

Simplified RFQ response (Nbids & Buy) *Supplier*

Sap Ariba

v1.2



This document provides the Supplier with an overview of how to participate in a request for tender, as well as how to complete it.

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Notification of participation in the RFQ.

If Repsol has initiated a simplified bid request process (Nbid&Buy), you will receive an email inviting you to participate in the event.

The name of the RFQ will be indicated in it:

Repsol - TEST

Welcome, TEST02 TEST02.

Repsol - TEST has registered you on their Ariba Spend Management site and invited you to participate in the following event: **RFQ316-Prueba** The event starts on Friday, February 12, 2021 at 1:33 PM, Central European Time and ends on Monday, February 22, 2021 at 1:33 PM, Central European 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 Martin Filakovsky via telephone at or via e-mail at Martin.Filakovsky@ibm.com.

Click on **Click here**.

Once you have clicked on the link in the email, you will be redirected to the page shown in the image below, where you should click on **Create new account** if you do not have a SAP Business Network account, or **Use existing account** if you already have one (just use your credentials).



Connect with TEST-Repsol Group on SAP Business Network to collaborate.

Invited by Repsol - TEST



or



Click on Use existing account if you already have a SAP Business Network user or on Create new account if you need to create your account. In this case, we recommend that you visit the Repsol website where you will find information about the process of signing up for Ariba and registering with Repsol <https://www.repsol.com/en/about-us/suppliers-and-partners/index.cshtml>

1. In case you don't have a SAP Business Network account, select **Create new account**

This link will redirect you to the registration page where you must fill out the information that SAP Ariba requires to create your account. Fill out the information and accept SAP's terms and conditions of use at the bottom of the page.

Once you have checked the information on the form, click on **Create account** at the bottom of the page.

- I have read and agree with the [Terms of Use](#).
- I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) 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 [Privacy Statement](#) to learn how we process personal data.

I'm not a robot 
reCAPTCHA
Privacy - Terms

You may find two options on the next screen. To continue with the creation of the account you need to click on **Create account**:



Create an account to connect and collaborate with TEST-Repsol Group on SAP Business Network

We found existing accounts based on the information you entered. Please review.

[Review accounts](#)

or

[Continue account creation](#)

Once you have completed your registration on SAP Business Network, you will receive an email to confirm your email address:

Please confirm your email address

Check your email at maria.dedios@servexternos.repsol.com and follow the steps in the email to confirm your email address in the next 72 hours.

> If you did not receive the email:



Check your mailbox and click on **Confirm email** in the email that you will receive:

Confirm your email

Dear Mary,

Thank you for joining SAP Business Network. To finish signing up, you just need to confirm that we have the correct email.

[Confirm email](#)

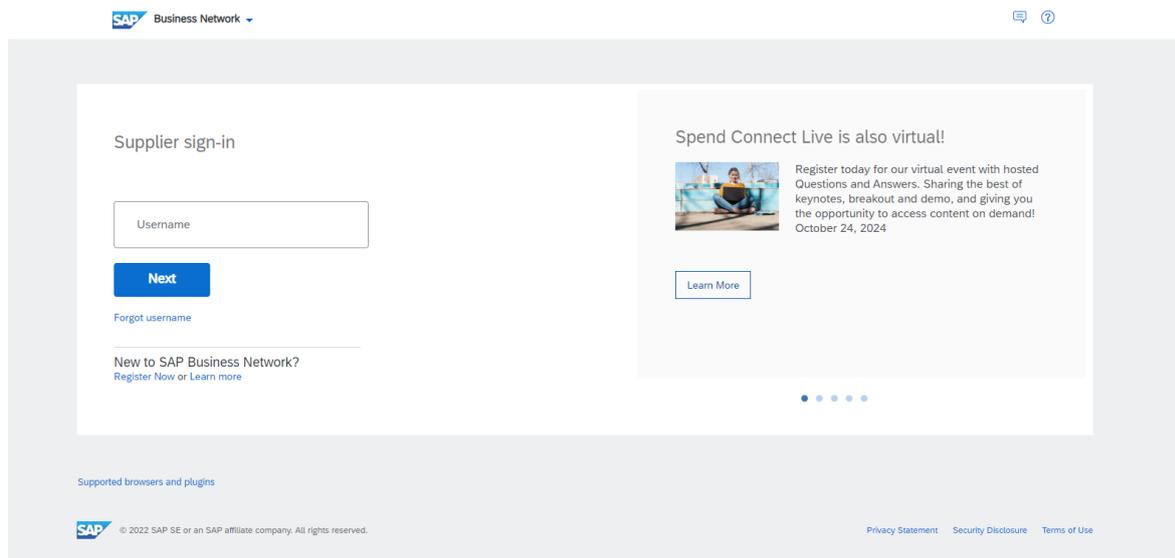
Link expires: Friday, Oct 11, 2024, 08:42 AM PDT

If the link expired, login to supplier.ariba.com and click "Resend". You will then receive another confirmation email.

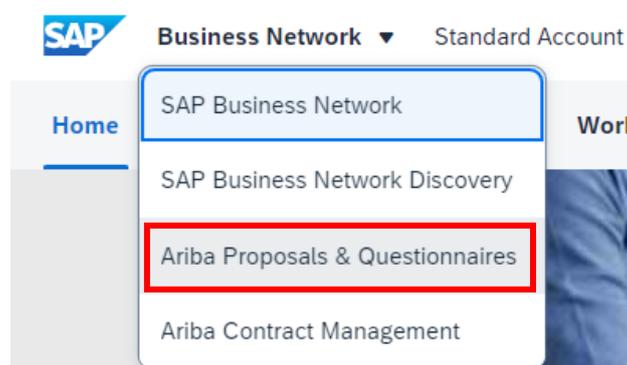
If you are unable to access the page, copy the link below and paste it into your web browser:
<https://service.ariba.com/Authenticator.aw/ad/confirmEmail?key=g37YF#tvcwgSRDqFcNAmZWxoeONIL5ML&anp=Ariba&app=Supplier>

After that, you will receive another email with information about your account.

2. If you already have a SAP Business Network account, select **Use existing account**:
You will be redirected to the next page where you will be required to enter your account credentials.



You will access to SAP Business Network homepage. You must click on **Business Network** located in the upper left corner of the screen, as you can see in the following image:



By selecting **Proposals and questionnaires**, you will be redirected to the page where you will have access to the events (RFI, RFP, auctions) that you are invited to.

To reply to the RFQ, click directly on it.

Download Tutorial
Update Profile

Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Events

Title	ID	End Time	Event Type	Participated
▼ Status: Abierto (3)				
RFP Supplier Contact Test	Doc574185686	2/17/2021 1:56 PM	RFP	Yes
RFQ248-TITULO para la RFQ	Doc575176225	2/7/2021 11:59 PM	RFP	No
RFQ267-Evolutivo W	Doc579334620	1/29/2021 4:07 PM	RFP	No
▼ Status: Finalizado (20)				
RFQ266-Prueba	Doc579300426	1/25/2021 3:44 PM	RFP	Yes
RFQ260-test rechazo rbid	Doc577374569	1/22/2021 3:59 PM	RFP	Yes
RFQ264-Prueba Rechazo 1	Doc577401841	1/22/2021 2:56 PM	RFP	Yes
RFQ259-Test Borrado	Doc576969851	1/22/2021 9:25 AM	RFP	Yes
RFQ253-Evolutivo R	Doc575575197	1/20/2021 12:23 PM	RFP	Yes
RFQ252-Prueba Fecha	Doc575353894	1/20/2021 9:33 AM	RFP	Yes
RFQ251-mrr	Doc575353863	1/20/2021 9:25 AM	RFP	Yes

Risk Assessments

Title	ID	End Time	Event Type
No Items			

Accepting or declining participation in the event

At the top of the screen, you can see the deadline for submitting your offer. You need to declare your intention to participate or not in the event:

- To accept the invitation, click on **Intend to participate**:

Event Details Doc579334620 - RFQ267-Evolutivo W Time remaining 23:54:51

You must decide whether or not you intend to participate in this event.

All Content

Name	Price	Quantity	Extended Price	Total Cost
▼ 1 Terms				
1.1 Payment Terms	Buyer-specified payment terms.			
1.2 Comments				
1.3 If required, attach a supporting file to your response				
1.4 Ship To	C/ Móstoles Alvaro 44 28045 Madrid (28) España			
1.5	€0.00 EUR			
▼ 2 Items				
2.1 Ampliaciones RK2	Less	1 each	€500.00 EUR	€500.00 EUR

- To decline the invitation, click on **Decline to Participate**:

Event Details Doc581736831 - RFQ289-Evolutivo H Time remaining 6 days 23:47:01

You must decide whether or not you intend to participate in this event.

All Content

Name	Price	Quantity	Extended Price	Total Cost
▼ 1 Terms				
1.1 Payment Terms	Buyer-specified payment terms.			
1.2 Comments				
1.3 If required, attach a supporting file to your response				
1.4 Ship To	C/ Móstoles Alvaro 44 28045 Madrid (28) España			
1.5	€0.00 EUR			
▼ 2 Items				
2.1 Ampliaciones RK2	Less	1 each	€500.00 EUR	€500.00 EUR

Event Overview and Timing Rules

Owner: TEST_REQUESTER
Currency: European Union Euro
Event Type: RFP
Commodity: Application implementation services 81111508, Application implementation services 81111508

After declining, the reason for non-participation must be indicated.

Event Details Doc581736831 - RFQ289-Evolutivo H Time remaining: 6 days 23:43:00

You must decide whether or not you intend to participate in this event.

Download Content Intend to Participate Decline to Participate Print Event Information

Reason for Declining to Respond

Declining to respond will temporarily remove your accessibility to this event. If you decide to respond to this event later, click the 'Intend to Respond' button for this event. Please enter the reason for declining (limited to 500 characters).

Bajo presupuesto de la oferta

OK Cancel

Name	Price	Quantity	Extended Price	Total Cost
2.1 Ampliaciones RK2	€500.00 EUR	1 each	€500.00 EUR	€500.00 EUR

Ampliaciones RK2: Request For Quotes

Once declined, within the response period, shown at the top right, you can re-enter it, as shown in the image below, and respond to the RFQ event.

Doc581736831 - RFQ289-Evolutivo H Time remaining: 6 days 23:41:57

You have declined to respond. Click on the 'Intend to Respond' button if you are intending to participate in the event.

Download Content Intend to Respond Print Event Information

All Content

Name	Price	Quantity	Extended Price	Total Cost
1 Terms				€0.00 EUR
1.1 Payment Terms	Buyer-specified payment terms.			
1.2 Comments				
1.3 If required, attach a supporting file to your response				
1.4 Ship To	C/ M ^a Encdez Alvaro 44 28045 Madrid (28) España			
1.5				€0.00 EUR

If you have decided to participate, you can submit a bid for one or more of the items or services included in the RFQ. Select them and confirm by clicking on **Confirm Selected Lots**.

Select Lots Doc579334620 - RFQ267-Evolutivo W 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.

Select Lots Select Using Excel

1. Review Event Details

2. Select Lots

3. Submit Response

Lots Available for Bidding

Name	Reason for not bidding
<input type="checkbox"/> 2.1 Ampliaciones RK2 Ampliaciones RK2: Request For Quotes	(no value)
<input type="checkbox"/> 2.2 Ampliaciones SRM Ampliaciones SRM: Request For Quotes	(no value)

Confirm Selected Lots

Cancel

Once confirmed, you will be able to modify different information in the event and attach files (only one per line).

Console Doc579334620 - RFQ267-Evolutivo W Time remaining 23:50:36

Event Messages
Response History
Response Team

▼ Checklist

1. Review Event Details
2. Select Lots
3. Submit Response

All Content

Name 1	Price	Quantity	Extended Price	Total Cost
▼ 1 Terms				
1.1 Payment Terms	Buyer-specified payment terms.			€0.00 EUR
1.2 Comments	<input type="text"/>			
1.3 If required, attach a supporting file to your response	Prueba Carga adjunto.pdf Update file Delete file			
1.4 Ship To	C/ MADRIDEZ ALVARO 44 28045 Madrid (28) España			
1.5				€0.00 EUR
▼ 2 Items				
2.1 Ampliaciones RK2	Let's... * €500.00 EUR	1 each	€500.00 EUR	€500.00 EUR
Ampliaciones RK2: Request For Quotes				
Line Number: 1				
Supplier Part Id: <input type="text"/>				

(*) indicates a required field

After completing and reviewing all the information, the response must be submitted by clicking on **Submit Entire Response**.

Once submitted, you can review your response (within the time limit) by clicking on "Review Response".

Doc579334620 - RFQ267-Evolutivo W Time remaining 23:33:31

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

Done

Revise Response