

Sourcing events management

Supplier training

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

Index

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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.

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 Network¹
2. Be registered in IBuy¹
3. Receive an invitation from the Iberdrola group to participate in one of its Sourcing events.

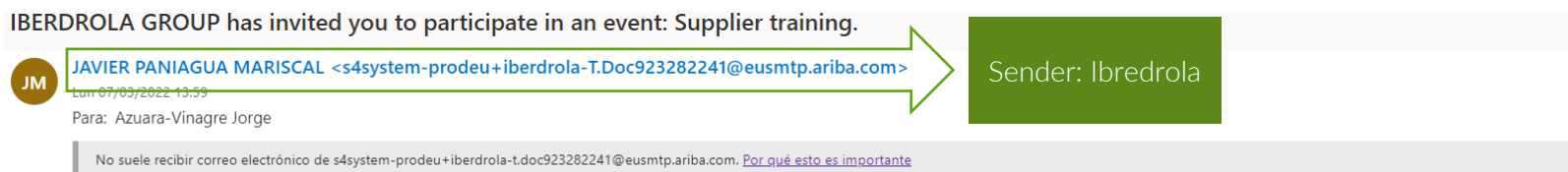
¹ See manual: P1 How do I register in Ariba Network and IBERDROLA IBUY?

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".



IBERDROLA GROUP

IBERDROLA GROUP has invited you to participate in the following event:
Supplier training. The event is set to begin on Monday, March 7, 2022 at 4:59 AM, Pacific Standard Time.

Use the following username to log in to IBERDROLA GROUP events:
jorge.azuara@inetum.com.

[Click Here](#) to access this event.

1. Access to the event

When you click this link, log in with your username and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in your event.

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.

2. We do not want to participate in the event

3. We have forgotten the password

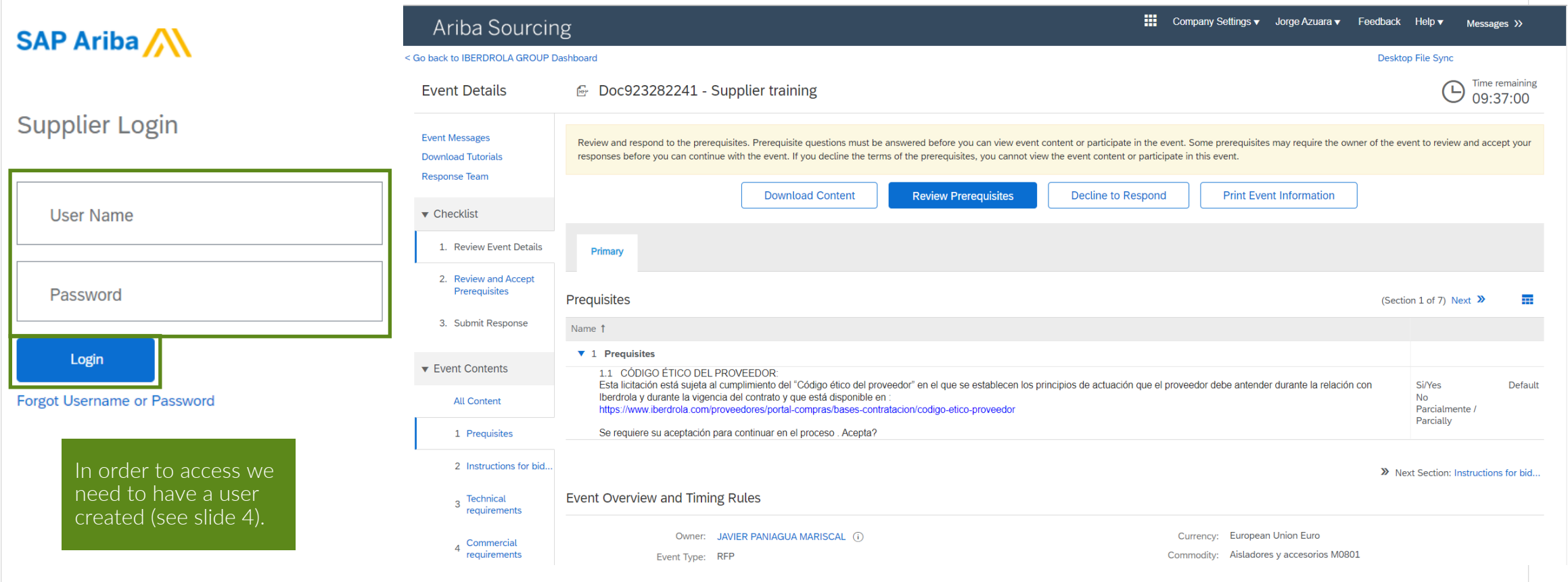
If you have forgotten your username or password and are unable to log in, [Click Here](#).

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.

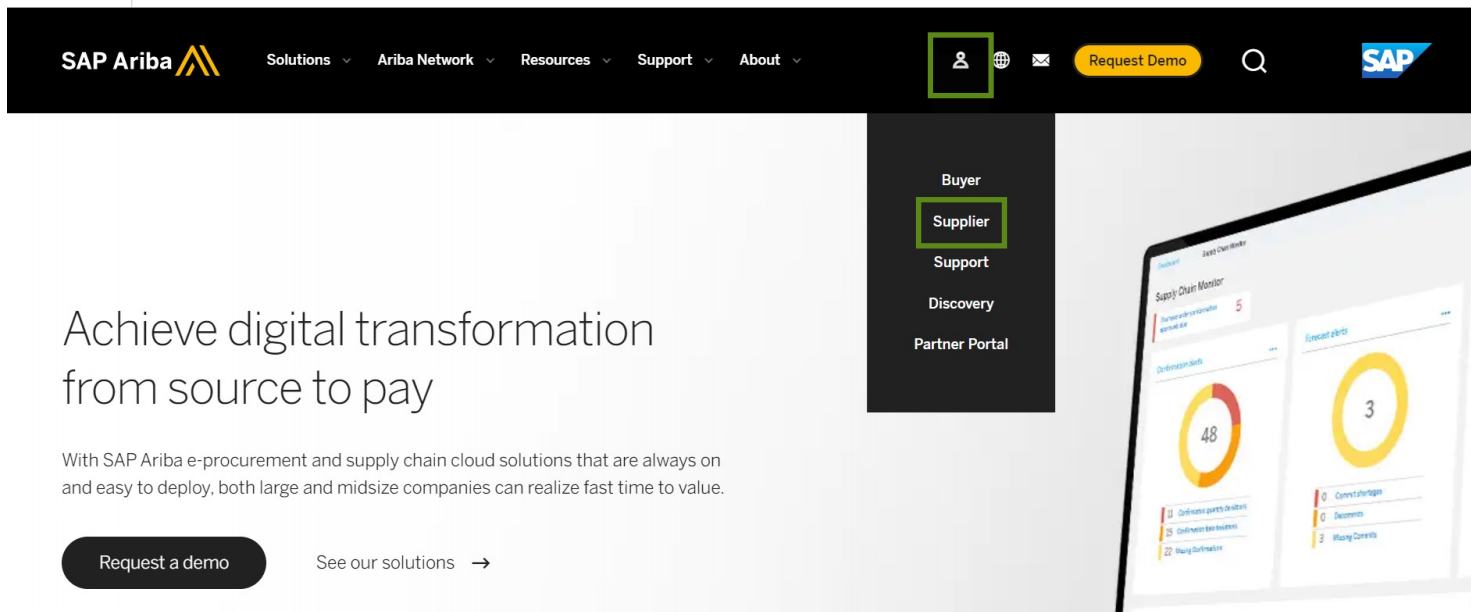


The screenshot shows the SAP Ariba interface. On the left, the 'Supplier Login' section has a 'User Name' field, a 'Password' field, and a 'Login' button. A green box highlights these fields. Below the login fields is a link for 'Forgot Username or Password'. A green text box at the bottom left states: 'In order to access we need to have a user created (see slide 4)'. The main content area is titled 'Ariba Sourcing' and shows 'Event Details' for 'Doc923282241 - Supplier training'. A yellow warning banner reads: '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.' Below this are buttons for 'Download Content', 'Review Prerequisites', 'Decline to Respond', and 'Print Event Information'. The 'Review Prerequisites' button is highlighted. A 'Prequisites' table is shown with one entry: '1.1 CÓDIGO ÉTICO DEL PROVEEDOR: Esta licitación está sujeta al cumplimiento del "Código ético del proveedor" en el que se establecen los principios de actuación que el proveedor debe atender durante la relación con Iberdrola y durante la vigencia del contrato y que está disponible en: https://www.iberdrola.com/proveedores/portal-compras/bases-contratacion/codigo-etico-proveedor'. The table has columns for 'Name', 'Si/Yes', 'No', 'Parcialmente / Partially', and 'Default'. Below the table is the text 'Se requiere su aceptación para continuar en el proceso . Acepta?'. At the bottom, 'Event Overview and Timing Rules' shows 'Owner: JAVIER PANIAGUA MARISCAL' and 'Currency: European Union Euro'.

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.



Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

Enter your username and password

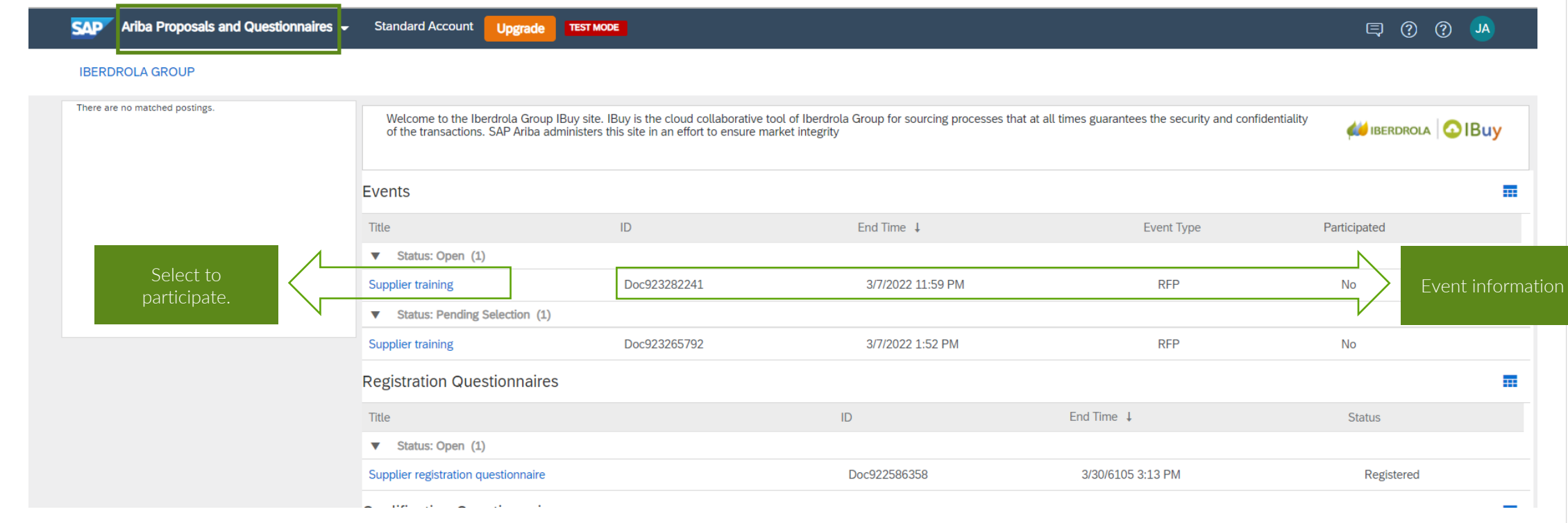
Sourcing events management

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.



The screenshot shows the SAP Ariba interface. The top navigation bar includes 'SAP Ariba Proposals and Questionnaires', 'Standard Account', 'Upgrade', and 'TEST MODE'. Below the navigation bar, the 'IBERDROLA GROUP' header is visible. The main content area displays a message: 'Welcome to the Iberdrola Group IBuy site. IBuy is the cloud collaborative tool of Iberdrola Group for sourcing processes that at all times guarantees the security and confidentiality of the transactions. SAP Ariba administers this site in an effort to ensure market integrity.' Below this message, there are two sections: 'Events' and 'Registration Questionnaires'. The 'Events' section contains a table with the following data:

| Title | ID | End Time ↓ | Event Type | Participated |
|---------------------------------|--------------|-------------------|------------|--------------|
| ▼ Status: Open (1) | | | | |
| Supplier training | Doc923282241 | 3/7/2022 11:59 PM | RFP | No |
| ▼ Status: Pending Selection (1) | | | | |
| Supplier training | Doc923265792 | 3/7/2022 1:52 PM | RFP | No |

The 'Registration Questionnaires' section contains a table with the following data:

| Title | ID | End Time ↓ | Status |
|-------------------------------------|--------------|-------------------|------------|
| ▼ Status: Open (1) | | | |
| Supplier registration questionnaire | Doc922586358 | 3/30/6105 3:13 PM | Registered |

Annotations in the image include a green box around the 'Ariba Proposals and Questionnaires' menu item, a green box around the 'Supplier training' event name in the first row of the 'Events' table, a green box labeled 'Select to participate.' with an arrow pointing to the event name, and a green box labeled 'Event information' with an arrow pointing to the event name.

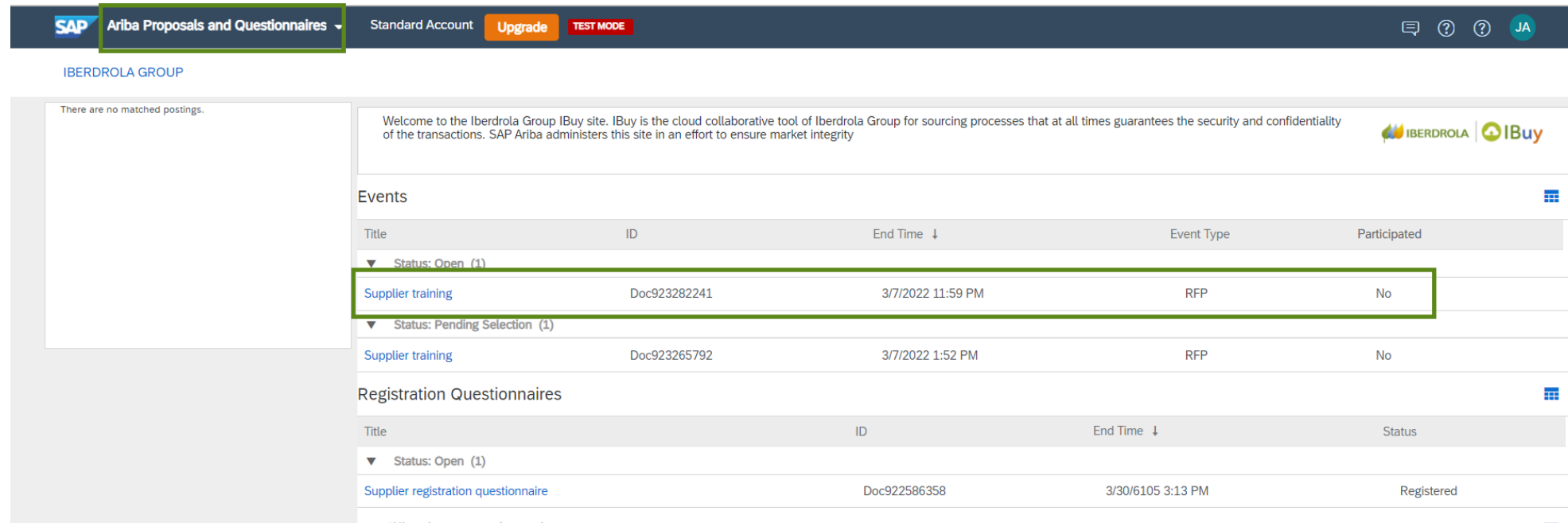
Sourcing events management

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?)



The screenshot shows the SAP Ariba interface. At the top, there is a navigation bar with the SAP logo, a dropdown menu for 'Ariba Proposals and Questionnaires', and buttons for 'Standard Account', 'Upgrade', and 'TEST MODE'. Below the navigation bar, the user is logged in as 'JA'. The main content area is titled 'IBERDROLA GROUP' and contains a message: 'There are no matched postings.' To the right, there is a welcome message and a list of events. The first event, 'Supplier training' with ID Doc923282241, is highlighted with a green box. Below it, there is another 'Supplier training' event with ID Doc923265792. At the bottom, there is a section for 'Registration Questionnaires' with one event, 'Supplier registration questionnaire' with ID Doc922586358.

| Title | ID | End Time ↓ | Event Type | Participated |
|---------------------------------|--------------|-------------------|------------|--------------|
| ▼ Status: Open (1) | | | | |
| Supplier training | Doc923282241 | 3/7/2022 11:59 PM | RFP | No |
| ▼ Status: Pending Selection (1) | | | | |
| Supplier training | Doc923265792 | 3/7/2022 1:52 PM | RFP | No |

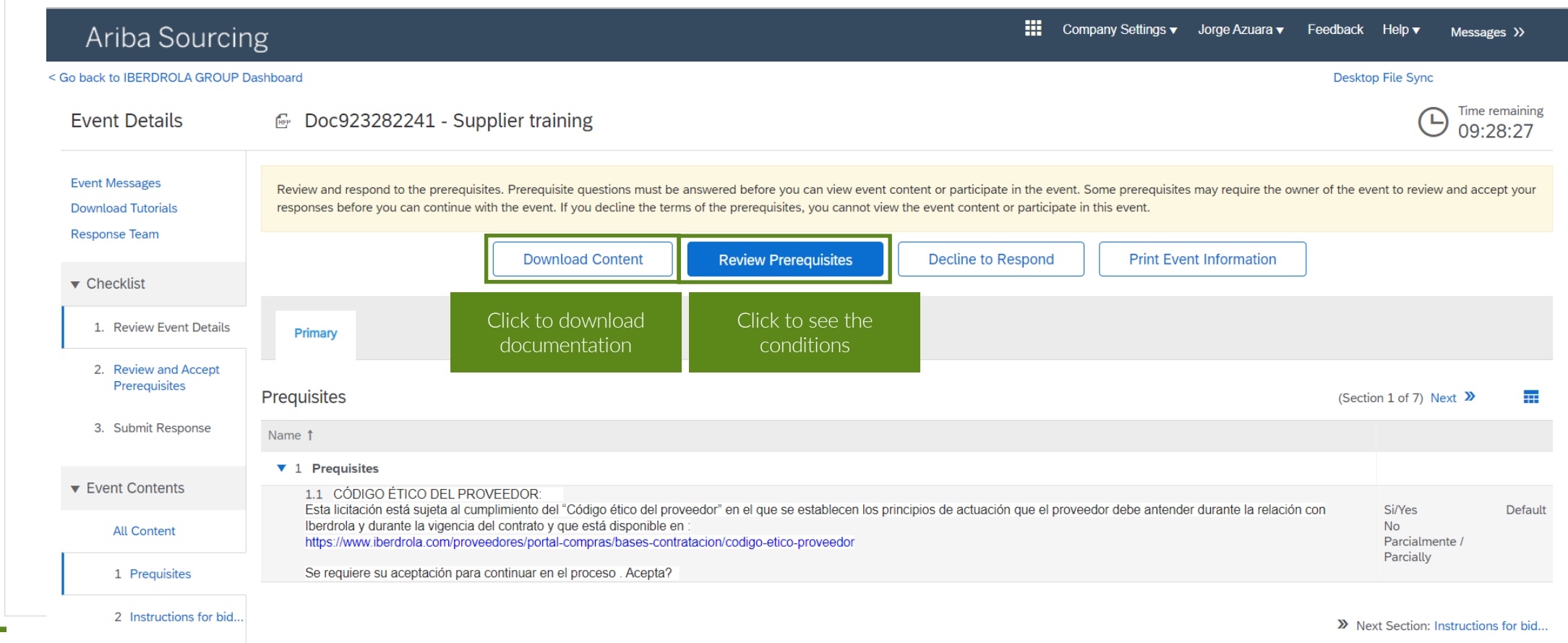
| Title | ID | End Time ↓ | Status |
|-------------------------------------|--------------|-------------------|------------|
| ▼ Status: Open (1) | | | |
| Supplier registration questionnaire | Doc922586358 | 3/30/6105 3:13 PM | Registered |

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).



The screenshot shows the Ariba Sourcing interface for an event titled "Doc923282241 - Supplier training". The interface includes a navigation menu on the left with options like "Event Messages", "Download Tutorials", and "Response Team". The main content area features a yellow warning box about prerequisites, followed by four buttons: "Download Content", "Review Prerequisites", "Decline to Respond", and "Print Event Information". Below these buttons is a checklist with three items: "1. Review Event Details", "2. Review and Accept Prerequisites", and "3. Submit Response". The "Review Prerequisites" step is currently active, showing a table of prerequisites. The first prerequisite is "1.1 CÓDIGO ÉTICO DEL PROVEEDOR", which requires the user to accept the terms of the supplier code of ethics. The table has columns for the prerequisite name, a response option (Si/Yes, No, Parcialmente / Partially), and a default status (Default).

Event Details Doc923282241 - Supplier training Time remaining 09:28:27

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

Primary Click to download documentation Click to see the conditions

Prequisites (Section 1 of 7) Next »

| Name ↑ | | |
|--|---|---------|
| <p>▼ 1 Prerequisites</p> <p>1.1 CÓDIGO ÉTICO DEL PROVEEDOR: Esta licitación está sujeta al cumplimiento del "Código ético del proveedor" en el que se establecen los principios de actuación que el proveedor debe atender durante la relación con Iberdrola y durante la vigencia del contrato y que está disponible en : https://www.iberdrola.com/proveedores/portal-compras/bases-contratacion/codigo-etico-proveedor</p> <p>Se requiere su aceptación para continuar en el proceso . Acepta?</p> | Si/Yes No Parcialmente / Partially | Default |

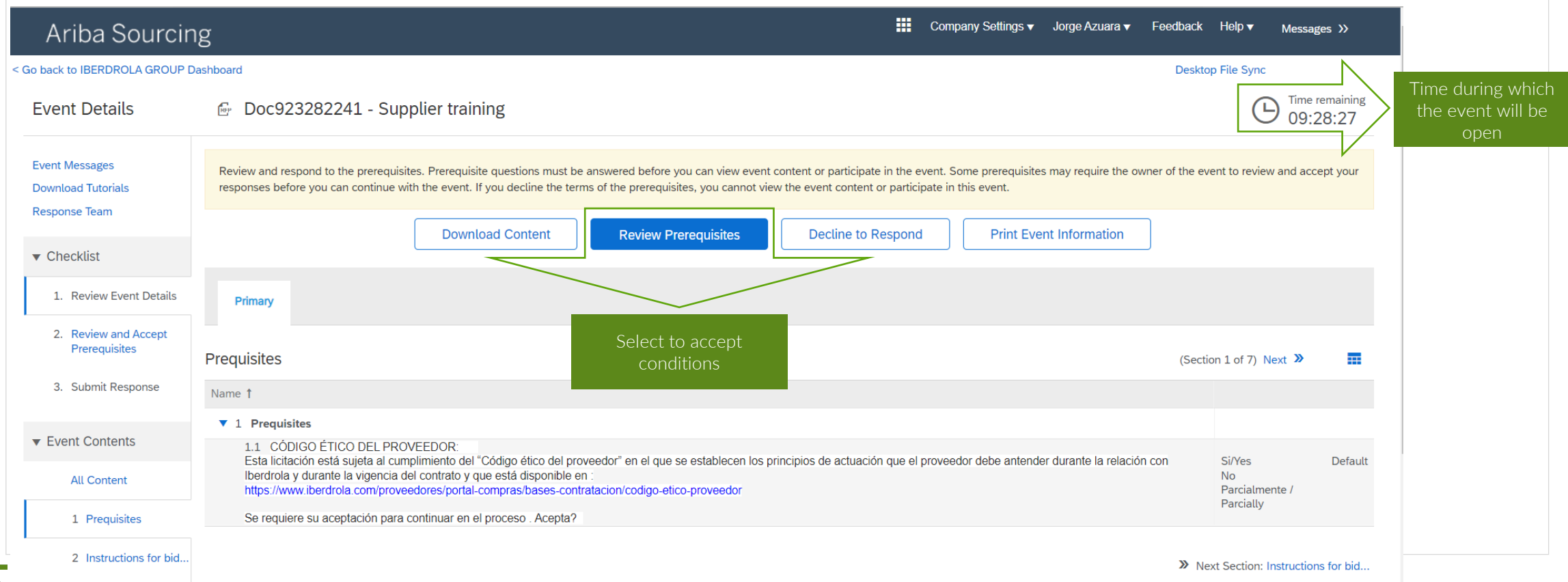
» Next Section: Instructions for bid...

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).



Ariba Sourcing Company Settings ▾ Jorge Azuara ▾ Feedback Help ▾ Messages >>

< Go back to IBERDROLA GROUP Dashboard Desktop File Sync

Event Details Doc923282241 - Supplier training Time remaining 09:28:27

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

Primary

Prequisites (Section 1 of 7) Next >>

| Name ↑ | | |
|---|---|---------|
| <p>▼ 1 Prerequisites</p> <p>1.1 CÓDIGO ÉTICO DEL PROVEEDOR: Esta licitación está sujeta al cumplimiento del "Código ético del proveedor" en el que se establecen los principios de actuación que el proveedor debe antender durante la relación con Iberdrola y durante la vigencia del contrato y que está disponible en : https://www.iberdrola.com/proveedores/portal-compras/bases-contratacion/codigo-etico-proveedor</p> <p>Se requiere su aceptación para continuar en el proceso . Acepta?</p> | Si/Yes No Parcialmente / Partially | Default |

Next Section: Instructions for bid...

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.

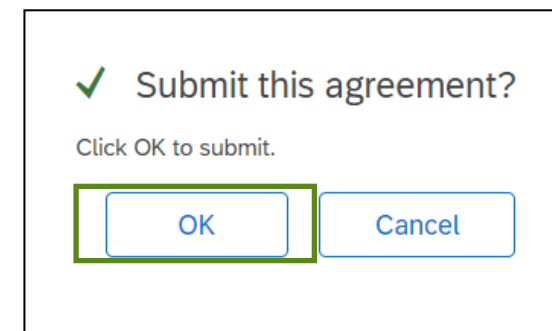
In consideration of the opportunity to participate in on-line events ('On-Line Events') held and conducted by the company sponsoring this On-Line Event ('Sponsor') on the web site (this 'Site') hosted by Ariba, Inc. ('Site Owner'), your company ('Participant' or 'You') agrees to the following terms and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

I do not accept the terms of this agreement.



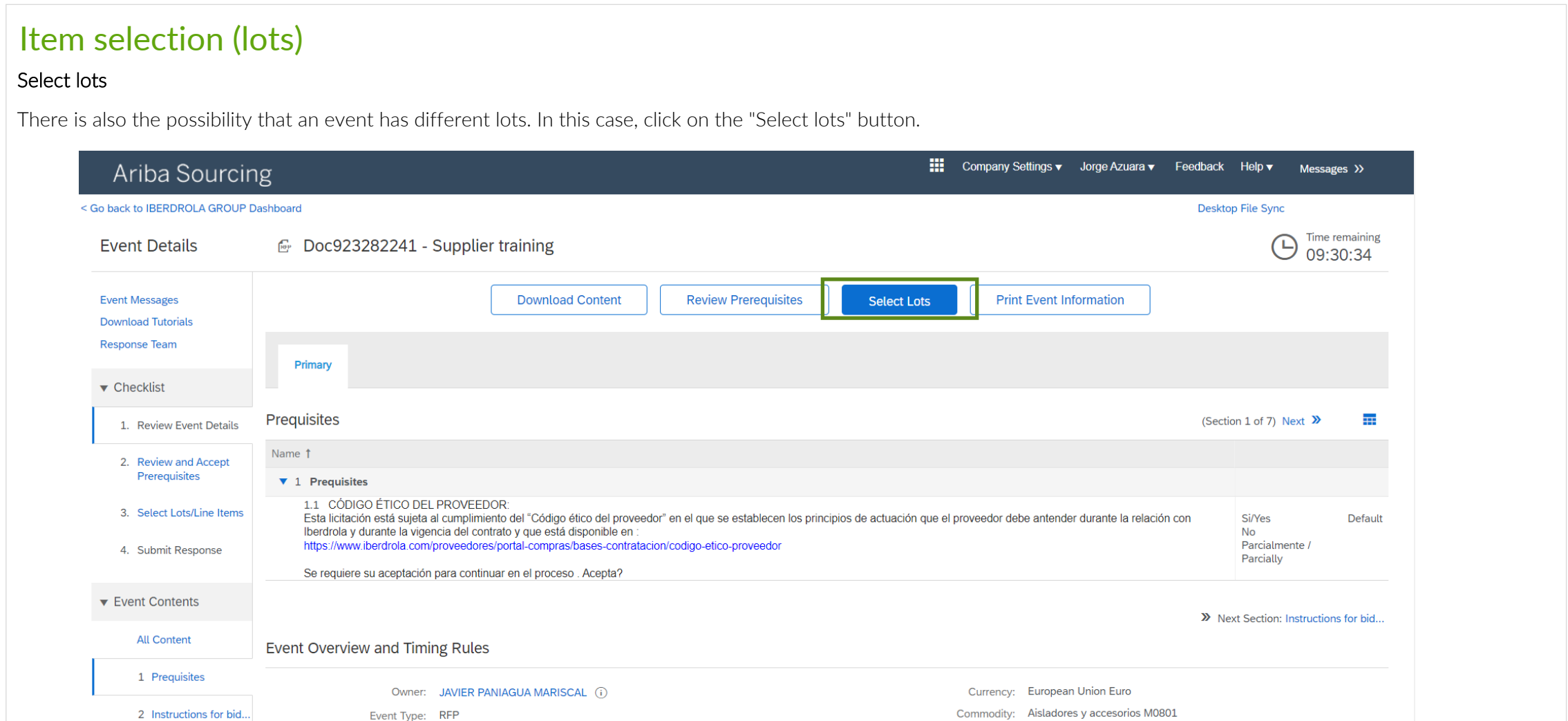
Internal Use

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.



The screenshot shows the Ariba Sourcing interface for an event titled "Doc923282241 - Supplier training". The "Select Lots" button is highlighted with a green box. The interface includes a navigation menu on the left, a main content area with a "Prequisites" section, and a bottom section for "Event Overview and Timing Rules".

Event Details: Doc923282241 - Supplier training

Buttons: Download Content, Review Prerequisites, **Select Lots**, Print Event Information

Checklist:

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

Prequisites (Section 1 of 7):

| Name ↑ | | |
|---|---|---------|
| ▼ 1 Prerequisites | | |
| 1.1 CÓDIGO ÉTICO DEL PROVEEDOR: Esta licitación está sujeta al cumplimiento del "Código ético del proveedor" en el que se establecen los principios de actuación que el proveedor debe atender durante la relación con Iberdrola y durante la vigencia del contrato y que está disponible en : https://www.iberdrola.com/proveedores/portal-compras/bases-contratacion/codigo-etico-proveedor | Si/Yes No Parcialmente / Partially | Default |
| Se requiere su aceptación para continuar en el proceso . Acepta? | | |

Event Overview and Timing Rules:

Owner: JAVIER PANIAGUA MARISCAL ⓘ
Event Type: RFP

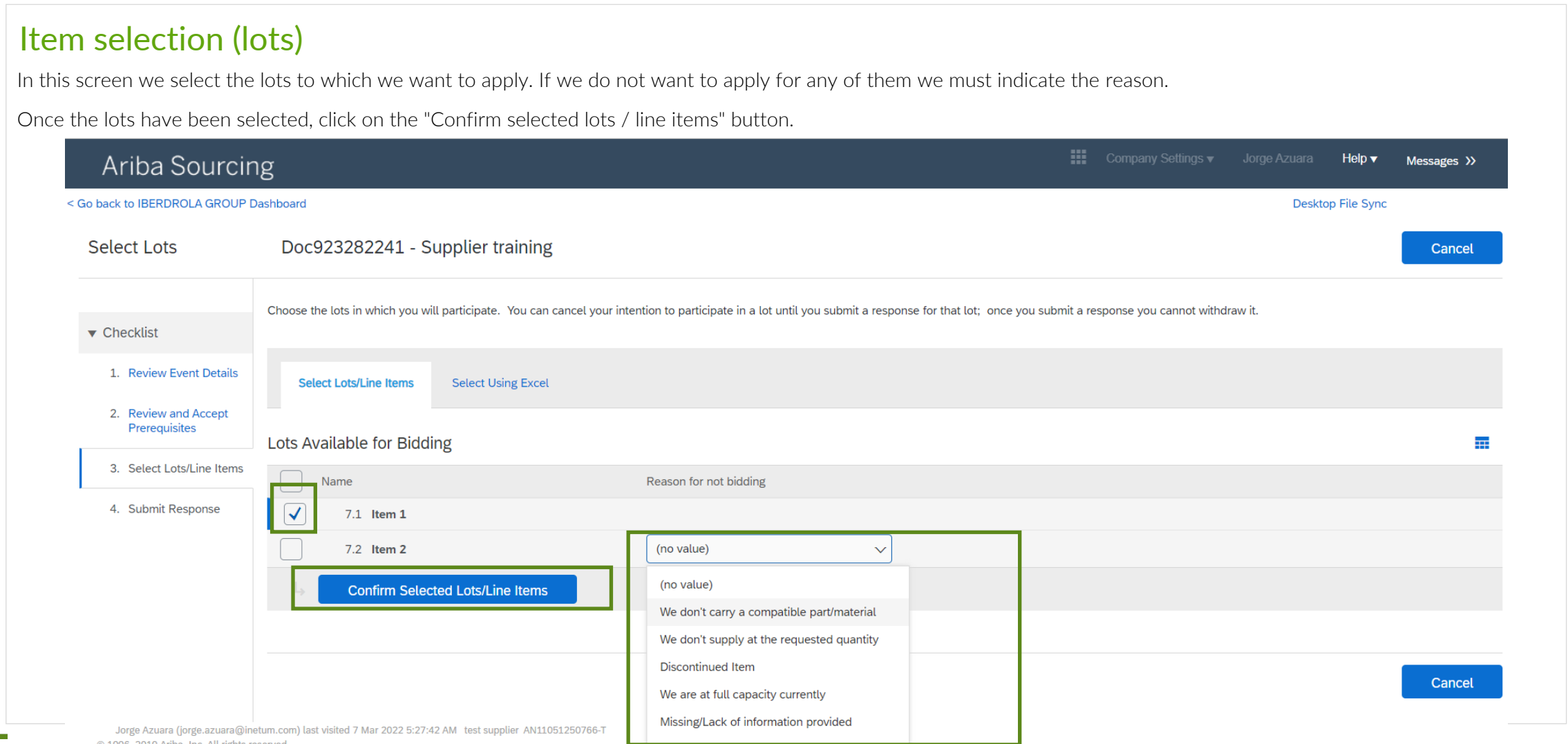
Currency: European Union Euro
Commodity: Aisladores y accesorios M0801

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.



Ariba Sourcing Company Settings ▾ Jorge Azuara Help ▾ Messages >>

[< Go back to IBERDROLA GROUP Dashboard](#) Desktop File Sync

Select Lots Doc923282241 - Supplier training [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](#)

Lots Available for Bidding

| <input type="checkbox"/> | Name | Reason for not bidding |
|-------------------------------------|------------|---|
| <input checked="" type="checkbox"/> | 7.1 Item 1 | |
| <input type="checkbox"/> | 7.2 Item 2 | <div style="border: 1px solid #ccc; padding: 5px;"> (no value) ▾ (no value) We don't carry a compatible part/material We don't supply at the requested quantity Discontinued Item We are at full capacity currently Missing/Lack of information provided </div> |

[Cancel](#)

[Confirm Selected Lots/Line Items](#)

Jorge Azuara (jorge.azuara@inetum.com) last visited 7 Mar 2022 5:27:42 AM test supplier AN11051250766-T © 1995-2019 Ariba, Inc. All rights reserved.

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'.

Console
Doc923282241 - Supplier training
🕒 Time remaining 08:48:11

Event Messages

Response History

Response Team

▼ Checklist

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

▼ Event Contents

- All Content
- 1 Prerequisites
- 2 Instructions for bid...
- 3 Technical requirements
- 4 Commercial requirements
- 5 Supplier technical

Primary

All Content 🔍 | ⌵

| Name ↑ | Price | Quantity |
|--|-------|-------------|
| <p>▼ 1 Prerequisites</p> <p>1.1 CÓDIGO ÉTICO DEL PROVEEDOR: Esta licitación está sujeta al cumplimiento del "Código ético del proveedor" en el que se establecen los principios de actuación que el proveedor debe atender durante la relación con Iberdrola y durante la vigencia del contrato y que está disponible en : https://www.iberdrola.com/proveedores/portal-compras/bases-contractacion/codigo-etico-proveedor</p> <p>Se requiere su aceptación para continuar en el proceso . Acepta?</p> | | |
| | | * Si/Yes ▾ |
| 2 Instructions for bidders | | Less... [-] |
| Please send your technical and commercial offers in separate documents | | |
| 3 Technical requirements | | |

(*) indicates a required field

Submit Entire Response
Update Totals
Save draft
Compose Message
Excel Import

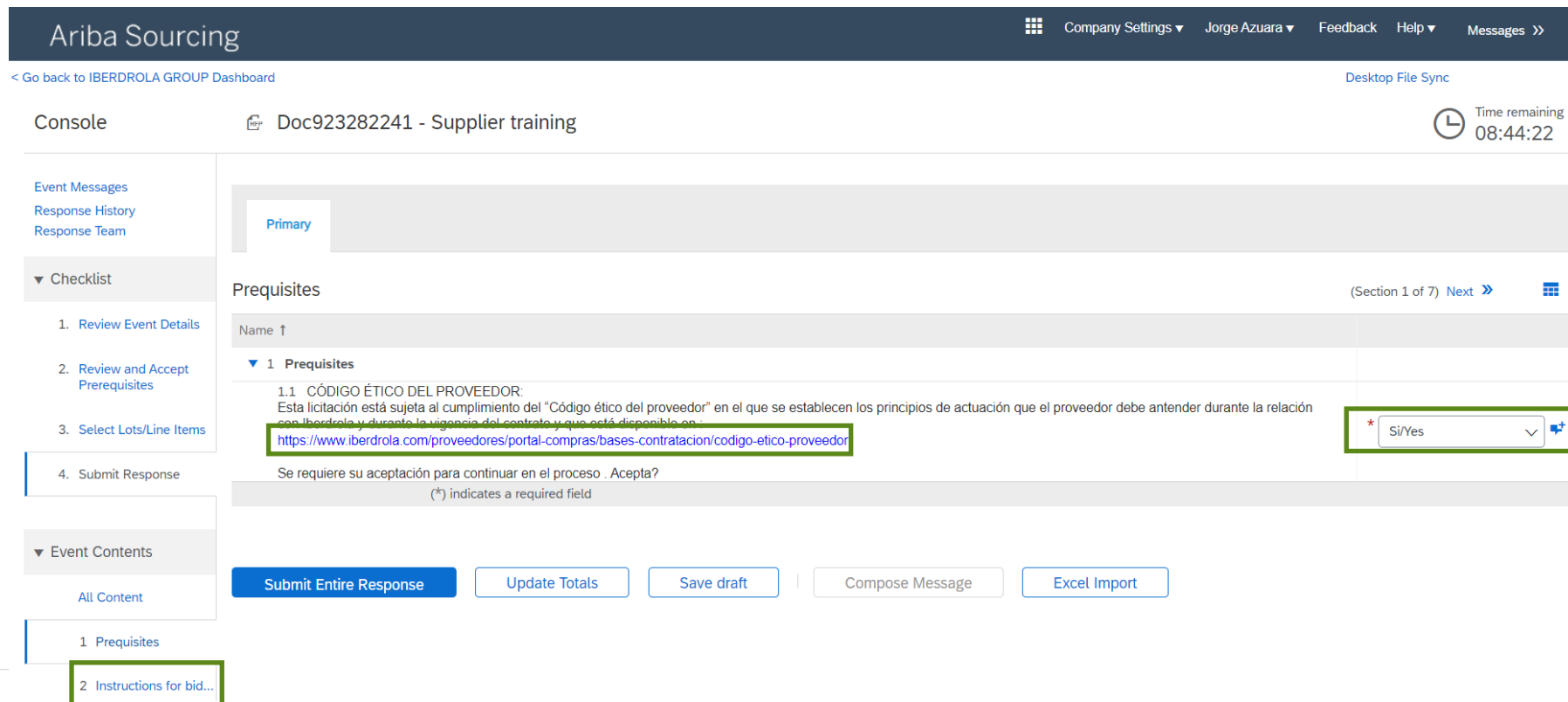
Sourcing events management

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'.



The screenshot shows the Ariba Sourcing interface for a supplier training event. The main content area displays a prerequisite section titled "1.1 CÓDIGO ÉTICO DEL PROVEEDOR". The text states that the bidding process is subject to the provider's code of ethics. A link is provided to access the code of ethics: <https://www.iberdrola.com/proveedores/portal-compras/bases-contratacion/codigo-etico-proveedor>. Below the link, there is a question: "Se requiere su aceptación para continuar en el proceso. Acepta?". A dropdown menu is shown with "Sí/Yes" selected. The interface also includes a navigation menu on the left with "2 Instructions for bid..." highlighted, and a bottom bar with buttons for "Submit Entire Response", "Update Totals", "Save draft", "Compose Message", and "Excel Import".

What conditions must I accept to participate in the event?

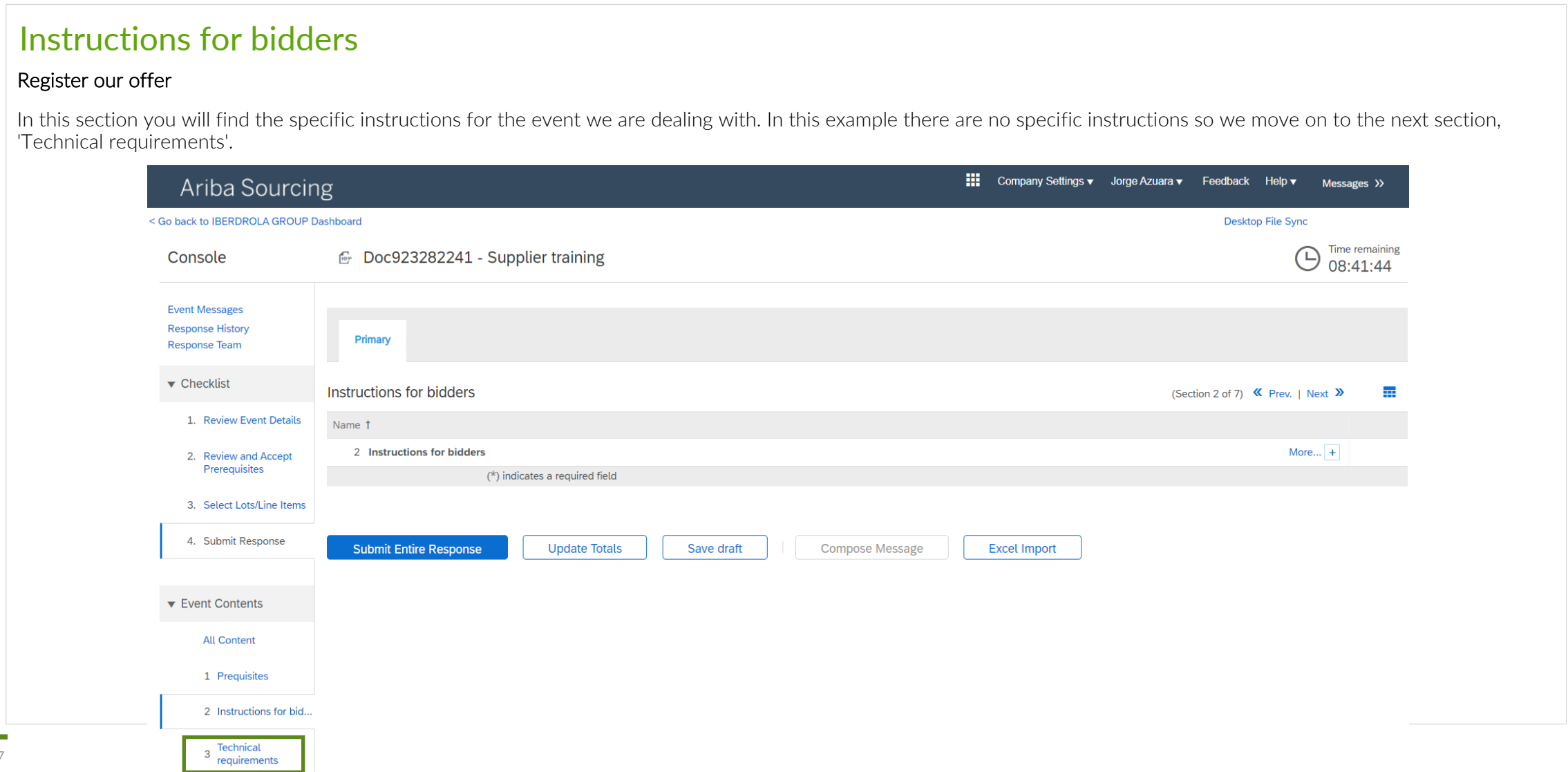
1. Code of Ethics
2. General Terms and Conditions (slide 20)

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'.



Ariba Sourcing | Company Settings | Jorge Azuara | Feedback | Help | Messages >>

< Go back to IBERDROLA GROUP Dashboard | Desktop File Sync

Console | Doc923282241 - Supplier training | Time remaining 08:41:44

Event Messages
Response History
Response Team

▼ Checklist

- Review Event Details
- Review and Accept Prerequisites
- Select Lots/Line Items
- Submit Response

▼ Event Contents

- All Content
- 1 Prerequisites
- 2 Instructions for bid...
- 3 Technical requirements**

Primary

Instructions for bidders (Section 2 of 7) << Prev. | Next >>

Name ↑

2 Instructions for bidders More... +

(*) indicates a required field

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

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'.

[< Go back to IBERDROLA GROUP Dashboard](#) [Desktop File Sync](#)

Console Doc923282241 - Supplier training Time remaining 08:35:02

Event Messages
Response History
Response Team

▼ Checklist

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

▼ Event Contents

- All Content
- 1 Prerequisites
- 2 Instructions for bid...
- 3 Technical requirements
- 4 Commercial requirements

Primary

Technical requirements (Section 3 of 7) << Prev. | Next >>

Name ↑

| Name | Action |
|---------------------------------|--------|
| 3 Technical requirements | |
| (*) indicates a required field | |

Submit Entire Response
Update Totals
Save draft
Compose Message
Excel Import

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'.

Console
Doc923282241 - Supplier training
🕒 08:33:24

Event Messages
Response History
Response Team

▼ Checklist

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

▼ Event Contents

- All Content
- 1 Prerequisites
- 2 Instructions for bid...
- 3 Technical requirements
- 4 Commercial requirements
- 5 Supplier technical o...

(Section 4 of 7) ⏪ Prev. | Next ⏩

Commercial requirements

Name ↑

▼ 4 Commercial requirements

4.1 **Condiciones Generales de Contratación del Grupo Iberdrola**

Esta licitación está sujeta a la Condiciones Generales de Contratación del Grupo Iberdrola disponibles en: <https://www.iberdrola.com/proveedores/licitaciones/bases-contratacion>

* Yes ▾

4.2 **Other terms and commercial conditions**

4.3 **Offer price structure (breakdown)** More... +

(*) indicates a required field

Submit Entire Response
Update Totals
Save draft
Compose Message
Excel Import

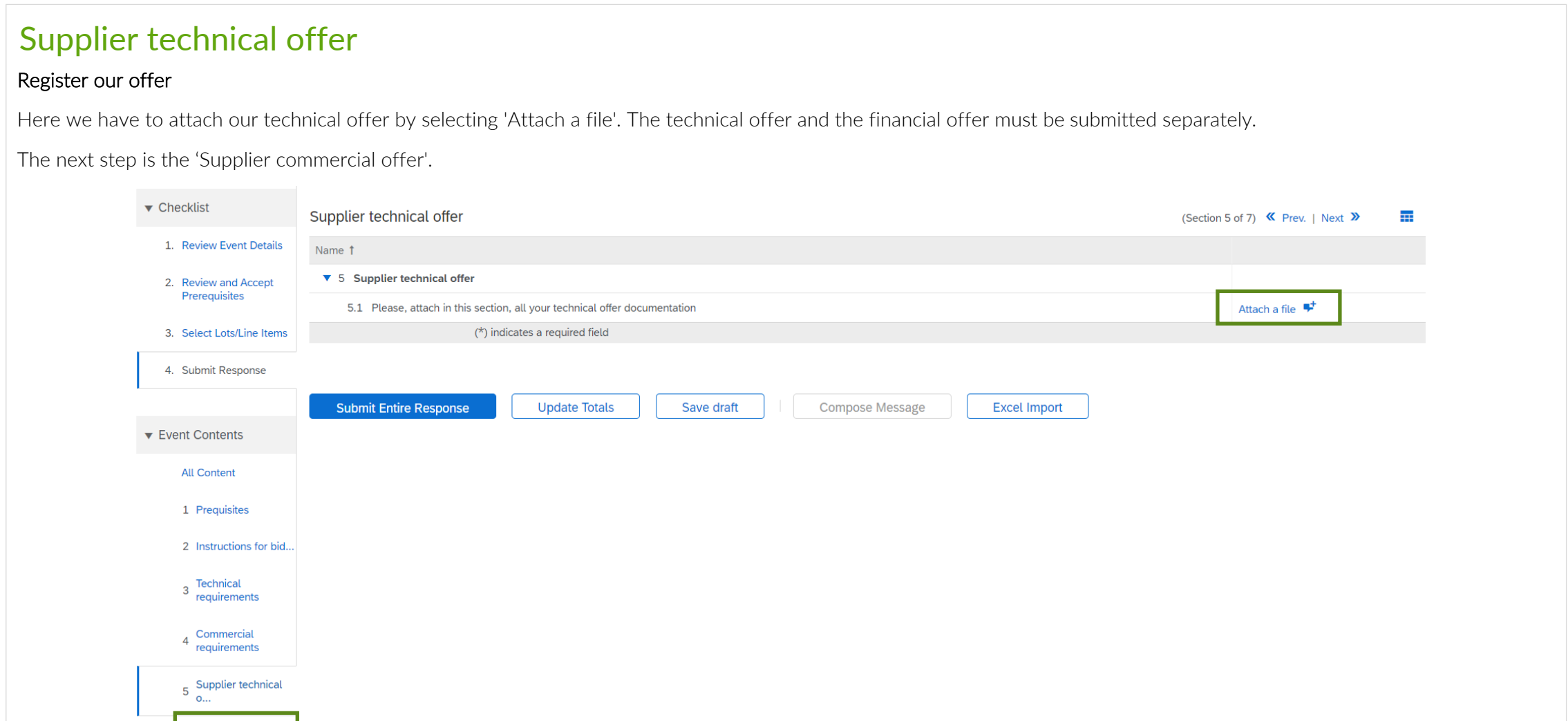
Sourcing events management


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'.



Supplier technical offer (Section 5 of 7) << Prev. | Next >> 

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots/Line Items
4. Submit Response
5. Supplier technical offer
6. Supplier commercial offer

▼ Event Contents


- All Content
- 1 Prerequisites
- 2 Instructions for bid...
- 3 Technical requirements
- 4 Commercial requirements
- 5 Supplier technical offer
- 6 Supplier commercial offer

Name ↑

▼ 5 Supplier technical offer

5.1 Please, attach in this section, all your technical offer documentation

(*) indicates a required field

Attach a file 

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

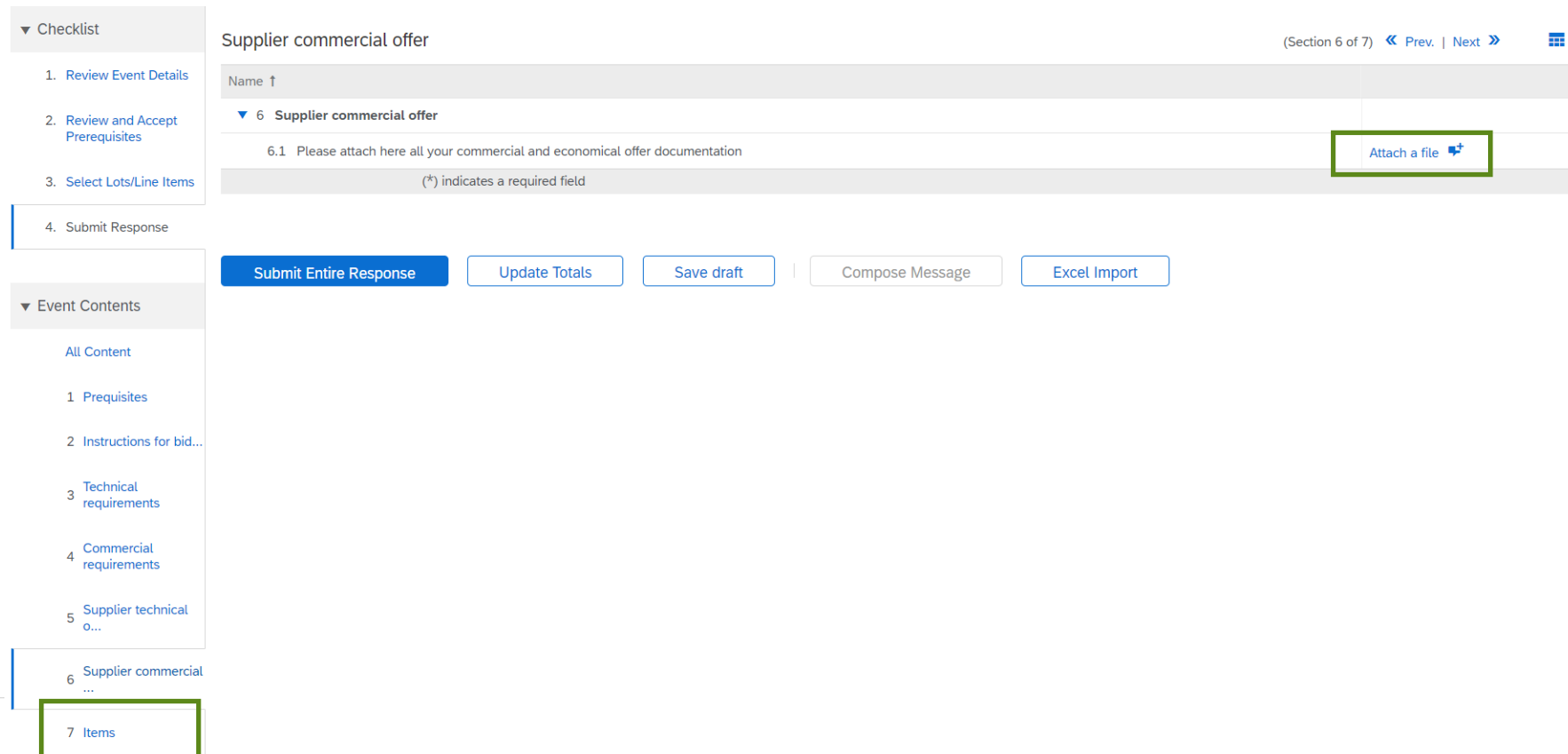
Sourcing events management

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'.



Supplier commercial offer (Section 6 of 7) << Prev. | Next >>

Name ↑

▼ 6 Supplier commercial offer

6.1 Please attach here all your commercial and economical offer documentation **Attach a file** +

(*) indicates a required field

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

▼ Checklist

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

▼ Event Contents

- All Content
- 1 Prerequisites
- 2 Instructions for bid...
- 3 Technical requirements
- 4 Commercial requirements
- 5 Supplier technical o...
- 6 Supplier commercial ...
- 7 Items**

Sourcing events management

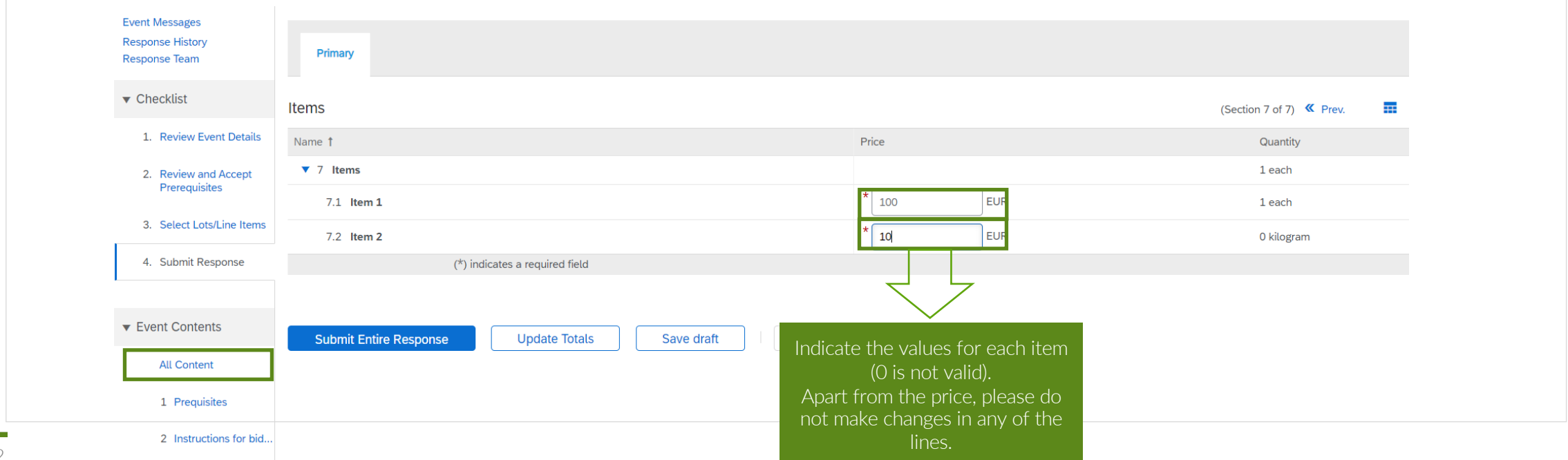
Items

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'.



The screenshot shows the 'Items' section of a sourcing event management system. On the left, there is a navigation menu with sections like 'Event Messages', 'Checklist', and 'Event Contents'. The 'All Content' link in the 'Event Contents' section is highlighted with a green box. The main area displays a table with the following data:

| Name ↑ | Price | Quantity |
|------------|-----------|------------|
| ▼ 7 Items | | 1 each |
| 7.1 Item 1 | * 100 EUR | 1 each |
| 7.2 Item 2 | * 10 EUR | 0 kilogram |

Below the table, there are buttons for 'Submit Entire Response', 'Update Totals', and 'Save draft'. A green box with an arrow points to the price input fields, containing the text: 'Indicate the values for each item (0 is not valid). Apart from the price, please do not make changes in any of the lines.'

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.

Doc923282241 - Supplier training

Time remaining
08:13:39

Primary

All Content

| Name ↑ | Price | Quantity |
|---|--|------------|
| 5.1 Please, attach in this section, all your technical offer documentation | Supplier technical offer.docx Update file Delete file | |
| ▼ 6 Supplier commercial offer | | |
| 6.1 Please attach here all your commercial and economical offer documentation | Supplier commercial offer.docx Update file Delete file | |
| ▼ 7 Items | | |
| 7.1 Item 1 | €110.00 EUR | 1 each |
| | * €100.00 EUR | 1 each |
| | * €10.00 EUR | 0 kilogram |

es a required field

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

✓ Submit this response?

Click OK to submit.

OK

Cancel

Select to send the answer

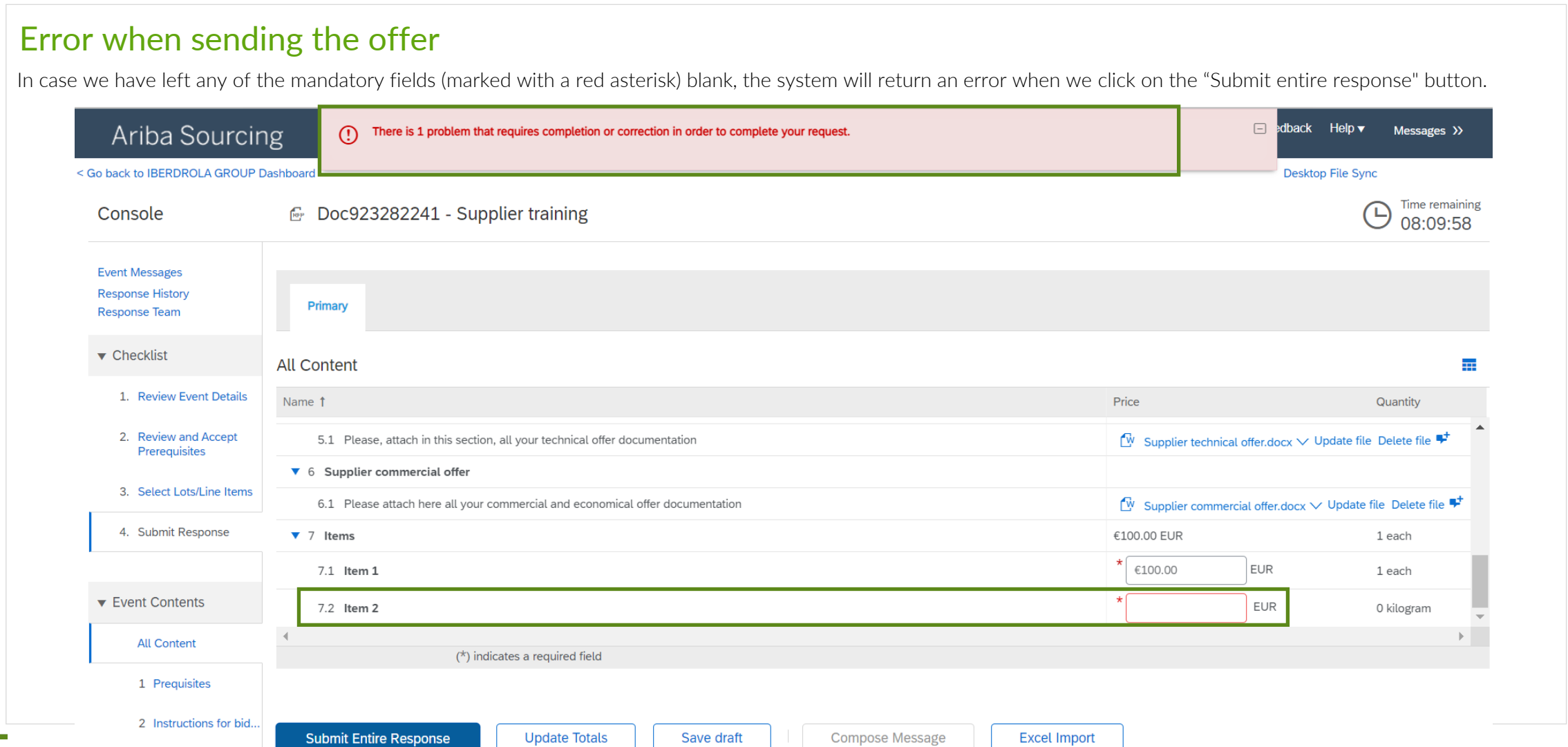
Fields marked with an asterisk are required

The value 0 is not valid

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.



The screenshot shows the Ariba Sourcing interface for a sourcing event. At the top, a red error message states: "There is 1 problem that requires completion or correction in order to complete your request." Below this, the event details for "Doc923282241 - Supplier training" are visible, including a "Time remaining" of 08:09:58.

The main content area displays a table of items. The table has columns for Name, Price, and Quantity. The following table represents the data shown in the screenshot:

| Name ↑ | Price | Quantity |
|---|--|------------|
| 5.1 Please, attach in this section, all your technical offer documentation | Supplier technical offer.docx Update file Delete file | |
| 6 Supplier commercial offer | | |
| 6.1 Please attach here all your commercial and economical offer documentation | Supplier commercial offer.docx Update file Delete file | |
| 7 Items | €100.00 EUR | 1 each |
| 7.1 Item 1 | * €100.00 EUR | 1 each |
| 7.2 Item 2 | * <input type="text"/> EUR | 0 kilogram |

The price field for "7.2 Item 2" is highlighted with a red border and a red asterisk, indicating it is a required field that is currently blank. A note at the bottom of the table states: "(*) indicates a required field".

At the bottom of the interface, there are several buttons: "Submit Entire Response", "Update Totals", "Save draft", "Compose Message", and "Excel Import".

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.

Doc923282241 - Supplier training

Time during which the event will be open

Time remaining
08:07:26

You have submitted a response for this event. Thank you for participating.

Select to modify the response

Revise Response

Create Alternative ▾

Primary

⚠ Revise Response?

You have already submitted a response for this event. Click OK if you would like to revise your response.

OK

Cancel


All Content


| Name ↑ | Price | Quantity |
|--|-----------|----------|
| 1.1 CÓDIGO ÉTICO DEL PROVEEDOR: Esta licitación está sujeta al cumplimiento del "Código ético del proveedor" en el que se establecen los principios de actuación que el proveedor debe atender durante la relación con Iberdrola y durante la vigencia del contrato y que está disponible en : https://www.iberdrola.com/proveedores/portal-compras/bases-contratacion/codigo-etico-proveedor Se requiere su aceptación para continuar en el proceso . Acepta? | Si/Yes | |
| 2 Instructions for bidders | More... + | |
| 3 Technical requirements | | |
| ▾ 4 Commercial requirements 4.1 Condiciones Generales de Contratación, del Grupo Iberdrola | | |

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.





 Doc923282241 - Supplier training

 time remaining
08:02:54

Create Alternative ▾

Primary

All Content 

| Name ↑ | Price | Quantity |
|---|--|------------|
| 5.1 Please, attach in this section, all your technical offer documentation |  Supplier technical offer.docx ▾ Update file Delete file  | |
| 6 Supplier commercial offer | | |
| 6.1 Please attach here all your commercial and economical offer documentation |  Supplier commercial offer.docx ▾ Update file Delete file  | |
| 7 Items | €110.00 EUR | 1 each |
| 7.1 Item 1 | * <input type="text" value="€100.00"/> EUR | 1 each |
| 7.2 Item 2 | * <input type="text" value="€10.00"/> EUR | 0 kilogram |

(*) indicates a required field

Sync Primary Bid

Submit Entire Response

Update Totals

Reload Last Bid

Save draft

Compose Message


Excel Import


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.

 Doc923282241 - Supplier training

 Time remaining
08:00:43

You have submitted a response for this event. Thank you for participating.

Revise Response

Create Alternative ▾

Primary

All Content 

| Name ↑ | Price | Quantity |
|---|-------|----------|
| <ul style="list-style-type: none"> 5 Supplier technical offer <ul style="list-style-type: none"> 5.1 Please, attach in this section, all your technical offer documentation <ul style="list-style-type: none">  Supplier technical offer.docx ▾ 6 Supplier commercial offer <ul style="list-style-type: none"> 6.1 Please attach here all your commercial and economical offer documentation <ul style="list-style-type: none">  Supplier commercial offer.docx ▾ 7 Items <ul style="list-style-type: none"> 7.1 Item 1 <ul style="list-style-type: none"> €115.00 EUR 1 each 7.2 Item 2 <ul style="list-style-type: none"> €100.00 EUR 1 each 7.3 Item 3 <ul style="list-style-type: none"> €15.00 EUR 0 kilogram | | |

Sourcing events management

Step summary

We received the invitation to participate in the event via e-mail

Log in to Ariba

Access to the list of events

We review the event documentation

Select items (lots)

We register our offer

We send our offer



Thank you for your attention

Ariba Network and IBuy

Febrero 2022

Internal Use