



Ariba Sourcing – Responding to RFx

Supplier Guide

OP will publish its RFx's via Ariba Sourcing and Suppliers can respond to these on the Ariba Network portal

- OP has moved to system-supported procurement with the objective of streamlining the entire Source-to-Pay process. This includes Supplier Information Management, Sourcing (i.e. RFx), Contract Management, Purchasing and Invoicing.
- We have implemented SAP Ariba as our Source-to-Pay solution.
- As part of this process, we have rolled out an e-tendering tool (Ariba Sourcing). This enables receiving RFx's from OP and responding to them online via the Ariba Network portal.
- Registering in the Ariba Network portal for the purpose of taking part in sourcing events is free of charge.
- This Quick Start Guide walks through with screenshots how the supplier responds to an online RFx via Ariba. Please also see a separate guide on how to register your company on the Ariba Network, which is a prerequisite to taking part in Sourcing Events i.e. RFI's and RFP's. More information and help is available on the Ariba portal:
 - <http://www.ariba.com/help/ariba-answers/suppliers/sales-marketing-support/respond-to-a-buyers-request-for-information-or-proposal>

Responding to RFx

- E-mail Invitation and Logging Into Ariba -

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When OP publishes an RFx, selected suppliers will receive an invitation by e-mail. You can access the RFx by clicking on the indicated link.



Dear Johnny English,

This is an invitation to respond to OP-T's RFx: 27-10-2021 IT-järjestelmän kilpailutus.

Please be informed that we use the Ariba Commerce Cloud sourcing system in cooperation with our suppliers and to manage documents related to competitive bidding. We wish to ensure that all our suppliers and you personally have a valid user ID for the system. **The user ID is personal** and other users cannot access the RFx via this invite. Please do not forward this invite to any other user within your organisation. If you are not the correct person to respond to this request, please contact OP instead.

- If you are a **new** Ariba user, you can create a user ID by using this link ([Click Here](#))
- If you have used the Ariba Commerce Cloud sourcing system previously but **do not have** a user ID to OP's Ariba sourcing system, log in by using your current username and password through this link ([Click Here](#))

The above links are valid for 30 days and for a single login only. In future, please log in by using this link: <https://service.ariba.com/Sourcing.aw>.

You will receive a message from Ariba Commerce Cloud when your User ID creation has been completed. The message will contain the User ID with which you can log in and respond to the RFx (27-10-2021 IT-järjestelmän kilpailutus) starting from Wednesday, 27-Oct-2021 at 10:28, Greenwich Mean Time. Please complete your response by Wednesday, 3-Nov-2021 at 10:28, Greenwich Mean Time at the latest.

Further instructions are available from op.fi: <https://www.op.fi/op-ryhma/tietoa-ryhmasta/hankinta/toimittajayhteisty>. If you have any technical problems, please contact Ariba Support directly via their website <https://service.ariba.com/Sourcing.aw>. If this does not resolve your query, you can contact the OP Supplier Support Team on onboard.ariba@op.fi.

Thank you for your cooperation,

OP-T Procurement

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The supplier needs to enter their login details in order to access Ariba Network

Responding to RFx

- Accepting RFP Pre-Requisites -

Event Details Doc42124037 - Ariba Implementation RFP Time remaining 00:53:18

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 buyer to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisite, you cannot view the event content or participate in this event.

[Review Prerequisites](#) [Decline to Respond](#) [Print Event Information](#)

Event Overview **Timing Rules**

Owner: Liiketoimastunt8 ⓘ Currency: European Union Euro
 Event Type: RFP Commodity: Prosessien ja operatiivisen toiminnan kehittäminen 101011
 Contract Months: 12
 Contract Effective Date: 02/01/2016
 Publish time: 10/4/2016 5:12 PM
 Due date: 10/17/2016 6:26 PM

1

The supplier needs to first review and accept the OP Bidder Agreement by clicking on *Review Prerequisites*

NB. Ariba Network also contains other sections in addition to Sourcing. If you cannot see the RFx after logging onto Ariba Network, make sure you are in the Proposals section. Click on the *table icon* at the top of the page and select *Proposals* from the drop-down list.

Go To My
 LEADS
 PROPOSALS
 ORDERS & INVOICES

Responding to RFx

- Accepting RFP Pre-Requisites -

Ariba Sourcing Test Mode Company Settings Joe Blogs Help Center

Go back to OP-T Dashboard Desktop File Sync

Prerequisites Doc42124037 - Ariba Implementation RFP

▼ 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):

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 ("Confidential Information") in confidence and shall not disclose the foregoing to any third party. Participant shall refrain from releasing or expressing Confidential Information to Participants' employees, administrative staff, advisers and subcontractors, with the exception of those who have a justified ground for knowing the Confidential Information and who are, on the basis of their work or service contracts or otherwise, obliged to keep such Information confidential. By submitting a Bid, the Participant is aware of and committed to the fact that the Sponsor or some other legal entity belonging to OP Financial Group have the right to disclose Confidential Information, such as information related to the Bid, to third parties for the purpose of analysing and comparing the Bids, provided that the third party concerned is not a direct competitor with the Participant with respect to the tendered procurement. OP Financial Group is responsible for concluding a non-disclosure agreement with the receiving party including but not limited to Confidential Information before the disclosure of such information.
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 orally unless specifically requested by Sponsor.
6. 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.
7. Survival. The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event.

I accept the terms of this agreement.
 I do not accept the terms of this agreement.

1 I accept the terms of this agreement.

2 I do not accept the terms of this agreement.

1 You should read and either accept or reject the terms & conditions of participating in the RFx.

2 Click OK

Responding to RFx

- Selecting RFP Lots -

Ariba Sourcing Test Mode Company Settings Joe Bloggs Help Center

Go back to OP-T Dashboard Desktop File Sync

Event Details Doc42124037 - Ariba Implementation RFP Time remaining 00:45:18

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

Introduction (Section 1 of 4) Next

Name 1

▼ 1 Introduction

1.1 OP Financial Group Overview Less...

E.g. general business overview and description of the organisation of OP Financial Group.

1.2 Instructions to Suppliers Less...

General RFx-related information to suppliers e.g. description of the sourcing process, communication instructions, selection criteria, timelines.

Next Section: Tarjouspyynnön tavoi...

Event Overview and Timing Rules

Owner: Liiketoimastunt8 ⓘ Currency: European Union Euro

Event Type: RFP Commodity: Prosessien ja operatiivisen toiminnan kehittäminen 101011

Contract Months: 12 Contract Effective Date: 02/01/2016

Publish time: 10/4/2016 5:12 PM

Due date: 10/17/2016 6:26 PM

Checklist

- Review Event Details
- Review and Accept Prerequisites
- Select Lots**
- Submit Response

Event Contents

All Content

- Introduction
- Tarjouspyynnön tavoi...
- General Supplier Que...
- RFP Questions and Pr...

Responding to RFx

- Selecting RFP Lots -

Ariba Sourcing Test Mode Company Settings Joe Bloggs Help Center

Go back to OP-T Dashboard Desktop File Sync

Select Lots Doc42124037 - Ariba Implementation RFP [Cancel](#)

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit a response you cannot withdraw it.

Select Lots [Select Using Excel](#)

A dimmed check box indicates lots for which bidding is required, or for which you have already placed a bid. You cannot modify your intent to bid on these lots.

Lots Available for Bidding

<input checked="" type="checkbox"/>	Name
<input checked="" type="checkbox"/>	4.3.1 Super User Training as Part of Implementation Project Max 25 Super Users to be trained in all modules of the solution as part of the implementation project.
<input checked="" type="checkbox"/>	4.3.2 Ariba Compatible Mobile Phone (iPhone/Android)

[Submit Selected Lots](#) **Click Submit Selected Lots**

1 The supplier should review the lots available for bidding and choose the ones they wish to provide a proposal for

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Responding to RFx

- Submitting a Response -

Ariba Sourcing Test Mode Company Settings Joe Bloggs Help Center

Go back to OP-T Dashboard Desktop File Sync

Console Doc42124037 - Ariba Implementation RFP Time remaining 00:41:17

Event Messages Response History

▼ Checklist

- Review Event Details
- Review and Accept Prerequisites
- Select Lots
- Submit Response

▼ Event Contents

All Content

Name ↑	Price	Quantity	Extended Price
▶ 1 Introduction			
▶ 2 Tarjouspyynnön tavoitteet ja OPn vaatimukset			
▶ 3 General Supplier Questions			
▼ 4 RFP Questions and Pricing			€82,500.00 EUR
▼ 4.1 Executive Summary			
4.1.1 Please attach Executive Summary of your Proposal.	*Attach a file		
▼ 4.2 RFP Questions			
4.2.1 Please indicate the maximum number of concurrent users?	* 15000		
▼ 4.3 Pricing			€82,500.00 EUR
4.3.1 Super User Training as Part of Implementation Project	Less... []		* €15,000.00 EUR
Max 25 Super Users to be trained in all modules of the solution as part of the implementation project.			
4.3.2 Ariba Compatible Mobile Phone (iPhone/Android)	Less... []	* €450.00 EUR	150 each €67,500.00 EUR
Shipping Cost:	€10.00 EUR		

Submit Entire Response Update Totals Save Compose Message

6 You can send your finalised proposal to OP by clicking on *Submit Entire Response*

3 Click on *Update Totals* after entering your prices to calculate the total proposal amount

4 Click *Save* if you wish to continue completing your proposal at a later stage.

5 You can ask a question from OP by clicking on *Compose Message*. All questions related to the on-going RFx should be sent to OP via this channel - not by e-mail.

1 The supplier needs to answer the RFx questions by completing the available fields

2 Enter your proposed prices to complete the required pricing elements (lots and line items)

A close-up photograph of two hands, one from a person wearing a dark sweater with red polka dots and the other from a person wearing a red sweater, both holding a silver metal cup with a black lid. The hands are positioned to hold the cup from both sides. The text "Thank you!" is overlaid in white, centered over the cup and hands.

Thank you!