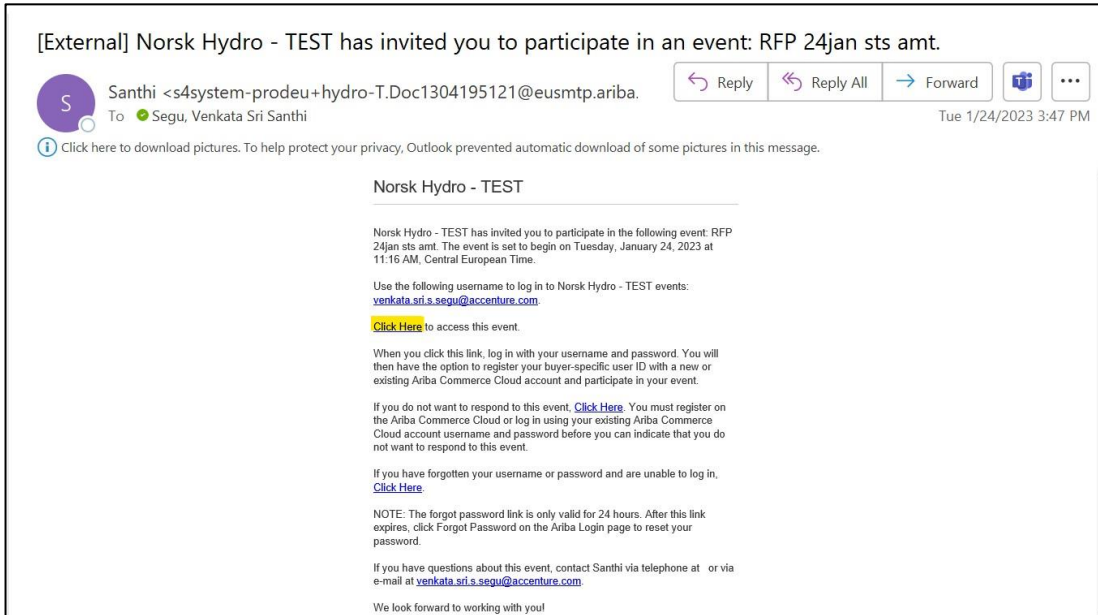


SUPPLIER RESPONSE WORKBOOK

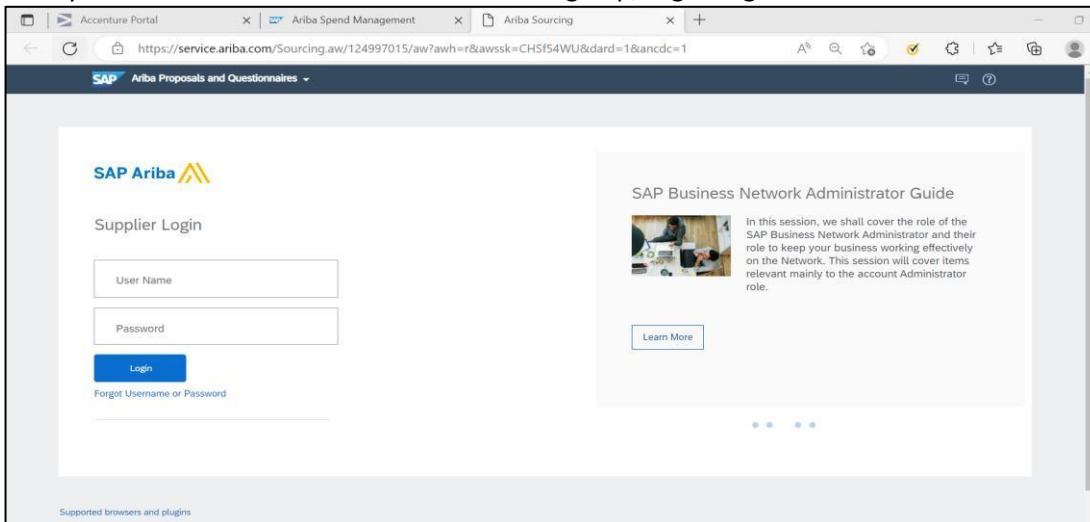
Below are the detailed steps on how a supplier can respond to an event.

Step 1: When an event is published in Ariba, Supplier will receive an email notification about the event as shown in the below screenshot.



Step 2: To access the Event, you need to click on the highlighted part in the above image which says “Click Here” to access the event.

Then you will be redirected to Ariba Network Sign up/Login Page as shown below.



You need to login with your credentials if you have a valid Ariba Network Account.

If you don't have an Ariba Network Account, you can Sign up and fill in the details to create an Ariba Network account.

Step 3: After successful login, you will be redirected to the Event as shown in the below image.

Event Details Doc1304195121 - RFP 24jan sts amt Time remaining 01:36:21

Event Messages
Download Tutorials

▼ Checklist

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

▼ Event Contents

All Content

1 INTRODUCTION

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.

Download Content Review Prerequisites Decline to Respond Print Event Information

INTRODUCTION (Section 1 of 5) Next

Name ↑

▼ 1 INTRODUCTION

1.1 Hydro

Hydro Aluminium Metal (hereinafter called Hydro) has 5 aluminium plants in Norway. These produce an estimated 1 million Tonnes of primary aluminium per year, which is further processed and cast into various products.

In this Invitation to Tender (hereinafter called Tender) we ask for your best price and conditions on the tendered scope in accordance with described requirements.

1.2 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.

Step 4:

Now Supplier needs to validate the documents and need to review and submit the pre-requisitess.

For that click on the **Review Prerequisites** button. You will get the below page.

Prerequisites Doc1304195121 - RFP 24jan sts amt

▼ Checklist

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

To continue with this event, complete the prerequisites below. Some of the prerequisites might be access gate questions that you must answer before you can see the event information. Other prerequisites might serve as a participation gate that restricts you from submitting your response unless you have responded to them.

Would you like to accept the Bidder Agreement? View Bidder Agreement

☐ I accept the terms of this agreement.

☒ I do not accept the terms of this agreement.

Prerequisites


Name ↑

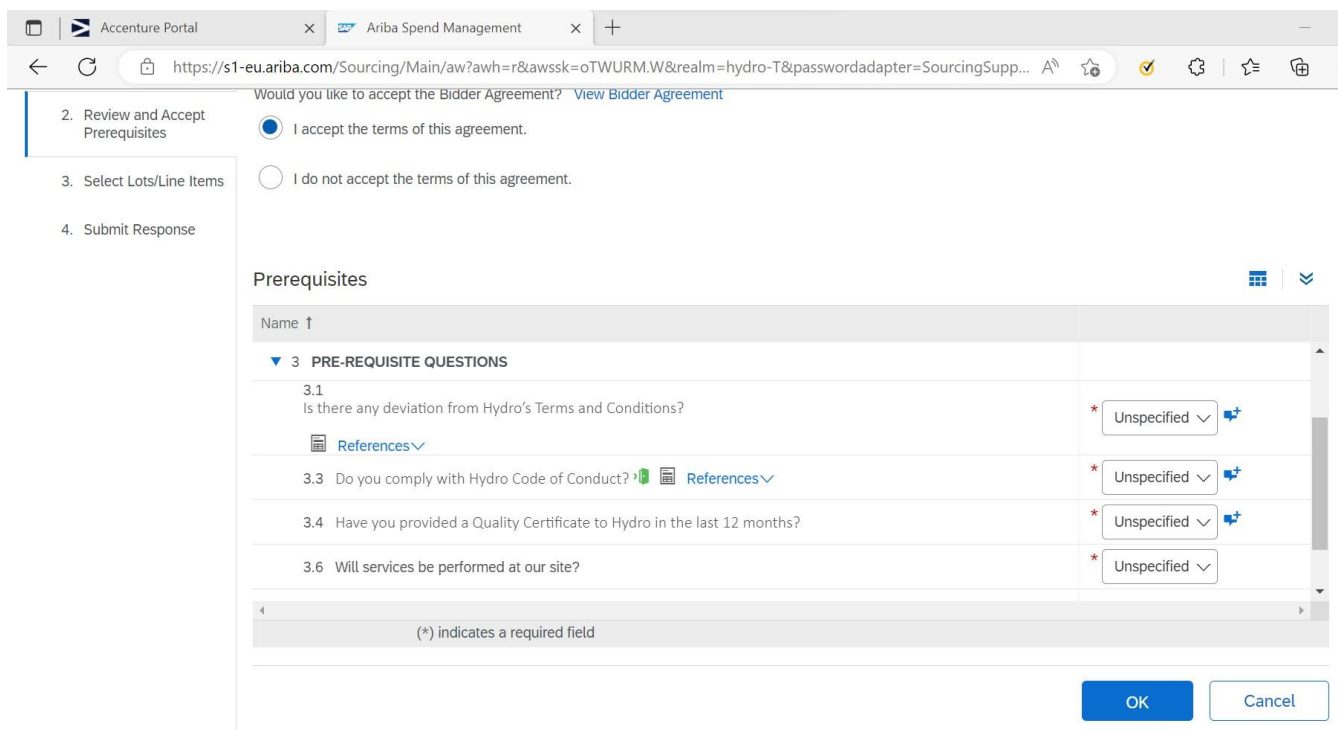
1 INTRODUCTION
▼ 2 INSTRUCTIONS

To check the bidder agreement, click on **“View Bidder Agreement”**.

Click on **I accept the terms of this agreement**.

Next, Answer the Prerequisite Questions. You can view the relevant documents under **References**. **These must be answered in order to proceed**.

You can add any additional comments or attachments by clicking  and click OK to proceed.



Would you like to accept the Bidder Agreement? [View Bidder Agreement](#)

2. Review and Accept Prerequisites






3. Select Lots/Line Items

4. Submit Response

☒ I accept the terms of this agreement.

☐ I do not accept the terms of this agreement.

Prerequisites

Name ↑	
▼ 3 PRE-REQUISITE QUESTIONS	
3.1 Is there any deviation from Hydro's Terms and Conditions?	* Unspecified 
3.3 Do you comply with Hydro Code of Conduct?  References	* Unspecified 
3.4 Have you provided a Quality Certificate to Hydro in the last 12 months?	* Unspecified 
3.6 Will services be performed at our site?	* Unspecified 

(*) indicates a required field

OK Cancel

Step 5: Now Supplier needs to select Lots/Line Items for which they want to bid.

Select all the line items and click on **“Confirm Selected Lots/Line Items”** to proceed.

Accenture Portal x Ariba Spend Management x +

https://s1-eu.ariba.com/Sourcing/Main/aw?awh=r&awssk=OTWURM.W&realm=hydro-T&passwordadapter=SourcingSupp...

Ariba Sourcing Company Settings Santhi Segu Help

< Go back to Norsk Hydro - TEST Dashboard Desktop File Sync

Select Lots Doc1304195121 - RFP 24jan sts amt Cancel

▼ Checklist

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

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 cancel your intention to participate in that lot. More

Select Lots/Line Items Select Using Excel

Lots Available for Bidding

Name
5.1 GASS PROPAN H 500280 FLASKE 17 KG
GASS PROPAN H 500280 FLASKE 17 KG

Confirm Selected Lots/Line Items

Step 6: Now the Supplier needs to provide Technical and Commercial Proposals.

They can review all the content (Introduction, Instructions, Pre-requisite questions, Technical and Commercial Proposals) and provide their responses.

▼ Checklist

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

▼ Event Contents

All Content

1 INTRODUCTION

2 INSTRUCTIONS

3 PRE-REQUISITE QUESTI...

4 TECHNICAL PROPOSAL

5 COMMERCIAL PROPOSAL

All Content

24jan sts amt

1 INTRODUCTION

2 INSTRUCTIONS

3 PRE-REQUISITE QUESTI...

4 TECHNICAL PROPOSAL

5 COMMERCIAL PROPOSAL

5.1 GASS PROPAN H 500280 FLASKE 17 KG Less... * NOK 5 bottle

GASS PROPAN H 500280 FLASKE 17 KG

Lead Time (In Days): *

Supplier Part Id:

EAN:

Long Text:

(*) indicates a required field

For Example, as shown in the below image. You can also add comments if required.

Accenture Portal x Ariba Spend Management x

https://s1-eu.ariba.com/Sourcing/Main/aw?awh=r&awssk=OTWURM.W&realm=hydro-T&passwordadapter=Sourcin...

Event Messages
Response History

Checklist

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

Event Contents

All Content

1. INTRODUCTION
2. INSTRUCTIONS
3. PRE-REQUISITE QUESTI...
4. TECHNICAL PROPOSAL
5. COMMERCIAL PROPOSAL

Your response to the prerequisites has been submitted.

COMMERCIAL PROPOSAL

(Section 5 of 5) < Prev.

Name	Price	Quantity	Extended Price	Total Cost
▼ 5 COMMERCIAL PROPOSAL				
5.1 GASS PROPAN H 500280 FLASKE 17 KG	Less... 100.00 NOK	5 bottle		
GASS PROPAN H 500280 FLASKE 17 KG				
Lead Time (In Days):	7			
Supplier Part Id:				
EAN:				
Long Text:				
Comment:				
Material Group:	1209 Technical gases			
Order Unit:				

(*) indicates a required field

Submit Entire Response Update Totals Save draft Compose Message Excel Import

Note – if you need to enter a supplier part number longer than 35 characters, please do not use the “supplier part ID” field. Instead enter the information into the “Long text” field. If your part number is less than 35 characters then please use the “supplier part ID” field.

SIMATIC S7-Y coupler 6ES71971LB000XA0

Price:				5,080.00 NOK
Quantity:	2 Piece			2 Piece
Extended Price:				10,160.00 NOK <i>Fix</i>
Lead Time (In Days):				195
Supplier Part Id:	SIEMENS Simatic S7-Y coupler 6ES7197-1LB00-0XA0			SIEMENS Simatic S7-Y coupler 6ES7197-1LB00-0XA0
Plant:	ASU Hydro Aluminium Sunndal (ASU)	ASU Hydro Aluminium Sunndal (ASU)	ASU Hydro Aluminium Sunndal (ASU)	ASU Hydro Aluminium Sunndal (ASU)
EAN:				
Long Text:				
Comment:				
Material Code:				
Requested Delivery Date:	Thu, 23 Feb, 2023			Thu, 23 Feb, 2023

Step 7: Click on “Submit Entire Response” to submit your response.

Step 8: Supplier can always revise the response/bids till the event is **open**.

After submitting your bid/response you will get the below screen.

To revise your response, you can click on the “**Revise Response**” button.

You can check the event time in the highlighted part of the below image.

Accenture Portal

Ariba Spend Management

+

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https://s1-eu.ariba.com/Sourcing/Main/aw?awh=r&awssk=oTWURM.W&realm=hydro-T&passwordadapter=Sourcin...

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🔒

🔧

🔗

🔒

Ariba Sourcing

Company Settings

Santhi Segu

Feedback

Help

Messages

< Go back to Norsk Hydro - TEST Dashboard

Desktop File Sync

Console

Doc1304195121 - RFP 24jan sts amt

🕒

Time remaining

01:05:38

Event Messages

Response History

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots/Line Items

4. Submit Response

▼ Event Contents

All Content

1 INTRODUCTION

2 INSTRUCTIONS

3 PRE-REQUISITE QUESTI...

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

Revise Response

COMMERCIAL PROPOSAL

(Section 5 of 5) ⏪ Prev. 🗪

Name ↑	Price	Quantity	Extended Price	Total Cost
▼ 5 COMMERCIAL PROPOSAL			500.00 NOK	500.00 NOK
5.1 GASS PROPAN H 500280 FLASKE 17 KG	Less... 100.00 NOK	5 bottle	500.00 NOK	500.00 NOK
GASS PROPAN H 500280 FLASKE 17 KG				
Lead Time (In Days):		7		
Supplier Part Id:				
EAN:				
Long Text:				
Comment:				
Material Group:		1209 Technical gases		
Order Unit:				