

# GS002-Rev0 Tendering Process Suppliers Guide

## exolum

### 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.

				<b>Q</b> (8)	<b>†</b> 🖓
as: GON SAN					
ad Tutorials Profile	Home				
	Welcome to the Ariba Spend Management site. This site assis	ts in identifying world class suppliers who are marke	et leaders in quality, service, and cost. Arib	oa, Inc. administers this site in an	n effort to ensure m
	Events				
	Events	ID	End Time ↓	Event Type	Participate
		ID	End Time ↓	Event Type	Participated
	Title	ID Doc1452663038	End Time ↓ 5/8/2023 11:35 AM	Event Type RFP	Participated
	Titie <ul> <li>Status: Abierto (1)</li> </ul>				
	Title Status: Abierto (1) Test 08052023 1st Round				
	Title  Status: Ablerto (1)  Test 08052023 1st Round  Status: Finalizado (4)	Doc1452663038	5/8/2023 11:35 AM	RFP	No
	Title  ✓ Status: Abierto (1)  Test 08052023 1st Round  ✓ Status: Finalizado (4)  Request for Proposal [RFP] 08052023	Doc1452663038 Doc1452663000	5/8/2023 11:35 AM 5/8/2023 9:09 AM	RFP	No Yes

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).

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ing as: GON SAN						
nload Tutorials ite Profile	Home					
	Welcome to the Ariba Spend Management site.	This site assists in identifying world cl	lass suppliers who are market leade	rs in quality, service, and cost. A	riba, Inc. administers this site in a	n effort to ensure market ir
	Events					
	Title		ID	End Time ↓	Event Type	Participated
	▼ Status: Abierto (1)					
	Test 08052023 1st Round		Doc1452663038	5/8/2023 11:35 AM	RFP	No
	<ul> <li>Status: Finalizado (4)</li> </ul>					
	Request for Proposal [RFP] 08052023		Doc1452663000	5/8/2023 9:09 AM	RFP	Yes
	Prueba segunda Request		Doc1446640110	5/4/2023 4:36 PM	RFP	Yes
	Request for Proposal [RFP] test 04052023		Doc1446524988	5/4/2023 4:00 PM	RFP	Yes
	Solicitud de Oferta [RFP]		Doc587637193	2/4/2021 6:16 PM	RFP	Yes
	Registration Questionnaires					
	Title	ID	End Time ↓	Commodity	Regions	Status
	▼ Status: Completed (1)					
	Supplier registration questionnaire	Doc707974446	2/8/2022 1:03 PM	(no value)	ESP Spain / España	Registered
	Qualification Questionnaires					
	Title ID End Time	Ĩ.	Commodity	Regions	Sta	

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

Acting as: GON SAN		
Event Details	🔄 Doc1452663038 - Test 08052023 1st Round	
Event Messages Download Tutorials	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 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.	the e
▼ Checklist	Download Content Review Prerequisites Decline to Respond Print Event Information	
1. Review Event Details	Qualification Section	
2. Review and Accept Prerequisites	Name †	
3. Select Lots/Line Items	▼ 1 Qualification Section	
<ol> <li>Select Lots/Line items</li> <li>Submit Response</li> </ol>	1.1 CONDITIONS ACCEPTANCE Full acceptance of the Specifications and all documentation of the request for the offer, including that presented in the Annexes area. Acceptance implies with the specifications and with all. It is the responsibility of the contractor/supplier to request information that he/she does not know or has observations about documents/annexes cited not been attached in this RPO	
	1.2 CONTRACT MODEL (In case it is not attached, request it through the message area)	
▼ Event Contents	1.3 DEVIATIONS TO COMMERCIAL CONDITIONS Do you present COMMERCIAL DEVIATIONS to the documentation and information that is part of the Request for Offer, including that p contract model?	rese
All Content		
1 Qualification Section	Event Overview and Timing Rules	
2 Technical Section	Owner:         GONZALO SANCHEZ RODRIGUEZ         Currency:         European Union Euro           Event Type:         RFP         Commodity:         VALVES 401416	
3 Commercial Section	Publish (mise: 5/8/2023.9:34.AM	
o connectat occum	Response start date: 5/8/2023 9:35 AM	
	Due date: 5/8/2023 11:35 AM	
	Bidding Rules	
	Allow Pricing Conditions: No (j)	
	Project Owner Actions	

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.

Acting as: GON SAN		
Prerequisites	Doc1452663038 - Test 08052023 1st Round	
▼ Checklist	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 gate that restricts you from submitting your response unless you have responded to them.	might serve a:
1. Review Event Details		
2. Review and Accept Prerequisites	Would you like to accept the Bidder Agreement <sup>2</sup> . View Bidder Agreement <ul> <li>I accept the terms of this agreement.</li> </ul>	
3. Select Lots/Line Items	I do not accept the terms of this agreement.	
4. Submit Response		
	Prerequisites	
	Name †	
	▼ 1 Qualification Section	
	1.1 CONDITIONS ACCEPTANCE Full acceptance of the Specifications and all documentation of the request for the offer, including that presented in the Annexes area. Acceptance implies conformity of the contractor/supplier to request information that he/she does not know or has observations about document/sannexes cited therein, even in the case that the have not been attached in this RFQ	* Unsp
	1.3 DEVIATIONS TO COMMERCIAL CONDITIONS Do you present COMMERCIAL DEVIATIONS to the documentation and information that is part of the Request for Offer, including that presented in the Annexes area Or to the contract model?	* Unsp
	▼ 2 Technical Section	
	2.1 ACCEPTANCE OF TECHNICAL DOCUMENTATION The bidder affirms that heishe knows and accepts the requirements of all technical documentation.	* Unsp
	2.2 SUPPLY TERM Indicate supply term in weeks from the communication of award.	*
	(*) indicates a required field	
		ОК

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.

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Select Lots	Doc1452663038 - Test 08052023 1st Round
▼ Checklist	Choose the lots in which you will participate. You can cancel your intention to participate in a lot u
1. Review Event Details	Select Lots/Line Items Select Using Excel
2. Review and Accept Prerequisites	Lots Available for Bidding
3. Select Lots/Line Items	Name
4. Submit Response	3.1.1 8" Pipe Assembly
	3.1.2 10" Pipe Assembly
	3.2.1 8" Ball valve assembly
	3.2.2 10" Ball valve assembly
	3.3.1 Ball Valve 8"
	3.3.2 Ball Valve 10"
	Confirm Selected Lots/Line Items

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.

Console	Er Doc1452663038 - Test 08052023 1st Round	
Event Messages Response History	All Content	$\sim$
▼ Checklist	Name 1	Price
<ol> <li>Review Event Details</li> <li>Review and Accept Prerequisites</li> </ol>	1 Qualification Section 1.1. CONDITONS ACCEPTANCE Full acceptance of the Specifications and all documentation of the request for the offer, including that presented in the Annexes area. Acceptance implies conformity of the contractor/supplier with the specifications and with all. It is the responsibility of the contractor/supplies to request information that he/she does not know or has observations about documents/annexes cited therein, even in the case that they have not been attached in this PTQ	* Yes v **
3. Select Lots/Line Items	<ol> <li>CONTRACT MODEL (in case it is not attached, request it through the message area)</li> <li>BEVIATIONS TO COMMERCIAL CONDITIONS to you present COMMERCIAL DEVIATIONS to the documentation and information that is part of the Request for Offer, including that presented in the Anneses area (to the contract model?</li> </ol>	* Yes 🗸 🕈
4. Submit Response	v 2 Technical Section	
▼ Event Contents	2.1. ACCEPTANCE OF TECHNICAL DOCUMENTATION The bidder affirms that heighe knows and accepts the requirements of all technical documentation.     2.2. SUPPLY TERM Indicate supply term in weeks from the communication of award.	* Yes v
All Content	2.3 DELIVERY confirm DDP delivery at destination according to INCOTERMS.	* Yes v
1 Qualification Section	▼ 3 Commercial Section	
2 Technical Section	▼ 3.1 Montaje tuberia	
3 Commercial Section	3.1.1 8" Pipe Assembly Y	* 4 EUR 2 e
	3.1.2 10" Pipe Assembly V	* 3 EUR 3 e
	(*) indicates a required field	
	Submit Entire Response Update Totals Save draft Compose Message Excel Import	

At the bottom, there are also the following buttons:

- Send complete response: You 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.

Download Tutorials Update Profile	Home				
	Welcome to the Ariba Spend Management site. This site assists in identifying world of	class suppliers who are market leaders	in quality, service, and cost. Ariba, Inc. adr	ministers this site in an effor	t to ensure market int
	Events				
	Title	ID	End Time ↓	Event Type	Participated
	▼ Status: Abierto (1)				-
	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

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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.

Console	€ Doc1452663038 - Test 08052023 1st Round		0	Time remaining 01:17:11
Event Messages Response History	You have submitted a response for this event. Thank you for participating.			
▼ Checklist				
Review Event Details     Review and Accept	All Content			<b></b> ×
Prerequisites	Name †	Price	Quantity Extended Pri	ce Total Cost
3. Select Lots/Line Items	V 1 Qualification Section			
4. Submit Response	1.1 CONDITIONS ACCEPTANCE Full acceptance of the Specifications and all documentation of the request for the offer, including that presented in the Annexes area. Acceptance implies conformity of the contractorisupplier with the specifications and with all. It is the responsibility of the contractorisupplier to request information that height does not know or has observations about commentionareases and de therein, were in the case that they have not been attached in this RPO	Yes		
	1.2 CONTRACT MODEL (In case it is not attached, request it through the message area)			
▼ Event Contents	1.3 DEVIATIONS TO COMMERCIAL CONDITIONS Do you present COMMERCIAL DEVIATIONS to the documentation and information that is part of the Request for Offer, including that presented in the Annexes area Or to the contract model?	Yes		
All Content	▼ 2 Technical Section			
	2.1 ACCEPTANCE OF TECHNICAL DOCUMENTATION The bidder affirms that he/she knows and accepts the requirements of all technical documentation.	Yes		
1 Qualification Section	2.2 SUPPLY TERM Indicate supply term in weeks from the communication of award.	3		
2 Technical Section	2.3 DELIVERY confirm DDP delivery at destination according to INCOTERMS.	Yes		
3 Commercial Section	▼ 3 Commercial Section		€63.00 EUR	€63.00 EUR
	▼ 3.1 Montaje tuberia		€17.00 EUR	€17.00 EUR
	4			
	Compose Message			

#### 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.

Event Details	E Doc1452773898 - Test 08052023 2nd Round			G	Time rem 01:59
Event Messages Response History Download Tutoriats	Review and respond to the presignables. Prerequisities questions must be answered before you can view event content or participate in the event. Some presequisities may require responses before you can other work content or participate in the event.		e event to r	eview and accept	your
<ul> <li>Checklist</li> </ul>					
1. Review Event Details	All Content				
2. Review and Accept Prerequisites	Name 1 Nov. Subjects is consistent on servery as obtaination accounting or record climate.	Price	Quantity	Extended Price	Total Co
	▼ 5 Commercial Section			€63.00 EUR	€63.00
3. Select Lots/Line Items	▼ 5.1 Montaje tuberia			€17.00 EUR	€17.00
4. Submit Response	5.1.1 8" Pipe Assembly V	€4.00 EUR	2 each	€8.00 EUR	€8.00 E
	5.1.2 10" Pipe Assembly V	€3.00 EUR	3 each	€9.00 EUR	€9.00 8
<ul> <li>Event Contents</li> </ul>	▼ 5.2 Montaje vátvulas			€12.00 EUR	€12.00
All Content	E.2.1. IPI Ball unline haranable - 5.7	62 00 FLID	A each	ERING FILD	68.00 F
3 Qualification Section	Event Overview and Timing Rules				
4 Technical Section	Owner: GONZALO SANCHEZ RODRIGUEZ () Currency: European U	ion Euro			
5 Commercial Section	Event Type: RFP Commodily: VALVES 401 Publish time: 5/0/2023 10:28 AM	116			
	Response start date: 5/8/2023 10:30 AM				
	Due date: 5/8/2023 12:30 PM				

Acting as: GON SAN	
Console	Er Doc1452773898 - Test 08052023 2nd Round
Event Messages Response History	You have submitted a response for this event. Thank you for participating.
▼ Checklist	
Review Event Details     Review and Accept	All Content
Prerequisites	Name †
3. Select Lots/Line Items	1 Plantilla de Sourcing 📴 Plantilla Licitación Sourcing Español simplificada.xis 🗸
4. Submit Response	2 Sourcing Template 🚇 English Simplied Sourcing Project template xls 🗸
	▼ 3 Qualification Section
▼ Event Contents	3.1 CONDITIONS ACCEPTANCE Full acceptance of the Specifications and all documentation of the request for the offer, including that presented in the Annexes are Acceptance implies conformity of the contractorisupplier with the specifications and with all. It is the responsibility of the contractorisupplier to request information the height documents and the specification and with all. It is the responsibility of the contractorisupplier to request information the height documents and the specification and with all. It is the responsibility of the contractorisupplier to request information the height documents and the specification and the specification and with all it is the responsibility of the contractorisupplier to request information the height document and the specification and the contractoristic and the specification and the specificatio
All Content	3.2 CONTRACT MODEL (In case it is not attached, request it through the message area)
	3.3 DEVIATIONS TO COMMERCIAL CONDITIONS Do you present COMMERCIAL DEVIATIONS to the documentation and information that is part of the Request for 0 including that presented in the Annexes area Or to the contract model?
3 Qualification Section	▼ 4 Technical Section
4 Technical Section	4.1 ACCEPTANCE OF TECHNICAL DOCUMENTATION The bidder affirms that he/she knows and accepts the requirements of all technical documentation.
5 Commercial Section	4.2 SUPPLY TERM Indicate supply term in weeks from the communication of award.
	4.3 DELIVERY confirm DDP delivery at destination according to INCOTERMS.