

Atlas Air Supplier Navigation Guide

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 OK Cancel

Information about your profile

Name: ⓘ

Business Email Address: ⓘ

Business Phone: ⓘ

Ariba Network Organization ID:

Time Zone:

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 USD

1.3 How many permanent employees do you have?

1.4 Which year was your company founded?

* Indicates required field

OK Cancel

Terms of Use Security Disclosure Data Policy Participant Terms

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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.

Select Event

ATLAS AIR
WORLDWIDE HOLDINGS

Welcome Joe Paterno - Atlas Air-T

Home Discover Business Opportunities Notifications Print

Download_Tutorials Update_Profile

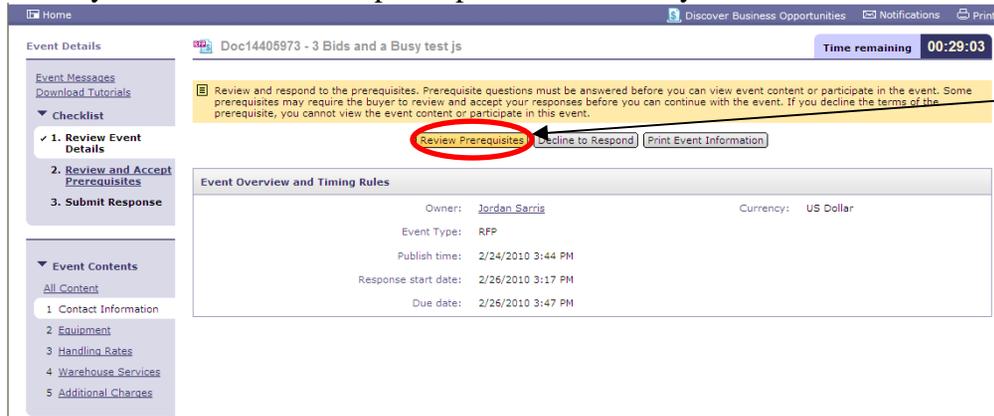
Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Title	ID	End Time	Event Type
▼ Status: Completed (1)			
Bids and a Buy Demo RFP 03.19.10 Atlas Air PIT	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	Doc16122897	4/1/2010 9:50 AM	RFP
RFP for JFK	Doc15180592	3/12/2010 2:28 PM	RFP
Penn State Test	Doc14931471	3/10/2010 4:22 PM	RFP
RFP for JFK	Doc14957208	3/10/2010 3:12 PM	RFP
ja.test 3 bids buy	Doc14798698	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.

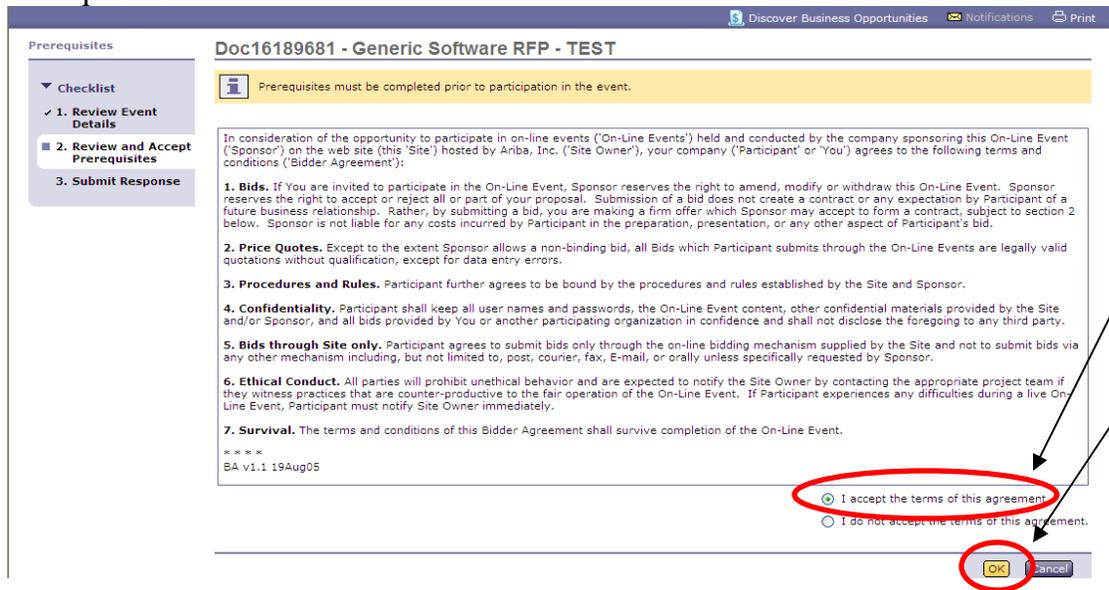
When you follow the link to participate in this event you will see the following screen:



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

Atlas Air Worldwide Holdings

Welcome Joe Paterno - Atlas Air-T

Doc16189681 - Generic Software RFP - TEST

Time remaining 00:32:48

Download Content | Review Prerequisites | **Select Lots** | Print Event Information

Introduction (Section 1 of 7) Next >>

1 Introduction

Atlas Air Worldwide Holdings, Inc. and its affiliate companies, invite you to submit a proposal services as described in this Request for Proposal (RFP).

1.1 Company Background

Atlas Air Worldwide Holdings, Inc. (AAWW) is a holding company with two principal operating subsidiaries: Atlas Air, Inc. (Atlas), Polar Air Cargo Worldwide, Inc. (Polar) and Titan Aviation Limited ("Titan").

We are the leading provider of outsourced aircraft operations and related services serving the global air freight industry by operating aircraft on behalf of the world's major international airlines, freight forwarders and the U.S. Military, as well as for our own account. Our geographic

>> Next Section: RFP Process

Event Overview and Timing Rules

Owner:	Jordan Sarris	Currency:	US Dollar
Event Type:	RFP	Commodity:	IT Software 6012
Publish time:	4/5/2010 11:05 AM		
Response start date:	4/5/2010 11:15 AM		
Due date:	4/5/2010 12:00 PM		

Need Help? In the U.S. and Canada (toll-free) call 1 (866) 218-2155 or email help.sources@aaib.com. For international help numbers click here.

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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

Atlas Air Worldwide Holdings

Welcome Joe Paterno - Atlas Air-T

Doc16189681 - Generic Software RFP - TEST

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you ...

Select Lots | Select Using Excel

Lots Available for Bidding

<input type="checkbox"/>	Name
<input checked="" type="checkbox"/>	5.2 Liscence Fee
<input checked="" type="checkbox"/>	6.2 Liscence Fee

Submit Selected Lots

Cancel

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

The screenshot shows the Atlas Air Worldwide Holdings RFP response interface. The top navigation bar includes 'Home', 'Discover Business Opportunities', 'Notifications', and 'Print'. The user is logged in as 'Welcome Joe Paterno - Atlas Air-T'. The current document is 'Doc16189681 - Generic Software RFP - TEST' with a time remaining of '00:14:37'.

The interface is divided into several sections:

- Checklist:** A list of steps to complete the response: 1. Review Event Details, 2. Review and Accept Prerequisites, 3. Select Lots, 4. Submit Response.
- Event Contents:** A list of sections: 1. Introduction, 2. RFP Process, 3. RFP Conditions, 4. Proposal Elements, 5. License, 6. Maintenance / Support, 7. Installation & Imple...
- All Content Table:** A table with columns for Name, Price, Quantity, and Extended Price. It lists various items with required fields marked with an asterisk (*):
 - 5 License
 - 5.1 License Term: Price is 'Unspecified', Quantity is 'Other'.
 - 5.2 License Fee: Price is 'USD', Quantity is 'Each'.
 - 6 Maintenance / Support
 - 6.1 License Term: Price is 'Unspecified', Quantity is 'Other'.
 - 6.2 License Fee: Price is 'USD', Quantity is 'Each'.
 - 7 Installation & Implementation
 - 7.1 Hosting Options & Fees
 - 7.1.1 Internal Hosting: Description is 'Solution Hosted by Atlas Air'.
 - 7.1.1.1 Describe your organizations options for this hosting method.

At the bottom of the interface, there are several buttons: 'Submit Entire Response' (circled in red), 'Update Totals', 'Save', 'Compose Message', and 'Excel Import'. A note at the bottom right of the table states '* Indicates required field'.

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

Please Note: if the quantity is already set it is not necessary to change it.

Navigation Tip: It is not necessary to click the update totals while you are entering information because the system saves your entries continuously.

8. Once you have entered all the required info and are satisfied with your response, click the "Submit Entire Response" button.

Revising your Response

The screenshot shows the Atlas Air RFP portal interface. At the top, there is a navigation bar with the Atlas Air logo and the text 'Welcome Joe Paterno - Atlas Air-T'. Below this, a console area displays the RFP title 'Doc16189681 - Generic Software RFP - TEST' and a 'Time remaining' timer set at '00:11:06'. A yellow notification banner states: 'You have submitted a response for this event. Thank you for participating.' A red circle highlights a 'Revise Response' button within this banner. Below the notification is a table titled 'All Content' with columns for Name, Price, Quantity, and Extended Price. The table lists various RFP items such as License, Maintenance / Support, and Installation & Implementation, with their respective terms and fees. A 'Compose Message' button is visible at the bottom of the table area.

Name	Price	Quantity	Extended Price
-Additional documentation which may include materials the vendor feels 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 Liscence 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 Liscence Fee	\$200.00 USD	1 Each	\$200.00 USD
▼ 7 Installation & Implementation			
▼ 7.1 Hosting Options & Fees			
▼ 7.1.1 Internal Hosting			
Less...			
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

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

The following support resources are available to you:

If you need additional information about transacting on the ASN please visit the supplier portal: <https://knowledge.ariba.com/atlasair>

If you need your password reset or require immediate assistance using Ariba please call: 1-866-218-2155

You may also contact the person who issued the RFP with any questions specific to the content of the RFP