Suppliers

How to respond a sourcing event

March 2020
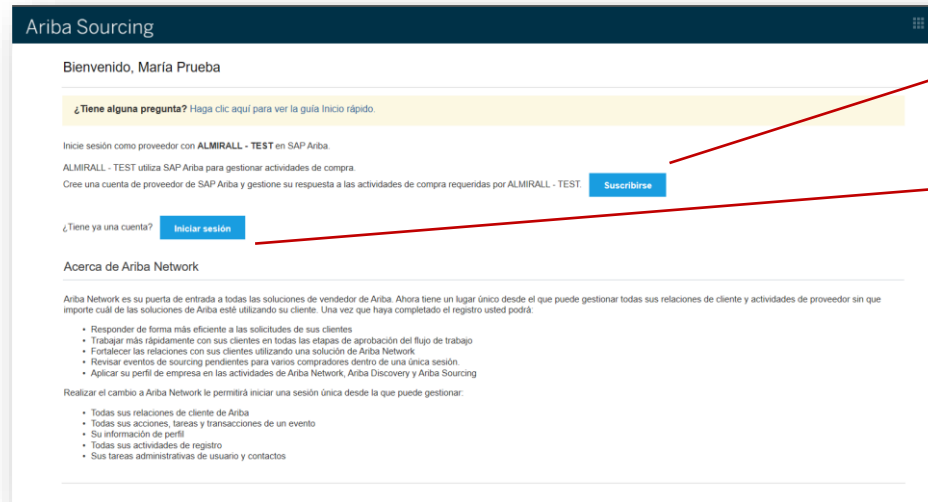
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How to respond a sourcing event

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Step-by-step process

eSourcing

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

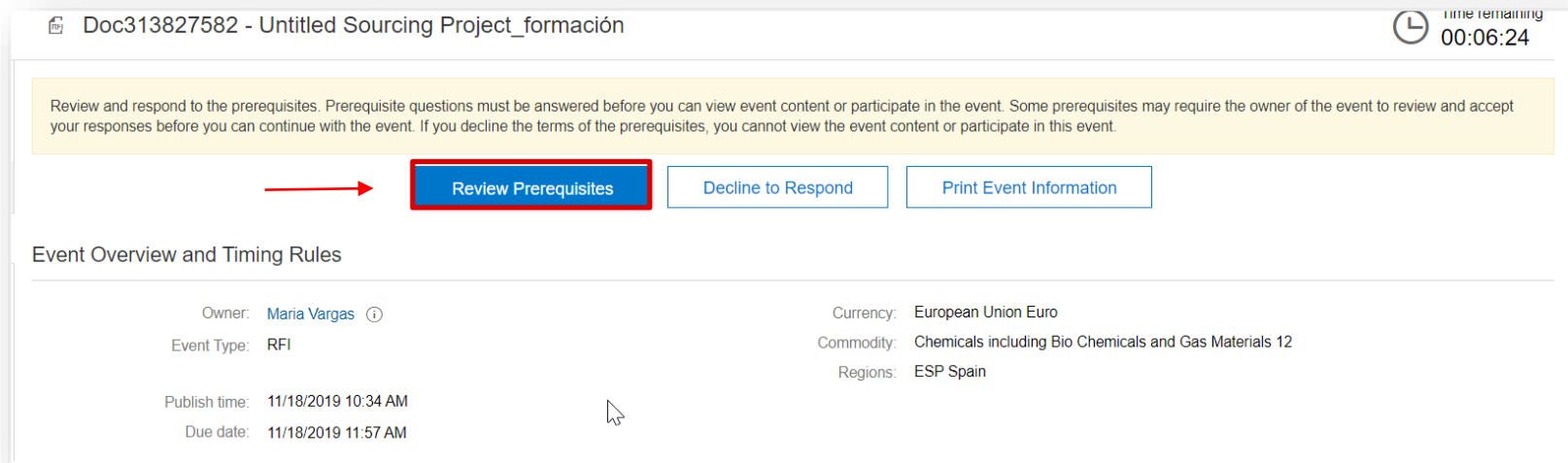**Select to create a New Ariba Network account**

Select to login if you already have an Ariba Network account
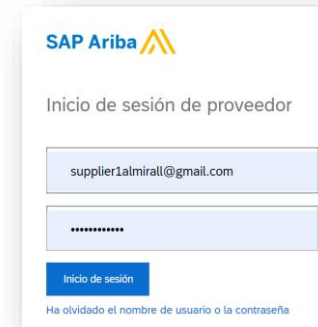
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The first thing you need to do is to review the prerequisites of the sourcing event that Almirall requires before allowing suppliers to participate in the sourcing event. A prerequisite that is always required for all events is to review and accept 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

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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"**

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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"

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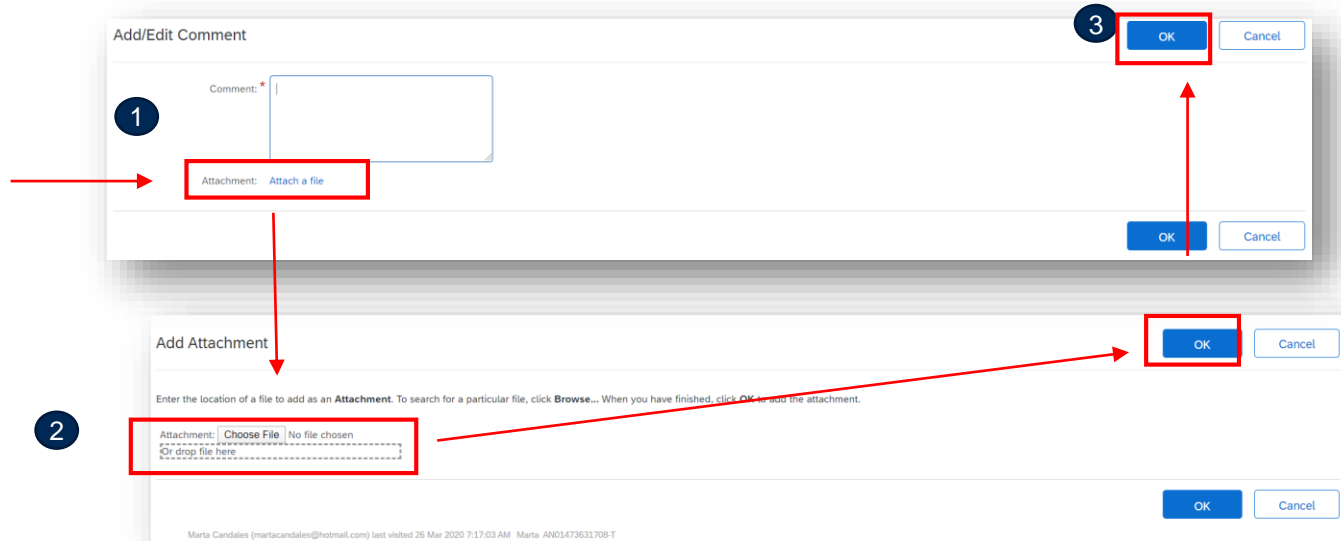
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Now you need to submit your response. After this step, if everything is fine from Almirall's perspective, the Lead Buyer will trigger the signature of the NDA with your organisation and once it is executed, you will receive a notification to start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

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

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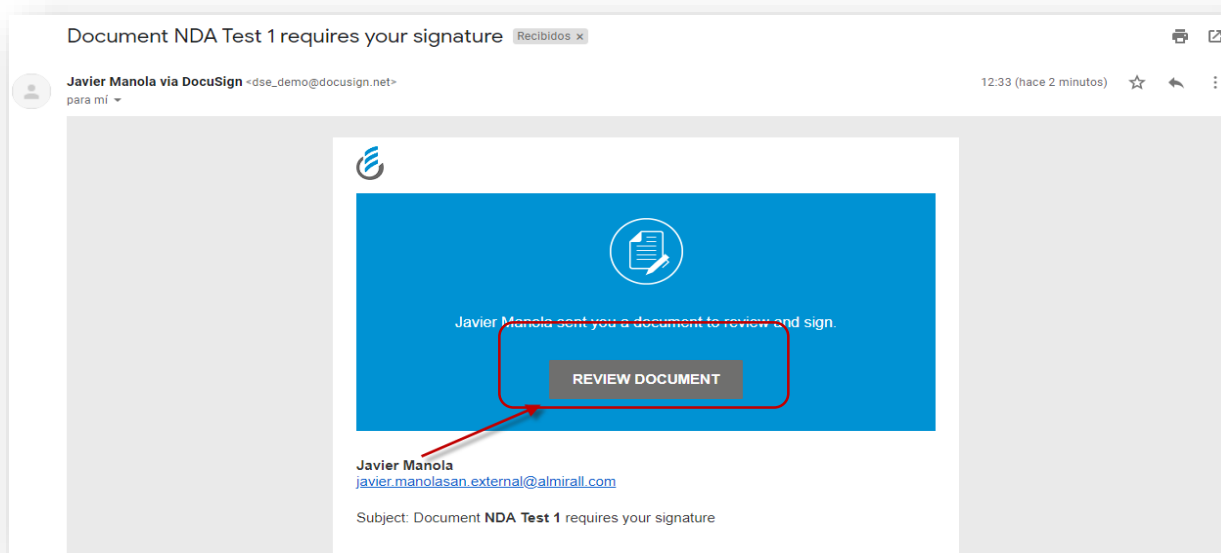
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The signer of the NDA must complete the signature process as shown below. It is very intuitive and easy to follow. Once all signers have signed, a copy will be sent to all signers

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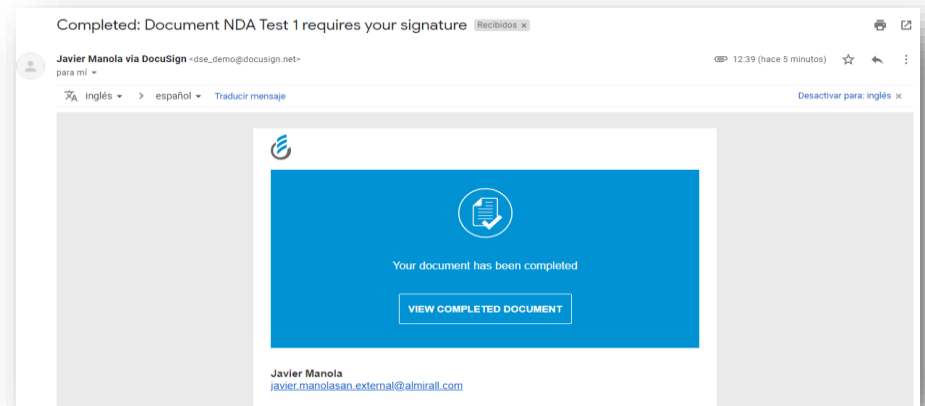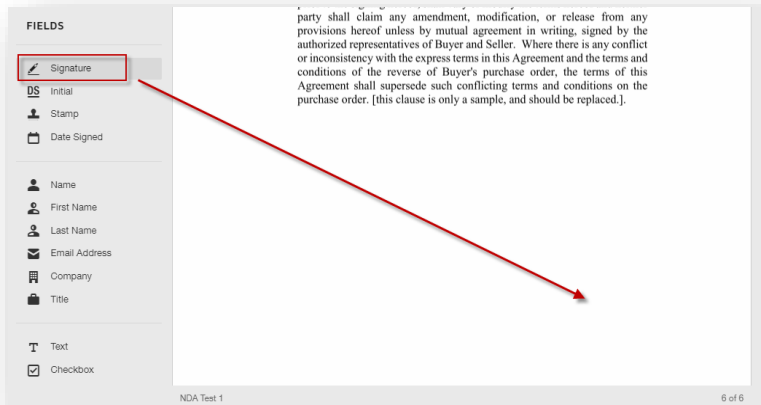
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When you have completed the prerequisites, the option "Select Lots" will be enabled. Proceed to select the lots available for bidding to continue and get access to the contents of the sourcing event

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

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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)

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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.

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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"
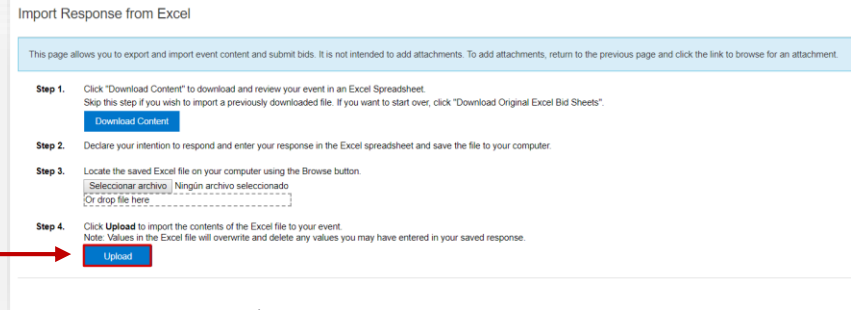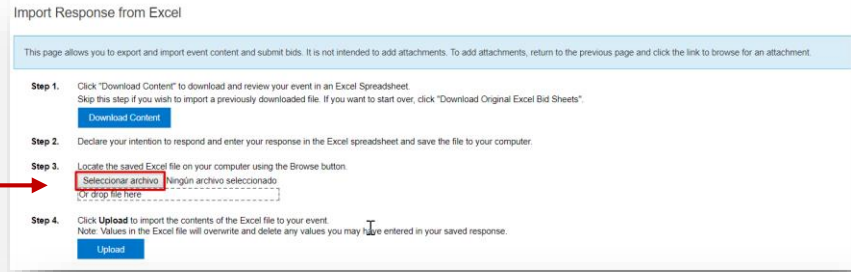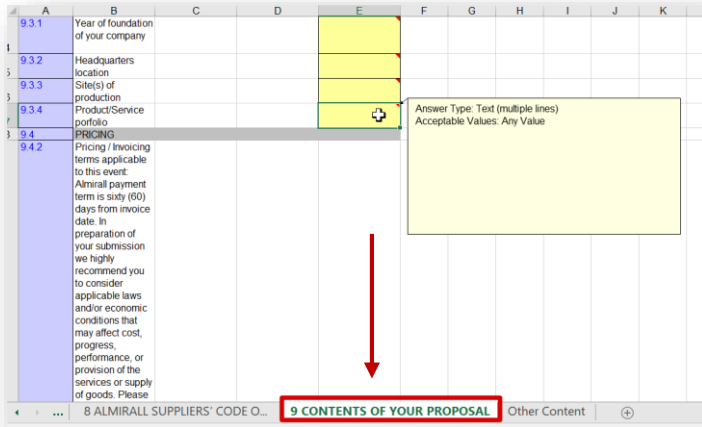
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This is the last step before you submit your bid for Almirall's assessment. Review the information in the content section after uploading the file and select "Submit Entire Response" to finalise the process of providing responses to the sourcing event. 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"

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Thank you