

Supplier Manual

Participation in RFP

2022

Content

- 1 Event Invitation
- 2 Event Details
- 3 Event Participation
- 4 Revise Response

Technical Support:

[SAP Ariba Customer Support for Buyers & Suppliers | SAP Ariba](#)

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

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 [redacted] 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

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

< Go back to Carlsberg Group Dashboard

Company Settings John Smith Feedback Help

Desktop File Sync

Event Details Doc3588746444 - eRFP_Carlsberg Demo_2022

Time remaining 6 days 23:35:25

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.

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



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**.

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Company Settings | John Smith | Help

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Prerequisites Doc3588746444 - eRFP_Carlsberg Demo_2022

To continue with this event, complete the prerequisites below. Some of the prerequisites might be access gate questions that you must answer before you can see the event information. Other prerequisites might serve as a participation gate that restricts you from submitting your response unless you have responded to them.

Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Submit Response

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

I accept the terms of this agreement.

I do not accept the terms of this agreement.

Prerequisites

Name ↑
1 To gain full access to this RFP, please confirm that you have read, understood and agree to the attached Carlsberg documents. You confirm by clicking "Yes" in the box. The documents can be found by clicking on the "References" icon below. References
2 WELCOME Dear Participant, It is a great pleasure for Carlsberg Supply Company AG to invite your company to participate in this tender for CATEGORY X. This RFP is lead by Carlsberg's TITLE. NAME. PURPOSE/BACKGROUND text...

(*) indicates a required field

OK Cancel

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**.

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Desktop File Sync

Select Lots Doc3588746444 - eRFP_Carlsberg Demo_2022 Cancel

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.

Select Lots/Line Items Select Using Excel

▼ Checklist

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

Lots Available for Bidding

<input checked="" type="checkbox"/>	Name
<input checked="" type="checkbox"/>	6.3 Lot 1
<input checked="" type="checkbox"/>	6.4 Lot 2

Confirm Selected Lots/Line Items

Cancel

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.

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< Go back to Carlsberg Group Dashboard

Doc3588746444 - eRFP_Carlsberg Demo_2022

Time remaining 6 days 22:08:08

Your response to the prerequisites has been submitted.

All Content

Name ↑	Price	Quantity	Extended Price	Total Cost
5.1 Please confirm that you have read, understand and agree to our specifications and that you can meet our requirements.	* Unspecified			
6 PRICING			€600.00 EUR	€600.00 EUR
6.1 Please fill out the attached file containing information. QUOTATION.xlsx				
6.2 Please upload the document from section 6.1	* Attach a file			
6.3 Lot 1	* €5.00 EUR	100 Each	€500.00 EUR	€500.00 EUR
6.4 Lot 2	* €10.00 EUR	10 Each	€100.00 EUR	€100.00 EUR
7 QUESTIONS & SUPPORT				

(*) indicates a required field

Submit Entire Response Update Totals Save draft Compose Message Excel Import

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.

The screenshot displays the Ariba Sourcing interface for an event titled "Doc3588746444 - eRFP_Carlsberg Demo_2022". The interface includes a navigation menu on the left with sections like "Event Messages", "Checklist", and "Event Contents". The main content area shows a table of items with columns for Name, Price, Quantity, Extended Price, and Total Cost. A red circle highlights the "Attach a file" button next to item 6.2. Another red circle highlights the "QUOTATION.xlsx" file icon next to item 6.1. At the bottom, a red circle highlights the "Submit Entire Response" button. The interface also shows a "Time remaining" of 6 days 22:08:08 and a "Desktop File Sync" option.

Name ↑	Price	Quantity	Extended Price	Total Cost
5.1 Please confirm that you have read, understand and agree to our specifications and that you can meet our requirements.	* Unspecified			
6 PRICING			€600.00 EUR	€600.00 EUR
6.1 Please fill out the attached file containing information. QUOTATION.xlsx				
6.2 Please upload the document from section 6.1	* Attach a file			
6.3 Lot 1	* €5.00 EUR	100 Each	€500.00 EUR	€500.00 EUR
6.4 Lot 2	* €10.00 EUR	10 Each	€100.00 EUR	€100.00 EUR
7 QUESTIONS & SUPPORT				

(*) indicates a required field

Buttons: Submit Entire Response, Update Totals, Save draft, Compose Message, Excel Import

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**.

Ariba Sourcing

Company Settings ▾ John Smith Help ▾ Messages >>

Go back to Carlsberg Group Dashboard Desktop File Sync

Select Lots Doc3588746444 - eRFP_Carlsberg Demo_2022 Cancel

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.

▼ Checklist

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

Select Lots/Line Items **Select Using Excel**

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.

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

Cancel

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.

Required Action

Submit the list of items on which you intend to respond

Instructions

Proceed through each worksheet using the tabs at the bottom of the window and fill out the required information: "Intend to Bid data" (color-coded cells, below) are required for Intend to Respond stage and "Bidding data" (color-coded cells, below) are required for Submit Response stage. When you have filled in all the information, save the file to your desktop and import it to the application.

General Guidelines and Cell Legend

Some of the cells in the following sheets require that you enter data, some can optionally be edited, and some are read-only. This is indicated by the color and border

- Header and System ID Information: Do not modify this cell or the import may fail.
- Help Information: Do not modify this cell or the import may fail.
- Bidding data. These cells are optional if you are selecting lots to which you intend to respond, otherwise they are required. Cells that you fill in are copied into the event when you import the spreadsheet. The column heading for these cells also has an asterisk (*) in it.
- Intend to Bid data. These cells are required; specify Yes or No.
- Optional data
- Without the border, read only data

Intend To Respond Instructions | Submit Response Instructions | 3 G

Number	Name	Answer	Description	Intend To Respond	Currency	Unit of Measure	* Price	Quantity
6.1	Please fill out the attached file containing information.	QUOTATION.xlsx						
6.2	Please upload the document from section 6.1							
6.3	Lot 1			Yes	EUR	Each	00	
6.4	Lot 2			Yes	EUR	Each	10	

5 SPECIFICATION & REQUIREMENTS | 6 PRICING | 7 QUESTIONS & SUPPORT

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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Company Settings | John Smith | Help | Messages

Go back to Carlsberg Group Dashboard | Desktop File Sync

Select Lots | Doc3588746444 - eRFP_Carlsberg Demo_2022 | Cancel

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.

Checklist

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

Select Lots/Line Items | **Select Using Excel**

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.

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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

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

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

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**.

The screenshot displays the Ariba Sourcing interface for a document titled "Doc3570352339 - eRFI_Carlsberg Demo_2022". A green notification bar at the top states, "Your response has been submitted. Thank you for participating in the event." Below this, a blue button labeled "Revise Response" is circled in red. The interface also shows a "Compose Message" button and a table of content items.

Console Doc3570352339 - eRFI_Carlsberg Demo_2022 Time remaining 2 days 22:27:00

Event Messages
Response History
Response Team

Checklist

- Review Event Details
- Review and Accept Prerequisites
- Submit Response

Event Contents

- All Content

1 PREREQUISITE QUESTIONS

2 BACKGROUND

3 GENERAL CONDITIONS ...

4 COMPANY INFORMATION

5 OTHER

All Content

Name ↑	
4.1 Country	1
4.2 Contact name	1
4.3 Contact title	1
4.4 Contact email	1
4.5 VAT Number	1
4.6 Website	Yes

Compose Message

THANK

YOU

