

# SUPPLIER TOOLKIT: INTRODUCTION TO THE SOURCING AND CONTRACTING PROCESS



60 minutes

Click **Start** to begin the course.

START COURSE



# Course Introduction

Welcome to the **Supplier Toolkit: Introduction to Sourcing and Contracting Process** course!

This course will help you understand the tasks you need to perform while reviewing prerequisites and terms of agreement, submitting your response during an RFP/RFI event and communicating with ENGIE during negotiation.

These tasks are a part of the Source to Contract (S2C) process.

*Click **Next** ➞ to get started.*



For more key terms, refer to the Glossary below:

Term	Definition
SAP S/4HANA	SAP S/4HANA is an enterprise resource planning software for large enterprises developed by SAP SE. It is the successor to SAP R/3 and SAP ERP and is optimized for SAP's in-memory database SAP S/4HANA.
Source to Contract (S2C)	The S2C process aims to select and qualify the supplier in accordance with the category policy when applicable. And to negotiate, manage and implement the operational contract in accordance with the Category Performance Strategy
SAP Business Network	SAP Business Network is a digital platform that connects businesses to streamline processes such as procurement, supply chain management, and trading partner collaboration.

# LEARNING OBJECTIVES

**By the end of this course, you will be able to:**

Identify the key changes introduced by the GET implementation.

Explain how to review and accept prerequisites and terms of agreement.

Discuss how to submit response to an RFP Event.

List the steps to communicate during negotiation via messaging.



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01

# What is Changing?



**5 mins**

*Click **Next** to continue.*



Next



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# 01 What is Changing?

## Module Agenda

1. Key Changes
2. Key Activities



Next

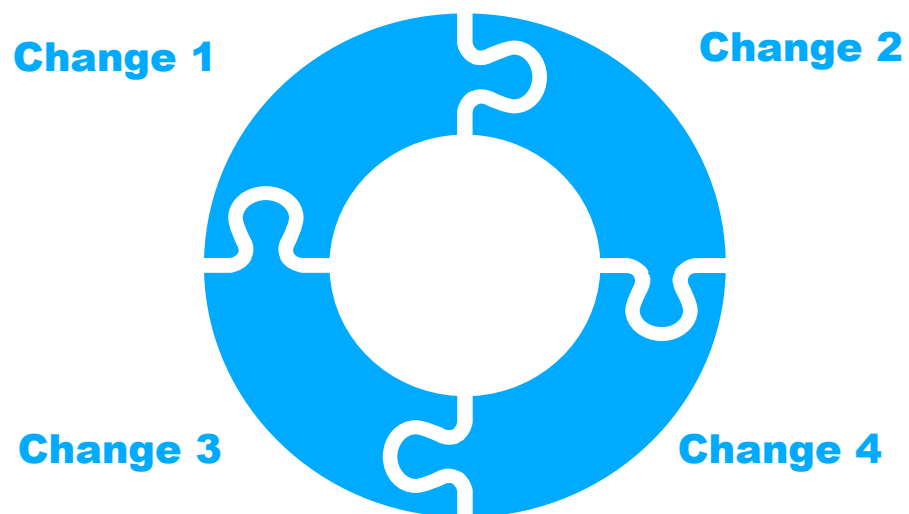


Back

# Key Changes

Here are the key changes impacting you as a supplier, that will be introduced with the GET implementation:

*Click each change to learn more.*



Next

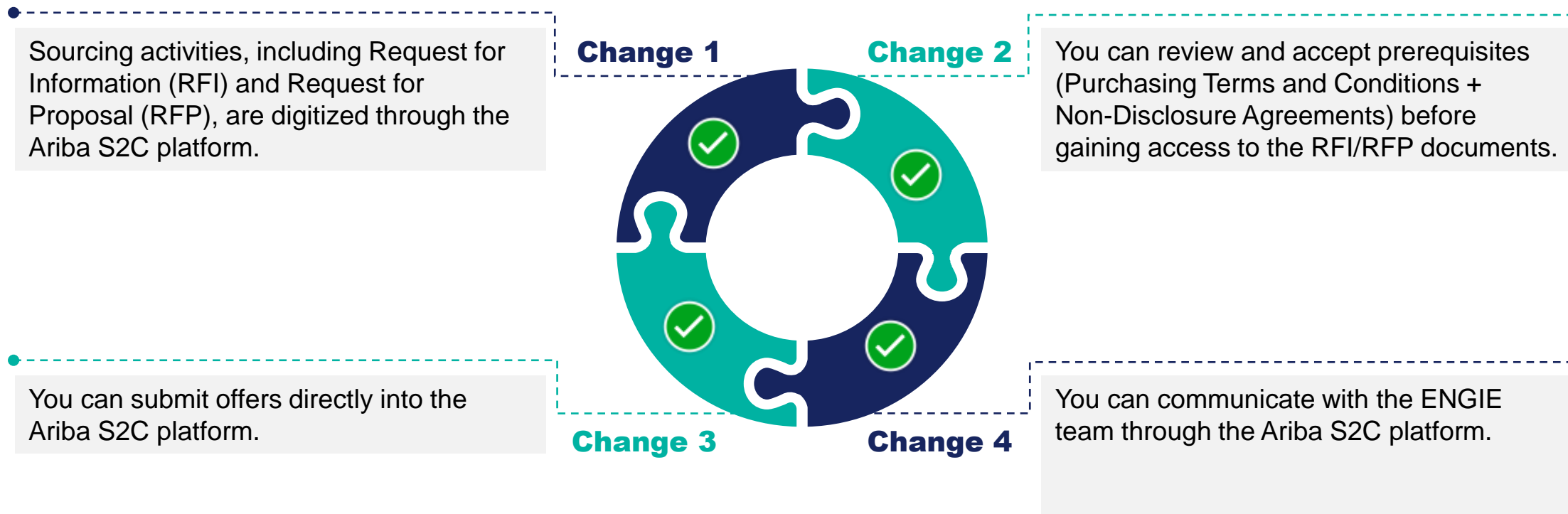


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# Key Changes

Here are the key changes impacting you as a supplier, that will be introduced with the GET implementation:

[Click each change to learn more.](#)



Next



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# Key Activities

Here are the key activities you need to perform to source and contract items in the SAP Business Network:



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02

# S2C: How to Respond to Tenders



35 mins

*Click Next to continue.*



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## 02 S2C: How to Respond to Tenders

## Module Agenda

1. Steps to Consider Before Negotiation
2. Review Prerequisites and Terms of Agreement
3. Submit a Response to an RFP Event
4. Communication Steps During Negotiation
5. Use DocuSign for Contract Management



Next



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# Steps to Consider Before Negotiation

Before you attempt to negotiate, it is important to first review the Prerequisites and Terms of Agreement.

*Click each tab to learn how to complete this process.*

Step 1

Step 2

Step 3

Step 4



Next



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# Steps to Consider Before Negotiation

Before you attempt to negotiate, it is important to first review the Prerequisites and Terms of Agreement.

*Click each tab to learn how to complete this process.*

Step 1

Step 2

Step 3

Step 4

Read the Agreement by clicking the **View Bidder Agreement** link.

Would you like to accept the Bidder Agreement? [View Bidder Agreement](#) 1

☒ I accept the terms of this agreement.

☐ I do not accept the terms of this agreement.

*Click the Magnifier icon to enlarge the image.*



# Steps to Consider Before Negotiation

Before you attempt to negotiate, it is important to first review the Prerequisites and Terms of Agreement.

*Click each tab to learn how to complete this process.*



Click the **I accept the terms of this agreement** check box.

Would you like to accept the Bidder Agreement? [View Bidder Agreement](#)

☒ I accept the terms of this agreement. 2

☐ I do not accept the terms of this agreement.

*Click the Magnifier icon to enlarge the image.*



Next



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# Steps to Consider Before Negotiation

Before you attempt to negotiate, it is important to first review the Prerequisites and Terms of Agreement.

*Click each tab to learn how to complete this process.*



Fill out the mandatory fields marked with asterisks (\*) on the **Prerequisites** page.

Prerequisites

Name 1

2.0 Pre requisites

2.1 Do you accept our NDA ?  
Be aware that declining NDA may allow Engie to not consider your proposal. References

2.2 Please upload signed document or document that is not accepted to be signed  
Buyer will review your document to allow you to access the content of the tender.

2.3 Comments

(\*) indicates a required field

OK Cancel

*Click the Magnifier icon to enlarge the image.*

# Steps to Consider Before Negotiation

Before you attempt to negotiate, it is important to first review the Prerequisites and Terms of Agreement.

*Click each tab to learn how to complete this process.*

Step 1

Step 2

Step 3

Step 4

Click the **OK** button.

The screenshot shows a web form titled "Prerequisites". It has a search bar labeled "Name" and a dropdown menu. Below the search bar, there are three sections: "2.0 Pre requisites", "2.1 Do you accept our NDA?", and "2.2 Please upload signed document or document that is not accepted to be signed". Each section has a text area for input and a "References" link. The "2.0 Pre requisites" section is expanded, showing a list of items. The "2.1 Do you accept our NDA?" section has a dropdown menu with "Unspecified" selected. The "2.2 Please upload signed document or document that is not accepted to be signed" section has a text area for input. The "2.3 Comments" section has a text area for input. At the bottom right of the form, there is a red circle with the number "4" inside, and next to it is a blue "OK" button and a grey "Cancel" button. A legend at the bottom indicates that "(\*) indicates a required field".

*Click the Magnifier icon to enlarge the image.*

# How to Review Prerequisites and Terms of Agreement

Let's understand the key steps you need to perform while reviewing the prerequisites and accepting the terms of agreement.

Click each tab to learn how to complete this process.



## Review Prerequisites and Terms of Agreement

Step 1

Click the invitation link sent to your email to access the RFP Event Questionnaire.

Step 2

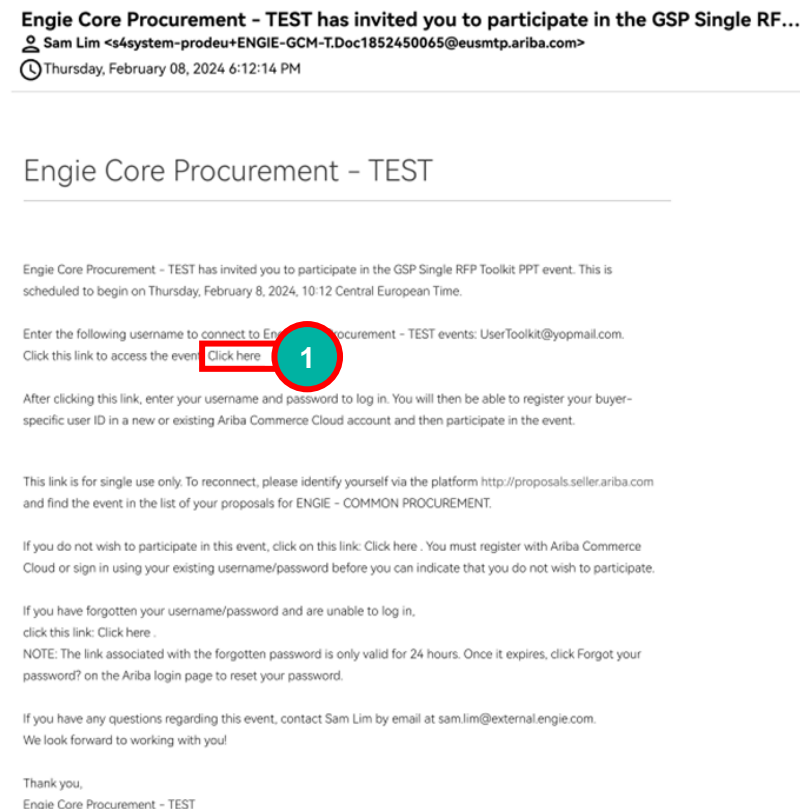
Step 3

Step 4

Step 5

Step 6

Click the Magnifier icon to enlarge the image.



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# How to Review Prerequisites and Terms of Agreement

Let's understand the key steps you need to perform while reviewing the prerequisites and accepting the terms of agreement.

*Click each tab to learn how to complete this process.*



**Review Prerequisites and Terms of Agreement**



Step 1

Log in using your credentials.

Step 2

Step 3

Step 4

Step 5

Step 6

*Click the Magnifier icon to enlarge the image.*



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# How to Review Prerequisites and Terms of Agreement

Let's understand the key steps you need to perform while reviewing the prerequisites and accepting the terms of agreement.

Click each tab to learn how to complete this process.



**Review Prerequisites and Terms of Agreement**



Step 1



Step 2

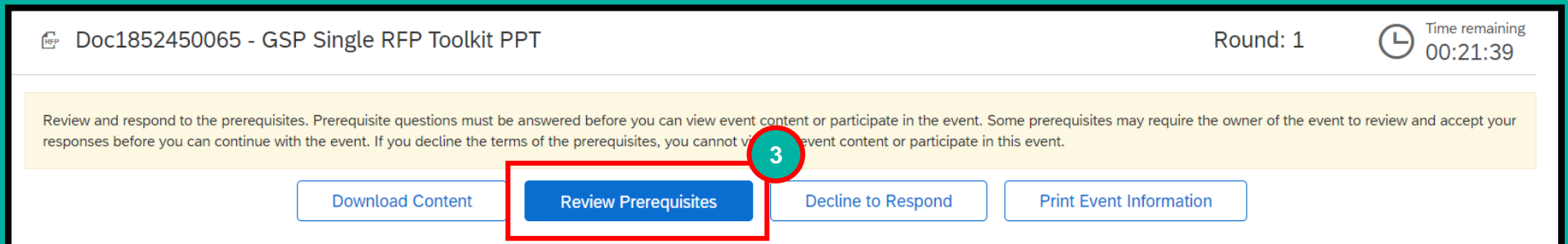
Step 3

Step 4

Step 5

Step 6

On the event page, click the **Review Prerequisites** button.



Click the Magnifier icon to enlarge the image.

# How to Review Prerequisites and Terms of Agreement

Let's understand the key steps you need to perform while reviewing the prerequisites and accepting the terms of agreement.

*Click each tab to learn how to complete this process.*



**Review Prerequisites and Terms of Agreement**



Step 1



Step 2



Step 3

Step 4

Step 5

Step 6

Click the **View Bidder Agreement** link to open and read the agreement.

Would you like to accept the Bidder Agreement? [View Bidder Agreement](#) 4



I accept the terms of this agreement.



I do not accept the terms of this agreement.

*Click the Magnifier icon to enlarge the image.*



Next



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# How to Review Prerequisites and Terms of Agreement

Let's understand the key steps you need to perform while reviewing the prerequisites and accepting the terms of agreement.

*Click each tab to learn how to complete this process.*



**Review Prerequisites and Terms of Agreement**



Step 1



Step 2



Step 3



Step 4

Step 5

Step 6

Click the **I accept the terms of this agreement** check box.

Would you like to accept the Bidder Agreement? [View Bidder Agreement](#)



I accept the terms of this agreement.

5



I do not accept the terms of this agreement.

*Click the Magnifier icon to enlarge the image.*



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# How to Review Prerequisites and Terms of Agreement

Let's understand the key steps you need to perform while reviewing the prerequisites and accepting the terms of agreement.

Click each tab to learn how to complete this process.



Review Prerequisites and Terms of Agreement



Step 1



Step 2



Step 3



Step 4



Step 5

Step 6

Fill out the mandatory fields marked with asterisks (\*) and click the **OK** button.

Click the Magnifier icon to enlarge the image.

# How to Submit Response to an RFP Event

Let's understand the key steps you need to perform while submitting your response to an RFP event.

*Click each tab to learn how to complete this process.*



**Submit your response to an RFP Event**

Step 1

Step 2

Step 3

Step 4

Open the emails sent to you in response to the prerequisite approval.

*Click the Magnifier icon to enlarge the image.*

**The response to prerequisite 3.1 submitted by Supplier Toolkit [HeadQuarter] (Too...**

Sam Lim <s4system-prodeu+ENGIE-GCM-T.Doc1852450065@eusmtp.ariba.com>

Thursday, February 08, 2024 6:47:15 PM

Engie Core Procurement - TEST

The response to prerequisite 3.1 submitted by Supplier Toolkit [HeadQuarter] (Tool Kit) has been accepted.

Thank you for your cooperation.

If you have any questions, please contact Sam Lim by email at sam.lim@external.engie.com.

For more details on this event, please visit the Ariba Engie Core Procurement - TEST website at [Click here](#).

Thank you,

Engie Core Procurement - TEST



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# How to Submit Response to an RFP Event

Let's understand the key steps you need to perform while submitting your response to an RFP event.

Click each tab to learn how to complete this process.



Submit your response to an RFP Event

- Step 1
- Step 2
- Step 3
- Step 4

Navigate to the Event Questionnaire page and click the **Select Lots** button.



Click the Magnifier icon to enlarge the image.



Next



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# How to Submit Response to an RFP Event

Let's understand the key steps you need to perform while submitting your response to an RFP event.

*Click each tab to learn how to complete this process.*



**Submit your response to an RFP Event**

- Click the **1.0 Lot 1** check box.
- Click the **Confirm Selected Lots/Line Items** button.



Step 1



Step 2

Step 3

Step 4

Lots Available for Bidding

<input checked="" type="checkbox"/>	Name
<input checked="" type="checkbox"/>	1.0 Lot 1
	1.1 ITEM 1

Confirm Selected Lots/Line Items

*Click the Magnifier icon to enlarge the image.*



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# How to Submit Response to an RFP Event

Let's understand the key steps you need to perform while submitting your response to an RFP event.

*Click each tab to learn how to complete this process.*



**Submit your response to an RFP Event**

- Fill out the mandatory fields marked with asterisks (\*).
- Click the **Submit Entire Response** button.



Step 1



Step 2



Step 3

Step 4

Doc1852450065 - GSP Single RFP Toolkit PPT

Round: 1

Time remaining: 00:41:29

Your response to the prerequisites has been submitted.

All Content

Name ↑	Price	Quantity	Extended Price
1.0 Lot 1			
1.1 ITEM 1			
2.0 Pre requisites			
2.1 Do you accept our NDA ? Be aware that declining NDA may allow Engie to not consider your proposal. ✓			
2.2 Please upload signed document or document that is not accepted to be signed Buyer will review your document to allow you to access the content of the tender. ✓			
2.3 Comments ✓			

(\*) indicates a required field

4 Submit Entire Response

Update Totals

Save draft

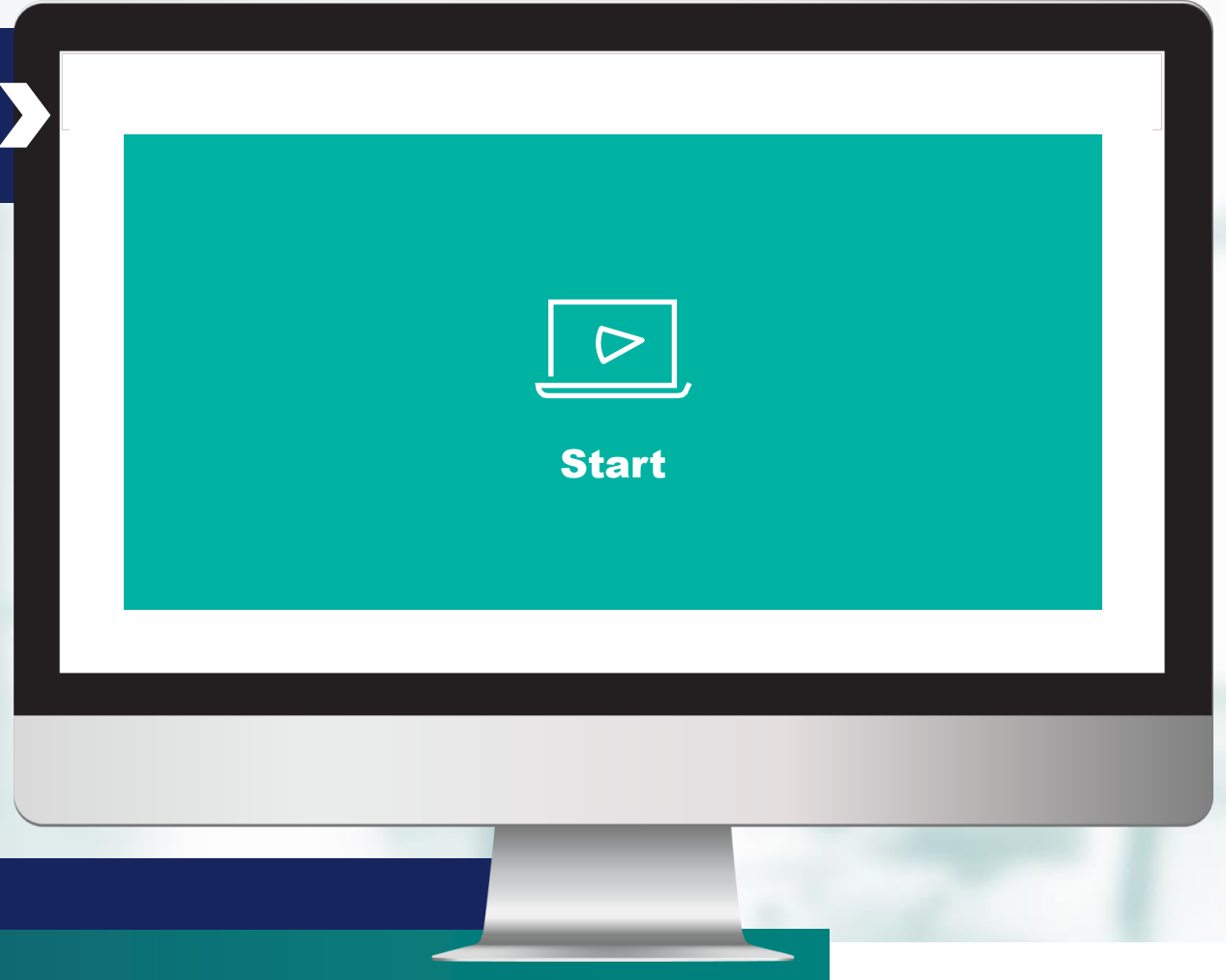
Compose Message

Excel Import

*Click the Magnifier icon to enlarge the image.*

# Simulation

## How to submit a response to an RFP event?



Click the **Start** button to launch the simulation.

# How to Communicate During Negotiation

You can communicate with a Buyer during negotiation through messaging.

*Click each tab to learn more about the process.*

Step 1

Step 2

Step 3

Step 4



Next

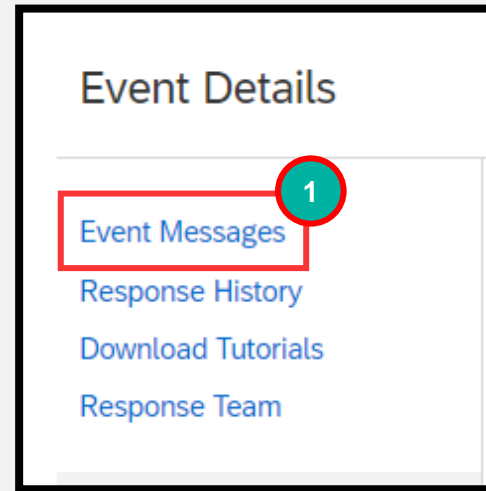


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# How to Communicate During Negotiation

On the RFP event page, click the **Event Messages** link under the **Event Details** section.



Click the Magnifier icon to enlarge the image.

Step 1

Step 2

Step 3

Step 4



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# How to Communicate During Negotiation

Click the **Compose Message** button.



Messages

	Id	Reply Sent	Sent Date	From	Contact Name	To	Subject
<input type="radio"/>	MSG212977340	No	02/08/2024 06:43 PM	Engie Core Procurement - TEST	Sam Lim	Tool Kit	L'évènement GSP Single RFP Toolkit PPT n'accepte plus de réponses.
<input type="radio"/>	MSG212977338	Not Applicable	02/08/2024 06:09 PM	Supplier Toolkit [HeadQuarter]	Tool Kit	Sam Lim	Une réponse (ID=ID1890531775) a été soumise pour l'évènement GSP Single RFP Toolkit PPT.
<input type="radio"/>	MSG212857412	Not Applicable	02/08/2024 05:55 PM	Engie Core Procurement - TEST	Sam Lim	Tool Kit	La réponse à la condition préalable 3.3 soumise par Supplier Toolkit [HeadQuarter] (Tool Kit)...
<input type="radio"/>	MSG212857411	Not Applicable	02/08/2024 05:55 PM	Engie Core Procurement - TEST	Sam Lim	Tool Kit	La réponse à la condition préalable 3.2 soumise par Supplier Toolkit [HeadQuarter] (Tool Kit)...
<input type="radio"/>	MSG212857410	Not Applicable	02/08/2024 05:47 PM	Engie Core Procurement - TEST	Sam Lim	Tool Kit	La réponse à la condition préalable 3.1 soumise par Supplier Toolkit [HeadQuarter] (Tool Kit)...
<input type="radio"/>	MSG212977332	Not Applicable	02/08/2024 05:44 PM	Supplier Toolkit [HeadQuarter]	Tool Kit	Sam Lim	Supplier Toolkit [HeadQuarter] (Tool Kit) a une condition préalable dont le statut est a répondu...
<input type="radio"/>	MSG212977331	Not Applicable	02/08/2024 05:44 PM	Supplier Toolkit [HeadQuarter]	Tool Kit	Sam Lim	Supplier Toolkit [HeadQuarter] (Tool Kit) a une condition préalable dont le statut est a répondu...
<input type="radio"/>	MSG212977330	Not Applicable	02/08/2024 05:44 PM	Supplier Toolkit [HeadQuarter]	Tool Kit	Sam Lim	Supplier Toolkit [HeadQuarter] (Tool Kit) a une condition préalable dont le statut est a répondu...
<input type="radio"/>	MSG212977329	Not Applicable	02/08/2024 05:44 PM	Supplier Toolkit [HeadQuarter]	Tool Kit	Sam Lim	Une réponse (ID=ID1890531760) a été soumise pour l'évènement GSP Single RFP Toolkit PPT.
<input type="radio"/>	MSG212977320	Not Applicable	02/08/2024 05:44 PM	Engie Core Procurement - TEST	Sam Lim	Tool Kit	Engie Core Procurement - TEST vous a invité à participer à l'évènement GSP Single RFP Toolkit...

View Reply **Compose Message** 2 Download all attachments

Click the Magnifier icon to enlarge the image.

Step 1



Step 2

Step 3

Step 4



Communicate and negotiate through messaging



Next



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# How to Communicate During Negotiation

On the **Compose New Message** pop-up window, enter the **Subject** of your message and compose your message in the message field.

*Click the Magnifier icon to enlarge the image.*

Compose New Message

From: Supplier Toolkit [HeadQuarter] (Tool Kit)

To: Project Team

Subject: Doc1852450065 - GSP Single RFP Toolkit PPT

Attachments: Attach a file

Send Cancel

Step 1



Step 2



Step 3

Step 4



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# How to Communicate During Negotiation

Add attachments, if needed and click the **Send** button.



Click the Magnifier icon to enlarge the image.

Compose New Message

From: Supplier Toolkit [HeadQuarter] (Tool Kit)

To: Project Team

Subject: Doc1852450065 - GSP Single RFP Toolkit PPT

Attachments: Attach a file

Send Cancel

Step 1



Step 2



Step 3



Step 4



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# Use DocuSign to Manage Contracts

Now let's understand the key steps you need to perform to use DocuSign for Contract Management.

*Click each tab to learn how to complete this process.*

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6



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# Use DocuSign to Manage Contracts

Now let's understand the key steps you need to perform to use DocuSign for Contract Management.

*Click each tab to learn how to complete this process.*

Step 1

Step 2

Step 3

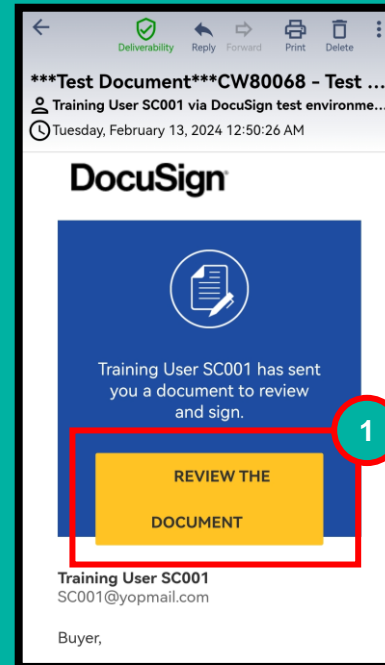
Step 4

Step 5

Step 6

The invited Signer for DocuSign will receive an email. Click the **REVIEW THE DOCUMENT** button.

*Click the Magnifier icon to enlarge the image.*



# Use DocuSign to Manage Contracts

Now let's understand the key steps you need to perform to use DocuSign for Contract Management.

*Click each tab to learn how to complete this process.*

Step 1

Step 2

Step 3

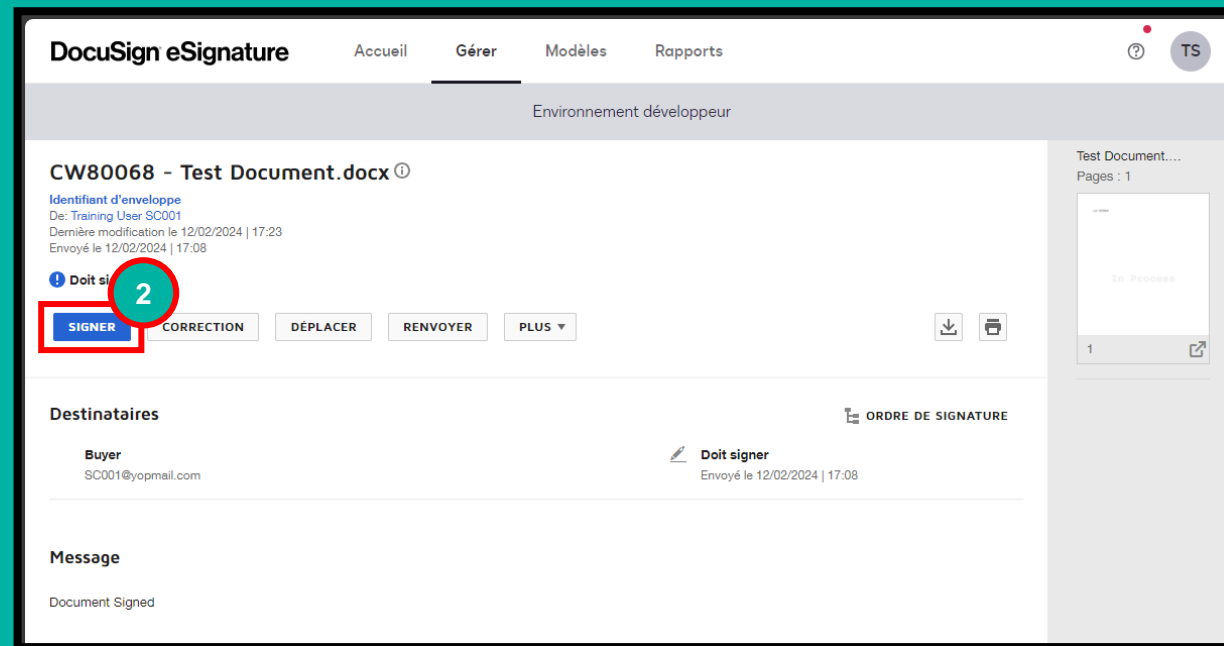
Step 4

Step 5

Step 6

You are directed to the DocuSign page. Click the **SIGNER** button.

*Click the Magnifier icon to enlarge the image.*





# Use DocuSign to Manage Contracts

Now let's understand the key steps you need to perform to use DocuSign for Contract Management.

*Click each tab to learn how to complete this process.*

Step 1

Step 2

Step 3

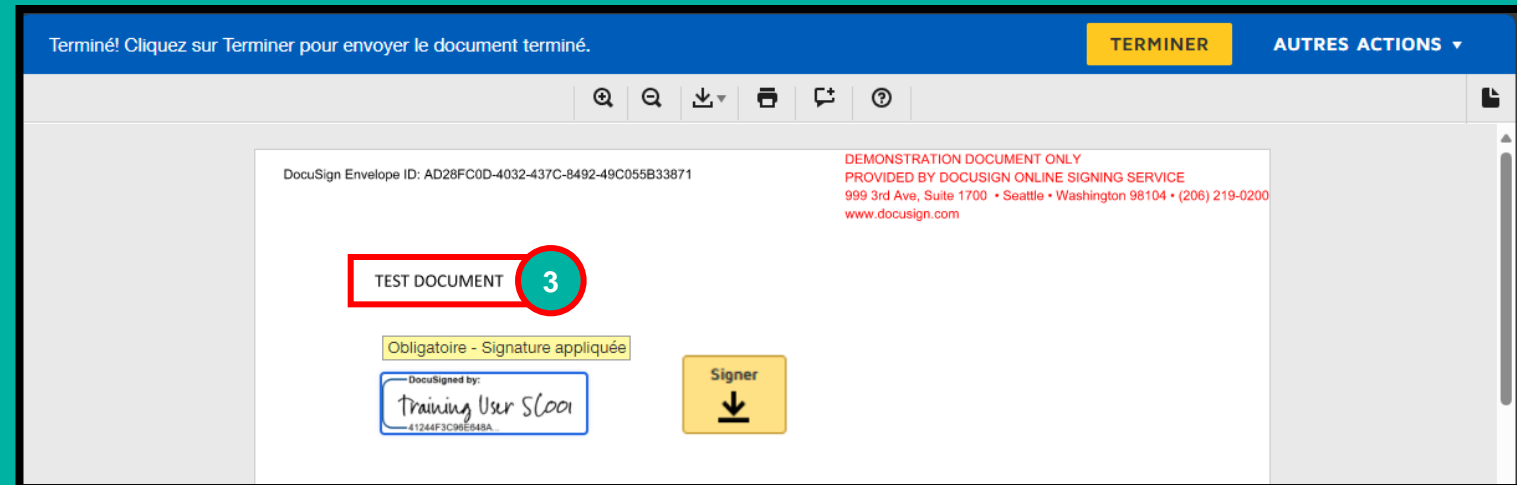
Step 4

Step 5

Step 6

Review the Contract.

*Click the Magnifier icon to enlarge the image.*



# Use DocuSign to Manage Contracts

Now let's understand the key steps you need to perform to use DocuSign for Contract Management.

*Click each tab to learn how to complete this process.*

Step 1

Step 2

Step 3

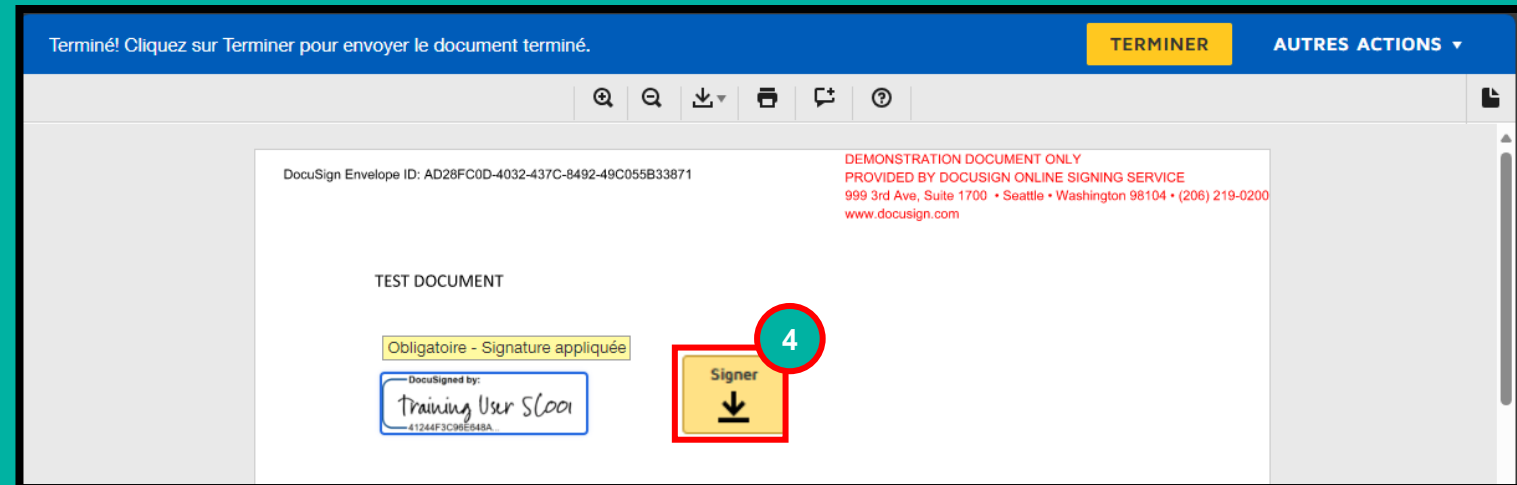
Step 4

Step 5

Step 6

Look for the **Signer** button on the Contract page. Then, affix your signature.

*Click the Magnifier icon to enlarge the image.*



# Use DocuSign to Manage Contracts

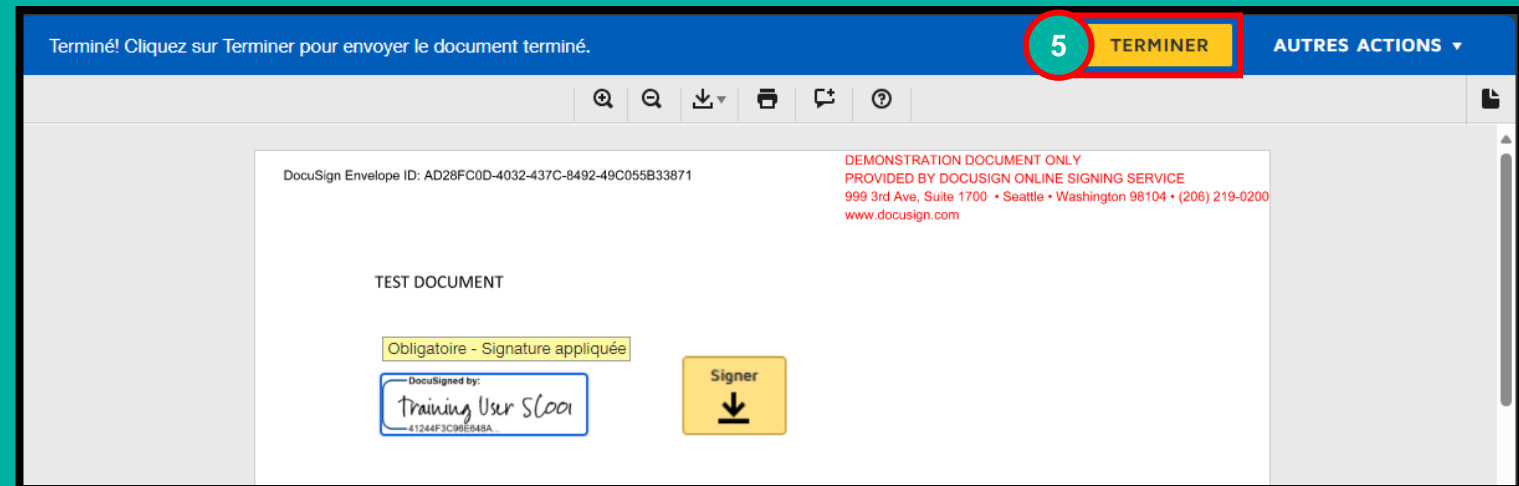
Now let's understand the key steps you need to perform to use DocuSign for Contract Management.

*Click each tab to learn how to complete this process.*



Click the **TERMINER** button once you have reviewed the Contract and affixed your signature.

*Click the Magnifier icon to enlarge the image.*



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# Use DocuSign to Manage Contracts

Now let's understand the key steps you need to perform to use DocuSign for Contract Management.

*Click each tab to learn how to complete this process.*

Step 1

Step 2

Step 3

Step 4

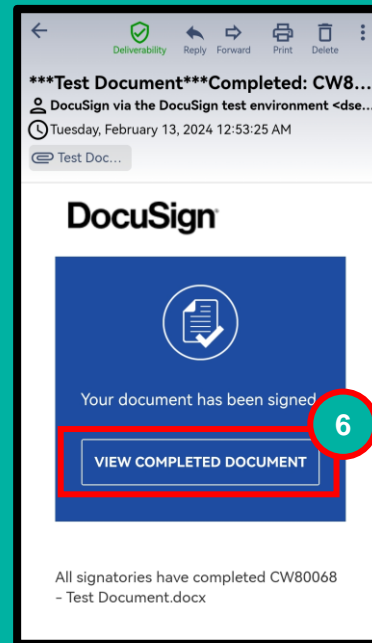
Step 5

Step 6

You will receive an email for the completed/signed Contract.

Click the **VIEW COMPLETED DOCUMENT** button to review the updated Contract.

*Click the Magnifier icon to enlarge the image.*



# Key Takeaways



## Here are the key takeaways from this course:

Some changes due to GET implementation are the digitization of Sourcing activities, review of prerequisites before accessing Sourcing documents and use of Ariba platform to submit offers and communicating with the ENGIE team.

The key activities you need to perform to source and contract items in the SAP Business Network are reviewing prerequisites and terms of agreement, submitting your response to an RPF event and communicating and negotiating through messaging.

Before you attempt to negotiate, it is important to first review the Prerequisites and Terms of Agreement.

You can communicate with a Buyer during negotiation through messaging.



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## Supplier Toolkit: Introduction to the Sourcing and Contracting Process

# Course Assessment Introduction

Welcome to your end of course assessment!

This assessment gives you an opportunity to validate your understanding of the course. Your responses to the questions will be graded.

You will require minimum 80% to complete the assessment. Good Luck!

START  
ASSESSMENT





# Course Completion

## Congratulations

<User Name>

You have successfully completed the **Supplier Toolkit: Introduction to the Sourcing and Contracting Process** Course.

Click the print button to download your certificate.



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PRINT CERTIFICATE

