

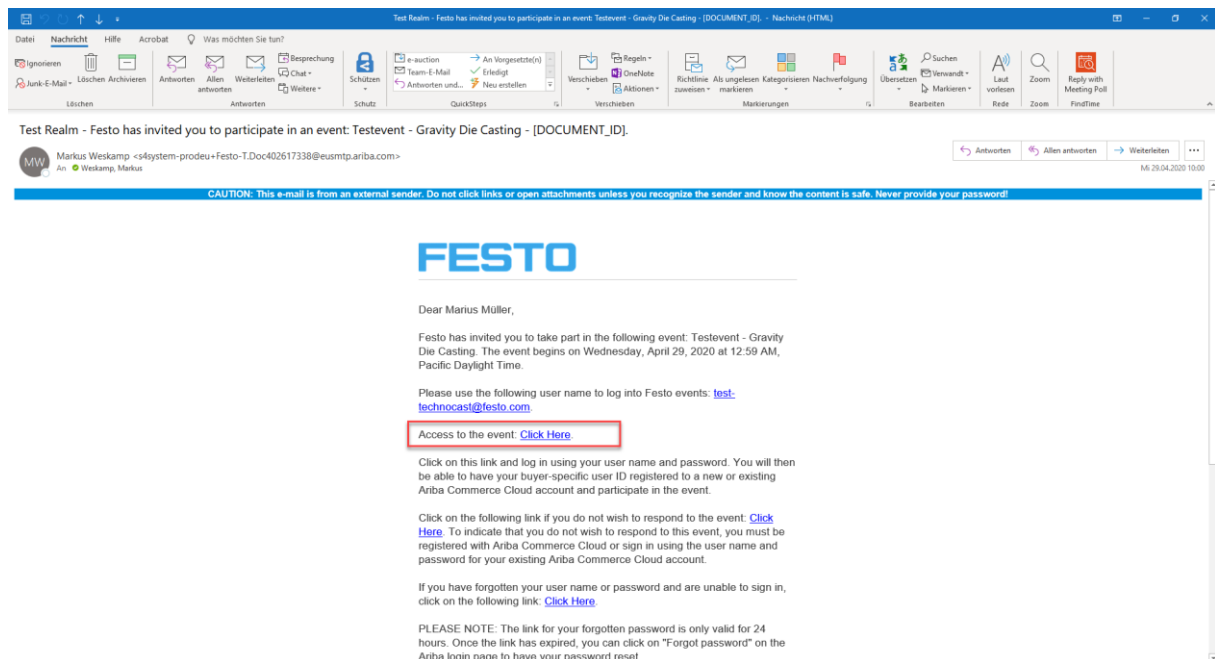
Basic Information

- All Festo Sourcing Projects will be done via the Festo Supplier Ecosystem FSE by using the Internet Platform SAP Ariba
- To take part in a sourcing Event (e.g. Request for Information, Request for Proposal, E-Auction) you have to be registered as a Festo supplier. The Registration starts with an invitation from the Festo Buyer (see FSE Supplier Quick Guide – Registration)

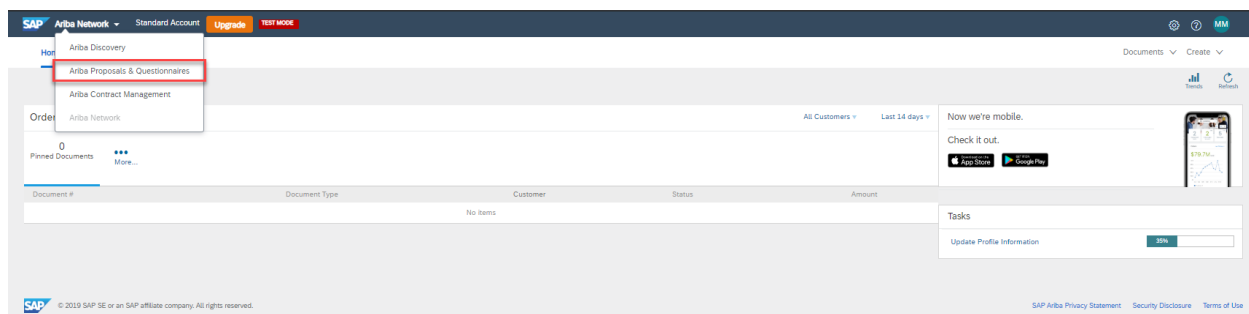
Taking part in a RfP Event

1. Access SAP Ariba via E-mail invitation

- When the Festo Buyer invites you to take part in a RfP Event you will receive a system generated e-mail which contains the Title of the Event as well as a direct link to the event
- Click on the direct link in the e-mail and log in with your user ID and password (which you have created in the registration process) and you will get directly to the RfP

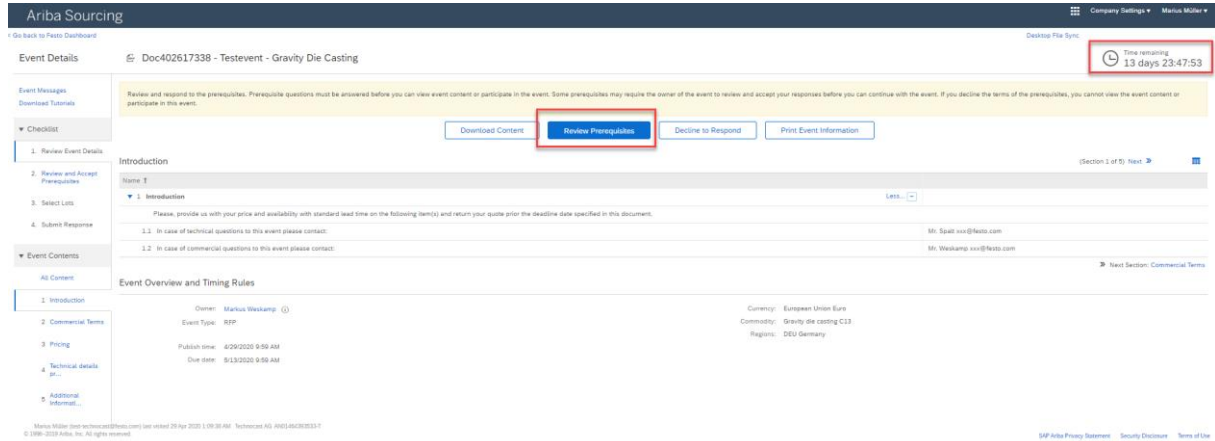


- Alternatively to using the direct link in the e-mail you can always log in via supplier.ariba.com
- Click on “Ariba Proposals & Questionnaires” to get to the dashboard with the Festo events and select the event



2. Submit an Offer

- Before getting access to the RfP content you have to read and accept the prerequisites
- In some cases you also might be asked to also sign a NDA before getting to the content
- In the upper right corner you see how long the event is still open to participate



- After accepting the prerequisites, you will get directly to the content where you can enter your prices directly and upload additional information
- After you have entered all requested information please click on “Submit Entire Response” to submit you offer (Remark: clicking on “Save draft” does not submit your response to Festo)
- Due to the individual RfPs the input screen can differ from the screenshot below

