

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:

1. Access <http://atlasair.supplier.ariba.com/>
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/>

If you have questions about the event, please contact Brian John via telephone at or via e-mail at
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/>

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

To participate in this event
click here.

If you are not interested in
bidding for this service click
here.

If you are able to access this
link for whatever reason click
here.

Organization Profile

Update Contact and Organization Profile

Information about your profile

Name: * Joe Paterno

Business Email Address: * jts5030@gmail.com

Business Phone: * 999-999-9999

Ariba Network Organization ID:

Time Zone: US/Michigan

Information about your organization

Commodities Supplied: (select a value) [select]

Profile Questionnaire

Name

1 Company Information

1.1 Please give a brief overview of your company

1.2 Corporate (parent company) annual revenue

1.3 How many permanent employees do you have? 10000

1.4 Which year was your company founded? 1856

* Indicates required field

Terms of Use Security Disclosure Data Policy Participant Terms

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.

Select Event

ATLAS AIR
WORLDWIDE HOLDINGS

Welcome Joe Paterno - Atlas Air-T

Discover Business Opportunities Notifications Print

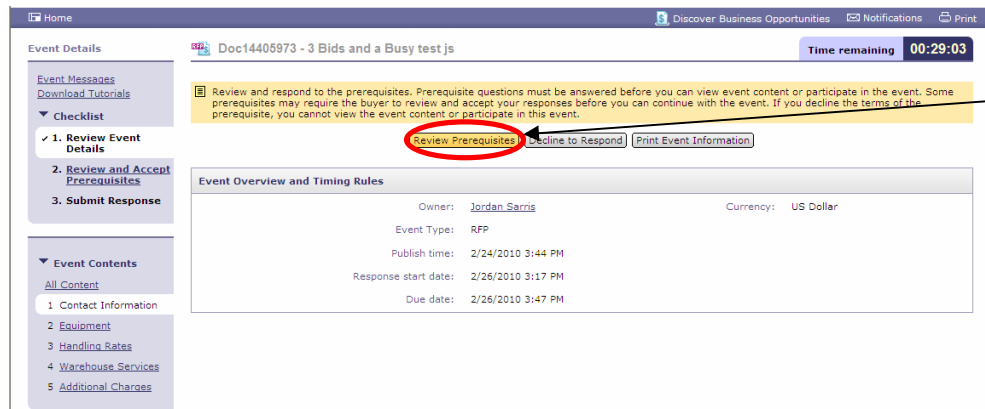
Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Title	ID	End Time ↓	Event Type
Status: Completed (1)			
...	Doc15377328	3/19/2010 2:50 PM	RFP
Status: Open (1)			
Generic Software RFP - TEST	Doc16189681	4/5/2010 12:00 PM	RFP
Status: Pending Selection (6)			
IT RFP	Doc16122997	4/1/2010 9:50 AM	RFP
RFP for JPK	Doc15180592	3/12/2010 2:28 PM	RFP
Penn State Test	Doc14931471	3/10/2010 4:22 PM	RFP
RFP for JPK	Doc14957208	3/10/2010 3:12 PM	RFP
js_test_3_bids_buy	Doc14788698	3/9/2010 8:49 PM	RFP
3_bids_and_buy_test	Doc14715339	3/9/2010 5:19 PM	RFP

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

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

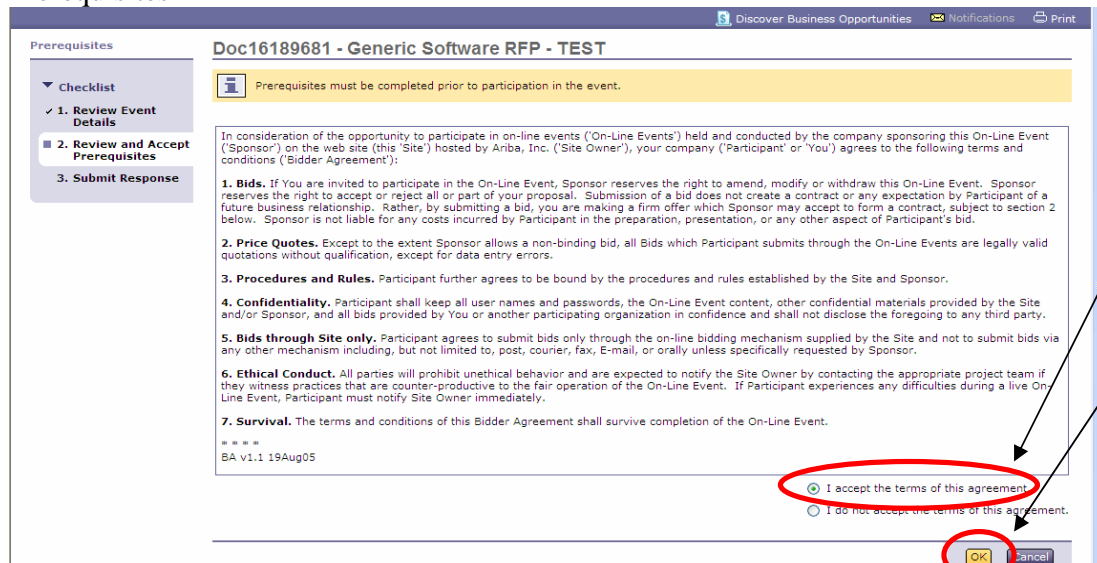
When you follow the link to participate in this event you will see the following screen:



2. To review the prerequisites, click the indicated button.

Navigation Tip: The buttons highlighted in yellow indicate the preferred action at a given screen.

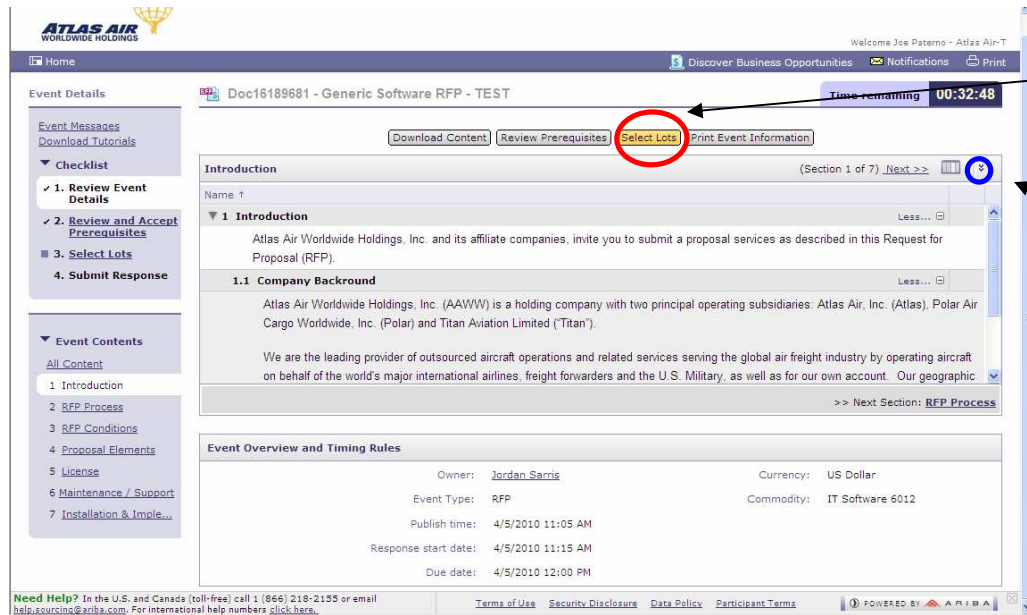
Prerequisites



3. Review and accept the selecting the I accept radio button.

4. Then click the OK button to proceed.

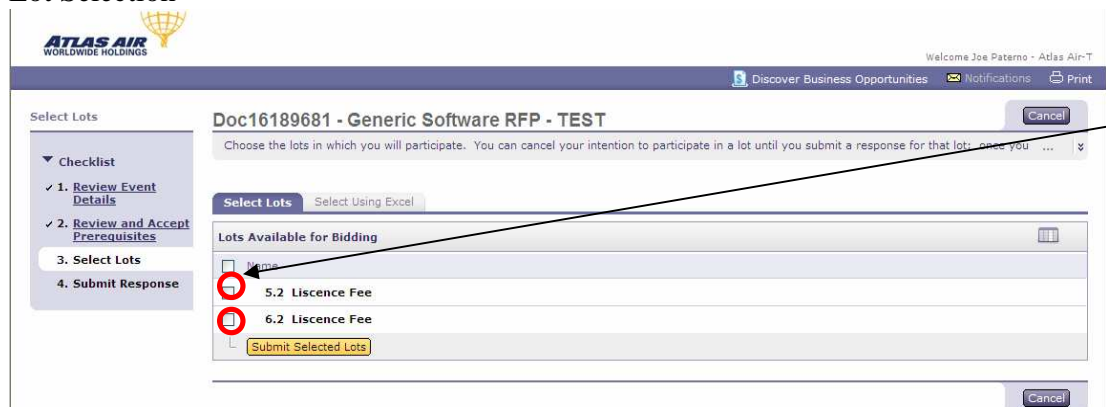
Review the RFP and determine if you are able to provide the requested services



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

Lot Selection



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.

Your Response

7. Please fill in the required information (required fields indicated by *) and attach additional information as appropriate

Revising your Response

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Home Discover Business Opportunities Notifications Print

Console Doc16189681 - Generic Software RFP - TEST Time remaining 00:11:06

You have submitted a response for this event. Thank you for participating.

Revise Response

All Content

Name	Price	Quantity	Extended Price
-Additional documentation which may include materials the vendor needs relevant to their proposal. -Complete the company profile available when you log into the site.			
5 License			\$1,200.00 USD
5.1 License Term	Perpetual		
5.2 Licence Fee	\$1,200.00 USD	1 Each	\$1,200.00 USD
6 Maintenance / Support			\$200.00 USD
6.1 License Term	1 Year		
6.2 Licence Fee	\$200.00 USD	1 Each	\$200.00 USD
7 Installation & Implementation			
7.1 Hosting Options & Fees			
7.1.1 Internal Hosting			
Solution Hosted by Atlas Air			
7.1.1.1 Describe your organizations options for this hosting method.	You host your own data.		
7.1.1.2 Total Hosting Fees for this Option	\$0.00 USD		

Compose Message

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.

Thank you for participating in this RFP with Atlas Air.