

# SAP ARIBA SOURCING SUPPLIER USER GUIDE

## HOW TO RESPOND TO RFI, RFP, RFQ

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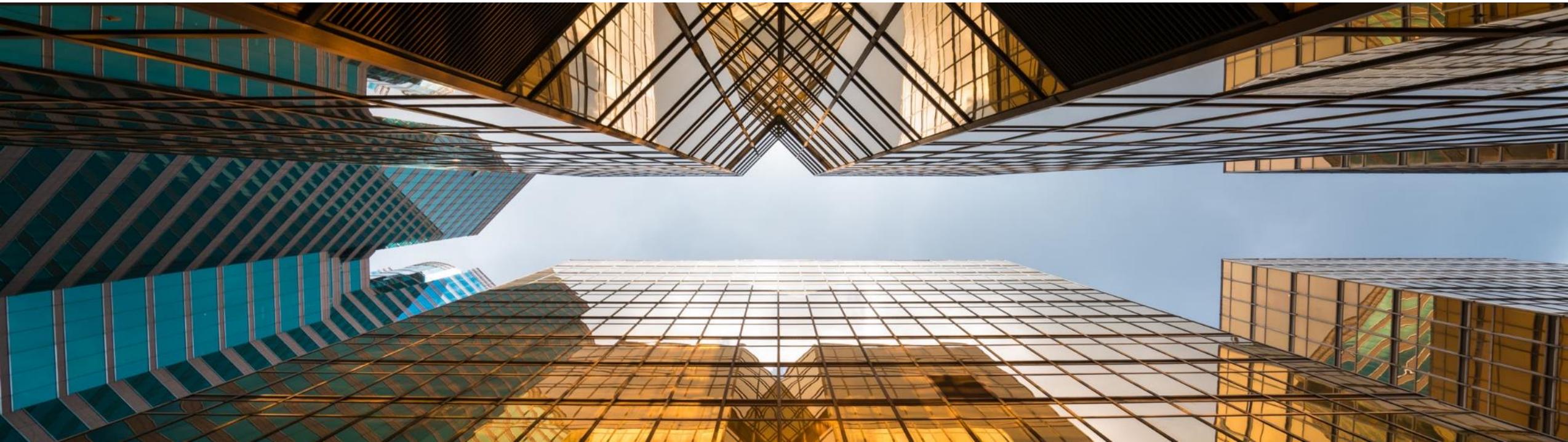
# OVERVIEW

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**1** INTRODUCTION AND  
BACKGROUND

**2** HOW TO RESPOND TO REQUEST  
FOR INFORMATION  
(RFI), REQUEST FOR PROPOSALS  
(RFP), REQUEST FOR  
QUOTATIONS (RFQ)

# INTRODUCTION AND BACKGROUND



# INTRODUCTION AND BACKGROUND

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- Crystal Ventures Limited (CVL), its subsidiaries and affiliates use SAP Ariba to manage its supplier management, sourcing and contract management processes.
- The solution automates the way Suppliers transact and interact with the CVL Group.
- This has improved and simplified engagements with our valued suppliers, resulting in a better supplier experience.
- SAP Ariba is used to exchange electronic sourcing and contract documents, and enables Suppliers to self-register and maintain their supplier profile data.
- This manual covers the supplier transactions on how to respond to RFIs, RPS, and RFQs, which are managed on the SAP Ariba Sourcing system.

# INTRODUCTION TO THE SAP BUSINESS NETWORK

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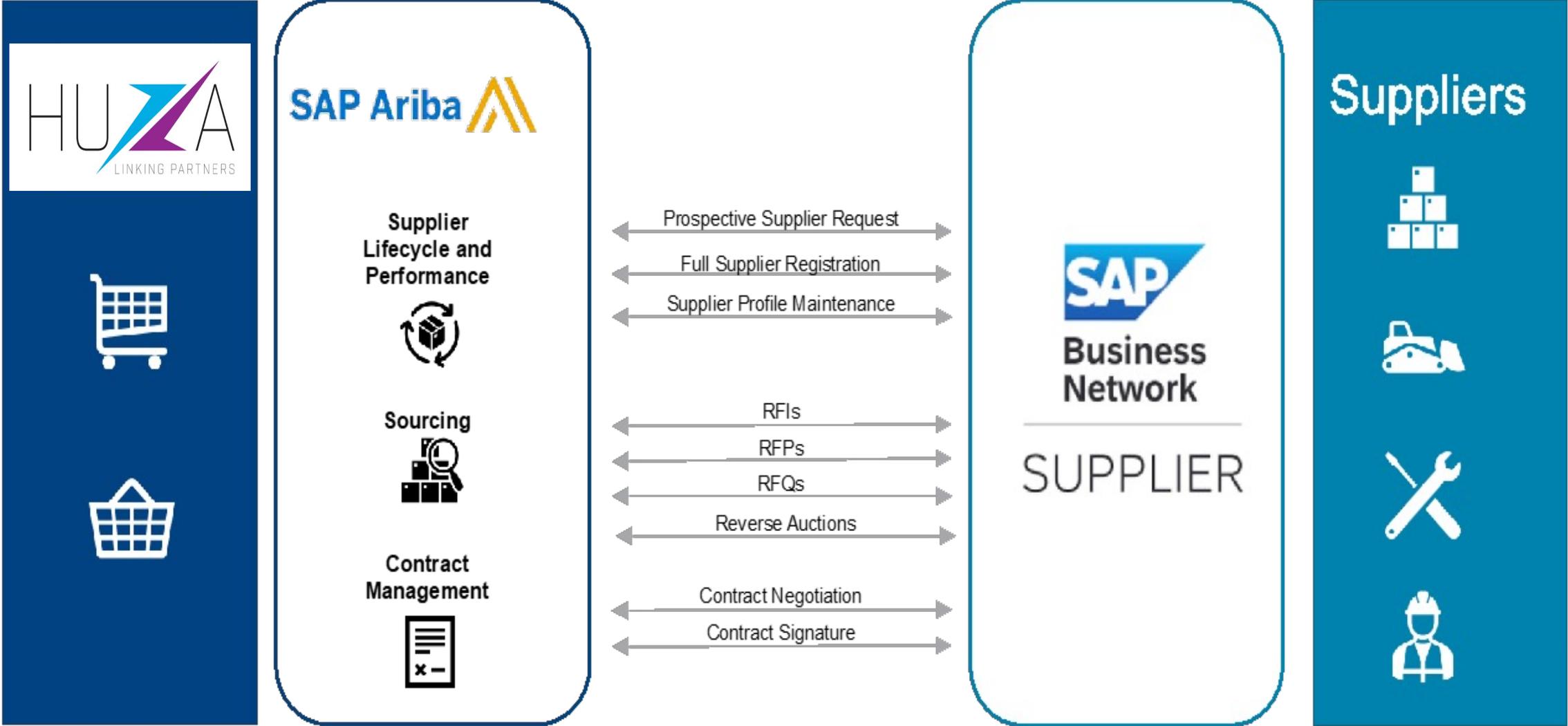


The **SAP Business Network** connects suppliers with customers, enabling them to do business together.

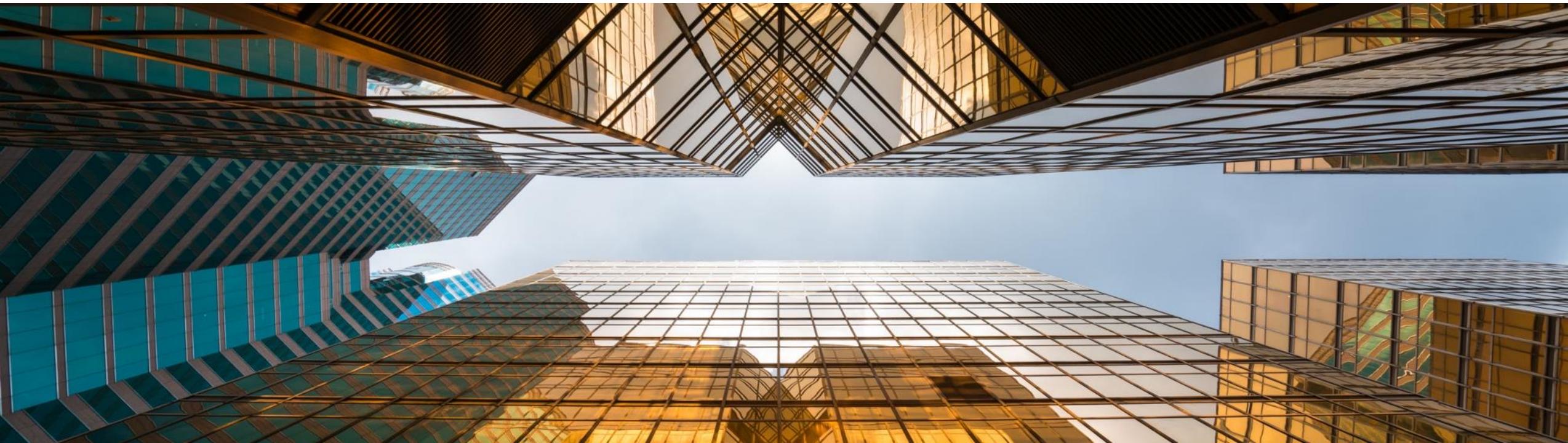
**CVL** uses the SAP Business Network to collaborate with suppliers, enabling effective sourcing of goods and services, supplier registration and contract management.

The SAP Business Network is the **new method for suppliers to transact** and exchange procurement information with CVL and its subsidiaries , including RFQs, RFIs, RFPs and Reverse Auctions.

# CVL SAP ARIBA SOLUTION OVERVIEW



# HOW TO RESPOND TO RFI, RFP, RFQ



# OVERVIEW

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**A** HIGH LEVEL SOURCING  
PROCESS FLOW

**B** HOW TO RESPOND TO CVL  
SOURCING EVENT FOR RFI, RFP  
AND RFQ

**C** HOW TO COMPOSE A MESSAGE  
TO YOUR CVL BUYER

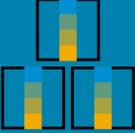
**D** HOW TO REVISE A SUBMITTED  
SOURCING EVENT RESPONSE

**E** HOW TO DECLINE A RESPONSE  
TO A SOURCING EVENT

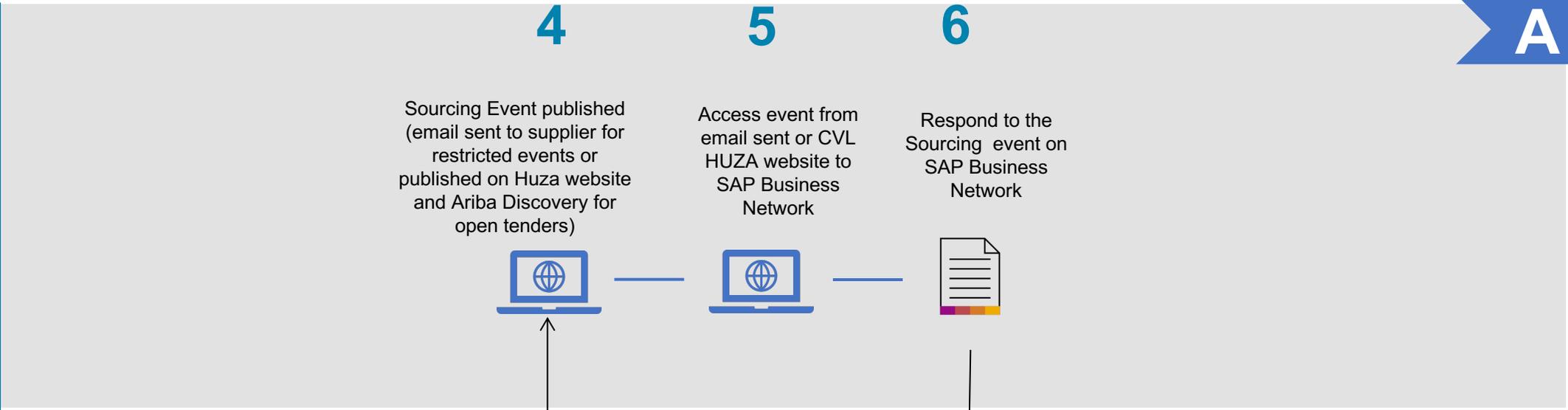
# HIGH-LEVEL SOURCING PROCESS FLOW

A

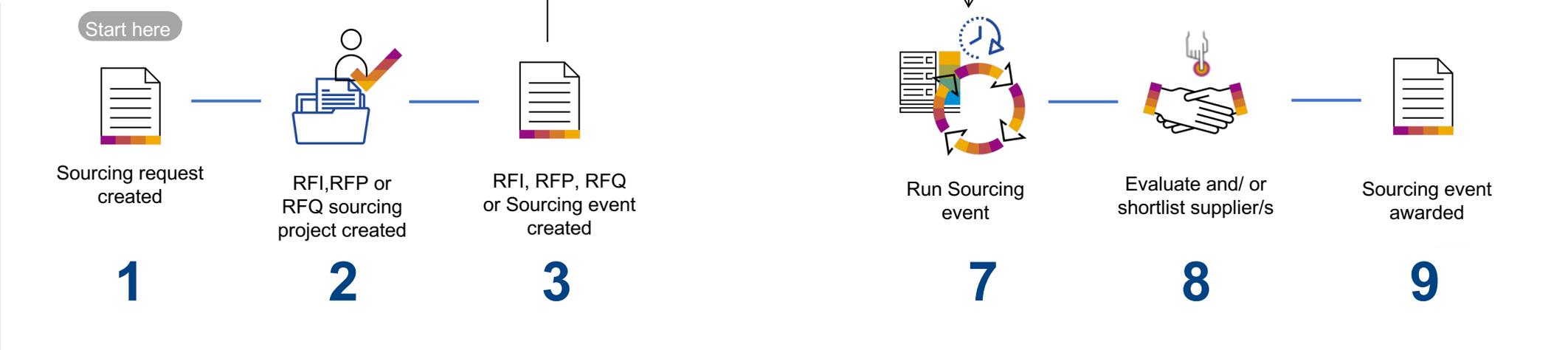
**Suppliers**



**SAP Business Network**



**SAP Ariba SLP**



# OVERVIEW

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**A** HIGH LEVEL RFI PROCESS FLOW

**B** HOW TO RESPOND TO CVL SOURCING EVENT FOR RFI, RFP AND RFQ

**C** HOW TO COMPOSE A MESSAGE TO YOUR CVL BUYER

**D** HOW TO REVISE A SUBMITTED RFI RESPONSE

**E** HOW TO DECLINE A RESPONSE TO A SOURCING EVENT

# HOW TO RESPOND TO SOURCING EVENTS (RESTRICTED)

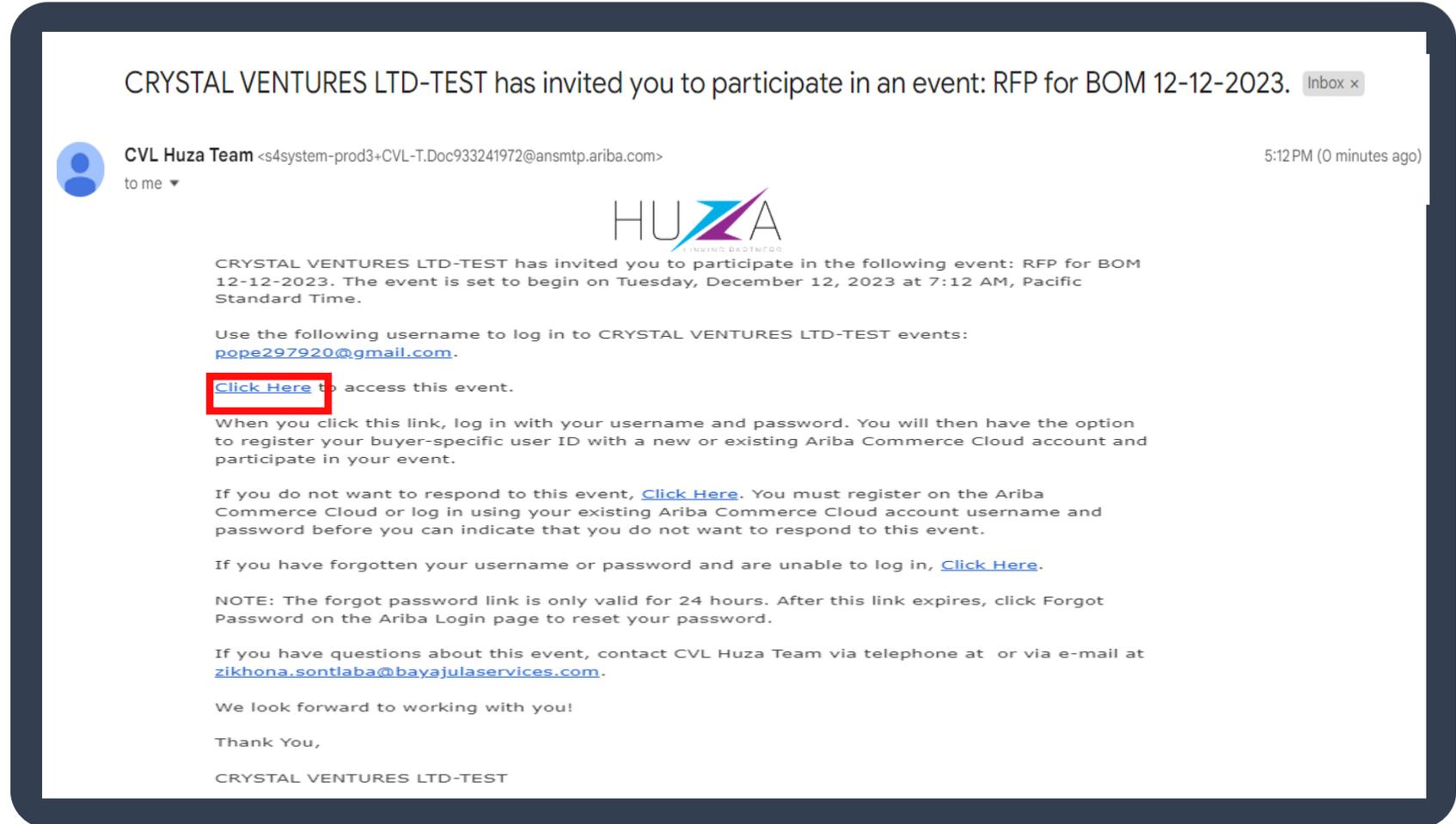
B

1. You will receive an invitation email notification with the subject: **“CRYSTALL VENTURES LTD has invited you to participate in event”**.

**Important note:**

*Please read the content of the invitation carefully. It will contain information guiding you on the next steps required to respond to the RFP.*

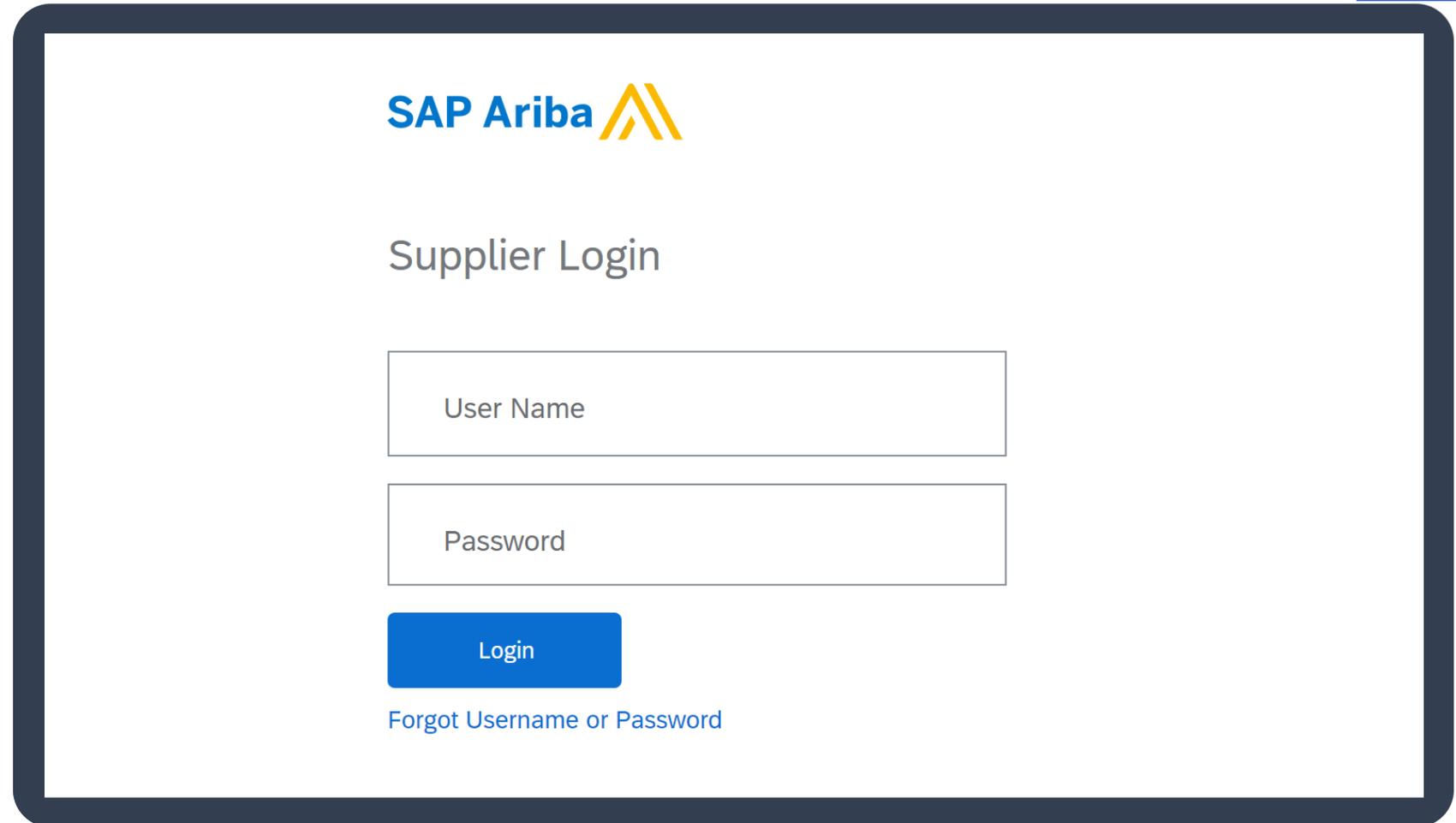
Click **“Click Here”** to access the event.



# HOW TO RESPOND TO SOURCING EVENTS (RESTRICTED)

B

2. You will be redirected to the SAP Ariba Supplier Login Page
  - A. Enter your **username**
  - B. Enter your **password**
  - C. Click on the “**Login**” button



**SAP Ariba** 

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

# HOW TO RESPOND TO SOURCING EVENTS (OPEN TENDERS)

B

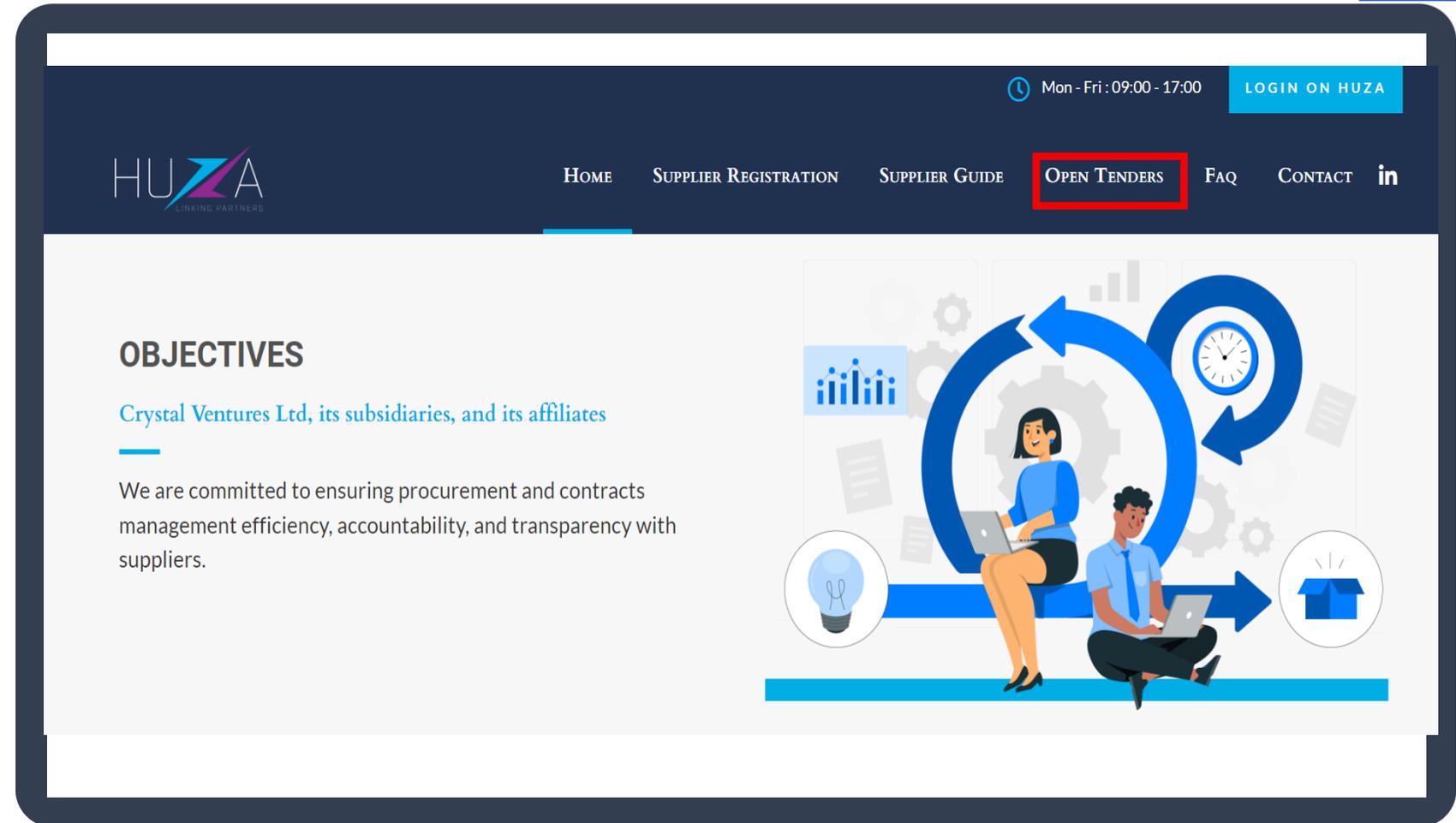
1. CVL Sourcing events are published on HUZA' website.

Registered and non-registered suppliers can respond to these Sourcing events.

Access the HUZA website on [www.huza.co.rw](http://www.huza.co.rw) and select the "Open Tenders" menu option to access events.

**Note:**

*Suppliers registered on the Ariba Network in the relevant region and supplying commodities that match the RFI, will automatically receive notifications about the RFI via e-mail.*



The screenshot displays the HUZA website interface. At the top right, there is a clock icon indicating the time 'Mon - Fri : 09:00 - 17:00' and a 'LOGIN ON HUZA' button. The navigation menu includes 'HOME', 'SUPPLIER REGISTRATION', 'SUPPLIER GUIDE', 'OPEN TENDERS' (highlighted with a red box), 'FAQ', and 'CONTACT', along with a LinkedIn icon. The main content area features the HUZA logo and the heading 'OBJECTIVES'. Below this, it states 'Crystal Ventures Ltd, its subsidiaries, and its affiliates' and describes their commitment to procurement and contracts management efficiency, accountability, and transparency with suppliers. An illustration on the right shows a woman and a man working on laptops, surrounded by icons for a bar chart, a clock, a lightbulb, and a box, connected by circular arrows.

# HOW TO RESPOND TO SOURCING EVENTS (OPEN TENDERS)

B

- CVL Sourcing events are shown in the **“Open Tenders”** section.

Click the events **“Link/Advert”** to see more RFI details.

- After, click the link shown in the tab **“How to respond”** to start a response to the sourcing event.

Suppliers already registered on the Ariba Network will be taken to a screen where they can start responding.

Suppliers new to Ariba Network must register before they can respond to the event

**OPEN TENDERS**

Currently, there are no open tenders available. Please check back later.

Tender No	Name of Tender	Published Date	Closing Date	Link / Advert
Empty	Empty	Empty	Empty	No Link

Supplier Registration

Supplier Guide

Kiosks

FAQs

DOWNLOAD SUPPLIER GUIDE

# HOW TO RESPOND TO SOURCING EVENTS (OPEN TENDERS)

B

- Registered suppliers will be able to start responding.

Suppliers new to Ariba Network must register before they can respond to the RFI.

Click **“Respond to Posting”**.

The screenshot displays the SAP Ariba Discovery interface for a public sector RFI. The header shows 'SAP Ariba Discovery' and navigation options 'I'm Buying' and 'I'm Selling'. A yellow banner indicates 'This is a public sector / buyer funded posting and you can respond for free'. The main content area features the title 'TEST SAMPLE RFI SWS 22-10-13 v39' with an 'Open' status and '0 Q&A'. Below the title, a red box highlights the 'Respond to Posting' button, which is the primary action for suppliers. Other buttons include 'Add to Watchlist', 'Not Interested', and social sharing options. The posting details include: Posted On: 13 Oct 2022, Open for bidding on: 13 Oct 2022, Response Deadline: 31 Oct 2022 1:15 AM PDT, Opportunity Amount: \$10K to \$50K USD, Contract Length: 12 months, Posting ID: 14352020(Doc1178970526), and Posting Type: Request for Information. The 'Product and Service Categories' section lists 'Machines dispensing bulk quantities', and the 'Ship-to or Service Locations' section lists 'Antarctica'. A 'Posting Summary' section at the bottom provides additional identifiers and a public posting URL.

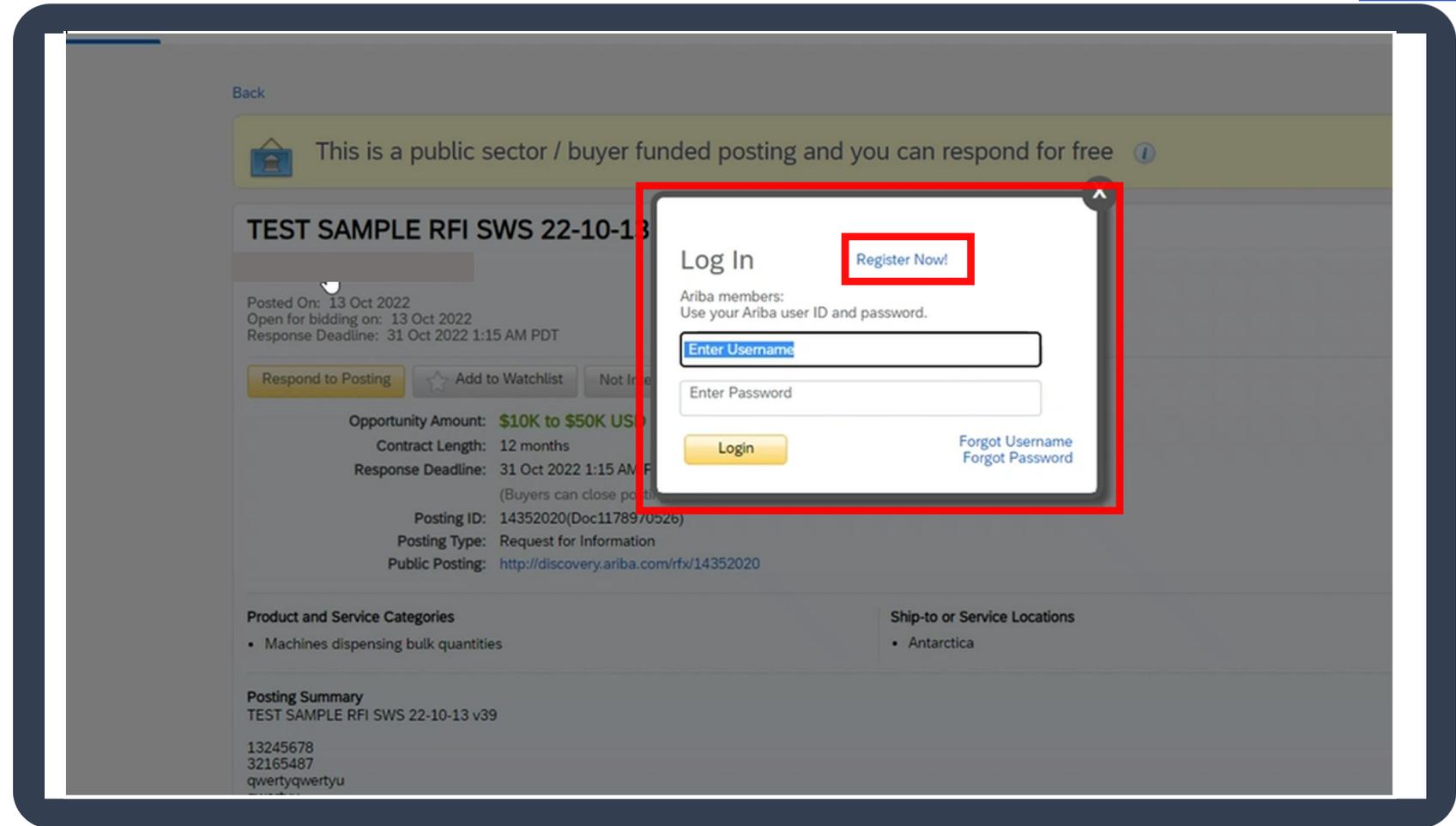
# HOW TO RESPOND TO SOURCING EVENTS (OPEN TENDERS)

B

5. Registered suppliers should login to the Ariba Network by entering their Username and Password.

They will be taken to the event where they can respond.

New suppliers must register on the Ariba Network by clicking **“Register Now”** before they can respond to the event.



# HOW TO RESPOND TO SOURCING EVENTS

B

6. Once logged the supplier will be able to view the sourcing event on the Business Network.

To start responding, click **“Review Prerequisites”**.

The screenshot displays a web interface for a sourcing event. At the top, the event title is 'Doc971088193 - RFP - Spares for Kronos Labeller 0 for 4 year' and the time remaining is '3 days 23:58:44'. A yellow warning box contains the text: '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, four buttons are visible: 'Download Content', 'Review Prerequisites' (highlighted with a red border), 'Decline to Respond', and 'Print Event Information'. On the left, a sidebar menu includes 'Event Messages', 'Download Tutorials', 'Response Team', a 'Checklist' with four steps (the second step, 'Review and Accept Prerequisites', is highlighted), and 'Event Contents'. The main content area shows a 'Letter of Invitation' section with a table header 'Name ↑' and a row for '1.0 Letter of Invitation' with a sub-row '1.1 Letter of invitation Download the attached Letter of Invitation.' and a 'References' link. At the bottom, it says 'Event Overview and Timing Rules' and 'Next Section: Terms of Reference (...)'. A blue grid icon is in the top right of the main content area.

# HOW TO RESPOND TO SOURCING EVENTS

B

7. Review the prerequisites and accept the terms of agreement.

Click “**I accept the terms of this agreement**”, then click “**OK**”.

Prerequisites must be completed prior to participation in the event.

**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. Export Control.** All parties who use this Site hosted by Ariba, Inc. agree to comply with all applicable export control and sanctions laws, including the laws of the US, EU and Germany.

**8. 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.

# HOW TO RESPOND TO SOURCING EVENTS



8. If you do not agree with the terms of agreement, **click “I do not accept the terms of this agreement”** and click **“OK”**.

I accept the terms of this agreement.

I do not accept the terms of this agreement.

OK Cancel

9. Click **“OK”** to submit the agreement

✓ Submit this agreement?

Click OK to submit.

OK Cancel

# HOW TO RESPOND TO SOURCING EVENTS

B

Now you can start responding to the Sourcing Event sections

8. There are several sections that must be completed to ensure the successful submission of your event/proposal.

- **Section 1** - Letter of Invitation
- **Section 2** - Terms of Reference
- **Section 3** – Instruction to bidders
- **Section 4** – Administrative Evaluation, attach all required documents.
- **Section 5** –Technical Evaluation, attach all required documents
- **Section 6** – Financial Evaluation, enter all pricing details

▶ 1.0 Letter of Invitation	
▶ 2.0 Terms of Reference (Scope and Deliverables)	
▶ 3.0 Instructions to Bidders	
▶ 4.0 Administrative Evaluation	
▶ 5.0 Technical Evaluation <a href="#">Less...</a> <input type="button" value="-"/>	
Please maintain required technical criteria	
▶ 6.0 Financial Evaluation	

**Note:**

*All fields marked with \* are mandatory and must be completed. Make sure you have completed all sections and uploaded all the required supporting documentation.*

# HOW TO RESPOND TO SOURCING EVENTS

9. Complete **Section 1**

Download the Reference Letter of Invitation and read through it

10. Read through **Section 2**, Terms of reference to better understand the expected scope deliverables.

▼ 1.0 Letter of Invitation	
1.1	Letter of invitation Download the attached Letter of Invitation.
	 <a href="#">References</a> ▼
▼ 2.0 Terms of Reference (Scope and Deliverables)	
2.1	Expected Scope of Work: Describe the scope of work that the supplier is bidding for, Example given below: <i>As the industry is growing, "Inyange" would like to extend its business in "Milk Powder" production and intends to hire a consulting services. "The consulting services("the services") include Topographic survey, geotechnical study, architectural and structural study, detailed technical study estimated for 4 months implementation period and expected start date of assignment being 30th August 2023" Use Reference Document to attach if further required</i>
2.2	Expected Deliverables Refer to Terms of Reference if Required. <i>The detailed Terms of Reference (TOR) for the assignment can be found at the following website: <a href="http://www.inyange.rw">www.inyange.rw</a></i>

# HOW TO RESPOND TO SOURCING EVENTS

11. **Section 3, General Information** (Instruction to Bidders). Read Company Overview to better understand the company.

10. Read through the section to better understand the project and how to submit bids.

<b>▼ 3.1 General</b>	
3.1.1	Company Overview: Enter Company Overview, example given below: <i>Inyange Industries is a leading food processing company in Rwanda, manufacturing a variety of products under their brand name- "Inyange". The Inyange brand has been operating since 1997. However, it wasn't until 1999 when it began operations including processing &amp; selling pasteurized milk &amp; yoghurt. In 2001 the plant introduced mineral water processing &amp; packaging.</i>
3.1.2	Project Name: Enter the Project Name, Example below: <i>Project Huza</i>
3.1.3	Assignment Title: Enter Assignment Title, Example below: <i>Supply and Installation of Milk Posturizing Equipment for a period of 1 Year</i>
<b>▼ 3.2 Submission and Opening of Bids</b>	
3.2.1 Bid submissions:	
All bids must be submitted electronically using the SAP Ariba solution.	

# HOW TO RESPOND TO SOURCING EVENTS

12. Preparation of Bids, read this section to understand what is needed in preparation of bidding.

<b>▼ 3.3 Preparation of Bids</b>	
3.3.1	The language of the bid is English and the Contract to be signed with the winning Bidder shall be written in English.
3.3.2	The Alternative Bids "shall not be "considered
3.3.3	Place of Destination: KIGALI- RWANDA
3.3.4	"Final destination (Project Site)": Kigali- Kacyiru Tri- Ministerial project
3.3.5	The Bidder is required to quote in USD or Euros for International registered and in Rwanda Francs for those local registered suppliers. The authority to establish the exchange rate shall be the "National Bank of Rwanda"
3.3.6	After sale services is required. The bidder shall free maintain the automated generator for period of one year warranty starting the date of installation, testing and commissioning and commissioning
3.3.7	The bid validity period shall be ninety (90) days from the date of submission

# HOW TO RESPOND TO SOURCING EVENTS

B

13. Administrative Evaluation Criteria to better understand what is needed to qualify for the bid.

▼ 3.4 Administrative Evaluation Criteria

3.4.1

Criteria, sub criteria of administrative qualifications of the bidder are the following:

1. Proof that the consultancy firm is a certified tax advisor approved by the Rwanda Revenue Authority.
2. A copy of consultancy firm registration certificate/trading License.
3. A valid copy of a Tax Clearance certificate issued by the Rwanda Revenue Authority.
4. Two (2) references for similar assignments successfully completed, with proof of completion certificates.

# HOW TO RESPOND TO SOURCING EVENTS

14. Technical Evaluation Criteria to better understand technical approach need for the bid.

<b>▼ 3.5 Technical Evaluation Criteria</b>	
3.5.1	
Criteria, sub-criteria, and point system for the evaluation of full Technical Proposals are:	
<ol style="list-style-type: none"><li>1. Provide a brief background of the firm, highlighting general experience, capabilities, processes, and resources to conduct this assignment (10marks).</li><li>2. Detailed methodology covering technical approach, work plan/schedule and organisation and staffing (20marks).</li><li>3. Subdivided as follows:</li></ol>	
Technical approach, (10 Marks) Work plan/schedule (5 Marks) Organisation and staffing (5 Marks)	

# HOW TO RESPOND TO SOURCING EVENTS

15. Financial Evaluation Criteria to better understand Financial Evaluation criteria that will be used.

▼ 3.6 Financial Evaluation Criteria	
3.6.1	The source of exchange rate shall be the National Bank of Rwanda
3.6.2	Bid prices expressed in different currencies shall be converted in Rwanda Francs (RWF)
3.6.3	The date for the exchange rate shall be the bids opening date
3.6.4	Domestic preference shall not be a bid evaluation factor.
3.6.5	Evaluation will be done for each item and the Contract will comprise the item(s) awarded to the successful Bidder
3.6.6	<p>The single currency for price conversions is: Rwandan Francs The formula for determining the financial scores (Sf) is the following: <math>Sf = 100 \times Fm/F</math>, Where Sf is the financial score, Fm is the lowest price F the price of the proposal under consideration. The formula for determining the final scores is the following: <math>S = St \times T\% + Sf \times P\%</math>, Where S is final score, Sf is the financial score and St is technical score The weights given to the technical and Financial Proposals are: T=0.7 P=0.3</p>

# HOW TO RESPOND TO SOURCING EVENTS

B

16. **Section 4, Administrative Evaluation** requires that you attach all required documents.

**Note:**

*All fields marked with \* are mandatory fields and must be completed.*

▼ 4.0 Administrative Evaluation	
4.1 Proof that the consultancy firm is a certified tax advisor approved by the Rwanda Revenue Authority	*Attach a file
4.2 A copy of consultancy firm registration certificate/trading License	*Attach a file

# HOW TO RESPOND TO SOURCING EVENTS

B

17. Complete the **Technical Evaluation** section:

- A. Download and complete the reference documents under 5.1
- B. Upload your reference documents by clicking “**Attach file**”.
- C. Answer all Technical questions as required and attach all required documents.

5.0 Technical Evaluation <span>Less... -</span>	
Please maintain required technical criteria	
5.1 Technical Proposal Submission Letter  Download and complete attached Technical Proposal Submission Letter. Once complete upload attachment  <a href="#">References</a> 	<a href="#">*Attach a file</a>
5.2 Detailed description of the essential technical and performance characteristics of the goods to be supplied establishing conformity to technical specifications provided.	* <input type="text" value="Unspecified"/> 
5.3 Appropriate samples / catalogues	<a href="#">*Attach a file</a>
5.4 A certificate of origin of the supplies and the manufacturer's authorisation	* <input type="text" value="Unspecified"/> 
5.5 References of similar tenders executed	<a href="#">*Attach a file</a>
5.6 Execution/ delivery period	<a href="#">*Attach a file</a>

# HOW TO RESPOND TO SOURCING EVENTS

B

## 18. Complete the **Financial Evaluation** section.

Enter the prices of your products/services

**Note:**

*All fields marked with \* are mandatory and must be completed. Make sure you have completed all sections and uploaded all the required supporting documentation.*

7.0 Financial Evaluation			
7.1	BLOCK 1-018-76-079-0 <span>Less... -</span>	* <input type="text"/> RWF 100 each	<input type="text"/>
	BLOCK 1-018-76-079-0		
7.2	1-073-76-208-0 KEY 5X8 L=24 <span>Less... -</span>	* <input type="text"/> RWF 100 each	<input type="text"/>
	1-073-76-208-0 KEY 5X8 L=24		
7.3	O-RING140X3 NBR 0-162-20-406-0 <span>Less... -</span>	* <input type="text"/> RWF 100 each	<input type="text"/>
	O-RING140X3 NBR 0-162-20-406-0		
7.4	SCREW LOCKING DEVISE 0-905-84-873-7 <span>Less... -</span>	* <input type="text"/> RWF 100 each	<input type="text"/>
	SCREW LOCKING DEVISE 0-905-84-873-7		
7.5	Screw 66mm diameter <span>Less... -</span>	* <input type="text"/> RWF 100 each	<input type="text"/>
	Screw 66mm diameter		

# HOW TO RESPOND TO SOURCING EVENTS

B

19. If there are many line items on the Event, it may be easier to download the RFP to Excel, maintain it there and upload back into Ariba.

To do this, click “**Excel Import**”, at the bottom of the screen.

Name ↑	Price	Quantity	Extended Price	Lead Time
▼ 7.0 Financial Evaluation				
7.1 BLOCK 1-018-76-079-0 <input type="checkbox"/> Less... -	* <input type="text"/>	RWF 100 each		<input type="text"/>
BLOCK 1-018-76-079-0				
7.2 1-073-76-208-0 KEY 5X8 L=24 <input type="checkbox"/> Less... -	* <input type="text"/>	RWF 100 each		<input type="text"/>
1-073-76-208-0 KEY 5X8 L=24				
7.3 O-RING140X3 NBR 0-162-20-406-0 <input type="checkbox"/> Less... -	* <input type="text"/>	RWF 100 each		<input type="text"/>

(\*) indicates a required field

|

# HOW TO RESPOND TO SOURCING EVENTS



20. Click “**Download Content**” to download the RFP content into Excel.

The screenshot shows a web interface for 'Import Response from Excel'. At the top left, there is a link '< Go back to CRYSTAL VENTURES LTD-TEST Dashboard'. At the top right, it says 'Desktop File Sync'. The main heading is 'Import Response from Excel' with a 'Done' button on the right. Below the heading is a light blue informational box: '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.' The interface lists four steps:   
**Step 1.** Click "Download Content" to download and review your event in an Excel Spreadsheet. Below this, there is a note: 'Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".' There are two buttons: 'Download Content' (highlighted with a red box) and 'Download Attachments'.   
**Step 2.** Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.   
**Step 3.** Locate the saved Excel file on your computer using the Browse button. Below this is a file selection area with a 'Choose File' button, the text 'No file chosen', and a dashed box containing 'Or drop file here'.   
**Step 4.** Click **Upload** to import the contents of the Excel file to your event. Below this is an 'Upload' button and a note: 'Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.' At the bottom right of the interface is another 'Done' button.

# HOW TO RESPOND TO SOURCING EVENTS

B

21. Open the downloaded RFP document in Excel.

Navigate to **"Financial Evaluation"** tab, and update your prices in the price column.

**Save your document** when done, ready to be uploaded back into Ariba

1	Number	Name	Description	Currency	Unit of Measure	* Price	Quantity	Lead Time	Supplier Part Id
2	7.1	BLOCK 1-018-76-079-0	BLOCK 1-018-76-079-0	RWF	each		100		
3	7.2	1-073-76-208-0 KEY 5X8 L=24	1-073-76-208-0 KEY 5X8 L=24	RWF	each		100		
4	7.3	O-RING140X3 NBR 0-162-20-406-0	O-RING140X3 NBR 0-162-20-406-0	RWF	each		100		
5	7.4	SCREW LOCKING DEVISE 0-905-84-873-7	SCREW LOCKING DEVISE 0-905-84-873-7	RWF	each		100		
6	7.5	Screw 66mm diameter	Screw 66mm diameter	RWF	each		100		
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

# HOW TO RESPOND TO SOURCING EVENTS

B

## 22. Click “Choose File” in Step 3

Select your file from your desktop, and then click “**Upload**” to submit your RFP back into SAP Ariba.

< Go back to CRYSTAL VENTURES LTD-TEST Dashboard Desktop File Sync

### Import Response from Excel Done

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".

[Download Content](#) [Download Attachments](#)

**Step 2.** Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

**Step 3.** Locate the saved Excel file on your computer using the Browse button.

[Choose File](#) No file chosen  
Or drop file here

**Step 4.** Click **Upload** to import the contents of the Excel file to your event.  
Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.

[Upload](#) Done

# HOW TO RESPOND TO SOURCING EVENTS



23. Once successfully uploaded, your prices are loaded into Ariba.

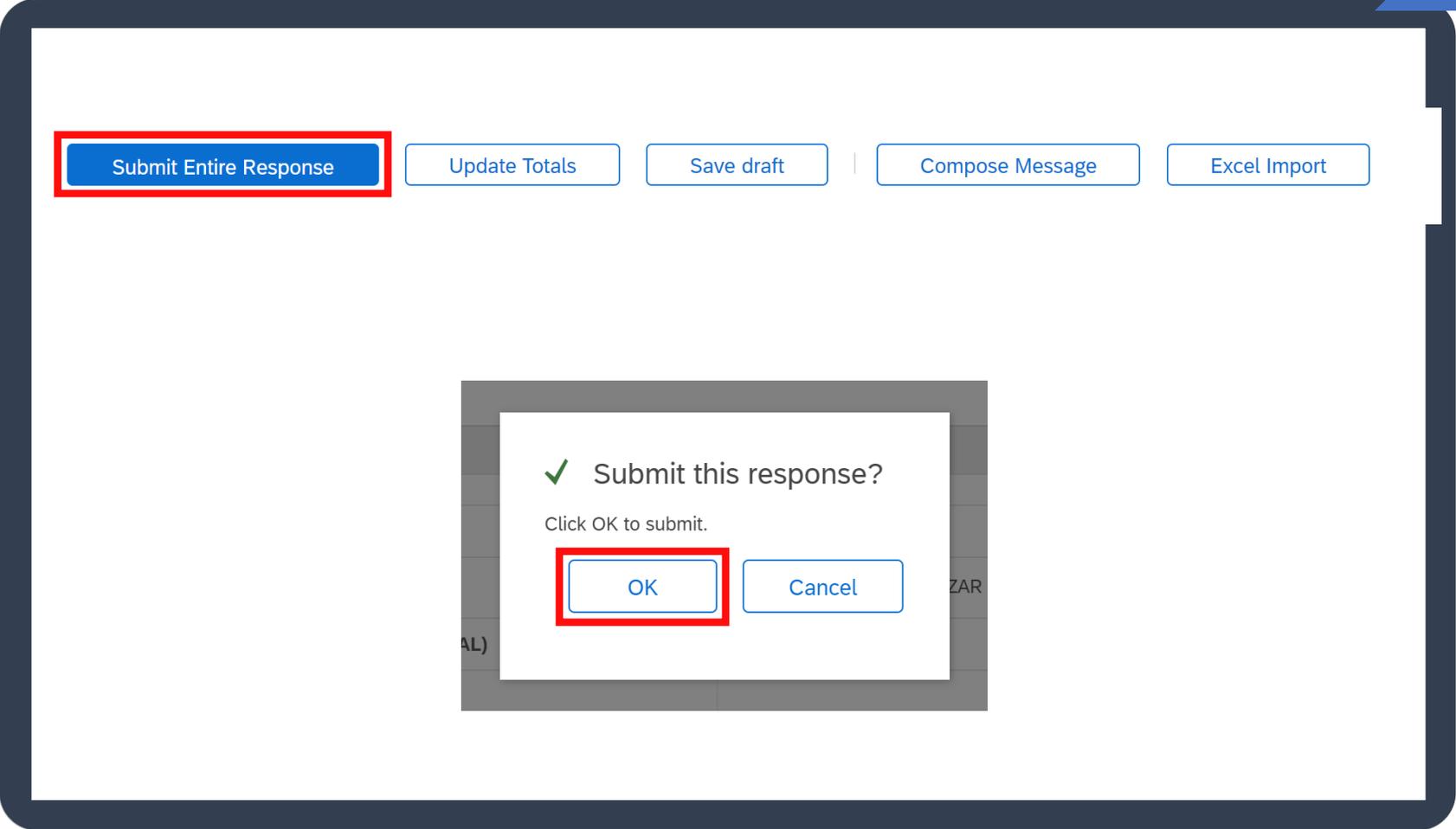
Name ↑	Price	Quantity	Extended Price	Lead Time
▼ 7.0 Financial Evaluation			1,800,000 RWF	
7.1 BLOCK 1-018-76-079-0 <input type="checkbox"/> Less... <input type="checkbox"/>	* 5,000 RWF	100 each	500,000 RWF	<input type="text"/>
BLOCK 1-018-76-079-0				
7.2 1-073-76-208-0 KEY 5X8 L=24 <input type="checkbox"/> Less... <input type="checkbox"/>	* 5,500 RWF	100 each	550,000 RWF	<input type="text"/>
1-073-76-208-0 KEY 5X8 L=24				
7.3 O-RING140X3 NBR 0-162-20-406-0 <input type="checkbox"/> Less... <input type="checkbox"/>	* 4,000 RWF	100 each	400,000 RWF	<input type="text"/>
O-RING140X3 NBR 0-162-20-406-0				
7.4 SCREW LOCKING DEVISE 0-905-84-873-7 <input type="checkbox"/> Less... <input type="checkbox"/>	* 2,000 RWF	100 each	200,000 RWF	<input type="text"/>
SCREW LOCKING DEVISE 0-905-84-873-7				
7.5 Screw 66mm diameter <input type="checkbox"/> Less... <input type="checkbox"/>	* 1,500 RWF	100 each	150,000 RWF	<input type="text"/>
Screw 66mm diameter				

# HOW TO RESPOND TO SOURCING EVENTS



24. Once you are satisfied with your responses, click **“Submit Entire Response”**.

25. Click **“OK”** to confirm the submission of your response.



# HOW TO RESPOND TO SOURCING EVENTS



- 26. Click **“Go back to Crystal Ventures LTD”** to return to your home page.
- 27. The participation status of the event will reflect as **“Yes”**.

**Note:**  
*CVL will review your submitted bid and revert back to you via e-mail to confirm whether you have succeeded or lost the bid.*

The screenshot shows the Ariba Sourcing interface. At the top, there is a dark blue header with the text "Ariba Sourcing". Below the header, a navigation link "[< Go back to CRYSTAL VENTURES LTD-TEST Dashboard](#)" is highlighted with a red box. Below this, there is a section for "Status: Open (6)". A table row is visible with the following data: "RFP - Spares for Kronos Labeller 0 for 4 year", "Doc971088193", "1/18/2024 12:20 AM", "RFP", and "Yes". The "Yes" cell in the table is highlighted with a red box.

# OVERVIEW

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**A** HIGH LEVEL RFI PROCESS FLOW

**B** HOW TO RESPOND TO CVL SOURCING EVENT FOR RFI, RFP AND RFQ

**C** HOW TO COMPOSE A MESSAGE TO YOUR CVL BUYER

**D** HOW TO REVISE A SUBMITTED RFI RESPONSE

**E** HOW TO DECLINE A RESPONSE TO A SOURCING EVENT

# HOW TO COMPOSE A MESSAGE TO THE CVL BUYER

C

1. CVL could send you important messages during the course of the event providing further information and updates about the event. Find these messages by clicking on “**Event Messages**”, which can be found in the menu bar on the left hand side of your screen.
2. Should you need to contact CVL during the course of the event, do so by clicking on “**Compose Message**”.

The screenshot displays a procurement system interface for a document titled "Doc933278078 - RFP for Colors 12-12-2023". The interface includes a navigation menu on the left with "Event Messages" highlighted in red. The main content area shows a table with columns for Name, Price, Quantity, Extended Price, Lead Time, and Supplier Part Id. The table contains two rows: "1.0 Letter of Invitation" and "2.0 Terms of Reference (Scope and Deliverables)". At the bottom of the interface, a row of buttons includes "Submit Entire Response", "Update Totals", "Save draft", "Compose Message" (highlighted in red), and "Excel Import".

< Go back to CRYSTAL VENTURES LTD-TEST Dashboard Desktop File Sync

Console Doc933278078 - RFP for Colors 12-12-2023 Time remaining 19 days 23:52:44

**Event Messages**  
Response History  
Response Team

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots/Line Items
4. Submit Response

▼ Event Contents

All Content

All Content ☰ | ⌵

Name ↑	Price	Quantity	Extended Price	Lead Time	Supplier Part Id
▼ 1.0 Letter of Invitation					
1.1					
Letter of invitation Download the attached Letter of Invitation.					
📄 References▼					
▼ 2.0 Terms of Reference (Scope and Deliverables)					
2.1					
Expected Scope of Work: Describe the scope of work that the supplier is bidding for, Example given below: <i>As the industry is growing, "Inyange" would like to extend its business in "Milk Powder" production and intends to hire a consulting services. "The consulting services("the services") include Topographic survey</i>					

(\* indicates a required field)

Submit Entire Response Update Totals Save draft **Compose Message** Excel Import

# HOW TO COMPOSE A MESSAGE TO THE CVL BUYER

C

3. When the message screen opens, write your message. When finished, click **“Send”**.

**Note:**

*Attachments can also be added if need.*

*Just click **“Attach a file”** to do so.*

< Go back to CRYSTAL VENTURES LTD-TEST Dashboard

Desktop File Sync

3 → **Send** Cancel

Compose New Message

From: Mercury (Pty) Ltd (John Pope)

To: Project Team

Subject: Doc931659783 - RFP TEST

Attachments: **Attach a file** ←

B I U [list] [font] — size — — font —

**Note:**

*CVL will respond to your message if required.*

*You can access the response by clicking **“Event messages”** in the menu bar on the left of your screen.*

# OVERVIEW

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**E** HOW TO DECLINE A RESPONSE TO A SOURCING EVENT

# HOW TO REVISE A SUBMITTED SOURCING EVENT RESPONSE



1. You may need to revise your submitted response.  
You can do so provided the event is still active and not closed.
- Login** to your SAP Business Network Account and click on the event you intend to revise.
- Click **“Revise Response”** to change or update your response.

The screenshot displays the SAP Business Network interface for an RFP event. At the top, it shows the status 'Open (6)' and a table of events. The event 'RFP for Colors 12-12-2023' is highlighted, with its ID 'Doc933278078', start time '1/1/2024 5:55 PM', and type 'RFP'. A red box highlights the 'Yes' checkbox in the table. Below the table, the event details are shown: 'Doc933278078 - RFP for Colors 12-12-2023' and a clock icon indicating 'Time remaining 19 days 23:20:41'. A yellow message box states 'You have submitted a response for this event. Thank you for participating.' At the bottom, a blue button labeled 'Revise Response' is highlighted with a red box.

# HOW TO REVISE A SUBMITTED SOURCING EVENT RESPONSE

D

3. A pop-up dialogue box will warn you that you have already submitted a response.

If you are certain you want to revise your response, click **“OK”**.

The screenshot shows a web application interface for a sourcing event. At the top, the document ID is 'Doc933278078 - RFP for Colors 12-12-2023' and the time remaining is '19 days 23:17:50'. A message states: 'You have submitted a response for this event. Thank you for participating.' A modal dialog box titled 'Revise Response?' is centered on the screen, containing the text: 'You have already submitted a response for this event. Click OK if you would like to revise your response.' The 'OK' and 'Cancel' buttons in the dialog are highlighted with a red rectangular border. The background interface includes a table with columns for 'Name', 'Tendered Price', 'Lead Time', and 'Supplier Part Id'. The table has a collapsed row '1.0 Letter of Invitation' and a visible row '1.1 Letter of invitation Download the attached Letter of Invitation.'

# HOW TO REVISE A SUBMITTED SOURCING EVENT RESPONSE

D

## 4. Make your updates/changes

Once completed, click **“Submit Entire Response”**.

The screenshot displays a procurement system interface for a sourcing event response. The main content area is titled 'All Content' and contains a table with the following items:

Name ↑	Price	Quantity	Extended Price	Lead Time
5.4 A certificate of origin of the supplies and the manufacturer's authorisation	* No			
5.5 References of similar tenders executed	*  Test.odt  Update file  Delete file			
5.6 Execution/ delivery period	*  Test.odt  Update file  Delete file			
6.0 Financial Evaluation				
7.0 Red	* 500	RWF 100 each	50,000 RWF	
8.0 Green	* 700	RWF 100 each	60,000 RWF	

Below the table, a note states: (\*) indicates a required field.

At the bottom of the interface, there are several buttons: 'Submit Entire Response' (highlighted with a red box), 'Update Totals', 'Reload Last Bid', 'Save draft', and 'Compose Message'. A 'Letter of Invitation' button is also visible in the left sidebar.

# OVERVIEW

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**E** HOW TO DECLINE A RESPONSE TO A SOURCING EVENT

# HOW TO DECLINE RESPONDING TO A SOURCING EVENT

1. If you do not intend to participate in the event, click the “**Click Here**” link in the event invitation e-mail received from CVL.

**Note:**

*Please read through the content of the invitation to fully understand next steps, whether you intend to participate or not.*

2. Log in to the SAP Business Network and access the event.  
Click “**Decline to Respond**”.

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.

 Doc933278078 - RFP for Colors 12-12-2023

 Time remaining  
19 days 23:55:52

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.

Download Content

Review Prerequisites

Decline to Respond

Print Event Information

# HOW TO DECLINE RESPONDING TO A SOURCING EVENT

E

3. Please provide a reason for declining to participate in the free text box area on your screen.

Click “OK”.

Reason for Declining to Respond

Declining to respond will temporarily remove your accessibility to this event. If you decide to respond to this event later, click the 'Intend to Respond' button for this event. Please enter the reason for declining (limited to 500 characters).

We cannot meet your current requirement and looking forward to participating in any future events.

**Note:**

*Your reason for not participating should be limited to **500 characters** - please be brief and to the point.*

OK Cancel

# HOW TO DECLINE RESPONDING TO A SOURCING RFP EVENT



4. Your event participation status will be updated to **“Declined”**.

▼ Status: Open (7)				
RFP for Colors 12-12-2023	Doc933366324	1/1/2024 6:47 PM	RFP	Declined

THANK YOU

