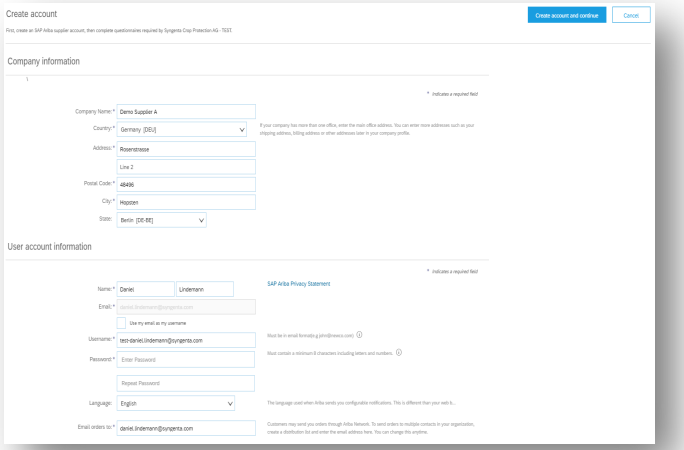
Accessing Syngenta Sourcing Events (eRFX/e-Auction)

SAP Ariba Supplier Guide

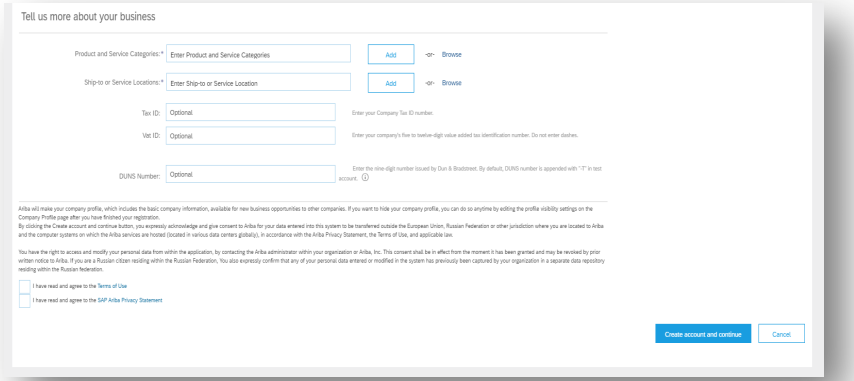
CLASSIFICATION: Internal use only

Supplier Registration eRFX/eAuction : “How To” Guide- Access Log In (2/2)

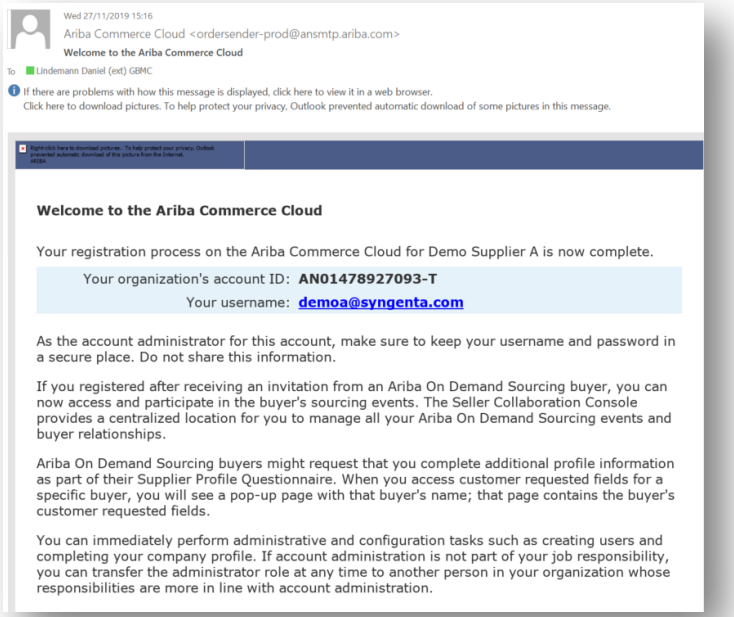
Please fill your **Company Information** and the **user account information.** Please don’t forget what you entered for **User Name** and **Password**



Please also fill **Tell us more about your business**, accept the **Ariba Privacy Statement** and click on **Creata account and continue**



A **welcome email will be received** by the Supplier upon successful creation of an account in Ariba Network (AN). In doing so, **the Ariba Network ID (AN ID) is created** for this supplier and reflected back in Syngenta Supplier Management module as well.



Syngenta Group

Step One

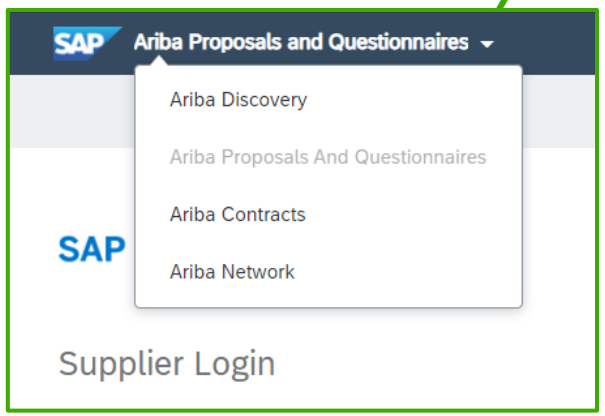
Access the Ariba Network Proposals Page

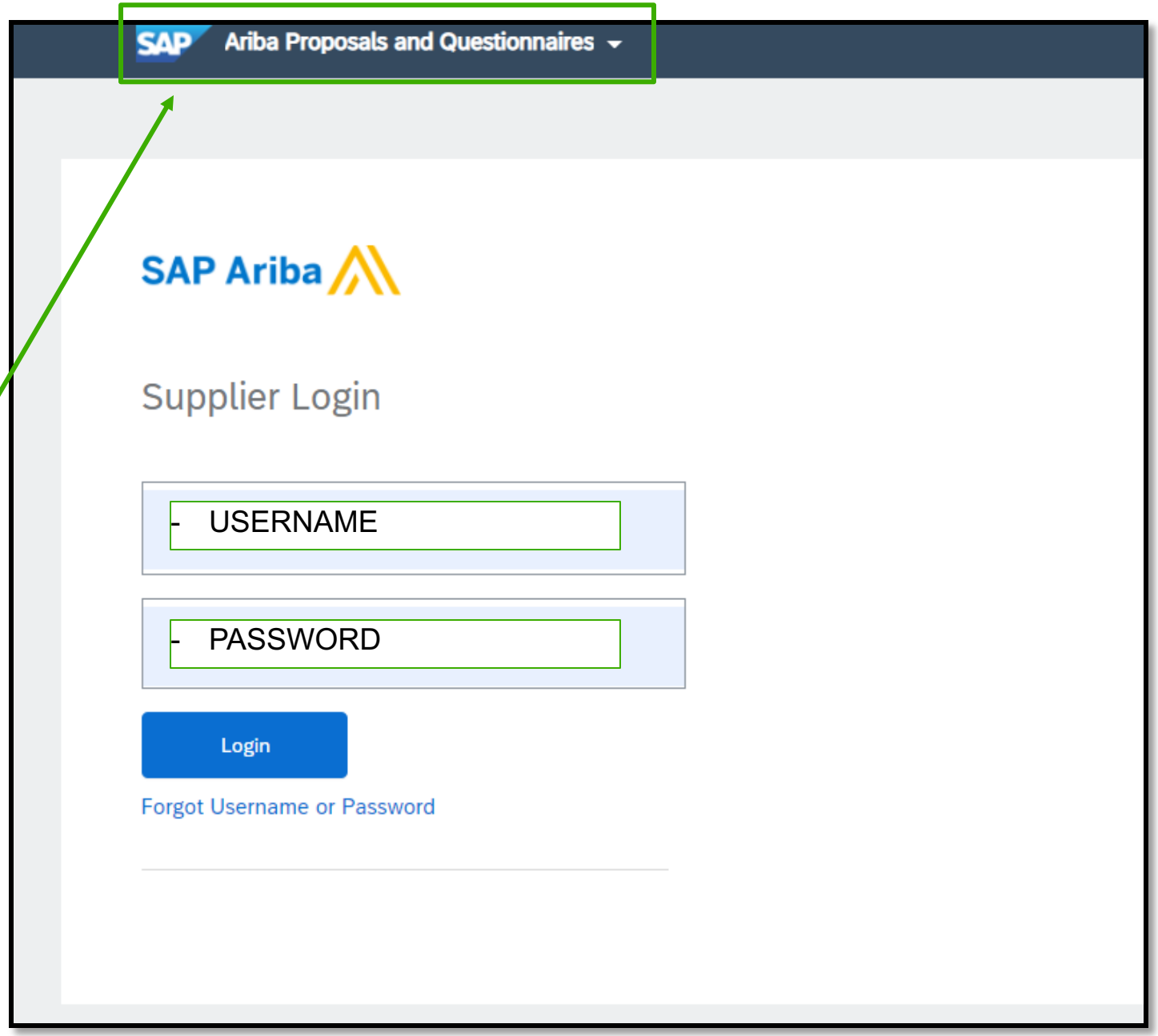
Begin by accessing the Ariba Network at

https://supplier.ariba.com/

Confirm with your Syngenta Procurement Contact that you are fully registered before continuing

Note that your login must be set to Ariba Proposals and Questionnaires to access the Syngenta RFI/RFP



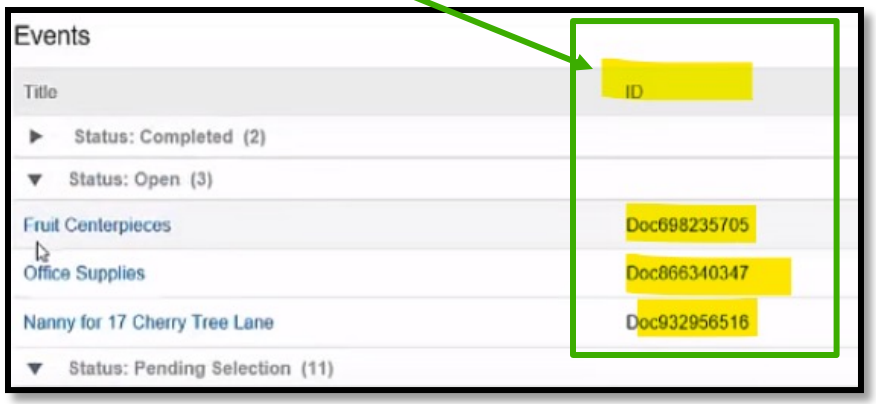


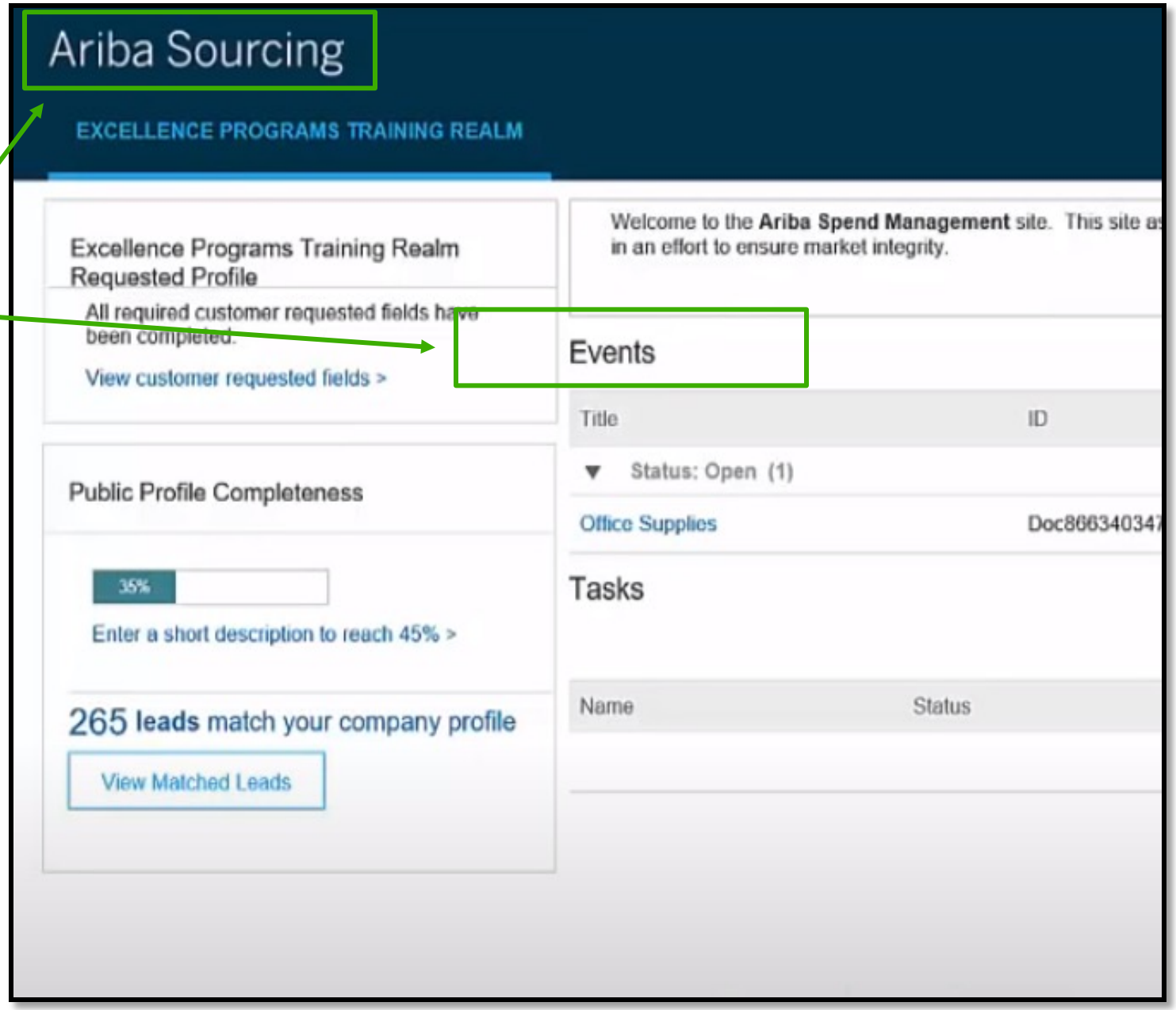
Step Two

Confirming Ariba Network Proposals Page

Your view should contain “Ariba Sourcing” and a list of your events shown as: Completed, Open, Pending Selection, Preview.

Confirm with your Syngenta Procurement Contact the document number for the RFI/RFP Each event has a unique ID for reference



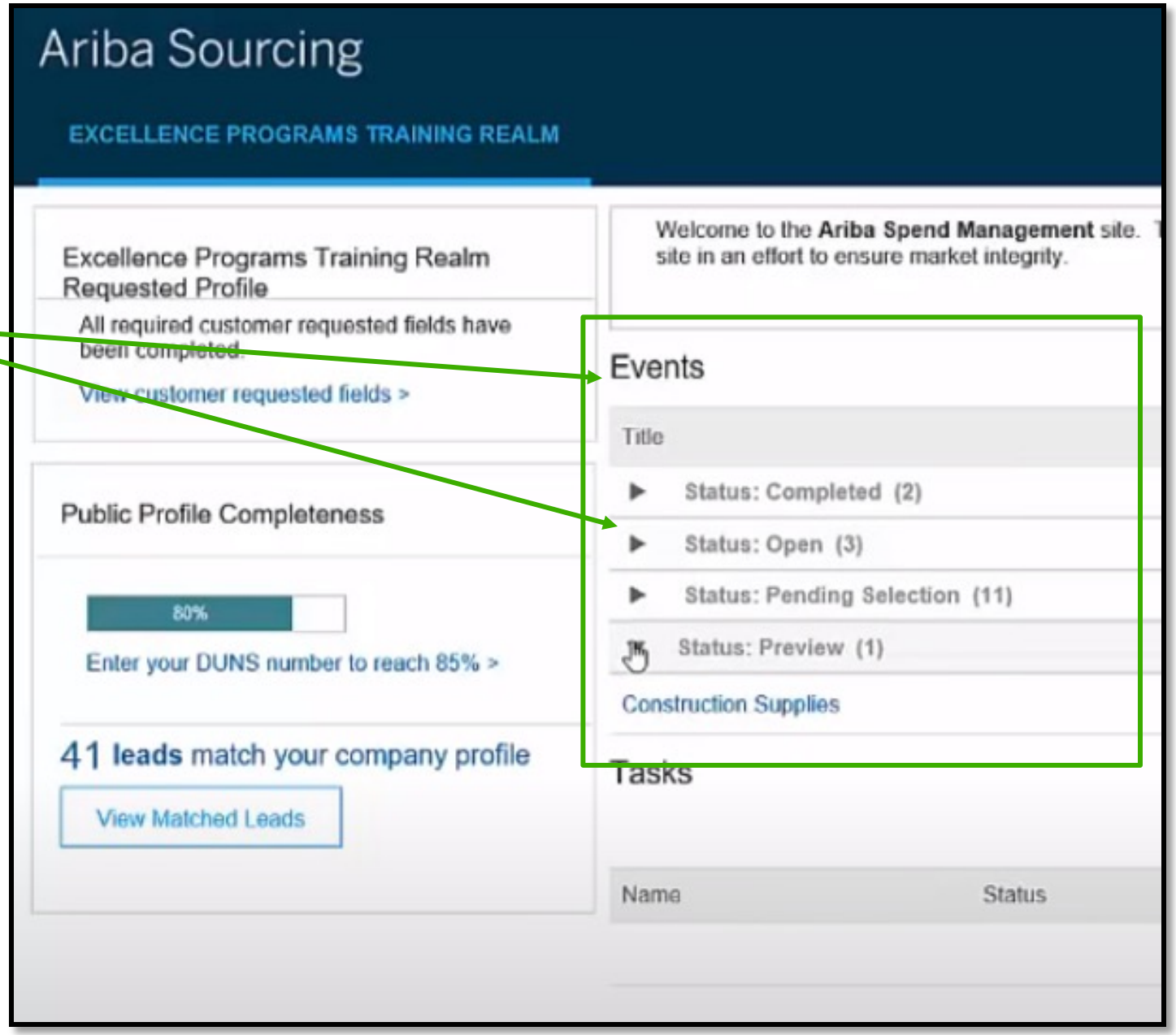


Step Three

Reviewing your event status

Your view should contain “Ariba Sourcing” and a list of your events shown as: Completed, Open, Pending Selection, Preview.

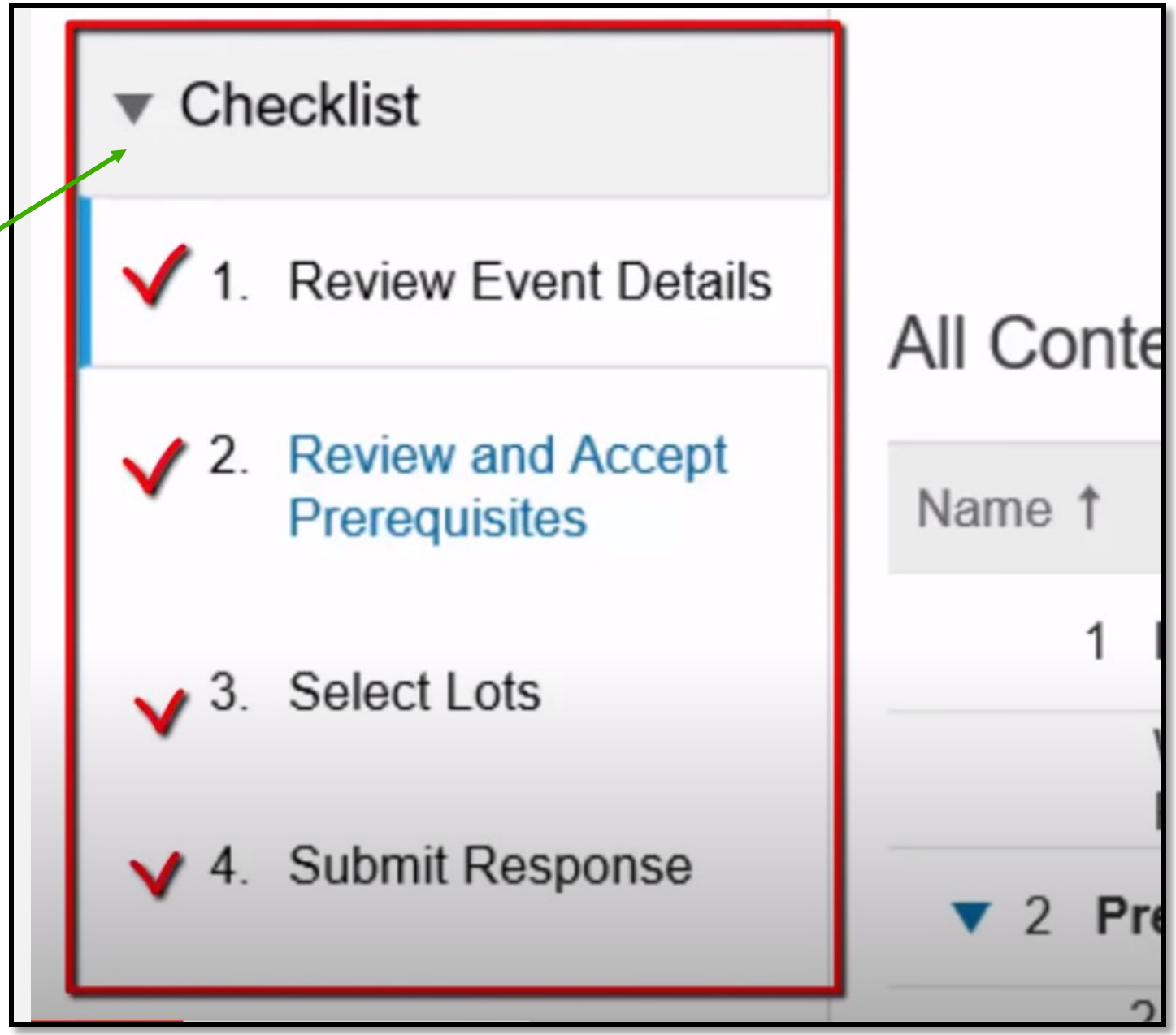
Status	Definition
Preview	The event has not yet opened buy you are able to access and view the details.
Open	The event is currently open for viewing or bidding.
Pending Selection	The event is finished, but the buyer has not yet made an award decision.
Completed	The event is finished, and the business has been awarded to a supplier.
Cancelled	At any point after publishing an event, buyers can choose to cancel it.



Step Four

Reviewing the checklist for open event

You are required to Review Event Details, Review and Accept Prerequisites and select any bidding Lots to submit your response



Step Five

Review Event Details

This includes an overview of the event timeline and details. You will be presented a series of buttons to select from:

Download Content:

Extract the RFI/RFP as an EXCEL summary from the system. Does not include all details of event

Review Prerequisites (Next Step):

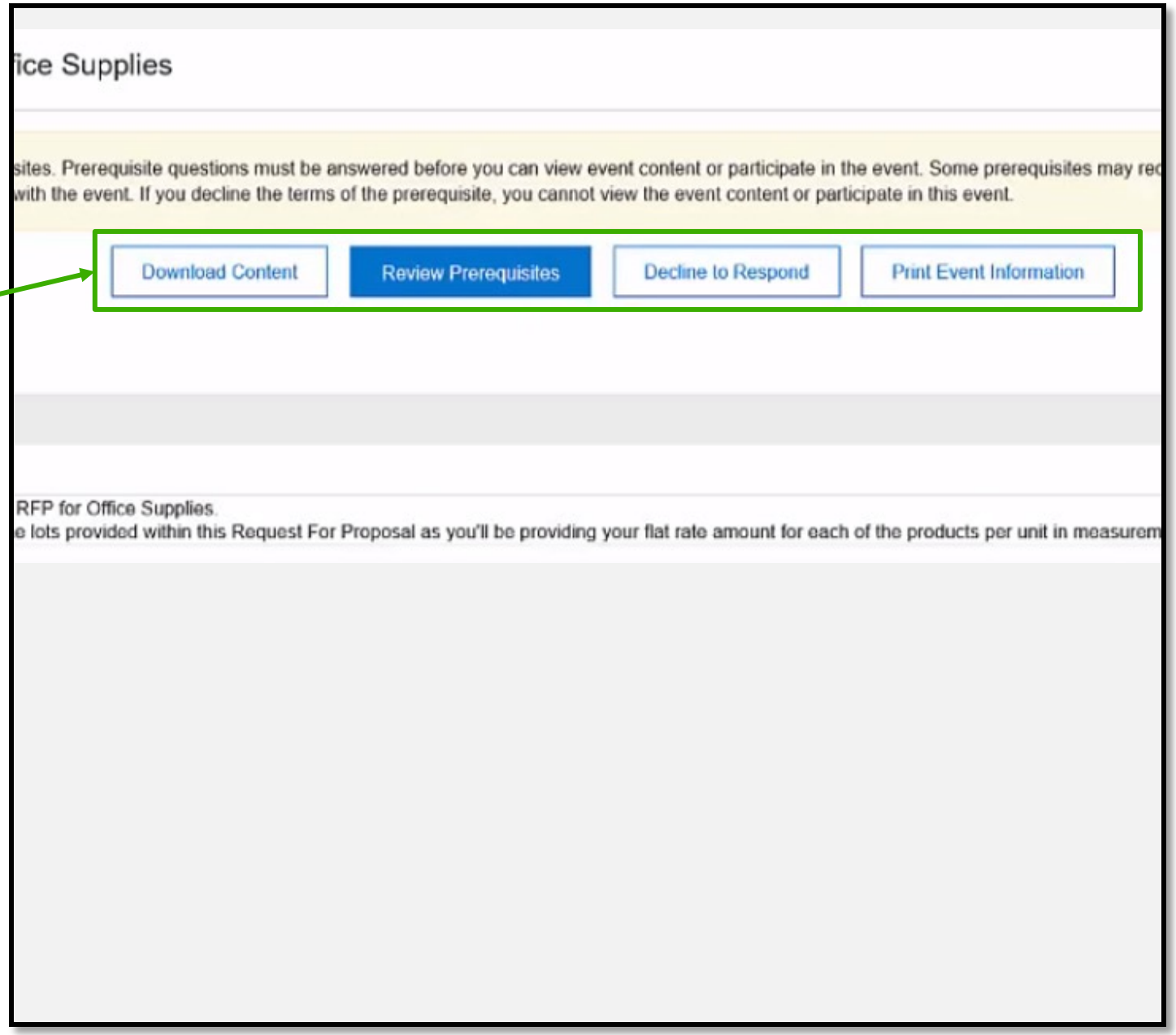
Review questions or requirements necessary before accessing the event details

Decline to Participate:

Communicate to Syngenta that you do not anticipate to submit a response

Print Event Information:

Permission to print hard copy of event details

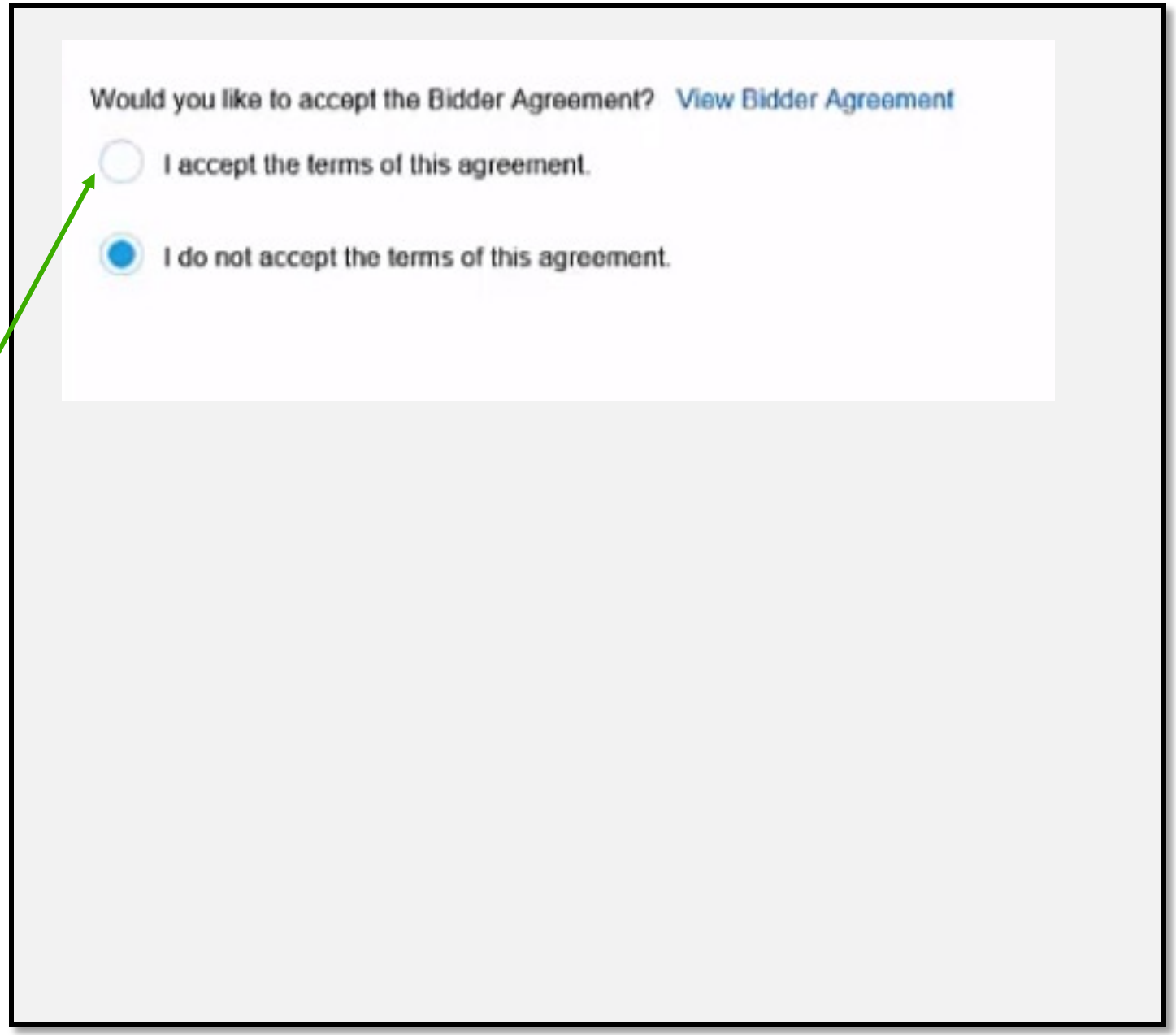


Step Six

Review and Accept Prerequisites

Vendor might require that you accept a bidder agreement or accomplish certain tasks, such as answering event prerequisite questions, before you can gain access and participate in their event. Regular questions (not prerequisite questions) are displayed when you open and enter the event.

Bidder agreement If the buyer chooses to include a bidder agreement as a prerequisite for their event, it appears on the Review and Accept Prerequisites page.

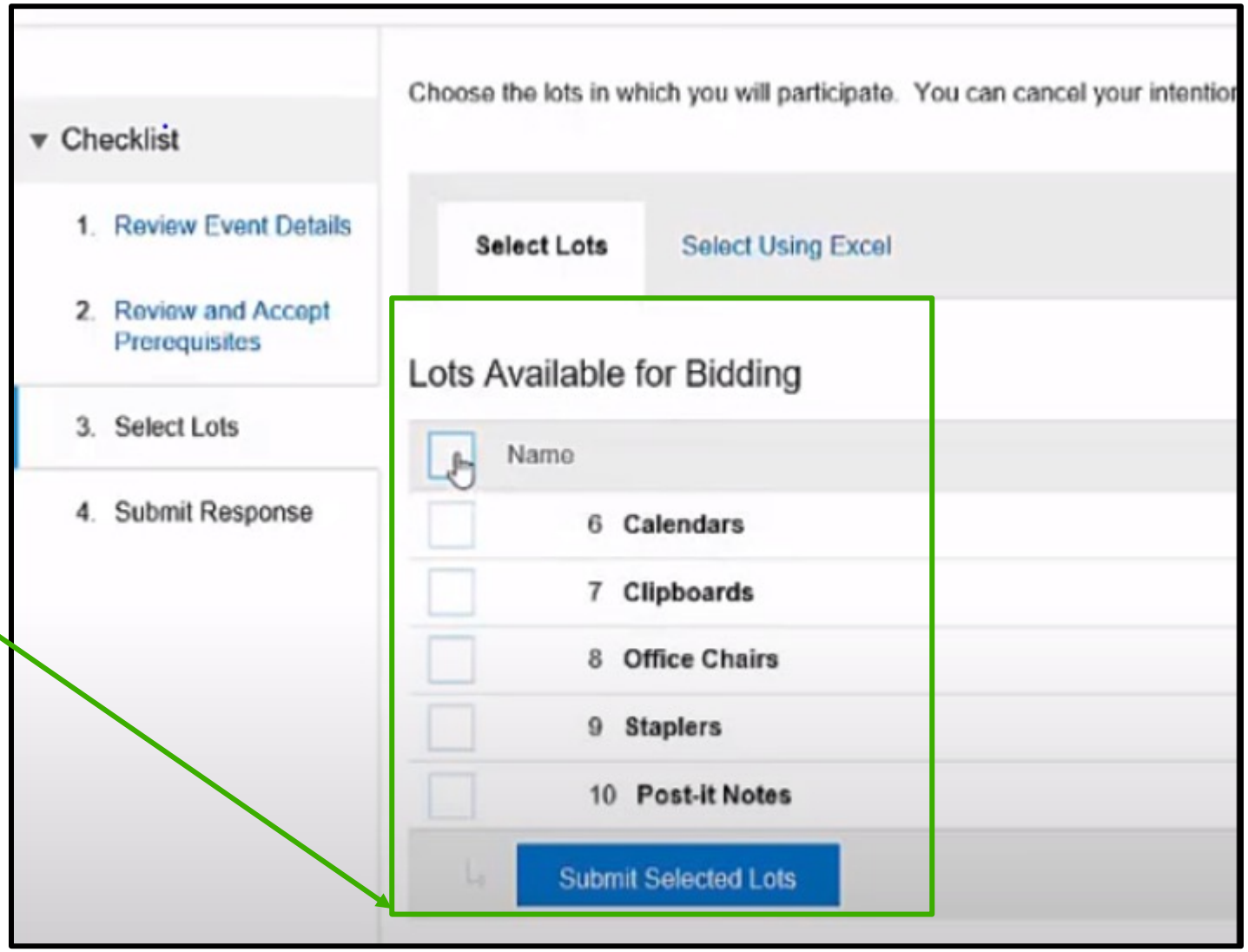


Step Seven

Selecting your bidding Lots

Next Syngenta will ask that you indicate which Lots/Line Item your bid will include. Lots/Line Item include the goods and services Syngenta wishes to receive bidding information on.

Once you have reviewed your decision, submit the bidding information using the Submit Selected Lots/Line-Item button



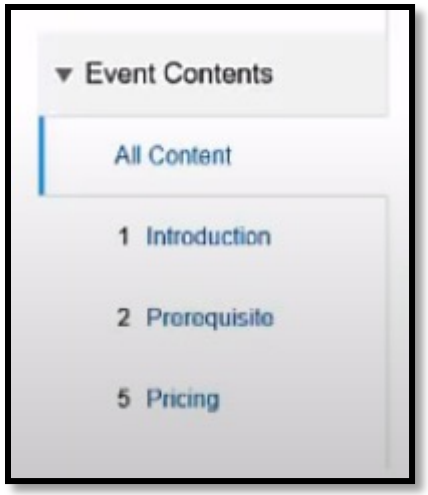
Step Eight

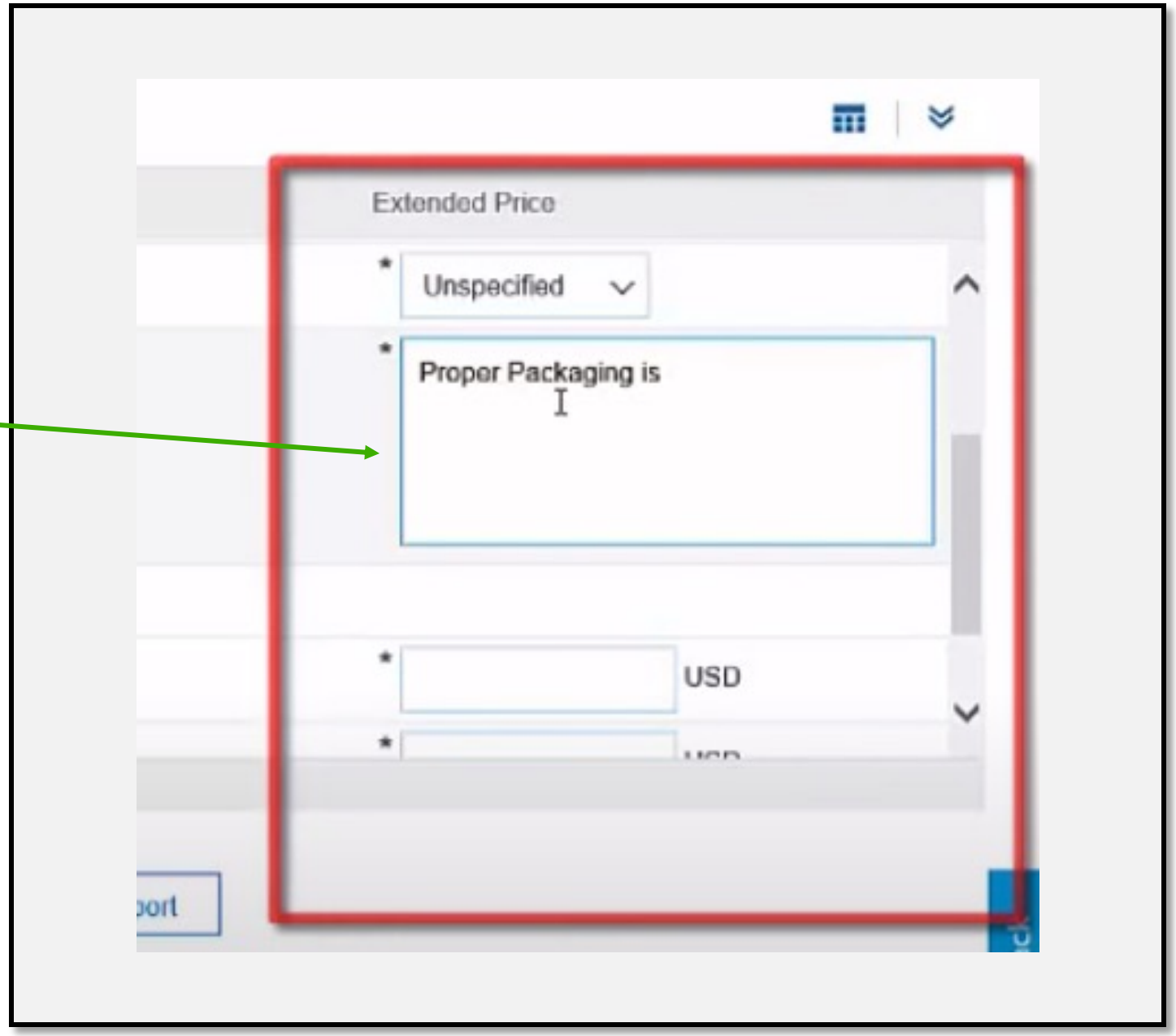
Completing the sourcing event content

You now have access to the questions and Lot/ Line-Item information chosen in step seven.

Content response boxes will be available on the right side your screen. Questions with asterisks (*) are required by the Syngenta buyer.

You may navigate through a listing of the content under the Event Contents dropdown



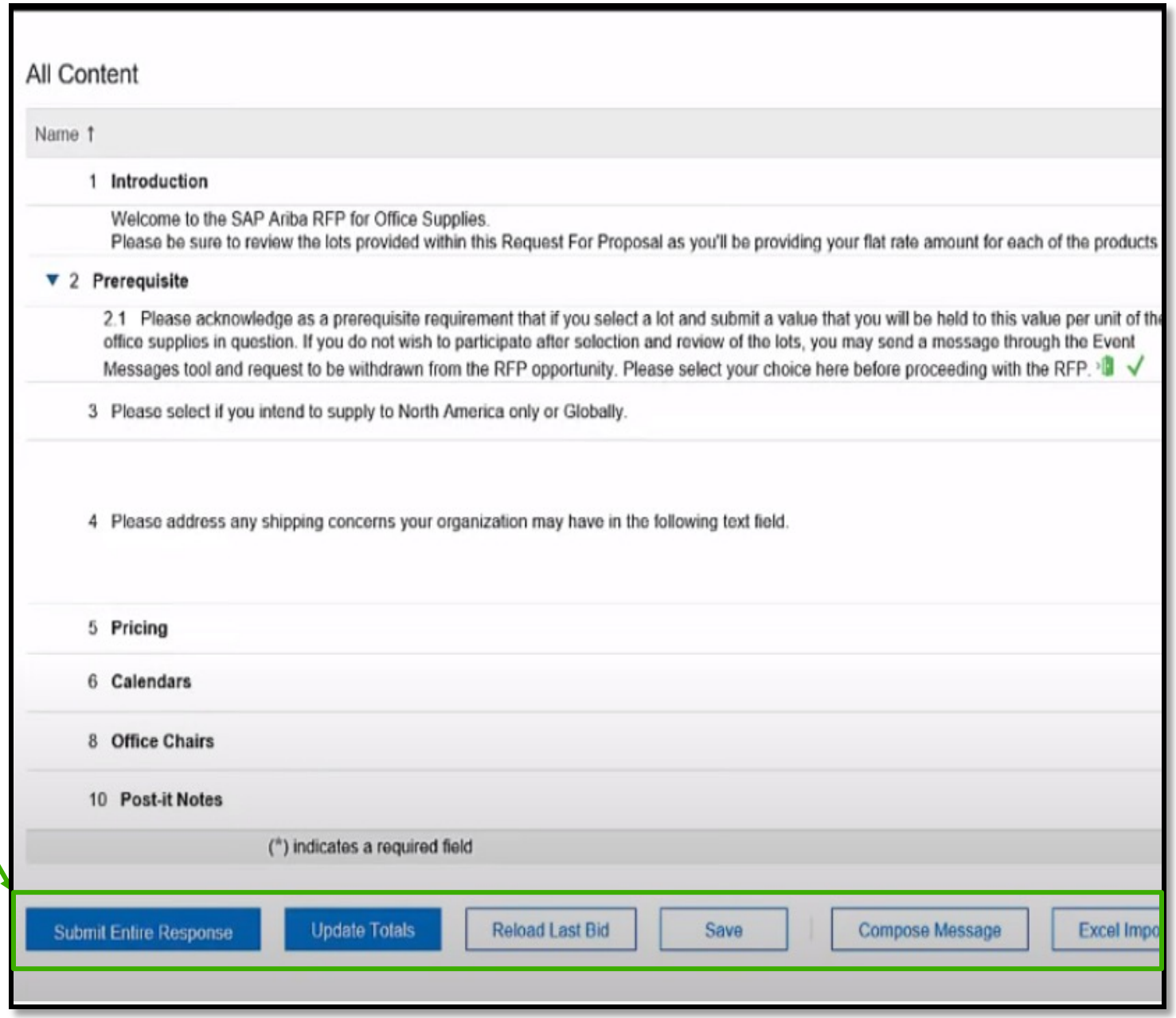


Step Nine

Submitting your sourcing event response

Once all required questions and requirements are completed your Submit Entire Response option will highlight in blue.

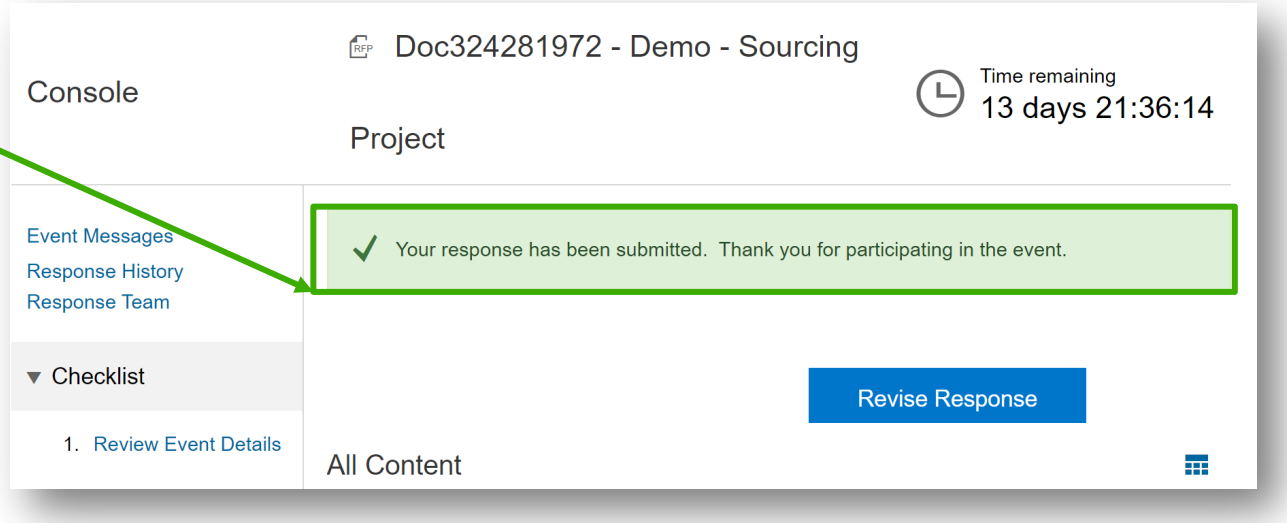
You may also Update Totals for any pricing information provided in the sourcing event.



Step Ten

Submitting your sourcing event response

If you have submitted your response, the system will tell you, if you have **forgotten a mandatory question.** If you have filled all fields, Ariba will give you a confirmation that your **response has been sent to Syngenta.** Your response can **always be revised** and you will always see the **Time remaining.**



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