KEY USERS TRAINING

Guided Sourcing

Supplier (Auction)

TABLE OF CONTENT

Responding to an event invitation

New User

RESPONDING TO AN EVENT INVITATION: NEW USER

FRESENIUS
KABI

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New Supplier

1. If you are a new supplier for the Fresenius-Kabi, you will receive an invitation like this

2. Click "Click Here" to redirect to Ariba Commerce Cloud Login/Sign Up Page

Fresenius-Kabi Ariba has invited you to use SAP Ariba.

1

MJ Michael Joeb Muli <s4system-prod+fresenius-kabi-T.Doc3889868662@ansmtp.ariba.com>
To ● Muli, Joeb

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

Fresenius Kabi - TEST

Welcome, [ARIBA TEST SYSTEM].

Fresenius Kabi - TEST has registered you on their Ariba Spend Management site and invited you to participate in the following event: RFP - Supplier Guide. The event starts on Saturday, February 25, 2023 at 3:07 AM, Pacific Standard Time and ends on Thursday, March 2, 2023 at 3:07 AM, Pacific Standard Time.

2 Click Here to access this event. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can access this event.

NOTE: This link is only valid for 30 days. Make sure to register on the Ariba Commerce Cloud before the link expires. After you register on the Ariba Commerce Cloud, you can no longer use this link.

If you have questions about this event, contact Michael Joeb Muli via telephone at   or via e-mail at michael-joeb.muli@fresenius-kabi.com.

If you do not want to respond to this event, Click Here. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.
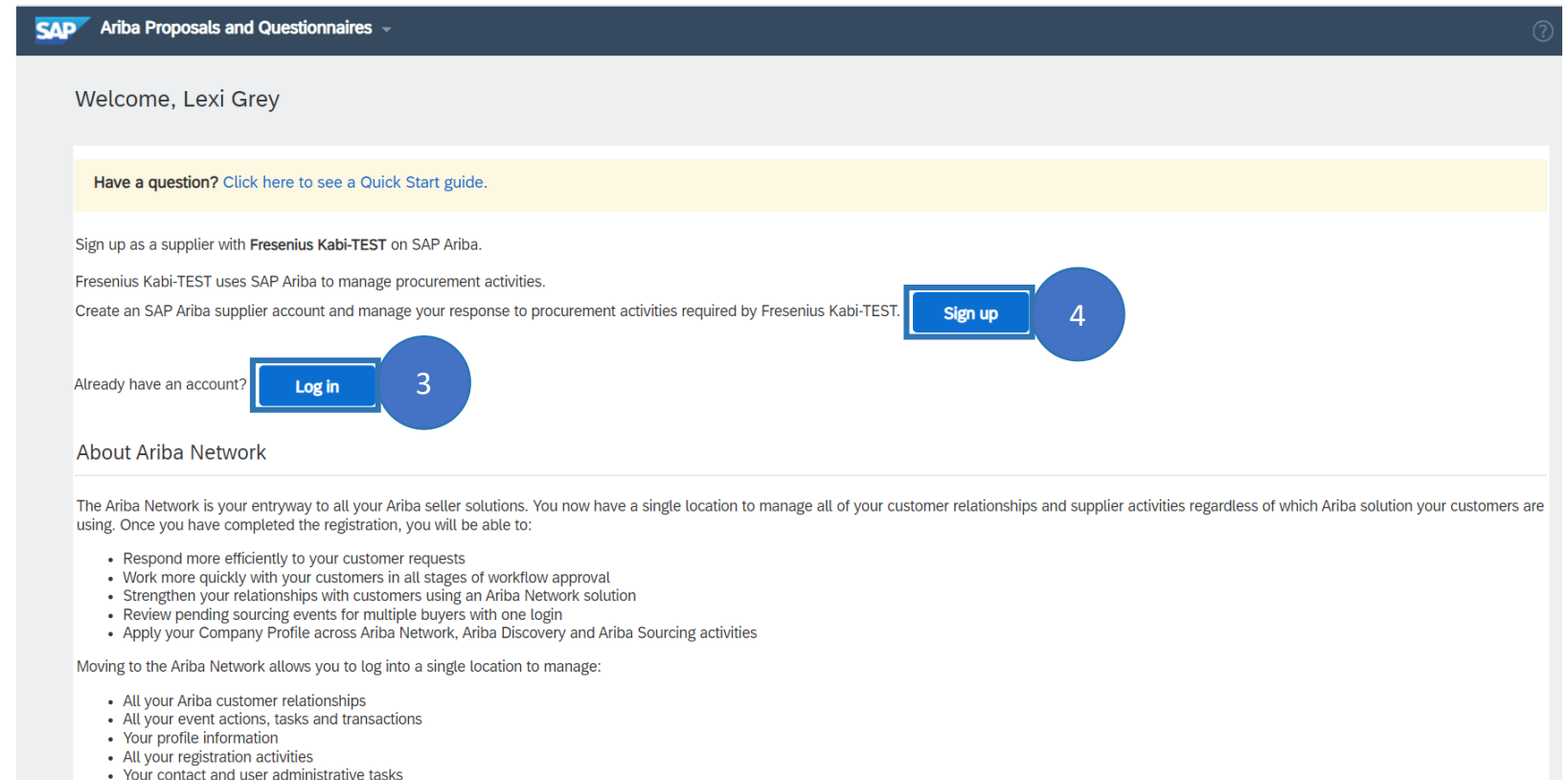
We look forward to working with you!

Thank You,

Fresenius Kabi - TEST

RESPONDING TO AN EVENT INVITATION: NEW USER

New Supplier

3. If you already have an Ariba Network Supplier account, Click "**Log In**".

4. If you don't have an Ariba Network Supplier account, Click "**Sign Up**".

RESPONDING TO AN EVENT INVITATION: NEW USER

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New Supplier

5. Note: Fields tagged with ***** are required to be filled in before submitting. Leaving it blank will trigger a validation message.

6. Review and if necessary, update the **company name** field.

7. Review and if necessary, update the correct **address** fields.

8. Select the correct **State**. Values in the chooser will depend on selected Country/Region.

Create account

First, create an SAP Ariba supplier account, then complete questionnaires required by Fresenius Kabi-TEST.

Create account and continue   Cancel

5.b

City: *****

! Required field

* Indicates a required field

Company information

5.a   **6**

Company Name: *****   Supplier 02252023

Country/Region: *****   Germany [DEU]

Address: *****   Spring Street

Line 2

Postal Code: *****   12354

City: *****   Berlin

State: Select

7

8.a

If your company has more than one office, enter the main office address. You can enter more addresses such as address, billing address or other addresses late profile.

8.b

Select
Baden-Württemberg [DE-BW]
Bavaria [DE-BY]
Berlin [DE-BE]
Brandenburg [DE-BB]
Bremen [DE-HB]
Hamburg [DE-HH]
Hesse [DE-HE]
Lower Saxony [DE-NI]
Mecklenburg-Western Pomerania [DE-MV]
North Rhine-Westphalia [DE-NW]
Rhineland-Palatinate [DE-RP]
Saarland [DE-SL]
Saxony [DE-SN]
Saxony-Anhalt [DE-ST]
Schleswig-Holstein [DE-SH]
Thuringia [DE-TH]

Select

RESPONDING TO AN EVENT INVITATION: NEW USER

New Supplier

9. Review the **Name** fields and update if needed

10. Review the **Username** field and take note of it

11. Nominate a **password** and take note of it

12. **Repeat** the password

User account information

9

* *Indicates a required field*

SAP Business Network Privacy Statement

Name:* Lexi | Grey

Email:* michael.joeb.muli@accenture.com

☐ Use my email as my username

10 suppliername@email.com

Must be in email format(e.g john@newco.com) ⓘ

11 ...rds must contain a minimum of eight characters ...g upper and lower case letters, numeric digits, and ...t characters. ⓘ

Password:* Enter Password

12 Repeat Password

Language: English

The language used when Ariba sends you configurable notifications. This is different than your web b...

Email orders to:* suppliername@email.com

Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

RESPONDING TO AN EVENT INVITATION: NEW USER

New Supplier

13. Begin typing in the desired **Product and Service Categories** field, wait for the dropdown items to show and select the appropriate category.

14. Begin typing the desired **Ship-to or Service Location**, wait for the dropdown items to show and select the appropriate location.

15. Tick the 2 boxes
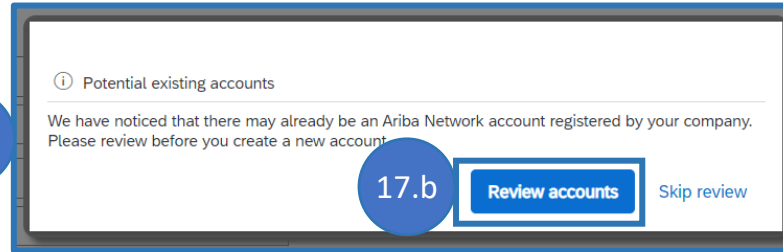
16. Click the "**Create account and continue**" button

RESPONDING TO AN EVENT INVITATION: NEW USER

New Supplier

17. In the case of duplicate accounts, the **Potential existing accounts** window will pop-up. Click "**Review accounts**"

18. You will be redirected to the **Review duplicate Account** page. Verify if the account is already registered. If you believe that the account is not a duplicate, then click "**Create Account Creation**".

Your Ariba Network Supplier Account now is created

Potential existing accounts

We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account

Review accounts   Skip review

Review duplicate Account

We noticed that your company may already have an Ariba Network account, please review the match results below, then:

- You can log in the account you are associated with
- Or, you can view the profile and contact the account administrator from there
- Or, if there is no match, you can Continue Account Creation and we will progress your registration
- Or, you can Go back to previous page

Match Based On

COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
Mighty Labs, LLC	suppliername@email.com			Charlottenstrasse Cottbus Brandenburg, Germany 03025

20 search results found

SUPPLIER NAME	COUNTRY	STATE	DUNS	SUPPLIER ANID	ACTIONS
Accenture GmbH	DEU	Hesse	-	AN01428954397	ooo
Accenture Services GmbH	DEU	-	-	AN01002046540	ooo
Accenture GmbH	DEU	-	-	AN01002063880	ooo

Responding to an event invitation

Existing User

RESPONDING TO AN EVENT INVITATION: EXISTING USER

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Existing Supplier

1. If you are an existing supplier for the Fresenius-Kabi, you will receive an invitation like this.

2. Click the "Click Here" to redirect to Ariba Commerce Cloud Login Page

3. Time zone will be displayed based on your preferred time zone configured in your Ariba Network Account.

4. Phone/Mobile Numbers and email address visible in the email notification are based on personal details of the event creator

Fresenius Kabi - TEST has invited you to participate in an event: TimeZone.

1

MJ Michael Joeb Muli <s4system-prod+fresenius-kabi-T.Doc39150
To ● Muli, Joeb

↩ Reply   ↩ Reply All   → Forward   ⋯

Mon 3/13/2023 9:03 PM

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

Fresenius Kabi - TEST

3

Fresenius Kabi - TEST has invited you to participate in the following event: TimeZone. The event is set to begin on Monday, March 13, 2023 at 6:33 PM, India Standard Time.

Use the following username to log in to Fresenius Kabi - TEST events: BetaIndustries@accenture.com.

2 Click Here to access this event.

When you click this link, log in with your username and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in your event.

If you do not want to respond to this event, Click Here. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.

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

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

If you have questions about this event, contact Michael Joeb Muli via telephone at 231-83-68 or via e-mail at michael-joeb.muli@fresenius-kabi.com.

4

We look forward to working with you!
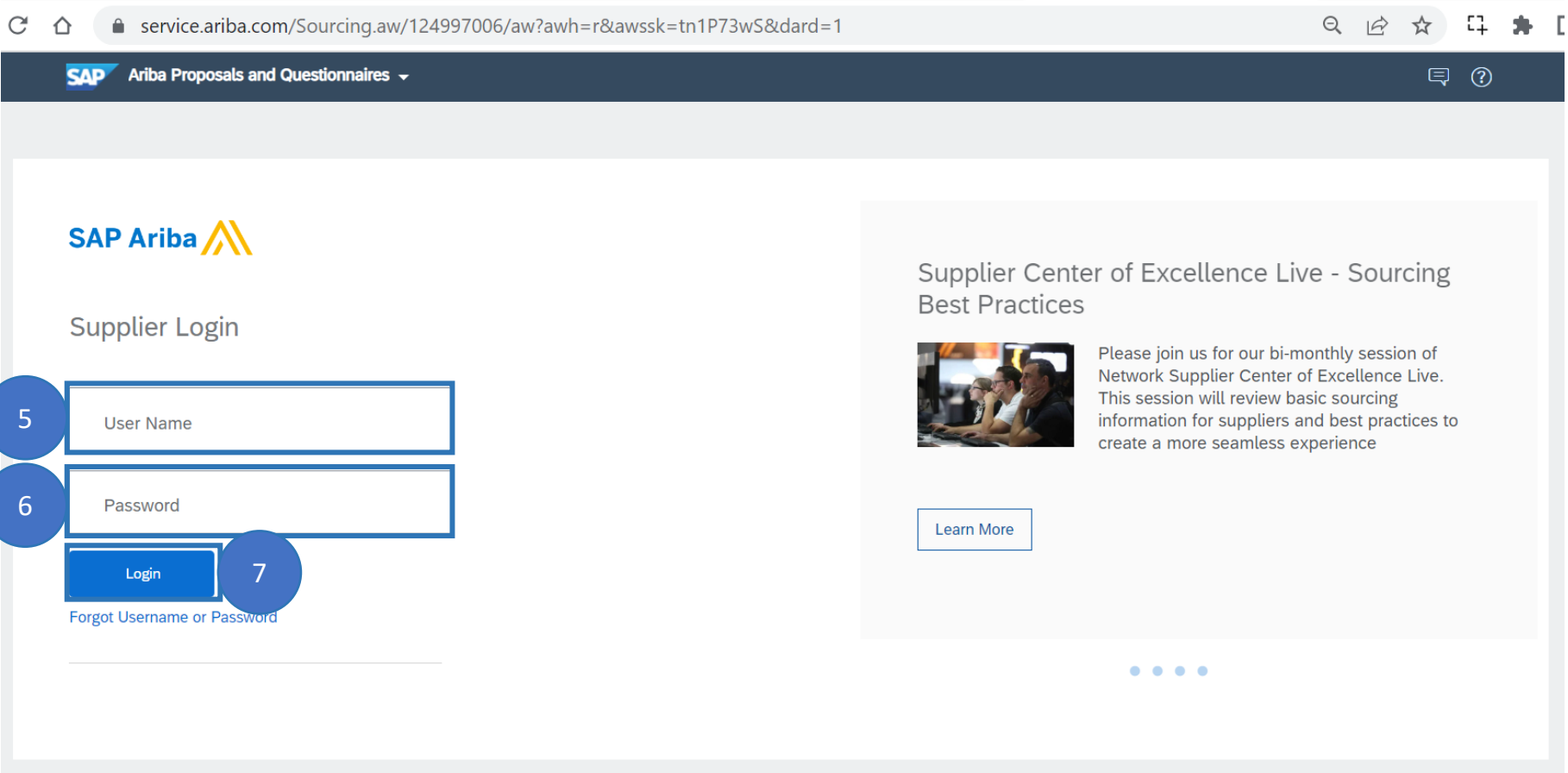
Thank You,

Fresenius Kabi - TEST

RESPONDING TO AN EVENT INVITATION: EXISTING USER

5. Enter the **username** from the creation of Ariba Network account

6. Enter the **password** from the creation of Ariba Network account

7. Click **Login**

service.ariba.com/Sourcing.aw/124997006/aw?awh=r&awssk=tn1P73wS&dard=1

SAP   Ariba Proposals and Questionnaires ▾

SAP Ariba ⟋⟍

Supplier Login

5   User Name

6   Password

7   Login

Forgot Username or Password

Supplier Center of Excellence Live - Sourcing Best Practices

Please join us for our bi-monthly session of Network Supplier Center of Excellence Live. This session will review basic sourcing information for suppliers and best practices to create a more seamless experience

Learn More

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Participating in an Event

a) **Review Phase**

b) **Open Phase**

c) **Accepting/Declining to Respond**

d) **Terms of Agreement**

e) **Lots/Line Items Selection**

f) **Bidding in the UI**

g) **Lead Bidding in the UI**

Participating in an Event
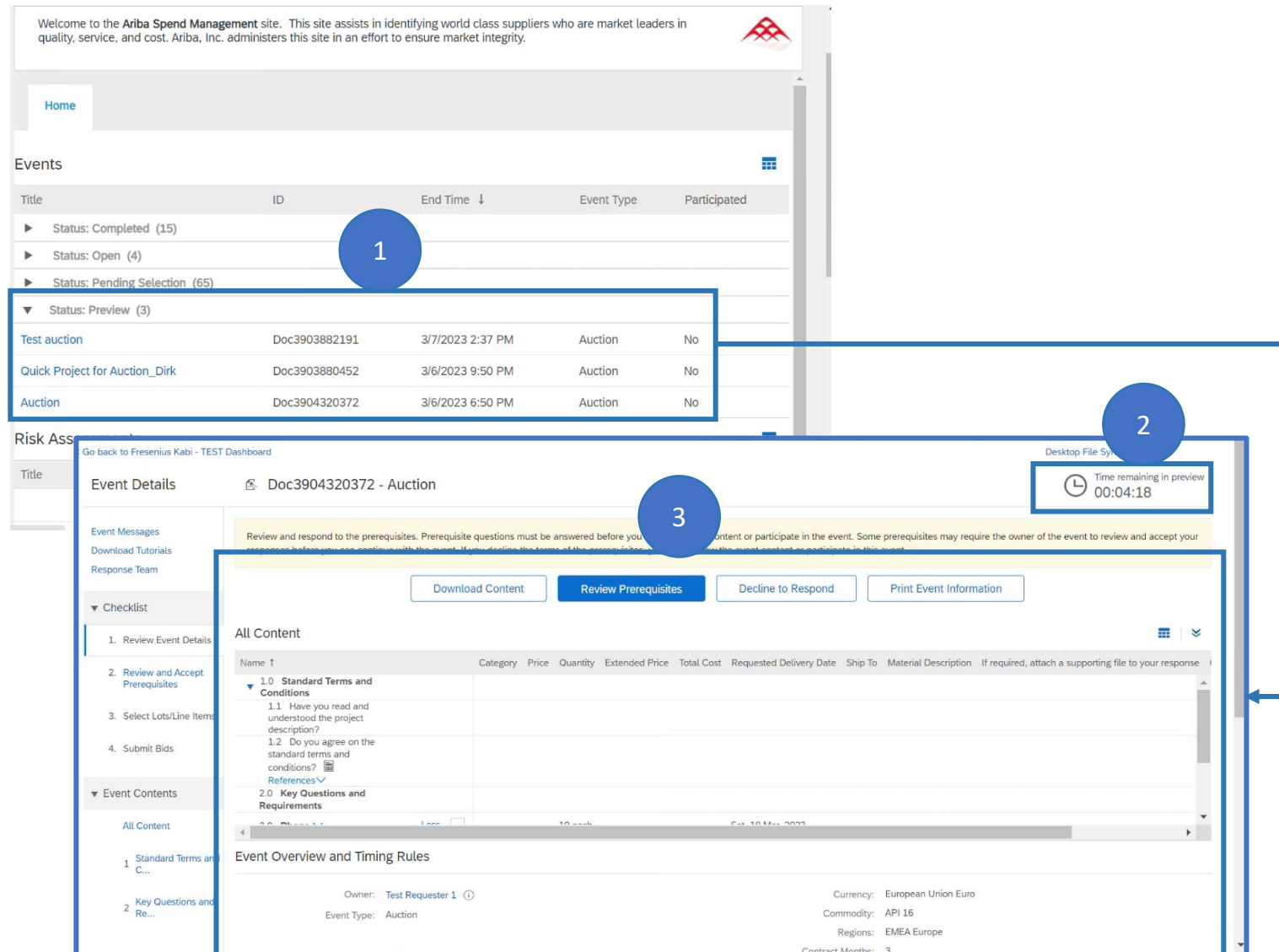
❖ **Preview Phase**

PREVIEW PHASE

1. If the buyer allows the preview before the official start of the auction, the event will be listed under Preview status

2. Time remaining in the preview phase is visible

3. You can review and accept the prerequisite of the event. But you cannot answer the questions or place your bid yet

Utilize this preview phase to understand these requirements and connect with procurement team in case of any queries.

Participating in an Event

❖ **Open Phase**

OPEN PHASE

1. After completing the preview time. Auction moves into "Open" status

2. In the End Time column, Auction End Date and Time is visible. You must submit your bid in this time frame.

Events

Title	ID	End Time ↓	Event Type	Participated
▶ Status: Completed (15)				
▼ Status: Open (5)				
Request for Proposal	Doc3904292122	3/11 :15 PM	RFP	Yes
Auction	Doc3904320372	3/6/2023 7:35 PM	Auction	No
Sourcing Project Demo for FS	Doc3852347995	Not Available	RFP	Yes
Request for Proposal-OQT	Doc3886658407	Not Available	RFP	Yes
Request for Proposal	Doc3892525990	Not Available	RFP	No
▶ Status: Pending Selection (65)				
▶ Status: Preview (2)				

Participating in an Event

❖ **Accepting/Declining to Respond**

EVENT PARTICIPATION: ACCEPT/DECLINE

1. Review the contents of the event

2. Check the Event Overview and Timing Rules

3. Check the Bidding Rules

4. If you don't want to proceed with the event, Click Decline to Respond. Enter the reason for declining and Click Ok

5. If you want to proceed with the event, Click Review Prerequisites

6. Check the time remaining in open bidding

Participating in an Event

❖ **Terms of Agreement**

EVENT PARTICIPATION: TERMS OF AGREEMENT

6. Select if you accept or not the terms of the agreement. You cannot proceed without accepting the terms of the agreement

7. Click OK

8. Click OK again

Participating in an Event

❖ **Lots/Line Items Selection**

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9. Select Lot/s you want to bid

10. In case you do not want to bid on the lot/s, specify the reason

11. Click Confirm Selected Lots/Line Item

Select Lots — Doc3898481891 - Supplier Response Training

Cancel

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

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots/Line Items

4. Su

Select Lots/Line Items   Select Using Excel

Lots Available for Bidding

	Name	Reason for not bidding	Status
☐	4.0 UPS Power Supply SMT1000IC ⌄	(no value) ⌄	Open

Max Configurable Power (Watts) 600 Watts / 1.0kVA.
Output Voltage Distortion. Less than 5 %
Output Frequency (sync to mains)
Other Output Voltages. 220 V, 240 V.
Topology.
Waveform type.

(no value)
We don't carry a compatible part/material
We don't supply at the requested quantity
Discontinued Item
We are at full capacity currently
Missing/Lack of information provided
Other

9

10

11   Confirm Selected Lots/Line Items

Cancel

☑ 4.0 **UPS Power Supply SMT1000IC** ⌄

Max Configurable Power (Watts) 600 Watts / 1.0kVA.
Output Voltage Distortion. Less than 5 %
Output Frequency (sync to mains)
Other Output Voltages. 220 V, 240 V.
Topology.
Waveform type.
Transfer Time. 6 ms typical : 10 ms maximum.

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Participating in an Event

❖ **Bidding in the UI**

12. Answer all the fields marked with "*"

13. You need to answer the question and Click Submit Entire Response button before you can begin on bidding

14. Click Ok in the confirmation window
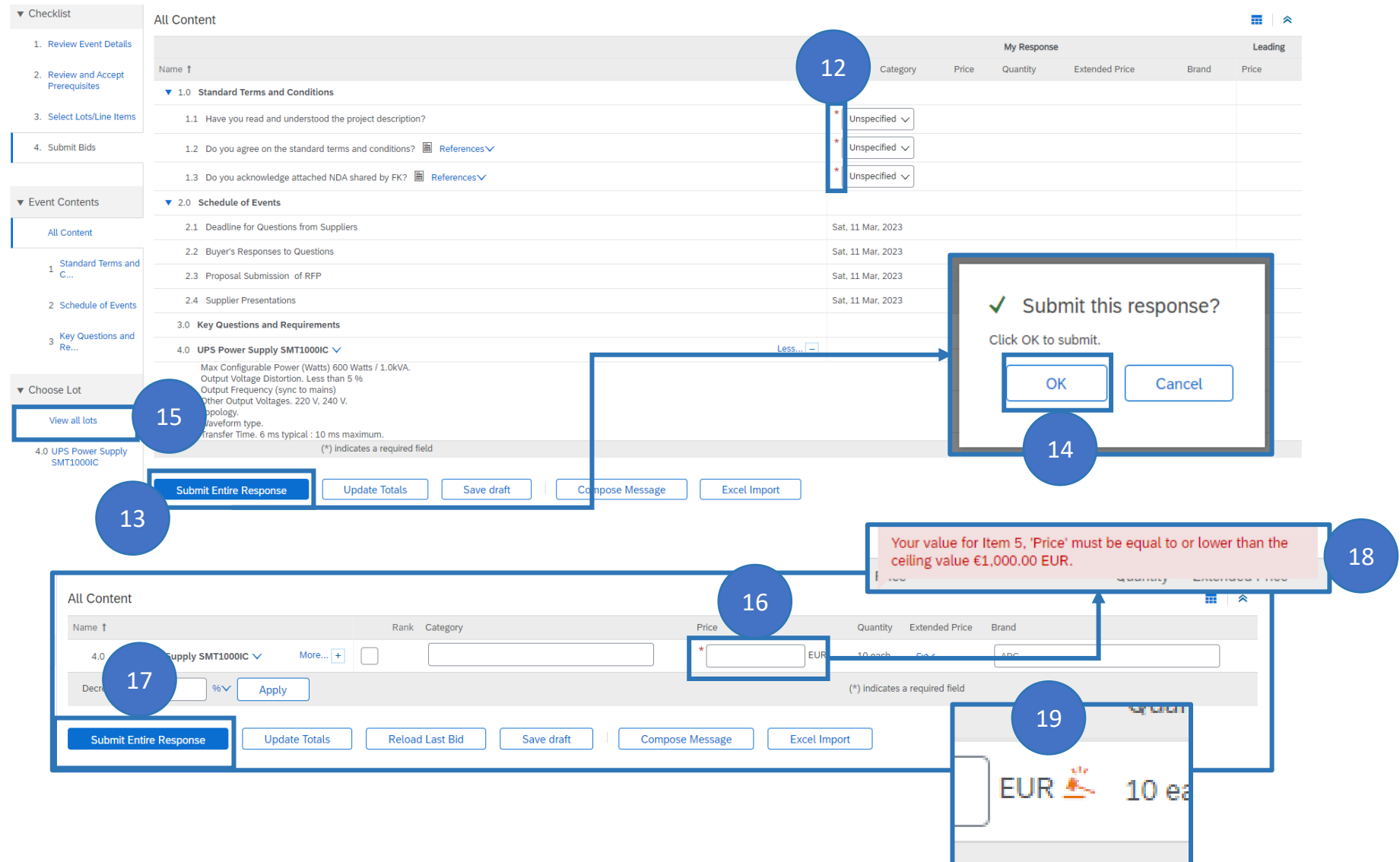
15. Click View all lots

16. Place your bid price

17. Click Submit Entire Response

18. If the Price you entered is above the price ceiling set by the buyer, the system will show error like this. Adjust your bid price and Click submit again

19. Gavel icon in one of the items indicates that you are the current lead bid

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Participating in an Event

❖ **Lead Bidding in the UI**

EVENT PARTICIPATION: LEAD BIDDING IN THE UI

20. If you are not the current lead bid, You can automatically adjust your next bid price by clicking the icon for individual item.

21. You can take the lead bid for all of the items by clicking Take Lead>Take lead on all items

22. Take lead bid only for items that you not the lead bid by clicking Take Lead> Take lead on non-leading items only

23. Click Submit Entire Response

24. Tick the box you want to place bid and select Decrement bid by Percentage or Nominal value

25. Once you submit the Entire Responses, you will get notification "Your response has been submitted"

Communicating with Buyers
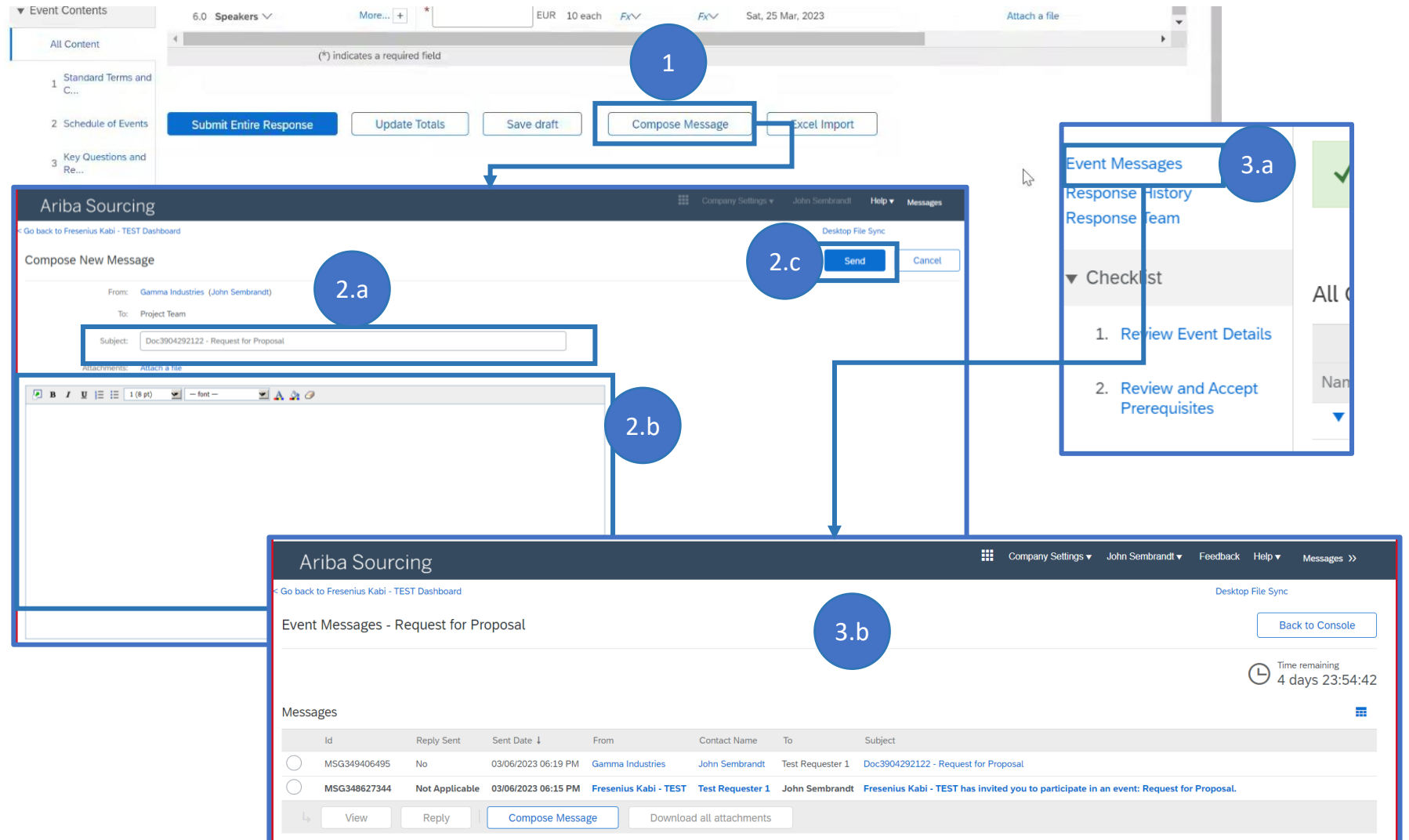
Viewing Buyer Messages in the UI

COMMUNICATING WITH BUYERS

1. You can communicate with the buyer. Click the Compose Message

2. Update the Subject and Body fields and click send

3. All Event Messages can be seen on the system by clicking Event Messages in the upper left of the screen

Event Closure

EVENT CLOSURE

1. You will get the email notification once the event is closed and will no longer be accepting responses.

2. Status will change from Open to Pending selection once bidding period will end.

3. You can Review your responses here.

Event Auction is no longer accepting responses.

TR Test Requester 1 <s4system-prod+fresenius-kabi-T.Doc3904320372(
   To ● Muli, Joeb

Fresenius Kabi - TEST

Thank you for participating in the Ariba event Doc3904320372 Auction. The event Auction is now in Pending Selection and is no longer accepting responses. We will analyze the responses and notify you of the outcome of the event.

For details about this event, please visit the Fresenius Kabi - TEST Ariba site
Click Here

If you have any questions about the event, please contact Test Requester 1 at   or via e-mail at bambie.desagun@fresenius-kabi.com.

Thank you,

Fresenius Kabi - TEST

Home

Events

Title	ID	End Time ↓	Event Type	Participated
▶ Status: Completed (15)				
▶ Status: Open (5)				
▼ Status: Pending Selection (67)				
Quick Project for Auction_Dirk	Doc3903880452	3/6/2023 10:35 PM	Auction	No
Auction	Doc3904320372	3/6/2023 7:35 PM	Auction	Yes
Test_Beata_Duda3	Doc3903881746	3/6/2023 4:25 PM	Auction	No
RFP - Christian Schmidt - 06. Mar. 2023	Doc3903880950	3/6/2023 4:10 PM	Auction	Yes

< Go back to Fresenius Kabi - TEST Dashboard   Desktop File Sync

Event Details   📄 Doc3904320372 - Auction   📄 Pending Selection

Event Messages
Response History
Download Tutorials
Response Team

| Download Content | Review Prerequisites | Print Event Information | Review Bidding | Download Bid Change Report |

All Content

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots/Line Items

4. Submit Bids

▼ Event Contents

All Content

Name ↑	Category	Price	Quantity	Extended Price	Total Cost	Requested Delivery Date	Ship To	Material Description	If required, attach a supportin
References ∨									
2.0 Key Questions and Requirements									
3.0 Phone ∨ Less... −		€160.00 EUR	10 each	€1,600.00 EUR Fx∨	€1,600.00 EUR Fx∨	Sat, 18 Mar, 2023			
phone									
4.0 Laptop ∨ More... +		€880.00 EUR	10 each	€8,800.00 EUR Fx∨	€8,800.00 EUR Fx∨	Sat, 18 Mar, 2023			
5.0 Speakers ∨ More... +		€80.00 EUR	10 each	€800.00 EUR Fx∨	€800.00 EUR Fx∨	Sat, 25 Mar, 2023			

Event Overview and Timing Rules

Owner: Test Requester 1 ⓘ   Currency: European Union Euro
Event Type: Auction   Commodity: API 16

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Awarding

AWARDING

1. Once the award has been generated. Auction will move from Pending selection to Completed.

2. If you have been awarded, then you can click on "View Awards" Tab to check the awarded items or lots.

3. Award Summary will open with the awarded lots and items with the notification "You have been awarded the following lots."

Go back to Fresenius Kabi - TEST Dashboard

Desktop File Sync

Event Details

Doc3904320372 - Auction

Completed

Event Messages
Response History
Download Tutorials
Response Team

| Download Content | Review Prerequisites | Print Event Information | Review Bidding | Download Bid Change Report | View Awards | Download Award Summary Report |

All Content

Name ↑	Category	Unit price	Volume	Extended Price	Material Description	Requested Delivery Date
▼ 1.0 **Terms and Conditions**						
1.1 Do you acknowledge standard supplier code of conduct? References∨		Yes				
1.2 Do you agree on the standard terms and conditions? References∨		Yes				

▼ Checklist

1. Review Event Details
2. Review and Accept

Award Summary

Done

You have been awarded the following lots.

Name ↑	Gamma Industries
	Allocation
▼ **Totals**	
1.0 **Product A**	**100%**
Price:	€53.00 EUR
Quantity:	100 each
Extended Price:	€5,300.00 EUR Fx∨
Savings:	€700.00 EUR (11.67%) Fx∨
▼ 2.0 **Standard Terms and Conditions**	

Done

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