



# SAP ARIBA SUPPLIER NETWORK RFP PARTICIPATION

September 2022

INTERNAL  
USE ONLY

CONFIDENTIAL  
INFORMATION

# OPEN RFP 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 Proposals and Questionnaires dashboard. The user is logged in as 'Standard Account' and is in 'TEST MODE'. The dashboard displays the 'TESA - TEST' profile and a list of events. The 'Events' section is expanded to show 'Status: Open (1)', with the 'RFP Guided Sourcing Event' highlighted by a red box. The event details are: ID: Doc1133614202, End Time: 9/7/2022 2:32 PM, Event Type: RFP, and Participated: No.

Title	ID	End Time ↓	Event Type	Participated
▶ Status: Completed (9)				
▼ Status: Open (1)				
RFP Guided Sourcing Event	Doc1133614202	9/7/2022 2:32 PM	RFP	No
▶ Status: Pending Selection (64)				

The screenshot shows the 'Event Details' page for the 'RFP Guided Sourcing Event' (ID: Doc1133614202). The page displays event information and a 'You must decide whether or not you intend to participate in this event.' message. The 'Intend to Participate' button is highlighted with a red box. The event details include: Owner: LeverX Third-Party, Event Type: RFP, Publish time: 9/7/2022 2:02 PM, Due date: 9/7/2022 2:32 PM, Currency: European Union Euro, and Commodity: Facility management 11000000.

Event Details: Doc1133614202 - RFP Guided Sourcing Event

You must decide whether or not you intend to participate in this event.

[Intend to Participate](#) [Decline to Participate](#) [Print Event Information](#)

Event Overview and Timing Rules

Owner: LeverX Third-Party  
Event Type: RFP  
Publish time: 9/7/2022 2:02 PM  
Due date: 9/7/2022 2:32 PM

Currency: European Union Euro  
Commodity: Facility management 11000000

Bidding Rules

# REVIEW EVENT CONTENT



You might see the event details and then you need to choose option of you participation:

- 1. After you started event participation, you can access the bidding part under **Event Content** on the left side of your screen
- 2. By selecting event content, the list of items is automatically displayed
- 3. In order to place a bid, click **Select Lots** button

Name	Price	Quantity	Extended Price
3.0 Non-Disclosure Agreement			
3.1 Name and address of tesa-company: [Buyer: please add here your specific address or copy it from the Sourcing Library], hereinafter referred to as tesa			
3.2 Name and address of contracting partner; hereinafter referred to as the contracting partner:			Please fill in your company's name and address here
3.3 Project, under which confidential information shall be exchanged/object of confidentiality: [Buyer: please specify project], hereinafter referred to as the project			
3.4 Beginning of contract term: [Buyer: please specify the date of first information exchange], hereinafter referred to as starting point			
3.5 "I have taken note of the Mutual NON-DISCLOSURE AGREEMENT and agree with the provisions on behalf of the contracting partner"			
3.6 Mutual NON-DISCLOSURE AGREEMENT			eNDA.pdf
4.0 Polyester 1 cat		10 Each	
5.0 Polyester 2 cat		5,000 Each	
6.0 Polyester 3 cat		2,500 Each	

# SELECT BIDDING CURRENCY (IF APPLICABLE)



- 1. If applicable, you can select the bidding currency for the event under **Select event bidding currency** and choosing the currency from the available options
- 2. Select all required lots and click **Confirm Selected Lots/Line Items** button

Doc1135017857 - GS RFP Cancel

Select the bidding currency at event level. You place bids using the bidding currency. This is the default currency assigned to all lots below. More

Event Bidding Currency 1

Select event bidding currency: European Union Euro  Use a different currency for different lots

Select Lots/Line Items Select Using Excel

Lots Available for Bidding ☰

<input checked="" type="checkbox"/>	Name	Currency
<input checked="" type="checkbox"/>	4.0 Polyester 1 cat	<span>US Dollar</span> <input type="checkbox"/>
<input checked="" type="checkbox"/>	5.0 Polyester 2 cat	<span>European Union Euro</span> <input type="checkbox"/>
<input checked="" type="checkbox"/>	6.0 Polyester 3 cat	<span>European Union Euro</span> <input type="checkbox"/>

↳ Confirm Selected Lots/Line Items 2

# ANSWER QUESTIONS AND SPECIFY THE PRICE



1. Fill in **all mandatory fields** (marked with \*)
2. Press **Save draft** to save your response (it will not be submitted to tesa)
3. Validate that **total price is calculated in the right way** (see next slide)
4. Press **Submit Entire Response** to make your response visible to tesa
5. Confirm via **OK**

✓ Submit this response: **5**

Click OK to submit.

**OK** Cancel

All Content

Name ↑	Price	Quantity	Extended
1.0 Introduction			
1.1 Company information	More... +		
1.2 Project information	More... +		
1.3 How to respond	More... +		
2.0 Code Of Conduct			
2.1 Do you agree with the tesa Code of Conduct for suppliers? <a href="#">References</a>	* Yes ▾		
3.0 Non-Disclosure Agreement			
3.1 Name and address of tesa-company: [ @Buyer: please add here your specific address or copy it from the Sourcing Library ], hereinafter referred to as tesa	* Company Address		
3.2 Name and address of contracting partner, hereinafter referred to as the contracting partner:			
3.3 Project, under which confidential information shall be exchanged/object of confidentiality: [ @Buyer: please specify project ], hereinafter referred to as the project			
3.4 Beginning of contract term: [ @Buyer: please specify the date of first information exchange ], hereinafter referred to as starting point			
3.5 "I have taken note of the Mutual NON-DISCLOSURE AGREEMENT and agree with the provisions on behalf of the contracting partner"	* Yes ▾		
3.6 Mutual NON-DISCLOSURE AGREEMENT	<a href="#">eNDA.pdf</a>		
4.0 Polyester 1 cat ▾	* \$30.21	USD 100 Meter	\$3,021.00 USD
5.0 Polyester 2 cat ▾	* €20.00	EUR 200 Meter	€4,000.00 EUR
6.0 Polyester 3 cat ▾	* €10.00	EUR 300 Meter	€3,000.00 EUR

(\*) indicates mandatory field

**Submit Entire Response** Update Totals **Save draft** Compose Message Excel Import

# VALIDATE THAT CORRECT TOTALS ARE CALCULATED



In some cases, the bidding table may contain a formula. In order to check the final value(s) calculated automatically:

1. Enter the **mandatory values**
2. Select **Update totals**
3. Formula value is automatically calculated

The screenshot shows a bidding table with three rows. The first row is '4.0 Polyester 1 cat' with a value of '\$29.21 USD' and a total of '\$3,021.00 USD'. The second row is '5.0 Polyester 2 cat' with a value of '€19.00 EUR' and a total of '€4,000.00 EUR'. The third row is '6.0 Polyester 3 cat' with a value of '€9.00 EUR' and a total of '€3,000.00 EUR'. A red box highlights the value input fields for the first three rows, with a circled '1' in the top right corner. Below the table, a row of buttons includes 'Submit Entire Response', 'Update Totals' (highlighted with a red box), 'Load Last Bid' (with a circled '2'), 'Save draft', 'Compose Message', and 'Excel Import'. A note below the table states '(\*) indicates a required field'.

4.0 Polyester 1 cat	* \$29.21 USD	100 Meter	\$3,021.00 USD
5.0 Polyester 2 cat	* €19.00 EUR	200 Meter	€4,000.00 EUR
6.0 Polyester 3 cat	* €9.00 EUR	300 Meter	€3,000.00 EUR

(\*) indicates a required field

Buttons: Submit Entire Response, Update Totals, Load Last Bid, Save draft, Compose Message, Excel Import

# 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. Click **OK** in the pop-up window.

2. Adjust values

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

4. Confirm via **OK**

Doc1135017857 - GS RFP Time remaining  
1 day 23:20:30

You have submitted a response for this event. Thank you for participating.

**1**

**Revise Response**

4.0 Polyester 1 cat	*	\$29.21	USD	100 Meter	\$3,021.00 USD
5.0 Polyester 2 cat	*	€19.00	EUR	200 Meter	€4,000.00 EUR
6.0 Polyester 3 cat	*	€9.00	EUR	300 Meter	€3,000.00 EUR

(\*) indicates required field

**2**

**3**

**Submit Entire Response** | Update Totals | Reload Last Bid | Save draft | Compose Message | Excel Import

✓ Submit this response? **4**

Click OK to submit.

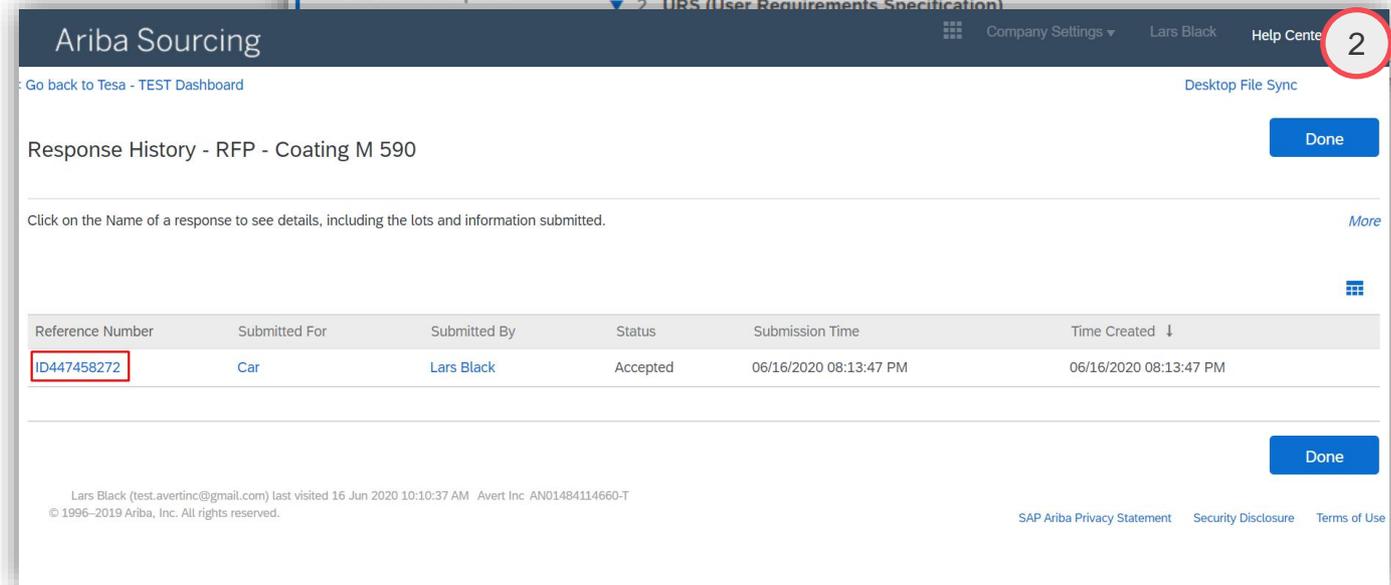
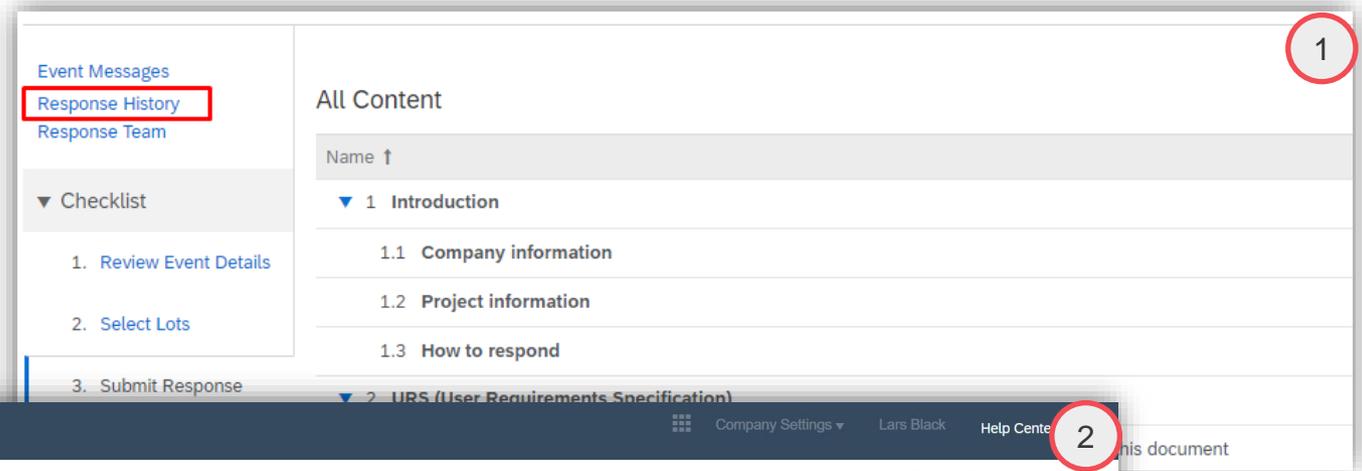
**OK** | Cancel

# 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**.

The screenshot displays 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 icon 'LR' is in the top right, with a circled '1' next to it. The main content area is divided into 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 >'. The tesa logo is also present.
- Public Profile Completeness:** A progress bar shows 35% completion. Below it, a text box says 'Enter a short description to reach 45% >'. A message below states 'There are no matched postings.'
- Events:** A table with columns: Title, ID, End Time, and Event Type. It shows two events:

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

The 'RFI' in the first row of the 'Open' status is circled in red.
- Participation Options:** A yellow banner says '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 table with key-value pairs:

Owner:	LeverX Third-Party ⓘ	Currency:	European Union E
Event Type:	RFI	Commodity:	Facility managem 11000000
Publish time:	6/9/2020 11:31 AM		
Due date:	6/19/2020 11:31 AM		

At the bottom left, there is a checklist with three items: '1. Review Event Details', '2. Select Lots', and '3. Submit Response'. The first item is selected. At the bottom right, there is a circled '2'.

# 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 interface. The top navigation bar includes 'Ariba Sourcing', 'Company Settings', 'Lars Black', and 'Help Center'. The main content area is titled 'Import Response from Excel' and contains a blue box with instructions: 'This page allows you to export and import content 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. 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. Step 4: Click 'Upload' to import the contents of the Excel file to your event. The 'All Content' section shows a table with columns 'Name' and 'Content'. The table has three rows: '1.1 Revenues (last year)', '1.2 Number of employees.', and '1.3 Main locations (headquarters, production plants, etc.)'. The 'Excel Import' button is highlighted with a red box. A red circle with the number '3' is around the 'Excel Import' button in the top right corner. Another red circle with the number '4' is around the 'Upload' button in the bottom right corner.

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

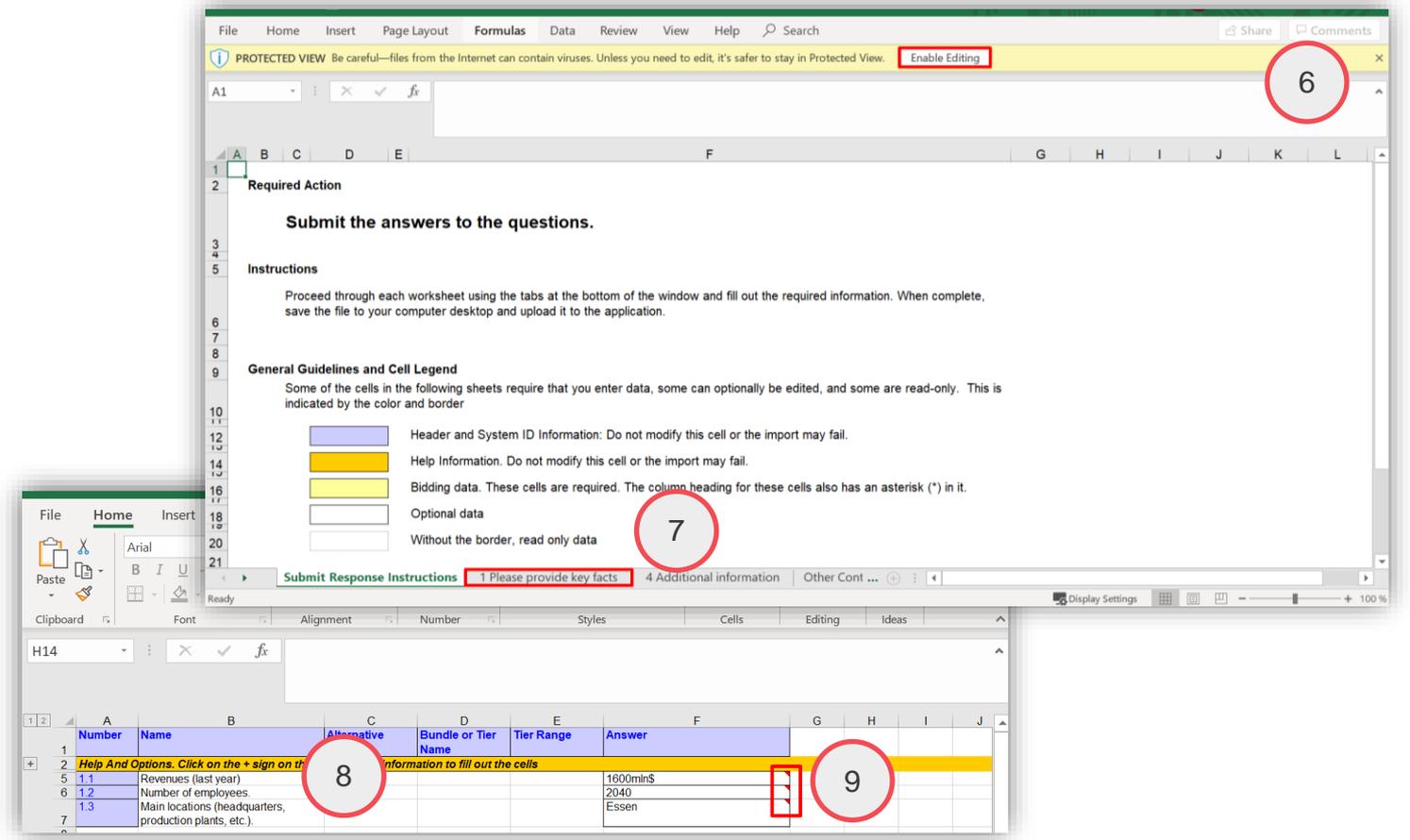


Intend to Participate

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 1<sup>st</sup> 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**

✓ Import Successful 12

Your response has been imported successfully.  
Click the **Submit Entire Response** button, as soon as it appears on the page.

**OK**

Ariba Sourcing

[Go back to Tesa - TEST Dashboard](#)

### Import Response from Excel Done

This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment.

**Step 1.** Click "Download Content" to download and review your event in an Excel Spreadsheet.  
Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

[Download Content](#)

**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 10 ton.

**Choose File** | No file chosen 10

Or drop file here

**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.

**Upload** 11

**Done**

# 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 interface includes a navigation menu on the left with options like 'Event Messages', 'Response History', and 'Response Team'. The main content area is titled 'All Content' and contains a checklist of questions. The first question, 'Please provide key facts', has three sub-questions: '1.1 Revenues (last year)' with the value '1600mIn\$', '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 '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 and circled with a red circle labeled '15'), 'Totals', 'Reload Last Bid', 'Save draft', 'Compose Message', and 'Excel Import'. A clock icon in the top right corner indicates 'Time remaining 9 days 17:35:03' and a user profile icon is circled with a red circle labeled '14'.

The screenshot shows a confirmation dialog box with a green checkmark icon and the text 'Submit this response' (circled with a red circle labeled '16'). Below this text is the instruction 'Click OK to submit.' At the bottom of the dialog, there are two buttons: 'OK' (highlighted with a red box) 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

Desktop File Sync

Company Settings ▾ Lars Black ▾

Console

Doc431668218 - RFI

Time remaining 9 days 22:40:28

Event Messages  
Response History  
Response Team

Checklist

- Review Event Details
- Select Lots
- Submit Response

Event Contents

- All Content
- 1 Please provide key f...
- 4 Additional information

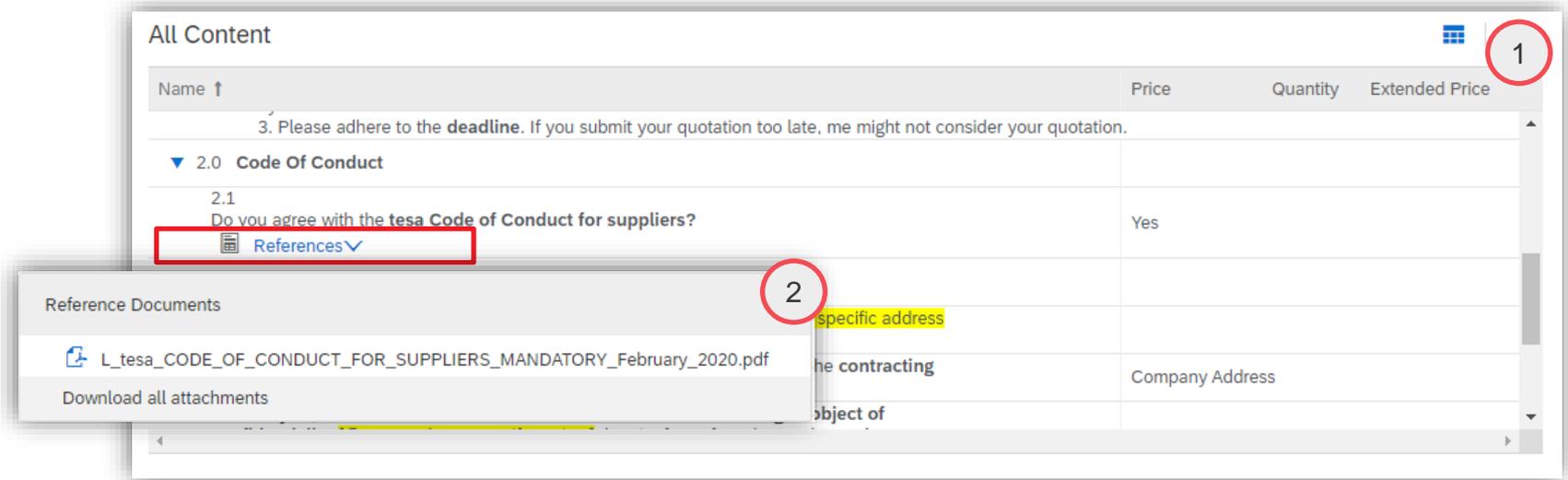
✓ Your response has been submitted. Thank you for participating in the event.

Revise Response

All Content

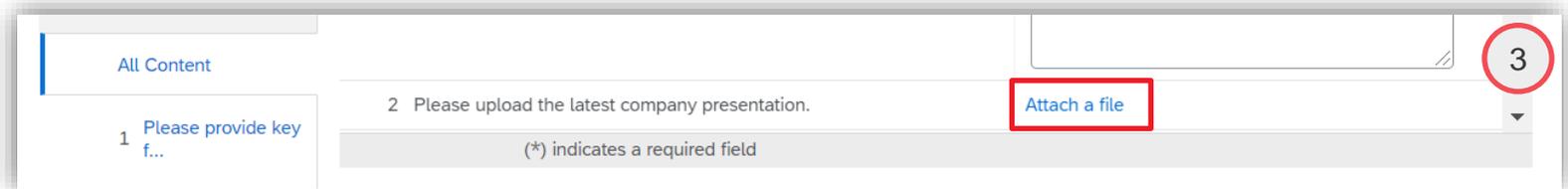
Name ↑	Price	Quantity	Extended Price
1 Please provide key facts			
1.1 Revenues (last year)	1600mln\$		
1.2 Number of employees.	2040		
1.3 Main locations (headquarters, production plants, etc.).	Essen		
2 Please upload the latest company presentation.			
3 Please list previous projects with tesa (if 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 shows a table titled "All Content" with columns for Name, Price, Quantity, and Extended Price. A red circle labeled "1" is around a menu icon in the top right. A red box labeled "2" highlights a "References" dropdown menu in the "Name" column of a row. The dropdown menu is open, showing a list of "Reference Documents" including a PDF file named "L\_tesa\_CODE\_OF\_CONDUCT\_FOR\_SUPPLIERS\_MANDATORY\_February\_2020.pdf".

Name ↑	Price	Quantity	Extended Price
3. Please adhere to the <b>deadline</b> . 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 <b>tesa Code of Conduct</b> for suppliers?	Yes		
References▼			
specific address			
the contracting		Company Address	
object of			



The screenshot shows a question card with the text "2 Please upload the latest company presentation." and a red box labeled "3" around an "Attach a file" button. A red circle labeled "1" is around a menu icon in the top right. A red box labeled "2" highlights the "Attach a file" button.

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.