Instructions to Access Ariba

Supplier Profile

Responding to RFIs

eSourcing Solutions

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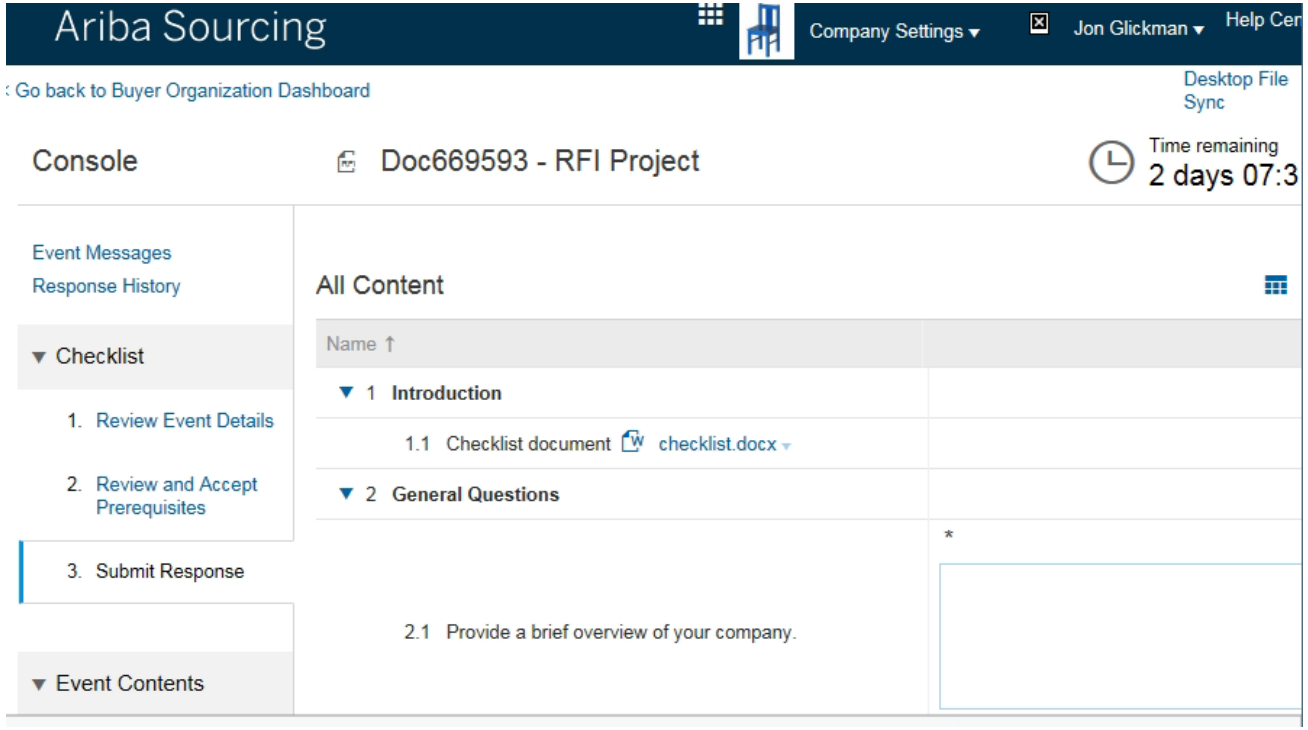
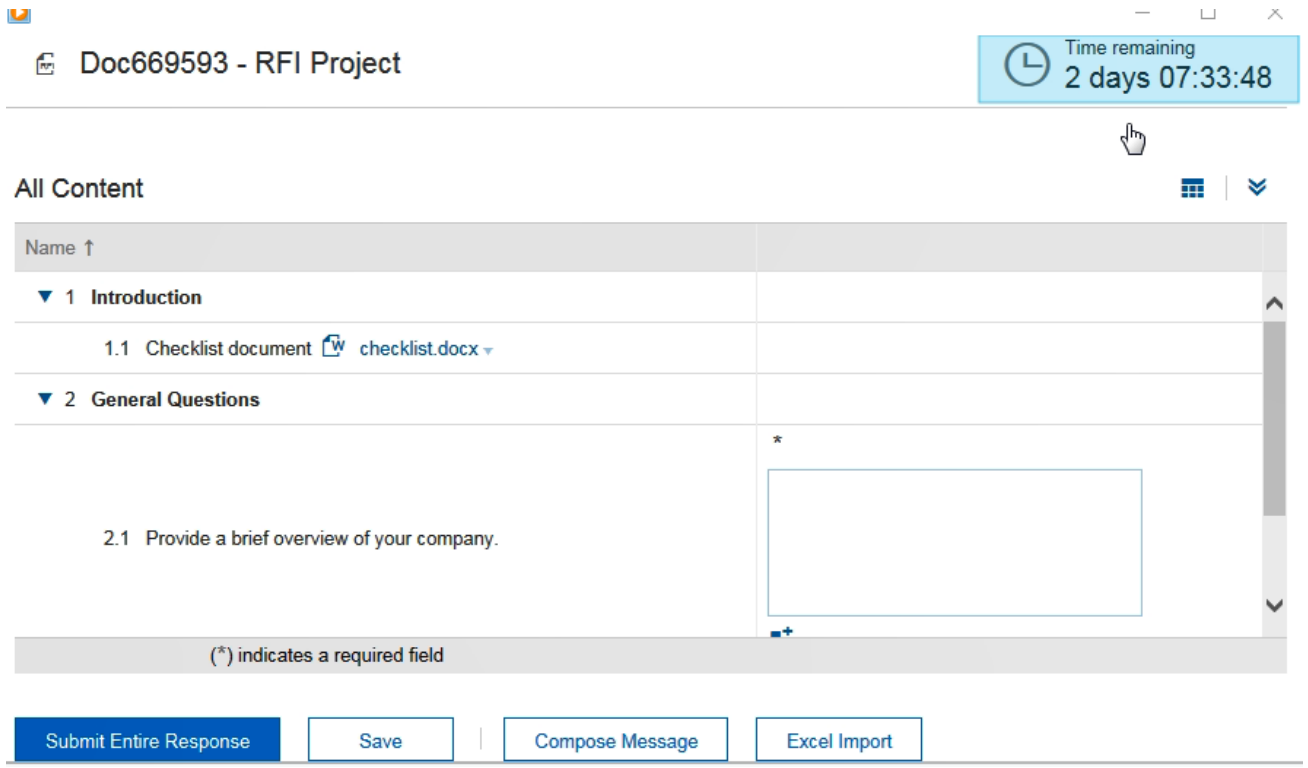
After responding any prerequisite questions, you can begin responding to the RFI



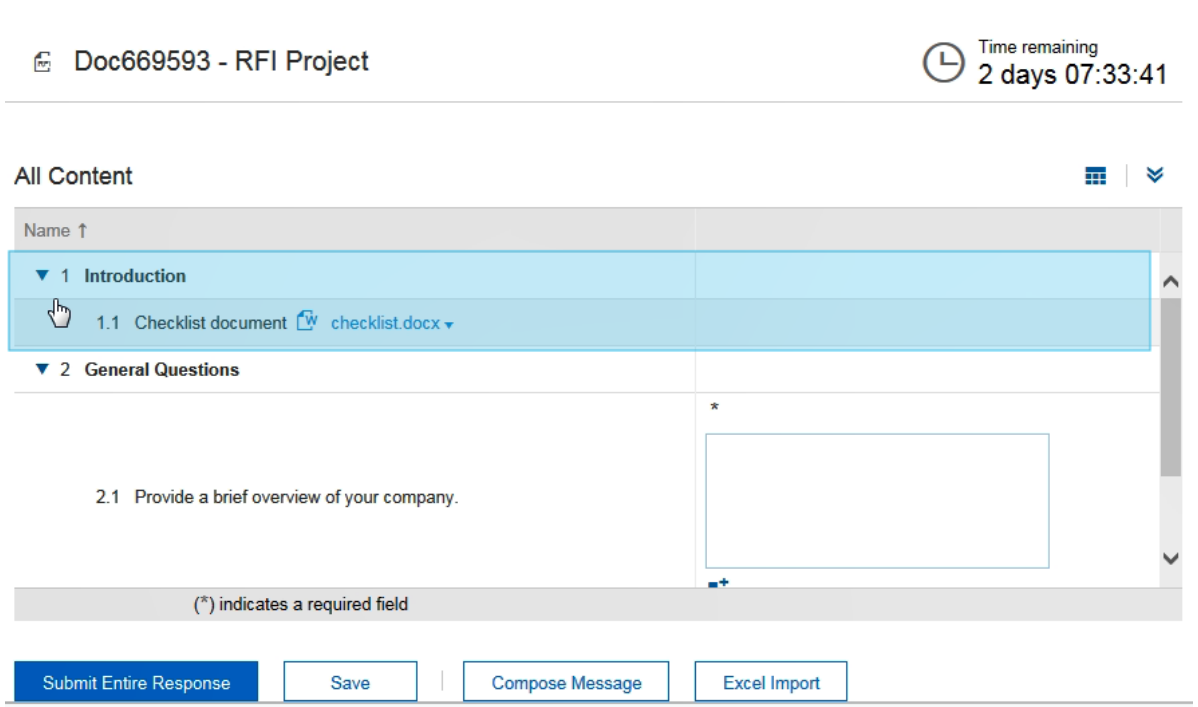
A countdown clock indicates how much time is remaining to complete the RFI and submit your response to the buyer

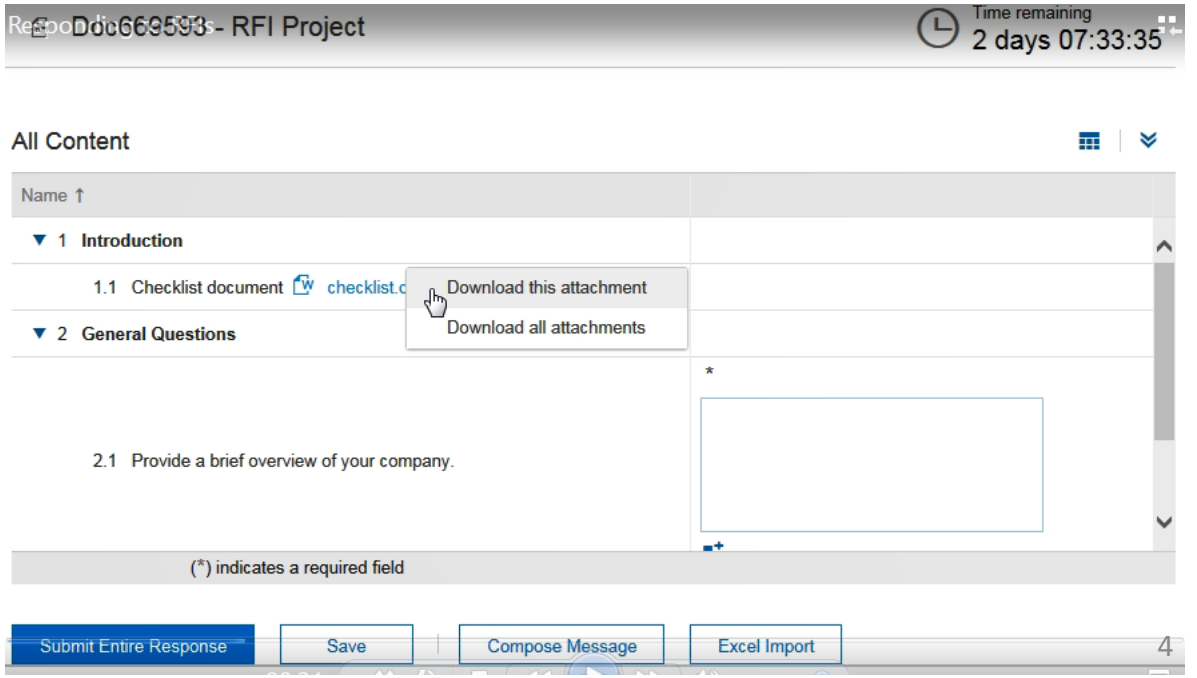


RFIs consist of at least two sections:

1. Introduction

- The introduction contains information and documents that you should download and review.
- To access the document, click the document title
- To view a documents content you need to download it, you can't review it within Ariba Sourcing

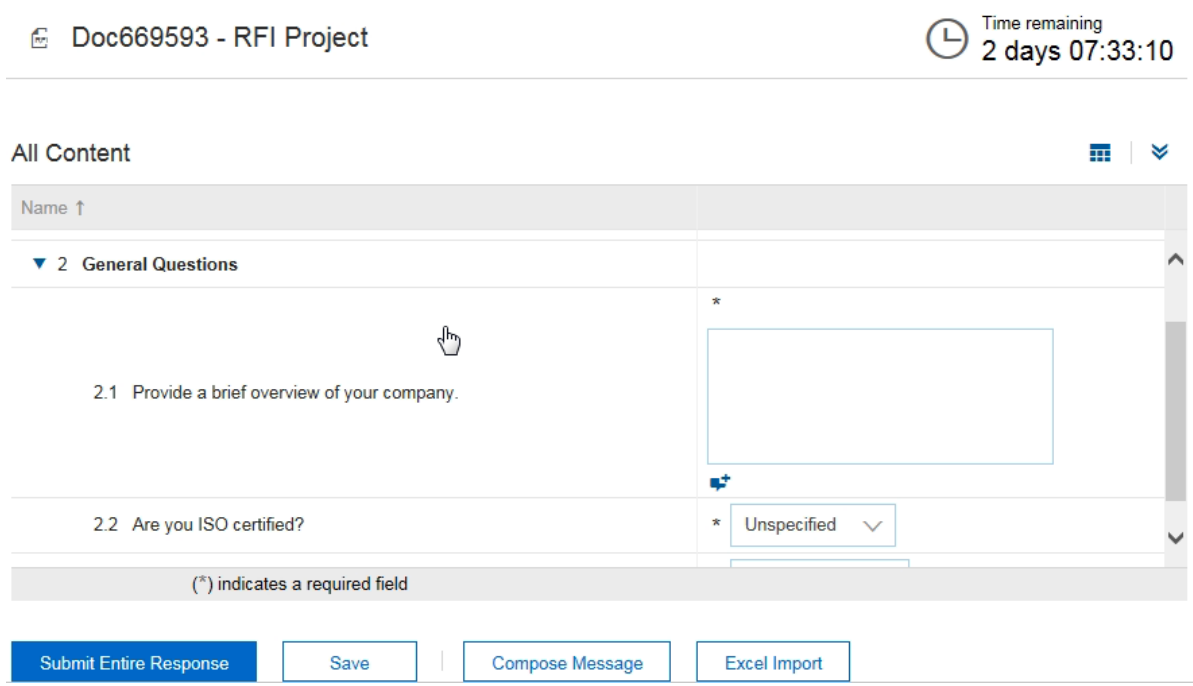


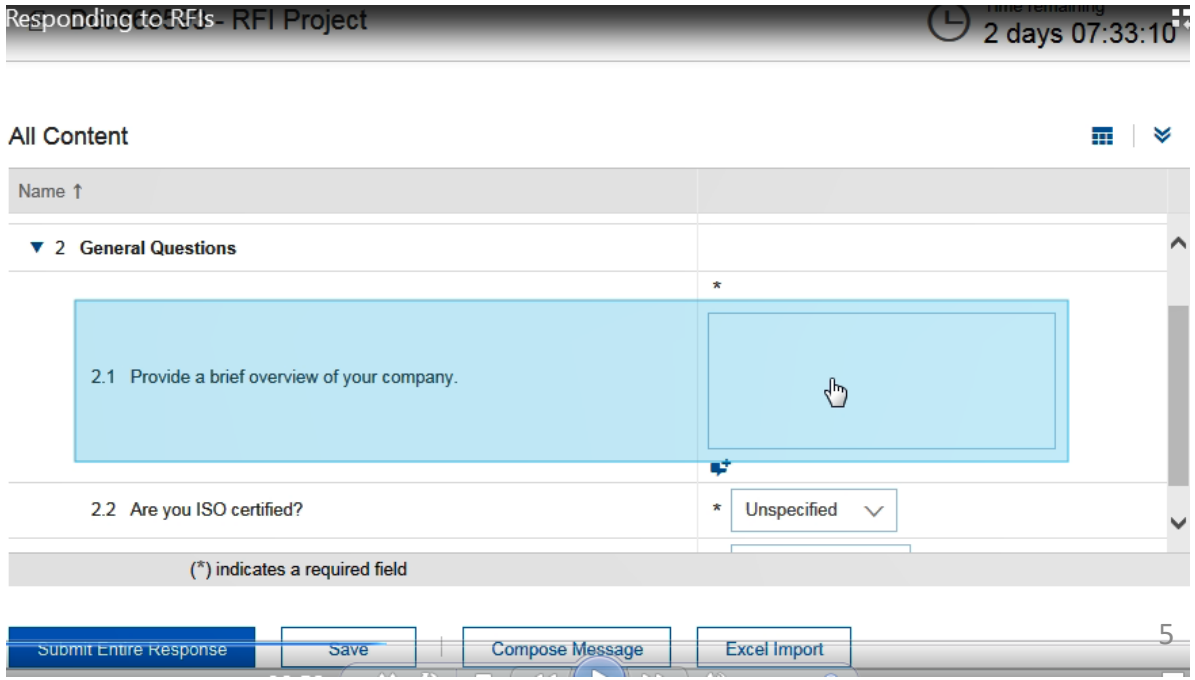


RFIs consist of at least two sections:

2. General questions

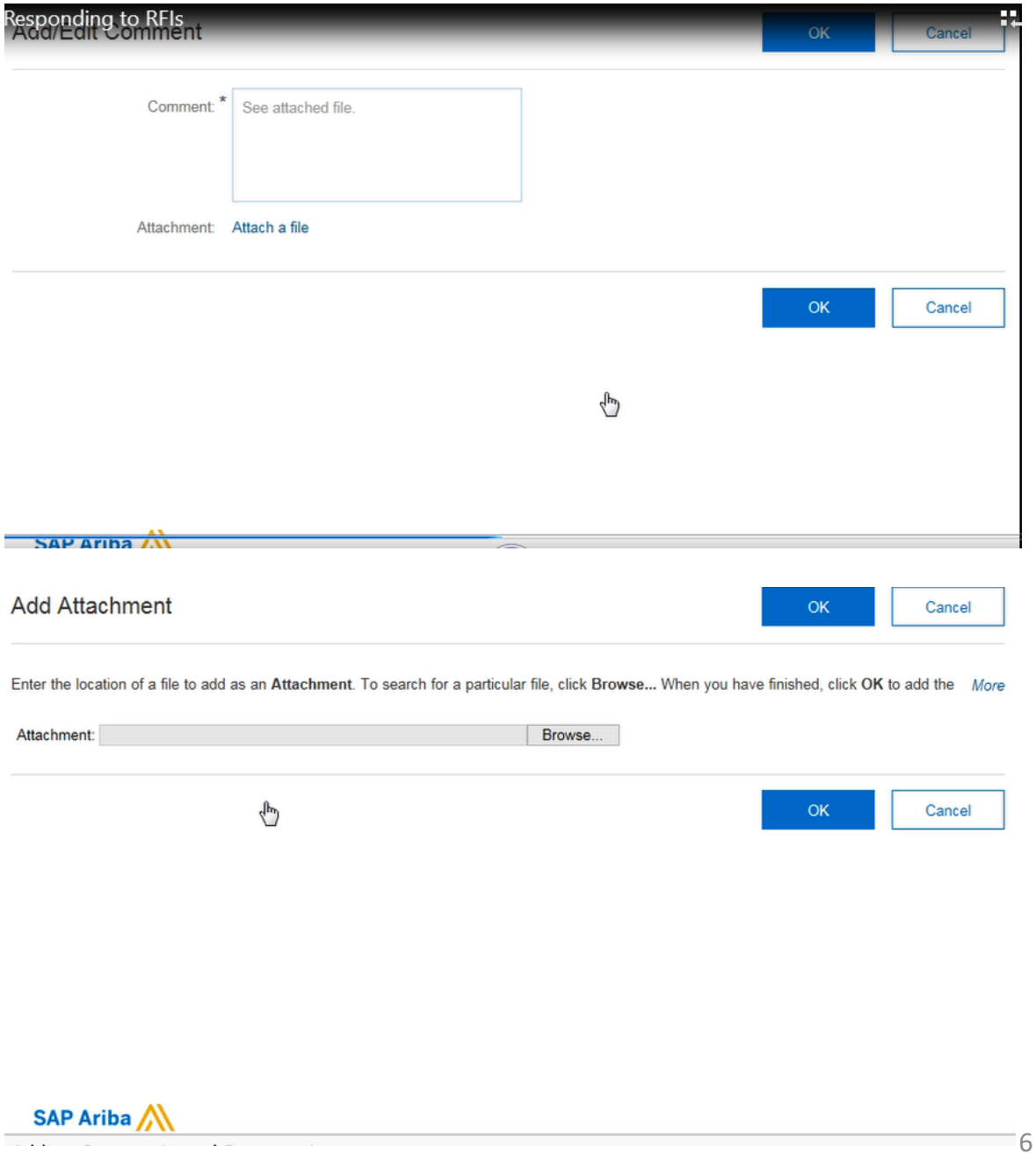
- When creating a response you must provide an answer to any question marked with an *. Questions that don't have an * are optional.
- Text boxes are used for questions that require lengthy responses
- There might be drop-down menus with answers to choose from or check boxes
- The answers you provide might trigger the display of additional content (question, requirement, section or attachment)
- If there is an add comment icon next to a question, you can add a comment in addition to your response – you can also attach a file when adding a comment if needed





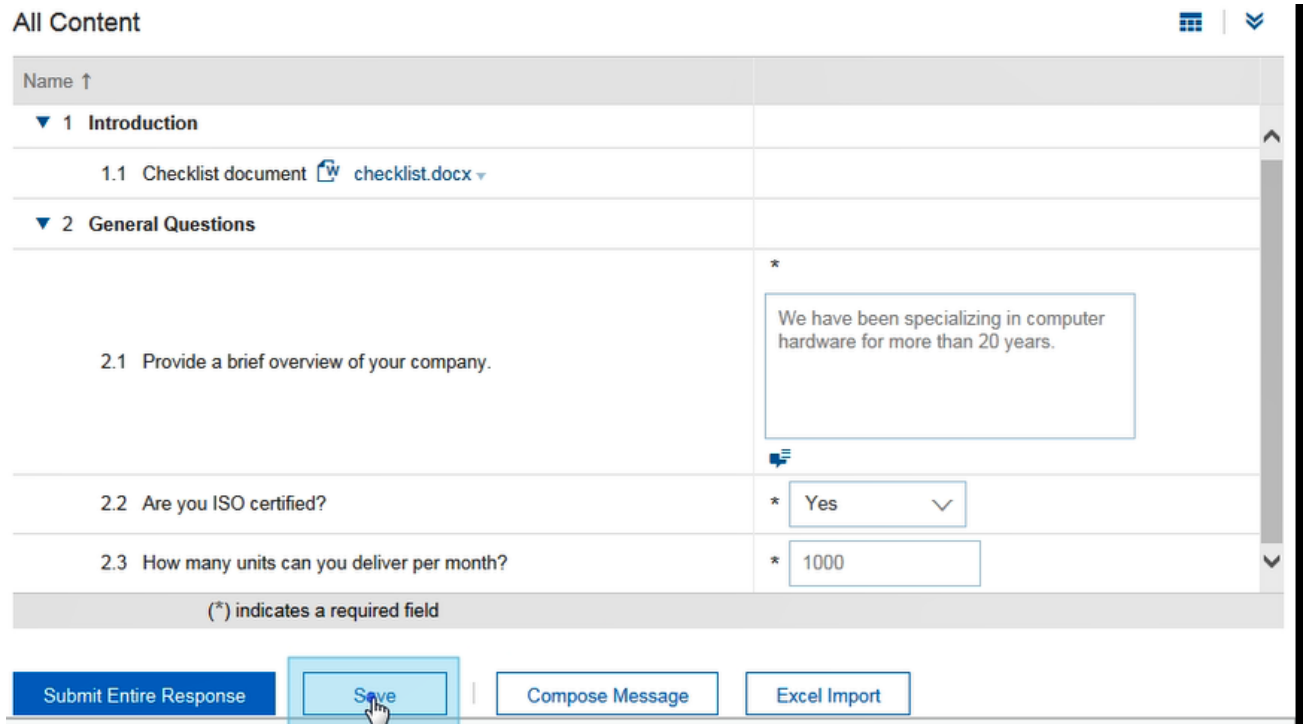
Add Comment icon

- After you click on the Add comment icon, enter a comment or click on Attach a file to attach a document
- The add attachment page looks like this – click on browse and select a file that you want to upload
- When you attach a file you must add a comment or description of the file
- You can replace or delete an already attached file

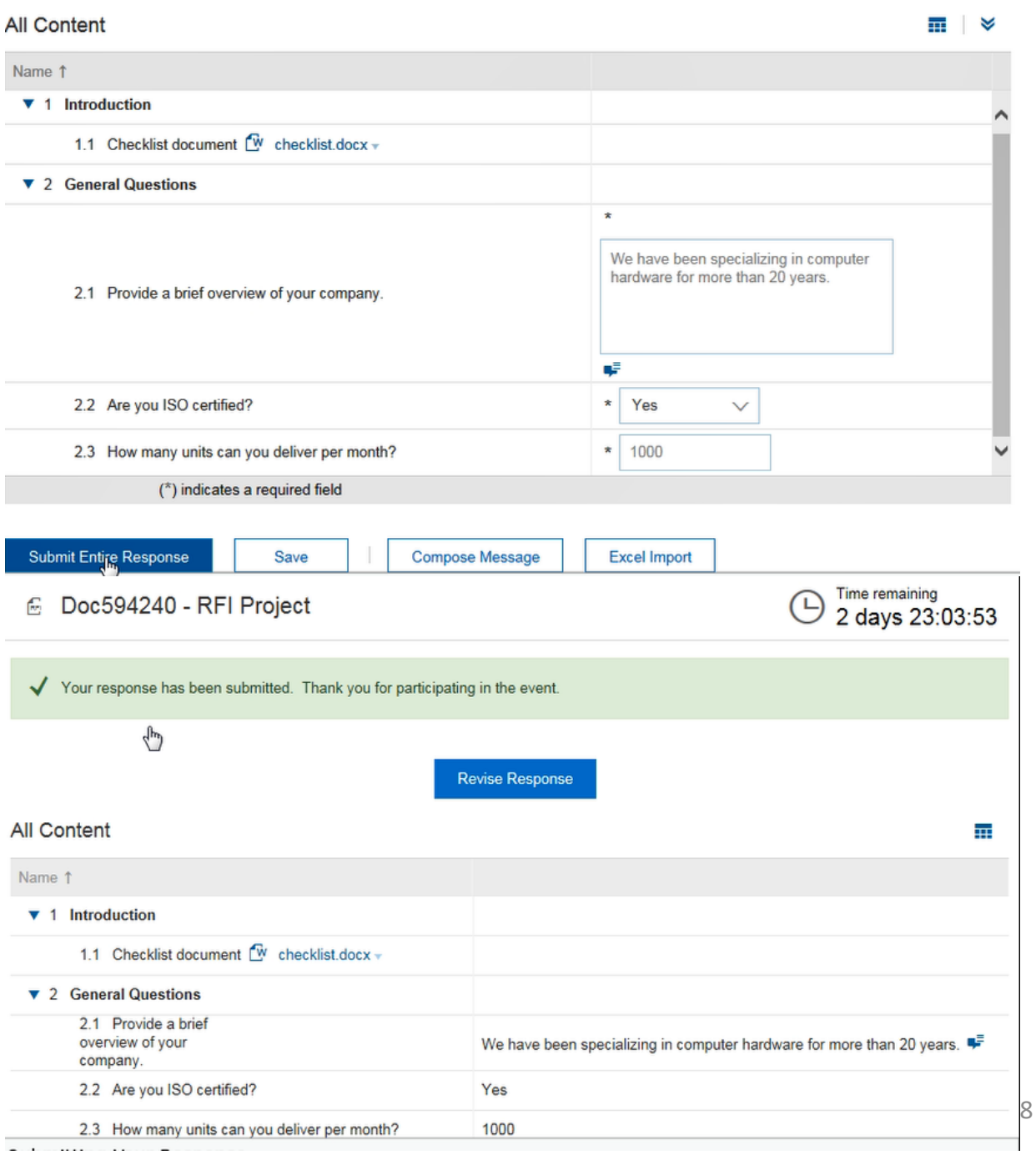


When working on a long RFI response you might want to click Save occasionally – Ariba will log you out after 30 minutes.

Saving records you answers without sending them to Cargill and allows you to log out and return to your event at a later stage.

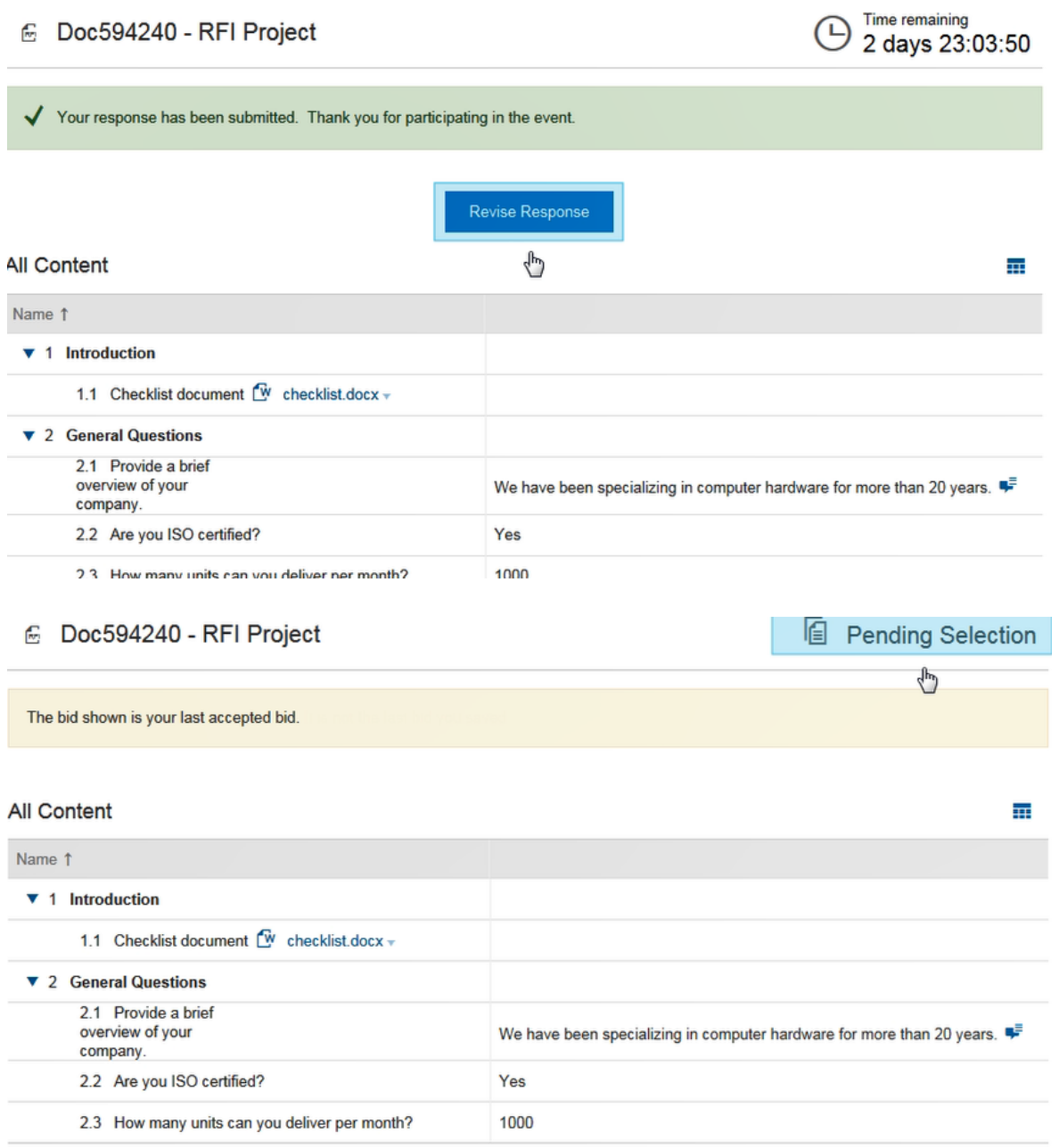


When you have completed all requirements and provided answers to all question, click on Submit Entire Response for it to be sent to Cargill. After you submit your response a confirmation message will display.



If you made an error or the buyer needs additional information you can amend your answers by clicking on Revise Response

- This is only possible if the event is in Open Bidding status (that is if there is still some time remaining before the event closes)
- When the event ends the countdown clock is replaced by the status Pending Selection – this means that the event no longer accepts responses



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