

A conceptual illustration of a car driving on a road at night. The car is surrounded by a large, transparent, teardrop-shaped protective shield that glows with an orange and white energy. The background shows a dark forest and a road with light trails.

ZF LIFETEC NPM SAP Ariba PROJECT SUPPLIER TRAINING

9/17/2026

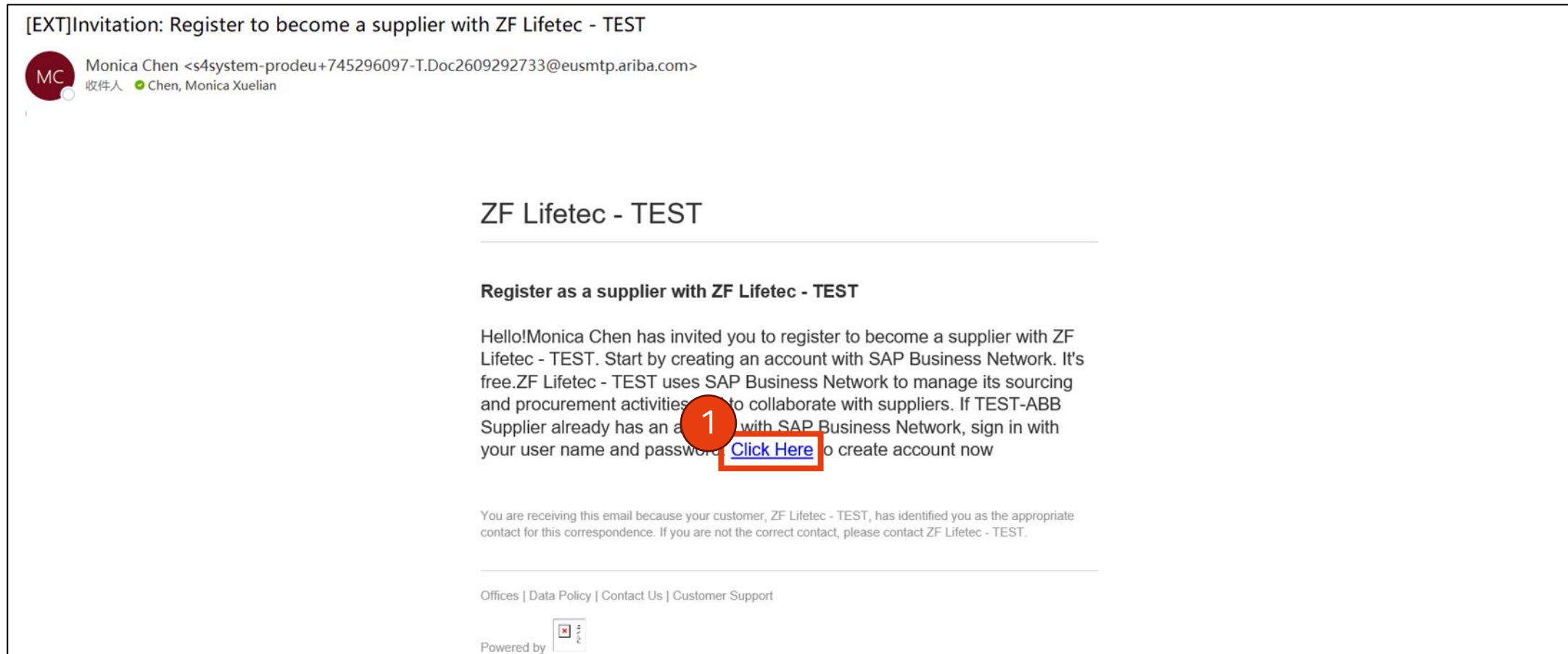
AGENDA

1. Create/Connect SAP Business Network Account
2. Respond to Supplier Registration Form
3. Respond to RFP Content
4. Respond to Email Bidding
5. Respond to Auctions
6. Others

01 CREATE/CONNECT SAP BUSINESS NETWORK ACCOUNT

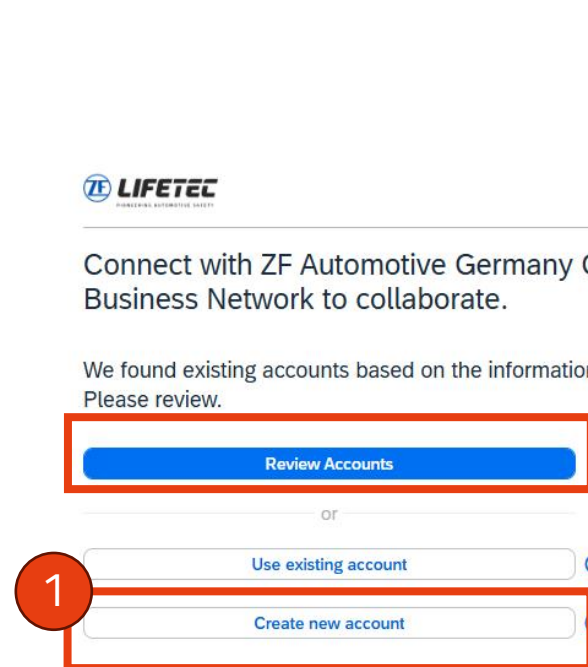
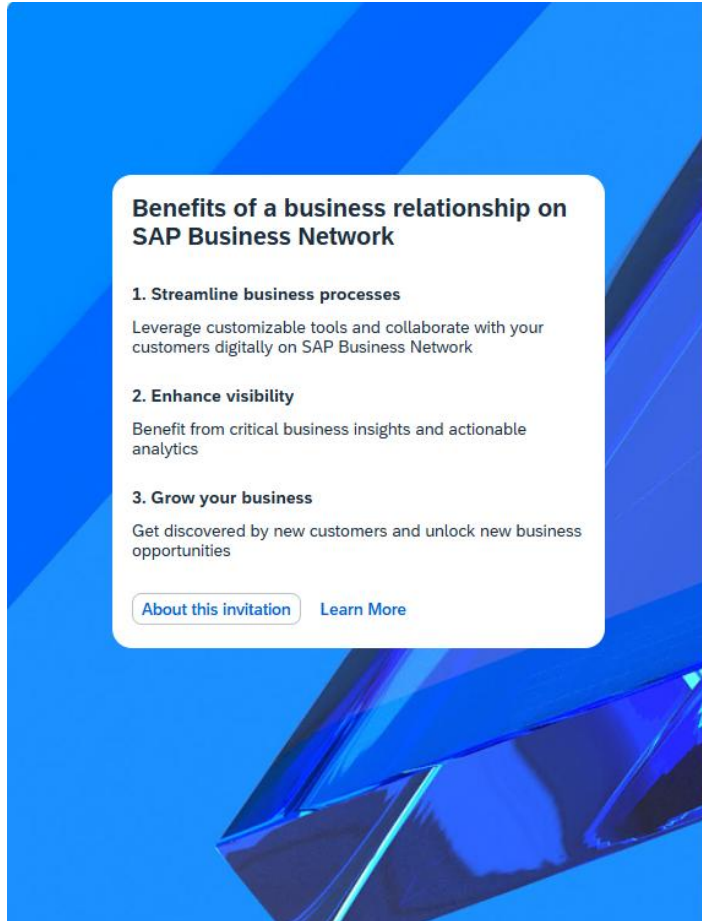
RECEIVE EMAIL NOTIFICATION

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



CREATE A NEW ARIBA BUSINESS NETWORK'S ACCOUNT 1

1. Click [Create new account] if you do not have an SAP Business Network account before.
2. If you already have an account, please choose [Use existing account], [see page20-21](#).



Note: Please ignore [Review Accounts], which is mostly not aligned with records in our system but a reference result from SAP

CREATE A NEW Ariba BUSINESS NETWORK'S ACCOUNT 1

Pre-Note: When your SAP move to NextGen, you need to pay attention to 【Updated Content】

1. **【Updated Content】 : Keep the default choice of Data Center, Click [Confirm]**

Benefits of a business relationship on SAP Business Network

- 1. Streamline business processes**
Leverage customizable tools and collaborate with your customers digitally on SAP Business Network
- 2. Enhance visibility**
Benefit from critical business insights and actionable analytics
- 3. Grow your business**
Get discovered by new customers and unlock new business opportunities

[Learn More](#)

Choose a Data Center

Your account and profile will be created and maintained in the chosen data center

☒ USA: Quincy, WA
☐ Netherlands: Amsterdam

Note

You can change the selected data center only until the account creation process is completed. To make changes, start the onboarding process again by returning to Data center picker page, where the required Data center can be selected again.

Confirm Cancel

CREATE A NEW Ariba BUSINESS NETWORK'S ACCOUNT 1

Pre-Note: When your SAP move to NextGen, you need to pay attention to 【Updated Content】

1. 【Updated Content】 : Click [Proceed].



[? Help](#)

Verify your email before you proceed...

Please provide the email that you want to use to create your new account.

Email: *

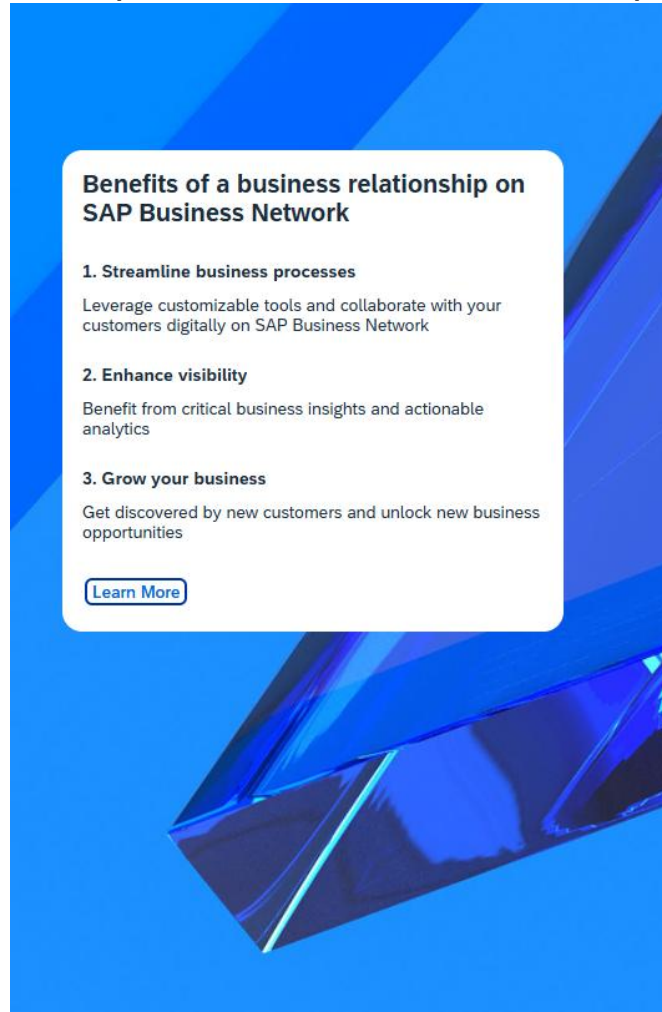
Proceed

Note: email address is not allowed to edit here.
If you need to change, please contact your buyer.

CREATE A NEW Ariba BUSINESS NETWORK'S ACCOUNT 1

Pre-Note: When your SAP move to NextGen, you need to pay attention to 【Updated Content】

1. **【Updated Content】** : Check your email (maybe in your junk box), **enter One Time Password and Click [Continue]**

[< Back](#)[? Help](#)

Enter your One Time Password

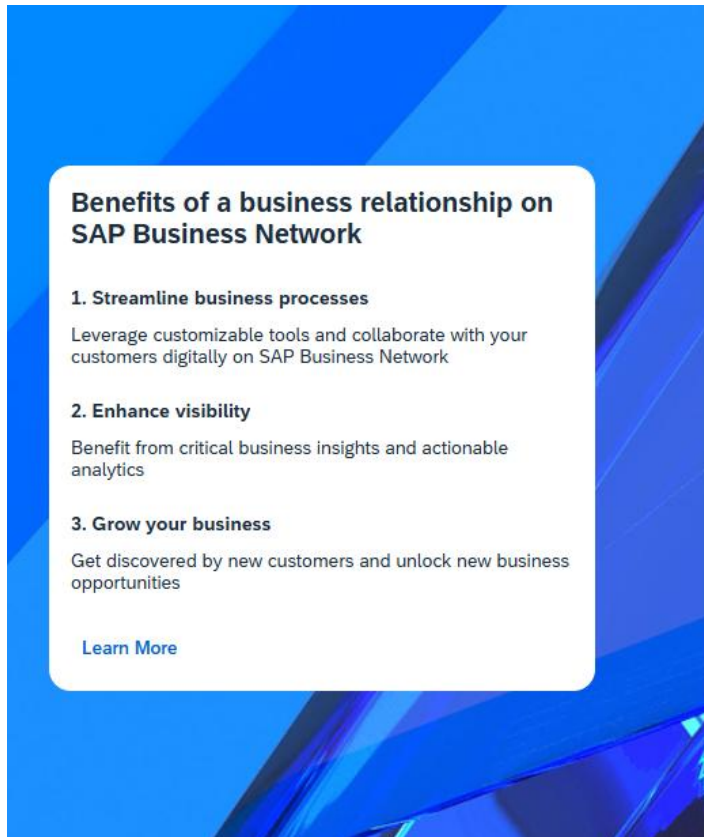
Please enter your one time password sent to weiru.yin.external@zf-lifetec.com. Your password expires in 30 minutes.

[Continue](#)

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.

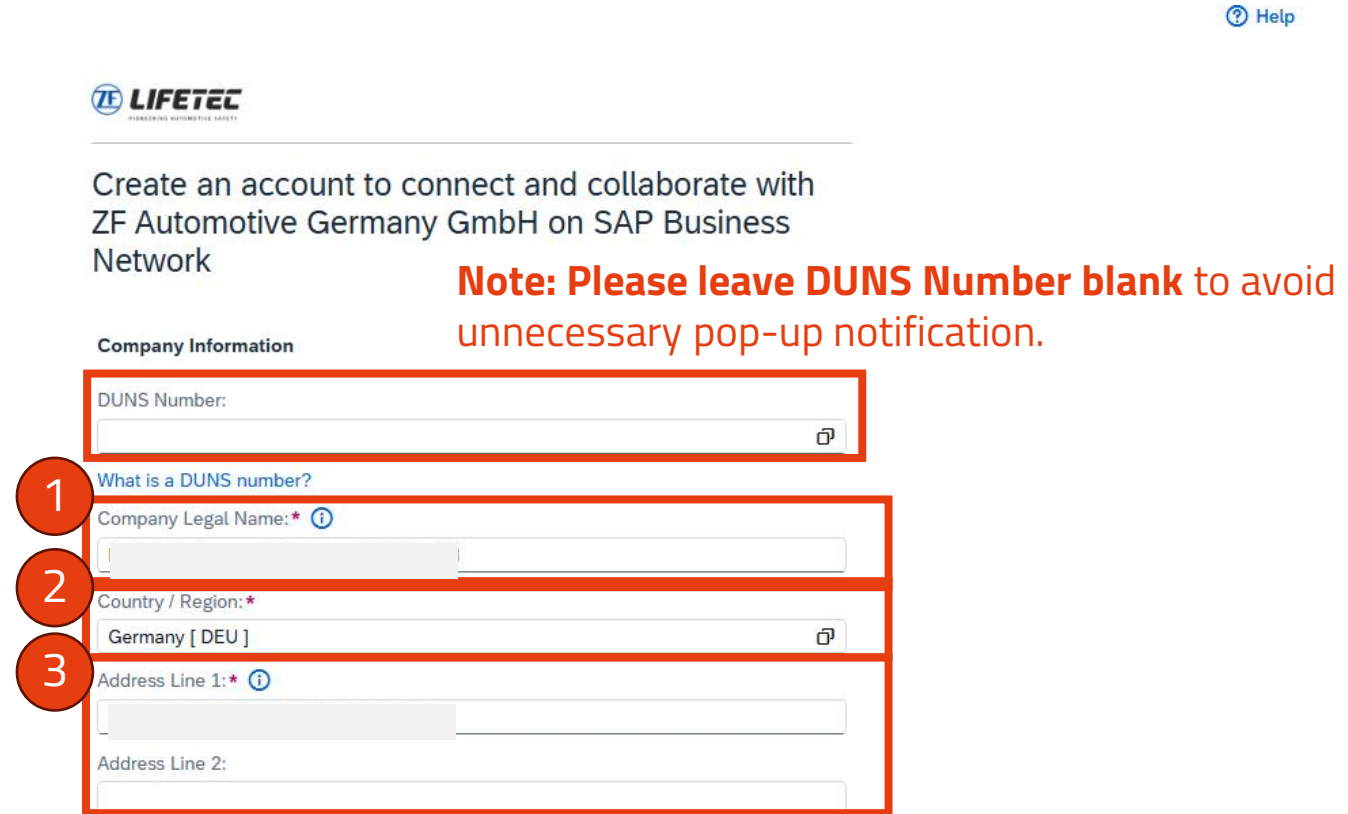
1. The **[Company (legal) name]** is defaulted from ZF LIFETEC buyer.
2. Select **[Country/Region]**
3. Fill in **[Address line 1]**



Benefits of a business relationship on SAP Business Network

- 1. Streamline business processes**
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[Learn More](#)



ZF LIFETEC
POWERED BY AUTOMOTIVE SAFETY

Create an account to connect and collaborate with ZF Automotive Germany GmbH on SAP Business Network

Note: Please leave DUNS Number blank to avoid unnecessary pop-up notification.

Company Information

DUNS Number:

1 What is a DUNS number?

2 Company Legal Name: *

3 Country / Region: *
Germany [DEU]

Address Line 1: *

Address Line 2:

[Help](#)

CREATE A NEW Ariba BUSINESS NETWORK'S ACCOUNT 2

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

Benefits of a business relationship on SAP Business Network

- 1. Streamline business processes**
Leverage customizable tools and collaborate with your customers digitally on SAP Business Network
- 2. Enhance visibility**
Benefit from critical business insights and actionable analytics
- 3. Grow your business**
Get discovered by new customers and unlock new business opportunities

[Learn More](#)

DUNS Number:

[What is a DUNS number?](#)

Company Legal Name: * [i](#)

Country / Region: *

Address Line 1: * [i](#)

Address Line 2:

4 City: *

5 State:

6 Postal Code: *

CREATE A NEW ARIBA BUSINESS NETWORK'S ACCOUNT 2

Administrator Account Information

7. The **[Name]** is 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.

Email:

☐ Use my email as my user name

User Name: *

Must be in email format

Note: User Name must be in email format, but not required to be a valid email address.

If your company has multiple global plants/branches, you could set different user names with one email address

State:

Postal Code: *

Administrator Account Information ⓘ

7

Name: *

Email:

8

☒ Use my email as my user name

Password: *

Repeat Password: *

☐ 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.

☐ I'm not a robot



Create account

CREATE A NEW ARIBA BUSINESS NETWORK'S ACCOUNT 2

Administrator Account Information

9. Set the password and enter Repeat Password.

You could click the field to check rules

10. Tick the terms and privacy statement

11. Tick [I'm not a robot].

You must check reCAPTCHA.

12. Click [Create account]

- ✗ Must be at least 8 characters long and no longer than 32 characters.
- ✗ Must contain at least one uppercase letter (A-Z), one lowercase letter (a-z), one number (0-9), and one special character (!#\$%&'()*+,-./:;<=>?@^_`{|}~"[]).
- ✓ Cannot contain the user name.
- ✓ Consecutive and sequenced patterns are not allowed ("abcd", "1234", "aaaa", or "1111").
- ✓ Only ASCII characters are allowed (numbers 0-9, lower and upper case characters a-z, and some special characters).

Note: Contents highlighted in red do not meet requirements.

..... 

If you could not find any red highlights, please check reCAPTCHA, if you cannot see it, change WIFI to make it appear.

State:
Choose a state 

Postal Code: *
73525

Administrator Account Information

Name: *
supplier contact

Email:
.....
☒ Use my email as my user name

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 

12 [Create account](#)

CREATE A NEW Ariba BUSINESS NETWORK'S ACCOUNT 3

Pre-Note: When your SAP move to NextGen, you need to pay attention to 【Updated Content】

1. 【Updated Content】 : Click [Continue account creation].



Create an account to connect and collaborate with ZF Automotive Germany GmbH on SAP Business Network

We found existing accounts based on the information you entered.
Please review.

Review Accounts

or

1

Continue account creation

Note: Please ignore [Review Accounts] , which is mostly not aligned with records in our system but a reference result from SAP.

CONFIRM YOUR EMAIL ADDRESS

- 1. System pop-up a new page. The page will automatically redirect after a while.
- 2. A **confirmation email** will be sent to you at the same time. You can also **click [Sign in]** to open the page.

Welcome to SAP Business Network

1

Confirmation email

SB

SAP Business Network <noreply@us.bn.cloud.ariba.com>
To [redacted]

ⓘ

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Dear [redacted]

Please find your account information below:

- Company name [redacted]
- User name [redacted]
- SAP Business Network ID [redacted]
- Business Network ID [redacted]
- Administrator email [redacted]

You are almost done

1

Pop-up message

You will soon receive an email confirmation once your account is created. Please wait a moment. The page will automatically redirect once the process is complete.

2

Redirect automatically

Update your company profile

You must provide your products and service categories and ship-to or service locations so that you can be discovered by customers searching for companies like yours.

Update

Sign Out

Note: Update company profile here is requested by SAP and public to all companies, **not specified to ZF LIFETEC.**

Get Started

Follow these steps to set up your account:

1. Complete your company profile

When you log in, you will see a customer-specific page with information they have requested.

2. Update your company profile

Potential customers can search for and review profiles to discover business opportunities.

3. Explore SAP Business Network Discovery

Find and participate in a variety of business opportunities.

2

Sincerely, Click

SAP Business Network

Sign in

Open page

UPDATE COMPANY FILE IN SAP BUSINESS NETWORK 1

Pre-Note: When your SAP move to NextGen, you need to pay attention to 【Updated Content】

1. 【Updated Content】 : Tick the box to select categories, click [Save].

Edit Products And Services

Please correct any errors before continuing

Product and Service Categories Ship-to or Service Locations Industries

Enter your company's products and services. Postings made by buyers will be matched to your company's products and services.

Product and Service Categories:*

Selected categories (0)

Browse All Categories

Search Go

Select categories

- > Agricultural & Fishing Machinery
- > Agricultural & Fishing Services
- > Apparel, Luggage & Personal Care
- > Building and Facility Construction and Maintenance Services
- > Chemicals
- > Cleaning Supplies
- > Computer Hardware, Software & Telecom
 - > Communications Devices & Accessories
 - > Computer & Storage Hardware
 - Chassis components
 - ☒ Backplane or panels or assemblies

Selected categories (1)

Backplane or panels or assemblies X

Save Cancel

UPDATE COMPANY FILE IN SAP BUSINESS NETWORK 1

Pre-Note: When your SAP move to NextGen, you need to pay attention to 【Updated Content】

1. **【Updated Content】 : Selected categories** show the result of selection.

Product and Service Categories **✖ Ship-to or Service Locations** **Industries**

Enter your company's products and services. Postings made by buyers will be matched to you based on the product and service categories you enter below.

Product and Service Categories: *



Selected categories (1)
Backplane or panels or assemblies

UPDATE COMPANY FILE IN SAP BUSINESS NETWORK 2

Pre-Note: When your SAP move to NextGen, you need to pay attention to 【Updated Content】

1. 【Updated Content】 : **Select Ship-to or Service Locations, click [Save]**

Edit Products And Services

✖ Please correct any errors before continuing

Product and Service Categories

✖ Ship-to or Service Locations

Industries

Add the locations your company ships to or serves. Buyers and their postings are not visible to you.
If you have global capabilities, toggle on "Serve globally".
After adding locations, click the building icon to mark locations with a physical presence.

☐ Serve Globally

Ship-to or Service Locations:*



Selected locations (0)

Browse All Locations

Search



Go

Select locations (Max 10)

> North America

> Central America

> South America

> The Caribbean

> Northern Europe

▼ Western Europe

☐ Andorra

> ☐ Belgium

> ☐ Estonia

> ☒ France

1

Selected locations (1)

France x



1

Save

Cancel

UPDATE COMPANY FILE IN SAP BUSINESS NETWORK 2

Pre-Note: When your SAP move to NextGen, you need to pay attention to 【Updated Content】

1. 【Updated Content】 : **Selected locations** show the result of selection.

Product and Service Categories

Ship-to or Service Locations

Industries

Add the locations your company ships to or serves. Buyers and their postings are matched to you based on the locations in your profile.
If you have global capabilities, toggle on "Serve globally".
After adding locations, click the building icon to mark locations with a physical presence. The icon will be highlighted when selected.

☐ OFF Serve Globally

Ship-to or Service Locations: *

Selected locations (1)

France

Add the locations your company ships to or serves. Buyers and their postings are matched to you based on the locations in your profile.
If you have global capabilities, toggle on "Serve globally".
After adding locations, click the building icon to mark locations with a physical presence. The icon will be highlighted when selected.

☒ ON Serve Globally

Ship-to or Service Locations: *

Selected locations (1)

Global

Note: If you switch "ON" to Serve Globally, selected locations is "Global" automatically and not allowed to select manually.

UPDATE COMPANY FILE IN SAP BUSINESS NETWORK 3

Pre-Note: When your SAP move to NextGen, you need to pay attention to 【Updated Content】

1. **【Updated Content】 : Click [Save]** after categories and locations are selected.

Edit Products And Services

Product and Service Categories Ship-to or Service Locations Industries

Add the locations your company ships to or serves. Buyers and their postings are matched to you based on the locations in your profile.
If you have global capabilities, toggle on "Serve globally".
After adding locations, click the building icon to mark locations with a physical presence. The icon will be highlighted when selected.

☐ OFF ☒ Serve Globally

Ship-to or Service Locations: *

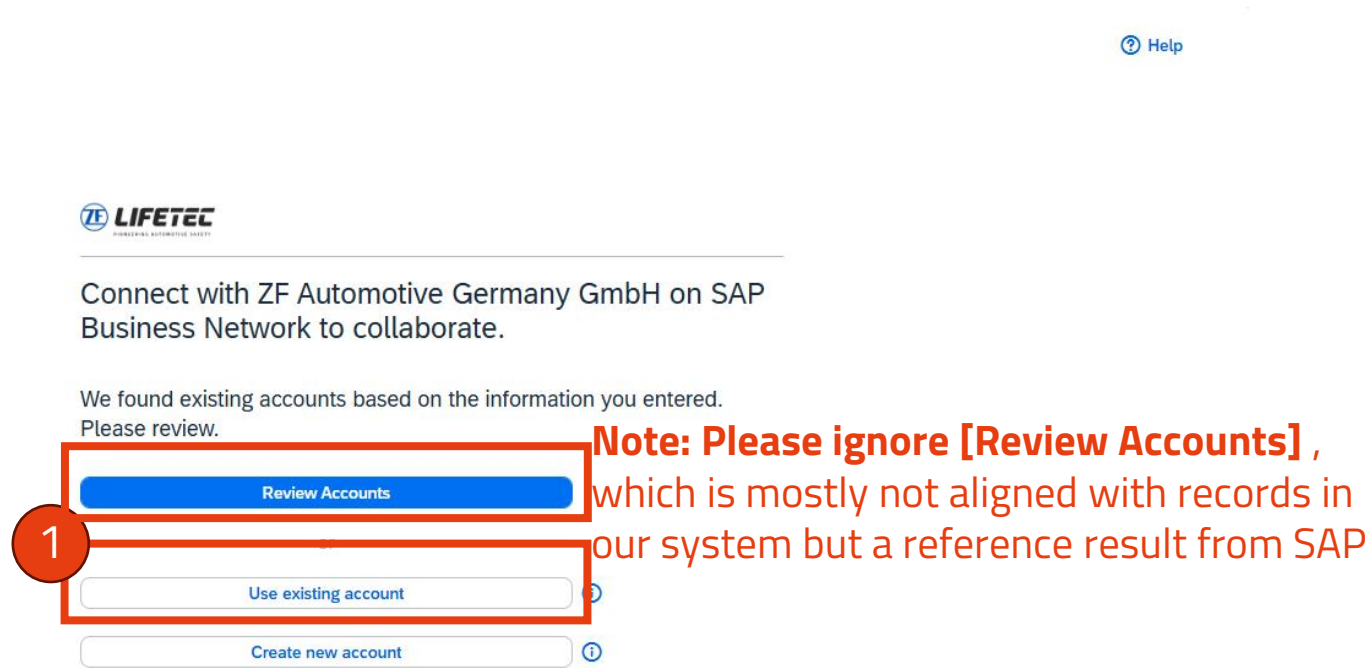
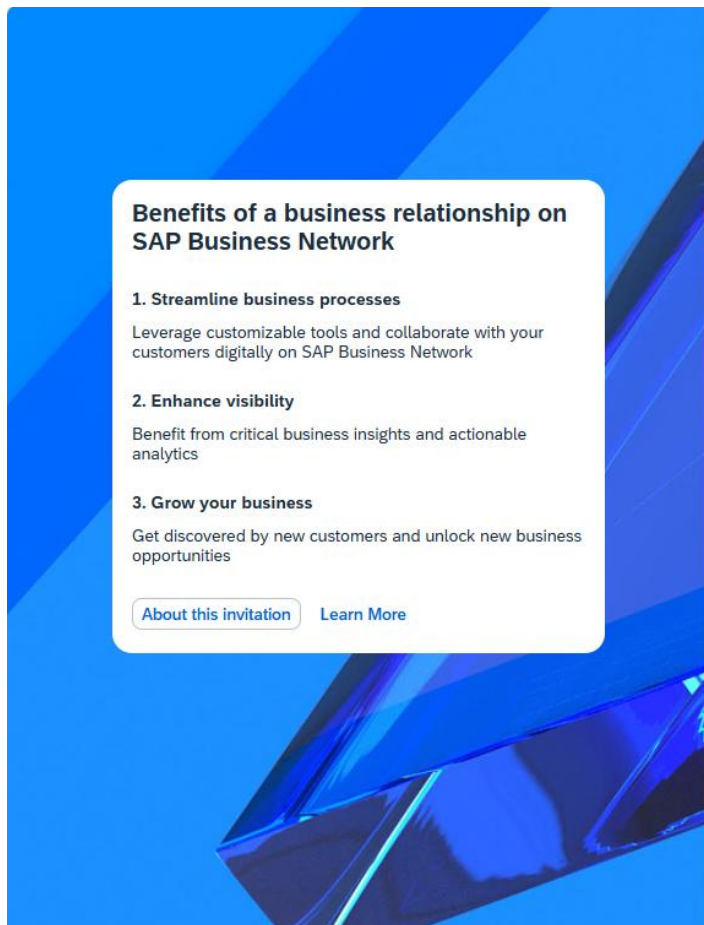
Selected locations (1)

France	 
--------	---

1  

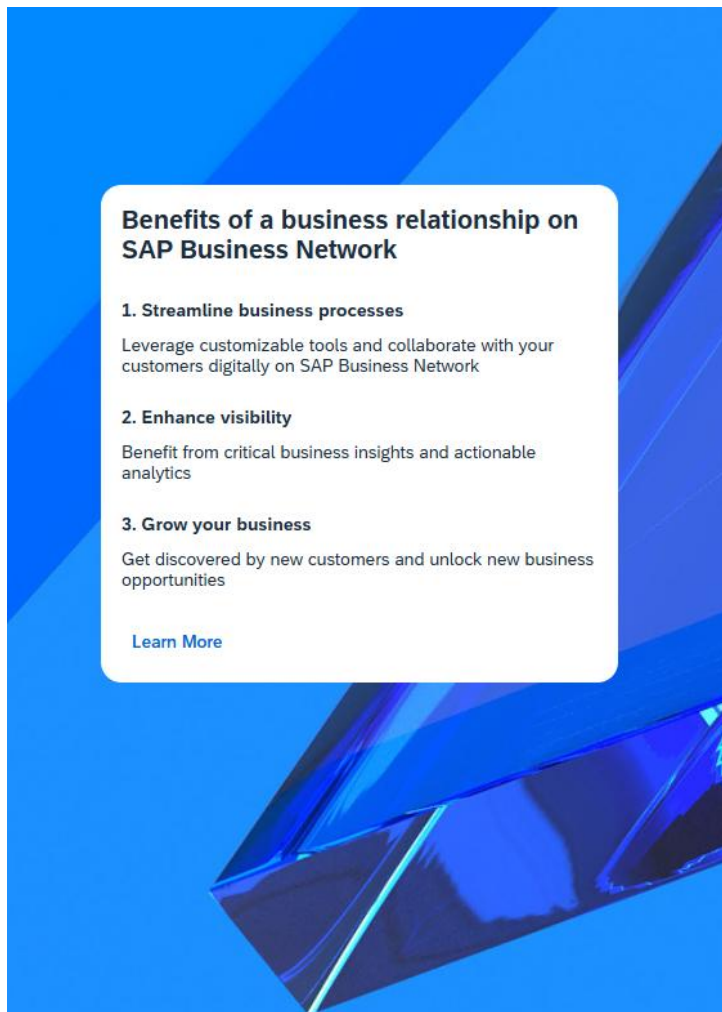
USE EXISTING ARIBA BUSINESS NETWORK'S ACCOUNT 1

1. Click [Use existing account]



USE EXISTING ARIBA BUSINESS NETWORK'S ACCOUNT

1. Enter **[Username]** and **[Password]**
2. Click **[Connect]**

A screenshot of a login page for LIFETEC. The page has a white background with the LIFETEC logo at the top. Below the logo, it says "Sign in to connect with ZF Automotive Germany GmbH". There are two input fields: "Username: *" and "Password: *". Below the username field is a link "Forgot your username?". Below the password field is a link "Forgot your password?". At the bottom is a blue "Connect" button. Red circles with numbers 1 and 2 are overlaid on the form. Circle 1 is around the username and password fields. Circle 2 is around the "Connect" button.

02 RESPOND TO SUPPLIER REGISTRATION FORM

RESPOND TO SUPPLIER REGISTRATION FORM1 – ENTRY OF FORM V1

1. Click [Proposals-Questionnaires & Contracts] tab
2. Click [Supplier Registration Form]

SAP Business Network

Standard Upgrade

Home Enablement Store Discovery Workbench Catalogs Assessments Insights **Proposals-Questionnaires & Contracts**

Proposals and Contracts View Matched Leads (0) Customer requested fields

Customers (1)

Search

ZF Automotive Germany GmbH

Note: If your account has connected to multiple customers, please make sure ZF is selected.

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

Proposals and Questionnaires Contracts

Home

Events

Title	ID	End Time ↓	Event Type	Participated
No items				

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier Registration Form	Doc3206459227	7/28/2026 2:00 PM	Registered

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
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RESPOND TO SUPPLIER REGISTRATION FORM1 – ENTRY OF FORM V2

1. Click [More]
2. Click [Proposals-Questionnaires & Contracts] tab
3. Click [Supplier Registration Form]

The screenshot displays the SAP Business Network interface. The top navigation bar includes links for Home, Enablement, Store, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and Analytics. A 'More' dropdown menu is open, showing options: Assessments, Insights, and Proposals-Questionnaires & Contracts. The 'Proposals-Questionnaires & Contracts' tab is selected. Below the navigation bar, the 'Proposals and Contracts' section is visible, featuring a search bar and a list of customers. The 'Customers (1)' list shows 'ZF Automotive Germany GmbH'. The 'Supplier Registration Form' is highlighted in the 'Registration Questionnaires' section.

Overview

New orders Standard: 0

Orders Standard: 0

Rejected Standard: 0

Setup Actions

Confirm email for orders

Configure payment preferences

Proposals and Contracts

View Matched Leads (0) Customer requested fields

Customers (1)

Search: ZF Automotive Germany GmbH

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

Proposals and Questionnaires Contracts

Events

Title	ID	End Time ↓	Event Type	Participated
No items				

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier Registration Form	Doc3261327363	8/17/2026 1:55 AM	Registered

Qualification Questionnaires

RESPOND TO SUPPLIER REGISTRATION FORM1 – ENTRY OF FORM V3

1. **Click link** in the invitation email and direct to Supplier Registration Form directly.

For your information: ZF Lifetec has added you as a respondent to Supplier Registration Form



Rui Wang <s4system-prodeu+745296097.Doc3206459227@eusmtp.ariba.com>

To ● Weiru Yin



Wed 7/22/2026 3:29 PM

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

Note: please send email to ARIBA@zf-lifetec.com for help, the sender is a dummy contact.

ZF Lifetec

Hello supplier dummy,

ZF Lifetec has added you as a respondent to Supplier Registration Form. You can now submit updates for it when needed.

To view or update the questionnaire, [Click Here](#).

Sincerely,

The SAP Ariba team

RESPOND TO SUPPLIER REGISTRATION FORM2

These information of Supplier Registration Form is specific to ZF LIFETEC.

* Indicates mandatory fields

- 1. NDA (NOT required): Click [Attach a file] to upload the signed NDA documents
 - Time remaining: 30 days for a totally new registration; 7 days for updated registration

Doc3111510116 - Supplier Registration Form

Time remaining

29 days 23:57:23

All Content

Name ↑

▼ 4 [NDA]

4.1 Please upload signed NDA document. ⓘ

It supports PDF, Word or Zip format.

The file size should not exceed 100MB.

1

Attach a file

▼ 5 [Business Partner Code of Conduct]

5.1 BPCoC Template ⓘ References▼

5.2 Do you agree the BPCoC?

* Unspecified ▼

▼ 6 [Global Logistics Directive 2022]

You need to complete the supplier registration form within 30 days.

If you are invited to update the supplier registration form, you need to complete it within 7 days.

RESPOND TO SUPPLIER REGISTRATION FORM3

【Business Partner Code of Conduct】

2. Click **【References】**

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.
- We also accept your own BPCoC. Please choose "Yes" and upload your own document.

The screenshot shows the 'All Content' section of the supplier registration form. The left sidebar contains navigation links: Event Messages, Event Details, Response History, Response Team, and Event Contents. Under 'Event Contents', 'All Content' is selected. The main area displays a list of content items:

- 2.1 Please upload NDA document. (Callout 2 points to the 'References' link in the 'References' section.)
- 3.1 BPCoC Template (Callout 3 points to the 'BPCoC Template.zip' download link.)
- 3.2 Do you agree the BPCoC? (Callout 4 points to the 'Yes' dropdown menu.)
- 3.3 Please upload BPCoC document. (Callout 4 points to the 'Attach a file' button.)

At the bottom, there are buttons for '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.'

RESPOND TO SUPPLIER REGISTRATION FORM4

【Supplier Information】

5. Select [Preferred Communication Language]: It decides the language of notification email.

6. Enter [Supplier Name] in English. It cannot exceed 160 characters. And it can contain any of the following characters: \ / : * ? " < > | . + % &

7. Enter [Supplier address] in English

All Content

Name ↑

▼ 11 【Supplier Information】

11.1 Preferred Communication Language ⓘ

11.2 Supplier Name (English) ⓘ

Show More

11.3 Supplier Address (English)

5

6

7

* [EN] English ▼

*

Country/Region: (no value) ▼ ⓘ State/Province/Region: (no value) ▼ ⓘ

City: *

Postal Code: ⓘ ZF LIFETEC ID: ⓘ

Time Zone: CET ⓘ

Street: * Stuttgarter Straße ⓘ

House Number: 3 ⓘ

District: ⓘ

RESPOND TO SUPPLIER REGISTRATION FORM5

【Supplier Information】

8. Select [Address Type]

9. [Can you provide the Name and Address in your local language?] :

- If your local language is Arabic/Hebrew/Chinese/Greek/Hangul/Chinese: please **choose “YES” and enter supplier name, address in your local language**;
- Otherwise, please choose “NO”

11.4 Address Type

- * ☐ [1] Sales Address
* ☐ [2] Warehouse Address
* ☐ [3] Headquarter
* ☐ [4] Order Address
* ☐ [5] Manufacturing Address

11.5 Domestic **Japanese** suppliers, please must enter katakana. Domestic **Chinese** suppliers, please must enter Chinese.

11.6 Can you provide the Name and Address in your local language?

9 * Yes ▼

▼ 11.7 Supplier information in Local language

11.7.1 Local Language (International Version)

* Unspecified ▼

11.7.2 Supplier Name

Enter Company name and address in your local language

11.7.3 City

11.7.4 Street

*
*
*

(*) indicates a required field

RESPOND TO SUPPLIER REGISTRATION FORM6

【Please provide Tax Number】

10. Click **Add** 【Please Provide Tax Information】

a. Click **[Add Tax Number]**

All Content

Name ↑

12 【Please provide Tax Information】

10Add 【Please provide Tax Information】 (1)

Save

Cancel

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 12 【Please provide Tax Information】

【Please provide Tax Information】 (0)

Name ↑

No items

a.Add Tax Number

(*) indicates a required field

RESPOND TO SUPPLIER REGISTRATION FORM6

【Please provide Tax Number】

10. Click **Add** 【Please Provide Tax Information】

b. **Select Country/Region**

c. **Fill in mandatory tax number** with asterisk symbol (*)

d. **Click [Save]**

All Content

Name ↑

12 【Please provide Tax Information】

10 Add 【Please provide Tax Information】 (1)

d. Save Cancel

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 12 【Please provide Tax Information】

【Please provide Tax Information】 (1)

Name ↑

▼ Tax Number #1 Delete

b. *

Country/Region: Germany (DE) ⓘ

c. Tax Number ⓘ

Tax Name	Tax Type	Tax Number
DE0_Germany: VAT identification number	Organization	
DE1_Germany: Tax Number (e.g. for UStG)	Organization	

Add an additional Tax Number

(*) indicates a required field

RESPOND TO SUPPLIER REGISTRATION FORM7

【Supplier Contact】 【Finance Contact】 【Quality Contact】

11. Fill in mandatory contactor information

All Content

Name ↑

11

7 【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

RESPOND TO SUPPLIER REGISTRATION FORM8

12. Select [The region that you supply for].

If multiple options are selected, you need to **upload different business license and bank documents** 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

for Chinese Plant:		
14 [Business License]		
14.1 [Chinese Plant]		
14.1.1 Business License CN ⓘ		*Attach a file
14.1.2 Local tax number confirmation(foreign supplier mandatory) ⓘ		Attach a file
15 [Bank Details]		
15.1 [Chinese Plant]		
15.1.1 Banking Documentation ⓘ		*Attach a file
15.1.2 Permission of opening bank account ⓘ		Attach a file

for AP Plant(Except China):		
14 [Business License]		
14.2 [AP Plant (Except China)]		
14.2.1 Business License ⓘ		Attach a file
14.2.2 Local Tax Number Confirmation ⓘ		*Attach a file
15 [Bank Details]		
15.2 [AP Plant (Except China)]		
15.2.1 Banking Documentation ⓘ		*Attach a file
15.2.2 Permission of opening bank account ⓘ		Attach a file
15.2.3 GST Certificate ⓘ		Attach a file

for European Plant:		
14 [Business License]		
14.3 [European Plant]		
14.3.1 Local Tax Number Confirmation ⓘ		*Attach a file
15 [Bank Details]		
15.3 [European Plant]		
15.3.1 Banking Documentation ⓘ		*Attach a file
15.3.2 SWIFT Document (foreign supplier mandatory) ⓘ		Attach a file

RESPOND TO SUPPLIER REGISTRATION FORM9

【Bank information】

13. Select 【How many bank accounts do you have?】

If the number of bank accounts is more than one, you need to fill in detailed bank account information separately.

Event Messages

Event Details

Response History

Response Team

▼ Event Contents

All Content

4【NDA】

5【Business Partner Co...

6【Global Logistics Di...

7【Quantity Directive 83】

8【Terms and Conditions】

Supplier

4【NDA】

5【Business Partner Co...

All Content

16【Please Provide Bank Information】

16.1 * Please note: If you want to reduce the count of bank information, please change the 【Deletion Flag】 from “No” to “Yes”. You cannot directly delete bank information; you can only modify them.

16.2 How many bank accounts do you have?

16.3【Bank Account 1】

16.3.1 Bank Country/Region 1

16.3.2 Bank Account Number 1

16.3.5 Bank Name 1

16.3.6 Bank Key 1

16.3.7 Bank Currency 1

16.3.8 * For international bank, please must enter the SWIFT code.

16.3.9 SWIFT Code 1

16.3.10 IBAN: International Bank Account Number 1

16.3.13 Deletion Flag 1 ⓘ

13

1

Unspecified

Unspecified

No

RESPOND TO SUPPLIER REGISTRATION FORM9

【Bank information】

14. Enter bank details: select bank country/region, enter bank account number, bank key, select bank currency
For international transactions/bank, SWIFT Code is a must.

Select 'Deletion Flag' to indicate whether to mark as deleted. The default value is "No", meaning this bank information will not be marked for deletion and will remain active. If you select "Yes", it will be marked for deletion.

▼ 16.3 【Bank Account 1】

16.3.1 Bank Country/Region 1

16.3.2 Bank Account Number 1

16.3.5 Bank Name 1

16.3.6 Bank Key 1

16.3.7 Bank Currency 1

16.3.8 * For international bank, please must enter the SWIFT code.

16.3.9 SWIFT Code 1

16.3.10 IBAN: International Bank Account Number 1

16.3.13 Deletion Flag 1 ⓘ

14

* Unspecified ▼

*

*

*

* Unspecified ▼

* No ▼

Note: bank key is the identification code of bank, not account, e.g., BIC/BLZ/SWIFT Code

Note: When entering bank information for the first time, please keep "No".

RESPOND TO SUPPLIER REGISTRATION FORM10

【TISAX】

15. Click [Attach a file] to upload TISAX document
Usually not required, unless it is requested by buyer

【Additional Information】 (Not required)

Click [Add Additional Attachment] to upload other documents, such as address confirming documents

16.3.9	SWIFT Code 1	
16.3.10	IBAN: International Bank Account Number 1	
16.3.13	Deletion Flag 1 ⓘ	* No ▾
▼ 18	【TISAX】	
18.1	Please upload TISAX document. ⓘ	*Attach a file
▼ 19	【Additional Information】	
19.1	Additional Attachment	Add Additional Attachment (0)

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

15

SUBMIT SUPPLIER REGISTRATION FORM 1

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

The screenshot shows the 'Doc2964900639 - Supplier Registration Form' interface. At the top right, a clock icon indicates 'Time remaining 29 days 23:54:10'. The main content area is titled 'All Content' and includes a table with a header 'Name ↑'. The table contains two rows: '19.2 Additional Comments' and '20 [Supplier IDs]'. Under '20 [Supplier IDs]', there are two sub-rows: '20.1 ZF LIFETEC Supplier ID' and '20.2 Local Vendor ID'. A red circle with the number '1' is placed over the 'Submit Entire Response' button at the bottom left. A red box highlights the 'Submit Entire Response' button. A red text box on the right side of the form states: 'You need to complete the supplier registration form within 30 days. If you are invited to update the supplier registration form, you need to complete it within 7 days.' Below the table, a note says '(*) indicates a required field'. At the bottom, there are four buttons: 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'.

Doc2964900639 - Supplier Registration Form

Time remaining
29 days 23:54:10

All Content

Name ↑
19.2 Additional Comments
20 [Supplier IDs]
20.1 ZF LIFETEC Supplier ID
20.2 Local Vendor ID

(*) indicates a required field

1

Submit Entire Response

Save draft

Compose Message

Excel Import

You need to complete the supplier registration form within 30 days.

If you are invited to update the supplier registration form, you need to complete it within 7 days.

SUBMIT SUPPLIER REGISTRATION FORM 2

2. Click [OK]

< Go back to ZF Lifetec - TEST Dashboard Desktop File Sync

Console Doc2609292733 - Supplier Registration Form Time remaining 29 days 21:26:33

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

5.7 Supplier Address

District:

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

Submit this response?

Click OK to submit.

2 OK Cancel

State/Province/Region: Brandenburg (12)

City: * Berlin

SUBMIT SUPPLIER REGISTRATION FORM 3

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

The first screenshot shows the 'Doc2609292733 - Supplier Registration Form' interface. A green message box states: "Your response has been submitted. Thank you for participating in the event." This message is highlighted with a red box and a red circle with the number 3. The interface includes a sidebar with 'Event Contents' and a top bar with a 'Desktop File Sync' button and a 'Time remaining' indicator showing '29 days 21:26:03'.

The second screenshot shows the same interface, but the status has changed to 'Pending Approval', which is highlighted with a red box and a red circle with the number 4. The message box now states: "You have submitted a response to the questionnaire." The 'Event Contents' sidebar is also visible, showing a list of items including 'All Content', '2 [NDA]', '3 [Terms and Conditions]', '5 [Supplier Information]', and '6 [Please provide Tax ...]'.

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

RECEIVED STATUS NOTIFICATION TO SUPPLIER

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

2. 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

2

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.

REVISE RESPONSE TO SUPPLIER REGISTRATION FORM

If additional information is required, please revise your response and resubmit before the remaining time

- 1. Click **[Revise Response]** to edit the form.
- 2. Comments tell what needs to be revised.

Console

Doc3206459227 - Supplier Registration Form

Time remaining
5 days 22:10:02

Event Messages

Event Details

Response History

Response Team

▼ Event Contents

All Content

4 [NDA]

5 [Business Partne
Co...

11 [Supplier
Information]

12 [Please provide
Tax ...]

13 [Supplier
Contact]

17 [Please Provide
Bank...

20 [Additional
Informat...

21 [Supplier IDs]

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

1

Revise Response

2

Latest comment [7/24/2026]: Bank account number: Please enter Kontonr/Account no. "3421136593" and resubmit the request.

All Content

Name ↑

▼ 4 [NDA]

4.1 Please upload signed NDA document.

NDA_ZF_Lifetec.docx.pdf

Update file

Delete file

▼ 5 [Business Partner Code of Conduct]

5.1 BPCoC Template

References

5.2 Do you agree the BPCoC?

Yes

REVISE RESPONSE TO SUPPLIER REGISTRATION FORM

If additional information is required, you could see comments for details and resubmit before the remaining time

3. After updating the form, click [Submit Entire Response]

Latest comment [7/24/2026]: Bank account number: Please enter Kontonnr/Account no. "3421136593" and resubmit the request.

All Content

Name ↑	
▼ 4 [NDA]	
4.1 Please upload signed NDA document. ⓘ	NDA_ZF_Lifetec.docx.pdf Update file Delete file
▼ 5 [Business Partner Code of Conduct]	
5.1 BPCoC Template References ▼	
5.2 Do you agree the BPCoC?	* Yes ▼
5.3 Please upload signed BPCoC document. ⓘ	* signed_VF_ZF_Lifetec_BPCoC_Acceptance.pdf Update file Delete file
▼ 11 [Supplier Information]	

(*) indicates a required field

3

Submit Entire Response

Reload Last Bid

Save draft

Compose Message

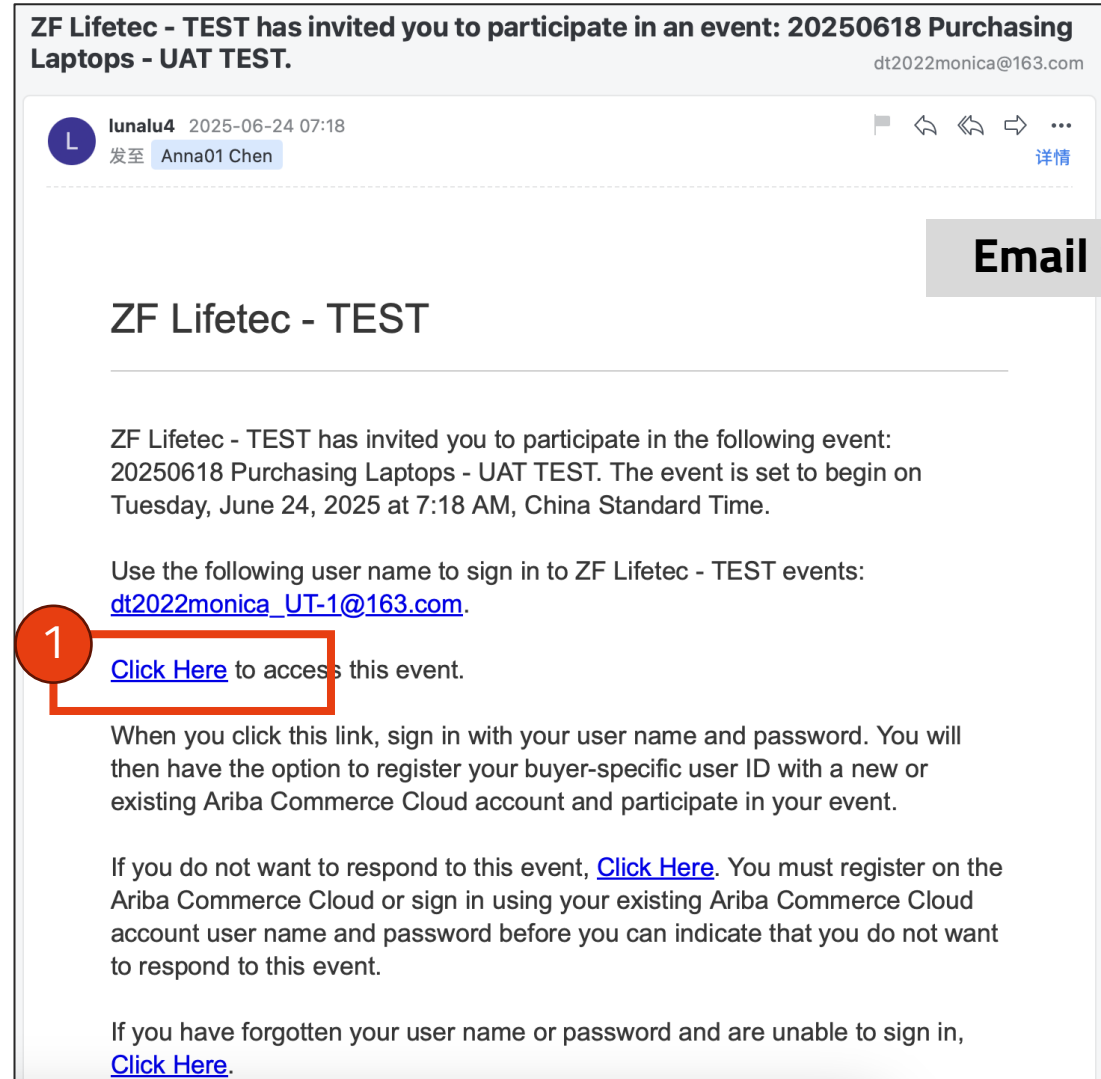
Excel Import

03 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



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, there is a header with the SAP logo, the text 'Ariba Proposals and Questionnaires', and two icons (a chat bubble and a question mark). Below the header, the SAP Ariba logo is displayed. The main section is titled 'Supplier Login'. It contains a red rectangular box with two callouts: a red circle with the number '1' pointing to the 'User Name' and 'Password' input fields, and a red circle with the number '2' pointing to the 'Login' button. Below the 'Login' button 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 paragraph of text: 'Are you familiar with the next wave of benefits that come with an enterprise account? By upgrading, you can leverage new ways to grow and strengthen your business.' Below this text is 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

Desktop File Sync

Event Details 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 prerequisites, you cannot view the event content or participate in this event.

Download Content Review Prerequisites Decline to Respond Print Event Information

1

Introduction (Section 1 of 2) Next

1.0 Introduction Less...

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.

☐ I do not accept the terms of this agreement.

OK Cancel

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.

OK Cancel

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

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots/Line Items

4. Submit Response

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

☐	Name	Reason for not bidding
☐	8.0 20250618 Non-Catalog PR_Purchasing Laptops 10 EA	(no value) ▼
	20250618 Non-Catalog PR_Purchasing Laptops 10 EA	

1

☐

2

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 screenshot shows the 'Respond to RFP Content' interface. A red box labeled '1' highlights the 'All Content' section, which contains a table with columns: Name, Unit Price, Quantity, and Extended Price. A red text overlay states: 'The quote filled here is the unit price, not total price'. A red box labeled '2' highlights the 'Submit Entire Response' button at the bottom. A red box labeled '3' highlights the 'OK' button in a modal dialog titled 'Submit this response?'. The modal also includes the text 'Click OK to submit.' and a 'Cancel' button.

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 an

All Content

8.0 20250618 Non-Catalog PR_Purchasing Laptops 10 EA Less...

20250618 Non-Catalog PR_Purchasing Laptops 10 EA

Unit Price

* €20,000.00 EUR

Quantity 10 EACH

Extended Price

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

1. Select **[Tax rate]**



REVISE RFP CONTENT

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

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

1 Introduction

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

1

Revise Response

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			

⚠️ Revise Response?

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

2

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

All Content

Name ↑	Unit Price	Quantity	Extended Price
6.0 RFP Response and Communication Requirements 6.1 When are you available for a phone call to discuss the proposal? (Please also specify your time zone) 6.2 test question title 7.0 NDA 7.1 Please provide a signed NDA: 8.0 20250618 Non-Catalog PR_Purchasing Laptops 10 EA			
10am-10pm CST Fri, 27 Jun, 2025 signed NDA.pdf More... + €20,000.00 EUR 10 EACH €200,000.00 EUR			

Submit Entire Response

Update Totals

Reload Last Bid

Save draft

Compose Message

Excel Import

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

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

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

Download Content

1

Intend to Respond

Print Event Information

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

Commodity: 80106001 Hardware Workplace Laptop, Notebook, Monitors 80106001

Regions: DE Germany

Event Type: RFP

Publish time: 6/24/2025 7:18 AM

Due date: 6/24/2025 5:18 PM



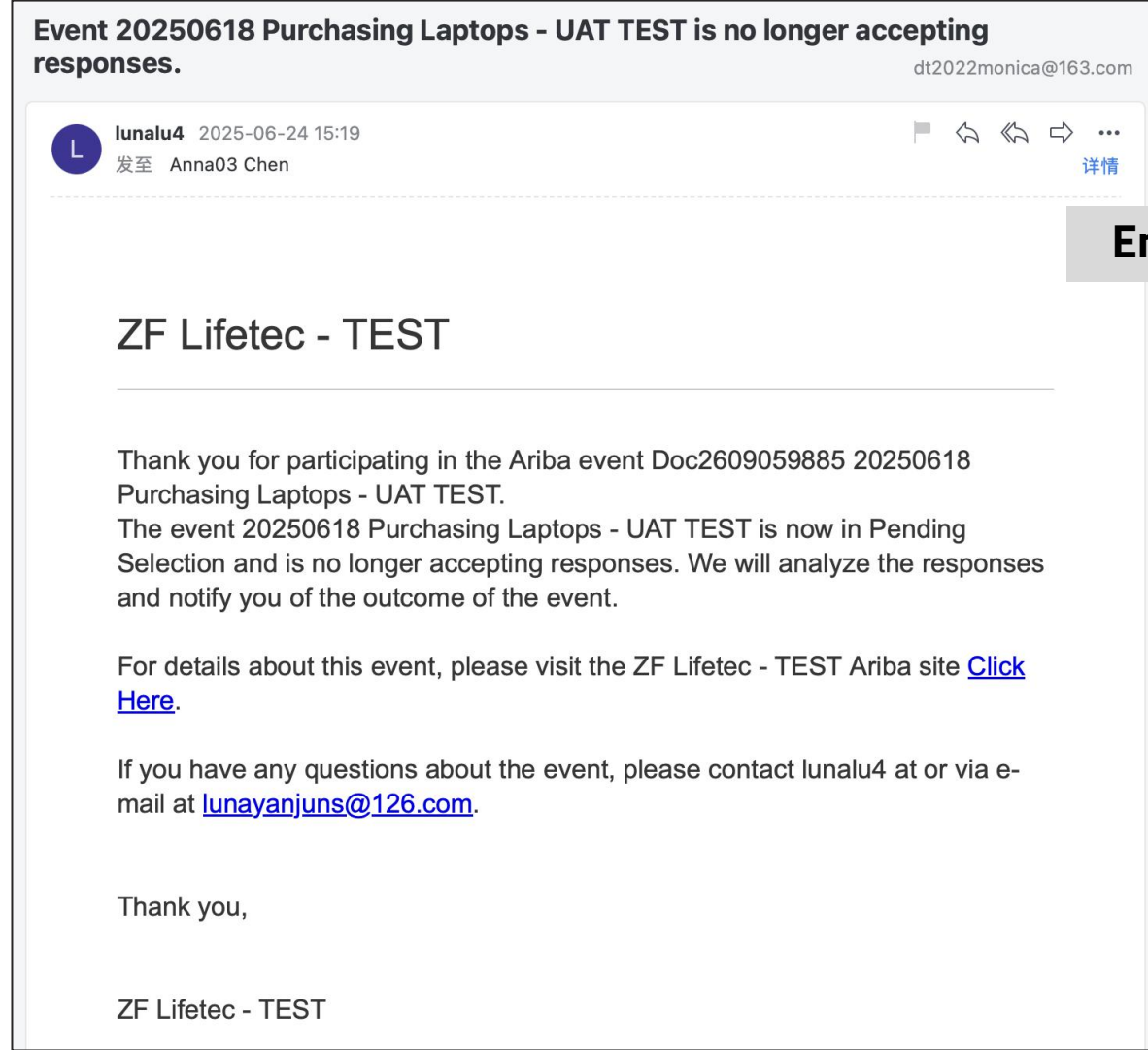
9/17/2026

ZF LIFETEC | NPM SAP ARIBA | SUPPLIER TRAINING | Version2.0 - 20260917

55

NO LONGER ACCEPTING RESPONSE 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

project general information here

2. Local Regulations and T&Cs

2.1 please go through the following regulations

3. 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

Console  Doc2609059885 - 20250618 Purchasing Laptops - UAT TEST

Round: 2

 Time remaining
09:45:06

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

another round

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 Ship To	Brühlweg 2		
	Alldorf, NJ 7		
(*) indicates a required field			

2

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

3

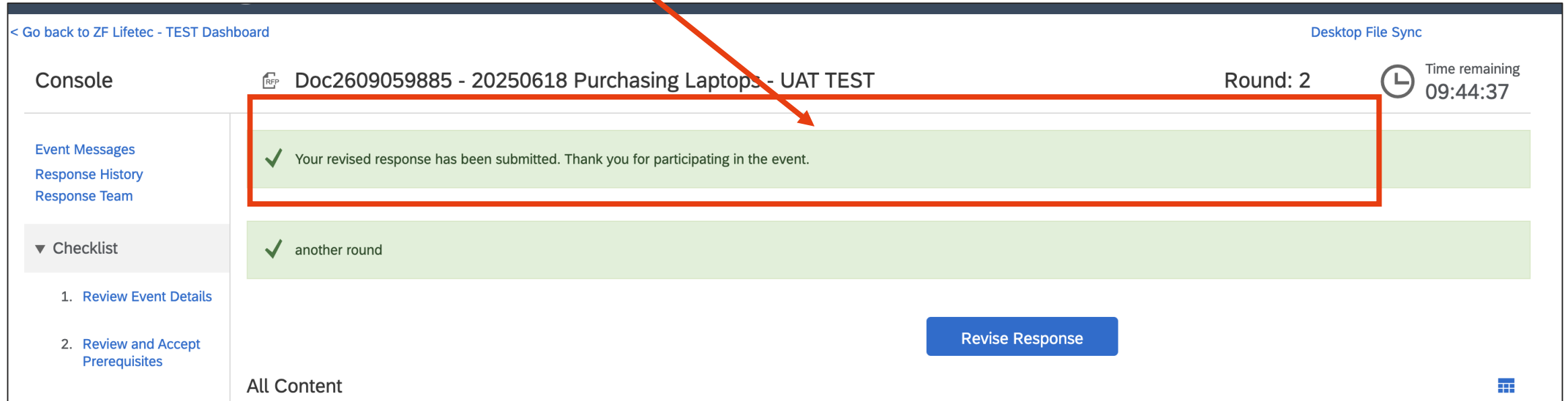
✓ Submit this response?

Click OK to submit.

OK Cancel

SUBMIT NEW ROUND RESPONSE

Successfully submit the new round bidding



The screenshot displays the ZF Lifetec - TEST Dashboard. At the top, there is a navigation bar with a link to "< Go back to ZF Lifetec - TEST Dashboard" on the left and "Desktop File Sync" on the right. Below the navigation bar, the main content area is titled "Console". On the left side of the console, there is a sidebar with links for "Event Messages", "Response History", and "Response Team". Below these links is a "Checklist" section with two items: "1. Review Event Details" and "2. Review and Accept Prerequisites". The main content area shows a message from "Doc2609059885 - 20250618 Purchasing Laptops - UAT TEST" for "Round: 2". The message states: "✓ Your revised response has been submitted. Thank you for participating in the event." This message is highlighted with a red box. Below this message, there is another message: "✓ another round". At the bottom right of the console, there is a blue button labeled "Revise Response". The bottom of the dashboard shows "All Content" and a small grid icon.

< Go back to ZF Lifetec - TEST Dashboard

Desktop File Sync

Console

Doc2609059885 - 20250618 Purchasing Laptops - UAT TEST

Round: 2

Time remaining 09:44:37

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

✓ another round

Revise Response

All Content

04 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](#)

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	Germany
Commodity	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**

 Doc2712438195Olivia Lewis_Attachment... 22.7KB	 Doc2712438195_824 30.xls 27.5KB
---	--

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

EMAIL ATTACHMENT

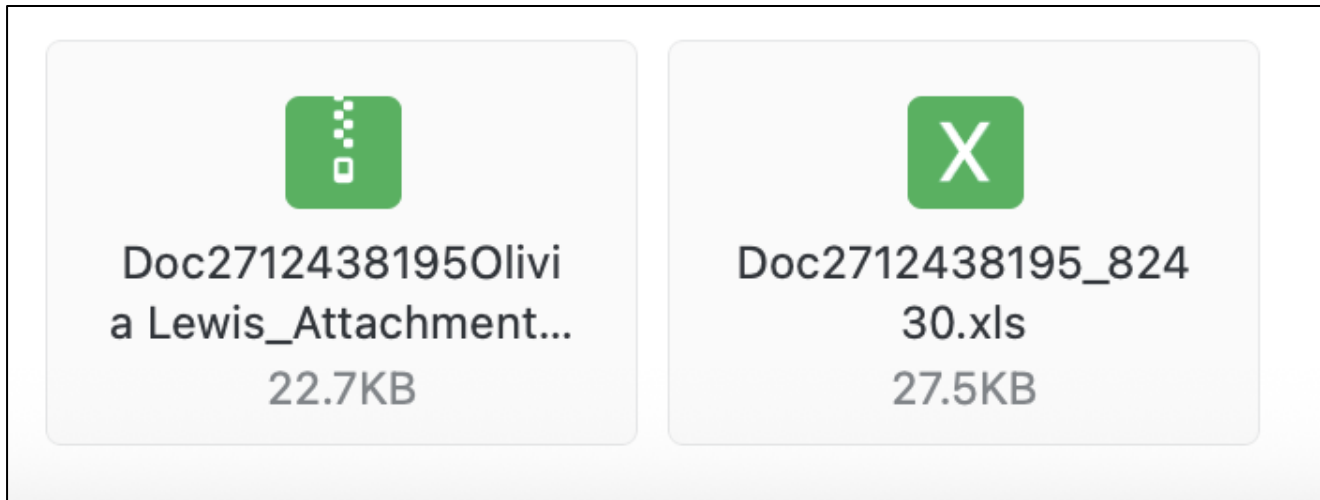
The email contains two key attachments: **ZIP Package** and **Excel Bid Sheet**

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:

Please enter content

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...

...

FILL IN THE EXCEL BID SHEET

Please go through each sheet and fill in necessary information.

Please provide quotation in the **"Other Content"** sheet (the last sheet)

	A	B	C	D	E	F	G	H	I	J	K	L
	Number	Name	Description	Intend To Respond	Reason for not bidding	Currency	Unit of Measure	* Unit Price	Quantity	* Item Description	* Delivery Date	
1												
2	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	
3												
4												
5												
6												
7												
8												
9												
10												
11												
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35												
36												

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 S A

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

Dear Isabella Young,

Email Sample

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.riba.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

05 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]**

All Content

		My Response		Leading
Name ↑		Unit Price	Quantity	Extended Price
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:	[S000] 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			

(*) indicates a required field

Submit Entire Response Update Totals Save draft Compose Message

✓ Submit this response?

Click OK to submit

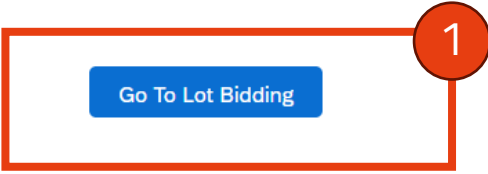
OK Cancel

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.



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			
	45 days			

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

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)

7.0 item1

Less... -

€700.00 EUR (1)

Unit Price

* €70.00 EUR

Quantity

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

Time remaining for lot 7.0

00:13:55

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 ▼	€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 the '7. item1' auction page. The 'Current Unit Price' is €1,000.00 EUR, with a red box highlighting the information icon (i) and a red arrow pointing to the 'Next Bidding Values' popup. The popup shows the 'Current Bid Value' as €1,000.00 EUR and a table of bidding values for five periods.

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

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

Less...

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

Less... -

Item Description: *

Delivery Date: *

(*) indicates a required field

Period: All

Bid History

Partic

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**.

The screenshot displays the Dutch Auction interface for document Doc2653061921 - DTT test 20250721 Dutch auction_aurora. The top right corner shows a clock icon and the text 'Time remaining for lot 7.0 00:10:21'. The main section is titled '7. item1' and contains the following details:

- Bid adjustment: €50.00 EUR
- Current Unit Price: EUR
- Quantity: 10 EACH
- Extended Price: €3,000.00 EUR
- Time until next adjustment: 00:00:21

Below these details are three buttons: 'Submit Acceptance' (highlighted in blue), 'Update Totals', and 'Save draft'. A 'Lot Details' section is visible below the buttons, showing 'Name ↑' and '7.0 item1'.

A confirmation dialog box is overlaid on the interface, asking 'Submit this response?' with a green checkmark icon. It includes the instruction 'Click OK to submit.' and two buttons: 'OK' and 'Cancel'. A red circle with the number '1' is placed over the 'OK' button.

At the bottom of the interface, a status bar shows the document name and a 'Pending Selection' status, which is highlighted with a red box. Below this, a green message bar states '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

06 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]**

▼ 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:	*Attach a file

(*) indicates a required field

OK Cancel

You can click here to view the bidder agreement

SUBMIT NDA

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

Add Attachment

OKCancel

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 file here

OKCancel

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

1. Click **[OK]**
2. Click **[OK]**. After submitting, buyers will review your submitted NDA. You can continue providing quotes once the buyer have accepted the NDA.

[illegible]

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

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

Download Content

Review Prerequisites

Decline to Respond

1
Select Lots

Print Event Information

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

Number	Name						
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

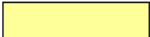
	A	B	C	D
1	Number	Name	Answer	
2	6.1	ZF LIFETEC's Minimal Payment Term:	[S900] within 90 days Due net	
3	6.2	If you cannot quote on this payment term, please specify the payment term that your current quote is based on:		
4	6.3	ZF LIFETEC's standard IncoTerm:	DAP - Delivered at Place	
5	6.4	If you cannot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

Other Content

3. Enter your **[Unit Price]**
4. Add detailed **[Item Description]**

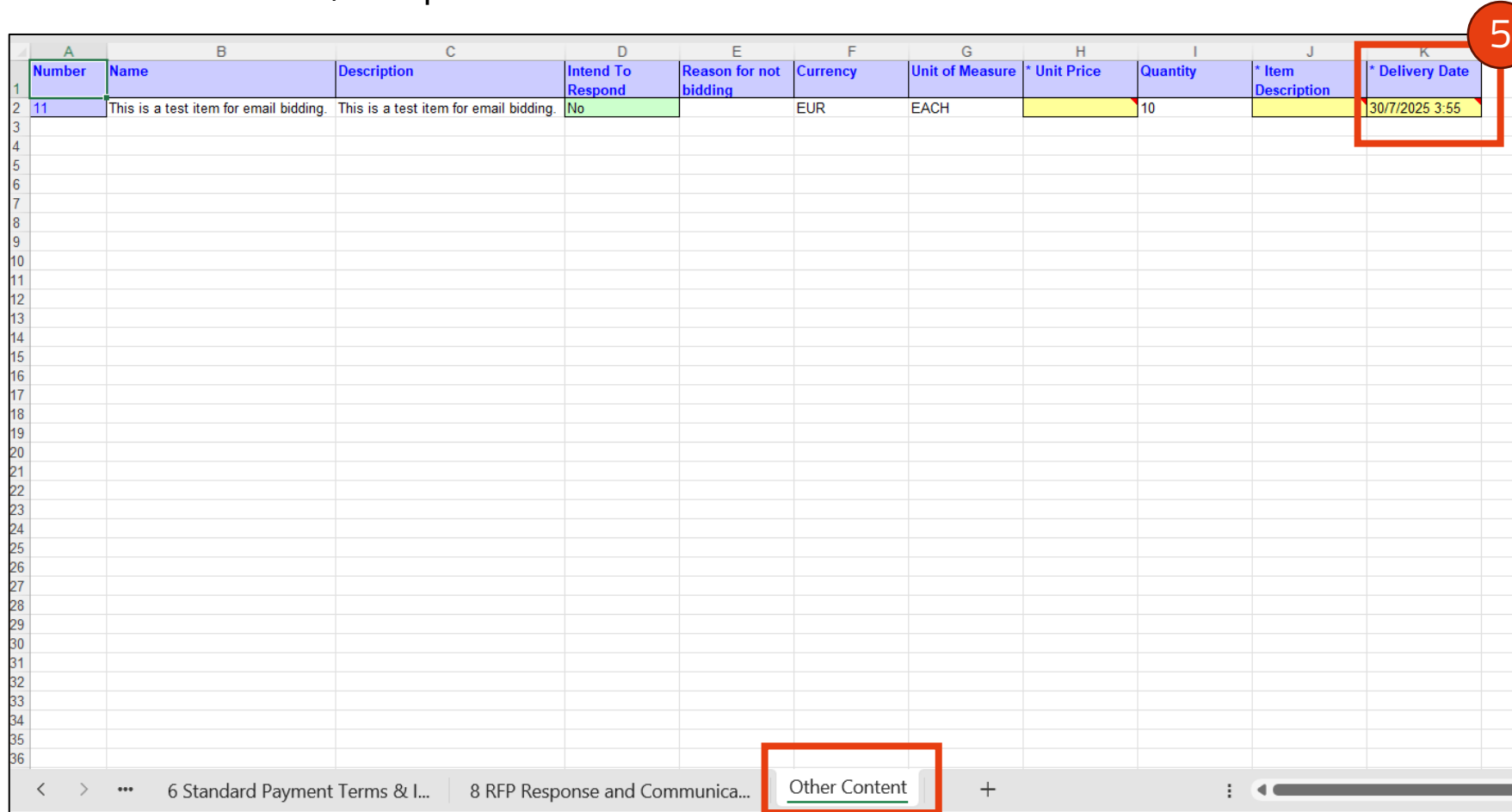


EMAIL BIDDING – PROVIDE QUOTES

5. Fill in **[Delivery Date]**, and please note:

It shows the buyer's preferred delivery date. You may adjust it based on your actual capabilities.

Format: **DD/MM/YY**, and please convert cell to "Text" format.



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

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

Number	Name	Answer
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
7.2	Please upload your completed Cost Breakdown file:	Completed cost breakdown.xlsx
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.	

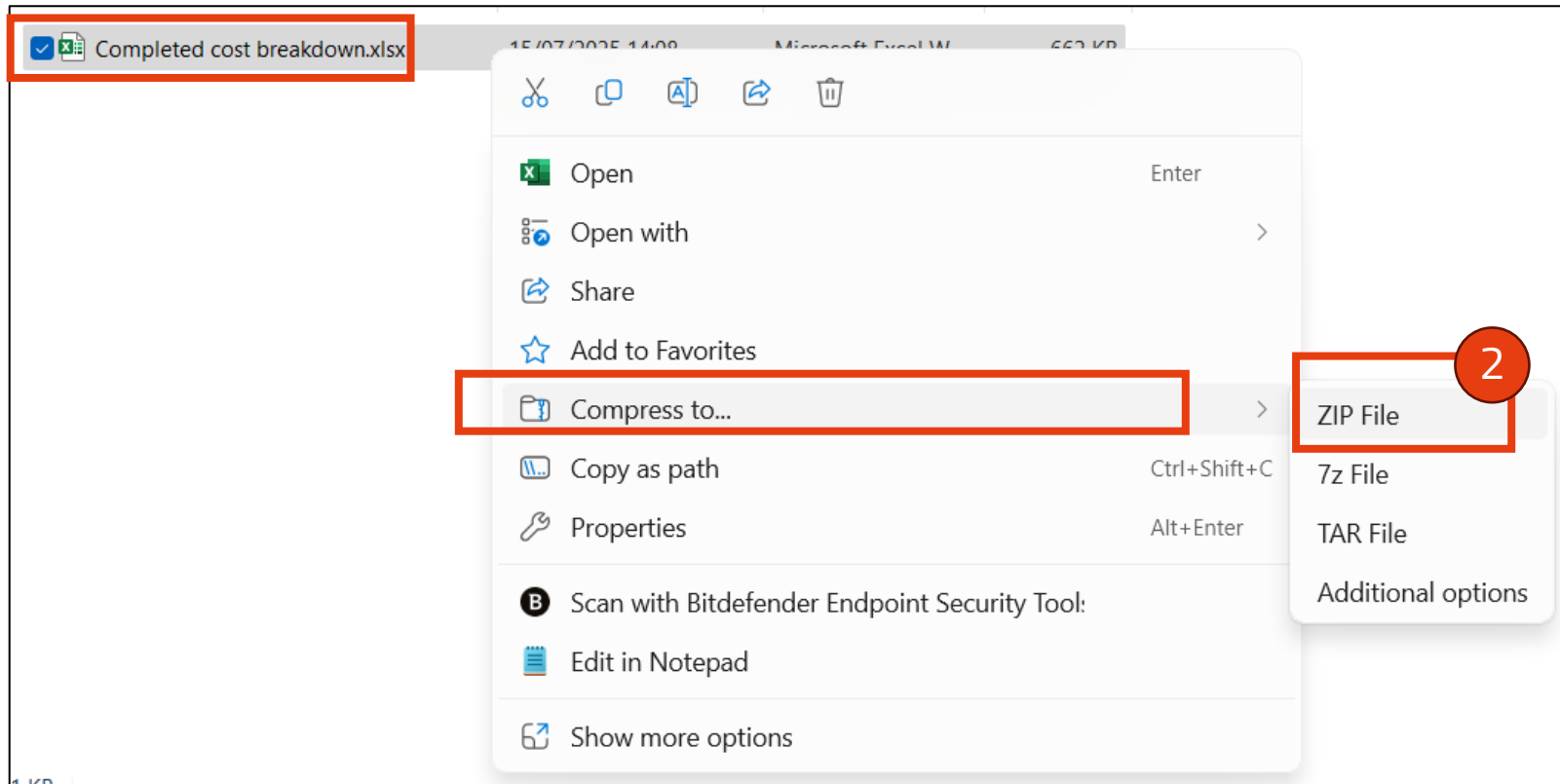
Answer Type: Attachment
Acceptable Values: Attachment File Name

1

- 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

3

Email response Decline See event

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
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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 !