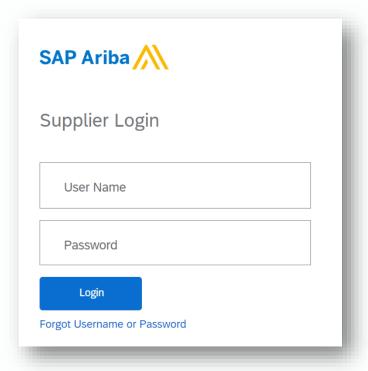


Once the Guided Soucing Event is created you might be invited to take part in eAuction event. You will receive email notification that invites you to partcipate in the event. Navigate to SAP Ariba system by using provided link and login into SAP Business Network Supplier account.

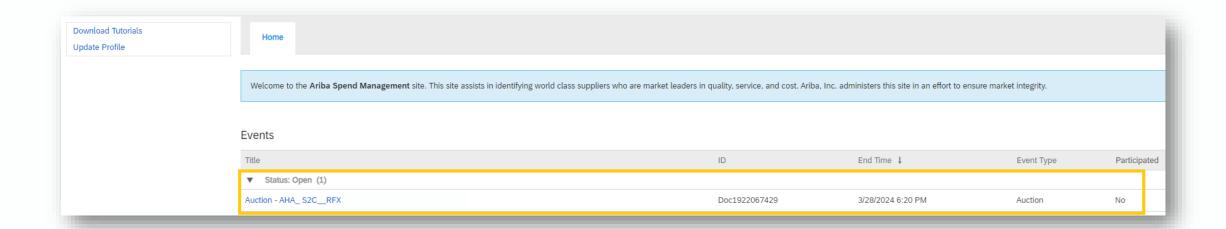
Welcome, Koza Malgorzata. Asahi has registered you on their Ariba Spend Management site and invited you to participate in the following event: Auction - AHA . The event starts on Monday, March 25, 2024 at 10:20 AM, Pacific Daylight Time and ends on Thursday, March 28, 2024 at 10:20 AM, Pacific Daylight Time. 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 Malgorzata Koza via telephone at or via e-mail at malgorzata koza@accenture.com







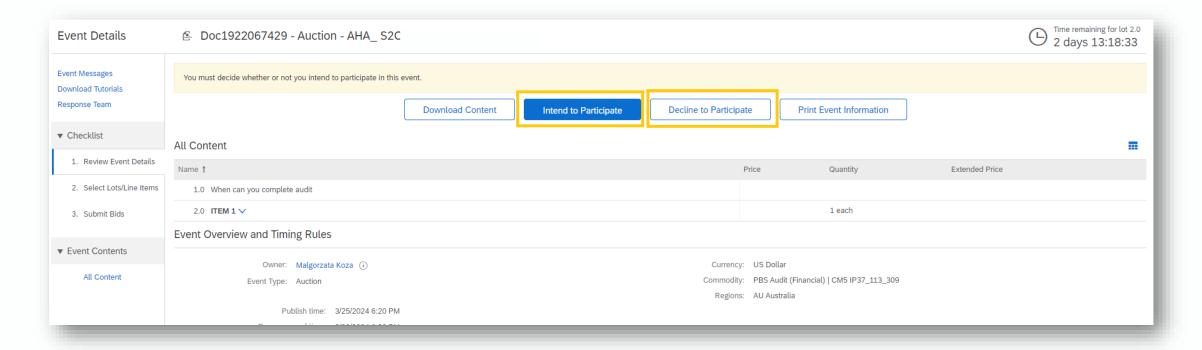
On the home page, please **select Task** that you have been invited via email







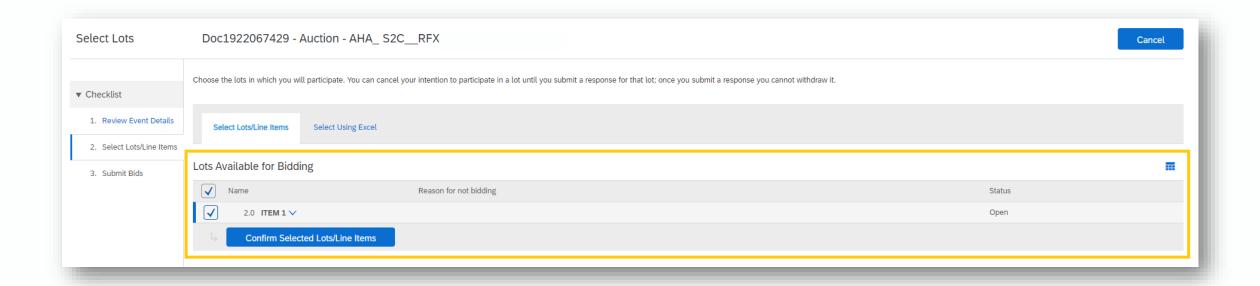
Take decision if you want to Participate or you Decline taking part in the event. Select appropriate button





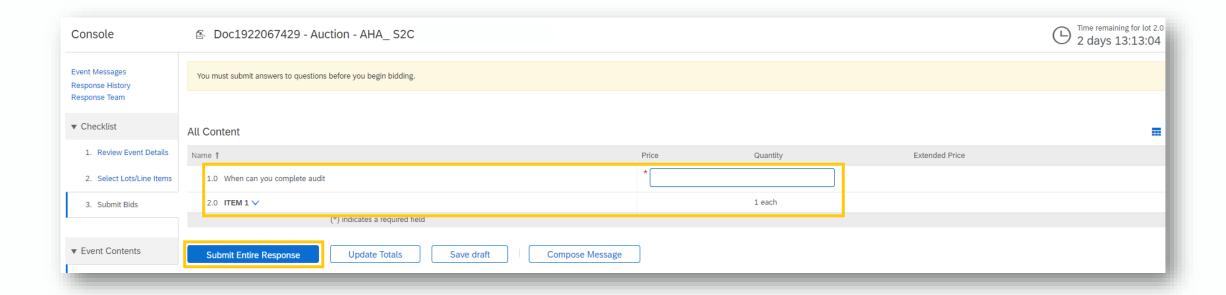


When participating, select lots/items for this eAuction



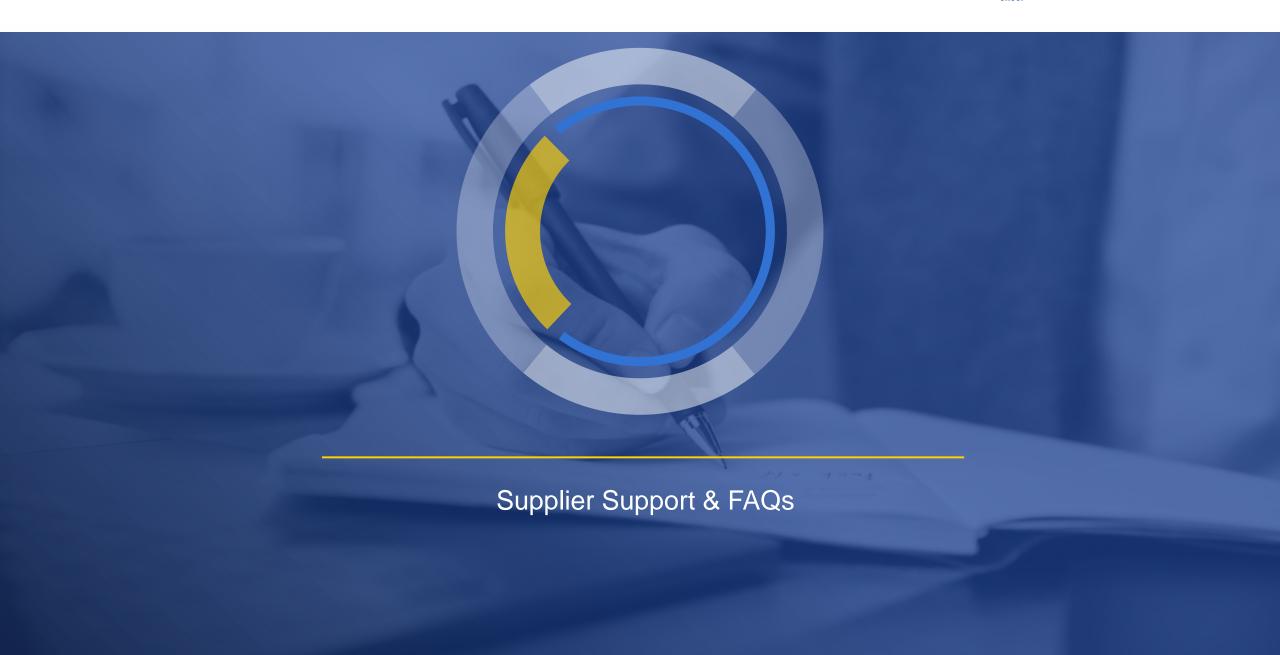


Update the bids & answers for this eAuction and select Submit your entire responses to send your reply









# ADDITIONAL SUPPORT RESOURCES



#### **SAP** video tutorials:

How to view and respond to prerequisite questions:

https://sapvideoa35699dc5.hana.ondemand.com/?entry\_id=1\_vh8mij9n

How to participate in SAP Ariba Sourcing events:

https://sapvideoa35699dc5.hana.ondemand.com/?entry\_id=1\_z45a6yr5

Respond for Requests For Information (RFI):

https://sapvideoa35699dc5.hana.ondemand.com/?entry\_id=1\_abci7i8m

Respond to Requests For Proposals (RFP):

https://sapvideoa35699dc5.hana.ondemand.com/?entry\_id=1\_kg3ok0uu

Participate in eAuctions:

https://sapvideoa35699dc5.hana.ondemand.com/?entry\_id=1\_by4bc4ip



# SUPPLIER SUPPORT

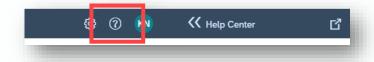
## Asahi business and process related queries:

For any help related to Asahi process, you can reach out to your **counterpart at Asahi procurement**.

## **SAP Business Network account related queries:**

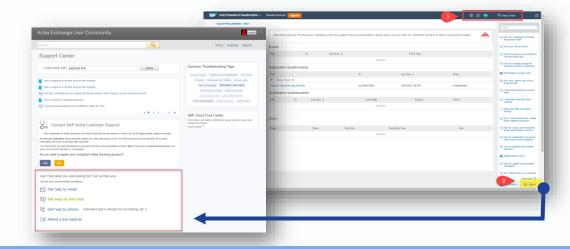
#### SAP Help Center – self served support

Accessible directly from Supplier account upon login *Help* sign is played in the upper right corner Click on *Help* to see the panel on the right side Popular topics and search bar become available for review



#### SAP Live chat, Email or Phone Support

Accessible from supplier account







### Is this process mandatory?

Going forward, this is our way of working and all suppliers will be required to participate.

## I am not the right person, what should I do?

If you are not the correct person to communicate with Asahi, please forward the invitation to responsible person. If in doubt, reach out to your Asahi counterpart to discuss further.

## I was told there are fees related to usage of SAP Business Network. What are the costs?

There is no fee for registration and participation on Asahi events. Nevertheless, SAP Business Network offers also paid membership with benefits relevant to suppliers.

Find out more about Standard Account (free of charge): SAP Business Network for Suppliers | Standard Account Find out more about Enterprise Account (paid membership): SAP Business Network for Suppliers | Enterprise Account

### I already have SAP Business Network. Can I use it?

Yes. You can use one account to manage more client relationships. If your company has more de-centralized management, you can opt to create separate account to manage business with Asahi only.



## I am already registered at Asahi as supplier. Is this applicable to our company?

Existing suppliers are not required to re-register in order to continue to receive PO or conduct existing business, but in instance of new invitation to one of our sourcing events or request to review your company details, you will be requested to create SAP Business Network account in order to respond to the request and/or participate on the event.

### Do I have deadline to respond?

Yes, each request has deadline for response. Supplier invite email link will be expired after 30 days. Also, each individual guestionnaire has own remaining time shown at the top right corner of the guestionnaire.

## What happens if I do not register via SAP Business Network?

Completing our process via SAP Business Network is for our suppliers mandatory. Not completing it on time, could result in non-compliance and impact our trade relationship.

## Can I save progress and continue later?

Yes. You can save and continue later by logging to your account and re-opening the questionnaire that you have left open.



