Tetra Pak
Ariba Procurement Portal

Quick Reference Guide for Suppliers

SAP Ariba

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Tetra Pak®

Introduction

► Requests for Information (RFI), Requests for Proposal (RFP), and Auctions from Tetra Pak will be routed through the SAP Ariba eSourcing application and all suppliers will be required to submit their responses electronically through the SAP Ariba webpage.

► The SAP Ariba webpage shall be referred to as **Commerce Cloud**.

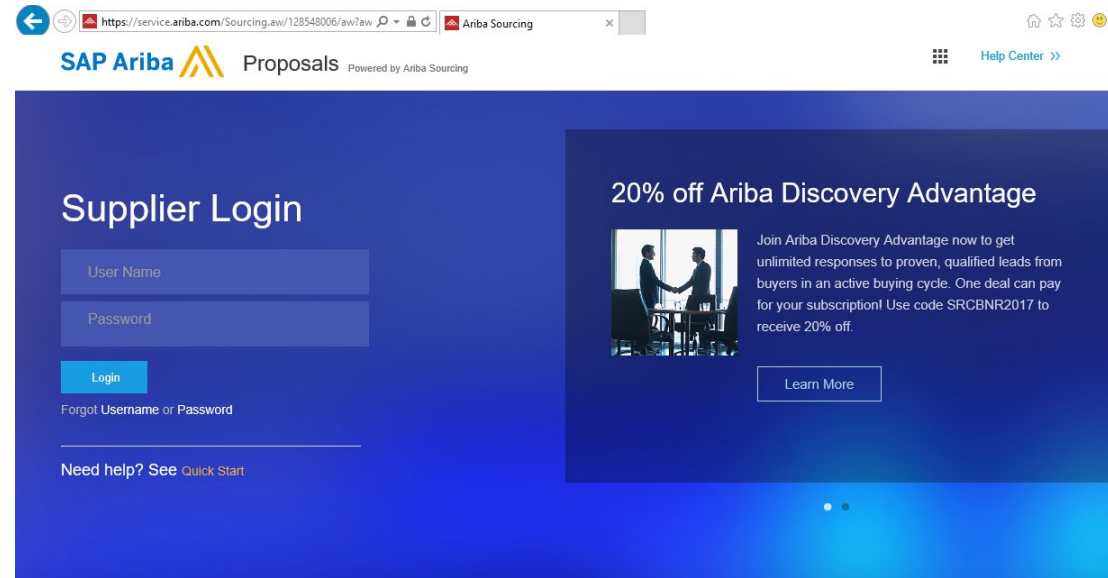► RFI, RFP and Auction shall be referred to as **Event(s)**.
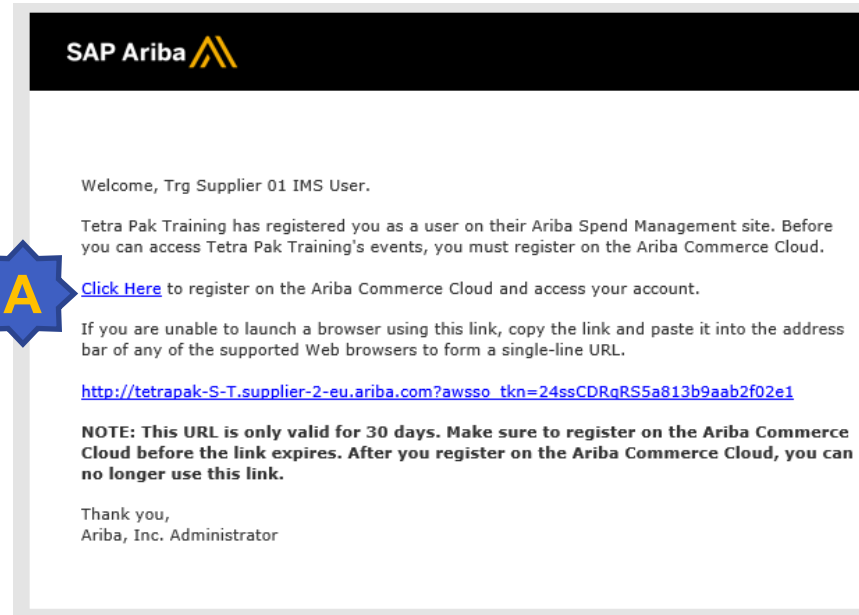
Table of Contents

Section 1 – Setting Up

Ariba e-mail notification

► You will receive an e-mail invitation to join Tetra Pak's Ariba Commerce Cloud, or participate in an event, see example.

► Click (A) if you are accessing Ariba for first time.

► If you are expecting to, but have not received an invitation, please email to the respective Tetra Pak event owner.

SAP Ariba

Welcome, Trg Supplier 01 IMS User.

Tetra Pak Training has registered you as a user on their Ariba Spend Management site. Before you can access Tetra Pak Training's events, you must register on the Ariba Commerce Cloud.

A Click Here to register on the Ariba Commerce Cloud and access your account.

If you are unable to launch a browser using this link, copy the link and paste it into the address bar of any of the supported Web browsers to form a single-line URL.

http://tetrapak-S-T.supplier-2-eu.ariba.com?awsso_tkn=24ssCDRqRS5a813b9aab2f02e1

NOTE: This URL 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.

Thank you,
Ariba, Inc. Administrator

Tetra Pak Training

Welcome, ECA Supplier 01.

Tetra Pak Training has registered you on their Ariba Spend Management site and invited you to participate in the following event: Tetra Pak RFP. The event starts on Tuesday, May 8, 2018 at 4:59 AM, Central European Summer Time and ends on Wednesday, May 9, 2018 at 4:59 AM, Central European Summer Time.

A 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 _____ via telephone at   or via e-mail at _____@tetrapak.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,

Tetra Pak Training

You are receiving this email because your customer, Tetra Pak Training, has identified you as the contact to register as a current or potential supplier. If you are not the correct contact, please contact Tetra Pak Training.

Tetra Pak Training sourcing site, Event Doc136807297: Tetra Pak RFP, Realm: tetrapak-S-T, Message Id: MSG3138431, Click Here

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Ariba e-mail notification

► If you have not already established your company's Commerce Cloud profile, you will be prompted to do so.

► Click (A) to establish your profile.

► If you already have a profile registered, click on (B) to enter your company Ariba ID number, linking your existing account to Tetra Pak Commerce Cloud.
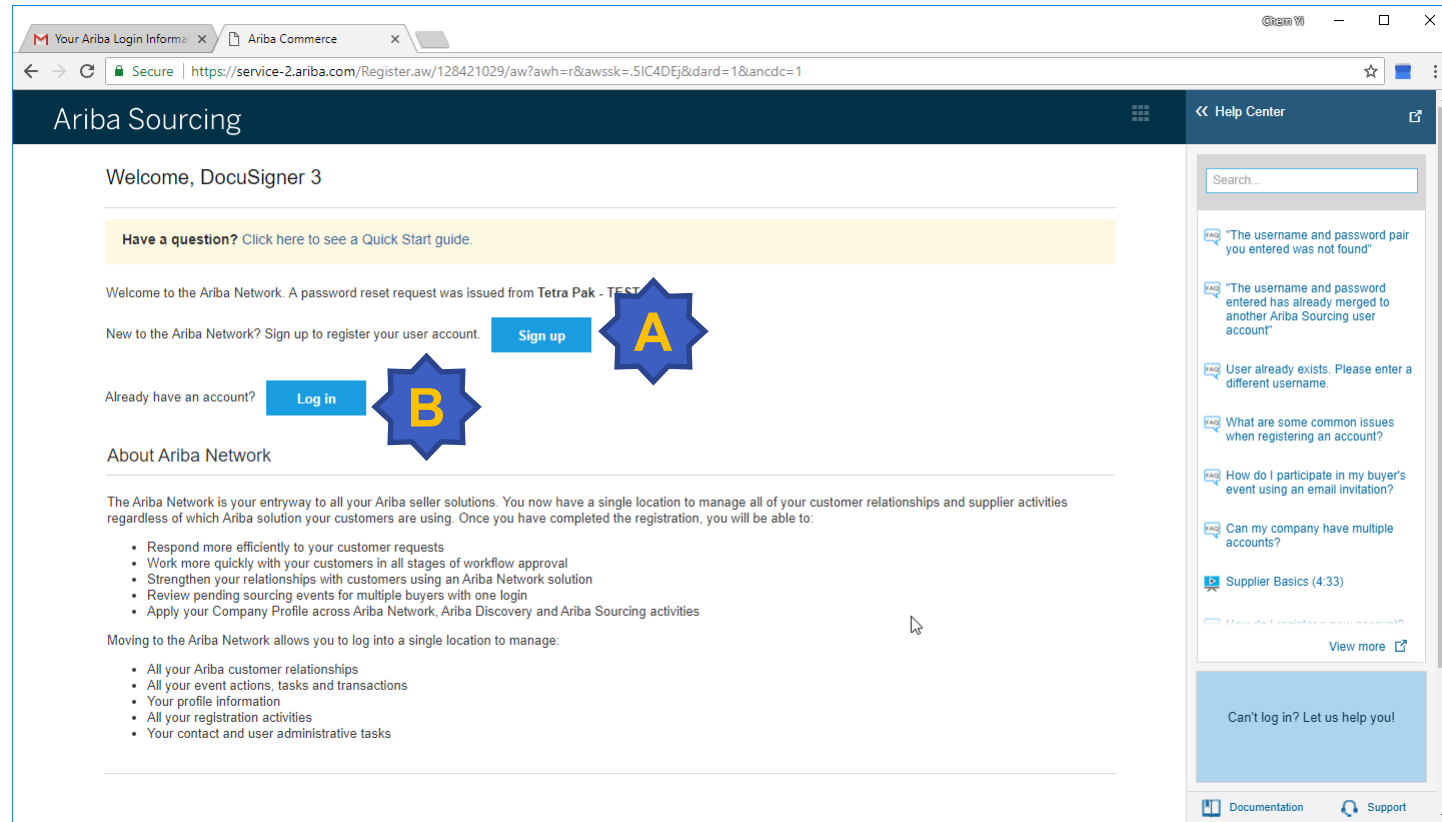
Note: You will need to set up your profile again in Tetra Pak's Ariba Commerce Cloud even if you have previously done so for another customer in Ariba.

Establish an Ariba Commerce Cloud Profile

► Enter the required information (mandatory fields are marked with asterisks*).

► If you need further assistance with Supplier Registration, please refer to Ariba Network Registration Guide.

https://websmp107.sap-ag.de/~sapidp/011000358700001071192013E

Establish an Ariba Commerce Cloud Profile

► Enter your user account information.

► Your Username should be your business e-mail address. To select a different Username, keep the box "Use my email as my username" unchecked and enter your desired Username.

► Review the Terms of Use and tick (A) if you agree, then click "Submit" to complete the registration.

Required Profile Fields

► Complete the Supplier Profile Questionnaire by clicking "Go to Company Profile".

► Navigate to the "Customer Requested" tab and click (A) if the questionnaire window does not appear.

This activity is done once during onboarding, by the first supplier representative (Supplier Administrator) invited by Tetra Pak
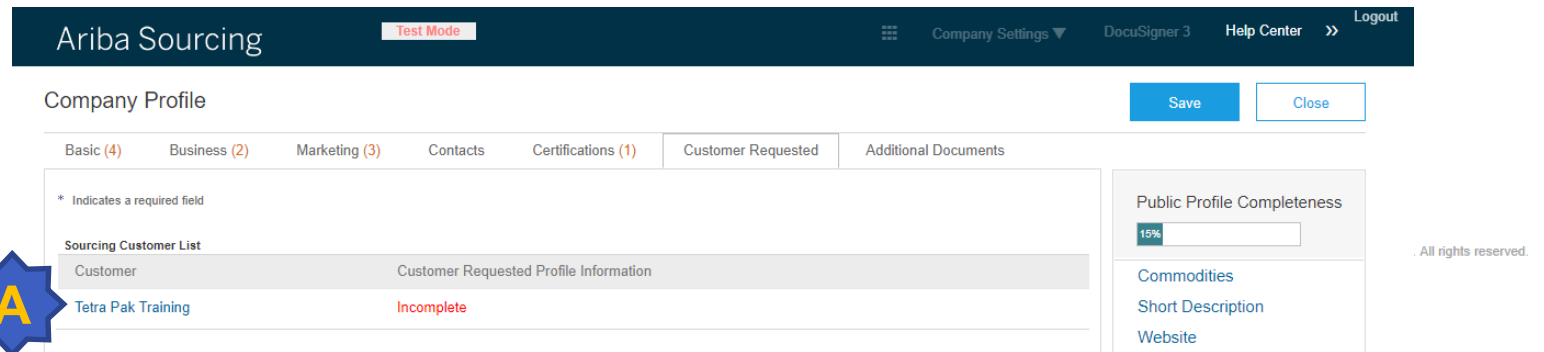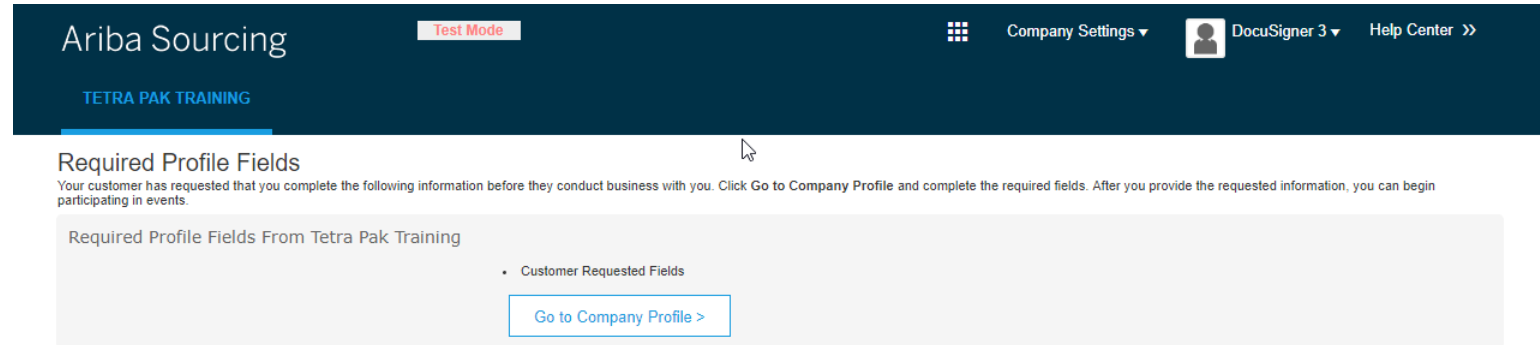
Required Profile Fields

► Click "Submit" and close the Profile window by clicking on (A).

► Verify that "Customer Requested Profile Information" is updated to "Complete".

► Save the Company Profile.

Supplier Administrator

► The first supplier representative invited by Tetra Pak automatically becomes the Supplier Administrator.

► The Supplier Administrator has the ability to manage (add and remove) Users who will have access to Tetra Pak Events.

► Supplier users can select "Contact Administrator" under your login name to find out who the Supplier Administrator is.

Ariba Commerce Cloud Homepage

▶ You will see the projects you have been invited to under the status "Open".

▶ Click the grid icon (A) and select "PROPOSAL" if you have a different view as the screenshot.

▶ Information of the Event End Time and Event Type (RFI, RFP or Auction) is displayed.

▶ Click (B) to participate in the event.

Section 2 – Participating in Tetra Pak Events

Event participation checklist

Use this checklist to make sure you are ready before participating in an event, such as an auction.

Keys to successfully participate in events

☐ **View event details**

Check the information on the **RFX Info**, **Items**, and **Rules** tabs for the RFX, and on the **Description** and **Rules** tabs for each line item. Make sure you read all attachments.

☐ **Consider submitting a pre-bid, if pre-bidding is allowed**

The event might require or allow you to submit a bid before the bid be available for the event, or if you will be late to the event.

> **i Note**
>
> You cannot submit a pre-bid for an RFI.

☐ **Ask questions**

Ask questions as soon as possible, to give the buying organization information about communicating with buying organizations, see

☐ **Prepare a price range for all items.**

Decide on an initial bid price, middle bid price, and bottom price fore the bidding event begins, especially in situations where the sa

> **i Note**
>
> You do not prepare prices for an RFI.

☐ **Prepare responses for negotiable terms and questions.**

The event might require you to supply information other than price and quantity, such as answers to questions and values for negotiable terms. An example of a negotiable term is a proposed initial delivery date. An example of a question is a request for customer references. Be ready to respond to all negotiable terms and questions.

Keys to successfully participate in events

☐ **Prepare for an extended bidding event.**

A bidding event might extend past the nominal end time if a bid is placed in the last few minutes. This feature gives you time to respond to last-minute bids. Check the **Bidding Rules** section on the **Review Event Details** page to see if this feature is enabled, and be prepared if an extension occurs.

☐ **Verify your company profile and your contact information is up-to-date and correct.**

Ensure that your company profile and your email and phone number is up-to-date, so if needed, the buying organization can reach you during the event.

☐ **Complete all customer requested profile information early.**

Buyers may require that you complete all requested profile information before you can participate in their events. In some cases, buyers may also require your additional profile information to go through a review and approval process before you can participate in their events. Completing requested profile information as early as possible ensures that the buyer has an opportunity to review and if necessary, approve your organization to participate in the event. For more information, see How to complete buyer-requested company profile information [page 25].

Review Prerequisites

► This is the supplier's view of a Tetra Pak Event.

► You can preview selected Event content when deciding whether to participate.

► You must click (A) **"Review Prerequisites" and accept our Bidder Agreement before you can view the Event content.**

Ariba Sourcing

< Go back to Tetra Pak Training Dashboard

Desktop File Sync

Event Details   📄 Doc136807297 - Tetra Pak RFP

🕐 Time remaining
21:15:09

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 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.

▼ Checklist

A | Review Prerequisites | | Decline to Respond | | Print Event Information |

1. Review Event Details

2. Review and Accept Prerequisites

3. Submit Response

Event Overview and Timing Rules

Owner:	ChernYi Chua ⓘ	Currency:	European Union Euro
Event Type:	RFP	Commodity:	All Commodities All
		Regions:	1 Global
		Contract Months:	3 ⓘ

Publish time: 5/8/2018 10:59 AM
Due date: 5/9/2018 10:59 AM

Currency Rules

Allow participants to select bidding currency: Yes ⓘ

Data Policy   Security Disclosure   Terms of Use

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Review Prerequisites

► Review the Bidder Agreement carefully.

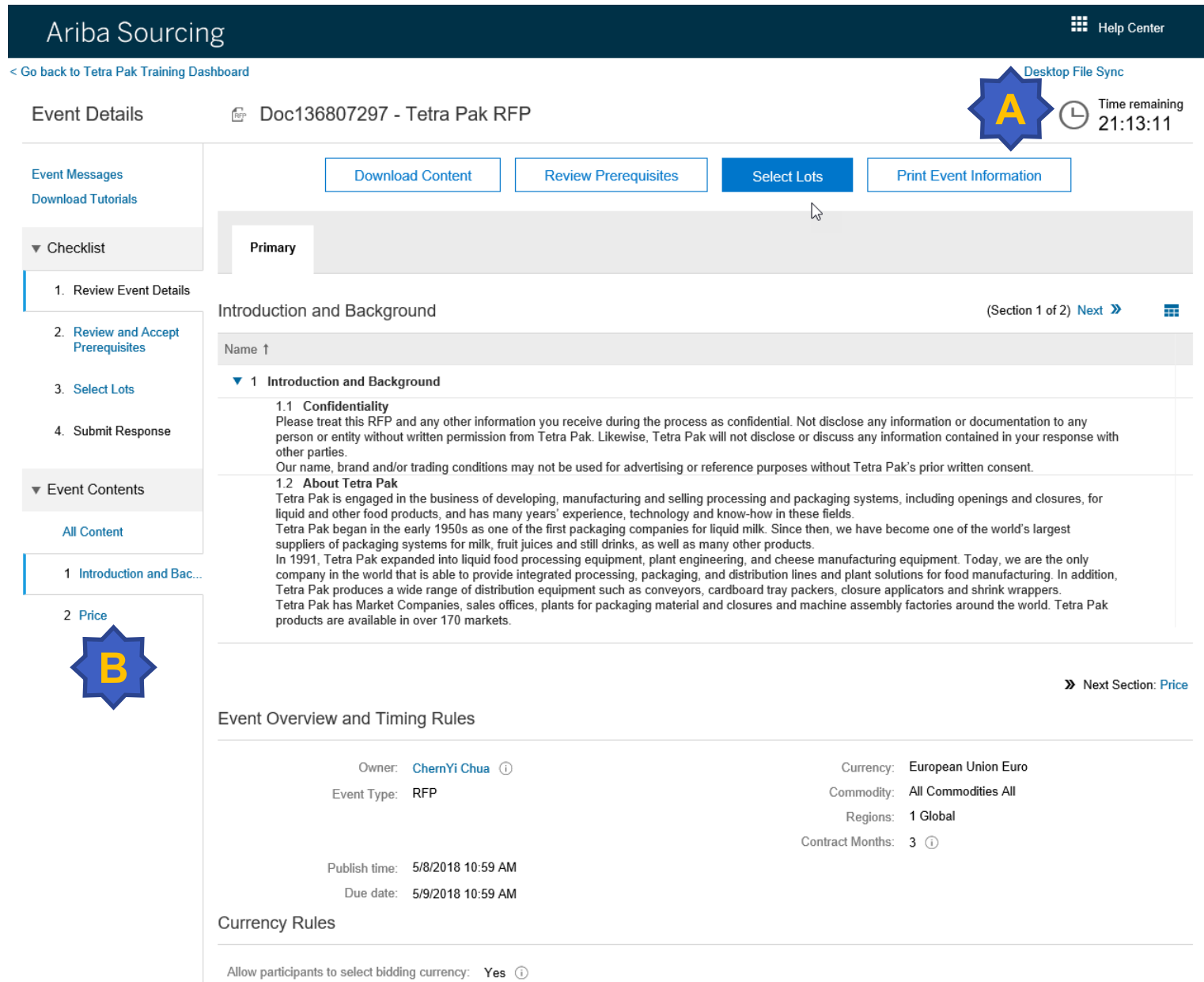► Make your selection whether or not you accept the Bidder Agreement (A) and then click "OK".

Navigating the Sourcing Event

► From (A), you can see the countdown clock for the time remaining in an Event

► You can access each section by using the quick navigation tab at (B).

Note : Not all section headers will appear in the Event Contents tab on the left, select "All Content" to review the complete text.

Event Messaging

► Use "Event Messages" (A) to communicate with the Tetra Pak Event owner.

► Click "Compose Message" (B) to open a new message window.

Viewing Content of Sourcing Event

Option 1 – Download to Excel

► You have the option to download the content of the event by clicking (A) from the main event page.

► Then click (B) to select the content details you wish to download into an Excel spreadsheet

Viewing Content of Sourcing Event

Option 1 – Download to Excel

► Tick the content that you wish to download (A).

► After all the selection is done, click (B) to download.

► Once download is completed, click (C) to exit.

Viewing Content of Sourcing Event

Option 2 – View online

► You can also view the content of the event online by selecting the section under Event Contents or scrolling through each section sequentially (A).

Decline to Respond

► You only have the option to Decline the invitation at the start of the event.

► Once you have accepted the Bidder Agreement, you will not be able to decline the event any more.

Contact the Tetra Pak event owner to **uninvite** your company from the event if you wish to pull out OR put a 0 in every pricing field as answer to your bid. It is useful to indicate the reason for not quoting

Ariba Sourcing

Help Center

< Go back to Tetra Pak Training Dashboard

Desktop File Sync

Event Details   Doc137928310 - 20180426B

Time remaining
3 days 06:12:26

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 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.

▼ Checklist

| Review Prerequisites | Decline to Respond | Print Event Information |

1. Review Event Details

Event Overview and Timing Rules

2. Review and Accept Prerequisites

3. Submit Response

Owner: ChernYi Chua ⓘ
Event Type: RFP

Currency: European Union Euro
Commodity: All Commodities All
Regions: 1 Global
Contract Months: 2 ⓘ

Publish time: 5/14/2018 9:43 AM
Due date: 5/28/2018 6:00 PM

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Select Lots

► Once you have read through and understand the event content, click "Select Lots" (A) to begin your bid submission.

► Event Content
  – Requirement (no response needed)
  – Question
  – Bidding Lot
  – Attachment

Select Lots

► You have 2 options to select the lots and submit your response – Online or Excel Spreadsheet.

► You **may** be allowed to submit your response in a different currency.

Bid Response Type

Response Type 1

► A question or request, where you will respond directly on the web.

Response Type 2

► Bidding price information, where you will respond directly on the web or via Excel spreadsheet.

Response Type 3

► Attachments to be updated offline, and then attached to the event before submission.

Response Type 1
Question or Short-text Comment

► Select your response from the drop-down options or enter a short-text.

► You may be able to add a comment to the drop-down selection, or add an attachment to substantiate your response.

Response Type 2
Bidding Price

► Even if you are allowed to bid in different currencies for different lots, **note** that the entire event needs to be submitted in a single currency (according to prevailing Tetra Pak exchange rate)

Bid Response Type 3

Attachment

► Click on the file name to download the document (A), furnish the necessary information, and save the file on your local computer.

► Click "Update File" (B) to upload your completed attachment.

Note: Maximum file size per attachment is 100MB.

Bid Submission

► You can submit your bid or make revisions to submitted bids until the event closes (when "Time remaining" clock reaches 00:00:00).

► Click on "Update Totals" (A) for the system to calculate your total bidding price in the base currency.

► Click on "Submit Entire Response" (B) to submit your bid.

Successful Submission

► After click "Submit Entire Response" from the previous page, click "OK" (A) on the pop-up window to confirm the submission of your bid.

► You will get a confirmation "Your response has been submitted. Thank you for participating in the event."

Bid History

► Click "Response History" (A) from the main event page to review your submission history.

Bid Revision

► Click "Revise/Alternate Response" (A) if you want to revise your earlier bid response **before the event closes**.

► Click "OK" (B) to confirm your intention to revise your bid.

► Proceed to revise the content, followed by clicking "Submit Entire Response".

Bid Save

► By clicking on "Save" (A), you are saving your content for future edit.

► Note your bid response **has not been submitted** to the Tetra Pak event owner.

► You can continue to work on your bid response and remember to click "Submit Entire Response" when done.

Ariba e-Auction

Bidding Rules

► Ceiling value is the maximum price that you can enter in the auction. If you attempt to bid above this price, you'll see a message indicating that your bid is too high.

► Reserve value is the price below which the buyer determines it might make economic sense to consider awarding business to a supplier in the event.

► Bidding rules – An information icon appears next to each item name. You can click the information icon to view the bidding rules for the lot. The bidding rules can vary between items and lots, so it is recommended that you review them all. Each rule provides a detailed explanation next to it.

Auction Pre-Bids

► Pre-bids are starting bids that you enter during the preview period, before the auction begins. The buyer may require you to enter pre-bids on the lots for which you are interested in bidding on.

► If pre-bids are required, SAP Ariba shows a message stating that you must submit a pre-bid at the top of the Review Event Details page. If you do not submit a pre-bid before the preview period ends, you are locked out of the event. Your pre-bid must be at or below the ceiling price to be accepted.

► If the pre-bid review period is enabled, the auction begins immediately after the review period ends. If the pre-bid review period is not enabled, the auction begins at the date and time set by the buyer.

Submitting Auction Bids

Prepare to bid in the auction

► If you placed a pre-bid, SAP Ariba shows your pre-bid as a "live" bid. Otherwise, enter your unit or extended price bid at this time. You can enter prices into each lot that is open

► If you enter a unit price, click Update Totals to view the extended price.

► When you have completed your response, click Submit Current Lot. SAP Ariba shows a confirmation message.

► Click OK to submit your response.

► After you submit your response, SAP Ariba shows a confirmation message at the top of the page.

► If need to, you can revise your bid.

Viewing market feedback

► The buyer can choose one of these forms of market feedback:
  - You can only view your bids in the market.
  - You can view the market leading bid in addition to your rank. This allows you to view the current lowest bid in comparison to your bid.
  - You can view other bids in the market. Buyers can choose from two options:
    - Generic Aliasing allows you to view all bids in the market, but the other company names and the number of competitors do not display.
    - Unique Aliasing assigns a unique alias to all participants in the bid history. For example, Company 1, Company 2, or Company 3.

► The Bid History area of the event page uses icons to indicate bid statuses, including:
  - Newest bid (green)
  - Leading bid (orange)
  - Tie bid (gray)

My Bid Rank : 1   Leading Bid: €94.00 EUR   Bid decrement: €2.00 EUR

Name ↑	Price	Quantity	Extended Price
3.1 **Bid Item** ⌄	* €94.00 EUR (1)	1 each	€94.00 EUR
Decrement bid by [ ] value ⌄ Apply		(*) indicates a required field	

Traffic Light Bidding

► You can look at the different zones to determine the likelihood of you winning the bid or staying on for the next round of Auction.
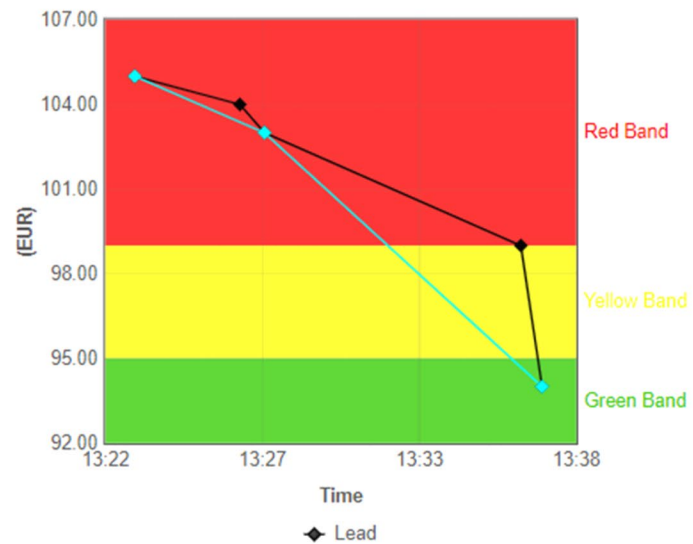
Submitting Auction Bids

Results

► When time runs out and no more overtimes are triggered, the lot goes into a Review status and SAP Ariba does not accept any more bids for the lot. This review period gives you a final opportunity to resolve any issues and ask any outstanding questions.

► When a lot reaches Review status, you can continue to the next sequential lot on which you are bidding. You can click the lot titles on the left side of the event page to switch to other lots.

► When the review period for the final lot ends, the auction display goes into a Pending Selection state and cannot be reopened.

Section 3 – Configuration, Errors and Getting Help

Configuring browser to access Ariba

Before you log in to Ariba, your web browser must be configured to allow cookies from ariba.com.

Specifying Cookie Settings for Microsoft Internet Explorer

► In Internet Explorer, click the Tools menu, and then click Internet Options.

► Click the Privacy tab and check your privacy settings.
  - If your privacy setting is Block all cookies, you must change the privacy setting to a lower level of privacy, such as High.
  - If your privacy setting is High, click Sites, enter ariba.com in the Address of website field, and click Allow.
  - If your privacy setting is anything else, you don't have to do anything.

Configuring browser to access Ariba

Specifying Cookie Settings for Mozilla Firefox

► In Mozilla Firefox, click the Tools menu, and then click Options.

► Click the Privacy tab and check the setting in the History section.
- If the setting is Remember history or Never remember history, you don't have to do anything.
- If the setting is Use custom settings for history, and the Accept cookies from sites check box is selected, you don't have to do anything.
- If the setting is Use custom settings for history, and the Accept cookies from sites check box is not selected, click Exceptions, enter <u>ariba.com</u> in the Address of website field, and click Allow.

Configuring browser to access Ariba

Specifying Cookie Settings for Google Chrome

► In Google Chrome, click the Chrome menu on the browser toolbar, and then click Settings.

► Click the Show advanced settings link at the bottom of the Settings page.

► In the Privacy section, click Content Settings, and look at the Cookies section. Check whether the following options are selected:
  - Block sites from setting any data
  - Block third-party cookies and site data

► Take the appropriate action to enable cookies from ariba.com:

If neither one of the settings in the previous step is selected, cookies from ariba.com are already enabled, and you don't have to do anything.

► If one or both of the settings in the previous step are selected, click Manage exceptions, click the Hostname pattern field, enter *.ariba.com in the field, and choose either Allow or Clear on exit from the Behavior pull-down menu.

Configuring browser to access Ariba

Specifying Cookie Settings for Apple Safari

► In Apple Safari, click the button that displays the menu of the general Safari settings, and then click Preferences.

► Click the Privacy tab and check the Block cookies setting.
  - If the Block cookies setting is From third parties and advertisers or Never, you don't have to do anything.
  - If the Block cookies setting is Always, change it to either Never or From third parties and advertisers.

Error Submitting Bid

► If an error message appears like the one as shown, it means the bid response has not been successfully submitted.

► The system will highlight the error area in red box for your necessary attention and correction.

Ariba Help Centre

► Click "Help Center" (A) to launch Ariba Exchange User Community.

Ariba Help Centre

► Click "Home" (A) to find useful help topics

► Click "Learning" (B) to display available tutorials and online training videos.

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