Supplier Manual

Participation in RFP

Carlsberg Group

Content

Technical Support:

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1. Event Invitation

Step 1:

Open email invitation

It comes if you have been invited to the particular event

Step 2:

Click the access link

Follow the **Click Here** link to Log In or get the Ariba Sourcing Account registered

OR

Use the **https://proposals.seller.ariba.com** to login to your Ariba Sourcing account

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Welcome John Smith,

Carlsberg Group has registered you on their Ariba Spend Management site and invited you to participate in the following event: eRFP_XYZ_2022. The event starts on Monday, February 14, 2022 at 8:00 AM, Central European Time and ends on Tuesday, February 15, 2022 at 4:00 PM, Central European Time.

Click Here to access this event. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can access this event.

NOTE: This link is only valid for 30 days. Make sure to register on the Ariba Commerce Cloud before the link expires. After you register on the Ariba Commerce Cloud, you can no longer use this link.

If you have questions about this event, contact Carlsberg e-Sourcing Team via telephone at or via e-mail at eprocurement@carlsberg.com.

If you do not want to respond to this event, Click Here. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.

We look forward to working with you!

Thank You,

Carlsberg Group

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2. Event Details

Click Review Prerequisites to proceed within the RFP or Decline to Respond if you refuse to participate

The countdown clock shows the time remaining

Ariba Sourcing

Company Settings ▾   John Smith ▾   Feedback   Help ▾

< Go back to Carlsberg Group Dashboard

Desktop File Sync

Event Details   📄 Doc3588746444 - eRFP_Carlsberg Demo_2022

🕐 Time remaining
6 days 23:35:25

Event Messages

Download Tutorials

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.

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Submit Response

Review Prerequisites   Decline to Respond   Print Event Information

Event Overview and Timing Rules

Owner:	Oksana Petrosiuk ⓘ
Event Type:	RFP
Contract Months:	0 ⓘ
Contract Effective Date:	04/06/2018 ⓘ
Publish time:	7/20/2022 1:49 PM
Due date:	7/27/2022 1:49 PM

Currency:	European Union Euro
Commodity:	Technical Service Equipment 9030
Regions:	UK UK

John Smith (eprocurement@carlsberg.com) last visited 19 Jul 2022 4:48:23 AM Ariba Test Supplier AN01010252727

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Checklist shows the required steps to participate in the RFP

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3. Event Participation (Prerequisites)

To be able to proceed with the event, you need to review and accept the **Bidder Agreement** and **prerequisite questions.**

Once done, click **OK**.

3. Event Participation (Lots/Line items)

In checklist section 3. Select Lots/Line Items selection of Lots/Line Items may be enabled. Tick the positions you want to place a bid for and click Confirm Selected Lots/Line Items.

3. Event Participation

Once you confirmed selected lots, full event content becomes available. Scroll up and down to review the content and answer the questions included.

Place your prices per selected lots as requested.

Click Update Totals to see the Extended Price per Lot.

When all mandatory fields marked with * are fulfilled, click Submit Entire Response to submit your offer.

3. Event Participation (Excel Upload)

Scroll up and down to review the content and answer the **questions** included.

If there is a predefined **excel form** to be fulfilled attached, please download it, fill in accordingly and upload back to event content via **Attach a file** option.

When all mandatory fields marked with * are fulfilled, click **Submit Entire Response** to submit your offer.

3. Event Participation (Bidding via Excel)

If there are many Lots/Line Items, you may use **Excel** to respond to the event.

Go to section 3. Select Lots/Line Items, switch to tab **Select Using Excel** and click **Download Content**.

3. Event Participation (Bidding via Excel)

Open the downloaded excel file.

Carefully read the instruction in the first tab to understand the file structure. Colors legend:

- **Green** – selected Lots
- **Yellow** – questions
- **White** – optional, but to be reviewed

Go through all excel sheets one by one and fill in your responses where needed.

Save completed file to your local drive.

3. Event Participation (Bidding via Excel)

Once the excel file is ready to be uploaded to Ariba, follow the Step 3, click **Choose File** and **Upload**.
Click **OK** to confirm the Successful Import.
Once everything is in place, click **Submit Entire Response**.

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Desktop File Sync

Select Lots   Doc3588746444 - eRFP_Carlsberg Demo_2022   Cancel

▼ Checklist

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.

1. Review Event Details

2. Review and Accept Prerequisites

Select Lots/Line Items   Select Using Excel

3. Select Lots/Line Items

You are invited to participate in 2 lot(s), and have already signed up for 2 of them. You can change the list of lots you are signed up for. To do so, follow the instructions below.

4. Submit Response

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   **1**
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   **2**

Cancel

3

✓ Import Successful

Your response has been imported successfully.
Click the **Submit Entire Response** button, as soon as it appears on the page.

OK

4   Submit Entire Response   Update Totals   Save draft   Compose Message   Excel Import

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4. Revise Response

You can update your previous response while event is running. To do so, click **Revise Response**. Save your changes by clicking **Submit Entire Response**.

THANK YOU

Carlsberg Group