

Supplier Manual

Participation in RFI

2022

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Technical Support :

[SAP Ariba Customer Support for Buyers & Suppliers | SAP Ariba](#)

1. Event Invitation

Step 1:

Open email invitation

It comes if you have been invited to the particular event

Step 2:

Click the access link

Follow the [Click Here](#) link to Log In or get the Ariba Sourcing Account registered

OR

Use the <https://proposals.seller.ariba.com> to login to your Ariba Sourcing account

Welcome John Smith,

Carlsberg Group has registered you on their Ariba Spend Management site and invited you to participate in the following event: eRFP_XYZ_2022. The event starts on Monday, February 14, 2022 at 8:00 AM, Central European Time and ends on Tuesday, February 15, 2022 at 4:00 PM, Central European Time.

[Click Here](#) to access this event. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can access this event.

NOTE: This link is only valid for 30 days. Make sure to register on the Ariba Commerce Cloud before the link expires. After you register on the Ariba Commerce Cloud, you can no longer use this link.

If you have questions about this event, contact Carlsberg e-Sourcing Team via telephone at [redacted] or via e-mail at eprocurement@carlsberg.com.

If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.

We look forward to working with you!

Thank You,

Carlsberg Group

2. Event Details

Click **Review Prerequisites** to proceed within the RFI or **Decline to Respond** if you refuse to participate

The **countdown clock** shows the time remaining

Ariba Sourcing | Company Settings | John Smith | Feedback | Help | Messages >> | Desktop File Sync

Go back to Carlsberg Group Dashboard

Event Details

 Doc3570352339 - eRFI_Carlsberg Demo_2022

Time remaining: 01:19:16

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:	Oksana Petrosiuk	Currency:	European Union Euro
Event Type:	RFI	Commodity:	Plastic Closures 2020
Contract Months:	0	Regions:	Poland Poland
Contract Effective Date:	04/06/2018		
Publish time:	7/6/2022 4:41 AM		
Due date:	7/6/2022 6:11 AM		

Project Owner Actions

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

Checklist shows the required steps to participate in the RFI

2. Event Participation (Prerequisites)

To be able to proceed with the event, you need to review and accept the **Bidder Agreement** and required prerequisite questions

Ariba Sourcing

Company Settings | John Smith | Help | Messages

< Go back to Carlsberg Group Dashboard Desktop File Sync

Prerequisites Doc3570352339 - eRFI_Carlsberg Demo_2022

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.

▼ Checklist

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

Prerequisites

Name ↑	
▼ 1 PREREQUISITE QUESTIONS	
1.1 Please confirm that you have read, understood and agrees to the attached policies. You confirm by clicking yes in the box. The documents can be found by clicking on the "References" icon below. References	<input checked="" type="checkbox"/>
▼ 2 BACKGROUND	
2.1 Welcome message Dear Supplier, It is a pleasure for the Carlsberg Group to invite your company to participate in this Request for Information on marketing agency services. Please answer the questions in this RFI and do not hesitate to contact us if you have any queries about the process. The RFI is led by	Less... -

(*) Indicates a required field

OK Cancel

3. Event Participation

In checklist section 3. **Submit Response** you must answer the questions (mandatory ones are marked with *).

If there are too many questions, you may respond via excel upload. Click on **Excel Import** button and follow the steps on the next page.

Once completed, click **Submit Entire Response**.

The screenshot displays the Ariba Sourcing interface for a document titled "Doc3570352339 - eRFI_Carlsberg Demo_2022". The top navigation bar includes "Company Settings", "John Smith", "Feedback", "Help", and "Messages". A "Time remaining" indicator shows "2 days 22:35:10".

The main content area shows a message: "Your response to the prerequisites has been submitted." Below this is a table of content items:

Name ↑	
4 COMPANY INFORMATION	
4.1 Country	<input type="text"/>
4.2 Contact name	<input type="text"/>
4.3 Contact title	<input type="text"/>
4.4 Contact email	<input type="text"/>
4.5 VAT Number	<input type="text"/>
4.6 Website	<input type="text"/>
5 OTHER	
5.1 Link to your credentials	<input type="text"/>

At the bottom of the interface, there are several action buttons: "Submit Entire Response", "Update Totals", "Save draft", "Compose Message", and "Excel Import".

3. Event Participation (Response via Excel)

If there are many questions, you may use **Excel** to respond to the event.

Click **Download Content** to export the pre-defined excel form to be fulfilled and **Download Attachments** to export all files from content at once.

Ariba Sourcing

[Go back to Carlsberg Group Dashboard](#)

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](#) [Download Attachments](#)

- 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.

No file chosen
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.

3. Event Participation (Response via Excel)

Open the downloaded excel file.

Carefully read the instruction in the first tab to understand the file structure. **Colors legend:**

- **Yellow** – questions to be answered
- **White** – optional questions

Go through all excel sheets one by one and **fill in** your responses where needed.

Save completed file to your local drive.

A	B	C
Number	Name	Answer
4.1	Country	1
4.2	Contact name	1
4.3	Contact title	1
4.4	Contact email	1
4.5	VAT Number	1
4.6	Website	Yes

3 GENERAL CONDITIONS MUST READ | **4 COMPANY INFORMATION** | OTHER

Required Action



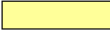


Submit the answers to the questions.

Instructions

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.

General Guidelines and Cell Legend

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

-  Header and System ID Information: Do not modify this cell or the import may fail.
-  Help Information. Do not modify this cell or the import may fail.
-  Bidding data. These cells are required. The column heading for these cells also has an asterisk (*) in it.
-  Optional data
-  Without the border, read only data

Text Format Help: Please prefix an apostrophe (') if you want to format data in a cell as text rather than a number or a date. For example, if you want to enter 50000000 as text then you need to enter '50000000 in the cell. Another workaround is to first change the cell format type to 'Text' within Excel and then enter the values.

Submit Response Instructions | PREREQUISITE QUESTIONS | 2 BACKGROUND

3. Event Participation (Response via Excel)

Once the excel file is ready to be uploaded to Ariba, follow the Step 3, click **Choose File** and then **Upload**. Click **OK** to confirm the Successful Import. Once everything is in place, click **Submit Entire Response**.

Ariba Sourcing

[Go back to Carlsberg Group Dashboard](#)

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](#) [Download Attachments](#)

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.

1 [Choose File](#) No file chosen
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.

2 [Upload](#)

3 **Import Successful**
Your response has been imported successfully. Click the **Submit Entire Response** button, as soon as it appears on the page.

[OK](#)

4 [Submit Entire Response](#) [Update Totals](#) [Save draft](#) [Compose Message](#) [Excel Import](#)

4. Revise Response

You can update your previous response while event is running. To do so, click **Revise Response**. Save your changes by clicking **Submit Entire Response**.

The screenshot displays the Ariba Sourcing interface for a document titled "Doc3570352339 - eRFI_Carlsberg Demo_2022". The top navigation bar includes "Ariba Sourcing", "Company Settings", "John Smith", "Feedback", "Help", and "Messages". A "Go back to Carlsberg Group Dashboard" link is visible on the left, and "Desktop File Sync" and "Time remaining 2 days 22:27:00" are on the right. The main content area shows a green notification: "Your response has been submitted. Thank you for participating in the event." Below this, a blue button labeled "Revise Response" is circled in red. The "All Content" section contains a table with the following data:

Name	
4.1 Country	1
4.2 Contact name	1
4.3 Contact title	1
4.4 Contact email	1
4.5 VAT Number	1
4.6 Website	Yes

Below the table is a "Compose Message" button. The left sidebar contains a "Checklist" with three items: "Review Event Details", "Review and Accept Prerequisites", and "Submit Response". Below the checklist are "Event Contents" including "All Content", "PREREQUISITE QUESTIONS", "BACKGROUND", "GENERAL CONDITIONS ...", "COMPANY INFORMATION", and "OTHER".

THANK

YOU

