

Supplier Guide Email Bidding

UAB koncernas "ACHEMOS GRUPĖ"

ABOUT THIS GUIDE

- ▶ This guide will take you (the Supplier) through the steps required for Email bidding in ACHEMOS GRUPĖ Sourcing Events.
- ▶ ACHEMOS GRUPĖ uses SAP Ariba to manage its Sourcing activities and to collaborate with Suppliers. Follow the instructions in this user guide to assist you with sourcing events.
- ▶ **Note: If the email has not appeared in your Inbox, check out your Junk or Spam folders.**

Invitation email

If you receive an invitation to an event with **Email response** and **Decline** buttons similar to the following, you can submit your response via email.



ACHEMOS GRUPE - TEST has invited you to participate in an event: RFP Laptops.



ACHEMOS GRUPE - TEST <no-reply@eusmtp.ariba.com>

To Lina Jankauskienė

Reply Reply All Forward

4r 12.10.2023 16:40

If there are problems with how this message is displayed, click here to view it in a web browser.

Doc1669271281_BidderAgreement.docx 6 KB

Doc1669271281Lina Jankauskienė_Attachments.zip 9 KB

Doc1669271281_27670.xls 24 KB

ACHEMOS GRUPE - TEST

RFP Laptops

Please review this RFP or RFI and submit your response by email or by visiting the event page.

- To submit your response by email:
 - Download the attached Excel file.
 - For all the line items that you want to bid for,
 - Set the 'Intent to Bid' attribute to 'Yes'.
 - Enter all the required details.
 - To attach a supporting file, enter the exact file name in the relevant field.
 - Add the supporting files (if any), except the Excel file, to a .zip file.
 - Click **Email response** to open the reply message.
 - Attach the updated Excel file and the .zip file containing supporting files (if any), and send the email.
- To visit the event page, click **See event**.

1 members of your organization are invited to participate in this event:

- Lina Jankauskienė

For any questions, contact marina.vasileva@leverx.com

Email response Decline See event

By clicking **Email response** and replying through email, you accept the bidder agreement (attached with the invitation email) and consent to processing your name and email address by ACHEMOS GRUPE - TEST for the purpose of a business relationship between ACHEMOS GRUPE - TEST and your organization and agree to the

Would you like to place your bids via email using Excel or via Ariba Network?
Select one...

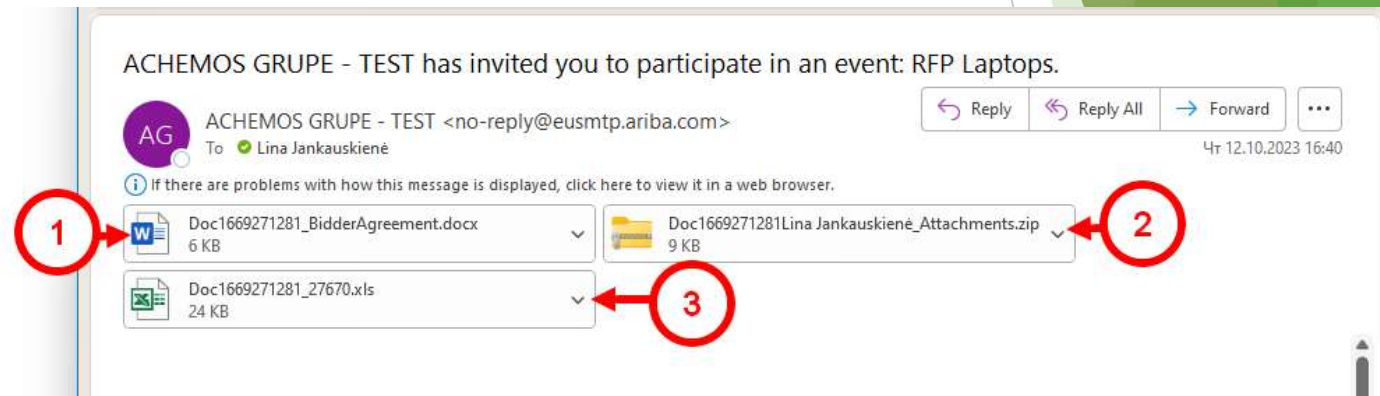
I would like to bid via
email using Excel
*(suitable for both registered
and new suppliers)*
(go to the slide 5)

I would like to use Ariba
Network
(go to the slide 15)

Step 1 Check out the attachments

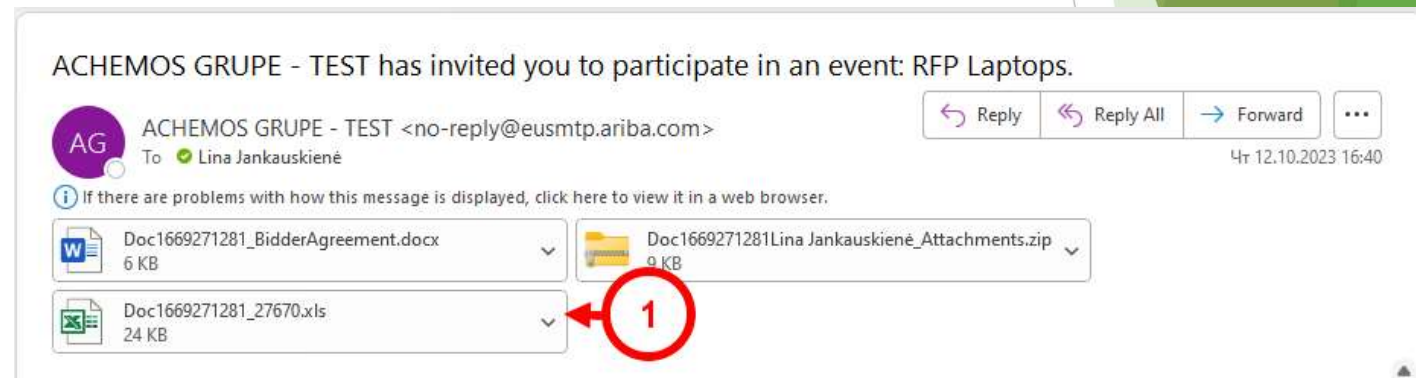
Check out the attachments:

1. Bidder Agreement.
2. Attachments to the sourcing event.
3. Excel with a bid sheet to enter your bids.



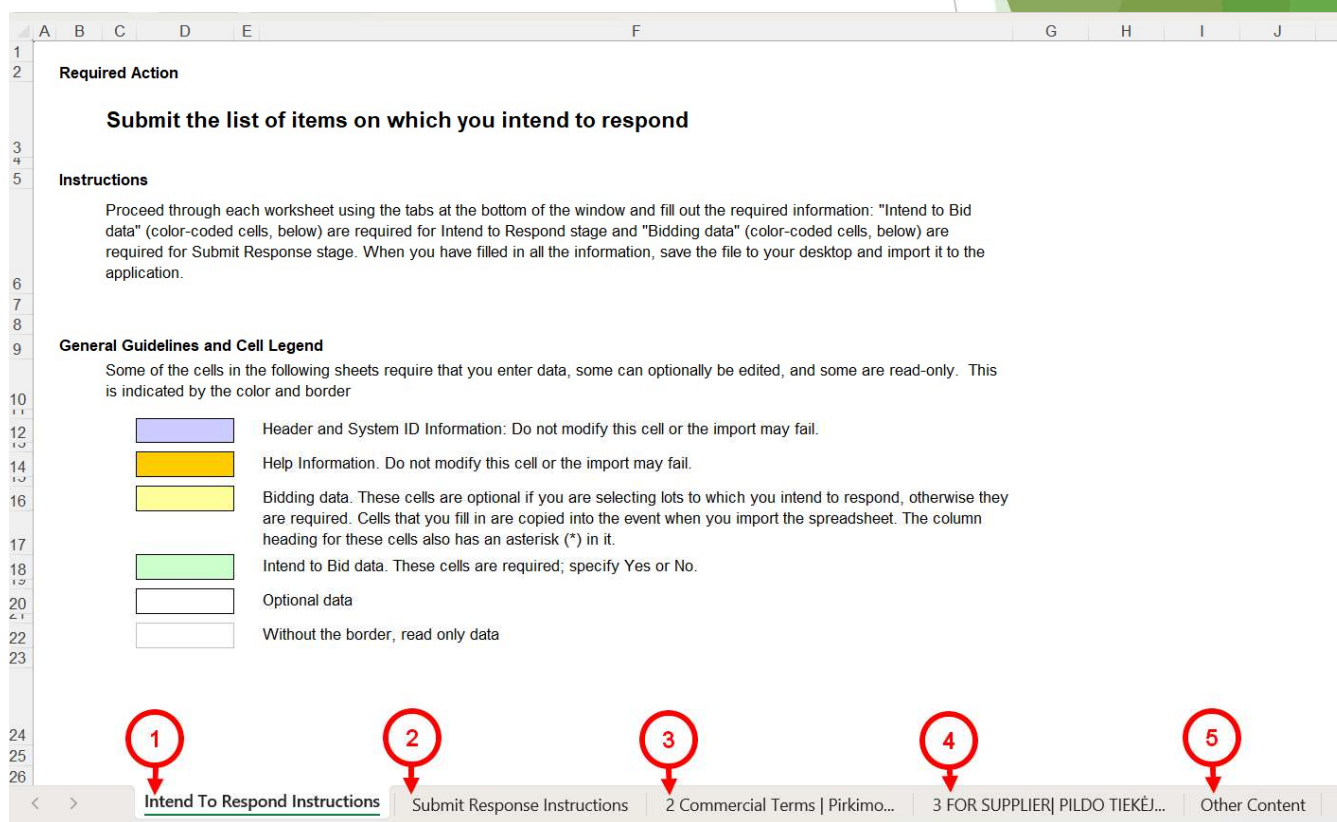
Step 2 Check out the Excel

1. Download the Excel file attached to the event invitation email.



Step 2 Check out the Excel

1. Detailed instructions on how to fill out the tab with items.
2. Detailed instructions on how to fill out answers for questions.
3. A list of attached to an event files and commercial terms.
4. A tab to response the buyer's questions (please see instructions in 2.)
5. A tab to fill out your prices (please see instructions in 1.)



Required Action







Submit the list of items on which you intend to respond

Instructions

Proceed through each worksheet using the tabs at the bottom of the window and fill out the required information: "Intend to Bid data" (color-coded cells, below) are required for Intend to Respond stage and "Bidding data" (color-coded cells, below) are required for Submit Response stage. When you have filled in all the information, save the file to your desktop and import it to the application.

General Guidelines and Cell Legend

Some of the cells in the following sheets require that you enter data, some can optionally be edited, and some are read-only. This is indicated by the color and border

	Header and System ID Information: Do not modify this cell or the import may fail.
	Help Information. Do not modify this cell or the import may fail.
	Bidding data. These cells are optional if you are selecting lots to which you intend to respond, otherwise they are required. Cells that you fill in are copied into the event when you import the spreadsheet. The column heading for these cells also has an asterisk (*) in it.
	Intend to Bid data. These cells are required; specify Yes or No.
	Optional data
	Without the border, read only data

1 Intend To Respond Instructions

2 Submit Response Instructions

3 2 Commercial Terms | Pirkimo...

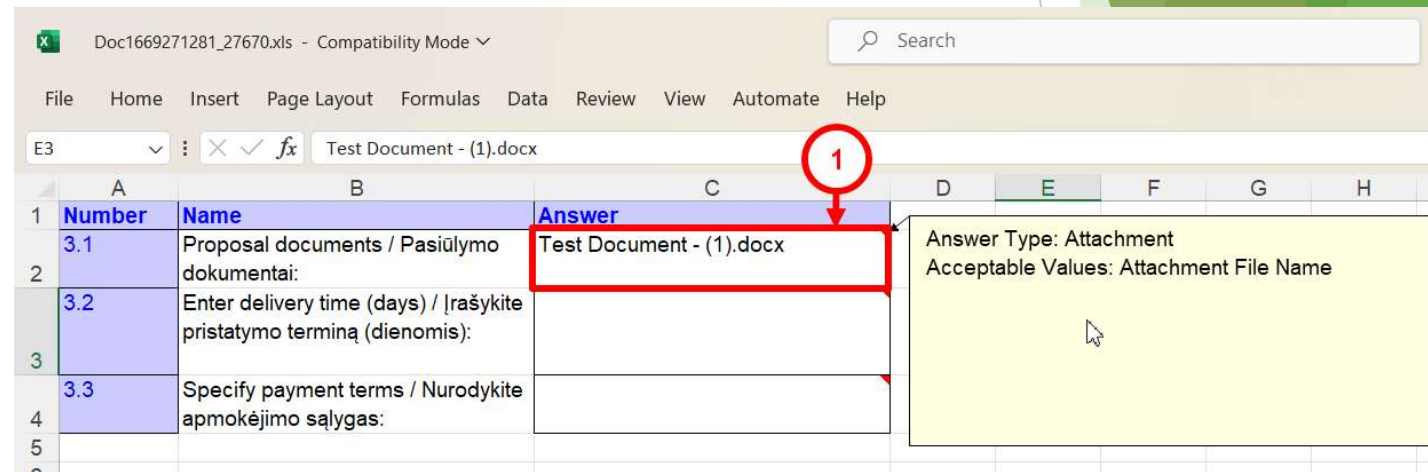
4 3 FOR SUPPLIER| PILDO TIEKĒ...

5 Other Content

Step 3 Adding attachments

1. Enter attachment file name.
2. Create zip file for your attachment. This zip file will be attached to your email response later.

Please note that you can add only one file as an attachment.



The screenshot shows an Excel spreadsheet with the following data:

Number	Name	Answer
3.1	Proposal documents / Pasiūlymo dokumentai:	Test Document - (1).docx
3.2	Enter delivery time (days) / Įrašykite pristatymo terminą (dienomis):	
3.3	Specify payment terms / Nurodykite apmokėjimo sąlygas:	

A red box highlights the cell containing "Test Document - (1).docx", and a red circle with the number "1" points to it. A yellow tooltip box is visible on the right side of the spreadsheet, containing the text: "Answer Type: Attachment" and "Acceptable Values: Attachment File Name".

Step 4 Entering answers

1. Enter delivery time (days).
2. Specify payment terms.

Number	Name	Answer
3.1	Proposal documents / Pasiūlymo dokumentai:	Test Document - (1).docx
3.2	Enter delivery time (days) / Įrašykite pristatymo terminą (dienomis):	15
3.3	Specify payment terms / Nurodykite apmokėjimo sąlygas:	

Answer Type: Whole Number
Acceptable Values: Any Value

Number	Name	Answer
3.1	Proposal documents / Pasiūlymo dokumentai:	Test Document - (1).docx
3.2	Enter delivery time (days) / Įrašykite pristatymo terminą (dienomis):	15
3.3	Specify payment terms / Nurodykite apmokėjimo sąlygas:	payment terms

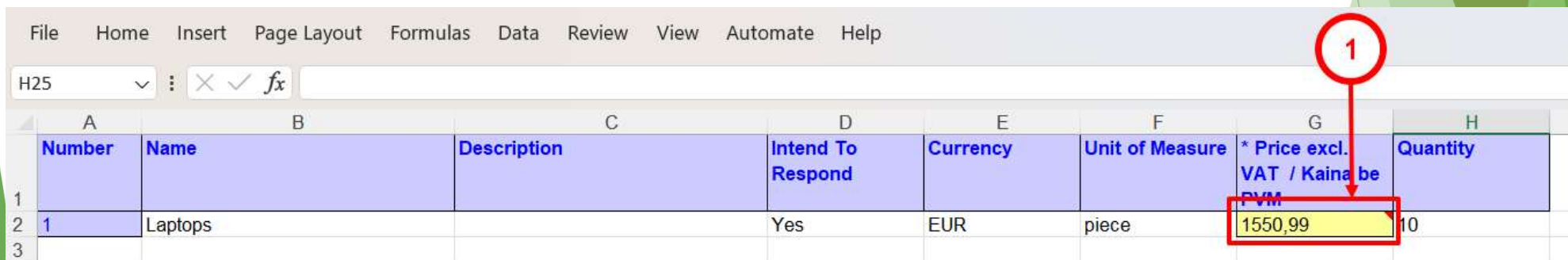
Answer Type: Text (single line)
Acceptable Values: Any Value

Step 5 Entering price

1. Enter your price **excluding VAT**.
2. Save the file.

Please note that only **yellow** cells can be edited.

Please use commas as decimal separator.



	A	B	C	D	E	F	G	H
	Number	Name	Description	Intend To Respond	Currency	Unit of Measure	* Price excl. VAT / Kaina be PVM	Quantity
1								
2	1	Laptops		Yes	EUR	piece	1550,99	10
3								

Step 6 Creating response

1. Click **Email Response**.

ACHEMOS GRUPE - TEST has invited you to participate in an event: RFP Laptops.

ACHEMOS GRUPE - TEST <no-reply@eusmtp.ariba.com>
To: Lina Jankauskienė

If there are problems with how this message is displayed, click here to view it in a web browser.

Doc1669271281_BidderAgreement.docx 6 KB
Doc1669271281Lina Jankauskienė_Attachments.zip 9 KB
Doc1669271281_10950.xls 24 KB

ACHEMOS GRUPE - TEST

RFP Laptops

Please review this RFP or RFI and submit your response by email or by visiting the event page.

- To submit your response by email:
 - Download the attached Excel file.
 - For all the line items that you want to bid for,
 - Set the 'Intent to Bid' attribute to 'Yes'.
 - Enter all the required details.
 - To attach a supporting file, enter the exact file name in the relevant field.
 - Add the supporting files (if any), except the Excel file, to a .zip file.
 - Click **Email response** to open the reply message.
 - Attach the updated Excel file and the .zip file containing supporting files (if any), and send the email.
- To visit the event page, click [See event](#).

1 members of your organization are invited to participate in this event:

- Lina Jankauskienė

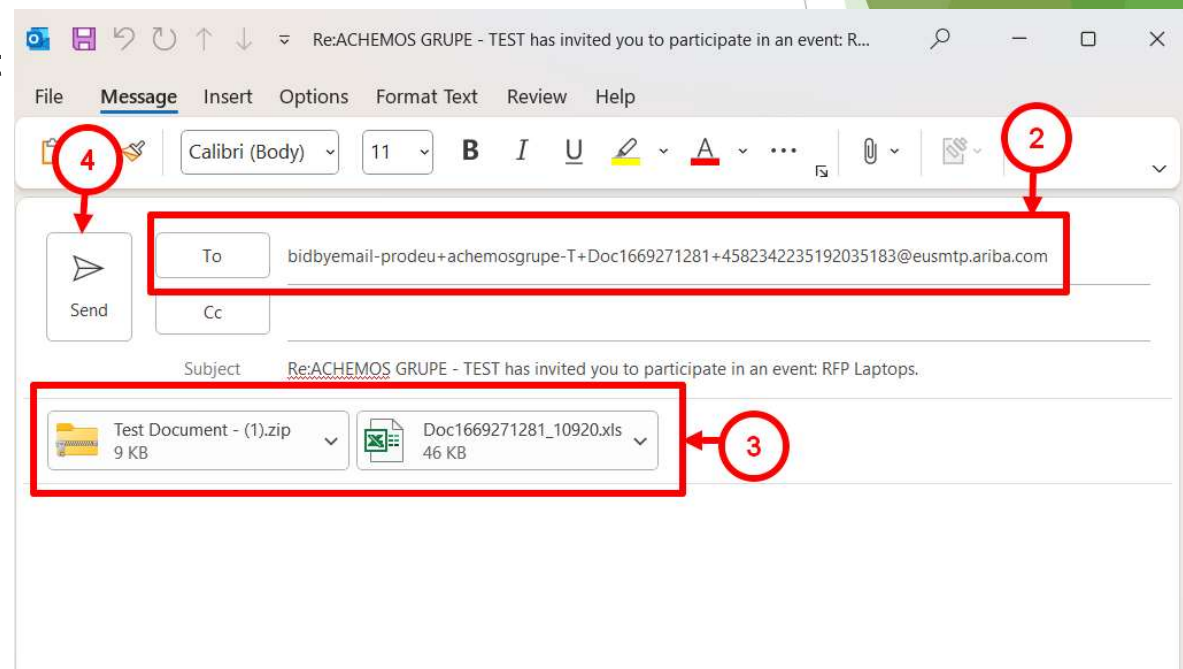
For any questions, contact marina.vasileva@leverx.com

1 → [Email response](#) [Decline](#) [See event](#)

By clicking Email response and responding through email, you accept the bidder agreement (attached with the

Step 6 Creating response

2. Please don't change the address that has been added automatically.
3. Attach your proposal:
 - Excel with your answers and prices
 - zip with your attachments.
4. Send the email.



Ariba notification

1. If your bid was placed successfully, you will receive the notification with the subject “**Successfully placed bid...**” and your bid in the attachment.
2. If you would like to revise your response, click **Revise response** and send your updated files.

The screenshot shows an email from ACHEMOS GRUPE - TEST with the subject "Successfully placed bid for RFP Laptops". The email contains two attachments: "Doc1669271281_11240.xls" (24 KB) and "Doc1669271281Attachments.zip" (9 KB). The main body of the email states: "Your bid for RFP Laptops was received successfully." Below this, it provides instructions on how to revise a bid response, including downloading an Excel file, updating it, and attaching it to a new zip file. At the bottom of the email, there are two buttons: "Revise response" and "See event".

1

Successfully placed bid for RFP Laptops

ACHEMOS GRUPE - TEST

Dear Lina Jankauskienė,

Your bid for RFP Laptops was received successfully.

To revise your response, you can do so via email or by visiting the event page.

- To review your bid response, please see the attached Excel file.
- To revise your bid response,
 - Download the attached Excel file.
 - Update the Excel file with the required details. If you are attaching a supporting file, enter the exact file name in the relevant field.
 - Add the supporting files (if any), except the Excel file, to a .zip file.
 - NOTE: Supporting files already attached to your previous bid response need not be added again. If you have modified a previously attached file or want to attach a new file, add it to the .zip file.
 - Click **Revise response** to open the reply message.
 - Attach the updated Excel file and the .zip file containing supporting files (if any), and send the email.
- To visit the event page, click **See event**.

2

Revise response See event

Handling errors

1. If your bid wasn't placed successfully, you will receive the notification with the subject "**Failed to place bid for...**".
2. The system will send you the detailed explanation in the email body.
3. Go to the invitation letter, click **Email response** and send your updated response.



I would like to use Ariba Network

1. Click **See event**.
2. Please, find further steps in:
 - 1) Instructions to participate in a tender having received an invitation_ (for suppliers without registration on SAP Ariba) - *Slide 3*
 - 2) Instructions to participate in a tender having received an invitation _ (for suppliers registered on SAP Ariba) - *Slide 3*

ACHEMOS GRUPE - TEST has invited you to participate in an event: Test 20 suppliers.

ACHEMOS GRUPE - TEST <no-reply@eusmtp.ariba.com>
To Tomas Jankauskas

If there are problems with how this message is displayed, click here to view it in a web browser.

Doc1668766432_BidderAgreement.docx 6 KB
Doc1668766432_24710.xls 24 KB

ACHEMOS GRUPE - TEST

Test 20 suppliers

Please review this RFP or RFI and submit your response by email or by visiting the event page.

- To submit your response by email:
 1. Download the attached Excel file.
 2. For all the line items that you want to bid for,
 - a. Set the 'Intent to Bid' attribute to 'Yes'.
 - b. Enter all the required details.
 - c. To attach a supporting file, enter the exact file name in the relevant field.
 3. Add the supporting files (if any), except the Excel file, to a .zip file.
 4. Click **Email response** to open the reply message.
 5. Attach the updated Excel file and the .zip file containing supporting files (if any), and send the email.
- To visit the event page, click **See event**.

1 members of your organization are invited to participate in this event:

- Tomas Jankauskas

For any questions, contact marina.vasileva@leverx.com

[Email response](#) [Decline](#) [See event](#) **1**

By clicking Email response and responding through email, you accept the bidder agreement (attached with the