

Suppliers

How to respond a sourcing event

March 2020



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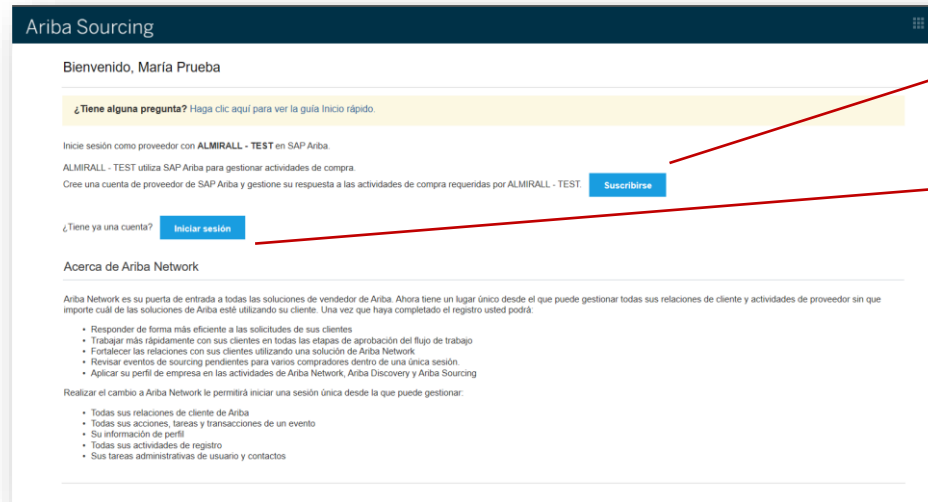
Step-by-step process

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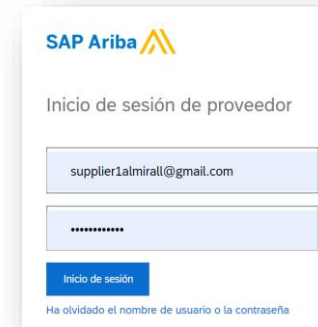
eSourcing is our platform to manage tenders and auctions with you as supplier. It is hosted by SAP ARIBA, a procurement cloud-base solution. This document details the step-by-step to respond to a sourcing event organised by Almirall

Step 1. From the notification email > Click the button to participate in the event



Select to create a New Ariba Network account

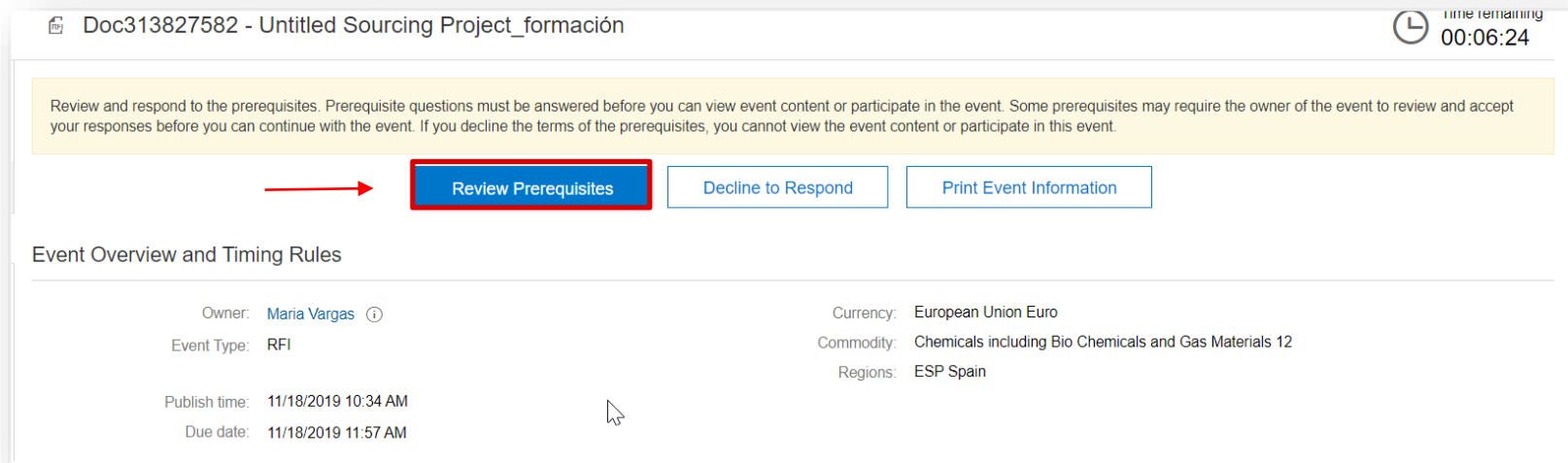
Select to login if you already have an Ariba Network account



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The first thing you need to do is to review the prerequisites of the sourcing event that Almirall requires before allowing suppliers to participate in the sourcing event. A prerequisite that is always required for all events is to review and accept the Bidder Agreement (the rules that any supplier must be abided by to participate in Almirall's sourcing events).

Step 2: You must select the option “Review Prerequisites” to access the contents of the sourcing event



Doc313827582 - Untitled Sourcing Project_ formación ⌚ time remaining 00:06:24

Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.

→ Review Prerequisites Decline to Respond Print Event Information

Event Overview and Timing Rules

Owner: Maria Vargas ⓘ	Currency: European Union Euro
Event Type: RFI	Commodity: Chemicals including Bio Chemicals and Gas Materials 12
Publish time: 11/18/2019 10:34 AM	Regions: ESP Spain
Due date: 11/18/2019 11:57 AM	

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You must review and accept to be abided by the Bidder Agreement. Should you do not accept it, you will not be able to continue your participation in the sourcing event. See below the steps to read it and accept it. The bidder agreement is always accessible from the suppliers' view of the tender

Step 3: 1) Select “View Bidder Agreement”; **(2) Review** the bidder agreement and, if you agree with it, click on the box **“I accept the terms of this agreement”** and click **“OK”**

The screenshot displays the prerequisites section of a sourcing event. On the left, a checklist shows '2. Review and Accept Prerequisites' as the active step. The main content area contains a blue informational box and a question: 'Would you like to accept the Bidder Agreement?'. A red box highlights the 'View Bidder Agreement' link, with a red arrow pointing to it and a blue circle containing the number '1'. Below the question, two radio buttons are visible: 'I accept the terms of this agreement.' (selected) and 'I do not accept the terms of this agreement.'. A red box highlights the selected radio button, with a red arrow pointing to it and a blue circle containing the number '2'. At the bottom right, there are 'OK' and 'Cancel' buttons, with a red box highlighting the 'OK' button and a red arrow pointing to it.

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In case Almirall is sharing confidential information for the purposes of the sourcing event, you will be required, as a second prerequisite to get access to the contents of the event, to review and agree to a Non Disclosure Agreement proposed by Almirall.

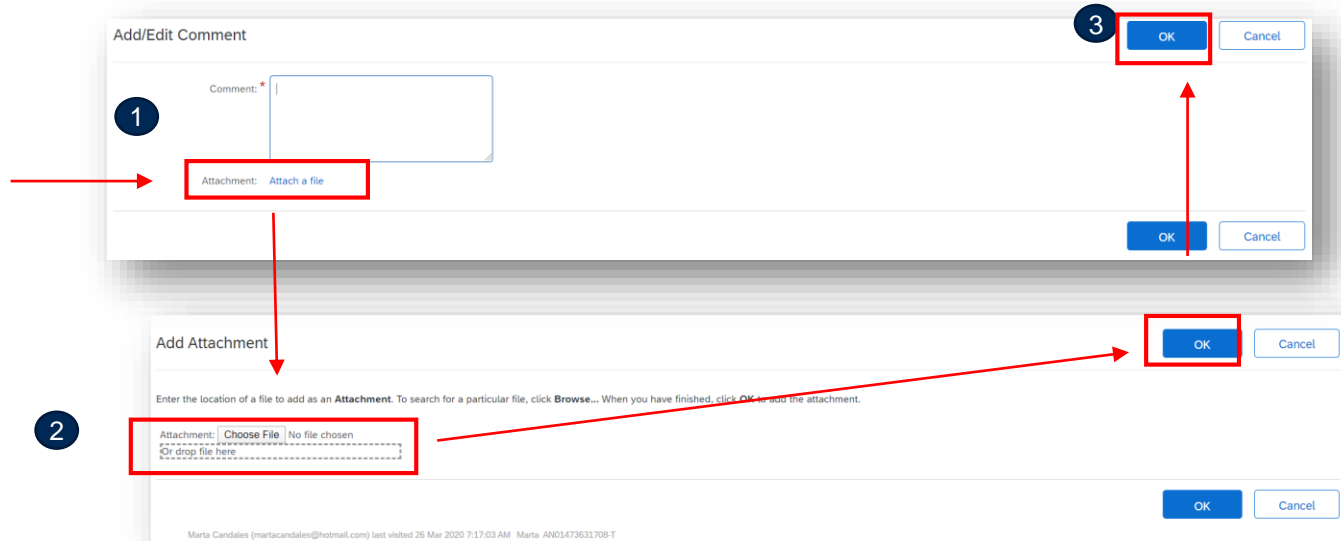
Step 4: (1) Download the NDA by clicking on “Reference Document” **(2) If you agree, edit it and include your organization details in the form (3) Provide your answers** to the information required in the text box (name and email addresses of the signers of the NDA from your end) **and upload the NDA** edited by clicking in the “dialog box”

The screenshot displays a 'Prerequisites' section with a table of reference documents. A red box labeled '1' highlights the 'Reference Documents' section, and a red arrow labeled '2' points to the document 'LCW36 - CDA out (v2018).docx'. Below this, a preview of the 'CONFIDENTIAL DISCLOSURE AGREEMENT' is shown. A red box labeled '2' highlights the recipient information fields: '[insert Recipient's corporate name], a company organised and existing pursuant to the Laws of [insert place of incorporation], and having its registered office at [insert complete registered address] (the "Recipient")'. Another red box labeled '3' highlights a confirmation text box: 'Yes, I confirm that we accept the CDA. Please find it enclosed with our organisation details already included. Signer from our side is Mr. John Smith, signing as authorised signatory. His email address is: j.smith@adisupplies.com'. A red arrow labeled '3' points from this box to a blue plus icon in the interface.

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You need to upload the CDA once you have included your organisation details, so the Lead Buyer who has invited you to the tender can send it for signature, before giving you access to the whole contents of the tender

Step 5: (1) Click on “**Attach file**” to upload the CDA form edited by you, (2) **Upload the NDA** by attaching or dropping the file and then click on “**OK**”, (3) Finally **click on “OK**” again to come back to the prerequisites screen.




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Now you need to submit your response. After this step, if everything is fine from Almirall's perspective, the Lead Buyer will trigger the signature of the NDA with your organisation and once it is executed, you will receive a notification to start the bidding process

Step 6: Submit your response by clicking in "OK"

Prerequisites

Name ↑	
1.2 Dear Supplier: As confidential information is going to be shared by Almirall for the purposes of this event, please (i) confirm that your organization accepts the attached Confidential Disclosure Agreement and complete the details of your organisation in the attached form; (ii) upload it - once edited - by clicking on the "dialog bubble" in blue appearing just below the text box; and (iii) provide the complete name and e-mail address of the signer/s of the Confidential Disclosure Agreement from your organisation 📄 📄	<p>Yes, I confirm that we accept the CDA. Please find it enclosed with our organisation details already included. Signer from our side is Mr. John Smith, signing as authorised signatory. His email address is: j.smith@adisupplies.com</p>
Reference Documents	
2  LCW36 - CDA out (v2018).docx	
3 Download all attachments	

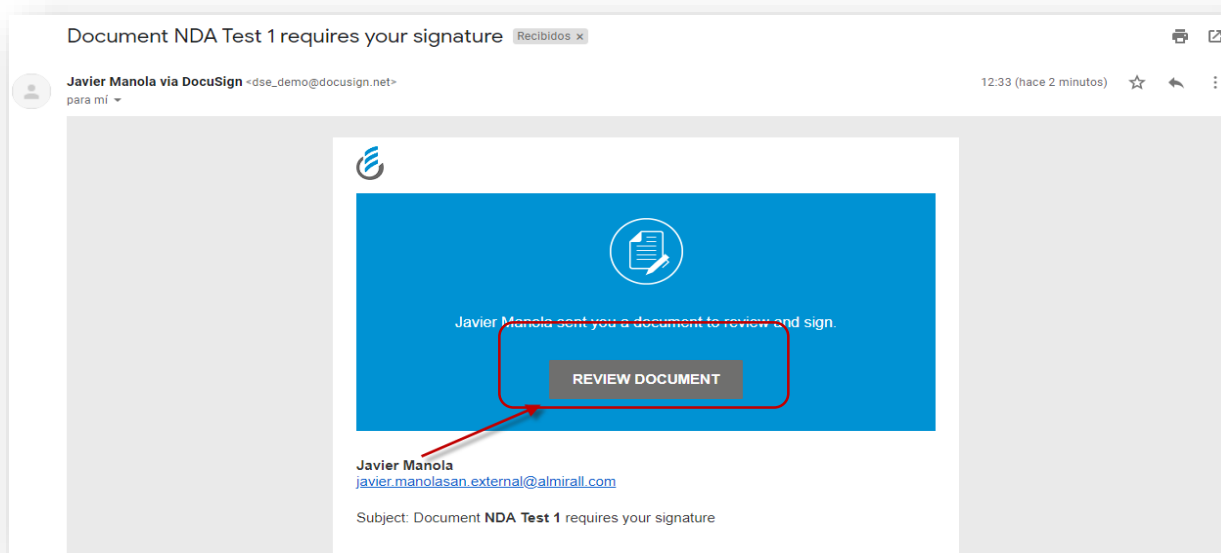
✓ Submit this response?

Click OK to submit.

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This is the signature process of the NDA that we will be activating through DocuSign, our tool for contracts e-signature. This message will be received by the signer/s' email address/es that you have provided in the prerequisites screen.

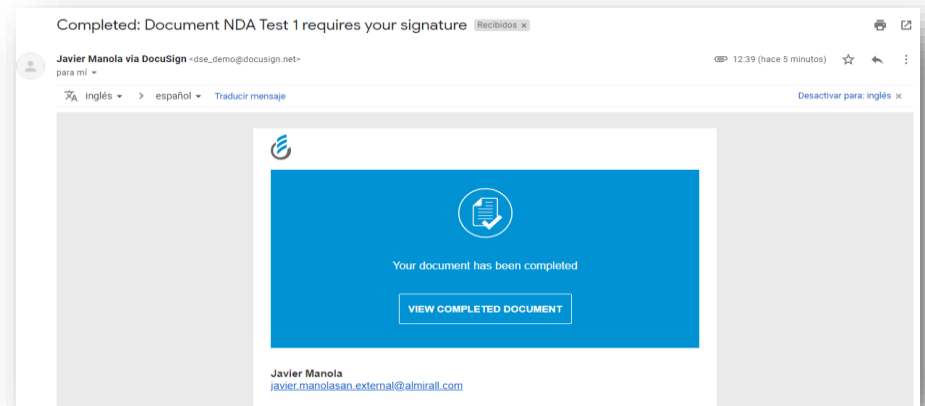
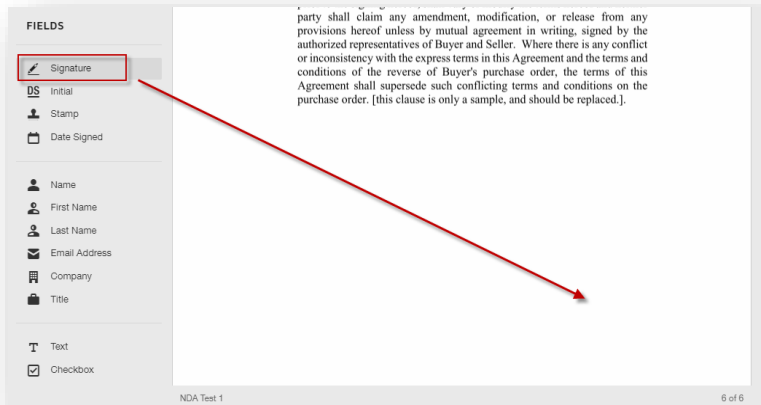
Step 7: The Signer must click on “Review Document” to start the signature process



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The signer of the NDA must complete the signature process as shown below. It is very intuitive and easy to follow. Once all signers have signed, a copy will be sent to all signers

Step 8: After logging, the signer will be redirected to the document. The signature will be performed by clicking on “Signature” and dropping the signature on the document. After signing, the signer clicks on “Finish” and will receive a copy through email



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When you have completed the prerequisites, the option “Select Lots” will be enabled. Proceed to select the lots available for bidding to continue and get access to the contents of the sourcing event

Step 9. Select the lots for which you will be bidding and click on “Confirm Selected Lots”

The screenshot displays the eSourcing interface during the 'Select Lots' step. At the top, there are four buttons: 'Download Content', 'Review Prerequisites', 'Select Lots', and 'Print Event Information'. The 'Select Lots' button is highlighted with a red box and a red arrow pointing to it. Below this, the 'PREREQUISITES' section is visible, followed by 'Event Overview and Timing Rules' with details like Owner (Maria Vargas), Event Type (RFP), Publish time (11/18/2019 12:55 PM), Due date (11/18/2019 1:25 PM), Currency (European Union Euro), and Regions (ESP Spain). The bottom section, 'Lots Available for Bidding', shows a table with a checkbox for '12 Product' selected, and a 'Confirm Selected Lots' button highlighted with a red box and a red arrow pointing to it.

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Now you will be having access to all the contents of the sourcing event. Review and answer all the questions posed. If necessary, select the button “Excel Import” to easily provide your answers and add pricing for lots with multiple lines.

Step 10. Respond manually in the event in “All content” (A), or select “Excel Import” for lots with multiple lines (B)

The screenshot displays the SAP Ariba eSourcing interface for a sourcing event. The top bar shows the document ID 'Doc335933799 - Untitled Sourcing Project1033' and a 'Time remaining' of 00:09:14. The main content area is divided into two panels. The left panel, labeled 'All Content' (A), shows a table with columns for 'Name', 'Price', 'Extended Price', and '2 Inks'. A red box highlights the 'All Content' tab, and a red arrow points to a blue circle with the letter 'A'. Below the table, there is a section for 'PRICING' with instructions and a table showing a price of '€1,000.00' for 'EUR' units. A red arrow points to this price value. The right panel, labeled 'Excel Import' (B), shows a table with columns for 'Price', 'Extended Price', and '2 Inks'. Below the table, there is a section for 'EVENT ASPECTS' with instructions and a 'Supplier Training' section. A red box highlights the 'Excel Import' button, and a red arrow points to a blue circle with the letter 'B'. At the bottom of the interface, there are buttons for 'Submit Entire Response', 'Update Totals', 'Save draft', 'Compose Message', and 'Excel Import'.

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In case you have selected the option “Excel Import” you will be able to provide your answers in an Excel file and upload it when you have completed it

Step 11: Click on “Download Content” and open the Excel file. Select “Enable editing” to continue.

Import Response from Excel

This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment.

Step 1. Click "Download Content" to download and review your event in an Excel Spreadsheet. Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

Step 3. Locate the saved Excel file on your computer using the Browse button.

Seleccionar archivo | Ningún archivo seleccionado
Or drop file here

Step 4. Click **Upload** to import the contents of the Excel file to your event.
Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.

VISTA PROTEGIDA Cuidado—los archivos de Internet pueden contener virus. Si no tiene que editarlo, es mejor que siga en Vista protegida. **Habilitar edición**

A1

A	B	C	D	E	F	G	H
1							
2							
3							
4							
5							
6							
7							
8							
9							

Required Action

Submit the answers to the questions.

Instructions

Proceed through each worksheet using the tabs at the bottom of the window and fill out the required information. When complete, save the file to your computer desktop and upload it to the application.

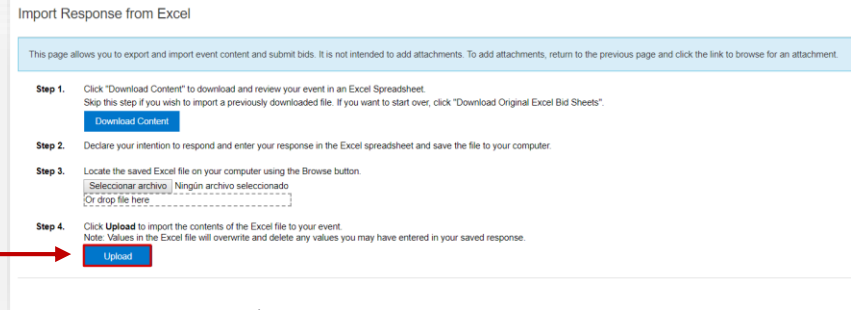
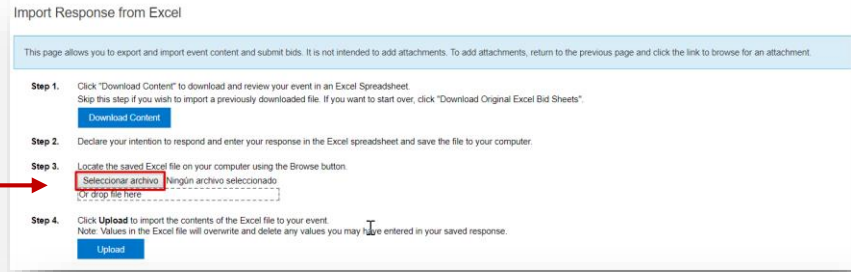
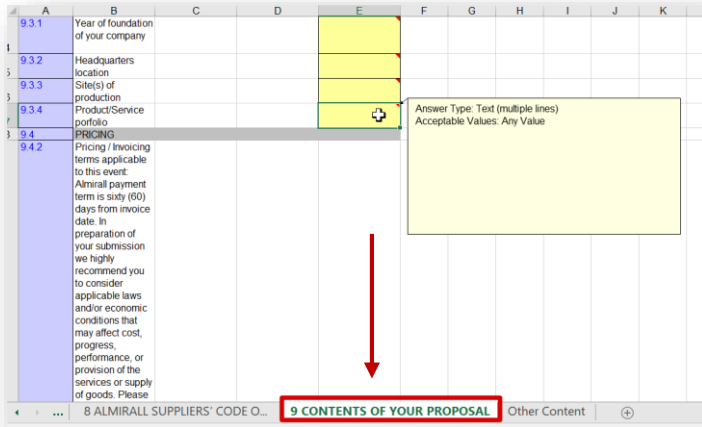
General Guidelines and Cell Legend

Some of the cells in the following sheets require that you enter data, some can optionally be edited, and some are read-only. This is indicated by the color and border.

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You can edit the contents of your bid and then upload again the Excel file

Step 12: Proceed to complete the information in the tab “9. Contents of your proposal” and save the file in your computer. Then select “Browse” to upload the file completed and click on “Upload”



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This is the last step before you submit your bid for Almirall's assessment. Review the information in the content section after uploading the file and select "Submit Entire Response" to finalise the process of providing responses to the sourcing event. Make sure to complete the process before the bidding time is ended. You can check the remaining time on the right side of the screen

Step 13: Review the information in the content. This is the last step before you submit the bid. If you agree click on "Submit Entire Response"

The screenshot shows a web interface for a sourcing project. At the top, the document ID is 'Doc335933799 - Untitled Sourcing Project1033'. In the top right corner, a clock icon indicates 'Time remaining 00:17:37', which is highlighted by a red box and a red arrow pointing from the right. Below this is the 'All Content' section, which contains a table with columns for 'Name', 'Price', 'Extended Price', and '2 Inks' (subdivided into 'Price' and 'Extended Price'). The table has a dropdown menu set to '9.4 PRICING'. The first row contains text about invoicing terms: '9.4.2 Pricing / Invoicing terms applicable to this event: Almirall payment term is sixty (60) days from invoice date. In preparation of your submission we highly recommend you to consider applicable laws and/or economic conditions that may affect cost, progress, performance, or provision of the services or supply of goods. Please be reminded that issuance and acceptance of invoices as well as payments will be done through SAP Ariba (e-buy)'. The second row contains the instruction '9.4.3 Attach your proposal in PDF format' with an 'Attach a file' link. Below the table, there is a field for '5.000 Un.' with a value of '€1,000.00' and a currency selector set to 'EUR'. A note at the bottom of the table area states '(*) indicates a required field'. At the bottom of the interface, there are five buttons: 'Submit Entire Response' (highlighted with a red box and a red arrow pointing from the left), 'Update Totals', 'Save draft', 'Compose Message', and 'Excel Import'.



Thank you