Sourcing events management

Supplier training

P3 How do I respond to an 'event' (offer request)?

Internal Use

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Internal Use

Glossary of terms

- Ariba Network: It is the SAP Ariba platform that allows us to establish commercial relationships with the Iberdrola group.

- IBuy: It is the Iberdrola group's environment within Ariba Network. Through the sections 'Business Network' and 'Proposals and questionnaires' we will be able to manage the offer requests received from the Iberdrola group.

- Event: Bidding process by which the Iberdrola group invites suppliers to submit bids for that particular process. These bidding processes are of a more relevant amount. In your Ariba account they are shown in the Proposals & Questionnaires section.

- ANID (Ariba Network ID): It is the unique identification code that represents our company in the global Ariba Network..

- Lot: Each of the articles or items for which an offer is requested.

- Item: Each of the items to be bid.

Internal Use

Sourcing events management

Preliminary steps to participate in sourcing events

In order to participate in the events to which the Iberdrola group invites us, it will be necessary to do beforehand:

1. Be registered in Ariba Network[1]

2. Be registered in IBuy[1]

3. Receive an invitation from the Iberdola group to participate in one of its Sourcing events.

[1] See manual: P1 How do I register in Ariba Network and IBERDROLA IBUY?

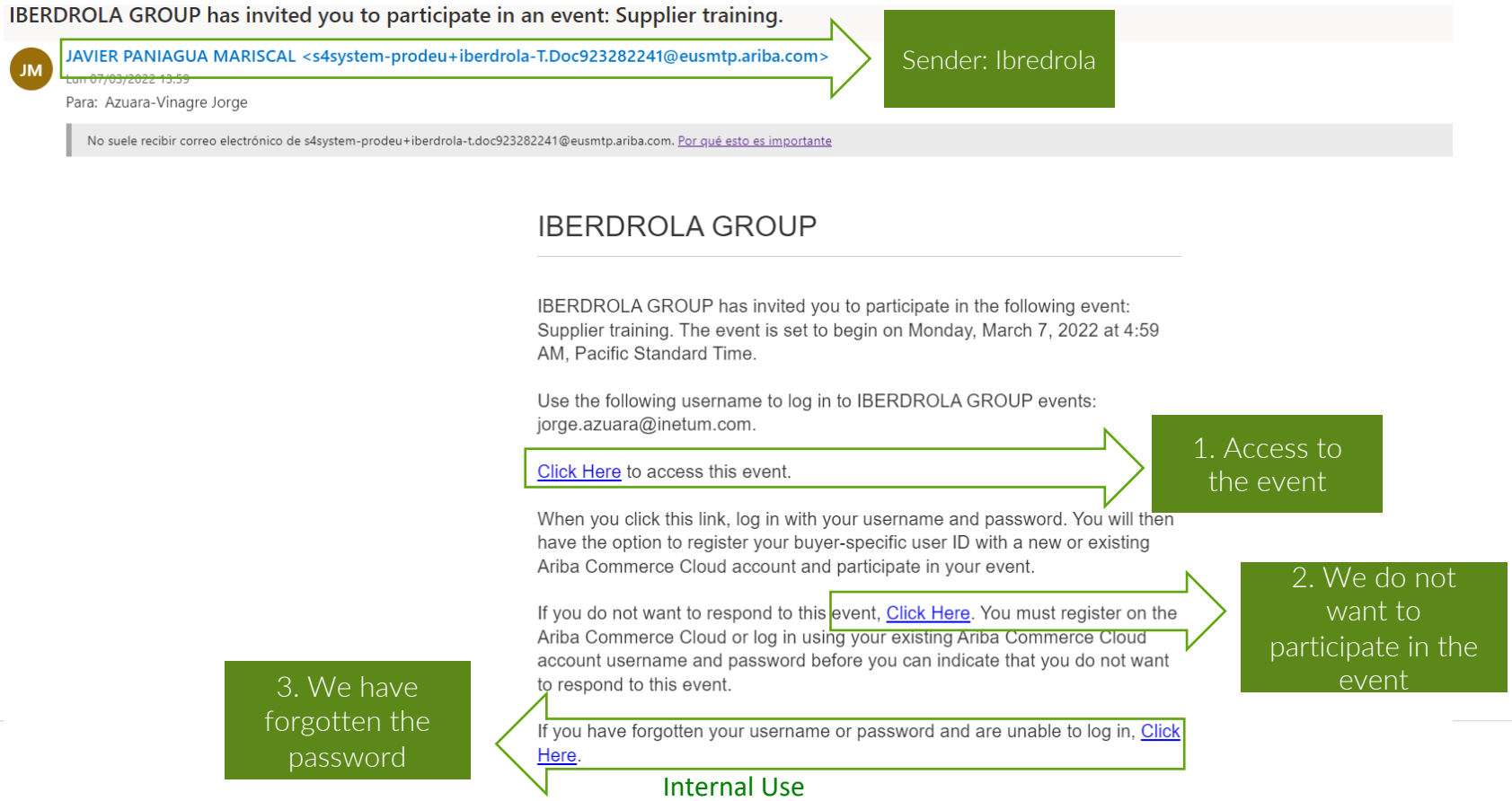
Internal Use

Sourcing events management

Step 1: We receive the invitation to participate in the event.

In the email we receive, the Iberdrola group will tell us that we are invited to an event that will start on a certain day and at a certain time. Also which user of our company has been invited to the process.

3 important links appear. If we want to participate in the event we click on the link "Click here to access this event".

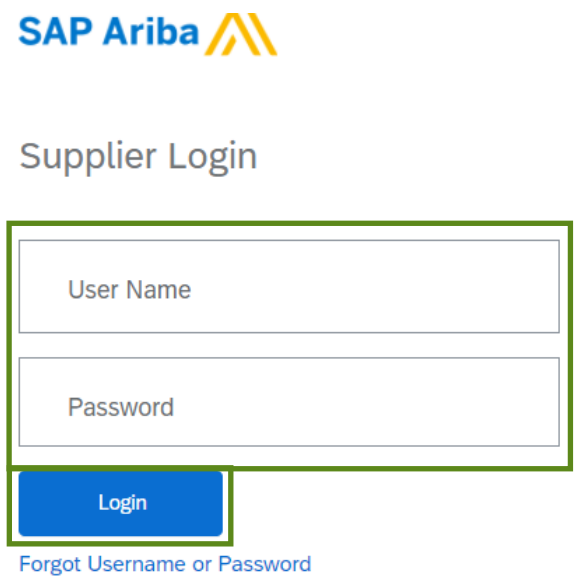


Internal Use

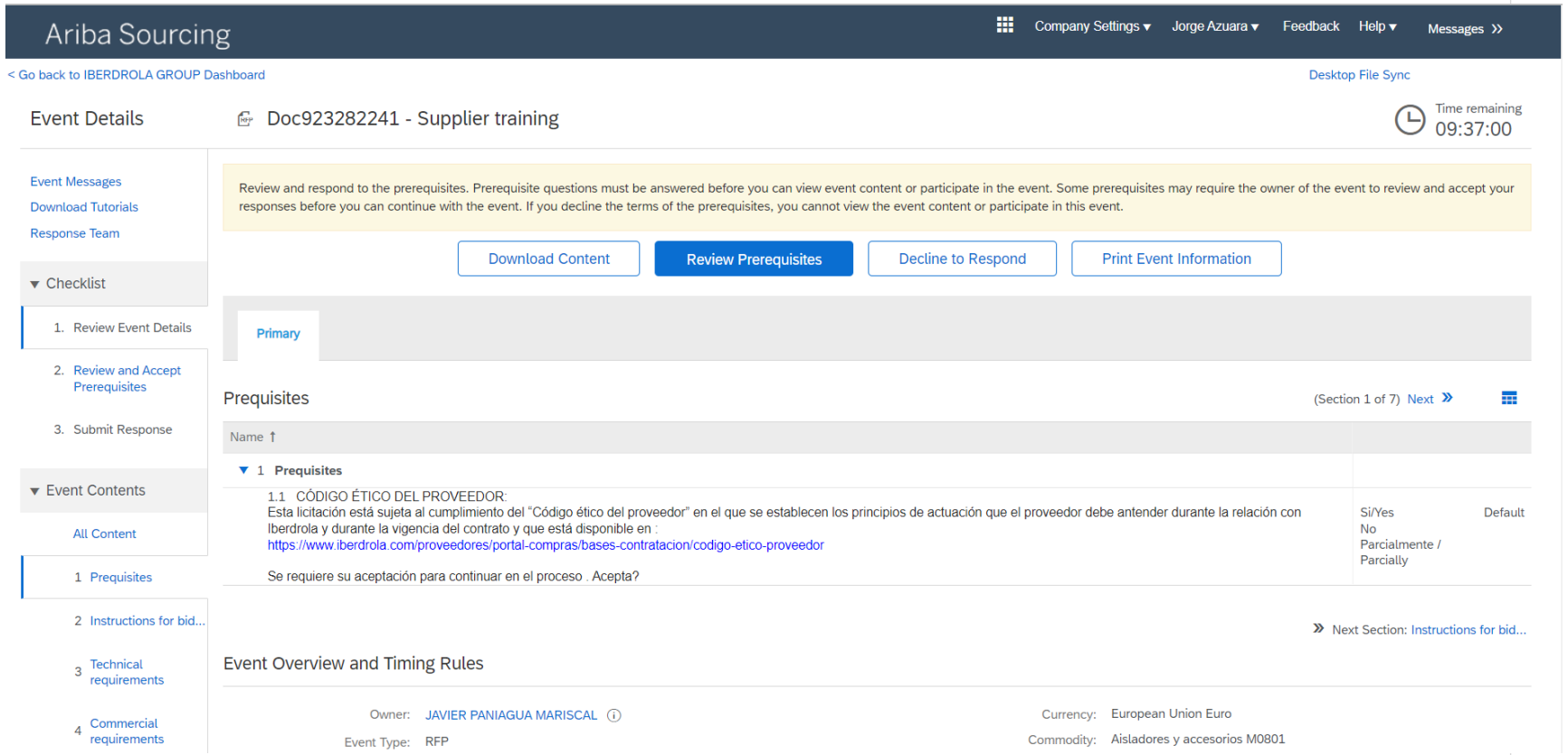
Sourcing events management

Step 2: Access to the event

After clicking on the link we enter our credentials and click on the "Login" button to access to our Ariba account and we will get to the page from where we will be able to manage the event.



In order to access we need to have a user created (see slide 4).

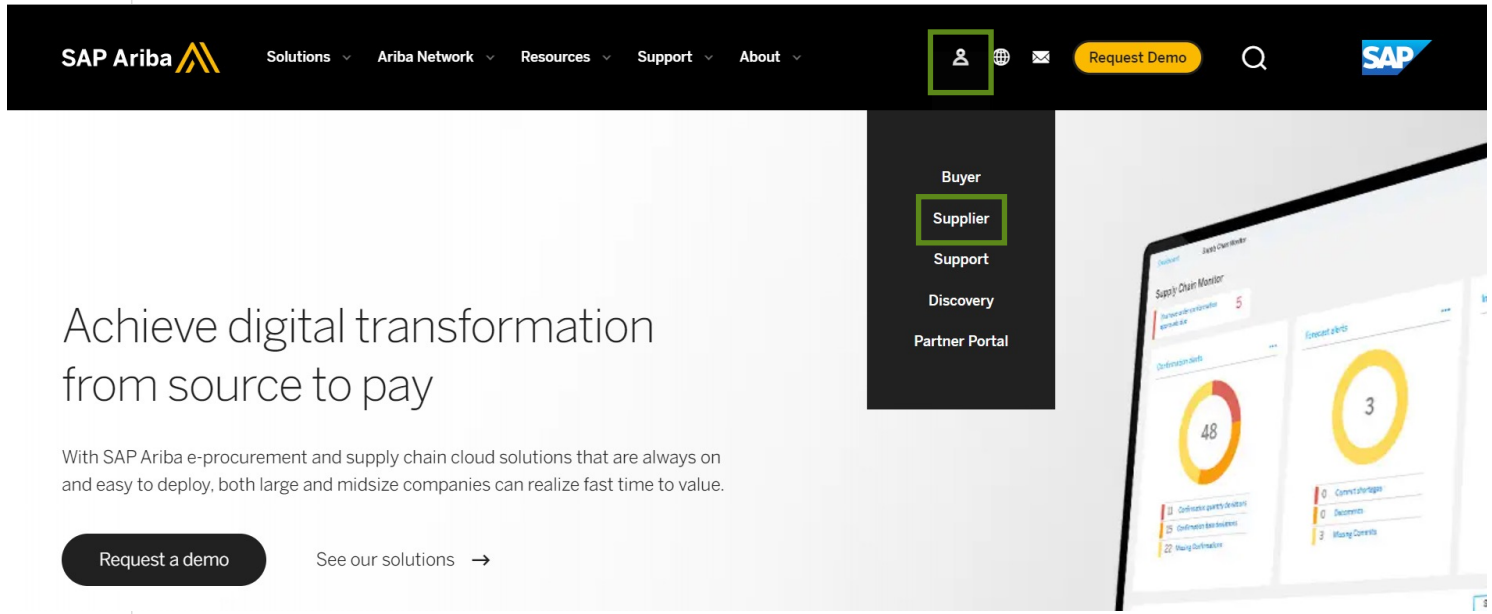


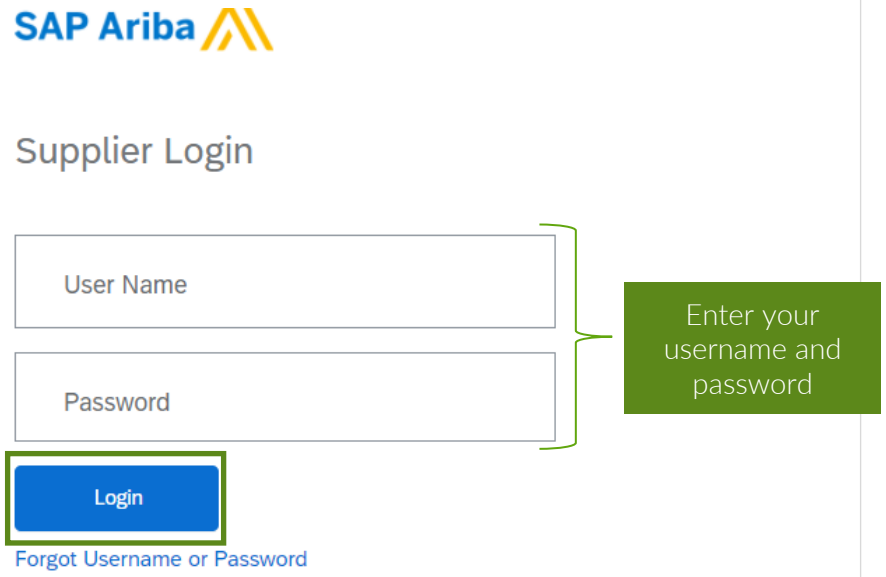
Internal Use

Sourcing events management

Access issue from the invitation

If I have not received the email, the first thing to check is the notification settings of our Ariba Network account (training video 'P2 What's in my account? What can I manage?'). If the issue persists, we can access from Ariba's website. To do this from any browser we access the Ariba home page and from the "Login" button we select "Supplier" and enter our credentials.





Internal Use

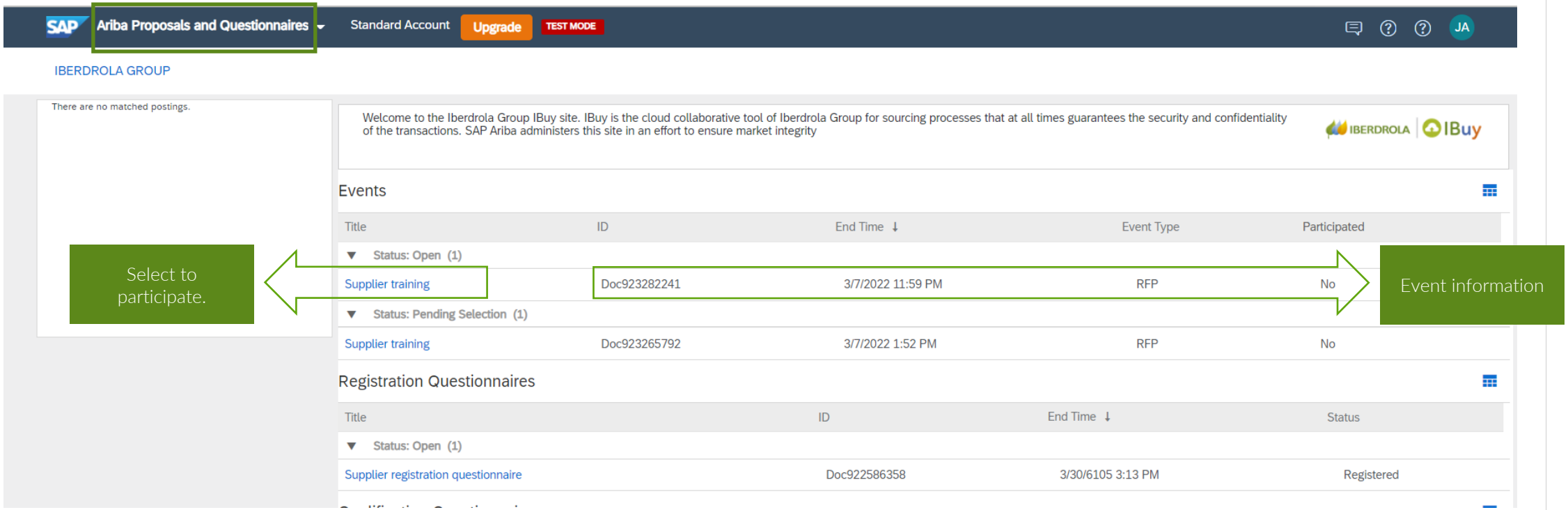
Sourcing events management

Access to the list of events

Access to review invitations to events

Select the option 'Ariba Proposals and Questionnaires'. From here we will see all the events we have with the Iberdrola group, both open, pending and completed, and all the information about them.

To participate in the event, click on the name of the event.



Internal Use

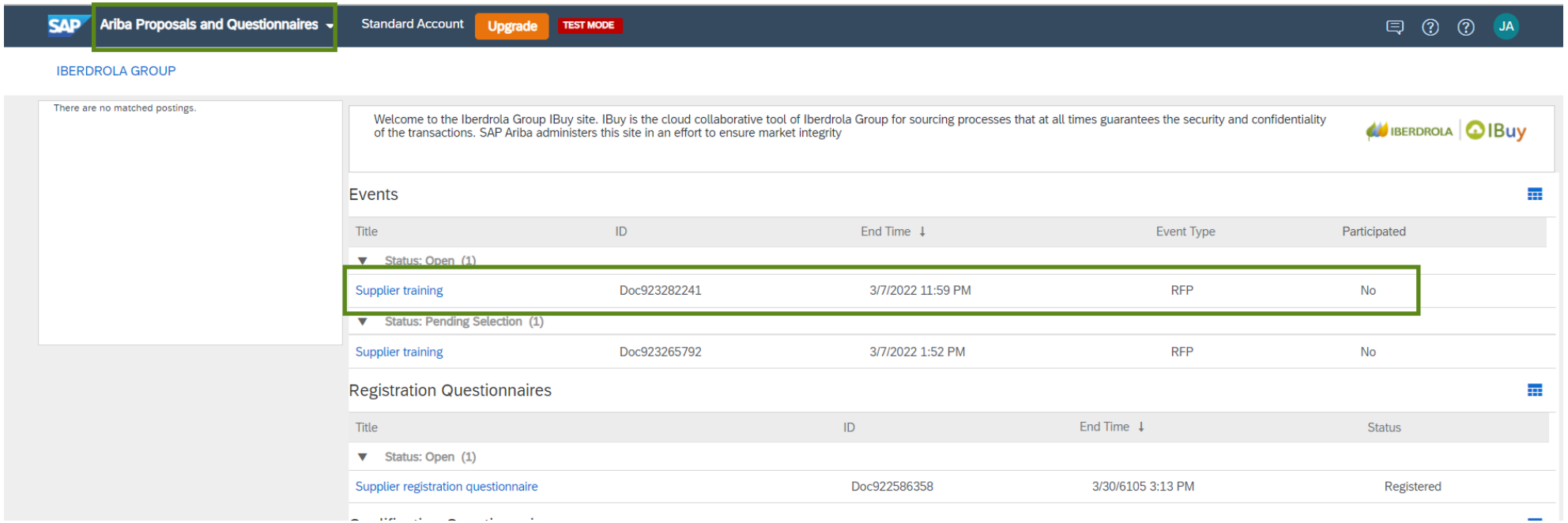
Sourcing events management

Access to the list of events

Problems to access the event

If we do not see the event on this screen we should check the following aspects:

- The functions assigned to our user roles (see manual P2 What's in my account? What can I manage?)
- Notifications of our Ariba account (see manual P2 What's in my account? What can I manage?)
- The ANID of our Ariba account (see manual P2 What's in my account? What can I manage?)



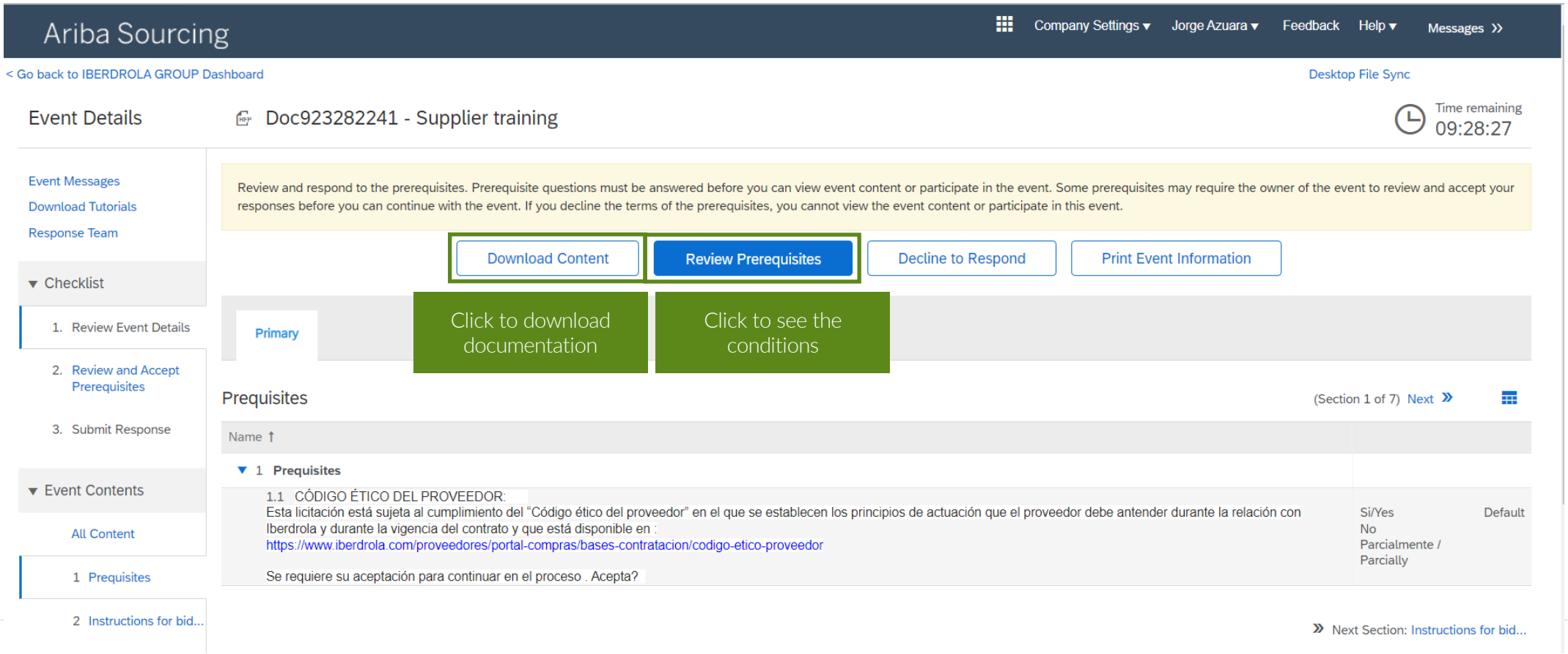
Internal Use

Sourcing events management

General review of the event and its documentation Do I intend to participate?

Once we access the event page we can review its documentation by clicking on the "Download content" button to decide whether we want to participate or not.

If we want to receive all the updates of the event we must confirm our possible attendance by accepting the conditions of the event (next slide).



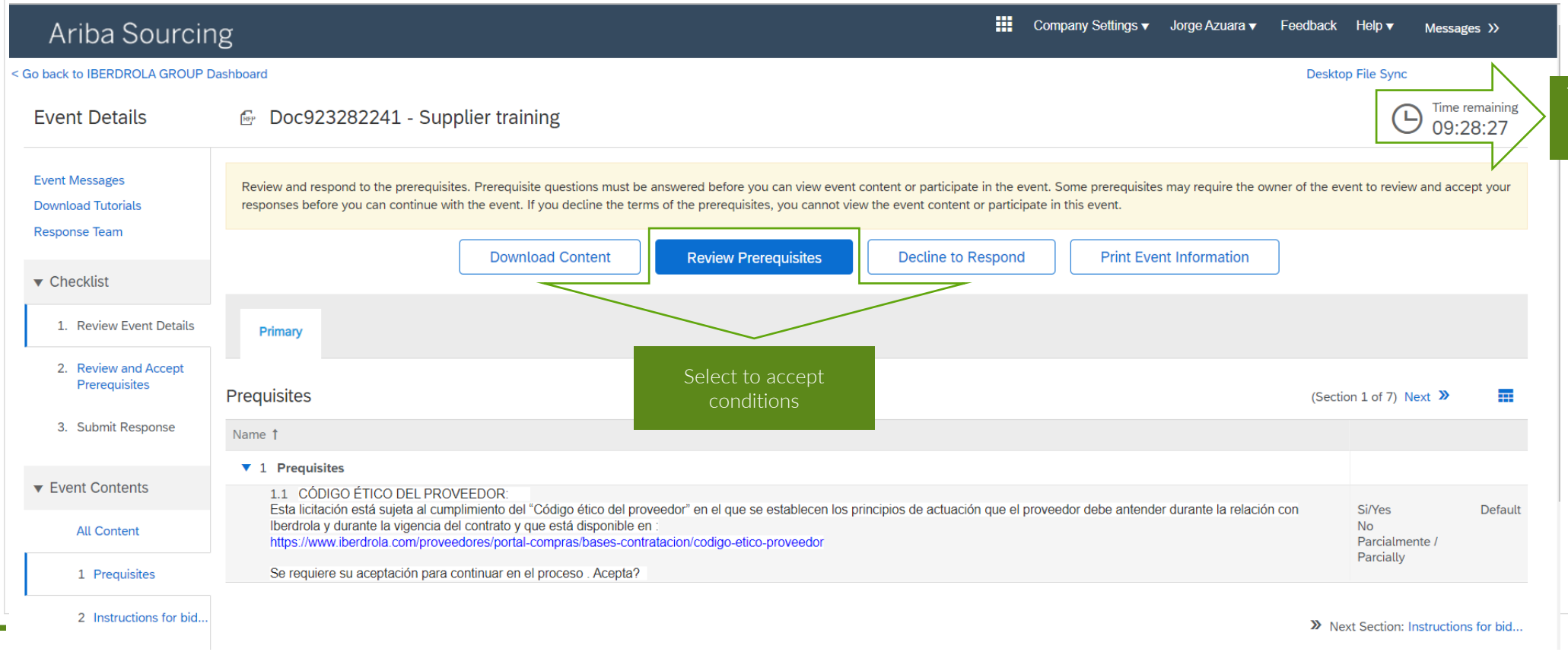
Internal Use

Sourcing events management

Acceptance of conditions

Accept Ariba prerequisites when necessary.

It is important to check that there is time left to submit our offer. In this screen we select the option "Review prerequisites" to access the conditions of the event (this step does not have to appear in all events).



Internal Use

Sourcing events management

Acceptance of conditions

Here we must read the conditions and in the case of wanting to accept them we select "I accept the terms of this agreement" and click on the “OK" button.

Then a confirmation message will appear that we must accept if we want to send the response of acceptance of the requirements.

In consideration of the opportunity to participate in on-line events ('On-Line Events') held and conducted by the company sponsoring this On-Line Event ('Sponsor') on the web site (this 'Site') hosted by Ariba, Inc. ('Site Owner'), your company ('Participant' or 'You') agrees to the following terms and conditions ('Bidder Agreement'):

1. Bids. If You are invited to participate in the On-Line Event, Sponsor reserves the right to amend, modify or withdraw this On-Line Event. Sponsor reserves the right to accept or reject all or part of your proposal. Submission of a bid does not create a contract or any expectation by Participant of a future business relationship. Rather, by submitting a bid, you are making a firm offer which Sponsor may accept to form a contract, subject to section 2 below. Sponsor is not liable for any costs incurred by Participant in the preparation, presentation, or any other aspect of Participant's bid.

2. Price Quotes. Except to the extent Sponsor allows a non-binding bid, all Bids which Participant submits through the On-Line Events are legally valid quotations without qualification, except for data entry errors.

3. Procedures and Rules. Participant further agrees to be bound by the procedures and rules established by the Site and Sponsor.

4. Confidentiality. Participant shall keep all user names and passwords, the On-Line Event content, other confidential materials provided by the Site and/or Sponsor, and all bids provided by You or another participating organization in confidence and shall not disclose the foregoing to any third party.

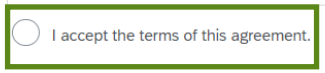
5. Bids through Site only. Participant agrees to submit bids only through the on-line bidding mechanism supplied by the Site and not to submit bids via any other mechanism including, but not limited to, post, courier, fax, E-mail, or orally unless specifically requested by Sponsor.

6. Ethical Conduct. All parties will prohibit unethical behavior and are expected to notify the Site Owner by contacting the appropriate project team if they witness practices that are counter-productive to the fair operation of the On-Line Event. If Participant experiences any difficulties during a live On-Line Event, Participant must notify Site Owner immediately.

7. Export Control. All parties who use this Site hosted by Ariba, Inc. agree to comply with all applicable export control and sanctions laws, including the laws of the US, EU and Germany.

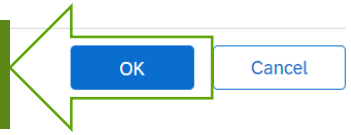
8. Survival. The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event.

* * * *
BA v1.1 19Aug05



I do not accept the terms of this agreement.

Select to accept conditions



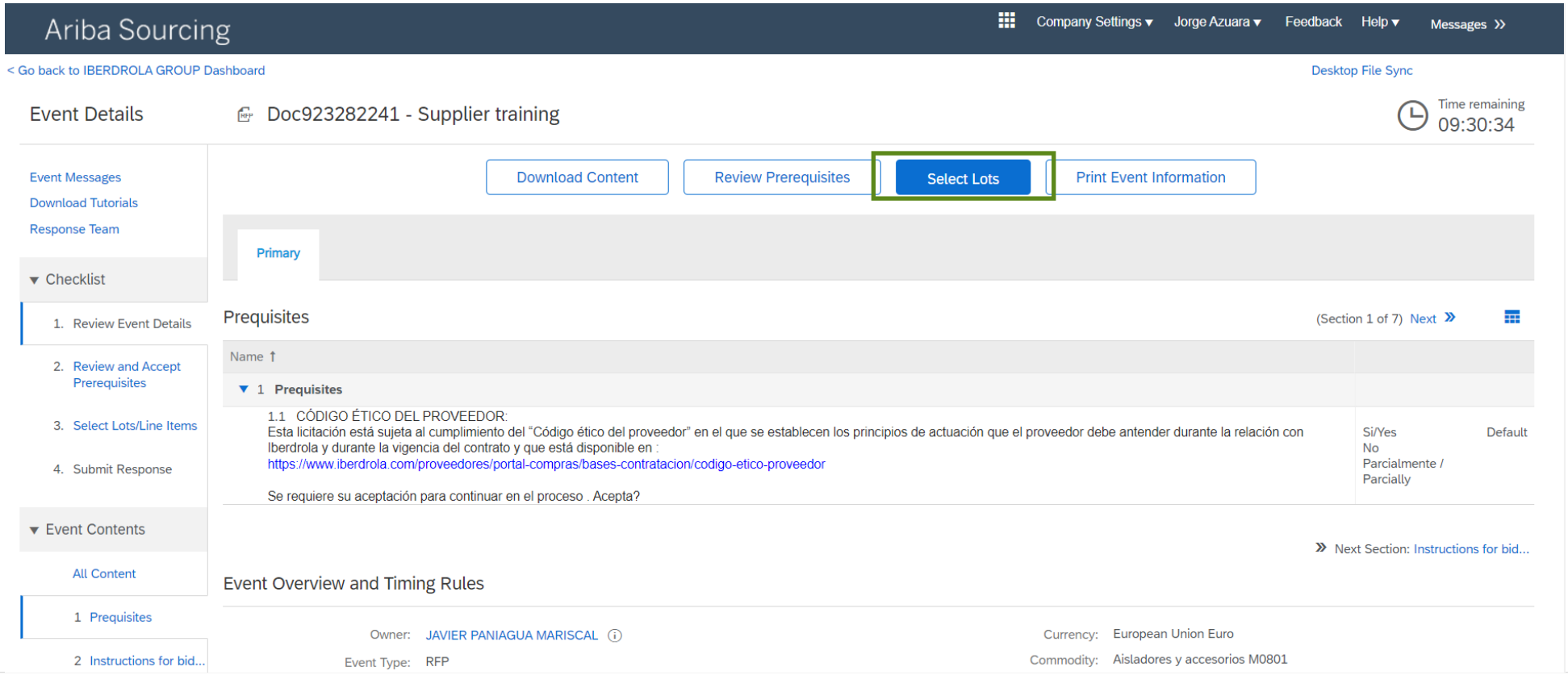
Internal Use

Sourcing events management

Item selection (lots)

Select lots

There is also the possibility that an event has different lots. In this case, click on the "Select lots" button.



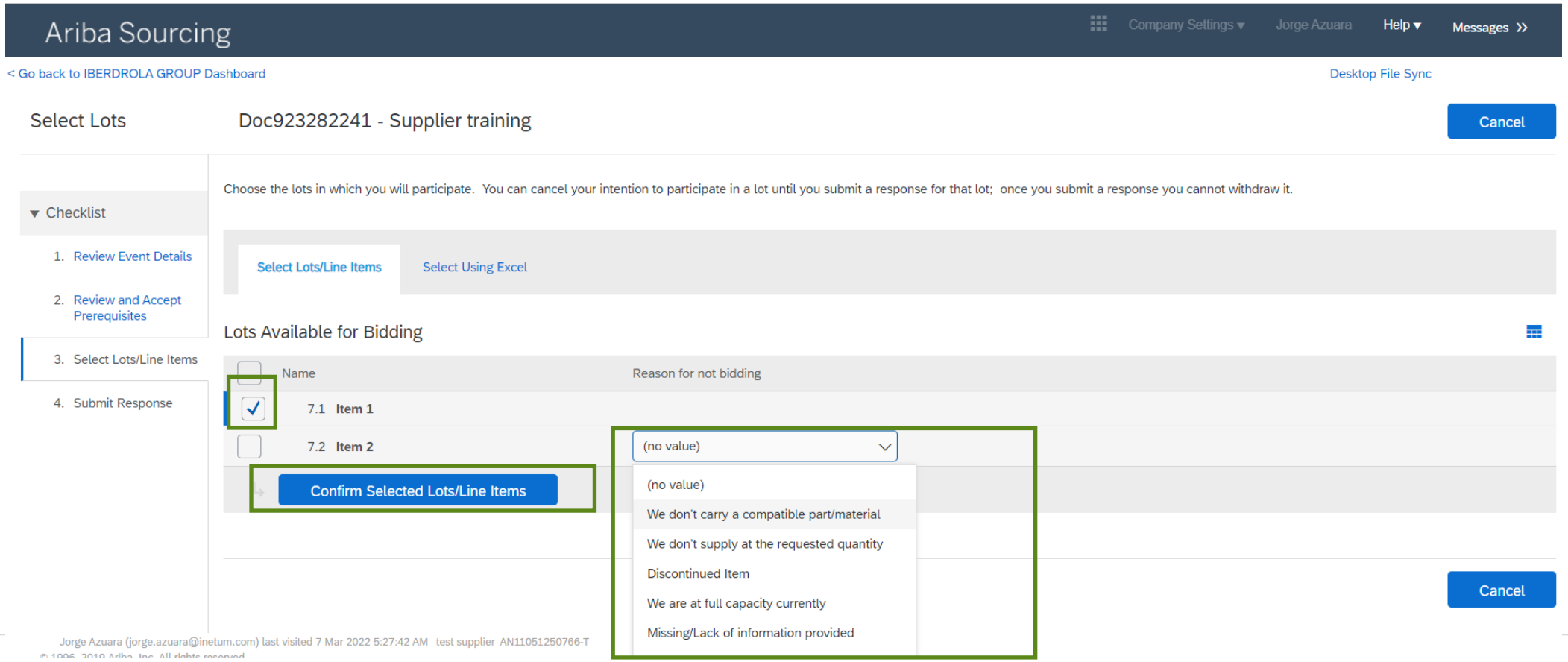
Internal Use

Sourcing events management

Item selection (lots)

In this screen we select the lots to which we want to apply. If we do not want to apply for any of them we must indicate the reason.

Once the lots have been selected, click on the "Confirm selected lots / line items" button.



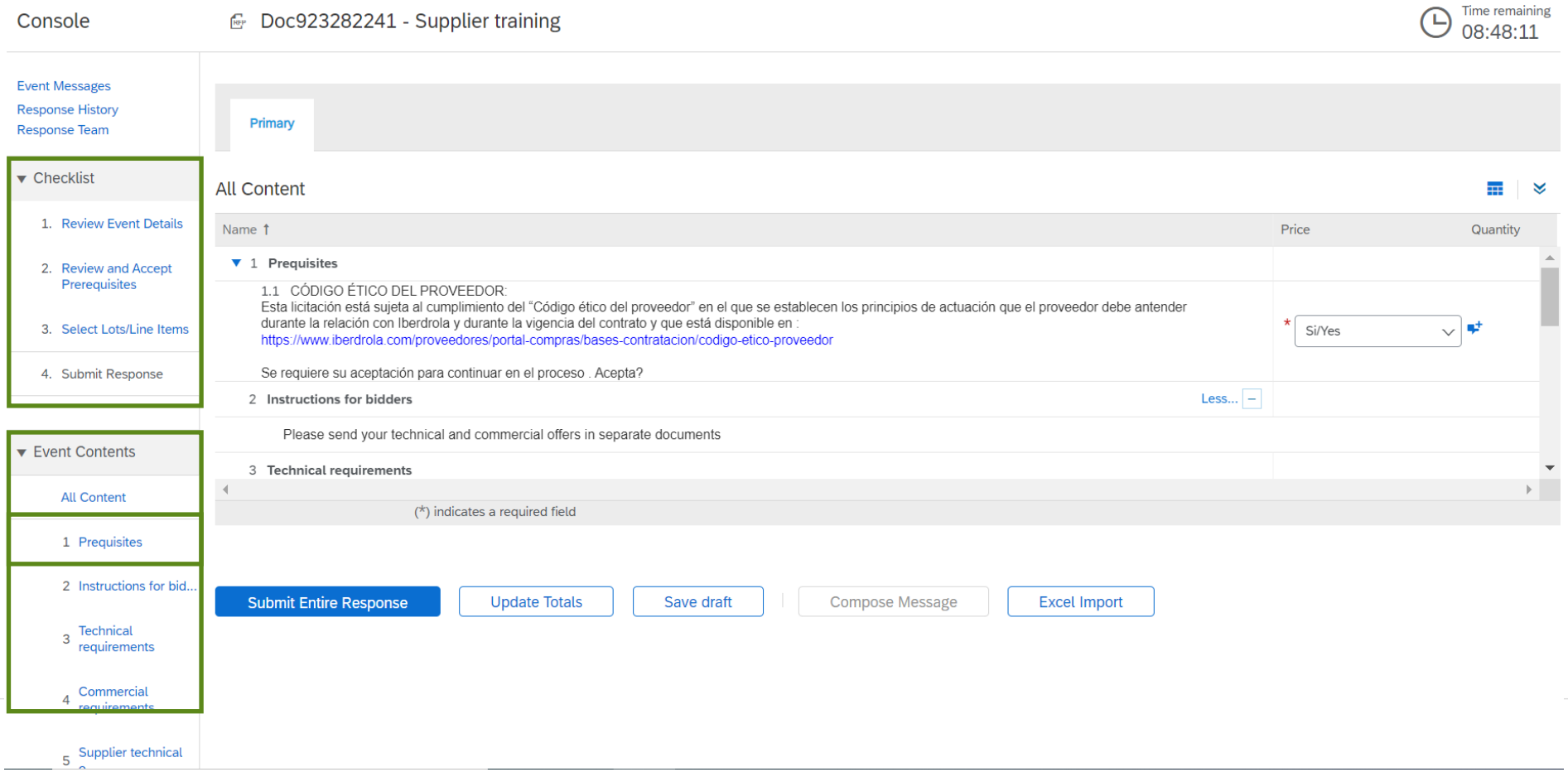
Internal Use

Sourcing events management

Event overview

The 'Checklist' allows us to review the information from the previous steps.

From the 'Event contents' we can access individually to the different phases of the event to be reviewed or accepted. We first access the 'Prerequisites'.



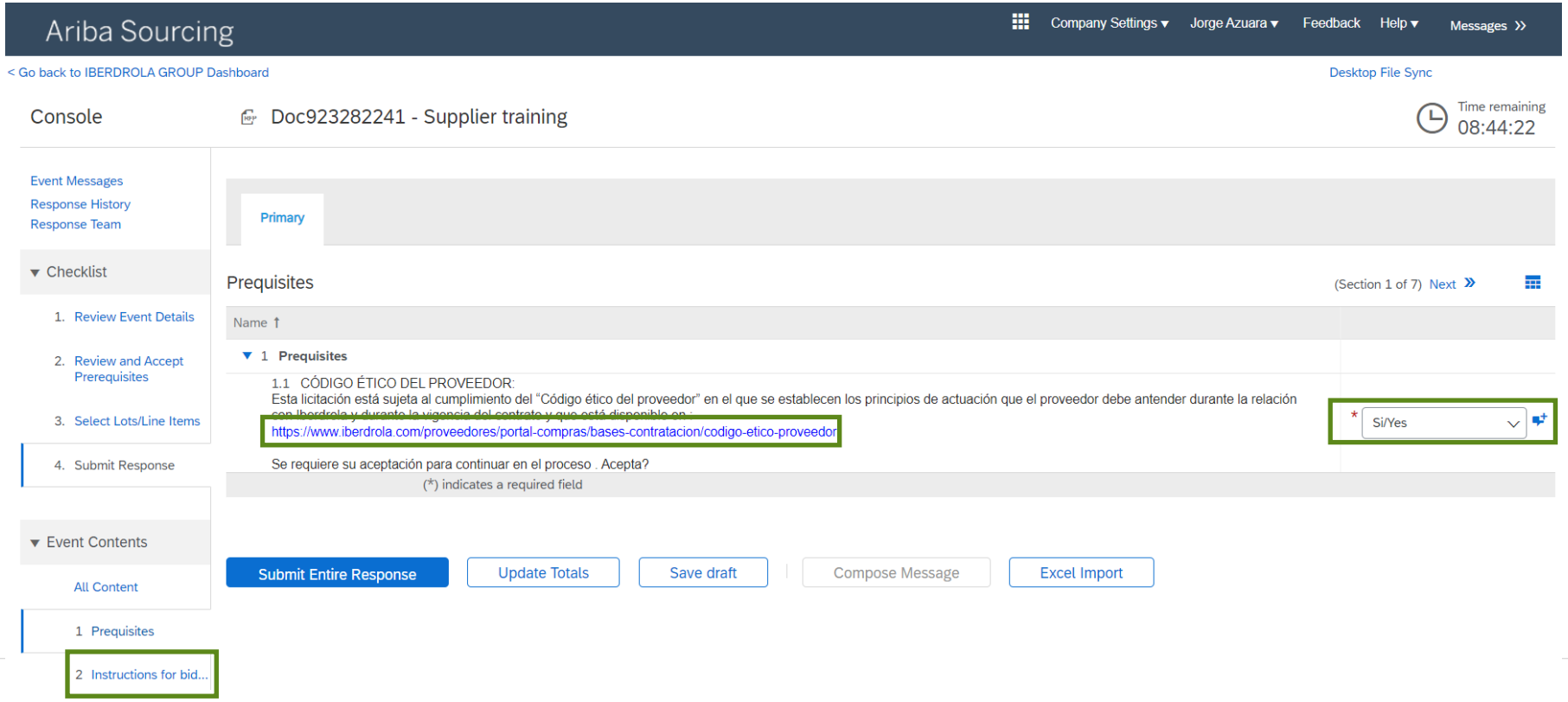
Sourcing events management

Compliance with the supplier's code of ethics

Register our offer

These prerequisites are specific to the Iberdrola group and we have to accept them in order to participate in the event. By clicking on the link we access the information we have to review. Finally we select the option 'Sí/Yes' (it is marked by default).

To continue with the process click on the link 'Instructions for bidders'.



What conditions must I accept to participate in the event?

1. Code of Ethics
2. General Terms and Conditions (slide 20)

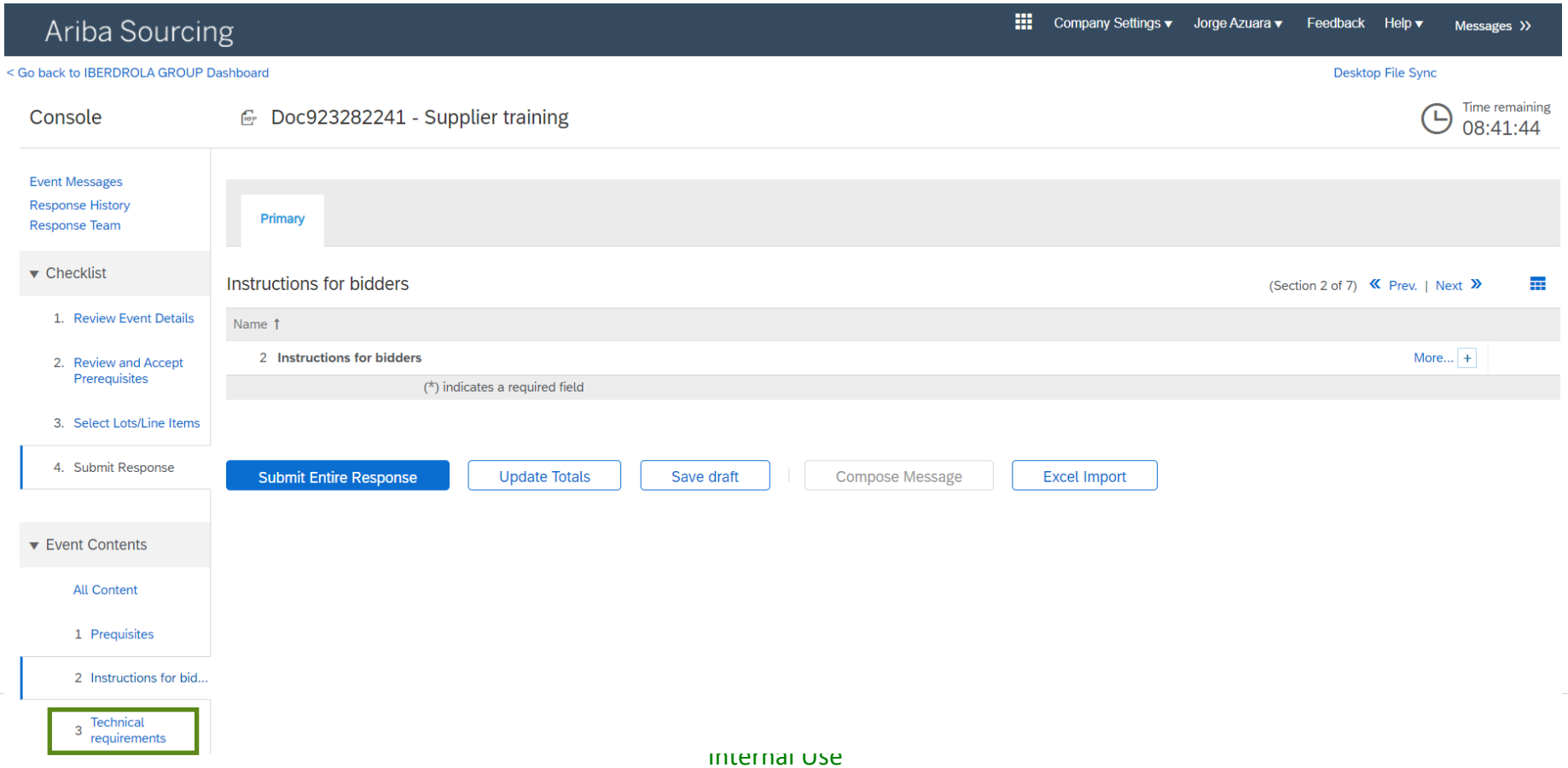
Internal Use

Sourcing events management

Instructions for bidders

Register our offer

In this section you will find the specific instructions for the event we are dealing with. In this example there are no specific instructions so we move on to the next section, 'Technical requirements'.



Internal use

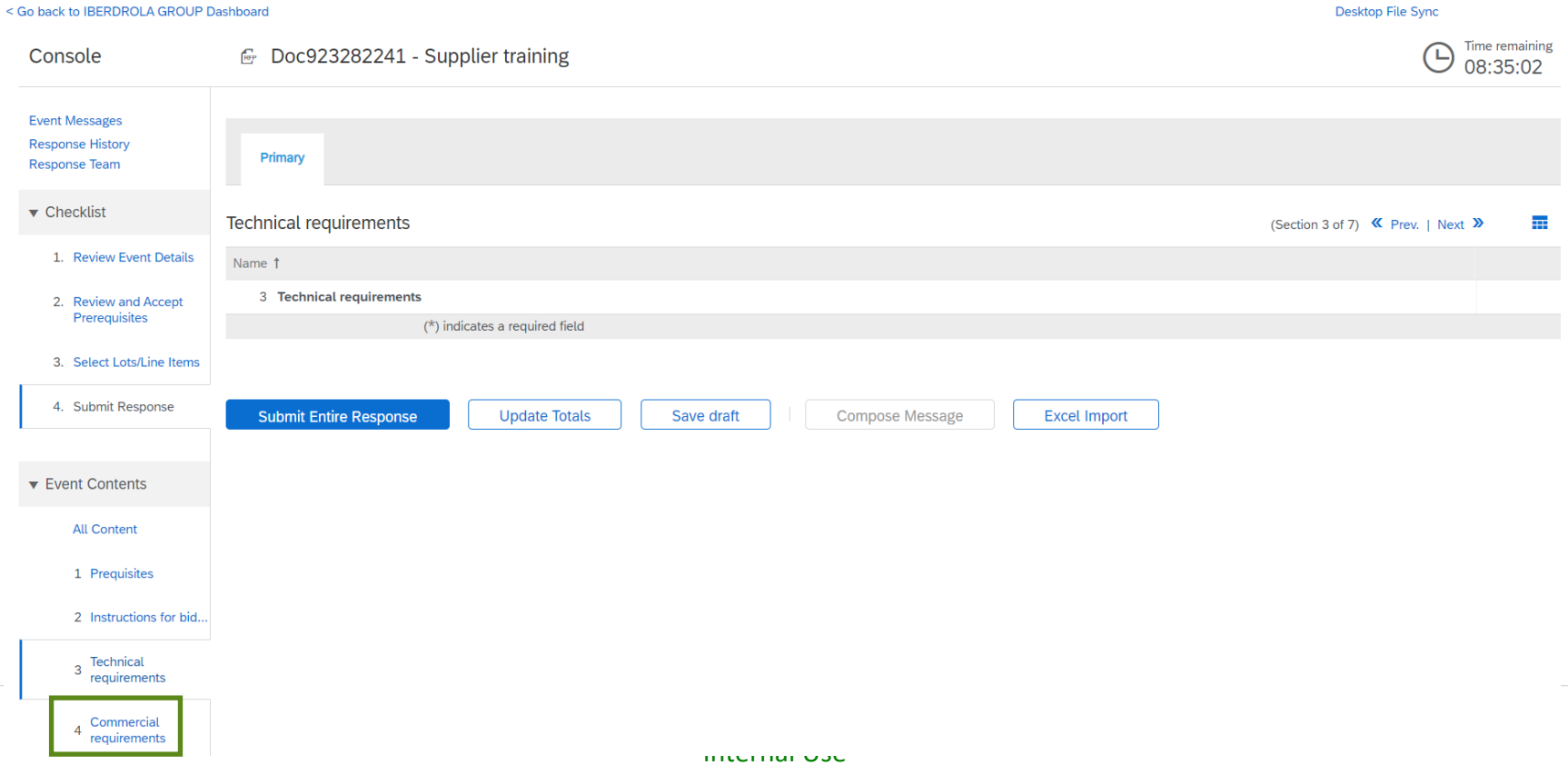
Sourcing events management

Technical requirements

Register our offer

In this section you will find attached all the documentation related to the technical specifications required in the offer request. To view it, click on the name of the document and select 'Download this attachment'.

To continue click on the link 'Commercial requirements'.



Internal use

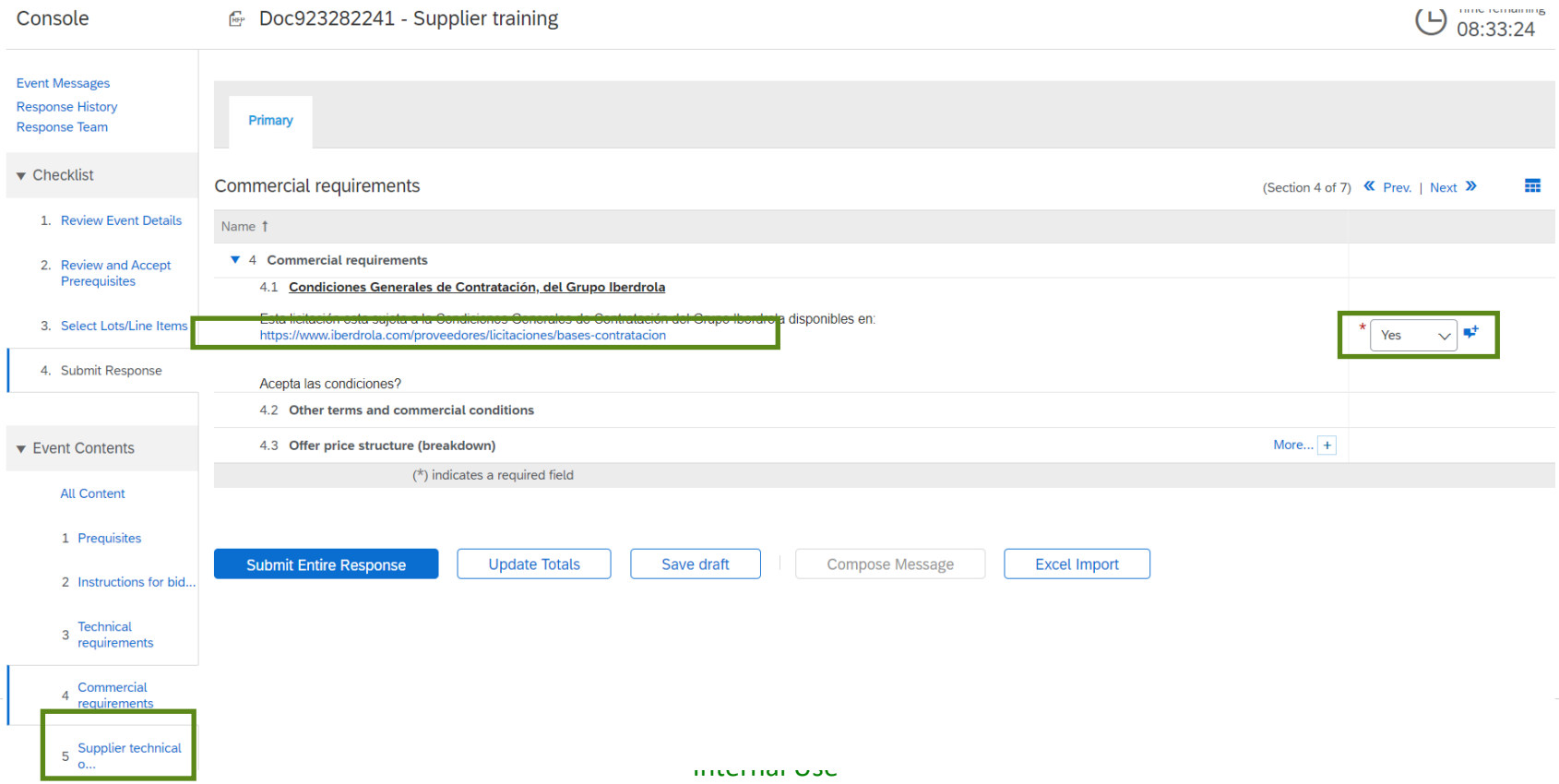
Sourcing events management

Commercial requirements

Register our offer

In this section we must accept the contracting conditions of the Iberdrola group. Clicking on the link we access to the information we have to review. Finally we check the option 'Yes' (it is checked by default).

To continue click on the link 'Supplier technical offer'.



Internal use

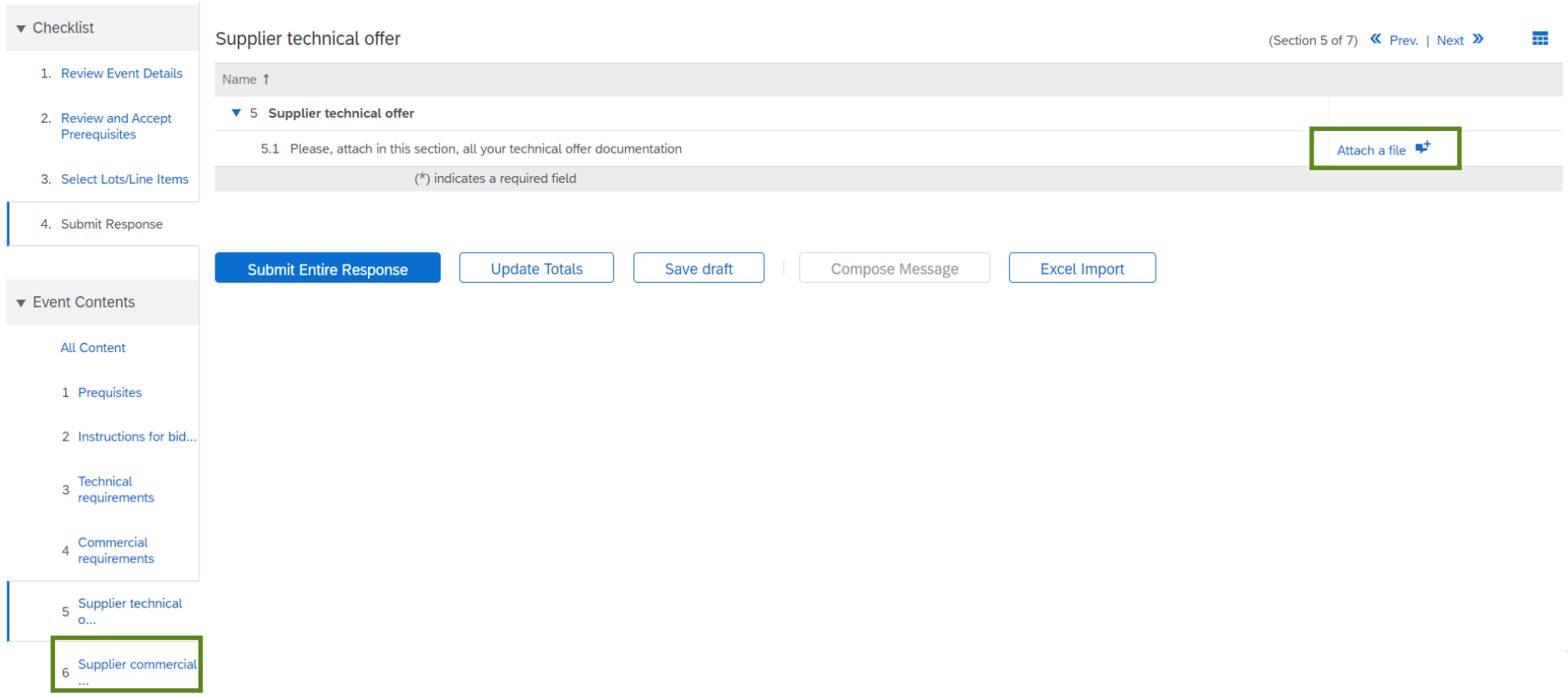
Sourcing events management

Supplier technical offer

Register our offer

Here we have to attach our technical offer by selecting 'Attach a file'. The technical offer and the financial offer must be submitted separately.

The next step is the 'Supplier commercial offer'.



Internal Use

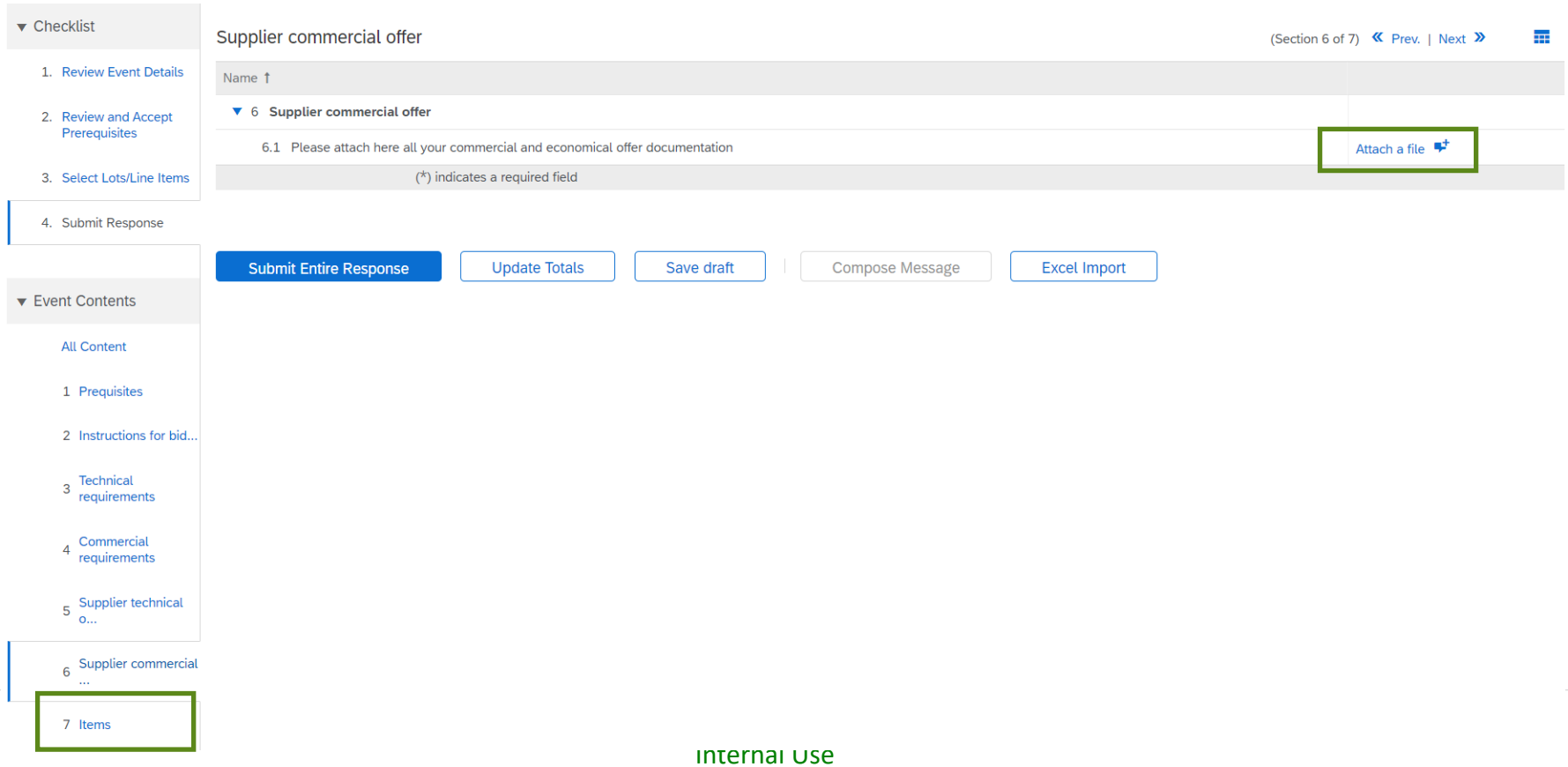
Sourcing events management

Supplier commercial offer

Register our offer

Here we have to attach our economic and commercial offer by selecting 'Attach a file'.

The next step is 'Items'.



Internal Use

Sourcing events management

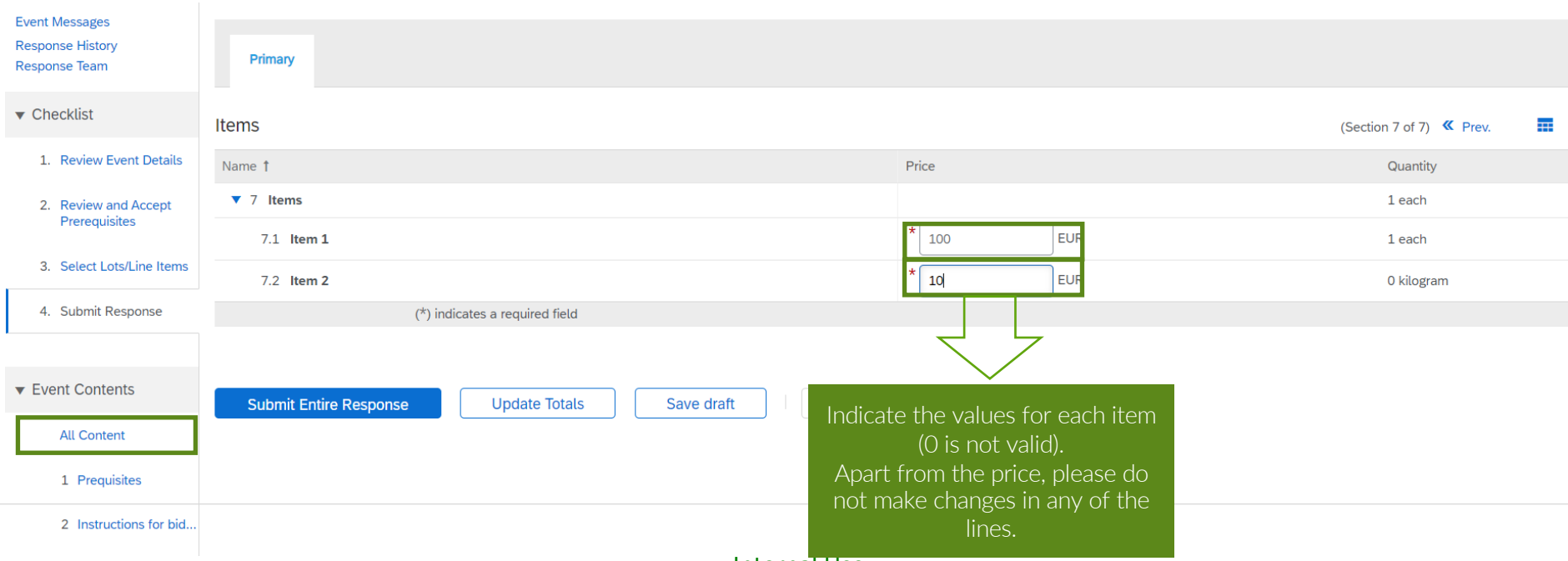
Items

Register our offer

In this section we indicate our price or unit amount in the indicated currency. There can be 2 different cases:

- Case1: No items
- Case2: There are items
  - Case 2a (item by amount): in this case an amount must be indicated.
  - Case 2b (item per unit of measure): in this case a unit price based on the physical unit of measure must be included.

Once all the sections of the event have been completed, we return to the main page of the event by clicking on the link 'All content'.

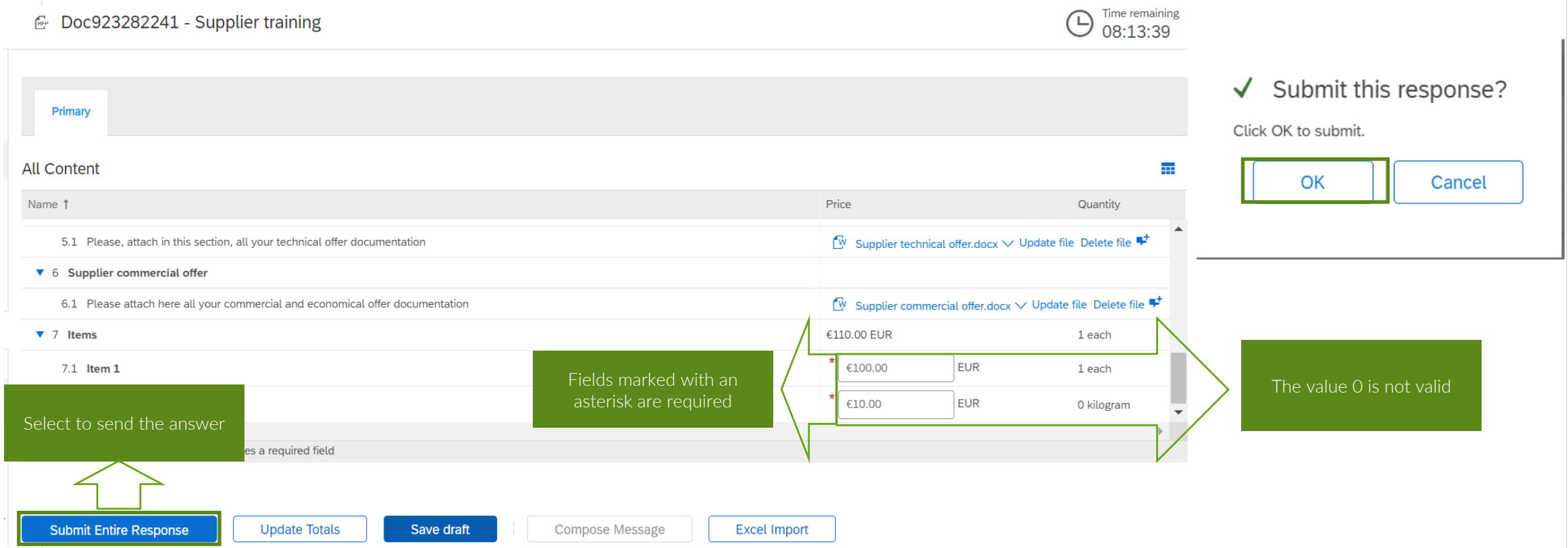


Internal Use

Sourcing events management

Send our offer

In this screen we can review our answers. To finish the process and send our response to the Iberdrola group, click on the “Submit entire response" button and accept the confirmation of sending. It is important to review the response before sending it to Iberdrola.

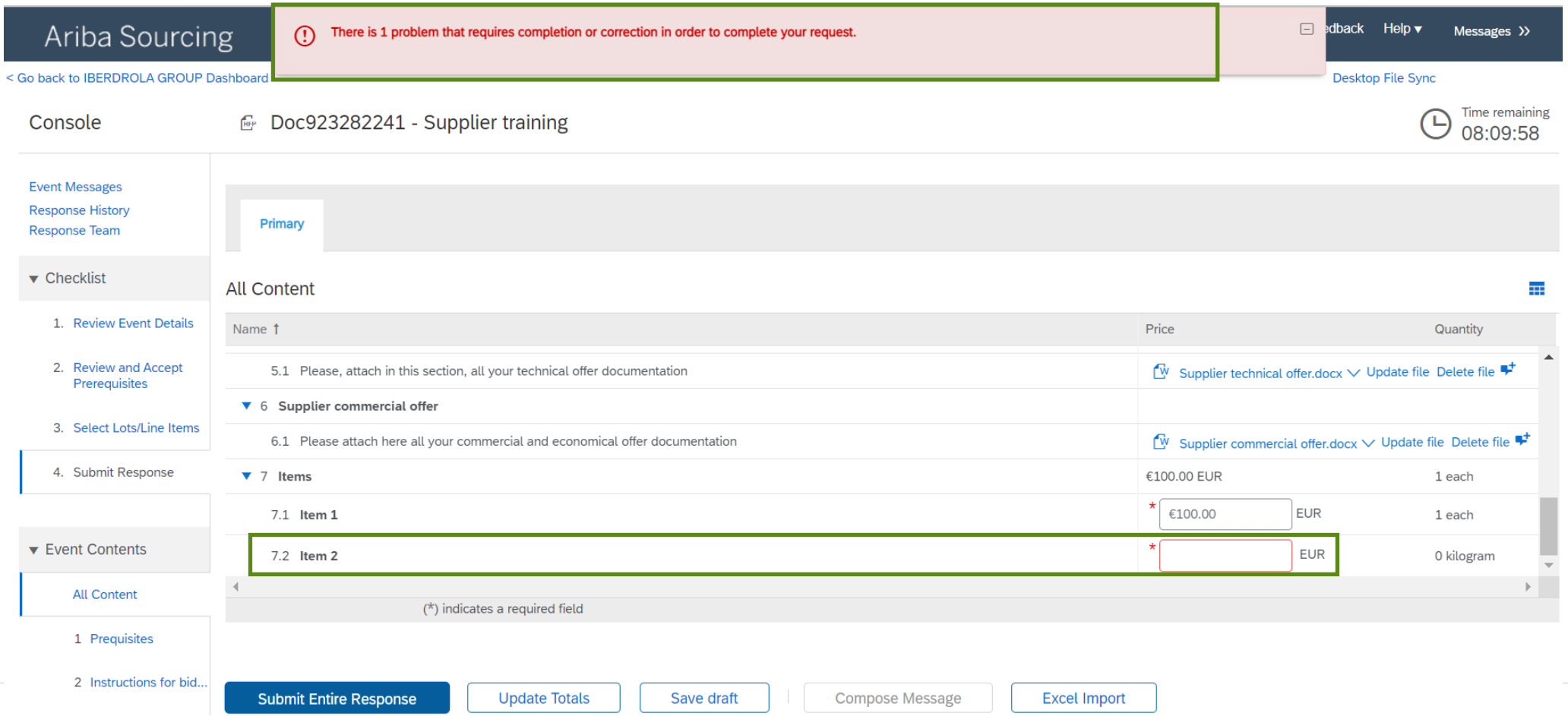


Internal Use

Sourcing events management

Error when sending the offer

In case we have left any of the mandatory fields (marked with a red asterisk) blank, the system will return an error when we click on the “Submit entire response" button.



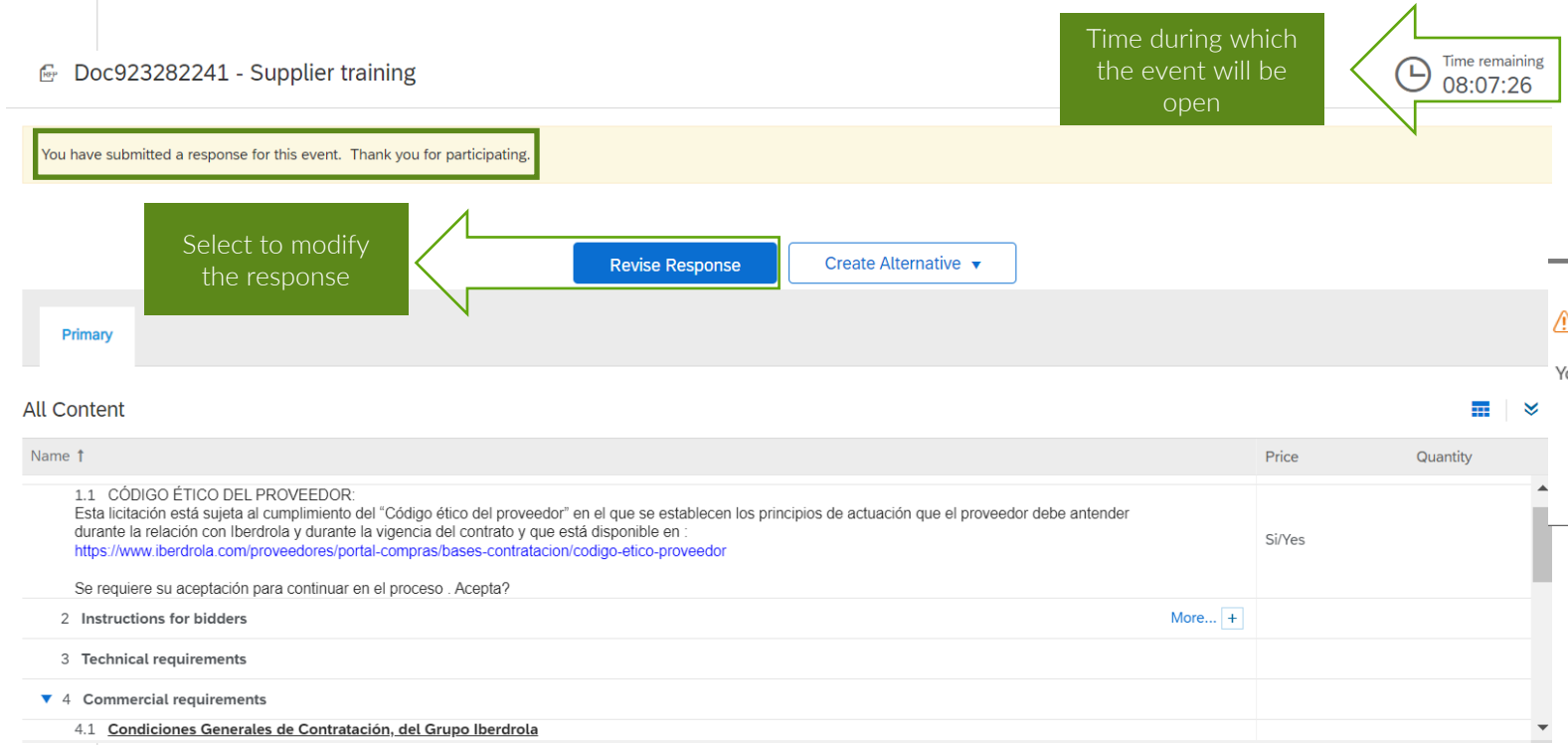
Internal Use

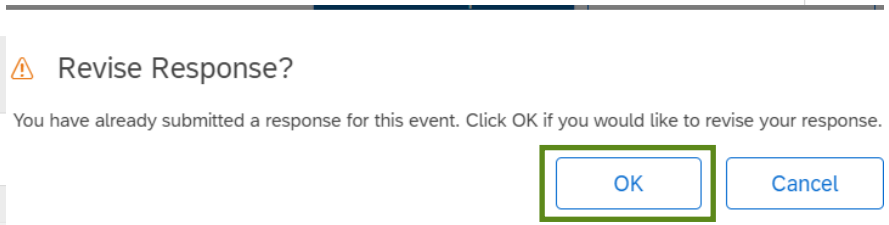
Sourcing events management

Modify the offer

If the event displays the message "You have submitted a response for this event. Thank you for participating" means that we have already sent a response..

If we want to modify that response, we must first verify that the event is still active by viewing its remaining time. If it is still active, click on the “Revise response" button and accept the confirmation. Now we will be able to modify both the answers and the attachments as many times as we want until the end date of the event.



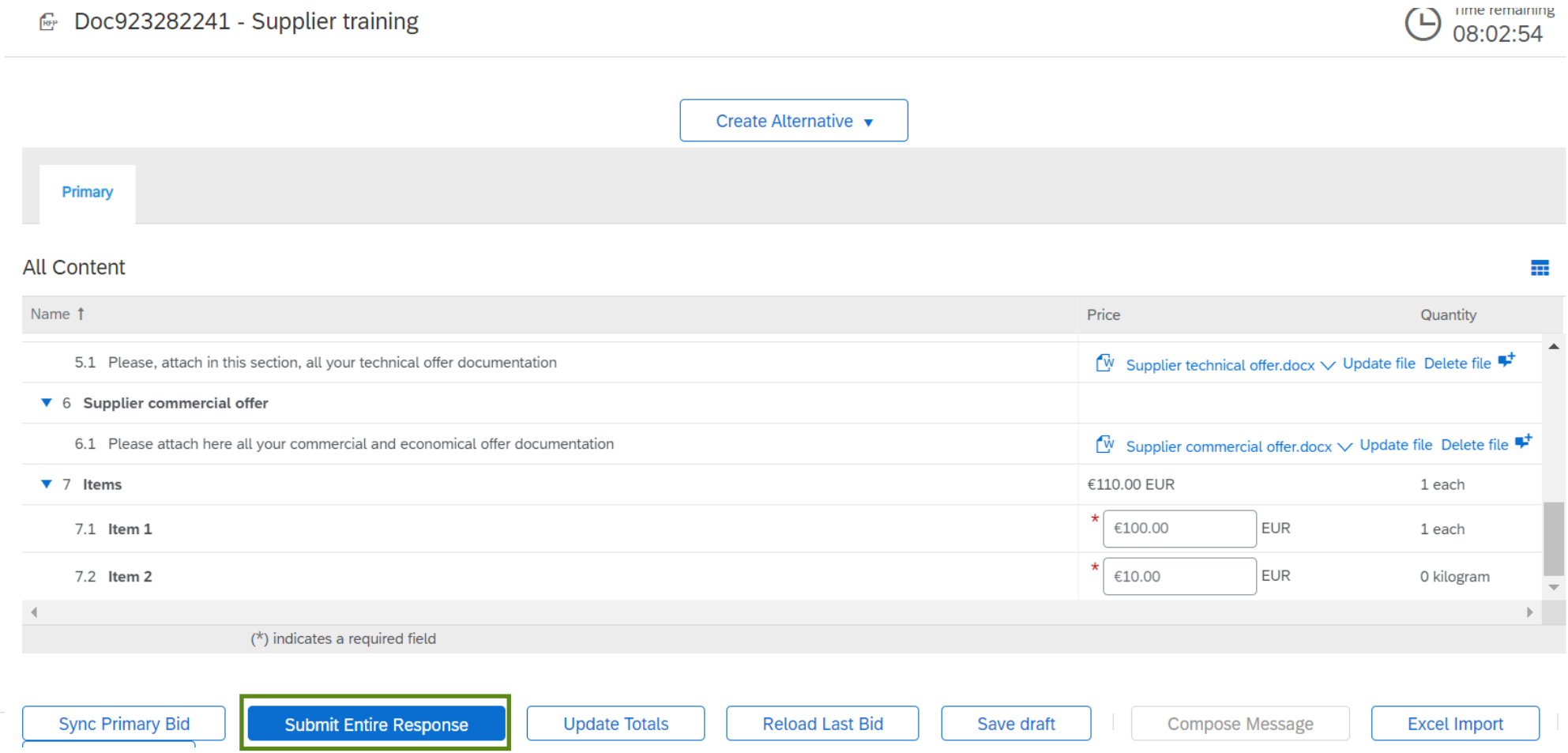


Internal Use

Sourcing events management

Modify the offer

Once the response has been modified, we must send it again to the Iberdrola group by clicking on the “Submit entire response" button.

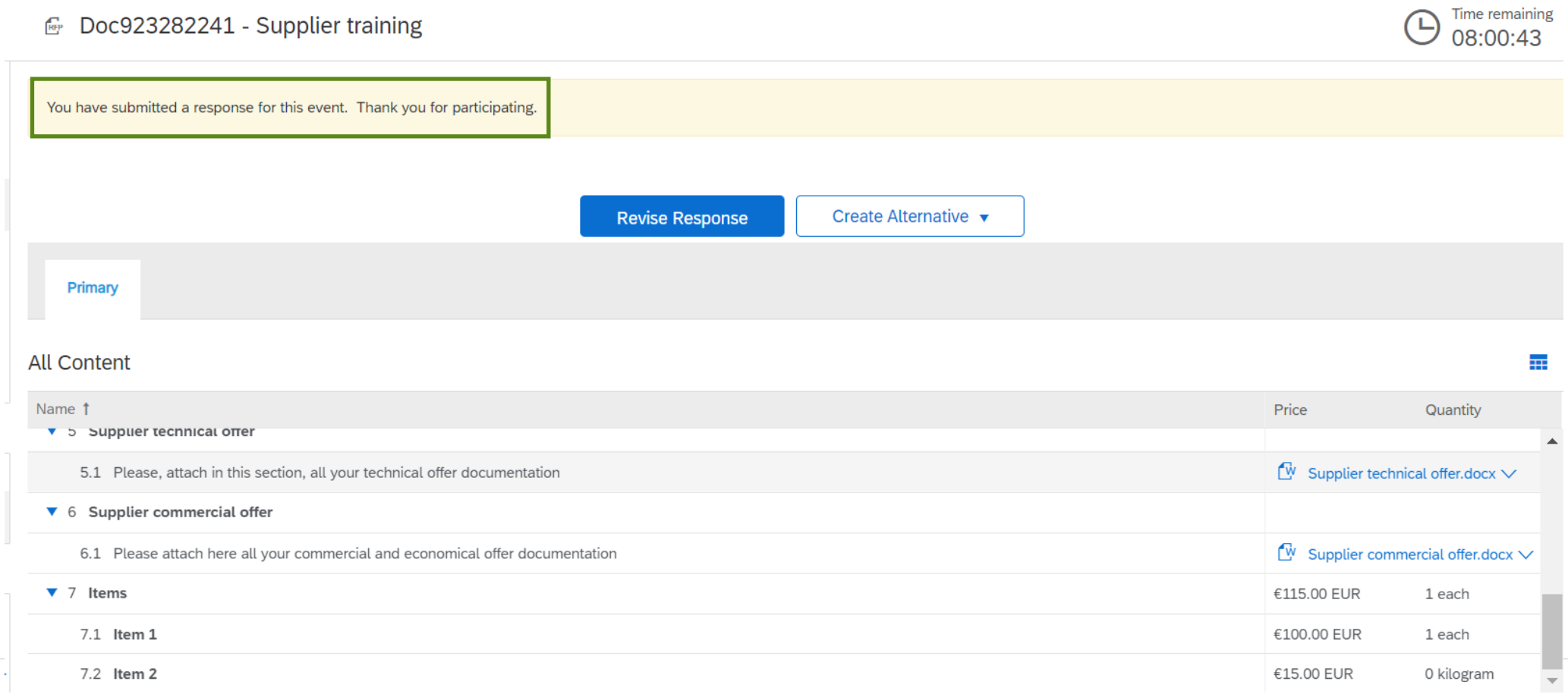


Internal Use

Sourcing events management

Modify the offer

You will see the message "You have submitted a response for this event. Thank you for participating" which indicates that the changes to the response have been made and submitted.



Internal Use

Sourcing events management

Step summary

Internal Use

Thank you for your attention

Ariba Network and IBuy

Febrero 2022

Internal Use