

GS002-Rev0 Tendering Process Suppliers Guide

Scope

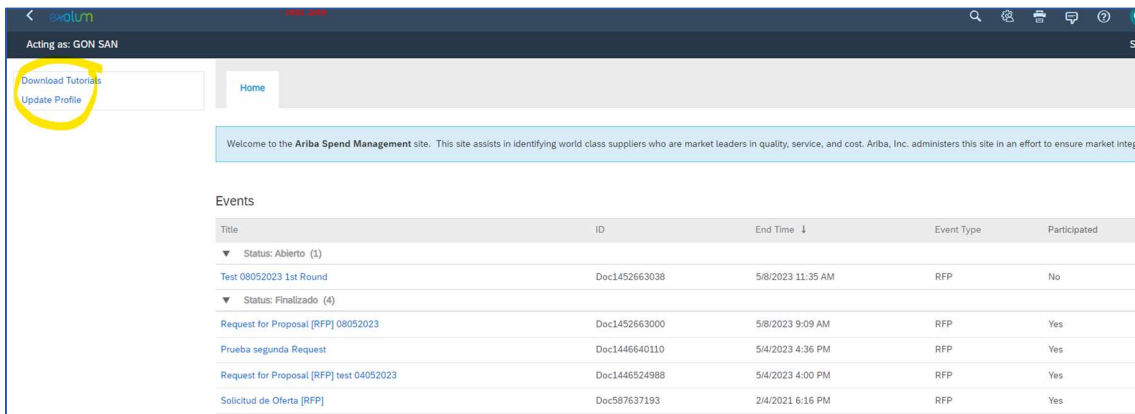
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1. Object

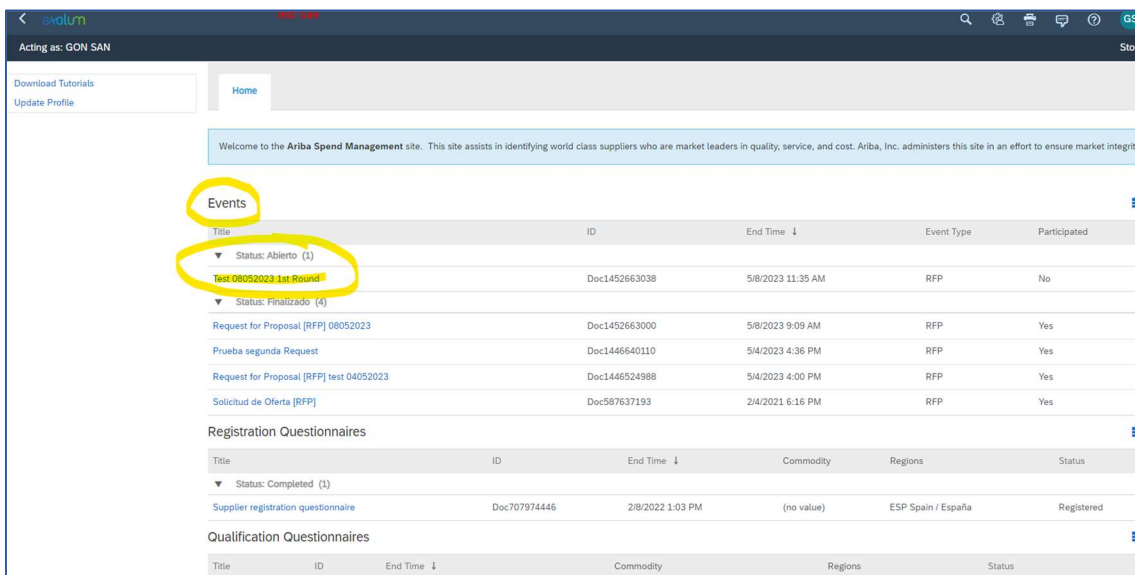
The purpose of this document is to share with Exolum’s suppliers a quick guide for Tender Management (Sourcing Events).

2. First Round

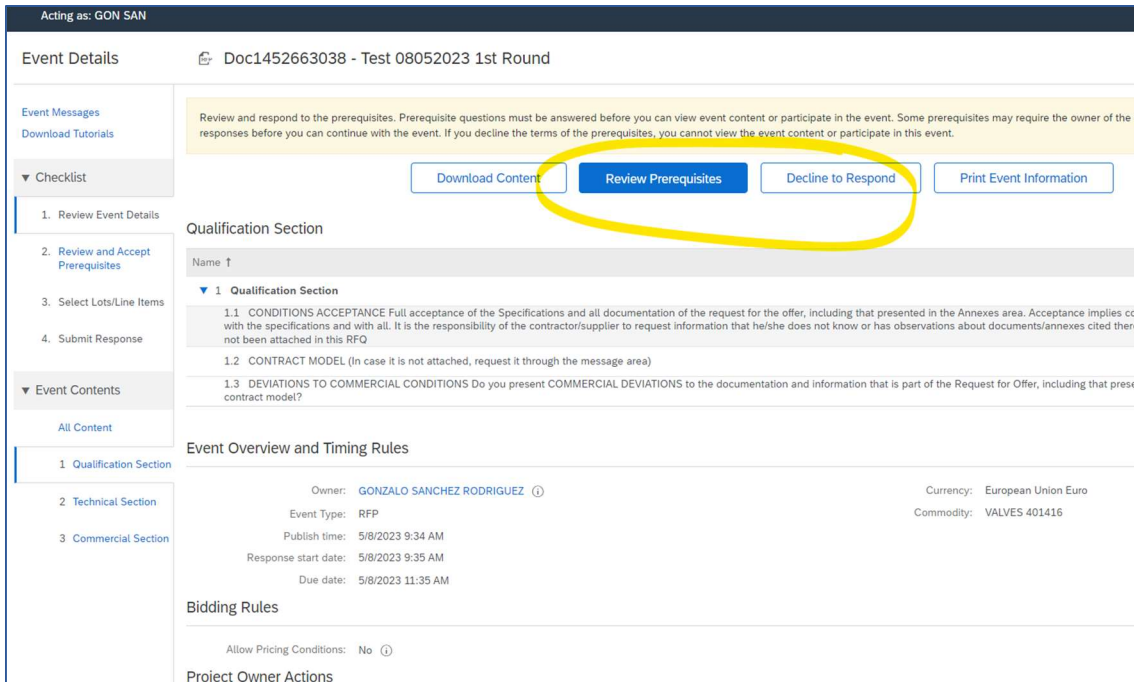
Through the link included in the invitation email of the event or by navigating directly in your Ariba Network menu, you will access the Ariba Spend Management Home Menu screen from where you can access the different events in which you have been invited. In the upper left corner, you can download additional tutorials and update your company profile.



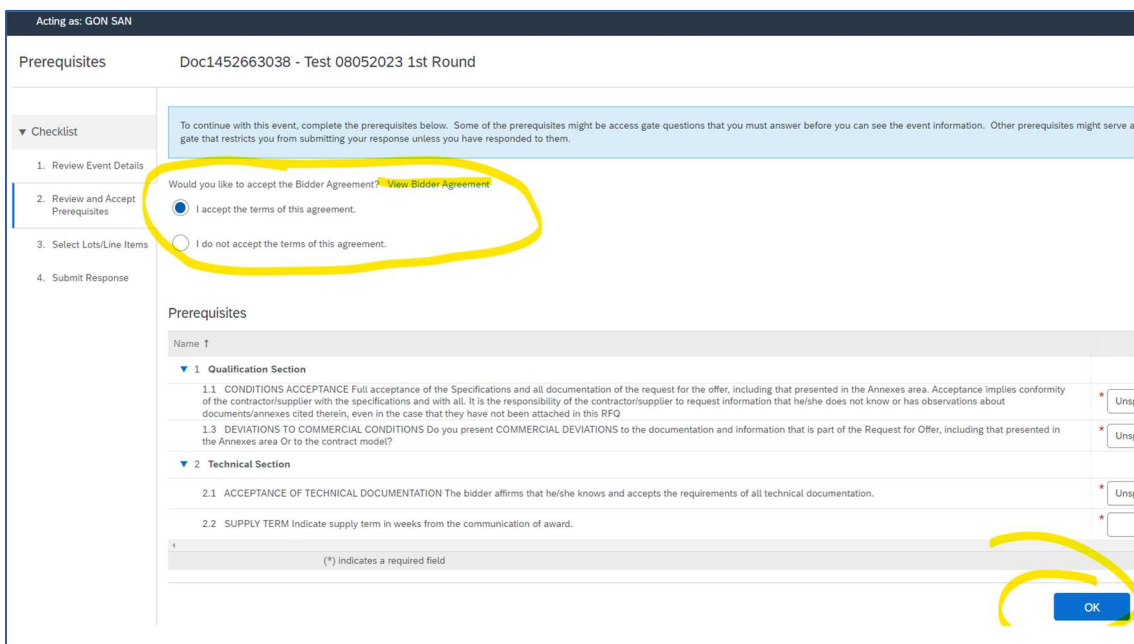
In the events section, you can locate the events in which you can participate in the subsection of events with “Open” or “Preliminary View” status (if you have been invited but the deadline for submitting bids has not started yet).



Once you have selected the event you want to access, the first action will be to Review Prerequisites or Decline to Respond:



If you access to review the prerequisites, you can see them by clicking on “View Bidder Agreement”. Depending on your configuration, it is possible that the prerequisites are displayed on the screen directly. If you agree with them, you must select “I accept the terms of this agreement” and click on OK button in the lower right corner.



Subsequently, Lots/items for which you can bid will be shown. Unless there is an item in which you do not want to participate, you must select everything and click on the “Confirm Selected Online Lots/Items” button.

On the next screen, qualification, technical and commercial questionnaires and the boxes where you can enter your answers (in the right column) will be displayed.

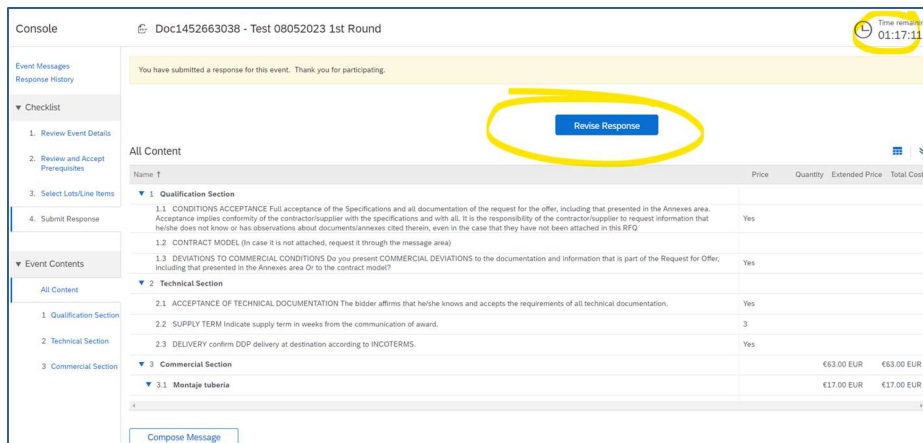
At the bottom, there are also the following buttons:

- Send complete response: Pipe should only click here when you are sure that you have completed your final response
- Update totals: Allows the screen to display updated totals with your responses
- Save response without sending: allows you to save a draft without sending a response
- Send message: used to communicate with the tender managers on behalf of Exolum. This option is also available in the upper left corner whenever you need it.
- Use upload template: allows you to upload your response with an Excel upload file. You cannot use the template for uploading files associated with any question.

Once you have sent your complete response, you can see in the start menu that “Yes” will appear in the “Participated” column on the right.

Title	ID	End Time	Event Type	Participated
▼ Status: Abierto (3)				
Test 08052023 1st Round	Doc1452663038	5/8/2023 11:35 AM	RFP	Yes
▼ Status: Finalizado (4)				
Request for Proposal [RFP] 08052023	Doc1452663000	5/8/2023 9:09 AM	RFP	Yes

If you ever want to edit your response after submitting it, you can do so by accessing the event again and clicking on “Review Response”. At the top right, you can see at all times the remaining time to submit your offer.



3. Additional Rounds

In case there are additional rounds of an event, you will receive an invitation email again and access it in the same way as if it were a new initial round. It is likely that in these additional rounds, the offer from the previous round will already be preloaded since in most cases Exolum considers that the offer from the first round is valid for the second round unless the supplier decides to review it or new items are included that the supplier must bid on. To proceed with sending a revised offer, you must click on “Accept Prerequisites” as you did in the initial round and then on “Review Response” from where you can proceed to edit your offer for the current round.

