

Ariba Sourcing – Responding to RFx

Supplier Guide

OP-Public

OP

OP will publish its RFx's via Ariba Sourcing and Suppliers can respond to these on the Ariba Network portal

- OP has moved to system-supported procurement with the objective of streamlining the entire Source-to-Pay process. This includes Supplier Information Management, Sourcing (i.e. RFx), Contract Management, Purchasing and Invoicing.
- We have implemented SAP Ariba as our Source-to-Pay solution.
- As part of this process, we have rolled out an e-tendering tool (Ariba Sourcing). This enables receiving RFx's from OP and responding to them online via the Ariba Network portal.
- Registering in the Ariba Network portal for the purpose of taking part in sourcing events is free of charge.
- This Quick Start Guide walks through with screenshots how the supplier responds to an online RFx via Ariba. Please also see a separate guide on how to register your company on the Ariba Network, which is a prerequisite to taking part in Sourcing Events i.e. RFI's and RFP's. More information and help is available on the Ariba portal:
  - http://www.ariba.com/help/ariba-answers/suppliers/sales-marketing-support/respond-to-a-buyers-request-for-information-or-proposal

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Responding to RFx

- E-mail Invitation and Logging Into Ariba -

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When OP publishes an RFx, selected suppliers will receive an invitation by e-mail. You can access the RFx by clicking on the indicated link.

OP

Dear Johnny English,

This is an invitation to respond to OP-T's RFx: 27-10-2021 IT-järjestelmän kilpailutus.

Please be informed that we use the Ariba Commerce Cloud sourcing system in cooperation with our suppliers and to manage documents related to competitive bidding. We wish to ensure that your company and you personally have a valid user ID for the system. **The user ID is personal** and other users cannot access the RFx via this invite. Please do not forward this invite to any other user within your organisation. If you are not the correct person to respond to this request, please contact OP instead.

- If you are a **new** Ariba user, you can create a user ID by using this link (Click Here)
- If you have used the Ariba Commerce Cloud sourcing system previously but **do not have** a user ID to OP's Ariba sourcing system, log in by using your current username and password through this link (Click Here)

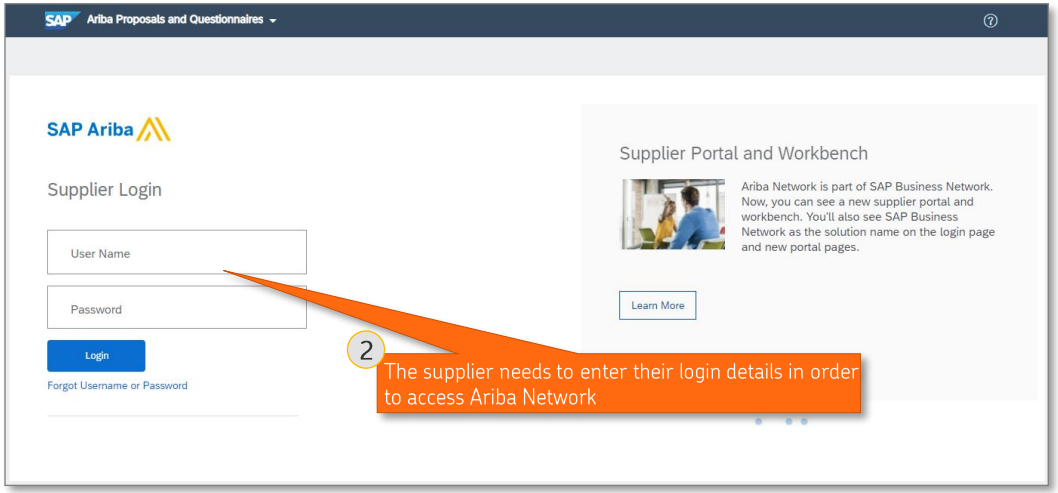
The above links are valid for 30 days and for a single login only. In future, please log in by using this link: https://service.ariba.com/Sourcing.aw.

You will receive a message from Ariba Commerce Cloud when your User ID creation has been completed. The message will contain the User ID with which you can log in and respond to the RFx (27-10-2021 IT-järjestelmän kilpailutus) starting from Wednesday, 27-Oct-2021 at 10:28, Greenwich Mean Time. Please complete your response by Wednesday, 3-Nov-2021 at 10:28, Greenwich Mean Time at the latest.

Further instructions are available from op.fi: https://www.op.fi/op-ryhma/tietoa-ryhmasta/hankinta/toimittajayhteistyo. If you have any technical problems, please contact Ariba Support directly via their website https://service.ariba.com/Sourcing.aw. If this does not resolve your query, you can contact the OP Supplier Support Team on onboard.ariba@op.fi.

Thank you for your cooperation,

OP-T Procurement

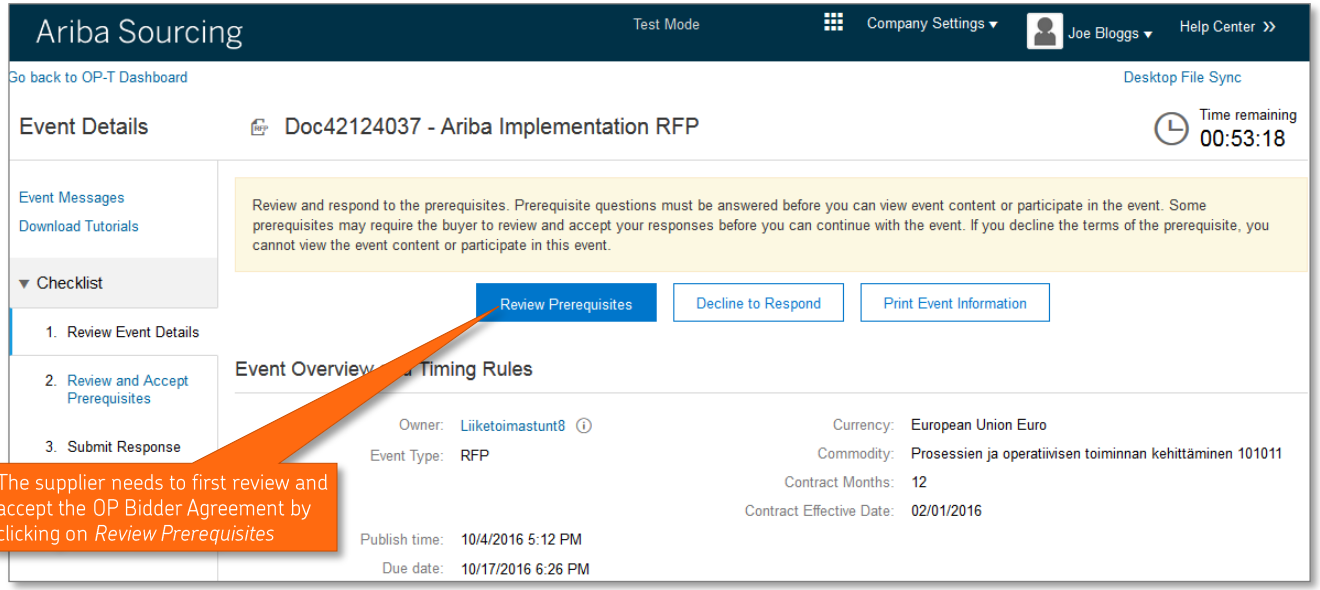


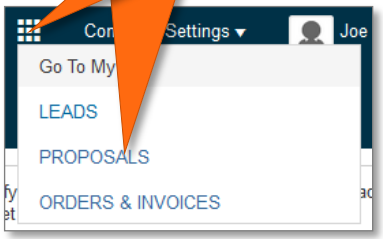
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The supplier needs to enter their login details in order to access Ariba Network

OP

Responding to RFx
- Accepting RFP Pre-Requisites -



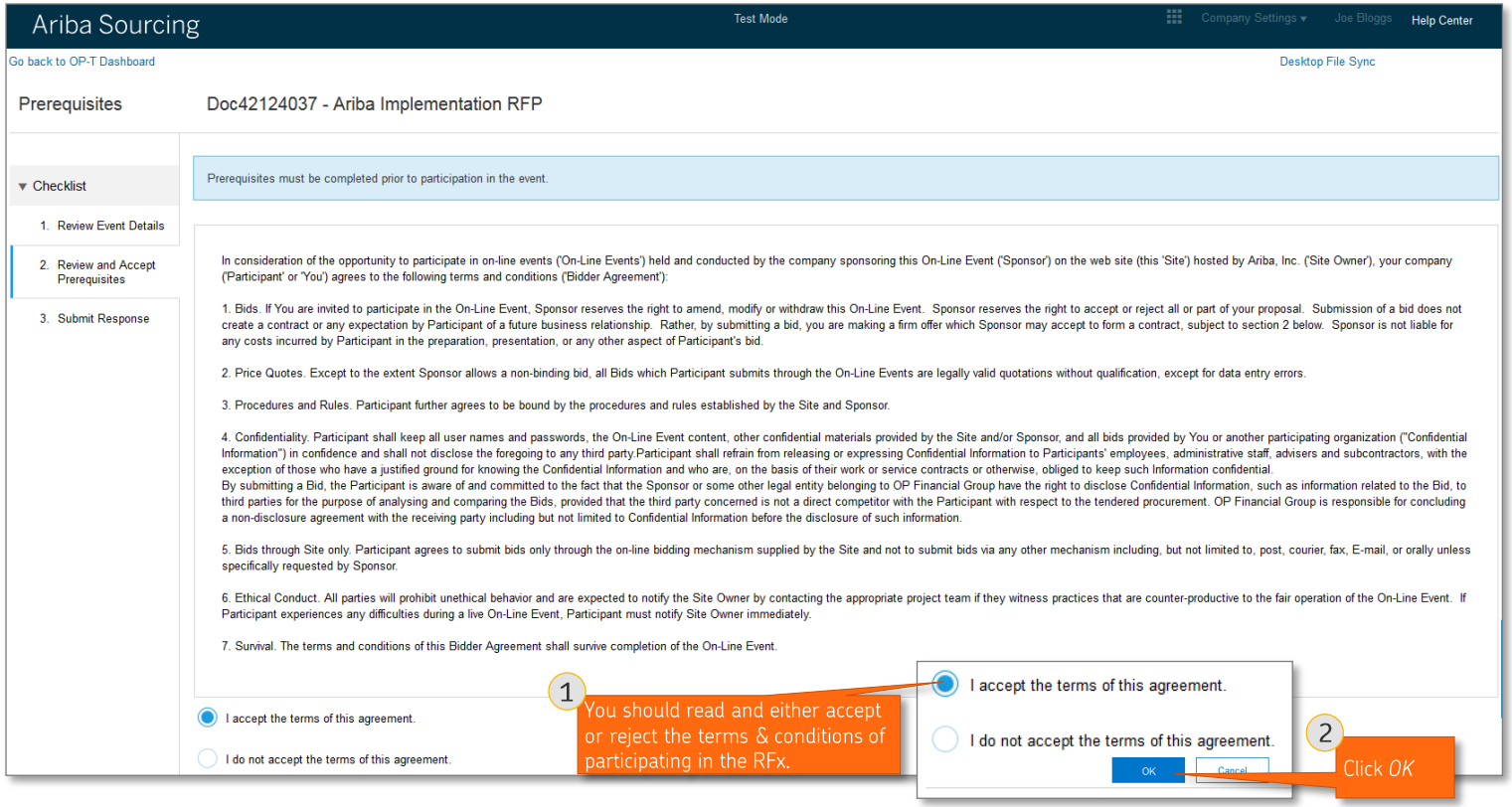


NB. Ariba Network also contains other sections in addition to Sourcing. If you cannot see the RFx after logging onto Ariba Network, make sure you are in the Proposals section. Click on the ***table icon*** at the top of the page and select ***Proposals*** from the drop-down list.

OP

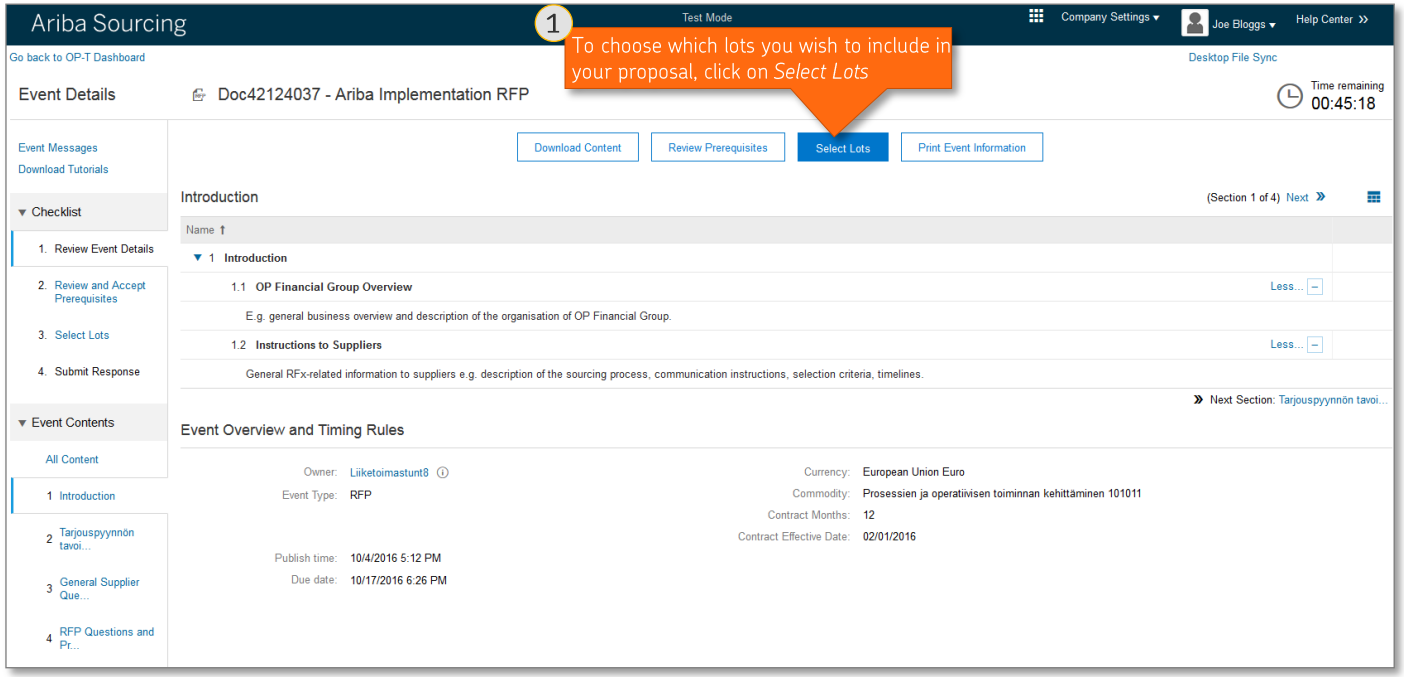
Responding to RFx

- Accepting RFP Pre-Requisites -



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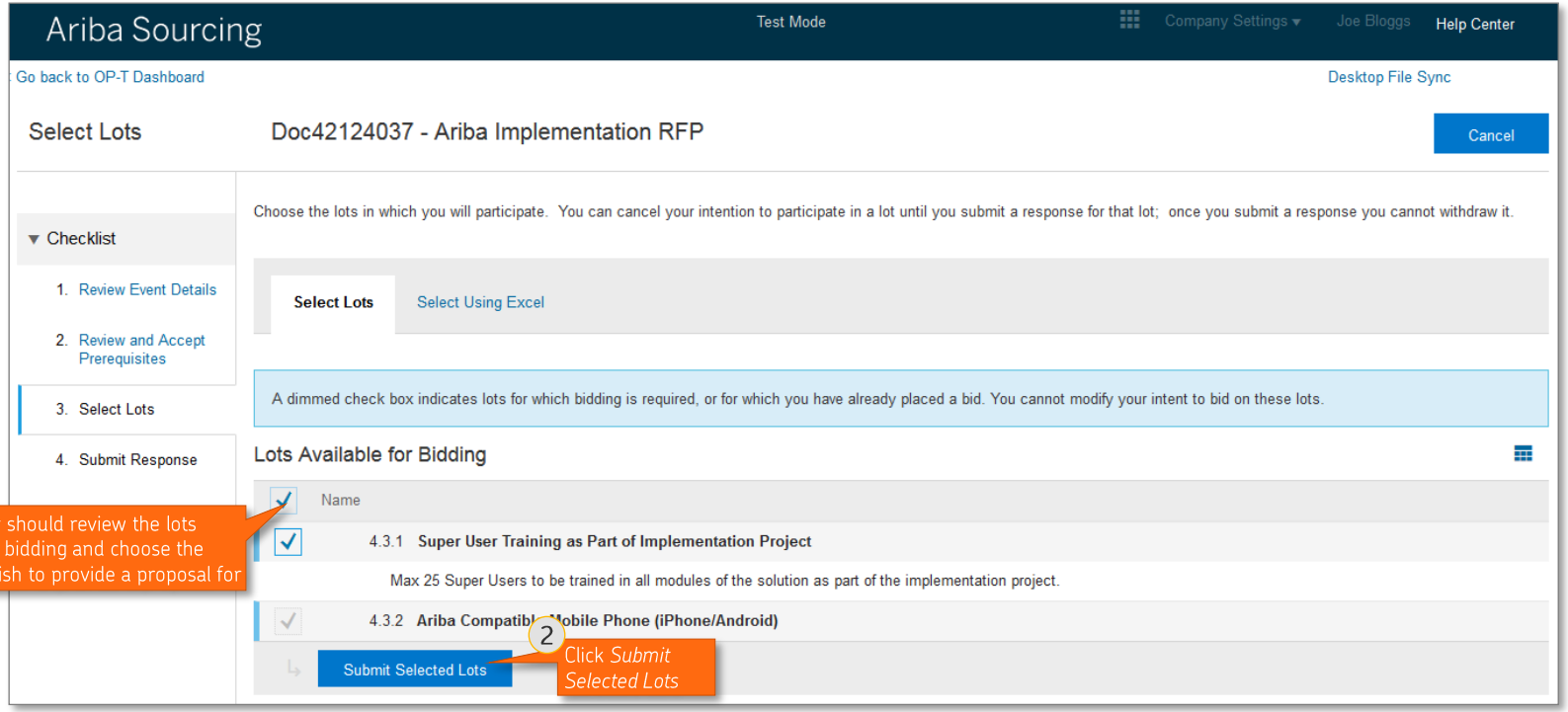
Responding to RFx
- Selecting RFP Lots -



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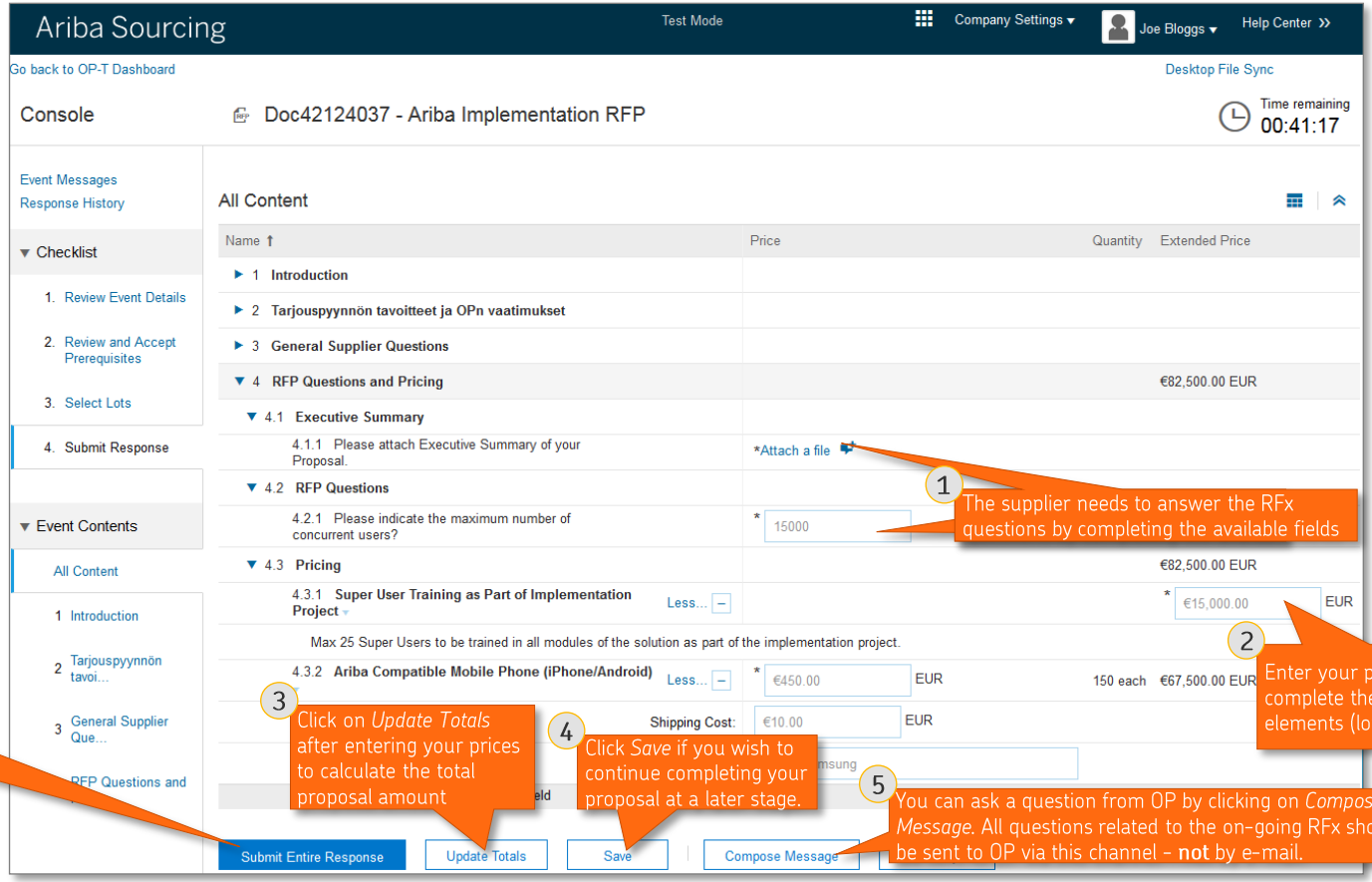
Responding to RFx
- Selecting RFP Lots -



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Responding to RFx

- Submitting a Response -



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Thank you!