

RFP Events Training Guideline for Suppliers – SAP ARIBA

V.1

This document aims to guide suppliers through the process of responding to a Request for Proposal (RFP) via the Ariba platform with Grifols. It provides step-by-step instructions for reviewing requirements, completing the economic and technical proposal, and correctly submitting your response. We recommend reading each section carefully to ensure successful participation in the bidding event.

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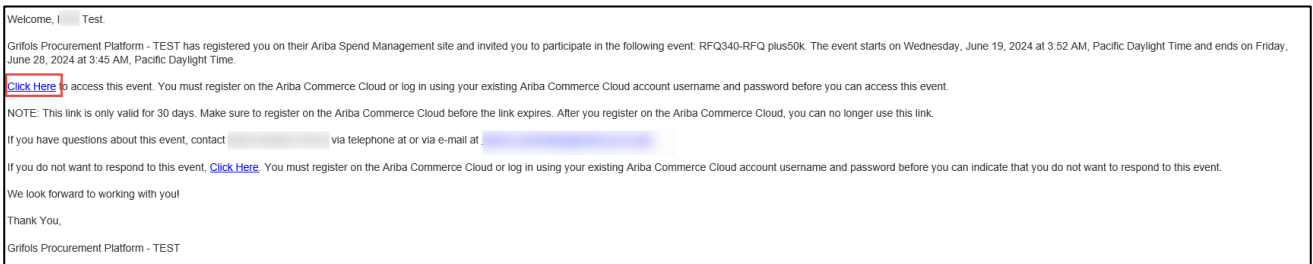
1) Introduction

In order to participate in Grifols events, it is essential that you register on the SAP Business Network and complete your registration as a Supplier with Grifols. To do this, you can consult the SAP Ariba Supplier Onboarding guide available on Grifols' website in the Suppliers section

2) Email invitation

When a Grifols Buyer decides to include you in a bidding event (RFI, RFP), you will receive an invitation email similar to the one shown in the image below.

If it is not in your main inbox but you know you have been invited, check your SPAM folder, and if you still can't find it, contact your usual Buyer."



This email allows the following actions:

Accept the invitation and participate in the event by clicking the link in the second paragraph. You will need to log in with your SAP Business Network username and password to access the event and then accept the prerequisites, as explained in the next section.

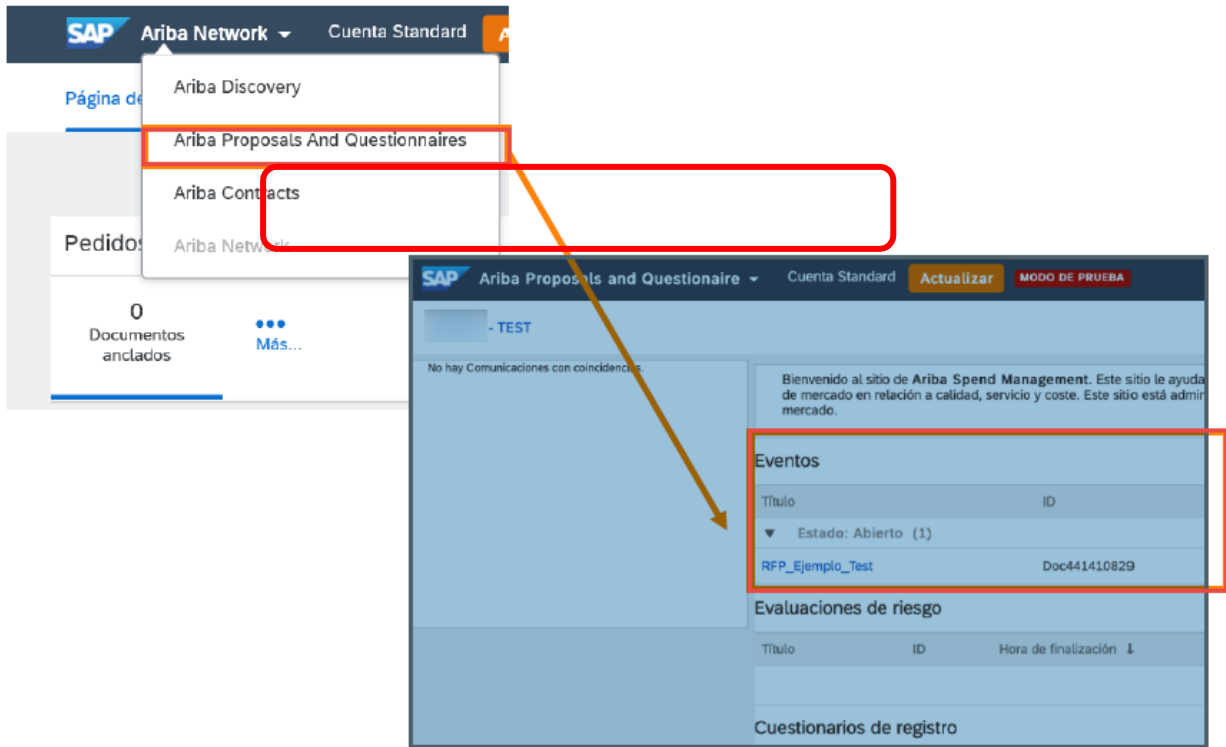
Decline the invitation to the event by clicking the link in the last paragraph.

Invitation links are designed for one-time use and will expire once they have been used correctly. Invitation links that have never been used are valid for 30 days.

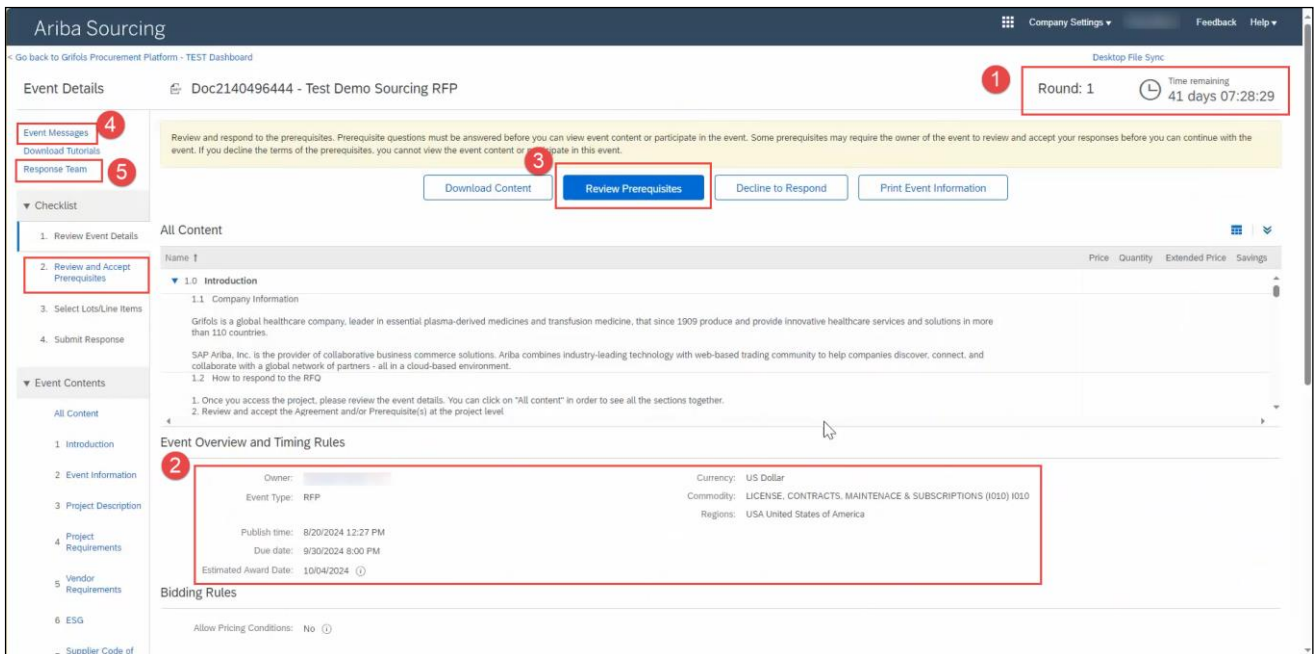
In that case, you should go directly to the SAP ARIBA supplier URL: <https://supplier.ariba.com/>

Log in with your username and password, and from there you will be able to view all your events

Within your SAP Business Network account, you will be able to access all your events and questionnaires. To do so, follow the instructions shown in the image below



3) Event Summary



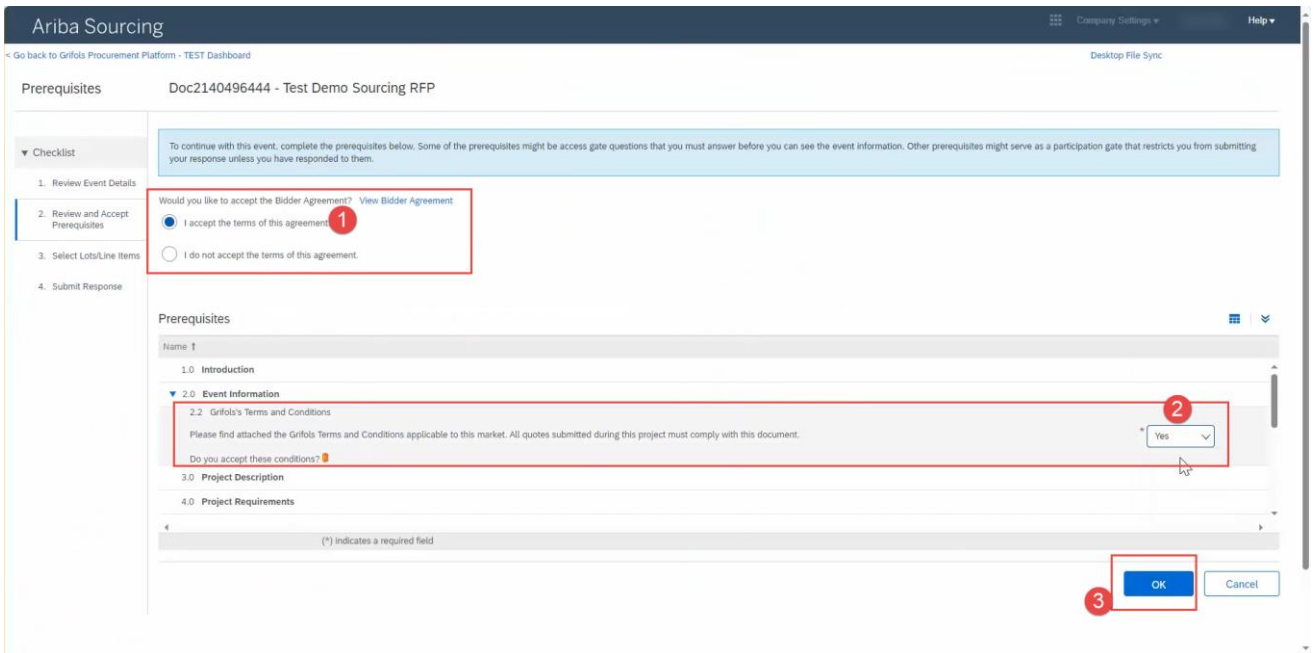
1. Round and Time remaining
2. Event Overview
3. Review Pre-requisites
4. Messages
5. Add additional response team members

4) Review of Preliminary Requirements

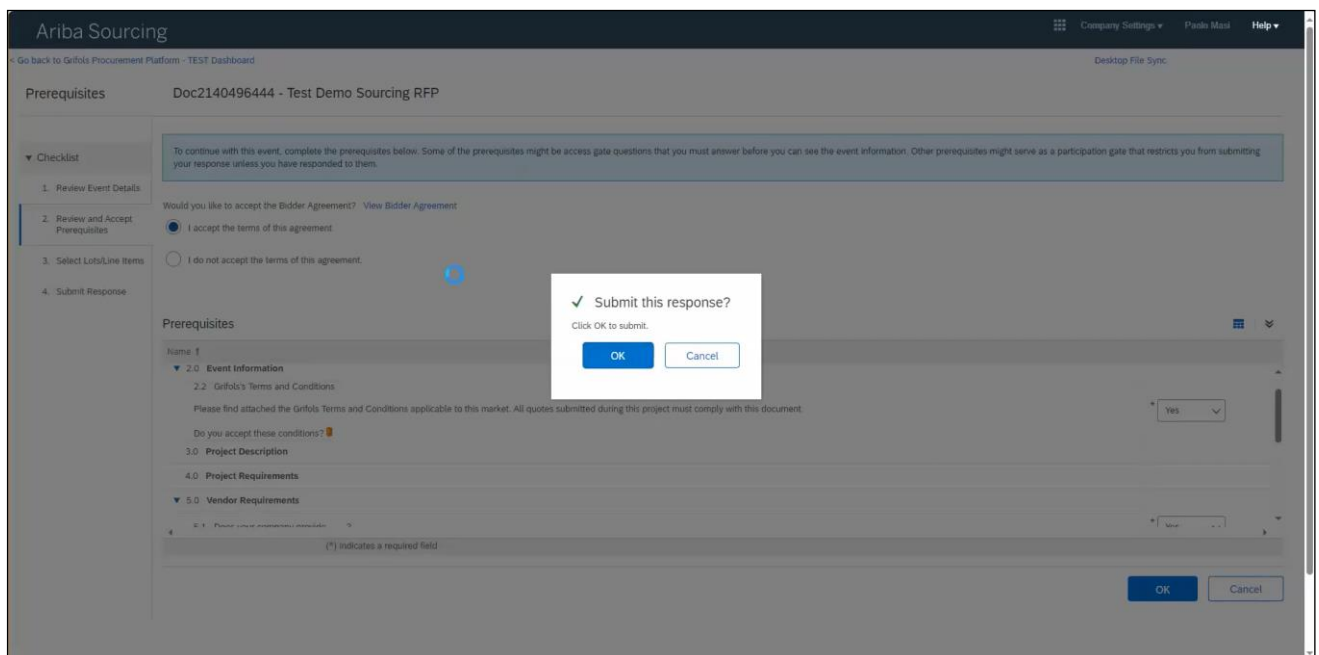
First, you must review the prerequisites. It is essential to accept them in order to participate in the event and be eligible for the award

- Acceptance of terms and conditions in Ariba.
- Response to mandatory questions set by Grifols.
- Confirmation of participation in the items and lots of the event.

Within Review and Accept Prerequisites:



Accept terms to deal within Ariba this RFP
Accept any pre-requisite question that Grifols has highlighted before to proceed.



Si la licitación tiene lotes, dentro del contenido del evento deberás seleccionar los lotes en los que quieras participar y confirmarlos.

Seleccionar lotes Doc441410829 - RFP_Ejemplo_Test Cancelar

Lista de comprobación

1. Revisar detalles de evento
2. Revisar y aceptar prerequisites
3. Seleccionar lotes
4. Enviar respuesta

Elija los lotes en los que participará. Puede cancelar su intención de participar en un lote hasta que envíe una respuesta para ese lote, una vez que envíe una respuesta no podrá retirarla.

Seleccionar lotes Seleccionar el uso de Excel

Lotes disponibles para pujar

<input checked="" type="checkbox"/>	Nombre
<input checked="" type="checkbox"/>	10.1 Producto

Confirmar lotes seleccionados

Cancelar

5) Proposal Preparation & review content

- Instructions for answering technical questions.
- Attach required documents (technical proposal, certificates, etc.).
- Complete the economic proposal in the prices/items section.

Ariba Sourcing Company Settings Feedback Help

Go back to Grifola Procurement Platform - TEST Dashboard Desktop File Sync

Console Doc2140496444 - Test Demo Sourcing RFP Round: 1 Time remaining 41 days 07:27:13

Your response to the prerequisites has been submitted.

Event Messages
Response History
Response Team

Checklist

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

Event Contents

- All Content
- 1. Introduction
- 2. Event Information
- 3. Project Description
- 4. Project Requirements
- 5. Vendor Requirements
- 6. ESG
- Supplier Code of

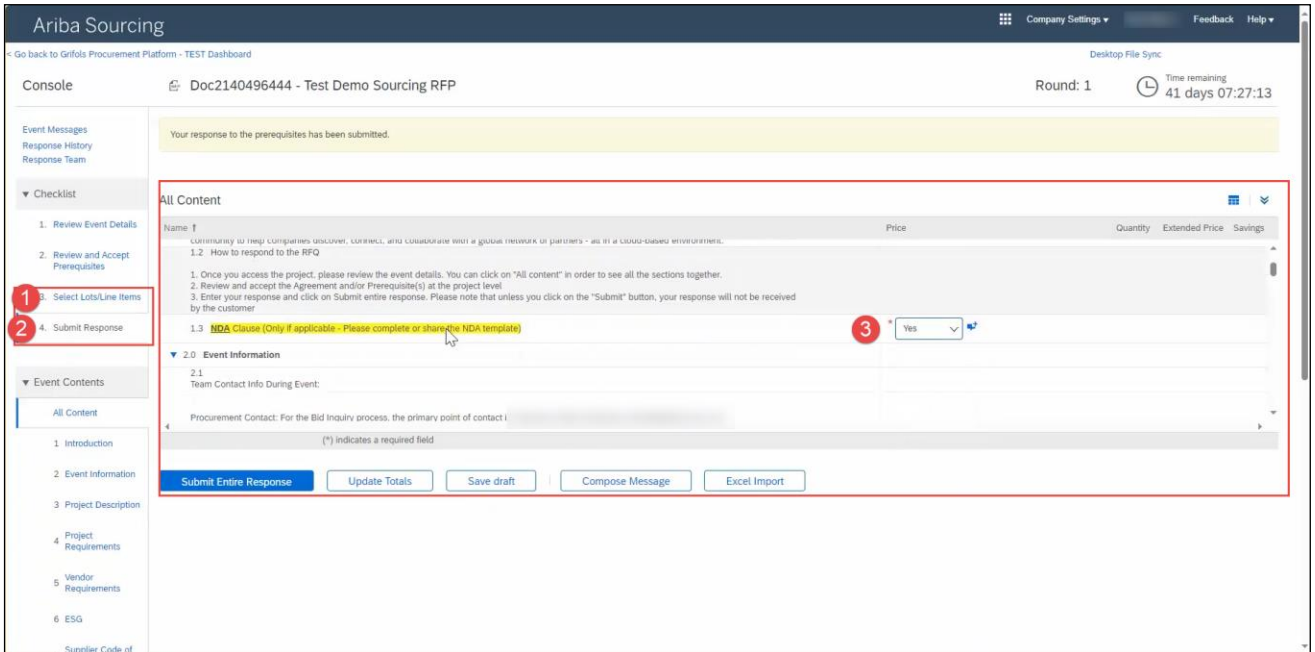
All Content

Name	Price	Quantity	Extended Price	Savings
<p>1.2 How to respond to the RFQ</p> <p>1. Once you access the project, please review the event details. You can click on "All content" in order to see all the sections together.</p> <p>2. Review and accept the Agreement and/or Prerequisite(s) at the project level.</p> <p>3. Enter your response and click on Submit entire response. Please note that unless you click on the "Submit" button, your response will not be received by the customer.</p>				
1.3 NDA Clause (Only if applicable - Please complete or share the NDA template)				Yes
<p>2.0 Event Information</p> <p>2.1 Team Contact Info During Event:</p> <p>Procurement Contact: For the Bid Inquiry process, the primary point of contact is</p> <p>(*) indicates a required field</p>				

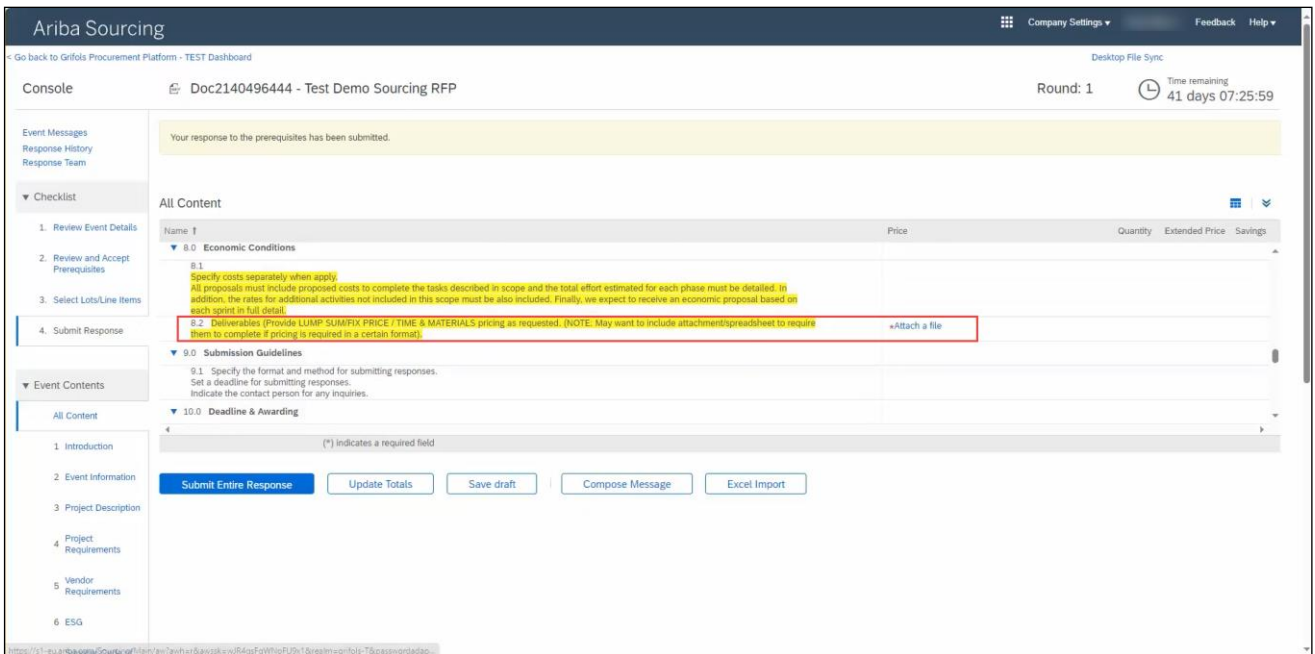
Submit Entire Response Update Totals Save draft Compose Message Excel Import

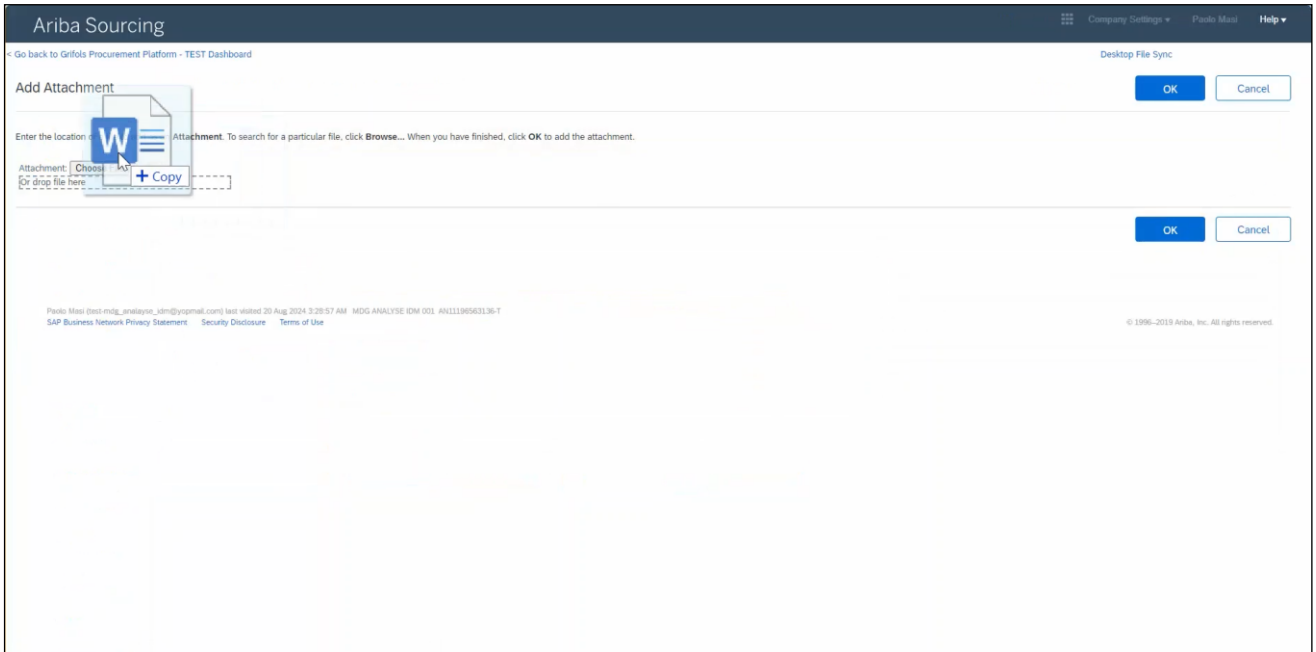
Navigate through the event content by exploring the different sections and respond to each of them:

1. By directly filling in the designated fields:



2) By attaching the required documentation in the relevant sections: To attach a document, it must first be saved locally on your device

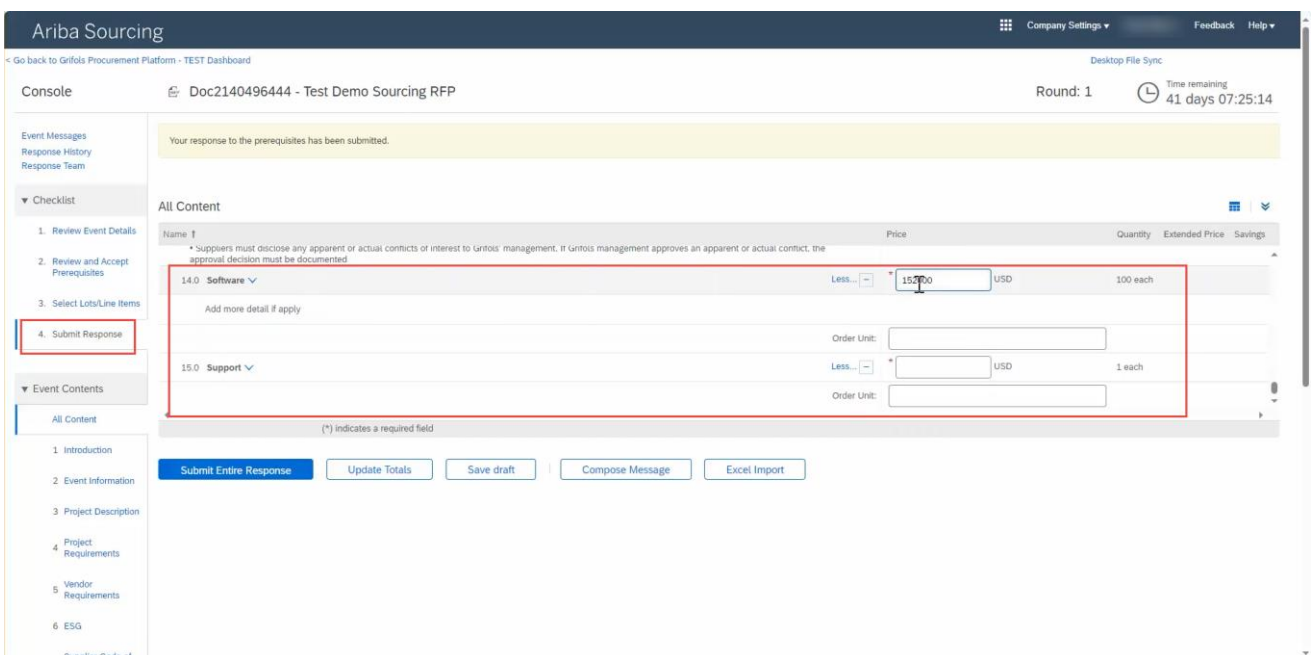




The system only allows one file per upload. Therefore, if you have multiple documents to attach, it is recommended that you include them in a compressed folder (.zip).

Once uploaded, the files will be visible, and as a Supplier, you will have the option to update or delete them. Alternative you can upload more documents if there is a miscellaneous section or within messages.

Economical proposals are also requested to be filled in the price/items sections



6) Response Team Management

- How to add additional members to the response team within Ariba.

The screenshot displays the Ariba Sourcing interface for a procurement event titled "Doc2140496444 - Test Demo Sourcing RFP". The interface includes a top navigation bar with "Company Settings", "Feedback", and "Help" options. A sidebar on the left contains a "Checklist" with steps like "Review Event Details", "Review and Accept Prerequisites", "Select Lots/Line Items", and "Submit Response". The main content area shows "Event Details" with a "Response Team" section highlighted by a red box. Below this, there are buttons for "Download Content", "Review Prerequisites", "Decline to Respond", and "Print Event Information". The "All Content" section is expanded to show "1.0 Introduction" and "1.1 Company Information", which includes text about Grifols and SAP Ariba. The "Event Overview and Timing Rules" section displays details such as "Event Type: RFP", "Currency: US Dollar", "Commodity: LICENSE, CONTRACTS, MAINTENACE & SUBSCRIPTIONS (010) I010", and "Regions: USA United States of America". The "Bidding Rules" section shows "Allow Pricing Conditions: No".

7) Communication with the Purchasing Team

- Use of Ariba's internal messaging.
- Alternative contact methods (email or phone).

Console Doc2140496444 - Test Demo Sourcing RFP Round: 1 41 days 07:25:00

Your response to the prerequisites has been submitted.

Checklist

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

Event Contents

All Content

Name	Price	Quantity	Extended Price	Savings
* Suppliers must disclose any apparent or actual contacts or interest to Gritco's management. If Gritco's management approves an apparent or actual contact, the approval decision must be documented.				
14.0 Software	Less... * 152000 USD	100 each		
Add more detail if apply				
	Order Unit:			
15.0 Support	Less... * 25000 USD	1 each		
	Order Unit: per			

(*) indicates a required field

Submit Entire Response Update Totals Save draft Compose Message Excel Import

8) Final Review and Submission

- Save drafts to continue later.
- Verification of responses before submission

Console Doc2140496444 - Test Demo Sourcing RFP Round: 1 41 days 07:25:00

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