GREEN
CLIMATE
FUND

Ariba Sourcing -
Supplier RFP/RFQ/ITB Response through Ariba
(2 Stage submission: Technical and Financial)

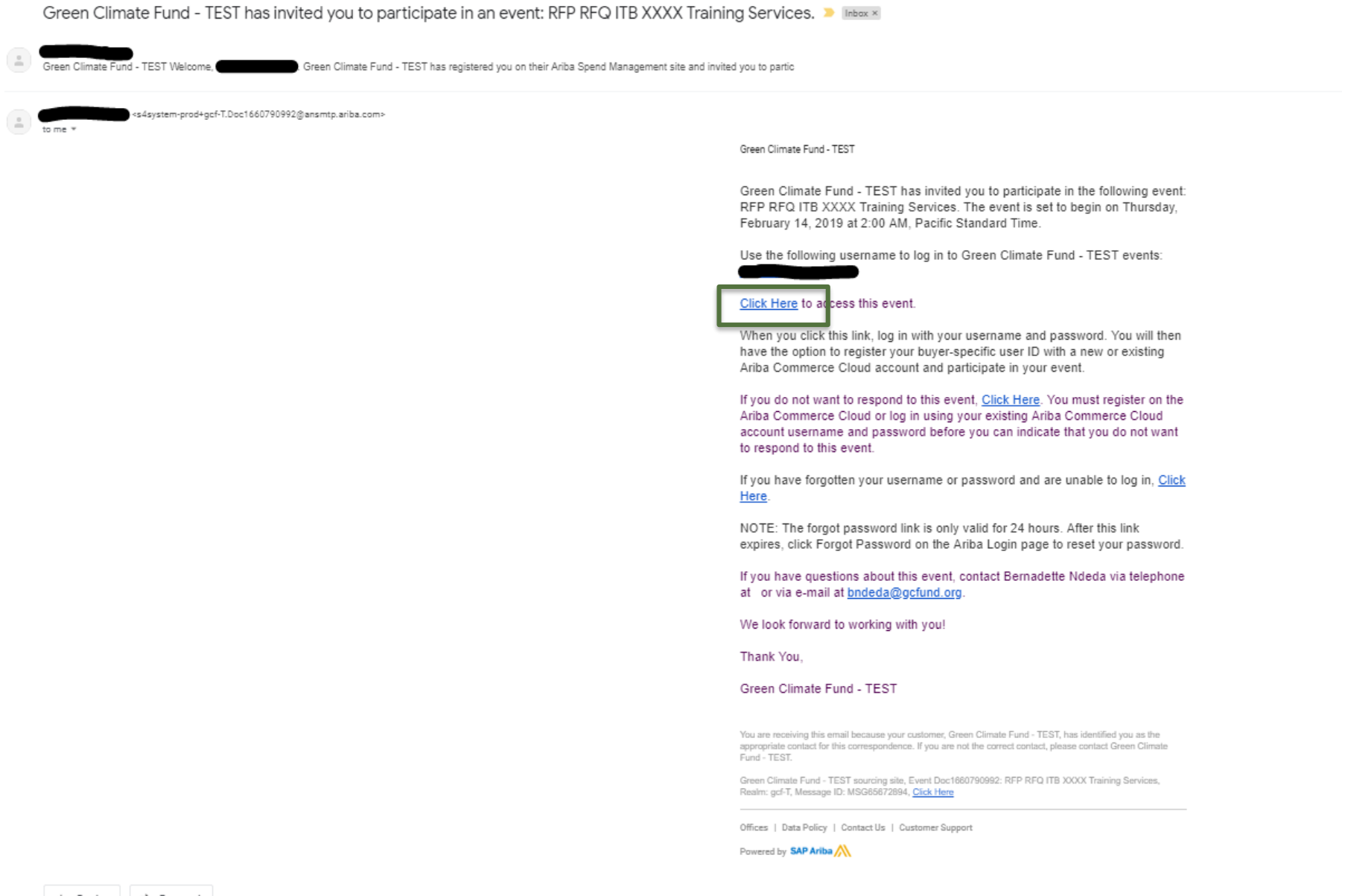
User Manual

14 February 2019

Invitation to Supplier

Invitation is sent to supplier to participate in an event (i.e. Request for Proposals (RFP)/ Request for Quotations (RFQ)/ Invitation to Bid (ITB)

Click to access event



Green Climate Fund - TEST has invited you to participate in an event: RFP RFQ ITB XXXX Training Services. Inbox ×

[redacted] Green Climate Fund - TEST Welcome, [redacted] Green Climate Fund - TEST has registered you on their Ariba Spend Management site and invited you to partic

[redacted] <s4system-prod+gcf-T.Doc1660790992@ansmtp.ariba.com>
to me

Green Climate Fund - TEST

Green Climate Fund - TEST has invited you to participate in the following event: RFP RFQ ITB XXXX Training Services. The event is set to begin on Thursday, February 14, 2019 at 2:00 AM, Pacific Standard Time.

Use the following username to log in to Green Climate Fund - TEST events:
[redacted]

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 Bernadette Ndeda via telephone at or via e-mail at bndeda@gcfund.org.

We look forward to working with you!

Thank You,

Green Climate Fund - TEST

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

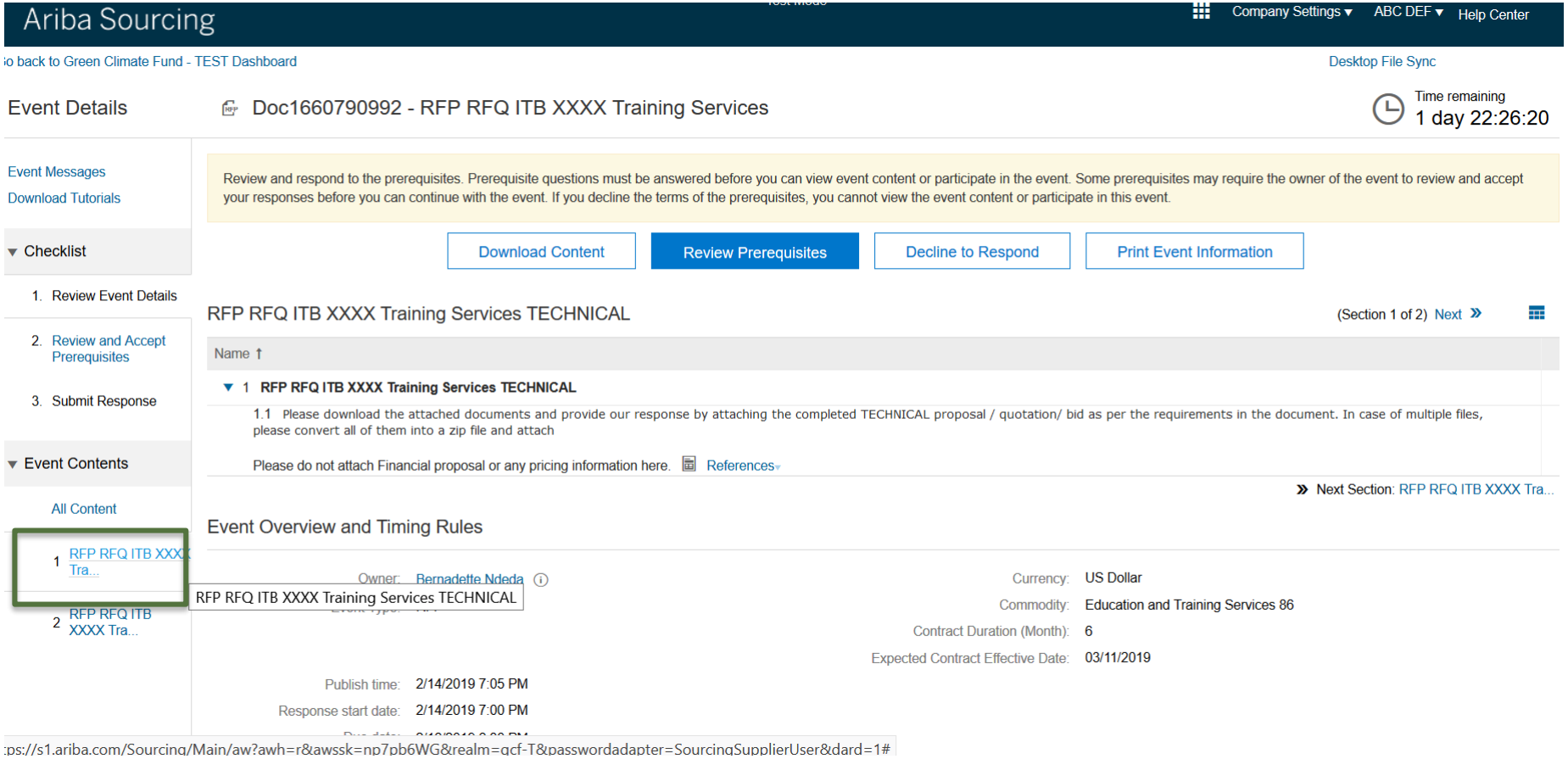
Green Climate Fund - TEST sourcing site, Event Doc1660790992: RFP RFQ ITB XXXX Training Services, Realm: gcf-T, Message ID: MSG65672894, Click Here

Offices | Data Policy | Contact Us | Customer Support

Powered by SAP Ariba

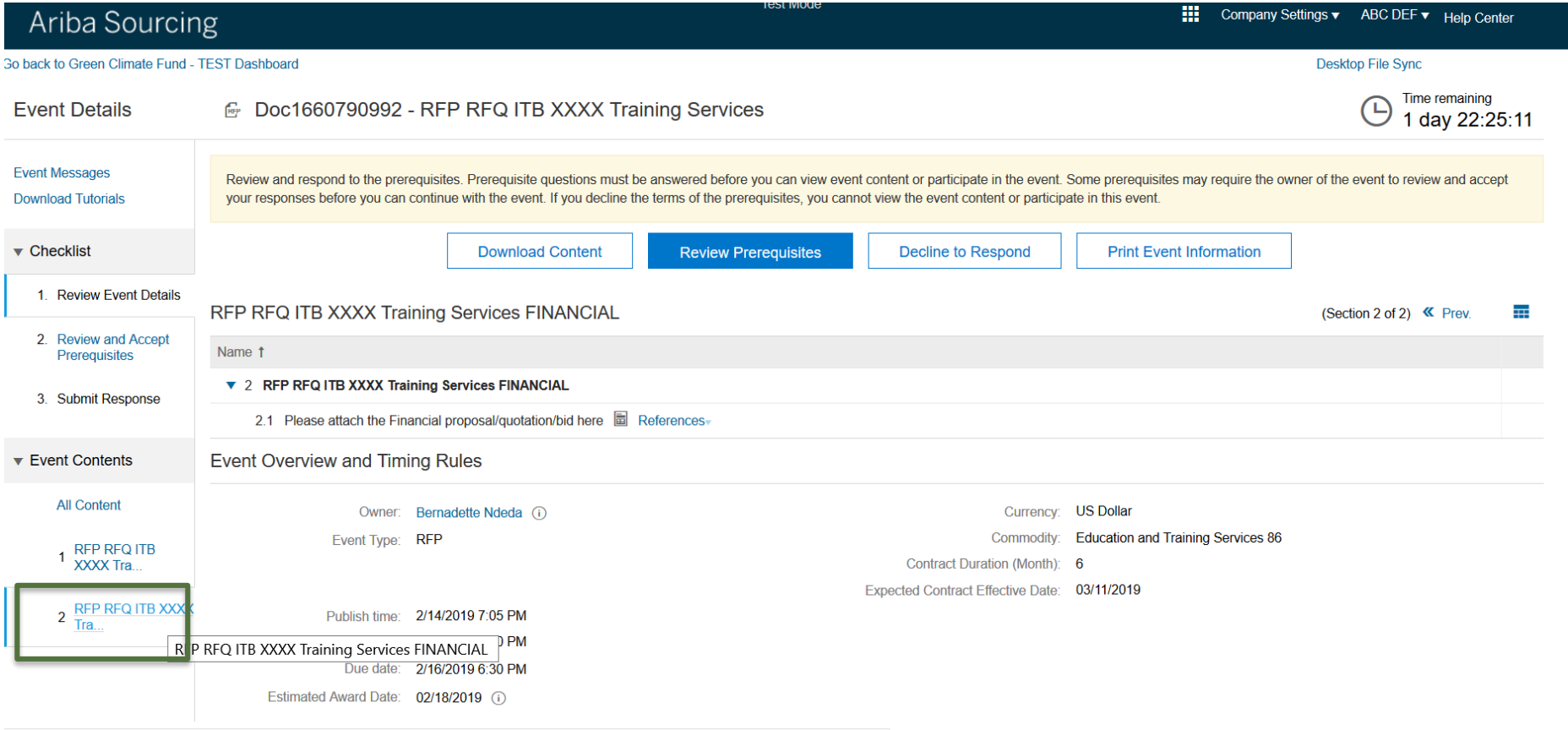
1. Technical Section

1. Shows Technical Section



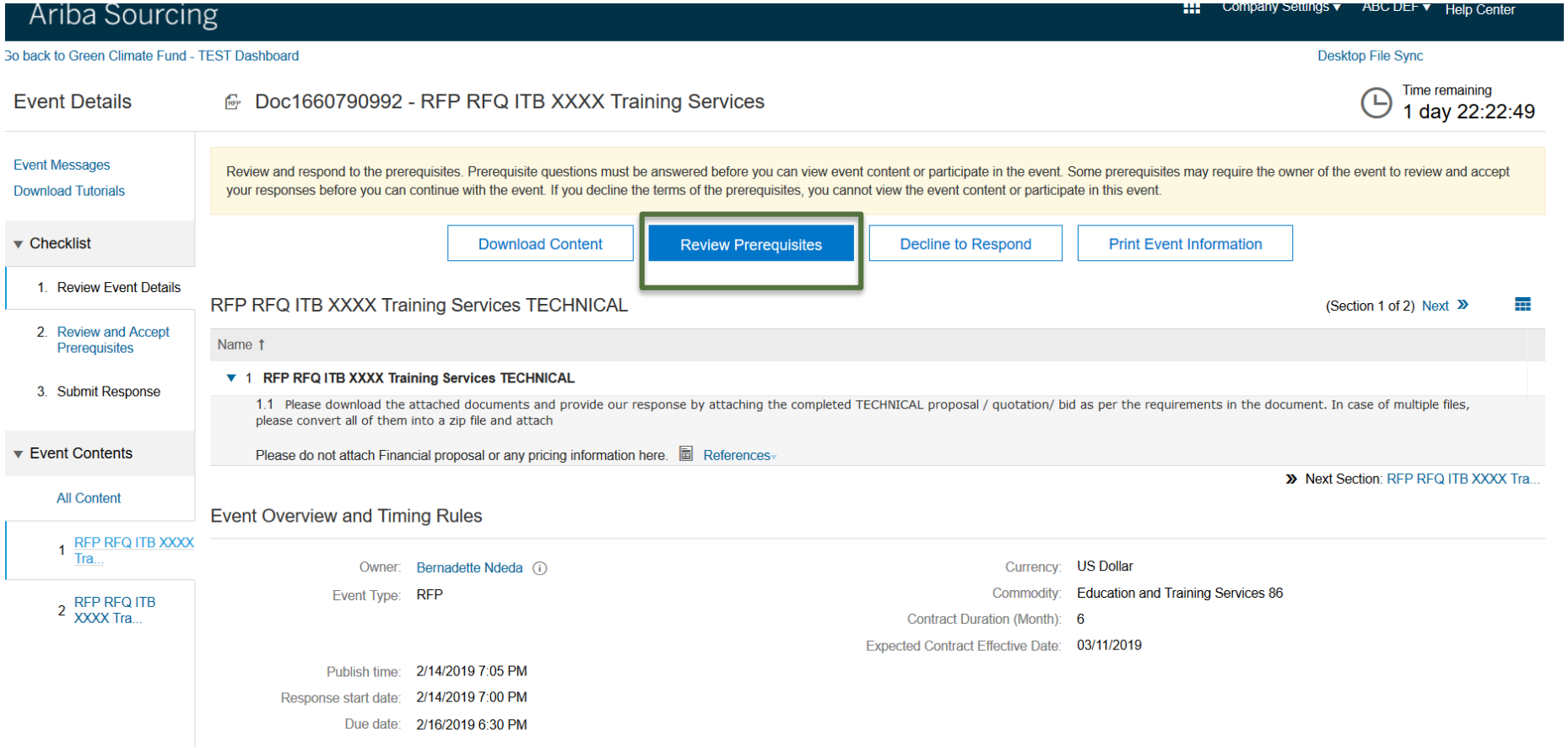
2. Financial Section

2. Shows Financial Section



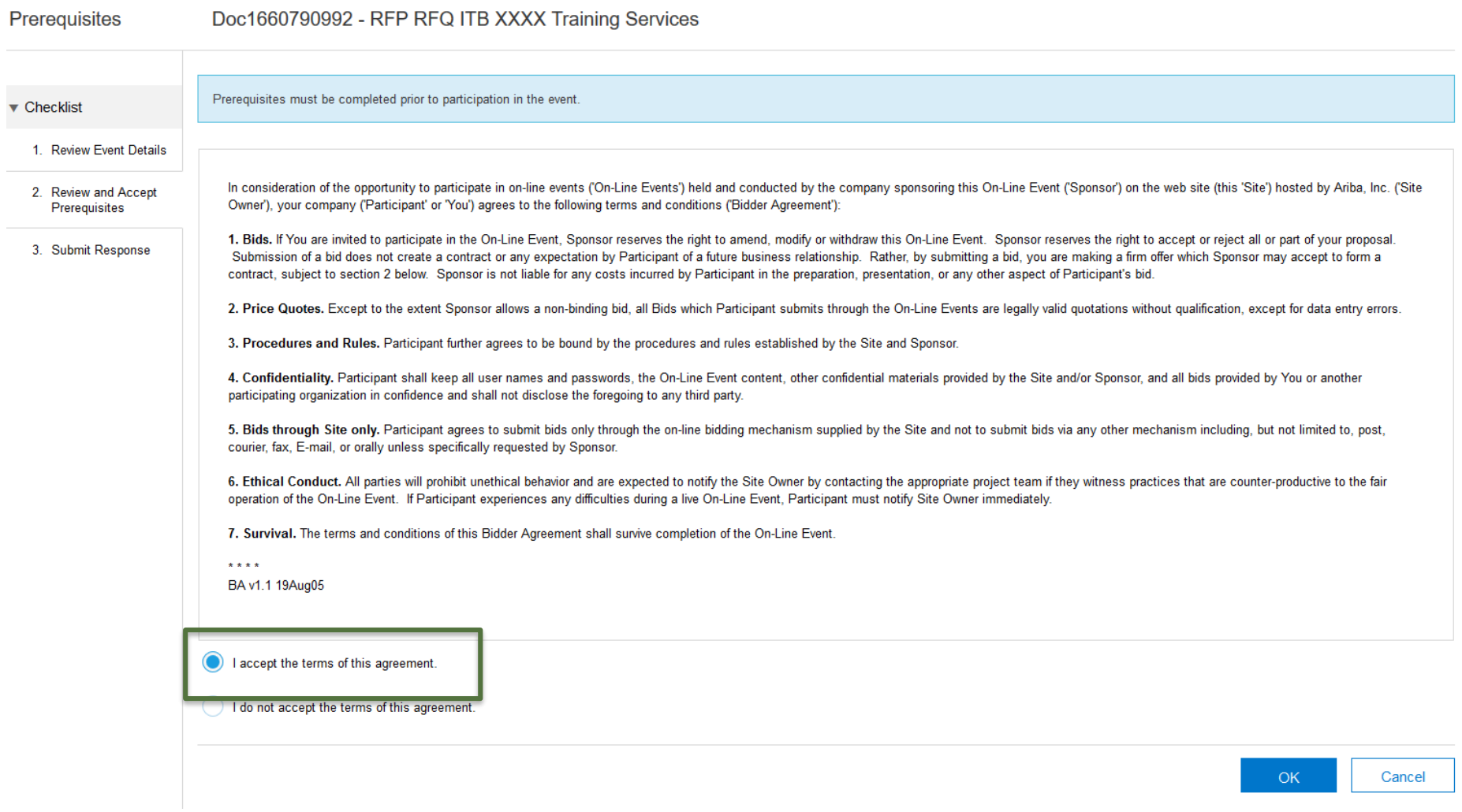
Review Prerequisites

Click Review Prerequisites



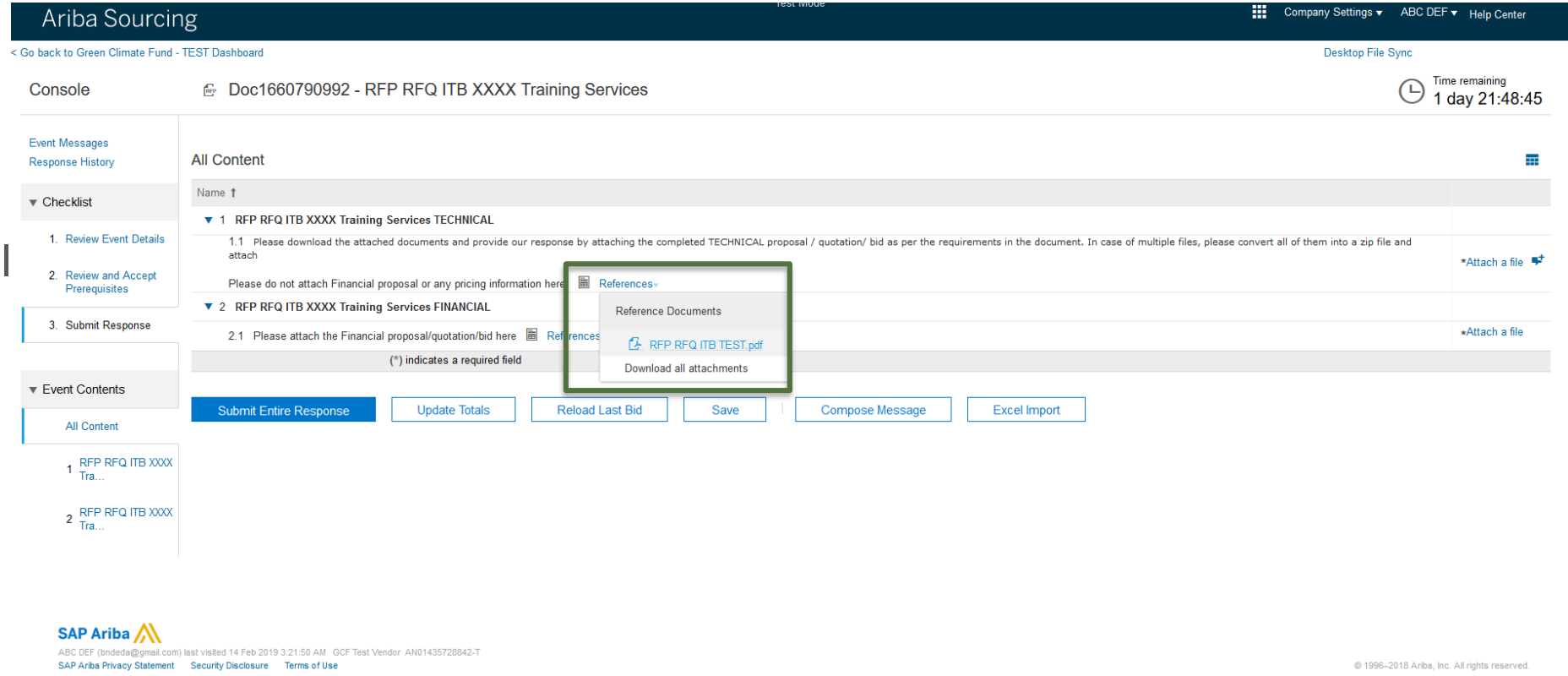
Supplier Dashboard

Select accept and Click OK



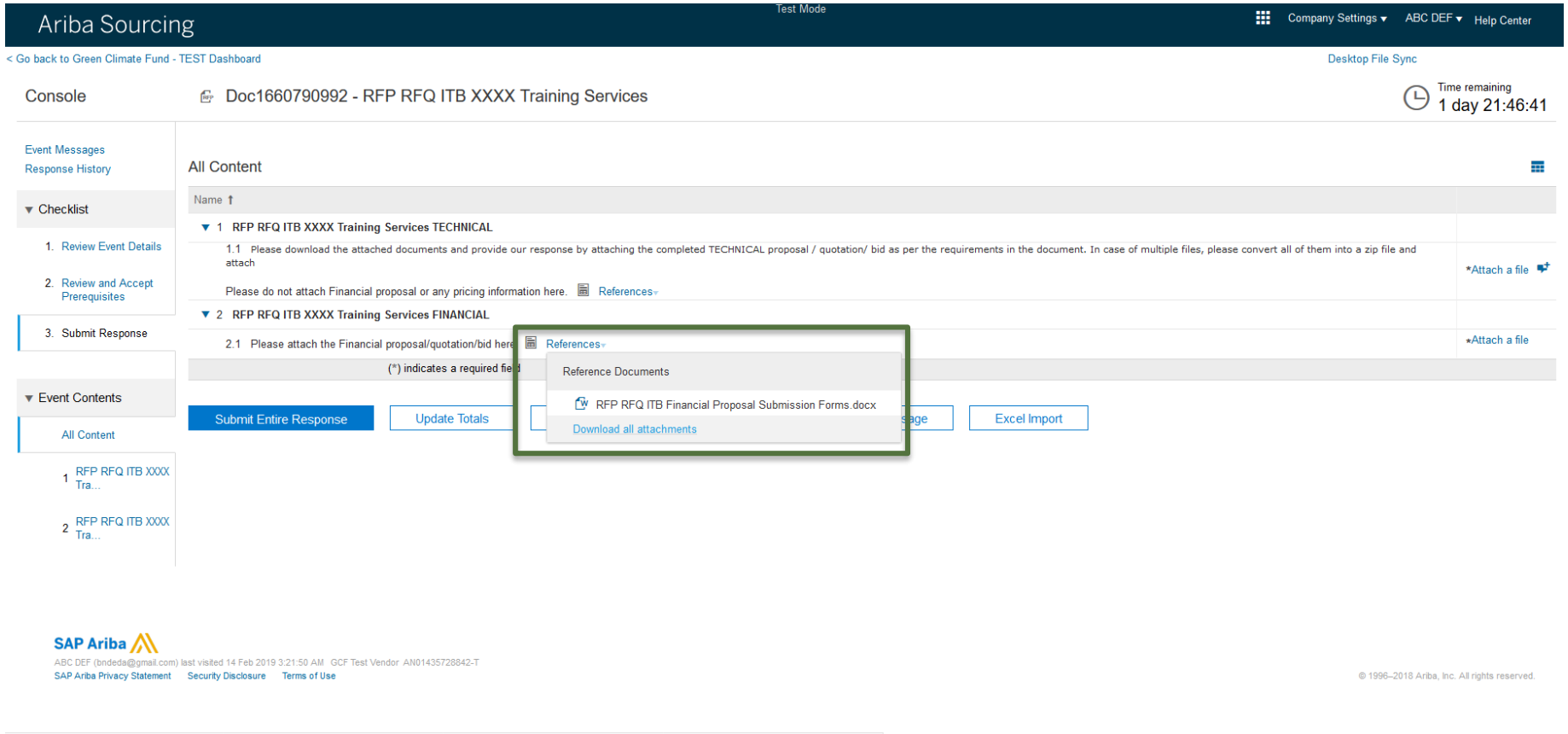
Download RFP/RFQ/ITB Document

Click References for Technical Section and Download RFP/RFQ/ITB document & Technical Proposal/Offer/Bid Submission Forms



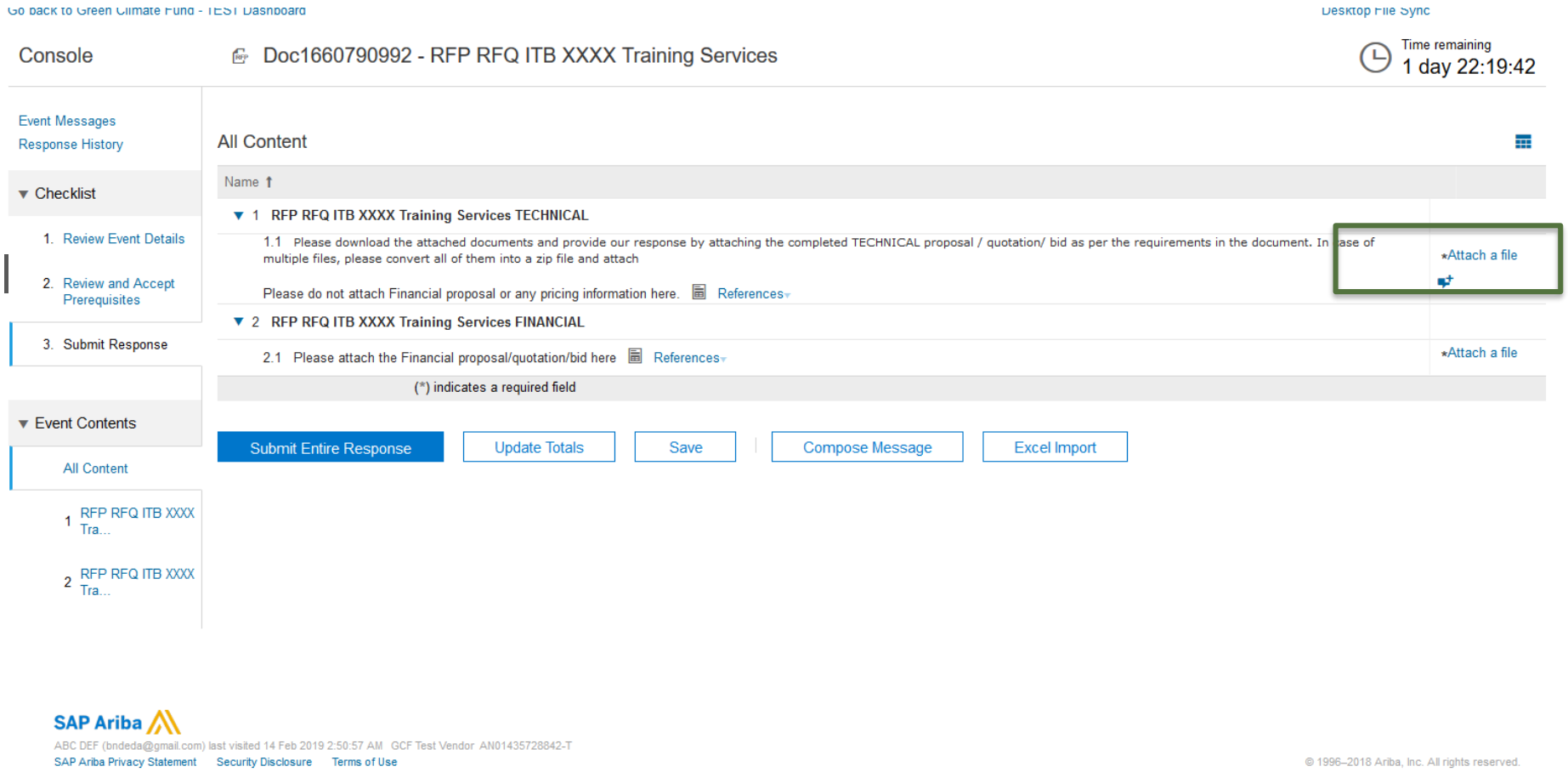
Download Financial Proposal/Offer/Bid document

Click References for Financial Section and Download Financial Proposal Submission Forms



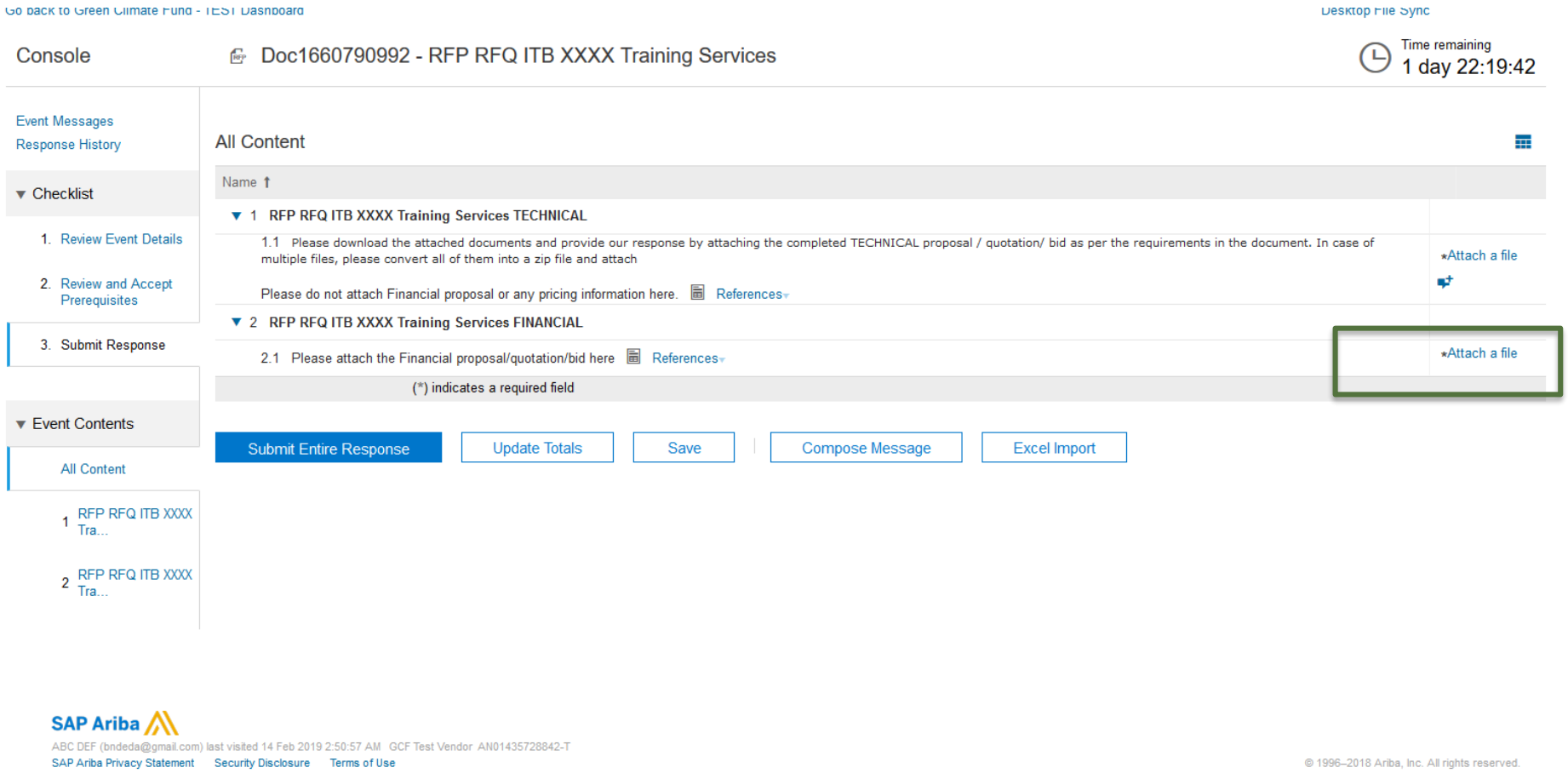
Attach Technical Proposal

Attach/Upload Technical Proposal under the TECHNICAL section



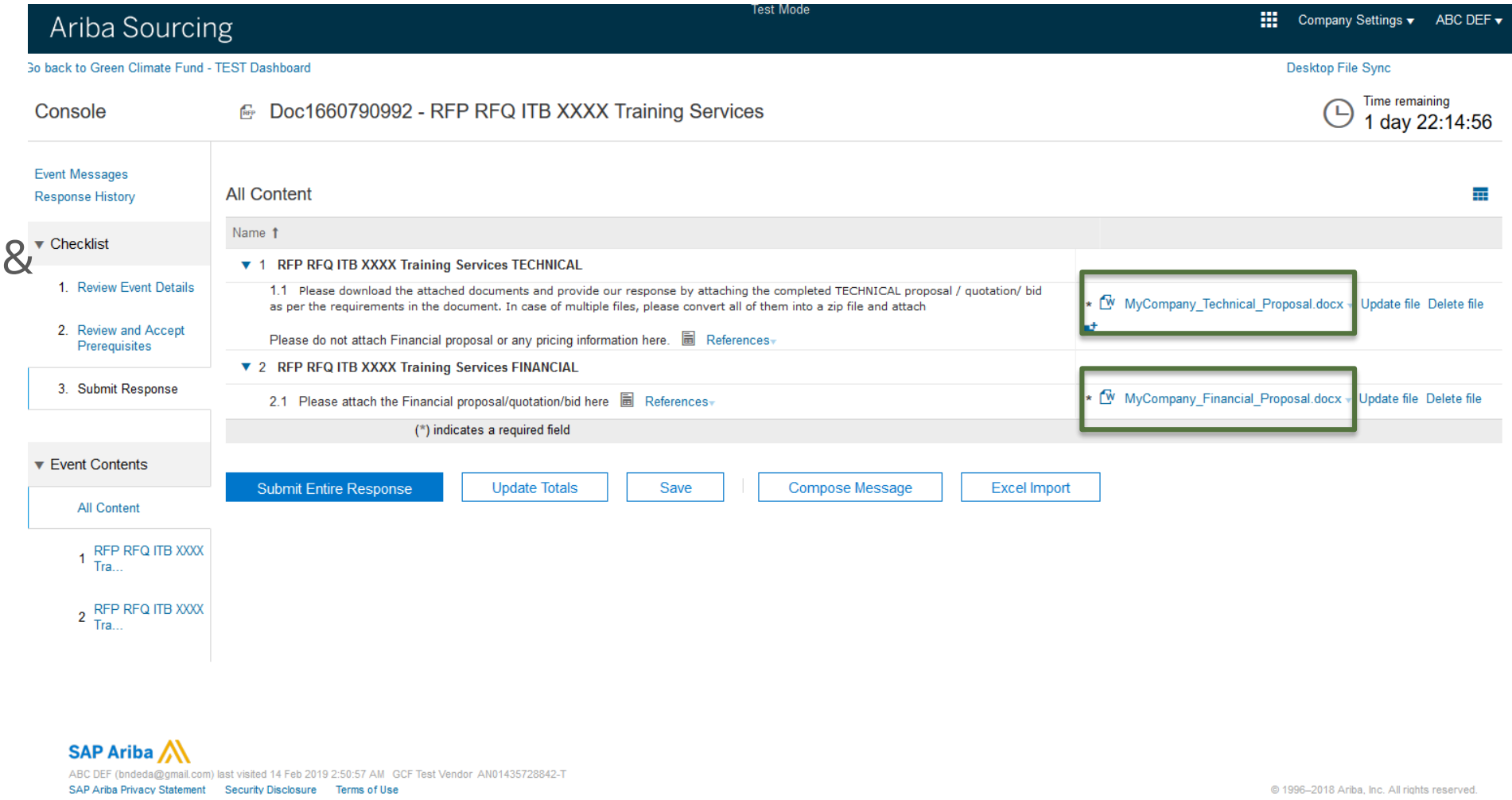
Attach Financial Proposal

Attach/Upload Financial Proposal under the FINANCIAL section



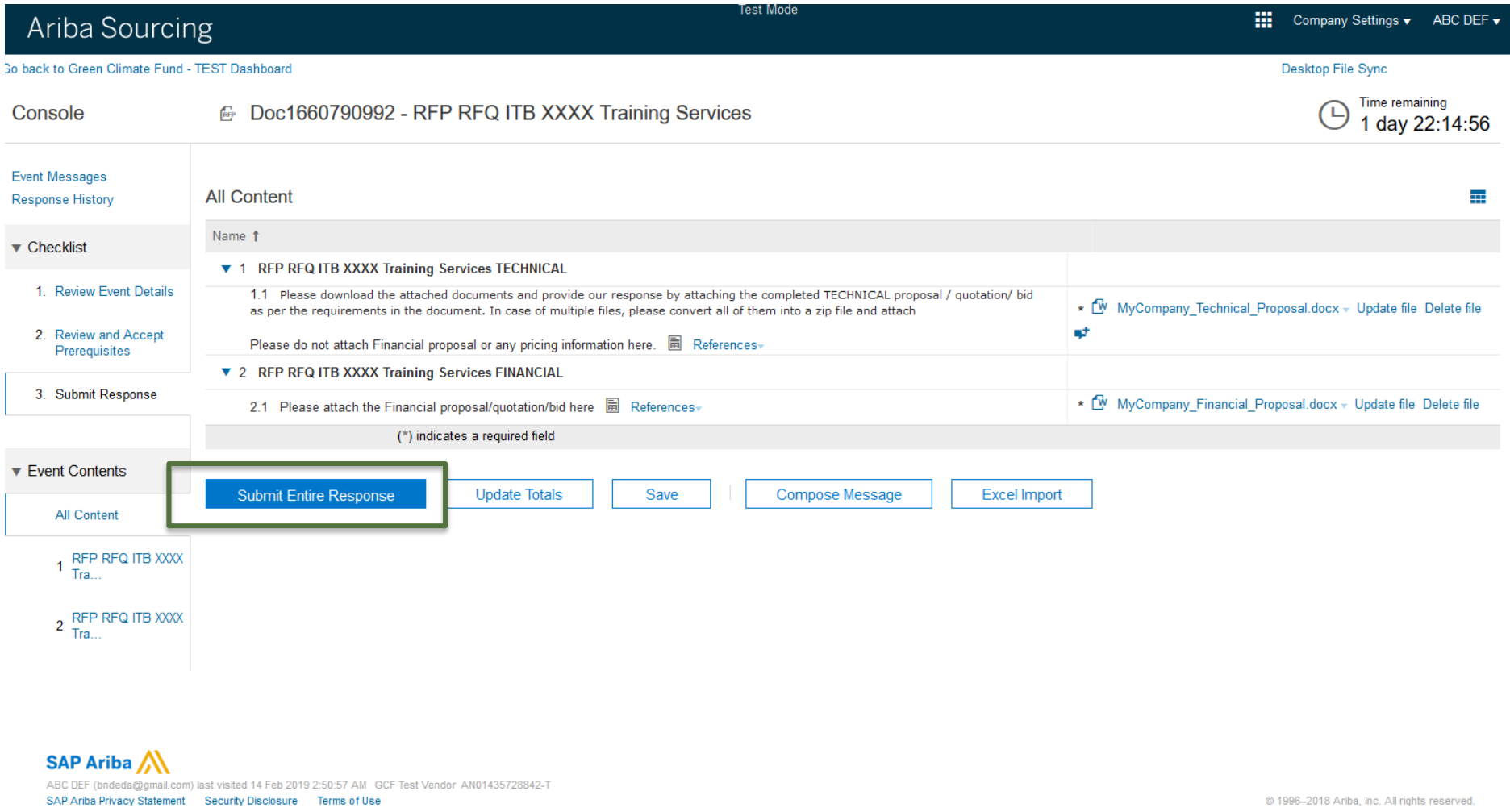
Check Technical & Financial Proposal

Recheck for Technical & Financial Proposal Attachments



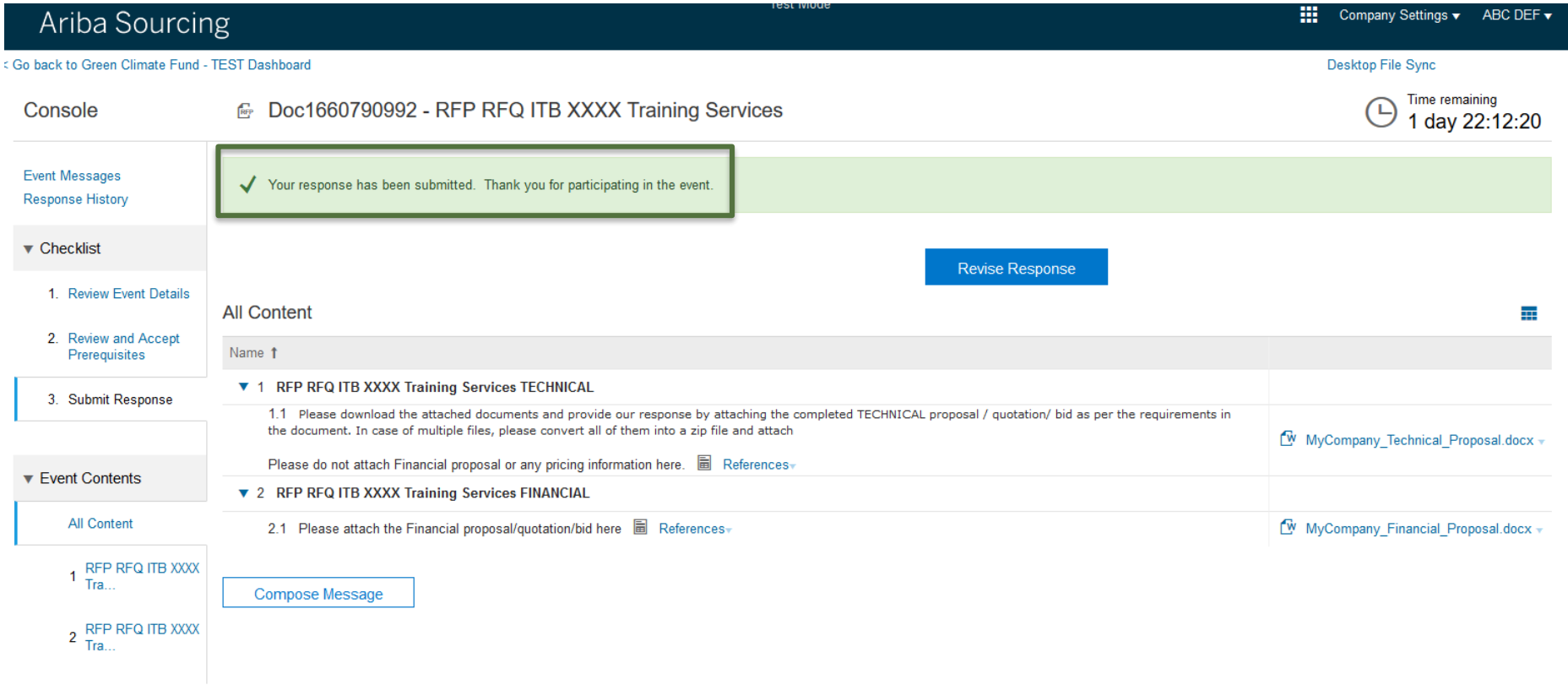
Attach Technical & Financial Proposal

Click Submit Entire Response



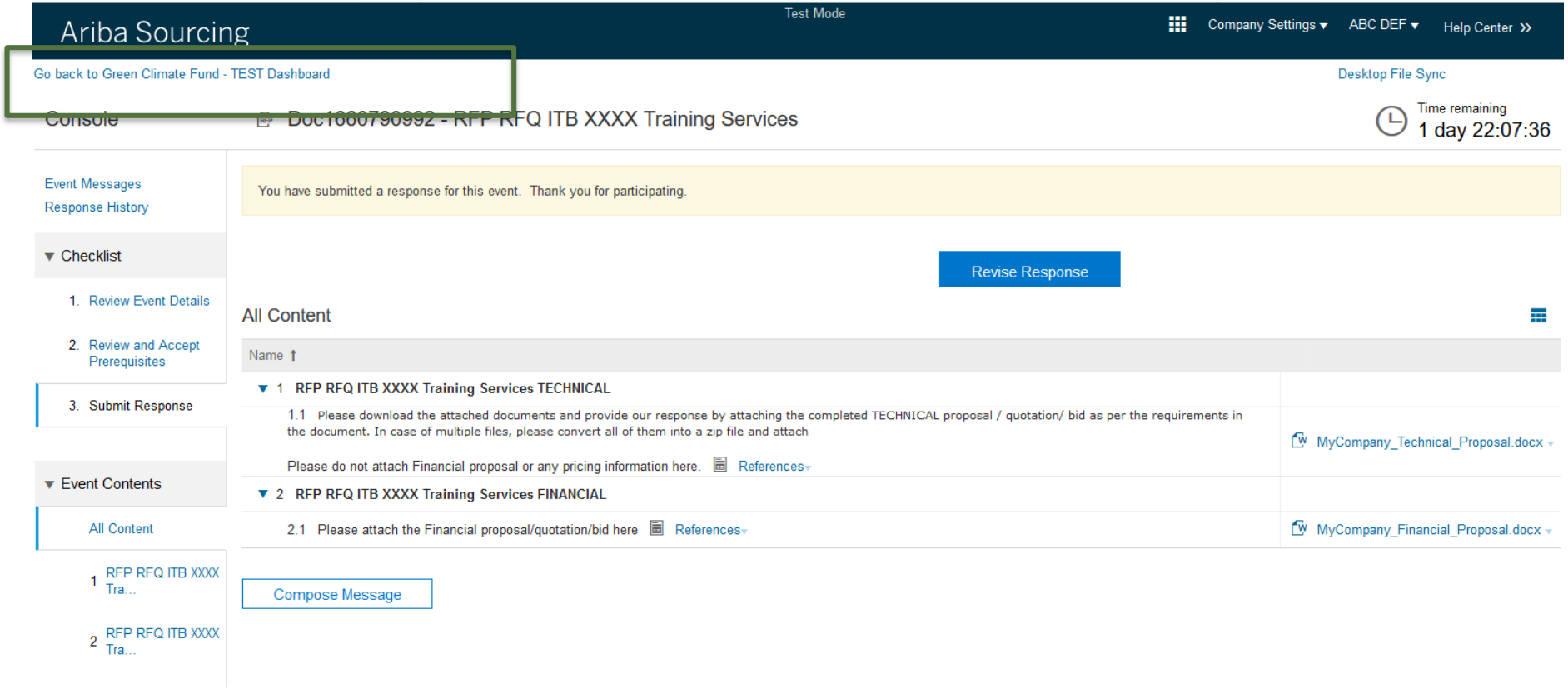
Revise Technical & Financial Proposal

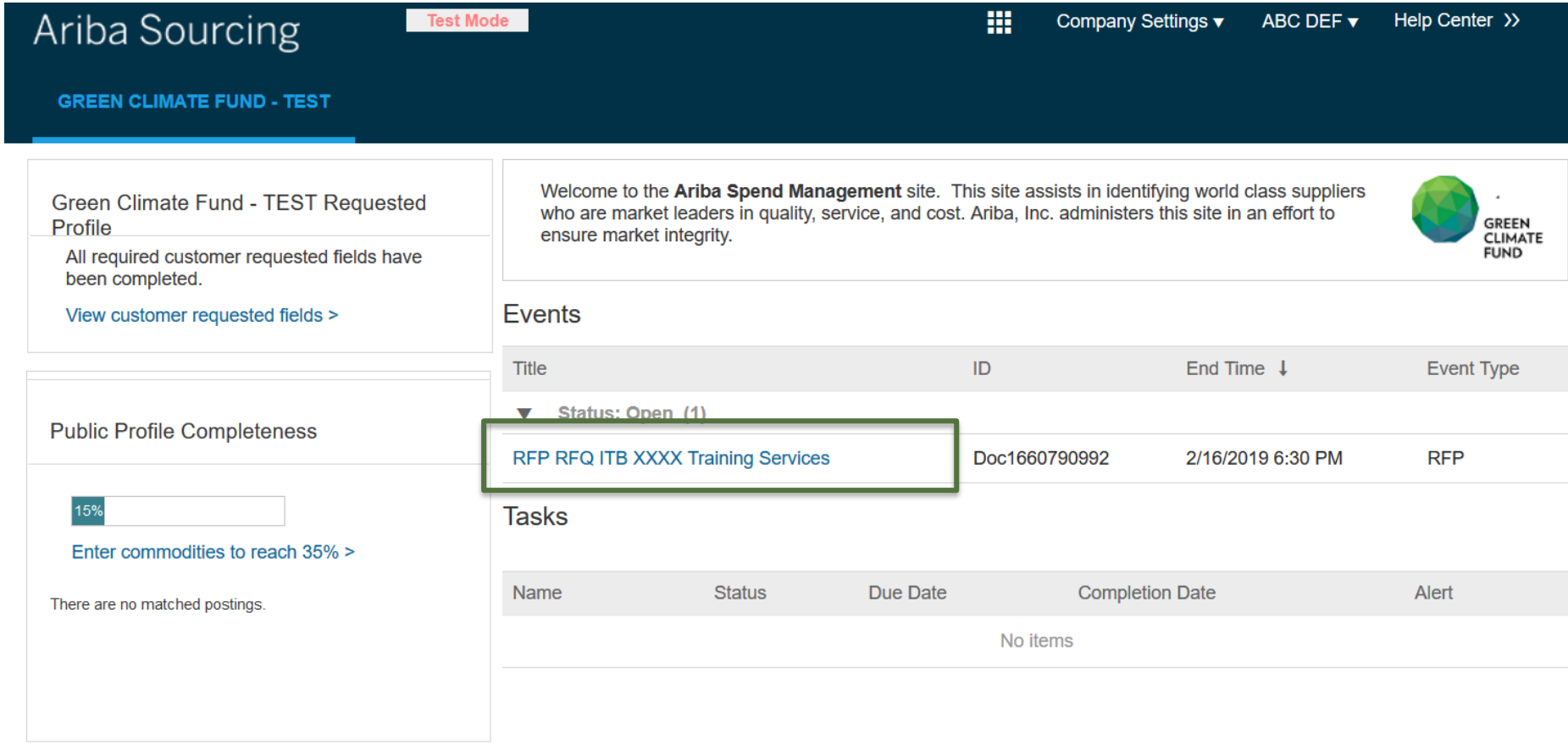
Click Revise Response incase of any corrections/re-uploads, before the deadline for submission of bids.



GCF Dashboard

Click to see GCF Dashboard



GCF Dashboard

Click to view status