

MEYER

SAP Ariba 

SAP ARIBA

Instruction for Supplier

Global Supply Chain Management

02.05.2024



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SAP ARIBA



- MEYER has selected SAP Ariba to manage supplier management activities such as registration, qualification, certificate management and risk management.
- We firmly believe that SAP ARIBA is more than just a tool; it presents an opportunity to elevate our partnership to new heights.
- This platform offers a structured environment for the efficient and reliable management of supplier data, which ensures that we always have up-to-date master data from our suppliers.
- Use of the software is completely free of charge for our suppliers. All you need to do is set up an account. This only has to be done once.
- If you have any questions regarding the registration process or the usage of SAP ARIBA, please feel free to reach out to us.
 - Pls. contact: supplier.manager@meyerwerft.de or your Supplier Manager

Invitation



Steps to Execute

1. After we have approved a supplier request internally, a supplier is automatically invited
2. First you will receive an e-mail from the "MEYER GROUP" with the subject: **Invitation: Register as a supplier with the Meyer Group (Meyer Werft, Meyer Turku, Neptun Werft)**. Please double-check your spam folder, as it is possible that this e-mail will end up there
3. Click on the link in the invitation email

MEYER GROUP <s4system-prodeu+meyer-T.Doc1951202292@eusmtg.ariba.com> Kruse, Philipp

Invitation: Register as a supplier with Meyer Group (Meyer Werft, Meyer Turku, Neptun Werft)

1 Dies ist die aktuellste Version, Sie haben jedoch eine andere Kopie dieses Elements geändert. Klicken Sie hier, um die anderen Versionen anzuzeigen.
Sie haben diese Nachricht am 19.04.2024 08:20 weitergeleitet.

MEYER

Dear Sir or Madam,

We hope this message finds you well. We are excited to inform you of our recent transition to a new digitalization platform, SAP ARIBA, for registration and qualification processes within the MEYER Group.

As part of this transition, we kindly request your participation in registering your company on the SAP ARIBA Network. This platform will serve as our primary tool for supplier qualification moving forward. We understand that change can sometimes be challenging, but we believe that this transition will ultimately streamline our processes for mutual benefit.

One of the key improvements with SAP ARIBA is its flexibility. You can now complete the registration process at your convenience, saving progress and allowing multiple team members to collaborate on the task if necessary. This flexibility ensures a smoother and more efficient registration process for all parties involved.

To begin the registration process, please access your account on SAP ARIBA if you already have one. If not, you will need to register on the SAP ARIBA Network platform.

[Click here](#) to sign in with your existing account or to create a new account.

Should you encounter any difficulties or have any questions regarding the registration process, please don't hesitate to reach out to supplier.manager@meyerwerft.de for assistance. You can also see our website for more detailed instructions for suppliers:

[MEYER WERFT GmbH & Co. KG](#)
[MEYER TURKU OY](#)
[NEPTUN WERFT GmbH & Co. KG](#)

We are committed to providing you with the support you need to complete this process seamlessly.

Furthermore, we understand that organizational changes are inevitable. If your company undergoes any changes such as a name change, address change, or changes in contact personnel in the future, you can easily update the registration questionnaire and submit the revised information. We will ensure that the information is accurately reflected in our systems.

Thank you for your attention to this matter. Your cooperation in completing the registration process is greatly appreciated and will contribute to the success of our partnership.

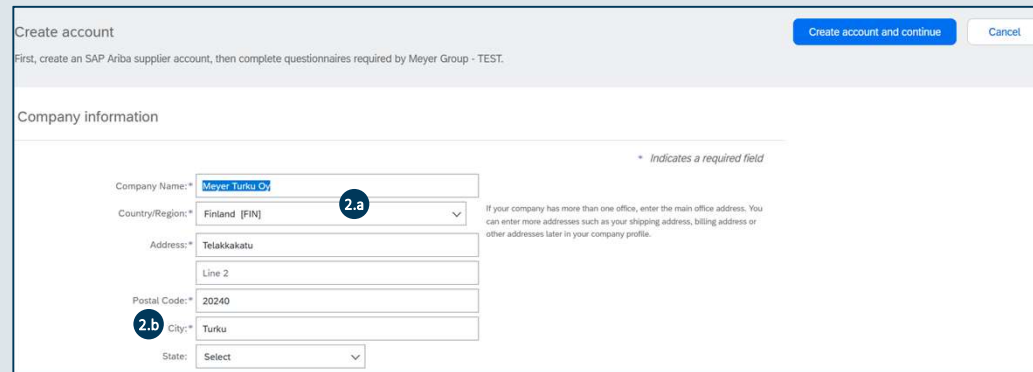
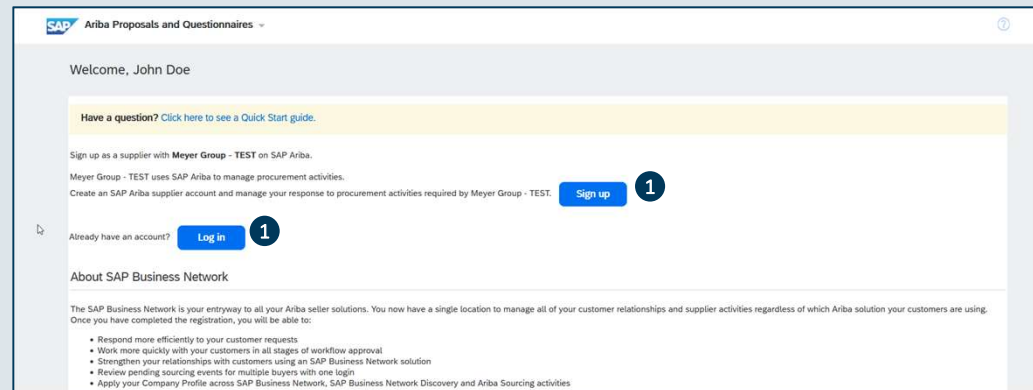
Privacy Policy:
[MEYER WERFT GmbH & Co. KG](#)
[MEYER TURKU OY](#)
[NEPTUN WERFT GmbH & Co. KG](#)

Create Ariba Network Account



Steps to Execute

1. Click either “Sign Up” or - if you have already an SAP ARIBA NETWORK account – “Login”
2. If your company is already registered with an Ariba Network Account, simply log in with your credentials
3. Enter your **Company Information**
 - a. Some of this information may have already been inserted by our procurement team who started the supplier request. Please review and correct if necessary
 - b. Please fill in the information marked with an asterisk, at the very least



Create Ariba Network Account



Steps to Execute

1. Enter your **User account information**
 - a. Our first point of contact has received the invitation, therefore his or her credentials are pre-selected.
 - b. Now you have two options - you can use your e-mail address as the username or you can create a new username, but this has to be in the format of an e-mail.
 - c. Please select your password and repeat
 - d. Select your preferred language (please note that our questionnaires are currently entirely in English)
2. Enter **Tell us more about your business** –
 - a. Please note that the information for **Product and Service Categories** and **Ship-to or Service Locations** are mandatory, **but not relevant for MEYER**. Therefore, please enter something there, as SAP ARIBA NETWORK provides these fields as mandatory fields, but this information is not used for MEYER.
3. Click on the checkboxes for **Terms of Use** and **SAP Business Network Policy Statement**
4. Click on **Create account and continue**

User account information **1**

* Indicates a required field
SAP Business Network Privacy Statement

Name: John Doe

Email:

Use my email as my username

Username: test-philipp.kruse@meyerwerft.de **1.b**

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

Password: Enter Password **1.c**

Repeat Password

Language: English **1.d**

The language used when Ariba sends you configurable notifications. This is different than your web browser.

Email orders to: philipp.kruse@meyerwerft.de

Customers may send you their orders through SAP Business 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.

Tell us more about your business **2**

Product and Service Categories: * Enter Product and Service Categories **2.a** -or-

Ship-to or Service Locations: * Enter Ship-to or Service Location -or-

Tax ID: Optional Enter your Company Tax ID number.

Vat ID: Optional Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.

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

3 I have read and agree to the [Terms of Use](#)

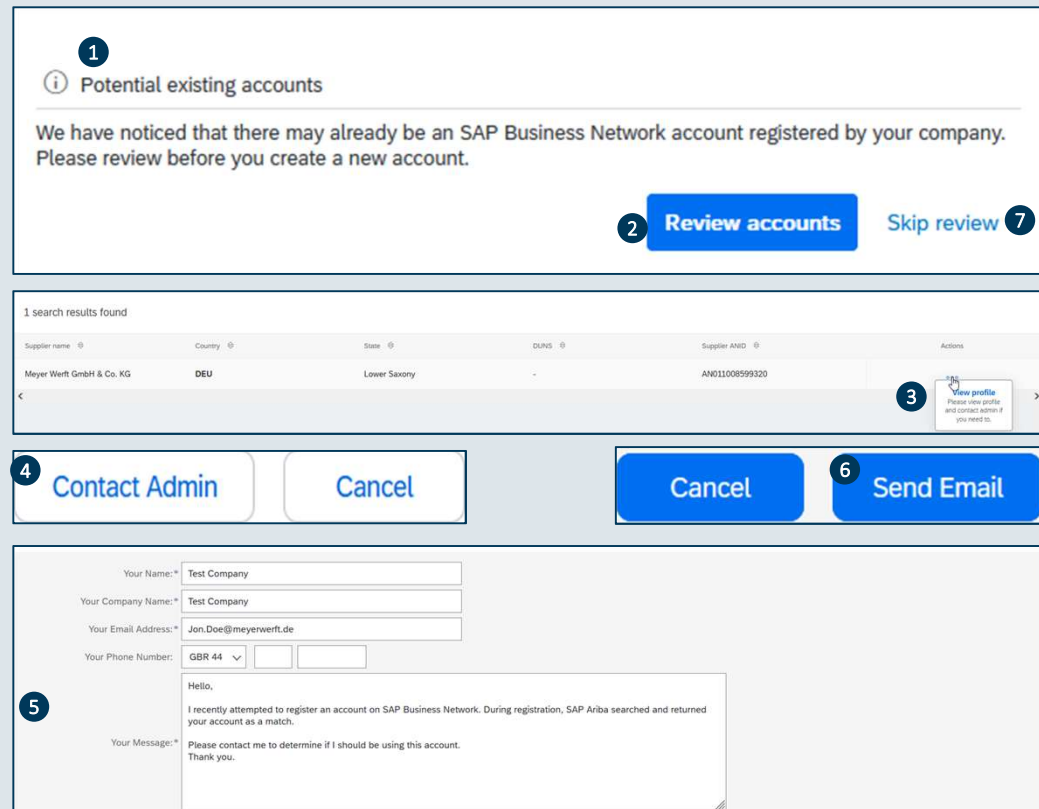
I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [SAP Business Network Privacy Statement](#) to learn how we process personal data.

4

Create Ariba Network Account

Steps to Execute

1. Based on the information you've provided, a text box may appear named **Potential existing accounts**. Within the Ariba platform, there is a mechanism to determine whether your company already possesses an SAP Business Network account.
2. Click **Review accounts** to see an overview about potential duplicates
3. Now you will see the existing accounts. By clicking on the three dots in the "Action" column, you will access the company profile.
4. To reach the administrator of an existing account, you can click on the "Contact Admin" button located in the upper right corner.
5. A window titled "Contact Your Account Administrator" will appear.
6. Click Send Email to send this message to the account administrator.
7. You can click **Skip review** if the previous steps are not relevant to you.




1 Potential existing accounts

We have noticed that there may already be an SAP Business Network account registered by your company. Please review before you create a new account.

2 Review accounts **7** Skip review

1 search results found

| Supplier name | Country | State | DUNS | Supplier ANID | Actions |
|---------------------------|---------|--------------|------|----------------|--|
| Meyer Werft GmbH & Co. KG | DEU | Lower Saxony | - | AN011008599320 | 3  View profile Please view profile and contact admin if you need to. |

4 Contact Admin Cancel **6** Send Email

5

Your Name: Test Company

Your Company Name: Test Company

Your Email Address: Jon.Doe@meyerwerft.de

Your Phone Number: GBR 44 [] []

Your Message: Hello,
I recently attempted to register an account on SAP Business Network. During registration, SAP Ariba searched and returned your account as a match.
Please contact me to determine if I should be using this account.
Thank you.

Ariba Network Account Information



Notification

1. You will receive an e-mail with the subject: **Welcome to the Ariba Commerce Cloud** once your Ariba account is created

Support

1. [How do I register a new account?](#)
2. [What are some common issues when registering an account?](#)
3. [SAP ARIBA NETWORK - Support Video \(Old - Version\)](#)
4. [Supplier Login](#)

Ariba Network Account Information



Overview

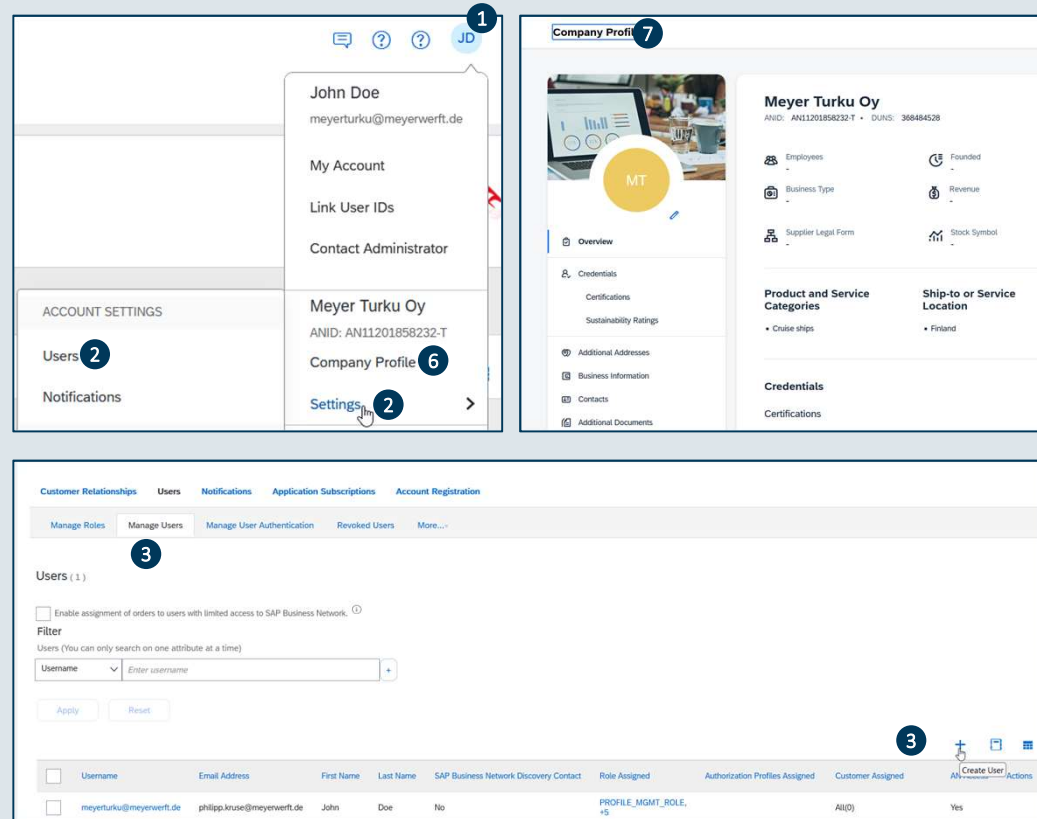
1. MEYER mainly uses the option *Ariba Proposals and Questionnaire*, as shown in the screenshot.
2. It means the Supplier Self-Disclosure, the Certificate Questionnaire, the Insurance Questionnaire, all applicable Qualification Questionnaires and the Risk Questionnaires can be found here.
3. You are also able to see the date until the questionnaire has to be answered
4. And you can see the different status of a questionnaire e.g.:
 - a. Not responded
 - b. Pending Approval
 - c. Pending Resubmission
 - d. Rejected
 - e. Approved

| Title | ID | End Time | Commodity | Regions | Status |
|---------------------------------------|---------------|----------------|------------|------------|---------------|
| MEYER - Working Questionnaire | Dxc1854714247 | 195/2024 13.24 | (No value) | (No value) | Not Responded |
| MEYER - Insurance Questionnaire | Dxc1854714251 | 195/2024 13.24 | (No value) | (No value) | Not Responded |
| MEYER - ISO Certificate Questionnaire | Dxc1854714215 | 195/2024 13.24 | (No value) | (No value) | Not Responded |

Manage Ariba Network Account

Configurations

1. Click on your profile **icon** in the upper right corner.
2. Here, you can access various settings and additional actions. To add users navigate to **Settings** and select **Users**.
3. Click on the tab **Manage Users** and then on the **plus sign** to add more users to the account. Then you'll be prompted to enter the necessary information there.
4. If your company works with other customers, you can add internal users for each one. This lets them manage their customers in the account.
5. To complete the process, please click on the "Save" button.
6. By clicking on **Company Profile**.
7. You'll find various content to your company profile. The more you maintain your profile, the easier it is for other companies to find and contact you.



The screenshot displays the SAP Ariba user interface. At the top right, a user profile icon (1) is shown for John Doe (meyerturku@meyerwertf.de). A dropdown menu (2) is open, showing options like 'My Account', 'Link User IDs', 'Contact Administrator', and 'Settings'. The 'Settings' option is selected, leading to the 'ACCOUNT SETTINGS' page (2). This page has tabs for 'Users', 'Notifications', and 'Company Profile' (6). The 'Users' tab is active, showing a 'Manage Users' section (3) with a 'plus sign' to add users. Below this is a filter section and a table of users. The 'Company Profile' page (7) is also visible, showing details for Meyer Turku Oy, including ANID, DUNS, and various business information.

| Username | Email Address | First Name | Last Name | SAP Business Network Discovery Contact | Role Assigned | Authorization Profiles Assigned | Customer Assigned | AN (Create User) Actions |
|--------------------------|--------------------------|-----------------------------|-----------|--|---------------|---------------------------------|-------------------|--------------------------|
| <input type="checkbox"/> | meyerturku@meyerwertf.de | phillip.kruse@meyerwertf.de | John | Doe | No | PROFILE_MGMT_ROLE,+S | All(0) | Yes |

Supplier Self Disclosure

Steps to Execute

1. For registering at MEYER you need to fill first the "Supplier Self Disclosure"
2. Please check the remaining time for answering the questionnaire here
3. For MEYER it is important that our suppliers either follow our Code of Conduct or have their own Code of Conduct. Therefore, you cannot proceed without this information. If you are unable to comply, it will be individually reviewed by MEYER Legal Department.
4. If you agree to one of the options just mentioned, you will see that further questions will appear that are important for the registration.
5. Please also note that some questions are mandatory; these fields are marked with a red asterisk (*). Fields not marked with an asterisk provide a clearer understanding of your company. Additionally, our internal reviewers may ask for missing information in a subsequent review.
6. If you do not have all the information immediately available, you can save your results first.
7. Once you've answered all the required questions, you can submit the complete questionnaire.
8. After you have completed the previous step, another window will appear in which you confirm the submission by clicking on "OK".
9. After you have submitted your application, you will also receive a confirmation e-mail.

Please use the option of "temporary saving" so that the existing answers do not disappear if you are inactive for a longer period of time (approx. 15 minutes).

The screenshot shows the Ariba Sourcing interface for a Supplier Self Disclosure questionnaire. The interface includes a navigation menu on the left, a main content area with various sections, and a bottom navigation bar. Numbered callouts (1-8) highlight key features and steps:

- 1:** The document title "Doc1951202292 - Supplier Self Disclosure" and the "Submit Entire Response" button.
- 2:** The "Time remaining" indicator showing 28 days 03:39:24.
- 3:** A mandatory question "1.1 Do you accept the MEYER code of conduct?" with a red asterisk and a dropdown menu.
- 4:** The left-hand navigation menu with categories like "Mandatory General Su...", "General Company Data", "Organisation", "Company Description", "Bank Information", "Tax Information", "Operating Business", "References", and "Finance".
- 5:** A text input field for question "7.1 Could you please outline your core competencies and the services/products you offer?".
- 6:** The "Submit Entire Response" button at the bottom of the questionnaire.
- 7:** A close-up of the "Finance" section with fields for "9.1 Annual Revenue" and "9.2 Year of revenue", both marked with red asterisks.
- 8:** A confirmation dialog box titled "Submit this response?" with "OK" and "Cancel" buttons.

Supplier Self Disclosure



Steps to Execute

1. Once MEYER has received the information, it is viewed and evaluated by the responsible supplier manager and either approved, rejected or further information is requested.
2. In the screenshot at the top you see that MEYER is requesting some additional information.
3. You also see the comments inside the supplier portal at the top of the questionnaire
4. If you've completed the Supplier Self-Disclosure to our satisfaction, your registration will be approved and you will also receive an email notification.
5. By clicking "Click Here" you'll be directed to your account to check if there are additional questionnaires that need to be completed.
6. Please note that you can update your company data in the **Supplier Self-Disclosure** at any time. You can click **revise response** and update your data. MEYER will then review, verify, and approve the changes.

2

Hello John Doe,
Meyer Group-TEST reviewed your registration and needs additional information before approval. Please provide the information described in the following comments.

Comments:
We need detailed information and attachment for the following questions:

- 1.1.
- 3.3.
- 4.2.
- 7.1.
- 7.2.

Thank you
To provide this information, go to the registration questionnaire and update your answers.

3

Go back to Meyer Group-TEST Dashboard Desktop File Sync Time remaining: 29 days 23:42:12

Console Doc1954292718 - Supplier Self Disclosure

Event Messages
Event Details
Response History
Response Team

Event Contents

Latest comment [19/4/2024]: We need detailed information and attachment for the following questions:

- 1.1.
- 3.3.
- 4.2.
- 7.1.
- 7.2.

Thank you

All Content

4

Hello John Doe,
Congratulations! Your supplier registration was approved.
Log in to the supplier portal to see if you need to complete any tasks or qualifications before you can start doing business with Meyer Group-TEST.
[Click Here](#)
Sincerely,
Meyer Group-TEST

Insurance and Certificates

Steps to Execute

1. In order to qualify as a MEYER supplier, you will receive additional questionnaires to query certificates and insurance policies before the start of the qualification process. The advantage of these questionnaires is that they only need to be completed once and reminders are sent automatically when the certificates or the insurances expire.
2. The **Insurance Questionnaire** requires information about the most important forms of insurance
3. If you have a certificate available, please click on **Details**. MEYER has decided to mark two of the fields in the Details as mandatory:
 - a. **Expiration Date**
 - b. **Attachment**

The other fields are useful but not mandatory.



2 Name 1

1 Public Liability Insurance **3**

1.1 Does your organization currently hold public liability insurance? If yes, please provide details including total amount and certificate of currency * Yes No [Details](#)

1.2 Total amount of public liability insurance * €1,000,000.00 EUR

2 Product Liability Insurance

2.1 Does your organization currently hold product liability insurance? If yes, please provide details including total amount and certificate of currency * No Yes

3 1.1 Does your organization currently hold public liability insurance? If yes, please provide details inc...

Enter details for **Certificate**. Enter the location of a file to add as an **Attachment**. To search for a [More](#)

Certificate Type: **Public Liability Insurance Certificate**

Issuer:

Year of Publication:

Certificate Number:

Certificate Location:

Effective Date:

3.a Expiration Date: * **3.b**

Attachment: * [20240301082304.pdf](#) Delete

No file selected.

Or drop file here

Description:

Insurance and Certificates

Steps to Execute

1. The **Certificate Questionnaire** requires information about the most common certificates
2. If you have a certificate available, please click on **Details**. MEYER has decided to mark two of the fields in the Details as mandatory:
 - a. **Expiration Date**
 - b. **Attachment**

The other fields are useful but not mandatory.
3. If you haven't filled the information in correctly and try to submit the results, you'll get a small red text box with required information
4. You are also able to see all your certificates in the supplier portal in **Ariba Proposals and Questionnaire**.

Name: 1

1 Quality Management

1.1 Is your organization ISO 9001 (Quality Management) certified? If yes, please provide details of your certification * Yes Details 2

1.2 Does your organization has any additional Quality Management certification? If yes, please provide details of your certification * No

2 Environmental Management

2.1 Is your organization ISO 14001 (Environmental Management) certified? If yes, please provide details of your certification * Yes Details

2.2 Does your organization has any additional Environmental Management certification? If yes, please provide details of your certification * No

1.1 Is your organization ISO 9001 (Quality Management) certified? If yes, please provide details of your... 3

Enter details for **Certificate**. Enter the location of a file to add as an **Attachment**. To search for a [More](#)

Certificate Type: **ISO 9001 Certificate**

Issuer:

Year of Publication:

Certificate Number:

Certificate Location:

Effective Date:

2.a Expiration Date: *

2.b Attachment: * [Meyer Turku Oy - ISO 9001.pdf](#) Delete

No file selected.

Or drop file here

Description:

You need to provide an answer to Question 3.1, 'Is your organization ISO 45001 (ISO standard for occupational health and safety OH&S) certified? If yes, please provide details of your certification'.

4

| Certificate Info | Effective | Expiration | Attachment | Questionnaire | Status |
|----------------------|-----------|------------|---|---------------------------------------|--------|
| ISO 9001 Certificate | 28/1/2022 | 30/4/2024 | Meyer Turku Oy - ISO 9001.pdf | Meyer - ISO Certificate Questionnaire | Valid |

Supplier Qualification



Steps to Execute

1. The MEYER supplier manager has sent you an e-mail inviting you to complete the **Supplier Self-Assessment Questionnaire**
2. You can click either on the questionnaire itself or on the **Click Here** button to jump to the SAP ARIBA NETWORK portal.
3. You can now complete the questionnaire in the portal, which you must answer in order to qualify for certain areas/regions at MEYER
4. Please note that completing the extensive list of questions is not mandatory. However, please bear in mind that questions may arise during the internal evaluation and we may not be able to approve the questionnaire. This would mean that you would receive a request to provide certain information. The better you complete the questionnaire in the initial step, the fewer questions will arise from the supplier manager after the internal evaluation.
5. Please also note that some questions are mandatory; these fields are marked with a **red asterisk (*)**.

Please use the option of "temporary saving" so that the existing answers do not disappear if you are inactive for a longer period of time (approx. 15 minutes).

1

Hello John Doe,

Please fill out the listed questionnaires and return them by the specified dates. These questionnaires are necessary to complete the Supplier Qualification (GSR) process. Thank you for taking the time to respond to each one.

Process Overview
 Process: Supplier Qualification (GSR)
 Category: 60000 MACHINERY
 Region: All
 Business unit: All
 Material: Not applicable
 Process owner: Philipp Kruse
 Message:

Questionnaire Overview

| Name | Assigned To | Respond By |
|---|-------------|-------------------------|
| Supplier Self Assessment Questionnaire (SSAQ) | John Doe | May 22, 2024 at 1:19 AM |

2

[Click Here](#) to view the process.

Best Regards,
SAP Ariba team

Ariba Sourcing

Konsole | Doc1957392401 - Supplier Self Assessment Questionnaire (SSAQ) **3**

Verbleibende Zeit: 29 Tage 23:53:26

Gesamter Inhalt

1 Management, Governance and Compliance

1.1 Company vision, strategy and business plan

1.1.1 The SUPPLIER shall have documented business vision, to define other and where SUPPLIER's management want the SUPPLIER to be in the future, and strategy, to define how the management is going to develop the SUPPLIER towards the business vision. Further, the management shall define a documented business plan about strategic targets, actions, responsibilities and time lines. The strategy and business plan shall consider for example areas like customer markets, procurement markets, geographical locations, etc. The SUPPLIER shall review and maintain the business vision, strategy, business plan and progress of the actions / SUPPLIER's defined intervals. The SUPPLIER shall present the evidence for existence of vision, strategy and business plan to MEYER upon specific request.

1.1.2 How does your company develop and maintain documented business vision, strategy, and plan, considering factors like markets and locations? **4**

1.2 Key Performance Indicators & Management Review

1.2.1 The SUPPLIER shall determine Key Performance Indicators (hereafter "KPIs"), which the management shall use to monitor the SUPPLIER's performance towards the beforehand mentioned strategic targets and other determined objectives. These KPIs may contain specific targets for sales, quality, costs, environmental items, safety, etc. Specific KPIs might to be presented to MEYER upon specific request. The SUPPLIER shall have a process for management reviews for the performance and continuous improvement of the SUPPLIER in regular intervals. The management reviews may include e.g. the review on status of the ongoing projects, customer claims, the defined KPIs, risk management and based on the review the management shall define improvement actions with specific time lines and responsibilities. The management reviews, decisions and agreed actions shall be recorded to minutes of meeting. Formal documentation of these Management Reviews can be discussed with MEYER upon special request.

1.2.2 How does your company determine Key Performance Indicators (KPIs) to monitor performance towards strategic targets and objectives, and how are these KPIs presented to MEYER upon request? **5**

Supplier Qualification

Information

1. You will also automatically receive an e-mail when we have made the decision on the qualification status in which we will inform you of the status.
2. You can also view the status of the qualification in the portal.

1

Hello John Doe,

You can review the details by going to the Process detail page [Click Here](#).
If you have any questions, please contact the process owner.

Process Overview

Process: Supplier Qualification (GSR)
Category: 60000 MACHINERY
Region: All
Business unit: All
Material: Not applicable
New Decision: Qualification has been approved
Process owner: Philipp Kruse

Best,
SAP Ariba team

You are receiving this email because your customer, Meyer Group-TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Meyer Group-TEST.

2

Supplier Lifecycle Processes

Supplier Qualification (GSR)

| Commodity | Regions | Departments | Owner | Status | Action |
|-----------------|---------|-------------|---------------|---------------------------------|----------------------|
| 60000 MACHINERY | All | All | Philipp Kruse | Qualification has been approved | View |

Sourcing – What is Ariba Sourcing?



- SAP Ariba Sourcing is used to offer our suppliers the opportunity to bid and compete fairly for Meyer Global business.
- Meyer uses SAP Ariba to support the entire sourcing process. The tool provides an online portal that allows purchasers and suppliers to collaborate on sourcing activities.
- The SAP Sourcing enables the sourcing process to be safe and transparent. It allows for a precise evaluation process with clearly defined requirements and forms the basis for ensuring a competitive and fair environment for all suppliers.
- A ***request for information*** (RFI) usually precedes a request for proposal (RFP). MNL use RFI's to gather data or comments from suppliers so they can qualify participants for a follow-up event.
- The ***request for proposal*** (RFP) is a key step in our sourcing process. MNL usually explains their business needs and ask how you can address them. MNL wants details about the goods and/or services you offer, your production capacity, and your prices.
- ***Suppliers are not charged*** when participating in an RFI or RFP event, initiated by MNL via the SAP Ariba platform.
- The following explains how to participate in an RFP Event.

Participating in an RFP Event



Information

1. The invitation via e-mail is the start of your Ariba RFP Event
2. If your company already has an Ariba Network Account, you can click the button **Click Here** and log in with your credentials
3. You will be invited by the purchaser who is also the contact person for the RFP event
4. In the **Events** section of the portal, you can see all the events to which you have been invited until the event begins.

1 Meyer Group-TEST has invited you to participate in an event: UAT_SOURC_10.

MEYER

Meyer Group-TEST has invited you to participate in the following event: UAT_SOURC_10. The event is set to begin on Monday, April 29, 2024 at 1:44 AM, Pacific Daylight Time.

Use the following username to log in to Meyer Group-TEST events: meverturku@meyerwertf.de.

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

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

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

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

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

If you have questions about this event, contact via telephone or via e-mail at @meyer-cep@un.lu.

3 We look forward to working with you!

Thank You,
Meyer Group-TEST

You are receiving this email because your customer, Meyer Group-TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Meyer Group-TEST.
Meyer Group-TEST sourcing site, Event Doc1567295595: UAT_SOURC_10, Realm: meyer-7, Message ID: 855232348590. [Click Here](#)

4 Home

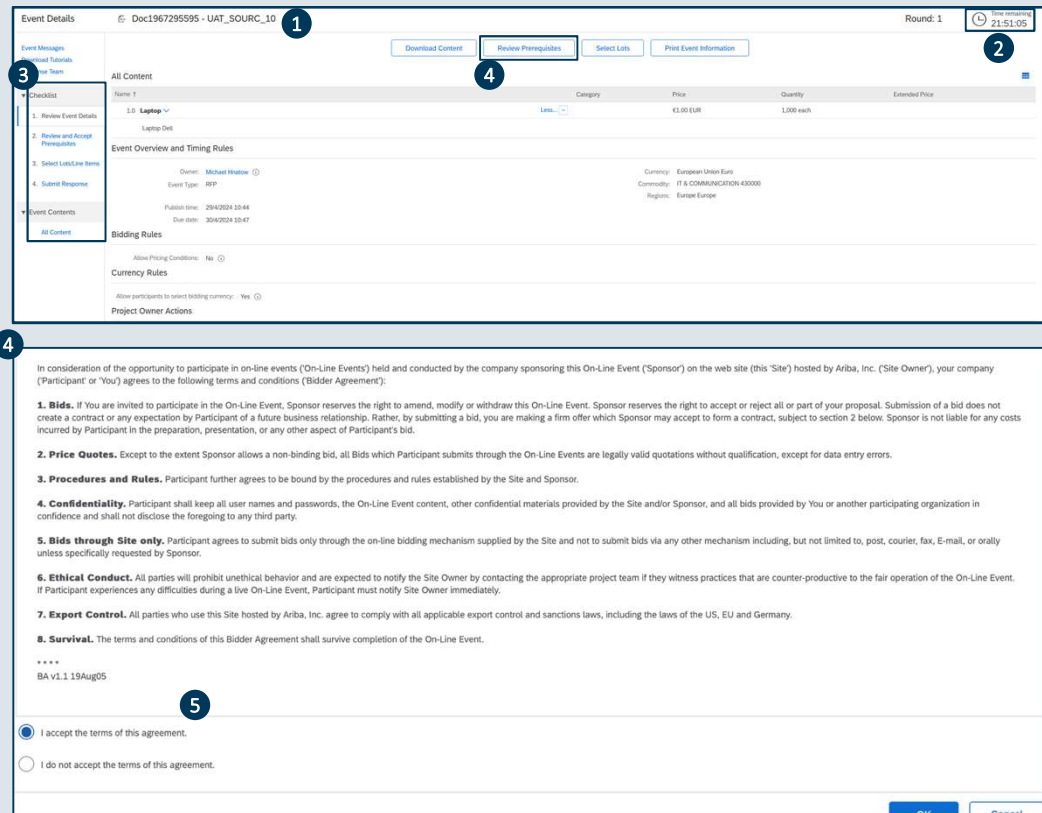
Events

| Title | ID | End Time 1 | Event Type | Participated |
|--------------------|---------------|-----------------|------------|--------------|
| ▼ Status: Open (1) | | | | |
| UAT_SOURC_10 | Doc1567295595 | 30/4/2024 10:47 | RFP | No |

Participating in an RFP Event

Event Details

1. You should now be able to see all the relevant information in the sourcing event.
2. The time remaining for the sourcing event should also be visible now.
3. On the right-hand side you will see the checklist that guides you through the process step by step.
4. You must accept the terms of this agreement in order to proceed
5. Mark the checkbox and click on **OK** to proceed



The screenshot shows the SAP Ariba Event Details page for document ID Doc196729595 - UAT_SOURC_10. The page includes a top navigation bar with buttons for 'Download Content', 'Review Prerequisites', 'Select Lots', and 'Print Event Information'. A 'Round: 1' indicator and a clock showing '21:51:05' are also present. A checklist on the left side of the page lists five steps: '1. Review Event Details', '2. Review and Accept Prerequisites', '3. Select Lots/Line Items', '4. Submit Response', and '5. Event Contents'. The main content area displays event information such as 'Name 1: Laptop', 'Category: Laptop Dell', and 'Event Overview and Timing Rules' including 'Owner: Michael Huslow', 'Event Type: RFP', 'Currency: European Union Euro', and 'Commodity: IT & COMMUNICATION 43000'. Below this, there are sections for 'Bidding Rules', 'Currency Rules', and 'Project Owner Actions'. A large text block contains the 'Bidder Agreement' terms, including sections on Bids, Price Quotes, Procedures and Rules, Confidentiality, Bids through Site only, Ethical Conduct, Export Control, and Survival. At the bottom, there are two radio button options: 'I accept the terms of this agreement.' (which is selected) and 'I do not accept the terms of this agreement.'. 'OK' and 'Cancel' buttons are located at the bottom right of the page.

Participating in an RFP Event



Event Details

1. At the end, you must click on the button **Submit Entire Response**, submit the completed event and confirm the submission
2. Confirm the submission by clicking **OK**
3. The purchaser will contact you for the further process

The screenshot shows the Ariba Sourcing interface for a document titled 'Doc1929585784'. The 'Event Contents' section is expanded, showing a table with columns for Name, Category, Price, Quantity, and Extended Price. The first row is '1.0 MacBook' with a price of €1,100.00 and a quantity of 1 each. Below the table, there is a section for 'Additional Supporting Information' with a sub-section '4.1' containing text and a file attachment 'File Test v2.docx'. At the bottom of the interface, the 'Submit Entire Response' button is highlighted with a red circle and the number 1.

The screenshot shows a confirmation dialog box with the text 'Submit this response?' and 'Click OK to submit.' Below the text are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red circle and the number 2.

Frequently Asked Questions

Q: Why am I being asked to create a new SAP Ariba Network Account if I already have an existing one?

A: You don't need to create a new account. Use your existing one by selecting "login" instead of "register" during the initial setup.

Q: How can I update my information?

- A:
1. Navigate to the SAP Business Network platform by clicking on the link provided: [Supplier sign-in](#)
 2. Enter your username and password to sign in.
 3. Once signed in, click on the Business Network Button located in the upper left corner.
 4. Switch to "Ariba Proposals & Questionnaires" to access and update your information in the available questionnaires

Q: Is the portal only available in English?

A: As we want to act as a global company, we have decided to create all questionnaires exclusively in English in order to make the exchange of information between the locations in Germany, Finland and Luxembourg as transparent as possible. We are successively developing accompanying material in German and Finnish which can be found on our website.



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Thank you...

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