



SUPPLIERS' GUIDE
RESPONDING TO AN RFP

Content

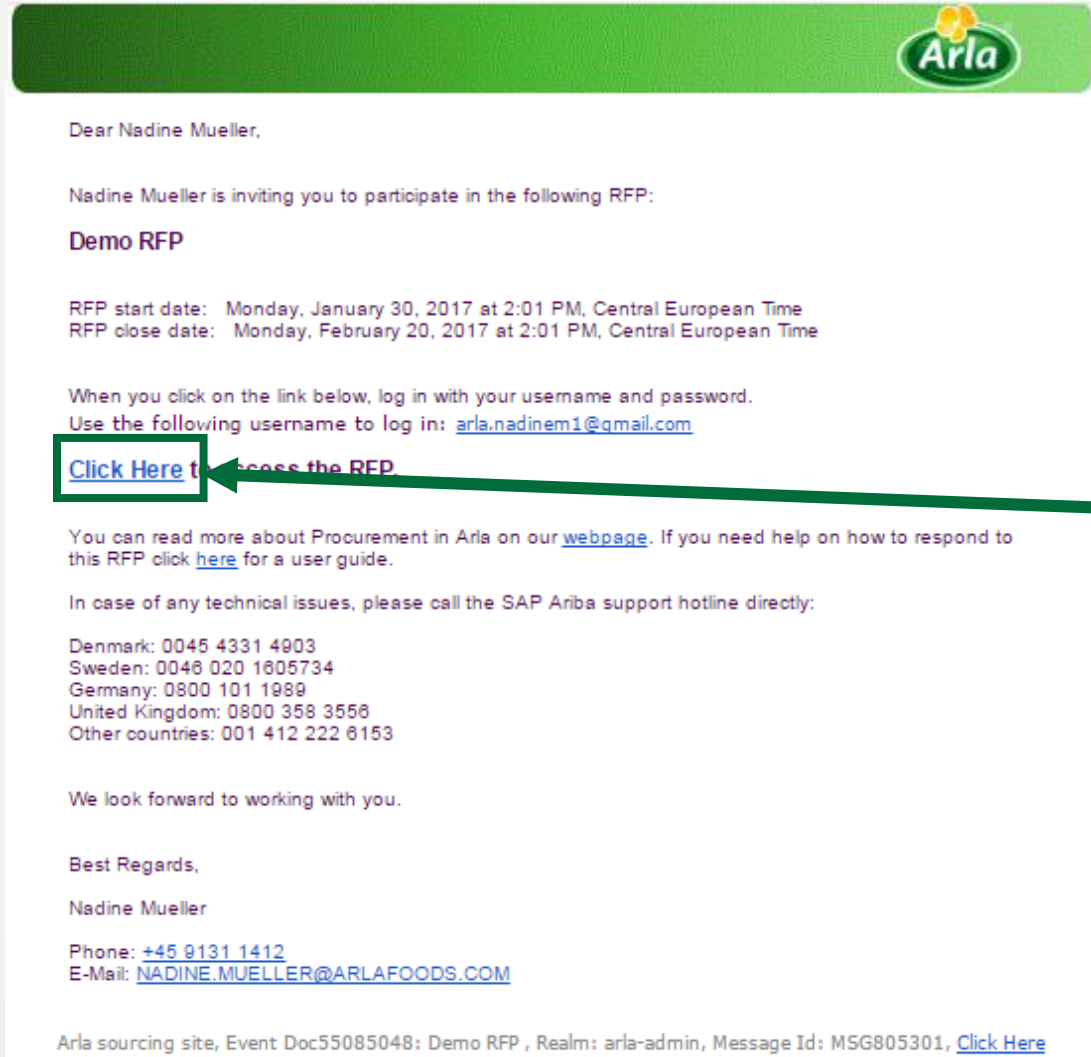
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4. How to select items to bid for?
5. How to select currency?
6. How to answer mandatory questions?
How to upload and download attachments?
7. How to submit or revise a response?



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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 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'. The page includes a top navigation bar with 'Event Messages', 'Response History', 'Download Tutorials', and 'Response Team'. A 'Checklist' on the left side is highlighted with a green box and a circled '1', containing items: '1. Review Event Details', '2. Select Lots', and '3. Submit Response'. The main content area is titled 'All Content' and features 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: Owner: Nadine Mueller, 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 'Time remaining' indicator in the top right corner shows '139 days 19:37:23' with a circled '3'. A green arrow points from the '1. Review Event Details' checklist item to the main content area, which is also annotated with a circled '2' and a small icon.

NEXT, READ THE INFO

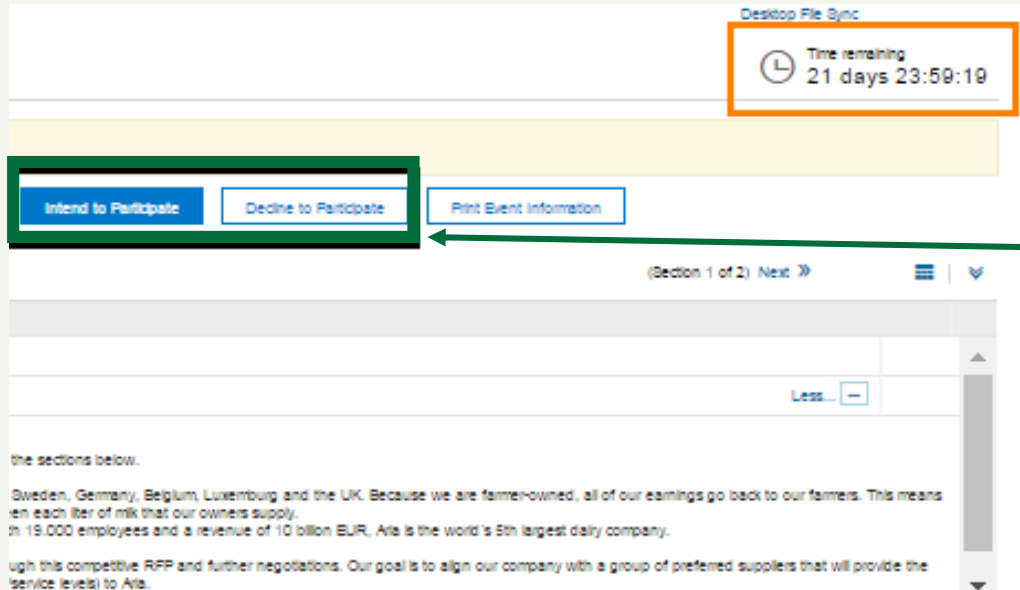
When logged in, you should find yourself under *'Review Event Details'*.

! 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.

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'

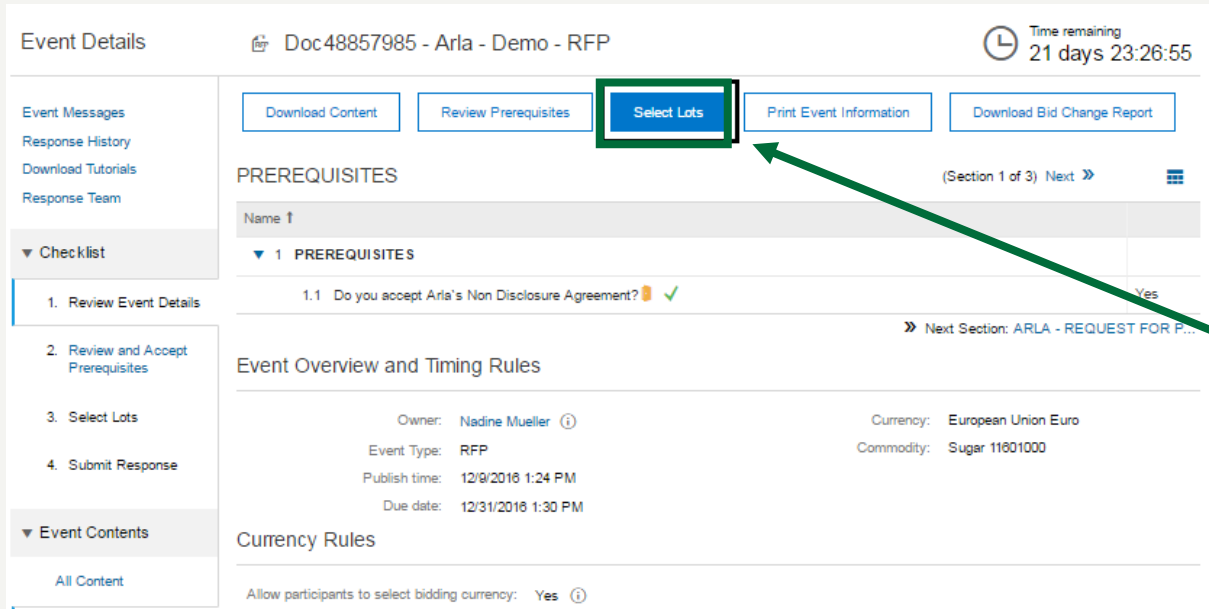
If all prerequisites are fulfilled, a purchaser will review your answer and give you access to the whole RFI.

! Please note that your answers cannot be revised after submission

The screenshot shows the RFP interface with several callouts: 1. A yellow notification box at the top with a green border and a green arrow pointing to it, containing text about prerequisites. 2. A blue button labeled 'Review Prerequisites' in the top navigation bar. 3. A left-side menu where '2. Review and Accept Prerequisites' is highlighted in orange. 4. A 'PREREQUISITES' section with a list of items, where '1.1 Do you accept Arla's Non Disclosure Agreement?' is highlighted. 5. An 'OK' button at the bottom right of the prerequisite list.



4. How to select items to bid for?



The screenshot shows the 'Event Details' page for 'Doc48857985 - Arla - Demo - RFP'. The 'Time remaining' is 21 days 23:26:55. A navigation bar contains buttons for 'Download Content', 'Review Prerequisites', 'Select Lots', 'Print Event Information', and 'Download Bid Change Report'. The 'Select Lots' button is highlighted with a green box and a green arrow. Below the navigation bar, the 'PREREQUISITES' section is visible, showing a checklist item '1.1 Do you accept Arla's Non Disclosure Agreement?' with a green checkmark. The 'Event Overview and Timing Rules' section displays details such as Owner: Nadine Mueller, Event Type: RFP, Publish time: 12/9/2016 1:24 PM, Due date: 12/31/2016 1:30 PM, Currency: European Union Euro, and Commodity: Sugar 11601000. The 'Currency Rules' section 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?

The screenshot shows the 'Select Lots' interface for 'Doc48857985 - Arla - Demo - RFP'. A green arrow points to a blue highlighted message box that reads: '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.' Below this, a table lists three line items: 3.1 Product A, 3.2 Product B, and 3.3 Product C, each with a checked checkbox. A 'Submit Selected Lots' button is visible at the bottom.

! 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.

This screenshot shows the same 'Select Lots' interface. In this view, the checkboxes for '3.1 Product A', '3.2 Product B', and '3.3 Product C' are unchecked. A blue box labeled 'A' highlights the 'Name' column header, and another blue box labeled 'B' highlights the checkboxes. The 'Submit Selected Lots' button is also highlighted with a blue box.

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

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

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'

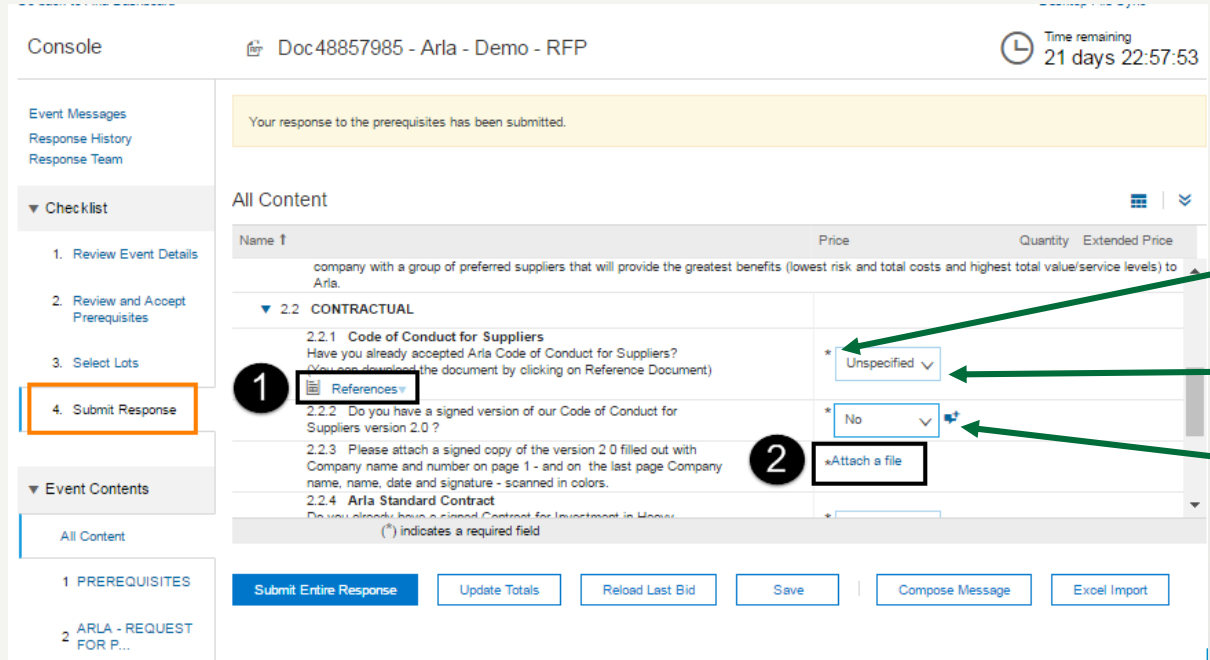
Next you can bid for specific items.

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



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.

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. 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 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

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 **2** Your response has been submitted. Thank you for participating in the event. **3** Revise Response

All Content

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

Compose Message



Go back to the start

Thank you for participating!

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