

# 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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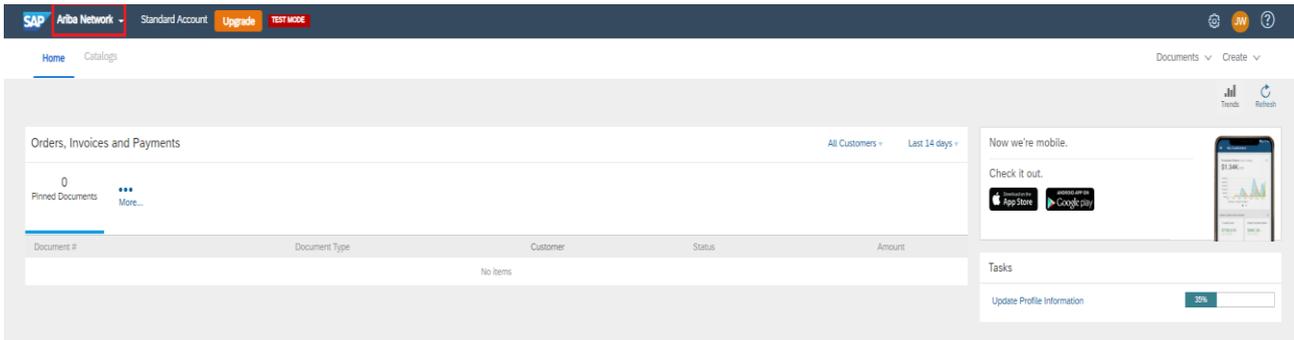
## 1. PLACING A BID WHEN ALL LOTS ARE REQUIRED

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

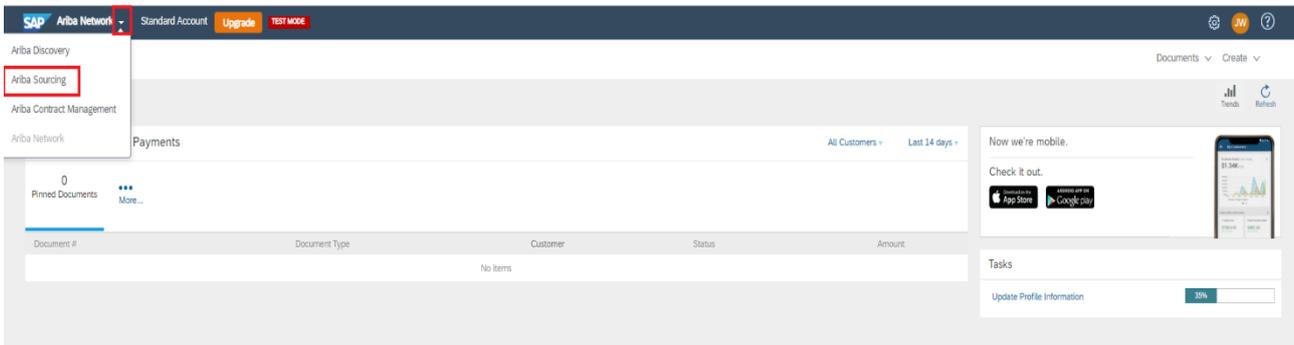
1. <https://supplier.ariba.com>
2. <https://service.ariba.com/Sourcing.aw>

Using the first address, after logging in to the SAP Ariba Network system, you can see a general view in which orders, invoices, and payments are presented.

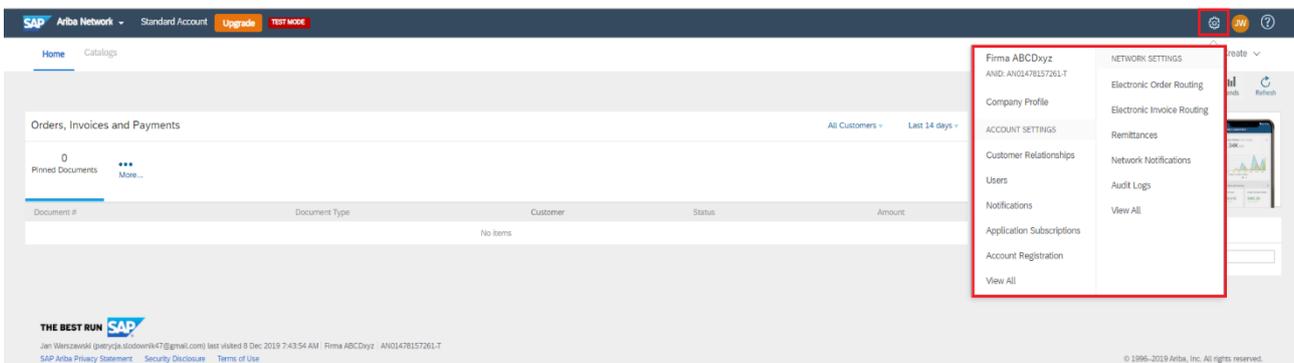
To have a preview of the list of events that the provider can take, press the icon next to the Ariba Network name.



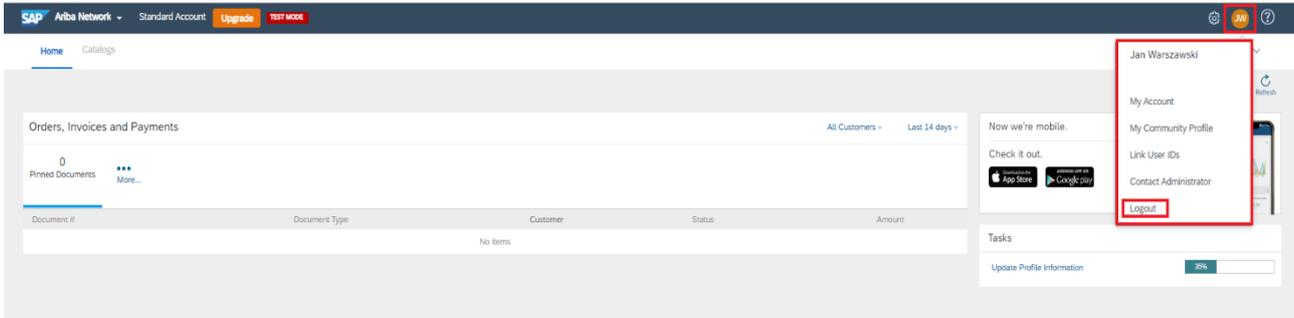
After pressing the badge, select Ariba Sourcing from the drop-down list.



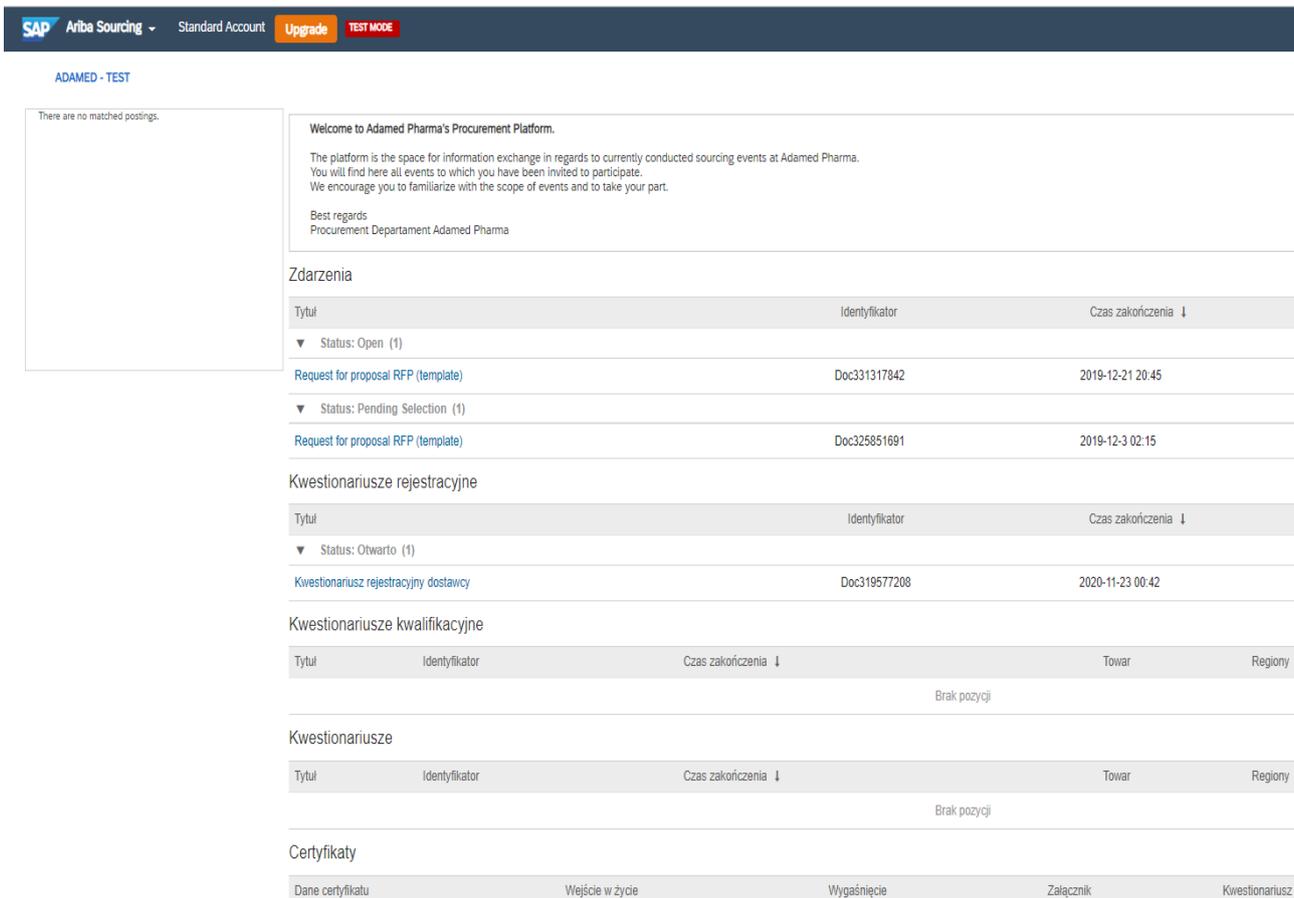
To have access to the company profile, account settings, electronic transmission of Orders - press the "star".



Pressing your "shortcut" provides, among others, access to your account, contacting the administrator and ensuring logging out of the system.



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



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.

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

- Review Event Details
- Select Lots
- Submit Response

▼ Event Contents

All Content

- Introduction
- Specification
- Pricing

All Content

| Name 1  | 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

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

## Ariba Sourcing

Go back to ADAMED - TEST Dashboard

## 1. PLACING A BID WHEN NOT ALL LOTS ARE REQUIRED

The beginning of the process is the same as for event with all lots required.

In the event supplier must confirm your willingness to participate using the button to **Intend to Participate**.

Doc306582175 - Zapytanie ofertowe RFP test 1



In the next step (**2. Select Lots**) Supplier can choose desired lots. For the once that are left **rejection reason** can be chosen. Then, **Confirm Selected Lots** button shall be used.

The rest of the process is the same as usual.

## 2. CHANGING BID

However, if the supplier wants to improve the offer before the offer submits, press – **Revise Response**.

Console Doc331317842 - Request for proposal RFP (template) Time remaining 13 days 03:09:04

You have submitted a response for this event. Thank you for participating.

[Revise Response](#)

| Name            | Extended Price   |
|-----------------|------------------|
| 1 Introduction  |                  |
| 2 Specification |                  |
| 3 Pricing       | 1 052 144.00 PLN |
| 3.1 Lot 1       | 0.00 PLN         |
| 3.2 Lot         | 52 145.00 PLN    |
| 3.3 Lot 3       | 0.00 PLN         |
| 3.4 Lot 4       | 999 999.00 PLN   |

[Compose Message](#)

And confirm.

### Revise Response?

You have already submitted a response for this event. Click OK if you would like to revise your response.

The answer can be modified many times until the time allowed for submission of offers.

Console Doc331317842 - Request for proposal RFP (template) Time remaining 13 days 03:04:29

Your revised response has been submitted. Thank you for participating in the event.

[Revise Response](#)

| Name            | Extended Price   |
|-----------------|------------------|
| 1 Introduction  |                  |
| 2 Specification |                  |
| 3 Pricing       | 1 824 660.00 PLN |
| 3.1 Lot 1       | 187 548.00 PLN   |
| 3.2 Lot         | 52 145.00 PLN    |
| 3.3 Lot 3       | 584 968.00 PLN   |
| 3.4 Lot 4       | 999 999.00 PLN   |

[Compose Message](#)