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ARIBA SOLUTION - VENDOR GUIDANCE: ACCESS EVENT INVITATION & LOG INTO SOLICITATION EVENT

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PURPOSE:

The purpose of this document is to provide steps that need to be followed to access a new event invitation in Ariba and to log into a UN SAP Ariba solicitation event. The process described in this guide relate to UN Secretariat solicitations.

The **pre-requisites** to receive an invitation link to a published solicitation event are that the vendors:

- have received an invitation from the UN via **Ariba Admin** email no-reply@ansmtp.ariba.com.
- have accurate email contact information in UNGM at all times.

The **pre-requisites** to log into an event solicitation are that the vendors:

- have received an email with and invitation link for published event from the UN
- have a registered account in SAP Ariba for the UN

Note that the vendors' details **must** be valid (contact names, email addresses etc.) in the United Nations Global Market Place (UNGM, <https://www.ungm.org/>) to receive solicitations from the UN. More detail of the Vendor Awareness to Award process flow can be found in the Annex.

ACCESS EVENT INVITATION

When the solicitation is published, you will receive an email from Ariba to confirm your participation in the solicitation event. In this section, you will find steps to access a solicitation event invitation in Ariba.

Vendors will receive an invitation link by email to register in Ariba for a United Nations Secretariat solicitation event. To register, click on the “Click Here” inside the body of email. For detailed information on the body of this email, please refer to “**Annex**”.



Welcome,

The United Nations Secretariat herewith invites you to participate in the following solicitation event: Practice for TOC_ITB. The solicitation event starts on _____, Eastern Standard Time and closes on _____, Eastern Standard Time.

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

You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can access this event.

NOTE: This link is only valid for 30 days. Make sure to register on the Ariba Commerce Cloud before the link expires. If the link is already expired please contact aribae-tendering@un.org. After you have registered on the Ariba Commerce Cloud, you can no longer use this link to access this event; please note that you will be able to access the solicitation event through the Ariba Commerce Cloud. [Click Here](#) to access Ariba Commerce Cloud.

Please note that the UN Secretariat uses the UNGM portal (<https://www.ungm.org/>) as its sole supplier database. Only emails associated with your company's UNGM account will be invited to solicitation events in Ariba. If solicitation events should be sent to other personnel in your organization, please ensure to update your company's UNGM account with the additional users and inform the UN Secretariat via email to aribae-tendering@un.org to update your Ariba account.

If the “Click Here” link does not work, it is important to distinguish whether it is the link to the event that has expired OR the account that has expired. If the link to the event has expired and you received the email more than 30 days ago, please see below the subsection on “Trouble Shooting: Activate Expired Event Link”. If the account has expired OR the expired link is received less than 30 days ago, please contact email aribae-tendering@un.org to reset the expired account link and refer to the Job Aid on Log-on Issues.

If you received the expired link in less than 30 days but the event is closed, you cannot participate in the event as it is finalized.

If you are accessing first-time for a UN Ariba event, you can open the welcome registration interface, and please refer to the Job Aid on **Log-on Issues**. If you are not a first-time user, you can proceed to the next section on “**Log into Event**”.

TROUBLE SHOOTING: ACTIVATE EXPIRED EVENT LINK

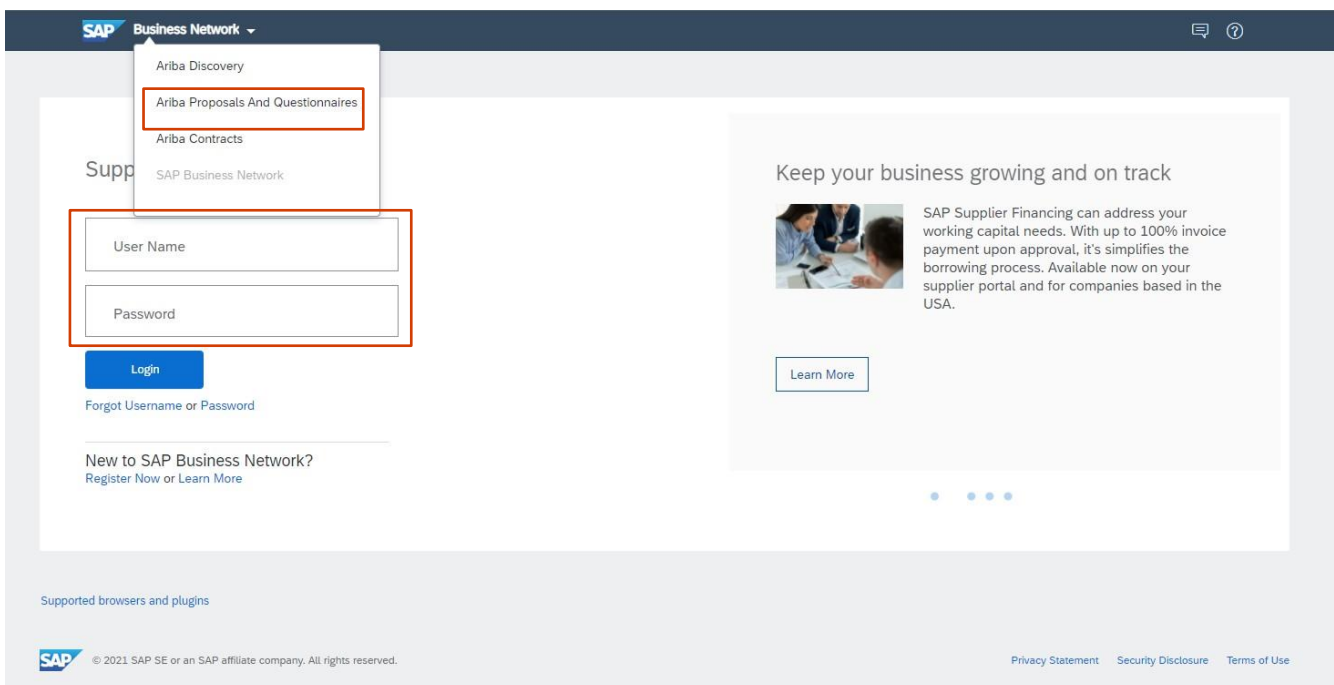
If the link to the solicitation event has expired and you received the reactivation email more than 30 days, please contact aribae-tendering@un.org to send you a new link.

After you receive a new email invitation, please proceed to the beginning of the section “**Access Event Invitation**” and repeat the steps.

LOG INTO SOLICITATION EVENT

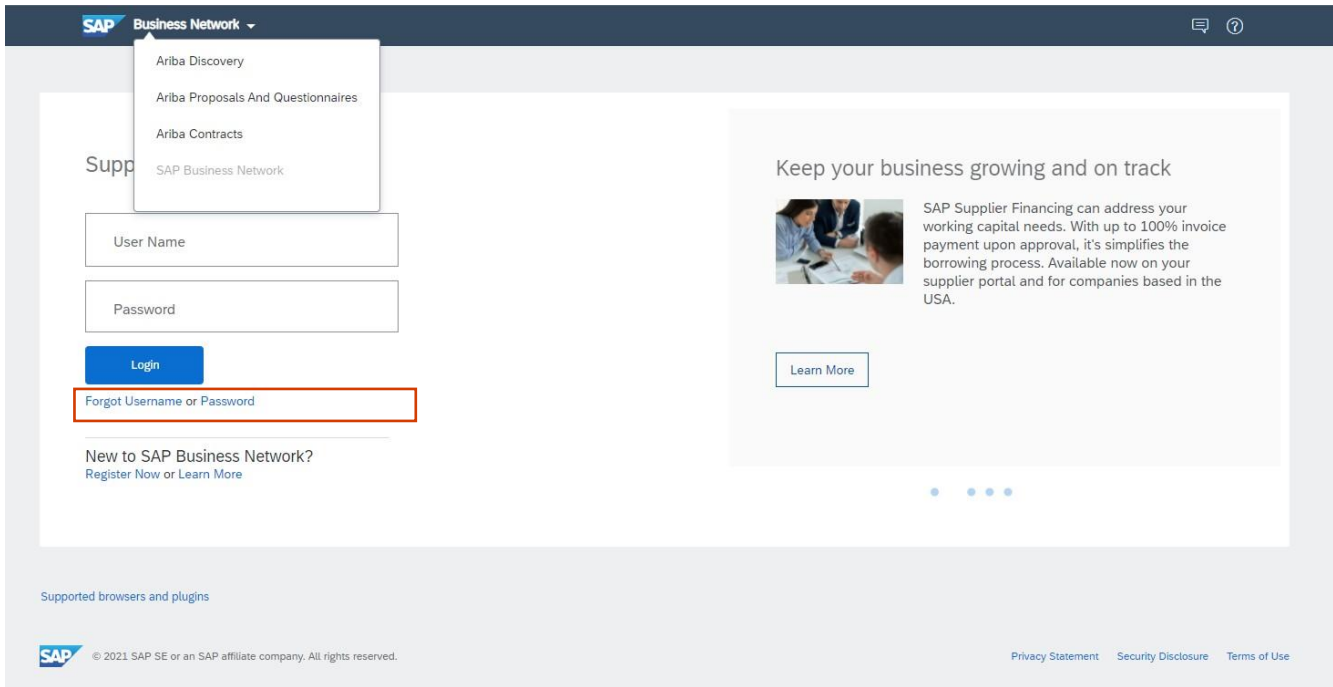
In this section, you will find steps to log into a solicitation event you were invited to in Ariba.

- If you have received an invitation to participate in an UN Ariba solicitation event, you are now able to log into Ariba and participate in the event from “Click Here” link on the received email. You can also go to this link: <https://service.ariba.com/Supplier.aw>, and log in to access the invited event.



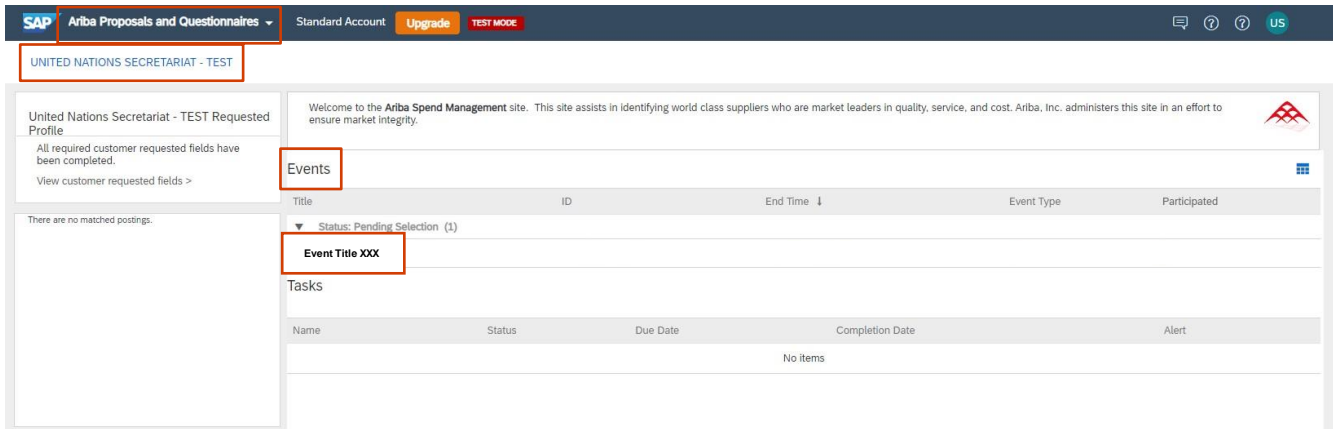
TROUBLE SHOOTING: RESETTNG YOUR PASSWORD

If you forget your password during log in, please select **Forgot Username and Password** and follow the steps.



- Once you have logged in, you will be able to see the United Nations Secretariat homepage indicated at the top left corner. This is where you will access all your solicitation events. If you have more than one customer, they will each have their own Ariba homepage.

Under the “Events” section, you can search for the events you were invited to and select the link.



Notes:

- 1) Please access your event using the link sent at the invitation email. This will ensure you are directed to the UN SAP Ariba homepage.
- 2) If you cannot find the United Nations Secretariat homepage, you may need to register with the UN SAP Ariba space. To do this, make sure you have signed up for a UN Ariba account during your first event. If you cannot find the Invited Event, please contact the UN administrator support at aribaetendering@un.org.

- After selecting the event, you will be directed to view the details of the event.



< Go back to United Nations Secretariat - TEST Dashboard

Event Details XXX

Time remaining
00:17:05

Event Details

Event Details XXX

Event Messages

Download Tutorials

Response Team

Checklist

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

Event Contents

- All Content
- 1 Introduction
- 2 Participation and Re...

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

Primary

All Content

Name ↑	Item Description	Price	Quantity	Total Cost	Extended Price
1 Introduction	Less... -				
<p><i>Notice of Confidentiality:</i> This transmission contains United Nations proprietary information that is strictly confidential and/or legally privileged, and is intended strictly for the use by the Officials of the United Nations and/or the named recipient hereof. ANY UNAUTHORIZED DISCLOSURE, COPYING, DISTRIBUTION OR OTHER USE OF THE INFORMATION HEREIN IS STRICTLY PROHIBITED. If you have erroneously received this transmission, please notify the United Nations Procurement Division immediately.</p>					
1.1 Instructions					
1.1.1 General	Less... -				
<ul style="list-style-type: none"> • The United Nations (UN) solicits Proposals in response to this RFP. Proposers must strictly adhere to all the requirements of this RFP. • Submission of a Proposal shall be deemed to constitute an acknowledgement by the Bidder that all obligations stipulated by this RFP will be met and unless specified otherwise, the Proposer has read, understood and agreed to all the instructions provided in this RFP. 					

ADDITIONAL INFORMATION

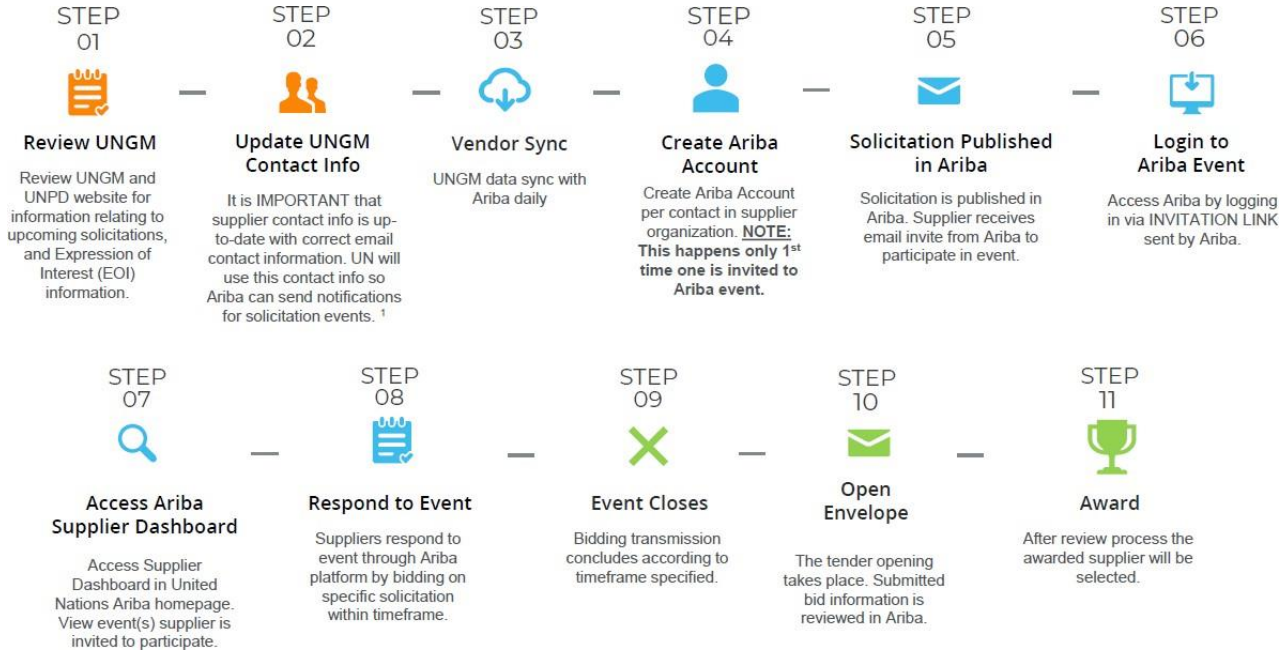
If you need further support, you can contact:

- UN Ariba Support – aribae-tendering@un.org
- Ariba Help Page - [SAP Ariba Help Center](#)
- Useful QR codes on
 - Ariba Introduction Video
 - Ariba Guide
 - Link to Letter from Director, Procurement Division
 - How to manage the contact details in the UNGM account
 - How to access the UNGM account when the person in charge of the account is unavailable



ANNEX:

SUPPLIER AWARENESS TO AWARD PROCESS



1.

SOLICITATION INVITATION EMAIL OVERVIEW

Vendors will receive a solicitation invitation email to register a new SAP Ariba commerce cloud account for a United Nations Secretariat solicitation event. The email body consists of the following:

1. Subject contains the event title,
2. Login account ID (**This ID is provided at UNGM portal site.**)
3. Event name and date
4. Link to access event (Expired within 30 days: You will receive this comment only for the first-time access)
5. UNGM vendor registration site information

