



Instructions to participate in a tender having received an invitation


(for suppliers registered on SAP Ariba)

UAB koncernas “ACHEMOS GRUPĖ“

1. Invitation to join a tender

ACHEMOS GRUPE kviečia Jus dalyvauti konkurse: Test 0405_2. ACHEMOS GRU...

 Greta Tylaitė <s4system-prodeu+achemosgrupe.Doc956207319@et...>
Kam  Greta Tylaite 07:33

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

ACHEMOS GRUPE

ACHEMOS GRUPE kviečia Jus dalyvauti šiame konkurse: Test 0405_2.
Konkursas prasidės Friday, April 8, 2022 at 7:32 AM, Eastern European Summer Time.

Norėdami prisijungti prie ACHEMOS GRUPE konkursų, naudokite šį vartotojo vardą:

[Click Here](#) susipažinti su šiuo konkursu.

Spustelėję šią nuorodą, prisijunkite, naudodami savo vartotojo vardą ir slaptažodį. Tada galėsite užsiregistruoti su savo, kaip pirkėjo, vartotojo ID prie naujo arba esamo "Ariba Commerce Cloud" vartotojo ir dalyvauti konkurse.

Jei Jūs nenorite dalyvauti šiame konkurse, [Click Here](#), praneškite apie tai užsiregistruodami "Ariba Commerce Cloud" arba prisijungdami naudojant jau turimus "Ariba Commerce Cloud" vartotojo vardą ir slaptažodį ir pažymėkite, kad nenorite dalyvauti šiame konkurse.

Jei pamiršote savo vartotojo vardą ar slaptažodį ir negalite prisijungti, [Click Here](#).

PASTABA: slaptažodžio atkūrimo nuoroda galioja tik 24 valandas. Pasibaigus šios nuorodos galiojimo laikui, "Ariba" prisijungimo puslapyje spustelėkite „Forgot password“, kad iš naujo nustatytumėte savo slaptažodį.

Jei turite klausimų apie šį konkursą, susisiekite su Greta Tylaitė telefonu arba el. paštu g.tylaite@achemosgrupe.it. Laukiame Jūsų pasiūlymo!

Ačiū,

ACHEMOS GRUPE

- ▶ We will invite you to enter a tender based on your selected categories of goods/services and locations.
- ▶ An invitation will be sent to your e-mail.
- ▶ To join the tender, click on the following link, which will take you to the login window.

(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. Log-in using the existing user data

SAP Ariba

Supplier Login

User Name

Password

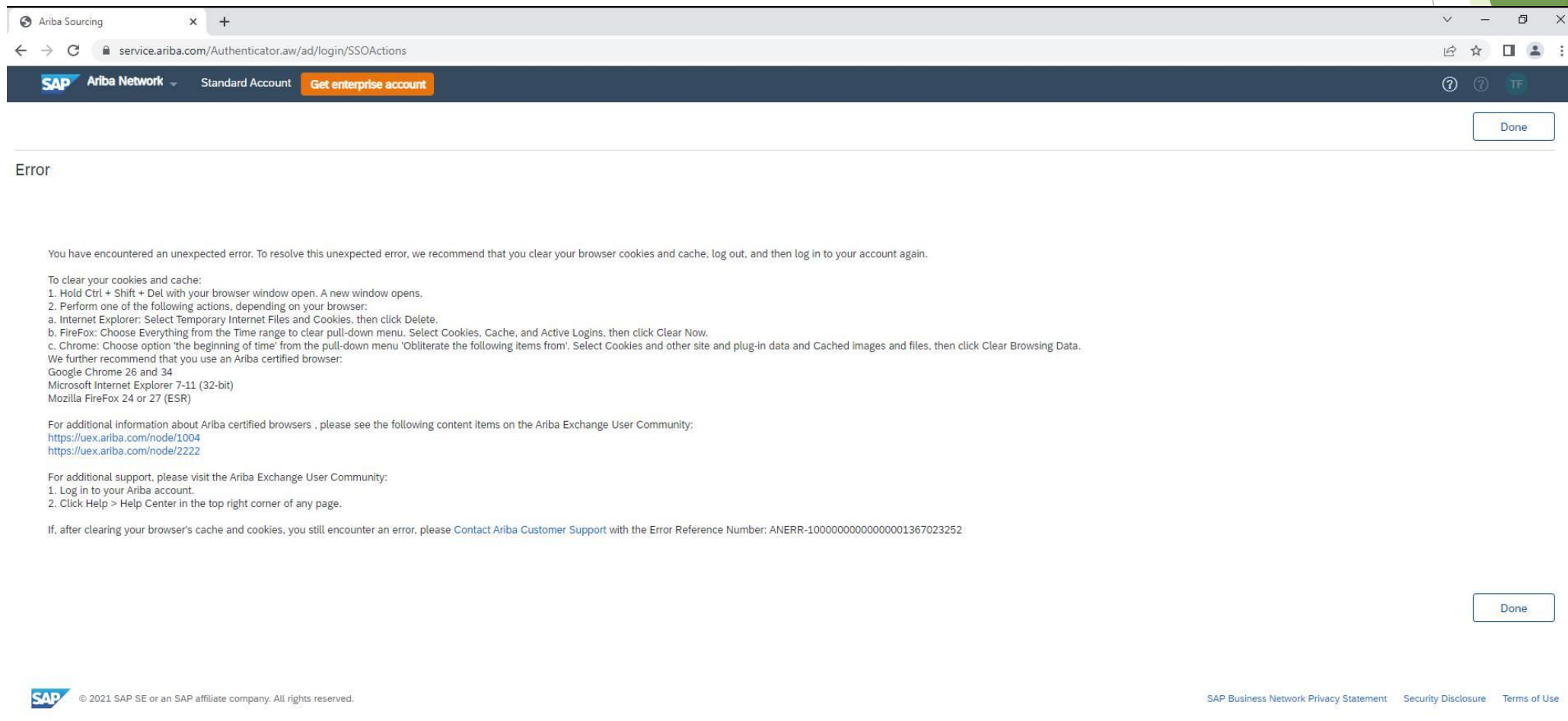
Login

[Forgot Username or Password](#)

- ▶ Enter your username, password and click “Login”.
- ▶ If you forgot your username or password, click “Forgot Username” or “Password” respectively. Respective data will be sent to your e-mail.

► 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 in the bottom right corner. 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".

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 link labeled '< Go back to ACHEMOS GRUPE Dashboard' is highlighted with a red box. The page title is 'Doc956207319 - Test 0405_2'. A 'Time remaining' indicator shows 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 banner are four buttons: 'Download Content', 'Review Prerequisites' (highlighted in blue), '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. Below the checklist are 'Event Contents' including 'All Content', '1 Commercial Terms / P...', '2 Proposal information...', and '3 Pricing / Kainodara'. The main content area shows 'Commercial Terms / Pirkimo sąlygos' (Section 1 of 3) with a 'Primary' label. Below this is an 'Event Overview and Timing Rules' section with a red box highlighting the following details: Owner: Greta Tylaitė, Event Type: RFP, Publish time: 4/8/2022 4:32 AM, and Due date: 4/8/2022 1:00 PM. Other details include Currency: European Union Euro, Commodity: All Commodities All, and Regions: All All. A 'Next Section: Proposal information...' link is also visible.

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

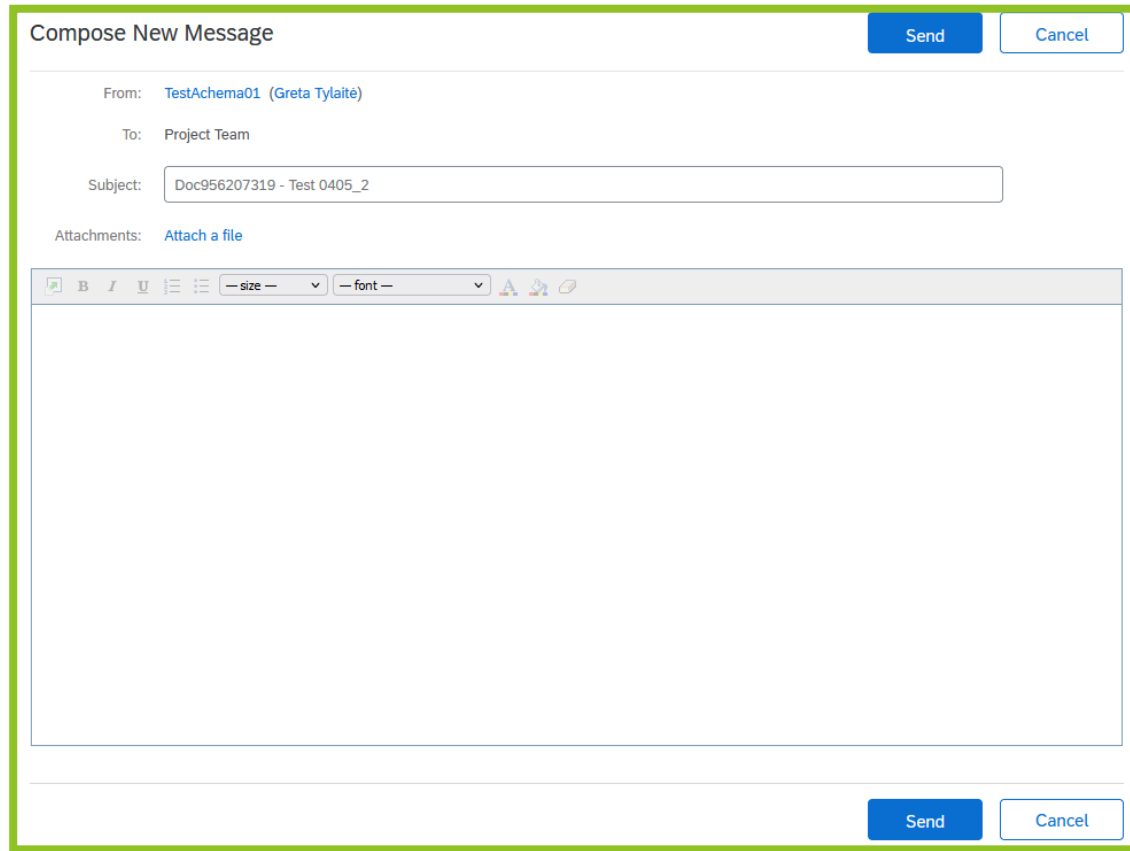
[Confirm Selected Lots/Line Items](#)

4. Submitting a tender (1)

The screenshot shows a tender submission interface. At the top, it displays 'Console', 'Doc1021722581 - Test 0405_2', and 'Time remaining 2 days 23:57:16'. On the left, there is a 'Checklist' with four steps: '1. Review Event Details', '2. Review and Accept Prerequisites', '3. Select Lots/Line Items', and '4. Submit Response'. Below the checklist is a 'Primary' tab and 'All Content' section. A table lists items with columns for Name, Price, Quantity, Extended Price, and Total Cost. Item 1.1 is 'Pirkimo sąlygos' with a file icon and 'Pirkimo sąlygos.7z'. Item 2.1 is 'Apple Macbook pro 13" Core i5 2019 1TB 8GB RAM' with a price field, 'EUR', and '1 each'. Below the table are sections for 'FOR SUPPLIER/ PILDO TIEKĖJAS: I ETAPAS. Proposal information / Pasiūlymo duomenys' and 'FOR SUPPLIER/ PILDO TIEKĖJAS: II ETAPAS. Proposal information / Pasiūlymo duomenys'. Each section has sub-items for proposal documents, delivery time, and payment terms. Red boxes and arrows highlight key elements: the 'Attach a file' button, the price field for item 2.1, the 'Submit Entire Response' button, and the 'Compose Message' button. A note at the bottom states '(*) indicates a required field'.

- ▶ Content of the tender will be displayed below, including the tender conditions, requested documents and information.
- ▶ Attached documents containing tender 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 EUR and cents with **DOT**, not comma.
- ▶ Click “Attach a file” to upload 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)

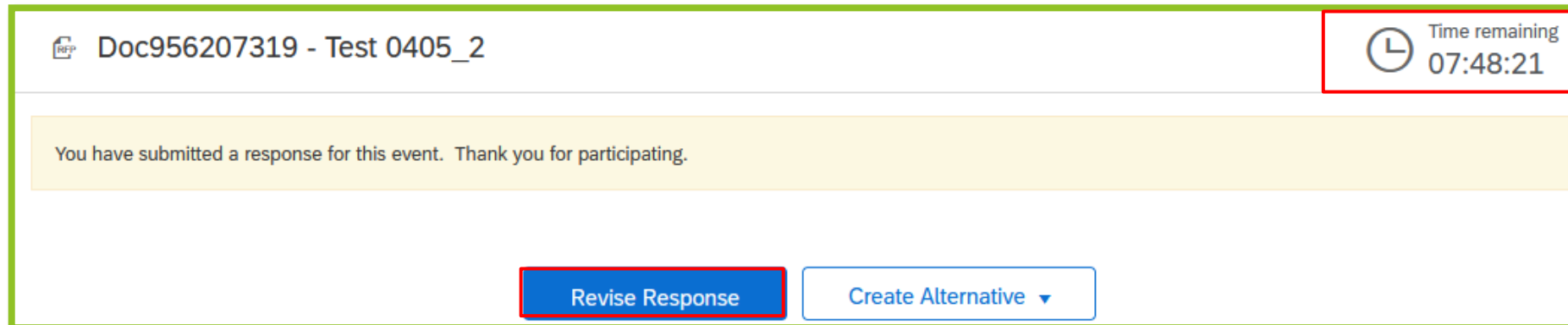


The screenshot shows a 'Compose New Message' window. At the top, there are 'Send' and 'Cancel' buttons. The message header includes: 'From: TestAchema01 (Greta Tylaite)', 'To: Project Team', and 'Subject: Doc956207319 - Test 0405_2'. Below the subject is an 'Attachments: Attach a file' link. A rich text editor toolbar is visible with icons for bold, italic, underline, list, link, font size, and font color. The main body of the window is a large empty text area. At the bottom, 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:	Test2.docx ▾			
2.1.2 Other proposal documents / Kiti pasiūlymo dokumentai:	Test1.docx ▾			
2.1.3 Enter delivery time (days) / Įrašykite pristatymo terminą (dienomis):	5			
2.1.4 Specify payment terms / Nurodykite apmokėjimo sąlygas:	8			
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

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

12

Contacts

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