

# Suppliers

## How to respond a sourcing event

March 2020



## Index

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### Step-by-step process

Email notification	3
Prerequisites	4
DocuSign (NDA)	9
Providing responses	11

# 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

Arriba 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 Arriba Network**

Arriba 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 Arriba Network
- Revisar eventos de sourcing pendientes para varios compradores dentro de una única sesión
- Aplicar su perfil de empresa en las actividades de Arriba Network, Arriba Discovery y Arriba Sourcing

Realizar el cambio a Arriba 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

Does your company have an ARIBA account?

**If NO** Select to create a New Arriba Network account

**If YES** Select to login if your company already has 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

If your company already has an Ariba account, you should ask to the person who has the account to create a USER inside your company for you.

1 Step 1: Go to Company Setting

2 Step 2: Click on "USERS"

3 Step 3: Create a ROLE

4 Step 4: Name the Role and click on the permission box "Access Proposals and Contracts"

**Manage Users**

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

Username ↑ Email Address First Name Last Name Ariba Discovery Contact Role Assignment

☐ No items

**Create User** Export Contact Details

**Manage Assignments for Users with Limited Access**

☐ Enable assignment of orders to users with limited access to Ariba Network.

**Manage User Roles**

5 Step 5: Click on Create User

**New User Information**

Username \* raquelaquino@almirall.com ⓘ

Email Address \* raquel.aquino@almirall.com

First Name \* Raquel

Last Name \* Aquino

☐ This user is the Ariba Discovery Contact ⓘ

☐ Limited access ⓘ

Office Phone Country Area Number

GBR 44

**Role Assignment**

Name	Description
<input checked="" type="checkbox"/> Invoicing	
<input checked="" type="checkbox"/> Admin	

**Done** Cancel

6 Step 6: Complete the mandatory fields (the ones with a \*)

7 Step 7: Click on the role you created before

8 Step 8: Click on DONE

9 Step 9: Once the user is created, you will receive an email with an automatic password

10 Step 10: You should go again to the link of the sourcing event on the email and login in Ariba with the password received automatically

11 Step 11: The system will ask you to change the password

12 Step 12: To access the event, you can use the link of the invitation email you received for participating in the RFP. If the link expired, you can access via the [Ariba Suppliers Network](#).

**Ariba Sourcing**

**Bienvenido, María Prueba**

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

¡Hola! Bienvenido al mundo de Ariba. Ahora tiene un lugar único desde el que puede gestionar todas sus relaciones de cliente y actividades de proveedor en un solo lugar.

¿Tiene algún comentario? Haga clic aquí para ver la guía Inicio rápido.

**Acciones de Ariba Network**

Ariba Network es su punto de entrada a todas las soluciones de proveedor de Ariba. Ahora tiene un lugar único desde el que puede gestionar todas sus relaciones de cliente y actividades de proveedor en un solo lugar.

- Responder los formularios de solicitud a los proveedores de sus clientes
- Trabajar más rápidamente con sus clientes en todos los aspectos de aprobación del flujo de trabajo
- Facilitar las relaciones con sus clientes utilizando una plataforma de Ariba Network
- Realizar eventos de sourcing pendientes para varios compradores dentro de una única sesión
- Actualizar su perfil de empresa en las actividades de Ariba Network, Ariba Discovery y Ariba Sourcing

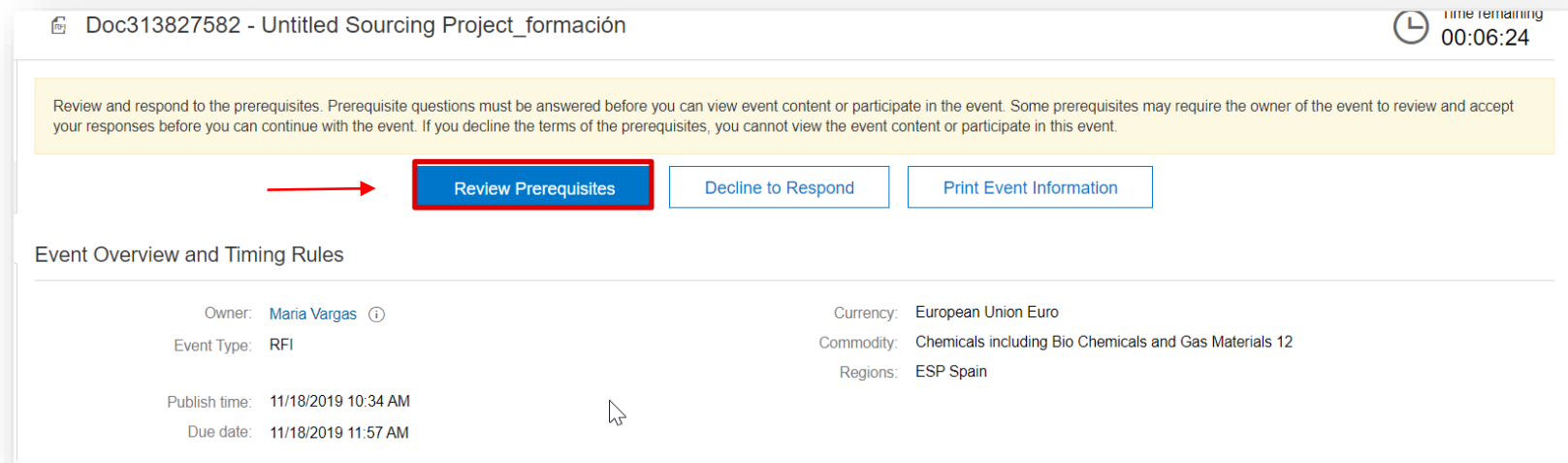
Realizar el cambio a Ariba Network le permitirá iniciar una sesión única desde la que puede gestionar:

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

# 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”**

**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**

Operation of the Event: If a participant experiences any difficulties during an Event, the 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 the 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, and a red arrow labeled '2' points to the 'LCW36 - CDA out (v2018).docx' document. A red box labeled '3' highlights the 'Download all attachments' link. A red box labeled '4' highlights the 'CONFIDENTIAL DISCLOSURE AGREEMENT' document. A red box labeled '5' highlights the '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' text box. A red box labeled '6' highlights the 'CONFIDENTIAL DISCLOSURE AGREEMENT' document. A red box labeled '7' highlights the 'CONFIDENTIAL DISCLOSURE AGREEMENT' document.

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

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

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 during a sourcing event.

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

- A red box labeled **1** highlights the **Attach a file** link in the **Attachment:** section.
- 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:** section.
- 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)

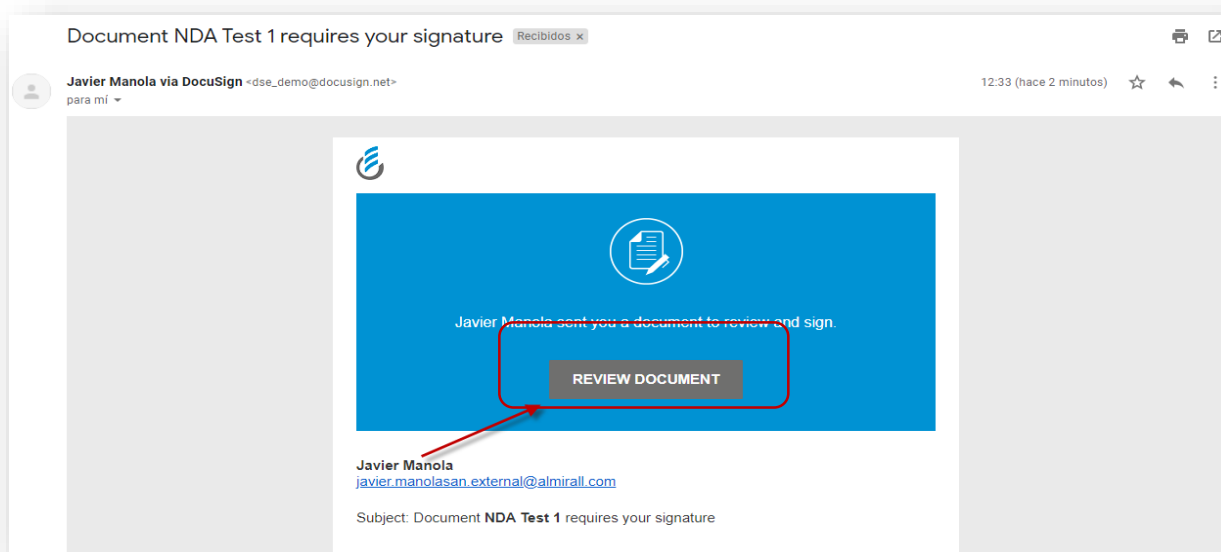
✓ Submit this response?

Click OK to submit.

# 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.

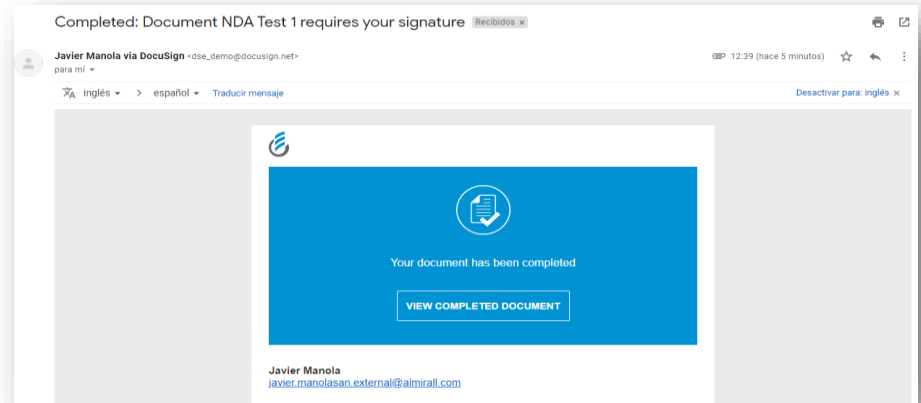
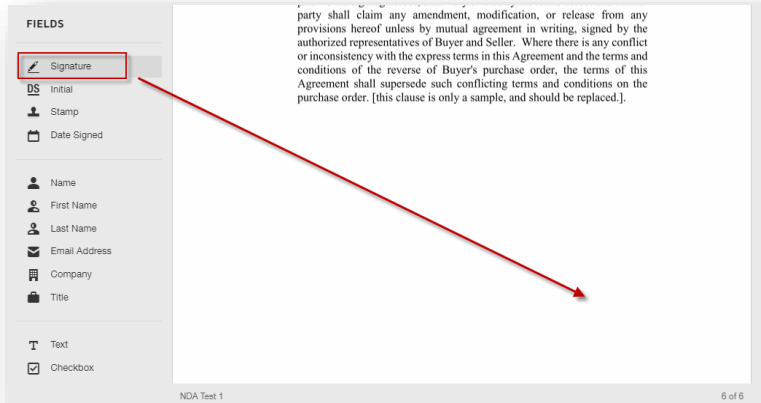
**Step 7: The Signer must click on “Review Document” to start the signature process**



# 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 eSourcing interface for a project titled "Doc335933799 - Untitled Sourcing Project1033". The interface is divided into two main sections, A and B, illustrating the steps to respond manually.

**Section A:** The "All Content" tab is selected, indicated by a red box and a red arrow pointing to it. Below the tab, the "PRICING" section is visible, showing a table with columns for "Name", "Price", "Extended Price", and "2 Inks". A red arrow points to the "Price" column, which contains the value "€1,000.00".

**Section B:** The "Excel Import" button is highlighted with a red box and a red arrow pointing to it. This button is located at the bottom of the interface, next to other buttons like "Submit Entire Response", "Update Totals", "Save draft", and "Compose Message".

# 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 "Seleccionar archivo" and "Ningún archivo seleccionado" and a button "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 status 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." A red box highlights the "Habilitar edición" button, with a red arrow pointing to it from the left. The spreadsheet content includes:

- Row 2: "Required Action"
- Row 3: "Submit the answers to the questions."
- Row 5: "Instructions"
- Row 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."
- Row 9: "General Guidelines and Cell Legend"
- Row 10: "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.  
Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".  
[Selecionar 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
				EUR	EUR

(\*) indicates a required field

Submit Entire Response Update Totals Save draft Compose Message Excel Import

Thank you