Instructions on the entry of variants (alternative bids) in SAP Ariba

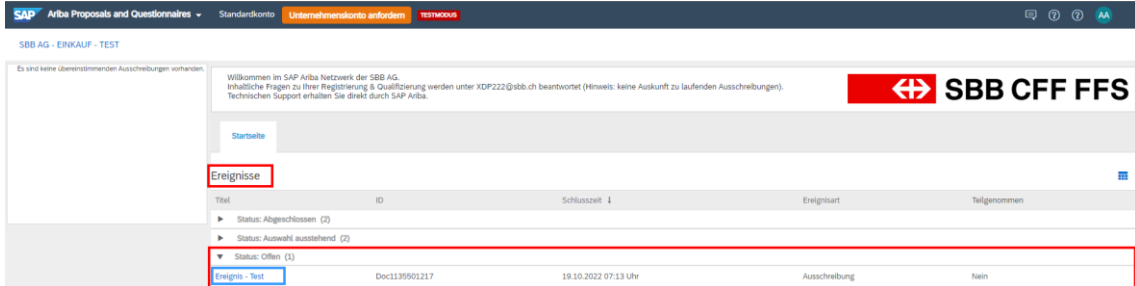|	
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Purpose of document:
These instructions provide guidance on entering variants in SAP Ariba. Please note that variants in SAP Ariba are called 'alternative bids'.

Variants in SAP Ariba: The entry of alternative bids in SAP Ariba allows you to submit variants after submitting a primary bid in the 'event'. The tender documents indicate whether variants are permitted.

Preconditions for these instructions: the primary bid must already have been submitted. (see support sheet 'Instructions on access and entry of bids in SAP Ariba')

1. If you have not yet opened the event, you will find it on the dashboard of your SAP Ariba 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 '**Ariba Proposals and Questionnaires**' tab in the top left of the screen.
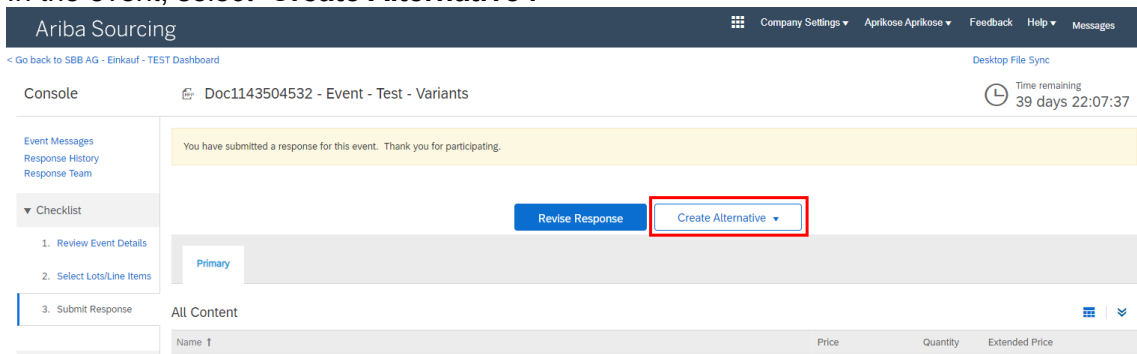
2. In the event, select **'Create Alternative'.**

If you do not have this view, check:

    a) whether you are at step 3 'Submit Response' on the check list (left in the event).
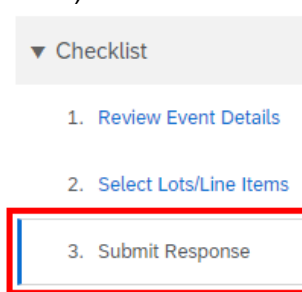
    b) whether you have submitted the primary bid.

    c) whether variants are permitted in the tender documents.

3. Select **'Pricing Alternative'**.

4. Enter the **name** of the variant 'Alternative Name'.

5. Select the **Bidding Currency** for the variant.

6. Select the items to be included in your variant.

Note: You <u>cannot</u> enter items twice in the same bid with alternative pricing.

7. Click on **'OK'** once you have completed the selection of your items.

8. SAP Ariba shows the variants as a new tab in the event.
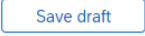
9. **Edit** your variant.
   Please note:
   ➔ The use of a **decimal point** (**10.50**) or **comma** (**10,50**) as a **decimal separator** depends on the language settings in your web browser. This is used to control the user interface and the actions carried out in it.
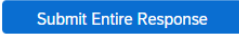
   Tip: by clicking on **'Update Totals'** [Update Totals] you can update the total amounts to check the total.
   ➔ In the **'Pricing'** [Pricing ▾] menu, click on 'Add/Edit' or 'Delete' to add, edit or delete items from the current bid with alternative pricing.

10. To save your bid with alternative pricing, select **'Save draft'** [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 with the variant is only submitted and sent to SBB by clicking on **'Submit Entire Response'**.

11. Once you have fully entered your bid with the variant in the event in SAP Ariba, click on **'Submit Entire Response'** [Submit Entire Response] . In the pop-up window, confirm the submission of your bid by clicking on 'OK'.

    ✓ Submit this response?

    Click OK to submit.

    [OK]   [Cancel]

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

    ✓ Your revised response has been submitted. Thank you for participating in the event.

13. You have the option of editing your submitted response and variant until the end of the submission deadline by clicking on **'Revise Response'** [Revise Response] .