Atlas Air Supplier Navigation Guide for Sourcing Events

Introduction: The Ariba tool is designed to help facilitate the RFP process. All Proposals should be submitted through the RFP tool. This guide will guide you through the process of submitting a response to an Atlas Air RFP.

Getting Started
You will receive an email invitation to participate in an event. The email will look something like this:
Atlas Air-T invites you to participate in the Event
Doc15180592 Generic Software RFP - TEST. The event is set to begin on Friday, March 12, 2010 at 2:23 PM, Eastern Standard Time.

For details, including detailed documents, please follow the instructions below:

2. Log on using your user name (joepa) and password.
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://atlasair.supplier.ariba.com/](http://atlasair.supplier.ariba.com/)

If you have questions about the event, please contact Brian John via telephone at [procurement@atlasair.com](mailto:procurement@atlasair.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://atlasair.supplier.ariba.com/](http://atlasair.supplier.ariba.com/)

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!

Atlas Air

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<th>Organization Profile</th>
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When you log-in you will be brought to your organization profile. Please fill in the profile questionnaire. Be sure to update this information as it changes.

The supplier home page lists events to which you have been invited to participate. Be sure to note the statute and end time of the event.

1. To view or submit a response to an event, simply click on it.

When you follow the link to participate in this event you will see the following screen:
Prerequisites

Review the RFP and determine if you are able to provide the requested services.
5. After you have reviewed the RFP, click select lots to proceed to the next screen.

Navigation Tip: The double arrows expand the window of viewable content.

6. To select a lot click the checkbox to the left of the lot.

Please Note: if you are unable to provide a service you should not bid on it.

7. Please fill in the required information (required fields indicated by *) and attach additional information as appropriate.
Revising your Response
Thank you for participating in this RFP with Atlas Air.

More: You can make updates to the proposal you submitted until the event closes (for your convenience the timer located in the top right corner of the screen counts down to the proposal submission deadline). To make changes to a proposal you submitted, click the revise response button.