

QUICK REFERENCE GUIDE



How to answer an event with Alternative Pricing Setup

Source to Pay

Contents

Overview

2

How to answer an event with Alternative Pricing Setup

3

How to answer an event with Alternative Pricing Setup

Follow the steps below to participate in an event as a supplier.

1

Login to the **Ariba Network** using valid supplier credentials.

SAP Ariba Contracts

SAP Ariba

Supplier Login

test-ccsupplier5@essity.com

Login

Forgot Username or Password

Supplier Portal and Workbench

Ariba Network is part of SAP Business Network. Now, you can see a new supplier portal and workbench. You'll also see SAP Business Network as the solution name on the login page and new portal pages.

Learn More

2

Select the **Ariba Proposals and Questionnaires** dropdown menu.

SAP Ariba Proposals and Questionnaires

ESSITY HEALTH AND HYGIENE - TEST

There are no matched postings.

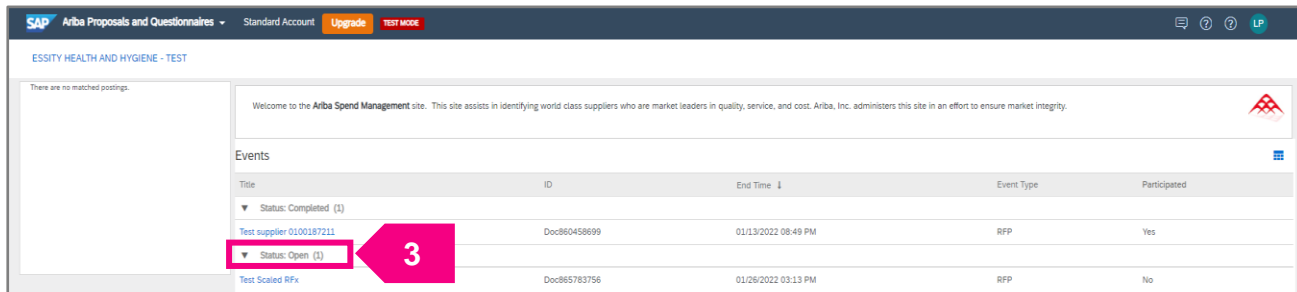
Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Events

Title	ID	End Time	Event Type	Participated
Status: Completed (15)				
1st round scales	Doc7897146742	11/10/2021 9:00 PM	RFP	Yes
RFP Danielle + Daniel	Doc796038763	11/9/2021 6:09 PM	RFP	Yes
SP Demo 102921	Doc793498922	11/3/2021 5:26 PM	RFP	Yes
SP Demo 102921	Doc790349653	10/29/2021 9:19 PM	RFP	Yes
RFP Template	Doc789029335	10/28/2021 6:41 PM	RFP	Yes
2nd Round_Scales	Doc784308845	10/22/2021 8:42 PM	RFP	Yes
RFP Tender_RS	Doc782016701	10/20/2021 8:48 PM	RFP	Yes

How to answer an event with Alternative Pricing Setup

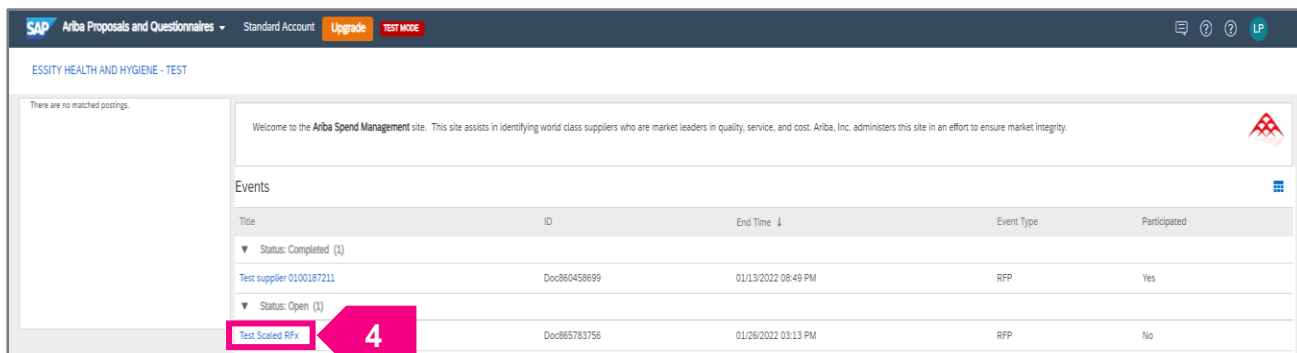
3 Go to the **Open** events section.



The screenshot shows the SAP Ariba Spend Management interface. The 'Events' table has columns: Title, ID, End Time, Event Type, and Participated. A dropdown menu is open under the 'Status' column, showing 'Status: Completed (1)' and 'Status: Open (1)'. The 'Status: Open (1)' option is highlighted with a red box and a red arrow labeled '3'.

Title	ID	End Time	Event Type	Participated
▼ Status: Completed (1)				
Test supplier 0100187211	Doc860458699	01/13/2022 08:49 PM	RFP	Yes
▼ Status: Open (1)				
Test Scaled RFx	Doc865783756	01/26/2022 03:13 PM	RFP	No

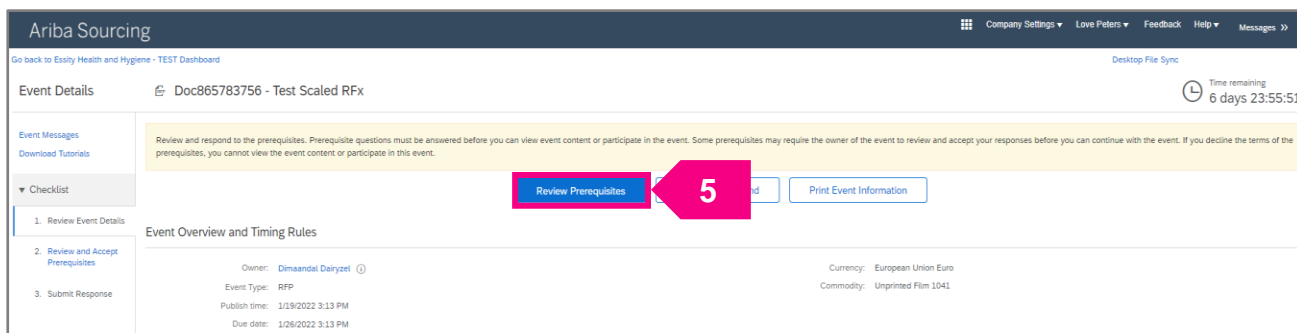
4 Click the **event** to open it.



The screenshot shows the same SAP Ariba Spend Management interface. The 'Test Scaled RFx' event is highlighted with a red box and a red arrow labeled '4'.

Title	ID	End Time	Event Type	Participated
▼ Status: Completed (1)				
Test supplier 0100187211	Doc860458699	01/13/2022 08:49 PM	RFP	Yes
▼ Status: Open (1)				
Test Scaled RFx	Doc865783756	01/26/2022 03:13 PM	RFP	No

5 Click the **Review Prerequisites** button.



The screenshot shows the SAP Ariba Sourcing 'Event Details' page for 'Doc865783756 - Test Scaled RFx'. The 'Review Prerequisites' button is highlighted with a red box and a red arrow labeled '5'. The page includes a checklist on the left, a main content area with a warning message, and a 'Review Prerequisites' button.

Event Details: Doc865783756 - Test Scaled RFx

Time remaining: 6 days 23:55:51

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.

Review Prerequisites

Print Event Information

Event Overview and Timing Rules

Owner: Dimaandil Deliyet

Event Type: RFP

Publish time: 1/19/2022 3:13 PM

Due date: 1/26/2022 3:13 PM

Currency: European Union Euro

Commodity: Unprinted Film 1041

How to answer an event with Alternative Pricing Setup

6 Check the I accept the terms of this agreement radio button.

Prerequisites

Doc865783756 - Test Scaled RFx

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Submit Response

Prerequisites must be completed prior to participation in the event.

Bidder Agreement

In consideration of the opportunity to participate in an on-line event (On-Line Event) held and conducted by Essity Hygiene and Health AB and/or any other Essity group company on its own behalf and/or on behalf of any of its affiliates (individually or collectively, 'Essity') on this web site (the 'Site') hosted by Ariba, Inc. ('Site Owner'), your company ('Participant' or 'You'), on its own behalf and/or on behalf of any of its affiliates (if applicable), agrees to the following terms and conditions ('Bidder Agreement'):

1. Bids. Participant agrees to submit bids for this On-Line Event only through the Site and not via any other means, such as e-mail or post. Submission of a bid constitutes a firm offer from Participant. Essity reserves the right to accept or reject all or part of the bid, at its sole discretion. Acceptance of a bid by Essity shall not create a binding commercial agreement with Participant (e.g., development agreement, supply agreement), nor shall it be deemed an acceptance of any general terms and conditions included in or referred to in the Participant's bid. Essity reserves the right to modify or withdraw this On-Line Event at any time. In the event of modification, You will be invited to update your bid as applicable.

2. On-line Event Details. In order to participate in this On-Line Event, Participant shall further review and fulfill the requirements set forth in the On-Line Event Details included on this Site.

3. Confidentiality. Each party shall not disclose any information not publicly available ('Confidential Information') provided by or on behalf of the other party pursuant to or in connection with this On-Line Event, whether such information is disclosed orally, in writing, by demonstration or otherwise, as well as bids or offers made by Participant as a result of this Bidder Agreement, to any third party, nor use such Confidential Information for purposes other than that set forth in this Bidder Agreement, without the disclosing party's prior written consent. Disclosure of Confidential Information shall be limited to those officers, employees, consultants and/or agents of the receiving party who have a need to know and who are bound by confidentiality obligations no less stringent than those contained herein. These secrecy obligations shall survive for a period of five (5) years from the Due Date specified in the On-Line Event Details, except with respect to information that constitutes a trade secret, in which case such obligations shall survive for so long as such information is not publicly known. If, as an outcome of this On-Line Event, Participant and Essity decide to enter into a commercial agreement (e.g., development agreement, supply agreement), secrecy obligations between the parties shall be regulated by such respective agreement.

4. Ethical Conduct and Compliance. The parties shall adopt fair, ethical and responsible sourcing practices in this On-Line Event. Participant shall be solely responsible for all of its activities on the Site, in particular but without limitation, for any messages, data or contents provided by it and its users and shall not use the Site: (a) for any illegal, unlawful or unauthorized purpose; (b) to violate any laws and regulations; (c) to submit false or misleading information; (d) to upload or transmit viruses or any other type of malicious code that may affect the functionality or operation of the Site; (e) to collect or track the personal data of others.

5. Essity Global Supplier Standard
Essity's Global Supplier Standard ('GSS') published on www.essity.com/gss, sets out the minimum requirements that Essity expects its suppliers to fulfill in the areas of code of conduct, quality, environment and product safety. Essity regards compliance with the GSS of a prime importance when taking decisions to enter into or continue contractual relationships with its suppliers. Therefore, Essity expects your commitment to comply with the requirements set forth in the GSS in the event of Your selection as a potential supplier to Essity as a result of this On-Line Event. The inability to commit to such compliance will substantially impede the Essity's Supplier Onboarding Process, and subsequent negotiation of a potential commercial contract.

6. Governing Law - Disputes
This Bidder Agreement shall be governed by and construed in accordance with the laws of Sweden without reference to its conflict-of-laws provisions. The UN Convention on Contracts for the International Sale of Goods shall be explicitly excluded.
Any dispute, controversy or claim arising out of or in connection with this Bidder Agreement, or the breach, termination or invalidity thereof, shall be finally settled by arbitration in accordance with the rules of the Arbitration Institute of the Stockholm Chamber of Commerce (the 'SCC').
The Rules for Expedited Arbitrations shall apply, unless the SCC in its discretion determines, taking into account the complexity of the case, the amount in dispute and other circumstances, that the Arbitration Rules shall apply. In the latter case, the SCC shall also decide whether the Arbitral Tribunal shall be composed of one or three arbitrators. The seat of arbitration shall be Stockholm. The language to be used shall be English.

☒ I accept the terms of this agreement.

☐ I do not accept the terms of this agreement.

OK

Cancel

7 Click the OK button.

Prerequisites

Doc865783756 - Test Scaled RFx

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Submit Response

Prerequisites must be completed prior to participation in the event.

Bidder Agreement

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1. Bids. Participant agrees to submit bids for this On-Line Event only through the Site and not via any other means, such as e-mail or post. Submission of a bid constitutes a firm offer from Participant. Essity reserves the right to accept or reject all or part of the bid, at its sole discretion. Acceptance of a bid by Essity shall not create a binding commercial agreement with Participant (e.g., development agreement, supply agreement), nor shall it be deemed an acceptance of any general terms and conditions included in or referred to in the Participant's bid. Essity reserves the right to modify or withdraw this On-Line Event at any time. In the event of modification, You will be invited to update your bid as applicable.

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☒ I accept the terms of this agreement.

☐ I do not accept the terms of this agreement.

OK

Cancel

How to answer an event with Alternative Pricing Setup

8 Click the **OK** button again.

Doc865783756 - Test Scaled RFx

Prerequisites must be completed prior to participation in the event.

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2. On-line Event Details. In order to participate in this On-Line Event, Participant shall further review and accept the details included on this Site.

3. Confidentiality. Each party shall not disclose any information not publicly available (Confidential Information) as a result of this Bidder Agreement, to any third party, nor use such Confidential Information for any purpose other than that set forth in this Bidder Agreement, without the disclosing party's prior written consent. Disclosure of Confidential Information shall be limited to those officers, employees, consultants and/or agents of the disclosing party who are bound by confidentiality obligations no less stringent than those contained herein. The disclosing party shall constitute a trade secret, in which case such obligations shall survive for so long as such information is not publicly known. The obligations between the parties shall be regulated by such respective agreement.

4. If, as an outcome of this On-Line Event, Participant and Essity decide to enter into a commercial agreement, Participant shall be notified via the Site.

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Submit this agreement?

Click OK to submit.

OK

I accept the terms of this agreement.

9 Click the **Select Lots** button.

Ariba Sourcing

Company Settings | Love Peters | Feedback | Help

Go back to Essity Health and Hygiene - TEST Dashboard

Desktop File Sync

Time remaining 6 days 23:51:29

Event Details

Doc865783756 - Test Scaled RFx

Download Content

Review Prerequisites

Select Lots

Submission

Event Messages

Download Tutorials

Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots/Line Items

4. Submit Response

Event Contents

All Content

2. Commercial Line Item

Primary

Commercial Line Item

(Section 1 of 1)

1

2 Commercial Line Item

Event Overview and Timing Rules

Owner: Dimaandai Daryazet

Event Type: RFP

Publish time: 1/19/2022 3:13 PM

Due date: 1/26/2022 3:13 PM


Currency: European Union Euro

Commodity: Unprinted Film 1041

Love Peters (SmileaTestDirectv2011322@text.com) last visited 18 Jan 2022 11:14:51 PM Smilea Test Direct v2 011322 AX111024850975-T

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 essity

5

How to answer an event with Alternative Pricing Setup

Option 1

10 Select the **Lots/Line Items** tab.

Ariba Sourcing

Go back to Esalty Health and Hygiene - TEST Dashboard

Desktop File Sync

Select Lots Doc865783756 - Test Scaled RFx 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/Line Items
4. Submit Response

Select Lots/Line Items

Lots Available for Bidding

<input checked="" type="checkbox"/>	Name	Reason for not bidding
<input checked="" type="checkbox"/>	3 PEUNPR ZEWIA JUMBO 690/1380 x 0,04	
	PEUNPR ZEWIA JUMBO 690/1380 x 0,04	
<input checked="" type="checkbox"/>	4 PEUNPR TORK LP 590X1180 40MY	
	PEUNPR TORK LP 590X1180 40MY	
<input checked="" type="checkbox"/>	5 PEUNPR PLASTIC COV KIRKAS LD 50X460/120	
	PEUNPR PLASTIC COV KIRKAS LD 50X460/120	

Confirm Selected Lots/Line Items

11 Check the **tick box** field.

Ariba Sourcing

Go back to Esalty Health and Hygiene - TEST Dashboard

Desktop File Sync

Select Lots Doc865783756 - Test Scaled RFx 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.

Select Lots/Line Items Select Using Excel

Lots Available for Bidding

<input checked="" type="checkbox"/>	Name	Reason for not bidding
<input checked="" type="checkbox"/>	3 PEUNPR ZEWIA JUMBO 690/1380 x 0,04	
	JUMBO 690/1380 x 0,04	
<input checked="" type="checkbox"/>	4 PEUNPR TORK LP 590X1180 40MY	
	LP 590X1180 40MY	
<input checked="" type="checkbox"/>	5 PEUNPR PLASTIC COV KIRKAS LD 50X460/120	
	PEUNPR PLASTIC COV KIRKAS LD 50X460/120	

Confirm Selected Lots/Line Items

How to answer an event with Alternative Pricing Setup

Option 1

12 Click the **Confirm Selected Lots/Line Items** button.

Ariba Sourcing

Go back to Esdly Health and Hygiene - TEST Dashboard

Desktop File Sync

Company Settings | Love Pictors | Help

Select Lots

Doc865783756 - Test Scaled RFx

Cancel

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots/Line Items

4. Submit Response

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.

Select Lots/Line Items

Select Using Excel

Lots Available for Bidding

<input checked="" type="checkbox"/>	Name	Reason for not bidding
<input checked="" type="checkbox"/>	3 PEUNPR ZEWA JUMBO 690X1380 x 0,04 PEUNPR ZEWA JUMBO 690X1380 x 0,04	
<input checked="" type="checkbox"/>	4 PEUNPR TORK LP 590X1180 40MY PEUNPR TORK LP 590X1180 40MY	
<input checked="" type="checkbox"/>	5 PEUNPR PLASTIC COV KIRKAS LD 50X460/120 PEUNPR PLASTIC COV KIRKAS LD 50X460/120	

Confirm Selected Lots/Line Items

How to answer an event with Alternative Pricing Setup

Option 2

10 Click the **Select Using Excel** tab.

Ariba Sourcing

< Go back to Essity Health and Hygiene - TEST Dashboard

Select LotsDoc865783756 - Test Scaled RFx

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots/Line Items

4. Submit Response

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.

Select Lots/Line Items

Select Using Excel

You have been invited to 3 lot(s). To sign up to participate in some or all of these lots, follow the instructions below.

Step 1.

Click "Download Content" to download and review your event in an Excel Spreadsheet. Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

Download Content

Download Attachments

Step 2.

Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

Step 3.

Locate the saved Excel file on your computer using the Browse button.

Choose File

No file chosen

Or drop file here

Step 4.

Click **Upload** to import the contents of the Excel file to your event. Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.

Upload

11 Click the **Download Content** button.

Ariba Sourcing

< Go back to Essity Health and Hygiene - TEST Dashboard

Select LotsDoc865783756 - Test Scaled RFx

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots/Line Items

4. Submit Response

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.

Select Lots/Line Items

Select Using Excel

You have been invited to 3 lot(s). To sign up to participate in some or all of these lots, follow the instructions below.

Step 1.

Click "Download Content" to download and review your event in an Excel Spreadsheet. Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

Download Content

Download Attachments

Step 2.

Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

Step 3.

Locate the saved Excel file on your computer using the Browse button.

Choose File

No file chosen

Or drop file here

Step 4.

Click **Upload** to import the contents of the Excel file to your event. Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.

Upload

How to answer an event with Alternative Pricing Setup

Option 2

12 In an excel file go to the **Other Content** tab.

Number	Name	Alternative	Bundle or Tier Name	Tier Range	Description	Intend To Respond	Reason for not bidding	Currency	Unit of Measure	Converting Price	Quantity	Material Number	Raw Material Cost	Shipping Cost
1	Specification details				PE/UNPR ZEWIA JUMBO 690/1380 x 0.04			EUR	Kilogram		15	00000000560001	10.79	
3	PE/UNPR TORK LP 590X1180				PE/UNPR TORK LP 590X1180 40MY			EUR	Kilogram		25	00000000560001	11.31	
5	PE/UNPR PLASTIC COV KIRKAS LD 50X469/120				PE/UNPR PLASTIC COV KIRKAS LD 50X469/120			EUR	Kilogram		30	00000000560000	9.65	

13 Populate the **Intend to Respond** column with value **Yes** if you want to select the items for bidding, otherwise, input **No**.

Number	Name	Alternative	Bundle or Tier Name	Tier Range	Description	Intend To Respond	Reason for not bidding	Currency	Unit of Measure	Converting Price	Quantity	Material Number	Raw Material Cost	Shipping Cost
1	Specification details				PE/UNPR ZEWIA JUMBO 690/1380 x 0.04	Yes			Kilogram		15	00000000560001	10.79	
3	PE/UNPR TORK LP 590X1180				PE/UNPR TORK LP 590X1180 40MY	Yes			Kilogram		25	00000000560001	11.31	
5	PE/UNPR PLASTIC COV KIRKAS LD 50X469/120				PE/UNPR PLASTIC COV KIRKAS LD 50X469/120	Yes			Kilogram		30	00000000560000	9.65	

How to answer an event with Alternative Pricing Setup

Option 2

14 Save the file using **Ctrl+S** keys on your keyboard.

15 On the Ariba Network click **Choose File** to select previously saved excel document.

How to answer an event with Alternative Pricing Setup

Option 2

16 Click the **Upload** button.

The screenshot shows the 'Ariba Sourcing' interface for the 'Doc865783756 - Test Scaled RFx' event. On the left is a 'Checklist' with four items: '1. Review Event Details', '2. Review and Accept Prerequisites', '3. Select Lots/Line Items', and '4. Submit Response'. The main area contains instructions for selecting lots. A blue box highlights the 'Upload' button at the bottom of the instructions, with a red arrow and the number '16' pointing to it. The instructions include steps for downloading content, declaring intent, and uploading the Excel file.

17 Click the **Use Selected Lots** button.

This screenshot shows the same 'Ariba Sourcing' interface as the previous one, but with a confirmation dialog box overlaid. The dialog box has a green checkmark and the text 'Upload completed successfully'. It also states 'You are invited to participate in 3 lot(s), and have selected 3 of them.' and 'Note: You can return and select additional lots at a later time.' The 'Use Selected Lots' button is highlighted with a red arrow and the number '17'.

How to answer an event with Alternative Pricing Setup

18 Go to the **Submit Response** tab.

The screenshot shows the Ariba Sourcing interface for a 'Test Alternative RFx' event. The left sidebar contains a 'Checklist' with four items: 'Review Event Details', 'Review and Accept Prerequisites', 'Select Lots/Line Items', and 'Submit Response'. The 'Submit Response' item is highlighted with a red box and a red arrow labeled '18'. The main content area shows the 'All Content' tab with a list of items. Item 1 is 'Instruction for suppliers on how to bid' and Item 2 is 'Technical Specification'. Item 3 is a 'Commercial Line Item' with details: 'BO,59119,ASDA NB 52 Mn 4x44p,2019RL, FSC'. The right side of the interface shows the 'Extended Price' section with fields for 'Raw Material Cost' (100 EUR per unit), 'Shipping Cost' (50 EUR per unit), and 'Manufacturing Cost' (200 EUR per unit). The 'Total Unit Price' is calculated as 350 EUR per unit. The 'Do you want to quote an alternative material?' field is set to 'Yes'.

Option 1

19 Populate the **Raw Material Cost**, **Shipping Cost**, **Manufacturing Cost** and **Do you want to quote for an alternative material?** fields with data. Note that there are reference files for “Instruction for suppliers on how to bid” and “Technical Specification Sheet” located in items 1 and 2.

The screenshot shows the Ariba Sourcing interface for a 'Test Alternative RFx' event. The left sidebar contains a 'Checklist' with four items: 'Review Event Details', 'Review and Accept Prerequisites', 'Select Lots/Line Items', and 'Submit Response'. The 'Submit Response' item is highlighted with a red box and a red arrow labeled '19'. The main content area shows the 'All Content' tab with a list of items. Item 1 is 'Instruction for suppliers on how to bid' and Item 2 is 'Technical Specification'. Item 3 is a 'Commercial Line Item' with details: 'BO,59119,ASDA NB 52 Mn 4x44p,2019RL, FSC'. The right side of the interface shows the 'Extended Price' section with fields for 'Raw Material Cost' (100 EUR per unit), 'Shipping Cost' (50 EUR per unit), and 'Manufacturing Cost' (200 EUR per unit). The 'Total Unit Price' is calculated as 350 EUR per unit. The 'Do you want to quote an alternative material?' field is set to 'Yes'.

How to answer an event with Alternative Pricing Setup

Option 1

- 20
- Click the **Update Totals** button when directly populating the required fields in the user interface.

Arriba Sourcing

Go back to Essity Health and Hygiene - TEST Dashboard

Company Settings Love Peters Feedback Help Messages

Desktop File Sync

Time remaining 6 days 23:39:04

Console

Doc866133051 - Test Alternative RFx

Event Messages

Response History

Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Line/Line Items

4. Submit Response

Event Contents

All Content

3 Commercial Line Item

Primary

All Content

Name	Extended Price
1 Instruction for suppliers on how to bid	References
2 Technical Specification	References
3 Commercial Line Item	
4 BO,59119,ASDA NB S2 Mn 4x44p,2019RL, FSC	Less
BO,59119,ASDA NB S2 Mn 4x44p,2019RL, FSC	
Material Number:	00000000004054702
Quantity:	17 Pieces
Raw Material Cost:	100 EUR per unit
Shipping Cost:	50 EUR per unit
Manufacturing Cost:	200 EUR per unit
Total Unit Price:	
Do you want to quote an alternative material?:	Yes
Alternative Material:	More
5 BO,57773,KRUIDVAT S1(NB) 8x20p,RL20	More
6 BO, Unprinted	More

(*) indicates a required field

Submit Entire Response

Update Totals

Compose Message

Excel Import

- 21
- Click the **Submit Entire Response** button.

Arriba Sourcing

Go back to Essity Health and Hygiene - TEST Dashboard

Company Settings Love Peters Feedback Help Messages

Desktop File Sync

Time remaining 6 days 23:39:04

Console

Doc866133051 - Test Alternative RFx

Event Messages

Response History

Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Line/Line Items

4. Submit Response

Event Contents

All Content

3 Commercial Line Item

Primary

All Content

Name	Extended Price
1 Instruction for suppliers on how to bid	References
2 Technical Specification	References
3 Commercial Line Item	
4 BO,59119,ASDA NB S2 Mn 4x44p,2019RL, FSC	Less
BO,59119,ASDA NB S2 Mn 4x44p,2019RL, FSC	
Material Number:	00000000004054702
Quantity:	17 Pieces
Raw Material Cost:	100 EUR per unit
Shipping Cost:	50 EUR per unit
Manufacturing Cost:	200 EUR per unit
Total Unit Price:	
Do you want to quote an alternative material?:	Yes
Alternative Material:	More
5 BO,57773,KRUIDVAT S1(NB) 8x20p,RL20	More
6 BO, Unprinted	More

(*) indicates a required field

Submit Entire Response

Save draft

Compose Message

Excel Import

How to answer an event with Alternative Pricing Setup

Option 2

19 Click the **Excel Import** button when populating the required fields in the user interface via excel upload.

Ariba Sourcing

Go back to Essity Health and Hygiene - TEST Dashboard

Company Settings Love Peters Feedback Help Messages

Desktop File Sync

Time remaining 6 days 23:39:04

Console Doc866133051 - Test Alternative RFx

Event Messages Response History

▼ Checklist

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

▼ Event Contents

All Content

3 Commercial Line Item

All Content

1 Instruction for suppliers on how to bid

2 Technical Specification

3 Commercial Line Item

4 BO.59119.ASDA NB 52 Mm 4x44p.2019RL, PSC

BO.59119.ASDA NB 52 Mm 4x44p.2019RL, PSC

Material Number: 000000000004054702

Quantity: 17 Pieces

Raw Material Cost: EUR per unit

Shipping Cost: EUR per unit

Manufacturing Cost: EUR per unit

Total Unit Price:

Do you want to quote an alternative material?:

Alternative Material:

5 BO.57773.KRUIDVAT S1(NB) 4x20p.RL20

6 BO, Unprinted

(*) indicates a required field

Submit Entire Response Update Totals Save draft Compose Message Excel Import

20 Click the **Download Content** button.

Ariba Sourcing

Go back to Essity Health and Hygiene - TEST Dashboard

Company Settings Love Peters Help

Desktop File Sync

Import Response from Excel

Done

This page allows you to export and Import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment.

Step 1. Click "Download Content" to download the event in an Excel Spreadsheet. **20** Download Content

Step 2. Declare your intention to respond in the Excel spreadsheet and save the file to your computer.

Step 3. Locate the saved Excel file on your computer using the Browse button. Choose File No file chosen Or drop file here

Step 4. Click Upload to import the contents of the Excel file to your event. Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response. Upload

How to answer an event with Alternative Pricing Setup

Option 2

21 In an excel file go to the **Other Content** tab.

Number	Name	Alternative	Bundle or Tier Name	Tier Range	Description	Currency	Unit of Measure	Material Number	Quantity	Raw Material Cost	Shipping Cost	Manufacturing Cost	Do you want to quote an alternative material?	Alternative Material
1	Help And Options. Click on the + sign on the left for more information to fill out the cells													
2	Instruction for suppliers on how to bid													
3	Technical Specification													
4	BO.59119.ASDA NB S2 Mn													
5	4x44p.2019Rt. FSC													
6	BO.57773.KRUDVAT S1(NB)													
7	8x20p.Rt.20													
8	BO, Unprinted													
9														
10														
11														
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39														

22 Populate the **Raw Material Cost**, **Shipping Cost**, **Manufacturing Cost** and **Do you want to quote for an alternative material?** fields with data.

Number	Name	Alternative	Bundle or Tier Name	Tier Range	Description	Currency	Unit of Measure	Material Number	Quantity	Raw Material Cost	Shipping Cost	Manufacturing Cost	Do you want to quote an alternative material?	Alternative Material
1	Help And Options. Click on the + sign on the left for more information to fill out the cells													
2	Instruction for suppliers on how to bid													
3	Technical Specification													
4	BO.59119.ASDA NB S2 Mn													
5	4x44p.2019Rt. FSC													
6	BO.57773.KRUDVAT S1(NB)													
7	8x20p.Rt.20													
8	BO, Unprinted													
9														
10														
11														
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How to answer an event with Alternative Pricing Setup

Option 2

23 Save the file using **Ctrl+S** keys on your keyboard.

Number	Name	Alternative	Bundle or Tier Name	Tier Range	Description	Currency	Unit of Measure	Material Number	Quantity	Raw Material Cost	Shipping Cost	Manufacturing Cost	Do you want to quote an alternative material?	Alternative Material
1	Help And Options. Click on the + sign on the left for more information to fill out the cells													
2	Instruction for suppliers on how to bid													
3	Technical Specification													
4	BO.59119.ASDA NB S2 Mn				BO.59119.ASDA NB S2 Mn	EUR	Pieces	000000000000405	17	100	50	80	Yes	
5	4x44p.2019Rt. FSC				4x44p.2019Rt. FSC	EUR	Pieces	000000000000405	6	120	50	70	Yes	
6	BO.5773.KRUDVAT S1(NB)				BO.5773.KRUDVAT S1(NB)	EUR	Pieces	000000000000405	3	80	50	120	Yes	
7	8x20p.Rt.20				8x20p.Rt.20	EUR	Pieces	000000000000405	3	80	50	120	Yes	
8	BO, Unprinted				BO, Unprinted	EUR	Pieces	5500						

24 On the Ariba Network click **Choose File** to select previously saved excel document.

Ariba Sourcing

Go back to Essity Health and Hygiene - TEST Dashboard

Import Response from Excel

This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment.

Step 1. Click "Download Content" to download and review your event in an Excel Spreadsheet. Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

[Download Content](#) [Download Attachments](#)

Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

Step 3. Locate the saved Excel file on your computer using the Browse button.

Choose File Test Alternative RFx (1).xls

Or drop file here

Step 4. Click **Upload** to import the contents of the Excel file to your event. Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.

[Upload](#)

How to answer an event with Alternative Pricing Setup

Option 2

25 Click the **Upload** button.

Ariba Sourcing

Go back to Essity Health and Hygiene - TEST Dashboard

Import Response from Excel

This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment.

Step 1.

Click "Download Content" to download and review your event in an Excel Spreadsheet.
Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

Download Content

Download Attachments

Step 2.

Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

Step 3.

Locate the saved Excel file on your computer using the Browse button.

Choose File | Test Alternative RFx (1).xls
Or drop file here

Step 4.

Click **Upload** to import the contents of the Excel file to your event.
Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.

Upload

25

26 Click the **Update Totals** button.

Ariba Sourcing

Go back to Essity Health and Hygiene - TEST Dashboard

Console

Doc866133051 - Test Alternative RFx

Desktop File Sync

Time remaining
6 days 23:01:12

Event Messages
Response History

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots/Line Items

4. Submit Response

▼ Event Contents

All Content

3 Commercial Line Item

Primary

All Content

Name	Extended Price
1. Instruction for suppliers on how to bid	References
2. Technical Specification	References
3. Commercial Line Item	
4. BO.59119.ASDA NB 52 Mn 4x44p.2019RL, PSC	Less... €3,910.00 EUR
BO.59119.ASDA NB 52 Mn 4x44p.2019RL, PSC	
Material Number: 00000000004054702	
Quantity: 17 Pieces	
Raw Material Cost:	€100.00 EUR per unit
Shipping Cost:	€50.00 EUR per unit
Manufacturing Cost:	€80.00 EUR per unit
Total Unit Price: €230.00 EUR	
Do you want to quote an alternative material?: Yes	

Submit Entire Response

Update Totals

26

Compose Message

Excel Import

How to answer an event with Alternative Pricing Setup

Option 2

27 Click the **Submit Entire Response** button.

Ariba Sourcing

Go back to Essity Health and Hygiene - TEST Dashboard

Company Settings Love Peters Feedback Help

Desktop File Sync

Time remaining
6 days 23:01:12

Console

Doc866133051 - Test Alternative RFX

Event Messages
Response History

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots/Line Items

4. Submit Response

▼ Event Contents

All Content

3 Commercial Line Item

Primary

All Content

Name	Extended Price
1 Instruction for suppliers on how to bid	References
2 Technical Specification	References
3 Commercial Line Item	
4 BO.59119.ASDA NB 52 Mn 4x44p.2019Rt, FSC	Leas... €3,910.00 EUR
BO.59119.ASDA NB 52 Mn 4x44p.2019Rt, FSC	
Material Number: 00000000004054702	
Quantity: 17 Pieces	
Raw Material Cost:	* €100.00 EUR per unit
Shipping Cost:	* €50.00 EUR per unit
Manufacturing Cost:	* €90.00 EUR per unit
Total Unit Price: €230.00 EUR	
Do you want to quote an alternative material?: Yes	

(*) indicates a required field

Submit Entire Response

27

Save draft

Compose Message

Excel Import

How to answer an event with Alternative Pricing Setup

28 If there is an **Alternative Pricing** solution, click the **Create Alternative** dropdown menu.

The screenshot shows the Ariba Sourcing console for a bid event. On the left, a checklist highlights '4. Submit Response'. The main area shows a table of bid items. A red box highlights the 'Create Alternative' dropdown menu, which is open, showing options: 'Create', 'Pricing Alternative', 'Delete', and 'Alternative'. A red arrow labeled '28' points to this menu. The table below lists items with their extended prices.

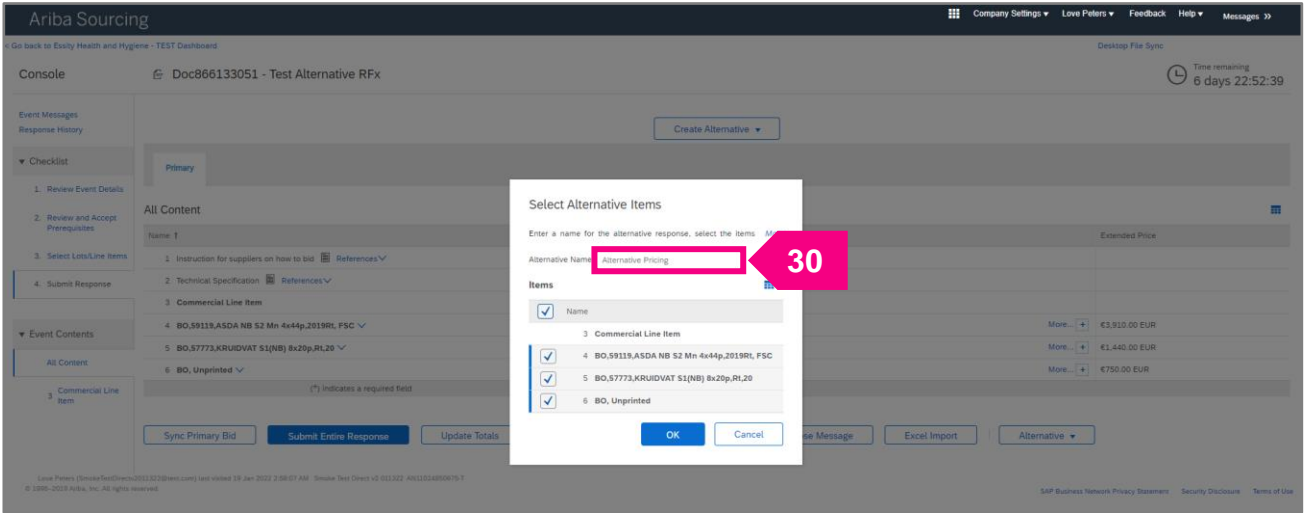
Name	Extended Price
1. Instruction for suppliers on how to bid	
2. Technical Specification	
3. Commercial Line Item	
4. BO, 59119, ASDA NB 52 Mn 4x44p, 2019RL, FSC	€3,910.00 EUR
5. BO, 57773, KRUIDVAT S1(NB) 8x20p, RL20	€1,440.00 EUR
6. BO, Unprinted	€750.00 EUR

29 Click the **Pricing Alternative** button.

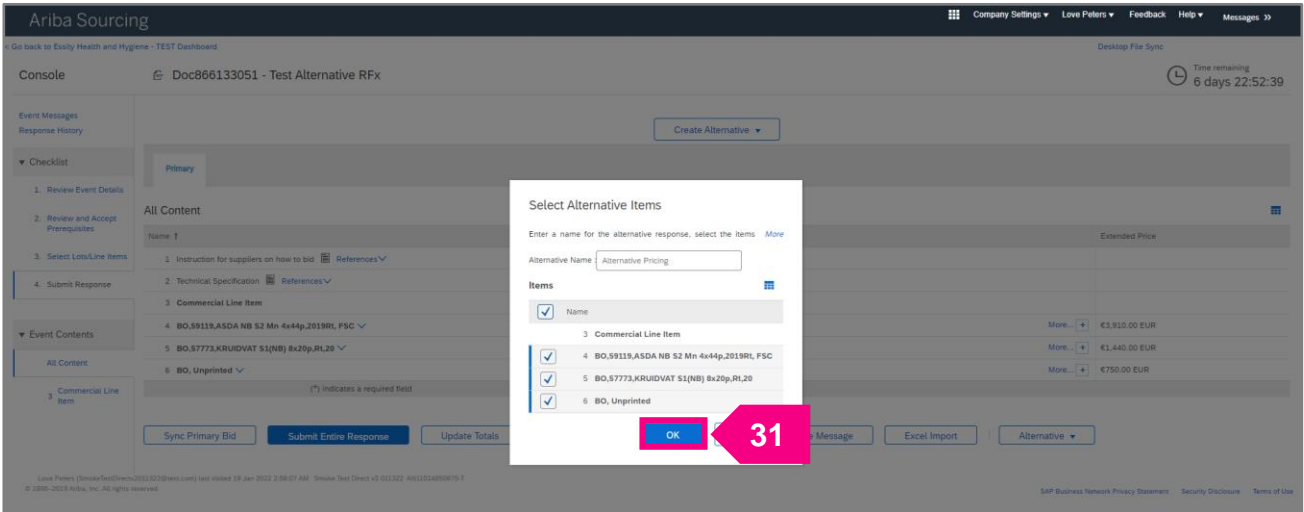
This screenshot is identical to the previous one, but the 'Pricing Alternative' option in the dropdown menu is highlighted with a red box. A red arrow labeled '29' points to this option. The rest of the interface, including the checklist and the table of bid items, remains the same.

How to answer an event with Alternative Pricing Setup

30 Fill in the **Alternative Name** field.



31 Click the **OK** button when all items for alternative pricing will be selected by **ticking the check box**.



How to answer an event with Alternative Pricing Setup

Option 1

32 Populate the **Alternative Material** field with data.

Ariba Sourcing

Go back to Essity Health and Hygiene - TEST Dashboard

Console Doc866133051 - Test Alternative RFx

Desktop File Sync

Time remaining: 6 days 22:51:16

Event Messages
Response History

Create Alternative

Primary Alternative Pricing

All Content

Name	Extended Price
3 Commercial Line Item	
4 BO.59119.ASDA NB 52 Mn 4x44p.2019Rt, PSC	Less... €3,910.00 EUR
BO.59119.ASDA NB 52 Mn 4x44p.2019Rt, PSC	
Material Number: 000000000004054702	
Quantity: 17 Pieces	
Raw Material Cost:	* €100.00 EUR per unit
Shipping Cost:	* €50.00 EUR per unit
Manufacturing Cost:	* €80.00 EUR per unit
Total Unit Price:	€230.00 EUR
Do you want to quote an alternative material?: * Yes	
Alternative Material:	Test Material
More...	€1,440.00 EUR

(*) indicates a required field

Pricing Sync Primary Bid Submit Entire Response Update Totals Reload Last Bid Save draft Compose Message Excel Import Alternative

33 Click the **Submit Entire Response** button when directly populating the required fields in the user interface.

Ariba Sourcing

Go back to Essity Health and Hygiene - TEST Dashboard

Console Doc866133051 - Test Alternative RFx

Desktop File Sync

Time remaining: 6 days 22:51:16

Event Messages
Response History

Create Alternative

Primary Alternative Pricing

All Content

Name	Extended Price
3 Commercial Line Item	
4 BO.59119.ASDA NB 52 Mn 4x44p.2019Rt, PSC	Less... €3,910.00 EUR
BO.59119.ASDA NB 52 Mn 4x44p.2019Rt, PSC	
Material Number: 000000000004054702	
Quantity: 17 Pieces	
Raw Material Cost:	* €100.00 EUR per unit
Shipping Cost:	* €50.00 EUR per unit
Manufacturing Cost:	* €80.00 EUR per unit
Total Unit Price:	€230.00 EUR
Do you want to quote an alternative material?: * Yes	
Alternative Material:	Test Material
More...	€1,440.00 EUR

(*) indicates a required field

Pricing Sync Primary Bid Submit Entire Response Reload Last Bid Save draft Compose Message Excel Import Alternative

How to answer an event with Alternative Pricing Setup

Option 2

32 Click the **Excel Import** button when populating the required fields in the user interface via excel upload.

The screenshot shows the Ariba Sourcing interface for a 'Commercial Line Item'. The 'All Content' tab is selected. The item details include:

- Item Name: 4 BO.59119.ASDA NB 52 Mn 4x44p.2019Rt, FSC
- Material Number: 000000000004054702
- Quantity: 17 Pieces
- Raw Material Cost: €100.00 EUR per unit
- Shipping Cost: €50.00 EUR per unit
- Manufacturing Cost: €80.00 EUR per unit
- Total Unit Price: €230.00 EUR

At the bottom of the page, the 'Excel Import' button is highlighted with a red box and a callout '32'.

33 Click the **Download Content** button.

The screenshot shows the Ariba Sourcing 'Import Response from Excel' page. The page contains the following steps:

- Click "Download Content" to download and review your event in an Excel Spreadsheet. Skip this step if you wish to import an already uploaded file. If you want to start over, click "Download Original Excel Bid Sheets".
- Declare your intention to respond in the Excel spreadsheet and save the file to your computer.
- Locate the saved Excel file on your computer using the Browse button. Choose File No file chosen. Or drop file here.
- Click Upload to import the contents of the Excel file to your event. Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.

The 'Download Content' button is highlighted with a red box and a callout '33'.

How to answer an event with Alternative Pricing Setup

Option 2

34

In an excel file go to the **Other Content** tab.

AutoSave Test Alternative R(x 2) - Compatibility Mode - Excel Search

File Home Insert Page Layout Formulas Data Review View Help

P24

Not set

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	Number	Name	Alternative	Bundle or Tier Name	Tier Range	Description	Currency	Unit of Measure	Material Number	Quantity	Raw Material Cost	Shipping Cost	Manufacturing Cost	Do you want to quote an alternative material?	Alternative Material
1		Instruction for suppliers on how to bid													
2		Help And Options. Click on the + sign on the left for more information to fill out the cells.													
3		Technical Specification													
4		BO.59119.ASDA NB S2 Mh				BO.59119.ASDA NB S2 Mh	EUR	Pieces	000000000000405	17	100	50	80	Yes	
5		4x44p.2019R1, FSC				4x44p.2019R1, FSC	EUR	Pieces	4702		120	50	70	Yes	
6		BO.57773.KRUIDVAT S1(NB)				BO.57773.KRUIDVAT S1(NB)	EUR	Pieces	5203		80	50	120	Yes	
7		8x20p Rr.20				8x20p Rr.20	EUR	Pieces	000000000000405	3					
8		BO, Unprinted				BO, Unprinted	EUR	Pieces	5500						
9		BO.59119.ASDA NB S2 Mh	Alternative Pricing			BO.59119.ASDA NB S2 Mh	EUR	Pieces	000000000000405	17	100	50	80	Yes	
10		4x44p.2019R1, FSC	Alternative Pricing			4x44p.2019R1, FSC	EUR	Pieces	4702		120	50	70	Yes	
11		BO.57773.KRUIDVAT S1(NB)	Alternative Pricing			BO.57773.KRUIDVAT S1(NB)	EUR	Pieces	000000000000405	6					
12		8x20p Rr.20	Alternative Pricing			8x20p Rr.20	EUR	Pieces	5203						
13		BO, Unprinted	Alternative Pricing			BO, Unprinted	EUR	Pieces	000000000000405	3	80	50	120	Yes	
14									5500						
15															
16															
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36															

Submit Response Instructions **Other Content**

35

Populate **Alternative Material** rows with data only for those line items with **Alternative Pricing**.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
P24	Number	Name	Alternative	Bundle or Tier Name	Tier Range	Description	Currency	Unit of Measure	Material Number	Quantity	* Raw Material Cost	* Shipping Cost	* Manufacturing Cost	* Do you want to quote an alternative material?	Alternative Material
1		Help And Options. Click on the + signs on the left for more information to fill out the cells.													
2		Instruction for suppliers on how to bid													
3		Technical Specification													
4		BO.59119.ASDA NB S2 Mm 4x44q.2019Rl.FSC				BO.59119.ASDA NB S2 Mm 4x44q.2019Rl.FSC	EUR	Pieces	000000000000405_4702	17	100	50	80	Yes	
5		BO.57773.KRUUDVAT S1(NB) 8x20p.Rr.20				BO.57773.KRUUDVAT S1(NB) 8x20p.Rr.20	EUR	Pieces	000000000000405_5203	6	120	50	70	Yes	
6		DO_Untyped				DO_Untyped	EUR	Pieces	000000000000405_5500	3	80	50	120	Yes	
7		BO.59119.ASDA NB S2 Mm 4x44q.2019Rl.FSC	Alternative Pricing			BO.59119.ASDA NB S2 Mm 4x44q.2019Rl.FSC	EUR	Pieces	000000000000405_4702	17	100	50	80		Test Material A
8		BO.57773.KRUUDVAT S1(NB) 8x20p.Rr.20	Alternative Pricing			BO.57773.KRUUDVAT S1(NB) 8x20p.Rr.20	EUR	Pieces	000000000000405_5203	6	120	50	70		Test Material B
9		DO_Untyped	Alternative Pricing			DO_Untyped	EUR	Pieces	000000000000405_5500	3	80	50	120		Test Material C

How to answer an event with Alternative Pricing Setup

Option 2

36 Save the file using **Ctrl+S** keys on your keyboard.

Number	Name	Alternative	Bundle or Tier Name	Tier Range	Description	Currency	Unit of Measure	Material Number	Quantity	Raw Material Cost	Shipping Cost	Manufacturing Cost	Do you want to quote an alternative material?	Alternative Material
1	Help And Options. Click on the + sign on the left for more information to fill out the cells													
2	Instruction for suppliers on how to bid													
3	Technical Specification													
4	BO.59119.ASDA NB S2 Mn													
5	4x44p.2019RL FSC													
6	BO.57773.KRUDVAT S1(NB)													
7	8x20p.RI.20													
8	BO, Unprinted													
9	BO.59119.ASDA NB S2 Mn													
10	4x44p.2019RL FSC													
11	BO.57773.KRUDVAT S1(NB)													
12	8x20p.RI.20													
13	BO, Unprinted													
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37 On the Ariba Network click **Choose File** to select previously saved excel document.

Ariba Sourcing

Go back to Essity Health and Hygiene - TEST Dashboard

Import Response from Excel

This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment.

Step 1. Click "Download Content" to download and review your event in an Excel Spreadsheet. Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

[Download Content](#) [Download Attachments](#)

Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

Step 3. Locate the saved Excel file on your computer using the Browse button.

Choose File **37** Fx (2).xls

Or drop file here

Step 4. Click **Upload** to import the contents of the Excel file to your event. Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.

[Upload](#)

How to answer an event with Alternative Pricing Setup

Option 2

38 Click the **Upload** button.

Ariba Sourcing

Go back to Essity Health and Hygiene - TEST Dashboard

Import Response from Excel

This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment.

Step 1.

Click "Download Content" to download and review your event in an Excel Spreadsheet. Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

Download Content

Download Attachments

Step 2.

Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

Step 3.

Locate the saved Excel file on your computer using the Browse button.

Choose File

Test Alternative RFx (2).xls

Or drop file here

Step 4.

Click **Upload** to import the contents of the Excel file to your event. Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.

Upload

39 Click the **Submit Entire Response** button.

Ariba Sourcing

Go back to Essity Health and Hygiene - TEST Dashboard

Company Settings Love Peters Feedback Help Messages

Doc866133051 - Test Alternative RFx

Desktop File Sync

Time remaining 6 days 22:36:52

Console

Event Messages Response History

Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots/Line Items

4. Submit Response

Event Contents

All Content

3 Commercial Line Item

Primary Alternative Pricing

Create Alternative

All Content

Name	Extended Price
3 Commercial Line Item	
4 BO.59119.ASDA NB S2 Mn 4x44p.2019Rt, FSC	Less... €3,910.00 EUR
BO.59119.ASDA NB S2 Mn 4x44p.2019Rt, FSC	
Material Number: 000000000004054702	
Quantity: 17 Pieces	
Raw Material Cost	€100.00 EUR per unit
Shipping Cost	€50.00 EUR per unit
Manufacturing Cost	€80.00 EUR per unit
Total Unit Price:	€230.00 EUR
Do you want to quote an alternative material?: Yes	
Alternative Material: Test Material A	
BO.59119.ASDA NB S2 Mn 4x44p.2019Rt, FSC	More... €1,440.00 EUR

(*) indicates a required field

Pricing Sync Primary Bid **Submit Entire Response** Reload Last Bid Save draft Compose Message Excel Import Alternative

