

SOURCING FOR EVENT PARTICIPATION USER GUIDE



Engineering & Construction | Property Development | Infrastructure Concessions

Introduction

Gamuda has taken the initiative to adopt SAP Ariba for all tendering events, for greater transparency and accountability.

All vendors are required to submit their responses electronically through SAP Ariba.

There is no subscription fee to get onboard SAP Ariba. There are also no fees to participate in any subsequent sourcing events.

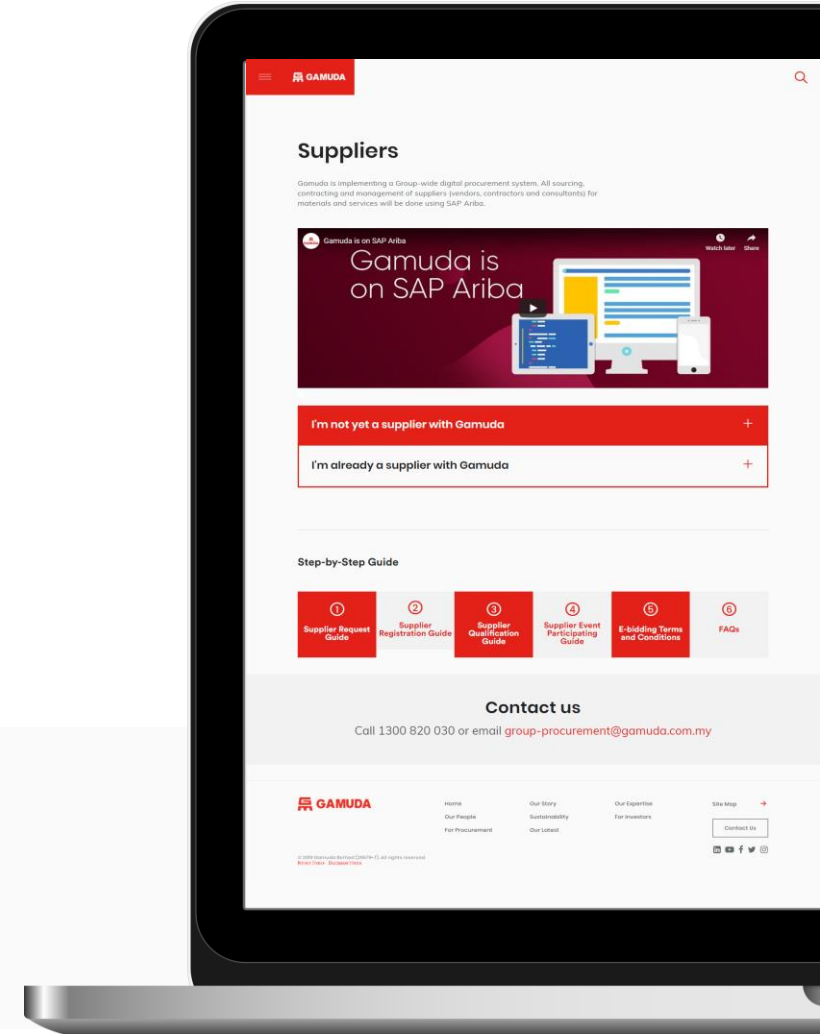


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SOURCING EVENT PARTICIPATION

This section explains how to participate in a sourcing event, i.e. **Request for Proposal (RFP)** and **e-Bidding**.

Sourcing Event Participation Overview

Here are the types of sourcing events that Gamuda conducts.

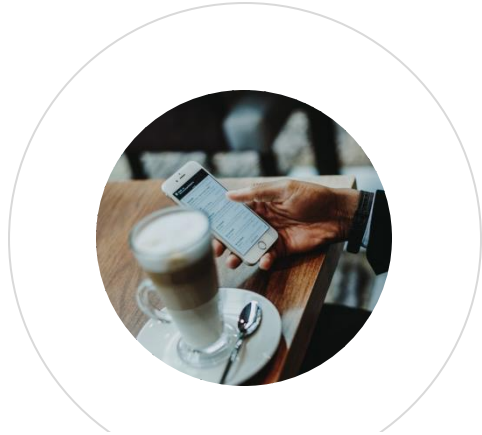


1. Request for Proposal (RFP)



2. e-Bidding

Note: This list is not exhaustive and only depicts the events relevant to this user guide.

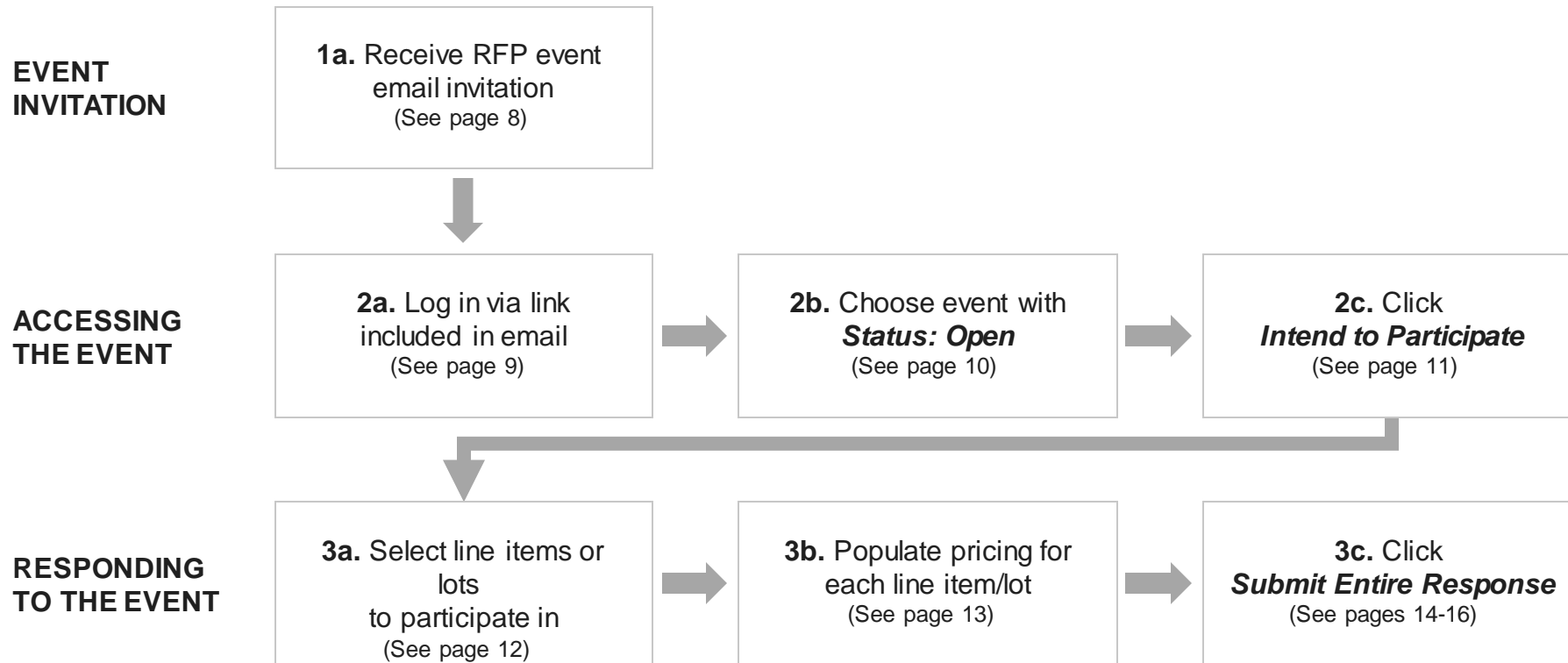


1 RESPONDING TO A REQUEST FOR PROPOSAL (RFP)

This section explains how to participate in an RFP event.

Sourcing Event Participation RFP Overview

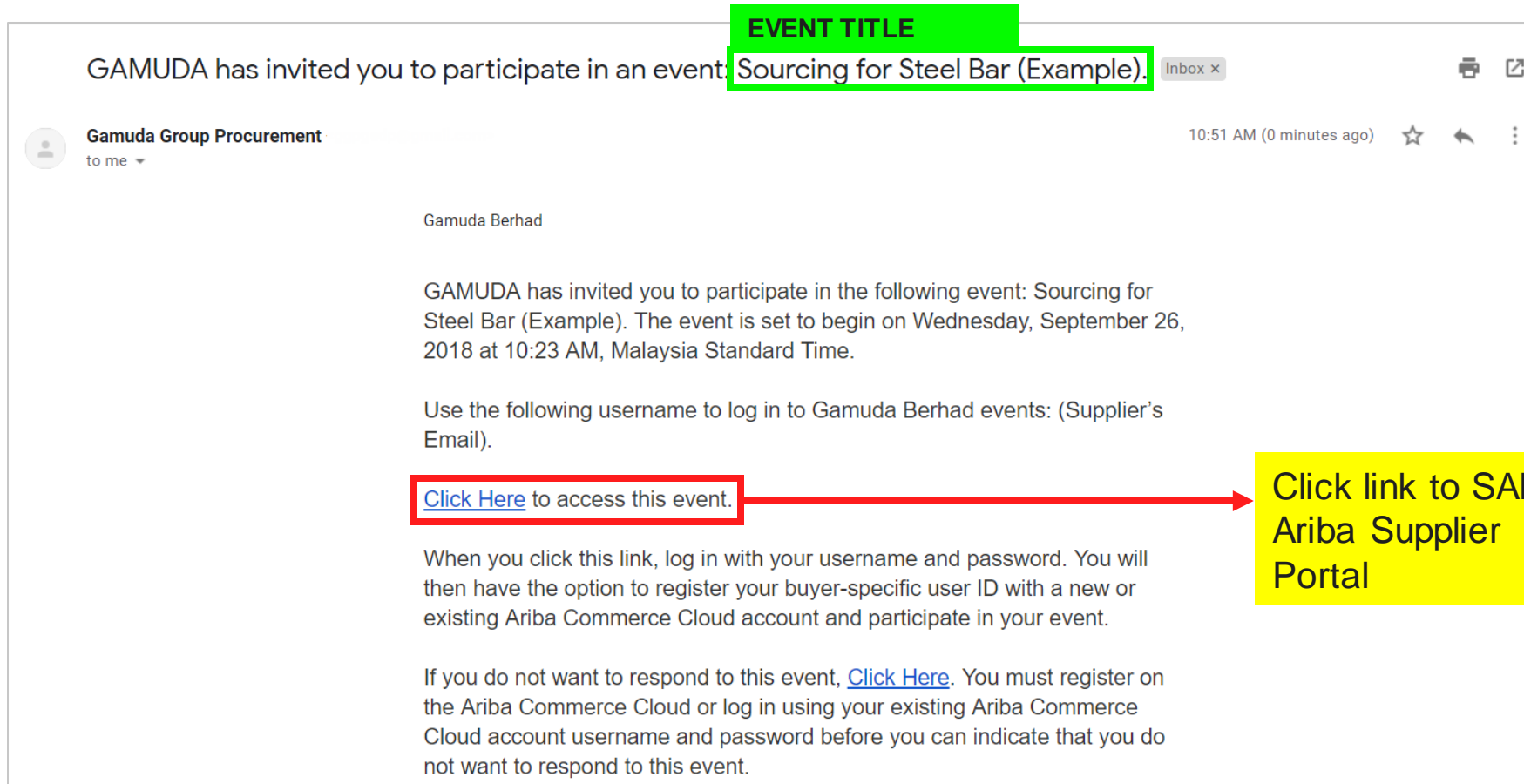
Below are the required steps for existing Gamuda suppliers to respond to a RFP event once they have been invited to participate.



Sourcing Event Participation: RFP

1a. Receive RFP event email invitation

When a supplier is invited to a sourcing event, you will receive an email like below.



The screenshot shows an email from "Gamuda Group Procurement" to "me". The subject line is "GAMUDA has invited you to participate in an event: **EVENT TITLE** Sourcing for Steel Bar (Example)". The email body contains the following text:

Gamuda Berhad

GAMUDA has invited you to participate in the following event: Sourcing for Steel Bar (Example). The event is set to begin on Wednesday, September 26, 2018 at 10:23 AM, Malaysia Standard Time.

Use the following username to log in to Gamuda Berhad events: (Supplier's Email).

[Click Here](#) to access this event.

When you click this link, log in with your username and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in your event.

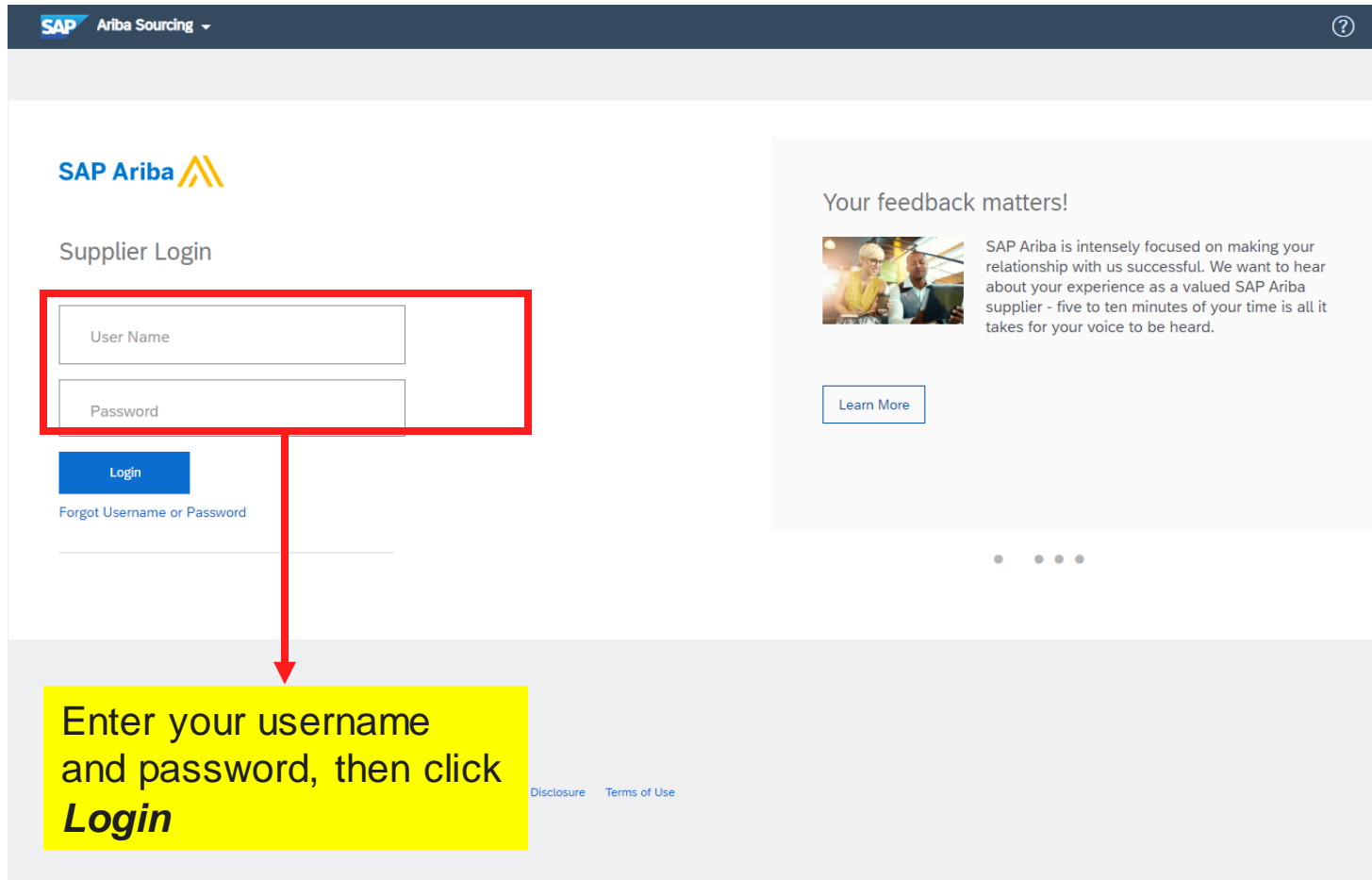
If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.

A red box highlights the "Click Here" link, and a red arrow points from it to a yellow box containing the text "Click link to SAP Ariba Supplier Portal".

Sourcing Event Participation: RFP

2a. Log in via link included in email

Log into the SAP Ariba Supplier Portal using your existing username and password.



SAP Ariba Sourcing

SAP Ariba

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

Your feedback matters!

SAP Ariba is intensely focused on making your relationship with us successful. We want to hear about your experience as a valued SAP Ariba supplier - five to ten minutes of your time is all it takes for your voice to be heard.

[Learn More](#)

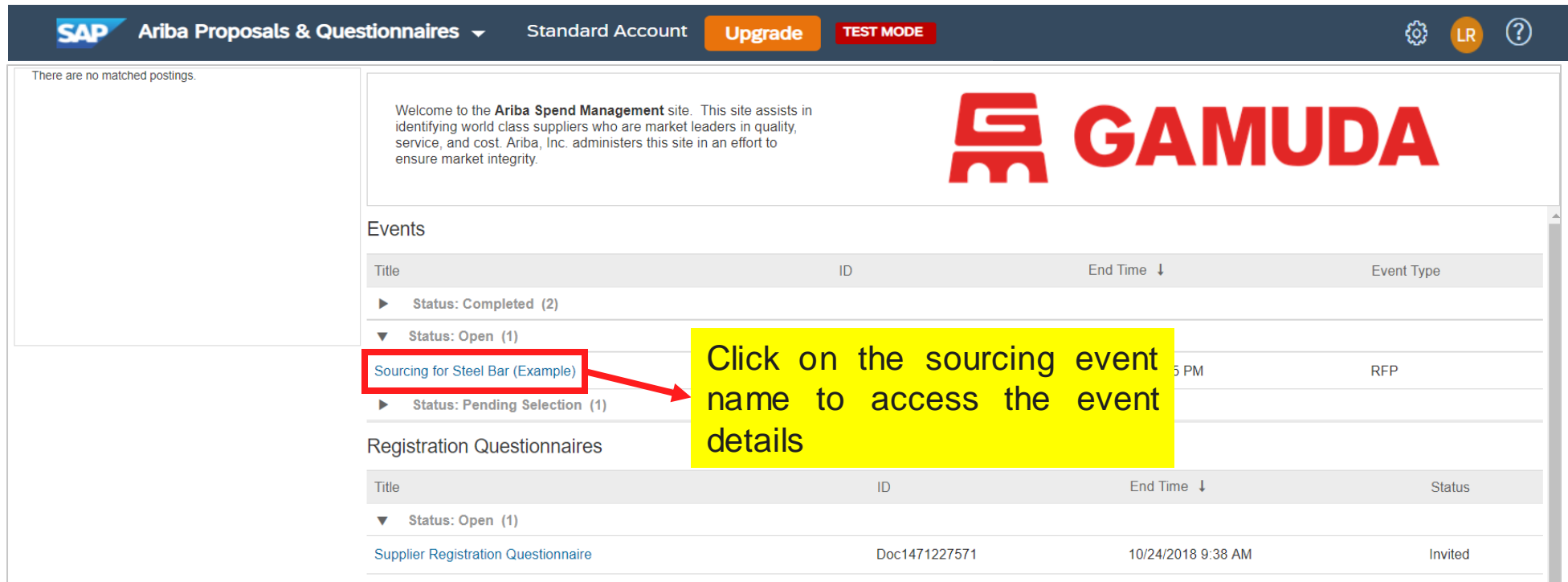
Enter your username and password, then click **Login**

[Disclosure](#) [Terms of Use](#)

Sourcing Event Participation: RFP

2b. Choose Event with Status: Open

Under the **Events** section, sourcing events that are open for bidding will appear under the **Status: Open** subsection.



The screenshot shows the SAP Ariba Proposals & Questionnaires interface. The top navigation bar includes the SAP logo, 'Ariba Proposals & Questionnaires', 'Standard Account', 'Upgrade', and 'TEST MODE'. The main content area features a welcome message from GAMUDA, a table of events, and a table of registration questionnaires. A red box highlights the event 'Sourcing for Steel Bar (Example)' in the 'Status: Open (1)' subsection, with a red arrow pointing to a yellow callout box that says 'Click on the sourcing event name to access the event details'.

Title	ID	End Time ↓	Event Type
▶ Status: Completed (2)			
▼ Status: Open (1)			
Sourcing for Steel Bar (Example)		5 PM	RFP
▶ Status: Pending Selection (1)			

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier Registration Questionnaire	Doc1471227571	10/24/2018 9:38 AM	Invited

Sourcing Event Participation: RFP

2c. Click *Intend to Participate*

Review the sourcing event details, then click *Intend to Participate*.

The screenshot shows the SAP Ariba Sourcing interface for an event titled "Sourcing for Steel Bar (Example)". The interface includes a top navigation bar with "SAP Ariba Proposals & Questionnaires", "Standard Account", "Upgrade", and "TEST MODE" buttons. A sidebar on the left contains a "Checklist" with items: "1. Review Event Details", "2. Select Lots", and "3. Submit Response". The main content area displays event details, including a "Name" field with "1 Introduction" and a "Section 1 of 3" indicator. A yellow callout box with the text "Click *Intend to Participate*" points to the "Intend to Participate" button, which is highlighted with a red box. Other buttons visible are "Download Content", "Decline to Participate", and "Print Event Information".

Sourcing Event Participation: RFP

3a. Select line items or lots to participate in

The available lots for bidding will appear. Choose either to bid on certain lots or all lots.

The screenshot shows the SAP Ariba Sourcing interface for a sourcing event. The top navigation bar includes the SAP logo, 'Ariba Proposals & Questionnaires', 'Standard Account', 'Upgrade', and 'TEST MODE'. The main header shows 'Select Lots' and 'Doc1472694449 - Sourcing for Steel Bar (Example)'. A 'Cancel' button is visible in the top right.

On the left, a 'Checklist' shows three steps: '1. Review Event Details', '2. Select Lots' (which is highlighted), and '3. Submit Response'. Below the checklist, a table titled 'Lots Available for Bidding' lists four items:

Name
<input checked="" type="checkbox"/> 2.1 Stainless Steel Round Bar
<input checked="" type="checkbox"/> 2.2 Stainless Steel Angle Bar
<input checked="" type="checkbox"/> 2.3 Stainless Steel Flat Bar
<input checked="" type="checkbox"/> 2.4 Stainless Steel I-Beam

At the bottom of the table, a blue button labeled 'Submit Selected Lots' is highlighted with a red box. A red arrow points from this button to a yellow callout box that says '2. Then click on **Submit Selected Lots** to proceed'. Another red arrow points from the 'Submit Selected Lots' button to a yellow callout box that says '1. Select the items or lots to bid on', which is positioned over the table of items.

Sourcing Event Participation: RFP

3b. Populate pricing for each line item/lot

Enter the proposed price for each line item/lot, ensuring that the **proposed price** and **Extended Price** calculated by the system are correct.

The screenshot shows the SAP Ariba interface for a sourcing event. The top navigation bar includes 'SAP Ariba Proposals & Questionnaires', 'Standard Account', 'Upgrade', and 'TEST MODE'. The main content area displays a table with columns for Name, Price, Quantity, and Extended Price. The table is organized into sections: 1 Introduction, 2 Commercial Terms, and 3 Pricing. Under '2 Commercial Terms', there are four line items: 2.1 Stainless Steel Round Bar, 2.2 Stainless Steel Angle Bar, 2.3 Stainless Steel Flat Bar, and 2.4 Stainless Steel I-Beam. The 'Price' column for items 2.1, 2.2, and 2.3 contains input fields with values 10.000, 15.000, and 10.000 respectively, and a unit of MYR. Item 2.4 has a quantity of 300 Pieces and an extended price of 7,500.000 MYR. A red box highlights the input field for item 2.1, and a yellow callout box points to it with the text 'Enter proposed price for each line item/lot'. The bottom of the interface features buttons for 'Submit Entire Response', 'Update Totals', 'Save', 'Compose Message', and 'Excel Import'.

Name ↑	Price	Quantity	Extended Price
1 Introduction			
2 Commercial Terms			
2.1 Stainless Steel Round Bar	10.000 MYR		0.000 MYR
2.2 Stainless Steel Angle Bar	15.000 MYR		0.000 MYR
2.3 Stainless Steel Flat Bar	10.000 MYR		0.000 MYR
2.4 Stainless Steel I-Beam	25.000 MYR	300 Pieces	7,500.000 MYR

Sourcing Event Participation: RFP

3c. Click **Submit Entire Response**

To submit response, click **Submit Entire Response**

The screenshot shows the SAP Ariba Proposals & Questionnaires interface. The top navigation bar includes the SAP logo, 'Ariba Proposals & Questionnaires', 'Standard Account', 'Upgrade', and 'TEST MODE'. On the right, there are icons for settings, 'LR', and help. Below the navigation bar, there is a breadcrumb trail '< Go back to Gamuda Berhad - Dashboard' and 'Desktop File Sync'. The main content area is titled 'Console' and 'Doc1472694449 - Sourcing for Steel Bar (Example)'. A 'Time remaining' clock shows '00:00:58'. On the left, there is a sidebar with 'Event Messages', 'Response History', and a 'Checklist' with items: '1. Review Event Details', '2. Select Lots', and '3. Submit Response'. Below the checklist is 'Event Contents' with 'All Content' selected. The main content area shows 'All Content' with a table of items. The table has columns for 'Name', 'Price', 'Quantity', and 'Extended Price'. The items are: '1 Introduction', '2 Commercial Terms' (total 30,000,000 MYR), '2.1 Stainless Steel Round Bar' (10,000 MYR, 1,000 Pieces, 10,000,000 MYR), '2.2 Stainless Steel Angle Bar' (15,000 MYR, 500 Pieces, 7,500,000 MYR), '2.3 Stainless Steel Flat Bar' (10,000 MYR, 500 Pieces, 5,000,000 MYR), and '2.4 Stainless Steel I-Beam' (25,000 MYR, 300 Pieces, 7,500,000 MYR). At the bottom, there are buttons: 'Submit Entire Response' (highlighted with a red box and a red arrow), 'Update Totals', 'Save', 'Compose Message', and 'Excel Import'. A note at the bottom of the table says '(*) indicates a required field'.

Name ↑	Price	Quantity	Extended Price
1 Introduction			
2 Commercial Terms			30,000,000 MYR
2.1 Stainless Steel Round Bar	* 10,000 MYR	1,000 Pieces	10,000,000 MYR
2.2 Stainless Steel Angle Bar	* 15,000 MYR	500 Pieces	7,500,000 MYR
2.3 Stainless Steel Flat Bar	* 10,000 MYR	500 Pieces	5,000,000 MYR
2.4 Stainless Steel I-Beam	* 25,000 MYR	300 Pieces	7,500,000 MYR

Click **Submit Entire Response**

Sourcing Event Participation: RFP

3c. Click **Submit Entire Response** (Cont'd)

A pop-up will appear to confirm proposal.

The screenshot shows the 'Submit Entire Response' step in the RFP process. A confirmation dialog box is displayed in the center, asking 'Submit this response?' with a green checkmark. Below the question, it says 'Click OK to submit.' There are two buttons: 'OK' (highlighted with a red box) and 'Cancel'. A red arrow points from the 'OK' button to a yellow callout box on the right that says 'Click **OK** to confirm proposal'. The background interface shows a table of items for pricing and a 'Submit Entire Response' button at the bottom.

Name ↑	Price	Quantity	Extended Price
1 Introduction			
2 Commercial Terms			30,000.000 MYR
2.1 Stainless Steel Round Bar		1,000 Pieces	10,000.000 MYR
2.2 Stainless Steel Angle Bar			000 MYR
2.3 Stainless Steel Flat Bar			000 MYR
2.4 Stainless Steel I-Beam			000 MYR
3 Pricing			

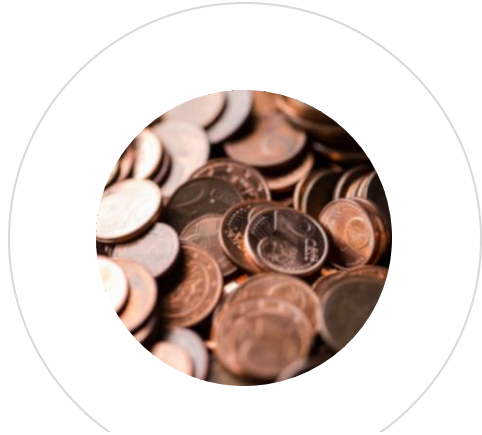
Sourcing Event Participation: RFP

3c. Click **Submit Entire Response** (Cont'd)

A confirmation of your proposal submission will appear at the top of the screen in green.

The screenshot shows the SAP Ariba Proposals & Questionnaires interface. At the top, there's a navigation bar with 'SAP Ariba Proposals & Questionnaires', 'Standard Account', 'Upgrade', and 'TEST MODE'. On the right, there are icons for settings, 'LR', and help. Below the navigation bar, there's a breadcrumb trail: '< Go back to Gamuda Berhad - Dashboard'. The main header area includes 'Console', 'Doc1472694449 - Sourcing for Steel Bar (Example)', and a 'Desktop File Sync' button. A 'Time remaining' indicator shows '00:00:11'. On the left, there's a sidebar with 'Event Messages', 'Response History', a 'Checklist' (1. Review Event Details, 2. Select Lots, 3. Submit Response), and 'Event Contents' (All Content, 1. Introduction, 2. Commercial Terms, 3. Pricing). The main content area features a green confirmation message: '✓ Your response has been submitted. Thank you for participating in the event.' Below this, there are buttons for 'Revise Response' and 'Create Alternative'. The 'All Content' section is expanded, showing a table with columns: Name, Price, Quantity, and Extended Price.

Name ↑	Price	Quantity	Extended Price
1 Introduction			
2 Commercial Terms			30,000.000 MYR
2.1 Stainless Steel Round Bar	10.000 MYR	1,000 Pieces	10,000.000 MYR
2.2 Stainless Steel Angle Bar	15.000 MYR	500 Pieces	7,500.000 MYR
2.3 Stainless Steel Flat Bar	10.000 MYR	500 Pieces	5,000.000 MYR
2.4 Stainless Steel I-Beam	25.000 MYR	300 Pieces	7,500.000 MYR
3 Pricing			



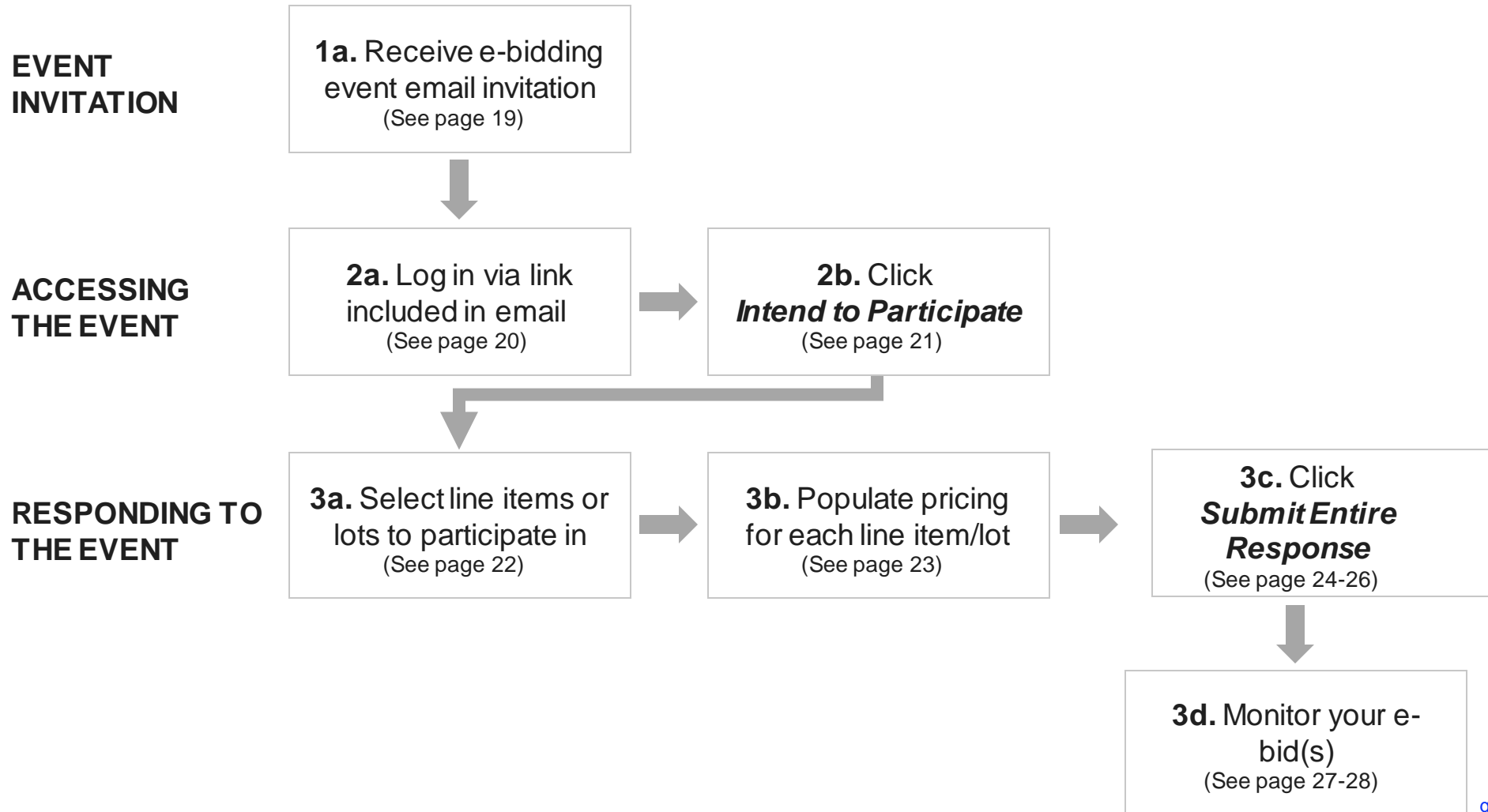
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PARTICIPATING IN AN E-BIDDING EVENT

This section explains how to participate in an e-Bidding event.

Sourcing Event Participation e-Bidding Overview

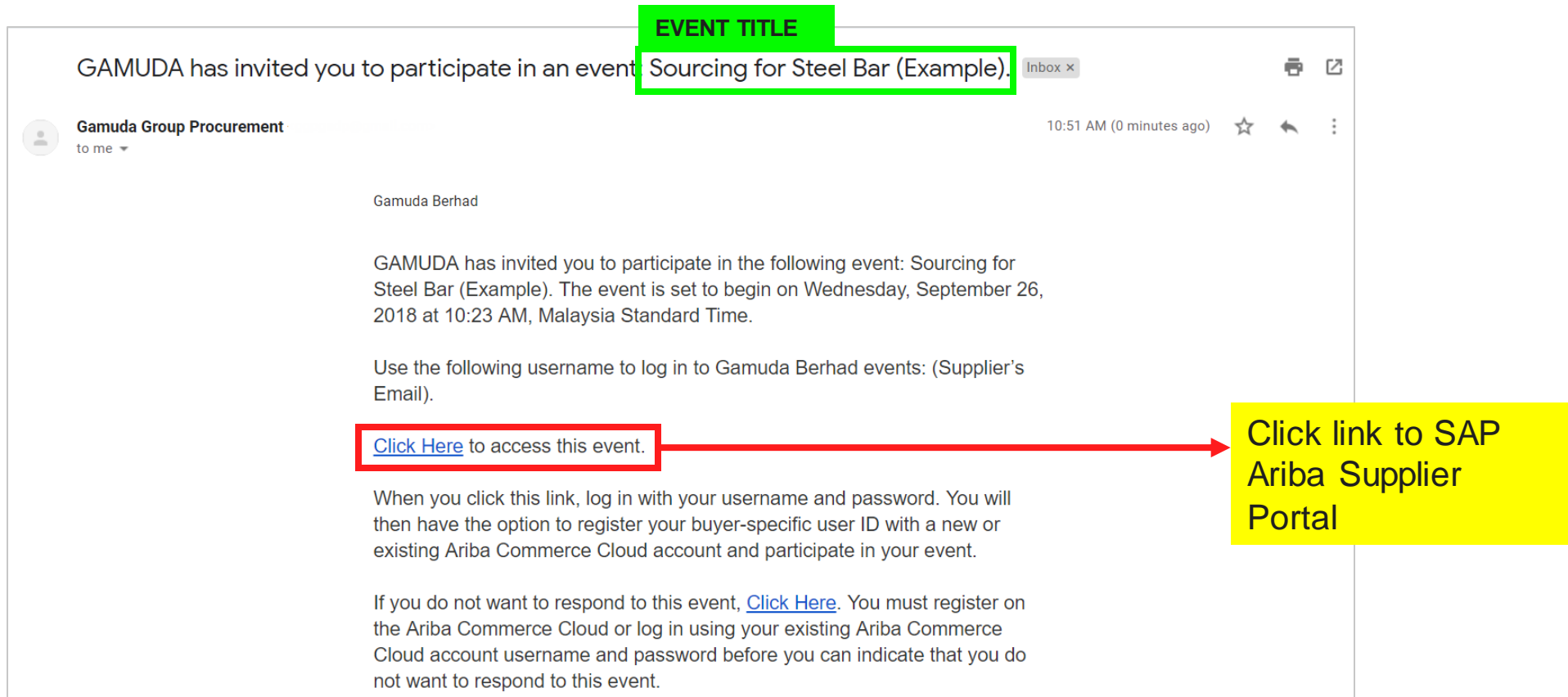
Below are the required steps for existing Gamuda suppliers to respond to an e-Bidding event once they have been invited to participate.



Sourcing Event Participation: e-Bidding

1a. Receive e-Bidding event email invitation

When a supplier is invited to a sourcing event, you will receive an email like below.



EVENT TITLE

GAMUDA has invited you to participate in an event: **Sourcing for Steel Bar (Example)**. Inbox x

Gamuda Group Procurement
to me ▾ 10:51 AM (0 minutes ago) ☆ ↶ ⋮

Gamuda Berhad

GAMUDA has invited you to participate in the following event: Sourcing for Steel Bar (Example). The event is set to begin on Wednesday, September 26, 2018 at 10:23 AM, Malaysia Standard Time.

Use the following username to log in to Gamuda Berhad events: (Supplier's Email).

[Click Here](#) to access this event. → Click link to SAP Ariba Supplier Portal

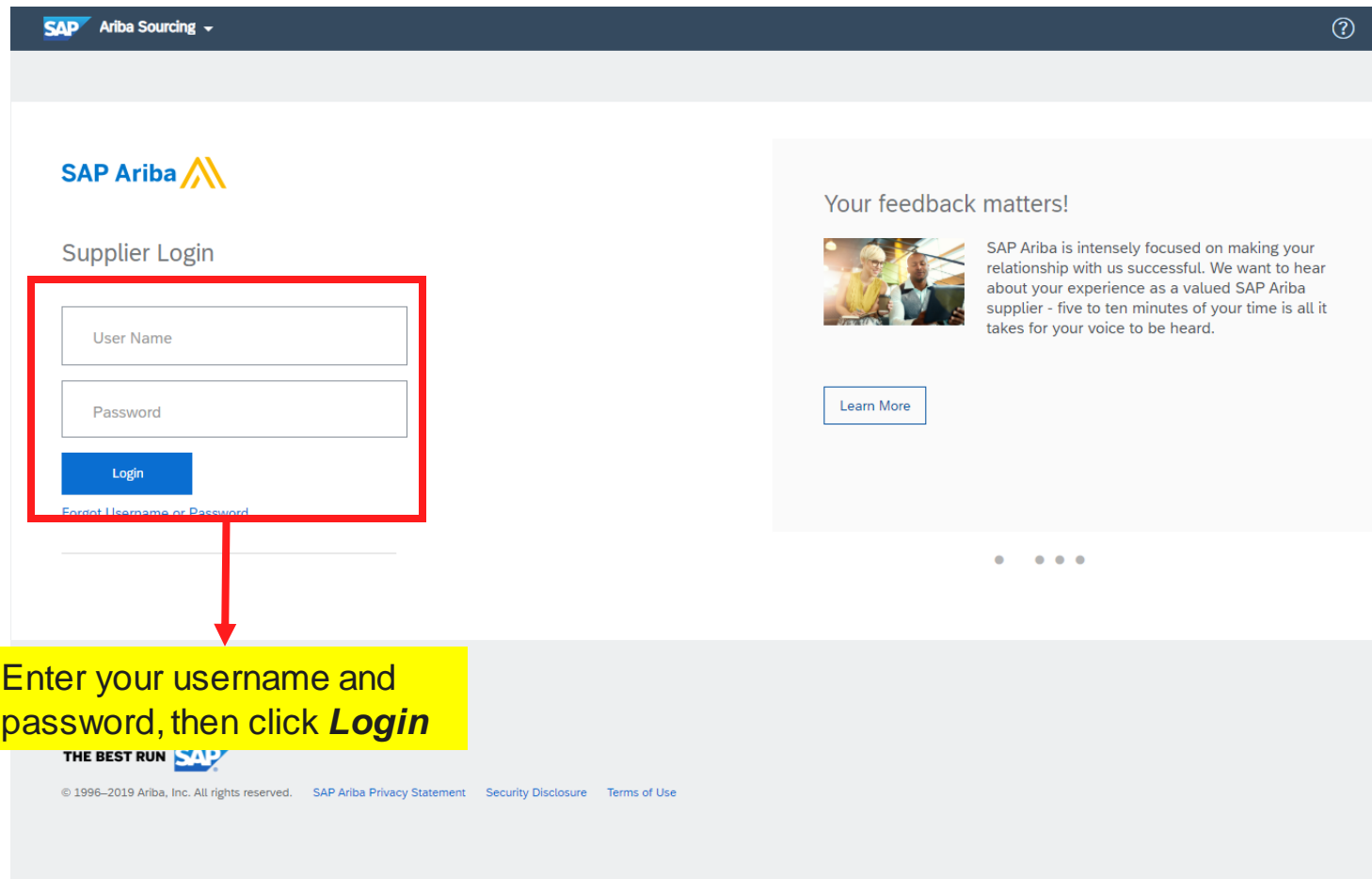
When you click this link, log in with your username and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in your event.

If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.

Sourcing Event Participation: e-Bidding

2a. Log in via link included in email

Log into the SAP Ariba Supplier Portal using your existing username and password.



SAP Ariba Sourcing

SAP Ariba

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

Your feedback matters!

SAP Ariba is intensely focused on making your relationship with us successful. We want to hear about your experience as a valued SAP Ariba supplier - five to ten minutes of your time is all it takes for your voice to be heard.

[Learn More](#)

THE BEST RUN

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Sourcing Event Participation: e-Bidding

2b. Click *Intend to Participate*

Review the sourcing event details, then click *Intend to Participate*.

Sourcing Event Participation: e-Bidding

3a. Select line items or lots to participate in

The available lots for bidding will appear. Choose either to bid on certain lots or all lots.

The screenshot shows the SAP Ariba Sourcing interface for a sourcing event titled "Doc1472789232 - Sourcing for Steel Bar (Example)". The interface includes a navigation menu on the left with a checklist containing three items: "1. Review Event Details", "2. Select Lots", and "3. Submit Bids". The "2. Select Lots" step is currently active. The main content area displays a table of "Lots Available for Bidding" with the following items:

Item ID	Name	Status
2.1	Stainless Steel Round Bar	Open
2.2	Stainless Steel Angle Bar	Open
2.3	Stainless Steel Flat Bar	Open
2.4	Stainless Steel I-Beam	Open

Red arrows and yellow callout boxes highlight the following steps:

1. Select the items or lots to bid on
2. Then click on **Submit Selected Lots** to proceed

Sourcing Event Participation: e-Bidding

3b. Populate pricing for each line item/lot

Bid by keying in the price for each line item/lot.

SAP Ariba Proposals & Questionnaires Standard Account Upgrade TEST MODE

< Go back to Gamuda Berhad - Dashboard Desktop File Sync

Console Doc1472789232 - Sourcing for Steel Bar (Example) Time remaining in open bidding 23:52:22

Event Messages Response History

Checklist

- Review Event Details
- Select Lots
- Submit Bids

Event Contents

- All Content
- 1 Introduction
- 2 Commercial Terms
- 3 Pricing

All Content

Name ↑	Rank	My Response		Quantity	Extended Price	Leading Price
		Price				
1 Introduction						
2 Commercial Terms					30,000.00 MYR	
2.1 Stainless Steel Round Bar	<input type="checkbox"/>	*	<input type="text" value="10.00"/> MYR			
2.2 Stainless Steel Angle Bar	<input type="checkbox"/>	*	<input type="text" value="15.00"/> MYR			
2.3 Stainless Steel Flat Bar	<input type="checkbox"/>	*	<input type="text" value="10.00"/> MYR			
2.4 Stainless Steel I-Beam	<input type="checkbox"/>	*	<input type="text" value="25.00"/> MYR			
3 Pricing						
Decrement selected items by		<input type="text"/>	<input type="button" value="Apply"/>			
		%				

Submit Entire Response Update Totals Save Compose Message Excel Import

1. Input price to be submitted as bid

2. Input decrement from previous bid

3. Apply decrement based on previous bidding price

Sourcing Event Participation: e-Bidding

3c. Click **Submit Entire Response**

Ensure that the proposed price and Extended Price calculated by the system are correct, then click **Submit Entire Response**.

The screenshot shows the SAP Ariba interface for a sourcing event. The top navigation bar includes 'SAP Ariba Proposals & Questionnaires', 'Standard Account', 'Upgrade', and 'TEST MODE'. The main content area displays a table titled 'All Content' with columns for 'Name', 'Rank', 'Price', 'Quantity', 'Extended Price', and 'Leading Price'. The table lists items under 'Commercial Terms', including 'Stainless Steel Round Bar', 'Stainless Steel Angle Bar', 'Stainless Steel Flat Bar', and 'Stainless Steel I-Beam'. Each item has a price input field and a quantity. A 'Submit Entire Response' button is highlighted with a red box at the bottom of the table. A red arrow points from this button to a yellow callout box below the screenshot.

Name ↑	Rank	Price	Quantity	Extended Price	Leading Price
1 Introduction					
2 Commercial Terms				30,000.00 MYR	
2.1 Stainless Steel Round Bar	<input type="checkbox"/>	* 10.00 MYR	1,000 Pieces	10,000.00 MYR	
2.2 Stainless Steel Angle Bar	<input type="checkbox"/>	* 15.00 MYR	500 Pieces	7,500.00 MYR	
2.3 Stainless Steel Flat Bar	<input type="checkbox"/>	* 10.00 MYR	500 Pieces	5,000.00 MYR	
2.4 Stainless Steel I-Beam	<input type="checkbox"/>	* 25.00 MYR	300 Pieces	7,500.00 MYR	

Click **Submit Entire Response**

Sourcing Event Participation: e-Bidding

3c. Click **Submit Entire Response** (Cont'd)

A pop-up will appear to confirm bid submission.

The screenshot shows the 'Sourcing for Steel Bar (Example)' interface. A confirmation dialog box is displayed in the center, asking 'Submit this response?' with a green checkmark. Below the question, it says 'Click OK to submit.' There are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red box, and a red arrow points from it to a yellow callout box on the right that says 'Click **OK** to confirm bid submission'. The background interface includes a sidebar with a checklist (1. Review Event Details, 2. Select Lots, 3. Submit Bids) and a table of items with columns for Name, Rank, Price, Quantity, Extended Price, and Leading Price. The 'Submit Entire Response' button is visible at the bottom of the interface.

Sourcing Event Participation: e-Bidding

3c. Click **Submit Entire Response** (Cont'd)

A confirmation of your bid submission will appear at the top of the screen in green.

The screenshot shows the SAP Ariba Sourcing interface for a sourcing event. At the top, there's a navigation bar with 'SAP Ariba Proposals & Questionnaires', 'Standard Account', 'Upgrade', and 'TEST MODE'. A green confirmation message at the top reads: 'Your response has been submitted.' Below this is a table titled 'All Content' with columns for 'Name', 'Rank', 'Price', 'Quantity', 'Extended Price', and 'Leading Price'. The table lists items under 'Commercial Terms' with their respective prices and quantities. At the bottom, there are buttons for 'Submit Entire Response', 'Take Lead', 'Update Totals', 'Reload Last Bid', 'Save', and 'Compose Message'.

All Content		My Response			Leading
Name ↑	Rank	Price	Quantity	Extended Price	Price
1 Introduction					
2 Commercial Terms				30,000.00 MYR	
2.1 Stainless Steel Round Bar	1	10.00 MYR	1,000 Pieces	10,000.00 MYR	10.00 MYR
2.2 Stainless Steel Angle Bar	1	15.00 MYR	500 Pieces	7,500.00 MYR	15.00 MYR
2.3 Stainless Steel Flat Bar	1	10.00 MYR	500 Pieces	5,000.00 MYR	10.00 MYR
2.4 Stainless Steel I-Beam	1	25.00 MYR	300 Pieces	7,500.00 MYR	25.00 MYR

Sourcing Event Participation: e-Bidding

3d. Monitor your e-bid(s)

Under **Event Contents**, bid ranks are shown. This indicates current price ranking in relation to other bids.

The screenshot shows the SAP Ariba Sourcing interface for a sourcing event. A green banner at the top indicates "Your response has been submitted." Below this, a yellow callout box says "Keep monitoring your e-bids throughout the event" with a red arrow pointing to the "Rank" column of the bid table. The table lists four items under "Commercial Terms":

Name	Rank	Price	Quantity	Extended Price	Leading Price
1 Introduction					
2 Commercial Terms				30,000.00 MYR	
2.1 Stainless Steel Round Bar	1	10.00 MYR	1,000 Pieces	10,000.00 MYR	10.00 MYR
2.2 Stainless Steel Angle Bar	1	15.00 MYR	500 Pieces	7,500.00 MYR	15.00 MYR
2.3 Stainless Steel Flat Bar	1	10.00 MYR	500 Pieces	5,000.00 MYR	10.00 MYR
2.4 Stainless Steel I-Beam	1	25.00 MYR	300 Pieces	7,500.00 MYR	25.00 MYR

At the bottom of the table, there is a "Pricing" section with a "Decrement selected items by" field and an "Apply" button. Below the table are several action buttons: "Submit Entire Response", "Take Lead", "Update Totals", "Reload Last Bid", "Save", and "Compose Message".

Sourcing Event Participation: e-Bidding

3d. Monitor your e-bid(s)

Under **Choose Lot**, the bid history for each line item/lot is shown.

The screenshot displays the 'Choose Lot' section of an e-bidding platform. On the left, a sidebar lists event contents, with 'Choose Lot' expanded to show three lots: '2.1 Stainless Steel Round Bar', '2.2 Stainless Steel Angle Bar', and '2.3 Stainless Steel Flat Bar'. The main area shows the 'Price - Stainless Steel Round Bar' graph, which plots price in MYR against time. A red box highlights the 'Bid History' table, which lists two bids from 'Supplier.Co'. A red arrow points from the table to a yellow callout box.

Participant	Price ↑	Submission Time
Supplier.Co	8.00 MYR	6:26 PM
Supplier.Co	10.00 MYR	6:17 PM

Keep monitoring historical prices throughout the event

03 GETTING SUPPORT

Need some help? This section explains how to get support.

Assistance from Gamuda Group Procurement

Contact Gamuda Group Procurement for business support and sourcing event related items such as:

- i. Clarification on lot or line items in RFP/RFx or Auction
- ii. Event commercial terms
- iii. Unable to participate in a sourcing event
- iv. Registration process



1300 82 0030

(Monday – Friday, 9:00am – 5:00pm)



group-procurement@gamuda.com.my

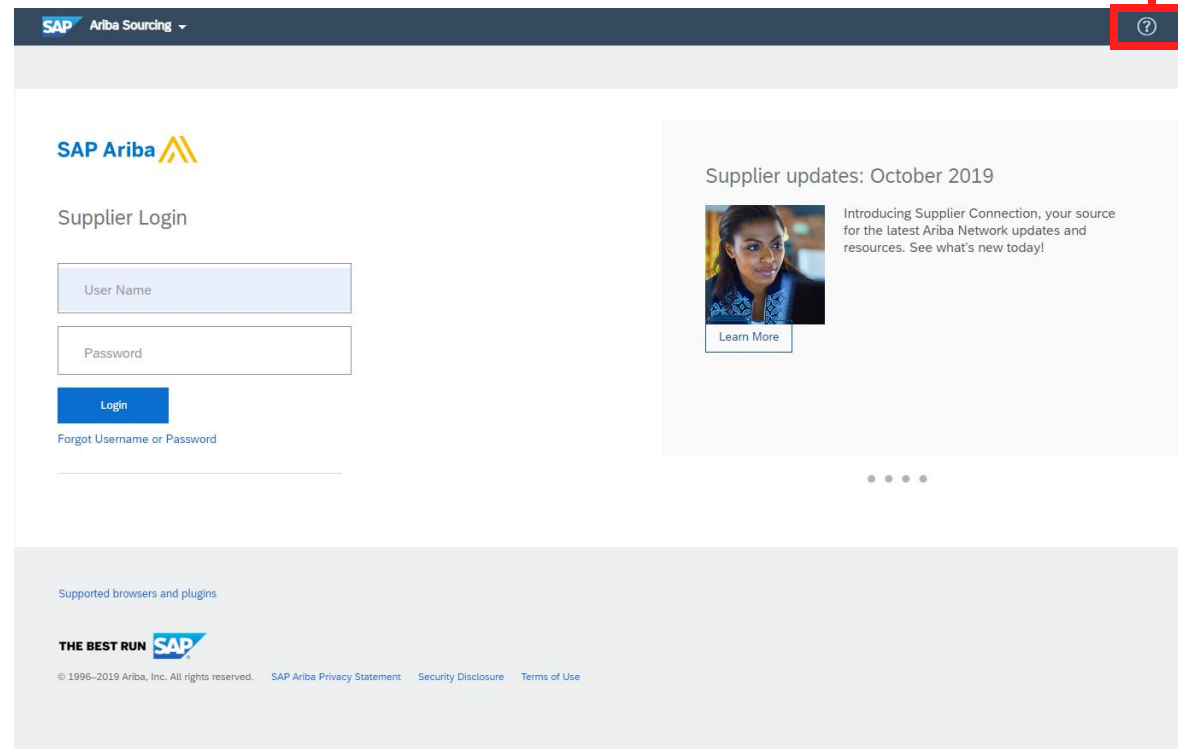
Assistance from SAP Ariba

Contact SAP ARIBA for technical support such as:

- i. Unable to login
- ii. Unable to view a page on the SAP Ariba Supplier Portal
- iii. Facing difficulty navigating SAP Ariba

supplier.ariba.com

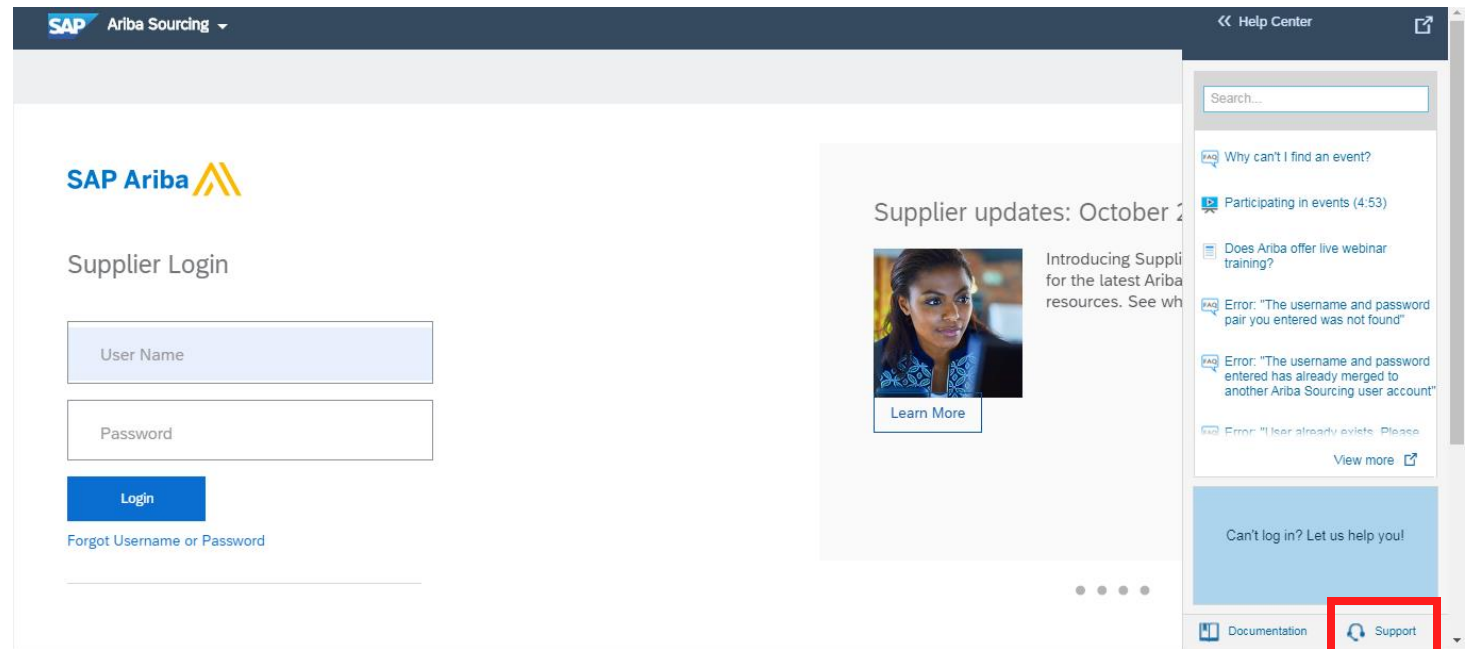
Click on the '?' icon



Assistance from SAP Ariba

You will then be directed to the **Help Center** section

supplier.ariba.com



The screenshot shows the SAP Ariba Supplier Login page. The main content area includes the SAP Ariba logo, the text 'Supplier Login', and input fields for 'User Name' and 'Password'. Below these fields is a blue 'Login' button and a link for 'Forgot Username or Password'. The right sidebar is titled 'Help Center' and contains a search bar, a list of frequently asked questions (FAQs), and a 'Support' button. The 'Support' button is highlighted with a red box and a red arrow pointing downwards.

Click on **Support**



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