

Commercial RFP Manual - Supplier



Receipt of the invitation email

At the Commercial RFP event publication, the supplier receives an invitation email.

The invitation email contains the direct access link to the event:

- The supplier enters the credentials if it has already an Ariba Network account
- The supplier starts the registration if it has not an Ariba Network account



Welcome, Mr. Sigma.

Zambon Global Procurement - TEST has registered you on their Ariba Spend Management site and invited you to participate in the following event: Commercial RDO 1. The event starts on Tuesday, 13-Jul-2021 at 17:35, Central European Summer Time and ends on Thursday, 12-Aug-2021 at 17:35, Central European Summer Time.

[Click Here](#) for downloading the Commercial RFP event manual.

[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 Utente Buyer 1 via telephone at or via e-mail at zambon.buyer1@gmail.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,

Zambon Global Procurement - TEST

Content event display (1/3)

Once completed the access to the event using the link, it is possible to see the event overview:

< Go back to Zambon Global Procurement - TEST Dashboard Desktop File Sync

Event Details Doc716418475 - Event 01 Time remaining
29 days 23:56:38

Event Messages
Download Tutorials

▼ Checklist

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

▼ Event Contents

- All Content
- 1. Documents to download
- 2. Documents to upload

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.

[Download Content](#) [Review Prerequisites](#) [Decline to Respond](#) [Print Event Information](#)

All Content

Name ↑	Price	Quantity	Extended Price
▼ 1 Documents to download			
▼ 1.1 Request for Commercial proposal			
1.1.1 Engagement Letter acceptance References ▼			
1.1.2 Request for Proposal (RFP) References ▼			
▼ 2 Documents to upload Less... ▾			
The documents uploaded in this section will be visible as soon as the reply is sent or after the deadline has expired.			
▼ 2.1 Commercial proposal			
2.1.1 Upload your economic offer			
2.1.2 In case of updating your economic offer, indicate the details of what has been modified.			
▼ 2.1.3 List of quotations			
2.1.3.1 Product 01		2 each	
2.1.3.2 Product 02		2 each	

Event Overview and Timing Rules

Owner: [Utente Buyer 1](#)

Event Type: RFP

Currency: European Union Euro

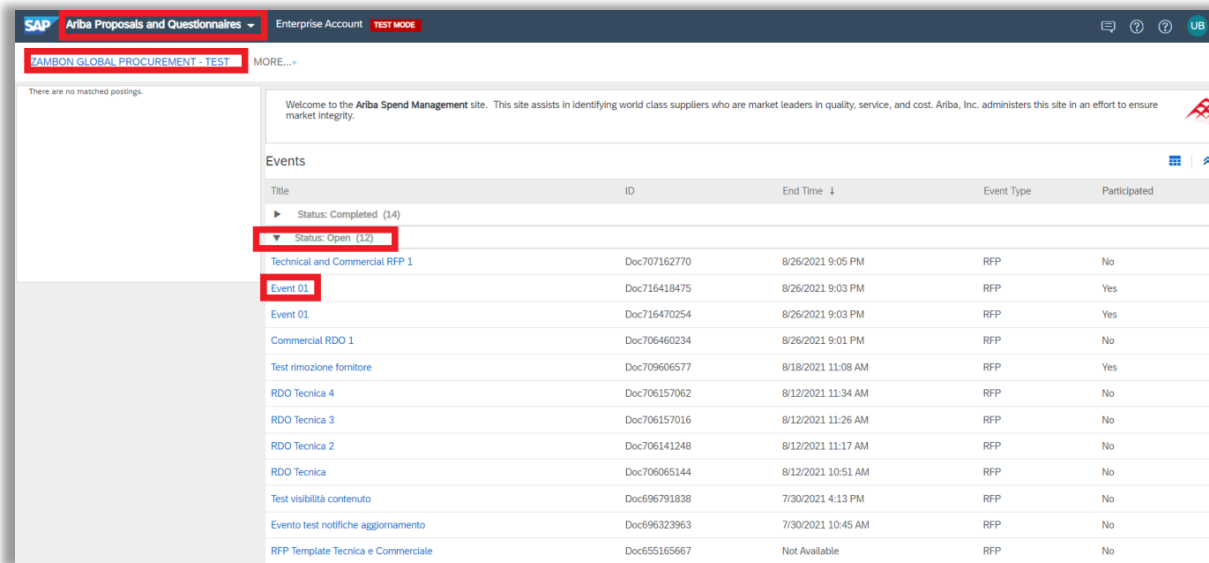
Commodity: Flota de coches y servicios afines I004

Regions: ITA001 Italy Manufacturing Plant - Vicenza

Content event display (2/3)

To participate in a Commercial RFP, you can access to the event also in the following way:

- Log in to the Ariba Supplier Network
- Click on the company Zambon S.p.A
- Click on the event number in the «Open» status



The screenshot displays the SAP Ariba Spend Management interface. The top navigation bar includes 'SAP Ariba Proposals and Questionnaires', 'Enterprise Account', and 'TEST MODE'. The main header shows 'ZAMBON GLOBAL PROCUREMENT - TEST' and 'MORE...'. A message states 'There are no matched postings.' The 'Events' section is active, showing a table with columns: Title, ID, End Time, Event Type, and Participated. The table is filtered by 'Status: Open (12)'. The 'Event 01' row is highlighted.

Title	ID	End Time	Event Type	Participated
▶ Status: Completed (14)				
▼ Status: Open (12)				
Technical and Commercial RFP 1	Doc707162770	8/26/2021 9:05 PM	RFP	No
Event 01	Doc716418475	8/26/2021 9:03 PM	RFP	Yes
Event 01	Doc716470254	8/26/2021 9:03 PM	RFP	Yes
Commercial RDO 1	Doc706460234	8/26/2021 9:01 PM	RFP	No
Test rimozione fornitore	Doc709606577	8/18/2021 11:08 AM	RFP	Yes
RDO Tecnica 4	Doc706157062	8/12/2021 11:34 AM	RFP	No
RDO Tecnica 3	Doc706157016	8/12/2021 11:26 AM	RFP	No
RDO Tecnica 2	Doc706141248	8/12/2021 11:17 AM	RFP	No
RDO Tecnica	Doc706065144	8/12/2021 10:51 AM	RFP	No
Test visibilità contenuto	Doc696791838	7/30/2021 4:13 PM	RFP	No
Evento test notifiche aggiornamento	Doc696323963	7/30/2021 10:45 AM	RFP	No
RFP Template Tecnica e Commerciale	Doc655165667	Not Available	RFP	No

Content event display (3/3)

Standard Content of a Commercial RFP

If the buyer doesn't make changes in the content of the event, a Commercial RFP consists of the following sections:

- **1. Documents to download**
 - 1.1 Request for Commercial proposal
 - ✓ 1.1.1 Engagement Letter acceptance
 - ✓ 1.1.2 Request for Proposal (RFP)

- **2. Documents to upload**
 - The documents uploaded in this section will be visible as soon as the offer is sent or after terms expiration

- **2.1. Commercial proposal**
 - 2.1.1 Upload your economic offer
 - 2.1.2 In case of updating your economic offer, indicate the details of what has been modified
 - 2.1.3 List of quotations: in this section the buyer can insert any requested quotes (ad showed in the screen in the previous slide)

It may happen that the buyer has changed the visibility of the event content by hiding it (totally or partially) until the prerequisite (the Letter of Engagement) is accepted. In this case the system allows to view a partial event content, initially limited only to the sections that the buyer has not hidden.

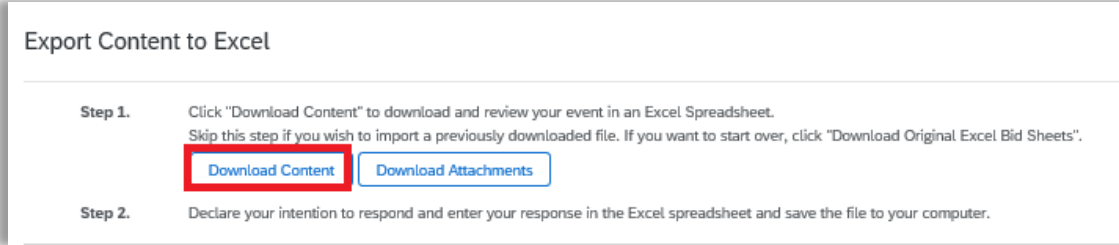
Download of the event content (1/2)

Excel File

In order to download the excel file related the event content, click the button «Download Content».

A rectangular button with a blue border and the text "Download Content" in blue.

In the next page, click the button «Download Content» in order to download the excel file with the content of the event.

A screenshot of a web interface titled "Export Content to Excel". It contains two steps. Step 1 includes instructions to click "Download Content" and a "Download Attachments" button. The "Download Content" button is highlighted with a red border. Step 2 includes instructions to declare intention and save the file.

Export Content to Excel

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.

It is suggested to download this file once completed the next phase of acceptance of the prerequisite because, if part of the content is hidden until it is accepted, the downloaded file can be incomplete.

Click «Done» to return in the main page of the event.

Download of the event content (2/2)

Attachments

In order to download the documentation attached by the buyer, click the button “Download Content”.

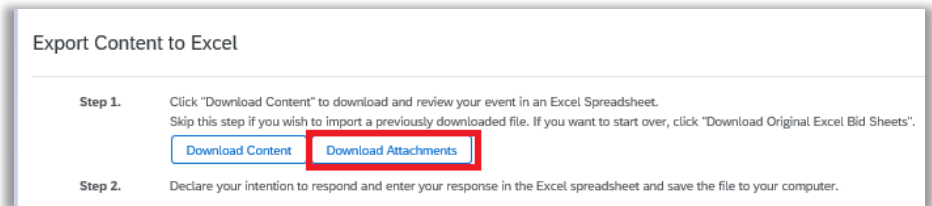


In the next page, click the button “Download Attachments” and select the total list in order to download all the event documentation. Click again “Download Attachments” to proceed.

Export Content to Excel

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”.

Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

A dialog box titled "Export Content to Excel" with two steps. Step 1 describes downloading an Excel spreadsheet. Step 2 describes declaring intention to respond. Two buttons are shown: "Download Content" and "Download Attachments", with the latter highlighted by a red box.

Download Attachments Done

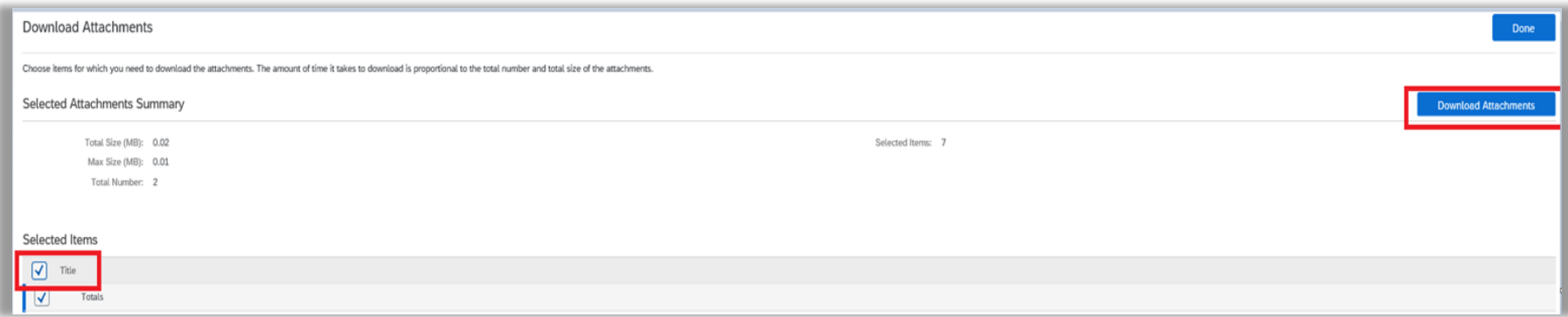
Choose items for which you need to download the attachments. The amount of time it takes to download is proportional to the total number and total size of the attachments.

Selected Attachments Summary Download Attachments

Total Size (MB): 0.02 Selected Items: 7
Max Size (MB): 0.01
Total Number: 2

Selected Items

<input checked="" type="checkbox"/>	Title
<input checked="" type="checkbox"/>	Totals

A dialog box titled "Download Attachments" with a "Done" button. It contains a summary of selected attachments (Total Size: 0.02 MB, Max Size: 0.01 MB, Total Number: 2, Selected Items: 7) and a list of selected items with checkboxes. The "Download Attachments" button and the first checkbox in the list are highlighted with red boxes.

Click «Done» to return in the main page of the event.

Decline to respond

If after viewing the event documentation you decide to not participate in the event, click the button «Decline to Respond».



Decline to Respond

System requires a reason to insert in the box. Once the reason has been filled in, click «OK»

Reason for Declining to Respond

Declining to respond will temporarily remove your accessibility to this event. If you decide to respond to this event later, click the 'Intend to Respond' button for this event. Please enter the reason for declining (limited to 500 characters).

OK Cancel

After the refusal, it is possible to review the answer and decide to participate by clicking the «Intend to Respond» button that is visible in the main page.



Intend to Respond

Event participation (1/2)

Acceptance of the prerequisite

To participate in the event, click the button «Review Prerequisites».

Review Prerequisites

Once viewed the Engagement Letter, you decide to accept it and to participate, select the option «Yes» from the drop down in correspondence of the question 1.1.1 and click «OK».



The screenshot shows a web form titled "Prerequisites". It contains several sections:

- 1 Documents to download**
 - 1.1 Request for Commercial proposal**
 - 1.1.1 Engagement Letter acceptance [References](#) (dropdown menu open showing "Unspecified" and "Yes")
- 2 Documents to upload**

The documents uploaded in this section will be visible as soon as the reply is sent or after the deadline has expired.

 - 2.1 Commercial proposal**
 - 2.1.3 List of quotations (*) indicates a required field

At the bottom right of the form, there are "OK" and "Cancel" buttons.

Click again «OK» in the confirmation box.

Event participation (2/2)

Lots confirmation

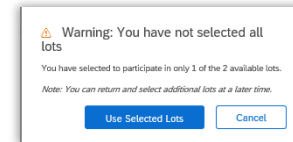
Once the prerequisite has been accepted, the system allows to select the lots to quote from those present in the event content.

- **Confirmation of all lots:** insert the flag in correspondence of the line «Name» and click «Confirm Selected Lots». In this case the system shows the total event content

<input checked="" type="checkbox"/>	Name
<input checked="" type="checkbox"/>	2.1.3.1 Product 01
<input checked="" type="checkbox"/>	2.1.3.2 Product 02

[Confirm Selected Lots](#)

- **Partial confirmation of the lots:** insert the flag only in correspondence of the lots to quote and click «Confirm Selected Lots». In this case the system warns that not all the available lots have been selected, an option that can be modified in a second moment. Click «Use Selected Lots» to proceed. Choosing this option, the system shows only the confirmed positions to be quoted. In the main page click «Select Lots» to review the selected lots.



1. [Review Event Details](#)
2. [Review and Accept Prerequisites](#)
3. [Select Lots](#)
4. [Submit Response](#)

Commercial offer uploading (1/5)

Once accepted the prerequisite and selected the lots to quote, the system allows to upload and submit the commercial offer. If the buyer has inserted restrictions on the visibility of the content, once the prerequisite has been accepted, the content is fully visible.

The screenshot displays the 'Doc716418475 - Event 01' interface. A yellow banner at the top states: 'Your response to the prerequisites has been submitted.' Below this, the 'All Content' section contains a table with the following structure:

Name	Price	Quantity	Extended Price
1 Documents to download			
1.1 Request for Commercial proposal			
1.1.1 Engagement Letter acceptance	References	Yes	
1.1.2 Request for Proposal (RFP)	References		
2 Documents to upload Less...			
The documents uploaded in this section will be visible as soon as the reply is sent or after the deadline has expired.			
2.1 Commercial proposal			
2.1.1 Upload your economic offer	Attach a file		
2.1.2 In case of updating your economic offer, indicate the details of what has been modified.	<input type="text"/>		
2.1.3 List of quotations			
2.1.3.1 Product 01	* <input type="text"/> EUR	2 each	
2.1.3.2 Product 02	* <input type="text"/> EUR	2 each	

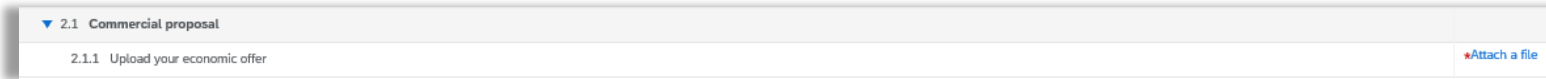
(*) indicates a required field

At the bottom, there are five buttons: 'Submit Entire Response', 'Update Totals', 'Save draft', 'Compose Message', and 'Excel Import'.

Commercial offer uploading (2/5)

Upload of the attachments

If the buyer has not modified the standard event content for the Commercial RFP, the system requires to attach one document in correspondence of the question 2.1.1. In order to upload the document:



- Click “Attach a file”
- Drag the file to upload or click the available button in order to select the file from the PC. Click “OK” once selected the file
- The attached file is now visible. Click “Update file” in order to change the attached document, or “Delete file” to remove it



Commercial offer uploading (3/5)

Upload of the quotation

To enter the prices relating to the lots to quote, there are two possibilities:

- **From Ariba Network:** with the manual insertion of the desired values in correspondence of the lines to be quoted. This procedure is optimal in the case of a reduced list of items

▼ 2.1.3 List of quotations			
2.1.3.1 Product 01	*	<input type="text" value="50"/>	EUR 2 each
2.1.3.2 Product 02	*	<input type="text" value="10q"/>	EUR 2 each
(*) indicates a required field			

- **Using an Excel file:** if there is a long list of items to quote, proceed by uploading an excel file. To download the starting Excel file:

- ✓ Click the button «Excel Import»



- ✓ Click «Download Content» in order to download the file

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](#)

Commercial offer uploading (4/5)

- Open the Excel file and select the sheet relating the «Documents to upload»

Number	Name	Description	Answer	Currency	Unit of measure	*Price	Quantity
2.1	Commercial proposal						
2.1.1	Upload your economic offer						
2.1.2	In case of updating your economic offer, indicate the details of what has been modified.		<input type="text"/>				
2.1.3	List of quotations						
2.1.3.1	Product 1			EUR	each	80	5
2.1.3.2	Product 2			EUR	each	50	10

- Insert the requested values and save the file
- Return in Ariba and drag the file to upload, or click the available button in order to upload the file from your PC
- Click «Upload» in order to load the selected file
- If the upload is successful, a confirmation message appears (otherwise check the file). Click «OK» in order to proceed.

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 Nessun file selezionato.

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.

✓ **Import Successful**

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

Commercial offer uploading (5/5)

Once completed the offer, the system allows the follow actions:

- **Save draft:** it allows to save the offer and send it later
- **Compose Message:** it allows to send a message to the Zambon team that manage the event. Click «Send» in order to send the message.
- **Excel Import:** it allows to review the inserted quotations uploading a new Excel file
- **Submit Entire Response:** it allows to send the final offer. Click «OK» in the box of confirmation in order to proceed. If the system returns an error message, it is probably that there are missing mandatory values

A rectangular button with a thin blue border and a light blue background, containing the text "Save draft" in a blue sans-serif font.A rectangular button with a thin blue border and a light blue background, containing the text "Compose Message" in a blue sans-serif font.A rectangular button with a thin blue border and a light blue background, containing the text "Excel Import" in a blue sans-serif font.A rectangular button with a thin blue border and a solid dark blue background, containing the text "Submit Entire Response" in a white sans-serif font.

Commercial offer review

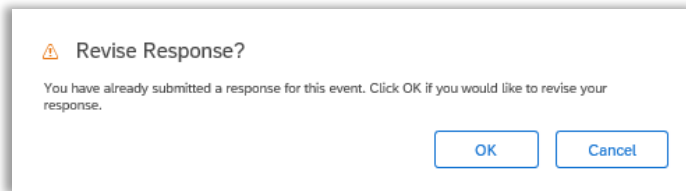
Once submitted the offer, the buyer receives a notification email related the completed action.

As long as the event is in Progress, the system allows to edit the offer at any time by clicking the button «Revise response»



Confirm the action clicking «OK» in the box that appears.

At this point the offer can be edited and, subsequently, saved or immediately sent by clicking the buttons indicated in the previous slide.



System generates an error message trying to send an offer that is equal to the one sent previously: the offer sent cannot be the same as the previous one.

In case of incorrect selection of the “Revise Response” button, make a fictitious modification (for example, remove an attachment and upload the same file) to resubmit the same offer.

 Duplicate bids are not allowed. Submit a bid which is not identical to your previous bid.

Closed event

When the event expires, the system shows the follow page:

The screenshot shows the Zambon Global Procurement system interface for a closed event. The page title is "Doc716418475 - Event 01" and it includes a "Pending Selection" indicator. A yellow banner at the top states: "The bid shown is your last successfully submitted bid." The left sidebar contains a "Checklist" with four steps: "Review Event Details", "Review and Accept Prerequisites", "Select Lots", and "Submit Response". Below the checklist is the "Event Contents" section, which is currently expanded to "All Content". The main content area displays a table of documents to download and upload. The table has columns for Name, Price, Quantity, and Extended Price. The data is as follows:

Name	Price	Quantity	Extended Price
1 Documents to download			
1.1 Request for Commercial proposal			
1.1.1 Engagement Letter acceptance	Yes		
1.1.2 Request for Proposal (RFP)			
2 Documents to upload			
2.1 Commercial proposal			€300.00 EUR
2.1.1 Upload your economic offer			€300.00 EUR
2.1.2 In case of updating your economic offer, indicate the details of what has been modified.			
2.1.3 List of quotations			€300.00 EUR
2.1.3.1 Product 01	€50.00 EUR	2 each	€100.00 EUR
2.1.3.2 Product 02	€100.00 EUR	2 each	€200.00 EUR

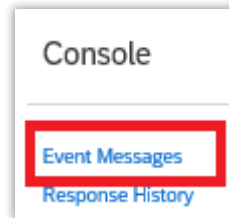
At the bottom of the page, there is a "Compose Message" button.

The event changes status and the system doesn't allow to perform further actions on the offer. The only allowed action is «Compose Message».

If the offer has not been submitted before the closure, the only possibility is that the buyer reopens the event.

Messaging

To view the list of messages received about the event, click "Event Messages". This section provides a summary of all messages exchanged with Zambon or received about the event, for example following an update of the event.



Messages ☰

Id	Reply Sent	Sent Date ↓	From	Contact Name	To	Subject
<input type="radio"/> MSG54870256	No	27/07/2021 10:51	Zambon Global Procurement - TEST	Utente Buyer 1	Participants (0) Team (0)	Event Event 01 is no longer accepting responses.
<input type="radio"/> MSG54878212	Not Applicable	27/07/2021 10:30	Fornitore Beta	Utente Beta	Participants (0) Team (4)	Response (ID=ID781953536) in event Event 01 has been submitted.
<input type="radio"/> MSG54870246	Not Applicable	27/07/2021 10:26	Fornitore Beta	Utente Beta	Participants (0) Team (4)	All access prerequisites have been answered and accepted and Fornitore Beta (Utente Beta) is...
<input type="radio"/> MSG54878209	Not Applicable	27/07/2021 10:26	Fornitore Beta	Utente Beta	Participants (0) Team (4)	Response (ID=ID781953535) in event Event 01 has been submitted.
<input type="radio"/> MSG54870245	Not Applicable	27/07/2021 10:21	Zambon Global Procurement - TEST	Utente Buyer 1	Utente Beta	Zambon Global Procurement - TEST has invited you to participate in an event: Event 01.

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

- Click «Compose Message» if you desire to contact Zambon.
- Click «Back to Console» to return in the main page.