

# Technical RFP Manual - Supplier



# Receipt of the invitation email

At the Technical 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, UTENTE ENG.

Zambon Global Procurement - TEST has registered you on their Ariba Spend Management site and invited you to participate in the following event: RDO Tecnica event. The event starts on Tuesday, 13-Jul-2021 at 16:39, Central European Summer Time and ends on Thursday, 12-Aug-2021 at 16:39, Central European Summer Time.

[Click Here](#) for downloading the Technical 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](mailto: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 in the event using the link, it is possible to view the event overview:

Doc706157062 - RDO Tecnica 4 Time remaining  
29 days 21:37:28

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	
<b>1 Documents to download</b>	
<b>1.1 Request of technical proposal</b>	
1.1.1 Engagement Letter acceptance <a href="#">References</a>	
1.1.2 Request of Proposal <a href="#">References</a>	
<b>2 Documents to upload</b>	<a href="#">Less...</a>
The documents uploaded in this section will be visible as soon as the offer is sent or after terms expiration	
<b>3 Technical offer</b>	
3.1 Upload your technical offer	
3.2 In case of updating your technical offer, indicate the details of what has been modified.	

### Event Overview and Timing Rules

Owner: <a href="#">Elisabeth Essomba</a>	Currency: European Union Euro
Event Type: RFP	Commodity: BOLLINI D008
	Regions: ITA002 Italy Headquarter - Bresso
	Service Contract Start date: 29/07/2021
Publish time: 13/7/2021 11:34	
Due date: 12/8/2021 11:34	

# Content event display (2/3)

To participate in a Technical RFP, you can access to the event 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 shows the SAP Ariba Supplier Network interface. The top navigation bar includes 'SAP Ariba Proposals and Questionnaires', 'Enterprise Account TEST MODE', and user information. The main content area displays a list of events under the heading 'Events'. The table has columns for Title, ID, End Time, Event Type, and Participated. A filter dropdown is set to 'Status: Open (14)'. The event 'Technical RFP 3' is highlighted in red.

Title	ID	End Time	Event Type	Participated
Status: Completed (14)				
Status: Open (14)				
Technical and Commercial RFP 1	Doc707162770	26/8/2021 21:05	RFP	No
Technical RFP 3	Doc706357891	26/8/2021 21:04	RFP	No
RDO Tecnica 7	Doc706182994	26/8/2021 21:04	RFP	No
Event 01	Doc716418475	26/8/2021 21:03	RFP	Yes
Event 01	Doc716470254	26/8/2021 21:03	RFP	Yes
Commercial RDO 1	Doc706460234	26/8/2021 21:01	RFP	No
Test rimozione fornitore	Doc709606577	18/8/2021 11:08	RFP	Yes
RDO Tecnica 4	Doc706157062	12/8/2021 11:34	RFP	No
RDO Tecnica 3	Doc706157016	12/8/2021 11:26	RFP	No
RDO Tecnica 2	Doc706141248	12/8/2021 11:17	RFP	No

# Content event display (3/3)

## Standard Content of a Technical RFP

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

- **1. Documents to download**
  - 1.1 Request of technical proposal
    - ✓ 1.1.1 Engagement Letter acceptance
    - ✓ 1.1.2 Request of Proposal
- **2. Documents to upload**
  - The documents uploaded in this section will be visible as soon as the offer is sent or after terms expiration
- **3. Technical offer**
  - 3.1 Upload your technical offer
  - 3.2 In case of updating your technical offer, indicate the details of what has been modified

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

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

[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”.
- [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.

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

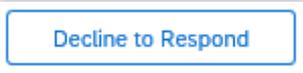
Selected Items

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

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».

A rectangular button with a blue border and a light blue background, containing the text "Decline to Respond" in blue.

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).

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.

A rectangular button with a solid blue background and white text, containing the text "Intend to Respond".

# Event participation

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

A screenshot of a web form titled "Prerequisites". The form has a table-like structure with columns for "Name" and an empty column. The table contains three main sections: "1 Documents to download", "2 Documents to upload", and "3 Technical offer". Under "1 Documents to download", there is a sub-section "1.1 Request of technical proposal" which includes "1.1.1 Engagement Letter acceptance" with a "References" link. A "Less..." button is visible to the right of this row. A dropdown menu is open over the "1.1.1" row, showing "Unspecified" (selected), "Unspecified", and "Yes". A red asterisk is next to the "Unspecified" option in the dropdown. At the bottom of the form, there is a note "(\*) indicates a required field" and two buttons: "OK" and "Cancel".

Click again «OK» in the box confirmation that appears.

# Technical offer uploading (1/2)

Once accepted the prerequisite, the system allows to upload and submit the technical offer.

If the buyer has inserted restrictions on the visibility of the content, once the prerequisite has been accepted, the content is fully visible.

All Content [?]

Name ↑

▼ 1 Documents to download

▼ 1.1 Request of technical proposal

1.1.1 Engagement Letter acceptance [References](#) ▼ Yes

1.1.2 Request of Proposal [References](#) ▼

2 Documents to upload Less... ▾

The documents uploaded in this section will be visible as soon as the offer is sent or after terms expiration

▼ 3 Technical offer

3.1 Upload your technical offer  \*

3.2 In case of updating your technical offer, indicate the details of what has been modified.

(\*) indicates a required field

Submit Entire ResponseUpdate TotalsSave draftCompose MessageExcel Import

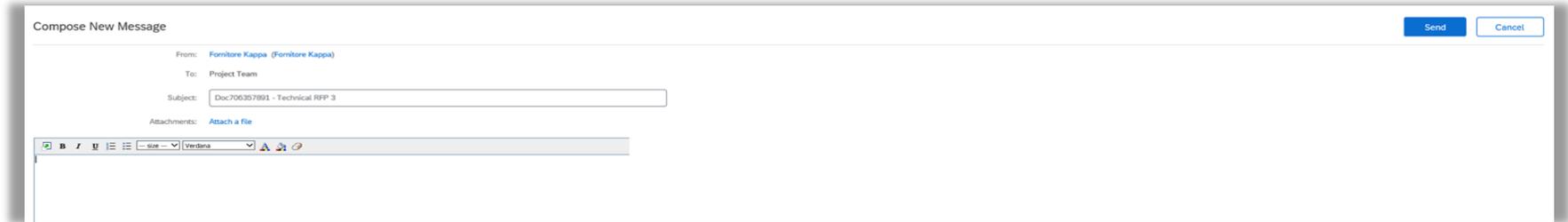
# Technical offer uploading (2/2)

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.

Save draft

Compose Message



Compose New Message

From: Fornitore Kappa (Fornitore Kappa)

To: Project Team

Subject: Doc706357891 - Technical RFP 3

Attachments: Attach a file

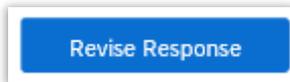
Send Cancel

- **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

Submit Entire Response

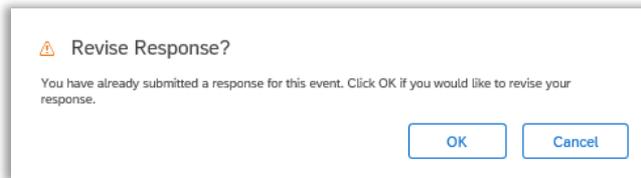
# Technical offer review

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.



# Closed event

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

Doc706357891 - Technical RFP 3 Selezione in attesa

The bid shown is your last successfully submitted bid.

All Content IT

Name	
<b>1 Documents to download</b>	
<b>1.1 Request of technical proposal</b>	
1.1.1 Engagement Letter acceptance <a href="#">References</a> <span style="float: right;">Yes</span>	
1.1.2 Request of Proposal <a href="#">References</a> <span style="float: right;">Less... </span>	
<b>2 Documents to upload</b>	
The documents uploaded in this section will be visible as soon as the offer is sent or after terms expiration.	
<b>3 Technical offer</b>	
3.1 Upload your technical offer <span style="float: right;">test</span>	
3.2 In case of updating your technical offer, indicate the details of what has been modified.	

[Compose Message](#)

The event changes status and 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.

Console

Event Messages  
Response History

Event Messages - Technical RFP 3

[Back to Console](#)

Selezione in attesa

Messages

Id	Reply Sent	Sent Date ↓	From	Contact Name	To	Subject	
<input type="radio"/>	MSG52870305	No	13/07/2021 15:38	Zambon Global Procurement - TEST	Utente Buyer 1	Fornitore Kappa	L'evento Technical RFP 3 non accetta più risposte.
<input type="radio"/>	MSG52870301	Not Applicable	13/07/2021 15:31	Fornitore Kappa	Fornitore Kappa	Participants (0) Team (5)	La risposta (ID=ID769703560) dell'evento Technical RFP 3 è stata inviata.
<input type="radio"/>	MSG52870299	Not Applicable	13/07/2021 15:23	Fornitore Kappa	Fornitore Kappa	Participants (0) Team (5)	È stata fornita una risposta a tutti i prerequisiti per l'accesso e questi ultimi sono stati...
<input type="radio"/>	MSG52870298	Not Applicable	13/07/2021 15:23	Fornitore Kappa	Fornitore Kappa	Participants (0) Team (5)	La risposta (ID=ID769695082) dell'evento Technical RFP 3 è stata inviata.
<input type="radio"/>	MSG52870292	Not Applicable	13/07/2021 15:02	Zambon Global Procurement - TEST	Utente Buyer 1	Fornitore Kappa	Zambon Global Procurement - TEST ha invitato la società a partecipare all'evento: Technical RFP 3.

[View](#) [Reply](#) [Compose Message](#) [Download all attachments](#)

[Back to Console](#)

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