

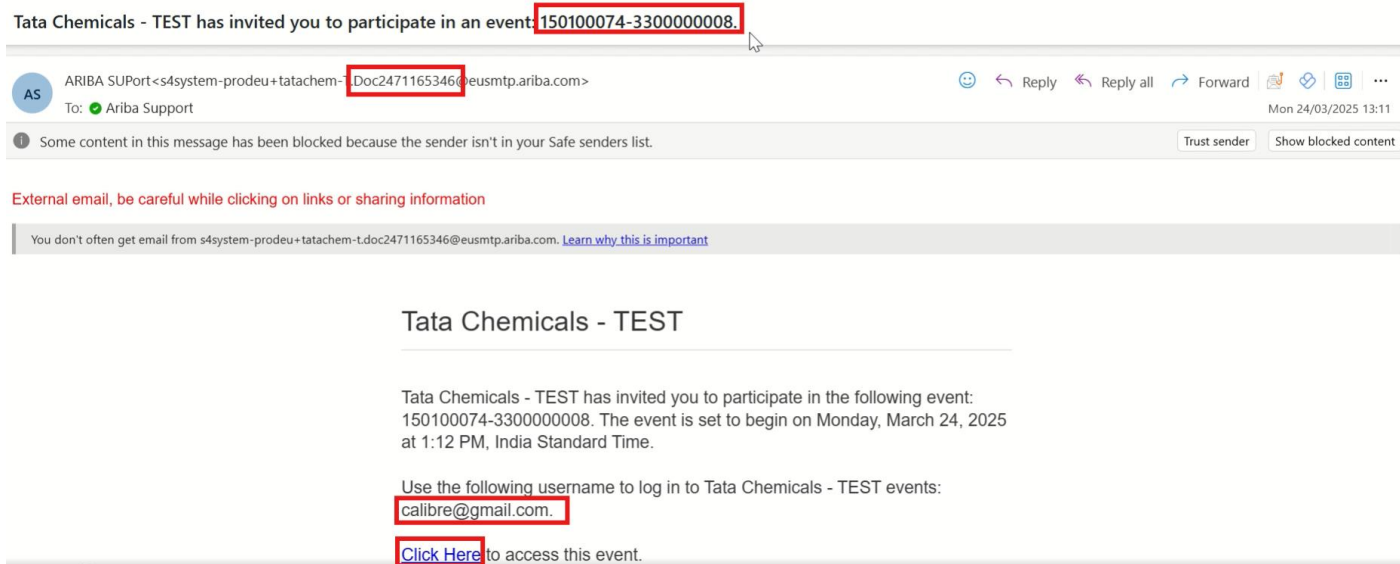


How to Submit Pricing Through Sourcing?

Supplier Training Guide

SOP for Supplier Participation in Ariba Sourcing

- This SOP contain steps for Supplier for participating in Events from Round-1 to Round-2 in Ariba Sourcing.
- This SOP is also for Supplier guidance for Participation in Round-2 of the event.



Step-1:

- Supplier will receive the notification email when the buyer invites the supplier.
- In the email user will be able to see Event name, Number & their user id from which they have to participate in the event
- Supplier have to login on Ariba through the link in the mail- **Click here** & if they are existing user then they can also login through-h **Service.ariba.com.**
- Please consider the snip for the invitation mail for Round- 1.

Step-2:

After Login, the supplier have to click on **Review Prerequisites** & then they have to accept to participate in the Event

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Company Settings Calibre Chemicals Feedback Help

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Event Details Doc2471165346 - 150100074-3300000008 Round: 1 Time remaining 01:57:55

Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event, if you decline the terms of the prerequisites, you cannot view the event content or participate in this event.

Download Content **Review Prerequisites** Decline to Respond Print Event Information

Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots/Line Items

Cost Section

Name 1	Price	Quantity	Extended Price
1.0 Cost Section	More...		
1.1 Bulk Natural Light Soda Ash	Less...	109.125 net ton (2000 lb)	

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Prerequisites Doc2471165346 - 150100074-3300000008

Prerequisites must be completed prior to participation in the event.

Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots/Line Items
4. Submit Response

In consideration of the opportunity to participate in on-line events ("On-Line Events") held and conducted by Tata Chemicals, the company sponsoring this On-Line Event ("Sponsor") on the web site (this "Site") hosted by Ariba, Inc. ("Site Owner"), your company ("Participant" or "You") agrees to the following terms and conditions ("Bidder Agreement"). 1. Bids. If you are invited to participate in the On-Line Event, Sponsor reserves the right to amend, modify or withdraw this On-Line Event. Sponsor reserves the right to accept or reject all or part of your proposal. Submission of a bid does not create a contract or any expectation by Participant of a future business relationship. Rather, by submitting a bid, you are making a firm offer which Sponsor may accept to form a contract, subject to section 2 below. Sponsor is not liable for any costs incurred by Participant in the preparation, presentation, or any other aspect of Participant's bid. 1.1 This Request For Quotation (RFQ) / E-auction should not be treated as a contract or an offer to contract. Receipt of bid does not bind the Sponsor to negotiate and/or contract with supplier as per the internal sponsor's policies and procedures. It shall be at Sponsor's sole discretion to choose supplier who is best suited for the procurement of IS RFQ based on various collective parameters 1.2 Lack of response to the RFQ / E-auction will be construed as lack of interest in dealing with Sponsor and any such supplier from the process shall not be considered 1.3 The information contained in this RFQ / E-auction (or accumulated through other written or verbal communication) should be treated as confidential and not to be disclosed or used except for the purpose mentioned herein 1.4 Information received in response to this RFQ / E-auction will be held in strict confidence. 1.5 Sponsor reserves the right to accept or reject any or all responses to this RFQ / E-auction and to enter into discussions and/or negotiations with one or more qualified Suppliers at the same time. If such action is in the best interest of the Sponsor. 1.6 The Sponsor reserves the right to cancel the proceedings of the E-auction and declare the results of the said auction null and void and the decision shall be at the sole discretion of the Sponsor 1.7 Sponsor also reserves the rights to change all or any of the requirements contained in this RFQ / E-auction. 1.8 Failure to answer any question in this RFQ / E-auction may subject the proposal to disqualification. Failure to meet a qualification or requirement will not necessarily subject a proposal to disqualification. Sponsor's decision shall be final in all respects. 1.9 When responding to open-ended questions, suppliers should respond with "bullet points" instead of paragraphs 1.10 Suppliers are required to confirm the acceptance of the conditions laid down in the RFQ / E-auction. This is an essential element for being considered for the next stage of the process. 1.11 The conditions and requirements laid in this RFQ / E-auction is a pre-requisite and once a Supplier is chosen, final agreement will be executed in greater detail 2. Price Quotes. Except to the extent Sponsor allows a non-binding bid, all Bids which Participant submits through the On-Line Events are legally valid quotations without qualification, except for data entry errors. 3. Procedures and Rules. Participant further agrees to be bound by the procedures and rules established by the Site and Sponsor. 4. Confidentiality. Participant shall keep all user names and passwords, the On-Line Event content, other confidential materials provided by the Site and/or Sponsor, and all bids provided by you or another participating organization in confidence and shall not disclose the foregoing to any third party. 5. Bids through Site only. Participant agrees to submit bids only through the on-line bidding mechanism supplied by the Site and not to submit bids via any other mechanism including, but not limited to, post, courier, fax, E-mail, or orally unless specifically requested by Sponsor. 6. Ethical Conduct. Participants here by are agreeing to follow Tata Code of Conduct (TCoC). All parties will prohibit unethical behavior and are expected to notify the Site Owner by contacting the appropriate project team if they witness practices that are counter-productive to the fair operation of the On-Line Event. If Participant experiences any difficulties during a live On-Line Event, Participant must notify Site Owner immediately. 7. Survival. The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event. ***** 8. Safety is topmost priority in TCL and it cannot be compromised and it should be taken care on all occasions.

This is the bidder agreement that participants of sourcing events will be required to accept

I accept the terms of this agreement.

I do not accept the terms of this agreement.

OK Cancel

Step-3:

- Once the Supplier accept the Prerequisites, they will be moved to next page to **Select the Line item/Lot page** where they need to select the line item for which they want to participate in the event.

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Select Lots Doc2471165346 - 150100074-3300000008 Cancel

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit a response you cannot withdraw it.

Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots/Line Items
4. Submit Response

Select Lots/Line Items Select Using Excel

Lots Available for Bidding

<input type="checkbox"/>	Name
<input type="checkbox"/>	1.1 Bulk Natural Light Soda Ash Bulk Natural Light Soda Ash
<input type="checkbox"/>	1.2 Bulk Natural Light Soda Ash Bulk Natural Light Soda Ash
<input type="checkbox"/>	1.3 Bulk Natural Light Soda Ash Bulk Natural Light Soda Ash

Confirm Selected Lots/Line Items

Cancel

Step-4:

- After selecting the line-items, Supplier have to provide the details like Price and all other specification as per the event & then he have to click on **Submit Entire Response** for Participating in the event.

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Company Settings | Calibre Chemicals | Feedback | Help | Messages >>

Desktop File Sync

Doc2471165346 - 150100074-3300000008

Round: 1

Time remaining 01:56:35

Event Messages
Response History
Response Team

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots/Line Items
4. Submit Response

▼ Event Contents

All Content

All Content

Name ↑	Price	Quantity	Extended Price
Supplier Total Cost:			
Requested Delivery Date: Fri, 28 Feb, 2025			
TrackingNumber: 3200000535			
1.3 Bulk Natural Light Soda Ash	More... + * \$122.000 USD	109.05 net ton (2000 lb)	
▼ 2.0 Price			
2.1 INCO Term	* Unspecified ▼ +		

(* indicates a required field)

Submit Entire Response | Update Totals | Save draft | Compose Message | Excel Import

Step-5:

- Again, if the Buyer or the business decided to run the **Round 2** for Negotiation or for any other business purpose, they will open the event for Round 2.
- In this you have to Update the price and other detail communicated to you.
- You will receive the notification mail for the Round-2
- Please consider the snip for the invitation mail for Round- 2.

ARIBA SUPort invites you to participate in the next round of 150100074-3300000008.



ARIBA SUPort <s4system-prodeu+tatachem-t.Doc2471165346@eusmtp.ariba.com>

To: Ariba Support

Reply Reply all Forward

Mon 24/03/2025 13:17

Some content in this message has been blocked because the sender isn't in your Safe senders list.

Trust sender

Show blocked content

External email, be careful while clicking on links or sharing information

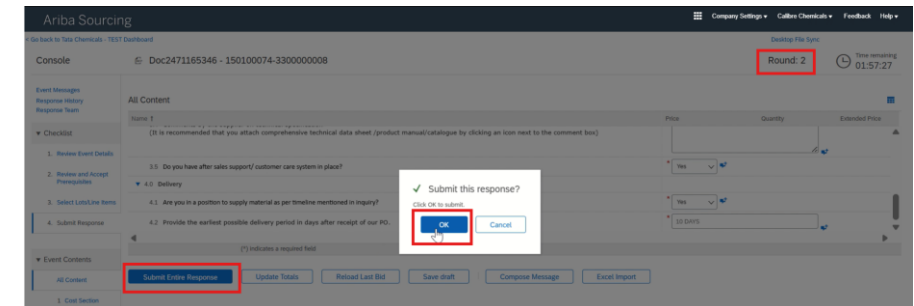
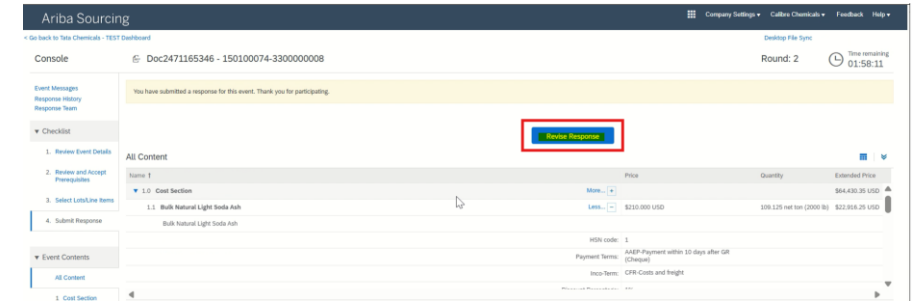
You don't often get email from s4system-prodeu+tatachem-t.doc2471165346@eusmtp.ariba.com. [Learn why this is important](#)

Tata Chemicals - TEST

ARIBA SUPort invites you to participate in the next round of **150100074-3300000008**

Step-6:

- For **participating in the Round-2**, the Supplier have to login on Ariba through the link in the mail- Click here & if they are existing user then they can also login through Service.ariba.com.
- For Making the changes in the Event supplier user have to click on **Revise Response**
- After updating the response supplier have to **submit the response** for completing the Participation in the Round-2 of the event.
- Please consider the snip for the invitation mail for Round- 2.





TATA CHEMICALS LIMITED

Thank You!!

