SAP ARIBA SUPPLIER NETWORK RFI PARTICIPATION

September 2022

INTERNAL USE ONLY

CONFIDENTIAL INFORMATION

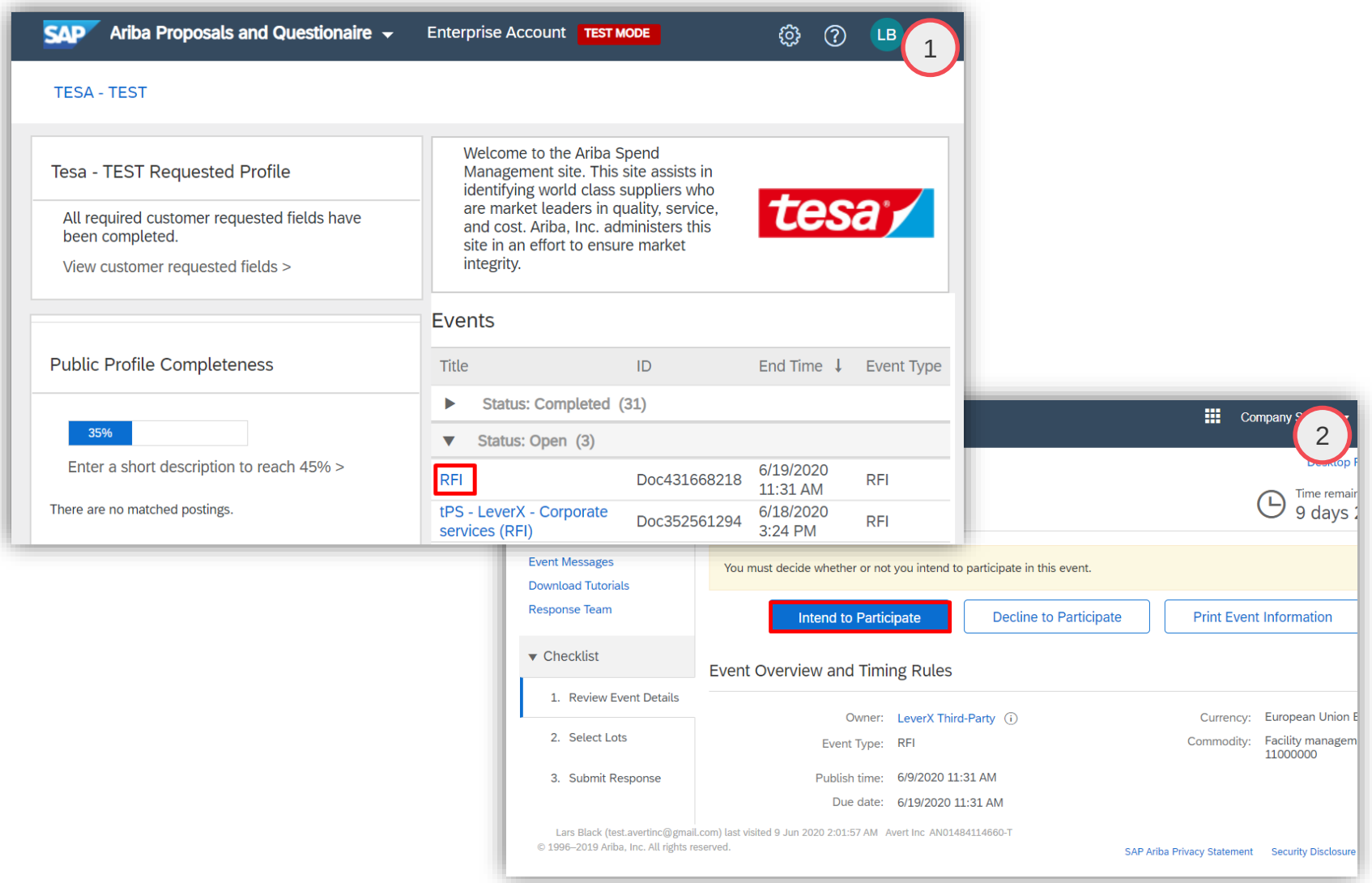
OPEN RFI AND START BID PREPARATION

1. Find an event (RFP, RFI, e-Auction) you were invited to and **click on its name** to open it.

   NOTE: Events where you can bid will be shown in **Status: Open** section.

2. Click on **Intend to Participate** button to start your bid preparation.

   NOTE: If you don't want to participate in the event you can click **Decline to Participate** button to notify responsible purchaser.

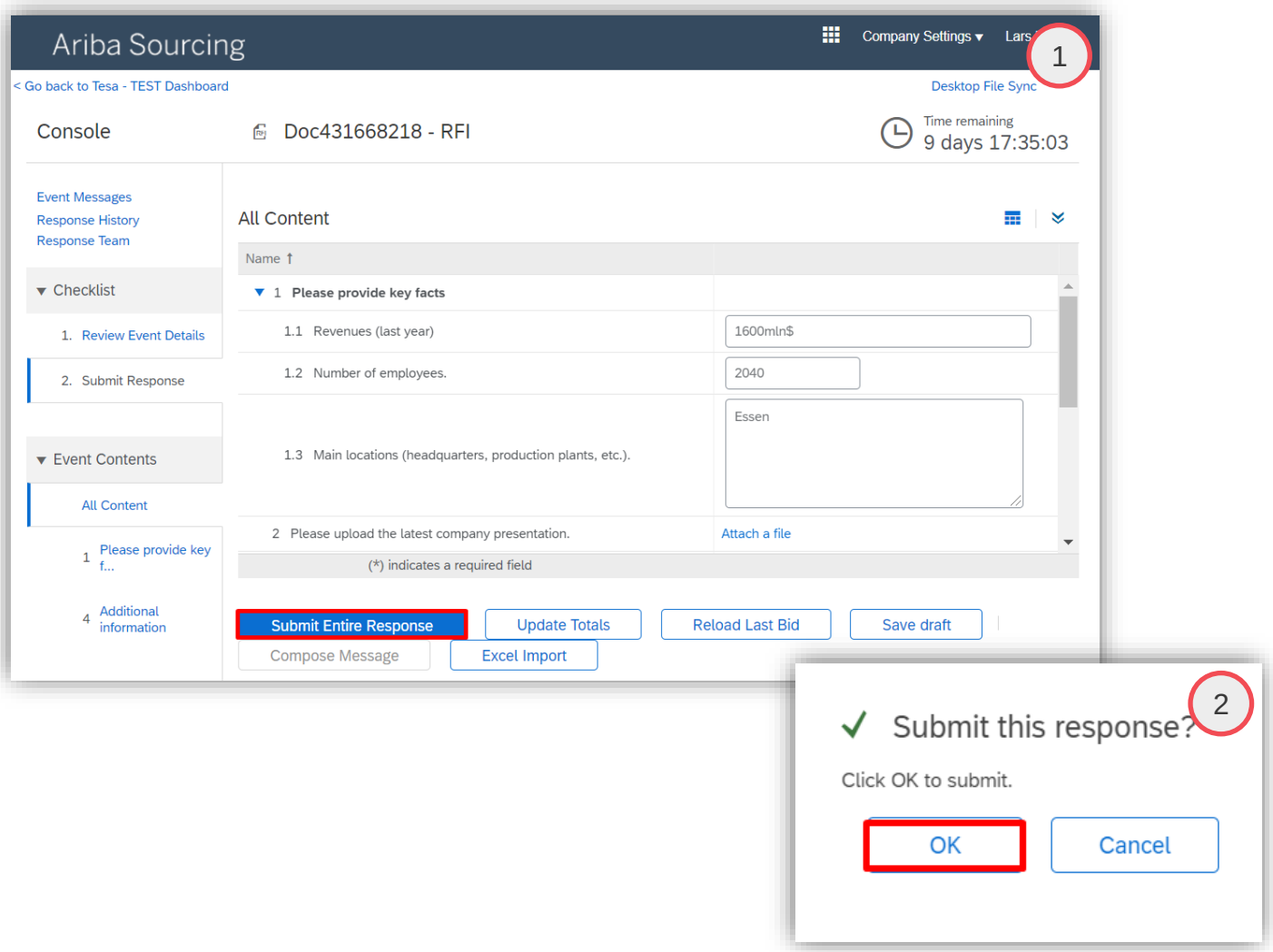


HOW TO RESPOND ON RFI

To answer a question, select one of the answer options or fill the required field behind each question.

1. Once all answers are selected, select **Submit Entire Response**

2. New window will open, select **OK** to submit your responses



HOW TO REVISE RESPONSES

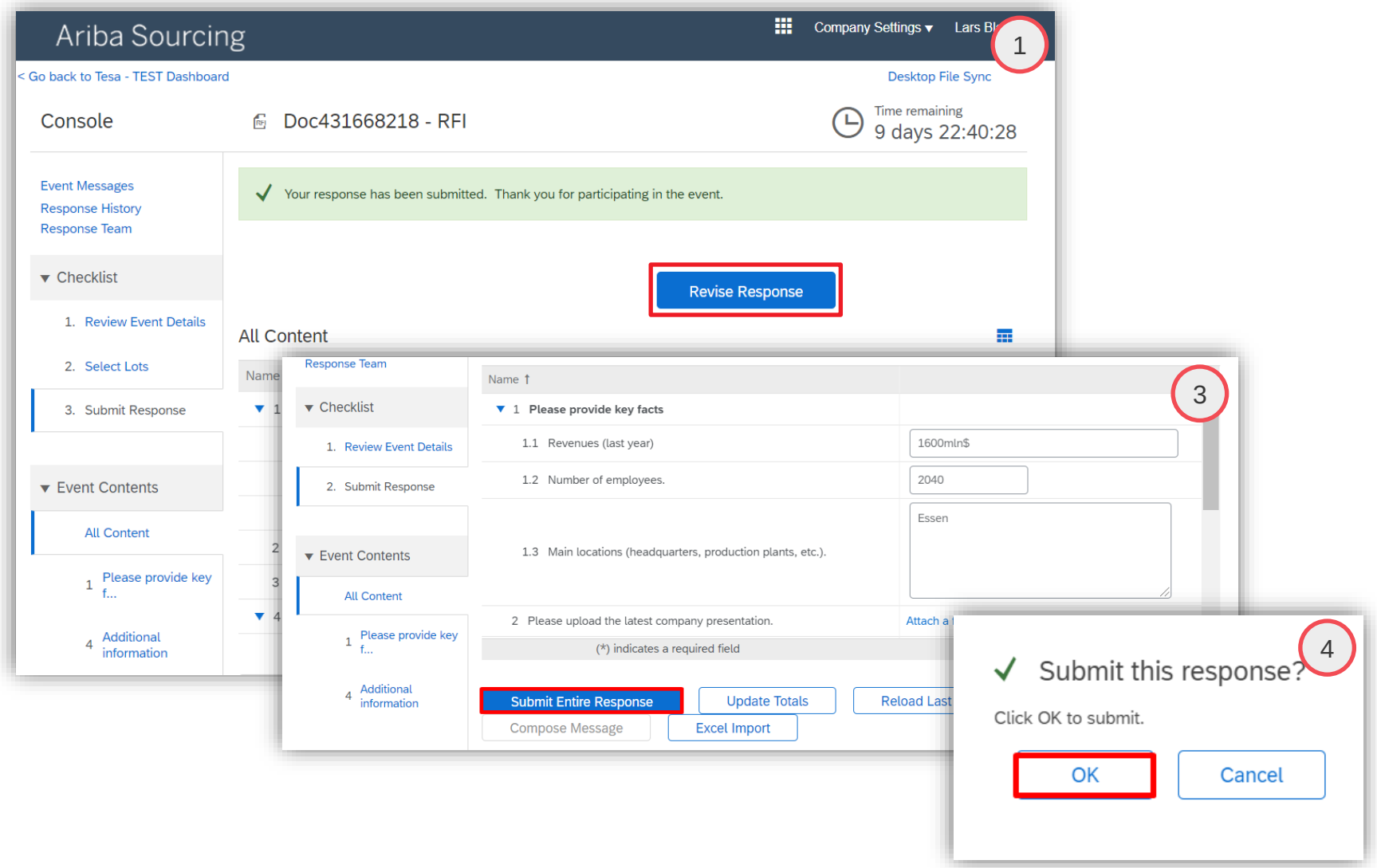
1. You can always edit your response(s) by selecting **Revise Response**.

   However, this is possible only if the event is in **OPEN** status

2. Edit your answers

3. To save new response, select **Submit Entire Response**

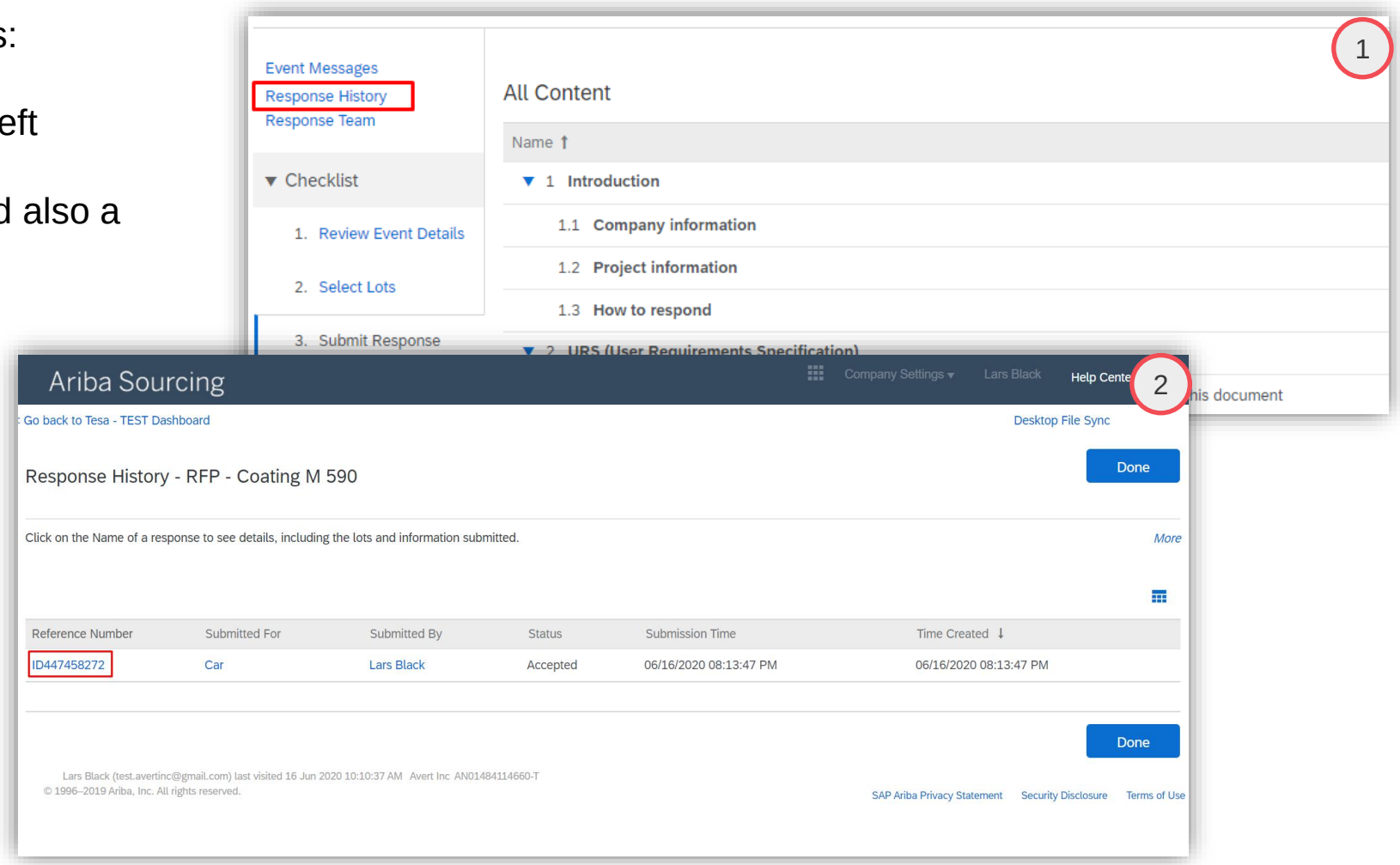
4. Confirm via **OK**



HOW TO VIEW RESPONSE HISTORY

You can view the history of your responses:

1. Click **Response History** in the upper left corner on your screen
2. You can see a **Reference Number** and also a status of the response



ANSWERING QUESTIONS USING EXCEL

(1/7) Intend to Participate

Intend to Participate

Response from Excel

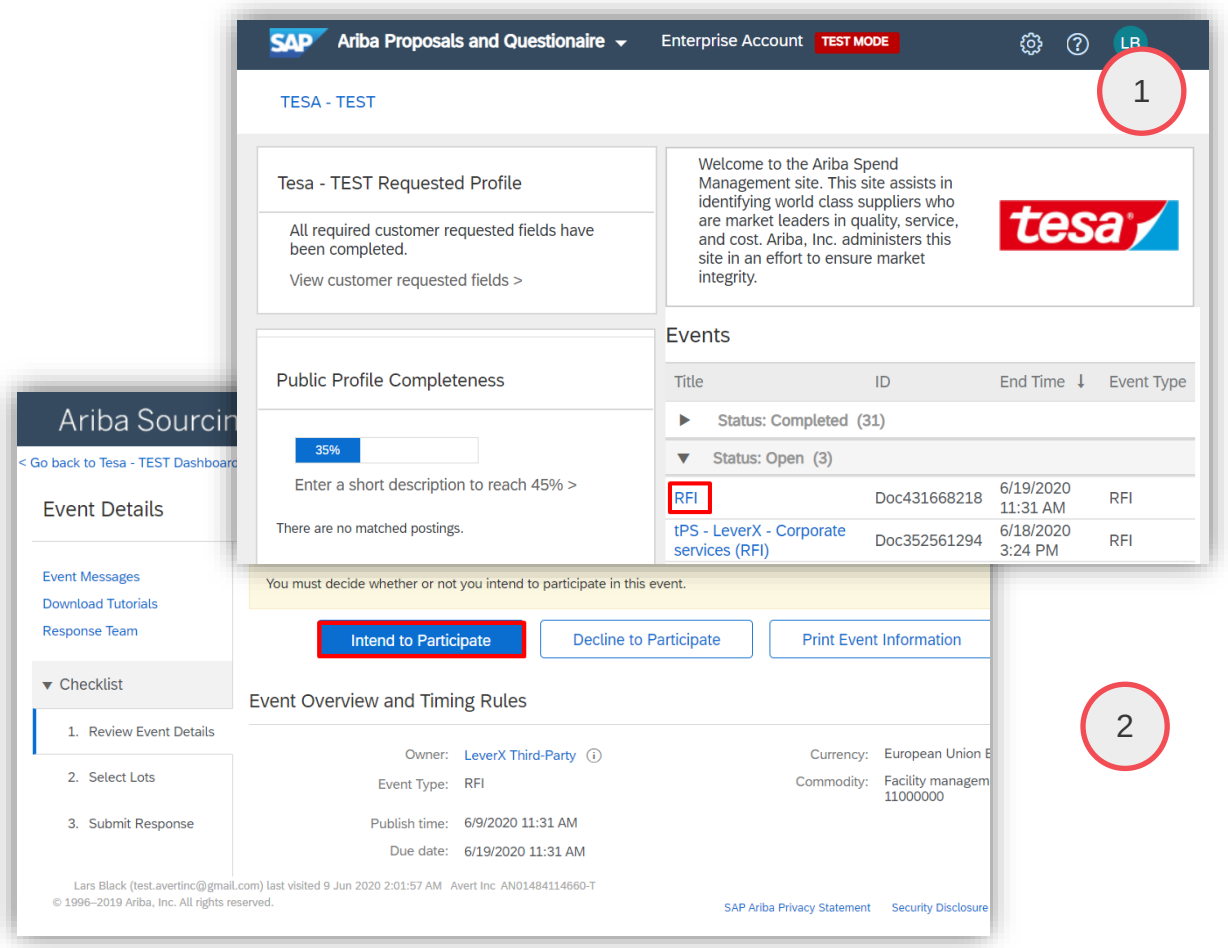
New documents waiting for your response are stored at Events tile with Status **Open**.

Open the RFI to answer the questions

1. Click on the **name of the event** RFI.

The event details opened. There is a checklist what should be done.

2. To start to work on the project click **Intend to Participate.**



ANSWERING QUESTIONS USING EXCEL

(2/7) Download Excel

Intend to Participate

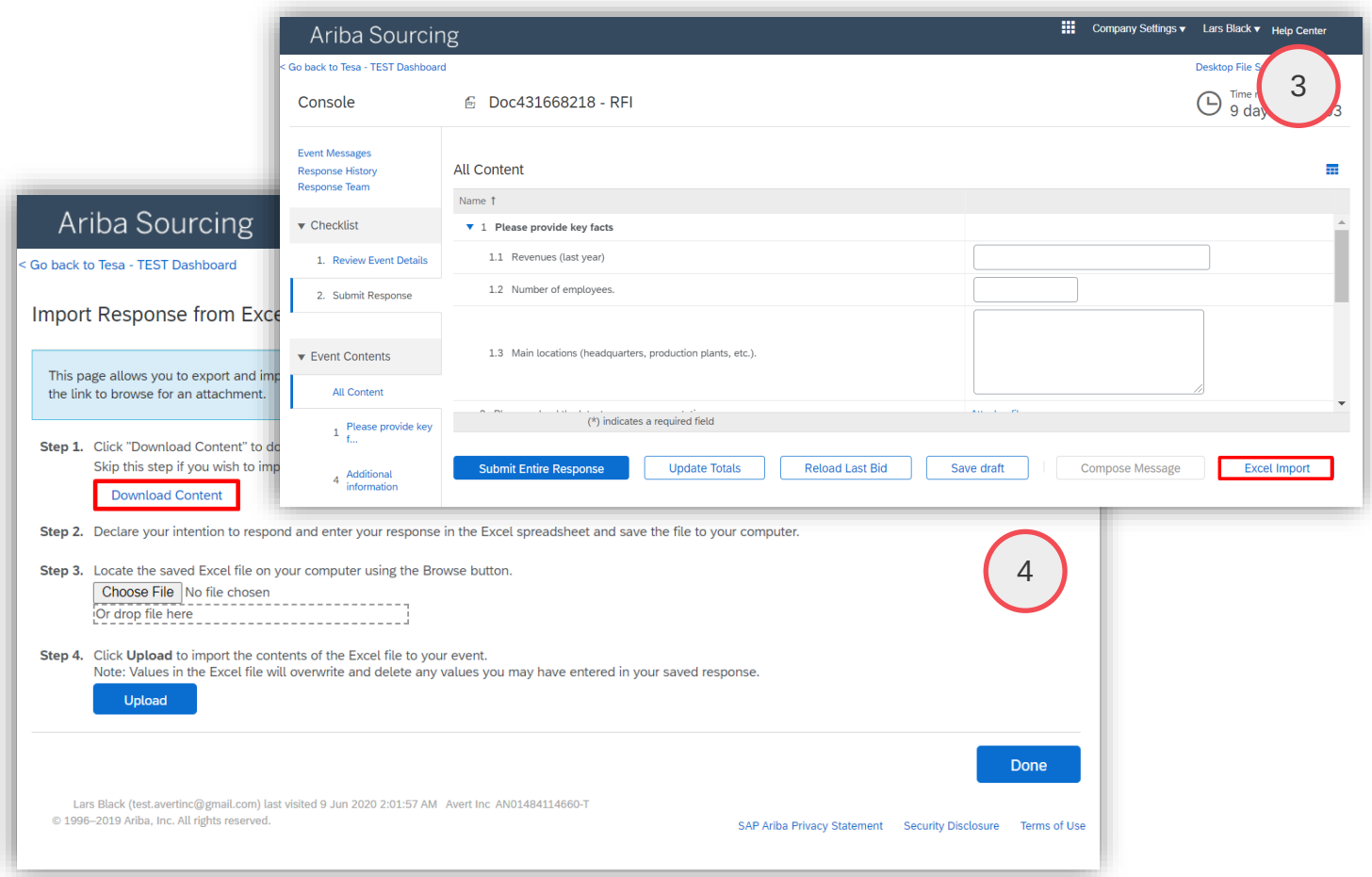
Response from Excel

After the Lots are chosen the survey provided by the Buyer can be answered:

3. Click **Excel Import.**

On the page Import response from Excel

4. Click **Download content** to get excel document with questions**.**



ANSWERING QUESTIONS USING EXCEL

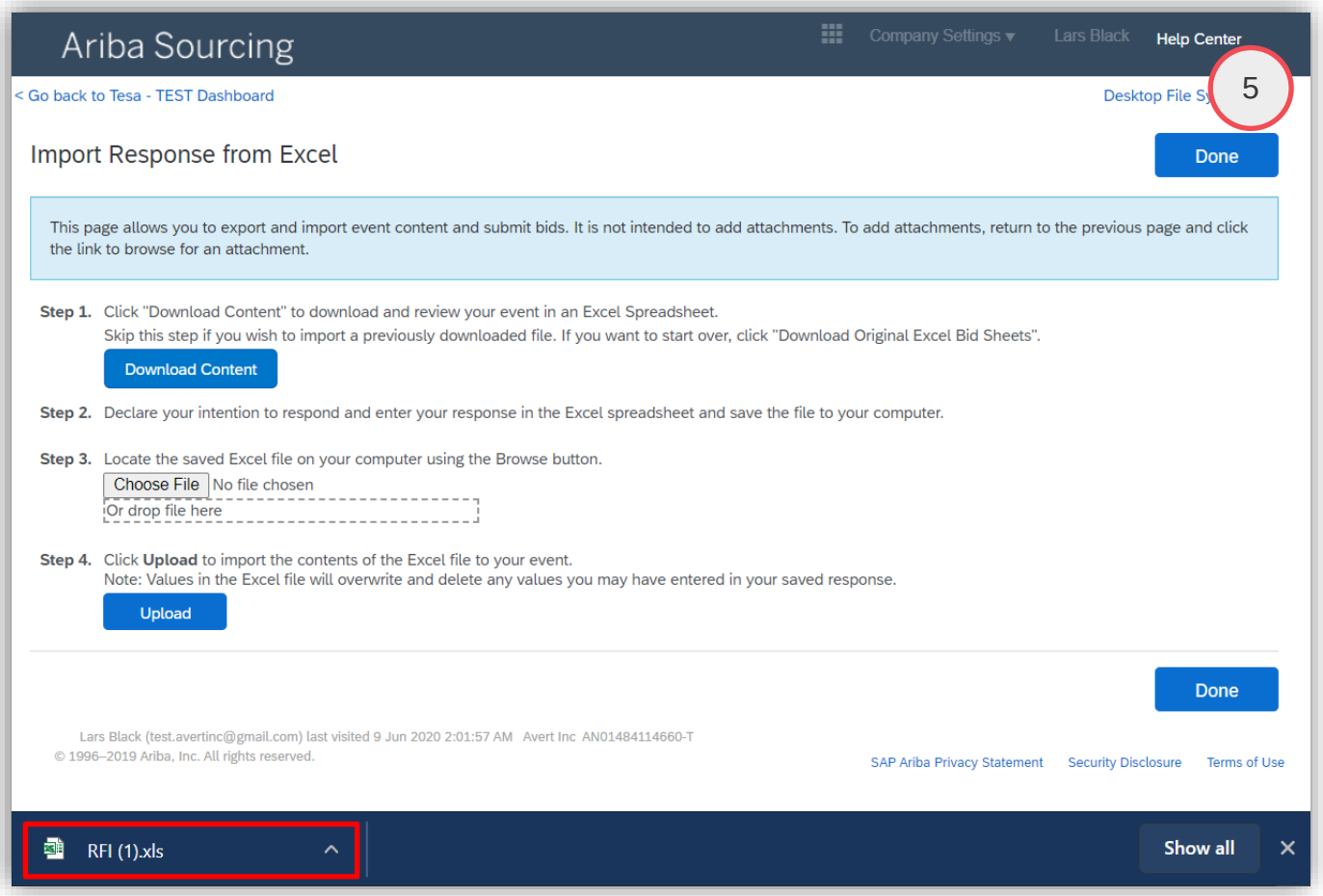
(3/7) Download Excel

Intend to Participate | Response from Excel

Open the downloaded document by

5. Click on the **name of the document.**

Note: this step might vary depending from browser.



ANSWERING QUESTIONS USING EXCEL

(4/7) Response from Excel

Intend to Participate

Response from Excel

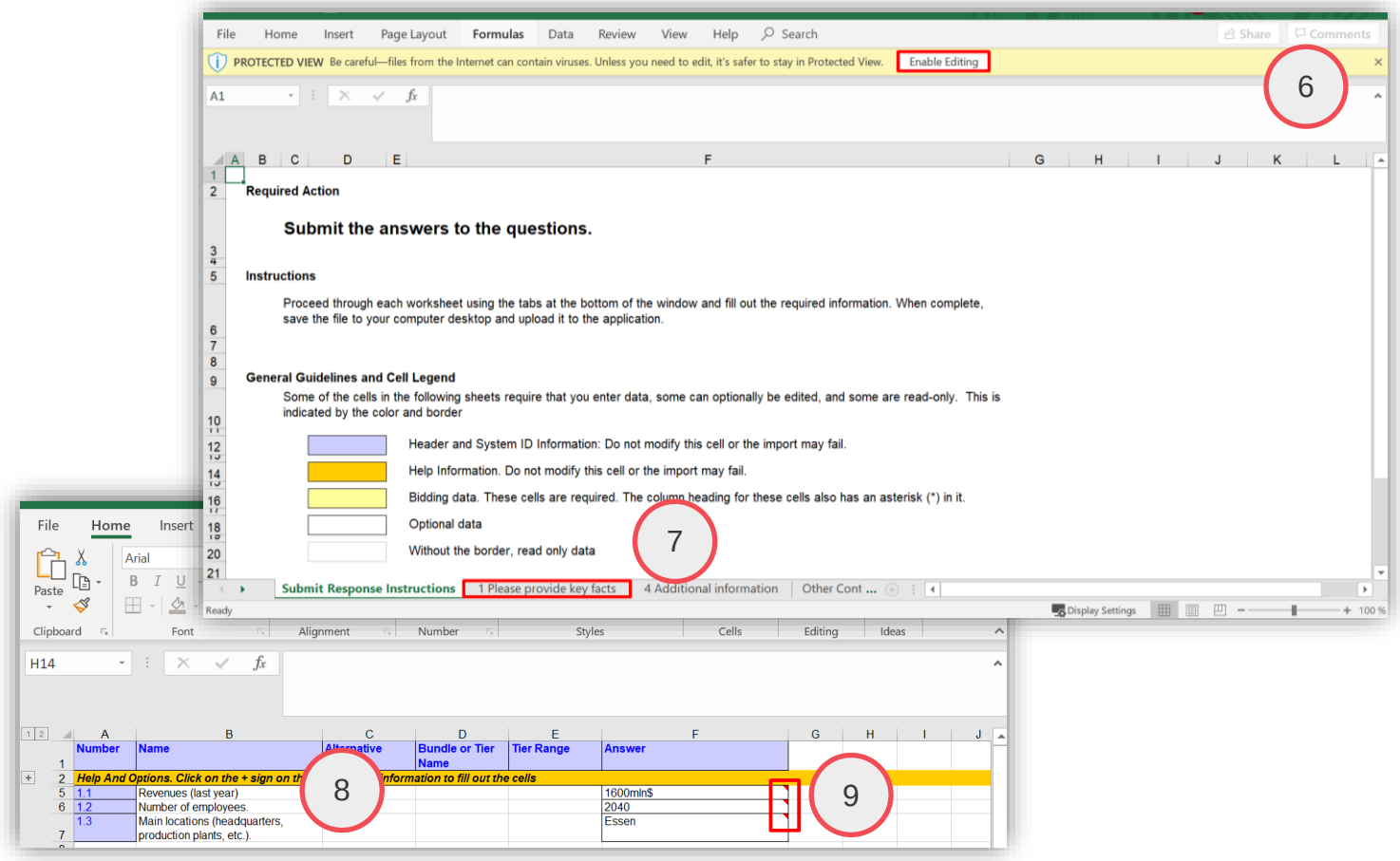
Here you can collect answers for the questions.

6. Click **enable to edit.**

7. The survey sections provided on the pages of the excel. Open the 1st page.

8. Answer to the questions.

9. In comments for the cells you can find info about data type asked for the cell.



ANSWERING QUESTIONS USING EXCEL

(5/7) Response from Excel

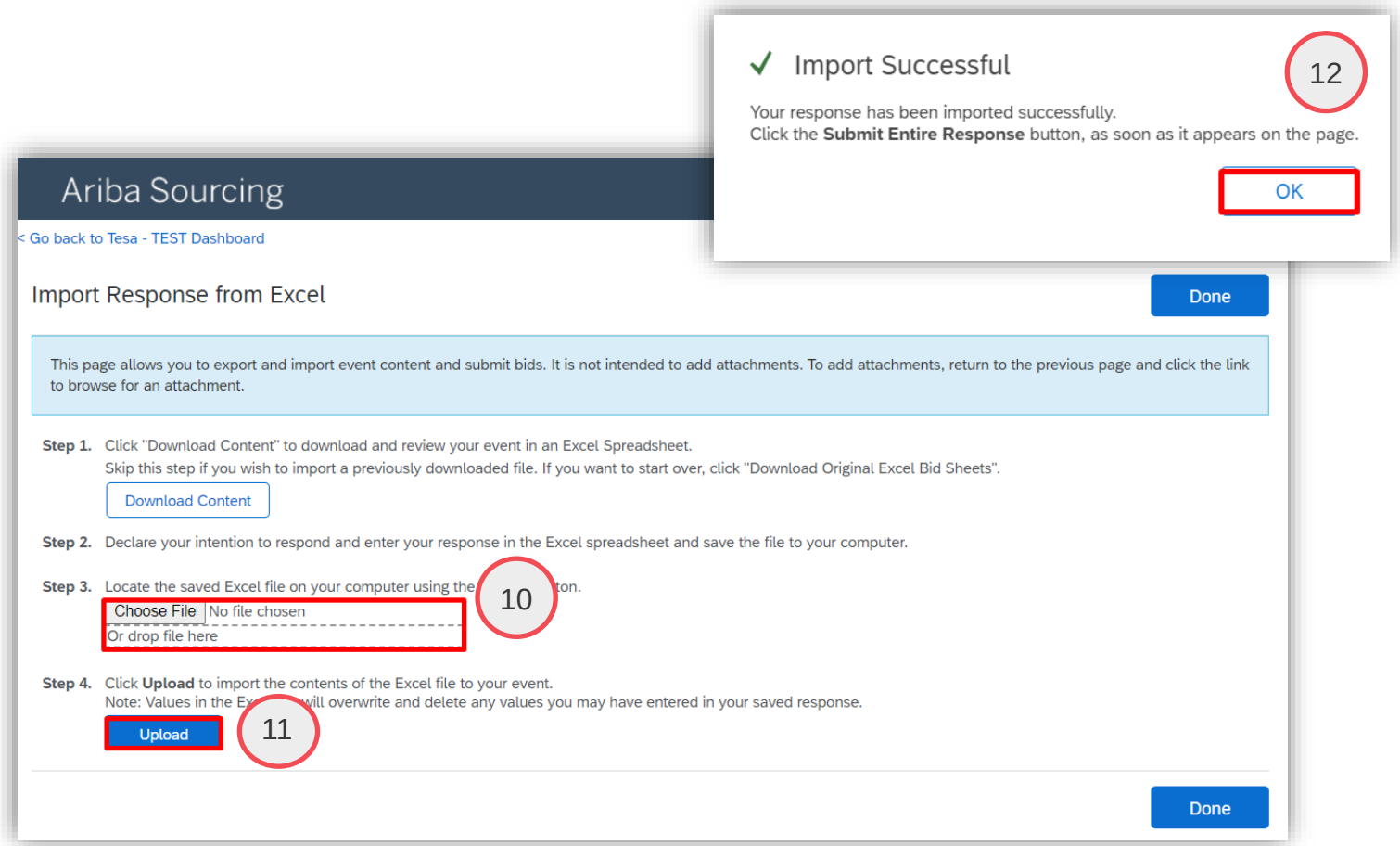
Intend to Participate | Response from Excel

Go back to the page of Import Response from Excel. You can upload the file you changed by

10. Click **Choose File** or **drop file** to the appropriate field.

11. Click **Upload.**

12. Click **Ok**



ANSWERING QUESTIONS USING EXCEL

(6/7) Response from Excel

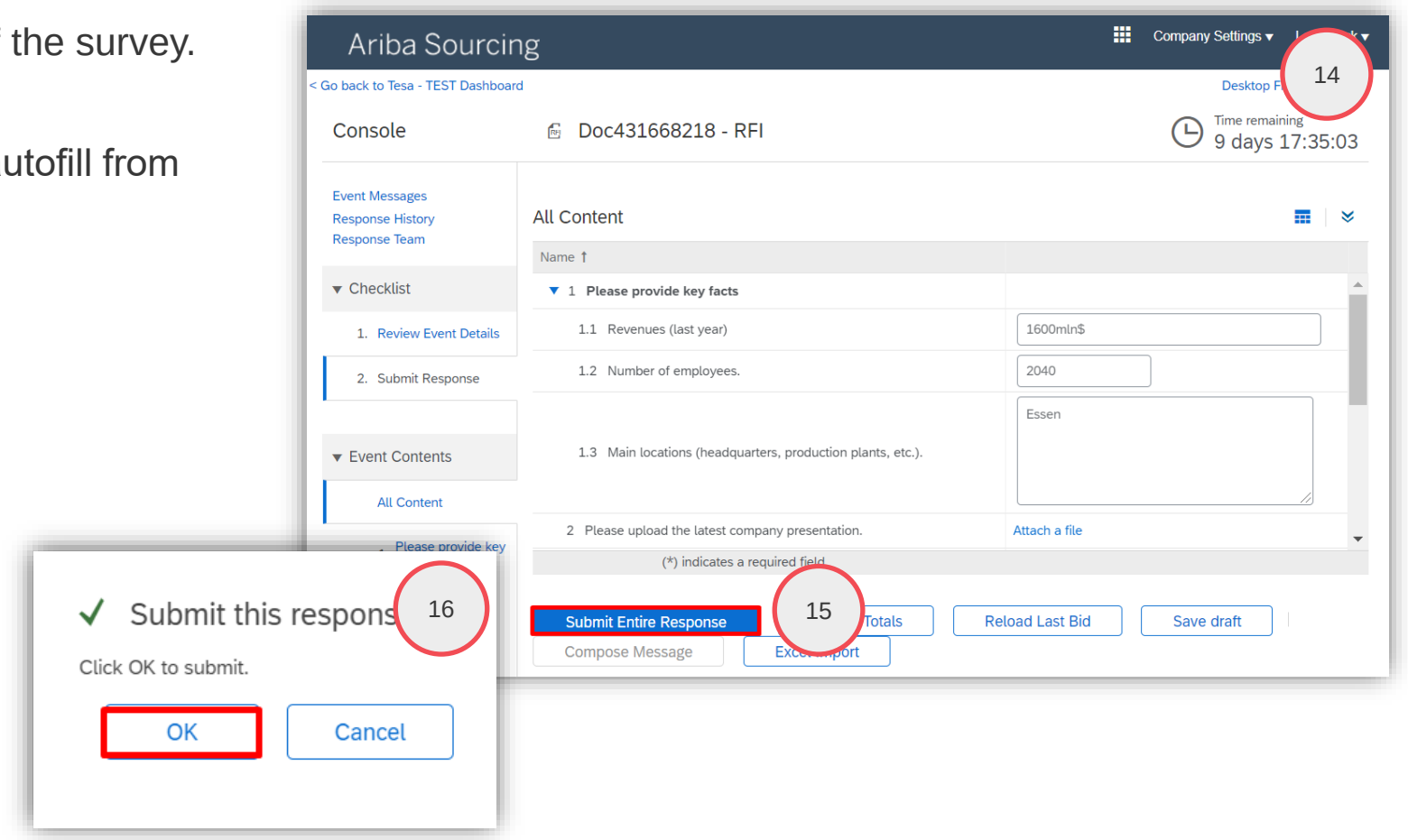
Intend to Participate | Response from Excel

The answers from excel get into answer fields of the survey.

14. Fill in line item price cause this info doesn't autofill from excel.

15. Click **Submit entire response.**

16. Click **OK.**

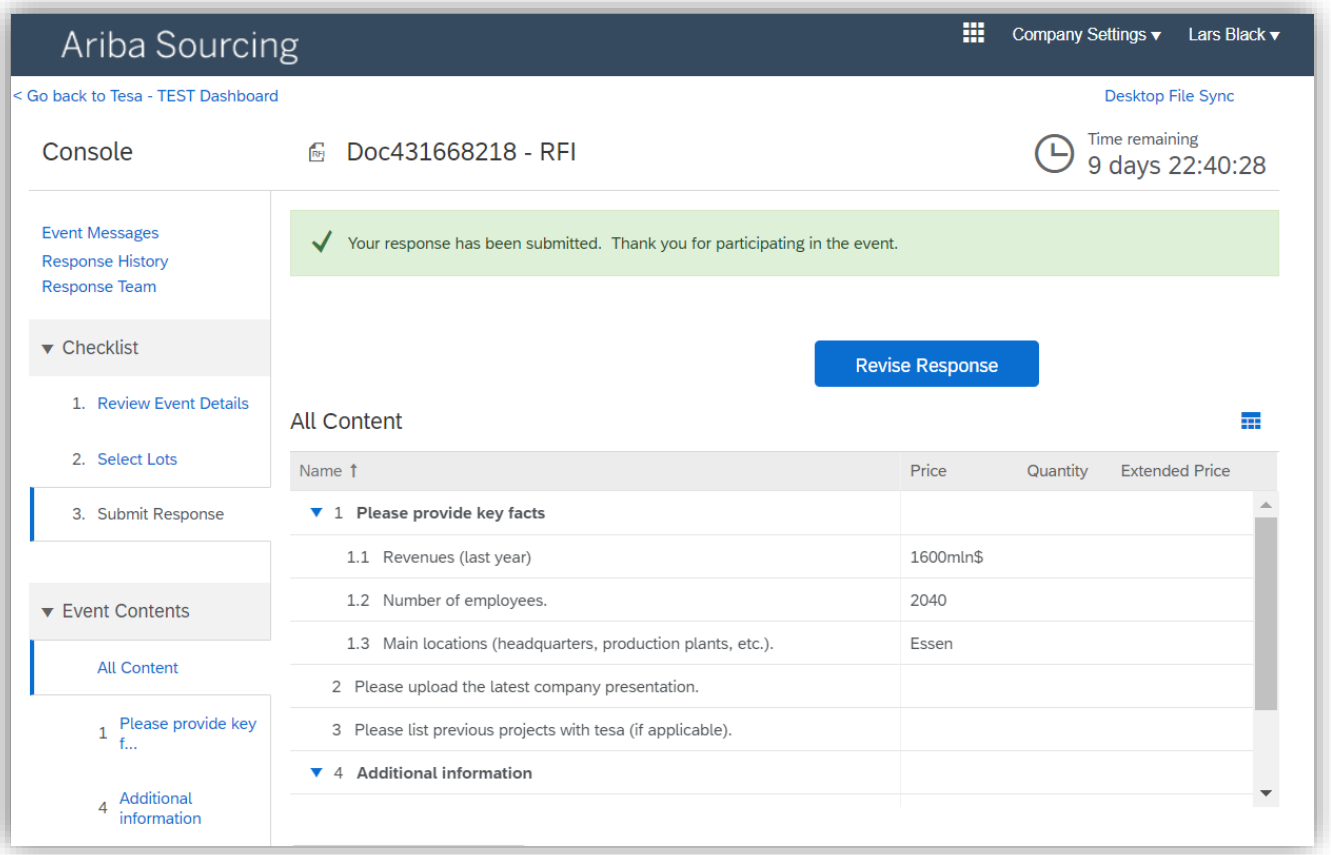


ANSWERING QUESTIONS USING EXCEL

(7/7) Response from Excel

Intend to Participate → Response from Excel

Response was successfully submitted.

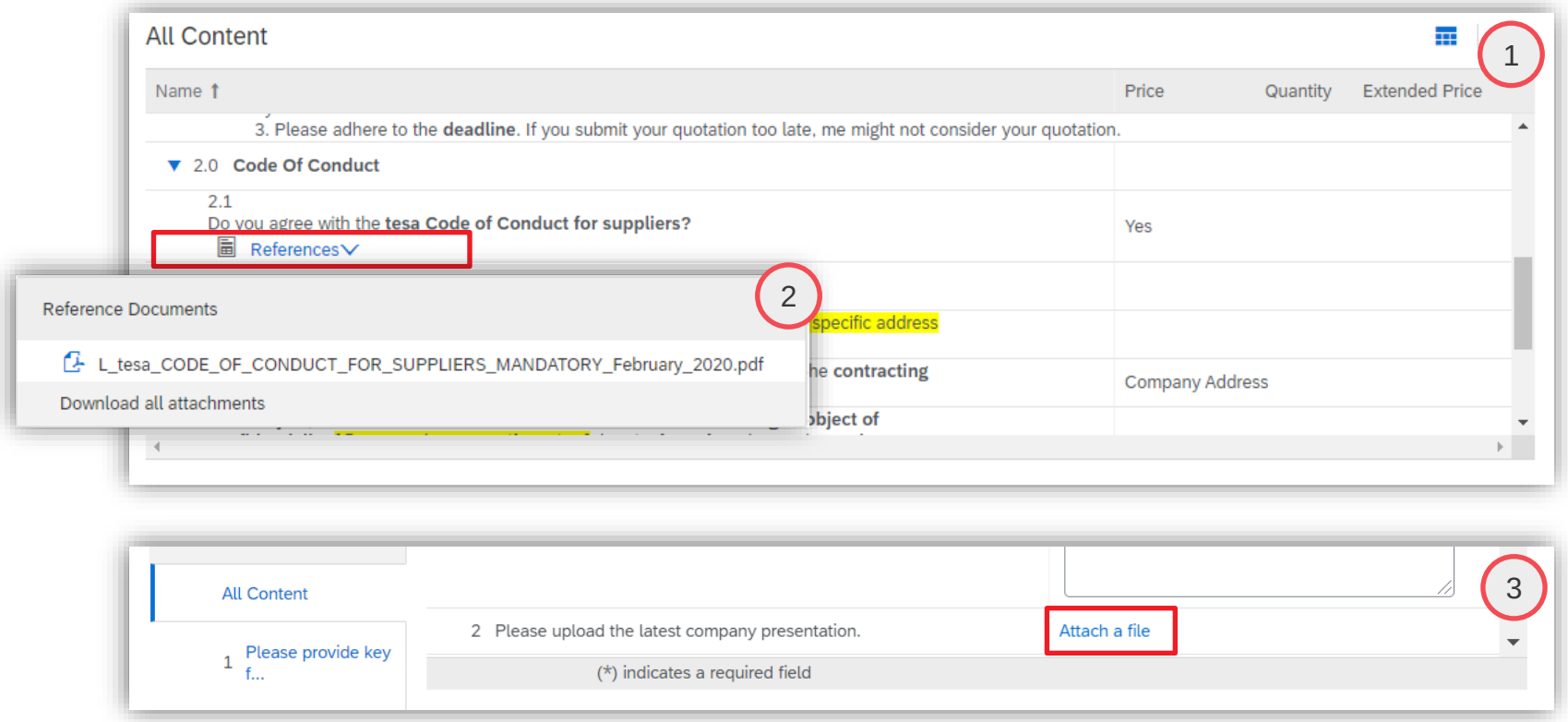


VIEW AND UPLOAD ATTACHMENTS

1. In case a document is attached to a specific question, you can find it under **References**

2. To download a document, click on document name

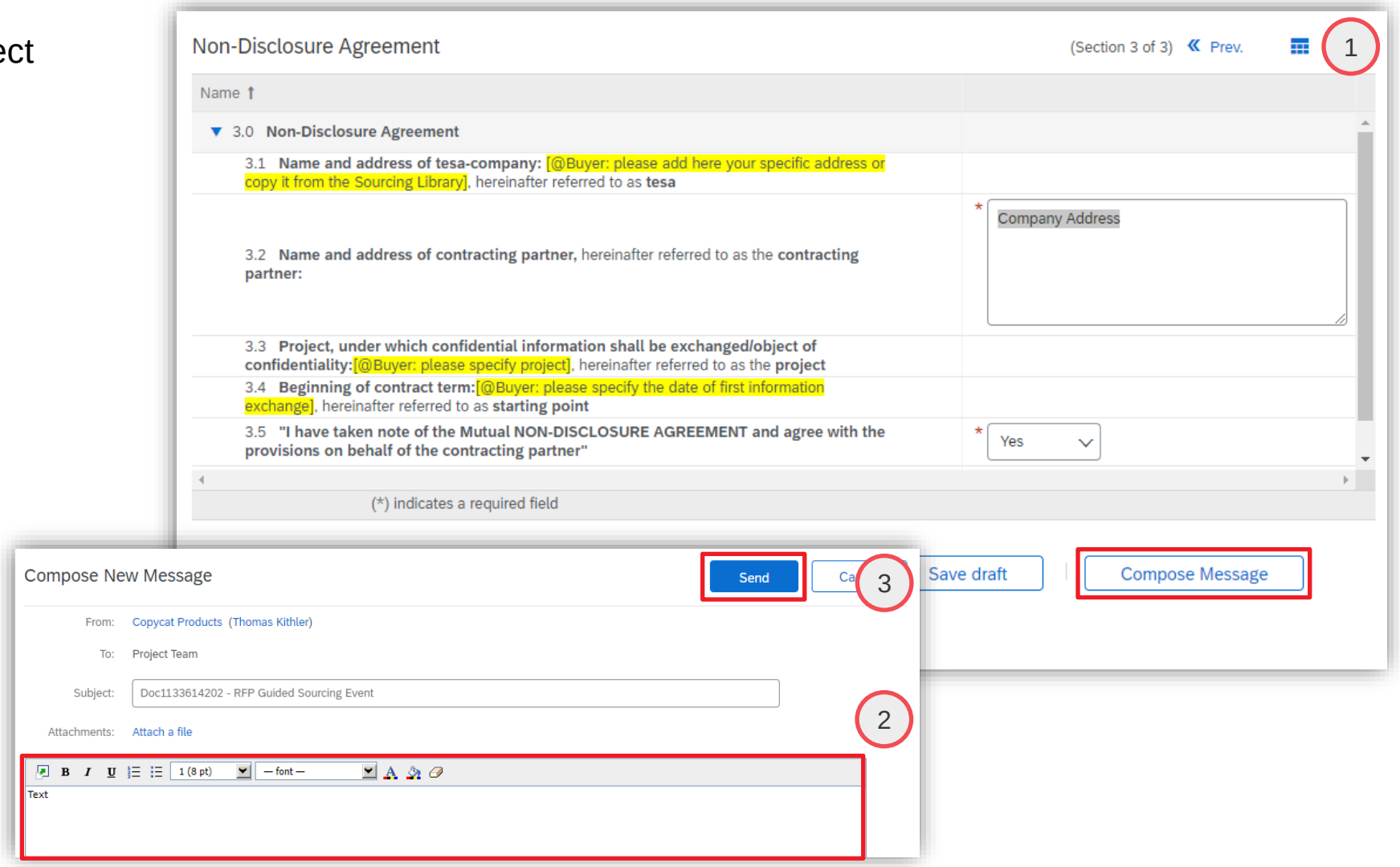
3. To upload a document, click on **Attach a file** in the relevant section within the event



SEND & RECEIVE MESSAGE

1. To compose a new message, select **Compose message**
2. Type the message text
3. Select **Send**

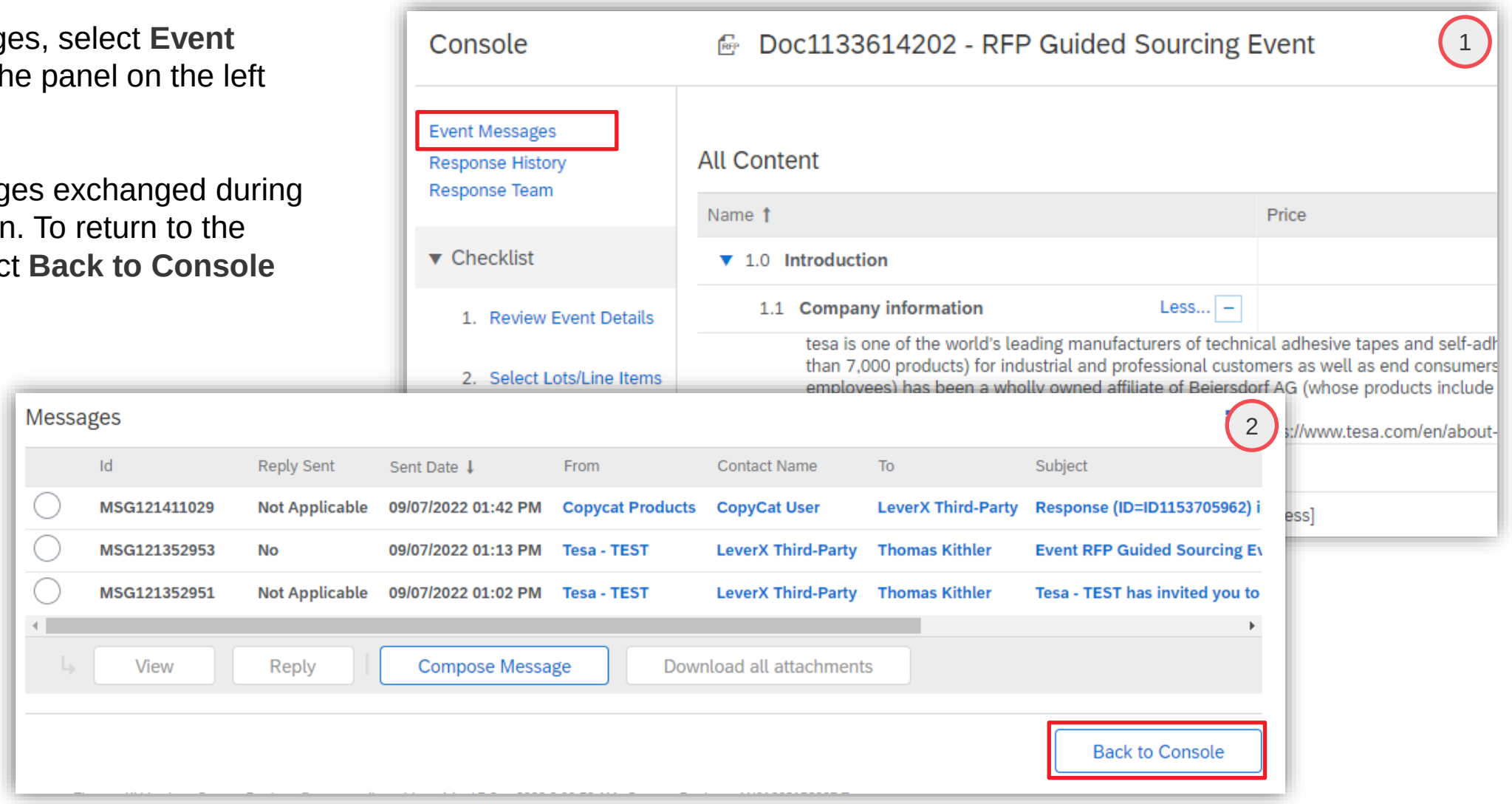
Important: Please note that once the event is closed you will not be able to compose any messages.



SEND & RECEIVE MESSAGE

1. To see all messages, select **Event messages** from the panel on the left side

2. The list of messages exchanged during the event is shown. To return to the bidding part, select **Back to Console**



THANK YOU

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