



ZF LIFETEC NPM SAP Ariba PROJECT SUPPLIER TRAINING

9/22/2025

AGENDA

1. Respond to Supplier Registration Form
2. Respond to RFP Content
3. Respond to Email Bidding
4. Respond to Auctions
5. Others

01 RESPOND TO SUPPLIER REGISTRATION FORM

RECEIVE EMAIL NOTIFICATION

1. Receive "Invitation: Register to become a supplier with ZF Lifetec" Email. Click [Click Here]

[EXT] Invitation: Register to become a supplier with ZF Lifetec - TEST

 Monica Chen <s4system-prodeu+745296097-T.Doc2609292733@eusmtp.ariba.com>
收件人  Chen, Monica Xuelian

ZF Lifetec - TEST

Register as a supplier with ZF Lifetec - TEST

Hello! Monica Chen has invited you to register to become a supplier with ZF Lifetec - TEST. Start by creating an account with SAP Business Network. It's free. ZF Lifetec - TEST uses SAP Business Network to manage its sourcing and procurement activities to collaborate with suppliers. If TEST-ABB Supplier already has an account with SAP Business Network, sign in with your user name and password. [Click Here](#) to create account now

You are receiving this email because your customer, ZF Lifetec - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact ZF Lifetec - TEST.

[Offices](#) | [Data Policy](#) | [Contact Us](#) | [Customer Support](#)

Powered by 

CREATE A NEW ARIBA BUSINESS NETWORK'S ACCOUNT 1

1. Click [Create new account]

Benefits of a business relationship on SAP Business Network

- Digitalize your business**
Collaborate with your customer on the same secure network, while improving efficiency with paperless processes
- Ensure sustainability and compliance**
Keep your business information up to date, share certifications, and assessments with customers
- Simplify the sales cycle**
Participate in Sourcing events and e-auctions
- Explore new business opportunities**
Find leads from buyers searching for your services and products to keep their supply chain running

[Learn more](#)

ZF LIFETEC - TEST

Connect with ZF LIFETEC - TEST on SAP Business Network to collaborate.

Invited by [ZF Lifetec - TEST](#)

We found existing accounts based on the information in the invite. Please review.

[Review accounts](#)

or

[Use existing account](#)

[Create new account](#)

System will conduct potential account checks based on the email domain.

If you already have an Ariba Business Network account, click [Use existing account] to log in directly.

CREATE A NEW ARIBA BUSINESS NETWORK'S ACCOUNT 2

Fill in all the mandatory fields with asterisk symbol. These company information is public information and not specific to ZF LIFETEC.

1. The [Company (legal) name] is defaulted from ZF LIFETEC buyer.
2. Select [Country/Region]
3. Fill in [Address line 1]

[Back](#) [Help](#)

ZF LIFETEC - TEST

Create an account to connect and collaborate with ZF LIFETEC - TEST on SAP Business Network

Company information [?](#)

DUNS number [?](#)

1 [Don't know your DUNS number?](#)

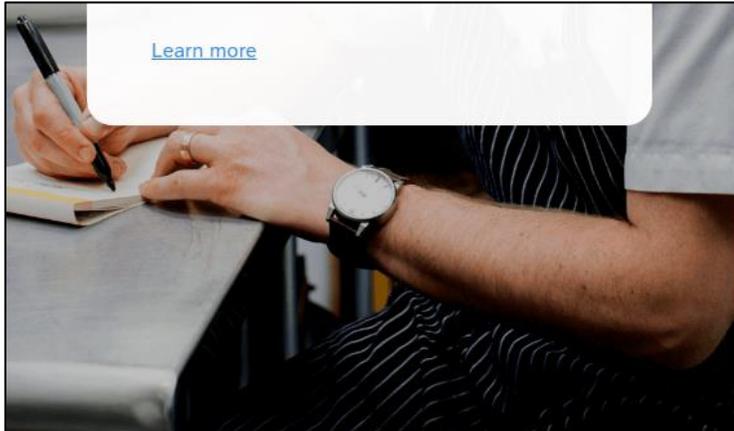
Company (legal) name *
TEST-ABB Supplier

2 Country/Region *
United States [USA]

3 Address line 1 *

CREATE A NEW ARIBA BUSINESS NETWORK'S ACCOUNT 3

4. Fill in [City]
5. Select [State]
6. Fill in [Zip]/[Postal code]



Address line 2

Address line 3

4

City *

5

State *

6

Zip *

CREATE A NEW ARIBA BUSINESS NETWORK'S ACCOUNT 4

7. The [First name] and [Last name] are defaulted from ZF LIFETEC buyer.
8. If tick the [Use my email as my username], the email address is the username when logging in Ariba Business Network. If remove the checkbox, you can set the username by yourself. And the username **must be in email format**.
9. Set the password and confirm it.
10. Tick the terms and privacy statement
11. Tick [I'm not a robot]. You must check reCAPTCHA.
12. Click [Create account]

Note: Password setting must comply with the following rules.

- Must be between 8 and 32 characters
- Lowercase, uppercase, numbers, and special characters allowed. "!#\$%&'()*+,-./:;<=>?@^_`{|}~\\"["
- Cannot contain the username
- Repetitive characters and numbers in sequence are discouraged
- Only ASCII characters are allowed (numbers 0-9, lower and upper case characters a - z, and some special characters)

The screenshot shows the 'Administrator account information' form. It includes fields for first name (Monica), last name (Chen), and email (monichen@deloittecn.com.cn). A checkbox for 'Use my email as my username' is checked. There are password and repeat password fields. Below these are two checkboxes for terms and conditions, both unchecked. A reCAPTCHA 'I'm not a robot' checkbox is also unchecked. At the bottom is a blue 'Create account' button.

7 Administrator account information ?

First name * Last name *

Monica Chen

Email *

monichen@deloittecn.com.cn

8 Use my email as my username

9 Password * Repeat password *

10 I have read and agree with the [Terms of Use](#).

I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings.

Please see the [Privacy Statement](#) to learn how we process personal data.

11 I'm not a robot

reCAPTCHA
Privacy - Terms

12 Create account

CONFIRM YOUR EMAIL ADDRESS 1

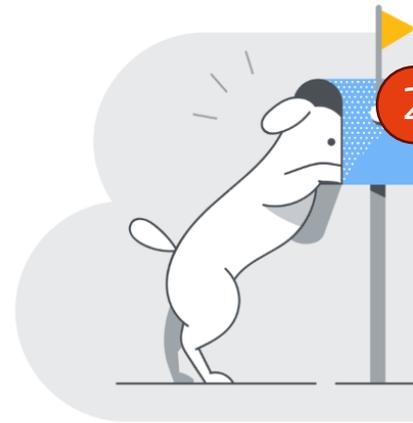
1. System pop-up a new page and send out Email
2. Open "Action required: Confirm your email" Email, click [Confirm email]

1

Please confirm your email address

Check your email at monichen@deloittecn.com.cn and follow the steps in the email to confirm your email address in the next **72 hours**.

> [If you did not receive the email:](#)



2

[EXT]Action Required: Confirm your email



Ariba Commerce Cloud <ordersender-prod@ansmtpr.ariba.com>
收件人 ● Chen, Monica Xuelian

Confirm your email

Hello,

Thank you for joining SAP Business Network. To finish signing up, you just need to confirm that we have the correct email.

Confirm email

Link expires: Thursday, Jun 26, 2025, 03:13 AM PDT

If the link expired, login to proposals.seller.ariba.com and click "Resend". You will then receive another confirmation email.

If you are unable to access the page, copy the link below and paste it into your web browser:
<https://service.ariba.com/Authenticator.aw/ad/confirmEmail?key=1XECwrk79mRqNZhSI9u0XtYQCT9ilb53&anp=Ariba&app=Sourcing>

Sincerely,
SAP Business Network team

If the link expired, open the link to resend the email via username and password

CONFIRM YOUR EMAIL ADDRESS 2

1. Click [Don't show this to me again]

Almost done! We just need a little bit more information.

Please provide the information below and you will be discovered by more customers looking for companies like yours.

Product and Service Categories

 [Add](#) or [Browse](#)

Ship-to or Service Locations

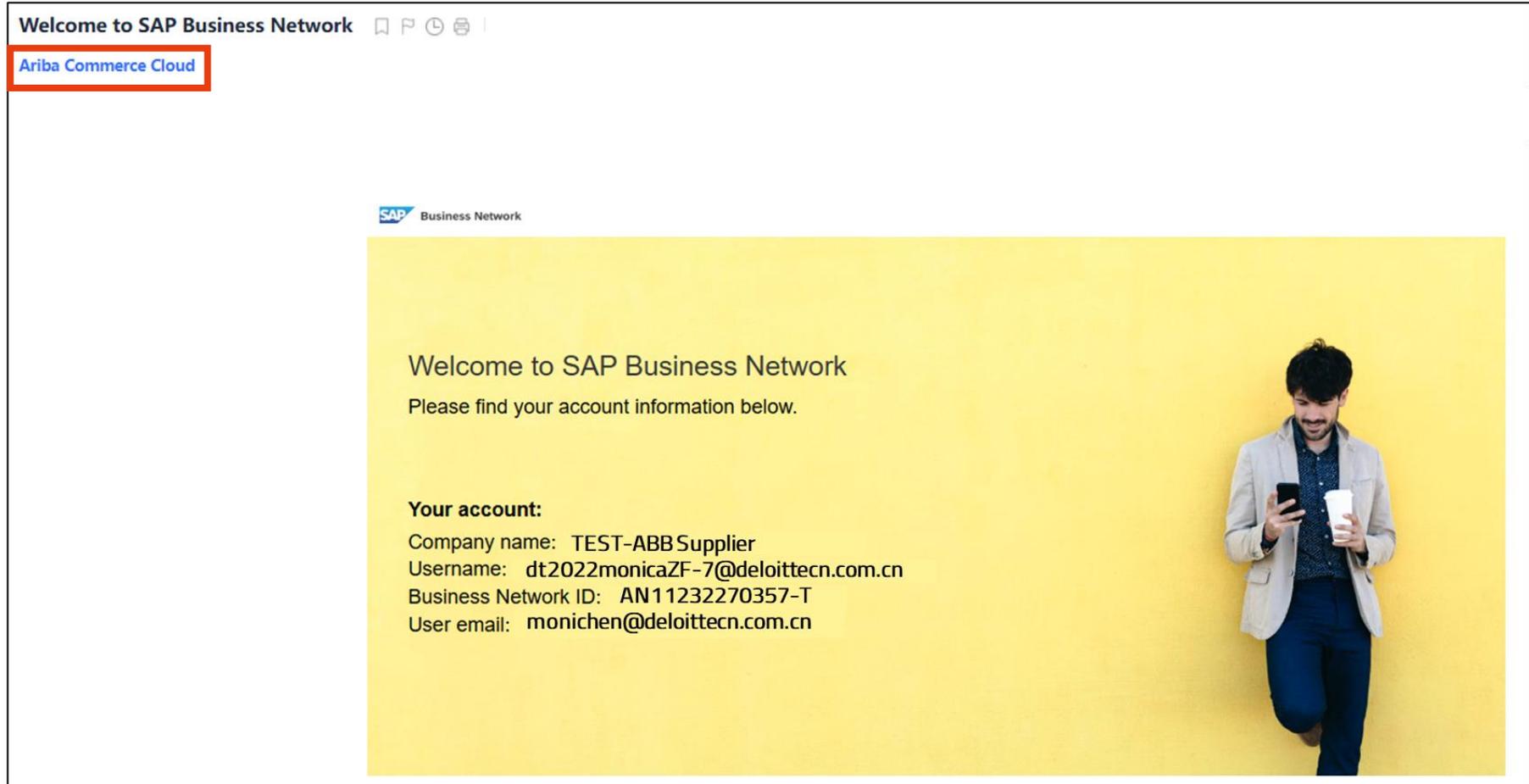
 [Add](#) or [Browse](#)

[Submit](#) [Remind me later](#) [Don't show this to me again](#)

An illustration of a white piggy bank with a blue patterned base. Three coins (dollar, euro, and yen) are falling into the slot on top. To the right of the piggy bank are three yellow sparkles.

CONFIRM YOUR EMAIL ADDRESS 3

1. After confirming the Email address, you will review an Email from "Ariba Commerce Cloud".



RESPONSE SUPPLIER REGISTRATION FORM 1

1. Click [Supplier Registration Form]

The screenshot displays the SAP Ariba Spend Management interface for a user named 'ZF LIFETEC - TEST'. The page includes a navigation bar with 'SAP Ariba Proposals and Questionnaires', 'Standard Account', and a 'Get enterprise account' button. The main content area is divided into several sections:

- ZF Lifetec - TEST Requested Profile:** A message stating 'All required customer requested fields have been completed.' with a link to 'View customer requested fields >'. Below this is a 'Public Profile Completeness' section showing a progress bar at 15% and a goal to reach 35% by entering commodities.
- Welcome to the Ariba Spend Management site:** A introductory message about the site's purpose.
- Home:** A navigation button.
- Events:** A table with columns: Title, ID, End Time ↓, Event Type, and Participated. It currently shows 'No items'.
- Registration Questionnaires:** A table with columns: Title, ID, End Time ↓, and Status. It shows one entry: 'Supplier Registration Form' with ID 'Doc2609292733', end time '7/23/2025 5:19 PM', and status 'Invited'. This entry is highlighted with a red box and a red circle containing the number '1'.
- Qualification Questionnaires:** A table with columns: Title, ID, End Time ↓, Commodity, Regions, and Status. It currently shows 'No items'.

RESPONSE SUPPLIER REGISTRATION FORM 2

These information is specific to ZF LIFETEC.

1. Click [Attach a file] to upload the signed NDA documents

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

- All Content
- 2 [NDA]
- 3 [Terms and Conditions]
- 5 [Supplier Information]
- 6 [Please provide Tax ...]

All Content

Name ↑

▼ 2 [NDA]

2.1 Please upload NDA document. ***Attach a file**

▼ 3 [Terms and Conditions]

3.1 BPCoC Template References ▾

3.2 Do you agree the BPCoC? * Unspecified ▾

▼ 5 [Supplier Information]

5.1 Supplier Name * TEST ADD Supplier

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

It supports PDF, Word or Zip format.
The file size should not exceed 100MB.

RESPONSE SUPPLIER REGISTRATION FORM 3

2. Click [Reference]
3. Click [BPCoC template.zip] to download the BPCoC template
4. Select [Do you agree the BPCoC?]. If "Yes" is selected, you need to upload signed BPCoC document. If "No" is selected, you need to enter your comments.

The screenshot displays the 'All Content' section of the Supplier Registration Form 3. The interface includes a sidebar with navigation options: Event Messages, Event Details, Response History, Response Team, and Event Contents. The 'Event Contents' section is expanded to show 'All Content'. The main content area lists several items:

- 2.1 Please upload NDA document. (Includes a file upload icon and 'TEST-NDA.pdf' with 'Update file' and 'Delete file' options)
- 3.1 BPCoC Template (Includes a 'References' dropdown menu, highlighted with a red box and circled '2')
- 3.2 Do you agree the BPCoC? (Includes a dropdown menu with 'Yes' selected, highlighted with a red box and circled '4')
- 3.3 Please upload BPCoC (Includes a file upload icon and 'BPCoC Template.zip', highlighted with a red box and circled '3')
- 5. [Supplier Information] (Includes a 'Download all attachments' button)

At the bottom of the form, there are four buttons: 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'. A note at the bottom right states: 'It supports PDF, Word or Zip format. The file size should not exceed 100MB.'

RESPONSE SUPPLIER REGISTRATION FORM 4

5. Supplier Name cannot exceed 160 characters. And it can contain any of the following characters: \ / : * ? " < > | . + % &
6. Select [Do you need the Name and Address in your local language?]. If "Yes" is selected, you need to select local language and enter supplier name/address (street) in your local language.
7. Select [Address Type]
8. Fill in [Supplier address]

All Content

Name ↑

Please upload a PDF document.

5 [Supplier Information]

5.1 Supplier Name ⓘ **5**

5.2 Do you need the Name and Address in your local language? ⓘ **6**

5.6 Address Type ⓘ

[1] Sales Address

[2] Warehouse Address

[3] Headquarter

[4] Order Address

[5] Manufacturing Address **7**

Show More

Country/Region: ⓘ State/Province/Region: ⓘ

Postal Code: ⓘ City: * ⓘ **8**

District: ⓘ

Street: * ⓘ

House Number: ⓘ

5.7 Supplier Address

RESPONSE SUPPLIER REGISTRATION FORM 5

9. Select [Country/Region]

10. Fill in mandatory tax number with asterisk symbol

All Content

Name ↑

▼ 6 [Please provide Tax Number]

9 *

Country/Region:

Tax Name	Tax Type	Tax Number
DE0_Germany: VAT identification number*	Organization	<input type="text"/>
DE1_Germany: Tax Number (e.g. for §48 EStG)*	Organization	<input type="text"/>

6.1 Tax Number

(*) indicates a required field

RESPONSE SUPPLIER REGISTRATION FORM 6

11. Fill in contactor information

All Content

Name ↑

11 [Supplier Contact]

7.1 [Primary Contactor (Sales Contactor)]

7.1.1 Primary Contactor_First Name *

7.1.2 Primary Contactor_Last Name *

7.1.3 Primary Contactor_Email Address *

7.1.4 Primary Contactor_Phone Number *

7.2 [Finance Contactor]

7.2.1 Finance Contactor_First Name *

7.2.2 Finance Contactor_Last Name *

7.2.3 Finance Contactor_Email Address *

7.3 [Quality Contactor]

7.3.1 Quality Contactor_First Name

7.3.2 Quality Contactor_Last Name

7.3.3 Quality Contactor_Email Address

RESPONSE SUPPLIER REGISTRATION FORM 7

12. Select [The region that you supply for]. If multiple options are selected, you need to upload different business license and bank details for different regions.

All Content

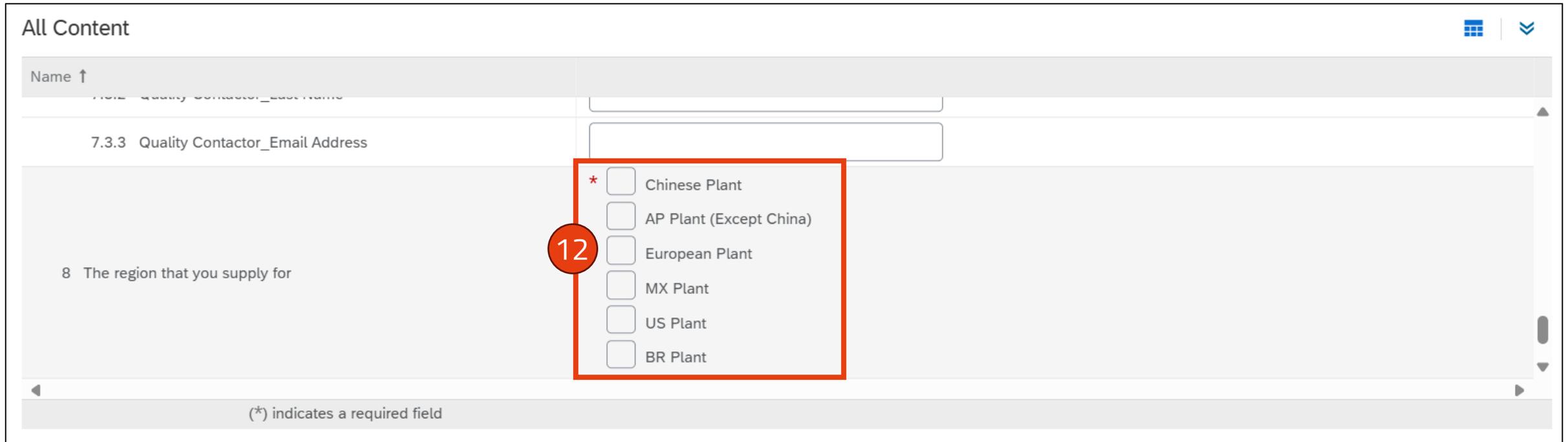
Name ↑

7.3.3 Quality Contactor_Email Address

8 The region that you supply for

- * Chinese Plant
- AP Plant (Except China)
- European Plant
- MX Plant
- US Plant
- BR Plant

(* indicates a required field)



RESPONSE SUPPLIER REGISTRATION FORM 8

13. Click [Attach a file] to upload business license and bank details

All Content

Name ↑

- ▼ 9 [Business License]
 - ▼ 9.3 [European Plant]
 - 9.3.1 Local Tax Number Confirmation
 - *Attach a file
- ▼ 10 [Bank Details]
 - ▼ 10.3 [European Plant]
 - 10.3.1 Banking Documentation
 - *Attach a file
 - 10.3.2 SWIFT Document (foreign supplier mandatory)
 - Attach a file

(*) indicates a required field

13

It supports PDF, Word or Zip format.
The file size should not exceed 100MB.

RESPONSE SUPPLIER REGISTRATION FORM 9

14. Click [Attach a file] to upload TISAX document

The screenshot shows a table titled "All Content" with the following rows:

Name ↑	
9.3.1 Local Tax Number Confirmation	* TEST-Business License.pdf Update file Delete file
▼ 10 [Bank Details]	
▼ 10.3 [European Plant]	
10.3.1 Banking Documentation	* TEST-Bank Details.pdf Update file Delete file
10.3.2 SWIFT Document (foreign supplier mandatory)	Attach a file
▼ 12 [TISAX]	
12.1 Please upload TISAX document.	* Attach a file

A red circle with the number "14" is placed over the "Attach a file" link in row 12.1. A red rectangle highlights the "Attach a file" link. To the right of the screenshot, red text reads: "It supports PDF, Word or Zip format. The file size should not exceed 100MB."

(*) indicates a required field

SUBMIT SUPPLIER REGISTRATION FORM 1

1. After completing supplier registration form, click [Submit Entire Response]

The screenshot shows a web interface for a supplier registration form. The top right corner features a clock icon and the text "Time remaining 29 days 21:29:40", which is highlighted with a red box. The main content area is titled "All Content" and lists several sections with associated files and actions:

- 9.3.1 Local Tax Number Confirmation: * TEST-Business License.pdf (Update file, Delete file)
- 10 [Bank Details]
 - 10.3 [European Plant]
 - 10.3.1 Banking Documentation: * TEST-Bank Details.pdf (Update file, Delete file)
 - 10.3.2 SWIFT Document (foreign supplier mandatory): Attach a file
 - 12 [TISAX]
 - 12.1 Please upload TISAX document: * TEST-TISAX.pdf (Update file, Delete file)

At the bottom of the form, there are four buttons: "Submit Entire Response", "Save draft", "Compose Message", and "Excel Import". The "Submit Entire Response" button is highlighted with a red box and a red circle containing the number "1".

Red text annotations are overlaid on the right side of the screenshot:

- "You need to complete the supplier registration form within 30 days." (near the time remaining box)
- "If you are invited to update the supplier registration form, you need to complete it within 7 days." (near the file upload actions)

On the left side, there is a sidebar with a list of event contents, including "All Content", "2 [NDA]", "3 [Terms and Conditions]", "5 [Supplier Information]", "6 [Please provide Tax ...]", and "7 [Supplier Contact]".

SUBMIT SUPPLIER REGISTRATION FORM 2

1. Click [OK]

The screenshot shows a web application interface for a supplier registration form. The main content area is titled "All Content" and contains a table with a header "Name ↑". A modal dialog box is overlaid on the form, asking "Submit this response?" with a green checkmark icon. Below the question, it says "Click OK to submit." and has two buttons: "OK" and "Cancel". A red circle with the number "1" is placed over the "OK" button. The background form includes fields for "State/Province/Region" (set to Brandenburg (12)), "City" (set to Berlin), and "District". At the bottom of the form, there are four buttons: "Submit Entire Response", "Save draft", "Compose Message", and "Excel Import".

Go back to ZF Lifetec - TEST Dashboard

Desktop File Sync

Console Doc2609292733 - Supplier Registration Form

Time remaining 29 days 21:26:33

All Content

Name ↑

Submit this response? ✓
Click OK to submit.

1 OK Cancel

5.7 Supplier Address

District:

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

2 [NDA]

3 [Terms and Conditions]

5 [Supplier Information]

6 [Please provide Tax ...]

SUBMIT SUPPLIER REGISTRATION FORM 3

1. System pop-up a message "Your response has been submitted. Thank you for participating in the event."
2. After 1~2 minutes, the status will refresh to "Pending Approval".

The image displays two screenshots of the ZF Lifetec system interface, illustrating the process of submitting a supplier registration form and its subsequent status.

Top Screenshot (Step 1): Shows the "Console" view for "Doc2609292733 - Supplier Registration Form". A green notification banner at the top states: "Your response has been submitted. Thank you for participating in the event." A red circle with the number "1" highlights this message. The top right corner shows "Time remaining 29 days 21:26:03".

Bottom Screenshot (Step 2): Shows the "Console" view for the same form, now in a "Pending Approval" state. A yellow notification banner at the top states: "You have submitted a response to the questionnaire." A red circle with the number "2" highlights the "Pending Approval" status in the top right corner. Below the notification, the "All Content" section displays a table of form items:

All Content	
Name ↑	
3.1 BPCoC Template References	
3.2 Do you agree the BPCoC?	Yes
3.3 Please upload BPCoC document.	TEST-BPCoC.pdf
▼ 5 [Supplier Information]	
5.1 Supplier Name ⓘ	TEST-ABB Supplier
5.2 Do you need the Name and Address in your local language?	No
[1] Sales Address	

SUBMIT SUPPLIER REGISTRATION FORM 4

1. After submitting supplier registration form, you will receive an Email.

[EXT]Confirmation: Registration submitted for approval



Ariba Administrator <no-reply@eusmtp.ariba.com>
收件人 ● Chen, Monica Xuelian

ZF Lifetec - TEST

1

Hello Monica Chen,

ZF Lifetec - TEST has received your registration information and will review it for approval.

To check your registration status, sign in to the ZF Lifetec - TEST supplier portal.

[Click Here](#)

Sincerely,
ZF Lifetec - TEST

You are receiving this email because your customer, ZF Lifetec - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact ZF Lifetec - TEST.

REGISTRATION STATUS NOTIFICATION TO SUPPLIER

1. After getting approval, you will receive an Email.

[EXT]Approved: Supplier registration with ZF Lifetec - TEST



Ariba Administrator <no-reply@eusmtp.ariba.com>

收件人 ● Chen, Monica Xuelian

ZF Lifetec - TEST

1

Hello Monica Chen,

Congratulations! Your supplier registration was approved.

Sign in to the supplier portal to see if you need to complete any tasks or qualifications before you can start doing business with ZF Lifetec - TEST.

[Click Here](#)

Sincerely,
ZF Lifetec - TEST

You are receiving this email because your customer, ZF Lifetec - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact ZF Lifetec - TEST.

02 RESPOND TO RFP CONTENT

EMAIL NOTIFICATION

When buyer publish the sourcing event, you will receive an email:

1. Click **[Click Here]** to access the event

ZF Lifetec - TEST has invited you to participate in an event: 20250618 Purchasing Laptops - UAT TEST. dt2022monica@163.com

 **lunalu4** 2025-06-24 07:18
发至 Anna01 Chen 详情

ZF Lifetec - TEST

ZF Lifetec - TEST has invited you to participate in the following event:
20250618 Purchasing Laptops - UAT TEST. The event is set to begin on
Tuesday, June 24, 2025 at 7:18 AM, China Standard Time.

Use the following user name to sign in to ZF Lifetec - TEST events:
dt2022monica_UT-1@163.com.

1 [Click Here](#) to access this event.

When you click this link, sign in with your user name and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in your event.

If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Commerce Cloud or sign in using your existing Ariba Commerce Cloud account user name and password before you can indicate that you do not want to respond to this event.

If you have forgotten your user name or password and are unable to sign in, [Click Here](#).

Email Sample

LOGIN ARIBA BUSINESS NETWORK (BN)

1. Fill in the User Name and Password
2. Click **[Login]**

The screenshot shows the SAP Ariba Supplier Login interface. At the top left, there is a navigation bar with the SAP logo and the text 'Ariba Proposals and Questionnaires'. On the right side of the navigation bar, there are icons for chat and help. The main content area features the SAP Ariba logo and the heading 'Supplier Login'. Below the heading, there are two input fields: 'User Name' and 'Password'. A blue 'Login' button is positioned below the 'Password' field. A red box highlights the 'User Name' and 'Password' fields, with a red circle containing the number '1' next to it. Another red box highlights the 'Login' button, with a red circle containing the number '2' next to it. Below the 'Login' button, there is a link that says 'Forgot Username or Password'. To the right of the login form, there is a section titled 'Unlock additional benefits' with a small image of three people and a 'Learn More' button.

If you are new to Ariba Business Network (BN), please refer to [<Create New Account>](#) to create your BN account

REVIEW PREREQUISITES

1. Click **[Review Prerequisites]**

Remaining time for you to provide quotation

Ariba Sourcing

Go back to ZF Lifetec - TEST Dashboard

Company Settings Anna01 Chen Feedback Help

Doc2609059885 - 20250618 Purchasing Laptops - UAT TEST Round: 1

Time remaining 09:28:43

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

Introduction (Section 1 of 2) Next

Name ↑
1.0 Introduction
project general information here

Before you review prerequisites, you can view partial sourcing event information here

Event Overview and Timing Rules

Owner: lunalu4
Event Type: RFP
Currency: European Union Euro
Commodity: 80106001 Hardware Workplace Laptop, Notebook, Monitors 80106001
Regions: DE Germany
Publish time: 6/24/2025 7:18 AM
Due date: 6/24/2025 5:18 PM

ACCEPT BIDDER AGREEMENT

If buyers have not set the NDA submission requirement to you, then you will directly jump to the bidder agreement page as the prerequisites

1. Click [I accept the terms of this agreement]
2. Click [OK]
3. Click [OK]

Prerequisites Doc2714147305 - DTT TEST LL - supplier training material

▼ Checklist

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

Prerequisites must be completed prior to participation in the event.

In consideration of the opportunity to participate in on-line events ('On-Line Events') held and conducted by the company sponsoring this On-Line Event ('Sponsor') on the web site (this 'Site') hosted by Ariba, Inc. ('Site Owner'), your company ('Participant' or 'You') agrees to the following terms and conditions ('Bidder Agreement'):

- 1. Bids.** If you are invited to participate in the On-Line Event, Sponsor reserves the right to amend, modify or withdraw this On-Line Event. Sponsor reserves the right to accept or reject all or part of your proposal. Submission of a bid does not create a contract or any expectation by Participant of a future business relationship. Rather, by submitting a bid, you are making a firm offer which Sponsor may accept to form a contract, subject to section 2 below. Sponsor is not liable for any costs incurred by Participant in the preparation, presentation, or any other aspect of Participant's bid.
- 2. Price Quotes.** Except to the extent Sponsor allows a non-binding bid, all Bids which Participant submits through the On-Line Events are legally valid quotations without qualification, except for data entry errors.
- 3. Procedures and Rules.** Participant further agrees to be bound by the procedures and rules established by the Site and Sponsor.
- 4. Confidentiality.** Participant shall keep all user names and passwords, the On-Line Event content, other confidential materials provided by the Site and/or Sponsor, and all bids provided by You or another participating organization in confidence and shall not disclose the foregoing to any third party.
- 5. Bids through Site only.** Participant agrees to submit bids only through the on-line bidding mechanism supplied by the Site and not to submit bids via any other mechanism including, but not limited to, post, courier, fax, E-mail, or other means specifically requested by Sponsor.

I accept the terms of this agreement. 1

I do not accept the terms of this agreement.

2

If you do not jump to this page but the system require you to submit a signed NDA document, please refer to [<Submit NDA>](#)

✓ **Submit this agreement?**

Click OK to submit.

3

SELECT LINE ITEMS

1. Tick the box of the item that you intend to bid
2. Click **[Confirm Selected Lots/Line Items]**

Select Lots

Doc2609059885 - 20250618 Purchasing Laptops - UAT TEST 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.

[Select Lots/Line Items](#) [Select Using Excel](#)

Lots Available for Bidding

<input type="checkbox"/>	Name	Reason for not bidding
<input type="checkbox"/>	8.0 20250618 Non-Catalog PR_Purchasing Laptops 10 EA 20250618 Non-Catalog PR_Purchasing Laptops 10 EA	(no value) ▼

[Confirm Selected Lots/Line Items](#)

RESPOND TO RFP CONTENT

1. Fill in the field with *
2. Click **[Submit Entire Response]** when complete all the questions
3. Click **[OK]**

The quote filled here is the unit price, not total price

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 Introduction

2 Local Regulations and...

All Content

Name ↑

Name	Unit Price	Quantity	Extended Price
8.0 20250618 Non-Catalog PR_Purchasing Laptops 10 EA	* €20,000.00 EUR	10 EACH	
20250618 Non-Catalog PR_Purchasing Laptops 10 EA			

Item Description: *

good (item description)

Delivery Date: *

Thu, 31 Jul, 2025

(*) indicates a required field

Submit Entire Response

Update Totals

Save draft

Compose Message

Excel Import

Submit this response?

Click OK to submit.

OK

Cancel

REVISE RFP CONTENT

1. If you'd like to revise the response within the remaining time, click **[Revise Response]**
2. Click **[OK]**

The screenshot displays the RFP console interface for 'Doc2609059885 - 20250618 Purchasing Laptops - UAT TEST'. The top right shows 'Round: 1' and 'Time remaining 06:41:23'. A yellow message bar states: 'You have submitted a response for this event. Thank you for participating.' A blue 'Revise Response' button is highlighted with a red box and a red circle containing the number '1'. Below this is the 'All Content' section, which includes a table with columns: Name, Unit Price, Quantity, and Extended Price. The table lists items such as '6.2 test question title' and '7.0 NDA'. A modal dialog titled 'Revise Response?' is open in the bottom right, with the text: 'You have already submitted a response for this event. Click OK if you would like to revise your response.' The 'OK' button in the dialog is highlighted with a red box and a red circle containing the number '2'.

Console Doc2609059885 - 20250618 Purchasing Laptops - UAT TEST Round: 1 Time remaining 06:41:23

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

Name ↑	Unit Price	Quantity	Extended Price
6.2 test question title	Fri, 27 Jun, 2025		
▼ 7.0 NDA			
7.1 Please provide a signed NDA: 📄 ✓	📄 signed NDA.pdf ✓		
8.0 20250618 Non-Catalog PR_Purchasing Laptops 10 EA			
20250618 Non-Catalog PR_Purchasing Laptops 10 EA			

title

⚠️ **Revise Response?**

You have already submitted a response for this event. Click OK if you would like to revise your response.

OK Cancel

REVISE RFP CONTENT

1. Revise the response
2. Click **[Submit Entire Response]** when complete revision

Console Doc2609059885 - 20250618 Purchasing Laptops - UAT TEST Round: 1 Time remaining 06:37:24

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

Name ↑	Unit Price	Quantity	Extended Price
<div style="border: 2px solid orange; padding: 5px;"> <p>6.0 RFP Response and Communication Requirements</p> <p>6.1 When are you available for a phone call to discuss the proposal? (Please also specify your time zone) * 10am-10pm CST</p> <p>6.2 test question title * Fri, 27 Jun, 2025</p> <p>7.0 NDA</p> <p>7.1 Please provide a signed NDA: signed NDA.pdf</p> <p>8.0 20250618 Non-Catalog PR_Purchasing Laptops 10 EA More... + * €20,000.00 EUR 10 EACH €200,000.00 EUR</p> <p><small>(*) indicates a required field</small></p> </div>			

1

Submit Entire Response
Update Totals
Reload Last Bid
Save draft
Compose Message
Excel Import

2

After [Submit Entire Response]

✓ Your revised response has been submitted. Thank you for participating in the event.

DECLINE TO BID

1. If you do not intend to participate in this RFP, click **[Decline to Respond]**
2. Fill in the reason for declining to respond
3. Click **[OK]**

Event Details Doc2609059885 - 20250618 Purchasing Laptops - UAT TEST Round: 1 Time remaining 02:35:43

Event Messages
Download Tutorials
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 Introduction
- 2 NDA

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](#)

Introduction (Section 1 of 2) [Next >>](#)

Name ↑

1.0 Introduction [Less...](#)

project general information here

Event Overview and Timing Rules

Owner: lunalu4
Event Type: RFP
Publish time: 6/24/2025
Due date: 6/24/2025

Reason for Declining to Respond

Declining to respond will temporarily remove your accessibility to this event. If you decide to respond to this event later, click the 'Intend to Respond' button for this event. Please enter the reason for declining (limited to 500 characters).

[OK](#) [Cancel](#)

DECLINE TO BID

If you accidentally decline the bid, you can re-participate by:

1. Click **[Intend to Respond]** and you are able to participate again

Event Details Doc2609059885 - 20250618 Purchasing Laptops - UAT TEST Round: 1 Time remaining 02:30:59

You have declined to respond. Click on the 'Intend to Respond' button if you are intending to participate in the event

[Download Content](#) **Intend to Respond** [Print Event Information](#)

1

Introduction

(Section 1 of 2) [Next >](#)

Name ↑	
1.0 Introduction	Less...
project general information here	

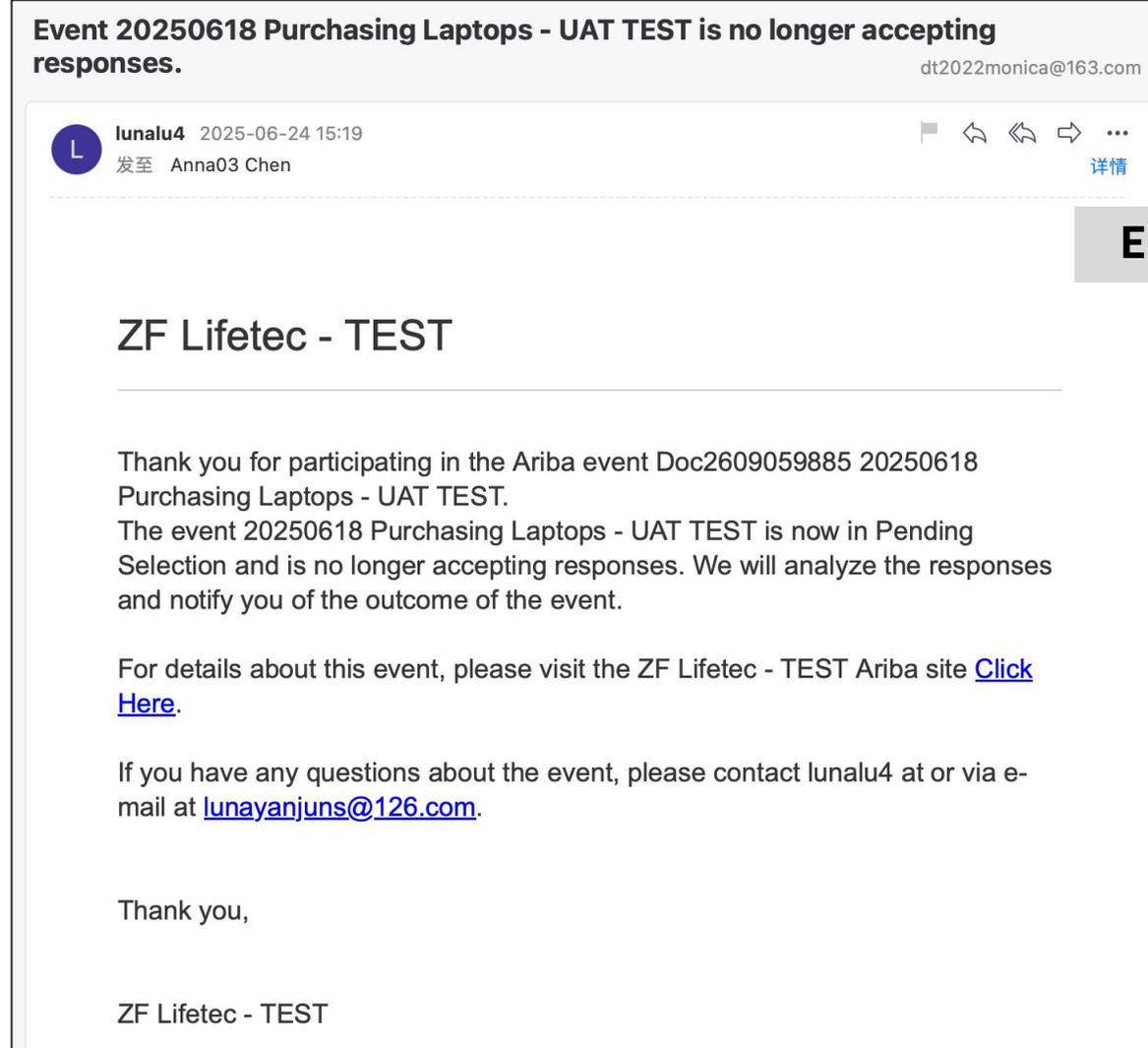
[Next Section: NDA](#)

Event Overview and Timing Rules

Owner: lunalu4	Currency: European Union Euro
Event Type: RFP	Commodity: 80106001 Hardware Workplace Laptop, Notebook, Monitors 80106001
Publish time: 6/24/2025 7:18 AM	Regions: DE Germany
Due date: 6/24/2025 5:18 PM	

NO LONGER ACCEPTING REPOSENSE EMAIL

When the time ends (Sourcing project is no longer accepting supplier responses), you will receive an email from Ariba.



Email Sample

SUPPLIERS RESPOND TO NEW ROUND

EMAIL NOTIFICATION

When a new round of bidding is created by buyers, you will receive an email from Ariba.

lunalu4 invites you to participate in the next round of 20250618 Purchasing Laptops - UAT TEST.

dt2022monica@163.com

 **lunalu4** 2025-06-24 15:50
发至 Anna01 Chen

   
[详情](#)

Email Sample

ZF Lifetec - TEST

lunalu4 invites you to participate in the next round of 20250618 Purchasing Laptops - UAT TEST

Message from , ZF Lifetec - TEST: another round

To participate in this round, you will need to sign in to SAP Ariba and view the event: [Click Here](#).

If you have questions about the event, please contact lunalu4 at or by email at lunayanjuns@126.com.

Best,
lunalu4

NEW ROUND RESPONSE

1. Click **[Revise Response]**
2. Click **[OK]**

Console Doc2609059885 - 20250618 Purchasing Laptops - UAT TEST Round: 2 Time remaining 09:48:21

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. Introduction

2. Local Regulations and T&Cs

3. Project Details (Technical Details)

1.0 Introduction Less... -

project general information here

2.0 Local Regulations and T&Cs

2.1 please go through the following regulations

3.0 Project Details (Technical Details)

3.1 Please go through the technical specification [Technical Specification](#)

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

another round

This message is left by buyer when creating a new round

1 **Revise Response**

2 **Revise Response?**

You have already submitted a response for this event. Click OK if you would like to revise your response.

OK **Cancel**

NEW ROUND RESPONSE

1. Revise the content submitted for the first round
2. Click **[Submit Entire Response]**
3. Click **[OK]**

The current round and remaining time

The screenshot displays the RFP submission interface for 'Doc2609059885 - 20250618 Purchasing Laptops - UAT TEST'. The interface includes a console at the top right showing 'Round: 2' and 'Time remaining 09:45:06'. A sidebar on the left contains a checklist with four items: 'Review Event Details', 'Review and Accept Prerequisites', 'Select Lots/Line Items', and 'Submit Response'. The main content area shows a table with columns for 'Name', 'Unit Price', 'Quantity', and 'Extended Price'. The table contains several rows, including '2.0 Local Regulations and T&Cs', '3.0 Project Details (Technical Details)', and '4.0 Project Details (Purchasing Details)'. A red box highlights the 'Submit Entire Response' button at the bottom of the main content area. A dialog box titled 'Submit this response?' is overlaid on the right side, with a green checkmark and the text 'Click OK to submit.' The dialog box has 'OK' and 'Cancel' buttons. Red circles with numbers 1, 2, and 3 are placed over the 'All Content' section, the 'Submit Entire Response' button, and the 'OK' button in the dialog box, respectively.

Console: RFP Doc2609059885 - 20250618 Purchasing Laptops - UAT TEST

Round: 2 Time remaining 09:45:06

Event Messages
Response History
Response Team

another round

1 All Content

Name ↑	Unit Price	Quantity	Extended Price
2.0 Local Regulations and T&Cs			
2.1 please go through the following regulations			
3.0 Project Details (Technical Details)			
3.1 Please go through the technical specification Technical Specification.pdf			
4.0 Project Details (Purchasing Details)			
4.1 Please give your quote in the Item section (at the bottom of this RFP). Please note this quote is the unit price , not total price.			
4.2 Shio To	Brühlweg 2	Alfdorf, NJ 7	
(*) indicates a required field			

2 Submit Entire Response Update Totals Reload Last Bid Save draft Compose Message

3 Submit this response?
Click OK to submit.
OK Cancel

SUBMIT NEW ROUND RESPONSE

Successfully submit the new round bidding

The screenshot displays a procurement system interface. At the top left, there is a link: [< Go back to ZF Lifetec - TEST Dashboard](#). At the top right, there is a link: [Desktop File Sync](#). The main header area shows the document title: **Doc2609059885 - 20250618 Purchasing Laptops - UAT TEST**, the current round: **Round: 2**, and a clock icon with the text **Time remaining 09:44:37**. A red arrow points from the text above to a green message box that says: **✓ Your revised response has been submitted. Thank you for participating in the event.** Below this, another green message box says: **✓ another round**. A blue button labeled **Revise Response** is located at the bottom right of the main content area. On the left side, there is a sidebar with a **Console** header, a **Checklist** section with two items: **1. Review Event Details** and **2. Review and Accept Prerequisites**, and a link for **Event Messages** with sub-links for **Response History** and **Response Team**. At the bottom left of the main content area, it says **All Content**. A small grid icon is visible in the bottom right corner of the main content area.

03 RESPOND TO EMAIL BIDDING

EMAIL NOTIFICATION

If you are invited to participate this sourcing event, you will receive an email notification.

ZF Lifetec - TEST has invited you to participate in an event: DTT test II - translation Chinese -0830.

ZF Lifetec - TEST 2025-08-30 17:52 2

ZF Lifetec - TEST

DTT test II - translation Chinese -0830

Please review this RFP or RFI and submit your response by email or by visiting the event page.

- To submit your response by email:
 - Download the attached Excel file.
 - For all the line items that you want to bid for,
 - Set the 'Intent to Respond' attribute to 'Yes'.
 - Enter all the required details.
 - To attach a supporting file, enter the exact file name in the relevant field.
 - Add the supporting files (if any), except the Excel file, to a .zip file.
 - Click **Email response** to open the reply message.
 - Attach the updated Excel file and the .zip file containing supporting files (if any), and send the email.

If you has an BN account, you can click [See event] to response the project in the BN

For any questions, contact lunalu@deloittecn.com.cn

Email response Decline See event

Click [Decline] if you do not want to participate.

Event ends Saturday, September 6, 2025 at 5:52 PM, China Standard Time

Bidding start date	Saturday, August 30, 2025 at 5:52 PM, China Standard Time
Region	Commodity
Germany	40011201 Five-finger gloves
Currency	
EUR	
Description	

Some basic project details.

You are receiving this email because your customer, ZF Lifetec - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact ZF Lifetec - TEST.

ZF Lifetec - TEST sourcing site, Event Doc2712438195: DTT test II - translation Chinese -0830, Realm: 745296097-T, Message ID: MSG345258669, [Click Here](#). ZF Lifetec - TEST has sent you this email using the SAP Ariba system as a sales contact for your company. To opt-out of receiving this type of email from ZF Lifetec - TEST or to identify an alternate representative, please contact lunalu@deloittecn.com.cn

Offices | Data Policy | Contact Us | Customer Support

Powered by SAP Ariba

Doc2712438195Olivi a Lewis_Attachment... 22.7KB	Doc2712438195_824 30.xls 27.5KB
---	---------------------------------------

EMAIL ATTACHMENT

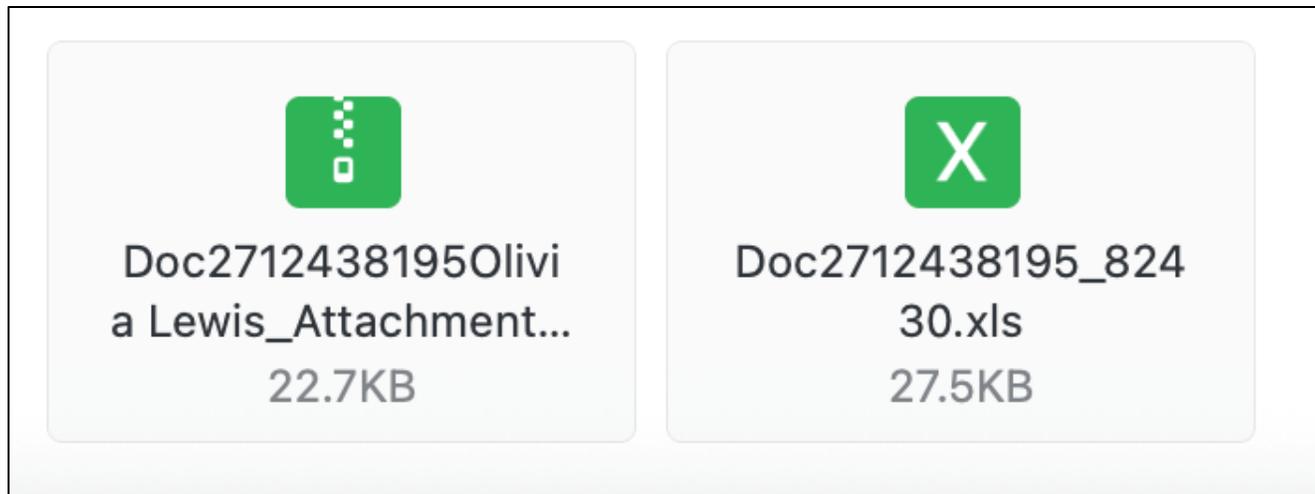
The email contains two key attachments: **ZIP Package** and **Excel Bid Sheet**

ZIP Package:

- Bidder Agreement : By submitting your bid, you are considered to agree to these terms.
- Additional project documents (if applicable)

Excel Bid Sheet:

- Complete and return this file as part of your bid submission.



EXCEL BID SHEET

Please read the instructions before filling out the form.

Sample sheets appear in the form:

Required Action

Submit the list of items on which you intend to respond

Instructions

Proceed through each worksheet using the tabs at the bottom of the window and fill out the required information: "Intend to Bid data" (color-coded cells, below) are required for Intend to Respond stage and "Bidding data" (color-coded cells, below) are required for Submit Response stage. When you have filled in all the information, save the file to your desktop and import it to the application.

General Guidelines and Cell Legend

Some of the cells in the following sheets require that you enter data, some can optionally be edited, and some are read-only. This is indicated by the color and border

	Header and System ID Information: Do not modify this cell or the import may fail.
	Help Information. Do not modify this cell or the import may fail.
	Bidding data. These cells are optional if you are selecting lots to which you intend to respond, otherwise they are required. Cells that you fill in are copied into the event when you import the spreadsheet. The column heading for these cells also has an asterisk (*) in it.
	Intend to Bid data. These cells are required; specify Yes or No.
	Optional data
	Without the border, read only data

Activate:

Intend To Respond Instructions
Submit Response Instructions
2 Bidder Agreement
5 Project Details (Purchasin...
6 Standard Payment Terms & I...
8 RFP Response and Communica...
Other Content

> Intend To Respond Instructions | Submit Response Instructions | 2 Bidder Agreement | 5 Project Details (Purchasin... | 6 Standard Payment Terms & I... | **

EMAIL SUBMISSION

1. Click **[Email Response]**
2. Attach your completed Excel bid sheet
3. Click **[Send]**

ZF Lifetec - TEST

DTT test pr_aurora0714

Please review this RFP or RFI and submit your response by email or by visiting the event page.

- To submit your response by email:
 1. Download the attached Excel file.
 2. For all the line items that you want to bid for,
 - a. Set the 'Intent to Respond' attribute to 'Yes'.
 - b. Enter all the required details.
 - c. To attach a supporting file, enter the exact file name in the relevant field.
 3. Add the supporting files (if any), except the Excel file, to a .zip file.
 4. Click Email response to open the reply message.
 5. Attach the updated Excel file and the .zip file containing supporting files (if any), and send the email.
- To visit the event page, click See event.

1 members of your organization are invited to participate in this event:

- Isabella Young

For any questions, contact 13506124131@163.com

Email response

Decline

See event

Send Save draft Cancel

Cc Bcc Send separately Schedule invitation

Recipient : bidbyemail-prodeu+74529609.@eusmtp.ariba.com

Subject :

Attach files (Single file maximum 3G , it can be raised to 6G) | Office templates

AI letter writing | Import from notes | Arial 14 B I U | Sign More

Intelligent letter writing new experience, try using: AI assistant

Attach files (Single file maximum 3G , it can be raised to 6G) | Office templates (5%, 28K uploaded, total file size573.75K)

Doc2645024827_88980.xls 28K Uploaded Delete

Completed cost breakdown.zip Uploading.. Delete

(if you have other document to attach, please also upload in the email)

163.com> | Email-tracking | More sending options

Send Cancel

Please refer to <[Email bidding](#)> for detailed guidance

SUBMISSION FEEDBACK

Upon successful submission, you'll receive a confirmation email.



ZF Lifetec - TEST

Email Sample

Dear Isabella Young,

Your bid for DTT test pr_aurora0714 was received successfully.

To revise your response, you can do so via email or by visiting the event page.

- To review your bid response, please see the attached Excel file.
- To revise your bid response,
 1. Download the attached Excel file.
 2. Update the Excel file with the required details. If you are attaching a supporting file, enter the exact file name in the relevant field.
 3. Add the supporting files (if any), except the Excel file, to a .zip file.

NOTE: Supporting files already attached to your previous bid response need not be added again. If you have modified a previously attached file or want to attach a new file, add it to the .zip file.
 4. Click Revise response to open the reply message.
 5. Attach the updated Excel file and the .zip file containing supporting files (if any), and send the email.
- To visit the event page, click See event.

[Revise response](#)

[See event](#)

SUBMISSION FEEDBACK

If the submission fails, you'll receive an error message detailing the reason for failure.

Email Sample

Failed to place bid for Project email bidding_aurora0714     |  Safe browsing 

From: ZF Lifetec - TEST <no-reply@eusmtp.ariba.com> 

To: Emma Harris <13506124131@163.com> 

Date: 2025-07-14 15:50

ZF Lifetec - TEST

Dear Emma Harris,

There was a problem with your bid for Project email bidding_aurora0714:
You need to provide an answer to 'Item Description' in Item 10.

If you have questions, please contact AuroraCui at or via e-mail at
13506124131@163.com.

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

Thank you for participating,

ZF Lifetec - TEST

04 RESPOND TO AUCTIONS

EMAIL NOTIFICATION

When buyer publish the Auction, suppliers will receive an email.

Please login to the Ariba BN, review prerequisites, and select the item to provide quotes (same as the RFP). Please refer to [<Email Notification>](#)

ZF Lifetec - TEST has invited you to participate in an event: 20250618 Purchasing Laptops - UAT TEST. dt2022monica@163.com

lunalu4 2025-06-24 07:18 🚩 ↶ ↷ ↲ ↳ ⋮

发至 [Anna01 Chen](#) 详情

ZF Lifetec - TEST

ZF Lifetec - TEST has invited you to participate in the following event: 20250618 Purchasing Laptops - UAT TEST. The event is set to begin on Tuesday, June 24, 2025 at 7:18 AM, China Standard Time.

Use the following user name to sign in to ZF Lifetec - TEST events:
dt2022monica_UT-1@163.com.

[Click Here](#) to access this event.

When you click this link, sign in with your user name and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in your event.

If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Commerce Cloud or sign in using your existing Ariba Commerce Cloud account user name and password before you can indicate that you do not want to respond to this event.

If you have forgotten your user name or password and are unable to sign in, [Click Here](#).

RESPOND TO AUCTION QUESTIONS

If buyers set some questions for the Auction, you have to answer all the question before providing quotation.

1. Answer all related questions
2. Click **[Submit Entire Response]**
3. Click **[OK]**

The screenshot shows the 'All Content' page in SAP Ariba. The main area is titled 'My Response' and contains a table with columns: Name, Unit Price, Quantity, Extended Price, and Leading. Below the table, there are several questions under different sections:

- 4.0 Project Details (Purchasing Details)
 - 4.1 Please give your quote in the Item section (at the bottom of this RFP). Please note this quote is the **unit price**, not total price.
- 5.0 Standard Payment Terms & Incoterms
 - 5.1 ZF LIFETEC's Minimal Payment Term: [S900] within 90 days
 - 5.2 If you cannot quote on this payment term, please specify the **payment term** that your current quote is based on: 45 days
 - 5.3 ZF LIFETEC's standard IncoTerm: DAP - Delivered at P

At the bottom of the page, there are four buttons: 'Submit Entire Response', 'Update Totals', 'Save draft', and 'Compose Message'. A confirmation dialog box is overlaid on the right side, titled 'Submit this response?' with a green checkmark. It contains the text 'Click OK to submit' and two buttons: 'OK' and 'Cancel'.

Annotations: 1 points to the question list, 2 points to the 'Submit Entire Response' button, and 3 points to the 'OK' button in the dialog.

RESPOND TO AUCTION QUESTIONS

1. After answering questions, scroll up and click **[Go To Lot Bidding]**

Doc2612758947 - 0625-Auction-ll 🕒 Time remaining for lot 7.0
00:17:27

✓ Your response has been submitted. Click **Go To Lot Bidding** to switch to the lot bidding view.

1

Go To Lot Bidding

All Content ☰ | ⌵

	My Response			Leading
Name ↑	Unit Price	Quantity	Extended Price	Extended Price
3.0 Project Details (Technical Details)				
▼ 4.0 Project Details (Purchasing Details)				
4.1 Please give your quote in the Item section (at the bottom of this RFP). Please note this quote is the unit price , not total price.				
▼ 5.0 Standard Payment Terms & Incoterms				
5.1 ZF LIFETEC's Minimal Payment Term:	[S900] within 90 days Due net			

ENGLISH AUCTION - PROVIDE QUOTES

1. Fill in the mandatory field marked with *
2. Click **[Submit Current Lot]**

After submitting bids, you are able to see the rank and leading bid

The remaining Auction time

Console Doc2614926781 - 0626-Auction-ll-01

Time remaining for lot 7.0
00:13:55

Event Messages
Response History

My Bid Rank : 1 Leading Bid: €700.00 EUR Bid decrement (%): 10% (€70.00 EUR)

Name ↑	Extended Price	Unit Price	Quantity
7.0 item1 ▾	€700.00 EUR (1)	* €70.00 EUR	10 EACH

Item Description: good

Delivery Date: * Sun, 27 Jul, 2025

Decrement bid by % (*) indicates a required field

ENGLISH AUCTION - REVISE QUOTES

With the remaining time, you can revise your quotes based on the Auction information:

1. Fill in the updated price
2. Click **[Submit Current Lot]**

Console Doc2614926781 - 0626-Auction-ll-01 Time remaining for lot 7.0 00:13:55

Event Messages
Response History

▼ Checklist

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

▼ Event Contents

All Content

My Bid Rank : 1 Leading Bid: €700.00 EUR Bid decrement (%): 10% (€70.00 EUR)

Name ↑	Extended Price	Unit Price	Quantity
7.0 item1 ▼ Less... -	€700.00 EUR (1) 🕒	* €70.00 EUR	10 EACH
Item Description:	* good		
Delivery Date:	* Sun, 27 Jul, 2025 📅		

Decrement bid by % Apply (*) indicates a required field

Submit Current Lot Update Totals Reload Last Bid Save draft Compose Message

JAPANESE AUCTION – SUBMIT BID ACCEPTANCE

For Japanese Auction, you will need to submit acceptance for every bid adjustment to continue the Auction. (Do not submit acceptance if you cannot accept the current quotation)

Click the current unit price information to view the adjusted bid value for each round.

The screenshot displays a web interface for a Japanese Auction. At the top, it shows '7. item1' with a bid adjustment of €200.00 EUR and a current unit price of €1,000.00 EUR. A red box highlights an information icon (i) next to the unit price, with a red arrow pointing to a pop-up window. The pop-up window, titled 'Next Bidding Values - (Unit Price)', shows the current bid value of €1,000.00 EUR and a table of bidding values for five periods. The table has columns for 'Period' and 'Value'. The values decrease from €900.00 EUR in period 1 to €500.00 EUR in period 5. Below the table, there is a 'More...' button with a plus sign. The main interface also features a 'Submit Acceptance' button and a 'Compose Message' button.

7. item1

Bid adjustment: €200.00 EUR
Current Unit Price: €1,000.00 EUR

Quantity: 1 EACH

Submit Acceptance | Compose Message

Lot Details

Name ↑

7.0 item1 ↓

Next Bidding Values - (Unit Price)

Current Bid Value: €1,000.00 EUR

Period	Value
1	€900.00 EUR
2	€800.00 EUR
3	€700.00 EUR
4	€600.00 EUR
5	€500.00 EUR

More... +

JAPANESE AUCTION – SUBMIT BID ACCEPTANCE

1. Click **[More]** to expand the details of items
2. Fill in Item Description and Delivery Date
3. Click **[Submit Acceptance]**

Upon successful submission
✓ You have successfully accepted the current price level. You can wait for the next price change to accept the new price level.

7. item1

Bid adjustment: €200.00 EUR
Current Unit Price: EUR

Quantity: 1 EACH

3

Lot Details

Name ↑

7.0 item1 ▾

(*) indicates a required field

Period: All

Bid History

1 +

2 -

Item Description: *

Delivery Date: *

(*) indicates a required field

DUTCH AUCTION – SUBMIT BID ACCEPTANCE

1. Click **[More]** to expand the details of items
2. Fill in the mandatory field with *
3. Click **[Submit Acceptance]**

You can check the Current Unit Price and Time until next adjustment here.

7. item1

Bid adjustment: €50.00 EUR
Current Unit Price: EUR
Time until next adjustment: 00:00:36

Quantity: 10 EACH

Extended Price: €1,500.00 EUR

Submit Acceptance Update Totals Save draft Compose Message

3

Lot Details

Name ↑

7.0 item1 ▾

(*) indicates a required field

1

More... +

2

Name ↑

7.0 item1 ▾

Less... -

* Item Description:

* Delivery Date:

(*) indicates a required field

DUTCH AUCTION – SUBMIT BID ACCEPTANCE

1. Click **[OK]**

For Dutch Auction, once a supplier has submitted acceptance, the Auction will end directly. The Auction status will change to **Pending Selection**.

Doc2653061921 - DTT test 20250721 Dutch auction_aurora

Time remaining for lot 7.0
00:10:21

7. item1

Bid adjustment: €50.00 EUR
Current Unit Price: €300.00 EUR
Time until next adjustment: 00:00:21

Quantity: 10 EACH
Extended Price: €3,000.00 EUR

Submit Acceptance Update Totals Save draft

Lot Details

Name ↑

7.0 item1

Item Description: good

Submit this response?
Click OK to submit.

OK Cancel

Doc2653061921 - DTT test 20250721 Dutch auction_aurora

Pending Selection

✓ Your response has been submitted.

MULTIPLE ITEMS MONITORING

1. If there are multiple items in one Auction event, please scroll down and click different items in **[Choose Lot]** to switch to the corresponding item information and Auction results

▼ Event Contents

- All Content
- 1 Introduction
- 2 Local Regulations an...
- 3 Project Details (Tec...
- 4 Project Details (Pur...
- 5 Standard Payment Ter...
- 6 Response and Communi...

▼ Choose Lot

- 7.0 item1
- 8.0 item2

Doc2653061921 - DTT test 20250721 Dutch auction_aurora Pending Selection

The bid shown is your last successfully submitted bid.

8. item2

Bid adjustment: €70.00 EUR
Accepted Unit Price: €340.00 EUR
Accepted Quantity: 5 EACH
Accepted Extended Price: €1,700.00 EUR

[Compose Message](#)

Lot Details **My Bid Rank : 1**

Name ↑	
8.0 item2	More...

Period: All

Bid History

Participant	Unit Price ↑	Quantity	Submission Time
UAT_Jose Fidel Duran Andrade	€340.00 EUR	5 EACH	11:20 AM

9/22/2025

ZF LIFETEC | NPM SAP ARIBA | SUPPLIER TRAINING | Version 1.0 - 20250813

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05 OTHERS

WHAT IN OTHERS

- Submit NDA as Prerequisites
- Email Bidding Details
- Event Preview Time

SUBMIT NDA

If buyers require signed NDA, after you click **[Review Prerequisites]**:

1. Select **[I accept the terms of the agreement]**
2. Click **[Attach a file]**

The screenshot shows a web interface for submitting an NDA. On the left is a checklist with four steps: 1. Review Event Details, 2. Review and Accept Prerequisites (highlighted with a blue bar), 3. Select Lots/Line Items, and 4. Submit Response. A red circle with the number '1' is placed over the 'Review and Accept Prerequisites' step. The main content area has a light blue header with instructions: '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. In some cases, your responses to the prerequisites require buyer review before you can continue with the event or submit a response.' Below this is a question: 'Would you like to accept the Bidder Agreement?' with a 'View Bidder Agreement' link. Two radio buttons are present: 'I accept the terms of this agreement.' (selected) and 'I do not accept the terms of this agreement.' A red box highlights the selected radio button and the 'View Bidder Agreement' link. A red circle with the number '1' is placed over the selected radio button. A red arrow points from the text 'You can click here to view the bidder agreement' to the 'View Bidder Agreement' link. Below the question is a 'Prerequisites' section with a table. The table has a header 'Name ↑' and a 'Less...' button. The first row is '1.0 Introduction' with a 'Less...' button. The second row is '2.0 NDA' (expanded) with a 'Less...' button. The third row is '2.1 Please provide a signed NDA: [file icon]'. A red box highlights the 'Attach a file' link. A red circle with the number '2' is placed over the 'Attach a file' link. At the bottom right are 'OK' and 'Cancel' buttons.

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots/Line Items
4. 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. In some cases, your responses to the prerequisites require buyer review before you can continue with the event or submit a response.

1

Would you like to accept the Bidder Agreement? [View Bidder Agreement](#)

I accept the terms of this agreement.

I do not accept the terms of this agreement.

Prerequisites

Name ↑	
1.0 Introduction	Less... -
project general information here	
▼ 2.0 NDA	
2.1 Please provide a signed NDA: [file icon]	*Attach a file

(*) indicates a required field

OK Cancel

You can click here to view the bidder agreement

2

SUBMIT NDA

1. Select **[Choose File]**
2. Click **[OK]**

Add Attachment

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

Attachment: Choose File Test NDA.docx
Or drop files here

After uploading

Prerequisites

Name ↑	
1.0 Introduction	
▼ 8.0 NDA	
8.2 Please provide a signed NDA:	* Test NDA.docx Update file Delete file

(*) indicates a required field

EMAIL NOTIFICATION

- When buyer accept your signed NDA, you will receive an email from Ariba.
- Then you can login to your BN to continue responding to the sourcing project

Response of prerequisite 8.2 submitted by TEST-HMS Haustechnik Mathias Schreiber GmbH (Anna01 Chen) has been accepted.

dt2022monica@163.com



lunalu4 2025-06-24 10:06

发至 Anna01 Chen



详情

ZF Lifetec - TEST

Response of prerequisite 8.2 submitted by TEST-HMS Haustechnik Mathias Schreiber GmbH (Anna01 Chen) has been accepted.

Thank you for your participation.

If you have questions, please contact lunalu4 at or via e-mail at lunayanjuns@126.com.

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

Thank you,

ZF Lifetec - TEST

You can click here
to access the BN

ACCESS TO THE SOURCING PROJECT

1. Click **[Select Lots]**

Then please refer to [<Select Line Items>](#) to continue selecting items and providing your quotes

Event Details

Doc2609059885 - 20250618 Purchasing Laptops - UAT TEST

Round: 1

Time remaining
07:00:43

Download Content

Review Prerequisites

Decline to Respond

1

Select Lots

Print Event Information

Event Messages

Response History

Download Tutorials

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 Introduction

All Content

Name ↑	Unit Price	Quantity	Extended Price
please go through the following regulations			
▼ 3.0 Project Details (Technical Details)			
3.1 Please go through the technical specification Technical Specification.pdf			
▼ 4.0 Project Details (Purchasing Details)			
4.1 Please give your quote in the Item section (at the bottom of this RFP). Please note this quote is the unit price , not total price.			
4.2 Ship To			Brühlweg 28 Alfdorf, NJ 73553 Germany

Event Overview and Timing Rules

Owner: [lunalu4](#) ⓘ

Event Type: RFP

Currency: European Union Euro

Commodity: 80106001 Hardware Workplace Laptop, Notebook, Monitors 80106001

Regions: DE Germany

After buyer accept the prerequisites questions,
you are able to see all RFP content

EXCEL BID SHEET DETAILS

You **do not** need to fill in:

General Guidelines and Cell Legend

Some of the cells in the following sheets require that you enter data, some can optionally be edited, and some are read-only. This is indicated by the color and border



Header and System ID Information: Do not modify this cell or the import may fail.



Help Information. Do not modify this cell or the import may fail.



Bidding data. These cells are optional if you are selecting lots to which you intend to respond, otherwise they are required. Cells that you fill in are copied into the event when you import the spreadsheet. The column heading for these cells also has an asterisk (*) in it.



Intend to Bid data. These cells are required; specify Yes or No.



Optional data



Without the border, read only data

A	B	C	D	E	F	G
1	Number Name					
2	2.1	Please make sure you have read the Bidder Agreement before you submit your quotes. Once you've submitted your quotes, we assume you've agree to the agreement.				

EXCEL BID SHEET DETAILS

You can **optionally** fill in:

General Guidelines and Cell Legend

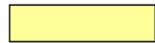
Some of the cells in the following sheets require that you enter data, some can optionally be edited, and some are read-only. This is indicated by the color and border



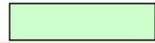
Header and System ID Information: Do not modify this cell or the import may fail.



Help Information. Do not modify this cell or the import may fail.



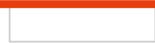
Bidding data. These cells are optional if you are selecting lots to which you intend to respond, otherwise they are required. Cells that you fill in are copied into the event when you import the spreadsheet. The column heading for these cells also has an asterisk (*) in it.



Intend to Bid data. These cells are required; specify Yes or No.



Optional data



Without the border, read only data

	A	B	C	D
1	Number	Name	Answer	
2	6.1	ZF LIFETEC's Minimal Payment Term:	[S900] within 90 days Due net	
3	6.2	If you cannot quote on this payment term, please specify the payment term that your current quote is based on:		
4	6.3	ZF LIFETEC's standard IncoTerm:	DAP - Delivered at Place	
5	6.4	If you cannot quote on this IncoTerm, please specify the IncoTerm that your current quote is based on:		
6				

EXCEL BID SHEET DETAILS

You **must** fill in:

General Guidelines and Cell Legend

Some of the cells in the following sheets require that you enter data, some can optionally be edited, and some are read-only. This is indicated by the color and border



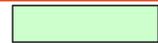
Header and System ID Information: Do not modify this cell or the import may fail.



Help Information. Do not modify this cell or the import may fail.



Bidding data. These cells are optional if you are selecting lots to which you intend to respond, otherwise they are required. Cells that you fill in are copied into the event when you import the spreadsheet. The column heading for these cells also has an asterisk (*) in it.



Intend to Bid data. These cells are required; specify Yes or No.



Optional data



Without the border, read only data

	A	B	C	D	E
1	Number	Name	Description	Intend To Respond	Reason for not bidding
2	11	This is a test item for email bidding.	This is a test item for email bidding	No	
3					
4					

A	B	C	D
Number	Name	Answer	
8.1	When are you available for a phone call to discuss the proposal? (Please also specify your time zone here)		

EMAIL BIDDING – PROVIDE QUOTES

In “Other Content” sheet or in the last sheet:

1. Fill in **[Intend To Respond]** , Select **[Yes]** to provide quotes or **[No]** to decline
2. If choosing **[No]**, you must specify a reason in **[Reason for not bidding]**

Number	Name	Description	Intend To Respond	Reason for not bidding	Currency	Unit of Measure	* Unit Price	Quantity	* Item Description	* Delivery Date
11	This is a test item for email bidding.	This is a test item for email bidding.	No		EUR	EACH		10		30/7/2025 3:55

[Intend To Respond] is a mandatory field.

6 Standard Payment Terms & I... 8 RFP Response and Communica... **Other Content**

EMAIL BIDDING – UPLOAD ATTACHMENT

When you need to upload **attachments**:

1. Enter exact filename in the designated cell of your bid sheet
2. Create ZIP File Correctly
3. Email Submission

Attach completed excel bid sheet and ZIP file(s) in the replying email

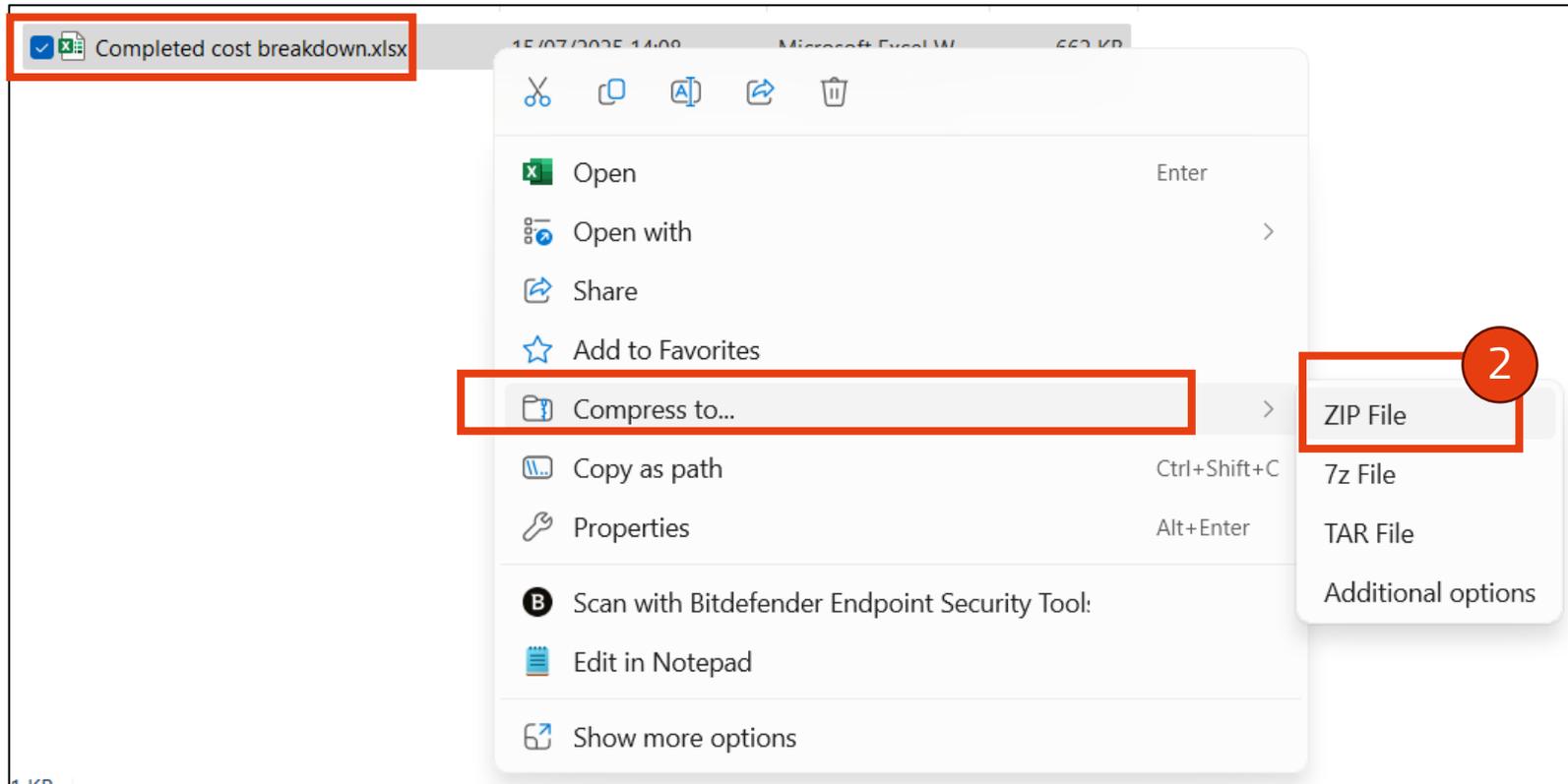
A	B	C	D	E	F	G	H
1	Number	Name	Answer				
2	7.1	Please download and complete the cost analysis in excel file format as part of the RFP.	ZF_CBD_M&E_v7.1.xlsx				
3	7.2	Please upload your completed Cost Breakdown file:	Completed cost breakdown.xlsx				
4	7.4	Please give your quote in the Item section (at the bottom of this RFP). Please note this quote is the unit price, not total price.					
5							
6							
7							

Answer Type: Attachment
Acceptable Values: Attachment File Name

- Please enter filenames matching exactly with the attached file.
- Remember to include file suffix.

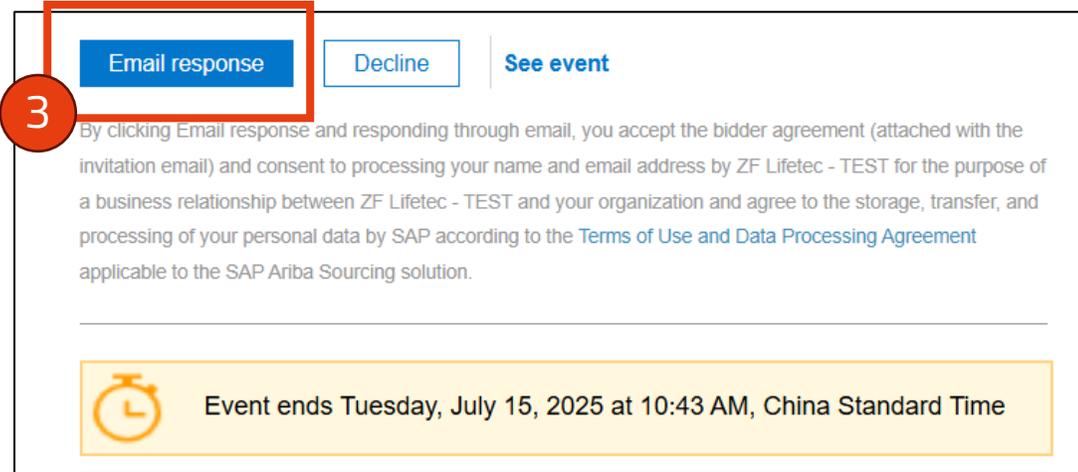
EMAIL BIDDING – UPLOAD ATTACHMENT

Compress files directly – do not place them in a folder first



EMAIL BIDDING – UPLOAD ATTACHMENT

3. Click **[Email response]**
4. In the replying email, attach the bidding excel and the .zip file

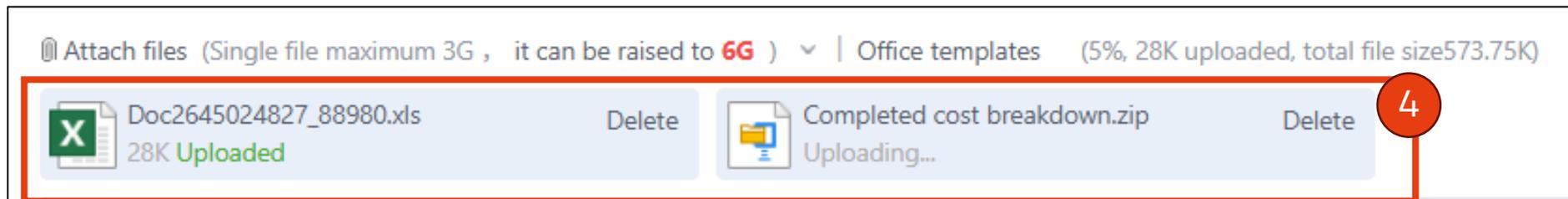


Email response Decline See event

3

By clicking Email response and responding through email, you accept the bidder agreement (attached with the invitation email) and consent to processing your name and email address by ZF Lifetec - TEST for the purpose of a business relationship between ZF Lifetec - TEST and your organization and agree to the storage, transfer, and processing of your personal data by SAP according to the [Terms of Use and Data Processing Agreement](#) applicable to the SAP Ariba Sourcing solution.

Event ends Tuesday, July 15, 2025 at 10:43 AM, China Standard Time



Attach files (Single file maximum 3G , it can be raised to 6G) | Office templates (5%, 28K uploaded, total file size 573.75K)

Doc2645024827_88980.xls 28K Uploaded Delete

Completed cost breakdown.zip Uploading... Delete

4

PREVIEW TIME

- For some sourcing project, buyers may set preview time for you. If so, you can view the content within the preview time.
- But you cannot answer during the preview time.

Preview period - remaining time

Doc2614926781 - 0626-Auction-ll-01

Time remaining in preview
00:08:06

All Content ⌵

Name ↑	Extended Price	Unit Price	Quantity
3.0 Project Details (Technical Details)			
▼ 4.0 Project Details (Purchasing Details)			
4.1 You will need to answer all the questions before starting to provide quotes. Please notice the quote you provide is the Unit Price , not total price.			
▼ 5.0 Standard Payment Terms & Incoterms			
5.1 ZF LIFETEC's Minimal Payment Term:	[S900] within 90 days Due net		
5.2 If you cannot quote on this payment term, please specify the payment term that your current quote is based on:			
5.3 ZF LIFETEC's standard IncoTerm:	DAP - Delivered at Place		

Compose Message

THANKS !