Ariba Training Document
Supplier Connection with MPC
MPC using Ariba Network

- MPC will start utilizing the Ariba Network on November 9, 2015

- Supplier Management, Sourcing Events & Contract Initiation will be utilized by MPC, Speedway and other MPC Affiliates.
  - None of these items will have any cost to our suppliers
  - We will NOT utilize the Invoicing, Purchase Order or Discovery Network Features – these items involve a cost for our suppliers.
To Connect with Marathon Petroleum Company on the Ariba Network
- MPC will invite you within Ariba
- Your email address will be used as your User ID

If your company is already registered with Ariba
- You will need your own user login and password
  • Your company Ariba Administrator can add you to the system
  • Our purchasing representative can invite you to connect with MPC
- If you already have an existing Ariba username and password, follow the instructions in the invitation email to connect to Marathon
Receive Invitation Email

- From: Ariba Administrator no-reply@anssmtp.ariba.com
  
  * (please add this email to your contact list)

- Subject: Your Ariba Login Information
Click the “Click Here” link or copy the link into your browser
Invitation from MPC

- If you are NEW to Ariba
  - Click the yellow “Continue” button

Welcome, Sam Sung

Welcome to the Ariba Commerce Cloud. A password reset request was issued from Marathon Petroleum Company LP - TEST site. Before you can log in to your user account, you must register on the Ariba Commerce Cloud.

Click Continue to complete your Ariba Commerce Cloud user account registration. 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.

- If you already have an Ariba Account use the “Click here” words
  - You will need to know your User ID & Password

- CAUTION: If you use the yellow CONTINUE button and you already have an account, you will be creating a duplicate!
Invitation from MPC: New to Ariba

● Update your Profile Information

- Name
- Email cannot be changed
  • Recommend: Check “Use my email as my username”
- Create a new password
- Create a secret question/answer
- Check “I have read & agree…”
- Click “Submit”
Invitation from MPC: New to Ariba

- Complete required fields for the basic profile information
- You will be taken to the MPC Ariba Network
- Click “View customer requested fields” for MPC Specific information
Invitation from MPC: New to Ariba

- Complete the MPC Specific profile fields
- Click “Submit”
Invitation from MPC: New to Ariba

- Verify you submitted your profile updates by seeing the message below

- Click the “x” in the upper hand corner of the dialog box to take you back to your company profile.

- Customer Requested Profile Information should show as Complete

- Click “Save”
- Click “Close”
Invitation from MPC: New to Ariba

- MPC will review your Profile and Approve
- Once your profile is approved you can
  - Receive invitation to bid events
    • Follow prompts in the invitation email that you will receive
  - Respond to bid events
    • All bids will be entered through the Ariba Proposal tab
    • All messages will be sent through Ariba message boards
  - Redline Contracts
    • Follow prompts in the email that you will receive
Receive invitation to bid events via email

- Receive email with a link to access the event
**Receive invitation to bid events while logged into Ariba**

- Click “Proposal” Tab

  • Select appropriate open event to review & respond
Review prerequisites

- You must accept the prerequisites in order to submit a bid (intention to bid)
All questions concerning the bid must be posted to the message board

Emails will NOT be accepted

Click “Compose Message” to submit questions or ask for clarification
Submit your question to MPC Event Owner

Receive Question Responses
- Click “Notifications” to view messages
  - The envelope is yellow when new notifications arrive
  - System notification emails will also be sent

Time Remaining will be displayed in the upper right corner
- Bid responses MUST be submitted by the due date
  - The system will close and you will be locked from submitting a response
Invitation from MPC: Contract Review

- Receive email with contract review information
  - Use the “Click Here” link to log into Ariba
    - This will take you directly to the task
    - You will have the option to accept the proposal or
    - Make changes to the document and submit it via Ariba
  - You can also view the documents directly from the email
    - Contract Document and necessary attachments will be listed

- Contract signatures will be obtained electronically using Adobe Document Cloud eSign Services (EchoSign)
EchoSign is very simple to use and is a very secure process

If a contract has been sent to you for signature, you will receive notification via email from the following sender:

- “Adobe Document Cloud eSign services” echosign@echosign.com
- (please add this email to your contact list)

Click on the link in the email to review the document, then follow the prompts and enter the requested data

- Name, Title & Signature

You do not need an EchoSign account

You can sign directly from your computer, phone, ipad or any device where you receive your email

- If using a cell phone, it is recommended to turn your phone horizontally for best results
Additional how-to documents are available from the Ariba help menu

- Supplier Help Documents:
  - https://s1.ariba.com/Help/Main/aw?awh=r&dard=1
    - Managing User Accounts
    - Participating in Sourcing Events
    - Contract Tasks

Ariba Help Desk
- US Toll Free: 1 866 218 2155
- US: 1 412 222 6153

For Marathon, Speedway and MPC Affiliate specific questions, please contact your local purchasing representative