

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



| Explanation  | Screenshot  |
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| Login page or follow<br>the <b>link in the e-mail</b> .  |   |
| (1)<br>Fill in the <b>Username</b><br><b>and Password</b> fields<br>to log in to SAP Ariba.                            | Image: State Proposals and Questionnaires       Image: Comparison of Compa                                    |
| (i)<br>If you have <b>forgotten</b><br><b>your username or</b><br><b>password</b> , you can<br>find further help here. |   |
| 1. Select<br>Continue<br>to log<br>in with your SAP Ariba<br>Account.  | Arbs Proposals and Questionnaires     ()     ( |



| Explanation  | Screenshot   |
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| This is the dashboard<br>of your SAP Ariba<br>profile. Here you will<br>find an overview of<br>current procurements,<br>the registration<br>process and<br>qualifications.<br>Important: Only user<br>accounts that have<br>been added to the<br>event can see the<br>event on their<br>overview page. | Image: Status Proprotes and Questionneirs •                                  |
| (1)<br>If the dashboard is not<br>displayed, make sure<br>that you are in the<br>"Ariba Proposals and<br>Questionnaires"<br>category. You can set<br>this via the dropdown<br>menu.  | Ariba Proposals and Questionnaires  Standard Account SBB AG - EINKAUF - TEST |



| Explanation  | Screenshot  |  |  |  |                                 |                                 |
|--|---|--|--|--|---------------------------------|---------------------------------|
| The following guides     vou through the steps   | Ariba Proposals and Questionnaires      SBB AG - EINKAUF - TEST  There are no matched postings.                 | Standard Account Welcome to the SAP Arba network of SBB AG. Outstoon regarding the content of your regarding Technical support is available every from SAP A Interne Events Tate Status: Open (2) Technical status | n and qualification will be answered at XD<br>who.   | P222@sbb.ch (note: no<br>End Time 1<br>002772024 04:30 PM                          | Event Type<br>RPP<br>BES        | CFFFFFS                         |
| to participate in a procurement.   |   | Statu: Pending Selection (1)  Sourceg. SBB  Registration Questionnaires  Tite  Supplification Questionnaires  Questionnaires  Tite  ID  Cuestionnaires  Tite ID  Statu: Completed (2)   Statu: Completed (2)   | Doc2130768330  | 0812/2024 02:49 PM<br>End Time 1<br>8/8/2024 2:29 PM<br>dity Regi<br>No lems       | RPP<br>Status<br>Pending Ag     | Ves                             |
| i  |   |  |  |  |                                 |                                 |
| Under the Events<br>menu option, you can<br>see the <b>procurement</b><br><b>events</b> to which you<br>have been invited. | Events Title  Status: Open (2) Test-variants Test-Procurement-event  Status: Pending Selection (1) Sourcing_SBB | ID<br>Doc2123157424<br>Doc2089106581<br>Doc2130768330  | End Time 4<br>09/27/2024 04:30 P<br>09/06/2024 09:45 A<br>09/12/2024 02:49 P               | M E<br>M S   | Event Type<br>RFP<br>RFP        | Participated<br>No<br>No<br>Yes |
| (i)  | SAD <sup>*</sup> Ariba Proposals and Questionnaires -   | Standard Account   | TEST MODE.   |  |                                 | <b>₽ @ @ </b> ■                 |
| In this column you can<br>see which<br>procurements you<br>have <b>already taken</b><br><b>part</b> in.                    | SBB AG - ERINOUP - TEST There are no mached postings.   | Welcome to the SAP Arba network of SBB AG.<br>Quantition regarding the content of your registration.<br>Technical support is available directly from SAP A<br>Norma<br>Events<br>Title<br>9 Status: Open (2)<br>Tet-invariants<br>Tet-Procurement-event  | on and qualification will be answered at X<br>who.<br>ID<br>Doc:123157424<br>Doc:208106581 | DP222@sbb.ch (note: no<br>End Time &<br>09/27/2024 04:30 PM<br>09/06/2024 09:45 AM | Event Type<br>RFP<br>RFP        | CFFF FFFS                       |
|  |   | Status: Pending Selection (1) Sourcing_SBB   | Doc2130768330  | 08/12/2024 02:49 PM  | RFP                             | Yes                             |
| 2. Select the<br>procurement event in<br>which you would like<br>to participate  | Ariba Proposals and Questionnaires  SBB AG - EINCAUF - TEST There are no matched posting.                       | Standard Account     Welcome to the SAP Arba network of SBB A     Ouestions regarding the content of your regis     themation on current fundary).     Technical approx is available diversity from SA     Home     Events   | G.<br>Traffon and qualification will be answered<br>AP Ar(ba.                              | at XDP222@abb.ch (note: no   | ↔ SB                            | I CFF FFS                       |
| to participate.  |   | Title  Status: Open (2)  Test-variants  Fest Procements even  Sourcing_S88   | ID<br>Doc2123157424<br>Doc2008106581<br>Doc2130768330                                      | End Time 1<br>09/27/2024 04:30 PM<br>09/06/2024 09:45 AM<br>08/12/2024 02:49 PM    | Event Type<br>RFP<br>RFP<br>RFP | Participated No No Ves          |



| Explanation  | Screenshot   |   |
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| (i)<br>This is the<br><b>procurement screen</b> .  | Ariba Sourcing       Iff Company Setting • Confidence         • Concepts Setting • Company Setting • Confidence       Description         • Concepts • Example       Iff Company Setting • Confidence         • Concepts • Example       Iff Company Setting • Confidence         • Checklist       Iff Company Setting • Confidence         • Checklist       Download Content       Exert Neuroscient         • Checklist       Iff Company Setting • Content       Exert Neuroscient         • Checklist       Iff Company Setting • Content       Exert Neuroscient         • Checklist       Iff Company Setting • Content       Exert Neuroscient         • Checklist       Iff Company Setting • Content       Exert Neuroscient         • Checklist       Iff Content       Exert Neuroscient       Exert Neuroscient         • Checklist       Iff Content       Iff Exert Neuroscient       Exert Neuroscient         • Checklist       Iff Content       Iff Exert Neuroscient       Exert Neuroscient         • Exert Contentist       Iff Exert Setting • Contentist       Exert Neuroscient Neuroscient       Contentist         • Exert Contentist       Iff Exert Setting © Contentist       Contentist       Contentist         • Exert Contentist       Iff Exert Setting © Contentist       Contentist       Content Setting © Contentist | vorlage / Facebook Helps  |
| The <b>Doc. ID</b> is the<br>unique <b>identifier</b> for<br>each event. This plays<br>a crucial role for <b>all</b><br><b>communication</b><br>between SBB and<br>providers.                        | Ariba Sourcing       #** Company Suttings • Testfush         < Go back to 558 A0 - Enkauf - TEST Dashboard       ************************************  | uamo Testi + Feedback Help+<br>Desktop File Sysc<br>C Tran remaining<br>24 days 16:31:26  |
| The timer shows you<br>the <b>time remaining</b> to<br>submit the bid.   | Ariba Sourcing       Iff Company Settings * Testing         < Go back to SBE AG - Erikard - TEST Dashbased   | thum Test. • Feedback Holp •<br>Destop File Sysc<br>There renaining<br>24 days 16:31:26   |
| Under Event<br>Messages, you will<br>find messages from<br>SBB to the providers.<br>Please use your e-<br>mail to send<br>messages to SBB<br>The tutorials are<br>provided by SAP<br>Ariba. For SBB- | Ariba Sourcing       Econparty Settings • Teelfers         • Co-back to SIRE AG - Erikand - TEST Dashbased         Event Details       © Doc200881065581 - Test-Procurement-event         Event Details       © Doc200881065581 - Test-Procurement-event         Event Messages  | thume Test • Feedback Help •<br>Desition File Sync<br>① The remaining<br>24 days 16:31:26 |



| Explanation  | Screenshot  |  |
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| specific questions,<br>please use our help<br>pages, which you can<br>find on the SBB web<br>page.   |   |  |
| The <b>Response Team</b><br>offers you the option<br>of specifying multiple<br>contacts for your bid.  |   |  |
| Select <b>Download</b><br><b>Content</b> to download<br>all attachments for the<br>procurement event.  |   |  |
| Important: The<br>downloaded files are<br>intended only to<br>provide you with an<br>overview. The bid<br>must be submitted via<br>SAP Ariba, as defined<br>in the tender<br>documents.  | Ariba Sourcing III Company Settings • Testitution • Contracts SBE AG - Enkurd - TEST Databased  Event Details  © Doc2088106581 - Test-Procurement-event  Event Messages Ouriedad Laturals Response Team Download Content Intered to Participate Decline to Participate Print Event Information  | amu fort, • Feedback Melp+<br>Sektop File Sync                                       |
| (i)<br>If you do not intend to<br>participate in the<br>procurement, you can<br><b>Decline to Participate</b> .<br>If you <b>change your</b><br><b>mind at a later date</b> ,<br>you can still<br>participate as long as<br>the bid deadline has<br>not expired. | Ariba Sourcing       It company Settings • Testition         r Go back to SBB AG - Erikauf - TEST Dashboard       It         Event Details       © Doc20881065581 - Test-Procurement-event         Event Details       © Doc20881065581 - Test-Procurement-event         Event Details       © Doc20881065581 - Test-Procurement-event         Event Details       Procurement of the participate in this event.         Download Tstorials       Prepone Team         Download Content       Interned to Participate         Deventoad Tstorials       Print Event Information | ann Test • Feedback Help+<br>Sektop File Sync<br>D The senaining<br>24 days 16:31:26 |



| Explanation   | Screenshot  |  |
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| (i)<br>Select <b>Print Event</b><br><b>Information</b> to<br>download a summary<br>of the bid.  | Ariba Sourcing III Company Settings V TestReduens Test  Co back to SER AG - Enkud - TEST Deabhourd Control to SER AG - Enkud - TEST Deabhourd Event Details Control threads | Feedback Help+<br>maining<br>ays 16:31:26        |
| <ul> <li>Before you can<br/>submit a bid, you<br/>must confirm whether<br/>or not you wish to<br/>participate in the<br/>procurement.</li> <li>By selecting Intend to<br/>Participate, you<br/>confirm that you will<br/>participate in the<br/>procurement.</li> </ul> | Ariba Sourcing       Testfastaam Test. •         < Go back to S88 AG - Erikad - TEST Dashbowd   | Feedback Holp+<br>:<br>emaining<br>fays 16:31:26 |
| (1)<br>If you would like to<br>view the content of<br>the procurement<br>before deciding to<br>participate, you can<br>do so in the Event<br>Contents.  | Arbba Sourcing Company Settings • Contexts setter Ac - Extend - TEST Databased Contexts SER Ac - Extend - TEST Databased Description File Settings • Contexts SER Ac - Extend - TEST Databased Event Details © Do context Details Context Details Context decide alterter or not you lettered to participate in this event. Download Context Internet dis Participate Print Event Information Internet discusses to be downloaded discusses to be downloaded Internet discusses discusse  | edback Help+                                     |



| Explanation  | Screenshot  |                                      |
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| 3. Select<br>Intend to Participate<br>to take part in the<br>procurement event<br>and submit the bid.  | Arbids Sourcings Eff compary Settings * Understandement   • Concode to SER AG - Endead - TEST Deal-Comment - Event Information    • Concode to SER AG - Endead - TEST Deal-Comment - Event Information    • Concode to SER AG - Endead - TEST Deal-Comment - Event Information    • Do Coole to SER AG - Endead - TEST Deal-Comment - Event Information    • Do Coole to SER AG - Endead - TEST Deal-Comment - Event Information    • Dourised Content    • Dourised Content    • Dourise to Participate    • Checklist    • Event Contents    • Eve  | feedback (https://                   |
| You are now in Step 2<br>Select Lots/Line<br>Items. Here you<br>determine your<br>bidding currency and<br>the Ariba lots in which<br>you would like to<br>participate. | Ariba Sourcing       Company Settings >       Company Setti  | lyrc Cancel Above                    |
| 4. Choose <b>Select</b><br><b>currency</b> to display a<br>selection list.   | Concern Segurity Concernsion of the section of | Norman Intel Help +<br>Sync:<br>Atow |



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| 5. Select the <b>desired</b>  | Ariba Sourcing       Example Source (Internet)       Melow         < Go back to SBR AG - Enskud - TEST Dashboard       Decides PAG - Enskud - TEST Dashboard       Canced         Select Lots       Doc2088106581 - TEST-Procurement-event       Canced       Canced         V Checklist       Select the bidding currency at event level. You place bids using the bidding currency. This is the default currency assigned to all lots below.       More         1. Review Event Didade       Event Bidding currency       Select tots/Line Rems       Select currency         2. Select Lots/Line Rems       Select currency       Select currency       Select currency |  |  |  |
| bidding currency for<br>your bid.   | A solution Religion  |  |  |  |
| (1)<br>Select the Ariba lots in<br>which you would like<br>to participate. You<br>then submit a bid for<br>all Ariba lots selected<br>here.                       | Ariba Sourcing       Company Setting +       Test Boltonem Incl       Help +         < On back to \$88.44 - Enkaul - TEST Doubloard       Decistop File Spic       Decistop File Spic         Select Lots       Doc20881065581 - Test-Procurement-event       Cancel         • Oncklist       Select The bidding currency assigned to all lots below.       More         • Oncklist       Event Bidding Currency       Select Lots       More         • Oncklist       Event Bidding Currency       Select Lots       More         • Oncklist       Event Bidding Currency       Select Lots       More  |  |  |  |
| Grey checkboxes are<br>mandatory lots for<br>which a bid must be<br>submitted. If you leave<br>a checkbox empty,<br>you cannot submit a<br>bid for this Ariba lot | Select Lots/Line terms       Select Lots/Line terms         A dimmed checkbox indicates lots for which bidding is required, or for which you have already placed a bid. You cannot modify your intern to bid on these lots.         Lots Available for Bidding       Image: Control bidding         Name       Reason for not bidding         V 4.1 Zbd. Total price       4.11 Total price         4.21 Price per place       (no value)         V 4.2 Zbd. Thick per blace       Volume  |  |  |  |



| Explanation   | Screenshot   |
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| 6. Select the<br><b>checkbox</b> to<br>participate in the Ariba<br>lot.   | Arbba Sourcing Compare Setting 2000 Method    Canced   Canced      Seter Loss   Doc20088106581 - Test-Procurement-event   Seter the bidding currency is event loss in a fare default currency statigned to all lob below.   Canced   Seter the bidding currency is event loss in a fare default currency statigned to all lob below.   Canced   Seter the bidding currency is loss pare.   Seter the bidding currency is loss pare.   Use a different currency for different lobs   Seter the bidding currency is loss pare.   Use a different currency for different lobs   Seter the bidding currency is loss pare.   Use a different currency for different lobs   Seter the bidding currency is loss pare.   Use a different currency for different lobs   Seter the bidding currency is loss pare.   Use a different currency for different lobs   Seter the bidding currency is loss pare.   Use a different currency for different lobs   Seter the bidding currency is loss pare.   (revision) Use a different currency for different lobs   Seter the bidding currency is loss pare.   (revision)  |
| <ul> <li>7. Once you have selected all the Ariba lots you are interested in, select</li> <li>Confirm Selected Lots/Line Items</li> <li>to proceed to the bid entry screen.</li> <li>Important: If you have not selected any Ariba lots, you cannot submit a bid.</li> </ul> | Ariba Sourcing () Converting ()   • Converting ()< |
| This warning appears<br>because you have<br>changed one or more<br>bidding currencies.  | ▲ Attention You have modified the currency for one or more items. Please validate your response before submission.   |



| Explanation   | Screenshot   |
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| 8. Select<br>OK<br>to confirm the<br>message.   | Attention     You have modified the currency for one or more items.     Please validate your response before submission.     OK  |
| (i)<br>You are now in step<br>3, <b>Submit Response</b> .<br>In this step, you can<br>enter your bid.   | Action Source (Section Section |
| <ul> <li>Here you can see All<br/>Content of the<br/>procurement event.</li> <li>Fields marked with a<br/>red asterisk (*) are<br/>mandatory and must<br/>be completed.</li> <li>Important: The<br/>procurement shown<br/>here is a simplified<br/>example. The<br/>determining factor for<br/>your bid is the</li> </ul> | Abote Sources       Decomposition of the source of the sour          |



| Explanation                         | Screensh  | ot  |  |
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| individual bid invitation<br>(RFP). |   |   |  |
|                                     | Ariba Sourcir   | € ∰ Com   | pany Settings + Testfirstname Testl + Feedback Help +                      |
|                                     | < Go back to SBB AG - Einkauf - TE:<br>Console  | G Doc2088106581 - Test-Procurement-event  | Desktop File Sync  |
| (i)                                 | Event Messages<br>Response History<br>Response Team   | All Content   | Price Quantity Estended Price  |
| If you only want to see             | Review Event Details     Select Lotelline Remo  | 1.1 Tenderdoomens ﷺ References∨<br>▼ 2 Selection criteria   |  |
| included sections                   | 3. Submit Response  | Y 2.1 EKI-Qualification     2.1.1 Do you fulfil the supplier qualification according to the "Supplement to tender documents / EKI" at the time of tender submission?     B                          | * Unspecified V  |
|                                     | ▼ Event Contents  | A Minimum requirements     A Minimum requirements   |  |
| you can loggle to the               | All Content   | 3.1.1 Please upload your proof here   | •Attach a file   |
| Individual sections                 | 1 Tender documents to   | 4 Award criteria     (*) indicates a required field   | , *  |
| here.                               | 2 Selection criteria<br>3 Minimum<br>4 Award criteria<br>5 Bid submission to<br>be<br>6 Revision to ensure<br>c | Submit Entre Response Update Totals Save draft I Compose Message Excel Import   |  |
|                                     |   |   | •  |
|                                     | Ariba Sourcin   | ng 🎫  | Company Settings • Testfirstname Testl • Feedback Help • Desktop File Sync |
|                                     | Console   | 🔄 Doc2088106581 - Test-Procurement-event  | E Time remaining 24 days 16:30:20  |
| 9. Click the <b>double</b>          | Event Messages<br>Response History<br>Response Team   | All Content<br>Name 1   | Price Quantity Extended Price  |
| arrow                               | <ul> <li>Checklist</li> <li>1. Review Event Details</li> </ul>  | ▼ 1 Tender documents to be downloaded 1.1 Tender documents  References∨   | i i  |
| ♦                                   | 2. Select Lots/Line Items   | 2 Selection criteria     2.1 EKL-Qualification  |  |
| to maximise the view.               | 3. Submit Response  | 2.1.1 Do you fulfil the supplier qualification according to the "Supplement to tender documents / EK1" at the time of tender submission? 📓  | * Unspecified ∨  |
|                                     | ▼ Event Contents  | 3 Minimum requirements     3.1 MA1-Security   |  |
|                                     | All Content   | 3.1.1 Please upload your proof here<br>V 4 Award criteria   | *Attach a file   |
|                                     | 1 to  | (*) indicates a required field  |  |
|                                     | 3 Minimum<br>requirements   | Submit Entire Response Update Totals Save draft   Compose Message Excel Import  | ]  |
|                                     | Event Messages<br>Response History  | All Content   |  |
|                                     | ▼ Checklist   | Name 1 v 1 Tender documents to be downloaded  | Price Quantity Extended Price  |
|                                     | 1. Review Event Details   | 1.1 Tender documents  |  |
|                                     | 2. Select Lots/Line Items<br>3. Submit Response   | ▼ 2.1 EX1-Qualification     11.1 Counciliar publication presenting to the "Directorement to tracket documents" (DV1) at the time of tracket substration. <sup>3</sup>                               |  |
|                                     |   | 2.1. to by you must all support quanciation according to the "supportions to server occurrence" res. as the stine or tender submission?   | Unspecified  |
|                                     | Event Contents     All Content  | 3.1 MA1-Security     3.1.1 Please upload your proof here  | ◆Attach a file   |
| Various possible types              | 1 Tender documents<br>to  | ▼ 4 Award criteria  |  |
| of question are                     | 2 Selection criteria  |   | CHF 1 each Prv   |
| presented below.                    | 3 Minimum<br>requirements   | ▼ 4.2 282-Price per piece ∨<br>4.2.1 Price per piece  | CHF 100 each Av  |
| -                                   | 4 Award criteria  | ▼ 4.3 ZX3 - Quality   |  |
|                                     | 5 be  | 4.3.1 Please upload your proof here<br>• 5 Bid submission to be uploaded  | wroadd d Re  |
|                                     | 6 C   | ▼ 51 Contact<br>5.11 FirstLast name   | •  |
|                                     |   | 5.1.2 E-Mail  | *  |
|                                     |   | ▼ 6 Revision to ensure comparability (only to be completed in the revision) Less □ This section is only to be completed if the avarding authority has initiated a revision to ensure comparability. |  |
|                                     |   | r (*) indicates a required field  | ,  |



| Explanation   | Screensho  | t  |   |
|---|--|--|---|
| 10. Select the<br><b>dropdown menus</b> to<br>display a selection list.   | Evert Messages<br>Response Hotory<br>Response Hotory<br>Response Hotory<br>Response Hotory<br>In Response<br>In Review Event Cetable<br>I. Review Event Cetable<br>I. Select Lotshave Items<br>I. Submit Response<br>V Event Contents<br>All Content<br>I. Tender documents<br>I. Tender documents<br>I. Selection orbitria<br>I. Selection orbitria<br>I. Selection orbitria<br>I. Misimum<br>I. Selection orbitria<br>I. Sel   | Content  ne 1  1 Torder documents to be downloaded  1.1 Torder documents to be downloaded  2.2 Selection orbitis  2.1 Documents to the supervised set to the "Supplement to tander documents / DK1' at the time of tender suberssion? Torder Receiver at the supervised set to tander documents / DK1' at the time of tender suberssion? Torder Receiver at the supervised set to tander documents / DK1' at the time of tender suberssion? Torder Receiver at the supervised set to tander documents / DK1' at the time of tender suberssion? Torder Receiver at the supervised set to tander documents / DK1' at the time of tender suberssion? Torder Receiver at the supervised set to tander documents / DK1' at the time of tender suberssion? Torder Receiver at the supervised set to tander documents / DK1' at the time of tender suberssion? Torder Receiver at the supervised set to tander documents / DK1' at the time of tender suberssion? Torder Receiver at the supervised set to tander documents / DK1' at the time of tender suberssion? Torder Receiver at the supervised set to tander documents / DK1' at the time of tender suberssion? Torder Receiver at the supervised set to tander Receiver at tander Receiver at the supervised set to tander Rec | Price Ouantity Extended Price   |
| 11. Select the <b>desired</b><br><b>entry</b> from the<br>selection list. | Chert Messages<br>Response Hotory<br>Response Hotory<br>Response Hotory<br>Response Hotory<br>Response Hotory<br>Response<br>Chercklast<br>Chercklast<br>Chercklast<br>Review Event Datals<br>Subject LotalAre Response<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Chercklast<br>Che | Content  So Conten | Price Quantity Extended Price   |
| 12. Select<br>Attach a file to upload<br>documents.                       | Event Messages<br>Response Hotory<br>Response Hotory<br>Response Hotory<br>I. Review Event Details<br>2. Select Lots/Live Rems<br>3. Submit Response<br>V Event Contents<br>Al Content<br>1. Tonder documents<br>1. Tonder documents<br>2. Selection oftenia<br>3. Minimum<br>1. Tonder documents<br>2. Selection oftenia<br>3. Minimum<br>4. Auseur Ottenia<br>5. Bid submission to<br>bb<br>4. Revision to ensure<br>C.  | Content  To Torder documents to be downloaded  1.1 Torder documents to be downloaded  1.1 Torder documents to the downloaded  1.1 Torder documents to the downloaded  1.1 Torder documents to the downloaded  2.2 Selection orbits  2.3 Edited to control  3.1 Documents  3.1 Documents  3.1 Documents  3.1 Documents  3.1 Documents  4.2 Documents  5.1 Document  5.1  | Price     Quartity     Extended Price       *     ·       *     ·       Coff     1 each       #     ·       Coff     1 each       #     ·       ·     ·       ·     ·       ·     ·       ·     ·       ·     ·       ·     ·       ·     ·       ·     ·       ·     ·       ·     ·       ·     ·       ·     ·       ·     ·       ·     ·       ·     ·       ·     ·       ·     · |



| Explanation   | Screenshot   |  |
|---|--|--|
| You can choose<br>whether you want to<br>upload your<br>documents via <b>drag-<br/>and-drop</b> or by<br><b>browsing</b> your file<br>system. | Ariba Sourcing       Comparison         - Ge back to S08 AG - Enkard - TEST Davidsourd         Add Attachment         Enter the location of a file to add as an Attachment. To search for a particular file, click Browne When you have Finahed, click OK to add the attachment.         Add Attachment         Enter the location of a file to add as an Attachment.         Add Attachment         Database file in the add as an Attachment.  | novery Softerge = Technologiese Technologiese<br>Decktop File Sync<br>OK Cancel  |
| Important: The<br>maximum file size for<br>uploading is 100 MB;<br>please use a ZIP file<br>for larger files.                                 | Technomen Testantene (formen Lestenen (Jossippin d) sei ellet 12 Aug 204 8100 AM Tessappin 1 AU120063061 7<br>SAF Budens Newski Pinacy Reement Security Dadiaur Tems of Ge   | 0 196-203 Aña, In: Al dife moved.  |
| 13. Once you have<br>uploaded your<br>documents, select<br>OK   | Con back to 1988 AG - Enkauf - TEST Davbound     Add Attachment     Enter the location of a file to add as an Attachment. To search for a particular file. click Brewne When you have finished, click OK to add the attachment.     Attachment [Coccess File] proof-docoment pdf     Eff stop file free     Statistics in the search of the search of the attachment.     Statistics in the search of the search | Tearrier Setting a Canterbarren Kont. Help a<br>Destroy File Syn:<br>OK Cancel   |
| (i)<br>Your uploaded<br>documents are<br>displayed to the right<br>of the questions.  | Specification         All Content                • Checklist             • Checklist             • Checklist             • Checklist             • Checklist             • Select Controls to the downloaded             • 11 Inder downers:              • Descent to the downloaded             • 11 Inder downers:             • Selection check             • 2 Selection check             • 11 Inder seconder             • 11 Seconder             • 1 Seconder             • 11 Seconder             • 12 Seconder             • 11 Seconder   | Country Extended Price  Country Extended Price  Statement part of update file Dates file  Coff 1 each Arv  Coff 1 cont Arv  file |



| Explanation                  | Screensh                             | not   |  |
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|                              | Response Team                        | Name 1  | Price Quantity Extended Price                    |
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|                              | 2. Select Lots/Line Items            | 2 Selection criteria  |  |
| 1                            | 3. Submit Response                   | Z.1 EK1 - QuainCation      Z.1 Do you utilit the supplier qualification according to the "Supplement to tender documents / EK1" at the time of tender submission?      Bedeencesty                      | * Yes 🗸  |
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| If you want to <b>update</b> | All Content                          | 3.1 MAI - security     3.1.1 Please upload your proof here  | * 🕼 proof-document.pdf 🗸 Update file Delete file |
| <b>or delete</b> your        | 1 Tender documents<br>to             | V 4 Award criteria  |  |
| documents, select the        | 2 Selection criteria                 | 4.1.1 Total price   | CHF 1 each Arv                                   |
| blue <i>"I Indate file</i> " | 3 Minimum<br>requirements            | ▼ 4.2 ZK2-Price per piece ∨   | Av   |
| or "Delata fild" option      | 4 Award criteria                     | 4.2.1 Price per piece<br>▼ 4.3 ZK3 - Quality  | UNP 100 each PKV                                 |
|                              | 5 Bid submission to<br>be            | 4.3.1 Please upload your proof here   | *Attach a file                                   |
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|                              |                                      | 5.1.2 E-Mail  C 6 Revision to ensure comparability (only to be completed in the revision)  Less.  |  |
|                              |                                      | This section is only to be completed if the awarding authority has initiated a revision to ensure comparability.  |  |
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| Please pay attention         | 3. Submit Response                   | 2.1.1 Do you fulfill the supplier qualification according to the "Supplement to tender documents / EK1" at the time of tender submission?   | * Yes V  |
| to whether you need          | ▼ Event Contents                     | 3 Minimum requirements     3.1 Mat. Servicity   |  |
| to specify the <b>total</b>  | All Content                          | 3.1.1 Please upload your proof here   |  |
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|                              | 2 Selection criteria                 | 4.1.1 Total price   | * CHF 1 each Axv                                 |
| piece. The base unit         | 3 Minimum<br>requirements            | ▼ 4.2 ZK2-Price per piece ∨<br>4.2.1 Price per piece  | * CHE 100 each Env                               |
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| When filling in price        | Checklist                            | Name 1 x 1. Tander documents to be downloaded   | Price Quantity Extended Price                    |
| fielde teke eare using       | 1. Review Event Details              | 1.1 Tender documents I i e doministered   |  |
|                              | 2. Select Lots/Line Items            | ♥ 2 Selection criteria     ♥ 2. EK1- Qualification  |  |
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| commas (10,50) as            | 1 Tender documents<br>to             | <ul> <li>■ Operating Values in a second price ✓</li> </ul>  | RM   |
| decimal separators           | 2 Selection criteria                 | 4.1.1 Total price   | * 100,000.00 CHF 1 each Arv                      |
| depends on your              | <sup>3</sup> requirements            | 421 Price per piece   | * 1,000.00 CHF 100 each Fxv                      |
|                              | 5 Bid submission to                  | <ul> <li>4.3 ZK3 - Quality</li> <li>4.3.1 Please upload your proof here</li> </ul>  | *Attach a file                                   |
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| setting. In this             | ° c                                  | ▼ 51 Contact<br>511 FirstLast name  | •  |
| avanable the series -        |                                      | 5.1.2 E-Mail  | •  |
| example, the comma           |                                      |   |  |
| is used as the decimal       |                                      | 6 Revision to ensure comparability (only to be completed in the revision)     tess      This sector is only to be completed if the awarding authority has initiated a revision to ensure comparability. | · ·  |



| Explanation   | Screenshot  |  |
|---|---|--|
| Tip: Select the Update<br>Totals button to check<br>the total and see<br>whether you have<br>used the correct<br>decimal separator.           |   |  |
| (i)<br>In this example,<br>additional <b>text</b><br><b>information</b> is<br>requested. Click in the<br>text boxes to enter<br>your details. | Purch Messages<br>Response Stationy<br>Response Stationy<br>Response Stationy<br>Response Stationy<br>Purch Messages<br>Purch Messages<br>P | Pice Quartity Extended Pice  Pice Quartity Extended Pice  Ves  Ves  Ves  Pice Quartity Extended Pice  Ves  Ves  Pice Pice Pice Pice Pice Pice Pice Pic |
| (i)<br>The <b>Revision</b> section<br>will only be completed<br>during the later<br>revision stage.   | VLINCKSS      Product State      Volument      Volume   |  |



| Explanation                      | Screenshot                |  |   |  |  |
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|                                  |                           | -  |   |  |  |
|                                  | Checklist                 | ▼ 2 Selection criteria   |   |  |  |
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|                                  | 2. Submit Response        | 2.1.1. Do you withil the support quantication according to the "supprement to tender documents / EK1" at the time of tender submission? Im<br>References   | Yes   |  |  |
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|                                  | All Content               | ▼ 4 Award criteria   |   |  |  |
| <b>~</b>                         | 1 Tender documents        | 4.1 ZK1-Total price     4.1.1 Total price  | * 100.000.00 CHF 1 each Exc                             |  |  |
| If you would like to             | 2 Selection criteria      | ▼ 4.2 ZK2 - Price per piece ∨  |   |  |  |
|                                  | 3 Minimum                 | 4.2.1 Price per piece  | * 1,000.00 CHF 100 each Arv                             |  |  |
| check the total of your          | requirements              | ▼ 4.3 ZK3 - Quality  |   |  |  |
| bid submission. select           | Award Criteria            | 4.3.1 Prease upload your proor nere     5 Bid submission to be uploaded  | Est proor-document.put 	 opdate ine beiere ine          |  |  |
| Lindata Tatala                   | 5 be                      | ▼ 5.1 Contact  |   |  |  |
| opuale rolais.                   | 6 Revision to ensure<br>c | 5.1.1 First/Last name  | * Testfirstname Testlastname                            |  |  |
|                                  |                           | 5.1.2 E-Mail   | firstname.lastname@testsupplier.ch                      |  |  |
|                                  |                           | to revision to ensure comparability (only to be completed in the revision)   |   |  |  |
|                                  |                           | 6.1. The bidder confirms that they have only revised those points in accordance with the revision protocol/as requested by the awarding authority. Further additions and corrections will not be taken into account for the tender evaluation.   | Unspecified V   |  |  |
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|                                  | 1. Review Event Details   | ▼ 2 Selection criteria   |   |  |  |
|                                  | 2. Select Lots/Line Items | 2.1 EK1 - Qualification     2.1.1 Do you fulfill the supplier qualification according to the "Supplement to tender documents / EK1" at the time of tender submission?  | * Mar   |  |  |
|                                  | 3. Submit Response        | References√ v 3 Minimum requirements   | Yes V   |  |  |
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| IT you do not wish to            | 1 Tender documents<br>to  | 4.1.1 Total price  | * 100,000.00 CHF 1 each Frv                             |  |  |
| submit your bid yet.             | 2 Selection criteria      | ▼ 4.2 ZK2 - Price per piece ∨  | - AV  |  |  |
| you can initially <b>covo it</b> | 3 Minimum<br>requirements | 4.2.1 Price per piece  | * 1,000.00 CHF 100 each Fix                             |  |  |
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| as a draft. In this              | 5 Bid submission to       | ▼ 5 Bid submission to be uploaded  |   |  |  |
| case the bid is <b>not</b>       | De                        | ▼ 5.1 Contact  |   |  |  |
|                                  | 6 C                       | 5.1.1 FirstLast name   | Testfirstname Testlastname                              |  |  |
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|                                  | 1. Review Event Details   | 2 anexan criteria     2.1 EK1-Qualification  |   |  |  |
|                                  | 2. Select Lots/Line Items | 2.1.1 Do you fulfil the supplier qualification according to the "Supplement to tender documents / EK1" at the time of tender submission?   | ★ Yes v   |  |  |
|                                  | 3. Submit Response        | 3 Minimum requirements   |   |  |  |
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|                                  | All Content               | ▼ 4 Award criteria   |   |  |  |
| 14. Select                       | Tender documents          | ▼ 4.1 ZK1 - Total price ∨  | Arv .   |  |  |
|                                  | * to                      | 4.1.1 Total price  | 100,000.00 CHF 1 each Arv                               |  |  |
|                                  | 2 Selection criteria      | 4.2.1 Price per piece  | * 1,000.00 CHF 100 each Arv                             |  |  |
| Submit Entire Response           | <sup>3</sup> requirements | ▼ 4.3 ZK3 - Quality  |   |  |  |
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| and your hid to ODD              | 5 Bid submission to<br>be | <ul> <li>J unit momentation to be uploated</li> <li>\$ 5.1 Contact</li> </ul>  |   |  |  |
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| Explanation  | Screenshot  |  |
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| 15. Select<br>OK<br>confirm the<br>submission.   | Submit this response?<br>Click OK to submit.          OK       Cancel         15  |  |
| The green text box<br>confirms that your bid<br>has been sent to<br>SBB. The bid will be<br>evaluated by the<br>purchasing team after<br>the submission<br>deadline.<br>You have the<br>opportunity to revise<br>your bid right up to<br>the deadline. | Company Settings      Teelersteams T     Company Settings     Company Setiend     Compan | ed. • Teedback Help • Messages 3)           Disktop File Spor.           Construct File Spor.           Construct File Spor.           Construct File Spor.           Proce           Construct File Spor.           Proce           Construct File Spor.           Construct File Spor.           Construct File Spor.           Construct File Spor.           Ves           Construct File Sport           200.000.00 CHF           100.000.00 CHF File           Cf. prod-document.pdf V |
| 16. Select<br>< Go back to SBB AG - Einkauf - TEST Dashboard<br>to return to the<br>dashboard.   | Ariba Sourcing       Excert Nature 1         Console       Image: Second S   | A Foodback Hole Messages 2)  |



| Explanation   | Screenshot   |   |  |  |                                       |  |
|---|--|---|--|--|---------------------------------------|--|
| (i)   | SBB AG - EINKAUF - TEST  | Standard Account  | TEST MODE  |  |                                       | <b>₽ 0 0 Ⅲ</b>   |
| The participation<br>status "Yes "indicates<br>that you have<br><b>submitted a bid</b> for<br>this procurement.   | There are no matched posings.  | Notecome to the SAP Ania anticode of Saper           Ownetions regime (the content).           Boardinon regime (the content).           Technical support is available directly from           Home           Events           Tels           Test-variants           Test-variants           Test-variants           V           Status: Open (2)           Test-variants           V           Status: Pending Selection (1)           Sourcing, 588   | 46.<br>generation and qualification will be annu<br>SisP Anba.<br>ID<br>Doc2123157424<br>Doc2085105831<br>Doc20851058330 | eered at XDP222(\$)sbb.ch (note: no<br>End Time &<br>09/27/0224 04:30 PM<br>09/09/2024 04:30 PM<br>09/09/2024 02:49 PM | Event Type<br>RFP<br>RFP              | BCFFFFFS<br>Participated<br>No<br>Vo<br>Vo                                       |
| 17. If you would like to <b>revise your bid</b> , open it again by selecting the desired event.   | Arba Proposals and Questionnaires  SIB AG - EINKAUF - TEST Three are no nucl-tide posings.   | Standard Account Welcome to the SAP Adba network of SBB A Questions regarding the content of your regi information on current undersy. Technical support is available directly from 5 Technical support is available | Utst week           G.           AP Arba.           ID           Doc2120157424           Doc21201568106581               | ered at XDP222@sbb.ch (note: no<br>End Time 1<br>0927/2024 04:30 PM<br>09/05/2024 09:45 AM                             | Evert Type<br>RFP<br>RFP<br>RFP       | Participanted  No Ves  |
| (i)<br>You can see the<br><b>remaining time</b><br><b>available</b> for revision in<br>the top right-hand<br>corner.  | Ariba Sourcing<br>< Go back to 508 AG - Erkauf - TEST Deathboard<br>Console & Doc2088100   | 6581 - Test-Procurement-event   |  | #  | Company Suttings • Trotfinshare<br>De | w Test • Feedback Help •<br>stop File Sync<br>Time remaining<br>24 days 16:21:27 |
| (i)<br>Select <b>Revise</b><br><b>Response</b> to revise<br>your bid.<br>Please note that the<br>bid <b>must be</b><br><b>resubmitted</b> if it is<br>revised so that it can<br>be sent to SBB. | Ariba Sourcing  - Gebook to StB AG - Erked - TEST Deshboad  Console  Consol | 581 - Test-Procurement-event  | dement to tender documents / DK1* at th  | Revise Response  | Price Quart                           | All • Feedback Help•   |



| Explanation   | Screenshot   |   |                      |   |   |
|---|--|---|----------------------|---|---|
| (1)<br>You have now<br>reached the end of<br>these instructions.                        | Ariba Sourcin<br>- Go back to SBR A3 - Brikud - TE<br>Console<br>Event Messages<br>Response Hotoy<br>Response Hotoy<br>Res | ST Dackbard  C Doc2088106581 - Test-Procurement-event  Vou have submitted a response for this event. Thank you for participating.  Revise Response  All Content   | E Company Settings + | Tentfrohume Fett. • Feydback (Help<br>Desktop File Sync | 1 |
| If you have any further<br>questions, please<br>contact:<br>digitalereinkauf@sbb.c<br>h | Select LataLise Rems     Submit Response     Event Contents     Al Content     Tonder documents     to     Selection orberia   | Name 1  1. Tender documents to be downloaded  1. Tender documents III: Referencesv  2. Selection rollmai  2.1. Do you Mitt he suppline qualification  2.1.1. Do you Mitt he suppline qualification according to the "Supplement to tender documents / EK1" at the time of tender submission?  3. Minimum requirements  3. Compose Message | Price                | Quantity Extended Price                                 |   |