



SUPPLIERS' GUIDE

RESPONDING TO AN RFI

Content

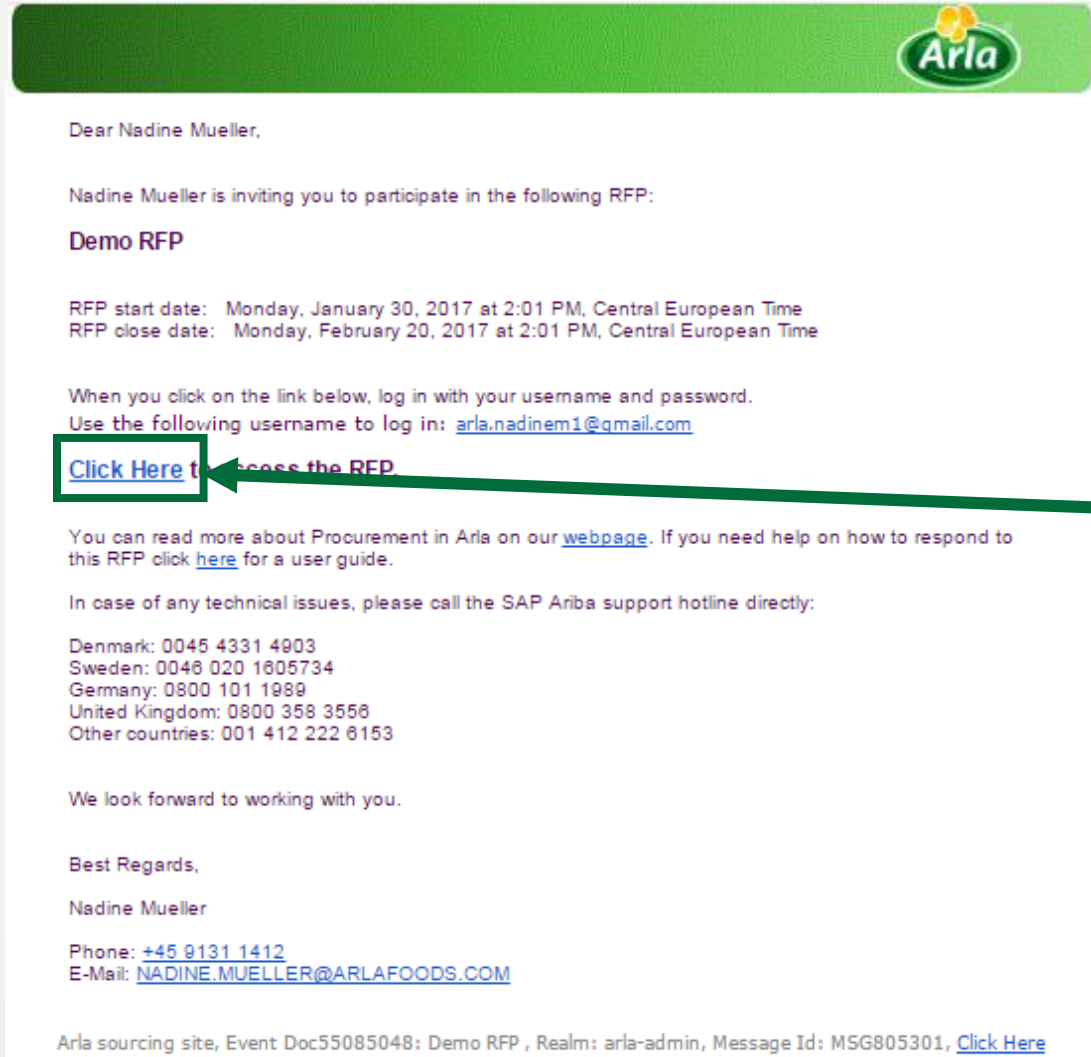
1. How to get started?
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4. How to answer mandatory questions?
How to upload and download attachments?
5. How to submit or revise a response?



SAP ARIBA SUPPORT HOTLINE

| | |
|----------------------------|----------------------|
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| Germany | +49 (0) 800 101 1989 |
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1. How to get started?



FIRST, GET INVITED

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

SECOND, ENTER ARIBA

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

OR

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



1. How to get started?

The screenshot shows the 'Event Details' page for 'Doc37727371 - Demo RFP'. The page includes a top navigation bar with 'Event Messages', 'Response History', 'Download Tutorials', and 'Response Team'. A 'Checklist' on the left side lists '1. Review Event Details', '2. Select Lots', and '3. Submit Response'. The main content area is titled 'All Content' and contains a table with columns 'Name 1', 'Price', 'Quantity', and 'Extended Price'. The first row is '1 ARLA - REQUEST FOR PROPOSAL'. Below the table, there is a section for 'Event Overview and Timing Rules' with details like 'Owner: Nadine Mueller', 'Event Type: RFP', 'Publish time: 7/27/2016 12:38 PM', and 'Due date: 5/23/2017 12:38 PM'. A 'Time remaining' indicator in the top right corner shows '139 days 19:37:23'. Three numbered callouts (1, 2, 3) are present: callout 1 points to the '1. Review Event Details' item in the checklist; callout 2 points to a right-hand arrow in the content area; callout 3 points to the 'Time remaining' indicator.

NEXT, READ THE INFO

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

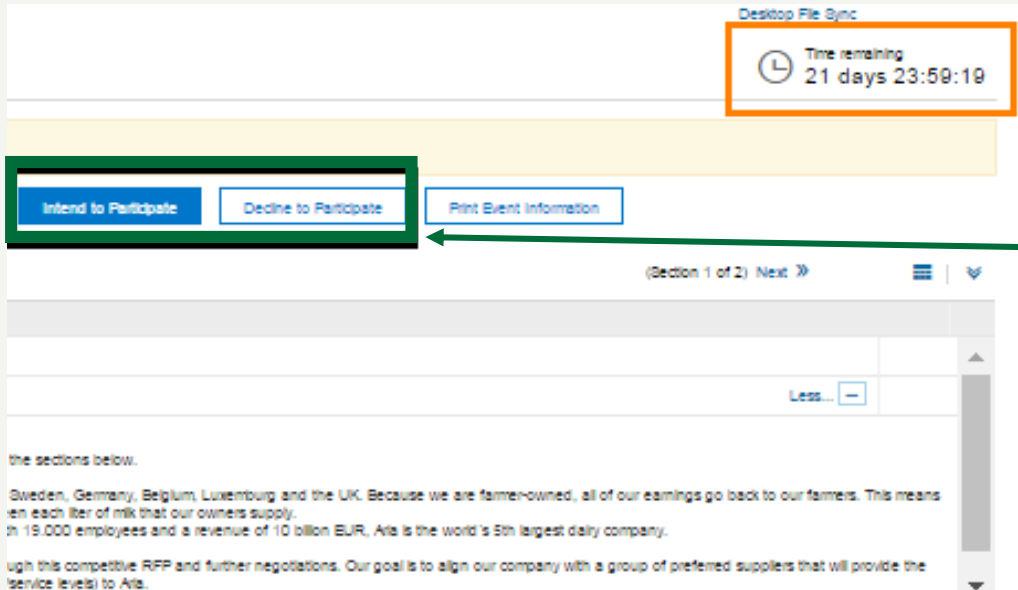
! To make sure you are in the right place, see the left side menu named 'Checklist'

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 RFI 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 RFI

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

GOOD TO KNOW

- **Reconsider a declined invitation?** Find the RFI 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 RFI without prerequisites, skip this slide.

GOOD TO KNOW
If the RFI has prerequisites, you will get a notification in a yellow box at the beginning of the screen.

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.

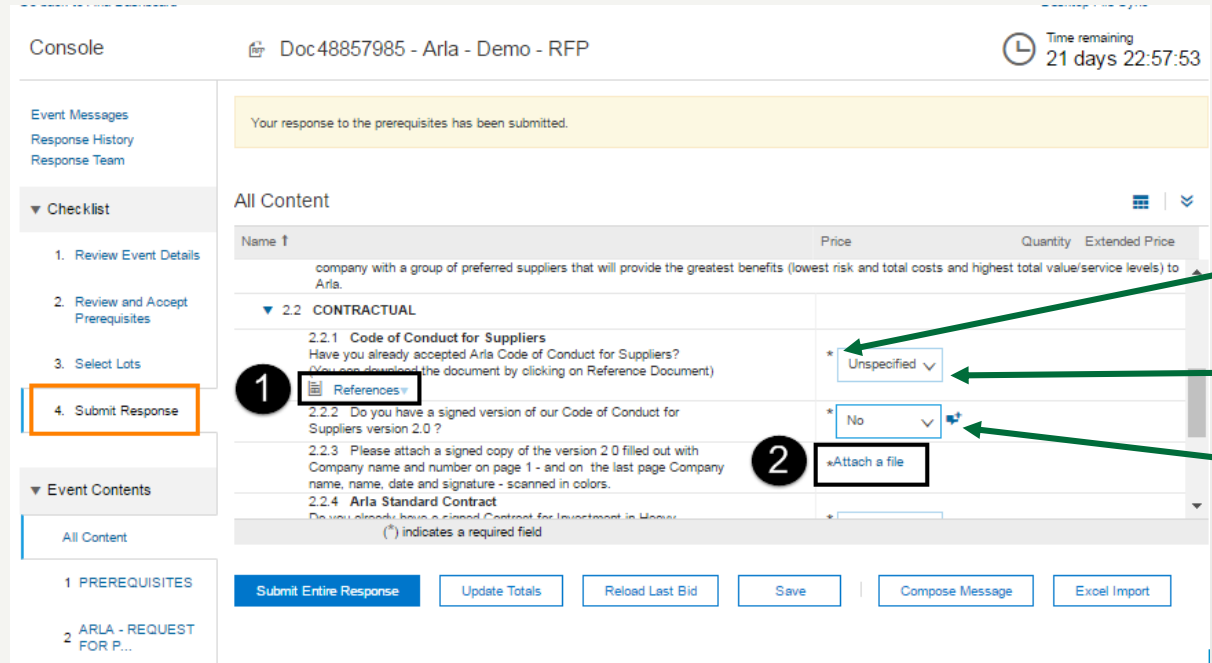
! Please note that your answers cannot be revised after submission

The screenshot displays the RFI interface. At the top, a yellow notification box (1) contains the text: "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." Below this, a "Review Prerequisites" button is highlighted with a red box and a "1" in a circle. The left sidebar shows "Review and Accept Prerequisites" selected with a "2" in a circle. The main content area shows a list of prerequisites, with the first one "1.1 Do you accept Arla's Non Disclosure Agreement?" highlighted with a red box and a "3" in a circle. At the bottom, an "OK" button is highlighted with a red box and a "4" in a circle.



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

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



In some RFIs 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.

1 To download attachments, click on 'References'

2 To upload attachments click on 'Attach a file'



5. How to submit or revise a response?

The screenshot shows the 'All Content' section of an RFP. The checklist on the left has '4. Submit Response' highlighted. In the bottom bar, the 'Submit Entire Response' button is highlighted with a red circle and the number 1.

| 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. References | |
| 2.2 Please accept the Terms and Conditions to get access to the RFP material. References | 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 RFI is open

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

The screenshot shows the 'Console' section of the RFP. A green confirmation message is displayed at the top: 'Your response has been submitted. Thank you for participating in the event.' The 'Revise Response' button is highlighted with a red circle and the number 3. The 'All Content' section shows a table of items with prices.

| Name ↑ | Price | Quantity | Extended Price |
|---|------------|----------|----------------|
| (You can download the document by clicking on Reference Document) References | | | |
| 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) References | 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.