



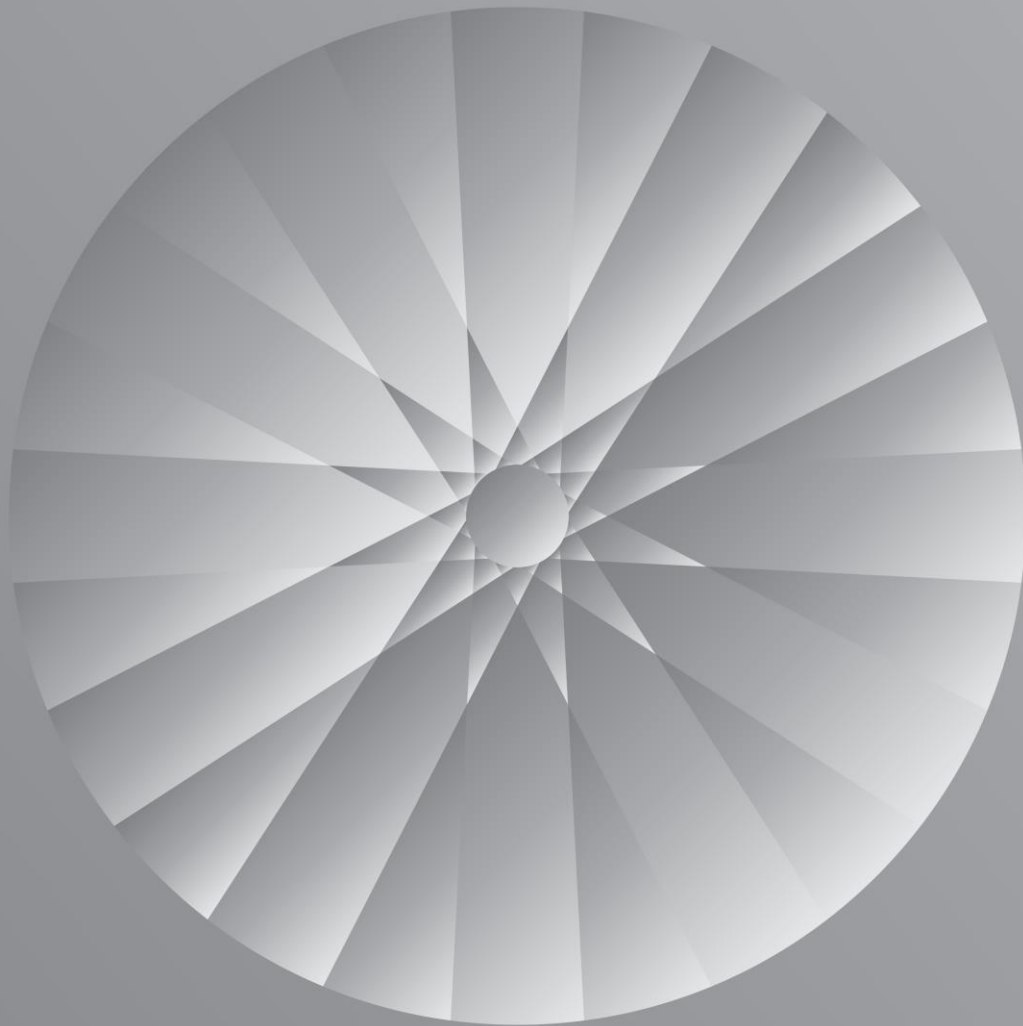
# GFG ALLIANCE

## Participating in a Request for Event (RFX)

SAP Ariba Supplier Quick Reference Guide

As of November 2019

[gfgalliance.com](http://gfgalliance.com)





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# Introduction to SAP Ariba with GFG Alliance



**GFG Alliance now uses SAP Ariba to conduct a variety of Source to Contract activities.**

As a current or potential supplier of GFG Alliance, you will now be required to engage with us via SAP Ariba to **participate in an Request for Event (RFX) including:**

- Request for Information (RFI)
- Request for Proposal (RFP)
- Request for Tender (RFT)
- and more...

**This guide will explain how to participate in an RFX where you are invited to do so by GFG Alliance. This is applicable to either an RFQ or RFP.**

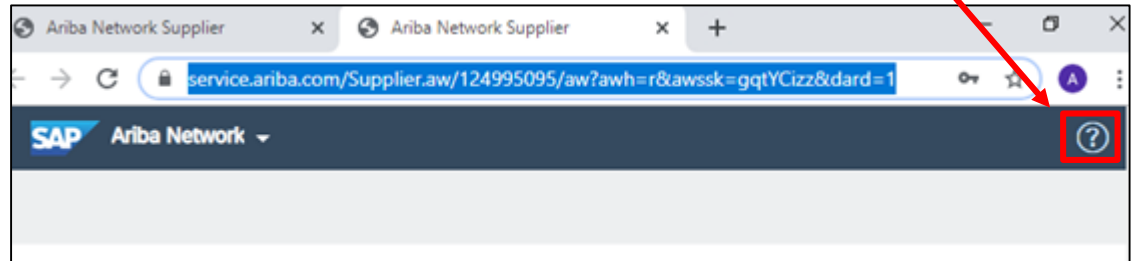
Need support?

The **Help Center** is available whenever you visit or login to **Ariba Network**.

Access it via the panel on the right-side of your screen when you first open the Ariba Network page.



[Ariba Help Center](#)



# 1. Getting Started | Event Invite



## 1. Open the invitation.

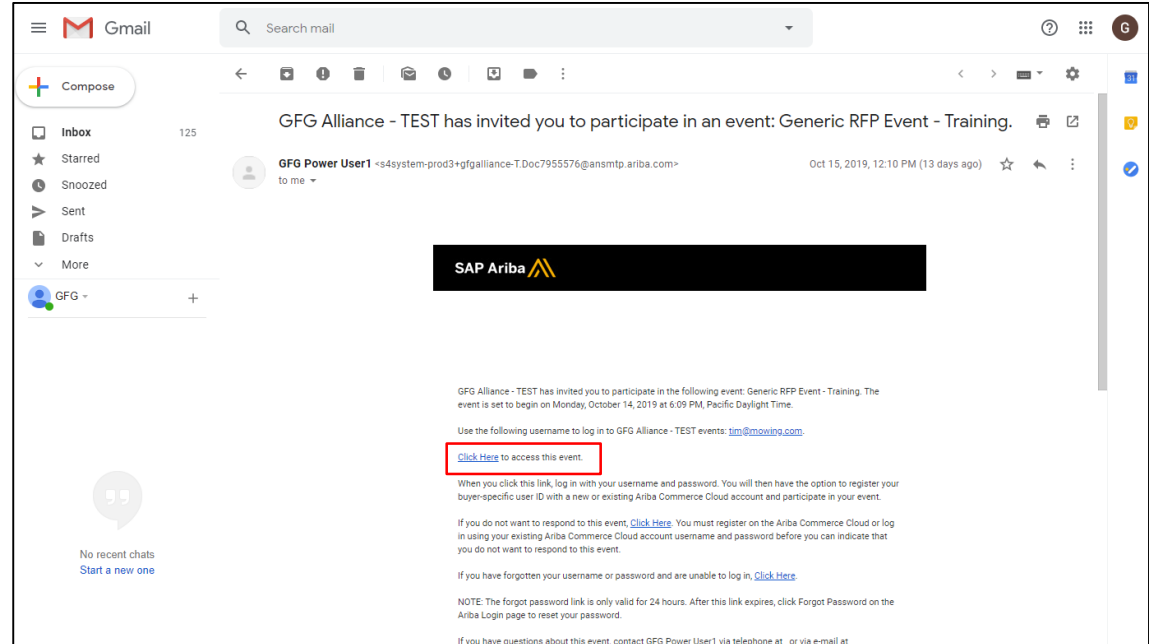
- You will receive an email invitation for a scheduled event.

## 2. Access the event.

- Click, [Click Here] to access the event and/or register for an SAP Ariba Account

### Tip: Internet Browser

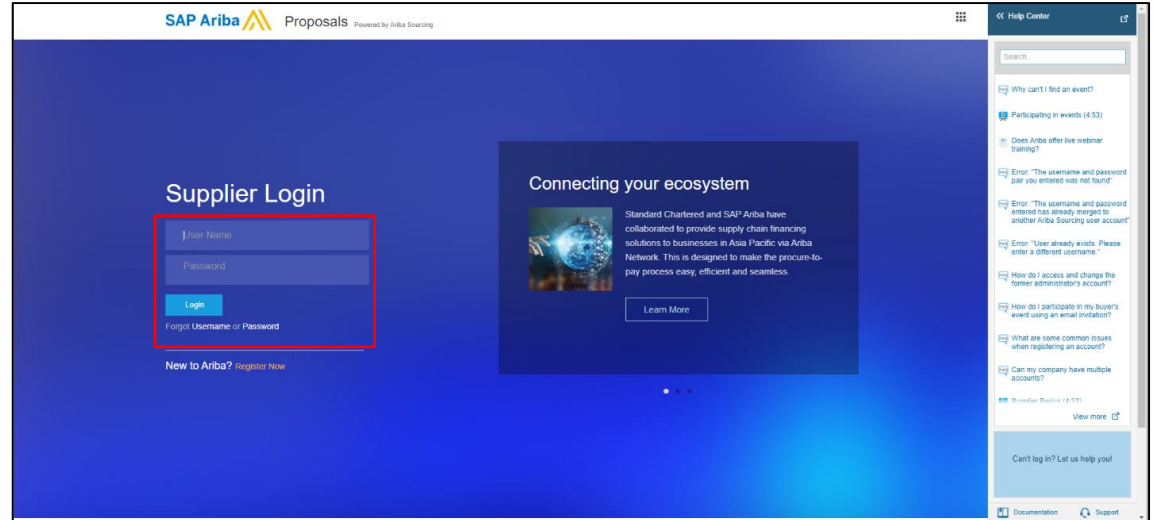
For the best experience, use Google Chrome.  
For information about all supported browsers,  
[click here.](#)



# 1. Getting Started | Event Invite (cont.)



3. If you already have an SAP Ariba Account, you will be taken to the Supplier Login page.



## Tip: Registering for an Ariba Account

If you need to register for an Ariba Account, follow the instructions found in the GFG Ariba Supplier Registration guide.

## 2. Access Event | Ariba Sourcing Dashboard



### Access the Ariba Sourcing dashboard

1. Click the dropdown menu in the top left of the screen and check that [Ariba Sourcing] has been selected. If not, select it.

### Access the event

2. All GFG events that you have been invited to will appear on your Ariba Sourcing dashboard. Click on the Event Title that you have been invited to.

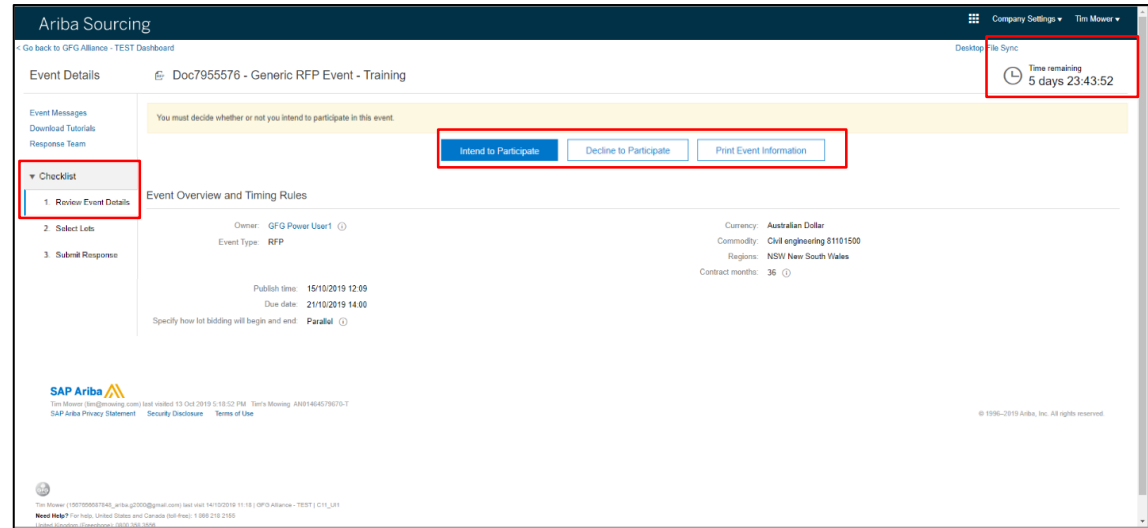
The screenshot shows the Ariba Sourcing dashboard interface. In the top left, a dropdown menu is open, displaying options: Ariba Discovery, Ariba Sourcing (highlighted with a red box), Ariba Contract Management, and Ariba Network. The main content area displays a welcome message and an 'Events' table. The table has columns for Title, ID, End Time, and Event Type. A status filter 'Status: Pending Selection (3)' is applied. Two events are listed: 'RFP Event' (ID: Doc7718563, End Time: 11/7/2019 6:09 PM) and 'RFQ Event' (ID: Doc7771021, End Time: 10/30/2019 1:30 PM). The 'RFP Event' title is highlighted with a red box.

Title	ID	End Time	Event Type
▼ Status: Pending Selection (3)			
RFP Event	Doc7718563	11/7/2019 6:09 PM	RFP
RFQ Event	Doc7771021	10/30/2019 1:30 PM	RFP

# 3. Review Event Details | Intend to Participate



1. You will be directed to the event Step 1. **Review Event Details (visible on the left hand side)** which will provide an overview of the event.
  - If you have logged into SAP Ariba from the website the event will appear on your Ariba Sourcing home page dashboard.
2. If you intend on participating in the event, click [Intend to Participate].
3. If you are not planning on participating, click [Decline to Respond].



## Tip: Countdown clock

The countdown clock in the top right hand corner shows the remaining time you have to respond.

# 4. Submit Response



1. You will be directed to Step 3. Submit Response (visible on the left hand side).
2. The Event Contents (visible on the left hand side) shows the event structure.
  - Sections may include numerous questions or information requirements.
  - Mandatory fields are marked with an asterisk (\*).
3. Review all content
  - Shortcuts to each section are on the left hand side.

## Tip: Saving a draft

At any time you can save your response by clicking [Save Draft] and return to complete your response as long as it is within the response time, shown on the clock on the top right hand side



# 4.1 Submit Response | Prepare Response



1. In the right hand column, add responses as requested. There are various response types such as:

- Free text
- Drop-down list
- Yes/No
- Attach document
- Date
- Money

## Tip: Confirming your response has been received

A message at the top of the screen will advise you that [You have submitted a response to this event. Thank you for participating].

## 4.2 Submit Response | Event Queries



1. If you [Intend to Participate] you will be taken to the Submit Response step of the Checklist where you can begin preparing your response.
2. If you have a question about the event you can compose a message or view your messages by clicking [Compose Message]

  - If you receive further information from us, you will receive an email notification that you have received a new message.

The screenshot shows the Ariba Sourcing interface for a specific event. The top navigation bar includes 'Company Settings', 'Tim Monitor', and 'Help Center'. The main content area is titled 'Doc7955576 - Generic RFP Event - Training'. On the left sidebar, the 'Event Messages' link is highlighted with a red box. The main content area displays 'All Content' with a table of messages. The table has columns for 'Name' and 'Status'. The first message is 'SECTION A. EVENT OVERVIEW' with a status of 'Unspecified'. Below the table, there are buttons for 'Submit Entire Response', 'Save draft', 'Compose Message' (highlighted with a red box), and 'Export Import'. The 'Compose Message' button is the one mentioned in the text as the way to view or compose messages.

**Tip: Sending messages after the countdown has expired.**

You can continue to send and receive messages after the time to submit a response has expired.

## 4.2 Submit Response | Event Queries (cont.)



### 3. To write a new message, click [Compose Message].

- If you have messages from GFG Alliance, they will appear here as well.

The screenshot shows the Ariba Sourcing interface. At the top, there's a header with 'Ariba Sourcing' and navigation links like 'Company Settings', 'Tim Mower', and 'Help Center'. Below the header, there's a section for 'Event Messages - Generic RFP Event - Training'. A 'Back to Console' button is visible. A message is displayed with the following details:

Id	Reply Sent	Sent Date	From	Contact Name	To	Subject
MSG107819	Not Applicable	15/10/2019 12:09	GFG Alliance - TEST	GFG Power User1	Tim Mower	GFG Alliance - TEST has invited you to participate in an event: Generic RFP Event - Training.

Below the message details, there are buttons for 'View', 'Reply', 'Compose Message' (highlighted with a red box), and 'Download all attachments'. A 'Time remaining' indicator shows '5 days 23:41:51'. At the bottom, there's a 'Back to Console' button and a footer with SAP Ariba logo and legal information.

**Tip: Sending messages after the countdown has expired.**

You can continue to send and receive messages after the time to submit a response has expired.

## 4.2 Submit Response | Event Queries (cont.)



**4. When writing your message, make sure to include all relevant information.**

- From
- To
- Subject
- You can also attach a file if required

**5. Click [Send] when your message is done.**

A screenshot of the Ariba Sourcing 'Compose New Message' interface. The header bar is dark blue with 'Ariba Sourcing' in white. Below the header, there's a navigation bar with links like 'Go back to GFG Alliance - TEST Dashboard', 'Company Settings', 'Test Message', and 'Help Center'. The main area is titled 'Compose New Message' and contains fields for 'From' (Tim's Moving (Tim Mower)), 'To' (Project Team), and 'Subject' (Doc395576 - Generic B2B Event - Testmsg). There's an 'Attachments' section with a button 'Attach a file'. A large text area for the message body is below. At the bottom right, there are 'Send' and 'Cancel' buttons. The 'Send' button is highlighted with a red rectangle.

# 4.3 Submit Response | Submit Entire Response



1. When you have completed your response and answered all the mandatory questions you will be able to formally submit your response by clicking [Submit Entire Response]
  - A pop up will appear asking to Submit the response, click [OK].
  - If there is an error or mandatory fields have been missed, an error message will appear and it will need to be fixed before you can submit the response.

The screenshot shows the Ariba Sourcing interface for a specific RFP event. The left sidebar contains a 'Checklist' with three items: '1. Review Event Details', '2. Review and Accept Prerequisites', and '3. Submit Response'. The 'Submit Response' item is highlighted with a red box. The main content area is titled 'All Content' and shows 'SECTION A. EVENT OVERVIEW'. It includes a table with two columns: 'Name' and 'Status'. The first row is '1.1 Terms and conditions of the RFP' with a status of 'Unspecified'. The second row is '1.2 Please confirm that you have downloaded, reviewed and comply with the Terms & Conditions of this RFP' with a status of 'Unspecified'. The third row is '1.3 Background' with a status of 'Unspecified'. Below the table, there is a paragraph of text describing the GFG Alliance and its members. At the bottom of the page, there are four buttons: 'Submit Entire Response' (highlighted with a red box), 'Save draft', 'Compose Message', and 'Excel Import'.

# 5. Access and Revise Response



1. Click [Revise / Alternative Response] if you would like to revise your response.
  - You can make updates to your response whilst time still remains.
2. Click [Submit Entire Response] again, in order to save your changes and resubmit your response.
  - This must be completed for your response to be recorded – previously submitted responses that are revised will not register as submitted.

The screenshot shows the Ariba Sourcing interface for a 'Generic RFP Event - Training'. A yellow banner at the top states: 'You have submitted a response for this event. Thank you for participating.' Below this, a blue button labeled 'Revise/Alternative Response' is highlighted with a red rectangle. The interface also shows a 'Checklist' on the left with steps: 1. Review Event Details, 2. Review and Accept Prerequisites, and 3. Submit Response. The 'Event Contents' section is visible, showing a table of requirements and their status.

Name	Description	Status
3.3.4.1	Describe which quality standards / certifications your company has (have) been awarded and how your company continuously improves its products and processes.	All of them
3.3.4.2	Describe what warranties are provided, you may want to provide a list of product level breakdown if coverage of warranties varies.	Limited
3.3.4.3	Please review the attached document and confirmed as complying with requirements, please notify any departure with support documents.	Yes
3.3.4.4	A preferred tenderer will be required to further develop and complete the quality management plan to a standard acceptable to the Principal's Representative (in its absolute discretion) and for incorporation into the Contract as the 'Quality Plan' (if the Contract contemplates a Quality Plan).	Ok
3.3.4.5	Describe how your company can guarantee the quality of supplied products and that these products comply with the quality standards as applicable by law and specified in Standard Contract Terms. If goods are purchased outside of Australia, describe your program to guarantee quality and to measure quality compliance.	Ok
3.3.5 Delivery Performance		
3.3.5.1	Attach your national regional distribution centres and branches and indicate the supply chain and distribution networks proposed to supply Goods / provide Services in this RFT	Blank Document.docx -
3.3.5.2	Attach delivery performance records for your top 3 customers who are similar in size as to us with the same national / regional coverage.	Blank Document.docx -
3.3.5.3	Branch Location	Blank Document.docx -
Please provide the branch/warehouse location and distance from our main sites and a list of any other branches within Australia. References-		
3.3.6 Innovation and cost savings		
3.3.6.1	Describe your company's cost management strategy to minimise ongoing cost increase pressures	Good
3.3.6.2	Provide evidence of realised Total Cost of Ownership savings or Cost Reduction Initiatives with companies comparable in size and scope to us.	Blank Document.docx -
3.3.6.3	What are your top 5 improvement ideas that would result in Total Cost of Ownership improvements or higher service levels for us? What are the main restrictions - ideas on how to remove obstacles for implementation / mitigate risks?	1/5

## Tip: Confirming your response has been received

A message at the top of the screen will advise you that  
[You have submitted a response to this event. Thank you for participating].