Supplier Manual

Participation in RFI

2022

Carlsberg Group

Content

Technical Support :

SAP Ariba Customer Support for Buyers & Suppliers | SAP Ariba

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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 RFI or **Decline to Respond** if you refuse to participate

The **countdown clock** shows the time remaining

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: Go back to Carlsberg Group Dashboard

Event Details   📄 Doc3570352339 - eRFI_Carlsberg Demo_2022

Desktop File Sync

Time remaining
01:19:16

Event Messages
Download Tutorials
Response Team

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:	RFI
Contract Months:	0 ⓘ
Contract Effective Date:	04/06/2018 ⓘ
Publish time:	7/6/2022 4:41 AM
Due date:	7/6/2022 6:11 AM

Currency:	European Union Euro
Commodity:	Plastic Closures 2020
Regions:	Poland Poland

Project Owner Actions

Checklist shows the required steps to participate in the RFI

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2. Event Participation (Prerequisites)

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

3. Event Participation

In checklist section 3. Submit Response you must answer the questions (mandatory ones are marked with *).

If there are too many questions, you may respond via excel upload. Click on Excel Import button and follow the steps on the next page.

Once completed, click Submit Entire Response.

3. Event Participation (Response via Excel)

If there are many questions, you may use Excel to respond to the event.

Click **Download Content** to export the pre-defined excel form to be fulfilled and **Download Attachments**. to export all files from content at once.

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‹ Go back to Carlsberg Group Dashboard

Import Response from Excel

This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment.

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
┌ 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

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3. Event Participation (Response via Excel)

Open the downloaded excel file.

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

- **Yellow** – questions to be answered

- **White** – optional questions

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 (Response via Excel)

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

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‹ Go back to Carlsberg Group Dashboard

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[Choose File] No file chosen
Or drop file here   **1**

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Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.

[**Upload**] **2**

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

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