

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.

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.

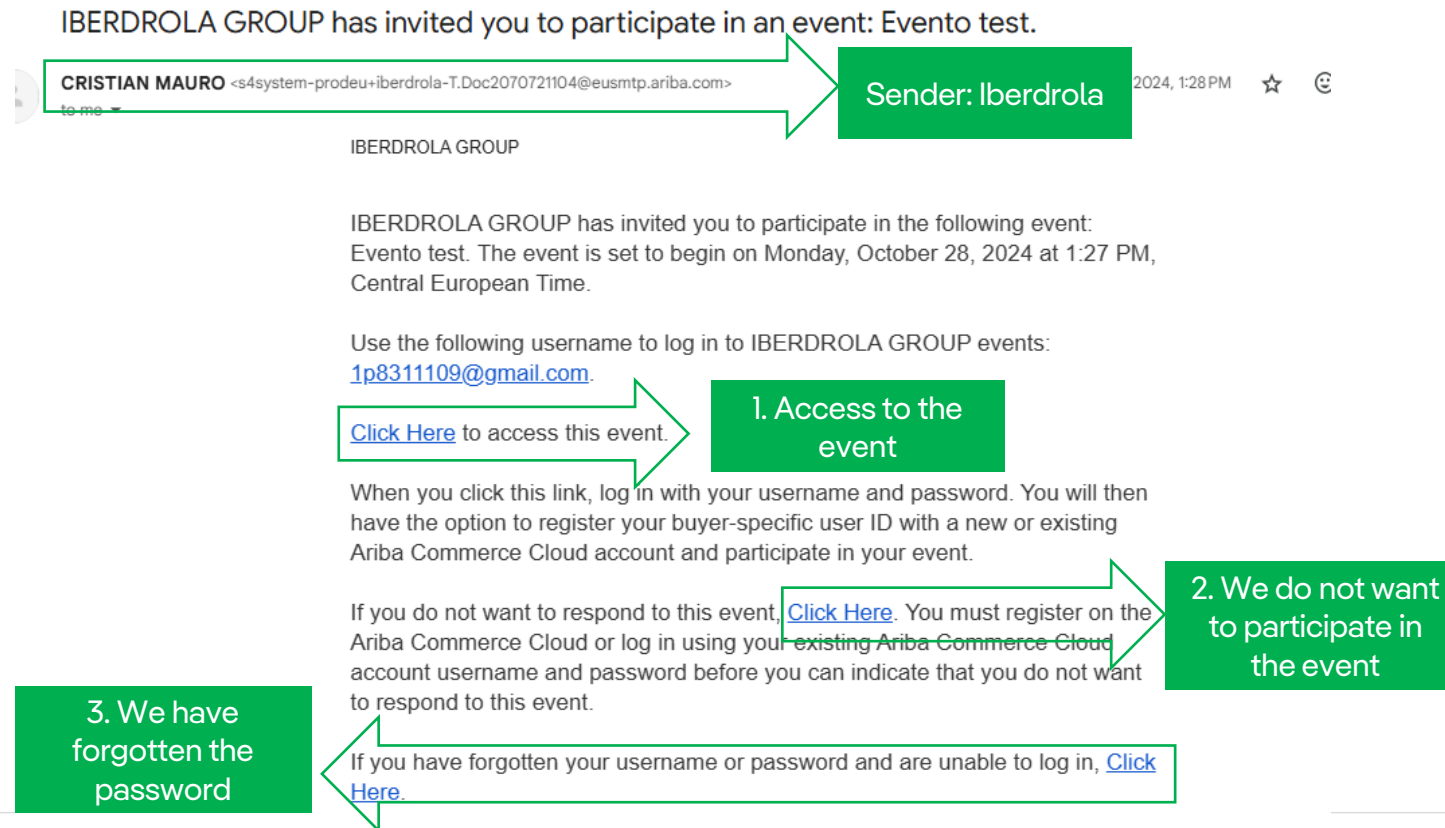
¹See manual: P1 How do I register in Ariba Network and IBERDROLA IBUY?

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 has invited you to participate in an event: Evento test.

CRISTIAN MAURO <s4system-prodeu+iberdrola-T.Doc2070721104@eusmtp.ariba.com>
to me

Sender: Iberdrola 2024, 1:28 PM ☆ ☺

IBERDROLA GROUP

IBERDROLA GROUP has invited you to participate in the following event:
Evento test. The event is set to begin on Monday, October 28, 2024 at 1:27 PM,
Central European Time.

Use the following username to log in to IBERDROLA GROUP events:
1p8311109@gmail.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

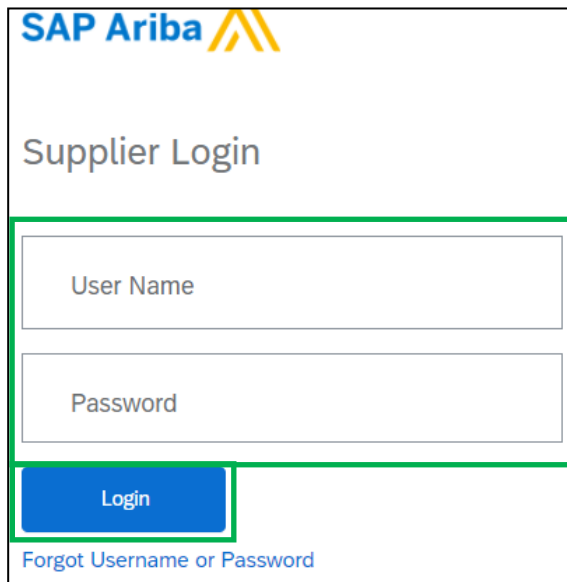
If you have forgotten your username or password and are unable to log in, [Click Here](#).

3. We have forgotten the password

Sourcing events management

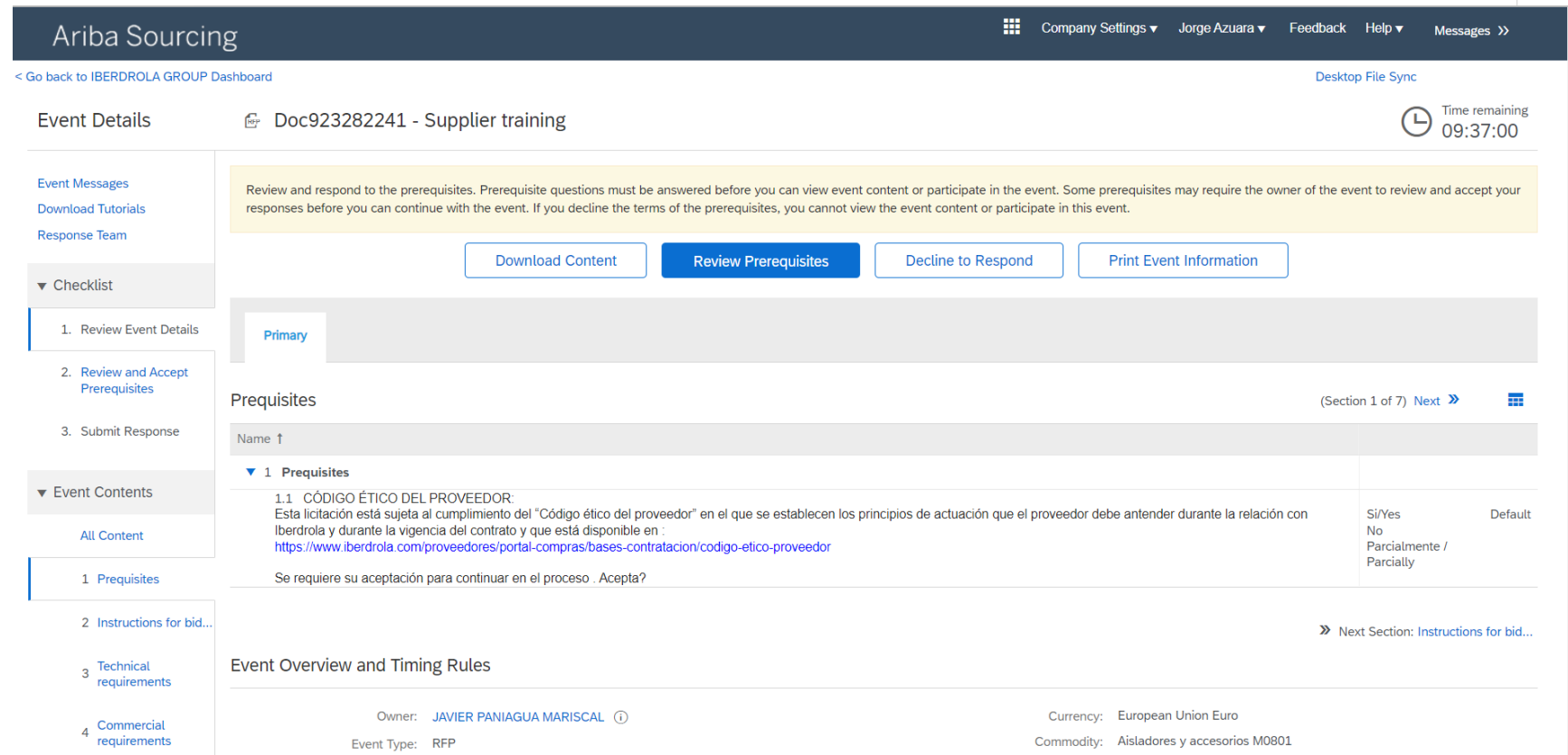
Step 2: Access to the event

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 Supplier Login page. It features the SAP Ariba logo at the top left. Below the logo, the text "Supplier Login" is displayed. There are two input fields: "User Name" and "Password". A blue "Login" button is positioned below the password field. At the bottom of the form, there is a link that says "Forgot Username or Password".

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



The screenshot shows the Ariba Sourcing interface for an event titled "Doc923282241 - Supplier training". The page includes a navigation bar with "Ariba Sourcing" and user information "Company Settings", "Jorge Azuara", "Feedback", "Help", and "Messages". A "Go back to IBERDROLA GROUP Dashboard" link is visible. The main content area displays "Event Details" and a "Review and respond to the prerequisites" message. Below this, there are buttons for "Download Content", "Review Prerequisites", "Decline to Respond", and "Print Event Information". A "Checklist" section shows the current step: "1. Review Event Details". The "Event Contents" section lists "1. Prerequisites", "2. Instructions for bid...", "3. Technical requirements", and "4. Commercial requirements". The "Prerequisites" section contains a table with the following content:

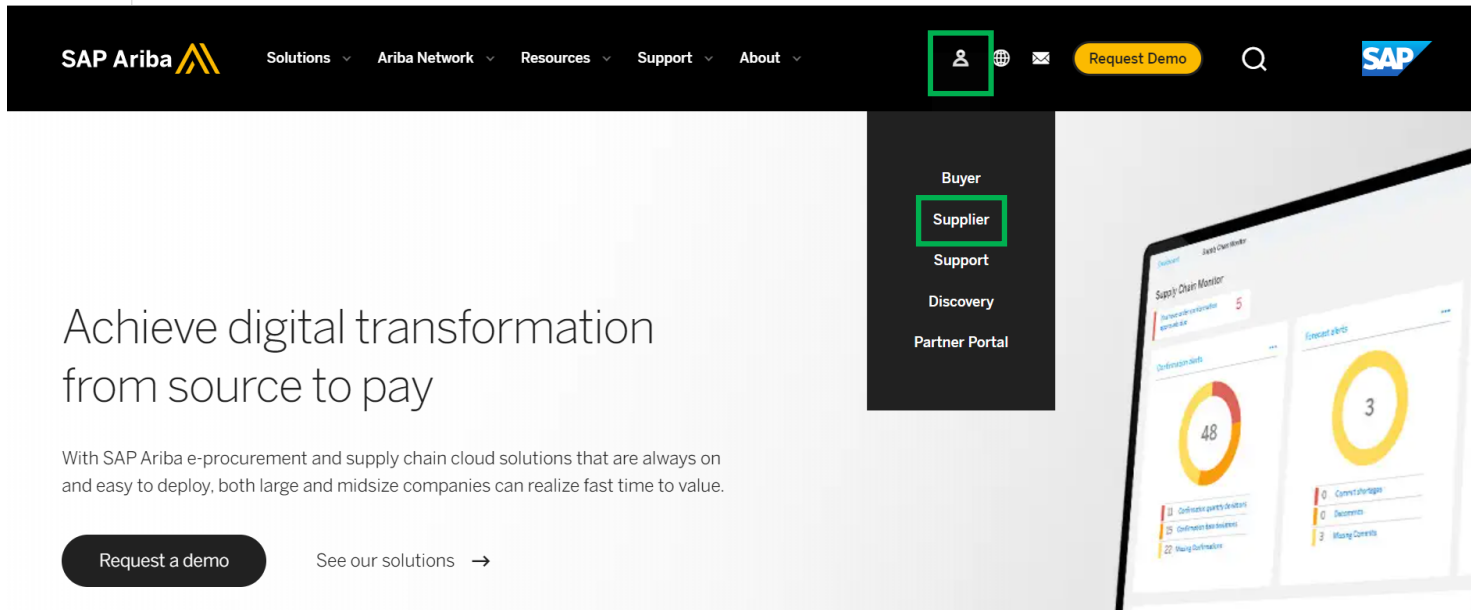
Name ↑	Si/Yes No Parcialmente / Partially	Default
1.1 CÓDIGO ÉTICO DEL PROVEEDOR: Esta licitación está sujeta al cumplimiento del "Código ético del proveedor" en el que se establecen los principios de actuación que el proveedor debe atender durante la relación con Iberdrola y durante la vigencia del 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?		

At the bottom, the "Event Overview and Timing Rules" section shows "Owner: JAVIER PANIAGUA MARISCAL" and "Event Type: RFP". The currency is "European Union Euro" and the commodity is "Aisladores y accesorios M0801".

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.



Achieve digital transformation from source to pay

With SAP Ariba e-procurement and supply chain cloud solutions that are always on and easy to deploy, both large and midsize companies can realize fast time to value.

Request a demo See our solutions →

SAP Ariba

Supplier Login

Enter your username and password

[Forgot Username or Password](#)

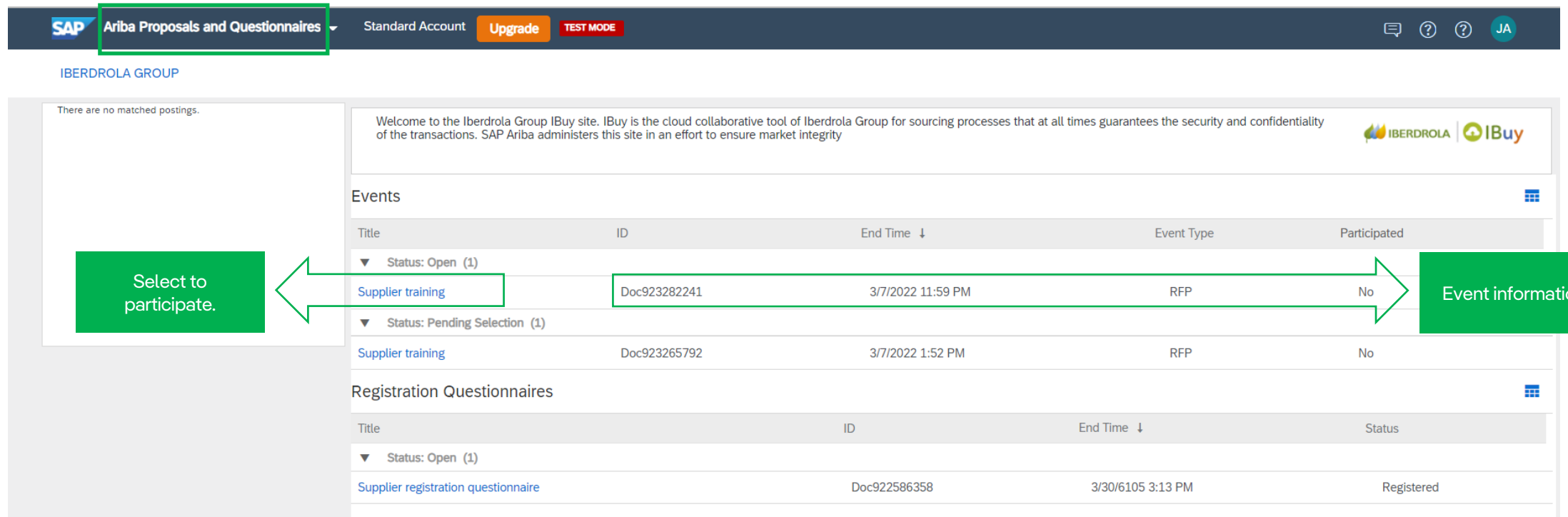
Sourcing events management

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 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 'IBERDROLA GROUP' header is visible. The main content area displays a message: 'There are no matched postings.' and a welcome message for the Iberdrola Group IBuy site. The 'Events' section is active, showing 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

Below the 'Events' section, the 'Registration Questionnaires' section is visible, showing 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

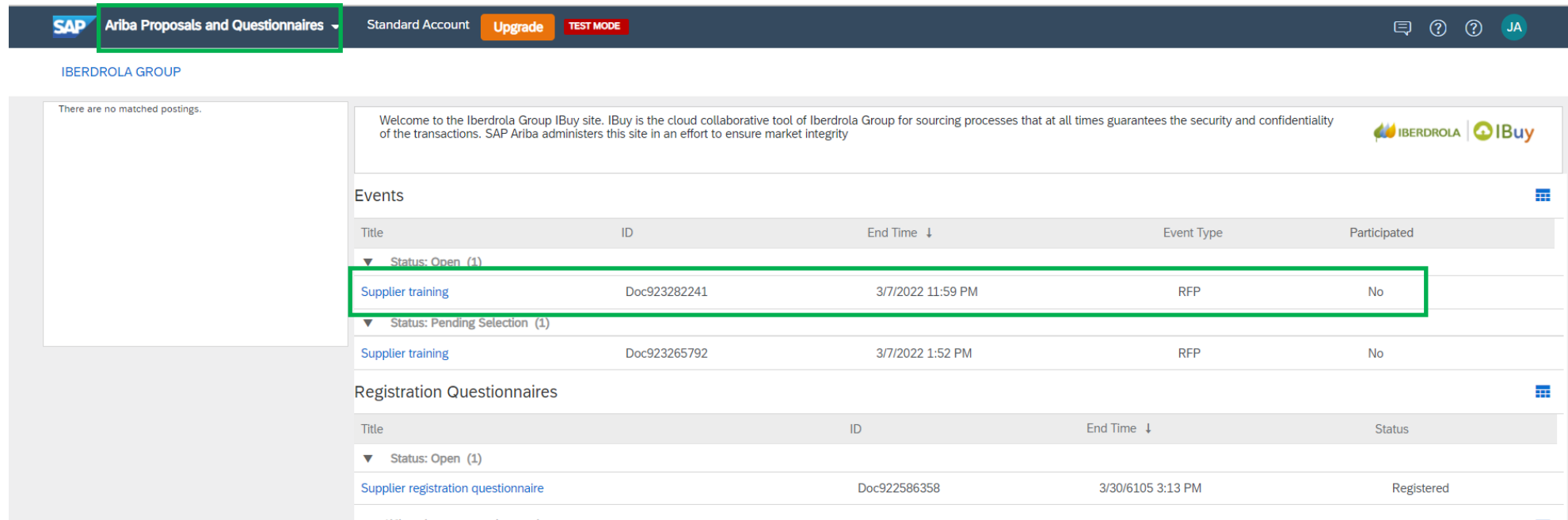
Sourcing events management

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: '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 the welcome message, there is a section for 'Events' with a table of events. The table has columns for Title, ID, End Time, Event Type, and Participated. The first event is 'Supplier training' with ID Doc923282241, End Time 3/7/2022 11:59 PM, Event Type RFP, and Participated No. The second event is 'Supplier training' with ID Doc923265792, End Time 3/7/2022 1:52 PM, Event Type RFP, and Participated No. Below the events section, there is a section for 'Registration Questionnaires' with a table of questionnaires. The first questionnaire is 'Supplier registration questionnaire' with ID Doc922586358, End Time 3/30/6105 3:13 PM, and Status Registered.

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

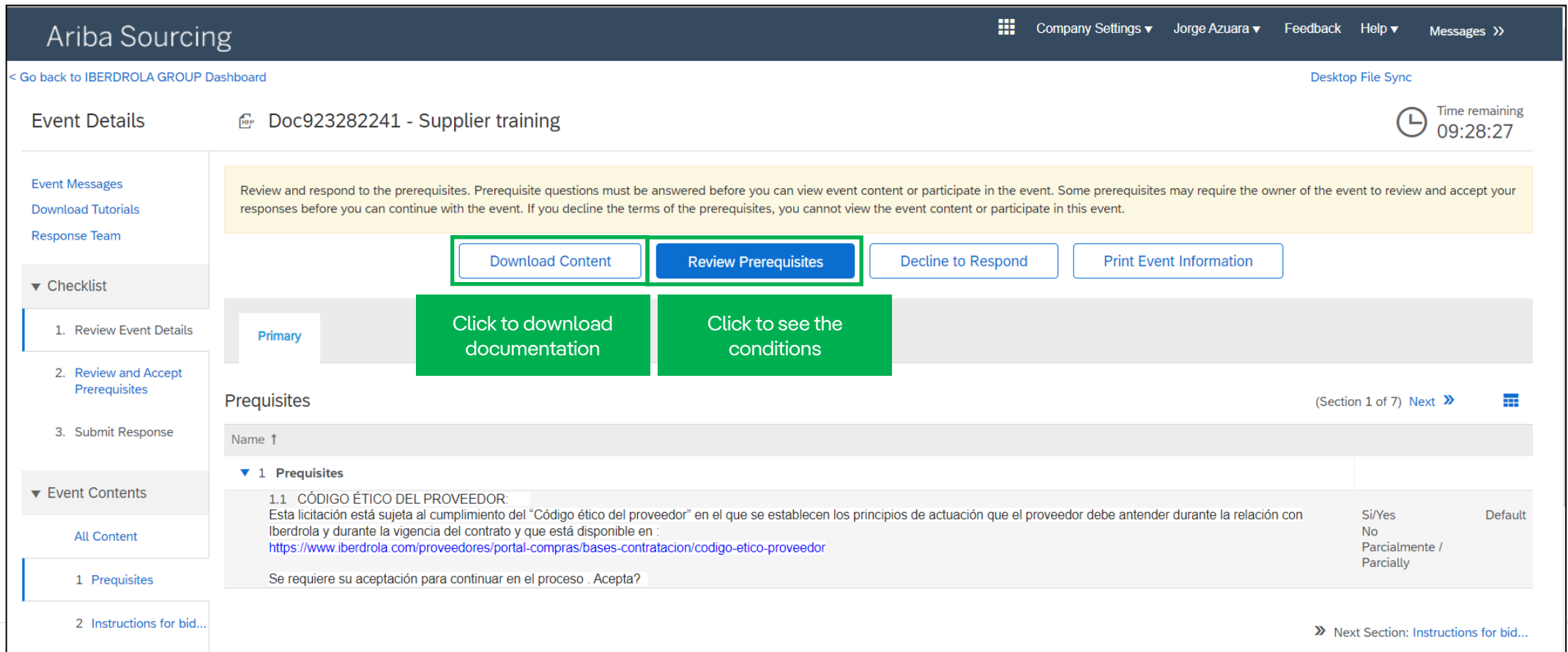
Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier registration questionnaire	Doc922586358	3/30/6105 3:13 PM	Registered

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).



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 Click to download documentation Click to see the conditions

Prequisites (Section 1 of 7) Next >>

Name ↑		
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 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).

The screenshot shows the Ariba Sourcing interface for an event titled "Doc923282241 - Supplier training". The "Review Prerequisites" button is highlighted in blue. A green box labeled "Select to accept conditions" points to the "Review Prerequisites" button. A green arrow points from the "Time remaining 09:28:27" timer to a green box on the right that says "Time during which the event will be open".

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.

Buttons: Download Content, Review Prerequisites, Decline to Respond, Print Event Information

Checklist:

1. Review Event Details
2. Review and Accept Prerequisites
3. Submit Response

Event Contents:

- All Content
- 1 Prerequisites
- 2 Instructions for bid...

Prerequisites (Section 1 of 7)

Name ↑		
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?		

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.

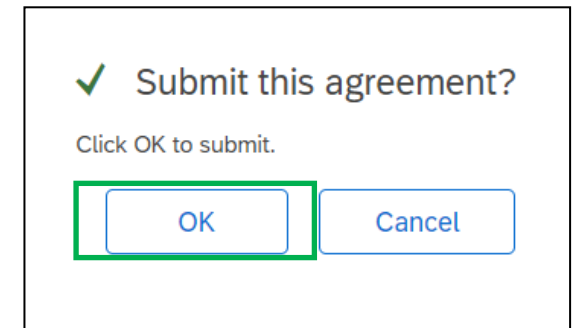
In consideration of the opportunity to participate in on-line events ('On-Line Events') held and conducted by the company sponsoring this On-Line Event ('Sponsor') on the web site (this 'Site') hosted by Ariba, Inc. ('Site Owner'), your company ('Participant' or 'You') agrees to the following terms and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



Select to accept conditions

OK

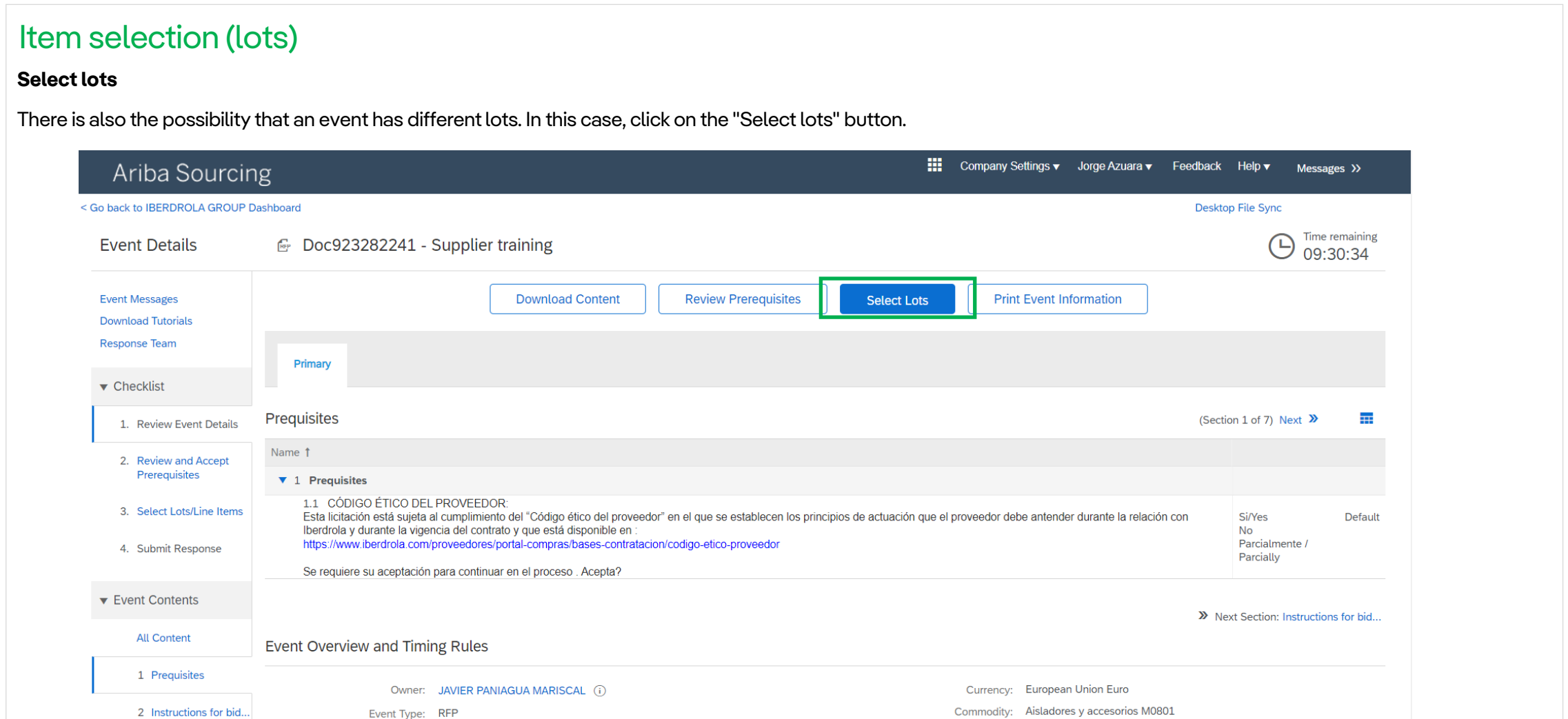
Cancel

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 displays the Ariba Sourcing interface for an event titled "Doc923282241 - Supplier training". The top navigation bar includes "Ariba Sourcing", "Company Settings", "Jorge Azuara", "Feedback", "Help", and "Messages". A breadcrumb trail shows "< Go back to IBERDROLA GROUP Dashboard". A "Desktop File Sync" button is visible in the top right. The main content area features a "Primary" tab and a row of action buttons: "Download Content", "Review Prerequisites", "Select Lots" (highlighted with a green box), and "Print Event Information". Below these buttons is a "Prequisites" section, labeled "(Section 1 of 7) Next >>". The "Prequisites" table has a "Name" column and a "Default" column. The first prerequisite is "1.1 CÓDIGO ÉTICO DEL PROVEEDOR", which includes a link to the provider code of ethics and a question: "Se requiere su aceptación para continuar en el proceso . Acepta?". The "Default" column for this prerequisite is set to "Parcialmente / Partially". At the bottom of the page, the "Event Overview and Timing Rules" section shows the owner as "JAVIER PANIAGUA MARISCAL" and the event type as "RFP". The currency is "European Union Euro" and the commodity is "Aisladores y accesorios M0801".

Event Details Doc923282241 - Supplier training Time remaining 09:30:34

Download Content Review Prerequisites **Select Lots** Print Event Information

Primary

Prequisites (Section 1 of 7) Next >>

Name ↑	Default
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 No Parcialmente / Partially

Event Overview and Timing Rules

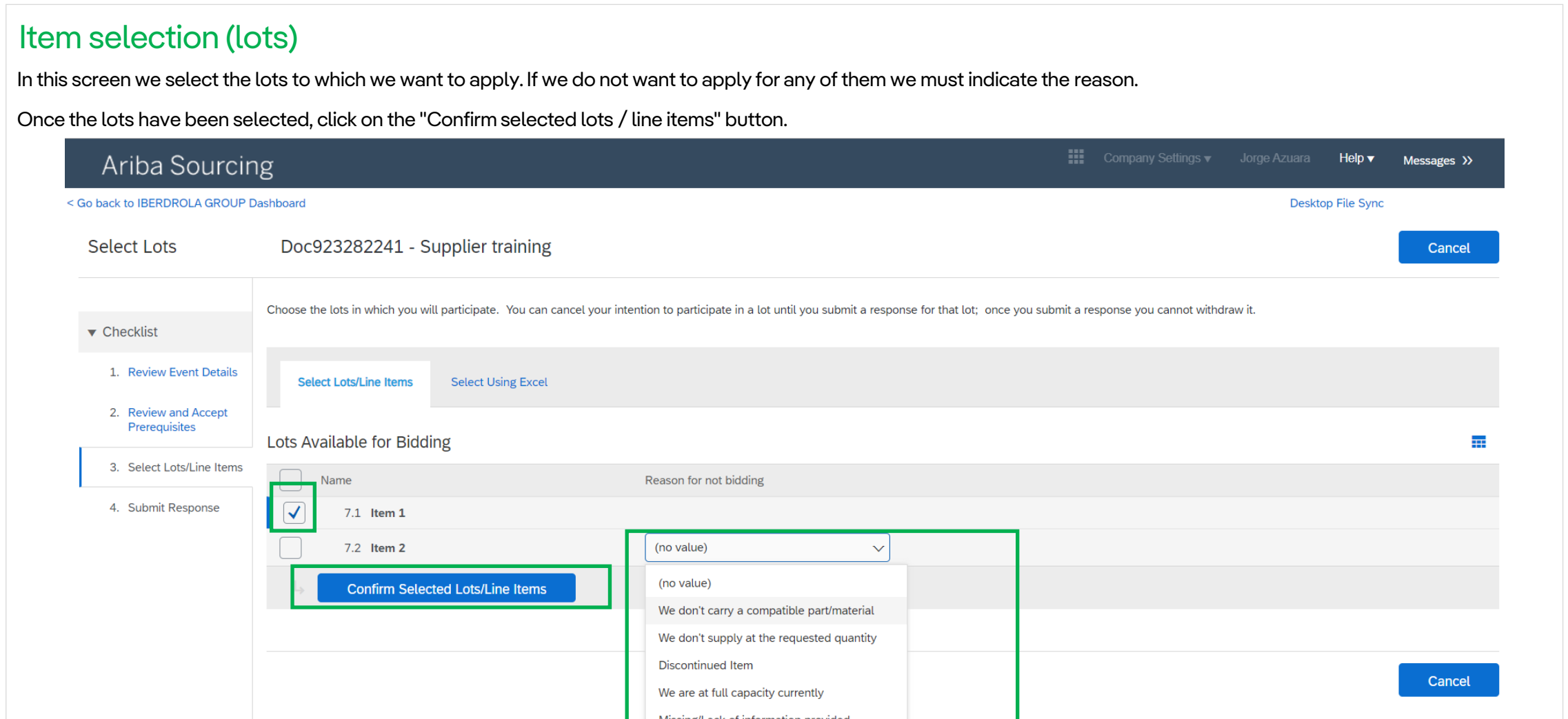
Owner: JAVIER PANIAGUA MARISCAL ⓘ Currency: European Union Euro
Event Type: RFP Commodity: Aisladores y accesorios M0801

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

Checklist

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

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	(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

Confirm Selected Lots/Line Items Cancel

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
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-contractacion/codigo-etico-proveedor	* Si/Yes	
Se requiere su aceptación para continuar en el proceso . Acepta?		
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

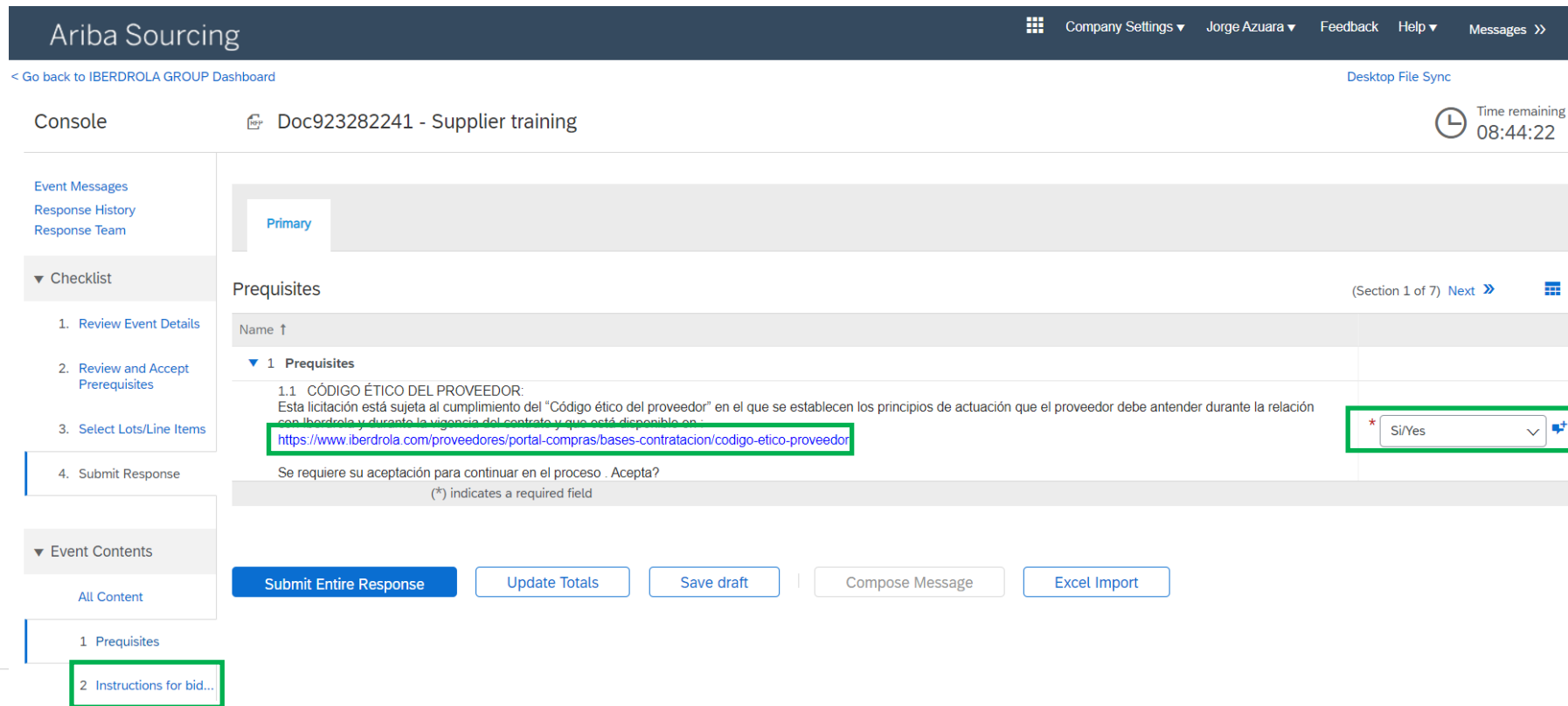
Sourcing events management

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'.



Ariba Sourcing

< Go back to IBERDROLA GROUP Dashboard Desktop File Sync

Company Settings Jorge Azuara Feedback Help Messages

Console Doc923282241 - Supplier training Time remaining 08:44:22

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...

Primary

Prequisites (Section 1 of 7) Next

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>

Se requiere su aceptación para continuar en el proceso. Acepta?

(*) indicates a required field

Submit Entire Response Update Totals Save draft Compose Message Excel Import

* Sí/Yes

What conditions must I accept to participate in the event?

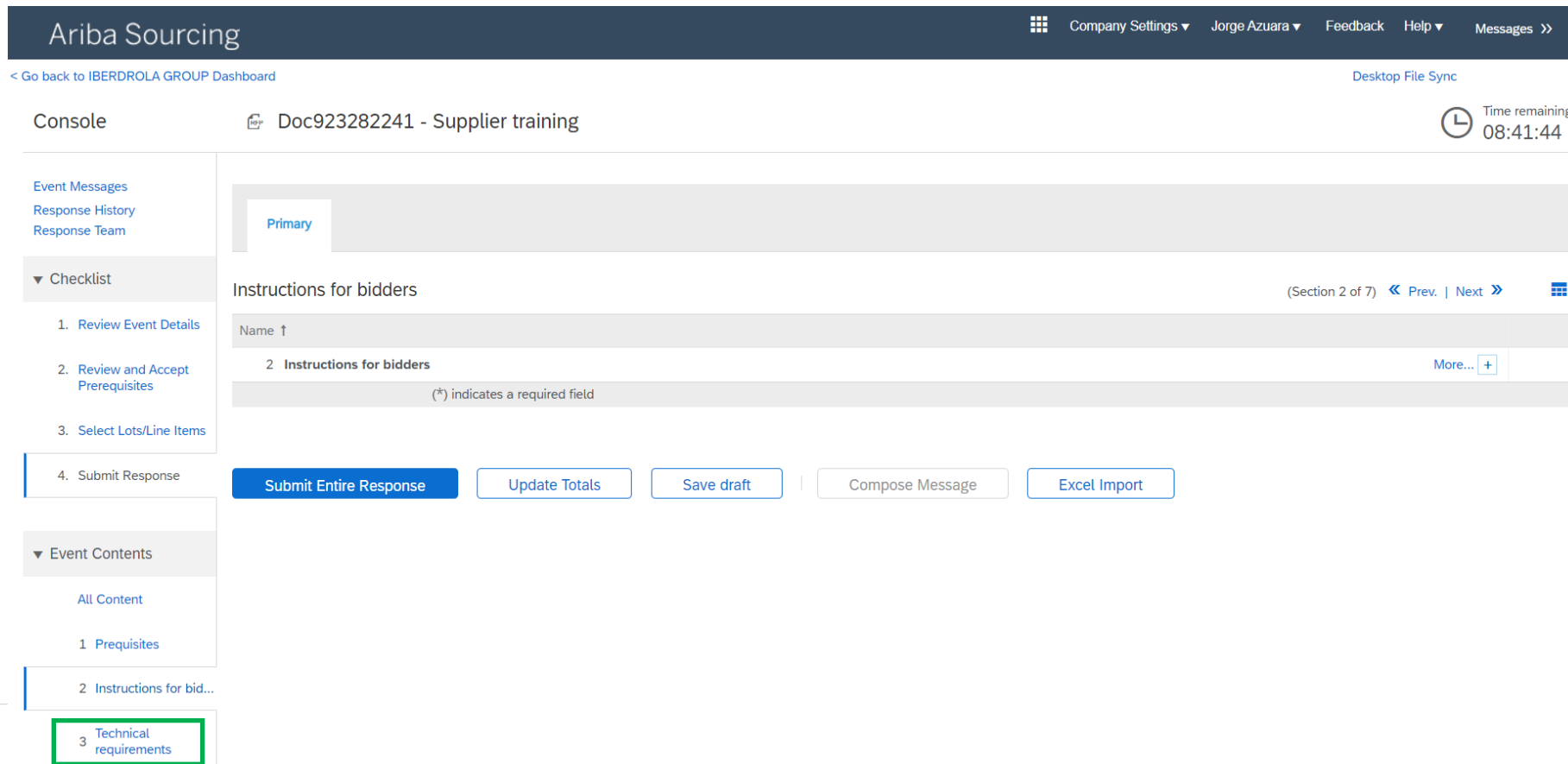
1. Code of Ethics
2. General Terms and Conditions (slide 20)

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'.



The screenshot displays the Ariba Sourcing interface for a supplier training event. The top navigation bar includes the title 'Ariba Sourcing' and user options like 'Company Settings', 'Jorge Azuara', 'Feedback', 'Help', and 'Messages'. A breadcrumb trail shows '< Go back to IBERDROLA GROUP Dashboard'. The main header area shows 'Console' and 'Doc923282241 - Supplier training' with a 'Time remaining' indicator of 08:41:44. On the left, a sidebar menu contains sections for 'Event Messages', 'Checklist', and 'Event Contents'. The 'Checklist' section is expanded, showing a list of steps: '1. Review Event Details', '2. Review and Accept Prerequisites', '3. Select Lots/Line Items', and '4. Submit Response'. The 'Event Contents' section is also expanded, showing '1 Prerequisites', '2 Instructions for bid...', and '3 Technical requirements', with the third item highlighted by a green box. The main content area shows 'Instructions for bidders' with a 'Name' field and a 'More...' button. Below this, there are several action buttons: 'Submit Entire Response', 'Update Totals', 'Save draft', 'Compose Message', and '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 ↑

3 Technical requirements

(*) indicates a required field

Submit Entire Response

Update Totals

Save draft

Compose Message

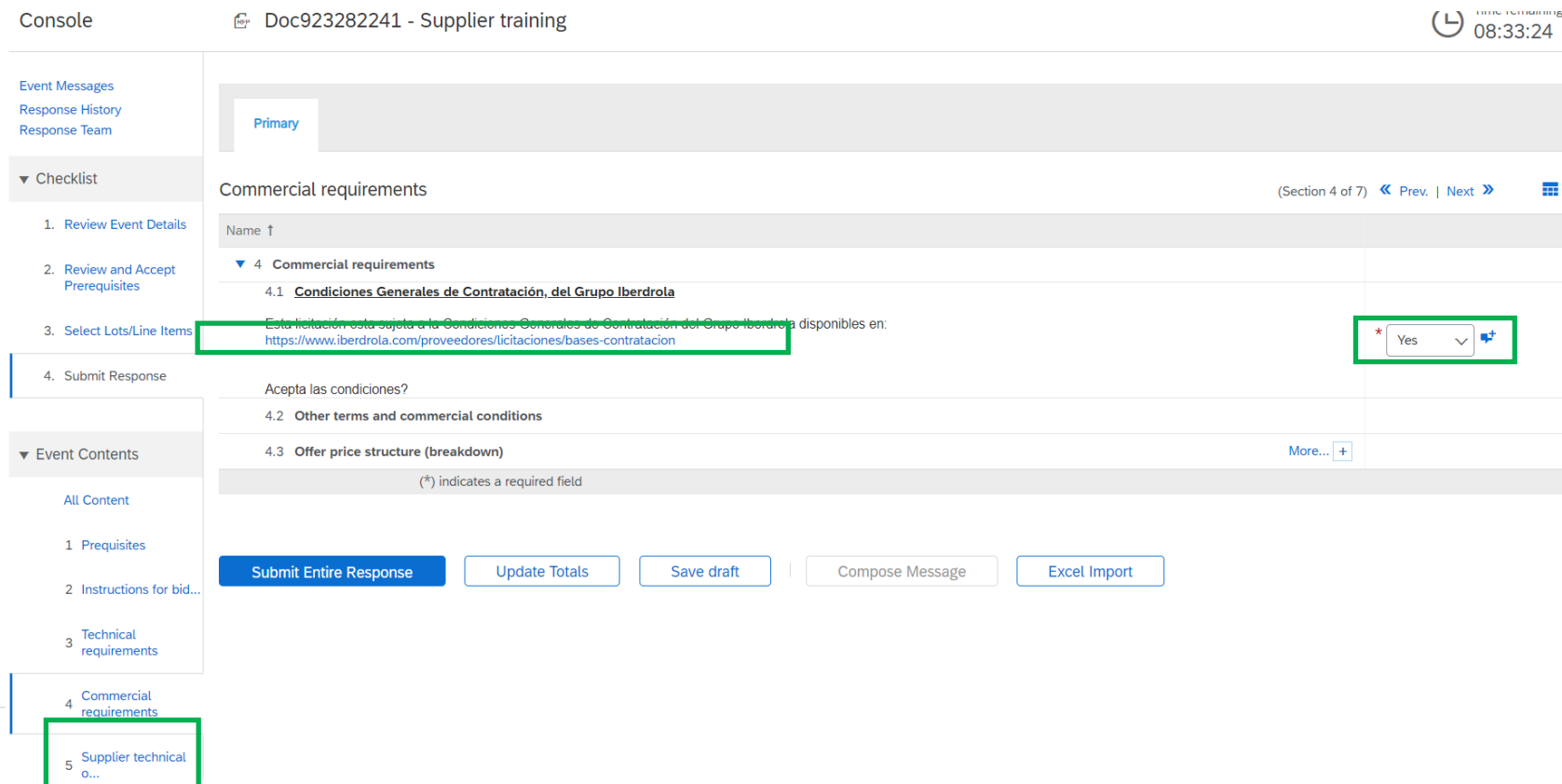
Excel Import

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'.



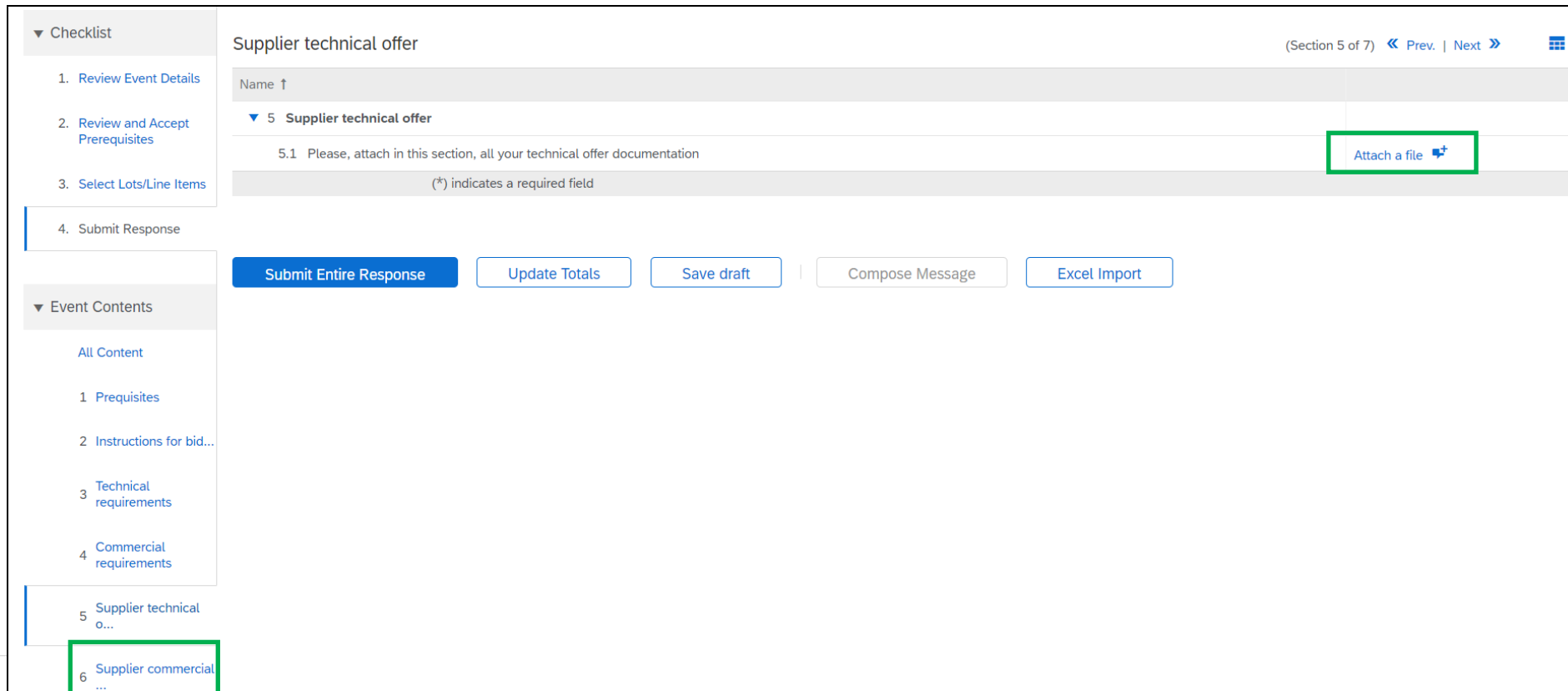
The screenshot displays the 'Commercial requirements' section of a sourcing event. The interface includes a left-hand navigation menu with the following items: 'Event Messages', 'Response History', 'Response Team', 'Checklist', 'Event Contents', and 'Supplier technical offer' (highlighted with a green box). The 'Checklist' section contains five steps: '1. Review Event Details', '2. Review and Accept Prerequisites', '3. Select Lots/Line Items', '4. Submit Response', and '5. Supplier technical offer' (highlighted with a green box). The main content area shows the 'Commercial requirements' section, which is divided into four sub-sections: '4. Commercial requirements', '4.1 Condiciones Generales de Contratación del Grupo Iberdrola', '4.2 Other terms and commercial conditions', and '4.3 Offer price structure (breakdown)'. The '4.1' section contains a link to the contracting conditions and a dropdown menu with 'Yes' selected (highlighted with a green box). The '4.2' section contains the text 'Acepta las condiciones?'. The '4.3' section contains the text 'More...' and a plus sign. At the bottom of the page, there are four buttons: 'Submit Entire Response', 'Update Totals', 'Save draft', and 'Compose Message', followed by an 'Excel Import' button.

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'.



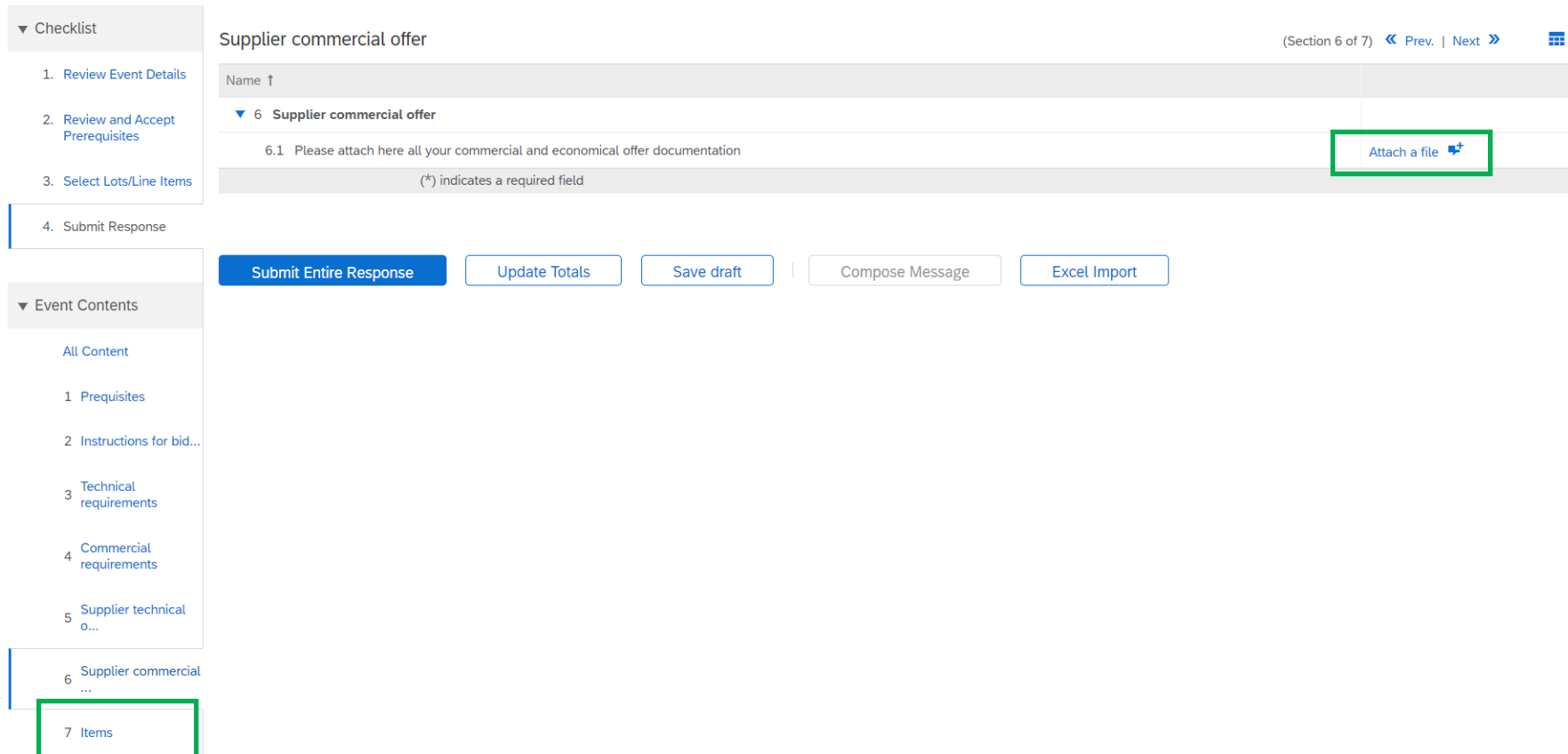
The screenshot shows a web interface for registering a supplier technical offer. On the left, there is a 'Checklist' sidebar with six items: 1. Review Event Details, 2. Review and Accept Prerequisites, 3. Select Lots/Line Items, 4. Submit Response, 5. Supplier technical offer, and 6. Supplier commercial offer. Item 6 is highlighted with a green box. Below the checklist is an 'Event Contents' sidebar with links for All Content, Prerequisites, Instructions for bid..., Technical requirements, Commercial requirements, and Supplier technical offer. The main content area is titled 'Supplier technical offer' and shows a form with a 'Name' field and a section '5 Supplier technical offer' containing a text prompt '5.1 Please, attach in this section, all your technical offer documentation' and a note '(*) indicates a required field'. An 'Attach a file' button with a plus icon is highlighted with a green box. At the bottom of the form, there are five buttons: 'Submit Entire Response' (dark blue), 'Update Totals', 'Save draft', 'Compose Message', and 'Excel Import'.

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'.



The screenshot shows a web interface for registering a supplier commercial offer. On the left, there is a navigation menu with two main sections: 'Checklist' and 'Event Contents'. The 'Checklist' section includes steps 1 through 4, with step 4 'Submit Response' highlighted. The 'Event Contents' section includes 'All Content' and steps 1 through 6, with step 7 'Items' highlighted. The main content area is titled 'Supplier commercial offer' and shows a form for step 6. The form has a header 'Name ↑' and a section '6 Supplier commercial offer'. Below this, there is a text field with the instruction '6.1 Please attach here all your commercial and economical offer documentation' and a button labeled 'Attach a file' with a plus icon. At the bottom of the form, there are five buttons: 'Submit Entire Response' (highlighted in blue), 'Update Totals', 'Save draft', 'Compose Message', and 'Excel Import'. The text '(*) indicates a required field' is visible below the text field.

Sourcing events management

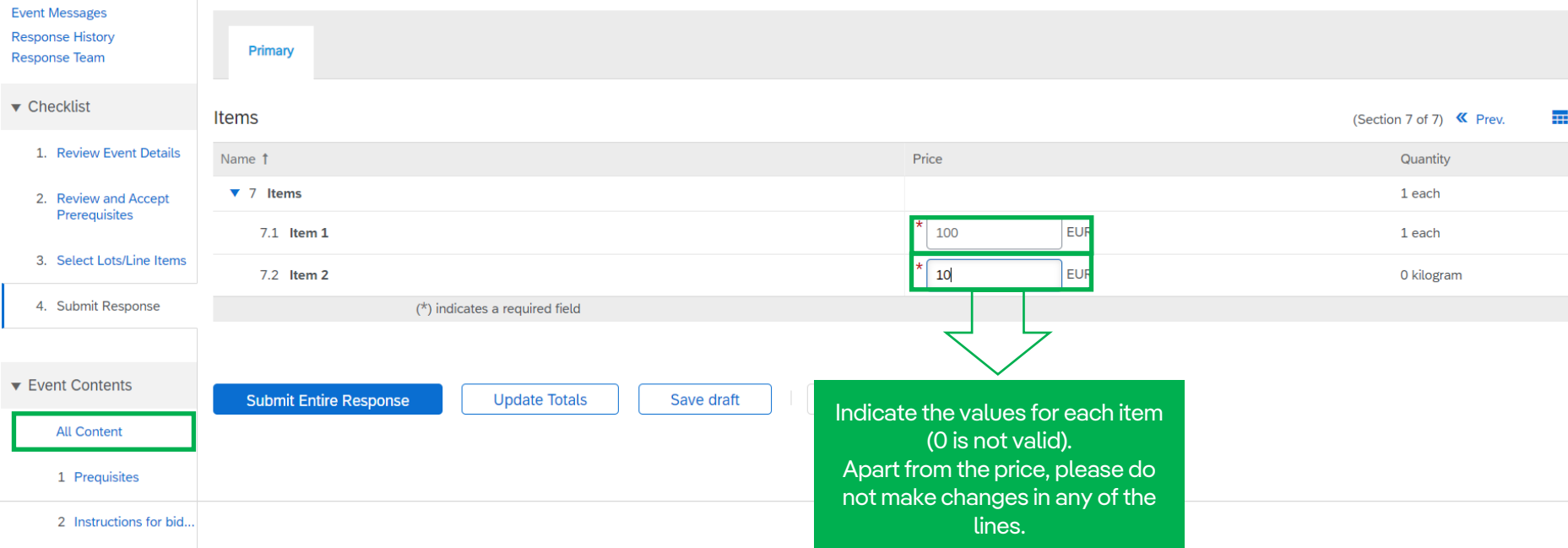
Items

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'.



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...

Primary

Items (Section 7 of 7) << Prev. [Grid Icon]

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

(* indicates a required field)

Submit Entire Response Update Totals Save draft

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.

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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 <input type="button" value="Update file"/> <input type="button" value="Delete file"/>	
▼ 6 Supplier commercial offer		
6.1 Please attach here all your commercial and economical offer documentation	Supplier commercial offer.docx <input type="button" value="Update file"/> <input type="button" value="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

|

Fields marked with an asterisk are required

The value 0 is not valid

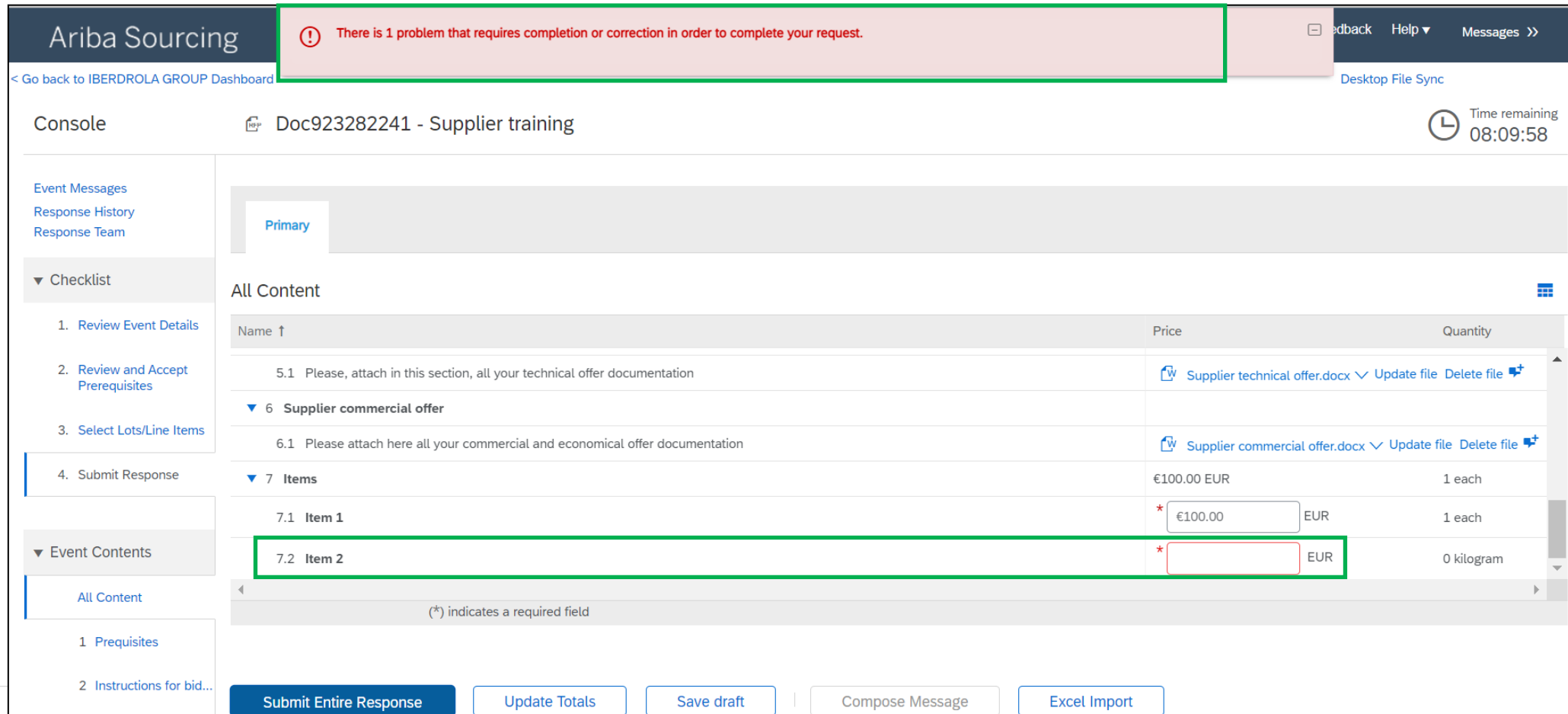
Submit this response?
Click OK to submit.

Select to send the answer

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." The main content area displays a table of items for a "Supplier training" event. The table has columns for Name, Price, and Quantity. Item 7.2, "Item 2", is highlighted with a green box and has a red asterisk next to its price field, which is currently blank. A legend at the bottom indicates that an asterisk (*) denotes a required field. The "Submit Entire Response" button is visible at the bottom of the interface.

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	€100.00 EUR	1 each
7.2 Item 2	* <input type="text" value=""/> EUR	0 kilogram

Sourcing events management

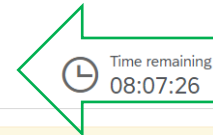
Modify the offer

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.

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Time during which the event will be open



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.





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 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

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 ▾

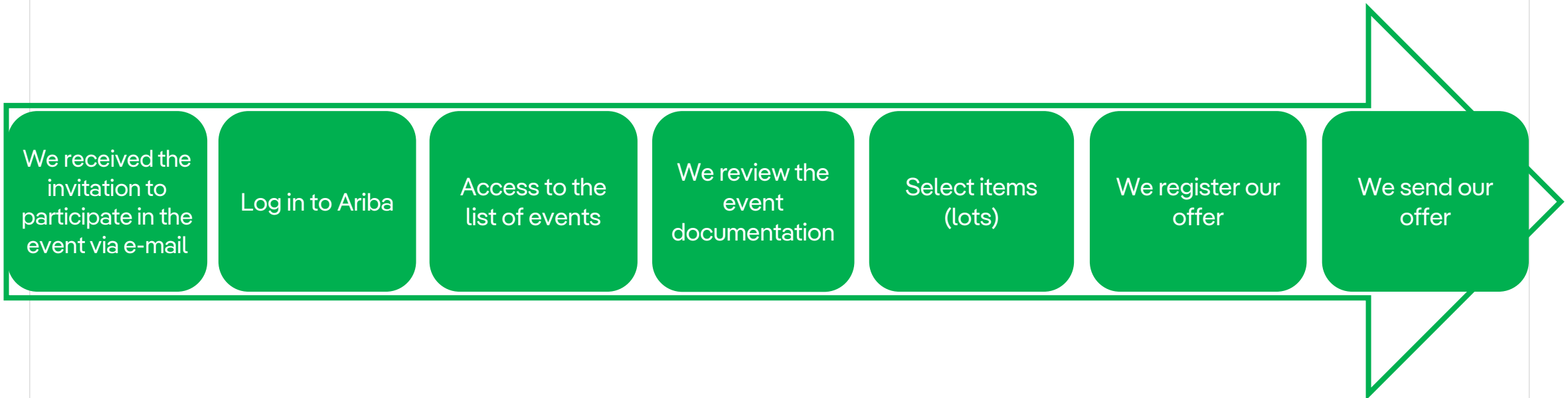
Primary

All Content

Name ↑	Price	Quantity
▼ 5 Supplier technical offer		
5.1 Please, attach in this section, all your technical offer documentation	 Supplier technical offer.docx ▾	
▼ 6 Supplier commercial offer		
6.1 Please attach here all your commercial and economical offer documentation	 Supplier commercial offer.docx ▾	
▼ 7 Items	€115.00 EUR	1 each
7.1 Item 1	€100.00 EUR	1 each
7.2 Item 2	€15.00 EUR	0 kilogram

Sourcing events management

Step summary





Thank you for your attention

Ariba Network and IBuy