

Ariba Network Supplier Guide

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Ariba Overview

LANL is Moving to the Ariba Network

LANL is transitioning to the Ariba Network to provide a more efficient electronic transaction experience that will allow us to collaborate seamlessly with suppliers. The implementation offers one portal for LANL to collaborate effectively with suppliers when we buy, invoice, select, negotiate agreements, and manage information and relationships—all in a simple, compliant, and efficient manner.

Transacting electronically on the Ariba Network will soon be a standard part of doing business with LANL. This new platform will allow many of our suppliers to move away from paper-based and manually transmitted purchase orders (POs) and invoices currently associated with our LANL system. Also, LANL will use Ariba and Ariba Discovery for future solicitations and awards.

For more information: Procurement Transformation at LANL – An Introduction Video for Suppliers

Benefits of the Ariba Network

Some of the benefits your company will experience with the Ariba Network include

- More efficient and accurate PO and invoice processes that are completely electronic
- Easy and secure administration of information, including a searchable document archive
- Increased visibility and transparency in procurement transactions
- Time and money savings by eliminating paper and manual processing
- Access to status of all LANL business transactions 24x7
- More timely receipt of payments

For more information, see [A Day in the Life: Supplier with SAP \(2:24\)](#), [Getting Started on the Ariba Network](#).

Ariba Network account Types

Standard Accounts

LANL will invite most suppliers to register on the Ariba Network via a Standard account. No fees are associated with establishing an Ariba Network Standard account. If you onboard with a Standard account in the Ariba Network, you will have the option to upgrade to an Enterprise account later if you choose.

Some of the key features of Standard accounts include the following:

- Access your Standard account using emails and notifications; retain email communication to respond to POs and notifications and for archiving
- Transact documents such as orders and order confirmations; convert POs into electronic invoices; create non-PO invoices and credit memos

- Access to Ariba Support via an online help center
- Create user accounts with permissions for different roles in your company
- Free - no fee

Enterprise Accounts

No fees exist at this time for Ariba Network Enterprise accounts for our small business catalog vendors or for our staff augmentation vendors transacting in Fieldglass. If you have an Ariba Network Enterprise account that does not fall into one of the two categories identified here, you may be required to pay the subscription and transaction fees when transacting on the Ariba Network.

Some of the key features of an Enterprise account include the following:

- Receive and manage orders and invoices, including past orders and invoices, from multiple customers in one online dashboard
- Create and export reports; archiving capabilities
- Access to Ariba Support via phone, chat, or email; access to online training courses
- To improve order accuracy, publish catalogs that detail your products and services

To learn more about the Ariba Standard and Enterprise account types, visit [Ariba Network accounts and Pricing](#).

Ariba Technical Requirements

See [this guide](#) for the latest technical requirements from SAP, including information such as a list of supported browsers.

Supplier Onboarding

Invitation

Existing Suppliers

When registering in the Ariba Network and connecting to LANL, existing LANL suppliers will receive important communications and instructions from LANL and Ariba. We appreciate suppliers' prompt action on all communications and requests regarding this initiative.

Continue to use the current procurement system until you receive a communication.

New Suppliers

New suppliers wanting to do business with LANL should request an [invitation to register with LANL](#). Registration will be a necessary step to do business with LANL.

Onboarding Steps

Receive Project Notification Letter

All existing LANL suppliers will receive a Project Notification Letter with instructions for joining the Ariba Network and an invitation to a Supplier Summit.

Attend a Supplier Summit

This web-based event features a live Q&A with experts from LANL and Ariba to explain the transition to Ariba and what it means for suppliers.

Register for a [Standard Account Summit Training](#) or an [Enterprise Account Summit Training](#).

Register in the Ariba Network

Suppliers need to complete the supplier registration in the LANL Supplier Lifecycle and Performance module.

[Request an Invitation to Register in the Ariba Network](#)

If you have not received an invitation to register with LANL, you may request one [here](#) (link may take up to 30 seconds to load).

Note: If you have already completed a registration request, please do not submit additional requests.

- 1) Complete required sections (indicated with red asterisks), including supplier name, main address, supplier contact information, and additional information. It is recommended that you fill out as much information as possible.

Supplier Contact Information

First Name *	Michael
Last Name *	Scott
Organizational Role	
Phone *	508670000
Email *	lanltestsupplier@lanl.gov

Additional Information

Category(ies) your Company can provide *

Region(s) your Company can service *

- a. The categories field is searchable. Select as many categories as relate to your company.
- b. Providing an accurate and thorough list of categories for the products and services your company can provide will assist LANL users in identifying your company as a potential supplier when making purchases from those categories.
- c. The categories section is a required field. The Ariba Network uses United Nations Standard Products and Services Codes (UNSPSCs) for automation on this section. Use the UNSPSC website <https://www.unpsc.org/> to search for your company, services, or products. You can then copy and paste the eight-digit category code(s) from the UNSPSC website into the category section on the Ariba Supplier Request.

- i. **Step One (example only):** Search for your service or product on the UNSPSC home screen.

The screenshot shows the UNSPSC website homepage. At the top, there is a navigation bar with links: HOME, FAQS, SEARCH-CODE, MEMBERSHIP, LIBRARY, CODESET-DOWNLOADS, INITIATIVES, and EDUCATION. Below the navigation bar, there is a search interface titled "Search the Code". It includes fields for "Code Number" (with placeholder "Version 23.0701") and "Code Name" (with placeholder "software"). To the right of the search interface, there is a "Welcome" section. The welcome text describes the United Nations Standard Products and Services Code (UNSPSC), managed by GS1 US™ for the UN Development Programme (UNDP). It highlights features such as company-wide visibility of spend analysis, cost-effective procurement optimization, and full exploitation of electronic commerce capabilities. Below the text are three images: a warehouse interior, a stack of pipes, and a group of flags. Further down the page, there are links for "Member Login", "Become a Member", and "Renew Membership". Logos for GS1 US and UNDP are also present.

Search the Code

Version 23.0701
Code Number: (2-8 digits)

Code Name:
 software

Welcome

The United Nations Standard Products and Services Code® (UNSPSC®), managed by GS1 US™ for the UN Development Programme (UNDP), is an open, global, multi-sector standard for efficient, accurate and flexible classification of products and services. UNSPSC is an efficient, accurate and flexible classification system for achieving company-wide visibility of spend analysis, as well as, enabling procurement to deliver on cost-effectiveness demands and allowing full exploitation of electronic commerce capabilities. Encompassing a five level hierarchical classification codeset, UNSPSC enables expenditure analysis at grouping levels relevant to your needs. You can drill down or up to the codeset to see more or less detail as is necessary for business analysis.

The UNSPSC offers a single global classification system that can be used for:

- Company-wide visibility of spend analysis
- Cost-effective procurement optimization
- Full exploitation of electronic commerce capabilities

You may browse and download the current version of the code at no cost. Search the code on this website to locate commodity codes that can be used by your company.

UNSPSC is a member funded and supported initiative. To gain additional benefits, including access to past versions of the code and the opportunity to shape the code's future to best meet your business needs, join the UNSPSC today. Take the first step toward increasing productivity, reducing organizational costs, and improving supply chain efficiency by learning about [UNSPSC membership](#) now.

A free on-demand webinar is available which provides an overview of the UNSPSC codeset and information describing how and why it is used. Click [here](#) to access the webinar.

Member Login

Become a Member

Renew Membership

GS1 US

UNDP

- ii. **Step Two (example only):** Find your product(s) or service(s). You can copy and paste the eight-digit category code from the UNSPSC website into the category section on the Ariba Supplier Request.

The screenshot shows the UNSPSC website interface. At the top, there is a blue header bar. Below it, the UNSPSC logo consists of a stylized graphic of colored squares (blue, green, yellow) followed by the text "unspsc®". A navigation menu below the logo includes links for HOME, FAQS, SEARCH-CODE (which is highlighted in grey), MEMBERSHIP, LIBRARY, CODESET-DOWNLOADS, INITIATIVES, and EDUCATION. The main content area displays the text "Version 23.0701". Below this, there are search fields for "Search Code" and "Search Title", both containing the word "software". A "Search" button is located next to the title field. The results are presented in a table with two columns: "Code" and "Title". The "Code" column lists various eight-digit codes, and the "Title" column lists their corresponding software descriptions. One row, specifically the one for code 43231514, has its entire content highlighted with a yellow box, matching the color of the squares in the logo.

Code	Title
43231511	Expert system software
43231512	License management software
43231513	Office suite software
43231514	Sales and marketing software
43231515	Mailing and shipping software
43231516	Audit software
43231517	Procedure management software
43231518	Process mapping and design software
43231600	Finance accounting and enterprise resource planning ERP software
42203605	Medical x ray film archiving system software
42203607	Computer aided detection software
43232108	Calendar and scheduling software
43232110	Spreadsheet software
43232111	Optical character reader OCR or scanning software
43232112	Desktop publishing software
43232313	Transaction server software
43232314	Business intelligence and data analysis software
43232400	Development software
43232401	Configuration management software

- iii. **Step Three (example only):** Paste the category code into the Ariba Supplier Request. (Allow the code time to populate.) You can add as many products and services as needed.

Supplier Contact Information

First Name *	Bob
Last Name *	Martin
Organizational Role	
Phone *	5056957231
Email *	testemail@lanl.gov

Additional Information

Category(ies) your Company can provide *

43231514	x	Search
All Commodities (All) > Information Technology Broadcasting and Telecommunications (43) > Software (4323) > Business function specific software (432315) > Sales and marketing software (43231514)		

Region(s) your Company can service *

united state	x	Search	
All	x	United States of Amer...	x

Additional Comments

--

- iv. **Step Four (example only):** Click on the appropriate service or product until a grey drop-down answer appears.

Supplier Contact Information

First Name *	Bob
Last Name *	Martin
Organizational Role	
Phone *	5056957231
Email *	testemail@lanl.gov

Additional Information

Category(ies) your Company can provide *

43231514 x Q

Sales and marketing s... x

Region(s) your Company can service *

united state x Q

All xUnited States of Amer... x

Additional Comments

2) When the request form is complete, press **Submit** on the bottom right.

Los Alamos

Supplier Self-Registration Request

Supplier Information

Supplier Name: Please use all CAPS. *

Doing Business As (D/B/A, if applicable). Please use all CAPS.

DUNS Number

Main Address *

Street *

123 test st

Line 2

Line 3

City *

Los Alamos

Postal Code

87544

Country *

United States

Region *

New Mexico (NM)

Supplier Contact Information

First Name *

Bob

Last Name *

Martin

Organizational Role

Phone *

5056897231

Email *

testname@lanl.gov

Additional Information

Category(ies) your Company can provide *

43231514

Sales and marketing s...

Region(s) your Company can service *

United States

All

United States of Amer...

Additional Comments

Submit Cancel



- 3) A confirmation screen will appear showing that the request was submitted.

 Los Alamos
National Laboratory

Your request for registration as a supplier with LANL is complete.

The LANL supplier management team will review your request details and make a decision on your request.
Decision will be sent to your email at lanltestsupplier@lanl.gov

Supplier self-registration request form [Print](#)

Supplier Information

Supplier Name. Please use all CAPS. **LANL TEST SUPPLIER**

Doing Business As (D/B/A, if applicable). Please use all CAPS.

DUNS Number

Main Address **1234 mainstreet
Los Alamos, New Mexico (NM) 87544
United States**

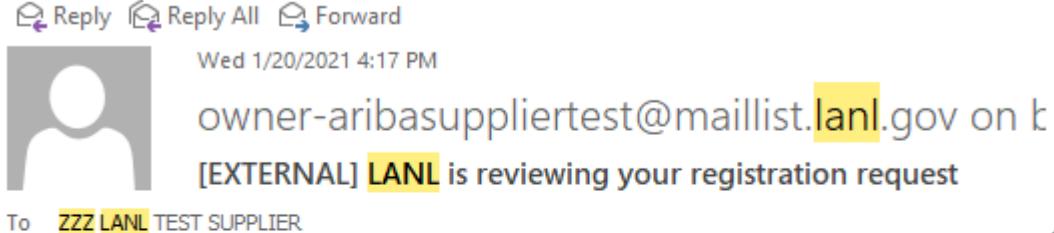
Supplier Contact Information

First Name **Michael**
Last Name **Scott**
Organizational Role
Phone **506670000**
Email **lanltestsupplier@lanl.gov**

Additional Information

Category(ies) your Company can provide **Activity specific environmental auditing services, Hydraulic tools**
Region(s) your Company can service **North America, United States of America, New Mexico**
Additional Comments

- 4) You will also receive a confirmation email.


Reply Reply All Forward
Wed 1/20/2021 4:17 PM
owner-aribasuppliertest@maillist.lanl.gov on behalf of [EXTERNAL] LANL
[EXTERNAL] LANL is reviewing your registration request
To ZZZ LANL TEST SUPPLIER

Hello ZZZ LANL TEST SUPPLIER,

LANL has received your registration request and will review it for approval.
Their response will be emailed to aribasuppliertest@lanl.gov.

If you have any questions, please don't reply to this email but instead contact LANL directly.

This email has been sent to you on behalf of LANL by SAP Ariba.

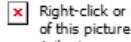
Upon receipt, the LANL Supplier Management Team will review and may approve your supplier request. If approved, the LANL Supplier Management Team will follow up by sending an invitation to register to the email address you listed in your request.

Complete the Supplier Lifecycle and Performance Registration Questionnaire

When it is time to initially complete or review and update your registration questionnaire, Ariba will generate an email notification similar to the following:

The screenshot shows an email from owner-aribasuppliertest@maillist.lanl.gov on behalf of Richard Martinez. The subject line is '[EXTERNAL] Invitation: Register to become a supplier with LANL'. The email body contains a message about registering as a supplier with LANL, a link to 'Click Here' to create an account, and the Ariba logo. At the bottom, there is contact information for Ariba, Inc. and links to Data Policy, Contact Us, and Customer Support.

Reply Reply All Forward IM
Wed 1/20/2021 4:24 PM
owner-aribasuppliertest@maillist.lanl.gov on behalf of Richard Martinez via <a>
[EXTERNAL] Invitation: Register to become a supplier with LANL
To Richard Martinez
i Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

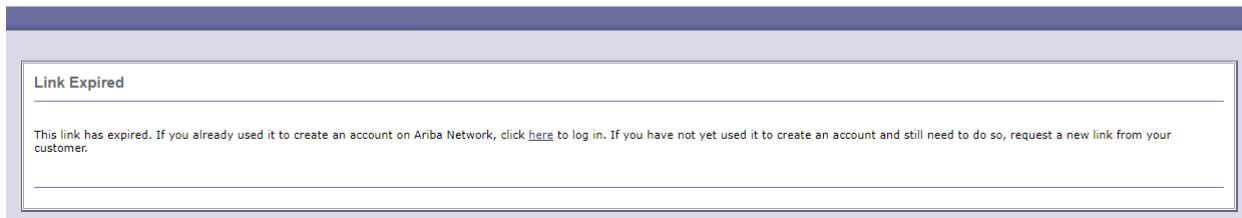


Right-click or tap and hold here to download pictures. To help protect your privacy, Outlook prevented automatic download of this picture from the Internet.
Ariba Logo

Register as a supplier with LANL
Hello!
Richard Martinez has invited you to register to become a supplier with LANL. Start by creating an account with Ariba Network. It's free.
LANL uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If ZZZ LANL TEST SUPPLIER already has an account with Ariba Network, sign in with your username and password.
[Click Here](#) to create account now

Ariba, Inc. 3420 Hillview Ave, Palo Alto, CA 94304, USA
[Data Policy](#) | [Contact Us](#) | [Customer Support](#)

- 1) When you receive the email, please click on the link **Click Here** to create an account.
Proceed to next step.
 - a. The email link has an expiration date for security reasons. If you click the link and receive an error message similar to the one below, please reach out to the Supplier Management Team to resend the registration.



- 2) After you click on the link to register, you will have the option to sign up for a new Ariba Network account or log into an existing Ariba Network account (if used already by your company).

Welcome, Richard Martinez

Have a question? Click here to see a Quick Start guide.

Sign up as a supplier with LOS ALAMOS NATIONAL LABORATORY - TEST on SAP Ariba.

LOS ALAMOS NATIONAL LABORATORY - TEST uses SAP Ariba to manage procurement activities. Create an SAP Ariba supplier account and manage your response to procurement activities required by LOS ALAMOS NATIONAL LABORATORY - TEST.

Sign up

Already have an account? **Log in**

About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

- 3) If you opt to sign up for a new account, you will be prompted to this screen. Please fill out all required fields. Click **Create account and continue** to proceed.

The screenshot shows the 'Create account' page for Ariba. The 'Company information' section includes fields for Company Name (ZZZ LAN TEST SUPPLIER), Country/Region (United States [USA]), Address (123 main st, Line 2, Line 3), City (Los Alamos), State (New Mexico [US-NM]), and Zip (87544). The 'User account information' section includes fields for Name (Richard Martinez), Email (rsmartinez@lanl.gov), Username (zzzlanitestsupplier@lanl.gov), Password (two masked entries), Language (English), and Email orders to (rsmartinez@lanl.gov). A red circle highlights the 'Create account and continue' button at the top right. Other UI elements include a 'Cancel' button, a 'Documentation' link, and a 'Support' link.

TIP: To find the "Products and Service Categories" & "Ship-to or Service Locations," use the **browse to search for your company categories.**

The screenshot shows the 'Ship-to or Service Location Selection' page. It allows users to select territories by clicking on a country/region and then adding it to their selection. The left sidebar lists regions like North America, Central America, South America, etc. The main area shows a tree view of countries and states/provinces. 'United States' is selected, indicated by a checked checkbox. Other options shown include Canada, Mexico, and various US states like Montana, Nebraska, Nevada, etc. A red circle highlights the 'OK' button at the bottom right. Other UI elements include a 'Cancel' button, a 'Documentation' link, and a 'Support' link.

- 4) After completion, you will receive an email confirmation that you created an Ariba Network account.

Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for ZZZ LANL TEST SUPPLIER is now complete.

Your organization's account ID: **AN01648492737-T**

Your username: **zzlanltestsupplier@lanl.gov**

As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyer relationships.

Ariba On Demand Sourcing buyers might request that you complete additional profile information as part of their Supplier Profile Questionnaire. When you access customer requested fields for a specific buyer, you will see a pop-up page with that buyer's name; that page contains the buyer's customer requested fields.

You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. If account administration is not part of your job responsibility, you can transfer the administrator role at any time to another person in your organization whose responsibilities are more in line with account administration.

- 5) If your company already uses an Ariba Network account, please **Log in** and continue.

Enter Your Account Information * Indicates a required field

You are using an Ariba Sourcing test account to register on the Ariba Commerce Cloud. Enter your existing Ariba Commerce Cloud, Ariba Discovery or Ariba Network test account username and password. After you successfully log in, your existing Ariba Commerce Cloud test account profile will become your Ariba Sourcing supplier test account profile.

Username: *
Password: *

[Forgot Username](#) [Forgot Password](#)

Continue **Cancel**

- 6) You are at the Supplier Registration Questionnaire. Please fill out all of the required fields by scrolling down through the entire registration. (Depending on how you answer the registration, a minimum of 53 fields is required for successful completion.)

The screenshot shows the Ariba Supplier Registration Questionnaire interface. At the top, it says "Console" and "Doc159539179 - Supplier Registration Questionnaire". In the top right corner, there is a timer indicating "Time remaining 29 days 23:30:12". The main area is titled "All Content". On the left, there is a sidebar with a tree view of the questionnaire sections: Event Messages, Event Details, Response History, Response Team, Event Contents (selected), All Content (selected), Company Information (selected), Primary Points of Co..., Export Control, Foreign Ownership an..., DOE Complex Experience, Insurance, Socioeconomic and Su..., and Goods and Services O... . The "Company Information" section is expanded, showing fields for Name (containing "ZZZ LANL TEST SUPPLIER"), Street (123 main st), City (Los Alamos), State/Province/Region (US-NM), Postal Code (87544), and Country/Region (United States). A note at the bottom of this section states: "2.3 Enter the Legal/Registered Business Address associated with the Legal Business Name exactly as filed with the relevant jurisdiction." At the bottom of the page, there are buttons for "Submit Entire Response" (which is circled in red), "Save draft", "Compose Message", and "Excel Import".

- 7) You have 30 days to complete the registration; the time remaining is displayed in the top right corner of the screenshot above. If you need to save your progress and complete the questionnaire later, click **Save Draft**, and return at a later time. You will need to log back into the Ariba Network to finish the Supplier Registration Questionnaire.
- 8) To complete the registration successfully, click **Submit Entire Response** at the bottom left of the screen.

9) When completed, confirm by clicking **OK**.

Ariba Sourcing

Console Doc159539179 - Supplier Registration Questionnaire

All Content

Name ↑

3.1 Individual Authorized to Receive LANL RFPs

3.1.1 First Name: Richard

3.1.2 Last Name: Martinez

3.1.3 Organizational Role: VP

3.1.4 Department: Sales

3.1.5 Email: rsmartinez@lanl.gov

3.1.6 Please enter phone number between country code, leading zeros, spaces, or dashes.

3.2 Individual Authorized to Receive LANL Subcontracts and Purchase Orders

3.2.1 First Name: Richard

(*) indicates a required field

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

Event Messages | Event Details | Response History | Response Team

2 Company Information

3 Primary Points of Contact

4 Export Control

5 Foreign Ownership and...

6 DOE Complex Experience

7 Insurance

8 Socioeconomic and...

Time remaining: 29 days 23:14:38

10) You will then see that your registration has been submitted and is pending approval from the LANL Supplier Management Team.

Ariba Sourcing

Console Doc159539179 - Supplier Registration Questionnaire

You have submitted a response to the questionnaire.

Pending Approval

All Content

Name ↑

2 Company Information

2.1 Enter your Legal/Registered Business Name as filed with the relevant jurisdiction. Please use all CAPS. ZZZ LANL TEST SUPPLIER

2.2 Doing Business As (D/B/A if Applicable). Please use all CAPS.

2.3 Enter the Legal/Registered Business Address associated with the Legal Business Name exactly as filed with the relevant jurisdiction. 123 main st
Los Alamos, US-NM 87544
United States

2.4 Enter the DUNS Number associated with your Legal Business Name above. Please DO NOT enter any DUNS Number associated with a branch office or other site location.

If you do not have a DUNS Number, please use the following link to create one. <https://www.dnb.com/duns-number/get-a-duns.html>

9 EIN/FEIN Number: 1234567890

Compose Message

Event Messages | Event Details | Response History | Response Team

2 Company Information

3 Primary Points of Contact

4 Export Control

5 Foreign Ownership and...

6 DOE Complex Experience

7 Insurance

8 Socioeconomic and...

11) You will also receive a confirmation email when your registration is approved.

 Ariba Administrator <no-reply@ansmtpt.ariba.com> | Martinez, Richard 1:44
[EXTERNAL] Approved: Supplier registration with LANL - TEST

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

 Right-click or tap and hold here to download pictures. To help protect your privacy, Outlook prevented automatic download of this picture from the Internet.
Ariba Logo

Registration with LANL - TEST.

Congratulations! LANL - TEST has approved your supplier registration. ZZZ LANL TEST SUPPLIER has now been included in the LANL - TEST database of suppliers.

LANL - TEST will notify you of any future steps to continue the supplier onboarding process.

Ariba, Inc. 3420 Hillview Ave, Palo Alto, CA 94304, USA
[Data Policy](#) | [Contact Us](#) | [Customer Support](#)

12) Your registration process is complete. Thank you for your interest in doing business with Los Alamos National Laboratory.

Account Activation

Suppliers create an Ariba Network account. Then, for Enterprise accounts, suppliers accept the Trading Relationship Request (TRR) received via email. For Standard accounts, suppliers process an order from the initial interactive PO received via email (Standard accounts) to activate the Ariba Network account with LANL. (Note: POs will be received after system Go-Live.)

Configure Ariba Network accounts

SAP Ariba has provided instructions on configuring your Ariba Network account here:
https://support.ariba.com/Adapt/Ariba_Network_Supplier_Training/#/

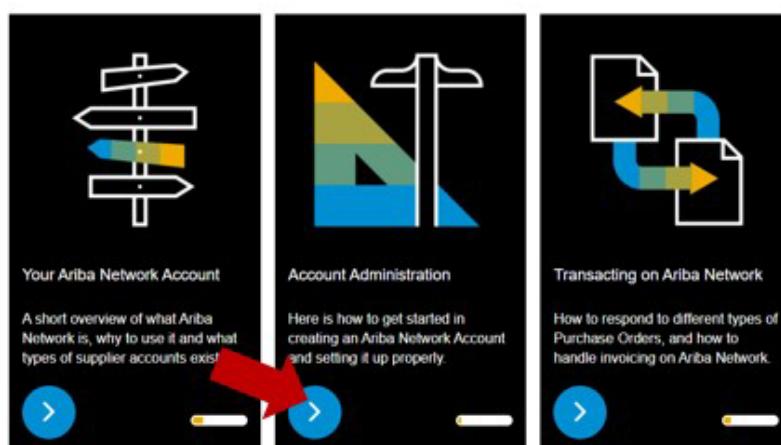
Once you click on the link above, you'll be prompted to select a language.

Select Language Below



Next, click on the Account Administration topic.

The image shows a dark-themed training course landing page. At the top, it says 'Ariba Network Supplier Training'. Below that, a subtitle reads: 'This training course is designed to assist Suppliers using their Ariba Network Account.' There are three large cards at the bottom representing different topics: 'Your Ariba Network Account', 'Account Administration', and 'Transacting on Ariba Network'. A red arrow points to the 'Account Administration' card.



To view instructions on the various configuration tasks, on the Account Administration page, scroll down to the Basic Configuration Settings and Advanced Configuration Settings sections.

Basic Configuration Settings

Click the items below to complete the configuration of your Ariba account. Refer to the instructions from your Buyer customer to know which sections are mandatory within a given relationship.

- + Complete Your Profile
- + Configure Your Email Notifications
- + Complete Enablement Tasks
- + Select Electronic Order Routing Method
- + Select Electronic Invoice Routing Method
- + Invoicing Tax Information
- + Invoice Archival
- + Configure Your Remittance Information
- + Set Up a Test Account

Additional Settings

Below items give you more options to further adapt your Ariba Network account to the structure and needs of your company.

- + Account Settings
- + Review Your Relationships - Current and Potential
- + Account Users and Administrator
- + Create Roles and Users (Administrator Only)
- + Edit and Modify Users (Administrator Only)
- + Managing Multiple Accounts - Account Hierarchy
- + Managing Multiple Accounts - Multi-Org

Start selling products and services on Ariba!

Ariba Proposals and Questionnaires

Information in this section describes actions within the Ariba Proposals and Questionnaires portion of your Ariba Network account. In SAP documentation, you may also see this section of your account referred to as Strategic Sourcing. You can see which section of your Ariba account you are currently in by looking at the top left corner of the screen.

A: To navigate to Ariba Proposals and Questionnaires, click the down arrow.

The screenshot shows the Ariba Network interface. At the top, there is a navigation bar with the SAP logo, 'Ariba Network' with a dropdown arrow, a blue circle containing the letter 'A', 'Standard Account', 'Upgrade', and 'TEST MODE'. Below the navigation bar, there are links for 'Home', 'Inbox', 'Outbox', 'Catalogs', and 'Reports'. The main content area is titled 'Orders, Invoices and Payments' and includes a sub-header 'All Cu...'. It displays five metrics: '0 Orders to Invoice', '0 Orders that Need Attention', '0 Invoices Rejected', '0 Pinned Documents', and a 'More...' link. Below these metrics is a table header with columns: 'Order Number', 'Customer', 'Status', 'Amount', 'Date ↓', and 'Amount'. A message at the bottom of the table states 'You do not have any Orders and Releases.'

B: Select Ariba Proposals and Questionnaires from the list of options.



Updating and Renewing your LANL Registration

You may update the information in your Supplier Registration Questionnaire at any time. Simply log into your Ariba Network account, ensure that you are in the Ariba Proposals and Questionnaires section, and locate the Registration Questionnaires section.

A: Click on the title **Supplier Registration Questionnaire**.

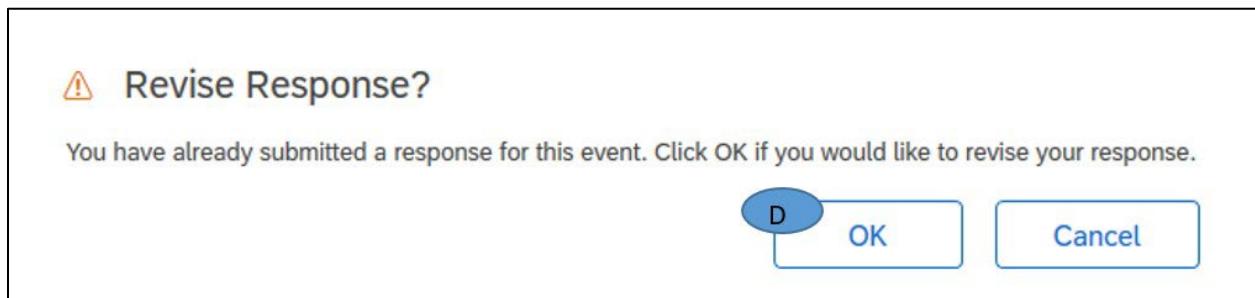
This screenshot shows the Ariba Spend Management site for LANL - TEST. The top navigation bar includes the SAP logo, 'Ariba Proposals and Questionnaires', 'Standard Account', 'Upgrade', 'TEST MODE', and user icons. The main content area has a heading 'LANL - TEST' and a message: 'There are no matched postings.' To the right, there's a welcome message from Ariba: '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.' Below this is the 'Los Alamos NATIONAL LABORATORY' logo. The page features several tables: 'Events', 'Risk Assessments', 'Registration Questionnaires', and 'Qualification Questionnaires'. The 'Registration Questionnaires' table has a header with columns: Title, ID, End Time, Event Type, and Participated. It shows one item: 'Supplier Registration Questionnaire' with ID 'Doc113001216', end time '12/2/6103 8:28 PM', and status 'Registered'. A blue circle labeled 'A' highlights the 'Supplier Registration Questionnaire' link in this table.

B: You can review your initial responses to determine whether you need to submit an update.

C: Click the **Revise Response** button to update your answers.

The screenshot shows the Ariba Sourcing console interface. At the top, there's a navigation bar with 'Ariba Sourcing', 'Company Settings', 'Richard Martinez', 'Help Center', and 'Desktop File Sync'. Below the navigation is a 'Console' section. On the left, a sidebar lists 'Event Messages', 'Event Details', 'Response History', and 'Response Team'. Under 'Event Contents', 'All Content' is selected, and a list of sections follows: '2 Company Information', '3 Primary Points of Co...', '4 Export Control', and '5 Foreign Ownership an...'. The main content area displays a message: 'You have submitted a response for this event. Thank you for participating.' Below this is a 'Revise Response' button, which is circled with a blue oval labeled 'C'. To the right, there's a form for 'Company Information' with fields for 'Name' (containing 'UNIVERSITY OF CALIFORNIA - SIT TESTING') and 'Address' (containing '123 Juanitas st Espanola, US-NM 87532 United States'). A blue oval labeled 'B' highlights the company name field.

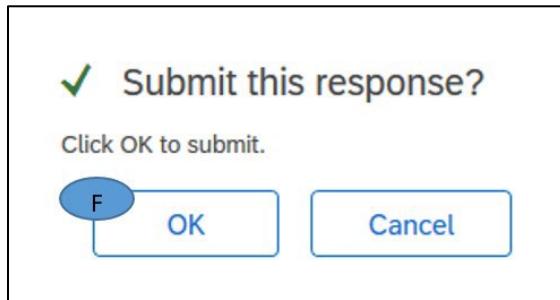
D: Click **OK** to confirm that you would like to revise your response.



E: After you're finished updating the questionnaire, click the **Submit Entire Response** button.

The screenshot shows the Ariba Sourcing console interface. On the left, there's a sidebar with navigation links like Event Messages, Event Details, Response History, and Response Team. Below that is a list of sections: Company Information, Primary Points of Contact, Export Control, Foreign Ownership, DOE Complex Experience, Insurance, Socioeconomic and Supply, Goods and Services Overview, and Certification of Registration. The 'Certification of Registration' section is currently expanded, showing fields for First Name (Richard), Last Name (Martinez), Organizational Role (Manager), and Email (rsmarinez@lanl.gov). To the right of this section is a list of service types with checkboxes, where 'None' is selected. At the bottom of the page, there are several buttons: 'Submit Entire Response' (highlighted with a blue oval 'E'), 'Reload Last Bid', 'Save draft', 'Compose Message', and 'Excel Import'.

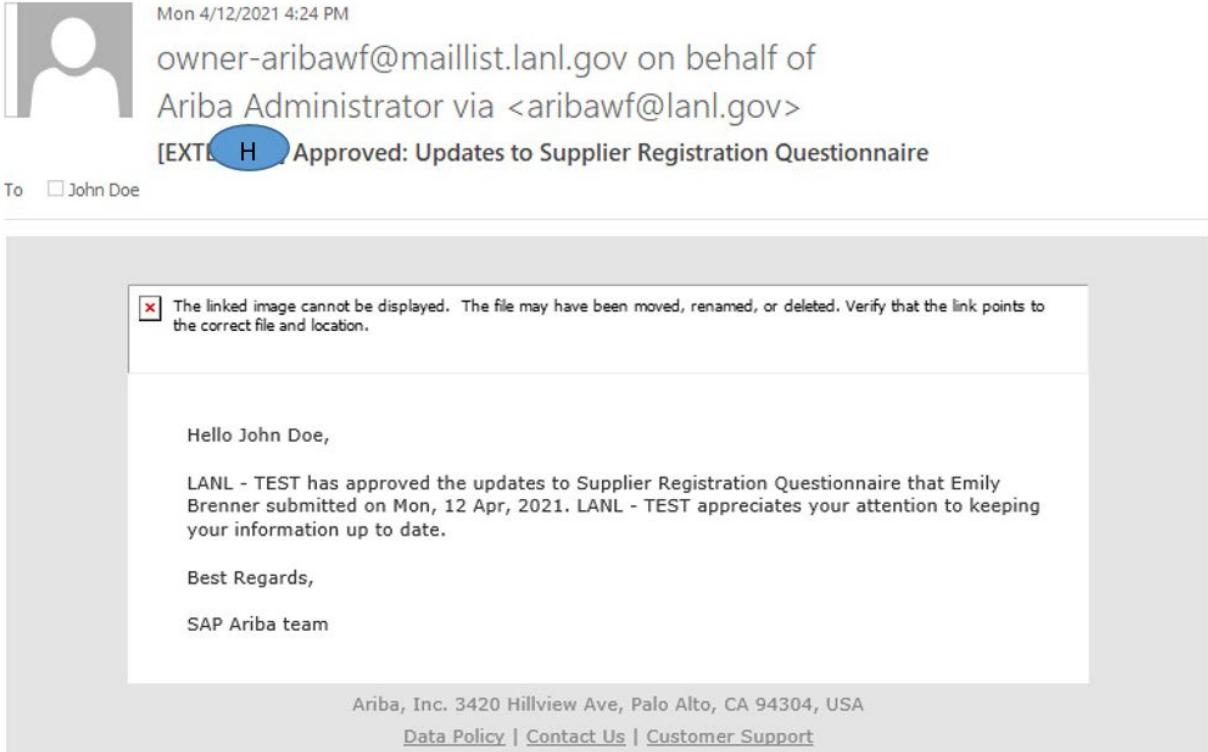
F: Click **OK** to confirm that you are ready to submit your revised registration.



G: Your registration questionnaire changes must be approved by LANL. If you reopen the Supplier Registration Questionnaire immediately after submitting changes, you will still see your original, approved answers. After the LANL Supplier Management team has approved your changes, you will instead see your revised, approved answers when you open the Supplier Registration Questionnaire.

Registration Questionnaires			
Title	ID	End Time	Status
▼ Status: Completed (1)			
Supplier Registration Questionnaire	Doc113001216	4/12/2021 4:14 PM	Registered

H: You will be notified via email when your Supplier Registration Questionnaire revisions are approved.



The screenshot shows an email message. At the top left is a placeholder user icon. To its right, the date and time are listed: "Mon 4/12/2021 4:24 PM". Below this, the recipient's name is shown: "owner-aribawf@maillist.lanl.gov on behalf of Ariba Administrator via <aribawf@lanl.gov>". A blue oval highlights the text "[EXTL] H Approved: Updates to Supplier Registration Questionnaire". Below the subject line, the "To" field contains "John Doe". On the far right, there is a small upward-pointing arrow icon.

The main body of the email contains a red X icon followed by the text: "The linked image cannot be displayed. The file may have been moved, renamed, or deleted. Verify that the link points to the correct file and location."

The message content itself starts with "Hello John Doe," followed by a paragraph: "LANL - TEST has approved the updates to Supplier Registration Questionnaire that Emily Brenner submitted on Mon, 12 Apr, 2021. LANL - TEST appreciates your attention to keeping your information up to date." Below this, there is a signature: "Best Regards,
SAP Ariba team".

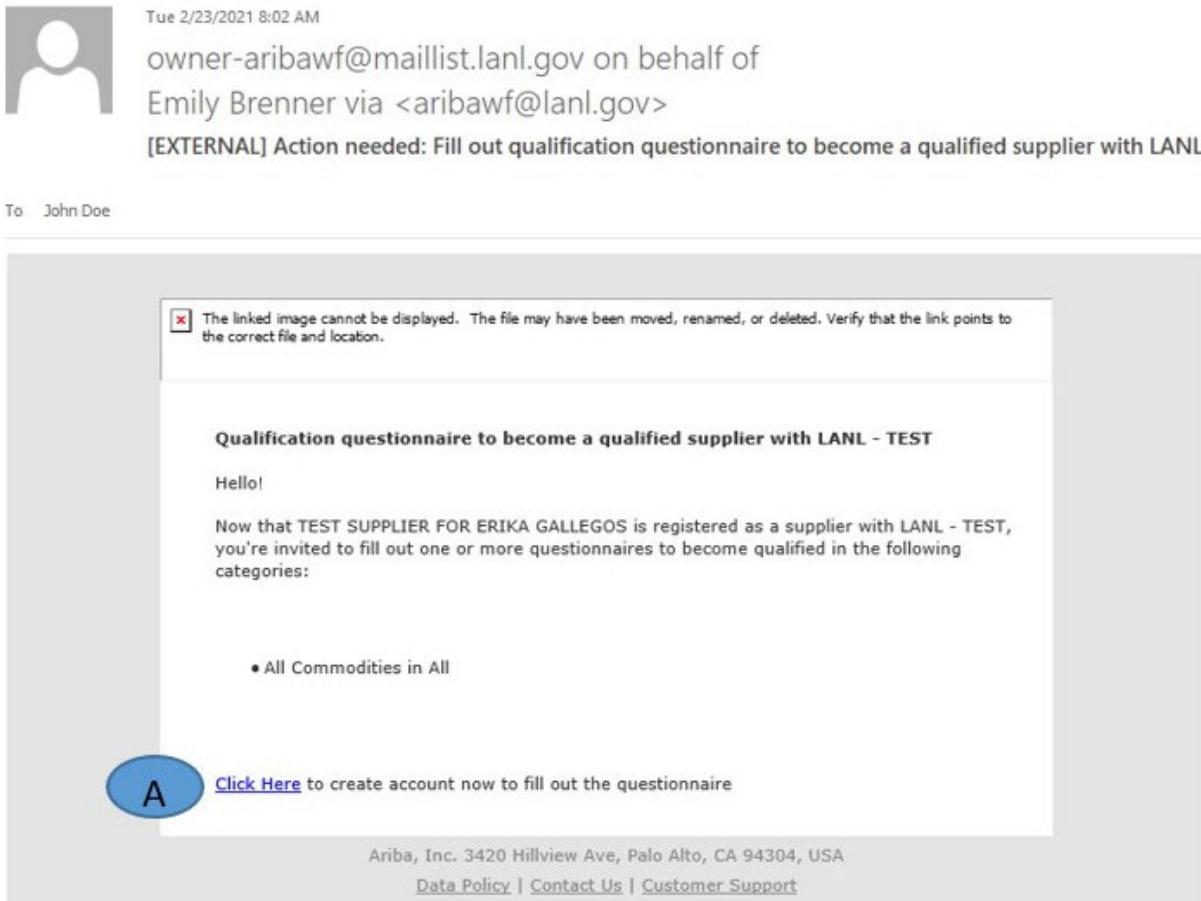
At the bottom of the email, there is a footer with the text "Ariba, Inc. 3420 Hillview Ave, Palo Alto, CA 94304, USA" and links for "Data Policy | Contact Us | Customer Support".

LANL will periodically require that you review and update the information in your Supplier Registration Questionnaire. You will receive an email notification when this update is required.

[Supplier Lifecycle and Performance Qualification](#)

The LANL Supplier Management team may request that you complete a qualification questionnaire. This request will generate an email notification to the same individual who completed the registration questionnaire.

A: Use the **Click Here** link to access the qualification questionnaire. You will be prompted to enter the username and password you already set up for your Ariba Network account.



Tue 2/23/2021 8:02 AM
owner-aribawf@maillist.lanl.gov on behalf of
Emily Brenner via <aribawf@lanl.gov>
[EXTERNAL] Action needed: Fill out qualification questionnaire to become a qualified supplier with LANL

To: John Doe

The linked image cannot be displayed. The file may have been moved, renamed, or deleted. Verify that the link points to the correct file and location.

Qualification questionnaire to become a qualified supplier with LANL - TEST

Hello!

Now that TEST SUPPLIER FOR ERIKA GALLEGOS is registered as a supplier with LANL - TEST, you're invited to fill out one or more questionnaires to become qualified in the following categories:

- All Commodities in All

A [Click Here](#) to create account now to fill out the questionnaire

Ariba, Inc. 3420 Hillview Ave, Palo Alto, CA 94304, USA
[Data Policy](#) | [Contact Us](#) | [Customer Support](#)

B: First, download and review the Code of Conduct for Suppliers and Subcontractors of Los Alamos National Labs.

C: Review and answer all required questions.

D: Click **Submit Entire Response** when finished.

Ariba Sourcing

< Go back to LANL - TEST Dashboard

Console Doc194769339 - Supplier Qualification Questionnaire Desktop File Sync

Event Messages Event Details Response History Response Team

Event Contents All Content

1 LANL Code of Conduct... 2 Point of Contact for...

B

C

D

E

Submit Entire Response Save draft Compose Message Excel Import

All Content

Name

1 LANL Code of Conduct Certification

1.1 Please review the attached Code of Conduct for Suppliers and Subcontractors of Los Alamos National Labs. [Supplier Code of Conduct Policy Acknowledgement BUS-ASM-6000 27JAN2021.pdf](#)

1.2 Has your Company reviewed LANL's Business Conduct and Ethics Expectations for Suppliers and Contractors, and understand the requirements and expectations?

1.4 Does your Company represent that its own policies regarding business conduct and ethics are aligned with LANL's Business Conduct and Expectations for Suppliers and Contractors?

1.6 Does your Company have a policy on screening and monitoring, and a procedure to evaluate and select suppliers based on their practices and commitments on Anti-Corruption, Health and Safety, Labor and Human Rights, and the Environment?

1.7 Does your Company have written policies covering Anti-Corruption, Health and Safety, Labor and Human Rights, and Environment?

1.8 To the best of your knowledge, has your Company had any convictions or have any legal actions or allegations pending for employing, engaging, or otherwise using forced labor, trafficked labor, or exploitative child labor?

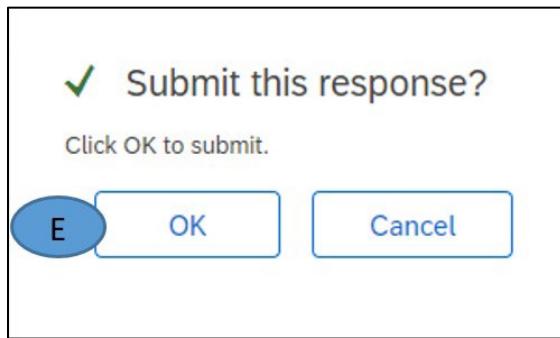
1.10 Does your Company have a policy or process that prohibits forced labor and human trafficking in your operations and in those of employment agencies or subcontractors you use?

2 Point of Contact for Questions or Clarifications

On behalf of your Company, you certify that all attempts were made to answer all questions in an accurate and complete manner. Your company recognizes that Triad National Security, LLC. (Triad) will rely on the accuracy of the information provided herein, including any attachments, in its efforts to render a determination regarding the qualification of your Company to compete to perform work at the Los Alamos National Laboratory. Further, your Company acknowledges that by submitting this qualification questionnaire, the company authorizes Triad to, and Triad reserves the right to, contact any third parties identified herein to confirm information provided

(*) indicates a required field

E: Click **OK** to confirm that you would like to submit the response. Your completed qualification questionnaire has been returned to the ASM Supplier Management Team for review. You will receive an email notification when they approve your qualification or ask for additional information.

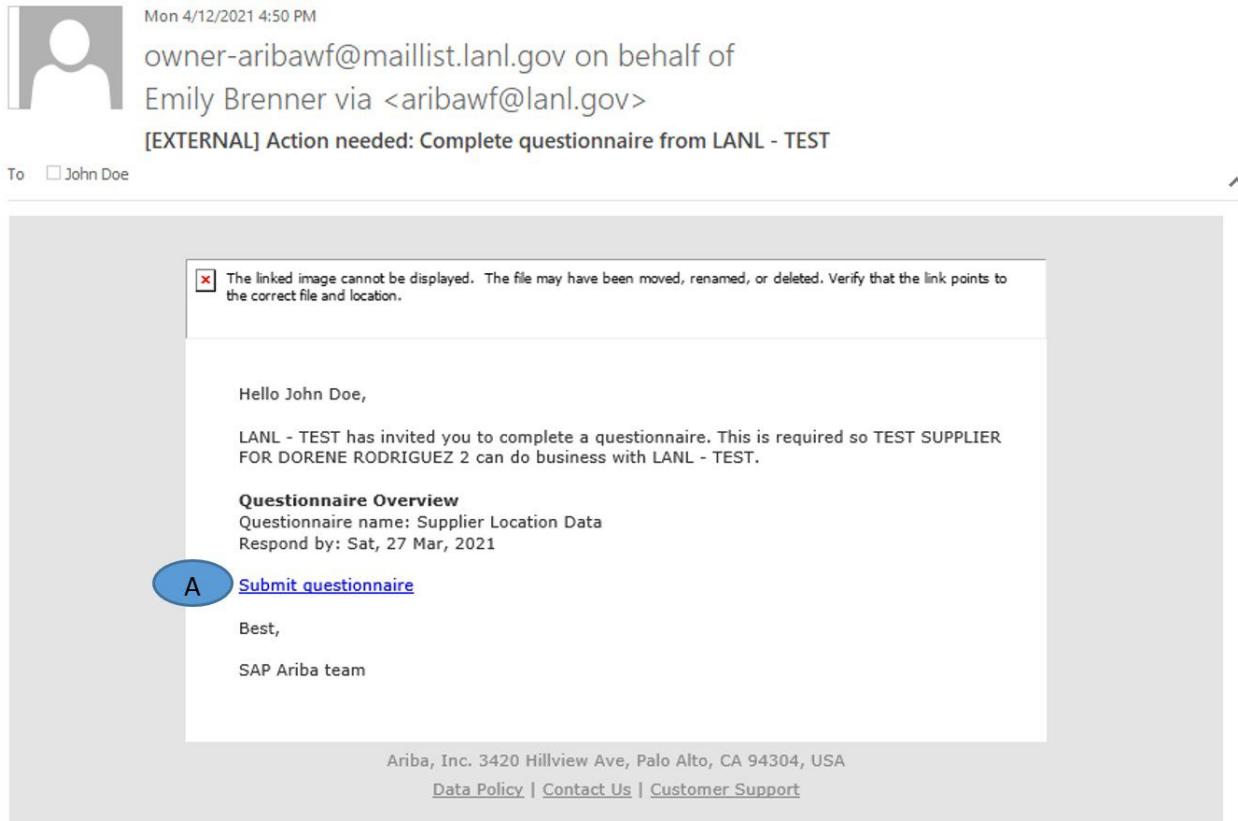


Supplier Lifecycle and Performance Modular Questionnaires

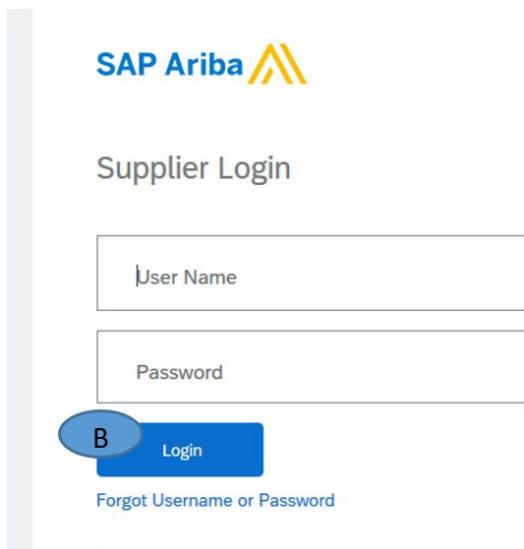
Supplier Location Data Questionnaire

LANL's Finance and Accounting Department may ask you to complete the Supplier Location Data questionnaire to identify your remit-to locations to facilitate invoice payment. If you are invited to complete this questionnaire, you will receive an email notification. (Please note that you must respond to this questionnaire before you will be able to create an invoice in Ariba because the questionnaire is used to establish your remit-to address.)

A: Click the **Submit questionnaire** link in the email to navigate to the Supplier Location Data questionnaire. (You can also open the questionnaire by logging in to the Ariba Network, navigating to the Ariba Proposals and Questionnaires section of your account, and clicking on the questionnaire title under the Questionnaires header.)



B: If you are not already logged into the Ariba Network, you will be prompted to enter your username and password.



C: If you did not use the email link to open your questionnaire, click the **Supplier Location Data** title in the Questionnaires section of your Ariba Proposals and Questionnaire account. If you did use the email link, this step is not necessary.

Questionnaires					
Title	ID	End Time	Commodity	Regions	Status
▼ Status: Open (2)					
EFT Authorization	Doc193439110	05/13/2021 08:17 AM	(no value)	(no value)	NotResponded
Supplier Location Data	Doc193417896	05/13/2021 08:17 AM	(no value)	(no value)	NotResponded
Certificates					

D: At a minimum, provide an address and contact information for your Remit To location.

All Content	
Name ↑	
▼ 1 Remit To	* D Street: <input type="text"/> City: <input type="text"/> State/Province/Region: <input type="text"/> Postal Code: <input type="text"/> Country/Region: <input type="text"/> (no value) ▾ 1.1 Please provide your Remit To address. 1.2 Remit To Location Contact Name: <input type="text"/> 1.3 Remit To Location Contact Job Title: <input type="text"/> 1.4 Remit To Location Contact Phone Number (10-12 digits with no spaces or dashes): <input type="text"/> 1.5 Remit To Location Contact Email Address: <input type="text"/> ▼ 2 Additional Locations

E: Determine whether LANL should maintain records of multiple purchasing or payment sites. If you answer "no," POs will always list the address you entered on your Registration Questionnaire and invoices will always list the Remit To address you provided in question 1. Note: This questionnaire will remain open for updates after you've completed it. You can specify additional locations in the future if needed.

▼ 2 Additional Locations	2.1 Will you be transacting with Los Alamos National Laboratory from multiple physical locations? E * Unspecified ▾
--------------------------	---

F: If you indicate that you will transact with LANL from multiple physical locations, a follow-up question will appear. Click on **Add Additional Location Details**.

2.2 Note on Updating Addresses: After this questionnaire is initially approved, it will remain open so that you can update your organization's contact information as needed. Your organization already provided its principle address in the Supplier Registration Questionnaire. If you need to change your organization's principle address please do so by updating the Supplier Registration Questionnaire and resubmitting it. You may update and resubmit this questionnaire to edit the information on any additional locations.
2.3 Additional Location Details F Add Additional Location Details (0) Less... ▾
If you answered Yes to the previous question, please select the "Add Additional Location Details" link to list all other physical locations from which you anticipate transacting with Los Alamos National Laboratory.

G: Click the **Add Additional Location Details** button to add your second location address.

Additional Location Details (0)

Name ↑
No items

G Add Additional Location Details (*) indicates a required field

H: Complete all required information on your second location.

I: If you need to add a third location, click **Add an additional Additional Location Details**. Continue to click this button and complete the required fields that appear until you have added all applicable locations.

J: Click **Save** when you are finished.

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 2.3 Additional Location Details

Additional Location Details (1)

Name ↑
H Additional Location Details #1 Delete Less... [-]

Please provide the physical address and contact information for the additional location from which you anticipate transacting with Los Alamos National Laboratory.

Show More

Address

Street: [] ⓘ House Number: [] ⓘ

Street 2: [] ⓘ

Street 3: [] ⓘ

District: [] ⓘ

Postal Code: [] ⓘ City: [] ⓘ

Country: [(no value)] ⓘ Region: [(no value)] ⓘ

If this location has its own DUNS Number, please provide it here: []

Will this location be used for purchasing, payment, or both? * [Unspecified]

Contact Name: *

Contact Job Title *

Contact Email Address: *

Contact Phone Number (10-12 digits with no spaces or dashes): *

I Add an additional Additional Location Details (*) indicates a required field

K: Attach a completed W-8 or W-9.

▼ 3 IRS Forms

3.1 Please complete and upload either a W-8 or W-9 as applicable. These forms can be found at <https://www.irs.gov/forms-instructions>.

K *Attach a file

L: Finally, click **Submit Entire Response**. Your questionnaire will be routed to LANL's Finance and Accounting department so that they can update your records for invoice payments. If Finance and Accounting has questions or needs additional information, you will receive an email notification. After your record has been successfully updated, you will receive a notification indicating that your questionnaire was approved.

If you answered Yes to the previous question, please select the "Add Additional Location Details" link to list all other physical locations from National Laboratory.

▼ 3 IRS Forms

3.1 Please complete and upload either a W-8 or W-9 as applicable. These forms can be found at <https://www.irs.gov/forms-instructions>. *Attach a file

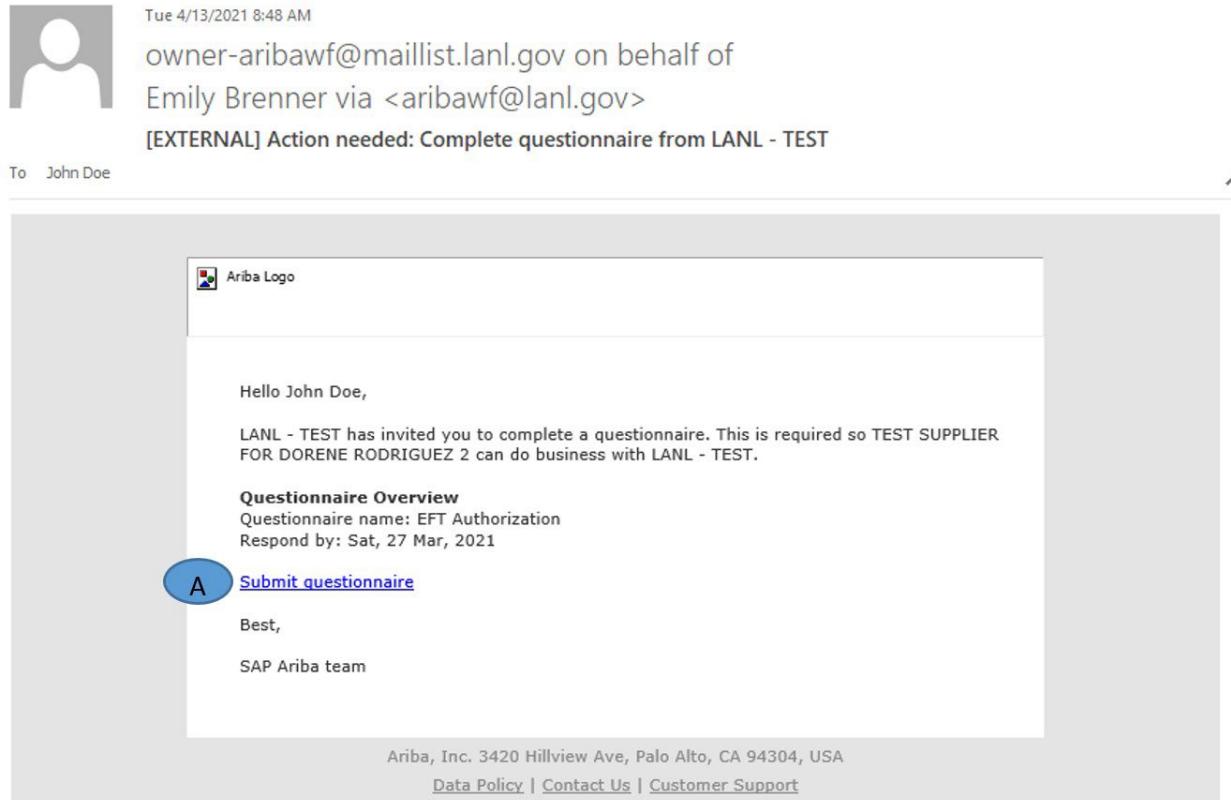
(*) indicates a required field

L L Submit Entire Response Save draft | Compose Message Excel Import

EFT Authorization Questionnaire

LANL's Treasury Department may ask you to complete an electronic funds transfer (EFT) Authorization Questionnaire. Completion of this form by an authorized signer on your organization's bank account allows LANL to send your invoice payments electronically rather than by mailing a paper check. If you are invited to complete this questionnaire, you will receive an email notification.

A: Click the **Submit questionnaire** link in the email to navigate to the EFT Authorization Questionnaire. (You can also open the questionnaire by logging in to the Ariba Network, navigating to the Ariba Proposals and Questionnaires section of your account, and clicking on the questionnaire title under the Questionnaires header.)



B: If you are not already logged into the Ariba Network, you will be prompted to enter your username and password.

The image shows the SAP Ariba Supplier Login page. It features a logo at the top, followed by fields for 'User Name' and 'Password'. Below these fields is a blue button labeled 'Login' with a blue oval labeled 'B' over it. At the bottom, there is a link for users who forgot their username or password.

SAP Ariba

Supplier Login

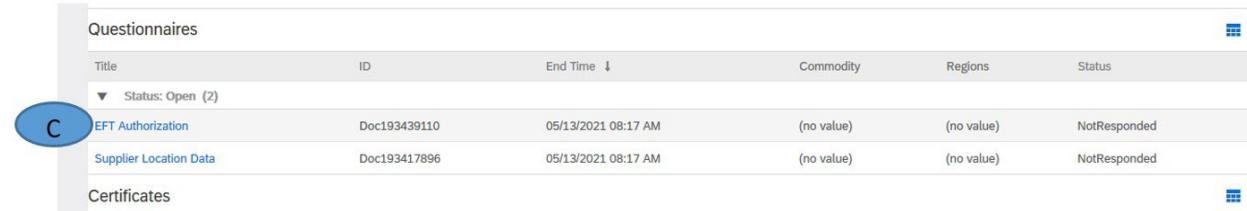
User Name

Password

B Login

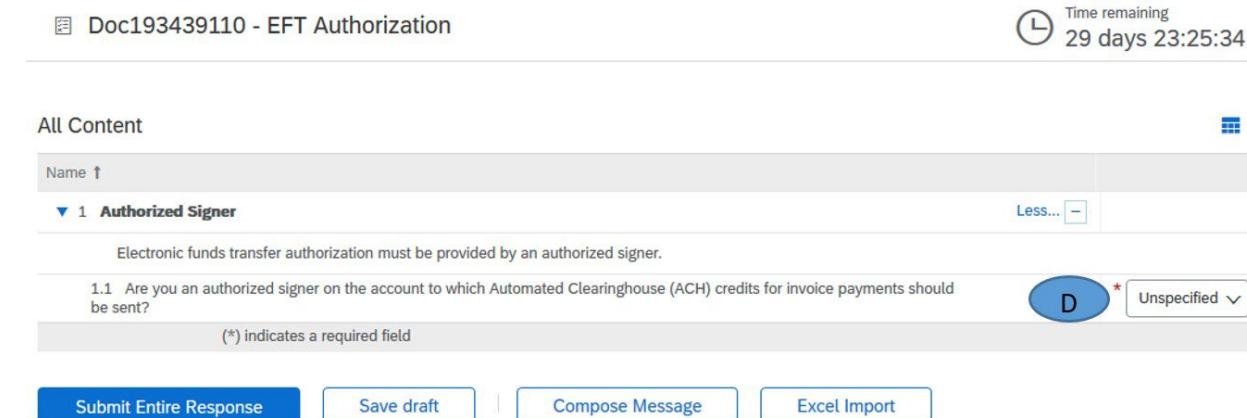
[Forgot Username or Password](#)

C: If you did not use the email link to open your questionnaire, click on the **EFT Authorization** title in the Questionnaires section of your Ariba Proposals and Questionnaire account. If you did use the email link, this step is not necessary.



Questionnaires					
Title	ID	End Time	Commodity	Regions	Status
▼ Status: Open (2)					
EFT Authorization	Doc193439110	05/13/2021 08:17 AM	(no value)	(no value)	NotResponded
Supplier Location Data	Doc193417896	05/13/2021 08:17 AM	(no value)	(no value)	NotResponded

D: LANL must obtain EFT Authorization from an individual who is an authorized signer on the account to which ACH credits for invoice payments should be sent. If you are not an authorized signer, answer "no" to question 1.1.



Doc193439110 - EFT Authorization

Time remaining
29 days 23:25:34

All Content

Name ↑

▼ 1 Authorized Signer

Less... -

Electronic funds transfer authorization must be provided by an authorized signer.

1.1 Are you an authorized signer on the account to which Automated Clearinghouse (ACH) credits for invoice payments should be sent? Unspecified

(*) indicates a required field

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

E: Provide the contact information for an authorized signer who can complete this questionnaire.

F: Finally, click **Submit Entire Response**. The LANL Supplier Management Team will review your response and resend the EFT Authorization questionnaire to the individual you listed in questions 1.3 through 1.6. You may receive an email notification stating that your questionnaire has been denied, but do not be alarmed. The Supplier Management Team simply needs to deny this version of the questionnaire so that they can send a new one to the correct individual.

All Content

Name ↑

▼ 1 Authorized Signer

Less... ▾

Electronic funds transfer authorization must be provided by an authorized signer.

1.1 Are you an authorized signer on the account to which Automated Clearinghouse (ACH) credits for invoice payments should be sent?

* No ▾

1.2 Please provide contact information for an authorized signer at your organization so that we may redirect this questionnaire appropriately.

1.3 Authorized Signer Name:

E

* [Text Input Field]

1.4 Authorized Signer Job Title:

* [Text Input Field]

1.5 Authorized Signer Email Address:

* [Text Input Field]

1.6 Authorized Signer Phone Number (10-12 digits with no spaces or dashes):

* [Text Input Field]

(*) indicates a required field

F

Submit Entire Response

Save draft

Compose Message

Excel Import

G: If you are an authorized signer, please indicate whether you have a domestic bank account to receive ACH credits for invoice payments. If you do not have a domestic bank account, LANL cannot make ACH payments.

All Content

Name ↑

▼ 1 Authorized Signer

Less... ▾

Electronic funds transfer authorization must be provided by an authorized signer.

1.1 Are you an authorized signer on the account to which Automated Clearinghouse (ACH) credits for invoice payments should be sent?

* Yes ▾

▼ 2 Financial Institution Information

2.1 Do you have a domestic bank account at which you would like to receive ACH credits for invoice payments?

G * Unspecified ▾

(*) indicates a required field

Submit Entire Response

Save draft

Compose Message

Excel Import

H: Review the authorization statement and select whether or not you agree.

Doc193439110 - EFT Authorization

29 days 23:19:30

All Content

Name ↑

▼ 1 Authorized Signer

Electronic funds transfer authorization must be provided by an authorized signer.

1.1 Are you an authorized signer on the account to which Automated Clearinghouse (ACH) credits for invoice payments should be sent?

* Yes

▼ 2 Financial Institution Information

2.1 Do you have a domestic bank account at which you would like to receive ACH credits for invoice payments?

* Yes

2.2 I, an authorized signer on the below account, hereby authorize Los Alamos National Laboratory, hereinafter called the Laboratory, to originate Automated Clearinghouse (ACH) credits for invoice payments (vendors), travel reimbursements, small purchase reimbursements and royalty payments (employees). I further authorize the Laboratory to originate ACH debits to this account but only in the event that the Laboratory issued an incorrect or duplicate ACH credit to this account. The Laboratory will notify you by telephone in advance of originating an ACH debit to this account.

H * Unspecified

(*) indicates a required field

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

I: Provide the Financial Institution Name, Account Type, ABA Routing Number, and Account Number for the account where you are authorizing LANL to send invoice payments.

J: Please attach a voided check or a letter of banking information confirmation from your bank.

K: Finally, click **Submit Entire Response**. If you indicated that you do not want to use electronic payments at this time, the questionnaire will remain open for updates. You may return to it to provide bank account information and EFT authorization at any time in the future.

The Laboratory will notify you by telephone in advance of originating an ACH debit to this account.

2.3 Financial Institution Name:

I *

2.4 Account Type

* Unspecified

2.5 ABA Routing Number:

*

2.6 Account Number:

*

2.7 For account authorization, please attach a voided check or a letter of banking information confirmation from your bank.

J Attach a file

(*) indicates a required field

K Submit Entire Response | Save draft | Compose Message | Excel Import

If you chose to authorize electronic funds transfers, your questionnaire will be routed to the LANL Treasury department for review and approval. If the treasury department has any questions or needs you to correct information on your questionnaire, you will receive an email notification. When you receive an email notification stating that your questionnaire has been fully approved, your payment information has been successfully updated in LANL's system.

Other Questionnaires

LANL may implement the use of additional questionnaires in Ariba Supplier Lifecycle and Performance as we continue to digitize our procurement processes. This section covers the information common to all Ariba Supplier Lifecycle and Performance Questionnaires and provides information on how to ask for help.

If you are invited to complete another type of questionnaire, you will initially receive an email notification.

A: The questionnaire name is displayed in the email notification here.

B: You can go directly to the questionnaire by clicking on the **Submit questionnaire** link.

The image shows an email message from owner-aribawf@maillist.lanl.gov on behalf of Emily Brenner via <aribawf@lanl.gov>. The subject line is '[EXTERNAL] Action needed: Complete questionnaire from LANL - TEST'. The email body starts with 'Hello John Doe,' and informs the recipient that LANL - TEST has invited them to complete a questionnaire required for business with TEST SUPPLIER FOR DORENE RODRIGUEZ 2. It includes two links: 'Questionnaire Overview' (labeled A) and 'Submit questionnaire' (labeled B). The message concludes with 'Best,' and 'SAP Ariba team'. At the bottom, there is footer text: 'Ariba, Inc. 3420 Hillview Ave, Palo Alto, CA 94304, USA' and links to 'Data Policy', 'Contact Us', and 'Customer Support'.

C: If you access the questionnaire without using the link in your email notification, simply click on the questionnaire title in your Ariba Network account (in the Proposals and Questionnaires section).

The image shows a screenshot of the Ariba Network interface under the 'Questionnaires' section. A blue circle labeled 'C' highlights the 'EFT Authorization' row in the table. The table columns are Title, ID, End Time, Commodity, Regions, and Status. The 'EFT Authorization' row shows ID Doc193439110, End Time 05/13/2021 08:17 AM, Commodity (no value), Regions (no value), and Status NotResponded. Below the table, there is a 'Certificates' section.

D: Once you are in the questionnaire, review and answer all questions. Questions may be conditional and appear only when relevant based on the answer(s) to other question(s).

E: If you have a question about the questionnaire, you can contact the sender by clicking the **Compose Message** button.

F: You will receive an email notification when you receive a response to your message. You can also view a record of the conversation by using the Event Messages link in the top left corner.

G: When you are finished answering all questions, click **Submit** to return the questionnaire to LANL.

The screenshot shows the Ariba Sourcing console interface. At the top, there's a navigation bar with 'Ariba Sourcing', 'Company Settings', 'Richard Martinez', and 'Help Center'. Below that is a 'Console' header with a 'Go back to LANL - TEST Dashboard' link and a 'Desktop File Sync' button. The main content area has a sidebar on the left with numbered steps: 1. Event Details, 2. Response History, 3. Response Team, 4. Event Contents (which is expanded), 5. All Content, 6. Company Information, 7. Primary Points of Contact, 8. Export Control, 9. Foreign Ownership, 10. DOE Complex Experience, 11. Insurance, 12. Socioeconomic and Diversity, 13. Goods and Services Overview, and 14. Certification of Registration Accuracy and Completeness. Step 14 is currently selected and expanded, showing a section titled '14 Certification of Registration Accuracy and Completeness' with a note about accuracy and completeness. It contains five form fields: 14.1 First Name (Richard), 14.2 Last Name (Martinez), 14.3 Organizational Role (Manager), 14.4 Email (rsmartinez@lanl.gov), and 14.5 Phone Number (5056956267). A note at the bottom says '(*) indicates a required field'. At the bottom of the page are several buttons: 'Submit Entire Response' (circled G), 'Reload Last Bid', 'Save draft', 'Compose Message' (circled E), and 'Excel Import'.

Adding Team Members to Supplier Lifecycle and Performance Questionnaires

If your organization has multiple Ariba Network accounts for different employees, you may wish to make one or more Supplier Lifecycle and Performance Questionnaires (Registration, Qualification, and the various Modular Questionnaires) available for viewing or updates by others.

To do this, begin by logging in to the Ariba Network and ensuring that you are in the Ariba Proposals and Questionnaires section.

A: Click on the title of an SLP questionnaire to open it.

Registration Questionnaires			
Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier Registration Questionnaire	Doc166673138	5/5/2014 6:30 PM	Registered
Qualification Questionnaires			

B: Select Response Team in the top left corner of the screen.

Ariba Sourcing

< Go back to LANL - TEST Dashboard

Console

Event Messages
Event Details
Response History
Response Team

You have submitted a respor

▼ Event Contents All Content

C: Click **Add**.

Ariba Sourcing

Company Settings ▾ John Doe Help Center

< Go back to LANL - TEST Dashboard Desktop File Sync

Response Team - Supplier Registration Questionnaire

OK Cancel

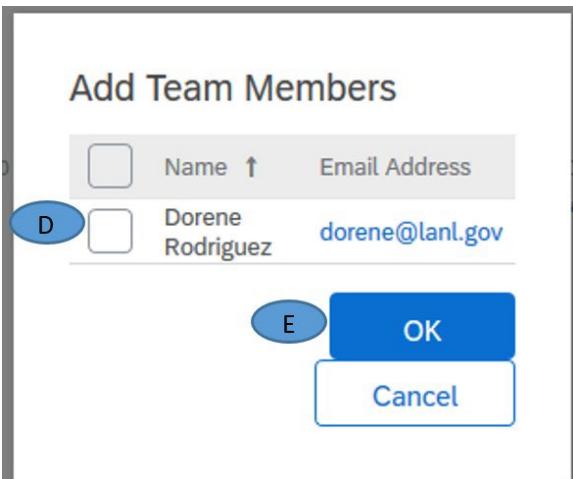
Review the list of members from your organization who can participate in this event with you. You may add team members to this list as needed.

Name ↓	Email Address
John Doe	aribawf@lanl.gov

OK Cancel

D: Click the check box next to the name of any other members of your organization who should have access to the questionnaire.

E: Click **OK** on the Add Team Members pop-up window.



F: Click **OK** on the Response Team screen. The questionnaire is now available for action by another member of your organization.

Participating in an RFI Event

See SAP's guide to [Participating in Sourcing Events](#) and the section [Topics about responding to RFIs](#).

You may also find the following tutorial videos from SAP helpful:

- [Responding to prerequisite questions](#)
- [Participating in events](#)
- [Responding to RFIs](#)

Participating in an RFP Event

See SAP's guide to [Participating in Sourcing Events](#) and the section [Topics about responding to RFPs](#).

You may also find the following tutorial videos from SAP helpful:

- [Responding to prerequisite questions](#)
- [Participating in events](#)
- [Responding to RFPs](#)

Participating in an Auction Event

See SAP's guide to [Participating in Sourcing Events](#) and the section [Topics about participating in Auctions](#).

You may also find the following tutorial videos from SAP helpful:

- [Responding to prerequisite questions](#)
- [Participating in events](#)
- [Participating in Auctions](#)

Participating in a Tactical Sourcing Event

What is Tactical Sourcing?

Casual Buyers at LANL will use Guided Buying to send a form directly to the supplier(s) specified. Suppliers will review the information provided and respond with a quote. After the quotes are returned to the LANL Casual Buyer, the Casual Buyers are able to review the quotes in Guided Buying and select an awardee. This action converts the form into a requisition. The Supplier will wait while the requisition is routed internally for approval before it becomes a PO. When this activity is complete, the PO is returned to the awarded supplier. SAP Ariba refers to this method of obtaining quotes as *Tactical Sourcing*.

Step-By-Step Instructions for Tactical Sourcing

LANL Casual Buyers complete required sections of the Goods Under 10K RFQ form.

Title: LANL Casual Buyers will create a title that describes the item they would like to purchase.

Respond by date: LANL Casual Buyers will provide a reasonable time for you to review and respond with a quote.

Detailed Information: LANL Casual Buyer's description of the item they would like to purchase from you, which should include sufficient detail here or in the attachments section for you to understand exactly what they would like to purchase.

Contact Information: Contains in the Requester's name (the LANL Casual Buyer) their phone number and email address.

Attachments: Uploaded files are optional.

Suppliers: LANL Casual Buyers will select more than one supplier to ensure that they are getting the best price and delivery dates for the item they intend to purchase.

A: Supplier will receive an email inviting them to participate in an event called a "Tactical Sourcing Request."

A

The screenshot shows an email invitation from Ariba Commerce Cloud. The header information includes the date (Fri 3/19/2021 10:52 PM), recipient (owner-aribawf@maillist.lanl.gov on behalf of Linda Jones via <aribawf@lanl.gov>), and subject ([EXTERNAL] LANL - TEST has invited you to participate in an event: RFQ254-Tactical Sourcing Request). The body of the email contains instructions for logging in or registering, a note about password expiration, contact information for Andrew Burke, and a sign-off from LANL - TEST. At the bottom, there is a footer with Ariba's address and links to Data Policy and Contact Us.

Fri 3/19/2021 10:52 PM
owner-aribawf@maillist.lanl.gov on behalf of Linda Jones via <aribawf@lanl.gov>
[EXTERNAL] LANL - TEST has invited you to participate in an event: RFQ254-Tactical Sourcing Request.
To: John Doe

 Ariba Logo

LANL - TEST has invited you to participate in the following event: RFQ254-Tactical Sourcing Request. The event is set to begin on Thursday, March 18, 2021 at 7:44 PM, Pacific Daylight Time.

Use the following username to log in to LANL - TEST events: [test-aribawf@lanl.gov](#).

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

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 Andrew Burke via telephone at or via e-mail at andrew.burke@sap.com.

We look forward to working with you!

Thank You,
LANL - TEST

LANL - TEST sourcing site, Event Doc181558564: RFQ254-Tactical Sourcing Request, Realm: lanl-T, Message ID: MSG12076914. [Click Here](#)
Ariba, Inc. 3420 Hillview Ave, Palo Alto, CA 94304, USA
[Data Policy](#) | [Contact Us](#) | [Customer Support](#)

B: Suppliers can access their dashboard by selecting Ariba Proposals and Questionnaires.

The screenshot shows a web browser window for 'Ariba Sourcing'. The URL is service.ariba.com/Sourcing.aw/124991008.aw?awh=r&awssk=3Z16QjdE&dard=1. The top navigation bar includes the SAP logo, 'Ariba Proposals and Questionnaires' dropdown, 'Standard Account', 'Upgrade' button, and 'TEST MODE' button. A blue oval labeled 'B' highlights the 'Ariba Proposals And Questionnaires' option in the dropdown menu. The main content area displays a welcome message for the Ariba Spend Management site, mentioning its purpose of identifying world-class suppliers. It also shows a section for 'Events' with a table header for 'Title' and 'ID', and a filter for 'Status: Completed (6)'. The background features a large blue circular logo with a stylized 'X' and the letters 'LOC NAT'.

C: Suppliers can access the Events and take note of events in which they have participated and those that are open. Select the event to continue.

There are no matched postings.

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.

Los Alamos NATIONAL LABORATORY

Title	ID	End Time	Event Type	Participated
▼ Status: Completed (4)				
RFQ252-One Day Vocational Training Course	Doc181094023	3/18/2021 10:05 AM	RFP	Yes
Microscope Multi Line Test	Doc175374896	3/9/2021 9:59 AM	RFP	Yes
Explosives	Doc172553755	3/4/2021 10:51 AM	RFP	Yes
RFP Template				
RFQ254-Tactical Sourcing Request	Doc181558564	3/25/2021 11:59 PM	RFP	Yes
RFQ248-Special Compounds	Doc180594586	3/24/2021 12:00 AM	RFP	No
▼ Status: Open (2)				
Risk Assessments				
No items				
Registration Questionnaires				
No items				

D: Click on the event; in this example, you have selected RFQ254.

Your requests

All (31) Quotes (5) To receive (36) Custom forms (2)

Last 3 months ▾ Request ID ▾ Find a request Q

Date requested 3/18/21	Amount \$1,500.00 USD	Awaiting quotes
RFQ254 Tactical Sourcing Request		

E: Select Intend to Participate.

Ariba Sourcing

Event Details Doc181558564 - RFQ254-Tactical Sourcing Request

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

E Intend to Participate Decline to Participate Print Event Information

Event Overview and Timing Rules

1. Review Event Details Owner: Linda Jones Event Type: RFP Publish time: 3/18/2021 8:44 PM Response start date: 3/18/2021 8:44 PM Due date: 3/25/2021 11:59 PM

Currency: US Dollar Commodity: Hydraulic machinery and equipment 2712 Regions: USA United States of America

John Doe (test-aribaef@lanl.gov) last visited 19 Mar 2021 9:51:14 PM TEST SUPPLIER FOR TINA GARCIA 2 AN01654279546-T © 1996-2019 Ariba, Inc. All rights reserved.

SAP Ariba Privacy Statement Security Disclosure Terms of Use

John Doe (1614098805399_aribaef@lanl.gov) last visit 3/18/2021 9:25 AM | LANL - TEST | C1_USA

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F: From this screen, you can select Download Content, Select Lots, or Print Event Information.

Ariba Sourcing

Event Details Doc181558564 - RFQ254-Tactical Sourcing Request

All Content

F Download Content Select Lots Print Event Information

Name	Price	Quantity	Extended Price	Total Cost
1. Terms				\$0.00 USD
1.1 Payment Terms				Buyer-specified payment terms.
1.2 Comments				
1.3 If required, attach a supporting file to your response				
1.4 Ship To	Bldg SM30 Bikini Atoll Road Los Alamos, NM 87545 United States			
1.5				\$0.00 USD
2. Items				
2.1 Hydraulic machinery and equipment Under 10K Request for Quote Form	\$1,500.00 USD	1 Each	\$1,500.00 USD	\$1,500.00 USD
Hydraulic machinery and equipment Under 10K Request for Quote Form: Guided Buying Form to Purchase From Preferred Suppliers - Goods less than \$10K				
Line Number:	1			
Supplier Part Id:				
Supplier Part Auxiliary Id:				
Manufacturer Part Id:				
Manufacturer Name:				
URL:				
Lead Time:				
Tax:				
Tax Description:				

Event Overview and Timing Rules

Owner: Linda Jones Event Type: RFP Publish time: 3/18/2021 8:44 PM Response start date: 3/18/2021 8:44 PM Due date: 3/25/2021 11:59 PM

Currency: US Dollar Commodity: Hydraulic machinery and equipment 2712 Regions: USA United States of America

John Doe (test-aribaef@lanl.gov) last visited 19 Mar 2021 9:51:14 PM TEST SUPPLIER FOR TINA GARCIA 2 AN01654279546-T © 1996-2019 Ariba, Inc. All rights reserved.

SAP Ariba Privacy Statement Security Disclosure Terms of Use

John Doe (1614098805399_aribaef@lanl.gov) last visit 3/18/2021 9:25 AM | LANL - TEST | C1_USA

G: **Select Lots** allows you to confirm the items on which you intend to provide a bid. In cases where more than one lot is available, you can select one or more lots.

Ariba Sourcing

< Go back to LANL - TEST Dashboard

Doc181558564 - RFQ254-Tactical Sourcing Request

Select Lots

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

- Review Event Details
- Select Lots
- Submit Response

Select Lots Select Using Excel

Lots Available for Bidding

Name
<input checked="" type="checkbox"/> Name
<input checked="" type="checkbox"/> 2.1 Hydraulic machinery and equipment Under 10K Request for Quote Form

Hydraulic machinery and equipment Under 10K Request for Quote Form: Guided Buying Form to Purchase From Preferred Suppliers - Goods less than \$10K

G

Confirm Selected Lots

Cancel

John Doe (test.ariba@lanl.gov) last visited 19 Mar 2021 9:51:14 PM. TEST SUPPLIER FOR TINA GARCIA 2 AN01654278546-T
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SAP Ariba Privacy Statement Security Disclosure Terms of Use

H: Continue by filling out each field, providing a complete response to the RFQ. Although fields for shipping and tax appear in the RFQ response (as seen in the following picture), Suppliers should not use these fields to add shipping or tax to a requisition. LANL's configuration of Ariba Sourcing drops these charges when the LANL Casual User/Requester converts the RFQ form into a requisition.

Include any additional costs, such as shipping and tax, in the price of the item that is being quoted in your response.

Ariba Sourcing

Go back to LANL - TEST Dashboard

Console Doc181558564 - RFQ254-Tactical Sourcing Request

Company Settings ▾ John Doe ▾ Help Center ▾

Desktop File Sync Time remaining 6 days 01:01:31

All Content

Name	Price	Quantity	Extended Price	Total Cost
1.2 Comments				
1.3 If required, attach a supporting file to your response	Attach a file			
1.4 Ship To	Bldg SM30 Bikini Atoll Road Los Alamos, NM 87545 United States			
1.5			\$0.00 USD	
2 Items			\$1,500.00 USD	\$1,500.00 USD
2.1 Hydraulic machinery and equipment Under 10K Request for Quote Form ▾	Less... <input type="text" value="1"/> \$1,500.00 USD	1 Each	\$1,500.00 USD	\$1,500.00 USD
Hydraulic machinery and equipment Under 10K Request for Quote Form: Guided Buying Form to Purchase From Preferred Suppliers - Goods less than \$10K				
Line Number:	1			
Supplier Part Id:	<input type="text" value="add part number"/>			
Supplier Part Auxiliary Id:	<input type="text"/>			
Manufacturer Part Id:	<input type="text"/>			
Manufacturer Name:	<input type="text"/>			
URL:	<input type="text"/>			
Lead Time:	<input type="text"/>			
Tax:	<input type="text"/> USD all units			
Tax Description:	<input type="text"/>			
Shipping Terms:	<input type="text"/>			
Shipping Cost:	<input type="text"/> USD all units			

(*) indicates a required field

Submit Entire Response Update Totals Save draft Compose Message Excel Import

I: After completing all fields, you can choose to:

1. Submit Entire Response
2. Update Totals
3. Save Draft
4. Compose Message
5. Excel Import

(* indicates a required field

I

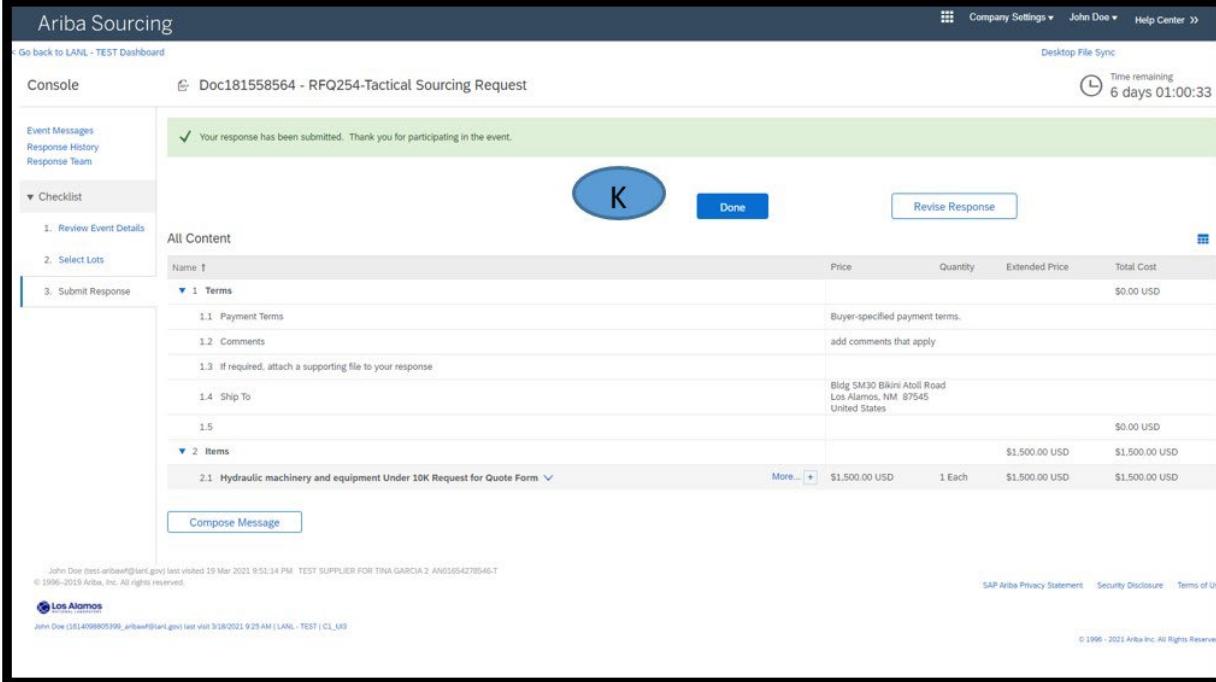
Submit Entire Response Update Totals Save draft Compose Message Excel Import

I1: Submit Entire Response

J: Confirm your submial by selecting **OK**.

The screenshot shows the Ariba Sourcing interface for document Doc181558564 - RFQ254-Tactical Sourcing Request. On the left, a sidebar lists steps: 1. Review Event Details, 2. Select Lots, and 3. Submit Response. Step 3 is currently selected. The main content area displays a checklist with items 1.2 through 1.5. Item 1.5 is expanded to show a table for '2 Items'. One item in the table is circled with a blue marker and labeled 'J'. Below the table is a modal dialog box with the title '✓ Submit this response?' and the instruction 'Click OK to submit.' It contains two buttons: 'OK' and 'Cancel'. At the bottom of the page, there are buttons for 'Submit Entire Response', 'Update Totals', 'Save draft', 'Compose Message', and 'Excel Import'. The footer includes copyright information and links to SAP Ariba Privacy Statement, Security Disclosure, and Terms of Use.

K: You will then see that your response was submitted successfully. If you select **Done**, you are taken back to the home screen for additional actions in your queue.

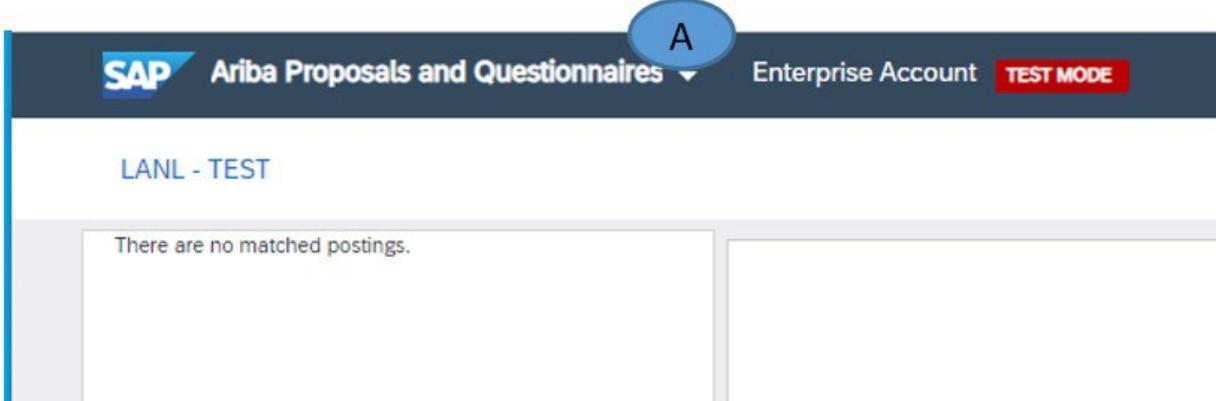


The screenshot shows the Ariba Sourcing interface. At the top, there's a navigation bar with 'Company Settings', 'John Doe', and 'Help Center'. Below it, a message says 'Your response has been submitted. Thank you for participating in the event.' On the left, a sidebar titled 'Checklist' lists three items: 'Review Event Details', 'Select Lots', and 'Submit Response', with 'Submit Response' currently selected. In the center, there's a table for 'All Content' with columns for 'Name', 'Price', 'Quantity', 'Extended Price', and 'Total Cost'. The table contains two rows: one for 'Terms' (Payment Terms) and one for 'Items' (Hydraulic machinery and equipment Under 10K Request for Quote Form). At the bottom right of the main area, there are 'Done' and 'Revise Response' buttons. The entire interface is framed by a large blue oval labeled 'K'.

Supplier Performance Management Scorecards

If you are selected to participate in Ariba Supplier Performance Management, scorecards that show your score on each of the goals your company has established with LANL will be published periodically to your account.

A: To view a scorecard, log in to your Ariba Network account and ensure that you are in the Proposals and Questionnaires section.



The screenshot shows the Ariba Proposals and Questionnaires interface. At the top, there's a header with the SAP logo, 'Ariba Proposals and Questionnaires', 'Enterprise Account', and 'TEST MODE'. Below the header, the text 'LANL - TEST' is displayed. A message in a box says 'There are no matched postings.' The entire interface is framed by a large blue oval labeled 'A'.

B: Scroll down to the Scorecards section.

C: You can review the Performance From and To dates to understand the time period to which the scorecard applies. Scorecards will typically cover a consistent time period (published once per quarter, once per year, etc.).

D: Each Scorecard will have a title, which typically includes the month and year when that scorecard was published. Click on a scorecard's title to open it.

Title	ID	Project Title	Performance From	Performance To
CPARS Scorecard	Doc189728559	April 5 Test 5	04/05/2021	04/06/2021
CPARS Scorecard (Apr 2021)	Doc189736537	April 5 Test 5	02/28/2021	03/30/2021

E: The name of each goal (referred to as a Key Performance Indicator [KPI] in Ariba) is listed in bold.

F: The weight column describes how the score for each KPI is weighted relative to the others in your overall grade. In this example, the weight of each KPI is equal, so no KPI's grade has a greater effect on your overall grade than others do.

G: Your current score for each KPI is listed in the Grade column. Grades in red font are below the target grade set for that KPI.

H: Click **Done** to return to your Ariba Network account after reviewing your scorecard.

Name	Weight	Grade
1 Technical/Quality of Product or Service	20	90.00% (i)
Value	90%	
2 Management or Business Relations	20	! 75.00% (i)
Value	75%	
3 Schedule/Timeliness	20	85.00% (i)
Value	85%	
4 Cost Control	20	100.00% (i)
Value	100%	
5 Small Business Subcontracting	20	! 70.00% (i)
Value	70%	

Ariba Contracts

Information in this section describes actions within the Ariba Contracts portion of your Ariba Network account. You can see which section of your Ariba account you are currently in by looking at the top left corner of the screen.

A: To navigate to Ariba Contracts, click the down arrow.

The screenshot shows the SAP Ariba Network interface. At the top, there is a navigation bar with the SAP logo, "Ariba Network", a dropdown menu, "Standard Account", "Upgrade", and "TEST MODE". Below the navigation bar, there are links for "Home", "Inbox", "Outbox", "Catalogs", and "Reports". The main content area is titled "Orders, Invoices and Payments". It displays four metrics: "0 Orders to Invoice", "0 Orders that Need Attention", "0 Invoices Rejected", and "0 Pinned Documents". There is also a "More..." link. Below these metrics is a table header with columns: "Order Number", "Customer", "Status", "Amount", "Date ↓", and "Amount". A message at the bottom states, "You do not have any Orders and Releases."

B: Select Ariba Contracts from the list of options.

The screenshot shows the SAP Ariba Network interface with a dropdown menu open. The menu items are: "Ariba Discovery", "Ariba Proposals And Questionnaires", "Ariba Contracts" (which is highlighted with a blue circle), and "Ariba Network". The background shows the "Home" tab selected in the main navigation bar.

Contract Negotiation

SAP Ariba facilitates communication between your organization and LANL Procurement Specialists during the contract negotiation phase. When a Procurement Specialist is ready to begin contract negotiation, you will receive an email notification similar to the one shown below.

- A: You can open a copy of the draft contract from the email attachment if you would like to preview the file before logging in to the Ariba Network.
- B: The task description section is automatically included in your email notification, but please note that these instructions are included on the negotiation task for our internal users (Procurement Specialists). You may disregard this section.
- C: Under the highlighted header "The following notes might also be helpful to you:" you will see the comments or message the Procurement Specialist wrote to you.
- D: Use the **Click Here** link to log in to your Ariba Network and go directly to the contract negotiation task.

The screenshot shows an email inbox interface. At the top, there is a recipient icon, the date (Tue 4/13/2021 2:59 PM), and the sender's name (owner-aribawf@maillist.lanl.gov on behalf of Email Review via <aribawf@lanl.gov>). Below this, the subject line is [EXTERNAL] CW12333 - Contract Example for Supplier Guide: Negotiate With Supplier. The 'To' field is listed as John Doe. An attachment named 'Draft Subcontract.docx' (11 KB) is shown with a circled 'A' over it. The main body of the email contains a task description for CW12333. A circled 'B' is placed over the 'Task description' section, which includes steps for selecting a supplier, specifying a due date, and submitting a negotiation task. A note states that the supplier will receive an email with attached documents and can make comments and edits. A circled 'C' is placed over a yellow-highlighted section titled 'The following notes might also be helpful to you:', which asks the recipient to review the draft subcontract and respond by 4/23. A circled 'D' is placed over a 'Click Here' link at the bottom of the task description, which is part of a system reference note.

Tue 4/13/2021 2:59 PM
owner-aribawf@maillist.lanl.gov on behalf of Email Review via <aribawf@lanl.gov>
[EXTERNAL] CW12333 - Contract Example for Supplier Guide: Negotiate With Supplier
To John Doe
Draft Subcontract.docx 11 KB
Action items + Get more apps

The linked image cannot be displayed. The file may have been moved, renamed, or deleted. Verify that the link points to the correct file and location.

CW12333 - Contract Example for Supplier Guide: Negotiate With Supplier

Task title: Negotiate With Supplier

Task description:

This task allows you to capture the negotiation between yourself and the supplier, and captures all comments. Internal review and edits should be made through the Agreement Review task prior to submitting a new round.

1. Select the supplier who will review the documents
2. Specify a Due Date and enter any Comments
3. Submit negotiation task

The Supplier will receive an e-mail with the attached documents. They make comments and edits and email the documents back to you.

You will then upload that file into the Negotiation task and can review changes.

Submit new rounds as needed to continue negotiating.

The following notes might also be helpful to you:
Please review the draft subcontract and respond with any comments by 4/23. Thank you.

This email is being sent to you because you are a reviewer of a document that has been submitted for review.

This email originated from the Ariba system used by LANL - TEST and was originally sent to: aribawf@lanl.gov

System Reference: [Click Here](#) to access the system.

Ariba, Inc. 3420 Hillview Ave, Palo Alto, CA 94304, USA
[Data Policy](#) | [Contact Us](#) | [Customer Support](#)

- E: If you do not use the link in your email to access the negotiation task, you can instead log in to your Ariba Network account and navigate to the Ariba Contracts section.

F: Your negotiation tasks will appear in your task list. All negotiation tasks will have the same name, but the Project name will identify each unique contract if you have multiple contracts with LANL in negotiation at the same time.

G: Click the task title **Negotiate with Supplier** to open the negotiation task.

The screenshot shows the Ariba Spend Management site. At the top, there's a navigation bar with 'Ariba Contracts', 'Standard Account', 'Upgrade', and 'TEST MODE'. Below the navigation is a header for 'LANL - TEST'. The main area has a message 'There are no matched postings.' and a welcome message from Ariba. On the right, the 'Los Alamos NATIONAL LABORATORY' logo is displayed. Below the welcome message is a table titled 'Tasks'. A row in the table is highlighted with a blue circle 'F' and contains the task name 'Negotiate With Supplier'. Another blue circle 'G' is placed over the task name 'Negotiate With Supplier' in the table row. The table columns are 'Name', 'Status', 'Due Date', 'Completion Date', and 'Alert'.

H: Again, the task description shown in this section is written for LANL internal users. You may disregard the instructions included here.

I: If you have not already viewed the draft contract using the email attachment, click the down arrow to the right of the document name.

The screenshot shows the Ariba Contract Management site. The top navigation bar includes 'Company Settings', 'John Doe', 'Help Center', and 'Desktop File Sync'. Below the navigation is a 'Negotiation Task' header. The main content area displays a task titled 'TSK193615193 Negotiate With Supplier'. A blue circle 'H' is placed over the task title. A blue circle 'I' is placed over the 'Draft Subcontract' dropdown menu. The task description explains the negotiation process and mentions an e-mail for comments and edits. It also includes a note about internal review and edits through the Agreement Review task. The right side of the screen shows options for viewing documents, proposing changes, and creating a counter proposal. At the bottom, there are tabs for 'Properties' and 'Task History', and a 'Threaded' comments section.

J: Select Download to view the draft contract.

Emily Brenner

Please review the draft subcontract and respond with any comments by 4/23. Thank you.

Contract Documents (Read Only)

 Draft Subcontract 

Action

Download

J

K: If you would like any portion of the draft contract to be revised, select Create Counter Proposal.

One or more documents have been submitted for your review. You have the following options:

- View the documents on the left.
- To propose document changes, edit and save all required documents locally. Add it as an attachment when you submit your Counter Proposal or Review.

K

Create Counter Proposal

(i)

Accept Proposal

(i)

L: Provide a message to the Procurement Specialist in the large textbox at the top of the screen.

M: Use the **Browse** button to attach your counter proposal.

N: When finished, click **OK**. The negotiation task will be removed from your task list and will reappear only if the Procurement Specialist responds with another counter proposal.

The screenshot shows the 'Counter Proposal' dialog box in Ariba Contract Management. At the top, there's a header bar with the Ariba logo, 'Company Settings', 'John Doe', and 'Help Center'. Below the header, the title 'Counter Proposal' is displayed. On the left, there's a message area with a rich text editor toolbar and a text input field containing the word 'Countered'. To the left of this area is a blue circle with a white letter 'L'. On the right side of the dialog are two buttons: 'OK' (blue) and 'Cancel' (white). Below the message area, there's a section for 'Access Control' with a dropdown menu and an info icon. Underneath, there are sections for 'Document' (Contract Documents selected) and 'Additional Attachments' (no items listed). In the 'Document' section, there's a 'Browse...' button with a blue circle 'M' over it, which is highlighted with a red oval. Below the 'Browse...' button is a dashed area for dropping files. At the bottom right of the dialog are 'OK' and 'Cancel' buttons, with a blue circle 'N' over the 'OK' button, also highlighted with a red oval. The footer of the dialog contains a note about user activity and links to 'SAP Ariba Privacy Statement', 'Security Disclosure', and 'Terms of Use'.

O: If the Procurement Specialist responds with another counter proposal, the negotiation task will reappear in your task list. You will also receive an email notification asking you to take action. Click on the task name to open it.

The screenshot shows the SAP Ariba Contracts interface. At the top, there's a navigation bar with the SAP logo, "Ariba Contracts", "Standard Account", "Upgrade", and "TEST MODE". On the right side of the header are icons for help (?) and user (JD). Below the header, the text "LANL - TEST" is displayed. The main content area has a message "There are no matched postings." To the right of this message is the Los Alamos National Laboratory logo, which consists of a stylized globe icon followed by the text "Los Alamos NATIONAL LABORATORY". Below these sections is a "Tasks" section. It includes a search bar labeled "Search ▾". Underneath the search bar is a table with columns: Name, Status, Due Date, Completion Date, and Alert. A dropdown menu titled "Project: Contract Example for Supplier Guide (1)" is open over the first row of the table. The first row in the table is highlighted with a blue circle containing the letter "O" and contains the following information:

Name	Status	Due Date	Completion Date	Alert
Negotiate With Supplier	In Progress	4/23/2021		

P: You and the Procurement Specialist may continue creating counter proposals until the negotiation is complete. When you are ready to accept the Procurement Specialist's latest proposal, click on the **Accept Proposal** button.

The screenshot shows the Ariba Contract Management interface for a Negotiation Task. At the top, there are navigation links: 'Go back to LANL - TEST Dashboard', 'Company Settings', 'John Doe', 'Help Center', and 'Desktop File Sync'. Below the header, the page title is 'Negotiation Task' with a 'Exit' button. The main content area displays a task titled 'TSK194037913 Negotiate With Supplier'. It includes a note about the task being submitted for negotiation and instructions for the supplier. A message from 'Emily Brenner' asks for review of her counterproposal. On the right, there is a sidebar with options for viewing documents or proposing changes. A large blue button labeled 'Accept Proposal' is prominently displayed. Below the main content, there are tabs for 'Properties' and 'Task History'. The 'Task History' tab is selected, showing a threaded conversation between 'Emily Brenner' and the owner. The history includes messages from both parties and a timestamp of 04/13/2021 02:58 PM.

Q: Type a message to the Procurement Specialist in the text box.

R: Click **OK** when finished.

The screenshot shows a 'Proposal Accepted' dialog box. At the top left is a blue circle with a white letter 'Q'. The main area contains a rich text editor toolbar and a large text input field containing the text 'Proposal Accepted'. Below the text input is a dropdown menu labeled 'Access Control'. At the bottom right of the dialog are two buttons: 'OK' (highlighted with a blue circle) and 'Cancel'. The top right corner of the dialog has a blue circle with a white letter 'R'. The top navigation bar includes links for 'Company Settings', 'John Doe', and 'Help Center', along with a 'Desktop File Sync' button. The URL in the address bar is '< Go back to LANL - TEST Dashboard'.

S: If the Procurement Specialist accepts one of your counter proposals, you will receive an email notification similar to the one shown above. The Comment "Completed" will show by default, but the Procurement Specialist has the opportunity to edit this message as needed.

The screenshot shows an email message from 'owner-aribawf@mail.list.lanl.gov' on behalf of Emily Brenner via <aribawf@lanl.gov>. The subject is '[EXTERNAL] CW12333 - Contract Example for Supplier Guide: Negotiate With Supplier - New comment.' The recipient is 'John Doe'. The message body contains a warning about a missing linked image, followed by the comment details: 'Negotiate With Supplier', 'This comment was made by: Emily Brenner', 'On this date: Wed, 14 Apr, 2021', and 'Comment: Completed'. A blue circle with a white letter 'S' is placed over the 'Comment: Completed' line. The footer of the email includes the company address 'Ariba, Inc. 3420 Hillview Ave, Palo Alto, CA 94304, USA' and links for 'Data Policy | Contact Us | Customer Support'. A blue circle with a white letter 'R' is located at the top right of the email window.

Docusign

SAP Ariba works together with DocuSign to facilitate the collection of signatures on contract documents. When a LANL Procurement Specialist needs you to sign a document, you will receive an email notification similar to the one below. Use the link in the email to access, review, and sign the document.

The screenshot shows an email from owner-aribawf@maillist.lanl.gov on behalf of Emily Brenner via DocuSign. The subject is [EXTERNAL] CW12333 - Blank Test Doc.docx. The recipient is John Doe. A note says if there are problems with how this message is displayed, click here to view it in a web browser. The main content area has a blue background. It displays a placeholder for a linked image (a person icon) with the text "The linked image cannot be dis...". Below this, the text "Emily Brenner sent you a document to review and sign." is followed by a yellow "REVIEW DOCUMENT" button. At the bottom, it shows "Emily Brenner" and her email "ebrenner@lanl.gov", with the instruction "Please sign and return".

SAP has provided the following information on [How to Complete Signature Tasks](#).

If you are new to DocuSign, you can review their instructions on [How to Sign a DocuSign Document](#).

Ariba Discovery

Information in this section describes actions within the Ariba Discovery portion of your Ariba Network account. You can see which section of your Ariba account you are currently in by looking at the top left corner of the screen.

A: To navigate to Ariba Discovery, click the down arrow.

The screenshot shows the SAP Ariba Network interface. At the top, there is a navigation bar with the SAP logo, "Ariba Network", "Standard Account", "Upgrade", and "TEST MODE". Below the navigation bar, there is a horizontal menu with links for "Home", "Inbox", "Outbox", "Catalogs", and "Reports". The main content area is titled "Orders, Invoices and Payments". It displays four metrics: "0 Orders to Invoice", "0 Orders that Need Attention", "0 Invoices Rejected", and "0 Pinned Documents". There is also a "More..." link. Below the metrics is a table with columns for Order Number, Customer, Status, Amount, Date (sorted by Date), and Amount. A message at the bottom of the table says, "You do not have any Orders and Releases."

B: Select Ariba Discovery from the list of options.

The screenshot shows the SAP Ariba Network interface with a dropdown menu open. The menu items are: "Home" (highlighted with a blue circle), "Ariba Discovery" (highlighted with a blue circle), "Ariba Proposals And Questionnaires", "Ariba Contracts", and "Ariba Network".

Ariba Discovery Postings

Los Alamos National Laboratory will begin using public sector postings in the Ariba Discovery tool to assist in publicizing our [business opportunities](#).

You can find more information on Ariba Discovery [here](#). Review SAP's [Guide to Selling on SAP Ariba Discovery](#) for more information.

Ariba Network

Information in this section describes actions within the Ariba Network portion of your Ariba account. You can see which section of your Ariba account you are currently in by looking at the top left corner of the screen.

A: To navigate to Ariba Network, click the down arrow.

The screenshot shows the SAP Ariba Contracts interface. At the top, there is a navigation bar with the SAP logo, 'Ariba Contracts' (with a dropdown arrow), 'Standard Account', 'Upgrade', and 'TEST MODE'. Below the navigation bar, the text 'LANL - TEST' is displayed. On the left, a sidebar message says 'There are no matched postings.' On the right, a main panel displays a welcome message: '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.' Below this message, there is a section titled 'Tasks' with columns for 'Name', 'Status', and 'Due Date'. A blue circle labeled 'A' highlights the 'Ariba Contracts' menu item in the top navigation bar.

B: Select Ariba Contracts from the list of options.

The screenshot shows the SAP Ariba Contracts interface with the 'Ariba Contracts' menu item expanded. The expanded menu includes 'Ariba Discovery', 'Ariba Proposals And Questionnaires', 'Ariba Contracts', and 'Ariba Network'. The 'Ariba Network' option is highlighted with a blue circle labeled 'B'. The background shows the same dashboard elements as the previous screenshot, including the sidebar message 'There are no matched postings.' and the main panel's welcome message.

Ariba Network Navigation

SAP Ariba has provided instructions on Ariba Network Navigation in the following locations:

- Tutorial – Overview of Ariba Network <https://uex.ariba.com/auc/node/248505>
- Ariba Network <https://uex.ariba.com/auc/node/314864>
- Tutorials and Product Documentation <https://uex.ariba.com/auc/learning-center>
- Introduction to the Dashboard <https://uex.ariba.com/auc/node/248469>

Collaborative Requisitioning

SAP Ariba has provided training on collaborative requisitioning here:

https://support.ariba.com/Adapt/Ariba_Network_Supplier_Training/#/

Once you click on the link above, you'll be prompted to select a language.

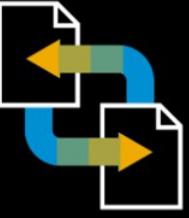
Select Language Below



Next, click on the Advanced Functionalities topic.

Ariba Network Supplier Training

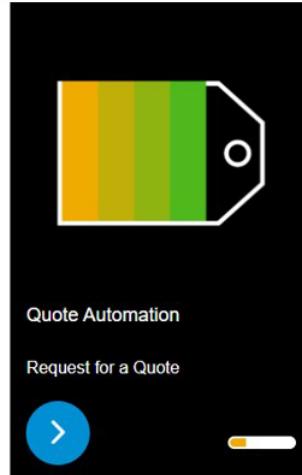
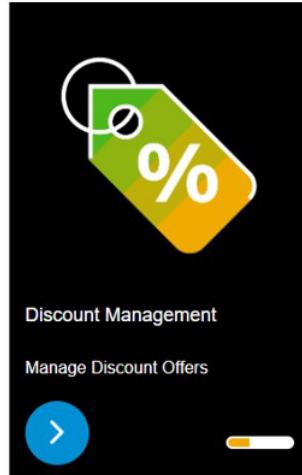
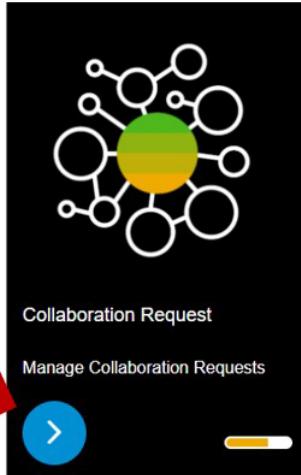
This training course is designed to assist Suppliers using their Ariba Network Account.

 <p>Your Ariba Network Account</p> <p>A short overview of what Ariba Network is, why to use it and what types of supplier accounts exist.</p> <p>> </p>	 <p>Account Administration</p> <p>Here is how to get started in creating an Ariba Network Account and setting it up properly.</p> <p>> </p>	 <p>Transacting on Ariba Network</p> <p>How to respond to different types of Purchase Orders, and how to handle invoicing on Ariba Network.</p> <p>> </p>
 <p>Advanced Functionalities</p> <p>Go beyond the typical Procure-to-Pay with these features, including Collaboration Request, Discount</p> <p>Red arrow pointing to this card.</p>	 <p>Regional Variations</p> <p>Find out how Ariba Network adapts some fields and rules for legal compliance in your country.</p>	 <p>Support Resources</p> <p>Assistance is everywhere - how can we help you?</p>

Finally, select the Collaboration Request subtopic.

Advanced Functionalities

Go beyond the typical Procure-to-Pay with these features, including Collaboration Request, Discount Management and Quote Automation.



Collaborative Requisition Email Notification

A: Example of Email

Reply Reply All Forward IM
Wed 3/31/2021 2:23 PM
owner-aribawf@maillist.lanl.gov on behalf of network_accounts@ariba.com via <aribawf@lanl.gov>
[EXTERNAL] Notice of new collaboration request
To: aribawf@lanl.gov

We removed extra line breaks from this message.

This notification contains important information about your test Ariba account (ANID: AN01654278546-T).

You have received a new collaboration request from LOS ALAMOS NATIONAL LABORATORY - TEST.

Title: Collaboration test 3-31-2021 creation date Request #: PR3280-R55 Buyer Name: LOS ALAMOS NATIONAL LABORATORY - TEST
Amount:
\$1,000.00 USD

Status: Request Routing
Received Date: 31 Mar 2021

Click the link below to view the request

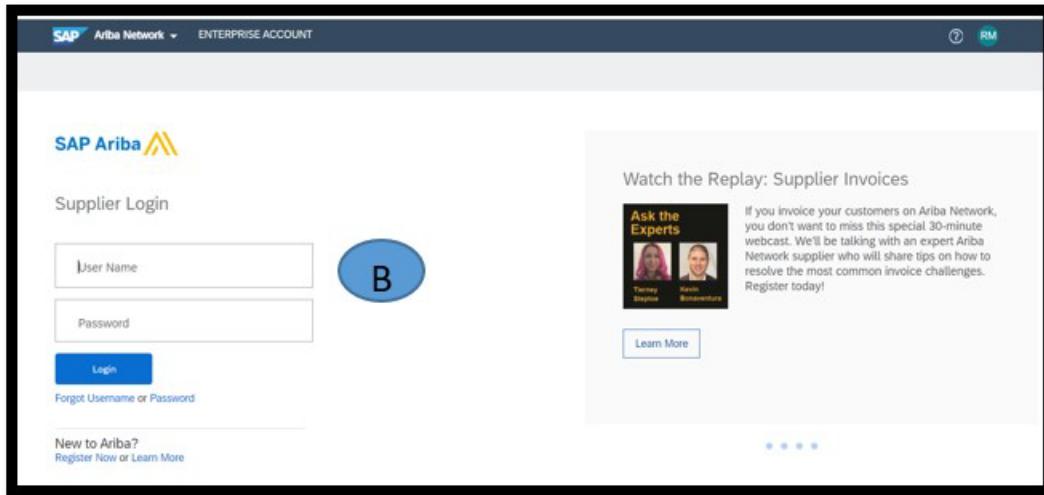
<https://service.ariba.com/Supplier.aw/ad/collabReqDetail?requestDocId=9000000000000000222408586&np=Ariba&community=9>

Sincerely,
The Ariba Team
<https://www.ariba.com>

Unsubscribe: <https://service.ariba.com/Supplier.aw/ad/unsubNtnf?targetPropertyName=transact&token=cPkRtVR52uMTYFCvzolEGWFc3eisDBrRN%2FnQxUsiV%2B%2B1j34MfWRjTuRSYpyi50vKCOP%2FcCPL2ffjsMq0r4xLkIRlpcaLGOXDq9i7Q0r0EdCGUDXRGrufssBz5rxRxx8Rj89ndjiRvrRxJQ4C0QdF2Af3zJ%2FzBhwNM57hj0Z0q%2FcKscCpdH0S12qtdlc4VeWRnqlGYNmCumBv11t7PE7HLifR6bock%2Fgr0jeHZlZjHUWpWHfi1%2FqTq8%2F8cyewk9V7JGAE%2F%2FiNM80h58uOjxT%2F0Ptupy6IfcQ4e0QbxOwulTSWtfSe%2FODDHZg7RSRMynvP15wc2vuKCGS10Q%3D%3D&userId=test-aribawf%40lanl.gov&ntfnName=supplier.service.notification.collab.req.send>

Respond to a Collaborative Requisition Submitted from B&I

B: Log into your account on the Ariba Network.



C: Access the Ariba Network from the main menu. Here, suppliers can respond to collaboration requests and invitations to collaborate on proposals for products or services on the Ariba Network

The screenshot shows the Ariba Network main menu and an 'Events' page. The top navigation bar includes the SAP logo, 'Ariba Proposals and Questionnaires', 'Enterprise Account', and 'TEST MODE'. On the left, a sidebar menu is open under 'LANL - There are 1 items'. The menu items are 'Ariba Discovery', 'Ariba Proposals And Questionnaires', 'Ariba Contracts', and 'Ariba Network'. A blue circle with the letter 'C' is overlaid on the left side of the sidebar. The main content area displays a welcome message for the 'Ariba Spend Management site'. To the right of the message is the 'Los Alamos National Laboratory' logo. Below the welcome message is an 'Events' section. The table header for the events list is 'Events'. The columns are 'Title', 'ID', 'End Time', and 'Event Type'. One event is listed: 'PEO252_Open Day Vocational Training Course' with ID 'Doc181094023', end time '02/18/2021 10:05 AM', and event type 'PEP'. The entire screenshot is framed by a black border.

D: Select Collaboration Requests.

The screenshot shows the SAP Ariba Home page. At the top, there are navigation links: Home, Inbox, Outbox, Catalogs, Reports, Documents, Create, and a search bar. Below the search bar is a section titled "Orders, Invoices and Payments" with filters: All Customers and Last 14 days. It displays various counts: 0 Orders to Invoice, 0 Orders that Need Attention, 0 Invoices Rejected, 0 Pinned Documents, and 2 Collaboration Requests (circled in red). A blue callout bubble labeled 'D' points to the "Collaboration Requests" link. To the right, there's a mobile device icon with a graph and download links for the App Store and Google Play. The main content area shows a grid of status tiles: 0 Invoices Pending Approval, 0 New Purchase Orders, 0 Payments that Need Attention, 0 Payments Received, 0 Pinned Documents, 0 Orders to Confirm, 0 Orders to Ship, and 0 Orders with Service Lines. At the bottom, there's a "Manage Default Tiles" button.

E: From the list of collaboration requests, click a link in the **Request #** column for the collaboration request you want to review.

The screenshot shows the "Collaboration Requests" page. At the top, there are navigation links: Home, Inbox, Outbox, Catalogs, Reports, Documents, Create, and a search bar. Below the search bar is a "Search Filters" section. The main content area is titled "Collaboration Requests" and lists two items:

Request #	Title	Customer	Received Date	Purchase Order	Amount	Status	Assigned To
PR3114-R29	Collaboration test	LOS ALAMOS NATIONAL LABORATORY - TEST	19 Mar 2021 10:01:59 PM		\$7,000.00 USD	Request Received - Supplier Response Required	
PR3108-R23	collaboration request -	LOS ALAMOS NATIONAL LABORATORY - TEST	18 Mar 2021 9:03:07 PM		\$1,700.00 USD	Request Received - Supplier Response Required	

A blue callout bubble labeled 'E' points to the "Request # PR3114-R29". At the bottom, there's an "Assign To:" dropdown menu with "none" selected and an "Assign" button.

F: You can review collaboration requests and respond with a proposal.

Test Site

Help Center >>
Richard Martinez ▾
Company Settings ▾
Go To Ariba Apps

Go back to Collaboration Requests

Collaboration Status - collaboration request -

View the status of this collaboration request. View all related documents and send and view messages.

Collaboration Request

Reference ID: PR3108-R23
Collaboration Title: collaboration request -
Request Date: Thu, 18 Mar, 2021
Requester: Linda Jones

Last Message (0 messages unread)
To send a message to the requester, click the [Send Message](#) link, and enter your message. Messages are shared only between your organization and the buying organization.

[Send Message](#)

Hide Details

Current Documents

Name	Date Submitted	Status	Qty	UOM	Price	Total	Actions
Collaboration Request PR3108-R23	Thu, 18 Mar, 2021	Request Received - Response Required			\$1,700.00 USD	\$1,700.00 USD	Respond
1. Example of Collaboration Request			1	Each	\$1,700.00 USD	\$1,700.00 USD	
▼ Line Item Details							
Collaborate: Yes							

All Messages

[Send Message](#)

G: After selecting the the item, choose Repond.

Test Site

Help Center >>
Richard Martinez ▾
Company Settings ▾
Go To Ariba Apps

Go back to Collaboration Requests

Collaboration Status - collaboration request -

View the status of this collaboration request. View all related documents and send and view messages.

Collaboration Request

Reference ID: PR3108-R23
Collaboration Title: collaboration request -
Request Date: Thu, 18 Mar, 2021
Requester: Linda Jones

Last Message (0 messages unread)
To send a message to the requester, click the [Send Message](#) link, and enter your message. Messages are shared only between your organization and the buying organization.

[Send Message](#)

Hide Details

Current Documents

Name	Date Submitted	Status	Qty	UOM	Price	Total	Actions
Collaboration Request PR3108-R23	Thu, 18 Mar, 2021	Request Received - Response Required			\$1,700.00 USD	\$1,700.00 USD	Respond
1. Example of Collaboration Request			1	Each	\$1,700.00 USD	\$1,700.00 USD	
▼ Line Item Details							
Collaborate: Yes							

All Messages

[Send Message](#)

H: Select the included items.

The screenshot shows the 'Create Proposal' page for a collaboration request. A blue circle labeled 'H' is positioned in the top-left corner of the interface. The main content area displays a table titled 'Include Or Exclude Items From Your Proposal'. The table has columns for Selection, No., Description, Qty, Unit, Price, and Amount. One row is listed: 'Included' (button), 1, 'Example of Collaboration Request', 1, 'Each', '\$1,700.00 USD', and '\$1,700.00 USD Fx'. At the bottom right of the table are 'Next' and 'Exit' buttons.

I: You may choose to exclude items when multiple items are displayed.

The screenshot shows the same 'Create Proposal' page as above, but with a context menu open over the 'Selection' column of the 'Included' row. The menu options are 'Included', 'Selection', 'Exclude Item' (which is highlighted with a green checkmark), 'Open', 'View Details', and 'Edit'. A blue circle labeled 'I' is positioned in the top-left corner of the interface. The rest of the page is identical to the previous screenshot, including the table and buttons.

J: As the Supplier, you can modify the price.

The screenshot shows a form for entering a price. At the top, it says "Amount: \$1,900.00 USD Fx". Below that is a field for "Additional Supplier Email Address". The "Price:" field contains "\$1,900.00" with a red border, indicating it is a required field. A dropdown menu next to it shows "USD" with a downward arrow. To the right of the price field is a blue circle labeled "J". Below the price field is a "Comments - by Line Item" section containing a text box with the placeholder "Limit: \$1,700.00 USD Not to Exceed." An "Add Comment" button is below this. At the bottom of the form is a section for "Attachments - by Line Item".

NOTE: If you submit a proposed price that exceeds the value specified as the ceiling, you will receive an error "Limit: \$1,700.00 USD Not to Exceed."

K: LANL will have designated the price as one of the following:

Not to Exceed: Suppliers cannot propose a price greater than the mentioned price.

Negotiable: Suppliers can edit the price and propose any value.

Fixed: The price is fixed. Suppliers cannot edit the price.

The screenshot shows a dropdown menu for price designation. It includes options: "Not to Exceed", "Negotiable", and "Fixed". The "Not to Exceed" option is highlighted. The menu is triggered by a dropdown arrow next to the "Price:" field in the main form. The main form also shows "Unit of Measure: Each", "Price: \$1,700.00 USD", "Price Unit Quantity: 1", "Price Unit: Each", and "Unit Conversion: [empty]". A blue circle labeled "K" is located to the right of the dropdown menu.

If the LANL Staff Member specified a Not to Exceed value that you cannot meet, you may Decline the Request, explaining that you are unable to provide the requested item in the price range available, or Send a Message to the requesting staff member through the Collaboration Event. LANL Users have the opportunity to revise the value in the Price field or revise their requirements if notified that their initial estimate was unrealistic.

L: As the Supplier you may edit the following field values:

- Description
- Quantity
- Price
- Supplier Part Number
- Supplier Auxiliary Part ID

Test Site

Help Center»
Richard Martinez
Company Settings ▾
Go To Ariba Apps

Go back to Collaboration Requests

Create Proposal PR3108-P18: collaboration request - | Items: 1 | Total: \$1,700.00 USD OK Cancel

This is a summary of the item you selected. Change any editable field, and save your changes.

Line Item Details

No.: 1

Full Description:

Supplier Part Number:

Supplier Auxiliary Part ID:

Qty:

UOM: Each

Price Unit Quantity: 1

Price Unit: Each

Unit Conversion:

Pricing Description:

Amount: \$1,700.00 USD Fx

Additional Supplier Email Address:

Price: USD USD ⓘ

Comments - by Line Item

Add Comment

Attachments - by Line Item

Add Attachment

L

M: Add comments by line item, then click **Submit**.

The screenshot shows the 'Create Proposal' page in the Ariba system. At the top, there's a navigation bar with links like 'Help Center', 'Richard Martinez', 'Company Settings', and 'Go To Ariba Apps'. Below the navigation is a breadcrumb trail: 'PR3108-P18: collaboration request > Items: 1 > Total: \$1,600.00 USD'. On the left, a sidebar has two tabs: 'Review and Select' (selected) and 'Complete And Submit'. The main content area starts with a title 'collaboration request -' and a note to 'Edit' items. It shows a single line item for 'Example of Collaboration Request' with a quantity of 1, unit 'Each', price '\$1,600.00 USD', and amount '\$1,600.00 USD'. There are buttons for 'Actions' and 'Add items'. A 'Show Details' button is also present. Below this is a 'Submit Message' section with a message box containing 'Please see new pricing for this item!' and an 'Add' button for attachments. At the bottom, there's a section for 'Attachments - Entire Proposal' with an 'Add Attachment' button. The footer contains copyright information: 'Richard Martinez (jmrich@ariba.com) last visited 19 Mar 2021 9:06:33 PM - S/IT TESTINGAND01592323428-T © 1996-2019 Ariba, Inc. All rights reserved.' and links for 'Privacy Statement', 'Security Disclosure', and 'Terms of Use'. The right side of the screen features three buttons: 'Prev', 'Submit' (highlighted in blue), and 'Exit'.

N: You receive the message, "You submitted Propsal PRXXXX-PXX Collaboration request – to Child1 – TEST." At this stage, you can do any of the following: Send Message, Withdraw Proposal, Revise Proposal. Decline is not available because you have responded. You would select this option first if you did not want to provide a proposal. You can also View messages and print a copy. You can also choose to create an Alternative Proposal.

[Help Center](#) >> [Recent Items](#) ▾ [Company Settings](#) ▾ [Go To Aruba Apps](#)

[Test Site](#)

You submitted Proposal PR3108-P18 - collaboration request - to LANL-child1 - TEST

[Go back to Collaboration Requests](#)

Collaboration Status - collaboration request -
View the status of this collaboration request. View all related documents and send and view messages.

Collaboration Request

Reference ID: PR3108-B23	Last Message (0 messages unread)	Send Message
Collaboration Title: collaboration request -	To send a message to the requester, click the Send Message link, and enter your message. Messages are shared only between your organization and the buying organization.	
Request Date: Thu, 18 Mar, 2021		
Requester: Linda Jones		

Current Documents

Name	Date Submitted	Status	Qty	UOM	Price	Total	Actions
↳ Proposal PR3108-P18	Fri, 19 Mar, 2021	Proposal Sent - Waiting For Response			\$1,600.00 USD	\$1,600.00 USD	Respond ▾
1. Example of Collaboration Request			1	Each	\$1,600.00 USD	\$1,600.00 USD	Send Message
Line Item Details							Withdraw Proposal
Collaborate: Yes							Decline Request
							Revise Proposal
							View
							Messages
							Print
							Create
							Alternative Proposal

All Messages

Subject: Submitted
From: Richard Martinez (3/19/2021 9:18 PM) ▾
Reference: Proposal PR3108-P18
Please see new pricing for this item

Richard Martinez (rmittes@lanl.gov) last visited 19 Mar 2021 9:06:33 PM - SIT TESTINGAN015929323418-T
© 2018-2023 Aruba, Inc. All rights reserved.
[Aruba Privacy Statement](#)[Security Disclosure](#)[Terms of Use](#)

[Send Message](#)

O: You will receive a message if your Proposal is accepted by LANL.

 Reply    Wed 3/31/2021 2:38 PM

owner-aribawf@maillist.lanl.gov on behalf of network_accounts@ariba.com via <aribawf@lanl.gov>
[EXTERNAL] Notice of update to collaboration request

To: aribawf@lanl.gov
ⓘ We removed extra line breaks from this message.

This notification contains important information about your test Ariba account (ANID: AN01654278546-T).

One of your collaboration requests from LOS ALAMOS NATIONAL LABORATORY - TEST has been updated.

Comments:

Title: Open - Amount, Rank Bidding Collaborative Test Request #: PR3243-R41 Buyer Name: LOS ALAMOS NATIONAL LABORATORY - TEST
Amount:

\$470.00 USD

Status: Proposal Accepted by Buyer
Received Date: 31 Mar 2021

Click the link below to view the request

<https://service.ariba.com/Supplier.aw/ad/collabReqDetail?requestDocId=9000000000000000222417579&np=Ariba&community=9>

Sincerely,
The Ariba Team
<https://www.ariba.com>

Unsubscribe: <https://service.ariba.com/Supplier.aw/ad/unsubNtnf?targetPropertyName=transact&token=ERELDMK2Q00MjjsEw7HBv2BtfDXHgA5AJxZqCn08FBPuY4DtcAYjoQMeo%2BeK0VBu%2FGyzTxMzjRG1r59W0fWBrJzpFxHB5TsX6E94rYPYBDKSHk3ZwvTPj9h4c4H5UXdZgbriPrgwftdEB91he%2ByXa6evBawaKfvYctRGmdyBGnECMRD7YQgNsjB%2BTemtnbTC0eIbL17b5zedhigwv72kf mXcObkz%2BUDQuBB752z7vFEBHNWt2IKx6hFy%2BqMWHLijHNHMWFBUOqzQWRQwhhBKjodil5Mni4X0xcrfw4zTCCoisfitTYvhbrmdZgpmPUofdg3tv%2BTmLvCeQ%3D%3D&userId=test-aribawf%40lanl.gov&nfnName=supplier.service.notification.collab.req.send>

Managing Purchase Orders

Viewing Purchase Orders – Standard Enabled Accounts

SAP's instructions for viewing POs from a standard enabled account are available here:

<https://ux.ariba.com/auc/node/248489>

Viewing Purchase Orders – Enterprise Enabled Accounts

SAP's instructions for viewing POs from an enterprise enabled account are available here:

<https://ux.ariba.com/auc/node/248489>

Purchase Order Statuses

SAP's information on the various statuses of a PO are available here:

<https://ux.ariba.com/auc/node/248489>

Order Confirmations

LANL does not require that you enter Order Confirmations on the Ariba Network, but you may choose to do so if you would like to provide that information to the Requester. SAP's instructions on creating Order Confirmations are available here:

<https://ux.ariba.com/auc/node/248515>

Advance Shipping Notices

LANL does not require that you enter Advance Shipping Notices on the Ariba Network, but you may do so if you would like to provide that information to the Requester. SAP's instructions on creating Advance Shipping Notices are available here: <https://ux.ariba.com/auc/node/248479>

Viewing Receipts

SAP's instructions on viewing receipts are available here:

<https://ux.ariba.com/auc/node/258091>

Penny Purchase Order

Under certain circumstances, it may be necessary for LANL to send suppliers who have a Standard Ariba Network account a test PO for \$0.01 to establish a Trading Relationship. If this is the case, a representative from the LANL Acquisition Services Management division will contact you with instructions so that you know what to expect.

- 1) First, you will receive an email notification stating that LANL has sent a PO to you.

Mon 4/19/2021 9:09 AM
 owner-aribawf@maillist.lanl.gov on behalf of
"LOS ALAMOS NATIONAL LABORATORY - TEST" via <aribawf@lanl.gov>
[EXTERNAL] LOS ALAMOS NATIONAL LABORATORY - TEST sent a new Purchase Order EP2586

To aribawf@lanl.gov
If there are problems with how this message is displayed, click here to view it in a web browser.

 EP2586.htm 21 KB

LOS ALAMOS NATIONAL LABORATORY - TEST sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.
Your customer sent you this order through Ariba Network.

[Process order](#)

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <https://www.ariba.com>.

From: LANL Triad, LLC PO Box 1663 MS P128 Los Alamos , NM 87545 United States	To: TEST SUPPLIER FOR TINA GARCIA 2 100 Main Ave. Santa Fe , NM 87505 United States Phone: Fax: Email: aribawf@lanl.gov	Purchase Order (New) EP2586 Amount: \$0.01 USD Version: 1
---	--	---

Payment Terms
NET 30

Comments
Comment Type:
Submit
Comment Body:
Please open this order to establish a trading relationship with LANL and create an order confirmation. When we receive the order confirmation, we will cancel this PO.
Comment By:
Emily Brenner
Comment Date:
2021-04-19T07:36:05-07:00

Comment Type: Terms and Conditions
Body: Terms and Conditions Text. Go here to see the full terms <https://www.lanl.gov/business/terms-conditions.php>

- 2) Click **Process Order** in the email notification to open the PO on the Ariba Network. Opening your first PO from LANL will establish the Trading Relationship.

Purchase Order: EP2586

From:
LANL Triad, LLC
PO Box 1663 MS P128
Los Alamos , NM 87545
United States

To:
TEST SUPPLIER FOR TINA GARCIA 2
100 Main Ave.
Santa Fe , NM 87505
United States
Phone:
Fax:
Email: aribawf@lanl.gov

Purchase Order
(New)
EP2586
Amount: \$0.01 USD
Version: 1

Payment Terms (i)
NET 30

Comments
Comment Type:
Submit
Comment Body:
Please open this order to establish a trading relationship with LANL and create an order confirmation. When we receive the order confirmation, we will cancel this PO.
Comment By:
Emily Brenner
Comm ... [View more »](#)

Routing Status: Sent

- 3) Create an order confirmation (typically optional when you receive a PO from LANL). Doing so will alert LANL that you have opened the PO and established the Trading Relationship.
- To create an order confirmation, click the **Create Order Confirmation** button on the top left of the screen. Choose **Confirm Entire Order** from the drop-down list.

Purchase Order: EP2586

Create Order Confirmation ▾

- Confirm Entire Order** (highlighted with a red box)
- Update Line Items
- Reject Entire Order

Create Ship Notice **Create Invoice** ▾

Order Detail Order History

- b. You may enter any date in the **Est. Delivery Date** required field. (You need to complete only the required fields because this process is not a real PO.) Click the **Next** button.

Confirming PO

Order Confirmation Header

Confirmation #:

Associated Purchase Order #: EP2586

Customer: LOS ALAMOS NATIONAL LABORATORY - TEST

Supplier Reference:

Shipping and Tax Information

Est. Shipping Date:

Est. Delivery* Date: (The Est. Delivery Date field is highlighted with a red box)

Est. Shipping Cost:

Est. Tax Cost:

Comments:

Next button is highlighted with a red box.

- c. On the Review Order confirmation screen, click **Submit**.

Confirming PO

Confirmation Update

Confirmation #: Untitled 04/19/2021

Supplier Reference:

Attachments:

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	Not Available	1 (EA)	23 Apr 2021	\$0.01 USD	\$0.01 USD
Penny PO to establish trading relationship only.					
Current Order Status:					
1 Confirmed With New Date (Estimated Delivery Date: 19 Apr 2021)					

Submit button is highlighted with a red box.

- 4) After receiving the order confirmation, LANL will cancel the penny PO. You will receive an email notification stating that the order was canceled, and the order will appear in your Ariba Network account under a status "Obsoleted."

Orders, Invoices and Payments							All Customers	Last 14 days
0 New Purchase Orders	0 Orders to Confirm	0 Orders to Ship	0 Orders that Need Attention	1 Purchase Orders	More...			
Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action		
EP2586	LOS ALAMOS NATIONAL LABORATORY - TEST	Obsoleted	\$0.01 USD	19 Apr 2021	\$0.00 USD	Select		

Why was this necessary? Having a Trading Relationship established links the various modules of the LANL-side and Ariba-Network-side software together. It allows a quote that you submitted to flow from LANL's Ariba Sourcing Module to your Ariba Proposals and Questionnaires account, then to your Ariba Network account, and finally to the LANL Requester in the Ariba Guided Buying Module. This step will not be required for all suppliers (some will already have an established Trading Relationship through other means), and it should be necessary only once.

Managing Invoices

Creating Invoices – Standard Enabled Accounts

SAP's instructions for creating an invoice from a standard enabled account are available here:

<https://uex.ariba.com/auc/node/248509>

Creating Invoices – Enterprise Enabled Accounts

SAP's instructions for creating an invoice from an enterprise enabled account are available here:

<https://uex.ariba.com/auc/node/248501>

Evaluated Receipt Settlement

Information on evaluated receipt settlement (ERS) in Ariba has been provided by SAP here:

<https://uex.ariba.com/auc/node/315169>

View Payments

SAP's instructions for viewing payment information are available here:

<https://uex.ariba.com/auc/node/248517>

Transacting with Invoice against Contract

View Contract

SAP's instructions for viewing a contract associated with the Invoice against Contract buying channel are available here: <https://uex.ariba.com/auc/node/248501>

Submit an Invoice against Contract

View SAP's instructions for submitting an invoice against a contract here:

<https://uex.ariba.com/auc/node/248501>

Managing Returns and Credit Memos

Instructions for managing returns in the Ariba Network are available here:

<https://uex.ariba.com/auc/node/248471>

Instructions for managing Credit Memos are available here:

<https://uex.ariba.com/auc/node/248511>

Catalog Suppliers

Creating Catalogs

SAP's instructions on creating catalogs are available here:

<https://uex.ariba.com/auc/node/248492>

Testing Catalogs

SAP's instructions on testing catalogs are available here: <https://uex.ariba.com/auc/node/248510>

Updating Catalogs

Instructions for updating catalog content are available here:

<https://uex.ariba.com/auc/node/248478>

Take Receiving and Ariba

This section applies to vendors who have access to Take, LANL's receiving software. (This program has changed names because it has been acquired by several different companies during the time LANL has used it; it is also known as Clear Orbit and Endeavour.)

Viewing Purchase Orders

You will be able to view POs in both your Take Account and your Ariba Network account. The integration between LANL's various systems take time to run, so as changes are entered, you may briefly see mismatched information in the two systems. If you need assistance with mismatched information between Take and the Ariba Network that persists for more than 2 business days, please contact us at aribasuppliers@lanl.gov.

Confirming Purchase Orders

LANL requests that you enter an order confirmation in both Take and the Ariba Network.

The Order Confirmation you enter in the Ariba Network will update the status of the LANL Requester's purchase requisition. This action communicates to the Requester that you will be able to fulfill their order.

The Order Confirmation in Take is required to print your PTN label. You may wait to enter the Order Confirmation in Take until just before you print your PTN because the confirmation you already entered in Ariba was used to notify the Requester that you would be able to fulfill their order.

Advanced Shipping Notifications and PTNs

LANL requests that you enter an Advanced Shipping Notification (ASN) in both Take and the Ariba Network.

Similar to the order confirmation, the ASN you enter in the Ariba Network will provide shipping information to the Requester, and the ASN you enter in Take is required to print the PTN.

Canceling/Rejecting Purchase Orders

If you need to cancel or reject an order that you are unable to fulfill, we ask that you please enter this information in your Ariba Network account only. The information will flow through LANL's integrations and update your Take account with the rejection shortly.

Additional Resources

Ariba Resources for Suppliers

SAP Ariba has numerous resources available to assist with your questions. Here are a few to get you started.

- [SAP Ariba Supplier Support](#)
- [How to Use the Ariba Help Center](#)
- [Ariba Network for Suppliers](#)

Contact Us

Visit the [LANL Supplier Information Portal](#) or LANL's [Supplier Resource](#) page for more information.

You can contact the Los Alamos National Laboratory Supplier Management team at aribasuppliers@lanl.gov.