



Supplier RFX Training

Date: June 2016



Log into your Ariba Account



- <http://sysco.supplier.ariba.com>
- Enter your username and password. Your username is an email format.

The screenshot shows the SAP Ariba Supplier Login page. The header includes the SAP Ariba logo and the text 'Proposals Powered by Ariba Sourcing'. The main content area features a 'Supplier Login' section with a text input field containing 'testjana@gmail.com', a password field with a masked character '...', and a 'Login' button. Below the login fields is a link for 'Forgot Username or Password' and a link for 'Need help? See Quick Start'. The central part of the page is a promotional banner for 'Discover New Leads in YOUR Industry' with a 'Learn More' button. On the right side, a mobile Help Center overlay is visible, containing a search bar and a list of help topics. A blue arrow points from a 'New Help Center' text box to the Help Center overlay.

SAP Ariba Proposals Powered by Ariba Sourcing

Supplier Login

testjana@gmail.com

...

Login

[Forgot Username or Password](#)

[Need help? See Quick Start](#)

Discover New Leads in YOUR Industry

Join Ariba Discovery Advantage now for access to leads from buyers in an active buying cycle and get unlimited responses to proven, qualified leads. One deal can pay for your subscription!

[Learn More](#)

New Help Center

- Search...
- Please update your browser. Old ones will not work soon.
- Supplier Basics (3:00)
- Where is my password reset email?
- Introduction to the Dashboard (5:00)
- Registering as a Seller on the Ariba Network
- What browser versions are certified for Ariba's on-demand solutions?
- The 100-year old invoice. Not much has changed
- What are some common issues when registering an account?
- Registering an Existing Seller Account on the Ariba Network
- How do I contact Ariba Customer Support?
- Common browser related issues
- Getting Started
- Registering on the Ariba Network
- How do I create a ZIP file in order to attach multiple documents at once?
- [Forgot Username \(1:00\)](#)

Select the RFX from Open Events



Ariba Sourcing

Company Settings | Jana Ortis | Help Center

SYSCO

Sysco Requested Profile

All required customer requested fields have been completed.


[View customer requested fields >](#)

Public Profile Completeness

80%

Enter your DUNS number to reach 85% >

Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.



Events

Title	ID	End Time ↓	Event Type
▼ Status: Open (3)			
Hot sauce, Vinegar, Mustard, BBQ sauce & Other Liquid sauces_RFP 3_06.13.16	Doc776132192	6/20/2016 5:00 PM	RFP
Test Stuff RFP 3	Doc763560583	6/15/2016 4:00 PM	RFP

Select the RFX
under Status: Open

Overview of Home Screen of RFx

The screenshot shows the Ariba Sourcing interface. At the top, there's a navigation bar with 'Ariba Sourcing', 'Company Settings', a user profile for 'Jana Ortis', and 'Help Center'. Below this is a 'Console' section with a 'Message Board to ask questions' callout. A 'Checklist' on the left lists '1. Review Event Details' and '2. Submit Response', with a callout stating 'Checklist will provide high level steps to complete the RFx.' The main content area shows 'All Content' with a text block starting 'of these documents concurrently with the Bid Award Purchase Agreement...' and a 'Countdown until RFx is due' callout. A 'Change to full screen' callout points to a button in the top right. A large rounded rectangle highlights a form area with a callout: 'Responses to Questions are answered here. Any question with an asterisk * is required.' At the bottom, there are buttons for 'Submit Entire Response', 'Save', 'Compose Message', and 'Excel Import'.

Help Center is always available

Message Board to ask questions

Countdown until RFx is due

Change to full screen

Checklist will provide high level steps to complete the RFx.

Responses to Questions are answered here. Any question with an asterisk * is required.

Intend Participation and Step 1

- Event Messages
- Download Tutorials
- Response Team

▼ Checklist

- 1. Review Event Details
- 2. Submit Response

▼ Event Contents

- All Content
- 1 General Information
- 2 Bid Proposal Section

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

Download Content

Intend to Participate

Decline to Participate

Print Event Information

General Information

(Section 1 of 2) [Next >>](#)

Name ↑

▼ 1 General Information

1.1 Attached are the Sysco Branded Specifications contained within this RFP. Sysco Quality Assurance will determine the sampling, monitoring, enforcement, and reporting of compliance for all items. Specifics of the monitoring and compliance process are contained herein or will be further detailed upon awards to the selected supplier(s). It is imperative that your net proposal is based on the product specifications for Sysco branded products. Have you reviewed the Sysco Brand specs?

1.2 All Sysco Brand products must conform to the SMS specifications. Suppliers quoting products must identify in writing by using "Messages" for any request for deviation to specifications below due to capability issues, or to facilitate cost benefits for Sysco and SMS. These spec revision requests will be reviewed, and if approved, revised specs for the lots will be provided to suppliers. IT IS IMPERATIVE THAT YOUR NET PROPOSAL IS BASED ON THE PRODUCT SPECIFICATIONS FOR SYSCO BRANDED PRODUCTS. FOR ITEMS CONTAINED IN THIS RFP THAT ARE NOT SYSCO BRANDED PRODUCTS, SPECIFICATIONS MUST BE ATTACHED TO THIS QUESTION (RFP specifications may differ from currently published specifications)

In order to assist in submitting the appropriate matches, Products similar in attributes, flavor, dimensions, size, color, shapes, ingredients, etc. to brand XXXXX, manufacture # XXXXX or brand XXXXX, manufacture # XXXXX. This information is provided as a reference and is not indicative of Sysco's historical purchases of this lot within the proposal sheet. Prior to an award, a validation of suppliers capabilities to produce the Sysco branded items against the specification provided within the RFP will be required. In an effort to understand your company's ability to comply, an acknowledgement of review of the specifications contained within this RFP is required by your company's operations and quality assurance personnel. Please acknowledge that the appropriate personnel from quality assurance and operations from your company have reviewed the specifications requirements. Do you comply with the specification requirements?

[» Next Section: Bid Proposal Section](#)

Event Overview and Timing Rules

Owner: [Jana Ortis](#) 

Event Type: RFP

Publish time: 6/15/2016 3:30 PM

Due date: 6/15/2016 4:00 PM

Currency: US Dollar

Commodity: Not Assigned Merchandising Merchandising

Contract Effective Date: 05/25/2016

Responding to the RFX



Company Settings | Jana Ortis | Help Center >>

Desktop File Sync

Doc763560582 - Test RFX

Time remaining
3 days 07:57:36

All Content

Name ↑

Programs, Local OpCo Programs, Freight, Marketing Support, Brokerage, etc. Awarded suppliers present through an RDC will be expected, at a minimum, to maintain the supplier adoption savings program current chain efficiency savings will be identified from new suppliers if selected as candidates for an RDC. Quoted payment terms as outlined in the previous RFP. No adjustments to these terms are to be made as a result of your quoted prices. Quoted prices must include costs associated with support of Samples to the Sysco Operating Companies throughout the term of the agreement.

Do not remove any existing/current or include/add anticipated supply chain efficiencies attributed to a Sysco Redistribution Center (RDC). These possible savings and benefits will be negotiated separately. Quoted pricing to be valid for a minimum of 1 year post implementation.
Please download price quotation attachment below.

Complete the quotation sheet with your pricing, save the completed file to your computer, and then attach the completed quotation file to this question. [References](#)

Once you have your document saved to your computer and ready for upload, click on **Attach a file.** (see next slide)

*Attach a file

Reference Documents folder contains attachments to be downloaded for the specific question

(*) in Reference Documents

Gloves and Plastic Bags - Bid Sheet.xlsx

Download all attachments

Excel Import

Submit Entire Response

Attaching a File



Desktop File Sync

Time remaining
3 days 07:57:36

Doc763560582 - Test RFX

Ready to upload your attachments to the question, click on Attach a File, Choose file and click on OK

All Content

Name ↑

Programs, Local OpCo Programs, Freight, Marketing Support, Brokerage, etc. Awarded suppliers presently conducting business through an RDC will be expected, at a minimum, to maintain the supplier adoption savings program currently in place. Supply chain efficiency savings will be identified from new suppliers if selected as candidates for an RDC. Quoted prices are to reflect payment terms as outlined in the previous RFP. No adjustments to these terms are to be made as a result of your quoted prices. Quoted prices must include costs associated with support of Samples to the Sysco Operating Companies throughout the term of the agreement.

Do not remove any existing/current or include/add anticipated supply chain efficiencies attributed to a Sysco Redistribution Center (RDC). These possible savings and benefits will be negotiated separately. Quoted pricing to be valid for a minimum of 1 year post implementation. Please download price quotation attachment below.

***Attach a file**

Ariba Sourcing

Go back to Sysco Dashboard

Desktop File Sync

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: No file chosen

Responding to RFx



[Go back to Sysco Dashboard](#)

Desktop File Sync

Console

Doc763560583 - Test Stuff RFP 3

Time remaining
00:04:54

Event Messages
Response History
Response Team

▼ Checklist

- 1. Review Event Details
- 2. Submit Response

▼ Event Contents

All Content

- 1 General Information
- 2 Bid Proposal Section

All Content

Name ↑	
product.	
References	
1.6 Does your company have any restrictions and/or additional comments regarding this category?	<p>* We do not have any issues with this category!</p>
▼ 2 Bid Proposal Section Less... ▾	
Please use this section to attach the Bid Proposal Excel File.	
2.1 Items to be quoted can be found in Proposal Sheet attachment below. Please provide your lowest price for each of the items listed. Suppliers participating in this Round 3 RFP are not required to provide proposals for the total volume included in this RFP. It is imperative that pricing quoted is directly reflective of the product specifications provided. Volumes listed are based on a rolling 52 weeks and are to be used as a guide to estimate the volume requirements for the effective time period of	
(*) indicates a required field	

Submit Entire Response



Event Messages
Response History
Response Team

▼ Checklist

- 1. Review Event Details
- 2. Submit Response

▼ Event Contents

- All Content
- 1 General Information
- 2 Bid Proposal Section

All Content

Name ↑

your review. The Sysco Image and Digital Media License Agreement is also attached. The "Bid Award Purchase Agreement" attached below is a template that all or parts of will be used depending on the nature of the business that the product falls under. The final Agreement form will be sent to you for signature in the event of a proposal award. The proposal award is conditional upon your execution and return of these documents to SMS within 3 business days. The awarded supplier will also be qualified through a formal Sysco Quality Assurance audit for Sysco Branded products, or provision of an acceptable Food Safety and Sanitation Audit for non Sysco branded products.

References

1.6 Does your company have any restrictions and/or additional comments regarding this category?

▼ 2 Bid Proposal Section Less... -

(*) indicates a required field

Submit Entire Response Save Compose Message Excel Import

We do not have any issues with this category.

Submit Response

The screenshot displays a web interface for submitting a response. At the top, there's a header 'All Content' and a table with a 'Name' column. Below the table, there's a section titled 'References' and a question '1.6 Does your company have any restrictions and/or additional comments'. A dialog box is overlaid on the interface, asking 'Submit this response?' with a green checkmark icon. The dialog box contains the text 'Click OK to submit.' and two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red circle. At the bottom of the interface, there are four buttons: 'Submit Entire Response', 'Save', 'Compose Message', and 'Excel Import'. A note at the bottom of the interface states '(*) indicates a required field'.

Submit Response

Doc763560583 - Test Stuff RFP 3

✓ Your response has been submitted. Thank you for participating in the event.

Revise/Alternative Response

All Content

Name ↑
Media License Agreement is also attached. The "Bid Award Purchase Agreement " attached below is a template that all or parts of will be used depending on the nature of the business that the product falls under. The final Agreement form will be sent to you for signature in the event of a proposal award. The proposal award is conditional upon your execution and return of these documents to SMS within 3 business days. The awarded supplier will also be qualified through a formal Sysco Quality Assurance audit for Sysco Branded products, or provision of an acceptable Food Safety and Sanitation Audit for non Sysco branded products.
References
1.6 Does your company have any restrictions and/or additional comments regarding this category?
▼ 2 Bid Proposal Section Less... -
Please use this section to attach the Bid Proposal Excel File.
3.4 Items to be quoted can be found in Proposal Sheet attachment below. Please provide your lowest price for each of the items listed. Suppliers participating in this Round 2

Compose Message

Closing

- Once you have submitted your entire response the next steps will be communicated by the Sourcing Manager assigned to your category. Please make sure that you have also reviewed the Supplier Playbook in order to assist you with initial guidance on Doing Business with Sysco.