

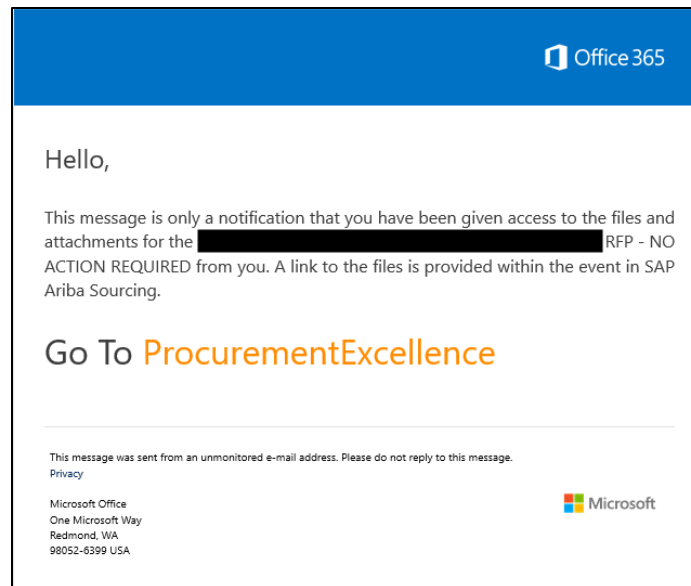
SAP Ariba Sourcing | Center of Excellence

This guide outlines how to correctly access the Material and Specification folder from within your RFP event.

Accessing your Material and Specification folder via SAP Ariba Sourcing

1. If you receive an automated SharePoint email stating that you have been invited to a Material and Specification folder, this confirms that your email address has been granted access.

You may **disregard this email**, as the folder should be accessed through the SAP Ariba Sourcing event link.



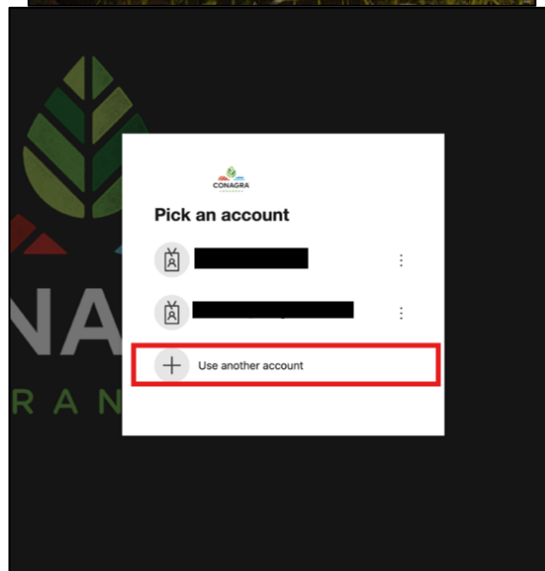
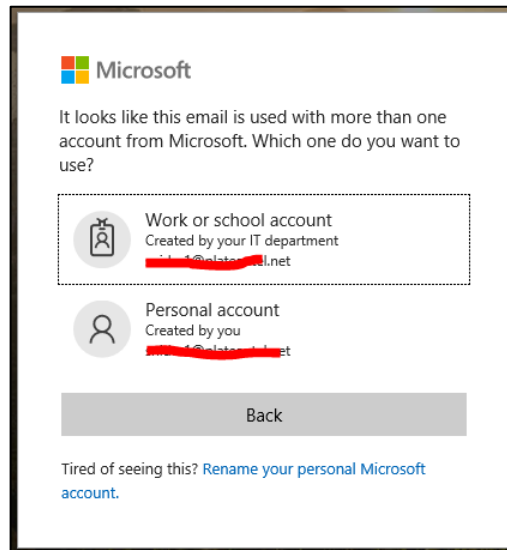
2. After clicking “Intend to Participate”:
 - a. Identify the blue hyperlink under Section 2.1 Project Specifications and open the hyperlink

[illegible]

Viewing and Downloading Materials & Specifications for Your RFP

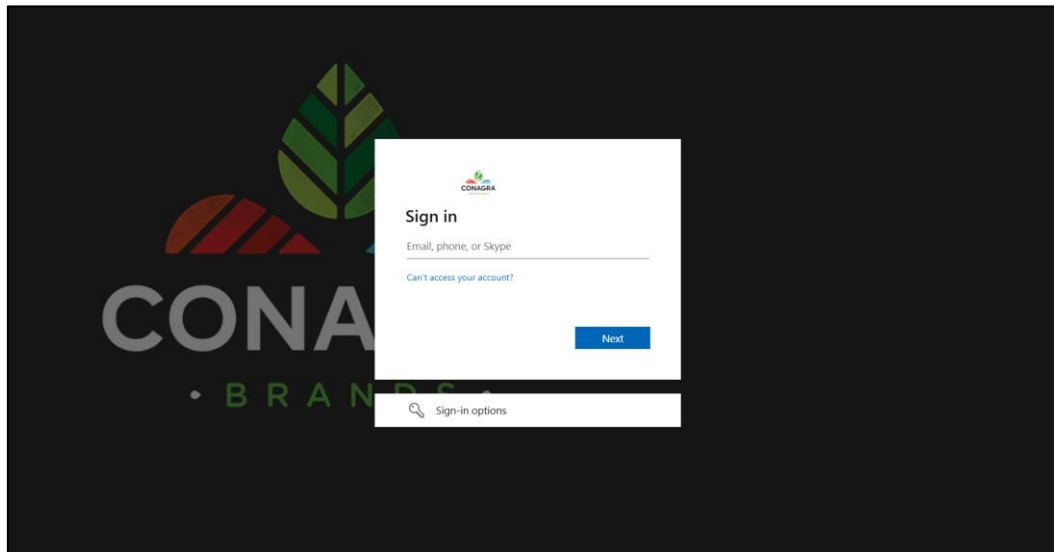
SAP Ariba Sourcing | Center of Excellence

3. Click the provided link. You will be redirected to SharePoint and prompted to sign in.
 - a. When prompted, sign in using the **same email address that was invited** to the Material and Specification folder.
 - b. If none of your accounts appear, select **“Use another account.”** If prompted, choose **Work or school account** and enter the email address that was invited.

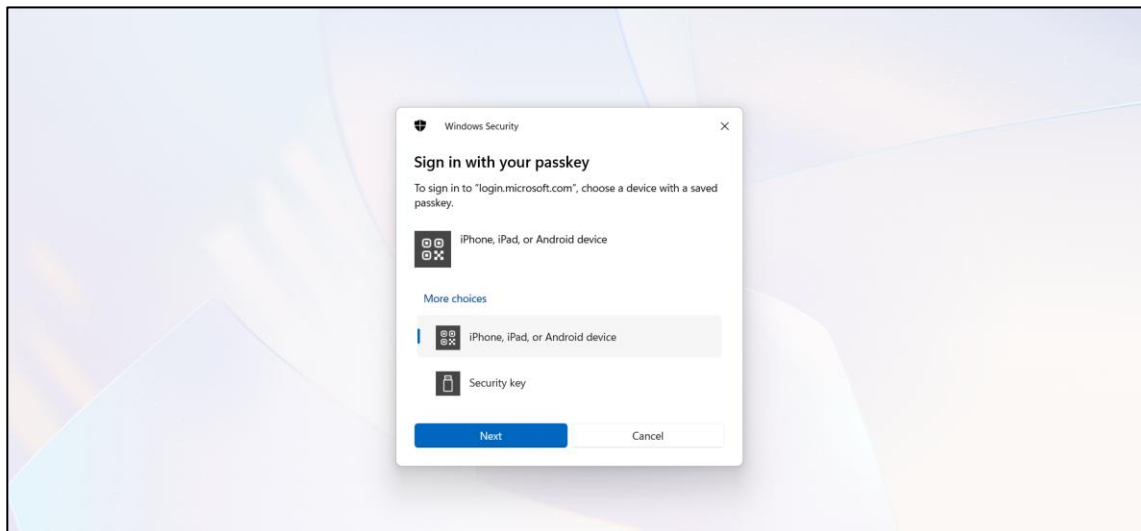


Viewing and Downloading Materials & Specifications for Your RFP

SAP Ariba Sourcing | Center of Excellence

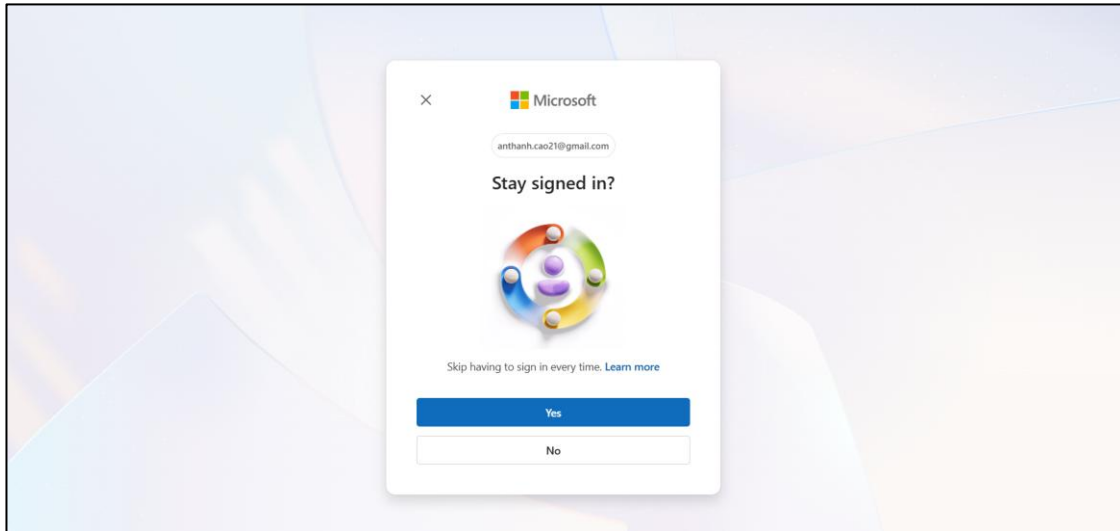


4. If you have passkey verification set up on your computer, follow the onscreen prompts and select the options most relevant to your account.

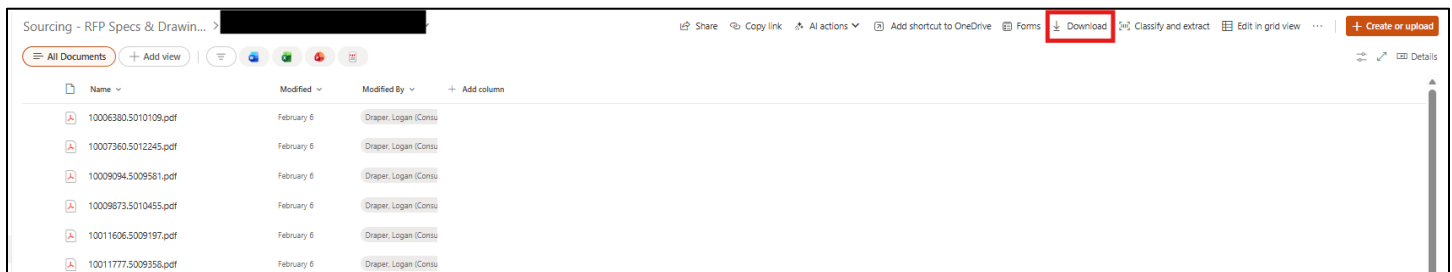


Viewing and Downloading Materials & Specifications for Your RFP

SAP Ariba Sourcing | Center of Excellence



5. Once login is successful, you will be redirected to the SharePoint site where the Material and Specification folder is located.
 - a. You can now view and download the files needed for your RFP response. We recommend downloading the files to your local computer.



6. To navigate back to Ariba Sourcing, hit the back arrow in your browser until you are back in the event. It may take several clicks to return to the Ariba screen.