



# Simplified RFQ response (Nbids & Buy) *Supplier*

Sap Ariba Buying

v1.1



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

## INDEX

Notification of participation in the RFQ.....	2
Accepting or declining participation in the event.....	4
Respond to the RFQ event .....	5

## Notification of participation in the RFQ.

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

The name of the RFQ will be indicated there and a link to access the event directly will appear.

### Repsol - TEST

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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](mailto:Martin.Filakovsky@ibm.com).

Click directly on the link in the email to access the RFQ directly.

Click on Log in if you already have an Ariba Network user or on Subscribe 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>

Welcome, John Johnson

**Have a question?** Click here to see a Quick Start guide.

Sign up as a supplier with **SAP Ariba Education Integrated** on SAP Ariba.

SAP Ariba Education Integrated uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by SAP Ariba Education Integrated.

[Sign up](#)

Already have an account?

[Log in](#)

## About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of Ariba solution your customers are using. Once you have completed the registration, you will be able to:

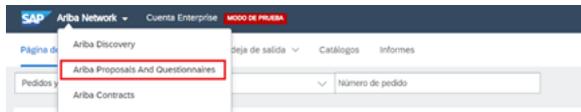
- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

Enter your username and password:

Once logged in, you will need to fill in the required organizational details if not already filled in, and click on "Ariba Proposals and Questionnaires" where you will see the different events for which you have been invited.



To reply to the RFQ, click directly on it.

Download Tutorials  
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.

Title	ID	End Time	Event Type	Participated
▼ Status: Abierto (3)				
RFP Supplier Contact Test	Doc574165686	2/17/2021 1:56 PM	RFP	Yes
RFQ248-TITULO para la RFQ	Doc575176225	2/17/2021 11:59 PM	RFP	No
RFQ267-Evolutive W	Doc579334620	1/26/2021 4:07 PM	RFP	No
▼ Status: Finalizado (20)				
RFQ266-Prueba	Doc579300426	1/25/2021 3:44 PM	RFP	Yes
RFQ260-test rechazo nbid	Doc577374569	1/22/2021 3:59 PM	RFP	Yes
RFQ284-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-Evolutive 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

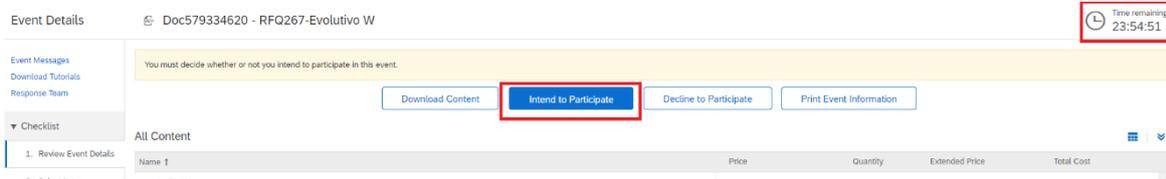
Title	ID	End Time	Event Type
No Items			

## Accepting or declining participation in the event

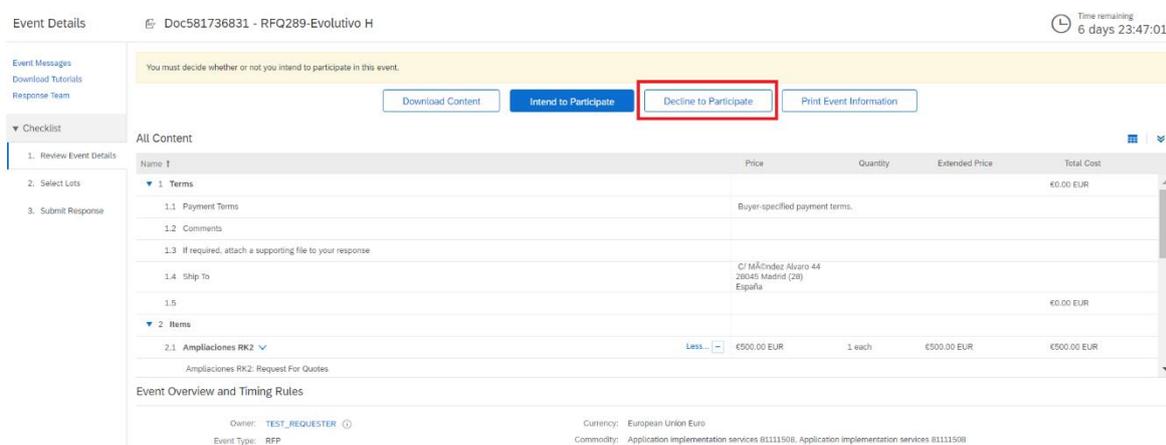
At the top of the screen, you can see the deadline for submitting your offer.

First, you have to declare your intention to participate or not in the event, to do so:

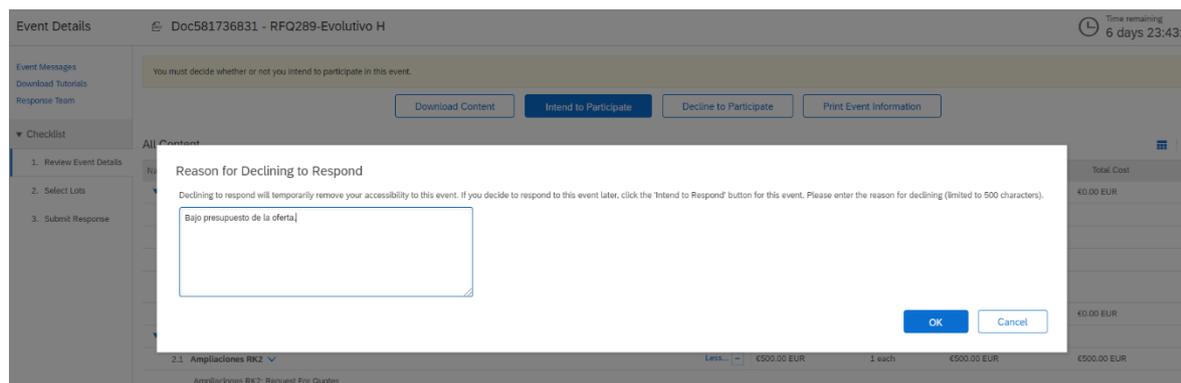
1. Accept the invitation by showing your intention to participate in the event by clicking on "Intend to participate".



2. Decline the invitation by clicking on 'Decline to Participate', as shown in the image below::



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



Once declined, within the response period, shown at the top right, you can re-enter, as shown in the image below.

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 1	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/ Macéndez Alvaro 44 28045 Madrid (28) España			
1.5				€0.00 EUR

## Respond to the RFQ event

If you have decided to participate, you can submit a bid for one or more of the items or services included in the RFQ. To do so, select those you are going to bid for and confirm by clicking on the "Confirm Selected Lots" button.

Select Lots Doc579334620 - RFQ267-Evolutivo W Cancel

▼ Checklist

- Review Event Details
- Select Lots
- Submit Response

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

Lots Available for Bidding

<input type="checkbox"/>	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, the following image will appear, where you will be able to modify (downwards, never upwards) different data, such as the price of the offer, as well as attach files (only one per line).

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

Event Messages  
Response History  
Response Team

▼ Checklist

- Review Event Details
- Select Lots
- Submit Response

All Content

Name 1	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	Prueba Carga adjunto.pdf Update file Delete file			
1.4 Ship To	C/ Macéndez Alvaro 44 28045 Madrid (28) España			
1.5				€0.00 EUR
▼ 2 Items			€1,500.00 EUR	€1,500.00 EUR
2.1 Ampliaciones RK2	Less... * €500.00 EUR	1 each	€500.00 EUR	€500.00 EUR
Ampliaciones RK2: Request For Quotes				
Line Number: 1				
Supplier Part Id:				

(\* indicates a required field)

After completing and reviewing all the data entered, the response must be submitted by clicking on the "Submit Entire Response" button.

Once submitted, we will be able to review the submitted offer within the time limit only by logging into the RFQ again and clicking on "Review Response".

Console Doc579334620 - RFQ267-Evolutivo W Time remaining 23:49:34

Event Messages  
Response History  
Response Team

✓ Your response has been submitted. Thank you for participating in the event.

[Revise Response](#)

All Content

Name	Price	Quantity	Extended Price	Total Cost
▼ 1 Terms				40.00 EUR
1.1 Payment Terms	Buyer-specified payment terms.			
1.2 Comments				
1.3 If required, attach a supporting file to your response	<a href="#">Prueba Carga adjunto.pdf</a>			
1.4 Ship To	C/ MÃ©ndez Alvaro 44 28045 Madrid (28) EspaÃ±a			
1.5				40.00 EUR
▼ 2 Items			€1,500.00 EUR	€1,500.00 EUR
2.1 Ampliaciones RK2	€500.00 EUR	1 each	€500.00 EUR	€500.00 EUR
2.2 Ampliaciones SRM	€1,000.00 EUR	1 each	€1,000.00 EUR	€1,000.00 EUR