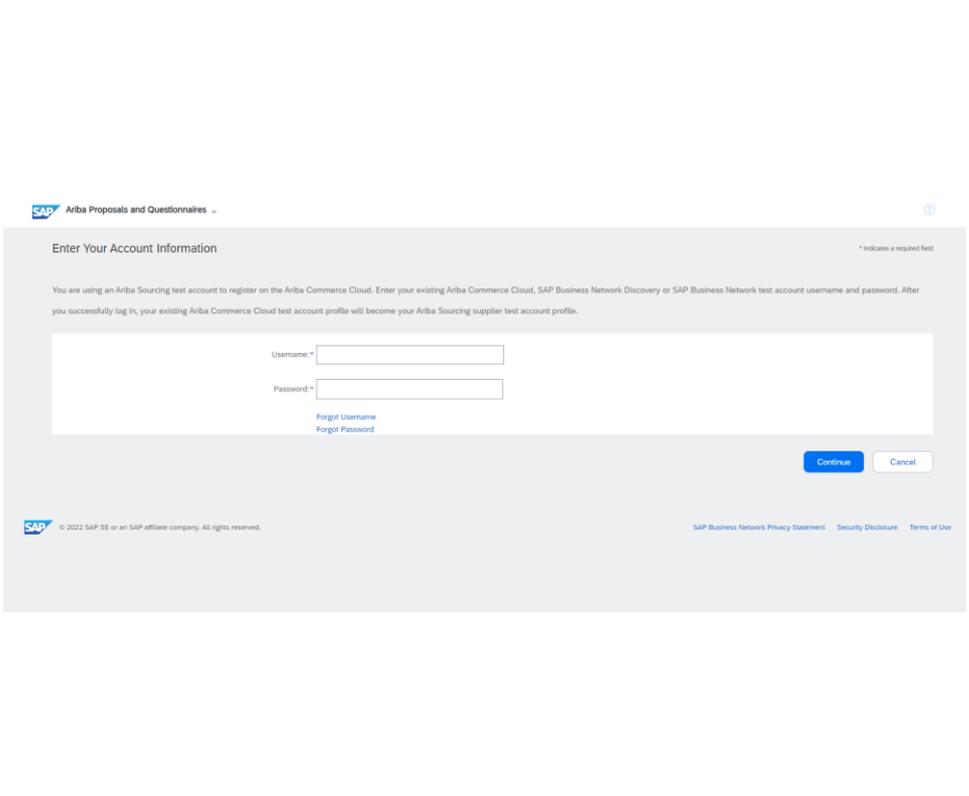
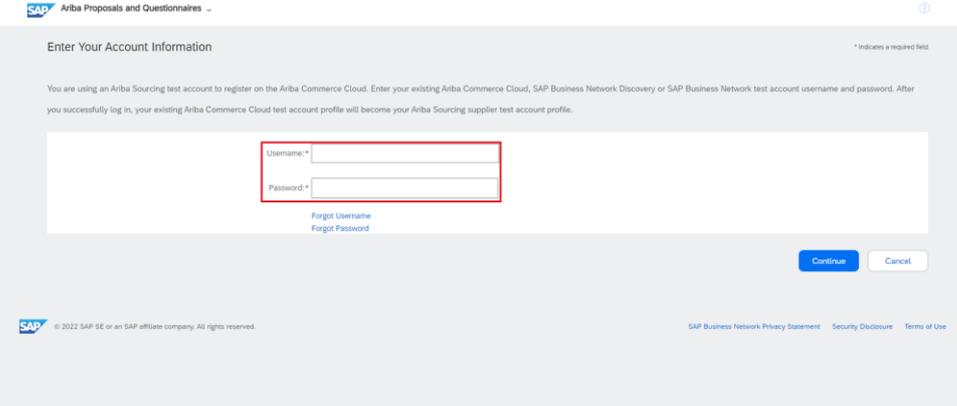
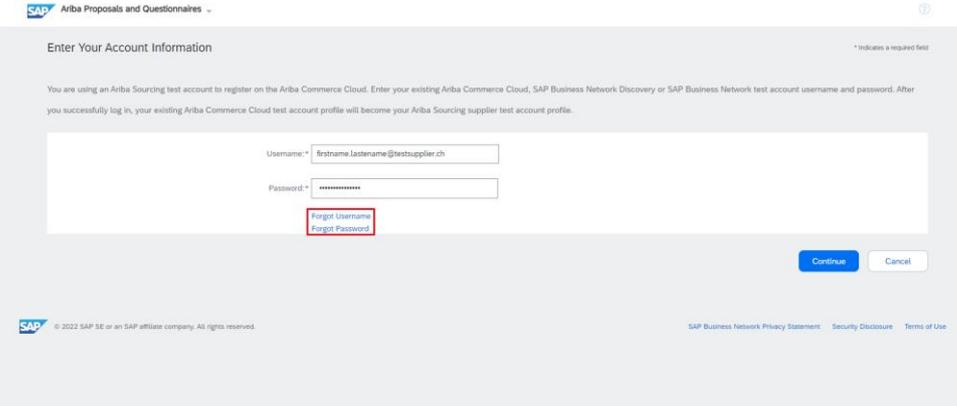
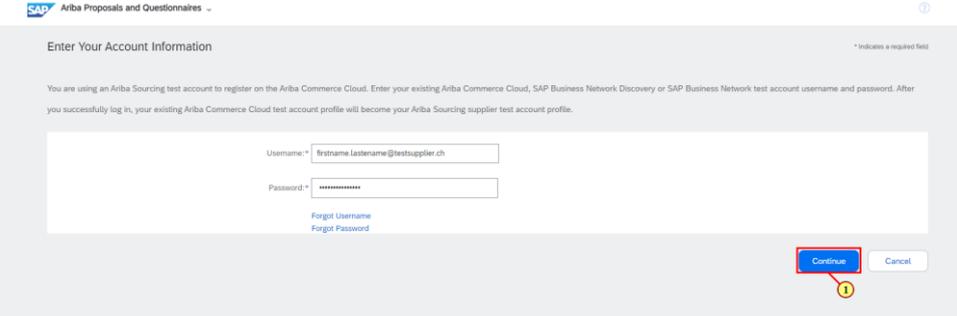


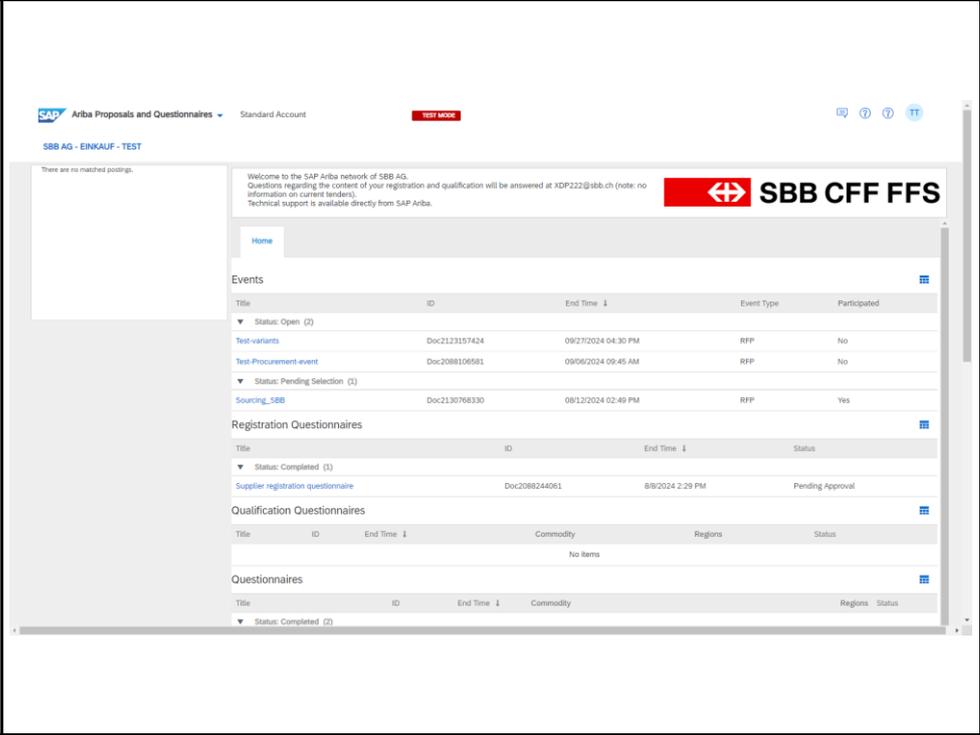
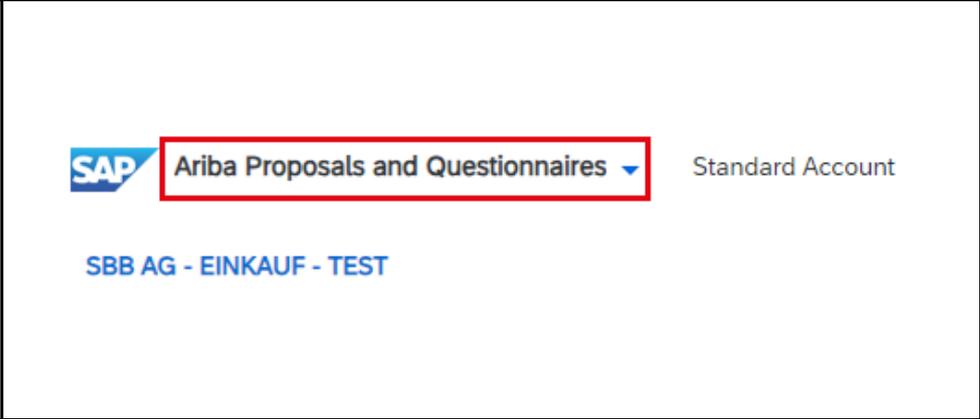
1.1. Offer

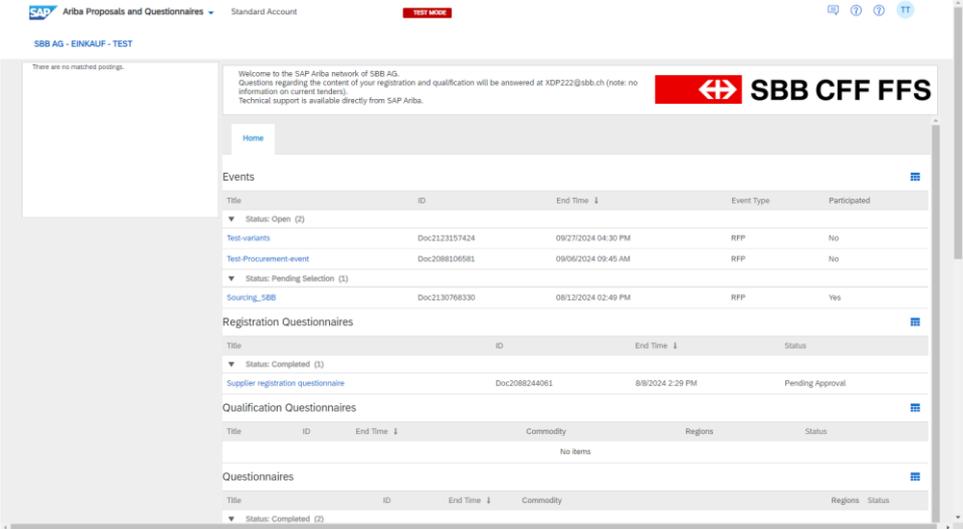
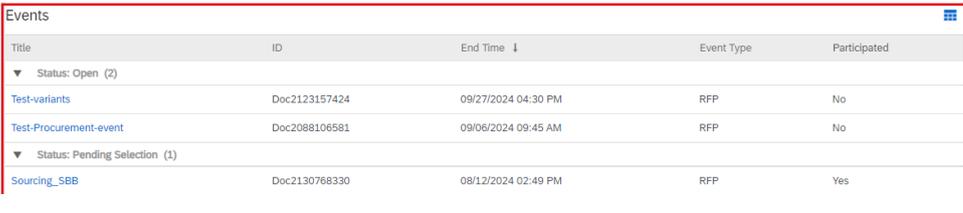
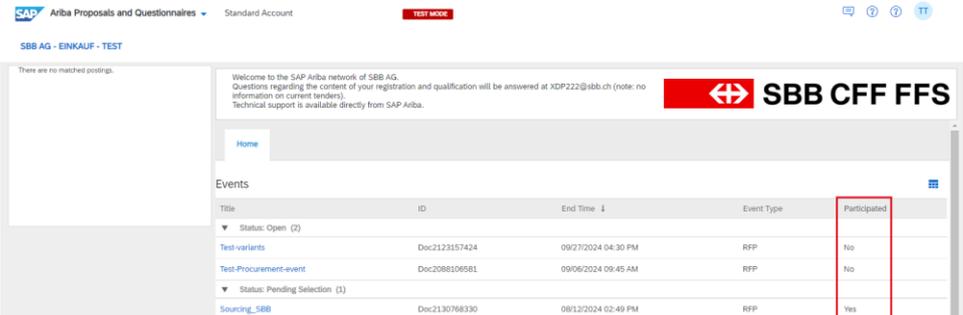
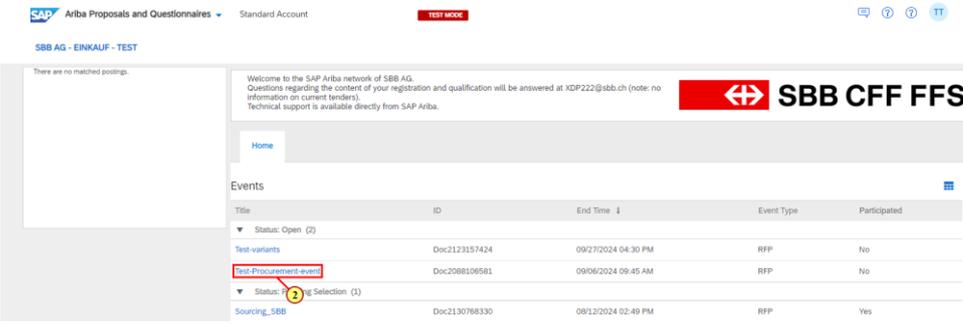
Content of this learning unit:

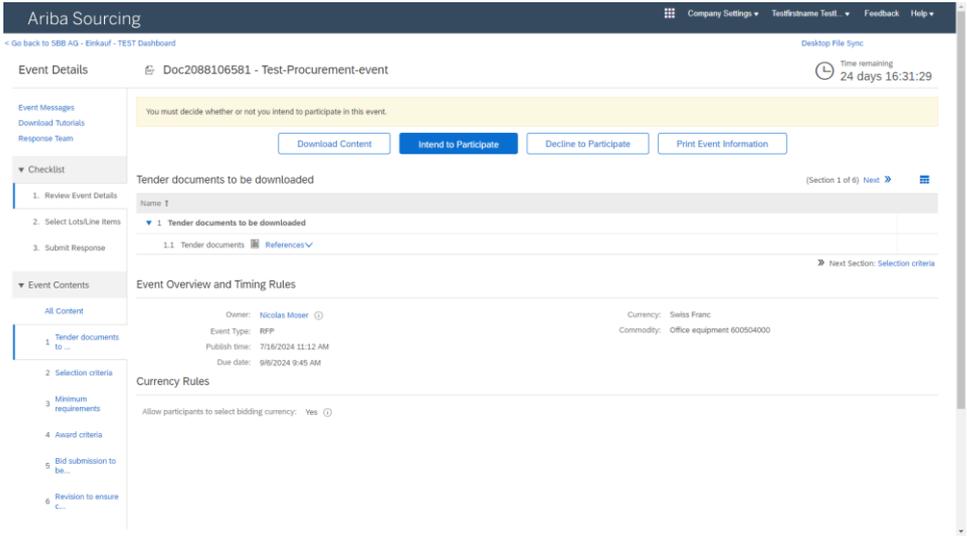
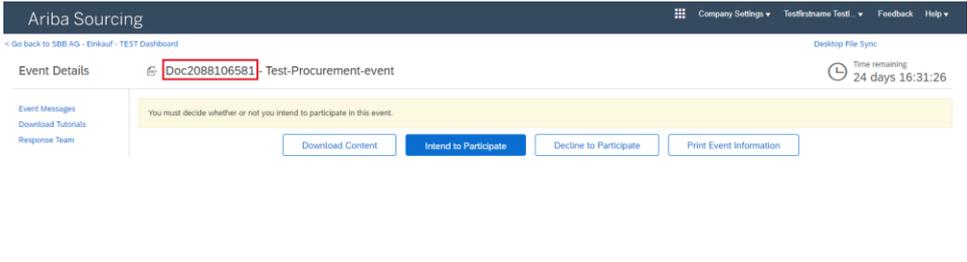
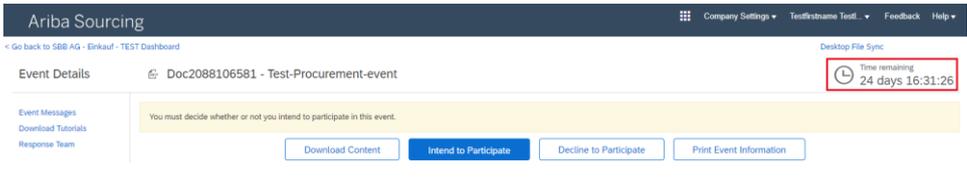
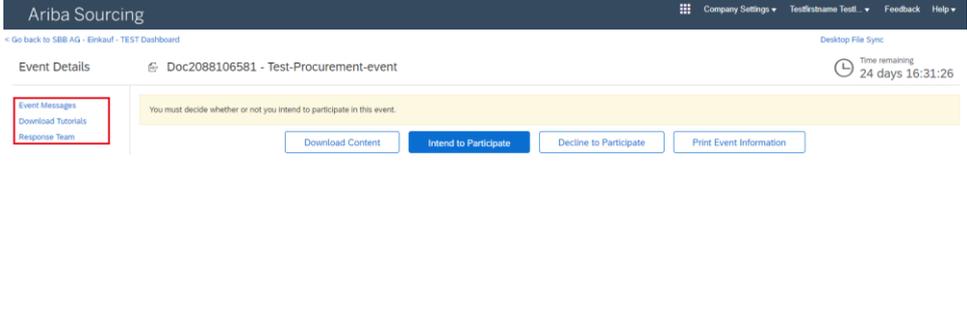
- Finding events on the overview page
- Selecting Ariba lots
- Submitting a bid
- Revising a bid

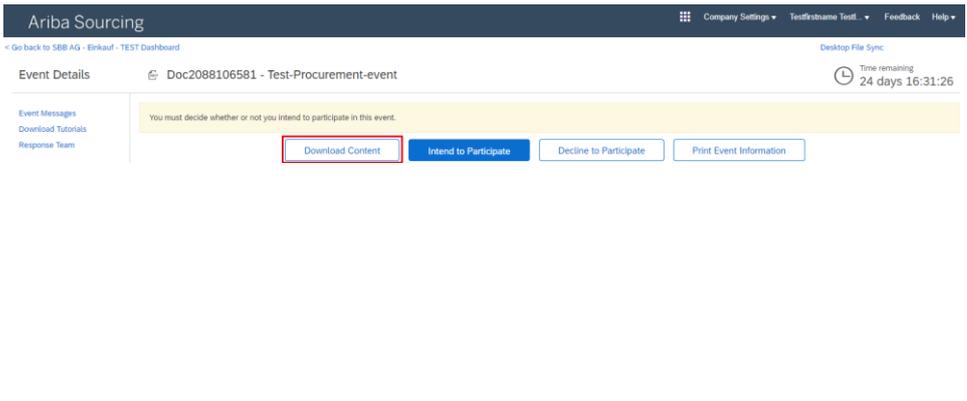
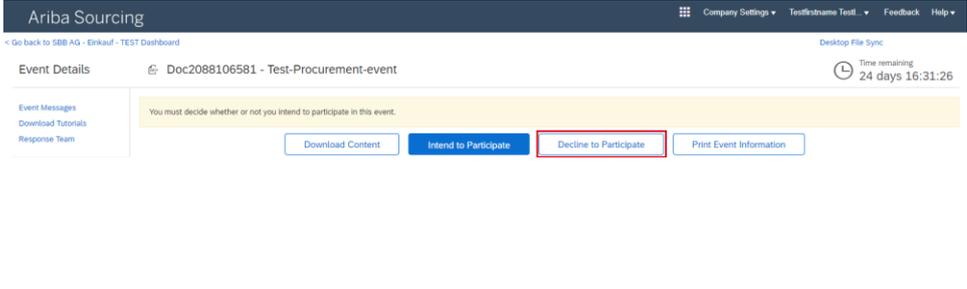
Explanation	Screenshot
<p> The following instructions show a simplified bid invitation (RFP) example. The determining factor for your bid is the procurement event with the accompanying information and documents.</p> <p>The tender documents are available in SAP Ariba. To view these, log in via the SAP Ariba</p>	

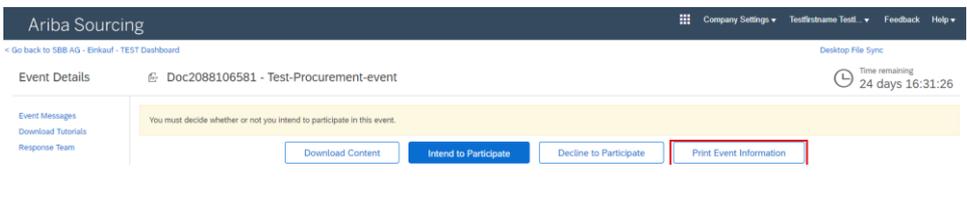
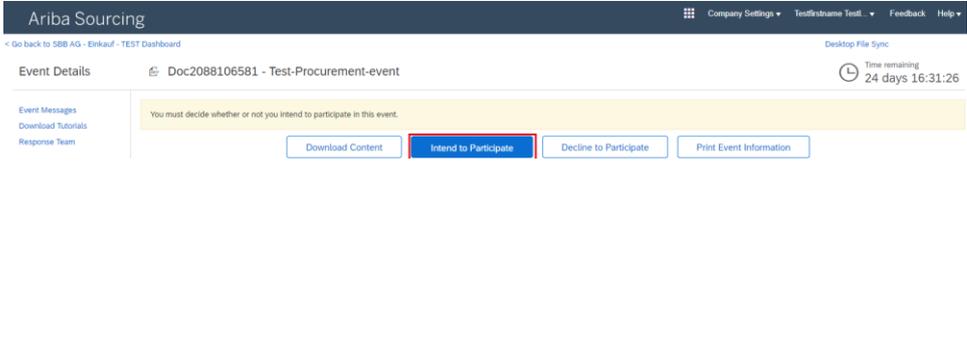
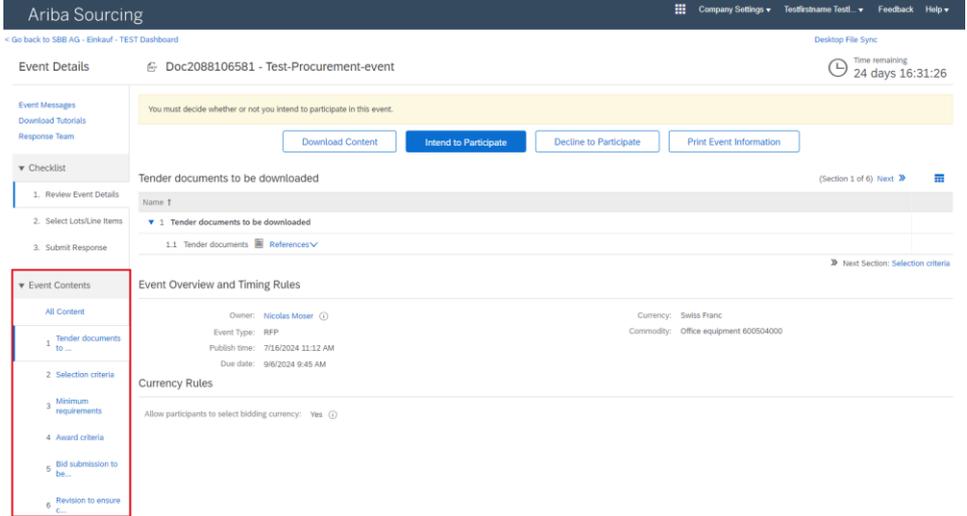
Explanation	Screenshot
<p>Login page or follow the link in the e-mail.</p>	
<p> Fill in the Username and Password fields to log in to SAP Ariba.</p>	
<p> If you have forgotten your username or password, you can find further help here.</p>	
<p>1. Select  to log in with your SAP Ariba Account.</p>	

Explanation	Screenshot
<p></p> <p>This is the dashboard of your SAP Ariba profile. Here you will find an overview of current procurements, the registration process and qualifications.</p> <p>Important: Only user accounts that have been added to the event can see the event on their overview page.</p>	 <p>The screenshot shows the SAP Ariba dashboard for 'SBB AG - EINKAUF - TEST'. It features a navigation bar with 'SAP Ariba Proposals and Questionnaires' and 'Standard Account'. The main content area includes a 'Home' link, 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></p> <p>If the dashboard is not displayed, make sure that you are in the “Ariba Proposals and Questionnaires” category. You can set this via the dropdown menu.</p>	 <p>This close-up screenshot shows the navigation bar with the SAP logo, a dropdown menu labeled 'Ariba Proposals and Questionnaires', and the text 'Standard Account'.</p>

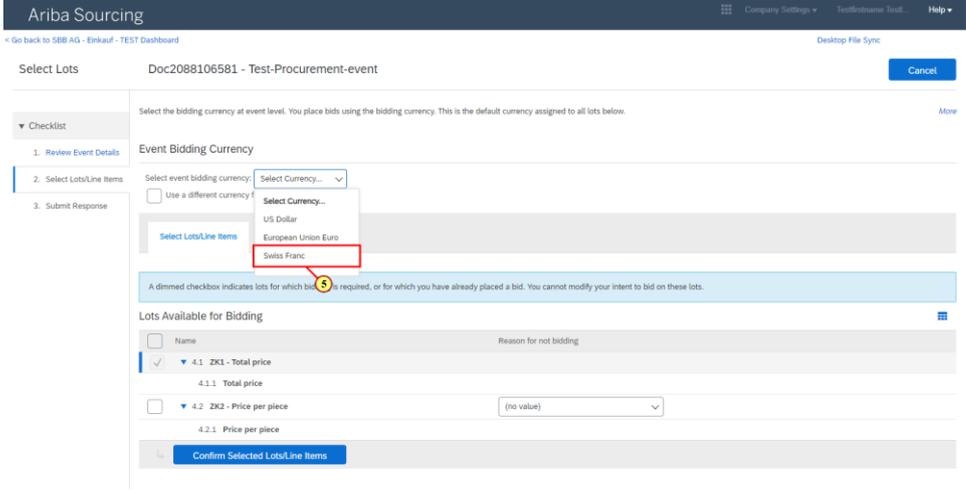
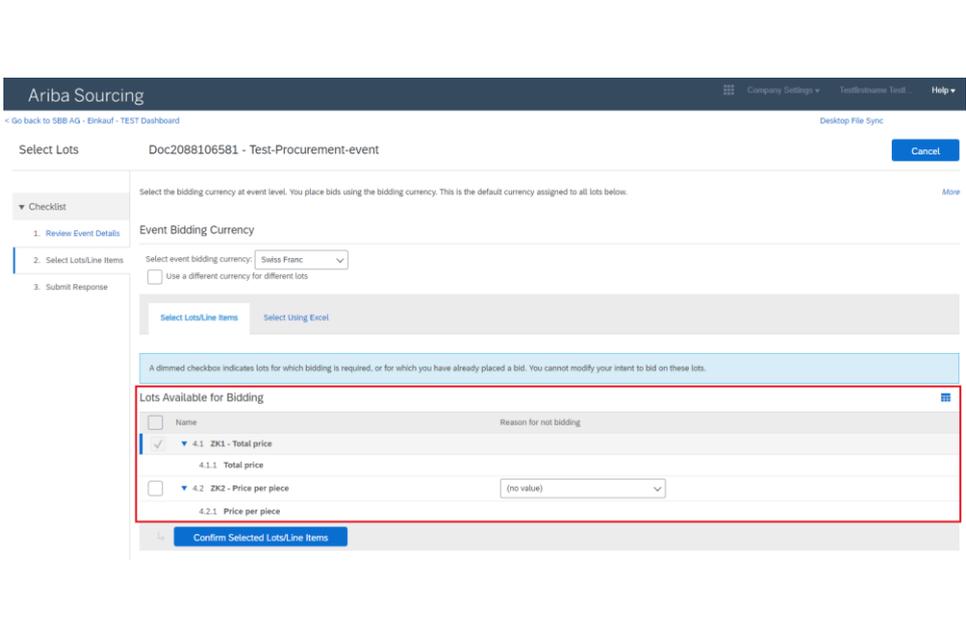
Explanation	Screenshot
<p> The following guides you through the steps to participate in a procurement.</p>	
<p> Under the Events menu option, you can see the procurement events to which you have been invited.</p>	
<p> In this column you can see which procurements you have already taken part in.</p>	
<p>2. Select the procurement event in which you would like to participate.</p>	

Explanation	Screenshot
<p> This is the procurement screen.</p>	
<p> The Doc. ID is the unique identifier for each event. This plays a crucial role for all communication between SBB and providers.</p>	
<p> The timer shows you the time remaining to submit the bid.</p>	
<p> Under Event Messages, you will find messages from SBB to the providers. Please use your e-mail to send messages to SBB</p> <p>The tutorials are provided by SAP Ariba. For SBB-</p>	

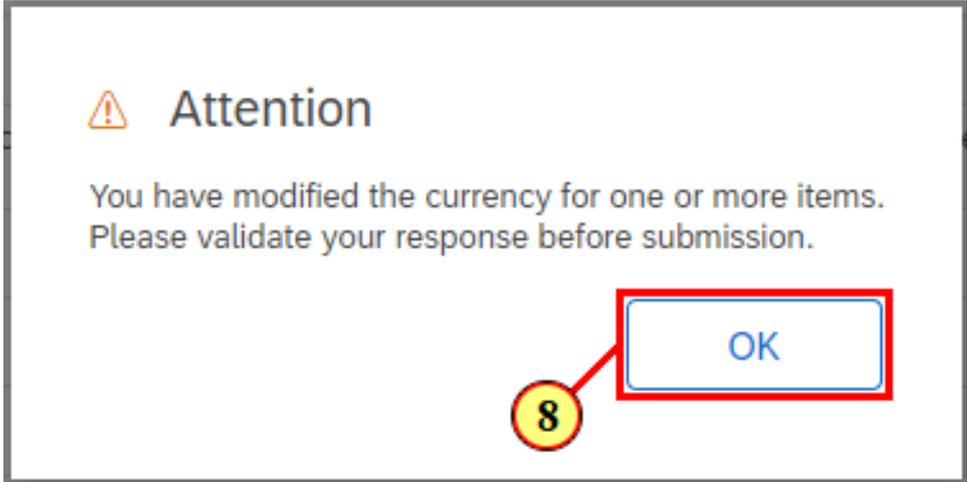
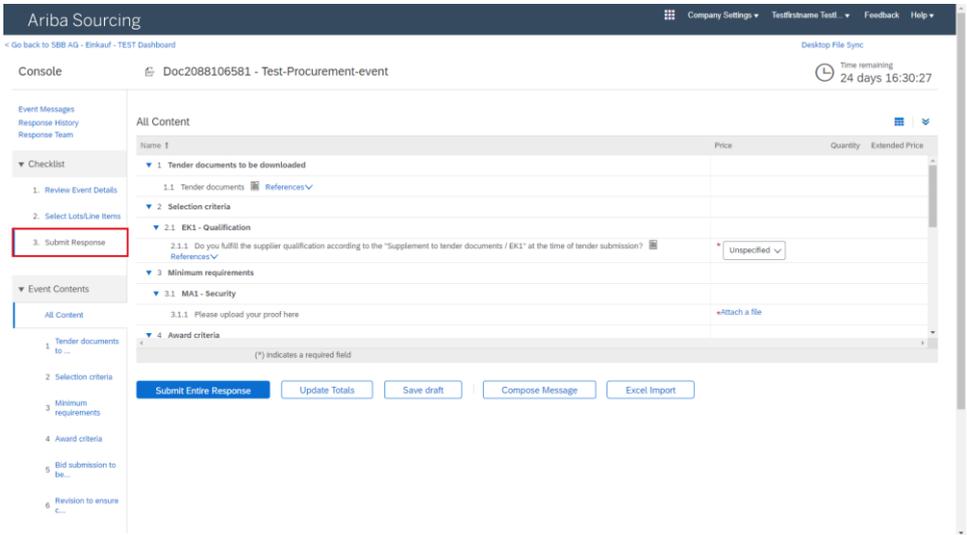
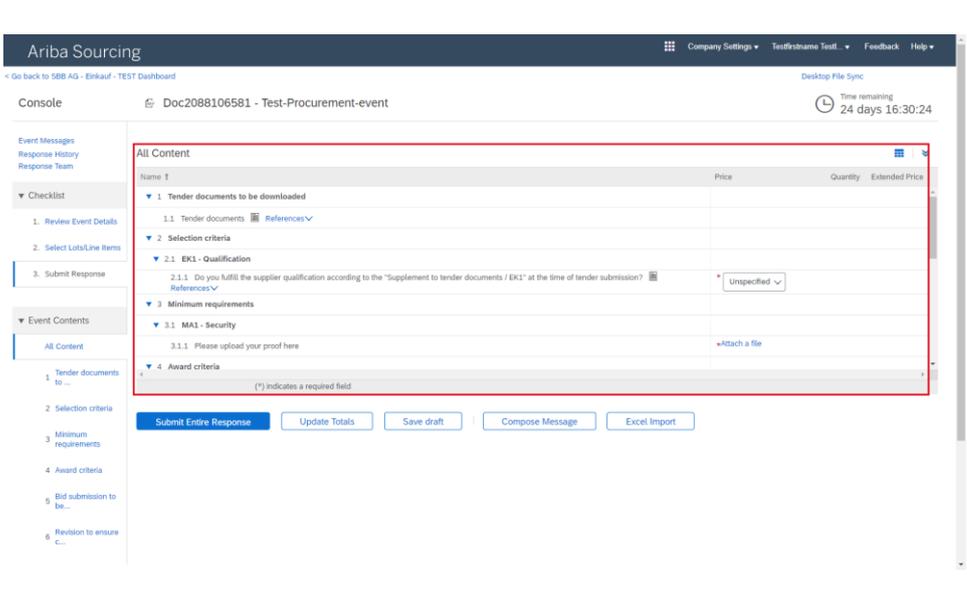
Explanation	Screenshot
<p>specific questions, please use our help pages, which you can find on the SBB web page.</p> <p>The Response Team offers you the option of specifying multiple contacts for your bid.</p>	
<p> Select Download Content to download all attachments for the procurement event.</p> <p>Important: The downloaded files are intended only to provide you with an overview. The bid must be submitted via SAP Ariba, as defined in the tender documents.</p>	 <p>The screenshot shows the SAP Ariba Sourcing interface for a procurement event. The 'Download Content' button is highlighted with a red box. The interface includes a header with 'Ariba Sourcing', navigation links, and a main content area with a yellow warning message: 'You must decide whether or not you intend to participate in this event.' Below the message are four buttons: 'Download Content', 'Intend to Participate', 'Decline to Participate', and 'Print Event Information'.</p>
<p> If you do not intend to participate in the procurement, you can Decline to Participate. If you change your mind at a later date, you can still participate as long as the bid deadline has not expired.</p>	 <p>The screenshot shows the same SAP Ariba Sourcing interface as above. In this version, the 'Decline to Participate' button is highlighted with a red box. The rest of the interface, including the warning message and other buttons, remains the same.</p>

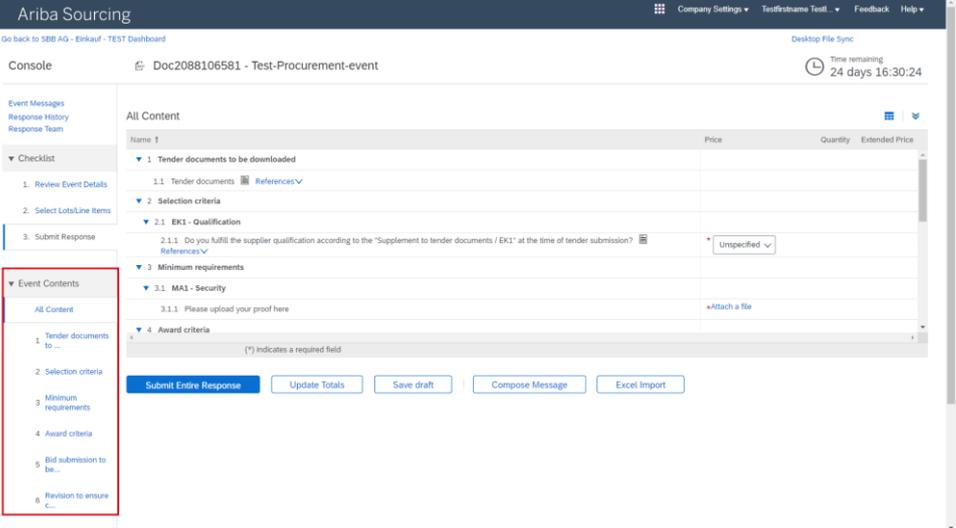
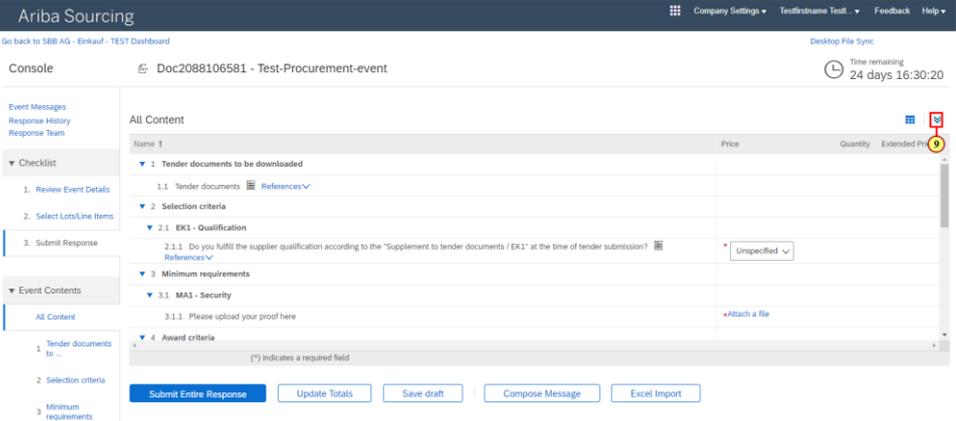
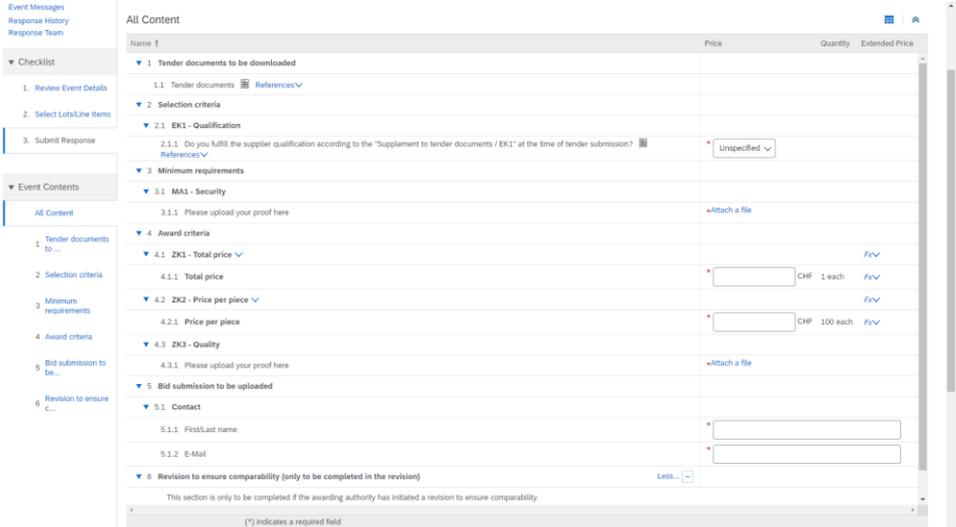
Explanation	Screenshot
<p> Select Print Event Information to download a summary of the bid.</p>	
<p> Before you can submit a bid, you must confirm whether or not you wish to participate in the procurement.</p> <p>By selecting Intend to Participate, you confirm that you will participate in the procurement.</p>	
<p> If you would like to view the content of the procurement before deciding to participate, you can do so in the Event Contents.</p>	

Explanation	Screenshot
<p>3. Select Intend to Participate to take part in the procurement event and submit the bid.</p>	
<p> You are now in Step 2 Select Lots/Line Items. Here you determine your bidding currency and the Ariba lots in which you would like to participate.</p>	
<p>4. Choose Select currency to display a selection list.</p>	

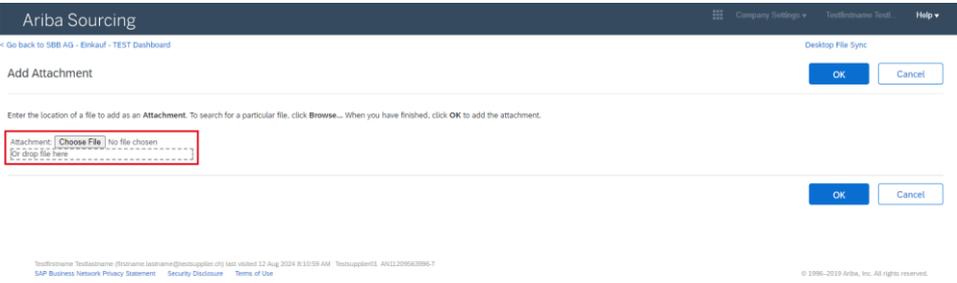
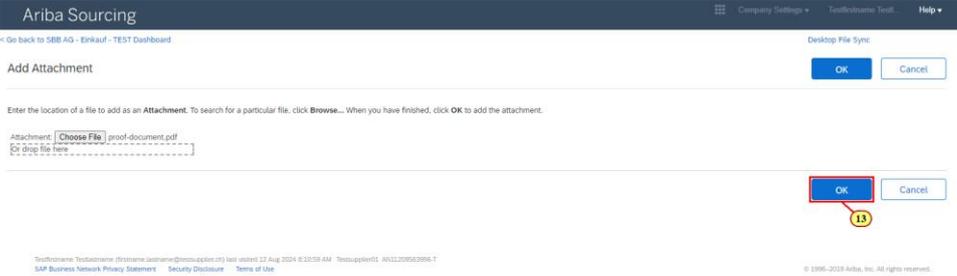
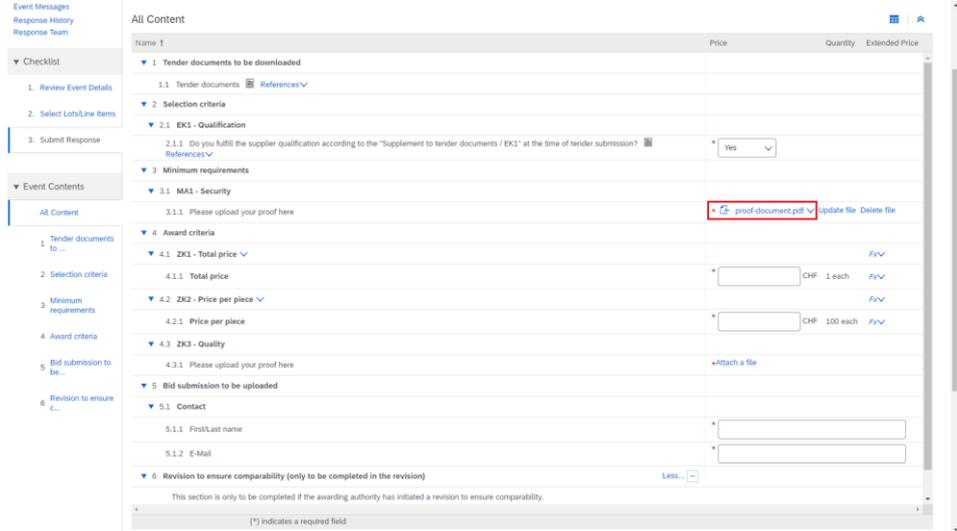
Explanation	Screenshot
<p>5. Select the desired bidding currency for your bid.</p>	
<p> Select the Ariba lots in which you would like to participate. You then submit a bid for all Ariba lots selected here.</p> <p>Grey checkboxes are mandatory lots for which a bid must be submitted. If you leave a checkbox empty, you cannot submit a bid for this Ariba lot</p>	

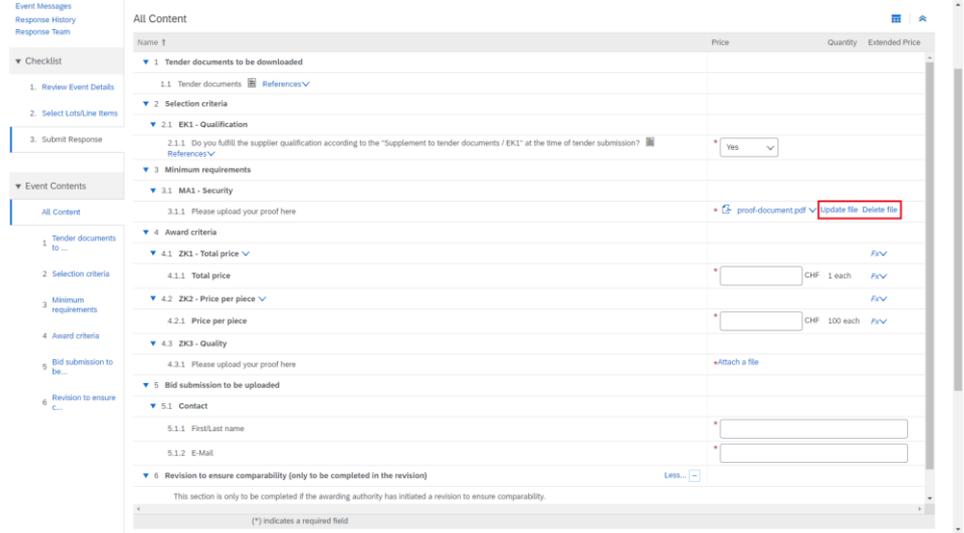
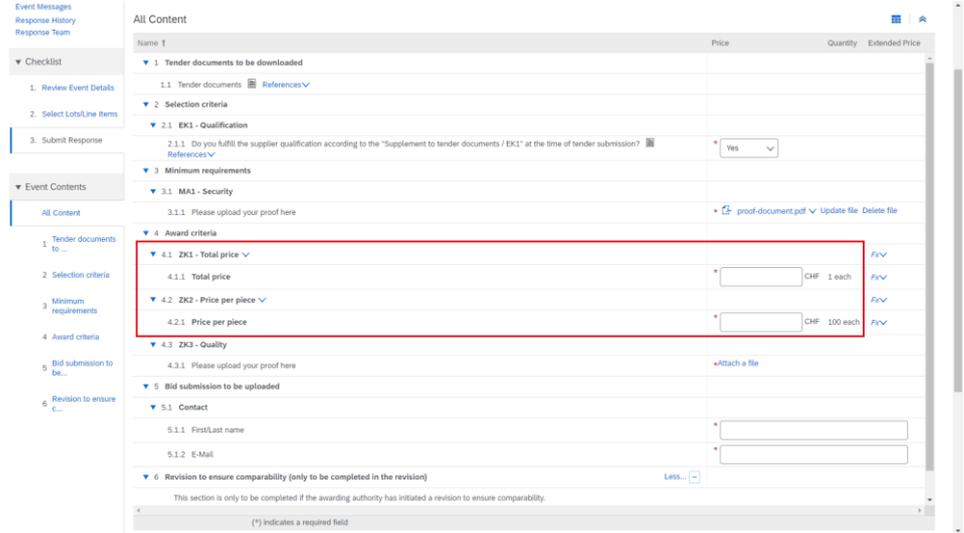
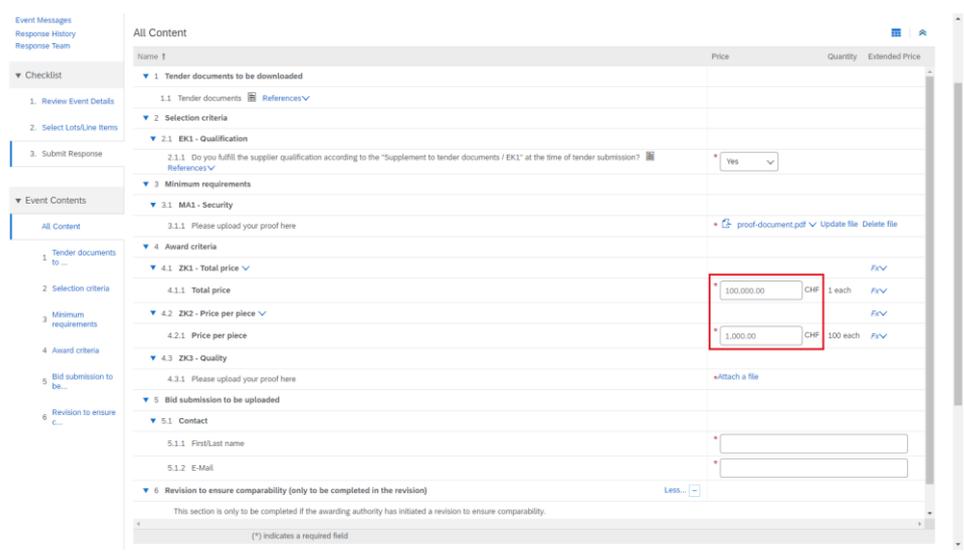
Explanation	Screenshot
<p>6. Select the checkbox to participate in the Ariba lot.</p>	
<p>7. Once you have selected all the Ariba lots you are interested in, select Confirm Selected Lots/Line Items to proceed to the bid entry screen.</p> <p>Important: If you have not selected any Ariba lots, you cannot submit a bid.</p>	
<p> This warning appears because you have changed one or more bidding currencies.</p>	

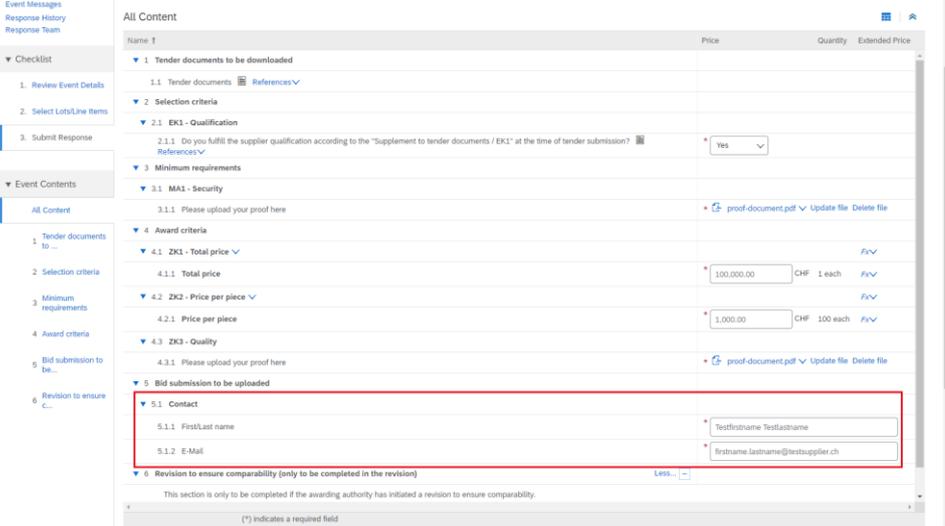
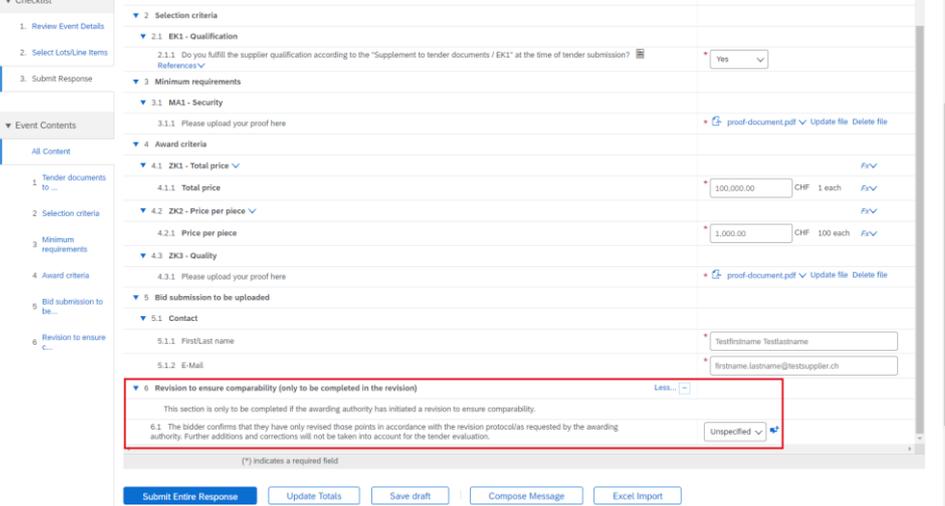
Explanation	Screenshot
<p>8. Select  to confirm the message.</p>	
<p> You are now in step 3, Submit Response. In this step, you can enter your bid.</p>	
<p> Here you can see All Content of the procurement event. Fields marked with a red asterisk (*) are mandatory and must be completed.</p> <p>Important: The procurement shown here is a simplified example. The determining factor for your bid is the</p>	

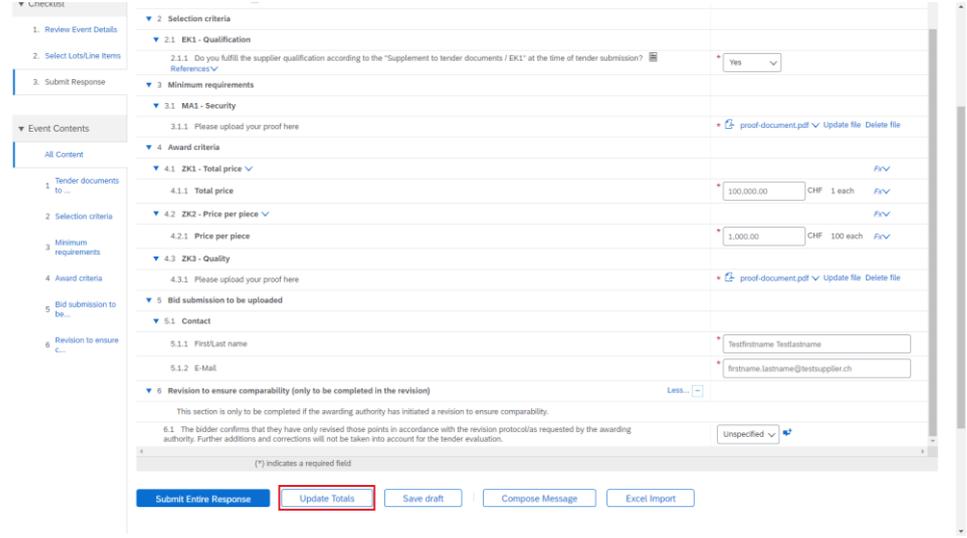
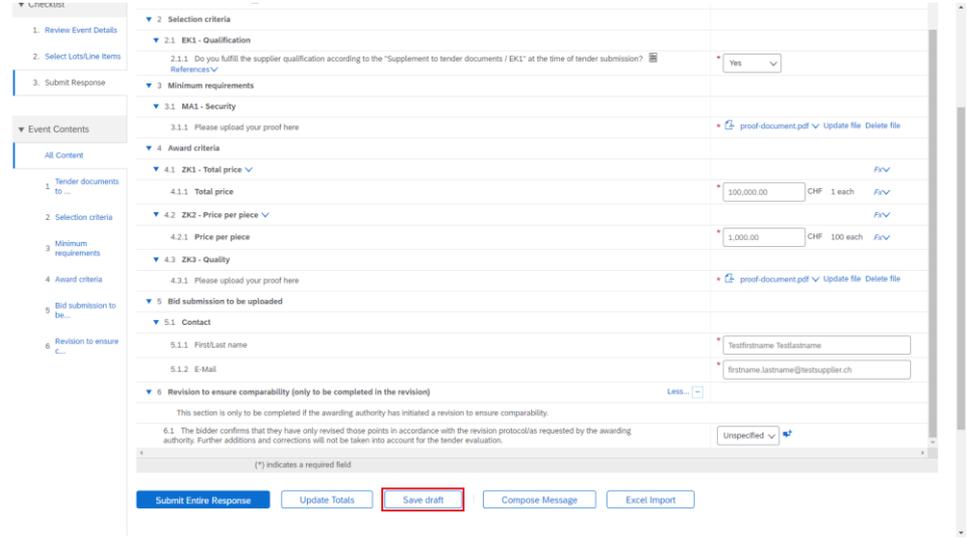
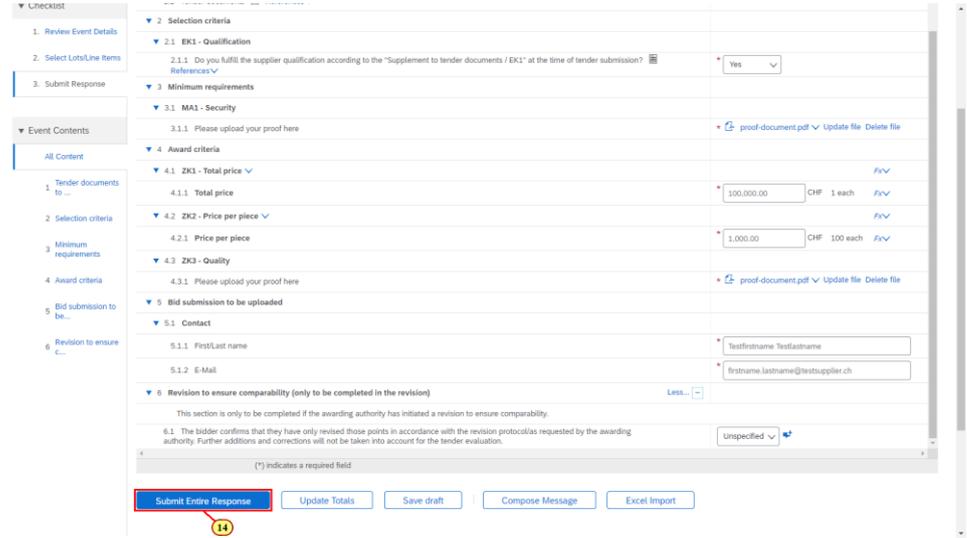
Explanation	Screenshot
<p>individual bid invitation (RFP).</p>	
<p> If you only want to see individual sections instead of all content, you can toggle to the individual sections here.</p>	
<p>9. Click the double arrow  to maximise the view.</p>	
<p> Various possible types of question are presented below.</p>	

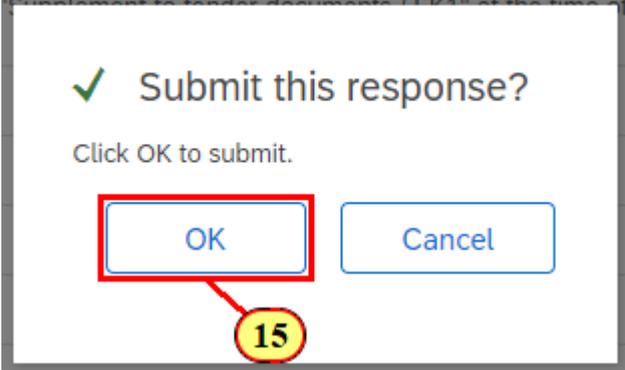
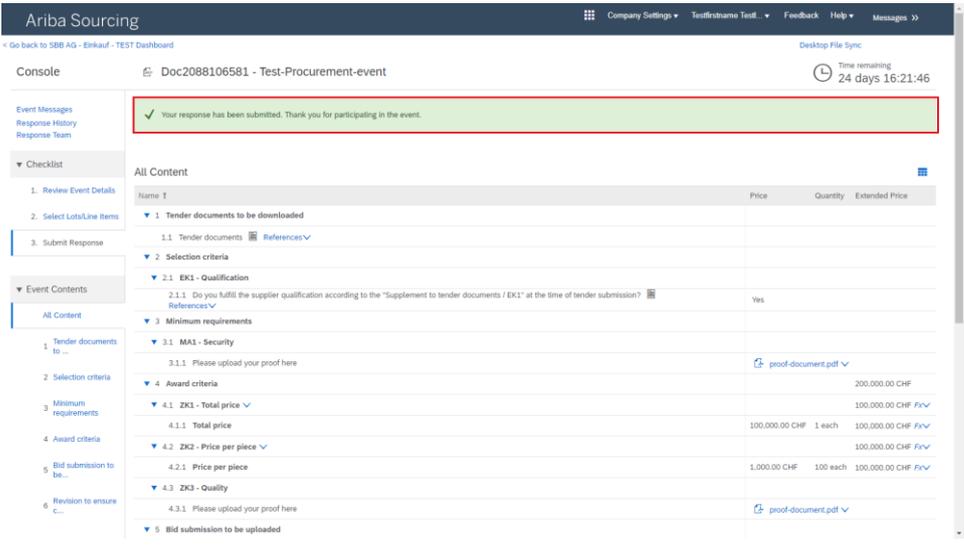
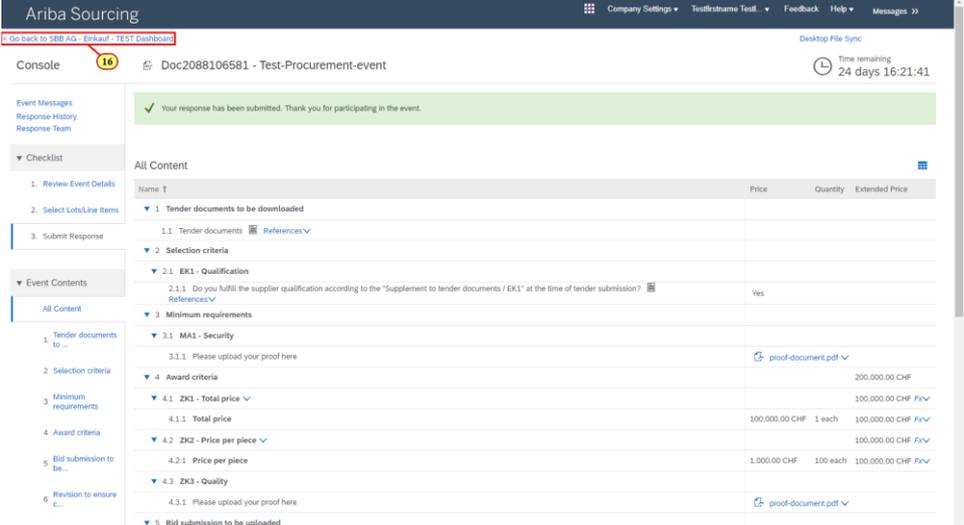
Explanation	Screenshot
<p>10. Select the dropdown menus to display a selection list.</p>	
<p>11. Select the desired entry from the selection list.</p>	
<p>12. Select Attach a file to upload documents.</p>	

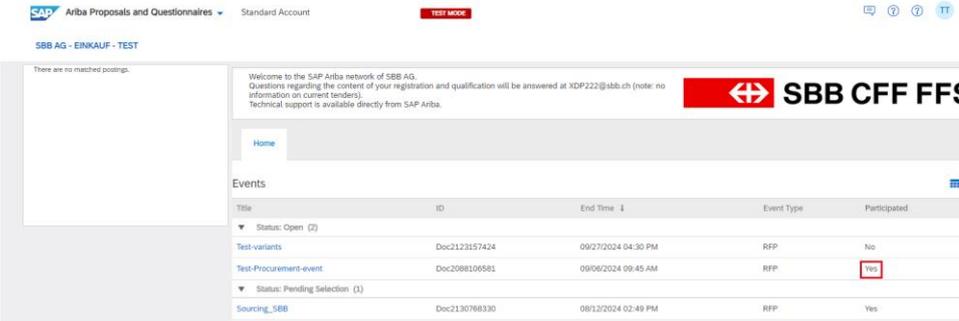
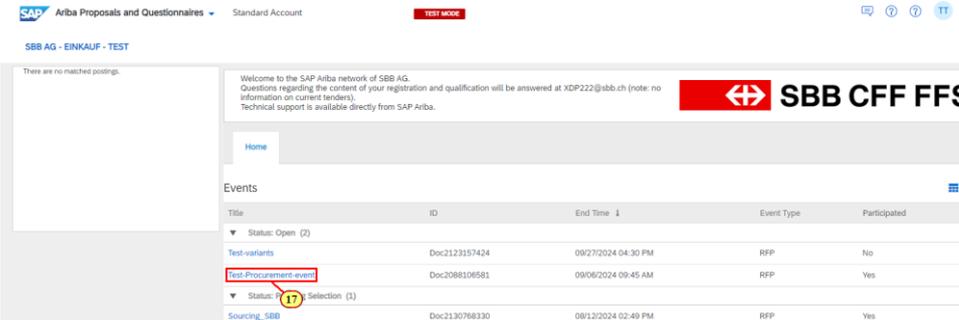
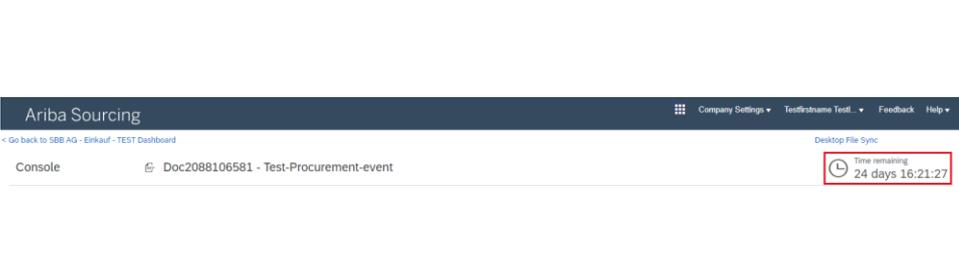
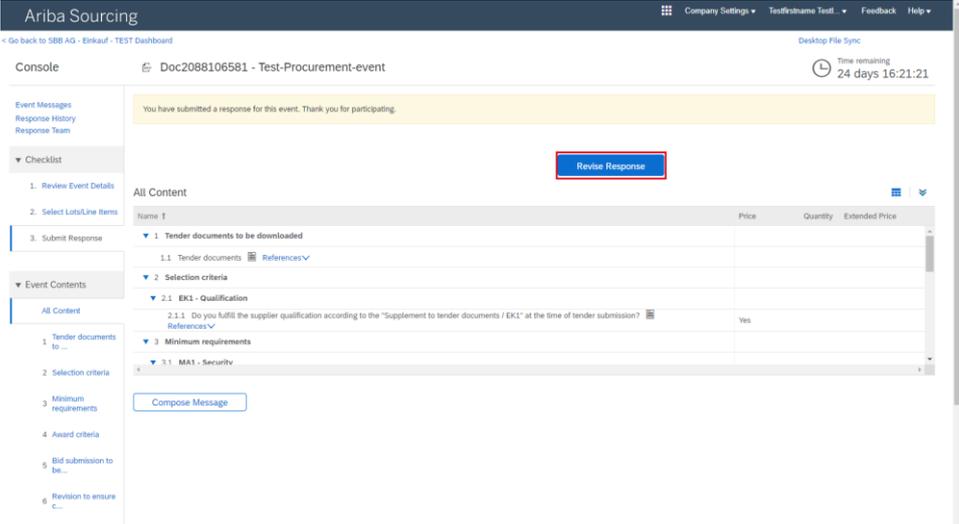
Explanation	Screenshot
<p> You can choose whether you want to upload your documents via drag-and-drop or by browsing your file system.</p> <p>Important: The maximum file size for uploading is 100 MB; please use a ZIP file for larger files.</p>	
<p>13. Once you have uploaded your documents, select</p> <p></p>	
<p> Your uploaded documents are displayed to the right of the questions.</p>	

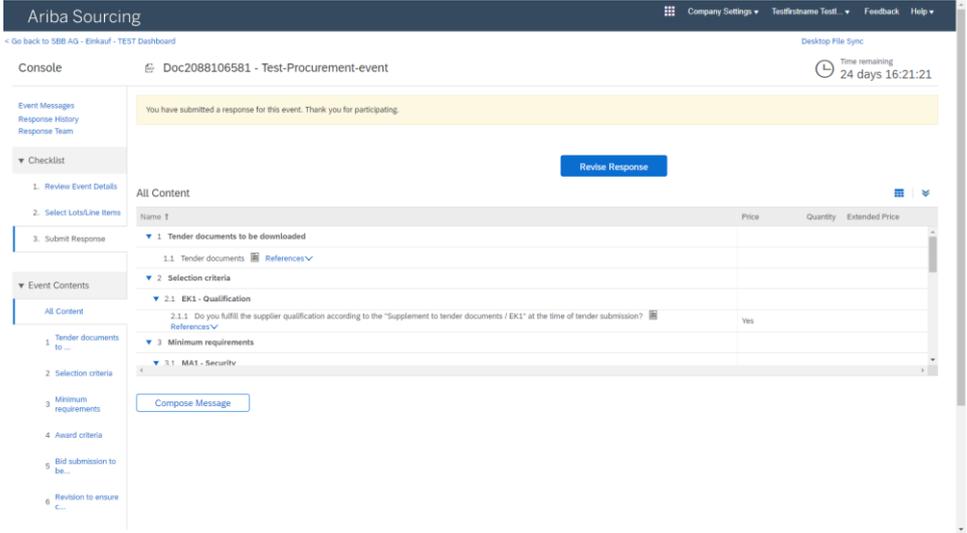
Explanation	Screenshot
<p> If you want to update or delete your documents, select the blue <i>“Update file”</i> or <i>“Delete file”</i> option.</p>	
<p> Please pay attention to whether you need to specify the total price or price per piece. The base unit of measure is shown to the right of the price field.</p>	
<p> When filling in price fields, take care using decimal points and commas. The use of points (10.50) or commas (10,50) as decimal separators depends on your browser language setting. In this example, the comma is used as the decimal separator.</p>	

Explanation	Screenshot
<p>Tip: Select the Update Totals button to check the total and see whether you have used the correct decimal separator.</p>	
<p> In this example, additional text information is requested. Click in the text boxes to enter your details.</p>	
<p> The Revision section will only be completed during the later revision stage.</p>	

Explanation	Screenshot
<p> If you would like to check the total of your bid submission, select Update Totals.</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>14. Select Submit Entire Response to send your bid to SBB.</p>	

Explanation	Screenshot
<p>15. Select  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 have the opportunity to revise your bid right up to the deadline.</p>	
<p>16. Select Go back to SBB AG - Einkauf - TEST Dashboard to return to the dashboard.</p>	

Explanation	Screenshot
<p> The participation status “Yes” indicates that you have submitted a bid for this procurement.</p>	
<p>17. If you would like to revise your bid, open it again by selecting the desired event.</p>	
<p> You can see the remaining time available for revision in the top right-hand corner.</p>	
<p> Select Revise Response to revise your bid.</p> <p>Please note that the bid must be resubmitted if it is revised so that it can be sent to SBB.</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 Ariba Sourcing interface for a procurement event titled "Doc2088106581 - Test-Procurement-event". The page includes a console with a message: "You have submitted a response for this event. Thank you for participating." Below this is a "Review Response" button. The main content area is titled "All Content" and contains a table with columns for Name, Price, Quantity, and Extended Price. The table lists several items under "Tender documents to be downloaded", "Selection criteria", and "Minimum requirements". A "Compose Message" button is visible at the bottom of the content area.</p>