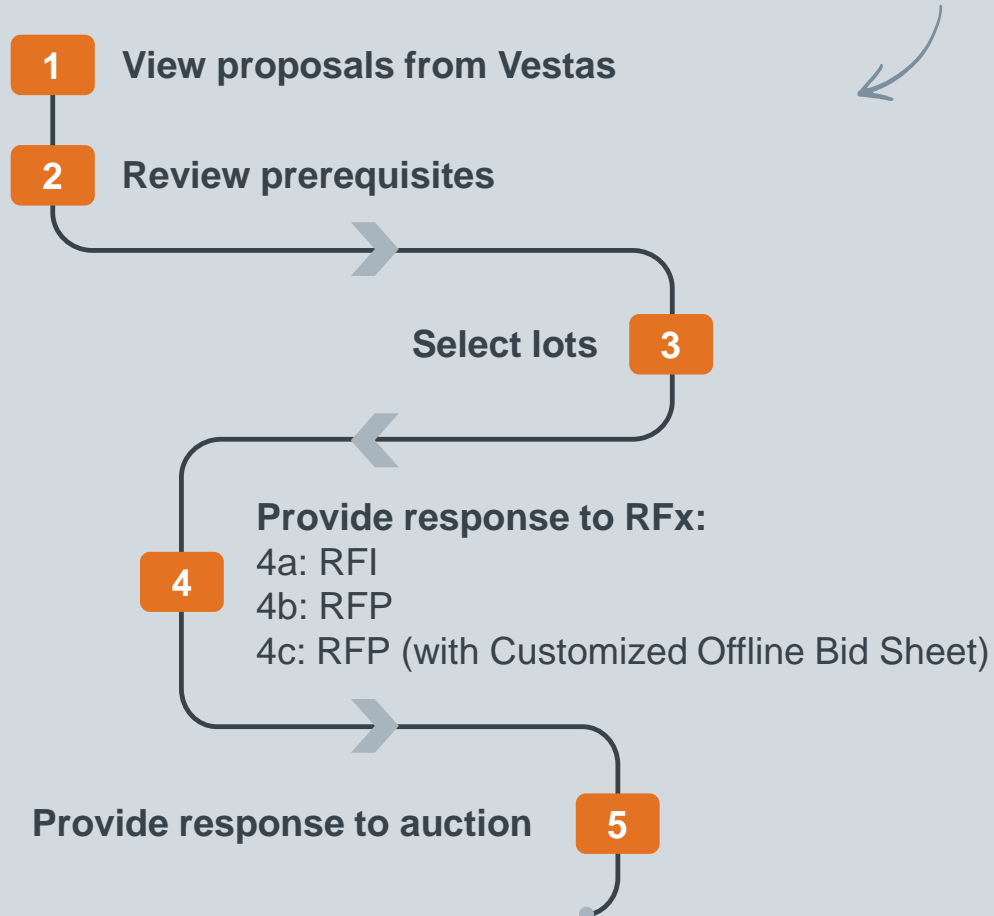


This **Supplier Quick Guide** shows you how to... **RESPOND TO EVENTS IN Ariba**

...in **five simple steps***



VERSION: 1.0

UPDATED: NOVEMBER 2019

Vestas

1. VIEW PROPOSALS FROM VESTAS

Step-by-step

1. Click on 'Ariba Network' to unfold a dropdown menu.
2. Click on 'Ariba Sourcing' to view all proposals.
3. Open the events with status 'Open'.
4. Click on the event you want to open.

Illustration

The screenshot illustrates the SAP Ariba Network interface. The top navigation bar includes 'SAP Ariba Network', 'Standard Account', 'Upgrade', and 'TEST MODE'. A dropdown menu is open under 'Ariba Network', showing options like 'Ariba Discovery', 'Ariba Sourcing', and 'Ariba Contract Management'. The 'Ariba Sourcing' option is highlighted. Below the navigation, there are sections for 'Payments' and 'Pinned Documents'. A filter menu is open, showing 'Status: Completed (2)' and 'Status: Open (14)'. The 'Status: Open (14)' filter is selected, and a list of proposals is displayed. The proposal 'PS_SK_03' is highlighted, indicating the next step in the process.

Document #	Document Type	Customer	Status	Amount
No Items				
			Status: Completed (2)	
			Status: Open (14)	
RFP_SupplierShowCase_01			Doc309920007	11/19/2019 4:04 PM RFP
RFP			Doc309919433	11/19/2019 3:55 PM RFP
PS_SK_03			Doc309914377	11/19/2019 3:45 PM RFP
Untitled Sourcing Project			Doc309025391	11/18/2019 1:50 PM RFP
Additional RFP_training_03			Doc308940242	11/18/2019 12:57 PM RFP
RFP			Doc308818477	11/18/2019 9:18 AM RFP
SP_PIR_SK_01			Doc307820251	11/14/2019 6:12 PM RFP
Training_RFX_06			Doc309728936	11/12/2019 9:00 AM RFP
SRFX_16			Doc309703337	11/12/2019 9:00 AM RFP
SP_PS_04			Doc305602622	11/11/2019 1:27 PM RFP

Tips & Tricks

- Ariba sorts the proposals based on the due date of the event – so you might need to scroll down at times.

2. REVIEW PREREQUISITES

Step-by-step

1. Click on 'Review Prerequisites' to open the legal prerequisites of the event.
2. Read the legal prerequisites and accept them to continue with the event.

Illustration

Event Details Doc309920007 - RFP_SupplierShowCase_01 Time remaining 13 days 23:46:32

Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.

1 Review Prerequisites Decline to Respond Print Event Information

Event Overview and Timing Rules

Owner: RJ
Event Type: RFP
Currency: European Union Euro
Commodity: Engineering Consultancy 01080501
Regions: NCE North and Central Europe

Publish time: 11/5/2019 4:04 PM
Due date: 11/19/2019 4:04 PM

Project Owner Actions

Can Project owner create response team by default: Yes

Prerequisites must be completed prior to participation in the event.

1. Review Event Details
2. Review and Accept Prerequisites
3. Submit Response

In consideration of the opportunity to participate in online events (Online Events) held and conducted by the company sponsoring this Online Event (Sponsor) on the web site (this 'Site') hosted by Arba, Inc. (Site Owner), your company (Participant) or You) agrees to the following terms and conditions (Bidder Agreement).

1. Bids. If You are invited to participate in the Online Event, Sponsor reserves the right to amend, modify or withdraw this Online Event. Sponsor reserves the right to accept or reject all or part of your proposal. Submission of a bid does not create a contract or any expectation by Participant of a future business relationship. Further, by submitting a bid, you are making a firm offer which Sponsor may accept to form a contract, subject to section 2 below. Sponsor is not liable for any costs incurred by Participant in the preparation, presentation, or any other aspect of Participant's bid.

2. Price Quotes. Except to the extent Sponsor allows a non-binding bid, all Bids which Participant submits through the Online Events are legally valid quotations without qualification, except for data entry errors.

3. Procedures and Rules. Participant further agrees to be bound by the procedures and rules established by the Site and Sponsor.

4. Confidentiality. Participant shall keep all user names and passwords, the Online Event content, other confidential materials provided by the Site and/or Sponsor, and all bids provided by You or another participating organization in confidence and shall not disclose the foregoing to any third party.

5. Bids through Site only. Participant agrees to submit bids only through the Online bidding mechanism supplied by the Site and not to submit bids via any other mechanism including, but not limited to, print, courier, fax, E-mail, or orally unless specifically requested by Sponsor.

6. Ethical Conduct. All parties will prohibit unethical behavior and are expected to notify the Site Owner by contacting the appropriate project team if they witness practices that are counter-productive to the fair operation of the Online Event. If Participant experiences any difficulties during a live Online Event, Participant must notify Site Owner immediately.

7. Survival. The terms and conditions of this Bidder Agreement shall survive completion of the Online Event.

....
BA v1.0 30Sep2019

I accept the terms of this agreement.
 I do not accept the terms of this agreement.

OK Cancel

Tips & Tricks

- The duration of the event is listed in the top-right corner.
- See this [video](#) for a click-by-click demo of the task.

3. SELECT LOTS

Step-by-step

1. Select the lots that you wish to bid on.
2. Click 'Confirm Selected Lots' to continue to the event.

Illustration

Select Lots Doc309920038 - Auction_SupplierShowCase_01

Choose the lots in which you will participate. You can cancel your intention to participate.

Select Lots [Select Using Excel](#)

Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots
4. Submit Bids

Lots Available for Bidding

<input checked="" type="checkbox"/>	Name
<input checked="" type="checkbox"/>	1 Hourly rate Engineer

1 **2** [Confirm Selected Lots](#)

Tips & Tricks

- Tick 'Name' to select all lots at once.

4A. PROVIDE RESPONSE TO RFI

Step-by-step

1. Fill in the responses to the fields listed.
2. Click 'Submit Entire Response' to provide the response.
3. Click 'Excel Import' to export the questions as an Excel file and re-upload with your responses.

Illustration

The screenshot shows a web interface for responding to an RFI. At the top, it displays 'Console' and 'Doc314196688 - RFI_training_10'. A clock icon indicates 'Time remaining 13 days 23:57:58'. On the left, there is a navigation menu with 'Event Messages', 'Response History', and 'Response Team'. Below this is a 'Checklist' section with three items: '1. Review Event Details', '2. Review and Accept Prerequisites', and '3. Submit Response'. The '3. Submit Response' item is highlighted with a blue bar. Below the checklist is an 'Event Contents' section with 'All Content' selected. The main content area shows 'All Content' with a table header 'Name ↑'. The first row contains the question '1 Do you require "Code of ethics" to be signed by suppliers as part of your sourcing process?' with an asterisk and a dropdown menu set to 'Unspecified'. A red circle with the number '1' points to the dropdown. Below the question is a note '(*) indicates a required field'. At the bottom, there are four buttons: 'Submit Entire Response' (highlighted with a blue bar and a red circle with '2'), 'Excel Import' (with a red circle with '3'), 'Update Totals', 'Save draft', and 'Compose Message'.

Tips & Tricks

- Some items might offer the possibility to provide a comment – click in the small textbox icon to open the comment field.
- See this [video](#) for more information on how to participate in events, and see this [video](#) for RFI-specifics.

4B. PROVIDE RESPONSE TO RFP

Step-by-step

1. Fill in the responses to the fields listed.
2. Click 'Submit Entire Response' to provide the response.
3. Click 'Event Messages' to view and send messages to the customer.
4. Click 'Response History' to check a log of all responses.
5. Use Excel import to provide responses through Excel.

Illustration

The screenshot shows a web interface for an RFP response. At the top, it displays 'Console', 'Doc309920007 - RFP_SupplierShowCase_01', and a clock icon with 'Time remaining 13 days 23:44:44'. On the left, there is a navigation menu with 'Event Messages' (3), 'Response History' (4), and 'Response Team'. Below this is a 'Checklist' section with four items: '1. Review Event Details', '2. Review and Accept Prerequisites', '3. Select Lots', and '4. Submit Response'. The main area is titled 'All Content' and contains a table with columns: 'Name ↑', 'Price', 'Quantity', 'Total Cost', and 'Extended Price'. The table has two rows: '1 Hourly rate Engineer' with a price input field (1) and '2 Please upload the CVs of suggested engineers' with a 'Less...' button and a 'Document:' input field. Below the table, a note states '(*) indicates a required field'. At the bottom, there are five buttons: 'Submit Entire Response' (2), 'Update Totals', 'Save draft', 'Compose Message', and 'Excel Import' (5).

Tips & Tricks

- Some items might offer the possibility to provide a comment – click in the small textbox icon to open the comment field.
- You can always improve your responses (only improve – increasing prices is not possible in the same event).
- Validation pattern for lead time is three digits (e.g. 012 equals 12 days).
- See this [video](#) for more information on how to participate in events, and see these [video](#) for RFP-specifics.

4C. PROVIDE RESPONSE TO RFP (WITH CUSTOMIZED OFFLINE BID SHEET)

Step-by-step

1. Click on 'Excel Import' to open the Excel import screen.
2. Click 'Download Content' to download the prepared offline bid sheet (Excel file) from the Purchaser.
3. Find the prepared Excel file and fill in all required fields – save the file on your computer.
4. Click 'Choose File' to browse the filled out file.
5. Click 'Upload' to submit the file.

Illustration

The illustration shows a screenshot of a procurement console interface. On the left, a checklist outlines the steps: 1. Review Event Details, 2. Review and Accept Prerequisites, 3. Select Lots, and 4. Submit Response. The main content area displays a table of items under 'All Content', including 'Project information' and 'Cranes'. A 'Crane information' table is also visible, with a red circle '3' highlighting a cell. A dialog box titled 'Import Response from Excel' is overlaid on the right, providing instructions and buttons for 'Download Content', 'Choose File', and 'Upload'. Red circles '2', '4', and '5' highlight the 'Download Content', 'Choose File', and 'Upload' buttons respectively.

Tips & Tricks

- Click 'Download Original Custom Offline Bid Sheets' to download the original file without prepping from the Purchaser
- In case of any uploading errors, check to make sure that all required fields have been filled out with numerical values – when in doubt, contact the Purchaser
- As a best practice, save the filled out file on your computer and add a unique identifier/ recognizable name to the file name (e.g. RFP_Cranes_Snow White response)
- See this [video](#) for more information on how to participate in events, and see this video for more information about [Custom Excel bidding](#)

5. PROVIDE RESPONSE TO AUCTION

Step-by-step

1. Provide a response by typing in the value.
2. Decrement your bid by ticking the line item and filling in a percentage to decrement (you might have to open the %-sign to confirm a percentage or nominal value).
3. Click 'Apply' to make the decrement apply to selected line item(s).
4. Click 'Submit Entire Response' to submit your response.
5. Click 'Event Messages' to view and send messages to the customer.

Illustration

Console Doc309920038 - Auction_SupplierShowCase_01 Time remaining in open bidding 04:37:56

Event Messages **5**
Response History
Response Team

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots
4. Submit Bids

All Content

Name ↑	Rank	Price	Quantity	Total Cost	Extended Price
1 Hourly rate Engineer	1	* €109.50 1 EUR	1 each	€109.50 EUR	€109.50 EUR

Decrement bid by **2** % **3** (*) indicates a required field

4

Tips & Tricks

- You can check a log of all responses by clicking 'Response History'.
- You will get a notification if you decrement your price by more than 50% to prevent making errors.
- In case of many items, you might want to use the Excel import functionality to provide a response.
- For more information, see this [video](#) for a click-by-click demo of this task.

NEED HELP?

Support is available!



For **questions or technical support** please contact the [Vestas SSC Ariba team](#)



For **information and guides** from the Digital Procurement program in Vestas, visit our [website](#)



For general **Ariba resources**, visit the [Ariba Supplier Portal](#)

