Navantia

Basic Guide for Suppliers for the Submission of Bids via Ariba

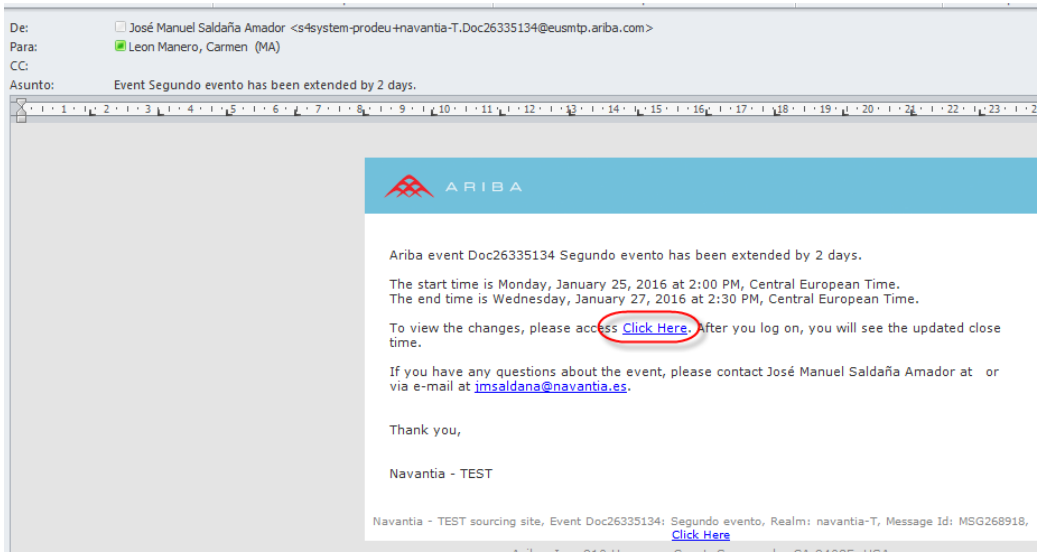
January 00, 16

Contents

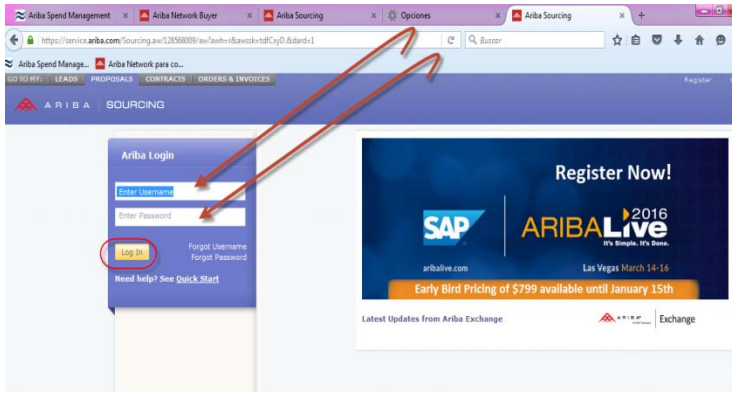
1. Access to the negotiation event after receiving an invitation to bid.
2. Submit a bid in a negotiation event
3. Send messages to the buyer
4. Use of an Excel file to upload bid data

Access to the negotiation event after receiving an invitation to tender

When you are invited to a negotiation event you will receive an email message informing you of the invite and the event start date. This same message will provide access to the tender in question.

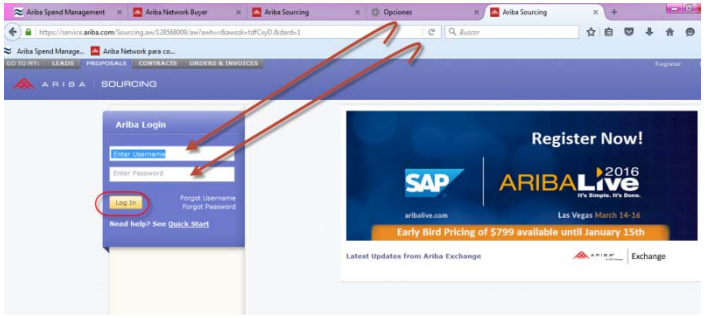


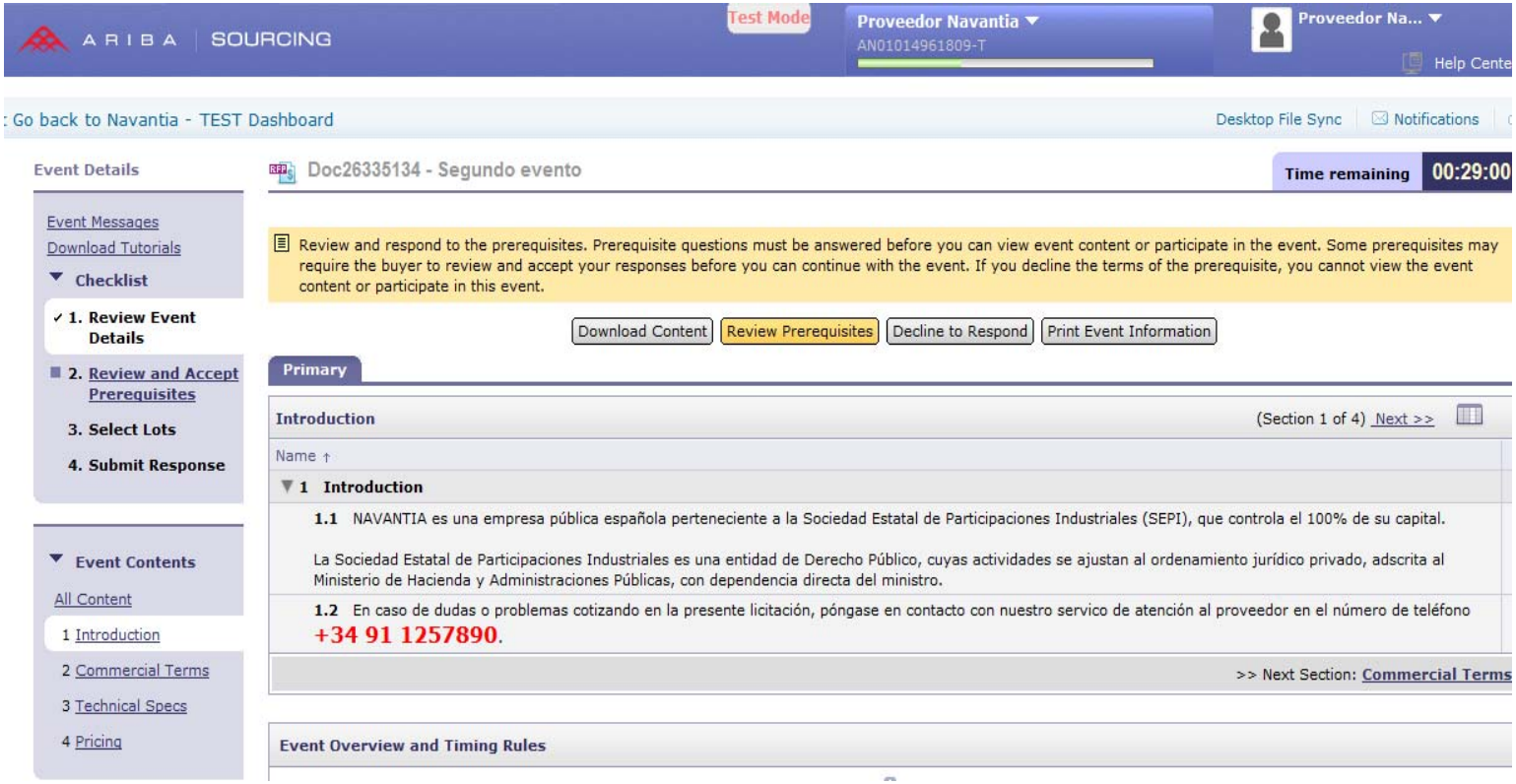
Once you have clicked on the link in the message and accessed the Ariba page, you should enter your access codes and will then access the event directly:



Access to the negotiation event after receiving an invitation to tender

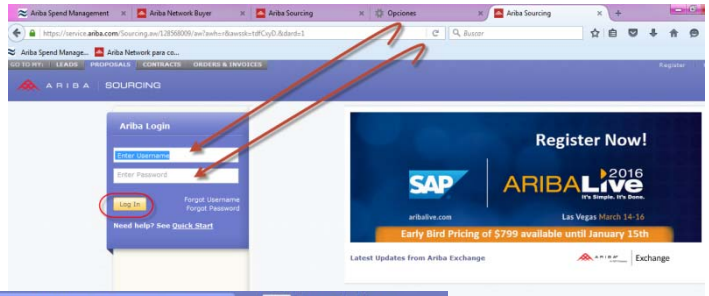
Once you have clicked on the link in the message and accessed the Ariba page, you should enter your access codes and will then access the event directly:

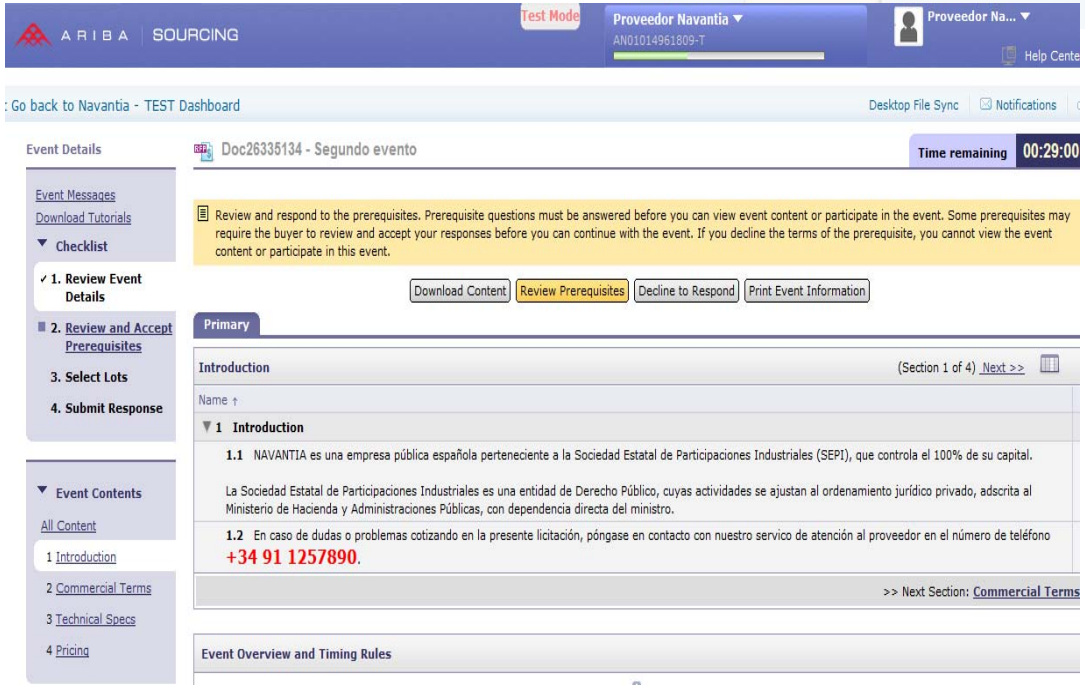




Access to the negotiation event after receiving an invitation to tender

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:

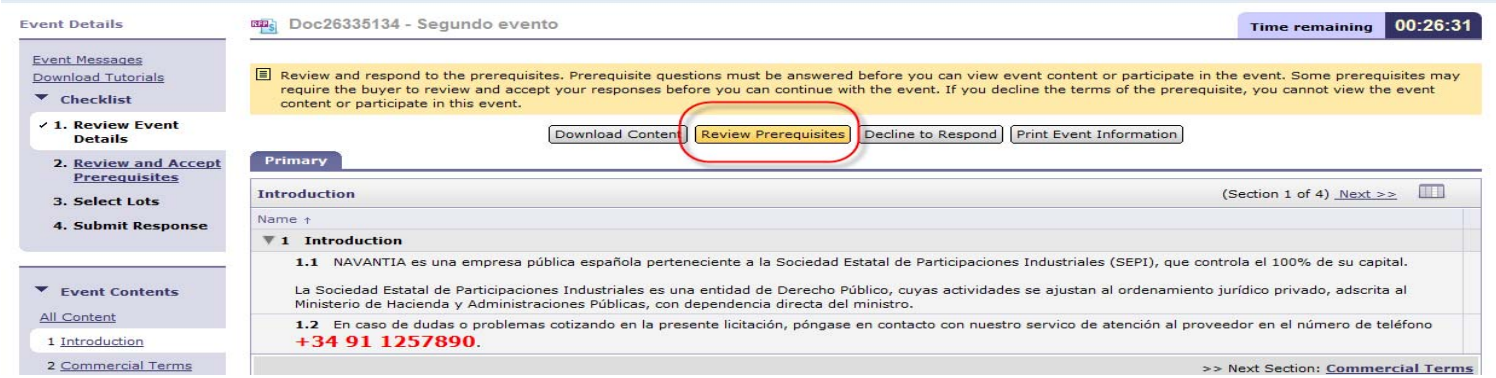




In addition to this means of accessing the events, you can at all times access open events to which you have been invited by entering your credentials via http://navantia.supplier-eu.ariba.com

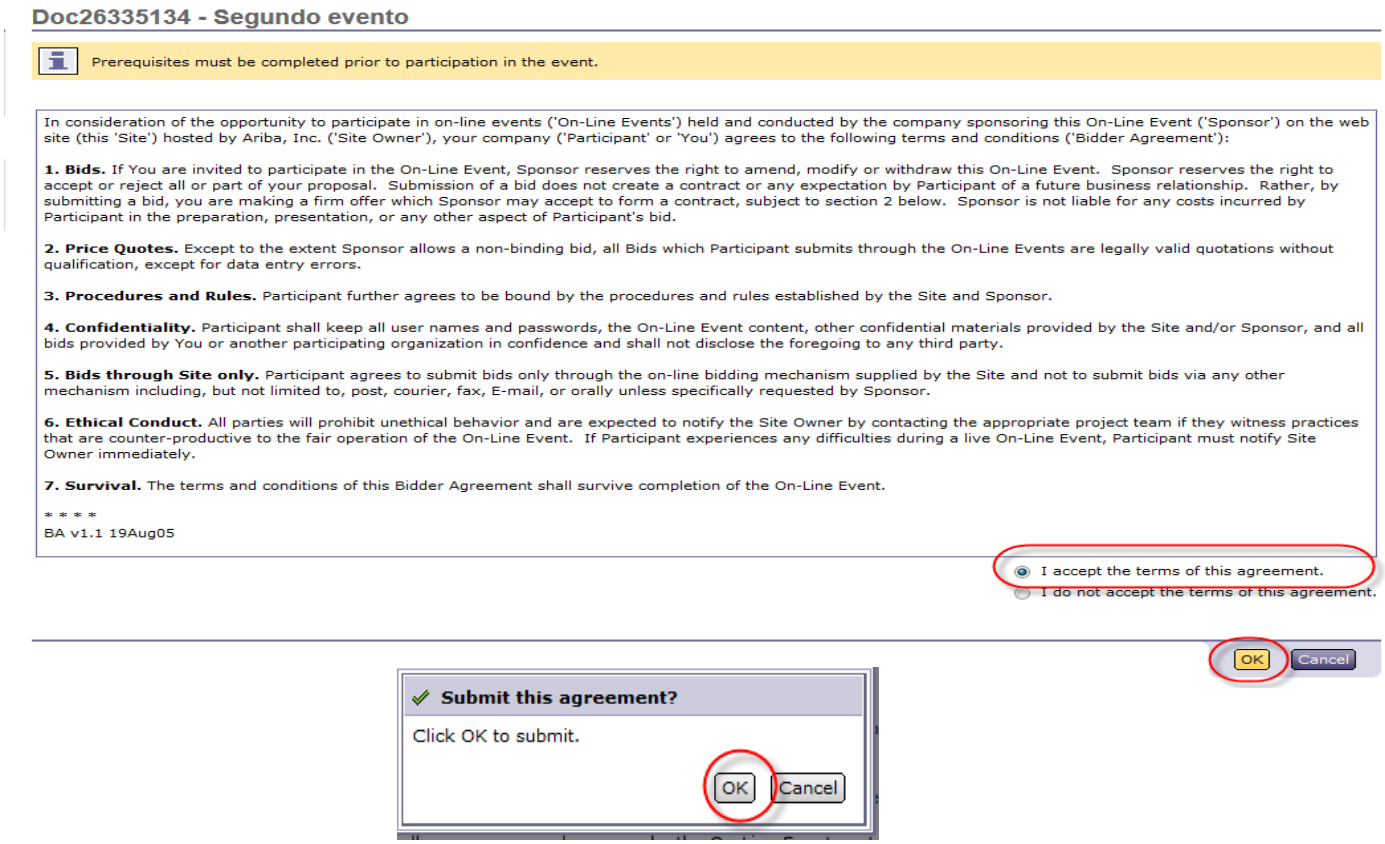
Submit a bid in a negotiation event

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.



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

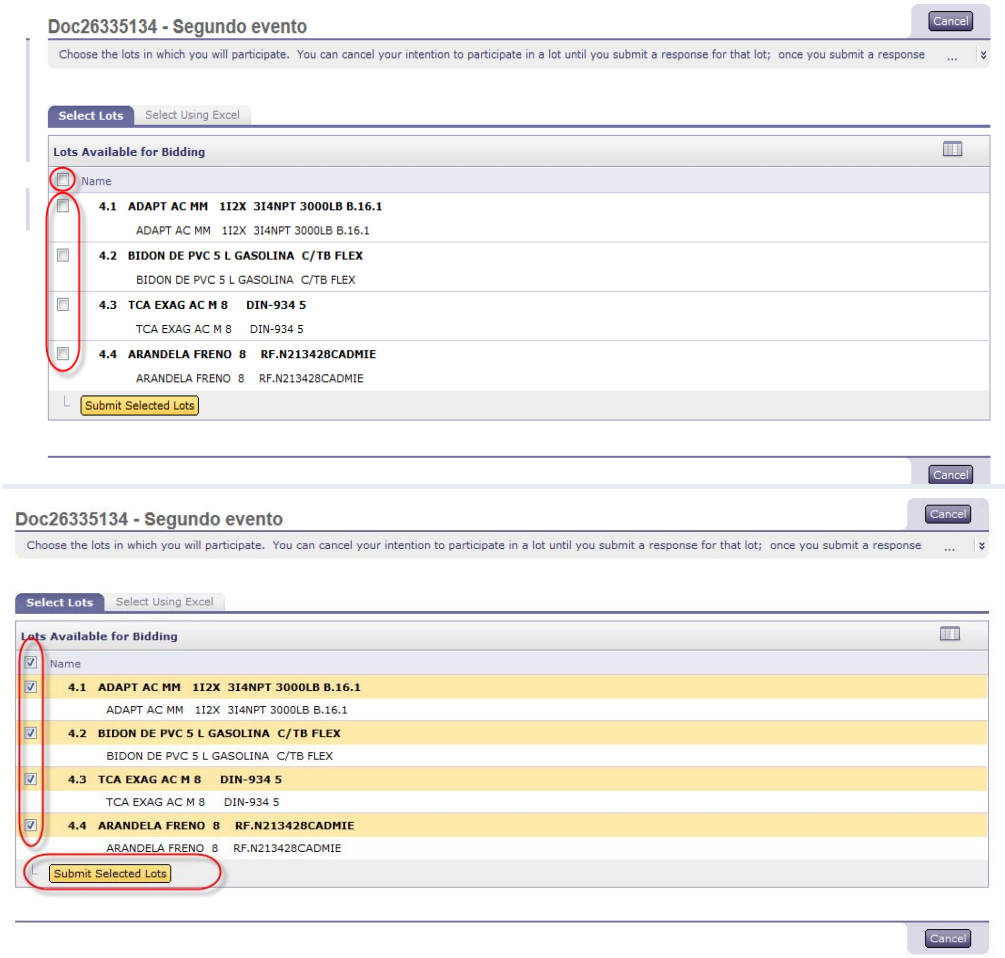
Submit a bid in a negotiation event



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

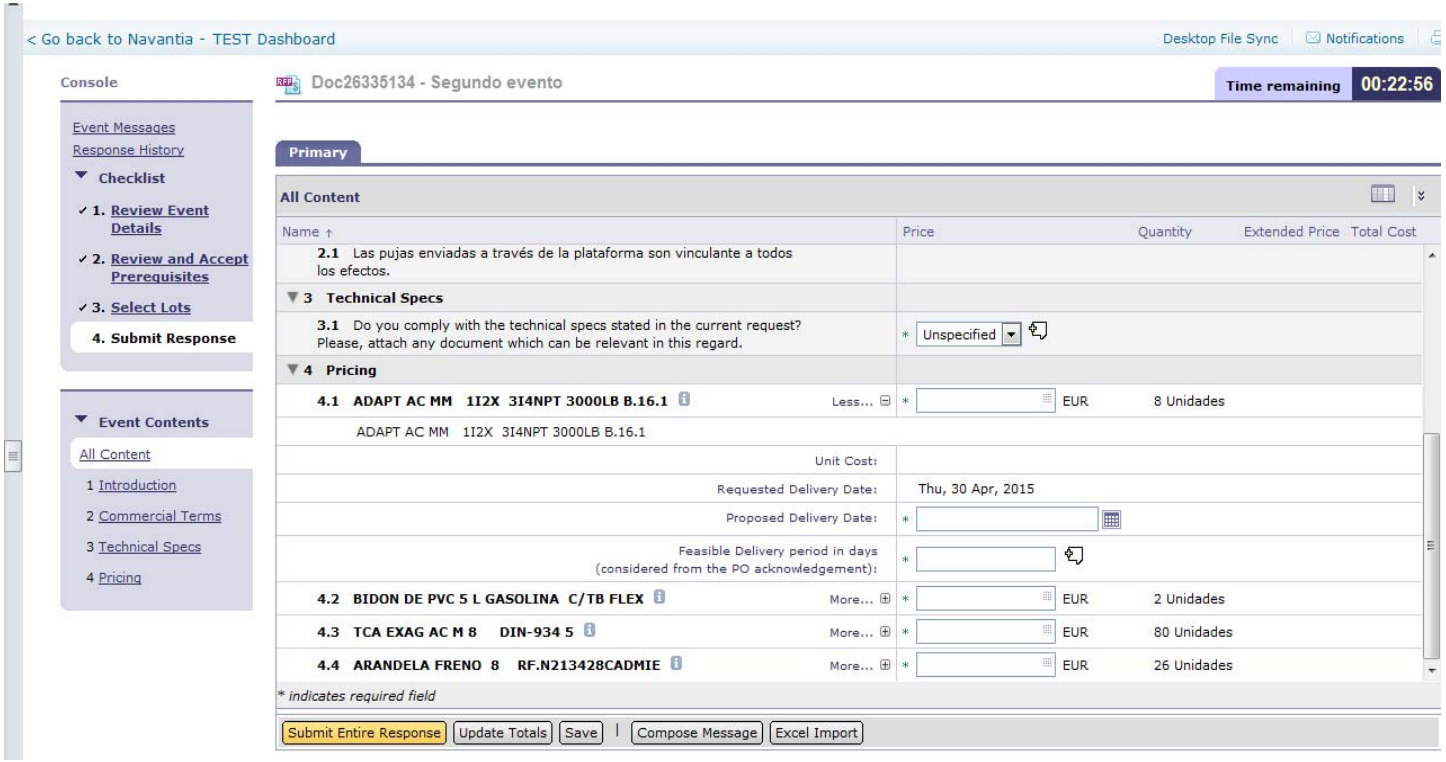
Once you have accepted these requirements, the system will ask you to indicate which lots or items you wish to bid for:



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":

Submit a bid in a negotiation event

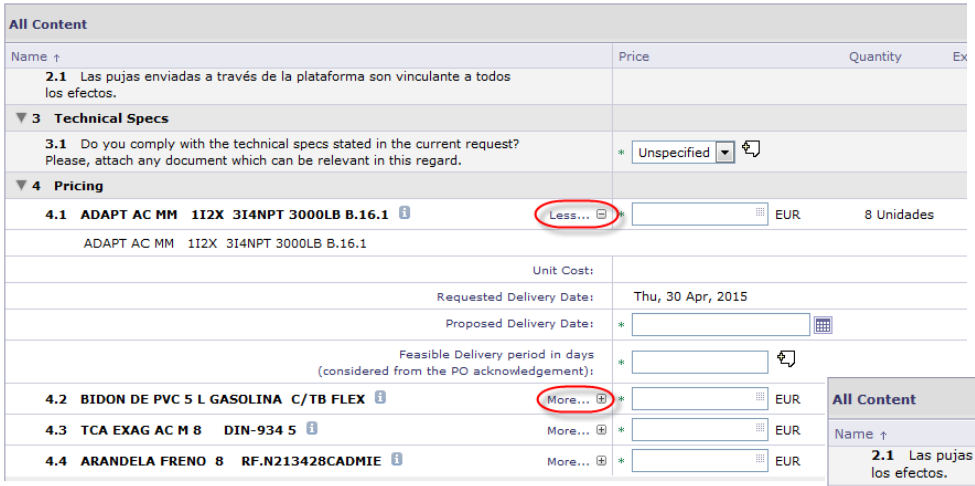
From this point onwards you can access the contents of the negotiation event:



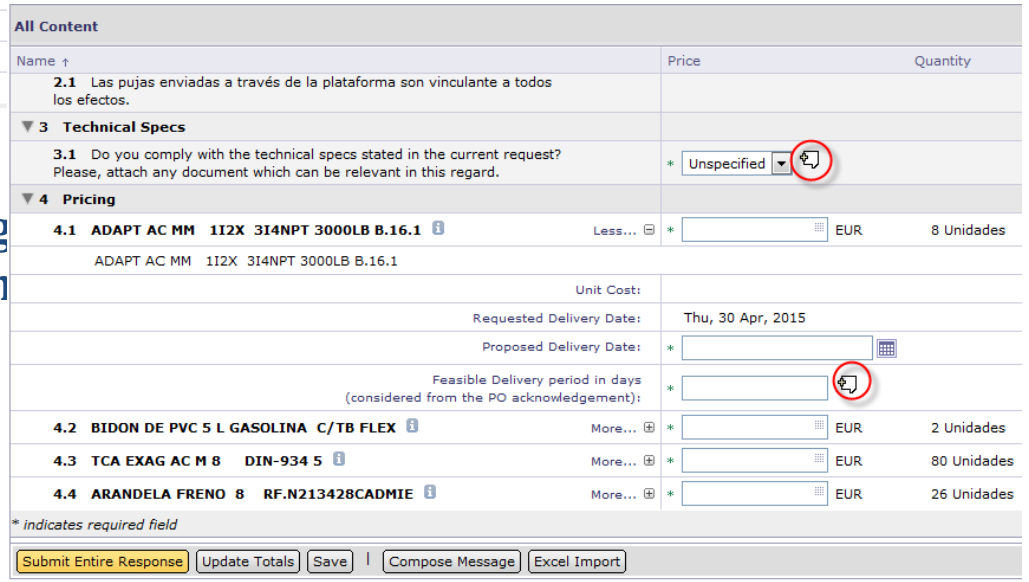
You will need to continue reviewing all information provided by Navantia and respond to all requests made of you: prices, delivery terms, deadlines or any other information required. A response is required to all fields marked with *.

Submit a bid in a negotiation event

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

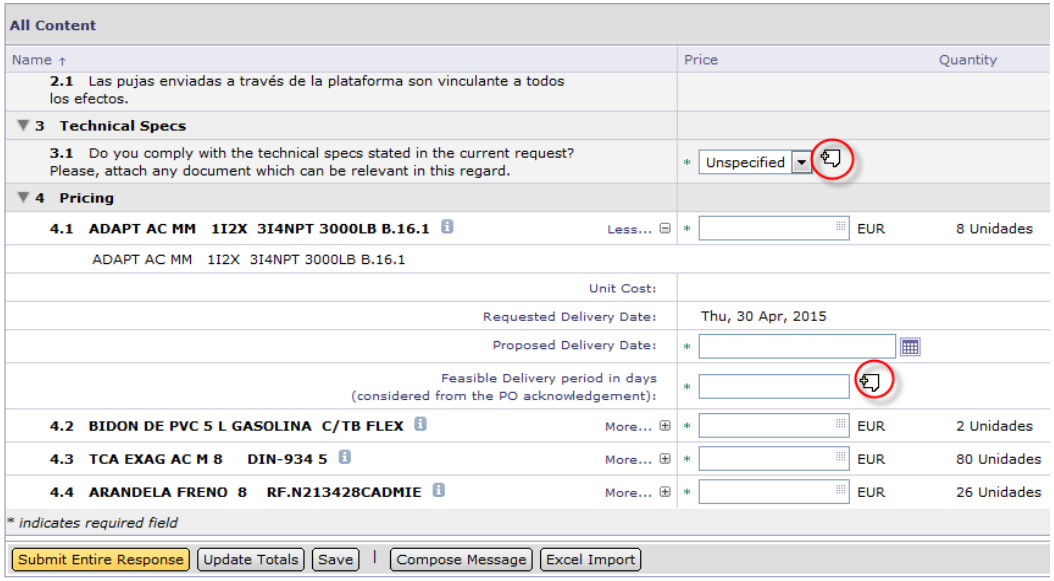


Some fields give the option of adding comments and additional attachmen These fields are marked with the following icon:



Submit a bid in a negotiation event

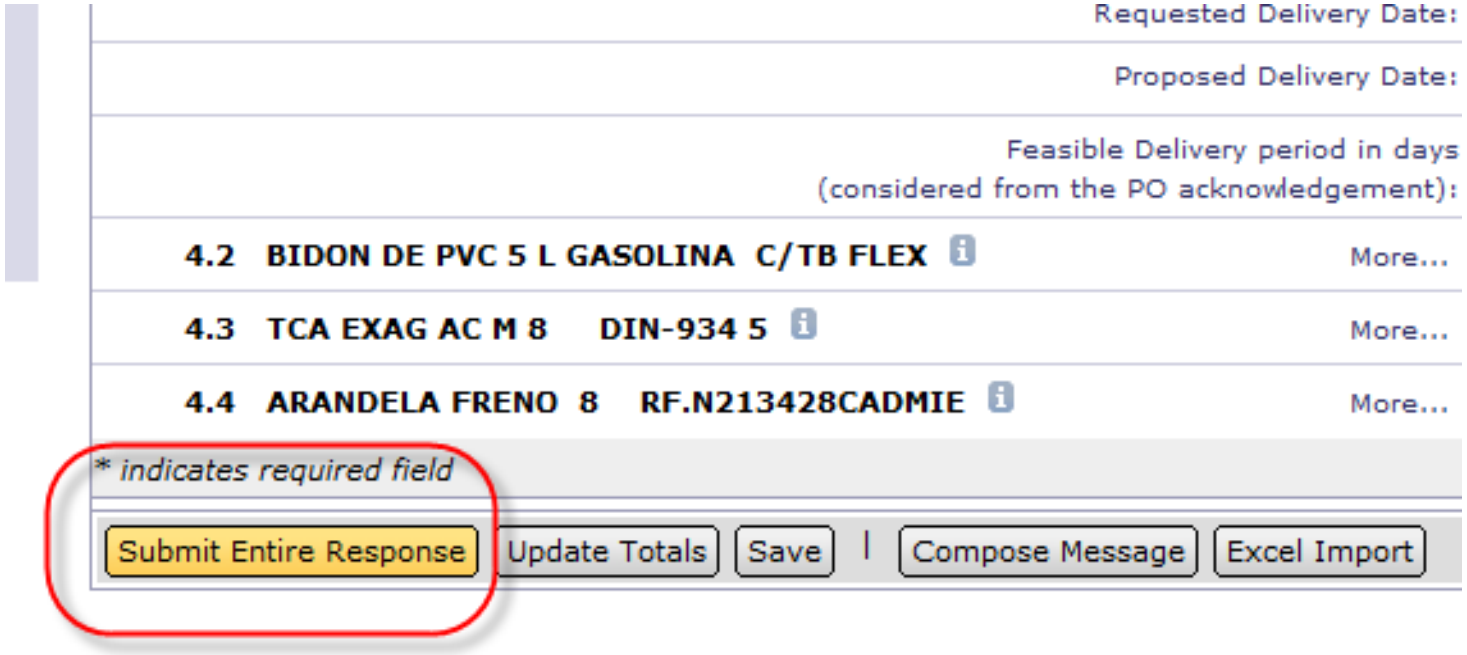
Some fields give the option of adding comments and additional attachments. These fields are marked with the following icon:



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

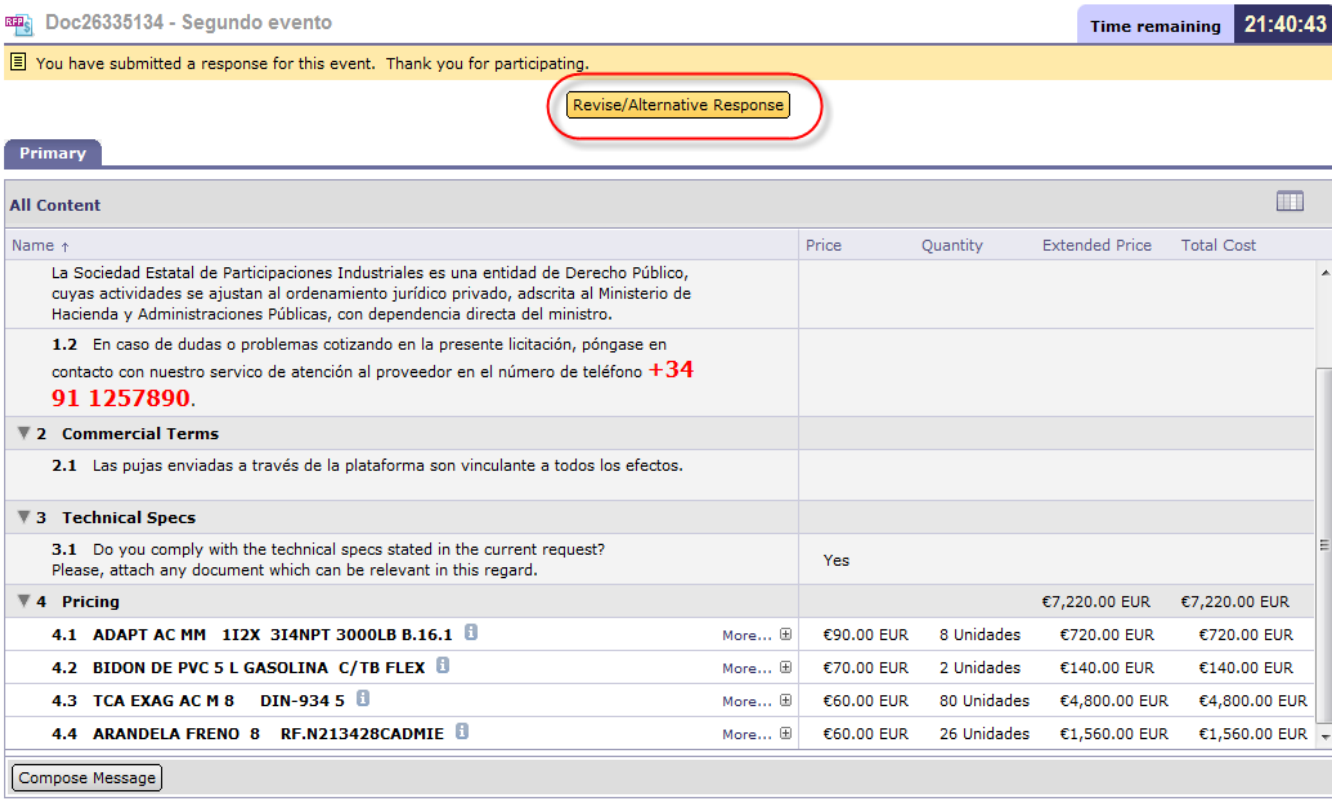
Submit a bid in a negotiation event

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



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:



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“

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

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

Done Reply

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. Painceiras 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.

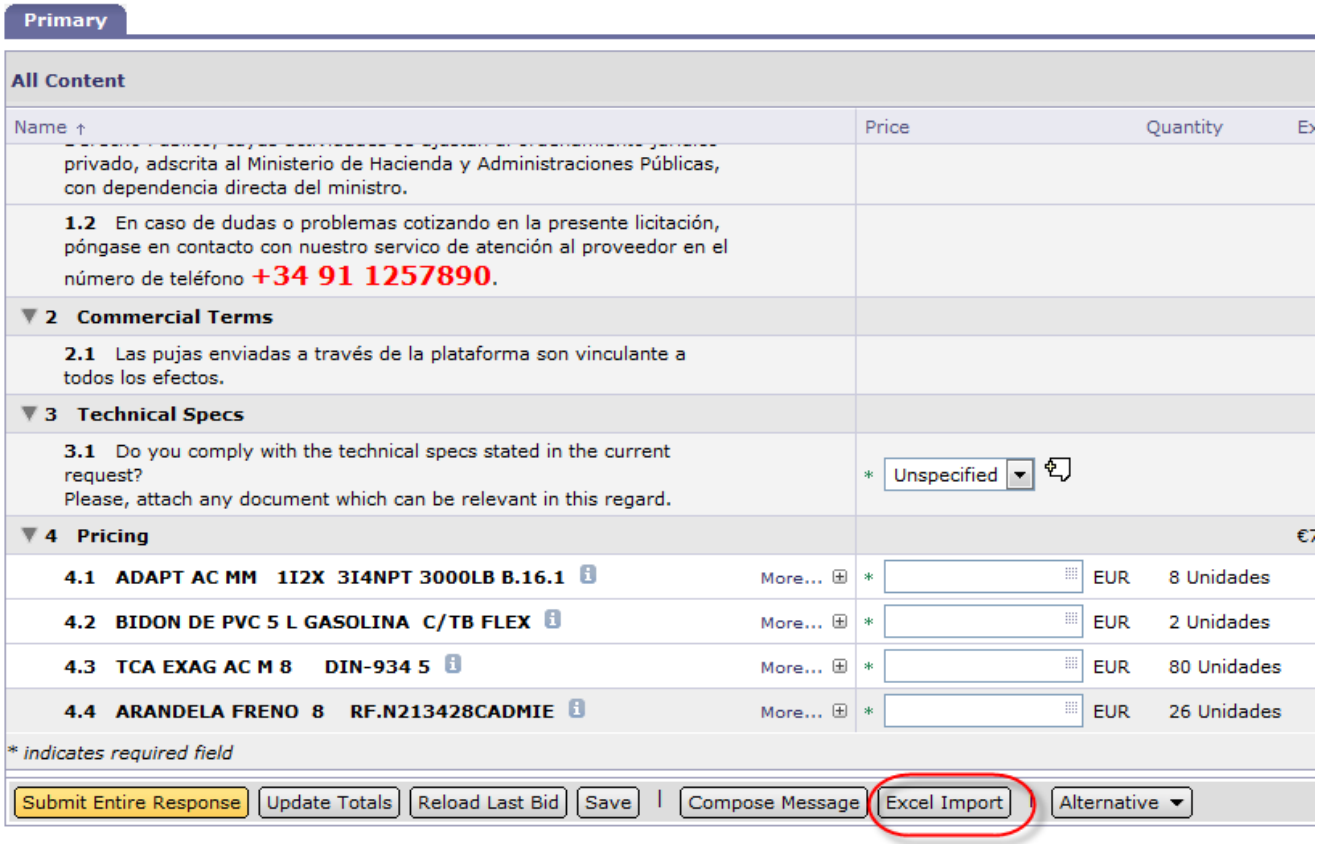
Event Doc26335134 Segundo evento: Response (ID=ID18442982) has been submitted by participant Proveedor Navantia.

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.

Done Reply

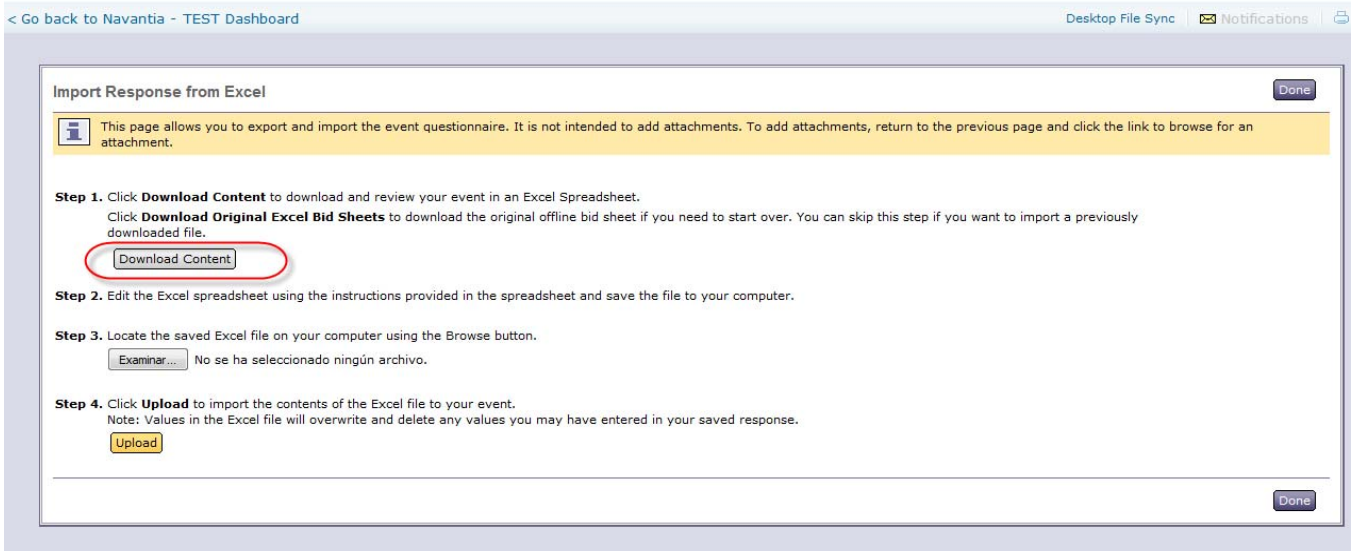
Use of an Excel file to upload bid data

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.



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:



Use of an Excel file to upload bid data

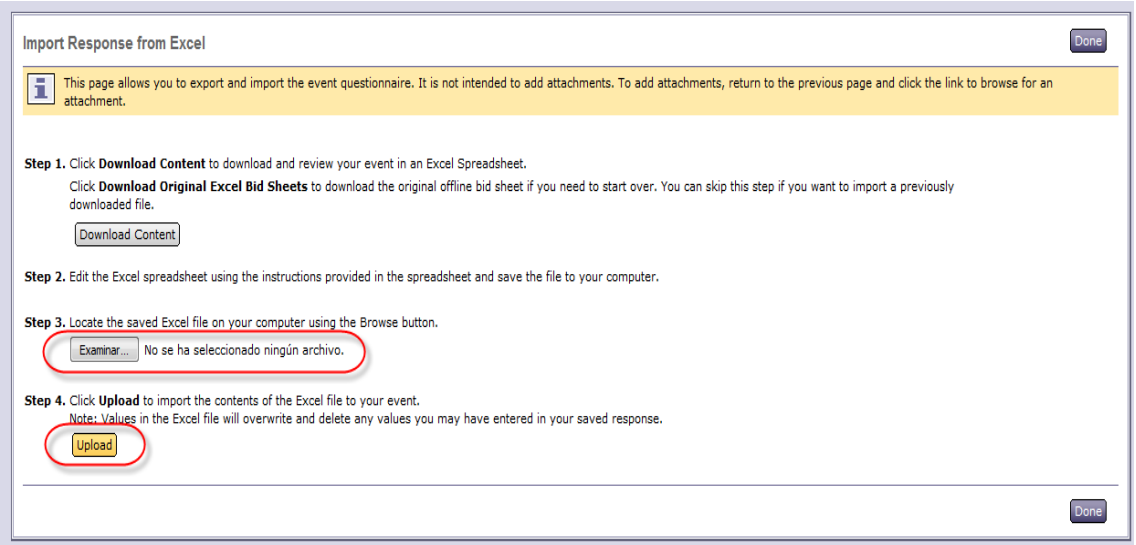
An Excel spreadsheet with various tabs will be downloaded. The first tab contains the instructions to complete the sheet itself. The remaining tabs correspond to the sections within the event. You should go through the tabs one by one and review the cells to be responded to, *marked in yellow if they 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 acknowledge ment)
Options. Click on the + sign on the left for more information to fill out the cells												
ADAPT AC MM 1I2X 3I4NPT 3000LB B.16.1	ADAPT AC MM 1I2X 3I4NPT 3000LB B.16.1					European Union Euro	Unidades		8	30/04/2015 3:55		
BIDON DE PVC 5 L GASOLINA C/TB FLEX	BIDON DE PVC 5 L GASOLINA C/TB FLEX					European Union Euro	Unidades		2	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		80	30/04/2015 3:55		
ARANDELA FRENO 8 RF.N213428CA DMIE	ARANDELA FRENO 8 RF.N213428CA DMIE					European Union Euro	Unidades		26	11/05/2015 3:55		

Or in white if they are optional:

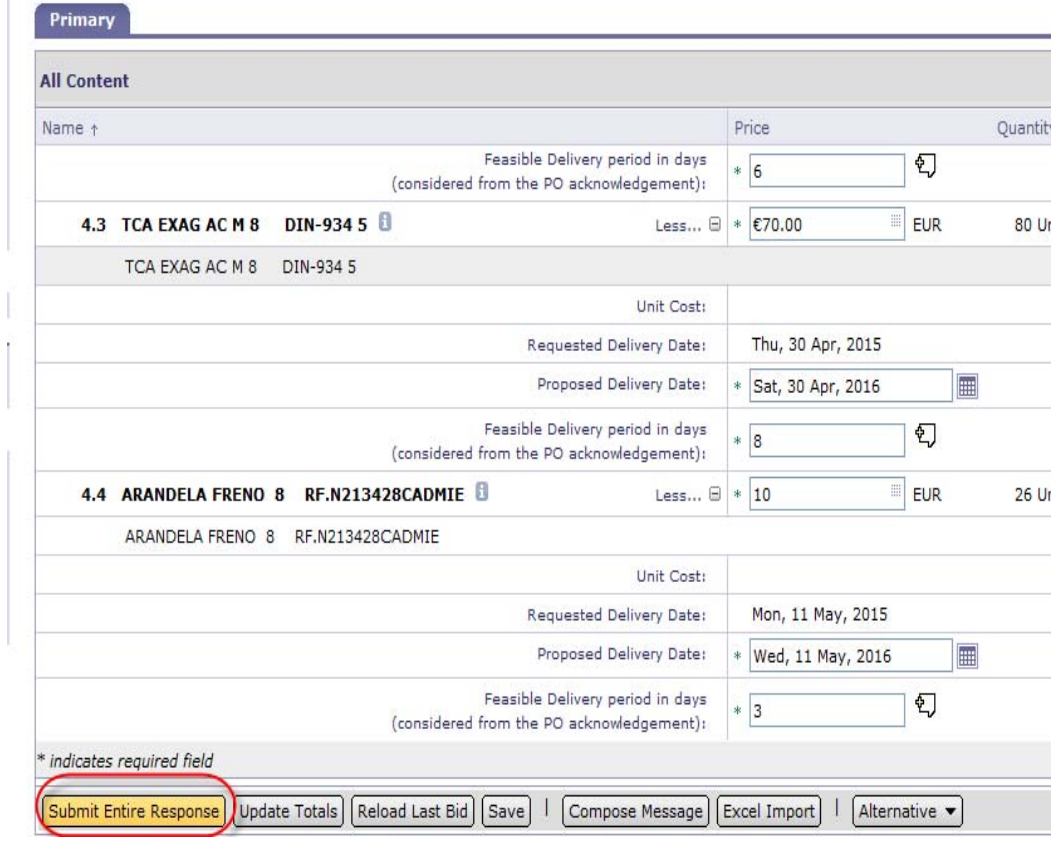
Name	Description	Table Section Column	Alternative	Bundle or Tier Name	Tier Range	Currency	Unit of Measure	* Price	Quantity	Requested Delivery Date	* Proposed Delivery Date	* Feasible Delivery period in days (considered from the PO acknowledge ment)
Options. Click on the + sign on the left for more information to fill out the cells												
ADAPT AC MM 1I2X 3I4NPT 3000LB B.16.1	ADAPT AC MM 1I2X 3I4NPT 3000LB B.16.1					European Union Euro	Unidades		8	30/04/2015 3:55		
BIDON DE PVC 5 L GASOLINA C/TB FLEX	BIDON DE PVC 5 L GASOLINA C/TB FLEX					European Union Euro	Unidades		2	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		80	30/04/2015 3:55		
ARANDELA FRENO 8 RF.N213428CA DMIE	ARANDELA FRENO 8 RF.N213428CA DMIE					European Union Euro	Unidades		26	11/05/2015 3:55		

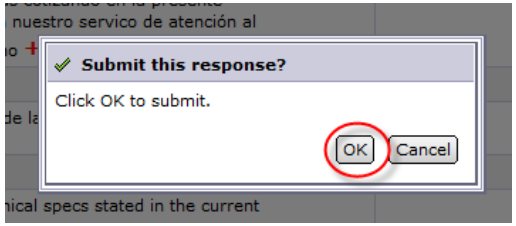
Once you have completed all the required cells you should save the file (on your computer) and then uploaded within Ariba, by selecting the file from your PC and clicking on Upload.



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

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

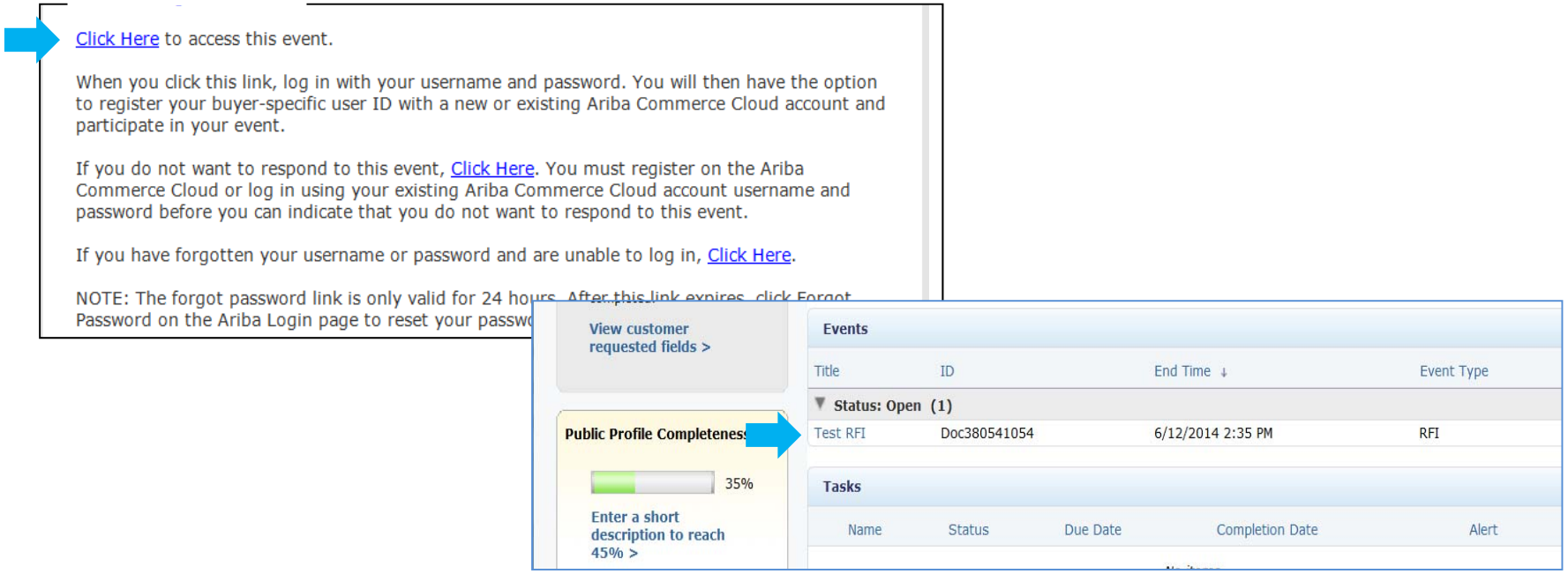




Participating in events

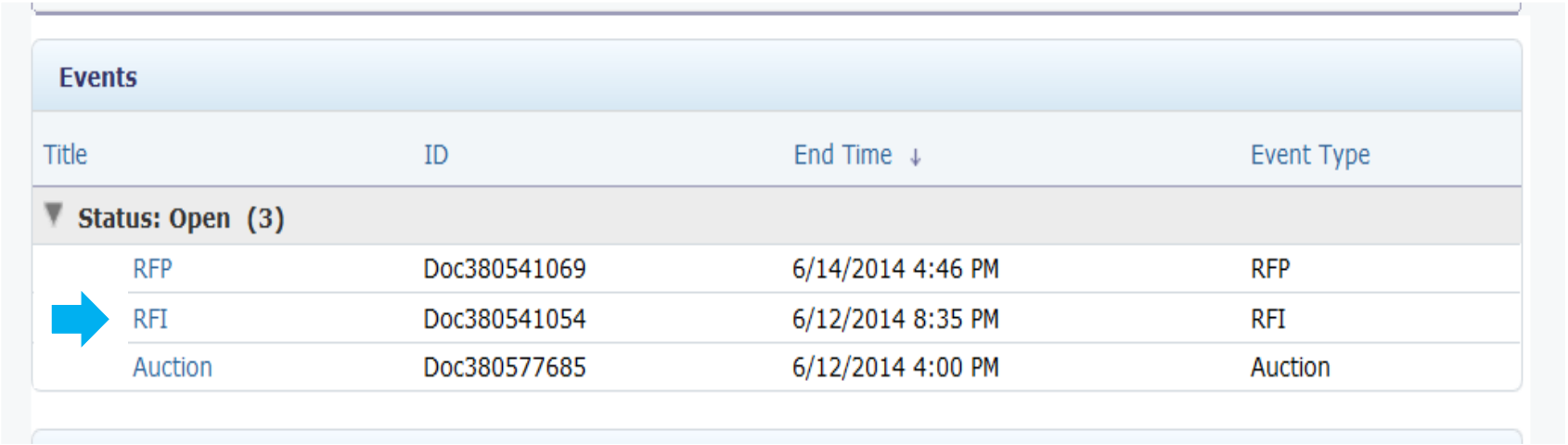
When you are invited to an event, you will receive an email notification in your mailbox with a link directly leading you to it.

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



Participating in events

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

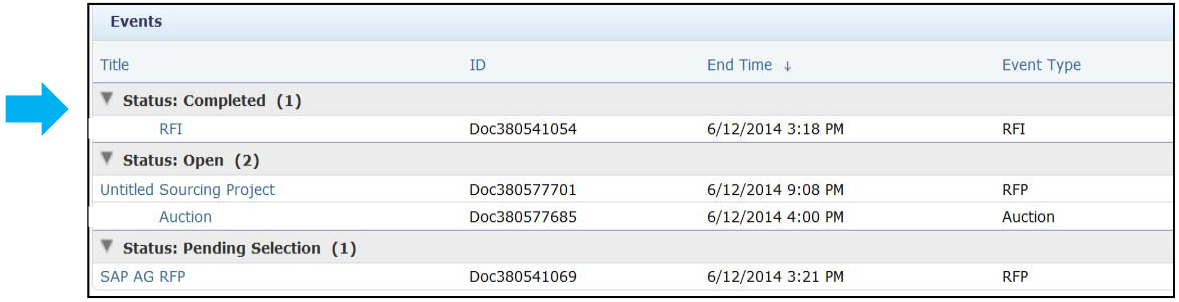


Events

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

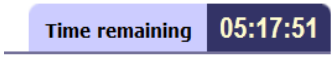
Participating in events

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



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

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

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

Navantia