



K-ELECTRIC ARIBA IMPLEMENTATION

Training Manual
- Responding RFP

About this tool/enabler

Objective and benefits

This user manual provides guidance for responding RFP on SAP Ariba as configured for K-Electric.

Document details

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Introduction

This user manual provides guidance for performing the document subject procedure on SAP Ariba as configured for K-Electric.

Trigger

User will be Responding to Request For Proposal (RFP)

Menu Path

Use the create menu path(s) as guided later in the document to begin this transaction.

Objectives and Assumptions

1. The training document is intended to guide the user through a process flow of the subject activity with sample data, it is kept as close to actual as possible, with inclusion of multiple selection screens wherever possible.
2. The training document is to be used as a reference when running the actual transactions in the SAP Ariba Production system, however actual data values are required for input according to the specific nature of the business task at hand.
3. The training document is intended mainly to be distributed to the SAP Ariba Users (Power Users / End Users / Suppliers) who have attended the instructor led training sessions in order to grasp a holistic approach and view of the overall business process and requirements. An isolated approach to use it without background to-be business process knowledge might not always work.
4. The training document defines an activity flow which is to be understood and executed with the essential coherence of the relevant Standard Operating Procedure (S.O.P.) accordingly, as decided and agreed during the SAP Ariba system finalization. Please consult your relevant Power User / Relevant Help Desk support personnel for the same.
5. Assisted guidance from the relevant Power Users / Helpdesk / Trainers might be needed for the first-time users in order to grasp the broader background understanding and concept embedded in SAP system according to the nature and complexity of the scenario at hand.
6. The users are encouraged to ask further questions / do exploration within their defined area of work.
7. A single training document might be covering various inter-connected business scenarios and business tasks performed in routine business operations.

Specific applicability is to be judged according to the nature of business requirement.

8. Remember, the Help button is your friend in SAP Ariba. Try pressing it and you would be supported with instant SAP Ariba help and field definitions.

SOURCING PROJECT OVERVIEW

A collaboration on how to source items or services within a certain time frame, in defined stages with specific deliverables.

In Ariba, a sourcing project includes tasks, documents and team members.

TASK: Activities necessary to complete the project. A task has an owner and a due date

TEAM: A group of individuals designated to work on the project and complete tasks

DOCUMENTS: Electronic files related to the project. These can be used as reference material, sent to external parties, submitted for approval / review etc.

A document can be any type of file except .exe

SOURCING EVENT: Used to collect information and pricing from suppliers. The types of Sourcing Events are:

- Request for Information (RFI)
- Request for Proposal (RFP)
- Auction (price decreases over time)
- Forward Auction (price increases over time)

Ariba supports two main types of sourcing projects:

1) Full Projects:

A full project can be created from any available template, including templates your company has created to manage different business processes or types of events. Full projects can contain multiple sourcing events.

2) Quick Projects:

A quick project is a single sourcing event such as an RFI, RFP, or auction that is created from a default Ariba template.

User Steps for Responding to RFP

- Please enter the credential to log in

K-Electric E-Procurement platform

s1.mn1.ariba.com/Sourcing/Main?awh=r&awssk=_N_GKDIU&realm=k-electric-T&passwordadapter=SourcingSupplierUser&dard=1

Apps the unwind mix - Y... SuccessFactors: Lea... Aniba Spend Manag... Login - Ezy Time St... Aniba Sourcing-Ups... Certification SAP Certification Hub Aniba Buying- Dow... ClassMarker - Results

Title	ID	End Time	Event Type	Participated
RFI test case 8	Doc151956138	8/2/2019 4:07 PM	RFI	Yes
RFI test case	Doc151948397	8/1/2019 4:35 PM	RFI	Yes
RFI Template test 5	Doc151799730	7/25/2019 3:15 PM	RFI	Yes
▼ Status: Open (1)				
RFP for Air Conditioner and Laptop	Doc155962045	5/9/2020 2:55 PM	RFP	No
▼ Status: Pending Selection (25)				
cost test 02	Doc155960857	5/8/2020 8:09 PM	RFP	Yes
PROCUREMENT OF BOXES - PR 1100098765	Doc155877421	5/2/2020 10:05 PM	RFP	No
Auction ac	Doc155581026	4/22/2020 9:25 AM	Auction	No
RFP Test	Doc155568503	4/20/2020 12:00 AM	RFP	No
Project Auction Test	Doc155564766	4/19/2020 8:10 PM	Auction	No
Auction for Turbine	Doc155564281	4/19/2020 7:00 PM	Auction	Yes

Registration Questionnaires

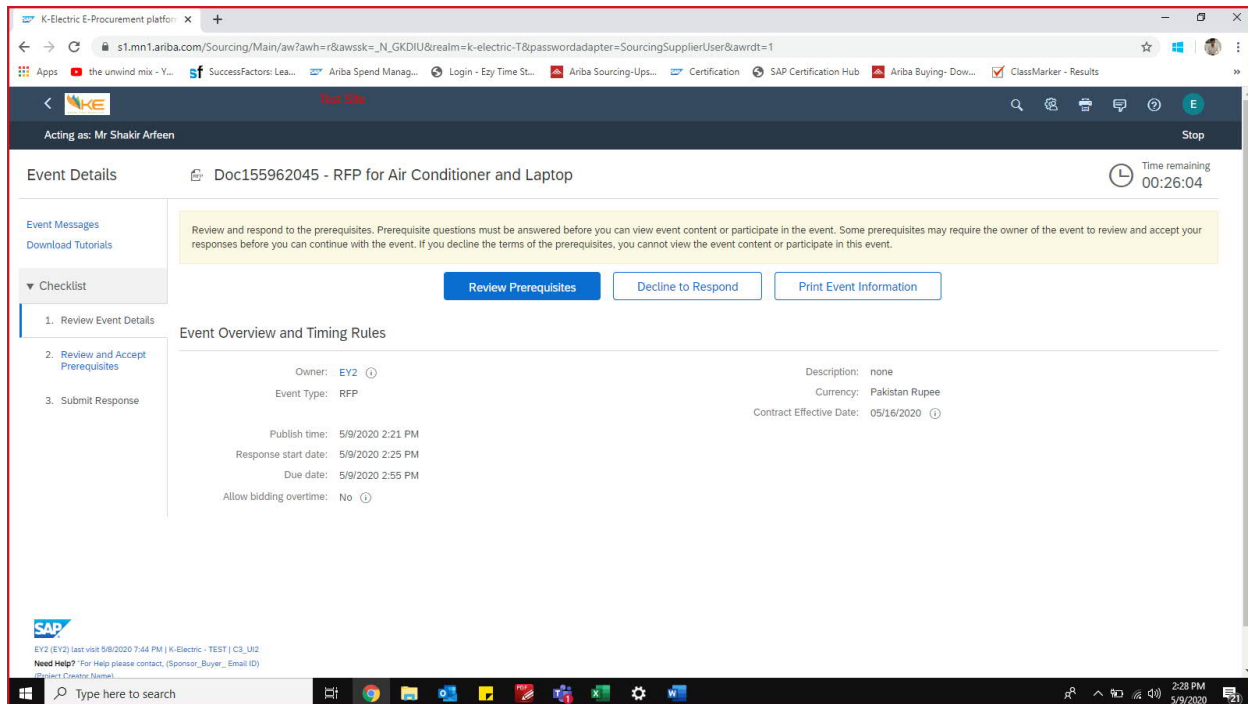
Title	ID	End Time	Commodity	Regions	Status
▼ Status: Completed (1)					
Supplier registration questionnaire	Doc150313887	4/17/2020 12:39 PM	(no value)	(no value)	Registered

Qualification Questionnaires

Title	ID	End Time	Commodity	Regions	Status
No items					

Questionnaires

- ▶ Here is the list of tasks which are pertaining to the supplier. The supplier will have to navigate through the list to find out which task is he/she going to respond on.
- ▶ In this case we are selecting “RFP for Air Conditioner and Laptop”



- ▶ The relevant screen of the project is going to be opened.
- ▶ Click on “Review Prerequisites” to proceed

K-Electric E-Procurement platform

1. Review Event Details

2. Review and Accept Prerequisites

3. Submit Response

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. You must accept the modified envelope bidding event agreement to continue.

Modified Envelope Bidding Event Agreement

The buyer has configured this event to allow rejected envelopes to be retrieved and opened while the event remains in Pending Selection status. I accept the terms of this agreement. ☒

Prerequisites

Name	
1 Introduction	
2 Event Information	
3 Suppliers Questionnaire	
3.1 Quality	
3.2 Service/Delivery Information	
4 Pricing Section	
5 Technical Evaluation	

(*) indicates a required field

OK Cancel

- ▶ You may review the content in detail before accepting the terms of this agreement.
- ▶ The prerequisites may also require you to attach some files or information, according to the content.

K-Electric E-Procurement platform

1. Review Event Details

2. Review and Accept Prerequisites

3. Submit Response

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. You must accept the modified envelope bidding event agreement to continue.

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The buyer has configured this event to allow rejected envelopes to be retrieved and opened while the event remains in Pending Selection status. I accept the terms of this agreement. ☒

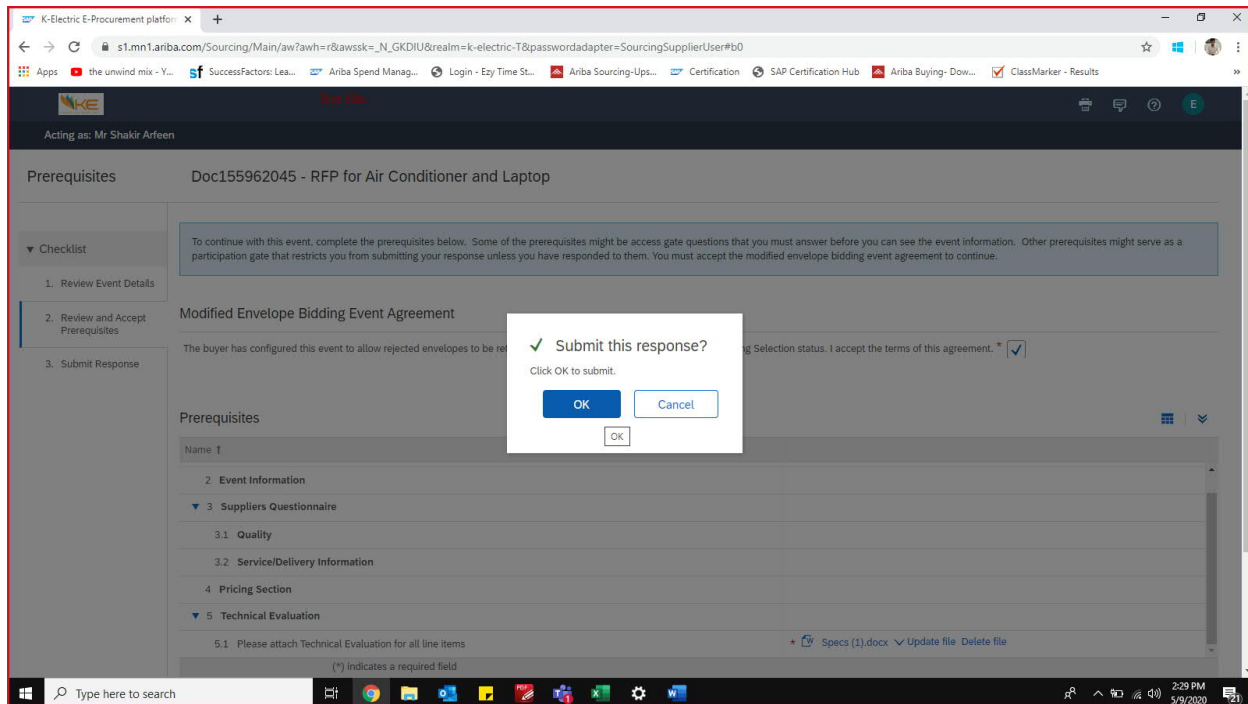
Prerequisites

Name	
2 Event Information	
3 Suppliers Questionnaire	
3.1 Quality	
3.2 Service/Delivery Information	
4 Pricing Section	
5 Technical Evaluation	
5.1 Please attach Technical Evaluation for all line items	Specs (1).docx Update file Delete file

(*) indicates a required field

OK Cancel

- ▶ In this case, a technical evaluation of the item was requested in the content, hence would be uploaded.
- ▶ Click on OK to proceed



- ▶ Click on to submit the response

K-Electric E-Procurement platform

Acting as: Mr Shakkir Arfeen

Event Details: Doc155962045 - RFP for Air Conditioner and Laptop

Time remaining: 00:24:45

Buttons: Download Content, Review Prerequisites, **Select Lots**, Print Event Information

Introduction (Section 1 of 5)

1.1 Welcome to K-Electric Limited's E-Procurement platform.

K-Electric (KE) has powered Karachi for over one hundred years. Through a network spanning across 6,500 square kilometres, KE supplies power to all residential, commercial, industrial and agricultural areas that fall under the city's ambit and beyond, serving over 2.5 million customers across Karachi, Dhabeji and Ghara in Sindh, and Uthal, Vinder and Bela in Balochistan.

KE is the only vertically-integrated power utility in Pakistan, which means the organisation manages all three key areas – Generation, Transmission and Distribution – of producing and delivering energy to consumers.

1.2 How to respond to this RFP

1. Once you access the project, please review the event details. You can click on "All content" in order to see all the sections together.

2. Review and accept the Agreement and/or Prerequisite(s) at the project level.

Event Overview and Timing Rules

Owner: EY2
Event Type: RFP
Description: none
Currency: Pakistan Rupee
Contract Effective Date: 05/16/2020

Publish time: 5/9/2020 2:21 PM
Response start date: 5/9/2020 2:25 PM
Due date: 5/9/2020 2:55 PM

- Click on Select Lots in order to select the lots of the item which you are interested in responding

K-Electric E-Procurement platform

Acting as: Mr Shakkir Arfeen

Select Lots: Doc155962045 - RFP for Air Conditioner and Laptop

Buttons: 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.

Buttons: Select Lots, Select Using Excel

Lots Available for Bidding

Name	Description	Selected
4.1 Air Conditioner	none	<input type="checkbox"/>
5.2 Air Conditioner	none	<input checked="" type="checkbox"/>

Buttons: Confirm Selected Lots, Cancel

- Here the relevant lot is selected.

- ▶ We click on “confirm selected lots” to proceed.

The screenshot shows the K-Electric E-Procurement platform interface. The user is acting as Mr. Shakir Arfeen. The console displays the document 'Doc155962045 - RFP for Air Conditioner and Laptop' with a time remaining of 00:23:58. A message states: 'Your response to the prerequisites has been submitted.' The 'All Content' section is expanded, showing a checklist of 5 items: 1. Review Event Details, 2. Review and Accept Prerequisites, 3. Select Lots, 4. Submit Response, and 5. Technical Evaluation. The 'Event Contents' section is also expanded, showing a table with columns: Name, Price, Quantity, and Extended Price. The table contains 5 rows of content, including 'Suppliers Questionnaire', 'Quality', 'Service/Delivery Information', 'Pricing Section', and 'Technical Evaluation'. The 'Technical Evaluation' row shows a price of 225,000.00 PKR. At the bottom, there are buttons for 'Submit Entire Response', 'Update Totals', 'Save draft', 'Compose Message', and 'Excel Import'.

- ▶ The supplier is required to fill in the details as per content set up by KE.
- ▶ This includes details like price, lead time, warranty, etc.

The screenshot shows the K-Electric E-Procurement platform interface. The user is acting as Mr. Shakir Arfeen. The console displays the document 'Doc155962045 - RFP for Air Conditioner and Laptop' with a time remaining of 00:22:45. A message states: 'Your response to the prerequisites has been submitted.' The 'All Content' section is expanded, showing a checklist of 5 items: 1. Review Event Details, 2. Review and Accept Prerequisites, 3. Select Lots, 4. Submit Response, and 5. Technical Evaluation. The 'Event Contents' section is also expanded, showing a table with columns: Name, Price, Quantity, and Extended Price. The table contains 5 rows of content, including 'Suppliers Questionnaire', 'Quality', 'Service/Delivery Information', 'Pricing Section', and 'Technical Evaluation'. The 'Technical Evaluation' row shows a price of 225,000.00 PKR. A confirmation dialog box is displayed in the center of the screen, asking 'Submit this response?' with 'OK' and 'Cancel' buttons. The 'OK' button is highlighted. At the bottom, there are buttons for 'Submit Entire Response', 'Update Totals', 'Save draft', 'Compose Message', and 'Excel Import'.

- ▶ Once the content is completely filled, we click on “Submit Entire Response” to submit our proposal.
- ▶ Click on OK to confirm submission.
- ▶ You have successfully responded to RFP.