



ARIBA System User Manual

Source to Contract Team

ARIBA System User Manual

Part 3: Sourcing Event Responding

Sourcing Event Responding

After completing the part agreeing with the provisions of the bidding package, the system will move to the next part for the Supplier to review the content and submit the bid.

- 1. Event navigation Checklist – includes the supplier's key steps to refer to and submit final feedback in the Event;
- 2. Event content items – displays all the sections and content available at this step;
- 3. Bid submission history or direct response emails/messages via the system
- 4. Functions for the Event.

3

Event Messages
Response History

1

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Submit Response

2

▼ Event Contents

All Content

1 Introduction

2 Event Information

3 RFP Package

4 CATEGORY SPECIFIC

5 Questionnaire

4

All Content

Name ↑

Cooperatives in the world.

For more details, please visit www.frieslandcampina.com.

1.2

Strategy: Our Purpose, our Plan

Our Purpose

FrieslandCampina's purpose is nourishing by nature. It stands for better nutrition for the world, a good living for our farmers, now and generations to come.

Better nutrition

We contribute to food safety and food security for millions of people all over the world by providing them with access to dairy.

A good living for our farmers

We pay an exemplary milk price and this way enable member dairy farmers to maintain healthy farming operations. In addition, we support local dairy farms in Asia, Africa and Eastern Europe.

Now and for generations to come

We assume responsibility for maintaining the natural living environment. This is the basis and the future of the company and the world at large. Furthermore, we encourage member dairy farmers to operate their farm in balance with nature and climate.

(*) indicates a required field

Submit Entire Response

Update Totals

Save draft

Compose Message

Excel Import

Sourcing Event Responding

For certain events, SAP Ariba may require you to select which Lots (a set of line items) you will be bidding on. Some opportunities will require bidders to bid on all the available Lots.

If an opportunity contains Lots, Bidders will be required to complete this step before moving forward with the rest of your submission. Click on on the left side under **Checklist** section or at the top of the screen, complete the selection and click on **Confirm Selected Lots items** [Confirm Selected Lots/Line Items](#)

If event do not contains Lots, it will redirect you to the Submit Response section

Ariba Sourcing

Company Settings ▼Myra Cuarlo

< Go back to FrieslandCampina - TEST DashboardDesk

Select LotsDoc1875346678 - RFC-2024-Label Cow Evapsarap and Condensarap

3. Select Lots/Line Items

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.

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots/Line Items

4. Submit Response

Select Lots/Line Items

Select Using Excel

A dimmed checkbox indicates lots for which bidding is required, or for which you have already placed a bid. You cannot modify your intent to bid on these lots.

Lots Available for Bidding

☐	Name	Reason for not bidding
☒	1.0 RPM0001121 - Lbl Cow Condensarap 48x374g	

Use VAT-EX price

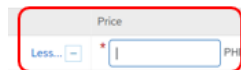
Confirm Selected Lots/Line Items



FrieslandCampina
nourishing by nature

Sourcing Event Responding

If line/lot item pricing is available in the event, please use the price field to input your proposal and submit.



If pricing field is unavailable, please refer to the next slide.

Ariba Sourcing

Company Settings ▼ Myra Cuarto ▼ Feedback Help ▼ Messages >>

< Go back to FrieslandCampina - TEST Dashboard

Desktop File Sync

ConsoleDoc1875346678 - RFC-2024-Label Cow Evapsarap and CondensarapRound: 1Time remaining 4 days 17:52:15

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

Your response to the prerequisites has been submitted.

All Content

Name ↑	Price	Quantity	Extended Price
1.0 RPM0001121 - Lbl Cow Condensarap 48x374g ▼	Less... * PHP	2,291,300 Each	
Use VAT-EX price			
2.0	* Yes ▼		
Can agree with 105 EoM WD1 Payment Term			
(*) indicates a required field			

Submit Entire ResponseUpdate TotalsExcel Import

1

2

3

Once you are ready, select **Submit Entire Response** to finalize and submit your response to the sourcing event. Click **OK** on the next screen

Sourcing Event Responding

When pricing filed is unavailable in the Sourcing Event, Supplier needs to upload the quotation file & submit

Event Messages
Response History

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Submit Response

4. Review and Accept Prerequisites

5. Questionnaire

6. Pricing - ROUND 1

▼ Event Contents

All Content

1. Introduction

2. Event Information

3. RFP Package

4. CATEGORY SPECIFIC

5. Questionnaire

6. Pricing - ROUND 1

Pricing - ROUND 1

(Section 6 of 8) <

Name 1

▼ 6 Pricing - ROUND 1

6.1 Please upload your quotation/proposal for ROUND 1. [References](#)

(*) indicates a required field

6

Submit Entire Response

Update Totals

Save draft

Compose Message

Excel Import

Once you are ready, select **Submit Entire Response** to finalize and submit your response to the sourcing event. Click **OK** on the next screen

* Attach a file

* Attach a file

After select Step 3 (Attach a file), you will access to the file attachment page. Let select your quotation to upload and click "OK" to upload the file

Ariba Sourcing

Go back to FrieslandCampina Dashboard

Desktop File Sync

Add Attachment

OK

Cancel

Enter the location of a file to add as an Attachment. To search for a particular file, click **Browse...**. When you have finished, click **OK** to add the attachment.

Attachment: Choose File No file chosen

Or drop file here

0

PQ

OK

Cancel

Chien Nguyen (chien.nguyen@yahoo.com.vn) last visited 7 Mar 2023 12:37:08 AM DUCVIET TECHNOLOGY COMPANY LIMITED AN01653895019

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Sourcing Event Responding

Console

Doc1875346678 - RFC-2024-Label Cow Evapsarap and Condensarap

Round: 1

Time remaining
1 day 19:46:28

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

✓ Your revised response has been submitted. Thank you for participating in the event.

If you have inputted all fields, Ariba will give you a confirmation that your response has been sent to RFC.

All Content

Name ↑		Price	Quantity	Extended Price
1.0 RPM0001121 - Lbl Cow Condensarap 48x3	More... +	0.15 PHP	2,291,300 Each	343,695.00 PHP
2.0				
Can agree with 105 EoM WD1 Payment Term		Yes		

Before submission deadline, You also can revise the response after submitted by:

- Click the **Revise Response** button.
- **Revise the response**
- Select **Submit Entire Response** to submit the updated bid again.

Revise Response

Compose Message

Sourcing Event Responding

In addition to Pricing, some of the Sourcing Events may also include Non-Price response items. Along with the Pricing response, Non-price responses are included under the Event Contents section:

Event Messages

Response History

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Submit Response

▼ Event Contents

All Content

1. Introduction

2. Event Information

3. RFP Package

4. Objective of the Tender

All Content

Name ↑

6. Report submission	100% on time
7. Report Integrity	100% verified

▼ 7 CATEGORY SPECIFIC

Less... -

Please review and sign the following documents.

7.1 In case of questions please use the attached **Q&A template** and upload it here. [References](#)▼

Attach a file▼

7.2 Please read, comply and sign the attached **Tender Terms and Conditions** document. [References](#)▼

* Attach a file▼

7.3 Please review and sign the attached **Non-Disclosure Agreement (NDA)**. [References](#)▼

* Attach a file▼

7.4 Please fill in and sign the attached **Data Protection Agreement**. [References](#)▼

* Attach a file▼

7.5 Please review and sign the attached **Business Practices Policy**. [References](#)▼

* Attach a file▼

7.6 Please review the attached **Legal contract templates**. [References](#)▼

Unspecified▼

7.7 Would you like to share any **additional files** with us? Please upload them here in a zipped folder.

Attach a file▼

▼ 8 Request for Information (RFI)

8.1 Please fill out the attached **Request for Information(RFI)** template. [References](#)▼

* Attach a file▼

Note:

- Mandatory questions are indicated by an asterisk (*). You must respond to these questions in order to submit your response.
- Often, you can respond to a question with an attachment using the Attach a File function. The maximum size per attachment is 100MB. Ariba accepts attachments in all common formats (Word, Excel, PDF etc.)
- Some questions may trigger Conditional Content where a new question will appear depending on your answer to a previous question.

Event Messages function

To review any notifications or messages, or to communicate with the Procurement leading the tender event, in the Sourcing Event homepage click Event Messages to access the message board or select Compose Message to directly compose a new message.

Event Messages

Response History

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Submit Response

▼ Event Contents

All Content

1 Invitation

Primary

All Content

Name ↑

▶ 1 Invitation

▶ 2 Bid Response Items

▶ 3 Form of Agreement

▶ 4 Addenda

(*) indicates a required field

Submit Entire Response

Update Totals

Save draft

Compose Message

Excel Import

To compose a new message, the system will create a new message addressed to the “Project Team.” This represents the internal team FrieslandCampina responsible for the tender event.