



GERDAU
Shape the future

ARIBA GUIDED SOURCING Supplier Guide

Users Training Material

Suppliers

JULY 2025

RFP Implementation in Ariba – Supplier Bidding



- Supplier will receive an email from Ariba to participate in an RFP.
- Email is from @ansmtp.ariba.com
- Supplier can click on the “Click Here” link to open the RFP directly in Ariba to respond.

Gerdau has invited you to participate in the following event: RFP TEST GABI. The event is set to begin on Thursday, January 16, 2025 at 11:40 AM, Pacific Standard Time.

Use the following username to log in to Gerdau events: testchina@burla.ca.

[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](#).

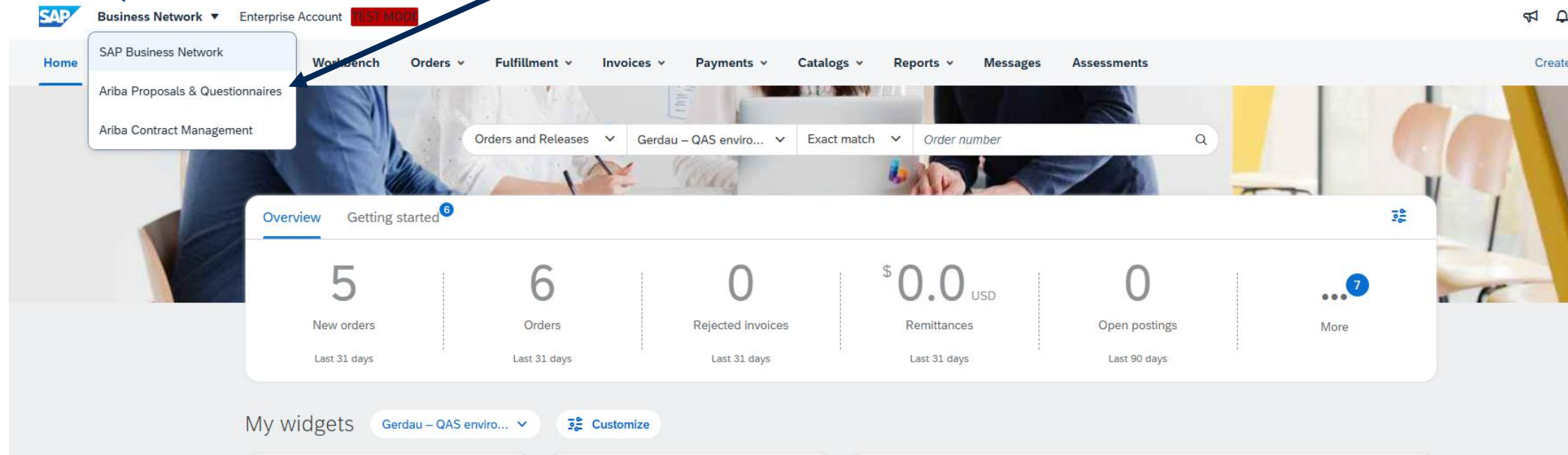
NOTE: The forgot password link is only valid for 24 hours. After this link expires, click Forgot Password on the Ariba Login page to reset your password.

RFP Implementation in Ariba – Supplier Bidding

- Supplier may also respond by accessing the Proposals and Questionnaires page in their Business Network portal, where they will see a list of all open and historical RFP's.

Select the Business Network from the dropdown

Click on Ariba Proposals and Questionnaires to find your Open RFP's



The screenshot displays the SAP Business Network interface. At the top, the 'Business Network' dropdown menu is expanded, showing three options: 'SAP Business Network', 'Ariba Proposals & Questionnaires', and 'Ariba Contract Management'. Below the menu, a search bar is visible with filters for 'Orders and Releases', 'Gerdau - QAS enviro...', 'Exact match', and 'Order number'. The main dashboard area shows several key metrics: 5 New orders (Last 31 days), 6 Orders (Last 31 days), 0 Rejected invoices (Last 31 days), \$0.0 USD Remittances (Last 31 days), 0 Open postings (Last 90 days), and 7 More. The bottom of the page shows 'My widgets' and a 'Customize' button.



RFP Implementation in Ariba – Supplier Bidding

Event Statuses:

Completed: Gerdau has awarded/closed the RFP

Open: The event is actively accepting responses, and the supplier has not submitted a bid

Pending Selection: The supplier submitted a bid, but the RFP has not yet been awarded

[Home](#)

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 market integrity.

Events

Title	ID	End Time ↓	Event Type
▶ Status: Completed (19)			
▼ Status: Open (2)			
RFP Request for Proposal 2 Test 12.30	Doc1409866167	1/31/2025 12:00 AM	RFP
RFP Request for Proposal	Doc1273396130	1/10/2025 9:33 AM	RFP
▶ Status: Pending Selection (12)			

Risk Assessments

Title	ID	End Time ↓	Event Type
No items			

Registration Questionnaires

Title	ID	End Time ↓	Commodity	Regi
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RFP Implementation in Ariba – Supplier Bidding

[Download Tutorials](#)

[Update Profile](#)

[Home](#)

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

Events

Title	ID	End Time ↓	Event Type	Participated
▶ Status: Completed (19)				
▼ Status: Open (2)				
RFP Request for Proposal 2 Test 12.30	Doc1409866167	1/31/2025 12:00 AM	RFP	No
RFP Request for Proposal	Doc1273396130	1/10/2025 9:33 AM	RFP	No
▶ Status: Pending Selection (12)				

Risk Assessments

Title	ID	End Time ↓	Event Type
No items			

Registration Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
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Select the RFP to which they are responding under the "Open" status by clicking the name in blue.



RFP Implementation in Ariba – Supplier Bidding

- Supplier must first review and agree to Gerdau's prerequisite bidding terms.

Event Details

Doc1409866167 - RFP Request for Proposal 2 Test 12.30

Time remaining
31 days 12:27:02

- Event Messages
- Download Tutorials
- Response Team

▼ Checklist

- Review Event Details
- Review and Accept Prerequisites
- Select Lots/Line Items
- Submit Response

▼ Event Contents

- All Content
- 2 PAYMENTS

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

Download Content

Review Prerequisites

Decline to Respond

Print Event Information

All Content

Name ↑	Price	Quantity	Extended Price	Total Cost
1 BEARING, ROLLER, 120MM ID X 180MM OD X / ROLLER BE... Less... [-]		7 each		
BEARING, ROLLER, 120MM ID X 180MM OD X / ROLLER BEARING; MANUFACTURER: SKF; MANUFACTURER PART : 23024CC/C3W33; TYPE: SPHERICAL; ROW QUANTITY: DOUBLE ROW; INSIDE DIAMETER: 1 20 MM; OUTSIDE DIAMETER: 180 MM; THICKNESS: 46 MM; CAGE PRESENCE: PRESSED STEEL CAGE; SEAL PRESENCE: W/O SEAL; PRESENCE OF LUBRICATI NG HOLE: W/ LUBRICATION HOLE; PRESENCE OF LUBRICATION GROOVE: W/ LUBRICATION GROOVE; GAP TYPE: C3; SHIELD PRESENCE: W/O SHIELD; SPEC IAL CHARACTERISTICS: CYLINDRICAL BORE;				
Per:				
OrderUnit:	1			
Lead Time:				

Event Overview and Timing Rules

Owner: [JERELL REID - 10056469](#) ⓘ
Event Type: RFP
Publish time: 12/30/2024 11:29 AM
Due date: 1/31/2025 12:00 AM

Currency: US Dollar
Commodity: MRO BEARINGS 3672010

RFP Implementation in Ariba – Supplier Bidding

- These terms are standard and are the same for all Gerdau’s RFP’s
- A supplier cannot submit a bid without agreeing to these terms.

Prerequisites must be completed prior to participation in the event.

▼ Checklist

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

In consideration of the opportunity to participate in on-line events ('On-Line Events') held and conducted by the company sponsoring this On-Line Event ('Sponsor') on the web site (this 'Site') hosted by Ariba, Inc. ('Site Owner'), your company ('Participant' or 'You') agrees to the following terms and conditions ('Bidder Agreement'):

1. **Bids.** If You are invited to participate in the On-Line Event, Sponsor reserves the right to amend, modify or withdraw this On-Line Event. Sponsor reserves the right to accept or reject all or part of your proposal. Submission of a bid does not create a contract or any expectation by Participant of a future business relationship. Rather, by submitting a bid, you are making a firm offer which Sponsor may accept to form a contract, subject to section 2 below. Sponsor is not liable for any costs incurred by Participant in the preparation, presentation, or any other aspect of Participant's bid.
2. **Price Quotes.** Except to the extent Sponsor allows a non-binding bid, all Bids which Participant submits through the On-Line Events are legally valid quotations without qualification, except for data entry errors.
3. **Procedures and Rules.** Participant further agrees to be bound by the procedures and rules established by the Site and Sponsor.
4. **Confidentiality.** Participant shall keep all user names and passwords, the On-Line Event content, other confidential materials provided by the Site and/or Sponsor, and all bids provided by You or another participating organization in confidence and shall not disclose the foregoing to any third party.
5. **Bids through Site only.** Participant agrees to submit bids only through the on-line bid
6. **Difficulties during a live On-Line Event.** Participant must notify Site Owner immediately.
7. **Export Control.** All countries who use this Site hosted by Ariba, Inc. agree to comply with
8. **Survival.** The terms and conditions of this Bidder Agreement shall survive completion

BA v1.1 19Aug05

I accept the terms of this agreement.

I do not accept the terms of this agreement.

After clicking “OK,” this box pops up,
Click “OK” again.

OK

Cancel



RFP Implementation in Ariba – Supplier Bidding

- Suppliers must select the items from the RFP on which they will submit a bid by checking the box next to applicable items and then clicking on “Confirm Selected Lots/Line Items.”

Select Lots

Doc1409866167 - RFP Request for Proposal 2 Test 12.30

Cancel

▼ Checklist

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

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.

Select Lots/Line Items

Select Using Excel

A dimmed checkbox indicates lots for which bidding is required, or for which you have already placed a bid. You cannot modify your intent to bid on these lots.

Name	Reason for not bidding
<input checked="" type="checkbox"/> BEARING, ROLLER, 120MM ID X 180MM OD X / ROLLER BE...	
BEARING, ROLLER, 120MM ID X 180MM OD X / ROLLER BEARING; MANUFACTURER: SKF; MANUFACTURER PART : 23024CC/C3W33; TYPE: SPHERICAL; ROW QUANTITY: DOUBLE ROW; INSIDE DIAMETER: 1 20 MM; OUTSIDE DIAMETER: 180 MM; THICKNESS: 46 MM; CAGE PRESENCE: PRESSED STEEL CAGE; SEAL PRESENCE: W/O SEAL; PRESENCE OF LUBRICATING HOLE: W/ LUBRICATION HOLE; PRESENCE OF LUBRICATION GROOVE: W/ LUBRICATION GROOVE; GAP TYPE: C3; SHIELD PRESENCE: W/O SHIELD; SPECIAL CHARACTERISTICS: CYLINDRICAL BORE;	

Confirm Selected Lots/Line Items

Cancel

RFP Implementation in Ariba – Supplier Bidding

- The supplier will input all relevant data, including price per unit, lead time (days in numerical format only), if the item offered is as requested or an alternate option, and any attachments to support an alternate item.

Doc1623948701 - RFP GABI GLN Time remaining 23:18:25

All Content

Name ↑	Price	Quantity	Extended Price	Total Cost
1.0 PO Type Fix Scenario 5	<input type="text"/> USD	50 each		
PO Type Fix Scenario 5				
Lead Time (in days): *	<input type="text"/>			
General Comments:	<input type="text"/>			
According to proposed item, select one of the two options: *	Unspecified			
In case of Alternative Item Proposal, please attach datasheet: At	Unspecified			
SAPMaterialCode:	Proposal according to material specification			
originallinenumbe	Alternative item proposal (attach datasheet)			
LineNumber:	1			
Touchless:	false			

FEB 17th (*) indicates a required field

Time remaining for the RFP

Price should be entered as per quantity 1 and should never be entered as \$0.00



RFP Implementation in Ariba – Supplier Bidding

- The supplier will input all relevant data, including price per unit, lead time (days in numerical format only), if the item offered is as requested or an alternate option, and any attachments to support an alternate item.

Doc1623948701 - RFP GABI GLN

Time remaining
23:18:25

All Content

Name ↑	Price	Quantity	Extended Price	Total Cost
1.0 PO Type Fix Scenario 5 Less... -	<input type="text"/> USD	50 each		
PO Type Fix Scenario 5				
Lead Time (in days): *	<input type="text"/>			
General Comments:	<input type="text"/>			
According to proposed item, select one of the two options: *	<input type="text" value="Unspecified"/>			
In case of Alternative Item Proposal, please attach datasheet: At	<input type="text" value="Unspecified"/>			
SAPMaterialCode:	<input type="text" value="Proposal according to material specification"/>			
originallinenumbr:	<input type="text" value="Alternative item proposal (attach datasheet)"/>			
LineNumber:	1			
Touchless:	false			

FEB 17th (*) indicates a required field

Lead time must be a numerical value only in days

This field is mandatory

Submit Entire Response

Update Totals

Save draft

Compose Message

Excel Import



RFP Implementation in Ariba – Supplier Bidding

Console

Doc1623948701 - RFP GABI GLN

Time remaining
23:18:25

Event Messages
Response History
Response Team

▼ Checklist

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

▼ Event Contents

All Content

All Content

Name ↑	Price	Quantity	Extended Price	Total Cost
1.0 PO Type Fix Scenario 5	Less... - [] USD	50 each		
PO Type Fix Scenario 5				
Lead Time (in days): *	[]			
General Comments:	[]			
According to proposed item, select one of the two options:: *	Unspecified			
l, please attach datasheet: At	Unspecified			
	Proposal according to material specification			
	Alternative item proposal (attach datasheet)			

If you wish to remove items from your bid, go back to the “Select Lots/Line Items” section to uncheck them.

Use the “Save Draft” feature to save your progress and return to finalize response before the Gerdau deadline.

Submit Entire Response

Update Totals

Save draft

Compose Message

Excel Import

RFP Implementation in Ariba – Supplier Bidding



Console

Doc1623948701 - RFP GABI GLN

Time remaining
23:18:25

Event Messages
Response History
Response Team

▼ Checklist

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

▼ Event Contents

All Content

All Content

Name ↑	Price	Quantity	Extended Price	Total Cost
1.0 PO Type Fix Scenario 5	Less... <input type="text"/> USD	50 each		
PO Type Fix Scenario 5				
Lead Time (in days): *	<input type="text"/>			
General Comments:	<input type="text"/>			
According to proposed item, select one of the two options:: *	<input type="text" value="Unspecified"/>			
Use attach datasheet: At	<input type="text" value="Unspecified"/>			
SAPMaterialCode:	<input type="text" value="Proposal according to material specification"/>			
originallinenumbr:	<input type="text" value="Alternative item proposal (attach datasheet)"/>			
LineNumber:	<input type="text" value="1"/>			
Touchless:	<input type="text" value="false"/>			

(*) indicates a required field

Submit response will send the bid back to Gerdau in the RFP

Use the "Save Draft" feature to save your progress and return to finalize response before the Gerdau deadline.



SUPPLIER SUPPORT

Guided Sourcing for Buyers – Supplier Support



Level 1



- Supplier's Ariba Administrator

Level 2



- Gerdau Buyer
- Supplier Information Portal

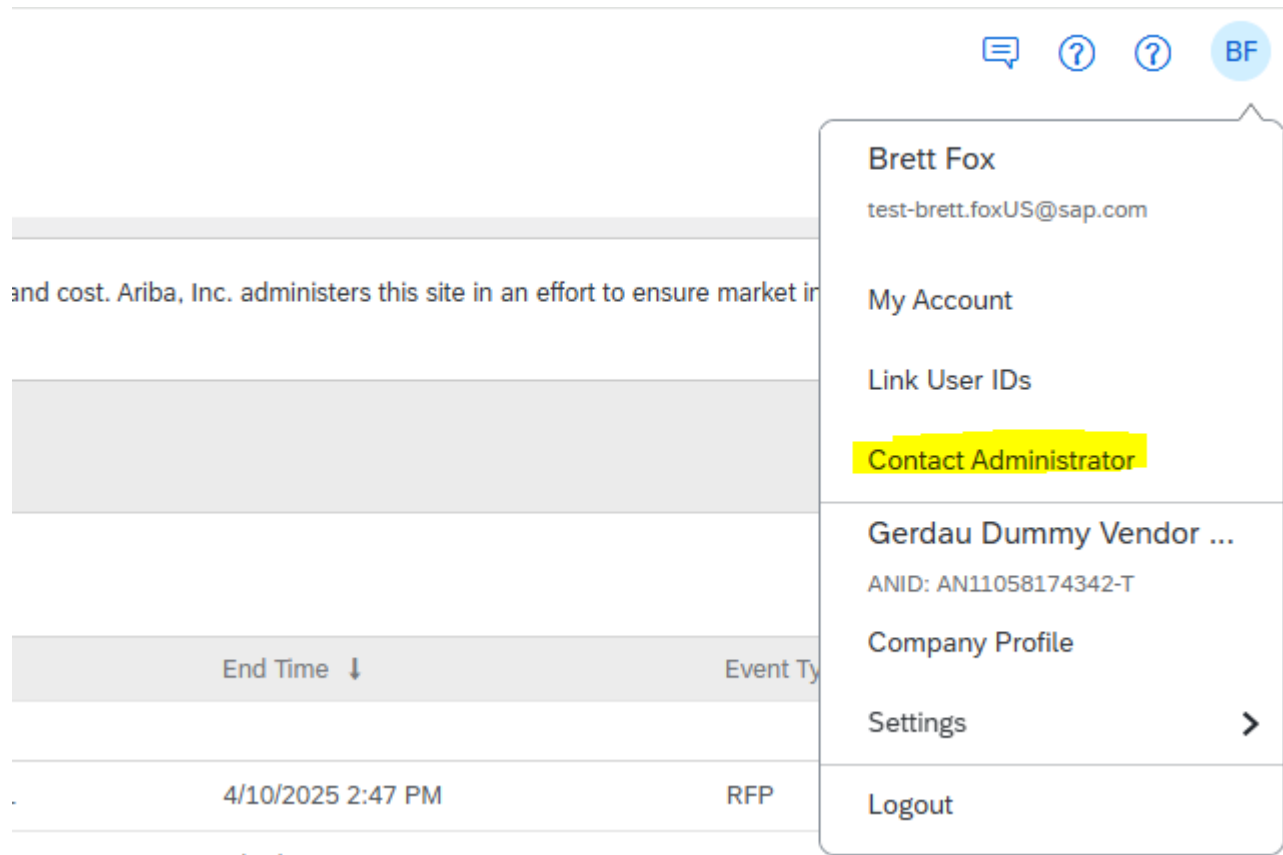
Level 3



- Supplier Enablement

Guided Sourcing for Buyers – Supplier Support

- To contact their company’s Ariba account administrator, they will log into Ariba and click their initials in the top right corner.
- Clicking “Contact Administrator” will bring up the administrator’s email address and phone number.





Guided Sourcing for Buyers – Supplier Support

- Gerdau Supplier Information Portal:
<https://support.ariba.com/item/view/199609>
- In addition to SAP provided resources and Gerdau Terms and Conditions, the site also contains multiple training resources.
- A new training guide titled “Ariba Guided Sourcing Supplier Guide” was added in May.
- Additional training guides are being added as they become available.

Supplier Information:

- [Supplier Code of Ethics](#)
- [GLN Canada PO Terms and Conditions](#)
- [GLN US PO Terms and Conditions](#)



Supplier Training Material

Learn how to transact with Gerdau.

Supplier Information:

[Ariba Invoicing with Shipping and Handling](#)

[CA Vendor Invoicing and Tax Guide Sept 2024](#)

[Configuring Your Ariba Network Workbench](#)

[How to create a case with Ariba Support](#)

[FAQs for vendors: common issues](#)

[Connecting your first PO](#)

[Supplier Notifications](#)

[How to downgrade from Enterprise account to Standard account.](#)

[US Vendor Invoicing and Tax Guide Sept 2024](#)

[Vendor Training for Order Confirmations and Service Sheets](#)

[Troubleshooting guide for missing POs](#)

[Creating Multiple Roles and Users](#)

A decorative graphic consisting of multiple thin, parallel, wavy lines in a golden-yellow color, flowing across the top half of the image against a dark blue background.

Thank You