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



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 <u>"How to</u> <u>Register an Account from an email?</u>". This, together with a lot of other useful information, is available on our supplier support portal <u>Important documents for you as an Ingka</u> <u>supplier | Ingka Group</u>

- 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.

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		Events												6
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- 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).

	☆ Doc2094158862 - IKEA (ingka)_Request for Proposal_Waste Mana	(D) 00:23:31
Event Messages Download Tutorials Response Team	Review and respond to the prerequisites. Therequisite questions must be assumed 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 prerequisites, you cannot view the event content or participate in this event.	continue with the event. If you decline the terms of the
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2. Review and Accept	Aano T	Extended Price Unit Price (SEK) Quar
Pretedoutes	1.0 Introduction	
3. Select Lots/Line Items	2.4 and/or impa smaps whop a state of the state of the world's largest further realers. Our vision is to create a better everyday life for the many people. Inglu's business idea is to offer a vide range of well-designed, functional forme furnishing products at prices to low that as many people as possible will be able to afford them. Pounder of ingla is ingust Kampsad.	
 Submit Response 	For further information visit: www.lngia.com	
	▼ 1.2 RPP Overview	
 Event Contents 	12.1 This HPP is a Request for Proposal and a solicitation for others only. This Request for Proposal does not constitute an offer to contract.	
All Content	Dear Sir or Modern,	
1 Introduction	This document is a Request for Proposal from Inglia Procument location, hereindher referred to as Inglia. The Request for Proposal is sent to a number of potential suppliers, among which your company has been considered by Inglia to have interesting qualities, Inglia invites you to participate in the selection process by comparing this Request for Proposal (RPP).	
Terms and	The selection process will be focused on both non-pricing and pricing oriteria. Inglia is looking for a long term supplier and it is important for us to find the company which best matches our technical, economic and cultural requirements.	
Agreements	Ingka business objectives for this sourcing initiative are to reduce costs, receive the right quality and to gain satisfied internal customers through with sustainability in mind:	
	Consolidation of the purchasing volumes Standardization of the assoment presented in a Basic Assortment, defined from actual purchase pattern, and based upon a demand of finding the right quality, covering 80% of the spend.	
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 To participate in the event, Select Lots as well as the specific items you intend to bid on.

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▼ Checklist	▼ 1.0 kr	ntroduction		
1. Review Event Details	1.1 The hom	About Ingka Group Ingka Group, formerly know e furnishing products at pric	n as NEEA Group, is one of the world's largest fundum retailers. Our vision is to create a better everyday life for the many people. Inglia's business idea is to offer a wide range of well-designed, functional set to low that as many people as possible will be able to afford tham. Founder of high a lingue Kangead.	
2. Review and Accept Preservisities	For t	further information visit: www	singta.com	
Finadomen	v 1.2	RFP Overview		
3. Select Lots/Line Items	13	2.1 This RFP is a Request f	or Proposal and a solicitation for offers only. This Request for Proposal does not constitute an offer to contract.	
4. Submit Response	De	ear Sir or Madam,		
▼ Event Contents	to Th	have interesting qualities. In re selection process will be f	In special costs apport induction in basics constructions in the method of a long turn support on regional costs and a number of posts multiple special in the system cost apport in the special costs apport in the special co	
All Content	Ing	gka business objectives for t	this sourcing initiative are to reduce costs, receive the right quality and to gain satisified internal customers through with sustainability in mind:	
1 Introduction	ſ	Select Lots	Doc2094158862 - IKEA (Ingka)_Request for Proposal_Waste Management_SE give right quality, covering 80% of the spend.	
2 Terms and	v 2.0			
	2.1	* Checklist	Lobole de las a windy you wit periodeter, real can cancel your memorie so periodeter in a lot unit you ludimit a readone le las for a las de las for further access the event. S 🗸 📓 References 🗸	Ves
3 Background and Scope	2.5	1. Review Event Details	Select LobUlne Rems Select Wing Dirici	Yes
		2. Review and Accept Prerequisities	Los Available for Bidding	
		3. Select Lots/Line Items	Name Reason for not bidding	
		4. Submit Response	Image: Sol Bing compactor	
	L		Confirm Selected Lota/Line Items	

- You will now be able to submit responses to the full event. First you will be asked Ingka standard questions, then specific questions & pricing for the event.
- When done, remember to click on **Submit**.

Console	Doc2094158862 - IKEA (Ingka)_Request for Proposal_Waste Mana			O0:22:19
Event Messages Response History Response Team	Your response to the prerequisities has been submitted.			
• Checklist	All Content			m \$
1. Review Event Details	Name 1	Extended Price	Unit Price (SEK)	Quantity
2. Review and Accept	▼ 1.0 Introduction			
3. Select Lots/Line Items	11. About Inglia Group The right Group, thirmful income as IREA Group, is one of the world's largest furniture retailers. Our vision is to create a better everydary life for the many people, right's touchess idea is to offer a wide range of web- denigned. Unclean former functional products as provides to low that as many people as possible will be able to afford them. Founder of high as ingpar Kampsid. For future indenies with source come			
4. Submit Response	* 12 RPP Overview			
	1.2.1 This RFP is a Request for Proposal and a solicitation for offers only. This Request for Proposal does not constitute an offer to contract.			
▼ Event Contents	Dear Sir or Madam,			
All Content	This document is a Request for Proposal from Inglus Procurement location, hereinafter referred to as Inglus. The Request for Proposal is sent to a number of potential suppliers, among which your company has been considered by Inglus to have interesting qualities. Inglus invites you to participate in the selection process by completing this Request for Proposal (RFP).			
1 Introduction	The selection process will be focused on both non-pricing and pricing criteria. Ingra is looking for a long term supplier and it is important for us to find the company which best matches our technical, economic and cultural requirements.			
2 Terms and	Inglia business objectives for this sourcing initiative are to reduce costs, receive the right quality and to gain satisfied internal customers through with sustainability in mind;			
Agreentents	Consolidation of the purchasing volumes Standardization of the assortment presented in a Basic Assortment, defined from actual purchase pattern, and based upon a demand of finding the right quality, covering 80% of the spend.			
3 Scope	▼ 2.0 Terms and Agreements		_	
4 RFP Questions	2.1 Please accept the attached Terms of Access for Sourcing Project, by selecting YES as a response to the question. If you do not accept the Terms of Access you will not be able to further access the event 👂 🗸 📓	Ves		
	2.2 Have you read, understood and agree to comply with The IKEA Business Ethics document (see attachments)? 🖲 🗸 📓 References 🗸	Ves		
	2.3 Have you read, understood and agreed to comply with the IKEA INWY standard and connected documents (See astachments) 📓 References 🗸	* Ves 🗸		
	2.5 Are there any areas of the IKEA INNY Standard where you currently don't comply or foresee substantial challenges in complying before starting business with IKEA?	* No v		
	¥ 3.0 Background and Scope		-	
	3.1 Please see attached document for business objectives. 📓 References∨			

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						
▼ Checklist	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 withd						
 Review Event Details Review and Accept Prerequisites 	Select Lots/Line Items Select Using Excel						
3. Select Lots/Line Items	ns 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.						
4. Submit Response	Lots Available for Bidding						
	Name Reason for not bidding						
	1.0 Bag compactors						
	2.0 Waste compactors						
	3.0 Plastic compactor						
	4.0 New item 1 (no value)						
	Confirm Selected Lots/Line Items						

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Console		Round: 5	C Time remaining 00:29:08
Event Messages Response History	The bare salesting a represent first sense. This is you for participating,		
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 Checklist 	Rivista Response		
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All Content	9.5. Are there are a reaso of the IREALIBUE Standard where you converting don't comply or honose substantial challenges in complying before starting business with IREA?		No
6 Introduction	Y 8 MP Objectives and Clerch Requirements		
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7 Agreements	10.2 Scope of Work		
RFP Objectives and	RP Guetions		
° c	10 Mong		
9 RFP Questions			
10 Pricing	Compose Message		

Support for you as our Supplier

- Supplier facing information on <u>Ingkas website</u> 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 <u>SAPs</u> <u>support</u> directly.

Thank you!

