



# How to respond to RFP/RFI in SAP Ariba

Suppliers' Guide

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# Content

1. How to get started?
2. How to accept or decline invitation?
3. How to respond to prerequisites?
4. How to select items to bid for?
5. How to select currency?
6. How to answer mandatory questions? How to upload and download attachments?
7. How to communicate with buyer?
8. How to submit or revise a response?

**Where to get support:**

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# 1. How to get started



Welcome, Julia Kari.

Fortum Oyj - TEST has registered you on their Ariba Spend Management site and invited you to participate in the following event: Test Sourcing Event March 2020. The event starts on Friday, April 24, 2020 at 4:02 AM, Pacific Daylight Time and ends on Friday, May 8, 2020 at 4:02 AM, Pacific Daylight Time.

[Click Here](#) to access this event. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can access this event.

NOTE: This link is only valid for 30 days. Make sure to register on the Ariba Commerce Cloud before the link expires. After you register on the Ariba Commerce Cloud, you can no longer use this link.

If you have questions about this event, contact Julia Kari via telephone at or via e-mail at [julia.kari@partners.fortum.com](mailto:julia.kari@partners.fortum.com).

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.

We look forward to working with you!

Thank You,

Fortum Oyj - TEST

You are receiving this email because your customer, Fortum Oyj - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Fortum Oyj - TEST.

Fortum Oyj - TEST sourcing site, Event Doc371302312: Test Sourcing Event March 2020, Realm: FortumOyj-T, Message ID: MSG13001511, [Click Here](#)

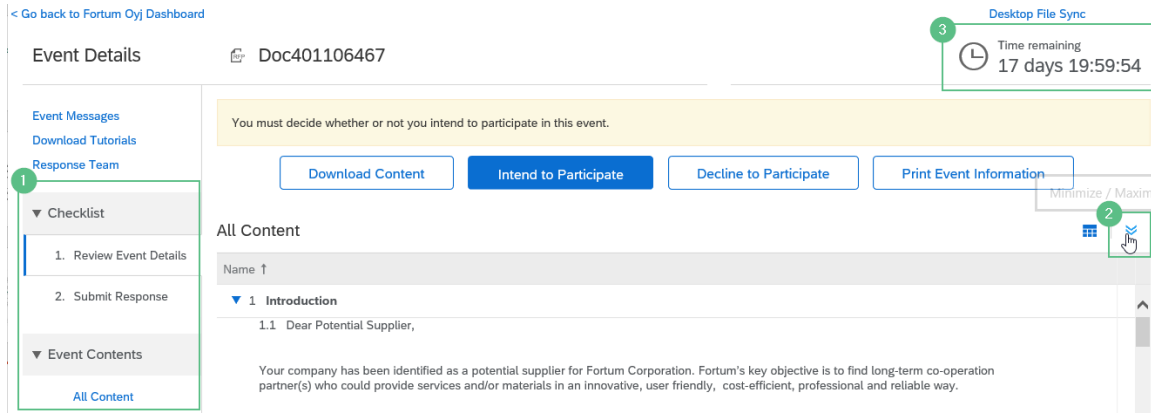
Offices | Data Policy | Contact Us | Customer Support

Powered by SAP Ariba

- First, you will receive an e-mail from SAP Ariba, inviting you to participate in the planned RFP.
- You can access the RFP by clicking on the link in the e-mail invitation  
OR
- Logging to your Ariba account in address <https://service.ariba.com> and find the RFP under "Proposals & Questionnaires"



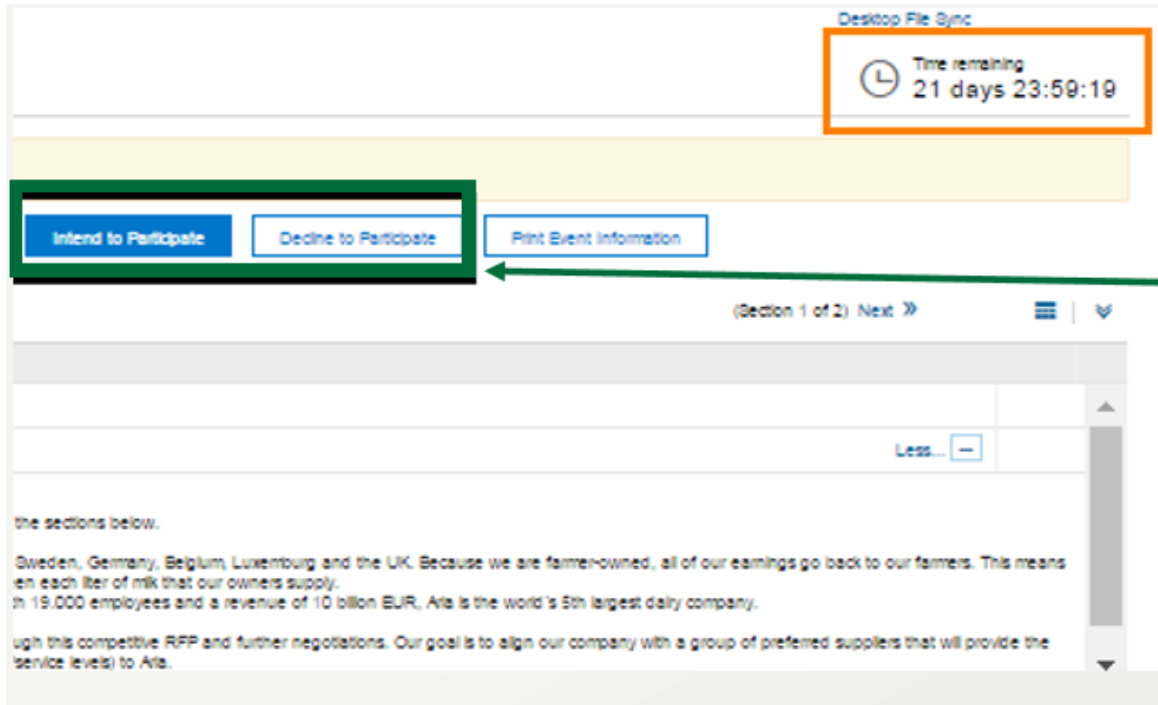
# 1. How to get started?



- When opening Fortum tender, you can see tender content that buyer has added

1. All requirements and specifications are written under "Review Event Details"
2. By clicking on the right hand arrows, you can enlarge the view and see more text
3. The remaining time for responding to the RFP is shown in the corner

## 2. How to accept or decline an invitation?



### GOOD TO KNOW

- Reconsider a declined invitation? Find the RFP again click on "Intend to Respond" to choose accept the invitation.

- Go to "Review Event Details" in the left side menu and choose one of the following options:

- a) If you **plan** to participate in the bidding, click "**Intend to Participate**"
- b) If you **do not** plan to participate in the bidding, click "**Decline to Participate**"

You will be asked to add a short comment

- Once you have clicked "Intend to Participate" you can see and review all details in the RFP and answer to tender
- The countdown of the remaining time can be seen in the top right corner

## 4. How to select items to bid for?

Select the bidding currency at event level. You place bids using the bidding currency. This is the default currency assigned to all lots below. [More](#)

▼ Checklist

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

Event Bidding Currency [View Exchange Rates](#)

Select event bidding currency:  [View Exchange Rates](#)

Use a different currency for different lots

Select Lots

You are required to select all 3 of the lots to which you have been invited. You currently have selected 0 of them. You must click on the Submit Selected Lots button for bidding on all items.

You are Required to Select All Lots

Name
<input checked="" type="checkbox"/> 3.1 Product A
<input checked="" type="checkbox"/> 3.2 Product B
<input checked="" type="checkbox"/> 3.3 Product C

Select the bidding currency at event level. You place bids using the bidding currency. This is the default currency assigned to all lots below. [More](#)

▼ Checklist

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Event Bidding Currency [View Exchange Rates](#)

Select event bidding currency:  [View Exchange Rates](#)

Use a different currency for different lots

Select Lots

Lots Available for Bidding

Name
<input type="checkbox"/> 3.1 Product A
<input type="checkbox"/> 3.2 Product B
<input type="checkbox"/> 3.3 Product C

A

B

- It is mandatory to bid on all Line Items that appear on a blue background when submitting the RFP. These Line Items are pre-selected by the purchaser and need a response.
- It is not mandatory to quote on specific Line Items which appear on a white background
- You can submit a bid by:
  - a) Tick marking the field "Name" and thus choosing all Line Items for bidding
  - b) Tick marking specific Line Items and thus selecting only the marked Line Items for bidding
- When finished, click "Submit Selected Lots"

## 6. How to answer to mandatory questions? How to download and upload attachments?

**NOT APPLICABLE TO ALL**  
When responding to RFP without questions and attachments, skip this slide

- In some RFPs you are asked to answer to certain questions
  - All fields marked with an asterisk (\*) are mandatory and must be filled out
  - Some questions have a dropdown menu with pre-set answers
  - By clicking on the text bubble icon, you enter the comment field where attachments and comments can be added

1 To download attachments, click "References"

2 To upload attachments click "Attach a file"

# 7. How to communicate with buyer

Compose and send a new message to the owner

Compose Message Excel Import

Compose New Message Send Cancel

From: Test Company F (Test Supplier)

To: Project Team

Subject: Question regarding tender question 1

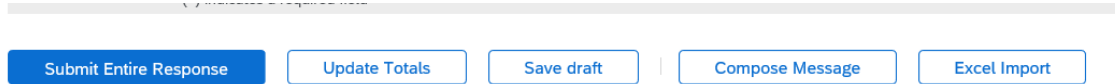
Attachments: Attach a file

- You can communicate with buyer using Compose message-functionality. This should be considered main contact method during the tender (replaces email communication)

1. Click “Compose Message”
2. Write message to buyer and press send. When buyer responses to your message, you will receive copy also to your own email



## 8. How to submit or revise a response?



- You are ready to submit your response when you have filled out all mandatory fields and entered bids for items
  - 1 Click "Submit Entire Response"
  - 2 Once you have submitted your response, you will see a confirmation at the top of the page in a green information box
  - 3 If you want to revise your response after submitting, click "Revise Response" button in the middle of the screen
- **All submitted questions and prices can be revised as long as the RFP is open.**
- The remaining time until the RFP closes is shown in the top right corner.