SOURCING FOR EVENT PARTICIPATION USER GUIDE



Engineering & Construction | Property Development | Infrastructure Concessions



Introduction

Gamuda has taken the initiative to adopt SAP Ariba for all tendering events, for greater transparency and accountability.

All vendors are required to submit their responses electronically through SAP Ariba.

There is no subscription fee to get onboard SAP Ariba. There are also no fees to participate in any subsequent sourcing events.

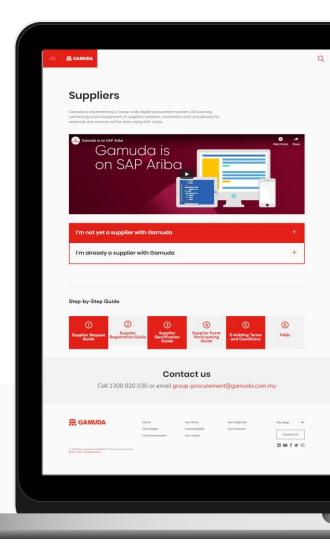




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SOURCING EVENT PARTICIPATION

This section explains how to participate in a sourcing event, i.e. Request for Proposal (RFP) and e-Bidding.



Sourcing Event ParticipationOverview

Here are the types of sourcing events that Gamuda conducts.





Note: This list is not exhaustive and only depicts the events relevant to this user guide.





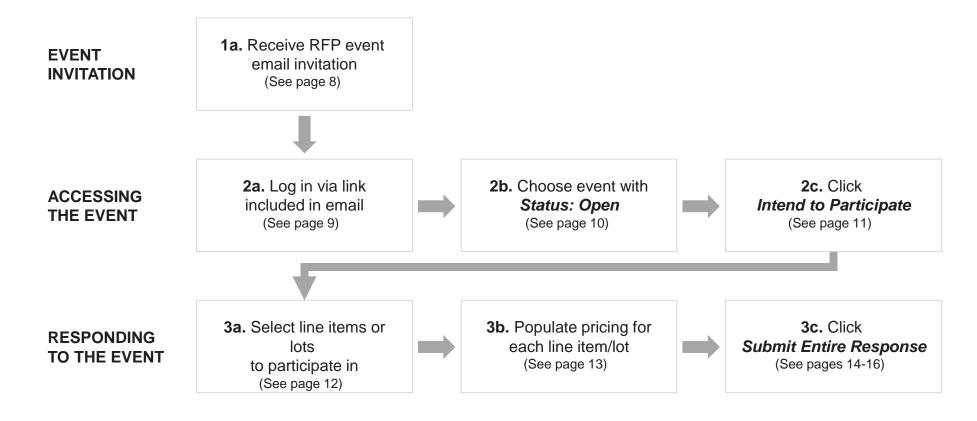
1 RESPONDING TO A REQUEST FOR PROPOSAL (RFP)

This section explains how to participate in an RFP event.



Sourcing Event ParticipationRFP Overview

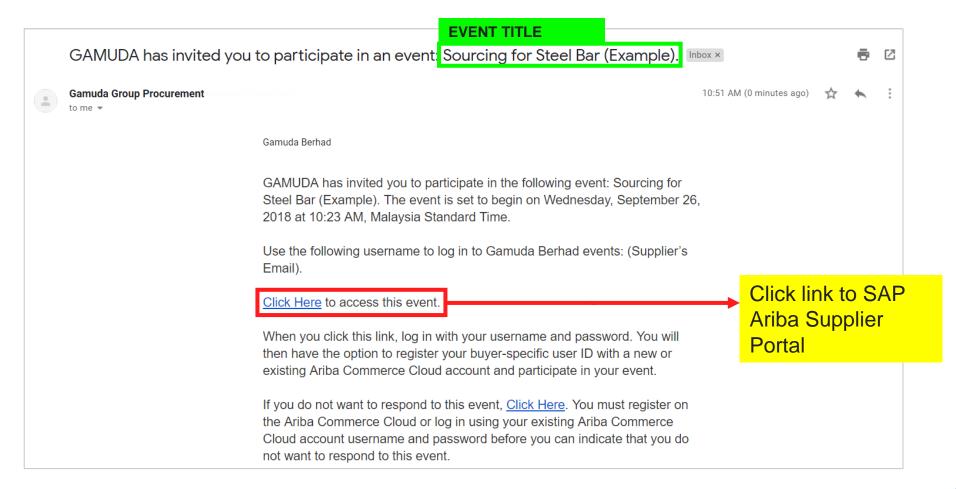
Below are the required steps for existing Gamuda suppliers to respond to a RFP event once they have been invited to participate.





1a. Receive RFP event email invitation

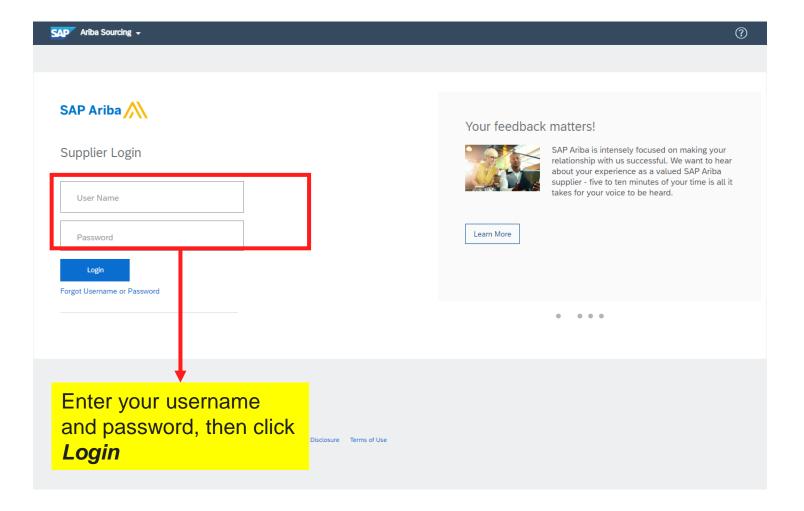
When a supplier is invited to a sourcing event, you will receive an email like below.





2a. Log in via link included in email

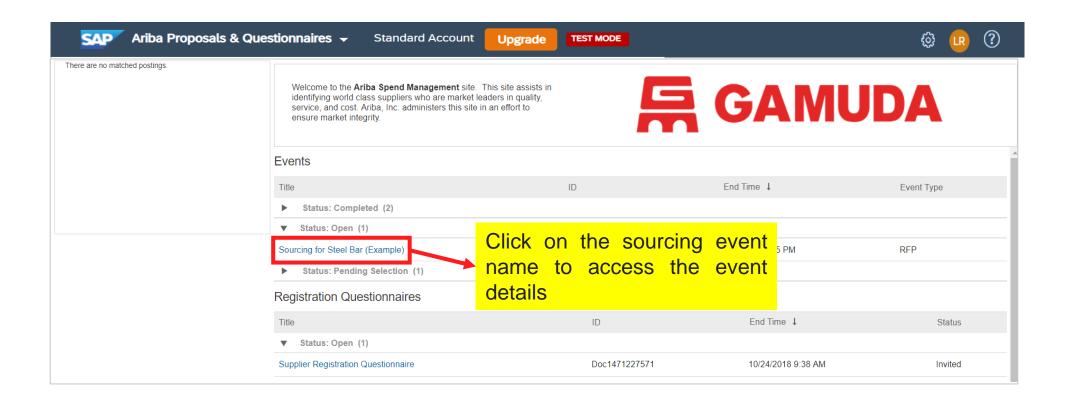
Log into the SAP Ariba Supplier Portal using your existing username and password.





2b. Choose Event with Status: Open

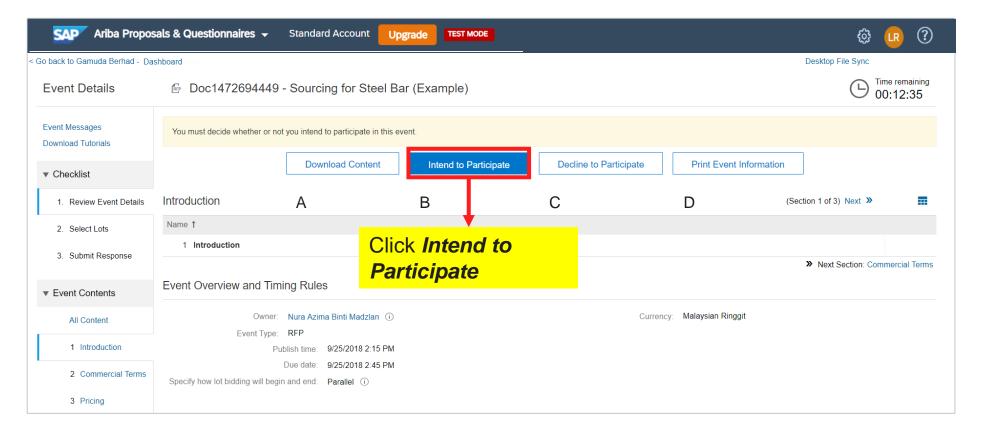
Under the *Events* section, sourcing events that are open for bidding will appear under the *Status: Open* subsection.





2c. Click *Intend to Participate*

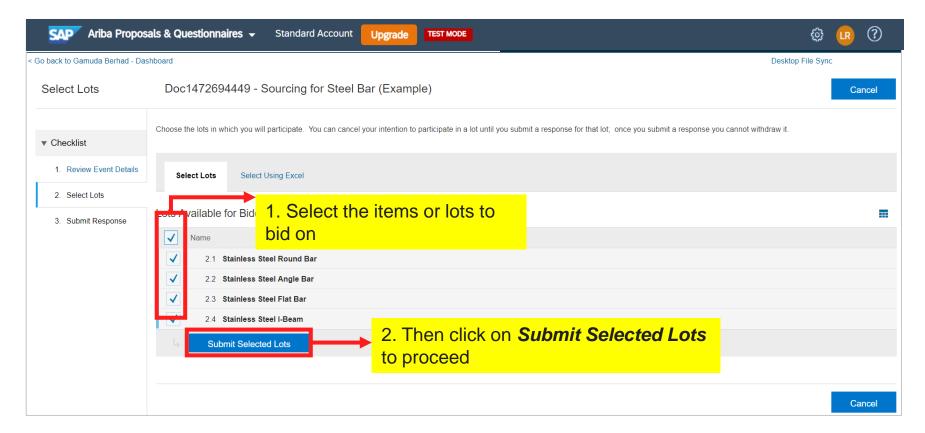
Review the sourcing event details, then click *Intend to Participate*.





3a. Select line items or lots to participate in

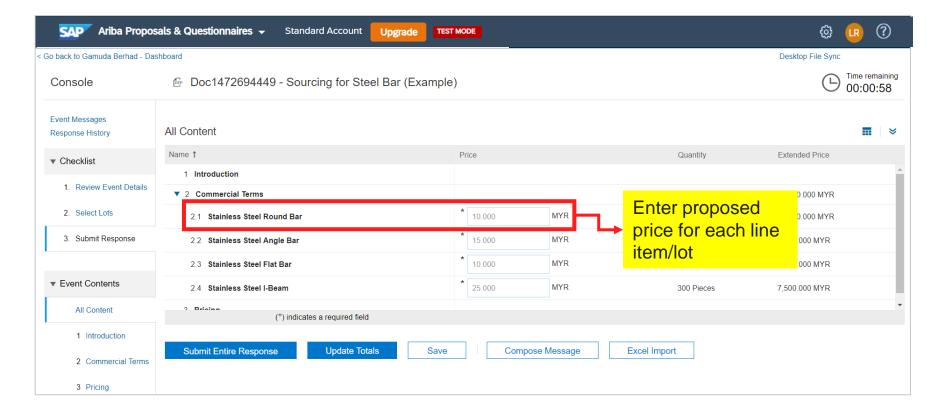
The available lots for bidding will appear. Choose either to bid on certain lots or all lots.





3b. Populate pricing for each line item/lot

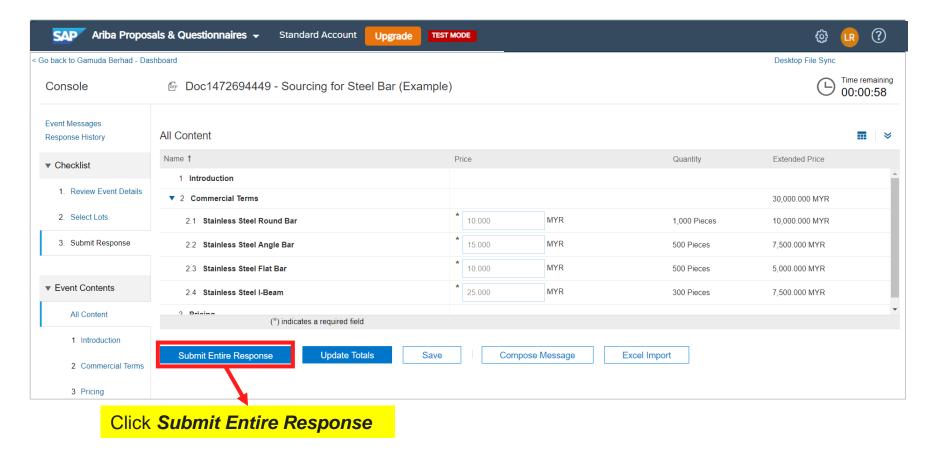
Enter the proposed price for each line item/lot, ensuring that the **proposed price** and **Extended Price** calculated by the system are correct.





3c. Click **Submit Entire Response**

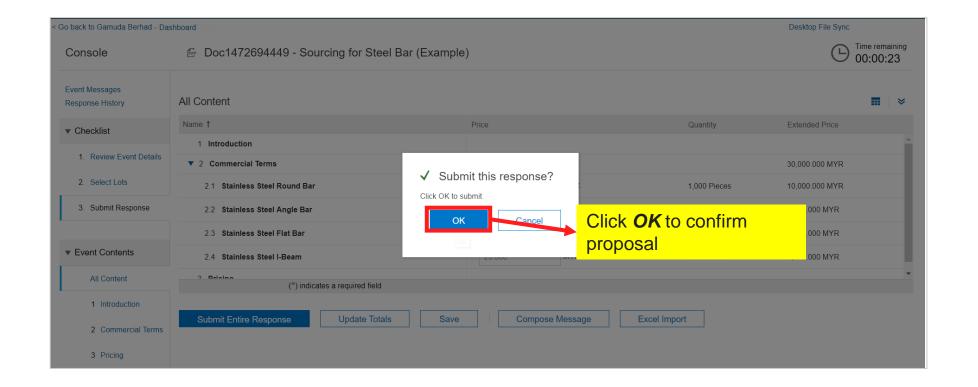
To submit response, click Submit Entire Response





3c. Click **Submit Entire Response** (Cont'd)

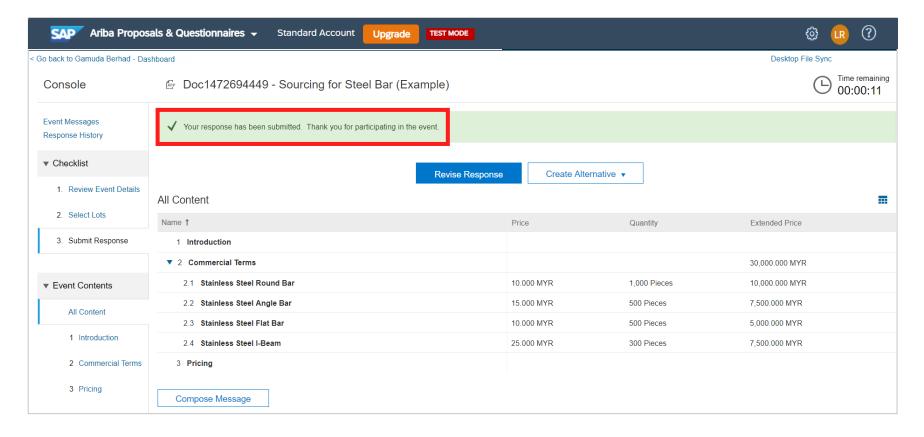
A pop-up will appear to confirm proposal.



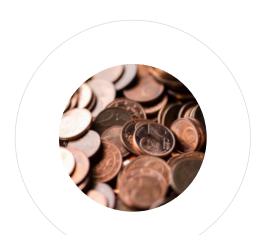


3c. Click **Submit Entire Response** (Cont'd)

A confirmation of your proposal submission will appear at the top of the screen in green.







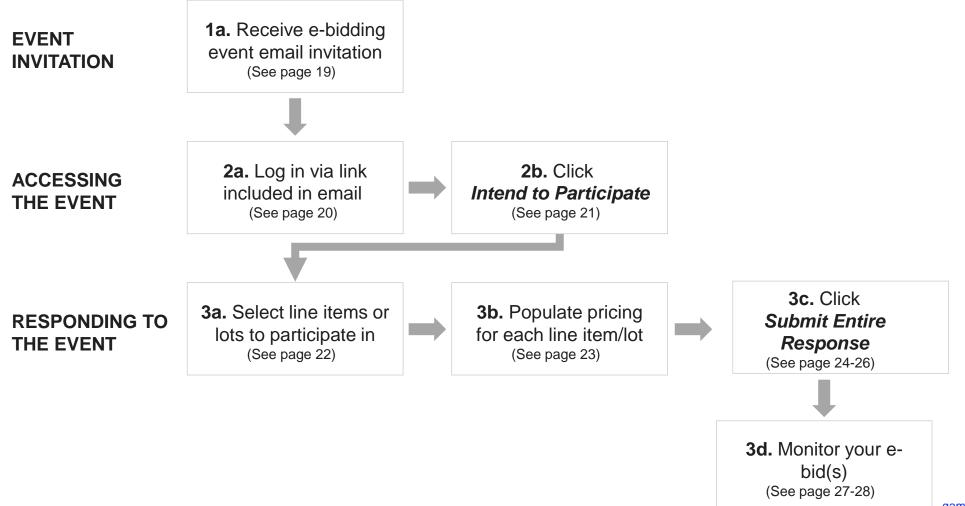
2 PARTICIPATING IN AN E-BIDDING EVENT

This section explains how to participate in an e-Bidding event.

Sourcing Event Participation e-Bidding Overview



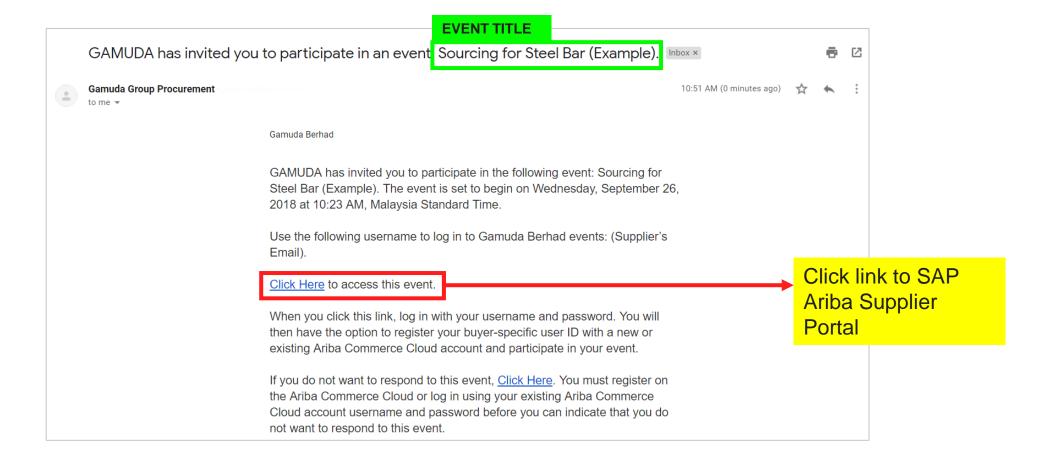
Below are the required steps for existing Gamuda suppliers to respond to an e-Bidding event once they have been invited to participate.





1a. Receive e-Bidding event email invitation

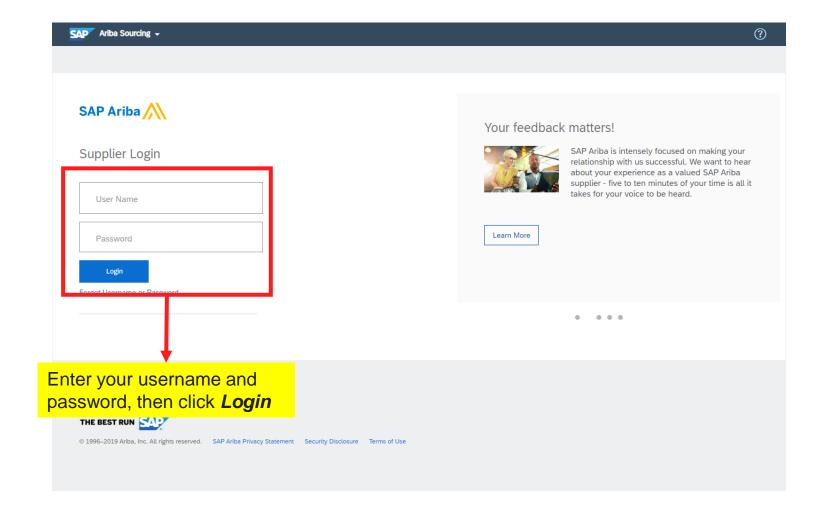
When a supplier is invited to a sourcing event, you will receive an email like below.





2a. Log in via link included in email

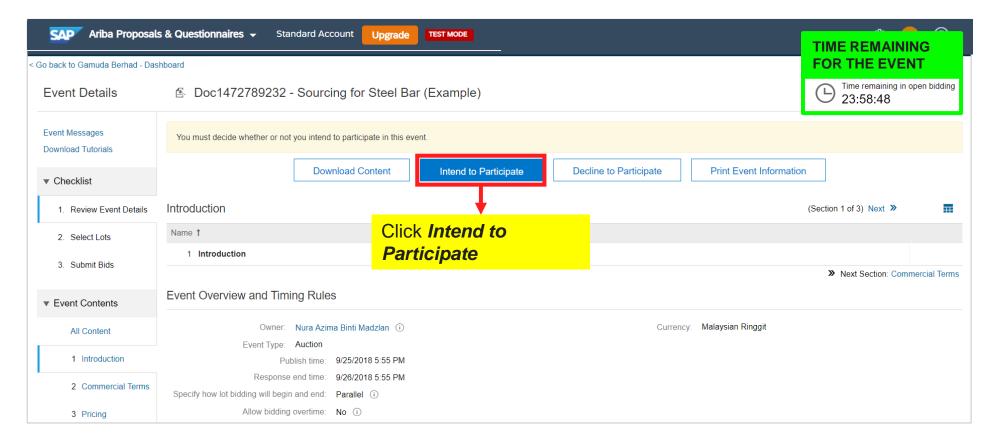
Log into the SAP Ariba Supplier Portal using your existing username and password.





2b. Click *Intend to Participate*

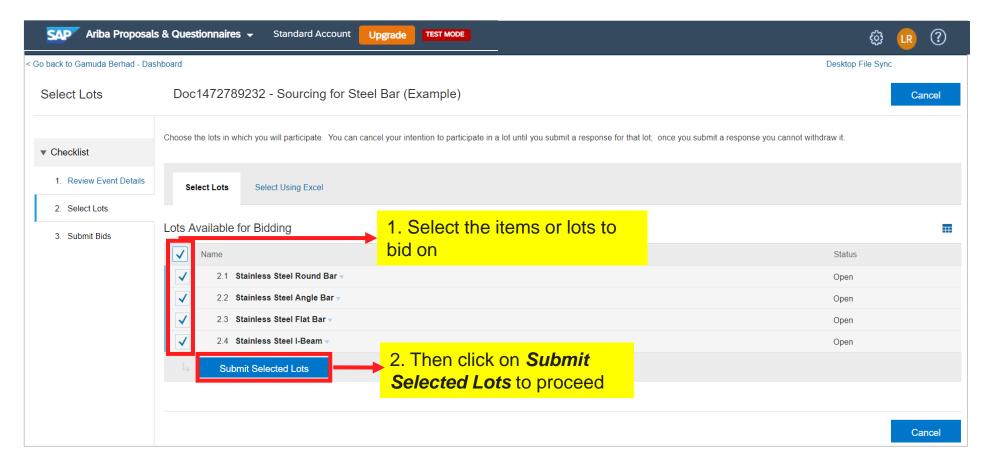
Review the sourcing event details, then click *Intend to Participate*.





3a. Select line items or lots to participate in

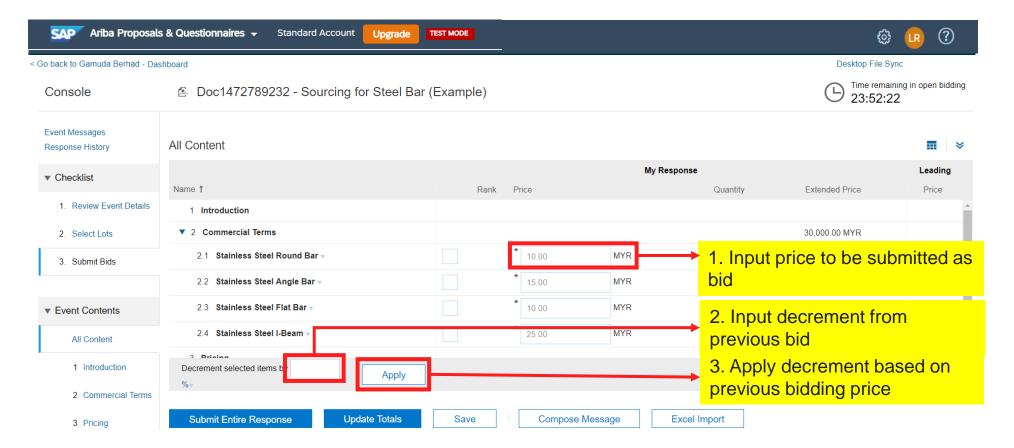
The available lots for bidding will appear. Choose either to bid on certain lots or all lots.





3b. Populate pricing for each line item/lot

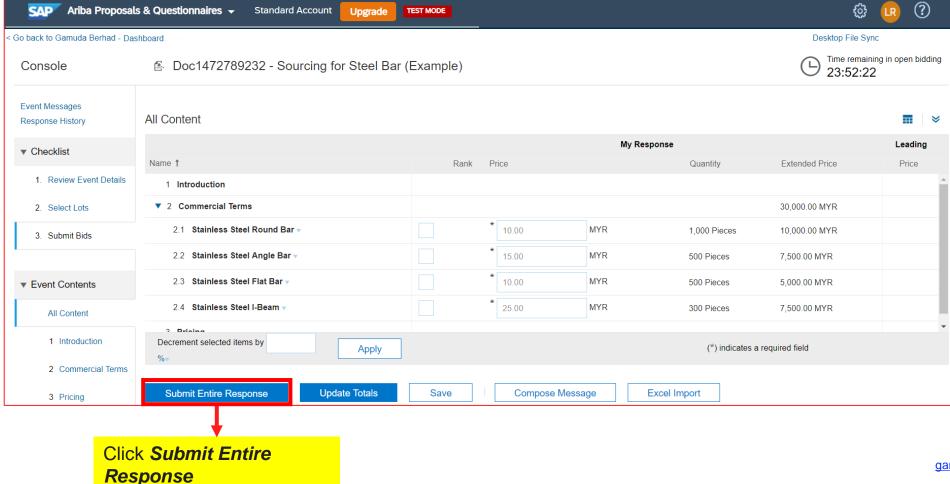
Bid by keying in the price for each line item/lot.





3c. Click **Submit Entire Response**

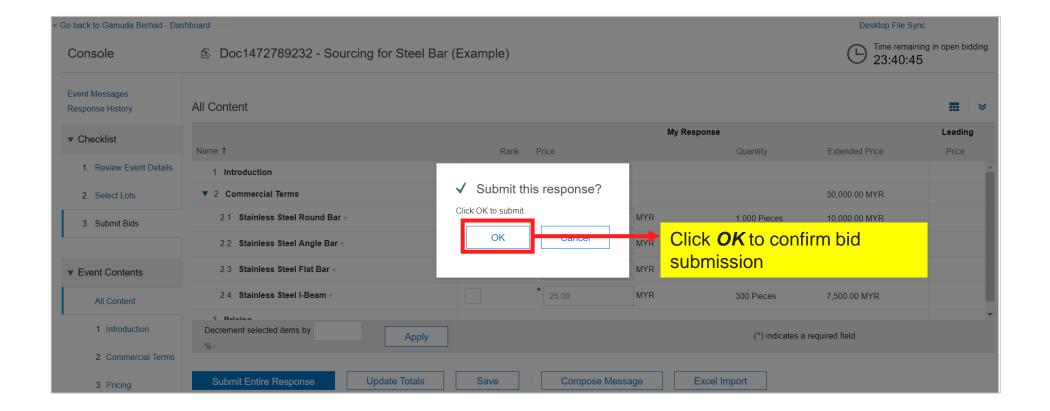
Ensure that the proposed price and Extended Price calculated by the system are correct, then click **Submit Entire Response**.





3c. Click **Submit Entire Response** (Cont'd)

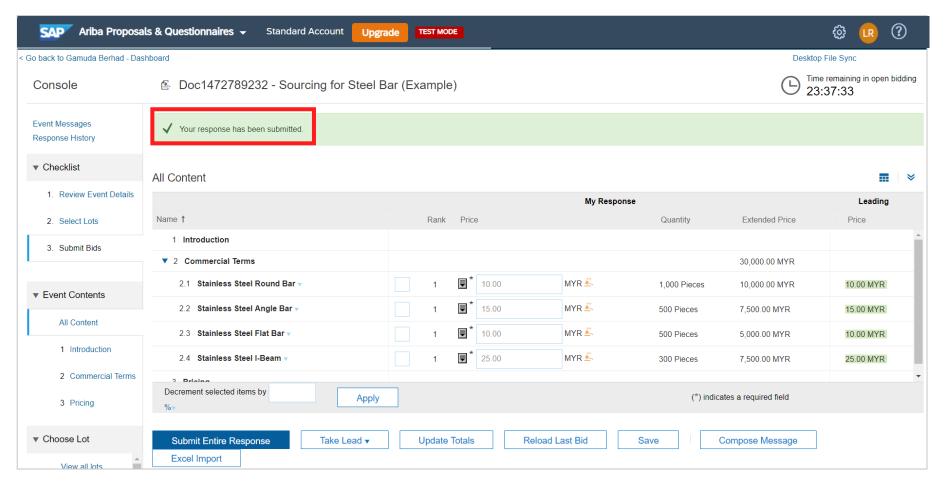
A pop-up will appear to confirm bid submission.





3c. Click **Submit Entire Response** (Cont'd)

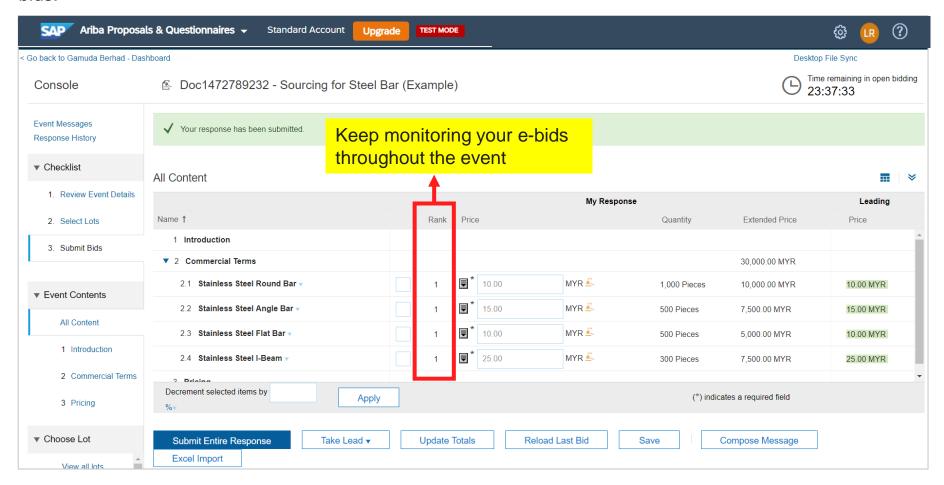
A confirmation of your bid submission will appear at the top of the screen in green.





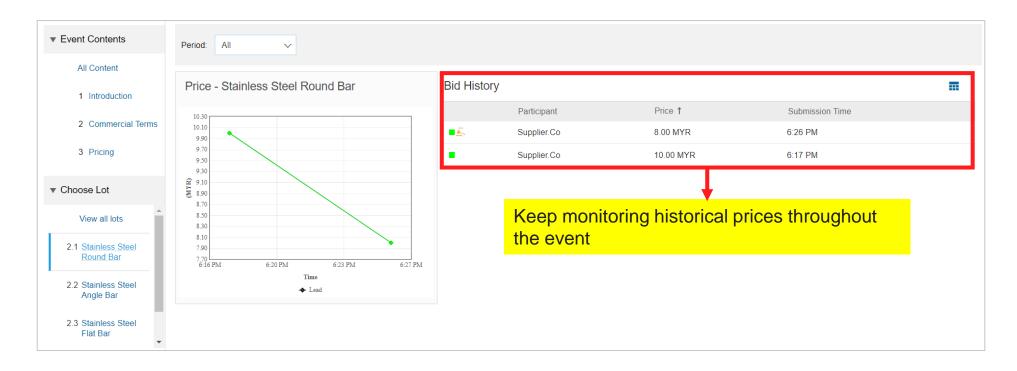
3d. Monitor your e-bid(s)

Under *Event Contents*, bid ranks are shown. This indicates current price ranking in relation to other bids.



3d. Monitor your e-bid(s)

Under *Choose Lot*, the bid history for each line item/lot is shown.



gamuda.com.my/for-business

03 GETTING SUPPORT

Need some help? This section explains how to get support.



Assistance from Gamuda Group Procurement

Contact Gamuda Group Procurement for business support and sourcing event related items such as:

- i. Clarification on lot or line items in RFP/RFx or Auction
- ii. Event commercial terms
- iii. Unable to participate in a sourcing event
- iv. Registration process



1300 82 0030 (Malaysia)

(Monday - Friday, 9:00am - 5:00pm)



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group.procurement.gab@gamuda.com.au
glhn.procurement@gamudaland.com.my
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(Australia)

(Vietnam Hanoi)

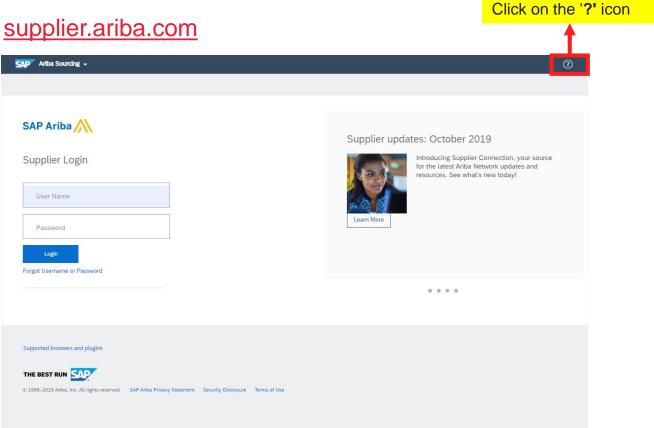
(Vietnam Ho Chi Minh)



Assistance from SAP Ariba

Contact SAP ARIBA for technical support such as:

- i. Unable to login
- ii. Unable to view a page on the SAP Ariba Supplier Portal
- iii. Facing difficulty navigating SAP Ariba

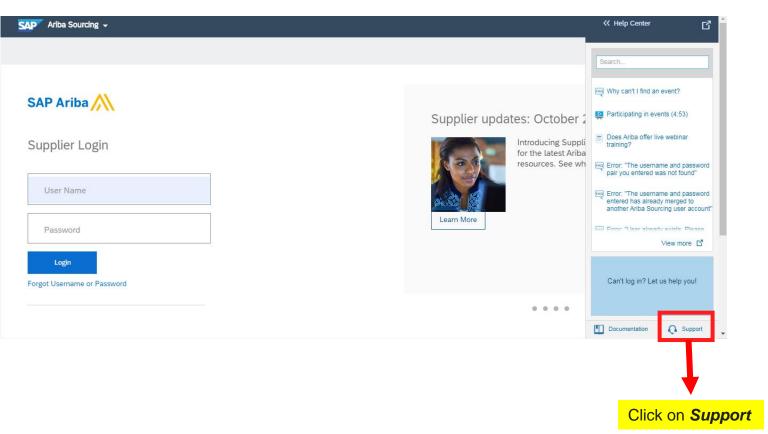




Assistance from SAP Ariba

You will then be directed to the **Help Center** section

supplier.ariba.com





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