ZF LIFETEC NPM SAP ARIBA PROJECT

SUPPLIER TRAINING

9/22/2025

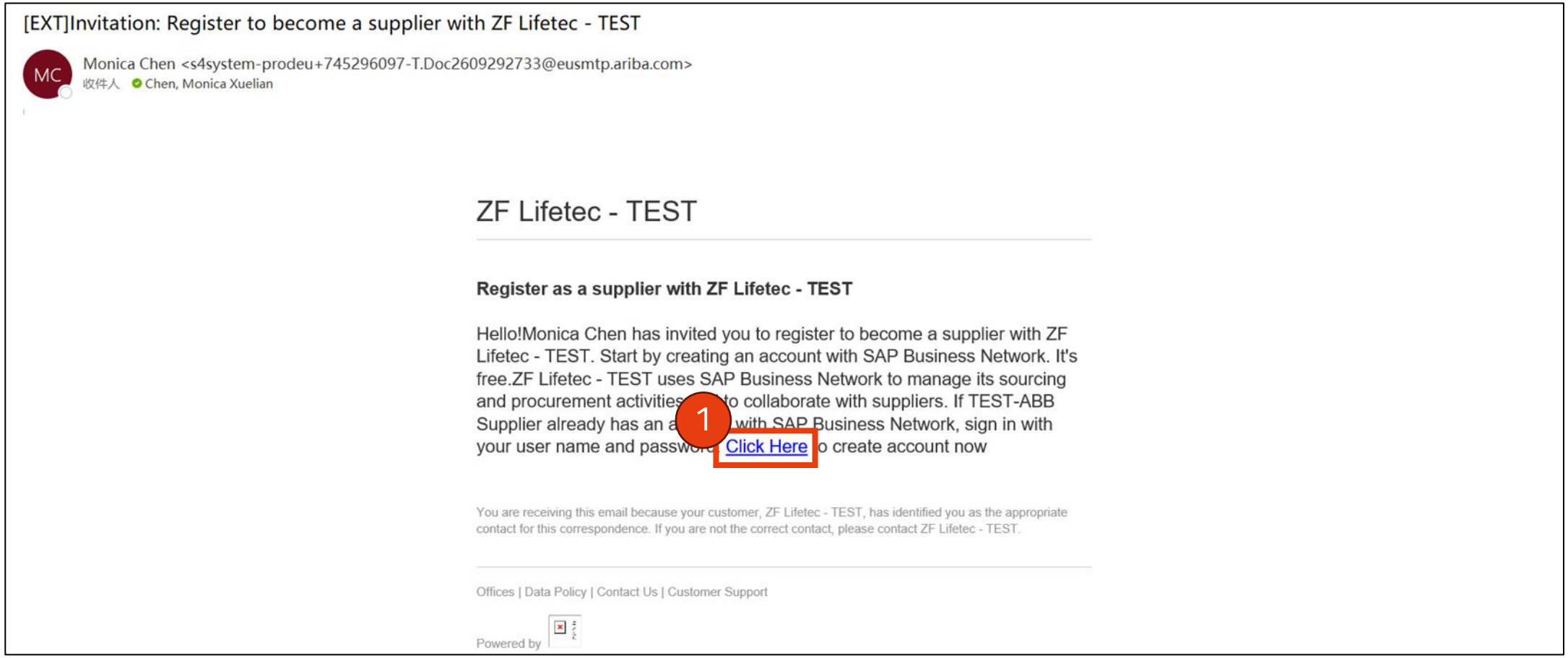
AGENDA

1. Respond to Supplier Registration Form
2. Respond to RFP Content
3. Respond to Email Bidding
4. Respond to Auctions
5. Others

01 RESPOND TO SUPPLIER REGISTRATION FORM

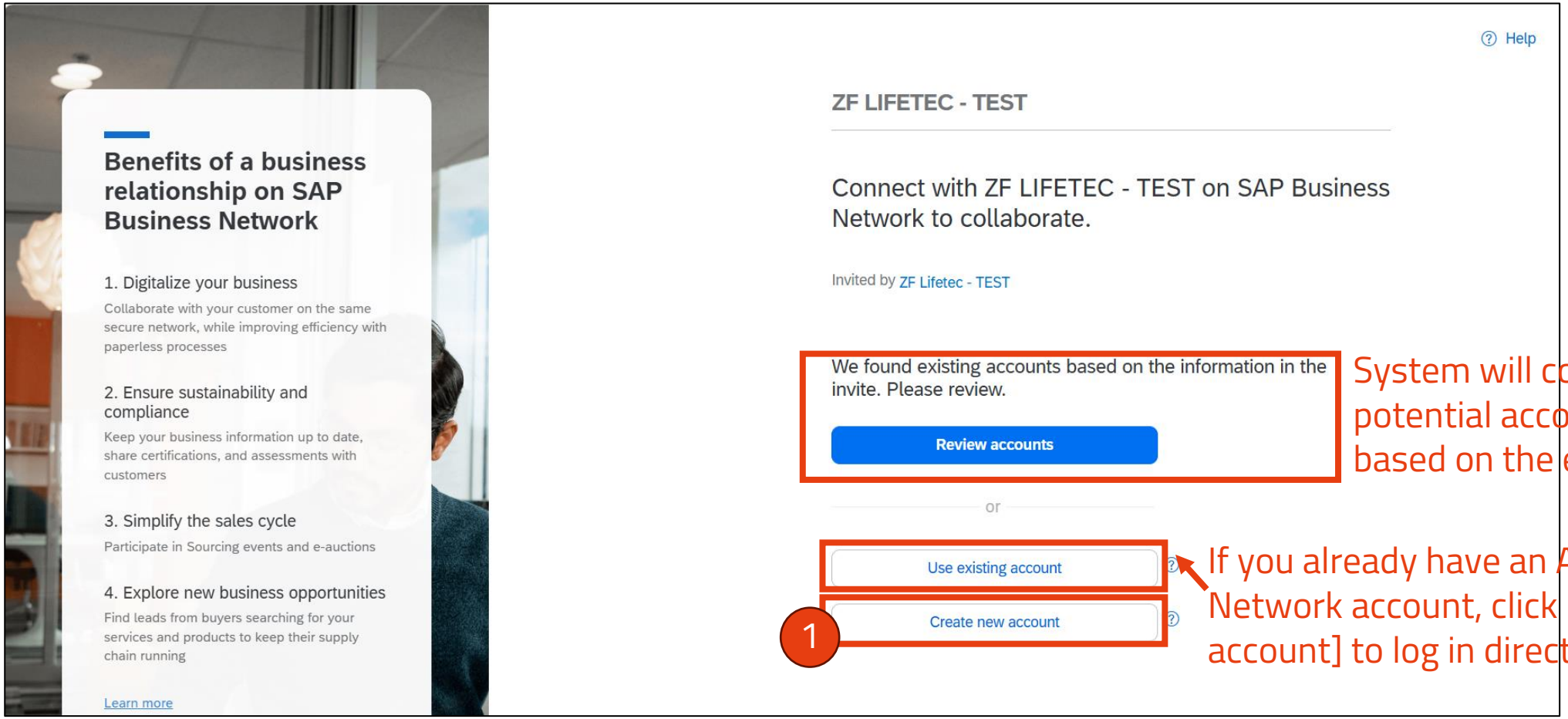
RECEIVE EMAIL NOTIFICATION

1. Receive "Invitation: Register to become a supplier with ZF Lifetec" Email. Click [Click Here]



CREATE A NEW ARIBA BUSINESS NETWORK'S ACCOUNT 1

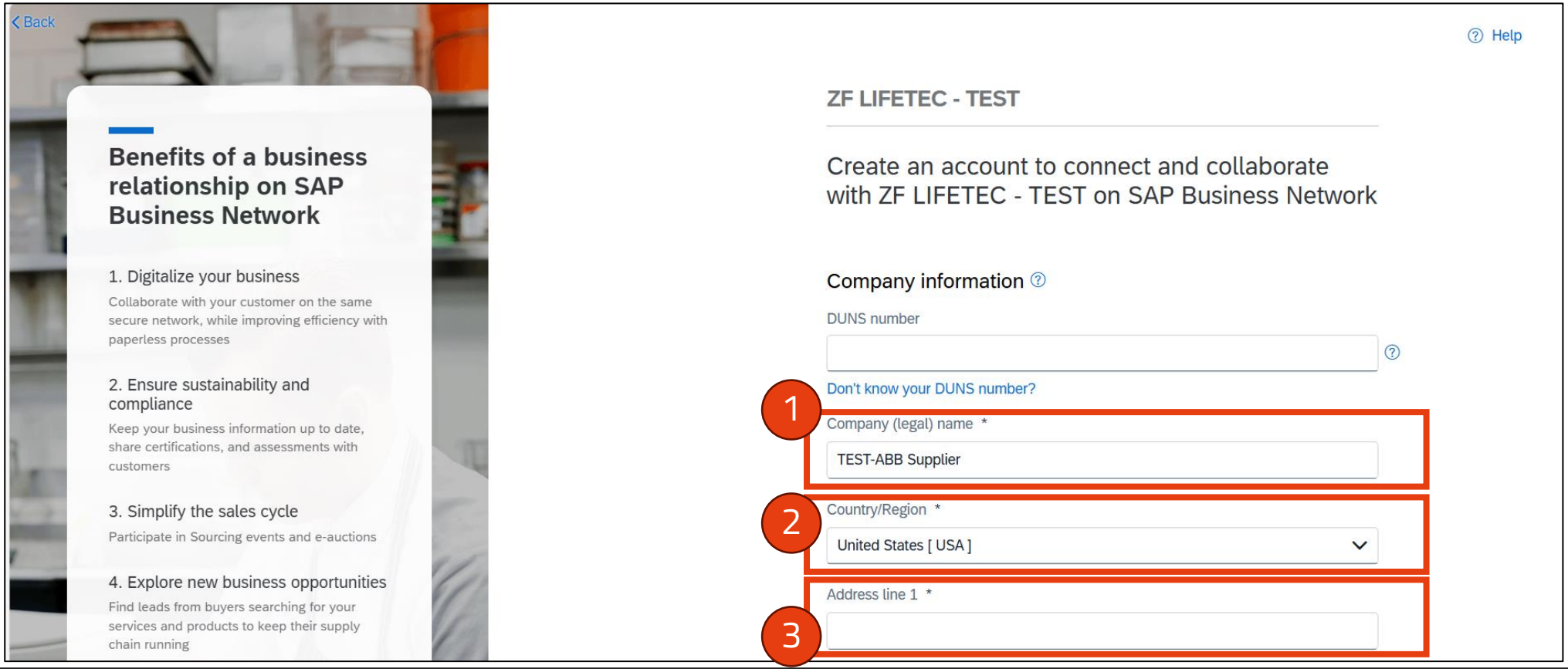
1. Click [Create new account]



CREATE A NEW ARIBA BUSINESS NETWORK'S ACCOUNT 2

Fill in all the mandatory fields with asterisk symbol. These company information is public information and not specific to ZF LIFETEC.

1. The [Company (legal) name] is defaulted from ZF LIFETEC buyer.
2. Select [Country/Region]
3. Fill in [Address line 1]



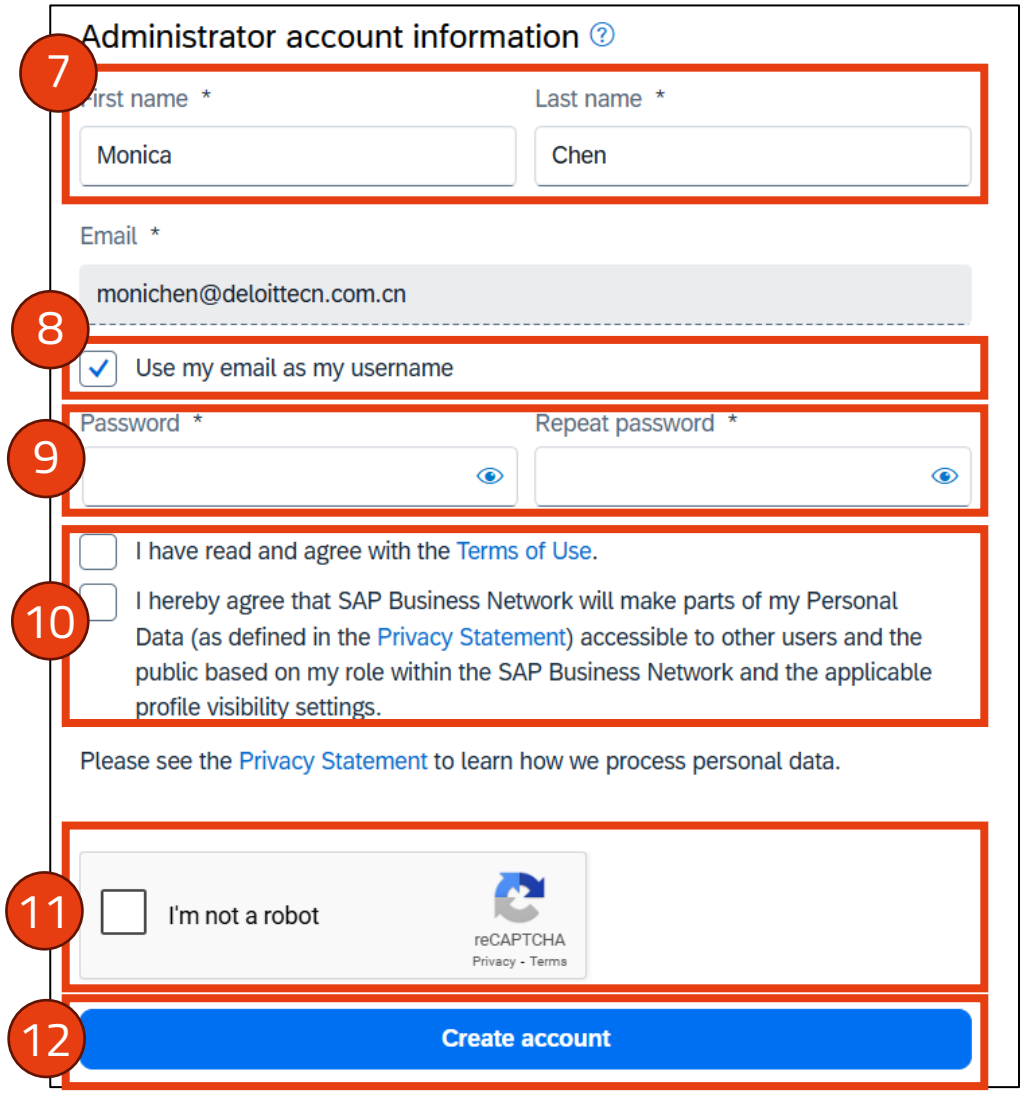
CREATE A NEW ARIBA BUSINESS NETWORK'S ACCOUNT 3

4. Fill in [City]
5. Select [State]
6. Fill in [Zip]/[Postal code]

CREATE A NEW ARIBA BUSINESS NETWORK'S ACCOUNT 4

7. The [First name] and [Last name] are defaulted from ZF LIFETEC buyer.
8. If tick the [Use my email as my username], the email address is the username when logging in Ariba Business Network. If remove the checkbox, you can set the username by yourself. And the username **must be in email format**.
9. Set the password and confirm it.
10. Tick the terms and privacy statement
11. Tick [I'm not a robot]. You must check reCAPTCHA.
12. Click [Create account]

Note: Password setting must comply with the following rules.
- Must be between 8 and 32 characters
- Lowercase, uppercase, numbers, and special characters allowed. "!#$%&"()*+,-./:;<=>?@^_`{|}~\"]["
- Cannot contain the username
- Repetitive characters and numbers in sequence are discouraged
- Only ASCII characters are allowed (numbers 0-9, lower and upper case characters a - z, and some special characters)



CONFIRM YOUR EMAIL ADDRESS 1

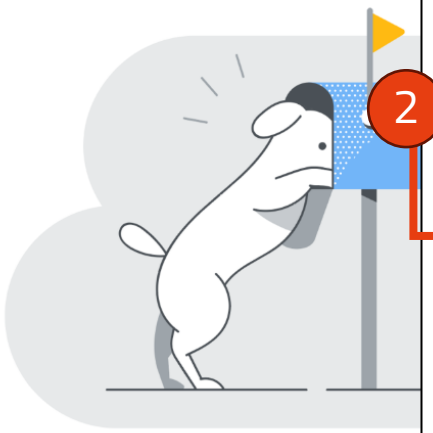
1. System pop-up a new page and send out Email
2. Open “Action required: Confirm your email” Email, click [Confirm email]

1

Please confirm your email address

Check your email at **monichen@deloittecn.com.cn** and follow the steps in the email to confirm your email address in the next **72 hours**.

> If you did not receive the email:



2

[EXT]Action Required: Confirm your email

AC Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
收件人 Chen, Monica Xuelian

Confirm your email

Hello,

Thank you for joining SAP Business Network. To finish signing up, you just need to confirm that we have the correct email.

Confirm email

Link expires: Thursday, Jun 26, 2025, 03:13 AM PDT

If the link expired, login to proposals.seller.ariba.com and click "Resend". You will then receive another confirmation email.

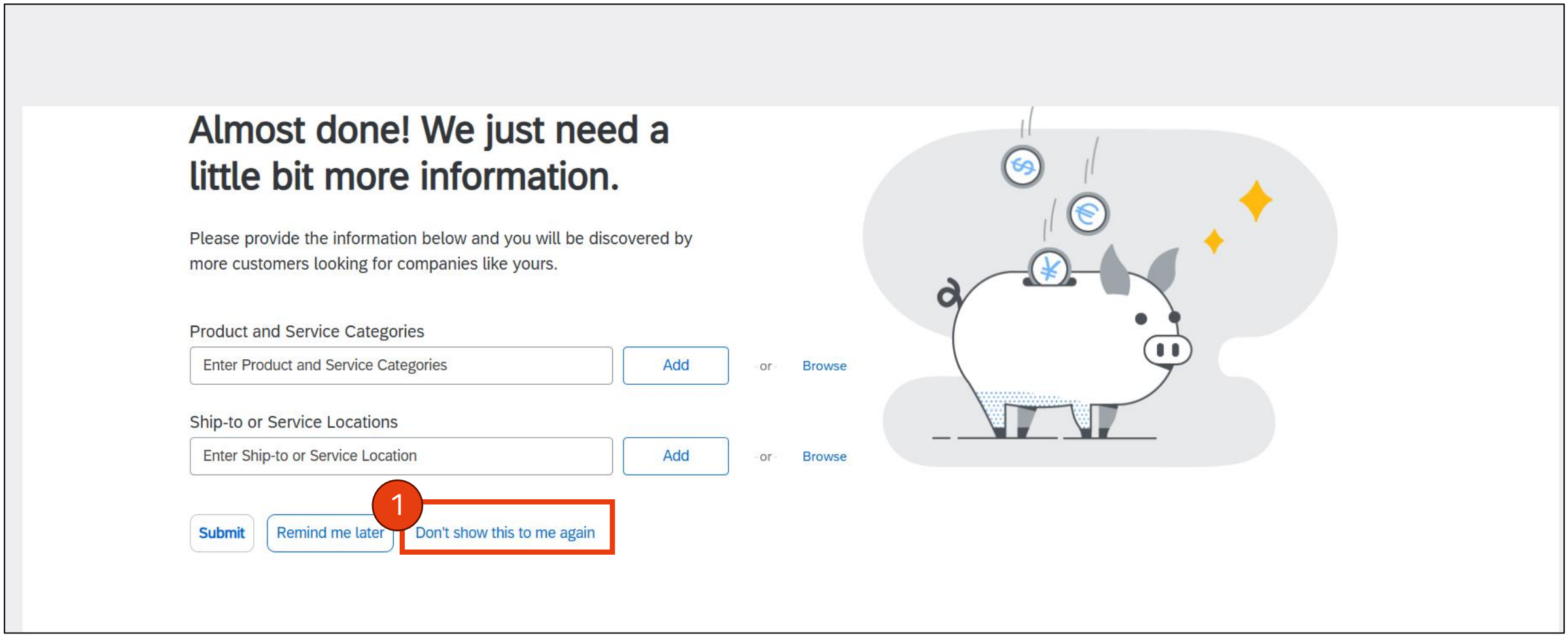
If you are unable to access the page, copy the link below and paste it into your web browser:
https://service.ariba.com/Authenticator.aw/ad/confirmEmail?key=1XECwrk79mRqNZhSl9u0XtYQCT9ilb53&anp=Ariba&app=Sourcing

Sincerely,
SAP Business Network team

If the link expired, open the link to resend the email via username and password

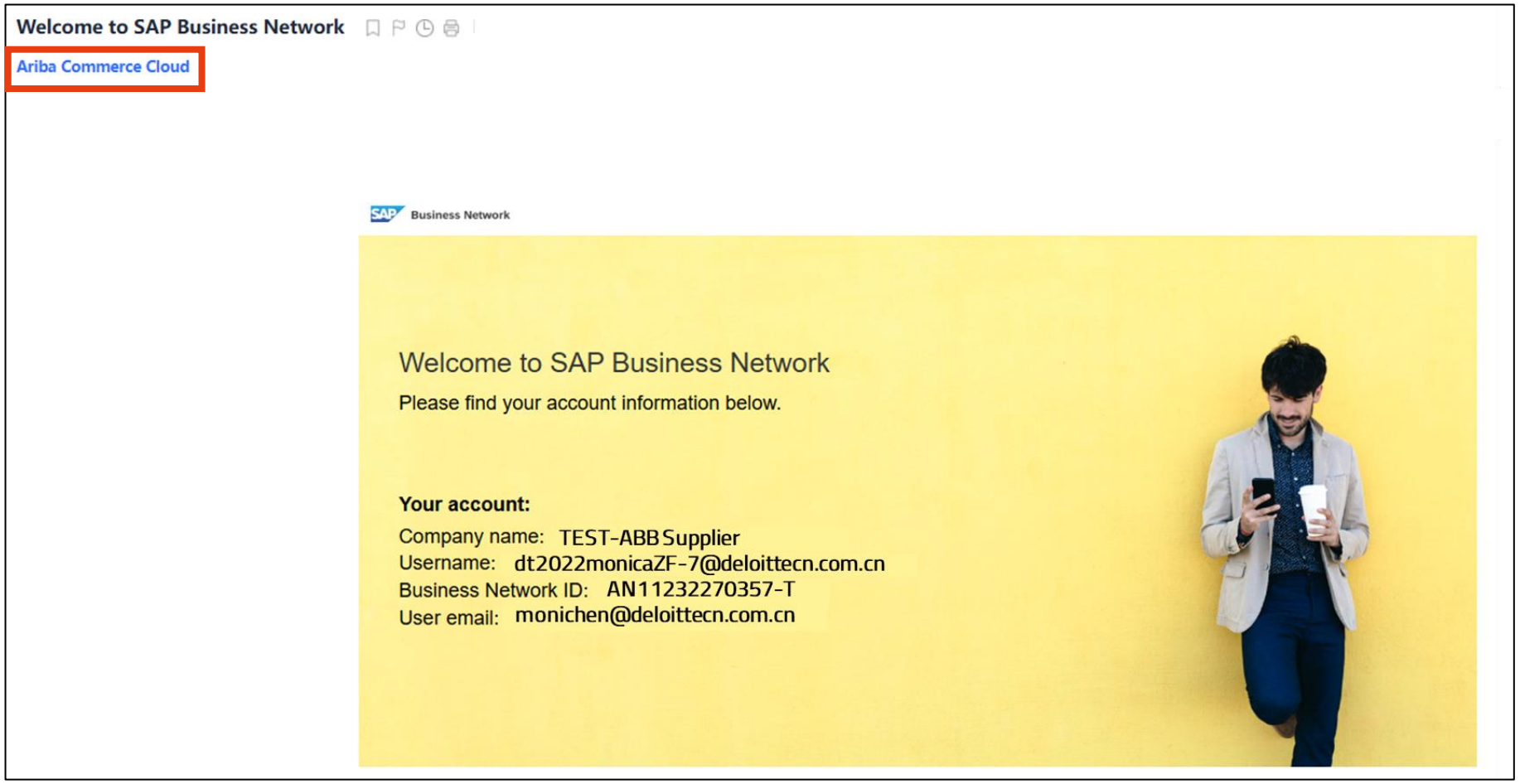
CONFIRM YOUR EMAIL ADDRESS 2

1. Click [Don’t show this to me again]



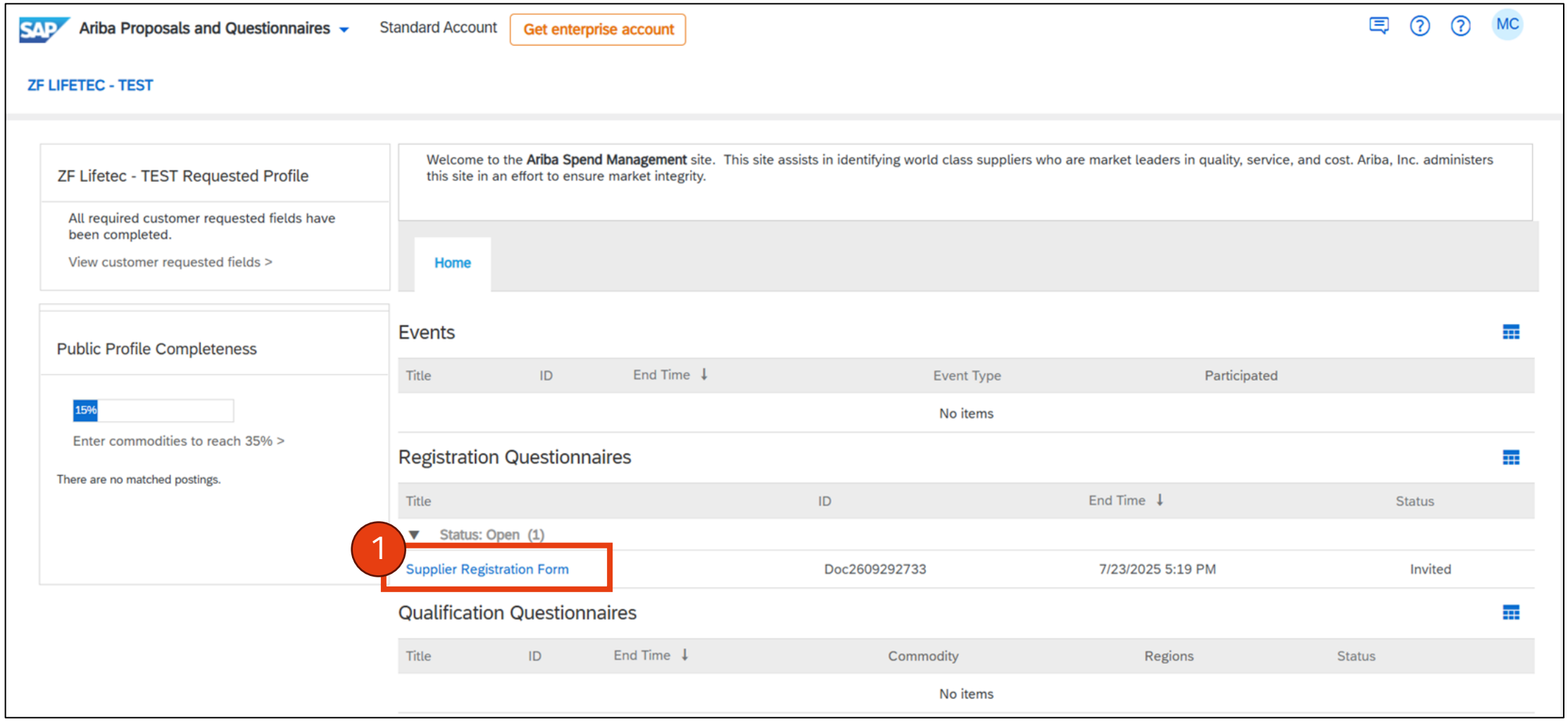
CONFIRM YOUR EMAIL ADDRESS 3

1. After confirming the Email address, you will review an Email from “Ariba Commerce Cloud”.



RESPONSE SUPPLIER REGISTRATION FORM 1

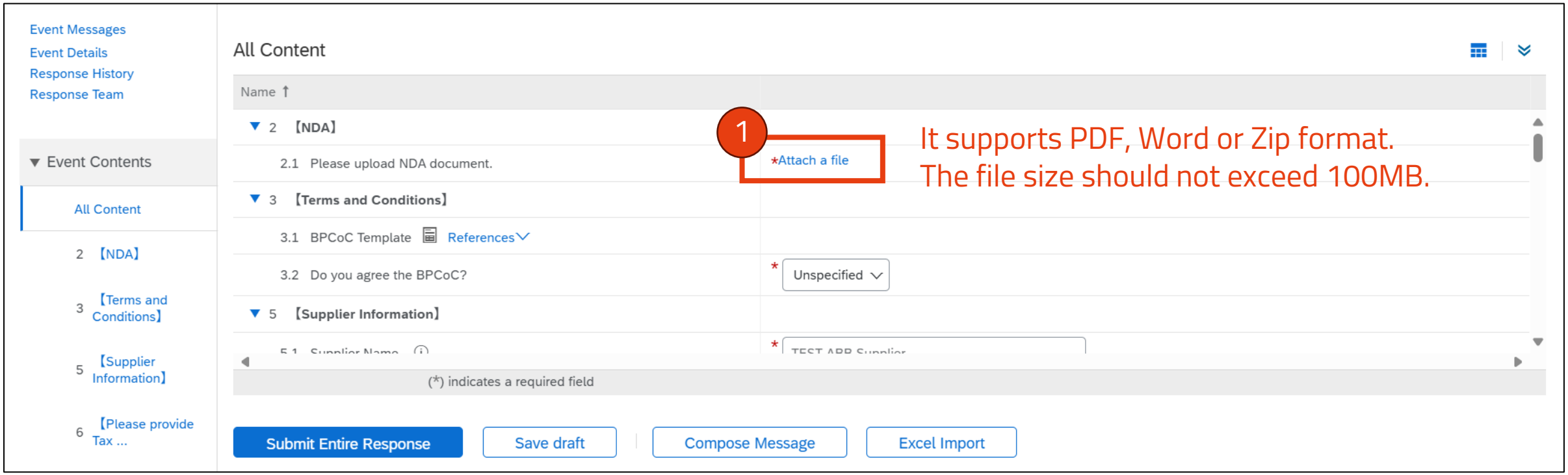
1. Click [Supplier Registration Form]



RESPONSE SUPPLIER REGISTRATION FORM 2

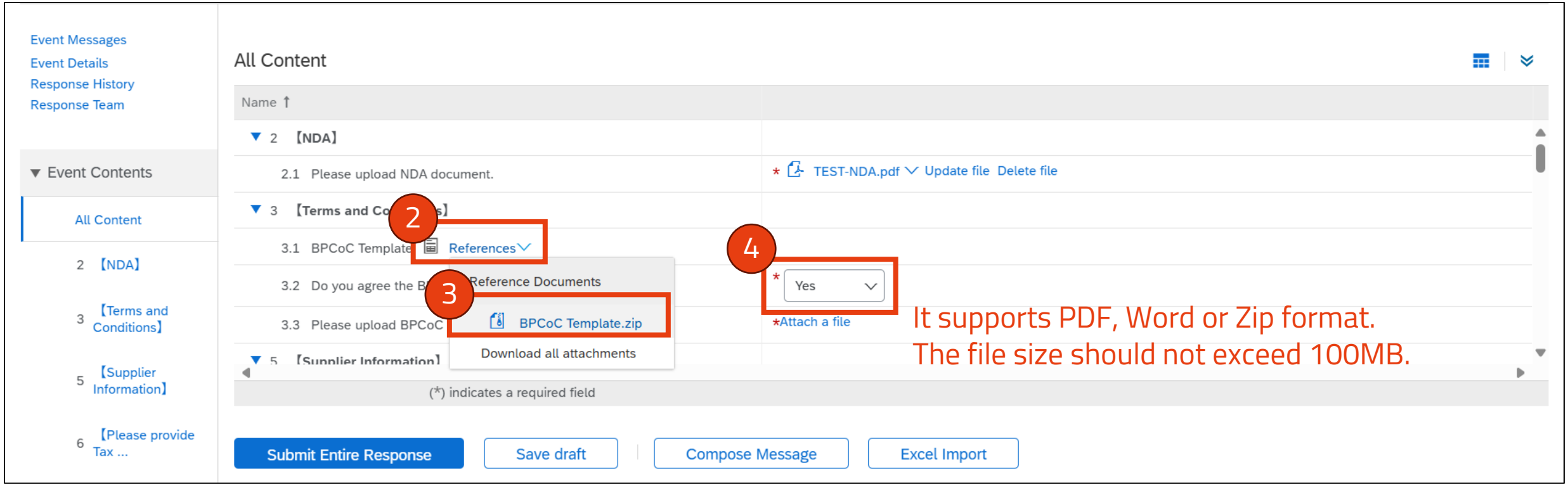
These information is specific to ZF LIFETEC.

1. Click [Attach a file] to upload the signed NDA documents



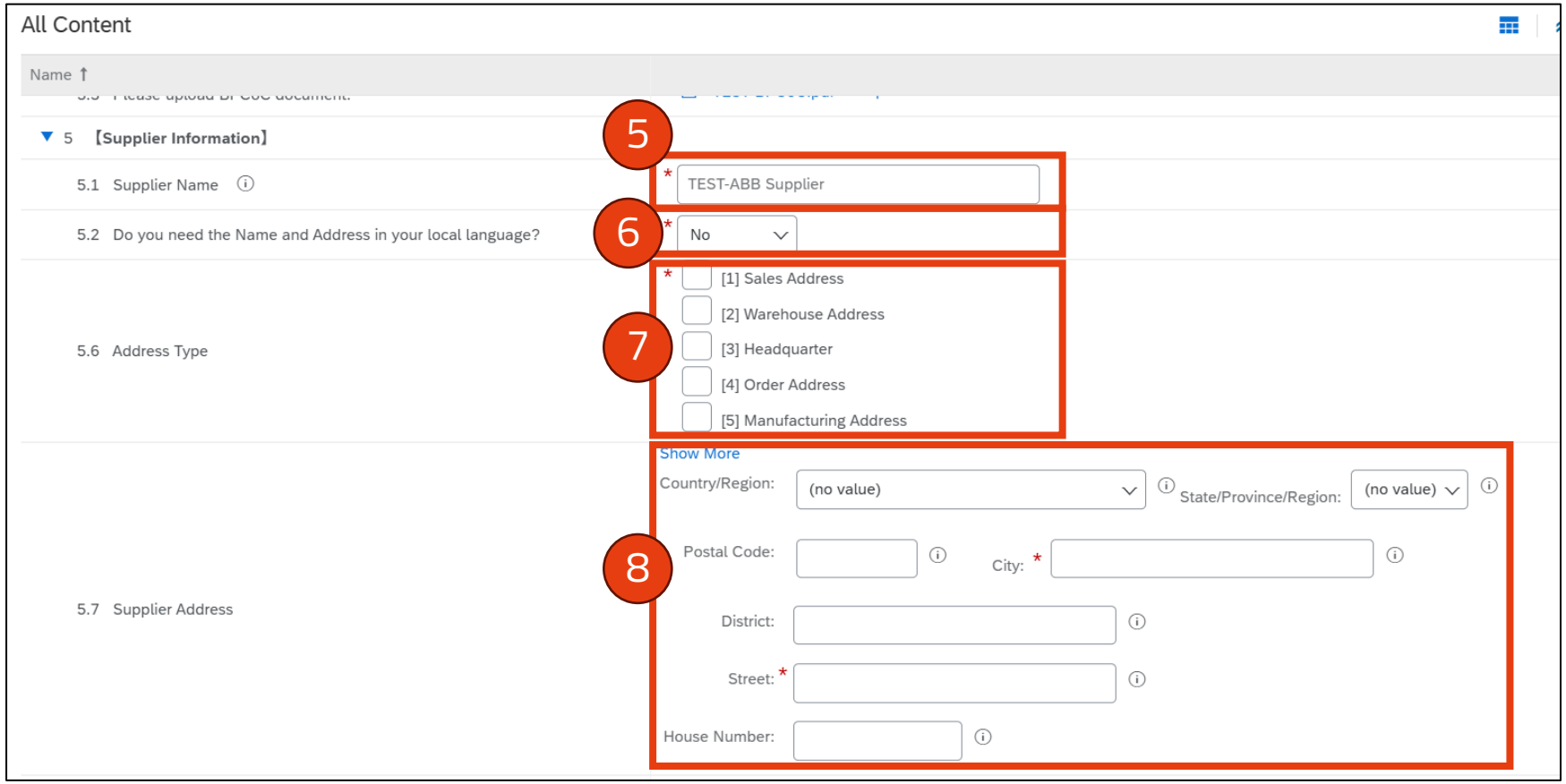
RESPONSE SUPPLIER REGISTRATION FORM 3

2. Click [Reference]
3. Click [BPCoC template.zip] to download the BPCoC template
4. Select [Do you agree the BPCoC?]. If “Yes” is selected, you need to upload signed BPCoC document. If “No” is selected, you need to enter your comments.



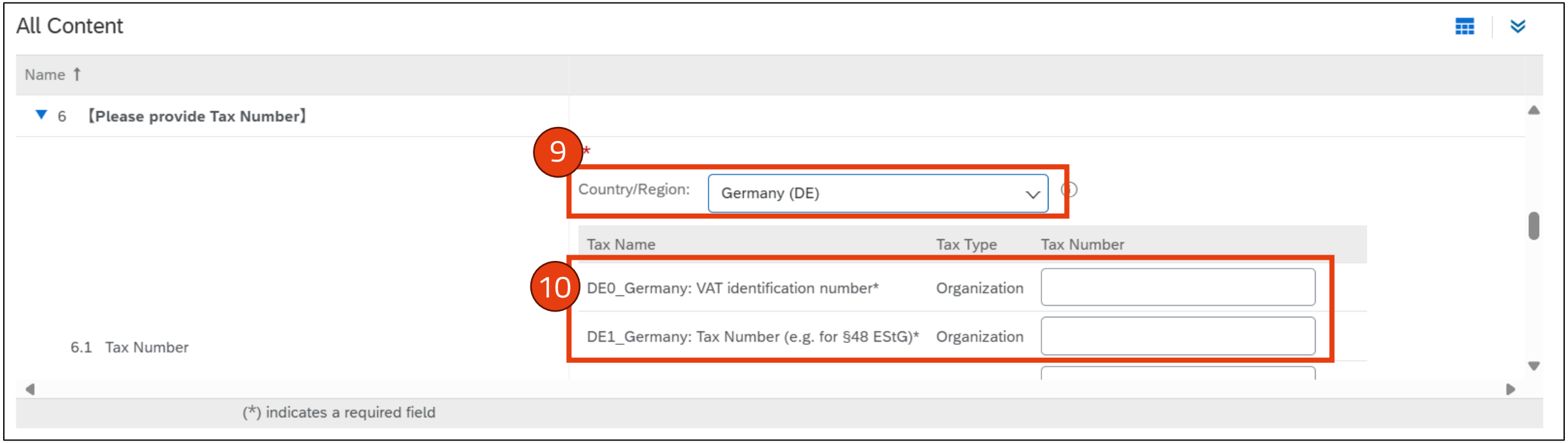
RESPONSE SUPPLIER REGISTRATION FORM 4

5. Supplier Name cannot exceed 160 characters. And it can contain any of the following characters: \ / : * ? " < > | . + % &
6. Select [Do you need the Name and Address in your local language?]. If “Yes” is selected, you need to select local language and enter supplier name/address (street) in your local language.
7. Select [Address Type]
8. Fill in [Supplier address]



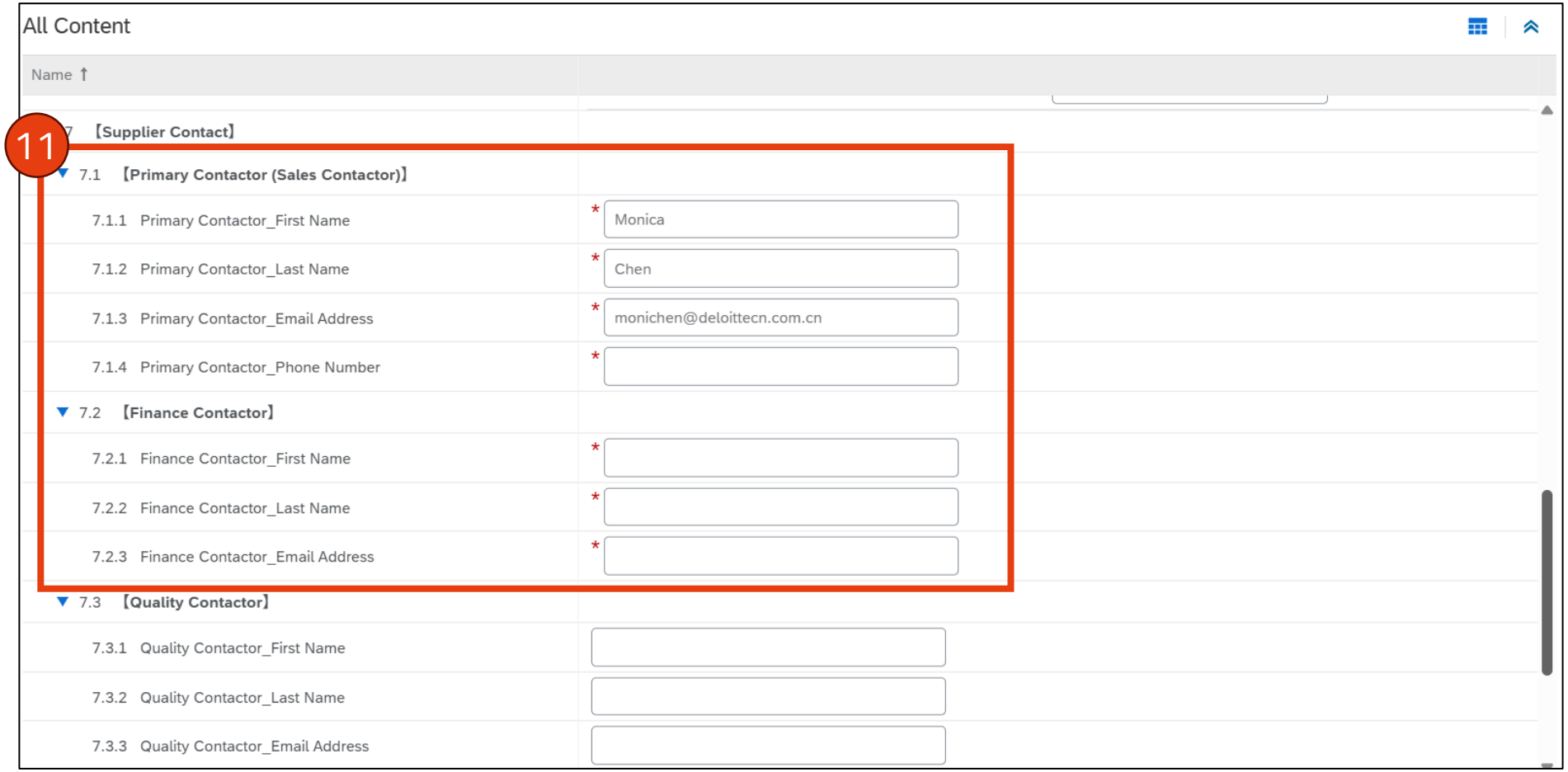
RESPONSE SUPPLIER REGISTRATION FORM 5

9. Select [Country/Region]
10. Fill in mandatory tax number with asterisk symbol



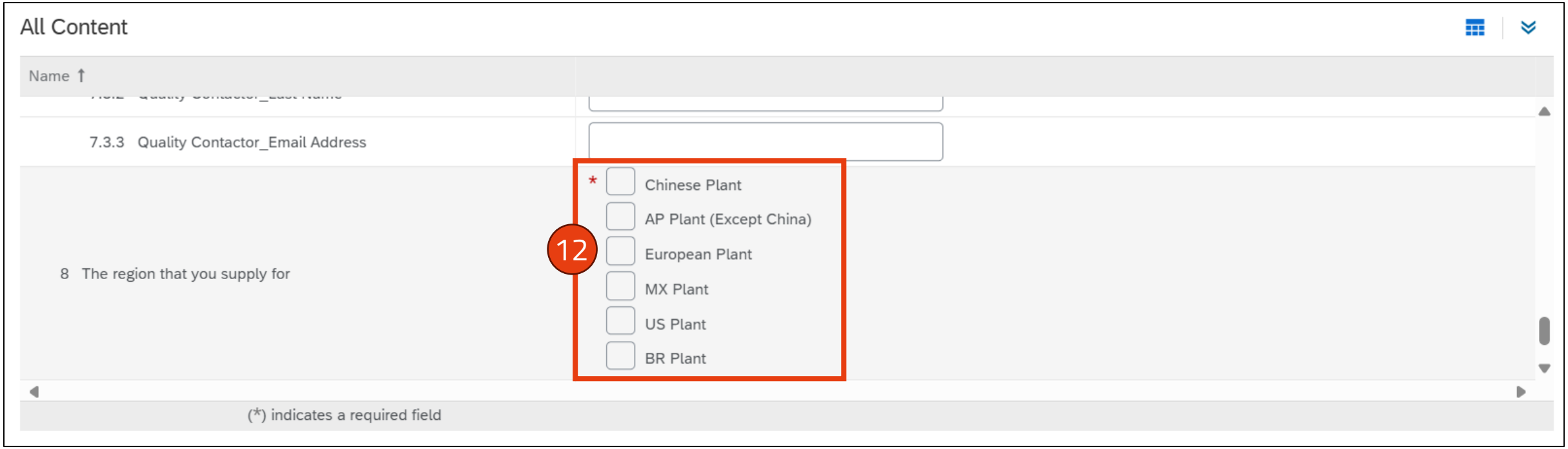
RESPONSE SUPPLIER REGISTRATION FORM 6

11. Fill in contactor information



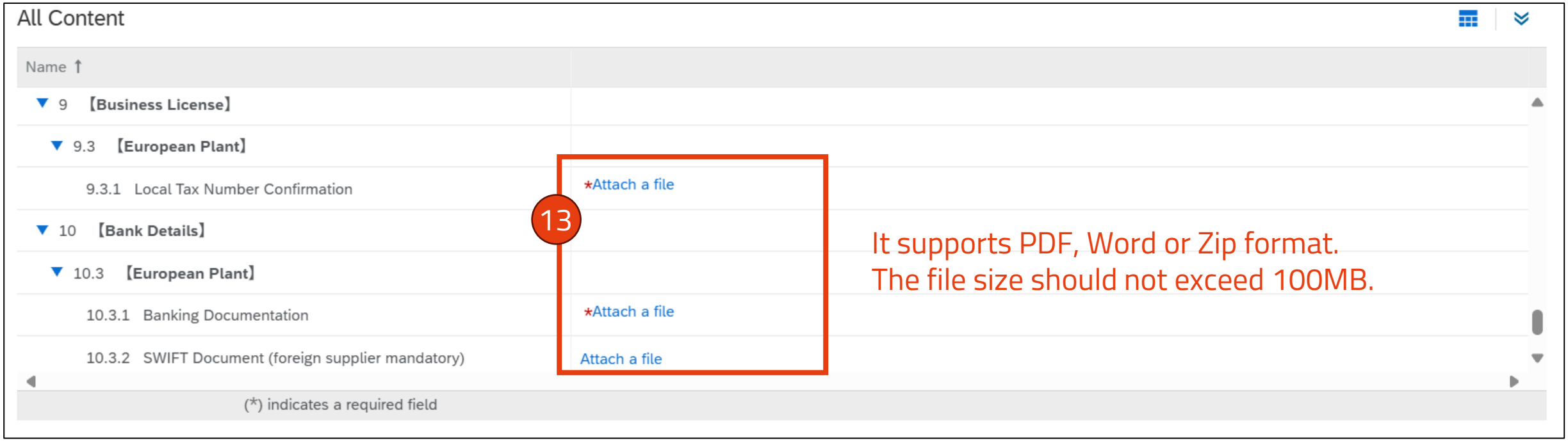
RESPONSE SUPPLIER REGISTRATION FORM 7

12. Select [The region that you supply for]. If multiple options are selected, you need to upload different business license and bank details for different regions.



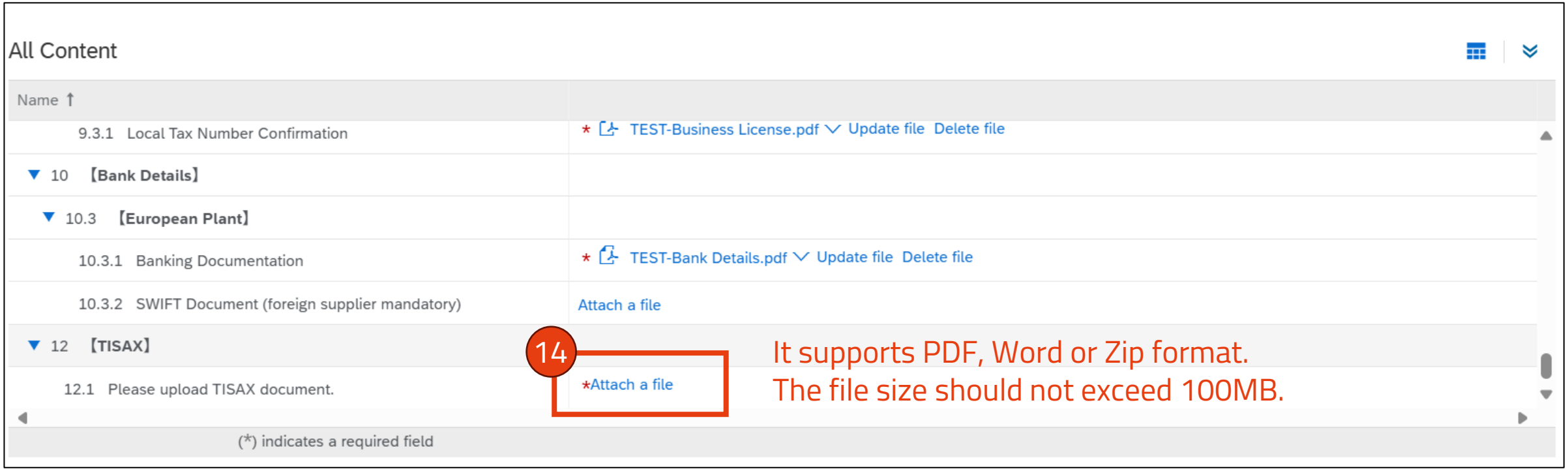
RESPONSE SUPPLIER REGISTRATION FORM 8

13. Click [Attach a file] to upload business license and bank details



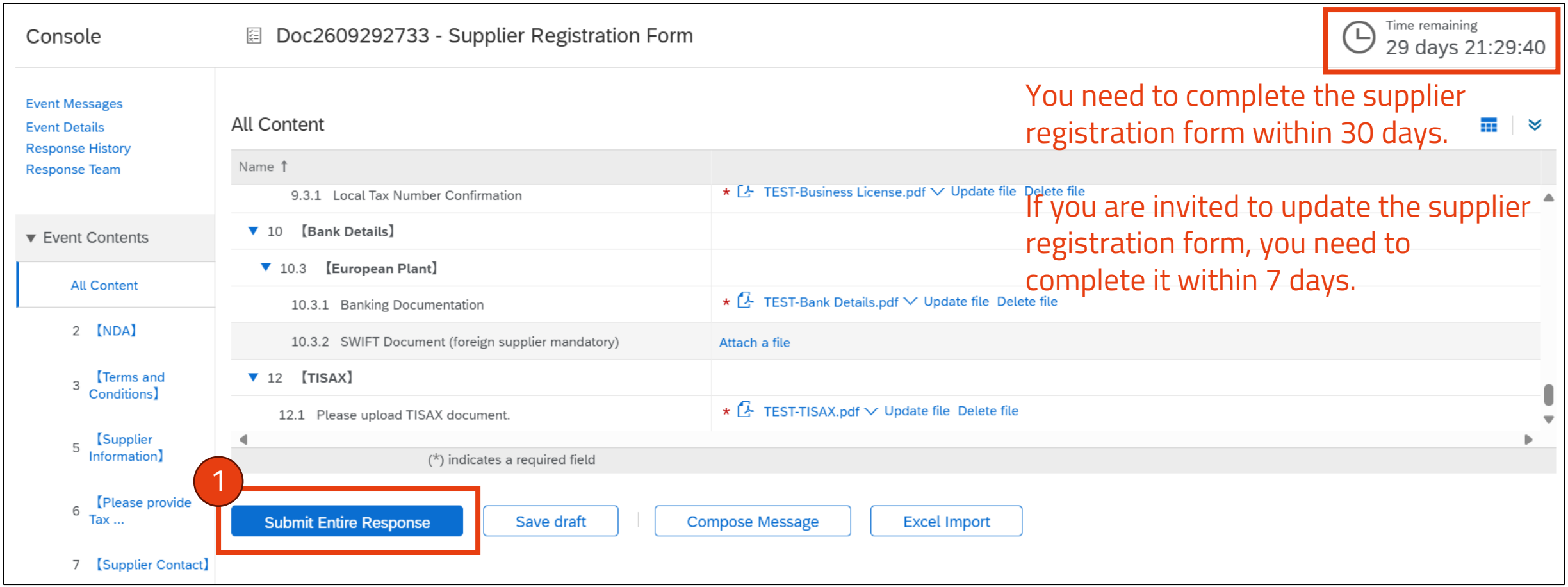
RESPONSE SUPPLIER REGISTRATION FORM 9

14. Click [Attach a file] to upload TISAX document



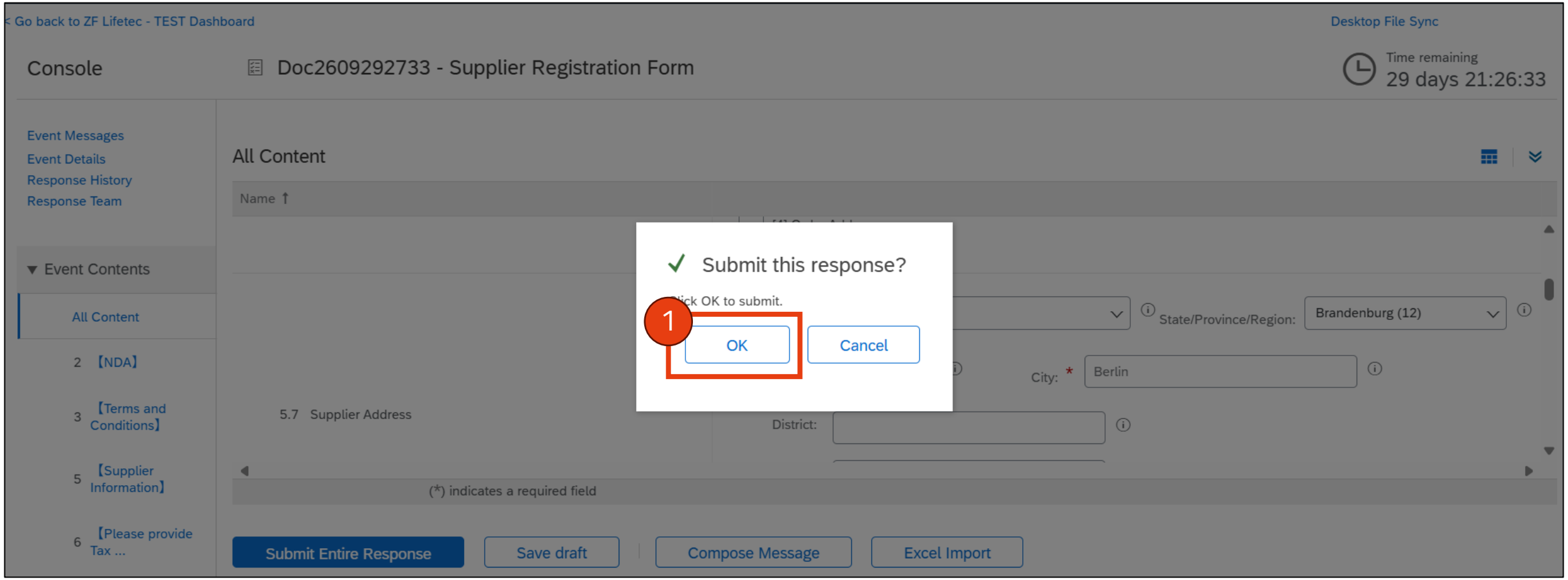
SUBMIT SUPPLIER REGISTRATION FORM 1

1. After completing supplier registration form, click [Submit Entire Response]



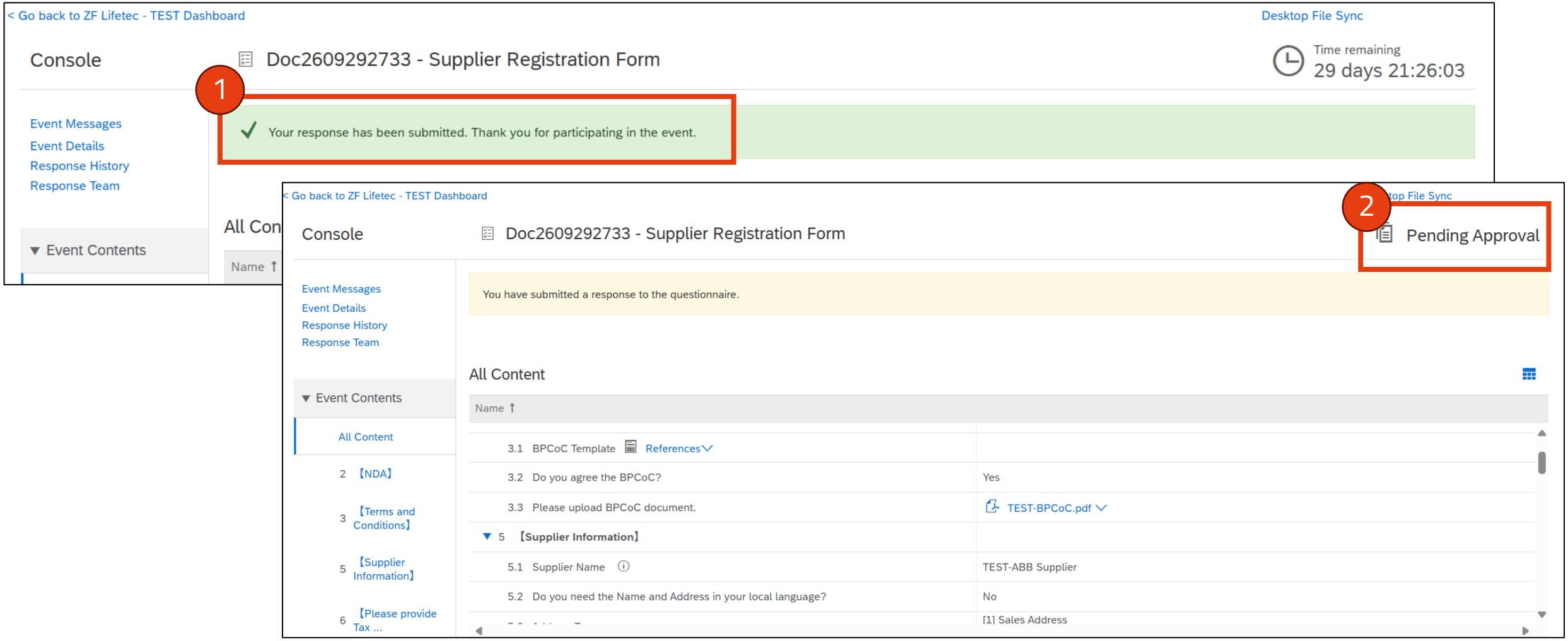
SUBMIT SUPPLIER REGISTRATION FORM 2

1. Click [OK]



SUBMIT SUPPLIER REGISTRATION FORM 3

1. System pop-up a message “Your response has been submitted. Thank you for participating in the event.”
2. After 1~2 minutes, the status will refresh to “Pending Approval”.



SUBMIT SUPPLIER REGISTRATION FORM 4

1. After submitting supplier registration form, you will receive an Email.

REGISTRATION STATUS NOTIFICATION TO SUPPLIER

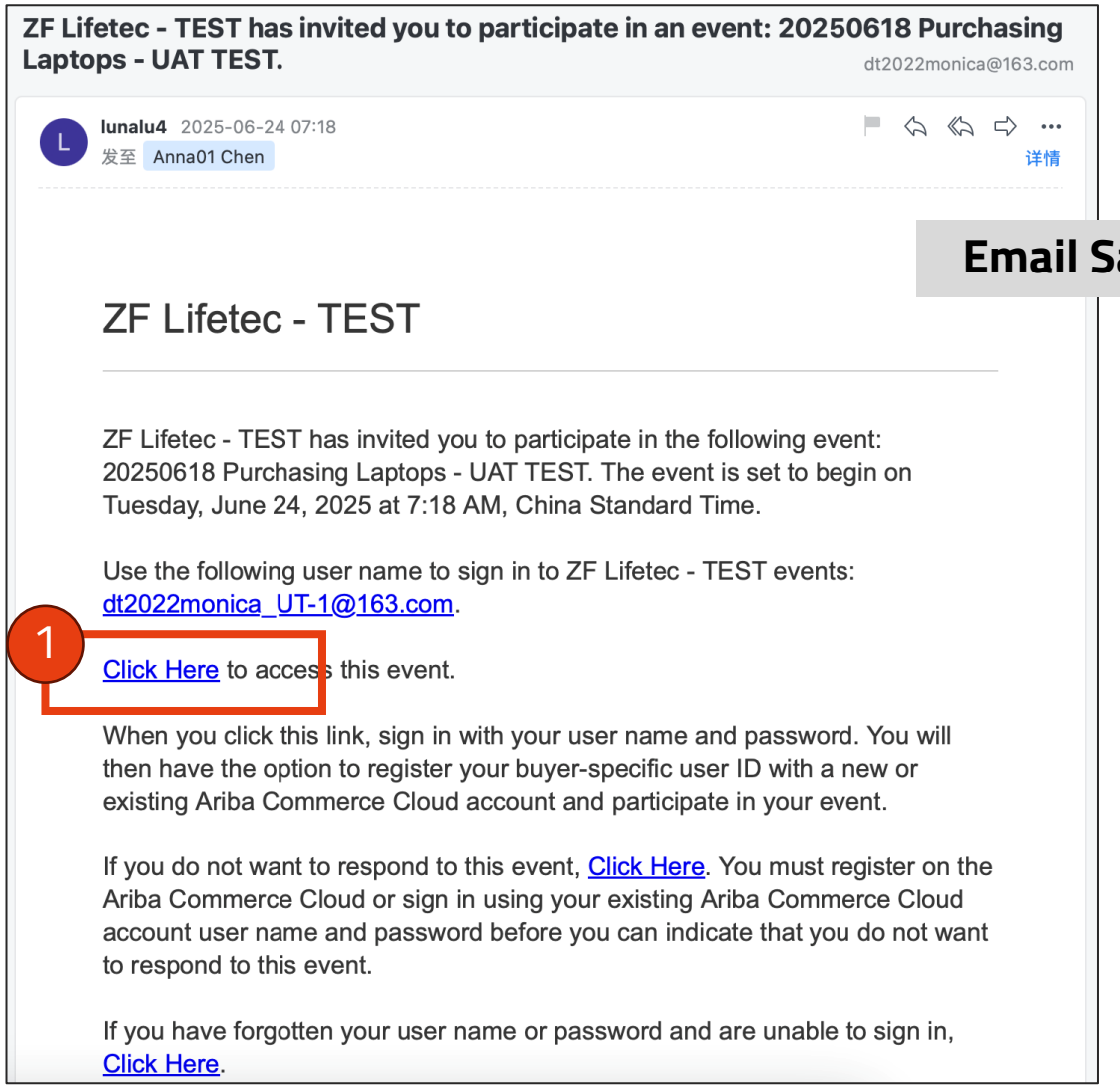
1. After getting approval, you will receive an Email.

02 RESPOND TO RFP CONTENT

EMAIL NOTIFICATION

When buyer publish the sourcing event, you will receive an email:

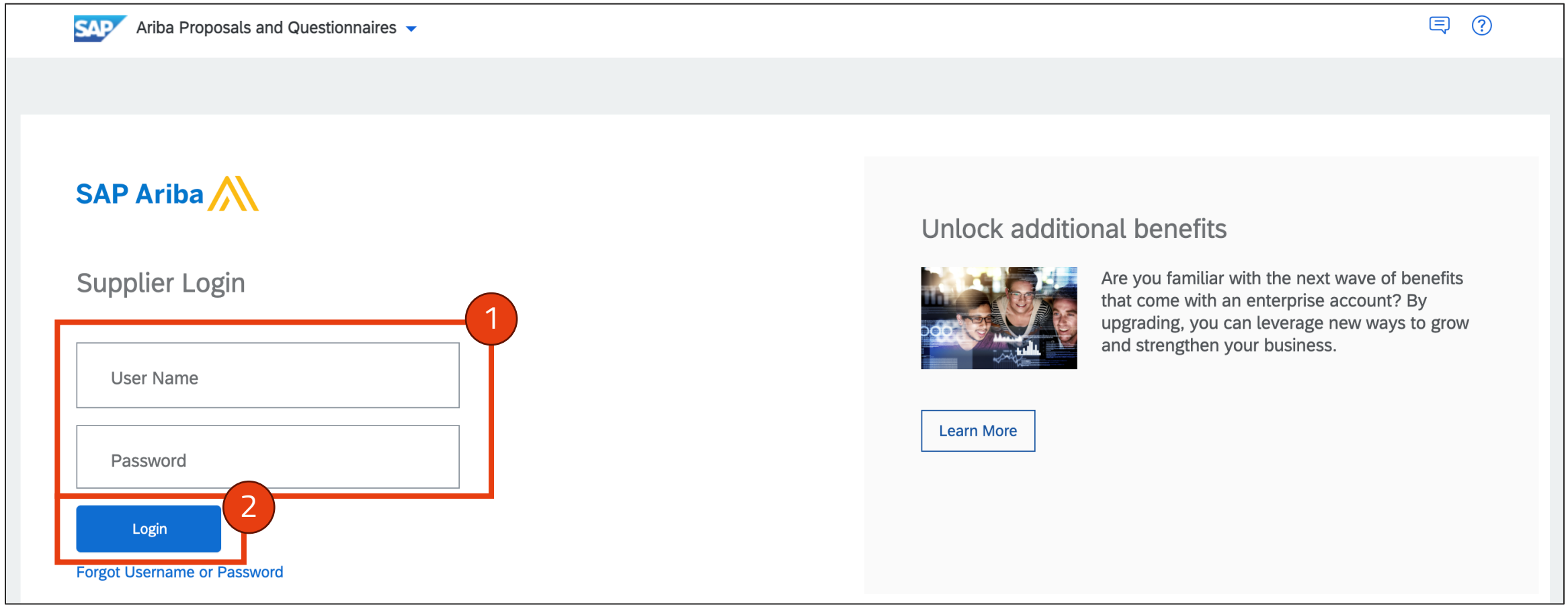
1. Click **[Click Here]** to access the event



Email Sample

LOGIN ARIBA BUSINESS NETWORK (BN)

1. Fill in the User Name and Password
2. Click **[Login]**

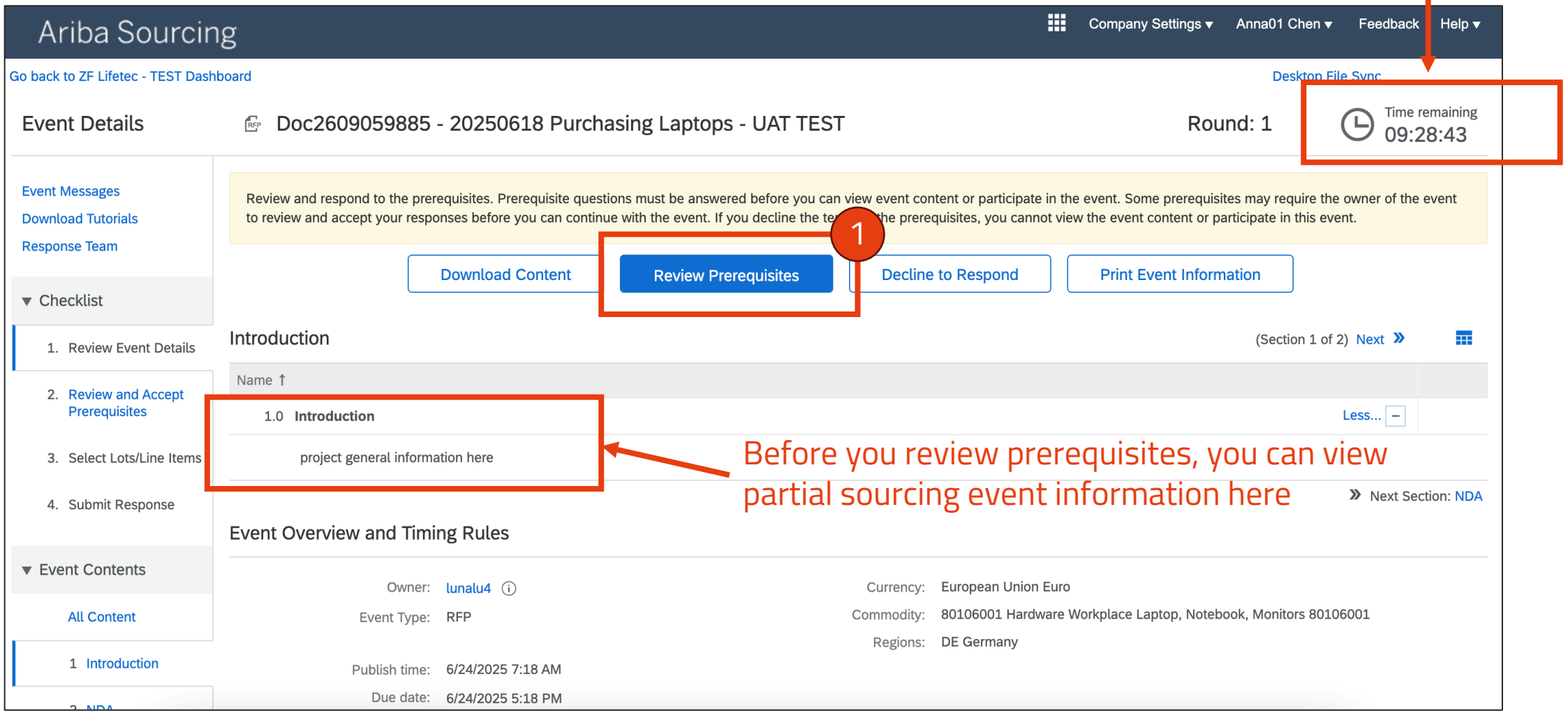


If you are new to Ariba Business Network (BN), please refer to <Create New Account> to create your BN account

REVIEW RREREQUISITES

1. Click **[Review Prerequisites]**

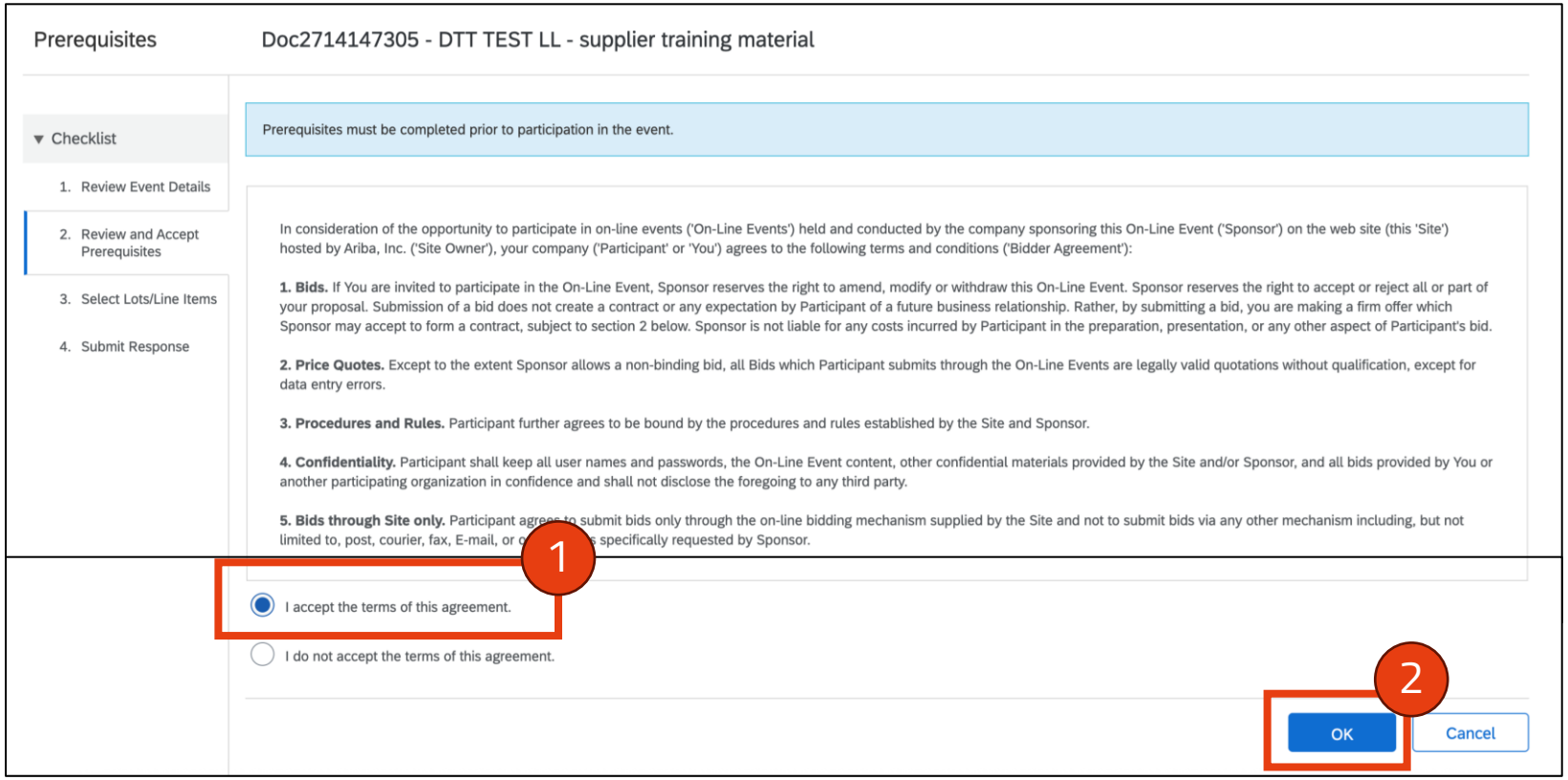
Remaining time for you to provide quotation



ACCEPT BIDDER AGREEMENT

If buyers have not set the NDA submission requirement to you, then you will directly jump to the bidder agreement page as the prerequisites

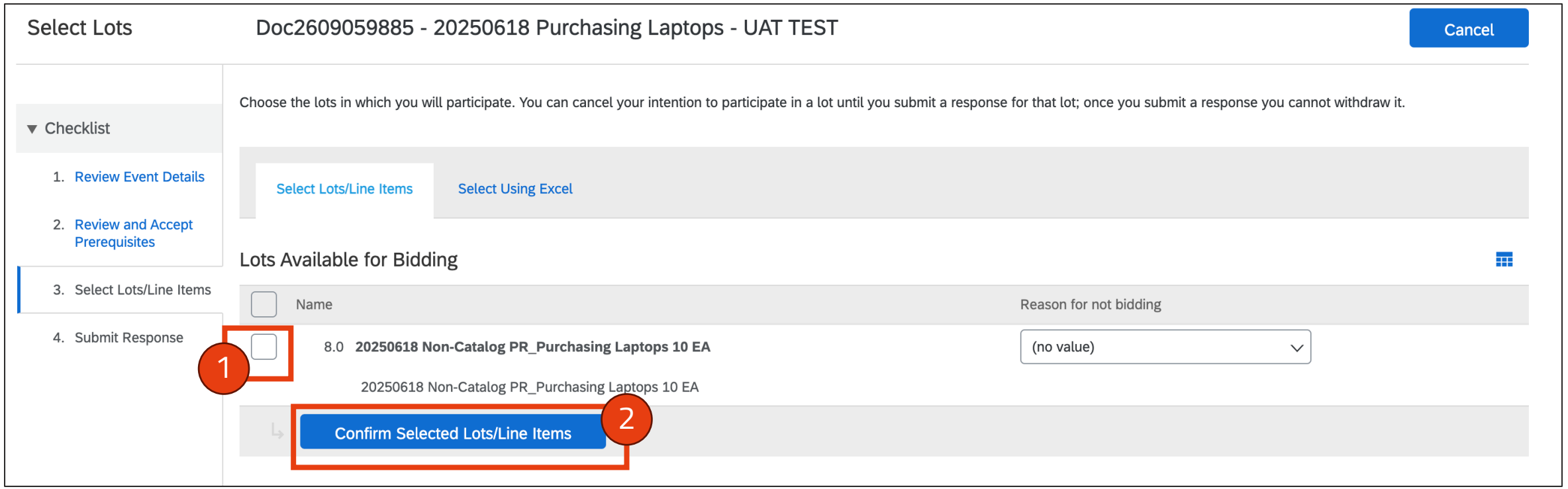
1. Click [I accept the terms of this agreement]
2. Click [OK]
3. Click [OK]



If you do not jump to this page but the system require you to submit a signed NDA document, please refer to <Submit NDA>

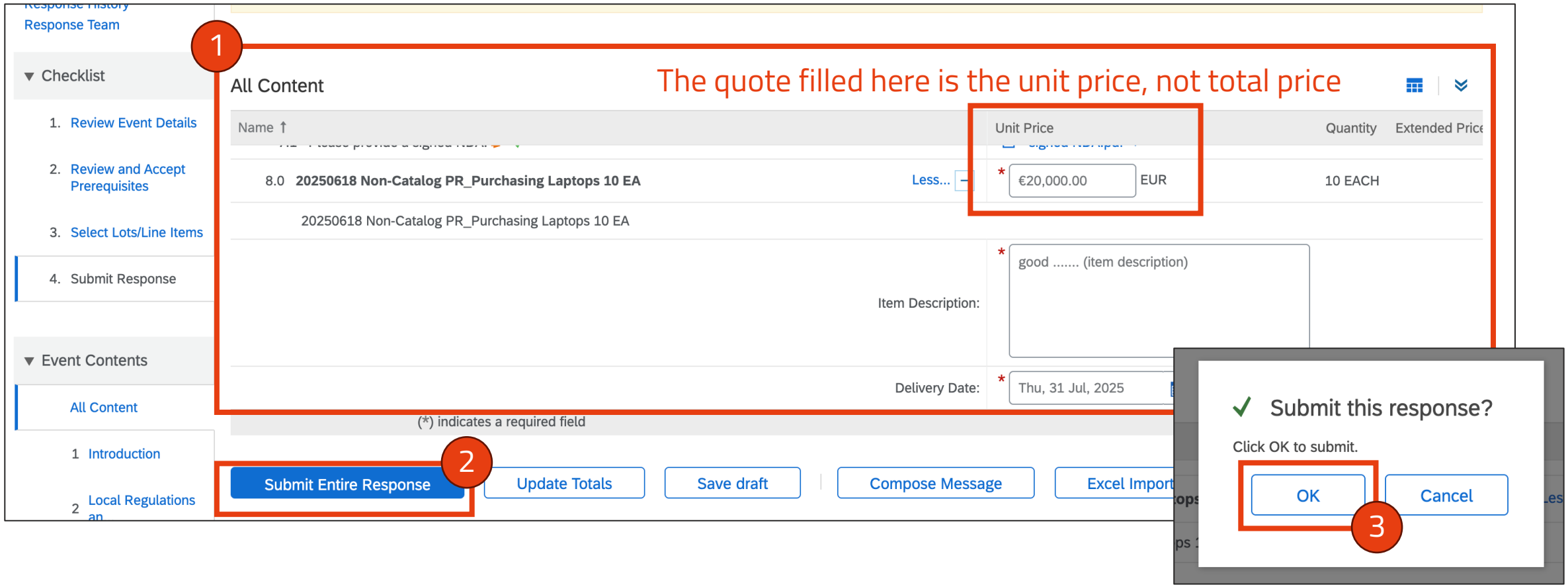
SELECT LINE ITEMS

1. Tick the box of the item that you intend to bid
2. Click **[Confirm Selected Lots/Line Items]**



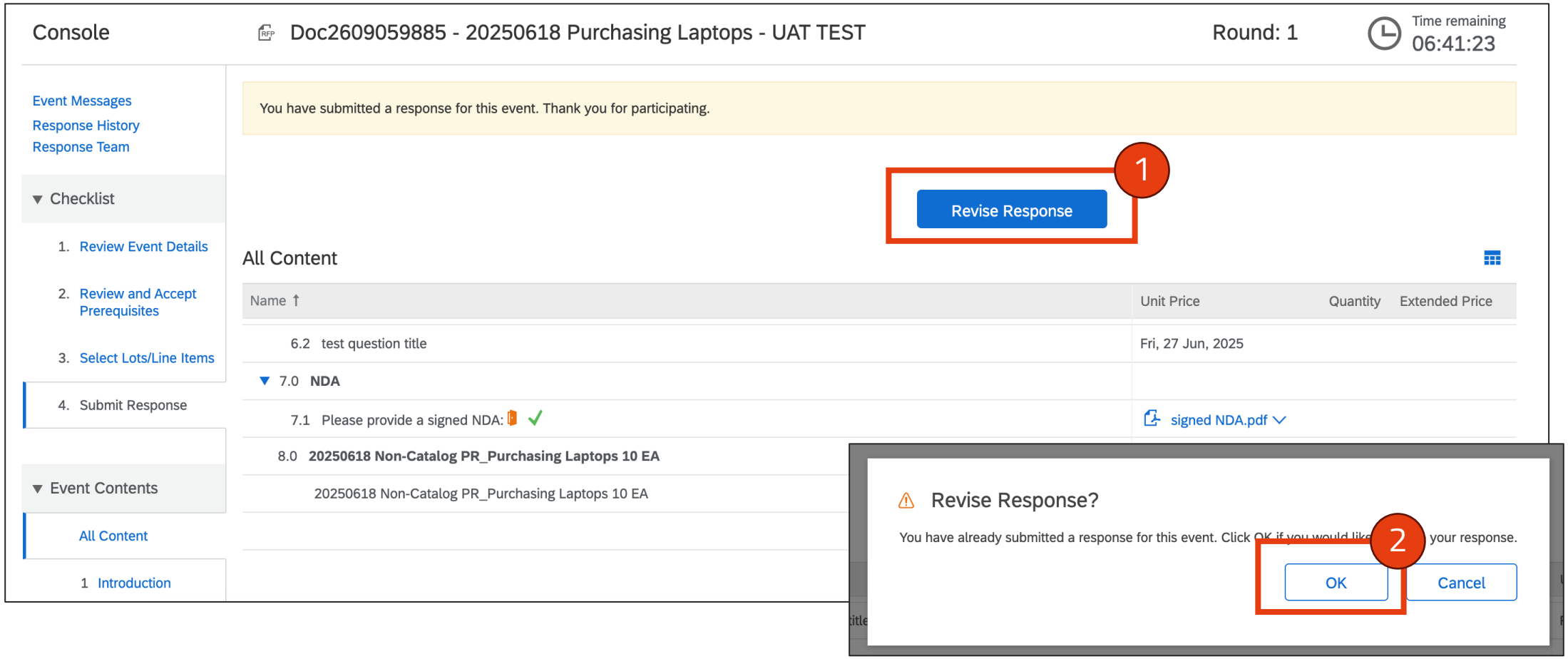
RESPOND TO RFP CONTENT

1. Fill in the field with *
2. Click **[Submit Entire Response]** when complete all the questions
3. Click **[OK]**



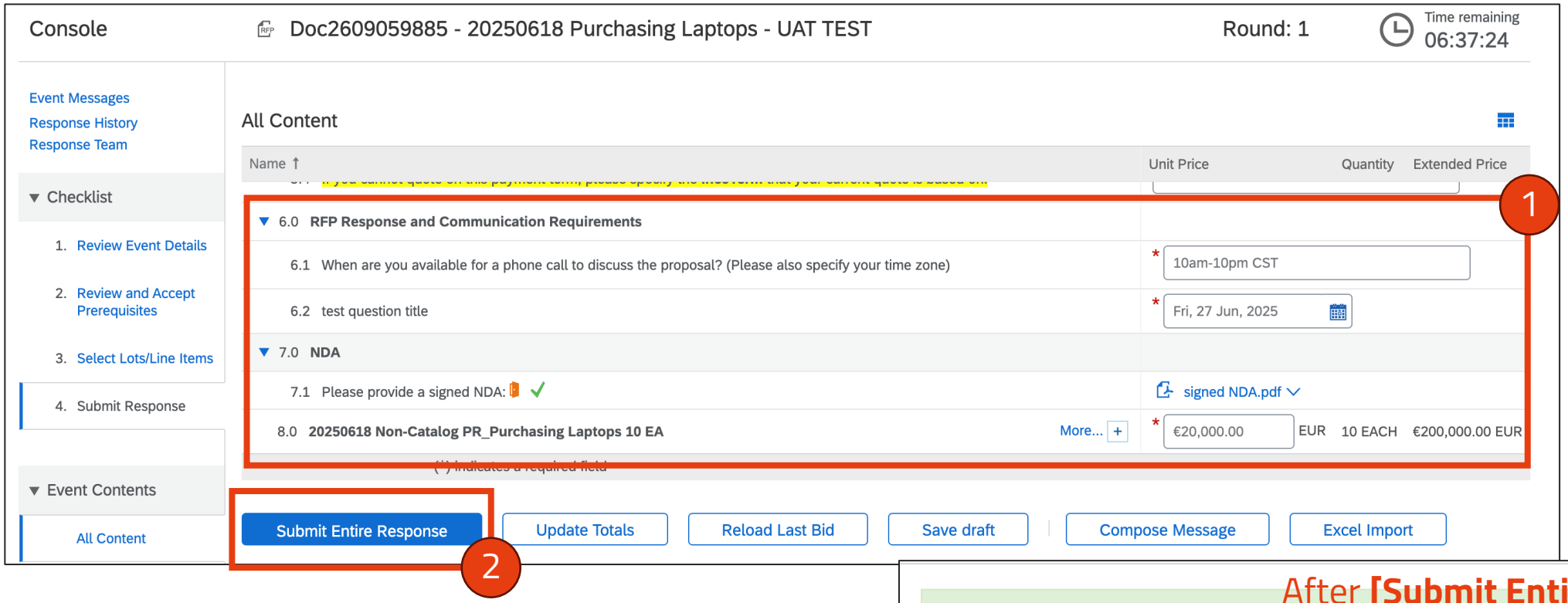
REVISE RFP CONTENT

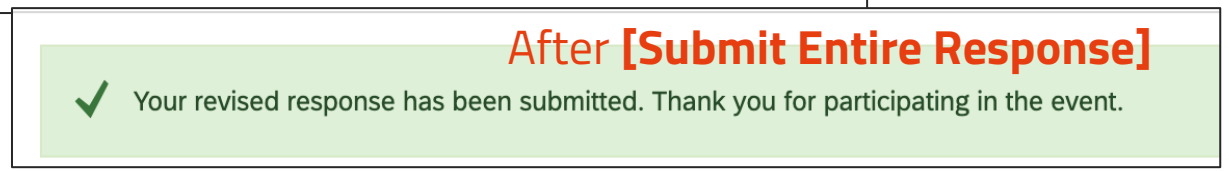
1. If you'd like to revise the response within the remaining time, click **[Revise Response]**
2. Click **[OK]**



REVISE RFP CONTENT

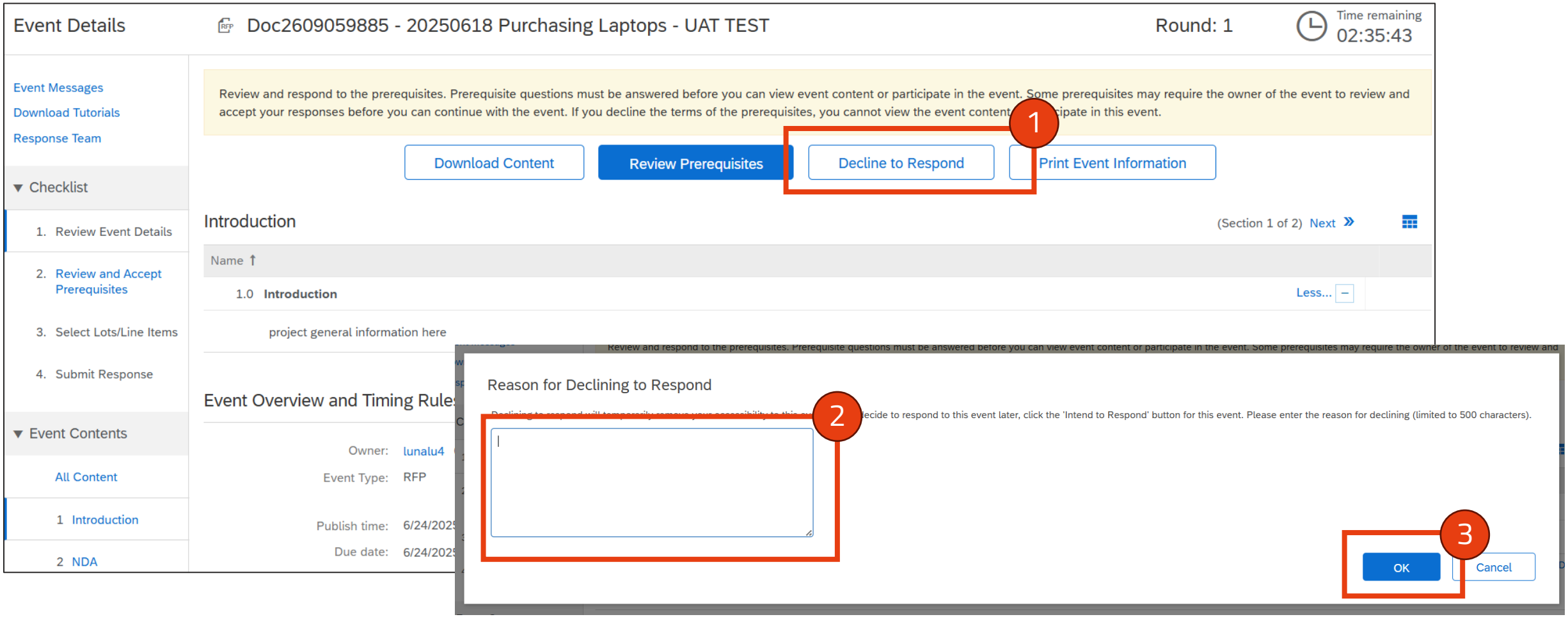
1. Revise the response
2. Click **[Submit Entire Response]** when complete revision





DECLINE TO BID

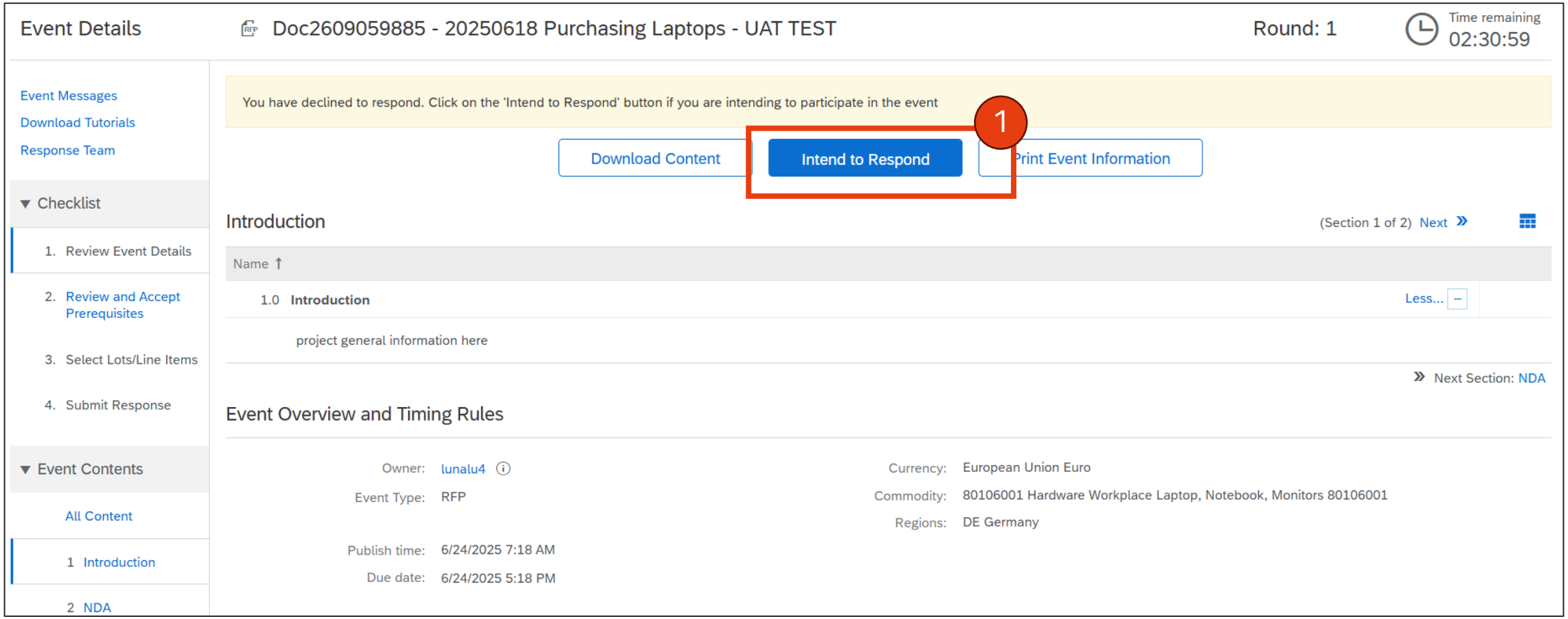
1. If you do not intend to participate in this RFP, click **[Decline to Respond]**
2. Fill in the reason for declining to respond
3. Click **[OK]**



DECLINE TO BID

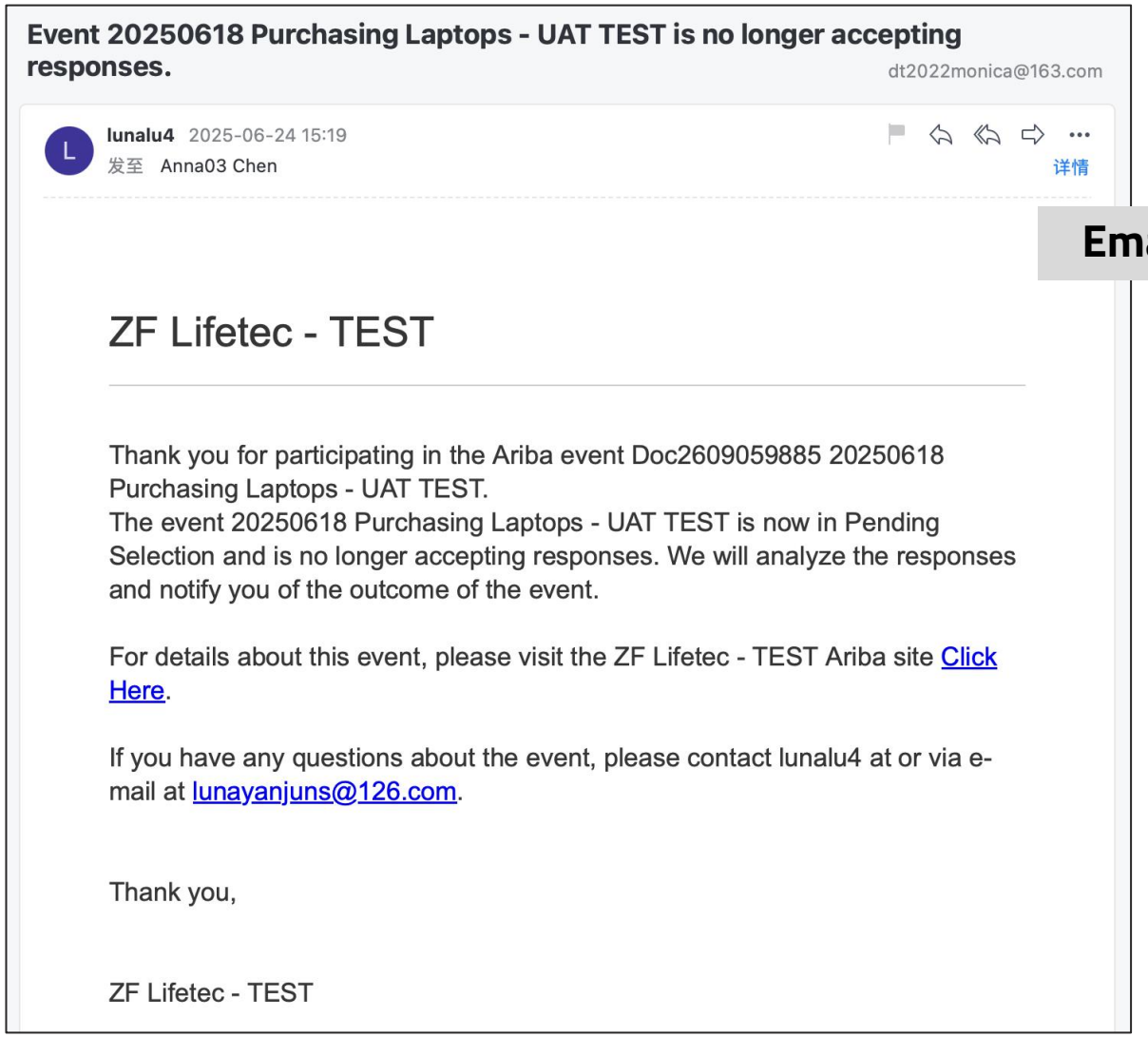
If you accidentally decline the bid, you can re-participate by:

1. Click **[Intend to Respond]** and you are able to participate again



NO LONGER ACCEPTING REPONSE EMAIL

When the time ends (Souring project is no longer accepting supplier responses), you will receive an email from Ariba.



Event 20250618 Purchasing Laptops - UAT TEST is no longer accepting responses.

dt2022monica@163.com

lunalu4 2025-06-24 15:19
发至 Anna03 Chen
详情

ZF Lifetec - TEST

Thank you for participating in the Ariba event Doc2609059885 20250618 Purchasing Laptops - UAT TEST.
The event 20250618 Purchasing Laptops - UAT TEST is now in Pending Selection and is no longer accepting responses. We will analyze the responses and notify you of the outcome of the event.

For details about this event, please visit the ZF Lifetec - TEST Ariba site Click Here.

If you have any questions about the event, please contact lunalu4 at or via e-mail at lunayanjuns@126.com.

Thank you,

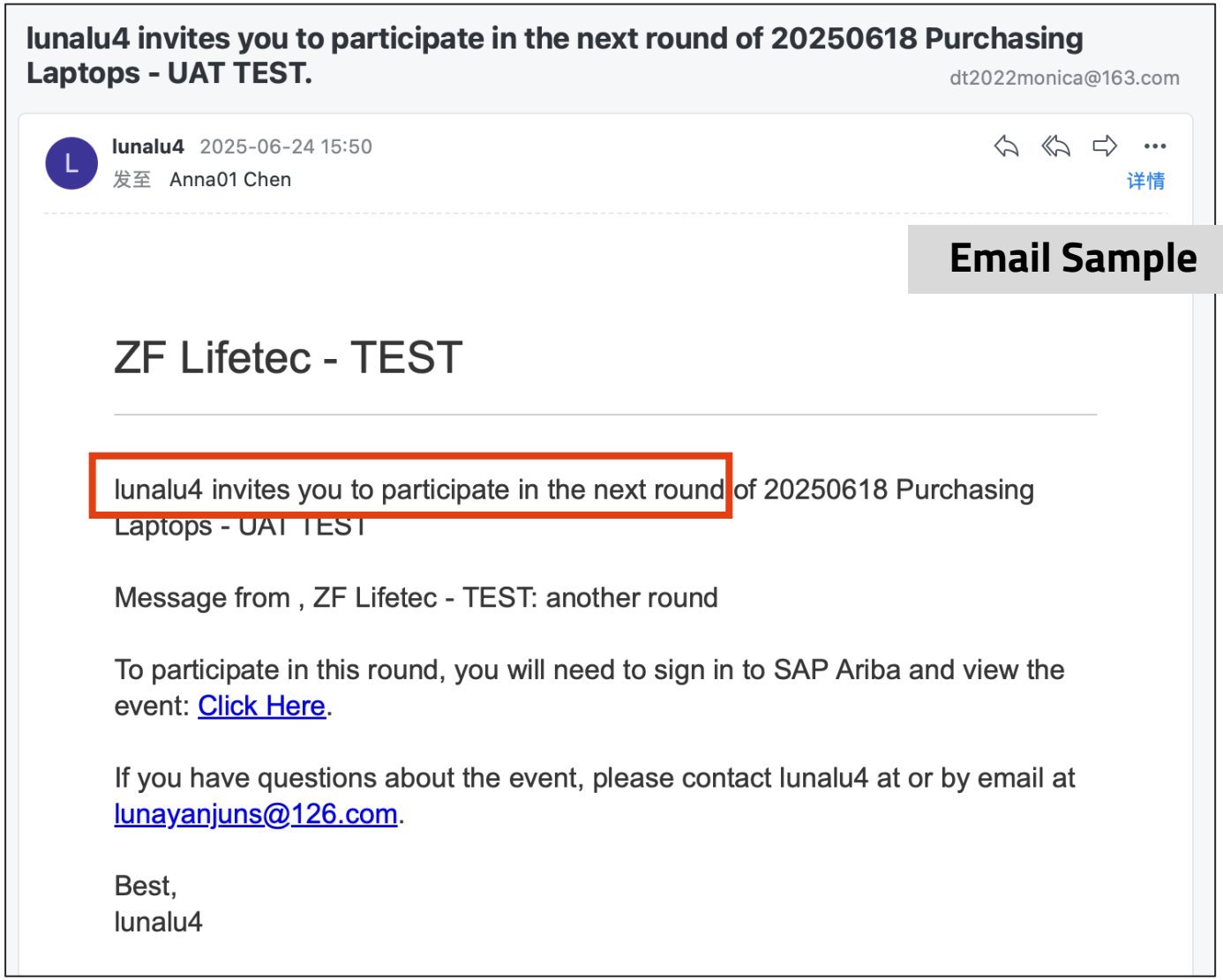
ZF Lifetec - TEST

Email Sample

SUPPLIERS RESPOND TO NEW ROUND

EMAIL NOTIFICATION

When a new round of bidding is created by buyers, you will receive an email from Ariba.



lunalu4 invites you to participate in the next round of 20250618 Purchasing Laptops - UAT TEST.

dt2022monica@163.com

lunalu4 2025-06-24 15:50
发至 Anna01 Chen
详情

Email Sample

ZF Lifetec - TEST

lunalu4 invites you to participate in the next round of 20250618 Purchasing Laptops - UAT TEST

Message from , ZF Lifetec - TEST: another round

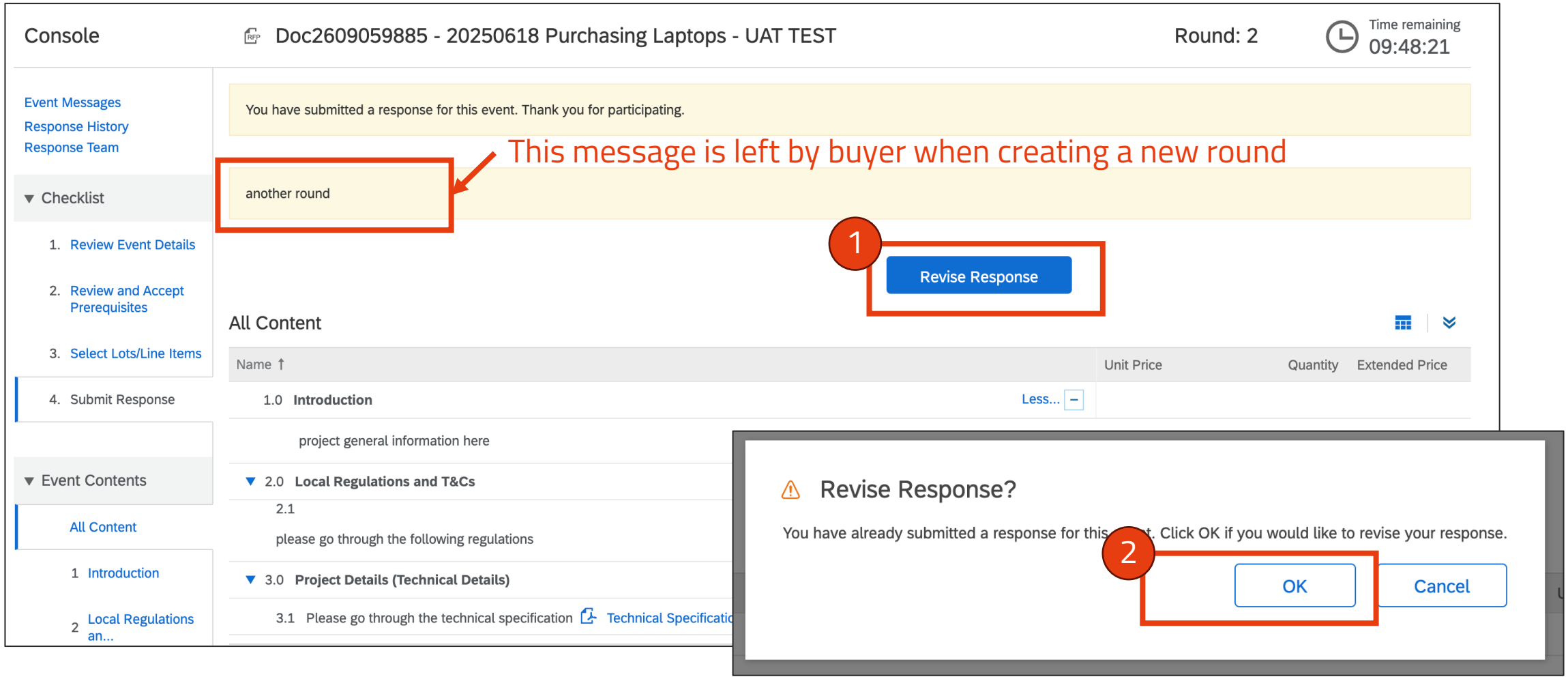
To participate in this round, you will need to sign in to SAP Ariba and view the event: Click Here.

If you have questions about the event, please contact lunalu4 at or by email at lunayanjuns@126.com.

Best,
lunalu4

NEW ROUND RESPONSE

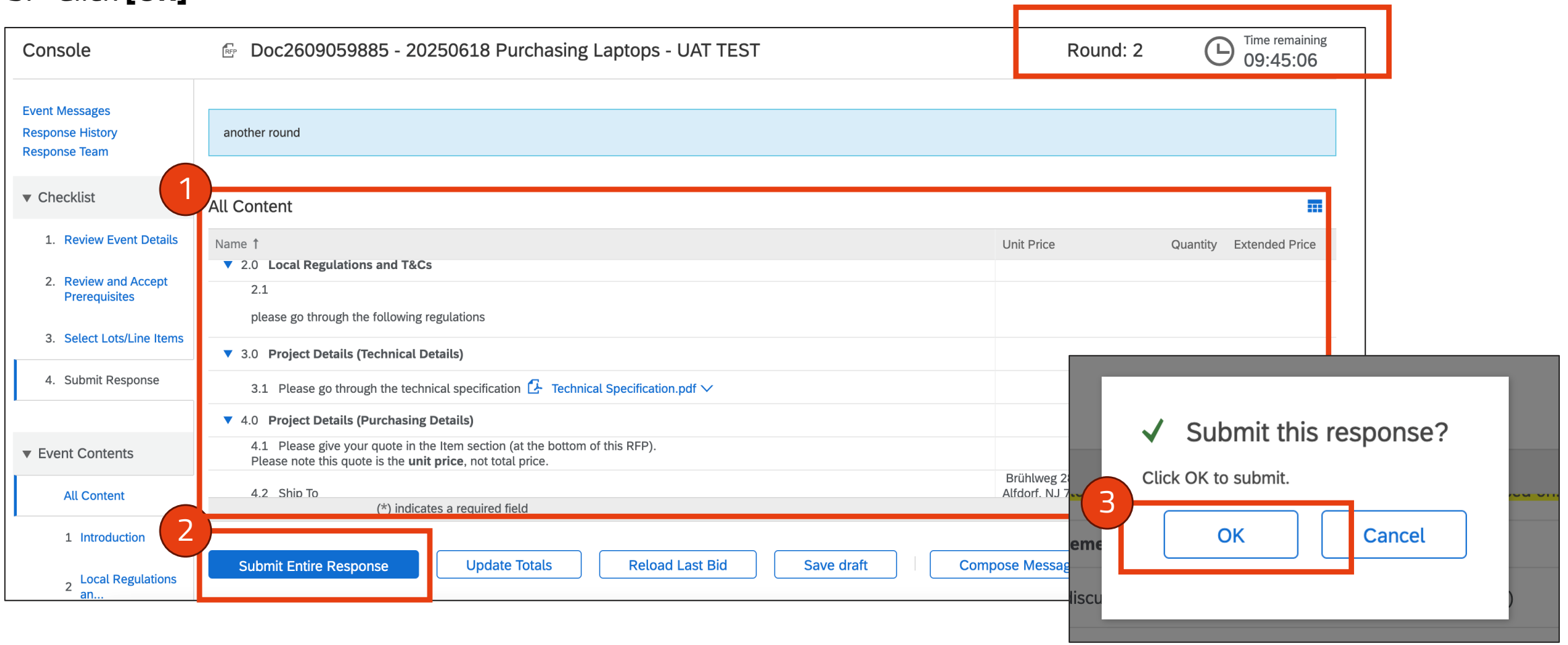
1. Click **[Revise Response]**
2. Click **[OK]**



NEW ROUND RESPONSE

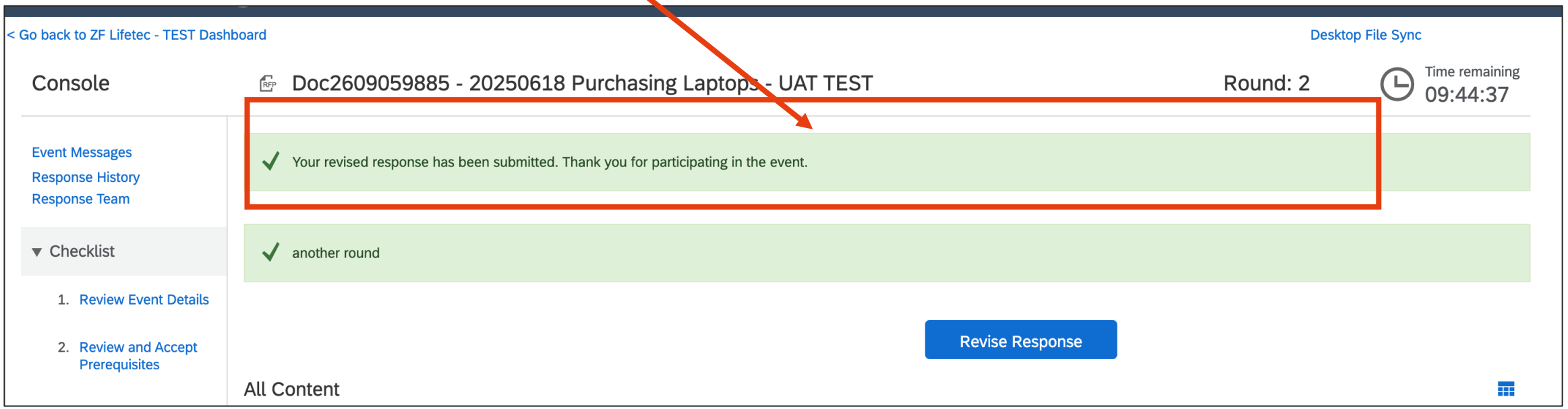
1. Revise the content submitted for the first round
2. Click **[Submit Entire Response]**
3. Click **[OK]**

The current round and remaining time



SUBMIT NEW ROUND RESPONSE

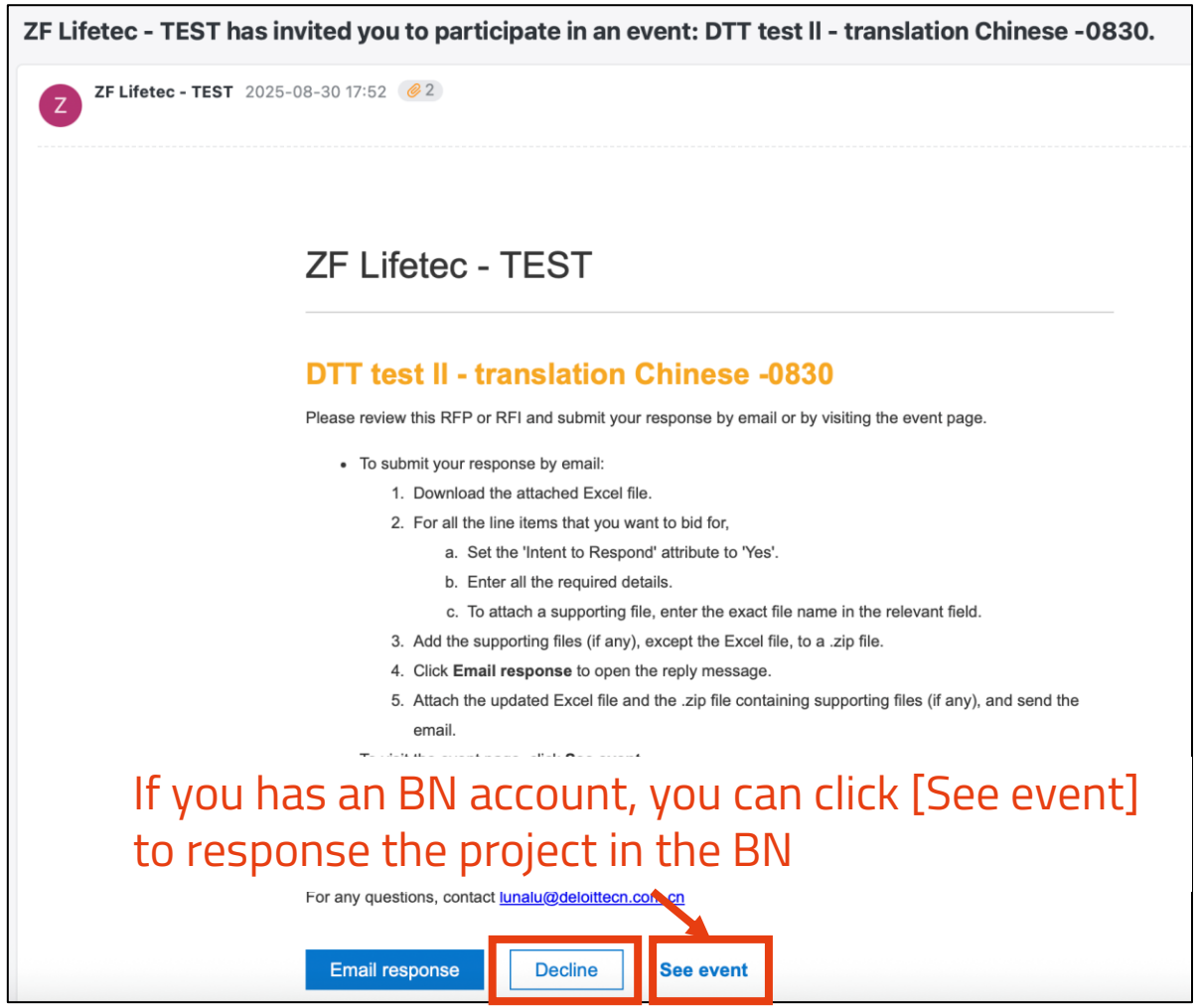
Successfully submit the new round bidding



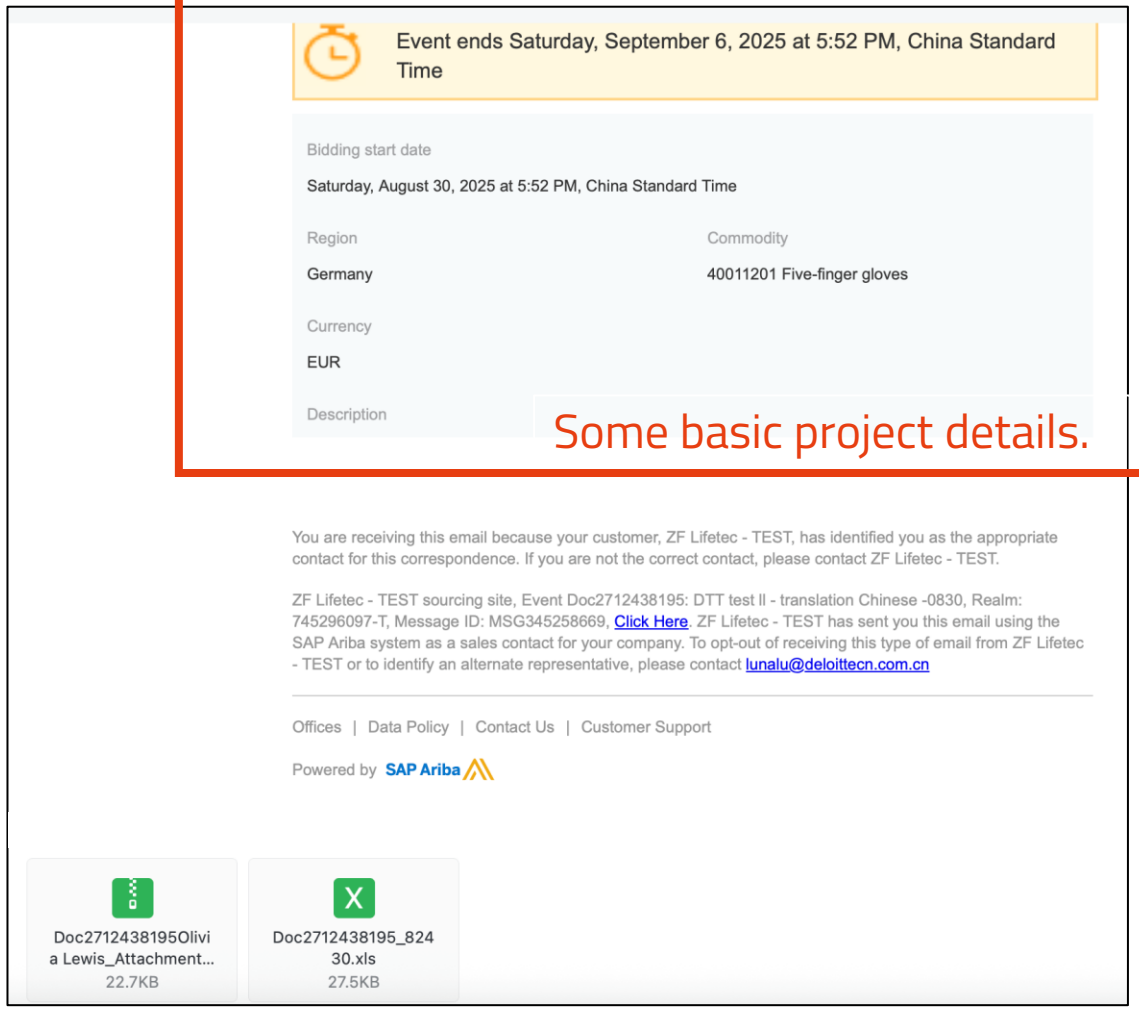
03 RESPOND TO EMAIL BIDDING

EMAIL NOTIFICATION

If you are invited to participate this sourcing event, you will receive an email notification.



If you has an BN account, you can click [See event] to response the project in the BN



Click [Decline] if you do not want to participate.

EMAIL ATTACHMENT

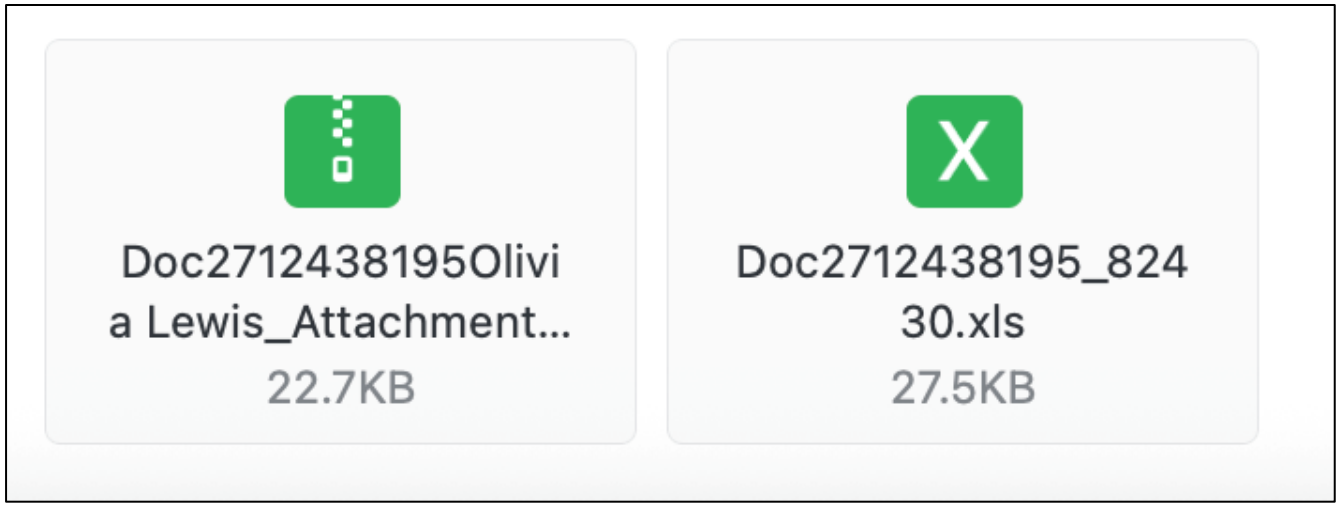
The email contains two key attachments: **ZIP Package** and **Excel Bid Sheet**

ZIP Package:

- Bidder Agreement : By submitting your bid, you are considered to agree to these terms.
- Additional project documents (if applicable)

Excel Bid Sheet:

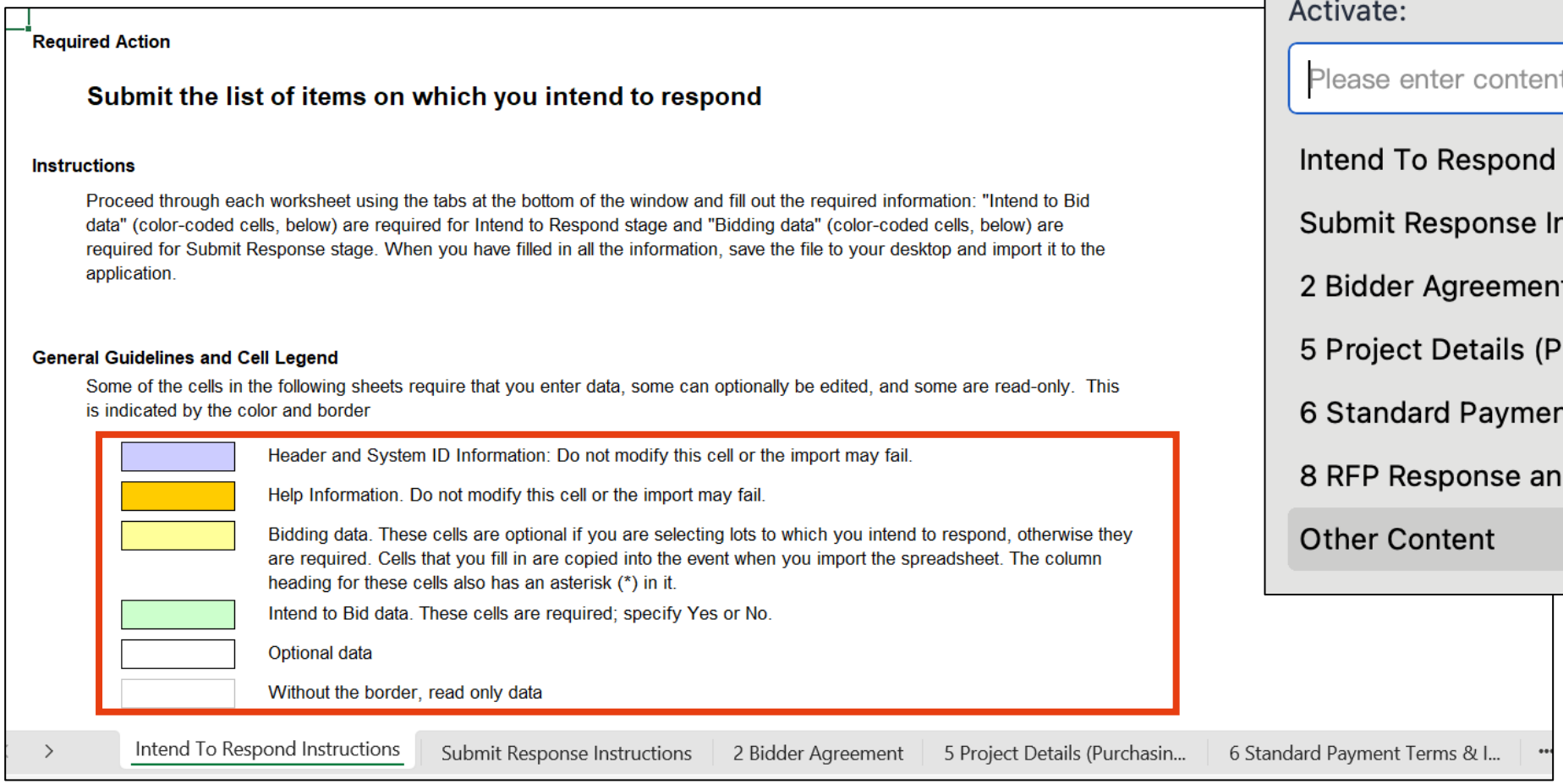
- Complete and return this file as part of your bid submission.



EXCEL BID SHEET

Please read the instructions before filling out the form.

Sample sheets appear in the form:



Required Action

Submit the list of items on which you intend to respond

Instructions

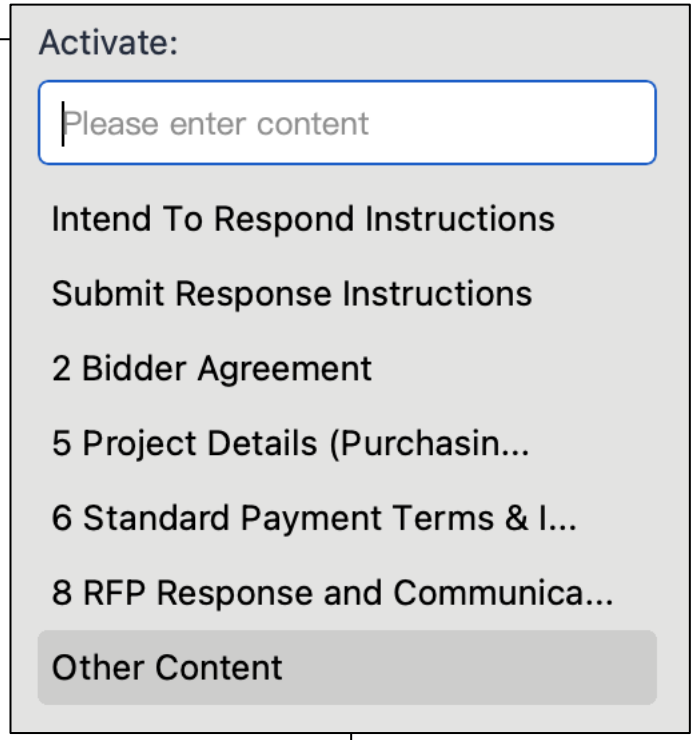
Proceed through each worksheet using the tabs at the bottom of the window and fill out the required information: "Intend to Bid data" (color-coded cells, below) are required for Intend to Respond stage and "Bidding data" (color-coded cells, below) are required for Submit Response stage. When you have filled in all the information, save the file to your desktop and import it to the application.

General Guidelines and Cell Legend

Some of the cells in the following sheets require that you enter data, some can optionally be edited, and some are read-only. This is indicated by the color and border

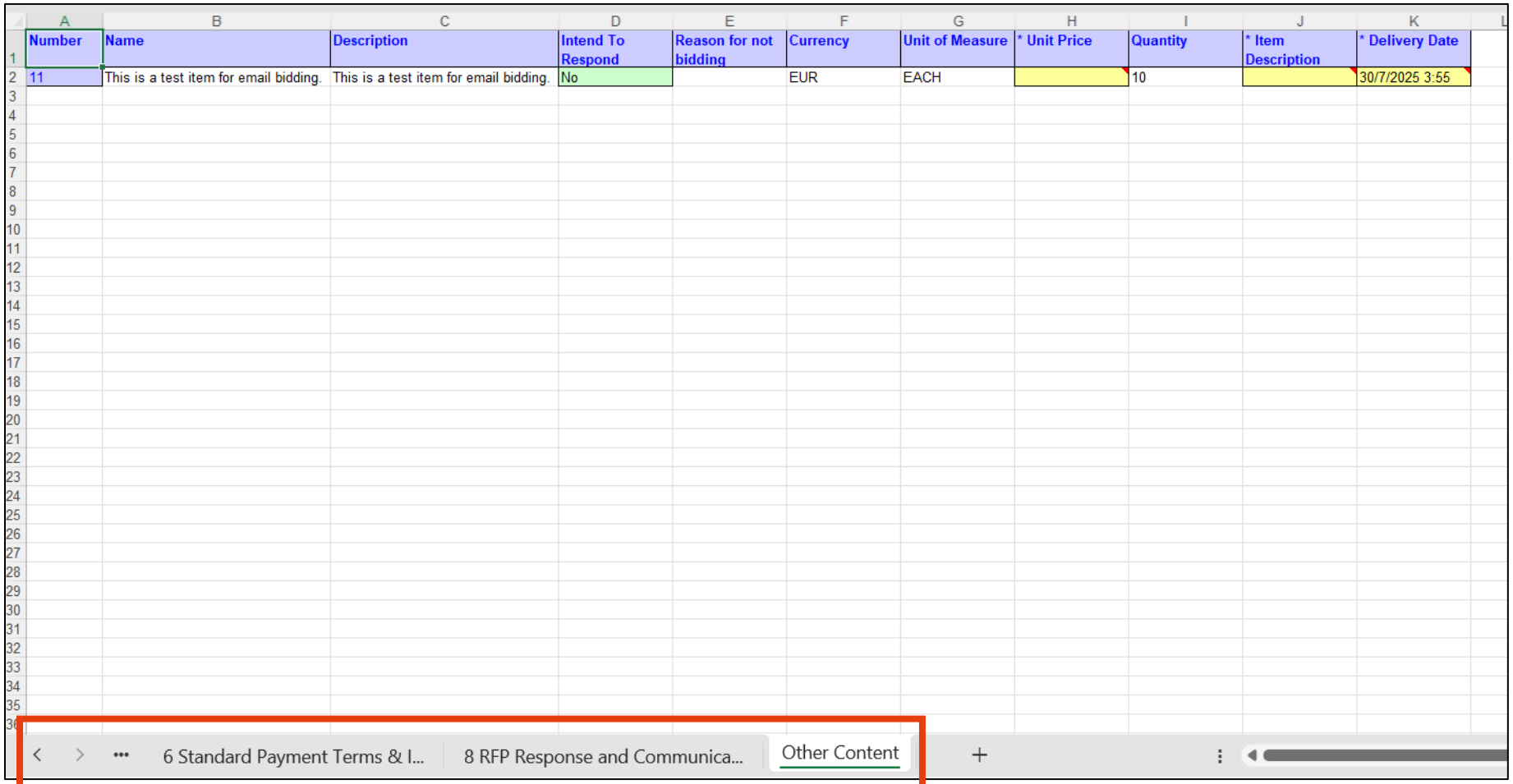
- Header and System ID Information: Do not modify this cell or the import may fail.
- Help Information. Do not modify this cell or the import may fail.
- Bidding data. These cells are optional if you are selecting lots to which you intend to respond, otherwise they are required. Cells that you fill in are copied into the event when you import the spreadsheet. The column heading for these cells also has an asterisk (*) in it.
- Intend to Bid data. These cells are required; specify Yes or No.
- Optional data
- Without the border, read only data

Intend To Respond Instructions | Submit Response Instructions | 2 Bidder Agreement | 5 Project Details (Purchasin... | 6 Standard Payment Terms & I...



FILL IN THE EXCEL BID SHEET

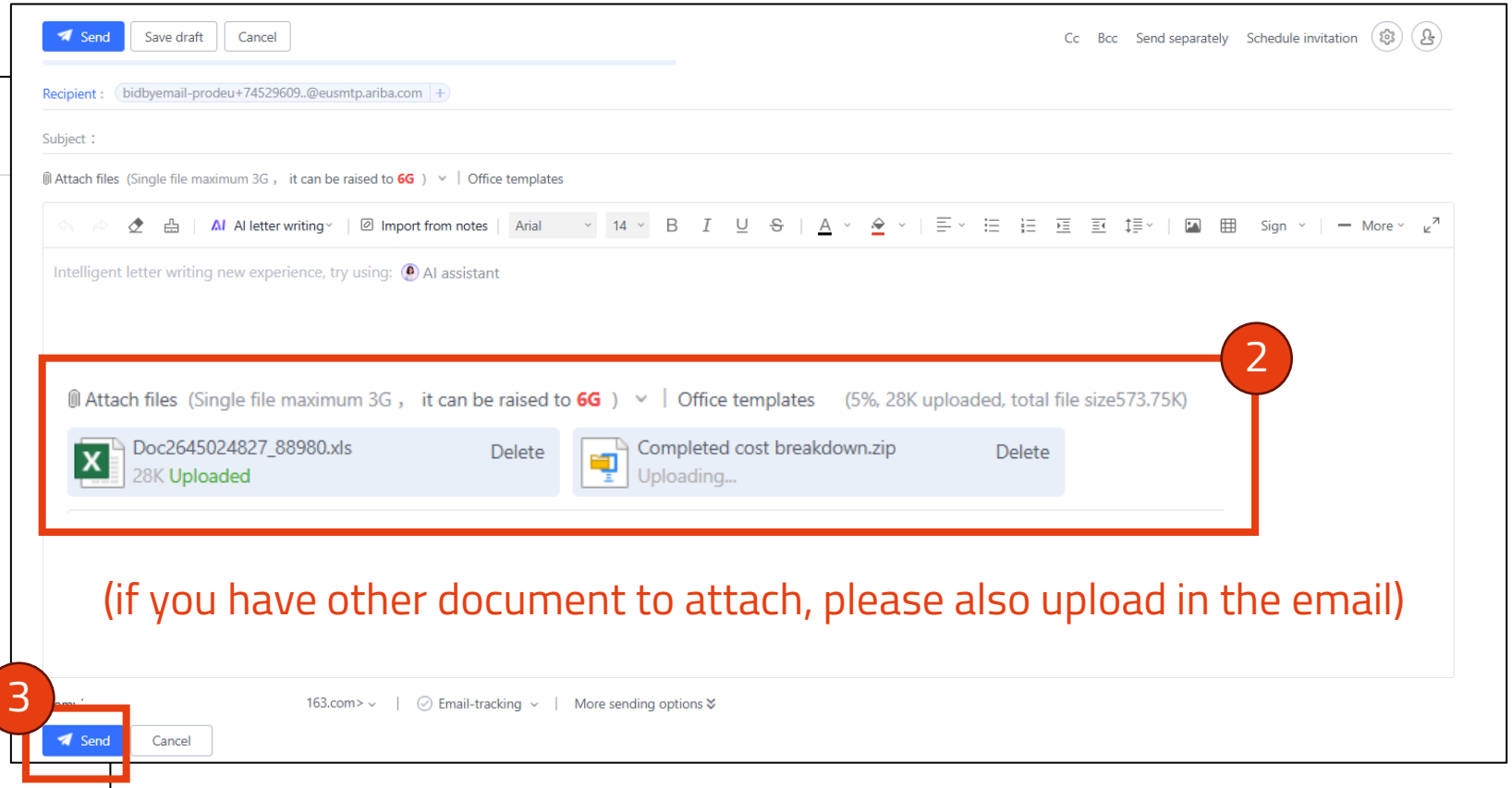
Please go through each sheet and fill in necessary information.
Please provide quotation in the **“Other Content”** sheet (the last sheet)



Number	Name	Description	Intend To Respond	Reason for not bidding	Currency	Unit of Measure	* Unit Price	Quantity	* Item Description	* Delivery Date
11	This is a test item for email bidding.	This is a test item for email bidding.	No		EUR	EACH		10		30/7/2025 3:55

EMAIL SUBMISSION

1. Click **[Email Response]**
2. Attach your completed Excel bid sheet
3. Click **[Send]**



Please refer to <Email bidding> for detailed guidance

SUBMISSION FEEDBACK

Upon successful submission, you'll receive a confirmation email.

Email Sample

ZF Lifetec - TEST

Dear Isabella Young,

Your bid for DTT test pr_aurora0714 was received successfully.

To revise your response, you can do so via email or by visiting the event page.

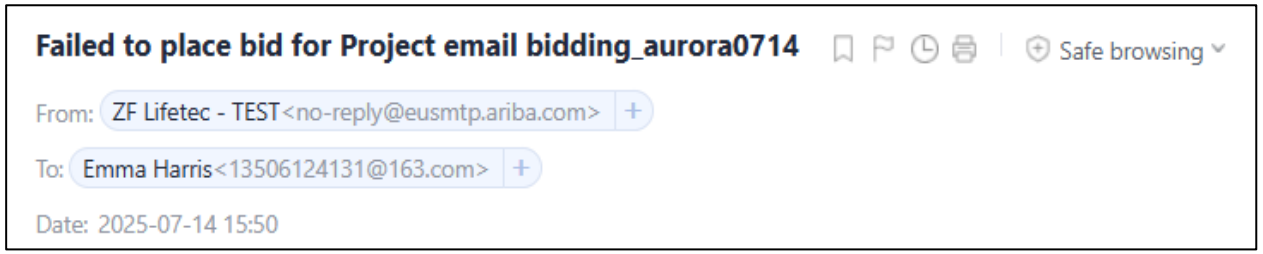
- To review your bid response, please see the attached Excel file.
- To revise your bid response,
  1. Download the attached Excel file.
  2. Update the Excel file with the required details. If you are attaching a supporting file, enter the exact file name in the relevant field.
  3. Add the supporting files (if any), except the Excel file, to a .zip file.
     NOTE: Supporting files already attached to your previous bid response need not be added again. If you have modified a previously attached file or want to attach a new file, add it to the .zip file.
  4. Click Revise response to open the reply message.
  5. Attach the updated Excel file and the .zip file containing supporting files (if any), and send the email.
- To visit the event page, click See event.

Revise response | See event

SUBMISSION FEEDBACK

If the submission fails, you'll receive an error message detailing the reason for failure.

Email Sample



ZF Lifetec - TEST

Dear Emma Harris,

There was a problem with your bid for Project email bidding_aurora0714:
You need to provide an answer to 'Item Description' in Item 10.

If you have questions, please contact AuroraCui at or via e-mail at 13506124131@163.com.
For details about this event, please visit the ZF Lifetec - TEST Ariba site Click Here.

Thank you for participating,

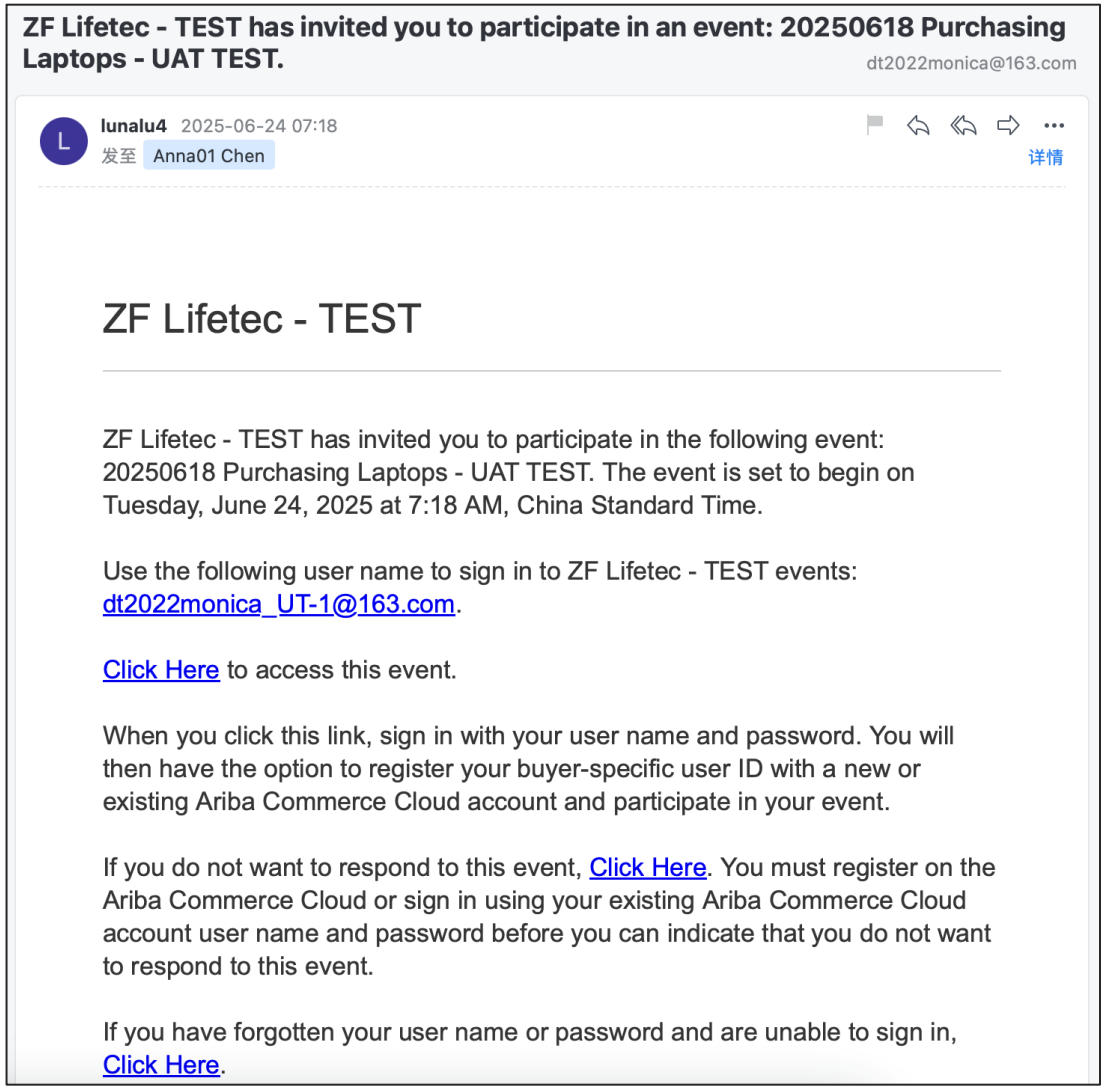
ZF Lifetec - TEST

04 RESPOND TO AUCTIONS

EMAIL NOTIFICATION

When buyer publish the Auction, suppliers will receive an email.

Please login to the Ariba BN, review prerequisites, and select the item to provide quotes (same as the RFP).
Please refer to <Email Notification>



ZF Lifetec - TEST has invited you to participate in an event: 20250618 Purchasing Laptops - UAT TEST.

dt2022monica@163.com

lunalu4 2025-06-24 07:18
发至 Anna01 Chen
详情

ZF Lifetec - TEST

ZF Lifetec - TEST has invited you to participate in the following event: 20250618 Purchasing Laptops - UAT TEST. The event is set to begin on Tuesday, June 24, 2025 at 7:18 AM, China Standard Time.

Use the following user name to sign in to ZF Lifetec - TEST events: dt2022monica_UT-1@163.com.

Click Here to access this event.

When you click this link, sign in with your user name 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.

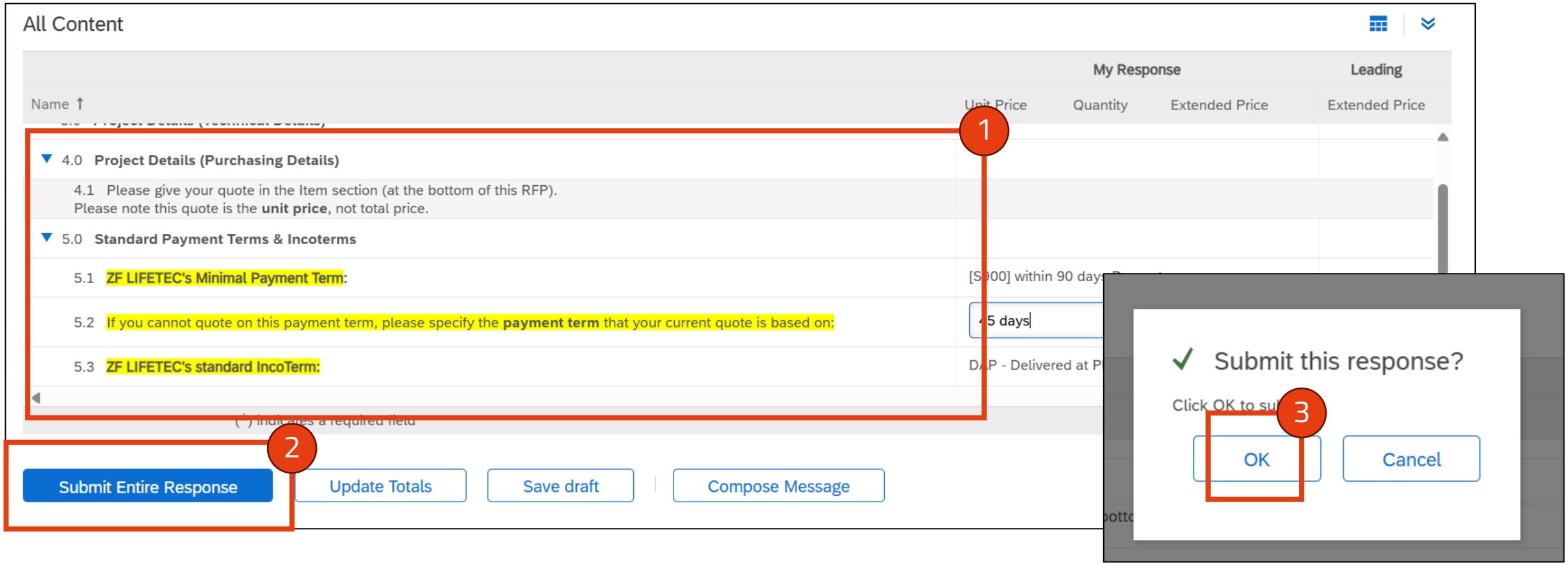
If you do not want to respond to this event, Click Here. You must register on the Ariba Commerce Cloud or sign in using your existing Ariba Commerce Cloud account user name and password before you can indicate that you do not want to respond to this event.

If you have forgotten your user name or password and are unable to sign in, Click Here.

RESPOND TO AUCTION QUESTIONS

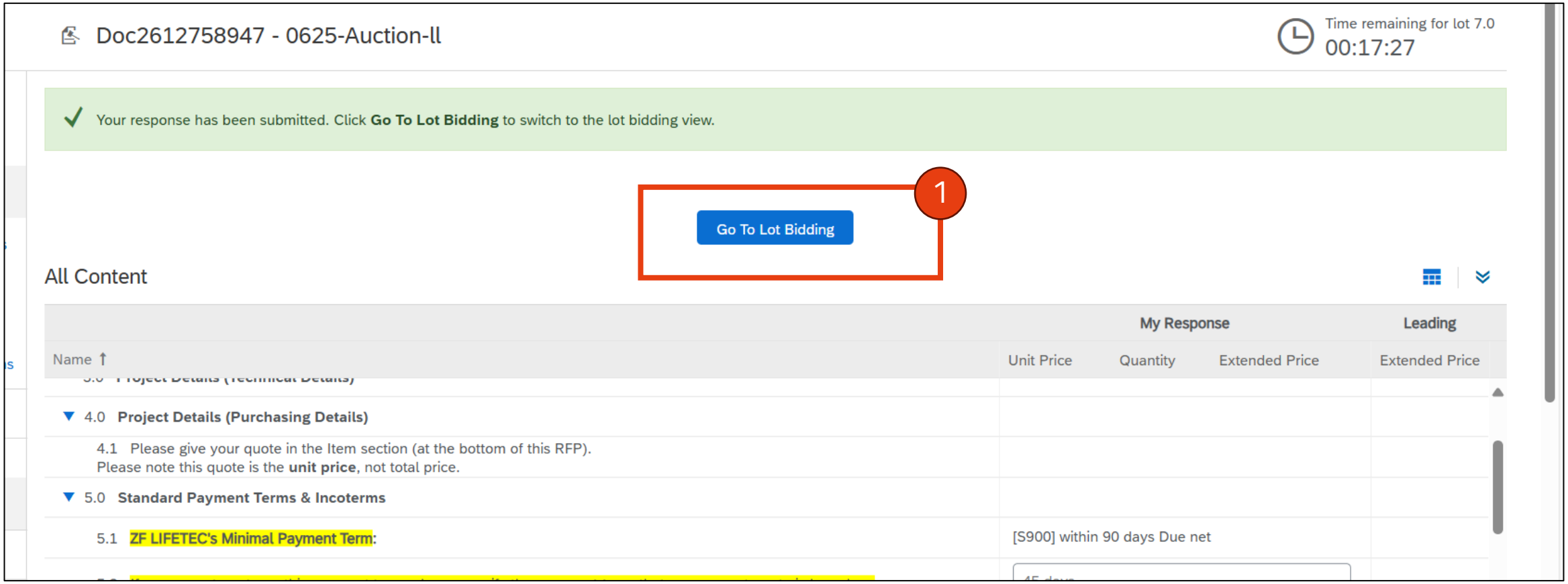
If buyers set some questions for the Auction, you have to answer all the question before providing quotation.

1. Answer all related questions
2. Click **[Submit Entire Response]**
3. Click **[OK]**



RESPOND TO AUCTION QUESTIONS

1. After answering questions, scroll up and click **[Go To Lot Bidding]**

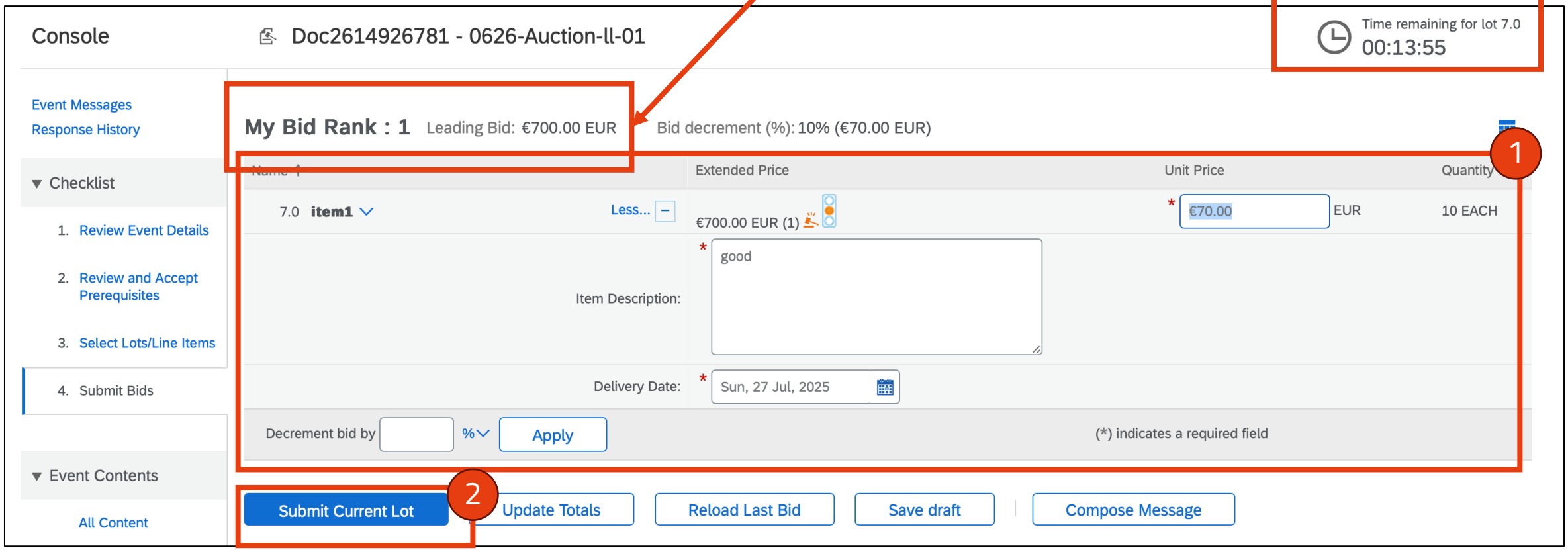


ENGLISH AUCTION - PROVIDE QUOTES

1. Fill in the mandatory field marked with *
2. Click **[Submit Current Lot]**

After submitting bids, you are able to see the rank and leading bid

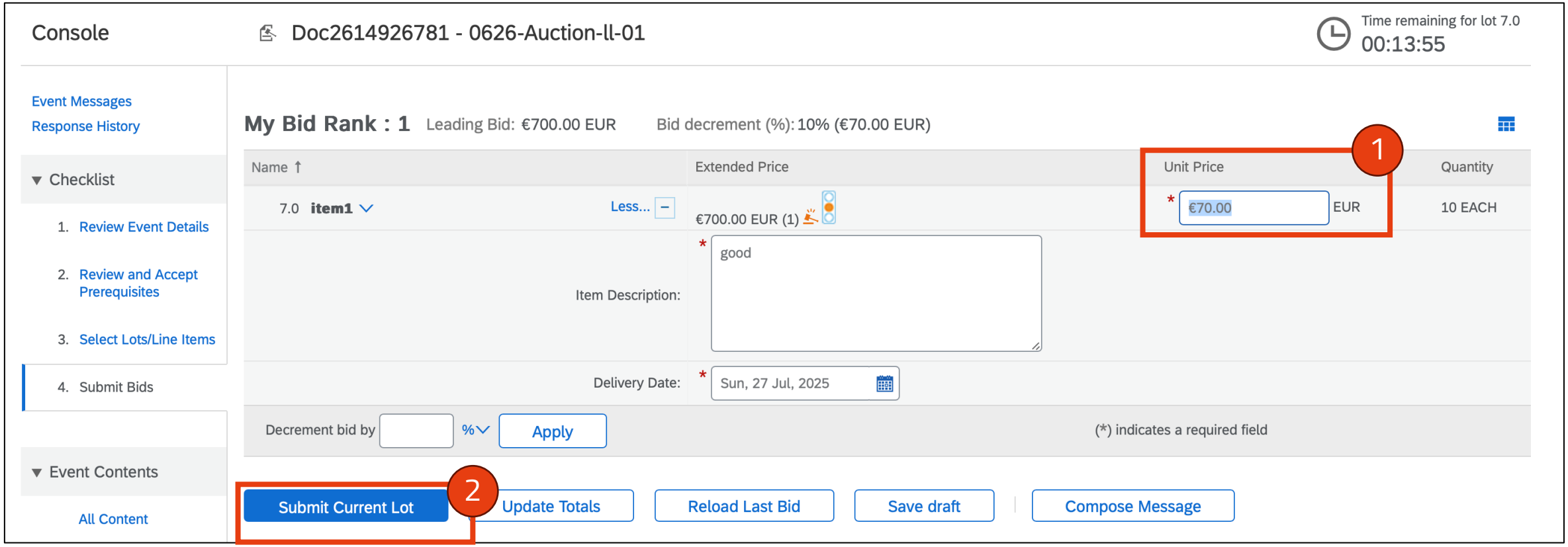
The remaining Auction time



ENGLISH AUCTION - REVISE QUOTES

With the remaining time, you can revise your quotes based on the Auction information:

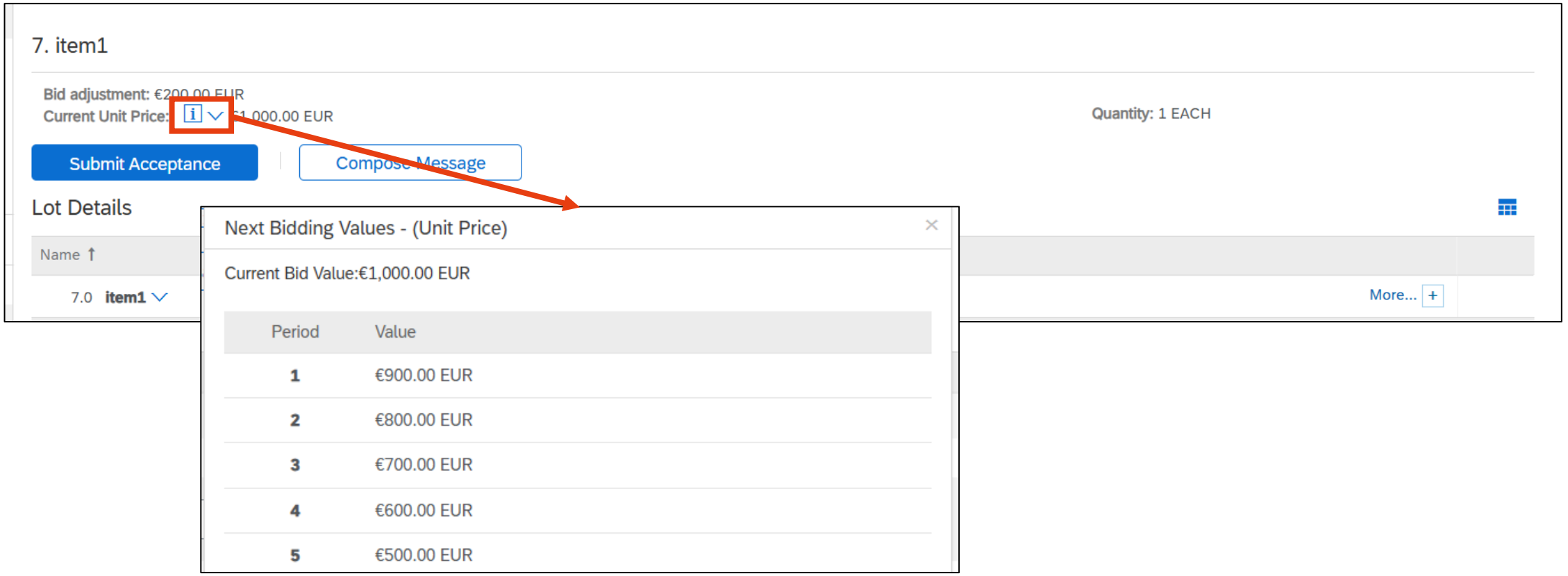
1. Fill in the updated price
2. Click **[Submit Current Lot]**



JAPANESE AUCTION – SUBMIT BID ACCEPTANCE

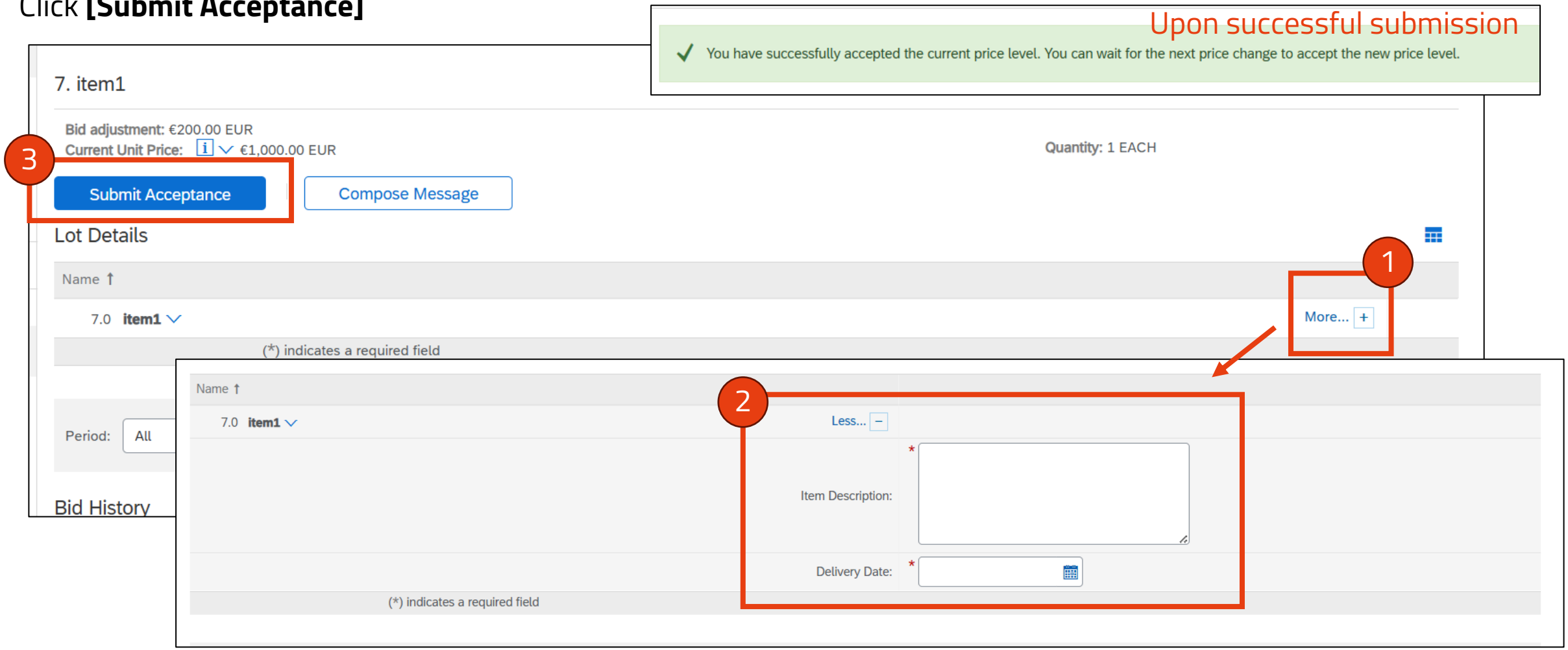
For Japanese Auction, you will need to submit acceptance for every bid adjustment to continue the Auction. (Do not submit acceptance if you cannot accept the current quotation)

Click the current unit price information to view the adjusted bid value for each round.



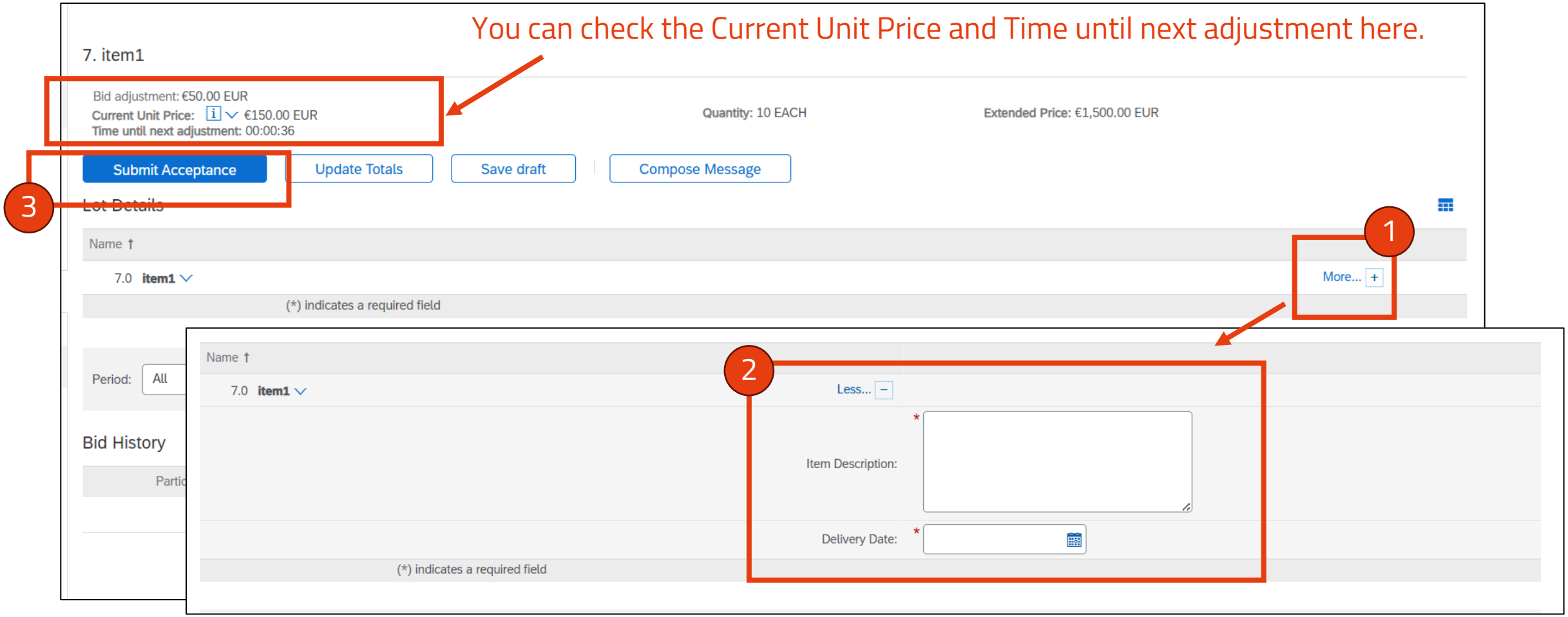
JAPANESE AUCTION – SUBMIT BID ACCEPTANCE

1. Click **[More]** to expand the details of items
2. Fill in Item Description and Delivery Date
3. Click **[Submit Acceptance]**



DUTCH AUCTION – SUBMIT BID ACCEPTANCE

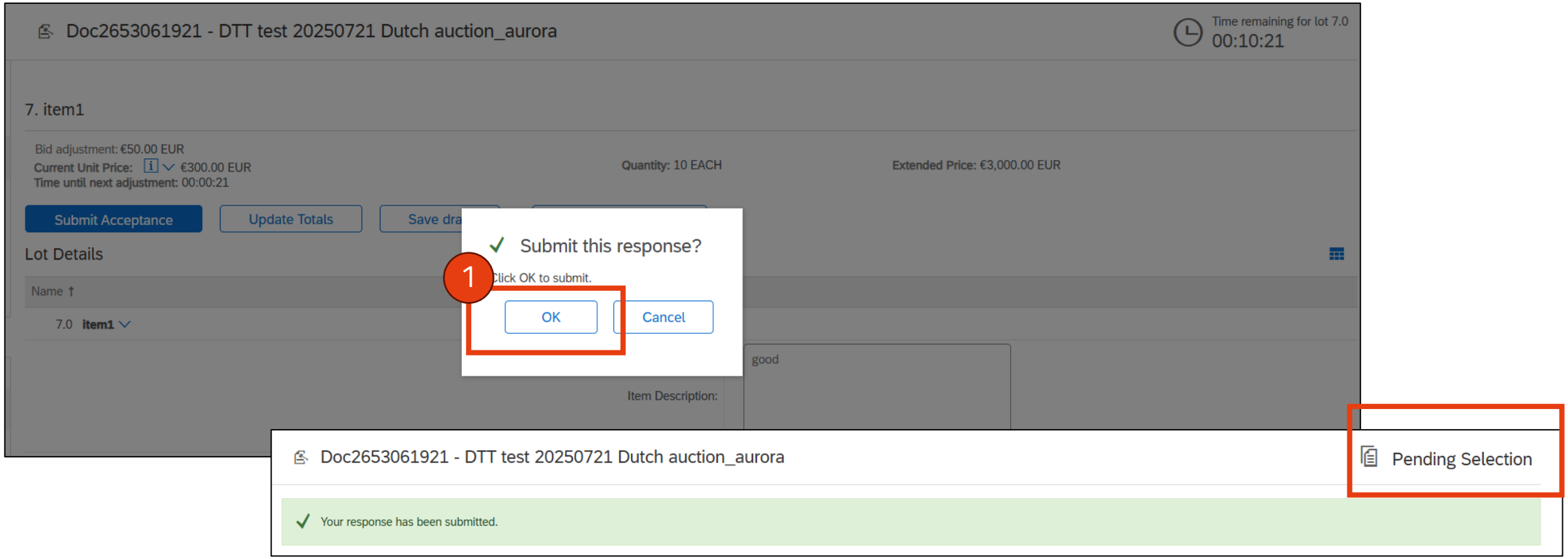
1. Click **[More]** to expand the details of items
2. Fill in the mandatory field with *
3. Click **[Submit Acceptance]**



DUTCH AUCTION – SUBMIT BID ACCEPTANCE

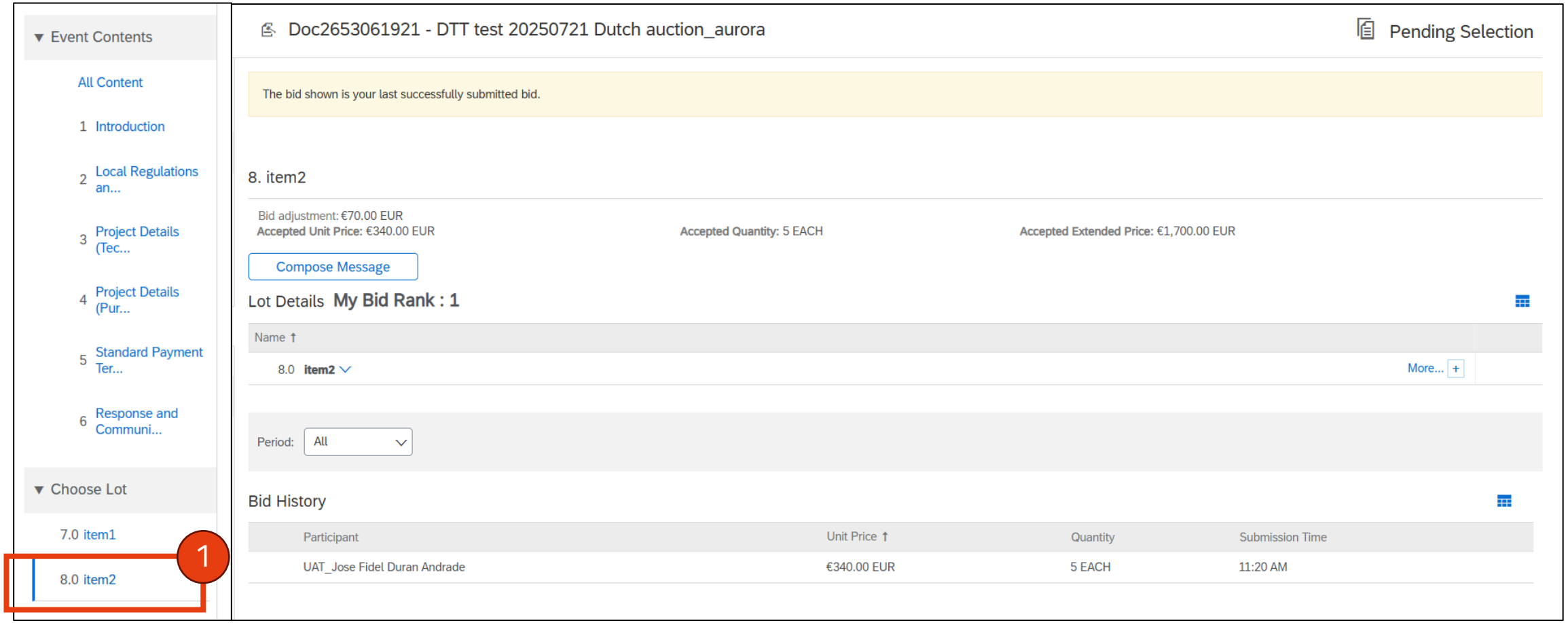
1. Click **[OK]**

For Dutch Auction, once a supplier has submitted acceptance, the Auction will end directly. The Auction status will change to **Pending Selection.**



MULTIPLE ITEMS MONITORING

1. If there are multiple items in one Auction event, please scroll down and click different items in **[Choose Lot]** to switch to the corresponding item information and Auction results



05 OTHERS

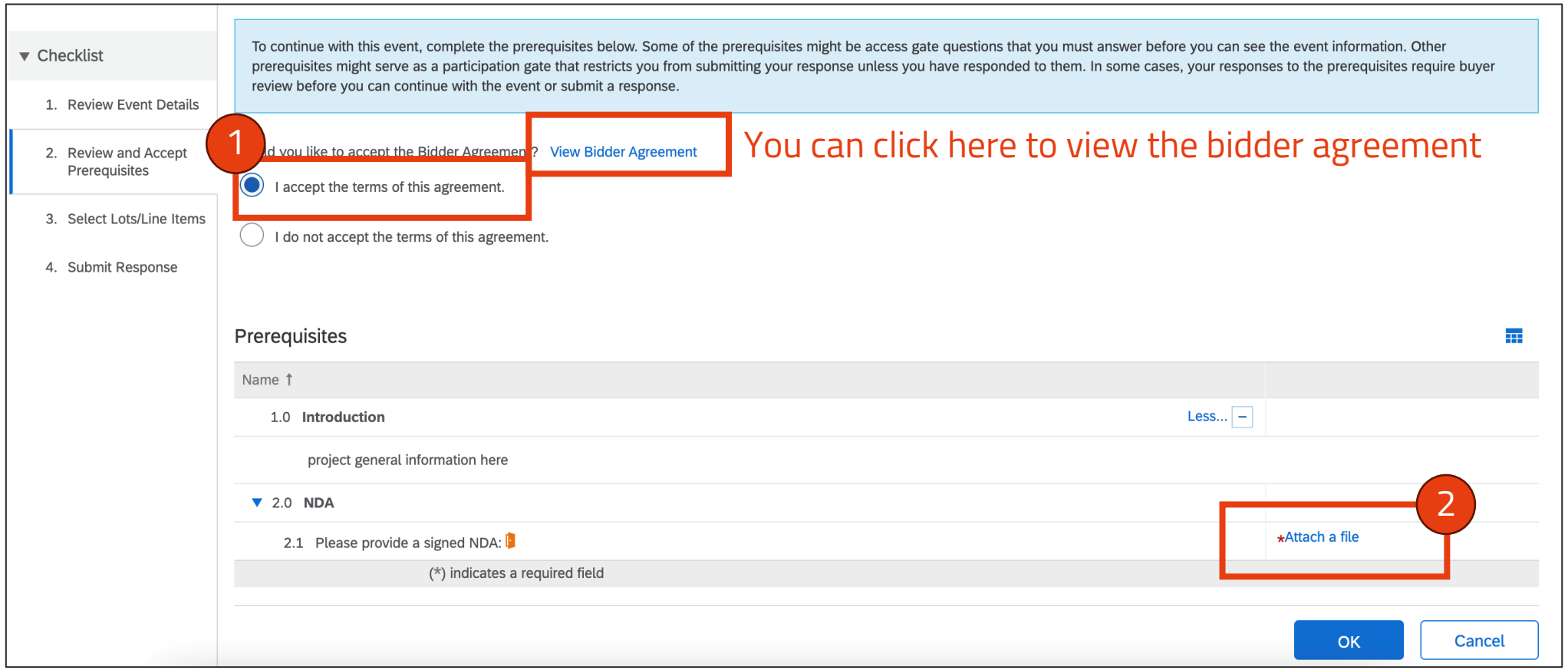
WHAT IN OTHERS

- Submit NDA as Prerequisites
- Email Bidding Details
- Event Preview Time

SUBMIT NDA

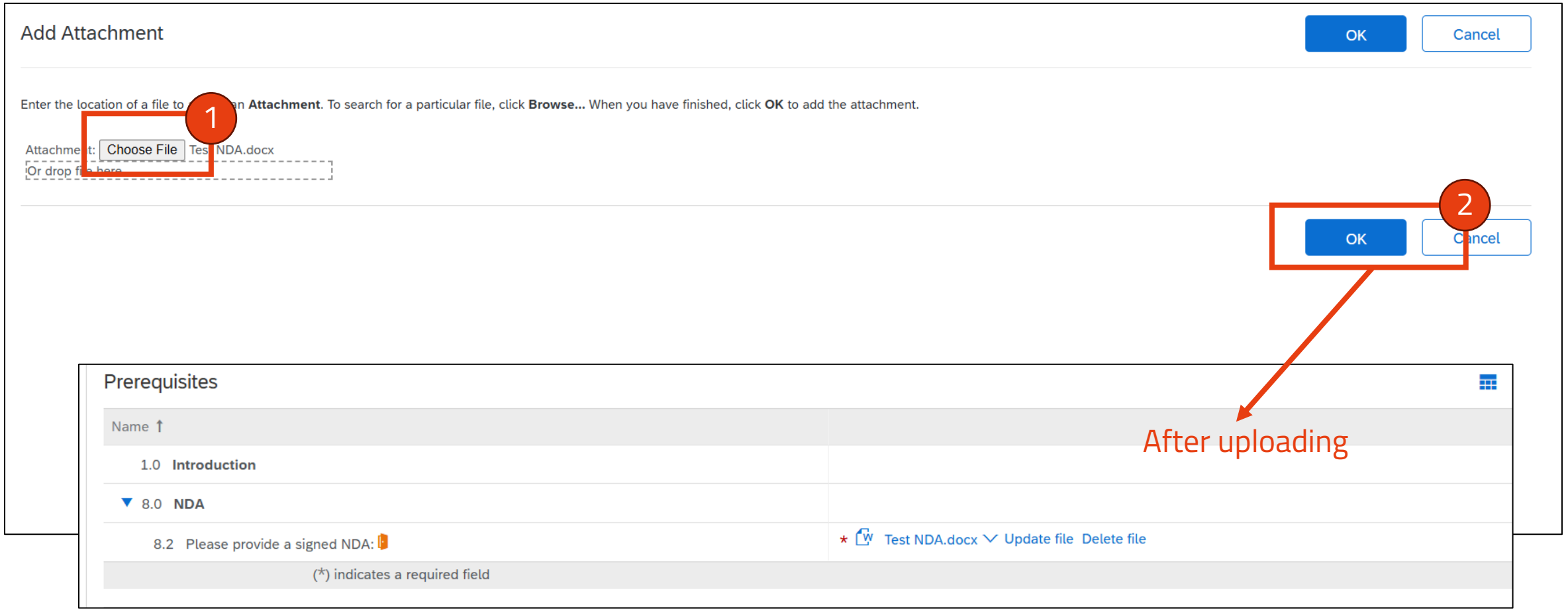
If buyers require signed NDA, after you click **[Review Prerequisites]**:

1. Select **[I accept the terms of the agreement]**
2. Click **[Attach a file]**



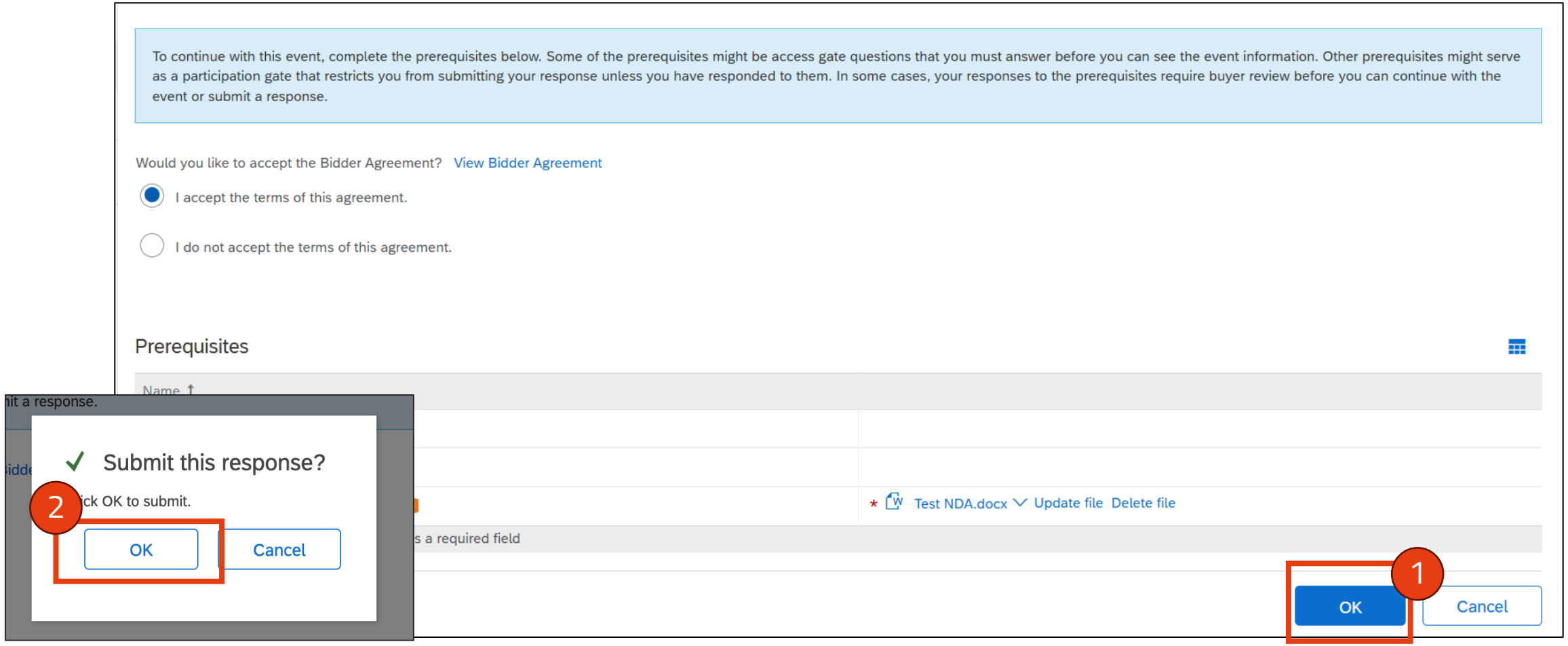
SUBMIT NDA

1. Select **[Choose File]**
2. Click **[OK]**



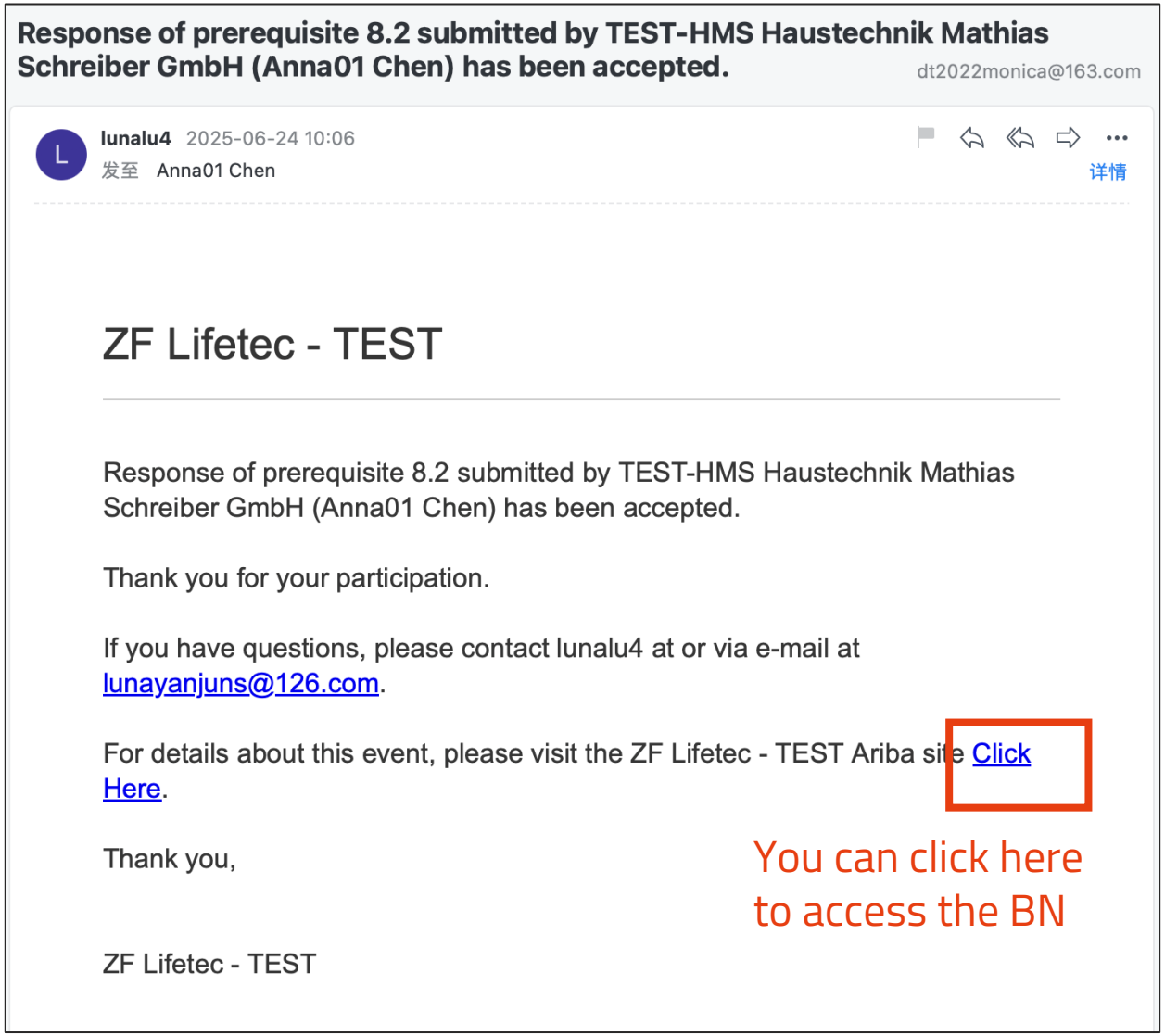
SUBMIT NDA

1. Click **[OK]**
2. Click **[OK].** After submitting, buyers will review your submitted NDA. You can continue providing quotes once the buyer have accepted the NDA.



EMAIL NOTIFICATION

- When buyer accept your signed NDA, you will receive an email from Ariba.
- Then you can login to your BN to continue responding to the sourcing project



Response of prerequisite 8.2 submitted by TEST-HMS Haustechnik Mathias Schreiber GmbH (Anna01 Chen) has been accepted. dt2022monica@163.com

lunalu4 2025-06-24 10:06
发至 Anna01 Chen 详情

ZF Lifetec - TEST

Response of prerequisite 8.2 submitted by TEST-HMS Haustechnik Mathias Schreiber GmbH (Anna01 Chen) has been accepted.

Thank you for your participation.

If you have questions, please contact lunalu4 at or via e-mail at lunayanjuns@126.com.

For details about this event, please visit the ZF Lifetec - TEST Ariba site Click Here.

Thank you,

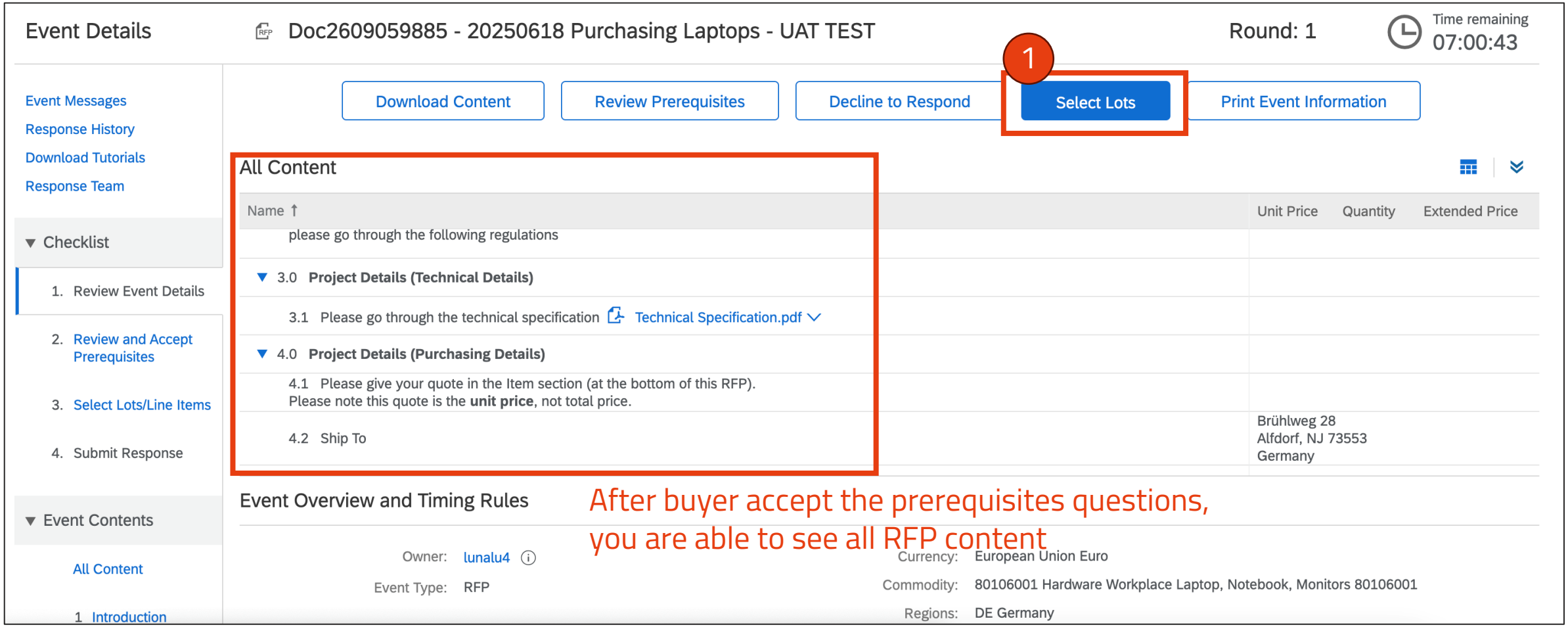
ZF Lifetec - TEST

You can click here to access the BN

ACCESS TO THE SOURCING PROJECT

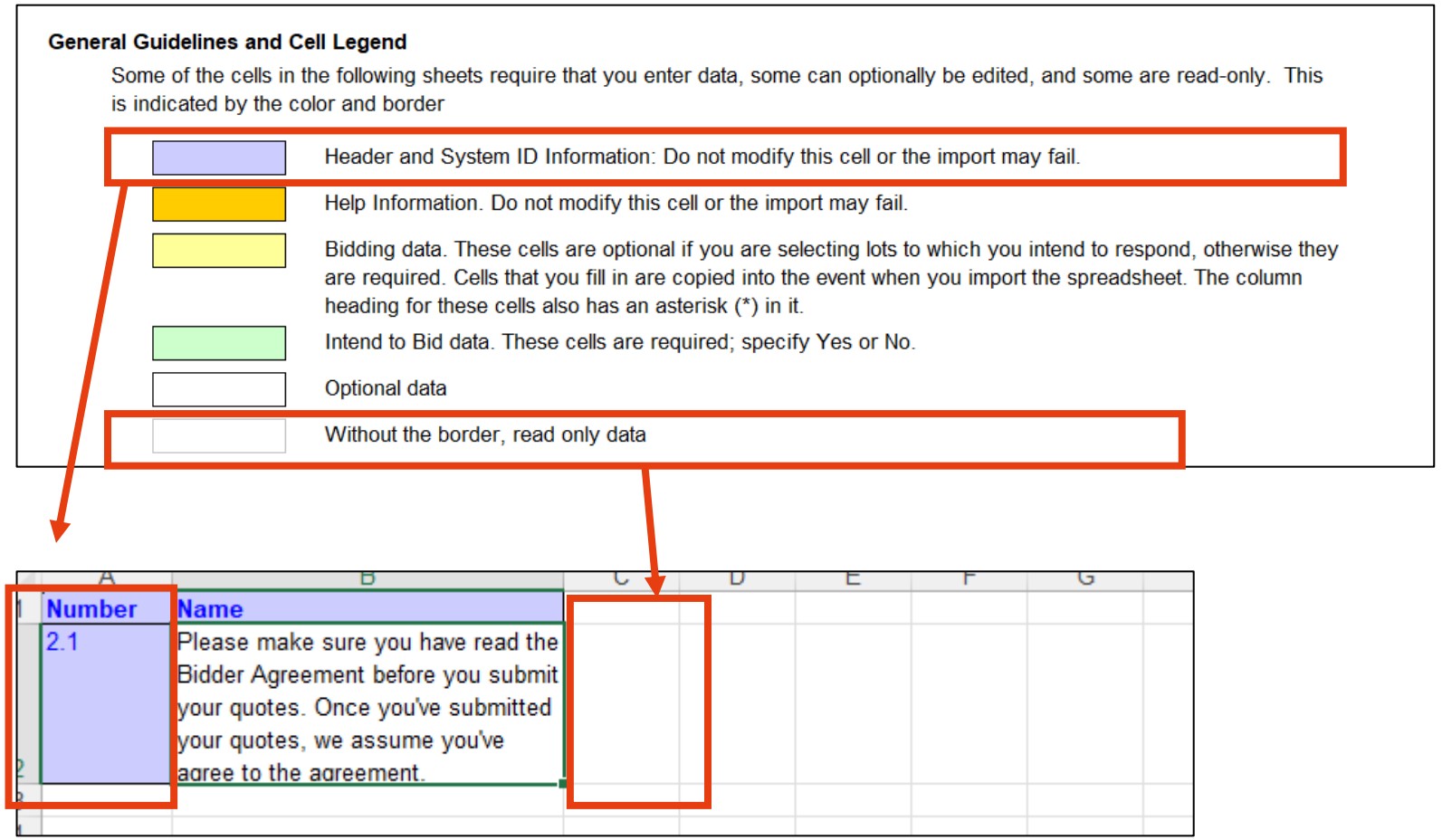
1. Click **[Select Lots]**

Then please refer to <Select Line Items> to continue selecting items and providing your quotes



EXCEL BID SHEET DETAILS

You **do not** need to fill in:



General Guidelines and Cell Legend

Some of the cells in the following sheets require that you enter data, some can optionally be edited, and some are read-only. This is indicated by the color and border

- Header and System ID Information: Do not modify this cell or the import may fail.
- Help Information. Do not modify this cell or the import may fail.
- Bidding data. These cells are optional if you are selecting lots to which you intend to respond, otherwise they are required. Cells that you fill in are copied into the event when you import the spreadsheet. The column heading for these cells also has an asterisk (*) in it.
- Intend to Bid data. These cells are required; specify Yes or No.
- Optional data
- Without the border, read only data

EXCEL BID SHEET DETAILS

You can **optionally** fill in:

General Guidelines and Cell Legend

Some of the cells in the following sheets require that you enter data, some can optionally be edited, and some are read-only. This is indicated by the color and border

- Header and System ID Information: Do not modify this cell or the import may fail.
- Help Information. Do not modify this cell or the import may fail.
- Bidding data. These cells are optional if you are selecting lots to which you intend to respond, otherwise they are required. Cells that you fill in are copied into the event when you import the spreadsheet. The column heading for these cells also has an asterisk (*) in it.
- Intend to Bid data. These cells are required; specify Yes or No.
- Optional data
- Without the border, read only data

	A	B	C	D
1	Number	Name	Answer	
2	6.1	ZF LIFETEC's Minimal Payment Term:	[S900] within 90 days Due net	
3	6.2	If you cannot quote on this payment term, please specify the payment term that your current quote is based on:		
4	6.3	ZF LIFETEC's standard IncoTerm:	DAP - Delivered at Place	
5	6.4	If you cannot quote on this IncoTerm, please specify the IncoTerm that your current quote is based on:		
6				

EXCEL BID SHEET DETAILS

You **must** fill in:

General Guidelines and Cell Legend

Some of the cells in the following sheets require that you enter data, some can optionally be edited, and some are read-only. This is indicated by the color and border

- Header and System ID Information: Do not modify this cell or the import may fail.
- Help Information. Do not modify this cell or the import may fail.
- Bidding data. These cells are optional if you are selecting lots to which you intend to respond, otherwise they are required. Cells that you fill in are copied into the event when you import the spreadsheet. The column heading for these cells also has an asterisk (*) in it.
- Intend to Bid data. These cells are required; specify Yes or No.
- Optional data
- Without the border, read only data

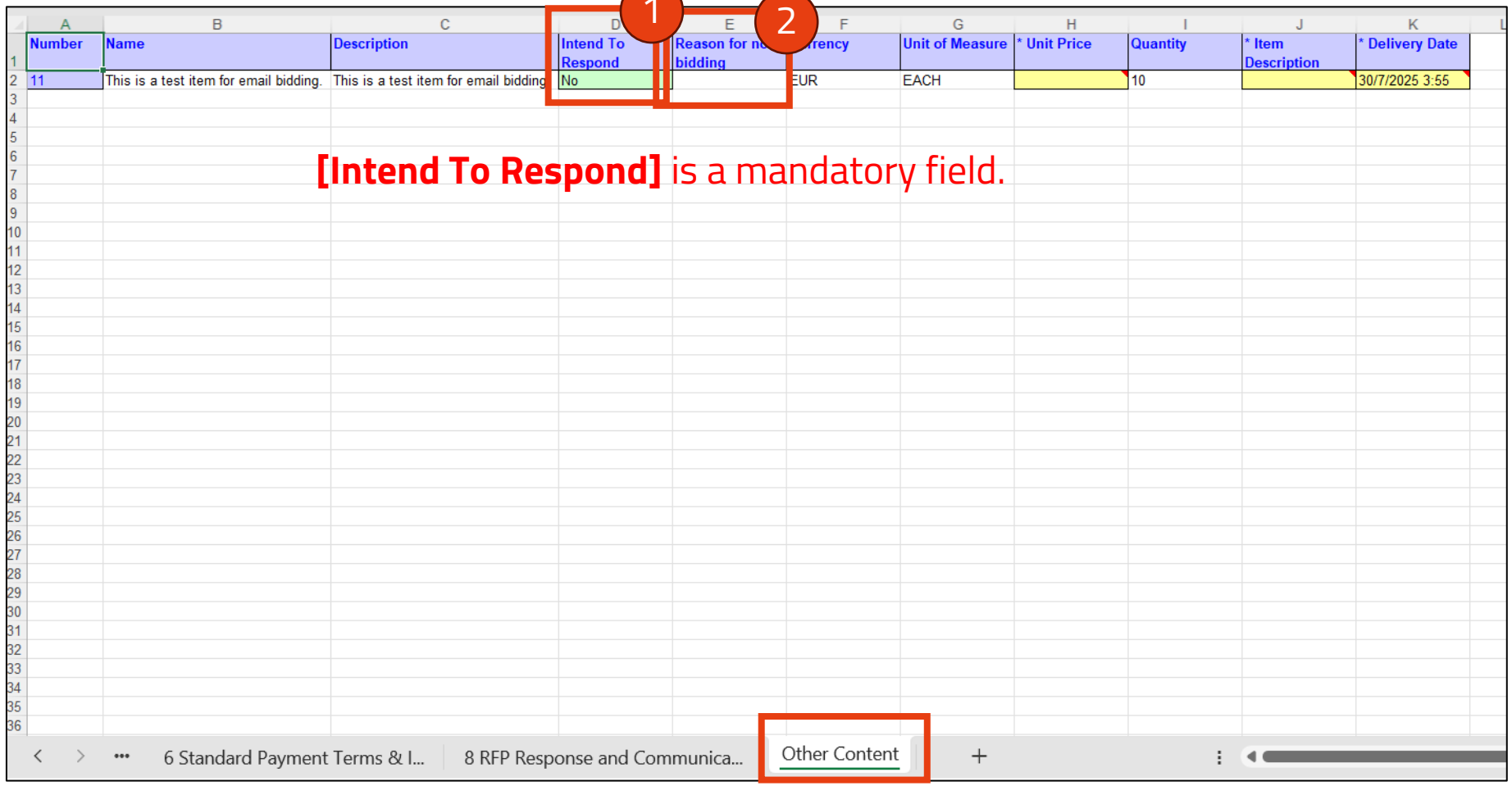
	A	B	C	D	E
1	Number	Name	Description	Intend To Respond	Reason for not bidding
2	11	This is a test item for email bidding.	This is a test item for email bidding	No	
3					
4					

	A	B	C	D
	Number	Name	Answer	
	8.1	When are you available for a phone call to discuss the proposal? (Please also specify your time zone here)		

EMAIL BIDDING – PROVIDE QUOTES

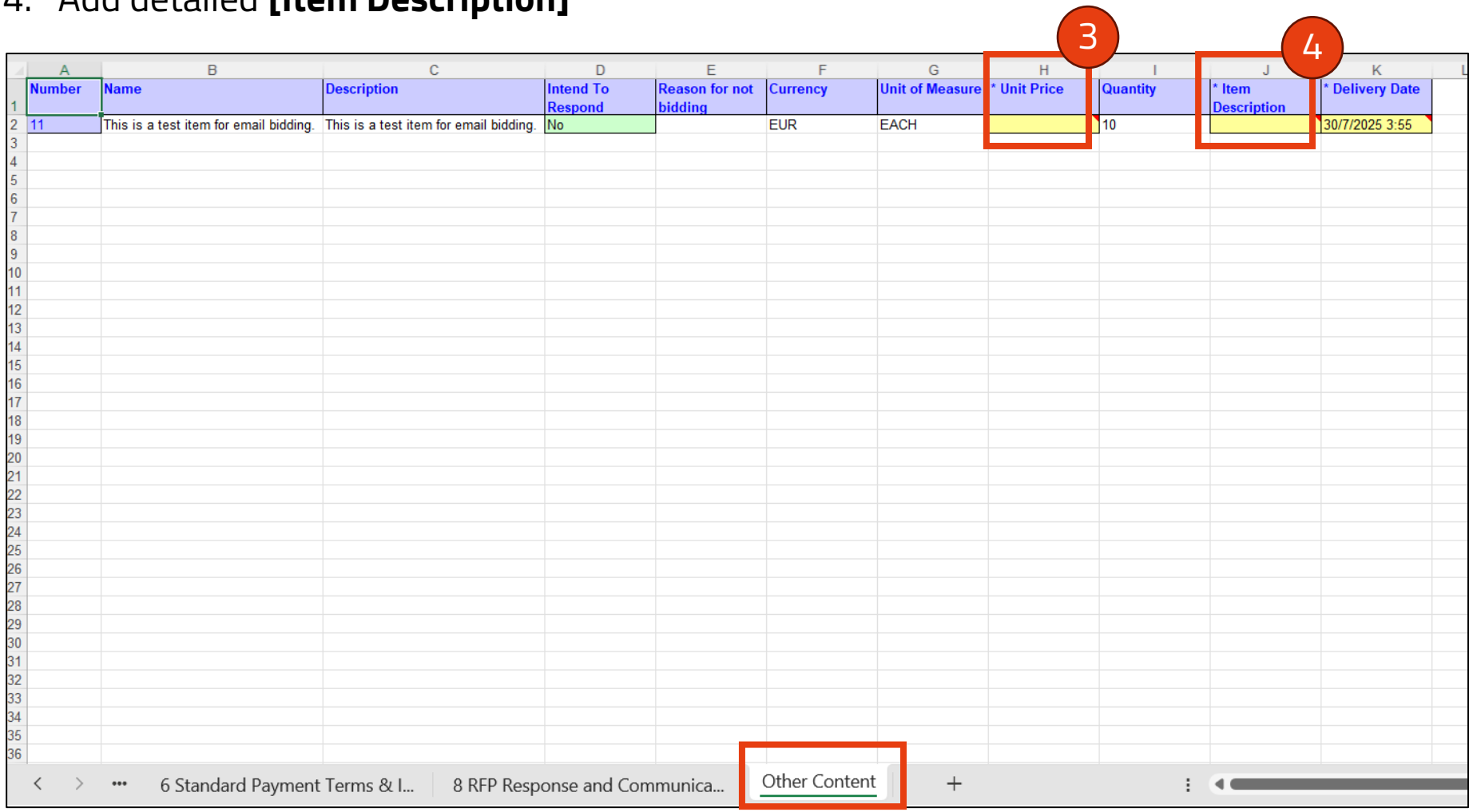
In “Other Content” sheet or in the last sheet:

1. Fill in **[Intend To Respond]** , Select **[Yes]** to provide quotes or **[No]** to decline
2. If choosing **[No]**, you must specify a reason in **[Reason for not bidding]**



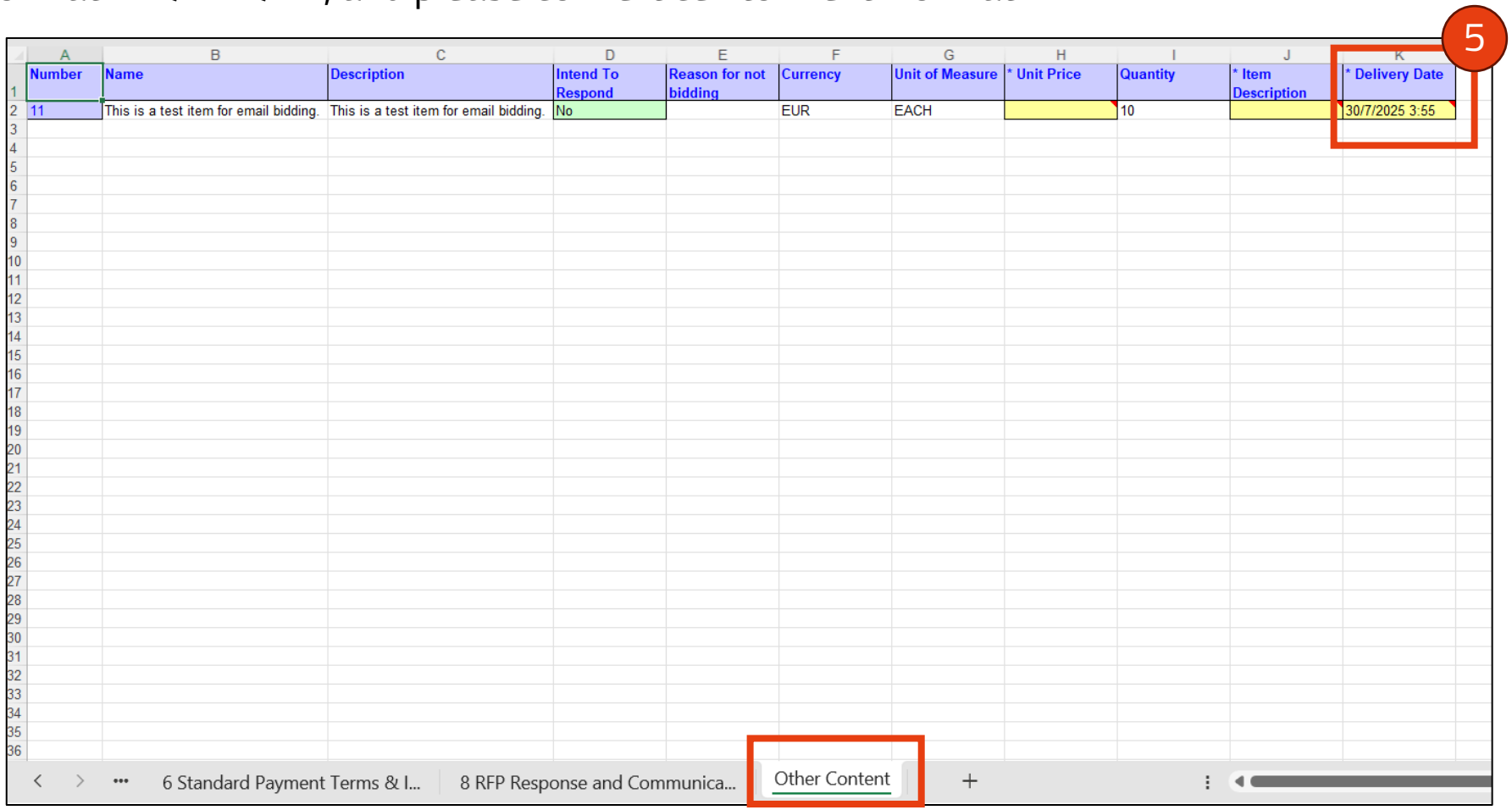
EMAIL BIDDING – PROVIDE QUOTES

3. Enter your **[Unit Price]**
4. Add detailed **[Item Description]**



EMAIL BIDDING – PROVIDE QUOTES

5. Fill in **[Delivery Date]**, and please note:
It shows the buyer's preferred delivery date. You may adjust it based on your actual capabilities.
Format: **DD/MM/YY**, and please convert cell to "Text" format.

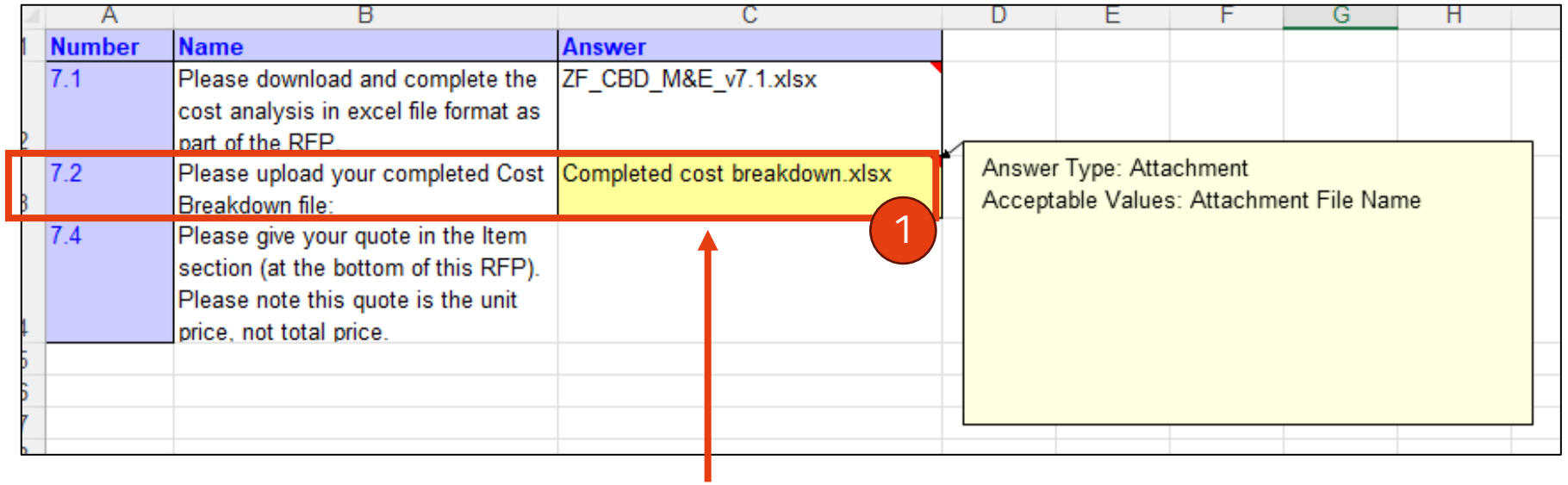


EMAIL BIDDING – UPLOAD ATTACHMENT

When you need to upload **attachments:**

1. Enter exact filename in the designated cell of your bid sheet
2. Create ZIP File Correctly
3. Email Submission

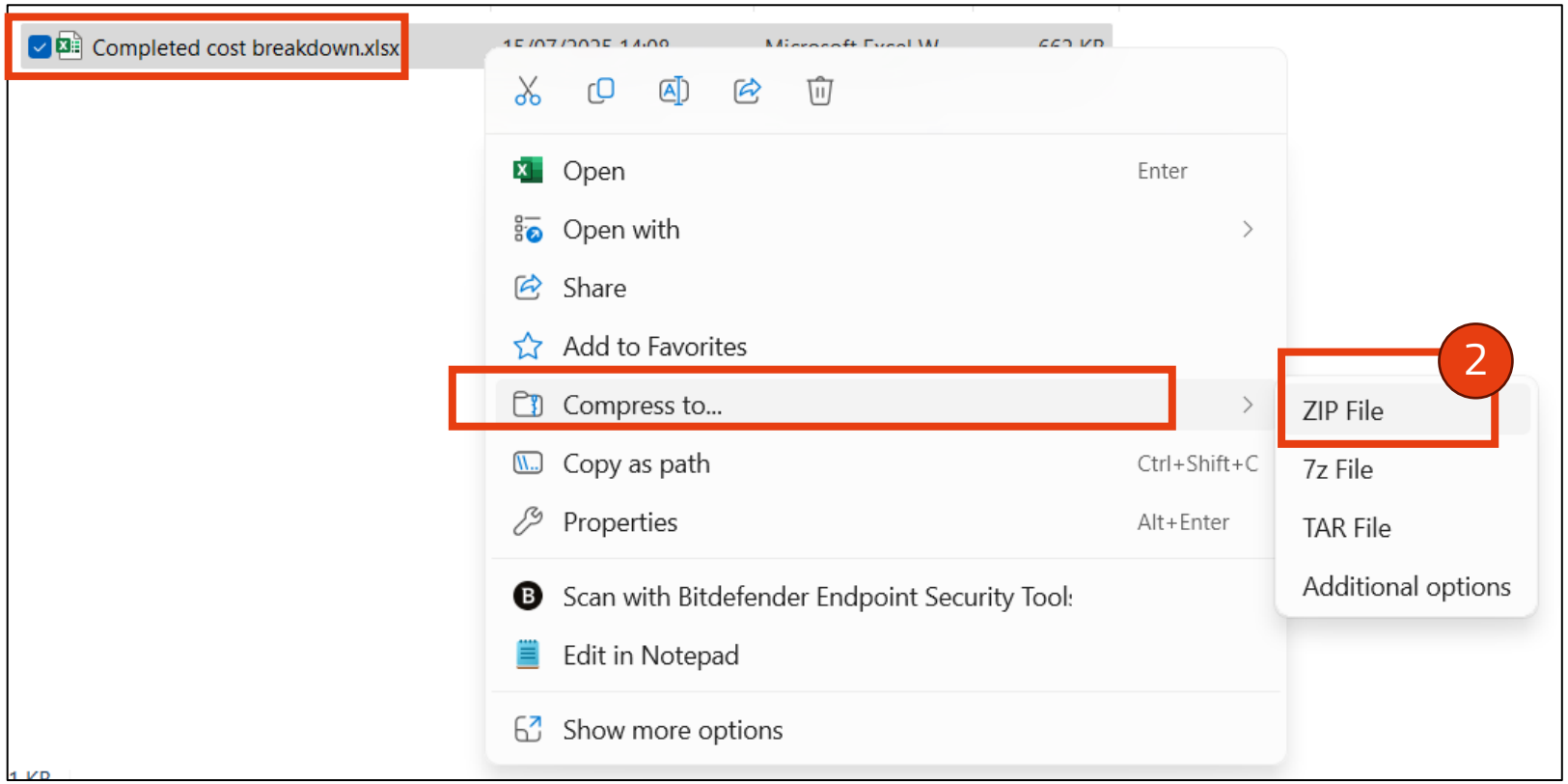
Attach completed excel bid sheet and ZIP file(s) in the replying email



- Please enter filenames matching exactly with the attached file.
- Remember to include file suffix.

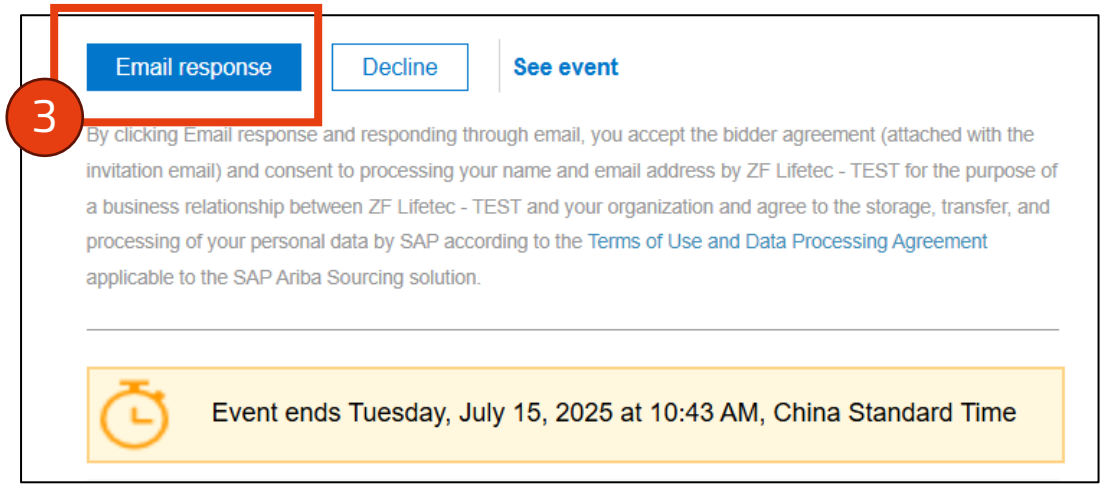
EMAIL BIDDING – UPLOAD ATTACHMENT

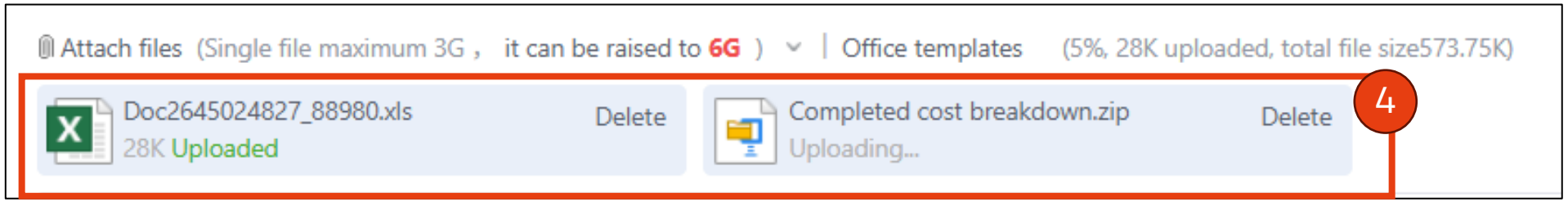
Compress files directly – do not place them in a folder first



EMAIL BIDDING – UPLOAD ATTACHMENT

3. Click **[Email response]**
4. In the replying email, attach the bidding excel and the .zip file

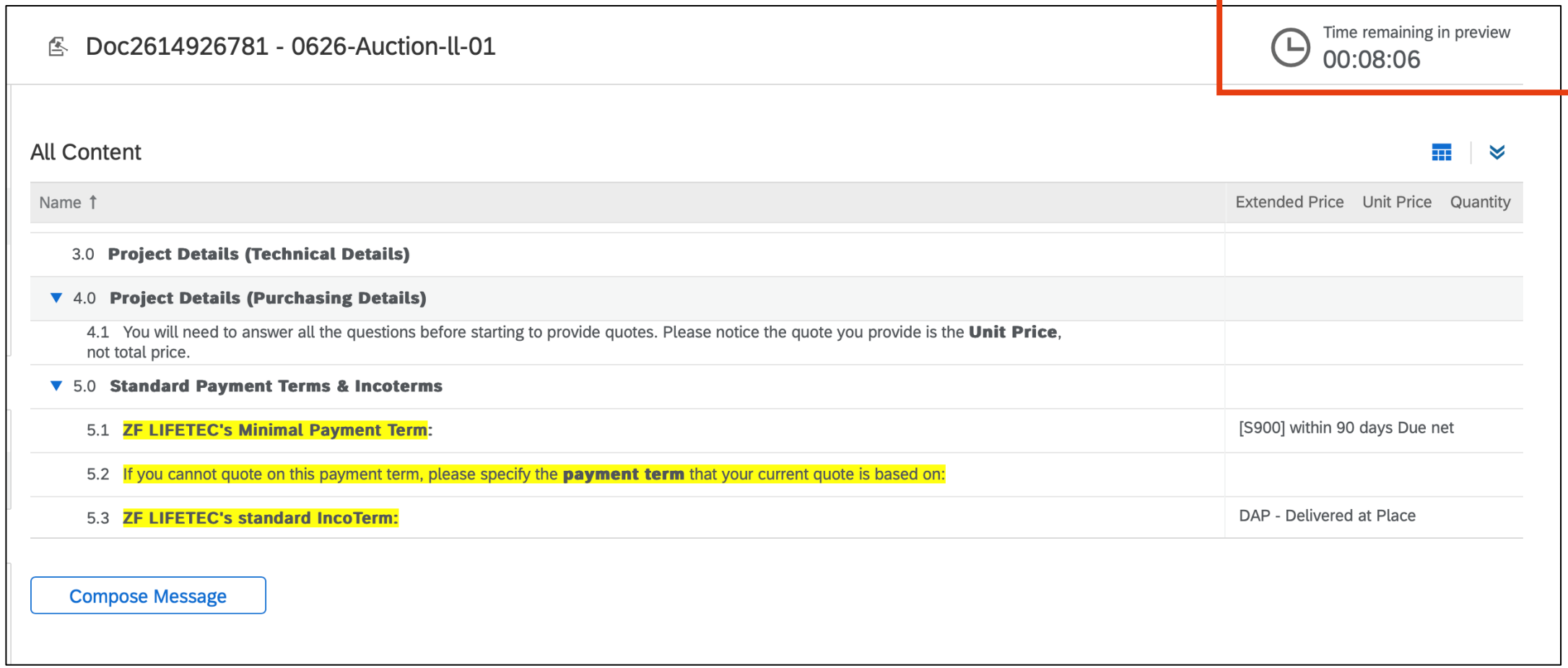




PREVIEW TIME

- For some sourcing project, buyers may set preview time for you. If so, you can view the content within the preview time.
- But you cannot answer during the preview time.

Preview period - remaining time



THANKS !