

A hand in a dark suit jacket points towards the right, set against a background of a city skyline at sunset. The sky is a mix of orange and blue, and the city lights are visible in the distance.

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.

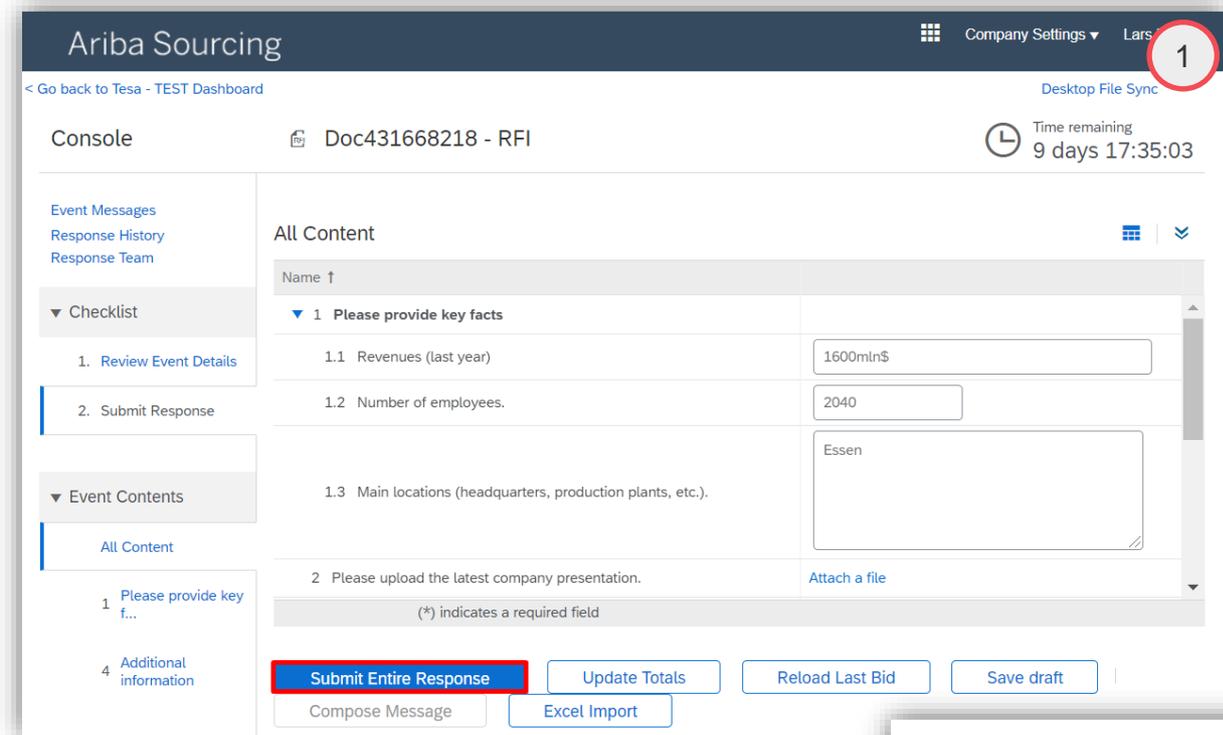
The screenshot shows the SAP Ariba interface for 'TESA - TEST'. The top navigation bar includes 'SAP Ariba Proposals and Questionnaire', 'Enterprise Account', and 'TEST MODE'. A user profile 'LB' is visible with a '1' in a red circle. The main content area is divided into sections: 'Tesa - TEST Requested Profile' (with a note that all required fields are completed), 'Public Profile Completeness' (a progress bar at 35%), and 'Events'. The 'Events' section contains a table with columns for Title, ID, End Time, and Event Type. Two events are listed: one with status 'Completed' and one with status 'Open'. The 'Open' event is highlighted with a red box around the 'RFI' label.

Title	ID	End Time	Event Type
RFI	Doc431668218	6/19/2020 11:31 AM	RFI
tPS - LeverX - Corporate services (RFI)	Doc352561294	6/18/2020 3:24 PM	RFI

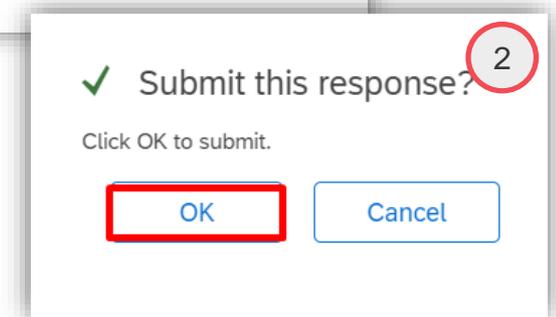
This screenshot shows a dialog box for the 'Intend to Participate' action. It features a yellow header with the text 'You must decide whether or not you intend to participate in this event.' Below this are three buttons: 'Intend to Participate' (highlighted with a red box), 'Decline to Participate', and 'Print Event Information'. The dialog also displays 'Event Overview and Timing Rules' with fields for Owner (LeverX Third-Party), Event Type (RFI), Publish time (6/9/2020 11:31 AM), and Due date (6/19/2020 11:31 AM). A 'Checklist' on the left lists steps: '1. Review Event Details', '2. Select Lots', and '3. Submit Response'. A footer contains user information and copyright details.

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



The screenshot shows the Ariba Sourcing interface for an RFI response. The top navigation bar includes 'Ariba Sourcing', 'Company Settings', and the user name 'Lars'. A red circle with the number '1' highlights the user name. Below the navigation bar, there's a 'Console' section with 'Doc431668218 - RFI' and a 'Time remaining' of '9 days 17:35:03'. The main content area is titled 'All Content' and contains a checklist of questions. The first question is '1 Please provide key facts', which has three sub-questions: '1.1 Revenues (last year)' with the value '1600mln\$', '1.2 Number of employees.' with the value '2040', and '1.3 Main locations (headquarters, production plants, etc.)' with the value 'Essen'. The second question is '2 Please upload the latest company presentation.' with an 'Attach a file' button. At the bottom of the form, there are several buttons: 'Submit Entire Response' (highlighted with a red box), 'Update Totals', 'Reload Last Bid', 'Save draft', 'Compose Message', and 'Excel Import'. A red circle with the number '1' is also placed over the 'Submit Entire Response' button.



The confirmation dialog box asks 'Submit this response?' with a green checkmark icon. Below the question, it says 'Click OK to submit.' There are two buttons: 'OK' (highlighted with a red box) and 'Cancel'. A red circle with the number '2' is placed over the 'Submit this response?' text.

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**

The screenshot shows the Ariba Sourcing interface for a response to Doc431668218 - RFI. The interface includes a navigation menu on the left with options like 'Event Messages', 'Response History', and 'Response Team'. A checklist is visible with steps: '1. Review Event Details', '2. Select Lots', and '3. Submit Response'. The 'Submit Response' step is currently selected. A green message box states: 'Your response has been submitted. Thank you for participating in the event.' A blue button labeled 'Revise Response' is highlighted with a red box. Below this, a form titled 'All Content' is shown, with a 'Submit Entire Response' button highlighted in red. A confirmation dialog box is overlaid on the form, asking 'Submit this response?' with 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red box. Red circles with numbers 1, 3, and 4 highlight the 'Revise Response' button, the 'Submit Entire Response' button, and the 'OK' button in the dialog, respectively.

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

The screenshot displays the Ariba Sourcing interface. In the upper left corner, the 'Response History' menu item is highlighted with a red box and a circled '1'. The main content area shows a table with one response entry, where the 'Reference Number' 'ID447458272' is highlighted with a red box and a circled '2'.

Reference Number	Submitted For	Submitted By	Status	Submission Time	Time Created ↓
ID447458272	Car	Lars Black	Accepted	06/16/2020 08:13:47 PM	06/16/2020 08:13:47 PM

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**.

The screenshot displays the SAP Ariba Proposals and Questionnaire interface. The top navigation bar includes 'SAP Ariba Proposals and Questionnaire', 'Enterprise Account', and 'TEST MODE'. The main content area is titled 'TESA - TEST' and contains several sections:

- Tesa - TEST Requested Profile:** A message stating 'All required customer requested fields have been completed.' with a link to 'View customer requested fields >'. A red circle with the number '1' is positioned above this section.
- Public Profile Completeness:** A progress bar shows 35% completion. Below it, a text box prompts the user to 'Enter a short description to reach 45%'. A message below states 'There are no matched postings.'
- Events:** A table listing events with columns for Title, ID, End Time, and Event Type. The table shows two events: one with ID 'Doc431668218' and another with ID 'Doc352561294'. The first event's 'RFI' status is highlighted with a red box.
- Participation Options:** A yellow banner asks 'You must decide whether or not you intend to participate in this event.' Below it are three buttons: 'Intend to Participate' (highlighted with a red box), 'Decline to Participate', and 'Print Event Information'.
- Event Overview and Timing Rules:** A section providing details such as Owner (LeverX Third-Party), Event Type (RFI), Publish time (6/9/2020 11:31 AM), and Due date (6/19/2020 11:31 AM).

A red circle with the number '2' is located on the right side of the screenshot.

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.

The screenshot displays the Ariba Sourcing 'Import Response from Excel' page. The page title is 'Ariba Sourcing' and the breadcrumb is '< Go back to Tesa - TEST Dashboard'. The main content area is titled 'Import Response from Excel' and includes a blue box with the text: 'This page allows you to export and import your response from an Excel spreadsheet. Click the link to browse for an attachment.' Below this, there are four steps: 'Step 1. Click "Download Content" to download the Excel spreadsheet. Skip this step if you wish to import an existing Excel spreadsheet.', 'Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.', 'Step 3. Locate the saved Excel file on your computer using the Browse button.', and 'Step 4. Click Upload to import the contents of the Excel file to your event. Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.' The 'Download Content' button is highlighted with a red box. The 'Choose File' input is also highlighted with a red box. The 'Excel Import' button is highlighted with a red box. A red circle highlights the number '3' in the top right corner of the interface, and another red circle highlights the number '4' in the bottom right corner of the interface. The interface also includes a 'Submit Entire Response' button, 'Update Totals', 'Reload Last Bid', 'Save draft', 'Compose Message', and 'Done' buttons. The footer contains the user information 'Lars Black (test.avertinc@gmail.com) last visited 9 Jun 2020 2:01:57 AM Avert Inc AN01484114660-T © 1996-2019 Ariba, Inc. All rights reserved.' and links for 'SAP Ariba Privacy Statement', 'Security Disclosure', and 'Terms of Use'.

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

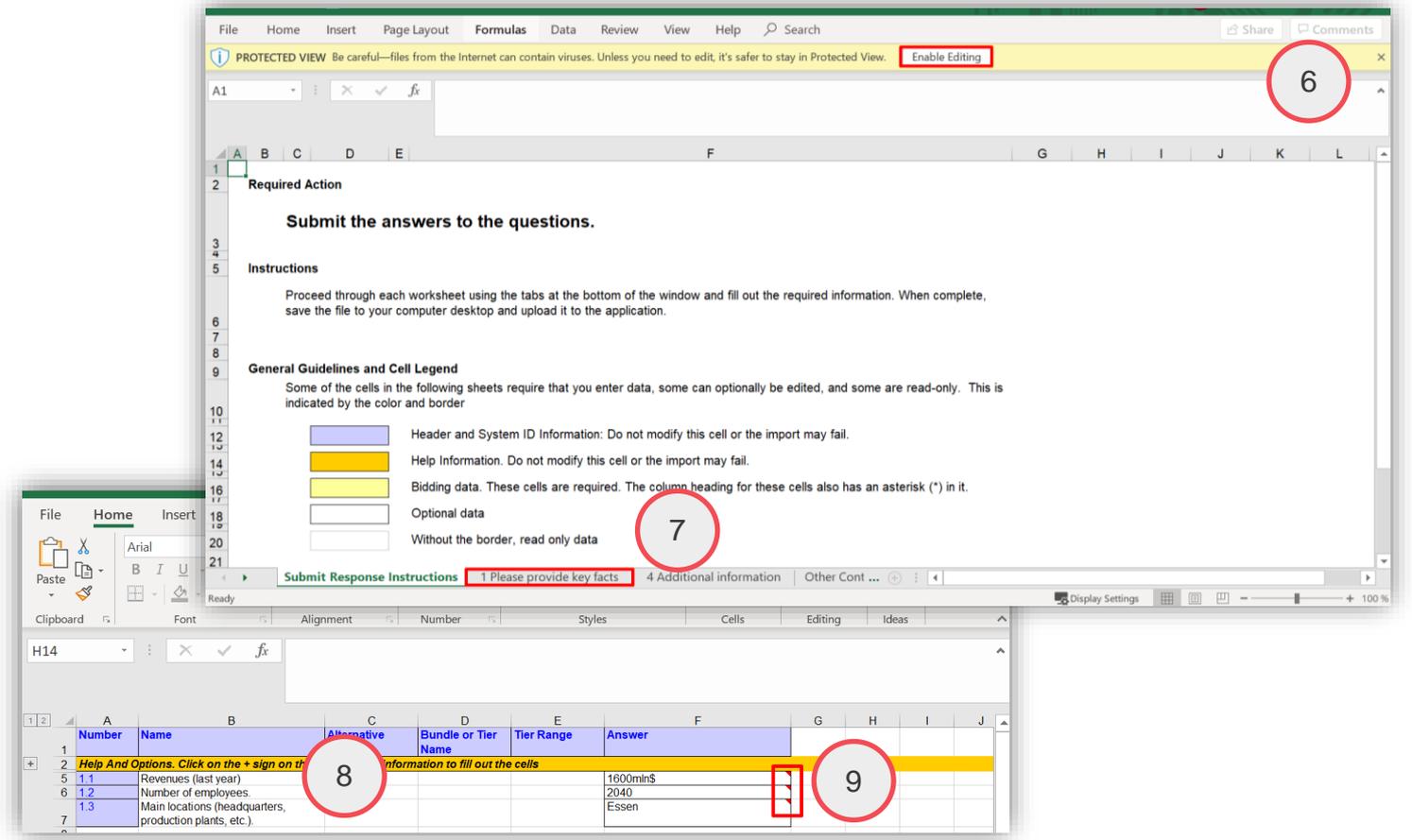


Intend to Participate

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**

The screenshot shows the 'Ariba Sourcing' interface for 'Import Response from Excel'. It includes a 'Done' button in the top right, a light blue informational box, and four numbered steps. Step 1 has a 'Download Content' button. Step 2 is a text instruction. Step 3 features a file selection area with 'Choose File' and 'No file chosen' text, and 'Or drop file here' below it. Step 4 has an 'Upload' button. A 'Done' button is also at the bottom right. A separate 'Import Successful' dialog box is shown in the top right, with a '12' in a circle and an 'OK' button in a red box.

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**.

The screenshot shows the Ariba Sourcing interface for a survey titled 'Doc431668218 - RFI'. The 'All Content' section contains several questions with input fields. Question 1.1 'Revenues (last year)' has the value '1600mIn\$'. Question 1.2 'Number of employees.' has the value '2040'. Question 1.3 'Main locations (headquarters, production plants, etc.)' has the value 'Essen'. At the bottom of the form, there is a 'Submit Entire Response' button highlighted in red, and a 'Submit this response' dialog box is open in the foreground.

The dialog box contains a green checkmark, the text 'Submit this response', and 'Click OK to submit.' Below the text are two buttons: 'OK' (highlighted in red) and 'Cancel'.

ANSWERING QUESTIONS USING EXCEL

(7/7) Response from Excel



Intend to Participate

Response from Excel

Response was successfully submitted.

Ariba Sourcing

< Go back to Tesa - TEST Dashboard

Company Settings | Lars Black

Desktop File Sync

Doc431668218 - RFI

Time remaining 9 days 22:40:28

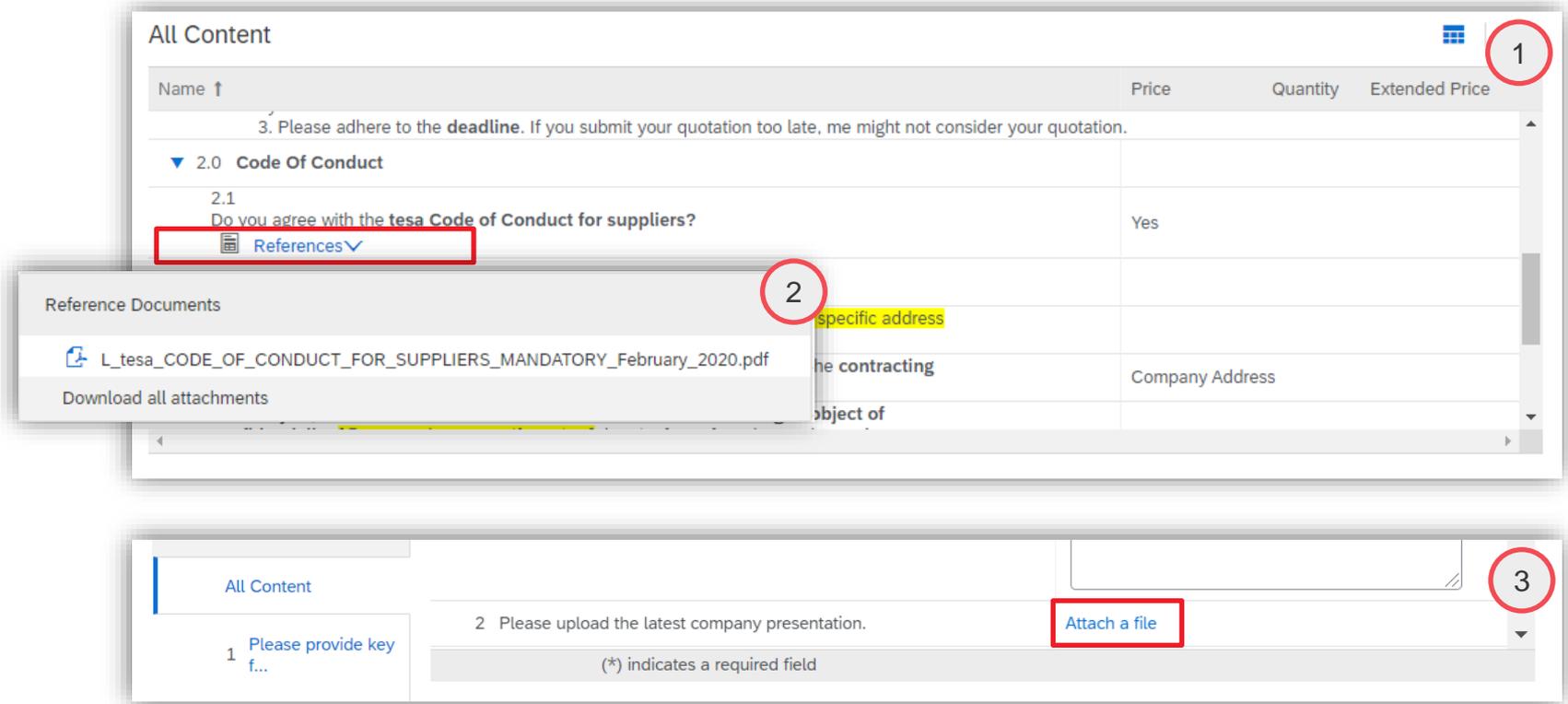
✓ Your response has been submitted. Thank you for participating in the event.

Revise Response

All Content

Name ↑	Price	Quantity	Extended Price
▼ 1 Please provide key facts			
1.1 Revenues (last year)	1600mln\$		
1.2 Number of employees.	2040		
1.3 Main locations (headquarters, production plants, etc.).	Essen		
2 Please upload the latest company presentation.			
3 Please list previous projects with tesa (if applicable).			
▼ 4 Additional information			

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



The screenshot displays the 'All Content' section of the Tesa portal. It features a table with columns for 'Name', 'Price', 'Quantity', and 'Extended Price'. A red circle labeled '1' highlights the top right corner of the table. A red box labeled '2' highlights the 'References' link in the 'Name' column of the first row. A red circle labeled '3' highlights the 'Attach a file' button in the 'Name' column of the second row. A 'Reference Documents' pop-up window is shown over the first row, listing a PDF document and a 'Download all attachments' option.

Name ↑	Price	Quantity	Extended Price
3. Please adhere to the deadline . If you submit your quotation too late, me might not consider your quotation.			
▼ 2.0 Code Of Conduct			
2.1 Do you agree with the tesa Code of Conduct for suppliers?	Yes		
References			
specific address			
the contracting		Company Address	
object of			

Reference Documents

- L_tesa_CODE_OF_CONDUCT_FOR_SUPPLIERS_MANDATORY_February_2020.pdf

Download all attachments

1 Please provide key f...

2 Please upload the latest company presentation.

[Attach a file](#)

(*) indicates a required field

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**

Console Doc1133614202 - RFP Guided Sourcing Event 1

Event Messages
Response History
Response Team

▼ Checklist

1. Review Event Details
2. Select Lots/Line Items

All Content

Name ↑	Price
▼ 1.0 Introduction	
1.1 Company information	Less... -

tesa is one of the world's leading manufacturers of technical adhesive tapes and self-adh...
than 7,000 products) for industrial and professional customers as well as end consumers...
employees) has been a wholly owned affiliate of Beiersdorf AG (whose products include...

Messages 2

Id	Reply Sent	Sent Date ↓	From	Contact Name	To	Subject
MSG121411029	Not Applicable	09/07/2022 01:42 PM	Copycat Products	CopyCat User	LeverX Third-Party	Response (ID=ID1153705962) i
MSG121352953	No	09/07/2022 01:13 PM	Tesa - TEST	LeverX Third-Party	Thomas Kithler	Event RFP Guided Sourcing Ev
MSG121352951	Not Applicable	09/07/2022 01:02 PM	Tesa - TEST	LeverX Third-Party	Thomas Kithler	Tesa - TEST has invited you to

View Reply Compose Message Download all attachments

Back to Console



THANK YOU

CONFIDENTIAL



tesa® products prove their impressive quality day in, day out in demanding conditions and are regularly subjected to strict controls. All technical information and data mentioned above are provided to the best of our knowledge on the basis of our practical experience. They shall be considered as average values and are not appropriate for a specification. Therefore tesa SE can make no warranties, express or implied, including, but not limited to any implied warranty of merchantability or fitness for a particular purpose. The user is responsible for determining whether the tesa® product is fit for a particular purpose and suitable for the user's method of application. If you are in any doubt, our technical support staff will be glad to support you.