







Standalone SAP Ariba Sourcing – Supplier Event Participation – Request For Proposals

RFP Participation



Prerequisite

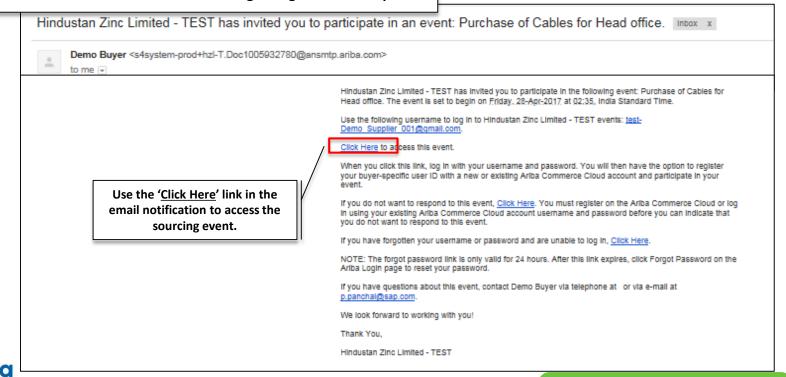
- Your Organization needs to be registered and approved in SAP Ariba Network
- Your User Profile is created and approved by Buyer



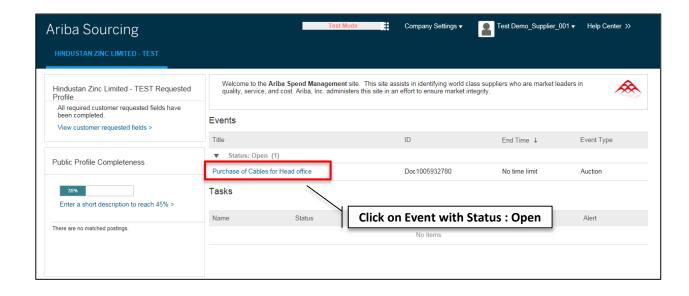
Email Invite to participate in Sourcing Event

You will receive an invitation from SAP Ariba regarding Event Participation

transforming elements



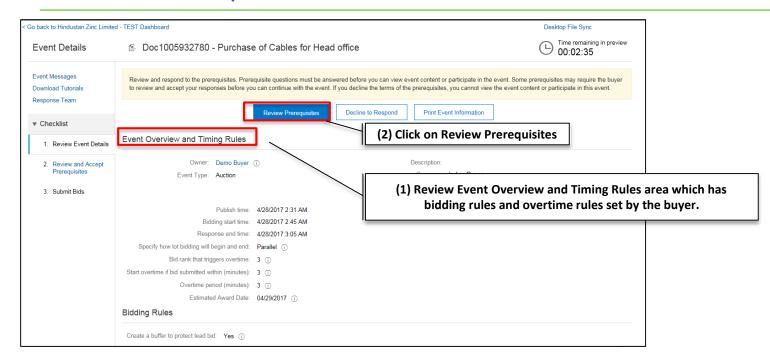
Supplier Dashboard



 Event Published will be seen in the Dashboard

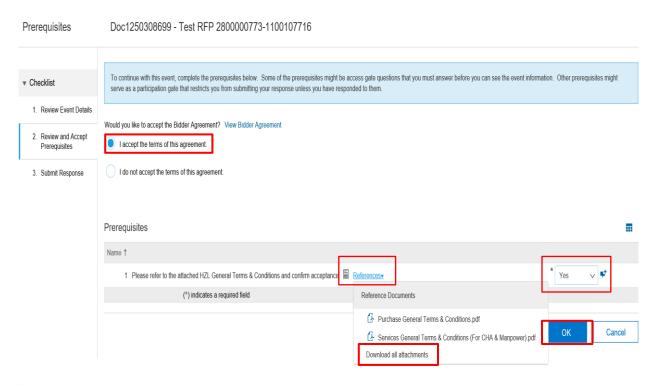


Review Prerequisites





Review Prerequisites - Bidder Agreement

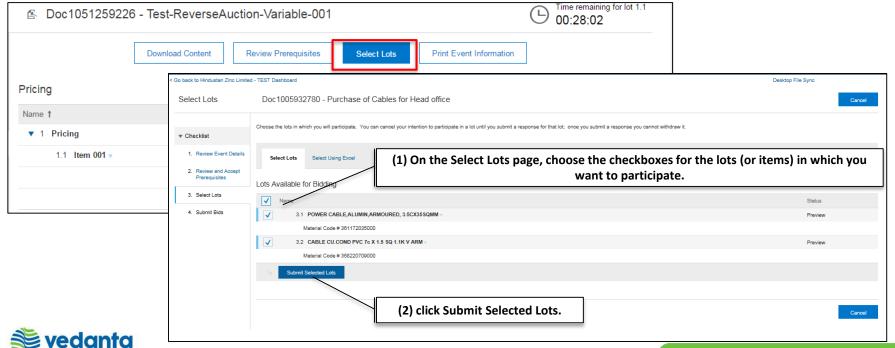


- In Review and Accept prerequisite first download all the HZL general terms and condition.
- All these files will be downloaded to your system.
- 3. Then if you wish to participate in the RFP then click on I accept the terms of this agreement.
- Then select Yes / No for the general terms and conditions.
- 5. Then click on OK

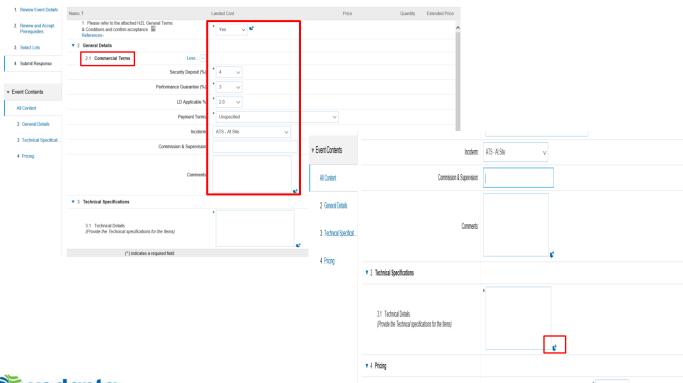


Select Lots

- You still must click Submit Selected Lots to be able to submit bids on required items.
- Required items or lots appear with a grayed out, display-only check mark in the left column, and these items and lots are automatically included in the selection.



Giving responses to the RFP



- 1. Fill in all the terms in the commercial terms.
- 2. Against the technical specification you need to attach the drawing if it is there And attach all technical documents required for the technical evaluation.
- 3. To attach file click on small icon by the box.



Responses to RFP

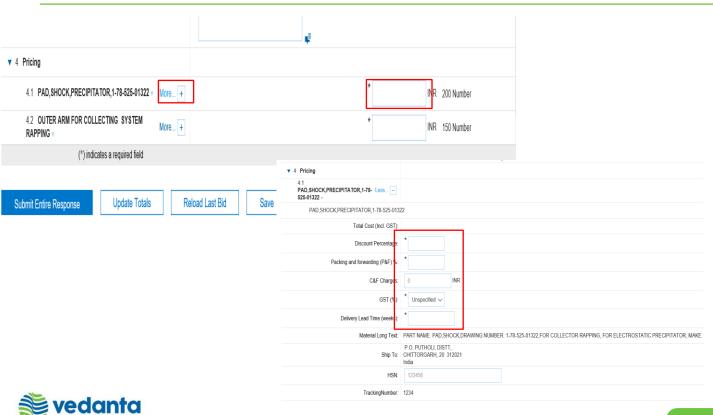


- Give the comment for the technical specification.
- 2. If you want to attach files , you can attach files up to 25MB.

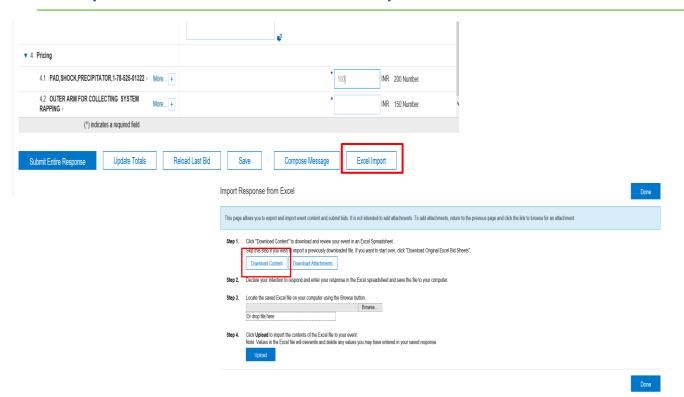


Responses to RFP

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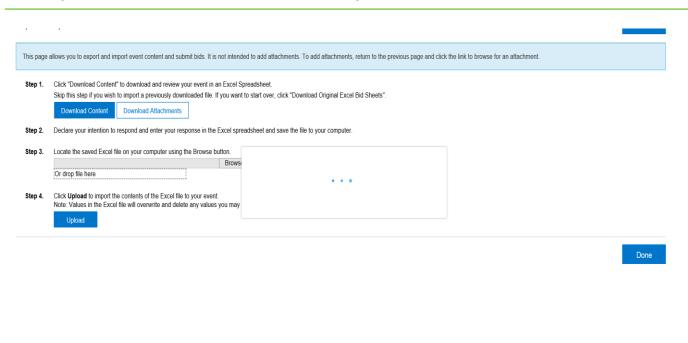


- 1. Give in the price for the first line item.
- 2. Then click on the "+" sign to expand the line item.
- 3. Then provide all the values for the other terms in the line item.
- With out giving all the values ,you will not be able to submit the responses.



- If you have more line items then you can do excel import to upload all the pricing and other terms.
- 2. For that click on excel import
- 3. Then click on download content

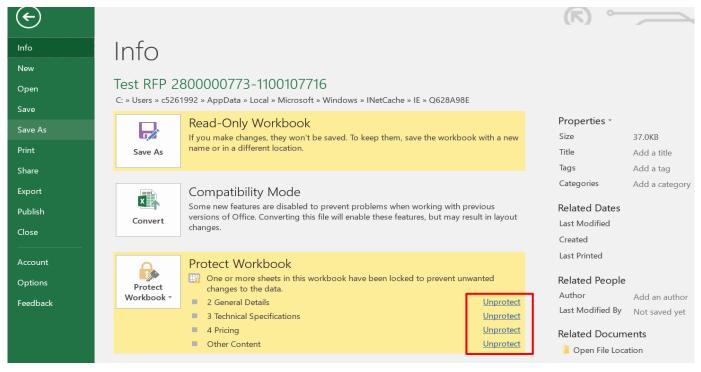




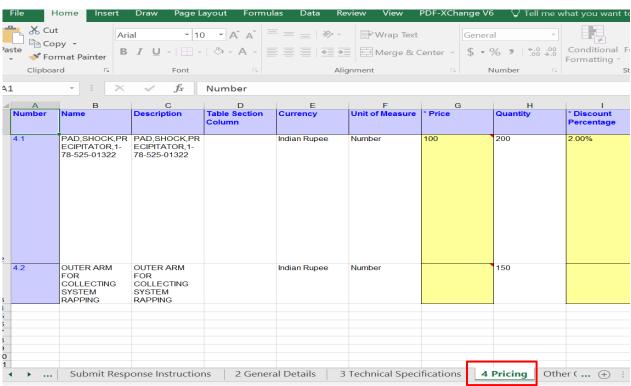
1. Then save the ecxel file to your system.





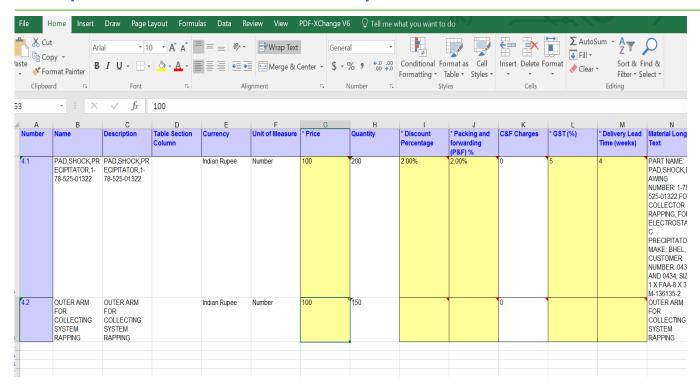


- Click on file.
- Then click on all 4 unprotect to help you fill up the excel file more efficiently.



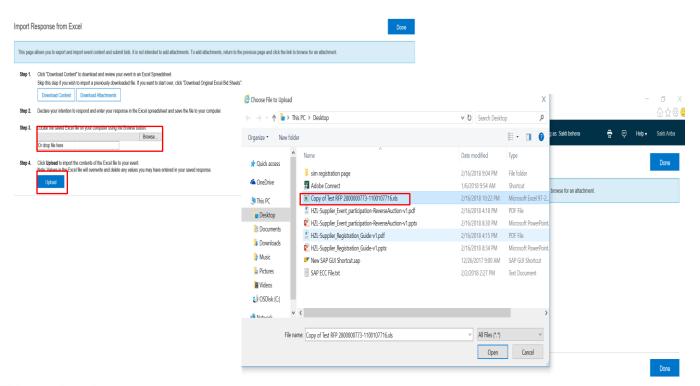
- Then click on the pricing tab in the excel sheet.to fill up the pricing and other terms for the line item.
- 2. But to wrap the text in the excel sheet, you need to unprotect the file.





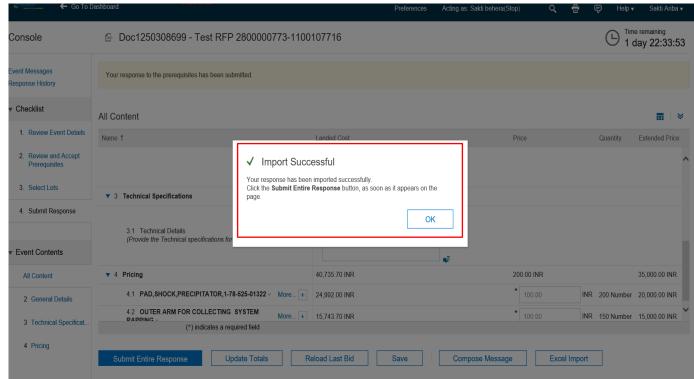
- 1. Fill up all the yellow marked fields.
- 2. Do not change the other values in the excel file.
- 3. Fill in the fields and save the file.





- 1. Then click on browse.
- 2. Then select the file. Click on open.
- 3. Click on upload.

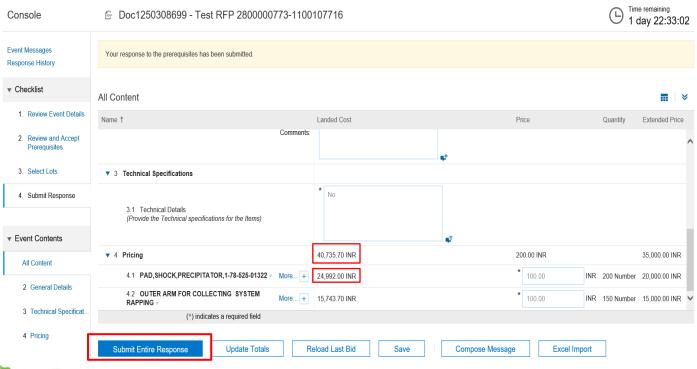




 If import is successful then you will get this message.



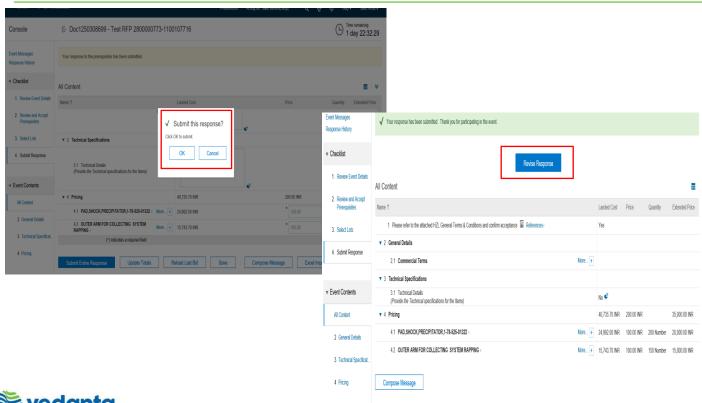
Responses to RFP



- After filling up all the values ,you can see the landed cost for the each line item.
- 2. You can also see the total landed cost for all the line item
- Then you can click on the submit entire response to give your response.



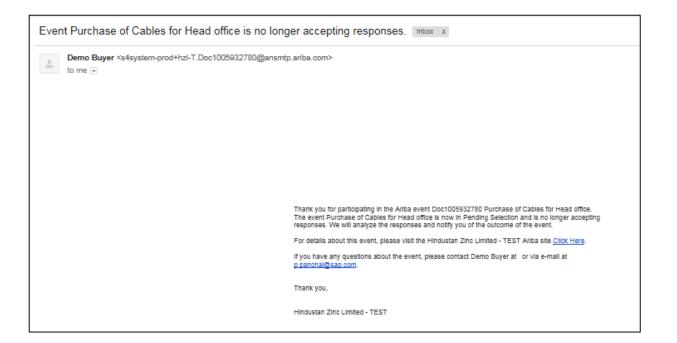
Responses To RFP



- If you have filled up every required field then you will see this message.
- 2. Then click on OK.
- 3. If due to any change, you wish to revise your bid then click on Revise Response And submit your response again.



After Bidding is closed





communicating with buyers



communicating with buyers

- You communicate with buyers by sending and receiving messages.
- If you receive a message while you are online, a popup appears alerting you to the message.

Event message board

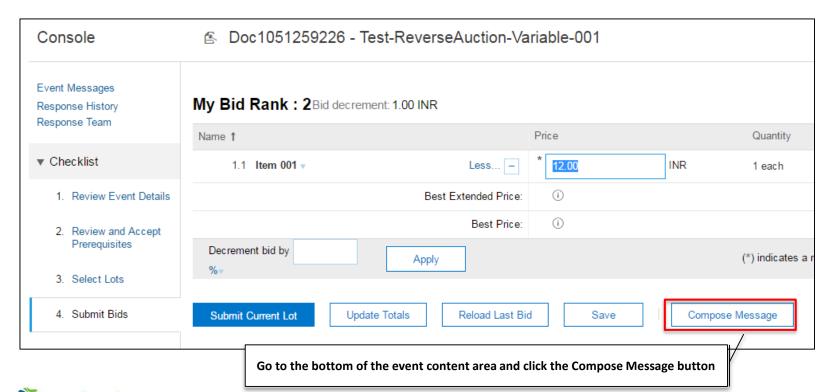
- You can access the message board from the Event Messages link in the event console, which is on the left side of event pages. The message board page enables you to compose and read messages pertaining to the event.
- Buyers can configure the event message board opening and closing time. When the event message board is closed, you can no longer send or receive messages.
- We recommend maintaining an accurate email address in your user profile. If your email addresses are incorrect or not up to date, you might not receive automatic notification emails from SAP Ariba Sourcing.

Prerequisites

Buyers must configure the event to allow messages between the buyer project team and event participants. If buyers do
not allow messages, you can still view automatic event notifications, but you cannot compose new messages or reply to
existing messages.

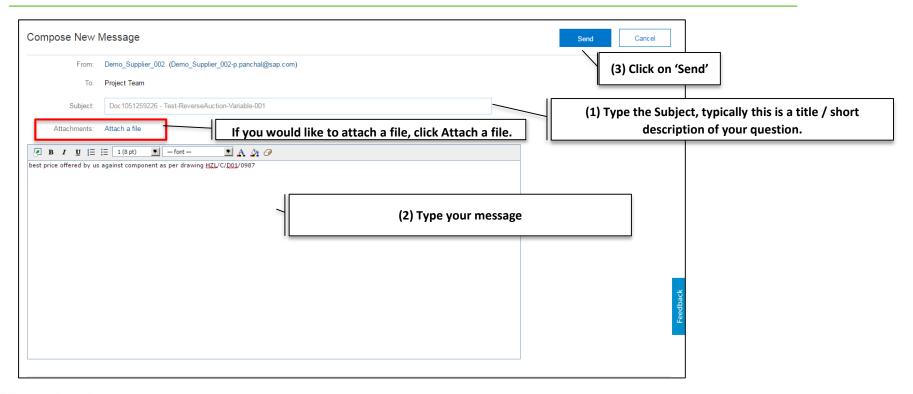


How to compose new event messages





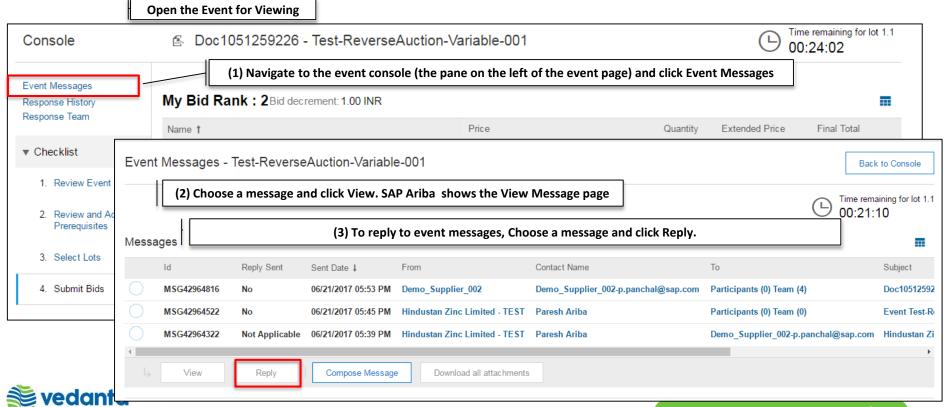
How to compose new event messages





View and Reply to Event Messages

transforming elements



Contact details for Clarification

(For vendor registration and login related query)

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Thank you

