

Table of Content

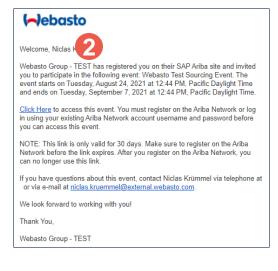
- 1. Getting Started
- 2. Working in the RfP
- 3. Large Events responses via Excel (Offline Bidding)

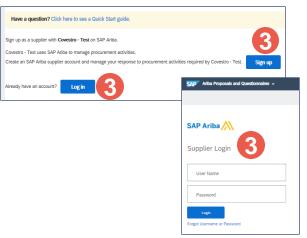
1. Getting Started: Access SAP Ariba

Procedure









Steps

- Open invitation email You will receive an email invitation for the scheduled event from s4system-prodeu+webasto.Doc735568778@eusmtp.ariba.com
- When receiving the invitation email by Webasto,

click on the link to access the Ariba page or
Go to https://proposals.seller.ariba.com

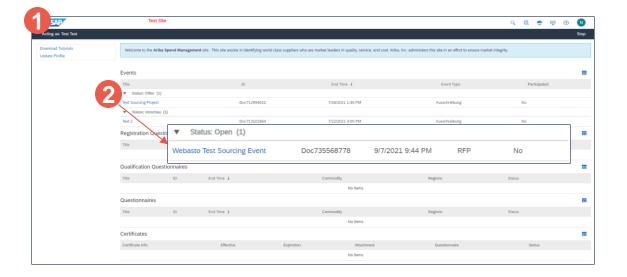
3 You need to Log In (existing account) or create a new account

- a) Log in with your existing User Account or create a new Ariba Network Account
- b) If you use an Ad Blocker whitelist *.ariba.com.



1. Getting Started: Find the Event

Procedure



Steps

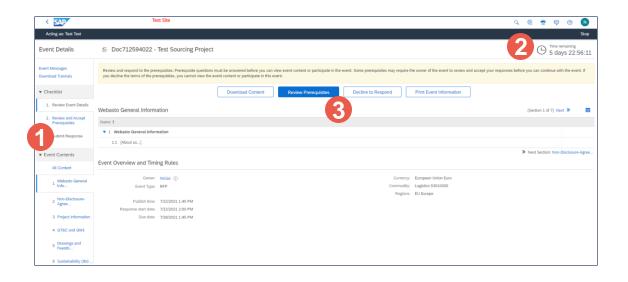
- Once you have successfully logged in, you will see the main dashboard along with the RfP you received.
- From this overview, you can **select** the Event, in which you want to participate in and review the RfP prerequisites

- The Dashboard is showing all tenders, questionnaires and certificates you received from Webasto
- The Dashboard is automatically sorting all events between different status a) Completed b) Open c) Pending Selection d) Review



2. Working in the RfP: Review Event Details and Prerequisites

Procedure



Steps

- By clicking on the different Event Contents you can access basic information of the sourcing event
- The countdown clock shows the time remaining
- If you plan to participate in the event click [Review Prerequisites].

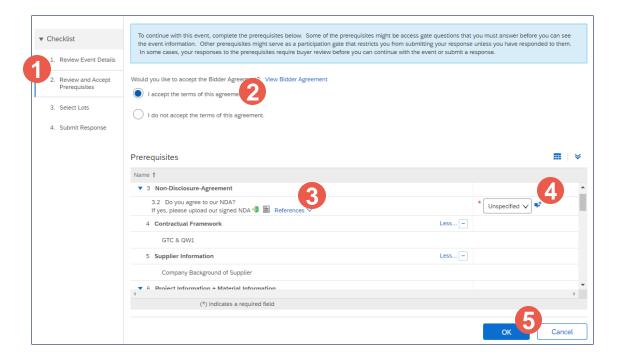
 If you do not plan to bid in the event click [Decline to Respond]. You will be asked to submit a short comment.

- The supplier can access basic information of the sourcing event
- In order to see details and provide an offer the supplier has to review and accept the prerequisites (bidder agreement)
- The bidder agreement describes the defined rules for using Ariba for strategic sourcing activities (e.g. offers are binding, ...)



2. Working in the RfP: Accepting the Event Prerequisites

Procedure



Steps

- If you have clicked [Review Prerequisites] you should be at "2. Review and Accept Prerequisites" on the checklist.
- Read and accept the Bidder Agreement
- Oownload the attached Webasto NDA by clicking on "References"
- Accept the NDA and Attach a "Signed NDA" by clicking on
- 6 Click on OK



General Information

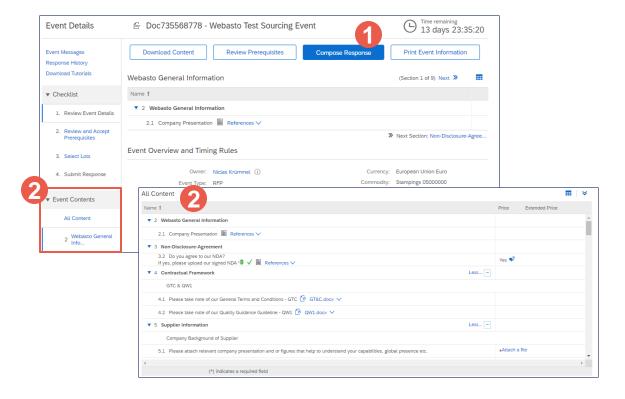
• NDA is set up as a Gatekeeper in RfPs. It has to be approved by Webasto before you will get access to the RfP

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.



2. Working in the RfP: Compose a Response

Procedure



Steps

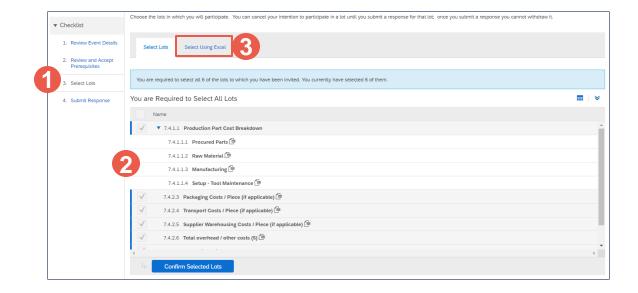
- Click on "Compose Response" to get access to the RfP Content
- Check the RfP content, download attachments, upload required documents and answer mandatory questions

- After clicking on "Compose Response" you can work in the RfP and got access to all relevant documents, questions and selection fields
- Some fields are optional, some fields are mandatory, e.g. your Company Backgroud Information or Delivery & Payment Terms
- Section "Additional Attachments / Information" can be used to upload additional documents



2. Working in the RfP: Select Lots

Procedure



Steps

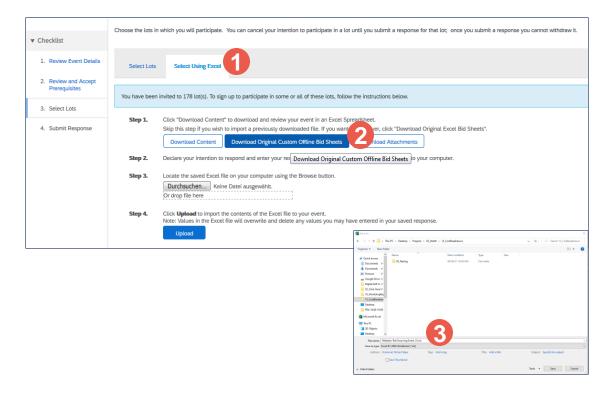
- Click on "Select Lots"
- 2 Check if all lots are selected and do not click on "Confirm Selected Lots"
- Go to "Select Using Excel"

- Excel Bidding is used for building up the Cost Breakdown structure
- You can not give a price in the event itself, only via Excel



3. Large Events: Responses via Excel (Offline Bidding)

Procedure



Steps

It is recommended to use Excel when responding to events with many lots/line items.

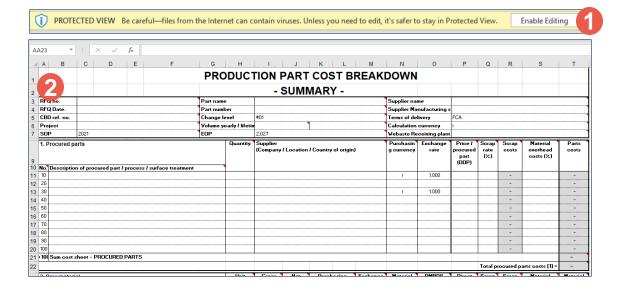
- Please select "Select Using Excel"
- Download Original Custom Offline Bid Sheets" to download the offline document
- Save the document on your desktop with the correct name, e.g. Tender XYZ Webasto

- Please save a new version of the download on your desktop
- Change the name of the downloaded document: Supplier Name, Contact Person & Date



3. Large Events: Responses via Excel – How to use Offline Bidding Document

Procedure



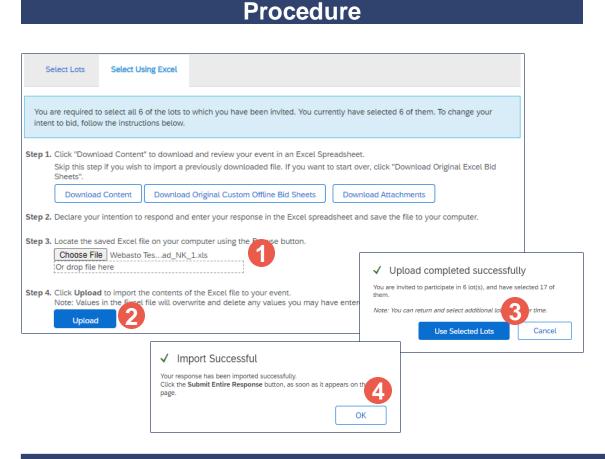
Steps

- Open the Excel file and enable editing
- Fill in all required fields
- Save the filled Cost Breakdown

- The Cost Breakdown template can be filled as usual, no additional effort is needed
- Always save the filled Cost Breakdown
- All needed fields will be automatically transferred into the RfP once the template is uploaded again



3. Large Events: Responses via Excel – How to upload Offline Excel Bidding Sheet



Steps

- Upload the completed Excel file (with all your input) by clicking on "Browse" and select the appropriate local file
- Click "Upload"
- Click "Use Selected Lots"
- Click "Ok"

- In case there are errors while uploading the Offline Content, an error message should help you to find the mistake
- For the cases where the error message is not clear, please reach out to the responsive Webasto Buyer



3. Large Events: Responses via Excel - Check of uploaded values

Procedure



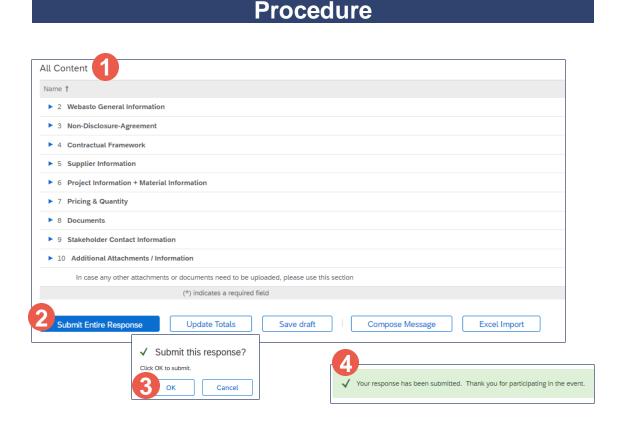
Steps

In the Pricing Section (7) you will find the values that were automatically transferred from your Excel to Ariba

- It is not always section (7), the RfP-structure can differ from Buyer to Buyer
- You can always make any changes in the Offline Excel file and re-upload again prices will refresh once it is successfully loaded



3. Large Events: Responses via Excel — How to complete the Event and submit your response



Steps

- Please complete the values for the sections 2 to 10* directly in Ariba
- If you completed all sections, please send your response by clicking "Submit Entire Response"
- Click "Ok"
- You will receive the message that your response has been submitted

- An error message will appear in case you e.g. forgot to upload a document or answer a mandatory question
- You can always revise your response as long as the RfP is open by clicking "Revise Response"
- *Not always 2 10, can differ by RfP





