

供应商手册： 回复询价 (RfP)

SE E2E ARIBA 实施

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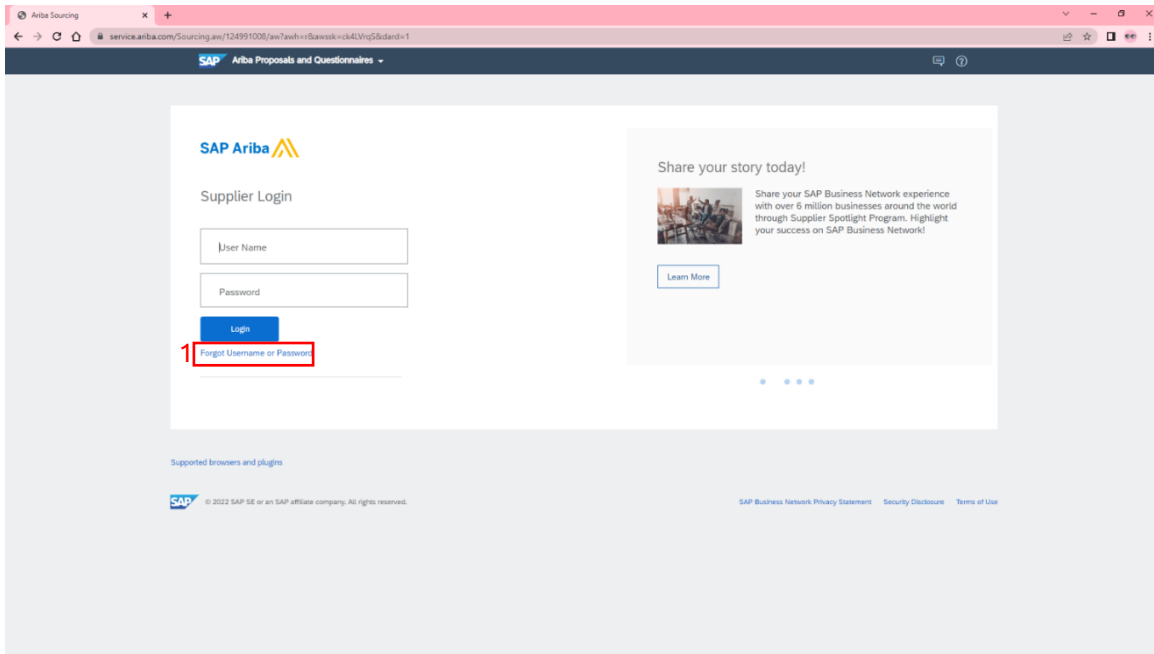
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2. SAP ARIBA 导览

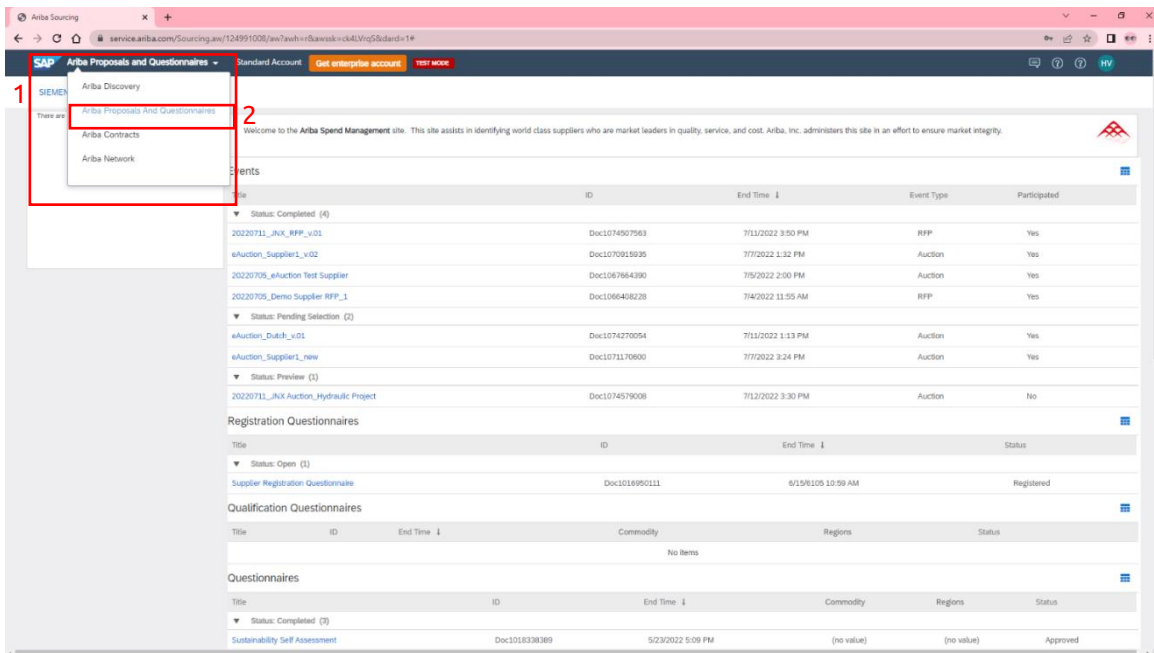
2.1. 登录ARIBA

有两种方法可以登录到您的ARIBA账号:

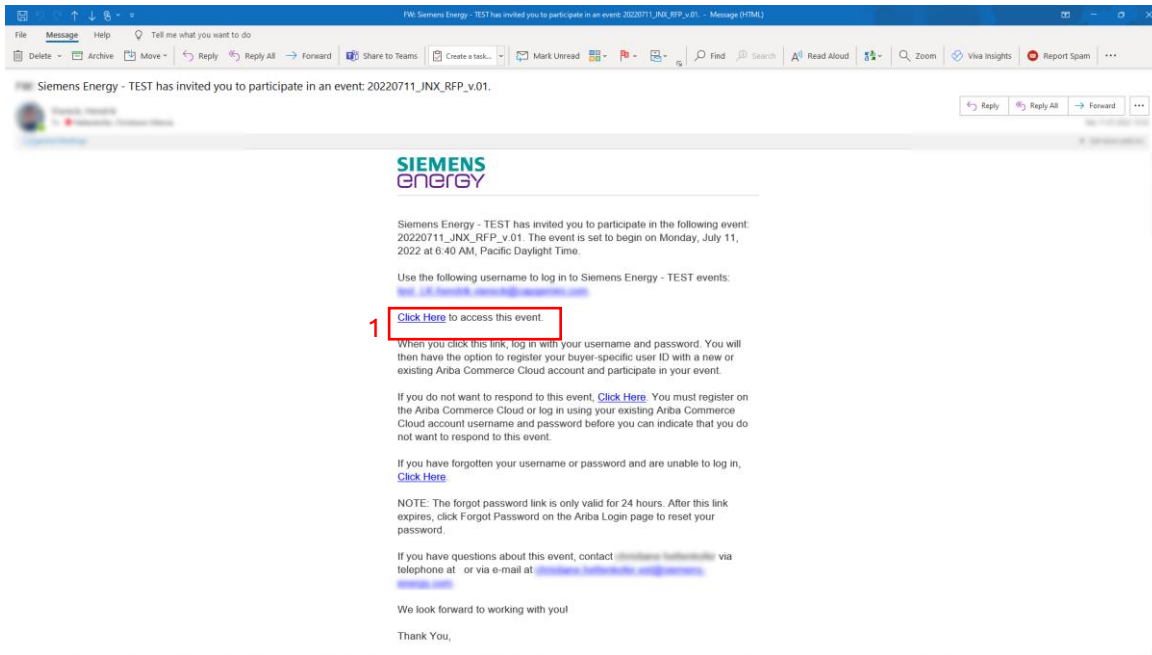
可以通过**ARIBA供应商网站**登录, 输入**service.ariba.com**即可访问。如果您**忘记了自己的用户名和/或密码**, 请使用“忘记用户名/密码”(“forgotten Username/password”)如下图所示(1)。



然后, 请点击页面上方下拉菜单(1)中的“提案和问卷”(“Proposals & Questionnaires”)(2)选项如下图所示。



或者, 直接点击您收到的邮件中的链接(1), 您将被引导到ARIBA供应商网站的登录界面。在登录成功后, 您将直接进入询价页面。

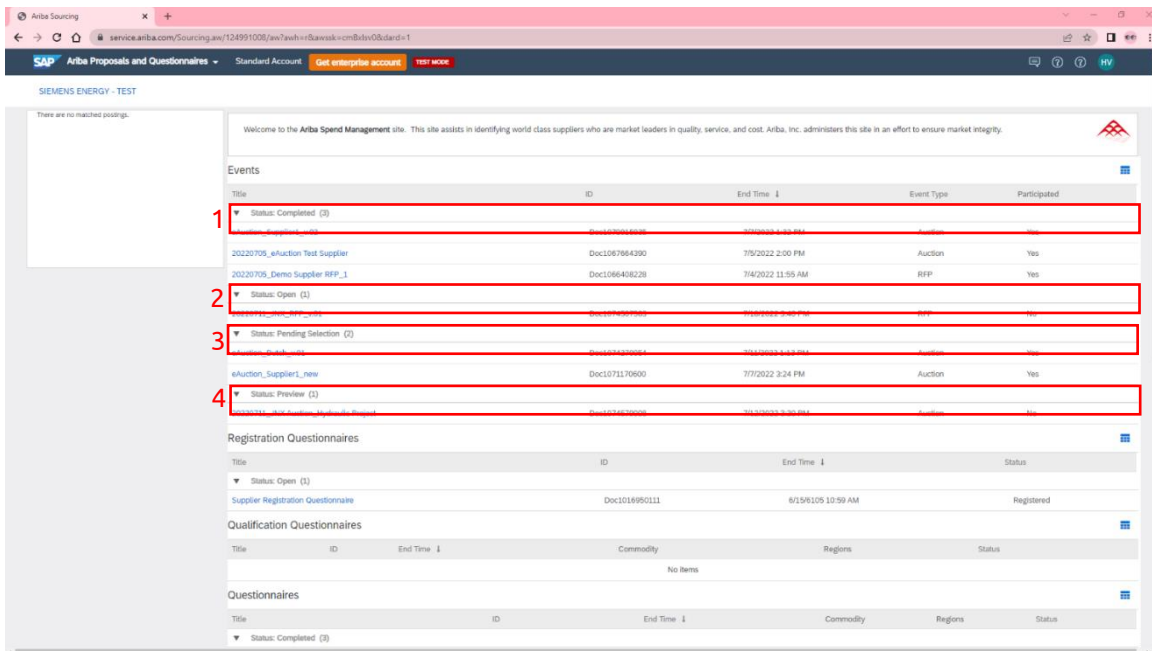


2.2. 仪表板概述

在了解询价内容之前, 我们将向您介绍ARIBA的仪表板的显示内容。

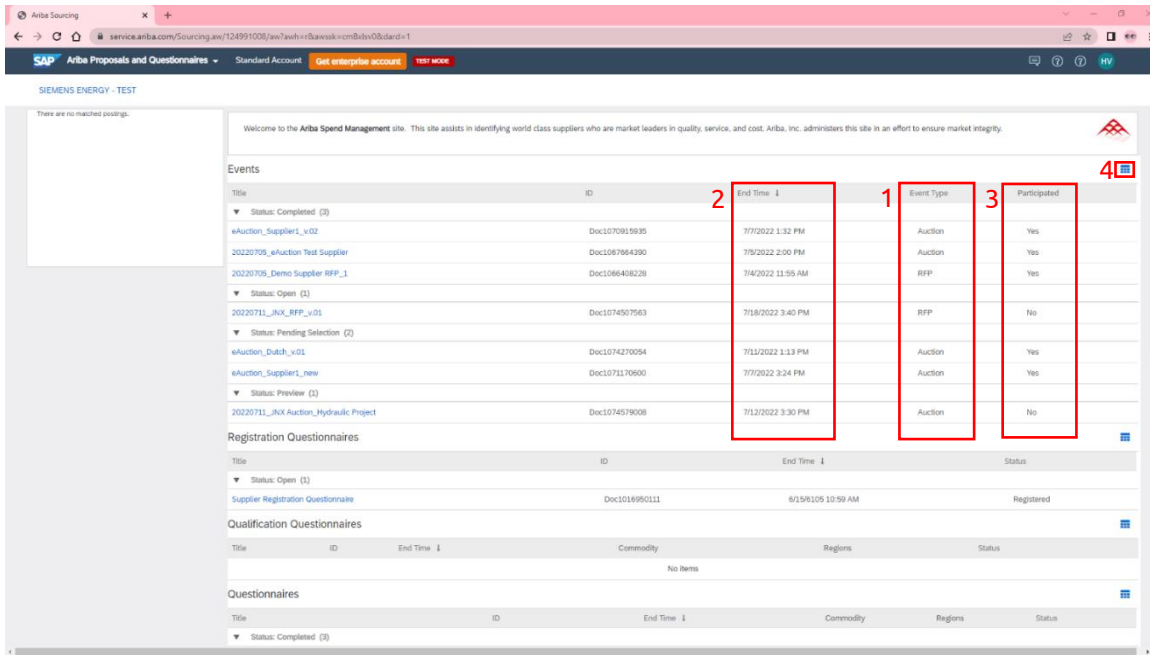
在这里, 您可以看到所有已被邀请参加的活动及其相应的状态, 例如询价(RfPs)。

“已回复”(“Completed”)(1)、 “未回复”(“Open”)(2)、 “待选择”(“Pending selection”)(3) 或“预览”(“ Preview”)(4)

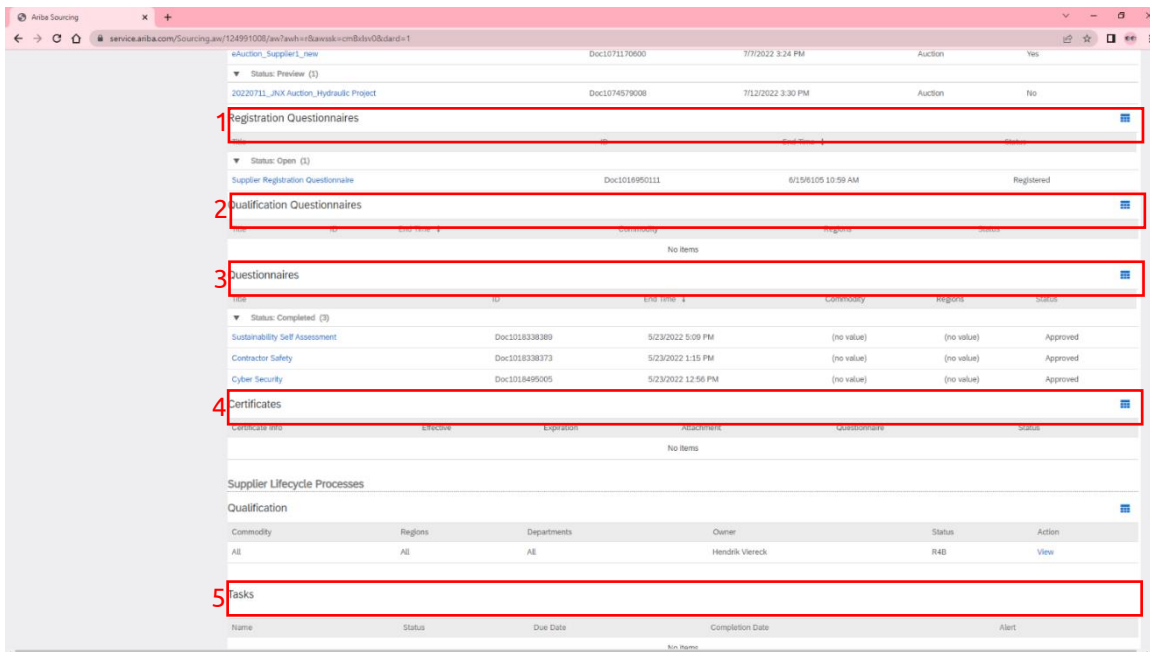


在“活动类型”(“Event Type”)(1)一栏中, 您可以看到相应的细节, 例如, 它是否是一个询价(RfP)。紧挨着这一栏的是结束时间(2), 它表明询价结束时间, 您需要在这个时间前回复询价。

在“参与”(“Participated”)(3)一栏中, 您可以看到是否参与了该活动。如果您想定制您的仪表板, 您可以通过 点击表格顶部的相应图标来实现(4)。

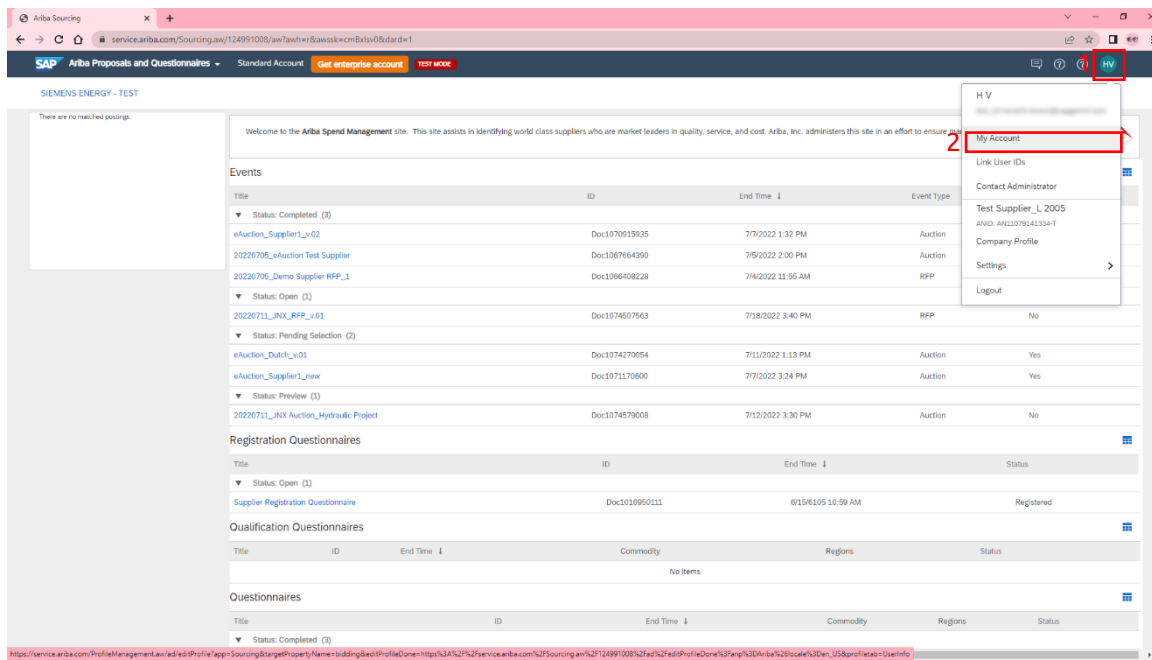


在页面底部也有其他类别供您参考, 如: “注册问卷”(“Registration Questionnaires”)(1)、“资格认证问卷”(“Qualification Questionnaires”)(2)、“调查问卷”(“Questionnaires”)(3)、“证书”(“Certificates”)(4)以及“任务”(“Tasks”)(5)。

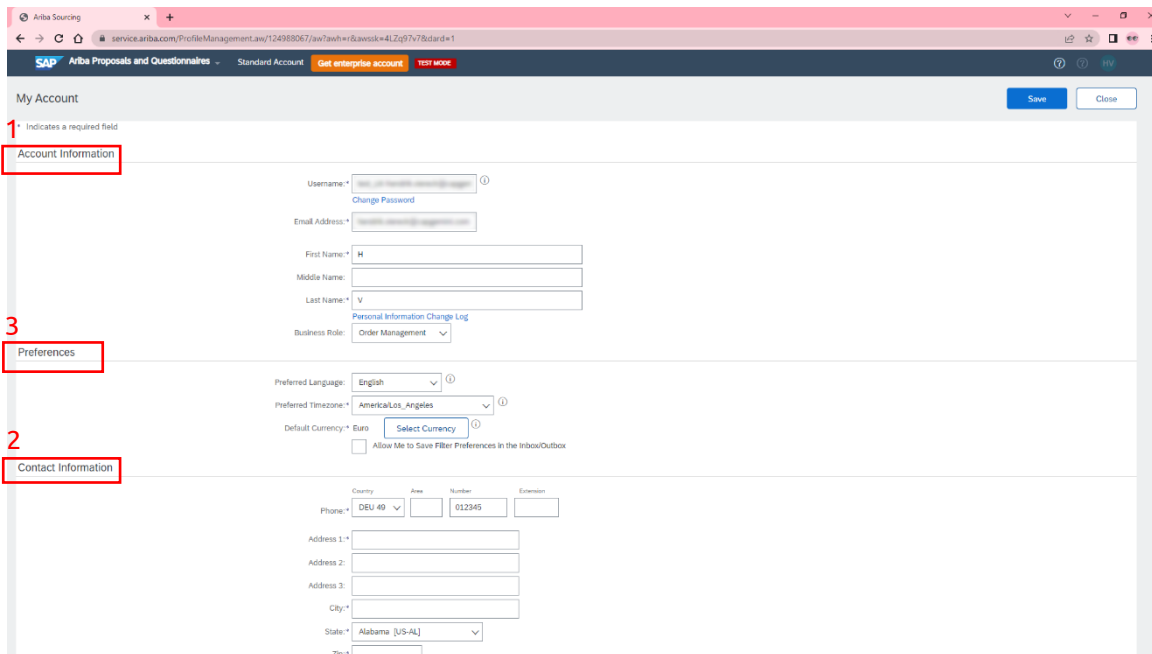


2.3. 个人资料设置

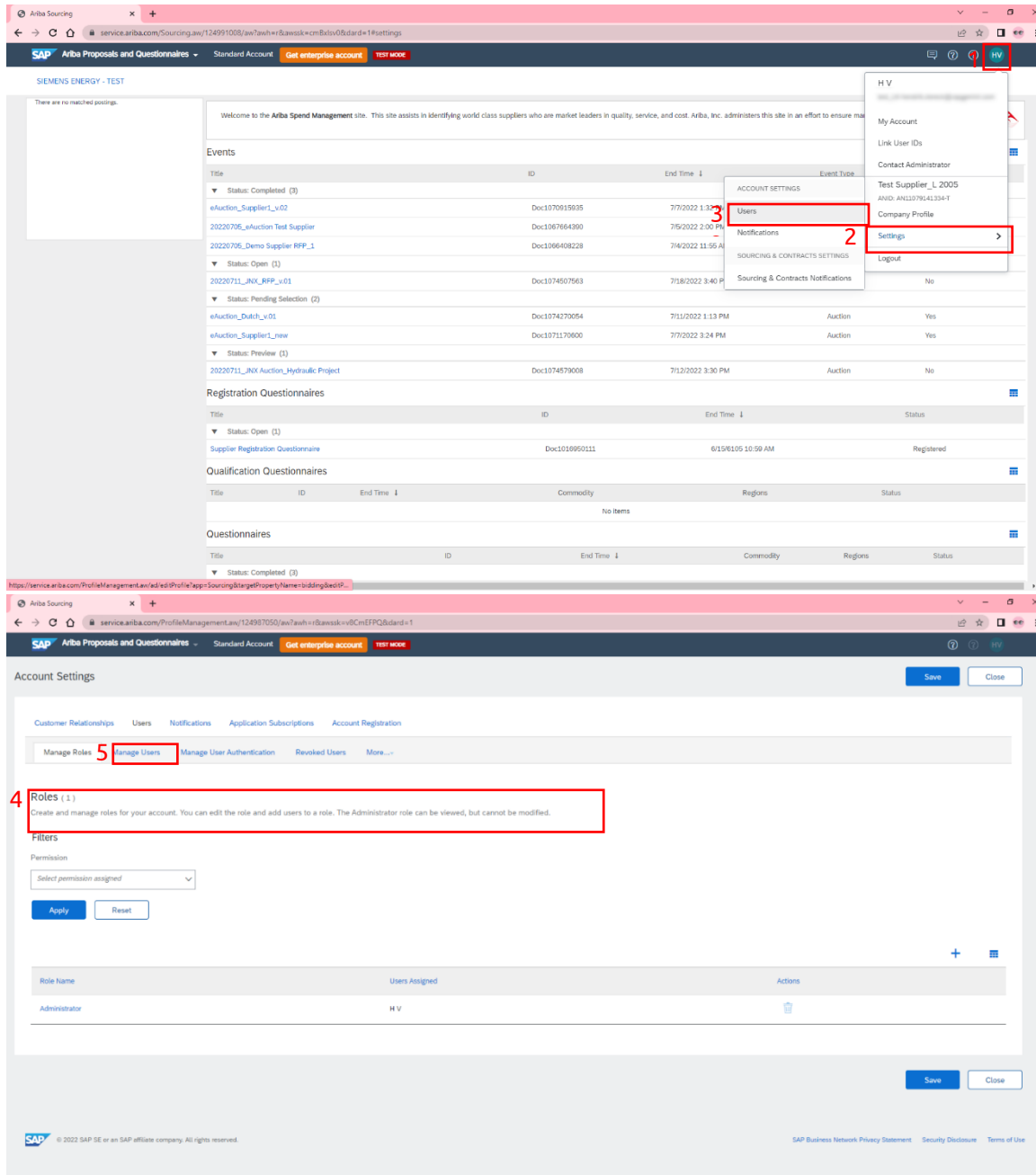
您可以通过点击您的个人资料图标(1), 然后点击“我的账户”(“My Account”)(2)来改变您在ARIBA的基本设置。



您的账户(1)和联系信息(2), 以及您的语言设置(3)都被列出, 这时您可以编辑这些信息。



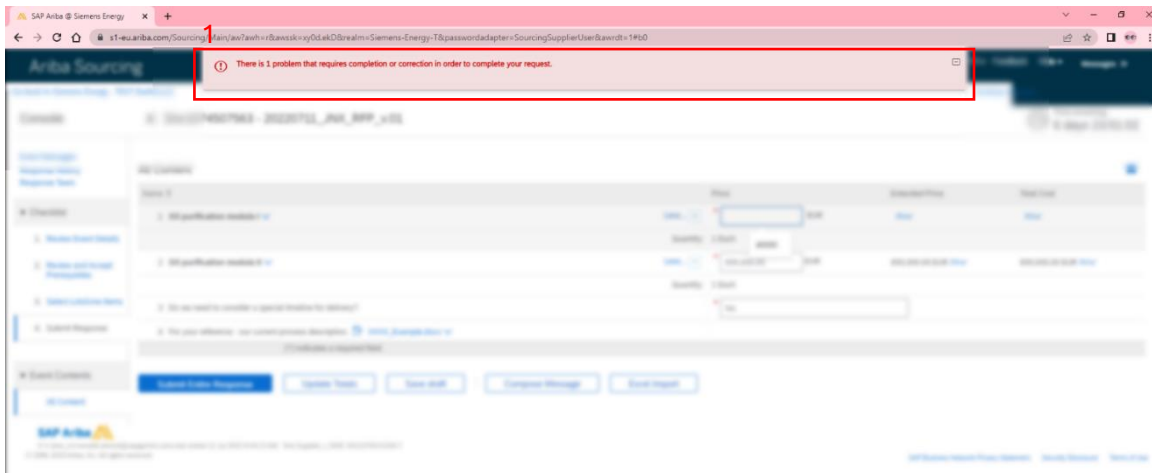
如果您点击您的个人资料图标(1), 您可以点击“设置”(“Settings”)(2), 然后点击“用户”(“Users”)(3), 从而改变您的账户设置, 如角色(4)和用户设置(5)。



2.4. 疑难解答

在填写表格时，您可能会收到**系统报错信息(1)**，出现在您的页面顶部。

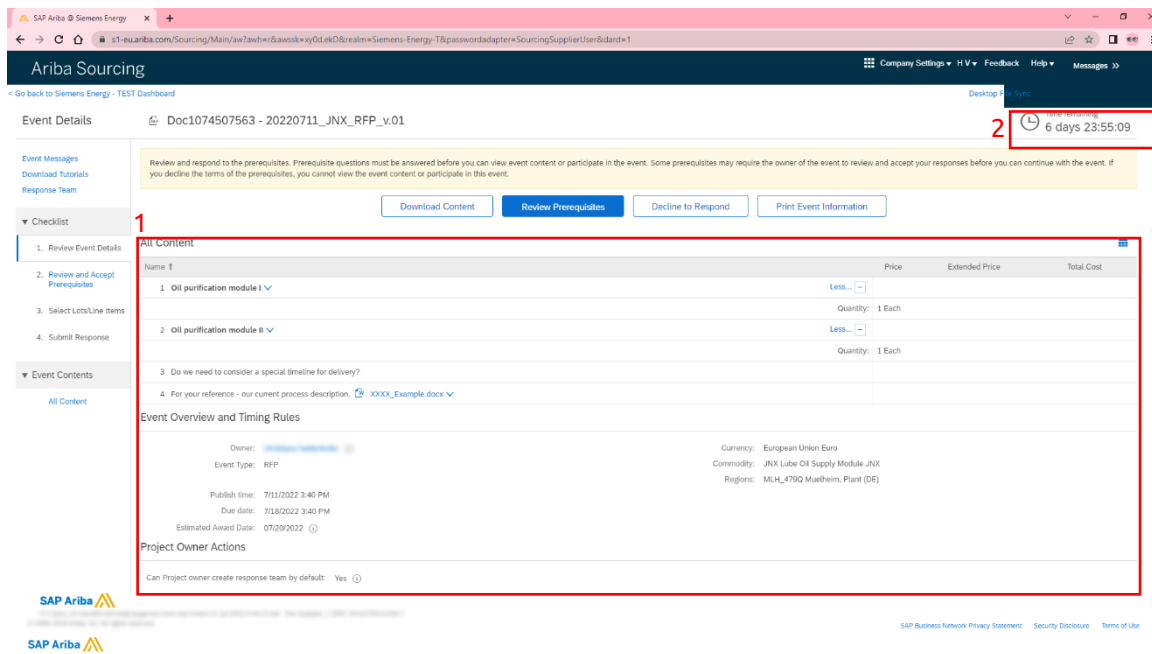
请**仔细阅读**，因为ARIBA会准确地告诉您**哪些信息是缺失或错误输入的**。请到相应的地方去**修改相应的字段**。之后报错信息应该消失。界面以及全部活动信息都已正确填写。



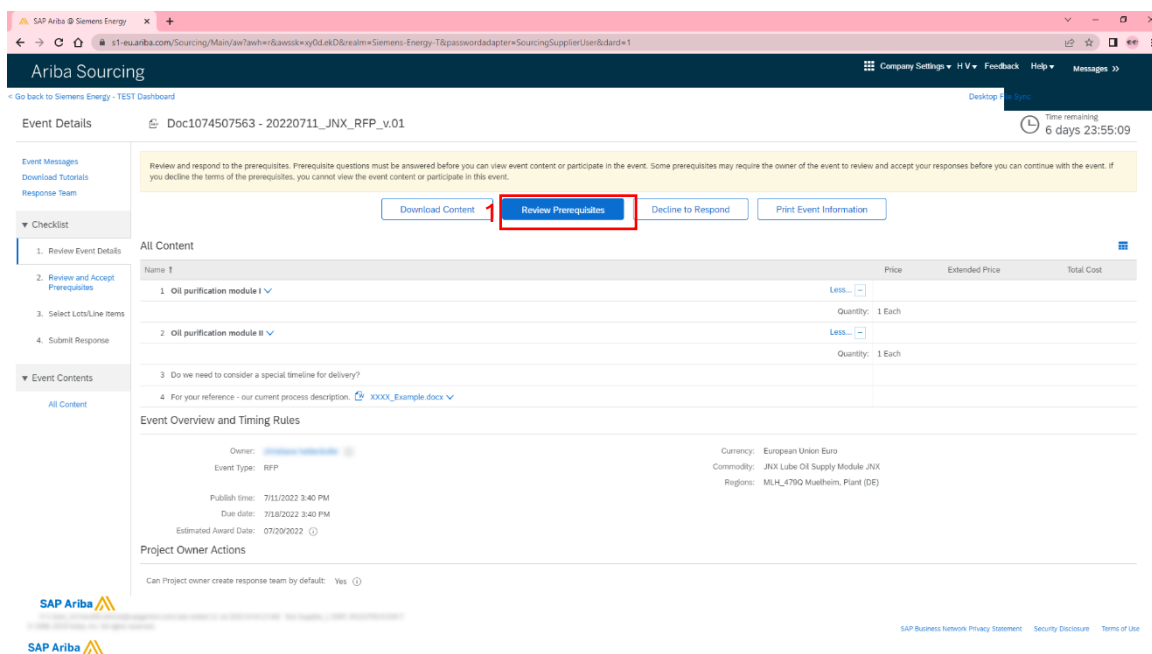
3. 询价(RFP)流程

3.1. 回复询价(RfP)

让我们回到您对询价(RfP)的邀请中。当您点击电子邮件中的相应按钮，或者您在仪表板上点击您打开的询价(RfP)活动，您就会被引导到ARIBA中的询价(RfP)回复表。您将看到您的**询价(RfP)活动的全部细节(1)**。在右上角，您会看到距离询价(RfP)结束的**剩余时间(2)**。

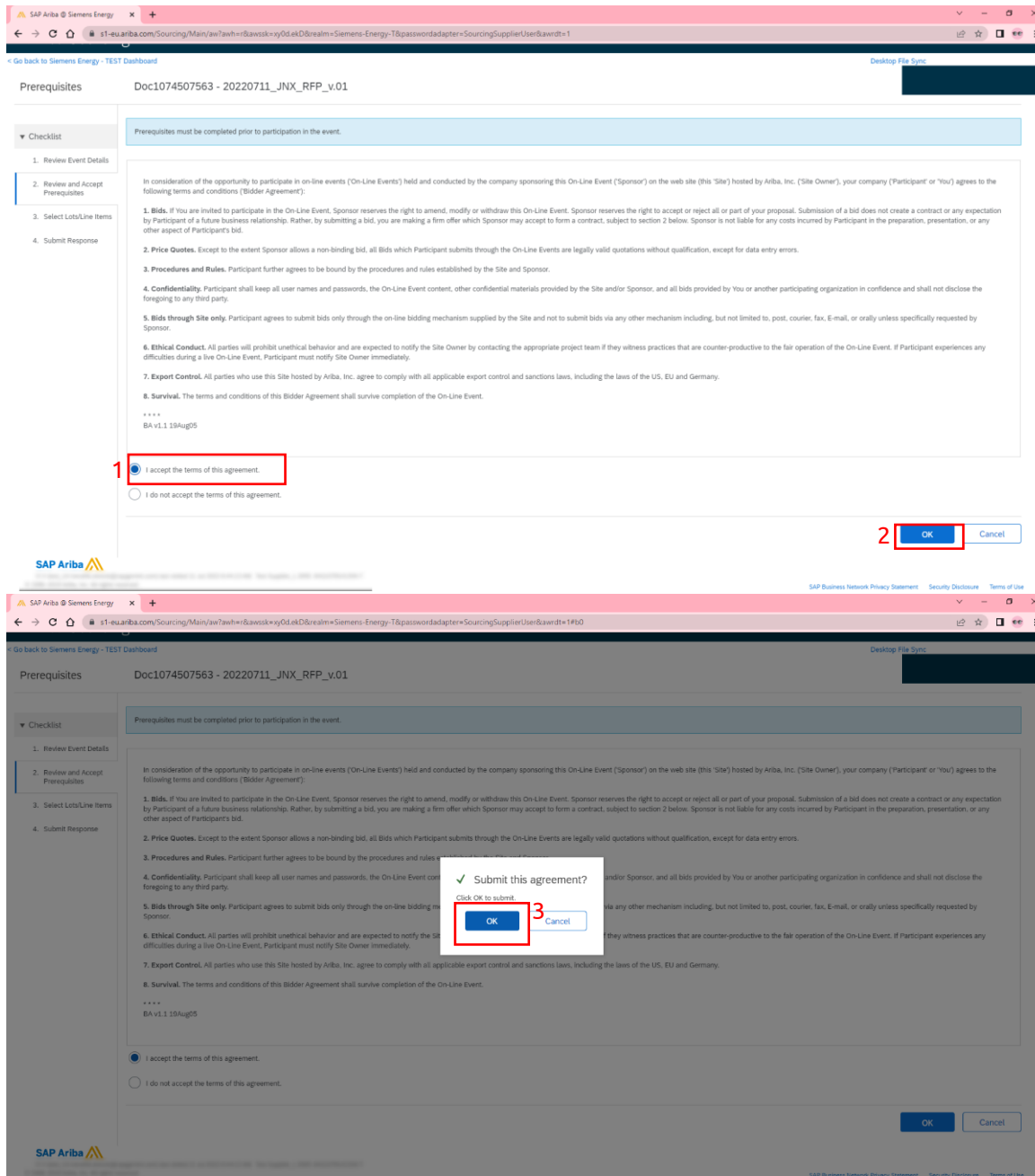


在您提交回复或修改报价数据之前，必须查看并**确认先决条件**，即**条款和条件**。为此，请点击相应的蓝色按钮“查看先决条件”(“Review Prerequisites”)(1)。



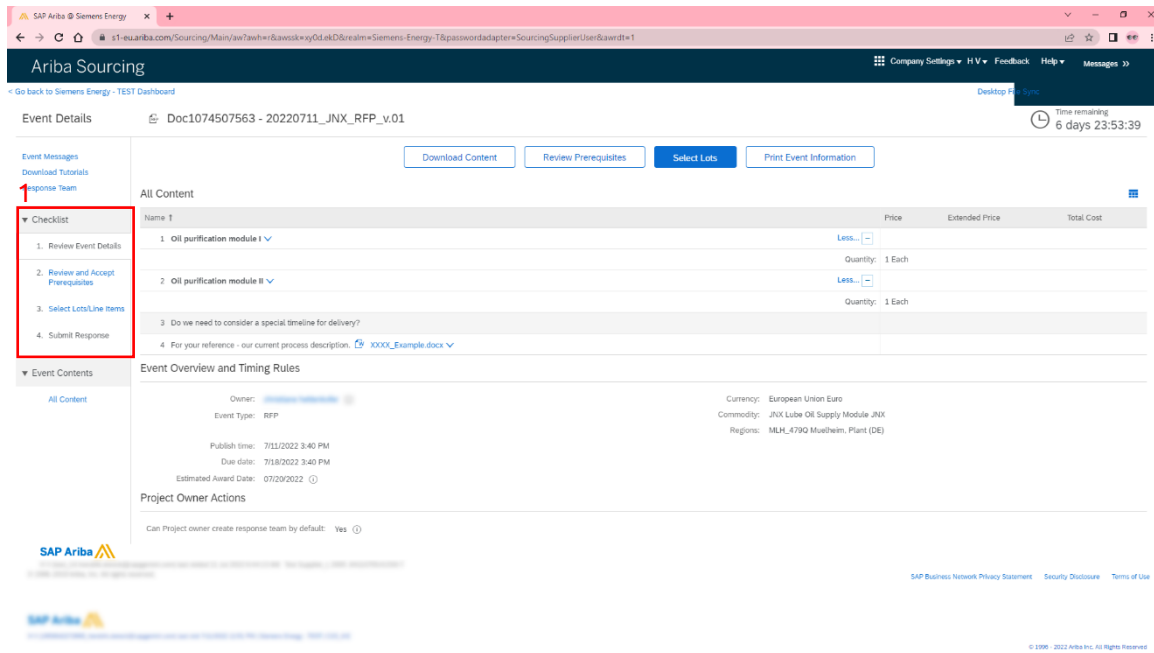
3.2. 检查先决条件

请阅读先决条件并**接受条款和条件(1)**。如需继续进行, 请点击“确定”(“OK”)(2)按钮, 然后点击“提交此协议”(“Submit this agreement”)(3)。



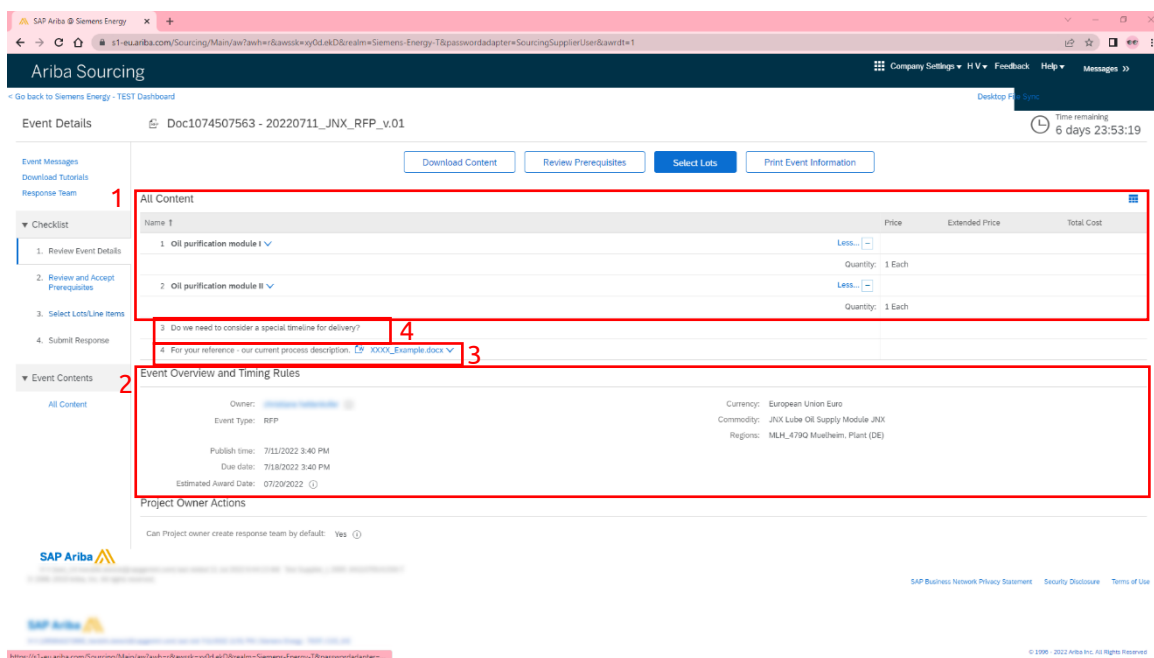
3.3. 检查清单

在接受先决条件后，您可以**开始回复询价**，在ARIBA中输入所有必要的信息。在界面的左侧，您会看到一个**检查清单(1)**。



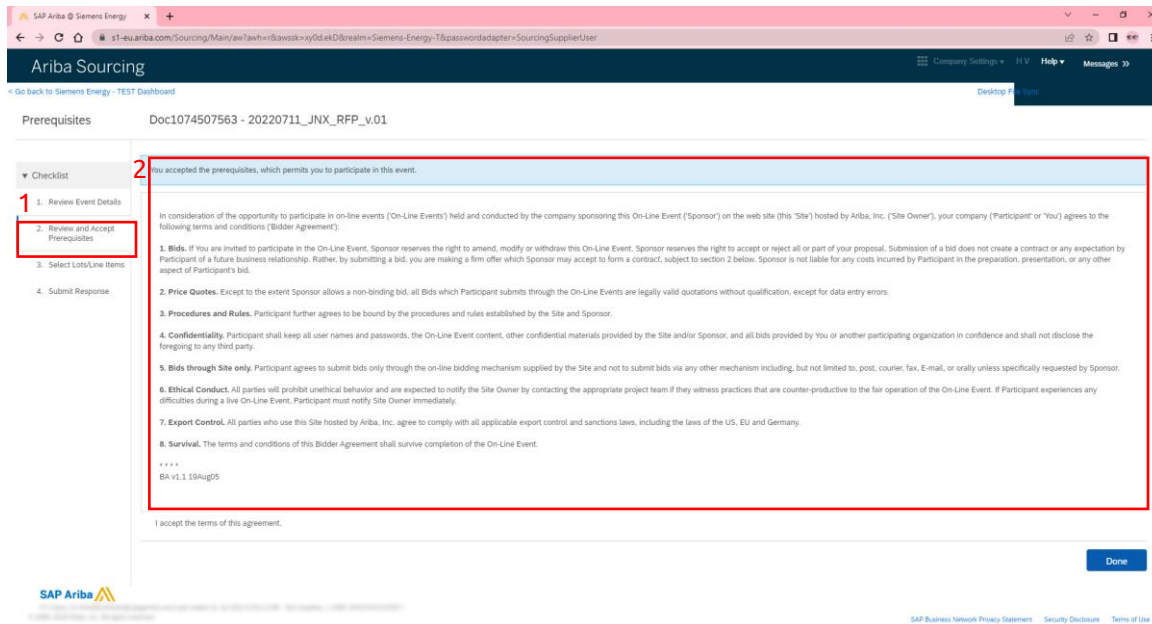
3.3.1. 检查详情

在第一部分“检查详情”(“Review Event Details”)(1)下，您可以看到**您的询价(RfP)的全部细节的摘要**。与询价有关的**时间或规则(2)**已被定义。在这个部分，您还可以看到**客户附上的文件(3)或问题(4)**。



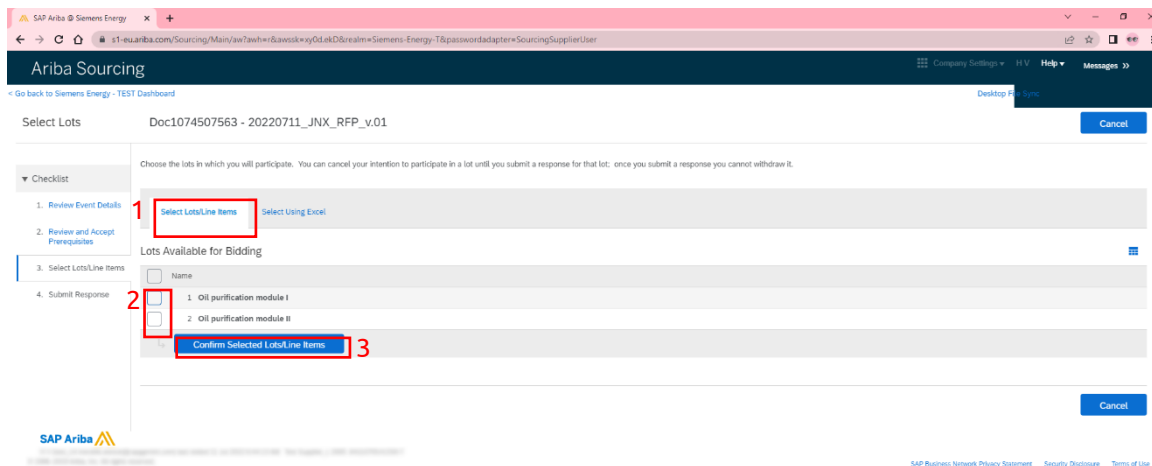
3.3.2. 检查和接受先决条件

在“检查和接受先决条件”(“Review and Accept Prerequisites”)(1)下，您可以看到您在上一步中接受的条款和条件摘要(2)。



3.3.3. 选择批次/行项

在“选择批次/行项”(“Select Lots/Line items”)(1)中，包含了客户定义的询价(RfP)的批次和行项。您可以选择您想回复的相应项目(2)。请点击并确认相应的项目(3)。



3.4. 提交

3.4.1. 提交回复

点击相应项目后会出现回复报价界面，您需要回答客户定义的各种类别。例如：项目的价格(1)或回答问题(2) 必填字段用红色星号标记(3)。

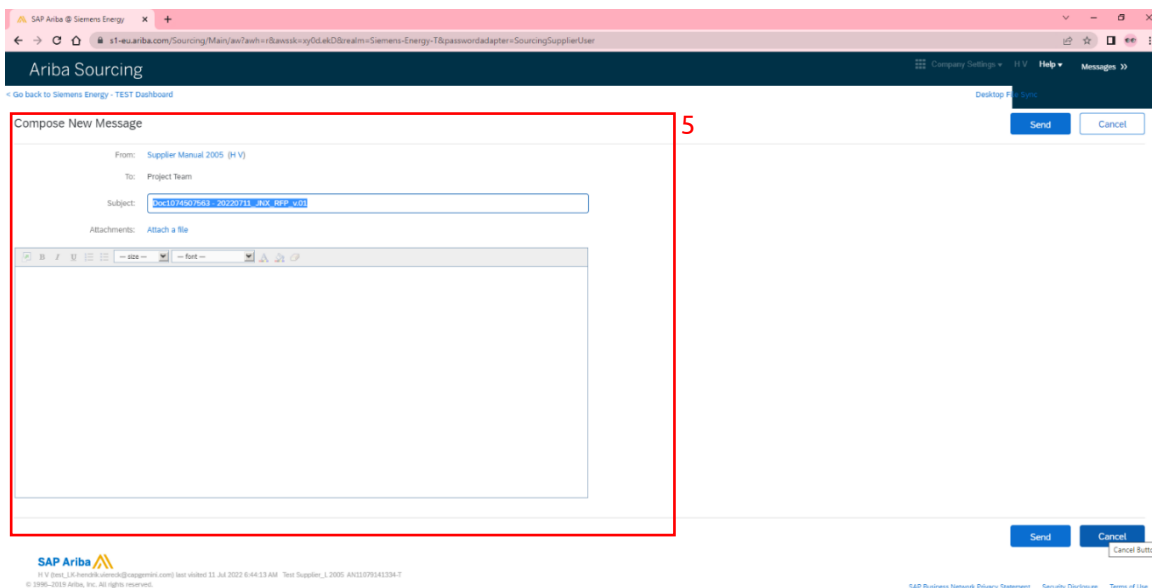
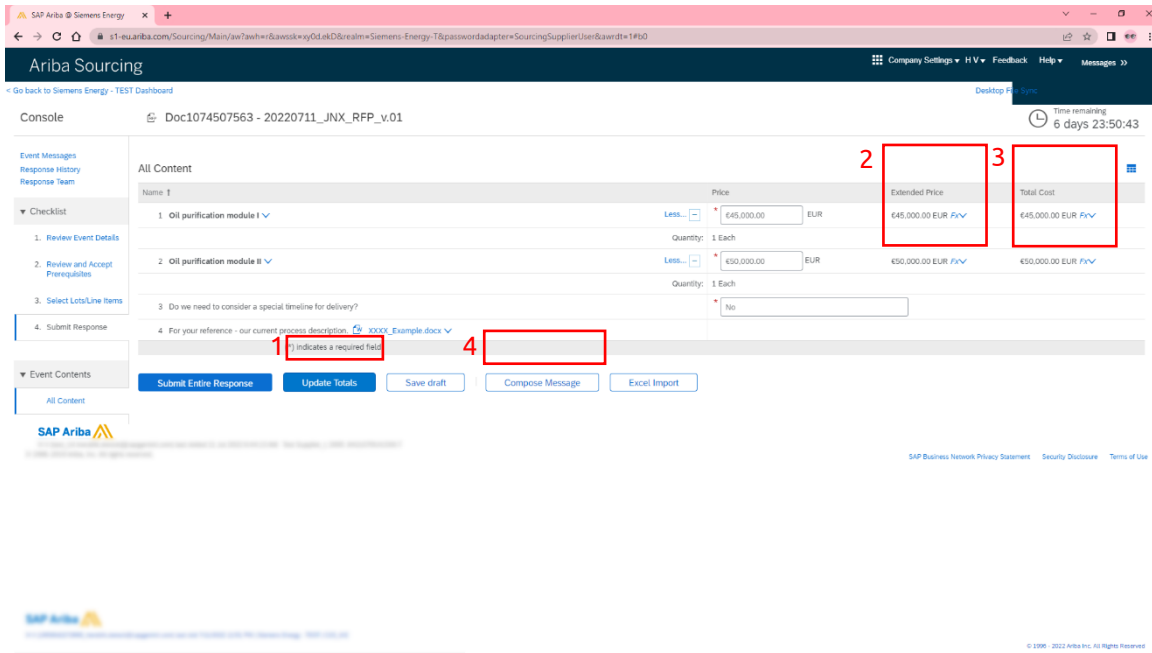
请注意：如果您需要输入各个项目的价格，您可以检查计算公式(4)。其中可能有明细报价的计算，建议在提交答复前检查公式的准确性。

The screenshot displays the 'All Content' section of a response form in SAP Ariba Sourcing. The form is titled 'Doc1074507563 - 20220711_JNX_RFP_v.01'. It features a checklist on the left with four items: '1. Review Event Details', '2. Review and Accept Prerequisites', '3. Select Lots/Line Items', and '4. Submit Response'. The main content area shows a table with columns for 'Name #', 'List...', 'Quantity', 'Extended Price', and 'Total Cost'. The first row is for 'Oil purification module I' with a quantity of '1 each' and a price of 'EUR'. The second row is for 'Oil purification module II' with a quantity of '1 each' and a price of 'EUR'. The third row is a question: '3. Do we need to consider a special timeline for delivery?'. The fourth row is a note: '4. For your reference - our current process description. XXXX_Example.docx'. Red boxes and numbers 1-4 highlight specific elements: 1. The 'Price' field in the first row. 2. The question text in the third row. 3. The red star icon indicating a required field. 4. The 'Formula' field in the first row.

点击“更新总数”(“Update Totals”)(1), 您的询价结果将被计算出来, “延伸价格”(“Extended Price”)(2)以及“总成本”(“Total Costs”)(3)将出现在表中。

如果有问题, 您可以提出来, 并与您的客户取得联系。这时, 您需要点击相应的按钮“信息”(“Compose Message”)(4)。

这时一个信息界面出现(5), 您可以直接输入文字信息并发送与客户进行交流。



您也可以在您提交的信息中创建一个Excel表(1), 然后再回复这里, 您可以导出和导入询价内容并提交报价(2)。 当您上传了所有必要的信息, 请点击“完成”(“Done”)按钮(3)。 请不要改变Excel的格式。

The screenshot shows the 'All Content' page in SAP Ariba Sourcing. It features a table with the following data:

Name	Price	Extended Price	Total Cost
1 Oil purification module I	Less: €45,000.00 EUR Quantity: 1 Each	€45,000.00 EUR	€45,000.00 EUR
2 Oil purification module II	Less: €50,000.00 EUR Quantity: 1 Each	€50,000.00 EUR	€50,000.00 EUR

Below the table, there are several buttons: 'Submit Entire Response', 'Update Totals', 'Save draft', 'Compose Message', and 'Excel Import'. The 'Excel Import' button is highlighted with a red box.

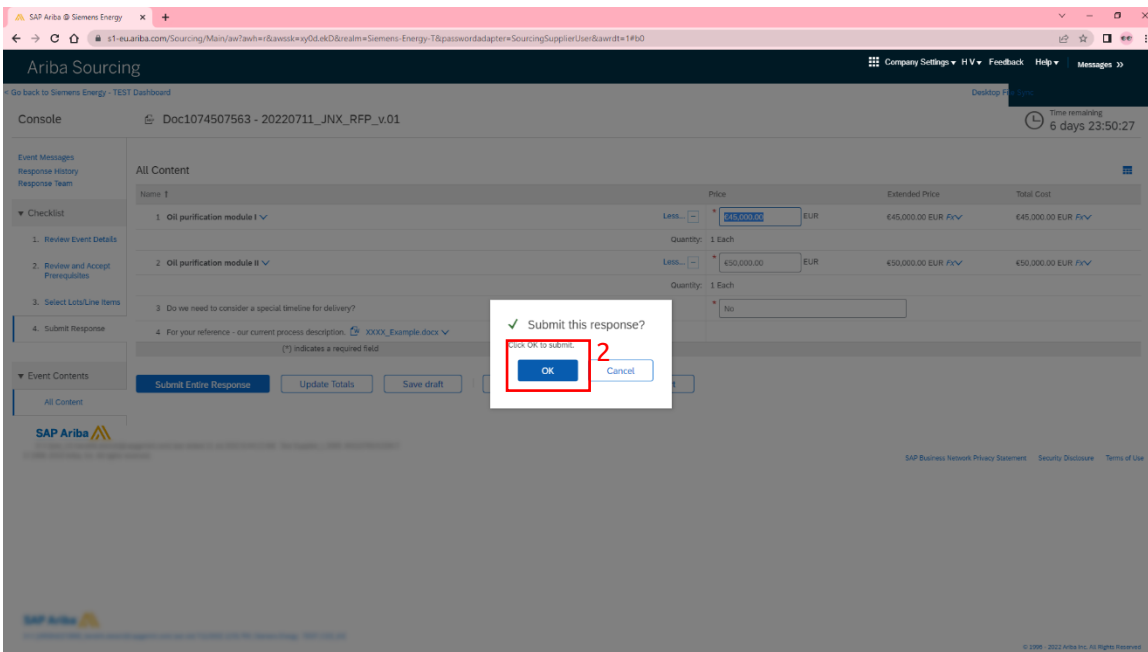
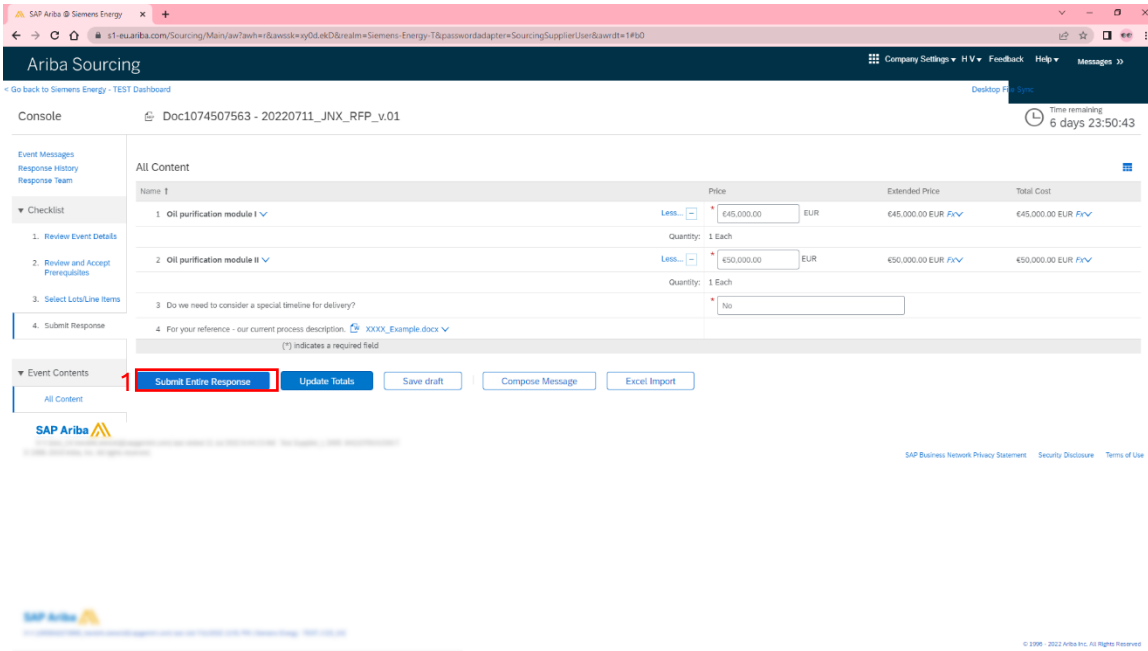
The screenshot shows the 'Import Response from Excel' page. It contains the following steps:

- 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.
- 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.

A red box highlights the first three steps. At the bottom right, there is a 'Done' button highlighted with a red box.

3.4.2. 提交全部回复

当您填写完毕, 请点击“提交全部回复”(“Submit Entire Response”)(1)按钮, 然后点击“确定”(“OK”)(2), 以最终确定您的报价, 并最终提交您的回复。



3.4.3. 修改回复

请注意, 您可以随时修改您的回复, 只要询价仍在进行, 就可以修改。您也可以在仪表板(1)中查看状态。如果您想修改相关信息, 您可以点击询价(RFP)(2)并进行相应的修改(2)。

The screenshot displays the SAP Ariba Sourcing interface. The top section shows a list of events under the heading 'Events'. One event, '20220711_JNX_RFP_v.01', is highlighted with a red box and labeled '2'. A red circle labeled '1' points to the event's status, 'Status: Open (1)'. Below this, the 'Registration Questionnaires' and 'Qualification Questionnaires' sections are visible. The bottom section shows the 'All Content' of the response, including a table with columns for Name, Price, Extended Price, and Total Cost. A red box labeled '3' highlights the 'Revise Response' button. The interface also shows a 'Compose Message' button and a 'Time remaining' indicator of 6 days 23:49:46.

Title	ID	End Time	Event Type	Participated
Status: Completed (3)				
eAuction_Supplier1_v.02	Doc1070915935	7/7/2022 1:32 PM	Auction	Yes
20220709_eAuction Test Supplier	Doc1067864290	7/9/2022 2:00 PM	Auction	Yes
20220705_Demo Supplier RFP_1	Doc1066498228	7/4/2022 11:55 AM	RFP	Yes
Status: Open (1)				
20220711_JNX_RFP_v.01	Doc1074507563	7/18/2022 3:40 PM	RFP	Yes
Status: Pending Selection (1)				
eAuction_Dutch_v.01	Doc1074270054	7/11/2022 1:13 PM	Auction	Yes
eAuction_Supplier1_new	Doc1071170900	7/7/2022 3:24 PM	Auction	Yes
Status: Preview (1)				
20220711_JNX Auction_Hydraulic Project	Doc1074579008	7/12/2022 3:30 PM	Auction	No

Title	ID	End Time	Status
Status: Open (1)			
Supplier Registration Questionnaire	Doc1016950111	8/25/2025 10:59 AM	Registered

Title	ID	End Time	Commodity	Regions	Status
No Items					

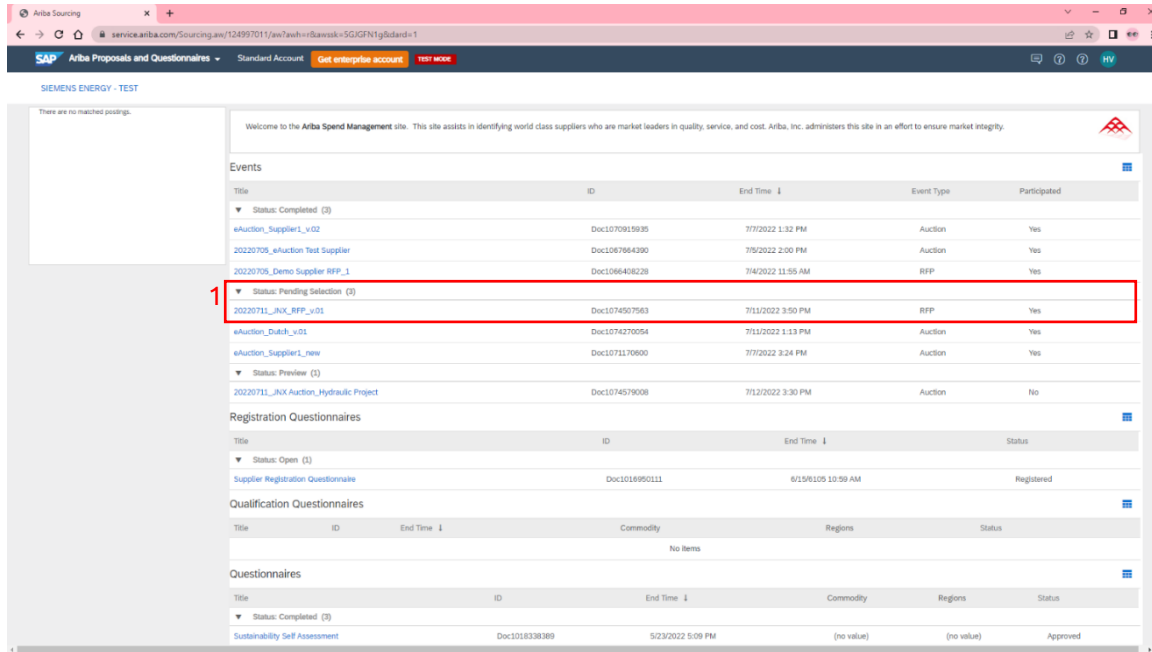
Title	ID	End Time	Commodity	Regions	Status
Status: Completed (3)					

Name	Price	Extended Price	Total Cost
1 Oil purification module I	Less - €45,000.00 EUR	€45,000.00 EUR FrV	€45,000.00 EUR FrV
Quantity: 1 Each			
2 Oil purification module II	Less - €50,000.00 EUR	€50,000.00 EUR FrV	€50,000.00 EUR FrV
Quantity: 1 Each			
3 Do we need to consider a special timeline for delivery?	No		
4 For your reference - our current process description. XXXX_Example.docx			

3.5. 授予阶段

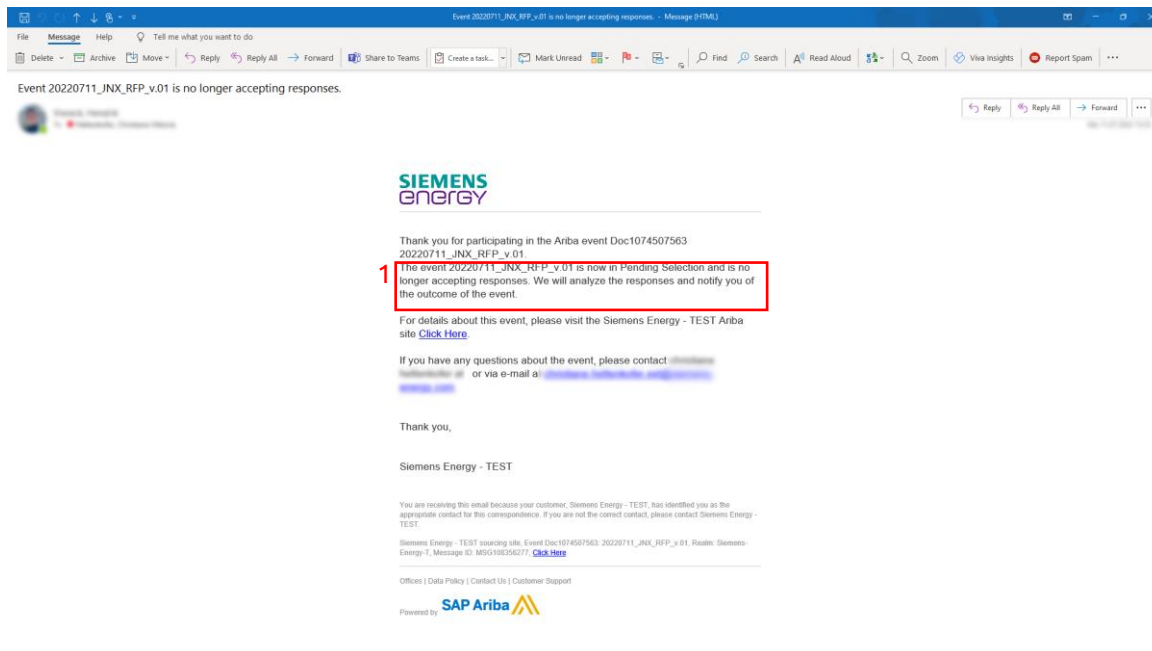
3.5.1. 待选

在询价(RFP)终止后, 状态将变为“待选”(“pending selection”)(1)。



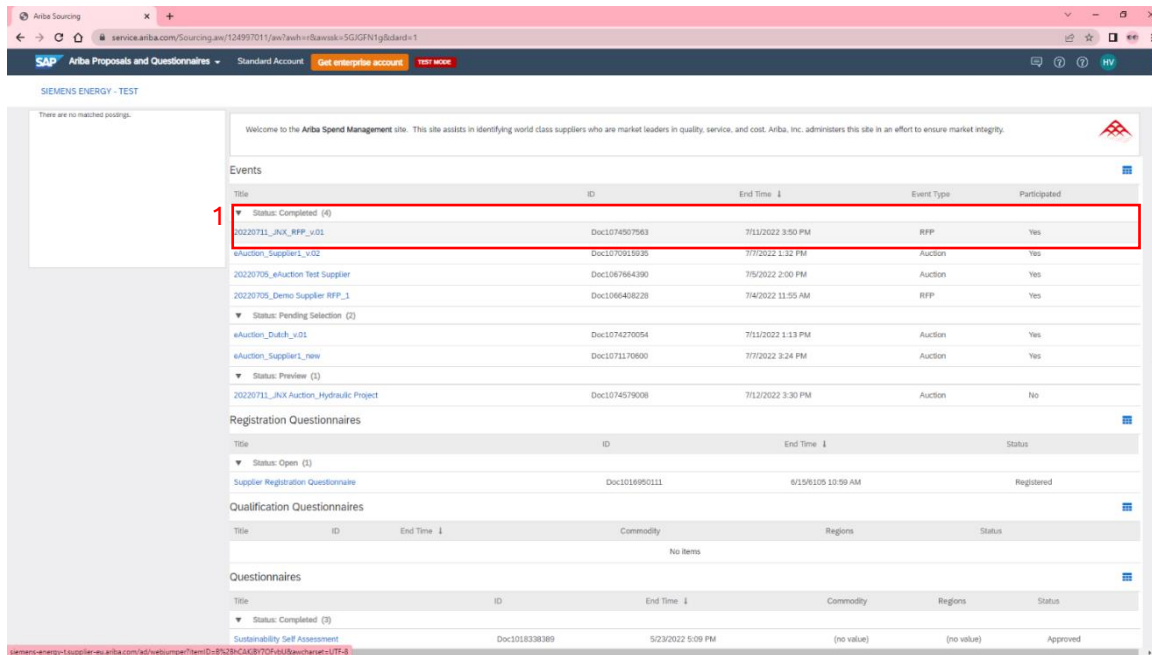
3.5.2. 待选通知

您还会收到电子邮件通知, 即不再接受报价(1), 这意味着该询价活动已经结束。



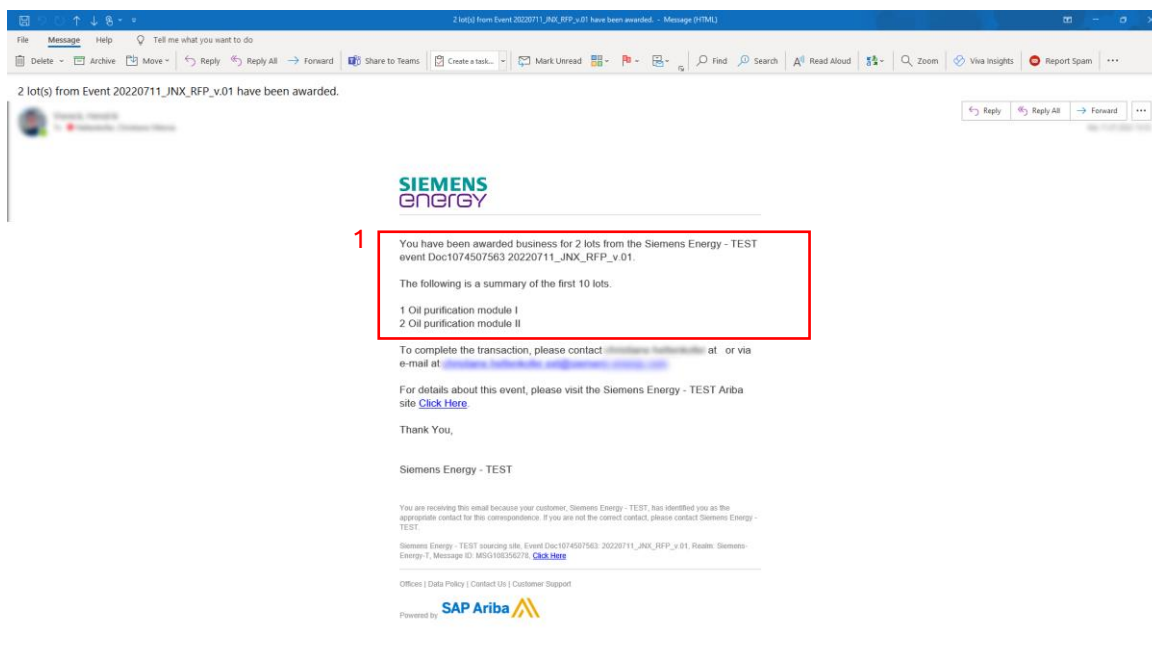
3.5.3. 已完成的状态

您可以在您的仪表板上查看询价 (RfP)，直到授予阶段结束。当客户决定最终选择哪一个报价时，您的仪表板上的询价活动的状态将变为“完成”(“completed”)(1)。



3.5.4. 通知

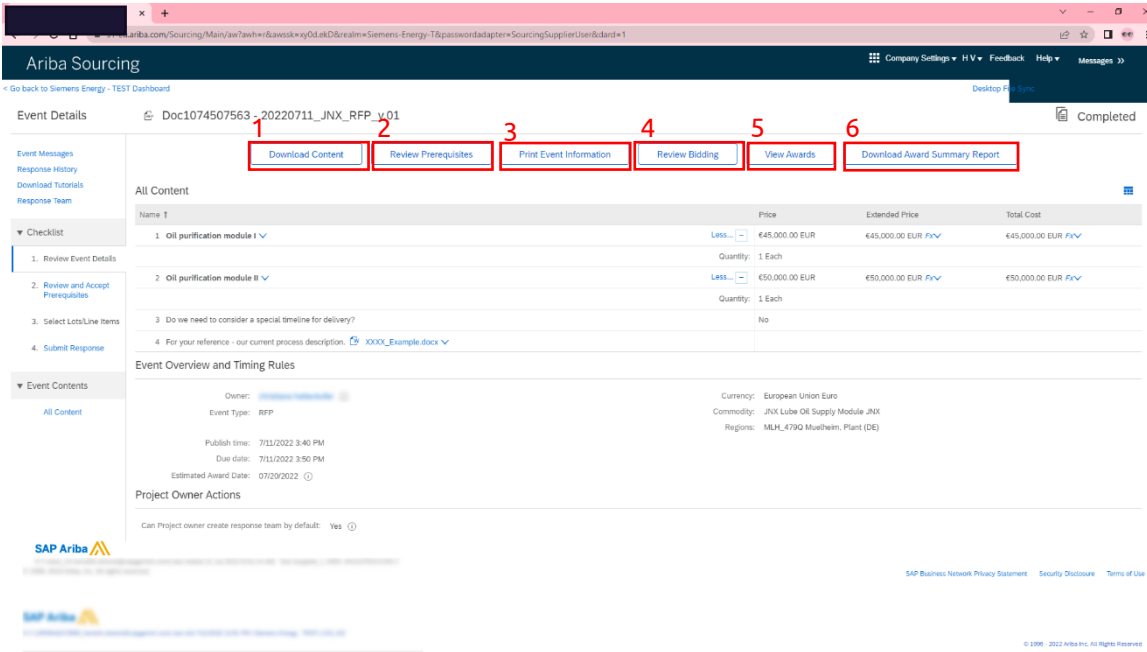
根据客户的授予设置，一旦您通过授予获得特定项目或份额，您可能会收到一条消息(1)。



3.5.5. 查看询价(RfP)活动

在您的ARIBA个人资料中，您可以随时点击询价(RfP)，第一时间看到您的报价摘要。

您现在可以：“下载内容”(“download the content”)(1)、“检查该活动的先决条件”(“review the prerequisites”)(2)、“打印活动信息”(“print the event information”)(3)、“检查报价情况”(“review the bidding”)(4)、“查看授予情况”(“view the awards”)(5)、以及“下载总结报告”(“download the award summary report”)(6)。



4. 更多信息 - 供应商网站

如有疑问, 请访问[西门子能源供应商网站](#), 在那里您还可以获得相应的支持。可以点击此[链接](#)进入该网页。

SIEMENS ENERGY Offerings News Priorities Company

Siemens Energy SAP ARIBA Implementation

Siemens Energy is executing on its Vision. A major focus of this Vision is the strategy of digitalization across all parts of our business.

Digitalization is fundamentally transforming the value chain and offers major opportunities for all parties. It helps us automate order processing, achieve speed, end-to-end visibility, remove manual errors while improving quality and efficiency. Digitalization is not just a project, for us in Siemens energy it has become a part of our strategy. We consistently pursue our goal of driving ahead our digitalization initiatives. We continuously seek to make our procurement processes simpler and more efficient not only for us, but for you as our supplier partners as well. From mid-2022 onwards, Siemens Energy has decided to use a new and innovative solution SAP ARIBA to continue its collaboration with you.

E2E ARIBA Implementation

KEY FACTS BENEFITS MANUALS SUPPORT

We are leaving behind SCM Star for the implementation of SAP ARIBA, our new all-in-one suite for both strategic and indirect procurement, to create a more simplified system landscape for both of us, Siemens Energy and our suppliers.

We proceed step-by-step with the implementation of ARIBA, starting in June 2022.

As one of our suppliers there is no need to take an active step from your side. Our teams are working in the background on registering you as

Published by

Siemens Energy AG
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Germany

For more information, please visit our website:

<https://www.siemens-energy.com/global/en/company/about/supply-chain-management/supplier-cockpit.html>

July 2022

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