

Supplier Manual Request for Proposal (RfP)

SE E2E ARIBA Implementation

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1. REQUEST FOR PROPOSAL OVERVIEW

1.1. Introduction

In this manual you will get an overview on **how to answer on an RFP**, what you need to keep in mind when filling out an RFP and how you can monitor the tender process.

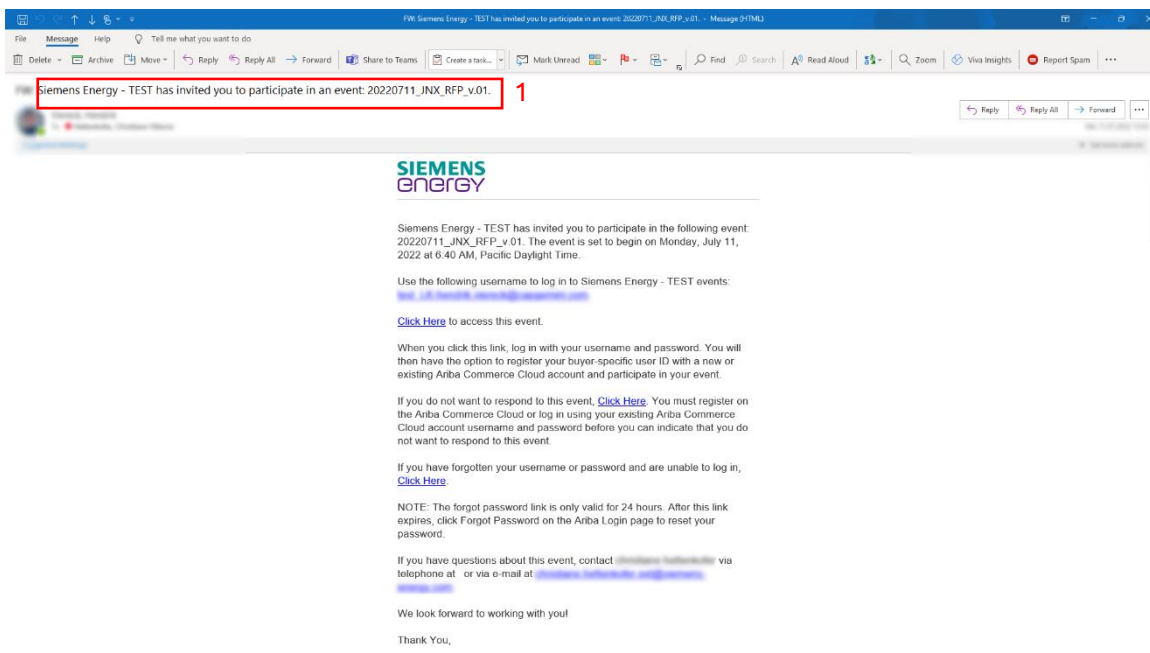
Learning Goals

- Overview on how to answer an RfP
- What to keep in mind when filling out an RfP
- How to monitor the tender process in ARIBA

1.2. Invitation to RfP

The Request for Proposal, short RFP, is the formal **standard process** for Siemens Energy to give suppliers **the opportunity to send their offerings according to the request**.

Once you have been selected as participant for an RFP, you will be **automatically informed via email** about the event, meaning the request (1).

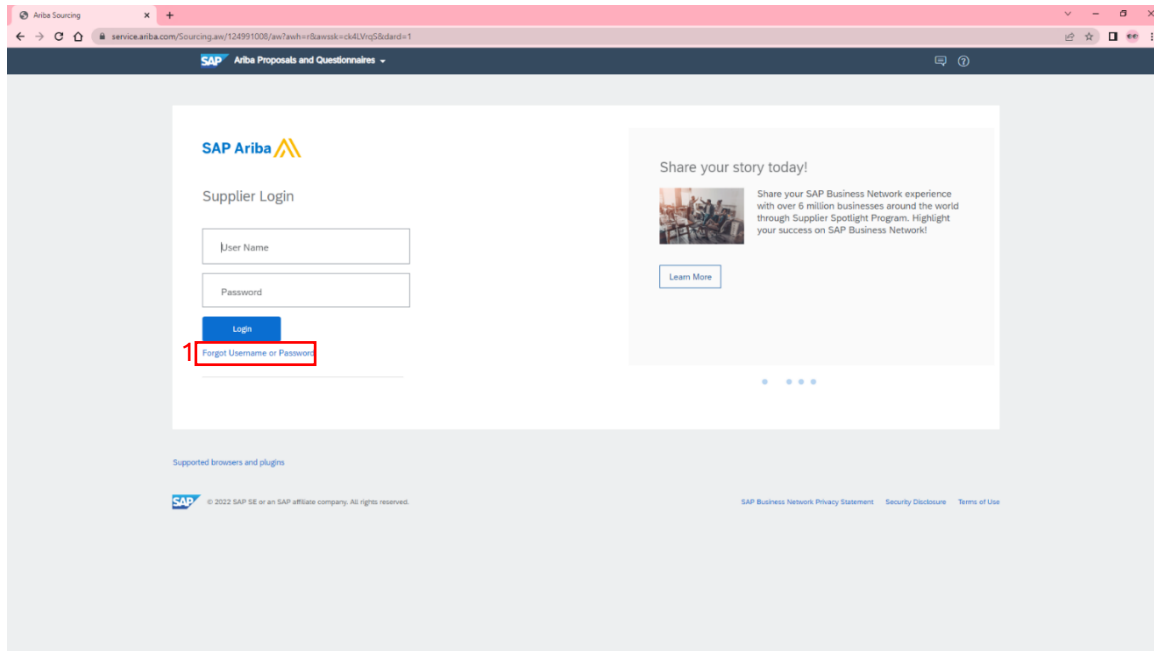


2. NAVIGATION THROUGH SAP ARIBA

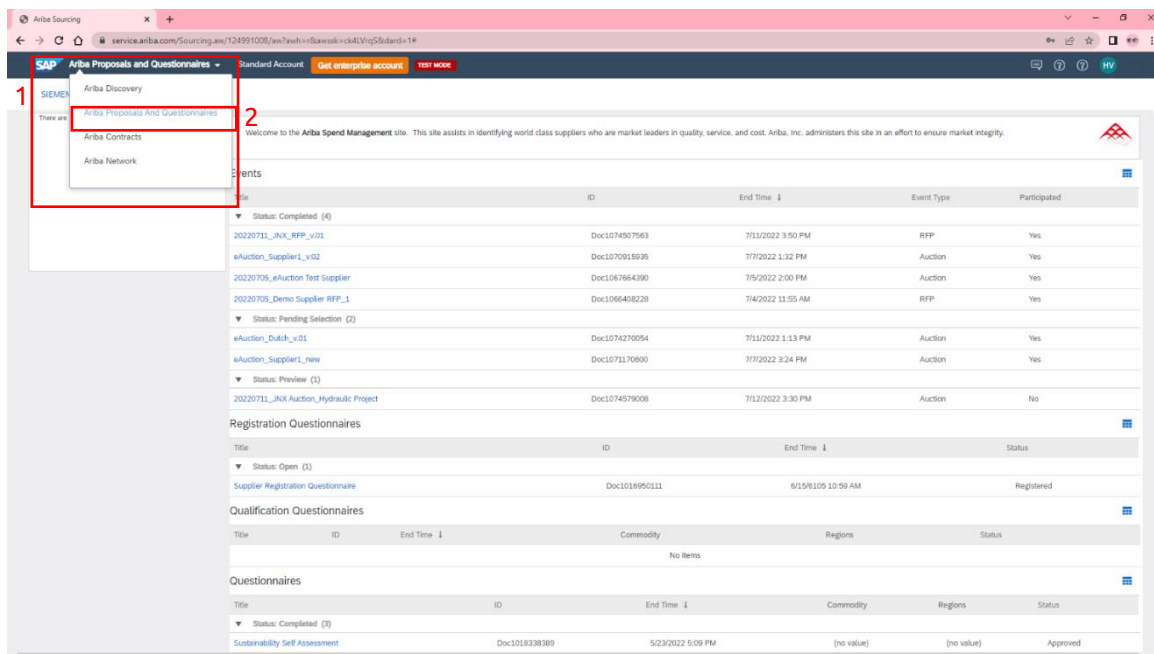
2.1. Login to ARIBA

There are two ways for you to login to your ARIBA profile:

Either you can login via the **ARIBA Supplier website**, reachable under **service.ariba.com**. In case you have **forgotten your username and/or password**, please use the option “forgotten Username/password” (1).

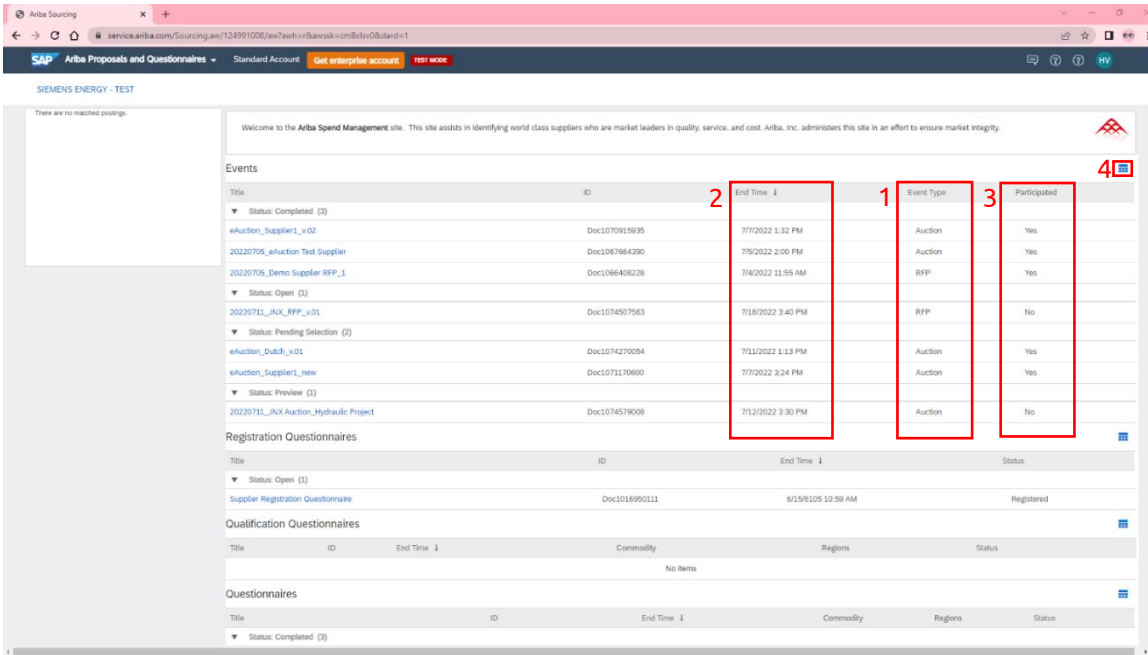


Then you need to click on the tab “Proposals & Questionnaires” (2) in the dropdown on the top of the page (1).

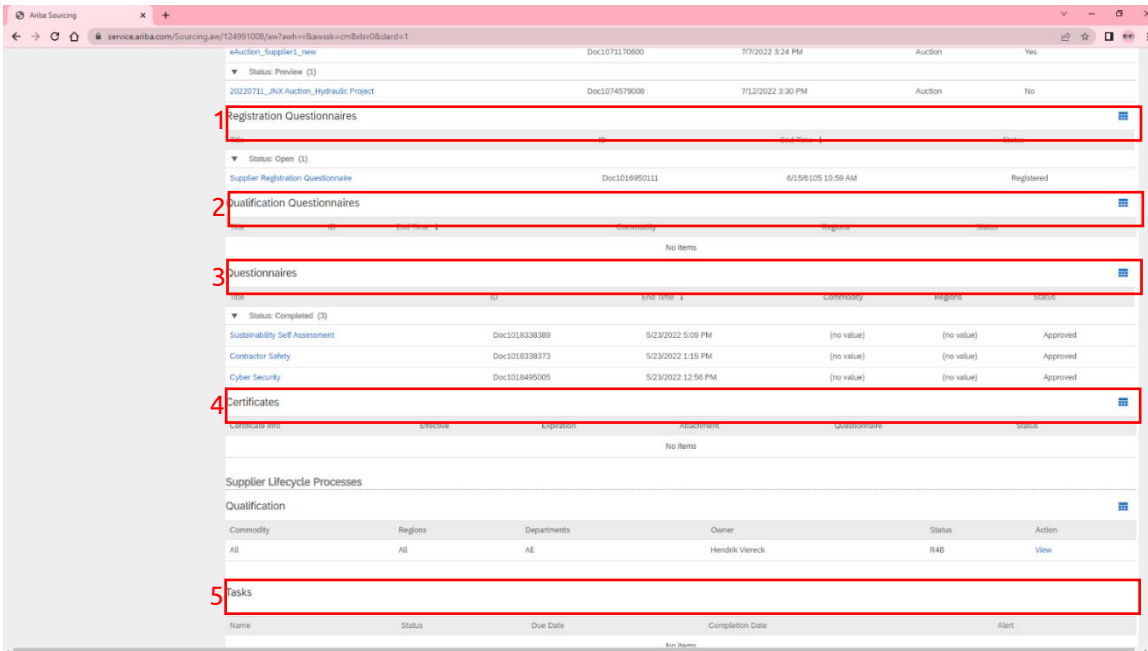


In the column “Event Type” (1) you **see the respective details**, for example if it is an RFP. Directly next to the column is **the end time (2) which indicates when your answer will be expected** from the customer.

In the column “Participated” (3) you see at a first glance, if you participated at an event, or not. In case you want to **customize your dashboard**, you can do this by clicking on the respective icon at the top of the table (4).

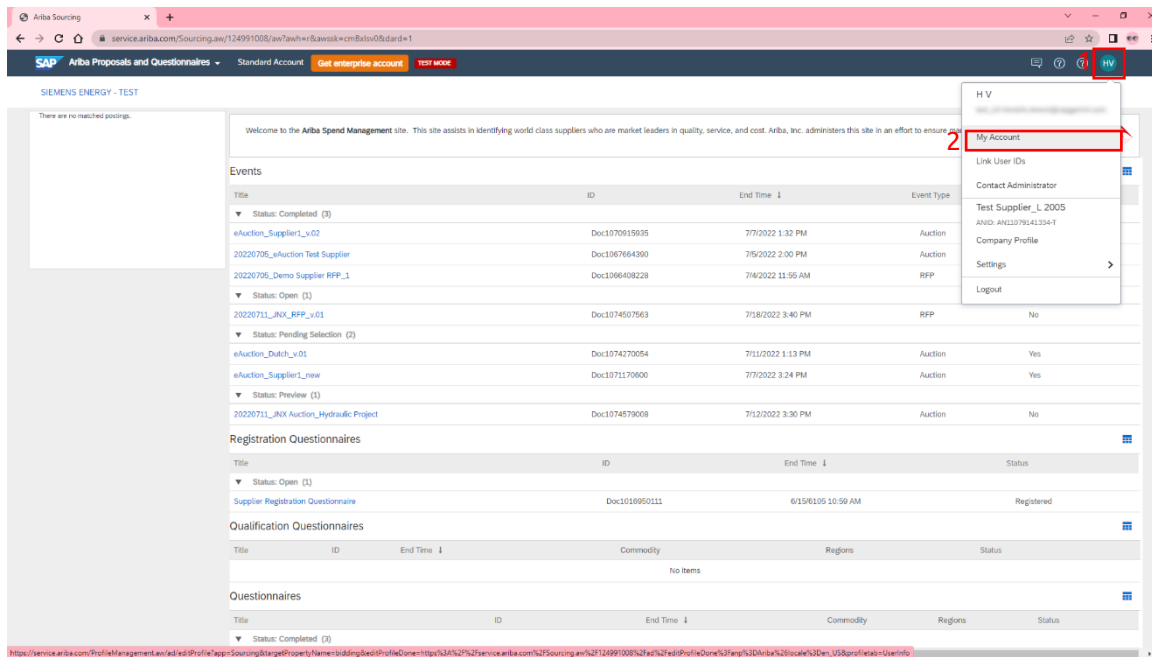


At the bottom of the page there are **other categories for your reference** as well, like: “Registration Questionnaires” (1), “Qualification Questionnaires” (2), “Questionnaires” (3), “Certificates” (4) and “Tasks” (5).

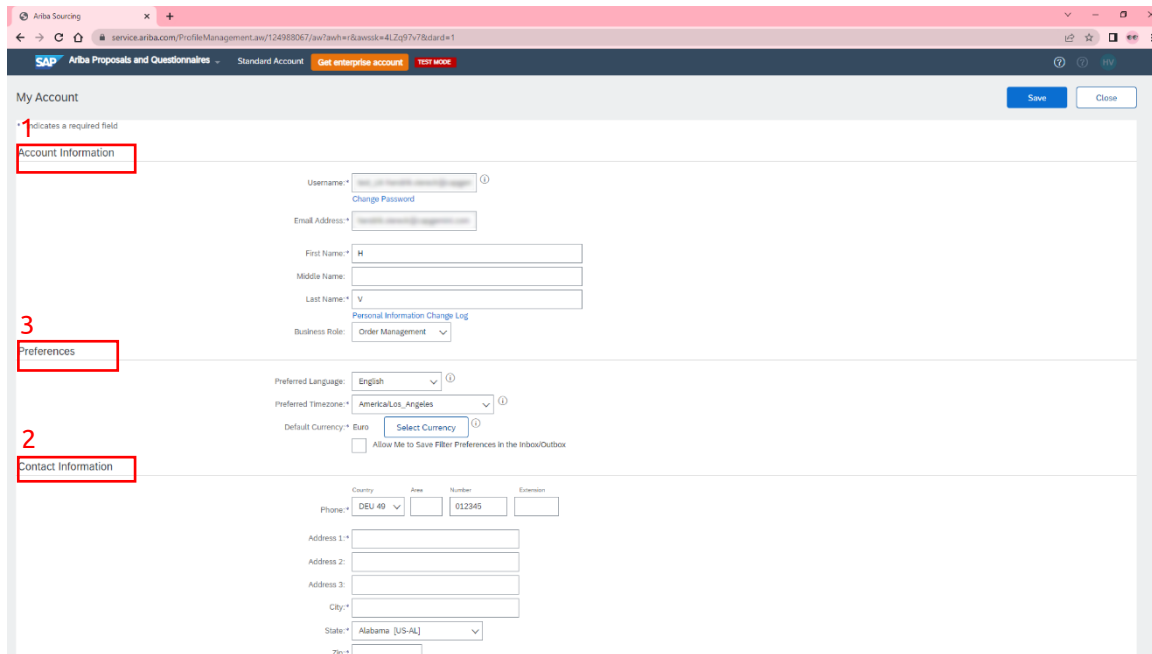


2.3. Profile & User Settings

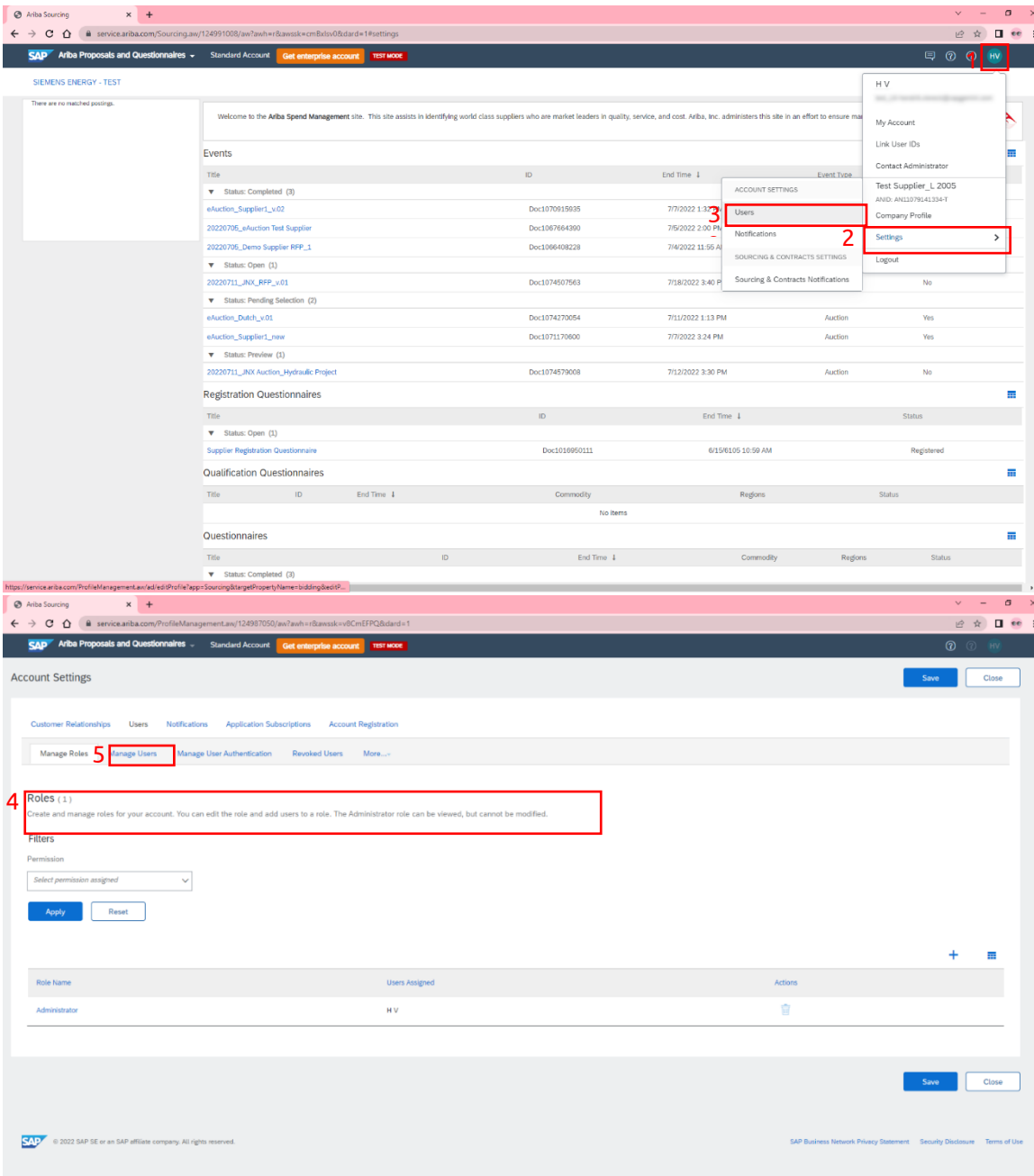
You can **change your basic settings** in ARIBA by clicking on your **profile icon (1)**, followed by **“My Account” (2)**.



All your **account (1)** and **contact information (2)**, also your **language settings (3)** are listed, which you can edit.



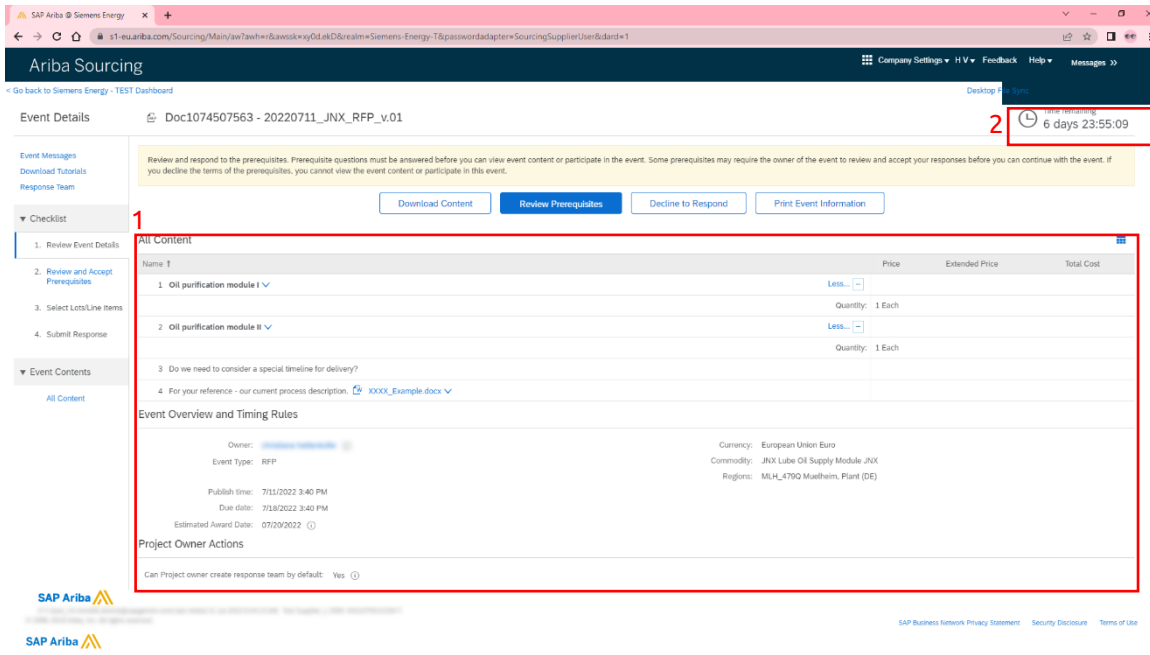
If you click on your profile icon (1), you can click on the section “Settings” (2) and then “Users” (3) to **change your account settings like the role (4) and user settings (5).**



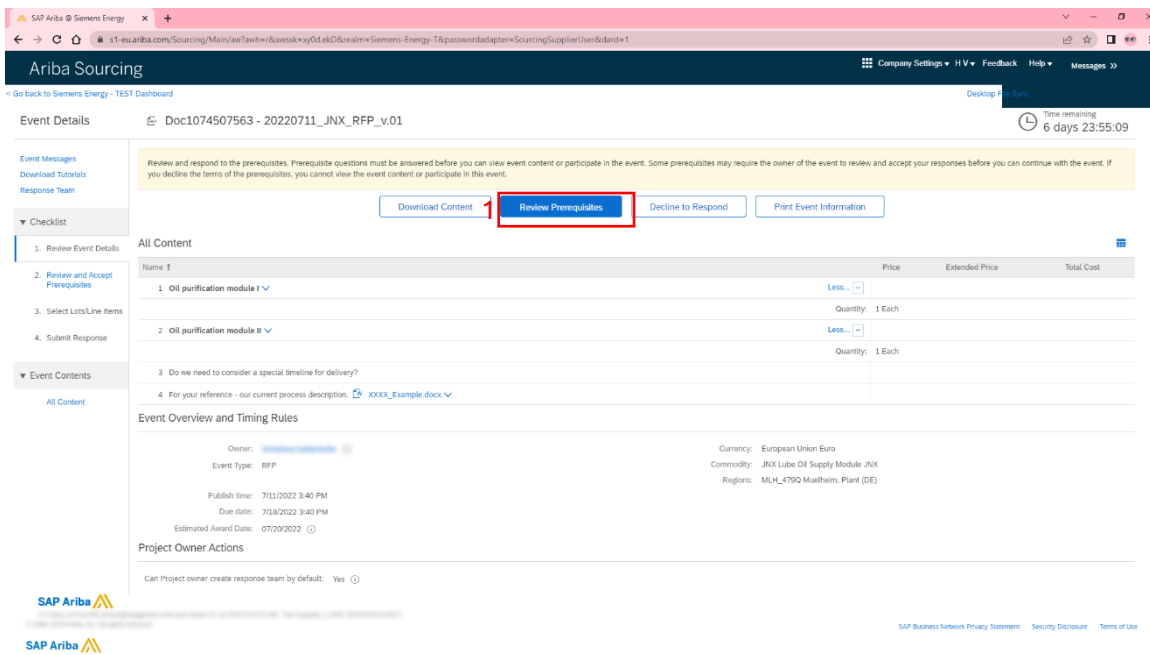
3. RFP PROCESS

3.1 Answering RfP

Let's switch back to your invitation on an RFP. Once you click on the respective button in the e-mail, or if you click on your open RFP in the dashboard, you will be directed to the **response form of the RFP in ARIBA**. You will see all **event details of your RFP (1)**. At the top right corner, you see the **remaining time** until the RFP will be closed (2).

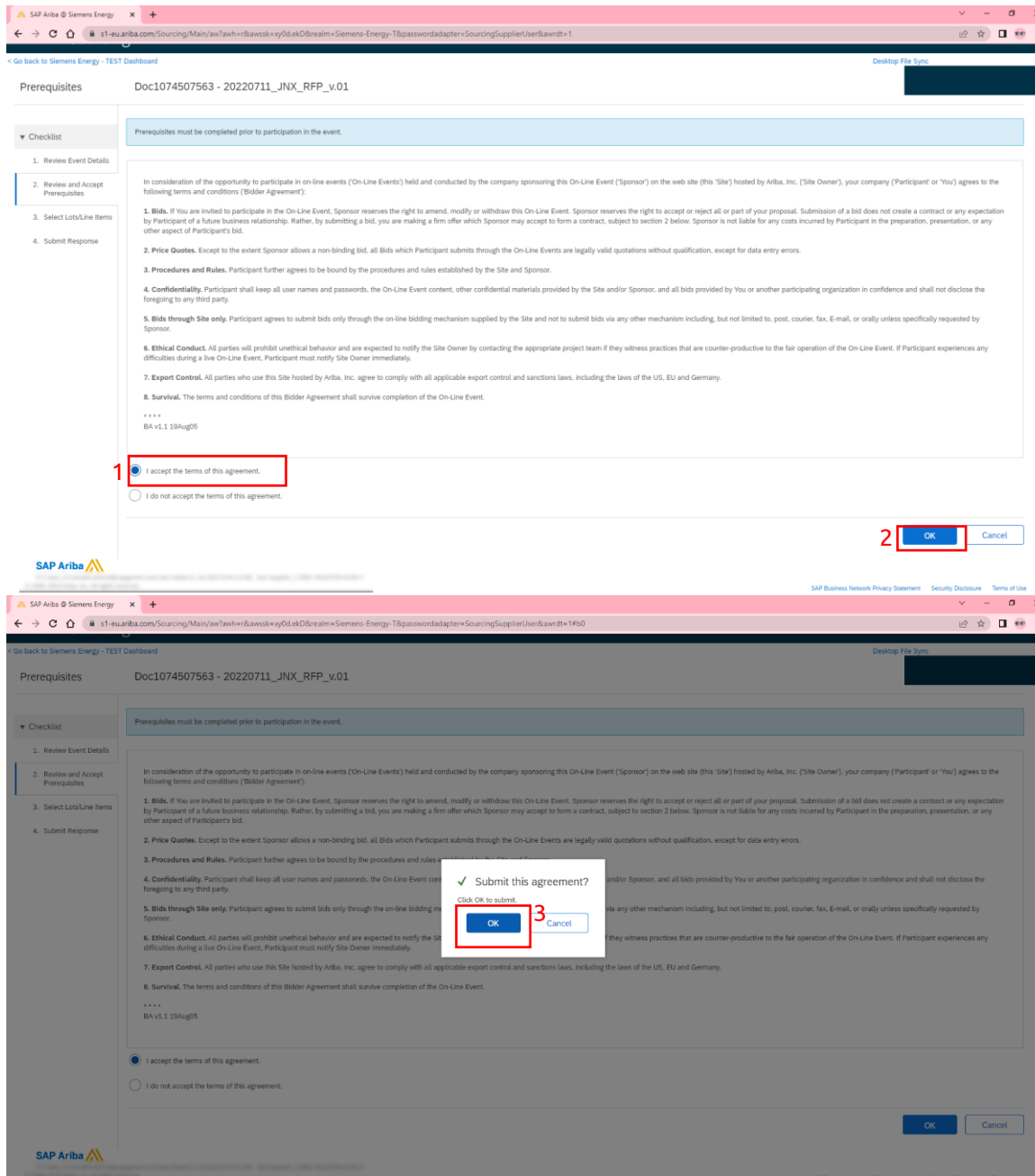


Before you can submit a response or change data in the form it is necessary to review and **respond to the prerequisites**, meaning **terms and conditions**. To do so, please click on the respective blue button “Review Prerequisites” (1).



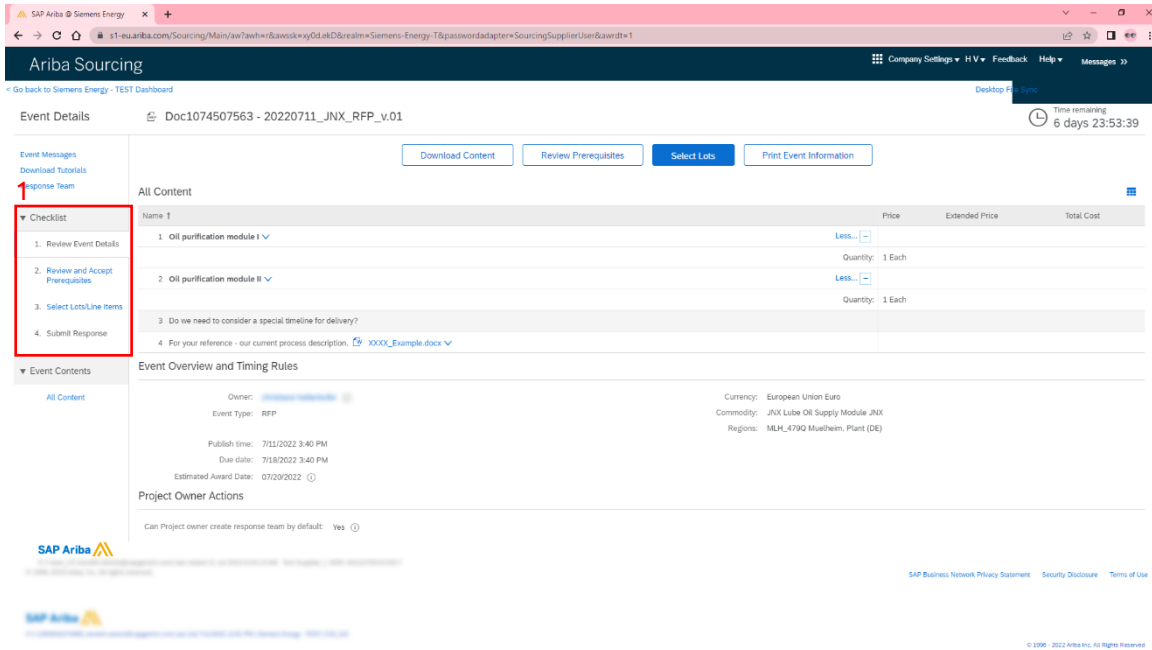
3.2 Review Prerequisites

Please read the prerequisites and **accept the terms of agreement (1)**. To proceed, please click on the button **“OK” (2)** followed by **“Submit this agreement” (3)**.



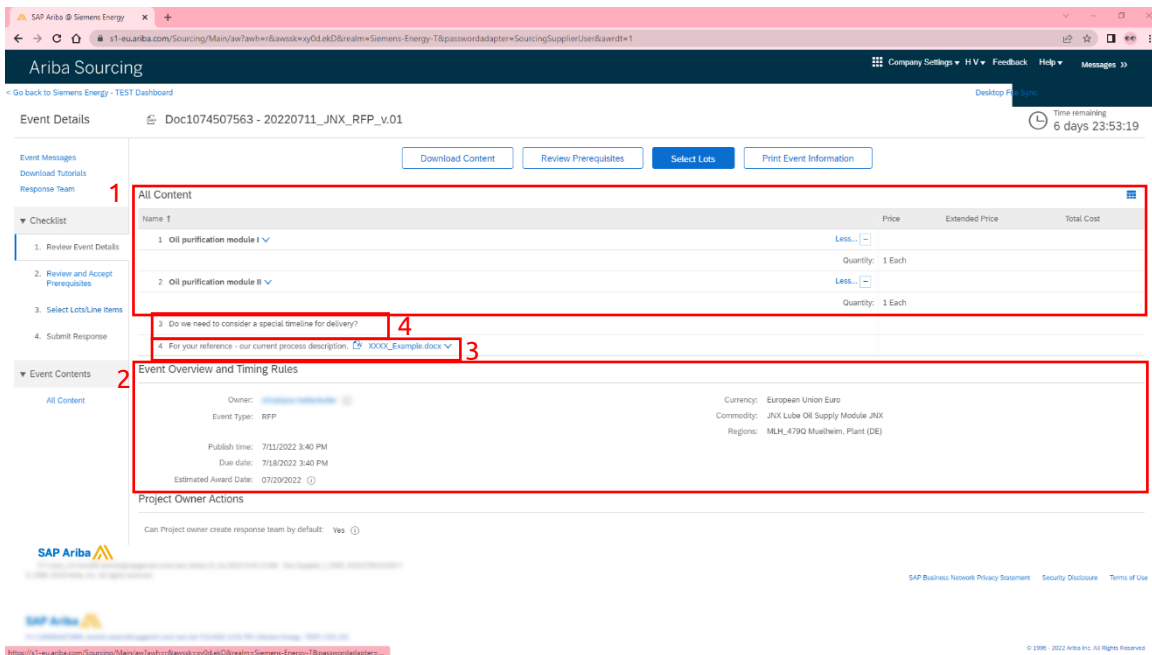
3.3 Checklist

After accepting the prerequisites, you can **start answering the request** and type in all necessary information in ARIBA. On the left side of the mask, you see a **checklist (1)**.



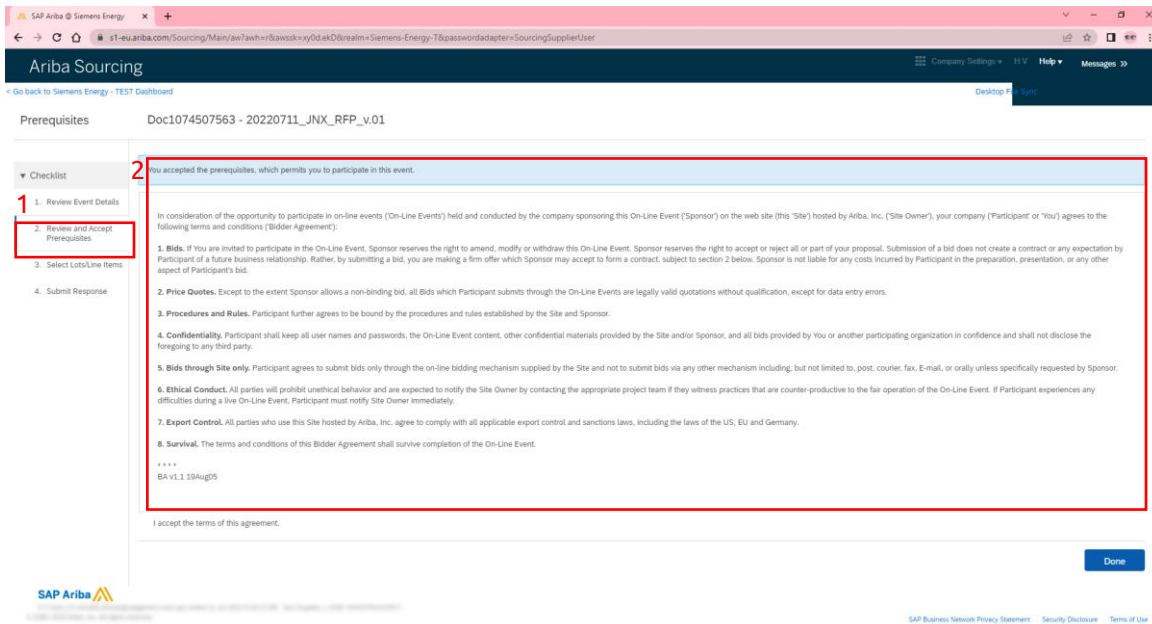
3.3.1 Review Event Details

Under the first section “Review Event Details” (1) you see the **summary of all details of your RFP. Timing or bidding rules (2)** have been defined, which are relevant for the RFP. In this section you can also see **attached files from the customer (3) or questions (4)**.



3.3.2 Review and Accept Prerequisites

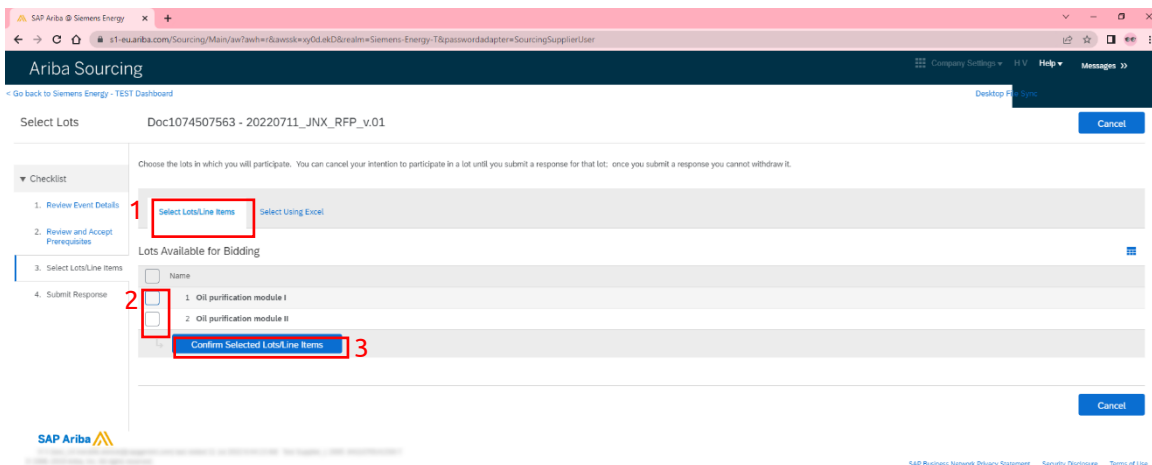
Under “Review and Accept Prerequisites” (1) you see the **terms of conditions summarized (2) which you have accepted in the previous step.**



3.3.3 Select Lots/Line Items

The section “Select Lots/Line items” (1) contains the **defined lots and line items of the RFP which have been defined by the customer.**

You can **select the respective items (2)** where you want to respond to the request. **Please confirm** them by clicking on and confirming them accordingly (3).



3.4 Submitting

3.4.1 Submit Response

A new mask appears where you need to **answer all categories** defined by the customer. For example: price of specific items (1) or answers on questions (2). **Mandatory fields** to fill out are marked with a **red asterisk** (3).

Please note: In case you need to enter a price for respective line items, you always have the possibility to **check the formulas of calculation** (4). As there might be **special calculations regarding the cost breakdowns**, it is recommended to check them before submitting your response.

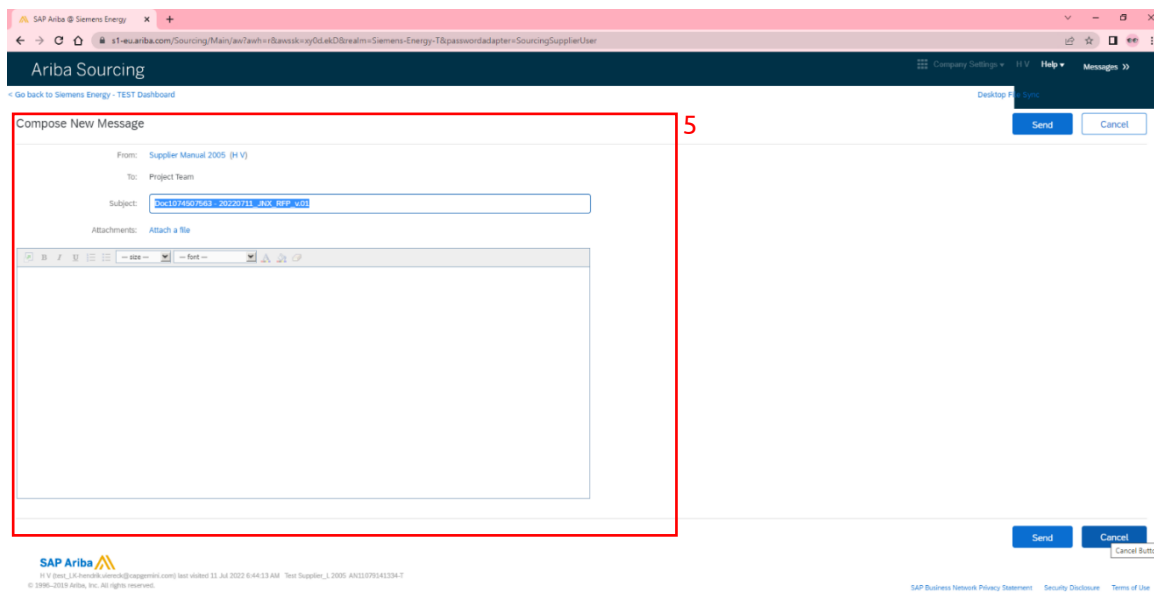
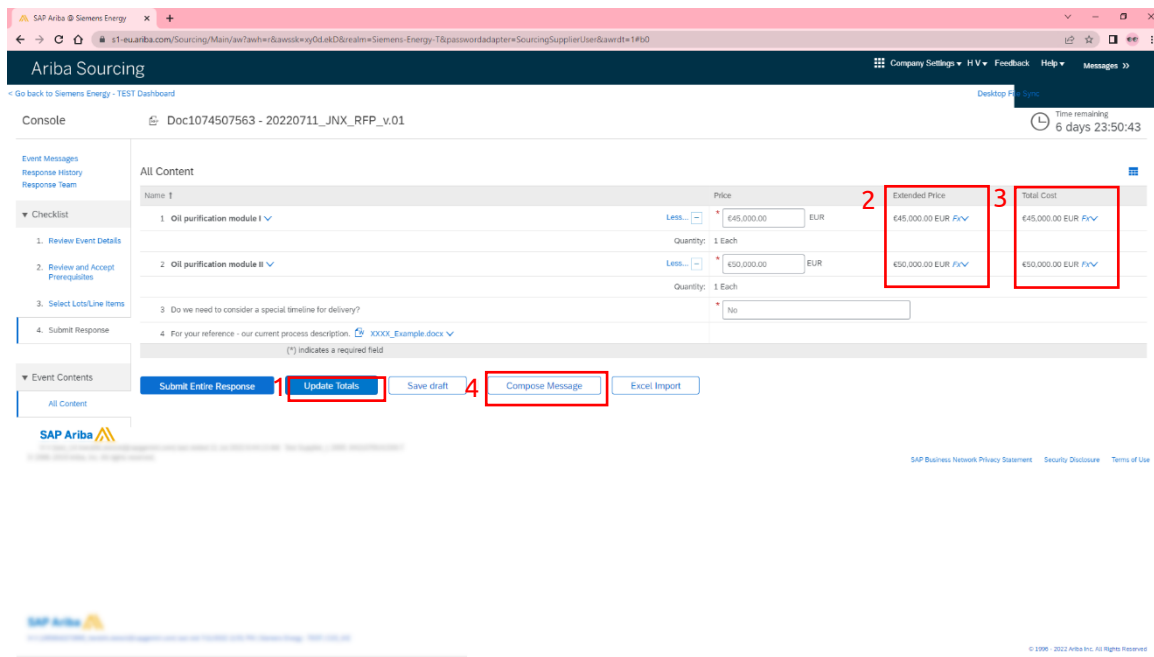
The screenshot shows the SAP Ariba Sourcing interface for a Request for Proposal (RFP) titled 'Doc1074507563 - 20220711_INX_RFP_v.01'. The interface includes a navigation menu on the left with options like 'Event Messages', 'Response History', and 'Response Team'. The main content area is titled 'All Content' and displays a table of line items. The table has columns for 'Name', 'Price', 'Extended Price', and 'Total Cost'. There are two line items, both for 'Oil purification module'. The first line item has a price of 'EUR' and an extended price of 'EUR'. The second line item has a price of 'EUR' and an extended price of 'EUR'. Below the table, there is a question: 'Do we need to consider a special timeline for delivery?'. The question is followed by a text input field. At the bottom of the page, there are buttons for 'Submit Entire Response', 'Update Totals', 'Save draft', 'Compose Message', and 'Excel Import'. The SAP Ariba logo is visible in the bottom left corner, and the copyright notice '© 1996 - 2022 Ariba Inc. All Rights Reserved' is in the bottom right corner.

Name	Price	Extended Price	Total Cost
1 Oil purification module I	EUR	EUR	EUR
2 Oil purification module II	EUR	EUR	EUR

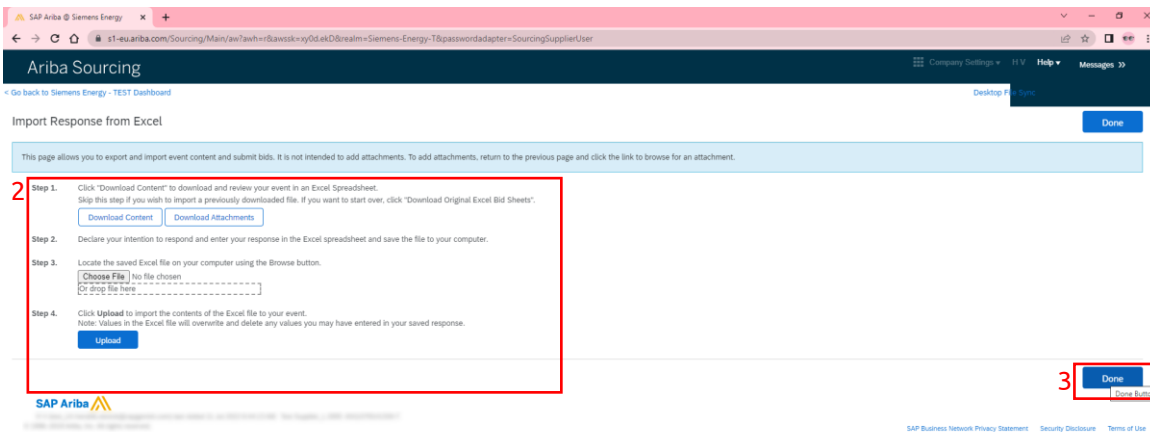
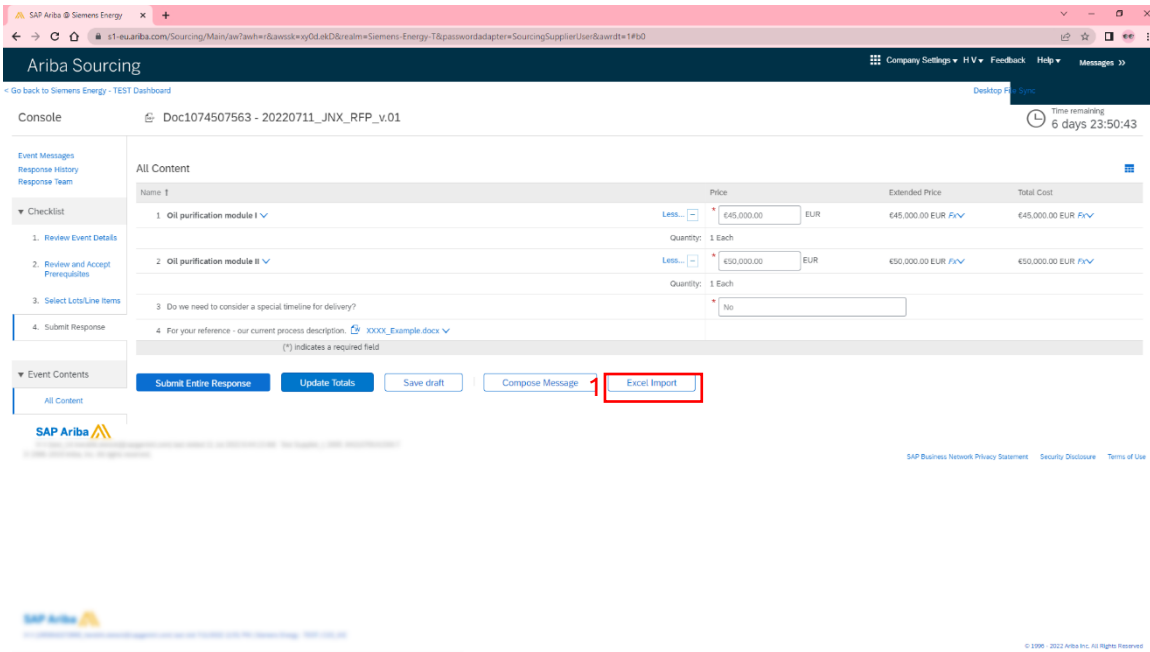
Do we need to consider a special timeline for delivery?

By clicking on “Update Totals” (1), your RFP will be calculated and the “Extended Price” (2) as well as “Total Costs” (3) appear in the table.

In case of questions, you are able to raise your questions and get in contact with your customer if you click on the respective button “Compose Message” (4). A new mask appears (5) where you can directly type in your text and send it.

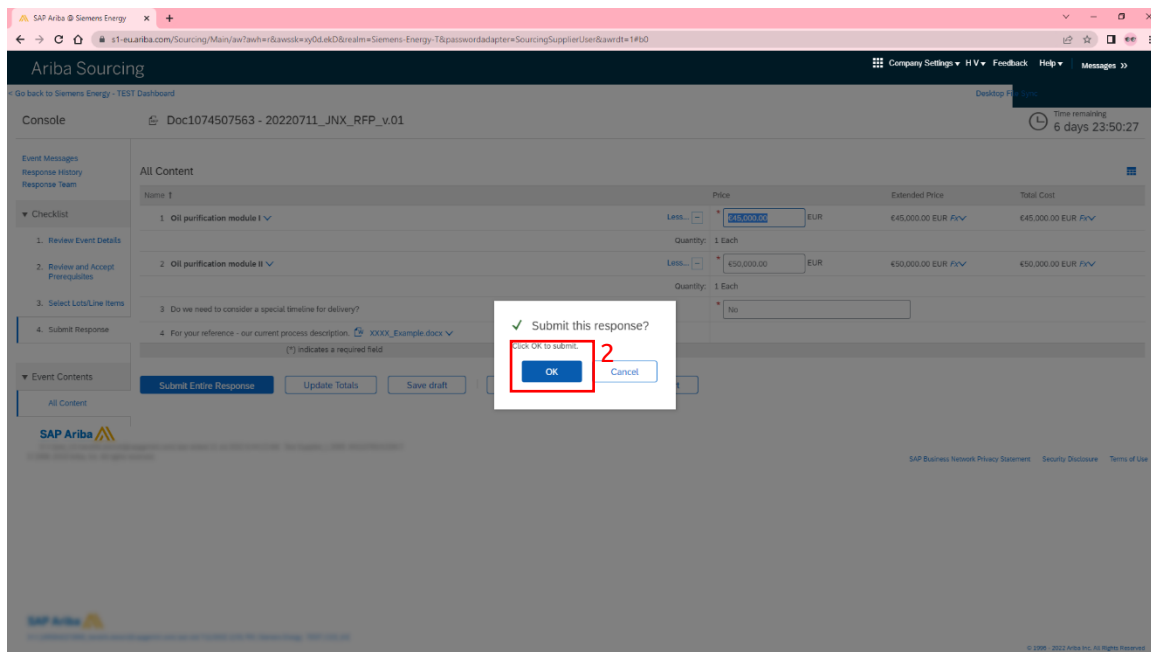
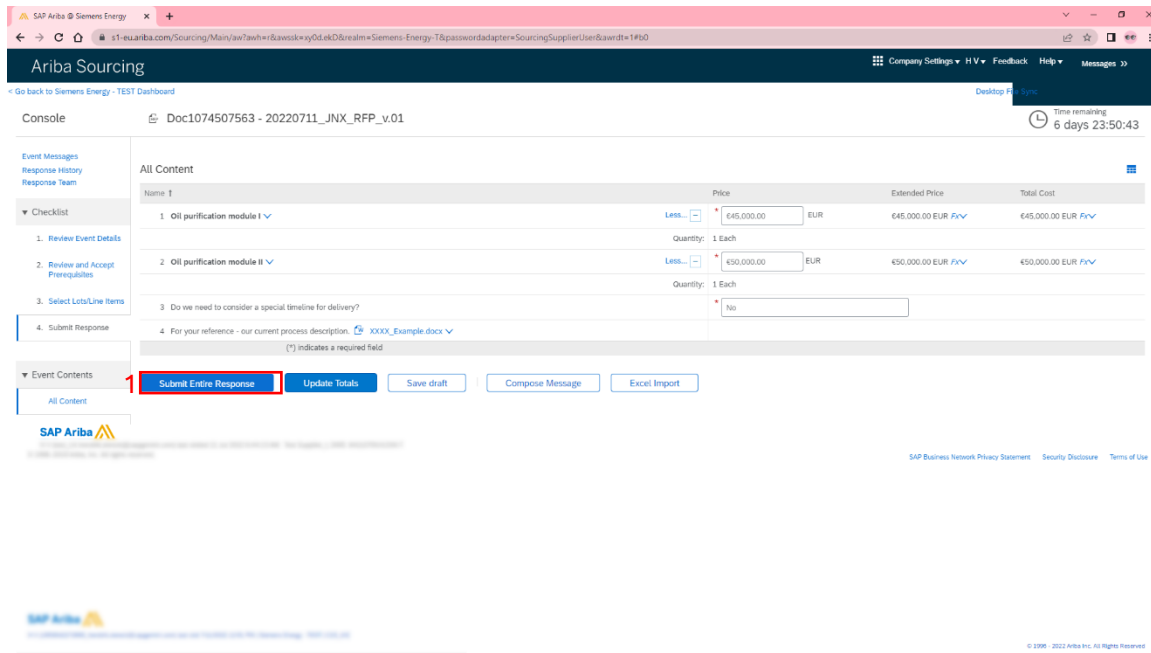


You also have the **possibility to reply by creating an Excel sheet (1)** within your submission. Here you can **export and import RFP content and submit bids (2)**. Click on the button “Done” (3) once you have uploaded all necessary information. **Please don't change the Excel format**



3.4.2 Submit Entire Response

Once you have filled out the form, please click on the button „Submit Entire Response“(1) and then “OK” (2) to finalize your bid and finally submit your response.



3.4.3 Revise Response

Please note, you can **revise your response as often as you want** and **as long as the RFP is still open**. You can **monitor the status** also in your dashboard (1). If you want to **revise your request**, you can click on the RFP (2) and make changes accordingly (2).

The screenshot displays the SAP Ariba Sourcing interface for a Siemens Energy RFP. The top section shows a list of events with columns for Title, ID, End Time, Event Type, and Participated. A red box highlights a specific RFP entry (Doc1074507563) with a 'Status: Open' label, and a red circle highlights the 'Revise Response' button next to it. Below this, the 'All Content' section shows a table of items with columns for Name, Price, Extended Price, and Total Cost. A red box highlights the 'Revise Response' button in the top right of this section. The bottom part of the screenshot shows a console message and a checklist of steps for the RFP process.

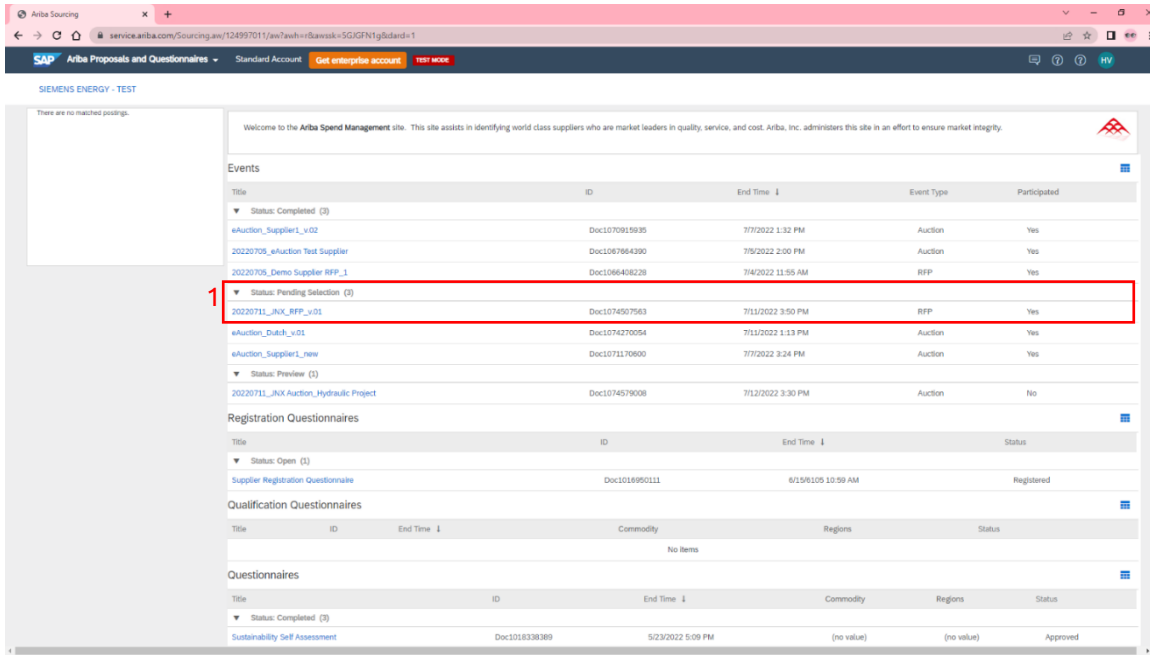
Title	ID	End Time	Event Type	Participated
Status: Completed (3)				
eAuction_Supplier1_v.02	Doc1070915935	7/7/2022 1:32 PM	Auction	Yes
20220709_eAuction Test Supplier	Doc1067664390	7/5/2022 2:00 PM	Auction	Yes
20220705_Demo Supplier RFP_1	Doc1066468239	7/4/2022 11:55 AM	RFP	Yes
20220711_JNX RFP_v.01	Doc1074507563	7/18/2022 3:40 PM	RFP	Yes
Status: Pending Selection (4)				
eAuction_Dutch_v.01	Doc107427054	7/11/2022 1:13 PM	Auction	Yes
eAuction_Supplier1_new	Doc1071170500	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

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

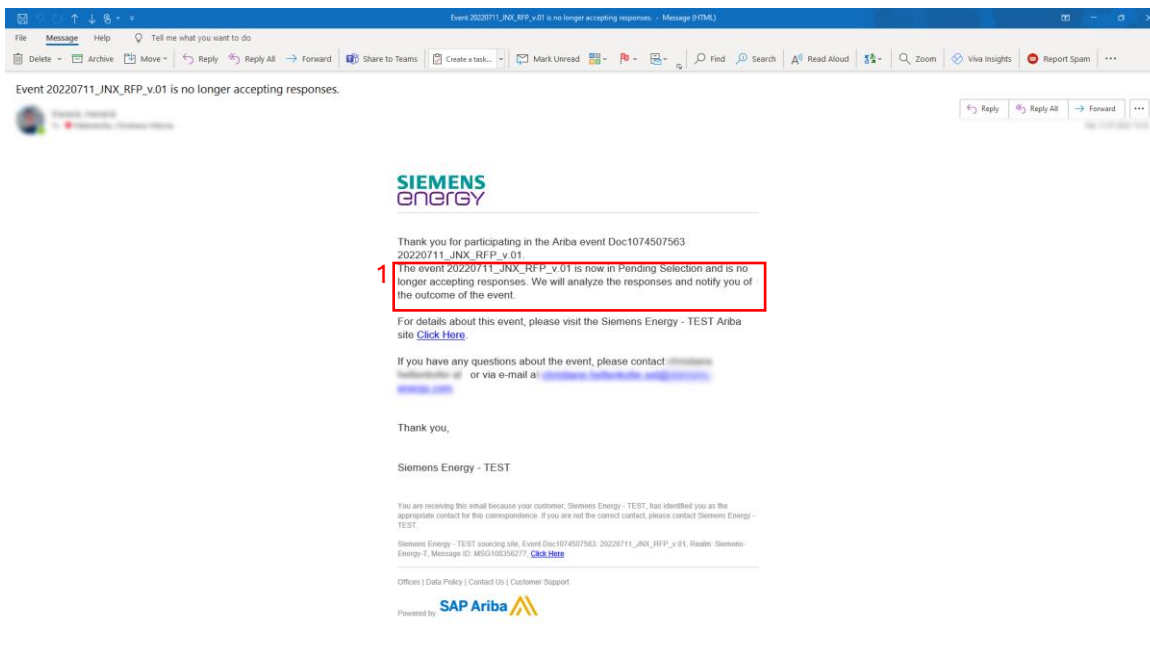
3.5.1 Pending Selection Dashboard

After the RFP has been terminated, the status will be changed to "pending selection" (1).



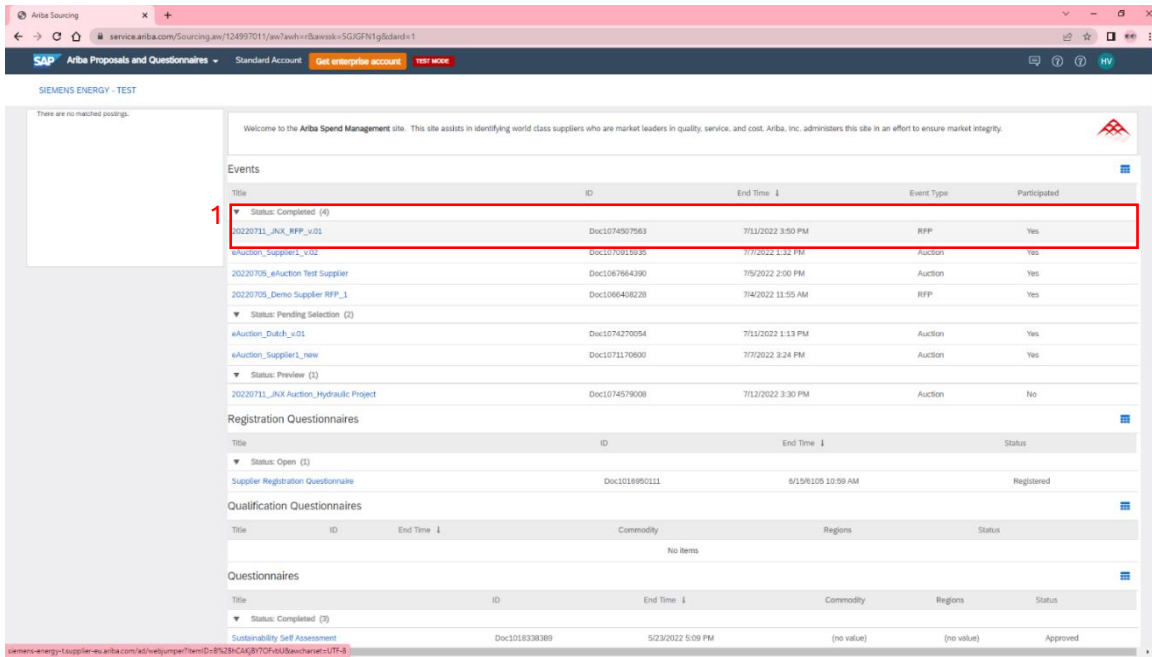
3.5.2 Pending Selection Notification

You also get a **notification via email** that there are no further responses accepted (1) anymore which means that the **event has been closed**.



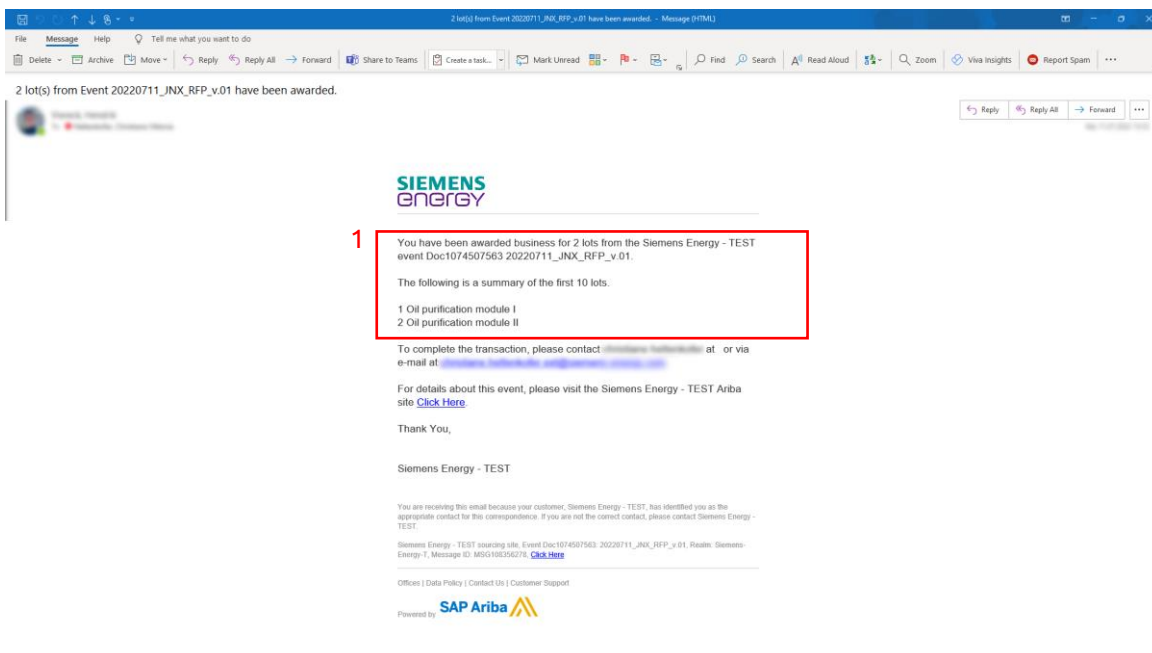
3.5.3 Status Completed

You can **monitor the RFP in your dashboard until the awarding phase has been completed**. Once the customer decided which quote will be finally chosen, the status of the RFP will be changed to “completed” (1) in your dashboard.



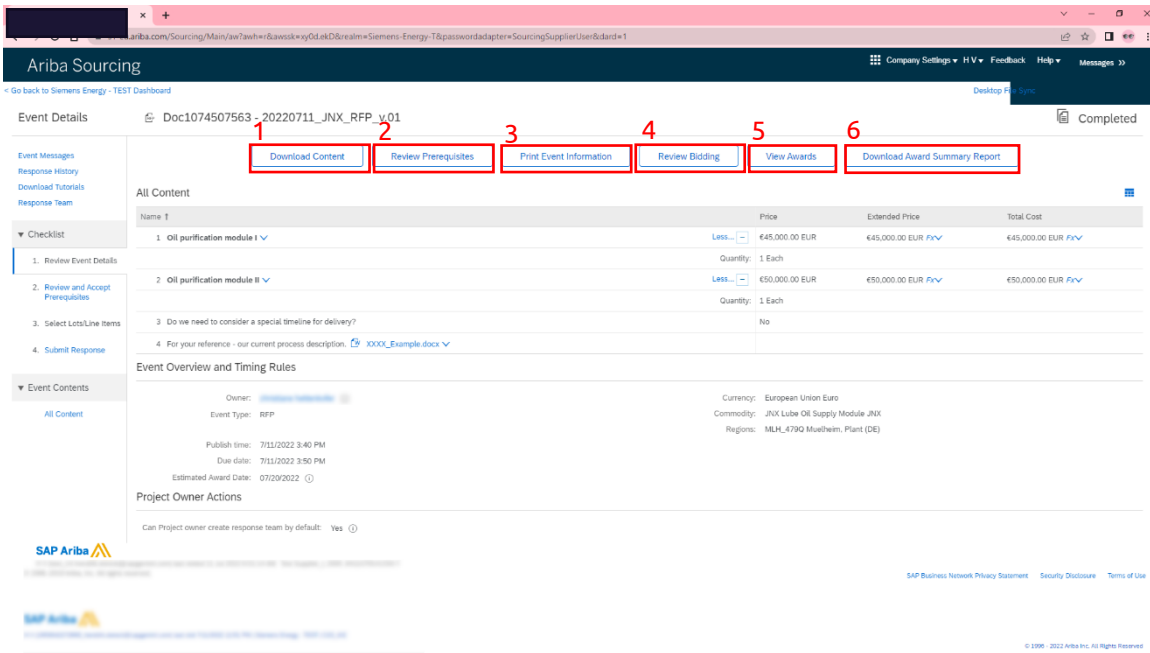
3.5.4 Notification

Depending on the award settings of the client, **you may receive a message** once you have been awarded for the RFP, specific items or weightings (1).



3.5.5 Monitoring the RfP

In your ARIBA profile you can always click on the RfP to see the summary of your bid at a first glance. You can now: “download the content” (1), “review the prerequisites” for this event (2), “print the event information” (3), “review the bidding” (4), “view the awards” (5), and “download the award summary report” (6).



4. FURTHER INFORMATION – SUPPLIER COCKPIT WEBSITE

In case of questions, kindly reach out to the **Siemens Energy supplier cockpit website**, where you also get information regarding the possibilities for support. You can access the page by clicking on this [Link](#).

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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

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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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