



**GREEN  
CLIMATE  
FUND**

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

**User Manual**

14 February 2019




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



# Invitation to Supplier

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

---

 **[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]** <cs4system-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 **[REDACTED]** or via e-mail at [bndeda@gcfund.org](mailto:bndeda@gcfund.org).

We look forward to working with you!

Thank You,

Green Climate Fund - TEST


---

You are receiving this email because you are a 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

**Ariba Sourcing** Company Settings ABC DEF Help Center

[Go back to Green Climate Fund - TEST Dashboard](#) Desktop File Sync

**Event Details** Doc1660790992 - RFP RFQ ITB XXXX Training Services Time remaining: 1 day 22:26:20

[Event Messages](#)  
[Download Tutorials](#)

**Checklist**

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

**Event Contents**

- All Content
- RFP RFQ ITB XXXX Tra...**
- RFP RFQ ITB XXXX Tra...

**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.

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

**RFP RFQ ITB XXXX Training Services TECHNICAL** (Section 1 of 2) [Next >>](#)

**Name ↑**

**1 RFP RFQ ITB XXXX Training Services TECHNICAL**

1.1 Please download the attached documents and provide our response by attaching the completed TECHNICAL proposal / quotation/ bid as per the requirements in the document. In case of multiple files, please convert all of them into a zip file and attach

Please do not attach Financial proposal or any pricing information here. [References](#)

**Event Overview and Timing Rules**

Owner: [Bernadette Ndeda](#)

RFP RFQ ITB XXXX Training Services TECHNICAL

Currency: US Dollar  
Commodity: Education and Training Services 86  
Contract Duration (Month): 6  
Expected Contract Effective Date: 03/11/2019

Publish time: 2/14/2019 7:05 PM  
Response start date: 2/14/2019 7:00 PM

<https://s1.ariba.com/Sourcing/Main/aw?awh=r&awssk=np7pb6WG&realm=qcf-T&passwordadapter=SourcingSupplierUser&dard=1#>



# 2. Financial Section

## 2. Shows Financial Section

Ariba Sourcing test mode Company Settings ABC DEF Help Center

Go back to Green Climate Fund - TEST Dashboard Desktop File Sync

Event Details Doc1660790992 - RFP RFQ ITB XXXX Training Services Time remaining 1 day 22:25:11

Event Messages  
Download Tutorials

▼ Checklist

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

▼ Event Contents

All Content

- 1 RFP RFQ ITB XXXX Tra...
- 2 RFP RFQ ITB XXXX Tra... **Selected**

**RFP RFQ ITB XXXX Training Services FINANCIAL** (Section 2 of 2) Prev

Name ↑

▼ 2 RFP RFQ ITB XXXX Training Services FINANCIAL

2.1 Please attach the Financial proposal/quotation/bid here References

Event Overview and Timing Rules

Owner: <b>Bernadette Ndeda</b>	Currency: <b>US Dollar</b>
Event Type: <b>RFP</b>	Commodity: <b>Education and Training Services 86</b>
	Contract Duration (Month): <b>6</b>
	Expected Contract Effective Date: <b>03/11/2019</b>
Publish time: <b>2/14/2019 7:05 PM</b>	
Due date: <b>2/16/2019 6:30 PM</b>	
Estimated Award Date: <b>02/18/2019</b>	



# Review Prerequisites

Event Details

Doc1660790992 - RFP RFQ ITB XXXX Training Services

Time remaining  
1 day 22:22:49

Event Messages  
Download Tutorials

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.

Checklist

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

Download Content **Review Prerequisites** Decline to Respond Print Event Information

Event Contents

All Content

- 1 RFP RFQ ITB XXXX Tra...
- 2 RFP RFQ ITB XXXX Tra...

RFP RFQ ITB XXXX Training Services TECHNICAL

(Section 1 of 2) Next

Name ↑

1 RFP RFQ ITB XXXX Training Services TECHNICAL

1.1 Please download the attached documents and provide our response by attaching the completed TECHNICAL proposal / quotation/ bid as per the requirements in the document. In case of multiple files, please convert all of them into a zip file and attach

Please do not attach Financial proposal or any pricing information here. [References](#)

Next Section: RFP RFQ ITB XXXX Tra...

Event Overview and Timing Rules

Owner: Bernadette Ndeda

Currency: US Dollar

Event Type: RFP

Commodity: Education and Training Services 86

Publish time: 2/14/2019 7:05 PM

Contract Duration (Month): 6

Response start date: 2/14/2019 7:00 PM

Expected Contract Effective Date: 03/11/2019

Due date: 2/16/2019 6:30 PM

Click Review Prerequisites



# Supplier Dashboard

Prerequisites

Doc1660790992 - RFP RFQ ITB XXXX Training Services

- ▼ Checklist
- 1. Review Event Details
- 2. Review and Accept Prerequisites
- 3. Submit Response

Prerequisites must be completed prior to participation in the event.

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'):

- 1. 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. Sponsor reserves the right to accept or reject all or part of your proposal. 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 incurred by Participant in the preparation, presentation, or any other aspect of Participant's bid.
- 2. 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.
- 3. Procedures and Rules.** Participant further agrees to be bound by the procedures and rules established by the Site and Sponsor.
- 4. 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.
- 5. 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.
- 6. 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.
- 7. 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.

Select accept and Click OK

OK

Cancel



# Download RFP/RFQ/ITB Document

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

Ariba Sourcing Test Mode Company Settings ABC DEF Help Center

< Go back to Green Climate Fund - TEST Dashboard Desktop File Sync

Console Doc1660790992 - RFP RFQ ITB XXXX Training Services Time remaining 1 day 21:48:45

Event Messages  
Response History

▼ Checklist

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

▼ Event Contents

- All Content
- 1 RFP RFQ ITB XXXX Tra...
- 2 RFP RFQ ITB XXXX Tra...

All Content

Name ↑	
▼ 1 RFP RFQ ITB XXXX Training Services TECHNICAL	
1.1 Please download the attached documents and provide our response by attaching the completed TECHNICAL proposal / quotation/ bid as per the requirements in the document. In case of multiple files, please convert all of them into a zip file and attach	•Attach a file
Please do not attach Financial proposal or any pricing information here	References
▼ 2 RFP RFQ ITB XXXX Training Services FINANCIAL	
2.1 Please attach the Financial proposal/quotation/bid here	References •Attach a file
(*) indicates a required field	

References

Reference Documents

- RFP RFQ ITB TEST.pdf

Download all attachments

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

SAP Ariba

ABC DEF (bndeda@gmail.com) last visited 14 Feb 2019 3:21:50 AM GCF Test Vendor AN01435728842-T  
SAP Ariba Privacy Statement Security Disclosure Terms of Use

© 1996–2018 Ariba, Inc. All rights reserved.



# Download Financial Proposal/Offer/Bid document

Click References for Financial Section and Download Financial Proposal Submission Forms

Ariba Sourcing Test Mode Company Settings ABC DEF Help Center

< Go back to Green Climate Fund - TEST Dashboard Desktop File Sync

Console Doc1660790992 - RFP RFQ ITB XXXX Training Services Time remaining 1 day 21:46:41

Event Messages  
Response History

▼ Checklist

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

▼ Event Contents

- All Content
- 1 RFP RFQ ITB XXXX Tra...
- 2 RFP RFQ ITB XXXX Tra...

All Content

▼ 1 RFP RFQ ITB XXXX Training Services TECHNICAL

1.1 Please download the attached documents and provide our response by attaching the completed TECHNICAL proposal / quotation/ bid as per the requirements in the document. In case of multiple files, please convert all of them into a zip file and attach

Please do not attach Financial proposal or any pricing information here. [References](#)

▼ 2 RFP RFQ ITB XXXX Training Services FINANCIAL

2.1 Please attach the Financial proposal/quotation/bid here [References](#)

(\* indicates a required field)

[Submit Entire Response](#) [Update Totals](#) [Download all attachments](#) [Excel Import](#)

Reference Documents

- RFP RFQ ITB Financial Proposal Submission Forms.docx

© 1996–2018 Ariba, Inc. All rights reserved.





# Attach Technical Proposal

Attach/Upload Technical Proposal under the TECHNICAL section

[Go back to Green Climate Fund - TEST Dashboard](#)

[Desktop File Sync](#)

Console

Doc1660790992 - RFP RFQ ITB XXXX Training Services

Time remaining  
1 day 22:19:42

[Event Messages](#)  
[Response History](#)

▼ Checklist

- [Review Event Details](#)
- [Review and Accept Prerequisites](#)
- [Submit Response](#)

▼ Event Contents

All Content

- [1 RFP RFQ ITB XXXX Tra...](#)
- [2 RFP RFQ ITB XXXX Tra...](#)

All Content

Name ↑

▼ 1 RFP RFQ ITB XXXX Training Services TECHNICAL

1.1 Please download the attached documents and provide our response by attaching the completed TECHNICAL proposal / quotation/ bid as per the requirements in the document. In case of multiple files, please convert all of them into a zip file and attach

Please do not attach Financial proposal or any pricing information here. [References](#)

✦Attach a file

▼ 2 RFP RFQ ITB XXXX Training Services FINANCIAL

2.1 Please attach the Financial proposal/quotation/bid here [References](#)

✦Attach a file

(\*) indicates a required field

[Submit Entire Response](#)

[Update Totals](#)

[Save](#)

[Compose Message](#)

[Excel Import](#)



ABC DEF (bndeda@gmail.com) last visited 14 Feb 2019 2:50:57 AM GCF Test Vendor AN01435728842-T  
[SAP Ariba Privacy Statement](#) [Security Disclosure](#) [Terms of Use](#)

© 1996–2018 Ariba, Inc. All rights reserved.



# Attach Financial Proposal

Attach/Upload Financial Proposal under the FINANCIAL section

[Go back to Green Climate Fund - TEST Dashboard](#)

[Desktop File Sync](#)

Console

Doc1660790992 - RFP RFQ ITB XXXX Training Services

Time remaining  
1 day 22:19:42

[Event Messages](#)  
[Response History](#)

▼ Checklist

- [Review Event Details](#)
- [Review and Accept Prerequisites](#)
- [Submit Response](#)

▼ Event Contents

All Content

- [1 RFP RFQ ITB XXXX Tra...](#)
- [2 RFP RFQ ITB XXXX Tra...](#)

All Content

Name ↑

▼ 1 RFP RFQ ITB XXXX Training Services TECHNICAL

1.1 Please download the attached documents and provide our response by attaching the completed TECHNICAL proposal / quotation/ bid as per the requirements in the document. In case of multiple files, please convert all of them into a zip file and attach

[\\*Attach a file](#)

Please do not attach Financial proposal or any pricing information here. [References](#)

▼ 2 RFP RFQ ITB XXXX Training Services FINANCIAL

2.1 Please attach the Financial proposal/quotation/bid here [References](#)

[\\*Attach a file](#)

(\*) indicates a required field

[Submit Entire Response](#)

[Update Totals](#)

[Save](#)

[Compose Message](#)

[Excel Import](#)

**SAP Ariba**

ABC DEF (bndeda@gmail.com) last visited 14 Feb 2019 2:50:57 AM GCF Test Vendor AN01435728842-T  
[SAP Ariba Privacy Statement](#) [Security Disclosure](#) [Terms of Use](#)

© 1996–2018 Ariba, Inc. All rights reserved.



# Check Technical & Financial Proposal

Recheck for Technical & Financial Proposal Attachments

Ariba Sourcing Test Mode Company Settings ABC DEF

[Go back to Green Climate Fund - TEST Dashboard](#) Desktop File Sync

Console Doc1660790992 - RFP RFQ ITB XXXX Training Services Time remaining 1 day 22:14:56

Event Messages  
Response History

▼ Checklist

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

▼ Event Contents

- All Content
- 1 RFP RFQ ITB XXXX Tra...
- 2 RFP RFQ ITB XXXX Tra...

All Content

Name ↑	
▼ 1 RFP RFQ ITB XXXX Training Services TECHNICAL	
1.1 Please download the attached documents and provide our response by attaching the completed TECHNICAL proposal / quotation/ bid as per the requirements in the document. In case of multiple files, please convert all of them into a zip file and attach	<a href="#">* MyCompany_Technical_Proposal.docx</a> Update file Delete file
Please do not attach Financial proposal or any pricing information here. <a href="#">References</a>	
▼ 2 RFP RFQ ITB XXXX Training Services FINANCIAL	
2.1 Please attach the Financial proposal/quotation/bid here <a href="#">References</a>	<a href="#">* MyCompany_Financial_Proposal.docx</a> Update file Delete file

(\*) indicates a required field

[Submit Entire Response](#) [Update Totals](#) [Save](#) [Compose Message](#) [Excel Import](#)

SAP Ariba

ABC DEF (bndeda@gmail.com) last visited 14 Feb 2019 2:50:57 AM GCF Test Vendor AN01435728842-T  
[SAP Ariba Privacy Statement](#) [Security Disclosure](#) [Terms of Use](#)

© 1996–2018 Ariba, Inc. All rights reserved.



# Attach Technical & Financial Proposal

Click Submit Entire Response

Ariba Sourcing Test Mode Company Settings ABC DEF

[Go back to Green Climate Fund - TEST Dashboard](#) Desktop File Sync

Console Doc1660790992 - RFP RFQ ITB XXXX Training Services Time remaining 1 day 22:14:56

Event Messages  
Response History

▼ Checklist

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

▼ Event Contents

- All Content
- 1 RFP RFQ ITB XXXX Tra...
- 2 RFP RFQ ITB XXXX Tra...

All Content

Name ↑	
▼ 1 RFP RFQ ITB XXXX Training Services TECHNICAL	
1.1 Please download the attached documents and provide our response by attaching the completed TECHNICAL proposal / quotation/ bid as per the requirements in the document. In case of multiple files, please convert all of them into a zip file and attach	* <a href="#">MyCompany_Technical_Proposal.docx</a> Update file Delete file
Please do not attach Financial proposal or any pricing information here. <a href="#">References</a>	
▼ 2 RFP RFQ ITB XXXX Training Services FINANCIAL	
2.1 Please attach the Financial proposal/quotation/bid here <a href="#">References</a>	* <a href="#">MyCompany_Financial_Proposal.docx</a> Update file Delete file

(\*) indicates a required field

[Submit Entire Response](#) [Update Totals](#) [Save](#) [Compose Message](#) [Excel Import](#)

SAP Ariba

ABC DEF (bndeda@gmail.com) last visited 14 Feb 2019 2:50:57 AM GCF Test Vendor AN01435728842-T  
[SAP Ariba Privacy Statement](#) [Security Disclosure](#) [Terms of Use](#)

© 1996–2018 Ariba, Inc. All rights reserved.



# Revise Technical & Financial Proposal

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

Ariba Sourcing

Company Settings ABC DEF

Go back to Green Climate Fund - TEST Dashboard Desktop File Sync

Console Doc1660790992 - RFP RFQ ITB XXXX Training Services Time remaining 1 day 22:12:20

Event Messages Response History

Checklist

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

Event Contents

- All Content
- 1 RFP RFQ ITB XXXX Tra...
- 2 RFP RFQ ITB XXXX Tra...

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

Revise Response

All Content

Name ↑	
▼ 1 RFP RFQ ITB XXXX Training Services TECHNICAL	
1.1 Please download the attached documents and provide our response by attaching the completed TECHNICAL proposal / quotation/ bid as per the requirements in the document. In case of multiple files, please convert all of them into a zip file and attach	MyCompany_Technical_Proposal.docx
Please do not attach Financial proposal or any pricing information here. <a href="#">References</a>	
▼ 2 RFP RFQ ITB XXXX Training Services FINANCIAL	
2.1 Please attach the Financial proposal/quotation/bid here <a href="#">References</a>	MyCompany_Financial_Proposal.docx

Compose Message



# GCF Dashboard

Click to see GCF Dashboard

**Ariba Sourcing** Test Mode Company Settings ABC DEF Help Center

[Go back to Green Climate Fund - TEST Dashboard](#) Desktop File Sync

Doc1000790992 - RFP RFQ ITB XXXX Training Services Time remaining 1 day 22:07:36

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

[Revise Response](#)

**All Content**

Name
<b>1 RFP RFQ ITB XXXX Training Services TECHNICAL</b>
1.1 Please download the attached documents and provide our response by attaching the completed TECHNICAL proposal / quotation/ bid as per the requirements in the document. In case of multiple files, please convert all of them into a zip file and attach <a href="#">References</a>
Please do not attach Financial proposal or any pricing information here. <a href="#">References</a>
<b>2 RFP RFQ ITB XXXX Training Services FINANCIAL</b>
2.1 Please attach the Financial proposal/quotation/bid here <a href="#">References</a>

[Compose Message](#)

**Event Messages**  
Response History

**Checklist**

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

**Event Contents**

- All Content
- 1 RFP RFQ ITB XXXX Tra...
- 2 RFP RFQ ITB XXXX Tra...



# GCF Dashboard

### Green Climate Fund - TEST Requested Profile

All required customer requested fields have been completed.

[View customer requested fields >](#)

### Public Profile Completeness

15%

[Enter commodities to reach 35% >](#)

There are no matched postings.

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.



### Events

Title	ID	End Time ↓	Event Type
▼ Status: Open (1)			
<a href="#">RFP RFQ ITB XXXX Training Services</a>	Doc1660790992	2/16/2019 6:30 PM	RFP

### Tasks

Name	Status	Due Date	Completion Date	Alert
No items				

Click to view status