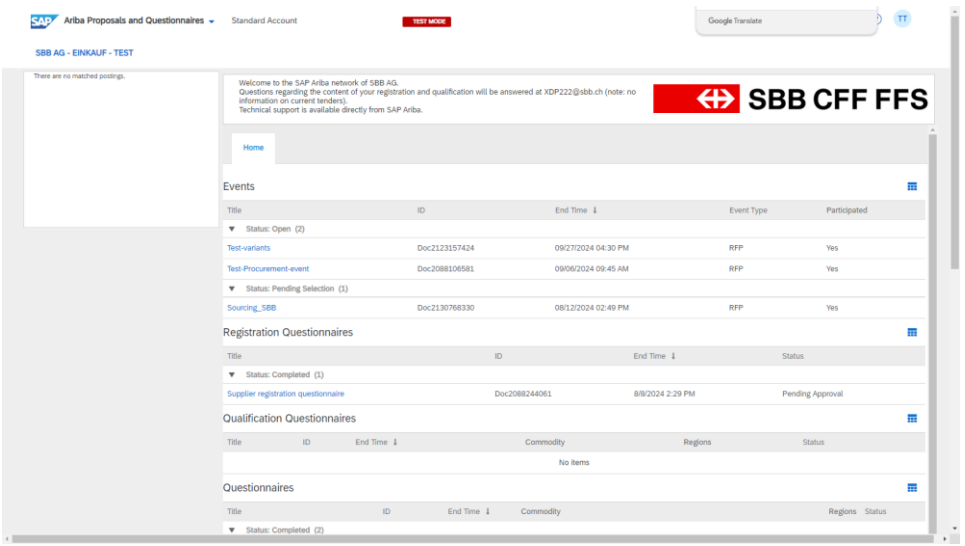
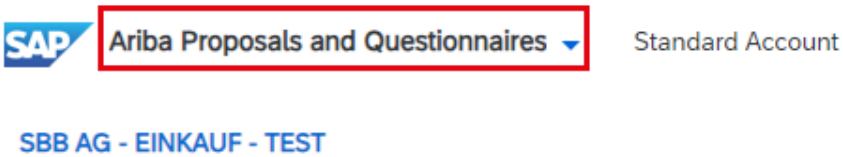
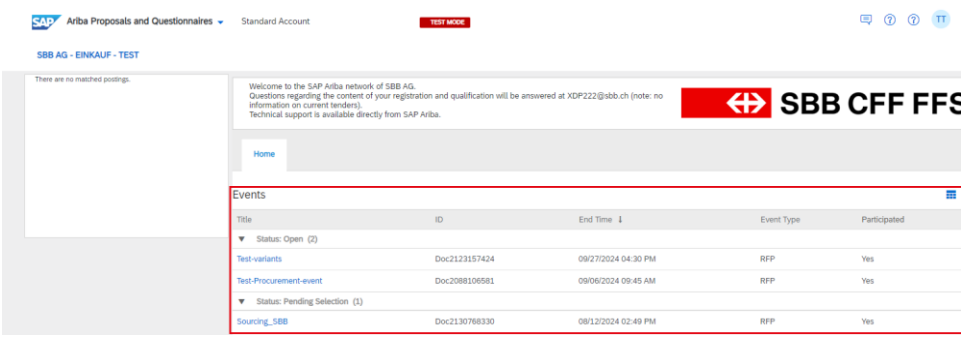
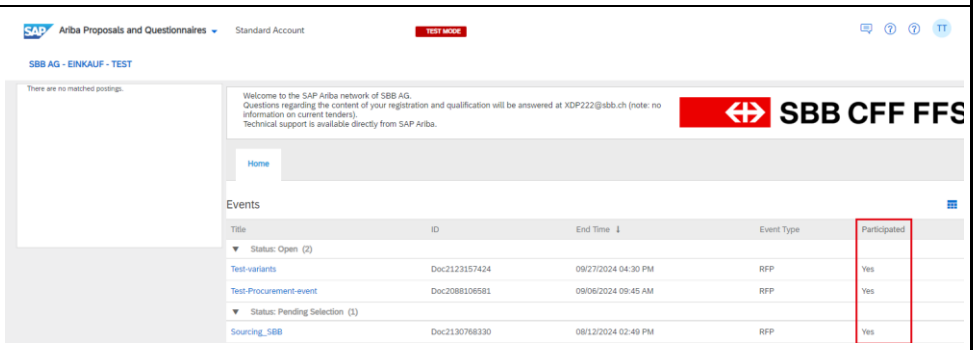
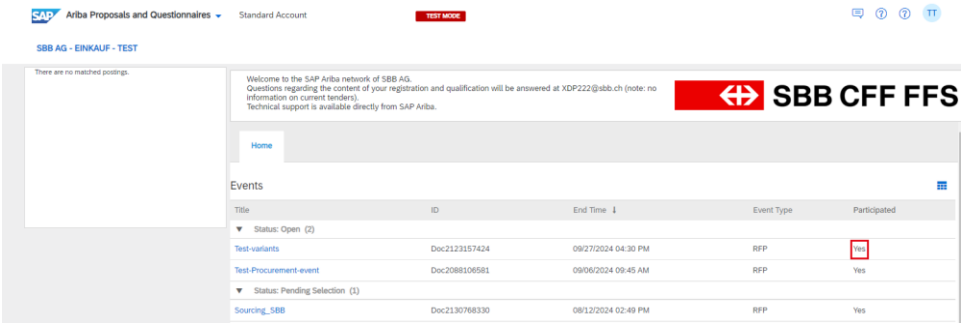
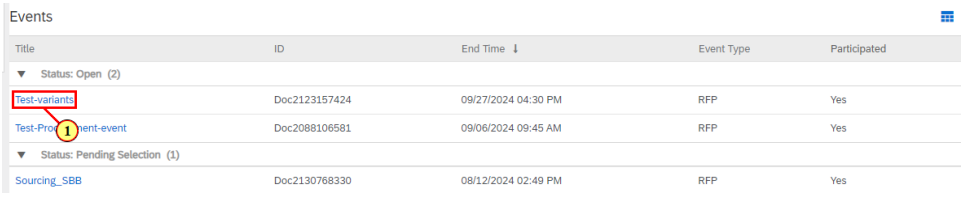
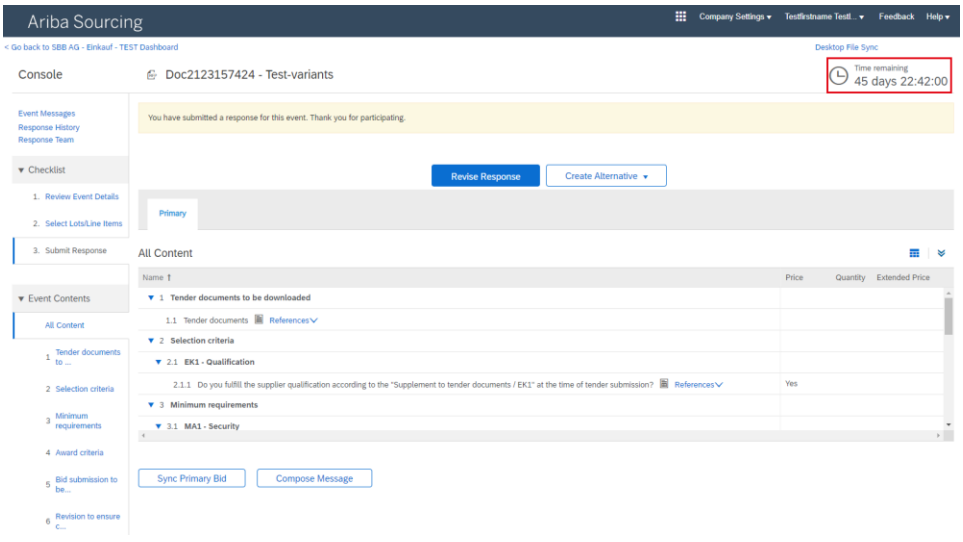
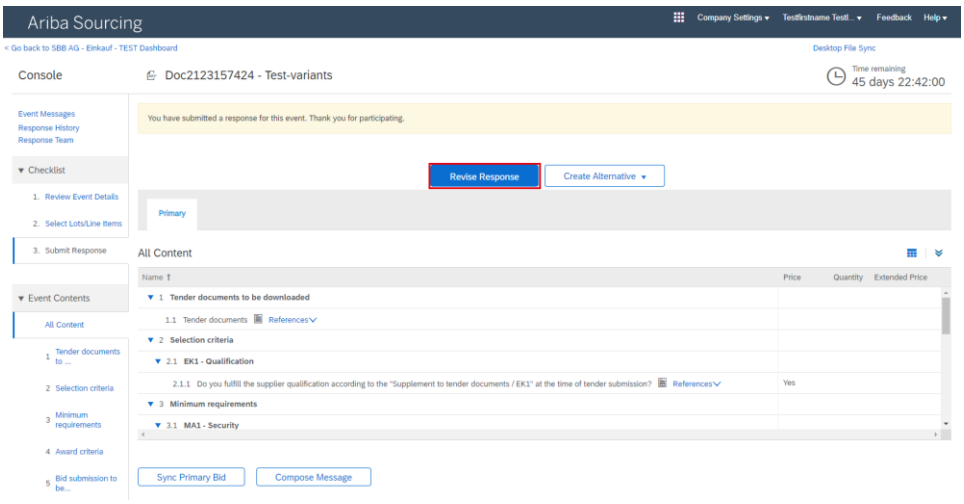
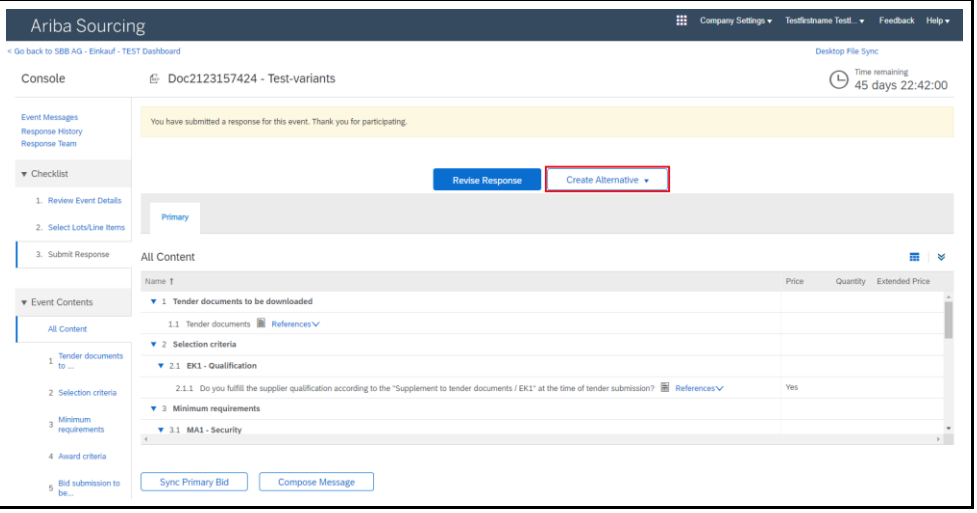
1.1. Alternative offer

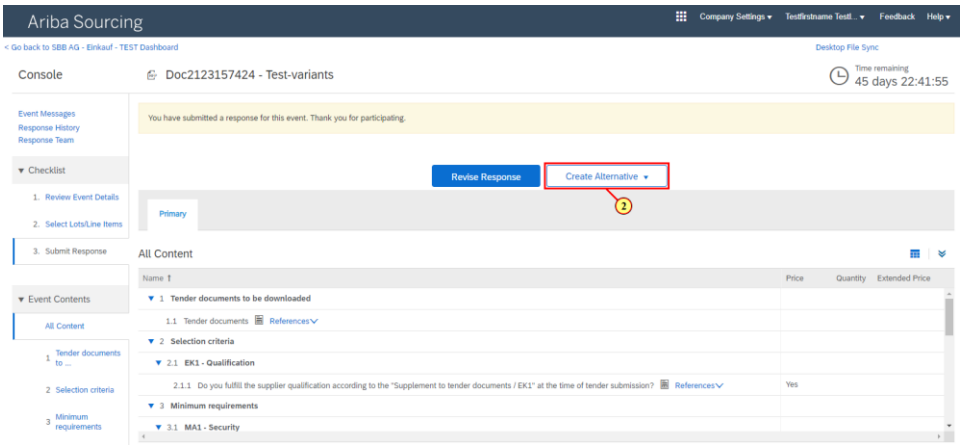
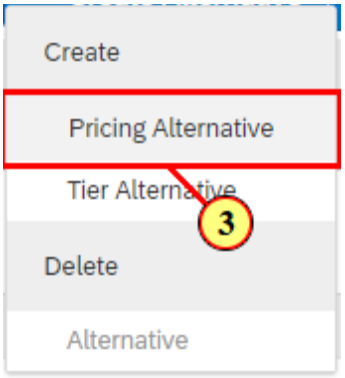
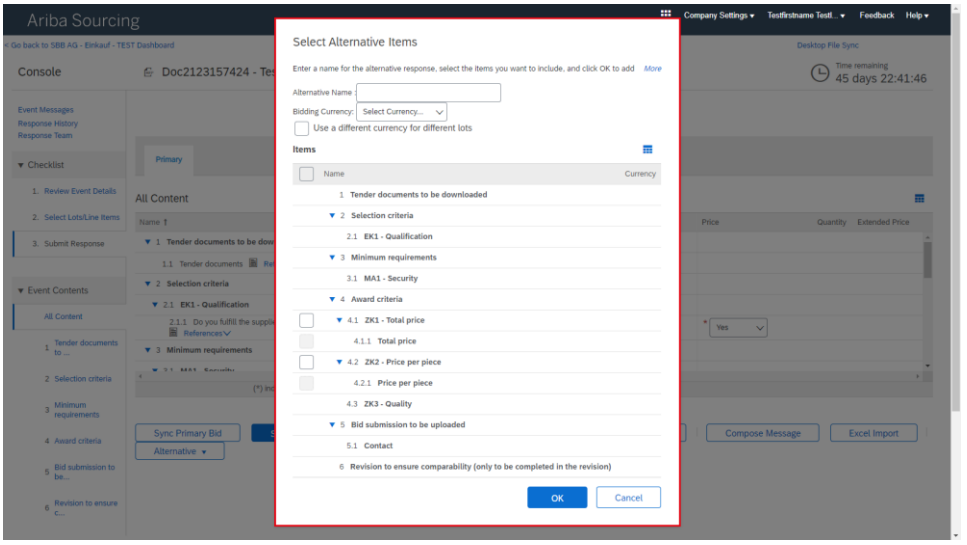
Content of this learning unit:

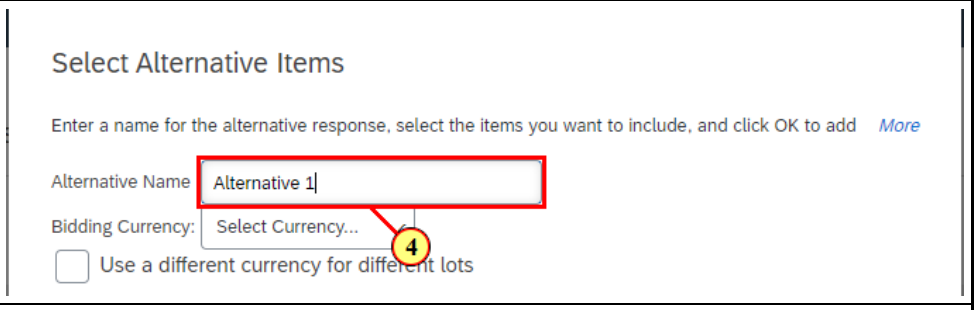
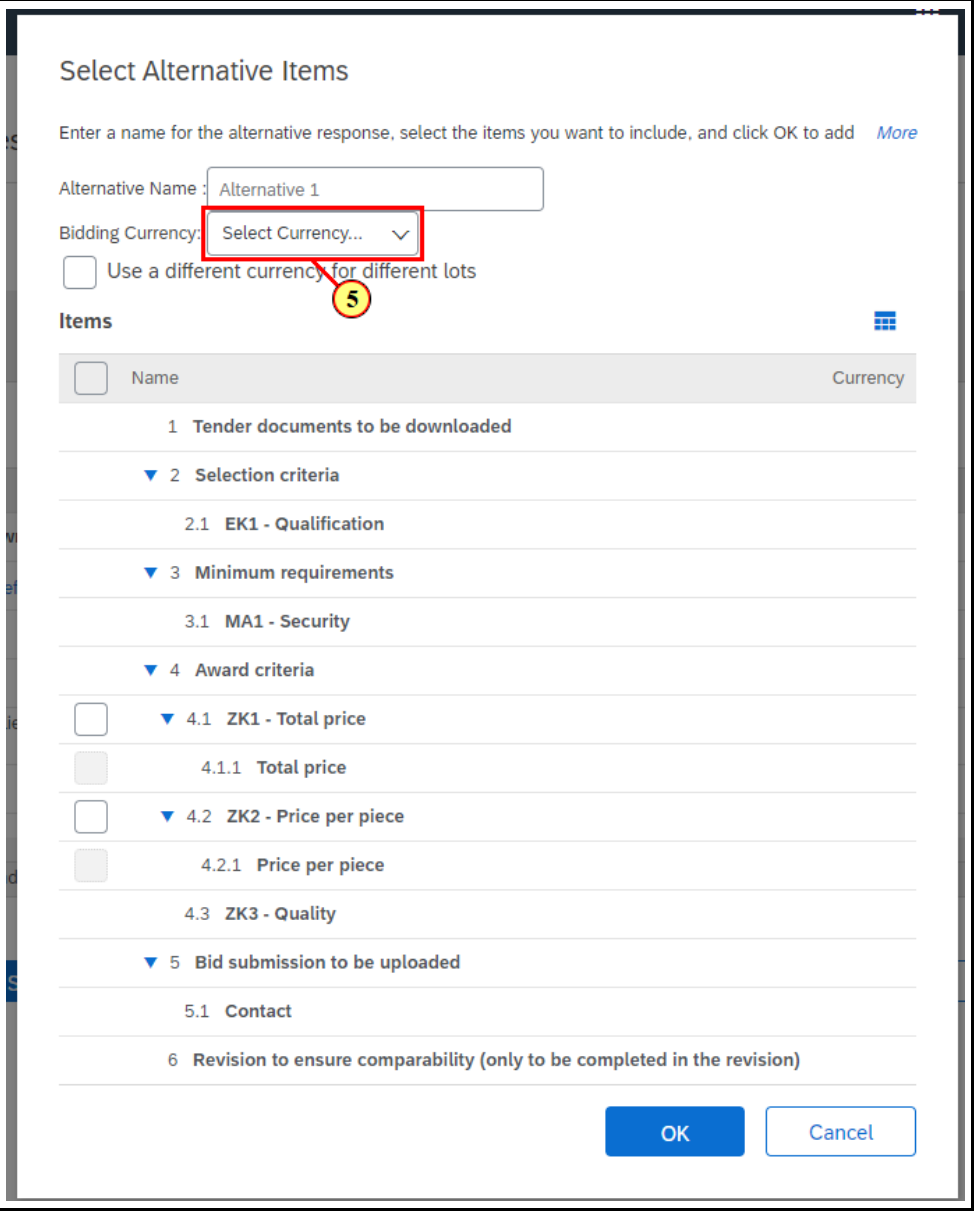
- Submission of an alternative bid/variant

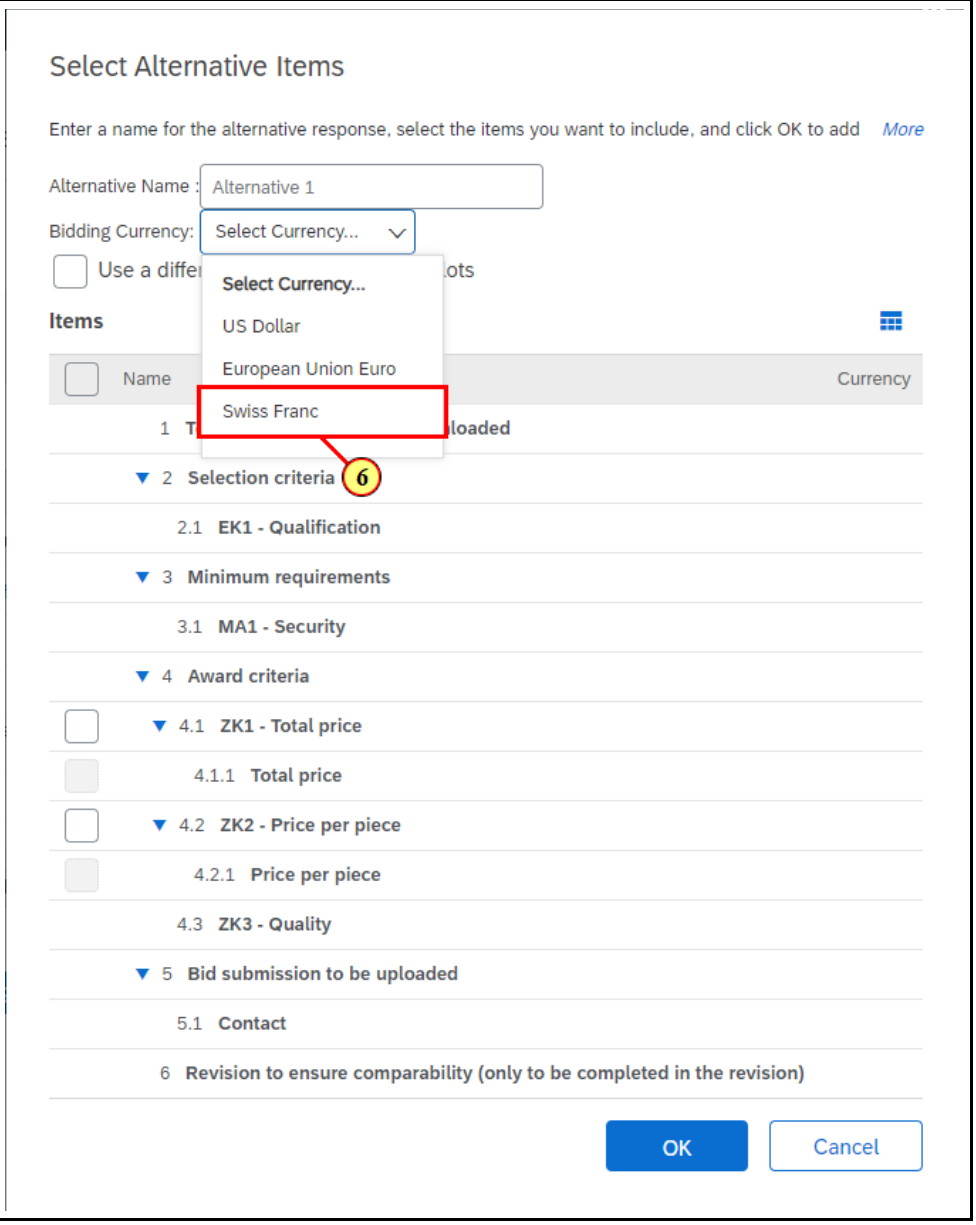
Explanation	Screenshot
This is the **dashboard of your SAP Ariba profile**. Here you will find an overview of current procurements, the registration process and qualifications. The following guides you through the steps **for submitting an alternative bid**. **Important:** Alternative bids are not authorised for all procurements.	
If the **dashboard is not displayed**, make sure that you are in the "Ariba Proposals and	

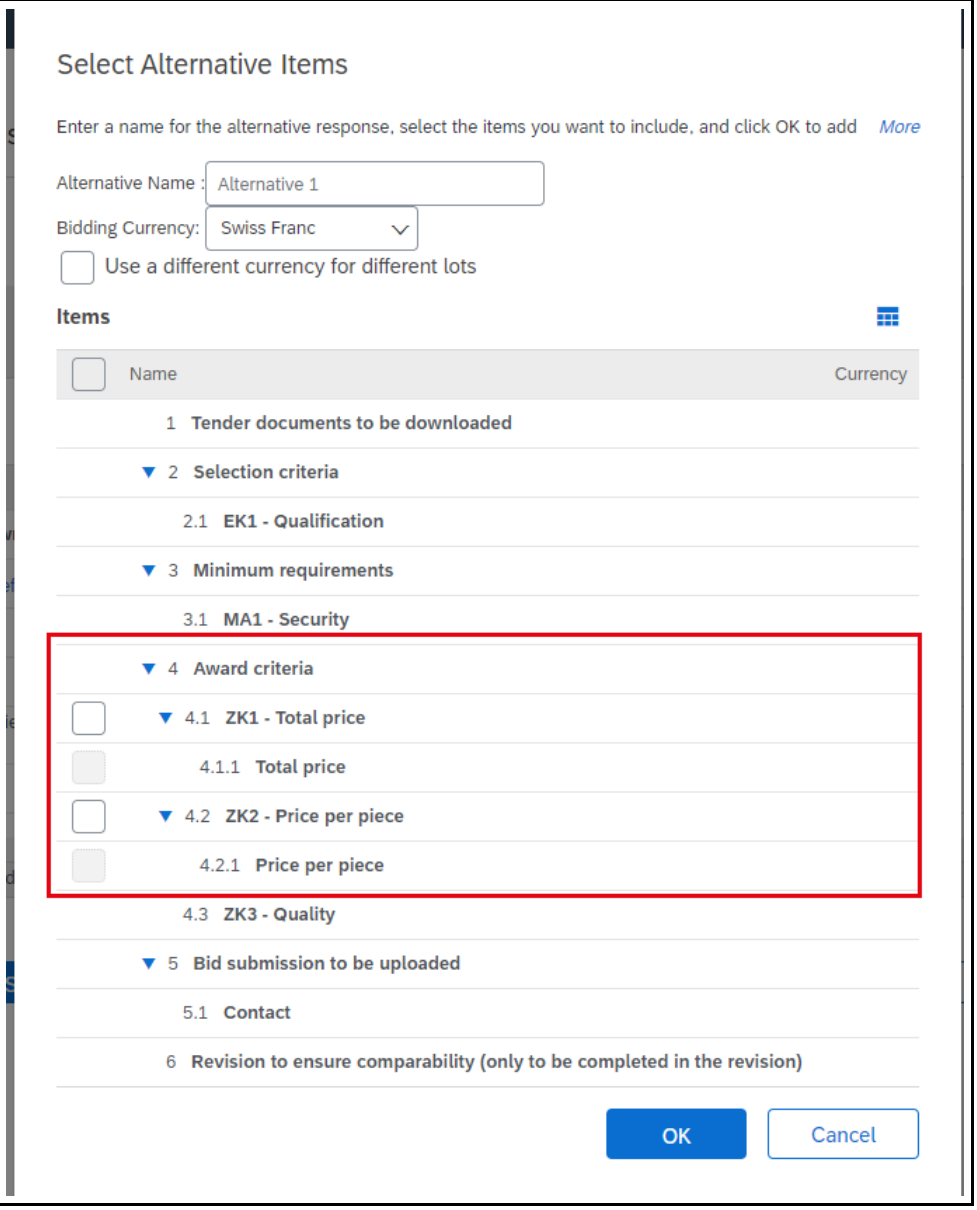
Explanation	Screenshot
Questionnaires" category. You can set this via the **dropdown menu**.	
Under the Events menu option, you will see a **list of the procurement events** to which you have been invited.	
In this column, you can see which procurements you have **taken part** in.	
You can only submit alternative bids for procurements in which you have **already participated**.	
1. Select the **procurement event** for which you wish to submit an alternative bid.	

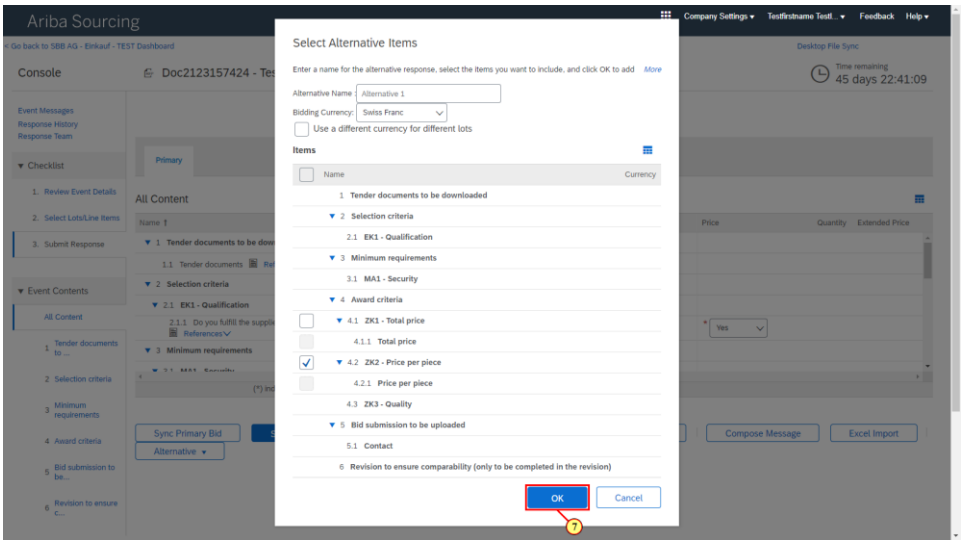
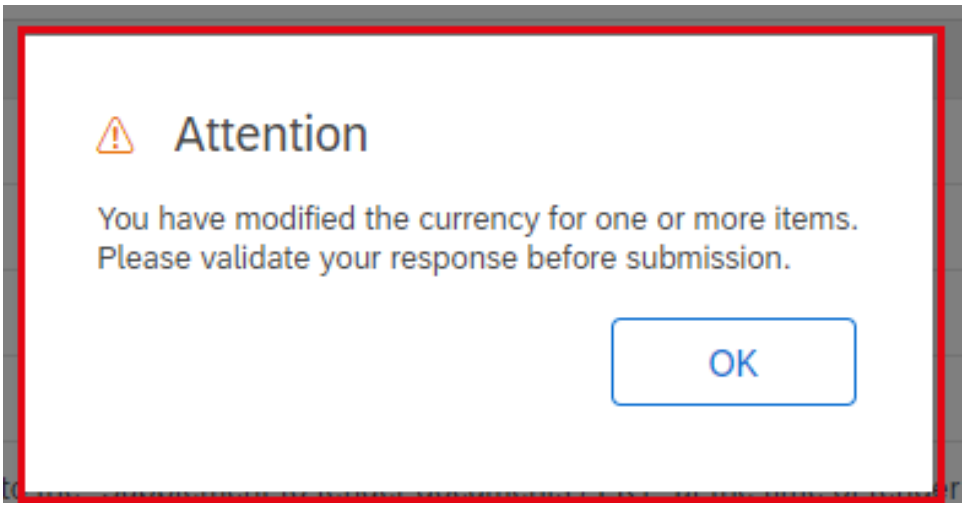
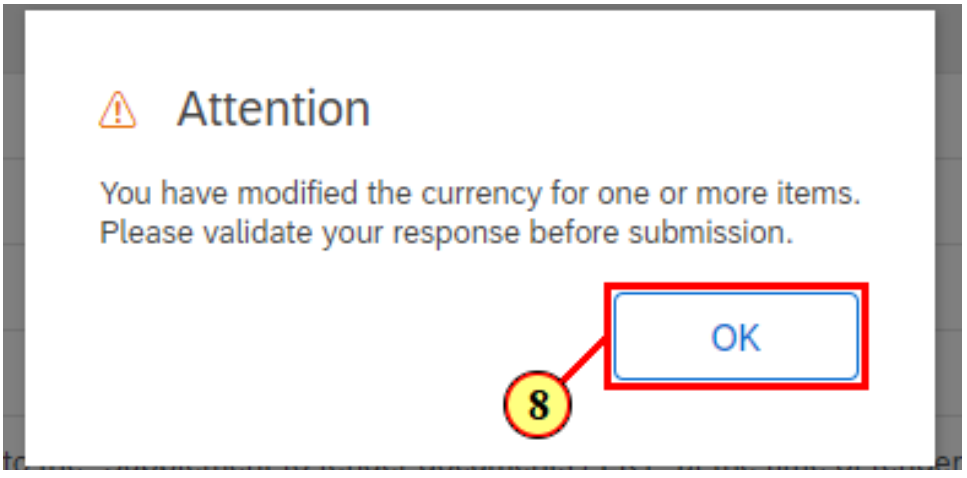
Explanation	Screenshot
You are now on the **procurement event screen**. Make sure that the deadline for submitting the bid has not yet expired.	
If you do not wish to submit an alternative bid, but simply want to revise your bid, select **Revise Response**.	
If the Create Alternative button is not displayed, alternative bids are **not authorised** for this procurement.	

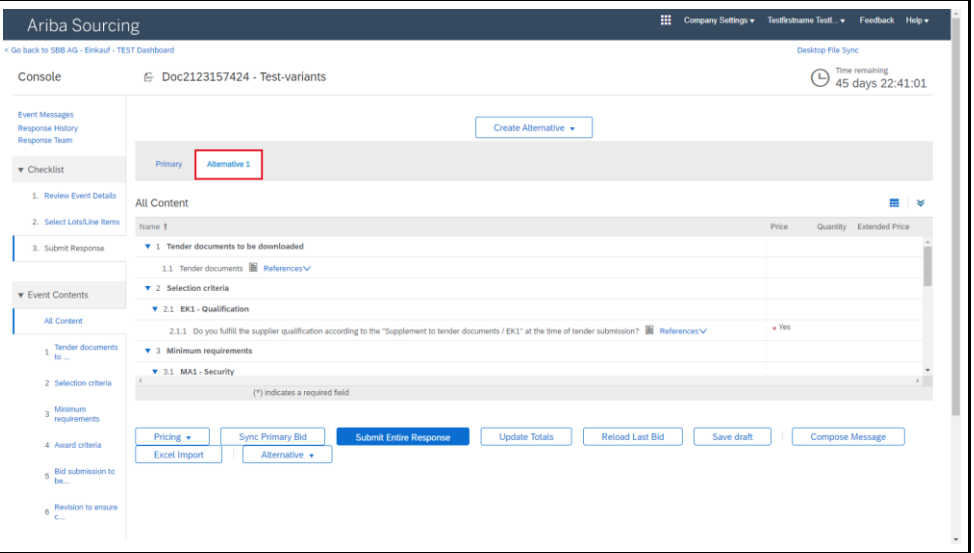
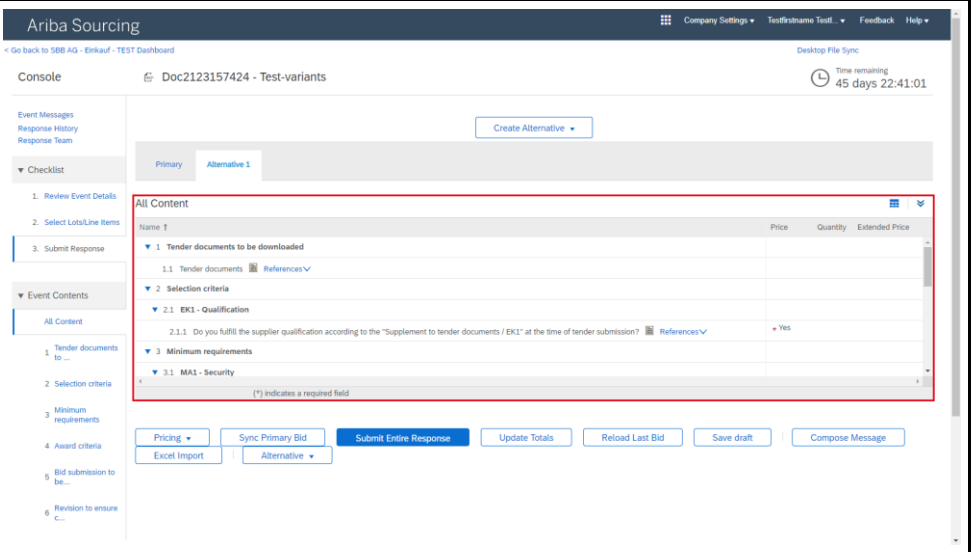
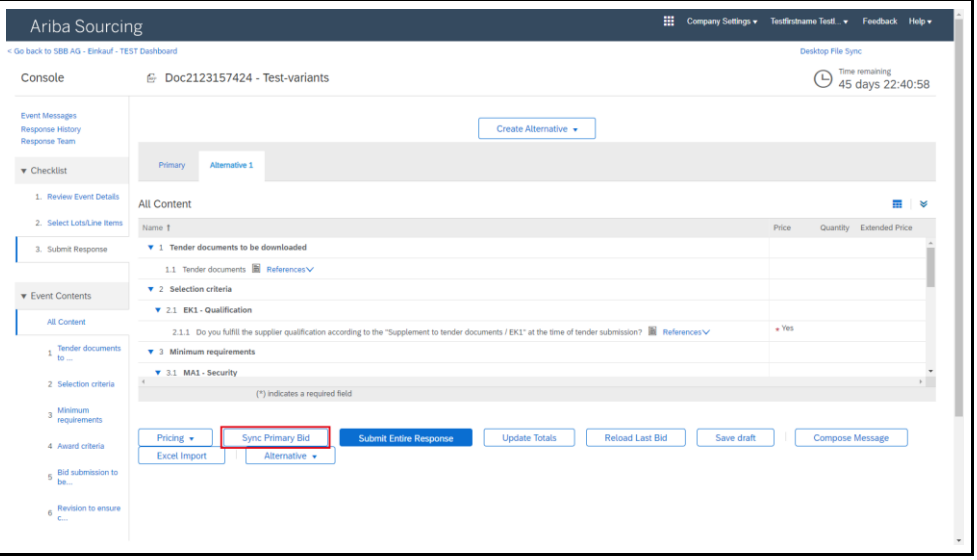
Explanation	Screenshot
2. To submit an alternative bid, select Create Alternative ▾ .	
3. Select the Pricing Alternative option.	
A pop-up will open where you can **compose your alternative bid**.	

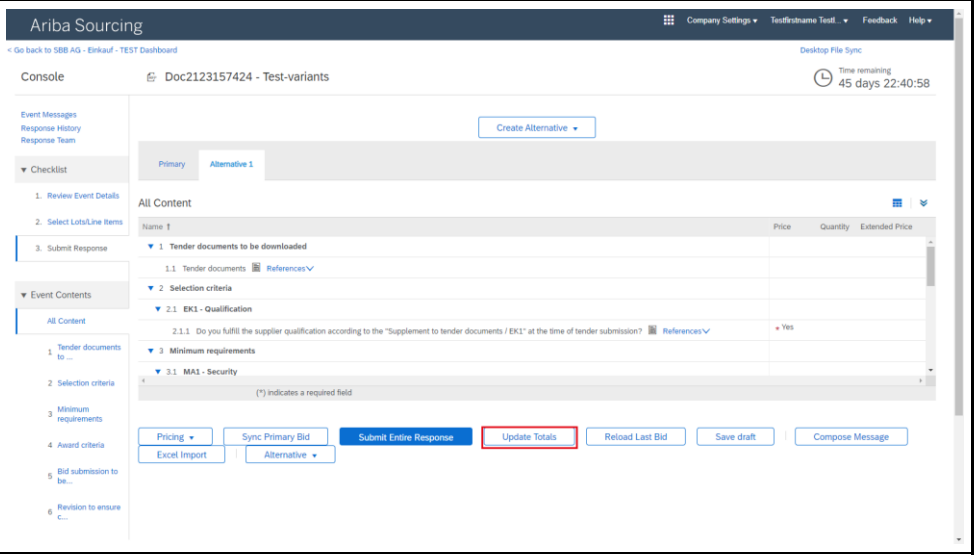
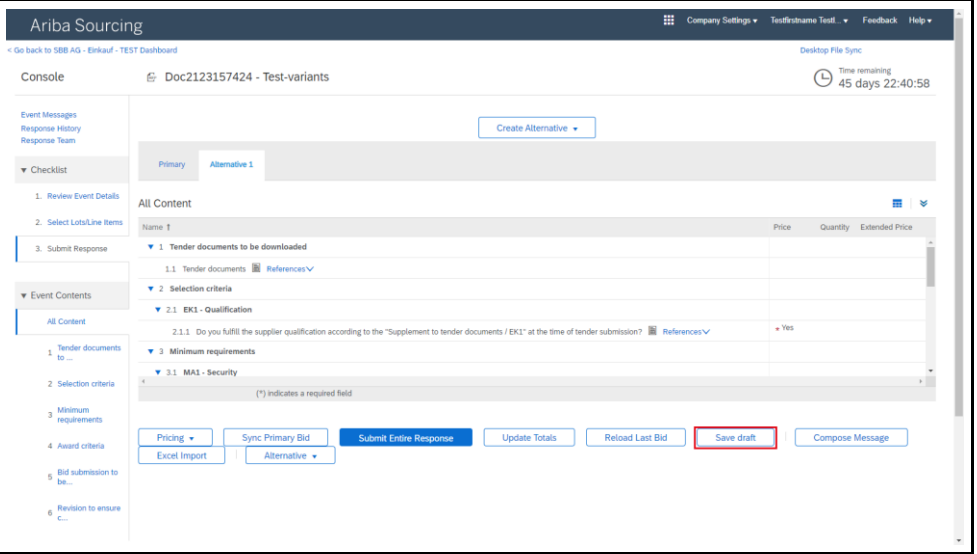
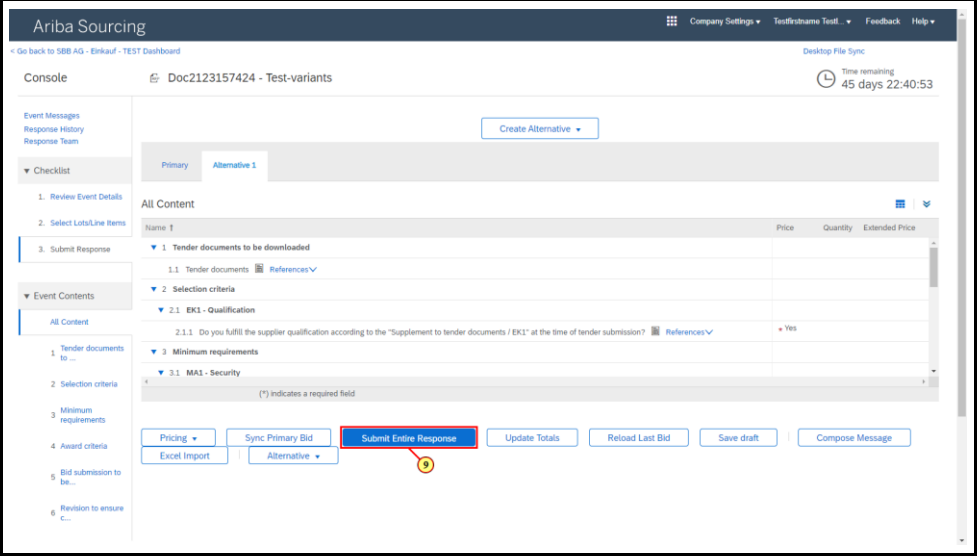
Explanation	Screenshot
4. Give your alternative bid a **name**.	
5. Choose **Select Currency** to display a selection list.	

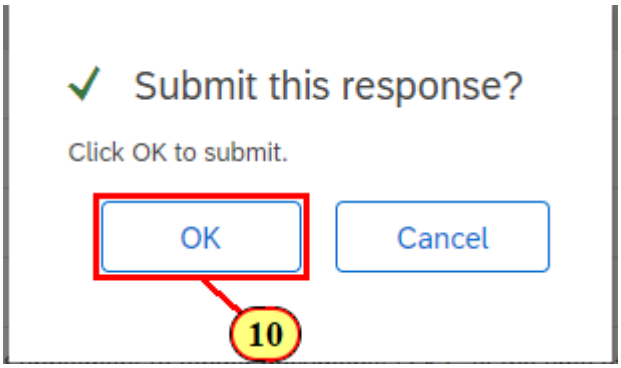
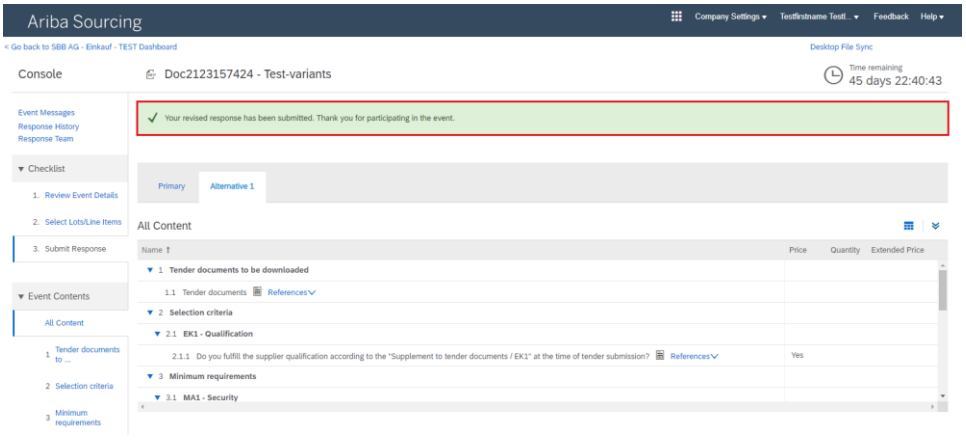
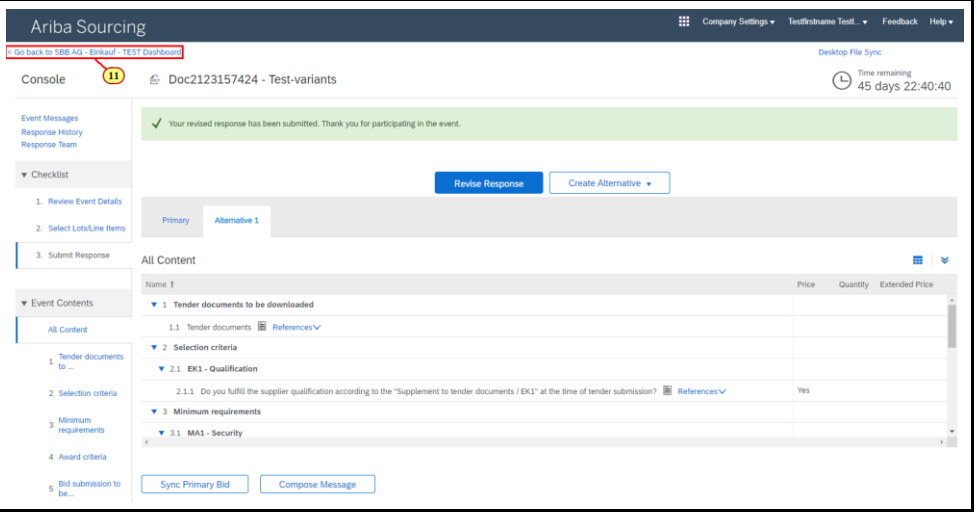
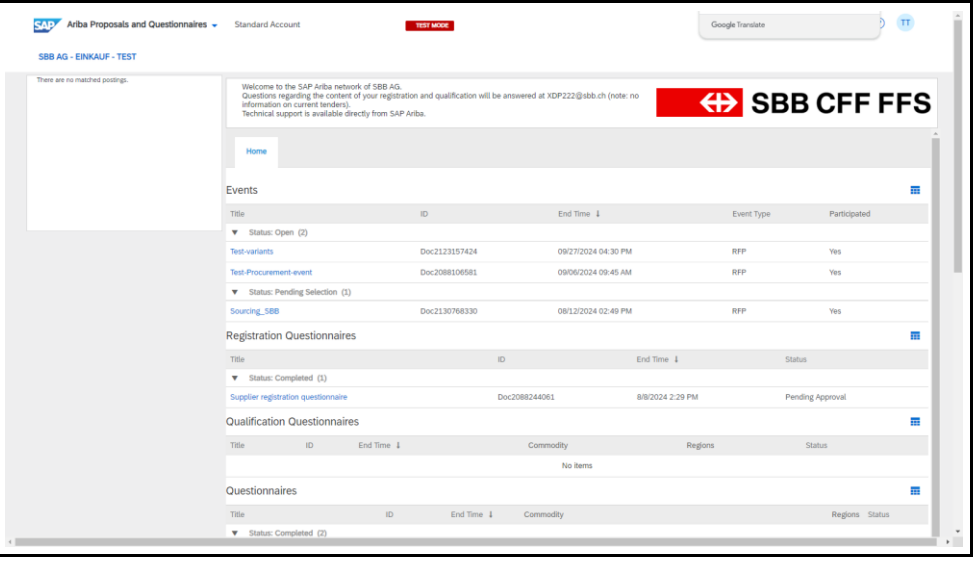
Explanation	Screenshot
6. Select the desired **Bidding Currency.**	

Explanation	Screenshot
Then select the Ariba lots that you would like to **add to your alternative bid**. **Important:** You can select **different Ariba lots** from those you selected for the primary bid. For Ariba lots that you have already included in the primary bid, the **values are automatically adopted and cannot be changed**.	

Explanation	Screenshot
7. When you have **selected all the desired Ariba lots**, select OK to proceed to the bid entry screen,	
This warning appears because you have **changed one or more bidding currencies**.	
8. Select OK to confirm.	

Explanation	Screenshot
The tab shows you that you are in the **alternative bid** you have just created.	
You can now enter your **alternative bid** in the same way as the primary bid. Please note that you cannot change the details for lots that have already been added to the primary bid.	
Select **Sync Primary Bid** to accept the data from the primary bid.	

Explanation	Screenshot
If you would like to check the total of your bid submission, select **Update Totals**.	
If you **do not wish to submit** your bid yet, you can initially **save it as a draft**. In this case, the bid is not yet sent to SBB.	
9. Click on **Submit Entire Response** to **send your bid to SBB**.	

Explanation	Screenshot
10. Click on OK to **confirm the submission.**	
The **green text box** confirms that your bid has been **sent to SBB**. The bid will be **evaluated** by the purchasing team after the submission deadline. You can **revise your bid and prepare further alternative bids** right up to the deadline.	
11. Select < Go back to SBB AG - Einkauf - TEST Dashboard to return to the dashboard.	

Explanation	Screenshot
You have now reached the end of these instructions. If you have any further questions, please contact: digitalereinkauf@sbb.ch