

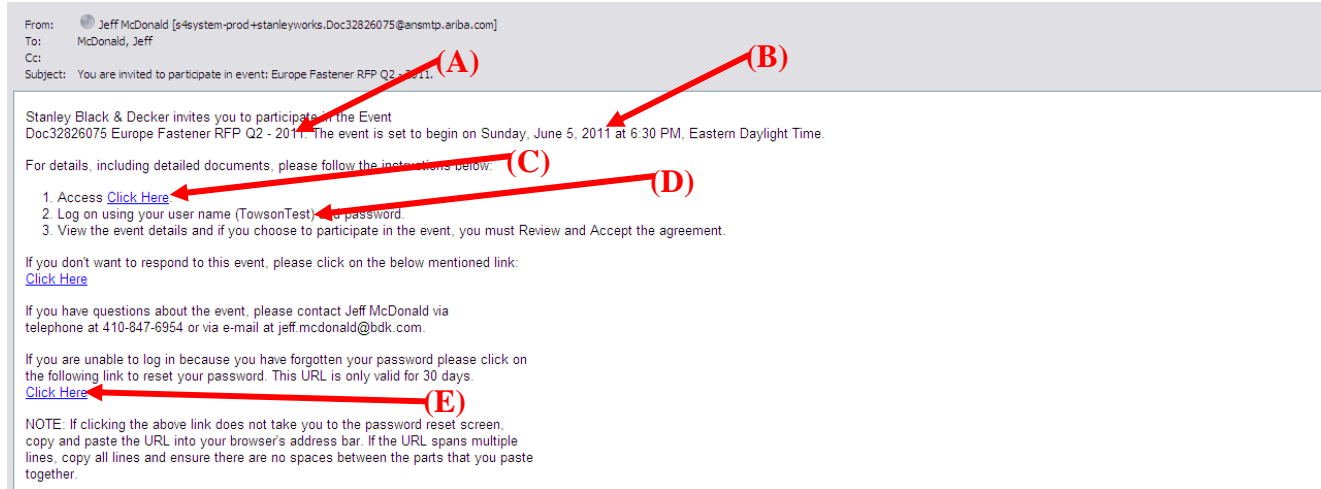
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# 1. Automated Event Invitations

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) [this name should stay constant for all Ariba events you are invited to]
- Link for you to reset your password (E) if you have forgotten it

Screenshot 1-1



## 2. Logging into Ariba

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 you do not have an existing Ariba account for SBD they will need to self-register for an Ariba account. Contact your SBD sourcing person for directions.

Screenshot 2-1



### 3. Accessing the Event you are Invited To

If you use the link within the automated e-mail, you will be taken directly into the event (go to step 2 below). If you login without using the link, the screen below will display showing all events you have been invited to.

Events will be grouped into 4 categories:

Completed – These events have been closed by SBD and have either been awarded or closed without an award.

Opened – These events are currently accepting responses from suppliers.

Pending Selection – These events have stopped accepting supplier responses but no award decision has been made.

Preview – These events have not yet started accepting supplier responses; however you can view the event details and begin preparing your responses. This setting is most often used for auction events so suppliers have time to review the details prior to the auction starting.

Click on the Event Name (1) for the event you want to access

Screenshot 3-1

StanleyBlack&Decker

Welcome TowsonTest User - Stanley Black & Decker

Home | Preferences | Help | Logout

Discover Business Opportunities | Notifications | Print

Download Tutorials | Update Profile

Welcome to The Stanley Works Sourcing 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

Title	ID	End Time ↓	Event Type
▼ Status: Completed (4)			
Fastener RFP for MAS	Doc30666699	4/7/2011 10:37 AM	RFP
000000-01 9-22-2010	Doc22228790	11/1/2010 11:03 AM	RFP
Testing Survey McDonald	Doc24049784	10/25/2010 11:17 AM	Survey
Testing Jeff	Doc22831368	10/8/2010 1:10 PM	Survey
▼ Status: Open (3)			
Europe Fastener RFP Q2 - 2011	Doc32826075	6/12/2011 6:30 PM	RFP
Training Jeff 5-27-11	Doc32626581	6/10/2011 2:30 PM	RFP
IAR Demo Project 6-1-11	Doc32759739	6/8/2011 11:54 AM	RFP
▼ Status: Pending Selection (37)			
Test Test Test	Doc32551298	5/25/2011 5:22 PM	RFP
Test Test	Doc32533592	5/25/2011 4:40 PM	RFP
Testing Lots 2	Doc29529272	5/24/2011 3:09 PM	RFP
Training Injection Mold Template 5-3-11	Doc31628546	5/10/2011 2:18 PM	RFP

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

Click the Review Prerequisites button (2).

Screenshot 3-2

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Event Details

Doc32826075 - Europe Fastener RFP Q2 - 2011

(A) Time remaining 6 days 23:38:51

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 buyer to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisite, you cannot view the event content or participate in this event.

(2) Review Prerequisites Decline to Respond Print Event Information

Event Overview and Timing Rules

Owner:	Jeff McDonald	Currency:	US Dollar
Event Type:	RFP	Commodity:	Miscellaneous fasteners 31.16.24.00
Publish time:	6/5/2011 6:30 PM		
Due date:	6/12/2011 6:30 PM		

Click the “I accept the terms of this agreement” option (3), and click the OK button (4).

Screenshot 3-3

Welcome TowsonTest User - Stanley Black & Decker

Discover Business Opportunities Notifications Print

**Prerequisites**

**Doc32826075 - Europe Fastener RFP Q2 - 2011**

**Checklist**

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

**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, presentation, or any other aspect of Participant's bid.
2. Price Quotes. Except to the extent Sponsor allows a non-binding bid, all Bids which Participant submits through the On-Line Events are legally valid quotations without qualification, except for data entry errors. All quotations must be valid for a minimum of ninety (90) days.
3. Procedures and Rules. Participant further agrees to be bound by the procedures and rules established by the Site and Sponsor.
4. Confidentiality. Participant shall keep all user names and passwords, the RfX, all other materials provided by the Site and/or Sponsor, and all bids provided by itself or another participating organization in confidence and shall not disclose the foregoing to any third party.
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 HEREBY 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 NON-INFRINGEMENT.

☐ I accept the terms of this agreement.

**(3)** ☒ I do not accept the terms of this agreement.

**(4)**

Click the OK button on the pop-up window (5).

Screenshot 3-4

**Submit this agreement?**

Click OK to submit.

**(5)**

## 4. Selecting the Items You Will Quote

Click the Select Lots button (1).

Screenshot 4-1

Home Discover Business Opportunities Notifications Print

**Event Details**

**Doc32826075 - Europe Fastener RFP Q2 - 2011**

Time remaining **6 days 23:33:02**

**Introduction** (Section 1 of 7) [Next >>](#)

**1 Introduction**

**1.1** Stanley Black & Decker, Inc., an S and P 500 Company is a worldwide manufacturer and marketer of Hand and Power Tools, hardware, security solutions and specialty hardware products for home improvement, consumer, industrial and professional use and is headquartered in New Britain, Connecticut. With its 162+ year history, Stanley Black & Decker is one of the world's most trusted names, synonymous with high quality, value and innovation.

**1.2** This request for Proposal ("RFP") outlines the information we require in order for your company (hereinafter called the "Supplier" or "Service Provider") to be considered as a potential Supplier to Stanley Black & Decker, Inc. The term "Supplier" or "Service Provider" as used in this RFP shall mean any person or firm submitting a proposal in response to this RFP. Stanley Black & Decker has developed this RFP to aid in the selection of a Supplier or Service Provider for the items or services described within. Stanley Black & Decker not only desires a supplier or service provider that can effectively provide and/or support the unique requirements listed in this RFP, but also one that can provide a best in class solution at the overall total lowest cost of ownership.

[Next Section: Commercial Terms](#)

**Event Overview and Timing Rules**

Owner:	Jeff McDonald	Currency:	US Dollar
Event Type:	RFP	Commodity:	Miscellaneous fasteners 31.16.24.00
Publish time:	6/5/2011 6:30 PM		
Due date:	6/12/2011 6:30 PM		

Click the check box next to all items you want to quote on (2), and click the Submit Selected Lots button (3).

**Note:** If you are required to quote on an item it will be pre-checked and you will not be able to uncheck that item.

Screenshot 4-2

Welcome TowsonTest User - Stanley Black & Decker

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Select Lots

Doc32826075 - Europe Fastener RFP Q2 - 2011

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit a response ...

Select Lots Select Using Excel

Lots Available for Bidding

Name
<input checked="" type="checkbox"/> 7.1 N00032-00 Type 7 fastener

Submit Selected Lots

Cancel

## 5. Reviewing and Responding to Event (RFI or RFP/Q)

You are now presented with the main body of the RFP information, each event will be unique but most events will consist of the following types of sections:

- General Introduction and Commercial Terms (A).
- Generic Event Questions (such as Shipping / Duty Info) (B).
- Event Requirements (C).
- Item/Service to be quoted (D).

Screenshot 5-1

Home

Discover Business Opportunities Notifications Print

Doc32826075 - Europe Fastener RFP Q2 - 2011

Time remaining 6 days 05:56:19

All Content

Name	Price
1 Introduction	
1.1 Stanley Black & Decker, Inc., an S and P 500 Company is a worldwide manufacturer and marketer of Hand and Power Tools, hardware, security solutions and specialty hardware products for home improvement, consumer, industrial and professional use and is headquartered in New Britain, Connecticut. With its 162+ year history, Stanley Black & Decker is one of the world's most trusted names, synonymous with high quality, value and innovation.	
2 Commercial Terms	
2.1 All information received by the bidder in connection with this RFP is the confidential information of the Buying Company. The bidder may not use, disclose, or duplicate this RFP for any purpose other than preparing a bid response as requested in this document without obtaining the Buying Company's prior written consent. The Buying Company's financial and technical data is proprietary information of the Buying Company. The bidder shall keep the Buying Company's data confidential and prevent its disclosure to any other party. Further, the bidder shall restrict the disclosure of this RFP and the Buying Company's data to those of the bidder's employees who have a need to know only for the purposes of preparing the bidder's RFP response. All bidder resources used in preparing the RFP response are subject to a written agreement with the bidder restricting disclosure and use of such confidential information at least to the same extent as provided herein. This paragraph is in lieu of a separately executed non-disclosure agreement. Bidder is obligated to inform the appropriate Buying Company contact in writing on or before the close date of this event, not to be bound by this provision.	(A)
3 Shipping / Duty Information	
3.1 Does your company qualify for preferential duty treatment under any Trade Agreement / GSP / Customs Union etc for the items included in this RFP?	* Unspecified
4 Pricing Information	
4.1 All Production pricing quoted must be valid for 1 year from submission date; however pricing is contingent on raw material pricing changes, currency changes and design changes.	(B)
5 Supplier Quote Number	
5.1 Enter your quote number for this request if you have one.	
6 Requirements	
6.1 All deliveries must meet the requirements in the attached file. <a href="#">1_SQA_Instructions1.pdf</a>	(C)
7 Items being Quoted	
7.1 N00032-00 Type 7 fastener	(D)

Submit Entire Response Update Totals Save Compose Message Excel Import

\* Indicates required field

**Note:** To expand and collapse sections click on the arrows to the left of the section number (▼ Expanded - - ► Collapsed)

**Note:** You should review all of the information and begin answering the questions

**Note:** Depending on the resolution of your screen you may need to scroll to the right using your lower scroll bar to see all of the available information and/or input fields.

## General Introduction and Commercial Terms

General Introduction and Commercial Terms (A) - These sections will consist of statements for you to read. Typically you do not need to answer any questions in these sections.

## Generic Event Questions

Generic Event Questions (B) - These sections will consist of questions for you to review and respond to for the overall event such as shipping and/or duty information.

**Note:** All mandatory questions are indicated by an asterisk (\*), these questions must be answered before your response can be submitted.

This section can contains a number of different kinds of questions including:

Yes/No (B1), Single Line Text (B2), Multiple Line Text (B3), Numbers (B4), Money (B5), Attachment (B6), Percentage (B7).

**Note:** You can save you response at any time by clicking the Save button at the bottom of the page

### Screenshot 5-2

Console

Doc32826075 - Europe Fastener RFP Q2 - 2011

Time remaining 5 days 00:51:50

All Content

Name ↑ Price

4.1 The awarded supplier's agreement must contain provisions in which the supplier agrees to indemnify, defend and hold the Buying Company, its Directors, employees and authorized agents harmless from any and all liabilities, claims, damages, losses or costs arising out of or in any way connected with services provided.

▼ 3 Shipping / Duty Information

3.1 Does your company qualify for preferential duty treatment under any Trade Agreement / GSP / Customs Union etc for the items included in this RFP? (B1) \* Unspecified ▼

3.3 Indicate shipping method (CIP, FOB, CIF, ...) (B2) \*

3.4 Please enter your Ship Point for the items in this RFP. \* Unspecified

3.5 Please Specify your handling charge. (B5) \* USD

3.6 Are you currently under a VIM (Vendor Managed Inventory) or S1R1 (Sell 1 Replace 1) program with SBD \* Unspecified ▼

3.7 Will you be providing this part on a SMI (Consignment) or JIT (Just in time) agreement? \* Unspecified

3.8 Please describe you quality process (B3) \*

3.9 What percentage of returns do you typically have? (B7) \*

▼ 4 Pricing Information

4.1 All Production pricing quoted must be valid for 1 year from submission date; however pricing is contingent on raw material pricing changes, currency changes and design changes.

4.2 Currency Exchange Rate (For Reference Only) \* Example: 1 British Pound = 1 US Dollar [If no exchange rate applies enter "None"]

4.3 Our Standard pay terms are 90 Days from the point of SBD taking ownership. Are you basing your pricing for the items in this RFP on 90 Days? \* Unspecified ▼

4.5 Please upload a sample invoice. (B6) \* Attach a file

▼ 5 Supplier Quote Number

5.1 Enter your quote number for this request if you have one. (B4) \*

▼ 6 Requirments

6.1 All deliveries must meet the requirmentns in the attached file. 1\_SQA\_Instructions1.pdf

▼ 7 Items being Quoted

\* indicates required field

Submit Entire Response Update Totals Save Compose Message Excel Import

Need Help? In the U.S. and Canada (toll-free) call 1 (866) 218-2155. For international help numbers click here

Terms of Use Security Disclosure Privacy Statement Participant Terms

POWERED BY

## Event Requirements

Event Requirements (C) - These sections will consist of statements for you to read and possibly attachments for you to download and review.

**Note:** You can save your response at any time by clicking the Save button at the bottom of the page

## Item/Service to be quoted

Item/Service to be quoted (D) - These sections will consist of questions for you to review and respond to for each item/service you are quoting on as well as the where you will enter your quote for each item.

Typically but not always, there is a field directly to the right of the item name/number where you enter your unit quote (D1).

Typically but not always, the first section under the item name/number is info for you to review about the item (D2).

Typically but not always, the second section contains questions for you to answer about this item (D3).

**Note:** You can save your response at any time by clicking the Save button at the bottom of the page

### Screenshot 5-3

The screenshot displays the 'All Content' section of the RFP Q2 - 2011 interface. The left sidebar contains a 'Checklist' with items: '1. Review Event Details', '2. Review and Accept Prerequisites', '3. Select Lots', and '4. Submit Response'. Below this is the 'Event Contents' section with links: '1 Introduction', '2 Commercial Terms', '3 Shipping / Duty Info...', '4 Pricing Information', '5 Supplier Quote Number', '6 Requirements', and '7 Items being Quoted'. The main content area shows the '6 Requirements' section with a link to '1 SQA Instructions1.pdf'. Below this is the '7 Items being Quoted' section. The first item is '7.1 N00032-00' with the description 'Type 7 fastner'. To the right of the item name is a unit price field labeled '(D1)'. Below the item name is a section labeled '(D2)' containing various requirements: '1.1 SBD Plant Location', '1.2 Average Weekly Requirement', '1.3 Peak Weekly Requirement', '1.4 Target Minimum Order Quantity', '1.5 Launch quantity', '1.6 Target Launch Date', '1.7 Drawing attachment', and '1.8 Notes to Supplier'. Below this is a section labeled '(D3)' containing questions: '2.1 Please indicate any Assumptions or Deviations to the print made in order to quote this part...', '2.2 Enter the Total Material Cost of this part Per Unit', '2.3 Enter Part Weight (in Grams)', '3.1 Lead Time for Production in Work Weeks', '3.2 Enter your Average weekly capacity', '3.2.1 Average weekly capacity based on what number of Shifts per day?', '3.2.2 Average weekly capacity based on what number of hours per shift', and '3.2.3 Average weekly capacity based on what number of days per week'. At the bottom of the page are buttons: 'Submit Entire Response', 'Update Totals', 'Save', 'Compose Message', and 'Excel Import'. The footer contains a 'Need Help?' section with contact information and links to 'Terms of Use', 'Security Disclosure', 'Privacy Statement', and 'Participant Terms'.

## 6. Saving and Submitting your Response

You can save your response at any time by clicking the Save button at the bottom of the page (A) and return later to complete your submission.

Once you are ready to submit your response you must click the Submit Entire Response button at the bottom of the page (1). You can not submit your response until all mandatory questions (indicated by an asterisk \*) have been answered.

Screenshot 6-1



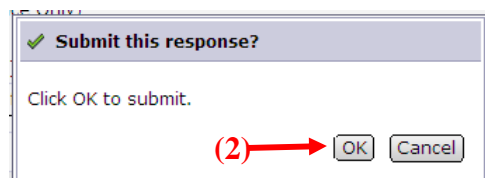
If you do not answer all mandatory questions the system will give you an error (B) and identify which questions need to be answered with a red asterisk (\*) (C).

Screenshot 6-2



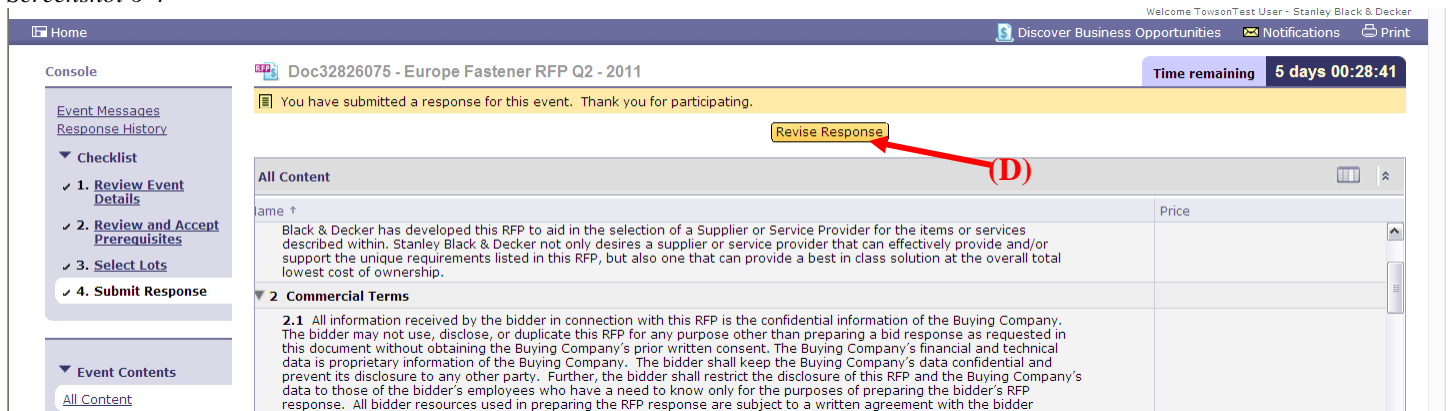
If you have answered all mandatory questions the system will give you a popup window to confirm you want to submit your response, click the OK button (2).

Screenshot 6-3



Once you have submitted your response a Revise Response button will appear at the top of the page (D). You can click this button at any time, while the event is still open to edit your previously submitted response.

Screenshot 6-4

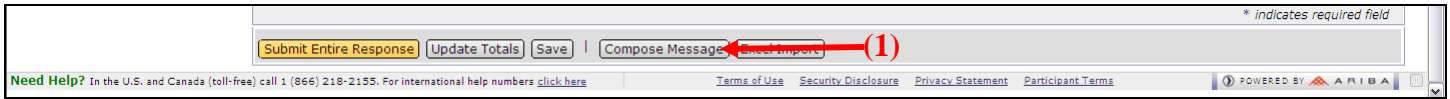




## 7. Asking Questions about Event

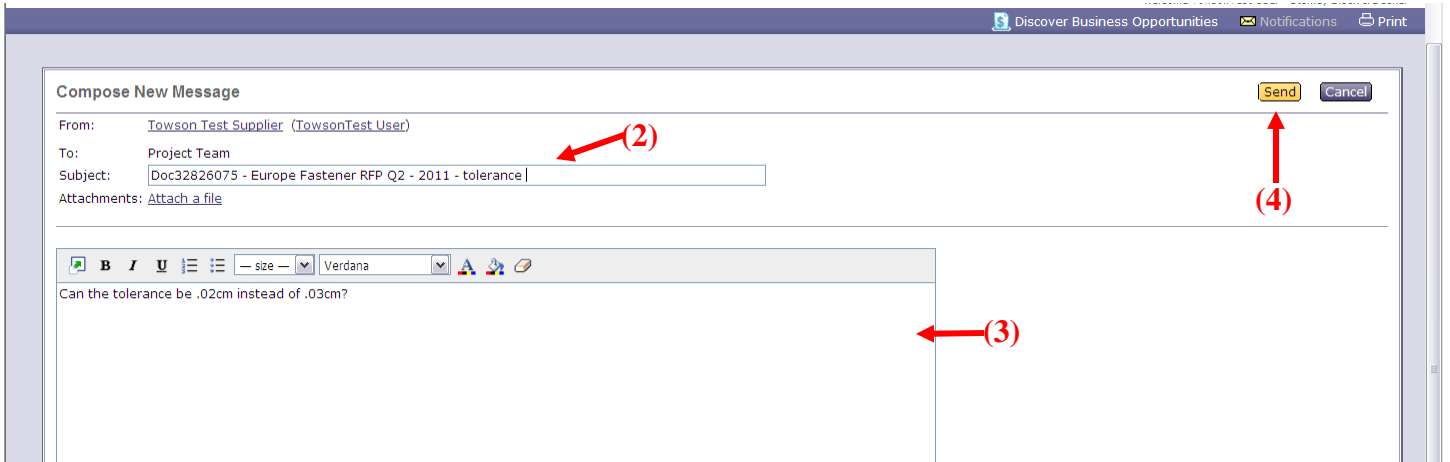
To send a question to the event owner and all team members within SBD simply click the Compose Message button at the bottom of the page (1).

Screenshot 7-1



The subject defaults to the event name but you can change or add to it (2), enter your questions (3) and click the Send button (4).

Screenshot 7-2



To view your messages and the responses click the Event Messages link (5) at the top of the page.

Screenshot 7-3



This will display all messages sent for this event (A).

Screenshot 7-4



## 8. Ariba Support Numbers

Support is provided 8:00pm ET Sunday - 8:00pm ET Friday so you can speak to them live during your work hours.

If Ariba support is unable to assist please let me know and I will escalate the issue.

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
Brazil	0800 891 3988
China - North	10800 650 0343
China - South	10800 265 0343
France	0800 945 115
Germany	0800 101 1989
Hong Kong	800 900 856
India	000800 650 1193
Indonesia	001803 657 588
Italy	800 124 723
Japan	00531 650 252
Malaysia	1800 80 1448
Mexico	001 866 663 5127
New Zealand	0800 44 6018
Philippines	1800 1651 0376
Portugal	800 780 106
Russia	8 10 8002 4494011
Singapore	1800 311 4600
South Korea	00308 651 1405
Spain	900 801 255
Sweden	020 160 5734
Taiwan	0080 165 1582
Thailand	001800 656 402
The Netherlands	0800 0200 582
United Kingdom	0800 358 3556
United States	1 866 218 2155