



SAP Ariba 

Standalone SAP Ariba Sourcing – Supplier Event Participation –
Request For Proposals

Prerequisite


- Your Organization needs to be registered and approved in SAP Ariba Network
- Your User Profile is created and approved by Buyer

RFP Participation

Email Invite to participate in Sourcing Event

You will receive an invitation from SAP Ariba regarding Event Participation

Hindustan Zinc Limited - TEST has invited you to participate in an event: Purchase of Cables for Head office. Inbox x

 **Demo Buyer** <s4system-prod+hzl-T.Doc1005932780@ansmtp.ariba.com>
to me (v)

Hindustan Zinc Limited - TEST has invited you to participate in the following event: Purchase of Cables for Head office. The event is set to begin on Friday, 28-Apr-2017 at 02:35, India Standard Time.

Use the following username to log in to Hindustan Zinc Limited - TEST events: [test-Demo_Supplier_001@gmail.com](mailto:Test-Demo_Supplier_001@gmail.com).

[Click Here](#) to access this event.

When you click this link, log in with your username and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in your event.

If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.

If you have forgotten your username or password and are unable to log in, [Click Here](#).

NOTE: The forgot password link is only valid for 24 hours. After this link expires, click Forgot Password on the Ariba Login page to reset your password.

If you have questions about this event, contact Demo Buyer via telephone at or via e-mail at p.panchaj@sap.com.

We look forward to working with you!

Thank You,

Hindustan Zinc Limited - TEST

Use the ['Click Here'](#) link in the email notification to access the sourcing event.

Supplier Dashboard

- Event Published will

Ariba Sourcing

Test Mode Company Settings Test Demo_Supplier_001 Help Center >>

HINDUSTAN ZINC LIMITED - TEST

Hindustan Zinc Limited - TEST Requested Profile
All required customer requested fields have been completed.
View customer requested fields >

Public Profile Completeness
36%
Enter a short description to reach 45% >
There are no matched postings.

Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Events

Title	ID	End Time ↓	Event Type
▼ Status: Open (1)			
Purchase of Cables for Head office	Doc1005932780	No time limit	Auction

Tasks

Name	Status	Alert
No items		

Click on Event with Status : Open

be seen in the Dashboard

Review Prerequisites

< Go back to Hindustan Zinc Limited - TEST Dashboard Desktop File Sync

Event Details Doc1005932780 - Purchase of Cables for Head office ⌚ Time remaining in preview
00:02:35

Event Messages
Download Tutorials
Response Team

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 buyer 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

▼ Checklist

- 1. Review Event Details
- 2. Review and Accept Prerequisites
- 3. Submit Bids

Event Overview and Timing Rules

Owner: Demo Buyer ⓘ
Event Type: Auction

Description:

Publish time: 4/28/2017 2:31 AM
Bidding start time: 4/28/2017 2:45 AM
Response end time: 4/28/2017 3:05 AM

Specify how lot bidding will begin and end: Parallel ⓘ

Bid rank that triggers overtime: 3 ⓘ

Start overtime if bid submitted within (minutes): 3 ⓘ

Overtime period (minutes): 3 ⓘ

Estimated Award Date: 04/29/2017 ⓘ

Bidding Rules

Create a buffer to protect lead bid: Yes ⓘ

(2) Click on Review Prerequisites

(1) Review Event Overview and Timing Rules which has bidding rules and overtime rules set by the buyer.

Review Prerequisites - Bidder Agreement

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Submit Response

Would you like to accept the Bidder Agreement? [View Bidder Agreement](#)

I accept the terms of this agreement.

I do not accept the terms of this agreement.

Prerequisites

Name ↑

1 Please refer to the attached HZL General Terms & Conditions and confirm acceptance [References](#) *

(*) indicates a required field

Reference Documents

- [Purchase General Terms & Conditions.pdf](#)
- [Services General Terms & Conditions \(For CHA & Manpower\).pdf](#)

[Download all attachments](#)

1. In Review and Accept prerequisite first download all the VPL general terms and condition.
2. All these files will be downloaded to your system.
3. Then if you wish to participate in the RFP then click on I accept the terms of this agreement.
4. Then select Yes / No for the general terms and conditions.
5. Then click on OK

Select Lots

- **You still must click Submit Selected Lots to be able to submit bids on required items.**
- Required items or lots appear with a grayed out, display-only check mark in the left column, and these items and lots are automatically included in the selection.

Doc1051259226 - Test-ReverseAuction-Variable-001

Time remaining for lot 1.1 00:28:02

Download Content Review Prerequisites **Select Lots** Print Event Information

Pricing

Name ↑

▼ 1 Pricing

1.1 Item 001 ▼

< Go back to Hindustan Zinc Limited - TEST Dashboard Desktop File Sync

Select Lots Doc1005932780 - Purchase of Cables for Head office Cancel

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit a response you cannot withdraw it.

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots
4. Submit Bids

Select Lots Select Using Excel

Lots Available for Bidding

<input checked="" type="checkbox"/>	Name	Status
<input checked="" type="checkbox"/>	3.1 POWER CABLE,ALUMIN,ARMOURED, 3.5CX35SQMM - Material Code # 361172035000	Preview
<input checked="" type="checkbox"/>	3.2 CABLE CU.COND PVC 7c X 1.5 SQ 1.1K V ARM - Material Code # 368220709000	Preview

Submit Selected Lots Cancel

(1) On the Select Lots page, choose the checkbox for the lots (or items) in which you want to participate.

(2) click Submit Selected Lots.

Giving responses to the RFP

1: Review Event Details

2: Review and Accept Prerequisites

3: Select Lots

4: Submit Response

Event Contents

All Content

2: General Details

3: Technical Specifications

4: Pricing

Name 1	Landed Cost	Price	Quantity	Extended Price
1 Please refer to the attached HZL General Terms & Conditions and confirm acceptance				
References:				
2 General Details <ul style="list-style-type: none"> 2.1 Commercial Terms Security Deposit (%): 4 Performance Guarantee (%): 3 LD Applicable %: 2.0 Payment Terms: Unspecified Incoterm: ATS - At Site Commission & Supervision: [] Comments: [] 				
3 Technical Specifications <ul style="list-style-type: none"> 3.1 Technical Details (Provide the Technical specifications for the Items) 				

(*) indicates a required field

1. Fill in all the terms in the commercial terms.
2. Against the technical specification you need to attach the drawing if it is there And attach all technical documents required for the technical evaluation.
3. To attach file click on small icon by the box.

Event Contents

All Content

2: General Details

3: Technical Specifications

4: Pricing

Incoterm: ATS - At Site

Commission & Supervision: []

Comments: []

3: Technical Specifications

3.1 Technical Details (Provide the Technical specifications for the Items)

4: Pricing

Add/Edit Comment

OK

Cancel

Comment: *

Attachment: [Attach a file](#)

OK

Cancel

1. Give the comment for the technical specification.
2. If you want to attach files , you can attach files up to 25MB.

Responses to RFP

▼ 4 Pricing	
4.1 PAD,SHOCK,PRECIPITATOR,1-78-525-01322	More... + <input type="text"/> INR 200 Number
4.2 OUTER ARM FOR COLLECTING SYSTEM RAPPING	More... + <input type="text"/> INR 150 Number

(*) indicates a required field

Submit Entire Response Update Totals Reload Last Bid Save

▼ 4 Pricing

4.1 PAD,SHOCK,PRECIPITATOR,1-78- Less... -

PAD,SHOCK,PRECIPITATOR,1-78-525-01322

Total Cost (Incl. GST):

Discount Percentage:

Packing and forwarding (P&F) %:

C&F Charges: INR

GST (%): Unspecified

Delivery Lead Time (week):

Material Long Text: PART NAME: PAD,SHOCK,DRAWING NUMBER: 1-78-525-01322, FOR COLLECTOR RAPPING, FOR ELECTROSTATIC PRECIPITATOR, MAKE:

Ship To: P.O. RUTHOLI, DISTT. CHITTORGARH, 20 312021 India

HSN: 123456

TrackingNumber: 1234

1. Give in the price for the first line item.
2. Then click on the “+” sign to expand the line item.
3. Then provide all the values for the other terms in the line item.
4. With out giving all the values ,you will not be able to submit the responses.

▼ 4 Pricing	
4.1 PAD,SHOCK(PRECIPITATOR,1-78-625-01322	<input type="text" value="100"/> INR 200 Number
4.2 OUTER ARM FOR COLLECTING SYSTEM RAPPING	<input type="text"/> INR 150 Number

(*) indicates a required field

- Submit Entire Response
- Update Totals
- Reload Last Bid
- Save
- Compose Message
- Excel Import

Import Response from Excel Done

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.
 Stop 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.

(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.

Done

1. If you have more line items then you can do excel import to upload all the pricing and other terms.
2. For that click on excel import
3. Then click on download content

Responses To RFP-Excel Import

Responses To RFP

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".

[Download Content](#) [Download Attachments](#)

- 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.

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

[Upload](#)

[Done](#)

1. Then save the excel file to your system.



vedanta
Infrastructure Services

Sakshi Aritha (dinesh) last visit 2/16/20
Security Disclosure Privacy Statement

Do you want to open or save **Test RFP 2800000773-1100107716.xls** from **s1.ariba.com?**

[Open](#)

[Save](#)

[Cancel](#)

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er Registration & Event Participation

-Excel Import

Responses To RFP

The screenshot shows the Microsoft Excel interface with the 'Protect Workbook' dialog box open. The dialog box is highlighted in yellow and contains the following information:

- Protect Workbook** (with a lock icon)
- One or more sheets in this workbook have been locked to prevent unwanted changes to the data.
- 2 General Details
- 3 Technical Specifications
- 4 Pricing
- Other Content

Below the list of sheets, there are four links labeled 'Unprotect', each corresponding to a sheet. These links are highlighted with a red box. The background of the Excel window shows the 'Info' tab selected, with the file name 'Test RFP 2800000773-1100107716' and the path 'C: » Users » c5261992 » AppData » Local » Microsoft » Windows » INetCache » IE » Q628A98E'. The right sidebar shows the 'Properties' section with details like Size (37.0KB), Title (Add a title), Tags (Add a tag), and Categories (Add a category). The 'Related Dates' section shows Last Modified, Created, and Last Printed. The 'Related People' section shows Author (Add an author) and Last Modified By (Not saved yet). The 'Related Documents' section shows Open File Location.

1. Click on file.
2. Then click on all 4 unprotect to help you fill up the excel file more efficiently.



Import

Responses to RFP

Responses To RFP-Excel Import

The screenshot shows an Excel spreadsheet with the following data:

Number	Name	Description	Table Section Column	Currency	Unit of Measure	Price	Quantity	Discount Percentage
4.1	PAD,SHOCK,PRECIPITATOR,1-78-525-01322	PAD,SHOCK,PRECIPITATOR,1-78-525-01322		Indian Rupee	Number	100	200	2.00%
4.2	OUTER ARM FOR COLLECTING SYSTEM RAPPING	OUTER ARM FOR COLLECTING SYSTEM RAPPING		Indian Rupee	Number		150	

The bottom navigation bar shows the following tabs: Submit Response Instructions, 2 General Details, 3 Technical Specifications, **4 Pricing**, and Other C... The '4 Pricing' tab is highlighted with a red box.

1. Then click on the pricing tab in the excel sheet.to fill up the pricing and other terms for the line item.
2. But to wrap the text in the excel sheet , you need to unprotect the file.

Import

Number	Name	Description	Table Section Column	Currency	Unit of Measure	Price	Quantity	* Discount Percentage	* Packing and forwarding (P&F) %	C&F Charges	* GST (%)	* Delivery Lead Time (weeks)	Material Long Text
4.1	PAD,SHOCK,PRECIPITATOR,1-78-525-01322	PAD,SHOCK,PRECIPITATOR,1-78-525-01322		Indian Rupee	Number	100	200	2.00%	2.00%	0	5	4	PART NAME: PAD,SHOCK,PRECIPITATOR,1-78-525-01322,FO COLLECTOR RAPPING, FO ELECTROSTATIC PRECIPITATOR MAKE: BHEL, CUSTOMER NUMBER: 043 AND 0434, SZ 1 X FAA-8 X 3 M-136135-2
4.2	OUTER ARM FOR COLLECTING SYSTEM RAPPING	OUTER ARM FOR COLLECTING SYSTEM RAPPING		Indian Rupee	Number	100	150			0			OUTER ARM FOR COLLECTING SYSTEM RAPPING

1. Fill up all the yellow

Responses To RFP-Excel Import

- marked fields.
2. Do not change the other values in the excel file.
 3. Fill in the fields and save the file.

Import

Responses to RFP

Responses To RFP-Excel Import

Import Response from Excel

Done

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".

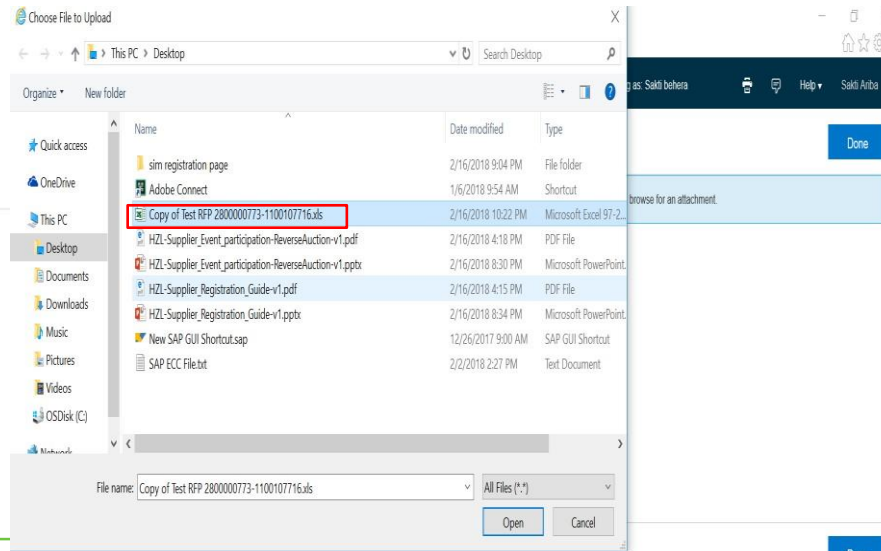
[Download Content](#) [Download Attachments](#)

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 browser below.

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.



1. Then click on browse.
2. Then select the file. Click on open.
3. Click on upload.

Responses To RFP-

Excel Import

Responses To RFP

The screenshot displays a web application interface for submitting an RFP response. At the top, there is a navigation bar with 'Go To Dashboard', 'Preferences', 'Acting as: Sakti behera(Stop)', a search icon, a printer icon, a chat icon, 'Help', and 'Sakti Ariba'. Below this, the main header shows 'Console', 'Doc1250308699 - Test RFP 2800000773-1100107716', and a clock icon with 'Time remaining 1 day 22:33:53'. A message box states 'Your response to the prerequisites has been submitted.' The left sidebar contains a 'Checklist' with items: '1. Review Event Details', '2. Review and Accept Prerequisites', '3. Select Lots', and '4. Submit Response'. Below the checklist are 'Event Messages', 'Response History', and 'Event Contents'. The 'Event Contents' section is expanded to show 'All Content' with a table of items. A modal dialog box is overlaid on the table, displaying a green checkmark and the text 'Import Successful'. The message inside the dialog says: 'Your response has been imported successfully. Click the **Submit Entire Response** button, as soon as it appears on the page.' Below the message is an 'OK' button. The table below the dialog has columns: 'Name', 'Landed Cost', 'Price', 'Quantity', and 'Extended Price'. It shows a total for '4 Pricing' with a landed cost of 40,735.70 INR, a price of 200.00 INR, and an extended price of 35,000.00 INR. Two items are listed: '4.1 PAD,SHOCK,PRECIPITATOR,1-78-525-01322' with a landed cost of 24,992.00 INR, a price of 100.00 INR, and a quantity of 200 Number, resulting in an extended price of 20,000.00 INR; and '4.2 OUTER ARM FOR COLLECTING SYSTEM RAPPING' with a landed cost of 15,743.70 INR, a price of 100.00 INR, and a quantity of 150 Number, resulting in an extended price of 15,000.00 INR. At the bottom of the interface, there are buttons for 'Submit Entire Response', 'Update Totals', 'Reload Last Bid', 'Save', 'Compose Message', and 'Excel Import'.

Name	Landed Cost	Price	Quantity	Extended Price
4 Pricing				
40,735.70 INR				
200.00 INR				
35,000.00 INR				
4.1 PAD,SHOCK,PRECIPITATOR,1-78-525-01322	24,992.00 INR	100.00 INR	200 Number	20,000.00 INR
4.2 OUTER ARM FOR COLLECTING SYSTEM RAPPING	15,743.70 INR	100.00 INR	150 Number	15,000.00 INR

1. If import is successful then you will get this message.

Responses to RFP

Responses To RFP

Console

Doc1250308699 - Test RFP 2800000773-1100107716

Time remaining
1 day 22:33:02

Event Messages
Response History

Your response to the prerequisites has been submitted.

Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots
4. Submit Response

Event Contents

All Content

2 General Details

3 Technical Specificat...

4 Pricing

All Content

Name ↑	Landed Cost	Price	Quantity	Extended Price
Comments:				
▼ 3 Technical Specifications				
3.1 Technical Details (Provide the Technical specifications for the Items)				
* No				
▼ 4 Pricing				
		40,735.70 INR	200.00 INR	35,000.00 INR
4.1 PAD,SHOCK,PRECIPITATOR,1-78-525-01322	More... +	24,992.00 INR	* 100.00 INR	200 Number 20,000.00 INR
4.2 OUTER ARM FOR COLLECTING SYSTEM RAPPING	More... +	15,743.70 INR	* 100.00 INR	150 Number 15,000.00 INR

(*) indicates a required field

Submit Entire Response

Update Totals

Reload Last Bid

Save

Compose Message

Excel Import

1. After filling up all the

2. You can also see the

3. Then you can click on

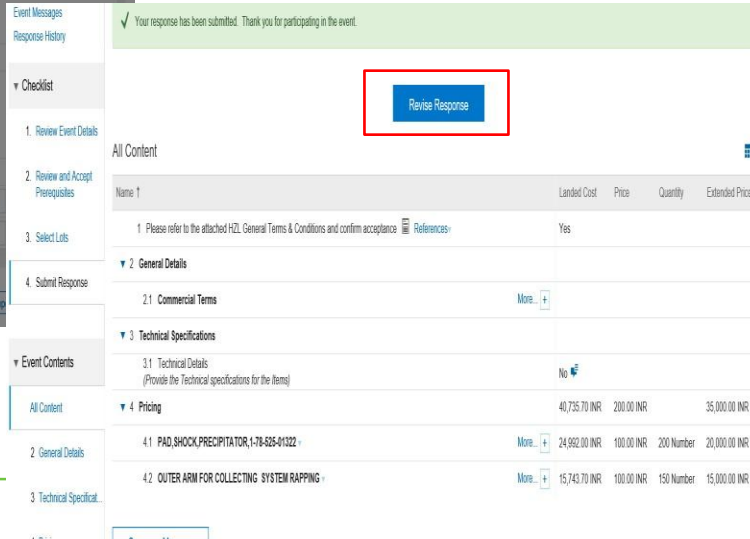
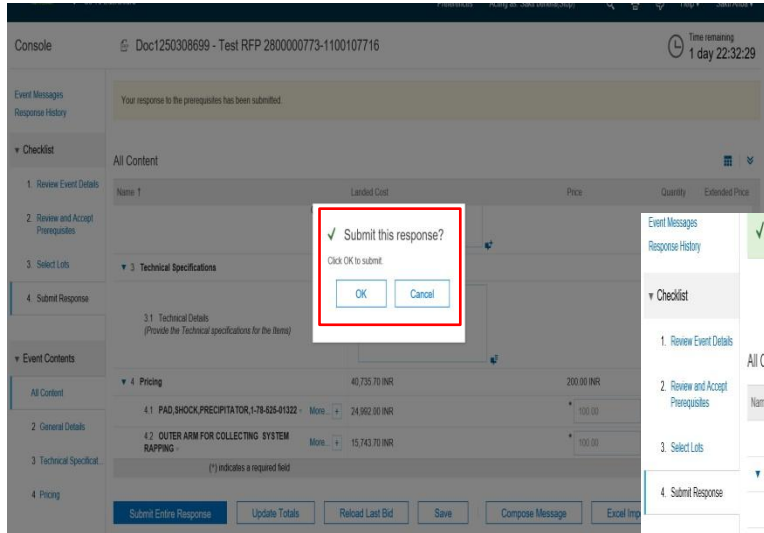
values ,you can see the

landed cost for the each
line item.

total landed cost for all
the line item

the submit entire
response to give your
response.

Responses To RFP



1. If you have filled up

2. Then click on OK.
3. If due to any change ,


every required field then

you will see this message.

you wish to revise your bid then click on Revise Response And submit your response again.

After Bidding is closed

Event Purchase of Cables for Head office is no longer accepting responses. Inbox x

 **Demo Buyer** <s4system-prod+hzl-T.Doc1005932780@ansmtp.sriba.com>
to me ▾

Thank you for participating in the Arba event Doc1005932780 Purchase of Cables for Head office. The event Purchase of Cables for Head office is now in Pending Selection and is no longer accepting responses. We will analyze the responses and notify you of the outcome of the event.

For details about this event, please visit the Hindustan Zinc Limited - TEST Arba site [Click Here](#).

If you have any questions about the event, please contact Demo Buyer at or via e-mail at p.panchal@sap.com.

Thank you,

Hindustan Zinc Limited - TEST

www.Vedantalimited.com

communicating with buyers

communicating with buyers

- You communicate with buyers by sending and receiving messages.
- If you receive a message while you are online, a popup appears alerting you to the message.
- **Event message board**
 - You can access the message board from the Event Messages link in the event console, which is on the left side of event pages. The message board page enables you to compose and read messages pertaining to the event.

- Buyers can configure the event message board opening and closing time. When the event message board is closed, you can no longer send or receive messages.
- We recommend maintaining an accurate email address in your user profile. If your email addresses are incorrect or not up to date, you might not receive automatic notification emails from SAP Ariba Sourcing.
- **Prerequisites**
 - Buyers must configure the event to allow messages between the buyer project team and event participants. If buyers do not allow messages, you can still view automatic event notifications, but you cannot compose new messages or reply to existing messages.

How to compose new event messages

Event Messages
Response History
Response Team

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots
4. Submit Bids

My Bid Rank : 2 Bid decrement: 1.00 INR

Name ↑	Price	Quantity
1.1 Item 001 ▼	Less... <input type="text" value="12.00"/> INR	1 each
	Best Extended Price: ⓘ	
	Best Price: ⓘ	
Decrement bid by <input type="text" value=""/> %▼	<input type="button" value="Apply"/>	(*) indicates a r

Go to the bottom of the event content area and click the Compose Message button

How to compose new event messages

Compose New Message

From: Demo_Supplier_002 (Demo_Supplier_002-p.panchal@sap.com)

To: Project Team

Subject: Doc1051259226 - Test-ReverseAuction-Variable-001

Attachments: Attach a file

If you would like to attach a file, click Attach a file.

Send

Cancel

(3) Click on 'Send'

(1) Type the Subject, typically this is a title / short description of your question.

(2) Type your message

Feedback

View and Reply to Event Messages

Open the Event for Viewing

Console Doc1051259226 - Test-ReverseAuction-Variable-001 Time remaining for lot 1.1 00:24:02

(1) Navigate to the event console (the pane on the left of the event page) and click Event Messages

Event Messages
Response History
Response Team

My Bid Rank : 2 Bid decrement: 1.00 INR

Name ↑	Price	Quantity	Extended Price	Final Total
--------	-------	----------	----------------	-------------

Event Messages - Test-ReverseAuction-Variable-001 Back to Console

(2) Choose a message and click View. SAP Ariba shows the View Message page

Messages **(3) To reply to event messages, Choose a message and click Reply.**

Id	Reply Sent	Sent Date ↓	From	Contact Name	To	Subject
MSG42964816	No	06/21/2017 05:53 PM	Demo_Supplier_002	Demo_Supplier_002-p.panchal@sap.com	Participants (0) Team (4)	Doc10512592
MSG42964522	No	06/21/2017 05:45 PM	Hindustan Zinc Limited - TEST	Paresh Ariba	Participants (0) Team (0)	Event Test-R
MSG42964322	Not Applicable	06/21/2017 05:39 PM	Hindustan Zinc Limited - TEST	Paresh Ariba	Demo_Supplier_002-p.panchal@sap.com	Hindustan Zi

Time remaining for lot 1.1 00:21:10

Contact details for Clarification

(For vendor registration and login related query)

VedantaPower.Commercial@vedanta.co.in

Note: The attached images illustrate the process followed by HZL; VPL adopts the same methodology.

Thank you