



This guide provides the Supplier with the information needed to be able to participate in the **RFP** and **RFI events** with Repsol group inside the SAP Ariba platform.

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1. Introduction

To be able to participate in events with Repsol it is essential that you manage your registration in Ariba Network and register as a Supplier for Repsol. To do that, please, we recommend reviewing the **General Supplier Registration Guide** available in the Repsol's web in the section Suppliers and Partners.

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

2. Invitation Email

When a Repsol's Buyer decides to include you as a Supplier in a negotiation process (RFI, RFP), you will receive an **invitation email** like the shown in the next image.

If it is not in your inbox, but you know that you had been invited, please check you SPAM box, if it is not there contact your usual Buyer.

Repsol - TEST

Welcome, Guides translations.

Repsol - TEST has registered you on their Ariba Spend Management site and invited you to participate in the following event: RFP Template. The event starts on Monday, March 1, 2021 at 10:38 AM, Atlantic Standard Time and ends on Wednesday, March 31, 2021 at 11:38 AM, Atlantic Daylight Time.

<u>Click Here</u> 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 Amaia Garcia Bozal via telephone at or via e-mail at amaia.garcia.bozal@ibm.com.

If you do not want to respond to this event, <u>Click Here</u>. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.

We look forward to working with you!

Thank You,

Repsol - TEST

This email will let you do the following:

- Accept the invitation and participate in the event, in this case you must click on the link of the second paragraph. When clicked you must log in with your Ariba credentials to access the event and accept the pre-requisites as it is explained in the next chapter.
- 2. **Decline the invitation to the event, in this case you must click on** the link of the last paragraph.

The invitation links are design to be a one-use only and will expire once they had been used correctly. The links are only valid during a period of 30 days.

In this case, please, you must directly enter using the supplier's url of SAP ARIBA https://supplier.ariba.com/ and logging with your credentials, from there you will be able to visualize all your events.

3. Access to events (RFP, RFI)

Once you are inside your Ariba Network account you will be able to access to all your events and questionnaires.

To do this, follow the indications shown in the image below:



Ariba Proposals and Questionnaires: From here you will be able to Access all negotiation events (RFP, RFQ, Auction) with Repsol.

3.1. Participation in a negotiation event: RFP, RFQ, auction

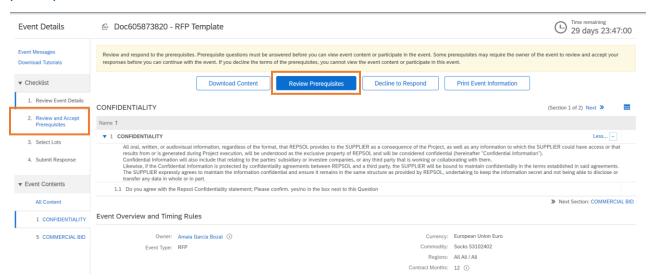
a) Accept the prerequisites

From Ariba Proposals and Questionnaires access the Events section:

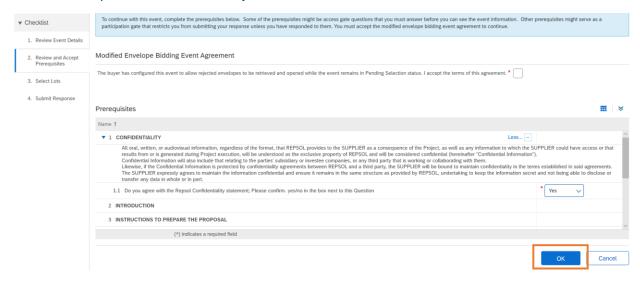
Events										
Title		ID		End Time ↓	Event Type	Participated				
▼ Status: Open (1)										
RFP Template		Doc605873820		3/31/2021 4:38 PM	RFP	Yes				
Risk Assess	sments						=			
Title	ID		End Time ↓		Event Type					
				No items						
Registration Questionnaires										
Title	ID	End Time ↓		Commodity	Regions	Status				
				No items						
Qualificatio	Qualification Questionnaires									
Title	ID	End Time ↓		Commodity	Regions	Status				
				No items						
Questionnaires										
Title	ID	End Time ↓		Commodity	Regions	Status				

In this section, you will have all the events classified by their status. You must choose the one you will interact with.

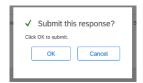
First, you must **review the prerequisites**. You must review them and accept them to participate in the events and access the award.



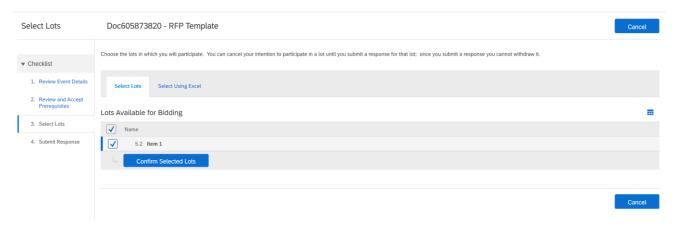
Answer the questions and when you finish, click on OK.



Choose if you accept or not the agreement terms and send your answer to follow the negotiation process.



If the event includes lots, inside the content of the event you must choose and the lots you want to participate and confirm your selection.

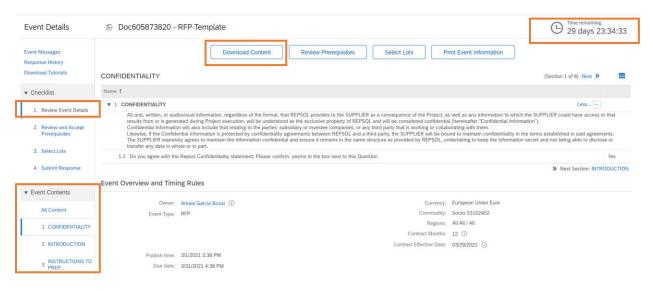


b) Review the content of the event and answer to it

Once you have accepted the prerequisites and confirmed the lots in what you want to participate if any, access to the content of the events to participate on it.

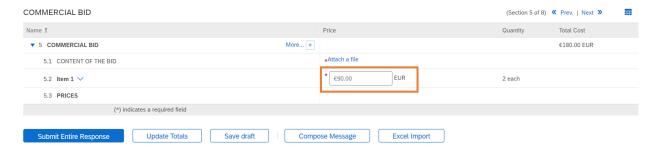
The content of the events can be **review inside Ariba Network** through the different sections and you will be able to **download**.

In top right corner you can check the remaining time for present an offer before the event close.



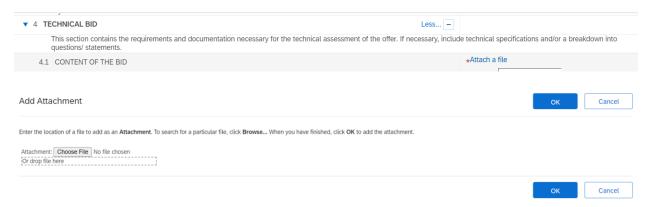
Browse through the content of the event using the different sections and answer each one of them:

1. Directly answering using the enable fields:



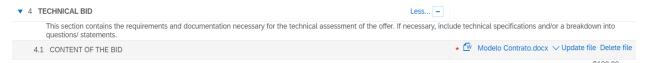
2. Attaching the documentation when required:

To attach a document, it must be previously saved it in your desktop.

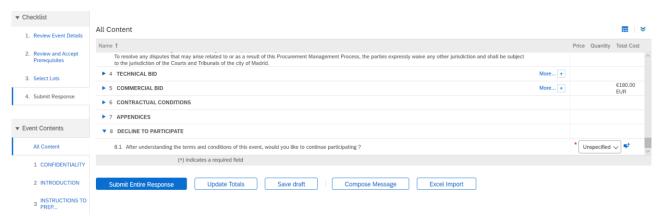


The system only supports a single file, so if you have several files to attach, we recommended that you included them in a zipped folder (.zip).

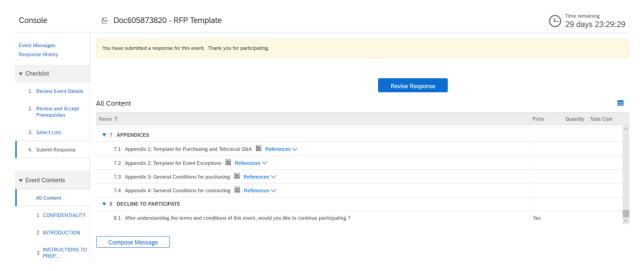
Once you attach them, they will be shown and as a Supplier you will have the possibility to update or erase them.



Once you have chosen the lots and reviewed the content answering the required questions, you can **save your answers as a draft** to edit in the future or **send the complete answer** in the lower part of the event screen.



Once sent, you can review the content inside the event as long as it is still active and the date for present the offers is not overdue.



When the events end, you as a Supplier will receive a notification email.

Repsol - TEST

Thank you for participating in the Ariba event Doc508277366 RFP Template 1. The event RFP Template 1 is now in Pending Selection and is no longer accepting responses. We will analyze the responses and notify you of the outcome of the event.

For details about this event, please visit the Repsol - TEST Ariba site Click Here.

If you have any questions about the event, please contact at or via e-mail at

Thank you,

Repsol - TEST

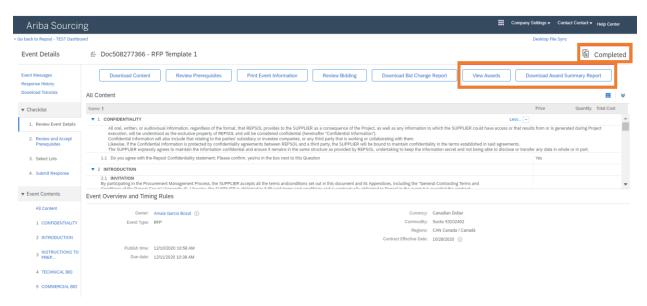
c) Event Award

In order to be awarded a negotiation event, it is mandatory that you have completed your registration with Repsol.

Once the negotiation process finishes, if you get awarded, you will receive the following email notification:

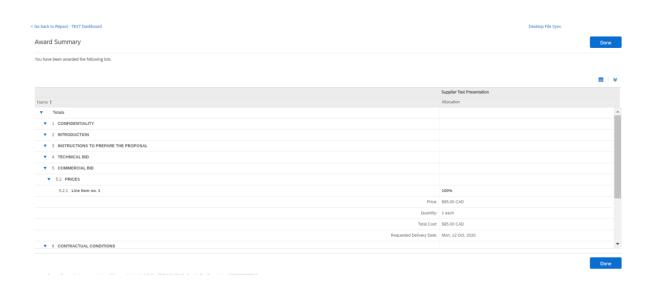


To enter and be able to review the award details, you must access through the link of the Ariba Network event that shows in the email. "Click here"



The event will appear as 'Complete' and can be visualized the award result, also you will be able to download a resume of this award.

The resume tab will be as shown:



The award resume document will be an Excel file with two sheets:

