

Opal & SAP Ariba Supplier Sourcing Event Guide

Thinking packaging.
Discover Opal.

Opal.

Contents

[Opal Sourcing Event Introduction](#)

[Setting up a new Ariba Network account](#)

[Accessing the Sourcing Event](#)

[Response Team](#)

[Review Prerequisites or Decline to Respond](#)

[Respond to Prerequisites](#)

[Populate & Submit your response](#)

[Revise response](#)

[SAP Ariba Support](#)

[Opal SAP Ariba Sourcing Event FAQs](#)

Opal Sourcing Event Introduction

Paper Australia (Opal) is using SAP Ariba to invite suppliers to participate in sourcing events (e.g. RFI, RFP, RFQ).

The purpose of this guide is to provide step by step instructions on how you as a supplier can respond to an RFx (RFI, RFP, RFQ) on the Ariba Network.

If you are an existing Ariba Network supplier, please go to [Page 7](#)

Setting up a new Ariba Network account

If you are a new Ariba Network user or need to set up a new account for conducting business:

When you receive the invitation email, please DO NOT click on the 'Sign Up' button, please set up your account by going to

<https://supplier.ariba.com>

and click 'Register Now'.

SAP Ariba

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

New to Ariba?
[Register Now](#) or [Learn More](#)

Watch the Replay: Supplier Invoices

Ask the Experts

Tierney Stepien Kevin Bonaventura

If you invoice your customers on you don't want to miss this speci webcast. We'll be talking with an Network supplier who will share t resolve the most common invoice Register today!

[Learn More](#)

Setting up a new Ariba Network account

Complete the fields as requested and click 'Register'.
Follow the prompts to confirm your email address.

The screenshot shows the registration form for a new Ariba Network account. The form is divided into two main sections: "Company information" and "User account information".

Company information:

- Company Name: * Test Ariba supplier
- Country/Region: * Australia [AUS]
- Address: * Test Hawthorne (with a "Line 2" sub-field)
- City: * Melbourne
- State: * Victoria [AU-VIC]
- Postal Code: * 3000

User account information:

- Name: * Test (with a "Supplier" sub-field)
- Email: * aribatesting0@gmail.com
- Username: * aribatesting0@gmail.com (with a note: "Use my email as my username" checked)
- Password: * (with a note: "The password cannot have repetitive or sequential characters. For example, Boook9876&, P1234unit.")
- Language: English
- Email orders to: * aribatesting0@gmail.com

Additional notes and links:

- * Indicates a required field
- If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.
- SAP Ariba Privacy Statement
- Must be in email format(e.g. john@newco.com)
- Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters.
- The language used when Ariba sends you configurable notifications. This is different than your web b...
- Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email addresses here. You can change this anytime

The screenshot shows the "Tell us more about your business" section of the registration form. It includes a "Login" link for existing users and a "Register" button.

Already have an account?
[Login](#)

Strengthen relationships
Collaborate with your customer on the same secure network.

Connect faster
Exchange documents electronically and streamline communications.

Reach more customers worldwide
Sign up with Ariba Discovery and increase sales leads.
[Learn more](#)

Tell us more about your business

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 Register 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](#)

I have read and agree to the [SAP Ariba Privacy Statement](#)

[Register](#) [Cancel](#)

Setting up a new Ariba Network account

Go back to your emails and click through to activate your Ariba account.

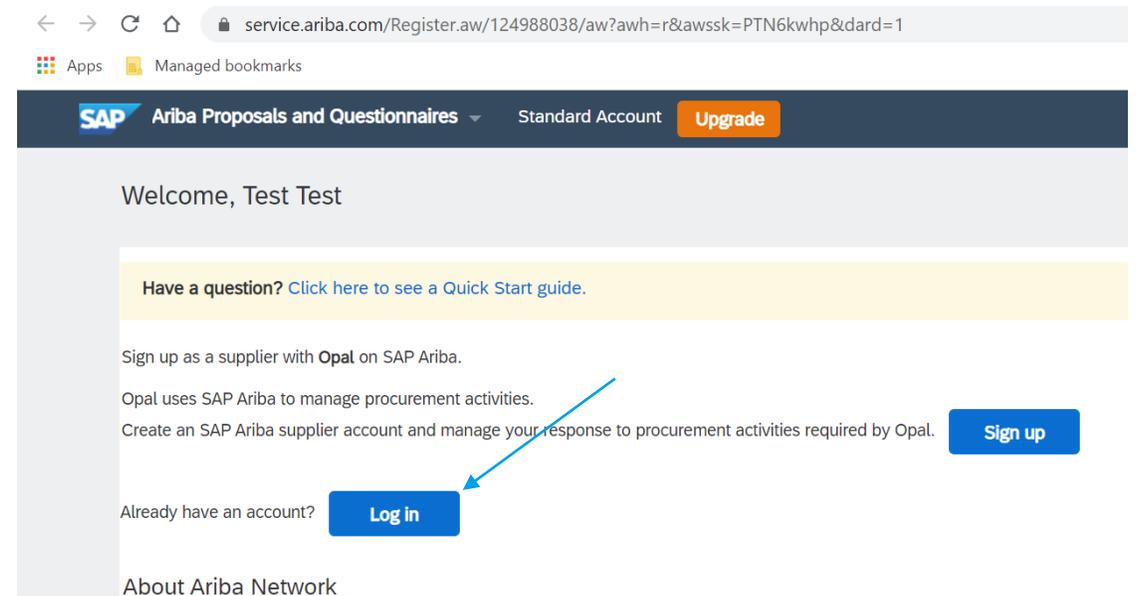
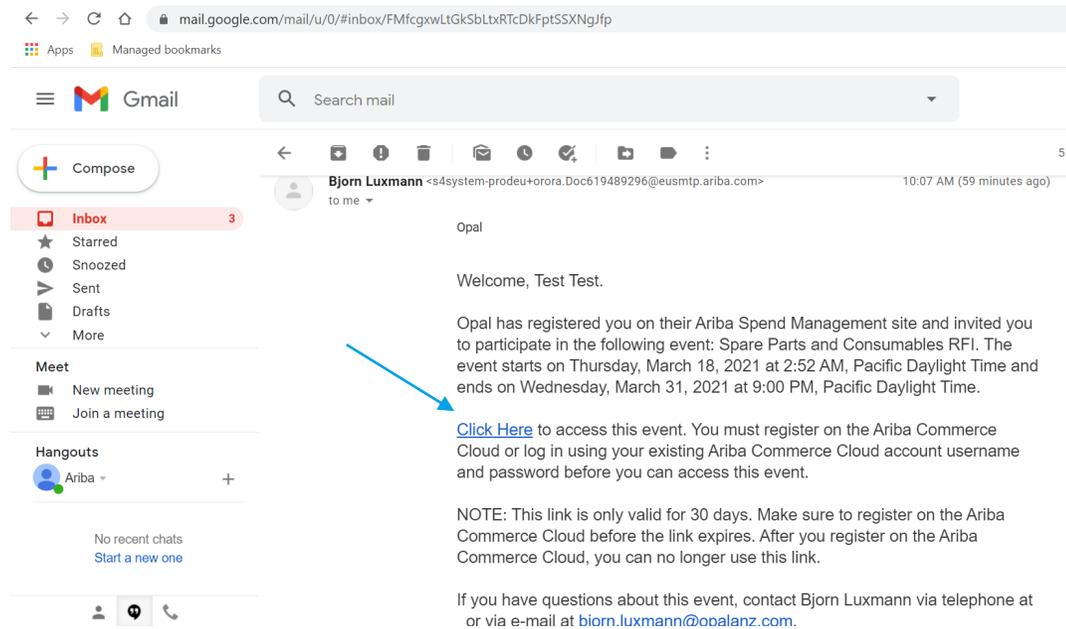
Once account is activated, click on "Complete my Company Profile later".

The screenshot shows a Gmail interface. The left sidebar includes 'Compose', 'Inbox' (3), 'Starred', 'Snoozed', 'Sent', 'Drafts', 'More', 'Meet' (New meeting, Join a meeting), and 'Hangouts' (Ariba). The main content area displays an email titled 'Action Required: Activate your account' from 'Ariba Commerce Cloud' (andersonsender-prod@ansmtp.ariba.com) received 10:30 AM (33 minutes ago). The email body says: 'Dear Test Supplier, Thank you for registering your Ariba account. To complete the registration process we just need to verify your email address. Please click on the following link to confirm your address. This link will take you directly to your account where you can start using Ariba Network.' A blue box highlights the link: 'Click here to activate your Ariba account.' Below the link, it says: 'If you are unable to launch a browser using this link, copy the link and paste it into the address bar of any of the supported Web browsers to form a single-line URL.' The link is: https://service.ariba.com/Authenticator.aw/ad/confirmEmail?key=W572wdMKFpNl_jmNC4eDsaHob3v89umkZ&app=Ariba&app=Supplier. Below the email is a section titled 'Complete Your Company Profile Now' with a progress bar at 15%. It lists three items: 'Add company contacts to ensure your trading partners can contact you.', 'Add marketing and financial details to help new trading partners find you.', and 'View additional company profile recommendations in the completeness meter.' To the right, a box titled 'Why is your company profile important?' explains that completing the profile enables buying organizations to locate the company and that Ariba uses the information to match capabilities with new opportunities. At the bottom right, there are two buttons: 'Complete my Company Profile later' and 'Go to my Company Profile'.

Accessing the Sourcing Event

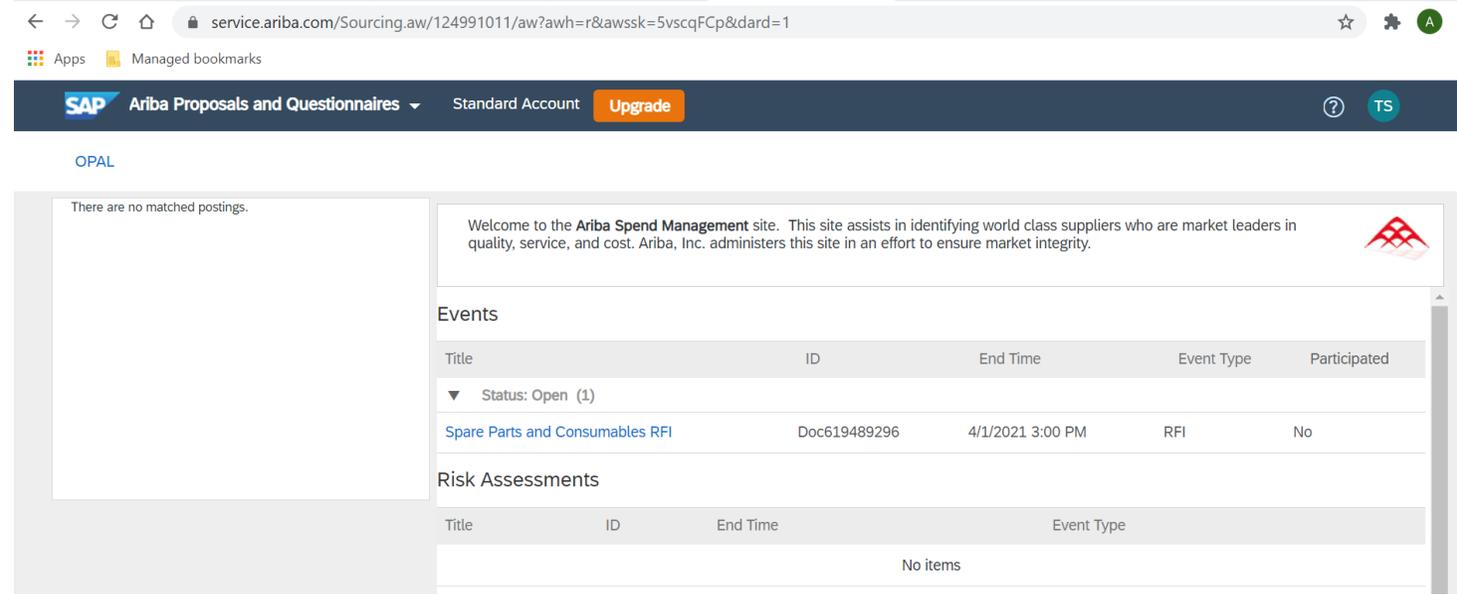
Go to the original invite sent by the customer (Opal) , and click "Click here" and Log in from there
Now the current Sourcing Event and any future Opal Events will automatically be linked to the above account.

If you are having any issues using the buttons shown above please clear the browser cache and cookies and try again.



Accessing the Sourcing Event

Sourcing events can be accessed in Events section in “Ariba Proposals and questionnaire”



The screenshot shows the SAP Ariba Sourcing interface. The browser address bar displays the URL: `service.ariba.com/Sourcing.aw/124991011/aw?awh=r&awssk=5vscqFCp&dard=1`. The page header includes the SAP logo, "Ariba Proposals and Questionnaires", "Standard Account", and an "Upgrade" button. The main content area is titled "OPAL" and contains a message: "There are no matched postings." To the right, there is a welcome message for the "Ariba Spend Management" site. Below this, the "Events" section is displayed as a table with the following data:

Title	ID	End Time	Event Type	Participated
▼ Status: Open (1)				
Spare Parts and Consumables RFI	Doc619489296	4/1/2021 3:00 PM	RFI	No

Below the Events table, the "Risk Assessments" section is shown as empty with the text "No items".

If Ariba Proposals and questionnaire screen does not come up, you can select it from dropdown as well



The screenshot shows the SAP Ariba Network interface. The browser address bar displays the URL: `service.ariba.com/Supplier.aw/125003072/aw?awh=r&awssk=D_Zot1D1&awrdt=1`. The page header includes the SAP logo, "Ariba Network", "Standard Account", and an "Upgrade" button. A dropdown menu is open, showing the following options: "Ariba Discovery", "Ariba Proposals And Questionnaires", "Ariba Contracts", and "Ariba Network". A blue arrow points to the "Ariba Proposals And Questionnaires" option. The page also features a "Home" button, "Documents" and "Create" dropdowns, "Trends" and "Refresh" buttons, and a mobile app promotion banner.

Response Teams

If you have more than one person in your company that will need to contribute to your response, you can add them as part of a 'Response Team'.

You can add additional users in your company from the Events listing page.

- Select the menu Company Settings > Users.
- On the Manage Roles tab, Click (+) to Create a Role. Define a role name for the user, e.g. "Sales". Select all applicable permissions.
- Click [Save]

The screenshot displays the Ariba Sourcing interface. At the top, there's a header for 'Ariba Sourcing' and a navigation menu with 'Company Settings' and 'Test Supplier'. Below the header, a console message states 'You have submitted a response for this event. Thank you for participating.' with a 'Revise Response' button. The main content area is titled 'Manage Roles' and includes a 'Create Role' button (indicated by a red arrow). Below this, there's a table of roles with columns for 'Role Name', 'Users Assigned', and 'Actions'. The table lists two roles: 'Administrator' assigned to 'Test Supplier' and '_ARIBA_SOURCING_ACCESS_CUSTOM_ROLE_' assigned to 'Prithvi Raj'. A second red arrow points to the '+ Create Role' button.

Role Name	Users Assigned	Actions
Administrator	Test Supplier	
_ARIBA_SOURCING_ACCESS_CUSTOM_ROLE_	Prithvi Raj	

Response Teams

- On the Manage Users tab, Click (+) to Create a User

Fill in the user details, ensuring the username is the email address.

Assign role/s as needed

- Save the entry with [Done].
- Exit the next screen with [Close].

For more information on Response Teams, check out the link below:

<https://help.sap.com/viewer/7237950fd6e46988f14803fee4367d6/cloud/en-US/aa586415d5af1014bcc0e512a6deb06b.html>

Customer Relationships Users Notifications Account Hierarchy Application Subscriptions Account Registration

Manage Roles Manage Users Manage Unapproved Users Manage User Authentication

Users (0)

Enable assignment of orders to users with limited access to Ariba Network. ⓘ

Filter

Users (You can only search on one attribute at a time)

Username +

Apply Reset

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	Actions
No items									

Create a new user account and assign a role and if needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user account. The account information entered here will not be modifiable after you click Done. However, you can modify role assignments at any time.

New User Information

Username: * ⓘ

Email Address: *

First Name: *

Last Name: *

Do not allow the user to resend invoices to the buyer's account. ⓘ

This user is the Ariba Discovery Contact ⓘ

Limited access ⓘ

Office Phone: Country: USA 1 Area: Number:

Role Assignment

Name	Description
<input checked="" type="checkbox"/> Proposals and Contracts Access	Access Proposals and Contracts
<input checked="" type="checkbox"/> Sales	

Customer Assignment

Assign to Customer: All Customers Select Customers

By entering this personal data, you acknowledge that you have authority to allow transfer of this personal data to Ariba for processing in the Ariba systems (hosted in various data centers globally) in accordance with the SAP Ariba Privacy Statement, the service agreement between your company and Ariba, and applicable law, and, if applicable, that any personal data from Russian citizens has been stored by your organization in a separate data repository residing within the Russian federation.

Done Cancel

Review Prerequisites or Decline to Respond

The screenshot shows the Ariba Sourcing interface for an event titled "Doc1885145696 - RFx TEST For Supplier Instructions". The top navigation bar includes "Ariba Sourcing", "Company Settings", "Tom Connor", and "Help Center". Below the navigation, there are links for "Go back to Sourceline - TEST Dashboard" and "Desktop File Sync". A clock icon indicates "Time remaining 03:18:27".

The main content area is divided into two sections. The top section is a yellow warning box with the text: "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." Below this box are four buttons: "Download Content", "Review Prerequisites" (highlighted with a blue border), "Decline to Respond", and "Print Event Information".

The bottom section is titled "Introduction" and contains a list of prerequisites. The first prerequisite is "1.1 Instructions", which includes the following text: "Supplier will submit its financial proposal via this form. Pricing should be completed for the comprehensive Services as described in the attached Statement of Work (SoW). Supplier must provide pricing in AUD. National Australia Bank will not assume any cost adjustments related to foreign exchange resulting from international transaction. Additionally, Supplier should NOT include any costs associated with Cost of Living Adjustments for the duration of the proposed solution pricing. Supplier must provide pricing that includes all of the required Services described in the RFP documents and any attachments of this RFP. Supplier may document any relevant assumptions by uploading a file at 1.1.2. Supplier must upload CVs for each Resource offered to NAR to review." Below the list is a link: "Next Section: Time & Materials Res...".

At the bottom of the interface, there is a section titled "Reason for Declining to Respond" with a text area for input and "OK" and "Cancel" buttons.

Note the clock counting down. That's how long the Event is open. You need to submit your response before the event time expires.

If you intend to respond to the event, click Review Prerequisites to view and accept the Terms and Conditions Paper Australia (Opal) has specified for this event. If you do not intend to respond, click Decline to Respond.

If you click Decline to Respond, please enter a reason as to why

Respond to Prerequisites

4. Confidentiality. Participant shall keep all user names and passwords, the On-Line Event content, other confidential materials provided by the Site and/or Sponsor, and all bids provided by You or another participating organization in confidence and shall not disclose the foregoing to any third party.

5. Bids through Site only. Participant agrees to submit bids only through the on-line bidding mechanism supplied by the Site and not to submit bids via any other mechanism including, but not limited to, post, courier, fax, E-mail, or orally unless specifically requested by Sponsor.

6. Ethical Conduct. All participants agree to notify the Site Owner by contacting the appropriate project team if they witness practices during a live On-Line Event.

7. Survival. The terms and conditions of this agreement shall survive the completion of the On-Line Event.

BA v1.1 19Aug05

✔ Submit this agreement?
Click OK to submit.

OK Cancel

OK

I accept the terms of this agreement.

I do not accept the terms of this agreement.

OK Cancel

If you intend to respond to the event, click "I accept..."

If you don't intend to respond to the event, click "I do not ..."

Note: if you select "I do not..." you will not be allowed to respond to the event.

Click OK

Populate & Submit your response

The Event is designed with fields for you to either enter text, enter numerals, choose an option or upload a document. Opal will often include documents that you can download as well such as specification documents, policies & pricing files.

Console Doc615942244 - RFI Template Draft

Event Messages
Response History

▼ Checklist

1. [Review Event Details](#)
2. [Review and Accept Prerequisites](#)
3. [Submit Response](#)

▼ Event Contents

- All Content
- 1. [Overview of Opal & I...](#)
- 2. [RFI Info / Requirements](#)
- 3. [Instructions to Supp...](#)
- 4. [Supplier Information](#)
- 5. [QUESTION OPTION - Pr...](#)

All Content

Name ↑

1 **Overview of Opal & Introduction to RFI** Less...

In May 2020, the Nippon Paper Industries Co. Ltd ("NPI") completed the purchase of the fibre packaging, paper & recycling, and cartons & bags businesses in Australia and New Zealand from Orora Limited.

These businesses, together with Australian Paper businesses already owned by NPI, have now come together under the Opal brand name to form the "Opal Group" of companies. A central procurement team has been formed in Melbourne, to assist the now over 80 Opal Group sites across Australia and New Zealand with their procurement needs.

This RFI is part of the strategy for all Opal Group sites to streamline procurement processes, and simplify relationships with a reduced number key suppliers. The Opal Group is organised into 6 business units listed below, all supported by the central procurement team in Melbourne.

- Opal Australian Paper (including the Paper Mill at Maryvale, VIC)
- Opal Paper & Recycling
- Opal Converting Group
- Opal Fibre Packaging
- Opal Kiwi Packaging (i.e. the sites in New Zealand)
- Opal Specialty Packaging

When responding to this RFI, please ensure that data is provided not only in relation the former Orora sites in Australia, but also includes data for the Australian Paper sites, as well as the Opal Group sites in New Zealand.

A complete listing of the newly formed Opal Group sites is included in the RFI background materials. Opal is a new and innovative renewable packaging company which is part of the Nippon Paper Group. Opal's key operations are in Australia and New Zealand and we have a worldwide network, making us one of Australasia's leading packaging and paper companies. We are committed to sustainable practices throughout our operations in a way that aims to minimise our impact on the environment, and maximise our social and economic contribution to the communities in which we operate.

[Further Information on Nippon Paper Group](#)
Opal is a member of the Nippon Paper Group which was established in 1949 and is listed on the Tokyo Stock Exchange. With more than 16,000 employees globally, Nippon Paper Group is one of the world's largest paper and packaging companies. The Nippon Paper Group's Mission aims to contribute to better living and cultural progress everywhere it does business.

(*) indicates a required field

|

Populate & Submit your response

Response History

Checklist

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

Event Contents

- All Content
- 1. Overview of Opal & Requirements
- 2. RFI Info / Requirements

Pricing (Section 6 of 7) << Prev. | Next >>

Name ↑

6 Pricing

6.1 We are looking for a comprehensive report of all invoices to all Opal site locations, including all items that your business has supplied to Opal group over the period **1st January 2019 to 31st December 2020**.

Please download the attached template and complete with invoicing information from your accounting system.

Data Input: Enter SKU level spend data and product details on the items supplied to Opal group. Please note that we need the item-level spend, volume and specification details (especially the Manufacturer name and manufacturer part number) for all the items. In addition, include any handling charges as further line items (e.g. packaging charges, admin charges, freight charges, etc.) and please ensure to include the relevant invoice number. Furthermore, make sure to provide this information on an invoice basis, rather than simply a total over the full 24-month period.
Note: Pricing must be net of any discounts, in your local currency, and excluding any taxes.

****We are looking for a comprehensive report of all the invoices to all the locations / sites of Opal. If you are able to produce a report from your system in excel format which includes all the parameters highlighted in green, please feel free to send over your version of this report.**

Once complete, please re-upload for review.

References

Reference Documents

Submit RFI_Spare Parts Consumables_Data sheet only.xlsx Compose Message Excel Import

* Attach a file

- Download any files that Opal has provided by clicking 'references'

- Enter a response for all questions that has an (*) next to the answer field

- Upload files at all 'Attach a file' points as requested

When you are finished, click Submit Entire Response

Note: If any mandatory answers or documents have not been attached, the system will highlight in red what needs to be completed before you can submit your response.

Revise response

Until the time has run out you can go back and make changes to your response.

To edit your response, navigate to the Submit Response screen using the left-hand links, then click on the Revise Response button and make your changes either in the system or via an Excel download and upload as you did for your submission.

The screenshot displays the 'Console' for document 'Doc637626255 - RFP for Equipment Hire'. A yellow notification bar at the top states: 'You have submitted a response for this event. Thank you for participating.' Below this, a blue 'Revise Response' button is visible. The left-hand navigation menu includes 'Event Messages', 'Response History', a 'Checklist' with three items (1. Review Event Details, 2. Review and Accept Prerequisites, 3. Submit Response), and 'Event Contents' with 'All Content' selected. The main content area shows 'All Content' with a table of items. The table has a header 'Name ↑ of this page.' and contains three rows of text: 3.2 Participating in this RFP confirms that you have the authority to commit on behalf of your organisation.; 3.3 In accordance with this RFP and the supplier questionnaire, you are required to complete all mandatory questions and upload all documents as required. Documents should be loaded in PDF format unless otherwise requested. If you have multiple files these may be loaded as zip files. Note that your company may be required to respond to additional questionnaires should your submission progress through the RFP process.; 3.4 Suppliers should refrain from contacting Opal team directly associated with this RFP via email. All enquiries should be made using the "Compose Message" button within the RFP. Below the table, a section titled '4 Supplier Information' is partially visible.

SAP Ariba Support

Ariba Support

- Contact Ariba Support
- Australia phone – 1800 766 694 (toll-free), New Zealand: 0800 446 018
- Australia/NZ chat - <https://support.sap.com/en/contact-us/phone.html>
- For overseas suppliers – <https://support.sap.com/en/contact-us/phone.html>

The screenshot displays the SAP Ariba Supplier Login page. The page includes a 'Supplier Login' section with fields for 'User Name' and 'Password', and a 'Login' button. Below the login fields, there is a link for 'Having trouble logging in?'. At the bottom, there are links for 'New to Ariba?' (Register Now or Learn More) and 'Is your company registered?' (Search). The right side of the page features a 'Help Center' sidebar with a search bar and a list of frequently asked questions. A video titled 'Video: Enhance your profile' is also visible. Red callout boxes with arrows point to specific elements: 'The Help Centre is available without a login' points to the 'Help Center' link in the top right; 'Frequently asked questions' points to the FAQ list; 'Help Videos' points to the video player; and 'If they have further questions or issues, support is also available' points to the 'Can't log in? Let us help you!' link at the bottom of the sidebar.

The Help Centre is available without a login

Frequently asked questions

Help Videos

Video: Enhance your profile

Keeping your Ariba Network updated and completed ensures that customers and prospects can find you. A robust profile is an opportunity to showcase your company on Ariba Network. Learn more about supplier profile in this short video.

Learn More

If they have further questions or issues, support is also available

Search...

- What are some registration tips for Ariba Network Suppliers?
- How do I participate in my buyer's event using an email invitation?
- Can my company have multiple accounts?
- Supplier Basics (4:33)
- How do I register a new account?
- What browser versions are certified for SAP Ariba cloud solutions?
- Why did the link in the password reset email expire?
- Can't log in? Let us help you!

View more

Can't log in? Let us help you!

Documentation Support

Opal SAP Ariba Sourcing Event FAQs

How to update your Timezone (this is important as the Event end time needs to be set to YOUR timezone)

Below are the steps to update the Timezone in Ariba Network account.

1. Login to the network using the valid user name and password.
2. Click Login.
3. User will be directed to the home page. Click the user name initial.
4. Choose My Account
5. Go to Preferences section.
6. Click the dropdown on the Preferred Timezone field.
7. Choose the Preferred Timezone on the list.
8. Click Save.

For any additional support, please head to our dedicated FAQ page available on the Opal website.

<https://opalanz.com/>