

Purchasing Platform Adamed Groups - SAP Ariba

Supplier's instructions

Creating an offer on the Portal SAP Ariba Network

2019-08-09



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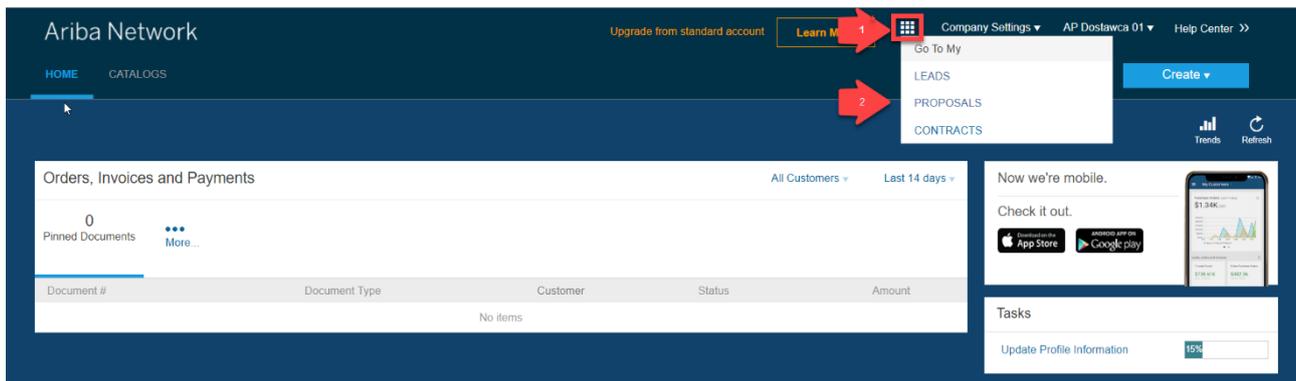
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1. CREATING THE OFFER

You can log in to the SAP Ariba Network system using two addresses:

1. <https://supplier.ariba.com>
2. <https://service.ariba.com/Sourcing.aw>

Using the first address, after logging into the **SAP Ariba Network** system, press the icon marked (1). (you can also come across the name "Rubik's cube")



After expanding the list, select the **Offers** option (2).

The result will be a list of events that the supplier can take.

By using the second address, the user will immediately be taken to the offers page

Arriba Sourcing

ADAMED - TEST

Company Settings | AP Dostawca 01 | Help Center >>

There are no matched postings.

Welcome to Adamed Pharma's Procurement Platform.

The platform is the space for information exchange in regards to currently conducted sourcing events at Adamed Pharma. You will find here all events to which you have been invited to participate. We encourage you to familiarize with the scope of events and to take your part.

Best regards
Procurement Departament Adamed Pharma



Events

| Title | ID | End Time ↓ | Event Type |
|-----------------------------|----|------------|------------|
| ▶ Status: Otwarto (2) | | | |
| ▶ Status: Ukończono (17) | | | |
| ▶ Status: Wybór w toku (65) | | | |

Registration Questionnaires

| Title | ID | End Time ↓ | Status |
|---|--------------|-------------------|------------|
| ▼ Status: Open (1) | | | |
| Supplier registration questionnaire | Doc270300561 | 8/7/2020 10:50 PM | Registered |

The following types of documents can be found in the Event Type column:

- Auction
- RFI – request for information
- RFP – request for proposal

Events

| Title | ID | End Time ↓ | Event Type |
|-----------------------------|----|------------|------------|
| ▶ Status: Otwarto (2) | | | |
| ▶ Status: Ukończono (17) | | | |
| ▶ Status: Wybór w toku (65) | | | |

These documents have their statuses:

- **Completed** - events in which we made the offer and the supplier was selected
- **Open** - events in which we have the opportunity to submit offers or we have the opportunity to correct the submitted offer

- **Pending selection** - events in which we made an offer and the time for their submission has expired. The provider has not yet been selected. The buyer is currently selecting the best offer.

The number of documents with a given status is indicated in brackets. To expand the list, click the icon on the left of the status.

Events that were in the Open status but we did not manage to submit an offer disappear from the list of events.

To view the details of auctions, information requests or tenders, click on its name.

Events

| Title | ID | End Time ↓ | Event Type |
|---|--------------|--------------------|--------------------------|
| ▼ Status: Otwarto (2) | | | |
| Zapytanie ofertowe RFP test 1 | Doc306582175 | 11/5/2019 5:05 PM | Zapytanie ofertowe (RFP) |
| MLI UE RFP 20191022 001 | Doc303069783 | 10/29/2019 6:02 PM | Zapytanie ofertowe (RFP) |

In the Event itself, you must confirm your willingness to participate using the button to **Intend to Participate**.

Doc306582175 - Zapytanie ofertowe RFP test 1

You must decide whether or not you intend to participate in this event.

Download Content

Intend to Participate

Decline to Participate

Print Event Information

Subsequently, the user can read the content of the event and enter the offer. After entering the offer, use the button **Submit Entire Response**.

Console Doc306582175 - Zapytanie ofertowe RFP test 1

Event Messages
Response History
Response Team

▼ Checklist

1. Review Event Details
2. Select Lots
3. Submit Response

▼ Event Contents

- All Content
- 1 Introduction
- 2 Specification
- 3 Pricing

All Content

| Name ↑ | Price | Quantity |
|---|----------------------------|----------|
| 1 Introduction | | |
| ▼ 2 Specification | | |
| 2.1 Please provide the number of certified products | * <input type="text"/> PLN | 1 each |
| ▼ 3 Pricing | | |
| 3.1 Product 1 price | * <input type="text"/> PLN | 1 each |
| 3.2 Product 2 price | * <input type="text"/> PLN | 1 each |
| 3.3 Product 3 price | * <input type="text"/> PLN | 1 each |

(*) indicates a required field

[Submit Entire Response](#) [Update Totals](#) [Save draft](#) [Compose Message](#) [Excel Import](#)

Return to the list of events using the button in the upper right corner:

[Go back to ADAMED - TEST Dashboard](#)