Sourcing events management

Supplier training

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

2. Be registered in IBuy

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?
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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".

1. Access to the event

2. We do not want to participate in the event

3. We have forgotten the password
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).
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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.

Enter your username and password
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.
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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?)
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).
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).
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.
**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.
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**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.
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’.
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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)
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’.
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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’.
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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'.
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'.

*Note: (*) indicates a required field.*
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'.
Items

Register our offer

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

- Case 1: No items
- Case 2: 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’.

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 1</td>
<td>100</td>
<td>1 each</td>
</tr>
<tr>
<td>Item 2</td>
<td>10</td>
<td>1 each</td>
</tr>
</tbody>
</table>

Indicate the values for each item (0 is not valid). Apart from the price, please do not make changes in any of the lines.
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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.

Submit this response?

Click OK to submit.

Submit Entire Response

The value 0 is not valid

Fields marked with an asterisk are required
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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.
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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Price</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select to modify the response

Revise Response?

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

<table>
<thead>
<tr>
<th>Name T</th>
<th>Price</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1 Please, attach in this section, all your technical offer documentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.1 Please attach here all your commercial and economical offer documentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.1 Item 1</td>
<td>€100.00 EUR</td>
<td>1 each</td>
</tr>
<tr>
<td>7.2 Item 2</td>
<td>€10.00 EUR</td>
<td>0 kilogram</td>
</tr>
</tbody>
</table>
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.
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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