Supplier guidelines

Participation in RFI's & RFP's on the SAP Ariba platform

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Introduction

SAP Ariba Sourcing helps buyers create and run events in which they exchange business information with companies like yours. Depending on the type of information buyers want to collect, they create different types of events using SAP Ariba Sourcing.

Request for information (RFI)

A request for information (RFI) usually precedes a request for proposal (RFP) or an auction. Umicore use RFI's to gather data or comments from suppliers so they can qualify participants for a follow-up event.

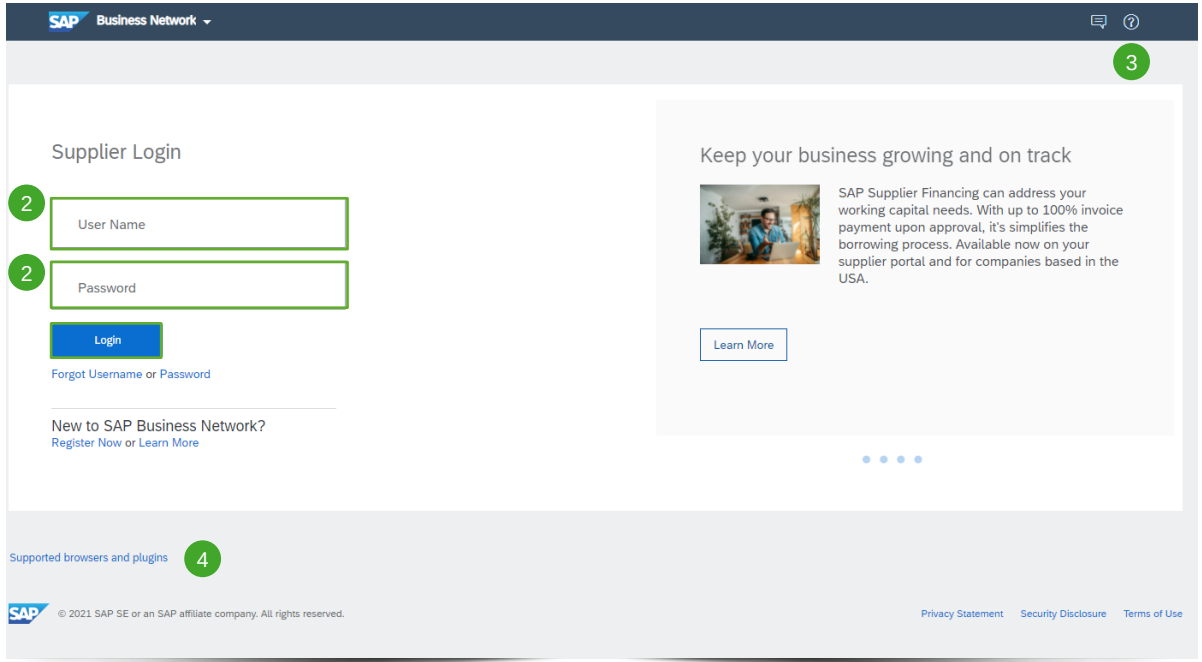
Request for proposal (RFP)

The request for proposal (RFP) is a key step in our sourcing process. Umicore usually explains their business needs and ask how you can address them. Umicore wants details about the goods and/or services you offer, your production capacity, and your prices. Umicore can use this information to set up an auction, determine which lots to invite you to, and intelligently set up your ceiling prices. Typically, you have a week to respond to an RFP.

Free of charge

Suppliers are not charged when participating in an RFI or RFP event, initiated by Umicore via the SAP Ariba platform.

Log in on the SAP Ariba Network



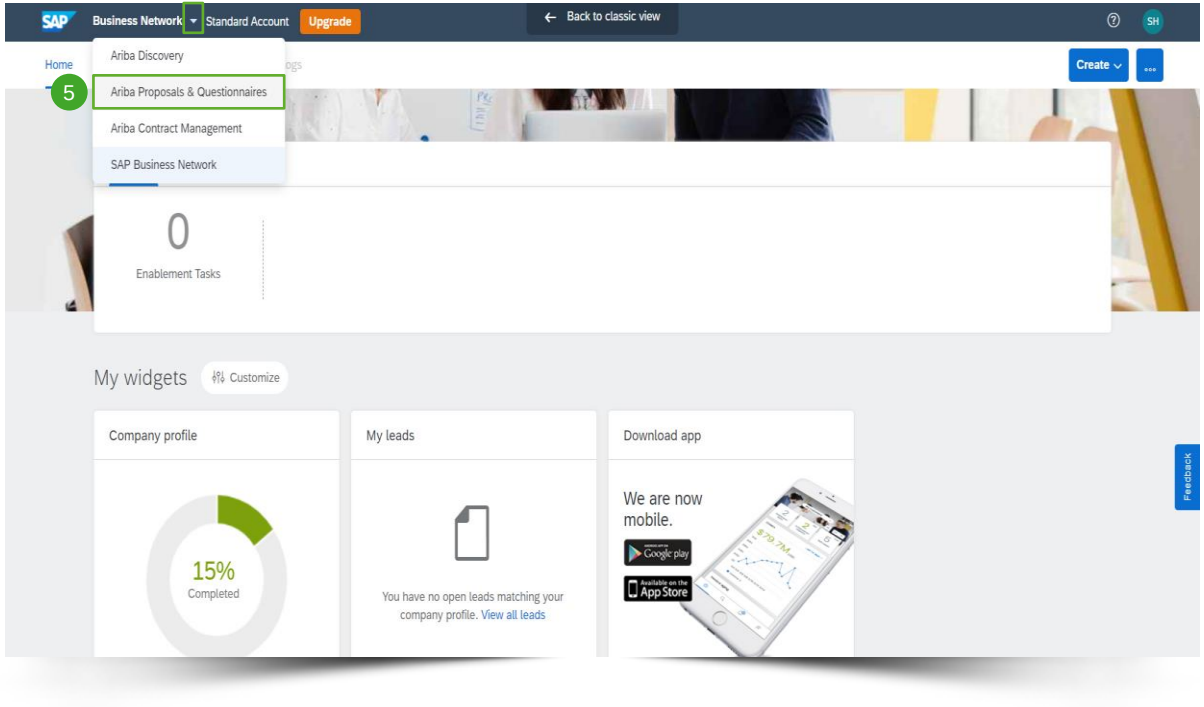
1. Browse to http://supplier.ariba.com.
2. After completing **User Name** and **Password**, click on the **Login** button.

Please refer to our **Registration guideline**, in case your company doesn't have an SAP Ariba account yet.

Login difficulties

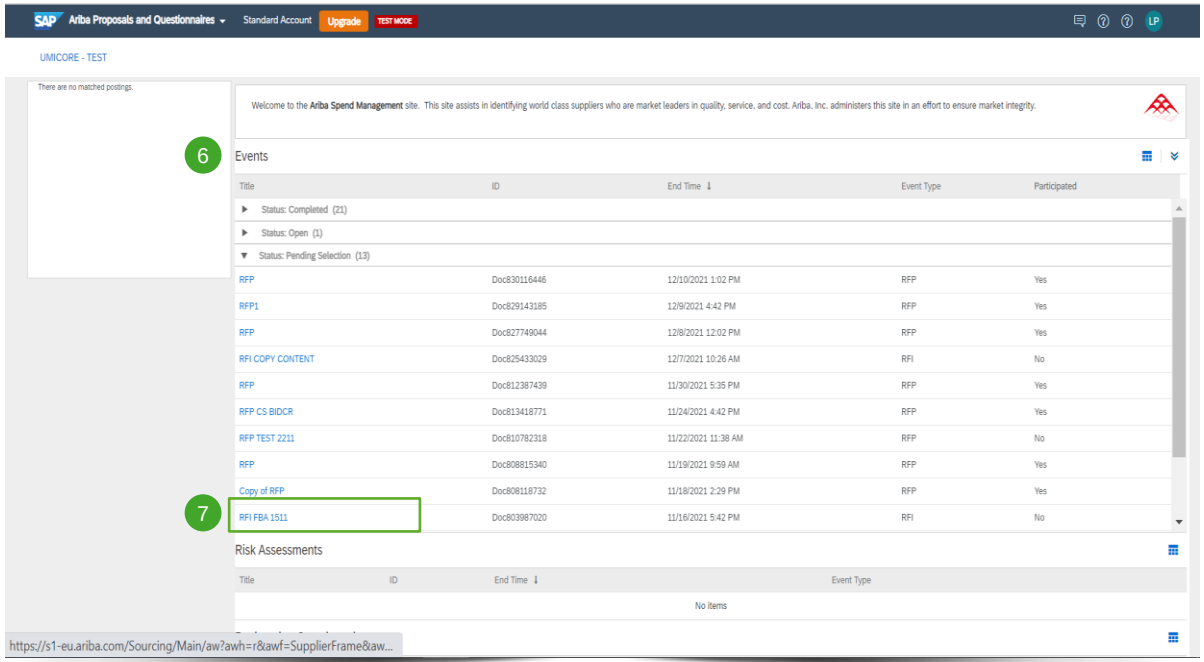
3. In case of technical issues or problems with the login procedure, please contact the SAP Ariba Helpdesk by clicking on the **question mark** at the top right corner.
4. Click on **Supported browsers and plugins**, to check your compatibility.

Navigate to proposals



5 After logging in, click on the small triangle next to Business Network and select **Ariba Proposals And Questionnaires** to be redirected to the page of events for which your company has been invited to.

Select event

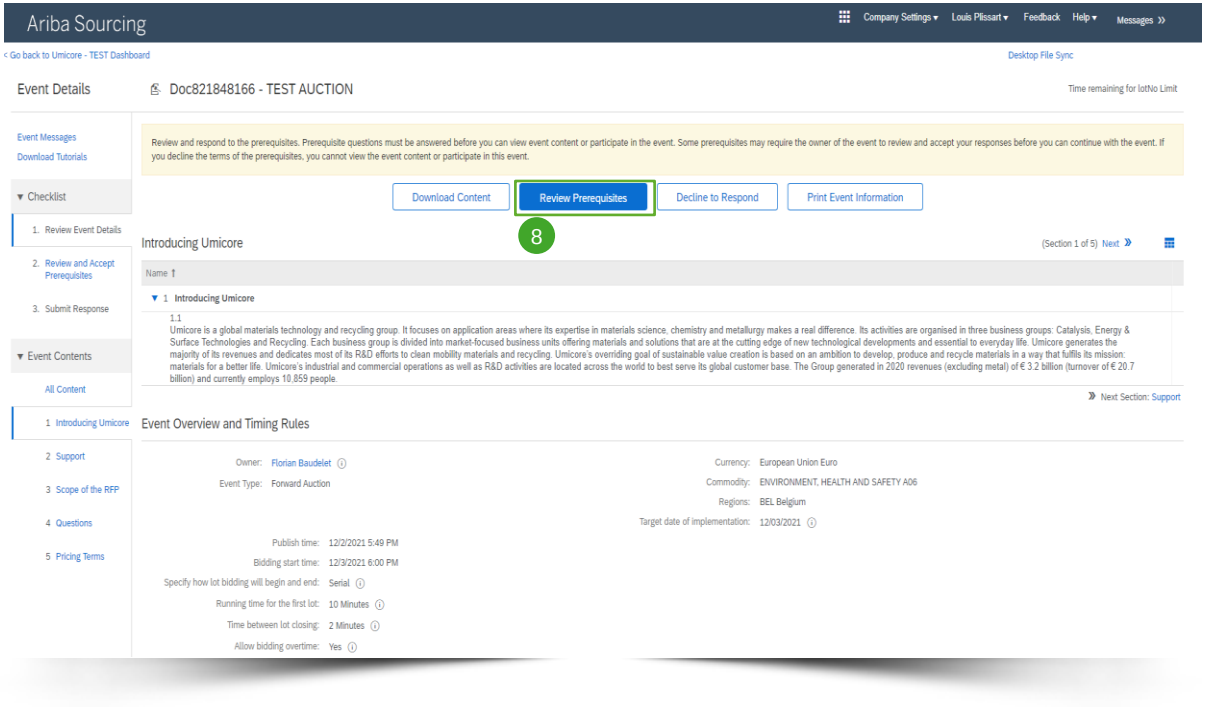


6 The **Events** section contains all RFI's, RFP's and e-Auctions that are created by Umicore and where you've been invited to. An event can have three statuses:

- *Completed*: the RFx is completed and awarded, closed or cancelled;
- *Open*: the RFx is currently ongoing;
- *Pending Selection*: the due time of the RFx has been reached and supplier quotes (and proposals) to the RFx are being analyzed before awarding.

7 Click on the **event title** to go to the dedicated event page to gain more details on the specific event.

Review and respond to prerequisites

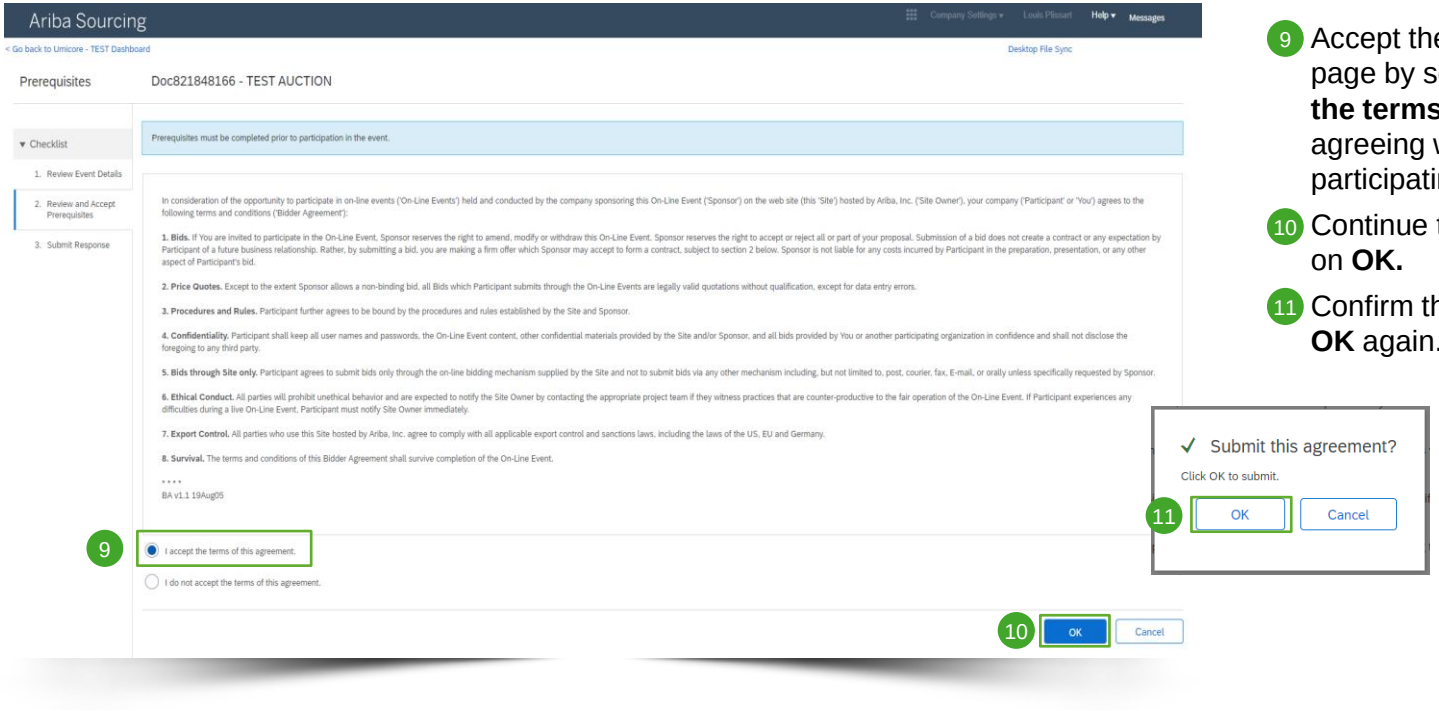


8 In order to participate in an event, you will need to review and accept the prerequisites. Do this by clicking on **Review Prerequisites**.

Additional information:

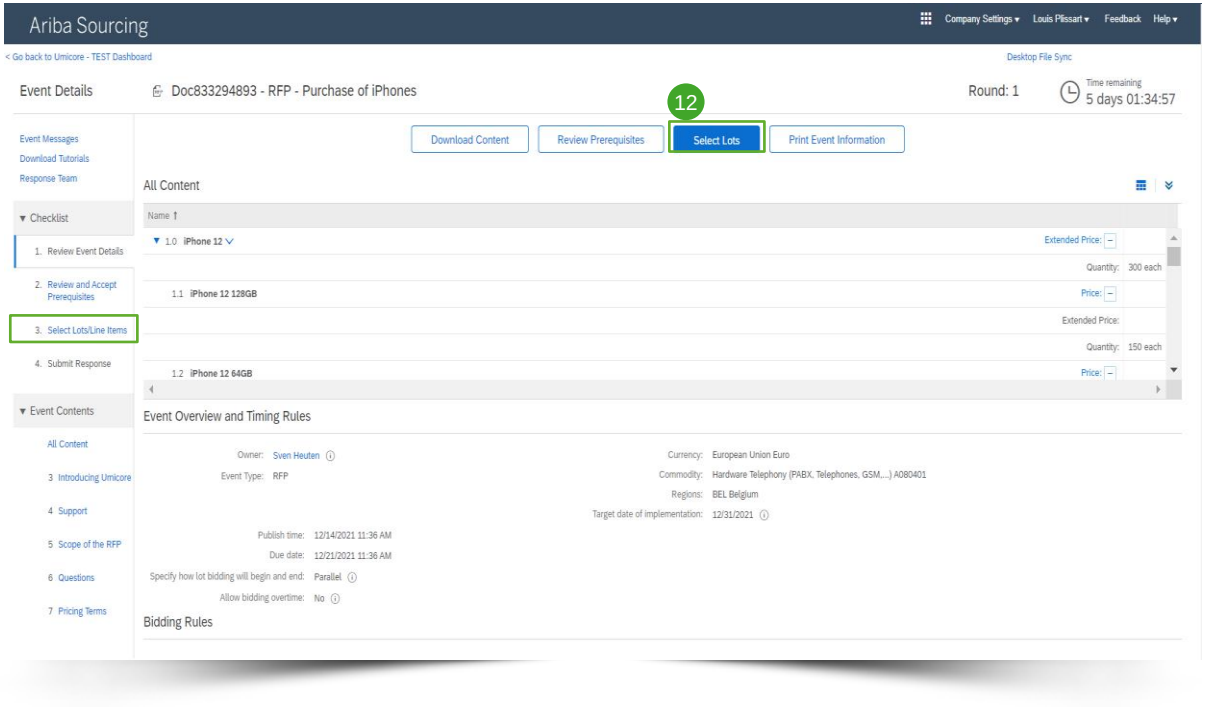
i In case your company doesn't want to participate, please click on **Decline** to notify Umicore.

Review and respond to prerequisites



9. Accept the terms and conditions on the page by selecting the option **I agree the terms of this agreement**. Not agreeing will prevent you from participating in the event.
10. Continue to the next page by clicking on **OK.**
11. Confirm the pop-up screen, by clicking **OK** again.

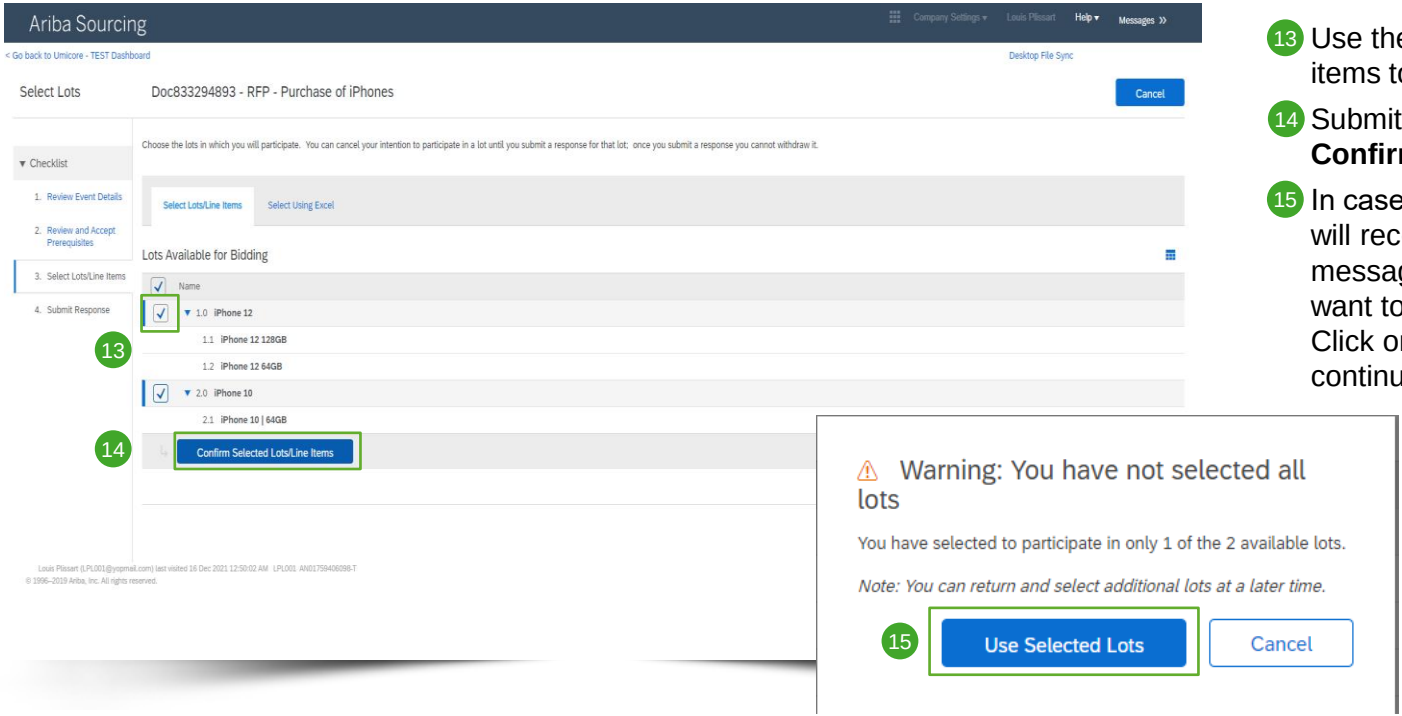
Select lots



In most events, the request is split in lots. Lots refer to product items Umicore is requesting pricing information of. As a supplier, you have the option to select the items/lots for which you would like to provide a quote.

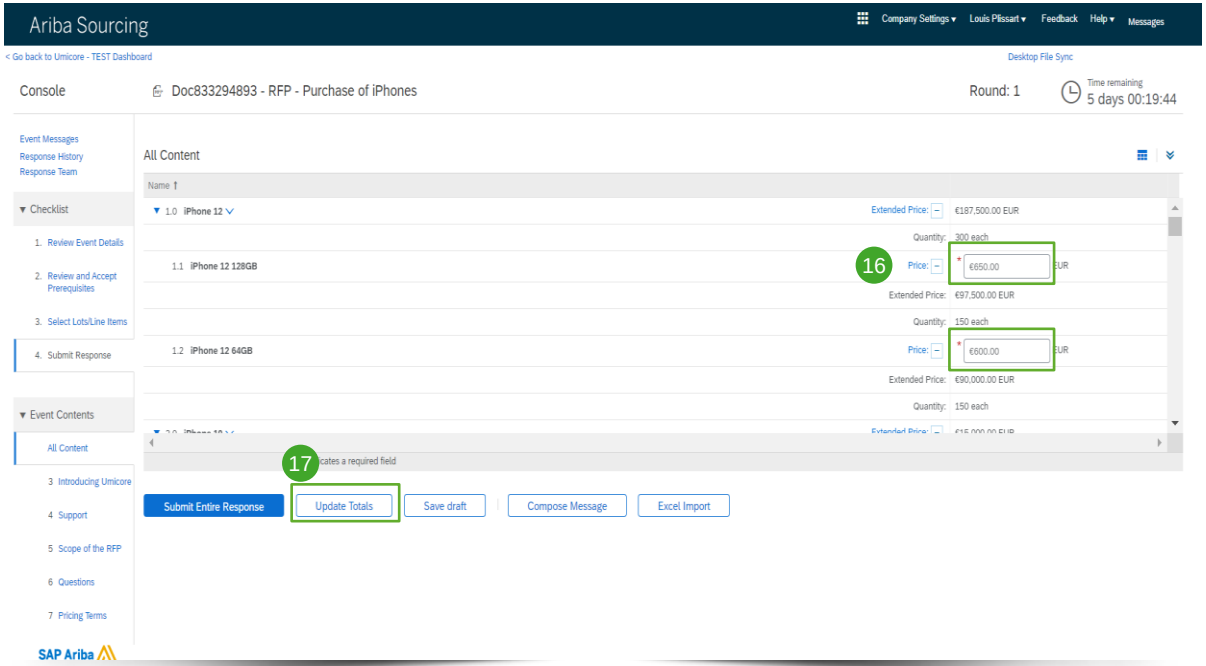
12 Click on the blue button **Select lots** at the top of your page or click in the left navigation panel on **select lots/line items.**

Select lots



13. Use the checkboxes in front of the lots / items to select them.
14. Submit your answer by clicking on **Confirm Selected Lots/Line Items.**
15. In case you didn't select all the lots, you will receive an additional pop-up message to make sure that you do not want to participate in one or more lots. Click on **Use Selected Lots** to continue.

Provide answers



RFX events are usually split in different sections. Supplier responses will be collected by using multiple SAP Ariba answer capturing functionalities. In the next slides, we will touch upon the different input functionalities: pricing information, predefined answers, open questions and attachments.

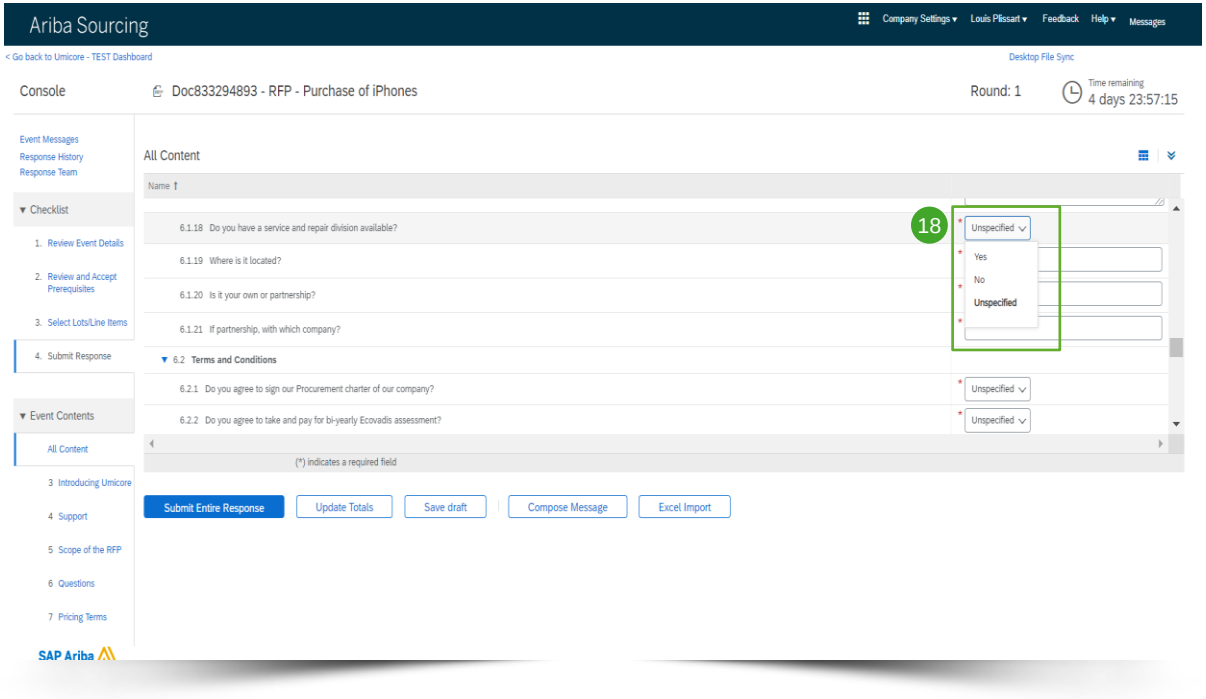
Questions marked with an **asterisk "*"**, are mandatory.

Provide pricing information

16 Provide pricing information in the input boxes.

17 Use the **Update Totals** button to make sure that your prices are formatted correctly. This feature will also automatically calculate the total prices for all items and lots combined.

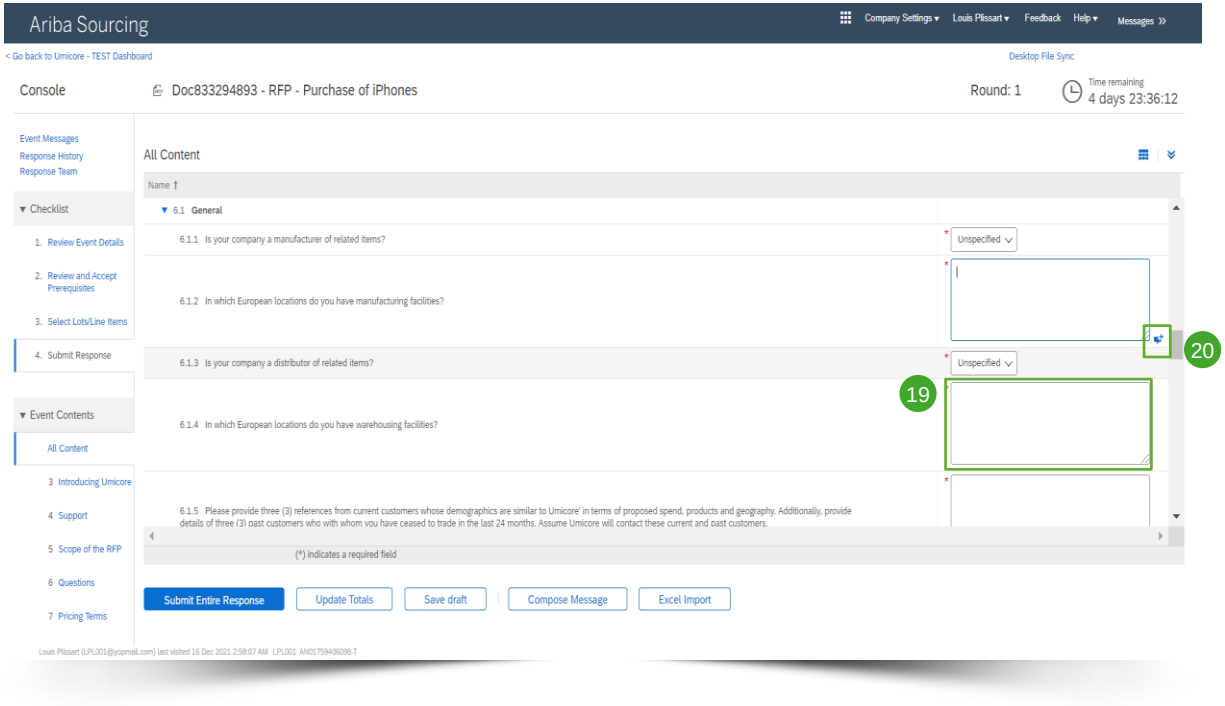
Provide answers



Predefined answers

18 Predefined answers makes use of a dropdown functionality.
You will only be able to answer with one of the available options in the dropdown list.

Provide answers

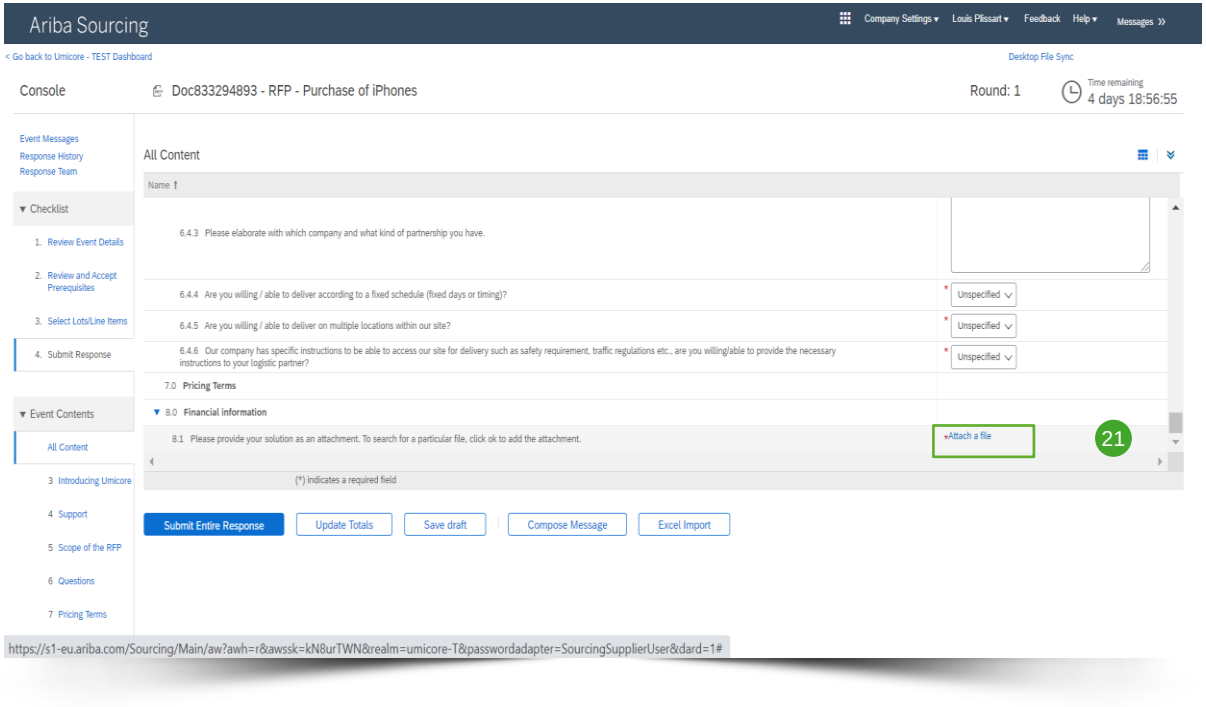


Open questions

19 Open questions can be answers by providing your input in the free text field (can include numbers, special characters etc.).

20 In some situations, Umicore will allow you to include attachments for a specific open question. If this is the case, it will be highlighted by the blue text balloon icon.

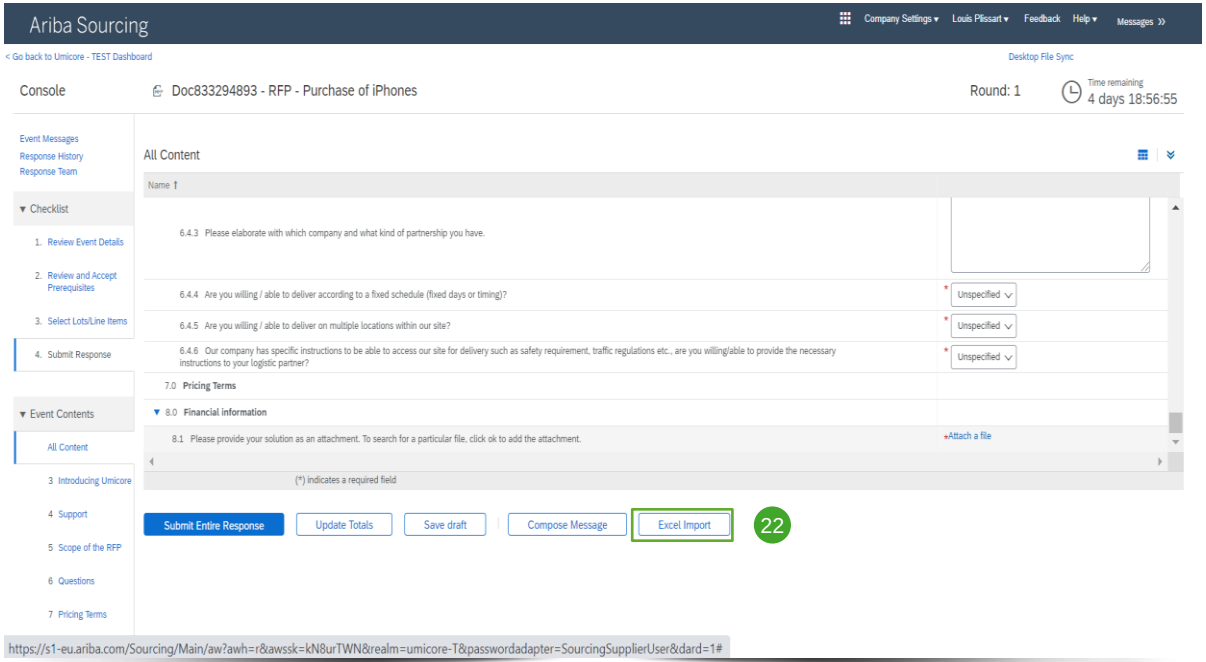
Provide answers



Attachments

21 Some questions will only require you to upload an attachment. Click on **Attach a file** and select the document you would like to upload.

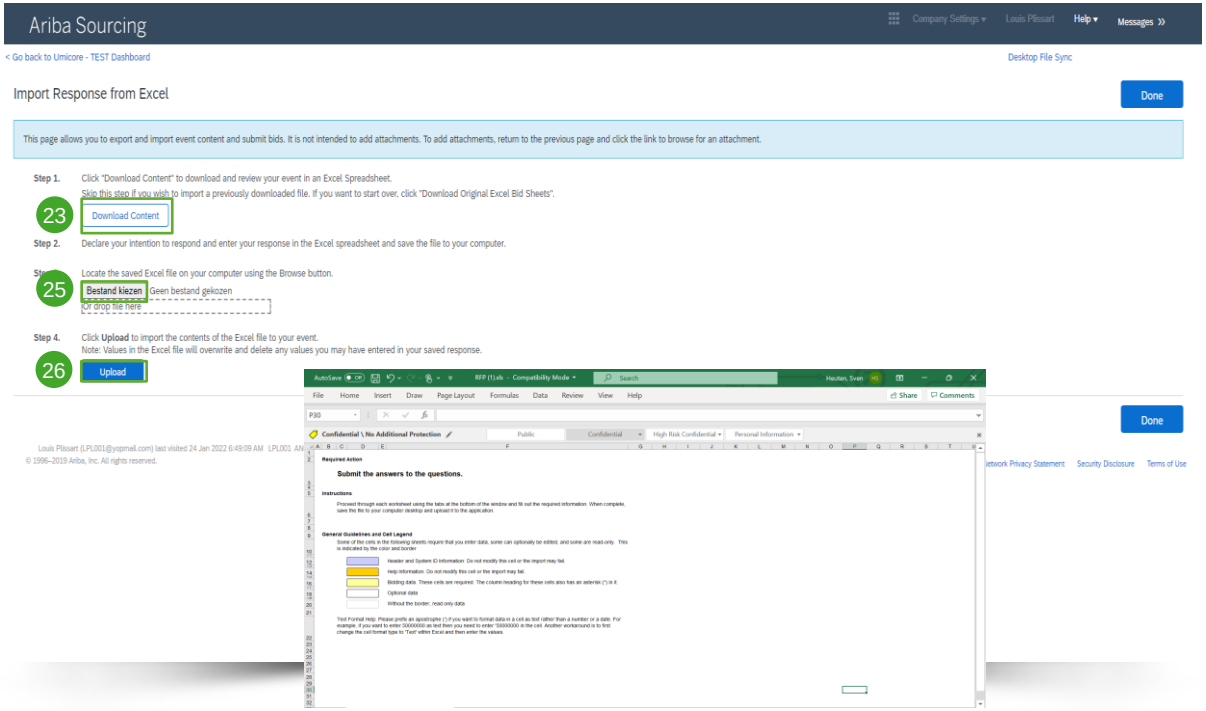
Provide answers



Excel import

22 If you prefer working in Excel, you can download the content of an RFx to a spreadsheet. You can then provide your answers in the spreadsheet and re-upload the content to the Ariba event. In order to use this feature, click on the **Excel Import button**.

Provide answers



Excel import

23 Click **Download Content** to download and review your event in an Excel Spreadsheet. Skip this step if you wish to import a previously downloaded file.

24 Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

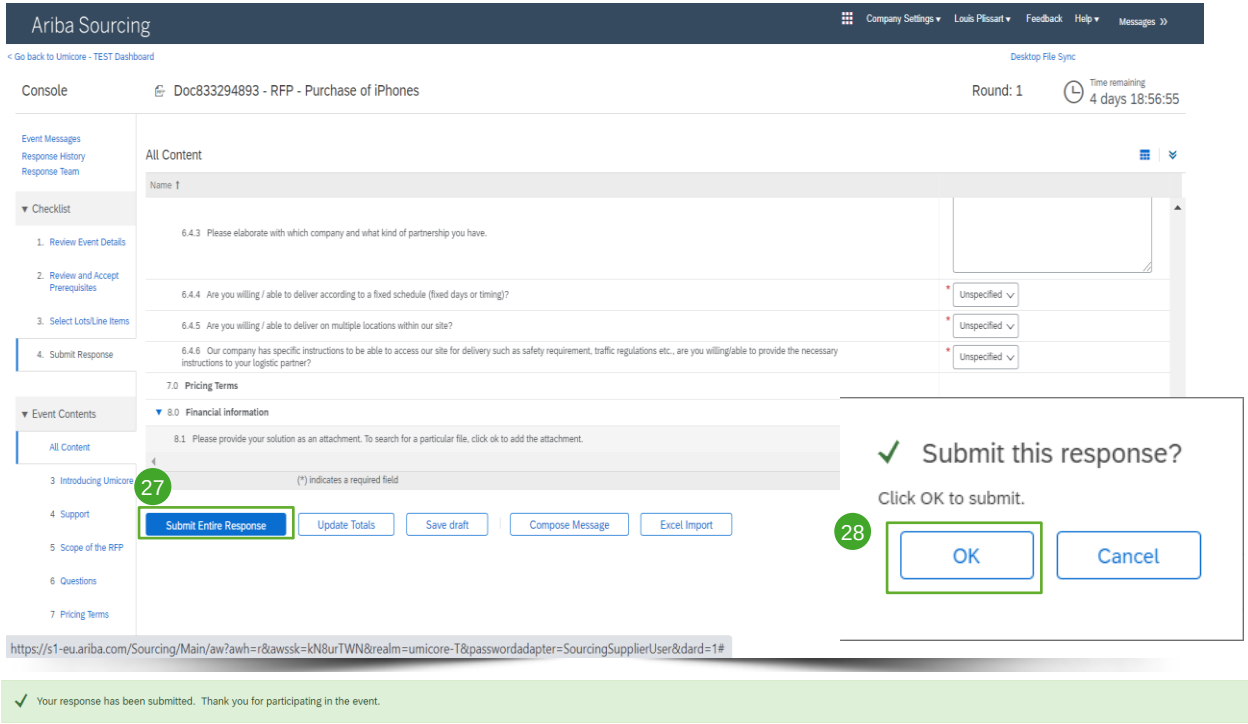
25 Locate the saved Excel file on your computer using the **Choose file** button.

26 Click **Upload** to import the contents of the Excel file to your event.

i Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.

i Note: It is not intended to add attachments in the Excel. To add attachments, return to the previous page and click the link to browse for an attachment.

Provide answers



Submitting your response

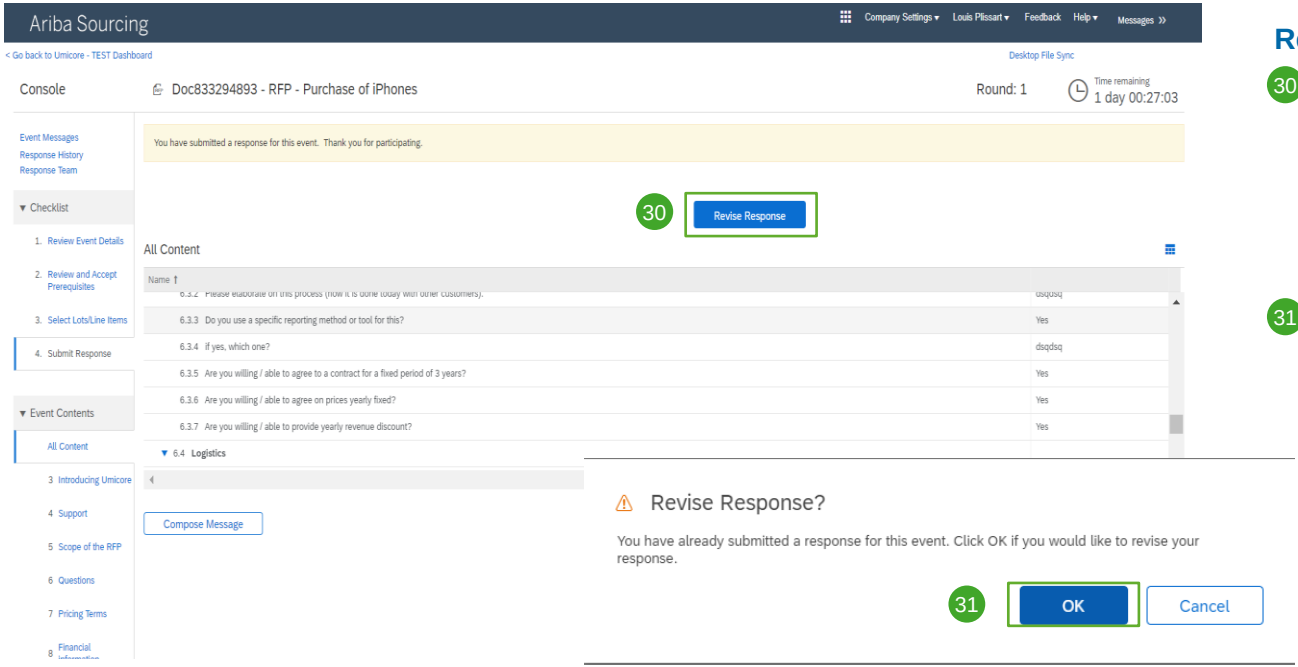
27 Once you have provided your responses, click on the **Submit Entire Response** button.

Do remember that all questions marked with an **asterisk** "*****" are mandatory

28 Click on OK to confirm that you would like to submit your responses.

29 You will receive a confirmation note, highlighted in green, once the responses have been submitted successfully.

Provide answers

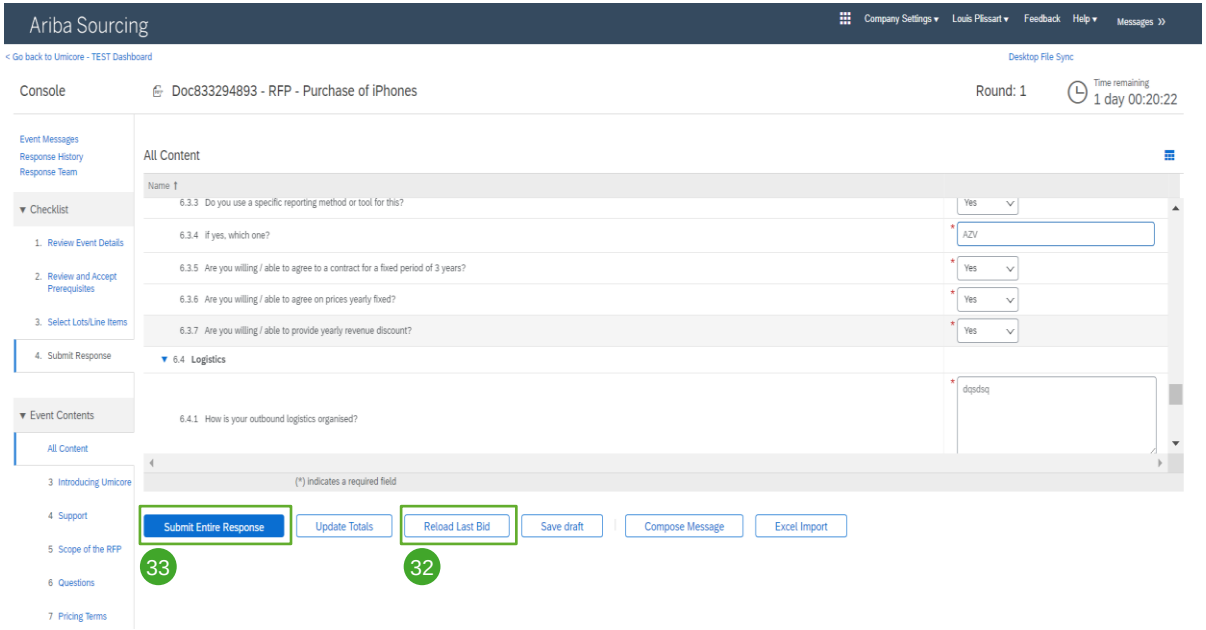


Revising your response

30 You can change your response until the status of the event changes to Pending Selection (in the main Proposals & Questionnaires menu). Click on **Revise Response,** to update your answers.

31 Confirm your intent for revision by clicking **OK** on the pop-up screen.

Provide answers



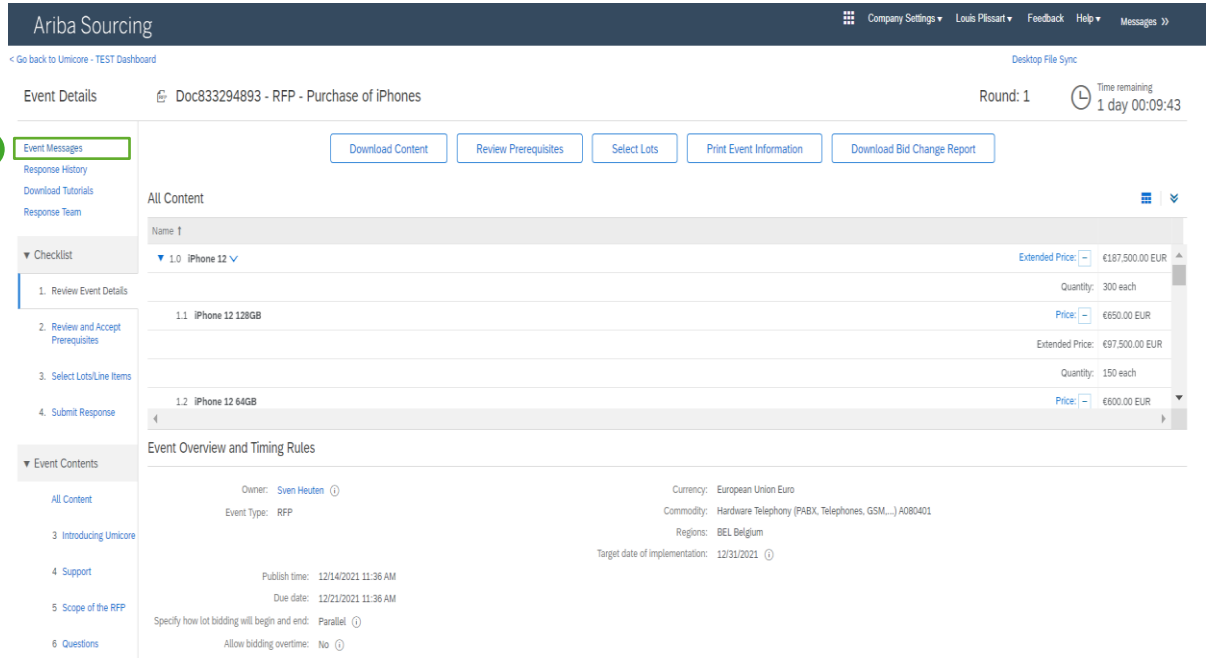
Revising your response

32 *Optional* - In case you would like to undo your changes and reset to the answers from the latest submitted bid, click on **Reload Last Bid.**

33 Once you have adjusted your response, click on **Submit Entire Response.**

34 You will get a notification that your bid has been resubmitted successfully.

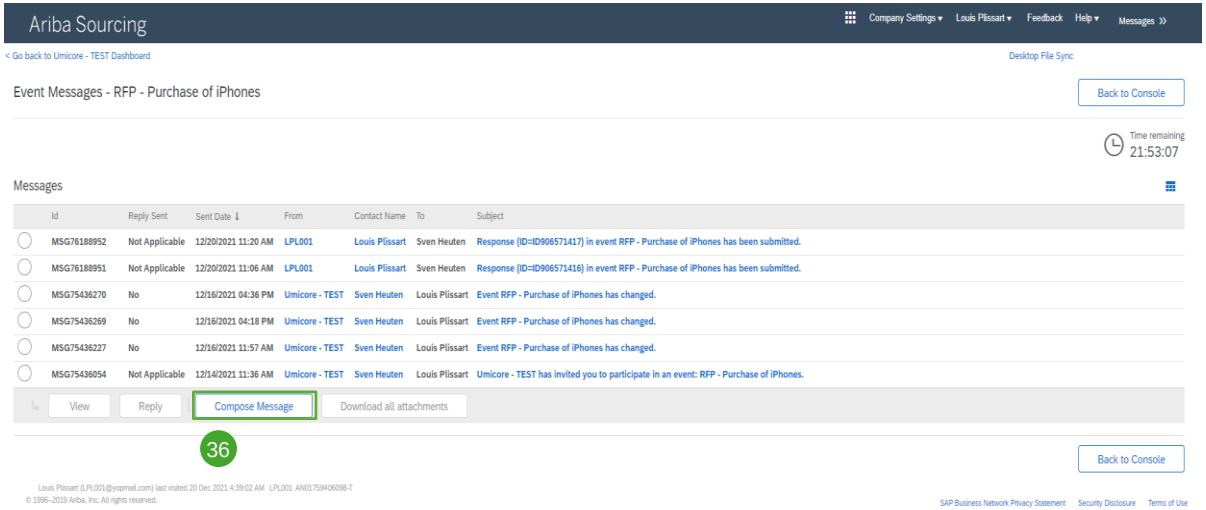
Event communication



Event messages

35 Instead of communication via email, SAP Ariba supports sending direct messages over the platform via Event messages. Event messages can be viewed and composed by clicking in the left navigation pane on **Event Messages**

Event communication



Event messages

36 If you have any type of questions or need clarification for this specific event from your buyer, please click on the **Compose Message** button and submit your question.

Once the respective buyer has answered, his/her reply will show up in the event messages sections.

For additional information:

- Please consult our SAP Ariba supplier zone
- Reach out to your Umicore contact person
- Send an email to our Ariba support team

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