

# Respond to an REx in Ariba

For suppliers to Vattenfall



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# 1. Introduction

Vattenfall uses SAP Ariba as our main Sourcing tool. Registration in Ariba Network is therefore necessary to interact with Vattenfall buyers and to participate in events (e.g. Sourcing events; RFI, RFP, RFQ).

This guide describes how you as a supplier can respond to an RFx (RFI, RFP, RFQ) in Ariba Network. In Ariba's Help Center you can find [video guides](#) on this subject.

# 2.1 Get started via an invite

Vattenfall AB - TEST

Vattenfall AB - TEST has invited you to participate in the following event: RFP\_testSL. The event is set to begin on Wednesday, April 17, 2019 at 9:20 AM, Central European Summer Time.

Use the following username to log in to Vattenfall AB - TEST events:

[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.

If you have forgotten your username or password and are unable to log in, [Click Here](#).

NOTE: The forgot password link is only valid for 24 hours. After this link expires, click Forgot Password on the Ariba Login page to reset your password.

If you have questions about this event, contact Sofia Lundqvist via telephone at or via e-mail at

We look forward to working with you!

## Vattenfall buyers invite you to the sourcing event

You will then receive an email from SAP Ariba including a link to the sourcing event. Click on the link to get directly to the event in the system

# 2.2 Get started via Ariba's web page

Ariba Network

Upgrade from standard account [Learn More](#)

Company Settings Patrick T

Go To My

- LEADS
- PROPOSALS**
- CONTRACTS

External Documents

Orders, Invoices and Payments All Customers Last 14 days

0 Pinned Documents [More...](#)

Document #	Document Type	Customer	Status	Amount
No items				

Now we're mobile. Check it out.

Download on the App Store

GET IT ON Google play

Tasks

Update Profile Information 15%

SAP Ariba

Patrick T (patrick.treffner@gmail.com) last visited 15 Apr 2019 5:16:08 AM | Patte-elverk AB | AND1441729170-T

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Log in via Aribas web page.

Find the sourcing event by clicking the square (☰) and choosing **Proposals**.

# 2.3 Getting started with the RFx

Ariba Sourcing

Company Settings | Patrik T | Help Center

Go back to Vattenfall AB - TEST Dashboard

Event Details Doc178917988 - RFP

Desktop File Sync

Time remaining 1 day 02:56:35

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.

Review Prerequisites Decline to Respond Print Event Information

Checklist

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

Event Overview and Timing Rules

Owner: Description: test  
Event Type: RFP Currency: Swedish Krona  
Commodity: Procurement (RMC) 082010L

After having logged in to the system, open the sourcing event

**1** You can find all requirements and specifications under the *Review Event details* tab to the left

**2** At the top right you can see how much time is left before you need to submit your response

# 3. Review prerequisites or decline to respond

Event Details Doc178917988 - RFP Time remaining 1 day 02:51:22

Event Messages  
Download Tutorials  
Response Team

▼ Checklist

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

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.

Review Prerequisites Decline to Respond Print Event Information

Event Overview and Timing Rules

Owner: | Description: test

Event Type: RFP

Choose one of the options:

- If you *intend* to participate, click **Review Prerequisites**
- If you *do not intend* to participate, click **Decline to respond**

## NOTE

- First after having chosen **Review Prerequisites** you can see more information about the event
- On the top right you can see how much time is left before you need to submit your response
- You can always return to this page to choose **Decline to respond**

# 4. Respond to prerequisites

Ariba Sourcing Company Settings Pa

< Go back to Vattenfall AB - TEST Dashboard Des

Prerequisites Doc178917988 - RFP

▼ Checklist

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

Prerequisites must be completed prior to participation in the event. You must accept the modified envelope bidding event agreement to continue.

In consideration of the opportunity to participate in on-line events ('On-Line Events') held and conducted by the company sponsoring this On-Line Event ('Sponsor') on the web site (this 'Site') hosted by Ariba, Inc. ('Site Owner'), your company ('Participant' or 'You') agrees to the following terms and conditions ('Basic rules'):

1. Confidentiality. Participant shall keep all user names and passwords, the On-Line Event content, other confidential materials provided by the Site and/or Sponsor confidential.
2. 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 On-Line Event. If Participant experiences any difficulties during a live On-Line Event, Participant must notify Site Owner immediately.

I accept the terms of this agreement.

I do not accept the terms of this agreement.

Modified Envelope Bidding Event Agreement

The buyer has configured this event to allow rejected envelopes to be retrieved and opened while the event remains in Pending Selection status. I accept the terms of this agreement.

**NOTE**

If you choose to participate in the event according to the previous picture, you will need to approve a couple of prerequisites before you can view the entire event.

**1** You will be directed to the tab *Review and accept prerequisites*. Review and answer all prerequisites according to predetermined alternatives

**2** When you are done, click **OK**

# 5. Choose lots to bid on

Event Details Doc178917988 - RFP

Download Content Review Prerequisites **Select Lots** 1 Print Event

Primary

Introduction

Name 1

1 Introduction

Event Overview and Timing Rules

Owner: Patrik Treffner ⓘ Description: test  
Event Type: RFP Currency: Swedish Krona  
Publish time: 10/25/2018 12:00 PM Commodity: Procurement  
Due date: 11/02/2018 12:00 PM

**Lots Available for Bidding**

Name	Description
3.1 product 1	test

Submit Selected Lots 2

You have now confirmed your intention to participating in the event.

The next step is to choose which lots you want to bid on. Each lot represents one or more products or services. All lots together make up the total RFx.

**1** Once you have replied to the prerequisites, **Select lots** appear at the top right of the page, click on it.

**2** Mark the lots you want to submit bids/replies to. Note that all lots marked with blue background are mandatory

## NOTE

Until you submit your final bid, you can return to this step and make changes

# 6. Submit response

All Content

Name	Price
3.1 Test product 1	* <input type="text"/> EUR
3.2 Prod 2	* <input type="text"/> EUR
4 Attachment <a href="#">test.docx</a> <a href="#">References</a>	
5 Question	* <input type="text"/>
6 Requirement	
8 Question 2	<input type="button" value="Attach a file"/>

(\*) indicates a required field

You now need to provide the requested information. In some cases it is only prices, in others you need to answer questions and/or add attachments.

- 1 Download the files for each item
- 2 Provide prices or other requested information
- 3 Add comment
- 4 Upload files
- 5 When you are finished, click **Submit Entire response**

# 7. Make sure you have a provided a complete response

Doc38738433 - Parker IT Request time remaining 1 day 01:14:5

All Content

Name ↑

2.1.1 Indicate the geographic area in which you conduct business.

2.1.2 Do you have bilingual order-entry and support personnel? Where are they located and what languages do they speak?

2.1.3 Are you planning any mergers or divestitures in the next twelve months?

You need to provide an answer to Question 2.1.2, 'Do you have bilingual order-entry and support personnel? Where are they located and what languages do they speak?'

INDUSTRIAL

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If mandatory answers or documentation is missing, that need to be provided before you can move ahead to the next step.

# 8. Revise response

Console Doc178917988 - RFP Time remaining 06:36:07

Event Messages  
Response History  
Response Team

▼ Checklist

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

▼ Event Contents

Primary

All Content

Name ↑	Price
1 Introduction	
2 Commercial Terms	
▼ 3 Pricing	
3.1 product 1	550.00 SEK

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots

4. Submit Response

▼ Event Contents

All Content

Name ↑	Price
1 Introduction	
2 Commercial Terms	
3 Pricing	
3.1 product 1	550.00 SEK

(\*) indicates a required field

Sync Primary Bid **Submit Entire Response** Update Totals Reload Last Bid Save Compose Message Excel Import Alternative ▼

1. Click on **Revise response**

2. You will be redirected to the **Submit response** tab

3. Make the changes and click on **Submit Entire response**

Until the time has run out you can go back and make changes to your response. Go to the event in Ariba via the link in the invitation or by logging in to Ariba

# 9. Support

## SAP Ariba's [help center](#)

- Here you can get help with technical questions, e.g. issues logging in, bugs etc.
- There is also an extensive library of video guides and other learning materials, as well as frequently asked questions (FAQ)
- You can also choose to be called up and get support over phone

