

## GUÍA RÁPIDA PARA PARTICIPAR EN EVENTOS A TRAVÉS DE SAP ARIBA EN COBRE PANAMÁ

### Paso a paso

1. Un proveedor que sea invitado a un evento de abastecimiento (licitación (RFP), solicitud de información (RFI) o subasta inversa), recibirá un email como el mostrado abajo con la invitación. Para acceder al evento haga clic en el enlace como se muestra en la imagen abajo.



First Quantum Minerals - TEST has invited you to participate in the following event: RFP Tender Template. The event is set to begin on Tuesday, July 11, 2023 at 9:43 PM, British Summer Time.

Use the following username to log in to First Quantum Minerals - TEST events:  
[jnvelasq@gmail.com](mailto:jnvelasq@gmail.com).

Haga clic aquí



[Click Here](#) to access this event.

When you click this link, log in with your username and password. You will then have the option to register your buyer-specific user ID with a new or existing **Ariba** Commerce Cloud account and participate in your event.

If you do not want to respond to this event, [Click Here](#). You must register on the **Ariba** Commerce Cloud or log in using your existing **Ariba** Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.

If you have forgotten your username or password and are unable to log in, [Click Here](#).

NOTE: The forgot password link is only valid for 24 hours. After this link expires, click Forgot Password on the **Ariba** Login page to reset your password.

If you have questions about this event, contact Nicolas Velasquez via telephone at or via e-mail at [nicolas.velasquez@fqml.com](mailto:nicolas.velasquez@fqml.com).

We look forward to working with you!

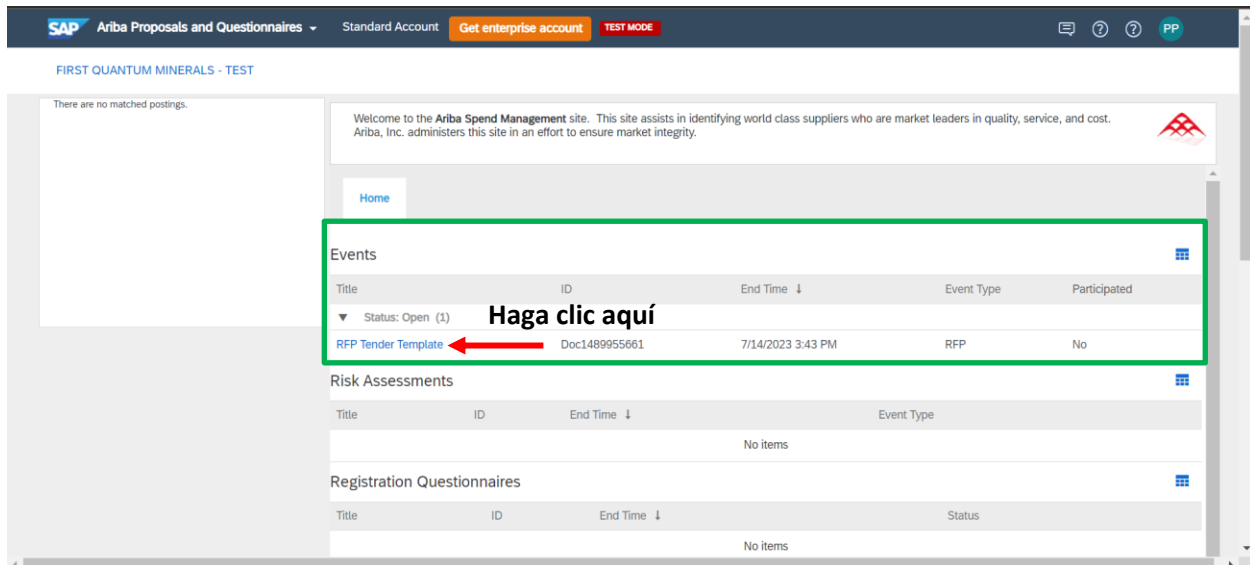
Thank You,

First Quantum Minerals - TEST

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

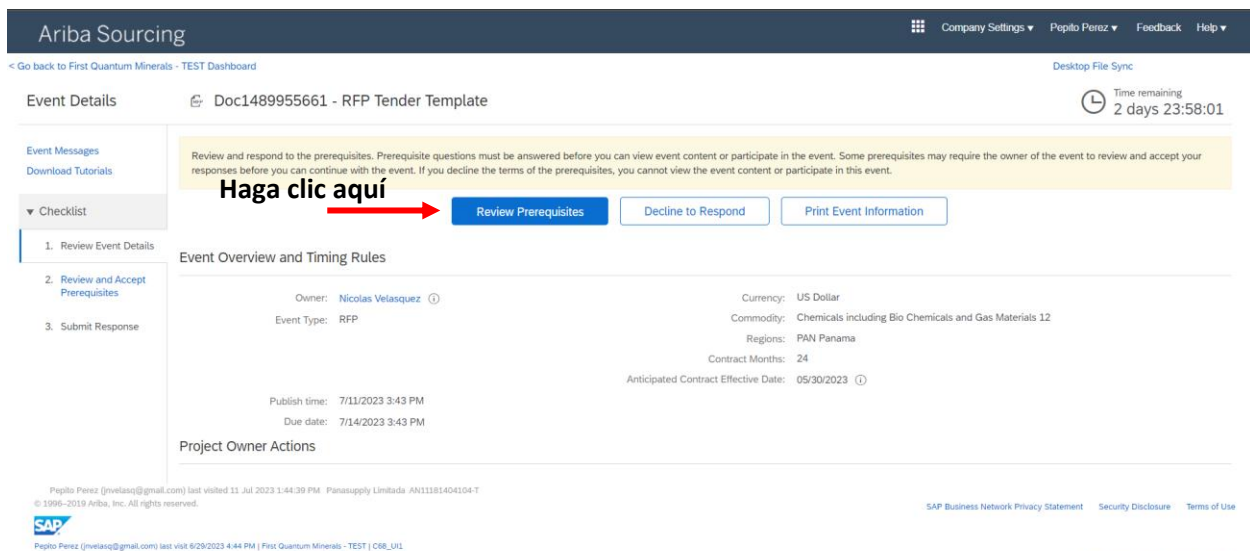
Alternativamente, acceda a su cuenta a través del siguiente enlace [Ariba Sourcing](#).

- Una vez haya accedido puede verificar a qué eventos se encuentra invitado. Acceda al evento haciendo clic sobre el Nombre o Título del evento.




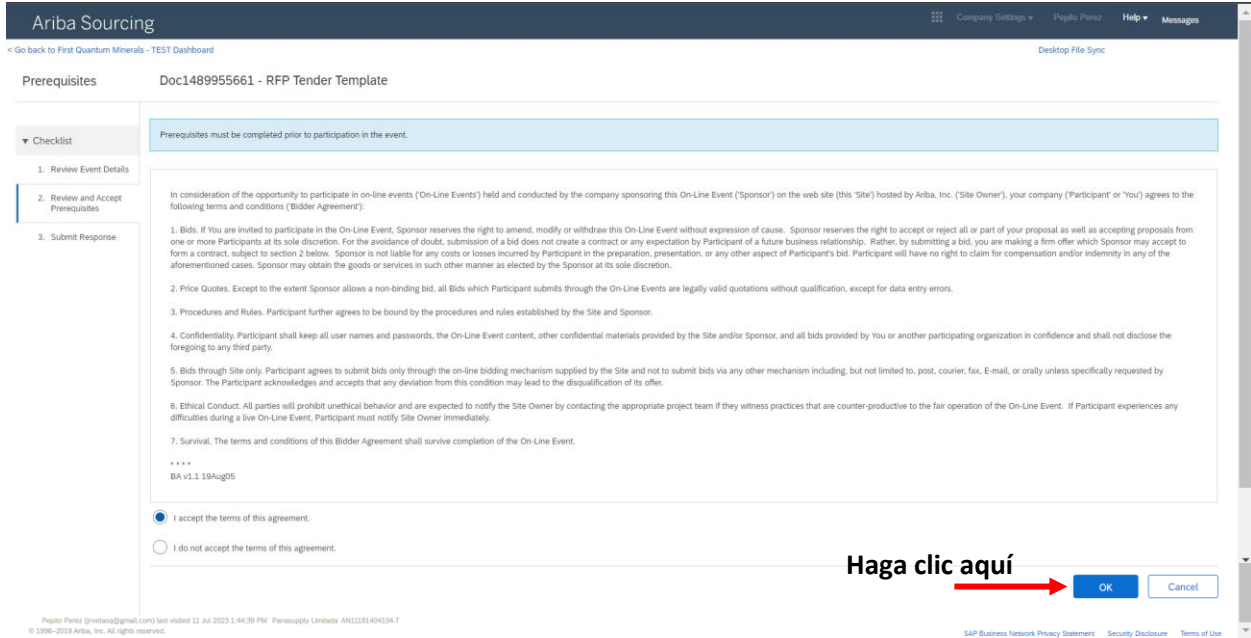
The screenshot shows the SAP Ariba Spend Management interface. At the top, there's a navigation bar with 'SAP Ariba Proposals and Questionnaires', 'Standard Account', 'Get enterprise account', and 'TEST MODE'. Below this, the user is logged in as 'FIRST QUANTUM MINERALS - TEST'. A message on the left says 'There are no matched postings.' The main content area has a 'Home' button and a 'Welcome to the Ariba Spend Management site...' message. Below that is a table titled 'Events' with columns: Title, ID, End Time, Event Type, and Participated. The first row is highlighted with a green border and contains 'RFP Tender Template', 'Doc1489955661', '7/14/2023 3:43 PM', 'RFP', and 'No'. A red arrow points to the 'RFP Tender Template' text, with the text 'Haga clic aquí' (Click here) written above it. Below the Events table are sections for 'Risk Assessments' and 'Registration Questionnaires', both showing 'No items'.

- Antes de poder ver el contenido del evento debe revisar y aceptar los prerequisites para poder continuar.



The screenshot shows the 'Event Details' page for 'Doc1489955661 - RFP Tender Template'. The top navigation bar includes 'Company Settings', 'Pepito Perez', 'Feedback', and 'Help'. Below the navigation bar, there's a 'Go back to First Quantum Minerals - TEST Dashboard' link and a 'Desktop File Sync' button. The main content area has a yellow banner with the 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 banner are three buttons: 'Review Prerequisites' (highlighted with a red arrow and the text 'Haga clic aquí'), 'Decline to Respond', and 'Print Event Information'. To the left is a 'Checklist' with three items: '1. Review Event Details', '2. Review and Accept Prerequisites', and '3. Submit Response'. Below the checklist is the 'Event Overview and Timing Rules' section, which includes details like Owner (Nicolas Velasquez), Event Type (RFP), Currency (US Dollar), Commodity (Chemicals including Bio Chemicals and Gas Materials 12), Regions (PAN Panama), Contract Months (24), Anticipated Contract Effective Date (05/30/2023), Publish time (7/11/2023 3:43 PM), and Due date (7/14/2023 3:43 PM). At the bottom, there's a 'Project Owner Actions' section. The footer contains copyright information and links to 'SAP Business Network Privacy Statement', 'Security Disclosure', and 'Terms of Use'.

De clic en aceptar términos y luego en .



**Ariba Sourcing** Company Settings Papiño Pérez Help Messages

< Go back to First Quantum Minerals - TEST Dashboard Desktop File Sync

Prerequisites Doc1489955661 - RFP Tender Template

Prerequisites must be completed prior to participation in the event.

**Checklist**




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

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):

- Bids. If you are invited to participate in the On-Line Event, Sponsor reserves the right to amend, modify or withdraw this On-Line Event without expression of cause. Sponsor reserves the right to accept or reject all or part of your proposal as well as accepting proposals from one or more Participants at its sole discretion. For the avoidance of doubt, submission of a bid does not create a contract or any expectation by Participant of a future business relationship. Rather, by submitting a bid, you are making a firm offer which Sponsor may accept to form a contract, subject to section 2 below. Sponsor is not liable for any costs or losses incurred by Participant in the preparation, presentation, or any other aspect of Participant's bid. Participant will have no right to claim for compensation and/or indemnity in any of the aforementioned cases. Sponsor may obtain the goods or services in such other manner as elected by the Sponsor at its sole discretion.
- Price Quotes. Except to the extent Sponsor allows a non-binding bid, all Bids which Participant submits through the On-Line Events are legally valid quotations without qualification, except for data entry errors.
- Procedures and Rules. Participant further agrees to be bound by the procedures and rules established by the Site and Sponsor.
- Confidentiality. Participant shall keep all user names and passwords, the On-Line Event content, other confidential materials provided by the Site and/or Sponsor, and all bids provided by You or another participating organization in confidence and shall not disclose the foregoing to any third party.
- Bids through Site only. Participant agrees to submit bids only through the on-line bidding mechanism supplied by the Site and not to submit bids via any other mechanism including, but not limited to, post, courier, fax, E-mail, or orally unless specifically requested by Sponsor. The Participant acknowledges and accepts that any deviation from this condition may lead to the disqualification of its offer.
- 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.
- Survival. The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event.

.....  
BA v1.1 19Aug05

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

**Haga clic aquí**   

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4. Luego debe seleccionar los lotes o líneas por los que quiere participar. Puede seleccionarlos individualmente o seleccionarlos todos a la vez y confirmar su selección. Si se encuentra habilitada la opción, podrá declinar de la misma forma expresando las razones de no participación.



**Ariba Sourcing** Company Settings Papiño Pérez Help

< Go back to First Quantum Minerals - TEST Dashboard Desktop File Sync

Select Lots Doc1489955661 - RFP Tender Template 

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**

- Review Event Details
- Review and Accept Prerequisites
- Select Lots/Line Items**
- Submit Response

Select Lots/Line Items Select Using Excel


**Lots Available for Bidding**

<input checked="" type="checkbox"/>	Name
<input checked="" type="checkbox"/>	1.2 Consultant Sr.

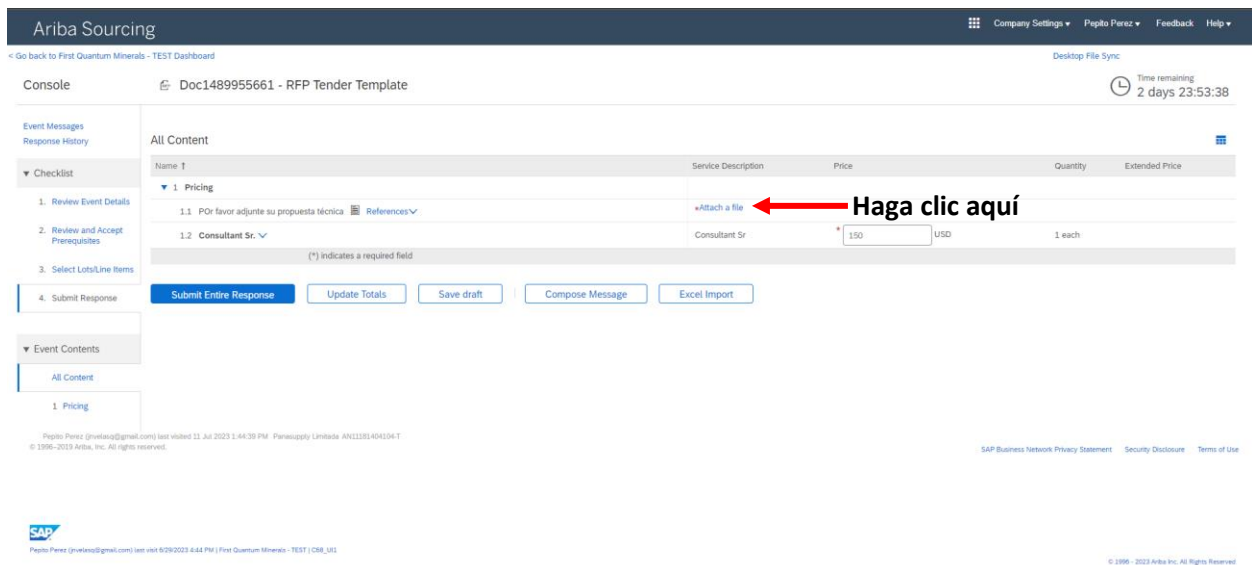
 **Haga clic aquí** 

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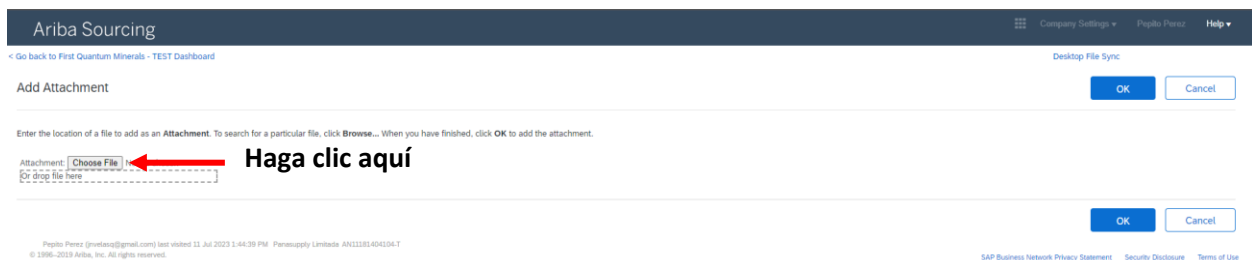
- En este ejemplo, se ha solicitado adjuntar una Propuesta Técnica y cotizar el precio por un Consultor Sr.

En el caso de la Propuesta Técnica, debe revisar en Referencias  si se ha suministrado un formato que deba descargar o alguna información de relevancia para su propuesta.

Puede seguir los mismos pasos mostrados abajo para cualquier archivo adjunto que le sea solicitado.

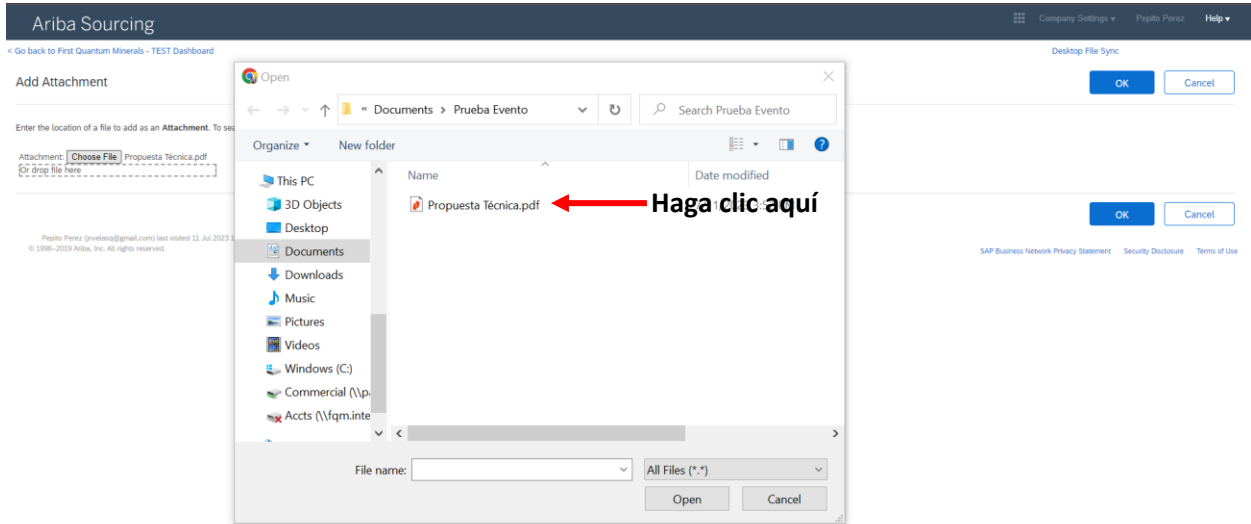


The screenshot shows the 'All Content' table in Ariba Sourcing. The table has columns: Name, Service Description, Price, Quantity, and Extended Price. The first row is '1 Pricing'. The second row is '1.1 PDR favor adjunte su propuesta técnica' with a 'References' icon. The third row is '1.2 Consultant Sr.' with a price of '150 USD' and a quantity of '1 each'. A red arrow points to the 'Attach a file' button in the 'Service Description' column of the '1.2 Consultant Sr.' row, with the text 'Haga clic aquí' next to it.

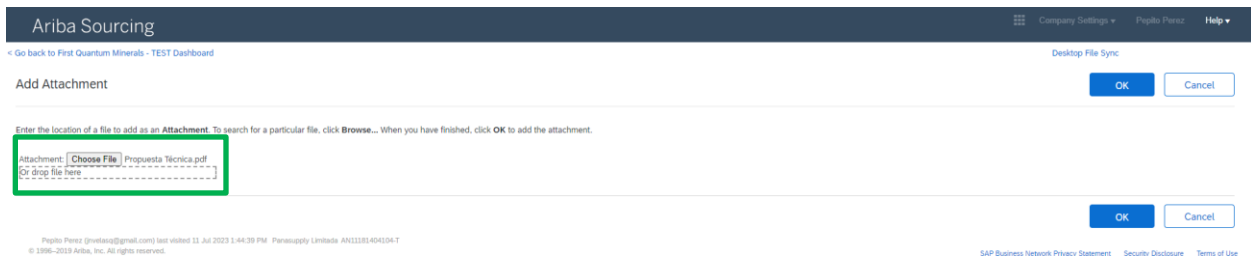
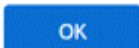


The screenshot shows the 'Add Attachment' dialog box in Ariba Sourcing. It contains a text field for the attachment name and a 'Choose File' button. A red arrow points to the 'Choose File' button, with the text 'Haga clic aquí' next to it. There are 'OK' and 'Cancel' buttons at the bottom right.

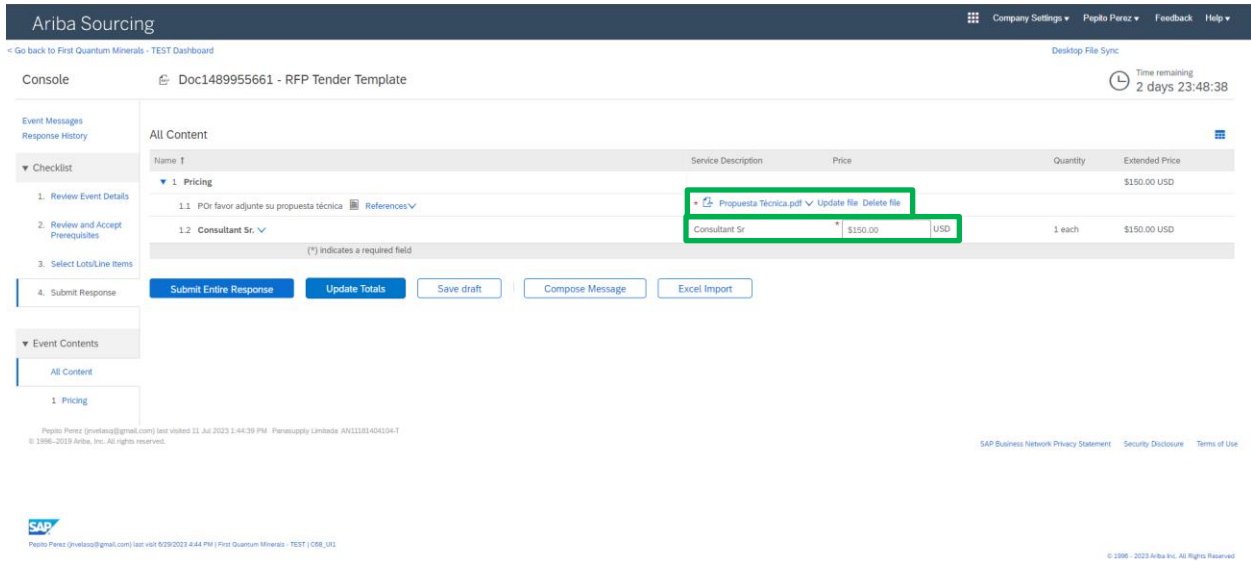
6. Cuando se abra el cuadro, seleccione su archivo y de clic en Abrir.




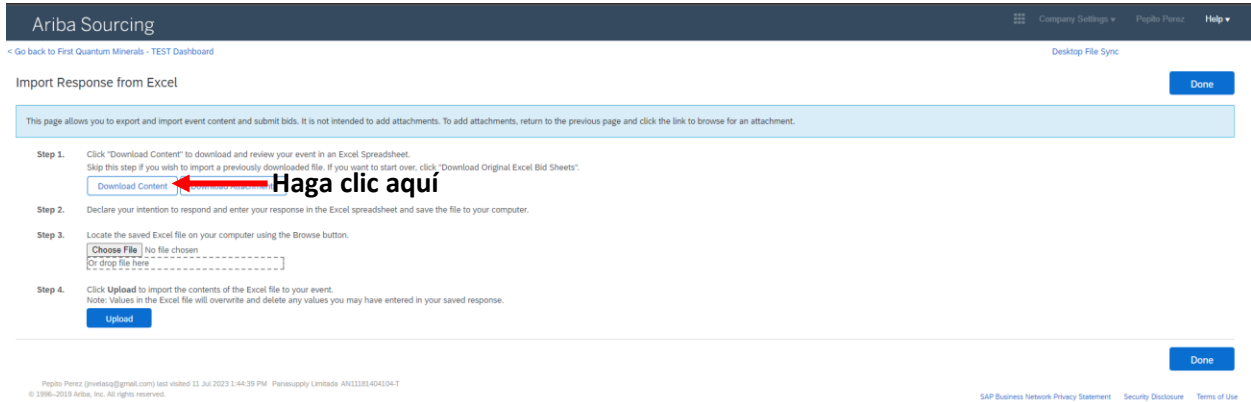
7. De clic en



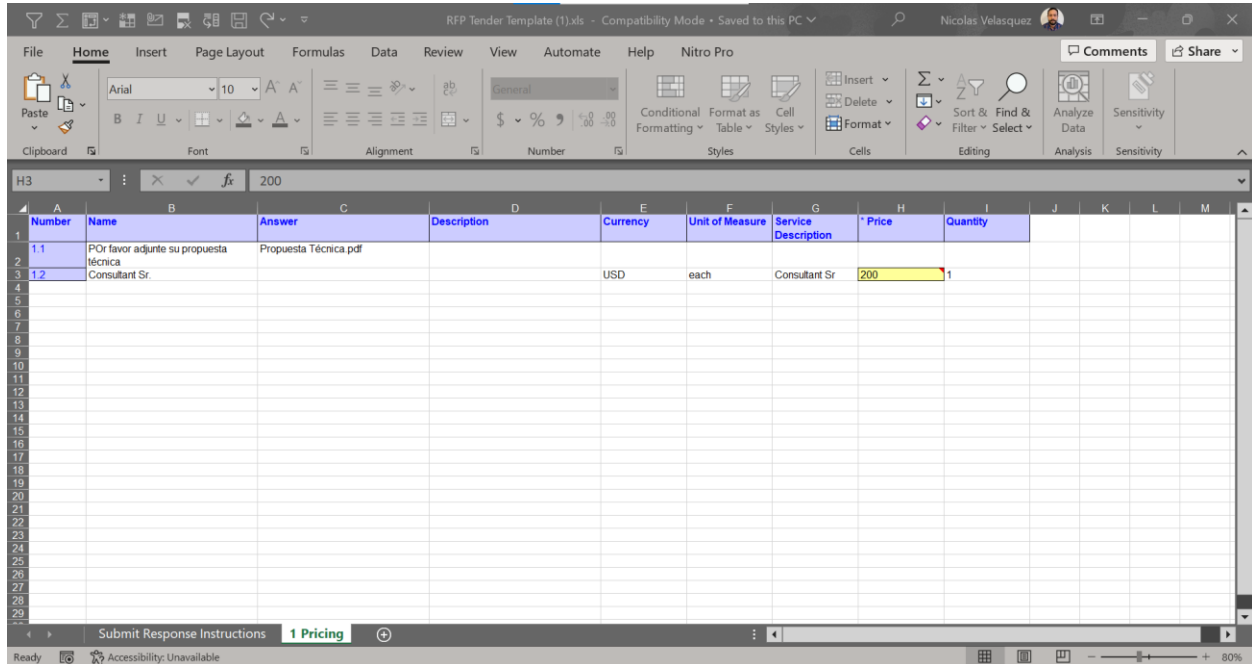
- El archivo quedará adjunto en el evento. Así mismo puede diligenciar manualmente el precio que le ha sido solicitado.



- Quando le sean solicitados muchos artículos, puede utilizar excel (  ) para subir su oferta siguiendo estos pasos:

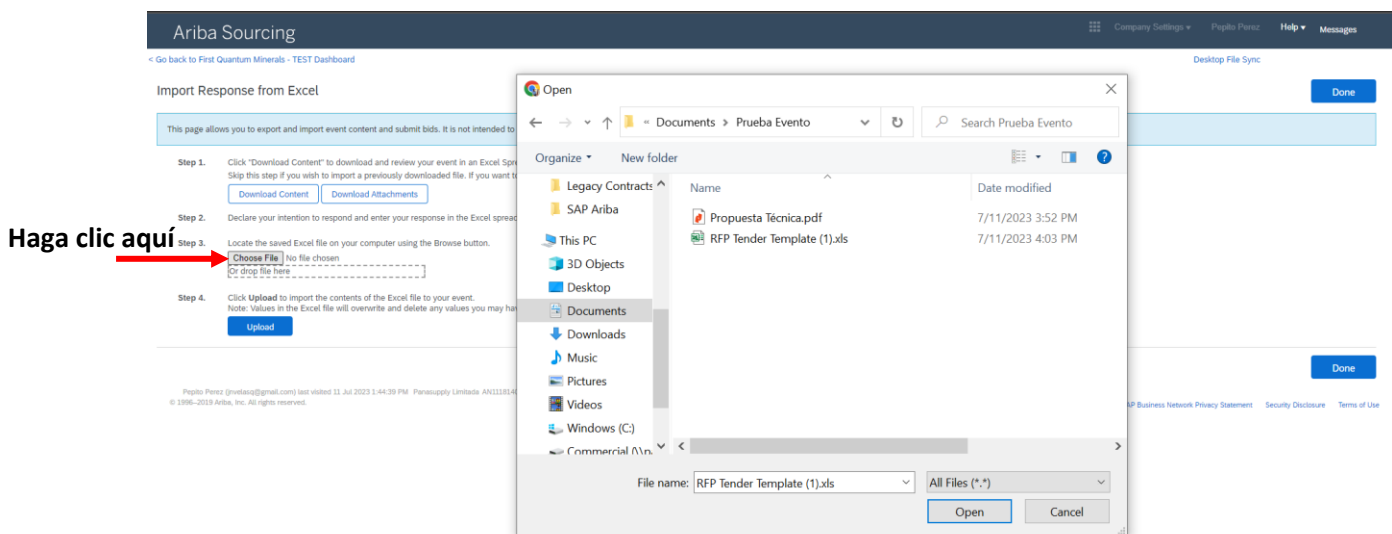


10. Descargue el formato desde el sistema y guárdelo en su computador. Este formato contiene instrucciones de cómo diligenciarlo. Diligencie los precios de los artículos en las celdas resaltadas en amarillo.



Number	Name	Answer	Description	Currency	Unit of Measure	Service Description	Price	Quantity
1.1	Por favor adjunte su propuesta técnica	Propuesta Técnica.pdf						
1.2	Consultant Sr.			USD	each	Consultant Sr	200	1

11. Después de grabar los cambios en el documento, vuelva al sistema para importar el archivo de excel modificado. Adjúntelo desde la ubicación en donde lo tenga guardado en su computador.



**Haga clic aquí**

**Ariba Sourcing**

Company Settings | Profile Perez | Help | Messages

Desktop File Sync

Import Response from Excel

This page allows you to export and import event content and submit bids. It is not intended to be used for other purposes.

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 download attachments, click "Download Attachments".

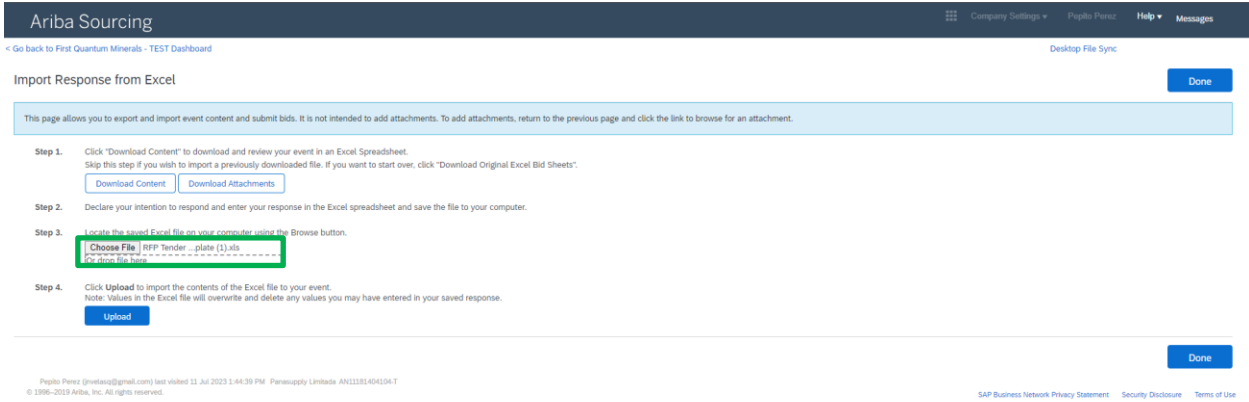
Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet.

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

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.

File name: RFP Tender Template (1).xls | All Files (\*.\*)

12. Una vez haya subido el archivo al sistema de clic en .



**Ariba Sourcing** Company Settings | Pepito Perez | Help | Messages

Go back to First Quantum Minerals - TEST Dashboard Desktop File Sync

### Import Response from Excel Done

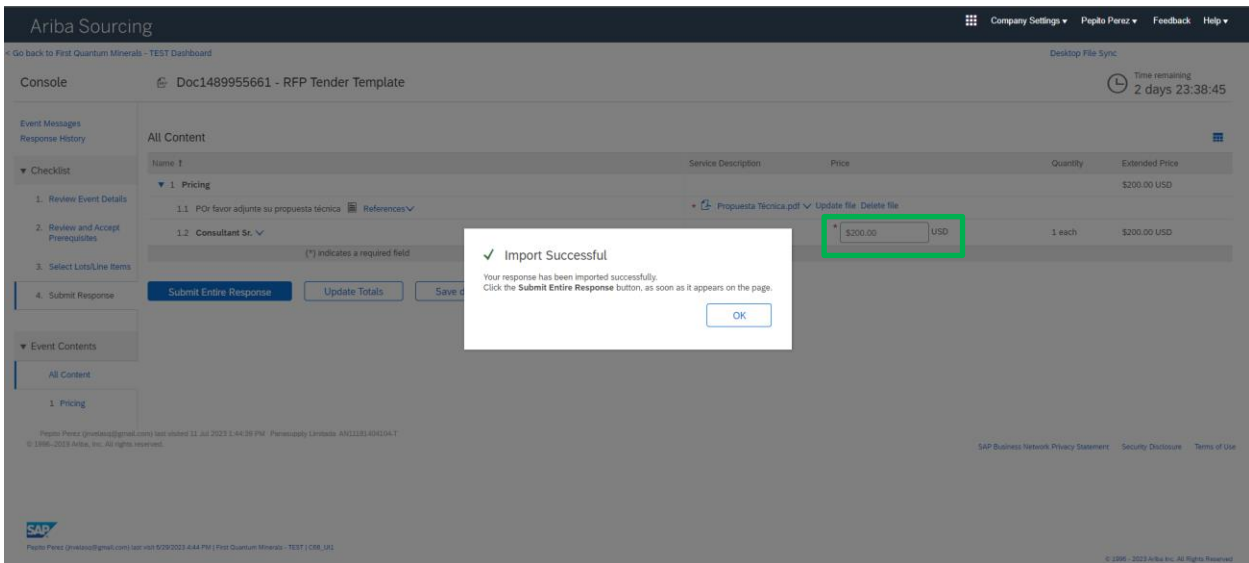
This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment.

- 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](#) [Download Attachments](#)
- Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.
- Locate the saved Excel file on your computer and click the Browse button.  
**Choose File** RFP Tender ...plate (1).xls  
[Choose the file](#)
- 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

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13. Sus precios quedarán importados y podrá ver los cambios en el evento.



**Ariba Sourcing** Company Settings | Pepito Perez | Feedback | Help

Go back to First Quantum Minerals - TEST Dashboard Desktop File Sync Time remaining: 2 days 23:38:45

Console Doc1489955661 - RFP Tender Template

Event Messages Response History

▼ Checklist

- Review Event Details
- Review and Accept Prerequisites
- Select Lots/Line Items
- Submit Response [Submit Entire Response](#) [Update Totals](#) [Save](#)

▼ Event Contents

All Content

Name	Service Description	Price	Quantity	Extended Price
▼ 1 Pricing				
1.1	POr favor adjunte su propuesta técnica	Propuesta Técnica.pdf		\$200.00 USD
1.2	Consultant Sr.		1 each	\$200.00 USD

✓ **Import Successful**

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

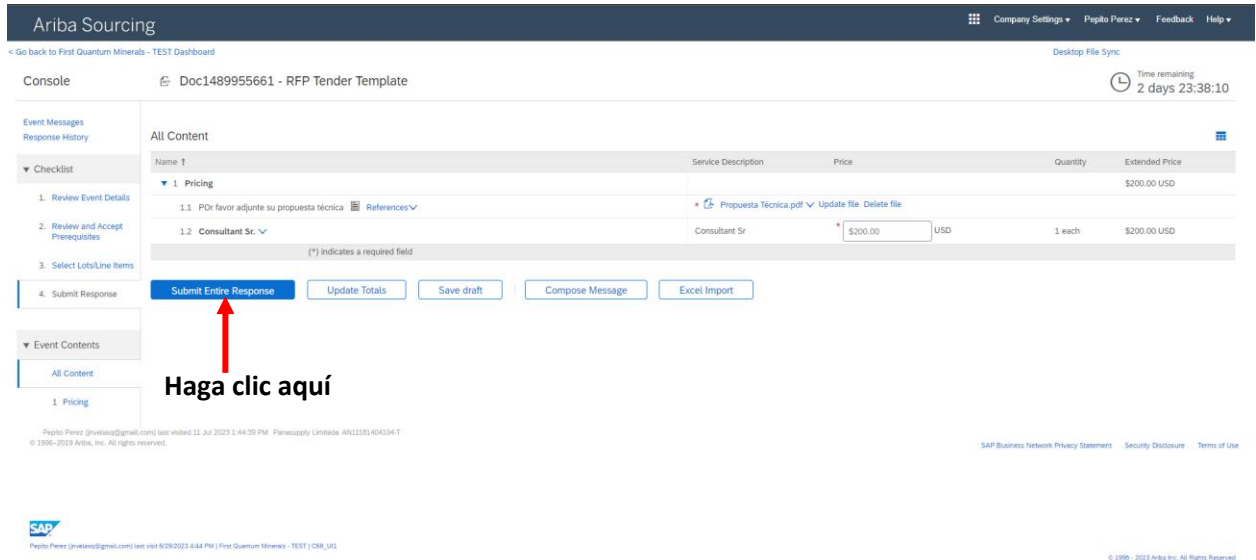
[OK](#)

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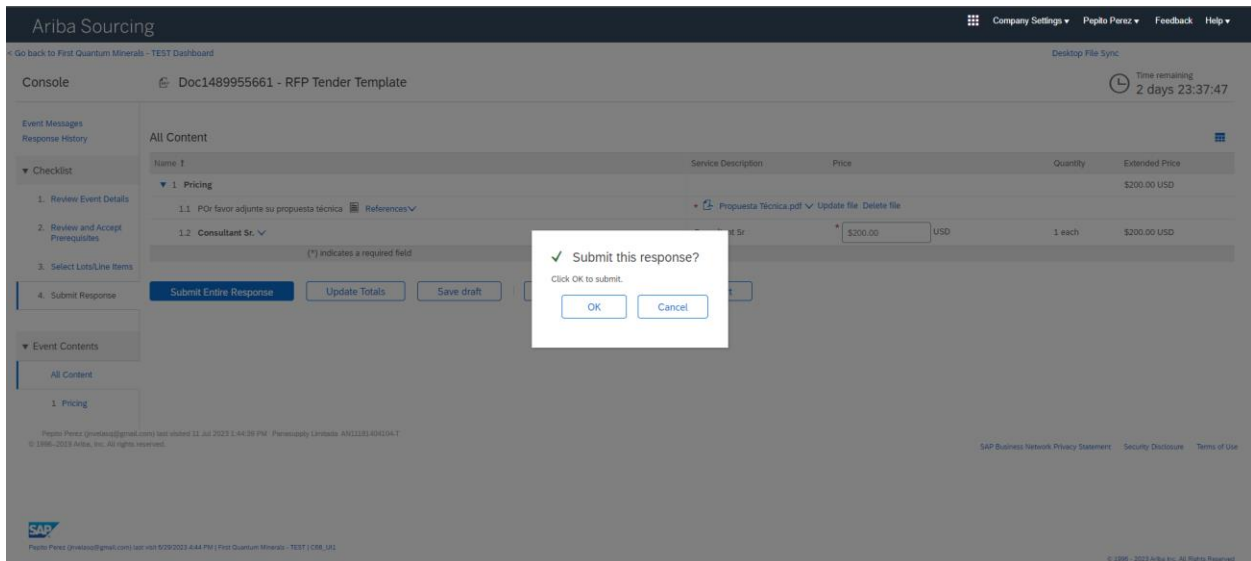
14. Al momento de enviar su oferta podrá hacerlo de la siguiente forma:



The screenshot shows the Ariba Sourcing interface for a tender template. The 'Submit Entire Response' button is highlighted with a red arrow and the text 'Haga clic aquí'. The interface includes a sidebar with a checklist, a main content area with a table of items, and a bottom navigation bar with various action buttons.

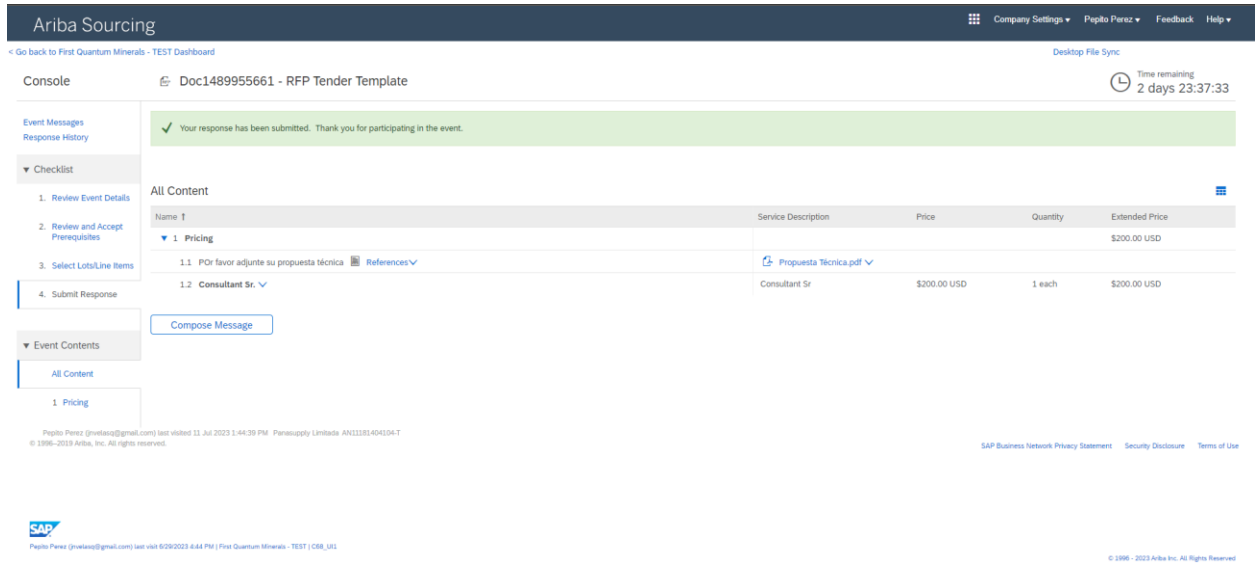
Name	Service Description	Price	Quantity	Extended Price
1. Pricing				\$200.00 USD
1.1 POr favor adjunte su propuesta técnica	Propuesta Técnica.pdf			
1.2 Consultant Sr.	Consultant Sr	\$200.00 USD	1 each	\$200.00 USD

15. De clic en



The screenshot shows the Ariba Sourcing interface with a confirmation dialog box overlaid. The dialog box contains the text 'Submit this response?' and 'Click OK to submit.' with 'OK' and 'Cancel' buttons. The background interface is dimmed.

## 16. Su oferta quedará enviada.



**Ariba Sourcing** | Company Settings | Pego Perez | Feedback | Help

< Go back to First Quantum Minerals - TEST Dashboard | Desktop File Sync | Time remaining: 2 days 23:37:33

Console | Doc1489955661 - RFP Tender Template

Event Messages | Response History

✓ Your response has been submitted. Thank you for participating in the event.

▼ Checklist

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

Event Contents

All Content

1 Pricing

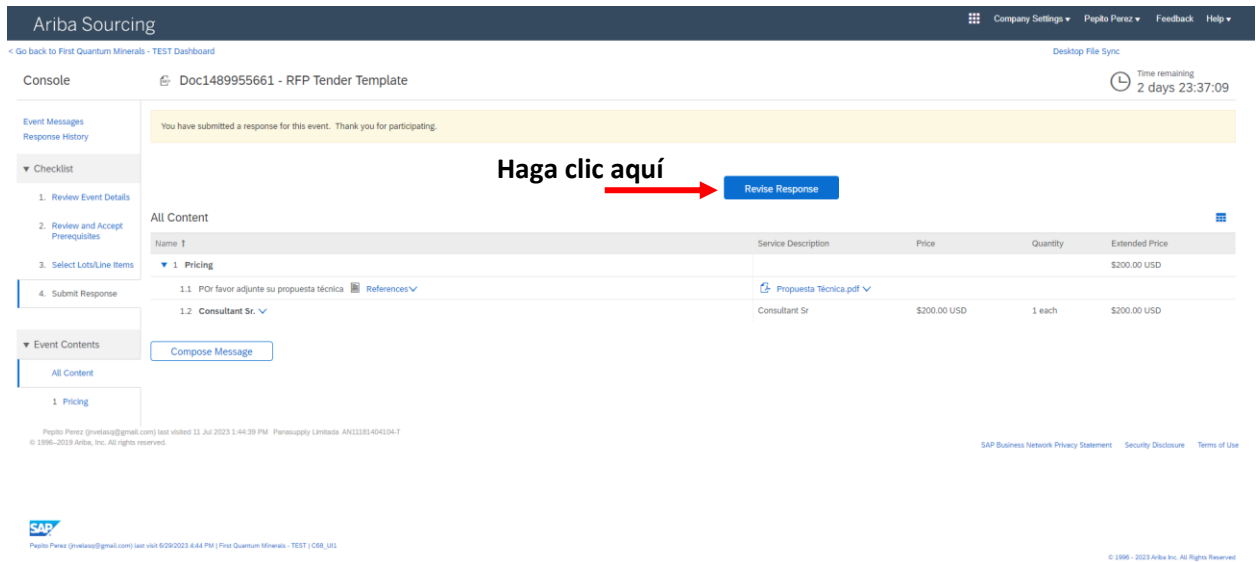
Compose Message

Name	Service Description	Price	Quantity	Extended Price
▼ 1 Pricing				
1.1 P0r favor adjunte su propuesta técnica	Propuesta Técnica.pdf			\$200.00 USD
1.2 Consultant Sr.	Consultant Sr	\$200.00 USD	1 each	\$200.00 USD

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Tenga presente que una vez envíe su oferta podrá revisarla mas no podrá retirarla.

## 17. Para revisar su oferta haga clic en [Revise Response](#).



**Ariba Sourcing** | Company Settings | Pego Perez | Feedback | Help

< Go back to First Quantum Minerals - TEST Dashboard | Desktop File Sync | Time remaining: 2 days 23:37:09

Console | Doc1489955661 - RFP Tender Template

Event Messages | Response History

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

**Haga clic aquí** → [Revise Response](#)

▼ Checklist

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

Event Contents


All Content

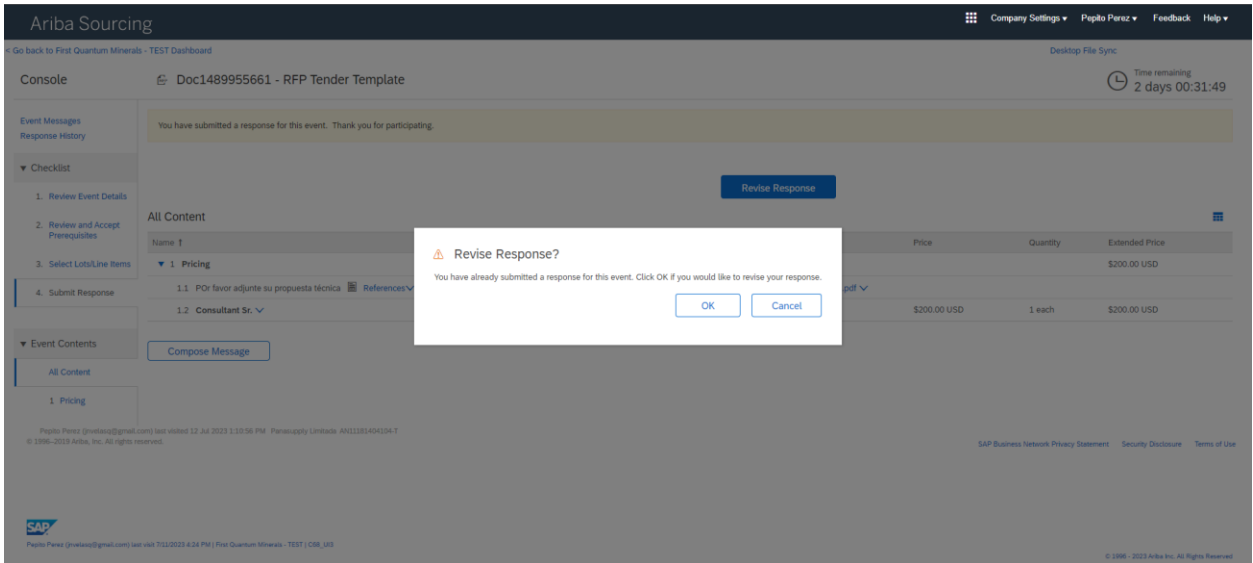
1 Pricing

Compose Message


Name	Service Description	Price	Quantity	Extended Price
▼ 1 Pricing				
1.1 P0r favor adjunte su propuesta técnica	Propuesta Técnica.pdf			\$200.00 USD
1.2 Consultant Sr.	Consultant Sr	\$200.00 USD	1 each	\$200.00 USD

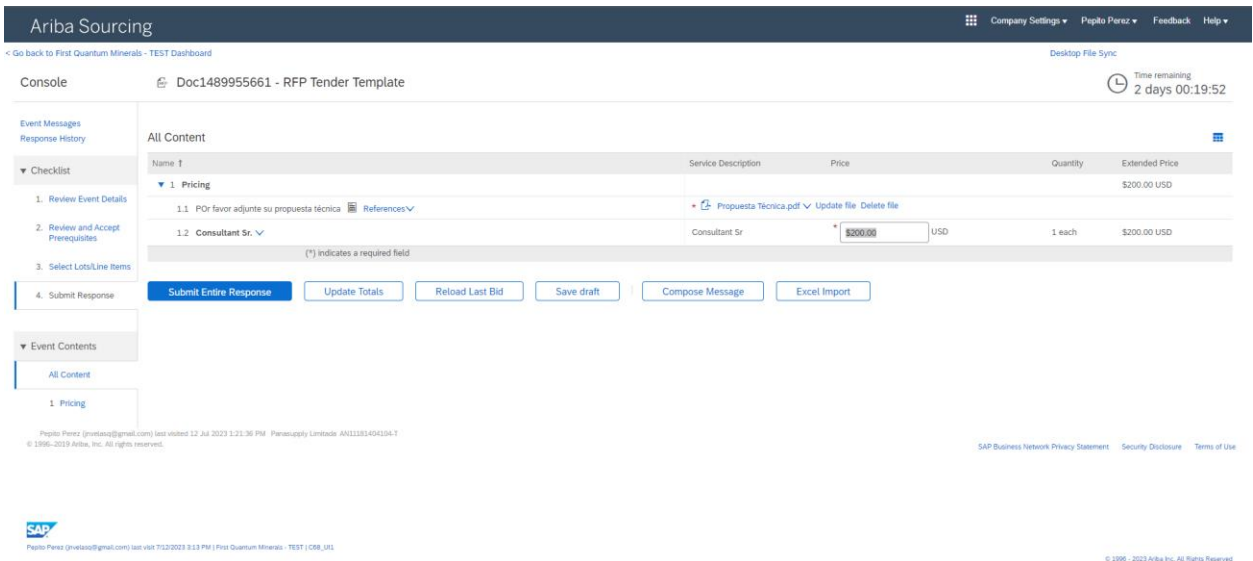
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18. Luego clic en  .



The screenshot shows the Ariba Sourcing interface for a bid submission. A modal dialog box titled "Revise Response?" is centered on the screen, asking the user if they want to revise their response. The background interface shows a checklist with "Submit Response" selected, and a table of bid items with columns for Name, Service Description, Price, Quantity, and Extended Price. A "Revise Response" button is visible in the top right of the main interface.

19. Los precios y adjuntos quedarán disponibles para que los pueda editar. Cuando esté listo puede enviar su respuesta nuevamente dando clic en  .

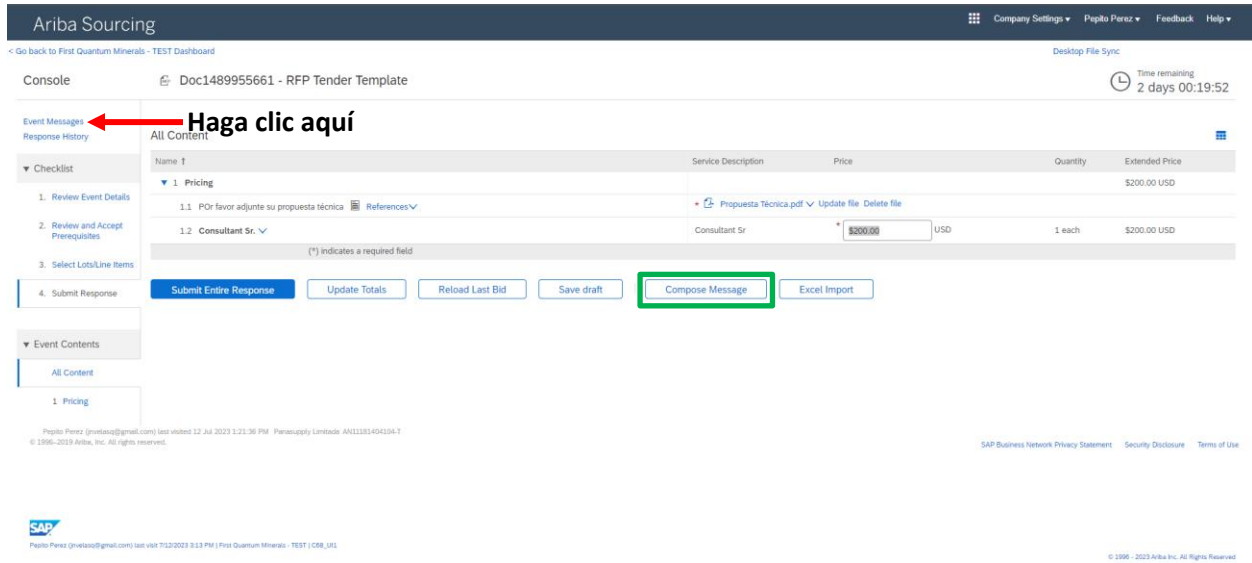


The screenshot shows the Ariba Sourcing interface for a bid submission. The "Submit Response" step is completed, and the "Submit Entire Response" button is highlighted in blue. The interface shows a table of bid items with columns for Name, Service Description, Price, Quantity, and Extended Price. The "Price" column has a text input field with the value "\$200.00". A "Submit Entire Response" button is visible in the bottom left of the main interface.

## Envío de mensajes a través del sistema

A través de SAP Ariba usted podrá enviar todas las inquietudes que tenga sobre el proceso de licitación en cuestión. Para hacerlo siga los siguientes pasos:

1. Haga clic en Mensajes de evento o en el botón Componer Mensaje [Compose Message](#).



**Haga clic aquí**

Arriba Sourcing

Company Settings | Pepito Perez | Feedback | Help

Go back to First Quantum Minerals - TEST Dashboard | Desktop File Sync

Console | Doc1489955661 - RFP Tender Template | Time remaining: 2 days 00:19:52

Event Messages | Response History

Checklist

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

Event Contents

All Content

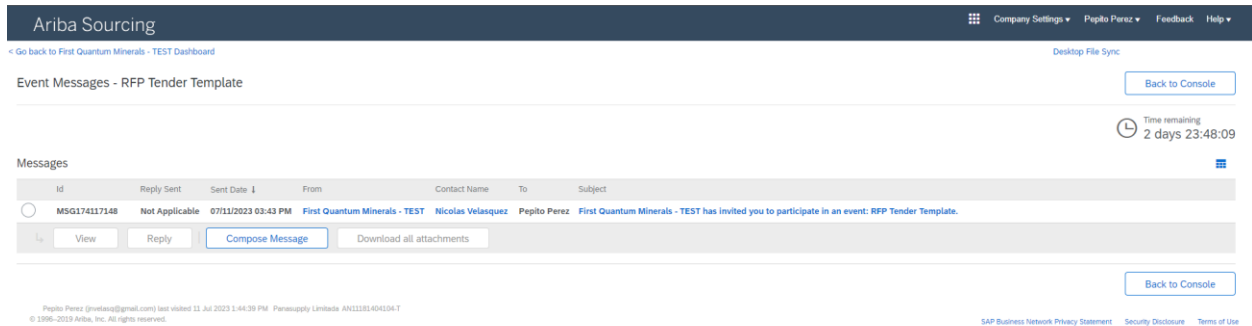
1. Pricing

Name	Service Description	Price	Quantity	Extended Price
1. Pricing				\$200.00 USD
1.1	PdR favor adjunte su propuesta técnica	References		
	Propuesta Técnica.pdf	Update file	Delete file	
1.2	Consultant Sr.			
	Consultant Sr.	\$200.00	USD	1 each
	(*) indicates a required field			

Buttons: Submit Entire Response, Update Totals, Reload Last Bid, Save draft, **Compose Message**, Excel Import

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2. Esto lo llevará a los Mensajes de Evento. Para componer un mensaje de clic en [Compose Message](#).



Arriba Sourcing

Company Settings | Pepito Perez | Feedback | Help

Go back to First Quantum Minerals - TEST Dashboard | Desktop File Sync

Event Messages - RFP Tender Template | Back to Console


Time remaining: 2 days 23:48:09

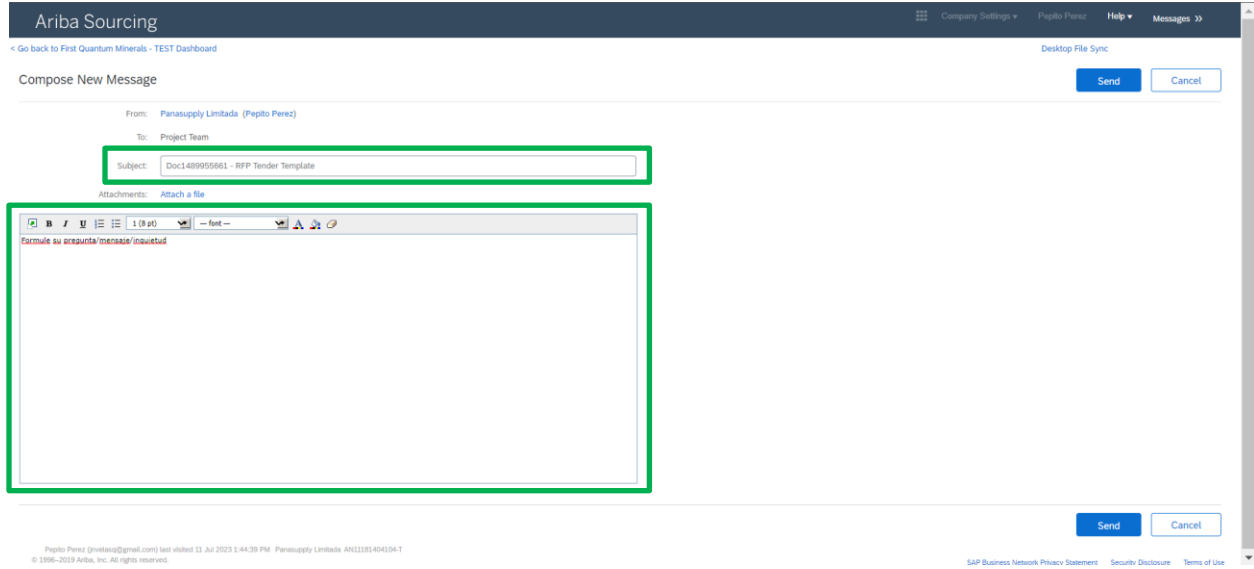
Messages

Id	Reply Sent	Sent Date	From	Contact Name	To	Subject
MSG174117148	Not Applicable	07/11/2023 03:43 PM	First Quantum Minerals - TEST	Nicolas Velasquez	Pepito Perez	First Quantum Minerals - TEST has invited you to participate in an event: RFP Tender Template.

Buttons: View, Reply, **Compose Message**, Download all attachments

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3. Escriba el asunto de su mensaje y redacte lo que quiera preguntar o aclarar. Si lo desea, puede adjuntar archivos también a su mensaje. Finalmente, haga clic en el botón Enviar .



**Ariba Sourcing** Company Settings Pepito Perez Help Messages

Go back to First Quantum Minerals - TEST Dashboard Desktop File Sync

**Compose New Message** Send Cancel

From: Panasupply Limitada (Pepito Perez)

To: Project Team

Subject: Doc148995661 - RFP Tender Template

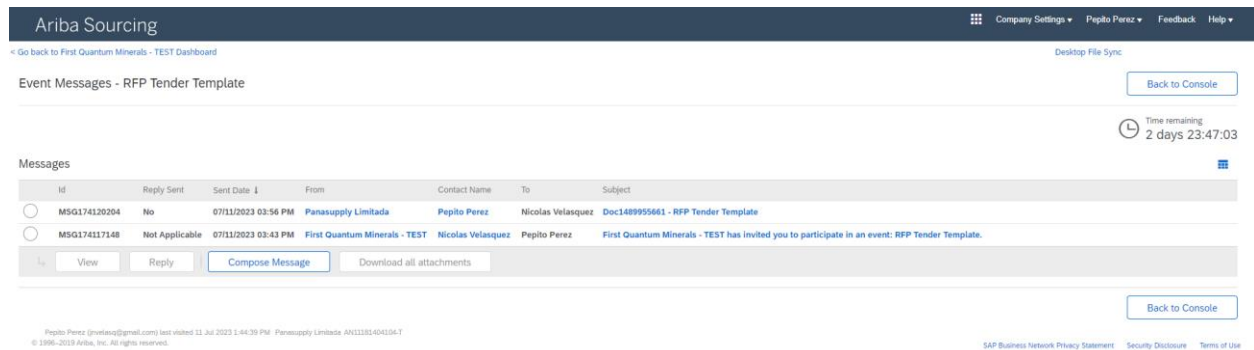
Attachments: Attach a file

Formule su consulta/mensaje/consulta

Send Cancel

Pepito Perez (pepitoo@gmail.com) last visited 11 Jul 2023 1:44:39 PM Panasupply Limitada AN11181404104-T © 1996-2023 Ariba, Inc. All rights reserved. SAP Business Network Privacy Statement Security Disclosure Terms of Use

4. Su mensaje quedará enviado.



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**Event Messages - RFP Tender Template** Back to Console

Time remaining: 2 days 23:47:03

Messages

Id	Reply Sent	Sent Date ↓	From	Contact Name	To	Subject
MSG174120204	No	07/11/2023 03:56 PM	Panasupply Limitada	Pepito Perez	Nicolas Velasquez	Doc148995661 - RFP Tender Template
MSG174117148	Not Applicable	07/11/2023 03:43 PM	First Quantum Minerals - TEST	Nicolas Velasquez	Pepito Perez	First Quantum Minerals - TEST has invited you to participate in an event: RFP Tender Template.

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