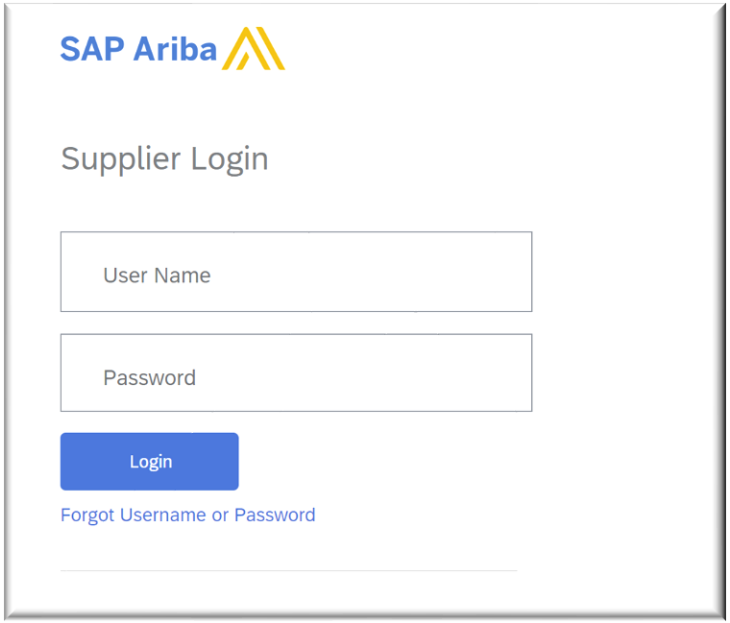
EDISON GROUP SUPPLIER PORTAL: ELECTRONIC EVENT MANUAL

SUPPLIER

10/02/2023

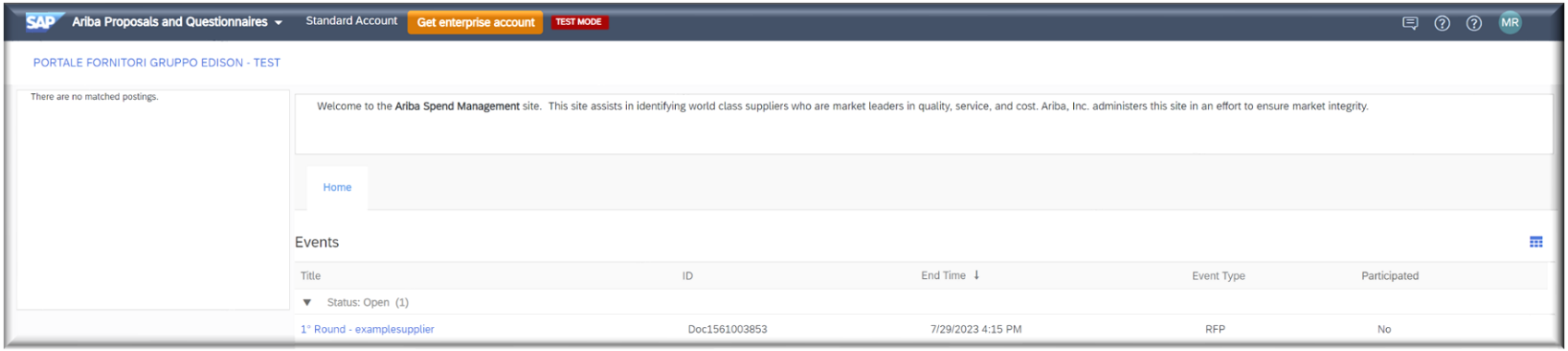
Access to the Ariba Network portal

Upon a bid invitation from Edison, the supplier will receive an email notification. The email will contain a link to access Ariba Network. Upon selecting the link, the supplier will need to enter their User and Password:



Access to the Ariba Network portal

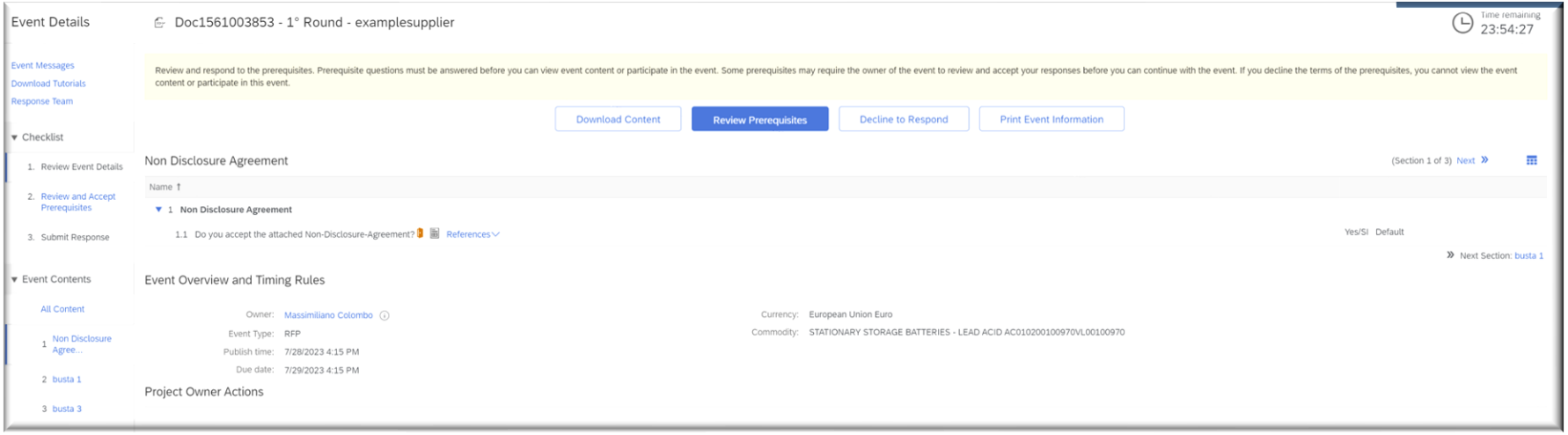
Once you have entered your credentials, you will access the homepage where you will be able to view in the "Events" section the list of competitions/negotiations to which you have been invited.
Click on the name of the event to access the race:



Offer entry

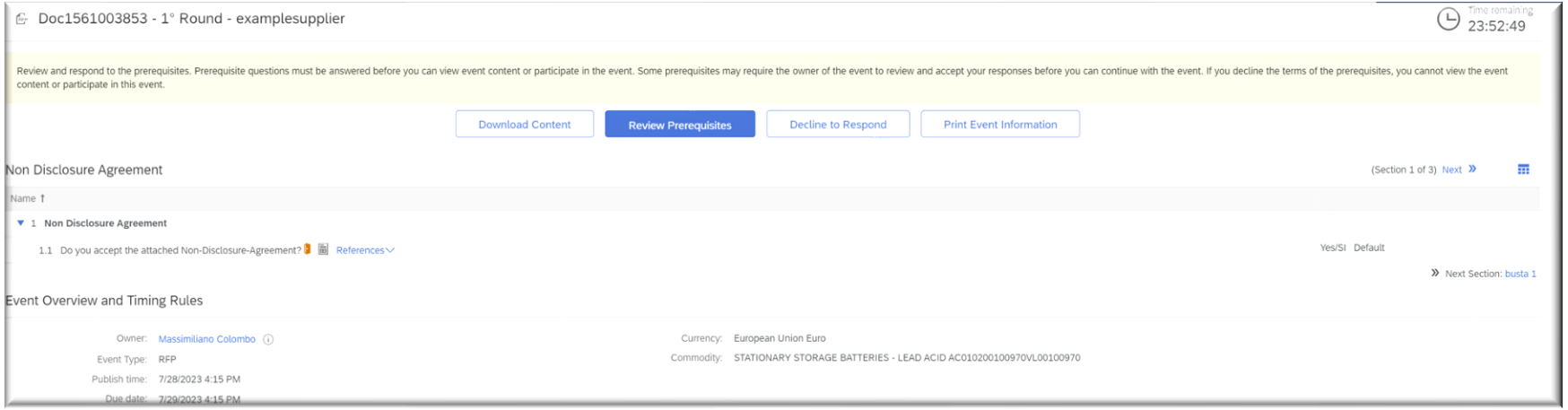
System will show the event detail page: on the left side you will find the following 3 sections:

1. Review event details → in this section the content of the event is shown.
2. Review and accept prerequisites → in this section you will have to accept the prerequisites (NDA) for participation. If these prerequisites are not accepted, the event content cannot be displayed.
3. Submit Response → in this section you will need to enter the details of the bid that will then be submitted.



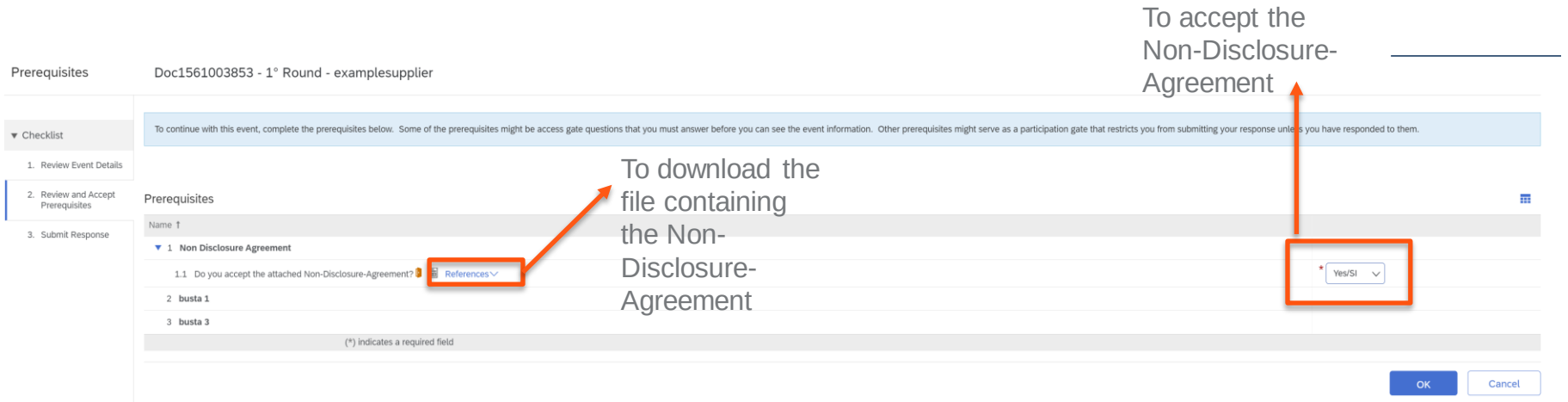
Offer entry

If the vendor wants to participate in the event, he/she will have to click on the "Review Prerequisites" button. Conversely, if they do not wish to participate, they may select "decline to participate"



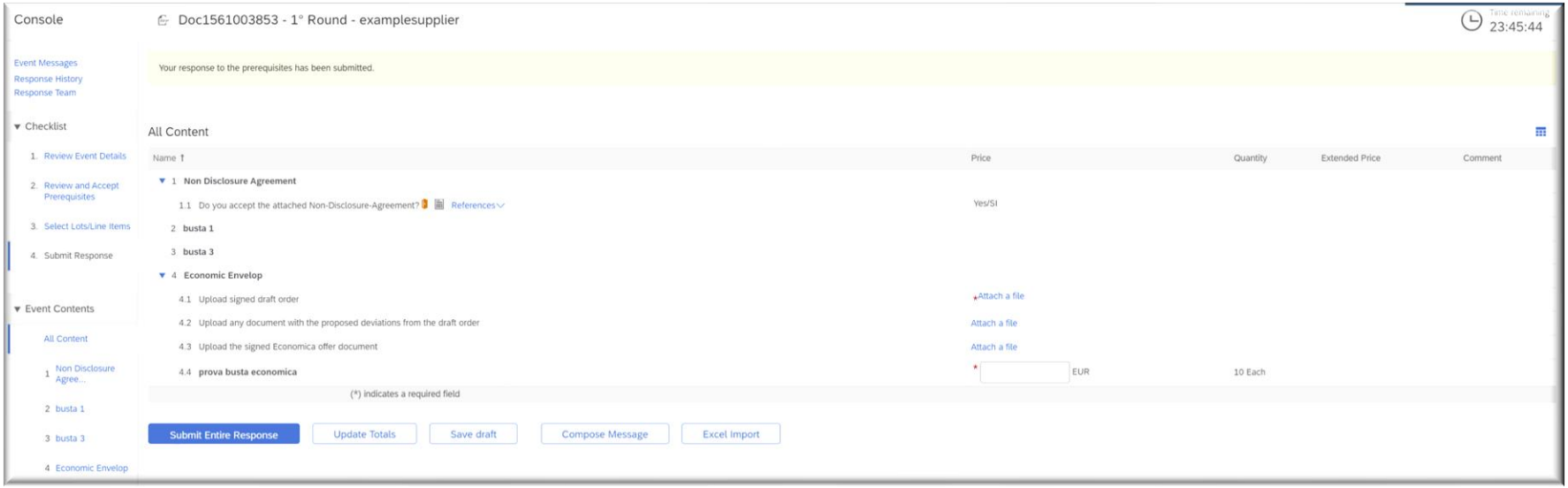
Offer entry

Click on the "**Review Prerequisites**" button to open the page where you can download the requirement (NDA) and need to accept it, then click on "OK"



Offer entry

Only after accepting and submitting acceptance of the prerequisite will the system display the entire contents of the tender:



Offer entry

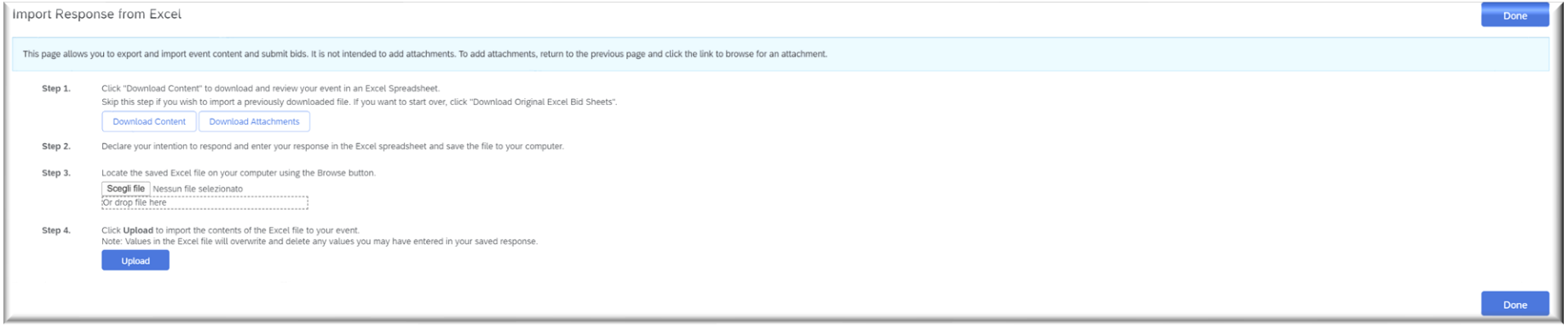
Supplier must attach the requested files and/or answer the questions in the various envelopes in the tender.

▼ 4 **Economic Envelop**			
4.1 Upload signed draft order	*Attach a file		
4.2 Upload any document with the proposed deviations from the draft order	Attach a file		
4.3 Upload the signed Economica offer document	Attach a file		
4.4 **prova busta economica**	*	EUR	10 Each
(*) indicates a required field			

Will need to include quotations for the requested items.

Offer entry

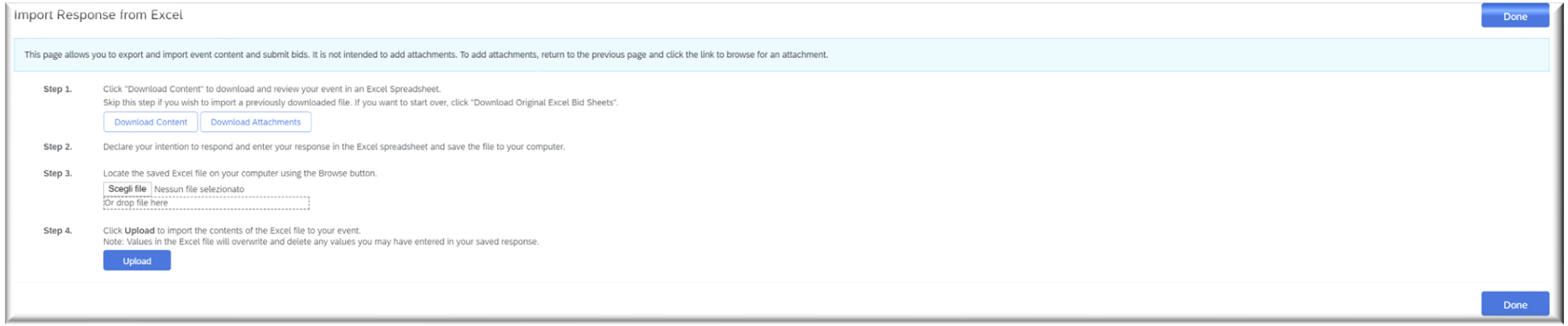
Price entry can be done directly on the screen or via excel file. To upload prices via excel file select the "**import from excel**" button.



Offer entry

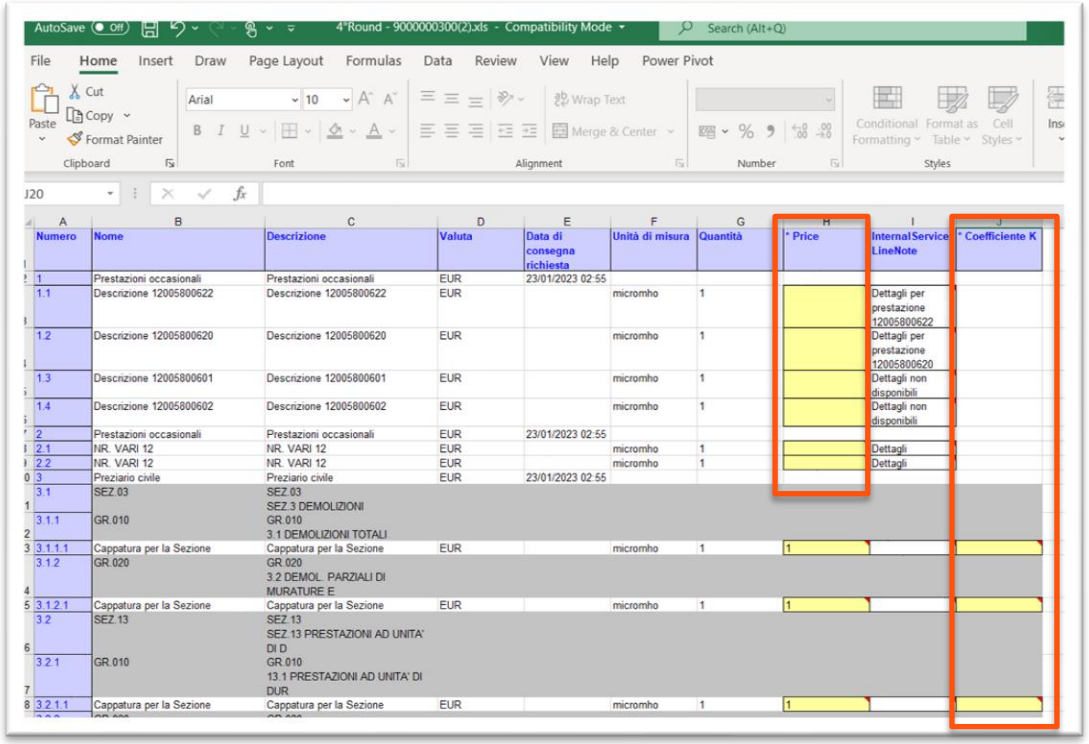
The system will show the procedure for using the excel file, which consists of the following steps:

1. Download the quotation grid using the "**download content**" button
2. Update the downloaded excel file on your pc by entering the required prices and save
3. Reload the updated file via the "**browse**" button
4. Upload to systems the prices by clicking "**upload**"



Offer entry

The excel file will have highlighted in yellow the cells that are to be filled in with prices. In the case of bids containing price lists, the system will provide for capping (the price field will be filled in with the dummy value of 1).

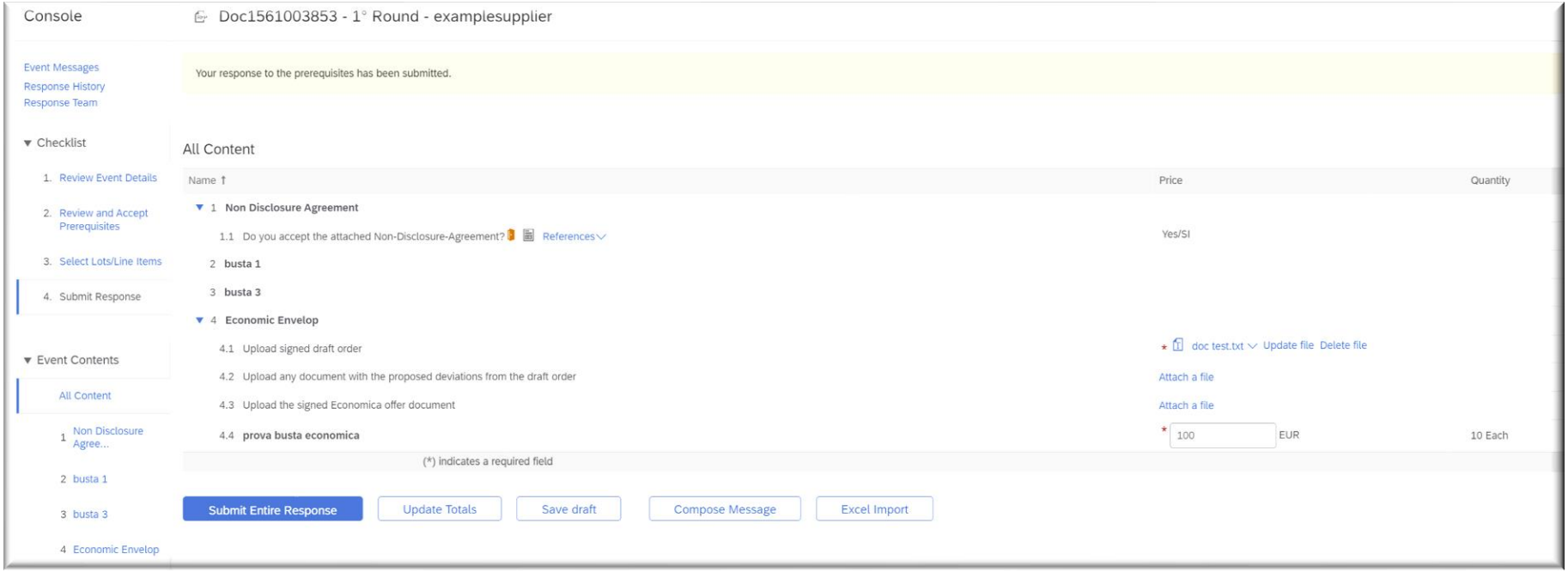


Numero	Nome	Descrizione	Valuta	Data di consegna richiesta	Unità di misura	Quantità	* Price	InternalServiceLineNote	* Coefficiente K
1	Prestazioni occasionali	Prestazioni occasionali	EUR	23/01/2023 02:55					
1.1	Descrizione 12005800622	Descrizione 12005800622	EUR		micromho	1		Dettagli per prestazione 12005800622	
1.2	Descrizione 12005800620	Descrizione 12005800620	EUR		micromho	1		Dettagli per prestazione 12005800620	
1.3	Descrizione 12005800601	Descrizione 12005800601	EUR		micromho	1		Dettagli non disponibili	
1.4	Descrizione 12005800602	Descrizione 12005800602	EUR		micromho	1		Dettagli non disponibili	
2	Prestazioni occasionali	Prestazioni occasionali	EUR	23/01/2023 02:55					
2.1	NR. VARI 12	NR. VARI 12	EUR		micromho	1		Dettagli	
2.2	NR. VARI 12	NR. VARI 12	EUR		micromho	1		Dettagli	
3	Preziario civile	Preziario civile	EUR	23/01/2023 02:55					
3.1	SEZ.03	SEZ.03 SEZ.3 DEMOLIZIONI							
3.1.1	GR.010	GR.010 3.1 DEMOLIZIONI TOTALI							
3.1.1.1	Cappatura per la Sezione	Cappatura per la Sezione	EUR		micromho	1	1		
3.1.2	GR.020	GR.020 3.2 DEMOL. PARZIALI DI MURATURE E							
3.1.2.1	Cappatura per la Sezione	Cappatura per la Sezione	EUR		micromho	1	1		
3.2	SEZ.13	SEZ.13 SEZ.13 PRESTAZIONI AD UNITA' DI D							
3.2.1	GR.010	GR.010 13.1 PRESTAZIONI AD UNITA' DI DUR							
3.2.1.1	Cappatura per la Sezione	Cappatura per la Sezione	EUR		micromho	1	1		

IMPORTANT: Enter the required data in the yellow-colored cells and do not enter or edit rows/columns and file structure, otherwise you may not be able to re-upload it to the system.

Offer entry

Once the offer is complete in all its contents it can be submitted via the "**Submit**" button . The supplier can always save the bid as a draft, via the "**save as draft**" button, and then submit it at a later time.



Offer entry

A supplier will always be able to enter an update of a submitted bid as long as the tender is open. After the deadline for submitting bids has passed, it will no longer be possible to edit those bids.

Tender modification: Updating a bid

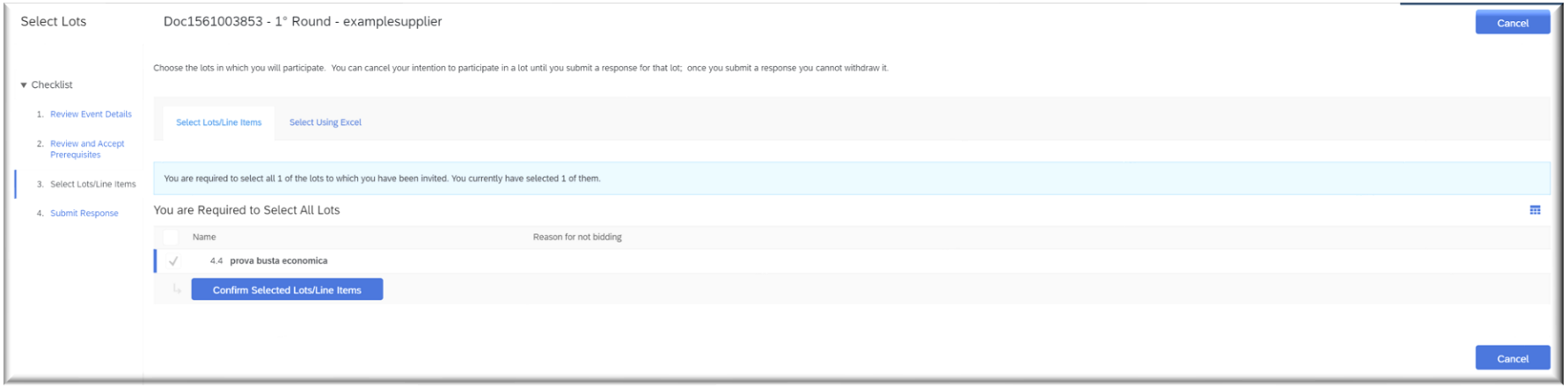
It might happen that the buyer modifies the tender, e.g., adding content, changing quantities, etc.
In this case the supplier will receive an email notification with which they will be notified if :

- he/she will have to supplement the tender, in which case the system will keep the previous tender and will be asked to supplement it for the modified part; the previous offer will be cancelled and will have to be entered again.

- To update and resubmit a bid, it will be necessary to log into the system, search and select the tender from its home page.

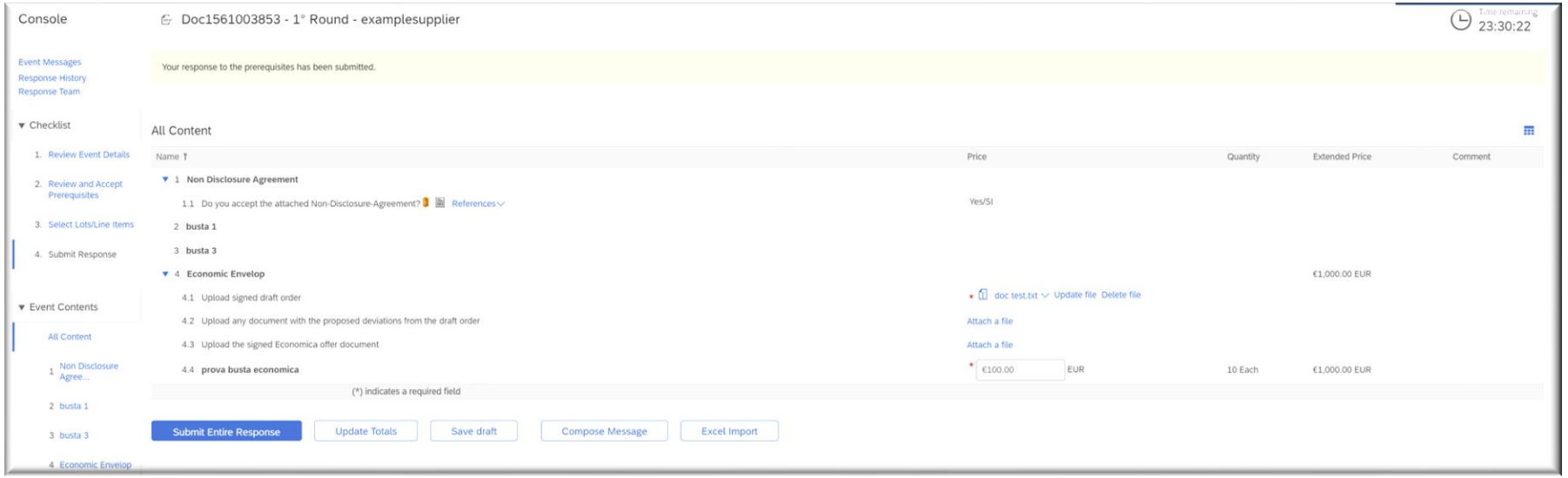
Tender modification: Updating a bid

From the left panel click on the "select lots/items" section and make sure that all items in the listing grid are selected and click on "**confirm lots**".



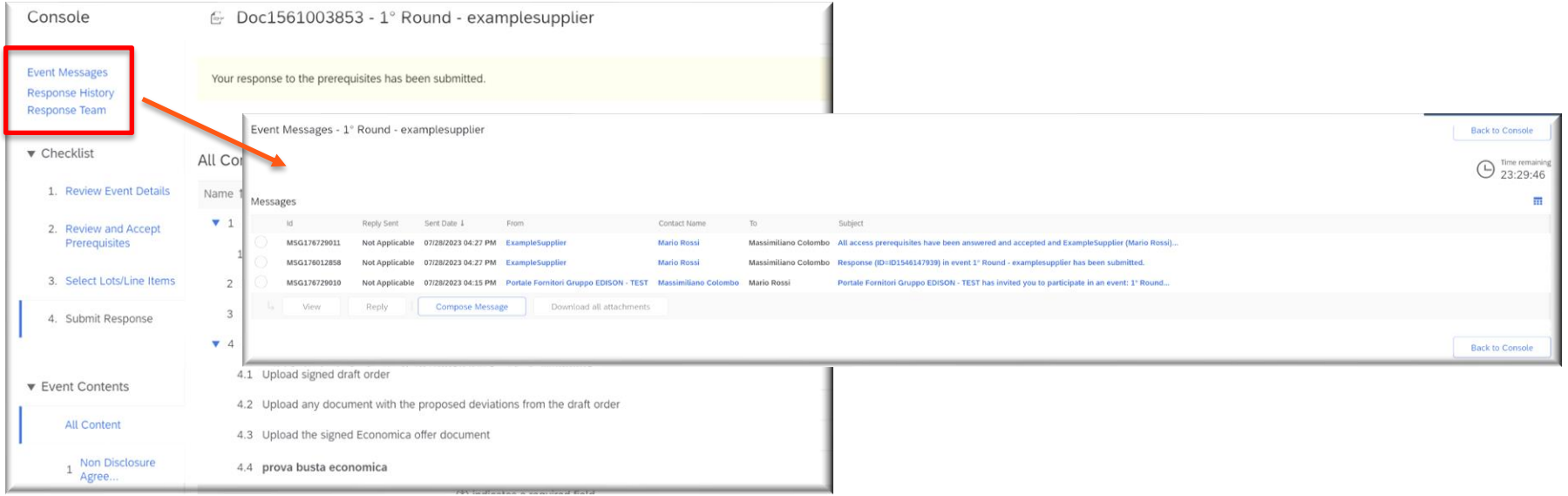
Tender modification: Updating a bid

Then proceed to update the bid data and then submit via the "**submit Entire Response**" button:



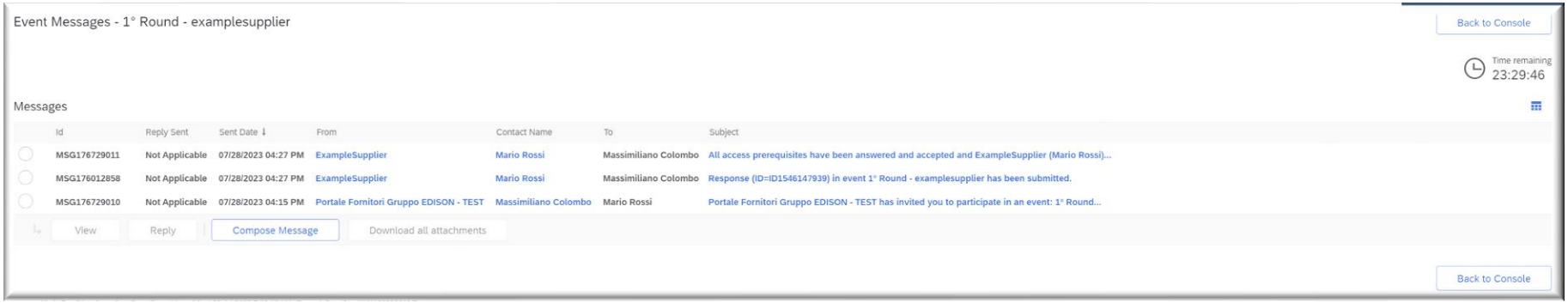
Event Messaging

Within the competition is the "**Event Messaging**" section that provides access to the messaging functionality:



Event Messaging

In this section the supplier will be able to:

- Read all messages received from the buyer for the event/tender (and also notified in any case via email by the system), by selecting them and clicking "**view**“;

- Send messages to the buyer, by selecting the “**compose message**" button.