



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:

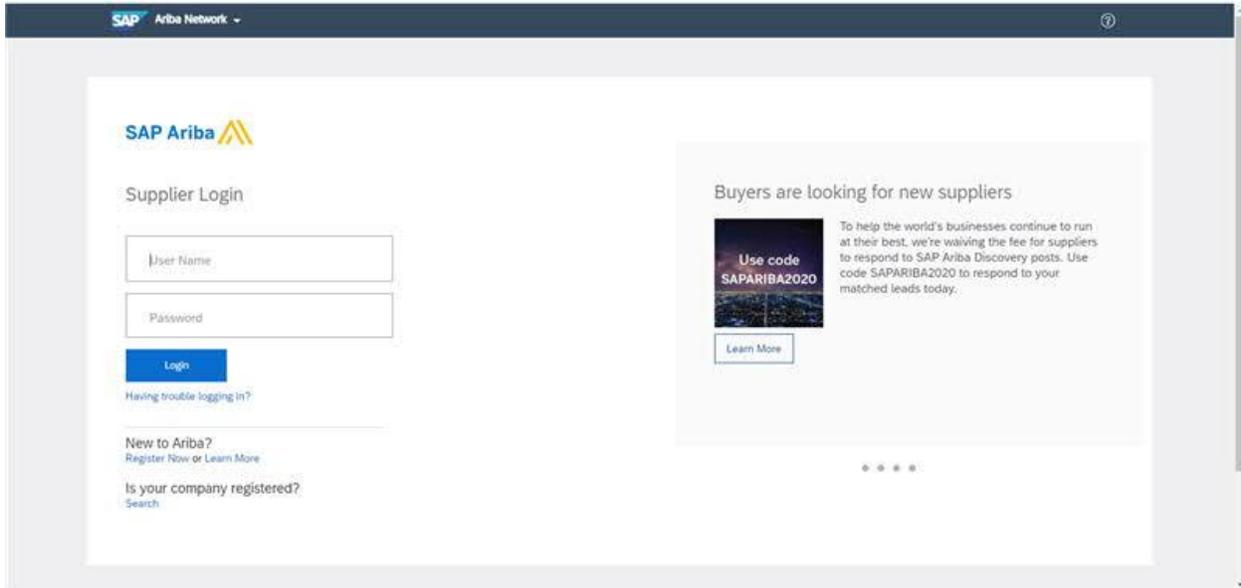
1) Full Projects:

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.

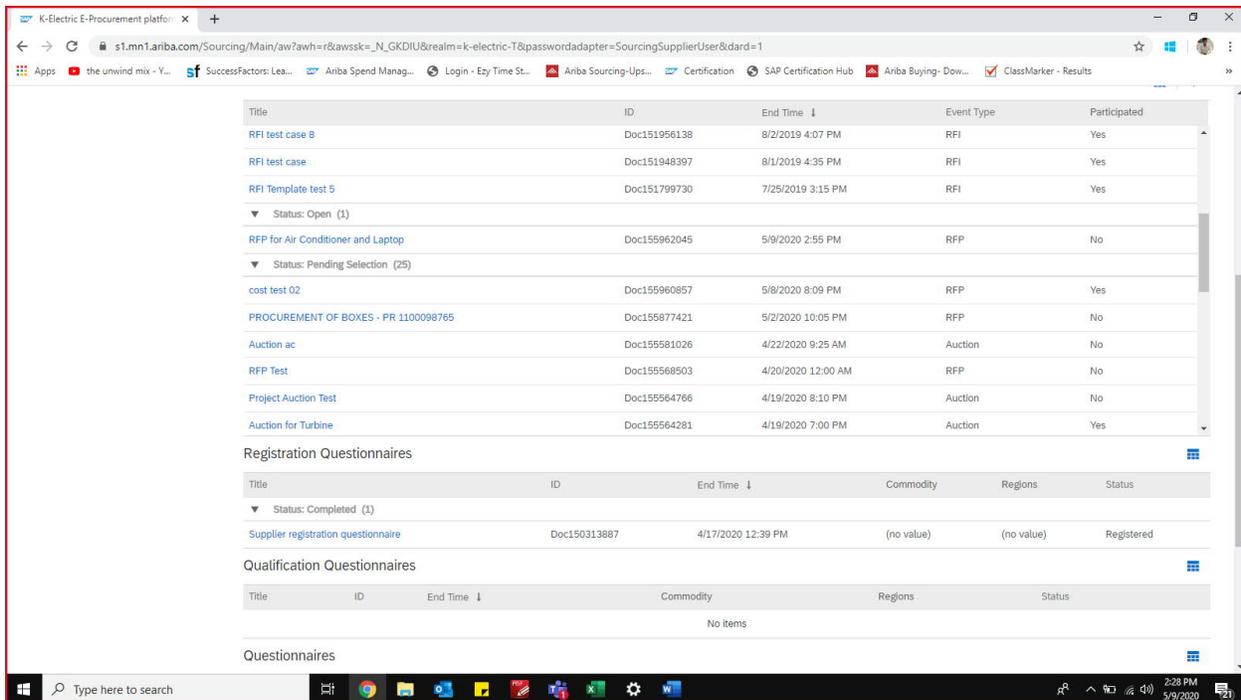
2) Quick Projects:

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

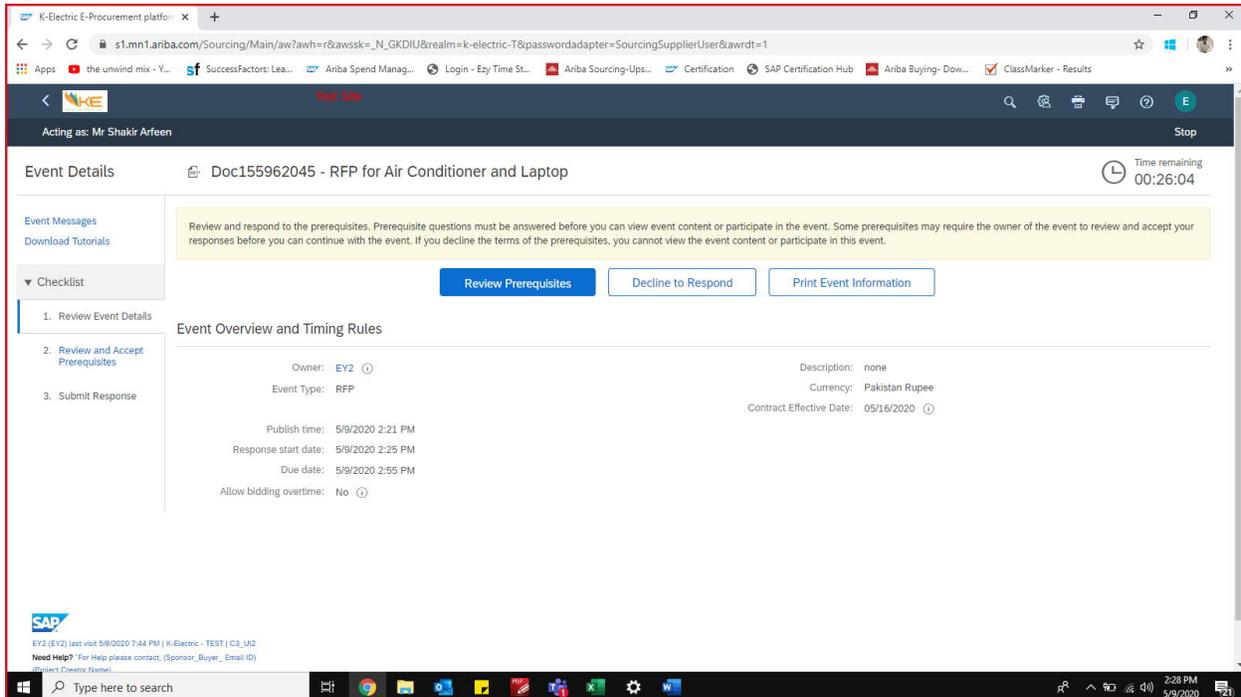
User Steps for Responding to RFP



- ▶ Please enter the credential to log in



- ▶ 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”

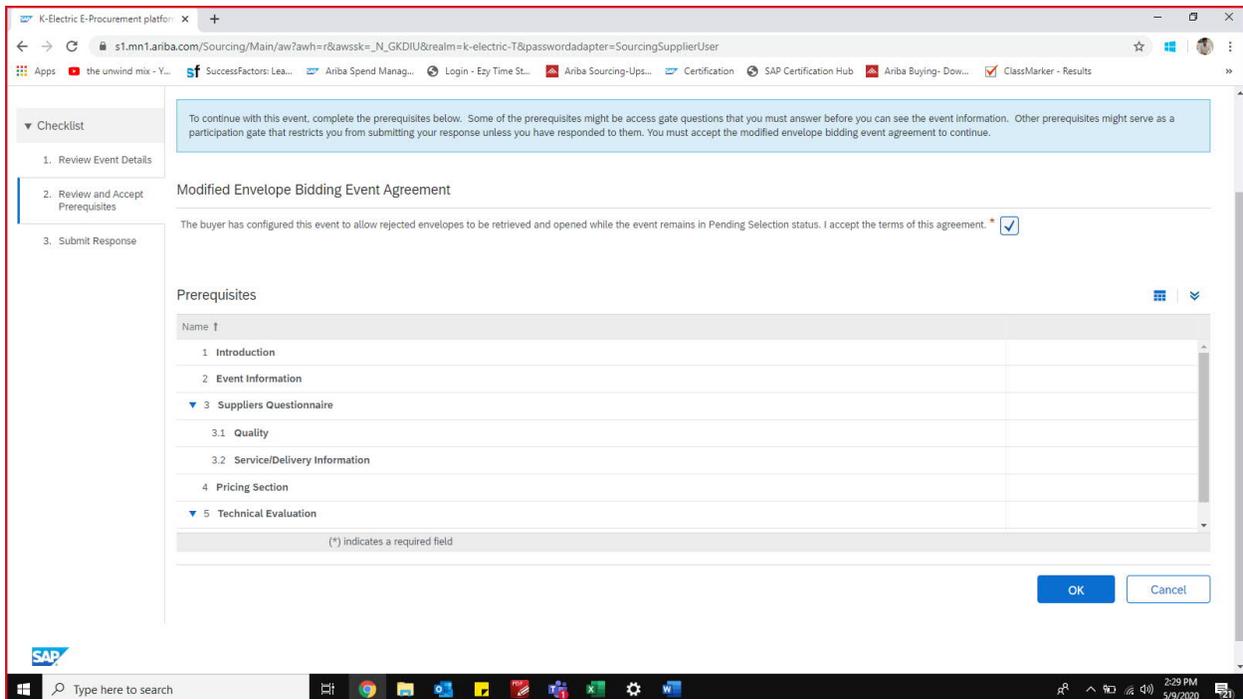


The screenshot displays the K-Electric E-Procurement platform interface. The browser address bar shows the URL: s1.mn1.ariba.com/Sourcing/Main/aw?awh=r&awssk=_N_GKDIU&realm=k-electric-T&passwordadapter=SourcingSupplierUser&awrdt=1. The user is logged in as Mr. Shakir Arfeen. The main content area shows the event details for 'Doc155962045 - RFP for Air Conditioner and Laptop' with a time remaining of 00:26:04. A yellow banner instructs the user to review and respond to prerequisites. Below this, there are three buttons: 'Review Prerequisites', 'Decline to Respond', and 'Print Event Information'. A checklist on the left side lists the steps: 1. Review Event Details, 2. Review and Accept Prerequisites, and 3. Submit Response. The 'Event Overview and Timing Rules' section provides the following details:

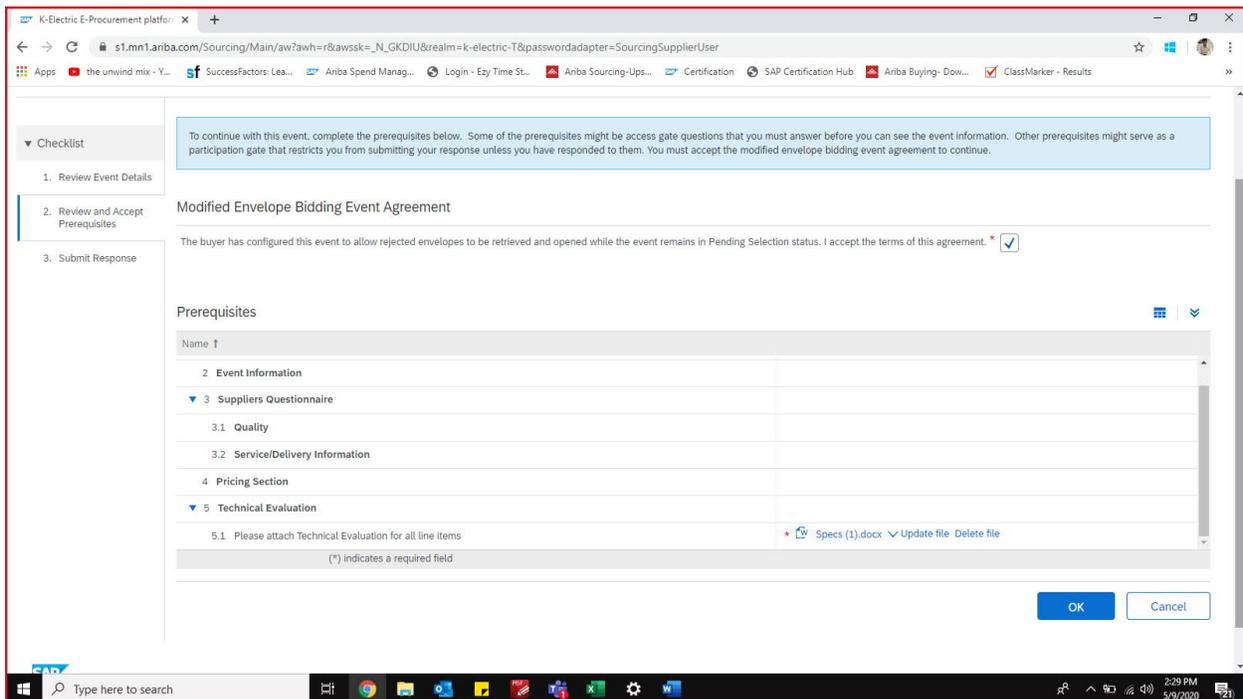
| | | | |
|-------------------------|------------------|--------------------------|----------------|
| Owner: | EY2 ⓘ | Description: | none |
| Event Type: | RFP | Currency: | Pakistan Rupee |
| Publish time: | 5/9/2020 2:21 PM | Contract Effective Date: | 05/16/2020 ⓘ |
| Response start date: | 5/9/2020 2:25 PM | | |
| Due date: | 5/9/2020 2:55 PM | | |
| Allow bidding overtime: | No ⓘ | | |

At the bottom of the page, there is a SAP logo and a footer with the text: 'EY2 (EY2) last visit 5/8/2020 7:44 PM | K-Electric - TEST | C3_UI2. Need Help? For Help please contact, (Sponsor_Buyer_Email ID) (Owner's Creator Name)'. The Windows taskbar at the bottom shows the search bar and system tray with the date 5/9/2020 and time 2:28 PM.

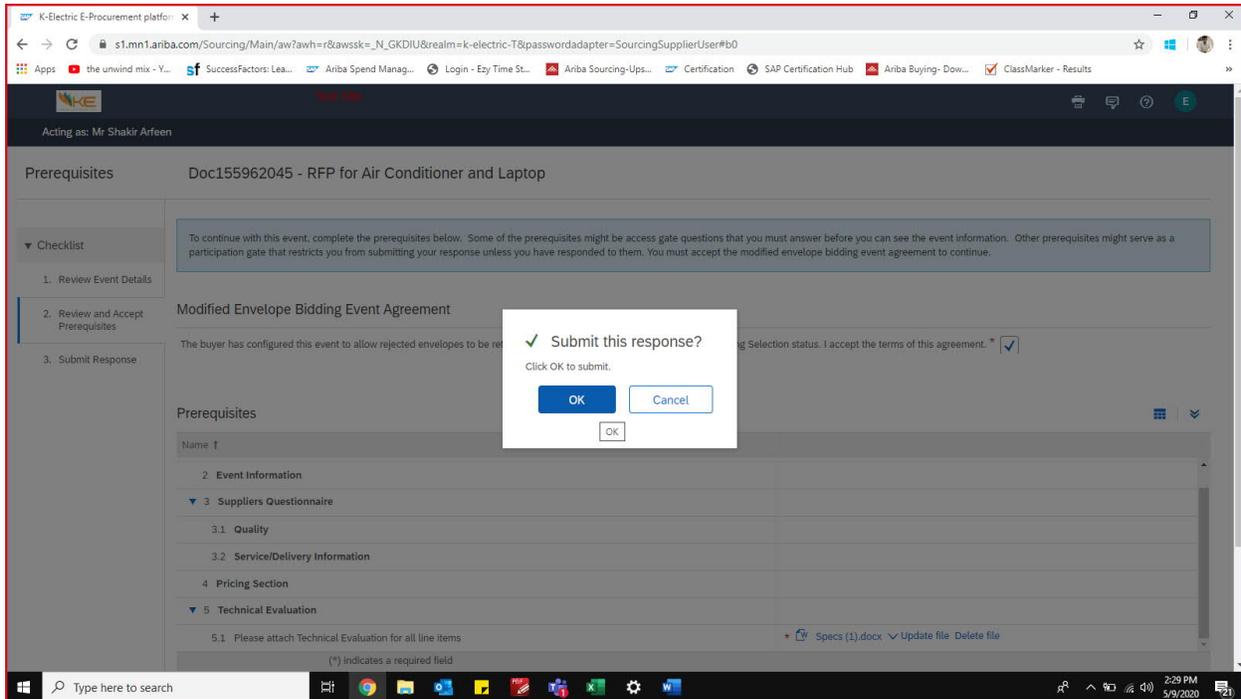
- ▶ The relevant screen of the project is going to be opened.
- ▶ Click on “Review Prerequisites” to proceed



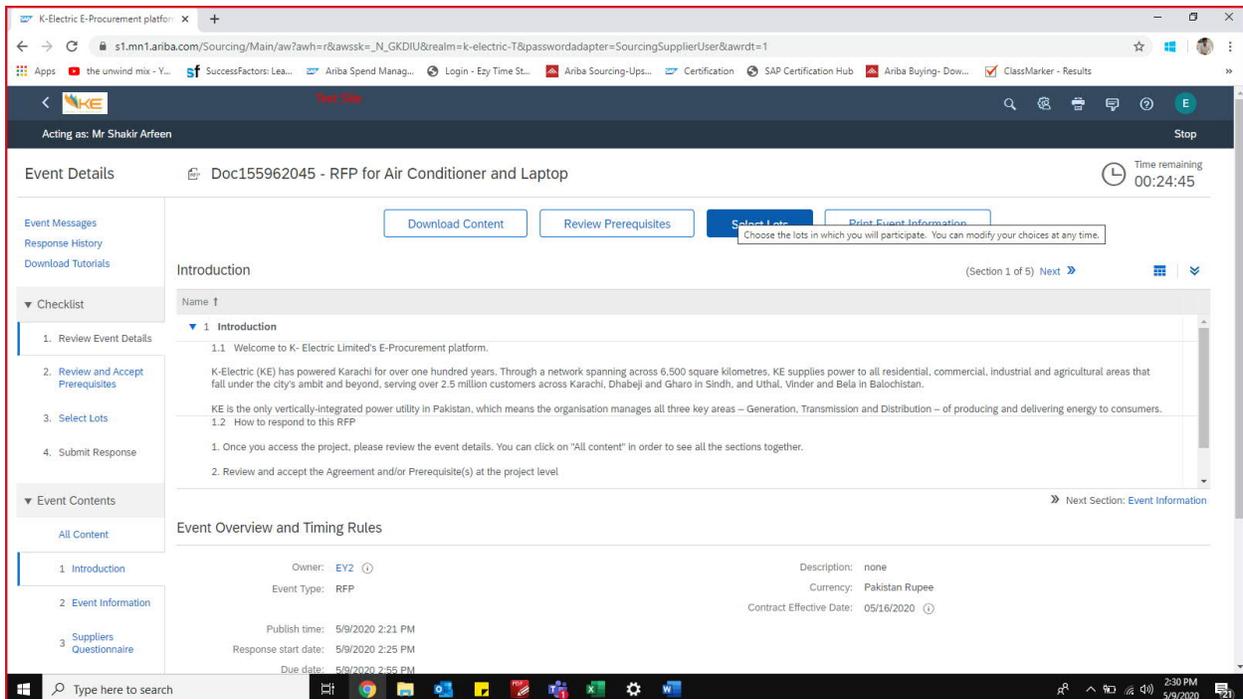
- ▶ You may review the content in detail before accepting the terms of this agreement.
- ▶ The prerequisites may also require you to attach some files or information, according to the content.



- ▶ 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



Event Details Doc155962045 - RFP for Air Conditioner and Laptop Time remaining 00:24:45

Acting as: Mr Shakir Arfeen

Checklist

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

Event Contents

1. Introduction
2. Event Information
3. Suppliers Questionnaire

Introduction (Section 1 of 5) Next

1.1 Introduction

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, Dhabaji and Gharo 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.

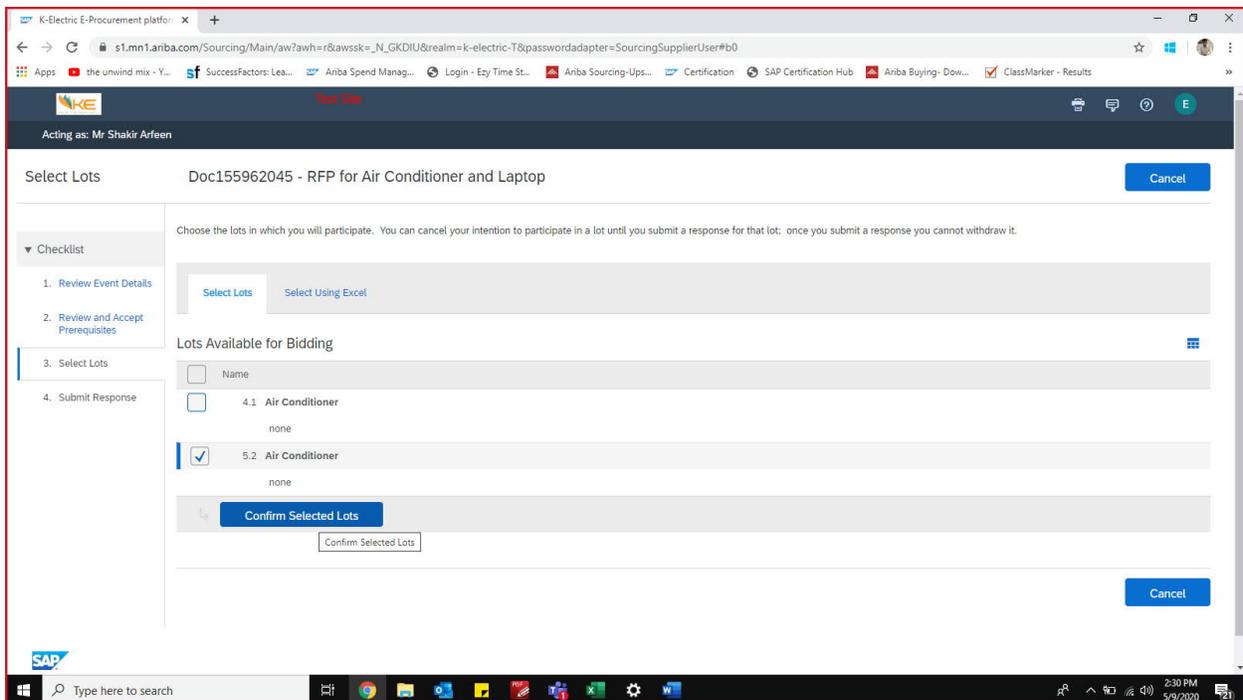
1.2 How to respond to this RFP

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 | Description: none |
| Event Type: RFP | Currency: Pakistan Rupee |
| Publish time: 5/9/2020 2:21 PM | Contract Effective Date: 05/16/2020 |
| 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



Select Lots Doc155962045 - RFP for Air Conditioner and Laptop 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.

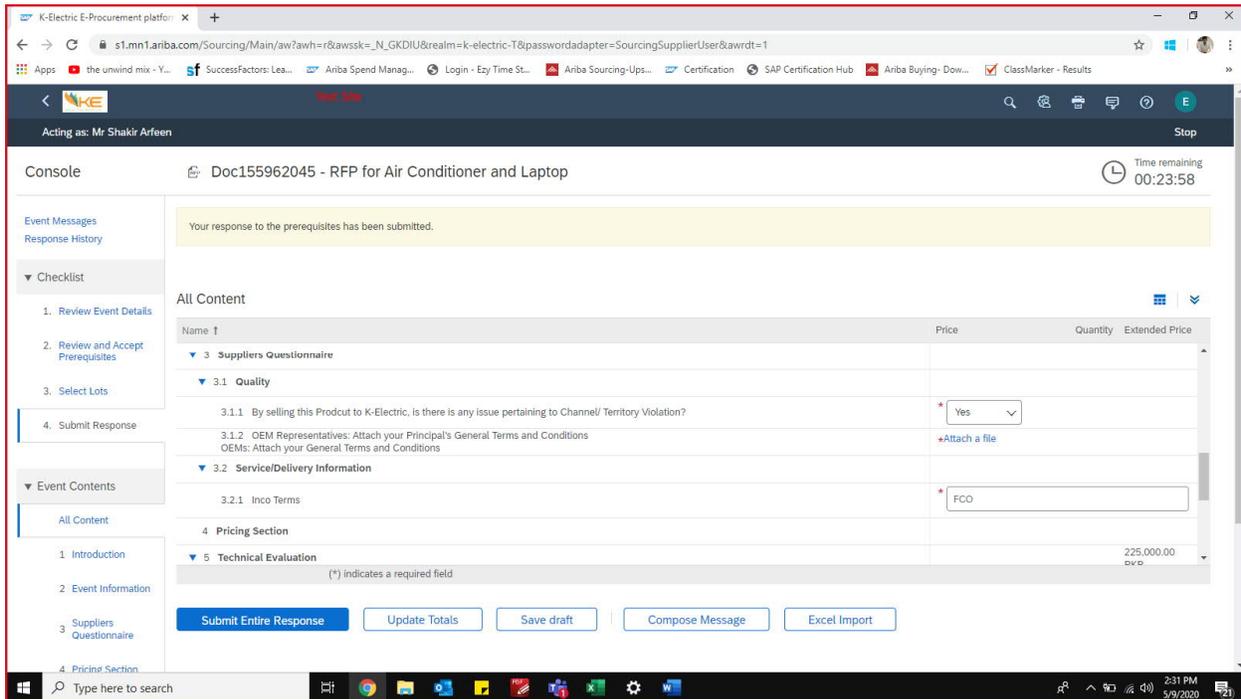
Lots Available for Bidding

| | |
|-------------------------------------|-----------------------------|
| <input type="checkbox"/> | Name |
| <input type="checkbox"/> | 4.1 Air Conditioner none |
| <input checked="" type="checkbox"/> | 5.2 Air Conditioner none |

Confirm Selected Lots Cancel

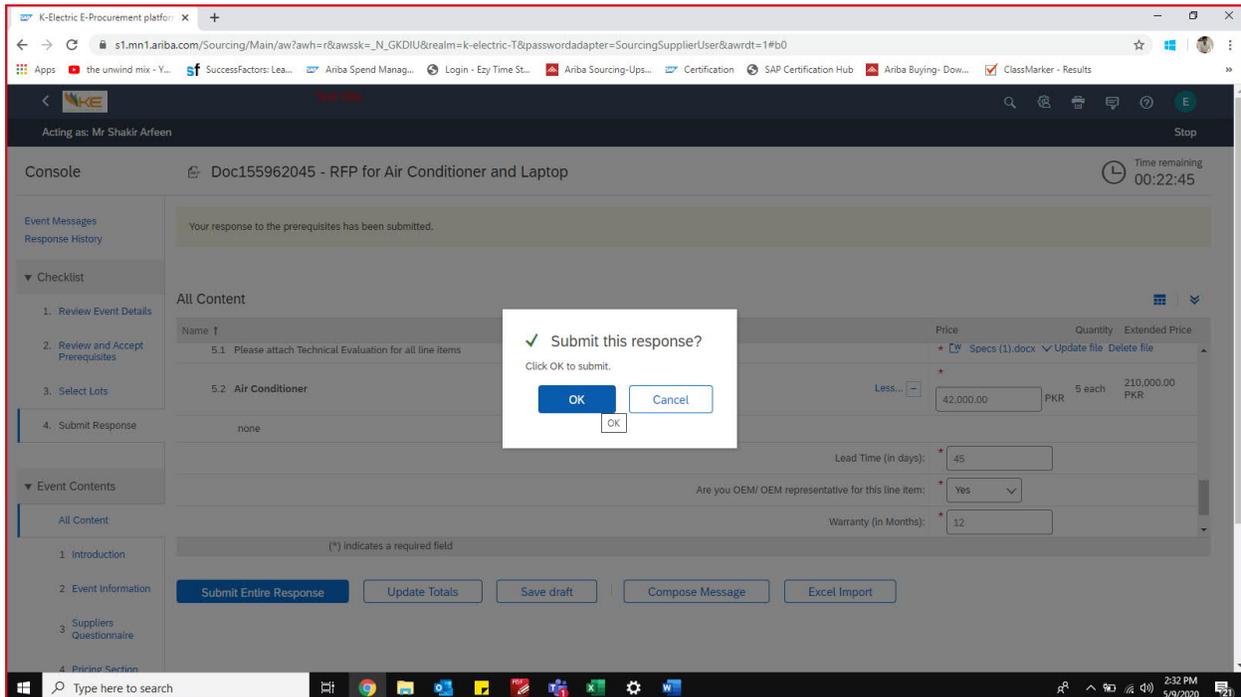
► Here the relevant lot is selected.

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



The screenshot shows the 'All Content' section of a response form for 'Doc155962045 - RFP for Air Conditioner and Laptop'. The form includes several sections: 'Suppliers Questionnaire', 'Quality', 'Service/Delivery Information', 'Pricing Section', and 'Technical Evaluation'. The 'Quality' section contains questions like 'By selling this Product to K-Electric, is there is any issue pertaining to Channel/ Territory Violation?' with a 'Yes' dropdown. The 'Service/Delivery Information' section has a field for 'Inco Terms' with 'FCO' entered. The 'Pricing Section' shows a table with columns for Name, Price, Quantity, and Extended Price. The 'Technical Evaluation' section has a table with a total 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 same 'All Content' section of the response form, but with a confirmation dialog box overlaid. The dialog box asks 'Submit this response?' and 'Click OK to submit.' with 'OK' and 'Cancel' buttons. The background form is dimmed, showing the 'Quality' section with a question 'Please attach Technical Evaluation for all line items' and 'Air Conditioner' with 'none' as the answer. The 'Pricing Section' shows a table with columns for Name, Price, Quantity, and Extended Price. The 'Technical Evaluation' section has a table with a total of 210,000.00 PKR. 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.