



SUPPLIERS' GUIDE

RESPONDING TO AN RFP

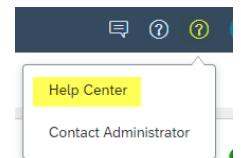
Content

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2. How to accept or decline invitation?
3. How to respond to prerequisites?
4. How to select items to bid for?
5. How to select currency?
6. How to answer mandatory questions?
How to upload and download attachments?
7. How to submit or revise a response?



SAP ARIBA SUPPORT

Search and find help or contact information for SAP Ariba by using the **Help Center** in upper right corner of the log-in page:

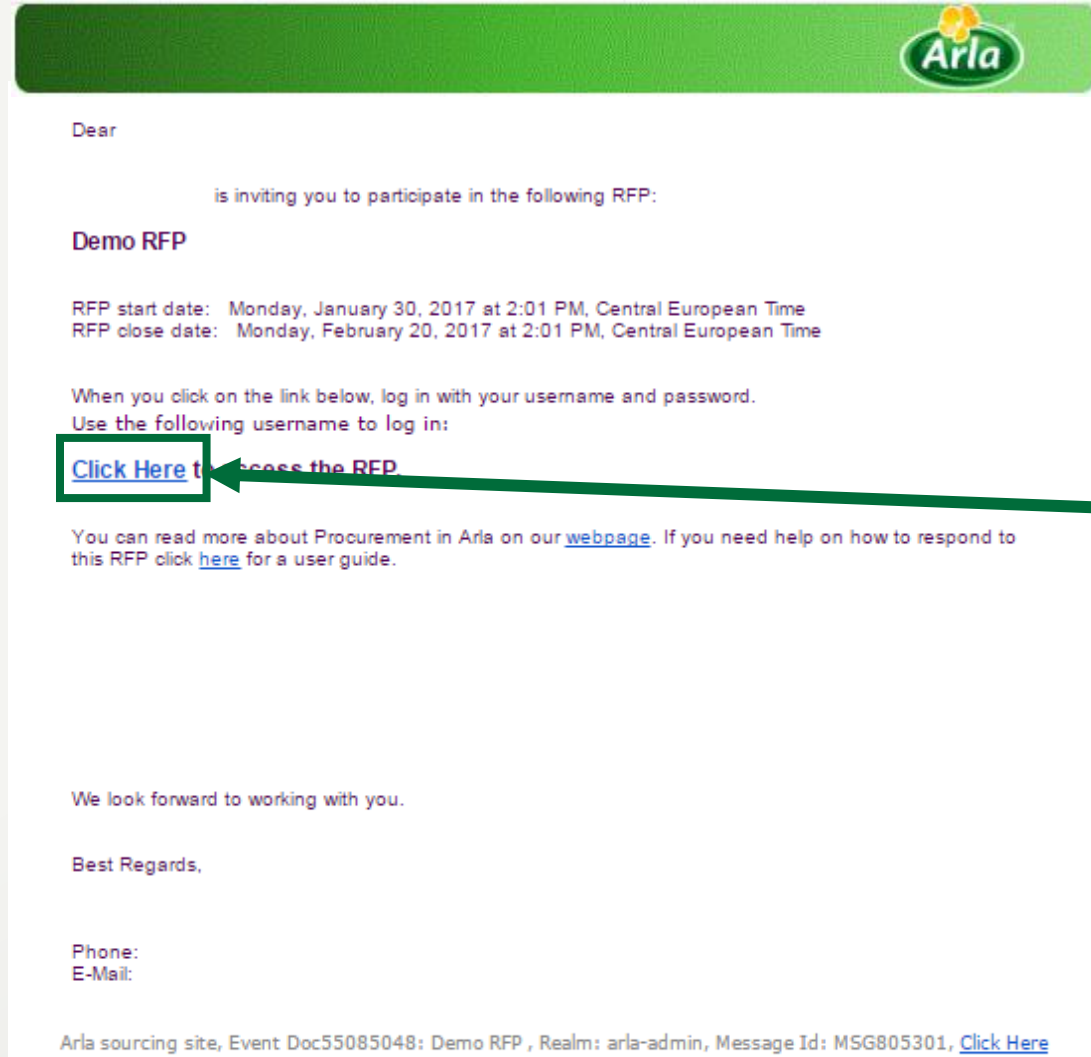


ARLA SUPPORT HOTLINE

Event.support@arlafoods.com



1. How to get started?



FIRST, GET INVITED

You will receive an e-mail from SAP Ariba, inviting you to participate in the planned RFP.

SECOND, ENTER ARIBA

- access the actual RFP by clicking on the link in the e-mail invitation that you received

OR

- login to your Ariba account and find the specific RFP under 'Events'

1. How to get started?

The screenshot shows the 'Event Details' page for 'Doc37727371 - Demo RFP'. In the top right corner, a clock icon indicates 'Time remaining 139 days 19:37:23', with a circled '3' next to it. Below this, there are four buttons: 'Download Content', 'Select Lots', 'Print Event Information', and 'Download Bid Change Report'. On the left side, there is a 'Checklist' section with three items: '1. Review Event Details' (highlighted with a green box and a circled '1'), '2. Select Lots', and '3. Submit Response'. A green arrow points from the '1. Review Event Details' item to the main content area. In the main content area, there is a table with columns 'Name', 'Price', 'Quantity', and 'Extended Price'. The first row is '1.1 WELCOME' with a 'Less...' button. Below the table, there is a section titled 'Event Overview and Timing Rules' with details about the event, including 'Owner', 'Event Type: RFP', 'Publish time: 7/27/2016 12:38 PM', 'Due date: 5/23/2017 12:38 PM', 'Currency: European Union Euro', and 'Commodity: Sugar 11601000'. A circled '2' is next to a right-hand arrow icon in the top right corner of the main content area.

NEXT, READ THE INFO

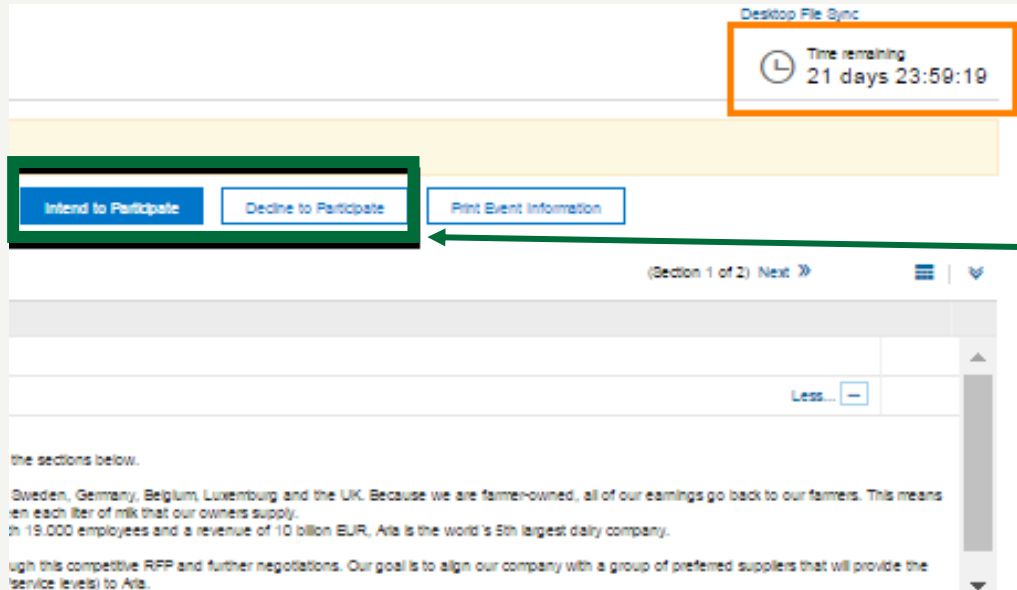
When logged in, you should find yourself under *'Review Event Details'*.

! To make sure you are in the right place, see the left side menu named *'Checklist'*

GOOD TO KNOW

- 1 All requirements and specifications are written under *'Review Event Details'*
- 2 By clicking on the right-hand arrows, you can enlarge the view and see more text
- 3 The remaining time for responding to the RFP is shown in the corner

2. How to accept or decline an invitation?



Go to '*Review Event Details*' in the left side menu and choose one of the following options:

- if you **plan** to participate in the bidding, click '**Intend to Participate**'
- if you **don't plan** to participate in the bidding, click '**Decline to Participate**'

You will be asked to add a short comment.

! Once you click 'Intend to Participate', you can see and review all details in the RFP

! You can see the countdown of the remaining time in the top right corner

GOOD TO KNOW

- Reconsider a declined invitation?** Find the RFP again and click on 'Intend to Respond' to choose accept the invitation.
- Reconsider an accepted invitation?** Do not submit a response and you will be excluded from the process.

3. How to respond to prerequisites?

NOT APPLICABLE TO ALL
When responding to an RFP without prerequisites, skip this slide.

GOOD TO KNOW

If the RFP has prerequisites, you will get a notification in a yellow box at the beginning of the screen.

Event Details Doc48857985 - Arla - Demo - RFP Time remaining 21 days 23:54:41

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 buyer 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.

Download Content Review Prerequisites Decline to Respond Print Event Information

PREREQUISITES (Section 1 of 1)

1. Review Event Details

2. Review and Accept Prerequisites

3. Submit Response

Event Checklist

1.1 Do you accept Arla's Non Disclosure Agreement? *

(*) indicates a required field

OK Cancel

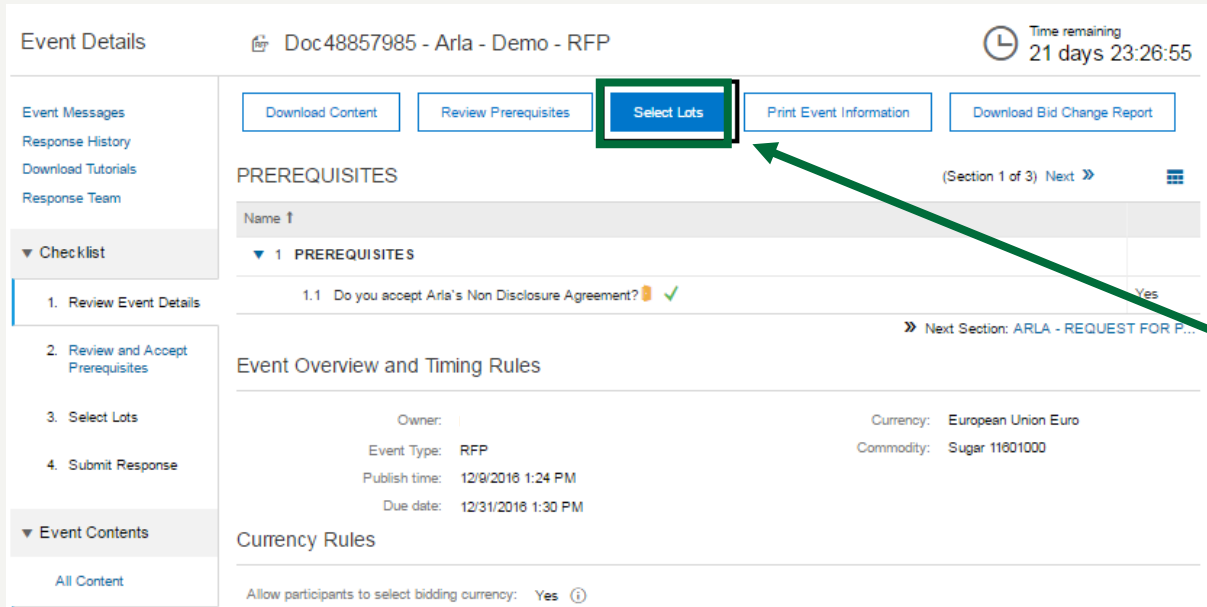
In case there is a prerequisite to view the RFI

- 1 Click on 'Review Prerequisites'
- 2 You will then find yourself in 'Review and Accept Prerequisites' in the left-side menu
- 3 Review and respond to all prerequisites listed here
- 4 When finished, click 'OK'

If all prerequisites are fulfilled, a purchaser will review your answer and give you access to the whole RFI.

! Please note that your answers cannot be revised after submission

4. How to select items to bid for?



The screenshot shows the 'Event Details' page for 'Doc48857985 - Arla - Demo - RFP'. The top navigation bar includes buttons for 'Download Content', 'Review Prerequisites', 'Select Lots' (highlighted with a green box), 'Print Event Information', and 'Download Bid Change Report'. A green arrow points from the 'Select Lots' button to the text on the right. The left sidebar contains a 'Checklist' with steps: 1. Review Event Details, 2. Review and Accept Prerequisites, 3. Select Lots, and 4. Submit Response. The main content area shows 'PREREQUISITES' with a table containing one item: '1.1 Do you accept Arla's Non Disclosure Agreement?' with a 'Yes' status. Below this is the 'Event Overview and Timing Rules' section, which includes fields for Owner, Event Type (RFP), Publish time (12/8/2016 1:24 PM), Due date (12/31/2016 1:30 PM), Currency (European Union Euro), and Commodity (Sugar 11601000). The 'Currency Rules' section at the bottom indicates 'Allow participants to select bidding currency: Yes'.

After clicking the 'Intend to Participate' button, the next step is to declare which Line Items you want to bid for. (Line Items represent the single goods or services you are asked to bid a price for.)

For this, click the 'Select Lots' button.

! Please note that it is necessary to bid on all Line Items that you intend to bid for before submitting the RFP.

GOOD TO KNOW

You can go back to this step and revise your selection **until you submit the RFP.**

4. How to select items to bid for?

Select Lots Doc48857985 - Arla - Demo - RFP

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

Select event bidding currency: [View Exchange Rates](#)

☐ Use a different currency for different lots

[Select Lots](#) [Select Using Excel](#)

You are required to select all 3 of the lots to which you have been invited. You currently have selected 0 of them. You must click on the Submit Selected Lots button for bidding on all items.

You are Required to Select All Lots

	Name
<input checked="" type="checkbox"/>	3.1 Product A
<input checked="" type="checkbox"/>	3.2 Product B
<input checked="" type="checkbox"/>	3.3 Product C

[Submit Selected Lots](#)

! It is **mandatory** to bid on all Line Items that appear on a blue background when submitting the RFP. These Line Items are pre-selected by the purchaser and need a response.

! It is not mandatory to quote on specific Line Items which appear on a white background.

Select Lots Doc48857985 - Arla - Demo - RFP

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

Select event bidding currency: [View Exchange Rates](#)

☐ Use a different currency for different lots

[Select Lots](#) [Select Using Excel](#)

Lots Available for Bidding

	Name
<input type="checkbox"/>	3.1 Product A
<input type="checkbox"/>	3.2 Product B
<input type="checkbox"/>	3.3 Product C

[Submit Selected Lots](#)

A

B

You can submit a bid by:

- A tick marking the field 'Name' and thus choosing all Line Items for bidding
- B tick marking specific Line Items and thus selecting only the marked Line Items for bidding

When finished, click 'Submit Selected Lots'.

5. How to select currency?

NOT APPLICABLE TO ALL
When responding to an RFP without a choice of currency, skip this slide.

Select Lots Doc48857985 - Arla - Demo - RFP

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

Event Bidding Currency

Select event bidding currency: Select Currency... ▼

☒ Use a different currency for different lots

Select Lots Select Using Excel

Lots Available for Bidding

<input type="checkbox"/> Name	Currency
<input type="checkbox"/> 3.1 Product A	Select Currency... ▼
<input type="checkbox"/> 3.2 Product B	Select Currency... ▼
<input type="checkbox"/> 3.3 Product C	Select Currency... ▼

Submit Selected Lots

! Please note that after submitting your first offer / response to the RFP, the currency cannot be revised

If you are allowed to choose the currency, you must select the currency you want to use for submitting your bids.

! The event bidding currencies overrule the Lot/Line level currencies

After having chosen an overall bidding currency, you have the option of selecting different currencies on Line Item level:

- 1 For this, tick mark 'Use a different currency for different lots'.
- 2 Select Line Item specific currencies from drop down list.
- 3 Click on 'Submit Selected Lots'

Next you can bid for specific items.

6. How to answer to mandatory questions? How to download and upload attachments?

NOT APPLICABLE TO ALL
When responding to an RFP
without questions and
attachments, skip this slide.

In some RFPs you are asked to answer to certain questions after having submitted the prices.

- All fields marked with an asterisk (*) are mandatory and **must be filled out**.
- Some questions have a dropdown menu with **pre-set answers**.
- By clicking on the text bubble icon, you enter the comment field where **attachments and comments** can be added.

The screenshot shows the 'Console' for 'Doc48857985 - Arla - Demo - RFP'. A yellow banner states 'Your response to the prerequisites has been submitted.' The left sidebar has a 'Checklist' with four items: '1. Review Event Details', '2. Review and Accept Prerequisites', '3. Select Lots', and '4. Submit Response' (highlighted with an orange box). Below the checklist is 'Event Contents' with '1 PREREQUISITES' and '2 ARLA - REQUEST FOR P...'. The main area, 'All Content', shows a table with columns 'Name', 'Price', 'Quantity', and 'Extended Price'. The table contains questions 2.2.1 through 2.2.4. Question 2.2.1 has a 'References' dropdown menu (marked with a circled '1'). Question 2.2.2 has a 'No' dropdown menu (marked with a circled '2'). Question 2.2.3 has an 'Attach a file' button (marked with a circled '2'). Question 2.2.4 is partially visible. At the bottom are buttons: 'Submit Entire Response', 'Update Totals', 'Reload Last Bid', 'Save', 'Compose Message', and 'Excel Import'.

- 1 To **download attachments**, click on 'References'
- 2 To **upload attachments** click on 'Attach a file'

7. How to submit or revise a response?

Event Messages
Response History
Response Team

▼ Checklist

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

▼ Event Contents

All Content

1 Submit Entire Response Update Totals Reload Last Bid Save Compose Message Excel Import

All Content

Name ↑	Price
▼ 1 NON DISCLOSURE AGREEMENT (NDA) STATEMENT	
1.1 Do you accept Arla's NDA (Non-Disclosure Agreement)? (You can review the document by clicking on "References")	Yes
▼ 2 Approval of Agreement and Standard Terms & Conditions	
2.1 Please read through Arla Foods Agreement. This will be the Agreement for the Project.	
2.2 Please accept the Terms and Conditions to get access to the RFP material.	Yes
▼ 3 ARLA - REQUEST FOR PROPOSAL	
3.1 WELCOME	

(*) indicates a required field

SUBMITTING

You are ready to submit your response when you have filled out all mandatory fields and entered bids for items.

- 1 Click 'Submit Entire Response'.

REVISING

- 2 Once you have submitted your response, you will see a confirmation at the top of the page in a green information box.
- 3 If you want to revise your response after submitting, click 'Revise Response' button in the middle of the screen.

! All submitted questions and prices can be revised as long as the RFP is open

The remaining time until the RFP closes is shown in the top right corner.

Console Doc48857985 - Arla - Demo - RFP Time remaining 21 days 22:50:36

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

3 Revise Response

Event Messages
Response History
Response Team

▼ Checklist

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

▼ Event Contents

All Content

1 PREREQUISITES

ARLA REQUEST

Compose Message

All Content

Name ↑	Price	Quantity	Extended Price
(You can download the document by clicking on Reference Document)			
2.2.2 Do you have a signed version of our Code of Conduct for Suppliers version 2.0 ?	Yes		
2.2.4 Arla Standard Contract Do you already have a signed Contract for Investment in Heavy Equipment with Arla Foods ? (You can download the document by clicking on Reference Document)	Yes		
▼ 3 PRICING SECTION			€700.00 EUR
3.1 Product A	€15.00 EUR	10 each	€150.00 EUR
3.2 Product B	€20.00 EUR	20 each	€400.00 EUR
3.3 Product C	€10.00 EUR	15 each	€150.00 EUR



[Go back to the start](#)

Thank you for participating!

See more information about Procurement in Arla at www.arla.com/procurement.