

## Accessing the RFP via Supplier Portal or via Email Invite

Responding to RFP's

### **Revising / Resubmitting Your Quote**

**Posting Event Messages** 

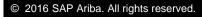


# There are 2 ways you can Login:

Via the Ariba Supplier Portal Website

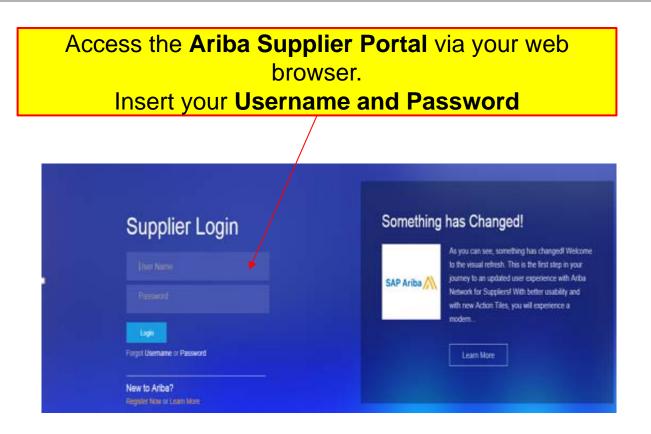
or

Via the Email Invitation Link sent by the Buyer





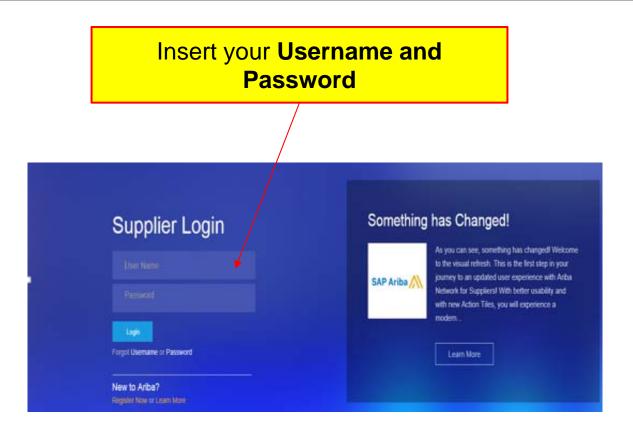
### Logging in via the Ariba Supplier Portal

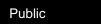


### Logging in via the Email Invitation Link

		via the <b>Email Invite</b> . ly, click <b>Click Here</b>
Search SAPPI (Ctrl+E) All Unread ✓ Today Keyaam Benjamin Sappi - TEST has invited you to participate in an event: TEST 1.	P       Current Folder         By Date       Newest ↓         7:54 AM	Provide Reply All Groward Coll International Control of the Con

### Logging in via the Email Invitation Link





Accessing the RFP via Supplier Portal or via Email Invite Responding to RFP's Revising / Resubmitting Your Quote Posting Event Messages

### **Responding to SAPPI RFP (Event)**

Event: Can be an RFQ, RFP or RFI

**Supplier Dashboard:** This is the landing page of the Ariba Supplier Portal.

It shows the number of Events that have been allocated to your company as well as their current statuses



**Completed:** No more activity will take place. The Event is available for viewing **Open:** The Event hasn't reached its closing date and time; bidding is allowed **Pending Selection:** Bidding has ended. The client is analysing bids and will select successful company

Click on the Grey Arrow to expand the list of Events

Welcome to the Sappi Ariba Platform.			sappi
Events			
Title ID	End Time ↓	Event Type	
Status: Completed (1)			
Status: Open (1)			
Status: Pending Selection (12)			
Tasks			
Name Status	Due Date	Completion Date	Alert
		No items	
ID		End Time ↓	
atus: Completed (1)			
	Events Title ID  Status: Completed (1)  Status: Open (1)  Status: Pending Selection (12)  Tasks Name Status	Events Title ID End Time ↓  Status: Completed (1)  Status: Open (1)  Status: Pending Selection (12)  Tasks Name Status Due Date	Events Title ID End Time 4 Event Type  Status: Completed (1)  Status: Open (1)  Status: Pending Selection (12)  Tasks Name Status Due Date Completion Date No items

▼ Status: Open (1)

TEST 1

Status: Pending Selection (12)

Doc38290366

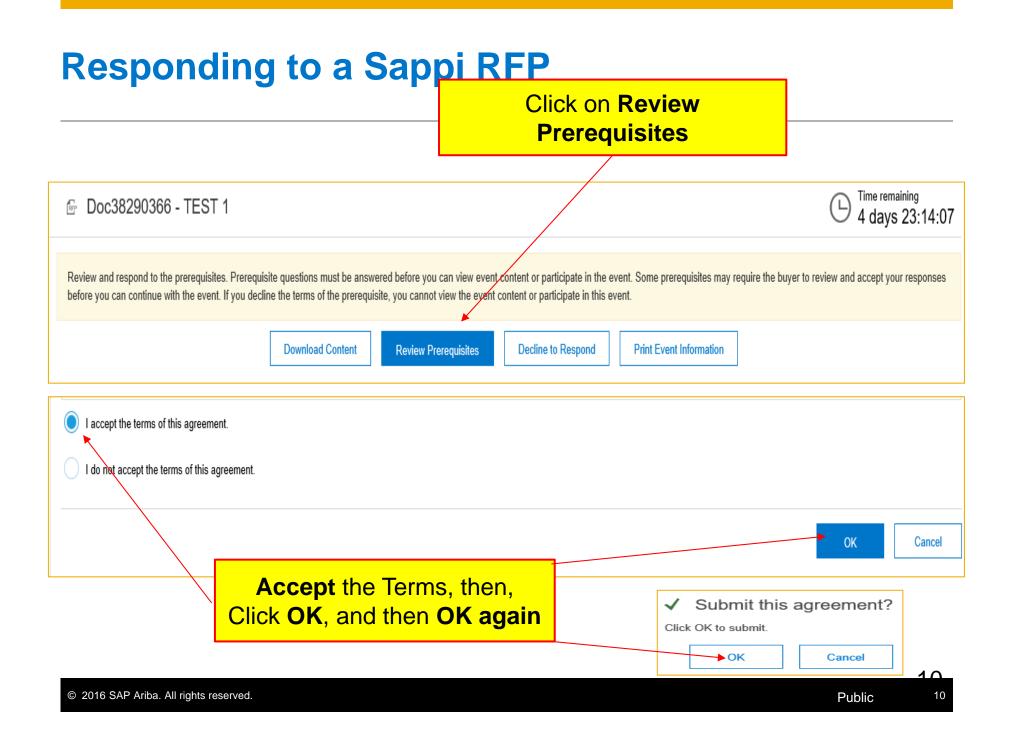
#### To respond to the Event, Click on the Event Name

© 2016 SAP Ariba. All rights reserved.

 $\sim$ 

9

8/10/2016 7:45 AM



Select Lots	Select Using Excel
Lots Available f	or Bidding
✓ Name	
<ul> <li>✓ 4.1</li> </ul>	WHEEL BEARINGS
-	PLEASE SUPPLY CAST IRON BEARINGS XYZ325P
4.2	CONVEYOR BELT BEARINGS
-	PLEASE SUPPLY BEARING ABC275Z
⇒ Submit	Selected Lots
	ct the items you wish to respond to, then, Characteristics of the selected Lots

		Unit of the semaining 4 days 22:09:10
All Content		
Name 1	Price	Quantity Extended Price
▼ 1 Introduction		
<ul> <li>Sappi is a global company focused on providing dissolving wood pulp, paper pulp and paper-based solutions to its direct and indirect customer base across more than 100 countries. We produce approximately 5.7 million tons per year of paper, 2.4 million tons per year of paper pulp and 1.3 million tons per year of dissolving wood pulp.</li> <li>1.2 How to respond to the RFP</li> <li>1. Once you access the project, please review the event details. You can click on "All content" in order to see all the sections together.</li> </ul>		
2. Review and accept the Agreement and/or Prerequisite(s) at the project level.		
<ol><li>Enter your response and click on Submit entire response. Please note that unless you click on the "Submit" button, your response will not be received by Sappi.</li></ol>		
(*) indicates a required field		
Submit Entire Response         Update Totals         Reload Last Bid         Save         Compose Message         Excel Import		

Please read **ALL** the Content for any special instructions/requirements from the Buyer

🖻 Doc38290366 - TEST 1			4 days 22:45:12
All Content			<b></b>
Name †		Price	Quantity Extended Price
2 Commercial Terms			^
3 Technical Specifications			
▼ 4 Pricing			
4.1 WHEEL BEARINGS		Less * 100	EUR 10 each Fx-
PLEASE SUPPLY CAST IRON BEARINGS XYZ325P			
4.2 CONVEYOR BELT BEARINGS		Less * 200	EUR 50 each Fx+
PLEASE SUPPLY BEARING ABC275Z			×
(*) indicates a required field			
Submit Entire Response         Update Totals         Save	Compose Message Excel Import		
To submit your quote, click	✓ Submit this response? Click OK to submit.	note that this multiplied b measure to o total cost of Rand and C separated by	it cost, *please amount will be by the unit of determine the the line item* ents must be a full stop and Comma
Submit Entire Response, then Click OK	• OK Cancel		10
© 2016 SAP Ariba. All rights reserved.			Public 13

Accessing the RFP via Supplier Portal or via Email Invite Responding to RFP's Revising / Resubmitting Your Quote Posting Event Messages

### **Revising Your Quotation**

As long as there is **still time remaining** on your RFP you may **submit revised responses** 

☞ Doc38290366 - TEST 1		Ċ	Time remaining 4 days 22:30:06
$\checkmark$ Your response has been submitted. Thank you for participating in the event.			
All Content	Revise Response		=
Name †		Price Quantity	Extended Price
2. Review and accept the Agreement and/or Prerequisite(s) at the project level.			^
<ol> <li>Enter your response and click on Submit entire response. Please note that unless you click received by Sappi.</li> </ol>	k on the "Submit" button, your response will not be		
2 Commercial Terms			
3 Technical Specifications			
▼ 4 Pricing			€11,000.00 EUR
4.1 WHEEL BEARINGS	More +	€100.00 EUR 10 each	€1,000.00 EUR <i>Fx</i> -
4.2 CONVEYOR BELT BEARINGS	More +	€200.00 EUR 50 each	€10,000.00 EUR <i>Fx</i> <sub>▼</sub>
Click <b>Revise Response</b> to change initially submitted pricing			
	Revise Response? You have already submitted a response for this event. Click	OK if you would like to	o revise your response.
Click OK		ОК	Cancel

# **Revising Your Quotation**

▼ 4 Pricing	€11,000.00 EUR
4.1 WHEEL BEARINGS	More + * 150 EUR 10 each €1,000.00 EUR <sub>Fx</sub>
4.2 CONVEYOR BELT BEARINGS	More + 250 EUR 50 each €10,000.00 EUR
(*) indicates a required field	
Submit Entire Response         Update Totals         Reload Last Bid         Save         Compose Message	e Excel Import
Revise the pricing and Click, Submit Entire Response	

Accessing the RFP via Supplier Portal or via Email Invite Responding to RFP's Revising / Resubmitting Your Quote Posting Event Messages

### Posting Event Messages

At any time while the event is in progress, you are able to **send messages to the Buyer** 

▼ 4 Pricing	
4.1 WHEEL BEARINGS	
4.2 CONVEYOR BELT BEARINGS	Click Compose
(*) indicates a required field	Message
Submit Entire Response         Update Totals         Reload Last Bid         Save         Compose Message	

Compose New Message Send	
Compose New Message Send	
	Cancel
From: Training Test 2 (Michael Tsh)	
To: Project Team	
Subject: Doc38290366 - TEST 1	
Attachments: Attach a file	
$\boxed{P}  \mathbf{B}  I  \underline{\mathbf{U}}  \underline{\mathbf{U}$	
What is the size of the bearings requested in Item 2?	