



ROQUETTE

Offering the best of nature™

SUPPLIER USER GUIDE

This presentation will guide you on :

How to use our platform

How to submit your information / proposal

- How to access the system
- Log into the RFP
- Review the information
- Submit a proposal

SUPPLIER USER GUIDE – RFX

- At your first log in, you will need to fill in your company profile and create your password accept the terms of use and click Submit.
- * Please note that you only do this the first time you participate in an event

User account information

Name: * * Indicates a required field

Email: *

Use my email as my username

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

Password: * * Must contain a minimum 8 characters including letters and numbers. ⓘ

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

Email orders to: * Customers may send you 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.

[Ariba Privacy Statement](#)

Tell us more about your business ▶

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration. By clicking the Create account and continue button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

I have read and agree to the [Terms of Use](#) and the [Ariba Privacy Statement](#)

RFX – LOGON

- Log on to the system

The screenshot shows the SAP Ariba Proposals Supplier Login interface. At the top, the header includes the SAP Ariba logo, the word 'Proposals', and 'Powered by Ariba Sourcing'. A 'Help Center >>' link is in the top right. The main heading is 'Supplier Login'. Below it are two input fields: 'User Name' and 'Password'. A blue 'Login' button is positioned below the password field. A link for 'Forgot Username or Password' is located below the login button. At the bottom, there is a link that says 'Need help? See Quick Start'. A laptop on the right side of the screen displays a dashboard with various charts and data tables. Three callout boxes with arrows point to the 'User Name' field, the 'Login' button, and the 'Password' field.

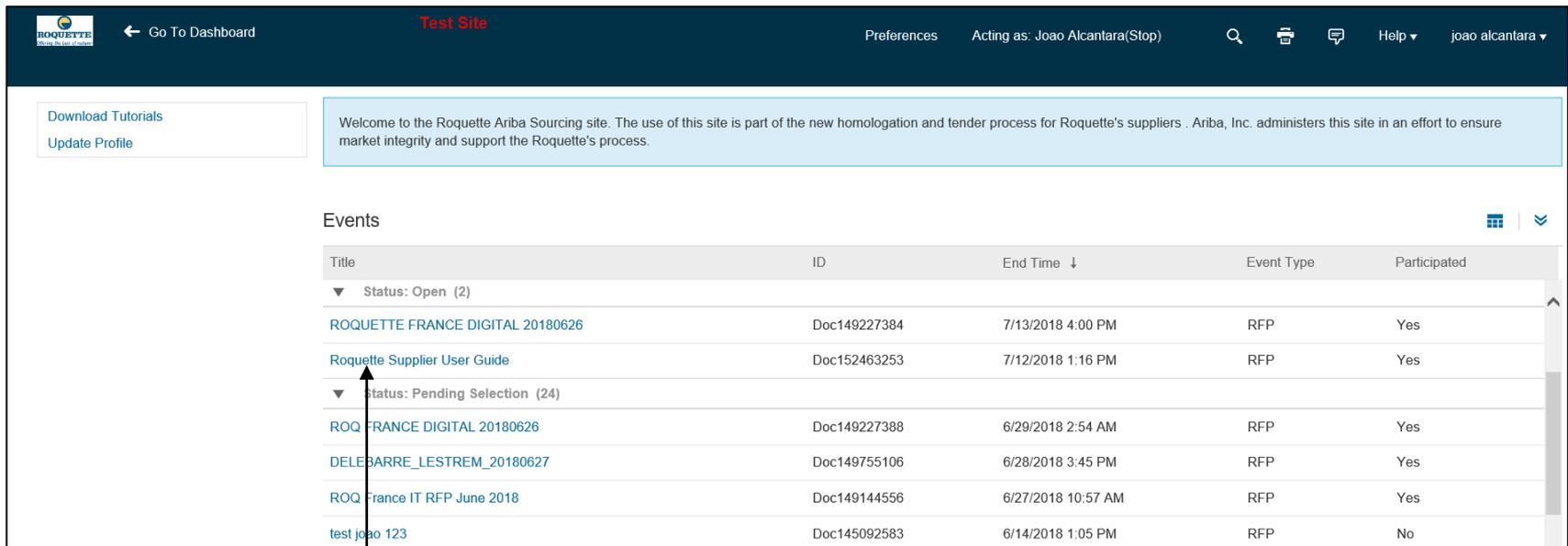
Enter your User Name

Click Log In

Enter your Password

SELECT EVENT

- After your login information you will find the list of events you have been invited to



The screenshot shows the Roquette Ariba Sourcing site dashboard. The header includes the Roquette logo, a "Go To Dashboard" link, the text "Test Site", and user information: "Preferences", "Acting as: Joao Alcantara(Stop)", a search icon, a printer icon, a chat icon, "Help", and the user name "joao alcantara".

Below the header, there is a "Download Tutorials" and "Update Profile" button on the left, and a welcome message: "Welcome to the Roquette Ariba Sourcing site. The use of this site is part of the new homologation and tender process for Roquette's suppliers. Ariba, Inc. administers this site in an effort to ensure market integrity and support the Roquette's process."

The main content area is titled "Events" and contains a table with the following columns: Title, ID, End Time ↓, Event Type, and Participated. The table is filtered by "Status: Open (2)" and "Status: Pending Selection (24)".

Title	ID	End Time ↓	Event Type	Participated
▼ Status: Open (2)				
ROQUETTE FRANCE DIGITAL 20180626	Doc149227384	7/13/2018 4:00 PM	RFP	Yes
Roquette Supplier User Guide	Doc152463253	7/12/2018 1:16 PM	RFP	Yes
▼ Status: Pending Selection (24)				
ROQ FRANCE DIGITAL 20180626	Doc149227388	6/29/2018 2:54 AM	RFP	Yes
DELEBARRE_LESTREM_20180627	Doc149755106	6/28/2018 3:45 PM	RFP	Yes
ROQ France IT RFP June 2018	Doc149144556	6/27/2018 10:57 AM	RFP	Yes
test joao 123	Doc145092583	6/14/2018 1:05 PM	RFP	No

An arrow points from the text "Click on the name of the event you wish to access" to the event name "test joao 123" in the table.

- Click on the name of the event you wish to access

ACCESS THE RFI/RFP

- Click on **Review Prerequisites**
- Or click on **Decline to Respond** if you don't want to participate in the RFI/RFP

The screenshot displays the 'Event Details' page for 'Doc152463253 - Roquette Supplier User Guide'. The interface includes a top navigation bar with 'Go To Dashboard', 'Test Site', 'Preferences', and 'Acting as: Joao Alcantara(Stop)'. A sidebar on the left contains a 'Checklist' with steps: 1. Review Event Details, 2. Review and Accept Prerequisites, 3. Select Lots, and 4. Submit Response. Below the checklist are 'Event Contents' including 'Roquette's Group Int...', 'Event Information', and 'Technical offer'. The main content area features a yellow warning box with text: 'Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.' Below this are four buttons: 'Download Content', 'Review Prerequisites' (highlighted with a blue background and an arrow), 'Decline to Respond', and 'Print Event Information'. The main content area also shows 'Roquette's Group Introduction' with a 'Name ↑' header and a list of 'Mandatory documents' (1.1.1 to 1.1.5). A 'Time remaining in preview' timer shows 00:05:38. The bottom right corner indicates 'Next Section: Event Information'.

REVIEW AND ACCEPT PREREQUISITES

- Select **I accept the terms of this agreement** and click OK
- Or select on **I do not accept the terms of this agreement** and click OK. Note that you will not be able to participate if you do not accept the terms.

2. Review and Accept Prerequisites	<p>In consideration of the opportunity to participate in on-line events ('On-Line Events') held and conducted by the company sponsoring this On-Line Event ('Sponsor') on the web site (this 'Site') hosted by Ariba, Inc. ('Site Owner'), your company ('Participant' or 'You') agrees to the following terms and conditions ('Bidder Agreement'):</p> <ol style="list-style-type: none">1. RFI. The evaluation is made according to precise criterias and may be completed by audits and more precise investigations. Answering to the above questionnaire don't garanty any homologation but is a mandatory part of the process.2. Bids (RFP / RFQ). 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, or use to establish a short list for further negotiation and offers. Sponsor is not liable for any costs incurred by Participant in the preparation, presentation, or any other aspect of Participant's bid. In any case, the award of a tender becomes conclusive only if the parties succeed in concluding a formal agreement (order oand / or contract).3. Price Quotes (RFQ). 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.4. Procedures and Rules. Participant further agrees to be bound by the procedures and rules established by the Site and Sponsor.5. 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.6. 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.7. 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.8. Survival. The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event. <p>**** BA v1.1 19Aug05</p>
3. Select Lots	
4. Submit Response	
	<p><input checked="" type="radio"/> I accept the terms of this agreement.</p> <p><input type="radio"/> I do not accept the terms of this agreement.</p> <p>OK Cancel</p>

REVIEW AND ACCEPT PREREQUISITES

- Click OK to submit the Terms of the agreement

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, or use to establish a short list for further negotiation and offers. Sponsor is not liable for any costs incurred by Participant in the preparation, presentation, or any other aspect of Participant's bid. In any case, the award of a tender becomes conclusive only if the parties succeed in concluding a formal agreement (order and / or contract).

3. Price Quotes (RFQ). 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.

4. Procedures and Rules. Participant further agrees to be bound by the procedures and rules established by the Site and Sponsor.

5. 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.

6. 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.

7. Ethical Conduct. All parties will prohibit unethical behavior and 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 such practices, they must notify Site Owner immediately.

8. Survival. The terms and conditions of this Bidder Agreement shall survive the termination or expiration of this Bidder Agreement.

BA v1.1 19Aug05

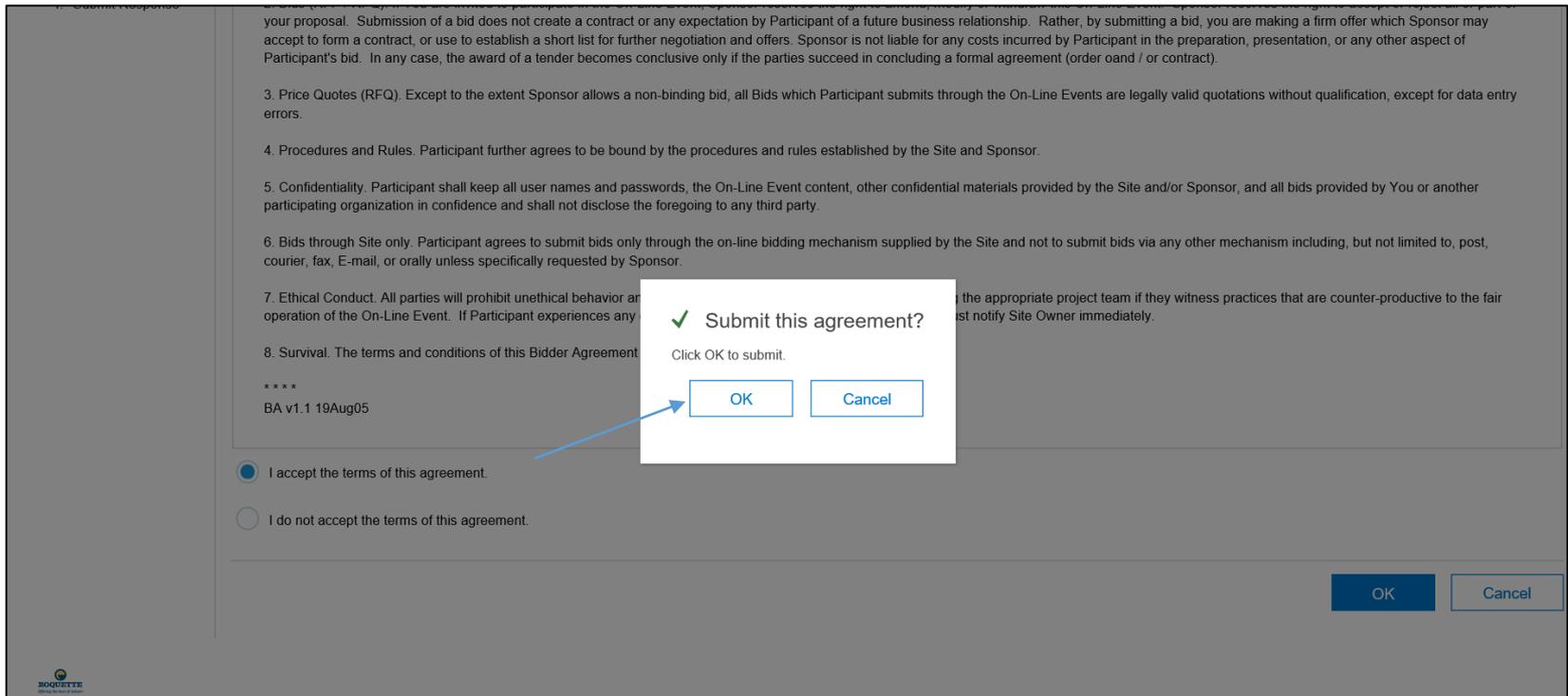
I accept the terms of this agreement.

I do not accept the terms of this agreement.

Submit this agreement?
Click OK to submit.

OK Cancel

OK Cancel

The image shows a screenshot of a web-based bid submission interface. The background is a grey panel with several paragraphs of text detailing terms and conditions. At the bottom, there are two radio buttons for accepting or declining the terms. A white modal dialog box is overlaid in the center, containing a green checkmark, the text 'Submit this agreement?', and 'Click OK to submit.' Below this text are two buttons: 'OK' and 'Cancel'. A blue arrow points from the 'OK' button in the dialog to the 'I accept the terms of this agreement.' radio button in the background. At the bottom right of the grey panel, there are two more buttons: a dark blue 'OK' button and a light grey 'Cancel' button. The Roquette logo is visible in the bottom left corner of the interface.

SELECT LOTS

- Click on Select Lots

Time remaining in phase

The screenshot displays the 'Event Details' page for 'Doc152463253 - Roquette Supplier User Guide'. The top navigation bar includes 'Go To Dashboard', 'Test Site', 'Preferences', 'Acting as: Joao Alcantara(Stop)', a search icon, a printer icon, a chat icon, 'Help', and the user name 'joao alcantara'. A clock icon in the top right corner shows 'Time remaining 00:45:25'. Below the navigation bar, there are four buttons: 'Download Content', 'Review Prerequisites', 'Select Lots' (highlighted in blue), and 'Print Event Information'. The main content area is titled 'Roquette's Group Introduction' and is divided into sections. The first section, '1 Roquette's Group Introduction', contains a paragraph of text. Below it is a sub-section '1.1 Mandatory documents' with five numbered items: '1.1.1 Please sign and upload the following documents:', '1.1.2 NDA (if applicable)', '1.1.3 GCP (CGA)', '1.1.4 Suppliers Chart and appendix', and '1.1.5 Code of Conduct'. A 'Next Section: Event Information' link is visible at the bottom right of the content area. A callout box with the text 'Time remaining in phase' has an arrow pointing to the clock icon in the top right corner. Another arrow points from the 'Select Lots' button to the 'Time remaining in phase' callout box.

SELECT LOTS

- Select the Lots or Line Items
- * Please note that if you select an item or a lot the system will require a quotation, please make sure that you can quote on the item before you select it.

Acting as: Joao Alcantara

Doc152463253 - Roquette Supplier User Guide

Select Lots

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.

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots

4. Submit Response

Select Lots Select Using Excel

Lots Available for Bidding

<input checked="" type="checkbox"/>	Name
<input checked="" type="checkbox"/>	5.1 Laptop 14"
<input checked="" type="checkbox"/>	5.2 Laptop 15"

Submit Selected Lots

Cancel

SELECT LOTS / MULTI CURRENCY

- If you are participating in a multi currency event please select the currency of your bid

Select Lots

Doc92285289 - test multi currency Cancel

Select the bidding currency at event level. You place bids using the bidding currency. This is the default currency assigned to all lots below. More

Event Bidding Currency

View Exchange Rates

Select event bidding currency: Select Currency...

Use a different currency for

- Select Currency...
- Mexican Peso
- Swedish Krona
- US Dollar
- European Union Euro

Select Lots

Select

Lots Available for Bidding

<input checked="" type="checkbox"/>	Name
<input checked="" type="checkbox"/>	3.1 item 1
<input checked="" type="checkbox"/>	3.2 item 2
<input checked="" type="checkbox"/>	3.3 item 3

Submit Selected Lots

Feedback

ACCESS THE CONTENT

- Now you have a full access to the RFx, you can review the information and start to enter your information

Scroll down to review:

- Information
- Questions
- Line items

All Content		Name ↑	Price	Quantity	Extended Price
<p>Asia: 65 6311 4745</p> <p>Webform</p> <p>1. Log into the site</p> <p>2. Click "Help Center" > Support at the bottom</p> <p>3. Click "Get help by live chat"</p> <p>2.3 Team Contact Info During Event</p>					
<p>Purchasing Contact: For the Bid Inquiry process, the primary point of contact for</p> <p>2.4 Supplier Training</p>					
<p>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.</p>					
<p>▼ 3 Technical offer</p>					
<p>▼ 3.1 References</p>					
	3.1.1 Technical offer reference number? Please indicate the reference number of your offer.	*	<input type="text"/>		
	3.1.2 Validity of the technical offer? Please indicate the date of end of validity of your offer	*	<input type="text"/>	<input type="text"/>	
	3.1.3 Date of delivery of the technical offer	*	<input type="text"/>	<input type="text"/>	
<p>▼ 4 Certifications</p>					
	4.1 Are you ISO Certified?	*	Unspecified ▾		
		*	<input type="checkbox"/> ISO 9000		
			<input type="checkbox"/> ISO 9001		
			<input type="checkbox"/> ISO 9002		
			<input type="checkbox"/> ISO 14000		
	4.2 If Yes, Which certification from the list below?				

ANSWER QUESTIONS

- Answer the questions as indicated

The screenshot displays a procurement system interface. On the left is a navigation sidebar with sections: 'Event Messages', 'Response History', 'Checklist', and 'Event Contents'. The 'Checklist' section includes: 1. Review Event Details, 2. Review and Accept Prerequisites, 3. Select Lots, 4. Submit Response. The 'Event Contents' section includes: All Content, 1. Roquette's Group Int..., 2. Event Information, 3. Technical offer, 4. Certifications, 5. Pricing. The main area is titled 'All Content' and contains a table with columns: Name 1, Price, Quantity, and Extended Price. The table lists several items, including 'Asia: 65 6311 4745' and 'Webform'. Under 'Webform', there are instructions: 1. Log into the site, 2. Click 'Help Center' > Support at the bottom, 3. Click 'Get help by live chat', 2.3 Team Contact Info During Event, 2.4 Supplier Training, and a note about SAP Arriba Sourcing training guides. The table also contains sections for '3 Technical offer' and '4 Certifications'. Under '3.1 References', there are three rows: 3.1.1 Technical offer reference number? (mandatory, *), 3.1.2 Validity of the technical offer? (mandatory, *), and 3.1.3 Date of delivery of the technical offer (mandatory, *). Under '4 Certifications', there are two rows: 4.1 Are you ISO Certified? (mandatory, *) with a dropdown menu showing 'Unspecified' and options for ISO 9000, ISO 9001, ISO 9002, and ISO 14000; and 4.2 If Yes, Which certification from the list below? (mandatory, *). An arrow points from the text below to the dropdown menu for question 4.1.

Name 1	Price	Quantity	Extended Price
Asia: 65 6311 4745			
Webform			
1. Log into the site			
2. Click "Help Center" > Support at the bottom			
3. Click "Get help by live chat"			
2.3 Team Contact Info During Event			
Purchasing Contact: For the Bid Inquiry process, the primary point of contact for			
2.4 Supplier Training			
Suppliers can access the SAP Arriba 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.			
3 Technical offer			
3.1 References			
3.1.1 Technical offer reference number? Please indicate the reference number of your offer.	*	<input type="text"/>	
3.1.2 Validity of the technical offer? Please indicate the date of end of validity of your offer	*	<input type="text"/>	
3.1.3 Date of delivery of the technical offer	*	<input type="text"/>	
4 Certifications			
4.1 Are you ISO Certified?	*	Unspecified ▾	
	*	<input type="checkbox"/> ISO 9000	
		<input type="checkbox"/> ISO 9001	
		<input type="checkbox"/> ISO 9002	
		<input type="checkbox"/> ISO 14000	
4.2 If Yes, Which certification from the list below?	*		

Please note all the fields with an *
are mandatory

ENTER YOUR PRICE

- Enter your price

4. Submit Response

3.1.1 Technical offer reference number? Please indicate the reference number of your offer.

3.1.2 Validity of the technical offer? Please indicate the date of end of validity of your offer *

3.1.3 Date of delivery of the technical offer *

▼ 4 Certifications

4.1 Are you ISO Certified? *

4.2 If Yes, Which certification from the list below?

▼ 5 Pricing

5.1 Laptop 14" *

5.2 Laptop 15" *

(*) indicates a required field

Submit Entire Response | Update Totals | Save | Compose Message | Excel Import

IMPORT QUESTIONS & LINE ITEMS VIA EXCEL

- You are able to Import your response by using the Excel Import functionality
- This allows you to download the questions to Excel, complete your answers on the Excel Spread Sheet and upload using the Import functionality

The screenshot displays a web application interface for submitting a response. On the left, a sidebar titled "Event Contents" lists navigation options: "All Content", "1 Roquette's Group Int...", "2 Event Information", "3 Technical offer", "4 Certifications", and "5 Pricing". The main content area is divided into sections: "4. Submit Response" with questions 3.1.1, 3.1.2, and 3.1.3; "4 Certifications" with questions 4.1 and 4.2; and "5 Pricing" with line items 5.1 and 5.2. Each question has associated input fields, some marked with an asterisk (*). The pricing section shows two line items for laptops, each with a price field, currency (EUR), quantity (100 Piece), and a "FX" icon. At the bottom, a row of buttons includes "Submit Entire Response", "Update Totals", "Save", "Compose Message", and "Excel Import". An arrow points to the "Excel Import" button.

4. Submit Response

3.1.1 Technical offer reference number? Please indicate the reference number of your offer.

3.1.2 Validity of the technical offer? Please indicate the date of end of validity of your offer *

3.1.3 Date of delivery of the technical offer *

▼ 4 Certifications

4.1 Are you ISO Certified? * Unspecified ▾

4.2 If Yes, Which certification from the list below? *

ISO 9000
ISO 9001
ISO 9002
ISO 14000

▼ 5 Pricing

5.1 Laptop 14" * [] EUR 100 Piece FX

5.2 Laptop 15" * [] EUR 100 Piece FX

(*) indicates a required field

Submit Entire Response Update Totals Save Compose Message Excel Import

Click on the Excel Import Button

DOWNLOAD CONTENT IN EXCEL

- Click on the download Content Button to download the excel template

ROQUETTE
www.roquette.com

Test Site

Acting as: Joao Alcantara

Help ▾ joao.alcantara

Import Response from Excel

Done

This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment.

Step 1. Click "Download Content" to download and review your event in an Excel Spreadsheet. Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

Download Content

Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

Step 3. Locate the saved Excel file on your computer using the Browse button.

Or drop file here

Browse...

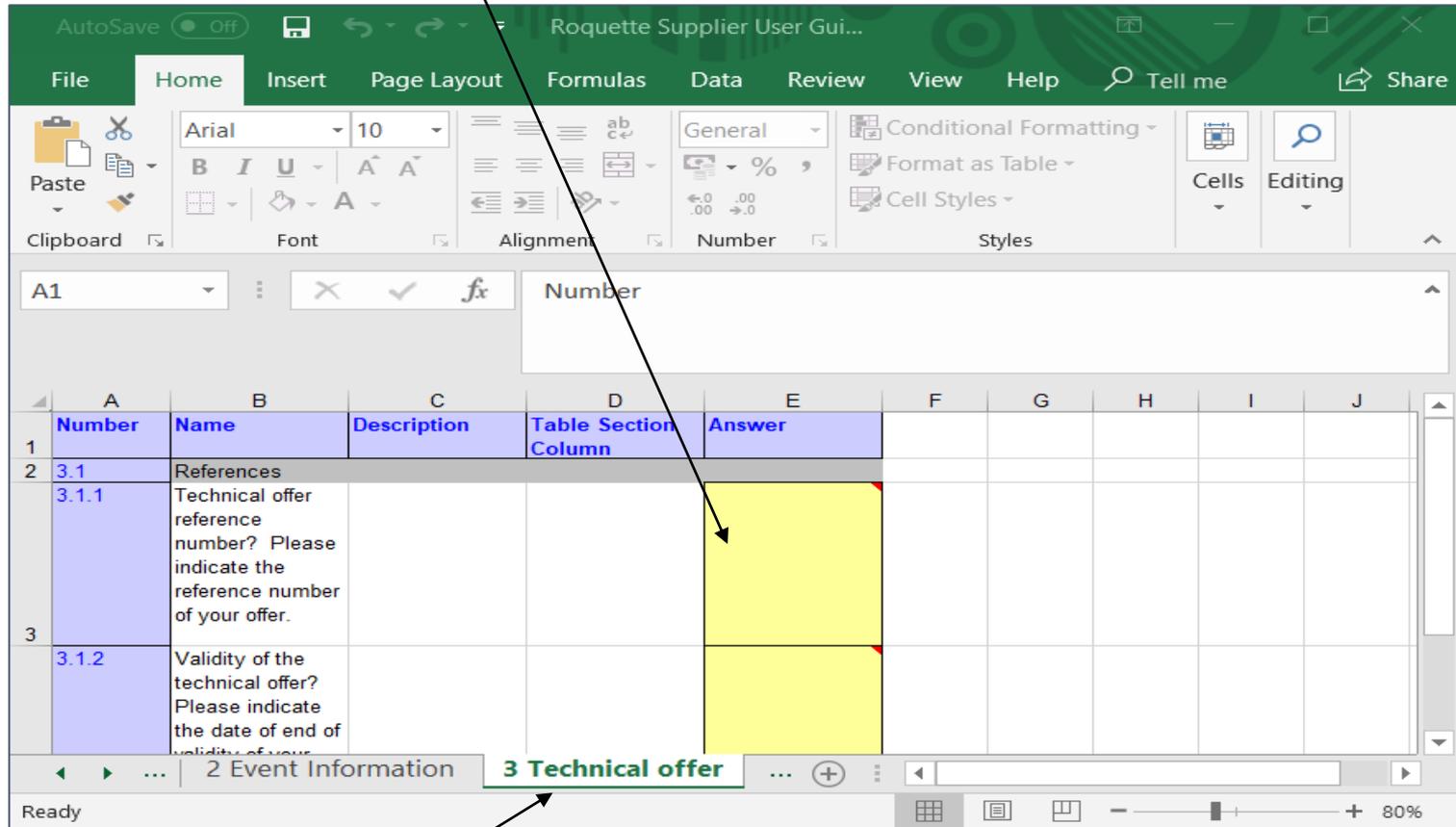
Step 4. Click **Upload** to import the contents of the Excel file to your event.
Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.

Upload

Done

IMPORT QUESTIONS VIA EXCEL

- Complete the yellow cells with your answers and save the file



Click on the section Name to view the questions

IMPORT THE EXCEL TEMPLATE

- Once you have completed the answers to your questions and line items, please save the file to your desktop

Test Site Acting as: Joao Alcantara joao.alcantara

Import Response from Excel

This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment.

Step 1. Click "Download Content" to download and review your event in an Excel Spreadsheet.
Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

Step 3. Locate the saved Excel file on your computer using the Browse button.

Or drop file here

Step 4. Click **Upload** to import the contents of the Excel file to your event.
Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.

Browse for your file, then click Upload

✓ **Import Successful**

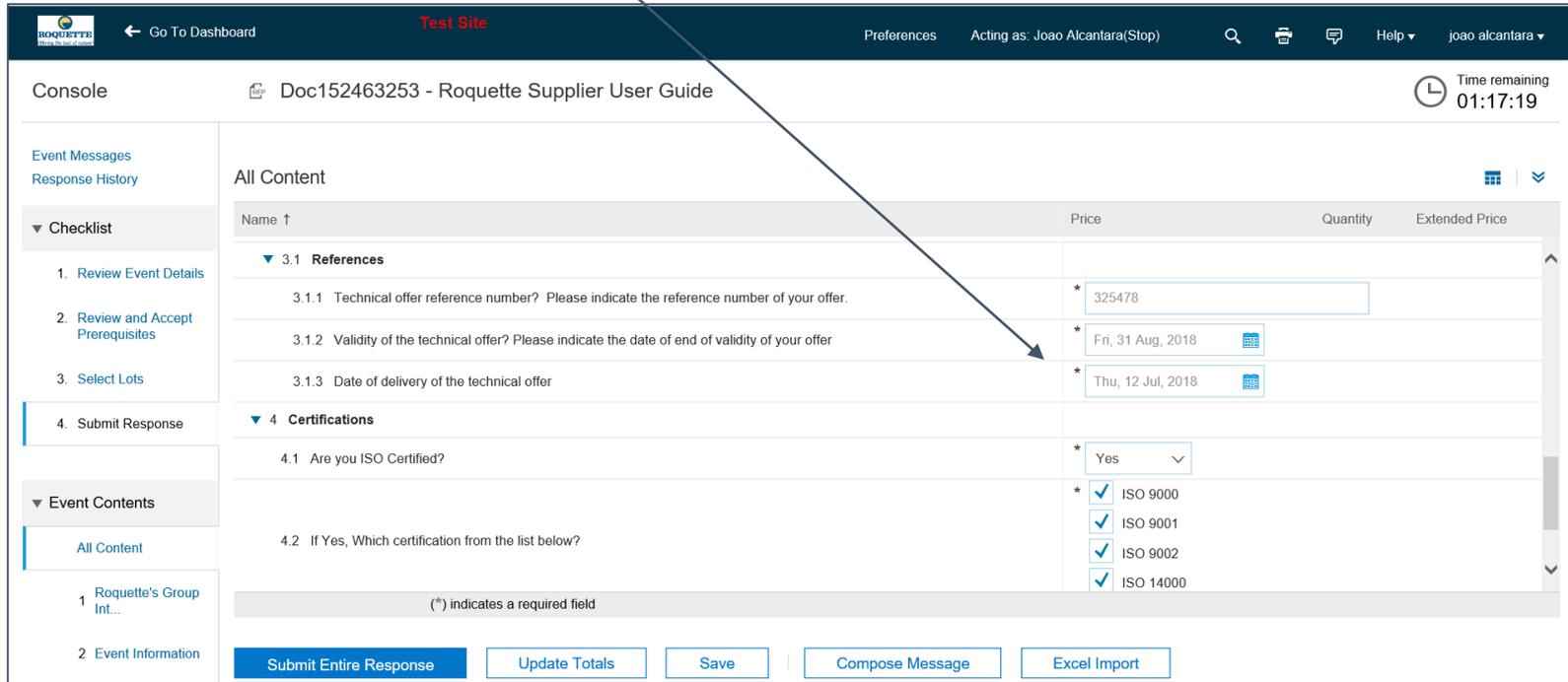
Your response has been imported successfully.
Click the **Submit Entire Response** button, as soon as it appears on the page.

OK

A pop up window will appear, click OK

IMPORT THE EXCEL TEMPLATE

Your responses have been imported successfully



The screenshot shows the 'All Content' section of the Roquette Supplier User Guide. The interface includes a navigation menu on the left with a checklist and event contents. The main area displays a table with columns for Name, Price, Quantity, and Extended Price. The table contains two sections: '3.1 References' and '4 Certifications'. The 'References' section has three rows with input fields for reference number, validity date, and delivery date. The 'Certifications' section has two rows with a dropdown menu and a list of checkboxes for ISO certifications. A blue arrow points from the text 'Your responses have been imported successfully' to the 'Excel Import' button at the bottom of the page.

Name ↑	Price	Quantity	Extended Price
3.1 References			
3.1.1 Technical offer reference number? Please indicate the reference number of your offer.	*	<input type="text" value="325478"/>	
3.1.2 Validity of the technical offer? Please indicate the date of end of validity of your offer	*	<input type="text" value="Fri, 31 Aug, 2018"/>	
3.1.3 Date of delivery of the technical offer	*	<input type="text" value="Thu, 12 Jul, 2018"/>	
4 Certifications			
4.1 Are you ISO Certified?	*	<input type="text" value="Yes"/>	
4.2 If Yes, Which certification from the list below?	*	<input checked="" type="checkbox"/> ISO 9000 <input checked="" type="checkbox"/> ISO 9001 <input checked="" type="checkbox"/> ISO 9002 <input checked="" type="checkbox"/> ISO 14000	

(*) indicates a required field

[Submit Entire Response](#) [Update Totals](#) [Save](#) [Compose Message](#) [Excel Import](#)

REVIEW INFORMATION

You can save your information by clicking on the **SAVE** button

The screenshot displays the 'Doc152463253 - Roquette Supplier User Guide' interface. At the top, a green banner states: 'Your entries have been saved but have not yet been submitted to the event owner. Continue working on your response and submit it when you are finished.' Below this, a table titled 'All Content' lists various fields under 'References' and 'Certifications'. The 'References' section includes: '3.1.1 Technical offer reference number? Please indicate the reference number of your offer.' (value: 325478), '3.1.2 Validity of the technical offer? Please indicate the date of end of validity of your offer' (value: Fri, 31 Aug, 2018), and '3.1.3 Date of delivery of the technical offer' (value: Thu, 12 Jul, 2018). The 'Certifications' section includes: '4.1 Are you ISO Certified?' (value: Yes) and 'ISO 9000' (checked). A blue 'Save' button is located at the bottom of the form. A red arrow points from the 'Save' button to the green banner, and a black arrow points from the banner to the 'Save' button.

Name ↑	Price	Quantity	Extended Price
3.1 References			
3.1.1 Technical offer reference number? Please indicate the reference number of your offer.	* 325478		
3.1.2 Validity of the technical offer? Please indicate the date of end of validity of your offer	* Fri, 31 Aug, 2018		
3.1.3 Date of delivery of the technical offer	* Thu, 12 Jul, 2018		
4 Certifications			
4.1 Are you ISO Certified?	* Yes		
	* <input checked="" type="checkbox"/> ISO 9000		
	* <input checked="" type="checkbox"/> ISO 9001		

A message will inform you that your information has been saved (but not submitted)

COMPOSE A MESSAGE

- If you have a Commercial question or wish to send a note to the buyer you can use the **Compose Message** button

The screenshot displays the 'Roquette Supplier User Guide' interface. At the top, there is a navigation bar with the Roquette logo, 'Go To Dashboard', 'Test Site', 'Preferences', and 'Acting as: Joao Alcantara (Stop)'. A search icon, printer icon, and 'Help' dropdown are also present. The user's name 'joao alcantara' is shown in the top right corner. Below the navigation bar, the main content area is titled 'Doc152463253 - Roquette Supplier User Guide' and includes a 'Time remaining' indicator showing '01:12:36'. A green notification banner states: 'Your entries have been saved but have not yet been submitted to the event owner. Continue working on your response and submit it when you are finished.' The main content area is divided into 'All Content' and a table. The 'All Content' section includes a checklist with four items: 'Review Event Details', 'Review and Accept Prerequisites', 'Select Lots', and 'Submit Response'. The 'Event Contents' section includes 'All Content', 'Roquette's Group Int...', 'Event Information', and 'Technical offer'. The table has columns for 'Name', 'Price', 'Quantity', and 'Extended Price'. It contains three rows under '3.1 References' and one row under '4 Certifications'. The 'Compose Message' button is located at the bottom of the interface, highlighted by a black arrow pointing from the text above.

Name ↑	Price	Quantity	Extended Price
3.1 References			
3.1.1 Technical offer reference number? Please indicate the reference number of your offer.	* 325478		
3.1.2 Validity of the technical offer? Please indicate the date of end of validity of your offer	* Fri, 31 Aug, 2018		
3.1.3 Date of delivery of the technical offer	* Thu, 12 Jul, 2018		
4 Certifications			
4.1 Are you ISO Certified?	* Yes		
	* <input checked="" type="checkbox"/> ISO 9000		
	* <input checked="" type="checkbox"/> ISO 22000		

(*) indicates a required field

Buttons: Submit Entire Response, Update Totals, Save, Compose Message, Excel Import

COMPOSE A MESSAGE

- In this page you can send a note, question, attachment to the owner (Buyer) of the RFx

Click to add an Attachment

Compose New Message

From: ROQ TEST 8 (Joao Alcantara)

To: Project Team

Subject: Doc152463253 - Roquette Supplier User Guide

Attachments: [Attach a file](#)

Rich text editor toolbar: Bold, Italic, Underline, List, Link, Font size, Font color, Background color.

Buttons: Send, Cancel

Add your question/note here and click Send

REVIEW EVENT MESSAGES

- You can review all the message that you sent or were sent to you by clicking on **Event messages**

The screenshot shows the Roquette Supplier User Guide interface. The top navigation bar includes the Roquette logo, a 'Go To Dashboard' link, a 'Test Site' indicator, and user information: 'Preferences', 'Acting as: Joao Alcantara(Stop)', a search icon, a printer icon, a chat icon, 'Help', and the user name 'joao alcantara'. The main content area is titled 'Console' and 'Doc152463253 - Roquette Supplier User Guide'. A 'Time remaining' clock shows '01:00:13'. On the left sidebar, 'Event Messages' is highlighted with a blue arrow pointing to the 'Event Messages' link in the main content area. Below this, there is a 'Checklist' section with four items: '1. Review Event Details', '2. Review and Accept Prerequisites', '3. Select Lots', and '4. Submit Response'. The 'Event Contents' section is also visible. The main content area displays 'All Content' with a table of items. The table has columns for 'Name', 'Price', 'Quantity', and 'Extended Price'. The 'Name' column contains a 'Webform' with instructions: '1. Log into the site', '2. Click "Help Center" > Support at the bottom', '3. Click "Get help by live chat"', and '2.3 Team Contact Info During Event'. Below this is a 'Purchasing Contact' section: 'For the Bid Inquiry process, the primary point of contact for' and '2.4 Supplier Training'. A note states: '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.' The table also shows a '3 Technical offer' section with a sub-section '3.1 References'. Under '3.1.1 Technical offer reference number? Please indicate the reference number of your offer.', there is a text input field containing the value '325478'.

Name ↑	Price	Quantity	Extended Price
Webform 1. Log into the site 2. Click "Help Center" > Support at the bottom 3. Click "Get help by live chat" 2.3 Team Contact Info During Event			
Purchasing Contact: For the Bid Inquiry process, the primary point of contact for 2.4 Supplier Training			
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.			
▼ 3 Technical offer			
▼ 3.1 References			
3.1.1 Technical offer reference number? Please indicate the reference number of your offer.	*		<input type="text" value="325478"/>

SUBMIT A PROPOSAL

- To submit your proposal, First make sure you have recently saved your information.(before the time elapsed)
- Click on **Submit Entire Response**

Prerequisites	▼ 3 Technical offer				
3. Select Lots	▼ 3.1 References				
4. Submit Response	3.1.1 Technical offer reference number? Please indicate the reference number of your offer.	*	<input type="text" value="325478"/>		
	3.1.2 Validity of the technical offer? Please indicate the date of end of validity of your offer	*	<input type="text" value="Fri, 31 Aug, 2018"/>		
▼ Event Contents	3.1.3 Date of delivery of the technical offer	*	<input type="text" value="Thu, 12 Jul, 2018"/>		
All Content	▼ 4 Certifications				
1 Roquette's Group Int...	4.1 Are you ISO Certified?	*	<input type="text" value="Yes"/>	▼	
2 Event Information	4.2 If Yes, Which certification from the list below?	*	<input checked="" type="checkbox"/> ISO 9000		
3 Technical offer			<input checked="" type="checkbox"/> ISO 9001		
4 Certifications			<input checked="" type="checkbox"/> ISO 9002		
5 Pricing			<input checked="" type="checkbox"/> ISO 14000		
	▼ 5 Pricing				
	5.1 Laptop 14"	*	<input type="text" value="500"/>	EUR	100 Piece <i>Fx</i>
	5.2 Laptop 15"	*	<input type="text" value="550"/>	EUR	100 Piece <i>Fx</i>
	(*) indicates a required field				
	<input type="button" value="Submit Entire Response"/>	<input type="button" value="Update Totals"/>	<input type="button" value="Save"/>	<input type="button" value="Compose Message"/>	<input type="button" value="Excel Import"/>

SUBMIT A PROPOSAL

- If you haven't answered all the mandatory questions, the system will display an error message. Please review and answer the mandatory information, then save.

There are 5 problems that require completion or correction in order to complete your request.
Mouse over the red icons to learn more. Use the **Next** and **Previous** links to step through the errors as needed. < Previous | Next >

corner of the screen. The three training guides take less than one hour to complete.

3 Technical offer

3.1 References

3.1.1 Technical offer reference number? Please indicate the reference number of your offer. * 325478

3.1.2 Validity of the technical offer? Please indicate the date of end of validity of your offer * Fri, 31 Aug, 2018

3.1.3 Date of delivery of the technical offer * Thu, 12 Jul, 2018

4 Certifications

4.1 Are you ISO Certified? Unspecified

4.2 If Yes, Which certification from the list below?

- ISO 9000
- ISO 9001
- ISO 9002
- ISO 14000

5 Pricing €105,000.00 EUR

5.1 Laptop 14" * €500.00 EUR 100 Piece €50,000.00 EUR Fx+

5.2 Laptop 15" * €550.00 EUR 100 Piece €55,000.00 EUR Fx+

(* indicates a required field)

Submit Entire Response | Update Totals | Save | Compose Message | Excel Import

SUBMIT A PROPOSAL

- Click on Submit Entire Response

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.

2 Review and Accept Prerequisites	
3 Select Lots	
4 Submit Response	
Event Contents	
All Content	
1 Roquette's Group Int...	
2 Event Information	
3 Technical offer	
4 Certifications	
5 Pricing	

3 Technical offer	
3.1 References	
3.1.1 Technical offer reference number? Please indicate the reference number of your offer.	* 325478
3.1.2 Validity of the technical offer? Please indicate the date of end of validity of your offer	* Fri, 31 Aug, 2018
3.1.3 Date of delivery of the technical offer	* Thu, 12 Jul, 2018
4 Certifications	
4.1 Are you ISO Certified?	* Yes
4.2 If Yes, Which certification from the list below?	* <input checked="" type="checkbox"/> ISO 9000 <input checked="" type="checkbox"/> ISO 9001 <input checked="" type="checkbox"/> ISO 9002 <input checked="" type="checkbox"/> ISO 14000
5 Pricing	€105,000.00 EUR
5.1 Laptop 14"	* €500.00 EUR 100 Piece €50,000.00 EUR Fx
5.2 Laptop 15"	* €550.00 EUR 100 Piece €55,000.00 EUR Fx

(*) indicates a required field

[Submit Entire Response](#) [Update Totals](#) [Save](#) [Compose Message](#) [Excel Import](#)

SUBMIT A PROPOSAL

- Confirm your submission

The screenshot displays the 'Roquette Supplier User Guide' interface. The top navigation bar includes the Roquette logo, a 'Go To Dashboard' link, a 'Test Site' indicator, and user information: 'Preferences', 'Acting as: Joao Alcantara(Stop)', a search icon, a printer icon, a chat icon, 'Help', and the user name 'joao alcantara'. The main header shows 'Console' and 'Doc152463253 - Roquette Supplier User Guide' with a 'Time remaining' of '00:36:50'. On the left, a 'Checklist' sidebar lists: '1. Review Event Details', '2. Review and Accept Prerequisites', '3. Select Lots', and '4. Submit Response'. Below the checklist is an 'Event Contents' section with 'All Content' selected. The main content area is titled 'All Content' and shows a table with columns: 'Name', 'Price', 'Quantity', and 'Extended Price'. The table contains several rows, including '2.4 Supplier Training' and '3 Technical offer'. A modal dialog box is centered over the table, asking 'Submit this response?' with a green checkmark and the instruction 'Click OK to submit.' The dialog has 'OK' and 'Cancel' buttons. The background form shows fields for '3.1.1 Technical offer reference number?' (value: 325478), '3.1.2 Validity of the technical offer?' (value: Fri, 31 Aug, 2018), '3.1.3 Date of delivery of the technical offer' (value: Thu, 12 Jul, 2018), and '4.1 Are you ISO Certified?' (value: Yes). Below these are checkboxes for ISO 9000, ISO 9001, ISO 9002, and ISO 14000, all of which are checked.

SUBMIT A PROPOSAL

- A confirmation will appear on the top of your page when your proposal has been submitted

The screenshot displays the 'Doc152463253 - Roquette Supplier User Guide' interface. At the top, a green banner with a checkmark icon contains the message: 'Your response has been submitted. Thank you for participating in the event.' Below this, a blue button labeled 'Revise Response' is visible. The main content area is titled 'All Content' and features a table with columns for 'Name', 'Price', 'Quantity', and 'Extended Price'. The table lists several items, including 'Webform' with sub-points (1. Log into the site, 2. Click "Help Center" -> Support at the bottom, 3. Click "Get help by live chat", 2.3 Team Contact Info During Event), 'Purchasing Contact: For the Bid Inquiry process, the primary point of contact for', and '2.4 Supplier Training'. A note at the bottom states: '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.' The left sidebar contains a 'Checklist' with steps: 1. Review Event Details, 2. Review and Accept Prerequisites, 3. Select Lots, and 4. Submit Response. The top navigation bar includes 'Go To Dashboard', 'Test Site', 'Preferences', 'Acting as: Joao Alcantara(Stop)', and a 'Time remaining' indicator showing 00:34:37.

You can also, Revise or make an Alternative Response by clicking this button if required



ROQUETTE

Offering the best of nature™

**THANK YOU
FOR YOUR ATTENTION**