

# How to participate in the Repsol negotiation process

*Supplier*

Sap Ariba

v1.3



**REPSOL**



This guide provides the Supplier with the information needed to be able to participate in the **RFP** and **RFI events** with Repsol group inside the SAP Ariba platform.

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## 1. Introduction

To be able to participate in events with Repsol it is essential that you manage your registration in SAP Business Network and register as a Supplier for Repsol. To do that, please, we recommend reviewing the **Repsol SAP Ariba Supplier Onboarding** available in the Repsol's web in the section Suppliers.

<https://www.repsol.com/en/about-us/suppliers/index.cshtml>

## 2. Invitation Email

When a Repsol's Buyer decides to include you as a Supplier in a negotiation process (RFI, RFP), you will receive an **invitation email** like the shown in the next image.

If it is not in your inbox, but you know that you had been invited, please check you SPAM box, if it is not there contact your usual Buyer.

Welcome, [REDACTED]

Repsol - TEST has registered you on their Ariba Spend Management site and invited you to participate in the following event: [REDACTED]. The event starts on Monday, March 1, 2021 at 10:38 AM, Atlantic Standard Time and ends on Wednesday, March 31, 2021 at 11:38 AM, Atlantic Daylight Time.

[Click Here](#) to access this event. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can access this event.

NOTE: This link is only valid for 30 days. Make sure to register on the Ariba Commerce Cloud before the link expires. After you register on the Ariba Commerce Cloud, you can no longer use this link.

If you have questions about this event, contact Amaia Garcia Bozal via telephone at [REDACTED] or via e-mail at [REDACTED]

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.

We look forward to working with you!

Thank You,

This email will let you do the following:

1. **Accept the invitation and participate in the event**, in this case you must click on the link of the second paragraph. When clicked you must log in with your Ariba credentials to access the event and accept the pre-requisites as it is explained in the next chapter.

2. **Decline the invitation to the event, in this case you must click on** the link of the last paragraph.

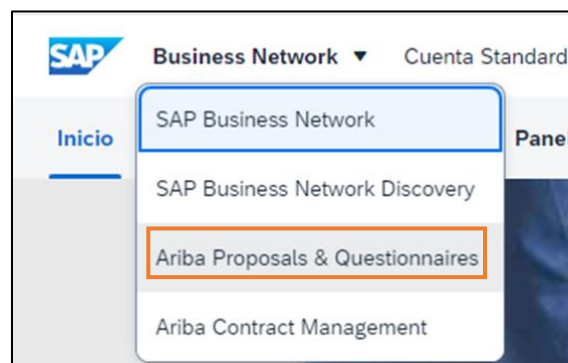
The invitation links are design to be a **one-use only and will expire once they had been used correctly. The links are only valid during a period of 30 days.**

In this case, please, you must directly enter using the supplier's url of SAP ARIBA <https://supplier.ariba.com/> and logging with your credentials, from there you will be able to visualize all your events.

### 3. Access to events (RFP, RFI)

Once you are inside your SAP Business Network account you will be able to access to all your events and questionnaires.

To do this, follow the indications shown in the image below:



**Ariba Proposals and Questionnaires:** From here you will be able to Access all negotiation events (RFP, RFQ, Auction) with Repsol.

#### 3.1. Participation in a negotiation event: RFP, RFQ, auction

##### a) Accept the prerequisites

From **Ariba Proposals and Questionnaires** access the **Events** section:

Title	ID	End Time ↓	Event Type	Participated
▼ Status: Open (1)				
RFP Template	Doc605873820	3/31/2021 4:38 PM	RFP	Yes

#### Risk Assessments

Title	ID	End Time ↓	Event Type
No items			

#### Registration Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

#### Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

#### Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
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In this section, you will have all the events classified by their status. You must choose the one you will interact with.

First, you must **review the prerequisites**. You must review them and accept them to participate in the events and access the award.

Event Details
Doc605873820 - RFP Template
Time remaining  
29 days 23:47:00

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

CONFIDENTIALITY
(Section 1 of 2) Next

**1. Review Event Details**

2. Review and Accept Prerequisites

3. Select Lots

4. Submit Response

Event Overview and Timing Rules

Owner: Amalia Garcia Bozal

Event Type: RFP

Currency: European Union Euro

Commodity: Socks 53102402

Regions: All All / All

Contract Months: 12

Answer the questions and when you finish, click on OK:

All oral, written, or audiovisual information, regardless of the format, that REPSOL provides to the SUPPLIER as a consequence of the Project, as well as any information to which the SUPPLIER could have access or that results from or is generated during Project execution, will be understood as the exclusive property of REPSOL and will be considered confidential (hereinafter "Confidential Information"). Confidential information will also include that relating to the parties' subsidiary or investee companies, or any third party that is working or collaborating with them. Likewise, if the Confidential Information is protected by confidentiality agreements between REPSOL and a third party, the SUPPLIER will be bound to maintain confidentiality in the terms established in said agreements. The SUPPLIER expressly agrees to maintain the information confidential and ensure it remains in the same structure as provided by REPSOL, undertaking to keep the information secret and not being able to disclose or transfer any data in whole or in part.

1.1 Do you agree with the Repsol Confidentiality statement; Please confirm. yes/no in the box next to this Question Yes

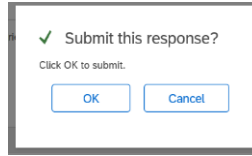
2 INTRODUCTION

3 INSTRUCTIONS TO PREPARE THE PROPOSAL

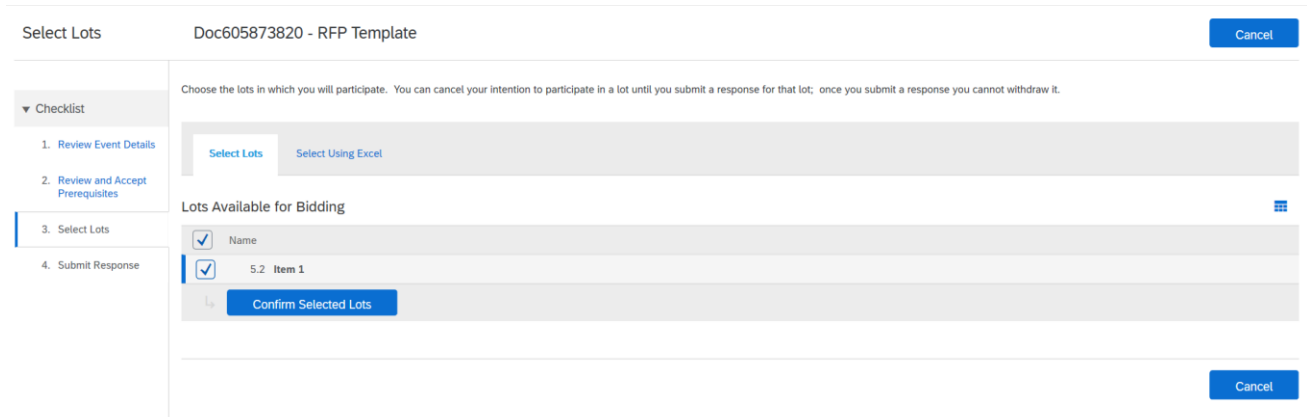
(\*) indicates a required field

OK
Cancel

Choose if you accept the agreement terms and send your answer to follow the negotiation process:



If the event includes lots, inside the content of the event you must choose and the lots you want to participate and confirm your selection.

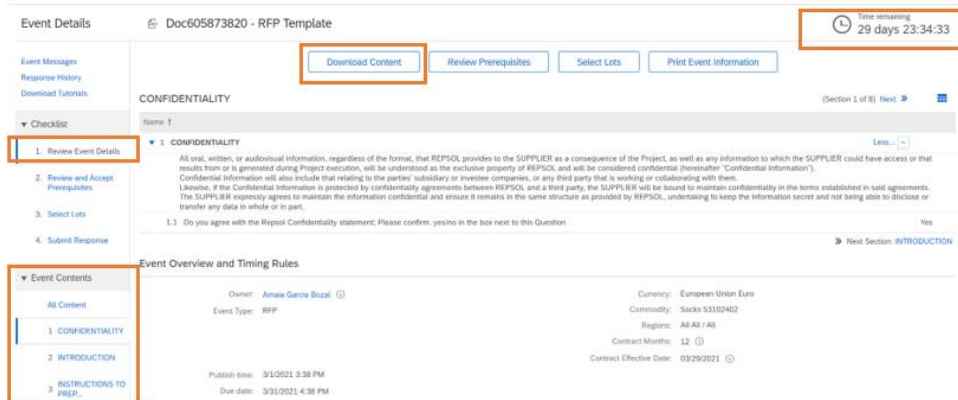


## b) Review the content of the event and answer to it

Once you have accepted the prerequisites and confirmed the lots in what you want to participate if any, access to the content of the events to participate on it.

The content of the events can be **review inside SAP Business Network** through the different sections and you will be able to **download**.

In top right corner you can check the remaining time for present an offer before the event close.



Browse through the content of the event using the different sections and answer each one of them:

1. Directly answering using the enable fields:

COMMERCIAL BID (Section 5 of 8) < Prev. | Next >

Name ↑	Price	Quantity	Total Cost
▼ 5 COMMERCIAL BID <span style="float: right;">More... +</span>			€180,00 EUR
5.1 CONTENT OF THE BID	* Attach a file		
5.2 Item 1 ▾	* €90,00 EUR	2 each	
5.3 PRICES			

(\*) Indicates a required field

2. Attaching the documentation when required:

To attach a document, it must be previously saved it in your desktop.

▼ 4 TECHNICAL BID Less... -

This section contains the requirements and documentation necessary for the technical assessment of the offer. If necessary, include technical specifications and/or a breakdown into questions/ statements.

4.1 CONTENT OF THE BID \* Attach a file

Add Attachment

---

Enter the location of a file to add as an **Attachment**. To search for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment.

Attachment:  No file chosen  
 OR drop file here

The system only supports a single file, so if you have several files to attach, we recommended that you included them in a zipped folder (.zip).

Once you attach them, they will be shown and as a Supplier you will have the possibility to update or erase them.

▼ 4 TECHNICAL BID Less... -

This section contains the requirements and documentation necessary for the technical assessment of the offer. If necessary, include technical specifications and/or a breakdown into questions/ statements.

4.1 CONTENT OF THE BID \* Modelo Contrato.docx ▾

Once you have chosen the lots and reviewed the content answering the required questions, you can **save your answers as a draft** to edit in the future or **send the complete answer** in the lower part of the event screen.

▼ Checklist

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

▼ Event Contents

All Content

1 CONFIDENTIALITY

2 INTRODUCTION

3 INSTRUCTIONS TO PREP...

**All Content**

Name ↑ Price Quantity Total Cost

To resolve any disputes that may arise related to or as a result of this Procurement Management Process, the parties expressly waive any other jurisdiction and shall be subject to the jurisdiction of the Courts and Tribunals of the city of Madrid.

▶ 4 TECHNICAL BID More... +

▶ 5 COMMERCIAL BID More... + €180.00 EUR

▶ 6 CONTRACTUAL CONDITIONS

▶ 7 APPENDICES

▼ 8 DECLINE TO PARTICIPATE

8.1 After understanding the terms and conditions of this event, would you like to continue participating ? \* Unspecified ▾

(\*) indicates a required field

Submit Entire Response Update Totals Save draft Compose Message Excel Import

Once sent, you can review the content inside the event as long as **it is still active and the date for present the offers is not overdue.**

Console Doc605873820 - RFP Template Time remaining 29 days 23:29:29

Event Messages Response History

You have submitted a response for this event. Thank you for participating.

Revise Response

▼ Checklist

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

▼ Event Contents

All Content

1 CONFIDENTIALITY

2 INTRODUCTION

3 INSTRUCTIONS TO PREP...

**All Content**

Name ↑ Price Quantity Total Cost

▼ 7 APPENDICES

7.1 Appendix 1: Template for Purchasing and Technical Q&A References ▾

7.2 Appendix 2: Template for Event Exceptions References ▾

7.3 Appendix 3: General Conditions for purchasing References ▾

7.4 Appendix 4: General Conditions for contracting References ▾

▼ 8 DECLINE TO PARTICIPATE

8.1 After understanding the terms and conditions of this event, would you like to continue participating ? Yes

Compose Message

When the events end, you as a Supplier will receive a notification email.

Event RFP Template is no longer accepting responses.

LA To <s4system-prodeu+repsol-T.Doc2302695954@eusmtp.ariba.com>

Reply Reply All

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Thank you for participating in the Ariba event Doc2302695954 RFP Template. The event RFP Template is now in Pending Selection and is no longer accepting responses. We will analyze the responses and notify you of the outcome of the event.

For details about this event, please visit the Repsol - TEST Ariba site [Click Here](#).

If you have any questions about the event, please contact [redacted] at [redacted] or via e-mail at [redacted].



## c) Event Award

In order to be awarded a negotiation event, it is mandatory that you have completed your registration with Repsol.

Once the negotiation process finishes, if you get awarded, you will receive the following email notification:

1 lot(s) from Event RFP Template have been awarded.



You have been awarded business for 1 lots from the Repsol - TEST event Doc2302695954 RFP Template.

The following is a summary of the first 10 lots.

### 5.2.1 ITEM

To complete the transaction, please contact [redacted] at or via e-mail at [redacted]

For details about this event, please visit the Repsol - TEST Ariba site [Click Here](#).

The event will appear as 'Complete' and can be visualized the award result, also you will be able to download a resume of this award:

**Ariba Sourcing** | Company Settings | Contact Contact | Help Center

Go back to Repsol - TEST Dashboard | Desktop File Sync

Event Details | Doc508277366 - RFP Template 1 | **Completed**

Download Content | Review Prerequisites | Print Event Information | Review Bidding | Download Bid Change Report | **View Awards** | **Download Award Summary Report**

**All Content**

Name 1	Price	Quantity	Total Cost
<b>1 CONFIDENTIALITY</b> All oral, written, or audiovisual information, regardless of the format, that REPSOL provides to the SUPPLIER as a consequence of the Project, as well as any information to which the SUPPLIER could have access or that results from or is generated during Project execution, will be understood as the exclusive property of REPSOL and will be considered confidential (hereinafter "Confidential Information"). Confidential information will also include that relating to the partner's subsidiary or investee companies, or any third party that is working or collaborating with them. Likewise, if the Confidential information is protected by confidentiality agreements between REPSOL and a third party, the SUPPLIER will be bound to maintain confidentiality in the terms established in said agreements. The SUPPLIER expressly agrees to maintain the information confidential and ensure it remains in the same structure as provided by REPSOL, undertaking to keep the information secret and not being able to disclose or transfer any data in whole or in part.	Less...		
1.1 Do you agree with the Repsol Confidentiality statement: Please confirm, yes/no in the box next to this Question		Yes	
<b>2 INTRODUCTION</b> 2.1 INVITATION By participating in the Procurement Management Process, the SUPPLIER accepts all the terms and conditions set out in this document and its Appendices, including the "General Contracting Terms and Conditions of the General Contract Framework". Likewise, the SUPPLIER agrees to accept the RFP and its terms and conditions and to participate in the event to be awarded the contract.			

**Event Overview and Timing Rules**

Owner: Amalia Garcia Bozal	Currency: Canadian Dollar
Event Type: RFP	Commodity: Socks 53102402
	Regions: CAN Canada / Canada
	Contract Effective Date: 10/28/2020
Publish time: 12/10/2020 10:58 AM	
Due date: 12/11/2020 10:38 AM	

## The resume tab will be as shown:

[Go back to Reptol - TEST Dashboard](#)
Desktop File Sync

**Award Summary** Done

You have been awarded the following lots.

Supplier Test Presentation	
Allocation	
Name 1	
Totals	
1 CONFIDENTIALITY	
2 INTRODUCTION	
3 INSTRUCTIONS TO PREPARE THE PROPOSAL	
4 TECHNICAL BID	
5 COMMERCIAL BID	
5.2 PRICES	
5.2.1 Line item no. 1	100%
	Price: \$95.00 CAD
	Quantity: 1 each
	Total Cost: \$95.00 CAD
	Requested Delivery Date: Mon, 12 Oct, 2020
6 CONTRACTUAL CONDITIONS	

Done

## The award resume document will be an Excel file with two sheets:

AutoSave  Off RFP Template 1 amaia.garcia.bozal@ibm.com - Protected View

File Home Insert Draw Page Layout Formulas Data Review View Help Share Comments

**PROTECTED VIEW** Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

A1 : X ✓ fx \* Field

Field	Value
Supplier Name	Supplier Test Presentation (Contact Contact)
Event ID	Doc508277366
Event Name	RFP Template 1
Publish Date	12/10/2020 10:58 AM
Open Date	12/10/2020 10:58 AM
Close Date	12/11/2020 1:01 PM
Response Submitted Date	
Report Generated Date	12/11/2020 1:09 PM
Owner	Amaia Garcia Bozal
Event Type	RFP
Currency	Canadian Dollar

AutoSave  Off RFP Template 1 amaia.garcia.bozal@ibm.com - Protected View

File Home Insert Draw Page Layout Formulas Data Review View Help Share Comments

**PROTECTED VIEW** Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

A1 : X ✓ fx Number

Number	Name	Type	Currency	Price	Quantity	Unit of Measure	Total Cost	Requested Delivery Date
5.2.1	Line item no. 1	Line Item	Canadian Dollar	95	1	each	95	Mon, 12 Oct, 2020
10	Articulo prueba	Line Item	Canadian Dollar	100	2	each	200	