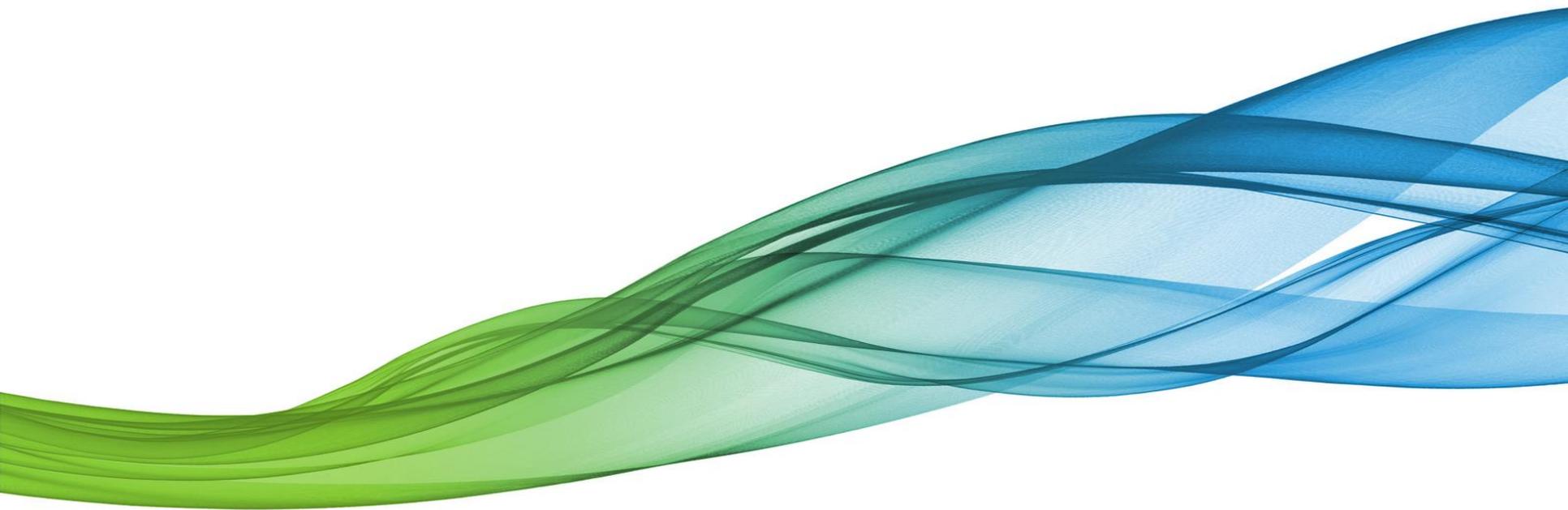




SAP Ariba Training Proposal Submission



Email Invitation to Register on Ariba Network

You will receive an email similar to this one. Click on the link.

The screenshot shows an email client interface with a ribbon menu at the top. The ribbon has tabs for 'FILE', 'MESSAGE', and 'ADOBE PDF'. Below the ribbon are various action buttons: Ignore, Delete, Reply, Reply All, Forward, Meeting, More, Done, Reply & Delete, Create New, Move, Rules, OneNote, Actions, Mark Unread, Categorize, Follow Up, Translate, Find, Related, Select, and Zoom. The email content is displayed below the ribbon, starting with the sender's name 'Olivia Riviere' and email address '<s4system-prod+aes-T.Doc787205823@ansmtp.ariba.com>'. The subject line reads 'AES-T has invited you to participate in an event: RFP Corp International Tax Services.' The recipient is listed as 'To: Olivia Riviere'.

The screenshot shows the body of the email. At the top is the Ariba logo. The text reads: 'Welcome, Joe. AES-T has registered you on their Ariba Spend Management site and invited you to participate in the following event: RFP Corp International Tax Services. The event starts on Wednesday, June 22, 2016 at 9:45 AM, Eastern Daylight Time and ends on Friday, July 22, 2016 at 9:45 AM, Eastern Daylight Time. [Click Here](#) to access this event. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can access this event. NOTE: This link is only valid for 30 days. Make sure to register on the Ariba Commerce Cloud before the link expires. After you register on the Ariba Commerce Cloud, you can no longer use this link. If you have questions about this event, contact Olivia Riviere via telephone at [redacted] or via e-mail at olivia.riviere@aes.com. If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event. We look forward to working with you! Thank You, AES-T' At the bottom, there is a footer with the text: 'AES-T sourcing site, Event Doc787205823: RFP Corp International Tax Services, Realm: aes-T, Message Id: MSG33179703, [Click Here](#) Ariba, Inc. 910 Hermosa Court, Sunnyvale, CA 94085, USA [Data Policy](#) | [Contact Us](#) | [Customer Support](#)' A red arrow points to the 'Click Here' link in the main body of the email.

Login

If you are not registered user of SAP Ariba, the first screen will be different. Please consult the other training materials “Supplier Registration”.

← → C <https://service.ariba.com/Sourcing.aw/128600007/aw?awh=r&awssk=4XPIM4Fq&dard=1> ☆ 🔍 ☰

SAP Ariba  **Proposals** Powered by Ariba Sourcing ☰ [Help Center >>](#)

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

New to Ariba? [Register Now](#)
Need help? See [Quick Start](#)

Discover New Leads in YOUR Industry



Join Ariba Discovery Advantage now for access to leads from buyers in an active buying cycle and get unlimited responses to proven, qualified leads. One deal can pay for your subscription!

[Learn More](#)

Supported browsers and plugins



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RFP/RFQ Overview

The time left to submit a response will appear on the top right. Training Materials and Support are available at “Help Center” on top right.

Any messages from AES can be found under ‘Event messages’. Your ‘Checklist’ guides you through the required steps.

The screenshot displays the Ariba Sourcing interface. At the top, the header includes the Ariba Sourcing logo, a hamburger menu, 'Company Settings', a user profile for 'Joe Smith', and a 'Help Center' link. Below the header, there is a navigation bar with '< Go back to AES-T Dashboard' on the left and 'Desktop File Sync' on the right. The main content area is titled 'Event Details' and shows 'Doc787205823 - RFP Corp International Tax Services'. A yellow warning box states: '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 buyer to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisite, you cannot view the event content or participate in this event.' Below this, there are three buttons: 'Review Prerequisites', 'Decline to Respond', and 'Print Event Information'. A 'Time remaining' clock icon shows '26 days 04:28:12'. On the left, a 'Checklist' sidebar lists three steps: '1. Review Event Details', '2. Review and Accept Prerequisites', and '3. Submit Response'. The 'Event Overview and Timing Rules' section shows: Owner: Olivia Riviere, Event Type: RFP, Publish time: 6/22/2016 9:45 AM, Due date: 7/22/2016 9:45 AM, Currency: US Dollar, and Commodity: Tax Services 092300. Red arrows point to 'Event Messages', 'Checklist', 'Review Prerequisites', 'Decline to Respond', 'Print Event Information', and 'Time remaining'.



Review Prerequisites

Before accessing the content of the RFP, AES may ask you to respond to some prerequisites

Ariba Sourcing Company Settings Joe Smith Help Center

[Go back to AES-T Dashboard](#) Desktop File Sync

Event Details Doc787205823 - RFP Corp International Tax Services Time remaining 26 days 04:23:13

Event Messages
Download Tutorials

▼ Checklist

1. Review Event Details
2. **Review and Accept Prerequisites**
3. Submit Response

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 buyer to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisite, you cannot view the event content or participate in this event.

[Review Prerequisites](#) [Decline to Respond](#) [Print Event Information](#)

Event Overview and Timing Rules

Owner: [Olivia Riviere](#) ⓘ

Event Type: RFP

Publish time: 6/22/2016 9:45 AM

Due date: 7/22/2016 9:45 AM

Currency: US Dollar

Commodity: Tax Services 092300

SAP Ariba

Joe Smith (test2-olivia.riviere@aes.com) last visited 26 Jun 2016 2:17:06 AM International Tax Services LLC AN01043994960-T

[Data Policy](#) [Security Disclosure](#) [Terms of Use](#)

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1. Review and accept the Bidder Agreement.
2. Review the prerequisites. Any section with a yellow door is mandatory to move forward and access the rest of the RFP/RFQ.

Ariba Sourcing Company Settings ▾ Joe Smith Help Center >>

< Go back to AES-T Dashboard Desktop File Sync

Prerequisites Doc787205823 - RFP Corp International Tax Services

To continue with this event, complete the prerequisites below. Some of the prerequisites might be access gate questions that you must answer before you can see the event information. Other prerequisites might serve as a participation gate that restricts you from submitting your response unless you have responded to them.

Would you like to accept the Bidder Agreement? [View Bidder Agreement](#)

I accept the terms of this agreement. 

I do not accept the terms of this agreement.

Prerequisites

Name ↑	
2.3 How to respond to the RFx?	Less... [-]
1. Review and accept the RFP Terms and any other Conditions and/or Prerequisite(s) below. 2. The rest of the RFP content will then be displayed. Please review the RFx details. You can click on "All content" in order to see all the sections together. 3. Enter your response and click on Submit entire response. Please note that unless you click on the "Submit" button, your response will not be received.	
▼ 2.4 Confidentiality Agreement	
2.4.2 Have you uploaded the signed confidentiality Agreement? 	* Unspecified ▾ 
▼ 2.5 RFP Terms & Conditions	
2.5.2 Do you accept the RFP's Terms & Conditions in the section above? 	* Unspecified ▾ 

(*) indicates a required field



Alternatively, you can decline to respond to the RFP/RFQ

Ariba Sourcing Company Settings Joe Smith Help Center

< Go back to AES-T Dashboard Desktop File Sync

Event Details Doc787205823 - RFP Corp International Tax Services Time remaining 26 days 04:23:13

Event Messages
Download Tutorials

Checklist

- Review Event Details
- Review and Accept Prerequisites
- Submit Response

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 buyer to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisite, you cannot view the event content or participate in this event.

[Review Prerequisites](#) [Decline to Respond](#) [Print Event Information](#)

Event Overview and Timing Rules

Owner: Olivia Riviere	Currency: US Dollar
Event Type: RFP	Commodity: Tax Services 092300
Publish time: 6/22/2016 9:45 AM	
Due date: 7/22/2016 9:45 AM	



The RFP/RFQ “Event Content” will appear.
Click on “Select Lots” to view Bid Items and select these you will bid on.

Ariba Sourcing Company Settings ▾ Joe Smith ▾ Help Center >>

< Go back to AES-T Dashboard Desktop File Sync

Event Details Doc787205823 - RFP Corp International Tax Services Time remaining 26 days 04:08:58

Download Content Review Prerequisites **Select Lots** Print Event Information

Introduction (Section 1 of 6) Next >>

Event Messages
Response History
Download Tutorials

▼ Checklist

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

▼ Event Contents

- All Content
- 1 Introduction
- 2 RFP Overview
- 3 RFP Process and Subm...

1.1 The AES Corporation Overview

The AES Corporation (NYSE: AES) is a Fortune 500 global power company with generation and distribution businesses. Through our diverse portfolio of thermal and renewable fuel source we safely provide affordable and sustainable energy in 18 countries. Our workforce of 18,500 people is committed to operational excellence and meeting the world's changing power need. Our 2014 revenues were \$17 billion and we own and manage \$42 billion in total assets.

As one of the world's largest power companies, AES owns and operates a diverse and growing portfolio of 127 generation (35,953 MW) and 8 distribution businesses (79,567 GWh of energy sold) serving 11.5 million people. Our power plants encompass a broad range of technologies and fuel types, from coal to gas to renewables such as wind, hydro and biomass. The company was founded in 1981 and is based in Arlington, Virginia, United States. To learn more, please visit www.aes.com.

Event Overview and Timing Rules

Owner: Olivia Riviere ⓘ Currency: US Dollar
Event Type: RFP Commodity: Tax Services 092300
Publish time: 6/22/2016 9:45 AM
Due date: 7/22/2016 9:45 AM

Next Section: RFP Overview

Select either all or some items. Click on the first checkbox will select all items.

Ariba Sourcing Company Settings ▾ Joe Smith Help Center >>

[< Go back to AES-T Dashboard](#) Desktop File Sync

Select Lots Doc787205823 - RFP Corp International Tax Services Cancel

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

▼ Checklist

1. [Review Event Details](#)
2. [Review and Accept Prerequisites](#)
3. **Select Lots**
4. [Submit Response](#)

Select Lots [Select Using Excel](#)

Lots Available for Bidding ☰

<input type="checkbox"/>	Name
<input type="checkbox"/>	5.1 Tax Advisor - Partner
<input type="checkbox"/>	5.2 Tax Advisor - Director
<input type="checkbox"/>	5.3 Tax Advisor - Manager
<input type="checkbox"/>	5.4 Tax Advisor - Senior Associate
<input type="checkbox"/>	5.5 Tax Advisor - Associate

↩ Submit Selected Lots

Cancel

Answer Questions

Questions with an asterisk * are mandatory.
Some questions are a “Yes/No” drop down

Ariba Sourcing Company Settings Joe Smith Help Center

< Go back to AES-T Dashboard Desktop File Sync

Console Doc787205823 - RFP Corp International Tax Services Time remaining 26 days 03:54:19

Your response to the prerequisites has been submitted.

Event Messages Response History

▼ Checklist

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

▼ Event Contents

- All Content
- 1 Introduction
- 2 RFP Overview

All Content

Name ↑	Quantity	Price	Extended Price
▼ 4 Alignment			
4.1 AES Payment term is 45 or Insert Business's standard payment term days. Do you accept this payment term?			
4.2 What is your warranty period? Describe warranty limitations, if any.			
4.3 Please find attached AES' standard Terms & Conditions of Contract which shall be the basis for a future contract. References			
4.4 Please list any deviations from AES' standard Contract Terms & Conditions in the attach form. AES shall not consider any changes/variations to these Contract Terms & Conditions unless these are communicated by Bidder in the attached form.			

Please upload any variations to the AES' standard Contract Terms & Conditions to this section. [Attach a file](#)

(*) indicates a required field

Submit Entire Response Update Totals Reload Last Bid Save Compose Message Excel Import

Some questions invite you to type your answer.
Some questions require you to upload a file. A new screen will appear to select the file.

Ariba Sourcing Company Settings ▾ Joe Smith ▾ Help Center >>

< Go back to AES-T Dashboard Desktop File Sync

Console Doc787205823 - RFP Corp International Tax Services Time remaining 26 days 03:48:27

Your response to the prerequisites has been submitted.

All Content

Name ↑	Quantity	Price	Extended Price
▼ 4 Alignment			
4.1 AES Payment term is 45 or Insert Business's standard payment term days. Do you accept this payment term?	*	Yes ▾	
4.2 What is your warranty period? Describe warranty limitations, if any.	*	3 years	
4.3 Please find attached AES' standard Terms & Conditions of Contract which shall be the basis for a future contract. References			
4.4 Please list any deviations from AES' standard Contract Terms & Conditions in the attach form. AES shall not consider any changes/variations to these Contract Terms & Conditions unless these are communicated by Bidder in the attached form.			*Attach a file

Please upload any variations to the AES' standard Contract Terms & Conditions to this section. [References](#)

(*) indicates a required field

Submit Entire Response **Update**

Add Attachment **OK** **Cancel**

Enter the location of a file to add as an **Attachment**. To search for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment.

Attachment: **Choose File** | No file chosen

OK **Cancel**

In the pricing section:
The first value will be the quantity required, in this case "100".
The second value is the Unit of Measure, in this case "Hour".
Enter your price in the corresponding field.

Ariba Sourcing Company Settings ▾ | Joe Smith ▾ | Help Center >>

< Go back to AES-T Dashboard Desktop File Sync

Console Doc787205823 - RFP Corp International Tax Services ⌚ Time remaining
26 days 03:41:22

Event Messages
Response History

▼ Checklist

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

▼ Event Contents

- All Content
- 1 Introduction
- 2 RFP Overview

Your response to the prerequisites has been submitted.

All Content ☰ | ☰

Name ↑	Quantity	Price	Extended Price
▼ 5 Pricing Proposal			
5.1 Tax Advisor - Partner	100 hour	* <input type="text" value="450"/> USD	
5.2 Tax Advisor - Director	100 hour	* <input type="text" value="320"/> USD	
5.3 Tax Advisor - Manager	100 hour	* <input type="text" value="280"/> USD	
5.4 Tax Advisor - Senior Associate	100 hour	* <input type="text" value="230"/> USD	
5.5 Tax Advisor - Associate	100 hour	* <input type="text" value="180"/> USD	

(*) indicates a required field

|

Submit your Response

If you missed any required field, you will be prompted to these questions for completion. You can use the “Next” button at the top.

Ariba Sourcing **There are 2 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 >](#)

Bob Smith ▾ Help Center >>
Desktop File Sync

< Go back to AES-T Dashboard

Console Doc 87205823 - RFP Corp International Tax Services Time remaining 26 days 03:37:23

Your response to the prerequisites has been submitted.

All Content

Name ↑	Extended Price
5.4 Tax Advisor - Senior Associate	,000.00 USD
5.5 Tax Advisor - Associate	,000.00 USD
▼ 6 Technical Proposal	
6.1 Please explain how you will fulfill the international tax services for a global corporate with 100 subsidiaries in 18 countries, ad meet reporting deadline. Please describe your reporting capabilities.	*Attach a file
6.2 Please describe your account management team and involvement/responsibilities of each member.	*

(*) indicates a required field

Submit Entire Response Update Totals Reload Last Bid Save Compose Message Excel Import

Submission Confirmation

A confirmation message will appear on top of your screen. You can revise your proposal during the “remaining time” showing on the top right of the screen.

You can check the “Extended Price” of your total proposal. You can send a message to the AES team.

Ariba Sourcing Company Settings ▾ Joe Smith ▾ Help Center >>

< Go back to AES-T Dashboard Desktop File Sync

Console Doc787205823 - RFP Corp International Tax Services Time remaining 26 days 03:33:01

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

Revise Response

All Content

Name ↑	Quantity	Price	Extended Price
Please upload any variations to the AES' standard Contract Terms & Conditions to this section. References			
▼ 5 Pricing Proposal			\$146,000.00 USD
5.1 Tax Advisor - Partner	100 hour	\$450.00 USD	\$45,000.00 USD
5.2 Tax Advisor - Director	100 hour	\$320.00 USD	\$32,000.00 USD
5.3 Tax Advisor - Manager	100 hour	\$280.00 USD	\$28,000.00 USD
5.4 Tax Advisor - Senior Associate	100 hour	\$230.00 USD	\$23,000.00 USD
5.5 Tax Advisor - Associate	100 hour	\$180.00 USD	\$18,000.00 USD

Compose Message

Training Materials & Support

If you have any questions during this process, please check the “Help Center” to access FAQ, Training Materials and Support via phone

The screenshot displays the Ariba Sourcing user interface. At the top, the header includes 'Ariba Sourcing', 'Company Settings', a user profile for 'Joe Smith', and a 'Help Center' link. A red arrow points to the 'Help Center' link. Below the header, the main content area is divided into several sections:

- Console:** Shows the current event 'Doc787205823 - RFP Corp International Tax Services' and a 'Time remaining' of 26 days 03:26:33.
- Event Messages / Response History:** A sidebar menu on the left.
- Checklist:** A list of tasks including 'Review Event Details', 'Review and Accept Prerequisites', 'Select Lots', and 'Submit Response'.
- Event Contents:** A list of document sections such as 'Introduction', 'RFP Overview', 'RFP Process and Subm...', 'Alignment', 'Pricing Proposal', and 'Technical Proposal'.
- Browser Window:** A window titled 'User Community Home - Help & Support - Google Chrome' is open, displaying a help article titled 'Popular Topics' (circled in red). The article content includes:
 - 'Why was my bid rejected?' with a sub-heading 'Can you help answer these questions?' and a red arrow pointing to it.
 - 'About Responding to RFIs' with a sub-heading 'How do I extend my log-in period?' and a red arrow pointing to it.
 - 'About Responding to RFPs' with a sub-heading 'The option to "Submit Prebid" has not yet been activated and is frozen.' and a red arrow pointing to it.
- Right Sidebar:** Contains an 'Extended Price' table with values like '\$146,000.00 USD' and '\$45,000.00 USD'. Below it are links for 'Learning Center Product documentation and tutorials' and 'Support Center Get help with specific problems', both with red arrows pointing to them.

Ariba Supplier Support

Questions about Submitting Proposals in Ariba

Region	Phone Number
North & South America	+1 412 222 6153
Europe & Middle East	+44 20 7187 4144
Asia	+65 6311 4745