

# Suppliers

## How to respond a sourcing event

UK-NOP-2100020 March 2021



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# eSourcing

eSourcing is our platform to manage tenders and auctions with you as supplier. It is hosted by SAP ARIBA, a procurement cloud-base solution. This document details the step-by-step to respond to a sourcing event organised by Almirall

## Step 1. From the notification email > Click the button to participate in the event

Ariba Sourcing

Bienvenido, María Prueba

¿Tiene alguna pregunta? Haga clic aquí para ver la guía Inicio rápido.

Inicie sesión como proveedor con ALMIRALL - TEST en SAP Ariba.

ALMIRALL - TEST utiliza SAP Ariba para gestionar actividades de compra.

Cree una cuenta de proveedor de SAP Ariba y gestione su respuesta a las actividades de compra requeridas por ALMIRALL - TEST.

[Suscribirse](#)

¿Tiene ya una cuenta? [Iniciar sesión](#)

Acerca de Ariba Network

Ariba Network es su puerta de entrada a todas las soluciones de vendedor de Ariba. Ahora tiene un lugar único desde el que puede gestionar todas sus relaciones de cliente y actividades de proveedor sin que importe cuál de las soluciones de Ariba esté utilizando su cliente. Una vez que haya completado el registro usted podrá:

- Responder de forma más eficiente a las solicitudes de sus clientes
- Trabajar más rápidamente con sus clientes en todas las etapas de aprobación del flujo de trabajo
- Fortalecer las relaciones con sus clientes utilizando una solución de Ariba Network
- Revisar eventos de sourcing pendientes para varios compradores dentro de una única sesión
- Aplicar su perfil de empresa en las actividades de Ariba Network, Ariba Discovery y Ariba Sourcing

Realizar el cambio a Ariba Network le permitirá iniciar una sesión única desde la que puede gestionar:

- Todas sus relaciones de cliente de Ariba
- Todas sus acciones, tareas y transacciones de un evento
- Su información de perfil
- Todas sus actividades de registro
- Sus tareas administrativas de usuario y contactos

Select to create a New Ariba Network account

Select to login if you already have an Ariba Network account

SAP Ariba

Inicio de sesión de proveedor

supplier1almirall@gmail.com

\*\*\*\*\*

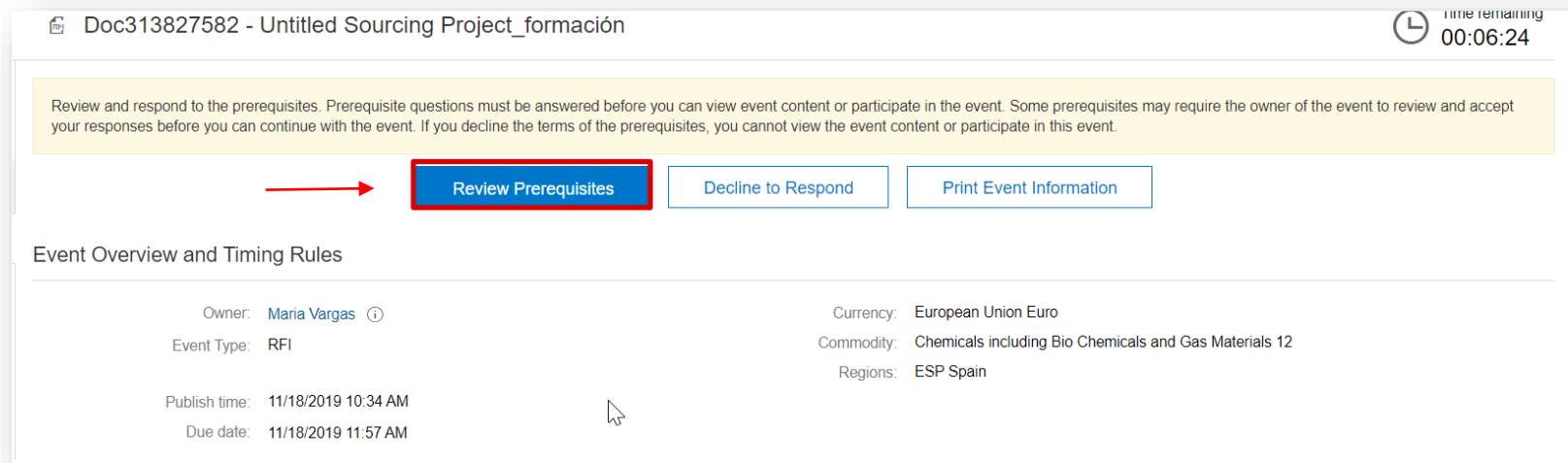
[Inicio de sesión](#)

Ha olvidado el nombre de usuario o la contraseña

# eSourcing

The first thing you need to do is to review the prerequisites of the sourcing event that Almirall requires before allowing suppliers to participate in the sourcing event. A prerequisite that is always required for all events is to review and accept the Bidder Agreement (the rules that any supplier must be abided by to participate in Almirall's sourcing events).

**Step 2: You must select the option “Review Prerequisites” to access the contents of the sourcing event**



Doc313827582 - Untitled Sourcing Project\_ formación time remaining 00:06:24

Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.

[Review Prerequisites](#) [Decline to Respond](#) [Print Event Information](#)

Event Overview and Timing Rules

Owner: Maria Vargas ⓘ	Currency: European Union Euro
Event Type: RFI	Commodity: Chemicals including Bio Chemicals and Gas Materials 12
Publish time: 11/18/2019 10:34 AM	Regions: ESP Spain
Due date: 11/18/2019 11:57 AM	

# eSourcing

You must review and accept to be abided by the Bidder Agreement. Should you do not accept it, you will not be able to continue your participation in the sourcing event. See below the steps to read it and accept it. The bidder agreement is always accessible from the suppliers' view of the tender

**Step 3: 1) Select “View Bidder Agreement”;** (2) Review the bidder agreement and, if you agree with it, click on the box “I accept the terms of this agreement” and click “OK”

The image shows a two-part process for accepting a bidder agreement in an eSourcing system. The top part is a screenshot of the 'Prerequisites' page for a sourcing project. The left sidebar shows a checklist with three items: '1. Review Event Details', '2. Review and Accept Prerequisites', and '3. Submit Response'. The main content area shows a message about prerequisites and a question: 'Would you like to accept the Bidder Agreement?'. There are two radio buttons: 'I accept the terms of this agreement.' (selected) and 'I do not accept the terms of this agreement.'. A red box highlights the 'View Bidder Agreement' link next to the selected option. A red arrow points from a blue circle with the number '1' to this link. The bottom part is a zoomed-in view of the same radio button options. A red box highlights the 'I accept the terms of this agreement.' option. A red arrow points from a blue circle with the number '2' to the 'OK' button at the bottom right of the dialog.

Prerequisites Doc313827582 - Untitled Sourcing Project\_formación

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Submit Response

To continue with this event, complete the prerequisites below. Some of the prerequisites might be access gate questions that you must answer before you can see the event information. Other prerequisites might serve as a participation gate that restricts you from submitting your response unless you have responded to them. In some cases, your responses to the prerequisites require buyer review before you can continue with the event or submit a response.

Would you like to accept the Bidder Agreement? [View Bidder Agreement](#)

☒ I accept the terms of this agreement.

☐ I do not accept the terms of this agreement.

1

Upon execution of the Event, all participants experiencing any uncertainties during an Event, a Participant must notify the Owner immediately. Participants must promptly notify Almirall about any of the following situations:

- a. Conflict of interest that may exist on Participant's side in participating in this Event.
- b. Inconsistencies, errors, ambiguities, or discrepancies between the documents and information provided by Almirall.

6. Confidentiality: Participant shall keep all user names and passwords, the Event content, the Bid or other confidential materials provided by the Site and/or Almirall, in confidence and shall not disclose the foregoing to any third party.

7. Procedures, Timing and Rules: Participant further agrees to be bound by the procedures, timing and rules established by the Site and Almirall. If, according to the criteria of Almirall, the information sent by the Participants does not conform to the functional, technical and contractual requirements, or otherwise under Almirall's sole criteria, the right to cancel this Event is reserved, leaving the adjudication totally or partially void and maintaining the conditions in force at that time. The date and time limit for the receipt of Bids and additional information are populated in the platform, not admitting those received after such date and time, unless this date is extended by Almirall. Almirall has no obligation to make public the detailed results of Bids evaluation, the reason a Participant was not successful, or the name of the award Participant. At its discretion, Almirall may conduct debriefings for those Participants, whose proposals were unsuccessful.

8. Survival: The terms and conditions of this Bidder Agreement shall survive completion of the Event.

☒ I accept the terms of this agreement.

☐ I do not accept the terms of this agreement.

2

OK Cancel

# eSourcing

In case Almirall is sharing confidential information for the purposes of the sourcing event, you will be required, as a second prerequisite to get access to the contents of the event, to review and agree to a Non Disclosure Agreement proposed by Almirall.

**Step 4: (1) Download the NDA** by clicking on “Reference Document” **(2) If you agree, edit it and include your organization details in the form (3) Provide your answers** to the information required in the text box (name and email addresses of the signers of the NDA from your end) **and upload the NDA** edited by clicking in the “dialog box”

The screenshot shows the 'Prerequisites' section of an Almirall eSourcing interface. It includes a table with a 'Name' column and a list of reference documents. A red box labeled '1' highlights the 'Reference Documents' section, which contains a document named 'LCW36 - CDA out (v2018).docx'. A red arrow labeled '2' points from this document to a preview of the Confidential Disclosure Agreement (CDA) form. The CDA form has several fields for company details, with a red box labeled '3' highlighting the 'Recipient' information field. A red arrow labeled '3' points from the 'Recipient' field back to the 'Prerequisites' page, where a text box for providing answers is visible.

Prerequisites

Name ↑
1.2 Dear Supplier: As confidential information is going to be shared by Almirall for the purposes of this event, please (i) confirm that your organization accepts the attached Confidential Disclosure Agreement and complete the details of your organisation in the attached form; (ii) upload it - once edited - by clicking on the "dialog bubble" in blue appearing just below the text box; and (iii) provide the complete name and e-mail address of the signer/s of the Confidential Disclosure Agreement from your organisation
Reference Documents
LCW36 - CDA out (v2018).docx
Download all attachments

2

CONFIDENTIAL DISCLOSURE AGREEMENT

This Confidential Disclosure Agreement (the "Agreement") is made as of [month] [day], [year] (the "Effective Date").

by and between

[insert Almirall company details] a company organised and existing pursuant to the Laws of [Almirall company country], and having its registered office at [insert Almirall company corporate address] ("Almirall"),

and

[insert Recipient's corporate name], a company organised and existing pursuant to the Laws of [insert place of incorporation], and having its registered office at [insert complete registered address] (the "Recipient").

Almirall and the Recipient shall be jointly referred as the "parties" and, individually, as the "party".

WITNESSETH

3

Yes, I confirm that we accept the CDA. Please find it enclosed with our organisation details already included. Signer from our side is Mr. John Smith, signing as authorised signatory. His email address is: j.smith@adisupplies.com

# eSourcing

You need to upload the CDA once you have included your organisation details, so the Lead Buyer who has invited you to the tender can send it for signature, before giving you access to the whole contents of the tender

**Step 5:** (1) Click on “**Attach file**” to upload the CDA form edited by you, (2) **Upload the NDA** by attaching or dropping the file and then click on “**OK**”, (3) Finally **click on “OK”** again to come back to the prerequisites screen.

The image displays two screenshots of a web application interface, illustrating the steps to attach a file.

**Top Screenshot (Add/Edit Comment):**

- A red box labeled **1** highlights the **Attach a file** link in the **Attachment:** field.
- A red arrow points from this link to the **OK** button in the bottom right corner.
- A red box labeled **3** highlights the **OK** button in the top right corner.

**Bottom Screenshot (Add Attachment):**

- A red box labeled **2** highlights the **Choose File** button in the **Attachment:** field.
- A red arrow points from this button to the **OK** button in the bottom right corner.
- A red arrow points from the **OK** button in the bottom right corner to the **OK** button in the top right corner.

# eSourcing

Now you need to submit your response. After this step, if everything is fine from Almirall's perspective, the Lead Buyer will trigger the signature of the NDA with your organisation and once it is executed, you will receive a notification to start the bidding process


## Step 6: Submit your response by clicking in "OK"

Prerequisites

Name ↑

1.2 Dear Supplier: As confidential information is going to be shared by Almirall for the purposes of this event, please (i) confirm that your organization accepts the attached Confidential Disclosure Agreement and complete the details of your organisation in the attached form; (ii) upload it - once edited - by clicking on the "dialog bubble" in blue appearing just below the text box; and (iii) provide the complete name and e-mail address of the signer/s of the Confidential Disclosure Agreement from your organisation 📄

References ▾

	Reference Documents
2	 LCW36 - CDA out (v2018).docx
3	<a href="#">Download all attachments</a>

Yes, I confirm that we accept the [CDA](#). Please find it enclosed with our organisation details already included. Signer from our side is Mr. John Smith, signing as [authorised](#) signatory. His email address is: [j.smith@adisupplies.com](mailto:j.smith@adisupplies.com)

✓ Submit this response?

Click OK to submit.

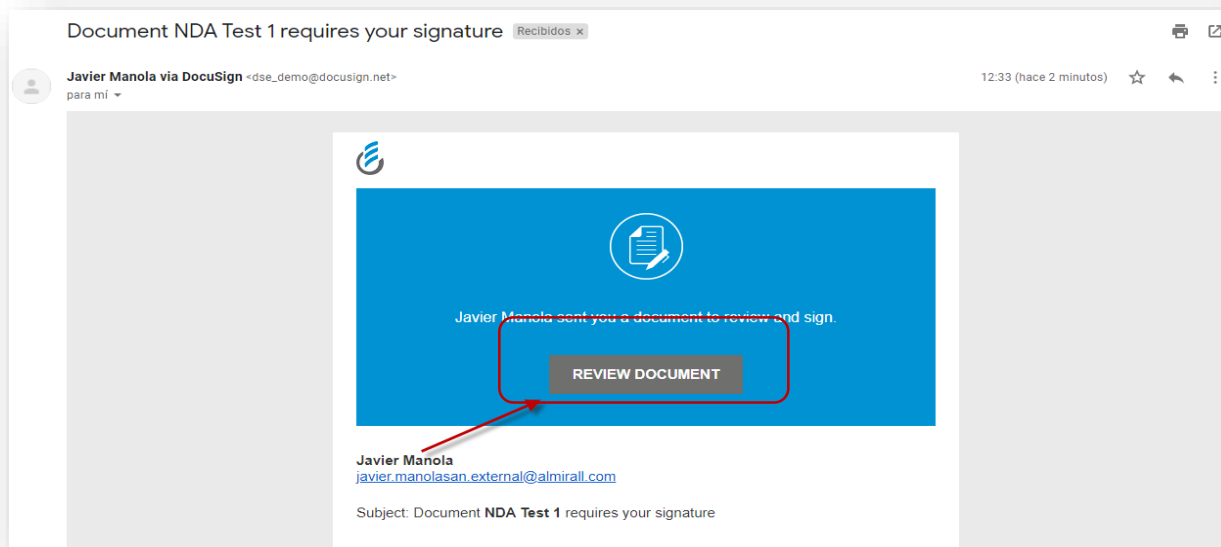
**OK** Cancel



# eSourcing

This is the signature process of the NDA that we will be activating through DocuSign, our tool for contracts e-signature. This message will be received by the signer/s' email address/es that you have provided in the prerequisites screen.

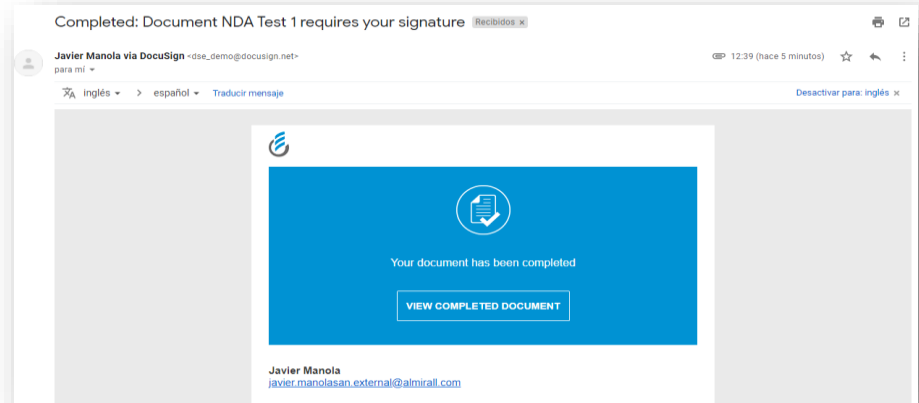
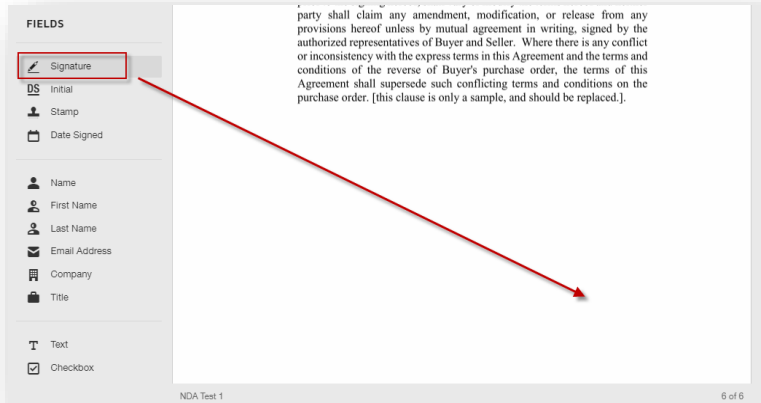
**Step 7: The Signer must click on “Review Document” to start the signature process**



# eSourcing

The signer of the NDA must complete the signature process as shown below. It is very intuitive and easy to follow. Once all signers have signed, a copy will be sent to all signers

**Step 8: After logging, the signer will be redirected to the document. The signature will be performed by clicking on “Signature” and dropping the signature on the document. After signing, the signer clicks on “Finish” and will receive a copy through email**



# eSourcing

When you have completed the prerequisites, the option “Select Lots” will be enabled. Proceed to select the lots available for bidding to continue and get access to the contents of the sourcing event

**Step 9. Select the lots for which you will be bidding and click on “Confirm Selected Lots”**

Download Content Review Prerequisites **Select Lots** Print Event Information

PREREQUISITES (Section 1 of 9) Next »

Name 1

1 PREREQUISITES

» Next Section: EVENT ASPECTS

Event Overview and Timing Rules

Owner: Maria Vargas ⓘ  
Event Type: RFP  
Publish time: 11/18/2019 12:55 PM  
Due date: 11/18/2019 1:25 PM  
Currency: European Union Euro  
Regions: ESP Spain

**Select Lots** Select Using Excel

Lots Available for Bidding

✓	Name
✓	12 Product

Confirm Selected Lots

# eSourcing

Now you will be having access to all the contents of the sourcing event. Review and answer all the questions posed. If necessary, select the button “Excel Import” to easily provide your answers and add pricing for lots with multiple lines.

**Step 10. Respond manually in the event in “All content” (A), or select “Excel Import” for lots with multiple lines (B)**

The screenshot displays the SAP Ariba eSourcing interface for a sourcing event. The top bar shows the document ID 'Doc335933799 - Untitled Sourcing Project1033' and a timer 'Time remaining 00:09:14'. The 'All Content' tab is selected, indicated by a red box and a red arrow pointing to it, with a blue circle 'A' next to it. The main content area shows a table with columns for 'Name', 'Price', 'Extended Price', and '2 links'. A red arrow points to the 'Price' column, which contains the value '€1,000.00'. Below the table, there is a section titled 'PREREQUISITES' and 'EVENT ASPECTS'. At the bottom of the interface, there are several buttons: 'Submit Entire Response', 'Update Totals', 'Save draft', 'Compose Message', and 'Excel Import'. The 'Excel Import' button is highlighted with a red box and a red arrow pointing to it, with a blue circle 'B' next to it.

Doc335933799 - Untitled Sourcing Project1033

Time remaining 00:09:14

All Content

2 links

Name Price Extended Price Price Extended Price

9.4 PRICING

9.4.2 Pricing / Invoicing terms applicable to this event: Almirall payment term is sixty (60) days from invoice date. In preparation of your submission we highly recommend you to consider applicable laws and/or economic conditions that may affect cost, progress, performance, or provision of the services or supply of goods. Please be reminded that issuance and acceptance of invoices as well as payments will be done through SAP Ariba (e-boy).

9.4.3 Attach your proposal in PDF format

Attach a file

5,000 Un.

€1,000.00 EUR €1,000.00 EUR

(\*) indicates a required field

1 PREREQUISITES

2 EVENT ASPECTS

2.1 How to respond to this RFP event?

2.1 Once you have accessed the Event Process, please review all the details. You can click on "All Content" to see all the sections together.

2.2 Review the Bid Agreement and accept the Prerequisites of the project.

2.3 Enter your answer and go to "Submit Response" to send it.

IMPORTANT: If you do not press the "Submit Response" button, your answer (s) will not be received by Almirall.

Supplier Training

The Supplier has access to a basic training to understand how SAP Ariba works. You must click on the Help Center, on the upper right side of the screen.

(\*) indicates a required field

Submit Entire Response Update Totals Save draft Compose Message Excel Import

# eSourcing

In case you have selected the option “Excel Import” you will be able to provide your answers in an Excel file and upload it when you have completed it

**Step 11: Click on “Download Content” and open the Excel file. Select “Enable editing” to continue.**

The image shows two overlapping screenshots. The top screenshot is a web interface titled "Import Response from Excel". It contains a blue header bar with the text: "This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment." Below this, there are four steps:

- Step 1.** 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. If you want to start over, click "Download Original Excel Bid Sheets". A red box highlights the "Download Content" button, with a red arrow pointing to it from the left.
- Step 2.** Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.
- Step 3.** Locate the saved Excel file on your computer using the Browse button. Below this, there is a text input field with the placeholder "Seleccionar archivo" and a button "Ningún archivo seleccionado". Below that, there is a text input field with the placeholder "Or drop file here".
- Step 4.** Click **Upload** to import the contents of the Excel file to your event. Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.

The bottom screenshot is an Excel spreadsheet. The top bar is yellow and contains the text: "VISTA PROTEGIDA: Cuidado—los archivos de Internet pueden contener virus. Si no tiene que editarlo, es mejor que siga en Vista protegida." Below this, there is a red box highlighting the "Habilitar edición" button, with a red arrow pointing to it from the left. The spreadsheet itself has columns A through H and rows 1 through 9. The content of the spreadsheet is as follows:

	A	B	C	D	E	F	G	H
1								
2		<b>Required Action</b>						
3		<b>Submit the answers to the questions.</b>						
4								
5		<b>Instructions</b>						
6		Proceed through each worksheet using the tabs at the bottom of the window and fill out the required information. When complete, save the file to your computer desktop and upload it to the application.						
7								
8								
9		<b>General Guidelines and Cell Legend</b>						
		Some of the cells in the following sheets require that you enter data, some can optionally be edited, and some are read-only. This is indicated by the color and border.						

# eSourcing

You can edit the contents of your bid and then upload again the Excel file

**Step 12: Proceed to complete the information in the tab “9. Contents of your proposal” and save the file in your computer. Then select “Browse” to upload the file completed and click on “Upload”**

	A	B	C	D	E	F	G	H	I	J	K
9.3.1	Year of foundation of your company										
9.3.2	Headquarters location										
9.3.3	Sites(s) of production										
9.3.4	Product/Service portfolio										
9.4	PRICING										
9.4.2	Pricing / Invoicing terms applicable to this event: Almirall payment term is sixty (60) days from invoice date. In preparation of your submission we highly recommend you to consider applicable laws and/or economic conditions that may affect cost, progress, performance, or provision of the services or supply of goods. Please										

8 ALMIRALL SUPPLIERS' CODE O... 9 CONTENTS OF YOUR PROPOSAL Other Content

## Import Response from Excel

This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment.

- Step 1.** 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. If you want to start over, click "Download Original Excel Bid Sheets".  
[Download Content](#)
- Step 2.** Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.
- Step 3.** Locate the saved Excel file on your computer using the Browse button  
Seleccionar archivo | Ningún archivo seleccionado  
Or drop file here
- Step 4.** Click [Upload](#) to import the contents of the Excel file to your event.  
Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.  
[Upload](#)

## Import Response from Excel

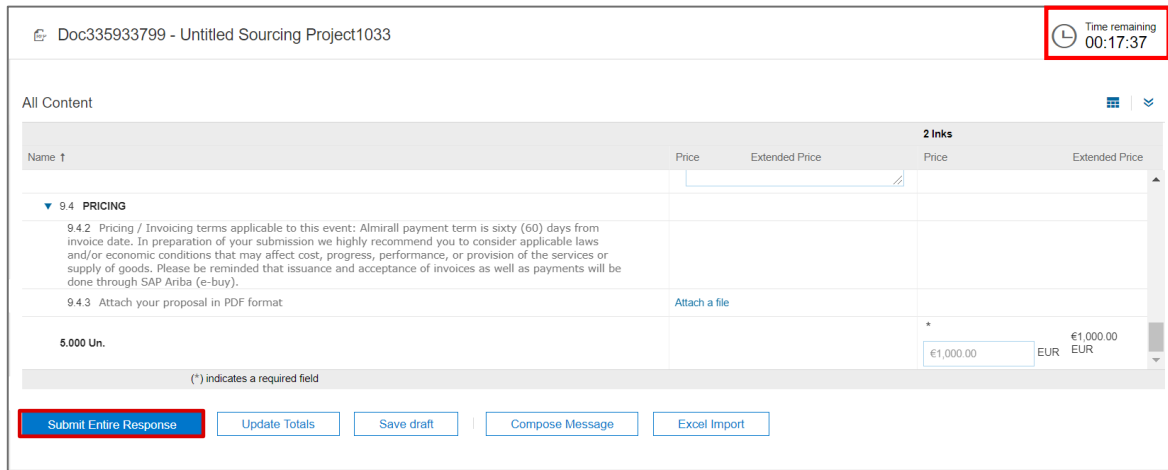
This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment.

- Step 1.** 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. If you want to start over, click "Download Original Excel Bid Sheets".  
[Download Content](#)
- Step 2.** Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.
- Step 3.** Locate the saved Excel file on your computer using the Browse button  
Seleccionar archivo | Ningún archivo seleccionado  
Or drop file here
- Step 4.** Click [Upload](#) to import the contents of the Excel file to your event.  
Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.  
[Upload](#)

# eSourcing

This is the last step before you submit your bid for Almirall's assessment. Review the information in the content section after uploading the file and select “Submit Entire Response” to finalise the process of providing responses to the sourcing event. Make sure to complete the process before the bidding time is ended. You can check the remaining time on the right side of the screen

**Step 13: Review the information in the content. This is the last step before you submit the bid. If you agree click on “Submit Entire Response”**



Doc335933799 - Untitled Sourcing Project1033

Time remaining 00:17:37

All Content

Name ↑	Price	Extended Price	2 Inks	Price	Extended Price
9.4 PRICING					
9.4.2 Pricing / Invoicing terms applicable to this event: Almirall payment term is sixty (60) days from invoice date. In preparation of your submission we highly recommend you to consider applicable laws and/or economic conditions that may affect cost, progress, performance, or provision of the services or supply of goods. Please be reminded that issuance and acceptance of invoices as well as payments will be done through SAP Ariba (e-buy).					
9.4.3 Attach your proposal in PDF format	Attach a file				
5,000 Un.			*	€1,000.00	€1,000.00

(\*) indicates a required field

Submit Entire Response Update Totals Save draft Compose Message Excel Import

Thank you