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.

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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

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](https://www.repsol.com/en/about-us/suppliers-and-partners/index.cshtml) 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 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](https://www.repsol.com/en/about-us/suppliers-and-partners/index.cshtml)
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.
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.
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.

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).

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".