

Portal Vendor Dassault Systèmes with Ariba Commerce Cloud



[Quick start guide for Suppliers](#)

3DEXPERIENCE®

Welcome Aboard

A. First time invitation to respond to a Dassault Systèmes Sourcing Event
(You don't have an Ariba Commerce Cloud account)pages 3-12

B. Second time invitation to respond to a Dassault Systèmes Sourcing Event.....pages 13-16


C. How to respond to a Dassault Systèmes Sourcing Event.....pages 17-23


D. How to get support.....page 24




**A. First time invitation to respond to
a Dassault Systèmes Sourcing Event**
(You don't have an Ariba Commerce Cloud account)


1. Email invite

 **Muller** <s4system-prodeu+dassaultsystemes.Doc29871194@eusmtp.ariba.com>
Dassault Systèmes has invited you to participate in an event: Test UI. **1**

To  DAUTREVILLE, Gregory

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

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.



Welcome, Dautreville.

Dassault Systèmes has registered you on their Ariba Spend Management site and invited you to participate in the following event: Test UI. The event starts on Monday, February 22, 2016 at 2:08 PM, Central European Time and ends on Monday, March 14, 2016 at 2:08 PM, Central European Time.

2 [Click Here](#) to access this 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. After you register on the Ariba Commerce Cloud, you can no longer use this link.

If you have questions about this event, contact Muller via telephone at +33 1 6162 5417 or via e-mail at thierry.muller@3ds.com.

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.

We look forward to working with you!

Thank You,
Dassault Systèmes


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

Security Warning

The current webpage is trying to open a site in your Trusted sites list. Do you want to allow this?

Current site: <http://dassaultsystemes.supplier-eu.ariba.com>
Trusted site: <https://s1-eu.ariba.com>

Yes No

 Warning: allowing this can expose your computer to security risks. If you don't trust the current webpage, choose No.

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

1. Email invite

3. Click on Continue

Sourcing



Welcome, Portal new

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

Welcome to the Ariba Commerce Cloud. Dassault Systèmes has invited you to a sourcing event. Please complete registration for your account on the Ariba Commerce Cloud prior to accessing the sourcing event.

Please complete your Ariba Commerce Cloud user account registration by clicking **Continue**. Note: If you click **Continue** and you already have an existing user account on the Ariba Commerce Cloud, Ariba Discovery or Ariba Network you will be creating a duplicate user account.

[Click here if you already have an Ariba Commerce Cloud , Ariba Discovery or Ariba Network account](#)

Continue

About Ariba Commerce Cloud

The Ariba Commerce Cloud 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 Commerce Cloud solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Ariba Commerce Cloud Profile across Ariba Network , Ariba Discovery , and Ariba Sourcing activities

Moving to the Ariba Commerce Cloud 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

2. Account creation

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

Enter Your Ariba Commerce Cloud Information



Continue

Enter basic company information

* Indicates

4

Company Name* Gallagher Ltd

Country* United States [USA] ▼

Address* 2119 S Homan Avenue

Line 2

Line 3

City* Chicago

State* Illinois ▼

Zip* 60018

If your company has more than one office, enter the main office address. You can enter more addresses su shipping address, billing address or other addresses later in your company profile.

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.

5 Product and Service Categories:* -or- [Browse](#) 6

7 Ship-to or Service Locations:* -or- [Browse](#)

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

Tax ID:

Enter your nine-digit Company Tax ID number.

DUNS Number:

Enter the nine-digit number issued by Dun & Bradstreet. ⓘ

Tax ID and DUNS number (optional)

2. Account creation

Enter user account information

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

9. Accept the ToU & Privacy Statement then click **Continue**

* Indicates a required field

[Ariba Privacy Statement](#)

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

Name:*

Email:*

Use my email as my username

Username:*

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

Password:*

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

Secret Question:*

The answer to your secret question must be atleast 5 characters.

Language:

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

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](#)

2. Account creation

Click on **Go to Company Profile**

The screenshot shows the Ariba Sourcing interface. At the top, there is a dark blue header with the text "Ariba Sourcing" and "DASSAULT SYSTÈMES" on the left, and "Switch to Classic Design" and "Company Settings" on the right. Below the header, there is a section titled "Required Profile Fields" with a sub-section "Required Profile Fields From Dassault Systèmes". Under this sub-section, there is a "Customer Requested Fields" section. A button labeled "Go to Company Profile >" is highlighted with a red box. A callout box from the top left points to this button.

3. Profile 3DS completion

Dassault Systèmes Requested Profile

* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer.

Changes you make below may be subject to approval before they are accepted.

Question

2 Starting registration

▼ 4 VENDOR INFORMATION

▼ 4.1 General Vendor Information

4.1.2 Vendor name *

Please enter your Legal Company name as registered your local Country Trade registration organization

 3

4.1.7 Please provide your DUNS number

If you do not have a DUNS Number, please request one on the Dun & Bradstreet web site (www.dnb.com)

Answer

4.1.11 Please provide a Trade registration ID

Please specify the Trade organization (e.g. ABN for Australia, etc...)

4.1.17 Are you the sole employee of your own Company ? *

4.1.18 Business classification / Legal type

(Ex. France : SA, SARL, SAS / Allemagne : GmBH / Spain : SPA / Italy : SRL / Others : PTY,LTD, ...)

*

4

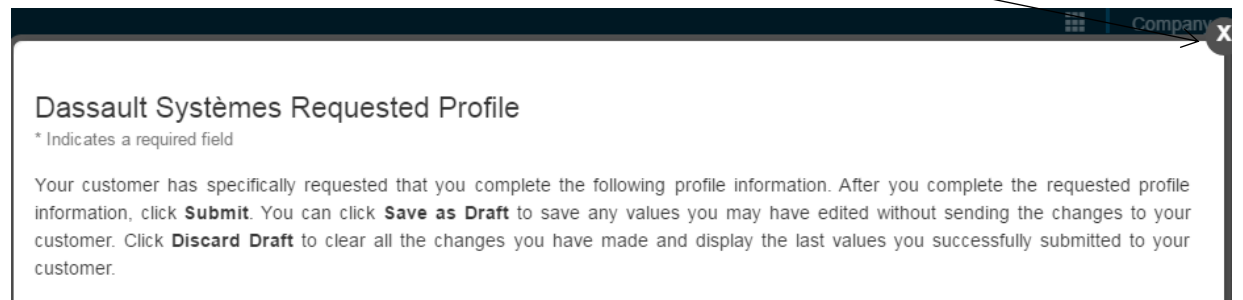
3. Start filling in all the required fields. You can save your draft at any time.

4. Once done, click on **Submit**.

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

✓ You have successfully submitted changes to your customer.

6. Click on  to close the page



Dassault Systèmes Requested Profile

* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer. Click **Discard Draft** to clear all the changes you have made and display the last values you successfully submitted to your customer.

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

Ariba Sourcing

Company Settings Portal new

Company Profile

Save Close

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

* Indicates a required field

Sourcing Customer List

Customer	Customer Requested Profile Information
Dassault Systèmes	

Public Profile Completeness

35%

Short Description

Website

Annual Revenue

4. Questionnaire completion

You now land on your account main page and can access the event you were invited to.

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](#)

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
▼ Status: Ouvert(e) (1)			
Test UI	Doc29871194	3/14/2016 2:08 PM	Demande de proposition (RFP)

Tasks

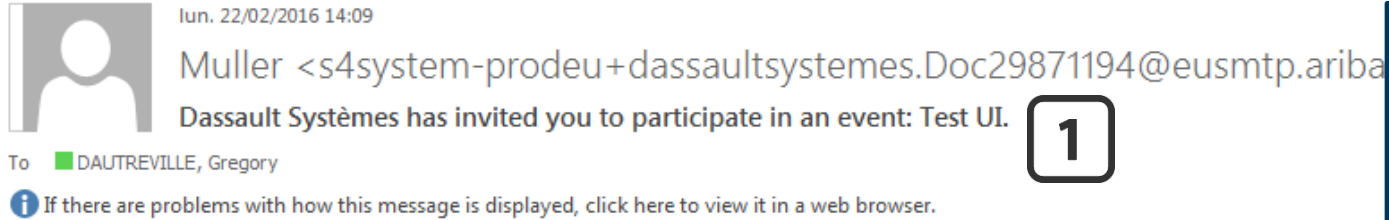
Name	Status	Due Date	Completion Date	Alert
No items				

8

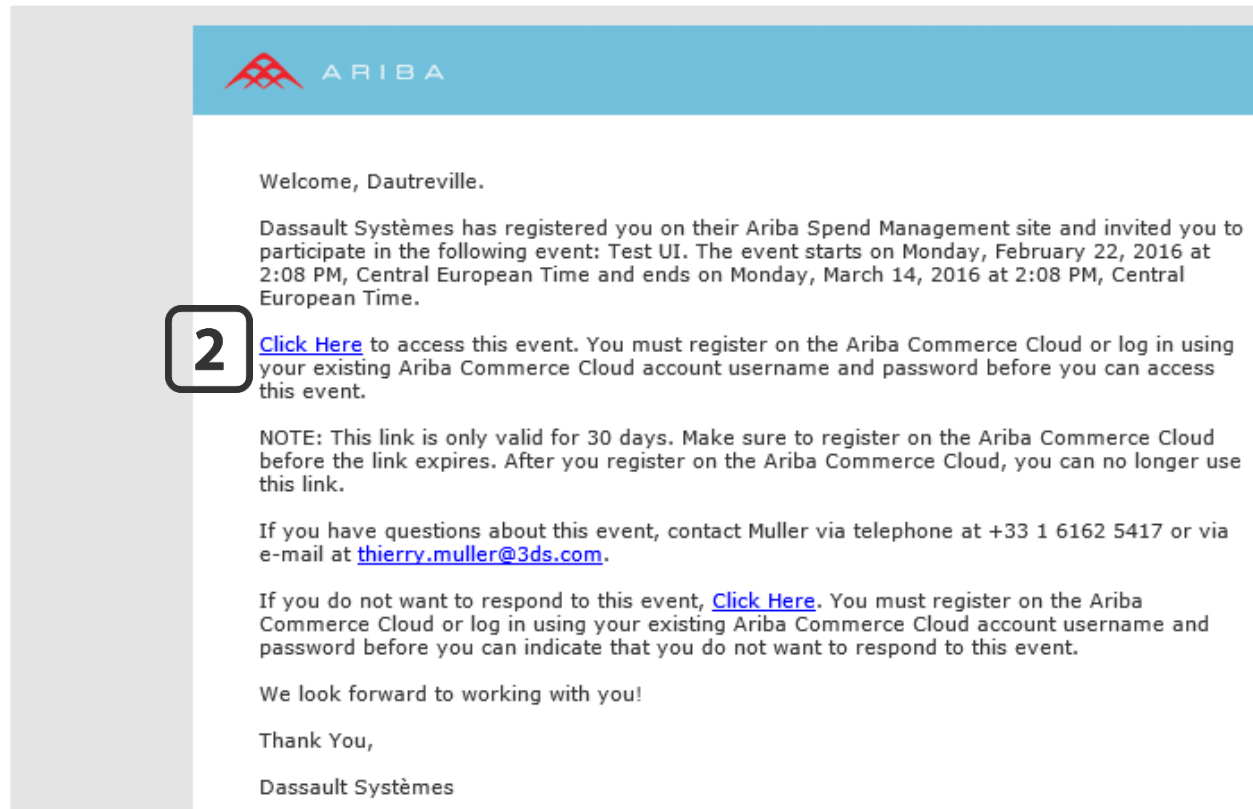


B. Second time invitation to respond to a Dassault Systèmes Sourcing Event

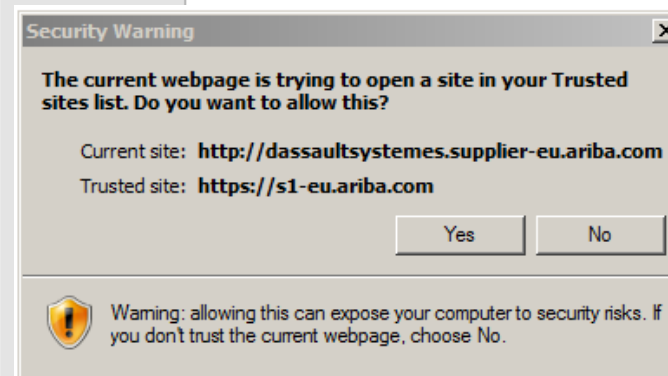
1. Email invite



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.

A R I B A
An SAP Company

Proposals Powered by Ariba Sourcing

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

New to Ariba?
[Register Now](#)

3. Event access

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](#)

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
▼ Status: Ouvert(e) (1)			
Test UI	Doc29871194	3/14/2016 2:08 PM	Demande de proposition (RFP)

Tasks

Name	Status	Due Date	Completion Date	Alert
No items				



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.

Dassault Systèmes Requested Profile

All required customer requested fields have been completed.

[View customer requested fields >](#)

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.



Public Profile Completeness

1 lead matches your company profile

[View Matched Leads](#)

Events

Title	ID	End Time ↓	Event Type
▼ Status: Ouvert(e) (1)			
Test UI	Doc29871194	3/14/2016 2:08 PM	Demande de proposition (RFP)

Tasks

Name	Status	Due Date	Completion Date	Alert
No items				

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

Desktop File Sync

Time remaining
17 days 04:57:06

Event Messages
Download Tutorials
Response Team

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Submit Response

▼ Event Contents

All Content

- 1 Introduction
- 2 Prerequisite
- 9 Instructions to the ...

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 buyer to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisite, you cannot view the event content or participate in this event.

Download Content Review Prerequisites Decline to Respond Print Event Information

Primary

Introduction (Section 1 of 3) Next »

Name ↑

▼ 1 Introduction

1.1 Invitation

Dassault Systèmes (3DS) would like to invite you to participate to a **RFx** regarding **XXX**. The aim of this **RFx** is to select a **XXXX** partner for **XXXXXX**.

If you wish to participate to this **RFx**, thank you to confirm according to §1.3 and to send back an email following the instruction before **XXXX**.
If you have any question regarding this **RFx**, please refer to §3.5.

All responses should be completed in English and finalized no later than **XXXXX** and should include the following elements :

2. 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.

Would you like to accept the Bidder Agreement? [View Bidder Agreement](#)

- I accept the terms of this agreement.
- I do not accept the terms of this agreement.

3

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

Primary

Prerequisites

Name ↑

▼ 2.1 Confidentiality

2.1.2 Do you agree with the confidentiality agreement?

Confidential information shall mean all information whatever its nature, form or media, which the bidder may have access to during the bid process, including, but not limited to, any technical, industrial, financial and commercial data, specifications, schedule of specifications or any information and documents with respect to Dassault Systèmes' business, strategy or research and development work ("Confidential Information").

The bidder agrees, subject to the applicable laws and regulations requiring the transmission of information to public authorities, for a period of five (5) years after reception of the Confidential Information,

- to apply the same protective measures that it, if applicable, would apply to its own confidential information and in any event reasonable measures given the nature of said information;
- not to communicate Confidential Information received from Dassault Systèmes to anyone other than its own employees who have a need to know ;
- not to divulge, publish or transmit to third parties Confidential Information received from Dassault Systèmes, in any form whatsoever, without the prior written consent of Dassault Systèmes;

(*) indicates a required field

4

Yes

5

OK Cancel

✓ Submit this response?
Click OK to submit.

OK Cancel

3. Submit response

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

Tip: Click here to enlarge the table.

Primary

All Content

Name ↑	
6 Financial Proposition	
6.2 Please provide your financial proposal	* Attach a file 6
7 SLA	
7.2 Do you confirm attached SLA?	* Yes ▾
7.3 Please provide your comments	* 6
7.4 Please propose an SLA with incentives and a penalties system	* Attach a file

(*) indicates a required field

- Submit Entire Response
- Update Totals
- Reload Last Bid
- Save
- Compose Message
- Excel Import

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

Compose Message

Compose New Message

Send

Cancel

From: SAP Sourcing Test (Grégory Dautreville)

To: Project Team

Subject: Doc29871194 - Test UI

Attachments: Attach a file

B I U [List Icons] [Size] Verdana [Color] [Image]

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

Console Doc29871194 - Test UI

Event Messages
Response History
Response Team

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Submit Response

Primary


All Content

Name ↑

- ▼ 1 Introduction
 - 1.1 Invitation

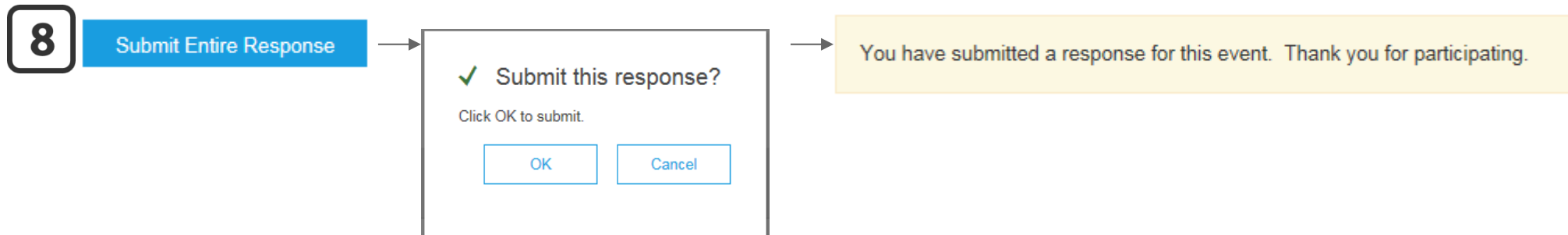
3. Submit response

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

7  **There are 7 problems that require completion or correction in order to complete your request.**
You need to provide an answer to Question 4.12.7, 'Would you like to become a 3DS customer?'.
Mouse over the red icons to learn more. Use the *Next* and *Previous* links to step through the errors as needed. -

[< Previous](#) | [Next >](#)

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