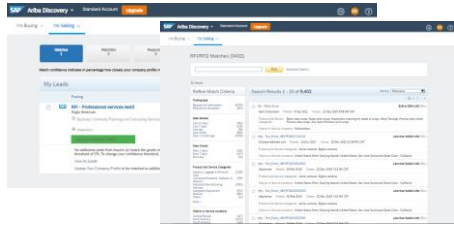


HOW TO RESPOND TO A POST IN Ariba DISCOVERY

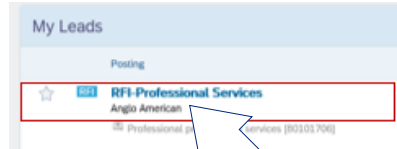


username

1. Log into Ariba Discovery using your Ariba Network Account username and password



2. You will find Leads in two places – either by checking your **Matched Lead on your Dashboard** or by **searching for Leads in All Leads**



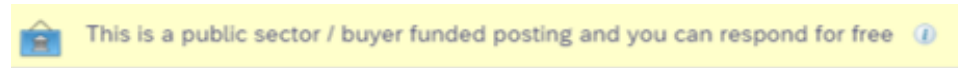
3. Open the posting by **clicking on the title.**



4. To respond, click on **Respond to Posting**



5. The **Event details page will open.** Once you have read the event details, click on the **Review Prerequisites** button to continue



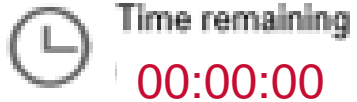
This message is displayed on all Anglo American / De Beers Group posts indicating responding is free of charge.

Please Note that throughout this process you can use the **Compose Message functionality** in the post to contact the Event Owner should you have any questions or queries related to that specific event only.
 *This process outlines the **basic steps** that a Seller that has **registered successfully in Discovery** will need to make to respond to a post in Discovery
 ** **A Seller does not need to be a Registered or Qualified Supplier to Anglo American / De Beers Group** to respond to one of our postings in Discovery



6. You will be redirected to the event's **Terms and Conditions** page. You are required to read and understand the entire document, including any links to related Policy and Standards documents.

Once finished, you are required to indicate that **you accept all these terms** and **click on OK** to proceed.



10. The **system automatically closes** the post on the due date.

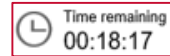
The responses are evaluated. This process may take some time to complete.

Where appropriate suppliers will be notified of next steps



9. If you want to revise your response after you have submitted it, you can log back in, navigate to the event & click on the **Revise Response** button.

IMPORTANT! You can only revise your response while the event is **still open**. The system will not allow you to revise your response once the event closes.



8. Once you have completed your response and want to submit it, click on the **Submit Entire Response** button.

Please ensure that you respond **before the event closes**. The system will not allow you to submit a response once the event closes



7. The **Event Contents page** will open. This is where you will create your digital response to the post by uploading files and by answering questions.

Please Note! Each file **may not be larger than 100 MB**. You can either split or zip your files.