

Supplier training

P4 How do I respond to a 'purchase requisition' (offer request)?



Index









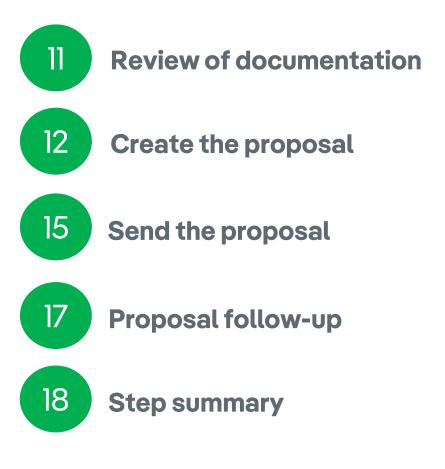
- **Access problems**
- **Business Network**



List of requisitions



Respond to the requisition





Glossary of terms

- **<u>Ariba Network:</u>** 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.
- **Purchase Requisition (PR):** Bidding process by which the Iberdrola group invites suppliers to submit bids for that particular process. These bidding processes are of a less relevant amount than the events. In your Ariba account they are shown in the Business Network section.
- **Position:** Each of the lines that make up the proposal.
- **<u>Credentials</u>**: Username and password.



We receive the purchase requisition

Firstly, we will receive an e-mail from Ariba indicating that Iberdrola has sent us a new PR. To manage it we must click on the link under the heading 'click on the following link to see the request' (referring to the PR) and we will be redirected to Ariba's login page.





PR page

Once logged in, we will appear on the main page of the PR where we can find information about the PR: reference ID, title, requester, technical specifications or any message from the applicant.

Collaboration Status - SN-U344400-Confirmar Compra Centralizada/Transaccional y no subir a Sourcing

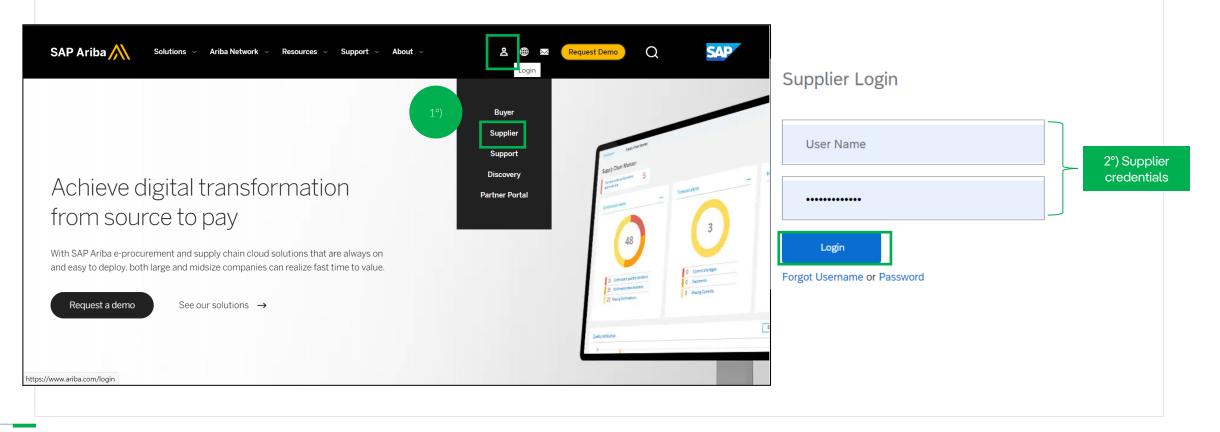
View the status of this collaboration request. View all related documents and send and view messages.

Collaboration Request			Last Message (0 mess	ages unread)			Send Message	
Reference ID:	PR8880-R1092		To send a message to to to buying organization.	he requester, click the Send Message	link, and enter your message	. Messages are shared on	ly between your organi.	zation and the
Collaboration Title:	SN-U344400-Confirmar Compra Centralizad Sourcing	a/Transaccional y no subir a						
Request Date:	Mon, 7 Mar, 2022							
Requester:	JON CERECEDA UGARTE							
Current Documents							Hio	le Details 🚃
Name 1		Date Submitted	Status	Qty UOM	Price	Total	Actions	
Collaboration Request F	PR8880-R1092	Mon, 7 Mar, 2022	Request Receive	d - Response Required		Undisclosed	Respond 🔻	
1. SISTEMAS ELECTI	RICOS CENTRALES HIDRAULICA			1 Document currency	Undisclosed	Undisclosed		_
▼ Line Item Details	;							
Co	ollaborate: Yes							
2. SISTEMAS ELECTI	RICOS CENTRALES HIDRAULICA			1 Document currency	€0.00 EUR	€0.00 EUR		
▼ Line Item Details	i							
Co	ollaborate: Yes							
All Messages							Sen	d Message



Problem accessing by e-mail

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 problem persists, we can access from the Ariba 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.





Business Network

Make sure that you are in the "Business Network" tab where PR are managed. There are two ways to access them although both will take us to the same screen:

1- From the section 'Overview' – 'Collaboration Requisition'.

2- From 'Opportunities'- 'Collaboration Requests'.

	Business Network - Standard Account	Upgrade TEST	MODE			
	Home Enablement Opportunities ~ Wo	orkb <mark>ench</mark> Orders ~		es ~ Payments ~ Catalo	gs More 🗸	
	Collaboration Reques		Paring (
	Overview Getting started					
1	Last 31 days		Orders Úttimos 31 días	O Rejected invoices Últimos 31 días	\$ 0.0 USD Remittances Úttimos 31 días	I
	My widgets (Berdrola grouppp 🗸	해 Customize				Feedback
	Invoice aging	Purchase orders	Last 3 months 🗸	Activity feed \mid All \checkmark		
	\$0 usd	\$0 usd			_	



List of PRs

From this screen we can manage the PR we have received with their corresponding information: request number, title, customer, date, amount (if the proposal has been sent) and their current status.

In the event that no collaboration appears, the following points must be reviewed:

- Are we logged into the correct Ariba Network account? (review manual P2 What's in my account? What can I manage?)
- Check that our user has the appropriate role (check manual P2 What's in my account? What can I manage?).

AP Bu	usiness Network	 ✓ Standard Account Upgrade TEST MODE 		to classic view				₽ ?
ome E	Enablement	Opportunities V Workbench Orders V Fulfillme	nt ∨ Invoices ∨ F	Payments V Catalogs	More 🗸			Create 🗸
ollabora	ation Reque	sts						
Sea	arch Filters							
Collab	ooration Req	uests						
Collab	Request #	Title	Customer	Received Date	Purchase Order	Amount	Status	Assigned
Collab			Customer IBERDROLA GROUPPP	Received Date 24 Feb 2022 2:16:30 PM	Purchase Order	Amount 10,000.00 EUR	Status Awaiting Response from Buyer	Assigned
Collab	Request # PR8872-	Title	IBERDROLA	24 Feb 2022 2:16:30	Purchase Order			Assigned
	Request # PR8872- R1088 PR8393-	Title SN-U344400-	IBERDROLA GROUPPP IBERDROLA GROUPPP	24 Feb 2022 2:16:30 PM 21 Feb 2022 2:22:48	Purchase Order	10,000.00 EUR	Awaiting Response from Buyer	Assigned
	Request # PR8872- R1088 PR8393- R1076 PR8878-	Title SN-U344400- SN-U344400-Prueba modificaciones ARIBA SN-U344400-Confirmar Compra Centralizada/Transaccional y no	IBERDROLA GROUPPP IBERDROLA GROUPPP • IBERDROLA GROUPPP	24 Feb 2022 2:16:30 PM 21 Feb 2022 2:22:48 PM 14 Feb 2022 6:01:48	Purchase Order	10,000.00 EUR 98.31 EUR	Awaiting Response from Buyer Request Cancelled by Buyer Proposal Accepted and Request	Assigned
	Request # PR8872- R1088 PR8393- R1076 PR8878- R1084 PR8877-	Title SN-U344400- SN-U344400-Prueba modificaciones ARIBA SN-U344400-Confirmar Compra Centralizada/Transaccional y ne subir a Sourcing SN-U344400-Confirmar Compra Centralizada/Transaccional y ne subir a Sudditional y ne subir a Sub-U344400-Confirmar Compra Centralizada/Transaccional y ne subir a Sub-U34400-Confirmar Compra Centralizada/Transaccional y ne subir a Sub-U34400-Confirmar Compra Centralizada/Transaccional y ne subir a Sub-U344400-Confirmar Compra Centralizada/Transaccional y ne subir a Sub-U344400-Confirmar Compra Centralizada/Transaccional y ne subir a Sub-U34400-Confirmar Centralizada/Transaccional y ne sub-U34400-Confirm	IBERDROLA GROUPPP IBERDROLA GROUPPP o IBERDROLA GROUPPP o IBERDROLA	24 Feb 2022 2:16:30 PM 21 Feb 2022 2:22:48 PM 14 Feb 2022 6:01:48 PM 14 Feb 2022 3:47:12	Purchase Order	10,000.00 EUR 98.31 EUR 170.00 EUR	Awaiting Response from Buyer Request Cancelled by Buyer Proposal Accepted and Request Closed Proposal Accepted and Request	Assigned
	Request # PR8872- R1088 PR8393- R1076 PR8878- R1084 PR8877- R1083 PR8870-	Title SN-U344400- SN-U344400-Prueba modificaciones ARIBA SN-U344400-Confirmar Compra Centralizada/Transaccional y no subir a Sourcing SN-U344400-Confirmar Compra Centralizada/Transaccional y no subir a Sourcing	IBERDROLA GROUPPP IBERDROLA GROUPPP o IBERDROLA GROUPPP o IBERDROLA IBERDROLA IBERDROLA	24 Feb 2022 2:16:30 PM 21 Feb 2022 2:22:48 PM 14 Feb 2022 6:01:48 PM 14 Feb 2022 3:47:12 PM 11 Feb 2022 1:49:46	Purchase Order	10,000.00 EUR 98.31 EUR 170.00 EUR 180.00 EUR	Awaiting Response from Buyer Request Cancelled by Buyer Proposal Accepted and Request Closed Proposal Accepted and Request Closed Proposal Accepted and Request	Assigned



List of PRs

How to search and filter requisitions

To search for requisitions more quickly, click on "Search filters" and we can filter by different criteria. For example, if we want to see the pending requisitions we filter by 'Collaboration request status' = 'Response needed' and click on the "Search" button.

To access the requisition, click on the name of the requisition.

Co	llabora	ation Reques	ts								
[▼ Se	arch Filters									
		Customer:	All Customers 🗸			Assigned To	o: (no value)		\sim		
	1	Request Number:		〕 〕		Collaboration Request Status	s: Response Need	led	\sim		
			Partial number Exact number								
		Date Range:	Other v	(i)							
		Start Date:*	23 Feb 2022								
		End Date:*	8 Mar 2022								
							Number of	Results: 100	~	Search	Reset
	Colla	boration Requ	ests								
		Request #	Title		Customer	Received Date	Purchase Order	Amount	Status		Assigned To
Click to access the requisition	$\langle $	PR8880- R1092	SN-U344400-Confirmar Compra Centralizada Sourcing	Transaccional y no subir a	IBERDROLA GROUPPP	7 Mar 2022 4:26:51 PM		Undisclosed	Request Received Required	- Supplier Response	
the requisition		PR8872- R1088	SN-U344400-		IBERDROLA GROUPPP	1 Mar 2022 12:36:10 PM		10,000.00 EUR	Awaiting Response	e from Buyer	
		ssign To: none	Assign								



Respond to the requisition

Once in the PR screen we can obtain information about the requisition: reference ID, title, requester, technical specifications or any message from the applicant.

In case you have 2 identical positions, the Iberdrola manager will explain the reason and what to enter in each of them. If this is not the case, please contact the Iberdrola group manager for further instructions. Please enter your best offer for each of the items and do not delete any of them.

To respond to a requisition click on the "Respond" button and "Respond with proposal".

Collabo	oration Status -	SN-U344400-Confirmar Com	pra Centralizada/T	ransaccional y n	o subir a Sourcing			
View the st	atus of this collaboration	on request. View all related documents and se	nd and view messages.					
Collaborat	tion Request			Last Message (0 mess	ages unread)			Send Message
	Reference ID:	PR8880-R1092		To send a message to the buying organization.	he requester, click the Send Messa	ge link, and enter your message	e. Messages are shared of	nly between your organization and the
	Collaboration Title:	SN-U344400-Confirmar Compra Centralizada Sourcing	a/Transaccional y no subir a	, , , ,				
	Request Date:	Mon, 7 Mar, 2022						
	Requester:	JON CERECEDA UGARTE						
Current	Documents							Hide Details
Name 🕇			Date Submitted	Status	Qty UOM	Price	Total	Actions
⊠ Co	ollaboration Request P	R8880-R1092	Mon, 7 Mar, 2022	Request Receive	d - Response Required		Undisclosed	Respond 🗸
	1. SISTEMAS ELECTR	RICOS CENTRALES HIDRAULICA			1 Document currency	Undisclosed	Undisclosed	Respond
	▼ Line Item Details							Send Message
	Co	llaborate: Yes						Respond With Proposal
								Decline Request
	2. SISTEMAS ELECTR	RICOS CENTRALES HIDRAULICA			1 Document currency	€0.00 EUR	€0.00 EUR	Revise Proposal
	▼ Line Item Details							View
	Co	llaborate: Yes						
								Messages
All Mess	sages							Print



Create Proposal		F	PR8880-P927: SN-U3444	00-Confirmar Compra	Centralizada/Transacci Items: 2	Total: Undisclos	ed		Next	Exit
				2	ur response. Click Include or Exclude next t					d in a revised 🔥
			B	ased on Collaborat	ion Request PR8880-R1092 - SN-U344400-C	Confirmar Compra	Centraliz	ada/Transaccional y no subir	a Sourcing <i>(current)</i>	
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		[2]	Include Or Exclue	de Items From No. † Descrip	Your Proposal		Qty 1			
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2 Complete And Submit Proposal			Include Or Exclue	de Items From V No. † Descrip 1 SISTEM Contract: C298-1	Your Proposal		Qty 1			Undisclosed
2 Complete And Submit Proposal Description † SISTEMAS ELECTRICOS CENTRALES	Qty	Amount	Include Or Exclusion	de Items From V No. † Descrip 1 SISTEM Contract: C298-1	Your Proposal ion AS ELECTRICOS CENTRALES HIDRAULICA 23456 AS ELECTRICOS CENTRALES HIDRAULICA		1	Document currency	Undisclosed Fx	



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he "Next" k	outton.						
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				ompra Centraliza	ada/Transaccional y no sub	bir a Sourcing <i>(current)</i>	
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Qty	[2] Amount	Selection	No. † Description	Qty 1			
Qty 1		Selection	No. No. The Description 1 SISTEMAS ELECTRICOS CENTRALES HIDRAULICA	Qty 1 1			
	l serve that In this secti	l serve that we have 2 st In this section you only the "Next" button.	serve that we have 2 steps to follow: In this section you only have to review t the "Next" button. PR8880-P927: SN-U3444 Review the items you	serve that we have 2 steps to follow: In this section you only have to review the information that appears the "Next" button. PR8880-P927: SN-U344400-Confirmar Compra Centralizada/Transacci Items: 2 Total: Und Review the items you chose to include in your response. Click Include or Exclude next to an item to Based on: Collaboration Request PR8880-R1092 - SN-U344400-Confirmar C	serve that we have 2 steps to follow: In this section you only have to review the information that appears the "Next" button. PR8880-P927: SN-U344400-Confirmar Compra Centralizada/Transacci Items: 2 Total: Undisclosed Review the items you chose to include in your response. Click Include or Exclude next to an item to include it or ex	serve that we have 2 steps to follow: In this section you only have to review the information that appears the "Next" button. PR8880-P927: SN-U344400-Confirmar Compra Centralizada/Transacci Items: 2 Total: Undisclosed Review the items you chose to include in your response. Click Include or Exclude next to an item to include it or exclude it from the proposal	serve that we have 2 steps to follow: In this section you only have to review the information that appears the "Next" button.



Create the proposal

Complete the proposal

2- Complete and send: In this section we add the unit price/amount offered. To do this we have to **mark the positions one by one** because if we select all of them at the same time the system will return an error. Once a position has been selected, click on the "Actions" button and select "Edit details". **Please do not add or delete any of the positions.**

Create Proposal			R8880-P933: SN-U344400-Confirmar Compra Centralizada/Transacci Items: 2 Total: Undisclosed Prev	Submit Exit
			Finish modifying the details of this proposal. To edit an item, click its check box, then click Edit.	
			Title: SN-U344400-Confirmar Compra Centralizada/Transaccional 3	
1 Review and Select			Based on: Collaboration Request PR8880-R1092 - SN-U344400-Confirmar Compra Centralizada/Transaccional y no subir a Sourcing (cu	urrent)
2 Complete And Subm	nit		Allow Partial Acceptance:	
oposal		[2]	My Labels: Apply Label V (i)	
Description 1	Qty	Amount	▼ Line Items	
SISTEMAS ELECTRICOS CENTRALES HIDRAULICA	1	€0.00 EUR		
SISTEMAS ELECTRICOS CENTRALES	1	Undisclosed	2 Line Items	Hide Details
HIDRAULICA			No. [†] Type Description Qty Unit Price	ce Amount
			Currency currency	disclosed Fx Undisclosed Fx
			Contract: C298-123456	
			2 1 SISTEMAS ELECTRICOS CENTRALES HIDRAULICA 1 Document currency €0.	.00 EUR Fx €0.00 EUR Fx
			Contract: C298-123456	
			Actions V Copy Selected Lines	
			Edit Details	
			Edit Discount	Total Estimate: Undisclosed
				Update Total



Create the proposal

Complete and update the proposal

In this screen we have to indicate the price of our proposal. There can be 2 cases:

- Case I (item by amount): in this case we have to indicate an amount.
- Case 2 (item by unit of measure): in this case we have to include a unit price according to the physical unit of measure.

We also have the option to add a comment or an attachment for this particular position.

To finish this position, click on the "OK" button. This process must be repeated as many times as there are positions in the PR.

1 Review and Select			Line Item Details
2 Complete And Subm	nit		No.: 1 Full Description: SISTEMAS ELECTRICOS CENTRALES HIDRAULICA
Proposal		[2]	4
Description 1	Qty	Amount	Supplier Part Number:
SISTEMAS ELECTRICOS CENTRALES HIDRAULICA	1	€0.00 EUR	Supplier Part Auxiliary ID:
SISTEMAS ELECTRICOS CENTRALES HIDRAULICA	1	Undisclosed	Oty: 1
			UOM: Document currency
			Price Unit Quantity: 1.
			Price Unit: (no value)
			Price: 60.00 EUR () Indicate the values for each item (0 is not valid).
			Comments - by Line Item
			Add Comment
			Attachments - by Line Item
			Add Attachment OK Cancel



Send the proposal

Review and submit the proposal

Once the prices of all the positions have been entered, we must check that the price of the items (indicate an awardable value) and the total amount are correct.

Create Proposal		F	R8880-P933: SN-U344400-Confirmar Compra Centralizada/Transacci Items: 2 Total: €110.00 EUR	Prev	Submi	t Exit				
			Finish modifying the details of this proposal. To edit an item, click its check box, then click Edit.							
\sim			Title: SN-U344400-Confirmar Compra Centralizada/Transaccional							
1 Review and Select			Based on: Collaboration Request PR8880-R1092 - SN-U344400-Confirmar Compra Centralizada/Transaccional y no subir a Sourcing (current)							
2 Complete And Sub	mit		Allow Partial Acceptance:							
roposal		[2]	My Labels: Apply Label V (i)							
Description 1	Qty	Amount	▼ Line Items							
SISTEMAS ELECTRICOS CENTRALES HIDRAULICA	1	€10.00 EUR								
SISTEMAS ELECTRICOS CENTRALES	1	€100.00 EUR	2 Line Items			Hide Details				
HIDRAULICA			No. † Type Description	Qty Unit	Price	Amount				
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			Contract: C298-123456							
			2 🖾 SISTEMAS ELECTRICOS CENTRALES HIDRAULICA	Documer currency	£10.00 EUR EX	€10.00 EUR Fx				
			Contract: C298-123456							
			Actions ✓ Add items							
			Total ar	ount	Total Es	timate: €110.00 E				
						Update Total				



Send the proposal

Review and submit the proposal

If we scroll down we can add a message and an attachment for the whole proposal.

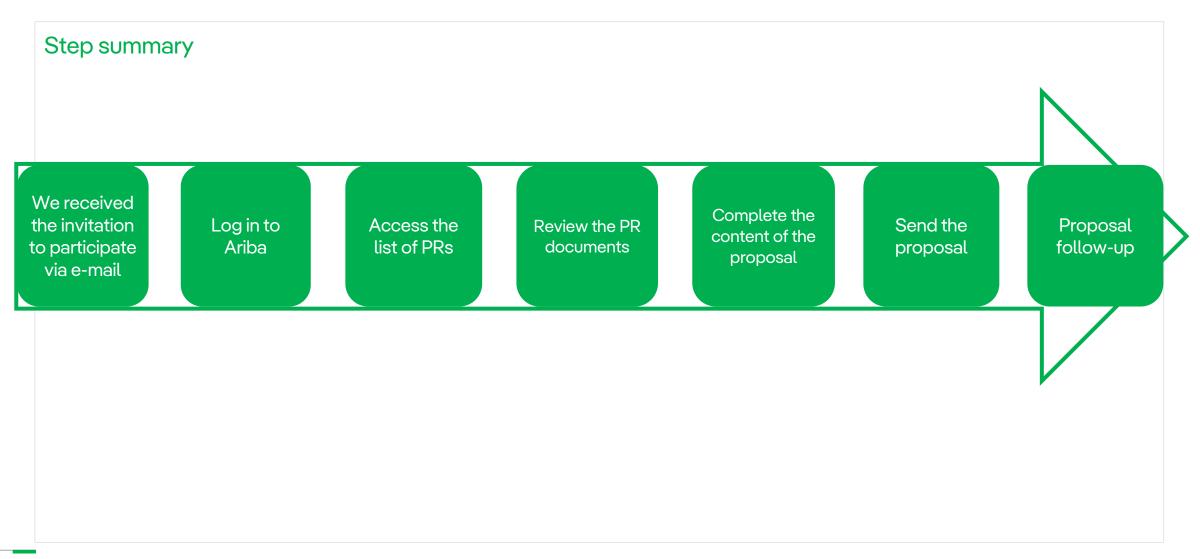
To finish the process and set

proposal we click on the "Submit" button.	
	Total Estimate: €110.00 EUR Update Total
Submit Message	
Message:	
Attachments: Add	Click to send the proposal
Add Attachment	
	Prev Submit Exit



Proposal follow-up From the 'Collaboration Requests' screen we can see the status of all the PRs received. To access any of them click on the requisition number. **Collaboration Requests** Search Filters Collaboration Requests ----Request # Title Customer Received Date Purchase Order Amount Status Assigned To PR8880-SN-U344400-Confirmar Compra Centralizada/Transaccional y no subir a **IBERDROLA** Request Received - Supplier Response 7 Mar 2022 4:26:51 PM Undisclosed R1092 Sourcing GROUPPP Required Click to access PR8872 IBERDROLA 1 Mar 2022 12:36:10 SN-U344400-10,000.00 EUR Awaiting Response from Buyer R1088 the PR PM GROUPPP PR8393-**IBERDROLA** SN-U344400-Prueba modificaciones ARIBA 98.31 EUR 21 Feb 2022 2:22:48 PM Request Cancelled by Buyer R1076 GROUPPP PR8878-SN-U344400-Confirmar Compra Centralizada/Transaccional y no subir a **IBERDROLA** 14 Feb 2022 6:01:48 PM 170.00 EUR Proposal Accepted and Request Closed R1084 GROUPPP Sourcing PR8877-SN-U344400-Confirmar Compra Centralizada/Transaccional y no subir a **IBERDROLA** 14 Feb 2022 3:47:12 PM 180.00 EUR Proposal Accepted and Request Closed R1083 Sourcing GROUPPP PR8870-**IBERDROLA** SN-U344400-11 Feb 2022 1:49:46 PM 100.00 EUR Proposal Accepted and Request Closed R1082 GROUPPP PR8869 IBERDROLA SN-U344400-11 Feb 2022 1:40:46 PM 16,000.00 EUR Proposal Accepted and Request Closed R1081 GROUPPP PR8391 IBERDROLA SN-U344400-Prueba modificaciones ARIBA 7 Jan 2022 10:01:48 AM 98.31 EUR Awaiting Response from Buyer R1066 GROUPPP PR8390-IBERDROLA 28 Dec 2021 10:50:01 SN-U344400-Prueba modificaciones ARIBA 196.63 EUR Awaiting Response from Buyer R1065 GROUPPP AM **IBERDROLA** 28 Dec 2021 10:27:45 PR8388 SN-U344400-Prueba modificaciones ARIBA 196.63 EUR Awaiting Response from Buyer R1064 GROUPPP AM PR8368 IBERDROLA SN-U344400-Prueba modificaciones ARIBA 23 Dec 2021 2:11:56 PM 178.75 EUR Proposal Accepted by Buyer R1063 GROUPPP PR8278-**IBERDROLA** 15 Dec 2021 12:59:32 2,681.32 EUR SN-U344400-Prueba modificaciones ARIBA Proposal Accepted and Request Closed R1055 GROUPPP PM PR8280 **IBERDROLA** 15 Dec 2021 10:53:06 SN-U344400-Prueba modificaciones ARIBA 759.71 EUR Proposal Accepted and Request Closed R1053 GROUPPP ΔM 17







Thank you for your attention

Ariba Network and IBuy