1.1. Supplier Login Screens

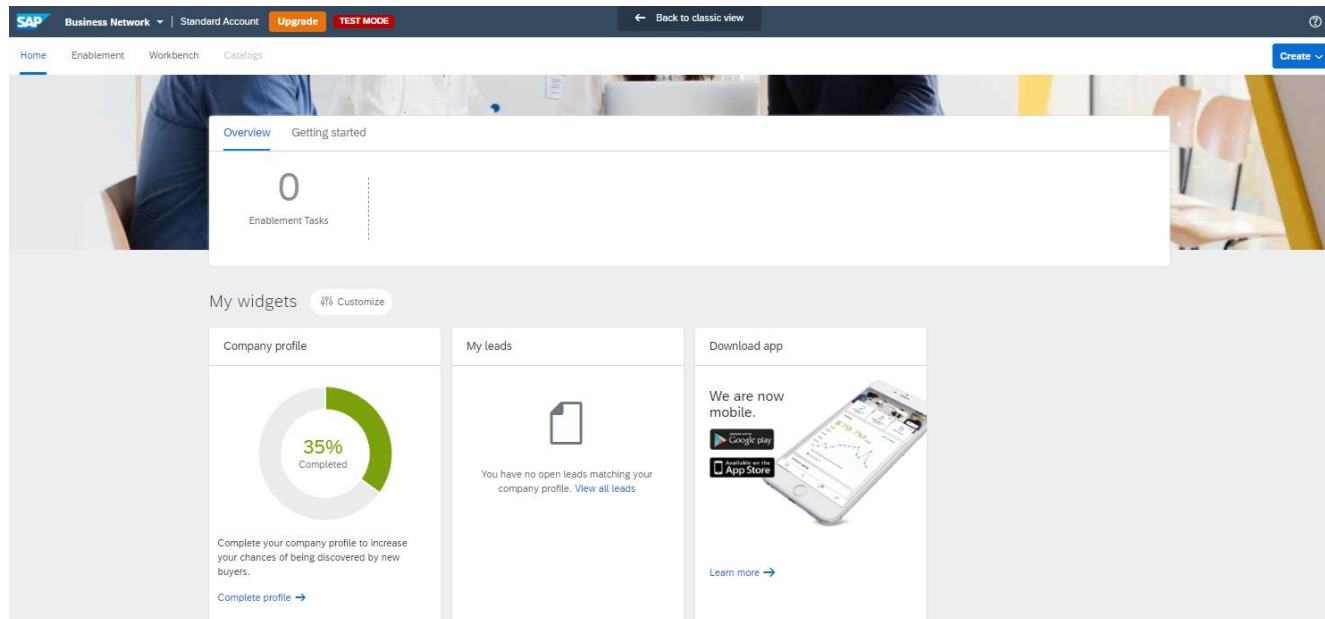1.2. https://service.ariba.com/Supplier.aw/124673069/aw?awh=r&awssk=cOGC61pt&dard=1 login link. In the window that opens, click the login button with your username and password..

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1.3.   Information about the tender process will be automatically sent to your e-mail addresses from Ariba systems related to the tender process. Consider the e-mail about the correct progress of the process.

1.4.   After login, click the "Business Network" in the upper right corner.

1.5.   From the drop-down tabs, click on the second "Ariba Proposals" item from the top.

1.6. From the events area on the main page, go to the "Status: Open" field and click on the template for the relevant tender process.

1.7. On the newly opened page, first click on the "download content" button. In the following tours, the supplier should save the offers available inside his computer in excel format with this process. Otherwise, the supplier may encounter problems in cases where multiple currencies are used in a tender. Therefore, it is recommended to download excel to desktop in all tours with "download content". After the necessary revisions are made, the relevant excel file and the offers will be uploaded to the Ariba system.

1.8. Then, by clicking on the review the prerequisites tab, the general tender rules specified by the company are approved by the supplier and the next stage is passed.

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

Prerequisites must be completed prior to participation in the event. You must accept the modified envelope bidding event agreement to continue.

Considering the opportunity to participate in online events/auctions ("Online Events") organized and managed by Şişecam, your company ("Participant" or "You") agrees to the following terms ("Bidder Agreement"):

1. Offers:
• Şişecam reserves the right to improve, change or withdraw this Online Event.
• Şişecam reserves the right to accept or reject all your offer or part of your offer (even if your offer is the lowest offer).
• By submitting an offer, the participant makes a binding offer that Şişecam can agree to make a contract, subject to clause 2 below. However, sending an offer does not mean any commitment to the Participant for a contract or future business relationship for Şişecam
• Şişecam is not responsible for any costs incurred by the Participant in the preparation, submission or at any stage of the Participant's offer.

2. Price Offers: All Offers submitted by the Participant through Online Events are valid and binding, except where Şişecam allows a non-binding offer.

3. Confidentiality: The Participant will keep all usernames and passwords, Online Event content, all information and materials provided by Şişecam and all offers made by itself or another participating organization confidential. The participant will not disclose them to a third party.

4. Bids placed on the Site only: The participant will only send bids through the online bidding method provided by the system, and on the condition that it is limited to this event/tender, and that, unless specifically requested by Şişecam, other offers, including but not limited to mail, courier, fax, e-mail, will be sent. agrees that it will not bid through any mechanism or verbally.

5. Terms of Validity: The terms of this Bidder Agreement will be in place until the conclusion of the Online Event/Tender.

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

Modified Envelope Bidding Event Agreement

The buyer has configured this event to allow rejected envelopes to be retrieved and opened while the event remains in Pending Selection status. I accept the terms of this agreement. * ☑

OK   Cancel

1.9. In the exported excel file, price entries must be made or checked on an item basis. It is expected to enter the green and yellow marked areas.

• The most important area in the Excel file is the data in column D. The supplier will write "Yes" or "Evet" according to the language selection in the relevant cell for the items to which he will bid in column D, and the process of filling in the bids for the relevant items through the columns marked with yellow will be provided.

• Each line contains important information about a route for which a proposal is requested. These should be examined and bids should be submitted accordingly.

• You can edit price quotation entries on an item basis as specified.

• It should not be forgotten that the excel file is not saved after the necessary arrangements are made.

If there is any grouping (lotting) structure in the auction, the item numbers will appear under the lot. If there is no such situation, you can consider each item as a separate award.

If the Currency column is active, you can select any of the auction currencies and enter them here. You can find the tender currencies and exchange rates in the "Currency Conversion" tab.

1.10.   After providing all the controls, the download process is provided from the browse option so that you can restore the saved excel file to Ariba systems.

1.11.   After clicking the Upload button, click "use selected lots" and continue. Here, only the lines you have selected as "Yes" or "Evet" in Excel are flowing to the system.

1.12. If bids will be submitted in a currency different from the tender currency, the yellow marked fields below must be filled.

1.13. After the upload process is completed, the "Send full response" button is clicked, and the relevant proposal is shared with Şişecam. If there is no change when the offer request is re-examined and the submit button is pressed, it will be giving a duplicate error.

Note: All processes in the document are the same for the tour organized within the scope of the tender. Only when the 2nd Round process is passed, the 1st Round prices are also added to the excel file as the starting price. The most important point

here is that even if you will not change your offer, it is recommended to upload the offer in every round to prevent any system errors.

The Process of Adding Supplements to the Bid

1.1. The process of adding an attachment to the proposal request is selected on the main page, where the proposal will be entered.

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1.2. In the window that opens, click the download content button.

1.3. In the window that opens, both excel and attachments are downloaded to the computer.

1.4. The attachments are downloaded to the computer via the screen below.

1.5. Then, when you come to the bid entry screens, an explanation is written in the yellow-marked field in the screenshot below, and attachments are added from the area marked with a round sign.

1.6. A comment is added to the comment field and the file to be added is selected from "Attach File"

Add/Edit Comment

Comment: * TEST

Attachment: Attach a file

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1.7. From the browse tab, the file saved on your computer is selected, The OK button is pressed, and the files are loaded.

Add Attachment

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
Or drop file here

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1.8. For each annex to be added later, new annexes can be added by selecting the yellow field below and following the same procedures as above with the option to add below. The attachment can be deleted with the remove button below by hovering over the attachment that you want to remove, or it can be edited with the edit option.

1.9. The additional removal process is provided via the screenshot below.

1.10. If attachments have been added in previous rounds and there is no document to be added by the supplier in the relevant round, they can advance the process by writing any explanation in the yellow marked field as below. One of the most important points here is that the description field should not be left blank and a text entry must be made

1.11. You can contact sisecam_satinalma@sisecam.com in case of any technical problem related to the process.