

Tetra Pak Ariba Procurement Portal

Quick Reference Guide for Suppliers

SAP Ariba 





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)**.

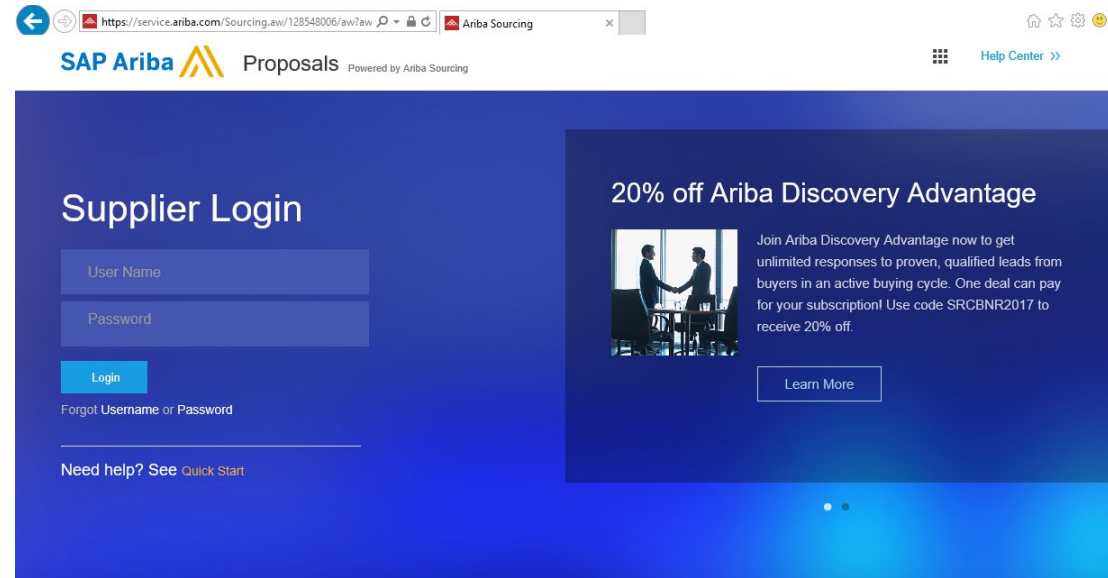




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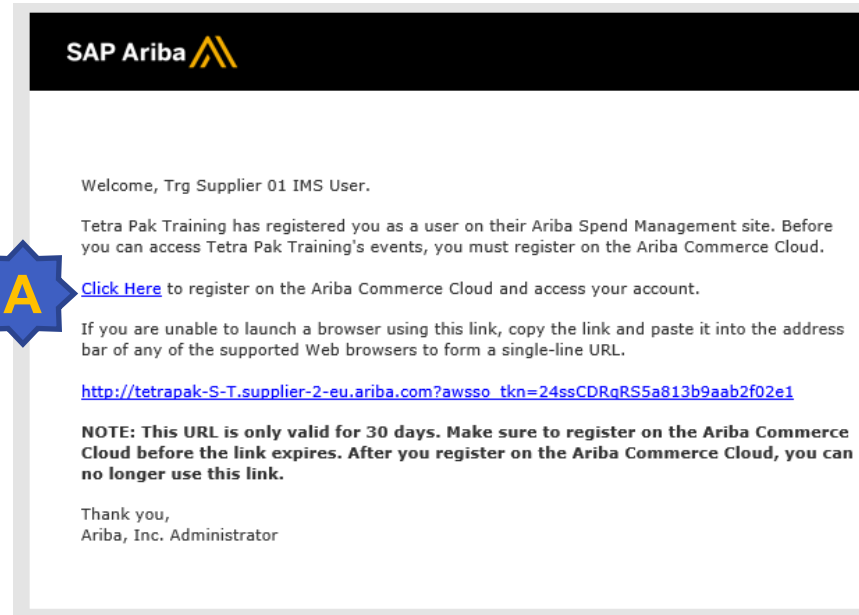


Section 1 – Setting Up



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.



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.



[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 [redacted] via telephone at [redacted] or via e-mail at [redacted]@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

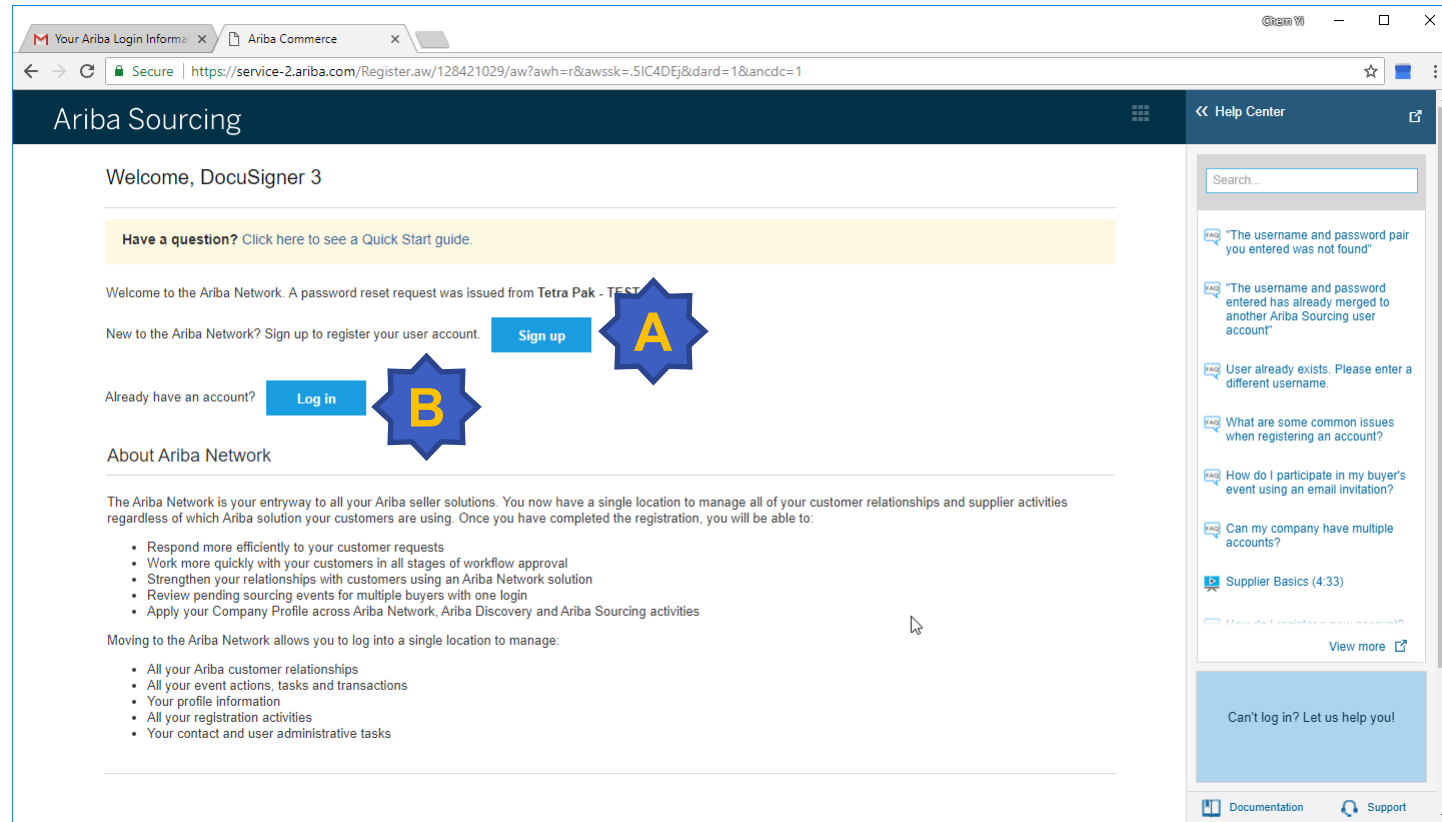
You are receiving this email because your customer, Tetra Pak Training, has identified you as the contact to register as a current or potential supplier. If you are not the correct contact, please contact Tetra Pak Training.

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



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>

Ariba Sourcing

Help Center >>

Register

Submit Cancel

Verify and complete your basic company information and user account information. All of your Ariba Sourcing supplier profile information is not displayed below, however your complete profile is now available as part of your Ariba Commerce Cloud account. You can use your new Ariba Commerce Cloud username and password to access and manage all your Ariba customer relationships and supplier activities. [What is the Ariba Commerce Cloud?](#)

Have a question? [Click here to see a Quick Start guide.](#)

Company information

* Indicates a required field

Company Name:* SC Training Supplier 03

Country:* Sweden [SWE]

Address:* Ruben Rausing gata

Line 2

Postal Code:* SE 221-86

City:* Lund

State:

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

User account information

* Indicates a required field

Name:*

Email:* tetrapak.docusign3@gmail.com

Use my email as my username

[Ariba Privacy Statement](#)

Ariba Network light account is Free

Already have an account? [Login](#)

Strengthen relationships
Collaborate with your customer on the same secure network.

Connect faster
Exchange documents electronically and streamline communications.

Reach more customers worldwide
Sign up with Ariba Discovery and increase sales leads.



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.



User account information

* Indicates a required field

[Ariba Privacy Statement](#)

Name:*

Email:*

Use my email as my username

Username:*

Password:*

Language: ▼

Email orders to:*

Must be in email format(e.g john@newco.com) ⓘ
Must contain a minimum 8 characters including letters and numbers. ⓘ

The language used when Ariba sends you configurable notifications. This is different than your web b...

Customers may send you orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

Tell us more about your business ▶

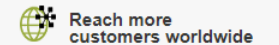
Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Submit button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

I have read and agree to the [Terms of Use](#) and the [Ariba Privacy Statement](#)

Exchange documents electronically and streamline communications.



Sign up with Ariba Discovery and increase sales leads.

[Learn more](#)

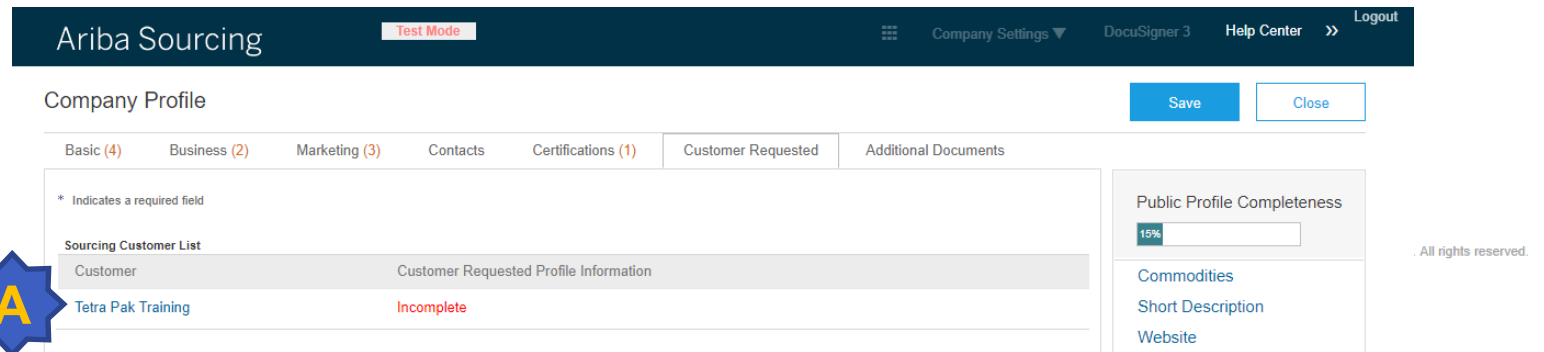
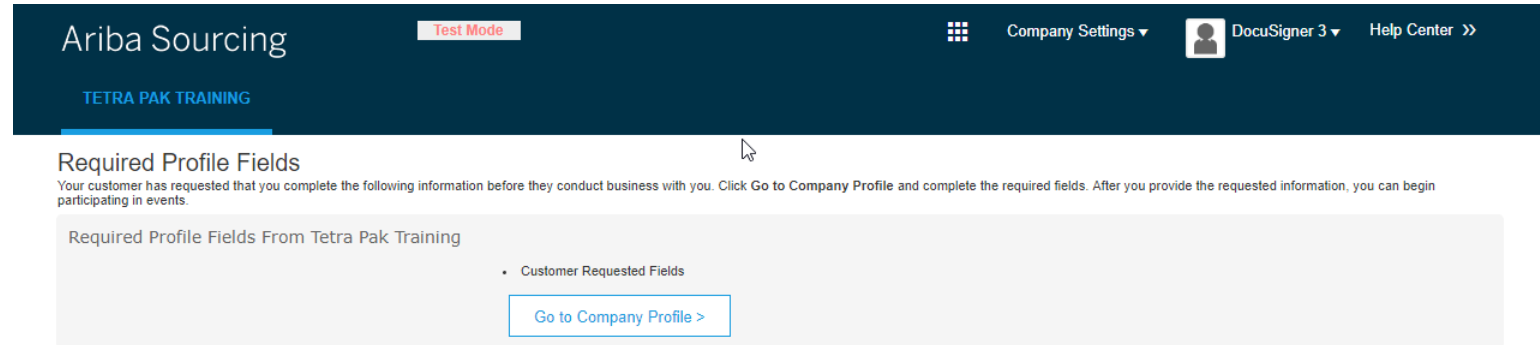
After registration download the SAP Ariba Supplier app from the Apple App Store or Google Play to your mobile device and manage customer orders on the go.



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.

Company Profile

Basic (4) Business (2) Marketing (3) Contacts Certifications (1) Customer Requested Additional Documents

* Indicates a required field

Sourcing Customer List

Customer

Tetra Pak Training

Tetra Pak Training Requested Profile Information

Tetra Pak Training Requested Profile

* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer. Click **Discard Draft** to clear all the changes you have made and display the last values you successfully submitted to your customer.

Status: Submitted by DocuSigner 3 at 05/08/2018 11:49 AM

Discard Draft Save as Draft Submit

Changes you make below may be subject to approval before they are accepted.

✓ You have successfully submitted changes to your customer.

Question

1 Tetra Pak Code of Business Conduct for Suppliers

Tetra Pak is committed to conduct every aspect of our business with integrity. Our vision, mission and core values demand collaboration throughout the supply chain, including how our suppliers operate and run their business. We require that all Tetra Pak suppliers sign and run their business operations in accordance with the Tetra Pak Code of Business Conduct for Suppliers.

1.1 Do you accept the Tetra Pak Code of Business Conduct for Suppliers? * Yes

1.2 Please upload a signed copy of the Tetra Pak Code of Business Conduct for Suppliers * SupplierCode.pdf Update file Delete file

1.3 Specify your reason for not signing the Tetra Pak Code of Business Conduct for Suppliers * Nil

2 Company Information

2.2 Do you need to provide the company information in local language? Unspecified

Discard Draft Save as Draft Submit

Save Close

Public Profile Completeness 95%

D-U-N-S Number

Share Your Public Profile

Company Profile

Basic Business Marketing (1) Contacts Certifications Customer Requested Additional Documents

* Indicates a required field

Sourcing Customer List

Customer

Tetra Pak Training

Customer Requested Profile Information

Complete

Ariba Sourcing Test Mode Company Settings DocuSigner 3 Help Center Logout



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 Sourcing Test Mode Company Settings DocuSigner 3 Help Center >>

TETRA PAK TRAINING

Required Profile Fields

Your customer has requested that you complete the following information before they conduct business with you. Click [Go to Company Profile](#) and complete the information before you can begin participating in events.

Required Profile Fields From Tetra Pak Training

- Customer Requested Fields

[Go to Company Profile >](#)

SC Training Supplier 03
ANID: AN01404795466-T

- Company Profile
- Account Settings
- Users
- Notifications
- View All
- Sourcing & Contracts Settings
- Sourcing & Contracts Notifications
- View All

Company Settings DocuSigner 3 Help Center >>

- Logout
- My Account
- My Community Profile
- Switch To
- DocuSigner 3
DocuSigner3@gmail.com
- Link User IDs
- Contact Administrator



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.

The screenshot shows the Ariba Sourcing interface. At the top, there is a navigation bar with 'Ariba Sourcing', 'Test Mode', a grid icon (A), 'Company Settings', 'ECA Supplier 01', and 'Help Center'. A dropdown menu is open from the grid icon, showing 'Go To My', 'LEADS', 'PROPOSALS' (highlighted with a mouse cursor), and 'CONTRACTS'. Below the navigation bar, there is a 'TETRA PAK TRAINING' section. On the left, there is a 'Tetra Pak Training Requested Profile' section with a message: 'All required customer requested fields have been completed. View customer requested fields >'. Below this, there is a message: 'There are no matched postings.' with a blue star icon (B) next to it. On the right, there is a 'Welcome to the Tetra Pak Procurement portal hosted by Ariba!' message and the Tetra Pak logo. Below the welcome message, there is an 'Events' section with a table showing one event: 'Tetra Pak RFP' with ID 'Doc136807297' and End Time '5/9/2018 10:59 AM'. Below the events section, there is a 'Tasks' section with a table showing 'No items'.

Title	ID	End Time ↓	Event Type
▼ Status: Open (1)			
Tetra Pak RFP	Doc136807297	5/9/2018 10:59 AM	RFP

Name	Status	Due Date	Completion Date	Alert
No items				



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 bid price for 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.

The screenshot shows the Ariba Sourcing interface for a Tetra Pak RFP. The page title is 'Ariba Sourcing' and the breadcrumb is '< Go back to Tetra Pak Training Dashboard'. The event details are 'Doc136807297 - Tetra Pak RFP' with a 'Time remaining' of 21:15:09. A yellow warning box states: '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.' Below this is a blue star icon with a yellow 'A' and three buttons: 'Review Prerequisites' (highlighted), 'Decline to Respond', and 'Print Event Information'. A checklist on the left shows: 1. Review Event Details, 2. Review and Accept Prerequisites (highlighted), and 3. Submit Response. The 'Event Overview and Timing Rules' section includes: Owner: ChernYi Chua, Event Type: RFP, Publish time: 5/8/2018 10:59 AM, Due date: 5/9/2018 10:59 AM, Currency: European Union Euro, Commodity: All Commodities All, Regions: 1 Global, and Contract Months: 3. The 'Currency Rules' section shows 'Allow participants to select bidding currency: Yes'. Footer links include 'Data Policy', 'Security Disclosure', and 'Terms of Use', with a copyright notice '© 1996–2017 Ariba, Inc. All rights reserved.'



Review Prerequisites

- ▶ Review the Bidder Agreement carefully.
- ▶ Make your selection whether or not you accept the Bidder Agreement (A) and then click “OK”.

Ariba Sourcing

< Go back to Tetra Pak Training Dashboard

Desktop File Sync

Prerequisites Doc136807297 - Tetra Pak RFP

▼ Checklist

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

Prerequisites must be completed prior to participation in the event.

Bidder Agreement in Ariba for Tetra Pak:

In consideration of the opportunity to participate in on-line events ('On-Line Events') held and conducted by the company sponsoring this On-Line Event ('Sponsor') on the web site (this 'Site') hosted by Ariba, Inc. ('Site Owner'), your company ('Participant' or 'You') agrees to the following terms and conditions ('Bidder Agreement'):

1. Bids. If you are invited to participate in the On-Line Event, Sponsor reserves the right to amend, modify or withdraw this On-Line Event. Sponsor reserves the right to accept or reject all or part of your proposal. Submission of a bid does not create a contract or any expectation by Participant of a future business relationship. Rather, by submitting a bid, you are making a firm offer which Sponsor may accept to form a contract, subject to section 2 below. Sponsor is not liable for any costs incurred by Participant in the preparation, presentation, or any other aspect of Participant's bid.
2. Price Quotes. Except to the extent Sponsor allows a non-binding bid, all Bids which Participant submits through the On-Line Events are legally valid quotations without qualification, except for data entry errors.
3. Procedures and Rules. Participant further agrees to be bound by the procedures and rules established by the Site and Sponsor.
4. Participant, in order to attend the On Line Event shall receive Confidential Information (as defined below) Participant shall keep all user names and passwords, the On-Line Event content, other confidential materials provided by the Site and/or Sponsor, and all bids provided by You or another participating organization in confidence and shall not disclose the foregoing to any third party.
- 4.1. Participant shall not disclose to Tetra Pak any information which Participant deems to be confidential. Tetra Pak will be free to make use of any information disclosed by Participant during the course of the discussions referred to above.
- 4.2. In these terms and conditions the following terms shall have the following meanings:
 - 4.2.1. "Associated Company" shall mean, in relation to Participant, any corporation controlling, controlled by or in common control with Participant, and in relation to Tetra Pak, any entity under the overall control of the Tetra Laval Group Board and engaged in the business of the Tetra Pak Industry Group as described above.
 - 4.2.2. "Confidential Information" shall mean any and all information, samples and/or documents of a confidential and/or proprietary nature which is disclosed by Tetra Pak pursuant to these terms and conditions, including but not limited to all user names and passwords, materials provided by the Site and/or Sponsor, information related to products, technologies, know-how, trade secrets, marketing activities, business and product development and the like.
- 4.3. Participant agrees to keep the Confidential Information received from Tetra Pak in confidence and not to disclose it to any third party, nor make any use of it for any purpose other than the Purpose. Participant shall not copy or otherwise duplicate any Confidential Information of Tetra Pak, in whole or in part, except in pursuit of the Purpose. Further, Participant shall not reverse engineer, disassemble or decompile any products, prototypes, software or other tangible objects that embody Confidential Information. Notwithstanding the above, Participant may disclose Confidential Information to its Associated Companies which need access thereto for the Purpose, provided such Associated Companies agree to comply with these terms and conditions. Participant shall be liable to Tetra Pak for any breach of the terms and conditions by any of its Associated Companies.
- 4.4. Participant may disclose Confidential Information received from Tetra Pak only to its employees who need access to such information for the Purpose. Participant shall require such employees to comply with the terms and conditions.
- 4.5. Participant shall return immediately any and all materials received from Tetra Pak containing Confidential Information, including (but not limited to) all documents, plans, samples, drawings, specifications, notebooks, computer software and all copies thereof made by Tetra Pak or Participant, upon the written request of Tetra Pak. Participant may instead elect to destroy such materials and to certify in writing to Tetra Pak that it has done so.
- 4.6. The above obligations shall not be binding on Participant with respect to any Confidential Information which:
 - 4.6.1. is lawfully and demonstrably known to Participant prior to the time of disclosure; or
 - 4.6.2. is in the public domain, or subsequently comes into the public domain, through no fault of Participant; or
 - 4.6.3. is received lawfully from a third party, who has not obtained such Confidential Information directly or indirectly from Tetra Pak under an obligation to keep it confidential; or
 - 4.6.4. is developed by Participant wholly independently, as a result of its own efforts, and without knowledge or benefit of the Confidential Information; or
 - 4.6.5. is required to be disclosed by reason of applicable law or governmental regulation or by an authority with competent jurisdiction over it, provided that Participant shall notify Tetra Pak of the information to be disclosed (and of the circumstances in which the disclosure is alleged to be required) as early as reasonably possible before such disclosure must be made. Participant shall use its best efforts to avoid and limit such disclosure.
- 4.7. Participant shall be bound by the obligations contained in these terms and conditions for a period of seven (7) years from the date of disclosure of each item of Confidential Information.
- 4.8. Participant acknowledges and agrees that no representation or warranty, express or implied, is made with respect to the truth, accuracy, completeness or reasonableness of the Confidential Information.
- 4.9. Participant shall not acquire any licence of or other right in relation to any intellectual property of Tetra Pak and/or any of its Associated Companies under these terms and conditions. All Confidential Information shall remain the property of Tetra Pak and/or its Associated Companies. Neither party shall be obliged to purchase any product or service from the other party or enter into any further project or contract with the other party under these terms and conditions.
- 4.10. If any provision of these terms and conditions are held to be invalid or unenforceable, that provision shall (so far as it is invalid or unenforceable) be given no effect and shall be deemed not to be included in these terms and conditions, without invalidating any of the remaining provisions.
- 4.11. Any unauthorised disclosure or unauthorised use of Confidential Information by Participant will result in irreparable harm to Tetra Pak and Tetra Pak may, in addition to any other rights or remedies it may have at law or otherwise, immediately seek an injunction to recover such information and to restrain further disclosure.
- 4.12. No failure or delay by Tetra Pak in exercising any right or remedy provided by law or under these terms and conditions shall impair such right or remedy or be construed as a waiver or variation of it or preclude its exercise at any subsequent time.

- 5. Bids through Site only. Participant agrees to submit bids only through the on-line bidding mechanism supplied by the Site and not to submit bids via any other mechanism including, but not limited to, post, courier, fax, E-mail, or orally unless specifically requested by Sponsor.
- 6. Ethical Conduct. All parties will prohibit unethical behavior and are expected to notify the Site Owner by contacting the appropriate project team if they witness practices that are counter-productive to the fair operation of the On-Line Event. If Participant experiences any difficulties during a live On-Line Event, Participant must notify Site Owner immediately.
- 7. This Bidder Agreement (and all non-contractual or other obligations arising out of or in connection with it) is governed by the substantive laws of Sweden.
- 8. Survival. The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event.

I accept the terms of this agreement.

I do not accept the terms of this agreement.

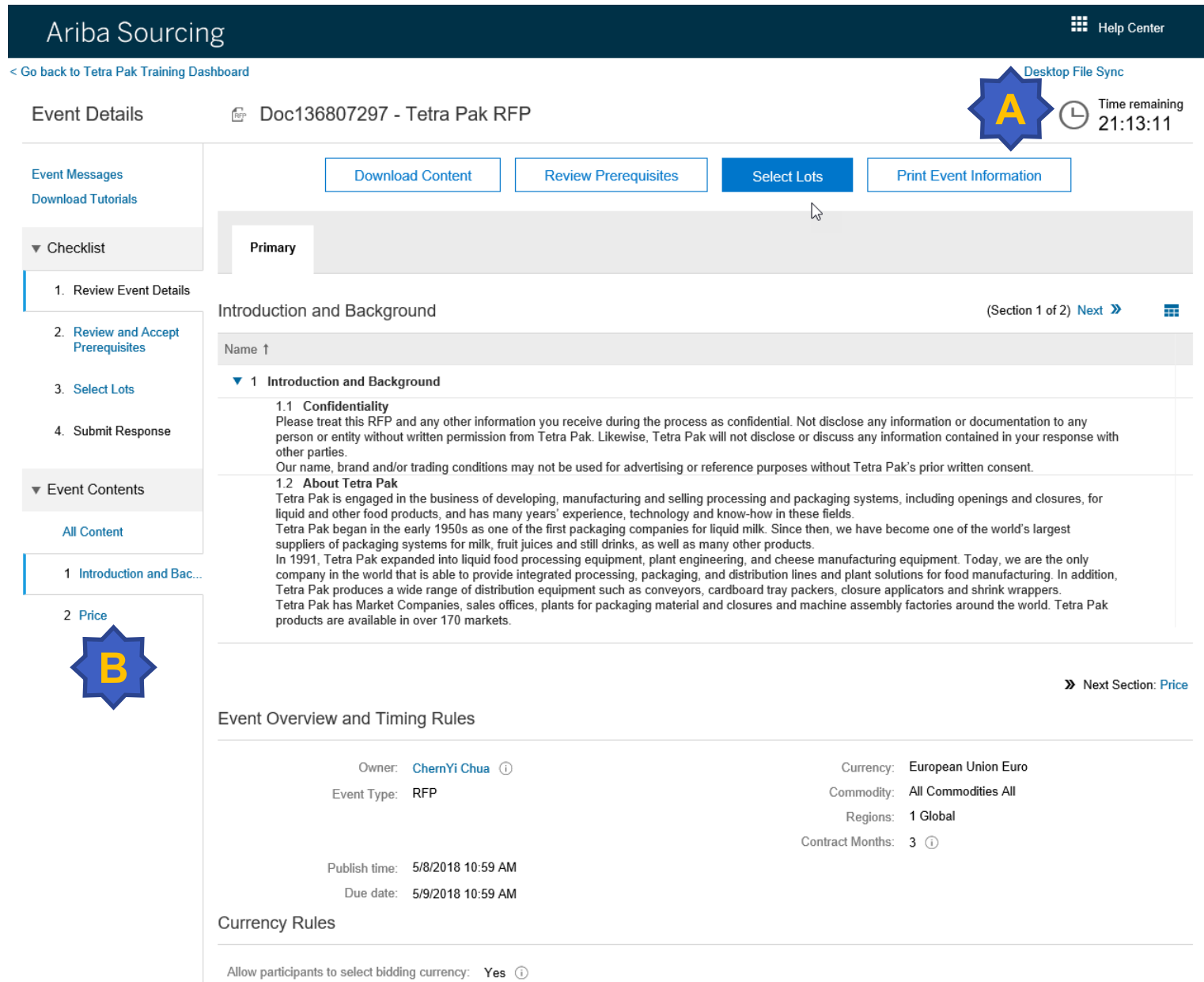
OK Cancel



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.



The screenshot shows the Ariba Sourcing interface for a sourcing event titled "Doc136807297 - Tetra Pak RFP". The page is divided into several sections:

- Header:** "Ariba Sourcing" with a "Help Center" link and a "Desktop File Sync" icon. A countdown clock shows "Time remaining 21:13:11".
- Event Details:** "Doc136807297 - Tetra Pak RFP".
- Navigation Buttons:** "Download Content", "Review Prerequisites", "Select Lots" (highlighted with a blue star labeled 'A'), and "Print Event Information".
- Event Messages:** "Download Tutorials".
- Checklist:** A list of steps: 1. Review Event Details, 2. Review and Accept Prerequisites, 3. Select Lots, 4. Submit Response.
- Event Contents:** A list of sections: "All Content" and "1 Introduction and Bac...". A blue star labeled 'B' is positioned over the "1 Introduction and Bac..." section.
- Primary Content:** "Introduction and Background" (Section 1 of 2). It includes a "Name" field and a list of sections: "1.1 Confidentiality" and "1.2 About Tetra Pak". The "1.2 About Tetra Pak" section contains detailed text about the company's history and products.
- Event Overview and Timing Rules:** A table of event details:

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".



Event Messaging

- ▶ Use “Event Messages” (A) to communicate with the Tetra Pak Event owner.
- ▶ Click “Compose Message” (B) to open a new message window.

Ariba Sourcing
< Go back to Tetra Pak Training Dashboard

Event Details Doc136807297 - Tetra Pak RFP

Event Messages **A**

Download Tutorials

▼ Checklist **Primary**

1. Review Event Details

Ariba Sourcing Company Settings ECA Supplier 01 Help Center >>

< Go back to Tetra Pak Training Dashboard Desktop File Sync

Event Messages - Tetra Pak RFP

Time remaining 20:57:41

Messages

Id	Reply Sent	Sent Date ↓	From	Contact Name	To	Subject
MSG3138477	No	05/08/2018 11:10 AM	Tetra Pak Training	ChernYi Chua	Participants (0) Team (0)	Event Tetra Pak RFP has changed.
MSG3138430	Not Applicable	05/08/2018 10:59 AM	Tetra Pak Training	ChernYi Chua	ECA Supplier 01	Tetra Pak Training has invited you to participate in an event: Tetra
MSG3138431	Not Applicable	05/08/2018 10:59 AM	Tetra Pak Training	ChernYi Chua	ECA Supplier 01	Tetra Pak Training has invited you to participate in an event: Tetra

B

Ariba Sourcing Company Settings ECA Supplier 01 Help Center >>

< Go back to Tetra Pak Training Dashboard Desktop File Sync

Compose New Message

From: SC Training Supplier 01 (ECA Supplier 01)

To: Project Team

Subject:

Attachments:

Rich text editor area with formatting options (B, I, U, text color, font size, font face, link, unlink, undo, redo).



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

Ariba Sourcing

< Go back to Tetra Pak Training Dashboard

Event Details Doc136807297 - Tetra Pak RFP

Event Messages
Download Tutorials

▼ Checklist

1. Review Event Details
2. [Review and Accept](#)

Primary

Introduction and Background

[Download Content](#) [Review Prerequisites](#)

Ariba Sourcing

< Go back to Tetra Pak Training Dashboard

Company Settings Company Settings ECA Supplier 01 Help Center >>

Desktop File Sync

Export Content to Excel [Done](#)

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.

[Done](#)





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.

Ariba Sourcing Company Settings ECA Supplier 01 Help Center

< Go back to Tetra Pak Training Dashboard Desktop File Sync

Download Attachments Done

Choose items for which you need to download the attachments. The amount of time it takes to download is proportional to the total number and total size of the attachments.

Selected Attachments Summary **B** Download Attachments

Total Size (MB): 0 Selected Items: 1
Max Size (MB): 0
Total Number: 0

Selected Items

<input type="checkbox"/>	Title
<input type="checkbox"/>	Totals
<input checked="" type="checkbox"/>	1 Introduction and Background
<input type="checkbox"/>	2 Price
<input type="checkbox"/>	2.3 Please update this template

C Done

SAP Ariba
ECA Supplier 01 (ECA@Training01.com) last visited 23 May 2018 7:54:32 AM SC Training Supplier 01 AN01056299122-T
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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).

The screenshot shows the Ariba Sourcing interface for a sourcing event. The header includes 'Ariba Sourcing' and 'Help Center'. Below the header, there are navigation links: '< Go back to Tetra Pak Training Dashboard' and 'Desktop File Sync'. The main content area is titled 'Event Details' and 'Doc136807297 - Tetra Pak RFP'. A timer indicates 'Time remaining 21:13:11'. There are four buttons: 'Download Content', 'Review Prerequisites', 'Select Lots' (highlighted), and 'Print Event Information'. The main content area is divided into sections: 'Primary', 'Introduction and Background' (Section 1 of 2), and 'Event Overview and Timing Rules'. The 'Introduction and Background' section is expanded, showing '1.1 Confidentiality' and '1.2 About Tetra Pak'. The 'Event Overview and Timing Rules' section shows details: Owner: ChernYi Chua, Event Type: RFP, Currency: European Union Euro, Commodity: All Commodities All, Regions: 1 Global, Contract Months: 3. A blue starburst with the letter 'A' is overlaid on the 'Select Lots' button and the 'Introduction and Background' section.





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

The screenshot shows the Ariba Sourcing interface for an event. At the top, there is a dark blue header with 'Ariba Sourcing' and a 'Help Center' icon. Below the header, there is a navigation bar with '< Go back to Tetra Pak Training Dashboard' and 'Desktop File Sync'. The main content area is titled 'Event Details' and shows the document ID 'Doc137928310 - 20180426B'. A yellow warning box contains the text: '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.' Below the warning box are three buttons: 'Review Prerequisites', 'Decline to Respond' (which is highlighted with a mouse cursor), and 'Print Event Information'. On the left side, there is a 'Checklist' section with three items: '1. Review Event Details', '2. Review and Accept Prerequisites' (which is highlighted), and '3. Submit Response'. Below the checklist is the 'Event Overview and Timing Rules' section, which displays the following information: Owner: ChernYi Chua, Event Type: RFP, Publish time: 5/14/2018 9:43 AM, Due date: 5/28/2018 6:00 PM, Currency: European Union Euro, Commodity: All Commodities All, Regions: 1 Global, and Contract Months: 2. At the bottom of the page, there are links for 'SAP Ariba Privacy Statement', 'Security Disclosure', and 'Terms of Use', along with a copyright notice: '© 1996–2018 Ariba, Inc. All rights reserved.'



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

Ariba Sourcing Help Center

[< Go back to Tetra Pak Training Dashboard](#) Desktop File Sync Time remaining 21:13:11

Event Details Doc136807297 - Tetra Pak RFP

[Download Content](#) [Review Prerequisites](#) **Select Lots** [Print Event Information](#)

Primary

Introduction and Background (Section 1 of 2) Next » **A**

Name ↑

▼ 1 Introduction and Background

1.1 Confidentiality
Please treat this RFP and any other information you receive during the process as confidential. Not disclose any information or documentation to any person or entity without written permission from Tetra Pak. Likewise, Tetra Pak will not disclose or discuss any information contained in your response with other parties.
Our name, brand and/or trading conditions may not be used for advertising or reference purposes without Tetra Pak's prior written consent.

1.2 About Tetra Pak
Tetra Pak is engaged in the business of developing, manufacturing and selling processing and packaging systems, including openings and closures, for liquid and other food products, and has many years' experience, technology and know-how in these fields.
Tetra Pak began in the early 1950s as one of the first packaging companies for liquid milk. Since then, we have become one of the world's largest suppliers of packaging systems for milk, fruit juices and still drinks, as well as many other products.
In 1991, Tetra Pak expanded into liquid food processing equipment, plant engineering, and cheese manufacturing equipment. Today, we are the only company in the world that is able to provide integrated processing, packaging, and distribution lines and plant solutions for food manufacturing. In addition, Tetra Pak produces a wide range of distribution equipment such as conveyors, cardboard tray packers, closure applicators and shrink wrappers.
Tetra Pak has Market Companies, sales offices, plants for packaging material and closures and machine assembly factories around the world. Tetra Pak products are available in over 170 markets.

» Next Section: Price

Event Overview and Timing Rules

Owner: [ChernYi Chua](#) ⓘ
Event Type: RFP

Currency: European Union Euro
Commodity: All Commodities All
Regions: 1 Global
Contract Months: 3 ⓘ



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.

Ariba Sourcing | Company Settings | ECA Supplier 01 | Help Center >>

< Go back to Tetra Pak Training Dashboard | Desktop File Sync

Select Lots | Doc136807297 - Tetra Pak RFP | Cancel

Select the bidding currency at event level. You place bids using the bidding currency. This is the default currency assigned to all lots below. [More](#)

▼ Checklist

- Review Event Details
- Review and Accept Prerequisites
- Select Lots
- Submit Response

Event Bidding Currency

Select event bidding currency:

Use a different currency for different lots

Select Lots | [Select Using Excel](#)

A dimmed check box indicates lots for which bidding is required, or for which you have already placed a bid. You cannot modify your intent to bid on these lots.

Lots Available for Bidding

Name
<input checked="" type="checkbox"/> 2.1 Item 1
<input checked="" type="checkbox"/> 2.2 Item 2

[Submit Selected Lots](#)

Cancel

Ariba Sourcing | Company Settings | ECA Supplier 01 | Help Center

< Go back to Tetra Pak Training Dashboard | Desktop File Sync

Select Lots | Doc136807297 - Tetra Pak RFP | Cancel

Select the bidding currency at event level. You place bids using the bidding currency. This is the default currency assigned to all lots below. [More](#)

▼ Checklist

- Review Event Details
- Review and Accept Prerequisites
- Select Lots
- Submit Response

Event Bidding Currency

Select event bidding currency:

Use a different currency for different lots

[Select Lots](#) | [Select Using Excel](#)

You have been invited to 2 lot(s) and are required to select 2 of them. To do so, follow the instructions below.

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.

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.

[Upload](#)

Cancel



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.

Ariba Sourcing

< Go back to Tetra Pak Training Dashboard Desktop File Sync

Console Doc136807297 - Tetra Pak RFP Time remaining 99 days 22:44:38

Event Messages
Response History

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots
4. Submit Response

▼ Event Contents

- All Content
- 1 Introduction and Bac...
- 2 Price

All Content

Name ↑	Price	Quantity	Extended Price
▼ 1 Introduction and Background			
1.1 Confidentiality Please treat this RFP and any other information you receive during the process as confidential. Not disclose any information or documentation to any person or entity without written permission from Tetra Pak. Likewise, Tetra Pak will not disclose or discuss any information contained in your response with other parties. Our name, brand and/or trading conditions may not be used for advertising or reference purposes without Tetra Pak's prior written consent.			
1.2 About Tetra Pak Tetra Pak is engaged in the business of developing, manufacturing and selling processing and packaging systems, including openings and closures, for liquid and other food products, and has many years' experience, technology and know-how in these fields. Tetra Pak began in the early 1950s as one of the first packaging companies for liquid milk. Since then, we have become one of the world's largest suppliers of packaging systems for milk, fruit juices and still drinks, as well as many other products. In 1991, Tetra Pak expanded into liquid food processing equipment, plant engineering, and cheese manufacturing equipment. Today, we are the only company in the world that is able to provide integrated processing, packaging, and distribution lines and plant solutions for food manufacturing. In addition, Tetra Pak produces a wide range of distribution equipment such as conveyors, cardboard tray packers, closure applicators and shrink wrappers. Tetra Pak has Market Companies, sales offices, plants for packaging material and closures and machine assembly factories around the world. Tetra Pak products are available in over 170 markets.			
▼ 2 Price			
2.1 Can you provide certification for these items?	* Unspecified		
2.2 Item 1	* <input type="text"/>	SEK 2 each	
2.3 Item 2	* <input type="text"/>	USD 5 each	
2.4 Please update this template	* PricingTemplate_Updated.xls Update file Delete file		

(*) indicates a required field



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.

Ariba Sourcing

< Go back to Tetra Pak Training Dashboard Desktop File Sync

Company Settings ECA Supplier 01 Help Center >>

Console Doc136807297 - Tetra Pak RFP Time remaining 96 days 16:19:33

Event Messages
Response History

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots
4. Submit Response

▼ Event Contents

All Content

1 Introduction and Bac...

2 Price

Primary

All Content

Name 1	Price	Quantity	Extended Price
▶ 1 Introduction and Background			
▼ 2 Price			€290.00 EUR
2.1 Can you provide certification for these items?	* Unspecified		
2.2 Briefly state why should Tetra Pak award the business to you?			
2.3 Item 1	* €100.00 EUR	2 each	€200.00 EUR
2.4 Item 2	* €18.00 EUR	5 each	€90.00 EUR
2.5 Please update this template	* Supplier02.xls	Update file Delete file	

(*) indicates a required field



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)

Ariba Sourcing

< Go back to Tetra Pak Training Dashboard

Company Settings ECA Supplier 01 Help Center >>

Desktop File Sync

Select Lots Doc136807297 - Tetra Pak RFP Cancel

Select the bidding currency at event level. You place bids using the bidding currency. This is the default currency assigned to all lots below. [More](#)

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots
4. Submit Response

Event Bidding Currency

Select event bidding currency:

Use a different currency for different lots

[Select Lots](#) [Select Using Excel](#)

A dimmed check box indicates lots for which bidding is required, or for which you have already placed a bid. You cannot modify your intent to bid on these lots.

Lots Available for Bidding

	Name	Currency
<input checked="" type="checkbox"/>	2.1 Item 1	<input type="text" value="Swedish Krona"/>
<input checked="" type="checkbox"/>	2.2 Item 2	<input type="text" value="US Dollar"/>

[Submit Selected Lots](#)

Cancel



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.

Ariba Sourcing

< Go back to Tetra Pak Training Dashboard Desktop File Sync

Console Doc136807297 - Tetra Pak RFP Time remaining 20:43:47

Event Messages
Response History

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots
4. Submit Response

▼ Event Contents

All Content

1 Introduction and Bac...

2 Price

Primary

All Content

Name ↑	Price	Quantity	Extended Price
▼ 1 Introduction and Background			
1.1 Confidentiality Please treat this RFP and any other information you receive during the process as confidential. Not disclose any information or documentation to any person or entity without written permission from Tetra Pak. Likewise, Tetra Pak will not disclose or discuss any information contained in your response with other parties. Our name, brand and/or trading conditions may not be used for advertising or reference purposes without Tetra Pak's prior written consent.			
1.2 About Tetra Pak Tetra Pak is engaged in the business of developing, manufacturing and selling processing and packaging systems, including openings and closures, for liquid and other food products, and has many years' experience, technology and know-how in these fields. Tetra Pak began in the early 1950s as one of the first packaging companies for liquid milk. Since then, we have become one of the world's largest suppliers of packaging systems for milk, fruit juices and still drinks, as well as many other products. In 1991, Tetra Pak expanded into liquid food processing equipment, plant engineering, and cheese manufacturing equipment. Today, we are the only company in the world that is able to provide integrated processing, packaging, and distribution lines and plant solutions for food manufacturing. In addition, Tetra Pak produces a wide range of distribution equipment such as conveyors, cardboard tray packers, closure applicators and shrink wrappers. Tetra Pak has Market Companies, sales offices, plants for packaging material and closures and machine assembly factories around the world. Tetra Pak products are available in over 170 markets.			
▼ 2 Price			€300.87 EUR
2.1 Item 1	* <input type="text" value="1,000.00"/>	SEK 2 each	2,000.00 SEK
2.2 Item 2	* <input type="text" value="\$22.00"/>	USD 5 each	\$110.00 USD
2.3 Please update this template	* PricingTemplate_Updated.xls Update file Delete file		

(*) indicates a required field

A **B**



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.

Ariba Sourcing

< Go back to Tetra Pak Training Dashboard

Desktop File Sync

Console Doc136807297 - Tetra Pak RFP

Time remaining 20:53:54

Event Messages
Response History

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots
4. Submit Response

▼ Event Contents

All Content

- 1 Introduction and Bac...
- 2 Price

Primary

All Content

Name ↑	Price	Quantity	Extended Price
▼ 1 Introduction and Background			
1.1 Confidentiality Please treat this RFP and any other information you receive during the process as confidential. Not disclose any information or documentation to any person or entity without written permission from Tetra Pak. Likewise, Tetra Pak will not disclose or discuss any information contained in your response with other parties. Our name, brand and/or trading conditions may not be used for advertising or reference purposes without Tetra Pak's prior written consent.			
1.2 About Tetra Pak Tetra Pak is engaged in the business of developing, manufacturing and selling processing and packaging systems, including openings and closures, for liquid and other food products, and has many years' experience, technology and know-how in these fields. Tetra Pak began in the early 1950s as one of the first packaging companies for liquid milk. Since then, we have become one of the world's largest suppliers of packaging systems for milk, fruit juices and still drinks, as well as many other products. In 1991, Tetra Pak expanded into liquid food processing equipment, plant engineering, and cheese manufacturing equipment. Today, we are the only company in the world that is able to provide integrated processing, packaging, and distribution lines and plant solutions for food manufacturing. In addition, Tetra Pak produces a wide range of distribution equipment such as conveyors, cardboard tray packers, closure applicators and shrink wrappers. Tetra Pak has Market Companies, sales offices, plants for packaging material and closures and machine assembly factories around the world. Tetra Pak products are available in over 170 markets.			
▼ 2 Price			
2.1 Item 1	* <input type="text" value="1000"/>	SEK	2 each
2.2 Item 2	* <input type="text" value="24"/>	USD	5 each
2.3 Update this file PricingTemplate.xls			

(*) indicates a required field

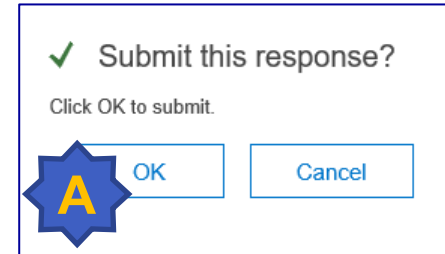
Submit Entire Response Update Totals Save Compose Message Excel Import

B **A**



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.”



Ariba Sourcing

< Go back to Tetra Pak Training Dashboard

Doc136807297 - Tetra Pak RFP

Time remaining 20:46:23

Desktop File Sync

Company Settings ECA Supplier 01 Help Center

Console

Event Messages
Response History

Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots
4. Submit Response

Event Contents

All Content

Primary

Revise/Alternative Response

All Content

Name ↑	Price	Quantity	Extended Price
1 Introduction and Background			
1.1 Confidentiality			
Please treat this RFP and any other information you receive during the process as confidential. Not disclose any information or documentation to any person or entity without written permission from Tetra Pak. Likewise, Tetra Pak will not disclose or discuss any information contained in your response with other parties. Our name, brand and/or trading conditions may not be used for advertising or reference purposes without Tetra Pak's prior written consent.			



Bid History

- ▶ Click “Response History” (A) from the main event page to review your submission history.

Ariba Sourcing
 < Go back to Tetra Pak Training Dashboard

Console Doc136807297 - Tetra Pak RFP

Event Messages
 Response History

▼ Checklist

- Review Event Details
- Review and Accept Prerequisites
- Select Lots

Primary

All Content

Name ↑

▼ 1 Introduction and Background

1.1 Confidentiality
 Please treat this RFP and any other information v

Ariba Sourcing Company Settings ECA Supplier 01 Help Center >>

< Go back to Tetra Pak Training Dashboard Desktop File Sync

Response History - Tetra Pak RFP Done

Click on the Name of a response to see details, including the lots and information submitted. More

Reference Number	Submitted For	Submitted By	Status	Submission Time	Time Created ↓
ID155323266	ECA Supplier 01	ECA Supplier 01	Accepted	05/08/2018 02:07:27 PM	05/08/2018 02:07:28 PM
ID155323265	ECA Supplier 01	ECA Supplier 01	Replaced	05/08/2018 02:06:04 PM	05/08/2018 02:06:06 PM

Done



ECA Supplier 01 (ECA@Training01.com) last visited 7 May 2018 10:53:24 PM SC Training Supplier 01 AN01056299122-T
[Data Policy](#) [Security Disclosure](#) [Terms of Use](#)

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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”.

Ariba Sourcing

< Go back to Tetra Pak Training Dashboard

Doc136807297 - Tetra Pak RFP

Time remaining 20:46:11

Console

Event Messages
Response History

Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots
4. Submit Response

Event Contents

All Content

1 Introduction and Bac...

2 Price

You have submitted a response for this event. Thank you for participating.

Revise/Alternative Response

Primary

All Content

Name ↑	Price	Quantity	Extended Price
▼ 1 Introduction and Background			
1.1 Confidentiality Please treat this RFP and any other information you receive during the process as confidential. Not disclose any information or documentation to any person or entity without written permission from Tetra Pak. Likewise, Tetra Pak will not disclose or discuss any information contained in your response with other parties. Our name, brand and/or trading conditions may not be used for advertising or reference purposes without Tetra Pak's written consent.			
1.2 Tetra Pak products and services Tetra Pak has a wide range of distribution equipment such as conveyors, containers, packers, closure applicators and shrink wrappers. Tetra Pak has Market Companies, sales offices, plants for packaging material and closures and machine assembly factories around the world. Tetra Pak products are available in over 170 markets.			
▼ 2 Price			€313.27 EUR
2.1 Item 1	1,000.00 SEK	2 each	2,000.00 SEK
2.2 Item 2	\$25.00 USD	5 each	\$125.00 USD
2.3 Please update this template	PricingTemplate.xls		

Revise Response?

You have already submitted a response for this event. Click OK if you would like to revise your response.

OK Cancel



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 Sourcing

< Go back to Tetra Pak Training Dashboard

Desktop File Sync

Console Doc136807297 - Tetra Pak RFP

Time remaining 20:53:54

Event Messages
Response History

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots
4. Submit Response

▼ Event Contents

All Content

1 Introduction and Bac...

2 Price


Primary

All Content

Name ↑	Price	Quantity	Extended Price
▼ 1 Introduction and Background			
1.1 Confidentiality Please treat this RFP and any other information you receive during the process as confidential. Not disclose any information or documentation to any person or entity without written permission from Tetra Pak. Likewise, Tetra Pak will not disclose or discuss any information contained in your response with other parties. Our name, brand and/or trading conditions may not be used for advertising or reference purposes without Tetra Pak's prior written consent.			
1.2 About Tetra Pak Tetra Pak is engaged in the business of developing, manufacturing and selling processing and packaging systems, including openings and closures, for liquid and other food products, and has many years' experience, technology and know-how in these fields. Tetra Pak began in the early 1950s as one of the first packaging companies for liquid milk. Since then, we have become one of the world's largest suppliers of packaging systems for milk, fruit juices and still drinks, as well as many other products. In 1991, Tetra Pak expanded into liquid food processing equipment, plant engineering, and cheese manufacturing equipment. Today, we are the only company in the world that is able to provide integrated processing, packaging, and distribution lines and plant solutions for food manufacturing. In addition, Tetra Pak produces a wide range of distribution equipment such as conveyors, cardboard tray packers, closure applicators and shrink wrappers. Tetra Pak has Market Companies, sales offices, plants for packaging material and closures and machine assembly factories around the world. Tetra Pak products are available in over 170 markets.			
▼ 2 Price			
2.1 Item 1	* 1000	SEK 2 each	
2.2 Item 2	* 24	USD 5 each	
2.3 Update this file PricingTemplate.xls			

(*) indicates a required field

Submit Entire Response Update Totals Save Compose Message Excel Import





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 ▾	* <input type="text" value="€94.00"/> EUR (1)	1 each	€94.00 EUR

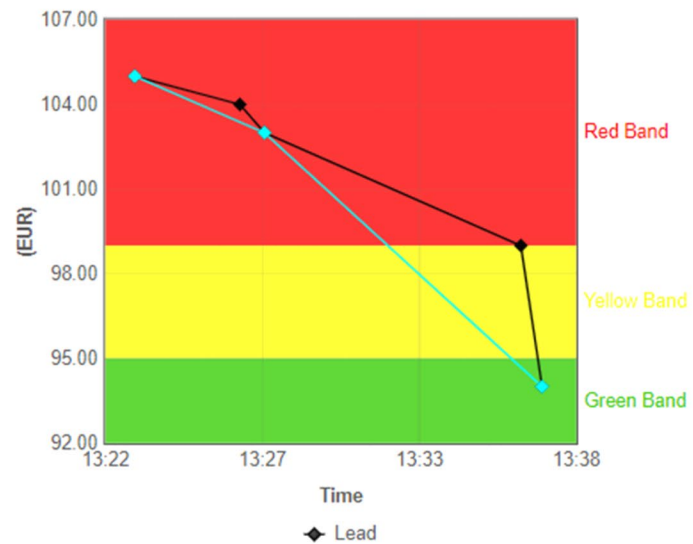
Decrement bid by value ▾ (*) indicates a required field



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.

Price - Bid Item



Bid History

	Participant	Price ↑	Submission Time
	CONTRACTING EUT 01	€94.00 EUR	26/10/2020 13:37:28
	CONTRACTING EUT 01	€103.00 EUR	26/10/2020 13:28:01
	CONTRACTING EUT 01	€105.00 EUR	26/10/2020 13:23:37



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 ariba.com 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](https://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 Sourcing **There is 1 problem that requires completion or correction in order to complete your request.** Help Center >>

< Go back to Tetra Pak Training Dashboard Desktop File Sync

Console Doc136807297 - Tetra Pak RFP Time remaining 20:45:50

Event Messages
Response History

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots
4. Submit Response

▼ Event Contents

All Content

1 Introduction and Background

1.1 Confidentiality
Please treat this RFP and any other information you receive during the process as confidential. Not disclose any information or documentation to any person or entity without written permission from Tetra Pak. Likewise, Tetra Pak will not disclose or discuss any information contained in your response with other parties.
Our name, brand and/or trading conditions may not be used for advertising or reference purposes without Tetra Pak's prior written consent.

1.2 About Tetra Pak
Tetra Pak is engaged in the business of developing, manufacturing and selling processing and packaging systems, including openings and closures, for liquid and other food products, and has many years' experience, technology and know-how in these fields.
Tetra Pak began in the early 1950s as one of the first packaging companies for liquid milk. Since then, we have become one of the world's largest suppliers of packaging systems for milk, fruit juices and still drinks, as well as many other products.
In 1991, Tetra Pak expanded into liquid food processing equipment, plant engineering, and cheese manufacturing equipment. Today, we are the only company in the world that is able to provide integrated processing, packaging, and distribution lines and plant solutions for food manufacturing. In addition, Tetra Pak produces a wide range of distribution equipment such as conveyors, cardboard tray packers, closure applicators and shrink wrappers.
Tetra Pak has Market Companies, sales offices, plants for packaging material and closures and machine assembly factories around the world. Tetra Pak products are available in over 170 markets.

2 Price €209.92 EUR

You need to provide an answer to 'Price' in Item 2.2.

Name ↑	Price	Quantity	Extended Price
2.1 Item 1	1,000.00	SEK 2 each	2,000.00 SEK
2.2 Item 2		USD 5 each	
2.3 Please update this template			

* PricingTemplate.xls Update file Delete file

(*) indicates a required field



Ariba Help Centre

- ▶ Click “Help Center” (A) to launch Ariba Exchange User Community.

The screenshot shows a web browser window with the URL <https://service.ariba.com/Sourcing.aw/128548006/aw?aw>. The page header includes the SAP Ariba logo, the text "Proposals Powered by Ariba Sourcing", and a "Help Center >>" link. A blue starburst icon with the letter "A" is positioned over the "Help Center >>" link. The main content area is divided into two sections: "Supplier Login" and a promotional banner for "20% off Ariba Discovery Advantage".

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

Need help? See [Quick Start](#)

20% off Ariba Discovery Advantage

Join Ariba Discovery Advantage now to get unlimited responses to proven, qualified leads from buyers in an active buying cycle. One deal can pay for your subscription! Use code SRCBNR2017 to receive 20% off.

[Learn More](#)



Ariba Help Centre

- ▶ Click “Home” (A) to find useful help topics
- ▶ Click “Learning” (B) to display available tutorials and online training videos.

The image shows two overlapping screenshots of the Ariba Exchange User Community interface. The top-left screenshot shows the 'User Community Home' page. The top navigation bar includes a search bar, a language dropdown set to 'English', and a 'Logout' button. Below the navigation bar, there are links for 'Home', 'Learning', and 'Support'. A blue star with the letter 'A' is positioned over the 'Home' link. The main content area features 'Popular Topics' with two articles: 'Finding tasks' and 'Supported search document types'. The bottom-right screenshot shows the 'Learning Center' page. The top navigation bar is similar to the Home page but includes a 'Logout' button. Below the navigation bar, there are links for 'Home', 'Learning', and 'Support'. A blue star with the letter 'B' is positioned over the 'Learning' link. The main content area features 'Product Documentation' and 'Tutorials' sections. The footer includes the SAP Ariba logo, copyright information, and links for 'Community Privacy Policy', 'Participation Agreement', 'Security Disclosure', and 'Legal Notices'.



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