

The logo for GRACE, with the word "GRACE" in a bold, green, sans-serif font.

Talent | Technology | Trust™

The main title of the document, centered in a bold, black, sans-serif font. The background of the slide is divided into four quadrants: top-left is white with the GRACE logo and tagline; top-right is dark blue with a network pattern; bottom-left is light blue with a network pattern; bottom-right is light green with a network pattern.

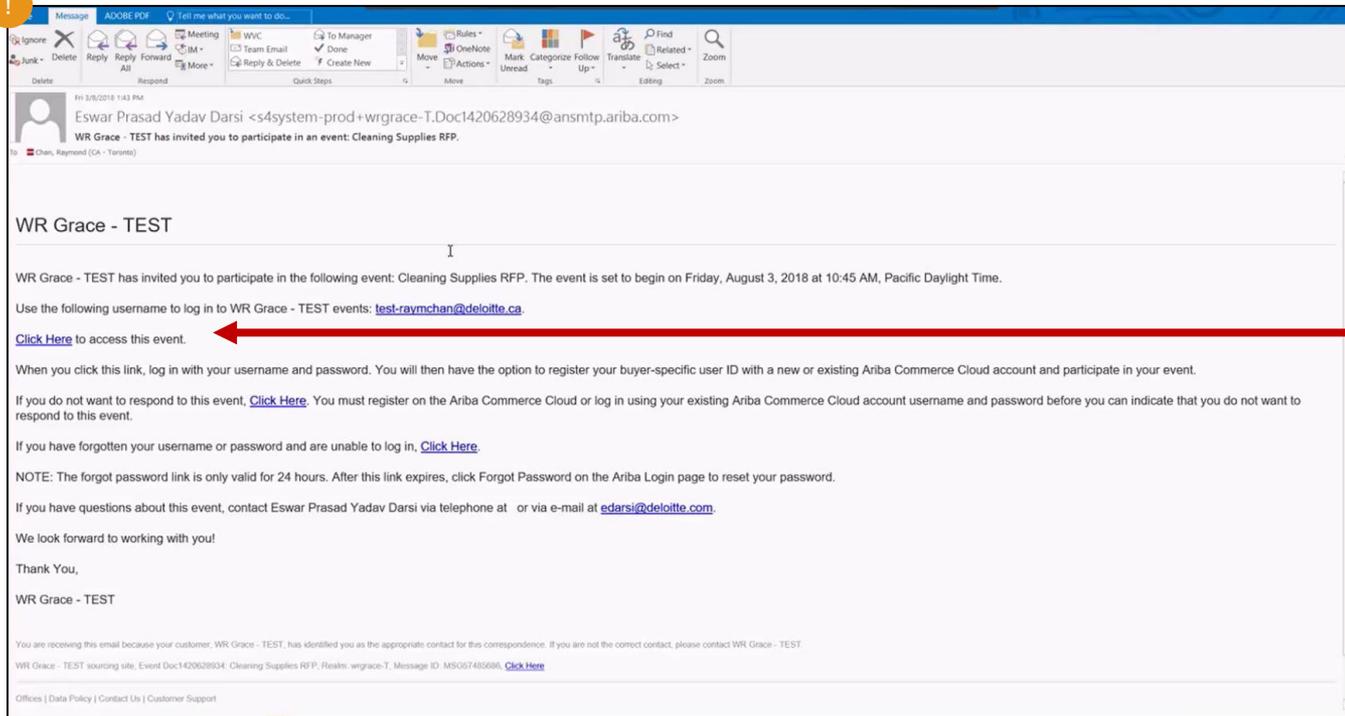
SAP Ariba Sourcing for Suppliers RFP Instructions

February 2023

The Sourcing event is now Live

The event is set up and available to the invited suppliers.

Each invited participant receives an email invitation to the event.



1 Click on the link to the SAP Ariba Supplier login where Supplier can respond to the email to be considered for the award.

! Sample email sent to invited suppliers.

The Supplier View – Ariba Proposals Dashboard

Supplier must select the view for *Ariba Proposals and Questionnaires*. Then the RFP can be selected under EVENTS.

The screenshot shows the Ariba Spend Management interface. At the top, a dark blue navigation bar contains the SAP logo, a dropdown menu labeled 'Ariba Proposals & Questionnaires' (highlighted with a red box and a '2' in a circle), and buttons for 'Standard Account', 'Upgrade', and 'TEST MODE'. Below the navigation bar, the user's name 'WR GRACE - TEST' is displayed. The main content area is divided into two sections. The left section contains a message: 'There are no matched postings.' The right section features a welcome message and a table titled 'Events' (highlighted with a red box and a '3' in a circle). The table has columns for Title, ID, End Time, and Event Type. It lists several RFPs, including 'Test for RFP Cost Breakup' and 'RFP Test for New Buyers'. Below the Events table is a section for 'Registration Questionnaires' with columns for Title, ID, End Time, and Status.

Title	ID	End Time ↓	Event Type
▼ Status: Open (1)			
Test for RFP Cost Breakup	Doc2368028182	4/15/2020 1:00 PM	RFP
▼ Status: Pending Selection (6)			
RFP Test for New Buyers	Doc2351781553	4/7/2020 4:00 PM	RFP
Test for RFP Cost Breakup	Doc2344814942	4/3/2020 6:00 PM	RFP
Test of Odha	Doc2329393929	3/23/2020 5:00 PM	RFP
RFP Test for Training	Doc2246977074	3/12/2020 2:45 PM	RFP
2002 - IT - New Purchasing Software - TEST	Doc2200841607	1/13/2020 10:10 AM	RFP
TEST4_R1 Strategic Sourcing	Doc2198136449	1/10/2020 4:07 PM	RFP

Title	ID	End Time ↓	Status
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2 Drop down menu to toggle between Ariba dashboards.

3 Open and Pending Events are shown.

The Supplier View - Review Event Details

After selecting the event (RFP), the Checklist must be completed. 1. Review Event Details. 2. Review and Accept Prerequisites. 3. Submit Response. Begin first by clicking on the *Review Prerequisites* tab.

The screenshot shows the Ariba Sourcing interface for a supplier. At the top, the header includes 'Ariba Sourcing', 'Company Settings', and 'Joe Hickman'. Below the header, there's a navigation bar with 'Event Details' and 'Doc2368028182 - Test for RFP Cost Breakup'. A yellow banner contains instructions: '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.' Below the banner are four buttons: 'Download Content', 'Review Prerequisites' (highlighted with a red box and a red circle with the number 4), 'Decline to Respond', and 'Print Event Information'. On the left, a 'Checklist' sidebar shows three steps: '1. Review Event Details', '2. Review and Accept Prerequisites' (the active step), and '3. Submit Response'. The main content area is titled 'INTRODUCTION' and shows 'Name of Project' (redacted), 'Request for Proposal (RFP)', 'Dated: xxxxxxxx xx, 2020', and 'Restrictions: All Rights Reserved'. At the bottom, there's an 'Event Overview and Timing Rules' section with details like 'Owner: Mahoney Becky', 'Event Type: RFP', 'Currency: US Dollar', 'Commodity: Information technology consultation services 80101507', and 'Regions: 5210 5210-Curtis Bay, MD (US)'. A timer in the top right shows 'Time remaining 04:02:48'.

4 Click **Review Prerequisites** to view any required prerequisites.

The Supplier View - Review Prerequisites

The Supplier must accept the terms of this agreement.

Prerequisites Doc3883656744 - Test for Temp Labor 2023

▼ Checklist

- 1. Review Event Details
- 2. Review and Accept Prerequisites
- 3. 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'):

- 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.
- 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.
- Procedures and Rules.** Participant further agrees to be bound by the procedures and rules established by the Site and Sponsor.
- 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.
- 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 orally unless specifically requested by Sponsor.
- Ethical Conduct.** All parties will prohibit unethical behavior and are expected to notify the Site Owner by contacting the appropriate project team if they witness practices that are counter-productive to the fair operation of the On-Line Event. If Participant experiences any difficulties during a live On-Line Event, Participant must notify Site Owner immediately.
- Export Control.** All parties who use this Site hosted by Ariba, Inc. agree to comply with all applicable export control and sanctions laws, including the laws of the US, EU and Germany.
- Survival.** The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event.

BA v1.1 19Aug05

I accept the terms of this agreement.

I do not accept the terms of this agreement.

5 The Supplier will not be able to move forward in the sourcing event if the "I do not accept" is selected.

6 Click on OK.

The Supplier View - Review Prerequisites

Then click on OK to submit the agreement.

The screenshot shows a web interface for reviewing prerequisites. The page title is "Prerequisites" and the document ID is "Doc3883656744 - Test for Temp Labor 2023". A checklist on the left includes "1. Review Event Details", "2. Review and Accept Prerequisites", and "3. Submit Response". The main content area contains a "Bidder Agreement" with several numbered sections. A modal dialog box is overlaid on the agreement, titled "Submit this agreement?" with a green checkmark. The dialog has two buttons: "OK" and "Cancel". A red circle with the number "7" is placed over the "OK" button. At the bottom of the agreement, there is a radio button selected with the text "I accept the terms of this agreement."

7

Click OK to submit agreement to **Prerequisites**.

The Supplier View - Select Lots

The Supplier is guided to the RFP line items for review and response. If “Lots” are included in the RFP, then the “Select Lots” tab is shown.

Ariba Sourcing

Company Settings Joe Hickman

back to WR Grace - TEST Dashboard Desktop File Sync

Event Details Doc2368028182 - Test for RFP Cost Breakup Time remaining 03:47:59

Download Content Review Prerequisites **Select Lots** Print Event Information

All Content

Name	Price	Quantity	Extended Price
1 INTRODUCTION			

Name of Project
Request for Proposal (RFP)

Dated: xxxxxxx xx, 2020

Restrictions:
All Rights Reserved

THIS INFORMATION, OR ANY PART THEREOF, MAY NOT BE RELEASED OR REPRODUCED IN ANY FORM WITHOUT THE PERMISSION OF THE COPYRIGHT OWNER.

W.R. Grace & Co.-Conn.

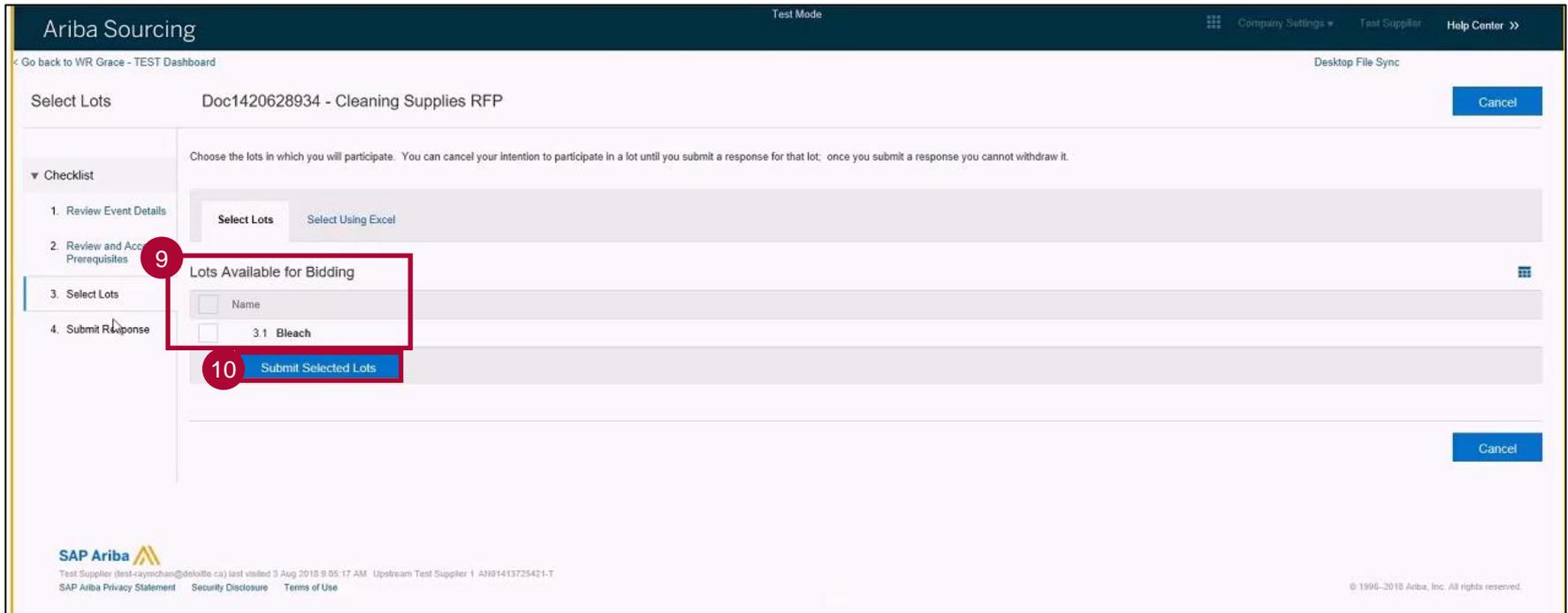
Event Overview and Timing Rules

8

Click on Select Lots if shown.

The Supplier View - Select Lots

The Lots available for bidding are listed, and Supplier can select one or more Lots to bid on. Supplier must select Lots first and then all lines will fully open to be able to respond and attach proposals as required.



9 Click the check box next to the available Lot to submit a bid.

10 Click **Submit Selected Lots**.

The Supplier View – Select Lots

Review all sections and line items. Content in sections may contain a question requiring a Yes/No answer. Other content may require a more detailed response. One section will contain **reference documents** to download to utilize in the **Supplier's proposal** that is required to be attached to this same line. Some RFPs may contain a final line item that requires the Supplier to enter their lump sum price bid.

11 Review entire Lots that are open.

12 Upload Supplier Proposal and other documents.

13 Enter lump sum pricing if required.

The Supplier View – Select Lots

Example of view with attachment loaded and pricing entered by Supplier.

Doc2368028182 - Test for RFP Cost Breakup

Time remaining
03:39:57

Your response to the prerequisites has been submitted.

All Content

Name ↑	Price	Quantity	Extended Price
<ul style="list-style-type: none">All trademarks and brand names mentioned in this document remain the property of their respective owners.Except the obligations of confidentiality which are governed by the CNDA, this RFP does not constitute or create a legally binding obligation on the part of either Grace or the potential supplier. <p>Thanks again for your participation in this important process!</p>			
4 SUPPLIERS ARE REQUIRED TO ATTACH A COPY OF THEIR PROPOSAL IN RESPONSE TO ANY REFERENCED RFP DOCUMENTS. References			
5 LUMP SUM PRICING	Less... <input type="text" value="\$100,000.00"/> USD	1 Each	\$100,000.00 USD

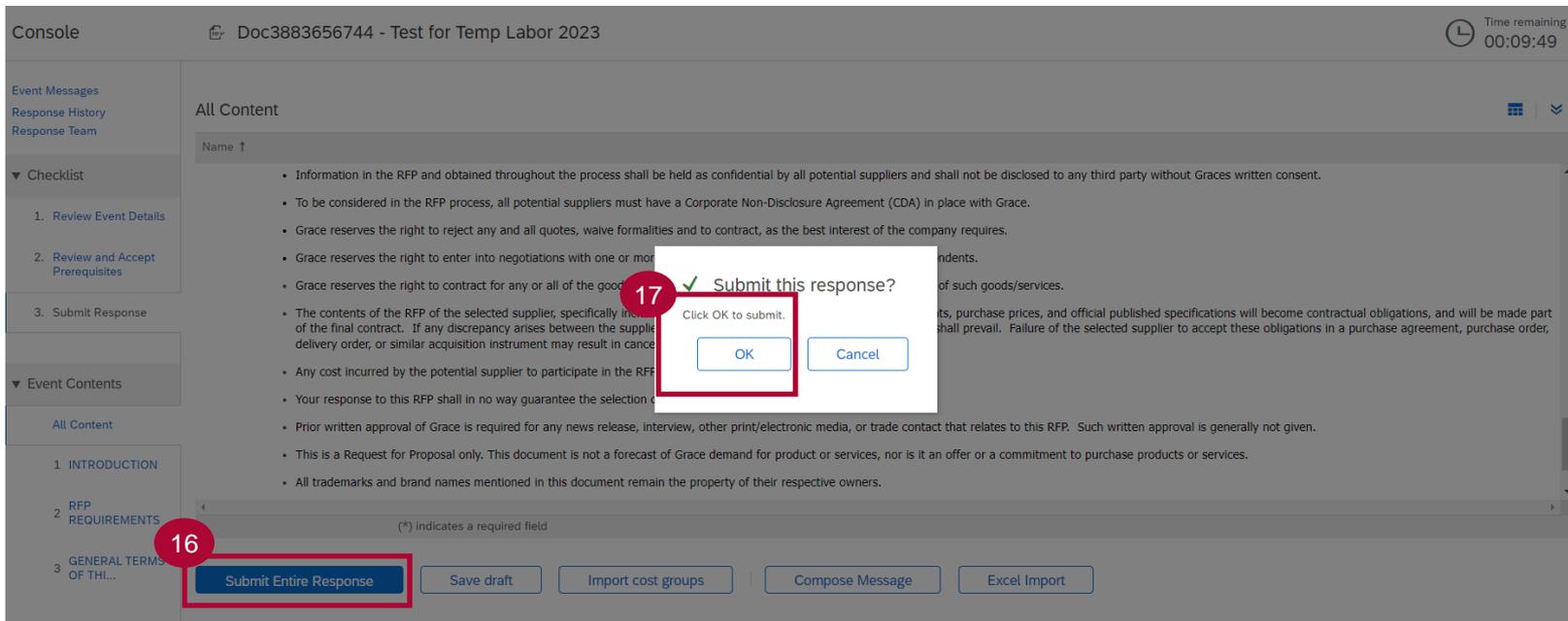
14 * [Update file](#) [Delete file](#)

15 * USD

14 15
Supplier proposal attachment and pricing are required if shown.

The Supplier View - Submit Response

Once Supplier has completed the RFP requirements, Click on Submit Entire Response. Once the response has been submitted, a confirmation prompt will display to confirm the intent to submit the agreement selected in the previous step.



16

Click **Submit Entire Response**.

17

Click **OK** to confirm and submit.

The Supplier View

After the bid has been submitted, SAP Ariba displays the message ‘Your response had been submitted successfully. Thank you for participating in this event.’ The Supplier can revise the response if needed until the time remaining expires.

The screenshot shows the SAP Ariba Sourcing interface for a 'Doc1420628934 - Cleaning Supplies RFP'. A green notification bar at the top states: 'Your response has been submitted. Thank you for participating in the event.' A red circle with the number '18' highlights this message. Below the notification is a blue 'Revise Response' button. The main content area is titled 'All Content' and contains a table with columns: Name, Price, Quantity, Extended Price, and Total Cost. The table is organized into sections: 1 Introduction, 2 Commercial Terms, and 3 Pricing. Under '3 Pricing', there is a row for '3.1 Bleach' with a price of \$8.50 USD, a quantity of 1,000,000 each, and an extended price of \$8,500,000.00 USD. A 'Compose Message' button is visible at the bottom left of the content area.

Name	Price	Quantity	Extended Price	Total Cost
1 Introduction				
1.1 Suppliers must read and comply with the specifications set out in the attached document. References				
2 Commercial Terms				
2.1 How many years have you been in business in the United States?	25			
2.2 Can you meet the Grace specifications attached to this RFP?	Yes			
3 Pricing				
3.1 Bleach	\$8.50 USD	1,000,000 each	\$8,500,000.00 USD	\$8,500,000.00 USD

18 Notification message indicating a successful submission.