

SAP Ariba Training: Participate in an RFP



Participate in an SNCB RFP

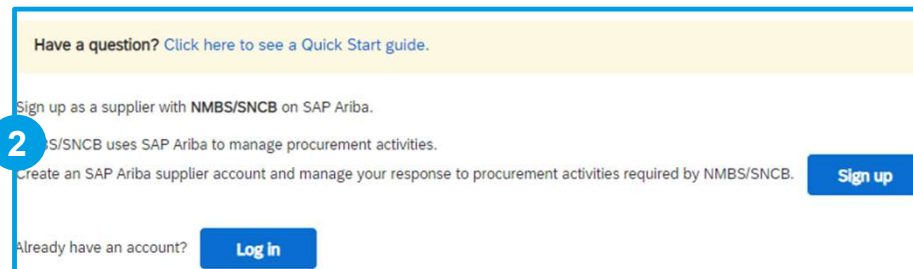
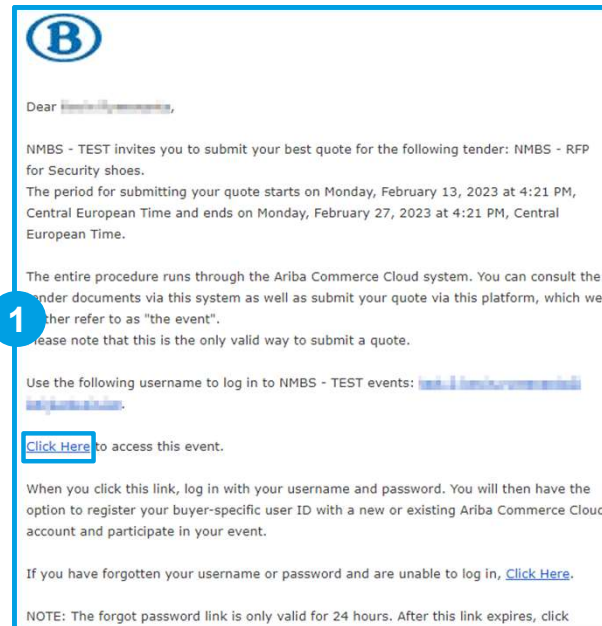
Navigate to an RFP

As a supplier, you will receive an e-mail from the SNCB informing you that you have been invited to participate in an RFP event.

- 1 In the email, click on "**Click here**" to open the event.
- 2 Click on "**Login**" if you **already have an account**, login with your details and you will be automatically directed to the event.

If you do **not have an account yet**, click on "**Sign up**" and follow the training material:

[Create an Account](#)



Participate in an SNCB RFP

Navigate to an RFP

You can also access a sourcing event by navigating directly from your Ariba Network account.

- 1 Log into your Ariba Network account and go to your main dashboard. Click on "Ariba Network" at the top left of your screen and select "**Ariba Proposals & Questionnaires**".
- 2 You will then be directed to the **Ariba Spend Management site of the SNCB**. You can verify this by looking at the top left corner to see if the **SNCB is marked** in light blue.
- 3 Under **Events**, in the "**Status: Open**" sub-menu, you can find open events that you can attend. Click on the **event name** to begin.

The image shows two screenshots of the SAP Business Network interface. The first screenshot (top) shows the main dashboard with a navigation menu at the top. A blue circle with the number '1' is placed over the 'Ariba Proposals & Questionnaires' link in the menu. The second screenshot (bottom) shows the 'Ariba Proposals and Questionnaires' page. A blue circle with the number '2' is placed over the 'Ariba Proposals & Questionnaires' link in the left-hand navigation menu. A blue circle with the number '3' is placed over the 'Events' section, which contains a table of events. The table has columns for Title, ID, End Time, Event Type, and Participated. The event 'NMBS - RFP for Security shoes' is highlighted with a blue box.

Title	ID	End Time	Event Type	Participated
Status: Completed (33)				
Status: Open (2)				
NMBS - 1st round RFP for a full Sourcing Project	Doc1279381623	3/31/2023 12:15 PM	RFP	No
NMBS - RFP for Security shoes	Doc1333310096	2/27/2023 4:21 PM	RFP	No
Status: Pending Selection (18)				

Participate in an SNCB RFP

Participate in an RFP event

The RFP participation screen is composed of different options and sections.

- 1** You must indicate whether or not you wish to participate in the event. Click on **"Intend to participate"** or **"Decline to participate"** according to your choice.
- 2** At the top right, you will find the **time remaining** before the event closes. If you are participating, you must submit an answer before the deadline.
- 3** The central table gathers all the information related to the event. This one is composed of several sections to browse by clicking on **"Next"**. You can click on the **double arrow** at the top right of the table to expand it.
- 4** The **"Event Content"** section also allows you to browse the different sections of the event. Click on **"All Content"** to view all content on one page.

Event Details Doc1333310096 - NMBS - RFP for Security shoes 2 Time remaining 13 days 23:39:42

You must decide whether or not you intend to participate in this event. 1

Download Content Intend to Participate Decline to Participate Print Event Information

Introduction to this RFP (Section 1 of 3) Next

1. Review Event Details

2. Select Lots/Line Items

3. Submit Response

Event Contents

All Content

1 Introduction to this...

2 General information ...

3 Offer submission

1.1 You are kindly invited to submit your best offer for this tender.

1.2 Please find attached the complete tender documents

1.2.1 Tender documents to download Tender documents SNCB Safety shoes.pdf

1.3 How to respond to the RFP?

1. Once you access the project, please review the event details. You can click on "All content" in order to see all the sections together.

2. Please find the tender documents in the attachment.

Next Section: General information ...

Event Overview and Timing Rules

Owner: [info icon]

Event Type: RFP

Publish time: 2/13/2023 4:21 PM

Due date: 2/27/2023 4:21 PM

Currency: European Union Euro

Commodity: Shoes 5.04.03

Regions: B-MS Marketing & Sales

Participate in an SNCB RFP

Participate in an RFP event

The RFP participation screen is composed of different options and sections.

- 1 You can **export the data** to an Excel file by clicking on **"Download content"**.
- 2 You can also print the data by clicking on **"Print event information"**.
- 3 The **"Checklist"** section allows you to see what stage you are currently at in your participation in the event.

Event Details Doc1333310096 - NMBS - RFP for Security shoes Time remaining 13 days 23:39:42

Event Messages Download Responses

1 You must decide whether you intend to participate in this event.

2

3

Download Content Intend to Participate Decline to Participate Print Event Information

Checklist

- 1. Review Event Details
- 2. Select Lots/Line Items
- 3. Submit Response

Event Contents

- All Content
- 1 Introduction to this...
- 2 General information ...
- 3 Offer submission

Introduction to this RFP (Section 1 of 3) Next

Name ↑

- 1 Introduction to this RFP
 - 1.1 You are kindly invited to submit your best offer for this tender.
 - 1.2 Please find attached the complete tender documents
 - 1.2.1 Tender documents to download Tender documents SNCB Safety shoes.pdf
 - 1.3 How to respond to the RFP?
 - 1. Once you access the project, please review the event details. You can click on "All content" in order to see all the sections together.
 - 2. Please find the tender documents in the attachment.

Next Section: General information ...

Event Overview and Timing Rules

Owner:		Currency:	European Union Euro
Event Type:	RFP	Commodity:	Shoes 5.04.03
Publish time:	2/13/2023 4:21 PM	Regions:	B-MS Marketing & Sales
Due date:	2/27/2023 4:21 PM		

Participate in an SNCB RFP

Participate in an RFP event

The RFP participation screen is composed of different options and sections.

- 1 **Select the lot(s)** you want to participate in.

Click on "**Confirm selected lots/items**" to go to the next step.

The screenshot shows the 'Select Lots' interface for an RFP event titled 'Doc1333310096 - NMBS - RFP for Security shoes'. The interface includes a 'Cancel' button in the top right corner. A checklist on the left side shows three steps: '1. Review Event Details', '2. Select Lots/Line Items' (which is the active step), and '3. Submit Response'. The main area contains a message: 'Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit a response you cannot withdraw it.' Below this message are two buttons: 'Select Lots/Line Items' and 'Select Using Excel'. A table titled 'Lots Available for Bidding' is displayed, with a 'Confirm Selected Lots/Line Items' button below it. The table has two columns: 'Name' and 'Reason for not bidding'. The first row is a header with a checkbox in the 'Name' column. The second row shows '3.3.1 Shoes' with a checked checkbox in the 'Name' column. A 'Cancel' button is located in the bottom right corner of the interface.

<input checked="" type="checkbox"/>	Name	Reason for not bidding
<input checked="" type="checkbox"/>	3.3.1 Shoes	

Participate in an SNCB RFP

Participate in an RFP event

After selecting the lots for which you want to participate in, you have to fill in various data and documents.

- 1 In **section 1.2** you will find all the **tender documents**. Please **download these** so that you can prepare a quotation that conforms to what is requested in the tender documents. In a further step (point **3.1**) you can then upload your quotation.

Console Doc1333310096 - NMBS - RFP for Security shoes Time remaining 13 days 07:22:45

Event Messages
Response History
Response Team

▼ Checklist

1. Review Event Details
2. Select Lots/Line **1**
3. Submit Response

▼ Event Contents

All Content

Name ↑	Extended Price	Total Cost
▼ 1 Introduction to this RFP		
1.1 You are kindly invited to submit your best offer for this tender.		
▼ 1.2 Please find attached the complete tender documents		
1.2.1 Tender documents to download Tender documents SNCB Safety shoes.pdf ✓		
1.3 How to respond to the RFP? 1. Once you access the project, please review the event details. You can click on "All content" in order to see all the sections together. 2. Please find the tender documents in the attachment. 3. Please make sure that your offer has been duly signed by a legally authorised representative. 4. Enter your response and click on Submit entire response. Please note that unless you click on the "Submit" button, your response will not be received by the customer.		

(*) indicates a required field


Submit Entire Response Update Totals Save draft Import cost groups Compose Message
Excel Import

Participate in an RFP event

After selecting the lots for which you want to participate in, you have to fill in various data and documents.

- 1 In point 3.1 you can upload the quotation by clicking on "Add a file". Attention, through this link you can upload exactly 1 document. If you wish to **upload multiple documents, there are 2 options:**

Option 1: You put all the documents in a ZIP file and upload the ZIP file

Option 2: You click on the icon  to add a comment with additional document. With each comment you can add one or more attachments.

- 2 At point 3.2, you must download, sign ("e-sign") and upload the **Event Submission Form**. To do this, click on "References" and download the document in the desired language. Then click on "Attach a file" to upload the document.

- 3 In point 3.3.1, depending on the assignment, you should either enter a total price or enter a price for each of the selected items. For items you should always enter the unit price, the system will itself calculate the total price based on the estimated quantities.


- 4 In case multiple items are requested and you had downloaded the total list as Excel in a previous step you can enter this Excel and then upload the prices using the "Excel Import" button, this way you don't have to manually enter the price for each item.

Participate in an SNCB RFP

Console Doc1333310096 - NMBS - RFP for Security shoes Time remaining 13 days 06:54:25

Event Messages
Response History
Response Team

All Content

Name 1	Extended Price	Total Cost
2.4 Currency	EUR	
3 Offer submission		
3.1 Please upload all documents, as requested by the tender documents. See section: "Opmaak van de inschrijving".	*Attach a file 	
3.2 Please sign and upload the registration form. See the attached file, which can be used as a template. References	*Attach a file	
3.3 Total price of the offer		
3.3.1 Shoes	Less... <input type="checkbox"/> Fix <input checked="" type="checkbox"/> Price: * <input type="text"/> EUR Quantity: 3,000 each	

(*) indicates a required field

Submit Entire Response Update Totals Save draft Import cost groups Compose Message

Excel Import

Reference Documents

2  Annexe 1 - Formulaire de soumission_FR.docx

 Bijlage 1 - Inschrijvingsformulier_NL.docx

Download all attachments

Participate in an SNCB RFP

Participate in an RFP event

After selecting the lots for which you want to participate in, you have to fill in various data and documents.

- 1 When you are satisfied with your response, click on **"Submit Entire Response"**.
- 2 Then click on **"OK"** to validate this response.
- 3 The offer is now correctly submitted to the SNCB.

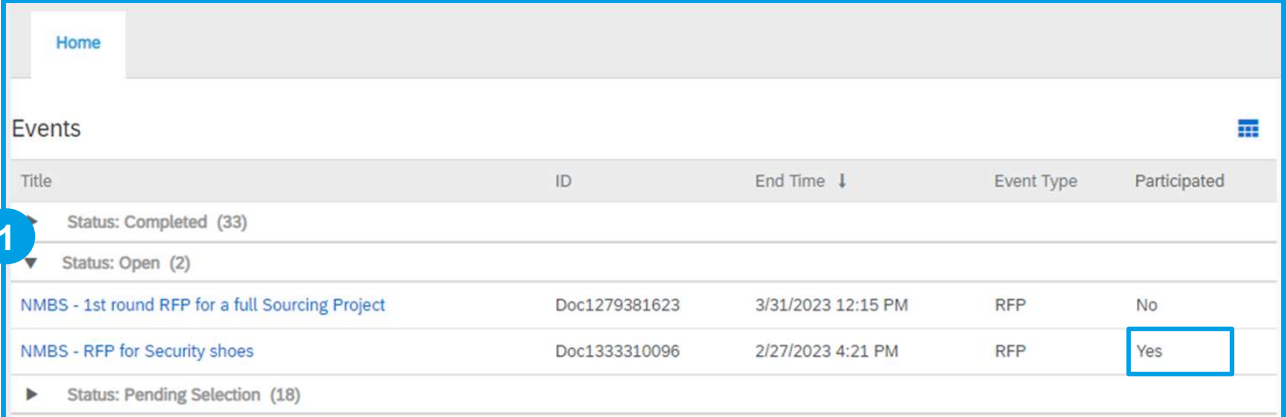
The screenshot shows the SAP Ariba RFP console interface. The top bar displays 'Console', 'Doc1333310096 - NMBS - RFP for Security shoes', and a timer for 'Time remaining: 13 days 06:54:25'. The left sidebar contains navigation options: 'Event Messages', 'Response History', 'Response Team', 'Checklist', 'Event Contents', and 'All Content'. The main area shows the 'All Content' section with a table of items. The '3 Offer submission' section is expanded, showing '3.1 Please upload all documents...' and '3.2 Please sign and upload the registration form...'. The '3.3 Total price of the offer' section is also expanded, showing '3.3.1 Shoes' with a price field and a quantity of '3,000 each'. A blue circle with the number '1' highlights the 'Submit Entire Response' button at the bottom of the console.

The screenshot shows a confirmation dialog box with a green checkmark icon and the text 'Submit this response?'. Below the text is the instruction 'Click OK to submit.' and two buttons: 'OK' and 'Cancel'. A blue circle with the number '2' highlights the 'OK' button.

Participate in an SNCB RFP

Participate in an RFP event

- 1 On your Dashboard, the RFP event now appears as **“Participated: Yes”**.



The screenshot shows a web interface with a 'Home' tab and an 'Events' section. The 'Events' section contains a table with columns: Title, ID, End Time (with a downward arrow), Event Type, and Participated. The table is filtered by 'Status: Open (2)'. Two rows are visible: 'NMBS - 1st round RFP for a full Sourcing Project' with ID 'Doc1279381623' and 'End Time' '3/31/2023 12:15 PM', and 'NMBS - RFP for Security shoes' with ID 'Doc1333310096' and 'End Time' '2/27/2023 4:21 PM'. The 'Participated' column for the second row has a 'Yes' value, which is highlighted with a blue box. A blue circle with the number '1' is positioned to the left of the 'Status: Open (2)' filter.

Title	ID	End Time ↓	Event Type	Participated
▶ Status: Completed (33)				
▼ Status: Open (2)				
NMBS - 1st round RFP for a full Sourcing Project	Doc1279381623	3/31/2023 12:15 PM	RFP	No
NMBS - RFP for Security shoes	Doc1333310096	2/27/2023 4:21 PM	RFP	Yes
▶ Status: Pending Selection (18)				

If you need more information :

- You can visit our website:
→ [SAP Ariba for Procurement | SNCB](#)
- You can have a look at our [FAQ](#)
- You can reach out to your SNCB contact person
- You can send an email to our SAP Ariba Support Team:
→ ariba_procurement@sncb.be

