

Participate in a Sourcing Event as an Ingka (IKEA) Supplier

INGKA®

Hej! We now collaborate via SAP Business Network.

To support us at Ingka in our digital transformation journey, we want to inform you of the following:

- At Ingka we are digitizing our procurement processes, and we conduct our sourcing, and other procurement activities in the system SAP Ariba
- This means that you as a supplier to Ingka need to create an account (or use your existing account if you have one) on SAP Business Network to participate in our sourcing events (RFI, RFP)
- The account on SAP Business Network for sourcing activities is free of charge and you can sign up via the invitation email you receive when you are invited to a sourcing event
- Please note that if your company already have an account on SAP Business Network, sign in with your existing account instead of creating a new one!
- The account registration is described in the guide "[How to Register an Account from an email?](#)". This, together with a lot of other useful information, is available on our supplier support portal **[Important documents for you as an Ingka supplier | Ingka Group](#)**

Participate in a Sourcing Event

- Once you have created/logged in to your account on SAP Business Network you will get directed to your dashboard. Make sure to be on the tab **“Ariba Proposals and Questionnaires”**, under **“Events”** you will find the RFI/RFP you have been invited to.
- To participate, click on the **title** (link) of the event.

The screenshot shows the SAP Ariba Spend Management dashboard. The top navigation bar includes the SAP logo, a dropdown menu for 'Ariba Proposals and Questionnaires', and a 'TEST MODE' indicator. The main content area is titled 'INGKA - TEST' and contains a welcome message. Below the welcome message, there are sections for 'Events', 'Risk Assessments', 'Registration Questionnaires', and 'Qualification Questionnaires'. The 'Events' section is expanded, showing a table with one event. The event title 'IKEA (ingka)_Request for Proposal_Waste Management_SE' is highlighted with a red box. The table columns are Title, ID, End Time, Event Type, and Participated.

Title	ID	End Time	Event Type	Participated
IKEA (ingka)_Request for Proposal_Waste Management_SE	Doc2175369058	9/13/2024 7:58 AM	Demande de proposition (RFP)	No

Participate in a Sourcing Event

- Before you can access the event you need to **review and accept the pre-requisites**. In the pre-view mode you can display some, but not all, event content.
- Click on Review Pre-requisites. Here you need to accept **Bidder agreement** as well as **Terms of Access** and **IKEA Business Ethics** (available for download).

The screenshot shows the 'Event Details' page. At the top, there are buttons for 'Download Content', 'Review Prerequisites' (highlighted with a red box), 'Decline to Respond', and 'Print Event Information'. Below this, the 'All Content' section is visible, showing a table with columns for 'Name', 'Extended Price', 'Unit Price (SEK)', and 'Quantity'. The content includes sections for '1.0 Introduction', '1.1 About Ingka Group', and '1.2 RFP Overview'. A 'Terms and Agreements' section is also visible at the bottom.

The screenshot shows the 'Prerequisites' page. It contains a checklist with four items: '1. Review Event Details', '2. Review and Accept Prerequisites' (highlighted with a red box), '3. Select Lots/Line Items', and '4. Submit Response'. Under '2. Review and Accept Prerequisites', there are two radio buttons: 'I accept the terms of this agreement.' (selected and highlighted with a red box) and 'I do not accept the terms of this agreement.'. A 'View Bidder Agreement' button is also highlighted with a red box. Below the checklist, there is a 'Prerequisites' section with a table containing two rows: '2.1 Please accept the attached Terms of Access for Sourcing Project, by selecting YES as a response to the question...' and '2.2 Have you read, understood and agree to comply with The IKEA Business Ethics document...'. Both rows have 'Yes' selected in a dropdown menu (highlighted with a red box). At the bottom, there is a 'Download all attachments' button and 'OK' and 'Cancel' buttons (both highlighted with red boxes).

Participate in a Sourcing Event – Multi-Round RFPs

- You might participate in a RFP event where multiple rounds of bidding are required. You will receive an email notifying you if a new round has been initiated.
- You can **edit** your previous submitted responses in the new round.
- If any items are **added** in the new round, you would need to select the additional items to respond to in the **Checklist section** (left hand-side) under **3. Select Lots/Line items. Select the new item(s) and confirm.** You will then be able to submit responses to the new item(s) by clicking on **Revise Response**.

Select Lots Doc2176289187 - ER multi round test 1

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 your intention to participate in that lot.

▼ Checklist

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

Select Lots/Line Items Select Using Excel

A dimmed checkbox indicates that you have already placed a bid for the associated lot. You cannot modify your intent to bid for these lots.

Lots Available for Bidding

<input type="checkbox"/>	Name	Reason for not bidding
<input checked="" type="checkbox"/>	1.0 Bag compactors	
<input checked="" type="checkbox"/>	2.0 Waste compactors	
<input checked="" type="checkbox"/>	3.0 Plastic compactor	
<input type="checkbox"/>	4.0 New item 1	(no value)

Confirm Selected Lots/Line Items

Doc2176289187 - ER multi round test 1 Round: 5 05:29:08

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

Revise Response

All Content

Item 1	
1. Introduction	
2. RFP Overview	
3. Terms and Agreements	
4. RFP Objectives and Client Requirements	
5. RFP Objectives Summary	
6. Scope of Work	
7. RFP Questions	
8. Pricing	

Compose Message

Support for you as our Supplier

- Supplier facing information on [Ingkas website](#) list important documents referred to in our Agreements and/or Purchase Orders.
- For issues to log into SAP Business Network, questions around SAP Business Network account etc. contact [SAPs support](#) directly.

Thank you!

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