



Tirlán

Procurement

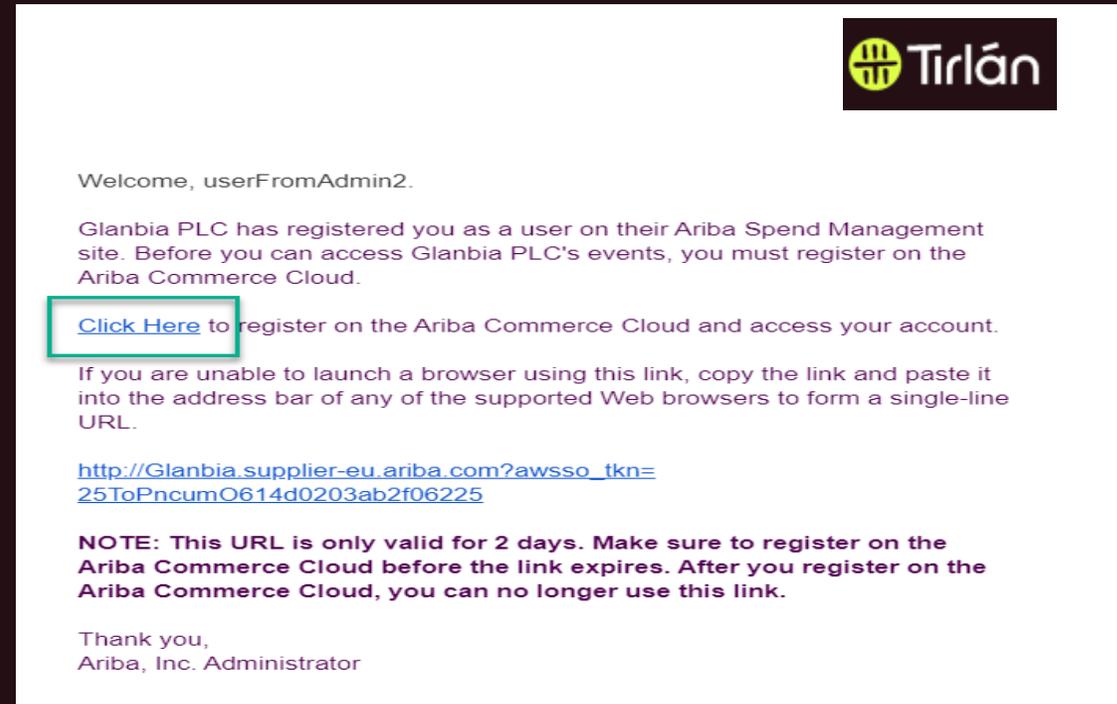
# Ariba Sourcing Guide

Guide for Tirlan suppliers participating in sourcing events through Ariba



# Sourcing Invitation E-Mail

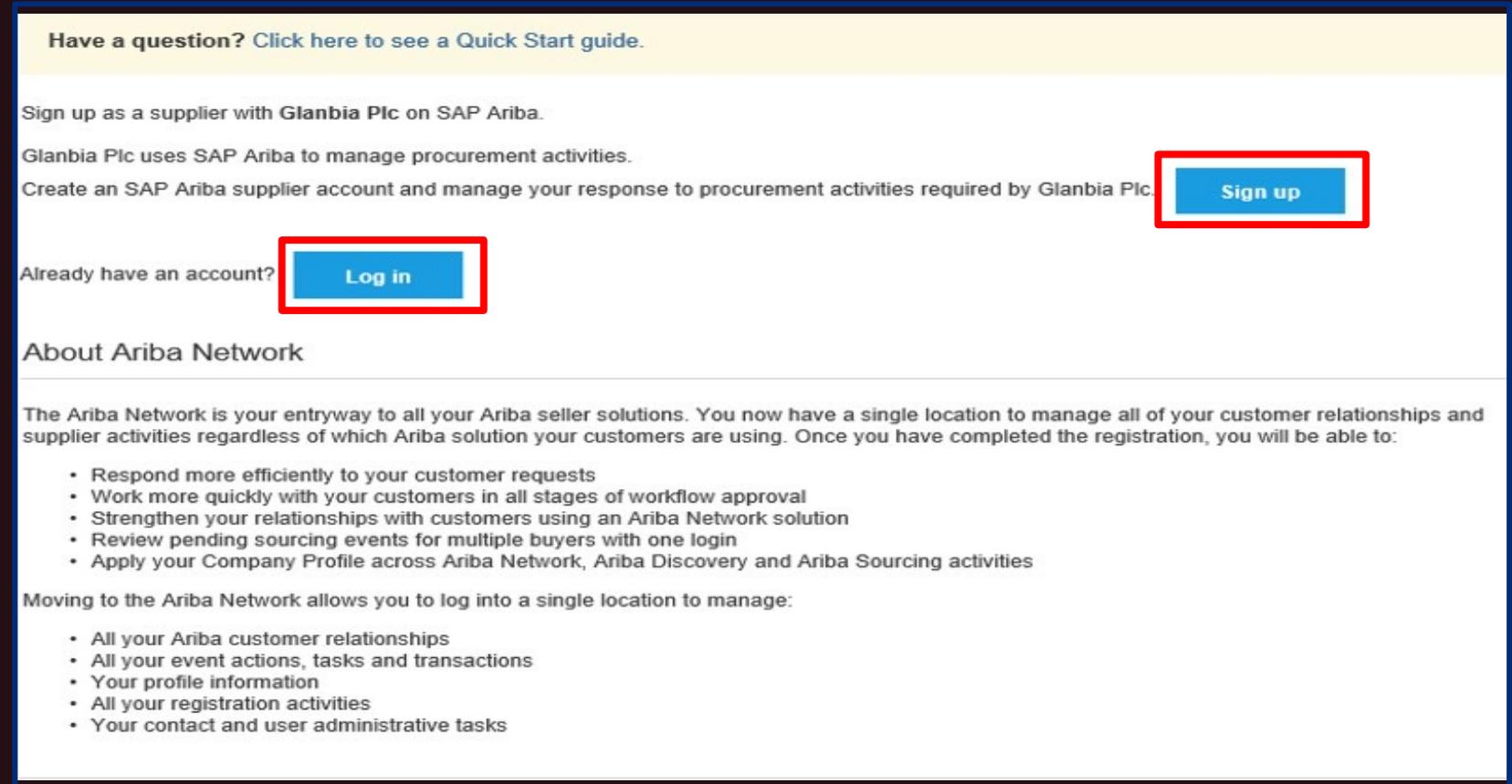
- You will receive an email invitation from SAP Ariba asking you to register and set up an account.
- Having received this email, use the link “Click Here” to continue to the registration page.



**An Ariba Network profile is needed to participate in any sourcing events arranged by Tirlan.**

# Signing Up

- Click Sign Up to generate your username and password.
- If you have accessed Ariba before and have a username and password, you can select Log In.



Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with **Glanbia Plc** on SAP Ariba.

Glanbia Plc uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Glanbia Plc. [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:

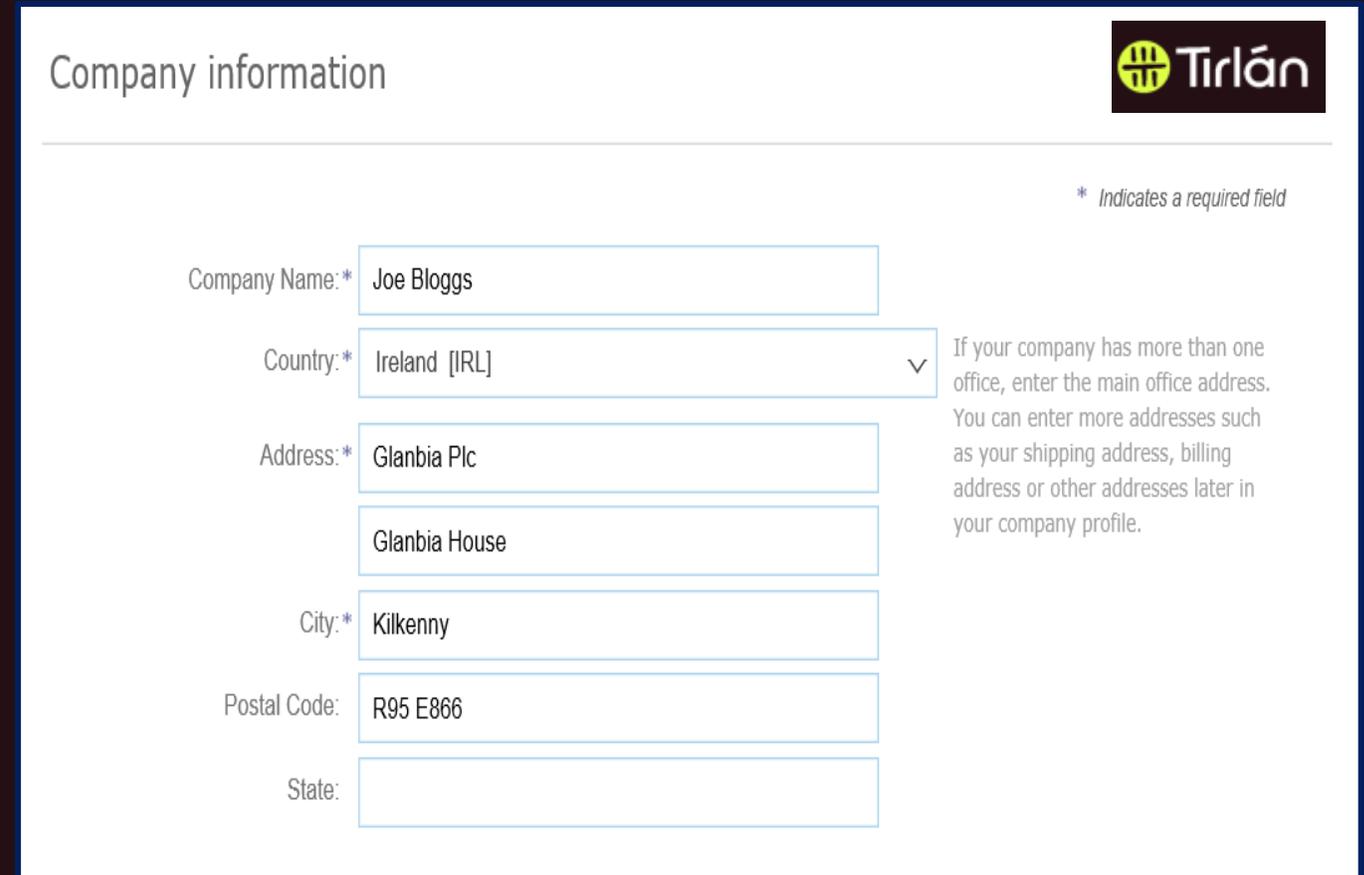
- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

# Company Information

- Once you Sign Up and in order to generate a username and password, you will be asked to complete the following mandatory fields which are marked with an asterisk (\*):

1. Company Name\*
2. Country\*
3. Address\*
4. City\*

- Please note that some of these fields may have already been pre-populated by Tirlán. You can edit these fields if required



The screenshot shows a web form titled "Company information" with the Tirlán logo in the top right corner. A legend indicates that an asterisk (\*) denotes a required field. The form contains the following fields:

- Company Name: \* Joe Bloggs
- Country: \* Ireland [IRL] (dropdown menu)
- Address: \* Glanbia Plc (with a sub-field for Glanbia House)
- City: \* Kilkenny
- Postal Code: R95 E866
- State: (empty field)

A note on the right side of the form states: "If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile."

# USERNAME & PASSWORD

- Your email address will default to your username, you can change this if you wish
- **Note: All usernames must be in email format**
- This will not change the actual email address that communications about the event will be sent to. Please contact Tirlan if you need to change the email address the invitation was originally sent to.
- Specify the email address that PO notifications will be sent to. You have the option to change this email address and also add additional email addresses through the Account Settings feature
- Accept the Terms of Use by **checking the box**
- Click **Register** to finalise your account setup

User account information

\* Indicates a required field

[SAP Ariba Privacy Statement](#)

Name: \*

Email: \*

Use my email as my username

Username: \*

Must be in email format(e.g john@newco.com) ⓘ

Must contain a minimum 8 characters including letters and numbers. ⓘ

Password: \*

Language:  ▾

The language used when Ariba sends you configurable notifications. This is different than your web b...

Email orders to: \*

Customers may send you orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

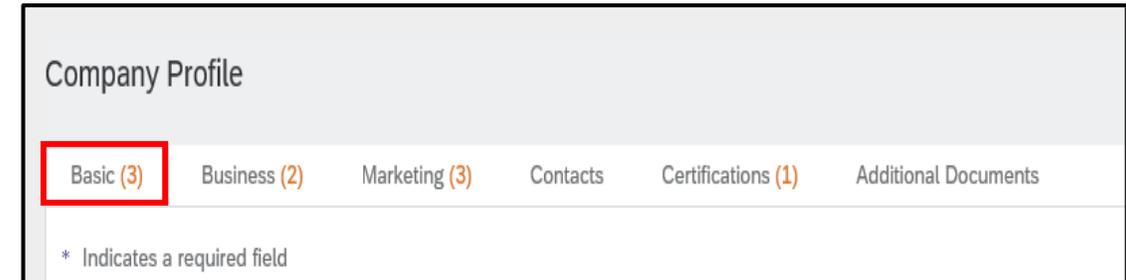
Enter more information for potential customers ▶

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.  
By clicking the Register button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.  
You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian Federation.

I have read and agree to the [Terms of Use](#) and the [Ariba Privacy Statement](#)

# Company Classification

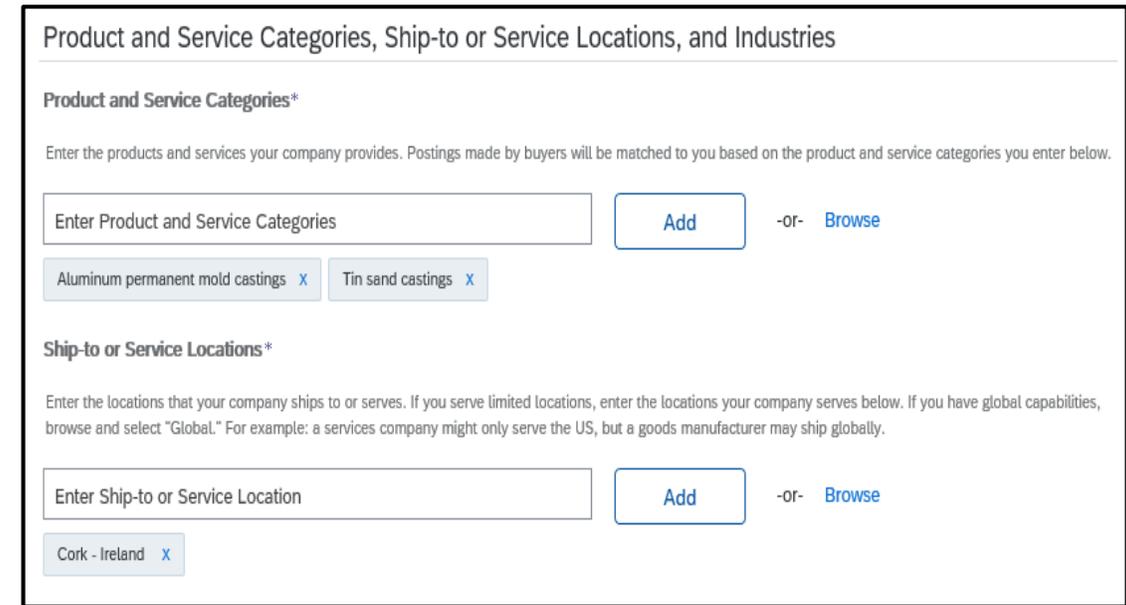
- On the first tab 'Basic' go to the bottom of the screen under Product & Service Categories
- Select **Browse** or **type a keyword** to search for a classification to add to your profile
- Use the add (+) symbol to add the relevant classification to your account
- Identify any relevant category which describes the services your organisation provides
- In the **Ship-to or Service Locations** field, enter the name of the country your organisation operates in and select **Add**
- You can specify a particular county or keep it at country level e.g. Ireland
- Please note that these fields may have already been populated by Tirlán when adding your company to the sourcing event in Ariba. You can edit these fields if required.
- Once all of the mandatory fields have been completed, you can select create account to generate your username and password.



Company Profile

Basic (3) Business (2) Marketing (3) Contacts Certifications (1) Additional Documents

\* Indicates a required field



Product and Service Categories, Ship-to or Service Locations, and Industries

**Product and Service Categories\***

Enter the products and services your company provides. Postings made by buyers will be matched to you based on the product and service categories you enter below.

Enter Product and Service Categories  -or- [Browse](#)

Aluminum permanent mold castings x Tin sand castings x

**Ship-to or Service Locations\***

Enter the locations that your company ships to or serves. If you serve limited locations, enter the locations your company serves below. If you have global capabilities, browse and select "Global." For example: a services company might only serve the US, but a goods manufacturer may ship globally.

Enter Ship-to or Service Location  -or- [Browse](#)

Cork - Ireland x

# Event Access

- Please note that the link used to generate your username and password cannot be used to re- access the event once you exit the webpage.
- Please use the below link to login using your newly created username and password to re- access Ariba:
- When you are invited to an RFX you will receive an e-mail similar to the attached screen shot.

[https://service.ariba.com/Sourcing.g.aw/124991006/aw?awh=r&awss\\_k=ZzLbjxr7&dard=1](https://service.ariba.com/Sourcing.aw/124991006/aw?awh=r&awss_k=ZzLbjxr7&dard=1)

Tirlán has invited you to participate in an event: Tirlan RFP.

 DESMONDE <s4system-prodeu+Glanbia-T.Doc1855197768@eusmtp.ariba.com>  
To  Esmonde, Deirdre

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

**WARNING:**This message originated from outside the Glanbia network, please use caution when accessing content and responding. Do NOT open attachments or click on links unless you can verify the source of this email. Report any suspicious emails to Global Service Desk <http://servicedesk/>

Tirlán has invited you to participate in the following event: Tirlan RFP. The event is set to begin on Friday, February 9, 2024 at 4:35 AM, Pacific Standard Time.

Use the following username to log in to Tirlán events: [desmonde@glanbia.ie](mailto:desmonde@glanbia.ie)  
[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 Tirlán via telephone at 111-111-1111 or via e-mail at [DEsmonde@glanbia.ie](mailto:DEsmonde@glanbia.ie).

Access our help guide to support you to navigate through the Glanbia Ariba Sourcing event that was sent to you. The document includes a step action guide as well as troubleshooting FAQ; click [Help Guide](#).

We look forward to working with you!

Thank You,

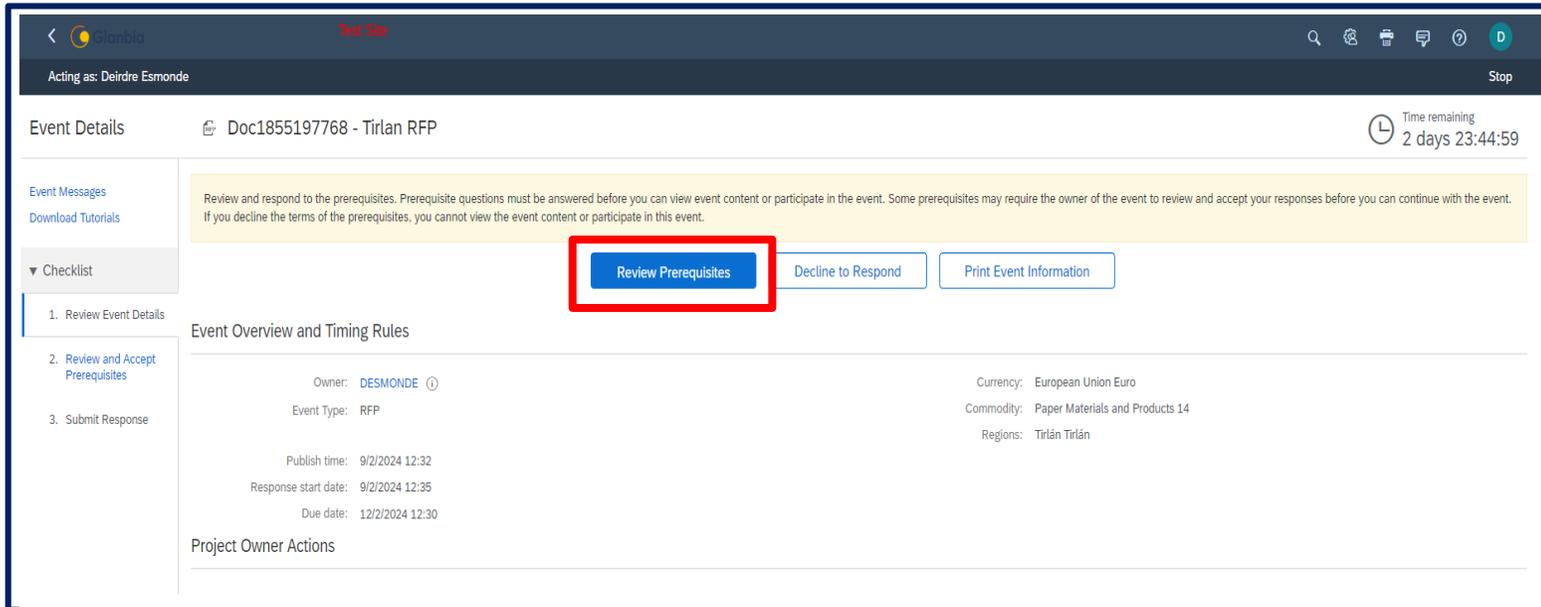
Tirlán

You are receiving this email because your customer, Glanbia - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Glanbia - TEST. Glanbia - TEST sourcing site, Event Doc1855197768: Tirlan RFP, Realm: Glanbia-T, Message ID: MS021533376. [Click Here](#)

Office | Data Policy | Contact Us | Customer Support

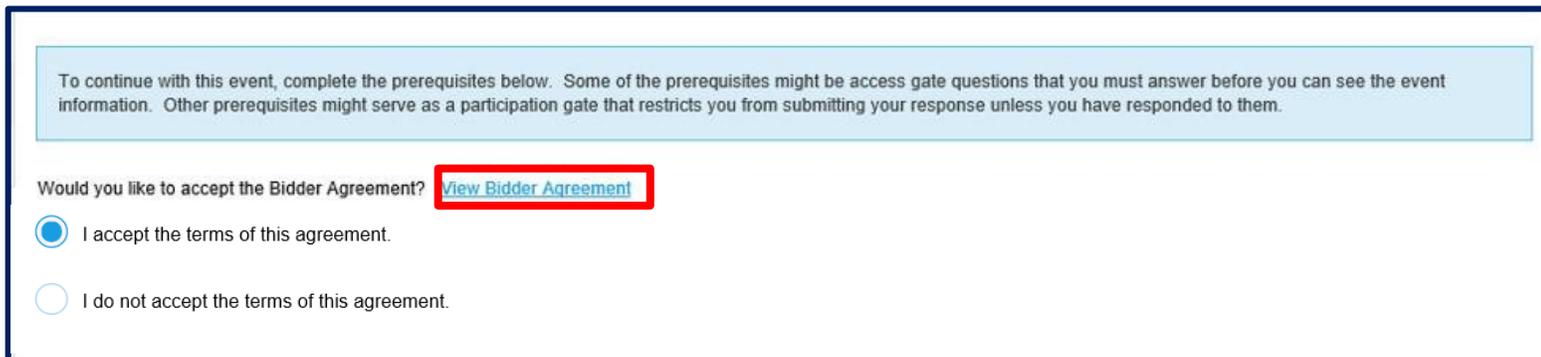
Powered by 

# NOTIFYING OF INTENT TO SUBMIT A PROPOSAL



The screenshot shows the 'Event Details' page for 'Doc1855197768 - Tirlan RFP'. A yellow banner at the top contains a warning message: 'Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.' Below this banner are three buttons: 'Review Prerequisites' (highlighted with a red box), 'Decline to Respond', and 'Print Event Information'. The left sidebar shows a checklist with three items: '1. Review Event Details', '2. Review and Accept Prerequisites', and '3. Submit Response'. The main content area displays 'Event Overview and Timing Rules' with details such as Owner: DESMONDE, Event Type: RFP, Publish time: 9/2/2024 12:32, Response start date: 9/2/2024 12:35, Due date: 12/2/2024 12:30, Currency: European Union Euro, Commodity: Paper Materials and Products 14, and Regions: Tirlán Tirlán.

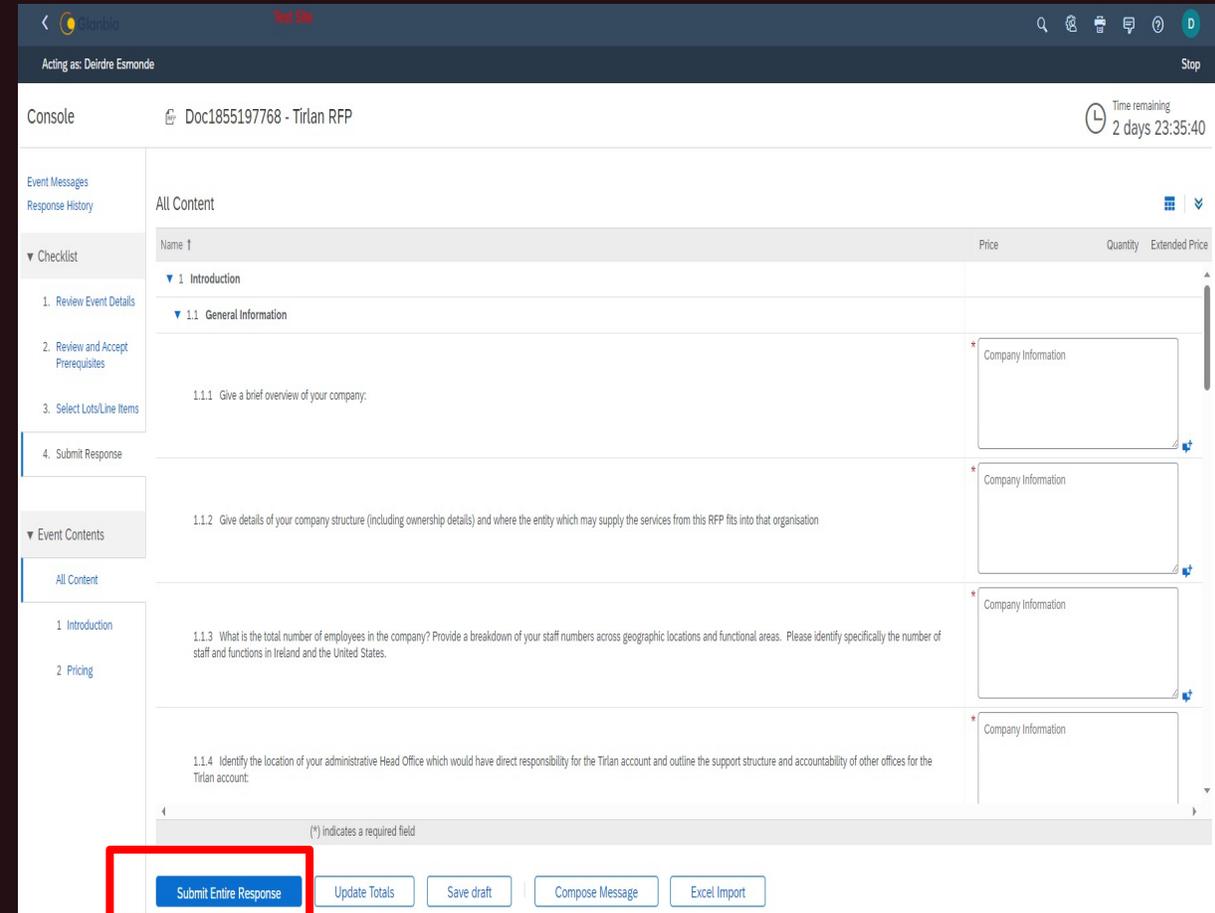
- Select Review Prerequisites to view and answer any questions that are required before you can access the event content.
- Each event will contain an Ariba Bidder Agreement which must be accepted in order to participate and submit a proposal.
- By accepting the bidder agreement and completing any other prerequisites this notifies Tirlan of your intent to submit a proposal.



The screenshot shows a light blue banner with the text: 'To continue with this event, complete the prerequisites below. Some of the prerequisites might be access gate questions that you must answer before you can see the event information. Other prerequisites might serve as a participation gate that restricts you from submitting your response unless you have responded to them.' Below the banner is the question 'Would you like to accept the Bidder Agreement?' followed by a link 'View Bidder Agreement' (highlighted with a red box). There are two radio button options: 'I accept the terms of this agreement.' (which is selected) and 'I do not accept the terms of this agreement.'

# Reviewing Event Content

- The Content section includes all relevant details that you will require to submit your proposal.
- Please read the instructions included carefully in order to ensure your proposal meets Tirlán's requirements
- Spaces will be provided for answers to questions or where an attachment is required to be uploaded.
- You can save your work without submitting your response. Tirlan will not see any responses until your submit your proposal

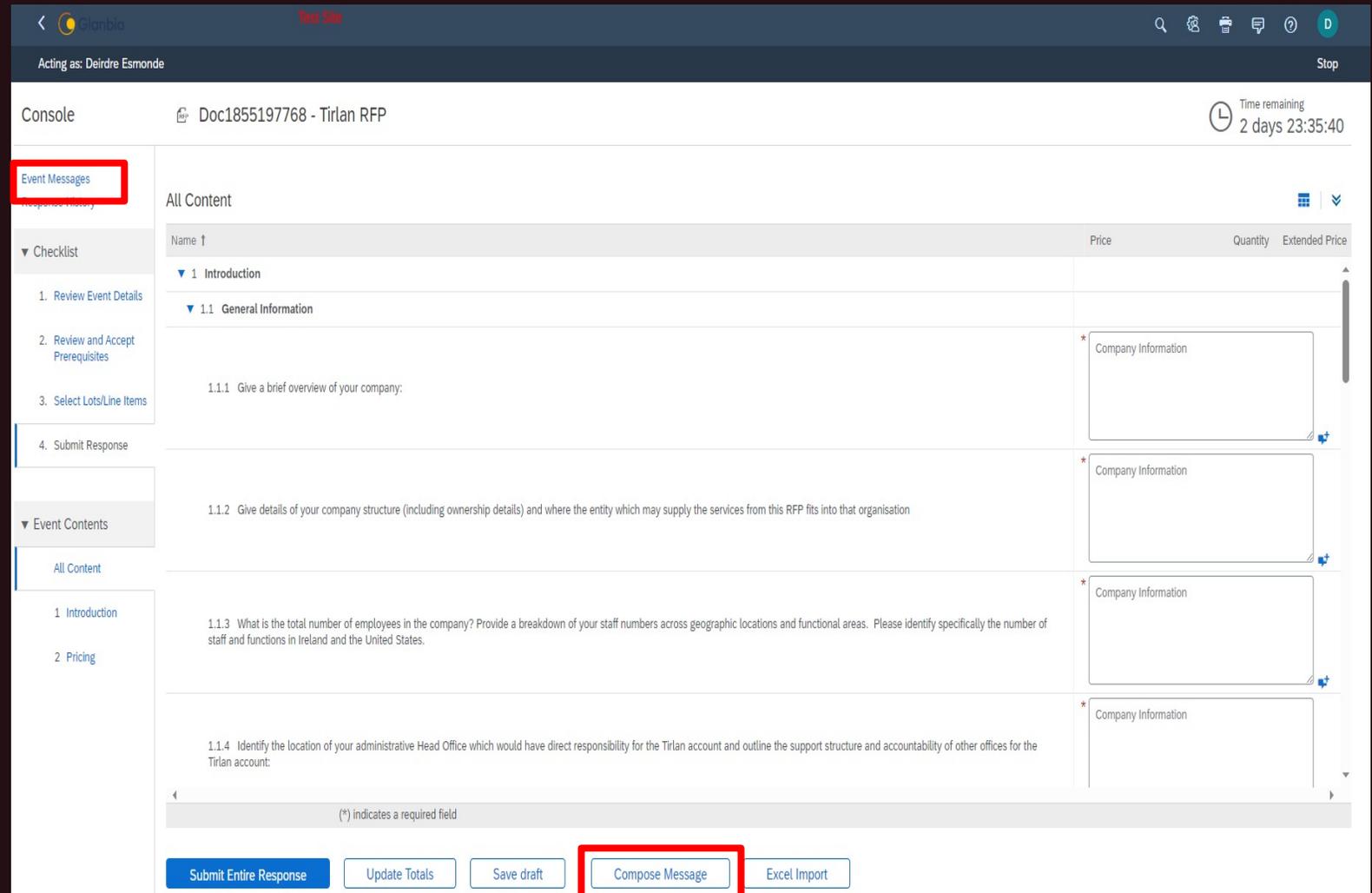


The screenshot shows the Tirlán Sourcing Guide 2023 interface. The user is acting as 'Deirdre Esmonde'. The main content area is titled 'All Content' and displays a checklist on the left. The checklist includes '1. Review Event Details', '2. Review and Accept Prerequisites', '3. Select Lots/Line Items', and '4. Submit Response'. The main content area shows a table with columns for 'Name 1', 'Price', 'Quantity', and 'Extended Price'. The table contains four rows of content, each with a question and a text input field. The questions are: '1.1.1 Give a brief overview of your company;', '1.1.2 Give details of your company structure (including ownership details) and where the entity which may supply the services from this RFP fits into that organisation', '1.1.3 What is the total number of employees in the company? Provide a breakdown of your staff numbers across geographic locations and functional areas. Please identify specifically the number of staff and functions in Ireland and the United States.', and '1.1.4 Identify the location of your administrative Head Office which would have direct responsibility for the Tirlan account and outline the support structure and accountability of other offices for the Tirlan account.' The 'Submit Entire Response' button is highlighted in red.

[https://service.ariba.com/Sourcing.gaw/124991006/aw?awh=r&awss\\_k=ZzLbjxr7&dard=1](https://service.ariba.com/Sourcing.gaw/124991006/aw?awh=r&awss_k=ZzLbjxr7&dard=1)

# Asking Questions

- All questions relating to the event must be submitted through Ariba.
- Select Event Messages or Compose Message to send a message to the Glanbia event owners.



The screenshot shows the Ariba RFP interface for document Doc1855197768 - Tirlan RFP. The user is acting as Deirdre Esmonde. The interface includes a sidebar with navigation options: Event Messages (highlighted in red), Checklist, and Event Contents. The main content area displays a table of questions with columns for Name, Price, Quantity, and Extended Price. The questions are grouped under 'Introduction' and '1.1 General Information'. The 'Compose Message' button at the bottom is also highlighted in red.

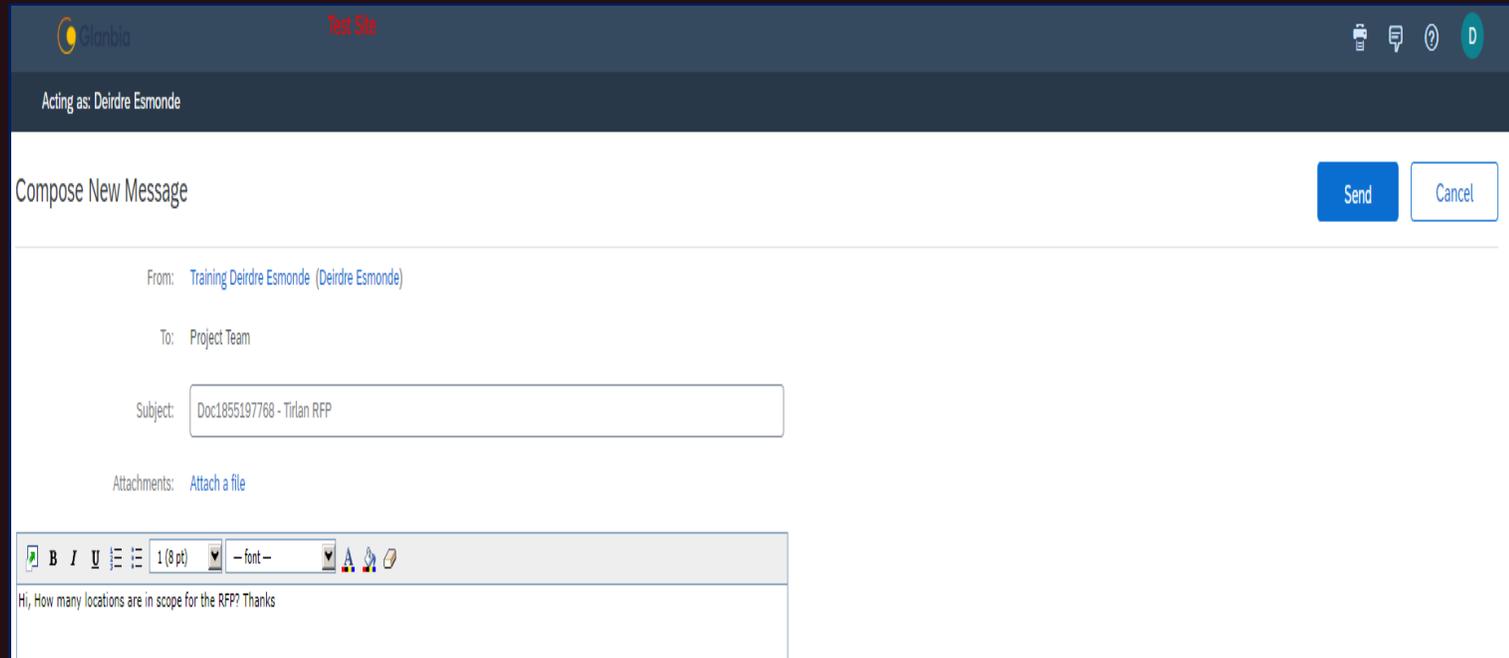
Name ↑	Price	Quantity	Extended Price
1 Introduction			
1.1 General Information			
1.1.1 Give a brief overview of your company:	* Company Information		
1.1.2 Give details of your company structure (including ownership details) and where the entity which may supply the services from this RFP fits into that organisation	* Company Information		
1.1.3 What is the total number of employees in the company? Provide a breakdown of your staff numbers across geographic locations and functional areas. Please identify specifically the number of staff and functions in Ireland and the United States.	* Company Information		
1.1.4 Identify the location of your administrative Head Office which would have direct responsibility for the Tirlan account and outline the support structure and accountability of other offices for the Tirlan account:	* Company Information		

(\*) indicates a required field

Buttons at the bottom: Submit Entire Response, Update Totals, Save draft, **Compose Message**, Excel Import

# Asking Questions

- Compose a question to send to Tirlan within the text box provided.
- To ensure fairness in the process, answers to questions will be shared with all event participants where necessary.
- Your organisation name will not be shared with other participants and will only be visible to Tirlan.
- Your question will only become visible if Tirlan shares the answer with all participants.
- Please do not include any information about your organisation within your message. Tirlan may edit your question to anonymise it if necessary.



Acting as: Deirdre Esmonde

Compose New Message Send Cancel

From: Training Deirdre Esmonde (Deirdre Esmonde)

To: Project Team

Subject: Doc1855197768 - Tirlan RFP

Attachments: [Attach a file](#)

**B I U** 1 (8 pt) - font -

Hi, How many locations are in scope for the RFP? Thanks

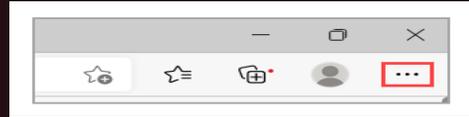
# Trouble Shooting!

Q: I logged into Ariba, I changed my User ID or password and now I am unable to re-access Ariba. What action should I take?

A: Please delete your browser history and clear your cache, then re-try your log on to Ariba. You can clear your history by logging into your preferred browser, select settings, more tools, clear browsing data. Example below.

1. On your computer, open Chrome.

2. At the top right, click Settings & More .



3. Click More tools. Clear browsing data.

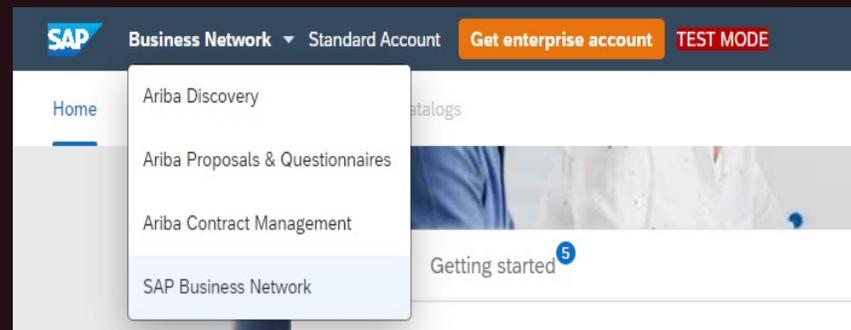
4. At the top, choose a time range. To delete everything, select All time.

5. Next to "Cookies and other site data" and "Cached images and files," check the boxes.

6. Click Clear data.

Q: I can log into Ariba but I cannot see my event?

A: When you are logged into Ariba, please navigate to the Ariba Proposals & Questionnaires tab. Screen grab below.



# Trouble Shooting.

Q: I logged into Ariba and on the Ariba Proposals & Questionnaires tab I cannot see the event. What action should I take?

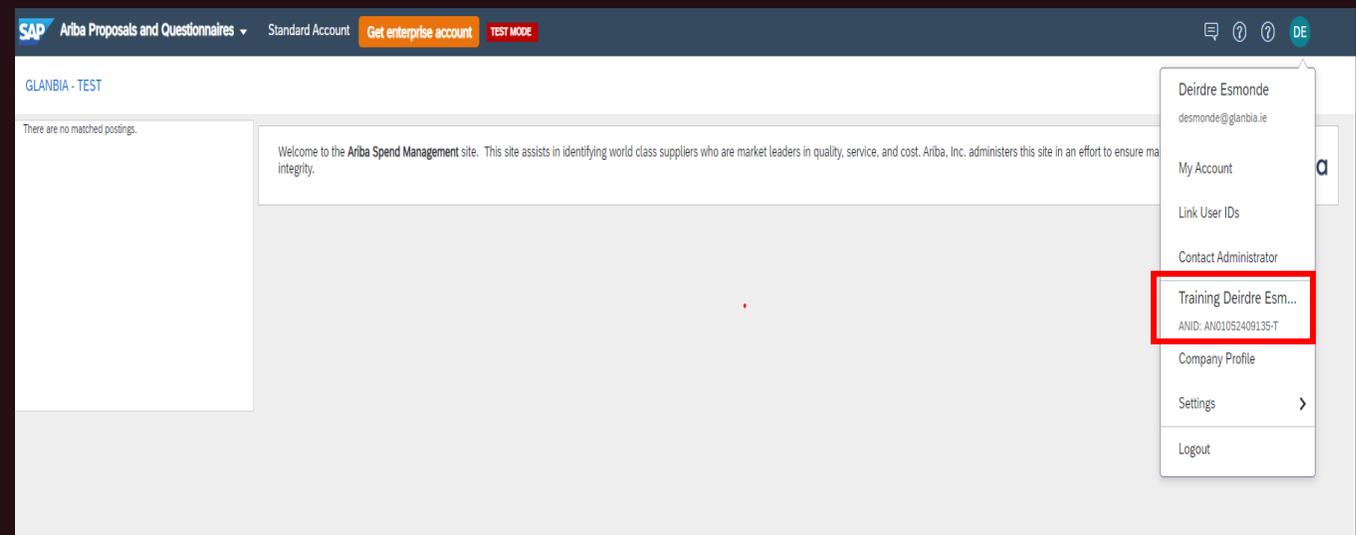
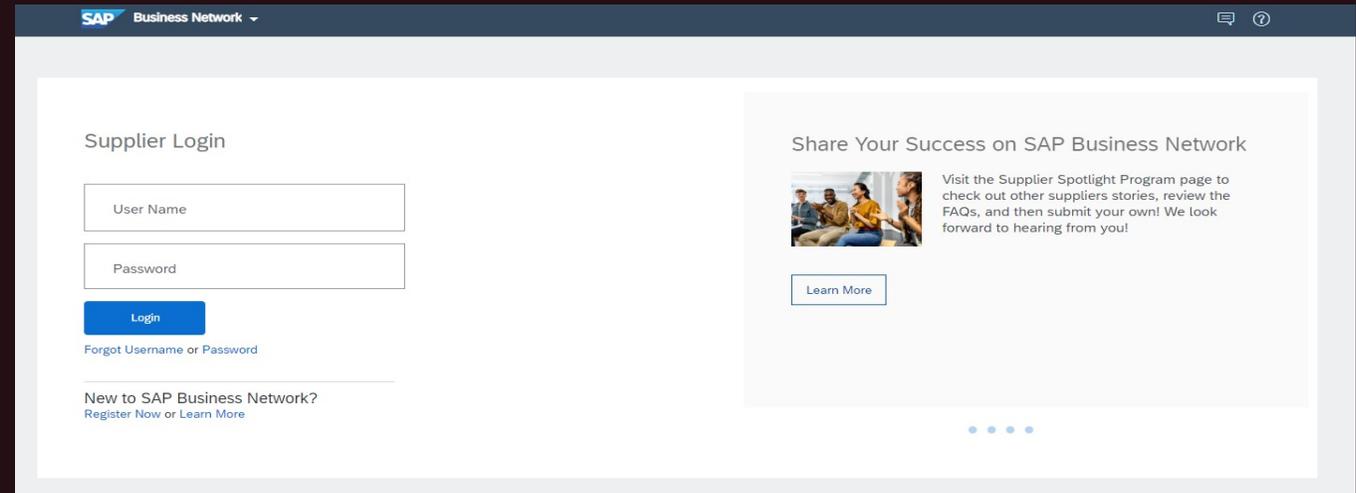
A: Please check your ANID details and send them to the category manager you are currently dealing with. In order to check your ANID account check the next slide for instructions. Slide 14

Q: I have multiple accounts for my company on Ariba. I am still not seeing the event I have been invited to by the Category Manager. What action should I take?

A: Please check your ANID details and send them to the category manager you are currently dealing with. In order to check your ANID account check the next slide for instructions. Slide 14. Also check with your Ariba administrator in your organization to ensure your data or realm is connected to Glanbia.

# How to check our ANID(Ariba Network ID)

- Insert your user name and password onto the Ariba supplier log on. Link below.
- <https://service.ariba.com/Supplier.aw/109549042/aw?awh=r&awssk=hhsYH7eq&dard=1>
- To access your ANID, click on your initials in the top right of the screen. The drop down will show your account profile and your ANID number.
- Take a screen grab and send to the Category Manger your working with on your Ariba event.



# FREQUENTLY ASKED QUESTIONS

Q: Is there a cost associated with using Ariba to participate in Tirlán's sourcing events?

A: There are no fees associated with responding to sourcing events in Ariba

Q: What infrastructure do I need to use the Ariba Network?

A: A regular Internet connection and a web browser are the only requirements. For the current list of supported browsers click [here](#) and select Supported browsers and plugins.

Q: What if I don't want to participate in Tirlán's sourcing event?

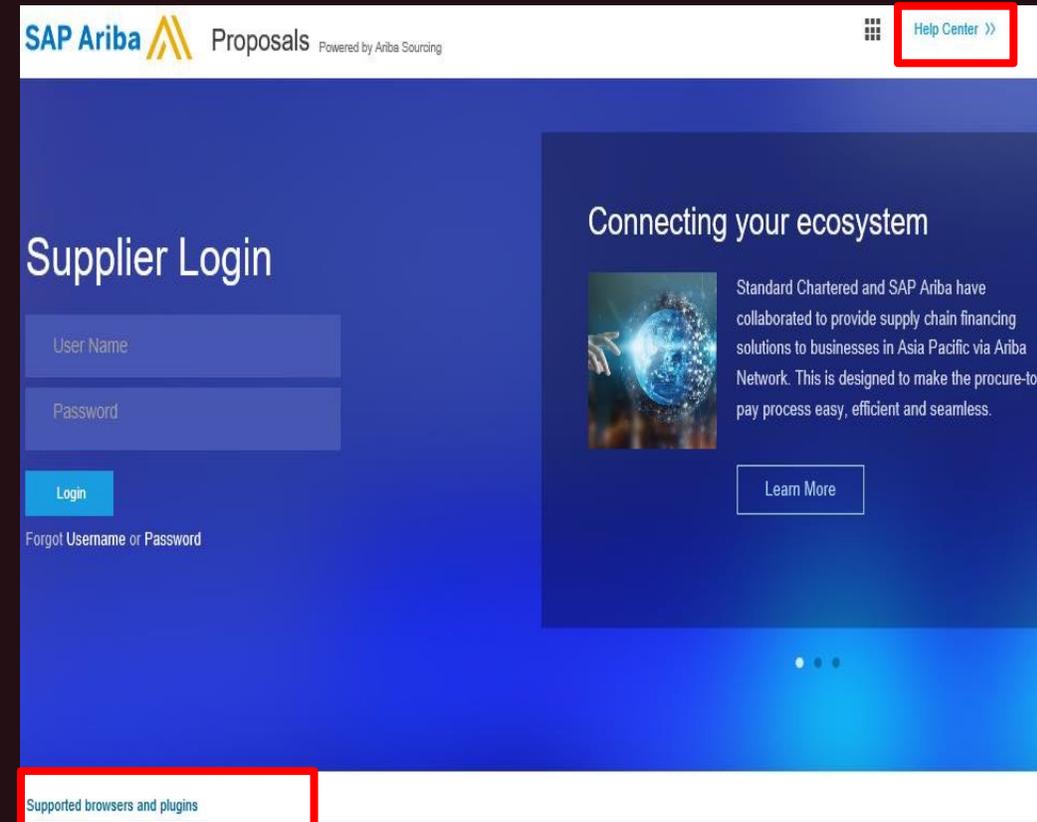
A: If you are invited to participate in a sourcing event and do not wish to take part you can decline the Ariba Bidder Agreement and this will notify Tirlán that you do not wish to participate.

Q: How do I attach multiple documents to my response?

A: If you need to attach multiple documents in Ariba, you must create a ZIP (compressed) file with all of your attachments and upload the ZIP file to Ariba.

Q: Where can I find information and training materials to support my use of Ariba?

A: Suppliers can access the Help Center either before or after they login to Ariba. The Help Center will be located in the top right-hand corner of the page.





**Thank You**