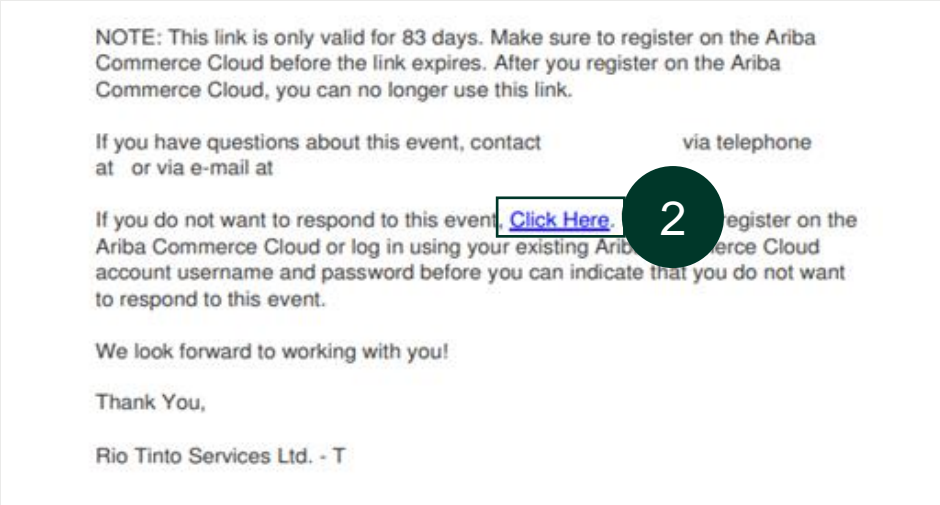
After logging in, you will land on the event page



2. To decline the event, click on:

Decline Event

After logging in, you will land on the decline event page



When clicking on either link provided in the invitation email, you can register or log in (if you already have an account)

1. If you don't have an account, click on:

[Create new account](#)

2. If you already have an account, click on:

[Use existing account](#)

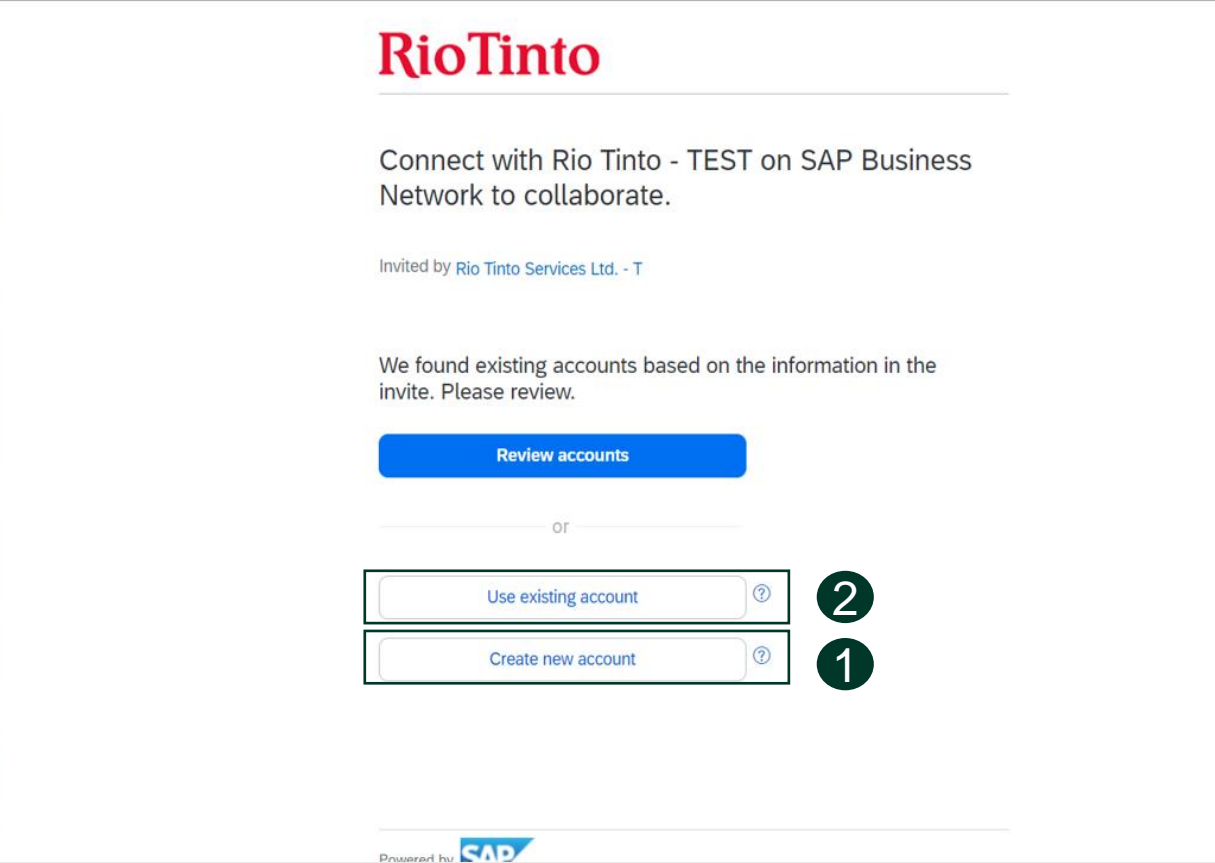


Benefits of a business relationship on SAP Business Network

- 1. Digitalize your business
Collaborate with your customer on the same secure network, while improving efficiency with paperless processes
- 2. Ensure sustainability and compliance
Keep your business information up to date, share certifications, and assessments with customers
- 3. Simplify the sales cycle
Participate in Sourcing events and e-auctions
- 4. Explore new business opportunities
Find leads from buyers searching for your services and products to keep their supply chain running

[Learn more](#)

[About this invitation](#)



RioTinto

Connect with Rio Tinto - TEST on SAP Business Network to collaborate.

Invited by [Rio Tinto Services Ltd. - T](#)


We found existing accounts based on the information in the invite. Please review.

[Review accounts](#)

or

[Use existing account](#) 2

[Create new account](#) 1

Powered by 

When clicking <Sign up>, you will land on this page

1. Complete all mandatory (*) **Company information**.
2. Complete mandatory (*) **User Account Information**
3. **DO not check** the box <Use my email as my username> to avoid any duplicate errors.
4. Choose a **username ID** (write it down for future reference)
5. Choose a **Password** (write it down for future reference)

Create account Create account and continue

First, create an SAP Ariba supplier account, then complete questionnaires required by Rio Tinto - TEST.

Company information 1

* Indicates a required field

Company Name:*

Country/Region:*

Address:*

City:*

State:*

Postal Code:*

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.

User account information 2

Name:*
Email:*

Use my email as my username 3

Username:* 4

Password:*
 5

Language:

6. Complete the **<Tell us more about your business>** section
7. Read and confirm **acceptance** of SAP Ariba **<Terms of Use>** and **<SAP Ariba Privacy Statement>** (accessible via blue hyperlinks)
8. Click the blue button **<Create account and continue>** to proceed

Note:

You only need to register for an Ariba account once (the same account will be used for future participations)

Tell us more about your business 6

Product and Service* Categories:

Enter Product and Service Categories

Add

-or- [Browse](#)

Ship-to or Service Locations*:

Enter Ship-to or Service Location

Add

-or- [Browse](#)

ABN Number:

Optional

Enter your 11 digit Australian Business Number (ABN).

DUNS Number:

Optional

Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. (i)

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](#)
7

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

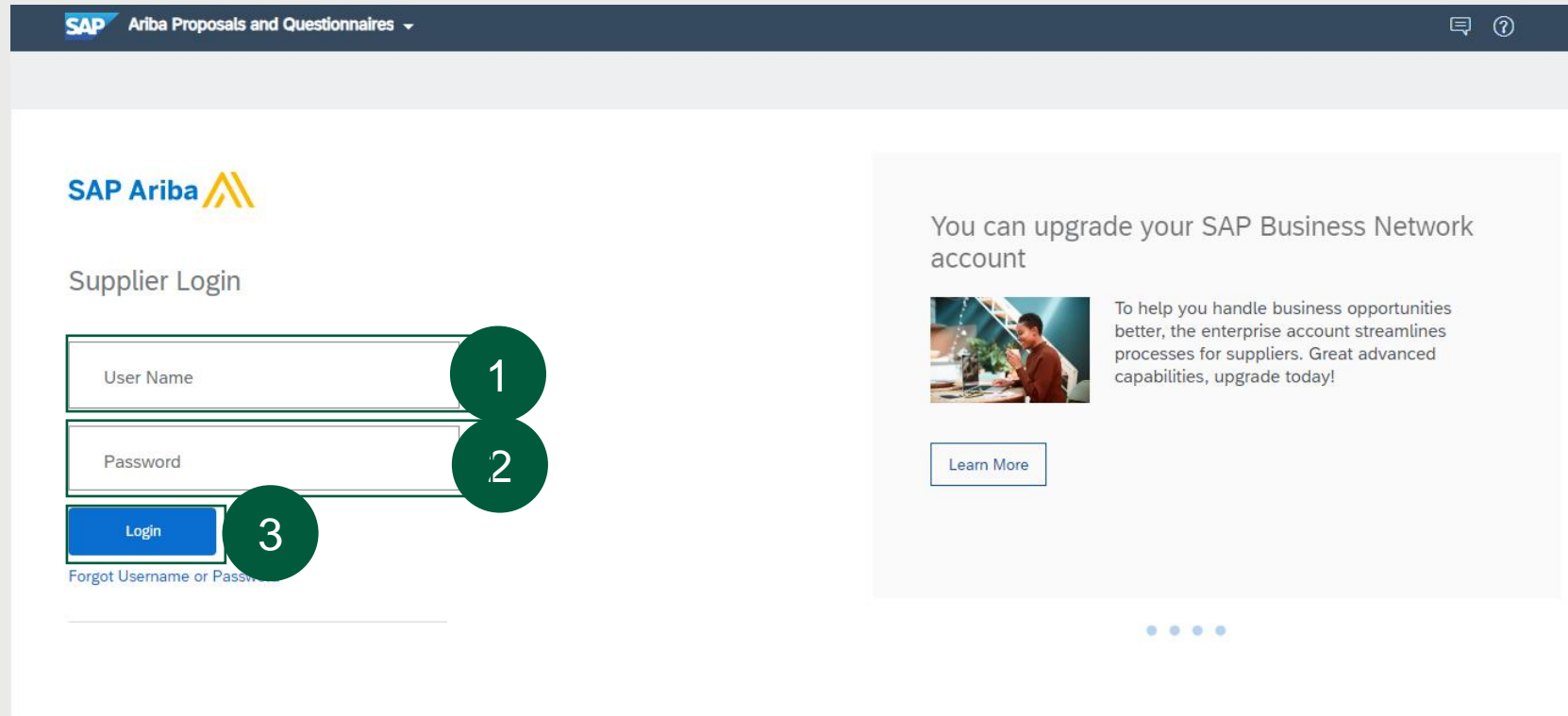
8
Create account and continue

Logging into SAP Ariba Sourcing

Clicking on <Login> will call up this page

Enter credential :

1. Input your **Username**
2. Input your **Password**
3. Click '**Login**'



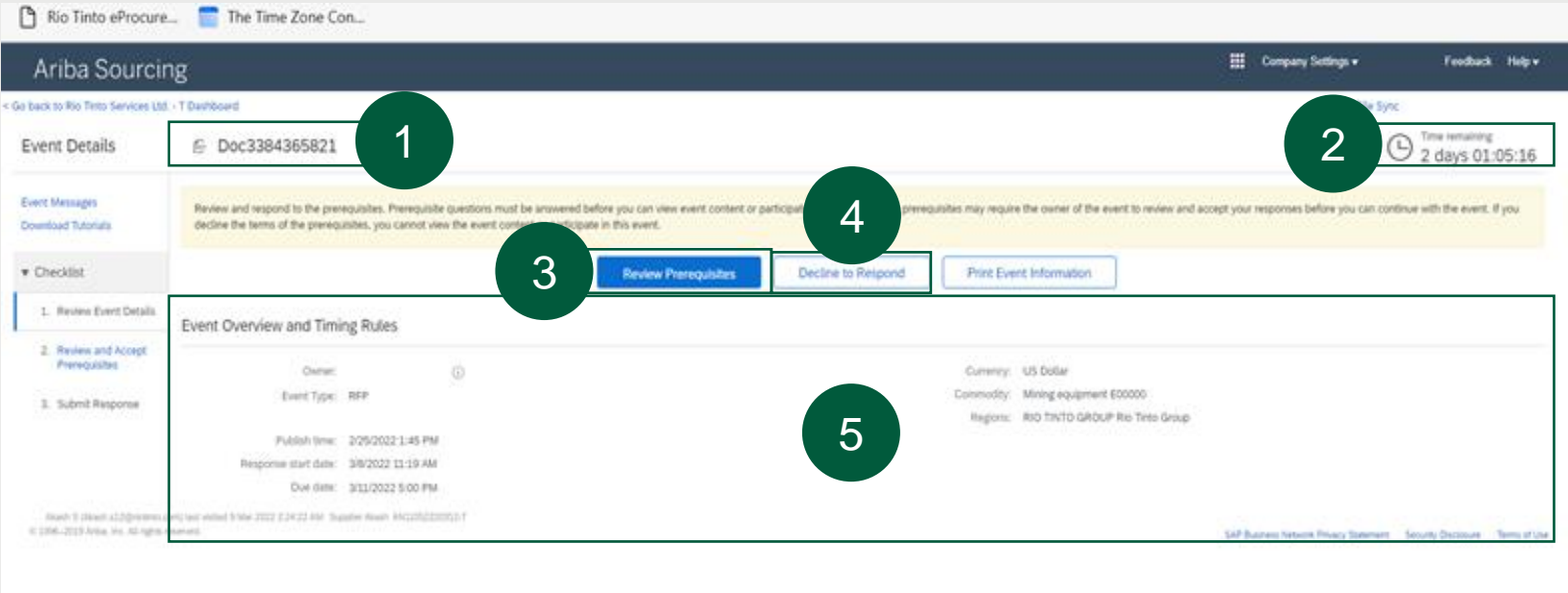
You can also log in via this website :
<https://service.ariba.com>

After successfully entering your credentials, you will land on the Ariba main page

- 1. Document number for identification purposes
- 2. Time remaining before event closes
- 3. To **participate** and view the supporting documents, click:

[Review Prerequisites](#)

- 4. To **decline** participation, click on:
<Decline to Respond>
- 5. RFP Launch details



Participating in Ariba Sourcing Events

Table of contents

1. Participating to sourcing events
2. Downloading the bid package
3. Uploading the proposal
4. Submitting the proposal
5. Revising the proposal
6. Zipping the files
7. Composing message to the Project team

Participating to sourcing events

1. Review the <Checklist> (event details) to understand Rio Tinto's requirements and the bidding process.
2. Click on <Review Prerequisites>
3. Click on <I accept the terms of this agreement>
4. Click on <OK> to review the bid and participate.
 - Once you click OK, you proceed to download the bid package

Event Details Doc30653588 - Example for QRG

Event Messages
Download Tutorials

Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event of the event to review and accept your responses before you can continue with the event. If you decline the event.

▼ Checklist

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

Review Prerequisites Decline to Respond

Event Overview and Timing Rules

Owner: ⓘ
Event Type: RFP

Your owners, directors and staff have the right to seek access to the personal data that the Rio Tinto Group holds about them as individuals (for which they may be charged a fee in some countries), and the right to ask the relevant Rio Tinto Group company to correct any inaccuracies in that information, or in some cases, to erase it. Your owners, directors and staff also have the right to complain about how their personal data is processed, and have rights to information about how their personal data is processed and to object to its processing in some circumstances.

For further information on or to exercise any of these rights, please refer to Rio Tinto's Data Privacy Standard or contact Rio Tinto's Ethics and Integrity department.

I accept the terms of this agreement.
 I do not accept the terms of this agreement.

OK Cancel

Downloading the bid package

- 5. Review event contents by accessing the <3. Sourcing Requirement> in the <Event Contents> tab.
- 6. To download Bid Package, click on :<References>

The screenshot shows the SAP Ariba QRG interface for document Doc4164952845 - Supplier Ariba QRG. The main content area displays a 'Sourcing Requirement / Besoin de sourcing' section. A dropdown menu is open under the 'References' icon, showing a file named 'RFQABC_Bid Package.zip' with a download icon and the option 'Download all attachments'. A green circle with the number '6' highlights the 'References' icon. On the left sidebar, the 'Event Contents' section is expanded, and the '3 Sourcing Requirement...' item is highlighted with a green circle and the number '5'. The interface also includes a 'Checklist' with steps like 'Review Event Details', 'Review and Accept Prerequisites', and 'Submit Response'. At the bottom, there are buttons for 'Submit Entire Response', 'Update Totals', 'Save draft', 'Compose Message', and 'Excel Import'. A 'Time remaining' indicator shows 29 days 23:51:38.

Uploading the proposal

Note :

Your completed proposal, including all supporting documents, must be **zipped into a single folder**. For instructions on zipping files, follow this hyperlink :

[Zipping instructions](#)

7. Click **<Attach a File>** to attach your zipped bid file (including all supporting documents). A dialogue box will open and allows you to **<Add Attachment>**.
8. Click **<Choose File>** to browse to and select your zipped file. You can also drag & drop your zipped file to the location shown.
9. Click **<OK>** to proceed

Console Doc4164952845 - Supplier Ariba QRG Time remaining 29 days 23:48:22

Event Messages
Response History

▼ Checklist

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

▼ Event Contents

All Content

1. Introduction

Response Requirement / Réponse requise (Section 6 of 6) << Prev. [grid icon]

Name ↑

▼ 6 Response Requirement / Réponse requise

6.1 * English *
Upload the following files to the eProcurement event:
1. Your proposal;
2. Any other files your company wishes to submit.

Please note that you are recommended (not compulsory) to use a zip file wherever possible so that you can do a single upload.

* Français *
Téléchargez chacun des fichiers suivants sur le site de l'événement d'approvisionnement électronique :
1. Votre soumission;
2. Tous les autres fichiers que votre entreprise désire soumettre.

Nous vous recommandons (pas obligatoire) d'utiliser un fichier zip autant que possible afin que vous puissiez faire en un seul téléchargement.

(*) indicates a required field

Submit Entire Response Update Totals Save draft Compose Message Excel Import

7 *Attach a file [plus icon]

9 OK Cancel

Add Attachment

Enter the location of a file to add as an attachment. To search for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment.

Attachment: [Choose File] No [plus icon]
Or drop file here

8

OK Cancel

Submitting the proposal

10. Once zip file is attached, click on <Submit Entire Response>

The screenshot shows the SAP Ariba QRG interface for document Doc4164952845 - Supplier Ariba QRG. The page is titled 'All Content' and displays a list of items. Item 6, 'Response Requirement / Réponse requise', is expanded to show instructions in English and French. In the English section, it says: 'Upload the following files to the eProcurement event: 1. Your proposal; 2. Any other files your company wishes to submit. Please note that you are recommended (not compulsory) to use a zip file wherever possible so that you can do a single upload.' In the French section, it says: 'Téléchargez chacun des fichiers suivants sur le site de l'événement d'approvisionnement électronique: 1. Votre soumission; 2. Tous les autres fichiers que votre entreprise désire soumettre. Nous vous recommandons (pas obligatoire) d'utiliser un fichier zip autant que possible afin que vous puissiez faire en un seul téléchargement.' A file named 'SupplierABC_Proposal123.zip' is attached to the requirement. At the bottom of the page, there are several buttons: 'Submit Entire Response' (highlighted with a green circle and the number 10), 'Calculate Totals', 'Save draft', 'Compose Message', and 'Excel Import'. A timer in the top right corner shows 'Time remaining 29 days 23:37:41'. The left sidebar contains navigation options like 'Event Messages', 'Response History', 'Checklist', and 'Event Contents'.

Submitting the proposal

11. Once entire response is submitted, the following message will appear : **<You have submitted a response for this event. Thank you for participating>**

The screenshot shows the SAP Ariba QRG interface for document Doc4164952845 - Supplier Ariba QRG. A yellow banner at the top contains the message: "You have submitted a response for this event. Thank you for participating." A blue circle with the number "11" is overlaid on this message. Below the banner is a "Revise Response" button. The left sidebar contains a "Checklist" with items: "1. Review Event Details", "2. Review and Accept Prerequisites", and "3. Submit Response". The "Event Contents" section is expanded to show "All Content", which includes "1. Introduction", "2. Please read the docu...", "3. Sourcing Requirement...", and "4. Site inspection/Preb...". The main content area shows instructions for uploading files, including a note in English and French to use zip files. A file named "SupplierABC_Proposal123.zip" is shown as uploaded. A "Compose Message" button is visible at the bottom of the main content area. The top right corner shows a clock icon and "Time remaining 29 days 23:32:44".

Revising your proposal

1. If you wish to **revise** your submitted response, click on **<Revise Response>**.

Note: Revising your response is only possible while event is still **OPEN**.

2. By clicking on **<Revise Response>**, you will land on this page. Click on **<Update file>**

The screenshots show the SAP Ariba QRG interface for document Doc4164952845 - Supplier Ariba QRG. The top screenshot shows a message: "You have submitted a response for this event. Thank you for participating." Below this, there is a "Revise Response" button highlighted with a green circle and the number "1". The bottom screenshot shows the "All Content" section with a table of items. The item "6.1 * English * Upload the following files to the eProcurement event:" is expanded, showing instructions for uploading files. The "Update file" button is highlighted with a green circle and the number "2".

Revising your proposal

- 3. Drag revised response file (zipped) to this location
OR
Click on <Choose File> and browse to select the file.
- 4. Click <Ok>

Update Attachment

Enter the location of a file to add as an **Attachment**. To search for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment.

Attachment Or drop file here

Revising your proposal

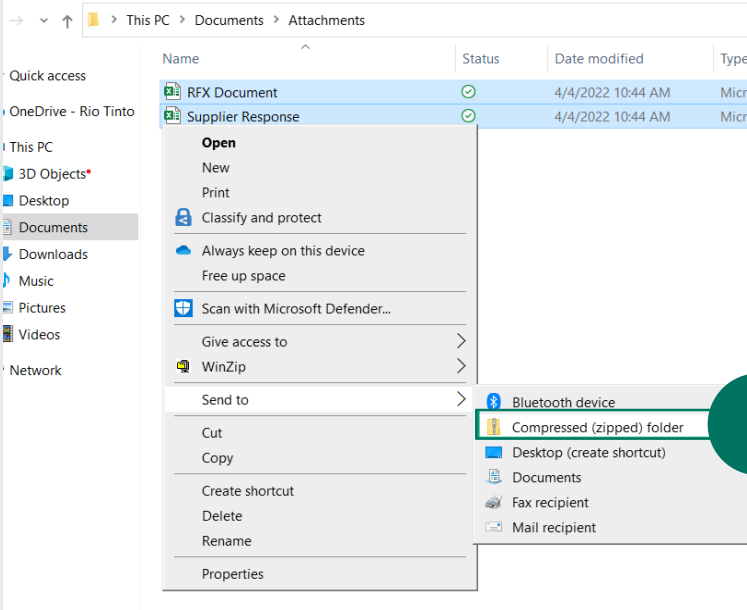
5. Once revised file is uploaded, click on <Submit Entire Response>

The screenshot shows the SAP Ariba QRG interface for a supplier. The top bar includes 'Console', 'Doc4164952845 - Supplier Ariba QRG', and a 'Time remaining' indicator of 29 days 23:14:56. The left sidebar contains navigation options: 'Event Messages', 'Response History', 'Checklist', and 'Event Contents'. The 'Checklist' section lists: 1. Review Event Details, 2. Review and Accept Prerequisites, and 3. Submit Response. The 'Event Contents' section lists: 1. Introduction, 2. Please read the docu..., 3. Sourcing Requirement..., 4. Site inspection/Preb..., and 5. Line Item(s) / Poste... The main content area, titled 'All Content', displays a list of items. Item 6, 'Response Requirement / Réponse requise', is expanded to show instructions in English and French. The English text states: 'Upload the following files to the eProcurement event: 1. Your proposal; 2. Any other files your company wishes to submit. Please note that you are recommended (not compulsory) to use a zip file wherever possible so that you can do a single upload.' The French text states: 'Téléchargez chacun des fichiers suivants sur le site de l'événement d'approvisionnement électronique : 1. Votre soumission; 2. Tous les autres fichiers que votre entreprise désire soumettre. Nous vous recommandons (pas obligatoire) d'utiliser un fichier zip autant que possible afin que vous puissiez faire en un seul téléchargement.' Below the content, a row of buttons is visible: 'Submit Entire Response' (highlighted with a green circle and the number 5), 'Totals', 'Reload Last Bid', 'Save draft', 'Compose Message', and 'Excel Import'.

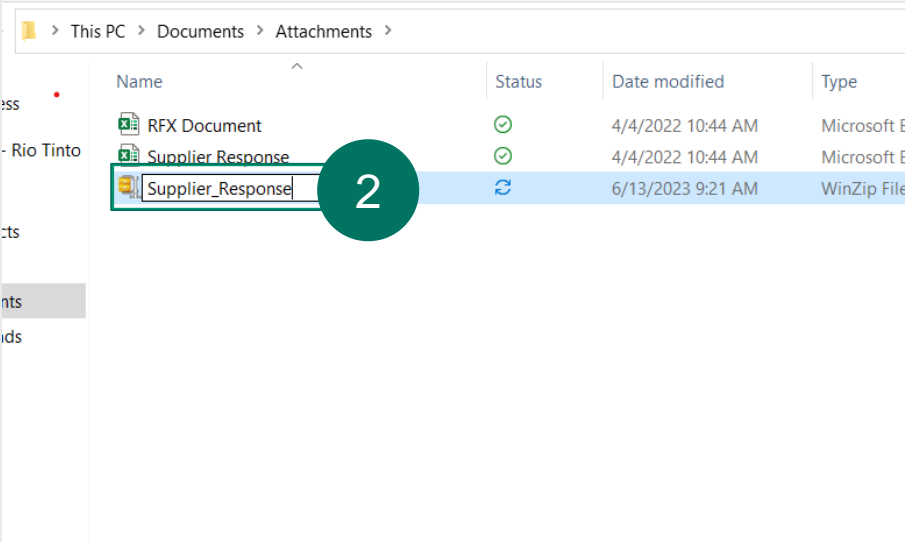
Zipping your file

First, **combine** all files, including proposal forms and supporting documents, into a **single folder**

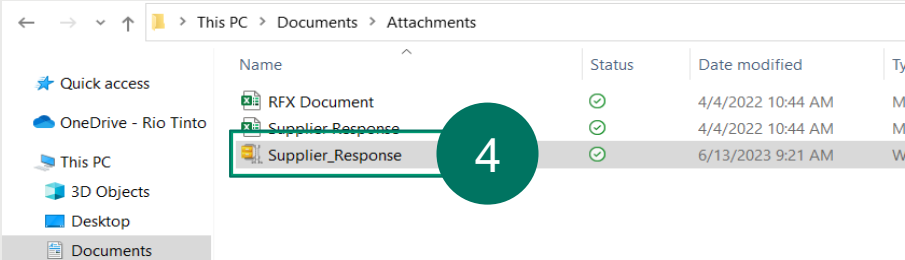
- 1. Right-Click the folder of documents and **<Compressed (zipped) folder>** under Send to



- 2. Rename your zipped folder **<your company name_Response>**



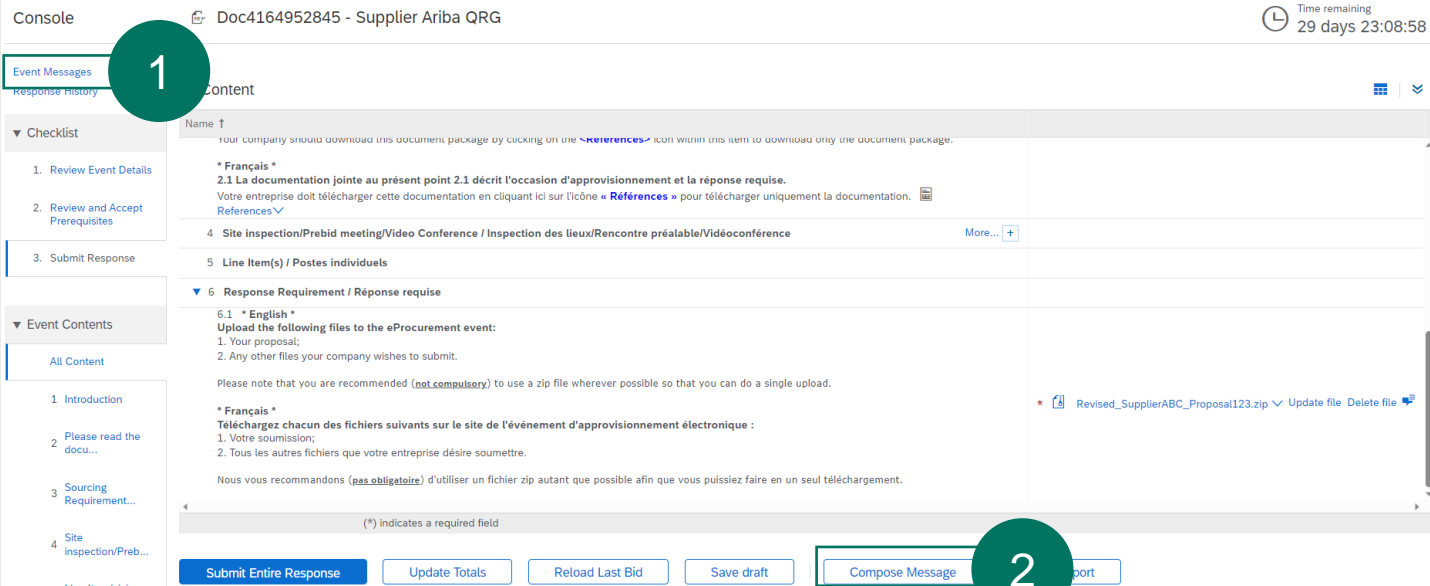
- 3. Below is an example of a zipped response file ready for upload



Composing message to the Project Team

Note :
Should you have any questions, whether technical or related to any of the Proposal forms, terms & conditions, Statement of work, you may communicate with the Bid Team or Project owner by clicking on :

- 1. <Event Messages> Under Console (top left corner)
OR
- 2. <Compose Message> button at the bottom



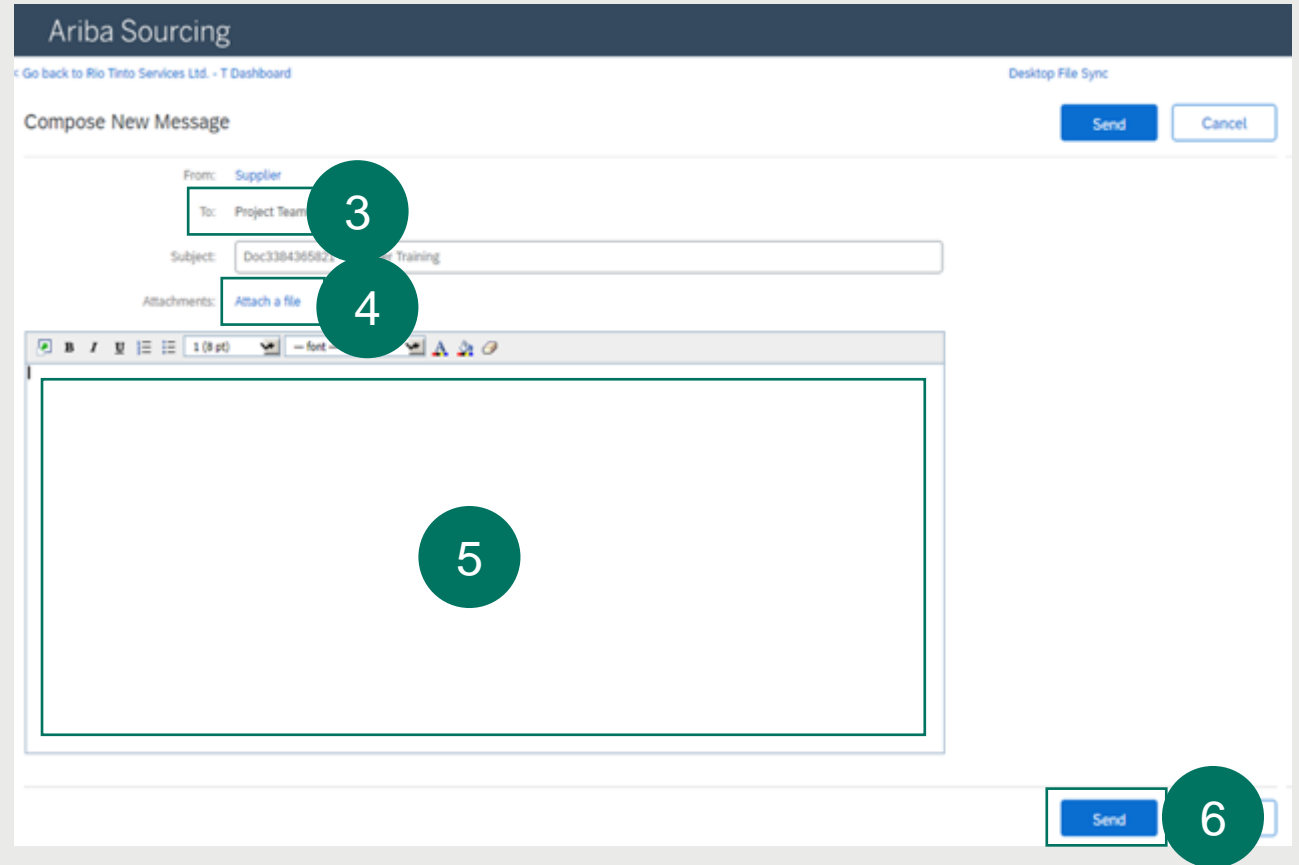
Composing message to the Project Team

3. **Project team** is composed of Project Owner and Bid team
4. Click on **<Attach a File>** if you want to send any documents, like tender clarification register, revised price sheet etc.
5. Compose message in dedicated text box
6. To proceed, click on **<Send>**

Note :

All questions related to the bid are handled by the bid Team, which communicates with Project Owner.

Questions and Answers will be visible to all participants



Declining to participate in Sourcing Events

Declining to participate in Sourcing Events

1. Select <Decline to Respond>
2. Select <I do not accept the terms of this agreement>
3. Click <Ok> to proceed

Note: You are encouraged to **download & review** the bid **before declining** as bid documents will **NOT** be **accessible** once you have declined. Should you **decide to decline** participation, **send a <Decline to Respond> message** via Ariba <Compose message>.

Your reply will be acknowledged by the Ariba Bid team and shared to the Project Owner.

SAP Ariba Sourcing Support

Additional technical support avenues are available directly from SAP Ariba

Login to SAP Ariba Sourcing

Link to Ariba Sourcing Login Page

- 1. Video demo for logging on and Registering for Ariba : [Click here](#)
- 2. Supplier Ariba Login Page : [Click Here](#)

Reset Your Password

Follow these steps to create a new password or recover your username

- 1. Video demo to reset password, [Click here](#)
- 2. Website/Link for Reset Password [Click here](#)

Contact the Bid team

If you're facing any challenges with the Bid event or in accessing sourcing events, you can contact the bid team :

- 1. Bid Team members can be contacted – as indicated in the Event Invitation email you have received
- 2. Questions can also be submitted through Ariba Message – the Bid team will respond

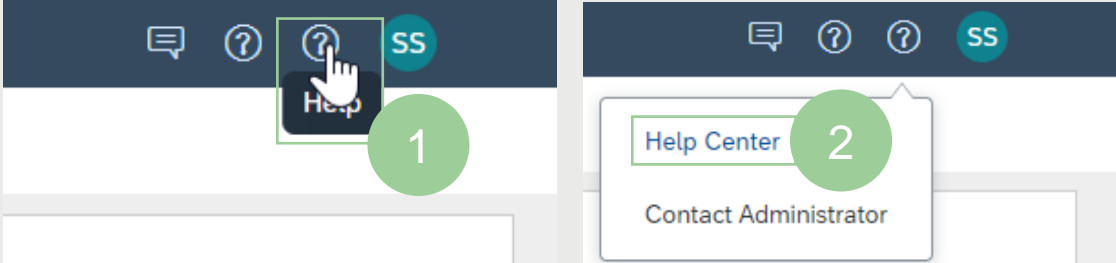
Additional technical support avenues are available directly from SAP Ariba

SAP Ariba Help Centre

Log in via link to your supplier portal and click on Help Centre in upper-right corner of screen to search for tutorials and step-by-step guides.

[Click Here](#)

- 1. Once you login to your supplier account in Ariba, click on <?> button at the right-side corner
- 2. Two options will appear, click on <Help Centre>



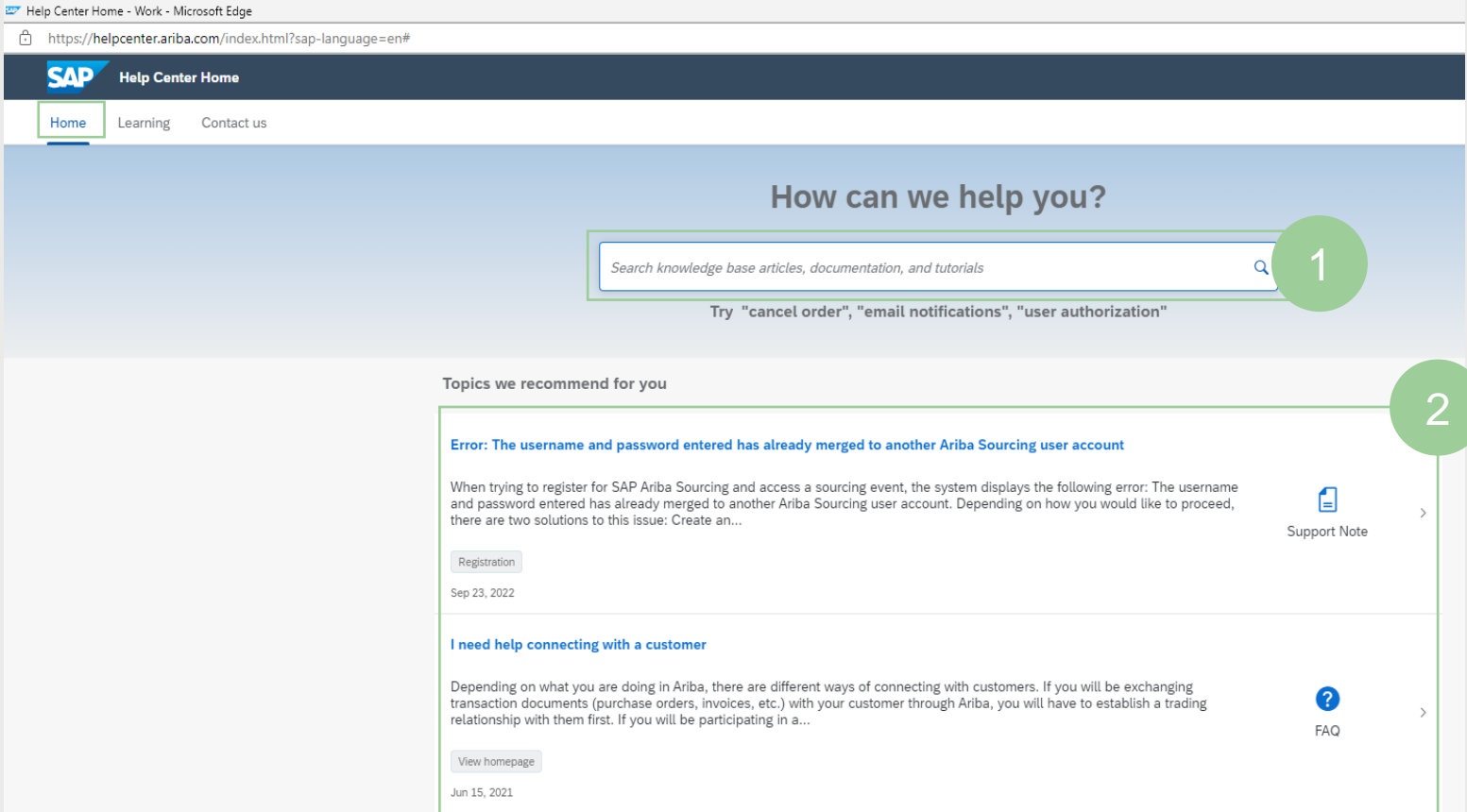
Supplier Support

If you cannot find the answers you need via the Help Centre, the Help Centre also provides links that enable contacting SAP Ariba by email, chat or phone (see next slide).

[Click Here](#)

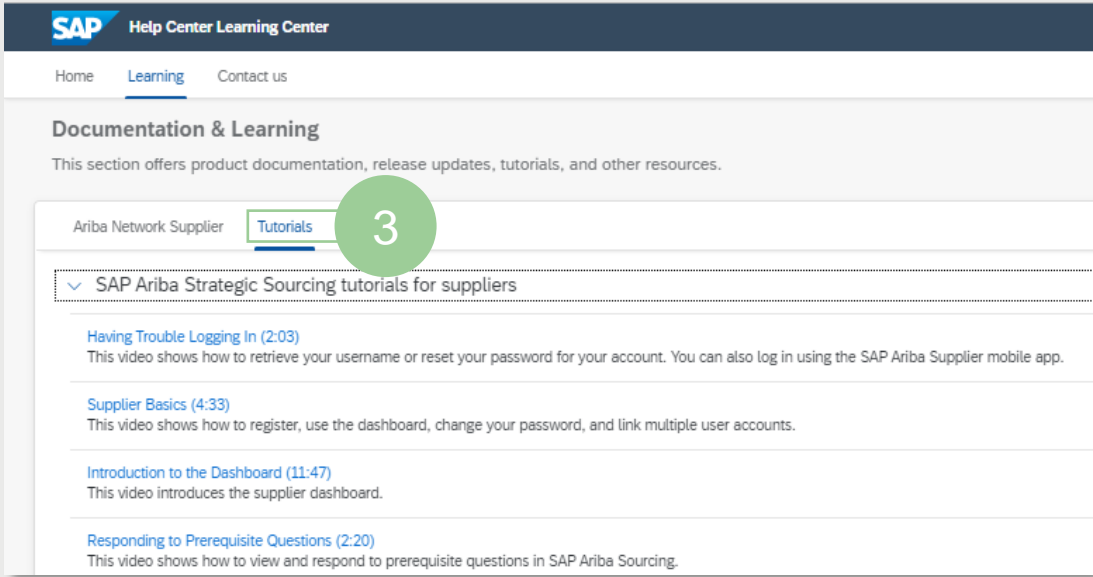
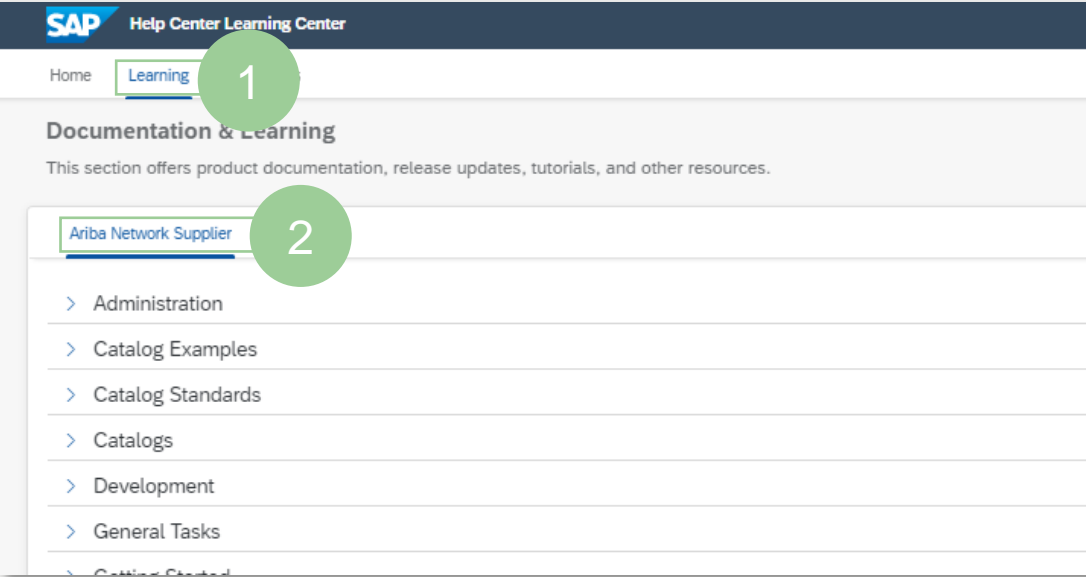
Once you have accessed the Help Centre, you will see the <Home> page

- 3. Use keywords in the **Search Box** to seek information
- 4. The training materials are available by scrolling down



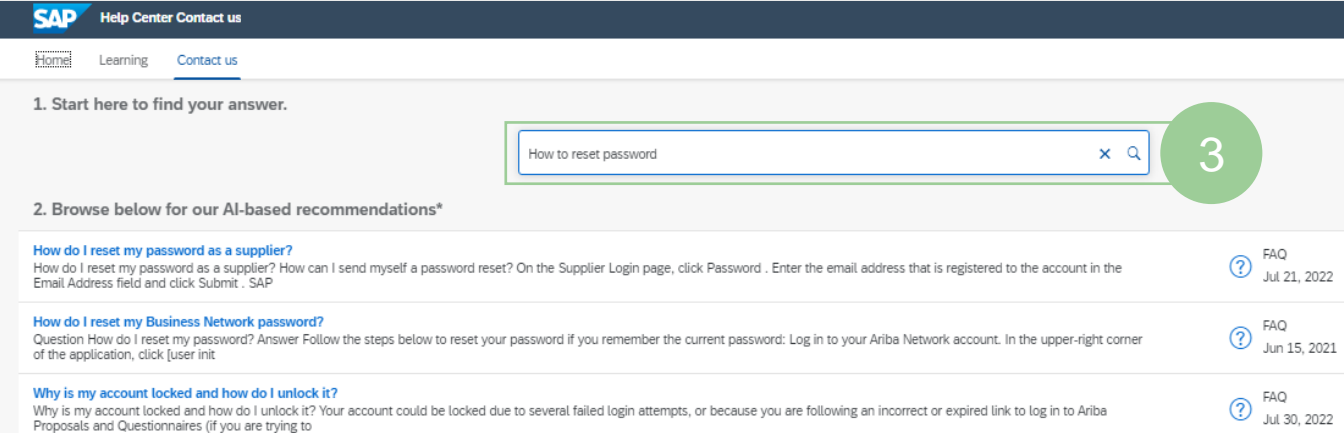
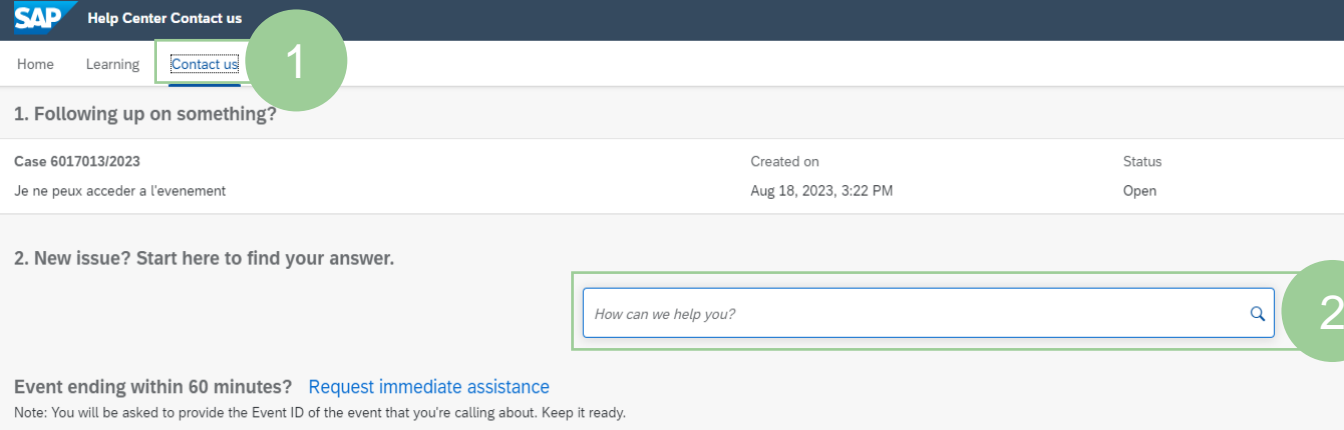
Once you have accessed the Help Centre, you will see the <Learning> page

- 1. Click <Learning> tab
- 2. Browse <Ariba Network Supplier> topics. Select topic of choice and view
- 3. Browse <Tutorials> and select topics for your learning.



Once you have accessed the Help Centre, you will see the <Contact us> page

- 1. Click on <Contact Us>
- 2. Type your question to find answer
- 3. Example given



To request immediate assistance, you may ask Ariba helpdesk to contact you.

1. Click on **<Request immediate assistance>**

You will be contacted in a few minutes after sending your request.

SAP Help Center Contact us

Home Learning Contact us

1. Following up on something?

Case 6017013/2023	Created on	Status
Je ne peux acceder a l'evenement	Aug 18, 2023, 3:22 PM	Open

2. New issue? Start here to find your answer.

How can we help you?

Event ending within 60 minutes? [Request immediate assistance](#) 1

Note: You will be asked to provide the Event ID of the event that you're calling about. Keep it ready.

2. Fill all the mandatory fields marked by <*>
3. Click on <Submit>

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: * Help with event ending soon

Document or Event Number:

Company that invited you:

Time remaining in event: *

2. Please review your contact information for correctness:

First name: *

Last name: *

Username:

Company: *

Email: *

Phone: *

Extension:

Confirm phone: *

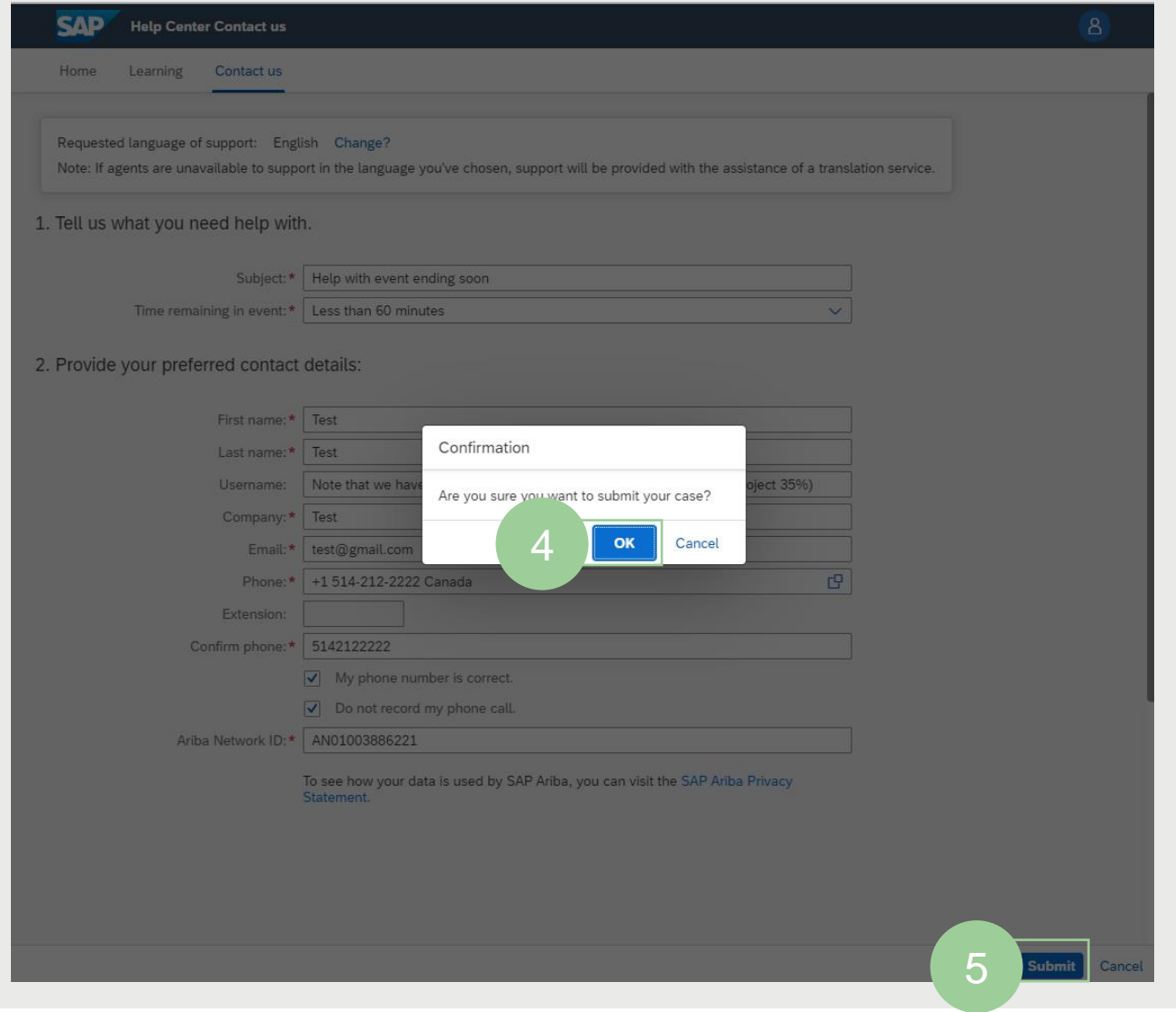
My phone number is correct.

Do not record my phone call.

Ariba Network ID: *

Submit Cancel

- 4. The System will ask for confirmation, click on <Ok>
- 5. Click on <Submit>



You will receive a creation success message

6. Click on **<Ok>**

Within a few minutes, you will get a call from the Ariba Support team.

The screenshot shows the SAP Help Center interface. At the top, there is a navigation bar with 'SAP', 'Help Center', and 'Contact us'. Below this, there are tabs for 'Home', 'Learning', and 'Contact us'. The main content area is titled '1. Following up on something?' and contains a table with the following data:

Case 5816510/2023	Created on	Status	Callback pending
Help with event ending soon	Jul 16, 2023, 10:13 AM	Open	

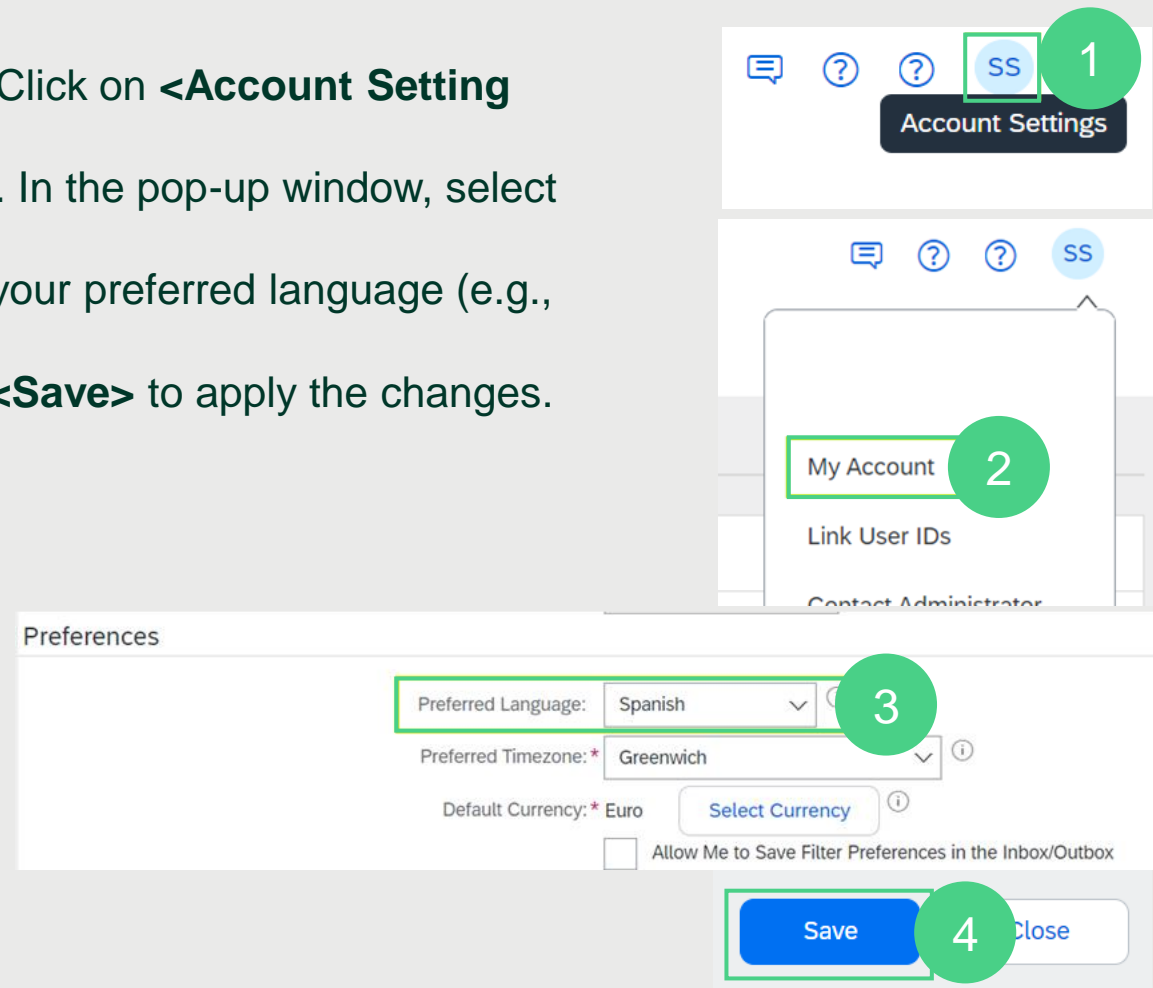
Below the table, there is a section titled '2. New issue? Start here to find...' with a search bar. A modal window titled 'Success' is overlaid on the page. The modal contains an illustration of a globe with a magnifying glass and a checkmark. The text in the modal reads: 'Your case was created and an agent will call you. Phone: +15142122222'. At the bottom right of the modal, there is a green circle with the number '6' and an 'OK' button. At the bottom of the page, there are links for 'Terms of Use', 'Copyright', 'Security Disclosure', 'Privacy', and 'Impressum'.

Changing the language

Changing the Language in your Business Network Account

1. Once you login to your supplier account in Ariba, Click on **<Account Setting button>** at the right corner.
2. A pop-up window will appear with various options. In the pop-up window, select **<My Account>**
3. In new window, go to **<Preferences>** and select your preferred language (e.g., Spanish) from the available options.
4. After updating the language preference, click on **<Save>** to apply the changes.

Note: Make sure that your preferred language is set as the primary language in your browser settings. This will make Ariba Business Network and other websites display in your preferred language.



Rio Tinto

