

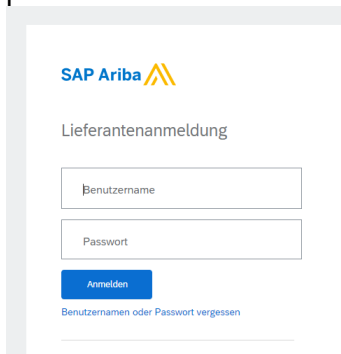
Instructions for entering offers in SAP Ariba

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Purpose of this document:

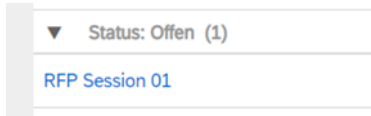
Use these instructions to enter your offer and perform cleanups / negotiations in SAP Ariba.

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.



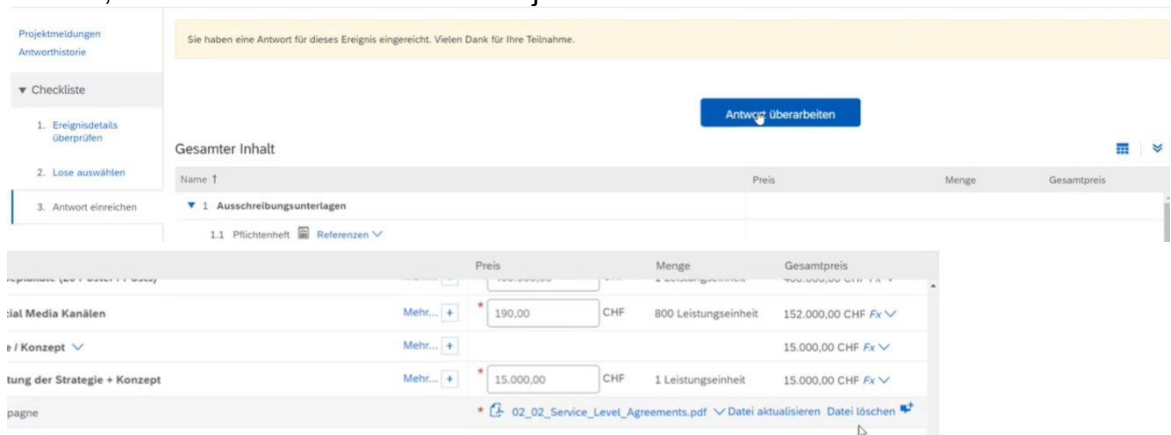
The screenshot shows the SAP Ariba login interface. At the top left, the SAP Ariba logo is displayed. Below it, the text 'Lieferantenanmeldung' (Supplier Registration) is visible. There are two input fields: 'Benutzername' (Username) and 'Passwort' (Password). A blue 'Anmelden' (Log In) button is positioned below the password field. At the bottom of the form, there is a link that says 'Benutzernamen oder Passwort vergessen' (Forgot username or password).

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



The screenshot shows a list of tenders. The first entry is 'Status: Offen (1)' (Status: Open (1)). Below this, the text 'RFP Session 01' is displayed in blue, indicating it is a clickable link.

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



- 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.

