



Purchasing Platform Adamed Groups - SAP Ariba

Supplier's instructions

Creating an offer on the Portal SAP Ariba Network

2019-08-09





TABLE OF CONTENTS

1. P	LACING A BID WHEN ALL LOTS ARE REQUIRED	3
1.	PLACING A BID WHEN NOT ALL LOTS ARE REQUIRED	7
2.	CHANGING BID	8





1. PLACING A BID WHEN ALL LOTS ARE REQUIRED

You can log in to the SAP Ariba Network system using two addresses:

- 1. https://supplier.ariba.com
- 2. <u>https://service.ariba.com/Sourcing.aw</u>

Using the first address, after logging in to the SAP Ariba Network system, you can see a general view in which orders, invoices, and payments are presented.

To have a preview of the list of events that the provider can take, press the icon next to the Ariba Network name.

Ariba Network - Standard Account Upgrade	TEST MODE					۵ 🤷 🕲
Home Catalogs						Documents \lor Create \lor
						III C Trends Refresh
Orders, Invoices and Payments				All Customers v Last 14 days v	Now we're mobile.	
0					Check it out.	\$1.34K
Pinned Documents More					App Store	
Document #	Document Type	Customer	Status	Amount		
		No items			Tasks	
					Update Profile Information	35%

After pressing the badge, select Ariba Sourcing from the drop-down list.

SAP Ariba Network T Standard Account	pgrade TEST MODE					0 🧐 🕸
Ariba Discovery						Documents 🗸 Create 🗸
Ariba Sourcing Ariba Contract Management						Jul C Trends Reheah
Ariba Network Payments				All Customers v Last 14 days v	Now we're mobile.	C. and C. State
0 Pinned Documents More					Check it out.	
Document #	Document Type	Customer	Status	Amount		
		No items			Tasks	
					Update Profile Information	35%

To have access to the company profile, account settings, electronic transmission of Orders - press the "star".

SAP Ariba Network - Standard Account	Upgrade TEST MODE					¢	® 🤷
Home Catalogs					Firma ABCDxyz AND: AN01478157261-T Company Profile	NETWORK SETTINGS Electronic Order Routing Electronic Invoice Routing	treate ↓ tri C ends Refresh
Orders, Invoices and Payments 0 Pinned Documents More				All Customers v Last 14 days v	ACCOUNT SETTINGS Customer Relationships Users	Remittances Network Notifications Audit Logs	
Document #	Document Type	Customer No items	Status	Amount	Notifications Application Subscriptions Account Registration View All	View All	
THE BEST RUN SALE ALGOWING A GENERAL COM LANC AND A COMPLEX ALGOWING A COMPLEX ALGOWING AND A COMPLEX ALGOWING AND A COMPLEX ALGOWING A COMPLEX AL	Isted 8 Dec 2019 7:43:54 AM Firma ABCDxyz AN01478157261 rms of Use	т				© 1996–2019 Ariba, Inc. All	rights reserved.





Pressing your "shortcut" provides, among others, access to your account, contacting the administrator and ensuring logging out of the system.

SAP Alba Network - Standard Account Upgrade TET HOOK							
Home Catalogs						Jan Warszawski	~
						My Account	efresh 🕈
Orders, Invoices and Payments				All Customers v Last 14 days v	Now we're mobile.	My Community Profile	
0					Check it out.	Link User IDs	N.
Pinned Documents More					App Store Coogle play	Contact Administrator	
Document #	Document Type	Customer	Status	Amount		Logout	2
		No items			Tasks		
					Update Profile Information	35%	

By using the second address, the user will immediately be taken to the offers page.

Ariba Sourcing - Standard Account	Upgrade	TEST MODE					
ADAMED - TEST							
There are no matched postings.	Welcom The plat You will We enco Best reg Procure	e to Adamed Pharma's Procuremen tform is the space for information en find here all events to which you bo purage you to familiarize with the so gards ment Departament Adamed Pharm a	nt Platform. xchange in regards to currently conducted sourcing ave been invited to participate. cope of events and to take your part. a	, events at Adamed Pharma.			
	Tytuł	Tytui			Cza	is zakończenia 🕴	
	▼ Statu	s: Open (1)					
	Request for	r proposal RFP (template)		Doc331317842	2019-	12-21 20:45	
	▼ Statu	s: Pending Selection (1)					
	Request for	r proposal RFP (template)		Doc325851691	2019-	12-3 02:15	
	Kwestion	ariusze rejestracyjne					
	Tytuł			Identyfikator	Cza	s zakończenia 🕴	
	▼ Statu	s: Otwarto (1)					
	Kwestionar	iusz rejestracyjny dostawcy		Doc319577208	2020-	11-23 00:42	
	Kwestionariusze kwalifikacyjne						
	Tytuł	Identyfikator	Czas zako	ńczenia 🖡	1	Fowar Regiony	
					Brak pozycji		
	Kwestion	ariusze					
	Tytuł	Identyfikator	Czas zako	ńczenia 🖡	1	Fowar Regiony	
					Brak pozycji		
	Certyfika	ty					
	Dane certy	fikatu	Wejście w życie	Wygaśnięcie	Załącznik	Kwestionariusz	





The following types of documents can be found in the Event Type column:

- Auction
- RFI request for information
- RFP request for proposal

Events

Title	ID	End Time ↓	5	Event Type		
	Status: Otwarto (2)					
	Status: Ukończono (17)					
	Status: Wybór w toku (65)					

These documents have their statuses:

• Completed - events in which we made the offer and the supplier was selected

• **Open** - events in which we have the opportunity to submit offers or we have the opportunity to correct the submitted offer

• **Pending selection** - events in which we made an offer and the time for their submission has expired. The provider has not yet been selected. The buyer is currently selecting the best offer.

The number of documents with a given status is indicated in brackets. To expand the list, click the icon on the left of the status.

Events that were in the Open status but we did not manage to submit an offer disappear from the list of events.

To view the details of auctions, information requests or tenders, click on its name.



ADAMED Group Purchasing Platform - SAP ARIBA Supplier's Instructions - Creating an offer on the AN Portal



Events			
Title	ID	End Time ↓	Event Type
▼ Status: Otwarto (2)			
Zapytanie ofertowe RFP test 1	Doc306582175	11/5/2019 5:05 PM	Zapytanie ofertowe (RFP)
MLI UE RFP 20191022 001	Doc303069783	10/29/2019 6:02 PM	Zapytanie ofertowe (RFP)

In the Event itself, you must confirm your willingness to participate using the button to Intend to Participe.

Doc306582175 - Zapytanie ofertowe RFP test 1

Subsequently, the user can read the content of the event and enter the offer. After entering the offer, use the button **Submit Entire Response.**

Console	Er Doc306582175 - Zapytanie ofertowe RFP test 1		
Event Messages Response History Response Team	All Content		
	Name †	Price	Quantity
 Checklist 	1 Introduction		
1. Review Event Details	↓ 2 Specification		
2. Select Lots	2.1 Please provide the number of certified products	* PLN	1 each
	▼ 3 Pricing	1	
 Submit Response 	3.1 Product 1 price	* PLN	1 each
Event Contents	3.2 Product 2 price	* PLN	1 each
Y EVent Contents	3.3 Product 3 price	* PLN	1 each
All Content	(*) indicates a required field		
1 Introduction		5 11 6	
2 Specification	Submit Entire Response Update Totals Save draft Compose Message	Ехсенттрог	
3 Pricing			

Return to the list of events using the button in the upper right corner:







1. PLACING A BID WHEN NOT ALL LOTS ARE REQUIRED

The begining of the process is the same as for event with all lots required.

In the event supplier must confirm your willingness to participate using the button to Intend to Participe.

Doc306582175 - Zapytanie ofertowe RFP test 1						
You must decide whether or not you intend to participate in this event.						
	Download Content	Intend to Participate	Decline to Participate	Print Event Information		

In the next step (**2. Select Lots**) Supplier can choose desired lots. For the once that are left **rejection reason** can be chosen. Then, **Confirm Selected Lots** button shall be used.

The rest of the process is the same as usual.





2. CHANGING BID

However, if the supplier wants to improve the offer before the offer submits, press – **Revise Response**.

Console	➢ Doc331317842 - Request for proposal RFP (template)		Time remaining 13 days 03:09:04
Event Messages Response History	You have submitted a response for this event. Thank you for participating.		
Response Team ▼ Checklist		Revise Response	
1. Review Event Details	All Content		==
2. Select Lots	Namé †	Extended Price	
3. Submit Response	1 Introduction		
-	2 Specification		
▼ Event Contents	▼ 3 Pricing	1,052,144.00 PLN	
	3.1 Lot 1	0.00 PLN	
All Content	3.2 Lot	52,145.00 PLN	
1 Introduction	3.3 Lot 3	0.00 PLN	
2 Specification	3.4 Lot 4	999,999.00 PLN	
3 Pricing	Compose Message		

And confirm.

▲ Revise Response?

You have already submitted a response for this event. Click OK if you would like to revise your response.

OK	Cancel

The answer can be modified many times until the time allowed for submission of offers.

Console	G Doc331317842 - Request for proposal RFP (template)		□ Time remaining 13 days 03:04:29
Event Messages Response History Response Team	\checkmark Your revised response has been submitted. Thank you for participating in the event.		
▼ Checklist		Revise Response	
1. Review Event Details	All Content		=
2. Select Lots	Name †		Extended Price
3. Submit Response	1 Introduction		
	2 Specification		
▼ Event Contents	▼ 3 Pricing		1,824,660.00 PLN
All Content	3.1 Lot 1		187,548.00 PLN
Air Content	3.2 Lot		52,145.00 PLN
1 Introduction	3.3 Lot 3		584,968.00 PLN
2 Specification	3.4 Lot 4		999,999.00 PLN
3 Pricing			