

Instructions on access and entry of bids in SAP Ariba

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Version	V3
Last modification	25 September 2023
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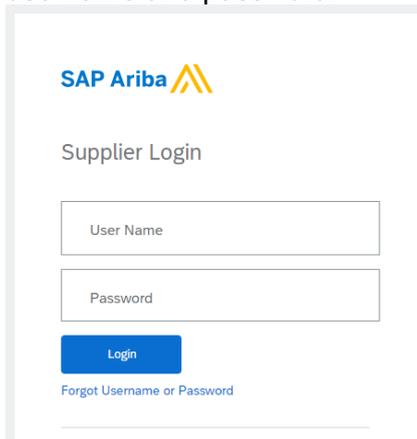
Purpose of document:

These instructions enable you to access the event and enter your bid in SAP Ariba.

1. You will receive an e-mail invitation from SBB with the subject 'Doc##### – (...) SBB invitation to submit a bid'. To participate in the event, select the link '**Click here** to access the event'. If you do not intend to participate in the tender in question, please notify us by selecting the link 'Click Here if you would not like to submit a bid'.

If you have not registered as a supplier, please note the following: If you have not yet registered as a supplier or supplier contact of SBB in SAP Ariba and on the Ariba network of SBB, the invitation e-mail will contain another link 'Click here to register and then access the event.' Open this link to start initial registration (see helpsheet '[Supplier registration](#)').

2. This takes you to the registration mask in SAP Ariba where you can register with your username and password.



The screenshot shows the SAP Ariba Supplier Login interface. At the top left is the SAP Ariba logo. Below it, the text 'Supplier Login' is displayed. There are two input fields: 'User Name' and 'Password'. Below the 'Password' field is a blue 'Login' button. At the bottom left, there is a link that says 'Forgot Username or Password'.

- If you access the event via the link in the **e-mail invitation**, the event will be opened directly for participation.

However, if you have not logged in via the link in the e-mail invitation, but instead via your standard SAP Ariba registration mask, you will find the event on the dashboard of your supplier profile under **Events** in the **'Status: open'** section. To open the event, click on the **event name in blue**.

Tip: If you are not on the dashboard of your Ariba supplier profile, check whether you are in the **'Arriba Proposals and Questionnaires'** tab top left on the screen.

- (1) The **Doc-ID** (in this example Doc1135501217) is the unique identifier for each event. This is used in all communication between SBB and suppliers.
- (2) The **Timer** 'time remaining' shows you how much time is still available to participate in the event and to submit your response on time.
- (3) The e-mail communication from SBB to suppliers is found in the **project messages**. You have the option of displaying the messages in the 'project messages'. Suppliers cannot respond or write messages in the 'project messages'. When communicating, please answer via e-mail.
- (4) The **tutorials** are provided by SAP Ariba. For SBB-specific questions, please use our help tools found on the SBB website [Digital Procurement | SBB](#).
- (5) The **response team** provides the option of selecting several contact persons for the supplier who work on the bid together. You have the option of adding contact persons to the response team (see support sheet '[Adding a new user in the company account](#)')
- (6) The **check list** shows you the steps in the event to submit the response. You are now in the first step 'Check event details'.
- (7) The **Event contents** show you the content of the event. You can either show all content directly or navigate through the individual numbered sections. To navigate through the sections you can also click on '**Next**' [Next](#) » (top right). As we are currently in the 'check event details' step, you cannot yet edit the event content.
- (8) The **annexes and references** can be downloaded. Click here on the [annex or reference in blue](#).
Examples: [REINIGUNGSGERÄTE_00_Angebotsunterlagen EV.pdf](#)  [References](#)
- (9) **Download content** gives you the option of downloading the entire event content and all annexes. **Important:** The downloaded Excel file only provides an overview, the bid must be submitted via entry in SAP Ariba as set out in the tender documents.
- (10) By clicking on **Intend to Participate** you confirm that you wish to participate in the event and to submit a bid.
- (11) By clicking on **Decline to Participate** you confirm that you do not wish to participate in the event.
- (12) Clicking on **Print Event Information** allows you to download a summary of the bid.

5. To participate in the event, click on **'Intend to Participate'**.

Doc1143066475 - Event - Test

Time remaining
39 days 22:59:06

You must decide whether or not you intend to participate in this event.

Download Content

Intend to Participate

Decline to Participate

Print Event Information

6. You are now in the step **'Select Lots/Line Items'**. **Important:** These are sections in SAP Ariba which are designated as lots and line items. They are not necessarily the same as the lot in accordance with the Public Procurement Act (PPA).

▼ Checklist

1. Review Event Details
2. Select Lots/Line Items
3. Submit Response

7. Firstly select the currency in which you would like to submit your bid.

Select Lots

Doc1143066475 - Event - Test

▼ Checklist

1. Review Event Details
2. Select Lots/Line Items
3. Submit Response

Select the bidding currency at event level. You place bids using the bidding currency.

Event Bidding Currency

Select event bidding currency:

Use a different currency for different lots

8. In general, the Ariba lots to bid are already selected and cannot be changed (greyed out).

If this is not the case, select the lots/items for which you want to submit a bid.

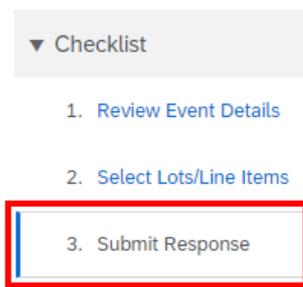
Lots Available for Bidding

<input checked="" type="checkbox"/>	Name
<input checked="" type="checkbox"/>	4.1 ZK1 Preis
	4.1.1 "für die Preisbewertung relevanter Betrag" gemäss Preisblatt
	Bitte den Betrag gemäss ausgefülltem Preisblatt übertragen

Confirm Selected Lots/Line Items

9. To confirm your selection, click on **'Confirm Selected Lots/Line Items'**.

10. You are now in step **'Submit Response'**. You submit your bid in SAP Ariba here.



11. Complete the bid.

Please note:

→ The use of a **decimal point (10.50)** or **comma (10,50)** as a **decimal separator** depends on the language settings in your web browser. This is used to control the user interface and the actions carried out in it.

Tip: By clicking on **'Update totals'**  you can update the total amounts to check the total.

12. To save your bid, select **'Save draft'** .

→ **Please note:** Clicking on 'Save draft' does not submit a bid to SBB. This function only saves a temporary draft for the supplier. The bid is only submitted and sent to SBB by clicking on **'Submit Entire Response'**.

13. Once you have fully entered your bid in the event in SAP Ariba, click on **'Submit Entire Response'** . You confirm the submission of your bid in the pop-up window by clicking on 'OK'.

✓ Submit this response?

Click OK to submit.



14. If you receive this message in the event, the event has been submitted and sent to SBB.



15. You have the option of editing your submitted response until the end of the submission deadline by clicking on **'Revise Response'** .