Participating in an Elia Sourcing Event

Supplier Information Guide

About this document	Elia uses the tool Ariba to organize sourcing events such as Requests for Proposal. When you want to participate in a sourcing event you submit offer in Ariba.
	This guide walks you through the steps to participate in an Elia sourcing event after you have registered on the Ariba platform.
Version	Version 4, 05/01/2016
Read more	Participating in an Elia reverse auction

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1 Respond to an Elia sourcing event

Before you can participate in an Elia sourcing event, you have to register on Ariba as an Elia supplier. You can find more information in the Supplier Information Guide 'Registering as an Elia supplier'.

Once you have an Ariba account, you can login to your Ariba profile and view the events you have been invited for. This allows you to participate or not in a given event.

1.1 Access an Elia sourcing event

When an Elia buyer invites you to participate in a sourcing event, you receive an invitation e-mail.



Welcome, abb kevin.
Elia - TEST has registered you on their Ariba Spend Management site and invited you to participate in the following event: rfp content 1609. The event starts on Tuesday, 16 Septembe 2014 at 16:31, Central European Summer Time and ends on Thursday, 16 October 2014 at 16:31, Central European Summer Time.
Click Here that access this event. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can access this event
More information can be found in the manual 'Elia Supplier Information Guide - Registering as Elia supplier on Ariba' that is available on <u>http://www.elia.be/en/suppliers/information-and-tool</u> for-suppliers#ariba.
NOTE: This link is only valid for 30 days. Make sure to register on the Ariba Commerce Cloud before the link expires. After you register on the Ariba Commerce Cloud, you can no longer us this link.
If you have questions about this event, contact Kevin Rymenants via telephone at or via e-ma at <u>Kevin.Rymenants@elia.be</u> .
If you do not want to respond to this event, <u>Click Here</u> . 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.
We look forward to working with you!
Thank You,
Elia - TEST

2	You can now login to Ariba.
	Enter your username and password then click Log in.

	S CONTRACTS ORDERS & INVOICES
2	Ariba Login
	jozef.janssens@elworks.com
	Log In Forgot Username Forgot Password
	Need help? See <u>Quick Start</u>

This page contains the following information:

1	The Unique Number and the title of the event. Note This unique number can be useful when you need support from the Ariba Customer Support.
2	The Time the event remains open. As long as the event is open, you can submit or change your response.
3	The Event Overview and Timing Rules contains basic information about the event.
4	The Checklist helps you to double check before you submit your response that all the necessary information has been provided. Note Before you access these steps you should indicate whether or not you are interested in participating in the event.

-		RCING	Test Mode	2	ectrical Works NV - D1015066402-T
: Go	back to Elia -	ard			Desktop File Sync 🛛 🖨
4	Event Details		Drussels		Time remaining of days 10.04.10
	Event Messages Download Tutorials	You must decide whether or not you intend to partial	ipate in this event.		
	Response Team Checklist	Inten	to Participate Decline to Participate	Print Event Information	
	 ✓ 1. Review Event Details 	Event Overview and Timing Rules			
	2. Select Lots	Owner:	Kevin Rymenants	Description:	Electrical works - TR40123 - Brussels
	3. Submit	Event Type:	RFP	Currency:	European Union Euro
				Commodity:	Mounting posts (with call for competition / contracts) D120MOP
		Publish time:	7/28/2014 3:32 PM		
		Due data:	0/2/2014 12-00 PM		

1.2 Intend or decline to participate

If you are interested in the event, you express your intent to participate. You then have access to the details of the request.

In case you are not interested to participate, you decline to participate.

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It is always possible at a later stage to change your mind. As long as you have not submitted a final offer or that the due date has not expired, you can still choose to participate in the event or to decline.

1 Click Intend to Participate when you want to continue or Click Decline to Participate when you do not want to take part in the event.



1.3 Review the event details

When you decide to participate, you see the details of the sourcing event.

The event consists of different sections in which you can find information about how to respond to this event, the requirements, templates to be used, etc.

1	Navigate through the Event Contents by clicking the section that you want to display in the Event Contents table.
	Click All Content to display all sections.
2	Click 🚺 to maximize the table.

ARIBA	SOURCING	st Mode	Electrical Works NV - AN01015066402-T				
Go back to Elia - TEST	Dashboard		Desktop File Sync				
Event Details	Doc940902 - Electrical works - TR40123 - Bruss	sels	Time remaining 75				
Event Messages Download Tutorials	Download	d Content) Select Lots (Print Event Information)					
Checklist	Introduction		(Section 1 of 7) <u>Next >></u>				
 Review Event 	Name †						
Details	1 Introduction		Less 🖯				
2. <u>Select Lots</u>	Dear Tenderer,						
		You are kindly invited to participate to this Request For Proposal organised by Elia.					
3 Submit Pesn	You are kindly invited to participate to this Request F	For Proposal organised by Elia.					
3 Submit Pecne	You are kindly invited to participate to this Request F Please answer to all questions included in this RFP a	For Proposal organised by Elia. and to all requests for additional information from Elia	a.				
Submit Respo	You are kindly invited to participate to this Request F Please answer to all questions included in this RFP a The questions in this RFP are divided in 4 categories	For Proposal organised by Elia. and to all requests for additional information from Elia s (Quality, Conformity, Safety and Pricing) which will	a. be evaluated separately. The given answers				
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We recommend going through all sections and downloading the documents attached.

1.4 Download the attachments

When you have navigated to a section that contains documents, you can download all the attachments for the event at once.

Click one of the attached documents.

Event Messages Download Tutorials	Download Content) S	elect Lots) (Print Event Information)
Checklist	Technical Documents	(Section 2 of 7) <pre> << Prev. Next >></pre>
1 Deview Event	Name 1	
Details	V 2 Technical Documents	
2. Select Lots	2.1 Technical Requisition File: list of documents 🔂 TRF -list of	of documents.pdf
3. Submit Response	2.2 Specific Technical Specifications 🔹 Specific Techical See	offications ain
	2.3 Attachments 🗐 Sworn statement.doc	

2

1

In the menu, click the second option **Download all attachments**.



3	In the screen Download Attachments, tick the box in front of Title in order to select all sections and to download all attachments at once.
4	Click Download Attachments and save the generated zip file to your computer.
	This zip contains the attachments of the entire event.
5	Click Done to return to the event.



Cancel

1.5 Select lots

1

For certain types of RFP's you need to select the lot(s) for which you want to compete. Once you have selected them, you can answer to all the questions and upload all the requested information.

Click **Selected Lots** to display the lots.



ielect Lots Doc940902 - Electrical works - TR40123 - Brussels

Click Submit Selected Lots to continue.

erect Lots	Doc940902 - Electrical Works - TR40123 - Brussels	
	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	
Checklist 1. <u>Review Ev</u> Details	Select Lots Select Using Excel	
2. Select Lots	Lats Available for Bidding	m
3. Submit Response	☑ Nane	
	✓ Stations	
	Submit Selected Lots	
		Cance

2 Submit your offer

You can submit your answer when you have answered all mandatory questions and when you have uploaded the required documents.

Save your response

You can save your response in order to complete it at a later time, by clicking on the Save button.

Do not forget to submit your response later on.

2.1 Answer all questions

In order to submit your offer, you need to answer all questions. Answers need to be specific, to the point and should show the capabilities and/or added value of your company for the particular project. Irrelevant information is not taken into account when evaluating the offer.

1	Go to the section you want to display in the Event Contents table. Click All Content to display all sections.
2	Click 💌 to maximize the table.
3	Click Less \Box or More $$ to display less or more information.
4	Answer as follows:
	For a Yes/No question: answer by selecting Yes or No
	For a free text question: answer by typing the requested information in the foreseen text box



2.2 Attach your documents



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If you want to upload multiple files, we suggest you use a compressed file type such as .zip or .rar.

2.3 Submit your entire response

1 Click **Submit Entire Response** to send your response to Elia.



2	Click	ок	to	submit	your	response
					/	



3

The following confirmation message appears.



🖉 Important

If you do not answer all required questions (indicated with *) you cannot submit your response.

Ariba indicates what you still need to complete.

		AN0101 066402-T
back to Elia - TEST Dash	iboard	Desktop File Sync
Console	Doc940902 - Electrical works - TR40123 - Brussels	Time remaining 19 days 17:39
Event Messages Response History Response Team	All Content	
Checklist 1. <u>Review Event</u> <u>Details</u> 2. <u>Select Lots</u> 3. Submit Response	Name 1 documents.odf 2.2 Specific Technical Specifications 1 Specifications.zip 2.3 Attachments 2 Sworn_statement.doc 7 3 Quality of the offer 3.1 Did you visit the site subject of this request for proposal? 3.3 Are the specifications complete according to you?	You need to provide an answer to Question 3.1, "Did you vant the aits subject of this request for proposal?
Event Contents All Content	3.5 Is the proposed planning of the project complete and realistic?	* <u>Yes</u>
1 <u>Introduction</u> 2 <u>Technical Documents</u> 3 Quality of the offer	3.6 Which improvements can be made regarding the timing, taking into account the searchic damande (an. taking out of searcha?)	^ >

3

Change your (submitted) response

You can still change your offer after you have submitted your answer. You make changes before the due date of the event.

1Open the event.Click Revise/Alternative Response in order to update your
answers.



2

Click **OK** to modify your answers.



3

Click **Submit Entire Response** after your changes are done.

Electrical Works NV Go back to Elia - TEST Dashboard ktop File Sync Doc940902 - Electrical works - TR40123 - Brussels Time remaining 19 days 17:19:50 sole Event Messages Response History Response Team All Content ▼ Checklist Qu 2.1 Technical Requisition File: list of documents 🔁 TRF -list of ✓ 1. <u>Review Event</u> <u>Details</u> ~ ments.pdf 2.2 Specific Technical Specifications
Specific Technical
Specifications.zip 2. Select Lots 2.3 Attachments Sworn statement.doc ✓ 3. Submit Response ▼ 3 Quality of the offer * No ✓ 3.1 Did you visit the site subject of this request for proposal? ▼ Event Contents * Yes ✓ 3.3 Are the specifications complete according to you? All Content **v** Ø 3.5 Is the proposed planning of the project complete and realistic * Yes 1 Introduction 2 <u>Technical Do</u> 3 <u>Quality of the</u> 3 < > tes required field 4 Conformity of t nse [Lodate Totals] (Reload Last Bid) (Save) | (Compose Message) (Excel Import) 5 <u>Safety</u> Submit Entire Re

4 Communicate with the Elia buyer

In case you want to communicate with the Elia buyer you can send a message over the Ariba platform.

4.1 Send a message

You have 2 options to send a message to the Elia buyer:

- Compose a message
- Via Event messages

Compose a message

1 Click on Compose Message.



2	Add the subject of your message to the event title.
3	If necessary, you can add an attachment.
4	Write your message.
5	Click Send.

2	Compose	New Message Send Cancel
	From:	Electrical Works NV (Jozef Janssens)
3	To: Subject:	Project Team Doc940902 - Electrical works - TR40123 - Brussels - additional information
	Attachment	is <u>Attach a file</u>
4	B	$I \underline{\mathbf{U}} $
	Dear,	
	Thank you Jozef	presse provide me with some additional mormation about the site visit. When will this take place?
		5
		(Send) Cancel

Via Event messages

1	Click on Event Messages .	
******		e –

🙈 ARIBA SC	DURCING	Electrical Works NV 🔻 AN01015066402-T		
Go back to Elia - TEST Das	hboard	De	sktop File Sync	
Console	Doc940902 - Electrical works - TR40123 - Brussels	Time remaining	19 days 17:59:3	
Event Messages Response History Response Team	All Content			
▼ Checklist	Name †		Price Quantity	
✓ 1. <u>Review Event</u> <u>Details</u>	All necessary information with regards to this RFP can be Please complete the following steps to submit your offer:	found in section 2 "Tech	nnical Documents".	
✓ 2. <u>Select Lots</u>	 Select the lot(s) for which you want to compete. 			
3. Submit Response	- Answer all questions.			
	 Documents that were not asked for in one of the question 	one but are considered t	to be relevant to this o	

2	Click Compose Message.
3	You can send your message as described above.

vei	nt Message	es - Electr	ical works - TR40	123 - Brussels		Back to Cons	ole
					Time	remaining 19 days 17:5	8:22
						1	
	Id	Reply Sent	Sent Date ↓	From	Contact Name	То	Subj
0	MSG28379	No	08/13/2014 06:01 PM	Electrical Works NV	Jozef Janssens	Participants (0) Team (2)	Doc
0	MSG28334	No	08/12/2014 04:45 PM	Elia - TEST	Kevin Rymenants	Jozef Janssens	Eve
0	MSG28332	No	08/12/2014 04:43 PM	Elia - TEST	Kevin Rymenants	Jozef Janssens	Eve
0	MSG28331	No	08/12/2014 04:40 PM	Elia - TEST	Kevin Rymenants	Jozef Janssens	Eve
0	MSG27753	Not Applicable	08/01/2014 04:38 PM	<u>Elia - TEST</u>	<u>Kevin Rymenants</u>	Jozef Janssens	Elia
С	MSG27356	Not Applicable	07/28/2014 03:32 PM	<u>Elia - TEST</u>	<u>Kevin Rymenants</u>	Jozef Janssens	Elia
С	мз 2	Not Applicable	07/28/2014 03:32 PM	<u>Elia - TEST</u>	<u>Kevin Rymenants</u>	Jozef Janssens	Elia
<							>
L (View Reply	Compose M	Download all attac	chments			
						Back to Cons	sole

4.2 Receive messages

When the buyer sends you a message you are informed by an e-mail similar to the following.

From:	Kevir	1 Rymenants <s4system-prodeu+elia-t.doc940902@eusmtp.ariba.com></s4system-prodeu+elia-t.doc940902@eusmtp.ariba.com>	Sent:	wo 13/08/2014 18:08
·o:	🗷 Ryme	enants Kevin		
la:				
ubject:	RE: Doo	940902 - Electrical works - TR40123 - Brussels - additional information		
				-
				12
				<u></u>
		ARIBA		
		Dear,		
		The site visit will start at 9 am.		
		Kind regards,		
		buyer		
				=
		Id: MSG28379		
		Sent: 13/08/2014 18:01 Subject: Dec040002 Electrical works - TP40122 - Brussels - additional information		
		Subject: Doc940902 - Electrical Works - TR40125 - Brussels - adultonal information		
		Dear,		
		Cauld you also a provide manyith some additional information about the site visit. When will this		
		take place?		
		Thank you in advance,		
		Jozef		
		Elia - TEST sourcing site, Event Doc940902: Electrical works - TR40123 - Brussels, Realm: elia-T, Message Id:		
		MSG28379.1, Click Here		
		Ariba, Inc. 910 Hermosa Court, Sunnyvale, CA 94085, USA		
		Data Policy Contact Us Customer Support		

On the Ariba platform, you find all the messages under Event Messages.

1

Click on **Event Messages**.

ARIBA 50	Test Mode DURCING	Electrical Works NV AN01015066402-T	-
Go back to Elia - TEST Das	hboard	De	sktop File Sync
Console	🖷 Doc940902 - Electrical works - TR40123 - Brussels	Time remaining	19 days 17:59:3
Event Messages Response History Response Team	All Content		
 ▼ Checklist ✓ 1. <u>Review Event</u> <u>Details</u> 	Name † All necessary information with regards to this RFP can be Please complete the following steps to submit your offer:	found in section 2 "Tecl	Price Quantity
2. <u>Select Lots</u>3. Submit Response	 Select the lot(s) for which you want to compete. Answer all questions. Document that were not asked for in one of the question 	ons, but are considered i	to he relevant to this of



Click on the subject of the message you want to read.



4.3 Reply to a message

1	Go to the message sent by the buyer.	
2	Click Reply and proceed by composing a message.	

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eply
:07 PM