



ინსტრუქცია

SAP Ariba



SLP მოდული

მონაწილეობა სორსინგ-დონისძიებაში

	INSTRUCTION		
	SAP Ariba Sourcing module		
	Participation in Sourcing Event		
	Version: 1.0		
	Create: 04.08.2021	Change: 04.08.2021	

სარჩევი

1. მონაწილეობა სორსინგ-პროექტის დონისძიებაში.....**Error! Bookmark not defined.**

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1. მონაწილეობა სორსინგ-პროექტის ღონისძიებაში

სატენდერო პროცესი მოიცავს მომწოდებლის მიერ სატენდერო წინადადებების წარმოდგენას ღონისძიებაში. 1) როდესაც თქვენი კლიენტი ქმნის ღონისძიებას და გიწვევთ მასში მონაწილეობის მისაღებად, თქვენ მიიღებთ შეტყობინების წერილს თქვენს ელ.ფოსტის მისამართზე. (სურათი 1). დააწკაპუნეთ აქ, რომ გახსნათ Ariba Network გვერდი.

BOG Procurement - TEST

BOG Procurement - TEST has invited you to participate in the following event: RFI. The event is set to begin on Tuesday, August 3, 2021 at 10:16 AM, Pacific Daylight Time.

Use the following username to log in to BOG Procurement - TEST events: bogsupplier14@mail.ru.

[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 Roman Polishchuk via telephone at or via e-mail at roman.polishchuk@saprun.com.



We look forward to working with you!

Thank You,

BOG Procurement - TEST

You are receiving this email because your customer, BOG Procurement - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact BOG Procurement - TEST.

BOG Procurement - TEST sourcing site, Event Doc720287302: RFI, Realm: BOG-T, Message ID: MSG55451276, [Click Here](#)

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სურათი 1. მოწვევის წერილი

2) შედით თქვენს ექსპანთში. (სურათი 2).



Supplier Login

bogsupplier14@mail.ru

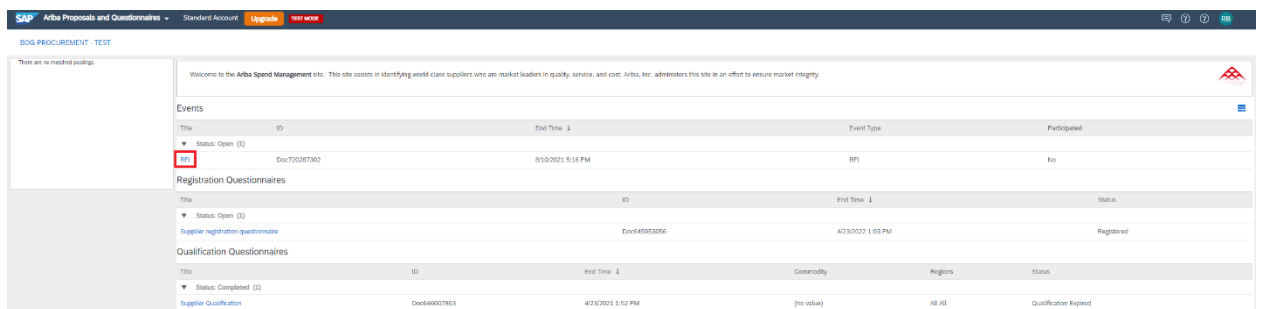
●●●●●●●●

Login

[Forgot Username or Password](#)

სურათი 2. შესვლა Ariba Network-ში



3) გახსენით შესაბამისი ღონისძიება ღონისძიების სახელზე დაწკაპუნების გზით. (სურათი 3).



SAP Ariba Proposals and Questionnaires																				
B2B PROCUREMENT - TEST																				
<p>Events</p> <table border="1"> <thead> <tr> <th>Title</th> <th>ID</th> <th>End Time</th> <th>Event Type</th> <th>Participated</th> </tr> </thead> <tbody> <tr> <td>Status: Open (1)</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>RFI</td> <td>Doe720287362</td> <td>8/10/2021 5:18 PM</td> <td>RFI</td> <td>No</td> </tr> </tbody> </table>						Title	ID	End Time	Event Type	Participated	Status: Open (1)					RFI	Doe720287362	8/10/2021 5:18 PM	RFI	No
Title	ID	End Time	Event Type	Participated																
Status: Open (1)																				
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<p>Registration Questionnaires</p> <table border="1"> <thead> <tr> <th>Title</th> <th>ID</th> <th>End Time</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Supplier registration questionnaire</td> <td>Doe64055056</td> <td>4/25/2022 1:03 PM</td> <td>Registered</td> </tr> </tbody> </table>						Title	ID	End Time	Status	Supplier registration questionnaire	Doe64055056	4/25/2022 1:03 PM	Registered							
Title	ID	End Time	Status																	
Supplier registration questionnaire	Doe64055056	4/25/2022 1:03 PM	Registered																	
<p>Qualification Questionnaires</p> <table border="1"> <thead> <tr> <th>Title</th> <th>ID</th> <th>End Time</th> <th>Commodity</th> <th>Regions</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Supplier Qualification</td> <td>Doe640077813</td> <td>4/28/2021 1:52 PM</td> <td>(no value)</td> <td>All All</td> <td>Qualification Expired</td> </tr> </tbody> </table>						Title	ID	End Time	Commodity	Regions	Status	Supplier Qualification	Doe640077813	4/28/2021 1:52 PM	(no value)	All All	Qualification Expired			
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Supplier Qualification	Doe640077813	4/28/2021 1:52 PM	(no value)	All All	Qualification Expired															

სურათი 3. ღონისძიების არცვა

4) დააწკაპუნეთ წინაპირობების გადახედვაზე (Review Prerequisites) და მიიღეთ ისინი ტენდერის პროცესის გასაგრძელებლად. (სურათი 4).

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Ariba Sourcing
Company Settings | Human List Supplier | Feedback | Help

Doc720287302 - RFI
Time remaining: 6 days 23:57:57

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.

Download Content
Review Prerequisites
Decline to Respond
Print Event Information

Introduction, Instructions to Bidders and Other Bidding Terms

1.1 **Guidance to the System:** Suppliers can access the SAP Ariba Sourcing training guides by clicking the help center link in the upper right corner of the screen. The three training guides take less than one hour to complete.

1.2 **Purchaser Organization:** Company Name: JSC Bank of Georgia (hereafter referred to as the "bank"), ID number: 63020264, Address: Rustaveli St.

1.3 **Project Title:** Construction and repair works on Bank of Georgia's facilities (with the purpose of entering into the Master agreement)

1.4 **Proposal Language:** Georgian

1.5 **Submission of Proposal:** Proposal shall be submitted through the Ariba network portal.

1.6 **Composition of Proposal:** Proposal should include following sections: Annex No. 1 - Schedule of Prices (Commercial Proposal); Annex No. 2 - Company Details; Annex No. 3 - Detailed specifications (Data Sheet).

1.7 **Proposal validity period:** Proposal should be valid within 90 days after the deadline of submission of proposals.

1.8 **Clarifications of the RFP:** If the Bidders have questions regarding the RFP, they shall address the Banks representatives through e-mail... Not later than 3 business days prior to Bid opening.

1.9 **Submission of Sample of the Goods:** The Bidder should submit the sample of the goods to the Bank, within 4 days of such request. The Bidder should bare all the costs related to submission of the sample.

Prerequisites

Prerequisites must be completed prior to participation in the event. You must accept the modified envelope bidding event agreement to continue.

In consideration of the opportunity to participate in on-line events (On-Line Events) held and conducted by the company sponsoring this On-Line Event (Sponsor) on the web site (the "Site") hosted by Ariba, Inc. ("Site Owner"), your company ("Participant" or "You") agrees to the following terms and conditions (Bidder Agreement):

- Bids.** If you are invited to participate in the On-Line Event, Sponsor reserves the right to amend, modify or withdraw this On-Line Event. Sponsor reserves the right to accept or reject all or part of your proposal. Submission of a bid does not create a contract or any expectation by Participant of a future business relationship. Rather, by submitting a bid, you are making a firm offer which Sponsor may accept to form a contract, subject to section 2 below. Sponsor is not liable for any costs incurred by Participant in the preparation, presentation, or any other aspect of Participant's bid.
- Price Quotes.** Except to the extent Sponsor allows a non-binding bid, all bids which Participant submits through the On-Line Events are legally valid quotations without qualification, except for data entry errors.
- Procedures and Rules.** Participant further agrees to be bound by the procedures and rules established by the Site and Sponsor.
- Confidentiality.** Participant shall keep all user names and passwords, the On-Line Event content, other confidential materials provided by the Site and/or Sponsor, and all bids provided by You or another participating organization in confidence and shall not disclose the foregoing to any third party.
- Bids through Site only.** Participant agrees to submit bids only through the on-line bidding mechanism supplied by the Site and not to submit bids via any other mechanism including, but not limited to, post, courier, fax, e-mail, or orally unless specifically requested by Sponsor.
- Ethical Conduct.** All parties will prohibit unethical behavior and are expected to notify the Site Owner by contacting the appropriate project team if they witness practices that are counter-productive to the fair operation of the On-Line Event. If Participant experiences any difficulties during a live On-Line Event, Participant must notify Site Owner immediately.
- Expert Control.** All parties who use this Site hosted by Ariba, Inc. agree to comply with all applicable expert control and sanctions laws, including the laws of the US, EU and Germany.
- Survival.** The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event.

BA v1.1 10Aug16

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

Modified Envelope Bidding Event Agreement

The buyer has configured this event to allow rejected envelopes to be reviewed and opened while the event remains in Pending Selection status. I accept the terms of this agreement.

OK
Cancel

სურათი 4. წინაპირობების წინასწარი ხელი

5) აირჩიეთ ლოტები/საზის ერთეულები (პროდუქტები), რომლებისთვისაც წინადადების შეტანა გსურთ. (სურათი 5).

Select Lots
Doc720287302 - RFI
Cancel

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

Select Lots
Select Using Excel

Lots Available for Bidding

Name

3.2 Notebooks

Looking for supplier(s) who will provide Lenovo and HP Notebooks.

3.2.1 **Lenovo Notebooks**
Latest configuration of Lenovo Notebooks 2021.

3.2.2 **HP Notebooks**
Latest configuration of HP Notebooks 2021.

Confirm Selected Lots

სურათი 5. აირჩიეთ ლოტები/საზის ერთეულები (პროდუქტები)

6) უპასუხეთ ტექნიკურ კითხვებს, დაურთეთ თქვენი ხელმოწერილი PDF სკანი და შეიტანეთ თქვენი კომერციული წინადადება. (სურათი 6).

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Go back to BOG Procurement - TEST Escrowcard Desktop File Sync Time remaining: 6 days 23:55:28

Console Doc720287302 - RFI

Event Messages

Response History

Checklist

1. Review Event Details
2. Review and Accept Proposable
3. Select Lots
4. Submit Response

Event Contents

All Content

1. Introduction, Instructions to Bidders and Other Bidding Terms
2. BOG contract Terms and Conditions
3. Commercial Offer

Name	Price	Quantity	Extended Price	Settings
1. Introduction, Instructions to Bidders and Other Bidding Terms				
2. BOG contract Terms and Conditions				
2.1. Please find attached the draft contract that should be used under the project. Please confirm if the conditions are acceptable or provide full information about possible reservations/comments. References				
3. Commercial Offer - Total Price of Proposal				
3.1. Please attach Signed PDF Scan of submitted Proposal				
3.2. Notebooks				
Looking for supplier(s) who will provide Lenovo and HP Notebooks.				
3.2.1. Lenovo Notebooks	Leno...	500	each	
Latest configuration of Lenovo notebooks 2021.				
3.2.2. HP Notebooks	HP...	500	each	
Latest configuration of HP Notebooks 2021.				

სურათი 6. განათავსეთ თქვენი წინადადება

7) თუ წინადადების შეცვლა გსურთ, დააწკაპუნეთ „პასუხის შესწორებაზე“ და გაიმეორეთ ტენდერის პროცესი მე-6 ნაბიჯიდან. (სურათი 7).

Doc720287302 - RFI

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

All Content

Name	Price	Quantity	Extended Price
1. Introduction, Instructions to Bidders and Other Bidding Terms			
2. BOG contract Terms and Conditions			
2.1. Please find attached the draft contract that should be used under the project. Please confirm if the conditions are acceptable or provide full information about possible reservations/comments. References			Everything is correct
3. Commercial Offer - Total Price of Proposal			
3.1. Please attach Signed PDF Scan of submitted Proposal			900,000.00 GEL
3.2. Notebooks			
3.2.1. Lenovo Notebooks	More...		900,000.00 GEL
	More...	900.00 GEL	500 each 450,000.00 GEL
3.2.2. HP Notebooks	More...	900.00 GEL	500 each 450,000.00 GEL

სურათი 7. პასუხის შესწორება