



WeBuy@Webasto

How to participate in a RfP as a Supplier

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1. Getting Started: Access SAP Ariba

Procedure



Webasto

Welcome, Niclas Krümmel

Webasto Group - TEST has registered you on their SAP Ariba site and invited you to participate in the following event: Webasto Test Sourcing Event. The event starts on Tuesday, August 24, 2021 at 12:44 PM, Pacific Daylight Time and ends on Tuesday, September 7, 2021 at 12:44 PM, Pacific Daylight Time.

[Click Here](#) to access this event. You must register on the Ariba Network or log in using your existing Ariba Network 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 Network before the link expires. After you register on the Ariba Network, you can no longer use this link.

If you have questions about this event, contact Niclas Krümmel via telephone at or via e-mail at niclas.kruemmel@external.webasto.com.

We look forward to working with you!

Thank You,

Webasto Group - TEST

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

Sign up as a supplier with **Covestro - Test** on SAP Ariba.

Covestro - Test uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Covestro - Test. [Sign up](#)

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

SAP Ariba Proposals and Questionnaires

Supplier Login

User Name

Password

[Log in](#)

[Forgot Username or Password](#)

Steps

- 1 Open invitation email - You will receive an email invitation for the scheduled event from s4system-prodeu+webasto.Doc735568778@eusmtp.ariba.com
- 2 When receiving the invitation email by Webasto, **click on the link** to access the Ariba page or Go to <https://proposals.seller.ariba.com>
- 3 You need to **Log In (existing account)** or **create a new account**

General Information

- a) Log in with your existing User Account or create a new Ariba Network Account
- b) If you use an Ad Blocker whitelist *.ariba.com.

1. Getting Started: Find the Event

Procedure

The screenshot shows the SAP Ariba Spend Management dashboard. The 'Events' section is highlighted, and a dropdown menu is open, showing a list of events. The selected event is 'Webasto Test Sourcing Event' with ID 'Doc735568778', end time '9/7/2021 9:44 PM', and event type 'RFP'.

Title	ID	End Time	Event Type	Participated
Status: Offen (1)				
Test Sourcing Project	Doc712594022	7/28/2021 1:45 PM	Ausschreibung	No
Status: Vorschau (1)				
Test 2	Doc713102864	7/22/2021 4:00 PM	Ausschreibung	No
Status: Open (1)				
Webasto Test Sourcing Event	Doc735568778	9/7/2021 9:44 PM	RFP	No

Steps

- 1 Once you have successfully logged in, you will see the main dashboard along with the RfP you received.
- 2 From this overview, you can **select** the Event, in which you want to participate in and review the RfP prerequisites

General Information

- The Dashboard is showing all tenders, questionnaires and certificates you received from Webasto
- The Dashboard is automatically sorting all events between different status a) Completed b) Open c) Pending Selection d) Review

2. Working in the RfP: Review Event Details and Prerequisites

Procedure

The screenshot displays the SAP S/4HANA RfP interface. The main content area is titled 'Event Details' and shows 'Doc712594022 - Test Sourcing Project'. A yellow banner at the top right indicates a 'Time remaining' of '5 days 22:56:11'. Below this, there are buttons for 'Download Content', 'Review Prerequisites', 'Decline to Respond', and 'Print Event Information'. The 'Review Prerequisites' button is highlighted with a red circle '3'. On the left sidebar, the 'Checklist' section shows '1. Review Event Details' and '2. Review and Accept Prerequisites', with the second item highlighted by a red circle '1'. The 'Event Contents' section on the left shows a tree view with '1. Webasto General Information' selected, also marked with a red circle '3'. The main content area displays 'Webasto General Information' with fields for Name, Currency (European Union Euro), Commodity (Logistics 53010000), and Regions (EU Europe). It also shows 'Event Overview and Timing Rules' with dates for Publish time, Response start date, and Due date.

Steps

- 1 By clicking on the different Event Contents you can access basic information of the sourcing event
- 2 The countdown clock shows the time remaining
- 3 If you plan to participate in the event click [Review Prerequisites]. If you do not plan to bid in the event click [Decline to Respond]. You will be asked to submit a short comment.

General Information

- The supplier can access basic information of the sourcing event
- In order to see details and provide an offer the supplier has to review and accept the prerequisites (bidder agreement)
- The bidder agreement describes the defined rules for using Ariba for strategic sourcing activities (e.g. offers are binding, ...)

2. Working in the RfP: Accepting the Event Prerequisites

Procedure

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots

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. In some cases, your responses to the prerequisites require buyer review before you can continue with the event or submit a response.

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	
3.2 Do you agree to our NDA? If yes, please upload our signed NDA	* Unspecified
4 Contractual Framework	Less...
GTC & QW1	
5 Supplier Information	Less...
Company Background of Supplier	
6 Project Information + Material Information	

(*) indicates a required field

OK Cancel

Steps

- 1 If you have clicked [Review Prerequisites] you should be at “2. Review and Accept Prerequisites” on the checklist.
- 2 Read and accept the Bidder Agreement
- 3 Download the attached Webasto NDA by clicking on “References”
- 4 Accept the NDA and Attach a “Signed NDA” by clicking on
- 5 Click on OK

* Yes

References

Comment: * Please find the attached NDA.

Attachment: WebastoNDA_SIGNED.docx Update file Delete file

General Information

- NDA is set up as a Gatekeeper in RfPs. It has to be approved by Webasto before you will get access to the RfP

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.

2. Working in the RfP: Compose a Response

Procedure

Event Details Doc735568778 - Webasto Test Sourcing Event Time remaining 13 days 23:35:20

Download Content Review Prerequisites **Compose Response** Print Event Information

Webasto General Information (Section 1 of 9) Next

Name 1

2 Webasto General Information

2.1 Company Presentation References

Next Section: Non-Disclosure-Agree...

Event Overview and Timing Rules

Owner: Niclas Krümmel Currency: European Union Euro

Event Type: RFP Commodity: Stampings 05000000

All Content

Name 1	Price	Extended Price
2 Webasto General Information		
2.1 Company Presentation References		
3 Non-Disclosure-Agreement		
3.2 Do you agree to our NDA? If yes, please upload our signed NDA	Yes	
4 Contractual Framework	Less...	
GTC & QW1		
4.1 Please take note of our General Terms and Conditions - GTC GT&C.docx		
4.2 Please take note of our Quality Guidance Guideline - QW1 QW1.docx		
5 Supplier Information	Less...	
Company Background of Supplier		
5.1 Please attach relevant company presentation and or figures that help to understand your capabilities, global presence etc.		Attach a file

(*) indicates a required field

Steps

- 1 Click on “Compose Response” to get access to the RfP Content
- 2 Check the RfP content, download attachments, upload required documents and answer mandatory questions

General Information

- After clicking on „Compose Response“ you can work in the RfP and got access to all relevant documents, questions and selection fields
- Some fields are optional, some fields are mandatory, e.g. your Company Background Information or Delivery & Payment Terms
- Section „Additional Attachments / Information“ can be used to upload additional documents

2. Working in the RfP: Select Lots

Procedure

The screenshot shows the 'Select Lots' procedure in a web application. On the left is a checklist with four items: '1. Review Event Details', '2. Review and Accept Prerequisites', '3. Select Lots', and '4. Submit Response'. The '3. Select Lots' step is highlighted with a red circle containing the number '1'. The main content area has a header: '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 are two buttons: 'Select Lots' and 'Select Using Excel', with a red circle containing the number '3' over the latter. A blue information bar states: 'You are required to select all 6 of the lots to which you have been invited. You currently have selected 6 of them.' Below this is a section titled 'You are Required to Select All Lots' with a table of items. A red circle containing the number '2' is placed over the first row of the table. The table has a 'Name' column and a checkbox column. The items are: '7.4.1.1 Production Part Cost Breakdown' (checked), '7.4.1.1.1 Procured Parts', '7.4.1.1.2 Raw Material', '7.4.1.1.3 Manufacturing', '7.4.1.1.4 Setup - Tool Maintenance', '7.4.2.3 Packaging Costs / Piece (if applicable)', '7.4.2.4 Transport Costs / Piece (if applicable)', '7.4.2.5 Supplier Warehousing Costs / Piece (if applicable)', and '7.4.2.6 Total overhead / other costs (5)'. At the bottom of the table is a blue button labeled 'Confirm Selected Lots'.

Steps

- 1 Click on “Select Lots”
- 2 Check if all lots are selected and **do not click on** „Confirm Selected Lots“
- 3 Go to “**Select Using Excel**”

General Information

- Excel Bidding is used for building up the Cost Breakdown structure
- You can not give a price in the event itself, **only via Excel**

3. Large Events: Responses via Excel (Offline Bidding)

Procedure

The screenshot shows a web interface for selecting lots. A checklist on the left lists: 1. Review Event Details, 2. Review and Accept Prerequisites, 3. Select Lots, and 4. Submit Response. The main content area has a heading "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 is a "Select Lots" section with a "Select Using Excel" button highlighted with a red circle and the number 1. A message states: "You have been invited to 178 lot(s). To sign up to participate in some or all of these lots, follow the instructions below." The instructions are as follows:

- 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 download a new file, click "Download Original Excel Bid Sheets". Buttons for "Download Content", "Download Original Custom Offline Bid Sheets" (highlighted with a red circle and the number 2), and "Download Attachments" are visible.
- Step 2.** Declare your intention to respond and enter your response. A button labeled "Download Original Custom Offline Bid Sheets" is shown.
- Step 3.** Locate the saved Excel file on your computer using the Browse button. A file explorer window is shown with a "Durchsuchen..." button and the text "Keine Datei ausgewählt. Or drop file here". A red circle with the number 3 is placed over the file explorer window.
- 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. An "Upload" button is visible.

Steps

It is recommended to use Excel when responding to events with many lots/line items.

- 1 Please select "Select Using Excel"
- 2 Download Original Custom Offline Bid Sheets" to download the offline document
- 3 Save the document on your desktop with the correct name, e.g. Tender XYZ Webasto

General Information

- Please save a new version of the download on your desktop
- Change the name of the downloaded document: Supplier Name, Contact Person & Date

3. Large Events: Responses via Excel – How to use Offline Bidding Document

Procedure

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing **1**

PRODUCTION PART COST BREAKDOWN - SUMMARY -										
RFQ no.	Part name		Supplier name							
RFQ Date	Part number		Supplier Manufacturing s							
CBD ref. no.	Change level		#01	Terms of delivery						FCA
Project	Volume yearly / lifetime		Calculation currency							€
SOP	2021	EOP		2,027	Webasto Receiving plant					
1. Procured parts		Quantity	Supplier (Company / Location / Country of origin)	Purchasing currency	Exchange rate	Price / procured part (DDP)	Scrap rate (%)	Scrap costs	Material overhead costs (%)	Parts costs
No.	Description of procured part / process / surface treatment									
10				€	1,000			-		-
11								-		-
12								-		-
13				€	1,000			-		-
14								-		-
15								-		-
16								-		-
17								-		-
18								-		-
19								-		-
20								-		-
21	Sum cost sheet - PROCURED PARTS									
									Total procured parts costs [1] =	-

Steps

- 1 Open the Excel file and enable editing
- 2 Fill in all required fields
- 3 Save the filled Cost Breakdown

General Information

- The Cost Breakdown template can be filled as usual, no additional effort is needed
- Always save the filled Cost Breakdown
- All needed fields will be automatically transferred into the RfP once the template is uploaded again

3. Large Events: Responses via Excel – How to upload Offline Excel Bidding Sheet

Procedure

The screenshot shows the 'Select Using Excel' tab in the bidding interface. It includes a message box stating that 6 lots are selected. Below are four steps: Step 1 (Download Content), Step 2 (Declare intention), Step 3 (Choose File), and Step 4 (Upload). Three success messages are overlaid: 'Import Successful', 'Upload completed successfully', and 'Use Selected Lots'.

Select Lots | **Select Using Excel**

You are required to select all 6 of the lots to which you have been invited. You currently have selected 6 of them. To change your intent to bid, 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 Original Custom Offline Bid Sheets | 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 **Choose File** button.

Choose File | Webasto Tes...ad_NK_1.xls | 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.

Upload

✓ **Import Successful**
Your response has been imported successfully.
Click the **Submit Entire Response** button, as soon as it appears on the page.
OK

✓ **Upload completed successfully**
You are invited to participate in 6 lot(s), and have selected 17 of them.
Note: You can return and select additional lots at any time.
Use Selected Lots | Cancel

Steps

- 1 Upload the completed Excel file (with all your input) by clicking on "Browse" and select the appropriate local file
- 2 Click "Upload"
- 3 Click "Use Selected Lots"
- 4 Click "OK"

General Information

- In case there are errors while uploading the Offline Content, an error message should help you to find the mistake
- For the cases where the error message is not clear, please reach out to the responsive Webasto Buyer

3. Large Events: Responses via Excel – Check of uploaded values

Procedure

▼ Event Contents	
All Content	
2 Webasto General Info...	
3 Non-Disclosure-Agree...	
4 Contractual Framework	
5 Supplier Information	
6 Project Information ...	
1 7 Pricing & Quantity	
8 Documents	
9 Stakeholder Contact ...	
10 Additional Attachmen...	

▼ 7.4 Pricing		
▼ 7.4.1 Pricing [1] + [2] + [3] + [4]		€90.000 EUR Fx▼
▼ 7.4.1.1 Production Part Cost Breakdown ▼	€23.000 EUR	€23.000 EUR Fx▼
7.4.1.1.1 Procured Parts	€21.000 EUR	€21.000 EUR Fx▼
7.4.1.1.2 Raw Material	€12.000 EUR	€12.000 EUR Fx▼
7.4.1.1.3 Manufacturing	€34.000 EUR	€34.000 EUR Fx▼
7.4.1.1.4 Setup - Tool Maintenance		
▼ 7.4.2 Pricing [5]		
▶ 7.4.2.1 SG&A		
▶ 7.4.2.2 Profit	€1.000 EUR	Fx▼
7.4.2.3 Packaging Costs / Piece (if applicable) ▼	€2.000 EUR	Fx▼
7.4.2.4 Transport Costs / Piece (if applicable) ▼	€3.000 EUR	Fx▼
7.4.2.5 Supplier Warehousing Costs / Piece (if applicable) ▼	€29.799 EUR	€29.799 EUR Fx▼
7.4.2.6 Total overhead / other costs (5) ▼		€119.800 EUR Fx▼
▼ 7.4.3 Total Selling Price [1] + [2] + [3] + [4] + [5] ▼	€119.800 EUR	€119.800 EUR Fx▼
7.4.3.1 Total Selling Price		
▼ 7.4.4 Capacity Information		

Steps

- 1** In the Pricing Section (7) you will find the values that were automatically transferred from your Excel to Ariba

General Information

- It is not always section (7), the RfP-structure can differ from Buyer to Buyer
- You can always make any changes in the Offline Excel file and re-upload again – prices will refresh once it is successfully loaded

3. Large Events: Responses via Excel – How to complete the Event and submit your response

Procedure

The screenshot shows the Ariba response submission interface. At the top, there is a section labeled 'All Content' with a red circle '1' next to it. Below this is a list of sections: 2 Webasto General Information, 3 Non-Disclosure-Agreement, 4 Contractual Framework, 5 Supplier Information, 6 Project Information + Material Information, 7 Pricing & Quantity, 8 Documents, 9 Stakeholder Contact Information, and 10 Additional Attachments / Information. Below the list, there is a note: 'In case any other attachments or documents need to be uploaded, please use this section' and a note: '(*) indicates a required field'. At the bottom of the interface, there are several buttons: 'Submit Entire Response' (highlighted with a red circle '2'), 'Update Totals', 'Save draft', 'Compose Message', and 'Excel Import'. Below the 'Submit Entire Response' button, there is a dialog box with a green checkmark and the text 'Submit this response? Click OK to submit.' and two buttons: 'OK' (highlighted with a red circle '3') and 'Cancel'. To the right of the dialog box, there is a green message box with a green checkmark and the text 'Your response has been submitted. Thank you for participating in the event.' (highlighted with a red circle '4').

Steps

- 1 Please complete the values for the sections 2 to 10* directly in Ariba
- 2 If you completed all sections, please send your response by clicking “Submit Entire Response”
- 3 Click “OK”
- 4 You will receive the message that your response has been submitted

General Information

- An error message will appear in case you e.g. forgot to upload a document or answer a mandatory question
- You can always revise your response as long as the RfP is open by clicking “Revise Response”
- *Not always 2 – 10, can differ by RfP

Revise Response

