

## TIPS FOR QUICK ACCESS TO ARIBA

1. Check that you received the email message to the user registered in PAR SERVICIOS and authorized for ARIBA platform. In case the email has not been received in the inbox, check for spam.
2. Please note that this message contains a link to enter the platform, which is **only valid once**.
3. For new access to the event you are invited to, you have to follow this general link to access as a supplier to the Ariba system, using your username and password.  
<https://service.ariba.com/Sourcing.aw/124997010/aw?awh=r&awssk=VLnchbDJ&dard=1>
4. If you do not remember your username and password, select the option **"Forgot username or password"** to reset them.
5. The events to which you are invited are found under the "EVENTS" section, "OPEN" status (in blue).
6. For more information please refer to the user's manual for ARIBA platform in the following links  
<http://www.isa.co/es/Paginas/proveedores.aspx>  
<http://www.isaintercolombia.com/Paginas/28/ariba>
7. Dear Bidder, we invite you to access the platform immediately after receiving the invitation to the event, to validate your access to it, and to explore it, and may you have additional questions, to let us know within a reasonable time before the closing of the event to offer the required support.
8. May you have difficulties with the platform (*logging in, visualizing the event, download or upload files, among others*) and if such difficulties cannot be solved by using the manual, please send an email to the Category Manager who extended the invitation to the Procurement process, indicating the issue to put you in contact with technical support, with the email subject as follows: *Ariba-Supplier Support* and sourcing event Code, located at the top of the ARIBA platform and starts with DOCxxxx