



Navantia

Basic Guide for Suppliers for the Submission of Bids via Ariba



January 00, 16

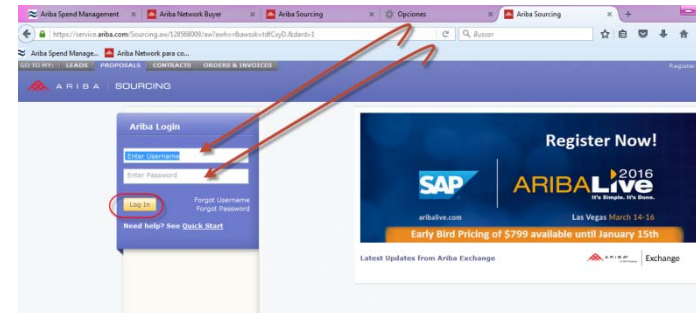
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3. Send messages to the buyer
4. Use of an Excel file to upload bid data

Access to the negotiation event after receiving an invitation to tender

Once you have clicked on the link in the message and accessed the Ariba page, you should enter your access codes and will then access the event directly:



ARIBA SOURCING Test Mode Proveedor Navantia AN01014961809-T Help Center

Go back to Navantia - TEST Dashboard Desktop File Sync Notifications

Event Details Doc26335134 - Segundo evento Time remaining 00:29:00

[Event Messages](#)
[Download Tutorials](#)
▼ Checklist

- ✓ 1. Review Event Details
- 2. Review and Accept Prerequisites
- 3. Select Lots
- 4. Submit Response

▼ Event Contents
[All Content](#)

- 1 [Introduction](#)
- 2 [Commercial Terms](#)
- 3 [Technical Specs](#)
- 4 [Pricing](#)

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 buyer to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisite, you cannot view the event content or participate in this event.

[Download Content](#) [Review Prerequisites](#) [Decline to Respond](#) [Print Event Information](#)

Primary

Introduction (Section 1 of 4) [Next >>](#)

Name ↑

▼ 1 Introduction

1.1 NAVANTIA es una empresa pública española perteneciente a la Sociedad Estatal de Participaciones Industriales (SEPI), que controla el 100% de su capital.

La Sociedad Estatal de Participaciones Industriales es una entidad de Derecho Público, cuyas actividades se ajustan al ordenamiento jurídico privado, adscrita al Ministerio de Hacienda y Administraciones Públicas, con dependencia directa del ministro.

1.2 En caso de dudas o problemas cotizando en la presente licitación, póngase en contacto con nuestro servicio de atención al proveedor en el número de teléfono **+34 91 1257890**.

>> Next Section: [Commercial Terms](#)

Event Overview and Timing Rules

Access to the negotiation event after receiving an invitation to tender

Once you have clicked on the link in the message and accessed the Ariba page, you should enter your access codes and will then access the event directly:

The screenshot displays the Ariba Sourcing web application. At the top, there's a navigation bar with 'ARIBA SOURCING' and a 'Test Mode' indicator. Below this, a 'Go back to Navantia - TEST Dashboard' link is visible. The main content area shows 'Event Details' for 'Doc26335134 - Segundo evento' with a 'Time remaining' of '00:29:00'. A yellow banner contains a message about prerequisites. Below this, there are buttons: 'Download Content', 'Review Prerequisites', 'Decline to Respond', and 'Print Event Information'. The 'Review Prerequisites' button is highlighted. On the left, a sidebar shows a 'Checklist' with steps: '1. Review Event Details', '2. Review and Accept Prerequisites', '3. Select Lots', and '4. Submit Response'. Below the checklist, 'Event Contents' are listed: 'All Content', '1 Introduction', '2 Commercial Terms', '3 Technical Specs', and '4 Pricing'. The 'Introduction' section is expanded, showing text about NAVANTIA and contact information: '+34 91 1257890'. A 'Next Section: Commercial Terms' link is also present.

In addition to this means of accessing the events, you can at all times access open events to which you have been invited by entering your credentials via <http://navantia.supplier-eu.ariba.com>

Submit a bid in a negotiation event

Once in the event, if you intend to participate you should first accept the Bidder Agreement. To do this, examine the terms and if you accept them, select the option "I accept the terms of this agreement", and press OK.

The screenshot displays a web interface for a negotiation event. At the top, the event is identified as 'Doc26335134 - Segundo evento' with a 'Time remaining' of '00:26:31'. A yellow banner contains a warning: '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 buyer to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisite, you cannot view the event content or participate in this event.' Below this banner are four buttons: 'Download Content', 'Review Prerequisites' (highlighted with a red circle), 'Decline to Respond', and 'Print Event Information'. On the left, a sidebar shows a 'Checklist' with four items: '1. Review Event Details' (checked), '2. Review and Accept Prerequisites', '3. Select Lots', and '4. Submit Response'. Below the checklist is the 'Event Contents' section with links for 'All Content', '1 Introduction', and '2 Commercial Terms'. The main content area, titled 'Primary', shows the 'Introduction' section (Section 1 of 4). It includes a 'Name' field and a list of items: '1.1 NAVANTIA es una empresa pública española perteneciente a la Sociedad Estatal de Participaciones Industriales (SEPI), que controla el 100% de su capital. La Sociedad Estatal de Participaciones Industriales es una entidad de Derecho Público, cuyas actividades se ajustan al ordenamiento jurídico privado, adscrita al Ministerio de Hacienda y Administraciones Públicas, con dependencia directa del ministro.' and '1.2 En caso de dudas o problemas cotizando en la presente licitación, póngase en contacto con nuestro servicio de atención al proveedor en el número de teléfono +34 91 1257890.' At the bottom right, a link for 'Next Section: Commercial Terms' is visible.

At this point you will be able to access the details of the negotiation to which you have been invited.

Submit a bid in a negotiation event

Doc26335134 - Segundo evento



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'):

1. 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.

2. 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.

3. Procedures and Rules. Participant further agrees to be bound by the procedures and rules established by the Site and Sponsor.

4. 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.

5. 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.

6. 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.

7. 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.

OK Cancel

✓ **Submit this agreement?**

Click OK to submit.

OK Cancel

In some cases, in addition to the Bidder Agreement, you might be required to answer certain questions or provide certain documents before accessing the tender details.

Submit a bid in a negotiation event

Once you have accepted these requirements, the system will ask you to indicate which lots or items you wish to bid for:

Doc26335134 - Segundo evento 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 lot; once you submit a response ...

Select Lots Select Using Excel

Lots Available for Bidding

<input type="checkbox"/>	Name
<input type="checkbox"/>	4.1 ADAPT AC MM 112X 314NPT 3000LB B.16.1 ADAPT AC MM 112X 314NPT 3000LB B.16.1
<input type="checkbox"/>	4.2 BIDON DE PVC 5 L GASOLINA C/TB FLEX BIDON DE PVC 5 L GASOLINA C/TB FLEX
<input type="checkbox"/>	4.3 TCA EXAG AC M 8 DIN-934 5 TCA EXAG AC M 8 DIN-934 5
<input type="checkbox"/>	4.4 ARANDELA FRENO 8 RF.N213428CADMIE ARANDELA FRENO 8 RF.N213428CADMIE

Submit Selected Lots

You can click on the first box to select all items in the tender, or individually select the items for which you wish to bid one by one. Once you have selected them, you should click on "Submit selected lots":

Doc26335134 - Segundo evento 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 lot; once you submit a response ...

Select Lots Select Using Excel

Lots Available for Bidding

<input checked="" type="checkbox"/>	Name
<input checked="" type="checkbox"/>	4.1 ADAPT AC MM 112X 314NPT 3000LB B.16.1 ADAPT AC MM 112X 314NPT 3000LB B.16.1
<input checked="" type="checkbox"/>	4.2 BIDON DE PVC 5 L GASOLINA C/TB FLEX BIDON DE PVC 5 L GASOLINA C/TB FLEX
<input checked="" type="checkbox"/>	4.3 TCA EXAG AC M 8 DIN-934 5 TCA EXAG AC M 8 DIN-934 5
<input checked="" type="checkbox"/>	4.4 ARANDELA FRENO 8 RF.N213428CADMIE ARANDELA FRENO 8 RF.N213428CADMIE

Submit Selected Lots

Submit a bid in a negotiation event

From this point onwards you can access the contents of the negotiation event:

The screenshot shows the Navantia negotiation event interface. The top bar includes a navigation link '< Go back to Navantia - TEST Dashboard', a document identifier 'Doc26335134 - Segundo evento', and a 'Time remaining' timer at '00:22:56'. The left sidebar contains a 'Console' section with links for 'Event Messages', 'Response History', a 'Checklist' with steps '1. Review Event Details', '2. Review and Accept Prerequisites', '3. Select Lots', and '4. Submit Response', and an 'Event Contents' section with links for 'All Content', '1 Introduction', '2 Commercial Terms', '3 Technical Specs', and '4 Pricing'. The main area is titled 'Primary' and shows the 'All Content' section. It contains a table with columns 'Name', 'Price', 'Quantity', 'Extended Price', and 'Total Cost'. The table lists several items, including '2.1 Las pujas enviadas a través de la plataforma son vinculante a todos los efectos.', '3.1 Do you comply with the technical specs stated in the current request? Please, attach any document which can be relevant in this regard.', '4.1 ADAPT AC MM 112X 314NPT 3000LB B.16.1', '4.2 BIDON DE PVC 5 L GASOLINA C/TB FLEX', '4.3 TCA EXAG AC M 8 DIN-934 5', and '4.4 ARANDELA FRENO 8 RF.N213428CADMIE'. The table also includes fields for 'Unit Cost', 'Requested Delivery Date', 'Proposed Delivery Date', and 'Feasible Delivery period in days'. At the bottom, there are buttons for 'Submit Entire Response', 'Update Totals', 'Save', 'Compose Message', and 'Excel Import'.

Name	Price	Quantity	Extended Price	Total Cost
2.1 Las pujas enviadas a través de la plataforma son vinculante a todos los efectos.				
3.1 Do you comply with the technical specs stated in the current request? Please, attach any document which can be relevant in this regard.	* Unspecified			
4.1 ADAPT AC MM 112X 314NPT 3000LB B.16.1	Less...	8 Unidades		
4.2 BIDON DE PVC 5 L GASOLINA C/TB FLEX	More...	2 Unidades		
4.3 TCA EXAG AC M 8 DIN-934 5	More...	80 Unidades		
4.4 ARANDELA FRENO 8 RF.N213428CADMIE	More...	26 Unidades		

You will need to continue reviewing all information provided by Navantia and respond to all requests made of you: prices, delivery terms, deadlines or any other information required. A response is required to all fields marked with *.

Submit a bid in a negotiation event

If the information is compressed, it can be expanded by clicking on More... (+):







All Content			
Name ↑	Price	Quantity	Ex
2.1 Las pujas enviadas a través de la plataforma son vinculante a todos los efectos.			
▼ 3 Technical Specs			
3.1 Do you comply with the technical specs stated in the current request? Please, attach any document which can be relevant in this regard.		* Unspecified	📎
▼ 4 Pricing			
4.1 ADAPT AC MM 112X 3I4NPT 3000LB B.16.1 ⓘ	Less... 📎	EUR	8 Unidades
ADAPT AC MM 112X 3I4NPT 3000LB B.16.1			
Unit Cost:			
Requested Delivery Date:		Thu, 30 Apr, 2015	
Proposed Delivery Date:		* 📅	
Feasible Delivery period in days (considered from the PO acknowledgement):		* 📅	
4.2 BIDON DE PVC 5 L GASOLINA C/TB FLEX ⓘ	More... 📎	EUR	
4.3 TCA EXAG AC M 8 DIN-934 5 ⓘ	More... 📎	EUR	
4.4 ARANDELA FRENO 8 RF.N213428CADMIE ⓘ	More... 📎	EUR	

Some fields give the option of adding comments and additional attachments. These fields are marked with the following icon:

All Content			
Name ↑	Price	Quantity	
2.1 Las pujas enviadas a través de la plataforma son vinculante a todos los efectos.			
▼ 3 Technical Specs			
3.1 Do you comply with the technical specs stated in the current request? Please, attach any document which can be relevant in this regard.		* Unspecified	📎
▼ 4 Pricing			
4.1 ADAPT AC MM 112X 3I4NPT 3000LB B.16.1 ⓘ	Less... 📎	EUR	8 Unidades
ADAPT AC MM 112X 3I4NPT 3000LB B.16.1			
Unit Cost:			
Requested Delivery Date:		Thu, 30 Apr, 2015	
Proposed Delivery Date:		* 📅	
Feasible Delivery period in days (considered from the PO acknowledgement):		* 📅	
4.2 BIDON DE PVC 5 L GASOLINA C/TB FLEX ⓘ	More... 📎	EUR	2 Unidades
4.3 TCA EXAG AC M 8 DIN-934 5 ⓘ	More... 📎	EUR	80 Unidades
4.4 ARANDELA FRENO 8 RF.N213428CADMIE ⓘ	More... 📎	EUR	26 Unidades
* Indicates required field			
Submit Entire Response Update Totals Save Compose Message Excel Import			

Submit a bid in a negotiation event

Some fields give the option of adding comments and additional attachments. These fields are marked with the following icon:

All Content		
Name ↑	Price	Quantity
2.1 Las pujas enviadas a través de la plataforma son vinculante a todos los efectos.		
▼ 3 Technical Specs		
3.1 Do you comply with the technical specs stated in the current request? Please, attach any document which can be relevant in this regard.	* Unspecified 	
▼ 4 Pricing		
4.1 ADAPT AC MM 112X 314NPT 3000LB B.16.1 	Less... * <input type="text"/>	EUR 8 Unidades
ADAPT AC MM 112X 314NPT 3000LB B.16.1		
Unit Cost:		
Requested Delivery Date: Thu, 30 Apr, 2015		
Proposed Delivery Date: * <input type="text"/>		
Feasible Delivery period in days (considered from the PO acknowledgement): * <input type="text"/> 		
4.2 BIDON DE PVC 5 L GASOLINA C/TB FLEX 	More... * <input type="text"/>	EUR 2 Unidades
4.3 TCA EXAG AC M 8 DIN-934 5 	More... * <input type="text"/>	EUR 80 Unidades
4.4 ARANDELA FRENO 8 RF.N213428CADMIE 	More... * <input type="text"/>	EUR 26 Unidades
* indicates required field		
<input type="button" value="Submit Entire Response"/> <input type="button" value="Update Totals"/> <input type="button" value="Save"/> <input type="button" value="Compose Message"/> <input type="button" value="Excel Import"/>		

Clicking on this icon brings up a new window allowing you to enter comments or attach documents from your desktop.

ARIBA | SOURCING

Go back to Navantia - TEST Dashboard

Add/Edit Comment

Comment: *

Attachment:

Submit a bid in a negotiation event

Once all information regarding your bid has been entered, you can submit it to an event year by clicking on "Submit entire response".

Requested Delivery Date:	
Proposed Delivery Date:	
Feasible Delivery period in days (considered from the PO acknowledgement):	
4.2 BIDON DE PVC 5 L GASOLINA C/TB FLEX <i>i</i>	More...
4.3 TCA EXAG AC M 8 DIN-934 5 <i>i</i>	More...
4.4 ARANDELA FRENO 8 RF.N213428CADMIE <i>i</i>	More...
<i>* indicates required field</i>	
<div>Submit Entire Response Update Totals Save Compose Message Excel Import</div>	

Submit a bid in a negotiation event

You may modify the bid presented at any time during the event execution period. To do this, access the event and click on Revise/Alternative Response:

Doc26335134 - Segundo evento

Time remaining 21:40:43

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

Revise/Alternative Response

Primary

All Content

Name ↑	Price	Quantity	Extended Price	Total Cost
La Sociedad Estatal de Participaciones Industriales es una entidad de Derecho Público, cuyas actividades se ajustan al ordenamiento jurídico privado, adscrita al Ministerio de Hacienda y Administraciones Públicas, con dependencia directa del ministro.				
1.2 En caso de dudas o problemas cotizando en la presente licitación, póngase en contacto con nuestro servicio de atención al proveedor en el número de teléfono +34 91 1257890 .				
▼ 2 Commercial Terms				
2.1 Las pujas enviadas a través de la plataforma son vinculante a todos los efectos.				
▼ 3 Technical Specs				
3.1 Do you comply with the technical specs stated in the current request? Please, attach any document which can be relevant in this regard.	Yes			
▼ 4 Pricing			€7,220.00 EUR	€7,220.00 EUR
4.1 ADAPT AC MM 112X 314NPT 3000LB B.16.1 ⓘ	More... ⓘ	€90.00 EUR	8 Unidades	€720.00 EUR
4.2 BIDON DE PVC 5 L GASOLINA C/TB FLEX ⓘ	More... ⓘ	€70.00 EUR	2 Unidades	€140.00 EUR
4.3 TCA EXAG AC M 8 DIN-934 5 ⓘ	More... ⓘ	€60.00 EUR	80 Unidades	€4,800.00 EUR
4.4 ARANDELA FRENO 8 RF.N213428CADMIE ⓘ	More... ⓘ	€60.00 EUR	26 Unidades	€1,560.00 EUR

Compose Message

Send messages to the buyer

At any time while the negotiation is open, you may send messages to the buyer administering the purchase. Any queries you may have about the negotiation will be resolved by means of these event messages.

To draw up the message you should click on "Compose message"

4.1	ADAPT AC MM 112X 314NPT 3000LB B.16.1	More...	*	€90.00	EUR	8 Unidades	€7
4.2	BIDON DE PVC 5 L GASOLINA C/TB FLEX	More...	*	€70.00	EUR	2 Unidades	€1
4.3	TGA EXAC 16 MB 8 DIN 934 F	More...	*	€60.00	EUR	80 Unidades	€4

* indicates required field

[Submit Entire Response](#) [Update Totals](#) [Reload Last Bid](#) [Save](#) [Compose Message](#) [Excel Import](#) | [Alternative](#)

And you will be able to enter any consultation or clarification required, with the option of attaching any documents you may deem necessary:

Compose New Message

Send

Cancel

From:

Proveedor Navantia (Proveedor Navantia)

To:

Project Team

Subject:

Doc26335134 - Segundo evento

Attachments:

[Attach a file](#)

B

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U

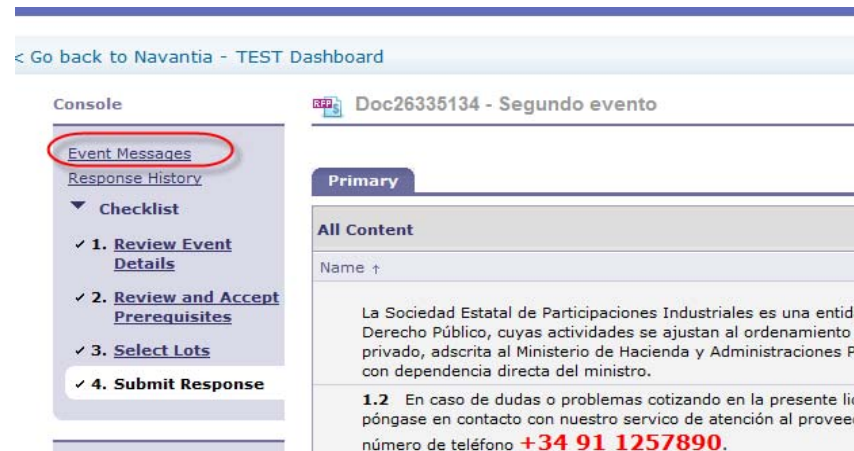
size

font

When you click on Send, the message will be sent to Navantia within the negotiation event.

Send messages to the buyer

All messages sent and received can be consulted at any time by clicking on "Event messages":



Messages can also be sent via this window



Send messages to the buyer

You may access the messages by clicking on the message subject line:

View Message

DoneReply

Id: MSG270099

From: [Proveedor Navantia](#) ([Proveedor Navantia](#)) Sent: 26/01/2016 16:47

To: [Project Team](#); [Navantia - TEST \(Daniel García-Viso\)](#); [Navantia - TEST \(Navantia.CategoryLead.MA\)](#); [Navantia - TEST \(test user\)](#); [Navantia - TEST \(Carlos A. Panceiras Alleque\)](#); [Navantia - TEST \(Félix De Hoyos Martínez\)](#); [Navantia - TEST \(José Manuel Saldaña Amador\)](#); [Navantia - TEST \(Navantia.SubcategoryLead.MAPAR\)](#)

Subject: Response (ID=ID18442982) in event Segundo evento has been submitted.

Event Doc26335134 Segundo evento: Response (ID=ID18442982) has been submitted by participant Proveedor Navantia.

For details about this event, please visit the Navantia - TEST site <http://navantia-T.supplier-eu.ariba.com/ad/webjumper?itemID=B6L2AKjUXjQ5g&awcharset=UTF-8>.

DoneReply

Use of an Excel file to upload bid data

For those negotiation processes requiring bids for a large number of items, it is advisable to upload the bids by using an Excel file to facilitate and streamline the upload.

Primary

All Content

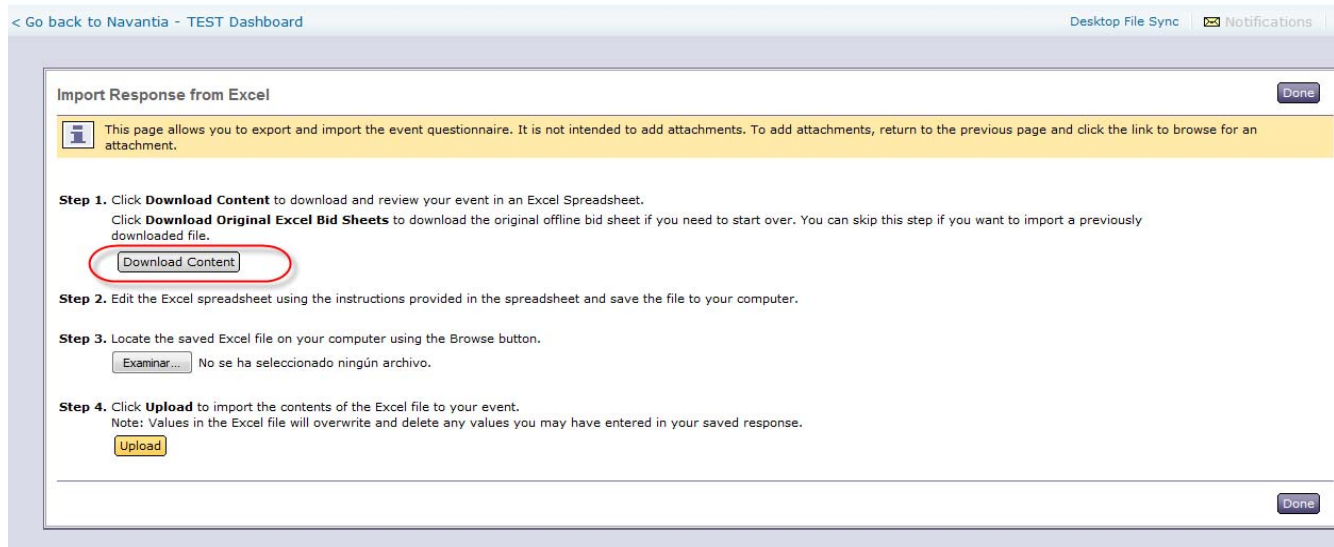
Name ↑	Price	Quantity	Ex
privado, adscrita al Ministerio de Hacienda y Administraciones Públicas, con dependencia directa del ministro.			
1.2 En caso de dudas o problemas cotizando en la presente licitación, póngase en contacto con nuestro servicio de atención al proveedor en el número de teléfono +34 91 1257890 .			
▼ 2 Commercial Terms			
2.1 Las pujas enviadas a través de la plataforma son vinculante a todos los efectos.			
▼ 3 Technical Specs			
3.1 Do you comply with the technical specs stated in the current request? Please, attach any document which can be relevant in this regard.	* Unspecified ▼ ⓘ		
▼ 4 Pricing			€
4.1 ADAPT AC MM 1I2X 3I4NPT 3000LB B.16.1 ⓘ	More... ⓘ	* <input type="text"/>	EUR 8 Unidades
4.2 BIDON DE PVC 5 L GASOLINA C/TB FLEX ⓘ	More... ⓘ	* <input type="text"/>	EUR 2 Unidades
4.3 TCA EXAG AC M 8 DIN-934 5 ⓘ	More... ⓘ	* <input type="text"/>	EUR 80 Unidades
4.4 ARANDELA FRENO 8 RF.N213428CADMIE ⓘ	More... ⓘ	* <input type="text"/>	EUR 26 Unidades

* indicates required field

Submit Entire Response **Update Totals** **Reload Last Bid** **Save** | **Compose Message** **Excel Import** **Alternative ▼**

Use of an Excel file to upload bid data

You should do this by clicking on "Excel Import". Clicking on this will open up a window with the instructions to be followed. You will first need to download (export) the content requiring a response in an Excel spreadsheet:



The screenshot shows a web application window titled "Import Response from Excel". The window has a header bar with a back arrow, "Go back to Navantia - TEST Dashboard", "Desktop File Sync", "Notifications", and a printer icon. The main content area contains the following steps:

- Step 1.** Click **Download Content** to download and review your event in an Excel Spreadsheet.
Click **Download Original Excel Bid Sheets** to download the original offline bid sheet if you need to start over. You can skip this step if you want to import a previously downloaded file.
A button labeled "Download Content" is circled in red.
- Step 2.** Edit the Excel spreadsheet using the instructions provided in the spreadsheet and save the file to your computer.
- Step 3.** Locate the saved Excel file on your computer using the Browse button.
A button labeled "Examinar..." is followed by the text "No se ha seleccionado ningún archivo."
- 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.
A button labeled "Upload" is shown.

There are "Done" buttons in the top right and bottom right corners of the main content area.

Use of an Excel file to upload bid data

An Excel spreadsheet with various tabs will be downloaded. The first tab contains the instructions to complete the sheet itself. The remaining tabs correspond to the sections within the event. You should go through the tabs one by one and review the cells to be responded to, marked in yellow if they are required fields:

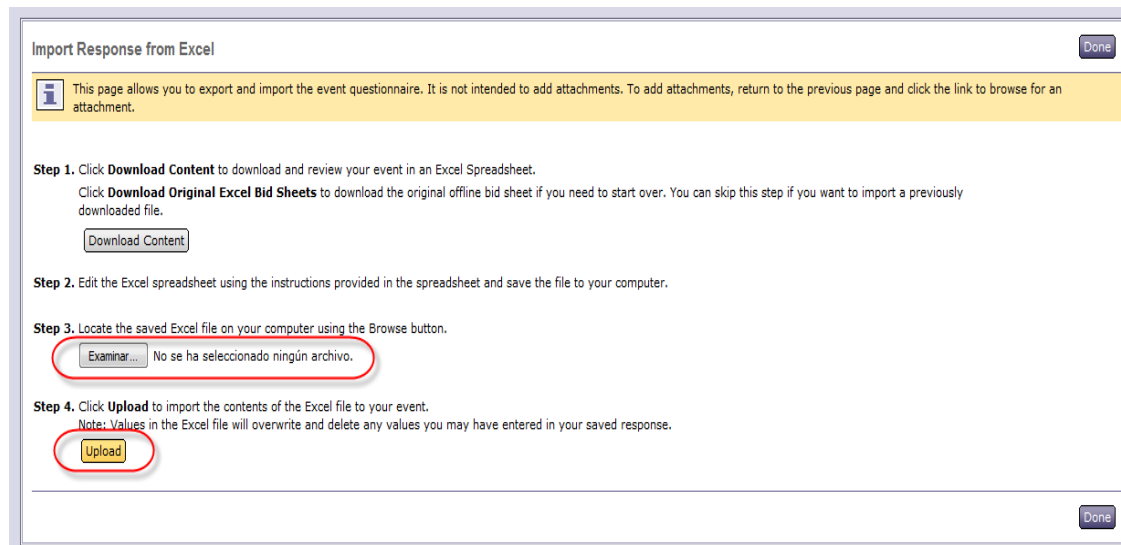
Name	Description	Table Section Column	Alternative	Bundle or Tier Name	Tier Range	Currency	Unit of Measure	Price	Quantity	Requested Delivery Date	* Proposed Delivery Date	* Feasible Delivery period in days (considered from the PO acknowledgment)
Options. Click on the + sign on the left for more information to fill out the cells												
ADAPT AC MM 12X 34NPT	ADAPT AC MM 12X 34NPT					European Union Euro	Unidades		8	30/04/2015 3:55		
3000LB B.16.1 BIDON DE PVC	3000LB B.16.1 BIDON DE PVC					European Union Euro	Unidades		2	30/04/2015 3:55		
5 L GASOLINA C/TB FLEX	5 L GASOLINA C/TB FLEX					European Union Euro	Unidades		80	30/04/2015 3:55		
TCA EXAG AC M 8 DIN-934 5	TCA EXAG AC M 8 DIN-934 5					European Union Euro	Unidades		26	11/05/2015 3:55		
ARANDELA FRENO 8 RF.N213428CA DMIE	ARANDELA FRENO 8 RF.N213428CA DMIE					European Union Euro	Unidades					

Or in white if they are optional:

Name	Description	Table Section Column	Alternative	Bundle or Tier Name	Tier Range	Currency	Unit of Measure	* Price	Quantity	Requested Delivery Date	* Proposed Delivery Date	* Feasible Delivery period in days (considered from the PO acknowledgment)
Options. Click on the + sign on the left for more information to fill out the cells												
ADAPT AC MM 12X 34NPT	ADAPT AC MM 12X 34NPT					European Union Euro	Unidades		8	30/04/2015 3:55		
3000LB B.16.1 BIDON DE PVC	3000LB B.16.1 BIDON DE PVC					European Union Euro	Unidades		2	30/04/2015 3:55		
5 L GASOLINA C/TB FLEX	5 L GASOLINA C/TB FLEX					European Union Euro	Unidades		80	30/04/2015 3:55		
TCA EXAG AC M 8 DIN-934 5	TCA EXAG AC M 8 DIN-934 5					European Union Euro	Unidades		26	11/05/2015 3:55		
ARANDELA FRENO 8 RF.N213428CA DMIE	ARANDELA FRENO 8 RF.N213428CA DMIE					European Union Euro	Unidades					

Use of an Excel file to upload bid data

Once you have completed all the required cells you should save the file (on your computer) and then uploaded within Ariba, by selecting the file from your PC and clicking on Upload.



The screenshot shows a web interface titled "Import Response from Excel". At the top right is a "Done" button. Below the title is a yellow informational banner with an icon and text: "This page allows you to export and import the event questionnaire. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment." Below this, there are four steps:

- Step 1.** Click **Download Content** to download and review your event in an Excel Spreadsheet.
Click **Download Original Excel Bid Sheets** to download the original offline bid sheet if you need to start over. You can skip this step if you want to import a previously downloaded file.
A "Download Content" button is shown.
- Step 2.** Edit the Excel spreadsheet using the instructions provided in the spreadsheet and save the file to your computer.
- Step 3.** Locate the saved Excel file on your computer using the Browse button.
A button labeled "Examinar..." is shown, followed by the text "No se ha seleccionado ningún archivo." This button and text are circled in red.
- Step 4.** Click **Upload** to import the contents of the Excel file to your event.
A note below says: "Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response."
An "Upload" button is shown, circled in red.

At the bottom right of the interface is another "Done" button.

If the upload is successful, the system will indicate this by means of a message

Use of an Excel file to upload bid data

You can review the data uploaded and make any required modifications before submitting the bid to Navantia:

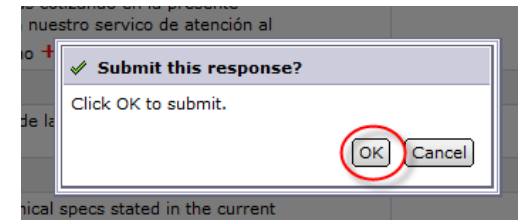
Primary

All Content

Name ↑	Price	Quantit
Feasible Delivery period in days (considered from the PO acknowledgement):	* 6	
4.3 TCA EXAG AC M 8 DIN-934 5	Less... * €70.00	EUR 80 Ur
TCA EXAG AC M 8 DIN-934 5		
Unit Cost:		
Requested Delivery Date:	Thu, 30 Apr, 2015	
Proposed Delivery Date:	* Sat, 30 Apr, 2016	
Feasible Delivery period in days (considered from the PO acknowledgement):	* 8	
4.4 ARANDELA FRENO 8 RF.N213428CADMIE	Less... * 10	EUR 26 Ur
ARANDELA FRENO 8 RF.N213428CADMIE		
Unit Cost:		
Requested Delivery Date:	Mon, 11 May, 2015	
Proposed Delivery Date:	* Wed, 11 May, 2016	
Feasible Delivery period in days (considered from the PO acknowledgement):	* 3	

* indicates required field

Submit Entire Response | Update Totals | Reload Last Bid | Save | Compose Message | Excel Import | Alternative ▼



Participating in events

When you are invited to an event, you will receive an email notification in your mailbox with a link directly leading you to it.

The event will also become visible in your Customer Sourcing page. You can click to access the RFX

[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 do not want to respond to this event, [Click Here](#). You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this 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 Forgot Password on the Ariba Login page to reset your password.

[View customer requested fields >](#)

Public Profile Completeness

35%

Enter a short description to reach 45% >

Events			
Title	ID	End Time ↓	Event Type
▼ Status: Open (1)			
Test RFI	Doc380541054	6/12/2014 2:35 PM	RFI

Tasks				
Name	Status	Due Date	Completion Date	Alert


Participating in events

You can view your events in the Events tab and can go back and forth between them

Events			
Title	ID	End Time ↓	Event Type
▼ Status: Open (3)			
RFP	Doc380541069	6/14/2014 4:46 PM	RFP
➡ RFI	Doc380541054	6/12/2014 8:35 PM	RFI
Auction	Doc380577685	6/12/2014 4:00 PM	Auction

Participating in events

Events can have different statuses:



Events			
Title	ID	End Time ↓	Event Type
▼ Status: Completed (1)			
RFI	Doc380541054	6/12/2014 3:18 PM	RFI
▼ Status: Open (2)			
Untitled Sourcing Project	Doc380577701	6/12/2014 9:08 PM	RFP
Auction	Doc380577685	6/12/2014 4:00 PM	Auction
▼ Status: Pending Selection (1)			
SAP AG RFP	Doc380541069	6/12/2014 3:21 PM	RFP

Time remaining **05:17:51**

Open events where you can participate, submit your response and revise it. Open events have an ongoing timer

Pending Selection

Pending Selection are events where the Buyer is reviewing the responses and you can no longer submit responses.

Completed

Completed are finalized events where the Buyer has completed the response evaluations. You can no longer submit responses



Navantia