This presentation contains instructions focused on the required steps needed for suppliers to respond to a RFP request made from the New Products group.

For more general information on how to respond to other events and/or other functionality of the Ariba system please see the Guide and Tutorials section under the Help link on the Stanley Black & Decker Sourcing Management website.

If you have issues with you password and/or other login issues please contact the Ariba support center at one of the numbers below. Support is provided from 8:00pm ET Sunday - 8:00pm ET Friday so you can speak to them live during your work hours.



### North/South America+1 412 222 6153 Europe/Middle East/Africa+44 20 7187 4144 Asia Pacific+65 6311 4745

The following numbers are toll-free if dialed from the country. If these numbers do not work, please use one of the main numbers above

Australia -1800 766 694

China – South - 10800 265 0343

Hong Kong - 800 900 856

Italy - 800 124 723

Mexico - 001 866 663 5127

Portugal - 800 780 106

South Korea - 00308 651 1405

**Taiwan -** 0080 165 1582 **United Kingdom -** 0800 358 3556

Brazil - 0800 891 3988 France - 0800 945 115 India - 000800 650 1193 Japan - 00531 650 252 New Zealand - 0800 44 6018 Russia - 8 10 8002 4494011 Spain - 900 801 255 Thailand - 001800 656 402

**United States - 1 866 218 2155** 

China – North - 10800 650 0343
Germany - 0800 101 1989
Indonesia - 001803 657 588
Malaysia - 1800 80 1448
Philippines - 1800 1651 0376
Singapore - 1800 311 4600
Sweden - 020 160 5734
The Netherlands - 0800 0200 582

When you are invited to an RFP event you will receive an automated e-mail notification similar to the one below. The e-mail will provide you with:

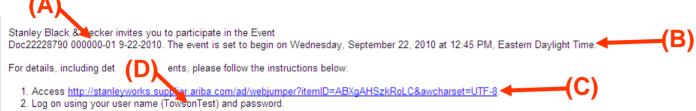
Event Name (A)

Event Start Date/Time (B)

Link to access the event (C)

Your username (D) Ithis name should stay constant for all Ariba events you are invited tol

Link for you to reset your password (E) if you have forgotten it



- 3. View the event details and if you choose to participate in the event, you must Review and Accept the agreement.

If you don't want to respond to this event, please click on the below mentioned link;

http://stanleyworks.supplier.ariba.com/ad/declineToRespond/EventDeclineToRespondProjectCreationAction?passwordadapter=SourcingSupplierUser&SupplierId=TowsonTest&EventId=Doc22228790

If you have questions about the event, please contact Jeff McDonald via telephone at 410-847-6954 or via e-mail at ieff.mcdonald@bdk.com.

If you are unable to log in because you have forgotten your password please click on the following link to reset your password. This URL is only valid for 30 days. http://stanleyworks.supplier.ariba.com?awsso\_tkn=34thyuERJE4c9a3139fffffffd86d6f83

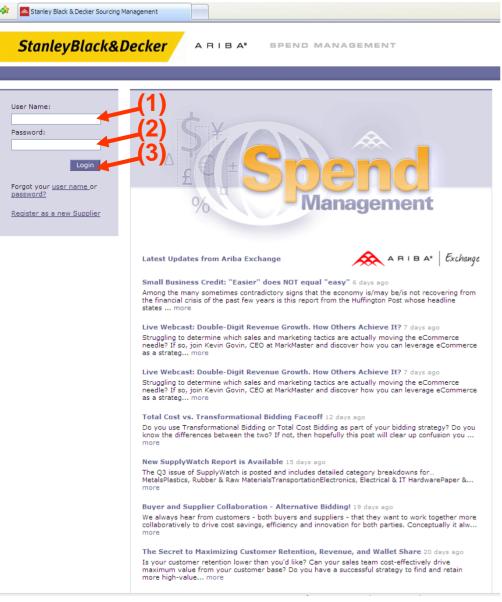
NOTE: If clicking the above link does not take you to the password reset screen, copy and paste the URL into your browser's address bar. If the URL spans multiple lines, copy all lines and ensure there are no spaces between the parts that you paste together.

We look forward to working with you!

Stanley Black & Decker

Stanley Black & Decker sourcing site. Event Doc22228790: 000000-01 9-22-2010, Realm: stanleyworks, Message ld: MSG3695449, http://stanleyworks.supplier.ariba.com/ad/webjumper? itemID=ABXgAHSzkRoLC&awcharset=UTF-8

If you use the link within the automated e-mail, you will be directed to the Ariba login page. To log in without using the link go to



URL: http://stanleyworks.supplier.ariba.com

Enter your User Name (1)

Enter your Password (2)

Click the Login button (3)

User Name: set by user when they self registered for account

Password: sent by e-mail when account setup

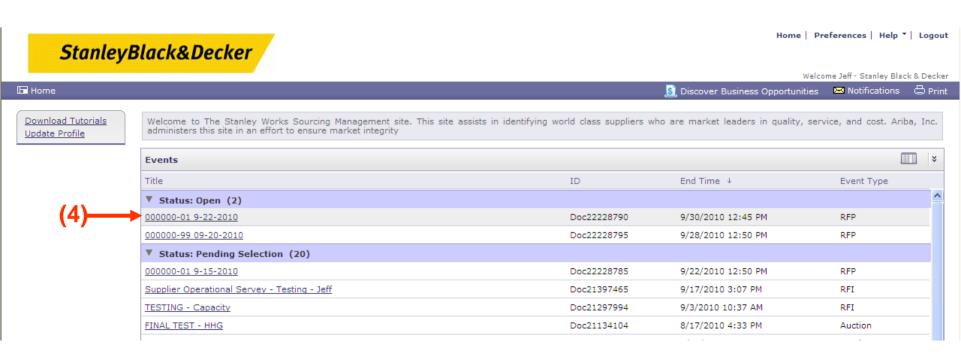
Note: Both the username and password are case sensitive

Note: If the supplier does not have an existing Ariba account

for SBD they will need to self-register for an Ariba account. See the Supplier Registration Instructions for details.

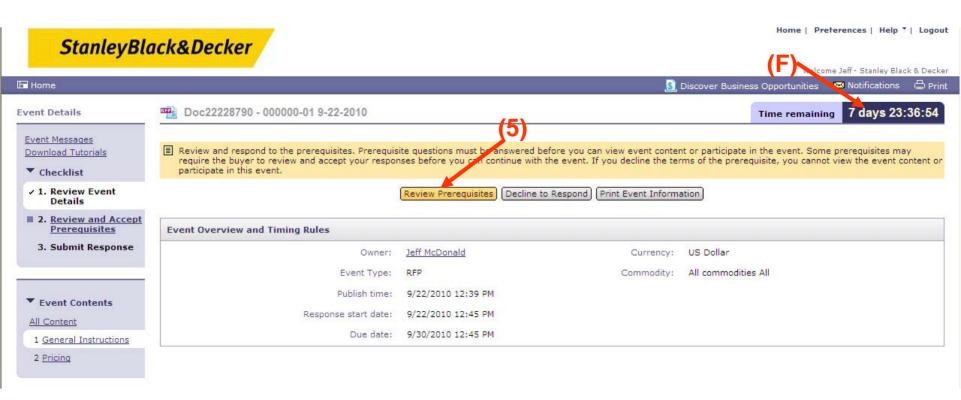
If you use the link within the automated e-mail, you will be taken directly into the event (go to next page). If you login without using the link, the screen below will display showing all events you have been invited to.

Click on the Event Name (4) for the event you want to access



The clock in the upper right corner (F) indicates how much time is remaining until the event is closed. <u>All</u> responses must be entered before this time lapse.

Click the Review Prerequisites button (5)



Click the "I accept the terms of this agreement" option (6)

Click the OK button (7)

Click the OK button on the pop-up window (8)

### StanleyBlack&Decker

Welcome Jeff - Stanley Black & Decker



Discover Business Opportunities



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Prerequisites

### ▼ Checklist

- ✓ 1. Review Event
- 2. Review and Accept Prerequisites
- 3. Submit Response

#### Doc22228790 - 000000-01 9-22-2010

Prerequisites must be completed prior to participation in the event.

In consideration of the opportunity to participate in on-line events ("On-Line Events") held and conducted by the company sponsoring this On-Line Event ("Sponsor") on the web site (this "Site") hosted by Ariba, Inc. ("Site Owner"), your company ("Participant" or "You") agrees to the following terms and conditions:

1. Bids. If the On-Line Event invites you to submit a bid for a potential transaction, Sponsor reserves the right to amend, modify or withdraw this On-Line Event. Sponsor reserves the right to accept or reject all or part of your proposal. Submission of a bid does not create a contract or any expectation by Participant of a future business relationship. Rather, by submitting a bid, you are making a firm offer which Sponsor may accept to form a contract, subject to section 2 below. Sponsor is not liable for any costs incurred by Participant in the preparation, preliminating the preparation of a bid form of the preparation of the preparation of a bid form of the preparation of the preparation of a bid form of the preparation of a bid form of the preparation of a bid form of the preparation of the

✓ Submit this agreement?

Click OK to submit.

- 2. Price Quotes. Except to the extent Spons qualification, except for data entry errors. All
- 3. Procedures and Rules. Participant further
- 4. Confidentiality. Participant shall keep all another participating organization in confiden

ubmits through the On-Line Events are legally valid quotations without days.

blished by the Site and Sponsor.

Cancel s provided by the Site and/or Sponsor, and all bids provided by itself or

- 5. Bids through Site only. Participant agrees to submit bids only through the on-line bidding mechanism supplied by the Site and not to submit bids via any other mechanism including, but not limited to, post, courier, fax, E-mail, or orally unless specifically requested by Sponsor.
- 6. Ethical Conduct. All parties will prohibit unethical behavior and are expected to notify the Site (by contacting the appropriate support number that can be found at the bottom of the home page) if they witness practices that are counter-productive to the fair operation of the On-Line Events.
- 7. LIMITED LIABILITY. PARTICIPANT HERBY RELEASES SPONSOR AND THE SITE OWNER FROM ANY LIABILITY ARISING FROM OR CONNECTED WITH ACCESS TO OR USE OF THIS SITE OR THE ON-LINE EVENTS, INCLUDING ANY CONDUCT OF THE SITE OR ANY PARTICIPATING ORGANIZATION IN THE ON-LINE EVENTS, REGARDLESS OF WHETHER SUCH LIABILITY ARISES UNDER CONTRACT, TORT OR ANY OTHER THEORY.
- 8. WARRANTIES. THIS SITE IS PROVIDED "AS IS." SPONSOR MAKES NO WARRANTIES, EXPRESS OR IMPLIED, AS TO THE OPERATION OF THIS SITE OR THE CONTENT OR PRODUCTS ON THIS SITE, INCLUDING WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE AND/OR NONINFRINGEMENT.

I accept the terms of this agreement.

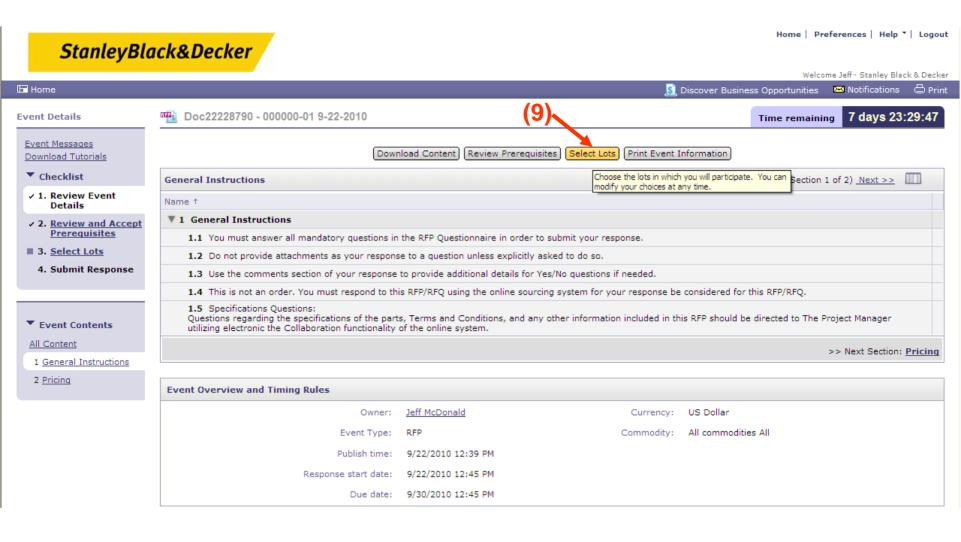
I do not accept the terms of this agreement.

**(7**)



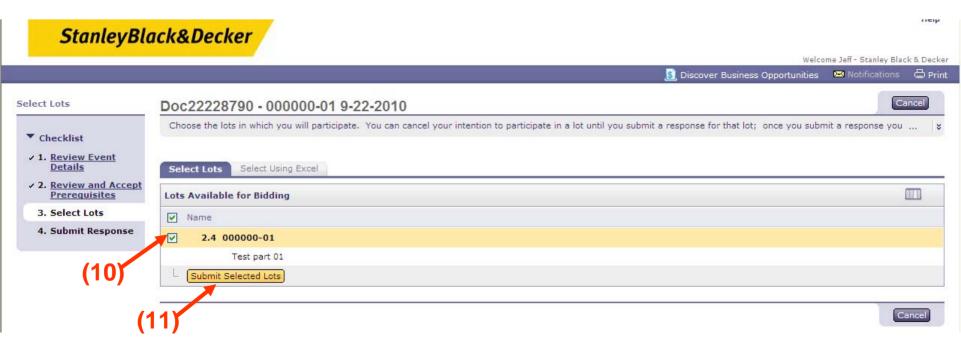


Click the Select Lots button (9)

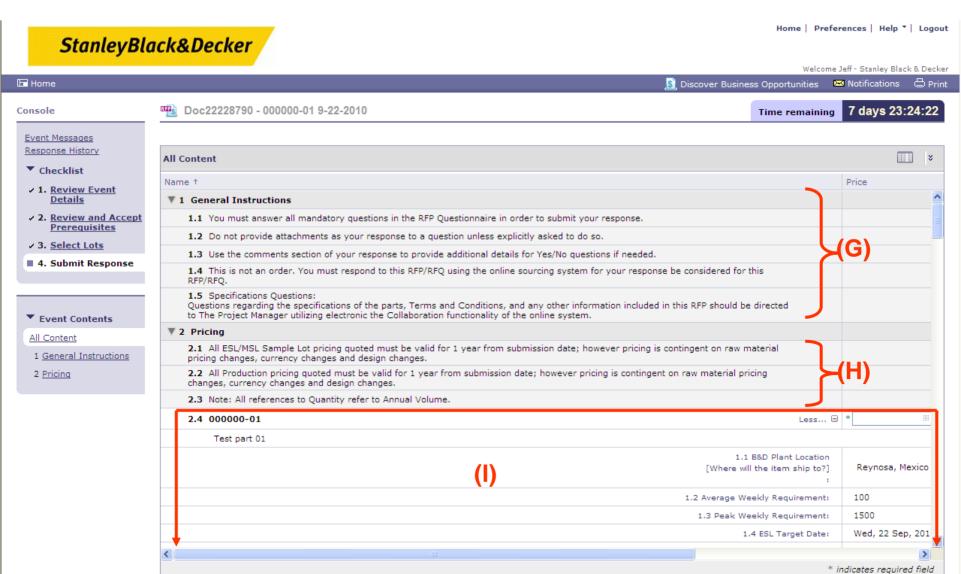


Click the check box next to all items you want to quote on (10) Click the Submit Selected Lots button (11)

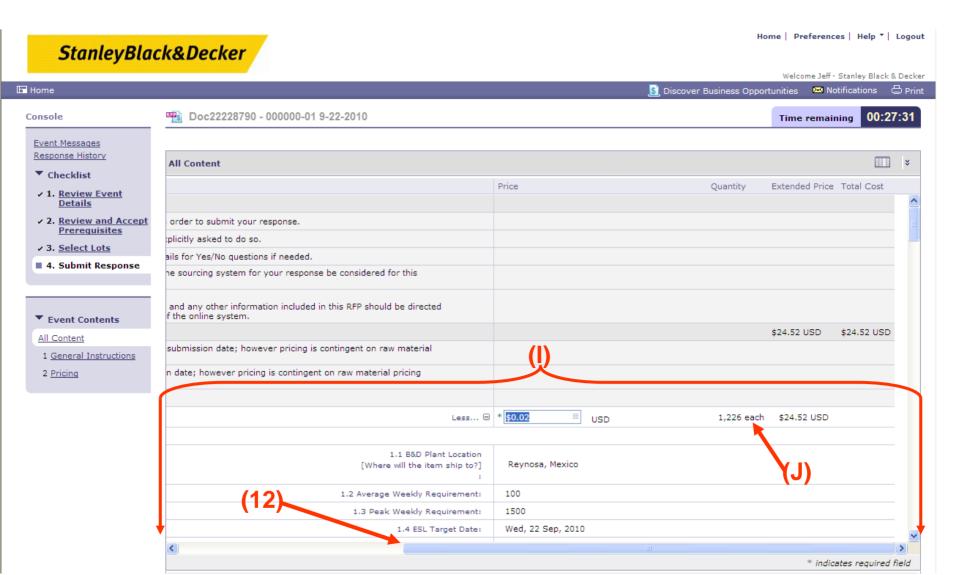
**Note:** For most New Project events there will only be one part per event; however for other events there may be multiple part numbers



You are now presented with the RFP information consisting of the General Instructions section (G), general comments in the Pricing section (H), and the part specifications (I)



<u>Note</u>: Depending on the resolution of your screen you may need to scroll to the right using your lower scroll bar (12) to see the all of the available information including Quantity (J).



The first part of the part specifications section includes information you need in order to submit your quote

SBD plant the item will ship to

**ESL Target Date** 

Peak Weekly Requirement Launch Quantity

Home | Preferences | Help ▼ | Logout

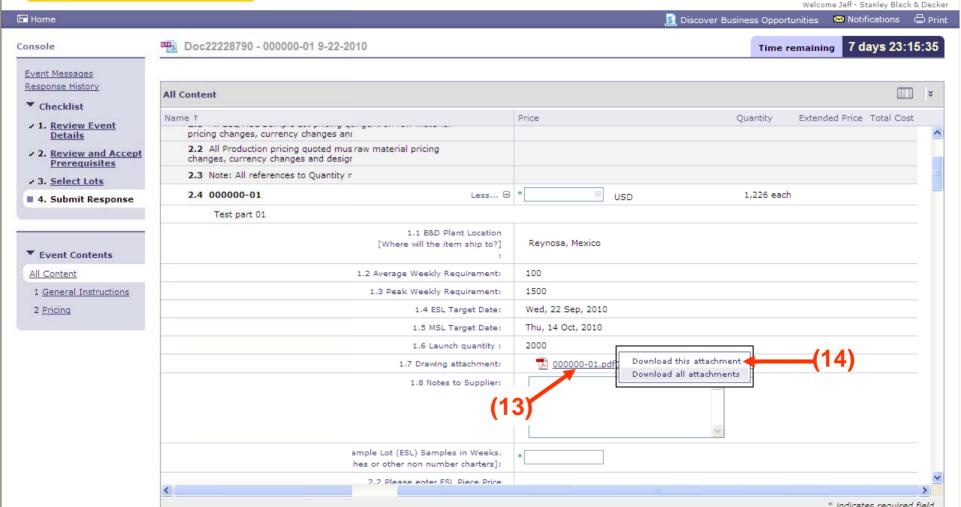
**MSL Target Date** 

Notes regarding the item **Drawings** 

To view the drawings click the drawing file (typically a PDF) click on the file name (13) and choose Download this Attachment option from the dropdown (14)

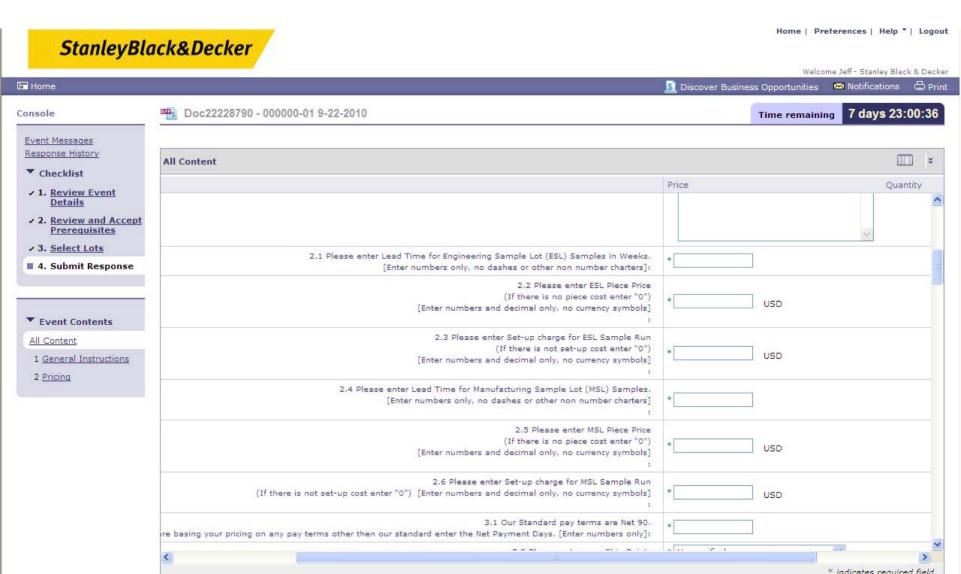
Average Weekly Requirement





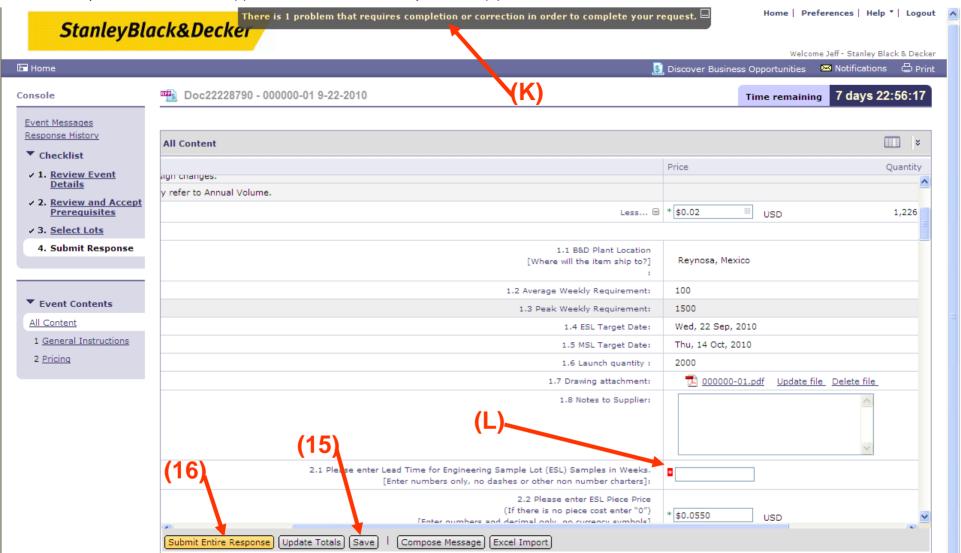
The second part of the part specifications section includes questions you need to answer as part of your response

<u>Note</u>: Questions with an asterisk (\*) are required questions and must be answered or the system will not accept the response



You can save the information you entered and come back to complete the response by clicking the Save button (15) Once you have entered your unit price and answered all of the mandatory questions, click the Submit Entire Response button (16) to finalize and submit your quote

If you try to submit your response without having answered all mandatory questions the system will display a message (K) and place a red asterisk (\*) besides the individual questions (L)



Once you click the Submit Entire Response button and all mandatory questions have been answered, a confirmation box will appear, click the OK button (17) and you response will be submitted.



If you find that you made an error in your response you can click the Revise Response button (18) and edit and re-submit your response.

**Note:** you can only revise your response if there is still time remaining in the event (M)

