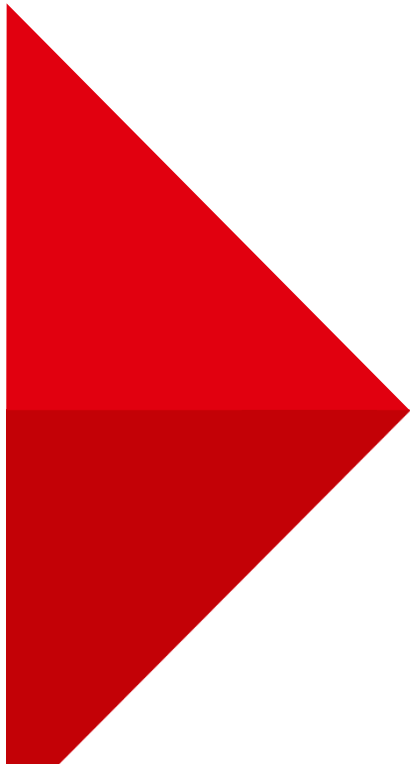




SUPPLIER MANUAL – RFP

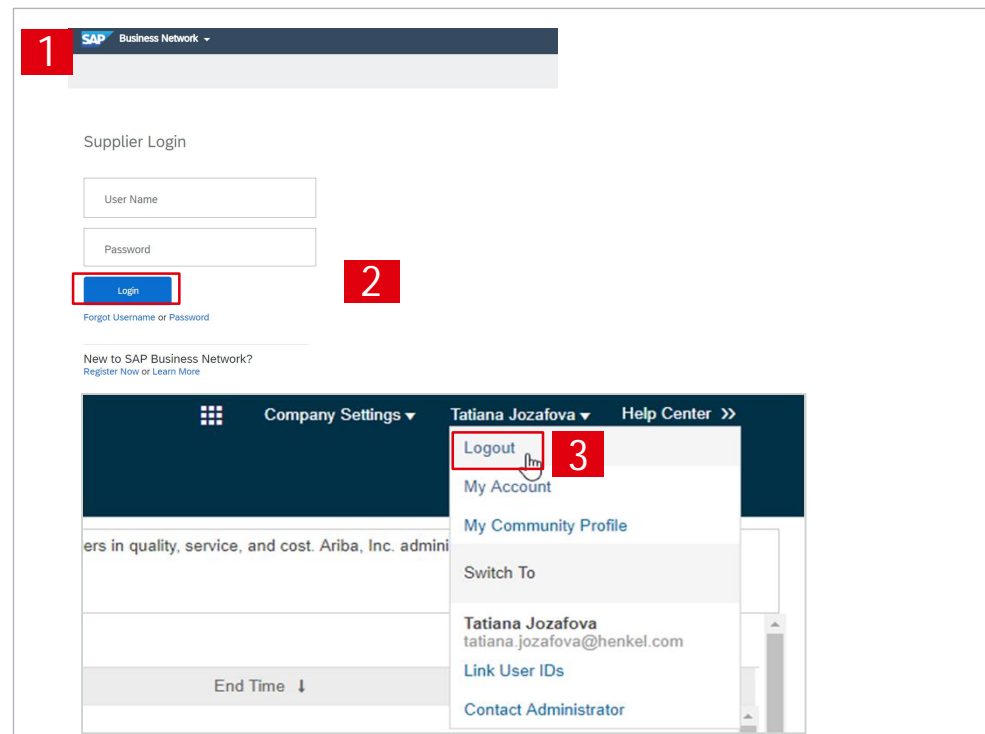
Henkel@SAP Ariba



▶ SAP ARIBA – RFI

HOW TO LOG IN & LOG OUT

1. Open the log in page via: [Link](#)
2. Enter your username & password and click on “Login”
3. To log out: Click your name in top right corner and select “Logout” in drop-down menu



▶ SAP ARIBA – RFI RESETTING USERNAME/ PASSWORD (1/2)

If you have forgotten your username/password, please follow the following steps:

1. Click on **"Password"**
2. Enter in email address you used to register with SAP Business Network and select **"Submit"**

Supplier Login

User Name

Password

Login

Forgot Username or Password

New to SAP Business Network?
[Register Now](#) or [Learn More](#)

Reset your password

Enter the email address you used to register with SAP Business Network.

Email address

Submit Cancel

▶ SAP ARIBA – RFI

RESETTING USERNAME/ PASSWORD (2/2)

You will receive an email with a link to reset the password/username:

1. Click on the link „click here“
2. New window will open, type in new password ,confirm and select **“Submit”**

Reset your password

Hi erika.palieskova@henkel.com,

Choose the account you want to reset the password for, and go to the corresponding link to reset your password.

User ID	Password reset link
test-erika.palieskova@henkel.com	Click Here 1

Reset your password

Username
test-erika.palieskova@henkel.com

New password

Confirm your password

Submit Cancel **2**

- Must be between 8 and 32 characters
- Lowercase, uppercase, numbers, and special characters allowed. Must contain at least one of each
- Cannot contain the username
- Repetitive characters and numbers in sequence are discouraged
- Only ASCII characters are allowed (numbers 0-9, lower and upper case characters a-z, and some special characters)

▶ SAP ARIBA – RFP SETTING USER PREFERENCES

You can set your preferences by clicking on your name in the upper right corner:

1. Select **“My Account”**
2. Under **“Preferences”** you can set up preferred language, time zone and currency. Under **“Contact Information”** you can add more details about address, phone, etc.
3. Select **„Save”** to store the changes

Important: Please note that when setting up the tool language, same language has to be set up for your internet browser!

The screenshot shows the SAP Ariba user interface. At the top right, the user's name 'Tatiana Jozafova' is displayed. A red box labeled '1' highlights the 'My Account' link in the user menu. Below this, the 'Preferences' section is highlighted with a red box labeled '2'. It includes fields for 'Preferred Language' (English), 'Preferred Timezone' (WET), and 'Default Currency' (Russian Rouble). The 'Contact Information' section is also highlighted with a red box labeled '2'. At the bottom right, a red box labeled '3' highlights the 'Save' button.

Title	ID	End Time
▼ Status: Completed (1)		
Copy of Copy of Japanese eAuction 22012020	Doc349352420	No time limit
▼ Status: Open (10)		
Test RFQ scenario 3	Doc350427983	2/23/2020 2:13 PM

▶ SAP ARIBA – RFP LINK USER ID

If you have multiple user accounts, you can link your User IDs:

1. To link your IDs, select under your name “Link user IDs”
2. Enter username and password of another account you want to link and select “Link accounts”
3. If you click on “Switch Account”, you can see all your accounts, which are linked

The first screenshot shows the SAP Ariba interface with the user profile menu open. The 'Link User IDs' option is highlighted with a red box and a red '1' next to it.

The second screenshot shows a form titled 'NO APPROVAL NEEDED' with the text 'Enter the username and password of another account to which you want to link.' The 'Link accounts' button is highlighted with a red box and a red '2' next to it.

The third screenshot shows the user profile menu with the 'Switch Account' option highlighted with a red box and a red '3' next to it. Below the menu, a list of linked accounts is visible, including 'Tatiana Jozafova' with email addresses 'BIPartners@henkel.com' and 'Dummysupplier3@henkel.com'.

▶ SAP ARIBA – RFI WELCOME PAGE

1. To display the list of eSourcing events you are invited for please go to “**Ariba Proposals & Questionnaires**”
2. List of your events is displayed, grouped by the event status:
 - Open
 - Pending selection (Closed)
 - Completed
 - Preview (Not started yet)
3. The events can be hidden/shown by clicking on the arrow. To open a project, click on the project name

The screenshot shows the SAP Business Network interface. At the top, there is a navigation menu with the following items: Ariba Discovery, Ariba Proposals And Questionnaires (highlighted with a red box and labeled '1'), Ariba Contracts, and SAP Business Network. Below the navigation menu, there is a section titled 'Events' with a table of events. The table has columns for Title, ID, End Time, and Event Type. The table is grouped by status, with expandable sections for 'Status: Open (3)' and 'Status: Pending Selection (18)'. The first event in the 'Open' group is 'English auction test' with ID Doc287533312 and End Time 9/23/2019 1:40 PM. The first event in the 'Pending Selection' group is 'Event under RFP tasks testing' with ID Doc282190326 and End Time 9/20/2019 2:45 PM. A red box labeled '2' is placed over the introductory text above the table, and a red box labeled '3' is placed over the expandable arrow for the 'Status: Open (3)' group.

Title	ID	End Time	Event Type
▼ Status: Open (3)			
English auction test	Doc287533312	9/23/2019 1:40 PM	Auction
RFQ	Doc283403042	10/12/2019 11:01 AM	RFP
RFQ	Doc282509222	9/25/2019 1:15 PM	RFP
Cookie concept_2nd RFI test	Doc282153564	9/25/2019 9:45 AM	RFI
▼ Status: Pending Selection (18)			
Event under RFP tasks testing	Doc282190326	9/20/2019 2:45 PM	RFP

▶ SAP ARIBA – RFP

ACCESSING SPECIFIC E-SOURCING PROJECT

1. To continue with the event, complete the prerequisites below by clicking on “Review Prerequisites”. Some of the prerequisites might be access gate questions which you must answer before you can access the bidding part.
2. To decline the invitation, please click on “Decline to Respond”. Please note that in some cases you may be asked to enter the reason for decline.
3. If previously declined to respond, you can participate by pressing “Intend to Respond” button.

The screenshot displays the SAP ARIBA RFP interface for document Doc282509222. At the top, it shows the document title and a timer indicating 12 days 23:15:41 remaining. A yellow banner contains instructions: "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." Below this banner are three buttons: "Download Content" (with a red '1' next to it), "Review Prerequisites" (highlighted with a red box), and "Decline to Respond" (with a red '2' next to it). The "Event Information" button is also visible. The main content area is titled "All Content" and lists "Mandatory questions":

- 1.1 We confirm herewith that the business relationship with Henkel is neither based nor influenced by private relations.
- 1.2 I herewith confirm that I am authorized to sign the documents on behalf of my company and its affiliates or / and that the documents are signed by an authorized person from my company.
- 1.3 In the attached document you will receive our bidding guidelines and the approximate timing for the RFP. Any changes in these guidelines or timeline will be communicated to you in writing. Once you have read carefully through the guidelines, please accept the document by selecting "Yes, I confirm". We agree to the attached Bidding Guidelines.

Below the questions are two more questions:

- 2 Do you agree with our CDA?
- 3 Do you agree with SHE document?

Each of these two questions has a "yes/no" column and a "Default" column. The "Event Overview and Timing Rules" section provides details:

- Owner: Veronika Hargasova
- Event Type: RFP
- Publish time: 9/11/2019 11:50 AM
- Due date: 9/25/2019 1:15 PM
- Currency: European Union Euro
- Commodity: Acrylic dispersions B_109
- Regions: EE Eastern Europe

At the bottom, a yellow banner states: "You have declined to respond. Click on the 'Intend to Respond' button if you are intending to participate in the event." Below this banner are three buttons: "Download Content", "Intend to Respond" (highlighted with a red box and a red '3' next to it), and "Event Information".

▶ SAP ARIBA – RFP RESPOND TO A QUESTIONNAIRE

1. To answer a question, select one of the answer options behind each question
2. Once all answers are selected, select "OK"
3. New window will open, select "OK" to submit your responses

The screenshot shows a questionnaire interface with the following elements:

- Primary** header bar.
- Prerequisites** section with a "Name 1" field.
- Mandatory questions** section containing four questions:
 - 1.1 We confirm herewith that the business relationship with Henkel is neither based nor influenced by private relations.
 - 1.2 I herewith confirm that I am authorized to sign the documents on behalf of my company and its affiliates or / and that the documents are signed by an authorized person from my company.
 - 1.3 In the attached document you will receive our bidding guidelines and the approximate timing for the RFP. Any changes in these guidelines or timeline will be communicated to you in writing. Once you have read carefully through the guidelines, please accept the document by selecting "Yes, I confirm". We agree to the attached Bidding Guidelines.
 - 2 Do you agree with our CDA? (*) indicates a required field
- Each question has a dropdown menu with "Yes, I confirm" or "yes" options. A red box labeled **1** highlights these dropdowns.
- At the bottom right, there are **OK** and **Cancel** buttons. A red box labeled **2** highlights the **OK** button.
- A modal dialog box is open at the bottom center with the text: "Submit this response? Click OK to submit." It has **OK** and **Cancel** buttons. A red box labeled **3** highlights the **OK** button in this dialog.

▶ SAP ARIBA – RFP EDIT MANDATORY RESPONSE

1. As soon as your response is submitted, the icon “Pending approval” appears for each question.
2. In case the response was rejected by Henkel, an “Exclamation mark” icon appears. In case the response was approved, a “Tick mark” icon appears.
3. To change the response, select “Review Prerequisites” and edit your response. *Please note that your response can only be edited if previously rejected by Henkel.*
4. Select “OK”.

The screenshot displays the 'Mandatory questions' section of an SAP ARIBA RFP. It shows a list of questions with their respective status icons (exclamation mark for pending/rejected, tick mark for approved) and response options. A red box labeled '1' highlights the first question's status. A second red box labeled '2a' highlights the exclamation mark icon, and a third red box labeled '2b' highlights the tick mark icon. A red box labeled '3' highlights the 'Review Prerequisites' button. A red box labeled '4' highlights the 'OK' button in a dialog box.

Name ↑		
▼ 1 Mandatory questions		
1.1 We confirm herewith that the business relationship with Henkel is neither based nor influenced by private relations.	⚠ 1	No, I don't
1.2 I herewith confirm that I am authorized to sign the documents on behalf of my company and its affiliates or / and that the documents are signed by an authorized person from my company.	⚠	Yes, I confirm
1.3 In the attached document you will receive our bidding guidelines and the approximate timing for the RFX. Any changes in these guidelines or timeline will be communicated to you in writing. Once you have read carefully through the guidelines, please accept the document by selecting "Yes, I confirm". We agree to the attached Bidding Guidelines.	⚠	Yes, I confirm
[Download Content] [Review Prerequisites] 3 [Respond] [Print Event Information]		
Primary		
Mandatory questions (Section 1 of 1)		
Name ↑		
▼ 1 Mandatory questions		
1.1 We confirm herewith that the business relationship with Henkel is neither based nor influenced by private relations.	⚠	No, I don't
1.2 I herewith confirm that I am authorized to sign the documents on behalf of my company and its affiliates or / and that the documents are signed by an authorized person from my company.	✔	Yes, I confirm
1.3 In the attached document you will receive our bidding guidelines and the approximate timing for the RFX. Any changes in these guidelines or timeline will be communicated to you in writing. Once you have read carefully through the guidelines, please accept the document by selecting "Yes, I confirm". We agree to the attached Bidding Guidelines.	✔	Yes, I confirm

▶ SAP ARIBA – RFP SELECT LOTS

1. After all mandatory questions have been approved by Henkel, you can access the bidding part under “Event Content” on the left side of your screen
2. By selecting event content, the list of items is automatically displayed
3. In order to place a bid, select “Select Lots”

Event Details Doc282509222 - RFP

Download Content Review Prerequisites **Select Lots** Event Information

Primary

Carry cartoons Italy

Name 1	Price	Quantity
4 Carry cartoons Italy		
4.1 C10 5250	More.. +	53,660 each
4.2 M12 9460	More.. +	114,580 each
4.3 C10 6500	More.. +	1,500,087 each
4.4 C10 7640	More.. +	1,132,915 each
4.5 M12 11100	More.. +	2,407,092 each
4.6 M12 11385	More.. +	1,319,680 each

1 4 Carry cartoons Italy

2

3

Review and Timing Rules

Owner: Veronika Hargasova ⓘ
Event Type: RFP
Publish time: 9/11/2019 11:50 AM
Due date: 9/25/2019 1:15 PM

Currency: European Union Euro
Commodity: Acrylic dispersions B_109
Regions: EE Eastern Europe

Currency Rules

Allow participants to select bidding currency: Yes ⓘ

▶ SAP ARIBA – RFP SELECT CURRENCY

1. If applicable, you can select the bidding currency for the event under **“Select event bidding currency”** and choosing the currency from the available options
2. In case you will bid in different currencies for different items, tick **“Use a different currency for different lots”** option
3. Select item and respective currency
4. Select **“Confirm Selected Lots”**

The screenshot displays the 'Event Bidding Currency' configuration screen in SAP ARIBA. It is divided into two main sections: a top configuration area and a bottom table of available lots.

Top Configuration Area:

- Event Bidding Currency:** A dropdown menu is open, showing options: 'Select Currency...', 'Australian Dollar', 'British Pound', and 'European Union Euro'. A red box labeled '1' highlights the dropdown menu.
- Use a different currency:** A checkbox is present. In the second screenshot, it is checked, and a red box labeled '2' highlights it.
- Select Lots:** A button labeled 'Select Using Excel' is visible.

Bottom Table: Lots Available for Bidding

Name	Currency
<input checked="" type="checkbox"/> 4.1 C10 5250	British Pound
<small>Basic specification number: 494832 Finished product size (LxHxD) (mm): 247 x 92 x 234 Minimum Order Quantity for single item production: 15000 Destination: 1 - Ferentino Current Material composition: Grey carton+PE layer+paper (g/qm). 350*20*65 RCV / BCT value in Newton: 1200 Average printing lotsize: 20,000 Average number of designs: 1 Average Number of designs with embossing: 0</small>	
<input checked="" type="checkbox"/> 4.2 M12 9460	Australian Dollar

A red box labeled '3' highlights the first row of the table. A red box labeled '4' highlights the 'Confirm Selected Lots' button at the bottom of the table.

▶ SAP ARIBA – RFP PLACE PRICE BID

1. Fill in all mandatory fields (marked with *)
2. Press **“Save draft”** to save your response (it will not be submitted to Henkel)
3. Press **“Submit Entire response”** to make your response visible to Henkel
4. Confirm via **“OK”**

The screenshot shows the SAP ARIBA RFP bid entry interface. The main table lists various cost items with their respective prices and units. A red box highlights the price input fields for several items, with a red '1' next to it. Below the table, there are several buttons: 'Sync Primary' (with a red '3'), 'Submit Entire Response' (with a red box around it), 'Update Totals', 'Save draft' (with a red '2'), 'Compose Message', 'Excel Import', and 'Alternative'. A dialog box is open at the bottom, asking 'Submit this response?' with 'Click OK to submit.' and two buttons: 'OK' (with a red '4' and a red box around it) and 'Cancel'.

Name ↑	Price
Set-up cost. 2nd Set up cost (fx):	8 AUD
Set-up cost. Add. set-up cost for embossing (Braille) (fx):	* 8 AUD
Run-Cost. PE-Sandwich-board material / 1000:	* 8 AUD
Run-Cost. Insert / 1000:	* 25 AUD
Run-Cost. Converting / 1000:	* 25 AUD
Run-Cost. add. cost if usage of UV-varnish /1000 (just for Info -> no UV varnish currently applied):	* 25 AUD

(*) indicates a required field

Submit this response?
Click OK to submit.

OK Cancel

▶ SAP ARIBA – RFP REVISE RESPONSES

1. You can always edit your response(s) by selecting **“Revise Response”**. However this is possible only if the event is in **“OPEN”** status
2. Adjust values
3. To save new response, select **“Submit Entire Response”** button
4. Confirm via **“OK”**

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

1 **Revise Response** Create Alternative ▾

Primary

All Content

Name	Price	Quantity	Extended Price
4.5 M12 11100	g	each	GBP Fix
4.6 M13 13385	g	328,680 each	£5,643,400.00 GBP Fix
4.7 M13 14390	g	60,020 each	£990,120.00 GBP Fix
4.8 M13 15390	g	799,280 each	£22,314,240.00 GBP Fix

(*) indicates a required field

3 **Submit Entire Response** Update Totals Reload Last Bid Save draft Compose Message Excel Import Alternative ▾

4 **Submit this response?**
Click OK to submit.
OK Cancel

▶ SAP ARIBA – RFP UPDATE TOTALS

In some cases the bidding table may contain a formula. In order to check the final value(s) calculated automatically:

1. Enter the mandatory values
2. Select "Update totals"
3. Formula value is automatically calculated

Your material composition (BCT-achievement mandatory):	*	5
Printing sheet size width (mm):	*	5500
Printing sheet size length(mm):	*	5500
Printing sheet dimension in m²:		€0.00 EUR Fx

Buttons: Submit Entire Response, Update Totals, Save draft, Compose Message, Excel Import

Your material composition (BCT-achievement mandatory):	*	5
Printing sheet size width (mm):	*	5,500
Printing sheet size length(mm):	*	5,500
Printing sheet dimension in m²:		€30.25 EUR Fx

▶ SAP ARIBA – RFP VIEW HISTORY

You can view the history of your responses:

1. Click "Response History" in the upper left corner on your screen
2. You can see a "Reference Number" and also a status of the response

The screenshot displays the SAP Ariba RFP console interface. At the top, it shows 'Console' and 'Doc282509222 - RFP' with a 'Time remaining' of 7 days 02:53:28. A yellow banner message states 'You have submitted a response for this event. Thank you for participating.' Below this, a 'Response History' tab is highlighted with a red box and the number '1'. The left sidebar contains a 'Checklist' with steps: 1. Review Event Details, 2. Review and Accept Prerequisites, 3. Select Lots, and 4. Submit Response. The main content area shows 'All Content' with a table of items. Below this, a 'Response History - RFP' section is visible, containing a table with columns: Reference Number, Submitted For, Submitted By, Status, Submission Time, and Time Created. This table is highlighted with a red box and the number '2'. The table data is as follows:

Reference Number	Submitted For	Submitted By	Status	Submission Time	Time Created
ID275251741	Tatiana Jozafova	Tatiana Jozafova	Accepted	09/18/2019 10:19:19 AM	09/18/2019 10:19:21 AM
ID275074827	Tatiana Jozafova	Tatiana Jozafova	Replaced	09/17/2019 02:27:16 PM	09/17/2019 02:27:17 PM
ID274745057	Tatiana Jozafova	ariba/system	Replaced	09/13/2019 01:28:27 PM	09/16/2019 02:05:07 PM

▶ SAP ARIBA – RFP RESPOND OFFLINE (1/3)

With option “Respond offline” you can download an Excel file with all questions, fill in your responses offline and upload the file afterwards:

1. To download Excel file please click on “Excel Import”
2. Afterwards select “Download Content” under Step 1. The file will be automatically downloaded to your PC

The screenshot displays the SAP ARIBA RFP interface. The top section shows a table with columns for 'Name' and 'Price'. The table contains several rows of cost items, such as 'Set-up cost. 2nd Set up cost (fix):', 'Set-up cost. Add. set-up cost for embossing (Braille) (fix):', 'Run-Cost. PE-Sandwich-board material / 1000:', 'Run-Cost. Insert / 1000:', 'Run-Cost. Converting / 1000:', and 'Run-Cost. add. cost if usage of UV-varnish /1000 (just for info -> no UV varnish currently applied):'. The 'Price' column shows values like 8, 25, and 25, with 'AUD' as the unit.

Below the table, there is a row of buttons: 'Sync Primary Bid', 'Submit Entire Response', 'Update Totals', 'Save draft', 'Compose Message', 'Excel Import', and 'Alternative'. The 'Excel Import' button is highlighted with a red box and a red '1' next to it.

The bottom section is titled 'Import Response from Excel' and contains a 'Done' button. Below this, there is a blue box with the text: 'This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment.'

There are four steps listed:

- Step 1. Click 'Download Content' to download and review your event in an Excel Spreadsheet. Below this step, there is a 'Download Content' button highlighted with a red box and a red '2' next to it.
- Step 2. Review the content 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 Browse button. Below this step, there is a 'Choose File' button and a text input field with the placeholder 'No file chosen' and a 'Drop file here' area.
- 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. Below this step, there is an 'Upload' button.

▶ SAP ARIBA – RFP RESPOND OFFLINE (2/3)

3. The downloaded Excel file contains several tabs. Select the tab relevant for bidding part.
4. Enter value into bidding data fields (yellow cells).
5. Do not forget to store the file on your computer.

Important: Please do not change the format of the file or rename any field(s). Otherwise you cannot upload the file.

Intend To Respond Instructions
Submit Response Instructions
1 Mandatory quantities
3
4 Carry cartoons Italy
Other Content

Legend >>>

	Header and System ID Information: Do not modify this cell or the import may fail.
	Help Information: Do not modify this cell or the import may fail.
	Bidding data. These cells are required. The column heading for these cells also has an asterisk (*) in it.
	Optional data
	Without the border, read only data

Number	Name	Description	Table Section Column	Alternative	Bundle or Tier Name	Tier Range	Currency	Unit of Measure	Price	Quantity	* Your material composition (BCT-achievement mandatory)	* Printing sheet size width (mm)	* Printing sheet size length (mm)	* Set-up cost. 1st Set up cost (fix)	* Set-up cost. 2nd Set up cost (fix)	* Set-up cost. Add. set-up cost for embossing (drause) (fix)	* Run-Cost. PE Sandwich-board material / 1000	* Run-Cost. PE insert / 1000	* Run-Cost. PE Cover / 1000
Help And Options. Click on the sign on the left for more information to fill out the cells																			
1.1	C10 5250	Basic specification Number: 494832 Finished product size (LxHxD) (mm): 247 x 92 x 234 Minimum Order Quantity for single item production: 15000 Destination: 1 - Fiesetto Current Material composition: Grey carton-PE layer+paper (gram): 350+20+65 RCV / BCT value in Newton: 1200 Average printing lotsize: 25 000 Average number of					GBP	each	9	53,660	5	5	5	5	5	5	5	5	5
1.2	H12 9480	Basic specification Number: 495973					AUD	each	9	114,580	55	6	6	7	8	8	8	25	25

▶ SAP ARIBA – RFP RESPOND OFFLINE (3/3)

6. To upload your Excel file back to the tool once you are ready, click on **“Excel Import”**
7. Then upload a file under Step 3
8. Press **“Upload”**
9. Click **„OK”**
10. Do not forget to select **“Submit Entire Response”**

The screenshot displays the SAP ARIBA RFP response interface. The top section shows a bid table for 'Carry cartoons Italy' with columns for Name, Price, and various cost items. The bottom section shows the 'Import Response from Excel' dialog with four steps: 1. Download Content, 2. Declare intention, 3. Upload file, and 4. Click Upload. A 'Submit Entire Response' button is highlighted at the bottom.

Name	Price
Set-up cost, 2nd Set up cost (t/c)	8 AUD
Set-up cost, Add. set-up cost for embossing (Braille) (t/c)	8 AUD
Run-Cost, PE-Sandwich-board material / 1000	8 AUD
Run-Cost, Insert / 1000	25 AUD
Run-Cost, Covering / 1000	25 AUD
Run-Cost, add. cost if usage of UV-varnish /1000 (just for info -> no UV varnish currently applied)	25 AUD

Import Response from Excel

This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment.

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".

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 Browse button.

Step 4. Click Upload to import the contents of the Excel file to your event.

Submit Entire Response

▶ SAP ARIBA – RFP ATTACHMENTS

1. In case a document is attached to a specific question, you can find it under **"References"**. In the bidding part, an **"Attachment Section"** would be displayed.
2. To download a document, simply click on document name and document will be downloaded to your PC.
3. To upload a document, click on **"Attach a file"** in the relevant section within the event.
4. Use drag-and-drop option to upload file directly or select **"Choose File"**.
5. Confirm with **"OK"**.

The screenshot illustrates the SAP ARIBA RFP interface with five numbered steps highlighting key actions:

- Step 1:** A red box highlights the "References" link in the text of question 1.3.
- Step 2:** A red box highlights the document name "Bidding Guidelines RAWs.docx" in the "Reference Documents" list.
- Step 3:** A red box highlights the "Attach a file" button in the question 2 section.
- Step 4:** A red box highlights the "Attachment: Choose File | No file chosen" field in the "Add Attachment" dialog box.
- Step 5:** A red box highlights the "OK" button in the "Add Attachment" dialog box.

▶ SAP ARIBA – RFP

SEND & RECEIVE MESSAGES (1/2)

1. To compose a new message, select "Compose message"
2. Type the message text
3. Select "Send"

Important: Please note that once the event is closed you will not be able to compose any messages.

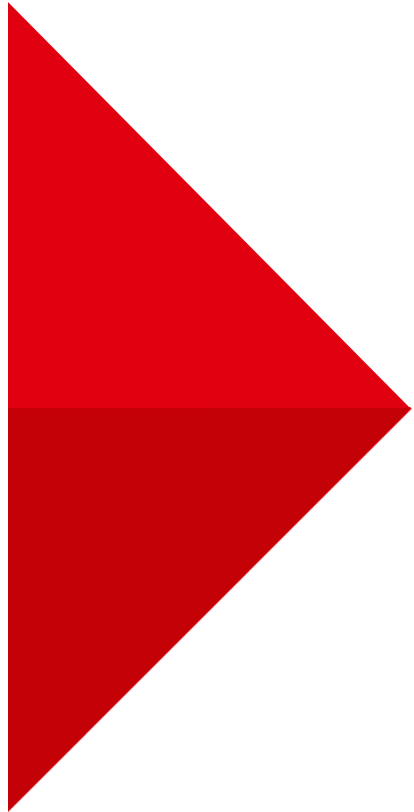
The screenshot displays the SAP ARIBA RFP interface. At the top, a 'Primary' tab is visible. Below it, the 'All Content' section shows a list of items under the heading 'Mandatory documentation'. The list includes five items (1.1 to 1.5) with associated 'Yes, I confirm' or 'Yes' buttons. A red box labeled '1' highlights the 'Compose Message' button in the bottom navigation bar. Below this, the 'Compose New Message' form is shown. The form includes fields for 'From' (SPM technical supplier - Tatiana Jozafova), 'To' (Project Team), and 'Subject' (Doc287893329 - English eAuction). The 'Attachments' section shows 'Attach a file'. A red box labeled '2' highlights the rich text editor area containing the text 'Test message!'. A red box labeled '3' highlights the 'Send' button in the top right corner of the form.

▶ SAP ARIBA – RFP SEND & RECEIVE MESSAGES (2/2)

1. To see all messages, select “Event messages” from the panel on the left side
2. The list of messages exchanged during the event is shown
3. To return to the bidding part, select “Back to Console”

The screenshot displays the SAP ARIBA RFP interface. On the left, a navigation panel has 'Event Messages' highlighted with a red box and a red '1'. The main area shows 'All Content' for a lot named 'C10 5250'. Below this, there are input fields for 'Your material composition (BCT-achievement mandatory)', 'Printing sheet size width (mm)', and 'Printing sheet size length(mm)'. At the bottom of this section are buttons for 'Submit Entire Response', 'Update Totals', 'Save draft', 'Compose Message', and 'Excel Import'. Below the main content is a 'Messages' table with columns for Id, Reply Sent, Sent Date, From, Contact Name, To, and Subject. The table contains four rows of message data. At the bottom right of the interface, a 'Back to Console' button is highlighted with a red box and a red '3'.

Id	Reply Sent	Sent Date ↓	From	Contact Name	To	Subject
MSG8889122.1	No	09/25/2019 02:01 PM	Henkel AG & Co. KGaA and its affiliates - TEST	Tatiana Jozafova	Participants (1) Team (1)	RE: Doc287993329 - English eAuction
MSG8889122	No	09/25/2019 01:58 PM	SPM technical supplier	Tatiana Jozafova	Tatiana Jozafova	Doc287993329 - English eAuction
MSG8870881	No	09/24/2019 03:04 PM	Henkel AG & Co. KGaA and its affiliates - TEST	Tatiana Jozafova	Participants (0) Team (0)	Event English eAuction is now accepting responses.
MSG8870501	Not Applicable	09/24/2019 02:49 PM	Henkel AG & Co. KGaA and its affiliates - TEST	Tatiana Jozafova	Tatiana Jozafova	Henkel AG & Co. KGaA and its affiliates - TEST has invited you to participate in an event...



THANK YOU

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