

# InterGlobe Aviation Limited

Buyer Manual:

SAP ARIBA Sourcing  
Integrated Scenario  
(PR – RFQ – SR – SP –  
Award – Approval – PO)

## Document Control Information

### Document Information

|                                |   |
|--------------------------------|---|
| <b>Document Identification</b> | AR_Sourcing (Purchase Requisition – RFQ – Sourcing Request – Sourcing Project – Award – Approval -Purchase Order) for Integrated System |
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| <b>Client</b>                  | InterGlobe Aviation Limited   |
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### Document Review/Approval History

| Date       | Name                 | Organization/Title | Comments |
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## 1 **Introduction:**

### 1.1 **Purpose:**

This buyer manual document is intended to illustrate how to perform Purchase Requisition Creation to Creation of Purchase Order process. This document will describe in a lucid yet detailed way the procedure required to Purchase Requisition creation, RFQ creation, Sourcing Request, Sourcing Project creation, Award of Business and Purchase Order Creation Initiation from S/4 HANA.

### 1.2 **Applicable Business Roles:**

This buyer manual is applicable to the following business roles:

- Procurement Department

### 1.3 **Triggers:**

- NA

### 1.4 **Prerequisites:**

- Ariba Sourcing URL
- Ariba Credentials

### 1.5 **URL:**

- Test Realm: <http://interglobee-procurement-t.sourcing3.ariba.com/>
- Production Realm: <http://interglobee-procurement.sourcing3.ariba.com/>




## 2 Purchase Requisition Creation

### 2.1 Transaction Code

ME51N

### 2.2 Execution

Enter **Material**, **Quantity**, **Purchase Organisation**, **Purchase Group** and Click  to Create Purchase Requisition

Document Overview On    Save As Template

Material PR 10000402

Header

| Stat | Item A | I   | Material                  | Short Text | Quantity | Unit | C | Delivery Date | Material Group | Plant | Stor. Location | PGR | Valn Price | Requisitioner | TrackingNo | Desired Vendor |
|------|--------|-----|---------------------------|------------|----------|------|---|---------------|----------------|-------|----------------|-----|------------|---------------|------------|----------------|
| 10   |        | 115 | BANANA CHIPS CLASSIC SALT |            | 10       | EA   | D | 22.12.2022    | Catering       | Delhi | Catering & M.  | P01 | 71.90      |               |            |                |
| 20   |        | 115 | BANANA CHIPS CLASSIC SALT |            | 10       | EA   | D | 22.12.2022    | Catering       | Delhi | Catering & M.  | P01 | 71.90      |               |            |                |
| 30   |        | 115 | BANANA CHIPS CLASSIC SALT |            | 10       | EA   | D | 22.12.2022    | Catering       | Delhi | Catering & M.  | P01 | 71.90      |               |            |                |
| 40   |        | 115 | BANANA CHIPS CLASSIC SALT |            | 10       | EA   | D | 22.12.2022    | Catering       | Delhi | Catering & M.  | P01 | 71.90      |               |            |                |
| 50   |        | 115 | BANANA CHIPS CLASSIC SALT |            | 10       | EA   | D | 22.12.2022    | Catering       | Delhi | Catering & M.  | P01 | 71.90      |               |            |                |

Item

Material Data Quantities/Dates Valuation Source of Supply Status Contact Person Texts Delivery Address

Created by AKSHANSH Singh Changed On 09.11.2022

Crea. ind. Realtime (manual)




Requisitioner Tracking Number

Purch. Group P01 Uniform Telephone

MRP Controller Telephone

### 2.3 Result

As Clicked on  button on top, **Purchase Requisition** is created with number “10000402”

Document Overview On    Save As Template

Material PR 10000402

Header

| Stat | Item A | I   | Material                  | Short Text | Quantity | Unit | C | Delivery Date | Material Group | Plant | Stor. Location | PGR | Valn Price | Requisitioner | TrackingNo | Desired Vendor |
|------|--------|-----|---------------------------|------------|----------|------|---|---------------|----------------|-------|----------------|-----|------------|---------------|------------|----------------|
| 10   |        | 115 | BANANA CHIPS CLASSIC SALT |            | 10       | EA   | D | 22.12.2022    | Catering       | Delhi | Catering & M.  | P01 | 71.90      |               |            |                |
| 20   |        | 115 | BANANA CHIPS CLASSIC SALT |            | 10       | EA   | D | 22.12.2022    | Catering       | Delhi | Catering & M.  | P01 | 71.90      |               |            |                |
| 30   |        | 115 | BANANA CHIPS CLASSIC SALT |            | 10       | EA   | D | 22.12.2022    | Catering       | Delhi | Catering & M.  | P01 | 71.90      |               |            |                |
| 40   |        | 115 | BANANA CHIPS CLASSIC SALT |            | 10       | EA   | D | 22.12.2022    | Catering       | Delhi | Catering & M.  | P01 | 71.90      |               |            |                |
| 50   |        | 115 | BANANA CHIPS CLASSIC SALT |            | 10       | EA   | D | 22.12.2022    | Catering       | Delhi | Catering & M.  | P01 | 71.90      |               |            |                |

Item

Material Data Quantities/Dates Valuation Source of Supply Status Contact Person Texts Delivery Address

Created by AKSHANSH Singh Changed On 09.11.2022

Crea. ind. Realtime (manual)

Requisitioner Tracking Number

Purch. Group P01 Uniform Telephone

MRP Controller Telephone

### 3 RFQ Creation

#### 3.1 Transaction Code

ME41N

#### 3.2 Execution

1. On Create RFQ: Initial Screen: Enter **RFQ Type**, **Quotation Deadline**  
Under **Organisation Data**: Enter **Purch. Organisation**, **Purchase Group**  
Under **Default Data for Items**: Enter **Delivery Date** and Click on “**Reference to PReq**”

**Create RFQ : Initial Screen**

Reference to PReq ☐ Reference to Outline Agreement ☐

RFQ Type: AN  
Language Key: EN  
RFQ Date: 10.11.2022  
Quotation Deadline: 30.11.2022  
RFQ:   
  
Organizational Data  
Purch. organization: 1000  
Purchasing Group: P01  
  
Default Data for Items  
Item Category:   
Delivery Date: T 07.12.2022  
Plant:   
Storage location:   
Material Group:   
Req. Tracking Number:

2. Once Clicked on **Reference to PReq**. New window pops-up, Enter **Purchase Req** number

**Create RFQ : Initial Screen**

Reference to PReq ☒ Reference to Outline Agreement ☐

RFQ Type: AN  
Language Key: EN  
RFQ Date: 10.11.2022  
Quotation Deadline: 30.11.2022  
RFQ:   
  
Organizational Data  
Purch. organization: 1000  
Purchasing Group: P01  
  
Default Data for Items  
Item Category:   
Delivery Date: T 07.12.2022  
Plant:   
Storage location:   
Material Group:   
Req. Tracking Number:

**Selection of Purchase Requisitions**

Purchase Req.: 10000402  
Requisition item:   
Purch. Group: P01  
Document Type:   
Material:   
MPN material:   
Plant:   
Item Category:   
Acct Assgmt Cat:   
Tracking Number:   
Supplying Plant:   
Assigned: ☒  
Stock material: ☒  
Open only: ☒

3. On Create RFQ: Selection List window, Select the **Items** to add in RFQ and Click on **Adopt + Details**

**Create RFQ : Selection List: Purchase Requisitions**

Adopt + Details

| Pur. Req. | Item | Material | Short Text                | Pint | Sloc | I | A | Cls | Qty | Un     | C  | Deliv. Date  | Rel. Date  | Fixed S. | S | Batch |
|-----------|------|----------|---------------------------|------|------|---|---|-----|-----|--------|----|--------------|------------|----------|---|-------|
| 10000405  | 70   | 115      | BANANA CHIPS CLASSIC SALT | DEL1 | 1000 |   |   |     |     | 10.000 | EA | D 22.12.2022 | 22.12.2022 |          | A |       |
| 10000405  | 80   | 115      | BANANA CHIPS CLASSIC SALT | DEL1 | 1000 |   |   |     |     | 10.000 | EA | D 22.12.2022 | 22.12.2022 |          | A |       |
| 10000405  | 90   | 115      | BANANA CHIPS CLASSIC SALT | DEL1 | 1000 |   |   |     |     | 10.000 | EA | D 22.12.2022 | 22.12.2022 |          | A |       |

4. On Create RFQ: Item page, Click on **Enter** to proceed further


**Create RFQ : Item 00010**

Item: 10 ItCat. Plant: DEL1  
 Material: 115 Stor. Loc.: 1000  
 Short Text: BANANA CHIPS CLASSIC SALT  
 Mat. Grp: M007

**Quantity and Date**  
 RFQ Quantity: 10 EA QuotDlin: 30.11.2022  
 Delivery Date: D 22.12.2022

**Deadline Monitoring**  
 1st Rem./Exped. TrackingNo  
 2nd Rem./Exped. S. Mat.  
 3rd Rem./Exped.  
 No. Exped. 0

Quotation /

5. On Create RFQ: Supplier Address page, Enter the dummy vendor number as "1000266" in Supplier field and Click on  for RFQ generation

**Create RFQ : Supplier Address**

RFQ: Company Code: 1000 Purch. Group: P01  
 RFQ Date: 10.11.2022 RFQ Type: AN Purchasing Org.: 1000  
 Supplier: 100266


**Name**  
 Title: Company  
 Name: Ariba Dummy vendor

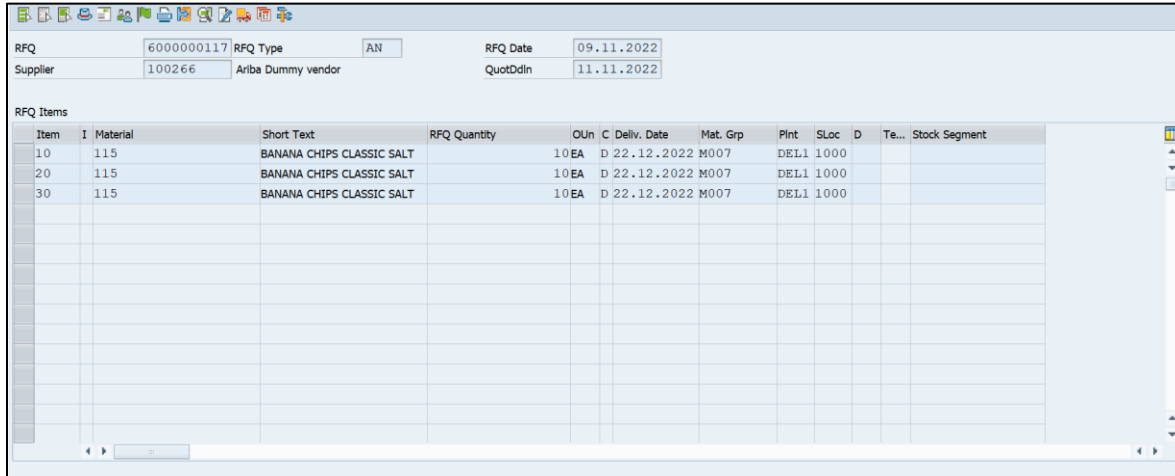
**Search Terms**  
 Search term 1/2: ARIBA DUMMY VENDOR

**Street Address**  
 Street/House number: Street 1 123  
 Postal Code/City: 110038 Gurgaon  
 Country: IN India Region: 07 Haryana  
 Time zone: INDIA

**PO Box Address**  
 PO Box:  
 Postal code:  
 Company Postal Code:

### 3.3 Result

After clicking on  button, RFQ created in SAP under the number “60000000117”



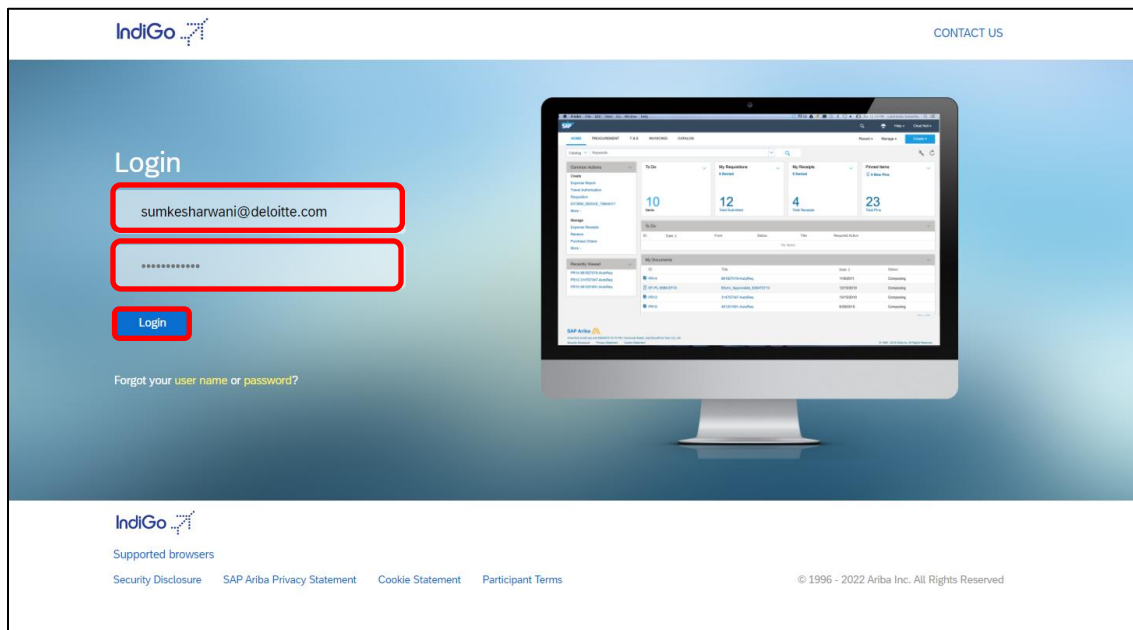
RFQ: 60000000117 RFQ Type: AN RFQ Date: 09.11.2022  
 Supplier: 100266 Ariba Dummy vendor QuotDdlm: 11.11.2022

| Item | I | Material | Short Text                | RFQ Quantity | OU | C | Deliv. Date | Mat. Grp | Plant | Sloc | D | Te... | Stock Segment |
|------|---|----------|---------------------------|--------------|----|---|-------------|----------|-------|------|---|-------|---------------|
| 10   |   | 115      | BANANA CHIPS CLASSIC SALT | 10 EA        | D  |   | 22.12.2022  | M007     | DEL1  | 1000 |   |       |               |
| 20   |   | 115      | BANANA CHIPS CLASSIC SALT | 10 EA        | D  |   | 22.12.2022  | M007     | DEL1  | 1000 |   |       |               |
| 30   |   | 115      | BANANA CHIPS CLASSIC SALT | 10 EA        | D  |   | 22.12.2022  | M007     | DEL1  | 1000 |   |       |               |

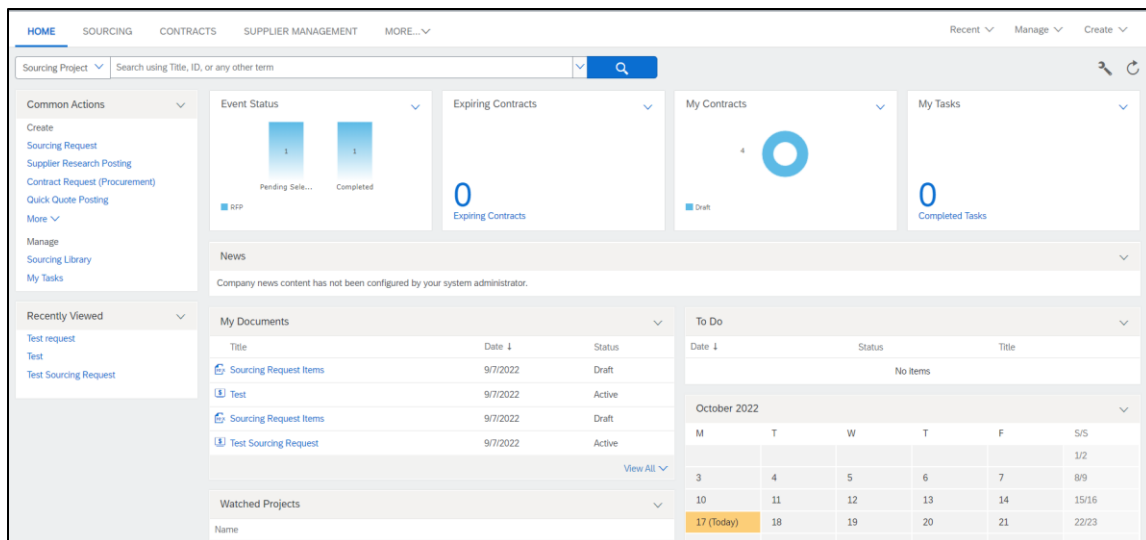


## 4 SAP Ariba Login:


1. Open the browser, Enter URL: **http://interglobee-procurement-t.sourcing3.ariba.com**. Login page will appear, Enter the **Username & Password**. Click on **Login**

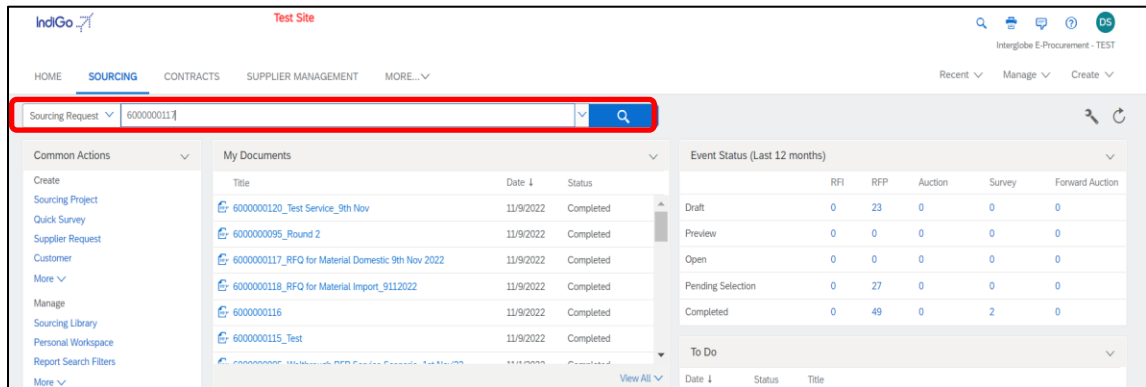


2. After clicking on **"Login"** button, User will land on **Ariba Dashboard** and have visibility of different tiles consisting of various type of data

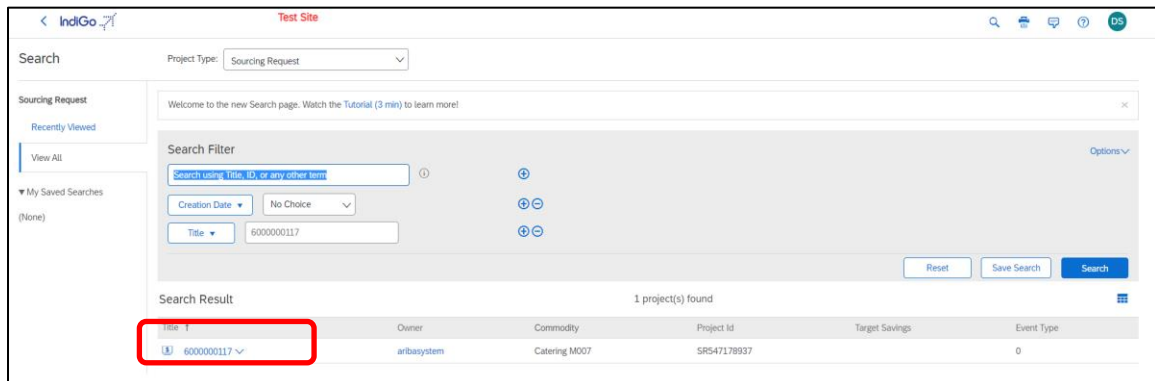


## 5 Sourcing Request to Sourcing Project Creation:

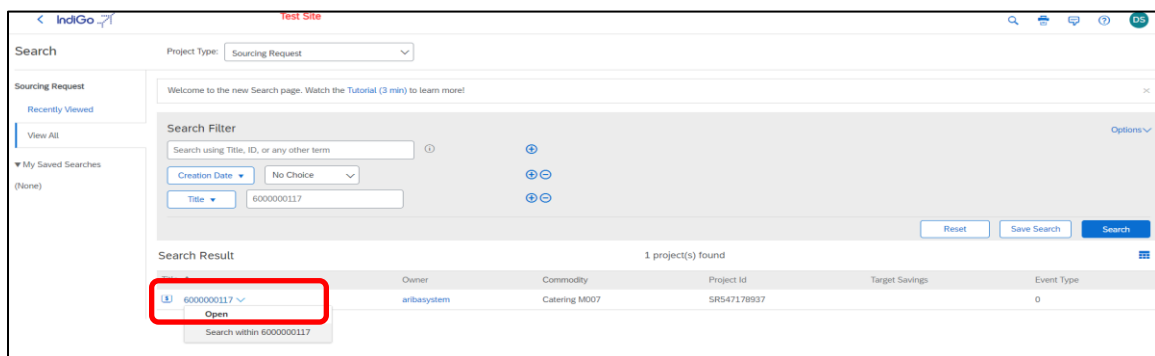
1. In the search tab, Select the Sourcing Request by clicking of down arrow and enter required Sourcing Request number to be converted into Sourcing Project, for eg: "6000000117". Click on 



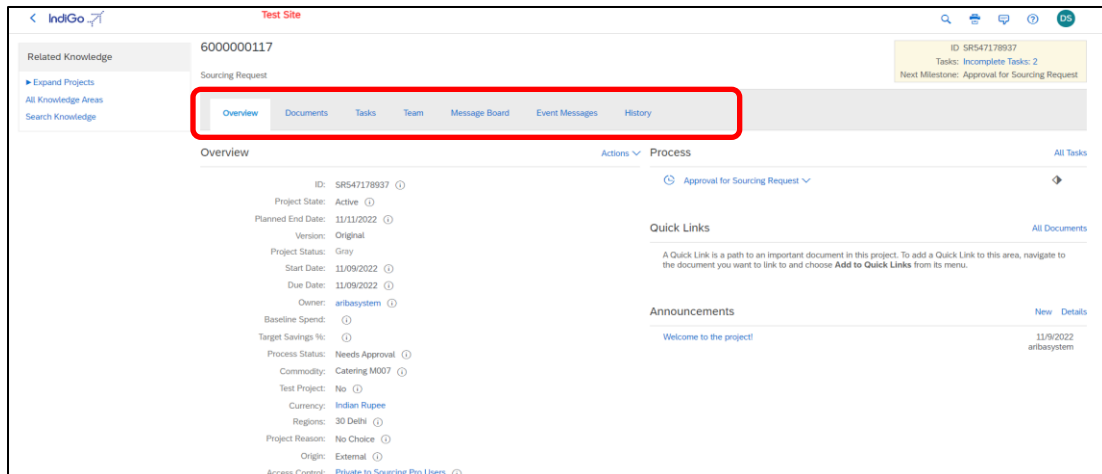
2. Search page will appear showing searched Sourcing Request number i.e., "6000000117" under Search Result section:



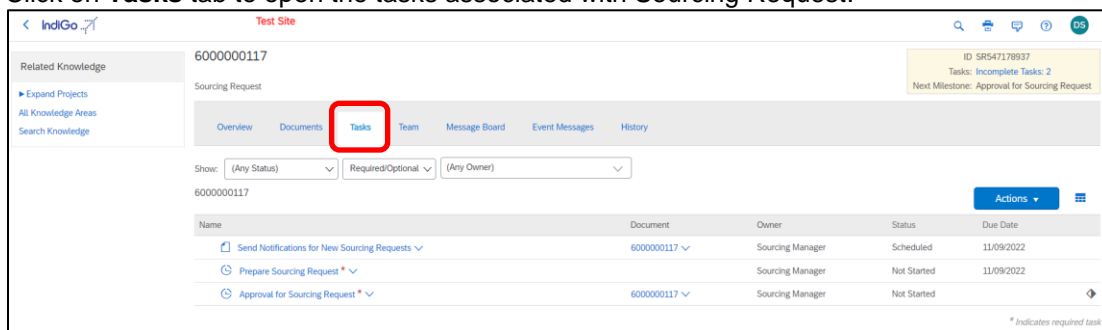
Click on **Sourcing Request** number, Select **Open** from drop down window:



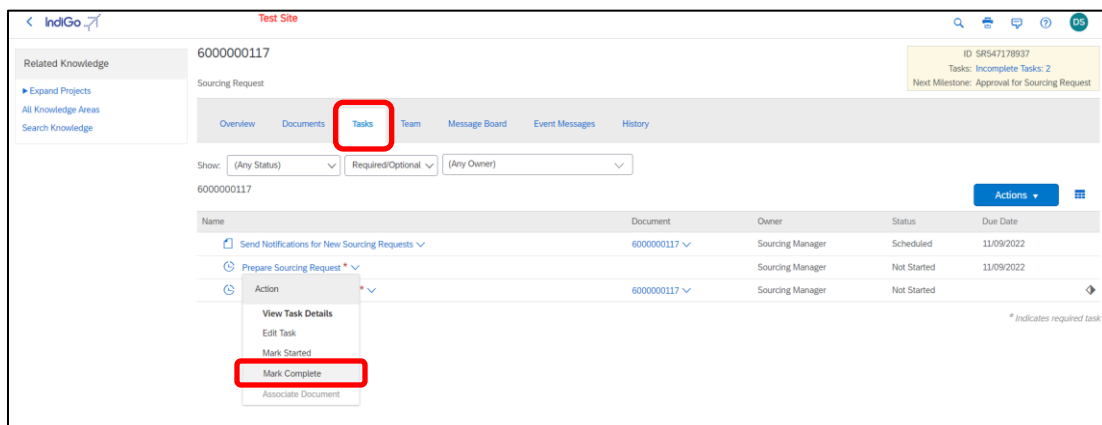
3. After clicking on Open, Sourcing Request page will appear consisting of tabs **Overview**, **Documents**, **Tasks**, **Team Message Board**, **Event Messages**, **History**



4. Click on **Tasks** tab to open the tasks associated with Sourcing Request.



5. On Tasks page, Click on **Prepare Sourcing Request** and Select **Mark Completed** from drop down window



6. On Tasks page, Click on **Approval for Sourcing Request** and Select **View Task Details** from drop down window

IndiGo Test Site

6000000117

Sourcing Request

Overview Documents **Tasks** Team Message Board Event Messages History

Show: (Any Status) Required/Optional (Any Owner)

6000000117

| Name   | Document   | Owner             | Status      | Due Date   |
|--|------------|-------------------|-------------|------------|
| Send Notifications for New Sourcing Requests | 6000000117 | Sourcing Manager  | Scheduled   | 11/09/2022 |
| Prepare Sourcing Request *                   | 6000000117 | Deepak Singh Negi | Complete    | 11/09/2022 |
| Approval for Sourcing Request *              | 6000000117 | Sourcing Manager  | Not Started |            |

Actions

View Task Details

Open Sourcing Request

\* Indicates required task

7. On Approval Task page, Click on **Submit**

Approval Task

Cancel

This task requires approval on one or more documents. Prior to submitting this task, documents must be ready for approval. You can enter any necessary task messages and add additional approvers on the **Approval Flow** tab. Observers are watchers within the task's approval flow.

6000000117 / Approval for Sourcing Request

TSK547178948 Approval for Sourcing Request

Round 1: Not Started

1. 6000000117

2. Specify Due Date

Days after parent phase starts: None

Fixed Date:

3. Provide an initial message and click Submit

Additional Attachments

Submit

8. Again, on Tasks tab, Click on “**Approve for Sourcing Request**” and Select **Approve**

IndiGo Test Site

6000000117

Sourcing Request

Overview Documents **Tasks** Team Message Board Event Messages History

Show: (Any Status) Required/Optional (Any Owner)

6000000117

| Name   | Document   | Owner             | Status      | Due Date   |
|--|------------|-------------------|-------------|------------|
| Send Notifications for New Sourcing Requests | 6000000117 | Sourcing Manager  | Scheduled   | 11/09/2022 |
| Prepare Sourcing Request *                   | 6000000117 | Deepak Singh Negi | Complete    | 11/09/2022 |
| Approval for Sourcing Request *              | 6000000117 | Deepak Singh Negi | In Approval |            |

Actions

View Task Details

Edit Task

Open Sourcing Request

Approve

Dismiss

\* Indicates required task

9. On **Approved** page, Click on **OK**

IndiGo Test Site

Approved

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 **Add Attachment**. To add a reference to a document already in the system, [More](#)

Message:

Access Control: (No additional restrictions) [View Details](#)

Additional Attachments

No Items

[Delete](#) [Add attachment](#) [Add from Project](#)

[OK](#) [Cancel](#)

10. On Documents tab, **Sourcing Project** document is visible. Click on **Sourcing Project** and Select **Open** from drop down window

IndiGo Test Site

60000000117

Sourcing Request

Overview **Documents** Tasks Team Message Board Event Messages History

60000000117 [Show Details](#) [Actions](#)

| Name        | Action                       | Owner         | Status           |
|-------------|------------------------------|---------------|------------------|
| 60000000117 | <a href="#">Open</a>         | aribsystem    | Sourcing Request |
|             | <a href="#">View Details</a> | Project Owner | Not Created      |

[To Do](#)  
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## 6 Sourcing Project Creation

### 6.1 Create Sourcing Project and Select a template

1. After Clicking of Open, User will be on initial page of Create Sourcing Project. Enter the data in all the mandatory fields

**Create Sourcing Project**

To create a Sourcing Project, specify the fields below. Templates used for constructing your Sourcing Project appear in the section at the bottom of the page, and available Templates may change depending on the project attributes you enter.

Name: \*  ⓘ

Description:  ⓘ

Copy from Project: (no value) v

Project: ☒ Full Project ☐ Quick Project ⓘ

Project State:  ⓘ

Test Project: \* ☐ Yes ☒ No ⓘ

Origin:  ⓘ

Regions: \*  Add more

Departments: \*  v

Baseline Spend:  INR ⓘ

Target Savings %:  ⓘ

Project Reason: \*  v ⓘ

Predecessor Project:  v ⓘ

Segmentation:  v ⓘ

Spend Type: \*  v ⓘ

Project Complexity:  v ⓘ

Owner:  ⓘ

Currency:  v

Commodity: \*  Add more ⓘ

Execution Strategy: \*  v ⓘ

Anticipated Contract Effective Date:  ⓘ

- Name:** Title of the Project
- Description:** Description of the Project
- Copy from Project:** Can Copy Event from Previous Project, if needed
- Project:** Select Quick Project
- Event Type:** RFP
- Test Project:** If Test Project, Select "Yes" else "No"
- Base Language:** Leave as it is
- Origin:** Leave as it is
- Regions:** Auto-populating from S/4 HANA.
- Departments:** Auto-populating from S/4 HANA
- Baseline Spend (Optional):** Enter the spend amount expected to cover by this project.
- Target Savings % Optional):** Percentage of savings want to obtain as a result of the project
- Predecessor Project:** The previous project in your process that led to creation of this project (Leave as it, if not required)
- Spend Type** Have option to select from "Budgeted" and "Non-Budgeted". By default selected value is "Budgeted" but can select "Non-Budgeted" in case of on CAPEX Items

External System Integration

Company Code: 1000 Interglobe Aviation Ltd [EN]

Purchasing Organization: 1000 Interglobe Aviation [EN]

Purchasing Group: P01 Uniform [EN]

Payment Terms: (no value)

Document Type: Purchase Order

Document Category: ZNDO Domestic Material

Copy all documents from the parent project? No

Copy all project groups from the parent project? No

**External System Integration:**

**Company Code:** Auto selected Company code associated with Project as defined by external system

**Purchasing Organisation:** Auto selected Purchasing Organisation associated with Project as defined by external system

**Purchasing Group:** Auto selected Purchasing Group associated with Project as defined by external system

**Payment Terms:** The payment terms associated with the project as defined by the external system. Select the Payment Terms from the dropdown window

**Document Type:** Select the Document Type as Purchase Order from dropdown window

**Document Category:** Select Purchase Order as ZNDO Domestic Material if applicable or it will show as no choice. You can further edit if it's showing as no choice in Scenario tab which will be shown in further steps.

**11. Select a template**

Select a template

Select the template you want to use, and answer any questions related to it to create your project. How you set the fields in the section above might affect which templates are available.

☐ IndiGo- Request for Proposal for Domestic and Service Requirements

*Use for Domestic and Service Requirements*

☐ IndiGo- Request for Proposal for Domestic and Service Requirements (Integration Case)

*Use for Domestic and Service Requirements - Integration Case*

☒ IndiGo- Request for Proposal for Domestic and Service Requirements(Without GST Dropdown)

*Use for Domestic and Service Requirements*

**12. Click on Create**

Create Cancel

## 6.2 Rules:

### 6.2.1 Timing and Bidding Rules

The screenshot shows the 'Rules' configuration page for an event titled '6000000119\_RFQ for Material Domestic 9th Nov 2022'. The event ID 'Doc547209165' is highlighted in a red box. The page includes a sidebar with navigation links: Rules, Team, Suppliers, Content, and Summary. The main content area is divided into two sections: 'Timing Rules' and 'Bidding Rules'.

**Timing Rules:**

- Response start date: ☒ When I Click the Publish button on the Summary page ☐ Schedule For the Future:
- Due date: ☒ Duration: 30 minutes ☐ Fixed time:

**Bidding Rules:**

- Can participants submit tie bids: ☐ Yes ☒ No
- Require participant to give a reason for declining to bid: ☐ Yes ☒ No
- Allow Pricing Conditions: ☐ Yes ☒ No

Once the event is created a unique Doc number (Here is Doc547209165) appears

#### Enter details are required:

**Response start details:** Response start date is when participants are first able to submit responses

**Due date:** Due date is when participants are no longer able to submit responses. Pls specify the time in minutes, hours, and days. By default, value is fixed as 30 minutes.

**Bidding Rules:** Can participants submit tie bids: By default – selected as All tie bids for all. Require participant to give a reason for declining to bid: By default – selected as "Yes"

### 6.2.2 Currency Rules and Market Feedback

The screenshot shows the 'Currency Rules' configuration page. It includes a sidebar with navigation links: Rules, Team, Suppliers, Content, and Summary. The main content area is divided into three sections: 'Currency Rules', 'Project Owner Actions', and 'Market Feedback'.

**Currency Rules:**

- Allow participants to select bidding currency: ☐ Yes ☒ No

**Project Owner Actions:**

- Allow users to accept a supplier's price as:  Contracted Price and send PIR  Estimated Price  Contracted Price

**Market Feedback:**

- Can owner see responses before event closes: ☐ Yes ☒ No
- Allow owner to see the following information before event closes: ☐ Log entries when suppliers access and exit events ☐ Log entries when suppliers download attachments ☐ Log entries when suppliers submit responses ☐ Participation status on the Supplier tab

**Currency Rules:** Allow participants to select bidding currency, by default – selected as "No", can select "Yes" if want to allow participants to choose which currency to place their bids in, from a list of currencies that are associated with the event.



**Market Feedback:** Specify how participants view market information: Enable one starting gate for the entire event. Can owner see response before event closes, by default – selected as “No”.

### 6.2.3 Message Board:

Message Board

Allow participants to send messages to project team: Yes

Message board opening time: Preview start

Message board closing time: Specify a time

11/10/2022 12:00 AM

Next Exit

**Message Board:** Allow participants to send messages to project team: by default – selected as “Yes”. Message board opening time by default – selected as “Preview start”. Message board closing time: by default – selected as “pending selection start” but change the value to “Specify a time and select the date and time.”

### 6.3 Team:

**Add More:** You can only add or edit team members in **Active Observer, Observer Team Group** in addition to members fixed at template level.

**Add Group:** Use to add a new group

IndiGo Test Site

Event Doc547209165 - 6000000119\_RFQ for Material Domestic 9th Nov 2022

Prev Next Exit

Add members of your own organization to the team that runs the event. The actions each user can perform depends on the group they are assigned to.

Team Members

| Group                           | Members   |
|---------------------------------|---|
| Administrators                  | Sumit Keshanani, Event Administrator                        |
| Global Observers                | Sourcing Manager, Commodity Manager, Customer Administrator |
| Observer Team 1 to Team 4       | V Ganesh Iyer   |
| Project Owner                   | Deepak Singh Negi Add more                                  |
| Surrogate Bidders               | Surrogate Bidders   |
| Team 1 & Team 2 Active Observer | Mayank Pathwa Add more                                      |

Delete Add Group

Prev Next Exit

Click **Next** or on **Suppliers** tab when team is finalised

## 6.4 Suppliers:

1. Click on **Invite Participants** button to add suppliers required for event

2. On Participant Search, Click on **Reset** button to clear the Search Filter

3. Enter **Supplier Name** → Click on **Search** → Select **Supplier name** by clicking on check box → Click on **Add More** to Add the New Supplier → Click on **Ok**

4. Added suppliers are visible in Supplier page. Click on **Next**

The screenshot shows the 'Invited Participants' table with the following data:

| Organization Name       | Contact Name  | Invited by        | Incumbent | Response Team | Registration Status | Qualification Status |
|-------------------------|---------------|-------------------|-----------|---------------|---------------------|----------------------|
| Ariba Dummy vendor-TEST |               | Deepak Singh Negi | No        | No            | Unknown             | Unknown              |
| Indigo Vendor name 012  | Indigo vendor | Deepak Singh Negi | No        | No            | Unknown             | Unknown              |
| Ravi Yadav              | Indigo vendor | Deepak Singh Negi | No        | No            | Unknown             | Unknown              |

Buttons at the bottom: Remove, Set/Clear, Invite Another Participant, Excel Import.

6.5 Content:

- Content will automatically come for different pricing and commercial terms required or as requisition raised by external system, as Sourcing Project is made from Sourcing Request.

The screenshot shows the 'All Content' page with the following sections:

- 1 InterGlobe Aviation: Non-Disclosure Agreement**
  - 1.1 Non-Disclosure Agreement: Please find attached the InterGlobe Aviation: Non-Disclosure Agreement applicable. All quotes submitted during this project must comply with this document. Do you accept these conditions? If Yes, PIs download the document and upload the Sign copy.
  - 1.2 Please Upload the Sign Copy of Non-Disclosure Agreement. In case of discrepancy in document, prices submitted will be considered null.
- 2 Are you a Related Party for IndiGo?**
- 3 Procurement Terms & Conditions**
  - 3.1 Price Validity**
    - 3.1.1 Price Validity (To be fill by Buyer): 15 Days
    - 3.1.2 Price Validity Acceptance by Supplier
    - 3.1.3 PIs specify the Price Validity
  - 3.2 Contract Validity**
    - 3.2.1 Contract Validity (To be fill by Buyer): 6 months
    - 3.2.2 Contract Validity Acceptance by Supplier
    - 3.2.3 PIs specify the Contract Validity

Buttons at the bottom: Add, Edit, Delete, Excel Import, Simplified Excel Import, Smart import from Excel.

The screenshot shows the 'All Content' page with the following sections:

- 1 Introduction**
- 2 Commercial Terms**
- 3 Pricing**
- 4 Contact**
  - Name: BAJAELECTRICALS
  - Postal Address: India

Buttons at the bottom: Add, Edit, Delete, Excel Import, Simplified Excel Import, Smart import from Excel.

1 Rules  
2 Team  
3 Suppliers  
4 Content  
5 Summary

All Content Filter

Display: Edit Item Actions

| Name                        | Price | Quantity | Extended Price | Total Cost | Savings | Unit Cost   |
|-----------------------------|-------|----------|----------------|------------|---------|-------------|
| 5 Contact                   |       |          |                |            |         |             |
| 6 BANANA CHIPS CLASSIC SALT | INR   | 10 each  | Fr             | Fr         | Fr      | 0.00 INR Fr |

BANANA CHIPS CLASSIC SALT

Packaging & Forwarding Percentagel -

Freight Percentagel - 0%

Total Without Tax - Fr

Please mention Applicable Taxl - Unspecified

TAX\_DESCRIPTION -

Total with Tax (Inclusive of Taxes) - Fr

Plant - DEL1 Interglobe Aviation Ltd.

Item Category - material

Material Group - M007 Catering

Material Code - 115 BANANA CHIPS CLASSIC SALT

Regulation ID - 0010000402

Add Edit Delete Excel Import Simplified Excel Import Smart import from Excel

Indicates participant-specific;(\*) indicates a required field

1 Rules  
2 Team  
3 Suppliers  
4 Content  
5 Summary

All Content Filter

Display: Edit Item Actions

| Name                        | Price | Quantity | Extended Price | Total Cost | Savings | Unit Cost   |
|-----------------------------|-------|----------|----------------|------------|---------|-------------|
| 7 BANANA CHIPS CLASSIC SALT | INR   | 10 each  | Fr             | Fr         | Fr      | 0.00 INR Fr |

BANANA CHIPS CLASSIC SALT

Packaging & Forwarding Percentagel -

Freight Percentagel - 0%

Total Without Tax - Fr

Please mention Applicable Taxl - Unspecified

TAX\_DESCRIPTION -

Total with Tax (Inclusive of Taxes) - Fr

Plant - DEL1 Interglobe Aviation Ltd.

Item Category - material

Material Group - M007 Catering

Material Code - 115 BANANA CHIPS CLASSIC SALT

Regulation ID - 0010000402

RFQ ID - 6000000117

Regulation Item Number - 00020

Add Edit Delete Excel Import Simplified Excel Import Smart import from Excel

Indicates participant-specific;(\*) indicates a required field

## 2. Enter Values in Section 4. Procurement Terms and Conditions

1 Rules  
2 Team  
3 Suppliers  
4 Content  
5 Summary

All Content Filter

Display: Edit Item Actions

| Name  | Price       | Quantity | Extended Price | Total Cost | Savings | Unit Cost |
|---|-------------|----------|----------------|------------|---------|-----------|
| 3 Procurement Terms & Conditions  |             |          |                |            |         |           |
| 3.1 Price Validity  |             |          |                |            |         |           |
| 3.1.1 Price Validity (To be fill by Buyer)                                      | 15 Days     |          |                |            |         |           |
| 3.1.2 Price Validity Acceptance by Supplier                                     | Unspecified |          |                |            |         |           |
| 3.1.3 Pls specify the Price Validity  |             |          |                |            |         |           |
| 3.2 Contract Validity   |             |          |                |            |         |           |
| 3.2.1 Contract Validity (To be fill by Buyer)                                   | 6 months    |          |                |            |         |           |
| 3.2.2 Contract Validity Acceptance by Supplier                                  | Unspecified |          |                |            |         |           |
| 3.2.3 Pls specify the Contract Validity   |             |          |                |            |         |           |
| 3.3 Payment Terms   |             |          |                |            |         |           |
| 3.3.1 Payment Terms   | 45 Days     |          |                |            |         |           |
| 3.3.2 Payment Terms Acceptance by Supplier                                      | Unspecified |          |                |            |         |           |
| 3.3.3 Pls specify the Payment Terms   |             |          |                |            |         |           |
| 4 For Suppliers: Additional Comment and Attachment                              |             |          |                |            |         |           |
| 4.1 For Supplier: Do you want to provide comment or attach additional document? | Unspecified |          |                |            |         |           |

Add Edit Delete Excel Import Simplified Excel Import Smart import from Excel

Indicates participant-specific;(\*) indicates a required field

3. User can check the line items and details coming from Sourcing Request
4. Click on **Next** to proceed to **Summary** page

## 6.6 Summary:

1. User can check all the details added on further tabs like **Rules**, **Team**, **Suppliers** and **Content** on **Summary** page
2. Click on **Pubish** to publish the event.

Event: Doc547209165 - 6000000119\_RFQ for Material Domestic 9th Nov 2022

Review and revise your event. Your edits have been already saved. When you finish, you can launch the event or leave it as a draft for future edits.

Overview

ID: Doc547209165  
Name: 6000000119\_RFQ for Material Domestic 9th Nov 2022  
Description:  
Event Type: RFP  
Test Project: Yes  
Currency: Indian Rupee  
Commodity: Catering M007  
Regions: 30 Delhi  
Departments: All All  
Owner: Deepak Singh Negi  
Version: Original  
Template: IndiGo- Request for Proposal for Domestic and Service Requirements(Tax Drop Down)  
Spend Type: Budgeted

Anticipated Contract Effective Date:  
Baseline Spend:  
Target Savings %:  
Creation Date: 11/09/2022  
Last Modified: 11/09/2022  
Access Control: Private To Team Members  
Origin: External

External System Integration

Company Code: 1000 Interglobe Aviation Ltd  
Purchasing Organization: 1000 Interglobe Aviation  
Purchasing Group: P01 Uniform  
Payment Terms: (no value)  
Document Type: Purchase Order  
Document Category: ZNDO Domestic Material

3. After Event is published, User can Monitor the event by Clicking on Monitor or can return to dashboard by using Return button

## Event Published

You have published your event. You can monitor the event activities or work on other tasks.

### What would you like to do next?

- **Monitor** this event.
- Return to dashboard.

## 7 Monitor the Sourcing Event:

1. On the **Content tab**, user can view different sections included in the event.

| Overview Content Suppliers Discovery Suppliers Team Messages Log Award  |  |                                     |                                     | Actions            |
|---|--|-------------------------------------|-------------------------------------|--------------------|
| All Content Filter  |  |                                     |                                     | Display: Responses |
| Name  | Initial                                | Historic                            | Reserve                             |                    |
|   | Total with Tax (Inclusive of Taxes)    | Total with Tax (Inclusive of Taxes) | Total with Tax (Inclusive of Taxes) |                    |
| ▼ Totals  | More...                                |                                     |                                     |                    |
| ▼ 1 InterGlobe Aviation: Non-Disclosure Agreement   |  |                                     |                                     |                    |
| 1.1 Non-Disclosure Agreement:   |  |                                     |                                     |                    |
| Please find attached the InterGlobe Aviation: Non-Disclosure Agreement applicable. All quotes submitted during this project must comply with this document. |  |                                     |                                     |                    |
| Do you accept these conditions? If Yes, Pls download the document and upload the Sign copy. References  |  |                                     |                                     |                    |
| 1.2 Please Upload the Sign Copy of Non-Disclosure Agreement. In case of discrepancy in document, prices submitted will be considered null.                  |  |                                     |                                     |                    |
| 2 Are you a Related Party for IndiGo?   |  |                                     |                                     |                    |
| ▼ 3 Technical Specifications and Questions  |  |                                     |                                     |                    |
| 3.1 Model of the Laptop   |  |                                     |                                     |                    |
| 3.2 Technical Specification Document  | Technical Specifications document.docx |                                     |                                     |                    |
| ▼ 4 Procurement Terms & Conditions  |  |                                     |                                     |                    |

2. On **Supplier's tab**, user can have the visiblty of **status** of suppliers

| Doc547209165 - 6000000117_RFQ for Material Domestic 9th Nov ...    |                        |               |                   |           |               |                     |                      |        |              |
|--|------------------------|---------------|-------------------|-----------|---------------|---------------------|----------------------|--------|--------------|
| Overview Content Suppliers Team Report Messages Log Scenario Award |                        |               |                   |           |               |                     |                      |        |              |
| Invited Participants   |                        |               |                   |           |               |                     |                      |        |              |
| <input type="checkbox"/>   | Organization Name      | Contact Name  | Invited by        | Incumbent | Response Team | Registration Status | Qualification Status | Locked | Status       |
| <input type="checkbox"/>   | Indigo Vendor name 012 | Indigo vendor | Deepak Singh Negi | No        | No            | Registered          | Unknown              | No     | Participated |
| <input type="checkbox"/>   | Ravi Yadav             | Indigo vendor | Deepak Singh Negi | No        | No            | Registered          | Unknown              | No     | Participated |
| Lock / Unlock Compose Message                                      |                        |               |                   |           |               |                     |                      |        |              |

## 8 Award Scenario:

1. After the time completion, Event close and went into Pending Selection mode

| Name  | Initial                             | Historic                            | Reserve                             | Indigo Vendor name 012               | Ravi Yadav                           |
|---|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------------------|--------------------------------------|
|   | Total with Tax (Inclusive of Taxes) | Total with Tax (Inclusive of Taxes) | Total with Tax (Inclusive of Taxes) | Total with Tax (Inclusive of Taxes)  | Total with Tax (Inclusive of Taxes)  |
| Totals  |                                     |                                     |                                     | 9,038.70 INR                         | 4,553.28 INR                         |
| 1 InterGlobe Aviation: Non-Disclosure Agreement   |                                     |                                     |                                     |                                      |                                      |
| 1.1 Non-Disclosure Agreement:   |                                     |                                     |                                     |                                      |                                      |
| Please find attached the InterGlobe Aviation: Non-Disclosure Agreement applicable. All quotes submitted during this project must comply with this document. |                                     |                                     |                                     | Yes                                  | Yes                                  |
| Do you accept these conditions? If Yes, Pls download the document and upload the Sign copy.   |                                     |                                     |                                     |                                      |                                      |
| References  |                                     |                                     |                                     |                                      |                                      |
| 1.2 Please Upload the Sign Copy of Non-Disclosure Agreement. In case of discrepancy in document, prices submitted will be considered null.                  |                                     |                                     |                                     | IndiGo_Non-Disclosure Agreement.docx | IndiGo_Non-Disclosure Agreement.docx |

2. Click on **Scenario** tab, Click on **Create** and Select **Manual Scenario**

| Name                                      | Type         | Status              | Award Status | Selected Suppliers | Selected Items | Time Updated      | Extended Price | Total Cost   | Savings          | Total Without Tax | Total with Tax (Inclusive of Taxes) |
|---|--------------|---------------------|--------------|--------------------|----------------|-------------------|----------------|--------------|------------------|-------------------|-------------------------------------|
| Best Bid                                  | Optimization | Optimized           | Not Awarded  | 1                  | 3              | 11/9/2022 5:13 PM | 3,700.00 INR   | 3,700.00 INR | 0.00 INR (0.00%) | 3,924.00 INR      | 4,553.28 INR                        |
| Best Bid with Limited Number of Suppliers | Optimization | Optimized           | Not Awarded  | 1                  | 3              | 11/9/2022 5:13 PM | 3,700.00 INR   | 3,700.00 INR | 0.00 INR (0.00%) | 3,924.00 INR      | 4,553.28 INR                        |
| Incumbent Suppliers                       | Optimization | Optimization Failed | Not Awarded  | 0                  | 0              | 11/9/2022 5:13 PM |                |              |                  |                   |                                     |

3. On Next page, Enter **Name of the Scenario**

Untitled Scenario

1. Award Proposal Details 2. Summary

Name: \* RFQ for Material Domestic

Document Type: \* Purchase Order

Document Category: \* ZND Domestic Material

Submit for approval

| Name   | Indigo Vendor name 012 | Ravi Yadav |
|--|------------------------|------------|
|  | Allocation             | Allocation |
| Totals   |                        |            |
| 1 InterGlobe Aviation: Non-Disclosure Agreement    |                        |            |
| 3 Procurement Terms & Conditions                   |                        |            |
| 3.1 Price Validity                                 |                        |            |
| 3.2 Contract Validity                              |                        |            |
| 3.3 Payment Terms                                  |                        |            |
| 4 For Suppliers: Additional Comment and Attachment |                        |            |

4. Go to **Pricing Section** → Select **Name of Supplier**, want to award business. Can use Advance Award option, incase want to split the business between suppliers. Click on **Submit for approval**.

BANANA CHIPS CLASSIC SALT

Ravi Yadav (1) ▾

Less... ▾

100%

|                                      |                               |  |
|--------------------------------------|-------------------------------|--|
| Price:                               | 200.00 INR                    | 100.00 INR                             |
| Quantity:                            | 10 each                       | 10 each                                |
| Extended Price:                      | 2,000.00 INR <i>Fix</i>       | 1,000.00 INR <i>Fix</i>                |
| Total Cost:                          | 2,000.00 INR <i>Fix</i>       | 1,000.00 INR <i>Fix</i>                |
| Savings:                             | 0.00 INR (0.00%) <i>Fix</i>   | 0.00 INR (0.00%) <i>Fix</i>            |
| Unit Cost:                           | 216.00 INR <i>Fix</i>         | 105.00 INR <i>Fix</i>                  |
| Packaging & Forwarding Percentage%:  | 3%                            | 3%                                     |
| Freight Percentage%:                 | 5%                            | 2%                                     |
| Total Without Tax:                   | 2,160.00 INR <i>Fix</i>       | 1,050.00 INR <i>Fix</i>                |
| Please mention Applicable Tax%:      | 12.00%                        | 18.00%                                 |
| TAX DESCRIPTION:                     | GST 12%                       | 18 % GST                               |
| Total with Tax (Inclusive of Taxes): | 2,419.20 INR <i>Fix</i> (2)   | 1,239.00 INR <i>Fix</i> (1) <i>Fix</i> |
| Plant:                               | DEL1 Interglobe Aviation Ltd. | DEL1 Interglobe Aviation Ltd.          |
| Item Category:                       | material                      | material                               |
| Material Group:                      | M007 Catering                 | M007 Catering                          |

Update Total   Excel Import

BANANA CHIPS CLASSIC SALT

Ravi Yadav (1) ▾

More... ▾

100%

BANANA CHIPS CLASSIC SALT

Ravi Yadav (1) ▾

More... ▾

100%

Update Total   Excel Import

Save   Copy As ▾

IndiGo

Untitled Scenario

Save   Copy As ▾

1. Award Proposal Details   2. Summary

Name: \* RFQ for Material Domestic

Document Type: \* Purchase Order

Document Category: \* ZNDO Domestic Material

All Content   Filter ▾

Submit for approval.

| Indigo Vendor name 012   | Ravi Yadav                             |
|--|--|
| Allocation   | Allocation                             |
| Total with Tax (Inclusive of Taxes): 2,419.20 INR <i>Fix</i> (2) | 1,239.00 INR <i>Fix</i> (1) <i>Fix</i> |
| Plant: DEL1 Interglobe Aviation Ltd.                             | DEL1 Interglobe Aviation Ltd.          |
| Item Category: material  | material                               |
| Material Group: M007 Catering                                    | M007 Catering                          |
| Material Code: 115 BANANA CHIPS CLASSIC SALT                     | 115 BANANA CHIPS CLASSIC SALT          |
| Requisition ID: 0010000402                                       | 0010000402                             |
| RFQ ID: 6000000117   | 6000000117                             |
| Requisition Item Number: 00010                                   | 00010                                  |
| RFQ Item Number: 00010   | 00010                                  |



5. On **Award Confirmation** page, buyer have the option to select **check box** to send notification email of award to be awarded as well as non-awarded participants. Also, have option to **customise the Award Emails** and Click on **Done**

IndiGo Test Site

Award Confirmation

Should the system send notification emails to participants?

☒ Send Emails to Awarded Participants

☐ Send Emails to Non-Awarded Participants

Customize Award Emails

Done Cancel

Done Cancel

## 9 Awarding, Project State Change and Send Quote to External System:

1. As approvers approve the Award Approval task, Project Status Change from **Pending Selection** to **Completed**
2. Click on **Action** and Select **Send Quote to External System**

The screenshot shows the 'Doc547209165 - 6000000117\_RFQ for Material Domestic 9th Nov ...' page. The 'Actions' menu is open, and the 'Send Quotes to External System' option is highlighted with a red box. The menu also includes options like Document, Edit, Excel Export, Print Event Information, View Award Approval Task, Add to Watched Projects, Delete, Download All Suppliers, All scenarios, Version, View Draft Version, View Published Version, View Change History, Event Notifications, and Disable Automatic Event Notifications.

3. Click on **Ok** in Pop Up window of **Send Quote to External System**

The screenshot shows the 'Current Scenarios' table with a pop-up window titled 'Send Quotes to External System'. The pop-up asks 'Are you sure you want to send quotes to the external system now?' and has 'Ok' and 'Cancel' buttons. The 'Ok' button is highlighted with a red box. The background table shows various scenarios with columns for Name, Type, Status, Award Status, Selected Suppliers, Selected Items, Time Updated, Extended Price, Total Cost, Savings, Total Without Tax, and Total with Tax (Inclusive of Taxes).

4. Success Message displays on the screen

The screenshot shows the same 'Current Scenarios' table as before, but with a yellow success message banner at the top that reads 'Successfully sent the data to external system.' The banner is highlighted with a red box. The 'View' button for the first scenario is also visible.

5. User will get the update of of **PO** created in S4H System in **Log** tab

Doc547209165 - 6000000117\_RFQ for Material Domestic 9th Nov ...

Overview Content Suppliers Team Report Messages **Log** Scenario Award

Audit Log Entries

| Date Created           | Real User         | On Behalf Of      | Action  | Score | Details   |
|------------------------|-------------------|-------------------|---|-------|---|
| 11/09/2022 05:45:00 PM | aribasystem       | aribasystem       | System process:Confirm Awarding; announcement that an award has been processed by ERP |       | Event 6000000117_RFQ for Material Domestic 9th Nov 2022 : The external system created Purchase Order 6700000133 for vendor 100267.  |
| 11/09/2022 05:37:08 PM | Deepak Singh Negi | Deepak Singh Negi | System process:Success log for quote message  |       | bid (Details-Award:ID317374123) submitted by indigo vendor has been sent to the external system.  |
| 11/09/2022 05:25:19 PM | aribasystem       | aribasystem       | System process:Awarding; announcement to participant who has been awarded             |       | Event 6000000117_RFQ for Material Domestic 9th Nov 2022 - Lot 6 - BANANA CHIPS CLASSIC SALT, 8 - BANANA CHIPS CLASSIC SALT, 7 - BANANA CHIPS CLASSIC SALT has been awarded. |
| 11/09/2022 05:13:30 PM | aribasystem       | aribasystem       | System process:Submit Optimization  |       | Event 6000000117_RFQ for Material Domestic 9th Nov 2022 - Submitted optimization scenario 'Incumbent Suppliers'.  |
| 11/09/2022 05:13:29 PM | aribasystem       | aribasystem       | System process:Submit Optimization  |       | Event 6000000117_RFQ for Material Domestic 9th Nov 2022 - Submitted optimization scenario 'Best Bid with Limited Number of Suppliers'.                                      |
| 11/09/2022 05:13:29 PM | aribasystem       | aribasystem       | System process:Submit Optimization  |       | Event 6000000117_RFQ for Material Domestic 9th Nov 2022 - Submitted optimization scenario 'Best Bid'.   |
| 11/09/2022 05:13:29 PM | aribasystem       | aribasystem       | System process:Publish report   |       | This event's reporting data (available within the event on the Report tab) is ready for transferal to Ariba Analysis.   |
| 11/09/2022 05:13:29 PM | Deepak Singh Negi | Deepak Singh Negi | System process:Bidding ends; event moves to 'Pending Selection' state                 |       | Event 6000000117_RFQ for Material Domestic 9th Nov 2022 bidding has ended.  |
| 11/09/2022 05:13:28 PM | Deepak Singh Negi | Deepak Singh Negi | System process:Bidding ends; event moves to 'Pending Selection' state                 |       | Event 6000000117_RFQ for Material Domestic 9th Nov 2022 bidding has ended.  |

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