

Procure – to – Pay

Sourcing Event Response and Contract Negotiation

Supplier Sourcing and Contract Response



01

Supplier's – Ariba Proposal and Questionnaire

02

Sourcing Event – RFI / RFP / Auction Response

03

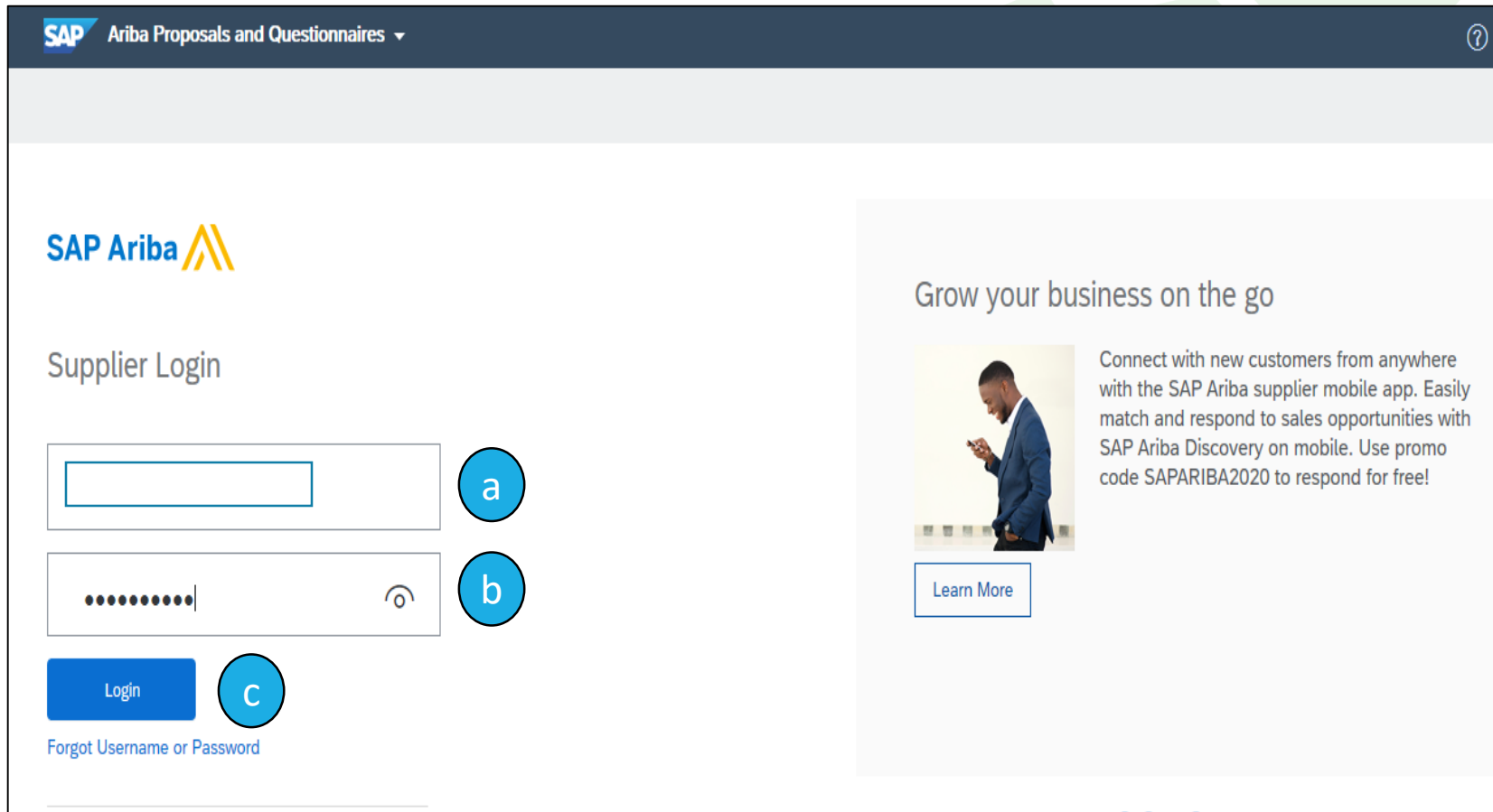
Contract Negotiation – Proposal Acceptance

04

Contract Negotiation – Counter Proposal

Supplier Ariba Proposal and Questionnaire Dashboard

After you are registered in Ariba Network and has linked his Ariba Network account with **IsDB** account, Use link - lsdb.supplier.mn2.ariba.com to access Ariba Proposal and Questionnaire from **IsDB**.



SAP Ariba Proposals and Questionnaires

SAP Ariba

Supplier Login

Login

[Forgot Username or Password](#)

Grow your business on the go

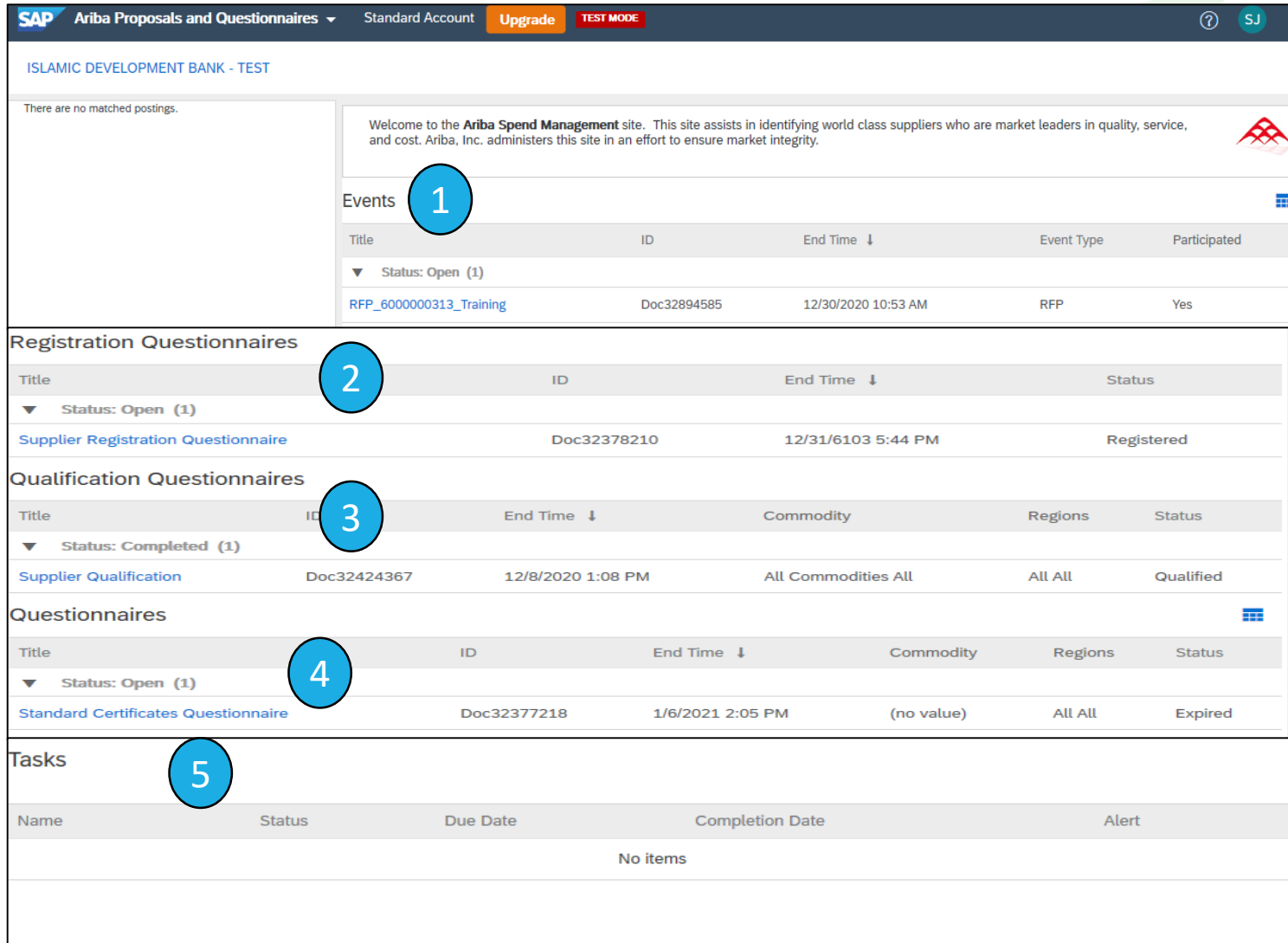
Connect with new customers from anywhere with the SAP Ariba supplier mobile app. Easily match and respond to sales opportunities with SAP Ariba Discovery on mobile. Use promo code SAPARIBA2020 to respond for free!

[Learn More](#)

- Provide AN user id linked with IsDB Account
- Provide Password
- Click on Login

Supplier Ariba Proposal and Questionnaire Dashboard

After successful login, you will land up in Ariba Proposal and Questionnaire Dashboard of IsDB Account



SAP Ariba Proposals and Questionnaires Standard Account Upgrade TEST MODE

ISLAMIC DEVELOPMENT BANK - TEST

There are no matched postings.

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Events 1

Title	ID	End Time ↓	Event Type	Participated
▼ Status: Open (1)				
RFP_600000313_Training	Doc32894585	12/30/2020 10:53 AM	RFP	Yes

Registration Questionnaires 2

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier Registration Questionnaire	Doc32378210	12/31/6103 5:44 PM	Registered

Qualification Questionnaires 3

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (1)					
Supplier Qualification	Doc32424367	12/8/2020 1:08 PM	All Commodities All	All All	Qualified

Questionnaires 4

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (1)					
Standard Certificates Questionnaire	Doc32377218	1/6/2021 2:05 PM	(no value)	All All	Expired

Tasks 5

Name	Status	Due Date	Completion Date	Alert
No items				

Dashboard has 5 major sections.

- 1. Events** – consists of sourcing events (RFI / RFP / Auction), in which IsDB has invited you to participate, with 3 status – Completed, Open and Pending Selection.
- 2. Registration Questionnaires** – has IsDB registration questionnaire
- 3. Qualification Questionnaires** – has IsDB Qualification Questionnaire
- 4. Questionnaires** – has IsDB certificate questionnaire to collect your certificate details
- 5. Tasks** – This will show a task for contract negotiation if IsDB sends contract to you for negotiation

Participate in IsDB Sourcing Events

Islamic Development Bank - TEST

Islamic Development Bank - TEST has invited you to participate in the following event: RFP_6000000313_Trainings. The event is set to begin on Friday, December 18, 2020 at 2:03 AM, Pacific Standard Time.

Use the following username to log in to Islamic Development Bank - TEST events:

[Click Here](#) to access this event.

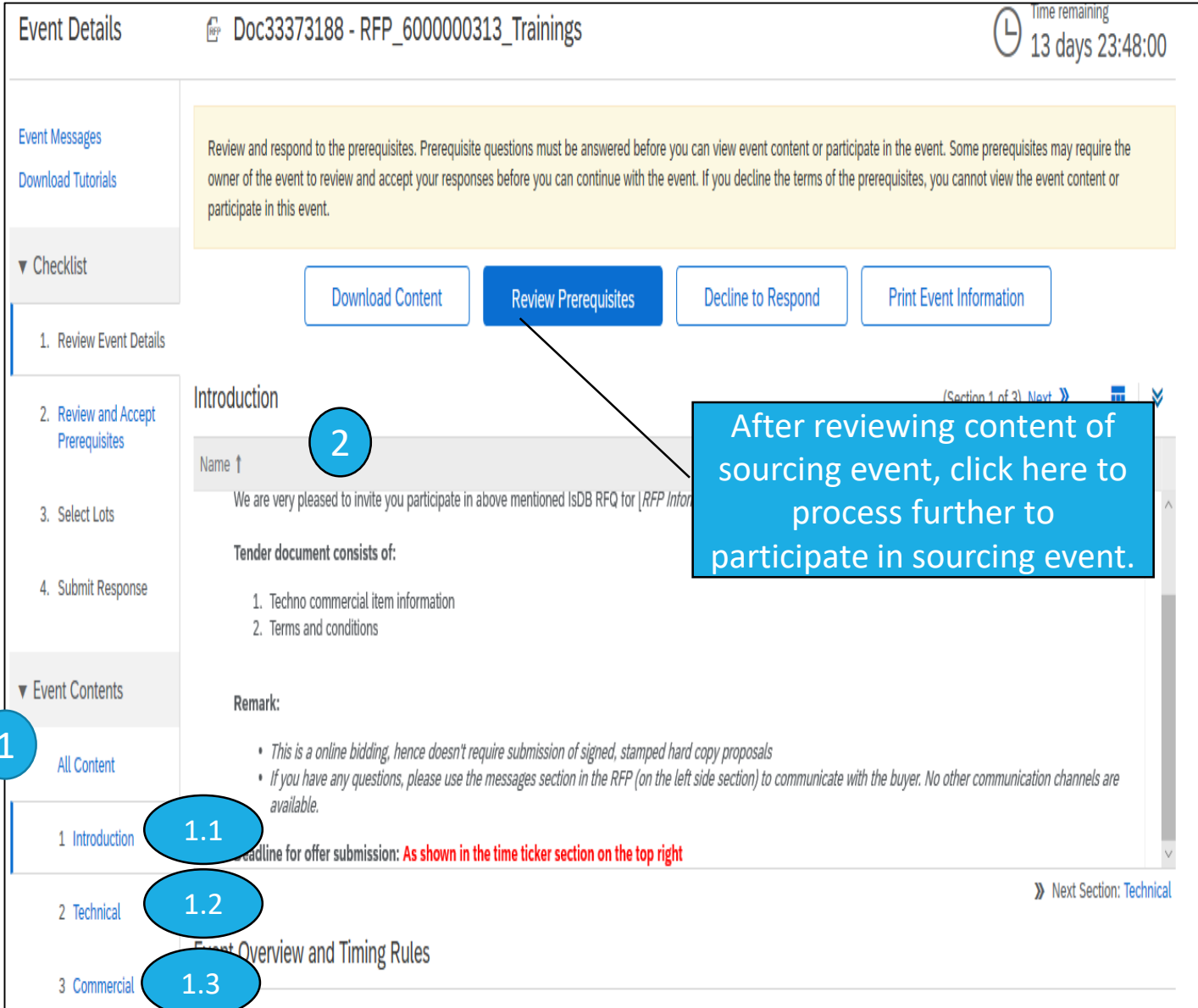
When you click this link, log in with your username and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in your event.

You will receive this invitation mail to participate in IsDB's sourcing events.

- a. Click on "Click Here" to login to Ariba Network to access the Sourcing Event

a

Participate in IsDB Sourcing Events



The screenshot displays the 'Event Details' page for 'Doc33373188 - RFP_6000000313_Trainings'. The top right corner shows a clock icon and 'Time remaining 13 days 23:48:00'. A yellow banner at the top contains instructions: '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 owner of the event 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 banner are four buttons: 'Download Content', 'Review Prerequisites' (highlighted with a blue box and a callout), 'Decline to Respond', and 'Print Event Information'. On the left, a 'Checklist' shows four steps: '1. Review Event Details', '2. Review and Accept Prerequisites' (highlighted with a blue circle), '3. Select Lots', and '4. Submit Response'. Below the checklist is the 'Event Contents' section, with 'All Content' highlighted by a blue circle '1'. Under 'Event Contents', three items are listed: '1 Introduction' (with a blue circle '1.1'), '2 Technical' (with a blue circle '1.2'), and '3 Commercial' (with a blue circle '1.3'). The main content area shows the 'Introduction' section, starting with 'We are very pleased to invite you participate in above mentioned IsDB RFQ for [RFP Intor...'. It lists 'Tender document consists of:' with two items: '1. Techno commercial item information' and '2. Terms and conditions'. A 'Remark' section contains two bullet points: '• This is a online bidding, hence doesn't require submission of signed, stamped hard copy proposals' and '• If you have any questions, please use the messages section in the RFP (on the left side section) to communicate with the buyer. No other communication channels are available.' At the bottom, a red text box states: 'Deadline for offer submission: As shown in the time ticker section on the top right'. A 'Next Section: Technical' link is visible at the bottom right.

After login to correct AN user id and password, you will be directed to Sourcing Event overview. Here, RFP is used for demonstration

Review below section in Sourcing event overview page.

1. Sections – Shows all the section in Sourcing event content. IsDB Sourcing Event will have below sections –

1.1 Introduction / Instructions – Instructions to suppliers

1.2 Technical – consists of technical Questions

1.3 Commercial – Consists of commercial and pricing questions

2. Content – Review the content under selected section in this area

Participate in IsDB Sourcing Events

Prerequisites Doc33373188 - RFP_6000000313_Trainings

▼ Checklist

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

Prerequisites must be completed prior to participation in the event.

In consideration of the opportunity to participate in on-line events ('On-Line Events') held and conducted by the company sponsoring this On-Line Event ('Sponsor') on the web site (this 'Site') hosted by Ariba, Inc. ('Site Owner'), your company ('Participant' or 'You') agrees to the following terms and conditions ('Bidder Agreement'):

- 1. Bids.** If You are invited to participate in the On-Line Event, Sponsor reserves the right to amend, modify or withdraw this On-Line Event. Sponsor reserves the right to accept or reject all or part of your proposal. Submission of a bid does not create a contract or any expectation by Participant of a future business relationship. Rather, by submitting a bid, you are making a firm offer which Sponsor may accept to form a contract, subject to section 2 below. Sponsor is not liable for any costs incurred by Participant in the preparation, presentation, or any other aspect of Participant's bid.
- 2. Price Quotes.** Except to the extent Sponsor allows a non-binding bid, all Bids which Participant submits through the On-Line Events are legally valid quotations without qualification, except for data entry errors.
- 3. Procedures and Rules.** Participant further agrees to be bound by the procedures and rules established by the Site and Sponsor.
- 4. Confidentiality.** Participant shall keep all user names and passwords, the On-Line Event content, other confidential materials provided by the Site and/or Sponsor, and all bids provided by You or another participating organization in confidence and shall not disclose the foregoing to any third party.
- 5. Bids through Site only.** Participant agrees to submit bids only through the on-line bidding mechanism supplied by the Site and not to submit bids via any other mechanism including, but not limited to, post, courier, fax, E-mail, or orally unless specifically requested by Sponsor.
- 6. Ethical Conduct.** All parties will prohibit unethical behavior and are expected to notify the Site Owner by contacting the appropriate project team if they witness practices that are counter-productive to the fair operation of the On-Line Event. If Participant experiences any difficulties during a live On-Line Event, Participant must notify Site Owner immediately.
- 7. Survival.** The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event.

After you click on “Review Prerequisites”, you will be directed to this agreement.

- I accept the terms of this agreement. **a**
- I do not accept the terms of this agreement.

b

- a. Accept the agreement
b. Click on “OK”

Participate in IsDB Sourcing Events

< Go back to Islamic Development Bank - TEST Dashboard Desktop File Sync

Select Lots Doc33373188 - RFP_6000000313_Trainings Cancel

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit a response you cannot withdraw it.

▼ Checklist

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

a Select Lots Select Using Excel

Lots Available for Bidding ☰

<input checked="" type="checkbox"/>	Name	Reason for not bidding
<input checked="" type="checkbox"/>	3.1 1TB WD SSD Blue - 3D Nand Sata 2.5'7mm	
	1TB WD SSD Blue - 3D Nand Sata 2.5'7mm	

b Confirm Selected Lots



Cancel

After accepting the agreement,
select lots for providing quotations

- a. Select the required lots
- b. Click on "Confirm Selected Lots"

Participate in IsDB Sourcing Events Submit Responses

All Content

Name	Price	Quantity	Extended Price	Total Cost
1 Introduction				
1.1 Dear Partners, We are very pleased to invite you participate in above mentioned IsDB RFQ for [RFP Information]. Tender document consists of: <ol style="list-style-type: none">1. Techno commercial item information2. Terms and conditions Remark: <ul style="list-style-type: none">• This is a online bidding, hence doesn't require submission of signed, stamped hard copy proposals• If you have any questions, please use the messages section in the RFP (on the left side section) to communicate with the buyer. No other communication channels are available. Deadline for offer submission: As shown in the time ticker section on the top right				
2 Technical				
2.1 Attach Technical specification of Product *  Product Specification.docx Update file Delete file				
3 Commercial				
3.1 1TB WD SSD Blue - 3D Nand Sata 2.5'7mm	Less... <input type="text" value="1000"/> SAR	4 each		
1TB WD SSD Blue - 3D Nand Sata 2.5'7mm				
Discount Amount: <input type="text"/> SAR all units				
Discount Percentage: <input type="text"/> all units				
Tax %: * <input type="text" value="15"/> all units				
Retention %: <input type="text"/>				
Down Payment %: <input type="text"/>				
Detail Description: Item text for sourcing test				
Requested Delivery Date: <input type="text" value="Wed, 23 Dec, 2020"/> 				

Submit Entire Response

Fill and submit responses Sourcing Event after selecting lots.

- Read all requirements and instructions carefully in Introduction / Instruction
- Answer technical questions appropriately in Technical Section. Do not provide or attach commercials anywhere in this section
- Provide quotation for all lots and answer other commercial questions in this section
 - Provide Unit price (mandatory, excluding taxes) in price for each item
 - Provide Tax in Tax %
 - Provide Discount (mandatory, without tax) in discount fields
 - Provide retention or down payment as agreed with IsDB in other questions for each item
 - Confirm delivery date
- Click on "Submit Entire Response" and confirm it to submit responses.


Contract Negotiation

CW3138 - CW_6000000313_Training: Negotiate With Supplier



Email Review <s4approval-prodksa+isdb-T@smtp.mn2.ariba.com>

To

 If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.



IsDB - Agreement.docx
82 KB

[**EXTERNAL EMAIL**]

CAUTION: This email originated from outside of Bristlecone. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Islamic Development Bank - TEST

CW3138 - CW_6000000313_Training: Negotiate With Supplier

Task title: Negotiate With Supplier

a

System Reference: [Click Here](#) to access the system.

You will receive this mail to negotiate with IsDB on Contract.

- a. Click on “Click Here” next to System Reference to login to Ariba Network to accept the proposal or provide counter proposal

Contract Negotiation – Accept Proposal



Negotiation Task Exit

This task has been submitted for negotiation and is now in progress. You can add comments on the **Task History** tab. Notification of new comments is controlled in the **Advanced Task Details** area. Additional task

CW_6000000313_Training / [Negotiate With Supplier](#)

TSK33396398 Negotiate With Supplier Round 1: Awaiting Response(s)

This task allows you to capture the negotiation between yourself and the supplier, and captures all comments. Internal review and edits should be made through the Agreement Review task prior to submitting a new round.

1. Select the supplier contact who will review the documents
2. Specify a Due Date and enter any Comments
3. Submit negotiation task
4. The Supplier will receive an e-mail with the attached documents. They will login to Ariba network, go to IsDB dashboard, either accept the agreement or propose counter proposal.

If supplier provides counter proposal, You will then review the changes suggested by supplier.
Submit new rounds as needed to continue negotiating.

If supplier accepts the agreement, You will complete the negotiation task.

Ritesh Budhiraja
Please review the agreement
a [IsDB - Agreement](#) ▾

One or more documents have been submitted for your review. You have the following options:

- View the documents on the left.
- To propose document changes, edit and save all required documents locally. Add it as an attachment when you submit your Counter Proposal or Review.

[Create Counter Proposal](#) ⓘ

b [Accept Proposal](#) ⓘ

[Go back to Islamic Development Bank - TEST Dashboard](#) Desktop File Sync

Proposal Accepted **d** [OK](#) [Cancel](#)

Enter a comment **message** and, if necessary, set the **Access Control** for this comment. You can also add document attachments to support your comment. To add a document from an external source, click [Add](#) [More](#)

Message: **c**

Proposal Accepted

Access Control: (No additional restrictions) ⓘ

After you click on system reference link and login to Ariba Network, you will be directed to negotiation task list. Here, either you can accept proposal or provide deviations in counter proposal.

- a. Download and go through the agreement.
- b. Click on “Accept Proposal” to accept the proposal
- c. Enter the message to IsDB procurement team
- d. Click on “OK”

Contract Negotiation – Counter Proposal

Please review the agreement

IsDB - Agreement

One or more documents have been submitted for your review. You have the following options:

- View the documents on the left.
- To propose document changes, edit and save all required documents locally. Add it as an attachment when you submit your Counter Proposal or Review.

Create Counter Proposal

Accept Proposal

3. Appointment of the Supplier

- 3.1. IsDB hereby appoints the Supplier to provide and warrant the Services under the terms and conditions set forth in this MSA ~~and Work Assignments, and provide the Personnel, technical expertise, software, and all other things, whether of a temporary or permanent nature, required for the provision of the Services, and the Supplier accepts the appointment.~~
- 3.2. The Services shall be delivered based on IsDB working hours and timings including out of office hours during public holidays in Kingdom of Saudi Arabia.

Counter Proposal

Enter a comment **message** and, if necessary, set the **Access Control** for this comment. You can also add document attachments to support your comment. To add a document from an external source, click **Add** [More](#)

Message: Countered

Access Control:

Document

Attach Revised Document

IsDB - Agreement

IsDB - Agreement_Counterred.docx

Delete Attachment

After you click on system reference link and login to Ariba Network, you will be directed to negotiation task list. Here, either you can accept proposal or provide deviations in counter proposal. If you provide counter proposal, IsDB Procurement team will review your deviations and send back revised agreement for your acceptance

- To provide counter proposal, follow below steps
- Download and go through the agreement.
 - Make the relevant changes. Make sure you maintain the formatting and add and delete clauses in the agreement sent by IsDB and do not stop tracking
 - Click on “Counter” to accept the proposal
 - Enter the appropriate message to IsDB procurement team
 - Attach the revised agreement
 - Click on “OK”

Thank You

