SAP Ariba Sourcing and Contracts

User Guide for suppliers

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Login/registration to the Business Network

Login/Registration to the Business Network

The user guide contains information for the MVM Group's bidders/contracting parties on participating in procurement events (informative request for information, request for proposal, and auction) and negotiating the contract draft in case of contract conclusion.

Information on registration and login to the Business Network system can be found on the website: https://mvm.hu/en/Beszallitoknak/ElektronikusBeszerzesiRendszer

Participation in Procurement Events (RFI, RFP)

Procurement Events at MVM Group

RFI – Request for Information: the buyer uses the RFI to send questions to participants, gather feedback, compare and rank participants' responses, and possibly score the submitted proposals.

RFP – Request for proposal: the buyer uses the RFP to create a proposal questionnaire with sections, questions, requirements, and line items/packages to collect pricing information and/or qualify participants before proceeding to price negotiations.

Auctions: these event types are referred to as auctions in the SAP Ariba Sourcing system. An auction is a real-time online event where participants submit competitive bids for specified goods or services. Since auctions require significant preparation, procurement professionals typically run pre-qualified information gathering events (RFIs and RFPs) beforehand. Auctions are typically used during the price negotiation phase.

Participation in Procurement Events

Invitation to Participate in an Event

If you are invited by the MVM Group to submit a bid, you will be notified via email. **The events can be accessed in two ways:**

- By logging into the Business Network: https://service.ariba.com/Supplier.aw/109527052/aw?awh=r&awssk=hncxdQe8&dard=1
- By clicking the link found in the email, which will also direct you to the above link.

When logging into the Business Network, the system will ask for your username and the password you provided during registration.

MVM-TEST has invited you to participate in an event: Test Procurement Event.

SD Seprényi Dóra <s4system-prodeu+MVM-T.Doc2287027265@eusmtp.ariba.com>
Címzett Aribatesztszall

Kattintson ide a képek letöltéséhez. Személyes adatainak védelme érdekében az Outlook megakadályozta bizonyos, az üzenetben szereplő képek automatikus letöltését.

MVM-TEST

MVM-TEST has invited you to participate in the following event: Test Procurement Event. The event is set to begin on Monday, November 25, 2024 at 3:42 PM, Central European Time.

Use the following username to log in to MVM-TEST events: supplier2@mvm.hu.

Click Here to access this event.

When you click this link, log in with your username 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 log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.

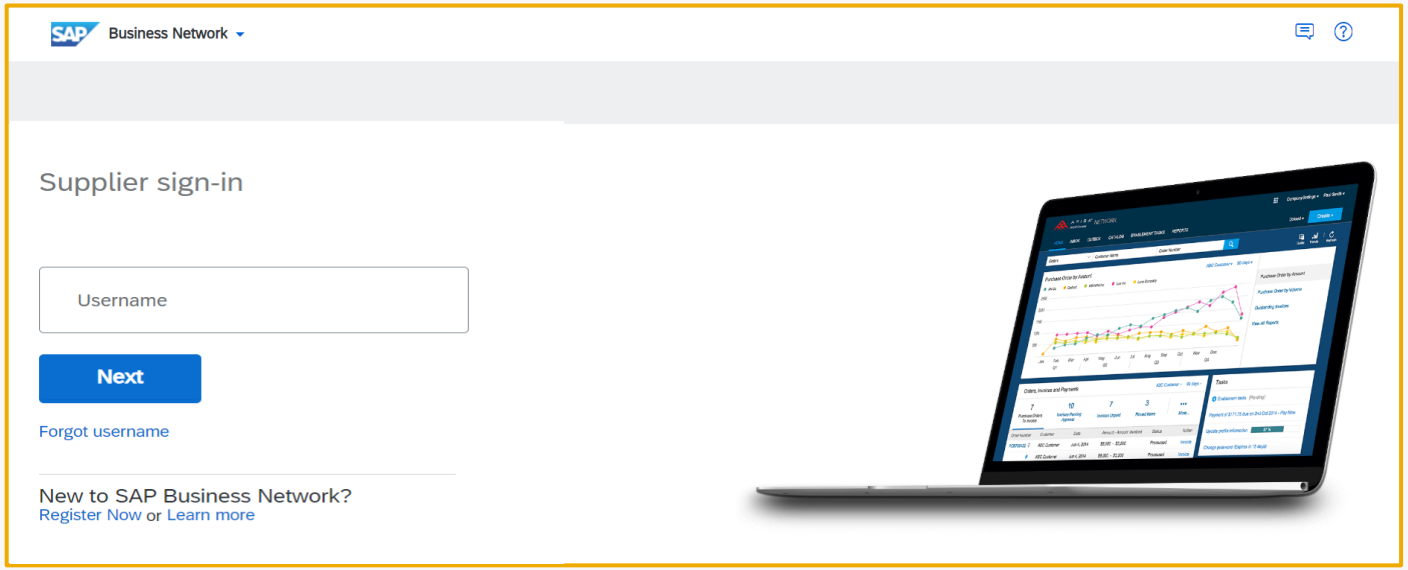
If you have forgotten your username or password and are unable to log in, Click Here.

NOTE: The forgot password link is only valid for 24 hours. After this link expires, click Forgot Password on the Ariba Login page to reset your password.

If you have questions about this event, contact Seprényi Dóra via telephone at or via e-mail at seprenyi.dora@mvm.hu.

We look forward to working with you!

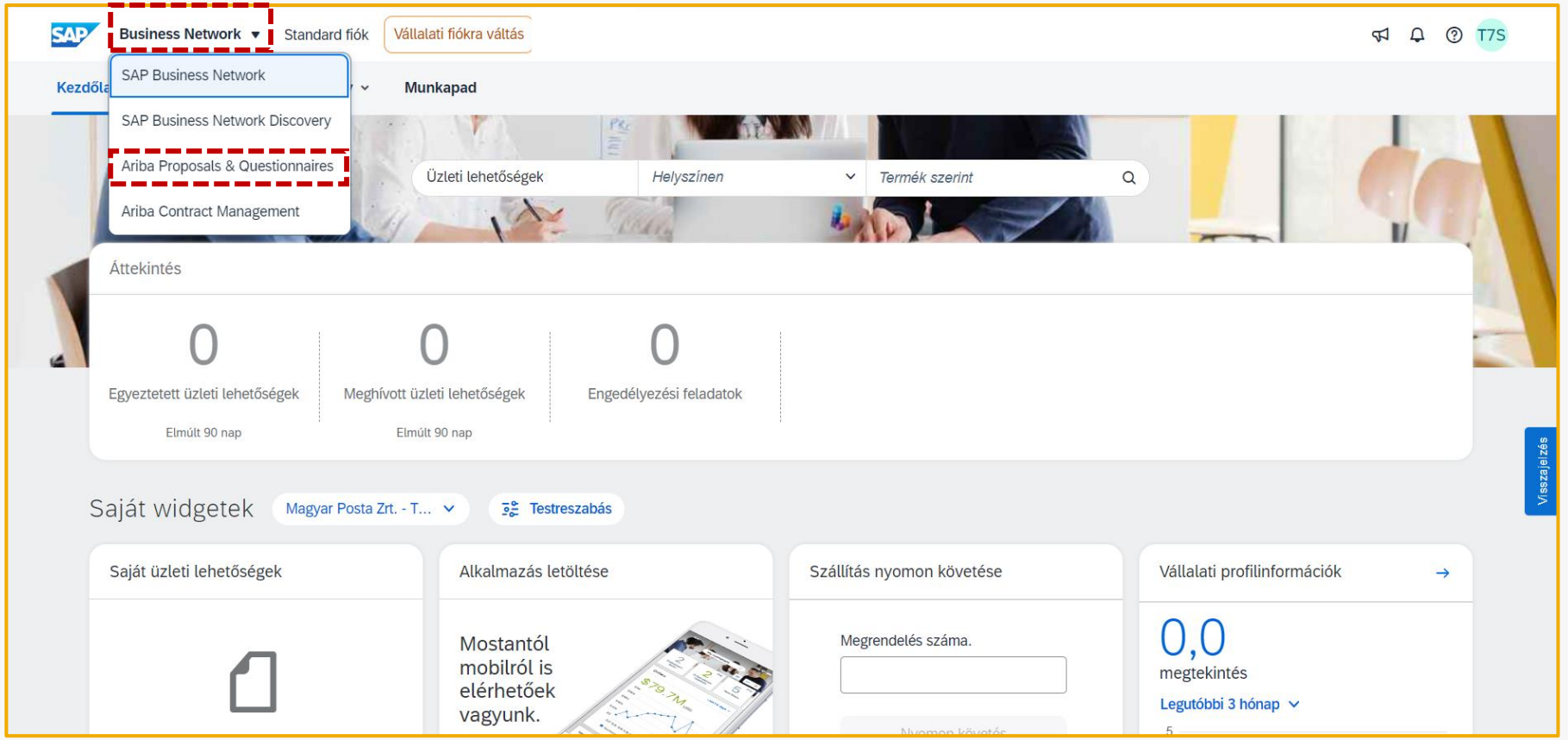
Thank You,



Participation in Procurement Events

Viewing Events

To view the list of available events, click on **Business Network > Ariba Proposals & Questionnaires** which can be accessed by expanding the arrow next to Business Network.



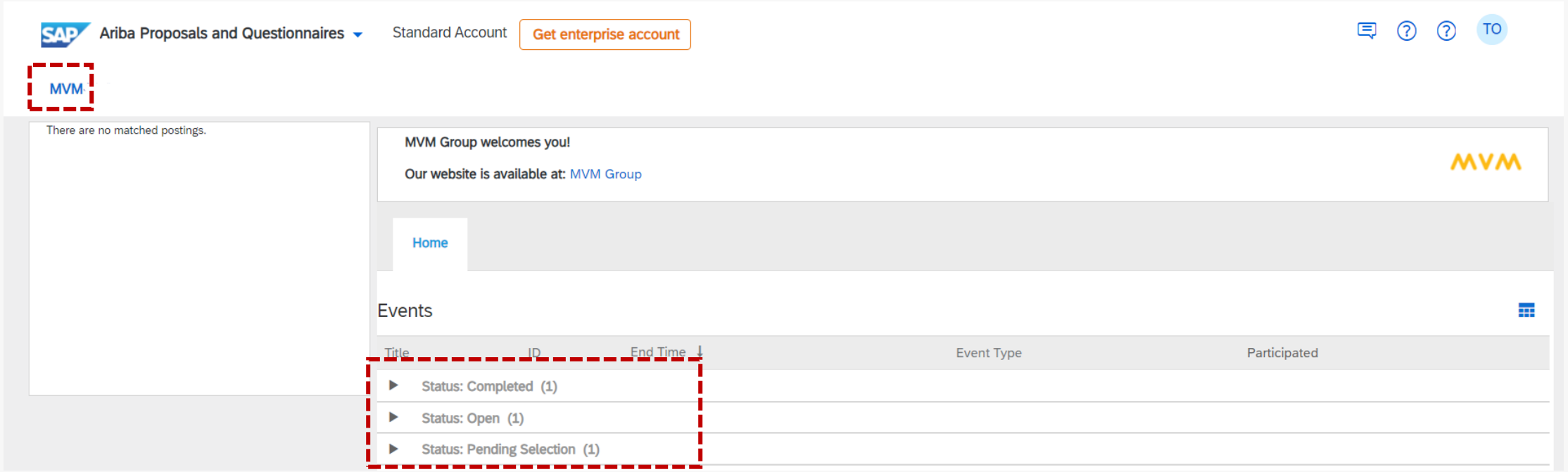
Participation in Procurement Event

Viewing Events

If you are already connected with another buyer on the Business Network, **go to the MVM tab**.

Events are categorized by status. You can view and open events by expanding the statuse:

Status - Completed: events where the results have already been announced or closed for other reasons.
Status - Pending Selection: events that are no longer accepting responses and are under evaluation.
Status - Preview: events that can already be viewed but the submission of bids (live auction) has not yet started. This is used by the MVM Group for auctions (not shown in the image below).
Status - Open: events that are currently accepting response.



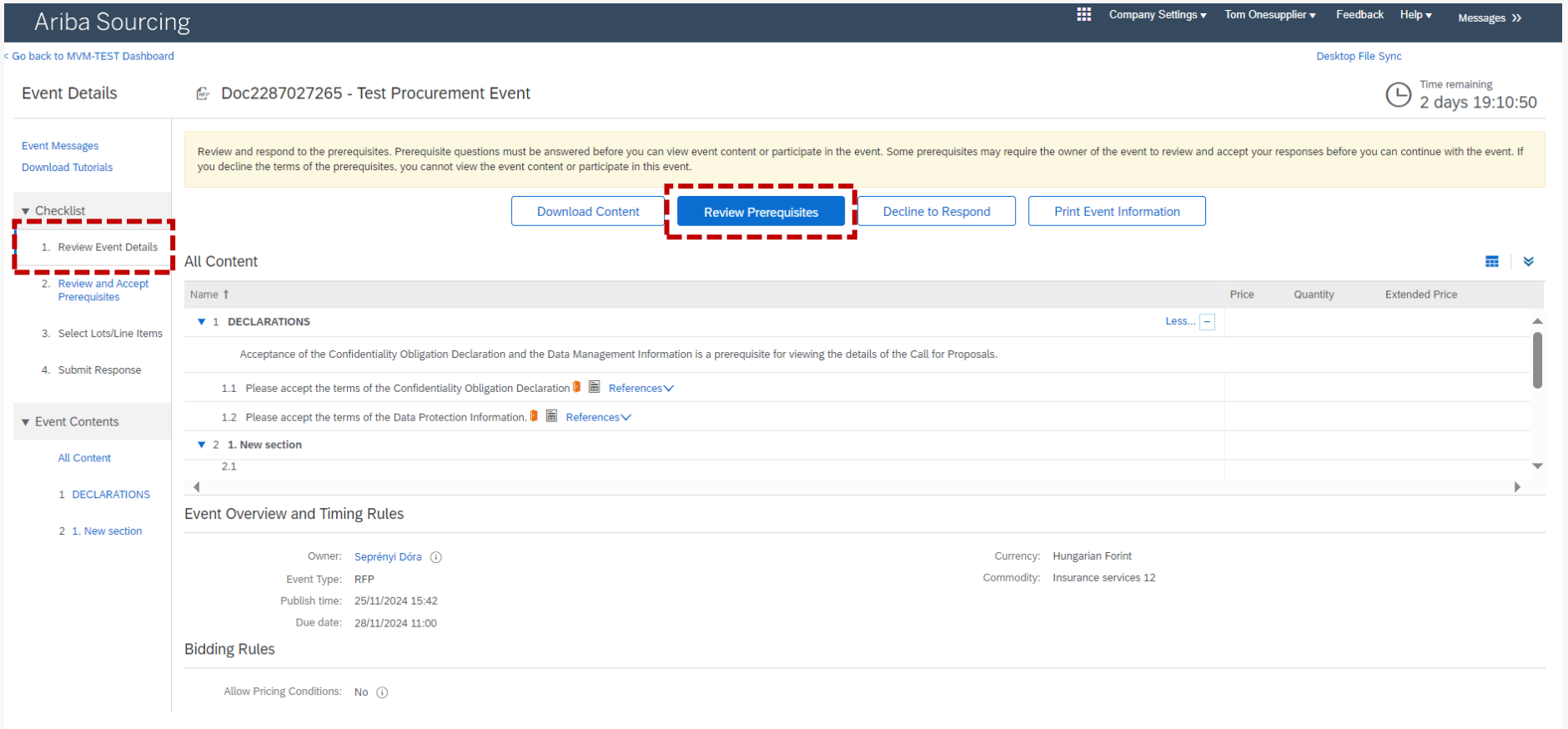
Participation in Procurement Event

1. Review Event Details

In the view of events with the status "**Open**," click on the title of the event for which you want to start bidding. Upon entering the event, the steps of the **Checklist** in the left-hand menu will guide you through the bidding process.

1. In the „**Review Event Details**" view, review the main information (timing rules, which are particularly important for auctions). As a first step, the system will also ask you **to Review Prerequisites**.

By clicking the "**Review Prerequisites**" button, you will begin the execution of the second step of the Checklist: **Review and Accept Prerequisites.**

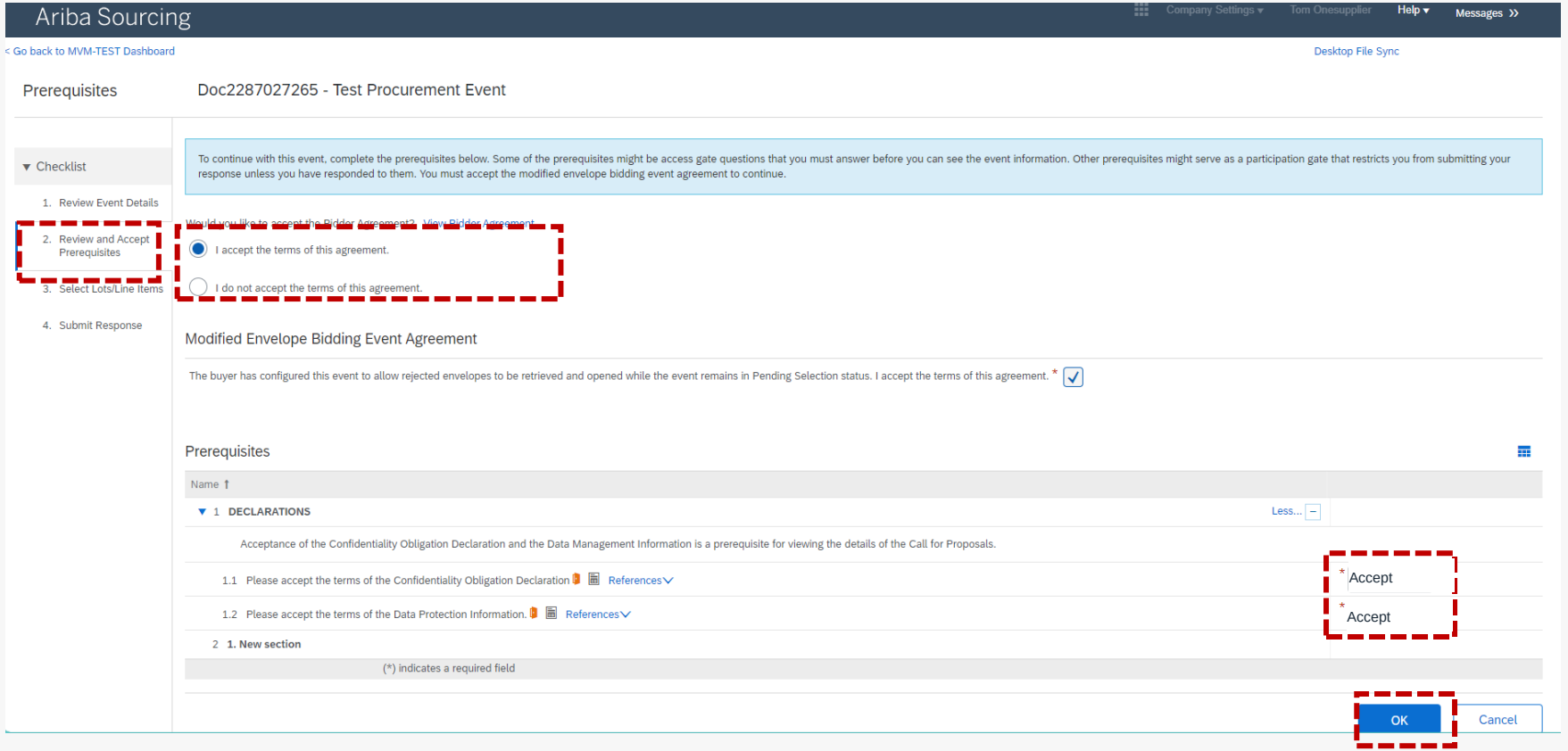


Participation in Procurement Event

2. Review and Accept Prerequisites

To view the detailed bidder agreement, click on the link. In some cases, you may need to answer additional questions (such as the Non-Disclosure Agreement and Privacy Notice). If the procurer uses the envelope function (viewing commercial offers after evaluating the professional offer), a related agreement must also be accepted.

Without accepting the prerequisites, you will not see the further content of the call for tenders and it will not be possible to submit a bid.*



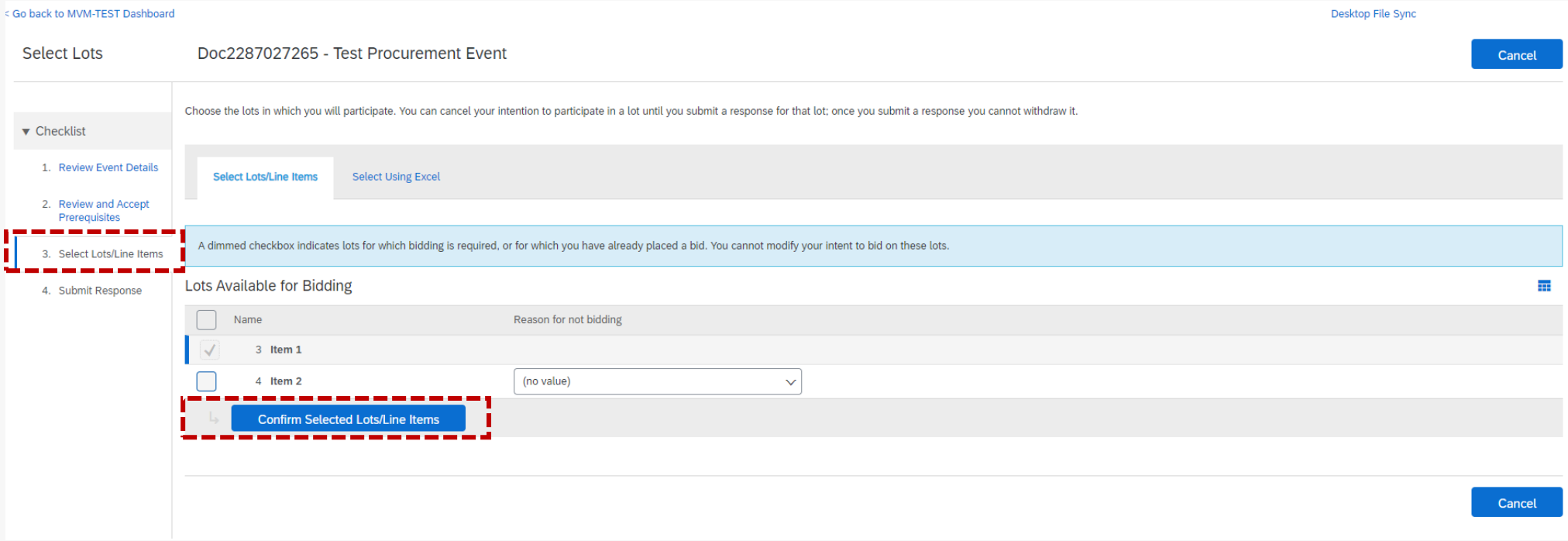
* In some cases, it is not necessary to accept prerequisites; this decision is made by the MVM Group depending on the subject of the request for proposal.

Participation in Procurement Event

3. Selection Lots/Line items

In the **Selection Lots/Line Items** view, select the items or product packages (parts) you wish to bid on (if the procurer has left it optional), and click the **Confirm selected Lots/Line Items** button. If the MVM Group requires bids for all items, this step is skipped.

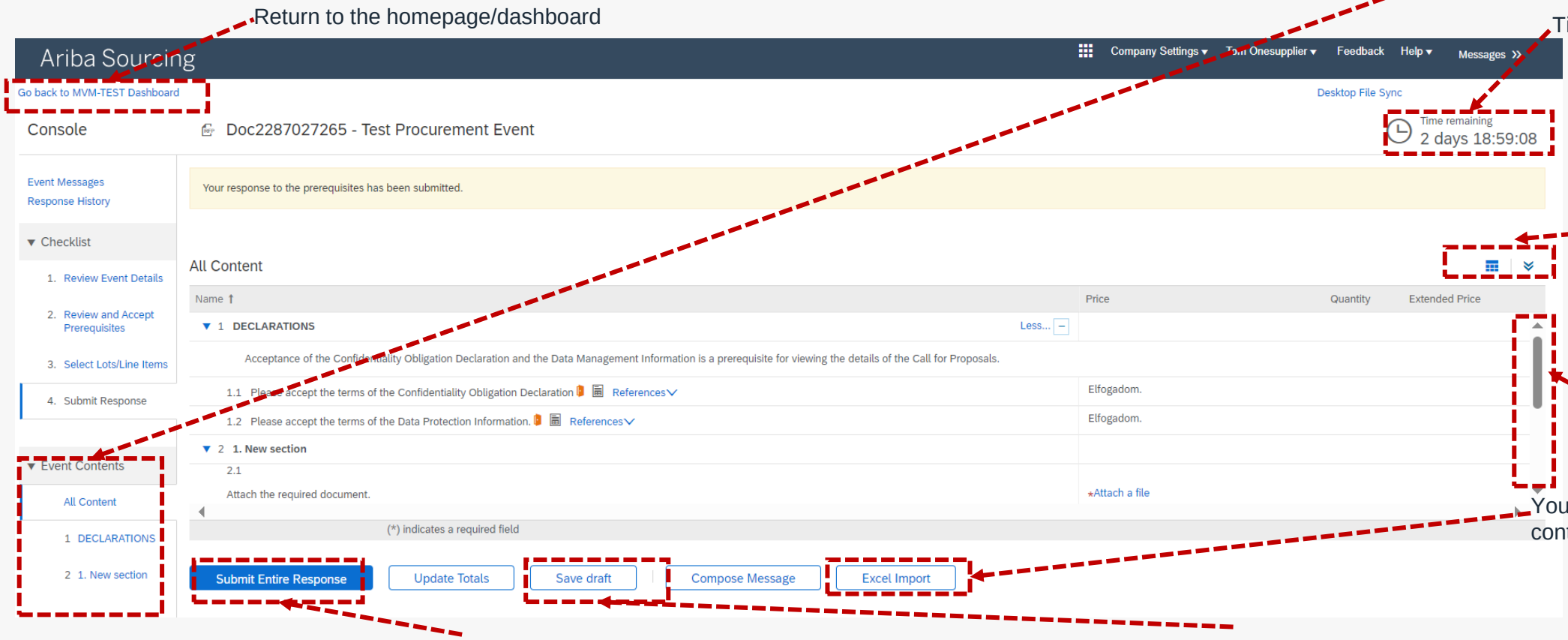
You can also modify the selected product packages later. To do this, click on the **Selection Lots/Line Items** option again in the Checklist on the left.



Participation in Procurement Event

4. Submit Response – review and submit response

In the **Submit Response** view, provide the necessary answers and then submit your bid. You can navigate between the sections of the event using the **Event contents** menu.



Once you have finished answering the questions, you can submit them here. The procurer will not see the received responses until the bid submission deadline has passed. As long as the bidding period is open, you can change the already submitted responses.

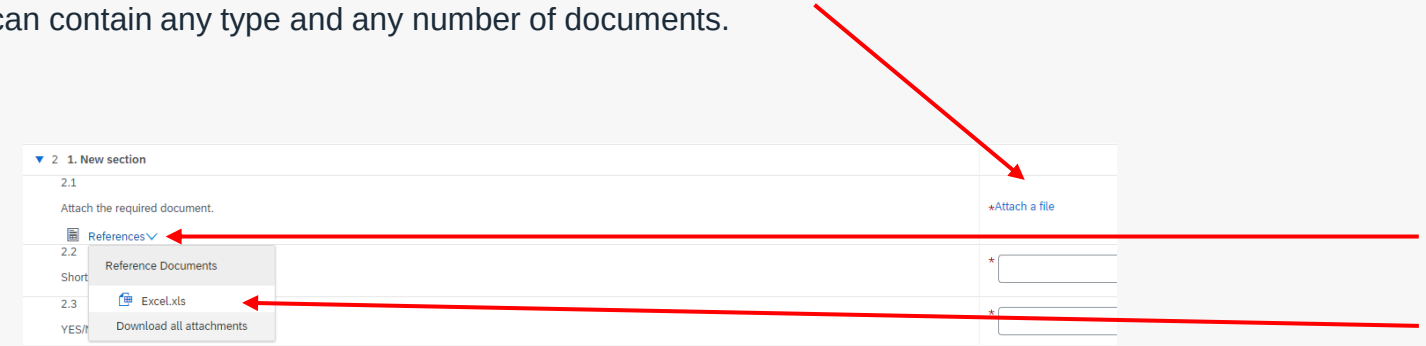
If you suspend the submission of the bid, save it as a draft, and then continue the bidding later.

Participation in Procurement Event

Attachments and response types

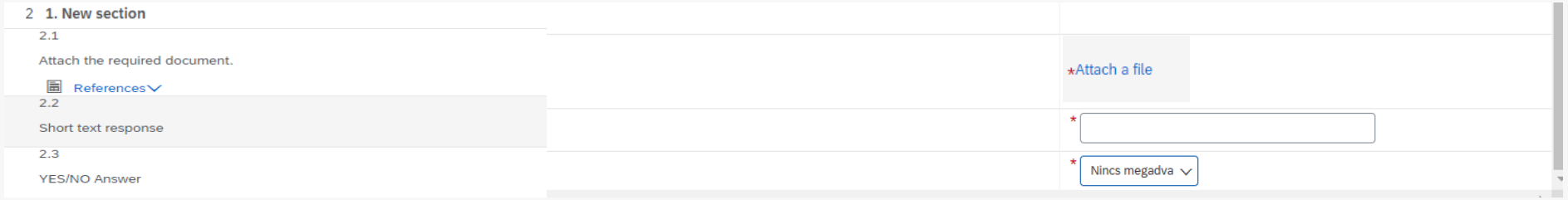
During the call for tenders, the procurer may provide you with sample documents (**Reference documents**) and request various types of responses from you.

Attachment type response: This type of response will be the most frequently used. For attachments, click on the blue text to attach the file marked with a red star. **Only one document can be uploaded per attachment slot. If you want to upload multiple documents, please upload the attachment as a zip file.** The zip file can contain any type and any number of documents.



References: Under certain text sections, you will find References. By clicking on the blue downward arrow, you can expand the references, and by clicking on the document name, you can download them.

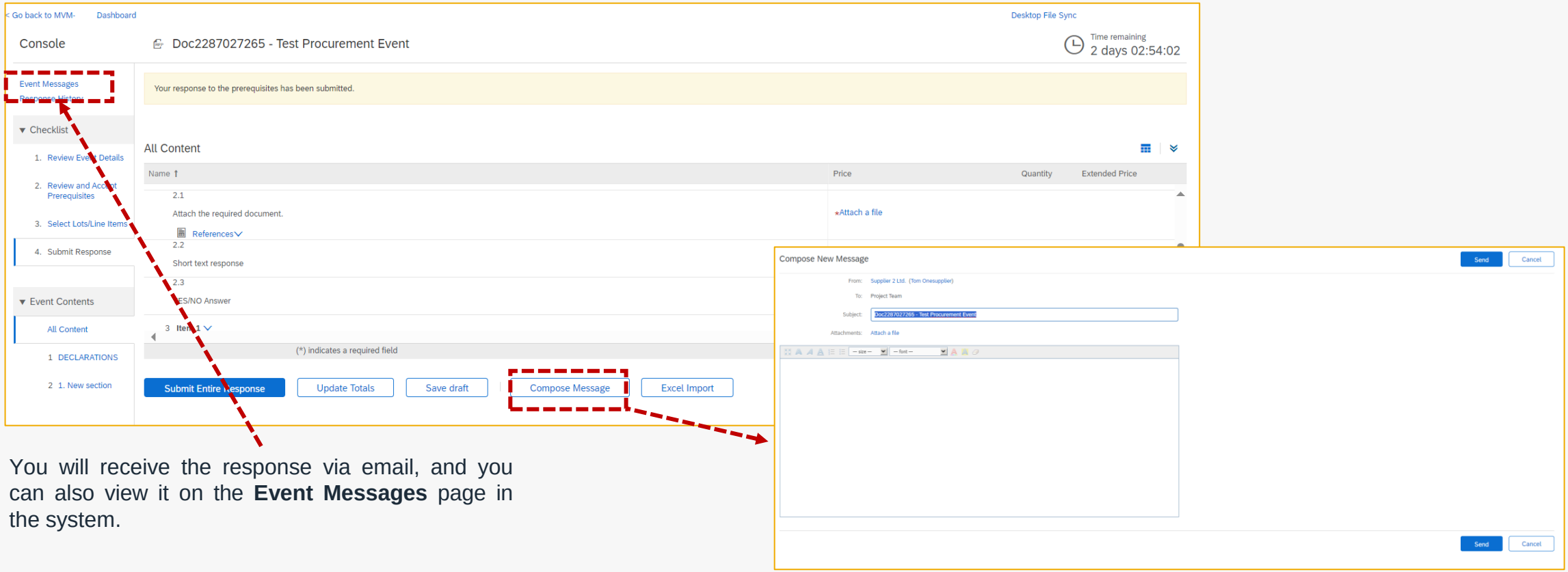
Another frequently used response type will be the free-text response, as well as choosing from a single or multiple-choice list. All fields marked with a red star are mandatory to answer.



Participation in Procurement Event

4. Sending response – Writing a message

If you have any questions regarding the bid submission, you can ask the procurer by clicking the **Write Message** button. You can write your message to the Requester in the text box. By clicking the **Attach File** button, you can also add an attachment to your message.



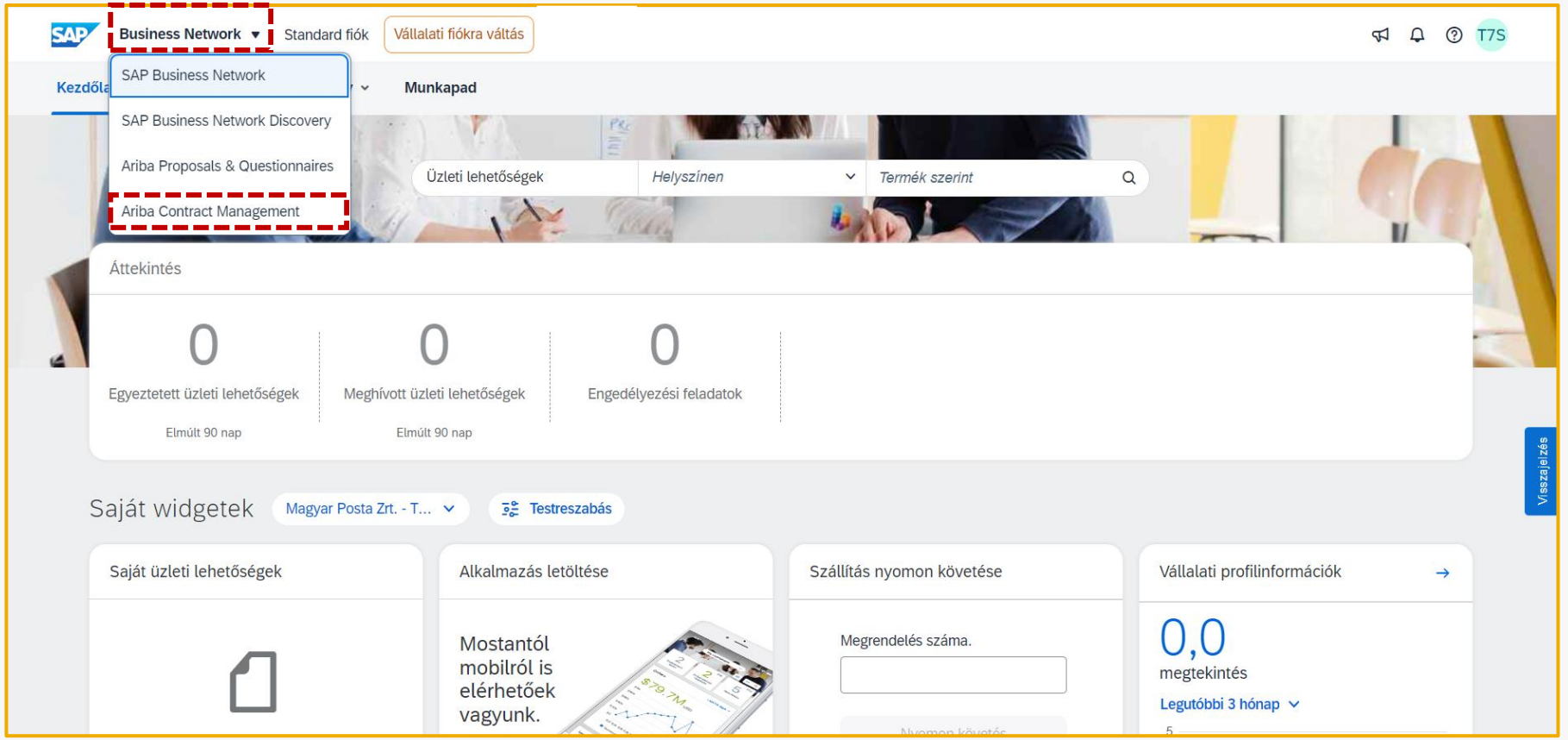
You will receive the response via email, and you can also view it on the **Event Messages** page in the system.

Negotiating and Reviewing Contract Draft

Review of the draft contract

View Tasks

The link in the email notification directs you to the task. If you start from the Business Network dashboard, click on Business Network → Ariba Contract Management to access the list of available tasks, which can be accessed by clicking the arrow next to Business Network.

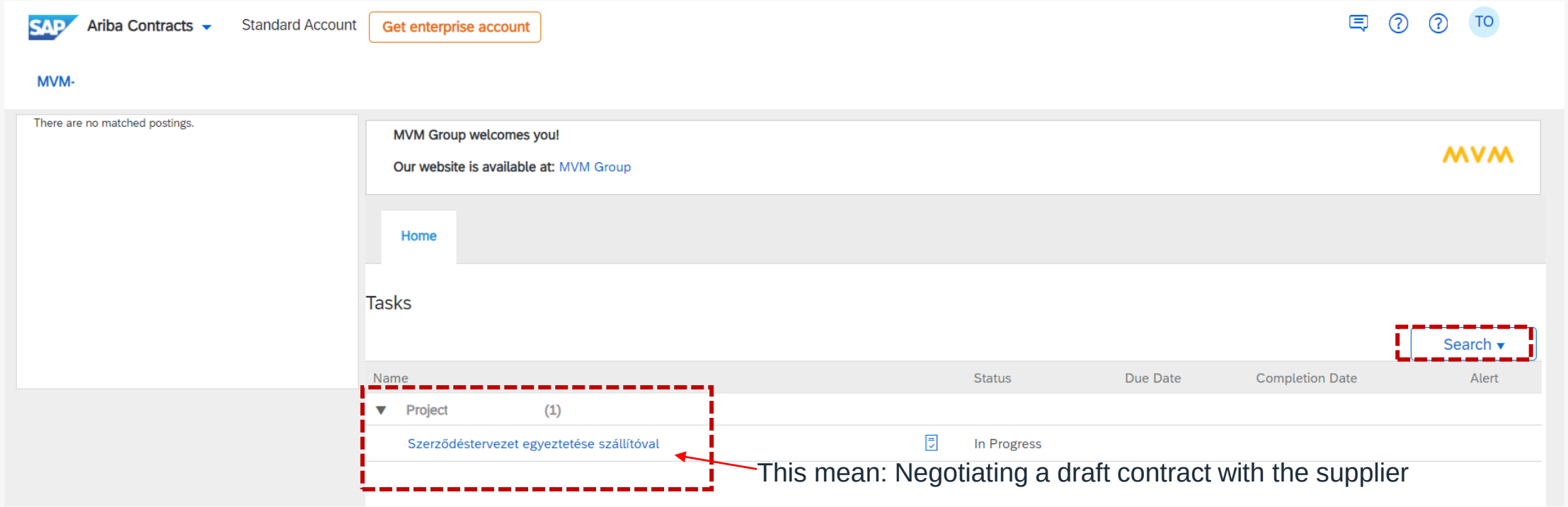


Review of the draft contract

View Tasks

The Tasks table lists all the tasks that you have not yet completed, as well as all the tasks that you own or have performed in the last 7 days related to MVM.

By clicking on the **Search** option in the upper right corner of the table, you can search for additional tasks sent to you by MVM.



Review of the draft contract

My Tasks Page

On the My Tasks page, if necessary, use the drop-down menus to modify the filter values. By default, the My Tasks page displays tasks that meet the following conditions:

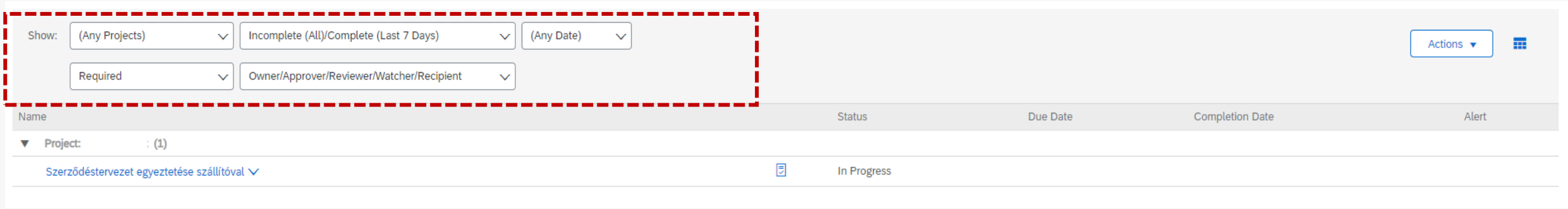
•**Any project**: tasks from all projects.

•**Incomplete (All)/Completed (last 7 days):** incomplete tasks, or tasks you own that were completed in the last 7 days.

•**Any date**: tasks with any deadline.

•**Mandatory tasks**: tasks marked as mandatory by the task owner (started or not started), or tasks optionally marked by the task owner that have been started.

•**Owner/Approver/Reviewer/Watcher/Recipient:** tasks for which you are the owner, approver, reviewer, watcher, or recipient. In most cases, you will be the reviewer for the task named Contract Draft Review with Supplier.



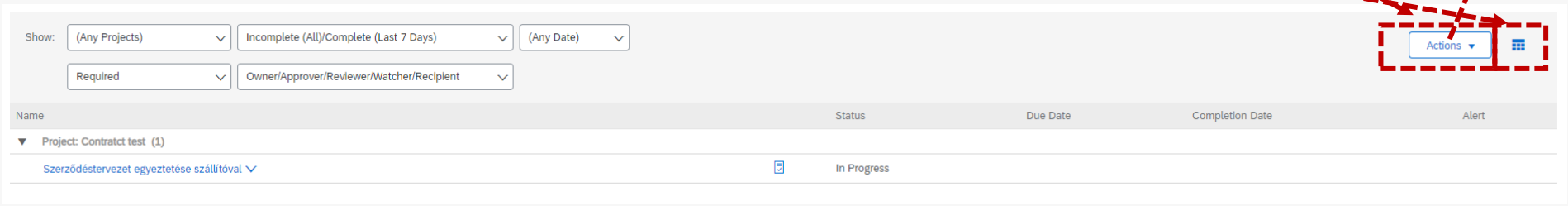
Review of the draft contract

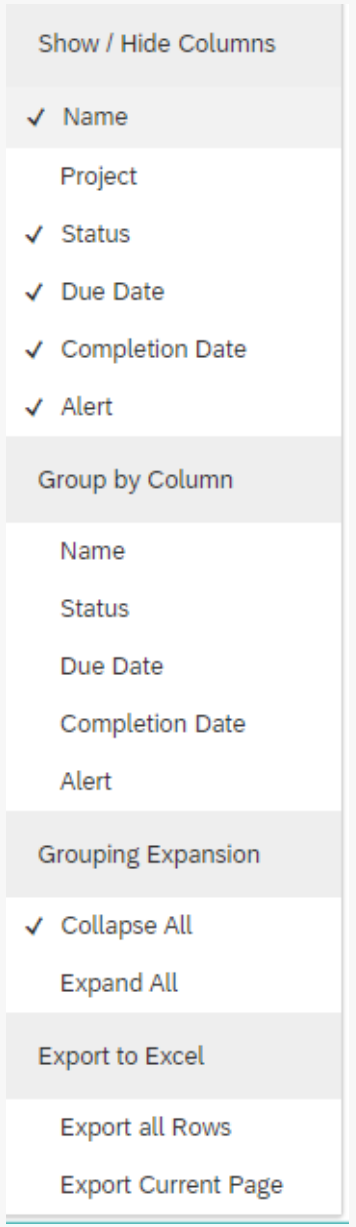
My Tasks Page

To display tasks, you can use the **Actions** button menus alongside the mentioned **Display** control buttons.

By clicking on the column headers, you can sort the results in the table in ascending or descending order according to the respective column.

Click the **Table Options** button to modify the grouping of tasks, show or hide columns, or export tasks to Excel.



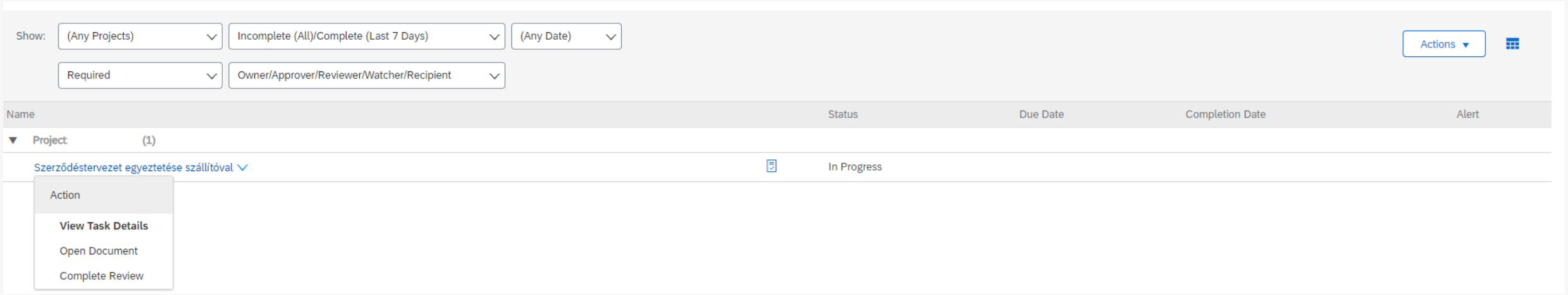


Review of the draft contract

My Tasks Page

To view the specific task, click on the task name (Negotiating Contract Draft with Supplier), then from the context menu that appears, select Action > View Task Details.

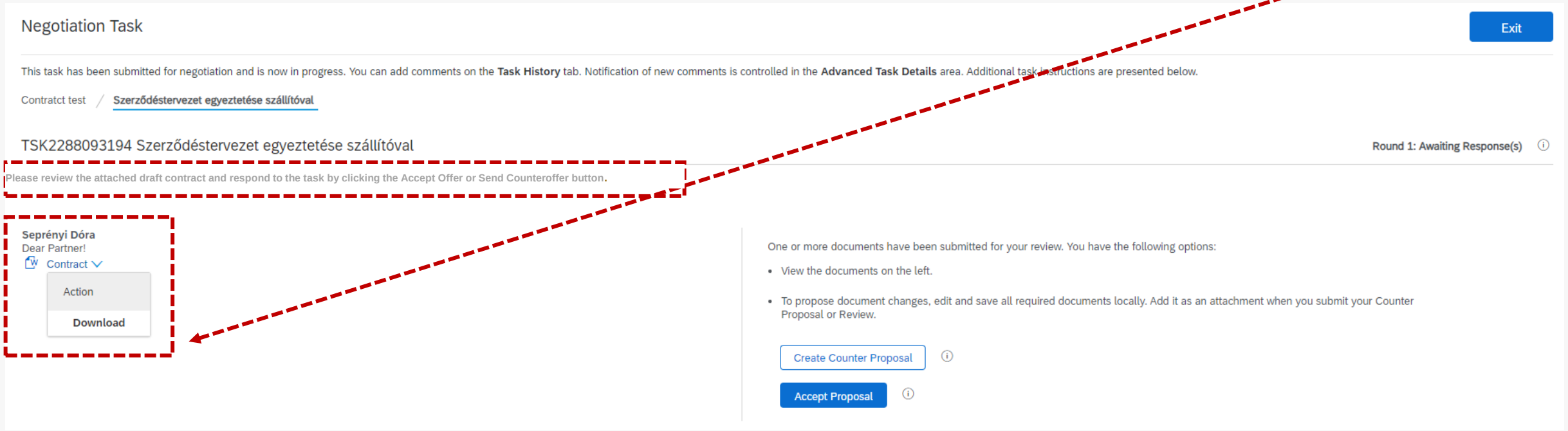
The task page will appear.



Review of the draft contract

In the specific task view, you can read the task description written for you.

You can find the contract document to be reviewed attached to the task on the left side, and you can download it by clicking on the document name.

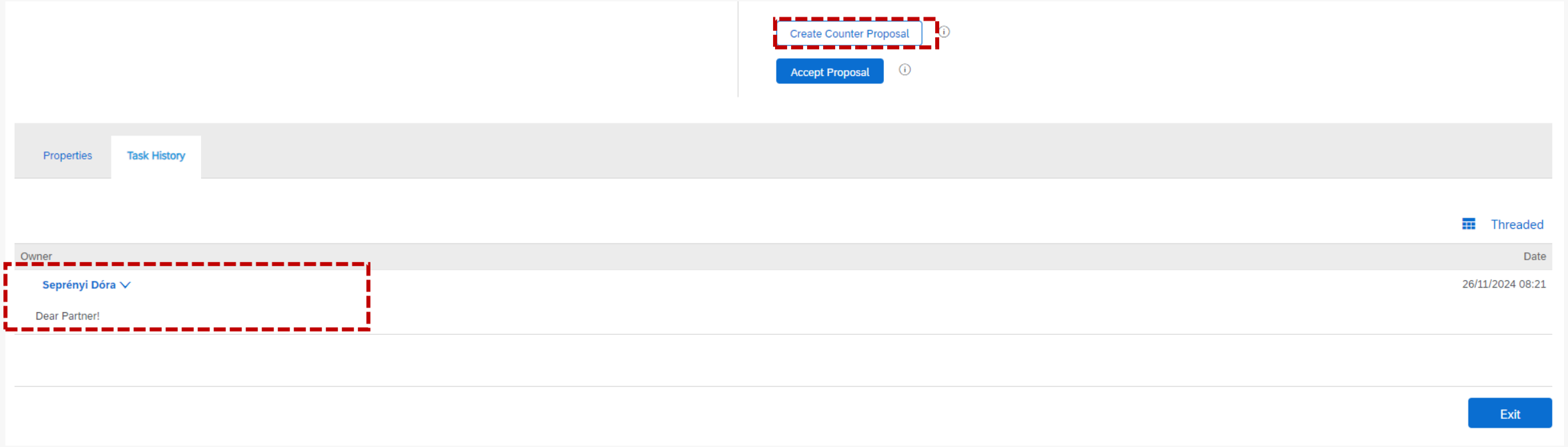


Review of the draft contract

On the Task History tab, you can read the custom message written by the sender

If you have downloaded and reviewed the contract document and would like to suggest modifications, edit and save the document locally

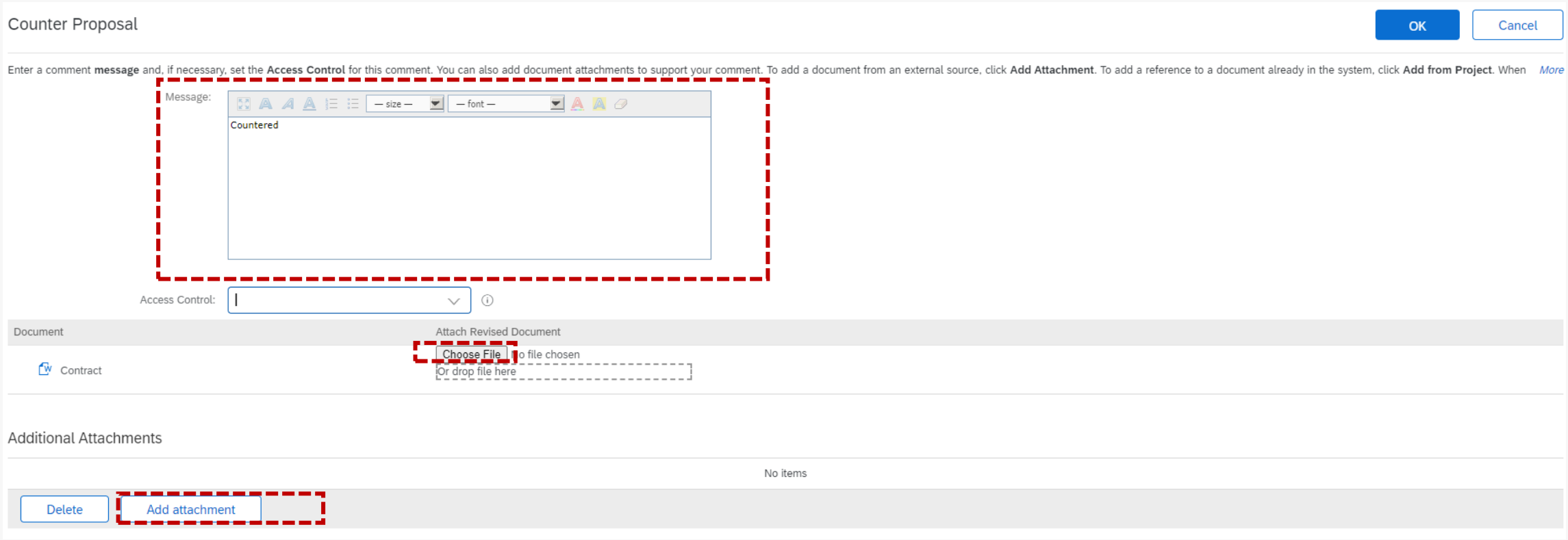
Then, add it as an attachment by clicking the **Create Counter Proposal** button.



Review of the draft contract

During the creation of the Counter Proposal, click the **Choose File** button, then browse your computer for the modified/reviewed contract document. Then, **write a message** to the recipient and **Add attachment** if necessary.

Depending on the review, MVM may complete the task, for which you will receive an email notification, or initiate a new round – in this case, the above steps must be repeated.

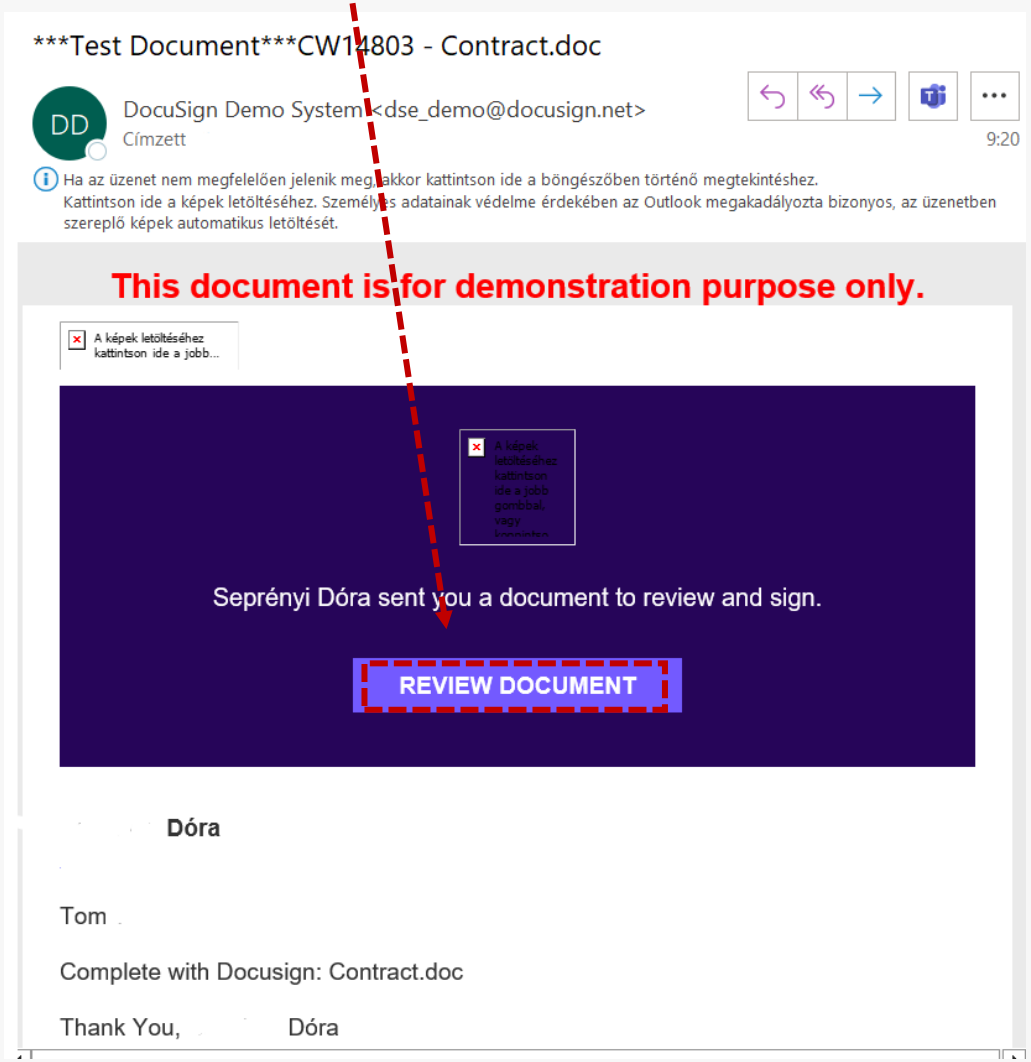


Signing the Contract

Electronic signature of the contract

Signing task

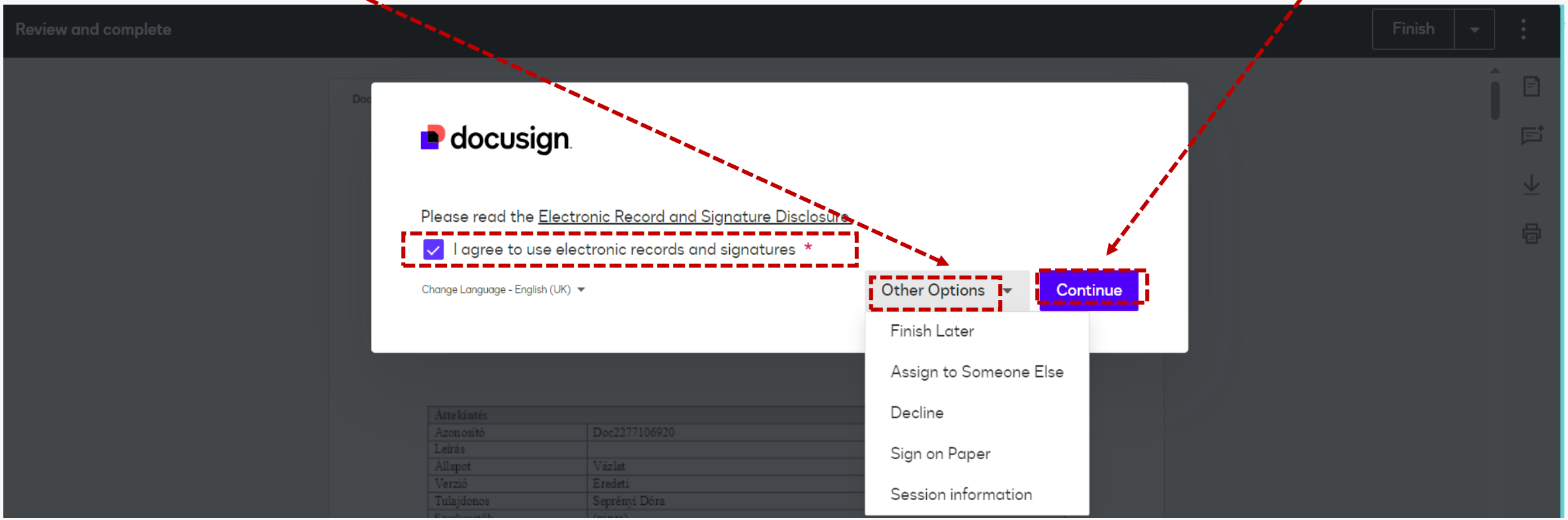
If MVM has requested you to sign a contract document (you have received a signing task), you will receive an email notification from the DocuSign electronic signature website. The notification will contain a **link** that directs you to the DocuSign electronic signature provider's website, where you can view the document.



Electronic signature of the contract

Signing task

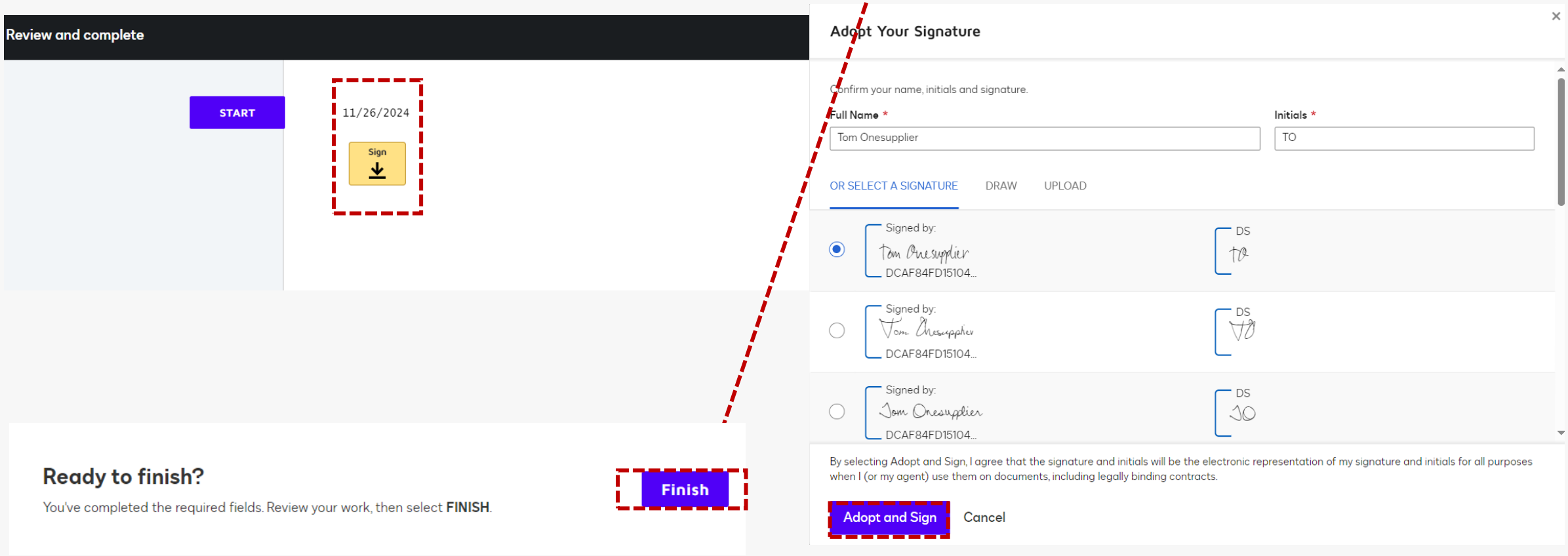
Read the Consent for Electronic Records and Signatures, then **check the box to indicate your consent**. Click the **Continue** button (or choose from the **Other Options**).



Electronic signature of the contract

Signing task

In the document to be reviewed by the signatories, icons indicate the places where the signatory must provide their signature or initials. Click on the **Signature** icon, then choose from the **Adapt and Sign** options. Click the **Finish** button.

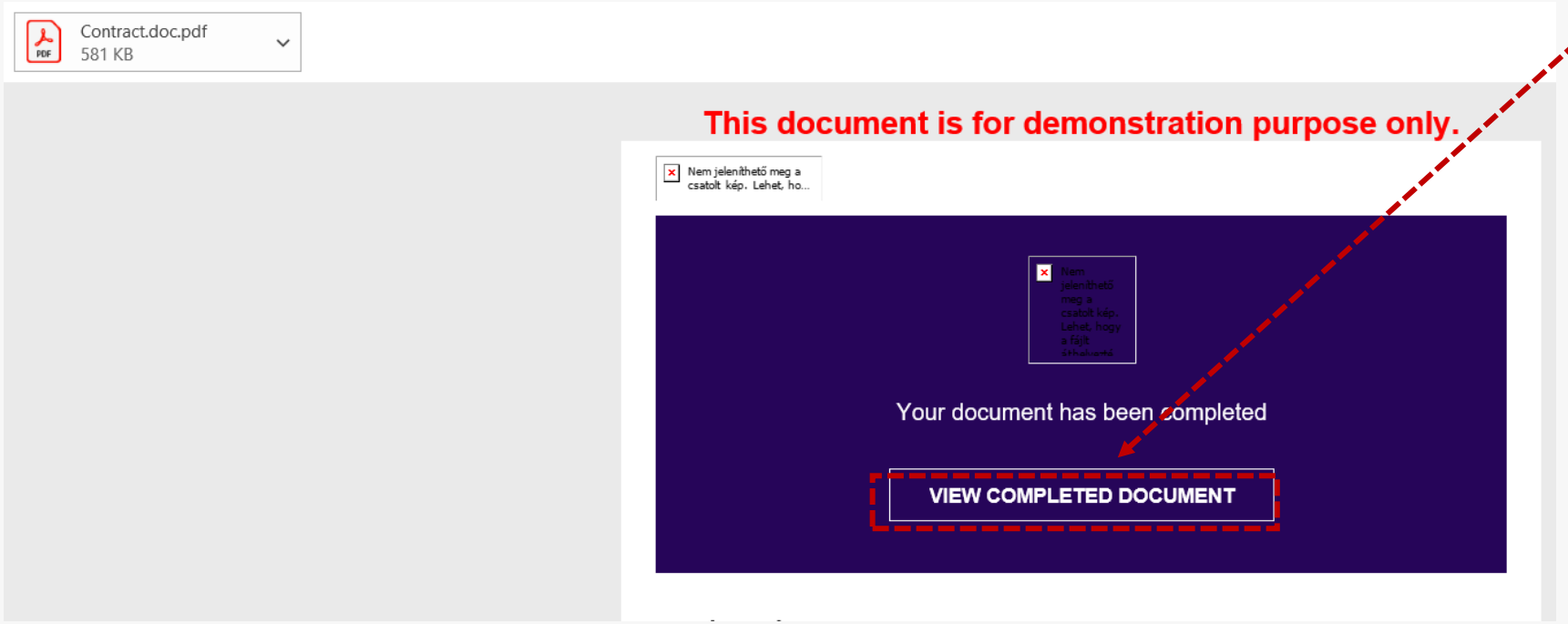


Electronic signature of the contract

Signed contract

If all signatories sign the document, all parties involved will receive an email notification of the signature, along with the signed document attached to the message. The completed document can also be viewed on the DocuSign website using the link provided in the email.

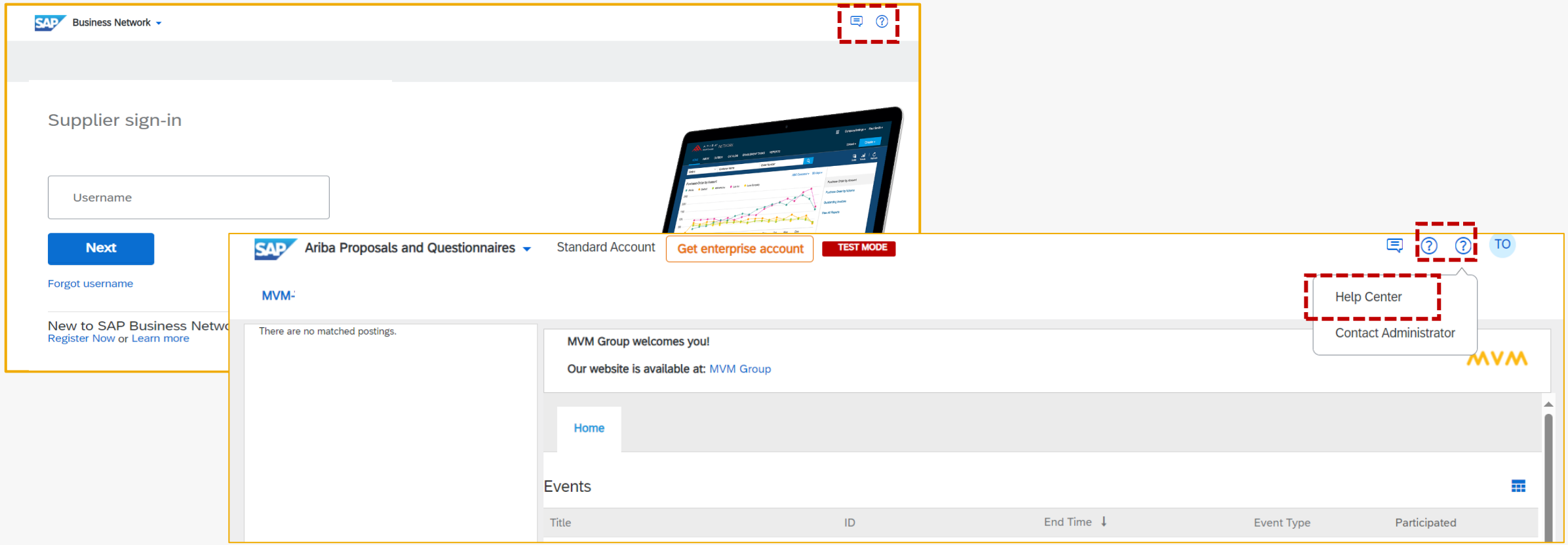
If any signatory rejects the document (refuses to sign it), or if MVM withdraws the signing task, a new round of the task may be initiated. In this case, the above steps must be repeated.



Supplier Support

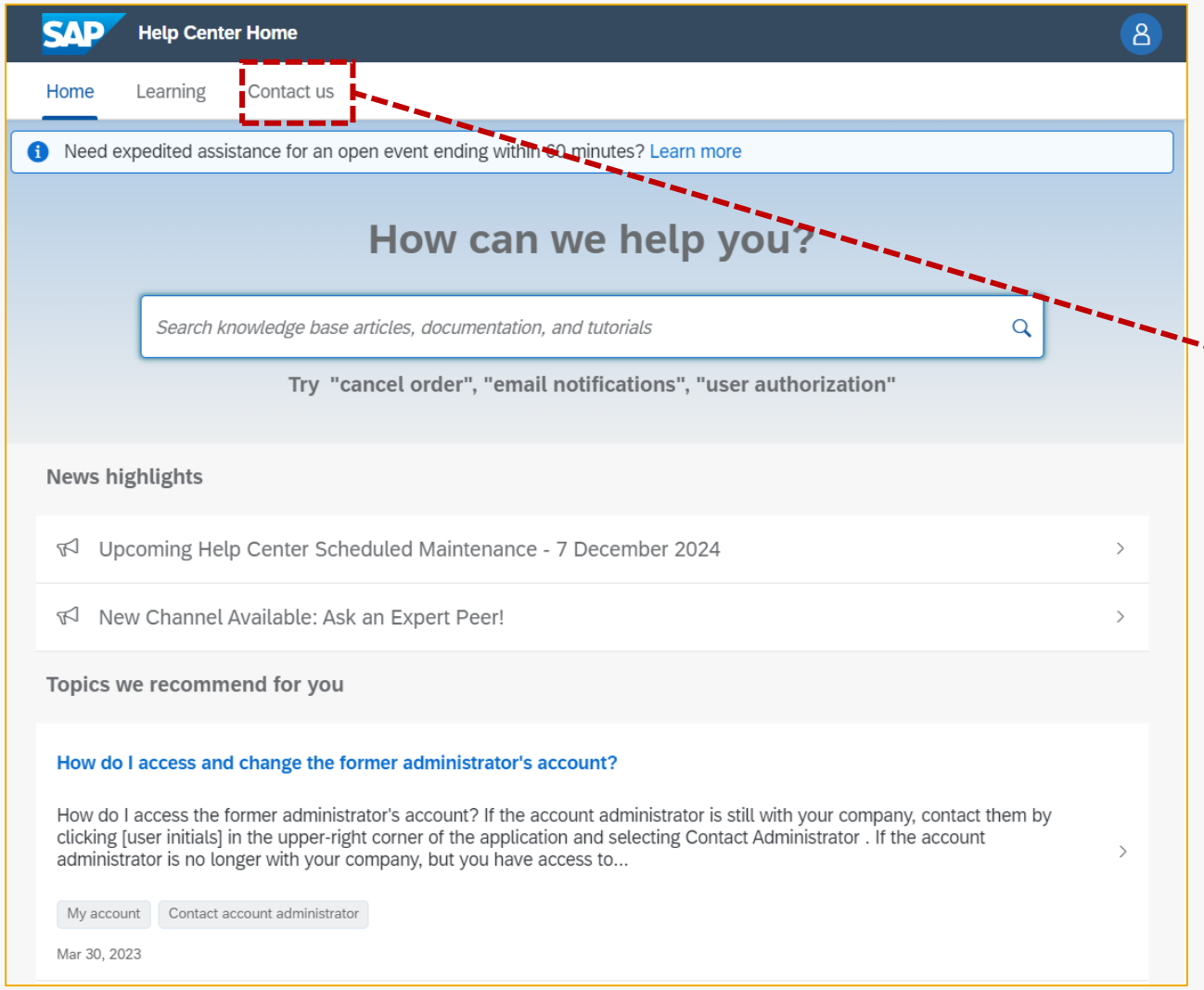
Supplier Support

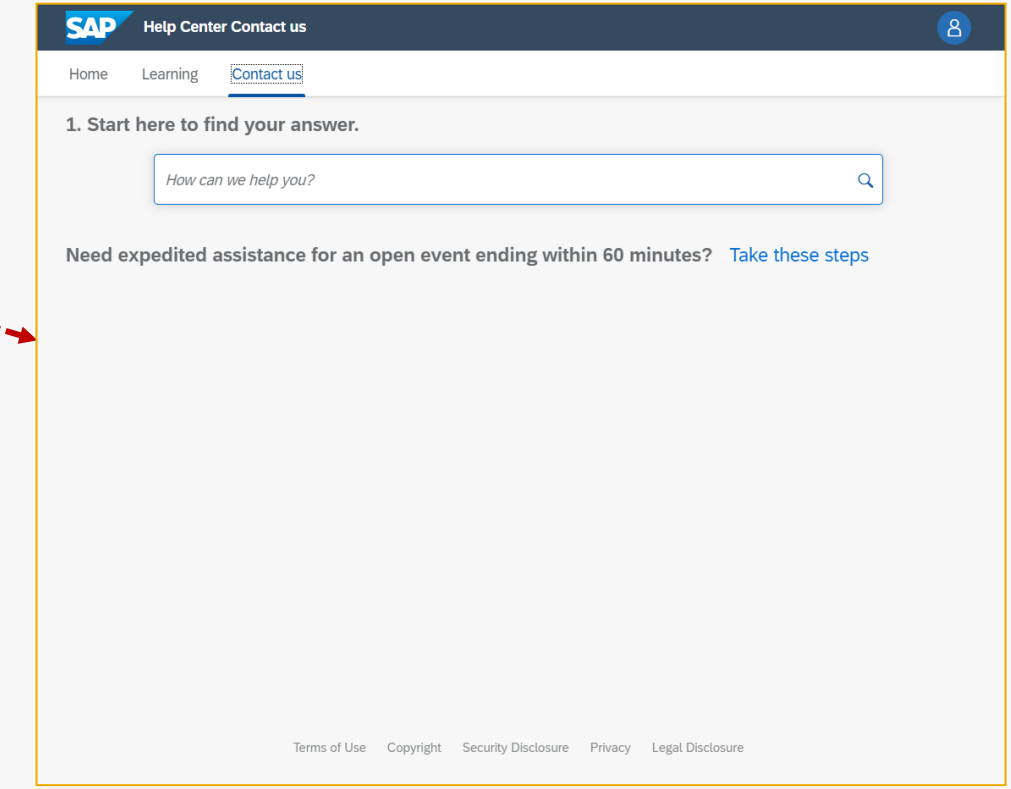
Before and after accessing the Business Network, you can request assistance from the SAP Ariba support team by clicking on the 'question mark' icon located in the upper right corner of the screen. (Before logging in, assistance is primarily provided for login-related issues, while after logging in, support is available for other inquiries).



Supplier Support

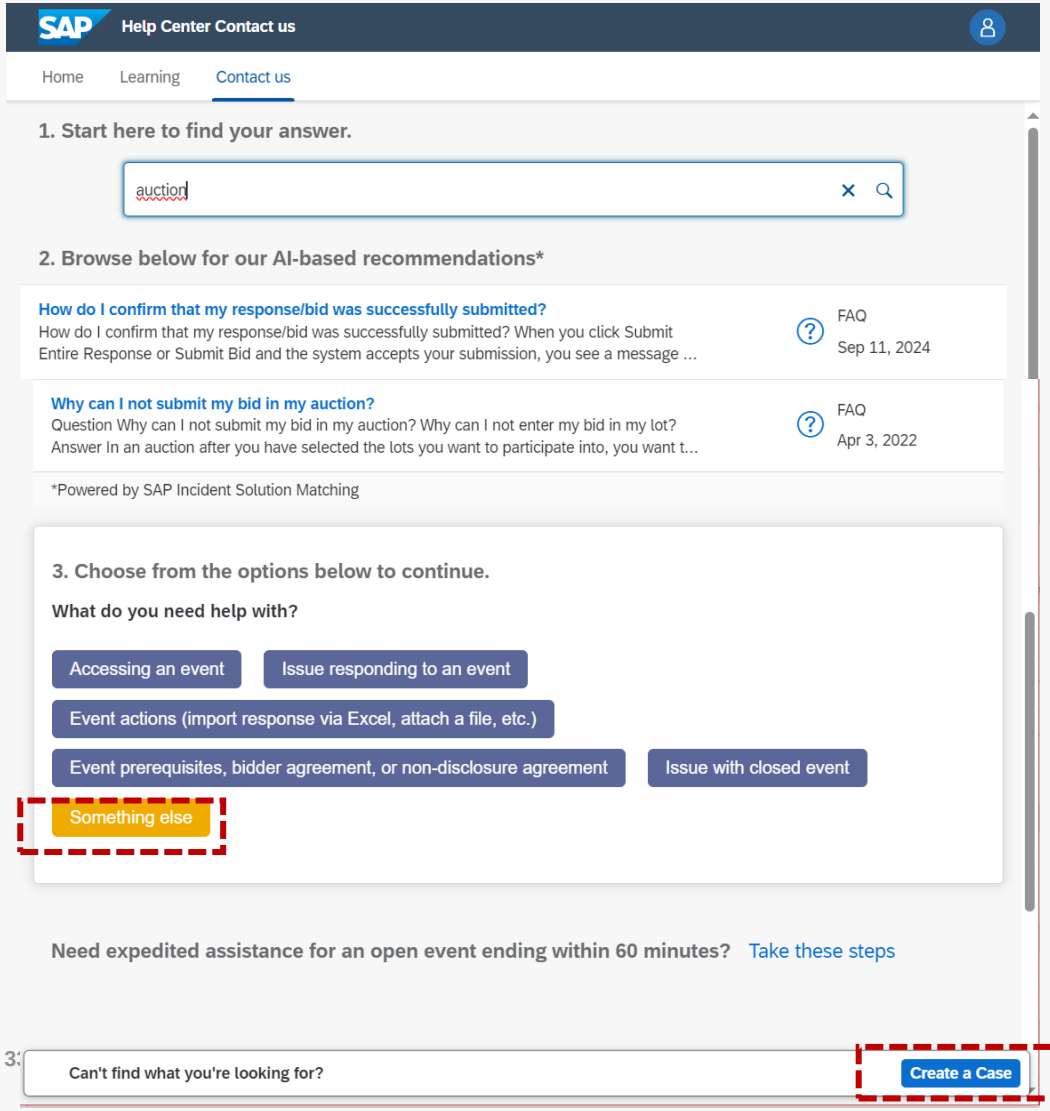
Within the Home and Training tabs, you will find user guides. If you need further assistance, select the Contact tab and formulate your specific question. Support does not cover general system usage questions.



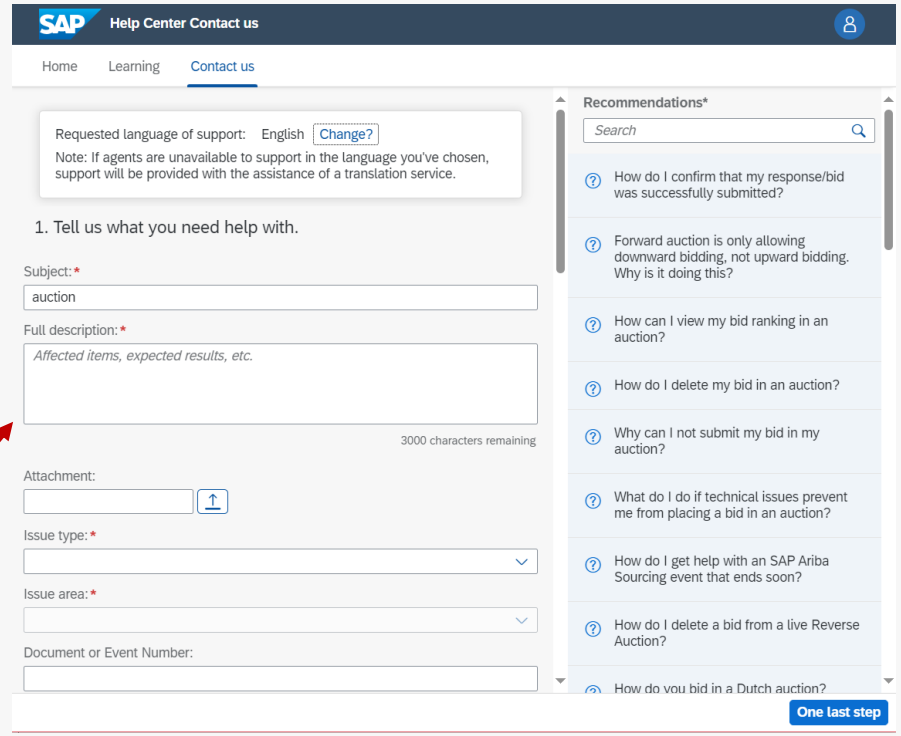


Supplier Support

After formulating the question, the manufacturer will make recommendations for possible solution.

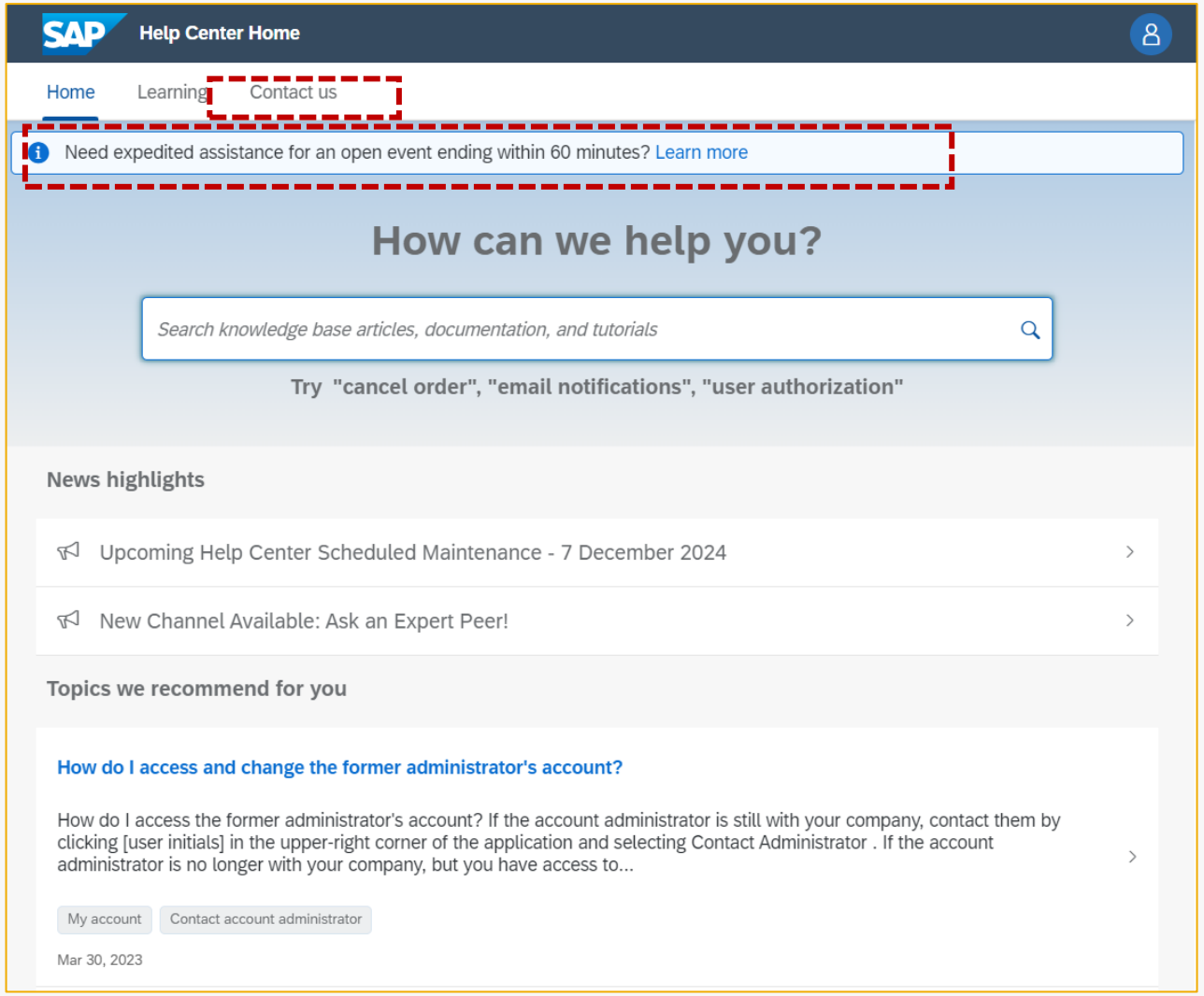


If you can't find what you're looking for, select **Something else** > **Create case** > fill out the questionnaire and submit it. The manufacturer's specialists will contact you soon.



Supplier Support

If an issue arises with an event closing within 60 minutes, the manufacturer will prioritize it.



Wish you a great experience using SAP Ariba Business Network system!