

*“Our commitment to you –
Enabling your entire procurement
value chain to run “smooth as silk”
”*

Digital Procurement Platform for Thai Airways

- **Supplier Manual for Ariba Sourcing –
RFI (Request for Information)**



Supplier Manual for Ariba Sourcing

1. Introduction to Ariba Sourcing

2. Login to Supplier Ariba Business Network

- Login from Email
- Login from Link

3. Supplier Submit Response for RFI

4. Email Notification



1. Introducing to Ariba Sourcing



What is SAP Ariba Sourcing?



SAP Ariba Sourcing is an online procurement platform used by many organizations to compare and select suppliers through various sourcing steps such as RFI (Request for Information), RFP (Request for Proposal), and Auction. The system allows suppliers to submit pricing and information in real-time via a web-based interface.

What Can Ariba Sourcing Do?

- **Participate in sourcing events**, such as:
 - **RFI** (Request for Information): Submit product/service details.
 - **RFP** (Request for Proposal): Submit pricing along with product/service details.
 - **Auction**: Suppliers compete by submitting real-time bids during the auction in Ariba Sourcing.
- **Submit documents** directly in the system, such as quotations, company certifications, etc.
- **Track the status of your proposal**: whether the customer is reviewing, has closed the event, or already selected a supplier.

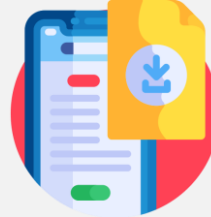


Benefits of Using Ariba Sourcing for Suppliers



1. Access to new business opportunities

- Participate in sourcing events with leading organizations worldwide that use Ariba
- Expand your customer base with global exposure



2. Easy-to-Use Online Platform

- Submit information, proposals, and documents anytime, anywhere
- No need for paper documents or multiple email exchanges



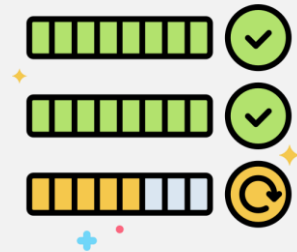
3. Reduced Administrative Work

- All documents are stored securely in the system — no risk of loss



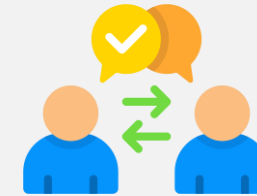
4. Transparent Competition with Real-Time Updates

- In Reverse Auctions, you can see your current bid ranking
- Plan your pricing strategy more effectively



5. Track Proposal Status Anytime

- Check the progress of your submission (e.g., Pending Selection)



6. Structured Communication with Buyers

- In-system messaging available for direct communication.
- Reduce confusion from scattered emails or phone calls
- Keep a clear record of communication for each event

Supplier Submit Response



There are 3 types of events as follows:

1. RFI (Request for Information)

An RFI is a preliminary step in the procurement process used to collect general information from potential suppliers. It helps buyers understand supplier capabilities and assess their suitability before moving forward with formal sourcing.

- No pricing or commercial terms are involved at this stage.
- Used for initial supplier qualification or feasibility assessment.



2. RFP (Request for Proposal)

RFP is a formal process used when the buyer has clearly defined requirements and requests suppliers to submit detailed proposals, including pricing, specifications, and terms. It allows the buyer to compare both commercial and technical aspects to select the most suitable supplier.

- Requires commercial information (e.g., pricing)
- May include attached documents such as specifications or Terms of Reference (TOR)
- Evaluations are based on both price and quality criteria



3. Reverse Auction – e-Auction

Auction is an online competitive bidding process where pre-qualified suppliers submit their prices within a set time frame. In a reverse auction, suppliers compete in real time by lowering their prices to win the business. This helps the buyer obtain the best possible price for the required goods or services.

- Only partners who have passed the qualification and technical evaluation are invited to participate in the Auction Event.





2. Login to Supplier Ariba Business



Login to Supplier Ariba Business Network from Email



1. Open the email invitation to participate in the bidding from Thai Airways.

- Click on **"Click Here"** to go to the Ariba

Thai Airways International Public Company Limited-TEST has invited you to participate in an event: **UTS-SC-SP3-1050-005 RFI.**

Piangkwan Khapimpibanbut <s4system-prod3+744551764-T.Doc1476508896@ansmtp.ariba.com> 24 ก.พ. 2025 12:40

SAP Ariba

Event Name → Thai Airways International Public Company Limited-TEST has invited you to participate in the following event: **UTS-SC-SP3-1050-005 RFI.** The event is set to begin on **Sunday, February 23, 2025 at 9:40 PM, Pacific Standard Time.** → Start date and time of the event

Use the following user name to sign in to Thai Airways International Public Company Limited-TEST events: 3pkpinky@gmail.com.

[Click Here](#) to access this event.

When you click this link, sign in with your user name and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in your event.

If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Commerce Cloud or sign in using your existing Ariba Commerce Cloud account user name and password before you can indicate that you do not want to respond to this event.

If you have forgotten your user name or password and are unable to sign in, [Click Here](#).

NOTE: The forgot password link is only valid for 24 hours. After this link expires, click Forgot Password on the Ariba Sign In page to reset your password.

If you have questions about this event, contact Piangkwan Khapimpibanbut via telephone at or via e-mail at piangkwan.khapimpibanbut@nttdata.com.

We look forward to working with you!

Thank You,

Thai Airways International Public Company Limited-TEST



Login to Supplier Ariba Business Network from Email (Cont,)



2. Enter your "Username" and "Password", click "Login"

- In case you forget your username or password, please click on **"Forgot Username or Password"**.

The screenshot shows the SAP Ariba Supplier Login interface. At the top, there is a header with the SAP logo and the text 'Ariba Proposals and Questionnaires'. Below this, the 'SAP Ariba' logo is displayed. The main heading is 'Supplier Login'. There are four numbered steps indicated by purple circles: 1. 'User Name' input field, 2. 'Password' input field, 3. 'Login' button, and 4. 'Forgot Username or Password' link. To the right of the login fields, there is a promotional banner with the text 'Do you want to be seen by businesses around the world?' and an image of hands holding a globe. Below the banner is a 'Learn More' button. At the bottom right, there is a user profile icon and a button with three asterisks.

SAP Ariba Proposals and Questionnaires

SAP Ariba

Supplier Login

1 User Name

2 Password

3 Login

4 Forgot Username or Password

Do you want to be seen by businesses around the world?

We will broadcast your story on SAP Business Network website and social media platforms, reaching out to new customers who can benefit from your experience.

Learn More

Login to Supplier Ariba Business Network from Email (Cont,)



3. Once logged in, the event page will be displayed.

Go back to Thai Airways International Public Company Limited-TEST Dashboard Desktop File Sync

Event Details Doc1577075844 - Supplier Manual RFP Round: 1 Time remaining in open bidding 00:28:45

[Event Messages](#)
[Download Tutorials](#)

▼ Checklist

1. Review Event Details
2. [Review and Accept Prerequisites](#)
3. Select Lots/Line Items
4. Submit Bids

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.

[Review Prerequisites](#) [Decline to Respond](#) [Print Event Information](#)

Event Overview and Timing Rules

Owner:	Piangkwan Khapimpibanbut ⓘ	Currency:	Thai Baht
Event Type:	RFP	Commodity:	งานติดตั้งระบบ / ตรวจสอบและบำรุงรักษา (อาคาร/สถานที่/ไฟฟ้า/ประปา) (System Installation / Maintenance(Building / Facility / Electric / Water system)) 401011, ธุรกิจอุปกรณ์นิรภัย อาชีวอนามัยและสภาพแวดล้อม (Safety equipment & Occupational health) 701110
Publish time:	5/20/2025 3:14 PM		
Due date:	5/20/2025 3:44 PM		
Specify how lot bidding will begin and end:	Parallel ⓘ		

Bidding Rules

Market Feedback

Show lead bid to all participants: No ⓘ

Show reserve price to all participants: No ⓘ

Login to Supplier Ariba Business Network from Link



1. Search on Google for "SAP Business Network Supplier" or access this link:

<https://service.ariba.com/Supplier.aw>

2. Enter your "Username", click "Next"

SAP Business Network

Supplier sign-in

Username 1

Next 2

[Forgot username](#)

New to SAP Business Network?
[Register Now](#) or [Learn more](#)

3. Enter "Password", click "Sign in"

SAP Business Network

Account sign in

< s73150199@gmail.com

Password 1

Sign in 2

[Forgot password](#)



Login to Supplier Ariba Business Network from Link (Cont,)



4. Click on "Business Network", click "Ariba Proposals And Questionnaires"

The screenshot displays the SAP Business Network user interface. At the top, the 'Business Network' dropdown menu is open, with 'Ariba Proposals & Questionnaires' highlighted. The dashboard below shows key metrics for the last 31 days: 199 Orders, 0 Orders to invoice, 0 Invoices, 186 Items to confirm, and 0 Items to ship. A 'Getting started' tab is active, and a 'Feedback' button is visible on the right. The 'My widgets' section includes an 'Activity feed' with a notification about an order change for Thai Airways International, and 'Purchase orders' and 'Invoice aging' widgets showing values in Thai Baht (฿).

Business Network Standard Account Get enterprise account TEST MODE

Home SAP Business Network Ariba Proposals & Questionnaires Ariba Contract Management SAP Fieldglass

Workbench Orders Fulfillment Invoices Payments More

Create ...

Overview Getting started

199 Orders Last 31 days

0 Orders to invoice Last 31 days

0 Invoices Last 31 days

186 Items to confirm Last 31 days

0 Items to ship Last 31 days

More 8

Feedback

My widgets Thai Airways Internati... Customize

Activity feed All View all

Order changed Jun 18, 2025 | 11:12 AM | Thai Airways International ...

Purchase orders Last 3 months

฿3.74 B THB

Invoice aging

฿1.78 M THB

5. The system will then navigate to the “Ariba Proposals and Questionnaires” page.

Ariba Proposals and Questionnaires

Standard Account
[Get enterprise account](#)
[TEST MODE](#)

MORE...

Thai Airways International Public Company Limited-TEST Requested Profile

All required customer requested fields have been completed.

View customer requested fields >

Public Profile Completeness

15%

Enter commodities to reach 35% >

There are no matched postings.

Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Home

Events

Title	ID	End Time ↓	Event Type	Participated
▶ Status: Completed (129)	1			
▶ Status: Open (5)	2			
▶ Status: Pending Selection (115)	3			

1. Status: Completed	An event in which the supplier selection and award process has been completed.
2. Status: Open	An event that is still open.
3. Status: Pending Selection	An event that has closed and is currently in the process of selecting a supplier for award.

Login to Supplier Ariba Business Network from Link (Cont,)



- **Column details**

Ariba Proposals and Questionnaires

Standard Account
Get enterprise account
TEST MODE

Chat
Help
Help
Help

MORE...

Thai Airways International Public Company Limited-TEST Requested Profile

All required customer requested fields have been completed.

View customer requested fields >

Home

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Public Profile Completeness

15%

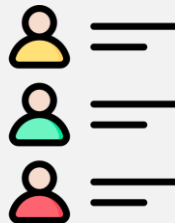
Enter commodities to reach 35% >

There are no matched postings.

Events

Title	ID	End Time	Event Type	Participated
▶ Status: Completed (480)				
▼ Status: Open (1)				
Supplier Manual RFP2	Doc1613767007	6/27/2025 12:00 AM	RFP	No
▶ Status: Pending Selection (272)				

1. Title	Name Event
2. ID	ID of Event
3. End Time	End time of Event
4. Event Type	• RFP • RFI • Auction
5. Participated	Show the participation status of the event.
6. 	Click to expand or collapse





3. Supplier Submit Response for RFI Event



Supplier Submit Response for RFI



1. Review Event Details:

1.1 Go to Event that want to participate.

1.2 The system takes you to Event page, click on “Review Prerequisites”.

Event Details

Doc1585563248 - Supplier Manual SP3 RFI for Auction - Sellin...

Time remaining
3 days 00:27:56

[Event Messages](#)
[Download Tutorials](#)

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Submit Response

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.

Review Prerequisites

Decline to Respond

Print Event Information

Event Overview and Timing Rules

Owner: [Piangkwan Khapimpibanbut](#) ⓘ

Currency: Thai Baht

Commodity: ธุรกิจอุปกรณ์นิรภัย อาชีวอนามัยและสภาพแวดล้อม (Safety equipment & Occupational health) 701110

Event Type: RFI

Publish time: 5/27/2025 6:07 PM

Due date: 5/30/2025 6:37 PM

Allow bidding overtime: No ⓘ

Supplier Submit Response for RFI (Cont,)



2. Review and Accept Prerequisites:

The system takes you to checklist No. 2 “Review and Accept Prerequisites”

- Click “I accept the terms of this agreement.”

Prerequisites	Doc1585563248 - Supplier Manual SP3 RFI for Auction - Selling Plan
▼ Checklist 1. Review Event Details 2. Review and Accept Prerequisites 3. Submit Response	To continue with this event, complete the prerequisites below. Some of the prerequisites might be access gate questions that you must answer before you can see the event information. Other prerequisites might serve as a participation gate that restricts you from submitting your response unless you have responded to them. In some cases, your responses to the prerequisites require buyer review before you can continue with the event or submit a response. Would you like to accept the Bidder Agreement? View Bidder Agreement ☒ I accept the terms of this agreement. ☐ I do not accept the terms of this agreement.

Supplier Submit Response for RFI (Cont,)



2. Review and Accept Prerequisites:

The system takes you to checklist No. 2 “Review and Accept Prerequisites”

- Then “Attach File” to the item with the door symbol. 

▼ 5.0 Deadline for Submission of Documents

Less... -

Schedule for Document Collection: From to
Documents can be obtained via TG Ariba. The purchase fee is Thai Baht per set, payable via bank transfer to:Account Name:
.....
Bank:
Account Number:

Please upload the payment slip as proof of payment on TG Ariba and wait for document access approval.
Note: The company reserves the right not to refund the document fee under any circumstances.

5.1 Please attach the payment slip as proof of payment
(maximum 100MB, attach 1 file only). 

*Attach a file

- Click “OK”.

OK

Cancel

Supplier Submit Response for RFI (Cont,)



2. Review and Accept Prerequisites:

- Click "OK" again to submit

A modal dialog box with a white background and a thin black border. It contains a green checkmark icon followed by the text "Submit this agreement?". Below this is the instruction "Click OK to submit.". At the bottom are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red rectangular border.

✓ Submit this agreement?

Click OK to submit.

OK Cancel

Supplier Submit Response for RFI (Cont,)



3. Submit response:

Once the payment proof verification is approved, a check mark will appear on the door icon and other details will be displayed.



- Go to the checklist No.3 **"Submit Response"**.

Console

Doc1585563248 - Supplier Manual SP3 RFI for Auction - Sellin...

Time remaining
7 days 23:39:33

Event Messages
Response History

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Submit Response

▼ Event Contents

All Content

1 Invitation to Bid Do...

Your response to the prerequisites has been submitted.

All Content

Page 1

Name ↑	
▼ 1.0 Invitation to Bid Document	
1.1 Procurement Management Announcement – Category Announcement No. Subject: Competitive Bidding for Procurement/Contracting/Hiring of Thai Airways International Public Company Limited, hereinafter referred to as "the Company," intends to conduct a procurement process The Terms of Reference (TOR) and/or detailed specifications, which form an integral part of this document, are attached.	
▼ 2.0 Supplier Qualifications	
2.1 Must be a legal entity registered under Thai law or the local law of the country where the entity is established, operating for at least 1 year before the bid submission date.	
2.2 Must have a registered and paid-up capital of no less than million baht	

Supplier Submit Response for RFI (Cont,)



3. Submit response:

- Click on the attached document to download the document.

5.1 Please attach the payment slip as proof of payment (maximum 100MB, attach 1 file only).	สลิปหลักฐานการโอนเงิน.docx
5.2 Please download the Terms of Reference (TOR) and/or specifications here. [e- Form] TOR XXX.pdf	

- These two options will show up: 1. Download this attachment and 2. Download all attachments. Then you can click to download the attachment.

5.1 Please attach the payment slip as proof of payment (maximum 100MB, attach 1 file only).	
5.2 Please download the Terms of Reference (TOR) and/or specifications here. [e- Form] TOR XXX	
6.0 Proposal B	
Scheduled on Time: at Room: Bu	

1 Download this attachment

2 Download all attachments

Supplier Submit Response for RFI (Cont,)



3. Submit response:

- Click "Attach File" on the content that you want to reply with details with an attachment.

5.1 Please attach the payment slip as proof of payment (maximum 100MB, attach 1 file only). 📎 ✓	📎 สลิปหลักฐานการโอนเงิน.docx ✓
5.2 Please download the Terms of Reference (TOR) and/or specifications here. 📎 [e-Form] TOR XXX.pdf ✓	
6.0 Proposal Briefing Session Less... -	
Scheduled on Time: - at Room: Building: Floor: If a bidder or representative fails to attend, it will be assumed that they fully understand the requirements/waive the right to dispute the details.	
7.0 Sample Submission for Testing or Inspection Less... -	
Sample delivery details: Scheduled on Time: - at Room: Building: Floor: The Company will not return submitted samples.	
▼ 8.0 Certification, Product Details, and Catalogs	
8.1 Please attach relevant certification, product details, catalogs, or other related documents.	*Attach a file
▼ 9.0 Qualification Proposal Submission Less... -	
Submission Deadline:	
9.1 Please attach qualification documents on TG Ariba in PDF format (maximum 100MB, attach 1 file only).	Attach a file
▼ 10.0 Technical Proposal Submission Less... -	
Submission Deadline:	
10.1 Please attach technical documents on TG Ariba in PDF format (maximum 100MB, attach 1 file only).	*Attach a file

Note: Document Naming



Document Naming Guidelines for Bid/Proposal Submission

- Technical Document: "Technical Proposal – (Company Name)"



Please attach **only one PDF** file, with a maximum file size of 100 MB.



Supplier Submit Response for RFI (Cont,)



3. Submit response:

- When all questions have been answered, press "Submit Entire Response".

Submit Entire Response

Save draft

Compose Message

Excel Import

- When the RFI Event is closed, Thai Airways will consider the qualifications and technical aspects of the suppliers and those who pass will be invited to the Auction Event to bid for prices.

Note 1: Document Naming



Document Naming Guidelines for Bid/Proposal Submission

- Technical Document: "Technical Proposal – (Company Name)"



- Quotation Document: "Quotation Proposal – (Company Name)"



Please attach **only one PDF** file, with a maximum file size of 100 MB.

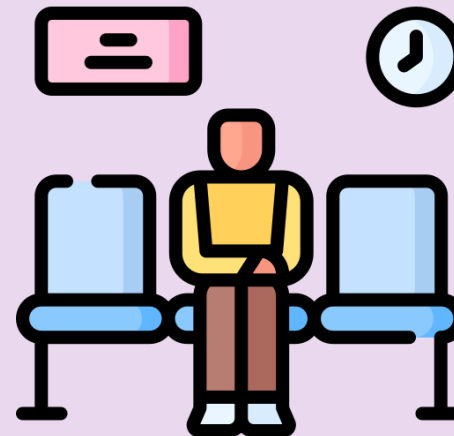


Note 2: Pending Selection



Pending Selection = The event has ended.

After the event ends, Thai Airways will proceed with the supplier selection process.



Note 3: Require Field

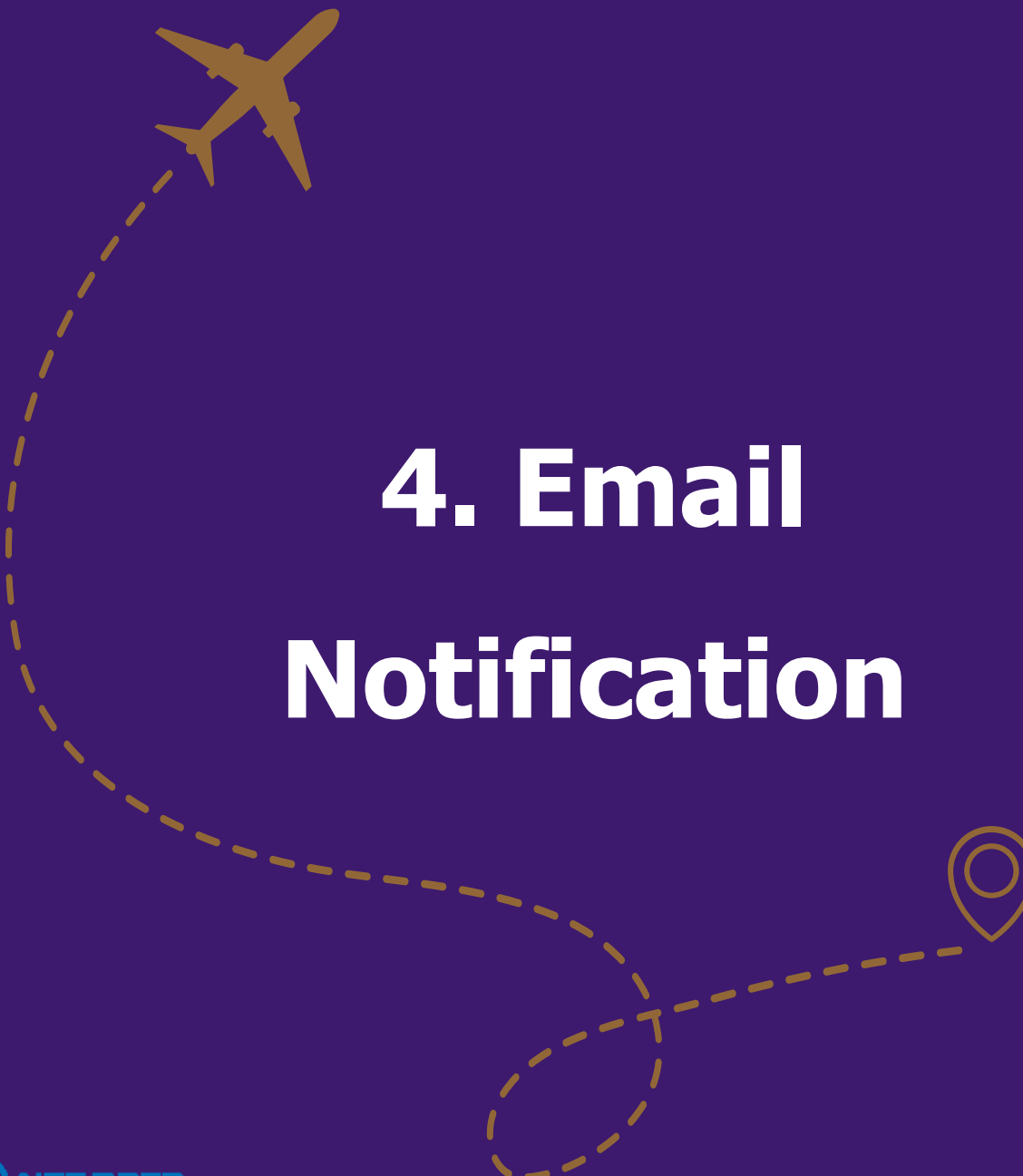


A Red Asterisk "*" indicates a required field, meaning you **must** provide information, answer the question, or attach a document in that field.



If there is no red asterisk "*", it means the field is **optional** – you may choose to fill it out or leave it blank.





4. Email Notification



Email Notification



A notification will be sent when you are invited to participate in a sourcing event.

SAP Ariba

Thai Airways International Public Company Limited-TEST has **invited** you to participate in the following event: Test Award RFI-Technical Event. The event is set to begin on Tuesday, March 11, 2025 at 10:07 PM, Pacific Daylight Time.

Use the following user name to sign in to Thai Airways International Public Company Limited-TEST events: 3pkpinky@gmail.com.

[Click Here](#) to access this event.

When you click this link, sign in with your user name and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in your event.

If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Commerce Cloud or sign in using your existing Ariba Commerce Cloud account user name and password before you can indicate that you do not want to respond to this event.

If you have forgotten your user name or password and are unable to sign in, [Click Here](#).

NOTE: The forgot password link is only valid for 24 hours. After this link expires, click Forgot Password on the Ariba Sign In page to reset your password.

If you have questions about this event, contact Piangkwan Khapimpibanbut via telephone at or via e-mail at piangkwan.khapimpibanbut@nttdata.com.

We look forward to working with you!

Thank You,

Thai Airways International Public Company Limited-TEST



Email Notification (Cont,)



A notification will be sent if you are awarded in the event.

SAP Ariba 

You have been **awarded** business for 1 lots from the Thai Airways International Public Company Limited-TEST event Doc1373248103 ลง **Award** 29-11-24 Event.

The following is a summary of the first 10 lots.

1 สินค้า A

To complete the transaction, please contact Piangkwan Khapimpibanbut at or via e-mail at piangkwan.khapimpibanbut@nttdata.com.

For details about this event, please visit the Thai Airways International Public Company Limited-TEST Ariba site [Click Here](#).

Thank You,

Thai Airways International Public Company Limited-TEST

Thai Airways International Public Company Limited-TEST sourcing site, Event Doc1373248103: ลง **Award** 29-11-24 Event, Realm: 744551764-T, Message ID: MSG158290833, [Click Here](#)



Email Notification (Cont,)



A notification will be sent if you are not selected for award.

1 lot(s) from Event Test SP3 ข่ายแบบ Auction have been awarded to other bidder(s). กล่องจดหมาย x 🖨 🔗

 **Piangkwan Khapimpibanbut** <s4system-prod3+744551764-T.Doc1470031985@ansmtp.ariba.com> 18 ก.พ. 2025 15:48 ★ 😊 ↩ ⋮
ถึง จัน ▾

SAP Ariba 

The business for 1 lot(s) from the Thai Airways International Public Company Limited-TEST event Doc1470031985 Test SP3 ข่ายแบบ Auction has been awarded to other bidder(s).

The following is a summary of the first 10 lots.

1 SHEET (BED SHEET)

Thank you for your participation.

If you have questions, please contact Piangkwan Khapimpibanbut at or via e-mail at piangkwan.khapimpibanbut@nttdata.com.

For details about this event, please visit the Thai Airways International Public Company Limited-TEST Ariba site [Click Here](#).

Thank you,

Thai Airways International Public Company Limited-TEST



Email Notification (Cont,)



A notification will be sent when the envelope is opened.

