Instructions for entering offers in SAP Ariba

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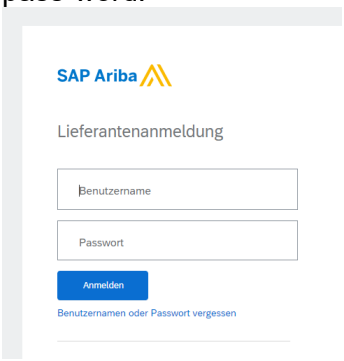
Purpose of this document:
Use these instructions to enter your offer and perform cleanups / negotiations in SAP Ariba.

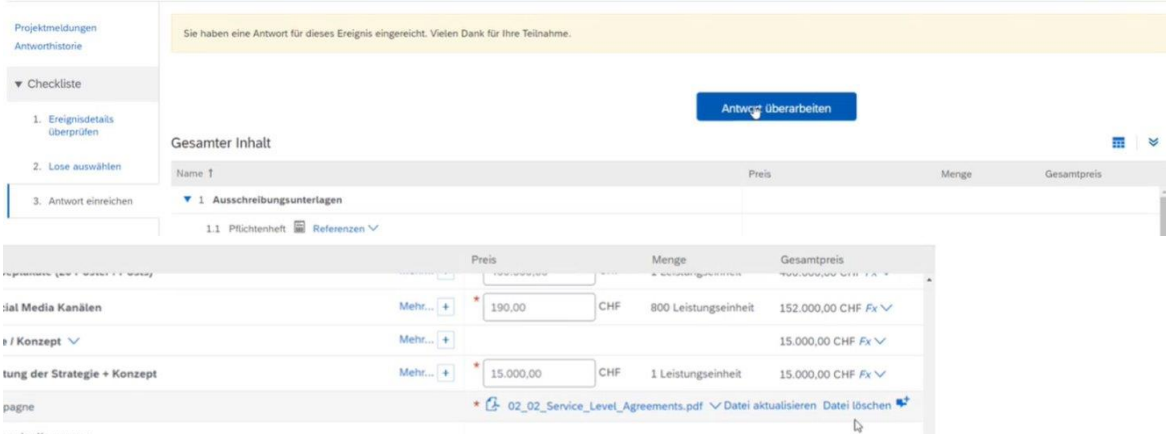
1. Select the link sent in the e-mail.

2. The SAP Ariba logon screen appears, where you must log on with your username and pass-word.



3. Under the status «Open», the tender should be displayed. You can click on it to get to the event.

4. Select Checklist -> Submit Entire Response -> Edit response. Documents can now be deleted, added or numerical amounts adjusted.



5. The total amounts can be updated and you can check the total. You can also save a draft. You can use the «Excel import» function to download the award criteria and then insert the prices and upload them again. Finally, the entire response must be submitted.