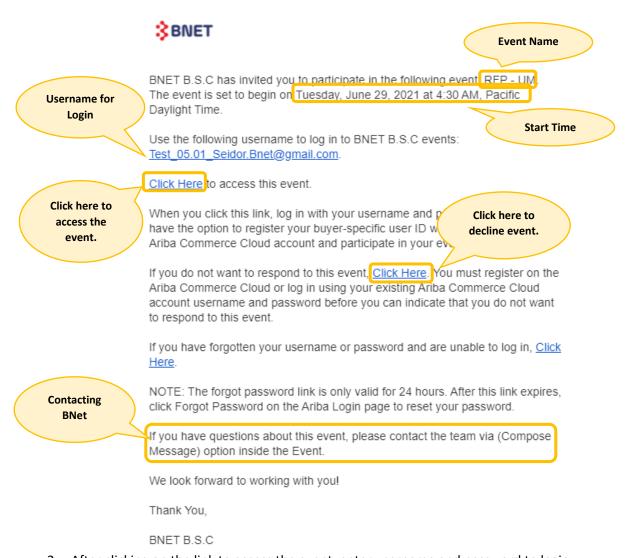




BNET B.S.C Supplier Ariba Sourcing Process

I. Participating in Sourcing Event

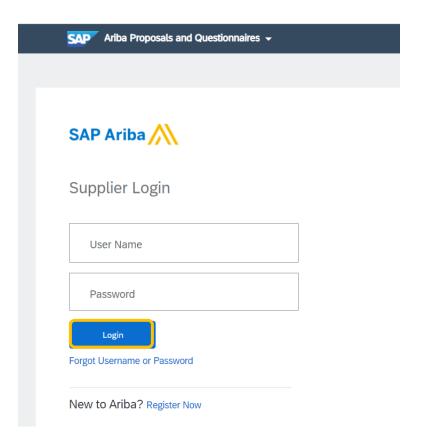
1. Supplier will receive a notification to the email about the new event and the event details as below.



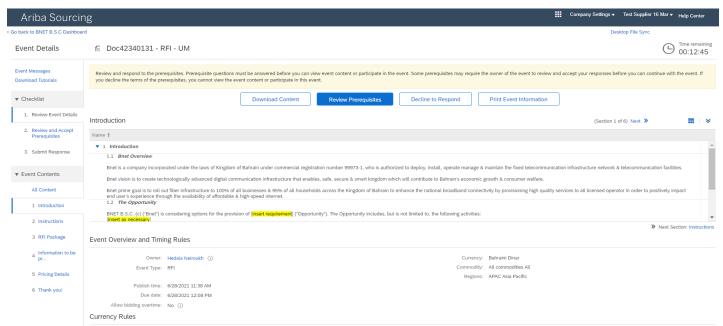
2. After clicking on the link to access the event, enter username and password to login.







3. The event screen will pop-up as below.



4. At the top, RFI title can be reviewed, in addition to the remaining time.

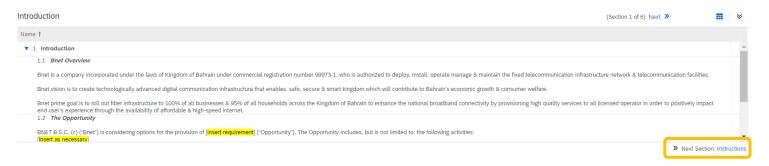




Doc42340131 - RFI - UM



5. Supplier can view the event content in the section below, click on the next section to view all sections.



6. Event details and Timings will be displayed below the content section.

Event Overview and Timing Rules Owner: Event Type: RFI Commodity: All commodities All Regions: APAC Asia Pacific Publish time: 6/28/2021 11:38 AM Due date: 6/28/2021 12:08 PM Allow bidding overtime: No ①

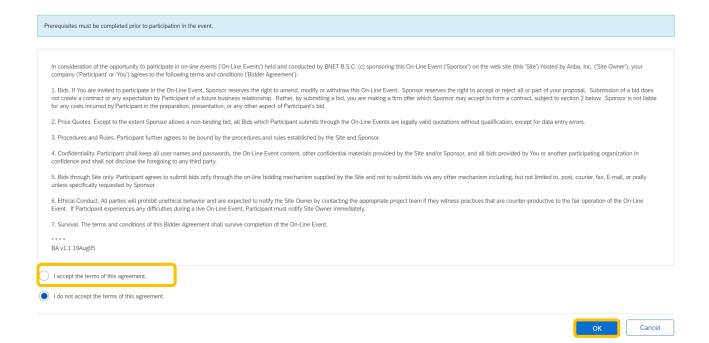
- 7. Options below are available:
 - Download Content: excel sheet can be downloaded.
 - Review Prerequisites: to move to the next step click on this option.
 - Decline to Response: indicating that supplier are not willing to participate.
 - Print Event Information: to download word file.



8. After clicking on "Revie Prerequisites", the bidder agreement will be displayed, read it and select "Accept" to proceed to the next step, then click "Ok".







9. Click "Ok" again to confirm.



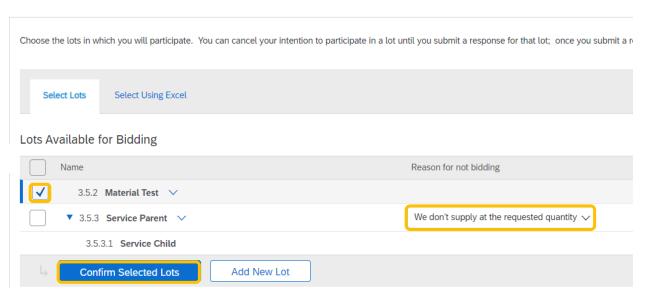
10. Select items from the list by clicking on the checkbox for the item, in case item is declined; select a reason from the drop down next to the item name.

Then click on "Confirm Selected Lots".





Doc42340130 - RFP - UM



11. Read again the content details, then scroll down to check the mandatory fields, and fill in the fields with the prober answer.



12. After completing all requirements, click on "Submit Entire Response".



13. Click "Ok" to confirm.

✓ Submit this response?

Click OK to submit.

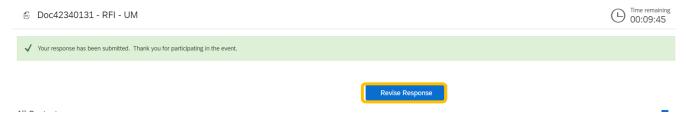
OK

Cancel





14. The reponse is submitted, but can be revised as long as the duration has not ended.

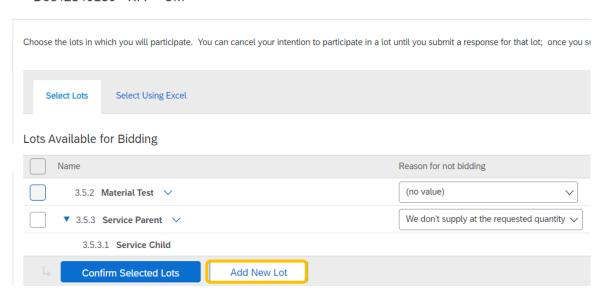


II. Adding New Item and Submitting Alternative Response.

Supplier added items must be defined during selecting the lots from buyer defined items.

1. In Select Lots screen, click on "Add New Lot".

Doc42340130 - RFP - UM



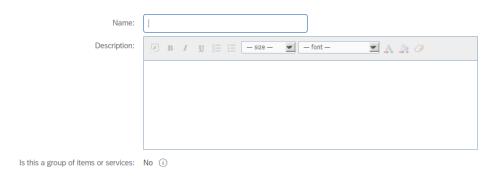
2. Add item name and description, then click "Done".





Add Lot

View information about the lot. When fields are editable, you can add and edit the information.





3. Select Items from the list then click on "Confirm Selected Lots".

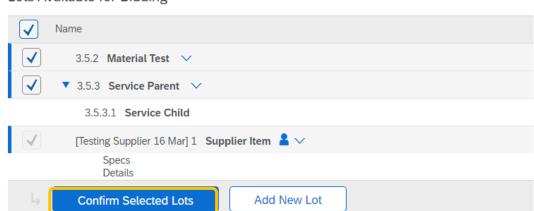
Doc42340130 - RFP - UM

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a r



Dimmed checkboxes indicate that you've already placed a bid for these lots or you added the lots to the event. You

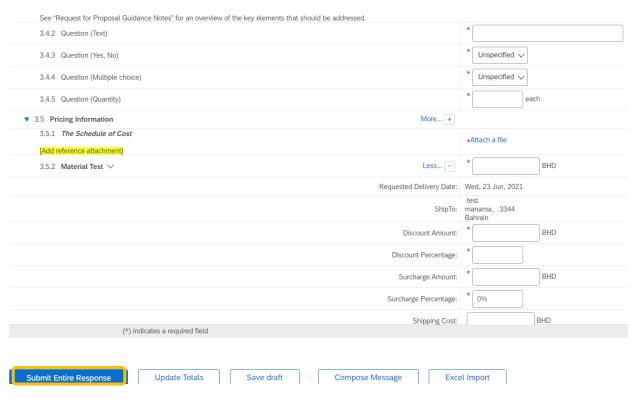
Lots Available for Bidding



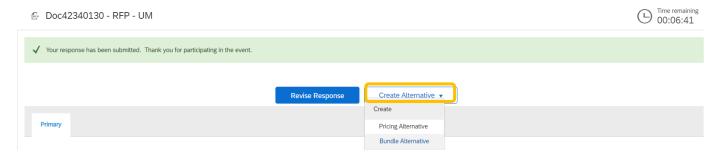




4. Fill the fields for Primary Response and Submit.



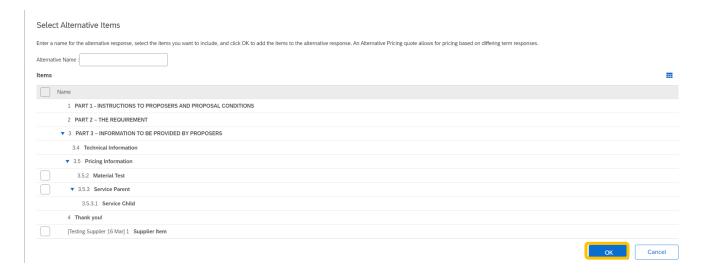
5. After the submittion, at the top click on "Create Alternative", and select "Pricing" for individual items and "Bundle" for group of items.



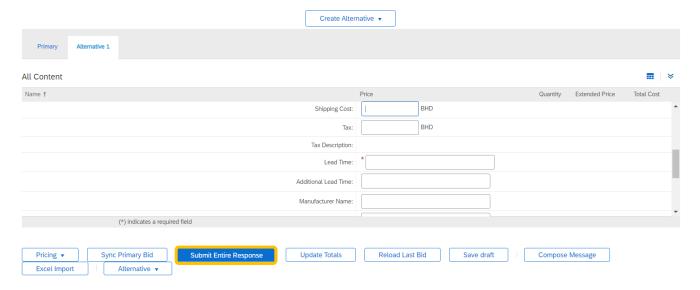
6. Add Alternative name, select items from the list, then click on "Ok".







7. Add item details then click on "Submit Entire Response".



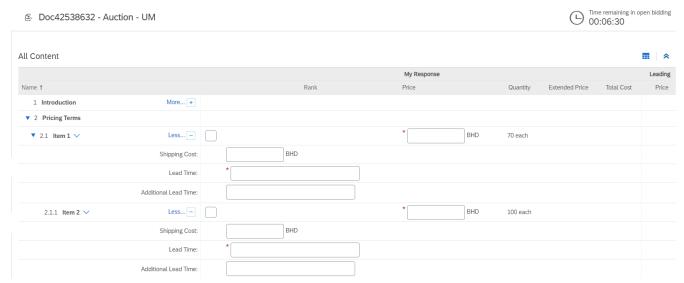
III. Participating in an Auction

The initial steps for participating in an auction, will be same as explained in the previous section (<u>Participating in Sourcing Event</u>), but for auctions, items view will be different, supplier can keep changing the value of the bid, as well as being able to view lead bid.

1. After selecting the items from "Select Lots" screen, the below screen will appear for the initial bid.



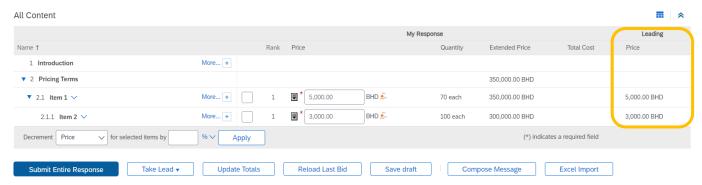




2. Fill all the mandatory fields, then click on the button below.

Submit Entire Response

3. The roght column from the event will show the "Leading bid"



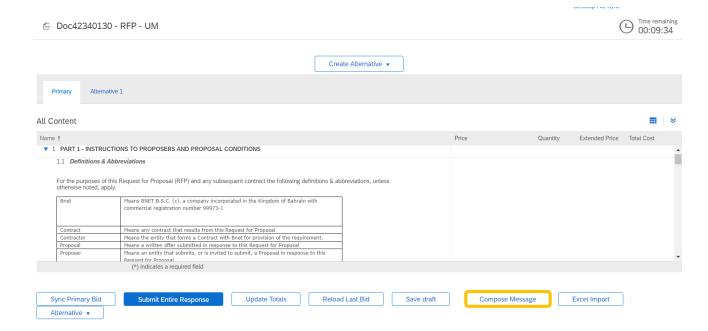
- 4. This icon () will indicate if supplier's current price is the leading price.
- 5. In case the current price is not the leading, supplier can take the lead price for the item by clicking on () icon next to price field.
- 6. Prices can be changed as long as the auction time is still running.

IV. Contacting BNet team.

- 7. Access the event.
- 8. At the bottom of screen click on "Compose Message" button.

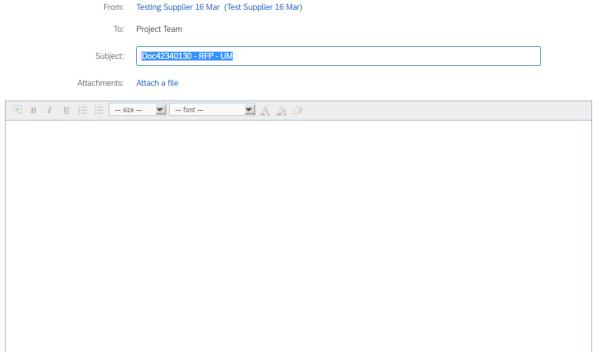






9. Add Subject, message body and attachement if required, then click on "Send".

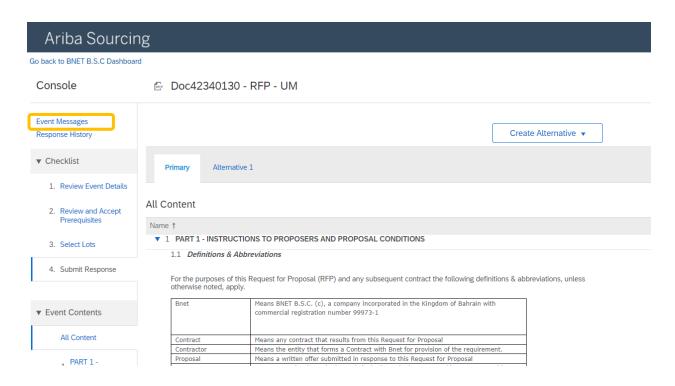
Compose New Message From: Testing S



10. All messages can be accessed by clicking on "Event Messages" tab, from the left panel of the event.







11. All message will be displayed as below.

