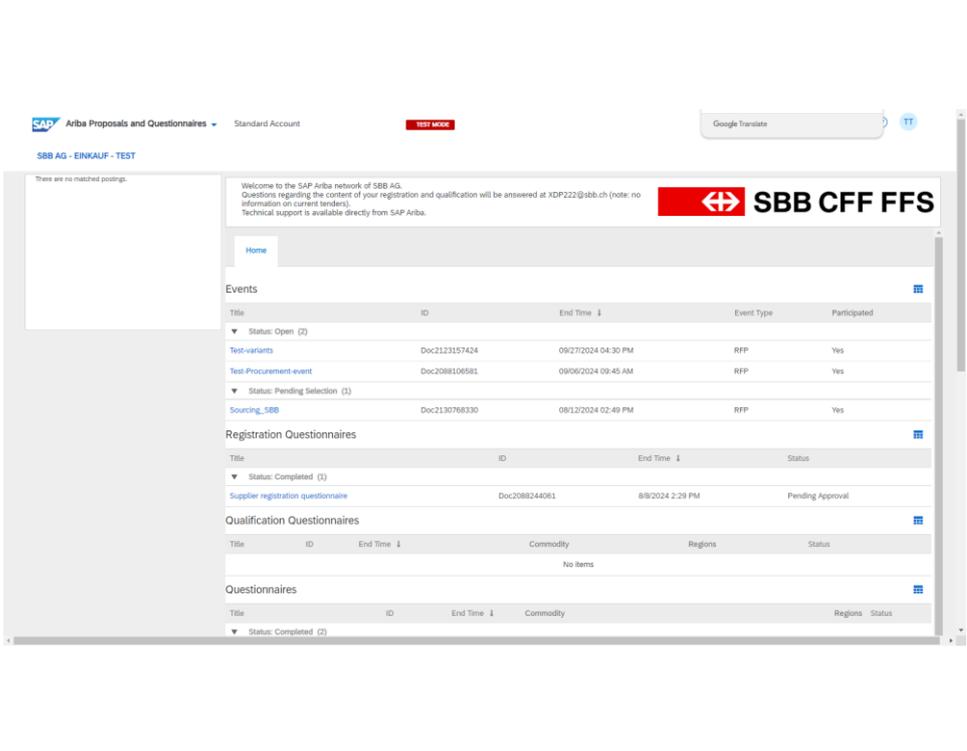
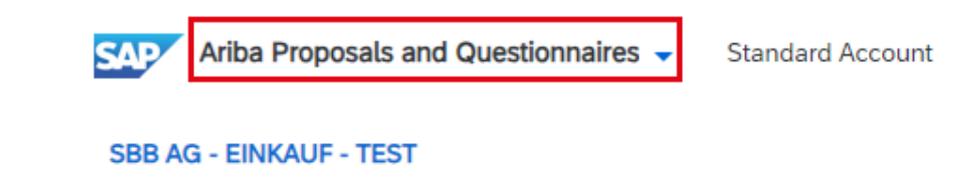
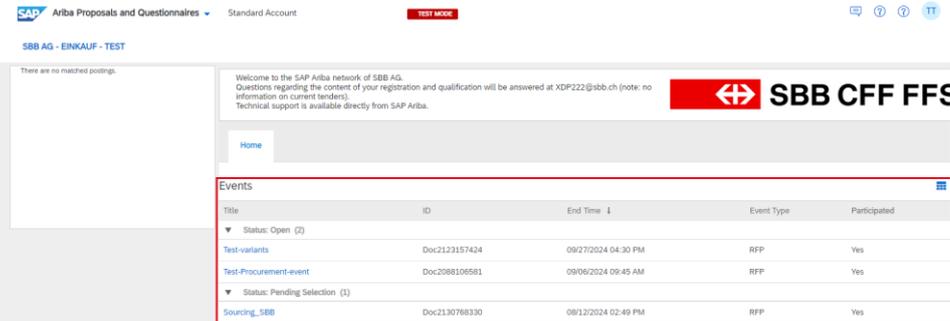
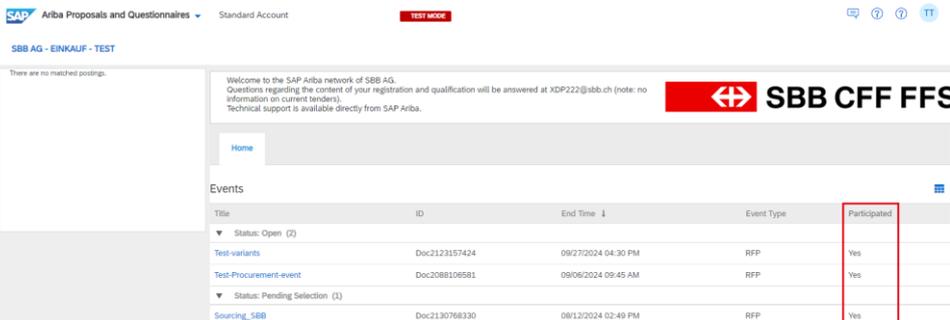
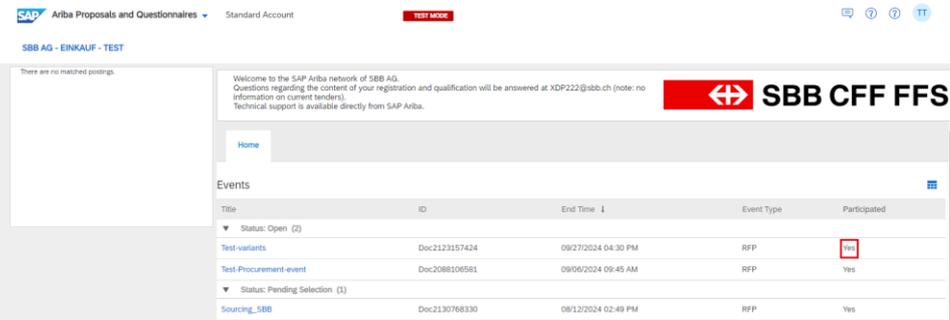
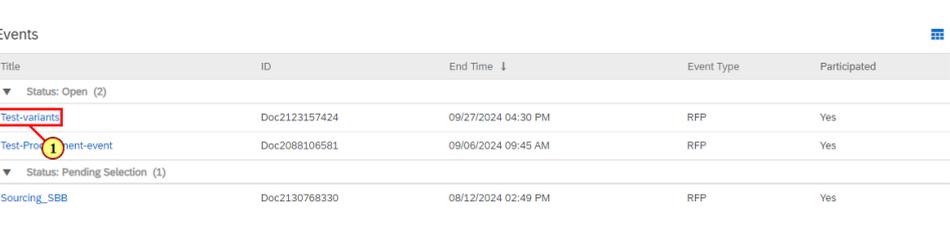


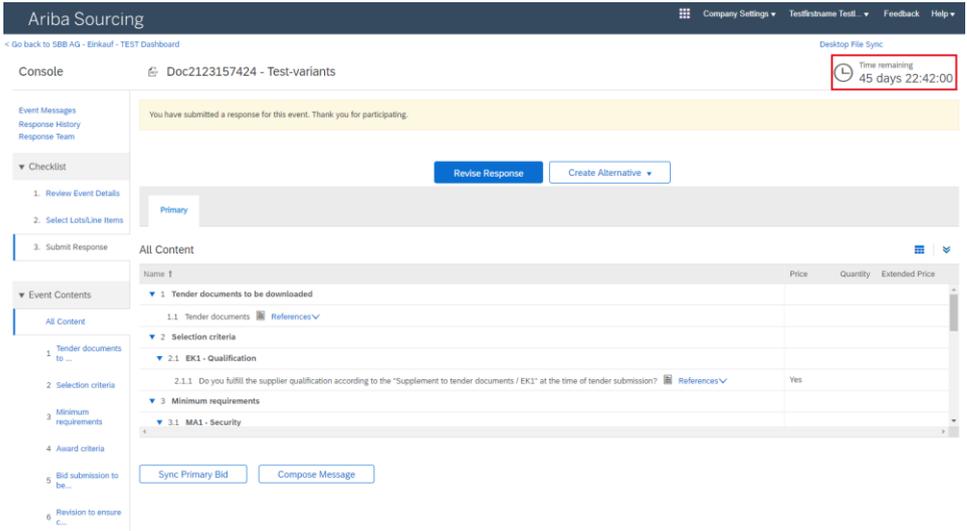
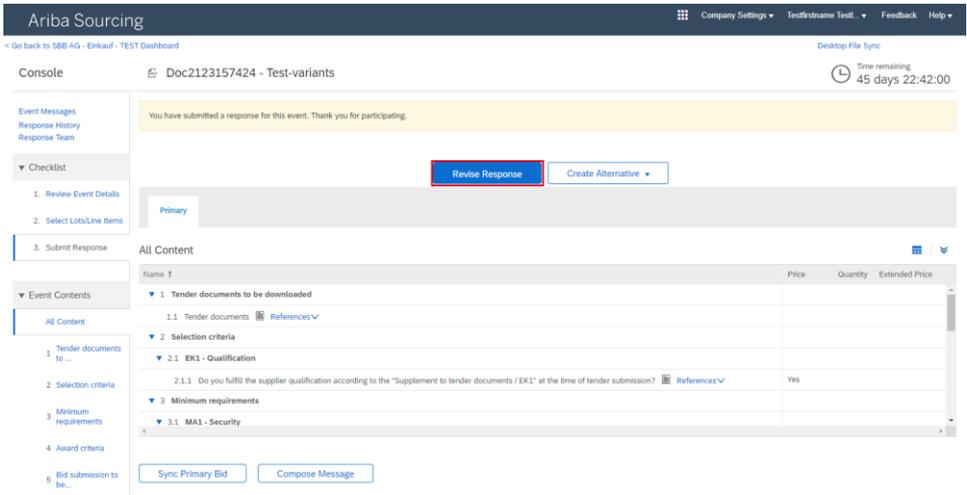
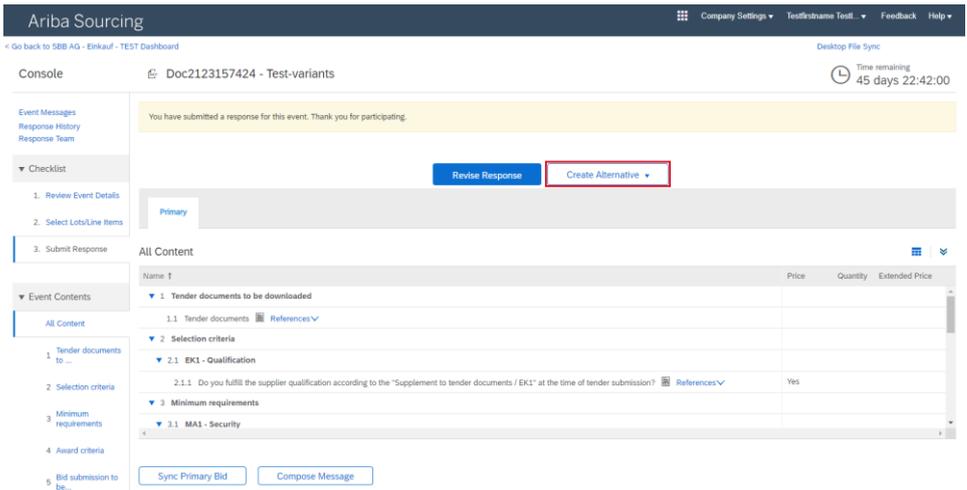
1.1. Alternative offer

Content of this learning unit:

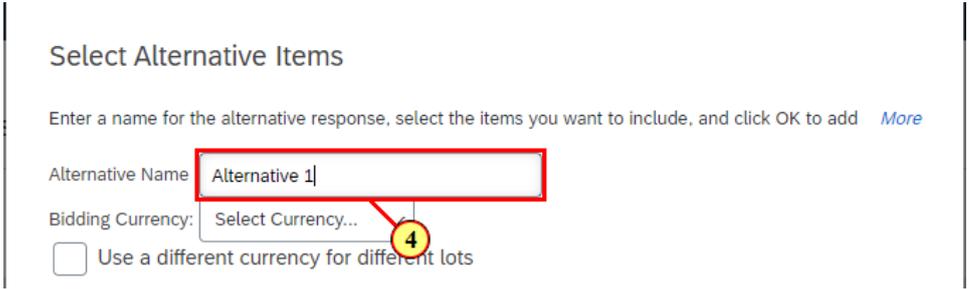
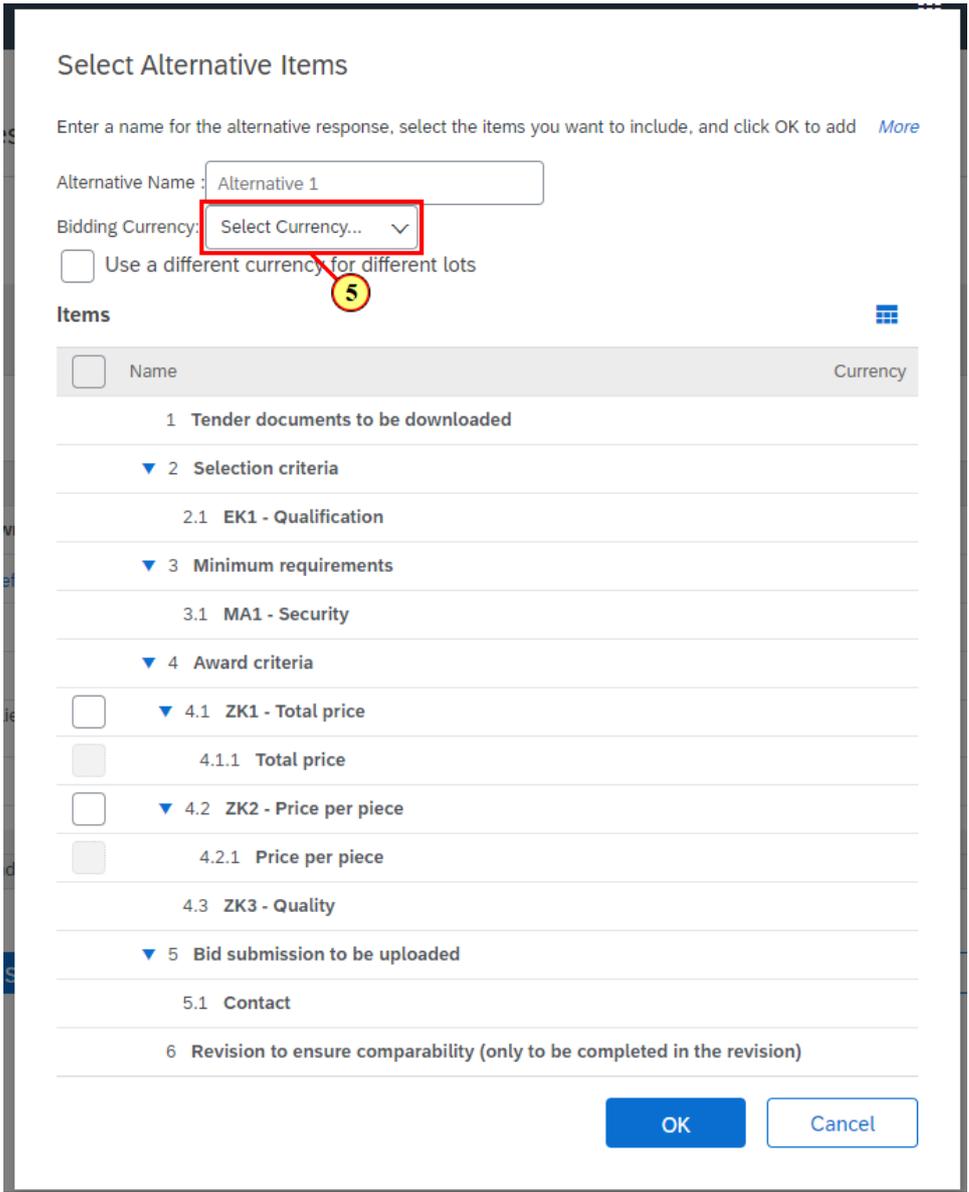
- Submission of an alternative bid/variant

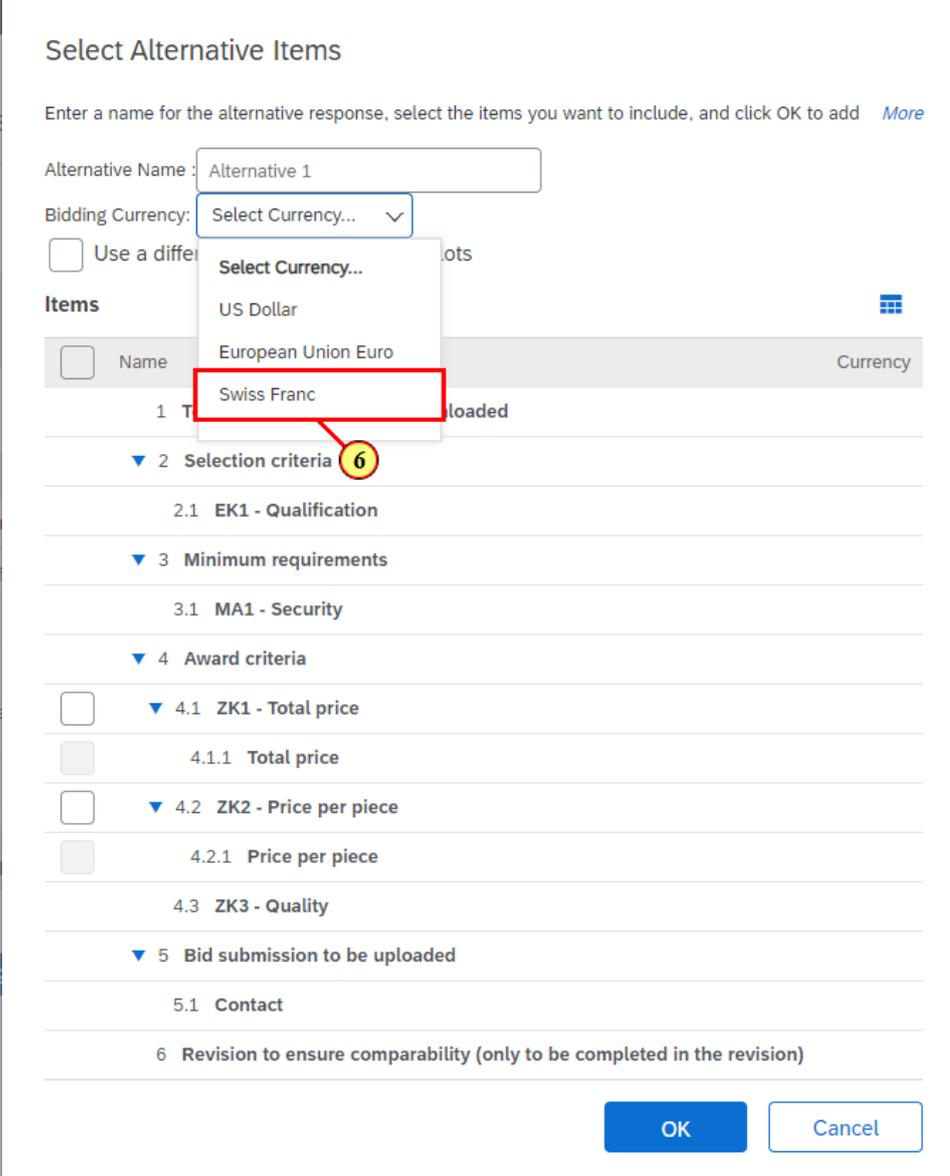
Explanation	Screenshot
<p> This is the dashboard of your SAP Ariba profile. Here you will find an overview of current procurements, the registration process and qualifications. The following guides you through the steps for submitting an alternative bid.</p> <p>Important: Alternative bids are not authorised for all procurements.</p>	 <p>The screenshot shows the SAP Ariba dashboard for 'SBB AG - EINKAUF - TEST'. It includes a navigation bar with 'SAP Ariba Proposals and Questionnaires', 'Standard Account', and a 'TEST MORE' button. A search bar for 'Google Translate' is also visible. The main content area displays a welcome message and several data tables: 'Events' (with columns for Title, ID, End Time, Event Type, and Participated), 'Registration Questionnaires' (with columns for Title, ID, End Time, and Status), 'Qualification Questionnaires' (with columns for Title, ID, End Time, Commodity, Regions, and Status), and 'Questionnaires' (with columns for Title, ID, End Time, Commodity, and Status).</p>
<p> If the dashboard is not displayed, make sure that you are in the "Ariba Proposals and</p>	 <p>This close-up screenshot shows the top navigation bar of the SAP Ariba interface. The 'SAP Ariba Proposals and Questionnaires' dropdown menu is highlighted with a red box. To its right, the text 'Standard Account' is visible. Below the navigation bar, the text 'SBB AG - EINKAUF - TEST' is displayed.</p>

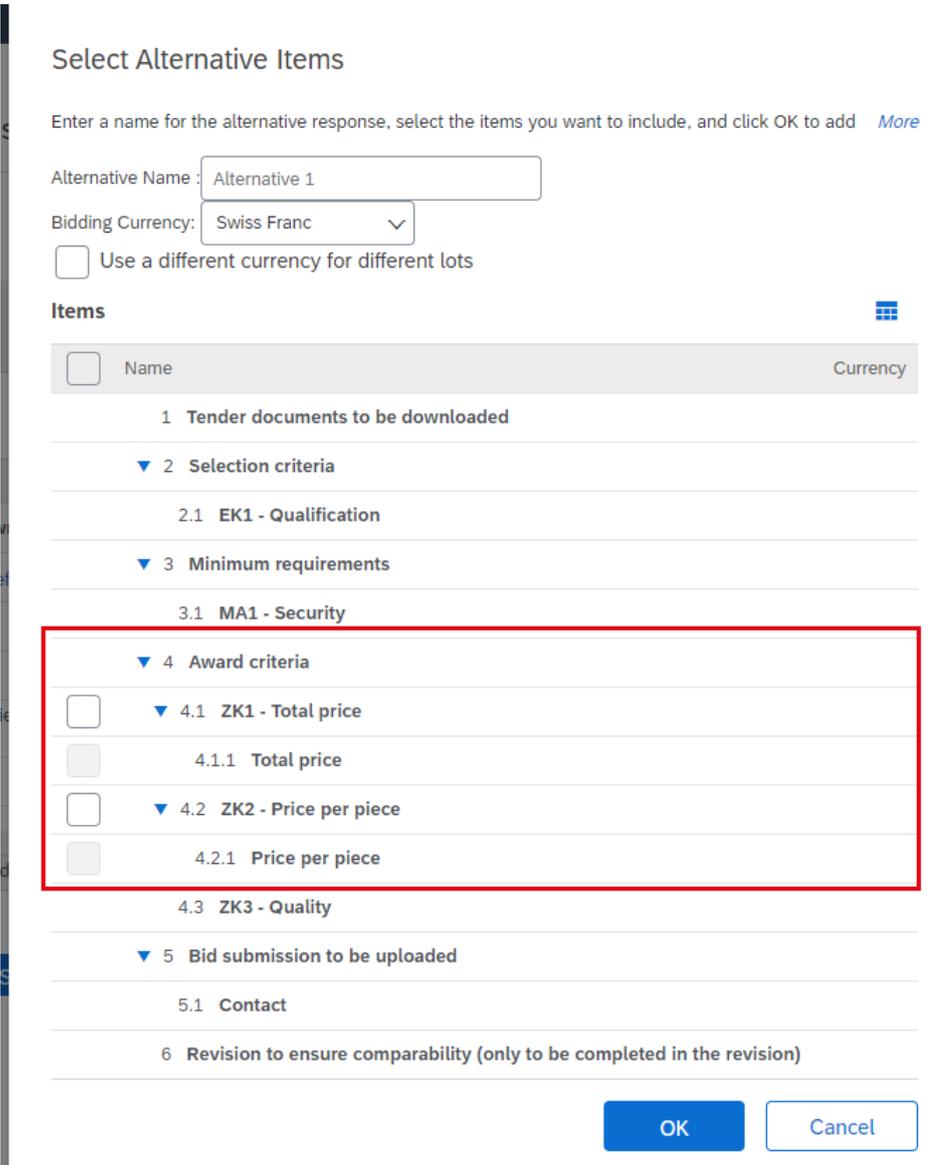
Explanation	Screenshot
<p>Questionnaires” category. You can set this via the dropdown menu.</p>	
<p> Under the Events menu option, you will see a list of the procurement events to which you have been invited.</p>	
<p> In this column, you can see which procurements you have taken part in.</p>	
<p> You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

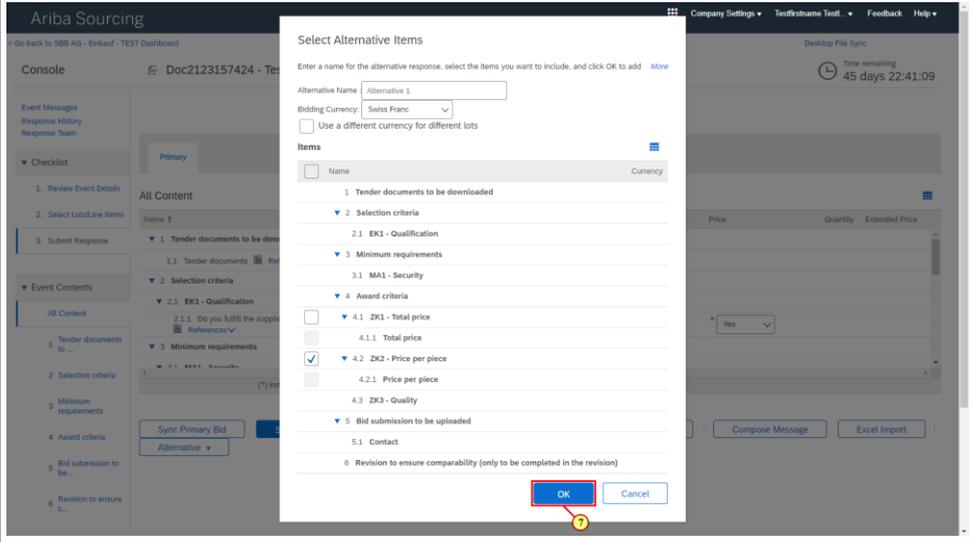
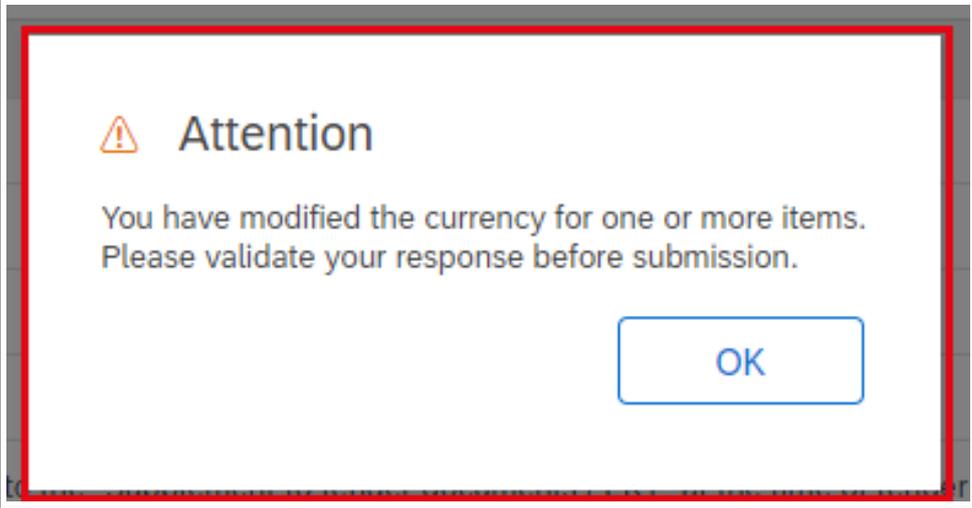
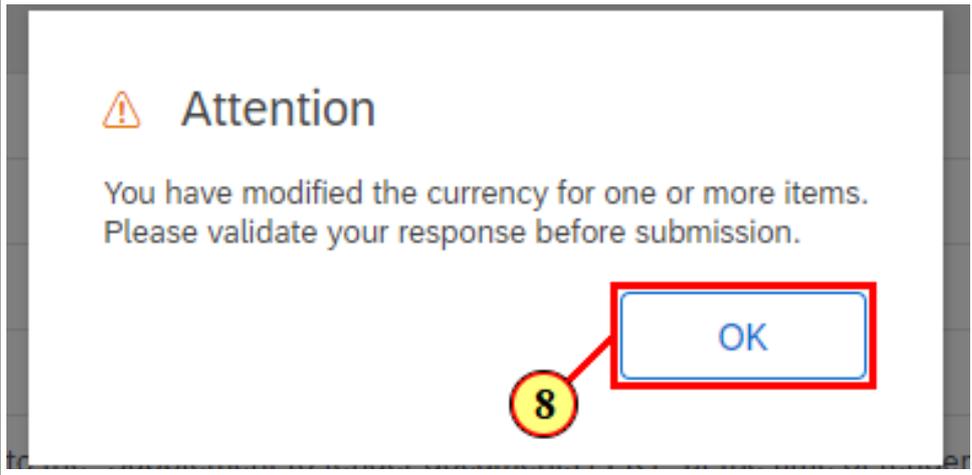
Explanation	Screenshot
<p> You are now on the procurement event screen. Make sure that the deadline for submitting the bid has not yet expired.</p>	
<p> If you do not wish to submit an alternative bid, but simply want to revise your bid, select Revise Response.</p>	
<p> If the Create Alternative button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

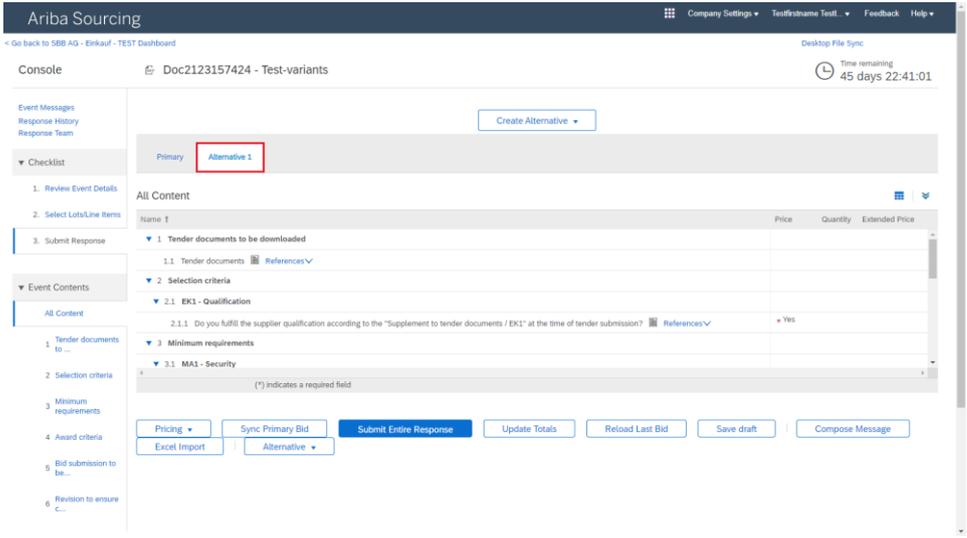
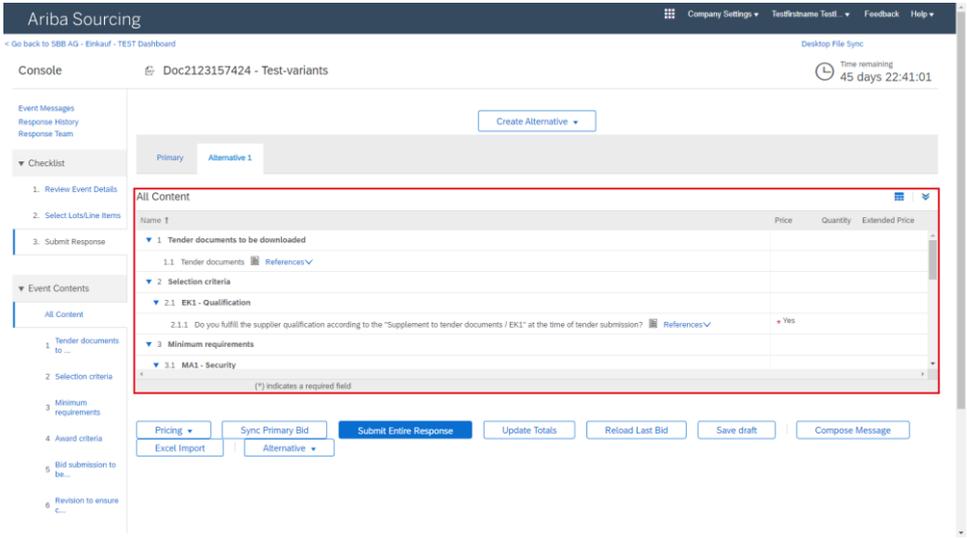
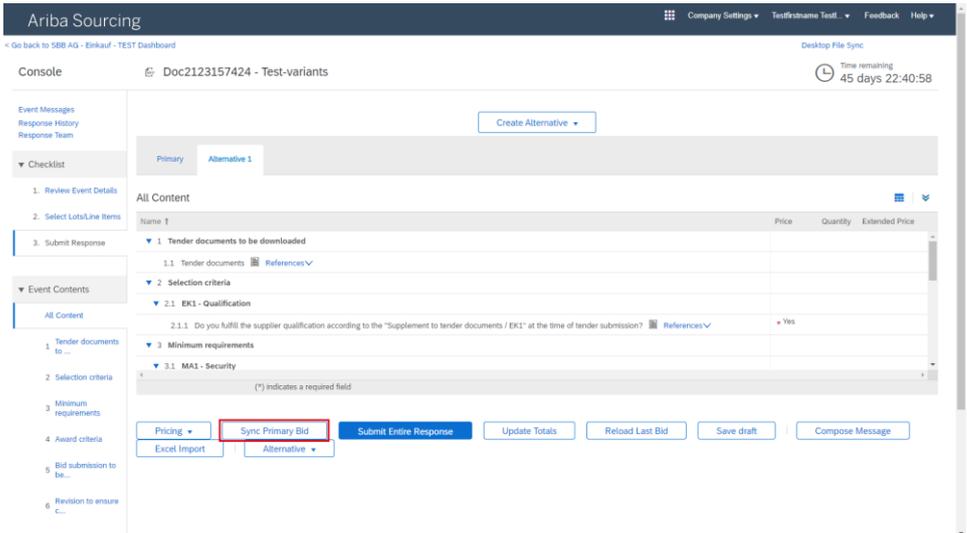
Explanation	Screenshot
<p>2. To submit an alternative bid, select</p> <div data-bbox="153 524 461 584" style="border: 1px solid blue; padding: 5px; display: inline-block;"> <p>Create Alternative ▾</p> </div>	<p>The screenshot shows the Ariba Sourcing interface for document Doc2123157424. A yellow message banner at the top states 'You have submitted a response for this event. Thank you for participating.' Below this, there are two buttons: 'Revise Response' and 'Create Alternative'. The 'Create Alternative' button is highlighted with a red rectangular box, and a red circle with the number '3' points to it.</p>
<p>3. Select the</p> <div data-bbox="153 909 461 969" style="border: 1px solid gray; padding: 5px; display: inline-block;"> <p>Pricing Alternative</p> </div> <p>option.</p>	<p>The screenshot shows a modal menu for creating an alternative. The menu items are 'Create', 'Pricing Alternative', 'Tier Alternative', 'Delete', and 'Alternative'. The 'Pricing Alternative' option is highlighted with a red rectangular box, and a red circle with the number '3' points to it.</p>
<p> A pop-up will open where you can compose your alternative bid.</p>	<p>The screenshot shows the Ariba Sourcing interface with a 'Select Alternative Items' dialog box overlaid. The dialog has a title bar and contains the following fields and options: <ul style="list-style-type: none"> Alternative Name: [Text input field] Bidding Currency: [Dropdown menu] <input type="checkbox"/> Use a different currency for different lots Items list: <ul style="list-style-type: none"> 1 Tender documents to be downloaded 2 Selection criteria <ul style="list-style-type: none"> 2.1 EK1 - Qualification 3 Minimum requirements 3.1 MA1 - Security 4 Award criteria <ul style="list-style-type: none"> <input type="checkbox"/> 4.1 ZK1 - Total price <ul style="list-style-type: none"> 4.1.1 Total price <input type="checkbox"/> 4.2 ZK2 - Price per piece <ul style="list-style-type: none"> 4.2.1 Price per piece 4.3 ZK3 - Quality 5 Bid submission to be uploaded 5.1 Contact 6 Revision to ensure comparability (only to be completed in the revision) At the bottom of the dialog are 'OK' and 'Cancel' buttons. </p>

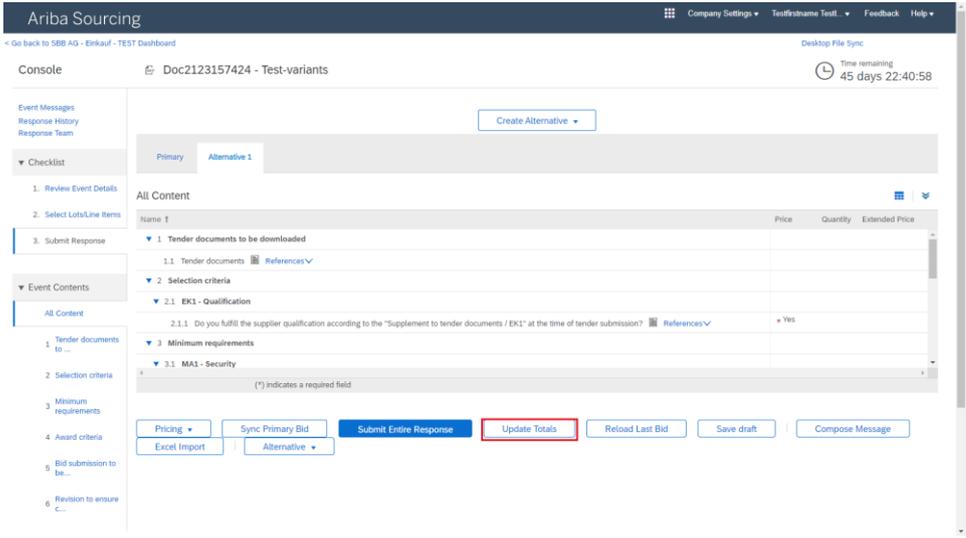
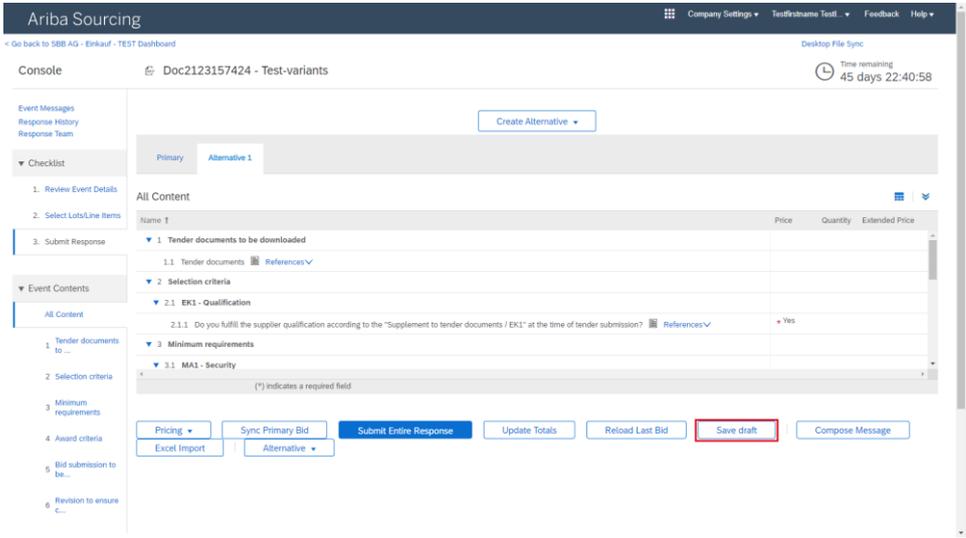
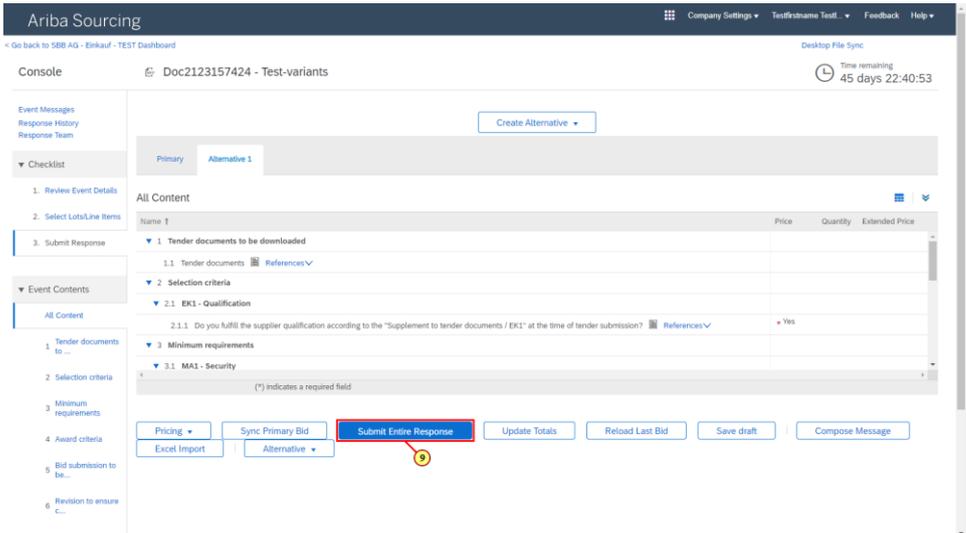
Explanation	Screenshot
<p>4. Give your alternative bid a name.</p>	
<p>5. Choose Select Currency to display a selection list.</p>	

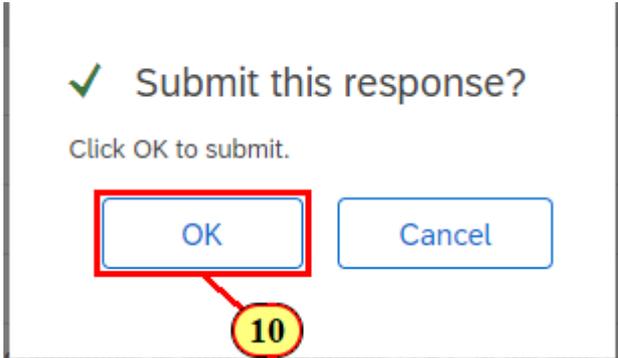
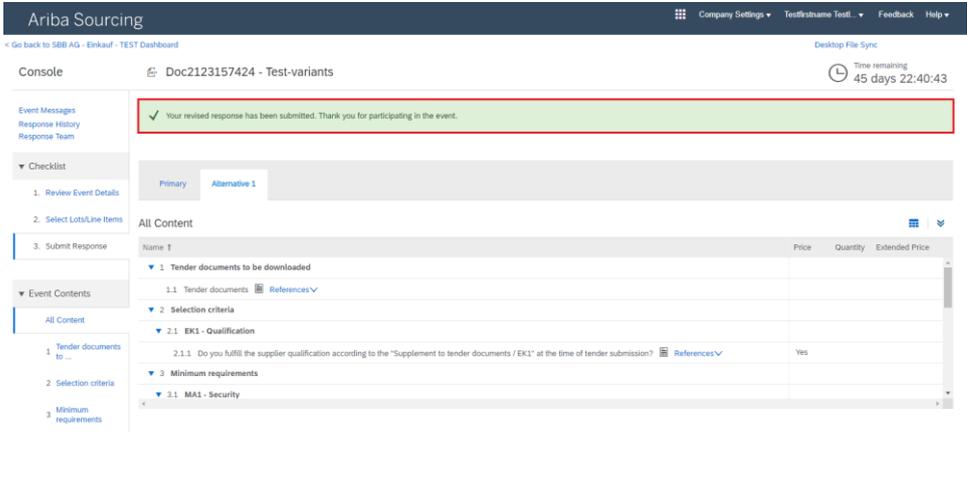
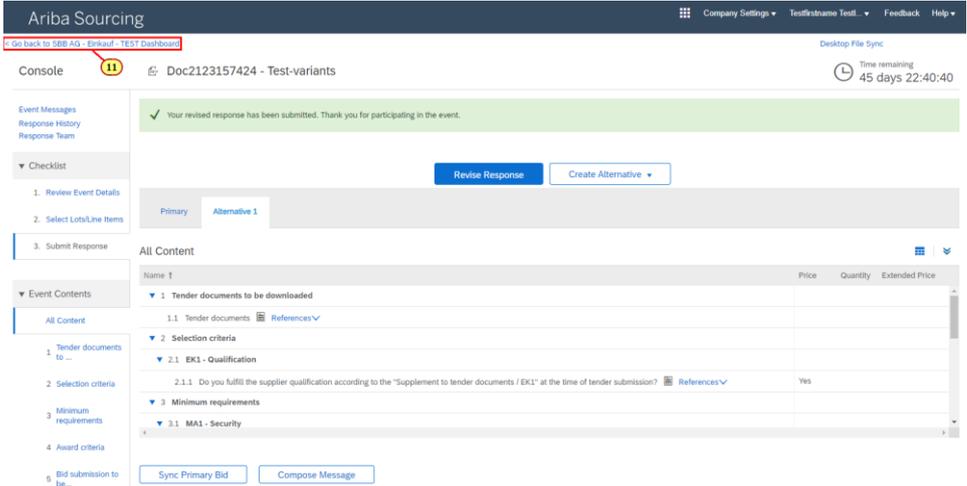
Explanation	Screenshot
<p>6. Select the desired Bidding Currency.</p>	 <p>The screenshot shows the 'Select Alternative Items' dialog box. At the top, it says 'Enter a name for the alternative response, select the items you want to include, and click OK to add More'. Below this, there is a text field for 'Alternative Name' containing 'Alternative 1'. A 'Bidding Currency' dropdown menu is open, showing three options: 'US Dollar', 'European Union Euro', and 'Swiss Franc'. The 'Swiss Franc' option is highlighted with a red box, and a yellow circle with the number '6' points to it. Below the currency selection, there is a section for 'Items' with a table header: 'Name' and 'Currency'. The table contains one row with '1' in the first column and 'loaded' in the second. Below the items section, there are several expandable sections: '2 Selection criteria', '3 Minimum requirements', '4 Award criteria', '5 Bid submission to be uploaded', and '6 Revision to ensure comparability (only to be completed in the revision)'. At the bottom right, there are 'OK' and 'Cancel' buttons.</p>

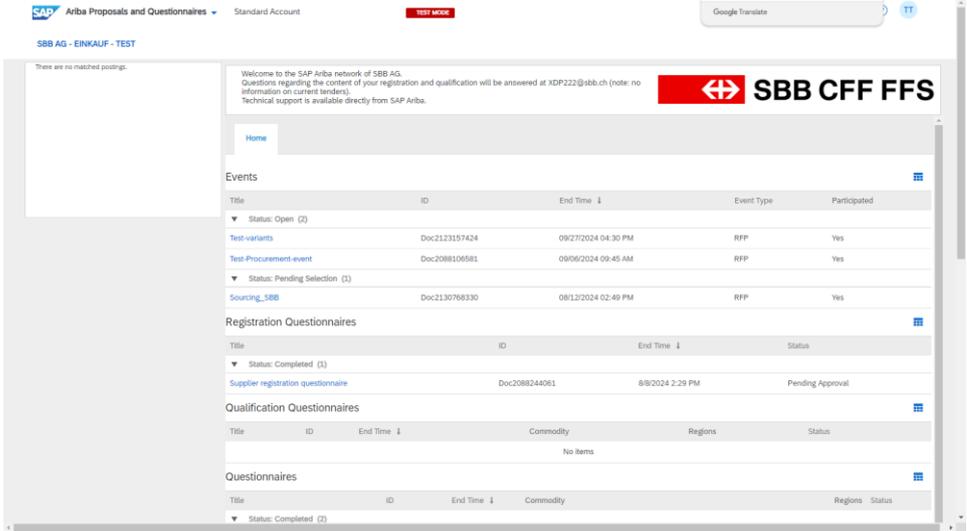
Explanation	Screenshot																																													
<p> Then select the Ariba lots that you would like to add to your alternative bid.</p> <p>Important: You can select different Ariba lots from those you selected for the primary bid. For Ariba lots that you have already included in the primary bid, the values are automatically adopted and cannot be changed.</p>	 <p>Select Alternative Items</p> <p>Enter a name for the alternative response, select the items you want to include, and click OK to add More</p> <p>Alternative Name: <input type="text" value="Alternative 1"/></p> <p>Bidding Currency: <input type="text" value="Swiss Franc"/></p> <p><input type="checkbox"/> Use a different currency for different lots</p> <p>Items </p> <table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>Name</th> <th>Currency</th> </tr> </thead> <tbody> <tr> <td></td> <td>1 Tender documents to be downloaded</td> <td></td> </tr> <tr> <td></td> <td>2 Selection criteria</td> <td></td> </tr> <tr> <td></td> <td>2.1 EK1 - Qualification</td> <td></td> </tr> <tr> <td></td> <td>3 Minimum requirements</td> <td></td> </tr> <tr> <td></td> <td>3.1 MA1 - Security</td> <td></td> </tr> <tr> <td></td> <td>4 Award criteria</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>4.1 ZK1 - Total price</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>4.1.1 Total price</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>4.2 ZK2 - Price per piece</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>4.2.1 Price per piece</td> <td></td> </tr> <tr> <td></td> <td>4.3 ZK3 - Quality</td> <td></td> </tr> <tr> <td></td> <td>5 Bid submission to be uploaded</td> <td></td> </tr> <tr> <td></td> <td>5.1 Contact</td> <td></td> </tr> <tr> <td></td> <td>6 Revision to ensure comparability (only to be completed in the revision)</td> <td></td> </tr> </tbody> </table> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>	<input type="checkbox"/>	Name	Currency		1 Tender documents to be downloaded			2 Selection criteria			2.1 EK1 - Qualification			3 Minimum requirements			3.1 MA1 - Security			4 Award criteria		<input type="checkbox"/>	4.1 ZK1 - Total price		<input type="checkbox"/>	4.1.1 Total price		<input type="checkbox"/>	4.2 ZK2 - Price per piece		<input type="checkbox"/>	4.2.1 Price per piece			4.3 ZK3 - Quality			5 Bid submission to be uploaded			5.1 Contact			6 Revision to ensure comparability (only to be completed in the revision)	
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Explanation	Screenshot
<p>7. When you have selected all the desired Ariba lots, select  to proceed to the bid entry screen,</p>	
<p> This warning appears because you have changed one or more bidding currencies.</p>	
<p>8. Select  to confirm.</p>	

Explanation	Screenshot
<p> The tab shows you that you are in the alternative bid you have just created.</p>	 <p>The screenshot shows the Ariba Sourcing interface for document Doc2123157424 - Test-variants. The 'Alternative 1' tab is highlighted with a red box, indicating the user is viewing the details of the newly created alternative bid.</p>
<p> You can now enter your alternative bid in the same way as the primary bid.</p> <p>Please note that you cannot change the details for lots that have already been added to the primary bid.</p>	 <p>The screenshot shows the same Ariba Sourcing interface. The 'All Content' table, which lists tender documents, selection criteria, and minimum requirements, is highlighted with a red border. This indicates that the user can enter alternative bid details for these items.</p>
<p> Select Sync Primary Bid to accept the data from the primary bid.</p>	 <p>The screenshot shows the Ariba Sourcing interface. The 'Sync Primary Bid' button in the bottom toolbar is highlighted with a red box, indicating the action to be taken to sync data from the primary bid.</p>

Explanation	Screenshot
<p></p> <p>If you would like to check the total of your bid submission, select Update Totals.</p>	
<p></p> <p>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.</p>	
<p>9. Click on</p> <div data-bbox="153 1608 464 1648" style="border: 1px solid black; background-color: #0056b3; color: white; padding: 5px; text-align: center; margin: 10px 0;"> <p>Submit Entire Response</p> </div> <p>to send your bid to SBB.</p>	

Explanation	Screenshot
<p>10. Click on  to confirm the submission.</p>	
<p> 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.</p>	
<p>11. Select Go back to SBB AG - Einkauf - TEST Dashboard to return to the dashboard.</p>	

Explanation	Screenshot																																																																		
<p></p> <p>You have now reached the end of these instructions.</p> <p>If you have any further questions, please contact: digitalereinkauf@sbb.ch</p>	 <p>The screenshot shows the SAP Arriba 'Arriba Proposals and Questionnaires' interface. The user is logged in as 'Standard Account' and is viewing the 'SBB AG - EINKAUF - TEST' page. The interface includes a navigation bar with 'Home', 'Events', 'Registration Questionnaires', 'Qualification Questionnaires', and 'Questionnaires'. The 'Events' section is expanded, showing a table of events:</p> <table border="1"> <thead> <tr> <th>Title</th> <th>ID</th> <th>End Time</th> <th>Event Type</th> <th>Participated</th> </tr> </thead> <tbody> <tr> <td>▼ Status: Open (2)</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Test-variants</td> <td>Doc2123157424</td> <td>09/27/2024 04:30 PM</td> <td>RFP</td> <td>Yes</td> </tr> <tr> <td>Test-Procurement-event</td> <td>Doc2088106581</td> <td>09/06/2024 09:45 AM</td> <td>RFP</td> <td>Yes</td> </tr> <tr> <td>▼ Status: Pending Selection (1)</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Sourcing_SBB</td> <td>Doc2130768330</td> <td>08/12/2024 02:49 PM</td> <td>RFP</td> <td>Yes</td> </tr> </tbody> </table> <p>The 'Registration Questionnaires' section shows a table with one entry:</p> <table border="1"> <thead> <tr> <th>Title</th> <th>ID</th> <th>End Time</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>▼ Status: Completed (1)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Supplier registration questionnaire</td> <td>Doc208824061</td> <td>8/8/2024 2:29 PM</td> <td>Pending Approval</td> </tr> </tbody> </table> <p>The 'Qualification Questionnaires' section shows a table with one entry:</p> <table border="1"> <thead> <tr> <th>Title</th> <th>ID</th> <th>End Time</th> <th>Commodity</th> <th>Regions</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td colspan="6">No Items</td> </tr> </tbody> </table> <p>The 'Questionnaires' section shows a table with one entry:</p> <table border="1"> <thead> <tr> <th>Title</th> <th>ID</th> <th>End Time</th> <th>Commodity</th> <th>Regions</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>▼ Status: Completed (2)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Title	ID	End Time	Event Type	Participated	▼ Status: Open (2)					Test-variants	Doc2123157424	09/27/2024 04:30 PM	RFP	Yes	Test-Procurement-event	Doc2088106581	09/06/2024 09:45 AM	RFP	Yes	▼ Status: Pending Selection (1)					Sourcing_SBB	Doc2130768330	08/12/2024 02:49 PM	RFP	Yes	Title	ID	End Time	Status	▼ Status: Completed (1)				Supplier registration questionnaire	Doc208824061	8/8/2024 2:29 PM	Pending Approval	Title	ID	End Time	Commodity	Regions	Status	No Items						Title	ID	End Time	Commodity	Regions	Status	▼ Status: Completed (2)					
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