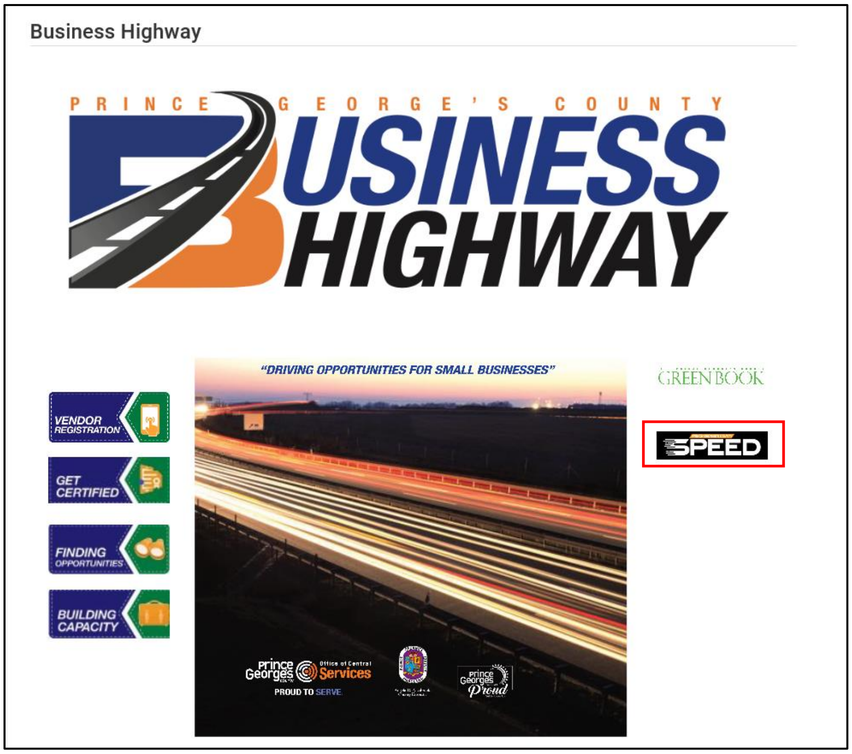
This guide is designed to provide an overview of accessing and navigating the Prince George's County Strategic Purchasing and Efficient Evaluation Domain (SPEED) system within SAP Ariba Sourcing and Contracts modules.




**Logging In:**

When logging into the Prince George's County SPEED Electronic Procurement System, you will need to do one of two things.

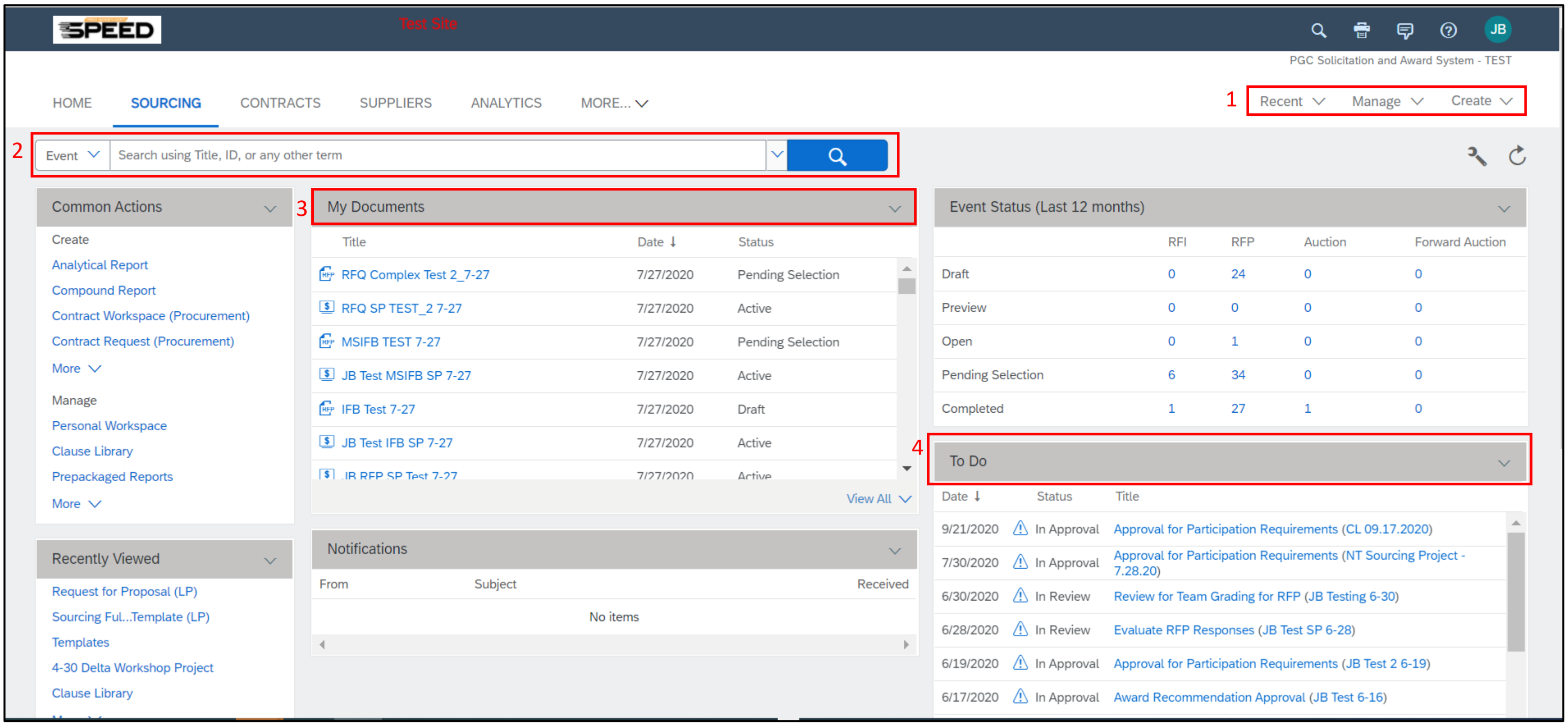
1. Navigate to the above pictured web page and click on the SPEED logo. This will log you directly into your Prince George's County SPEED Electronic Procurement System account. In order to reach this site you will need to use this link https://www.princegeorgescountymd.gov/3555/Business-Highway.

2. The other option for logging in would be to use the direct link into the Prince George's County SPEED Electronic Procurement System which is https://PGC.sourcing3.ariba.com. This link should be saved as a favorite on your Internet Explorer or Google Chrome browser for simpler access.

Note: If you are prompted at any time to log in with user credentials, you should do the following:

1. Close all windows within your internet browser. With the browser still open, use the keyboard keys Ctrl + Shift + Delete to pull up the option to clear your browser history, cache and cookies, etc. This option can also be found within your internet browser's settings. Once cleared, close your browser entirely, reopen the browser, and try one of the above login options again.

2. If login problems persist, please reach out to one of your administrators for assistance.




**The Ariba Dashboard**

The dashboard is made up of a few specific areas. At the top of the screen, you can access different dashboard tabs. These tabs allow you to access module-specific dashboard content as well as custom dashboards. To the right of those tabs are the Recent, Manage, and Create menus.

Below the tabs is a search box which allows you to search by document type.

In the main area of the dashboard, you'll see a variety of content items. These are customizable, so the options you see will likely vary. The tiles that you see such as "My Documents" and "To Do" can also be moved through drag & drop around your dashboard to make more important tiles visible towards the top of the screen.

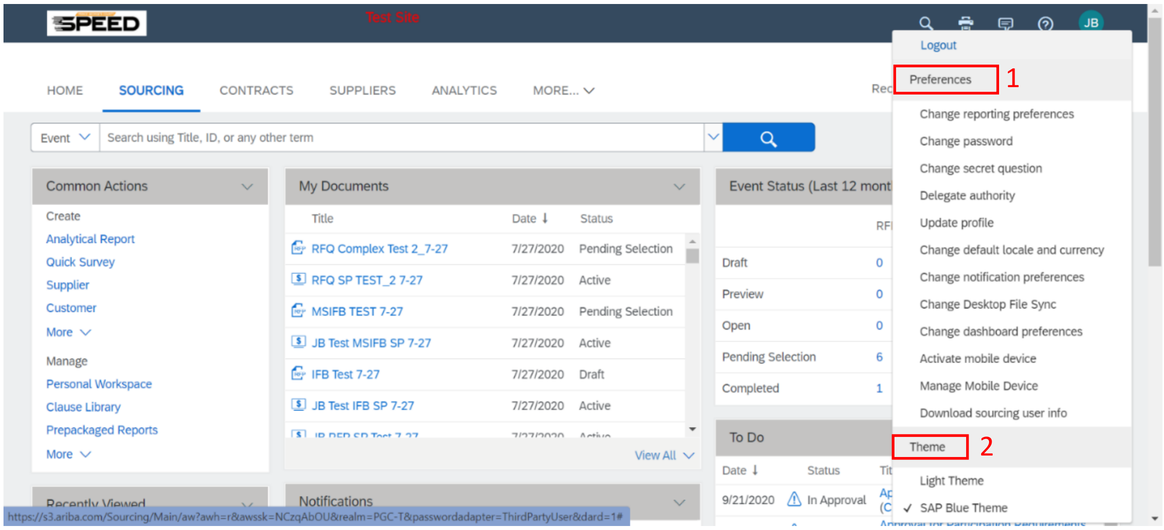
* The module tabs and content items may vary based on user-specific permissions.

1. *Recent* allows you to quickly navigate back to a project that you have viewed or worked on recently. *Manage* allows you to navigate directly to the "My Tasks" page housing any tasks that you are currently assigned to complete. Also provides access to your Personal Workspace where you can save your projects or reports (if you have access to create reports) for viewing or use at a later time. *Create* allows you to create new requests, projects, or workspaces, etc. This may include Sourcing or Contract Requests, Sourcing Projects, Contract Workspaces, reports, suppliers, and more depending on your user permissions.

2. Allows you to search by document type.

3. My Documents refers to projects that you have created.

4. To Do tile highlights tasks that are assigned to you, their due date, and status.




**Personal Settings**

There are many options that you have access to when attempting to tune your account to your needs. By clicking on your initials at the top of the screen you will be given the list of options depicted in the screenshot. Keep in mind that some options are permission based, so not all of them will be available to you if certain permissions have not been assigned to your user. Also, options such as “Change password” and “Change secrete question” are limited to the Test environment, as they do not apply to Production accounts that use single sign-on access to log in.

Logging out of your account can be achieved simply by clicking on the “Logout” option. Any time that you are done with a session, you should always remember to log out of your account for security reasons, as well as system performance in your browser for future sessions.

1. Preferences

   This section specifically refers to parts of your account that you have the access to control and are unique to your individual account.

   *Change reporting preferences* – If you have reporting access, this option allows you to alter the currency in reports that you have access to on your account.

   *Delegate authority* – Allows you to delegate your account access to another user in the case of you being out of the office. This allows them to act on your behalf through your account for a specified period of time. This is mainly used when there are approvals that should be processed while you are out of the office.

   *Update profile* – This option allows you to update your user’s Name, Business Email Address, Business Phone, and Business Fax Number. Name and Business Email Address are required and cannot be left blank.

   *Change default locale and currency* – Allows you to change the Locale and Default Currency for your account. Locale specifically refers to the language and date formats that you see in your account, where Default Currency allows you to change the currency seen in your account.

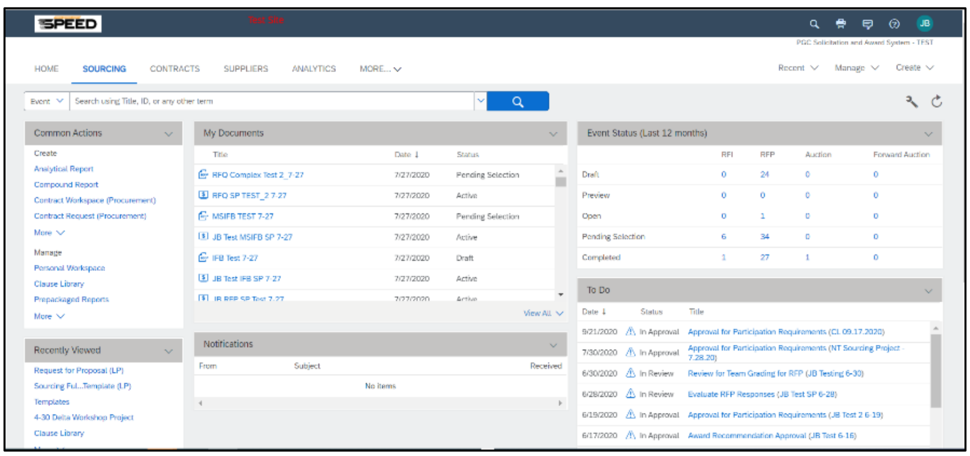
   *Change notification preferences* – Allows you to manage the types of emails that you will receive through the system. This is one of the most, if not the most editable of all preferences. While we do not recommend any particular set of notifications to keep on, in many cases it is best to leave all boxes checked in order to be sure that you are receiving all important notifications from the system.

With that said, if you would prefer to only receive emails related to specific actions in the site, please carefully read through each notification preference and choose to deselect only the ones that you definitely do not need to receive emails for. The recommended action for Offline Approvals is to leave them as the default which is off. If these are necessary, please reach out to your administrator for more information.

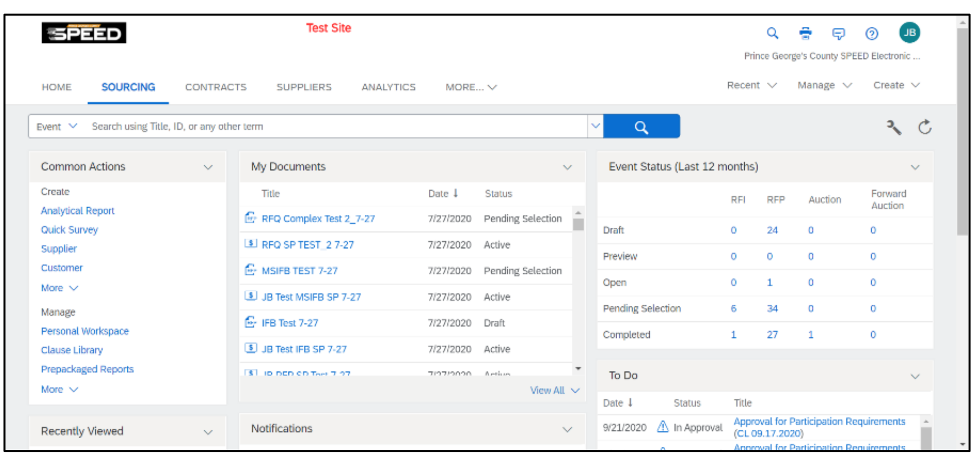
*Change dashboard preferences* – Option allows you to choose whether or not you want to see a confirmation page appear whenever you are making changes to your dashboard.

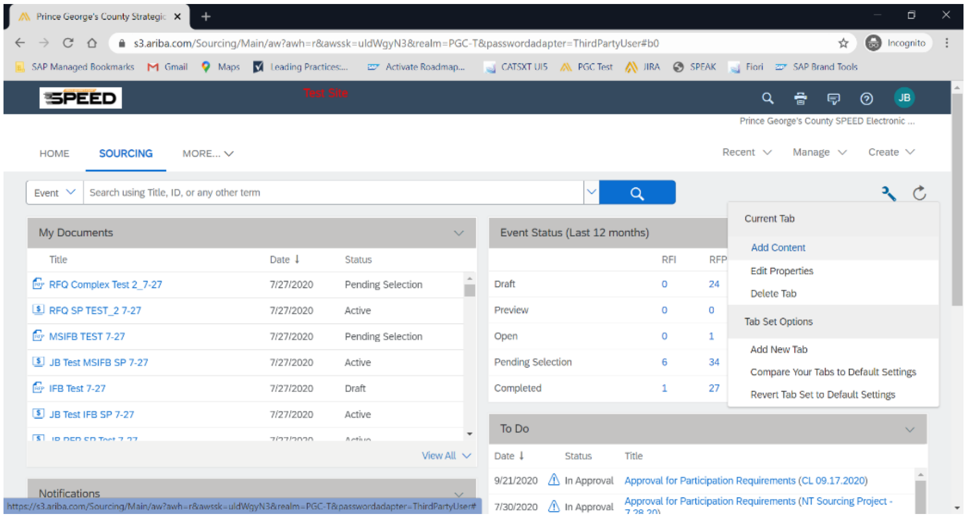
The remaining preference options will either not appear in your Production account, will not be available for changes, or should simply be left as they are currently.

2. Theme



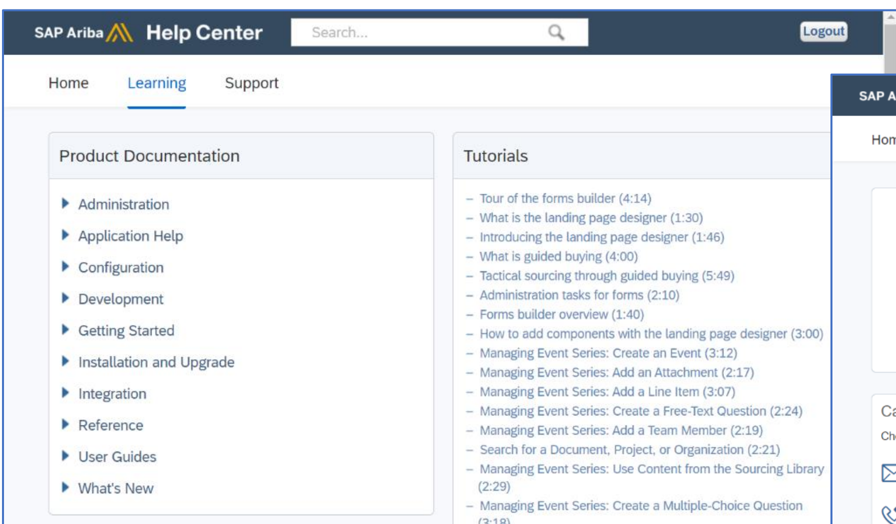

Above and below are the two themes that you are able to choose when you log into the system. These are accessed by clicking on your initials and looking at the bottom of the dropdown list. On the left is the SAP Blue Theme and on the right is the Light Theme. Themes can be changed as often as you would like.

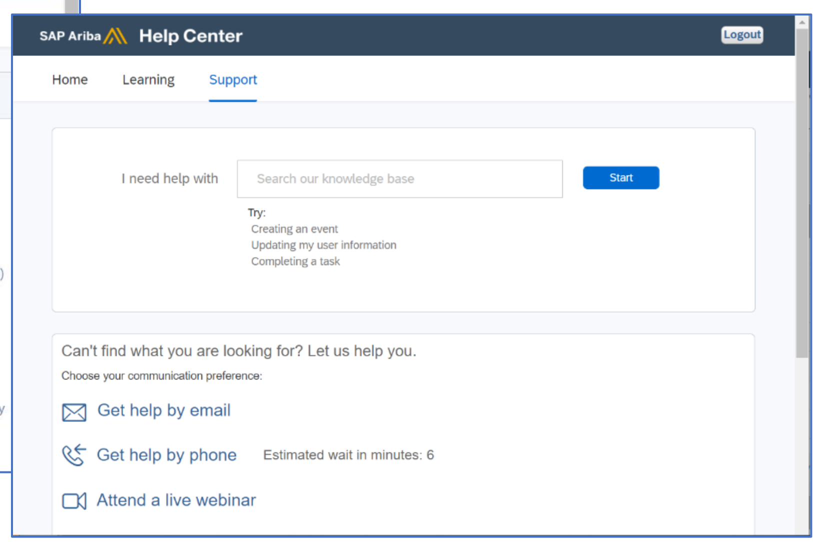





The wrench icon can be used to Configure Tabs. Here you can choose to add or remove content tiles from your dashboard. You can also use the Edit Properties option to alter the name of the tab and select what content should show, although we recommend not editing the tab name or configuration.
The refresh icon to the right of the wrench icon will force an immediate refresh of all information on your content tiles.

**Help Center**
The Help Center can be accessed by clicking on the "?" icon next to your initials at the top right of the screen.




Once clicked, you are taken to the SAP Ariba Help Center in a separate browser window. From here you can search a topic from the Home tab. However, the two key areas include the Learning tab and the Support tab. From the Learning tab there is a large amount of product documentation resources that you have access to simply by being a user on Ariba. Additionally, there are many tutorials that can guide you through everyday tasks such as creating sourcing events and using content from the sourcing library. From the Support tab, you can search for topics that you need assistance in, but you can also contact Ariba customer support through this tab. After searching for the topic you need help with, you then have the option to "Get help by email" (webform ticket), "Get help by phone" (receive a callback from customer support), or "Attend a live webinar" (register to attend a webinar training).