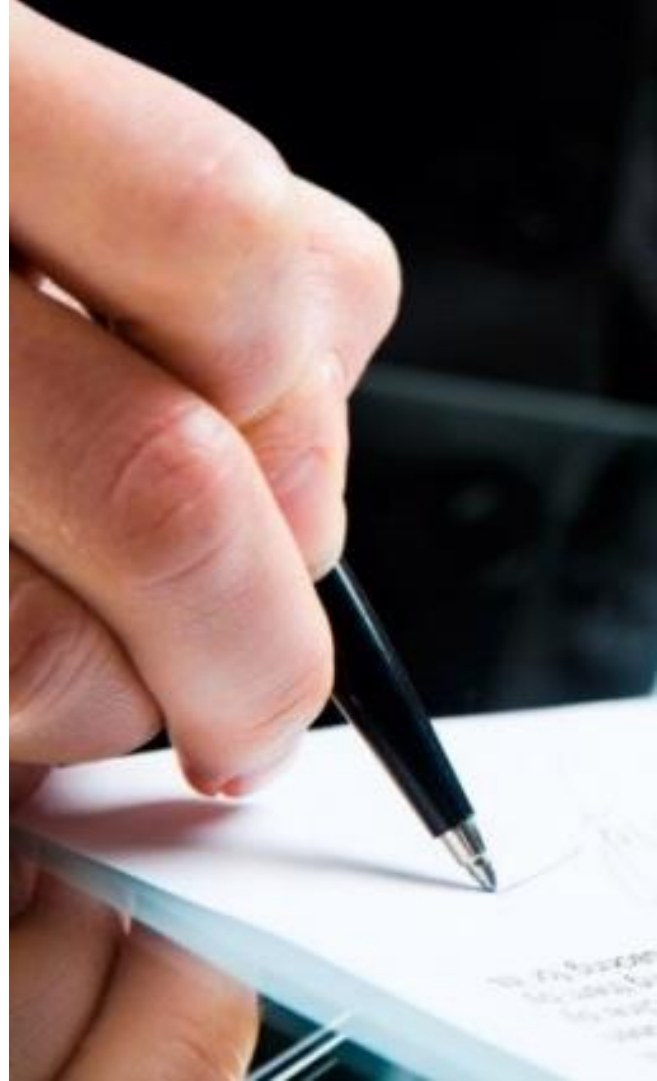




EDISON GROUP SUPPLIER PORTAL: ELECTRONIC EVENT MANUAL

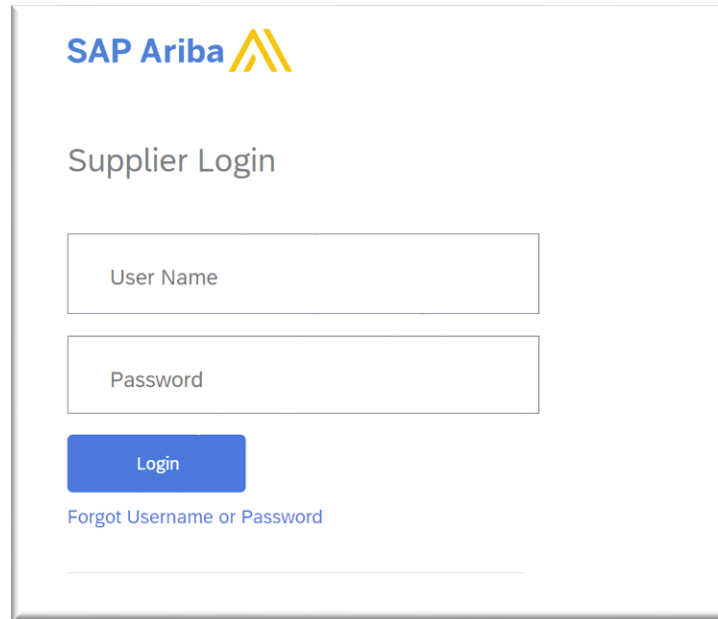
SUPPLIER

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:



The screenshot shows the SAP Ariba Supplier Login interface. At the top left, the SAP Ariba logo is displayed, consisting of the text "SAP Ariba" in blue and a yellow stylized "A" icon. Below the logo, the text "Supplier Login" is centered. There are two input fields: the first is labeled "User Name" and the second is labeled "Password". Below these fields is a blue "Login" button. At the bottom of the form, there is a link that says "Forgot Username or 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:

There are no matched postings.

Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Home

Events

Title	ID	End Time ↓	Event Type	Participated
▼ Status: Open (1)				
1* Round - examplesupplier	Doc1561003853	7/29/2023 4:15 PM	RFP	No

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.

The screenshot displays the 'Event Details' page for 'Doc1561003853 - 1° Round - examplesupplier'. The page is divided into several sections:

- Event Messages:** Includes links for 'Download Tutorials' and 'Response Team'.
- Checklist:** Shows three steps: '1. Review Event Details', '2. Review and Accept Prerequisites', and '3. Submit Response'.
- Event Contents:** Lists '1 Non Disclosure Agree...', '2 busta 1', and '3 busta 3'.

The main content area is titled 'Non Disclosure Agreement' and includes a search bar for 'Name'. A dropdown menu shows '1 Non Disclosure Agreement' with a sub-item '1.1 Do you accept the attached Non-Disclosure-Agreement?'. A 'References' link is visible. Below this, the 'Event Overview and Timing Rules' section provides details: Owner: Massimiliano Colombo, Event Type: RFP, Publish time: 7/28/2023 4:15 PM, Due date: 7/29/2023 4:15 PM, Currency: European Union Euro, and Commodity: STATIONARY STORAGE BATTERIES - LEAD ACID AC010200100970VL00100970. A 'Project Owner Actions' section is also present.

At the top right, a clock indicates 'Time remaining: 23:54:27'. A yellow banner at the top of the main content area contains a warning: '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 four buttons: 'Download Content', 'Review Prerequisites', 'Decline to Respond', and 'Print Event Information'.

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"

The screenshot displays a web interface for an event entry. At the top, the document ID "Doc1561003853 - 1° Round - examplesupplier" is shown on the left, and a clock icon with "Time remaining 23:52:49" is on the right. A yellow banner 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 banner are four buttons: "Download Content", "Review Prerequisites" (highlighted in blue), "Decline to Respond", and "Print Event Information".

The "Non Disclosure Agreement" section is expanded, showing a question: "1.1 Do you accept the attached Non-Disclosure-Agreement?" with a "References" link. To the right of the question are the options "Yes/No" and "Default". A "Next" link is also visible.

The "Event Overview and Timing Rules" section provides the following details:

- Owner: Massimiliano Colombo
- Event Type: RFP
- Publish time: 7/28/2023 4:15 PM
- Due date: 7/29/2023 4:15 PM
- Currency: European Union Euro
- Commodity: STATIONARY STORAGE BATTERIES - LEAD ACID AC010200100970VL00100970

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"

Prerequisites Doc1561003853 - 1° Round - examplesupplier

To continue with this event, complete the prerequisites below. Some of the prerequisites might be access gate questions that you must answer before you can see the event information. Other prerequisites might serve as a participation gate that restricts you from submitting your response unless you have responded to them.

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Submit Response

Prerequisites

Name 1

▼ 1 Non Disclosure Agreement

1.1 Do you accept the attached Non-Disclosure-Agreement?

2 busta 1

3 busta 3

(*) indicates a required field

OK Cancel

To download the file containing the Non-Disclosure-Agreement

To accept the Non-Disclosure-Agreement

Offer entry

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

Console Doc1561003853 - 1° Round - examplesupplier Time remaining: 23:45:44

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

1 Non Disclosure Agree...

2 busta 1

3 busta 3

4 Economic Envelop

Your response to the prerequisites has been submitted.

All Content

Name	Price	Quantity	Extended Price	Comment
▼ 1 Non Disclosure Agreement				
1.1 Do you accept the attached Non-Disclosure-Agreement?	Yes/St			References
2 busta 1				
3 busta 3				
▼ 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	* <input type="text"/> EUR	10 Each		

(*) indicates a required field

Submit Entire Response Update Totals Save draft Compose Message Excel Import

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	* <input type="text"/> 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.

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.

Nessun file selezionato
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

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**"

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.

Scogli file Nessun file selezionato
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

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	Internal Service LineNote	Coefficiente K
1	Prestazioni occasionali	Prestazioni occasionali	EUR	23/01/2023 02:55	micromho	1			
1.1	Descrizione 12005800622	Descrizione 12005800622	EUR					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	Preziano civile	Preziano civile	EUR	23/01/2023 02:55					
3.1	SEZ 03	SEZ 03							
3.1.1	GR 010	SEZ 3 DEMOLIZIONI GR 010							
3.1.1.1	Cappatura per la Sezione	3.1 DEMOLIZIONI TOTALI	EUR		micromho	1	1		
3.1.2	GR 020	GR 020							
3.1.2.1	Cappatura per la Sezione	3.2 DEMOL PARZIALI DI MURATURE E	EUR		micromho	1	1		
3.2	SEZ 13	SEZ 13							
3.2.1	GR 010	SEZ 13 PRESTAZIONI AD UNITA' DI D GR 010							
3.2.1.1	Cappatura per la Sezione	13.1 PRESTAZIONI AD UNITA' DI DUR	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.

Console Doc1561003853 - 1° Round - examplesupplier

Your response to the prerequisites has been submitted.

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
- 1 Non Disclosure Agree...
- 2 busta 1
- 3 busta 3
- 4 Economic Envelop

All Content

Name ↑	Price	Quantity
▼ 1 Non Disclosure Agreement		
1.1 Do you accept the attached Non-Disclosure-Agreement? 📄 📄 References	Yes/No	
2 busta 1		
3 busta 3		
▼ 4 Economic Envelop		
4.1 Upload signed draft order	+ 📄 doc test.txt Update file Delete 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	* <input type="text" value="100"/> EUR	10 Each

(*) Indicates a required field

[Submit Entire Response](#) [Update Totals](#) [Save draft](#) [Compose Message](#) [Excel Import](#)

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**".

Select Lots Doc1561003853 - 1* Round - examplesupplier Cancel

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 you submit a response you cannot withdraw it.

▼ Checklist

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

Select Lots/Line Items Select Using Excel

You are required to select all 1 of the lots to which you have been invited. You currently have selected 1 of them.

You are Required to Select All Lots ⋮

Name	Reason for not bidding
<input checked="" type="checkbox"/> 4.4 prova busta economica	

⏪ Confirm Selected Lots/Line Items

Cancel

Tender modification: Updating a bid

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

Console Doc1561003853 - 1° Round - examplesupplier Time remaining 23:30:22

Event Messages
Response History
Response Team

Your response to the prerequisites has been submitted.

▼ Checklist

- Review Event Details
- Review and Accept Prerequisites
- Select Lots/Line Items
- Submit Response

▼ Event Contents

All Content

Name ↑	Price	Quantity	Extended Price	Comment
▼ 1 Non Disclosure Agreement				
1.1 Do you accept the attached Non-Disclosure-Agreement? References	Yes/No			
2 busta 1				
3 busta 3				
▼ 4 Economic Envelop			€1,000.00 EUR	
4.1 Upload signed draft order				doc test.txt Update file Delete 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	<input type="text" value="€100.00"/> EUR	10 Each	€1,000.00 EUR	

(*) indicates a required field

[Submit Entire Response](#) [Update Totals](#) [Save draft](#) [Compose Message](#) [Excel Import](#)

Event Messaging

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

The screenshot displays the 'Event Messaging' section of a competition interface. On the left, a sidebar contains a 'Checklist' with four items: '1. Review Event Details', '2. Review and Accept Prerequisites', '3. Select Lots/Line Items', and '4. Submit Response'. Below the checklist is the 'Event Contents' section, which includes 'All Content' and '1 Non Disclosure Agree...'. The main area shows a message list titled 'Event Messages - 1° Round - examplesupplier'. A yellow banner at the top of the main area reads 'Your response to the prerequisites has been submitted.' The message list has columns for 'Id', 'Reply Sent', 'Sent Date', 'From', 'Contact Name', 'To', and 'Subject'. Three messages are listed, with the first two having a 'Not Applicable' status. Below the list are buttons for 'View', 'Reply', 'Compose Message', and 'Download all attachments'. A 'Back to Console' button is located in the top right corner of the message list area.

Console Doc1561003853 - 1° Round - examplesupplier

Your response to the prerequisites has been submitted.

Event Messages - 1° Round - examplesupplier

Back to Console

Time remaining 23:29:46

Event Messages

Name	Id	Reply Sent	Sent Date	From	Contact Name	To	Subject
1	MSG176729011	Not Applicable	07/28/2023 04:27 PM	ExampleSupplier	Mario Rossi	Massimiliano Colombo	All access prerequisites have been answered and accepted and ExampleSupplier (Mario Rossi)...
1	MSG176012858	Not Applicable	07/28/2023 04:27 PM	ExampleSupplier	Mario Rossi	Massimiliano Colombo	Response (ID:ID1546147939) in event 1° Round - examplesupplier has been submitted.
2	MSG176729010	Not Applicable	07/28/2023 04:15 PM	Portale Fornitori Gruppo EDISON - TEST	Massimiliano Colombo	Mario Rossi	Portale Fornitori Gruppo EDISON - TEST has invited you to participate in an event: 1° Round...

View Reply Compose Message Download all attachments

Back to Console

4.1 Upload signed draft order

4.2 Upload any document with the proposed deviations from the draft order

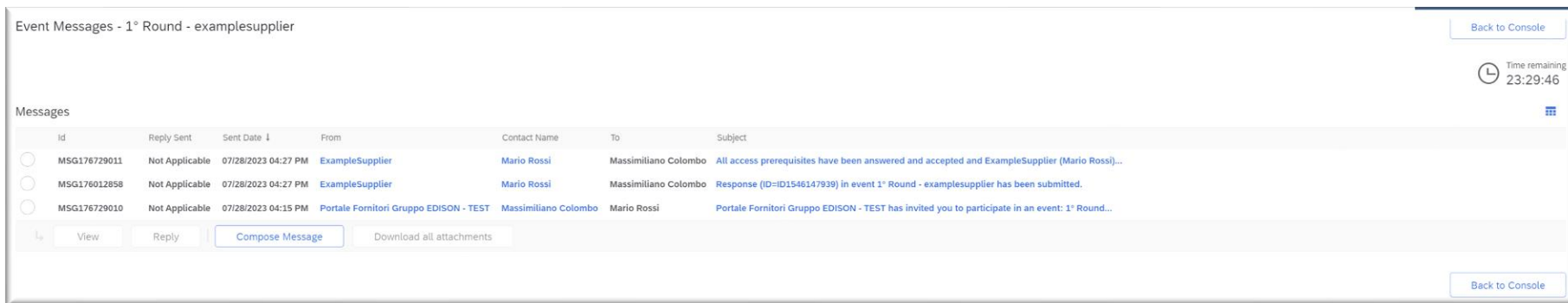
4.3 Upload the signed Economica offer document

4.4 prova busta economica

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.



Event Messages - 1° Round - examplesupplier

Back to Console

Time remaining
23:29:46

Messages

Id	Reply Sent	Sent Date ↓	From	Contact Name	To	Subject
<input type="radio"/> MSG176729011	Not Applicable	07/28/2023 04:27 PM	ExampleSupplier	Mario Rossi	Massimiliano Colombo	All access prerequisites have been answered and accepted and ExampleSupplier (Mario Rossi)...
<input type="radio"/> MSG176012858	Not Applicable	07/28/2023 04:27 PM	ExampleSupplier	Mario Rossi	Massimiliano Colombo	Response (ID=ID1546147939) in event 1° Round - examplesupplier has been submitted.
<input type="radio"/> MSG176729010	Not Applicable	07/28/2023 04:15 PM	Portale Fornitori Gruppo EDISON - TEST	Massimiliano Colombo	Mario Rossi	Portale Fornitori Gruppo EDISON - TEST has invited you to participate in an event: 1° Round...

View Reply **Compose Message** Download all attachments

Back to Console