

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**, navigate to step at the website: [SAP Ariba - Procurement](#)



Dear [redacted],

NMBS - TEST invites you to submit your best quote for the following tender: NMBS - RFP for Security shoes.

The period for submitting your quote starts on Monday, February 13, 2023 at 4:21 PM, Central European Time and ends on Monday, February 27, 2023 at 4:21 PM, Central European Time.

The entire procedure runs through the Ariba Commerce Cloud system. You can consult the tender documents via this system as well as submit your quote via this platform, which we refer to as "the event".

Please note that this is the only valid way to submit a quote.

Use the following username to log in to NMBS - TEST events: [redacted]

[Click Here](#) to access this event.

When you click this link, log in with your username and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in your event.

If you have forgotten your username or password and are unable to log in, [Click Here](#).

NOTE: The forgot password link is only valid for 24 hours. After this link expires, click

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

Sign up as a supplier with NMBS/SNCB on SAP Ariba.

NMBS/SNCB uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by NMBS/SNCB. [Sign up](#)

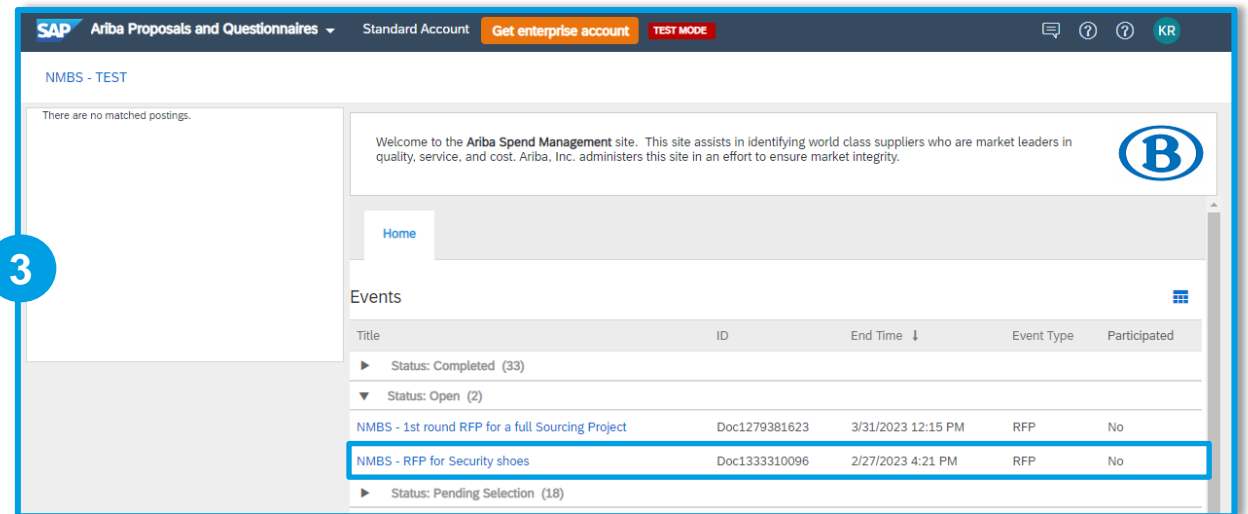
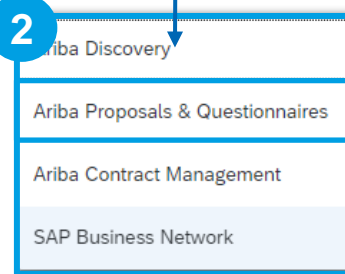
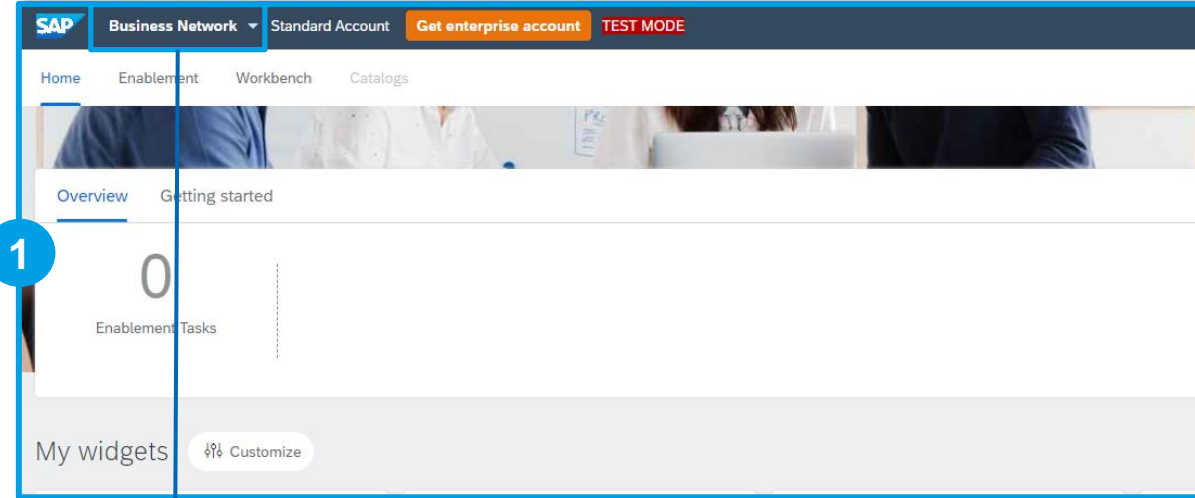
Already have an account? [Log in](#)

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.



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 »

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		

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

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 Content
Response

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

2

3

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.

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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 current step), and '3. Submit Response'. The main area contains instructions: '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, there are two buttons: 'Select Lots/Line Items' and 'Select Using Excel'. The 'Lots Available for Bidding' section is highlighted with a blue border and contains a table with the following content:

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

Below the table is a blue button labeled 'Confirm Selected Lots/Line Items' and another 'Cancel' button in the bottom right corner.

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.

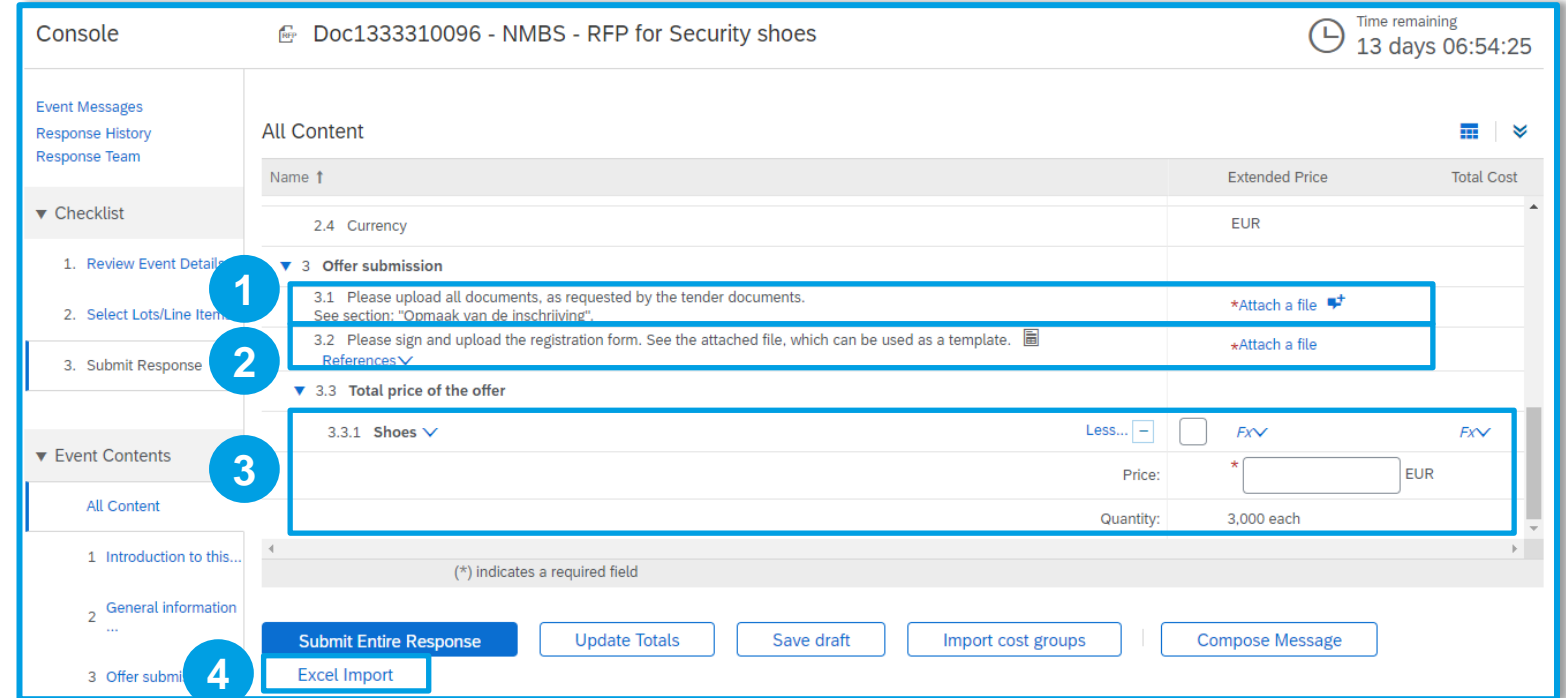
3

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

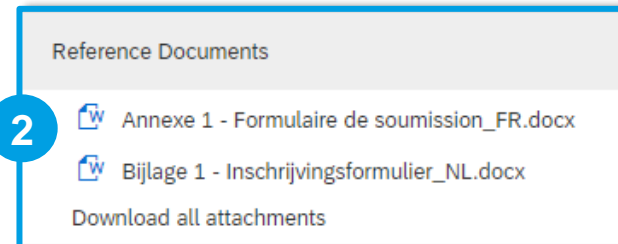
All Content

Name ↑	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"/> Fxv	Fxv
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.

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

Event Messages
Response History
Response Team

▼ Checklist

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

▼ Event Contents

All Content

Name ↑	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"/> Fxv	Fxv
	Price: *	<input type="text"/> EUR
	Quantity:	3,000 each

(*) indicates a required field

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

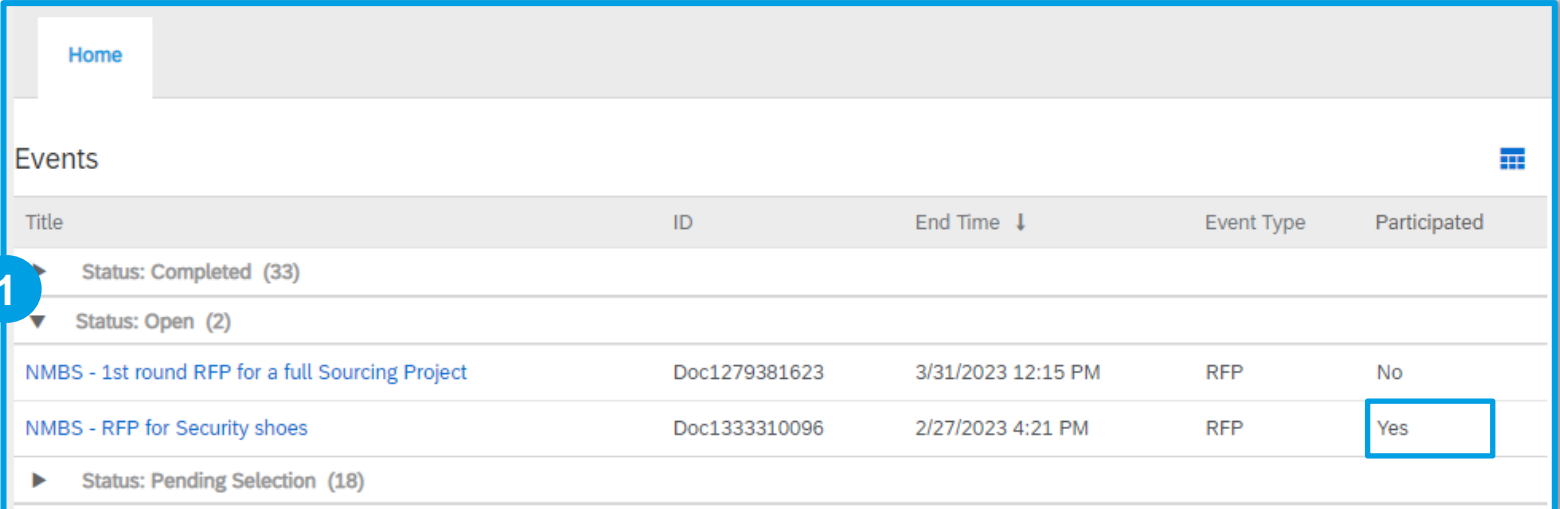
2 ✓ Submit this response?
Click OK to submit.

OK Cancel

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 table with columns: Title, ID, End Time, Event Type, and Participated. A blue circle with the number '1' is positioned over the first row of the 'Status: Open (2)' section. A red box highlights the 'Yes' value in the 'Participated' column for the event 'NMBS - RFP for Security shoes'.

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

