Supplier Actions in Sourcing Events

Source to Contract

Contents

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Overview

PROCESS GROUP

Source to Contract
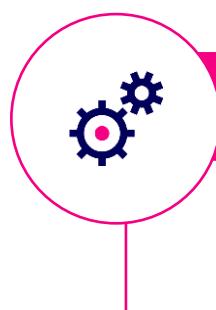
BUSINESS PROCESS

Sourcing Events
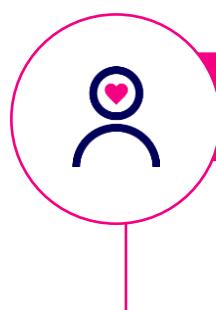
ROLE

External Supplier
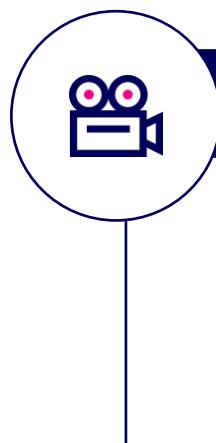
SCENARIO

You will use this process to participate in Sourcing Events in your Ariba Network account.

Legend

Action highlight

Reference highlight

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Entering the Ariba Network System

Follow the steps to participate in an Essity Sourcing Event using your Ariba Network Account.

When you are invited to participate in a Sourcing Event, you will receive an automatically generated e-mail from the system.

The e-mail might differ from one supplier to another based on the Ariba Network registration status. To continue please refer to either steps 1a, 2a … OR 1b, 2b, … below based on the e-mail you have received.

1a   Click the link to begin. (*This email type will appear if you have worked with Essity Ariba Application before*)

Entering the Ariba Network System

2a Make sure that **Ariba Proposals and Questionnaires** is chosen on top of the screen.

3a You can type your **Username** and **Password**, and then click on the **Login** button to go into your Ariba Network account.

SAP · Ariba Proposals and Questionnaires ▼ **2a**   **Note 1** 🗨 ⑦

SAP Ariba /\\

Supplier Login

| User Name |
| Password |
| **Login** |

Forgot Username or Password **Note 2**

Gain more visibility from potential customers with SAP Business Network, promote subscription

Get discovered by new customers and grow your business with this new add-on subscription.

Learn More

● ● ● ●

NOTE 1 You can also use the **Help** button, to reach out to SAP for extra support where you can access SAP product documentation, FAQs, tutorials, troubleshooting guides, and direct support options for suppliers. If you need simple Ariba Network account or event content support from Essity, see how and who to contact on page 28.

NOTE 2 If you forget your username, you can click on **Forgot Username** button to receive your username as an email.

If you forget your password, you can click on **Password** to reset it.

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Entering the Ariba Network System

1b Click the link to begin. (*This email type will appear if you have not worked with Essity Ariba Application before*)

Entering the Ariba Network System

On the page that was opened from the link, you will be able to see 3 different options and a Help button. This page is used to choose the proper way to enter the Ariba Network system and your Ariba Network account which is used for storing all the necessary questionnaires and information we send for the Sourcing Event.

2b If you want to ignore the Review account button and you want to use an already existing account, you can use the **Use existing account** button and after that you can refer to steps 2a – 3a on page 5.

3b If you want to ignore the Review account button and you want to create a new Ariba Network account, you can use the **Create new account** button and after that you can refer to steps 4b - 8b on pages 7,8.
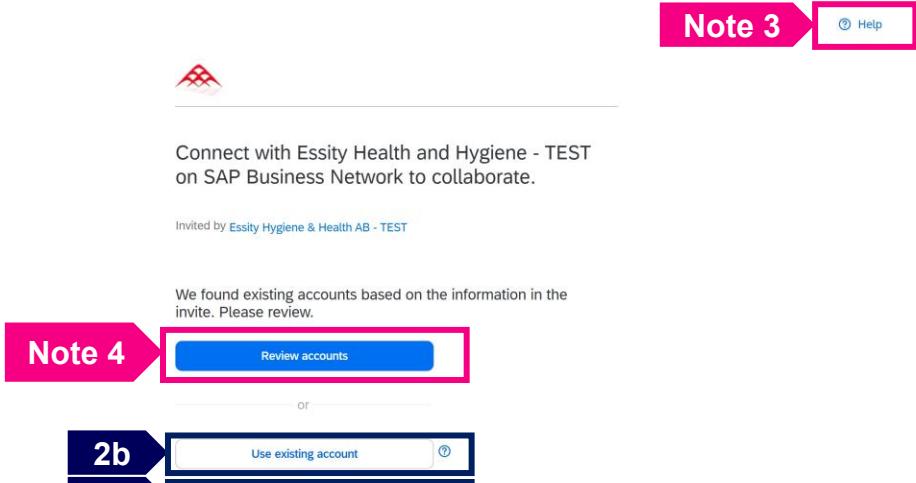
NOTE 3 You can also use the **Help** button, to reach out to SAP for extra support where you can access SAP product documentation, FAQs, tutorials, troubleshooting guides, and direct support options for suppliers. If you need simple Ariba Network account or event content support from Essity, see how and who to contact on page 28.

NOTE 4 If the system identifies possible duplicates based on your information, you can use the **Review accounts** options to see the accounts created before.

Entering the Ariba Network System

On this page, the steps after clicking on the **Create new account** will be shown.

4b Please fill out the necessary information to be able to create your account.

5b If your email address was registered before, but system doesn't allow you to log in and access the Sourcing Event, please register another User Account. To do that, please make sure to provide a unique username (in the email format, xxx@example.com) in the Username field by unchecking the **Use my email as my username**.

NOTE The same email address (that you provide in the Email field in the form) can be used for multiple unique usernames, and you can choose to link these accounts in your profile setting, if preferable. Contact the Essity team if you need support.

6b After checking the necessary boxes such as Terms of Use, and Privacy Statement, please click on the Create account.

Create an account to connect and collaborate with Essity Health and Hygiene - TEST on SAP Business Network

DUNS number

[   ] ?

Don't know your DUNS number?

Company (legal) name *

[Test Supplier WOA]

Country/Region *

[Sweden [SWE]   ⌄]

4b **Address line 1** *

[▓▓▓▓▓▓ ▓]

Address line 2

[   ]

Postal code *

[142 33]

City *

[Stockholm]

State

[Choose a state   ⌄]

Administrator account information ?

First name *   **Last name** *

[Teresa]   [Brown]

5b **Email** *

[▓▓▓ ▓▓▓▓@▓▓▓.▓▓▓]

☐ Use my email as my username

Username *

[Use email format (sam@example.com)]

Required field

Password *   **Repeat password** *

[⊙]   [⊙]

☐ I have read and agree with the Terms of Use.

☐ I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the Privacy Statement) accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings.

Please see the Privacy Statement to learn how we process personal data.

☐ I'm not a robot   reCAPTCHA
   Privacy - Terms

6b [**Create account**]

Entering the Ariba Network System

7b After you create the account, please make sure to open the email coming from the Ariba system to **Confirm email** by clicking the link inside the new email you receive.

Action Required: Confirm your email   Summarize

AC   Ariba Commerce Cloud<ordersender-prod@ansmtp.ariba.com>
To: 　　　　　　　　　　　　　　　　　　　　　　　　Mon 11/24/

ⓘ Some content in this message has been blocked because the sender isn't in your Safe senders list.   [Trust sender]   [Show blc]
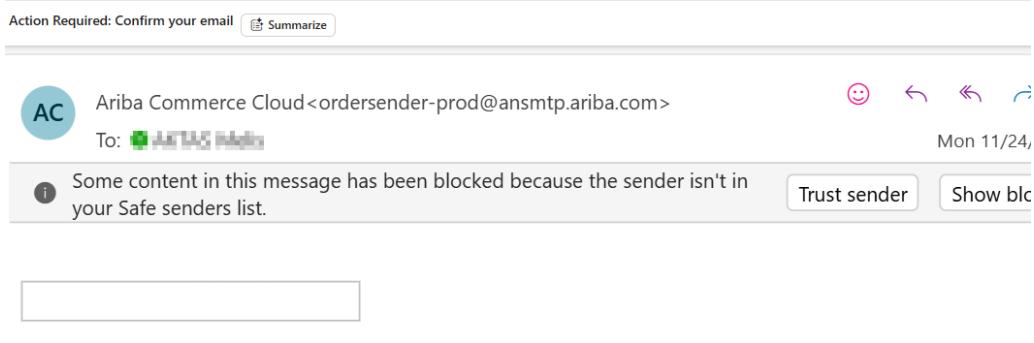
Confirm your email

Hello,

Thank you for joining SAP Business Network. To finish signing up, you just need to confirm that we have the correct email.

7b Confirm email

8b If needed, you can fill out or skip this section of either clicking on **Remind me later** or **Don´t show this to me again.**

You could earn more business opportunities by updating your company profile information.

Please provide the information below and you will be discovered by more customers looking for companies like yours.

Product and Service Categories

Enter Product and Service Categories   [Add]   or   Browse

Ship-to or Service Locations

Enter Ship-to or Service Location   [Add]   or   Browse

Submit   [Remind me later   Don't show this to me again]

8b

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Supplier Actions in Sourcing Events

Participating in a Sourcing Event

1 Once you complete the steps in first section "Entering the Ariba Network System", you will be directed to the **Sourcing Event page** automatically.

2 On the top-right corner, you can see how much time is left to answer this event under the **Time Remaining** section.

3 You can always go back to the **Home Page** by clicking on the Go back to **Essity hygiene & Health AB – (***TEST***) Dashboard**.

Ariba Sourcing

Company Settings ▾   Sarah Smith ▾   Feedback   Help ▾   Messages

< Go back to Essity Hygiene & Health AB - TEST Dashboard   **3**   Desktop File Sync

Event Details   **1** Doc2832589867 - RFP Supplier Demo 1   **2** Time remaining 6 days 13:02:54

Event Messages
Download Tutorials
Response Team

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.

▼ Checklist

| Review Prerequisites | Decline to Respond | Print Event Information |

1. Review Event Details

2. Review and Accept Prerequisites

3. Submit Response

Event Overview and Timing Rules

Owner: ⓘ   Currency: European Union Euro
Event Type: RFP   Commodity: Adhesive 1002
Publish time: 11/24/2025 9:59 PM
Due date: 12/1/2025 10:02 PM

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Participating in a Sourcing Event

4 On the **Home** page, you can see all the events you have listed based on their statuses like *Completed, Open, Pending Selection etc*. You can also see whether, you have participated in them or not under the column Participated.

5 As written in the yellow note, to be able to continue with the questions in the event, you must review and respond to the prerequisites. Otherwise, it won't be possible to see the event questions.

Participating in a Sourcing Event

6 To continue, click on the "**Review Pre-requisites**" button.

NOTE

You can also use the **Event Messages** button to send message (by clicking *Compose Message*) to the buyer from Essity or view the messages from them.

You can also use the **Download Tutorials** button to see the support page from SAP.

You can also use the **Response Team** button to see the members from the buyer, Essity.

Participating in a Sourcing Event

7 After clicking on the "Review Pre-requisites" button, its possible to see the Bidder Agreement.
(*In the screenshot below, the bidder agreement appears partially. Please refer to the Ariba system to view full content.*)

Ariba Sourcing

Company Settings ▼   Sarah Smith   Help ▼   Messages

‹ Go back to Essity Hygiene & Health AB - TEST Dashboard   Desktop File Sync

Prerequisites   Doc2832589867 - RFP Supplier Demo 1

▼ Checklist

Prerequisites must be completed prior to participation in the event.

1. Review Event Details

2. Review and Accept Prerequisites

3. Submit Response

Bidder Agreement

In consideration of the opportunity to participate in an on-line event ('On-Line Event') held and conducted by Essity Hygiene and Health AB and/or any other Essity group company on its own behalf and/or on behalf of any of its affiliates (individually or collectively, 'Essity') on this web site (the 'Site') hosted by Ariba, Inc. ('Site Owner'), your company ('Participant' or 'You'), on its own behalf and/or on behalf of any of its affiliates (if applicable), agrees to the following terms and conditions ('Bidder Agreement'):

1. Bids. Participant agrees to submit bids for this On-Line Event only through the Site and not via any other means, such as e-mail or post.
Submission of a bid constitutes a firm offer from Participant. Essity reserves the right to accept or reject all or part of the bid, at its sole discretion. Acceptance of a bid by Essity shall not create a binding commercial agreement with Participant (e.g., development agreement, supply agreement), nor shall it be deemed an acceptance of any general terms and conditions included in or referred to in the Participant's bid.
Essity reserves the right to modify or withdraw this On-Line Event at any time. In the event of modification, You will be invited to update your bid as applicable.

2. On-line Event Details. In order to participate in this On-Line Event, Participant shall further review and fulfil the requirements set forth in the On-Line Event Details included on this Site.

8 After reviewing the Bidder Agreement internally, scroll to the bottom of the page. There you can choose to either **accept** or **reject** the agreement. Please note that without accepting the agreement, you will not be able to view or participate in the event. Once you accept the agreement, you cannot later change your response to rejection. However, if you initially reject the agreement, you may change your response to acceptance during the event period to continue viewing and participating in the event.

9 To be able to continue, check the "**I accept the terms of this agreement**" and then click on "**OK**".

6. Governing Law – Disputes
This Bidder Agreement shall be governed by and construed in accordance with the laws of Sweden without reference to its conflict-of-laws provisions. The UN Convention on Contracts for the International Sale of Goods shall be explicitly excluded.

Any dispute, controversy or claim arising out of or in connection with this Bidder Agreement, or the breach, termination or invalidity thereof, shall be finally settled by arbitration in accordance with the rules of the Arbitration Institute of the Stockholm Chamber of Commerce (the "SCC").

The Rules for Expedited Arbitrations shall apply, unless the SCC in its discretion determines, taking into account the complexity of the case, the amount in dispute and other circumstances, that the Arbitration Rules shall apply. In the latter case, the SCC shall also decide whether the Arbitral Tribunal shall be composed of one or three arbitrators. The seat of arbitration shall be Stockholm. The language to be used shall be English.

8 ● I accept the terms of this agreement.
    ○ I do not accept the terms of this agreement.

9 OK   Cancel

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Participating in a Sourcing Event

10 Again, click "**OK**" for the question of "Submit this agreement" to continue the process.
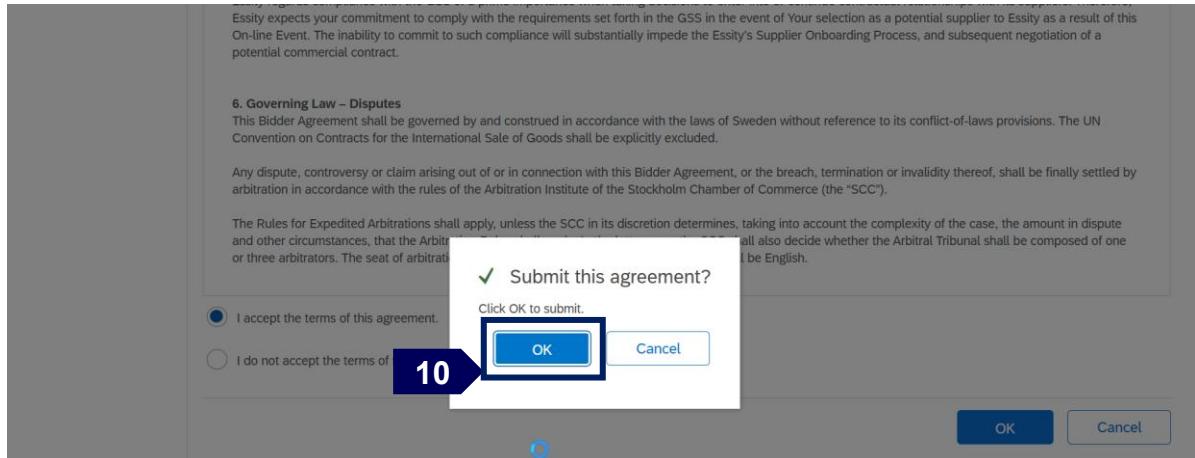
11 Depending on the event, some of them might require selecting lots before answering the questions. In this demo, an example where the selection of lots is required will be shown. Click on **Select Lots.** If your event does not have line items, you can skip this section in this guide.

Participating in a Sourcing Event

12 If an answer to a line item has been set as mandatory by Essity, you cannot unselect it and you have to provide an answer (*i.e. Line Item A and Line Item B*). However, if it´s been set as optional, you have the right to check or uncheck the box next to it depending on your case (i.e. *Line Item C*). In this demo, Line Item C will be checked.

13 After the selection of Line Items is completed, click on **Confirm Selected Lots/Line Items** to continue.

< Go back to Essity Hygiene & Health AB - TEST Dashboard   Desktop File Sync

Select Lots   Doc2832589867 - RFP Supplier Demo 1   Cancel

▼ Checklist

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit a response you   More

1. Review Event Details

2. Review and Accept Prerequisites

Select Lots/Line Items   Select Using Excel   **Note**

3. Select Lots/Line Items

A dimmed checkbox indicates lots for which bidding is required, or for which you have already placed a bid. You cannot modify your intent to bid on these lots.

4. Submit Response

Lots Available for Bidding

☑ Name

12 ☑ 1.0 **Line Item A**

☑ 2.0 **Line Item B**

☑ 3.0 **Line Item C**

Confirm Selected Lots/Line Items   **13**

Cancel

NOTE You can also use Excel to choose the Lots/Line Items, but its recommended to choose them manually if the number of Line Items is not too high.

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Participating in a Sourcing Event

< Go back to Essity Hygiene & Health AB - TEST Dashboard

Desktop File Sync

Console   📄 Doc2832589867 - RFP Supplier Demo 1

Time remaining
4 days 23:59:04

Event Messages
Response History
Response Team

All Content

Note 5

▼ Checklist

Name ↑		Price		Extended Price	Price Unit	Quantity
1.0 Line Item A ⌄	Less... −		EUR		5	10 each

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

Note 6

Material Number:	123456
Plant:	(no value)
Plant (Non-Pilot):	
Supplier Legal Entity Name to receive PO:	
Payment Term:	
Inco Term:	(no value)

(*) indicates a required field

▼ Event Contents

All Content

Note 7

Submit Entire Response	Update Totals	Save draft	Compose Message	Excel Import

NOTE 5

By clicking on the icon ⌄ , you can **Minimize/Maximize table** to have the view of your preference.

NOTE 6

By clicking on the section names, you can go back and view one of the previous screens that you want for your checklist.

NOTE 7

By clicking on different sections, you can view different parts of the event questions. In this example all the content appears under the same section, and therefore only the **All Content** option appears.

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Supplier Actions in Sourcing Events

Participating in a Sourcing Event

14 As it is in choosing the lots, there are 2 different ways to submit your responses. The first one is entering all the required information manually. And the second one is by **Excel Import** option.

< Go back to Essity Hygiene & Health AB - TEST Dashboard

Desktop File Sync

Console   🖨 Doc2832589867 - RFP Supplier Demo 1

Time remaining
🕐 4 days 01:04:36

Event Messages
Response History
Response Team

All Content

▼ Checklist

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

▼ Event Contents

All Content

Name ↑		Price		Extended Price	Price Unit	Quantity
1.0 **Line Item A** ⌄	**Note 8** More... +		EUR		5	10 each
2.0 **Line Item B** ⌄	More... +		EUR		10	20 each
3.0 **Line Item C** ⌄	More... +		EUR		2	5 each
	Note 9 *					
4.0 Can you describe your company's history, size, and core values?						

(*) indicates a required field

Note 12

Submit Entire Response | Update Totals | Save draft | Compose Message | Excel Import | **14**

Note 10   **Note 11**

NOTE 8 When you are adding your responses manually, you can click on **More…** to expand the question to view all the fields related.

NOTE 9 Fields marked with an (*****) are mandatory to fill out to be able to submit the entire response.

NOTE 10 For the system to show the extended price, you can click on the **Update Totals**.

NOTE 11 You can also use the **Compose Message** button to send message to the buyer from Essity.

NOTE 12 You can also use the **Save Draft** button to save your responses if you want to return to your event later before submitting your responses.

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17

Participating in a Sourcing Event

15 To download the event details in an Excel file, click **Download Content**. In some cases, there could also be a button called Download Attachments, if that is the case, please also click that. Save the Excel file in your PC and open it.

< Go back to Essity Hygiene & Health AB - TEST Dashboard   Desktop File Sync

Import Response from Excel   [Done]

This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment.

Step 1.   Click "Download Content" to download and review your event in an Excel Spreadsheet.
          Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

[Download Content] **15**

Step 2.   Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

Step 3.   Locate the saved Excel file on your computer using the Browse button.
          [Choose File] No file chosen
          Or drop file here

Step 4.   Click **Upload** to import the contents of the Excel file to your event.
          Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.
          [Upload]

[Done]

16 There will be 2 different worksheets. In the **Submit Response Instructions**, you can find the detailed information on the file. And in the **Other Content**, you can find the Essity event details.

NOTE Do not change anything for the already existing fields like questions etc. in the file that you download as this would lead to errors during import. Only provide the answers by editing those cells.

Participating in a Sourcing Event

17 After filling out the fields in the Other Content tab, save the file in your PC and click on the **Choose File** to locate your file or drag and drop the file into the shown field in the Ariba system. Your file will appear instead of No file chosen text.

18 Then click on **Upload,** to upload your file. The answers in your Excel file will be pasted in the Event Contents section.

< Go back to Essity Hygiene & Health AB - TEST Dashboard   Desktop File Sync

Import Response from Excel   [Done]

This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment.

Step 1. Click "Download Content" to download and review your event in an Excel Spreadsheet.
         Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".
         [Download Content]

Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

Step 3. Locate the saved Excel file on your computer using the Browse button.
         [Choose File] No file chosen
         Or drop file here   **17**

Step 4. Click **Upload** to import the contents of the Excel file to your event.
         Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.
         [Upload]   **18**

[Done]

19 After you upload, a notification will appear saying **Import Successful**. Click **OK**.

✓ Import Successful
Your response has been imported successfully.
Click the **Submit Entire Response** button, as soon as it appears on the page.
[OK]

Participating in a Sourcing Event

NOTE

If a red error message appears on top of the screen instead of the Import Successful message, this means that there is one or more input in the incorrect format or missing input that needs to be fixed in the Excel file and re-uploaded.

Note

20 Excel Import option enters your answers into the Event Contents section. After this step, you should **double-check your answers** and see if everything appears as expected. You can use **Update Totals** button if needed at this step.

21 After making sure that all the necessary information is provided, you have to click on **Submit Entire Response** to send your responses to Essity.

Participating in a Sourcing Event

21 Click **OK** to complete the submission of your responses.

22 A green message appears on top of the screen stating **Your response has been submitted.**

Participating in a Sourcing Event

23 On the Home page, you can see that the input under the Participated column has turned from No to **Yes**.

24 In case needed, if you click on the event name and open it, you can revise your responses only before the time ends for the event. by clicking on the **Revise Response** button.

25 To change your responses click on the **Revise Response** button. Afterwards, you can follow the steps from step 14 and make sure to **Submit Entire Response** to send them to Essity.

Supplier Actions in Sourcing Events

Frequently Asked Questions (FAQ)

Contents

✉ The Invitation email

@ Create / Log in to the Ariba Network Account

📅 Participating in a Sourcing Event

? Further Support

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Frequently Asked Questions (FAQ)

The Invitation Email

1 ➤ **I didn't receive the event invitation email. What shall I do?**

- *Check Spam/Junk folder: Look for the email in the Spam/Junk folder of the email address provided to Essity.*

- *Search by domain: Search for the invitation email using the domain @eusmtp.ariba.com.*

- *Contact Essity buyer or Essity IT Support: If you still cannot find the email, contact the Essity buyer to resend the invitation or Essity IT Support (Supplier.Onboarding@essity.com).*

- *If the email is still not received, **check your company's email security policies.***

Frequently Asked Questions (FAQ)

Create / Log in to the Ariba Network Account

1 ▶ **Why am I seeing the message "The username and password pair you entered was not found?"**

This error can occur in the following scenarios:

* *The username you entered is not currently valid for your account. Please make sure you are using the correct username.*

* *You might be using a non-certified browser. Please check your browser.*

* *Your browser cookies have not been cleared. Please check them.*

2 ▶ **The system gives an error of "User already exists. Please enter a different username". What should I do?**

This error occurs when the username is already taken by another account. To resolve this:

* *Set a different username: Deselect the "Use my email as my username" box and set a different username in email format (e.g., yourname123@company.com).*

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Frequently Asked Questions (FAQ)

3 ▸ **The system suggests some possible Ariba Network accounts that could belong to my company. What should I do?**

- *Verify the recommendations. If you believe the system recommendations might be feasible, try to obtain the credentials for that account by contacting the owner (administrator) of the Ariba Network account at your company.*

- *Ignore and create a new account: If unsure, ignore the recommendations and proceed with creating a new account.*

- *Non-mandatory fields: If system still does not allow you to continue with the new account creation, make sure that you leave the non-mandatory fields like DUNs number empty.*

4 ▸ **Why can't I log in to the system? How can I learn my username or reset my password?**

- *Check for an existing account: Ensure you have an Ariba Network account.*

- *Use correct credentials: Verify you are using the correct username and password.*

- *Forgot Username/Password: Use the "Forgot Username" or "Forgot Password" options to retrieve or reset your credentials.*

5 ▸ **When I click on the link inside the invitation email, I end up on the login page instead of the registration page. What should I do?**

This happens because you have already created an account or registered to Ariba Network system. You can log in to your Ariba Network account at this step. If you forgot your username or password, please refer to question number 4 above.

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Participating in a Sourcing Event

1 ▸ **Where can I see how much time is left to the event?**

Please refer to page 10.

2 ▸ **I cannot see the event in my Home page of my Ariba Network account.**

- *Login using the invitation link: Click the link inside the invitation email to log in. This connects Essity documents to your Ariba Network account and makes the registration questionnaire visible.*

- *Use correct account and credentials: Please make sure that you enter the Ariba Network system with the correct credentials. This happens when the same user creates multiple accounts before.*

- *Select the correct customer page: Ensure you are on the "Ariba Proposals and Questionnaires" page (located in the upper left of the webpage). Ensure that Essity is selected as the customer. If Essity is not listed, click on "More" to find and select Essity.*

- *If the issue persists, contact the Essity buyer or Essity IT Support (Supplier.Onboarding@essity.com).*

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Frequently Asked Questions (FAQ)

3 **Can I continue and view the event questions without accepting the bidder agreement?**

No, you must accept the bidder agreement to view and edit the event.

4 **Can you send the invitation email and the event to multiple email addresses at the same time? Can 2 people from different accounts reach out to the event?**

*Yes, but it is recommended **not** to edit the event at the same time as this could lead to system error, data loss and a change from one side can override the other person´ changes. This feature is only recommended while one person is editing, and the others are using it only for viewing purposes of the event.*

5 **Why can't I change my answer in the event?**

- *You can only change your answers if the event is still open. Make sure that event is still open and there is enough time to change your answers.*

- *If the event is open and there is still time, but you cannot answer or revise your answers, please contact the Essity buyer or Essity IT Support (Supplier.Onboarding@essity.com immediately.*

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Frequently Asked Questions (FAQ)

Further Support

1   **Who can I contact for further support from Essity if needed?**

- *RFP event content and business-related questions: please contact the Essity buyer/Procurement Manager.*

  In the note on page 12, you can see further information on how to send messages directly from the system to the buyer or learn the responsible buyer from Essity. If you already have the email information of the buyer, you can directly send an email to them.

- *Ariba Network account access, technical issues and questions: please contact Essity IT Support email* <u>*Supplier.Onboarding@essity.com*</u>

2   **When and how should I contact SAP?**

- **When?** For SAP Ariba product documentation, FAQs, tutorials, troubleshooting guides, and direct support options for both buyers and suppliers.

- **How?** Please go into the SAP Help page by following the guide in the Note 1 on page 5 and Note 3 on page 7.

3   **What is the difference between Essity support and SAP?**

- Use contact **Essity** option (**in question 1**) whenever you have event-specific questions related to invitations sent by Essity, when viewing the event in your Ariba Network account, event content or if you encounter problems accessing your Ariba account connected to Essity.

- Use the contact **SAP** option (**in question 2**) if you need general support or guidance on how to use the Ariba Network system, or for assistance with Ariba Network accounts that have already been created for your company where Essity does not have any control.

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