# 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.**

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 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

Ariba Sourcing

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 Proprosals and Questionnaires" where you will see the different events for which you have been invited.
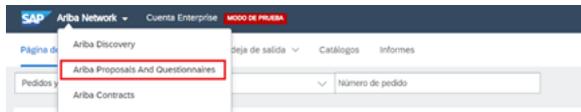


To reply to the RFQ, click directly on it.
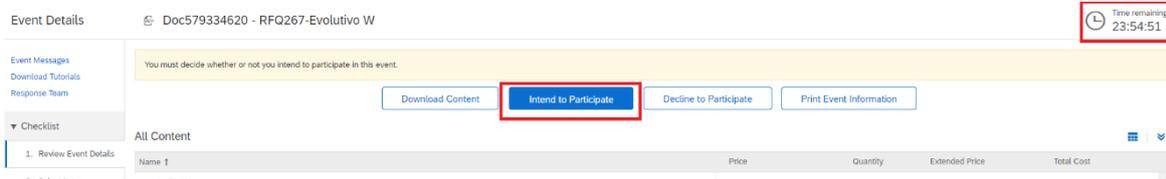


3

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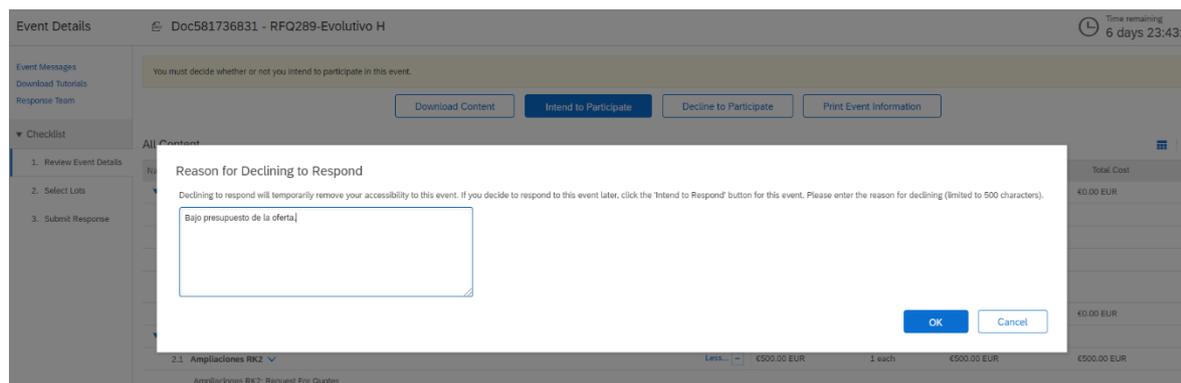
1. Accept the invitation by showing your intention to participate in the event by clicking on "Intend to participate".



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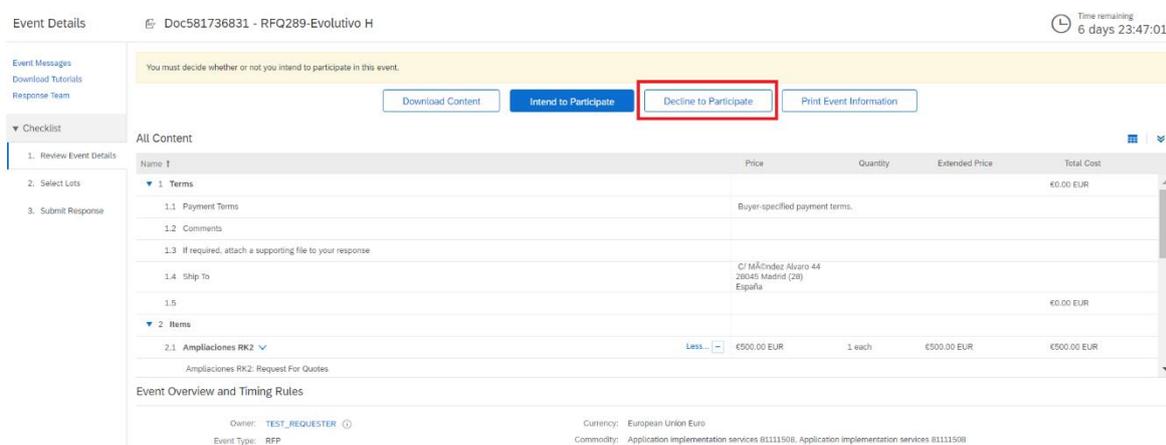


After declining, the reason for non-participation must be stated.



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".