

Instructions to participate in a tender having received an invitation

(for suppliers without registration on SAP Ariba)

UAB koncernas “ACHEMOS GRUPĖ“

1. Invitation to join a tender

Sveiki testachema05.

ACHEMOS GRUPE užregistravo Jus savo "Ariba Spend Management" svetainėje ir kviečia dalyvauti šiame konkurse: Test01. Konkursas prasideda Monday, 14-Mar-2022 at 21:44, Eastern European Time ir baigiasi Tuesday, 15-Mar-2022 at 21:44, Eastern European Time.

[Click Here](#) susipažinti su šiuo konkursu. Norėdami prisijungti prie konkurso, turite užsiregistruoti "Ariba Commerce Cloud" arba prisijungti naudodami esamą "Ariba Commerce Cloud" vartotojo vardą ir slaptažodį.

PASTABA: ši nuoroda galioja 30 dienas. Užsiregistruokite "Ariba Commerce Cloud" prieš pasibaigiant nuorodos galiojimo laikui. Užsiregistruotą "Ariba Commerce Cloud", nebegalite naudoti šios nuorodos.

Jei turite klausimų apie šį konkursą, susisiekite su Greta Tylaitė telefonu arba el. paštu g.tylaite@achemosgrupe.lt.

Jei Jūs nenorite dalyvauti šiame konkurse, [Click Here](#) Turite užsiregistruoti "Ariba Commerce Cloud" arba prisijungti naudodami esamą "Ariba Commerce Cloud" vartotojo vardą ir slaptažodį, kad galėtumėte nurodyti, jog nenorite dalyvauti šiame konkurse.

Laukiame Jūsų pasiūlymo!

Ačiū,

ACHEMOS GRUPE

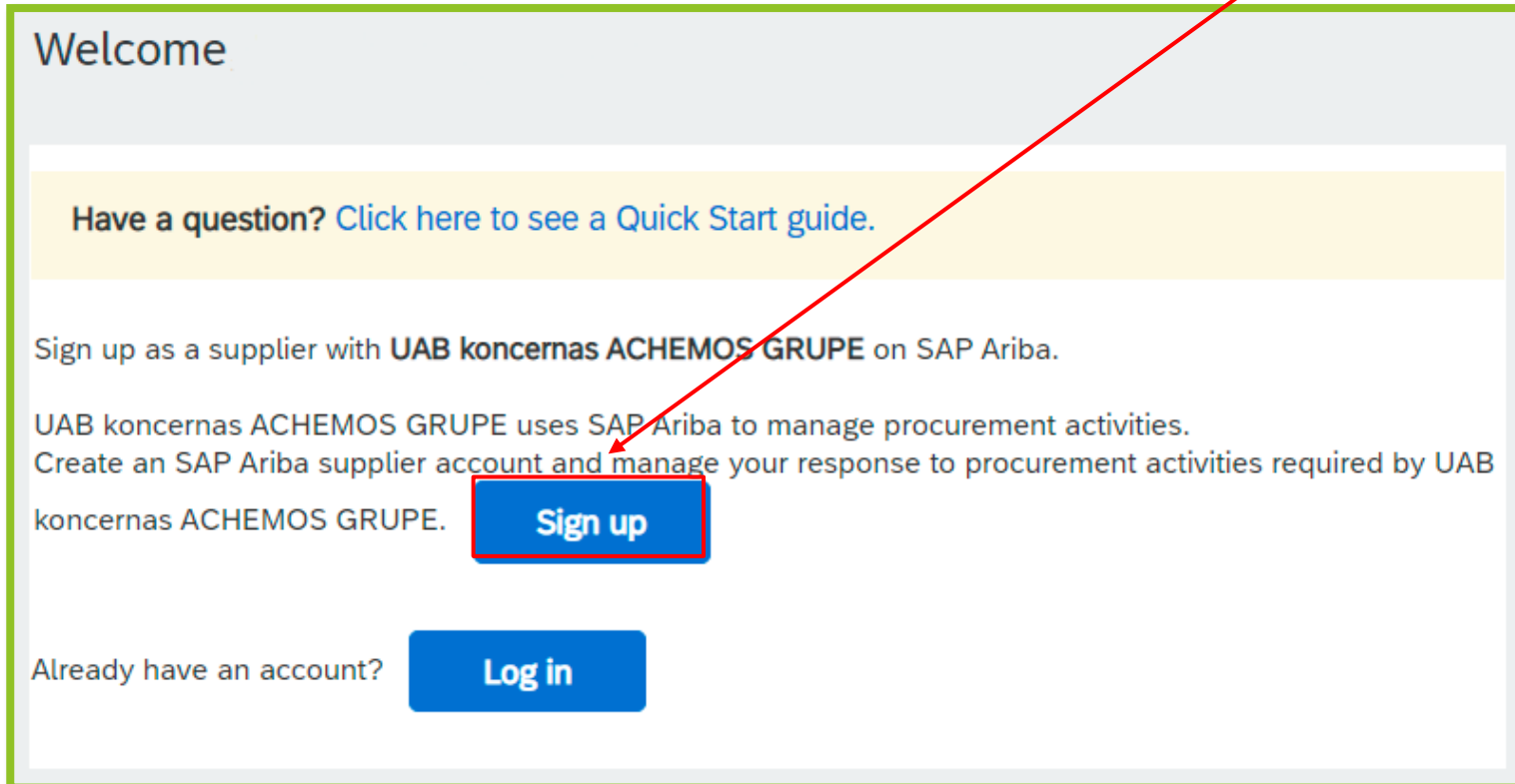
- ▶ You will receive an invitation sent to your e-mail once a tender is published.
- ▶ To join the tender, you **need** to click on the following link, which will take you to the login window. It is **important** to use received link and not to change any pre-filled fields.

(Using a browser other than Google Chrome is recommended).

- ▶ If you do not wish to take part in the tender, you can either ignore the e-mail or log in to SAP Ariba and check that you do not want to participate.

2. Registration

- ▶ When logging in to SAP Ariba for the first time, click “Sign up”.



Welcome

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with **UAB koncernas ACHEMOS GRUPE** on SAP Ariba.

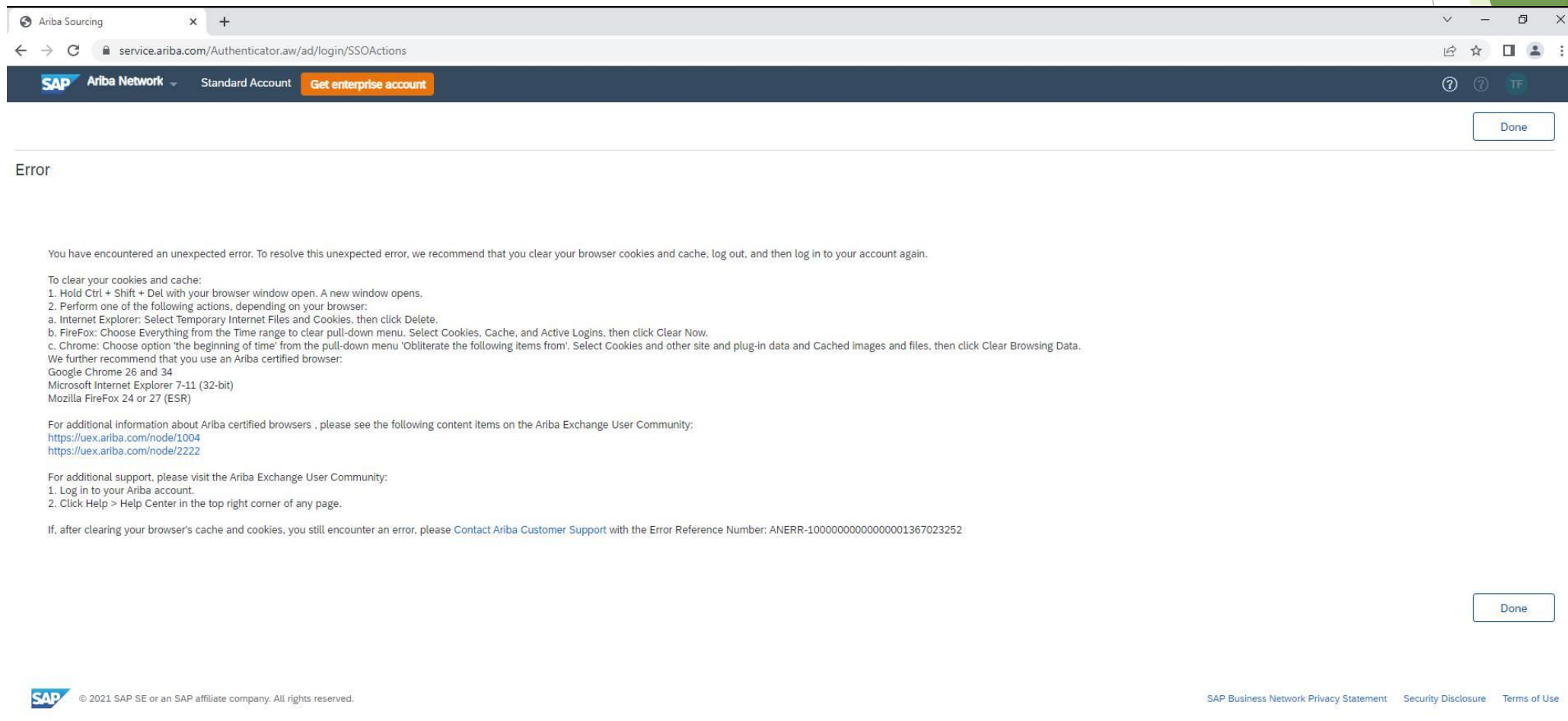
UAB koncernas ACHEMOS GRUPE uses SAP Ariba to manage procurement activities.
Create an SAP Ariba supplier account and manage your response to procurement activities required by UAB koncernas ACHEMOS GRUPE.

[Sign up](#)

Already have an account? [Log in](#)

► What to do if you get an error?

- Fully close the browser and try to log in again.
- Clear cache and cookies.
- If the solutions above don't work, contact ITsupport@achemosgrupe.lt



The screenshot shows a web browser window with the address bar displaying `service.ariba.com/Authenticator.aw/ad/login/SSOActions`. The page header includes the SAP logo, "Ariba Network", "Standard Account", and a "Get enterprise account" button. The main content area displays an "Error" message with the following text:

You have encountered an unexpected error. To resolve this unexpected error, we recommend that you clear your browser cookies and cache, log out, and then log in to your account again.

To clear your cookies and cache:

1. Hold Ctrl + Shift + Del with your browser window open. A new window opens.
2. Perform one of the following actions, depending on your browser:
 - a. Internet Explorer: Select Temporary Internet Files and Cookies, then click Delete.
 - b. Firefox: Choose Everything from the Time range to clear pull-down menu. Select Cookies, Cache, and Active Logins, then click Clear Now.
 - c. Chrome: Choose option 'the beginning of time' from the pull-down menu 'Obliterate the following items from'. Select Cookies and other site and plug-in data and Cached images and files, then click Clear Browsing Data.

We further recommend that you use an Ariba certified browser:

- Google Chrome 26 and 34
- Microsoft Internet Explorer 7-11 (32-bit)
- Mozilla Firefox 24 or 27 (ESR)

For additional information about Ariba certified browsers, please see the following content items on the Ariba Exchange User Community:

- <https://uex.ariba.com/node/1004>
- <https://uex.ariba.com/node/2222>

For additional support, please visit the Ariba Exchange User Community:

1. Log in to your Ariba account.
2. Click Help > Help Center in the top right corner of any page.

If, after clearing your browser's cache and cookies, you still encounter an error, please Contact Ariba Customer Support with the Error Reference Number: ANERR-1000000000000001367023252

The page includes a "Done" button in the top right corner and another "Done" button at the bottom right. The footer contains the SAP logo, copyright information "© 2021 SAP SE or an SAP affiliate company. All rights reserved.", and links for "SAP Business Network Privacy Statement", "Security Disclosure", and "Terms of Use".

2. Creating a new log-in (1)

- ▶ Here you will see your company's information. It is **important** that you don't change this information. If you want to add more users, you will be able to do that afterwards.

Company Name:*	<input type="text" value="UAB Pirkimai"/>
Country/Region:*	<input type="text" value="Lithuania [LTU]"/> ▼
Address:*	<input type="text" value="Vykinto 14"/>
	<input type="text" value="Line 2"/>
City:*	<input type="text" value="Vilnius"/>
Postal Code:*	<input type="text" value="08117"/>
State:	<input type="text" value="Select"/> ▼

2. Creating a new log-in (2)

User account information

Name:*

Email:*

Use my email as my username

Username:*

Password:*

Language: ▾

Email orders to:*

[Tell us more about your business ▶](#)

- ▶ Name, surname
- ▶ E-mail address
- ▶ A tick means that your username will be the same as your e-mail address
- ▶ Login name (in the e-mail format, e.g. test@test.lt)
- ▶ A password shall consist of at least 8 characters, including at least one:
 - ▶ Capital and small letter
 - ▶ Digit
 - ▶ Special symbol (*, +, etc.)
- ▶ E-mail. We recommend entering the same e-mail as above.

- ▶ **Important!** We suggest you fill in „Tell us more about your business“ so that we could invite you to other tenders.

2. Creating a new log-in (3)

Tell us more about your business ▾

Product and Service Categories: -or-

Ship-to or Service Locations:

Tax ID:

Vat ID:

DUNS Number:

I have read and agree to the [Terms of Use](#)

I hereby agree that SAP Business Network and the applicable profile visibility settings. Please see the [SAP Business Network Privacy Statement](#) to learn how we process personal data.

- Desk fixtures
- Casegood or non modular **desk**
- Technical support or help **desk** services
- Desks**
- Desk supplies
- Desktop trays or organizers
- Computer support work surfaces
- Computer support storage accessories
- Computer support parts or accessories
- Computer support organization

- ▶ In order to receive invitations to all tenders related to activities of your company, please choose the category of goods and location. This can be done in one of the three ways:
 - ▶ 1. Enter a word fragment and choose one of the displayed values.
 - ▶ 2. Click “Browse” and choose manually in the section (described [here](#)).
 - ▶ 3. Click “Browse” and search keywords in the “Search” field (described [here](#)).

2. Creating a new log-in (4)

- ▶ If the activities of your company are related to, for example, furniture, choose “Furniture -> Accommodation Furniture -> Furniture” and click “+”.

The screenshot displays a multi-level product selection interface. The breadcrumb path is: Furniture > Accommodation Furniture > Furniture. The 'Furniture' item is selected, indicated by a checkmark. Below the breadcrumb, the 'My Selections (1)' section shows 'Outdoor furniture (View)'. Red boxes highlight the 'Furniture & Furnishings' category in the left sidebar, the 'Accommodation Furniture' category in the middle pane, and the 'Furniture' category in the right pane. Red arrows point from the '+' icons next to 'Furniture' and 'Outdoor furniture' to the 'My Selections (1)' section.

- ▶ You will see your selected data both in the list above and below.
- ▶ Choose the location respectively.

2. Creating a new log-in (5)

Product and Service Category Selection

Search [Browse](#)

Enter a keyword or search phrase and click Search. Click the product and service category you want to add and click Add. Click OK to save your changes.

Keyword: [Browse the Categories »](#)

(e.g., Cleaning Services, Cardboard, 19121902, etc.)

Search Results

<input checked="" type="checkbox"/>	Furniture & Furnishings > Accommodation Furniture > Office furniture > Desks
<input type="checkbox"/>	Electrical Systems & Lighting > Lighting Fixtures & Accessories > General lighting and fixtures > Desk fixtures
<input type="checkbox"/>	Furniture & Furnishings > Accommodation Furniture > Office furniture > Desk returns
<input type="checkbox"/>	Furniture & Furnishings > Classroom, Instructional, Institutional Furniture > General classroom furnishings > Student desks
<input type="checkbox"/>	Furniture & Furnishings > Commercial & Industrial Furniture > Casegood and non modular systems > Casegood or non modular desk
<input type="checkbox"/>	Office Equipment & Supplies > Office Supplies > Desk supplies > Desk pads or its accessories

My Selections (1)

<input type="checkbox"/>	Desks View
--------------------------	----------------------------

- ▶ 3. Click “Browse” and search keywords in the “Search” field.
- ▶ Enter a keyword, e.g. “desk”, in the “Enter a Keyword” line and tick the selected options.
- ▶ Having ticked the options, click “Add”, and your selections will be displayed below.
- ▶ A search can be performed several times and, having selected all the options you want, click “OK”.

2. Creating a new log-in (6)

- ▶ After entering all required information, tick that you agree with SAP Ariba Terms and Privacy Statement and click „Create account and continue“.

I have read and agree to the [Terms of Use](#)

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [SAP Business Network Privacy Statement](#) to learn how we process personal data.

Create account and continue

2. Creating a new log-in (7)

- ▶ After registration you could get a pop-up which suggests you to get a full address. This way click „Accept“.

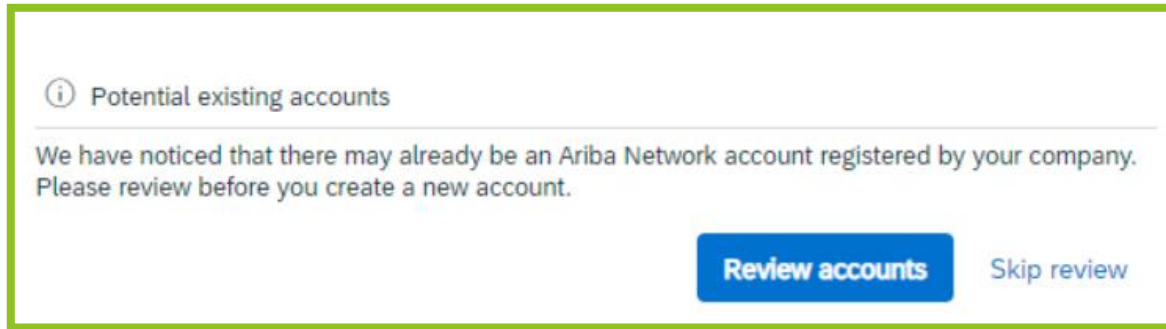
ADDRESS RECOMMENDATION

We noticed that your address is not valid or incomplete. Please review the recommendation below and decide to accept or reject it before you proceed.

You entered:	We recommend:
Vykinto 14	Vykinto g 14
Vilnius	Vilnius
	Vilniaus
LTU, 08117	LTU, 08117

2. Creating a new log-in (8)

- ▶ If the system will find information that is similar to the ones that are already in the SAP Ariba, you will get this message:



- ▶ Click „Review accounts“ and check if your company is not in the list. If not, go back and click „Skip review“.

3. Joining the tender (1)

- ▶ Having logged in, you will be taken to the tender which you were invited to join.
- ▶ To see all the projects which you were invited to join, click “Go back to ACHEMA GROUP Dashboard”.
- ▶ You will see the organizer of the tender, date of publication and end of the tender.

The screenshot displays the 'Event Details' page for a tender. At the top left, a red box highlights the link '< Go back to ACHEMOS GRUPE Dashboard'. The main header shows the event ID 'Doc956207319 - Test 0405_2' and a 'Time remaining' of 08:11:23. A yellow warning banner states: '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.' Below this are buttons for 'Download Content', 'Review Prerequisites', 'Decline to Respond', and 'Print Event Information'. The left sidebar contains a 'Checklist' with steps: 1. Review Event Details, 2. Review and Accept Prerequisites, 3. Select Lots/Line Items, and 4. Submit Response. Under 'Event Contents', there are links for 'All Content' and a list of sections: 1. Commercial Terms / Pirkimo sąlygos, 2. Proposal information..., and 3. Pricing / Kainodara. The main content area shows 'Commercial Terms / Pirkimo sąlygos' with a 'Primary' tab. Below this is a table with one entry: '1 Commercial Terms / Pirkimo sąlygos'. At the bottom, 'Event Overview and Timing Rules' are listed: Owner: Greta Tylaitė, Event Type: RFP, Publish time: 4/8/2022 4:32 AM, Due date: 4/8/2022 1:00 PM, Currency: European Union Euro, Commodity: All Commodities All, and Regions: All All. A red box highlights the owner, event type, and timing information.

3. Joining the tender (2)

► Options displayed on the top of the page:

► Download content

► Refuse to take part

► Review prerequisites

► Print tender information

Download Content

Review Prerequisites

Decline to Respond

Print Event Information

► In order to take part in the tender, click “Review prerequisites”.

3. Joining the tender (3)

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.

OK

Cancel

- ▶ Checkmark that you accept SAP Ariba rules and conditions in this window and click "OK".

✓ Submit this agreement?

Click OK to submit.

OK

Cancel

3. Joining the tender (4)

- ▶ Depending on the content of a tender, you may be given an option to choose which lots/ line items you want to submit tenders for.
- ▶ You may choose by check-marking the line and clicking “Confirm Selected Lots/ Line Items”.

Select Lots Doc956207319 - Test 0405_2 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.

▼ 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](#)

Lots Available for Bidding ⌵

<input type="checkbox"/>	Name
<input type="checkbox"/>	3.1 Kompiuteris

[Confirm Selected Lots/Line Items](#)

4. Submitting a tender (1)

Console Doc1021722581 - Test 0405_2 Time remaining 2 days 23:57:16

Event Messages
Response History

▼ Checklist

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

▼ Event Contents

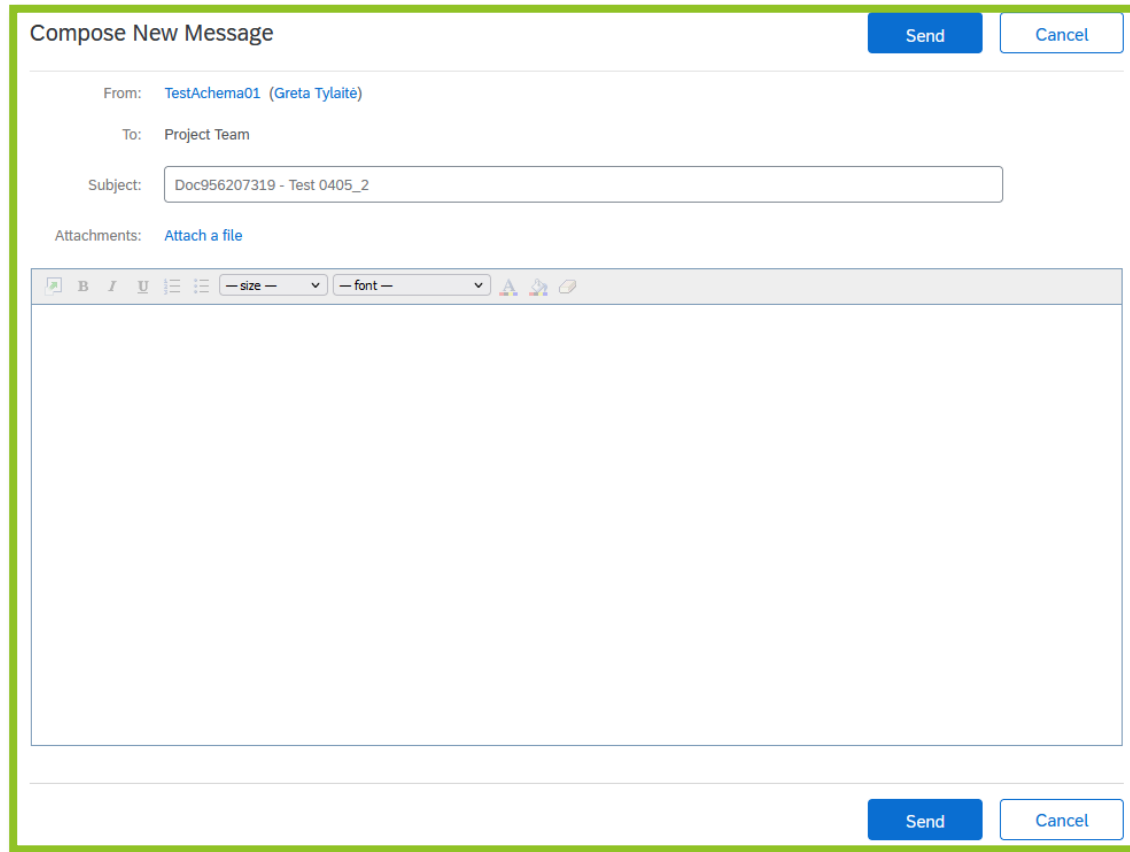
All Content

Name ↑	Price	Quantity	Extended Price	Total Cost
1 PILDŲ KONKURSO ORGANIZATORIUS: Commercial Terms / Pirkimo sąlygos				
1.1 Pirkimo sąlygos <input type="checkbox"/> Pirkimo sąlygos.7z				
2 FOR SUPPLIER/ PILDŲ TIEKĖJAS: Price, Eur excl. VAT (CENTS must be separated by a DOT) / Kaina, Eur be PVM (CENTAI turi būti atskirti TAŠKU)				
2.1 Apple Macbook pro 13" Core i5 2019 1TB 8GB RAM <input type="checkbox"/> Less...	*	<input type="text"/>	EUR	1 each
i5, 1TB, 8GB				
3 FOR SUPPLIER/ PILDŲ TIEKĖJAS: I ETAPAS. Proposal information / Pasiūlymo duomenys:				
3.1 Proposal documents / Pasiūlymo dokumentai:			<input type="button" value="Attach a file"/>	
3.2 Enter delivery time (days) / Įrašykite pristatymo terminą (dienomis):		<input type="text"/>		
3.3 Specify payment terms / Nurodykite apmokėjimo sąlygas:		<input type="text"/>		
4 FOR SUPPLIER/ PILDŲ TIEKĖJAS: II ETAPAS. Proposal information / Pasiūlymo duomenys				
4.1 Proposal documents / Pasiūlymo dokumentai:			<input type="button" value="Attach a file"/>	
4.2 Enter delivery time (days) / Įrašykite pristatymo terminą (dienomis):		<input type="text"/>		
4.3 Specify payment terms / Nurodykite apmokėjimo sąlygas:		<input type="text"/>		

(*) indicates a required field

- ▶ Content of the tender will be displayed below, including the tender conditions, requested documents and information.
- ▶ Attached document containing tender's conditions, so you need to download them.
- ▶ Depending on whether you selected product lots/ line items in the previous stage, you may be asked to indicate prices. It is **important** that you separate the Euro and cents with **DOT**, not comma.
- ▶ Click "Attach a file" to upload filled documents. If you have more files, please use .zip or similar to compress files into one.
- ▶ Enter required information in empty fields.
- ▶ Here you can write a message for the organizer of the tender.
- ▶ Having completed all the fields, click "Submit Entire Response".

4. Submitting a tender (2)

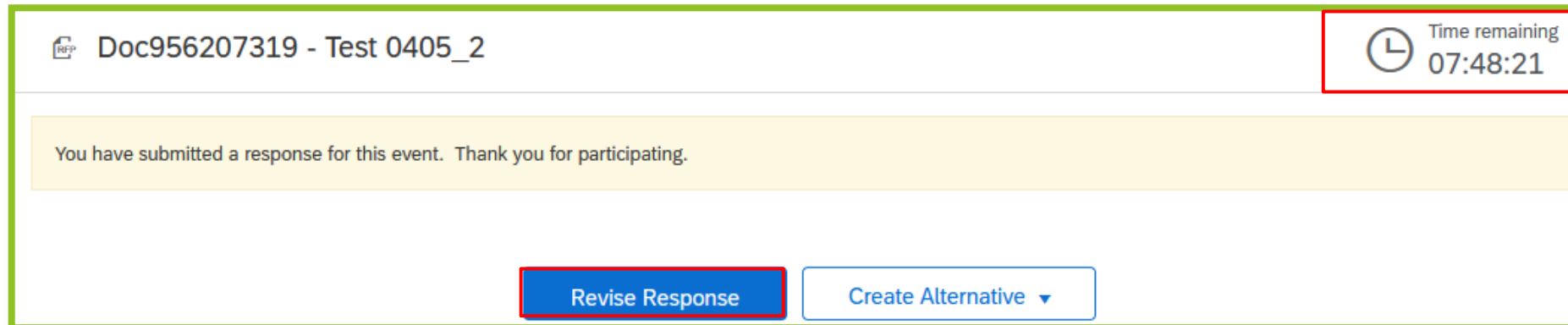


The screenshot shows a 'Compose New Message' window. At the top left, it says 'Compose New Message' and at the top right, there are 'Send' and 'Cancel' buttons. The 'From' field is 'TestAchema01 (Greta Tylaite)'. The 'To' field is 'Project Team'. The 'Subject' field contains 'Doc956207319 - Test 0405_2'. Below the subject field, there is an 'Attachments' section with a link that says 'Attach a file'. The main body of the window is a large text area with a rich text editor toolbar above it, containing icons for bold, italic, underline, list, link, font size, and font color. At the bottom right of the window, there are 'Send' and 'Cancel' buttons.

- ▶ To write a message to the organizer of the tender, click “Compose a Message”.
- ▶ Here you can attach a document (“Attach a file”) and write a message.
- ▶ Having written a message, click “Send”.

4. Submitting a tender (3)

- ▶ Having submitted all the documents, a message informing about a submitted tender will be displayed.
- ▶ Time remaining till the end of the tender will be displayed on the top right corner.
- ▶ You can still change your submitted information by clicking “Revise Response”.
- ▶ After the expiry of the deadline for the submission of tenders, once all the tenders have been examined and evaluated, the organizer of the tender will contact you for further tender procedure.



Doc956207319 - Test 0405_2

Time remaining
07:48:21

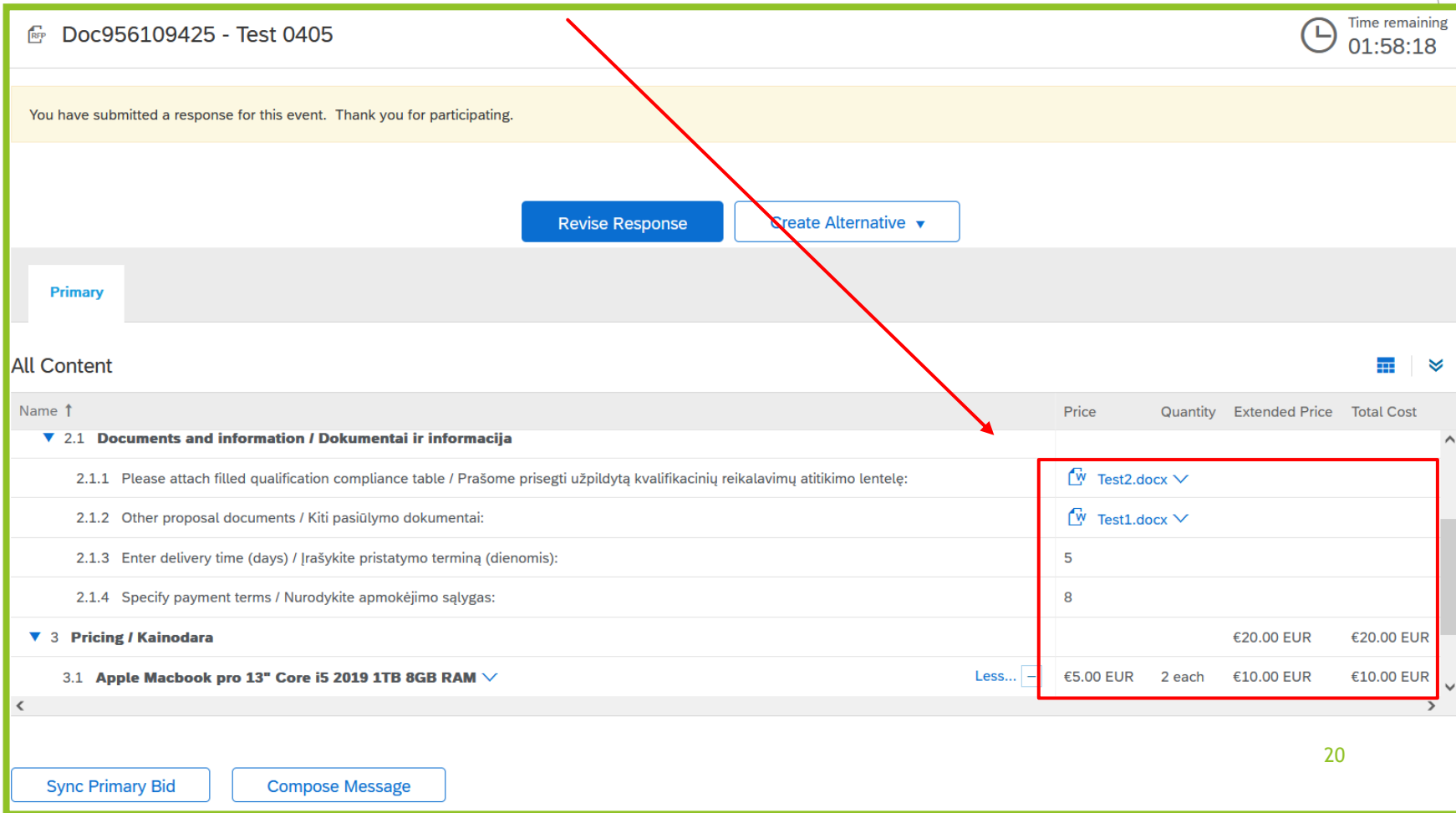
You have submitted a response for this event. Thank you for participating.

Revise Response

Create Alternative ▾

5. Tender review

- ▶ You can check submitted response immediately after submitting or if you are in the dashboard, click on event name and then you will see the information.



Doc956109425 - Test 0405 Time remaining 01:58:18

You have submitted a response for this event. Thank you for participating.

[Revise Response](#) [Create Alternative](#)

Primary

All Content

Name ↑	Price	Quantity	Extended Price	Total Cost
▼ 2.1 Documents and information / Dokumentai ir informacija				
2.1.1 Please attach filled qualification compliance table / Prašome prisegti užpildytą kvalifikacinių reikalavimų atitikimo lentelę:				
2.1.2 Other proposal documents / Kiti pasiūlymo dokumentai:				
2.1.3 Enter delivery time (days) / Įrašykite pristatymo terminą (dienomis):				
2.1.4 Specify payment terms / Nurodykite apmokėjimo sąlygas:				
▼ 3 Pricing / Kainodara				
3.1 Apple Macbook pro 13" Core i5 2019 1TB 8GB RAM	€5.00 EUR	2 each	€10.00 EUR	€10.00 EUR



20



[Sync Primary Bid](#) [Compose Message](#)

Submitting a tender for stage II (1)


- ▶ After the owner reopens a tender, you will get a message that you can submit your response for stage II.
- ▶ After clicking the link, you will be redirected to login page and then - to a tender.

Konkursas Untitled Sourcing Project buvo atnaujintas. Event Untitled Sourcing Project has been reopened.

 Greta Tylaitė <s4system-prodeu+achemosgrupe.Doc980649>
Kam  Greta Tylaitė

[← Atsakyti](#) [↶ Atsakyti visiems](#) [→ Persiųsti](#)  

an 2022-06-07 10:23

 Norėdami atsisiųsti paveikslėlius, spustelėkite čia. Apsaugos sumetimais Outlook uždraudė kai kurių šio laiško paveikslėlių automatinį atsisiuntimą.

Ariba event Doc980649278 Untitled Sourcing Project has been reopened.
The new end time is Tuesday, June 7, 2022 at 11:22 AM, Eastern European Summer Time. The close time(s) of subsequent lot(s) may also be affected.

To view the changes, please access [Click Here](#). After you log on, you will see the updated close time.

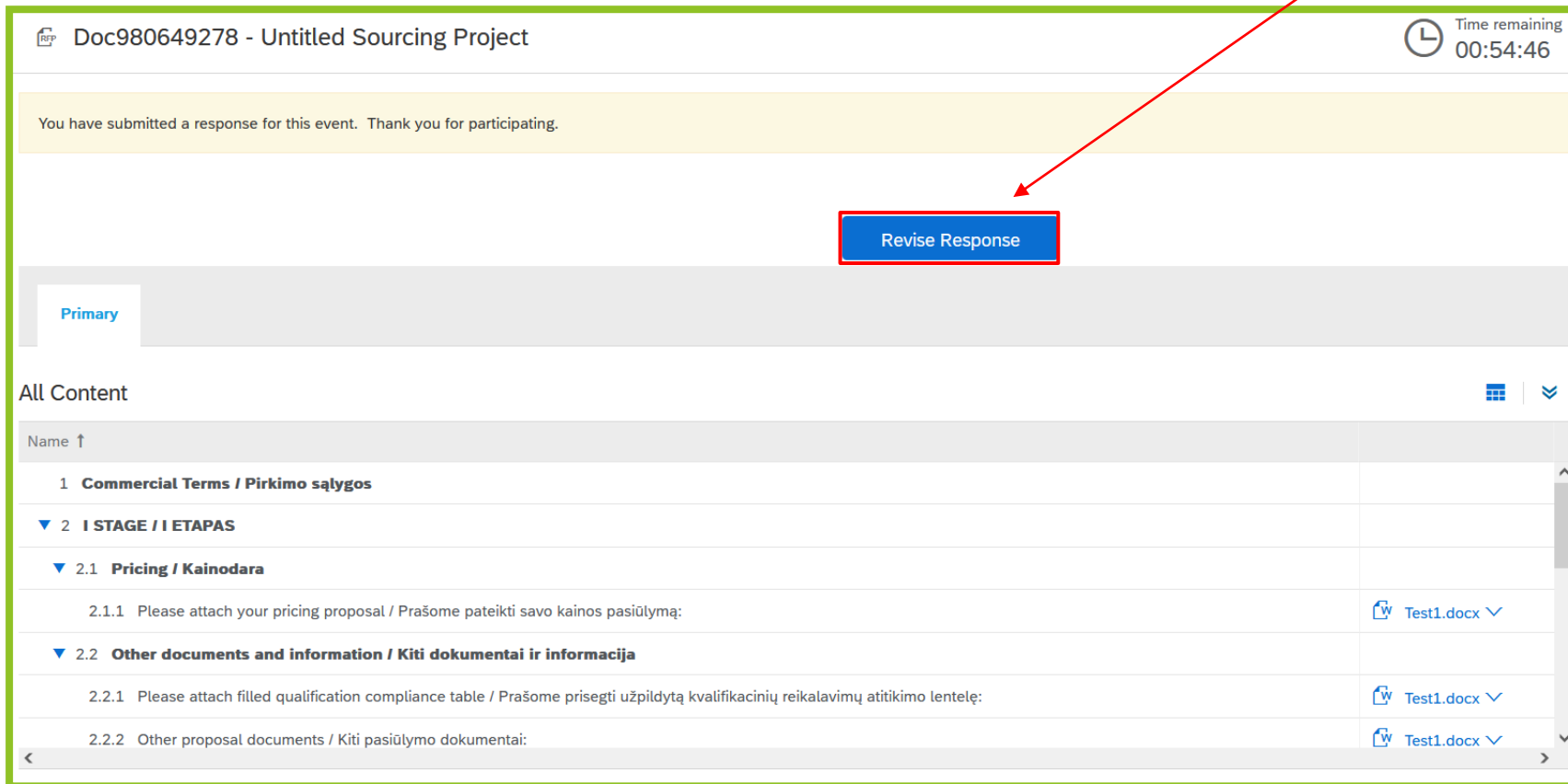
If you have any questions about the event, please contact Greta Tylaitė at [g.tylaite@achemosgrupe.lt](#) or via e-mail at [g.tylaite@achemosgrupe.lt](#).

Thank you,

ACHEMOS GRUPE

Submitting a tender for stage (2)

- ▶ You will need to click on “Revise Response” in order to fill the information and upload files.



Doc980649278 - Untitled Sourcing Project Time remaining 00:54:46

You have submitted a response for this event. Thank you for participating.

[Revise Response](#)

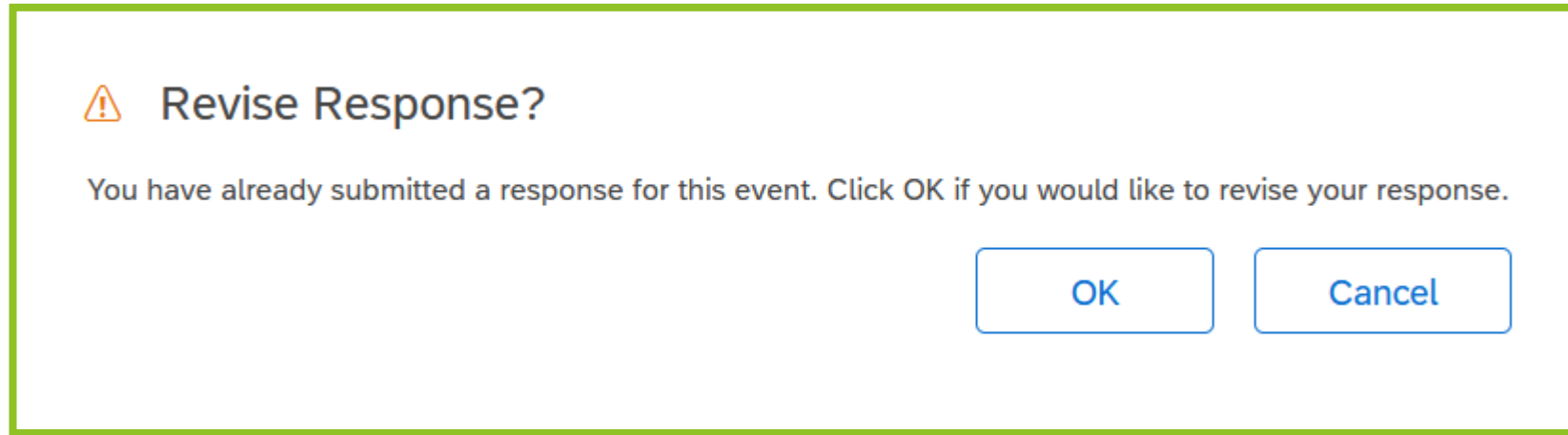
Primary

All Content

Name ↑	
1 Commercial Terms / Pirkimo sąlygos	
▼ 2 STAGE / I ETAPAS	
▼ 2.1 Pricing / Kainodara	
2.1.1 Please attach your pricing proposal / Prašome pateikti savo kainos pasiūlymą:	Test1.docx ▾
▼ 2.2 Other documents and information / Kiti dokumentai ir informacija	
2.2.1 Please attach filled qualification compliance table / Prašome prisegti užpildytą kvalifikacinių reikalavimų atitikimo lentelę:	Test1.docx ▾
2.2.2 Other proposal documents / Kiti pasiūlymo dokumentai:	Test1.docx ▾

Submitting a tender for stage II (3)

- ▶ The system will inform you, that you already submitted a response, click „Ok“.



- ▶ In content page you will be able to submit your response and upload new files. After filling everything in, click „Submit Entire Response“.

Contacts

- ▶ New user login and technical issues: ITsupport@achemosgrupe.lt
- ▶ For questions relating to tender procedures of Achema Group companies: pirkimai@achemosgrupe.lt