

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

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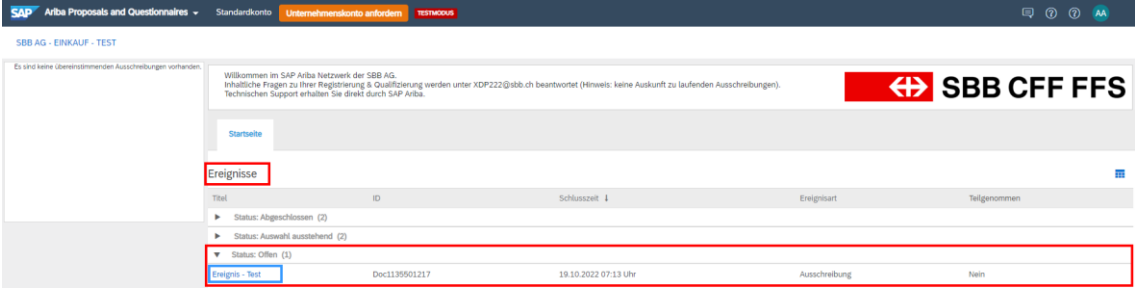
Purpose of document:

These instructions provide guidance on entering variants in SAP Ariba. Please note that variants in SAP Ariba are called ‘alternative bids’.

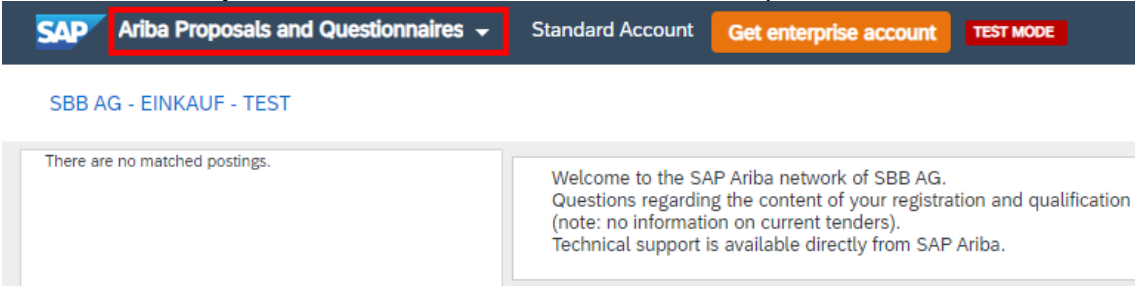
Variants in SAP Ariba: The entry of alternative bids in SAP Ariba allows you to submit variants after submitting a primary bid in the ‘event’. The tender documents indicate whether variants are permitted.

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'.

The screenshot shows the Ariba Sourcing interface for a tender event. At the top, the header includes 'Ariba Sourcing' and navigation links like 'Company Settings', 'Aprikose Aprikose', 'Feedback', 'Help', and 'Messages'. Below the header, there's a console area with the document ID 'Doc1143504532 - Event - Test - Variants' and a 'Time remaining' of '39 days 22:07:37'. A yellow notification banner 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. On the left side, there is a checklist with three items: '1. Review Event Details', '2. Select Lots/Line Items', and '3. Submit Response'. The '3. Submit Response' item is also highlighted with a red rectangular box. Below the checklist, there is a table with columns for 'Name', 'Price', 'Quantity', and 'Extended Price'. The table is currently empty.

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).

This is a close-up screenshot of the checklist from the previous image. It shows a dropdown menu titled 'Checklist' with three items: '1. Review Event Details', '2. Select Lots/Line Items', and '3. Submit Response'. The '3. Submit Response' item is highlighted with a red rectangular box.

- b) whether you have submitted the primary bid.

You have submitted a response for this event. Thank you for participating.

- c) whether variants are permitted in the tender documents.

3. Select 'Pricing Alternative'.

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


Select Alternative Items

Enter a name for the alternative response, select the items you want to include, and click OK to [More](#)

Alternative Name:

Bidding Currency:

Use a different currency for different lots

Items 

<input type="checkbox"/>	Name	Currency
<input type="checkbox"/>	1 Ausschreibungsunterlagen	
<input type="checkbox"/>	2 Eignungskriterien	
<input type="checkbox"/>	3 Technische Spezifikationen	
<input type="checkbox"/>	4 Zuschlagskriterien	
<input type="checkbox"/>	4.1 ZK1 Preis	
<input type="checkbox"/>	4.1.1 "für die Preisbewertung relevanter Betrag" gemäss Preisblatt	
<input type="checkbox"/>	5 Angebotsabgabe	

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


Select Alternative Items

Enter a name for the alternative response, select the items you want to include, and click OK to [More](#)

Alternative Name:

Bidding Currency:

Use a different currency for different lots

Items 

<input type="checkbox"/>	Name	Currency
<input type="checkbox"/>	1 Ausschreibungsunterlagen	
<input type="checkbox"/>	2 Eignungskriterien	
<input type="checkbox"/>	3 Technische Spezifikationen	
<input type="checkbox"/>	4 Zuschlagskriterien	
<input type="checkbox"/>	4.1 ZK1 Preis	
<input type="checkbox"/>	4.1.1 "für die Preisbewertung relevanter Betrag" gemäss Preisblatt	
<input type="checkbox"/>	5 Angebotsabgabe	

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

Select Alternative Items

Enter a name for the alternative response, select the items you want to include, and click OK to [More](#)

Alternative Name:

Bidding Currency:

Use a different currency for different lots

Items

<input type="checkbox"/>	Name	Currency
<input type="checkbox"/>	1 Ausschreibungsunterlagen	
<input type="checkbox"/>	2 Eignungskriterien	
<input type="checkbox"/>	3 Technische Spezifikationen	
<input type="checkbox"/>	4 Zuschlagskriterien	
<input checked="" type="checkbox"/>	4.1 ZK1 Preis	
<input type="checkbox"/>	4.1.1 "für die Preisbewertung relevanter Betrag" gemäss Preisblatt	
<input type="checkbox"/>	5 Angebotsabgabe	

Note: You cannot 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.

Ariba Sourcing

< Go back to SBB AG - Einkauf - TEST Dashboard Desktop File Sync

Company Settings Aprikose Aprikose Feedback Help Messages

Doc1143504532 - Event - Test - Variants Time remaining 39 days 22:00:25

Console

Event Messages
Response History
Response Team

Checklist

1. Review Event Details

Primary **Variante Test**

All Content

Create Alternative

Update Totals

Pricing

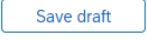
9. Edit your variant.

Please note:

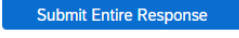
➔ The use of a **decimal point (10.50)** or **comma (10,50)** as a **decimal separator** depends on the language settings in your web browser. This is used to control the user interface and the actions carried out in it.

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

➔ In the '**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'** .

→ **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'** . 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'** .