How to participate in the Repsol negotiation process

Supplier

Sap Ariba   v1.2

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.

Content

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.

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 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, Click Here. 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:

1. **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:

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.

To continue with this event, complete the prerequisites below. Some of the prerequisites might be access gate questions that you must answer before you can see the event information. Other prerequisites might serve as a participation gate that restricts you from submitting your response unless you have responded to them. You must accept the modified envelope bidding event agreement to continue.

Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots

4. Submit Response

Modified Envelope Bidding Event Agreement

The buyer has configured this event to allow rejected envelopes to be retrieved and opened while the event remains in Pending Selection status. I accept the terms of this agreement. * ☐

Prerequisites

Name ↑

▼ 1 CONFIDENTIALITY   Less... –

All oral, written, or audiovisual information, regardless of the format, that REPSOL provides to the SUPPLIER as a consequence of the Project, as well as any information to which the SUPPLIER could have access or that results from or is generated during Project execution, will be understood as the exclusive property of REPSOL and will be considered confidential (hereinafter "Confidential Information").
Confidential Information will also include that relating to the parties' subsidiary or investee companies, or any third party that is working or collaborating with them.
Likewise, if the Confidential Information is protected by confidentiality agreements between REPSOL and a third party, the SUPPLIER will be bound to maintain confidentiality in the terms established in said agreements.
The SUPPLIER expressly agrees to maintain the information confidential and ensure it remains in the same structure as provided by REPSOL, undertaking to keep the information secret and not being able to disclose or transfer any data in whole or in part.

1.1 Do you agree with the Repsol Confidentiality statement; Please confirm. yes/no in the box next to this Question   * Yes ∨

2 INTRODUCTION

3 INSTRUCTIONS TO PREPARE THE PROPOSAL

(*) indicates a required field

OK   Cancel

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

✓ Submit this response?
Click OK to submit.

OK   Cancel

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.

Select Lots   Doc605873820 - RFP Template   Cancel

Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots

4. 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

☑ Name

☑ 5.2 Item 1

Confirm Selected Lots

Cancel

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.

▼ 4 TECHNICAL BID   Less... −

This section contains the requirements and documentation necessary for the technical assessment of the offer. If necessary, include technical specifications and/or a breakdown into questions/ statements.

4.1 CONTENT OF THE BID   *Attach a file

Add Attachment   OK   Cancel

Enter the location of a file to add as an **Attachment**. To search for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment.

Attachment: Choose File No file chosen
Or drop file here

OK   Cancel

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.

▼ 4 TECHNICAL BID   Less... −

This section contains the requirements and documentation necessary for the technical assessment of the offer. If necessary, include technical specifications and/or a breakdown into questions/ statements.

4.1 CONTENT OF THE BID   * Modelo Contrato.docx ⌄ Update file Delete file

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.

		Price	Quantity	Total Cost
All Content				
Name ↑				
To resolve any disputes that may arise related to or as a result of this Procurement Management Process, the parties expressly waive any other jurisdiction and shall be subject to the jurisdiction of the Courts and Tribunals of the city of Madrid.				
▶ 4 TECHNICAL BID	More... +			
▶ 5 COMMERCIAL BID	More... +			€180.00 EUR
▶ 6 CONTRACTUAL CONDITIONS				
▶ 7 APPENDICES				
▼ 8 DECLINE TO PARTICIPATE				
8.1 After understanding the terms and conditions of this event, would you like to continue participating ?		* Unspecified ⌄		
(*) indicates a required field				

▼ Checklist
1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots
4. Submit Response

▼ Event Contents
All Content
1 CONFIDENTIALITY
2 INTRODUCTION
3 INSTRUCTIONS TO PREP...

Submit Entire Response   Update Totals   Save draft | Compose Message   Excel Import

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.

[EXTERNAL] Event RFP Template 1 is no longer accepting responses.

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:

[EXTERNAL] 2 lot(s) from Event RFP Template 1 have been awarded.

Repsol - TEST

You have been awarded business for 2 lots from the Repsol - TEST event Doc508277366 RFP Template 1.

The following is a summary of the first 10 lots.

5.2.1 Line Item no. 1
10 Artículo prueba

Here the name of the buyer will be indicated

To complete the transaction, please contact⬛⬛⬛⬛⬛⬛⬛⬛ at or via e-mail at ⬛⬛⬛⬛⬛⬛⬛⬛

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

Thank You,

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: