



## SAP Ariba Implementation

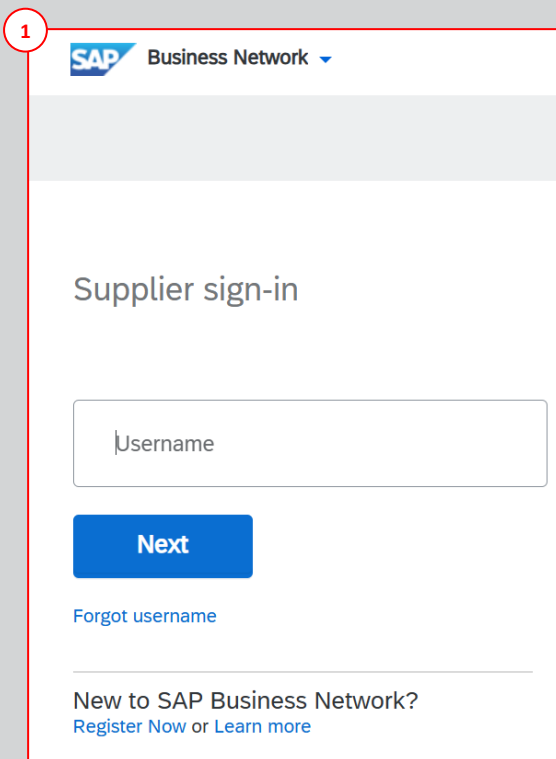
- Supplier Manual

# Agenda

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# 1.1 Log-on SAP Ariba Business Network | Supplier already registered in Sap Ariba Business Network

1



SAP Business Network

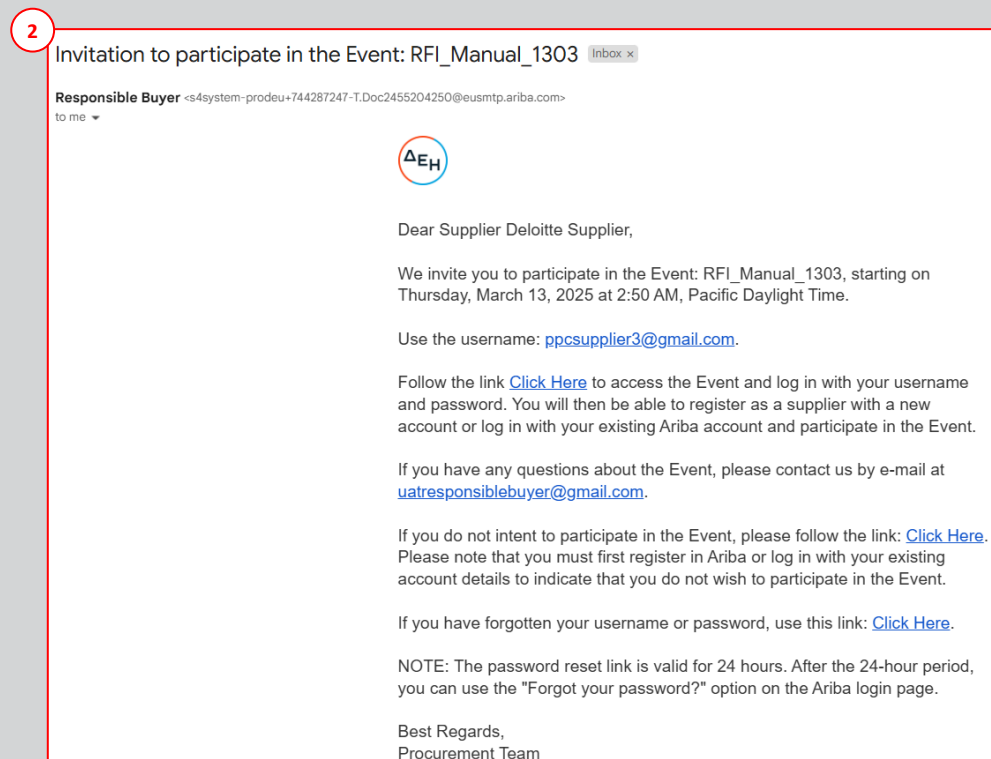
## Supplier sign-in

Next

[Forgot username](#)

New to SAP Business Network?  
[Register Now](#) or [Learn more](#)

2



Invitation to participate in the Event: RFI\_Manual\_1303

Responsible Buyer <s4system-prodeu+744287247-T.Doc2455204250@eusmtp.ariba.com>  
to me



Dear Supplier Deloitte Supplier,

We invite you to participate in the Event: RFI\_Manual\_1303, starting on Thursday, March 13, 2025 at 2:50 AM, Pacific Daylight Time.

Use the username: [ppcsupplier3@gmail.com](mailto:ppcsupplier3@gmail.com).

Follow the link [Click Here](#) to access the Event and log in with your username and password. You will then be able to register as a supplier with a new account or log in with your existing Ariba account and participate in the Event.

If you have any questions about the Event, please contact us by e-mail at [uatresponsiblebuyer@gmail.com](mailto:uatresponsiblebuyer@gmail.com).

If you do not intent to participate in the Event, please follow the link: [Click Here](#). Please note that you must first register in Ariba or log in with your existing account details to indicate that you do not wish to participate in the Event.

If you have forgotten your username or password, use this link: [Click Here](#).

NOTE: The password reset link is valid for 24 hours. After the 24-hour period, you can use the "Forgot your password?" option on the Ariba login page.

Best Regards,  
Procurement Team

To access a **Request for Information (RFI)** in SAP Ariba Business Network, you can choose one of the following two methods:

1. **Via SAP Ariba Business Network Homepage:** requires logging into SAP Ariba Business Network and navigating to the Proposals & Questionnaires section.
2. **Via Direct Email Link:** if you received an invitation to a specific event via email. Provides a direct link to the event, bypassing the need to navigate through the Ariba interface.

## 1.1 Log-on SAP Ariba Business Network | Supplier not registered in Sap Ariba Business Network

### Invitation to participate in the Event: RFI\_Manual\_1303



Dear Supplier Test Test,

We invite you to participate in the Event: RFI\_Manual\_1303. The Event starts on Thursday, March 13, 2025 at 2:50 AM, Pacific Daylight Time and ends on Sunday, March 23, 2025 at 2:50 AM, Pacific Daylight Time.

Follow the link to access the Event: [Click Here](#). You must first register in Ariba or log in with your existing Ariba account username and password to be able to participate in the Process.

NOTE: This link is only valid for 30 days. Please ensure that you register in Ariba within this time frame. After you complete your registration, you will no longer be able to use this link.

If you have any questions about the Event, please contact us by email at [uatresponsiblebuyer@gmail.com](mailto:uatresponsiblebuyer@gmail.com).

If you do not intent to participate in the Event, please follow the link: [Click Here](#).

Please note that you must first register in Ariba or log in with your existing account details to indicate that you do not wish to participate in the Event.

Best Regards,  
Procurement Team



Connect with Public Power Corporation on SAP Business Network to collaborate.

Invited by [Public Power Corporation-TEST](#)

2

Create new account



or

Use existing account



Not sure whether your company already has an account?  
[Search for your company](#)

If the Supplier is not registered inside the SAP Ariba Business Network portal, he receives a different invitation email.

1. Click on **Click Here** inside the invitation e-mail;
2. Create a new account inside the Business Network by clicking on **Create new account**.

Once the account has been created, the supplier is redirected to the Sap ARIBA Business Network Home Page.

## 1.1 RFI – Accessing via SAP Ariba Business Network Homepage (1/3)



Supplier sign-in

**Next**

[Forgot username](#)

---

New to SAP Business Network?  
[Register Now](#) or [Learn more](#)

**Sign in**

[Forgot password](#)

---

New to SAP Business Network?  
[Learn more](#)

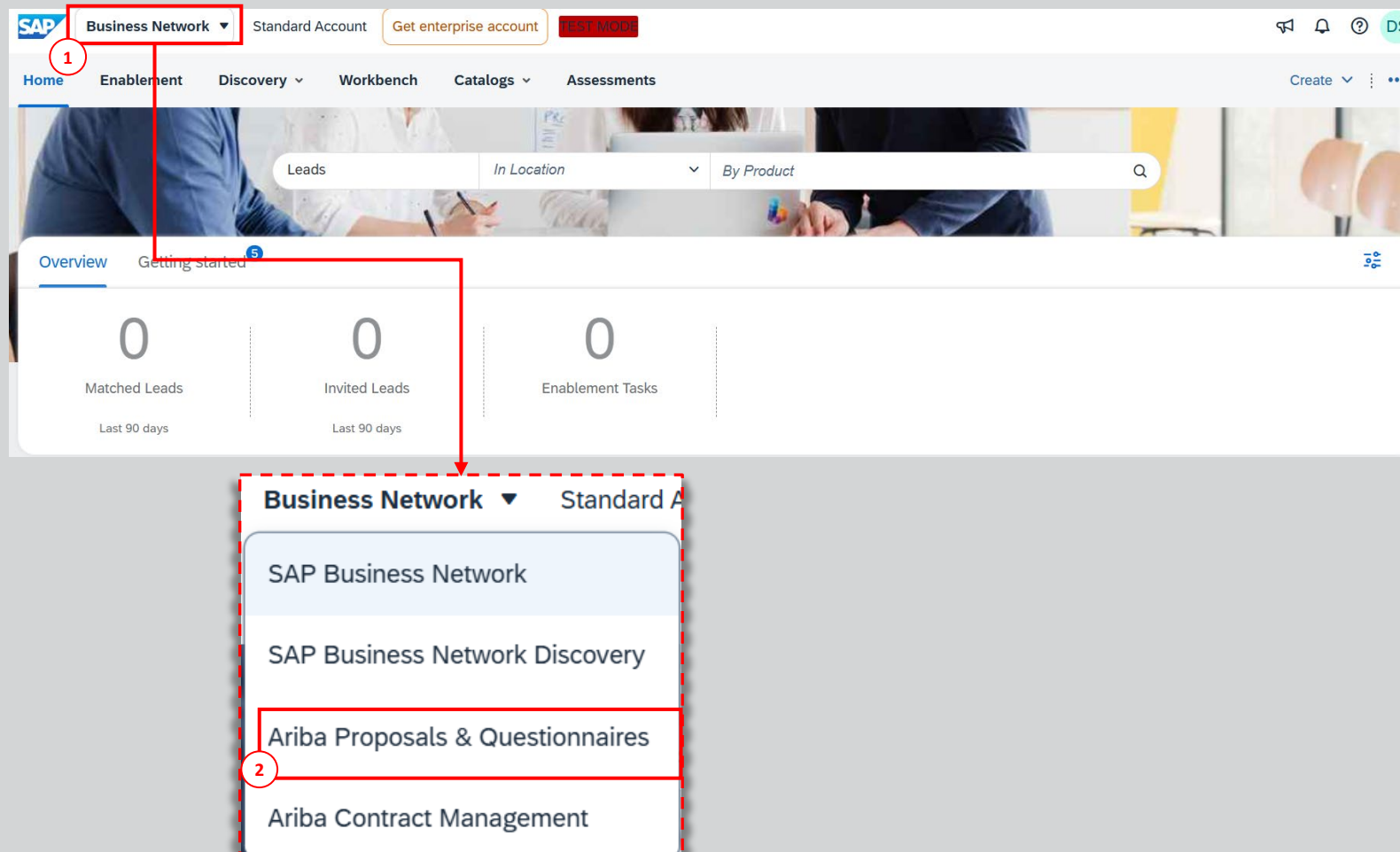
To access **SAP Ariba Business Network** follow these steps:

Click on the following link:  
[SAP Ariba Business Network](#)

1. Insert their **Username**;
2. Insert their **Password**.

Click Sign in to access your account.

## 1.2 RFI – Accessing via SAP Ariba Business Network Homepage (2/3)



Once inside **SAP Ariba Business Network**:

1. Click on the ▼ icon next to **Business Network** tab;
2. Click on **Ariba Proposal & Questionnaires** from the dropdown menu.

## 1.2 RFI – Accessing via SAP Ariba Business Network Homepage (3/3)

Ariba Proposals and Questionnaires

Standard Account
Get enterprise account
TEST MODE

PUBLIC POWER CORPORATION-TEST

Public Power Corporation-TEST Requested Profile

All required customer requested fields have been completed.

[View customer requested fields >](#)

Public Profile Completeness

15%

Enter commodities to reach 35% >

There are no matched postings.

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.

Home

Events

| Title                   | ID            | End Time ↓         | Event Type | Participated |
|-------------------------|---------------|--------------------|------------|--------------|
| ▶ Status: Completed (9) |               |                    |            |              |
| ▼ Status: Open (2) 1    |               |                    |            |              |
| RFI_Manual_1303 2       | Doc2455204250 | 3/23/2025 10:50 AM | RFI        | No           |

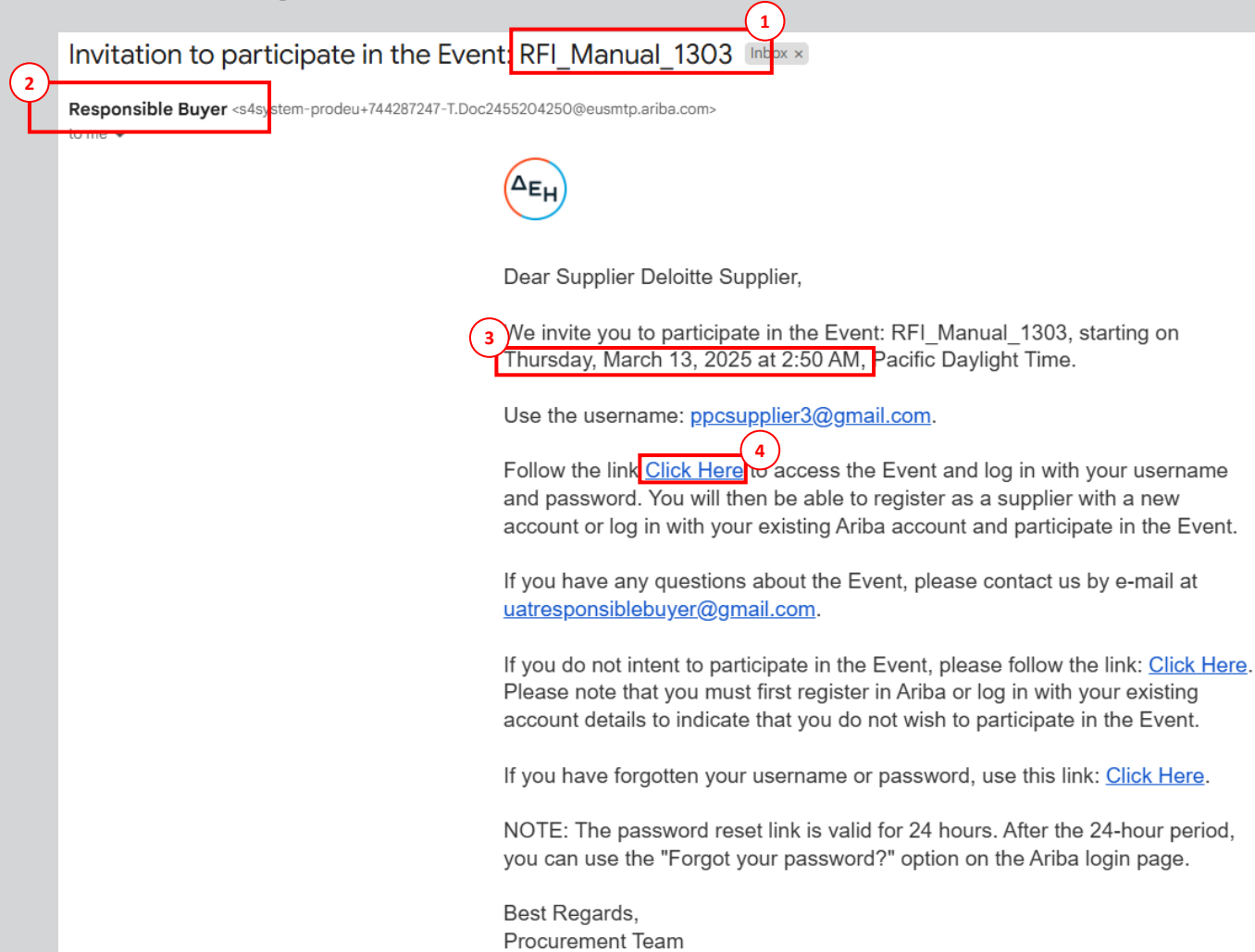
You will be redirected to the Ariba Proposal and Questionnaires page, where you can access all available questionnaires, including:

- Qualification;
- Sourcing;
- Registration.

To find an event, go to the "Events" section:

1. Look for an event with the status "Open". This means the sourcing event is still ongoing.
2. Click on the event name to open and review the details.

## 1.3 RFI – Accessing via Email link (1/2)



When you are invited to participate in a Sourcing Event (e.g., RFI or RFP), you will receive an email notification.

The email contains key details, including:

1. The event name.
2. The Buyer's name.
3. The event start date.
4. A direct link to access the event on SAP Ariba Business Network. To access the event, click on the link. You will be redirected to the Business Network, where you can review and participate in the event.



## 1.3 RFI – Accessing via Email link (2/2)

SAP Ariba Proposals and Questionnaires

SAP Ariba

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

Once clicked, you will be redirect to the **SAP Ariba Business Network** login page.

1. Fill in the form with your credentials;
2. Click on **Login**.

## 1.4 RFI – How to participate (1/4)

Event Details

Doc2455204250 - RFI\_Manual\_1303

Round: 1

1

Time remaining  
9 days 23:32:47

Event Messages

Download Tutorials

▼ Checklist

1. Review Event Details

2. Submit Response

You must decide whether or not you intend to participate in this event.

2

Intend to Participate

3

Decline to Participate

Print Event Information

Event Overview and Timing Rules

Owner: Responsible Buyer ⓘ

Currency: European Union Euro

Event Type: RFI 

4

Commodity: Services 8

Publish time: 3/13/2025 10:50 AM

Due date: 3/23/2025 10:50 AM

Inside the Event page you can:

1. View How much time is left before the event ends;
2. If the supplier intends to participate click on **Intend to Participate**;
3. If the supplier does not want to participate click on **Decline to Participate**;
4. Check what kind of event it is (i.e.: RFI)

# 1.4 RFI – How to participate (2/4)

All Content

Name ↑

▼ 1 REQUEST FOR INFORMATION (RFI)

1.1 Participation instructions

▼ 2 Requested information (PDF)

2.1 Requested information 1

2.2 Requested information 2

2.3 Requested information 3

2.4 Requested information 4

1

placeholder.docx

2

Download this attachment

Download all attachments

Unspecified

\*

(\*) indicates a required field

Submit Entire Response

Save draft

Compose Message

Excel Import

The Supplier can download the Participant instructions (or any other attachments).

1. Click on the attachment;
2. Click on **Download this attachment** (or click on **Download all attachments** if there are more than one attachment).

# 1.4 RFI – How to participate (3/4)

Add Attachment

OK

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

Attachment

Choose File

No file chosen

Or drop file here

1.1 Participation instructions

placeholder.docx

2 Requested information (PDF)

2.1 Requested information 1

2.2 Requested information 2

2.3 Requested information 3

2.4 Requested information 4

Attach a file

Attach a file

Unspecified

(\*) indicates a required field

Submit Entire Response

Save draft

Compose Message

Excel Import

The Supplier must respond to the **Requested information**, which may include:

- Attach a file;
- Multiple-choice answer;
- A text message.

To attach a file:

1. Click on **Attach a file**;
2. In the **Add Attachment** page, upload the document;
3. Click on **OK**;

To answer a multiple-choice field:

4. Click on **Unspecified** and make your choice.

# 1.4 RFI – How to participate (4/4)

|                                 |                                                                                                                          |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| ▼ 2 Requested information (PDF) |                                                                                                                          |
| 2.1 Requested information 1     | *  save.png ▾ Update file Delete file |
| 2.2 Requested information 2     | *  save.png ▾ Update file Delete file |
| 2.3 Requested information 3     | * Yes ▾                                                                                                                  |
| 2.4 Requested information 4     | * <input type="text" value="Your answer"/>                                                                               |

(\*) indicates a required field

1

Submit Entire Response

Save draft

Compose Message

Excel Import

✓ Submit this response?

Click OK to submit.

2

OK

Cancel

- To submit the response to the event:
1. Click on **Submit Entire Response**;
  2. Click on **OK** to confirm.

# 1.5 RFI – Check Event Status (1/2)

< Go back to Public Power Corporation-TEST Dashboard

Desktop File Sync

Console

Doc2455204250 - RFI\_Manual\_1303

Round: 1

Time remaining

9 days 23:14:16

Event Messages

Response History

▼ Checklist

1. Review Event Details

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

Revise Response

To track the event's progress, you can return to the event page anytime to check if the status changes from **Open** to **Completed** once the deadline is reached.

1. Navigate to the **Ariba Proposal and Questionnaires** section by clicking on **Go back to Public Power Corporation – Dashboard** to access to all Events and check their status.



# 1.5 RFI – Check Event Status (2/2)

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.



Home

Events

| Title                           | ID            | End Time ↓         | Event Type | Participated |
|---------------------------------|---------------|--------------------|------------|--------------|
| ▶ Status: Completed (9)         |               |                    |            |              |
| ▼ Status: Open (2)              |               |                    |            |              |
| <a href="#">RFI_Manual_1303</a> | Doc2455204250 | 3/23/2025 10:50 AM | RFI        | Yes          |
| ▶ Status: Pending Selection (5) |               |                    |            |              |

**Open:** The event is currently open for supplier responses. During this phase, you can submit or modify your response as needed.

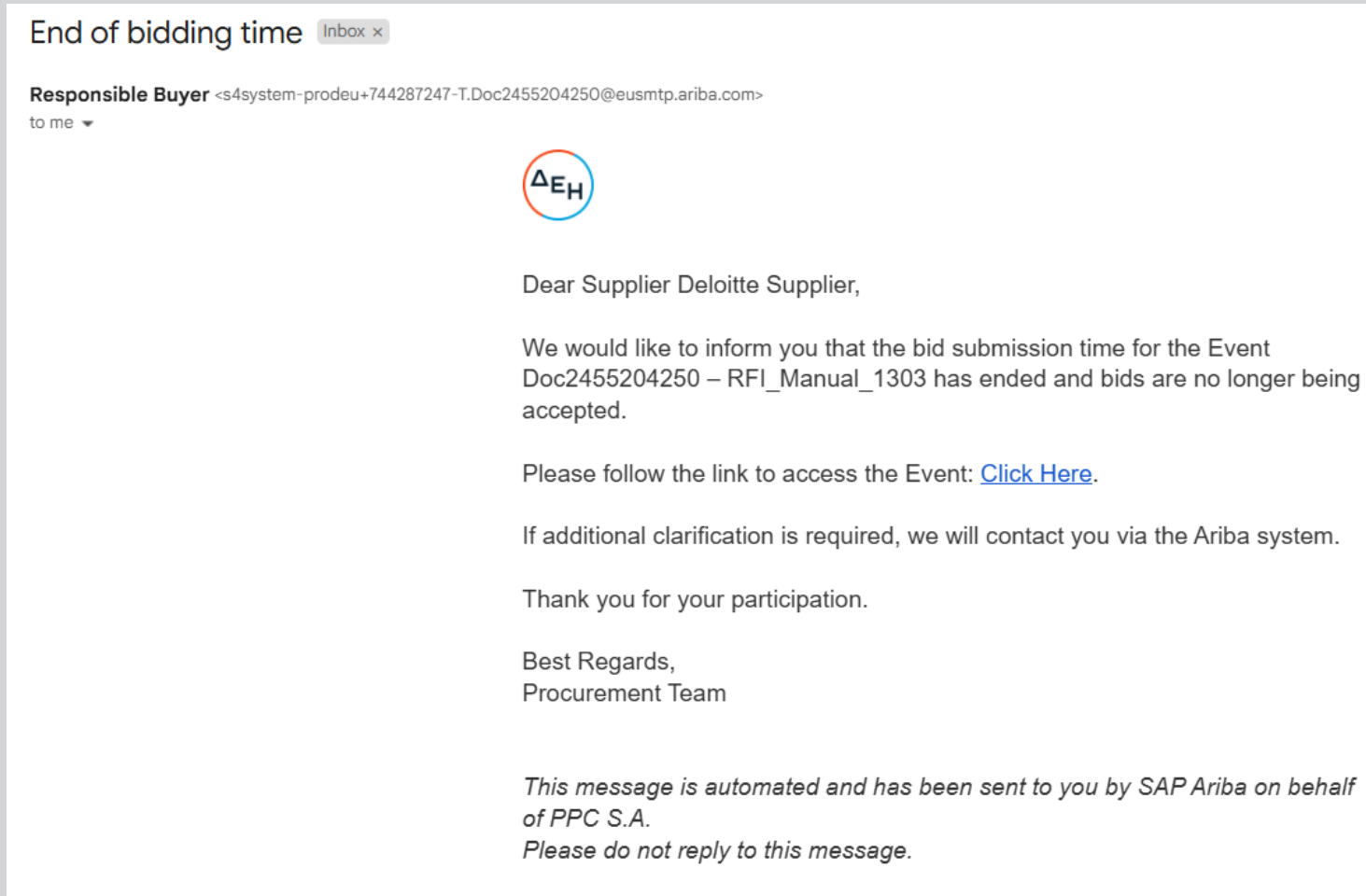
**Pending Selection:** The event is closed for responses and is under review. The buyer is evaluating submissions and has not yet awarded selections. At this stage, buyers may still reopen or modify the event if necessary.

**Completed:** The event has officially ended. No further changes or responses are allowed, and buyers can no longer reopen or edit the event.

Once the response is sent, the Event status changes in **Participated: Yes**.

*Note: The Event is still in the **Status: Open** section as the Sourcing Event is not yet concluded.*

## 1.6 RFI – How to participate – Event Closed Notification

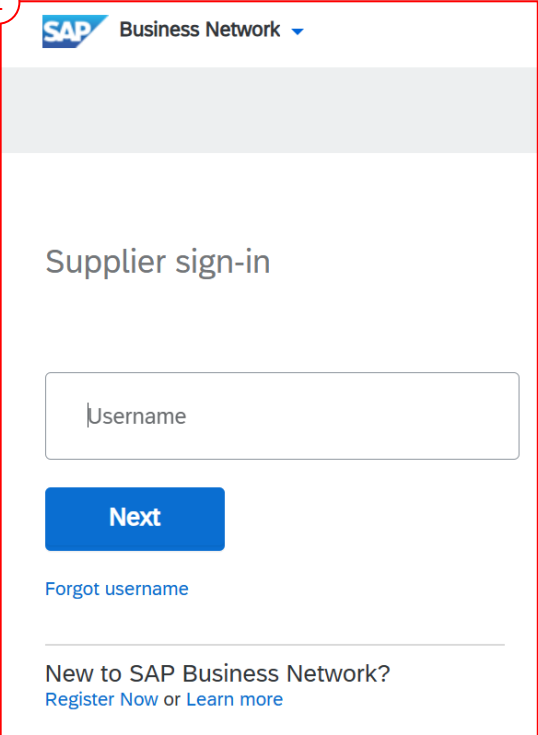


When the event duration is stopped or automatically ends, preventing further responses, you will receive a notification email, as shown in the image.



## 2.1 Log-on SAP Ariba Business Network | Supplier already registered in Sap Ariba Business Network

1



SAP Business Network

Supplier sign-in

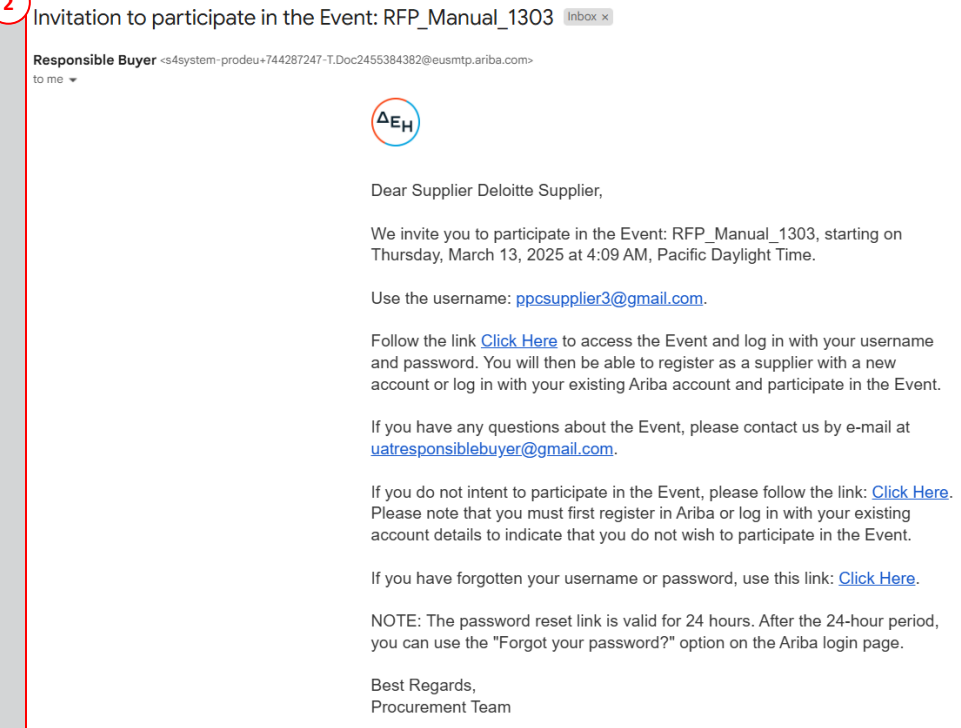
Username

Next

[Forgot username](#)

New to SAP Business Network?  
[Register Now](#) or [Learn more](#)

2



Invitation to participate in the Event: RFP\_Manual\_1303

Responsible Buyer <s4system-prodeu+744287247-T.Doc2455384382@eusmtp.ariba.com> to me



Dear Supplier Deloitte Supplier,

We invite you to participate in the Event: RFP\_Manual\_1303, starting on Thursday, March 13, 2025 at 4:09 AM, Pacific Daylight Time.

Use the username: [ppcsupplier3@gmail.com](mailto:ppcsupplier3@gmail.com).

Follow the link [Click Here](#) to access the Event and log in with your username and password. You will then be able to register as a supplier with a new account or log in with your existing Ariba account and participate in the Event.

If you have any questions about the Event, please contact us by e-mail at [uatresponsiblebuyer@gmail.com](mailto:uatresponsiblebuyer@gmail.com).

If you do not intent to participate in the Event, please follow the link: [Click Here](#). Please note that you must first register in Ariba or log in with your existing account details to indicate that you do not wish to participate in the Event.

If you have forgotten your username or password, use this link: [Click Here](#).

NOTE: The password reset link is valid for 24 hours. After the 24-hour period, you can use the "Forgot your password?" option on the Ariba login page.

Best Regards,  
Procurement Team

To access a **Request for Proposal (RFP)** in SAP Ariba Business Network, you can choose one of the following two methods:

1. **Via SAP Ariba Business Network Homepage:** requires logging into SAP Ariba Business Network and navigating to the Proposals & Questionnaires section.
2. **Via Direct Email Link:** if you received an invitation to a specific event via email. Provides a direct link to the event, bypassing the need to navigate through the Ariba interface.

## 2.1 Log-on SAP Ariba Business Network | Supplier not registered in Sap Ariba Business Network

### Invitation to participate in the Event: RFP\_Manual\_1303



Dear Supplier Test Test,

We invite you to participate in the Event: RFP\_Manual\_1303. The Event starts on Thursday, March 13, 2025 at 4:09 AM, Pacific Daylight Time and ends on Sunday, March 23, 2025 at 4:09 AM, Pacific Daylight Time.

Follow the link to access the Event: [Click Here](#). You must first register in Ariba or log in with your existing Ariba account username and password to be able to participate in the Process.

NOTE: This link is only valid for 30 days. Please ensure that you register in Ariba within this time frame. After you complete your registration, you will no longer be able to use this link.

If you have any questions about the Event, please contact us by email at [uatresponsiblebuyer@gmail.com](mailto:uatresponsiblebuyer@gmail.com).

If you do not intent to participate in the Event, please follow the link: [Click Here](#).

Please note that you must first register in Ariba or log in with your existing account details to indicate that you do not wish to participate in the Event.

Best Regards,  
Procurement Team

*This message is automated and has been sent to you by SAP Ariba on behalf of PPC S.A.*



Connect with Public Power Corporation on SAP Business Network to collaborate.

Invited by [Public Power Corporation-TEST](#)

2

Create new account



OR

Use existing account



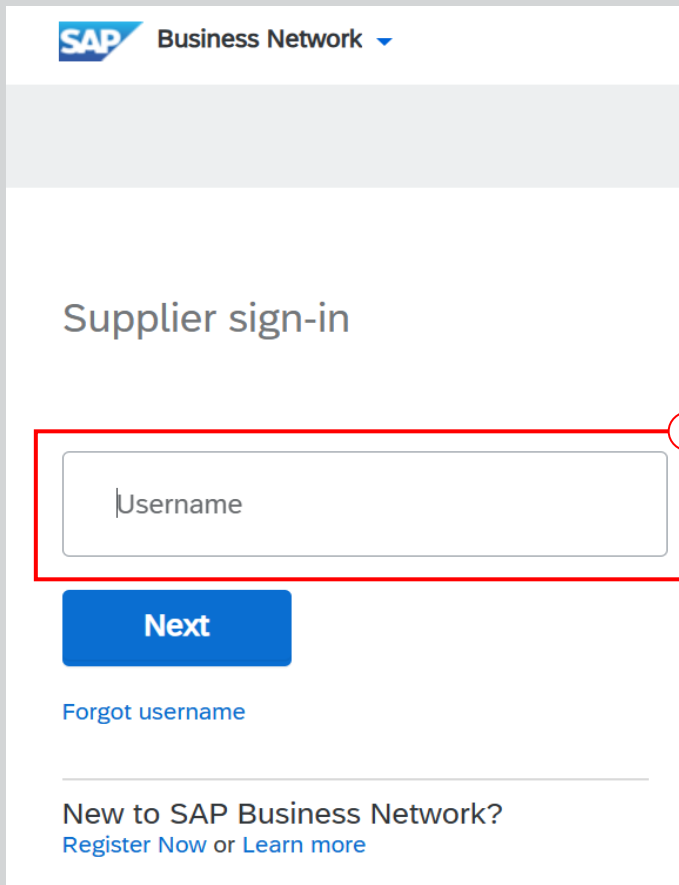
Not sure whether your company already has an account?  
[Search for your company](#)

If the Supplier is not registered inside the SAP Ariba Business Network portal, he receives a different invitation email.

1. Click on **Click Here** inside the invitation e-mail;
2. Create a new account inside the Business Network by clicking on **Create new account**.

Once the account has been created, the supplier is redirected to the Sap ARIBA Business Network Home Page.

## 2.2 RFP – Accessing via SAP Ariba Business Network Homepage (1/3)



The image shows the SAP Business Network homepage for suppliers. At the top, the SAP logo and 'Business Network' are visible. Below this, the text 'Supplier sign-in' is centered. A red box labeled '1' highlights the 'Username' input field. Below the input field is a blue 'Next' button. Further down, there is a link for 'Forgot username' and a section for 'New to SAP Business Network?' with links to 'Register Now' and 'Learn more'.

SAP Business Network

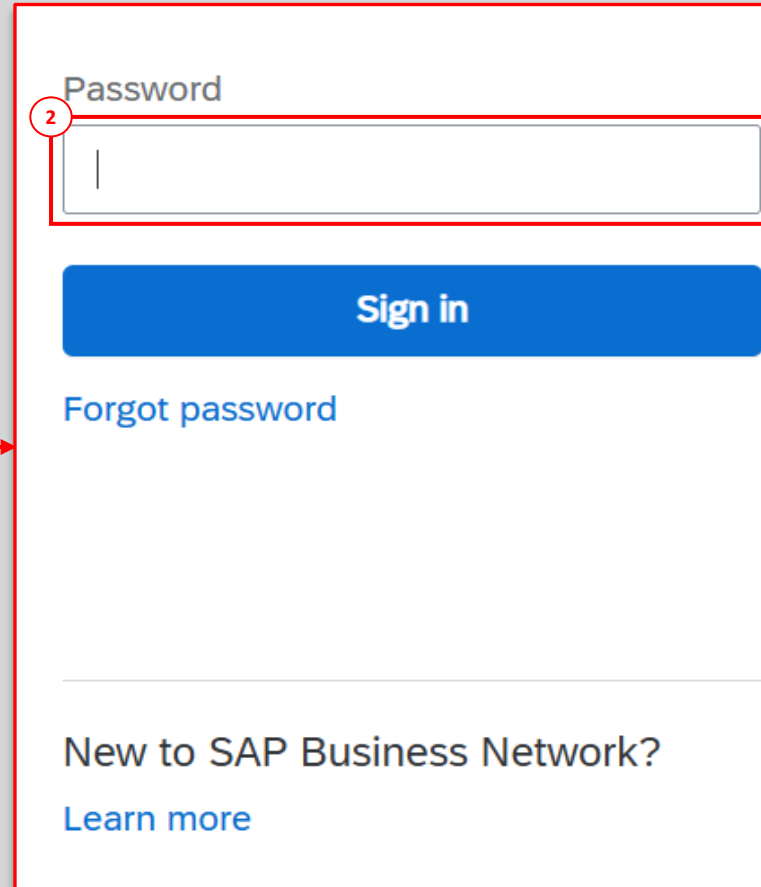
Supplier sign-in

Username

Next

[Forgot username](#)

New to SAP Business Network?  
[Register Now](#) or [Learn more](#)



The image shows the SAP Business Network sign-in page. A red box labeled '2' highlights the 'Password' input field. Below the input field is a blue 'Sign in' button. Below the button is a link for 'Forgot password'. At the bottom, there is a section for 'New to SAP Business Network?' with a link to 'Learn more'.

Password

Sign in

[Forgot password](#)

New to SAP Business Network?  
[Learn more](#)

To access **SAP Ariba Business Network** follow these steps:

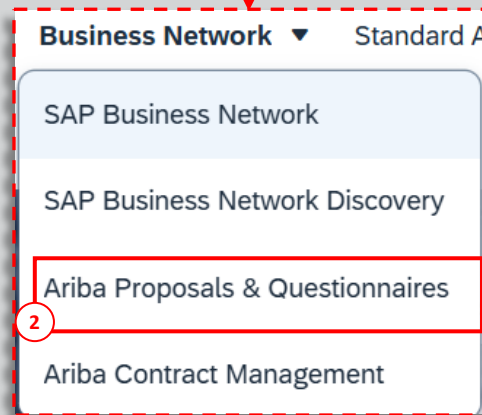
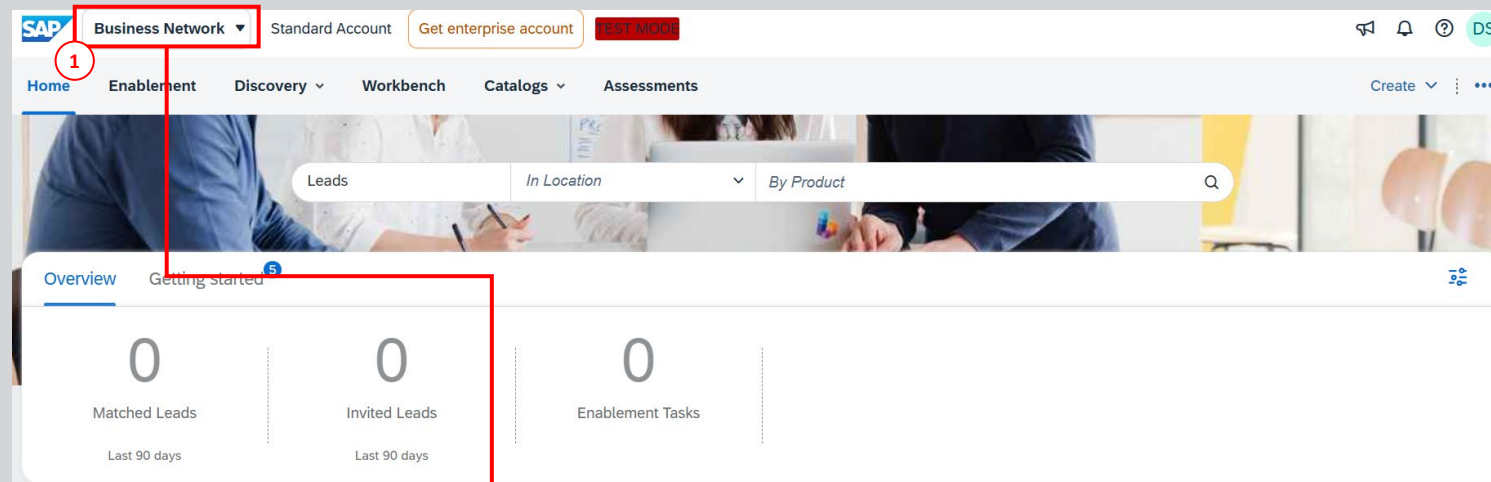
Click on the following link:

[SAP Ariba Business Network](#)

1. Insert their **Username**;
2. Insert their **Password**.

Click Sign in to access your account.

## 2.3 RFP – Accessing via SAP Ariba Business Network Homepage (2/3)



Inside the **SAP Ariba Business Network**:

1. Click on the ▼ icon next to **Business Network** tab;
2. Click on **Ariba Proposal & Questionnaires** from the dropdown menu.

## 2.2 RFP – Accessing via SAP Ariba Business Network Homepage (3/3)

Ariba Proposals and Questionnaires

Standard Account
[Get enterprise account](#)
[TEST MODE](#)

PUBLIC POWER CORPORATION-TEST

Public Power Corporation-TEST Requested Profile

All required customer requested fields have been completed.

[View customer requested fields >](#)

Public Profile Completeness

15%

Enter commodities to reach 35% >

There are no matched postings.

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.

[Home](#)

Events

| Title                   | ID            | End Time ↓         | Event Type | Participated |
|-------------------------|---------------|--------------------|------------|--------------|
| ▶ Status: Completed (9) |               |                    |            |              |
| ▼ Status: Open (2)      |               |                    |            |              |
| RFP_Manual_1303         | Doc2455384382 | 3/23/2025 12:09 PM | RFP        | No           |

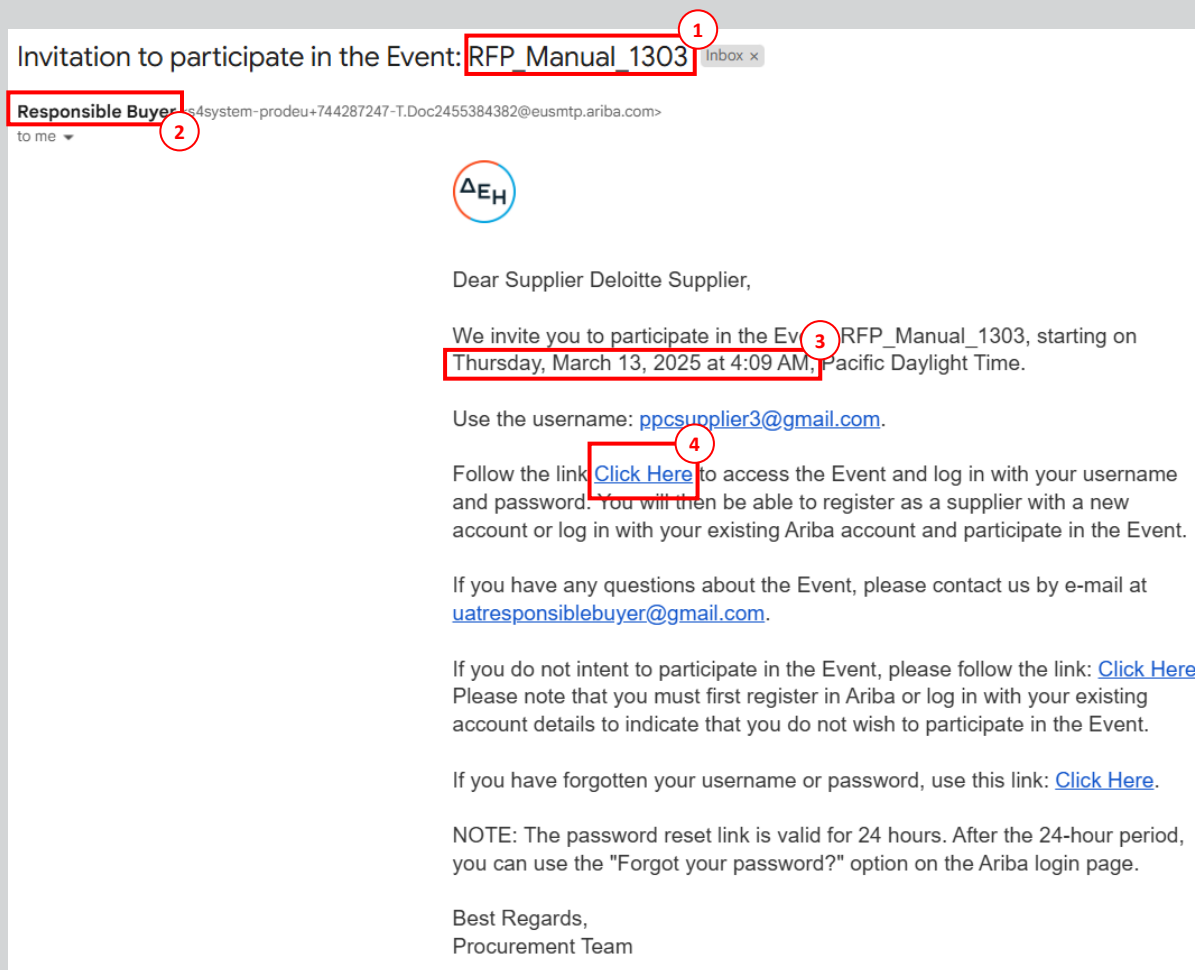
You will be redirected to the Ariba Proposal and Questionnaires page, where you can access all available questionnaires, including:

- Qualification;
- Sourcing;
- Registration.

To find an event, go to the "Events" section:

1. Look for an event with the status "Open". This means the sourcing event is still ongoing.
2. Click on the event name to open and review the details.

## 2.3 RFP – Accessing via Email link (1/2)



When you are invited to participate in a Sourcing Event (e.g., RFI or RFP), you will receive an email notification.

The email contains key details, including:

1. The event name.
2. The Buyer's name.
3. The event start date.
4. A direct link to access the event on SAP Ariba Business Network. To access the event, click on the link. You will be redirected to the Business Network, where you can review and participate in the event.

## 2.3 RFP – Accessing via Email link (2/2)

SAP Ariba Proposals and Questionnaires

SAP Ariba

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

Once clicked, you will be redirect to the **SAP Ariba Business Network** login page.

1. Fill in the form with your credentials;
2. Click on **Login**.

# 2.4 RFP – How to participate (1/4)

Event Details

Doc2455384382 - RFP\_Manual\_1303

Round: 1

1

Time remaining  
9 days 23:51:35

Event Messages

Download Tutorials

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots/Line Items

4. Submit Response

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.

2

Review Prerequisites

3

Decline to Respond

Print Event Information

Event Overview and Timing Rules

Owner: Responsible Buyer ⓘ

Currency: European Union Euro

Event Type: RFP ⓘ

Commodity: Services 8

Publish time: 3/13/2025 12:09 PM

Due date: 3/23/2025 12:09 PM

Inside the Event page you can:

1. View How much time is left before the event ends;
2. If the supplier intends to participate click on **Review Prerequisites**;
3. If the supplier does not want to participate click on **Decline to Respond**;
4. Check what kind of event it is (i.e.: RFP).



# 2.4 RFP – How to participate (2/4)

Doc2455384382 - RFP\_Manual\_1303

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.

Prerequisites

Name ↑

1 Selection process: Access requirements

1.1 I have been informed that, if I am pending for Qualification, I have to complete the required Full Qualification Questionnaires for inclusion in the PPC Supplier Register and submit them for review and certification by PPC within 15 calendar days from the date of receipt.

1.2 I have been informed that in case of participation in a selection process, a prerequisite for awarding the contract is my full qualification and registration in the PPC's Supplier Register.

2 INVITATION FOR SUBMISSION OF OFFER

3 Supporting Documentation & Technical Offer

4 Envelope C - Financial Offer (digitally signed)

5 Envelope C - Financial Offer

(\*) indicates a required field

✓ Submit this response?

Click OK to submit.

OK

Cancel

1.

The next step is to **accept the Access requirements** to participate to the Event;

2.

Click on **OK**;

3.

Click on **OK**.

ppc

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# 2.4 RFP – How to participate (3/4)

Doc2455384382 - RFP\_Manual\_1303

Round: 1

Time remaining  
9 days 23:47:30

Download Content

Review Prerequisites

Decline to Respond

Select Lots

Print Event Information

Selection process: Access requirements

(Section 1 of 5) Next >>

Name ↑

▼ 1 Selection process: Access requirements

1.1 I have been informed that, if I am pending for Qualification, I have to complete the required Full Qualification Questionnaires for inclusion in the PPC Supplier Register and submit them for review and certification by PPC within 15 calendar days.

Yes

1.2 I have been informed that in case of participation in a RFP, I will be required to complete the Supplier Registration Form and registration in the PPC's Supplier Register.

Yes

Select Lots/Line Items

Select Using Excel

» Next Section: INVITATION FOR SUBMI...

Lots Available for Bidding

☒ Name

☒ 5.1 Item 1

Confirm Selected Lots/Line Items

Next step is to Select the items to bid on.

1. Click on **Select Lots**;
2. Click on the checkbox next to the **Item** name to select it;
3. Click on **Confirm Selected Lots/Line Items** button to proceed.

## 2.4 RFP – How to participate (4/4)

The screenshot shows the 'Add Attachment' dialog box at the top, which is highlighted with a red dashed border. It contains an 'Attachment' field with a 'Choose File' button (step 2) and an 'OK' button (step 3). Below this is a table with columns 'Name', 'Price', and 'Quantity'. The table lists several items, including 'Envelope B - Criterion 2', 'Envelope B - Criterion 3', 'Envelope B - Criterion 4', 'Envelope C - Financial Offer (digitally signed)', and 'Envelope C - Financial Offer'. The 'Price' column for these items has a '\*Attach a file' link (step 1). The 'Quantity' column for 'Envelope C - Financial Offer' has a text input field with the value '10' (step 4). At the bottom of the table, there is a 'Submit Entire Response' button (step 5) and an 'Update' button. A modal dialog box is open at the bottom, asking 'Submit this response?' with a green checkmark and the text 'Click OK to submit.' It has 'OK' (step 6) and 'Cancel' buttons.

| Name ↑                                              | Price          | Quantity     |
|-----------------------------------------------------|----------------|--------------|
| 3.5 Envelope B - Criterion 2                        | *Attach a file |              |
| 3.6 Envelope B - Criterion 3                        | *Attach a file |              |
| 3.7 Envelope B - Criterion 4                        | *Attach a file |              |
| ▼ 4 Envelope C - Financial Offer (digitally signed) |                |              |
| 4.1 Financial Offer (digitally signed)              | *Attach a file |              |
| ▼ 5 Envelope C - Financial Offer                    |                |              |
| 5.1 Item 1 ▼                                        | * 10           | EUR 100 each |

(\*) indicates a required field

Submit Entire Response (5) Update

Submit this response? (6)  
Click OK to submit.  
OK Cancel

The final step involves uploading the required documents and submitting the proposal for the item(s).

1. Click on **Attach a file**;
2. In the **Add Attachment** page, upload the document;
3. Click on **OK**;
4. Insert the monetary value for the Item(s);
5. Click on **Submit Entire Response**;
6. Click on **OK**.

# 2.5 RFP – Check Event Status (1/2)

< Go back to Public Power Corporation-TEST Dashboard

Desktop File Sync

Console

Doc24584382 - RFP\_Manual\_1303

Round: 1

Time remaining

9 days 23:35:57

Event Messages

Response History

▼ Checklist

1. Review Event Details

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

All Content

To track the event's progress, you can return to the event page anytime to check if the status changes from **Open** to **Completed** once the deadline is reached.

1. Navigate to the **Ariba Proposal and Questionnaires** section by clicking on **Go back to Public Power Corporation – Dashboard** to access to all Events and check their status.



# 2.5 RFP – Check Event Status (2/2)

Standard Account

Get enterprise account

TEST MODE

DS

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.



Home

Events

| Title                           | ID            | End Time ↓         | Event Type | Participated |
|---------------------------------|---------------|--------------------|------------|--------------|
| ▶ Status: Completed (9)         |               |                    |            |              |
| ▼ Status: Open (2)              |               |                    |            |              |
| RFP_Manual_1303                 | Doc2455384382 | 3/23/2025 12:09 PM | RFP        | Yes          |
| ▶ Status: Pending Selection (6) |               |                    |            |              |

**Open:** The event is currently open for supplier responses. During this phase, you can submit or modify your response as needed.

**Pending Selection:** The event is closed for responses and is under review. The buyer is evaluating submissions and has not yet awarded selections. At this stage, buyers may still reopen or modify the event if necessary.

**Completed:** The event has officially ended. No further changes or responses are allowed, and buyers can no longer reopen or edit the event.

Once the response is sent, the Event status changes in **Participated: Yes**.

Note: *The Event is still in the **Status: Open** section as the Sourcing Event is not yet concluded.*

## 2.6 RFP – How to participate in a New Round (1/3)

Invitation to Participate in the Next Round of the Event. Inbox x

**Responsible Buyer** <s4system-prodeu+744287247-T.Doc2455384382@eusmtp.ariba.com>  
to me ▾



Dear Supplier Deloitte Supplier,

We would like to inform you that you have been invited to participate in the next round of the Event RFP\_Manual\_1303.

Follow the link to access the Event: [Click Here.](#)

Best Regards,  
Procurement Team

*This message is automated and has been sent to you by SAP Ariba on behalf of PPC S.A.*

*Please do not reply to this message.*

*If you have any questions or require clarification, you can contact the relevant Responsible Person, whose details are listed in the Invitation, or through the Ariba system.*

Before declaring a winner for the event, the Buyer may decide to start a new round.

In this case, if you are invited to the new round, you will need to submit a new response to the event.

The image shows that your participation is linked to a new round.

As seen earlier, to participate in the event, simply click the "Click Here" button.

# 2.6 How to participate in a New Round (2/3)

Doc2455384382 - RFP\_Manual\_1303

Round: 2

Time remaining

9 days 23:56:12

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

Revise Response

1

All Content

| Name ↑                                                                                                                                                                                                                                                                                   | Price | Quantity | Extended Price |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|----------|----------------|
| 1 Selection process: Access requirements                                                                                                                                                                                                                                                 |       |          |                |
| 1.1 I have been informed that, if I am pending for Qualification, I have to complete the required Full Qualification Questionnaires for inclusion in the PPC Supplier Register and submit them for review and certification by PPC within 15 calendar days from the date of receipt. 📄 ✓ | Yes   |          |                |
| 1.2 I have been informed that in case of participation in a selection process, a prerequisite for awarding the contract is my full qualification and registration in the PPC's Supplier Register. 📄 ✓                                                                                    | Yes   |          |                |
| 2 INVITATION FOR SUBMISSION OF OFFER                                                                                                                                                                                                                                                     |       |          |                |
| 3 Supporting Documentation & Technical Offer                                                                                                                                                                                                                                             |       |          |                |
| 4 Env                                                                                                                                                                                                                                                                                    |       |          |                |
| 4.1                                                                                                                                                                                                                                                                                      |       |          |                |

⚠️ Revise Response?

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

2

OK

Cancel

Inside the Event page the Supplier:

1. Click on **Revise Response**;
2. Click on **OK** to proceed.

*Note: The Supplier must submit a different offer in the new round. If he wants to keep his last bid, ignore the e-mail and do not participate in the new round.*

## 2.6 How to participate in a New Round (3/3)

Doc2455384382 - RFP\_Manual\_1303 Round: 2 Time remaining 9 days 23:55:21

### Update Attachment

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

Attachment **Choose File** No file chosen  
Or drop file here

4 Envelope C - Financial Offer (digitally signed)

4.1 Financial Offer (digitally signed)

5 Envelope C - Financial Offer

5.1 Item 1

|            |             |                        |
|------------|-------------|------------------------|
| * save.png | Update file | Delete file            |
| * €5,00    | EUR         | 100 each €1.000,00 EUR |

(\*) indicates a required field

Submit Entire Response

Update Totals

Compose Message

Excel Import

Submit this response?

Click OK to submit.

OK

Cancel

You can now fill in the form as shown earlier.

*Note: Some attachments may be missing. This is normal, as the Buyer can choose to exclude specific parts of the envelopes from the new round.*

If needed, you can update the previous attachment:

1. Click Update File.
2. Upload the new document.
3. Click OK

To submit your response:

4. Enter the new monetary value for the item(s);
5. Click Submit Entire Response;
6. Click OK to proceed.



## 3.1 Log-on SAP Ariba Business Network | Supplier already registered in Sap Ariba Business Network

1

SAP Business Network

Supplier sign-in

Username

Next

[Forgot username](#)

New to SAP Business Network?  
[Register Now](#) or [Learn more](#)

2

Invitation to participate in the Event: English Auction Inbox x

Buyer <s4system-prodeu+744287247-T.Doc2586988269@eusmtp.ariba.com>  
to me



Dear Supplier Deloitte Supplier,

We invite you to participate in the Event: English Auction, starting on Monday, June 9, 2025 at 3:36 AM, Pacific Daylight Time.

Follow the link [Click Here](#) to access the Event and log in with your username and password. You will then be able to register as a supplier with a new account or log in with your existing Ariba account and participate in the Event.

If you have any questions about the Event, please contact us by e-mail at [uatresponsiblebuyer@gmail.com](mailto:uatresponsiblebuyer@gmail.com).

If you do not intend to participate in the Event, please [Click Here](#). Please note that you must first register in Ariba or log in with your existing account details to indicate that you do not wish to participate in the Event.

If you have forgotten your username or password, use this link: [Click Here](#).

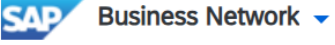
NOTE: The password reset link is valid for 24 hours. After the 24-hour period, you can use the "Forgot your password?" option on the Ariba login page.

Best Regards,  
Procurement Team

To access **Reverse Auction** event in SAP Ariba Business Network, you can choose one of the following two methods:

1. **Via SAP Ariba Business Network Homepage:** requires logging into SAP Ariba Business Network and navigating to the Proposals & Questionnaires section.
2. **Via Direct Email Link:** if you received an invitation to a specific event via email. Provides a direct link to the event, bypassing the need to navigate through the Ariba interface.

## 3.2 Auctions – Accessing via SAP Ariba Business Network Homepage (1/3)



Supplier sign-in

Username

Next

[Forgot username](#)

New to SAP Business Network?  
[Register Now](#) or [Learn more](#)

Password

Sign in

[Forgot password](#)

New to SAP Business Network?  
[Learn more](#)

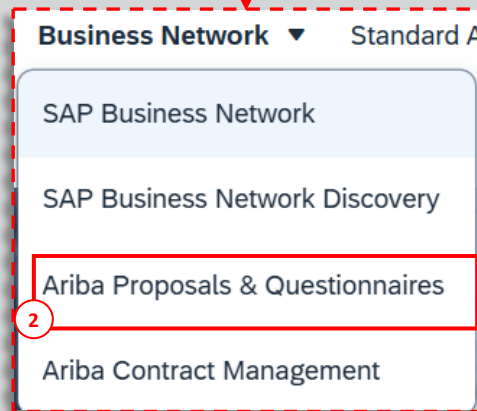
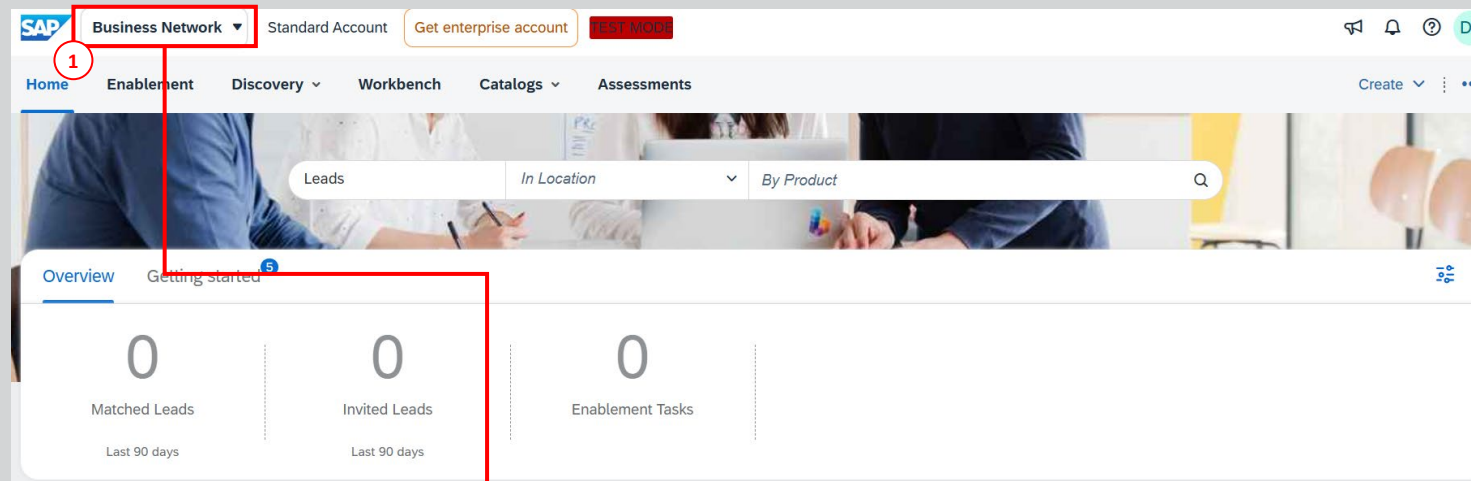
To access **SAP Ariba Business Network** follow these steps:

Click on the following link:  
[SAP Ariba Business Network](#)

1. Insert their **Username**;
2. Insert their **Password**.

Click Sign in to access your account.

## 3.3 Auctions – Accessing via SAP Ariba Business Network Homepage (2/3)



Inside the **SAP Ariba Business Network**:

1. Click on the ▼ icon next to **Business Network** tab;
2. Click on **Ariba Proposal & Questionnaires** from the dropdown menu.

### 3.2 Auctions – Accessing via SAP Ariba Business Network Homepage (3/3)


Ariba Proposals and Questionnaires

Standard Account
[Get enterprise account](#)
[TEST MODE](#)






PUBLIC POWER CORPORATION-TEST
MORE...

Public Power Corporation-TEST Requested Profile

All required customer requested fields have been completed.

[View customer requested fields >](#)

Public Profile Completeness

15%

Enter commodities to reach 35% >

There are no matched postings.

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.


Home

Events

| Title                            | ID            | End Time ↓        | Event Type | Participated |
|----------------------------------|---------------|-------------------|------------|--------------|
| ▶ Status: Completed (57)         |               |                   |            |              |
| ▼ Status: Open (1)               |               |                   |            |              |
| English Auction                  | Doc2586988269 | 6/9/2025 12:56 PM | Auction    | No           |
| ▶ Status: Pending Selection (68) |               |                   |            |              |

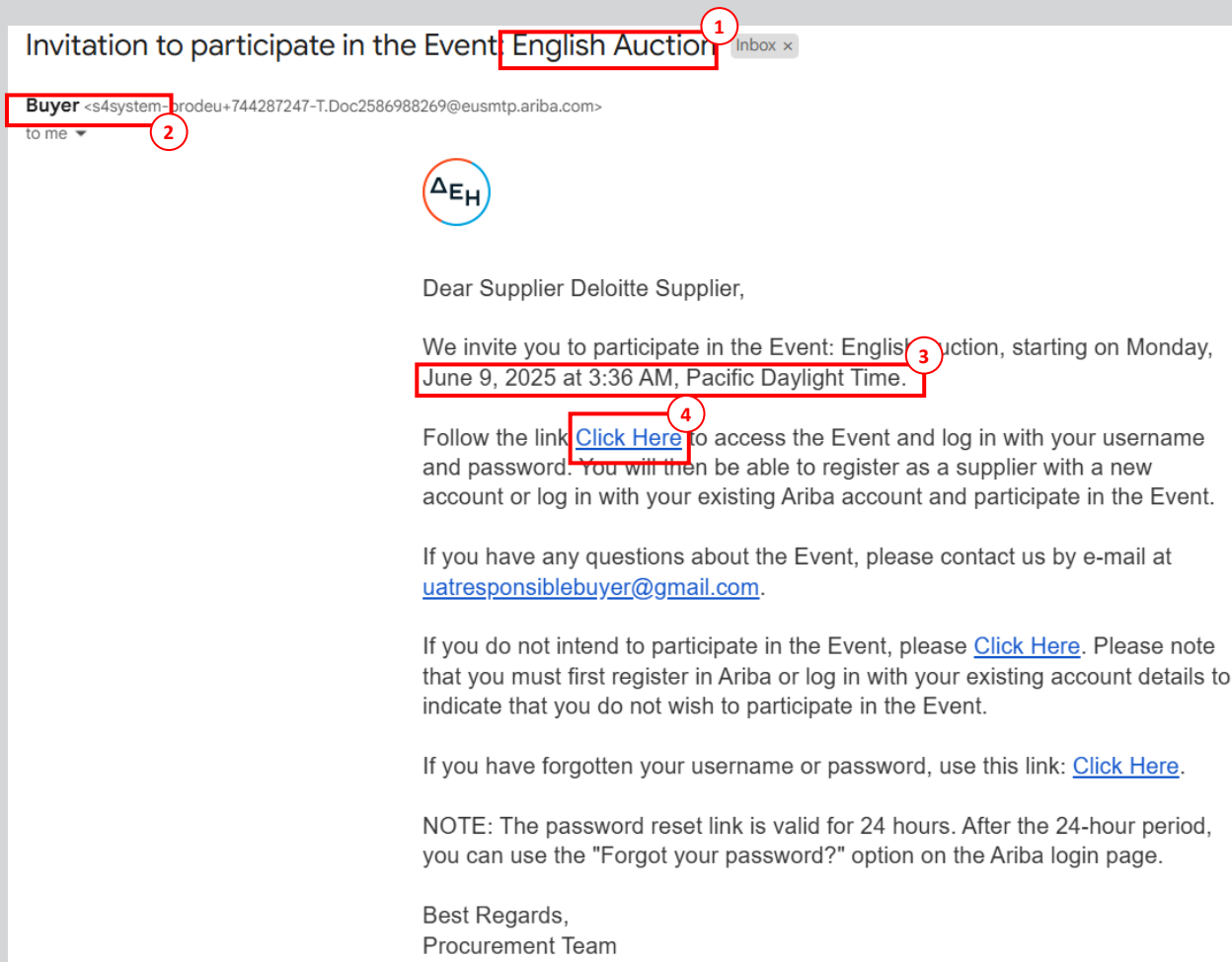
You will be redirected to the Ariba Proposal and Questionnaires page, where you can access all available questionnaires, including:

- Qualification;
- Sourcing;
- Registration.

To find an event, go to the "Events" section:

1. Look for an event with the status "Open". This means the sourcing event is still ongoing.
2. Click on the event name to open and review the details.

### 3.3 Auctions – Accessing via Email link (1/2)

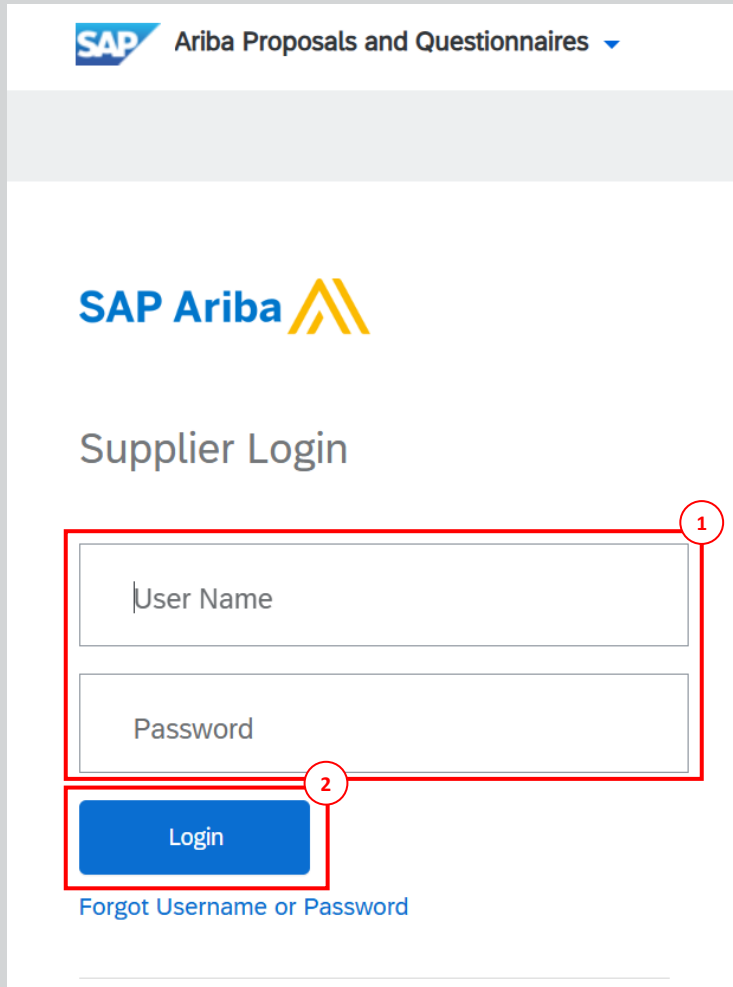


When you are invited to participate in a Sourcing Event (e.g., Reverse Auction), you will receive an email notification.

The email contains key details, including:

1. The event name.
2. The Buyer's name.
3. The event start date.
4. A direct link to access the event on SAP Ariba Business Network. To access the event, click on the link. You will be redirected to the Business Network, where you can review and participate in the event.

### 3.3 Auctions – Accessing via Email link (2/2)



SAP Ariba Proposals and Questionnaires ▾

SAP Ariba

Supplier Login

1

User Name

Password

2

Login

[Forgot Username or Password](#)

Once clicked, you will be redirect to the **SAP Ariba Business Network** login page.

1. Fill in the form with your credentials;
2. Click on **Login**.

## 3.4 Auctions – English Reverse Auctions – How to participate (1/4)

Go back to Public Power Corporation-TEST Dashboard

Desktop File Sync

Event Details Doc2586988269 - English Auction

Time remaining in open bidding 00:07:09

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.

Review Prerequisites Decline to Respond Print Event Information

Event Overview and Timing Rules

Owner: Buyer Event Type: Auction Publish time: 6/9/2025 12:36 PM Currency: European Union Euro Commodity: Consultancy Services for RES 8022

Response end time: 6/9/2025 12:56 PM

Specify how lot bidding will begin and end: Parallel

Allow bidding overtime: Yes

Bid rank that triggers overtime: 1

Start overtime if bid submitted within (minutes): 3

Overtime period (minutes): 3

**English Reverse Auctions:** The price of the item's decrements till one of the participants to the Auction makes the best offer, lower than the others, once the event stops;

Inside the Event page you can:

1. View How much time is left before the event ends;
2. If the supplier intends to participate click on **Review Prerequisites**;
3. If the supplier does not want to participate click on **Decline to Respond**;
4. Check what kind of event it is (i.e.: Auction).
5. The way the supplier can bid on the items:
  - **Parallel:** Suppliers can bid on items at the same time.
  - **Staggered:** Items open simultaneously, with each line closing sequentially at set intervals, drawing attention to each line just before it closes.
  - **Serial:** Items opens and close one at time.

# 3.4 Auctions – English Reverse Auctions – How to participate (2/4)

Prerequisites

Doc2586988269 - English Auction

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Submit Bids

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.

Prerequisites

Name ↑

1.1 I have been informed that, if I am pending for Qualification, I have to complete the required Full Qualification Questionnaires for inclusion in the PPC Supplier Register and submit them for review and certification by PPC within 15 calendar days from the date of receipt.

1.2 I have been informed that in case of participation in a selection process, a prerequisite for awarding the contract is my full qualification and registration in the PPC's Supplier Register.

2.0 INVITATION FOR SUBMISSION OF OFFER

3.0 Supporting Documentation & Technical Offer

4.0 Financial Offer Envelope (digitally signed)

5.0 Envelope C - Financial Offer

1

\* Yes

\* Yes

2

OK

Cancel

3

Submit this response?

Click OK to submit.

OK

Cancel

1. The next step is to **accept the Access requirements** to participate to the Event;

2. Click on **OK**;

3. Click on **OK**.

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# 3.4 Auctions – English Reverse Auctions – How to participate (3/4)

Doc2586988269 - English Auction

Time remaining in open bidding  
00:05:48

Download Content

Review Prerequisites

Select Lots

Print Event Information

Selection process: Access requirements

(Section 1 of 5) Next »

▼ 1.0 Selection process: Access requirements

1.1 I have been informed that, if I am pending for the Supplier Register and submit them for review and approval.

1.2 I have been informed that in case of participation in the PPC's Supplier Register.

Select Lots/Line Items

Select Using Excel

Lots Available for Bidding

☒

Name

☒

5.1 Item 1

Confirm Selected Lots/Line Items

» Next Section: INVITATION FOR SUBMI...

Next step is to Select the items to bid on.

1. Click on **Select Lots**;

2. Click on the checkbox next to the **Item** name to select it;

3. Click on **Confirm Selected Lots/Line Items** button to proceed.



## 3.4 Auctions – English Reverse Auctions – How to participate (4/4)

**Add Attachment** OK

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

Attachment Choose File No file chosen  
Or drop file here

| Name ↑                                              | Rank | Price                | Quantity | Extended Price | Total Cost | Price |
|-----------------------------------------------------|------|----------------------|----------|----------------|------------|-------|
| 2.1 Information for Submission of Offer             |      | save.png ✓           |          |                |            |       |
| ▼ 3.0 Supporting Documentation & Technical Offer    |      |                      |          |                |            |       |
| 3.1 Envelope A - Selection Criteria:                |      | save.png ✓           |          |                |            |       |
| ▼ 4.0 Financial Offer Envelope (digitally signed)   |      |                      |          |                |            |       |
| 4.1 Envelope C - Financial Offer (digitally signed) |      | *Attach a file       |          |                |            |       |
| ▼ 5.0 Envelope C - Financial Offer                  |      |                      |          |                |            |       |
| 5.1 Item 1 ✓                                        |      | <input type="text"/> | 100 each |                |            |       |

Decrement selected items by  value

**Submit Entire Response** Update Totals

Submit this response? OK Cancel

Click OK to submit.

(\*) indicates a required field

The final step involves uploading the required documents and submitting the proposal for the item(s).

1. Click on **Attach a file**;
2. In the **Add Attachment** page, upload the document;
3. Click on **OK**;
4. Insert the monetary value for the Item(s);
5. Click on **Submit Entire Response**;
6. Click on **OK**.

## 3.5 Auctions – Dutch Reverse Auctions – How to participate (1/7)

Doc2587375151 - Dutch Auction

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.

1 **Review Prerequisites** 2 **Decline to Respond** **Print Event Information**

### Event Overview and Timing Rules

|                                 |                    |            |                                   |
|---------------------------------|--------------------|------------|-----------------------------------|
| Owner:                          | Buyer ⓘ            | Currency:  | European Union Euro               |
| Event Type:                     | Dutch Auction ⓘ    | Commodity: | Consultancy Services for RES 8022 |
| Publish time:                   | 6/9/2025 4:13 PM   |            |                                   |
| Response end time:              | 6/9/2025 4:43 PM ⓘ |            |                                   |
| Running time for the first lot: | 15 Minutes ⓘ       |            |                                   |
| Time between lot closing:       | 15 Minutes ⓘ       |            |                                   |
| Bid adjustment interval:        | 30 Seconds ⓘ       |            |                                   |

**Dutch Reverse Auctions:** Item/s increases automatically their prices of a set value, at every pre-set time interval. The first that bids on the Item, wins it. The bets on the items are made sequentially. Once the first item is awarded, the second is added, then the third, and so on.

**NOTE:** The event automatically stop when every item receive are awarded.

Inside the Event page you can:

1. Participate to the event by clicking on **Review Prerequisites**;
2. Decline to respond by clicking on **Decline to Respond**;
3. Check what kind of event it is (i.e.: Dutch Auction);
4. The way the auction will be executed:
  - The running time for the first lot;
  - This amount of time must pass before the next lot closes;
  - Bid adjustment interval, which is the interval at which the competitive term (e.g. price) in an auction is adjusted.

# 3.5 Auctions – Dutch Reverse Auctions – How to participate (2/7)

Doc2587375151 - Dutch Auction

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.

Prerequisites

Name ↑

▼ 1.0 Selection process: Access requirements

1.1 I have been informed that, if I am pending for Qualification, I have to complete the required Full Qualification Questionnaires for inclusion in the PPC Supplier Register and submit them for review and certification by PPC within 15 calendar days from the date of receipt.

1.2 I have been informed that in case of participation in a selection process, a prerequisite for awarding the contract is my full qualification and registration in the PPC's Supplier Register.

2.0 Supporting Documentation & Technical Offer

3.0 Financial Offer Envelope (digitally signed)

4.0 Envelope C - Financial Offer

(\*) indicates a required field

Submit this response?

Click OK to submit.

OKCancel

1. The next step is to **accept the Access requirements** to participate to the Event;

2. Click on **OK**;

3. Click on **OK**.



## 3.5 Auctions – Dutch Reverse Auctions – How to participate (3/7)

Doc2587375151 - Dutch Auction

[Review Prerequisites](#) [Select Lots](#) [Print Event Information](#)

Selection process: Access requirements (Section 1 of 4) [Next >>](#)

Name ↑

1.0 Selection process: Access requirements

1.1 I have been informed that, if I am pending for Qualification, I have to complete the required Full Qualification Questionnaires for inclusion in the PPC Yes

Select Lots/Line Items

Lots Available for Bidding

| <input checked="" type="checkbox"/> | Name         | Status    |
|-------------------------------------|--------------|-----------|
| <input checked="" type="checkbox"/> | 4.1 Item 1 ▾ | Open      |
| <input checked="" type="checkbox"/> | 4.2 Item 2 ▾ | Scheduled |

[Confirm Selected Lots/Line Items](#)

[Cancel](#)

Next step is to Select the items to bid on.

1. Click on **Select Lots**;
2. Click on the checkbox next to the **Item** name to select it;
3. Click on **Confirm Selected Lots/Line Items** button to proceed.

### Item Status:

- **Open:** Is the current running item. Suppliers can bid on it;
- **Scheduled:** This status indicates that this item will be running when the previous item is awarded.

## 3.5 Auctions – Dutch Reverse Auctions – How to participate (4/7)

You are currently in the event content view. Click **Go To Lot Bidding** to switch to the lot bidding view.

**Go To Lot Bidding** <sup>4</sup>

All Content

Add Attachment

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

Attachment <sup>2</sup> **Choose File** No file chosen  
Or drop file here

2.1 Envelope A - Selection Criteria:

▼ 3.0 Financial Offer Envelope (digitally signed)

3.1 Envelope C - Financial Offer (digitally signed)

<sup>1</sup> **\*Attach a file**

(\*) indicates a required field

**Submit Entire Response** **Update Totals** **Save draft** | **Compose Message**

**OK** <sup>3</sup>

The Supplier must respond to the mandatory questions before moving to the Lot Bidding page.

Mandatory questions are marked with a red **\***.

To attach a file:

1. Click on **Attach a file**;
2. In the **Add Attachment** page, upload the document;
3. Click on **OK**.

It is possible to proceed with the Lot Bidding by clicking on **4. Go To Lot Bidding**.

# 3.5 Auctions – Dutch Reverse Auctions – How to participate (5/7)

Doc2587375151 - Dutch Auction

4.1. Item 1

Bid adjustment: €1,00 EUR

Current Price: 

i

v

 €20,00 EUR

Time until next adjustment: 00:00:22

Submit Acceptance

Update Totals

Save draft

Compose Message

Lot Details

Name ↑

4.1 Item 1 v

Next Bidding Values - (Price)

Current Bid Value: €21,00 EUR

| Period | Value      |
|--------|------------|
| 1      | €21,00 EUR |
| 2      | €22,00 EUR |
| 3      | €23,00 EUR |
| 4      | €24,00 EUR |
| 5      | €25,00 EUR |

Inside the Item Bidding Page, a piece of information might be useful to the Supplier:

- The Bid Adjustment value;
- Current Price, which is the price per unit. It increases of a set value (Bid Adjustment), continuously, after a certain period;
- The time until next adjustment.

The Supplier can click on the **v** icon (as shown in the slide) to take a look to the future prices for that item.

## 3.5 Auctions – Dutch Reverse Auctions – How to participate (6/7)

Doc2587375151 - Dutch Auction

---

4.1. Item 1

Bid adjustment: €1,00 EUR  
Current Price:  ▼ €20,00 EUR  
Time until next adjustment: 00:00:22

Quantity: 10 each      Extended Price: €200,00 EUR

**Submit Acceptance**   Update Totals   Save draft   Compose Message

Lot Details

| Name ↑       |
|--------------|
| 4.1 Item 1 ▼ |

(\*) indicates a required field

✓ Submit this response?

Click OK to submit.

**OK**   Cancel

To win the item:

1. Click on **Submit Acceptance**;
2. Click on **OK**.



## 3.5 Auctions – Dutch Reverse Auctions – How to participate (7/7)

Doc2587375151 - Dutch Auction

✓ Your response has been submitted.

### 4.2. Item 2

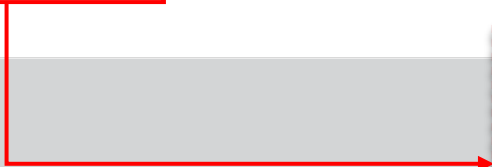
Bid adjustment: €0,63 EUR  
Current Price:   €15,00 EUR  
Time until next adjustment: 00:00:00

Quantity: 8 each      Extended Price: €120,00 EUR

**1**    |

Lot Details

**2**

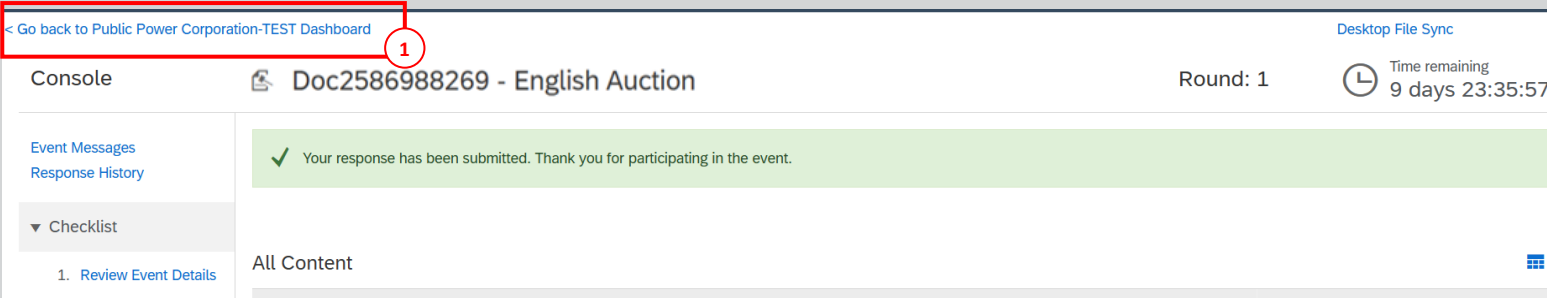


When an item is awarded, the participants can bid on the following one.

The process is identical to the one seen in the previous slide:

1. Click on **Submit Acceptance**;
2. Click on **OK**.

# 3.6 Auctions – Check Event Status (1/2)



To track the event's progress, you can return to the event page anytime to check if the status changes from **Open** to **Completed** once the deadline is reached.

1. Navigate to the **Ariba Proposal and Questionnaires** section by clicking on **Go back to Public Power Corporation – Dashboard** to access to all Events and check their status.



### 3.6 Auctions – Check Event Status (2/2)

Home

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.

Events

Page 1

| Title                            | ID            | End Time ↓        | Event Type | Participated |
|----------------------------------|---------------|-------------------|------------|--------------|
| ► Status: Completed (57)         |               |                   |            |              |
| ▼ Status: Pending Selection (69) |               |                   |            |              |
| English Auction                  | Doc2586988269 | 6/9/2025 12:59 PM | Auction    | Yes          |

**Open:** The event is currently open for supplier responses. During this phase, you can submit or modify your response as needed.

**Pending Selection:** The event is closed for responses and is under review. The buyer is evaluating submissions and has not yet awarded selections. At this stage, buyers may still reopen or modify the event if necessary.

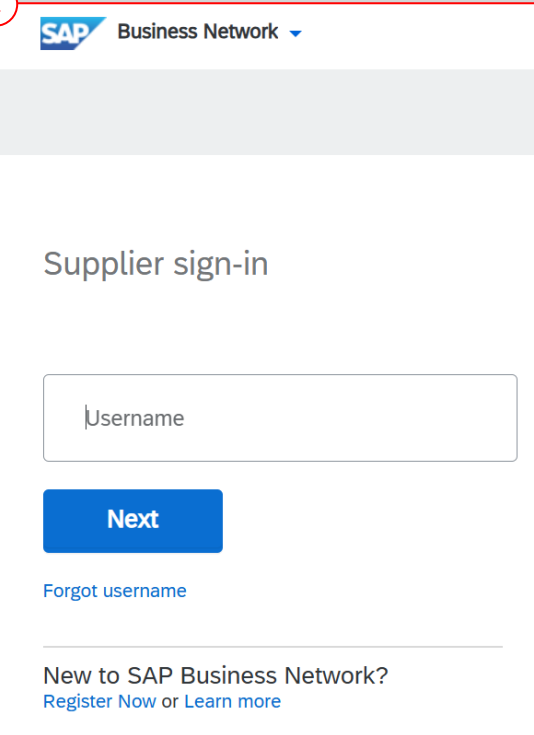
**Completed:** The event has officially ended. No further changes or responses are allowed, and buyers can no longer reopen or edit the event.

Once the response is sent, the Event status changes in **Participated: Yes**.

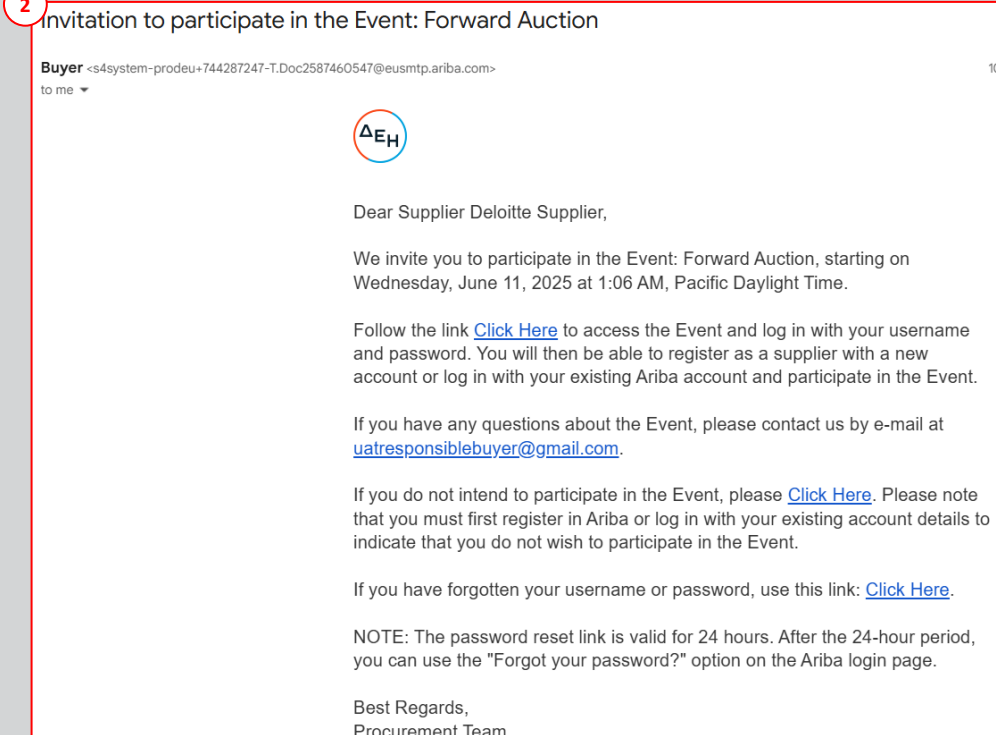


## 4.1 Log-on SAP Ariba Business Network | Supplier already registered in Sap Ariba Business Network

1



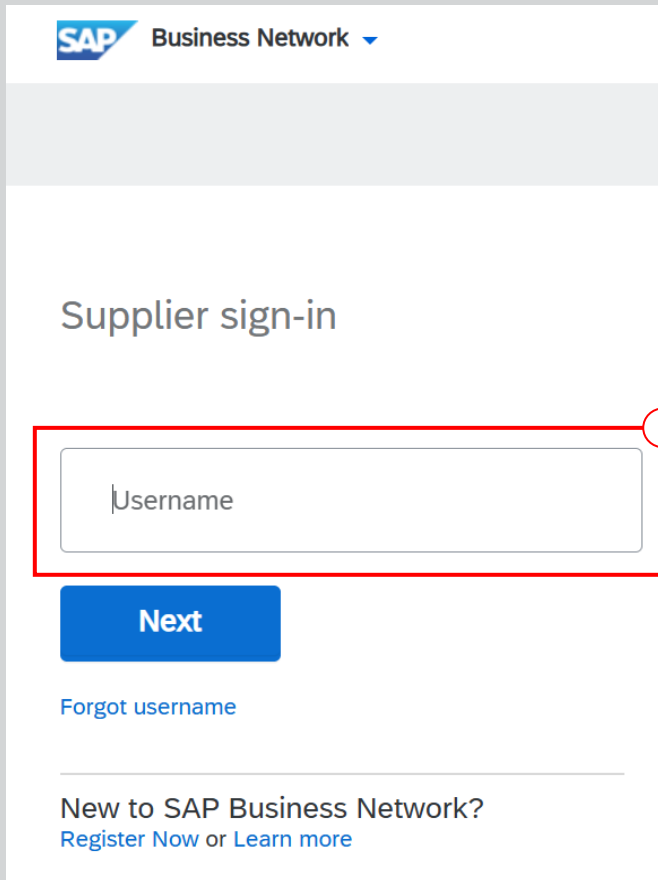
2



To access a **Forward Auction** event in SAP Ariba Business Network, you can choose one of the following two methods:

- 1. Via SAP Ariba Business Network Homepage:** requires logging into SAP Ariba Business Network and navigating to the Proposals & Questionnaires section.
- 2. Via Direct Email Link:** if you received an invitation to a specific event via email. Provides a direct link to the event, bypassing the need to navigate through the Ariba interface.

## 4.2 Forward Auction – Accessing via SAP Ariba Business Network Homepage (1/3)



The image shows the SAP Business Network homepage for suppliers. At the top, there is a header with the SAP logo and 'Business Network' with a dropdown arrow. Below this, the text 'Supplier sign-in' is displayed. A red box labeled '1' highlights the 'Username' input field. Below the input field is a blue 'Next' button. Further down, there is a link for 'Forgot username' and a section for 'New to SAP Business Network?' with links for 'Register Now' and 'Learn more'.

SAP Business Network

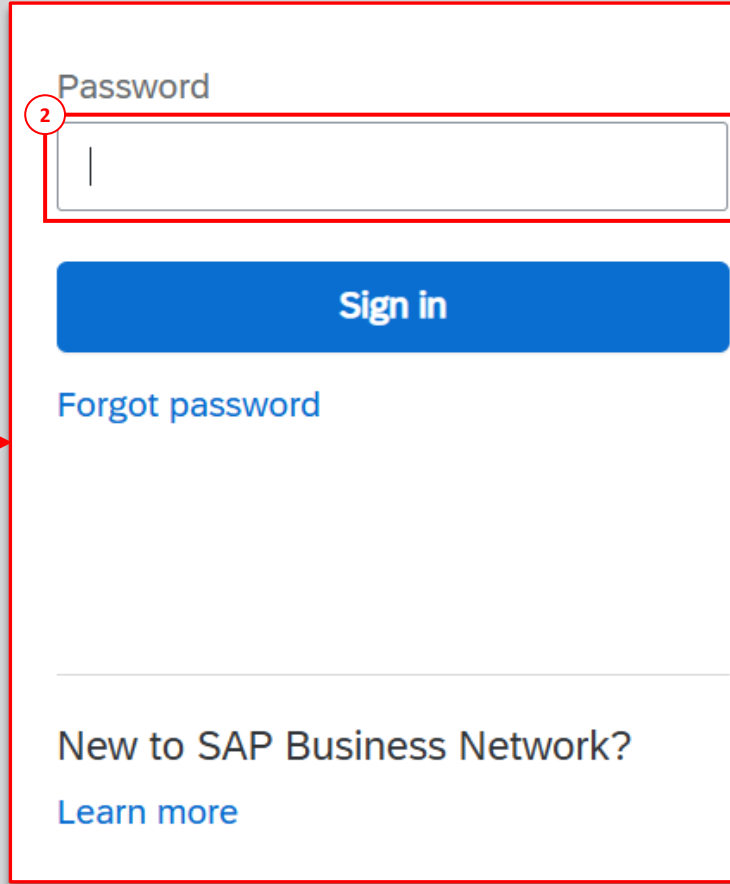
Supplier sign-in

Username

Next

[Forgot username](#)

New to SAP Business Network?  
[Register Now](#) or [Learn more](#)



The image shows the SAP Business Network sign-in page. A red box labeled '2' highlights the 'Password' input field. Below the input field is a blue 'Sign in' button. Below the button is a link for 'Forgot password'. At the bottom, there is a section for 'New to SAP Business Network?' with a link for 'Learn more'.

Password

Sign in

[Forgot password](#)

New to SAP Business Network?  
[Learn more](#)

To access **SAP Ariba Business Network** follow these steps:

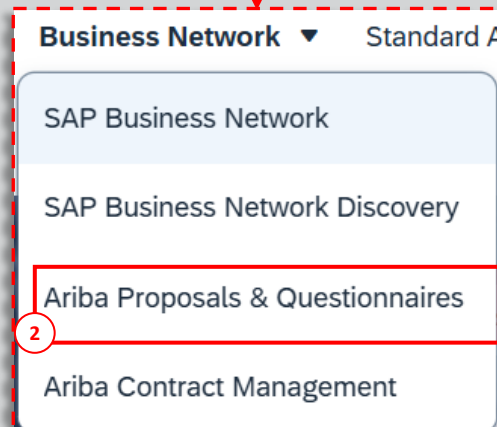
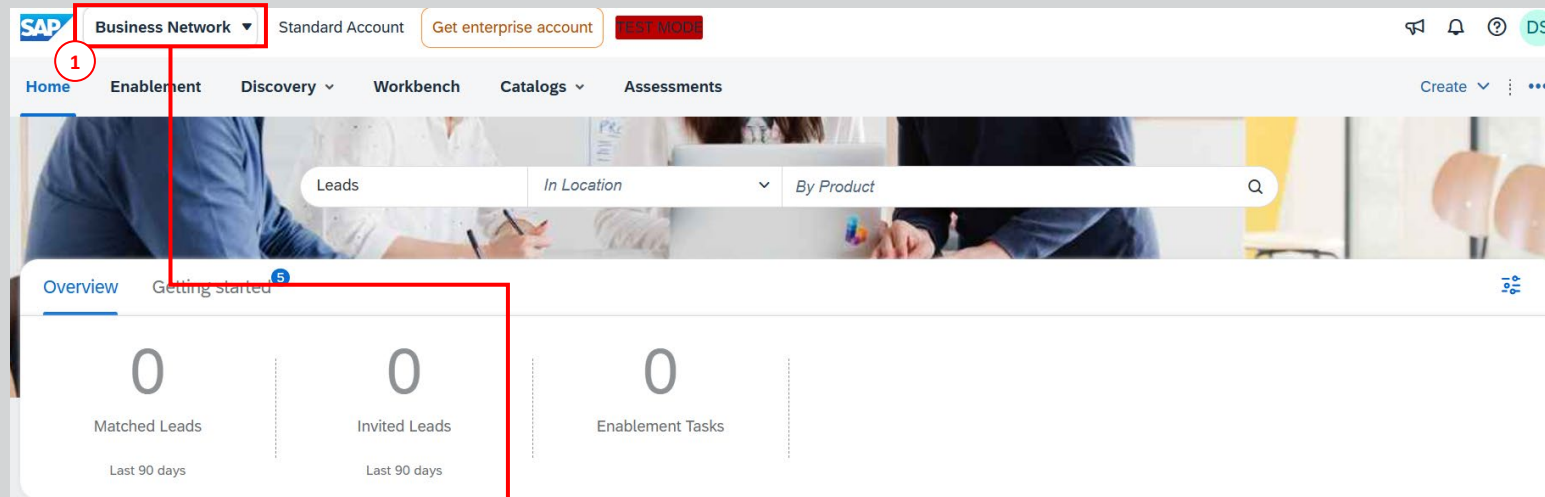
Click on the following link:

[SAP Ariba Business Network](#)

1. Insert their **Username**;
2. Insert their **Password**.

Click Sign in to access your account.

## 4.3 Forward Auction – Accessing via SAP Ariba Business Network Homepage (2/3)



- Inside the **SAP Ariba Business Network**:
1. Click on the ▼ icon next to **Business Network** tab;
  2. Click on **Ariba Proposal & Questionnaires** from the dropdown menu.

## 4.2 Forward Auction – Accessing via SAP Ariba Business Network Homepage (3/3)


Ariba Proposals and Questionnaires

Standard Account
[Get enterprise account](#)
[TEST MODE](#)






PUBLIC POWER CORPORATION-TEST
MORE...

Public Power Corporation-TEST Requested Profile

All required customer requested fields have been completed.

[View customer requested fields >](#)

Public Profile Completeness

15%

Enter commodities to reach 35% >

There are no matched postings.

Home

### Events

| Title                            | ID            | End Time ↓         | Event Type      | Participated |
|----------------------------------|---------------|--------------------|-----------------|--------------|
| ▶ Status: Completed (57)         |               |                    |                 |              |
| ▼ Status: Open (1)               |               |                    |                 |              |
| Forward Auction                  | Doc2587460547 | 6/11/2025 10:46 AM | Forward Auction | No           |
| ▶ Status: Pending Selection (70) |               |                    |                 |              |

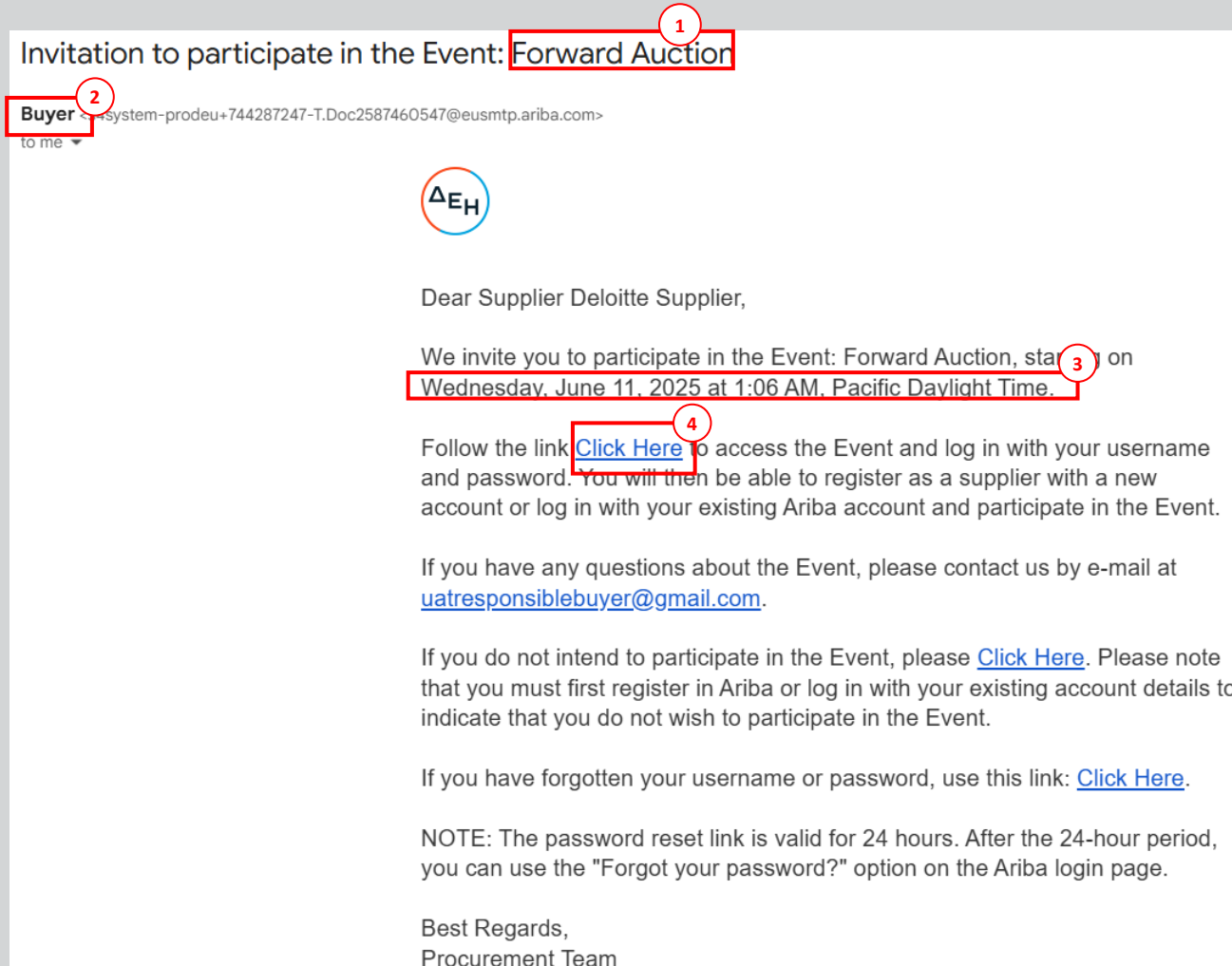
You will be redirected to the Ariba Proposal and Questionnaires page, where you can access all available questionnaires, including:

- Qualification;
- Sourcing;
- Registration.

To find an event, go to the "Events" section:

1. Look for an event with the status "Open". This means the sourcing event is still ongoing.
2. Click on the event name to open and review the details.

## 4.3 Forward Auction – Accessing via Email link (1/2)



When you are invited to participate in a Sourcing Event (e.g., Forward Auction), you will receive an email notification.

The email contains key details, including:

1. The event name.
2. The Buyer's name.
3. The event start date.
4. A direct link to access the event on SAP Ariba Business Network. To access the event, click on the link. You will be redirected to the Business Network, where you can review and participate in the event.



## 4.3 Forward Auction – Accessing via Email link (2/2)

SAP Ariba Proposals and Questionnaires

SAP Ariba

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

Once clicked, you will be redirect to the **SAP Ariba Business Network** login page.

1. Fill in the form with your credentials;
2. Click on **Login**.

## 4.4 Forward Auction – Forward Auctions – How to participate (1/4)

 Doc2587460547 - Forward Auction

 **1** Time remaining in open bidding  
00:28:49

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.

**2**  
Review Prerequisites

**3**  
Decline to Respond

Print Event Information

Event Overview and Timing Rules

Owner: **4** Buyer ⓘ

Event Type: Forward Auction

Publish time: 6/11/2025 10:06 AM

Response end time: 6/11/2025 10:46 AM

**5** Specify how lot bidding will begin and end: Parallel ⓘ

Allow bidding overtime: Yes ⓘ

Bid rank that triggers overtime: 1 ⓘ

Start overtime if bid submitted within (minutes): 3 ⓘ

Overtime period (minutes): 3 ⓘ

Currency: European Union Euro

Commodity: Consultancy Services for RES 8022

**Forward Auctions:** PPC sells goods and/or services to their customers. Customers bid on one or more items till the auction closes. The item is awarded to the customers that made the higher offer to PPC.

Inside the Event page you can:

1. View How much time is left before the event ends;
2. If the supplier intends to participate click on **Review Prerequisites**;
3. If the supplier does not want to participate click on **Decline to Respond**;
4. Check what kind of event it is (i.e.: Forward Auction).
5. The way the supplier can bid on the items:
  - **Parallel:** Suppliers can bid on items at the same time.
  - **Staggered:** Items open simultaneously, with each line closing sequentially at set intervals, drawing attention to each line just before it closes.
  - **Serial:** Items opens and close one at time.

# 4.4 Forward Auction – Forward Auctions – How to participate (2/4)

Doc2587460547 - Forward Auction

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.

Prerequisites

Name ↑

1.0 Selection process: Access requirements

1.1 I have been informed that, if I am pending for Qualification, I have to complete the required Full Qualification Questionnaires for inclusion in the PPC Supplier Register and submit them for review and certification by PPC within 15 calendar days from the date of receipt.

1.2 I have been informed that in case of participation in a selection process, a prerequisite for awarding the contract is my full qualification and registration in the PPC's Supplier Register.

2.0 INVITATION FOR SUBMISSION OF OFFER

3.0 Supporting Documentation & Technical Offer

4.0 Financial Offer Envelope (digitally signed)

Submit this response?

Click OK to submit.

OK

Cancel

1. The next step is to **accept the Access requirements** to participate to the Event;

2. Click on **OK**;

3. Click on **OK**.

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## 4.4 Forward Auctions – How to participate (3/4)

Doc2587460547 - Forward Auction Time remaining in open bidding 00:24:30

[Download Content](#) [Review Prerequisites](#) [Select Lots](#) [Print Event Information](#)

Selection process: Access requirements (Section 1 of 5) [Next](#) »

Name ↑

▼ 1.0 Selection process: Access requirements

1.1 I have been informed that, if I am pending for the Supplier Register and submit them for review and approval, I will be able to participate in the PPC's Supplier Register.

1.2 I have been informed that in case of participation in the PPC's Supplier Register, I will be able to participate in the PPC's Supplier Register.

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

Lots Available for Bidding

| <input checked="" type="checkbox"/> | Name       |
|-------------------------------------|------------|
| <input checked="" type="checkbox"/> | 5.1 Item 1 |

[Confirm Selected Lots/Line Items](#)

» Next Section: [INVITATION FOR SUBMISSION](#)

Next step is to Select the items to bid on.

1. Click on **Select Lots**;
2. Click on the checkbox next to the **Item** name to select it;
3. Click on **Confirm Selected Lots/Line Items** button to proceed.

## 4.4 Forward Auctions – How to participate (4/4)

The screenshot shows the 'Add Attachment' dialog and the 'My Response' table. Red dashed boxes and numbered circles (1-6) indicate the sequence of actions for submitting a response.

**Add Attachment**

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

Attachment  No file chosen  
Or drop file here

**My Response**

| Name ↑                                              | Rank                     | Price            | Quantity    | Extended Price | Price |
|-----------------------------------------------------|--------------------------|------------------|-------------|----------------|-------|
| 2.1 Information for Submission of Offer             |                          | placeholder.docx |             |                |       |
| ▼ 3.0 Supporting Documentation & Technical Offer    |                          |                  |             |                |       |
| 3.1 Envelope A - Selection Criteria:                |                          | placeholder.docx |             |                |       |
| ▼ 4.0 Financial Offer Envelope (digitally signed)   |                          |                  |             |                |       |
| 4.1 Envelope C - Financial Offer (digitally signed) |                          |                  |             |                |       |
| ▼ 5.0 Envelope C - Financial Offer                  |                          |                  |             |                |       |
| 5.1 Item 1 ▼                                        | <input type="checkbox"/> | * €30,00         | EUR 10 each |                |       |

Increment selected items by  value▼

(\*) indicates a required field

**Submit Entire Response** (5) **Update Totals** **Submit this response?** (6) **OK** **Cancel** **Excel Import**

The final step involves uploading the required documents and submitting the proposal for the item(s).

1. Click on **Attach a file**;
2. In the **Add Attachment** page, upload the document;
3. Click on **OK**;
4. Insert the monetary value for the Item(s);
5. Click on **Submit Entire Response**;
6. Click on **OK**.

# 4.5 Forward Auction – Check Event Status (1/2)

< Go back to Public Power Corporation-TEST Dashboard

1

Desktop File Sync

Time remaining in open bidding

00:21:35

Console

Doc2587460547 - Forward Auction

Event Messages

Response History

Response Team

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

✓ Your response has been submitted.

All Content

My Response

Leading

| Name ↑ | Rank | Price | Quantity | Extended Price | Price |
|--------|------|-------|----------|----------------|-------|
|--------|------|-------|----------|----------------|-------|

To track the event's progress, you can return to the event page anytime to check if the status changes from **Open** to **Completed** once the deadline is reached.

1. Navigate to the **Ariba Proposal and Questionnaires** section by clicking on **Go back to Public Power Corporation – Dashboard** to access to all Events and check their status.



## 4.5 Forward Auction – Check Event Status (2/2)

Public Power Corporation-TEST

MORE...

Public Power Corporation-TEST Requested Profile

All required customer requested fields have been completed.

View customer requested fields >

Public Profile Completeness

15%

Enter commodities to reach 35% >

There are no matched postings.

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.

ΔΕΗ

Home

Events

| Title                            | ID            | End Time ↓         | Event Type      | Participated |
|----------------------------------|---------------|--------------------|-----------------|--------------|
| ▶ Status: Completed (57)         |               |                    |                 |              |
| ▼ Status: Open (1)               |               |                    |                 |              |
| Forward Auction                  | Doc2587460547 | 6/11/2025 10:46 AM | Forward Auction | Yes          |
| ▶ Status: Pending Selection (70) |               |                    |                 |              |

**Open:** The event is currently open for supplier responses. During this phase, you can submit or modify your response as needed.

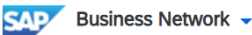
**Pending Selection:** The event is closed for responses and is under review. The buyer is evaluating submissions and has not yet awarded selections. At this stage, buyers may still reopen or modify the event if necessary.

**Completed:** The event has officially ended. No further changes or responses are allowed, and buyers can no longer reopen or edit the event.

Once the response is sent, the Event status changes in **Participated: Yes**.

## 5.1 Log-on SAP Ariba Business Network | Supplier already registered in Sap Ariba Business Network

1



Supplier sign-in

Next

[Forgot username](#)

New to SAP Business Network?

[Register Now](#) or [Learn more](#)

2

Invitation to participate in the Event: Mixed Divestment Manual

 **Buyer** <s4system-prodeu+744287247-T.Doc2665346676@eusmt.riba.com>  
to me ▾



Dear Supplier Deloitte Supplier,

We invite you to participate in the Event: Mixed Divestment Manual, starting on Tuesday, July 29, 2025 at 3:11 AM, Pacific Daylight Time.

Follow the link [Click Here](#) to access the Event and log in with your username and password. You will then be able to register as a supplier with a new account or log in with your existing Ariba account and participate in the Event.

If you have any questions about the Event, please contact us by e-mail at [uatresponsiblebuyer@gmail.com](mailto:uatresponsiblebuyer@gmail.com).

If you do not intend to participate in the Event, please [Click Here](#). Please note that you must first register in Ariba or log in with your existing account details to indicate that you do not wish to participate in the Event.

If you have forgotten your username or password, use this link: [Click Here](#).

NOTE: The password reset link is valid for 24 hours. After the 24-hour period, you can use the "Forgot your password?" option on the Ariba login page.

To access a **Request for Proposal (RFP)** in SAP Ariba Business Network, you can choose one of the following two methods:

- 1. Via SAP Ariba Business Network Homepage:** requires logging into SAP Ariba Business Network and navigating to the Proposals & Questionnaires section.
- 2. Via Direct Email Link:** if you received an invitation to a specific event via email. Provides a direct link to the event, bypassing the need to navigate through the Ariba interface.



## 5.1 Log-on SAP Ariba Business Network | Supplier not registered in Sap Ariba Business Network

Invitation to participate in the Event: Mixed Divestment Manual

Buyer <s4system-prodeu+744287247-T.Doc2665346676@eusmtp.ariba.com>  
to me ▾



Dear Supplier test test,

We invite you to participate in the Event: Mixed Divestment Manual. The Event starts on Tuesday, July 29, 2025 at 3:11 AM, Pacific Daylight Time and ends on Friday, August 8, 2025 at 3:11 AM, Pacific Daylight Time.

Follow the link to access the Event: [Click Here](#). You must first register in Ariba or log in with your existing Ariba account username and password to be able to participate in the Process.

NOTE: This link is only valid for 30 days. Please ensure that you register in Ariba within this time frame. After you complete your registration, you will no longer be able to use this link.

If you have any questions about the Event, please contact us by email at [uatresponsiblebuyer@gmail.com](mailto:uatresponsiblebuyer@gmail.com).

If you do not intend to participate in the Event, please follow the link: [Click Here](#).

Please note that you must first register in Ariba or log in with your existing account details to indicate that you do not wish to participate in the Event.



Connect with Public Power Corporation on SAP Business Network to collaborate.

Invited by [Public Power Corporation-TEST](#)

**1** [Click Here](#)

**2** [Create new account](#) ?

or

[Use existing account](#) ?

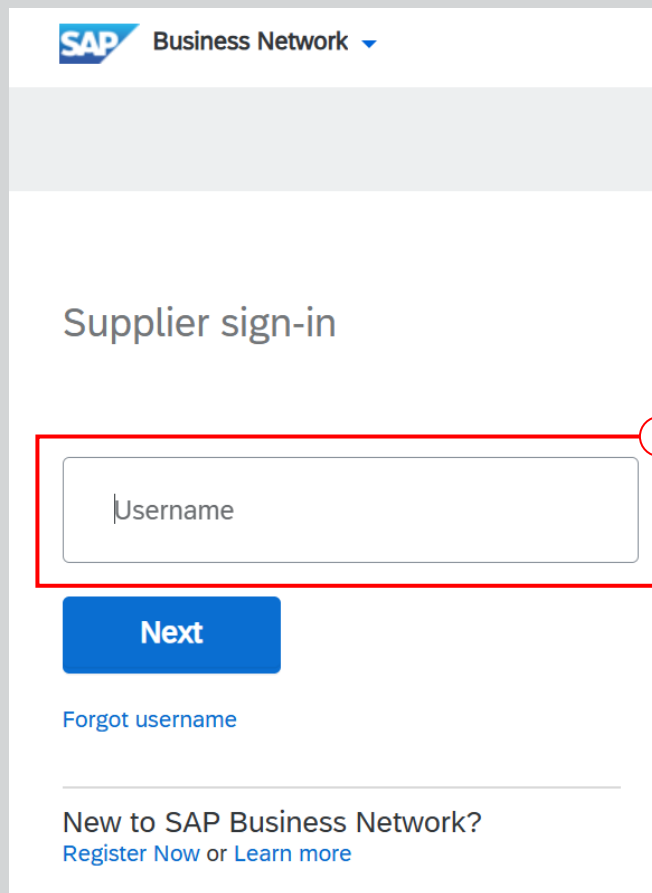
Not sure whether your company already has an account?  
[Search for your company](#)

If the Supplier is not registered inside the SAP Ariba Business Network portal, he receives a different invitation email.

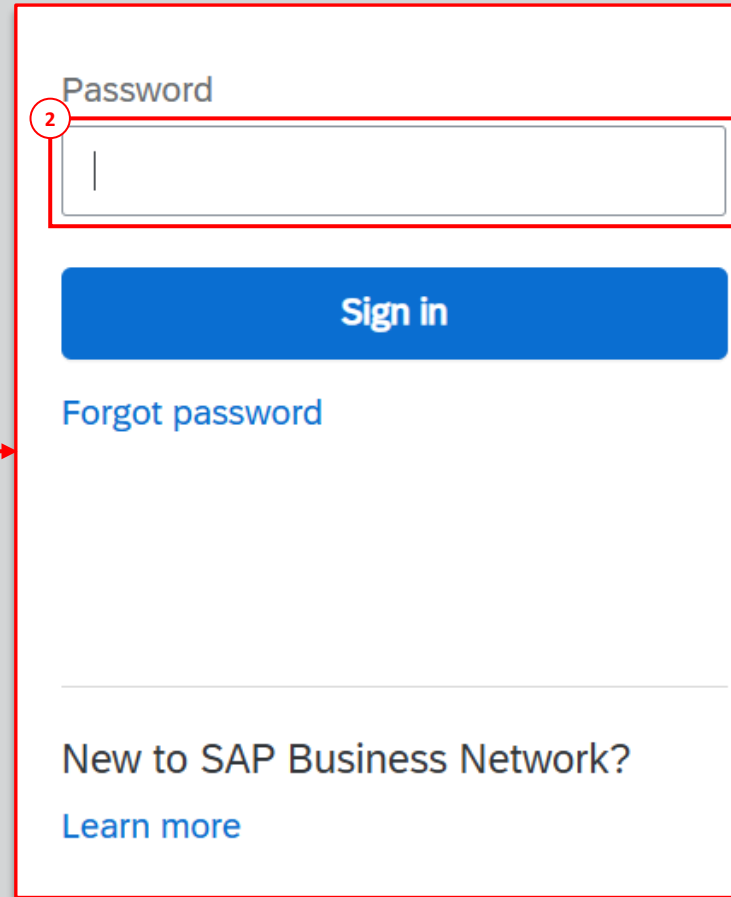
1. Click on **Click Here** inside the invitation e-mail;
2. Create a new account inside the Business Network by clicking on **Create new account**.

Once the account has been created, the supplier is redirected to the Sap ARIBA Business Network Home Page.

## 5.2 Mixed Divestment – Accessing via SAP Ariba Business Network Homepage (1/3)



The image shows the SAP Business Network homepage. At the top, there is a header with the SAP logo and 'Business Network' text. Below this, the main heading is 'Supplier sign-in'. There is a text input field labeled 'Username' which is highlighted with a red box and a red circle with the number '1'. Below the input field is a blue button labeled 'Next'. At the bottom, there is a link 'Forgot username' and a section for new users with the text 'New to SAP Business Network?' and links 'Register Now' and 'Learn more'.



The image shows the password field and the sign-in button. The password field is a text input field labeled 'Password' which is highlighted with a red box and a red circle with the number '2'. Below the password field is a blue button labeled 'Sign in'. Below the button is a link 'Forgot password'. At the bottom, there is a section for new users with the text 'New to SAP Business Network?' and a link 'Learn more'.

To access **SAP Ariba Business Network** follow these steps:

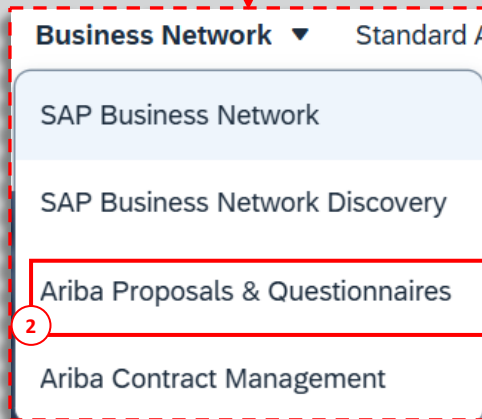
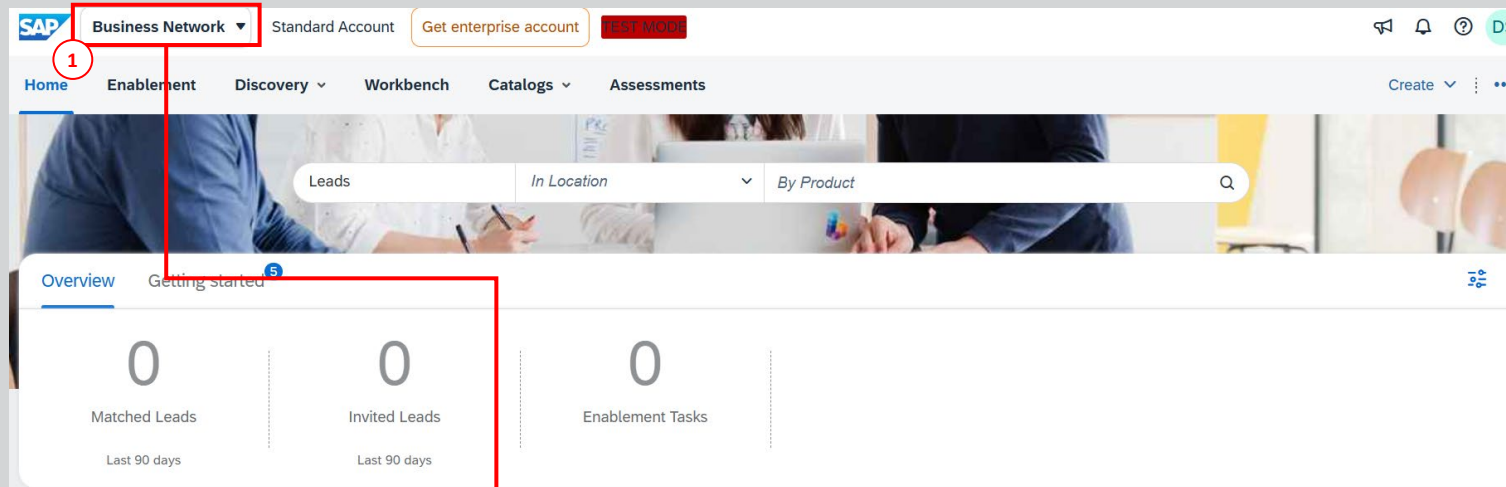
Click on the following link:

[SAP Ariba Business Network](#)

1. Insert their **Username**;
2. Insert their **Password**.

Click Sign in to access your account.

## 5.3 Mixed Divestment – Accessing via SAP Ariba Business Network Homepage (2/3)



- Inside the **SAP Ariba Business Network**:
1. Click on the ▼ icon next to **Business Network** tab;
  2. Click on **Ariba Proposal & Questionnaires** from the dropdown menu.

## 5.2 Mixed Divestment – Accessing via SAP Ariba Business Network Homepage (3/3)


Ariba Proposals and Questionnaires

Standard Account
[Get enterprise account](#)
[TEST MODE](#)






## PUBLIC POWER CORPORATION-TEST

Public Power Corporation-TEST Requested Profile

All required customer requested fields have been completed.

[View customer requested fields >](#)

Public Profile Completeness

15%

Enter commodities to reach 35% >

There are no matched postings.

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.


[Home](#)

### Events

| Title                   | ID            | End Time ↓       | Event Type | Participated |
|-------------------------|---------------|------------------|------------|--------------|
| ▶ Status: Completed (9) |               |                  |            |              |
| ▼ Status: Open (2)      |               |                  |            |              |
| Mixed Divestment Manual | Doc2663274504 | 8/7/2025 4:04 PM | RFP        | No           |

You will be redirected to the Ariba Proposal and Questionnaires page, where you can access all available questionnaires, including:

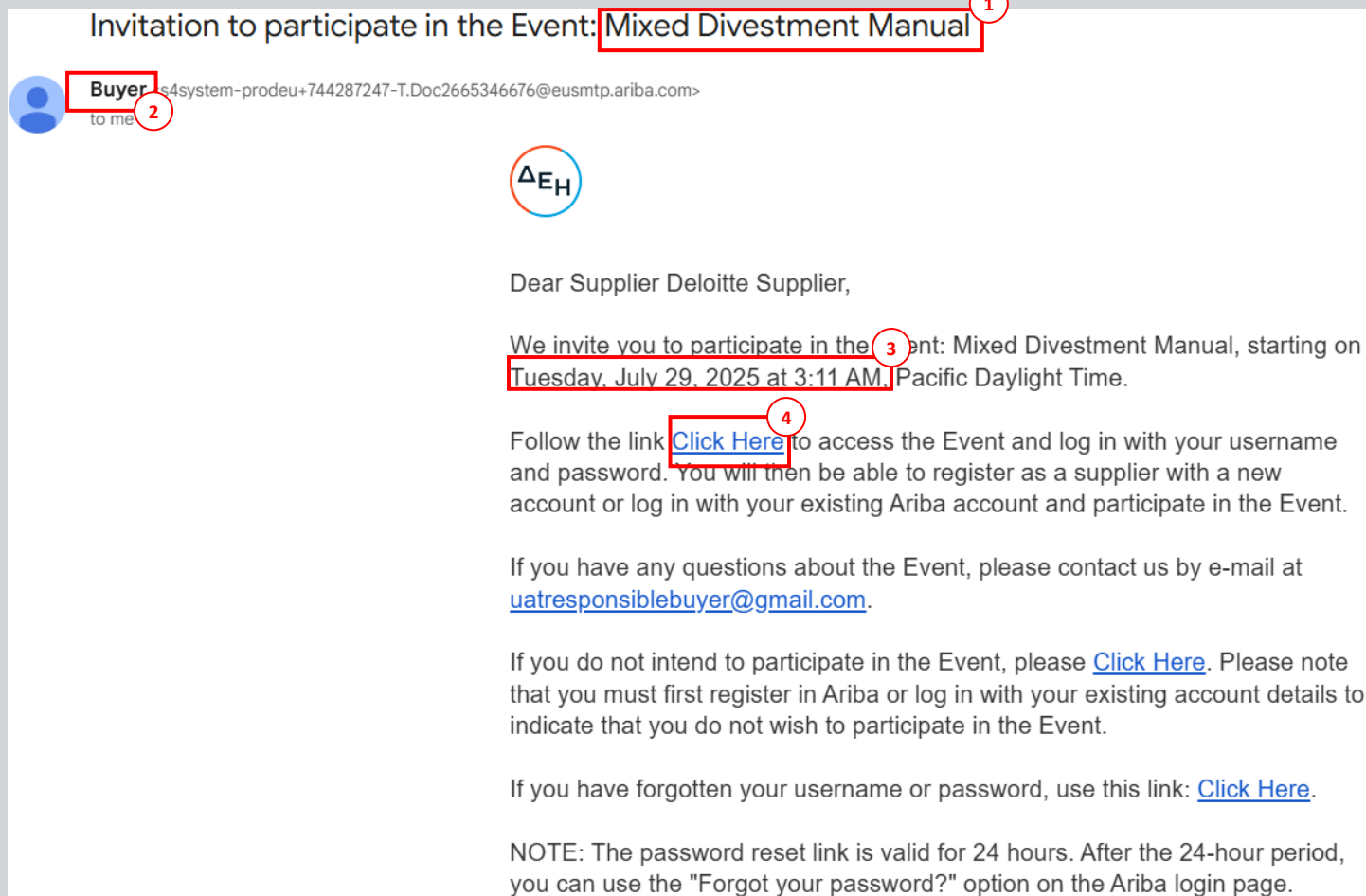
- Qualification;
- Sourcing;
- Registration.

To find an event, go to the "Events" section:

1. Look for an event with the status "Open". This means the sourcing event is still ongoing.
2. Click on the event name to open and review the details.



## 5.3 Mixed Divestment – Accessing via Email link (1/2)



When you are invited to participate in a Sourcing Event (e.g., RFI or RFP), you will receive an email notification.

The email contains key details, including:

1. The event name.
2. The Buyer's name.
3. The event start date.
4. A direct link to access the event on SAP Ariba Business Network. To access the event, click on the link. You will be redirected to the Business Network, where you can review and participate in the event.

## 5.3 Mixed Divestment – Accessing via Email link (2/2)

SAP Ariba Proposals and Questionnaires

SAP Ariba

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

Once clicked, you will be redirect to the **SAP Ariba Business Network** login page.

1. Fill in the form with your credentials;
2. Click on **Login**.

# 5.4 Mixed Divestment – How to participate (1/4)

Event Details

Doc2663274504 - Mixed Divestment Manual

Round: 1

1

Time remaining  
9 days 23:42:02

Event Messages

Download Tutorials

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots/Line Items

4. Submit Response

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.

2

Review Prerequisites

3

Decline to Respond

Print Event Information

Event Overview and Timing Rules

Owner: Buyer ⓘ

Currency: European Union Euro

Event Type: RFP

Commodity: Equipment - Fixed assets 3

Publish time: 7/28/2025 4:04 PM

Due date: 8/7/2025 4:04 PM

Inside the Event page you can:

1. View How much time is left before the event ends;
2. If the supplier intends to participate click on **Review Prerequisites**;
3. If the supplier does not want to participate click on **Decline to Respond**;
4. Check what kind of event it is (i.e.: RFP).

ppc

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# 5.4 Mixed Divestment – How to participate (2/4)

Prerequisites

Doc2663274504 - Mixed Divestment Manual

▼ 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.

Prerequisites

Name ↑

▼ 1.0 Selection process: Access requirements

1.1 I have been informed that, if I am pending for Qualification, I have to complete the required Full Qualification Questionnaires for inclusion in the PPC Supplier Register and submit them for review and certification by PPC within 15 calendar days from the date of receipt. ⓘ

1.2 I have been informed that in case of participation in a selection process, a prerequisite for awarding the contract is my full qualification and registration in the PPC's Supplier Register. ⓘ

2.0 INVITATION FOR SUBMISSION OF OFFER

3.0 Supporting Documentation & Technical Offer

4.0 Financial Offer (digitally signed)

5.0 Envelope – Item to be purchased

6.0 Envelope – Item to be sold

(\*) indicates a

1

\* Yes ▼

\* Yes ▼

2

OK

Cancel

3

Submit this response?

Click OK to submit.

OK

Cancel

1. The next step is to **accept the Access requirements** to participate to the Event;

2. Click on **OK**;

3. Click on **OK**.

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## 5.4 Mixed Divestment – How to participate (3/4)

Doc2663274504 - Mixed Divestment Manual Round: 1 Time remaining 9 days 23:39:08

[Download Content](#) [Review Prerequisites](#) [Decline to Respond](#) [Select Lots](#) [Print Event Information](#)

Selection process: Access requirements (Section 1 of 6) [Next >>](#)

Name ↑

▼ 1.0 Selection process: Access requirements

1.1 I have been informed that, if I am permitted to participate, I will submit the required documents to the Supplier Register and submit them for review by the PPC's Supplier Register.

1.2 I have been informed that in case of a successful bid, I will submit the required documents to the PPC's Supplier Register.

Event Overview and Timing Rules

Owner: Buyer ⓘ

Event Type: RFP

Publish time: 7/28/2025 4:00 PM

Due date: 8/7/2025 4:00 PM

**Lots Available for Bidding**

|                                     |                                                  |
|-------------------------------------|--------------------------------------------------|
| <input checked="" type="checkbox"/> | Name                                             |
| <input checked="" type="checkbox"/> | 5.1 Item 1 - To be purchased by the supplier     |
| <input checked="" type="checkbox"/> | 6.1 Item 1 - To be sold to the supplier          |
|                                     | <a href="#">Confirm Selected Lots/Line Items</a> |

Next step is to Select the items to bid on.

1. Click on **Select Lots**;
2. Click on the checkbox next to the **Item** name to select it;
3. Click on **Confirm Selected Lots/Line Items** button to proceed.

# 5.4 Mixed Divestment – How to participate (4/6)

All Content

| Name ↑                                                                                                                                                         | Price | Supplier Purchase Price | Quantity | Total Cost |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-------------------------|----------|------------|
| ▼ 1.0 Selection process: Access requirements                                                                                                                   |       |                         |          |            |
| 1.1 I have been informed that if I am pending for Qualification I have to                                                                                      |       |                         |          |            |
| Update Attachment                                                                                                                                              |       |                         |          |            |
| Enter the location of a file to add as an Attachment. To search for a particular file, click Browse... When you have finished, click OK to add the attachment. |       |                         |          |            |
| Attachment Choose File No file chosen                                                                                                                          |       |                         |          |            |
| Or drop file here                                                                                                                                              |       |                         |          |            |
| 2.1 Information for Submission of Offer                                                                                                                        |       |                         |          |            |
| ▼ 3.0 Supporting Documentation & Technical Offer                                                                                                               |       |                         |          |            |
| 3.1 Envelope A - Selection Criteria:                                                                                                                           |       |                         |          |            |
| ▼ 4.0 Financial Offer (digitally signed)                                                                                                                       |       |                         |          |            |
| 4.1 Envelope C - Financial Offer (digitally signed)                                                                                                            |       |                         |          |            |
| ▼ 5.0 Envelope – Item to be purchased                                                                                                                          |       |                         |          |            |
| 5.1 Item 1 - To be purchased from the supplier                                                                                                                 |       |                         |          |            |
| ▼ 6.0 Envelope – Item to be sold                                                                                                                               |       |                         |          |            |
| 6.1 Item 1 - To be sold to the supplier                                                                                                                        |       |                         |          |            |

(\*) indicates a required field

First, the supplier must upload the required attachments (if any):

1. Click on **Attach a file**;
2. **Upload** the file from your PC;
3. Click on **OK**.

# 5.4 Mixed Divestment – How to participate (5/6)

All Content

| Name ↑                                                                                                                                                                                                                                                                                   | Price                                          | Supplier Purchase Price    | Quantity | Total Cost |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|----------------------------|----------|------------|
| ▼ 1.0 Selection process: Access requirements                                                                                                                                                                                                                                             |                                                |                            |          |            |
| 1.1 I have been informed that, if I am pending for Qualification, I have to complete the required Full Qualification Questionnaires for inclusion in the PPC Supplier Register and submit them for review and certification by PPC within 15 calendar days from the date of receipt. 📄 ✓ | Yes                                            |                            |          |            |
| 1.2 I have been informed that in case of participation in a selection process, a prerequisite for awarding the contract is my full qualification and registration in the PPC's Supplier Register. 📄 ✓                                                                                    | Yes                                            |                            |          |            |
| ▼ 2.0 INVITATION FOR SUBMISSION OF OFFER                                                                                                                                                                                                                                                 |                                                |                            |          |            |
| 2.1 Information for Submission of Offer                                                                                                                                                                                                                                                  | 📄 placeholder.docx ✓                           |                            |          |            |
| ▼ 3.0 Supporting Documentation & Technical Offer                                                                                                                                                                                                                                         |                                                |                            |          |            |
| 3.1 Envelope A - Selection Criteria:                                                                                                                                                                                                                                                     | * 📄 placeholder.docx ✓ Update file Delete file |                            |          |            |
| ▼ 4.0 Financial Offer (digitally signed)                                                                                                                                                                                                                                                 |                                                |                            |          |            |
| 4.1 Envelope C - Financial Offer (digitally signed)                                                                                                                                                                                                                                      | * Attach a file                                |                            |          |            |
| ▼ 5.0 Envelope – Item to be purchased                                                                                                                                                                                                                                                    |                                                |                            |          |            |
| 5.1 Item 1 - To be purchased from the supplier ✓                                                                                                                                                                                                                                         | * <input type="text"/> EUR                     | * <input type="text"/> EUR | 10 each  |            |
| ▼ 6.0 Envelope – Item to be sold                                                                                                                                                                                                                                                         |                                                |                            |          |            |
| 6.1 Item 1 - To be sold to the supplier ✓                                                                                                                                                                                                                                                | * <input type="text"/> EUR                     | * <input type="text"/> EUR | 10 each  |            |

(\*) indicates a required field

The final step involves uploading the required documents and submitting the proposal for the item(s).

**Mixed Divestment** differs a little from the **RFP**.

Each Item contain two **PRICE TERMS**:

- **Price**: refers to the amount PPC will pay to the supplier (used for items PPC is purchasing).
- **Supplier Purchase Price**: refers to the amount the supplier will pay to PPC (used for items PPC is selling).

The fields works as follow:

- If the supplier is selling to PPC: Insert for the **Price** the desired value and 0 for **Supplier Purchase Price**.
- If the supplier is buying from PPC: Insert for the **Supplier Purchase Price** the desired value and 0 for **Price**.

# 5.4 Mixed Divestment – How to participate (6/6)

All Content

| Name ↑                                                                                                                                                                                                                                                                                   | Price                                          | Supplier Purchase Price | Quantity | Total Cost |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|-------------------------|----------|------------|
| ▼ 1.0 Selection process: Access requirements                                                                                                                                                                                                                                             |                                                |                         |          |            |
| 1.1 I have been informed that, if I am pending for Qualification, I have to complete the required Full Qualification Questionnaires for inclusion in the PPC Supplier Register and submit them for review and certification by PPC within 15 calendar days from the date of receipt. 📄 ✓ | Yes                                            |                         |          |            |
| 1.2 I have been informed that in case of participation in a selection process, a prerequisite for awarding the contract is my full qualification and registration in the PPC's Supplier Register. 📄 ✓                                                                                    | Yes                                            |                         |          |            |
| ▼ 2.0 INVITATION FOR SUBMISSION OF OFFER                                                                                                                                                                                                                                                 |                                                |                         |          |            |
| 2.1 Information for Submission of Offer                                                                                                                                                                                                                                                  | 📄 placeholder.docx ✓                           |                         |          |            |
| ▼ 3.0 Supporting Documentation & Technical Offer                                                                                                                                                                                                                                         |                                                |                         |          |            |
| 3.1 Envelope A - Selection Criteria:                                                                                                                                                                                                                                                     | * 📄 placeholder.docx ✓ Update file Delete file |                         |          |            |
| ▼ 4.0 Financial                                                                                                                                                                                                                                                                          |                                                |                         |          |            |
| 4.1 Envelope                                                                                                                                                                                                                                                                             | * 📄 placeholder.docx ✓ Update file Delete file |                         |          |            |
| ▼ 5.0 Envelope                                                                                                                                                                                                                                                                           |                                                |                         |          |            |
| 5.1 Item 1                                                                                                                                                                                                                                                                               | * 60 EUR * 0 EUR 10 each                       |                         |          |            |
| ▼ 6.0 Envelope - Item to be sold                                                                                                                                                                                                                                                         |                                                |                         |          |            |
| 6.1 Item 1 - To be sold to the supplier ✓                                                                                                                                                                                                                                                | * 0 EUR * 50 EUR 10 each                       |                         |          |            |

(\*) indicates a required field

1 Submit Entire Response

Update Totals

Save draft

Compose Message

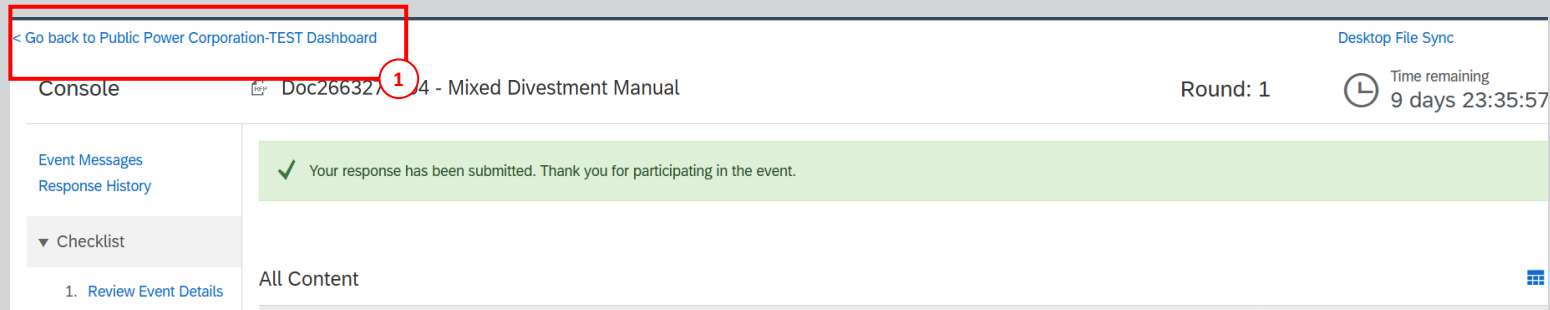
Excel Import

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

Once each mandatory field has been filled in, you can proceed with the submission of the offer:

1. Click on **Submit Entire Response**;
2. Click on **OK**.

## 5.5 Mixed Divestment – Check Event Status (1/2)



The screenshot shows the Ariba event interface. At the top, a navigation bar includes a link "< Go back to Public Power Corporation-TEST Dashboard" (highlighted with a red box and a red circle with the number 1), a "Desktop File Sync" button, and a "Console" section. Below the navigation bar, a green banner displays a confirmation message: "✓ Your response has been submitted. Thank you for participating in the event." To the left of the main content area, there is a sidebar with links for "Event Messages", "Response History", and a "Checklist" section. The "Checklist" section lists "1. Review Event Details". The main content area shows "All Content" and a "Round: 1" indicator. A clock icon indicates "Time remaining 9 days 23:35:57".

To track the event's progress, you can return to the event page anytime to check if the status changes from **Open** to **Completed** once the deadline is reached.

1. Navigate to the **Ariba Proposal and Questionnaires** section by clicking on **Go back to Public Power Corporation – Dashboard** to access to all Events and check their status.

# 5.5 Mixed Divestment – Check Event Status (2/2)

Standard Account

Get enterprise account

TEST MODE

DS

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.

ΔEH

Home

Events

| Title                           | ID            | End Time ↓       | Event Type | Participated |
|---------------------------------|---------------|------------------|------------|--------------|
| ▶ Status: Completed (9)         |               |                  |            |              |
| ▼ Status: Open (2)              |               |                  |            |              |
| Mixed Divestment Manual         | Doc2663274504 | 8/7/2025 4:04 PM | RFP        | Yes          |
| ▶ Status: Pending Selection (6) |               |                  |            |              |

**Open:** The event is currently open for supplier responses. During this phase, you can submit or modify your response as needed.

**Pending Selection:** The event is closed for responses and is under review. The buyer is evaluating submissions and has not yet awarded selections. At this stage, buyers may still reopen or modify the event if necessary.

**Completed:** The event has officially ended. No further changes or responses are allowed, and buyers can no longer reopen or edit the event.

Once the response is sent, the Event status changes in **Participated: Yes**.

Note: *The Event is still in the **Status: Open** section as the Sourcing Event is not yet concluded.*

# 6.1 How to Compose a Message (1/2)

Console

Doc2455204250 - RFI\_Manual\_1303

Round: 1

⌚

Time remaining

9 days 23:01:32

Event Messages

Response History

▼ Checklist

1. Review Event Details

2. Submit Response

▼ Event Contents

All Content

1 REQUEST FOR INFORMAT...

2 Requested informatio...

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

Revise Response

All Content

Name ↑

▼ 1 REQUEST FOR INFORMATION (RFI)

1.1 Participation instructions

placeholder.docx

▼ 2 Requested information (PDF)

2.1 Requested information 1

save.png

2.2 Requested information 2

save.png

2.3 Requested information 3

Yes

2.4 Requested information 4

Your answer

1

Compose Message

You can send a message to PPC to request information about a specific point in the event content.

1. To do this the Supplier click on **Compose Message** button inside the Event page.



## 6.1 How to Compose a Message (2/2)

Compose New Message

From: Deloitte Supplier 3 (Deloitte Supplier)

To: Project Team

Subject: Doc2455204250 - RFI\_Manual\_1303 - Message TEST

Attachments: Attach a file

1

2

5

6

Send

4

OK

Add Attachment

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

3

Attachment Choose File No file chosen

Or drop file here

Inside the **Compose New Message** page:

1. Define the Message **Subject**;
2. (Optionally) The Supplier can attach a document to be sent to the Project Team;
3. In the **Add Attachment** page, upload the document;
4. Click on **OK**;
5. Insert the **Content** of the Message;
6. Click on **Send**.

If you are submitting an **Objection**, include the word "Objection" in the subject line of your message.



## 6.2 Check the Event Messages (1/2)

Console

Doc2455204250 - RFI\_Manual\_1303

Round: 1

Time remaining  
9 days 23

1

Event Messages

Response History

▼ Checklist

1. Review Event Details

2. Submit Response

▼ Event Contents

All Content

1 REQUEST FOR INFORMAT...

2 Requested informatio...

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

Revise Response

All Content

Name ↑

▼ 1 REQUEST FOR INFORMATION (RFI)

1.1 Participation instructions

placeholder.docx

▼ 2 Requested information (PDF)

2.1 Requested information 1

save.png

2.2 Requested information 2

save.png

2.3 Requested information 3

Yes

2.4 Requested information 4

Your answer

You can check and review the message PPC sent to you and the message you sent to PPC as well.

1. To do this the Supplier click on **Event Messages** button inside the Event page.

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# 6.2 Check the Event Messages (2/2)

Event Messages - RFI\_Manual\_1303

Back to Console

Time remaining  
9 days 22:52:03

Messages

|                                     | Id           | Reply Sent     | Sent Date ↓         | From                          | Contact Name      | To                        | Subject                                       |
|-------------------------------------|--------------|----------------|---------------------|-------------------------------|-------------------|---------------------------|-----------------------------------------------|
| <input checked="" type="checkbox"/> | MSG303948884 | No             | 03/13/2025 11:52 AM | Deloitte Supplier 3           | Deloitte Supplier | Responsible Buyer         | Doc2455204250 - RFI_Manual_1303 - Messa       |
| <input type="checkbox"/>            | MSG303948809 | Not Applicable | 03/13/2025 11:35 AM | Deloitte Supplier 3           | Deloitte Supplier | Responsible Buyer         | Response (ID=ID2539994203) in event RFI_I     |
| <input type="checkbox"/>            | MSG303948718 | No             | 03/13/2025 10:57 AM | Public Power Corporation-TEST | Responsible Buyer | Participants (0) Team (0) | Event edited and republished                  |
| <input type="checkbox"/>            | MSG303948716 | Not Applicable | 03/13/2025 10:53 AM | Public Power Corporation-TEST | Responsible Buyer | Deloitte Supplier         | Invitation to participate in the Event: RFI_M |
| <input type="checkbox"/>            | MSG303948715 | No             | 03/13/2025 10:53 AM | Public Power Corporation-TEST | Responsible Buyer | Participants (0) Team (0) | Event edited and republished                  |
| <input type="checkbox"/>            | MSG303948710 | No             | 03/13/2025 10:51 AM | Public Power Corporation-TEST | Responsible Buyer | Participants (0) Team (0) | Event edited and republished                  |
| <input type="checkbox"/>            | MSG303948706 | Not Applicable | 03/13/2025 10:50 AM | Public Power Corporation-TEST | Responsible Buyer | Participants (0) Team (0) | Invitation to participate in the Event: RFI_M |

View

Reply

Compose Message

Download all attachments

Inside the **Event Messages** page, the supplier can:

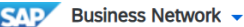
1. Review a specific message by clicking on its checkbox and then clicking on **View** button;
2. Compose a message.

To return to the event:

3. Click on **Back to Console**;

# 7.1 Log-on SAP Ariba Business Network

1



Supplier sign-in

Next

[Forgot username](#)

New to SAP Business Network?

[Register Now](#) or [Learn more](#)

2

CW4797 - Contract\_Manual\_1303: Contract Review with the Supplier Inbox x

Email Review <s4approval-prodeu+744287247-T@eusmtp.ariba.com>  
to me ▾



CW4797 - Contract\_Manual\_1303: Contract Review with the Supplier

**Task title:** Contract Review with the Supplier

**Task description:**

**The following notes might also be helpful to you:**  
Review the contract

This email is being sent to you because you are a reviewer of a document that has been submitted for review.

This email originated from the Ariba system used by Public Power Corporation-TEST and was originally sent to: [uatppcsupplier2@gmail.com](mailto:uatppcsupplier2@gmail.com)

System Reference: [Click Here](#) to access the system.

- To access a **Contract** in SAP Ariba Business Network, you can choose one of the following two methods:
- 1. Via SAP Ariba Business Network Homepage:** requires logging into SAP Ariba Business Network and navigating to the Proposals & Questionnaires section.
  - 2. Via Direct Email Link:** if you received an invitation to a specific contract via email. Provides a direct link to the event, bypassing the need to navigate through the Ariba interface.

## 7.2 Contract Review – Accessing via SAP Ariba Business Network Homepage (1/3)

The image shows the SAP Business Network Supplier sign-in page. The page has a header with the SAP logo and 'Business Network' text. Below the header, there's a 'Supplier sign-in' section. In this section, there is a 'Username' input field, a 'Next' button, and a 'Forgot username' link. A red box labeled '1' highlights the 'Username' input field. An arrow points from this box to a second, larger screenshot on the right. This second screenshot shows the password input section, which includes a 'Password' input field, a 'Sign in' button, and a 'Forgot password' link. A red box labeled '2' highlights the 'Password' input field. Below the password section, there is a 'New to SAP Business Network?' section with a 'Learn more' link.

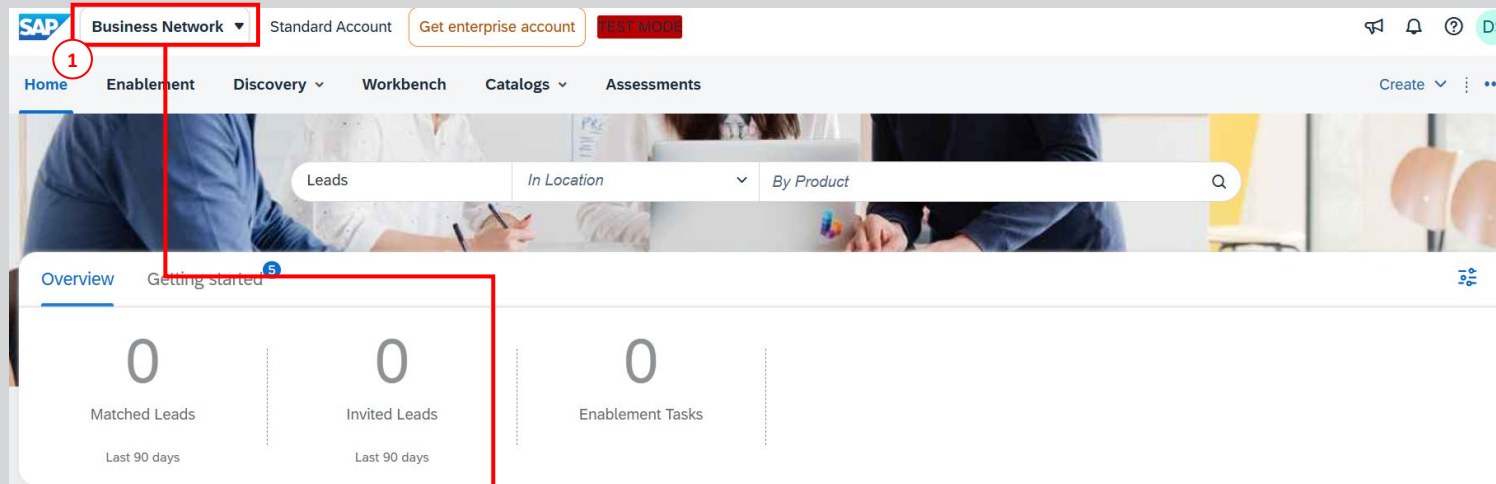
To access **SAP Ariba Business Network** follow these steps:

Click on the following link:  
[SAP Ariba Business Network](#)

1. Insert their **Username**;
2. Insert their **Password**.

Click Sign in to access your account.

## 7.2 Contract Review – Accessing via SAP Ariba Business Network Homepage (2/3)



Inside the **SAP Ariba Business Network**:

1. Click on the ▼ icon next to **Business Network** tab;
2. Click on **Ariba Contract Management** from the dropdown menu.

## 7.2 Contract Review – Accessing via SAP Ariba Business Network Homepage (3/3)

**SAP** Ariba Contracts ▾ Standard Account [Get enterprise account](#) [TEST MODE](#)

[Chat](#) [Help](#) [Help](#) [DS](#)

## PUBLIC POWER CORPORATION-TEST

Public Power Corporation-TEST Requested Profile

All required customer requested fields have been completed.

[View customer requested fields >](#)

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.



[Home](#)

### Tasks

1

| Name                                              | Status      | Due Date  | Completion Date | Alert |
|---------------------------------------------------|-------------|-----------|-----------------|-------|
| ▼ Project: Contract_Manual_1303 (1)               |             |           |                 |       |
| <a href="#">Contract Review with the Supplier</a> | In Progress | 3/14/2025 |                 |       |

2

Public Profile Completeness

15%

Enter commodities to reach 35% >

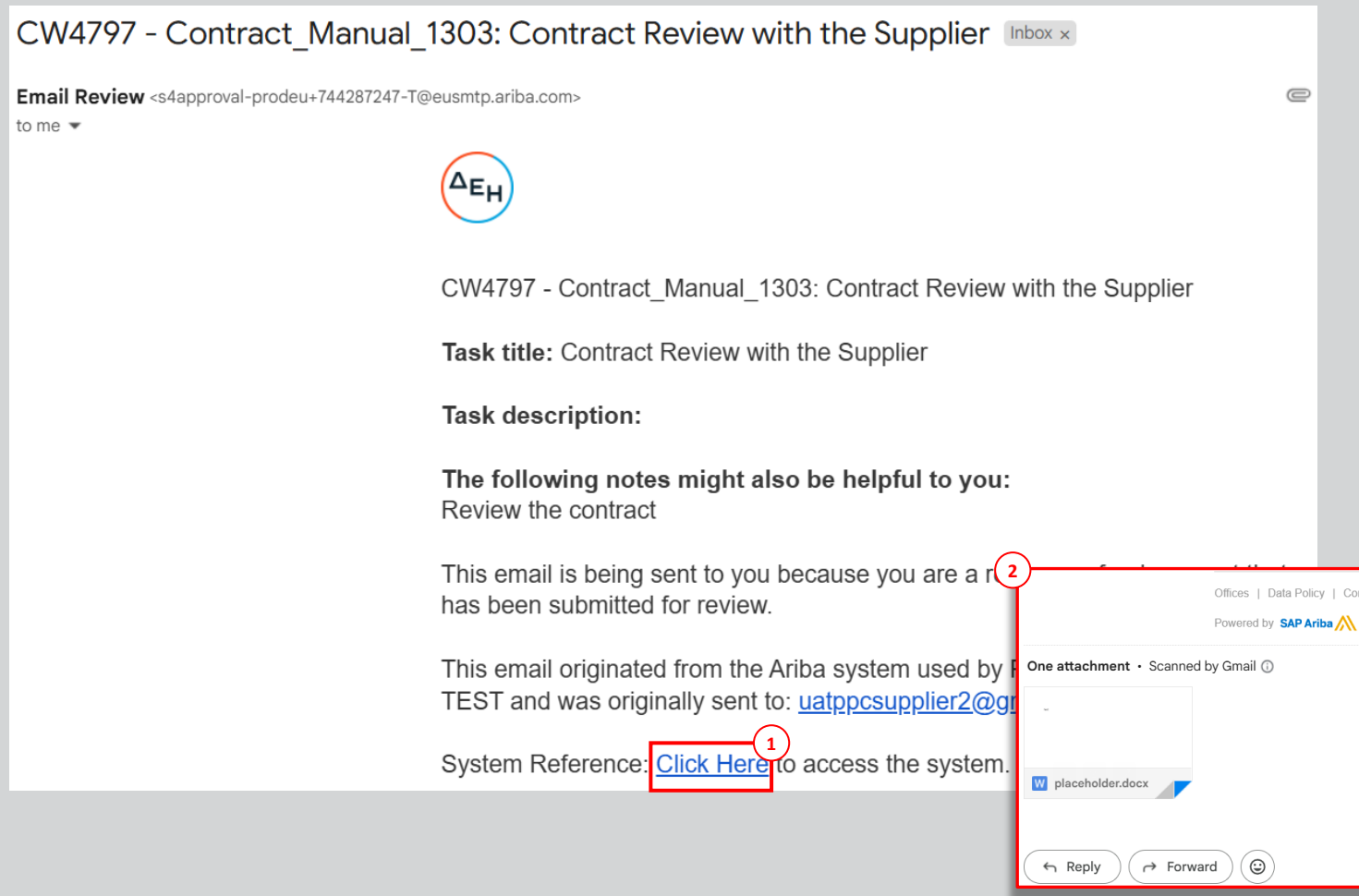
There are no matched postings.

▾

You will be redirected to the **Ariba Contracts** page.

1. Inside the **Tasks** section, look for a **Review** task related to a specific Contract in **Progress** status;
2. Click on the **Task** to open it.

## 7.3 Contract Review – Accessing via Email link (1/2)

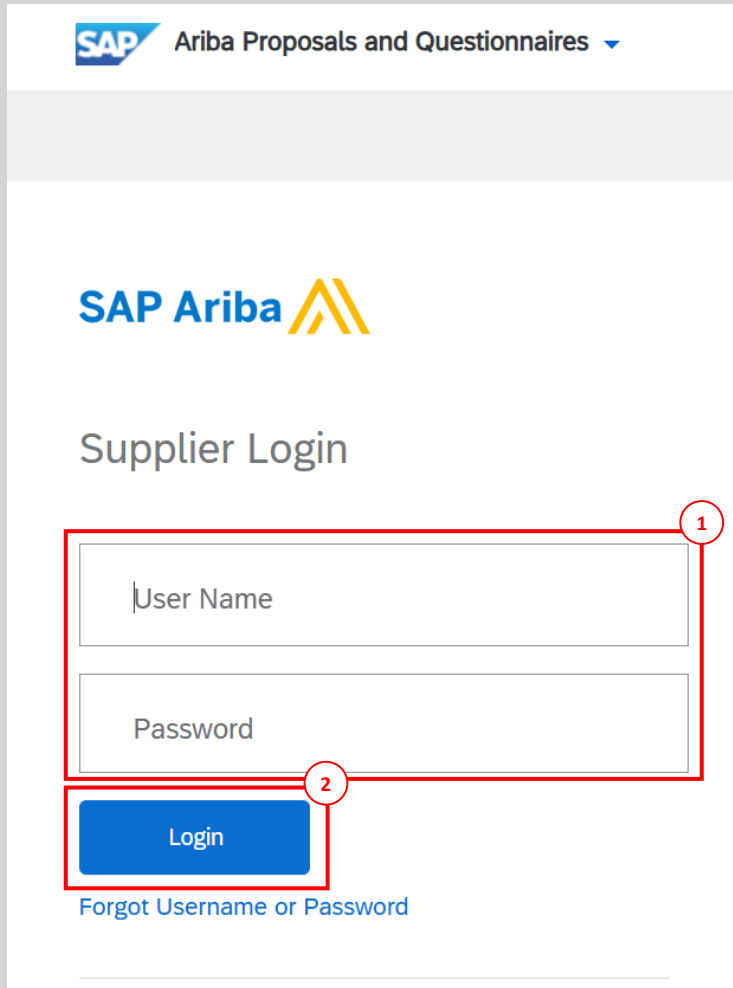


The responsible user of the contract can send the contract to you for review and acceptance.

You will receive an email notification with a link that redirects you to the contract page on **SAP Ariba Business Network**.

1. To access the contract, click the **Click Here** button in the email.
2. The contract is also attached to the email for your reference.

## 7.3 Contract Review – Accessing via Email link (2/2)



SAP Ariba Proposals and Questionnaires

SAP Ariba

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

Once clicked, the link will redirect the User to the **SAP Ariba Business Network** login page.

1. Fill in the form with your credentials;
2. Click on **Login**.



## 7.4 Contract Review – Accessing and Downloading the Contract

Negotiation Task Exit

This task has been submitted for negotiation and is now in progress. You can add comments on the **Task History** tab. Notification of new comments is controlled in the **Advanced Task** [More](#)

Contract\_Manual\_1303 / [Contract Review with the Supplier](#)

TSK2455708957 Contract Review with the Supplier Round 2: Awaiting Response(s) ⓘ

**Responsible Buyer**  
Review the contract

☐ Contract Documents (Read Only)

Σύμβαση - Main Agreement ▼ ⓘ

Action

Download ⓘ

One or more documents have been submitted for your review. You have the following options:

- View the documents on the left.
- To propose document changes, edit and save all required documents locally. Add it as an attachment when you submit your Counter Proposal or Review.

Create Counter Proposal ⓘ

Accept Proposal ⓘ

You will be redirected to the task page whether you access it directly via the link in the email or through the **Business Network** platform.

First, you can download the contract:

1. Click on the ▼ icon next to the contract name;
2. Click on **Download**.

You can now decide whether to accept the contract or make a counterproposal to PPC by uploading an updated version of the contract. This will be reviewed by the revision team and either accepted or rejected.

The process is repeated until an agreement is reached between both parties.

To summarize, two actions are possible:

- **Case A – Counter Proposal**
- **Case B – Accept Proposal**

# 7.5 Contract Review – Submitting a Counter Proposal

Counter Proposal

OK

Cancel

Enter a comment **message** and, if necessary, set the **Access Control** for this comment. You can also add document attachments to support your comment. To add a document from an external source, click [More](#)

Message:

Countered

Access Control:

Document

Attach Revised Document

Contract Documents

Σύμβαση - Main Agreement

Choose File

No file chosen

Or drop file here

Additional Attachments

No items

Delete

Add attachment

Add Attachment

OK

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

Attachment

Choose File

No file chosen

Or drop file here

If you chooses to create a counterproposal, you will be redirected to **Counter Proposal** page.

1. Upload the **Revised Document**;
2. (Optionally) Add additional attachments;
3. Click on **Choose File**;
4. Click on **OK**.
5. Click on **OK** button.

# 7.6 Contract Review – Accepting the Proposal

Negotiation Task

Exit

This task has been submitted for negotiation and is now in progress. You can add comments on the **Task History** tab. Notification of new comments is controlled in the **Advanced Task Details** area. [More](#)

Contract\_Manual\_1303 / [Contract Review with the Supplier](#)

TSK2455748975 Contract Review with the Supplier

Round 3: Awaiting Response(s) ⓘ

Responsible Buyer

New proposal

Contract Documents (Read Only)

placeholder - revised

One or more documents have been submitted for your review. You have the following options:

View the documents on the left.

To propose document changes, edit and save all required documents locally. Add it as an attachment when you submit your Counter Proposal or Review.

Create Counter Proposal ⓘ

1

Accept Proposal ⓘ

Proposal Accepted

OK

2

Enter a comment **message** and, if necessary, set the **Access Control** for this comment. You can also add document attachments to support your comment. To add a document

Message:

Proposal Accepted

If you agree with the terms of the contract, you can choose to accept it.

To proceed:

1. Click **Accept Proposal**.
2. Click **OK** to confirm your acceptance.

## 7.7 Contract Review – Final Notification

Responsible Buyer <no-reply@eusmtp.ariba.com>

to me ▾

\*\*\*



### Contract Review with the Supplier

**This comment was made by:** Responsible Buyer

**On this date:** Thu, 13 Mar, 2025

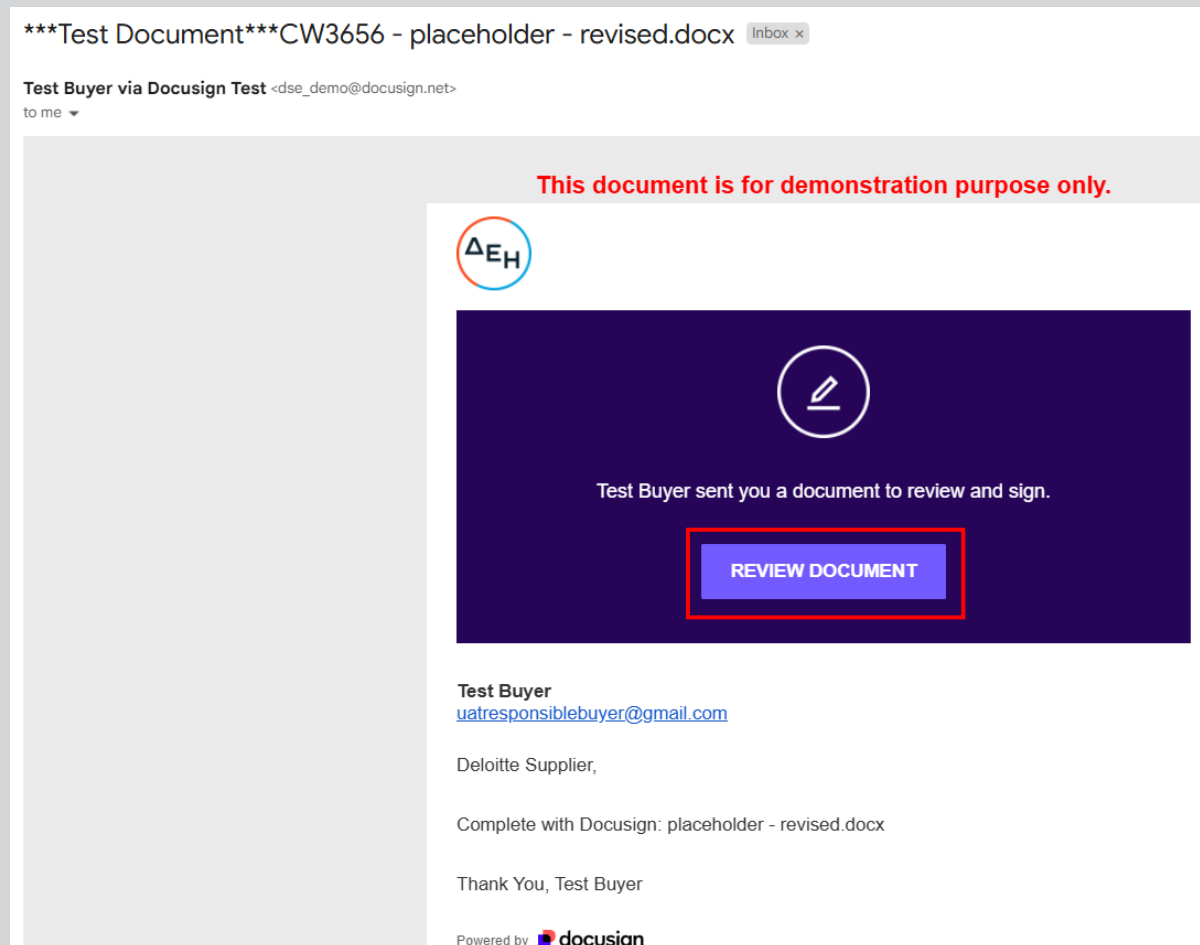
**Comment:** Completed

This email originated from the Ariba system used by Public Power Corporation-TEST and was originally sent to: [uatppcsupplier2@gmail.com](mailto:uatppcsupplier2@gmail.com)

System Reference: [Click Here](#) to access the system.

Once the contract has been reviewed by both parties (PPC and you), an email notification will be sent to you.

## 8.1 Contract Signature – Digital Signing via DocuSign (1/7)



If the contract requires a digital signature via **DocuSign**, you will receive an email notification.

Click on **Review Document** to review and sign the document through DocuSign.

# 8.1 Contract Signature – Digital Signing via DocuSign (2/7)

Review and complete

Finish

START

DocuSign Envelope ID: B6CDADC8-733A-44B0-BD88-92D547809334

DEMONSTRATION DOCUMENT ONLY  
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE  
999 3rd Ave, Suite 1700 • Seattle • Washington 98104 • (206) 219-0200  
www.docuSign.com

Test revised

Required - Sign Here

Sign

↓

27/1/2025

Deloitte Supplier

Powered by docuSign

English (US) | Contact Us | Terms of Use | Privacy

Copyright © 2025 DocuSign, Inc. All rights reserved.

You will be redirected to the DocuSign page to review and sign the contract.

Scroll down the contract until you see the yellow Digital Signature button, then click on it.

A page will open where you can choose and customize your signature, as shown in the next page of the manual.

## 8.1 Contract Signature – Digital Signing via DocuSign (3/7)

**Adopt Your Signature**

Confirm your name, initials, and signature.

Full Name \*  Initials \*

1 **SELECT STYLE** 2 **DRAW** 3 **UPLOAD**

☒ Signed by: Deloitte Supplier C07E70ED50454... DS

☐ Signed by: Deloitte Supplier C07E70ED50454... DS

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts.

4 **Adopt and Sign** Cancel

1. DocuSign automatically generates signatures based on the value entered in the **Full Name** and **Initials** fields.
2. You can decide to draw the Signature by their self;
3. Or upload directly from the computer;
4. Click on **Adopt and Sign** to sign.

## 8.1 Contract Signature – Digital Signing via DocuSign (4/7)

**Adopt Your Signature**

Confirm your name, initials, and signature.

Full Name \*  Initials \*

SELECT STYLE **DRAW** UPLOAD

**Draw your Signature**

Clear

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts.

**Adopt and Sign** Cancel

To draw the signature:

1. Click on **Draw**;
2. Draw the signature inside the white box (Click **Clear** to empty the space);
3. Click on **Adopt and Sign**.



## 8.1 Contract Signature – Digital Signing via DocuSign (5/7)

**Adopt Your Signature**

Full Name \*  Initials \*

SELECT STYLE DRAW **1** UPLOAD

**2**  **UPLOAD YOUR SIGNATURE**

Accepted File Formats: GIF, JPG, PNG, BMP. Max file size 3MB.

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts.

**3** **Adopt and Sign** Cancel

To Upload the signature:

1. Click on **Upload**;
2. Upload the signature by clicking on **Upload your signature** button;
3. Click on **Adopt and Sign**.

# 8.1 Contract Signature – Digital Signing via DocuSign (6/7)

Review and complete

Finish

1

Required - Signature Applied

Signed by:

Deloitte Supplier

C07E70ED50454AF...

27/1/2025

Deloitte Supplier

Ready to Finish?

You've completed the required fields. Review your work, then select Finish.

2

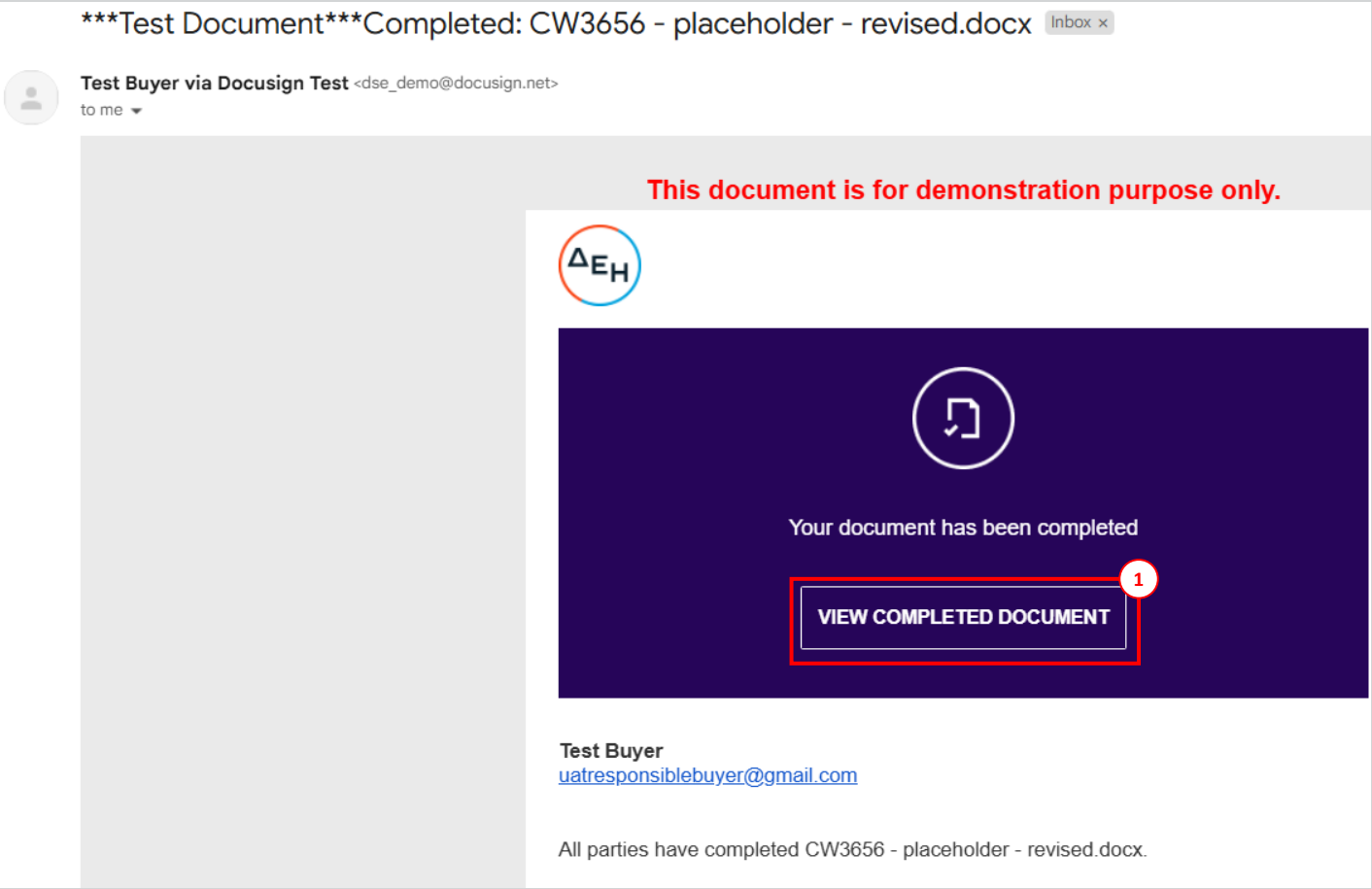
Finish

1.

The Signature has been registered;
2.

Click on **Finish** to proceed.

# 8.1 Contract Signature – Digital Signing via DocuSign (7/7)



Once both PPC and you sign the document, an email will be sent to notify you.

You can view the signed document by clicking the **View Completed Document** button in the email.