



SUPPLIERS' GUIDE

RESPONDING TO AN RFI

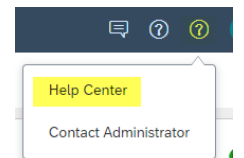
Content

1. How to get started?
2. How to accept or decline invitation?
3. How to respond to prerequisites?
4. How to answer mandatory questions?
How to upload and download attachments?
5. 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:

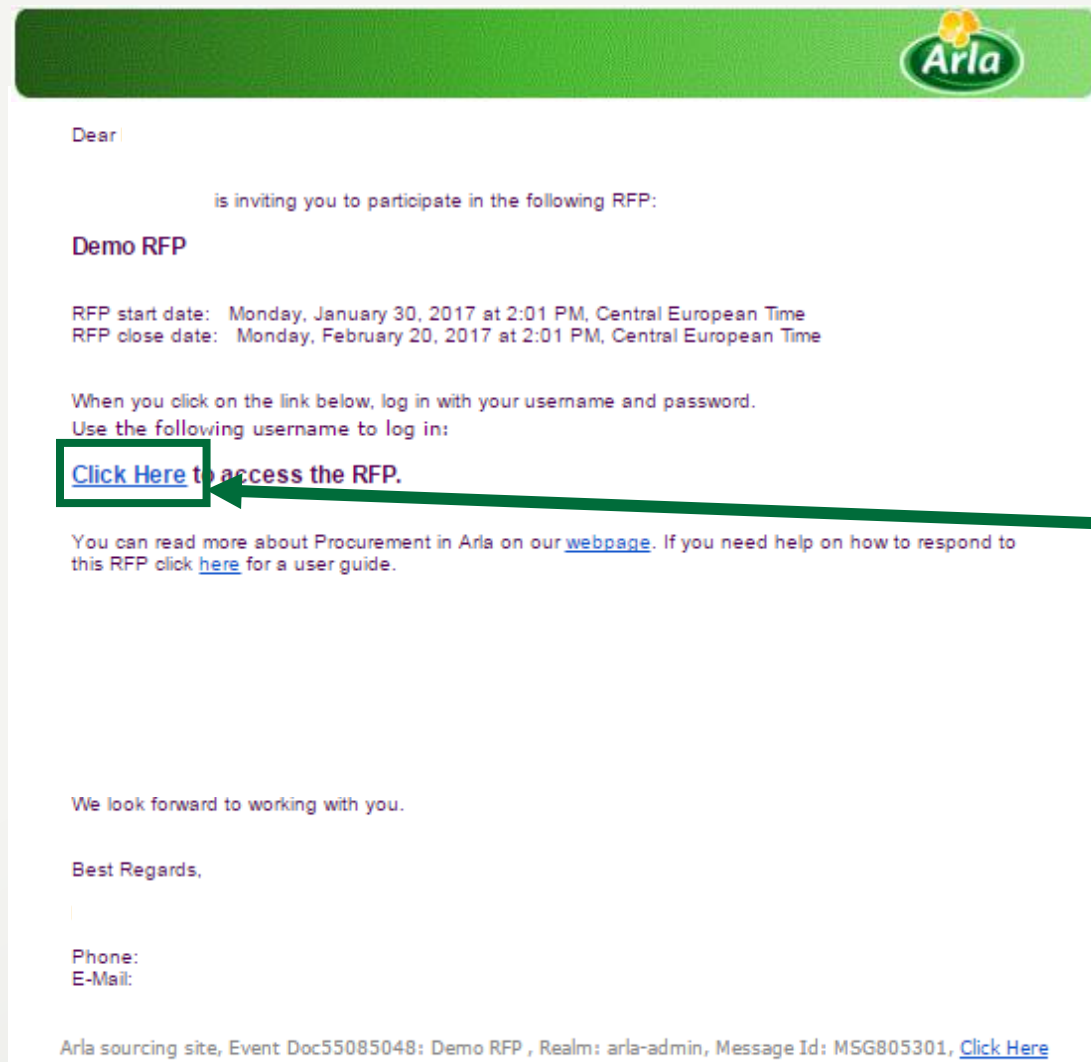


ARLA SUPPORT HOTLINE

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 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'. In the top right corner, a clock icon indicates 'Time remaining 139 days 19:37:23', with a callout '3' pointing to it. On the left, a 'Checklist' menu has '1. Review Event Details' highlighted with a green box and callout '1'. A green arrow points from this menu item to the '1.1 WELCOME' section of the 'All Content' area, which is also marked with callout '2'. The 'All Content' area displays a table with columns 'Name', 'Price', 'Quantity', and 'Extended Price'. Below the table, the 'Event Overview and Timing Rules' section provides details: Owner (with an info icon), 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. The 'Currency Rules' section is also visible at the bottom.

NEXT, READ THE INFO

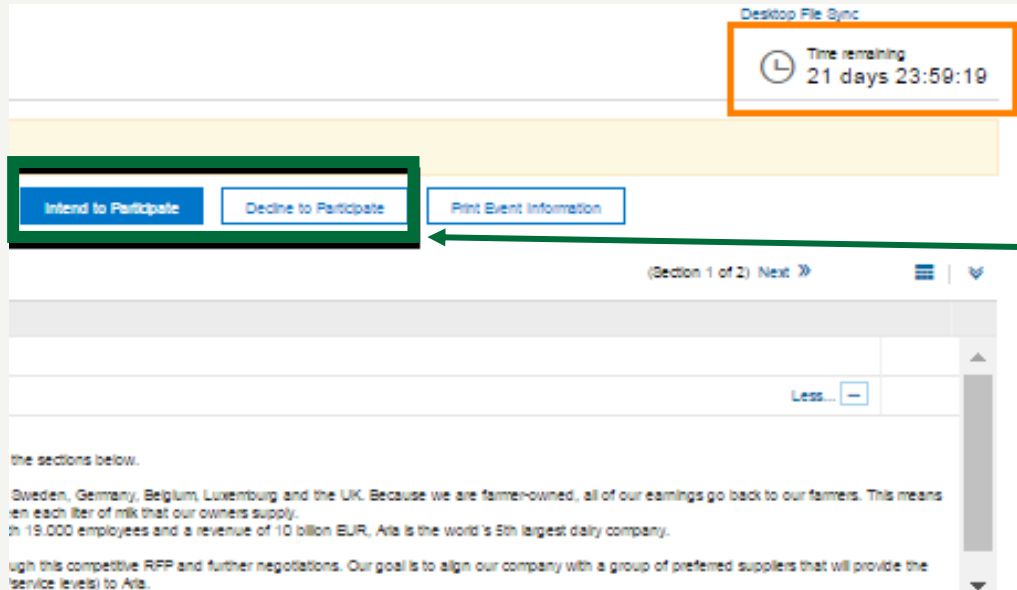
When logged in, you should find yourself under *'Review Event Details'*.

! 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.

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 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.

The screenshot shows the 'Console' for 'Doc48857985 - Arla - Demo - RFP'. A yellow message 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 shows 'All Content' with a table of questions. The table has columns: 'Name', 'Price', 'Quantity', and 'Extended Price'. The first row is '2.2 CONTRACTUAL'. The second row is '2.2.1 Code of Conduct for Suppliers' with a dropdown menu set to 'Unspecified'. The third row is '2.2.2 Do you have a signed version of our Code of Conduct for Suppliers version 2.0?' with a dropdown menu set to 'No'. The fourth row is '2.2.3 Please attach a signed copy of the version 2.0 filled out with Company name and number on page 1 - and on the last page Company name, name, date and signature - scanned in colors.' with a text bubble icon and a label 'Attach a file'. The fifth row is '2.2.4 Arla Standard Contract'. 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'

5. 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	

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.

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.