Purchase Requisition management

Supplier training

P4 How do I respond to a 'purchase requisition' (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.

- **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.

- **Credentials**: 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.

Sender: Ariba Network

Information about the PR

Click on the following link to view the request


Step summary:
1. We receive an email
2. We log in to the Ariba Network account (it is a prerequisite to have an account created. If it is not created, please check the manual P1 How do I register in Ariba Network? and in IBERDROLA IBUY?)
3. Start the collaboration
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.
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.
Purchase Requisition management

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'.

[Image of a screen showing the Business Network tab and related options for accessing Purchase Requisition management.]
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?).
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.
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".
Review of the documentation related to the PR

Before knowing if we are going to participate or not we can review all the documentation related to the PR by clicking on the "Download" link.
Create the proposal

Review the proposal

When entering we observe that we have 2 steps to follow:

1- Review and select: In this section you only have to review the information that appears.

To continue, click on 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 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 1 (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.

Indicate the values for each item (0 is not valid).
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.
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 send our proposal we click on the “Submit” button.
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.

<table>
<thead>
<tr>
<th>Request #</th>
<th>Title</th>
<th>Customer</th>
<th>Received Date</th>
<th>Purchase Order</th>
<th>Amount</th>
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<td>IBERDROLA GROUPPP</td>
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Purchase Requisition management

Step summary

1. We received the invitation to participate via e-mail
2. Log in to Ariba
3. Access the list of PRs
4. Review the PR documents
5. Complete the content of the proposal
6. Send the proposal
7. Proposal follow-up
Thank you for your attention

Ariba Network and IBuy

February 2022