Portal Vendor Dassault Systèmes with Ariba Commerce Cloud

Quick start guide for Suppliers
Welcome Aboard

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A. First time invitation to respond to a Dassault Systèmes Sourcing Event
(You don’t have an Ariba Commerce Cloud account)
1. Email invite

1. You have received an email invite to participate for the first time in a Dassault Systèmes sourcing event. You have never connected to the Ariba Commerce Cloud Supplier portal.

2. Follow the link to initiate the Ariba Commerce Cloud registration process.

Note: Depending on your settings/browser you may be prompted by a Security warning, click Yes.
1. Email invite

3. Click on Continue
2. Account creation

4. Fill in your company profile: Company Name, Country, Address, City, State, Zip code.

Enter Your Ariba Commerce Cloud Information

Enter basic company information

Company Name: Gallagher Ltd
Country: United States [USA]
Address: 2119 S Homan Avenue
City: Chicago
State: Illinois
Zip: 60018
2. Account creation

5. Type in the first letter of the goods/services your company provides then click **Add** or press **Enter**. 3DS do not use this information. Be simple

6. Alternatively you can click the **Browse** link to look in the commodity list and add them from there.

7. Type in the first letter of the countries you ship to or click **Browse** like above. 3DS do not use this information/field. Be simple

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**Tax ID and DUNS number (optional)**

- **Tax ID:** Optional
- **DUNS Number:** Optional

Enter your nine-digit Company Tax ID number.

Enter the nine-digit number issued by Dun & Bradstreet.
2. Account creation

8. Fill in your User information, choose your password and security question

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Franck Gallagher</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:franck@gallagher.com">franck@gallagher.com</a></td>
</tr>
<tr>
<td>Username</td>
<td><a href="mailto:franck@gallagher.com">franck@gallagher.com</a></td>
</tr>
<tr>
<td>Password</td>
<td>**********</td>
</tr>
<tr>
<td>Secret Question</td>
<td>In what city was your mother born?</td>
</tr>
</tbody>
</table>

Note: You are able to use your email address as username to login, or you can choose a separate username by unticking this box.

9. Accept the ToU & Privacy Statement then click Continue

ToU & Privacy Statement:

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 Continue 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.

Continue | Cancel
2. Account creation

Click on **Go to Company Profile**
3. Profile 3DS completion

3. Start filling in all the required fields. You can save your draft at any time.

4. Once done, click on Submit.

5. If you have filled all mandatory fields (*) and submitted, the below message will appear.

6. Click on × to close the page.
3. Profile 3DS completion

- It is not mandatory to fulfill the other tabs, which are not used by 3DS.
- Incomplete status is ok to access to the event

7. Click on Close to access to the event
4. Questionnaire completion

You now land on your account main page and can access the event you were invited to.
B. Second time invitation to respond to a Dassault Systèmes Sourcing Event
1. Email invite

1. You have received an email invite to participate for the 2nd time in a Dassault Systèmes sourcing event. You have previously connected to the Ariba Commerce Cloud Supplier portal before.

2. Follow the link to access the event through your Ariba Commerce Cloud account.

Note: Depending on your settings/browser you may be prompted by a Security warning, click Yes.
2. Account login

Enter your Login information.

https://service.ariba.com/ProfileManagement.aw
3. Event access

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

<table>
<thead>
<tr>
<th>Title</th>
<th>ID</th>
<th>End Time</th>
<th>Event Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Test UI</td>
<td>Doc29871194</td>
<td>3/14/2016 2:08 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Demande de proposition (RFP)</td>
</tr>
</tbody>
</table>

Tasks

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Due Date</th>
<th>Completion Date</th>
<th>Alert</th>
</tr>
</thead>
</table>
| No items

Dassault Systèmes Requested Profile

All required customer requested fields have been completed.

View customer requested fields >

Public Profile Completeness

1 lead matches your company profile

View Matched Leads
C. How to respond to a Dassault Systèmes Sourcing Event
Open the event

1. Your list of open events is here. You can see the type of event you’re invited to (RFI, RFQ, Auction) as well as the duration. Click on the **event title** to get started.
1. Event details

You need to accept Dassault Systèmes **prerequisites** to participate to the event and see the content (specification,...)

2. Click on **Review Prerequisites**
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.

2. Review prerequisites

3. Click first on *I accept the terms of this agreement.*

4. Accept our Confidentiality Agreement and select “Yes”

5. Click “OK” then “OK” to submit
3. Submit response

6. Fill all required fields as accurately as possible and provide attachments when required

Tip: Click here to enlarge the table.

You can communicate with Dassault Systèmes through Compose Message (see next slide)

If you choose to download the content and work offline you can import your file by clicking on Excel Import
Optional: Compose message

Send your questions to the buyer here, you can attach a file as well.

You will see the responses on the Event Messages board on the main page.
3. Submit response

7. In case you forget an answer, the system will prompt you. You can then navigate to the missing answer by using the Previous/Next links.

8. Once your response is error-free, click on Submit Entire Response, then OK.

Note: if you need to make a change to your response, click the Revise/Alternative Response button.
D. How to Get Ariba Support

- US Toll Free: +1 866 218 2155.
- Americas: +1 412 222 6153.
- Europe/Middle East/Africa: +44 20 7187 4144.
- Asia/Pacific: +65 6311 4745.
- France 0800 945 115