



TATA STEEL

Supplier Manual for participation in
a Request for Information (RFI)
or
a Request for Proposal (RFP)



Table of Contents

| | | |
|-------|---|----|
| 0 | Introduction | 3 |
| 1 | Logging in at the Ariba Network | 4 |
| 2 | Proposals..... | 5 |
| 3 | Select event..... | 6 |
| 4 | Event details & prerequisites | 7 |
| 5 | Select Lots | 9 |
| 6 | Providing answers | 11 |
| 6.1 | Predefined answers..... | 11 |
| 6.2 | Open questions | 11 |
| 6.3 | Table questions | 11 |
| 6.4 | Attachments / reference documents..... | 12 |
| 6.4.1 | Reference Documents..... | 12 |
| 6.4.2 | Attach a file | 12 |
| 6.5 | Comments (and additional attachments) | 13 |
| 6.6 | Providing Quotes..... | 13 |
| 7 | Console..... | 15 |



0 Introduction

This manual is for suppliers participating in RFI or RFP events initiated by Tata Steel via het SAP Ariba platform.

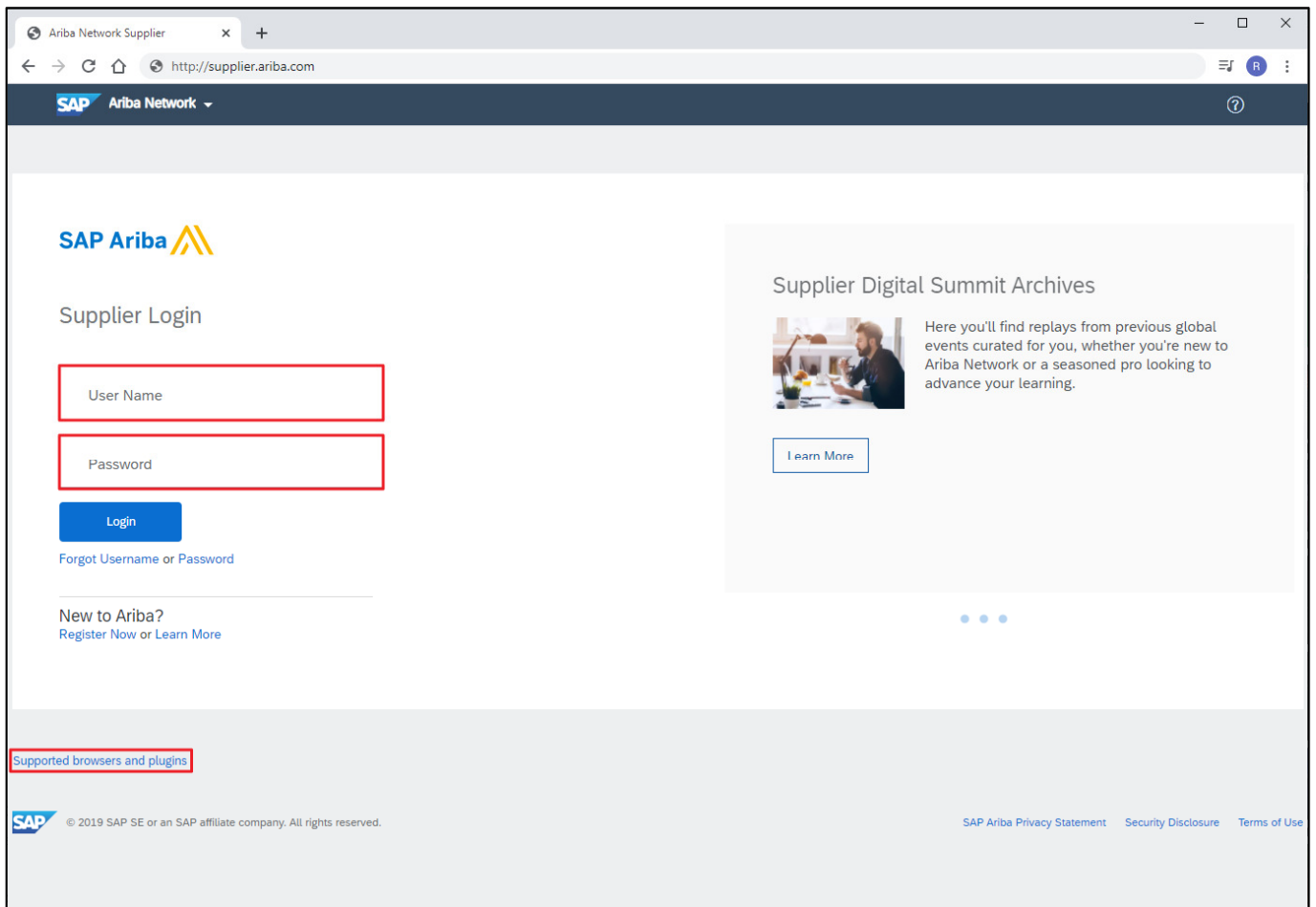
This manual contains a description of the main activities to participate in such an SAP Ariba event

Note: This manual is meant for participating in RFI / RFP events initiated by Tata Steel. Supplier registration on the Ariba Network is not taken into account

Note: Suppliers are not bound to any fees when participating in RFI of RFP events initiated by Tata Steel via the SAP Ariba platform

1 Logging in at the Ariba Network

First, supplier needs to logon to the SAP Ariba Network via the website <http://supplier.ariba.com>.



After entering username / password combination push on the 'Login' button.

In case of technical issues or when having issue when logging in, please contact the Ariba helpdesk. More information can be found via the 'Help' functionality at the right top.

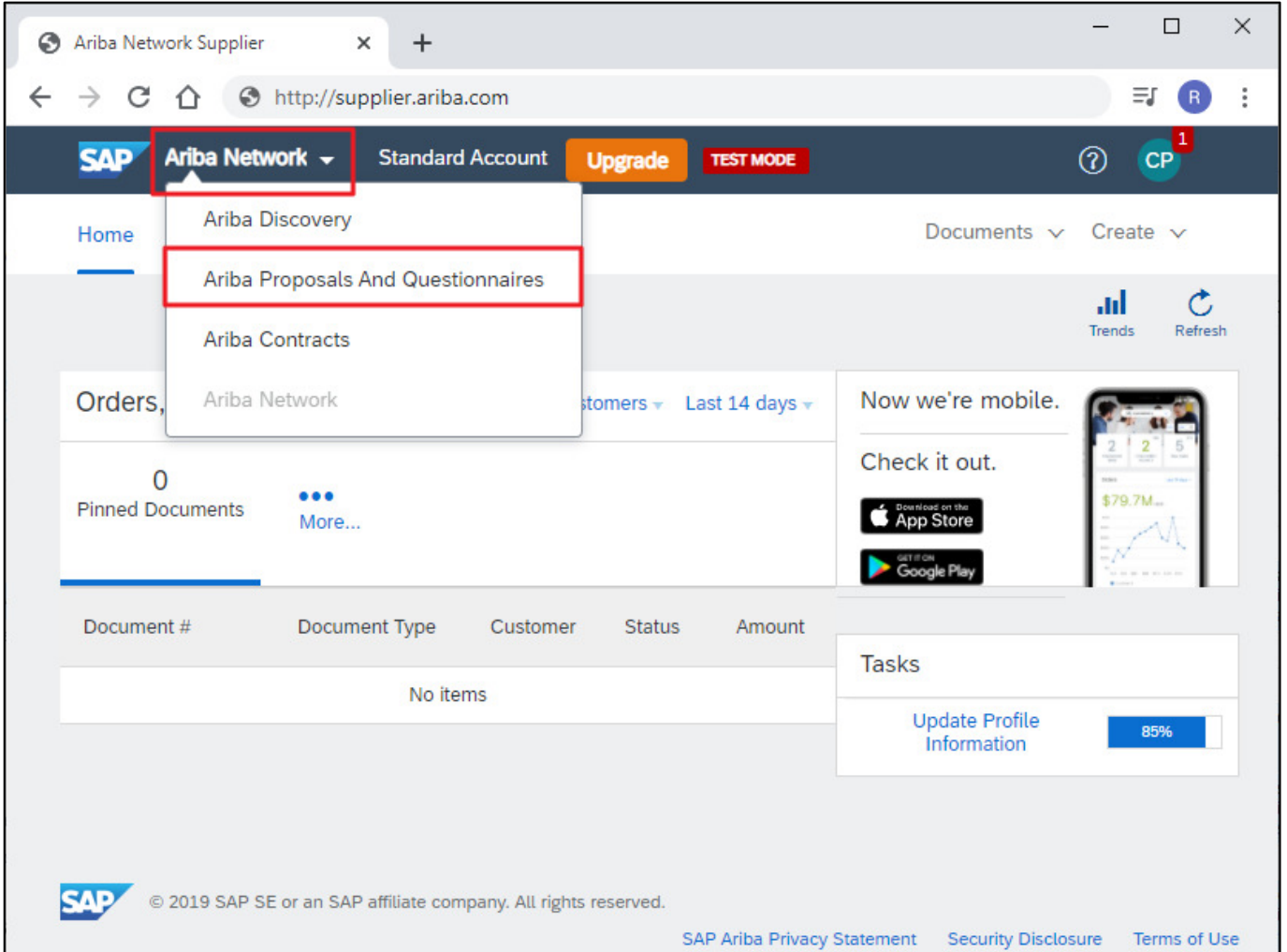
Event support will be provided by SAP Ariba.

At the bottom of the screen there is a link which internet browsers are currently being supported by the SAP Ariba platform.

Additionally the SAP Ariba ADAPT training site can be consulted via https://support.ariba.com/Adapt/Ariba_Network_Supplier_Training/

2 Proposals

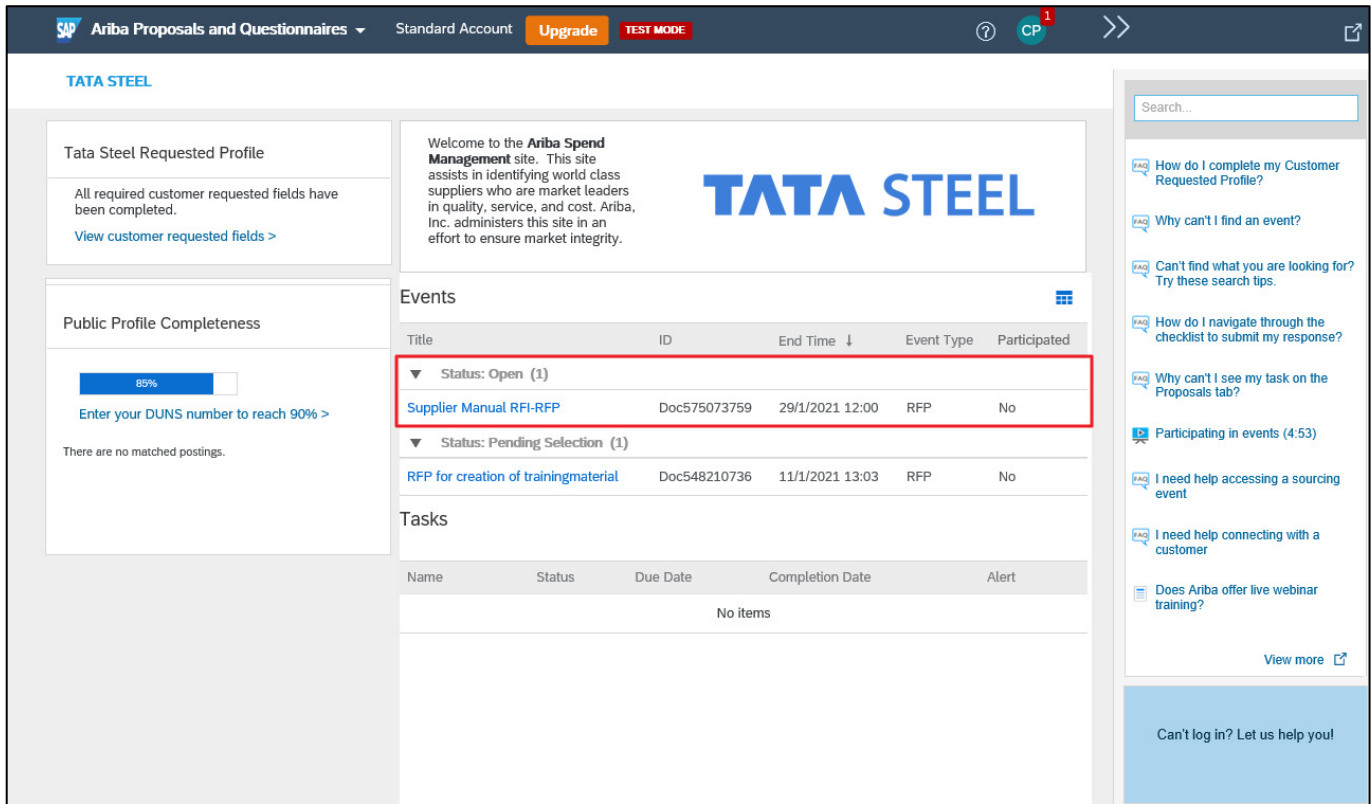
After logging in, click on the triangle next to 'Ariba Network' and select 'Ariba Proposals And Questionnaires' to be redirected to page with events your supplier contact person has been invited to.



The screenshot shows the SAP Ariba Network Supplier portal interface. The browser address bar displays 'http://supplier.ariba.com'. The top navigation bar includes the SAP logo, 'Ariba Network' (highlighted with a red box), 'Standard Account', 'Upgrade', and 'TEST MODE'. A dropdown menu is open under 'Ariba Network', with 'Ariba Proposals And Questionnaires' (also highlighted with a red box) selected. Other menu items include 'Ariba Discovery', 'Ariba Contracts', and 'Ariba Network'. The main content area shows 'Orders, Customers' with a filter for 'Last 14 days', 'Pinned Documents' (0), and a 'Tasks' section with 'Update Profile Information' (85%). The footer contains the SAP logo, copyright information, and links for 'SAP Ariba Privacy Statement', 'Security Disclosure', and 'Terms of Use'.

3 Select event

You now see all the events you've been invite to or already have participated in.



The screenshot displays the Ariba Spend Management interface for Tata Steel. The top navigation bar includes 'Ariba Proposals and Questionnaires', 'Standard Account', 'Upgrade', and 'TEST MODE'. The main content area is divided into several sections:

- Tata Steel Requested Profile:** A section indicating that all required customer requested fields have been completed, with a link to 'View customer requested fields >'. Below this is a 'Public Profile Completeness' section showing a progress bar at 89% and a prompt to 'Enter your DUNS number to reach 90% >'. It also notes 'There are no matched postings.'
- Events:** A table listing events with columns for Title, ID, End Time, Event Type, and Participated. The table is filtered by 'Status: Open (1)'. The first row, 'Supplier Manual RFI-RFP' (ID: Doc575073759, End Time: 29/1/2021 12:00, Event Type: RFP, Participated: No), is highlighted with a red box. Below it, a section for 'Status: Pending Selection (1)' shows 'RFP for creation of trainingmaterial' (ID: Doc548210736, End Time: 11/1/2021 13:03, Event Type: RFP, Participated: No).
- Tasks:** A section showing 'No items'.
- Right Sidebar:** Contains a search bar and a list of help topics such as 'How do I complete my Customer Requested Profile?', 'Why can't I find an event?', 'Can't find what you are looking for? Try these search tips.', 'How do I navigate through the checklist to submit my response?', 'Why can't I see my task on the Proposals tab?', 'Participating in events (4.53)', 'I need help accessing a sourcing event', 'I need help connecting with a customer', and 'Does Ariba offer live webinar training?'. A 'View more' link is also present.

The screen is divided in the following sections:

- **Events**

The section 'Events' contains all RFI's, RFP's and e-Auctions that are created by Tata Steel and where you've been invited to. This consists of the following 3 statuses:

- o **Completed:** the RFX is completed and awarded, closed or cancelled;
- o **Open:** the RFX is currently ongoing;
- o **Pending Selection:** the due time of the RFX has been reached and supplier quotes (and proposals) to the RFX are being analysed before awarding.

- **Tasks**

In case Tata Steel has assigned certain tasks / actions to you (contact person) these will be addressed here.

[Click on the event description to gain access.](#)



4 Event details & prerequisites

When you have clicked on the event description (link) you will be redirected to the event and the first details will be shown.

At the top right corner you see the time remaining to respond to the RFX.

NOTE: when the due time has been reached, it is **no longer possible** to provide your answer / quote!

The screenshot displays the Ariba Sourcing interface for an event titled "Doc575073759 - Supplier Manual RFI-RFP". The top navigation bar includes "Company Settings", "Contact Person", and "Help Center". A "Desktop File Sync" button is visible in the top right corner. A red box highlights a "Time remaining" indicator showing "8 days 02:56:06". The main content area features a yellow warning box with 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 this warning are three buttons: "Review Prerequisites" (highlighted with a red box), "Decline to Respond" (highlighted with a red box), and "Print Event Information". A checklist on the left side shows three steps: "1. Review Event Details", "2. Review and Accept Prerequisites", and "3. Submit Response". The "Event Overview and Timing Rules" section provides the following details: Owner: Rik van der Velden, Event Type: RFP, Currency: European Union Euro, Commodity: TRAINING 052036, Contract Months: 6, Contract Effective Date: 01/02/2021, Publish time: 21/1/2021 08:40, Due date: 29/1/2021 12:00, and Estimated Award Date: 01/02/2021. The footer contains contact information and legal links.

If you do not intend to take part in this event Tata Steel kindly requests you to click the 'Decline to Respond' button.

If you do want to participate we kindly request you to click on the 'Review Prerequisites' button.

The next step is to accept the supplier agreement, which describes some guidelines on participating in this digital event. Select the option to accept the terms of this agreement and click 'OK'. If you do not accept the terms of the agreement it is not possible to participate in the event.



Ariba Sourcing Company Settings Contact Person Help Center

[Go back to Tata Steel Dashboard](#) Desktop File Sync

Prerequisites Doc575073759 - Supplier Manual RFI-RFP

Prerequisites must be completed prior to participation in the event.

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'):

- 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.
- 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.
- Procedures and Rules.** Participant further agrees to be bound by the procedures and rules established by the Site and Sponsor.
- Confidentiality.** 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.
- 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.
- 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.
- Survival.** The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event.

BA v1.1 19Aug05

I accept the terms of this agreement.
 I do not accept the terms of this agreement.

After accepting the terms of the agreement you need to confirm by clicking again on 'OK'.

The Tata Steel project owner will now have insight that you will be participating in this event.

✓ **Submit this agreement?**

Click OK to submit.



5 Select Lots

Next step is to select the items/lot for which you want to provide your quote.

In the screen below you can, in case possible, examine the contents of the RFx.

Tata Steel also has the possibility to open this content after supplier answering prerequisite questions.

Click on 'Select Lots' to continue.

Ariba Sourcing Company Settings Contact Person Help Center

< Go back to Tata Steel Dashboard Desktop File Sync

Event Details Doc575073759 - Supplier Manual RFI-RFP Time remaining 8 days 02:42:35

Download Content Review Prerequisites **Select Lots** Print Event Information

Primary

Introduction (Section 1 of 3) Next

| Name ↑ | |
|--|-----------|
| 1 Introduction | |
| 1.1 About Tata Steel's European operations | More... + |
| 1.2 About this RFP | Less... - |

This RFP has been created for training purposes only.

Next Section: Questions

Event Overview and Timing Rules

| | |
|------------------------------------|-------------------------------------|
| Owner: Rik van der Velden ⓘ | Currency: European Union Euro |
| Event Type: RFP | Commodity: TRAINING 052036 |
| | Contract Months: 6 |
| | Contract Effective Date: 01/02/2021 |
| Publish time: 21/1/2021 08:40 | |
| Due date: 29/1/2021 12:00 | |
| Estimated Award Date: 01/02/2021 ⓘ | |

Contact Person (test-Ariba-Supplier@outlook.com) last visited 20 Jan 2021 11:41:46 PM Ariba-Supplier - TEST AN01600957996-T
© 1996–2019 Ariba, Inc. All rights reserved. SAP Ariba Privacy Statement Security Disclosure Terms of Use

SAP Ariba ContactPerson (ariba-supplier@outlook.com) last visit 20/1/2021 20:04 | Tata Steel | C20_U14 © 1996 - 2021 Ariba Inc. All Rights Reserved



It is also possible to exclude some lots / items in your answer / quote.

Use the checkboxes in front of the items to select them. If you do not want to provide a quote for that specific item/lot Tata Steel kindly requests you to provide a reason for not bidding.

Click on 'Confirm Selected Lots' when the selection has been made.

Ariba Sourcing Company Settings Contact Person Help Center >>

< Go back to Tata Steel Dashboard Desktop File Sync

Select Lots Doc575073759 - Supplier Manual RFI-RFP Cancel

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 [More](#)

Select Lots [Select Using Excel](#)

Checklist

- 1. [Review Event Details](#)
- 2. [Review and Accept Prerequisites](#)
- 3. Select Lots**
- 4. [Submit Response](#)

Lots Available for Bidding

| <input type="checkbox"/> | Name | Reason for not bidding |
|-------------------------------------|----------------------------------|--|
| <input checked="" type="checkbox"/> | 3.1.1 Preparation Ariba training | |
| <input checked="" type="checkbox"/> | 3.1.2 Conduct Ariba training | |
| <input checked="" type="checkbox"/> | 3.1.3 Evaluation Ariba training | |
| <input checked="" type="checkbox"/> | 3.1.4 Aftercare | |
| <input type="checkbox"/> | 3.2.1 Preparation Ariba training | <input type="text" value="We are currently at full capacity"/> |
| <input type="checkbox"/> | 3.2.2 Conduct Ariba training | <input type="text" value="We don't supply at the requested quantity"/> |
| <input type="checkbox"/> | 3.2.3 Evaluation Ariba training | <input type="text" value="Discontinued Item"/> |
| <input type="checkbox"/> | 3.2.4 Aftercare | <input type="text" value="Missing information / not enough information provided"/> |

[Confirm Selected Lots](#) Cancel

6 Providing answers

Usually RFX events consist of different chapters or sections. Tata Steel can provide suppliers with certain information or request supplier responses on qualitative or quantitative questions. In case of an RFP Tata Steel will also request a quote.

* all examples below are illustrative.

6.1 Predefined answers

Tata Steel can provide predefined answers. Please select the answer that suits your organisation best.



▼ 2 Questions

2.1 Do you agree with our terms and conditions?  References

* Yes

Yes

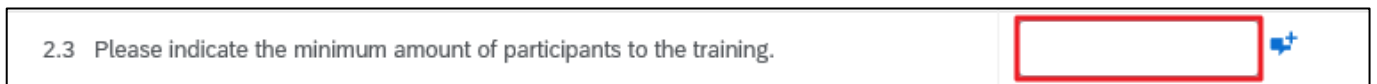
No

Yes, but with the following remarks

No, because of the following remarks

6.2 Open questions

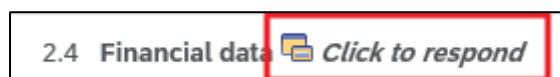
Tata Steel can ask open questions for you to provide your answer. This can either be a number, text or other possibilities.




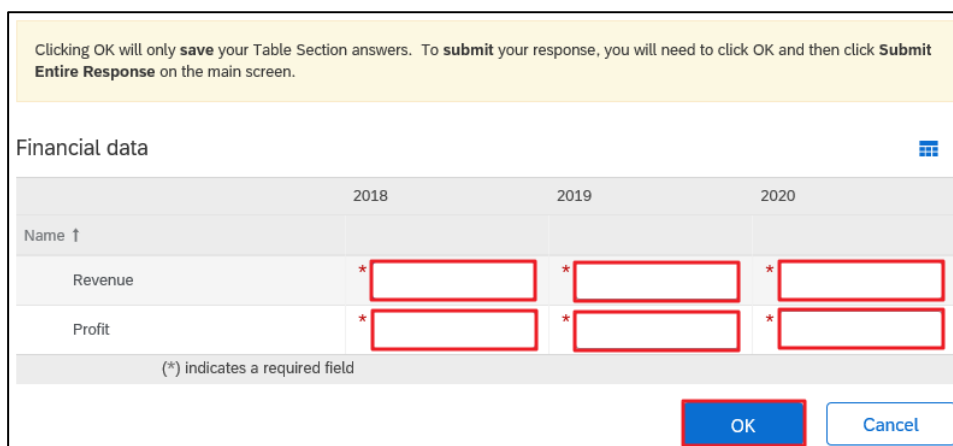
2.3 Please indicate the minimum amount of participants to the training.

6.3 Table questions


Tata Steel can ask table questions, which can be open as well as closed questions. Click on the icon at the link '[Click to respond](#)'.



2.4 Financial data  [Click to respond](#)



Clicking OK will only **save** your Table Section answers. To **submit** your response, you will need to click OK and then click **Submit Entire Response** on the main screen.

Financial data 

| | 2018 | 2019 | 2020 |
|---------|------------------------|------------------------|------------------------|
| Name ↑ | | | |
| Revenue | * <input type="text"/> | * <input type="text"/> | * <input type="text"/> |
| Profit | * <input type="text"/> | * <input type="text"/> | * <input type="text"/> |

(*) indicates a required field

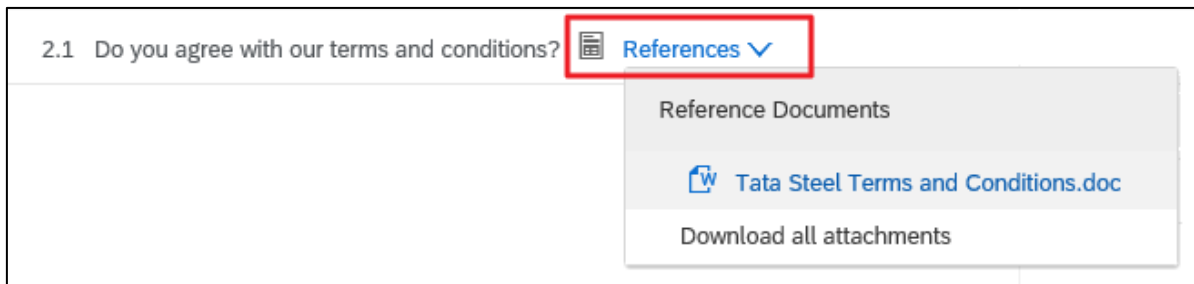
OK Cancel

6.4 Attachments / reference documents

There are 2 options: the first option is that Tata Steel makes an attachment available for supplier as reference document, the other option is to 'attach a file' as an answer to a question.

6.4.1 Reference Documents

Tata Steel can make certain reference documents available within the RFX. By clicking the 'References' link, indicated per line (or question) within the event, the document(s) will become visible.



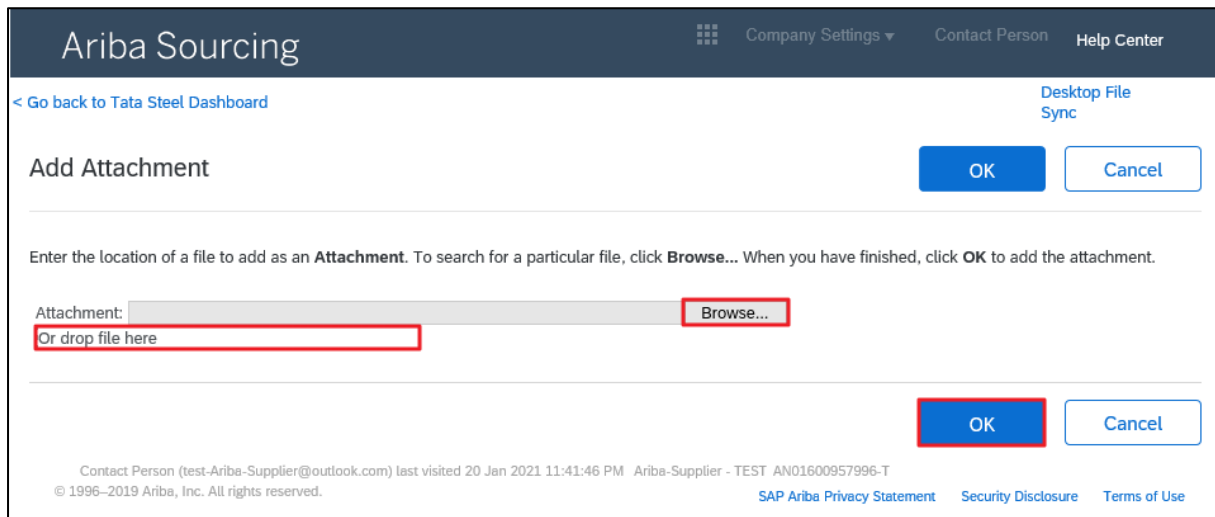
6.4.2 Attach a file

The second option is that Tata Steel requests you to provide a file as answer to a question. Clicking on the text 'Attach a file' will open a screen to add the attachment.




Adding the file can be done in 2 ways.

1. The first way is by clicking on the 'Browse' button and selecting a file on your local computer.
2. The second way is to 'drag-and-drop' your file to the indicated area on the screen.






6.5 Comments (and additional attachments)

Questions that are accompanied by this icon  can be provided with extra comments or attachments. Via this way you can provide clarifications or additional context to your answer.

NOTE: (applicable when Tata Steel used the Ariba Scoring & Weighing functionality): attachments and comments added via this functionality will not be included in scoring & weighing functionality.

2.3 Please indicate the minimum amount of participants to the training. 

Ariba Sourcing Company Settings Contact Person Help Center

[Go back to Tata Steel Dashboard](#) Desktop File Sync

Add/Edit Comment OK Cancel

Comment: *

Attachment: [Attach a file](#)

OK Cancel

Contact Person (test-Ariba-Supplier@outlook.com) last visited 20 Jan 2021 11:41:46 PM Ariba-Supplier - TEST AN01600957996-T
© 1996–2019 Ariba, Inc. All rights reserved. [SAP Ariba Privacy Statement](#) [Security Disclosure](#) [Terms of Use](#)

6.6 Providing Quotes

You are expected to provide quotes on the items / lots as indicated before (see chapter 5).

Depending on the RFP type you are expected to provide quotes for the item as indicated in the example below:

| | | | | | |
|------------------------------------|--|--------|---------------|----------------|----------------|
| ▼ 3 Pricing | | | | €11,875.00 EUR | €11,875.00 EUR |
| ▼ 3.1 Location IJmuiden | | | | €11,875.00 EUR | €11,875.00 EUR |
| 3.1.1 Preparation Ariba training ▼ | * <input type="text" value="€3,500.00"/> EUR | 1 each | €3,500.00 EUR | €3,500.00 EUR | |
| 3.1.2 Conduct Ariba training ▼ | * <input type="text" value="€4,625.00"/> EUR | 1 each | €4,625.00 EUR | €4,625.00 EUR | |
| 3.1.3 Evaluation Ariba training ▼ | * <input type="text" value="€1,500.00"/> EUR | 1 each | €1,500.00 EUR | €1,500.00 EUR | |
| 3.1.4 Aftercare ▼ | * <input type="text" value="€2,250.00"/> EUR | 1 each | €2,250.00 EUR | €2,250.00 EUR | |



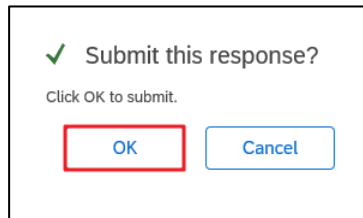
Another option is to provide a quote for specific terms. The total price will then be calculated based on the aggregated terms, as in the example below:

| 3 Pricing | €6,750.00 EUR | €9,000.00 EUR | €2,750.00 EUR | €4,500.00 EUR | €23,000.00 EUR |
|---|--------------------------|--------------------------|--------------------------|--------------------------|-----------------------|
| 3.1 Ariba Training location Port Talbot | * €3,250.00 EUR per unit | * €4,375.00 EUR per unit | * €1,250.00 EUR per unit | * €2,250.00 EUR per unit | 1 each €11,125.00 EUR |
| 3.2 Ariba Training location IJmuiden | * €3,500.00 EUR per unit | * €4,625.00 EUR per unit | * €1,500.00 EUR per unit | * €2,250.00 EUR per unit | 1 each €11,875.00 EUR |

On the screen the following buttons are visible:



‘Submit Entire Response’: when clicking this button your response will be sent to Tata Steel. Your response will be opened when the due time has been reached. After clicking this button you need to provide confirmation.



‘Update Totals’: clicking this button triggers a (re)calculation on the totals as provided in the event

‘Save draft’: clicking this button saves your (draft) response. Please note that your response will **NOT** be sent to Tata Steel.

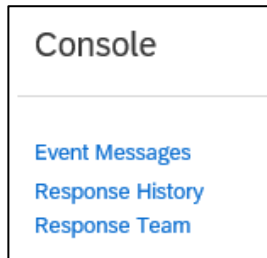
‘Compose Message’: clicking this button gives the possibility to start communicating with the Tata Steel project team responsible for this event, via the Ariba Network.

‘Excel Import’: as supplier you can download the content of this RFX to an Excel spreadsheet. You can then provide your answers in the excel and upload the content to the Ariba event



7 Console

At the 'Console' section at the top left corner some options are shown that can be of help to you.



'Event Messages': here you can find all event related communication (system generated messages as well as 'personal' messages) sent via the Ariba Network. It is not possible to delete messages. It is possible to initiate new messages or reply to sent messages, except system generated messages.

Messages

| id | Reply Sent | Sent Date ↓ | From | Contact Name | To | Subject |
|-------------------------------------|----------------|------------------|---------------|---------------------|---------------------|--|
| <input type="radio"/> MSG29985113 | Not Applicable | 21/01/2021 14:54 | AribaSupplier | Ariba ContactPerson | Rik van der Velden | Response (ID=ID620379499) in event Supplier Manual RFI-RFP has been submitted. |
| <input type="radio"/> MSG29966067.1 | No | 21/01/2021 14:39 | AribaSupplier | Ariba ContactPerson | Rik van der Velden | RE: Question 2.3 |
| <input type="radio"/> MSG29966067 | Yes | 21/01/2021 14:38 | Tata Steel | Rik van der Velden | Ariba ContactPerson | Question 2.3 |
| <input type="radio"/> MSG29985054 | Not Applicable | 21/01/2021 08:40 | Tata Steel | Rik van der Velden | Ariba ContactPerson | *TEST* - Tata Steel has invited you to participate in an event: Supplier Manual RFI-RFP. |

View Reply Compose Message Download all attachments

'Response History': all submitted responses and their revisions are shown here.

Response History - Supplier Manual RFI-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 ↓ |
|-----------------------------|---------------------|---------------------|----------|---------------------|---------------------|
| ID620460349 | Ariba ContactPerson | Ariba ContactPerson | Accepted | 21/01/2021 15:24:41 | 21/01/2021 15:24:41 |
| ID620379499 | Ariba ContactPerson | Ariba ContactPerson | Replaced | 21/01/2021 14:54:07 | 21/01/2021 14:54:07 |



'Response Team': SAP Ariba provides the possibility that multiple employees of your organisation work at the same proposal, this functionality is made available via the 'Response Team'.

If contact persons are already familiar on the Tata Steel SAP Ariba platform supplier can add these to the Response Team themselves.

If no other contact persons are available, we kindly request you to contact the buyer from Tata Steel. The buyer will ask you for the contact details and add this person to the SAP Ariba platform.

Response Team - Supplier Manual RFI-RFP OK Cancel

Review the list of members from your organization who can participate in this event with you. You may add team members to this list as needed.

| Name ↓ | Email Address |
|---------------------|--|
| Ariba ContactPerson | ariba-supplier@outlook.com |

Add