

Ariba Sourcing Event Evaluator Getting Started Guide

What is the Ariba Sourcing?

Ariba Sourcing is a project management application designed specifically for online competitive bidding. Buyers at the University of Washington who create Sourcing Projects schedule events and invite individuals from campus to participate as evaluators.

This is a step-by-step guide that demonstrates how you access Ariba Sourcing when you receive an email notification that you have been invited to participate as an evaluator in an Ariba Sourcing Event.



You will receive an email notification from the Ariba Administrator that you have been assigned to the sourcing project team. The email contains the name of the project. The example below has a project name of “October 11th Training”:

From: Ariba Administrator <no-reply@ansmp.ariba.com> Sent: F
To: Heather Nicholson
Cc:
Subject: You have been added to project WS303655257 - October 11th Training in the following group: Evaluation Team

You have been added to project WS303655257 - October 11th Training in the following group: Evaluation Team
You have been assigned to the project team for the following project: October 11th Training
Current project status: Active
Project description:
This email originated from the Ariba system used by University of Washington and was originally sent to: hlnichol@u.washington.edu
System Reference: [Click Here](#) to access the system.

Ariba Sourcing Project Name

1. Open a browser window, and enter the University of Washington (UW) home page url: www.washington.edu
2. On the UW Home page, enter **eProcurement** into the search field and click GO:

UW HOME | DIRECTORIES | CALENDAR | LIBRARIES | MAPS | MY UW | UW BOTHELL | UW TACOMA | Seattle 52°F

W UNIVERSITY of WASHINGTON

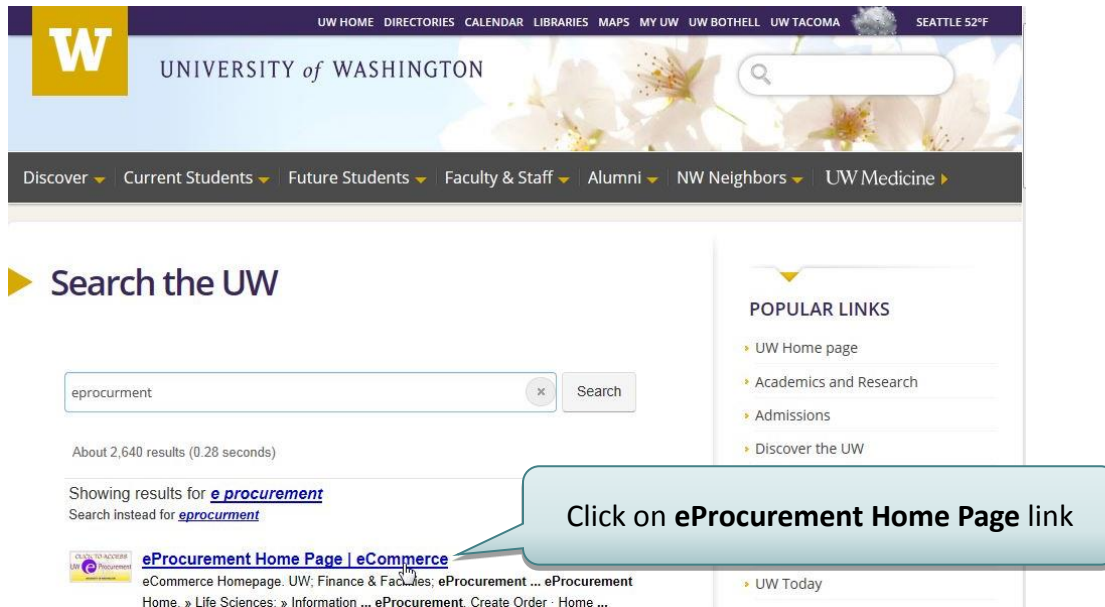
Search the UW GO

Discover | Current Students | Future Students | Faculty & Staff | Alumni | NW Neighbors | UW Medic

Enter eProcurement and click GO

Ariba Sourcing Event Evaluator Getting Started Guide

2. On the **Search the UW** page, click the **eProcurement Home Page | eCommerce** link:

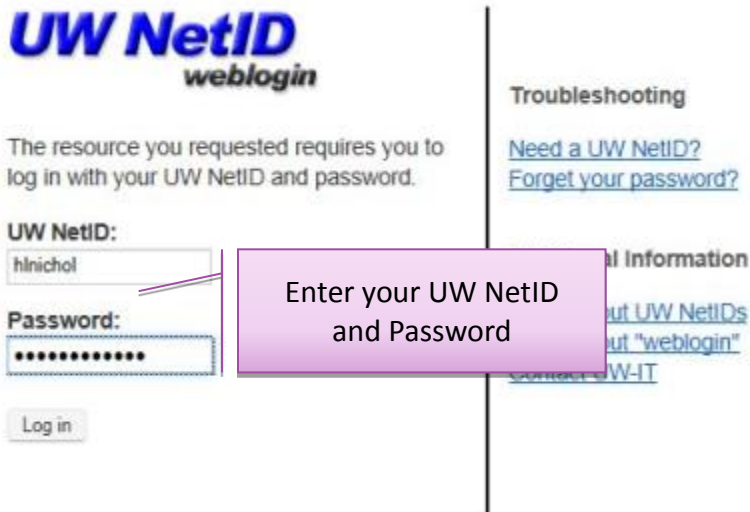


3. On the eProcurement Home page, click on the eProcurement icon:

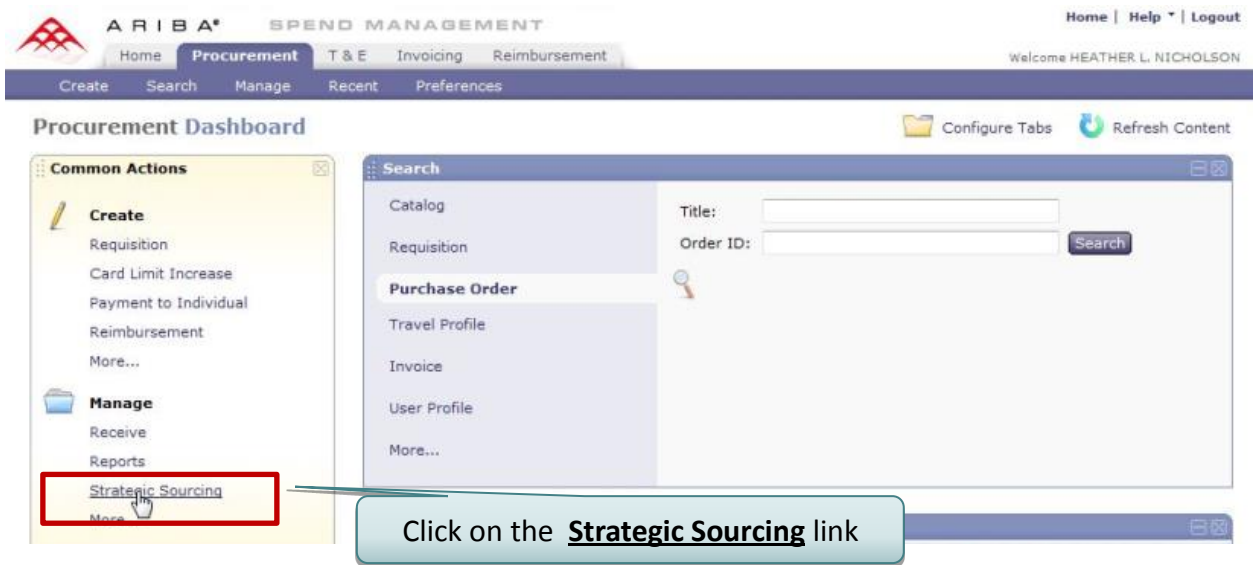


Ariba Sourcing Event Evaluator Getting Started Guide

4. When you see the UW security dialog, enter your UW NetID and Password:



5. eProcurement displays the **Home** page. Click the **Strategic Sourcing** link under **Manage**:



Ariba Sourcing Event Evaluator Getting Started Guide

6. Ariba displays the Ariba Privacy Statement. Click on the **checkbox** to acknowledge you have read and accepted the terms and then click **OK**:

The screenshot shows the Ariba Privacy Statement dialog box. It contains the following text:

Ariba Privacy Statement

Ariba cares about your privacy, and wants you to know how your data is processed and where it is stored. With your privacy in mind, the Ariba Site does not require you to enter any personally identifiable information (such as your name, email address, phone number, etc. - also known as "Contact Data"). You or your company may choose, in your sole discretion, to enter Contact Data into the Ariba Site.

Ariba is a global organization serving many multinational customers. Data entered into the Ariba Site is sent over the internet using a secure connection (SSL) and is processed and stored on servers in the U.S.A. If your company has purchased and is using the Ariba Spend Visibility offering, some of your company's product data may be processed in India.

Ariba treats all user data confidentially, and handles the data only as described in the Ariba Privacy Statement. Please read the Ariba Privacy Statement before indicating below your acknowledgement of receiving it and your acceptance of those provisions that apply to your Contact Data. Otherwise, you will not be able to access the Ariba Site.

I have read and accept the terms of the Ariba Privacy Statement that relate to my Contact Data.

Callouts indicate: 1. Click on the **checkbox** and 2. Click **OK**.

7. Ariba displays the **Ariba Dashboard**.
- Make sure the **Sourcing** tab is highlighted (you can click on it to make sure).
 - In the search area, ensure **Sourcing Project** is highlighted (you can click on it to make sure).
 - Enter the title of the project into the **Title** field and click **Search**.

The screenshot shows the Ariba Sourcing Dashboard. The **Sourcing** tab is highlighted in the top navigation bar. The **Sourcing Project** option is highlighted in the search area. The **Title** field contains "October 11th Training" and the **Search** button is highlighted.

Callouts indicate: 1. Ensure **Sourcing** tab and **Sourcing Project** are selected and 2. Click **Search**.

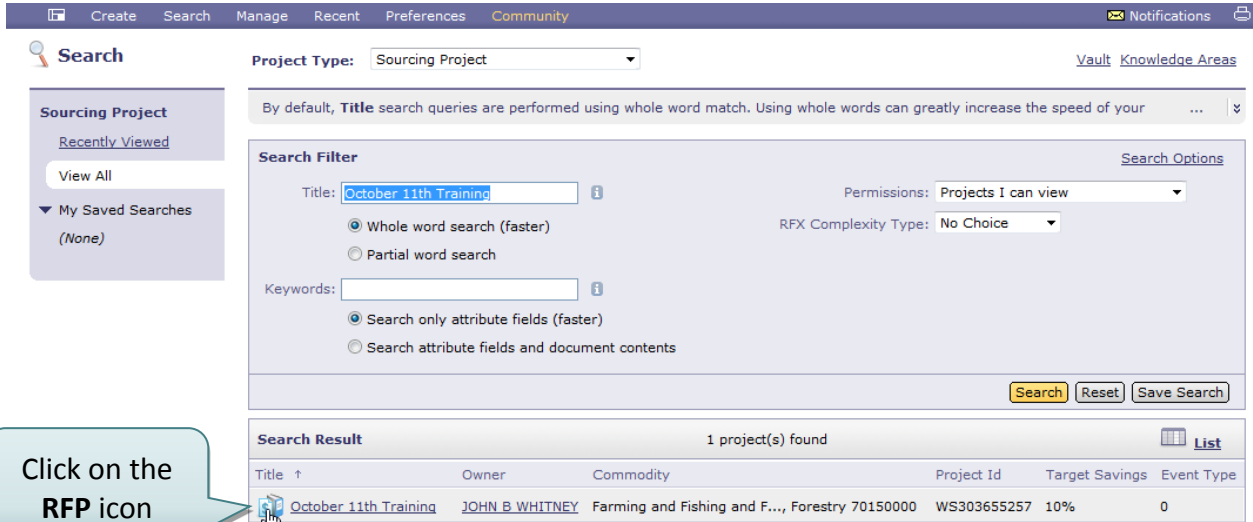
2. Enter the project title.

Event Status (Last 12 months)				
	RFI	RFP	Auction	Forward Auction
Draft	1	6	0	0
Completed	0	2	0	0

To Do		
Date ↓	Status	Title
No items		

Ariba Sourcing Event Evaluator Getting Started Guide

8. Ariba displays the search results. Click on the  icon that is next to the project title to open and view the project:



Search Project Type: Sourcing Project [Vault](#) [Knowledge Areas](#)

By default, **Title** search queries are performed using whole word match. Using whole words can greatly increase the speed of your ...

Search Filter [Search Options](#)


Title: [i](#) Permissions: [v](#)

Whole word search (faster) Partial word search RFX Complexity Type:

Keywords: [i](#)

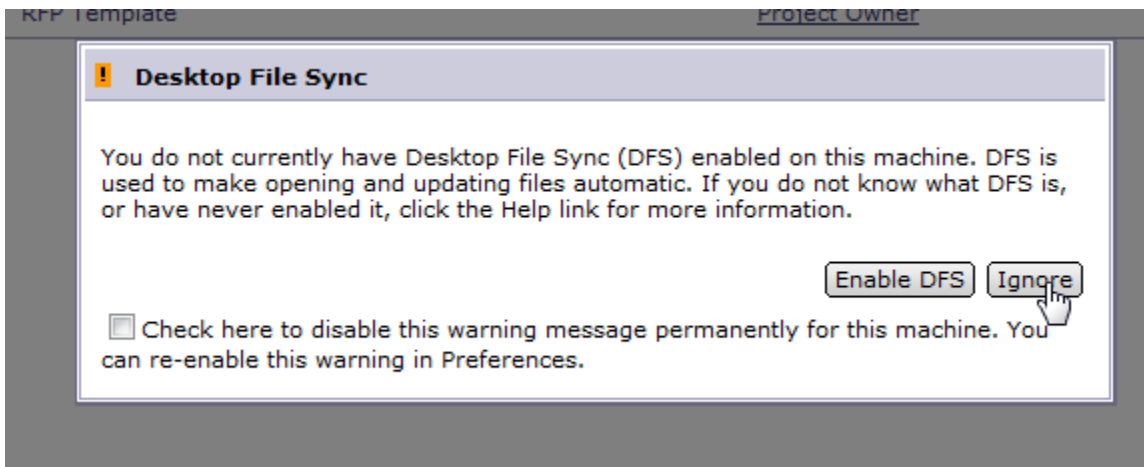
Search only attribute fields (faster) Search attribute fields and document contents

Search Result 1 project(s) found [List](#)

Title ↑	Owner	Commodity	Project Id	Target Savings	Event Type
 October 11th Training	JOHN B WHITNEY	Farming and Fishing and F..., Forestry	70150000 WS303655257	10%	0

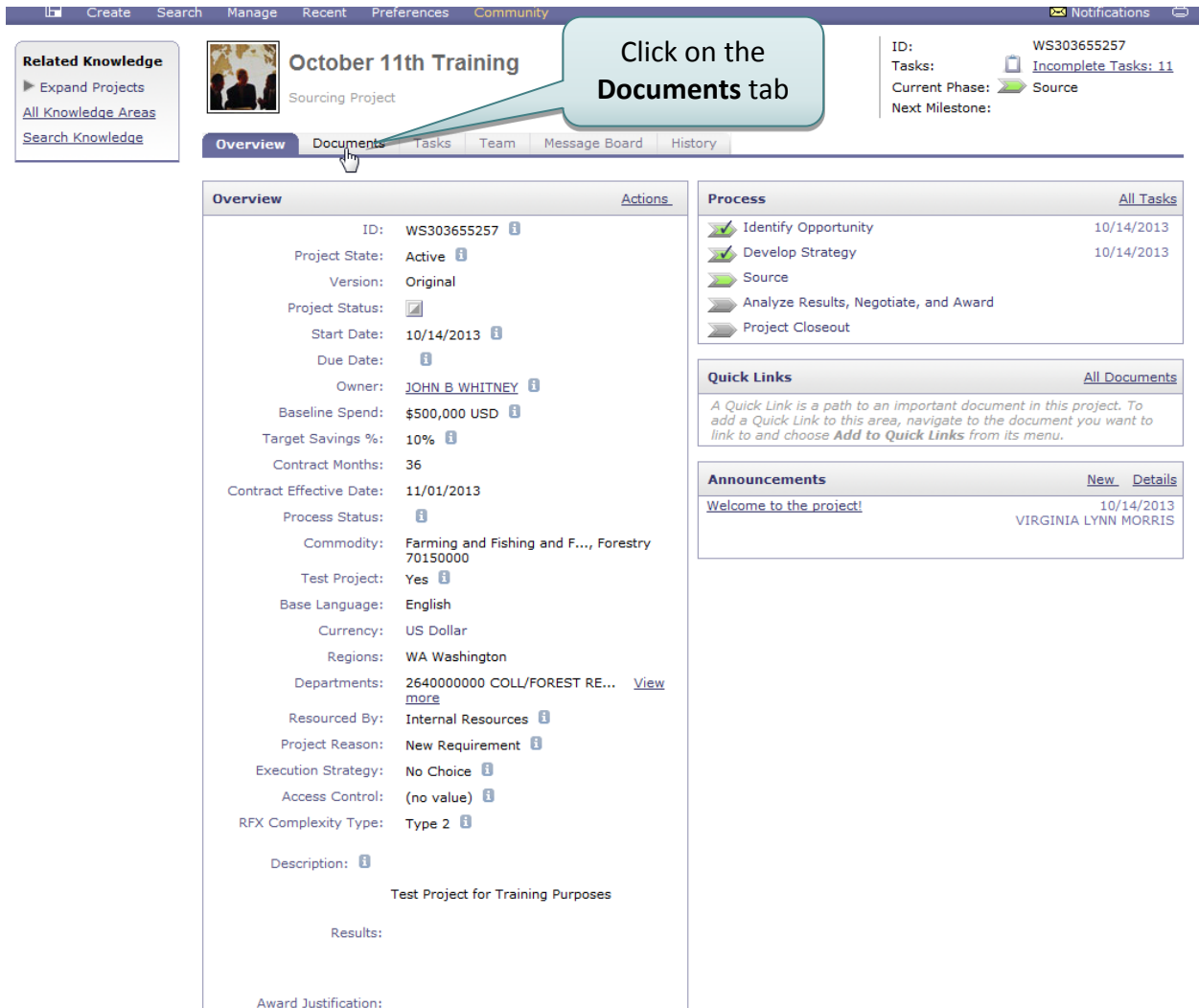
Click on the RFP icon

IMPORTANT: If you receive the following **Desktop File Sync** dialog, click **Ignore**:

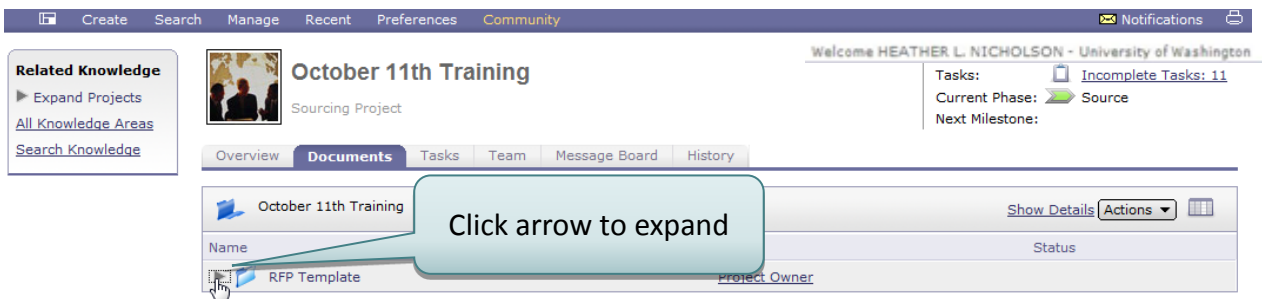


Ariba Sourcing Event Evaluator Getting Started Guide

9. Ariba displays the **Sourcing Project Overview** page. To see the details of the RFP, click on the **Documents** tab:

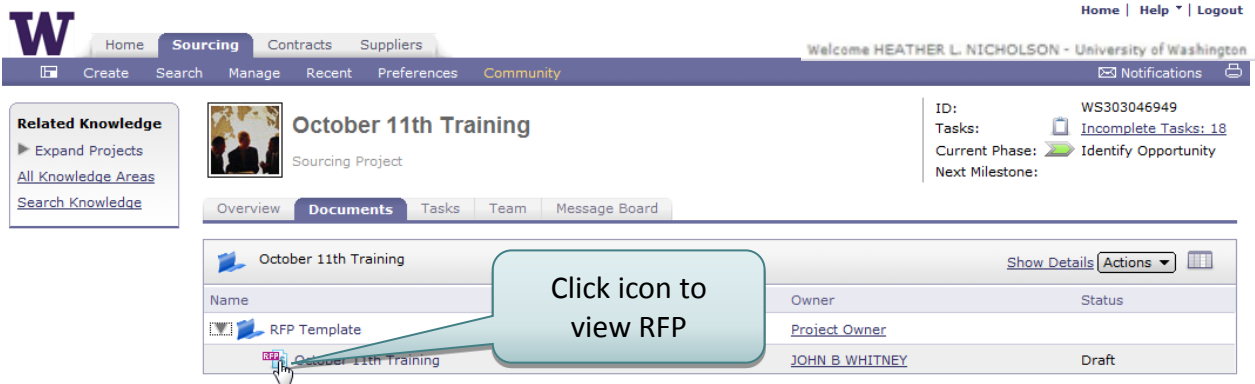


10. On the Documents tab, click on the arrow next to **RFP Template** to expand:



Ariba Sourcing Event Evaluator Getting Started Guide

11. Click on the  icon to open the RFP:



Home | Help | Logout

Welcome HEATHER L. NICHOLSON - University of Washington

Home | Sourcing | Contracts | Suppliers

Create Search Manage Recent Preferences Community

Notifications

Related Knowledge
Expand Projects
All Knowledge Areas
Search Knowledge

October 11th Training
Sourcing Project

ID: WS303046949
Tasks: Incomplete Tasks: 18
Current Phase: Identify Opportunity
Next Milestone:

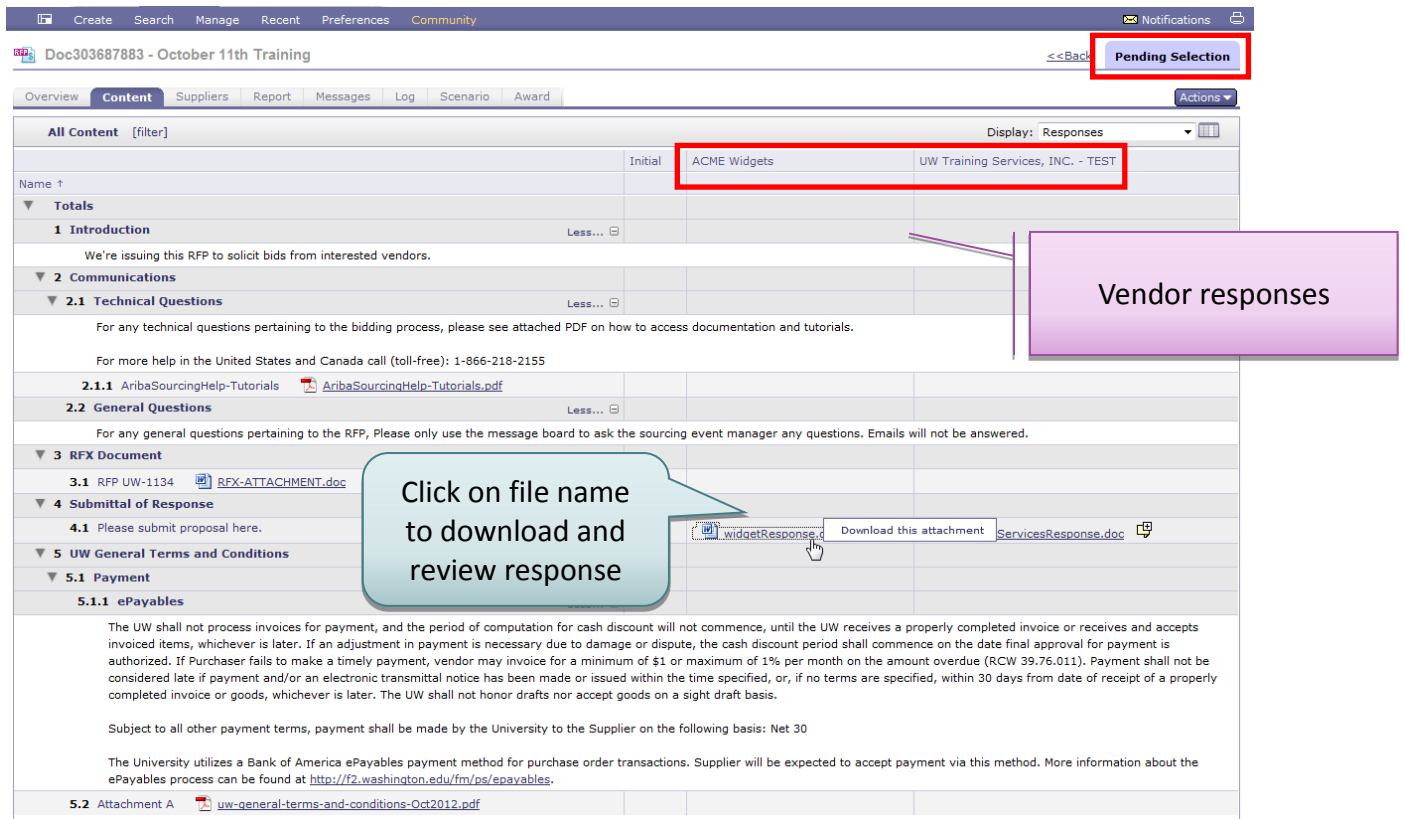
Overview Documents Tasks Team Message Board

October 11th Training Show Details Actions

Name	Owner	Status
RFP Template	Project Owner	
October 11th Training	JOHN B. WHITNEY	Draft

Click icon to view RFP

12. If the time for the event has expired, you will see that the status is **Pending Selection**, and you can view the vendor responses by downloading the respective attachments:



Create Search Manage Recent Preferences Community

Notifications

Doc303687883 - October 11th Training <<Back Pending Selection

Overview Content Suppliers Report Messages Log Scenario Award

Actions

All Content [filter] Display: Responses

Name	Initial		
	ACME Widgets	UW Training Services, INC. - TEST	

Vendor responses

Click on file name to download and review response

Download this attachment ServicesResponse.doc

3.1 RFP UW-1134 RFX-ATTACHMENT.doc

4 Submittal of Response

4.1 Please submit proposal here.

5 UW General Terms and Conditions

5.1 Payment

5.1.1 ePayables

The UW shall not process invoices for payment, and the period of computation for cash discount will not commence, until the UW receives a properly completed invoice or receives and accepts invoiced items, whichever is later. If an adjustment in payment is necessary due to damage or dispute, the cash discount period shall commence on the date final approval for payment is authorized. If Purchaser fails to make a timely payment, vendor may invoice for a minimum of \$1 or maximum of 1% per month on the amount overdue (RCW 39.76.011). Payment shall not be considered late if payment and/or an electronic transmittal notice has been made or issued within the time specified, or, if no terms are specified, within 30 days from date of receipt of a properly completed invoice or goods, whichever is later. The UW shall not honor drafts nor accept goods on a sight draft basis.

Subject to all other payment terms, payment shall be made by the University to the Supplier on the following basis: Net 30

The University utilizes a Bank of America ePayables payment method for purchase order transactions. Supplier will be expected to accept payment via this method. More information about the ePayables process can be found at <http://f2.washington.edu/fm/ps/epayables>.

5.2 Attachment A uw-general-terms-and-conditions-Oct2012.pdf

Ariba Sourcing Event Evaluator Getting Started Guide

13. **Alternatively**, instead of downloading each supplier response one at a time, you can click on **Actions** and select **Download All Supplier Attachments** to download all responses:

The screenshot shows the 'Content' tab of an RFP event. The 'Actions' dropdown menu is open, and 'Download All Supplier Attachments' is highlighted. Callout boxes provide instructions: '1. Click on Actions' points to the 'Actions' button, and '2. Select Download All Supplier Attachments' points to the menu item.

14. Select participants and RFP sections and attachments:

The screenshot shows the 'Download Attachments' dialog box. It includes a 'Selected Attachments Summary' section, a 'Selected Participants' table, and a 'Selected Items' list. Callout boxes provide instructions: '1. Click checkbox to select all participants' points to the checkboxes in the 'Selected Participants' table; '2. Click checkbox to select all sections and attachments' points to the checkboxes in the 'Selected Items' list; and '3. Click Download Attachments' points to the 'Download Attachments' button.

Participant	Contact	Number of Attachments	Max Size (MB)	Total Size (MB)	
<input checked="" type="checkbox"/>	ACME Widgets	Virginia Morris	1	0.17	0.17
<input checked="" type="checkbox"/>	UW Training Services, INC. - TEST	Tiama Supplier	1	0.17	0.17

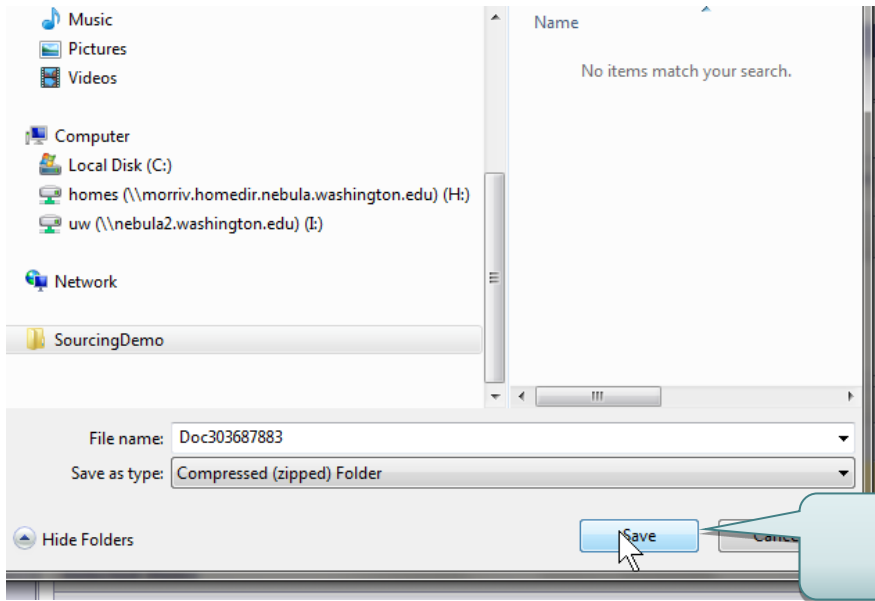
Ariba Sourcing Event Evaluator Getting Started Guide

15. Choose **Save as** for the download option:



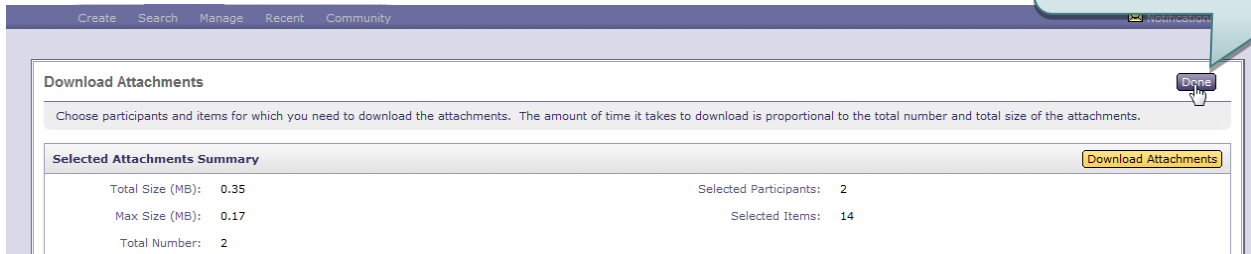
Click **Save** and choose **Save as**

16. Choose an existing directory or create a new one and click **Save**:



Click **Save**

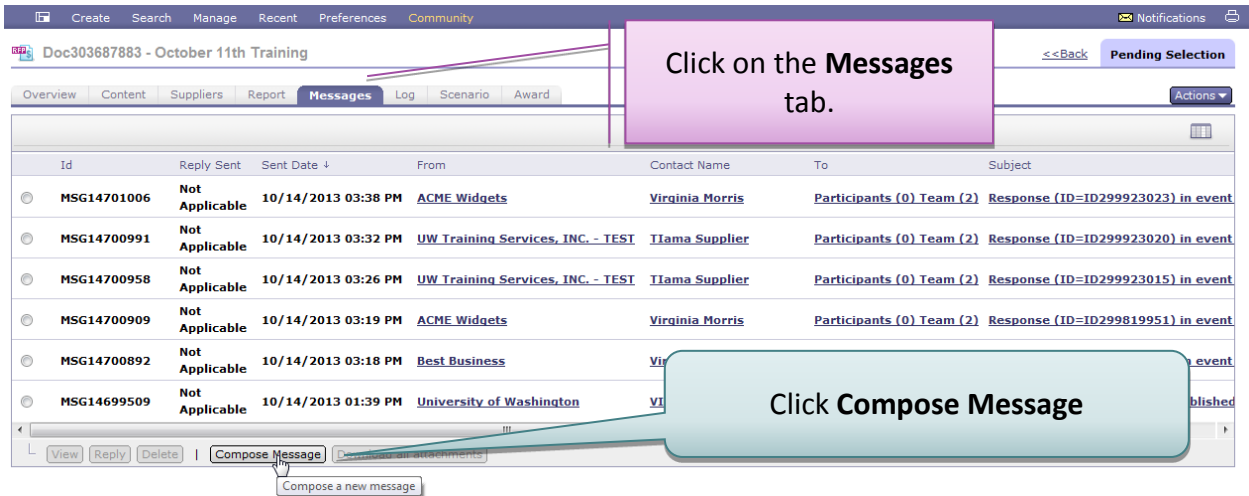
17. Click **Done** when you are finished:



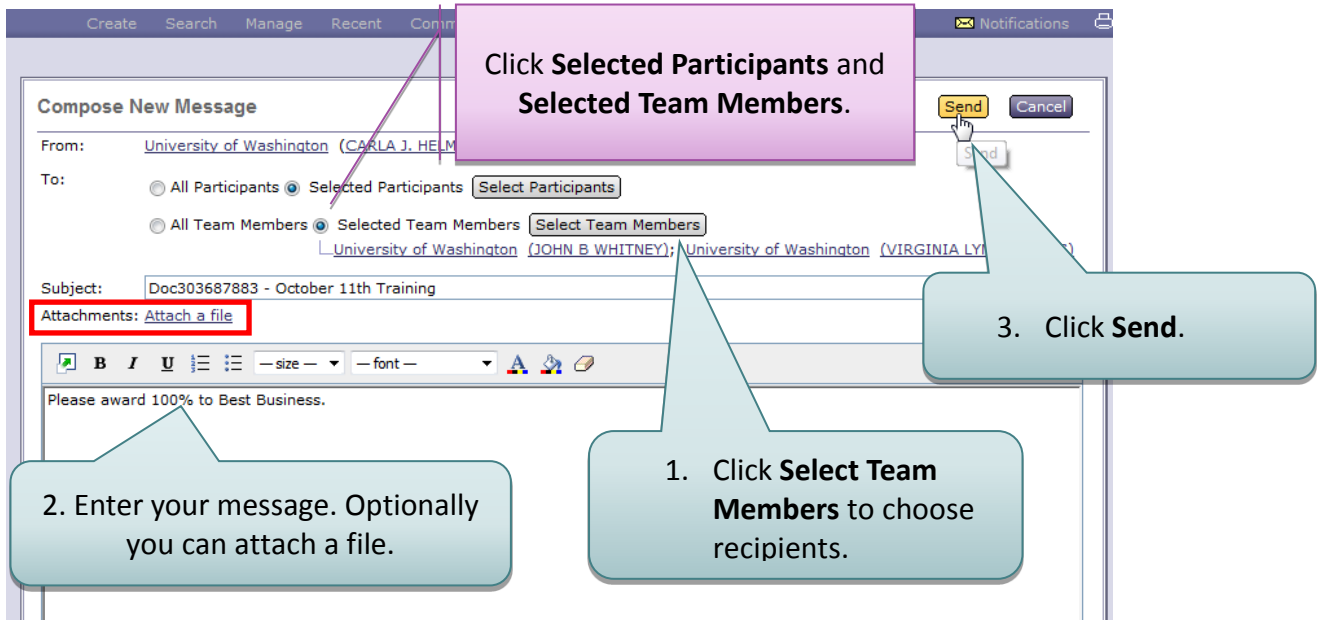
Click **Done**

Ariba Sourcing Event Evaluator Getting Started Guide

18. After reviewing the vendor responses, you can either contact the project owner with your evaluation through MS Outlook, or create a message through the **Sourcing Messages** tab. To use the Sourcing Messages tab, click on the **Messages** tab to highlight it:



19. IMPORTANT: Ensure **All Participants** is **De-selected**. To deselect it, click on the **Selected Participants** radio button. Do not select any participants. Then, you can either send the message to all team members or select specific individuals. The example demonstrates sending a message to specific team members:



Ariba Sourcing Event Evaluator Getting Started Guide

20. When you are finished, you can click **Logout** in the upper right hand corner to end your session:

