



TMA - SAP Ariba Supplier Registration and Bid Submission Guide



Contents

Error! Bookmark not defined.

1. How to get Started	3
1.1 E-mail invitation	3
1.2 Register your user account	4
1.3 Complete required user account information	5
1.4 Accept the Ariba terms of use	8
2. How to accept or decline an invitation	Error! Bookmark not defined.
2.1 View the event	6
2.2 Review event details	7
2.3 Respond to the Prerequisites	8
2.4 Accept the terms of use	9
3. How to select items to bid for	Error! Bookmark not defined.
3.1 Choose Lots	Error! Bookmark not defined.
4. How to place the initial bid	1
5. How to place the next bid	2
6. Technical Support	Error! Bookmark not defined.

Accessing the Tender

- Note: All tender opportunities are managed through the SAP Ariba Supplier Portal. Suppliers wishing to participate in this tender must ensure they are registered on the SAP Ariba Network and have access to the TMA sourcing event.**

1. How to get Started

1.1 E-mail invitation

You will receive an e-mail notification (from the respective buyer), inviting you to participate in the event/ online auction to be conducted via SAP Ariba. To access the event, click on '[Click Here](#)'.

Fw: TRADEMARK AFRICA-TEST has invited you to participate in an event: Project name.

 To: Ail, Gaurav
To: Ariff, Jazeem

From: TRADEMARK AFRICA-TEST (mailto:trademark.africa-test@sap.com)
Sent: Tuesday, September 1, 2026 1:03 PM
Re: Ail, Gaurav - Invitation to participate in an event: Project name

Subject: TRADEMARK AFRICA-TEST has invited you to participate in an event: Project name.

You don't often get email from gaurav.prof@sap.com. [Learn why this is important](#)

TRADEMARK AFRICA-TEST

TRADEMARK AFRICA-TEST has invited you to participate in the following event:
Project name. The event is set to begin on Monday, August 31, 2026 at 5:19 PM, Gulf Standard Time.

Use the following user name to sign in to TRADEMARK AFRICA-TEST event:
gaurav.ariff@ap.solid.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 Gaurav via telephone at or via e-mail at gaurav.ariff@ap.solid.com

We look forward to working with you!

Thank You,

TRADEMARK AFRICA-TEST

You are receiving this email because your customer, TRADEMARK AFRICA-TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact TRADEMARK AFRICA-TEST.

TRADEMARK AFRICA-TEST sourcing site, Event Doc48072000, Project name, Reader: TRADEMARK AFRICA-TEST, Message ID: 48072000, Doc: 48072000

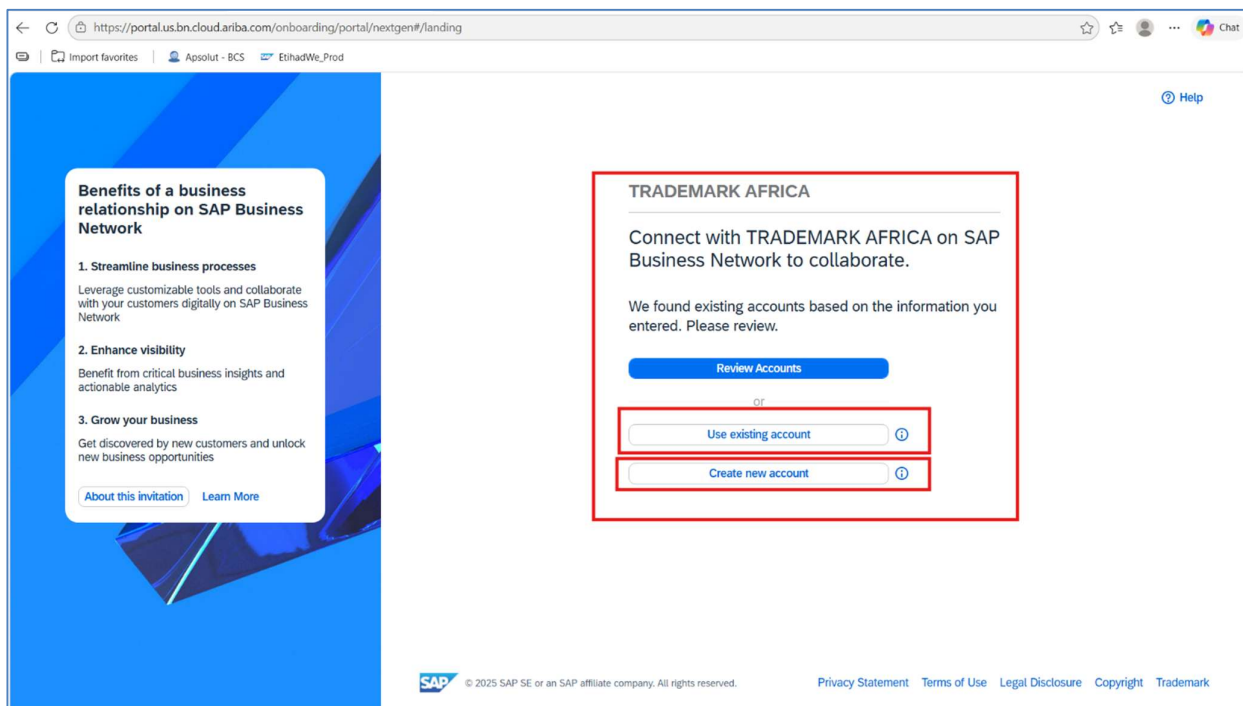
© 2026 SAP Ariba | [Contact Us](#) | [Customer Support](#)

Powered by 

[Summarize](#)
[Reply](#) [Reply All](#) [Forward](#) [Share](#) [More](#)
 Tue 9/1/2026 1:04 PM

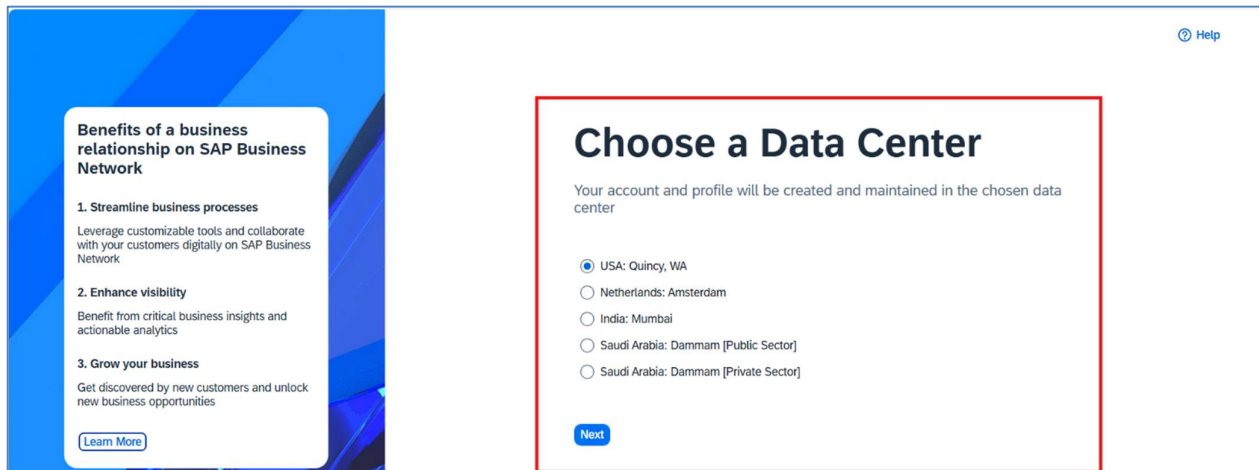
1.2 Register your user account

- If you do not already have your company's Ariba Commerce Cloud profile, you will be prompted to do so. Please click "Create new account" to create your profile. If you already have a profile registered, click on "Use existing account" to enter your company's Ariba login details, linking your existing account with TMA.



1.3 Selection of data center

- Choose the correct data center based on your location.



[Help](#)

Choose a Data Center

Your account and profile will be created and maintained in the chosen data center

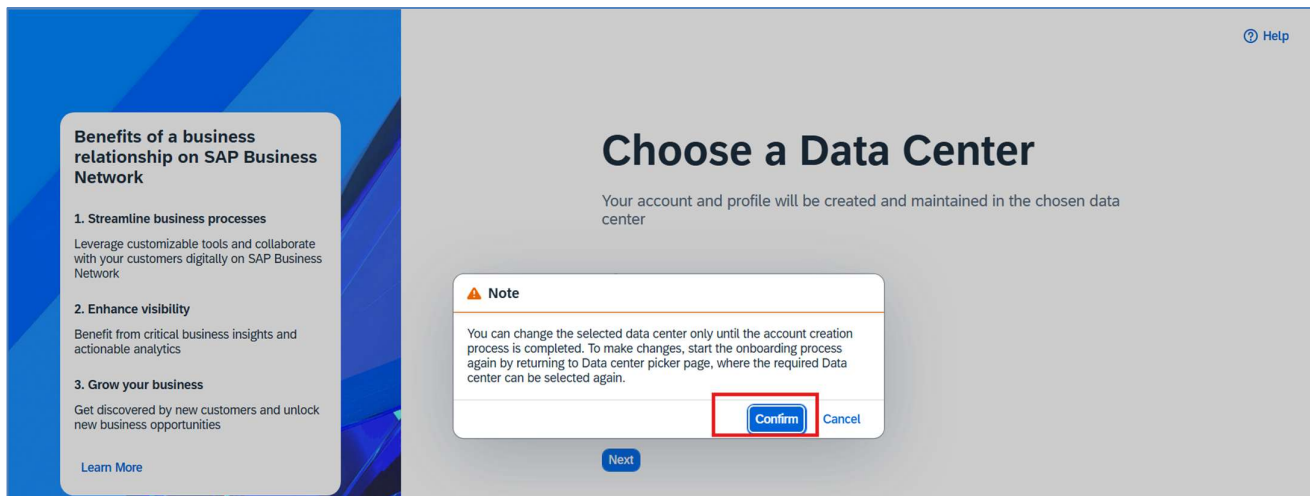
☒ USA: Quincy, WA
☐ Netherlands: Amsterdam
☐ India: Mumbai
☐ Saudi Arabia: Dammam [Public Sector]
☐ Saudi Arabia: Dammam [Private Sector]

[Next](#)

Benefits of a business relationship on SAP Business Network

- 1. Streamline business processes**
Leverage customizable tools and collaborate with your customers digitally on SAP Business Network
- 2. Enhance visibility**
Benefit from critical business insights and actionable analytics
- 3. Grow your business**
Get discovered by new customers and unlock new business opportunities

[Learn More](#)



[Help](#)

Choose a Data Center

Your account and profile will be created and maintained in the chosen data center

Note

You can change the selected data center only until the account creation process is completed. To make changes, start the onboarding process again by returning to Data center picker page, where the required Data center can be selected again.

[Confirm](#) [Cancel](#)

[Next](#)

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1.4. Email Verification

- The correct email address and click on Proceed. Enter the OTP sent you your registered email address.

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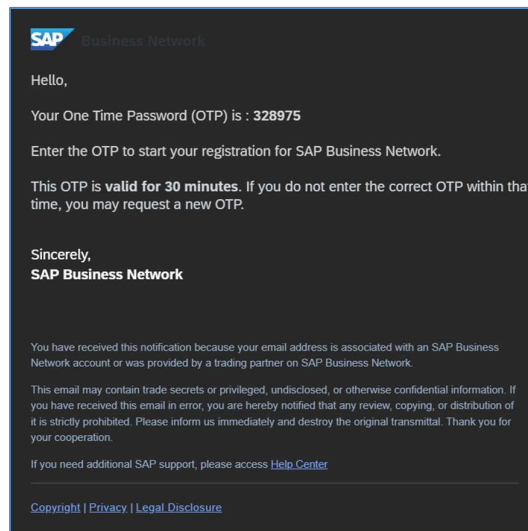
[Learn More](#)

Verify your email before you proceed...

Please provide the email that you want to use to create your new account.

Email: *

[Proceed](#)



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[< Back](#)

Enter your One Time Password

Please enter your one time password sent to jazim_06@hotmail.com. Your password expires in 30 minutes.

[Continue](#)

1.5 Fill in all the required Information

- Complete all the details marked with red asterisks to complete the account creation process.

Create an account to connect and collaborate with TRADEMARK AFRICA on SAP Business Network

Company Information

Company Legal Name: * ⓘ

Country / Region: *

Address Line 1: * ⓘ

Address Line 2:

City: *

State: *

Postal Code: *

Administrator Account Information ⓘ

Name: *

Email:

☒ Use my email as my user name

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
 

Create account

1.6 Address confirmation

- Review and Confirm the Address Recommendation.” Click Confirm”

Address Recommendation

6. We noticed that your address is incomplete or invalid. Please make a selection from the recommendations below and click Confirm.

7. You entered:

Dubai, D88AI, Dubai, 0000

We recommend:

- ☐ Dubai Ferry, Al Wasl Dubai, United Arab Emirates
- ☐ Dubai Transit Road, Warsan 3 Dubai, United Arab Emirates
- ☐ Dubai Transit Road, Latifa City Dubai, United Arab Emirates
- ☐ Dubai Transit Road, Wadi Al Omardi Dubai, United Arab Emirates

[Show More](#)

[Confirm](#)
[Use Entered Address](#)

- 1.7 If you already have account, click on “Review Existing Account.” If you are creating a new account, click on “Continue Account Creation.”

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TRADEMARK AFRICA

Create an account to connect and collaborate with TRADEMARK AFRICA on SAP Business Network

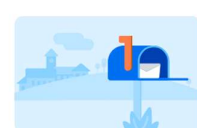
We found existing accounts based on the information you entered. Please review.

[Review Accounts](#)

[Continue account creation](#)

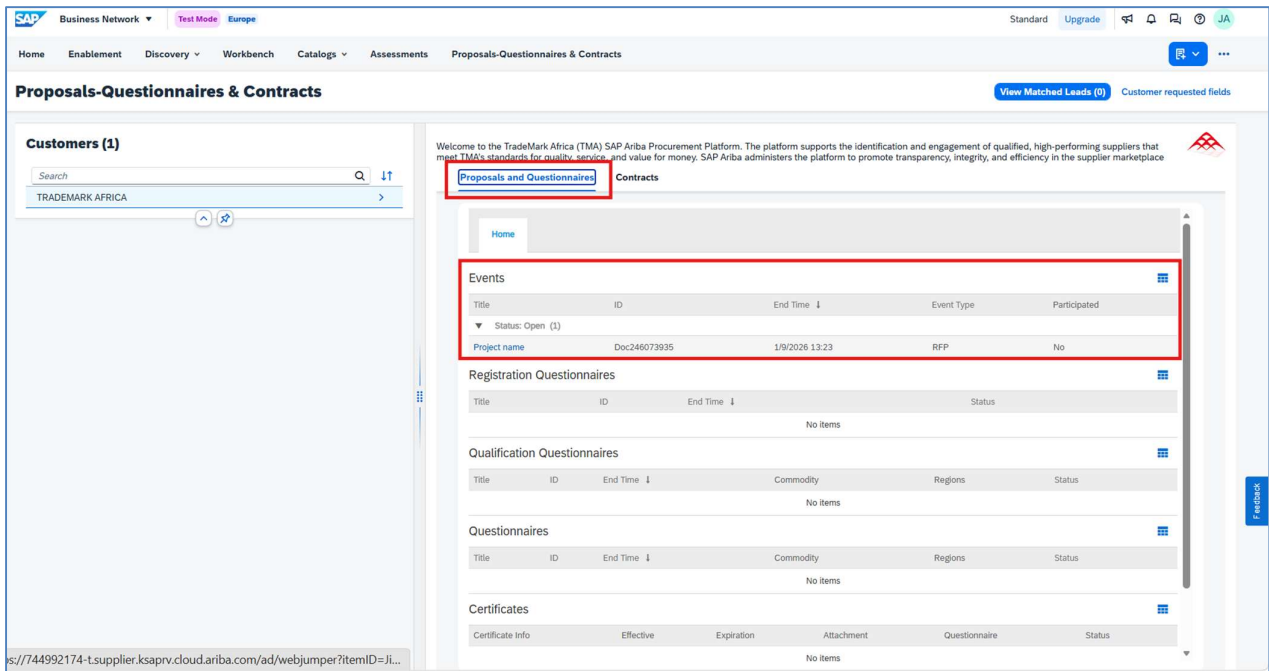
You are almost done

You will soon receive an email confirmation once your account is created. Please wait a moment. The page will automatically redirect once the process is complete.



1.8 View the event

- You can see the projects you have been invited to participate in, under the status “**open**” or “**Preview**”. You can also see the End Time and Event type. Click on the RFP to view more details about the event.



The screenshot displays the SAP Business Network interface for the 'Proposals-Questionnaires & Contracts' section. The left sidebar shows the 'Customers (1)' list with 'TRADEMARK AFRICA' selected. The main content area features a welcome message and a navigation menu with 'Proposals and Questionnaires' highlighted. Below this, several tables are visible: 'Events', 'Registration Questionnaires', 'Qualification Questionnaires', 'Questionnaires', and 'Certificates'. The 'Events' table is highlighted with a red box and contains one entry:

Title	ID	End Time	Event Type	Participated
▼ Status: Open (1)				
Project name	Doc246073935	1/9/2026 13:23	RFP	No

The other tables ('Registration Questionnaires', 'Qualification Questionnaires', 'Questionnaires', and 'Certificates') all show 'No Items'.

1.9 [Review event details](#)

- Once an event is selected, the following screen will appear. You can preview some of the content prior to intending to participate (Quantity, line items, RFP document- if any attached, event start time etc.)

Ariba Sourcing
Company Settings
Jazeem Arif
Feedback
Help

Go back to TRADEMARK AFRICA-TEST Dashboard
Desktop File Sync

Event Details
Doc246073935 - Project name
Round: 1
Time remaining 22:50:48

Event Messages
Download Tutorials

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

Event Contents
All Content
1. Introduction
2. Technical
3. Commercial

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.

Download Content
Review Prerequisites
Decline to Respond
Print Event Information

Review the terms of the prerequisites and accept or decline them.

Primary

Introduction
(Section 1 of 3) Next

Name

1.0 Introduction
1.1 How to respond to the RFP1. Once you access the project, please review the event details. You can click on "All content" in order to see all the sections together.2. Review and accept the Agreement and/or Prerequisite(s) at the project level3. Enter your response and click on Submit entire response. Please note that unless you click on the "Submit" button, your response will not be received by the customer
1.2 Attach is the SOW
References
1.3 Kindly find attached draft Contract
References
1.4 Do you agree with the T&C's

Next Section: Technical

Event Overview and Timing Rules

Owner: Gaurav
Currency: US Dollar

Event Type: RFP

Publish time: 16/3/2026 14:24

Due date: 1/9/2026 13:23

1.10 [Respond to the Prerequisites](#)

- To participate in the event, you must **review the prerequisites** and accept the company's non-disclosure agreement and tender terms & conditions.
- 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 prerequisites, you cannot view the content or participate in this event. Click on '**Review prerequisites**'.

Event Details
Doc246073935 - Project name
Round: 1
Time remaining 22:48:56

Event Messages
Download Tutorials

▼ Checklist

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

▼ Event Contents

All Content
1 Introduction
2 Technical
3 Commercial

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.

Download Content
Review Prerequisites
Decline to Respond
Print Event Information

Review the terms of the prerequisites and accept or decline them.

Primary

Introduction
(Section 1 of 3) Next

Name ↑

▼ 1.0 Introduction

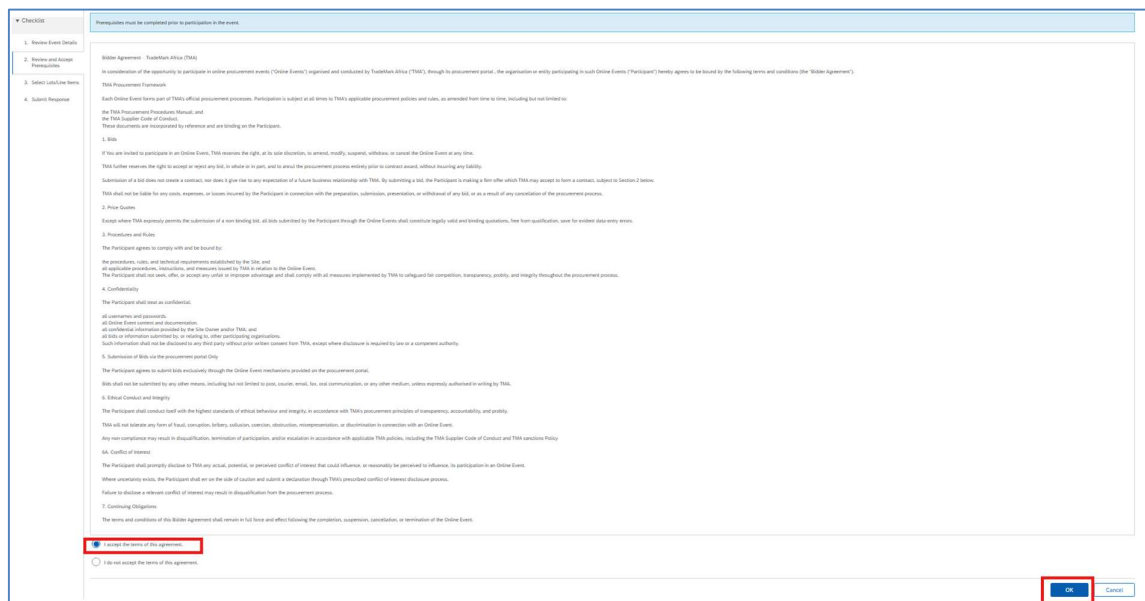
1.1 How to respond to the RFP1. Once you access the project, please review the event details. You can click on "All content" in order to see all the sections together.2. Review and accept the Agreement and/or Prerequisite(s) at the project level3. Enter your response and click on Submit entire response. Please note that unless you click on the "Submit" button, your response will not be received by the customer
1.2 Attach is the SOW References
1.3 Kindly find attached draft Contract References
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» Next Section: Technical

1.11 Accept the terms of use

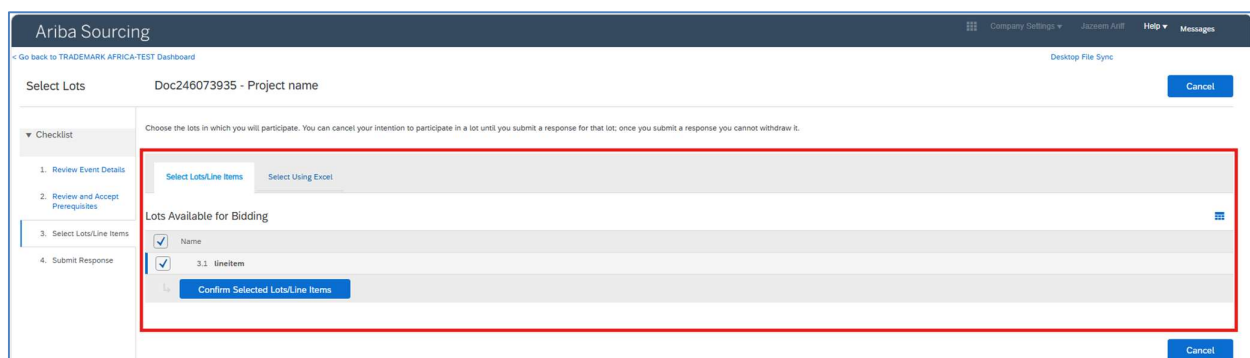
As cited earlier, prerequisites must be completed to participate in the event.

- To participate in the bidding, click on the first radio button '**I accept the terms of this agreement**'. Once you click on the same, you can see and review all details in the RFP.



1.11 Choose the lot/line item.

Select the lots/line item you're participating in the RFP.

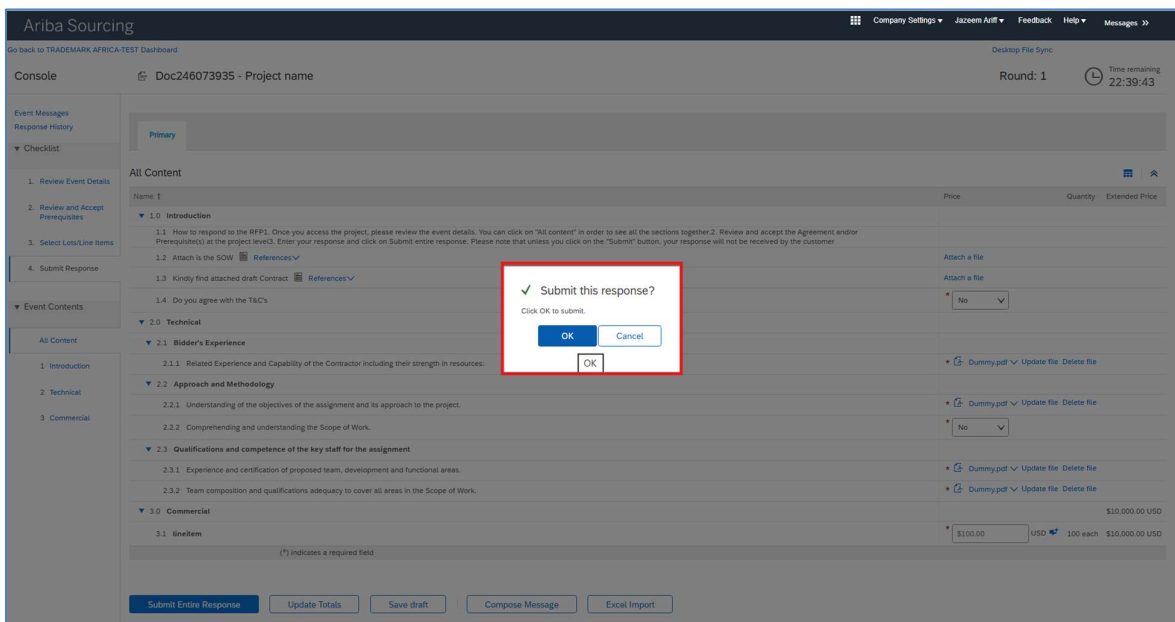


2. How to place the initial bid

When the e-Auction starts, the screen will automatically change to the bidding screen.

On the bidding screen, you can:

1. See the product or service which is currently auctioned.
2. See the remaining bidding time for the auctioned product or service.
3. Enter the price.
4. Attached all mandatory documents marked in red airstrikes.
5. Click on “Submit Entire Response”
6. Click “OK “

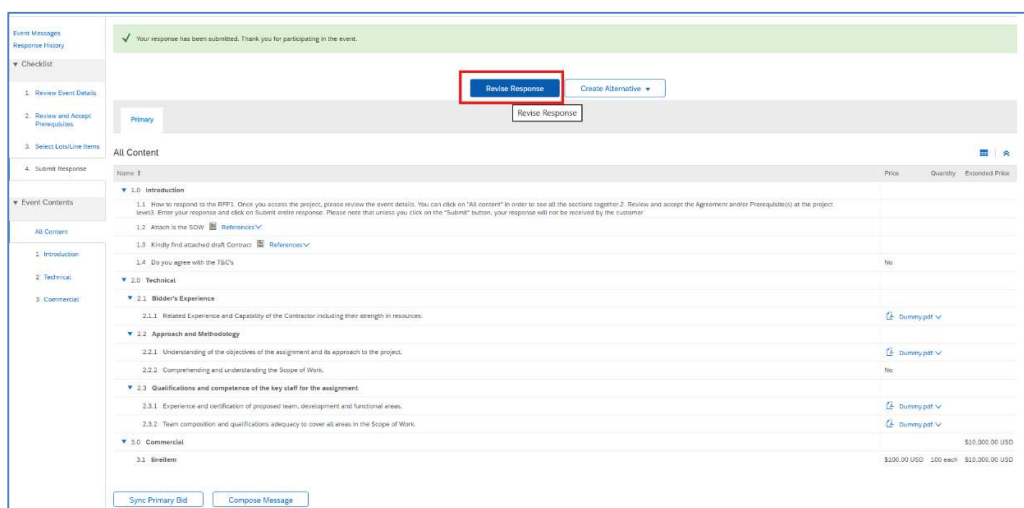
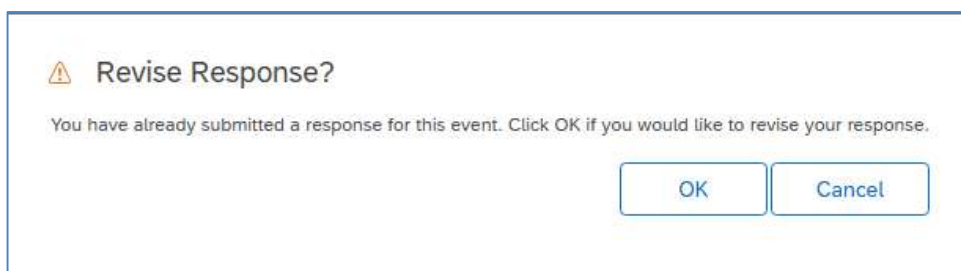
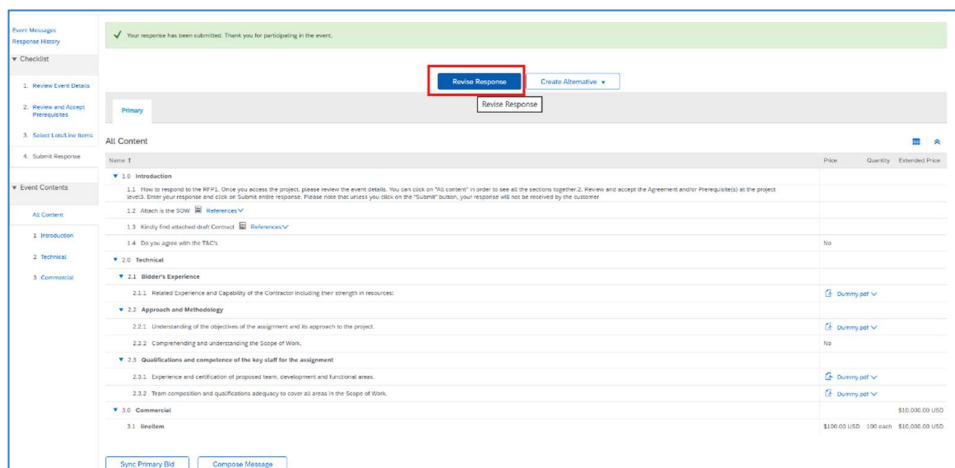


The screenshot shows the Ariba Sourcing interface for a project named "Doc246073935 - Project name". The interface includes a sidebar with navigation options like "Event Messages", "Response History", and "Checklist". The main area displays a checklist of items to review, including "1.0 Introduction", "2.0 Technical", and "3.0 Commercial". A modal dialog is open in the center, asking "Submit this response?" with "OK" and "Cancel" buttons. The dialog also includes a "Click OK to submit." instruction.

3. How to place the next bid

You can submit your bid or revise a submitted bid until the event closes. You are now able to:

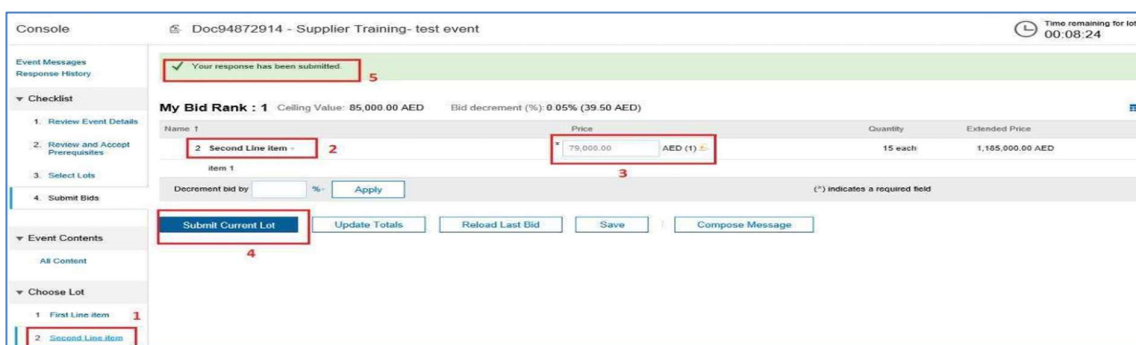
1. Click on “Revise Response”
2. Click on “OK”
3. Enter a new price.
4. Submit your next bid

4. If a second line item is open, you can start bidding for the same

1. You can find the second line item below the first line item.
2. See the product.
3. Enter your price under the 'price box'.
4. Click on 'Submit Current Lot'.
5. Once your bid has been submitted successfully, you will get to see a message indicator "Your response has been submitted".

When the countdown clock, located in the upper right-hand corner, reaches 00:00:00, you won't be able to place your bids for that lot/line item anymore.



Note: Bids submitted through email, hard copy, or any method other than SAP Ariba will not be considered unless expressly stated in the tender document.

Suppliers should:

- A. Complete all mandatory response fields where applicable.
- B. Upload all required documents in the prescribed format.
- C. Ensure pricing schedules are completed where applicable.
- D. Review the submission for completeness.
- E. Submit the response electronically through SAP Ariba before the deadline.

6. Technical Support

Suppliers experiencing difficulties with registration, login, access to the sourcing event, or bid submission should contact:

Email: procurement@trademarkafrica.com

Suppliers are encouraged to register and access the event well in advance of the submission deadline to avoid last-minute technical difficulties.

Note to Bidders:

TMA strongly encourages suppliers to familiarize themselves with the SAP Ariba platform before the tender closing date. Failure to register, access the event, or submit a bid before the deadline due to late registration or avoidable technical issues shall remain the responsibility of the bidder.