

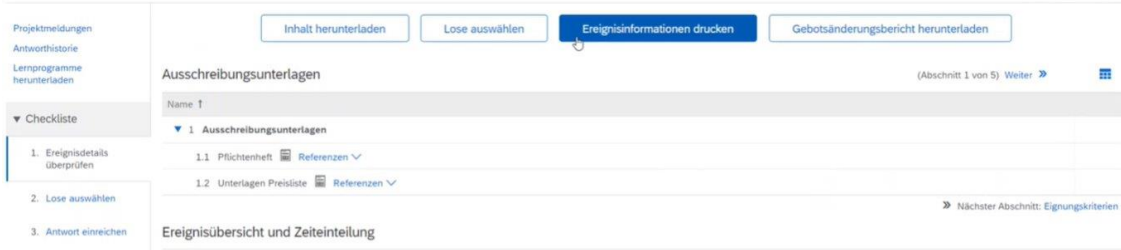
Instructions for signed cover letters

Author: Digital Procurement
 Version: V1
 Last modification: 07. December 2021
 Copyright: This document is protected by copyright.
 Any commercial use requires prior, express permission.

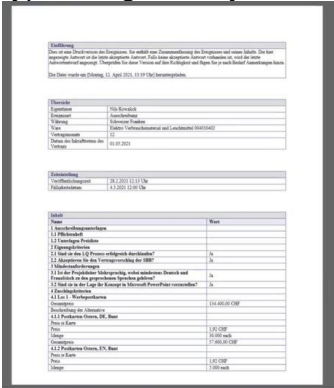
Purpose of this document:

The procurement event in SAP Ariba requires a quote and signature. In addition, a summary is downloaded, signed and uploaded again, so that it can be ensured that the entries have been checked.

1. Select Event content -> 1. Bid documents -> Print Event Information.



2. A Word document with the event information will open. This should be signed on the last page under the table. The signature may be made electronically. It does not matter what type of signature you use.



3. 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.

