

HOW TO RESPOND TO RFIs

A HIGH LEVEL RFI PROCESS FLOW

B HOW TO RESPOND TO IMPLATS
REQUEST FOR INFORMATION (RFIs)

C HOW TO COMPOSE A MESSAGE
TO YOUR IMPLATS BUYER

D HOW TO REVISE A SUBMITTED
RFI RESPONSE

E HOW TO DECLINE A RESPONSE
TO A SOURCING EVENT

F SUMMARY OF COMMON RFI
ISSUES

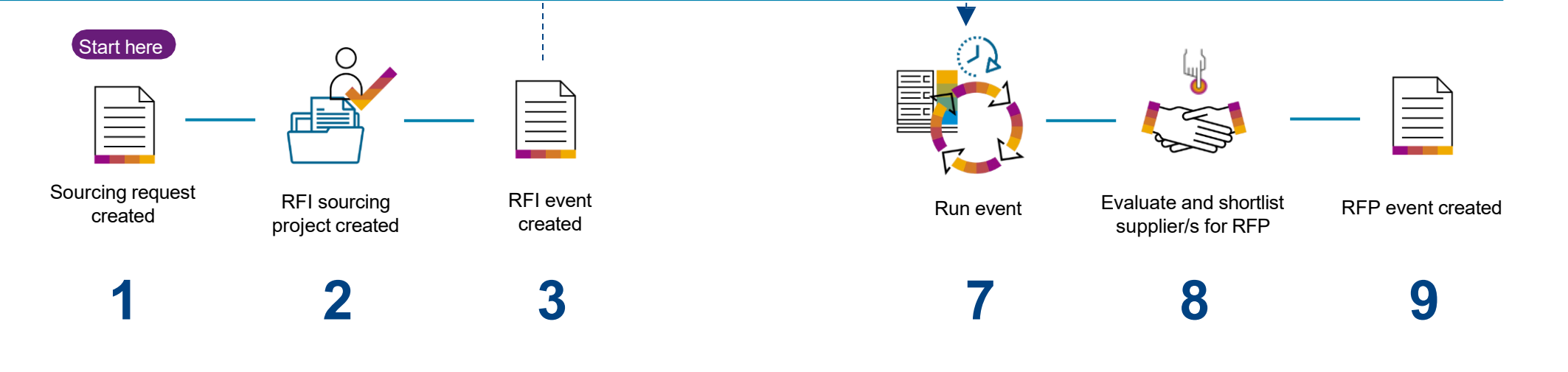
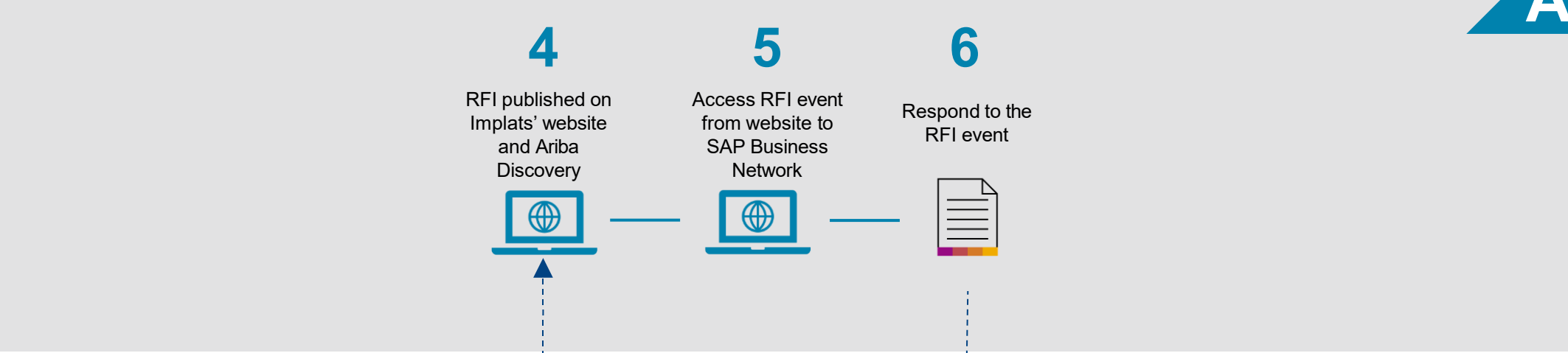
HIGH LEVEL RFI PROCESS FLOW

A

Suppliers

SAP Business Network

SAP Ariba SLP



A HIGH LEVEL RFI PROCESS FLOW

B HOW TO RESPOND TO IMPLATS
REQUEST FOR INFORMATION (RFIs)

C HOW TO COMPOSE A MESSAGE
TO YOUR IMPLATS BUYER

D HOW TO REVISE A SUBMITTED
RFI RESPONSE

E HOW TO DECLINE A RESPONSE
TO A SOURCING EVENT

F SUMMARY OF COMMON RFI
ISSUES

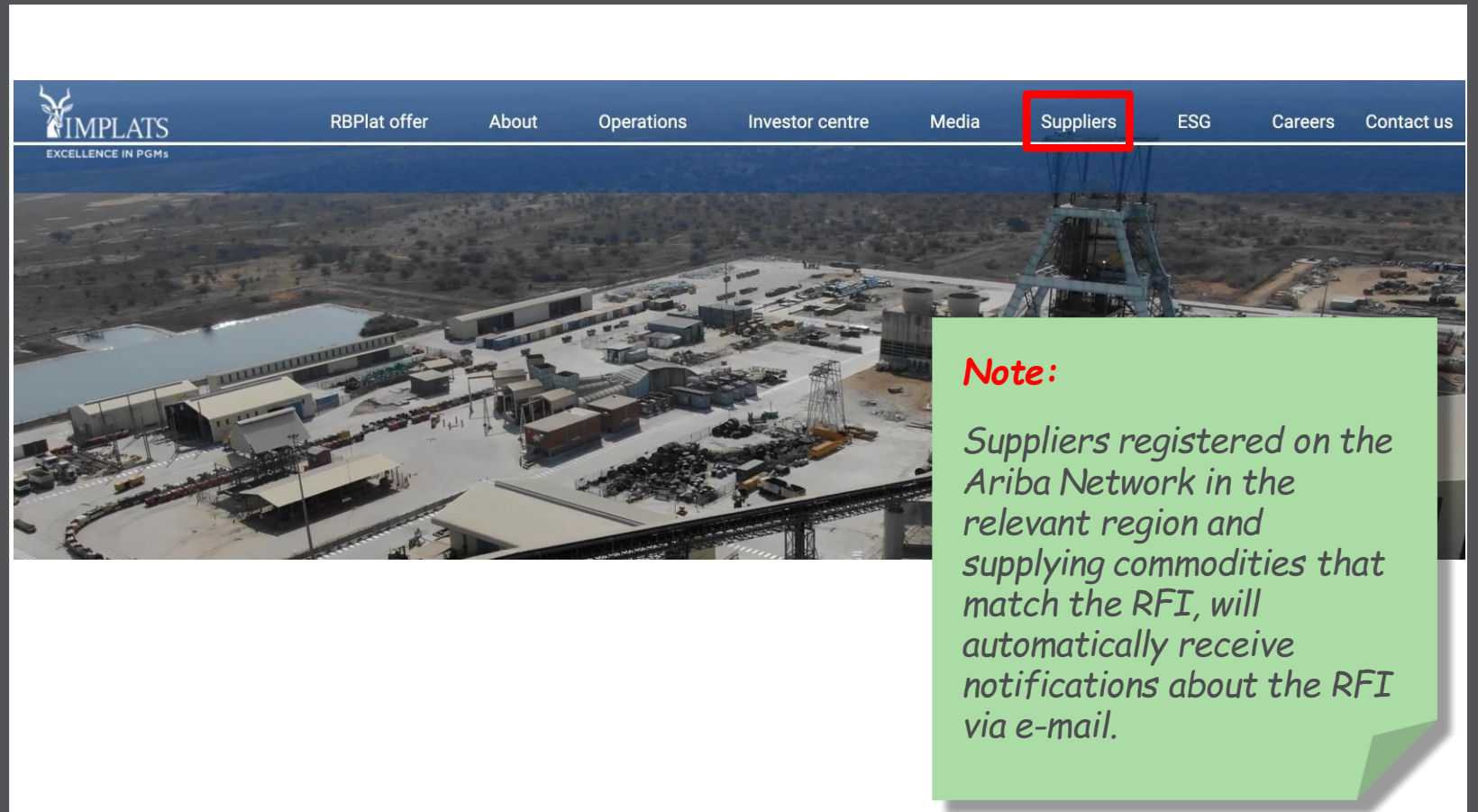
HOW TO RESPOND TO RFIs

B

1. Implats RFIs are published on Implats' website.

Registered and non-registered suppliers can respond to these RFIs.

Access the Implats website on www.implats.co.za and select the "Supplier" menu option to access RFIs.

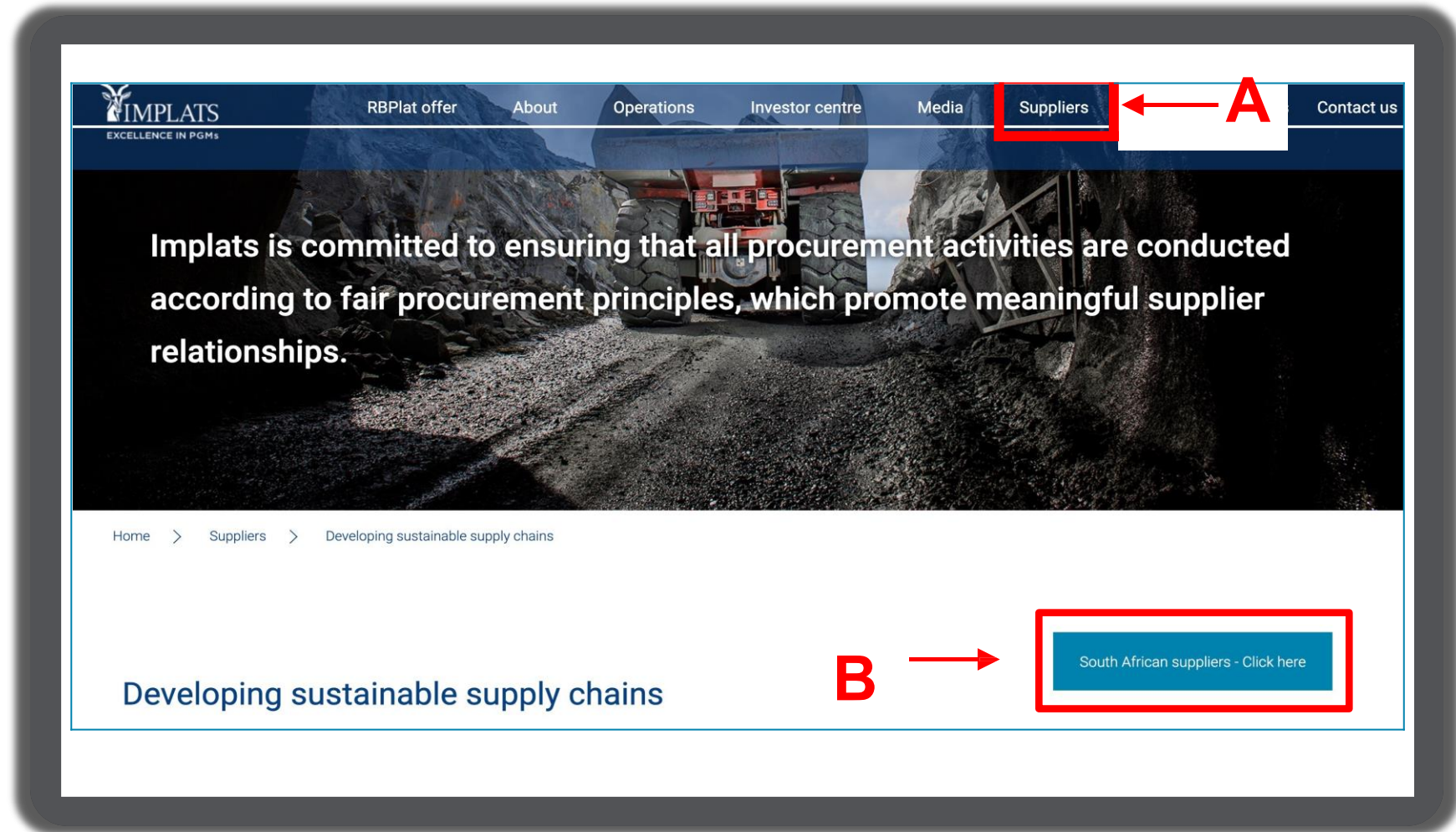


Note:

Suppliers registered on the Ariba Network in the relevant region and supplying commodities that match the RFI, will automatically receive notifications about the RFI via e-mail.

HOW TO RESPOND TO RFIs

2. When the supplier page has opened, click on the “**South African Suppliers**” button

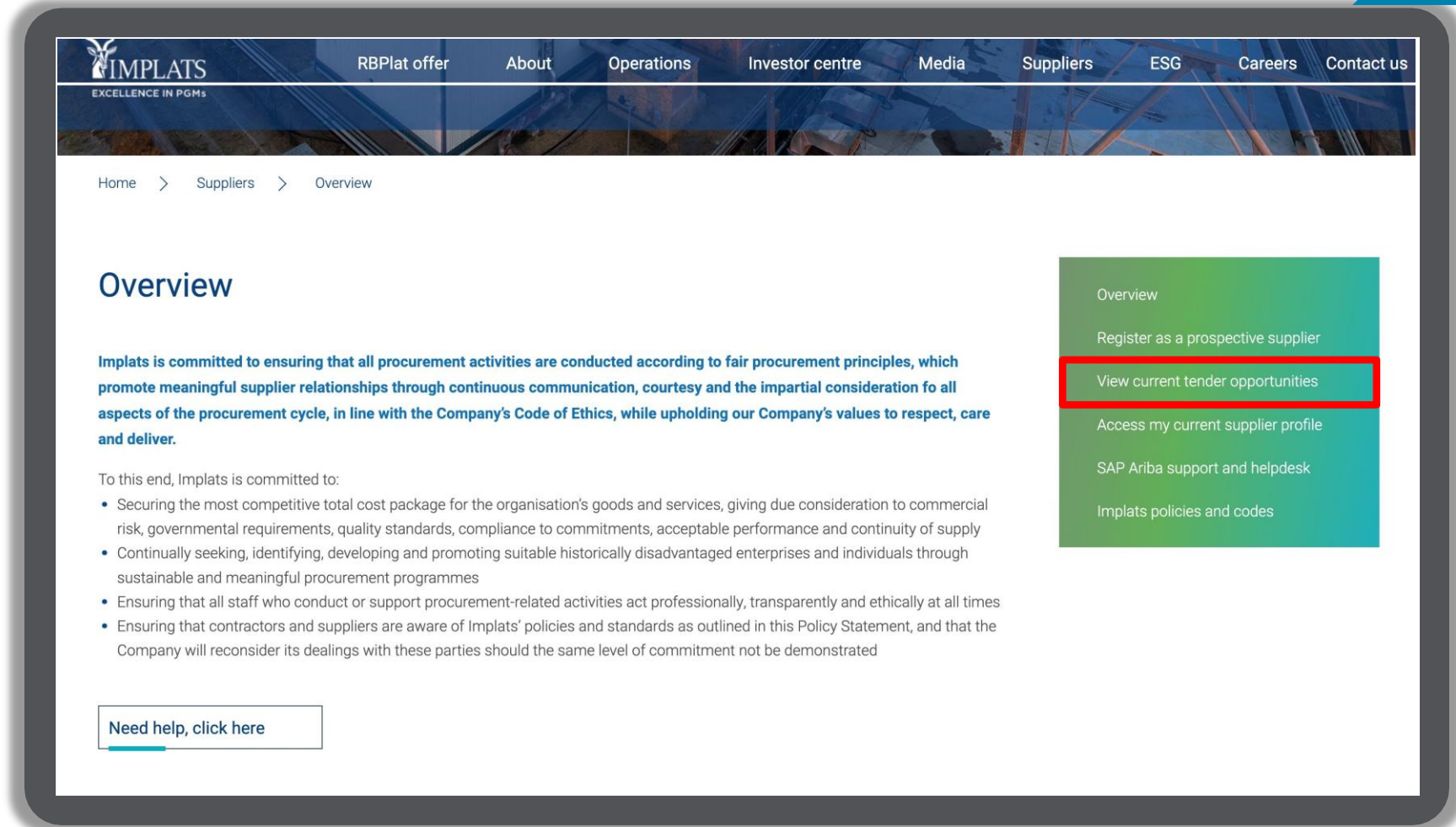


HOW TO RESPOND TO RFIs

B

3. Read through the Overview information.

Then click **“View Current tender opportunities”**.



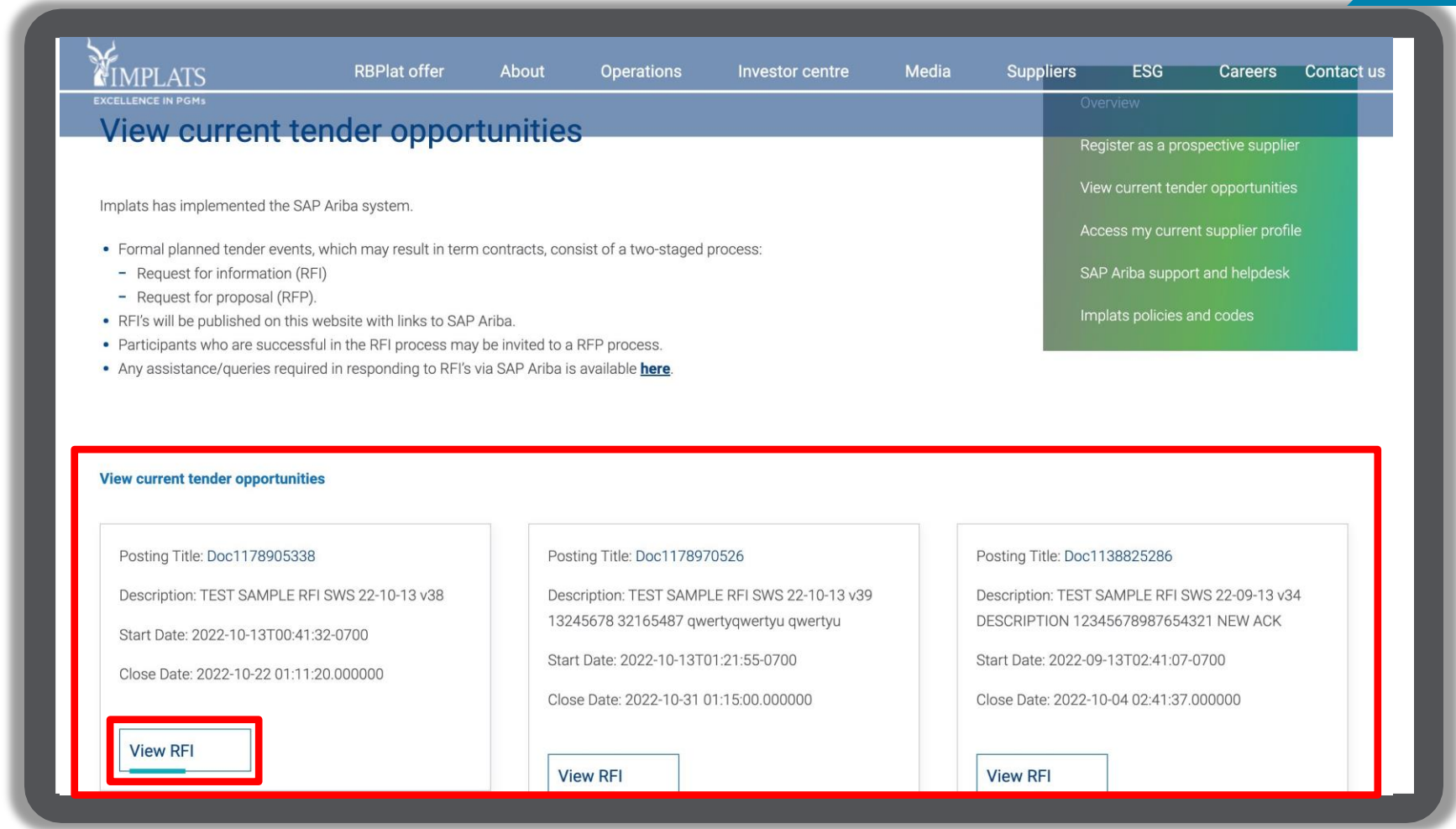
The screenshot shows the IMPLATS website's 'Overview' page. The navigation bar at the top includes links for RBPlat offer, About, Operations, Investor centre, Media, Suppliers, ESG, Careers, and Contact us. The breadcrumb trail indicates the path: Home > Suppliers > Overview. The main heading is 'Overview'. Below it, a paragraph states: 'Implats is committed to ensuring that all procurement activities are conducted according to fair procurement principles, which promote meaningful supplier relationships through continuous communication, courtesy and the impartial consideration for all aspects of the procurement cycle, in line with the Company's Code of Ethics, while upholding our Company's values to respect, care and deliver.' This is followed by a list of commitments. On the right side, a vertical menu contains several options, with 'View current tender opportunities' highlighted by a red rectangular box. At the bottom left, there is a button labeled 'Need help, click here'.

HOW TO RESPOND TO RFIs



4. Implats RFIs are shown in the **“View current tender opportunities”** section.

Click **“View RFI”** to see more RFI details.



The screenshot shows the IMPLATS website interface. At the top, there is a navigation menu with links: RBPlat offer, About, Operations, Investor centre, Media, Suppliers, ESG, Careers, and Contact us. Below the menu is a sidebar with a dropdown menu open, listing: Overview, Register as a prospective supplier, View current tender opportunities, Access my current supplier profile, SAP Ariba support and helpdesk, and Implats policies and codes. The main content area is titled 'View current tender opportunities' and contains the following text:

Implats has implemented the SAP Ariba system.

- Formal planned tender events, which may result in term contracts, consist of a two-staged process:
 - Request for information (RFI)
 - Request for proposal (RFP).
- RFI's will be published on this website with links to SAP Ariba.
- Participants who are successful in the RFI process may be invited to a RFP process.
- Any assistance/queries required in responding to RFI's via SAP Ariba is available [here](#).

Below this text is a section titled 'View current tender opportunities' containing three cards, each with a 'View RFI' button. The first card is highlighted with a red box:

Posting Title	Description	Start Date	Close Date
Doc1178905338	TEST SAMPLE RFI SWS 22-10-13 v38	2022-10-13T00:41:32-0700	2022-10-22 01:11:20.000000
Doc1178970526	TEST SAMPLE RFI SWS 22-10-13 v39 13245678 32165487 qwertyqwertyu qwertyu	2022-10-13T01:21:55-0700	2022-10-31 01:15:00.000000
Doc1138825286	TEST SAMPLE RFI SWS 22-09-13 v34 DESCRIPTION 12345678987654321 NEW ACK	2022-09-13T02:41:07-0700	2022-10-04 02:41:37.000000

HOW TO RESPOND TO RFIs



- Click the link shown in the tab “**How to respond**” to start a response to the RFI.

Suppliers already registered on the Ariba Network will be taken to a screen where they can start responding.

Suppliers new to Ariba Network must register before they can respond to the RFI.

Tender details

Request for information (RFI)	
RFI number:	QU4wMTA0MTcxMTc4MTpEb2MxMTc40TcwNTI2
RFI title:	Doc1178970526
RFI short description:	TEST SAMPLE RFI SWS 22-10-13 v39 13245678 32165487 qwertyqwertyu qwertyu
Issued date and time:	2022-10-13T01:21:55-0700
Closing date and time:	2022-10-31 01:15:00.000000
How to respond:	Interested parties to click on the link below to respond: http://discovery.ariba.com/rfx/14352020?extsite=MTQzNTIwMjBfQU4xMTA2NTM0MTU0NQ==

- Overview
- Register as a prospective supplier
- View current tender opportunities
- Access my current supplier profile
- Implats policies and codes

HOW TO RESPOND TO RFIs



If there is no link under **“How to respond”** please contact the Implats Ariba Support Helpdesk.

The contact details for the Ariba Support Helpdesk can be found on the next slide

Tender details

Request for information (RFI)	
RFI number:	QU4wMTA0MTcxMTc4MTpEb2MxMTc40TcwNTI2
RFI title:	Doc1178970526
RFI short description:	TEST SAMPLE RFI SWS 22-10-13 v39 13245678 32165487 qwertyqwertyu qwertyu
Issued date and time:	2022-10-13T01:21:55-0700
Closing date and time:	2022-10-31 01:15:00.000000
How to respond:	

- Overview
- Register as a prospective supplier
- View current tender opportunities
- Access my current supplier profile
- Implats policies and codes

IMPLATS ARIBA SUPPORT HELP LINES

B

Implats' **Supplier Support Helpdesk** is open **Monday to Friday from 07:30 to 15:30**, excluding all South African Public Holidays.

If you need assistance outside Helpdesk operating hours, please send us an email with your request, and an agent will respond within 24 hours.



+27 14 569 6899



aribasupport@implats.co.za

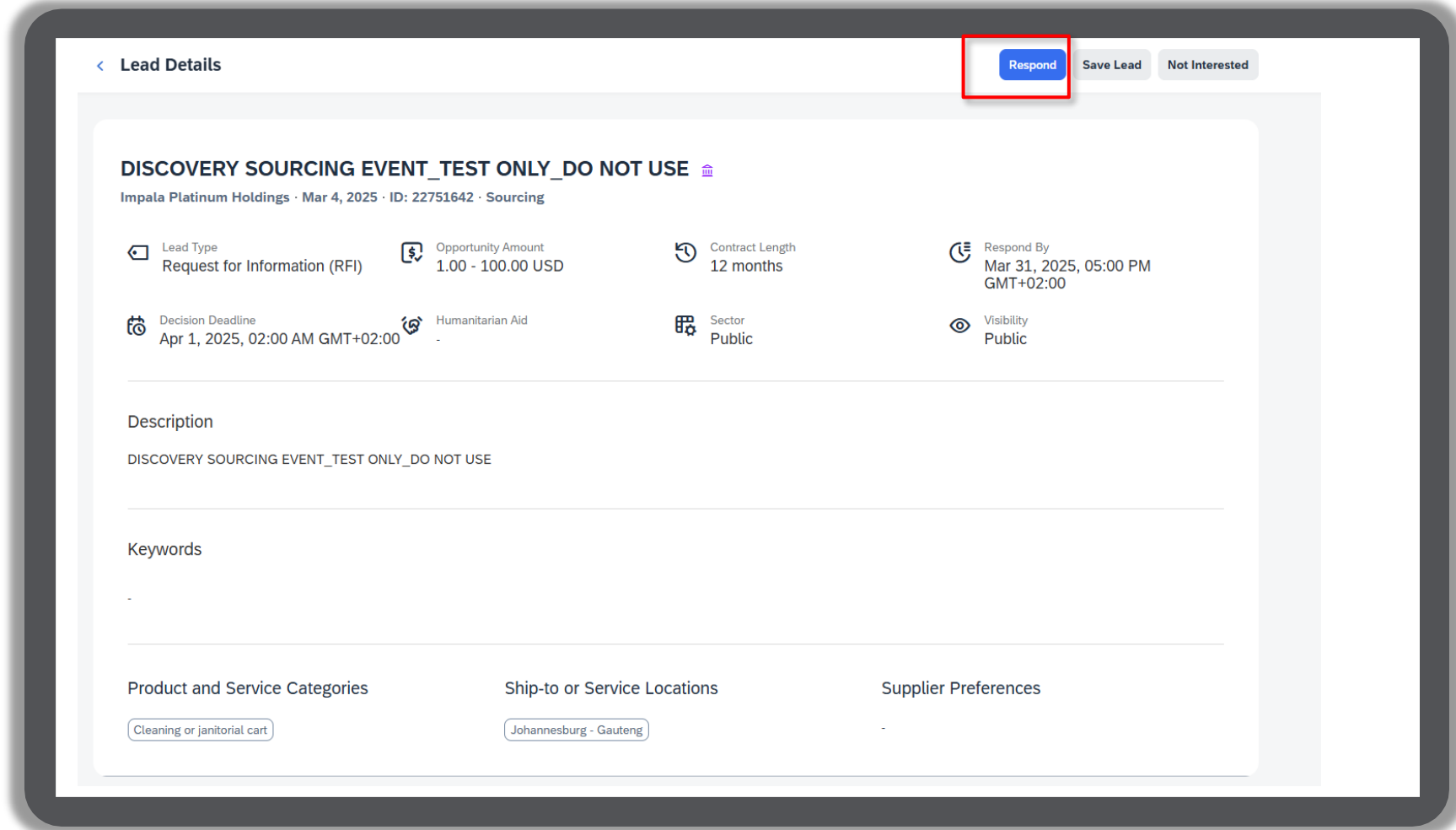
HOW TO RESPOND TO RFIs

Let's continue.

- Registered suppliers will be able to start responding.

Suppliers new to Ariba Network must register before they can respond to the RFI.

Click **“Respond”**.



Lead Details

Respond Save Lead Not Interested

DISCOVERY SOURCING EVENT_TEST ONLY_DO NOT USE 🏠

Impala Platinum Holdings · Mar 4, 2025 · ID: 22751642 · Sourcing

📄 Lead Type Request for Information (RFI)	💰 Opportunity Amount 1.00 - 100.00 USD	🕒 Contract Length 12 months	🕒 Respond By Mar 31, 2025, 05:00 PM GMT+02:00
📅 Decision Deadline Apr 1, 2025, 02:00 AM GMT+02:00	🚚 Humanitarian Aid -	🏢 Sector Public	👁️ Visibility Public

Description

DISCOVERY SOURCING EVENT_TEST ONLY_DO NOT USE

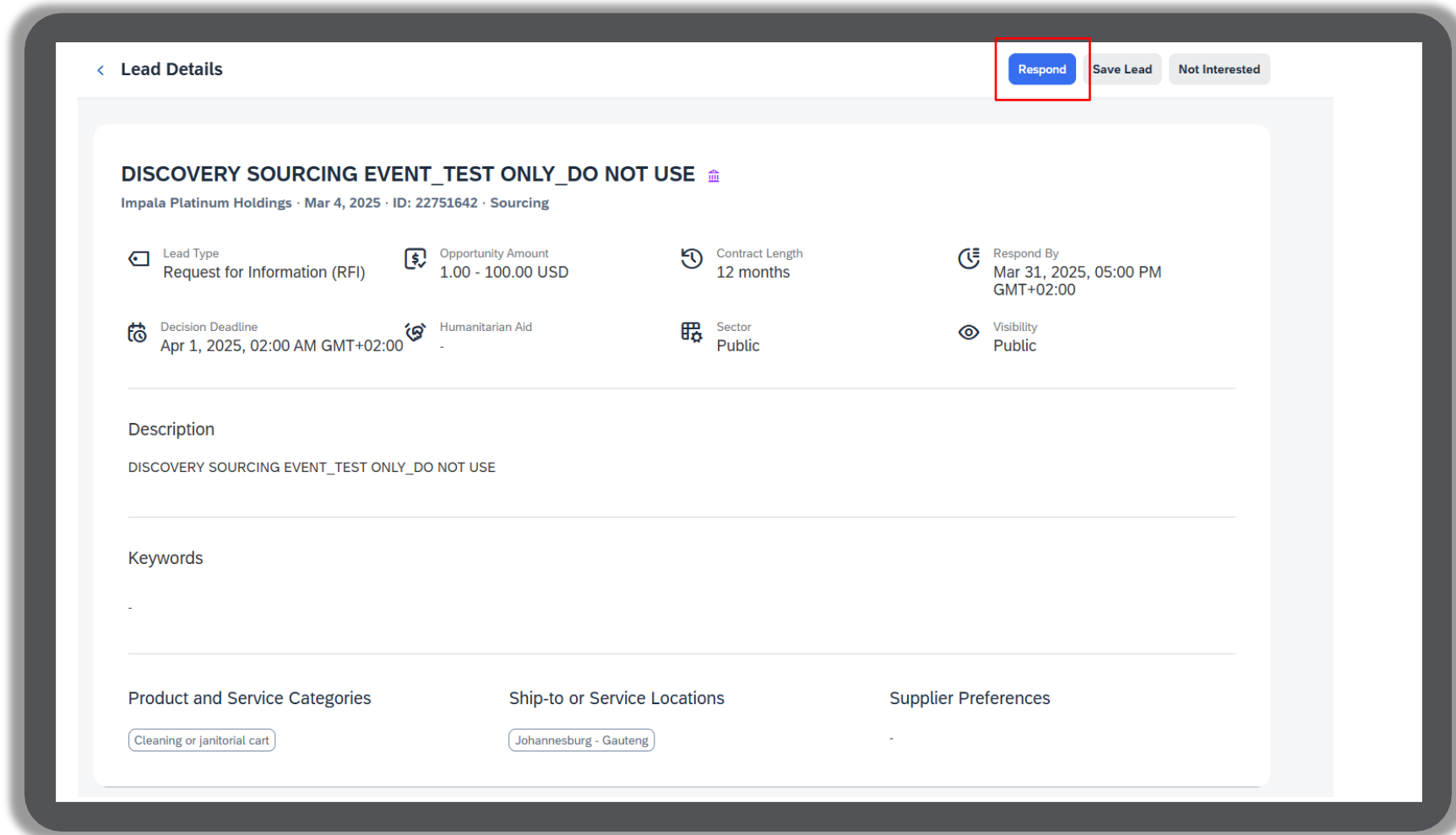
Keywords

-


Product and Service Categories Cleaning or janitorial cart	Ship-to or Service Locations Johannesburg - Gauteng	Supplier Preferences -
--	---	----------------------------------

HOW TO RESPOND TO RFIs









Note:
 You may also experience an error when clicking on the Respond Button



Lead Details Respond Save Lead Not Interested

DISCOVERY SOURCING EVENT_TEST ONLY_DO NOT USE 

Impala Platinum Holdings · Mar 4, 2025 · ID: 22751642 · Sourcing

 Lead Type Request for Information (RFI)	 Opportunity Amount 1.00 - 100.00 USD	 Contract Length 12 months	 Respond By Mar 31, 2025, 05:00 PM GMT+02:00
 Decision Deadline Apr 1, 2025, 02:00 AM GMT+02:00	 Humanitarian Aid -	 Sector Public	 Visibility Public

Description
DISCOVERY SOURCING EVENT_TEST ONLY_DO NOT USE

Keywords
-

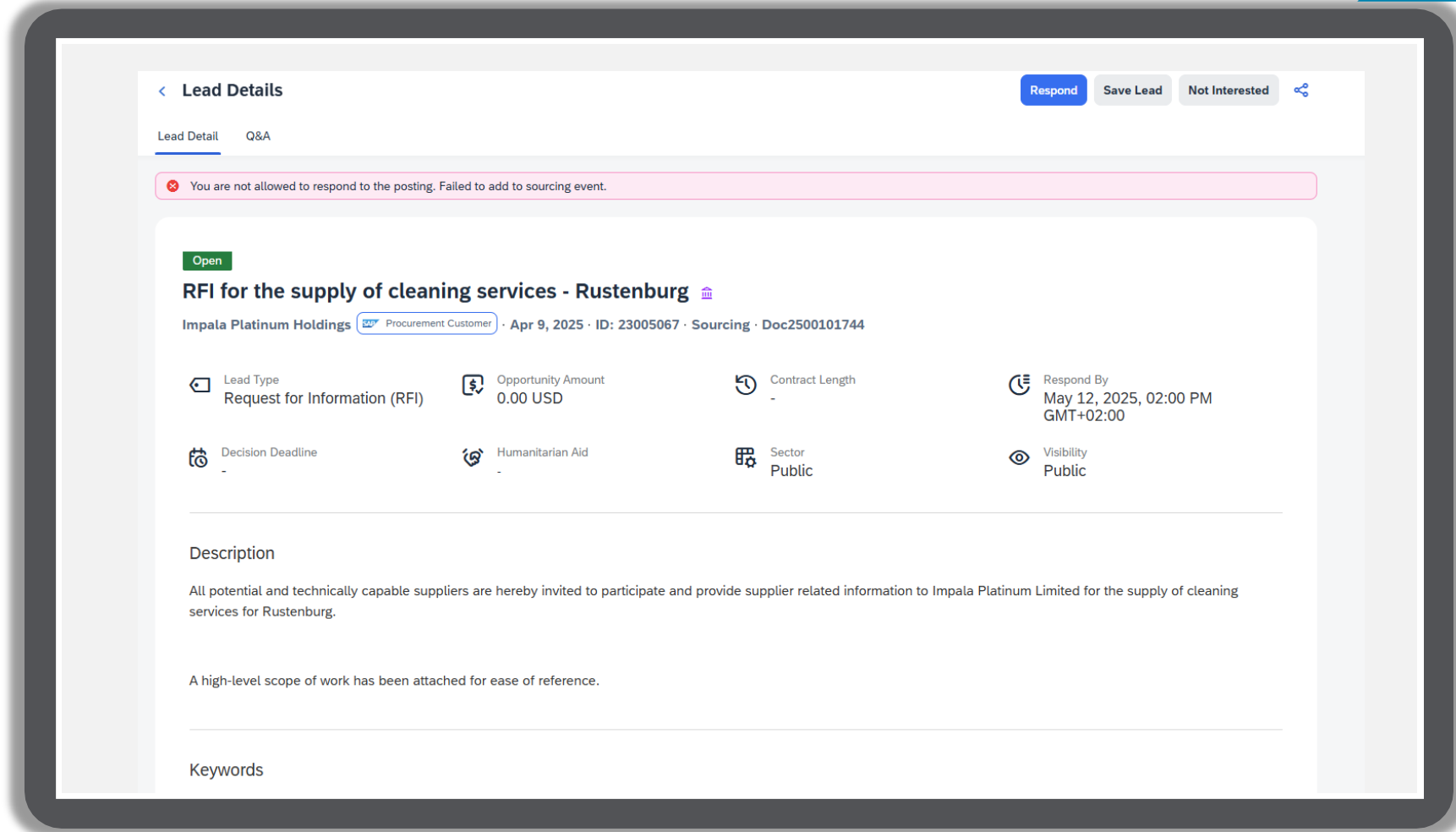
Product and Service Categories Cleaning or janitorial cart	Ship-to or Service Locations Johannesburg - Gauteng	Supplier Preferences -
--	---	----------------------------------

MAXIMUM NUMBER OF SUPPLIERS ERROR



7. After clicking on Respond button, the following error message will be displayed – You are not allowed to respond to the posting. Failed to add to sourcing event.

8. The next step is to log the issue with our Ariba support helpdesk



IMPLATS ARIBA SUPPORT HELP LINES

B

You can also log the issue with our Ariba Support Helpdesk via phone or email and an agent will assist you

Implats' **Supplier Support Helpdesk** is open **Monday to Friday from 07:30 to 15:30**, excluding all South African Public Holidays.

If you need assistance outside Helpdesk operating hours, please send us an email with your request, and an agent will respond within 24 hours.



+27 14 569 6899



aribasupport@implats.co.za

RFI CLOSED FOR RESPONSE

B

If an RFI has closed, the following message will be shown.

9. After the Discovery page loads, you will see a message popup that says **“Unable to fetch posting”**



Unable to fetch posting.

The posting you are trying to access is closed.

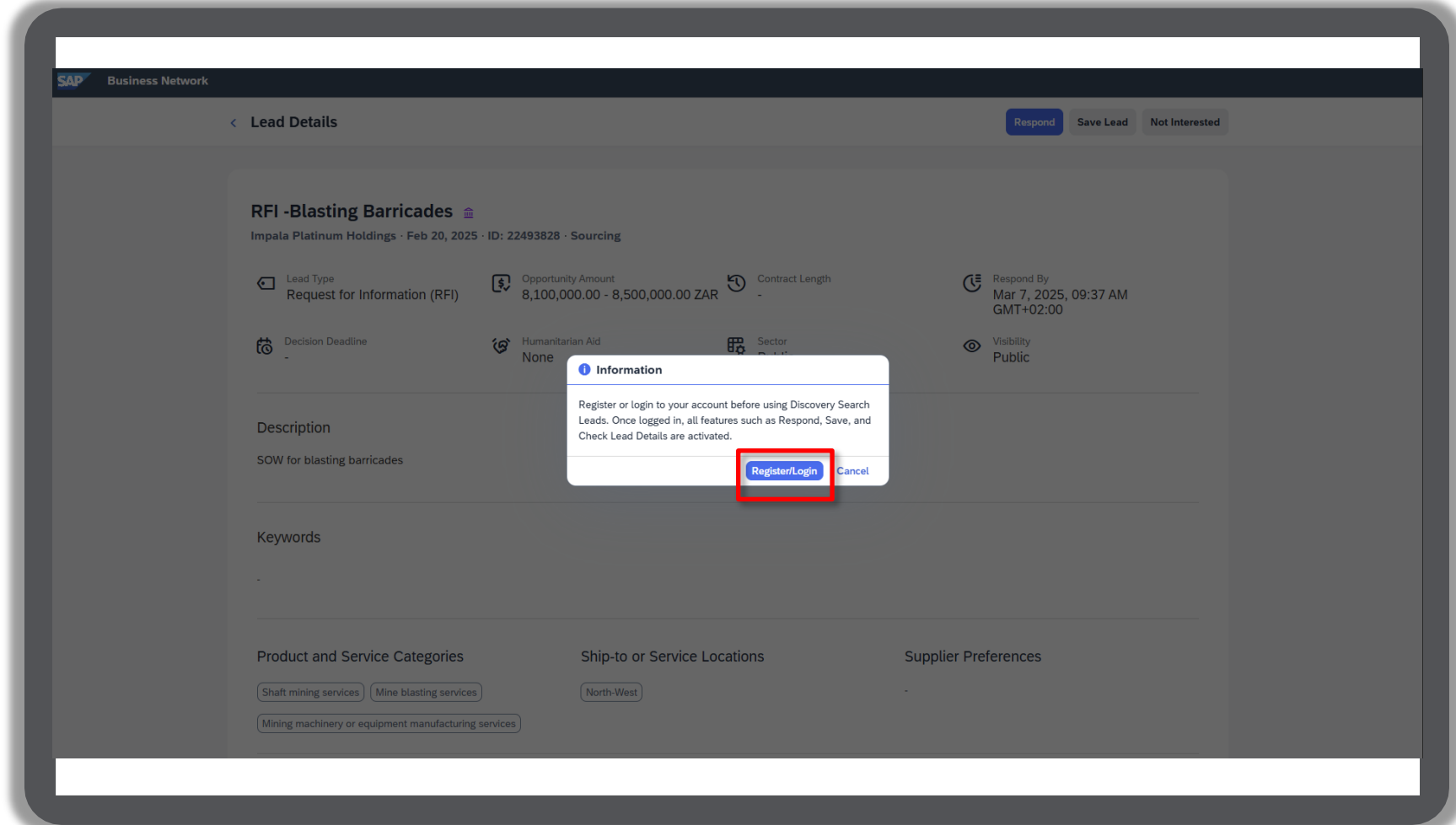
HOW TO RESPOND TO RFIS

Let's continue.

- Registered suppliers should login to the Ariba Network by entering their Username and Password.

They will be taken to the RFI where they can respond.

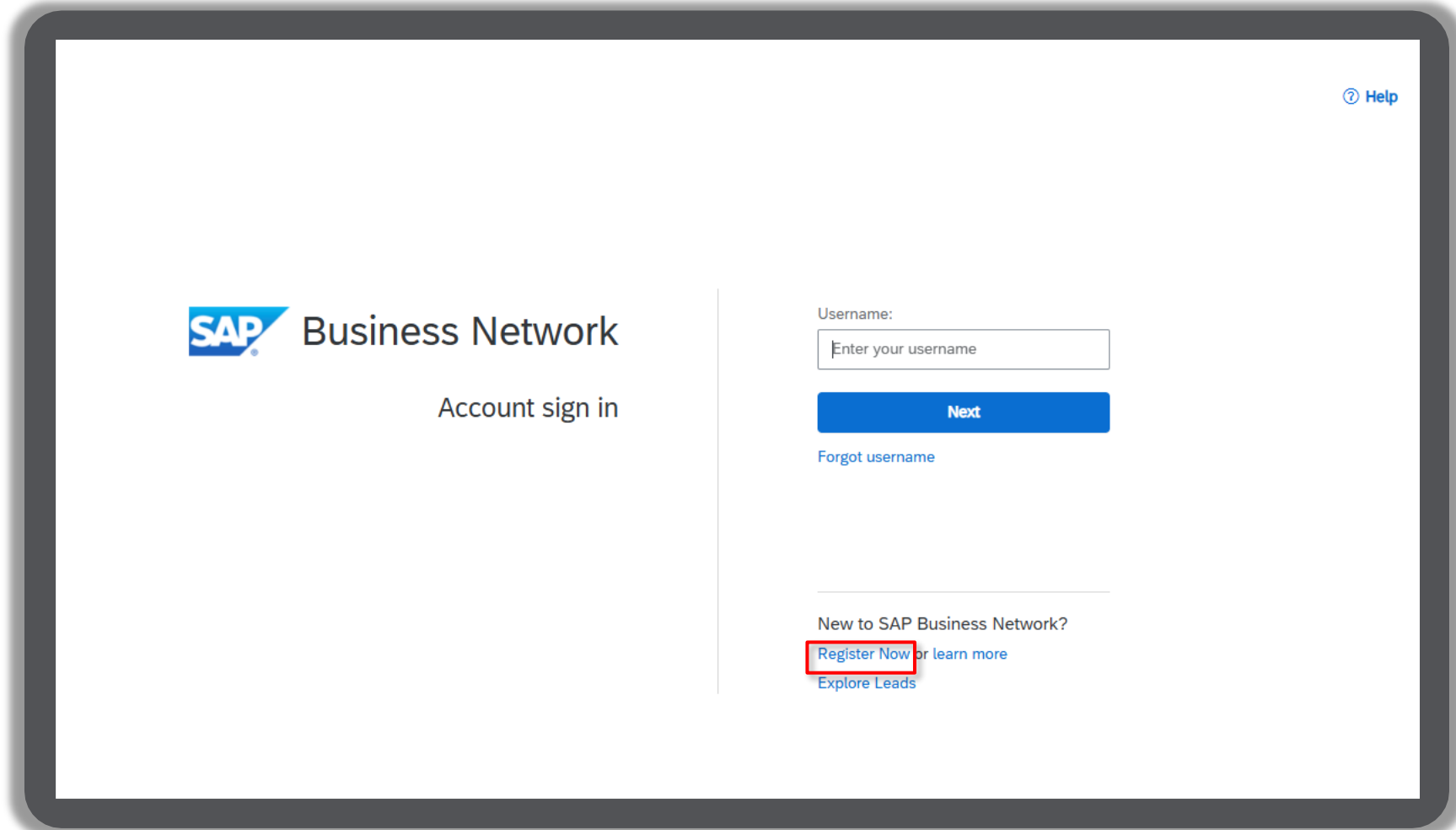
New suppliers must register on the Ariba Network by clicking **“Register/Login”** before they can respond to the RFI. By clicking on this button supplier will be led to a page where they can register.



HOW TO REGISTER TO ARIBA BUSINESS NETWORK

Suppliers new to Ariba Network must register before they can respond to the RFI.

Click “**Register Now**”.



Account sign in

Username:
Enter your username

Next

Forgot username

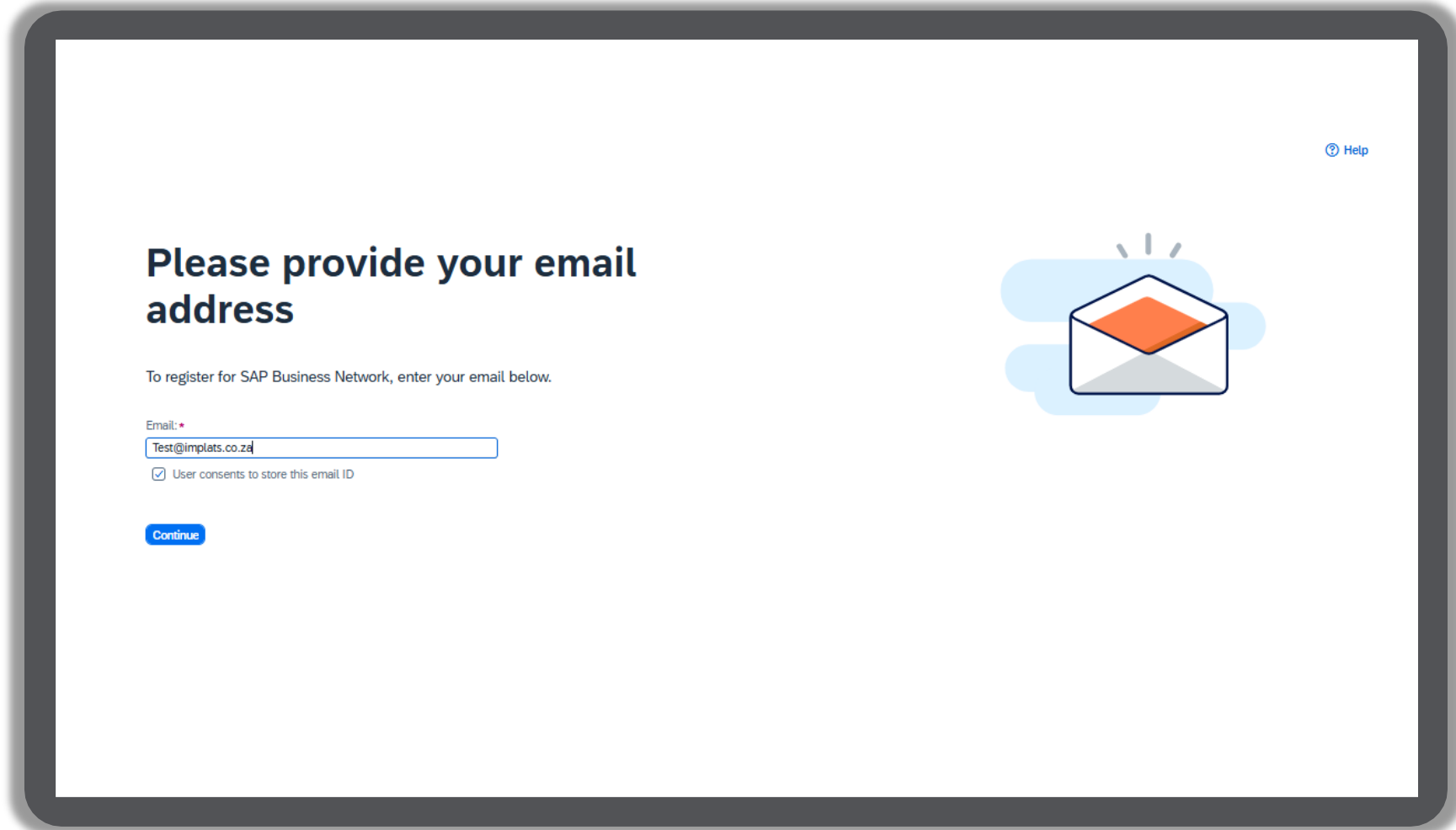
New to SAP Business Network?
Register Now or learn more

Explore Leads

Help

HOW TO REGISTER TO Ariba BUSINESS NETWORK

Supplier must enter the email address which account will be linked. Check the box next to User consents to store this email ID.



The screenshot shows a registration step titled "Please provide your email address". It includes a "Help" link in the top right corner. The main heading is "Please provide your email address". Below this, a sub-heading reads "To register for SAP Business Network, enter your email below." There is an "Email:" label with a red asterisk, followed by a text input field containing "Test@implats.co.za". Below the input field is a checked checkbox with the text "User consents to store this email ID". At the bottom left of the form area is a blue "Continue" button. On the right side of the page, there is a graphic of an open envelope with a blue cloud-like background and three small vertical lines above it.

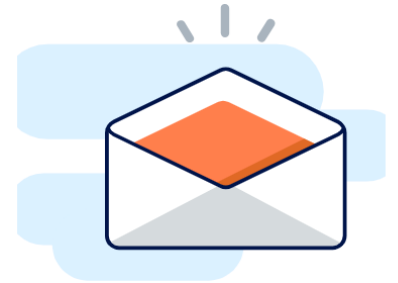
HOW TO REGISTER TO ARIBA NETWORK

A one-time password (OTP) will be sent to the email address provided. **Enter this password** and click **Continue**.

Enter your One Time Password

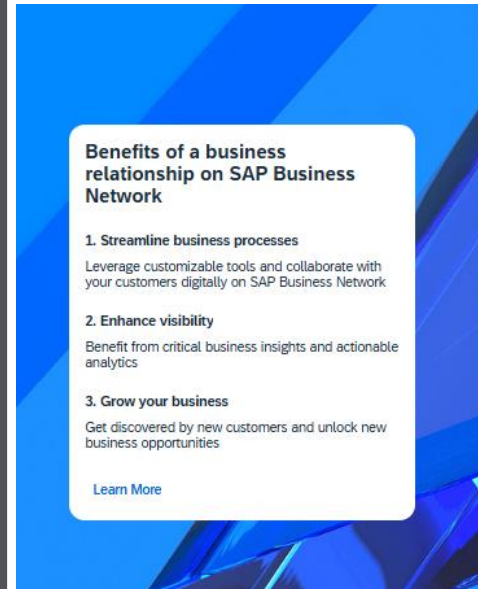
Please enter your one time password sent to Test@implats.co.za. Your password expires in 30 minutes.

Continue



HOW TO REGISTER TO ARIBA NETWORK

Select the **Data Center** from the available options . It is recommended to choose the “Netherlands:Amsterdam” data center



Benefits of a business relationship on SAP Business Network

- 1. Streamline business processes**
Leverage customizable tools and collaborate with your customers digitally on SAP Business Network
- 2. Enhance visibility**
Benefit from critical business insights and actionable analytics
- 3. Grow your business**
Get discovered by new customers and unlock new business opportunities

[Learn More](#)

Choose a Data Center

Your account and profile will be created and maintained in the chosen data center

- USA: Quincy, WA
- Netherlands: Amsterdam
- Saudi Arabia: Dammam

[Next](#)

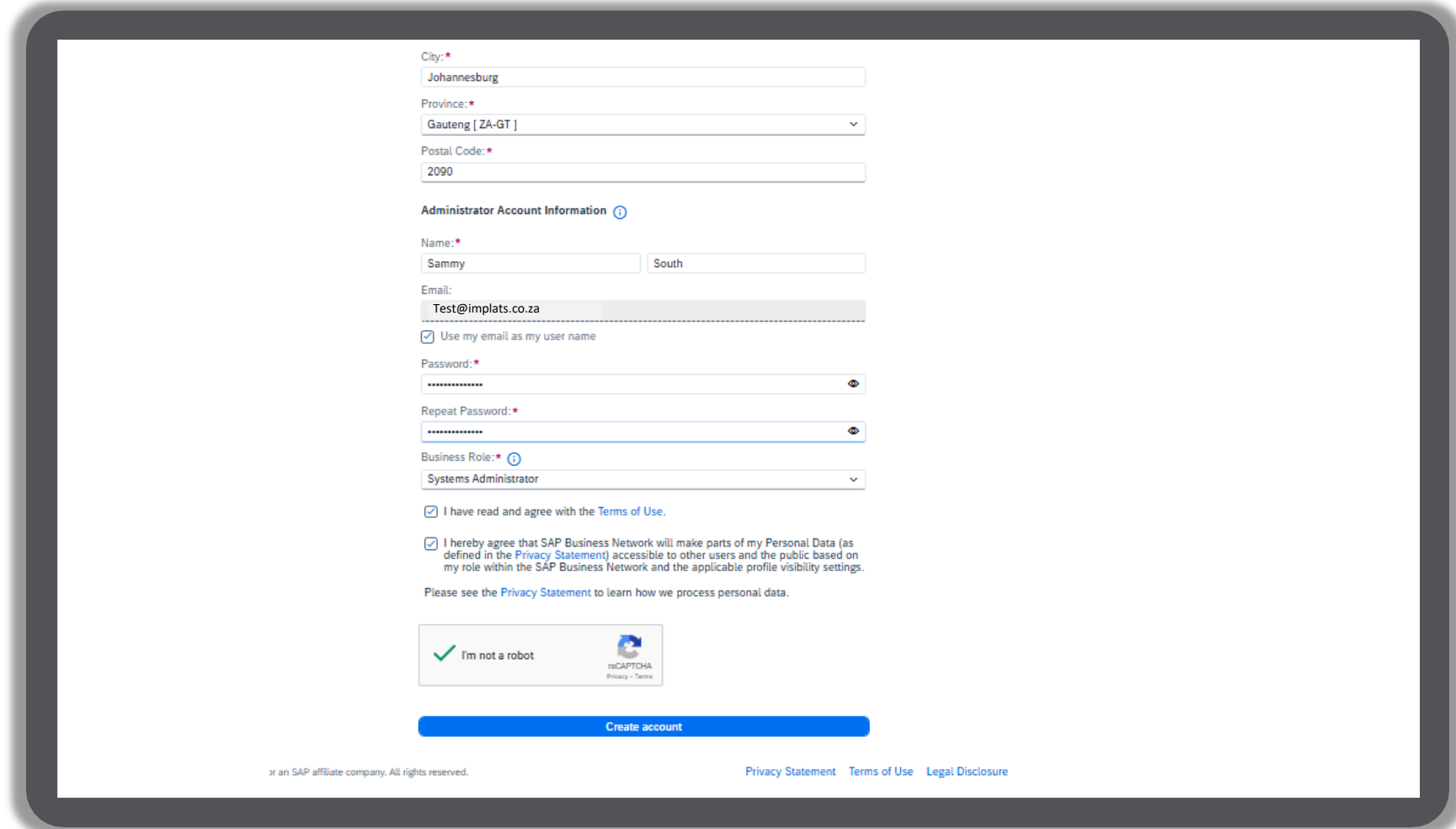
[Help](#)

HOW TO REGISTER TO Ariba NETWORK


Fill out all mandatory fields in the registration form (marked with an *).

Review and accept the Terms of Use and the Privacy Statement at the bottom of the page.

Click **“Create account”**



The screenshot shows a registration form for the Ariba Network. The form includes the following fields and sections:

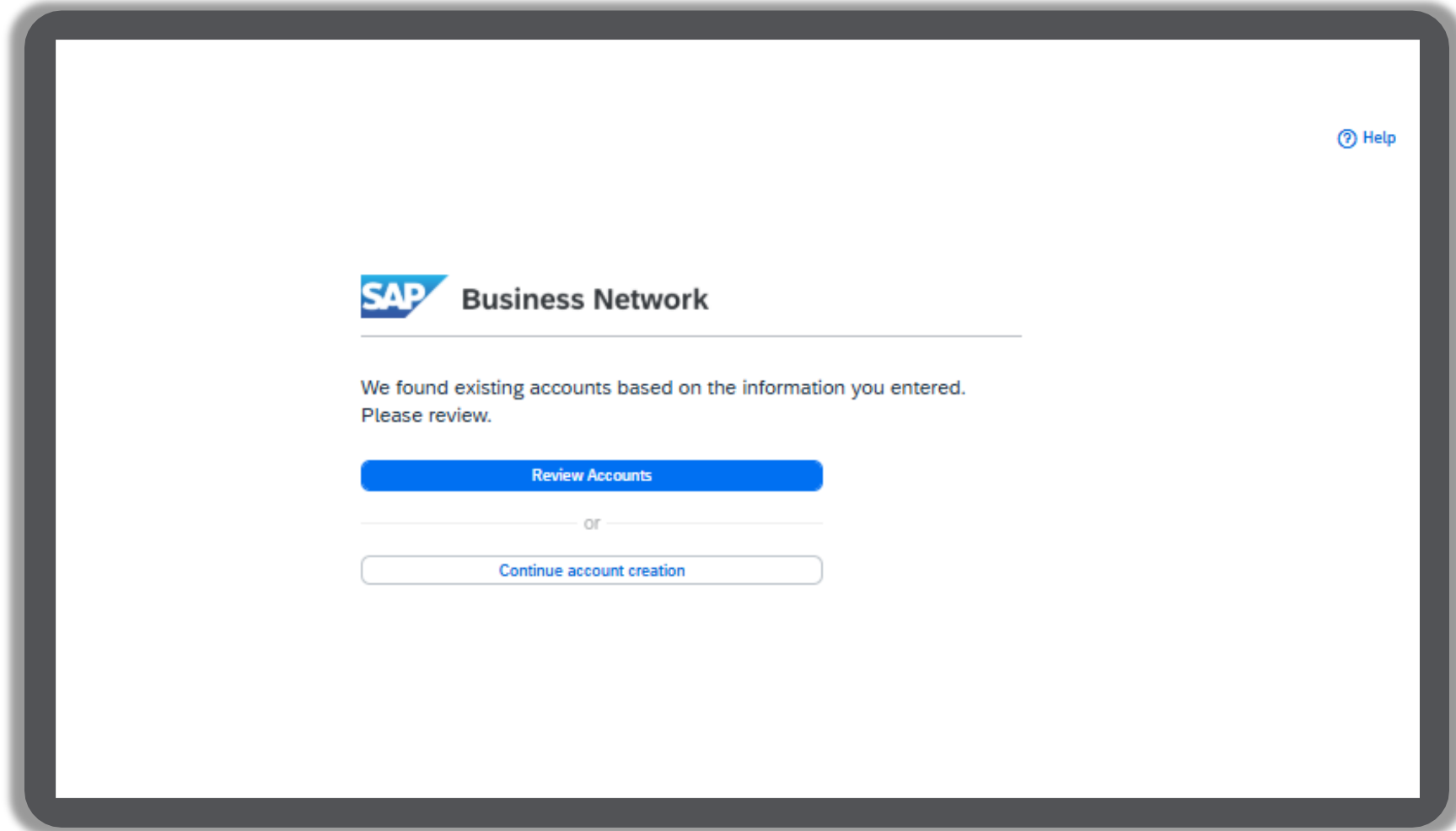
- City:** * Johannesburg
- Province:** * Gauteng [ZA-GT]
- Postal Code:** * 2090
- Administrator Account Information** ⓘ
- Name:** * Sammy South
- Email:** Test@implats.co.za
- Use my email as my user name
- Password:** * [masked]
- Repeat Password:** * [masked]
- Business Role:** * ⓘ Systems Administrator
- I have read and agree with the [Terms of Use](#).
- I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings.
- Please see the [Privacy Statement](#) to learn how we process personal data.
- I'm not a robot 
- Create account**

At the bottom of the form, there is a small text: "an SAP affiliate company. All rights reserved." and links for [Privacy Statement](#), [Terms of Use](#), and [Legal Disclosure](#).

HOW TO REGISTER TO ARIBA NETWORK

If a message about existing accounts appears, click **Review accounts** to check for accounts you or someone in your company may already have registered.

Noted: In the review accounts process, it is not mandatory to have access to those accounts; those accounts are a match reference. If you are not familiar with them and wish to create a new one, this page can be skipped.

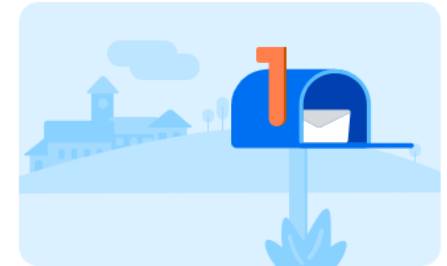


HOW TO REGISTER TO ARIBA NETWORK

After finishing the registration, SAP will send an email to confirm account.

You are almost done

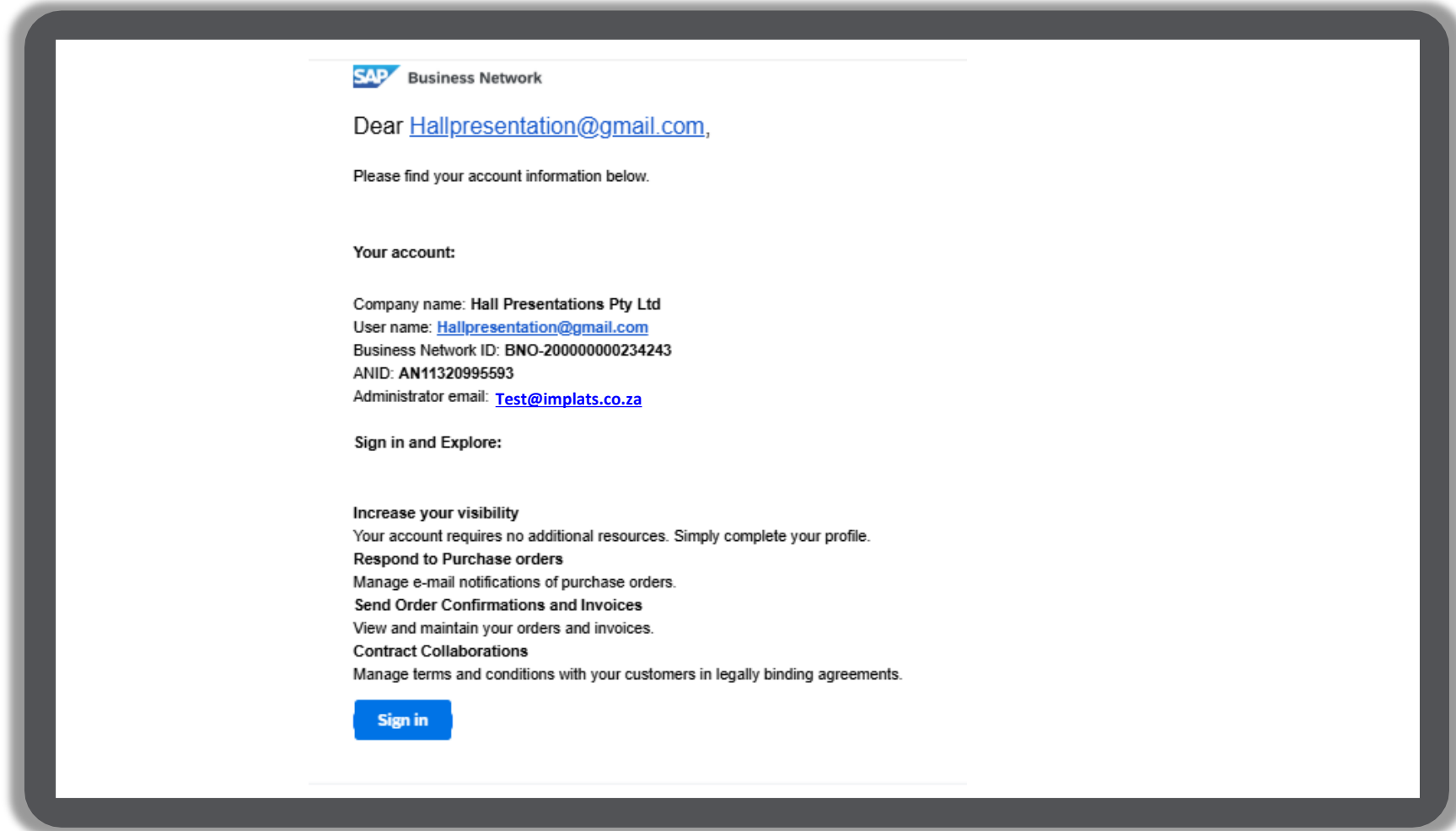
You will soon receive an email confirmation once your account is created. Please wait a moment. The page will automatically redirect once the process is complete.



[Help](#)

HOW TO REGISTER TO ARIBA NETWORK

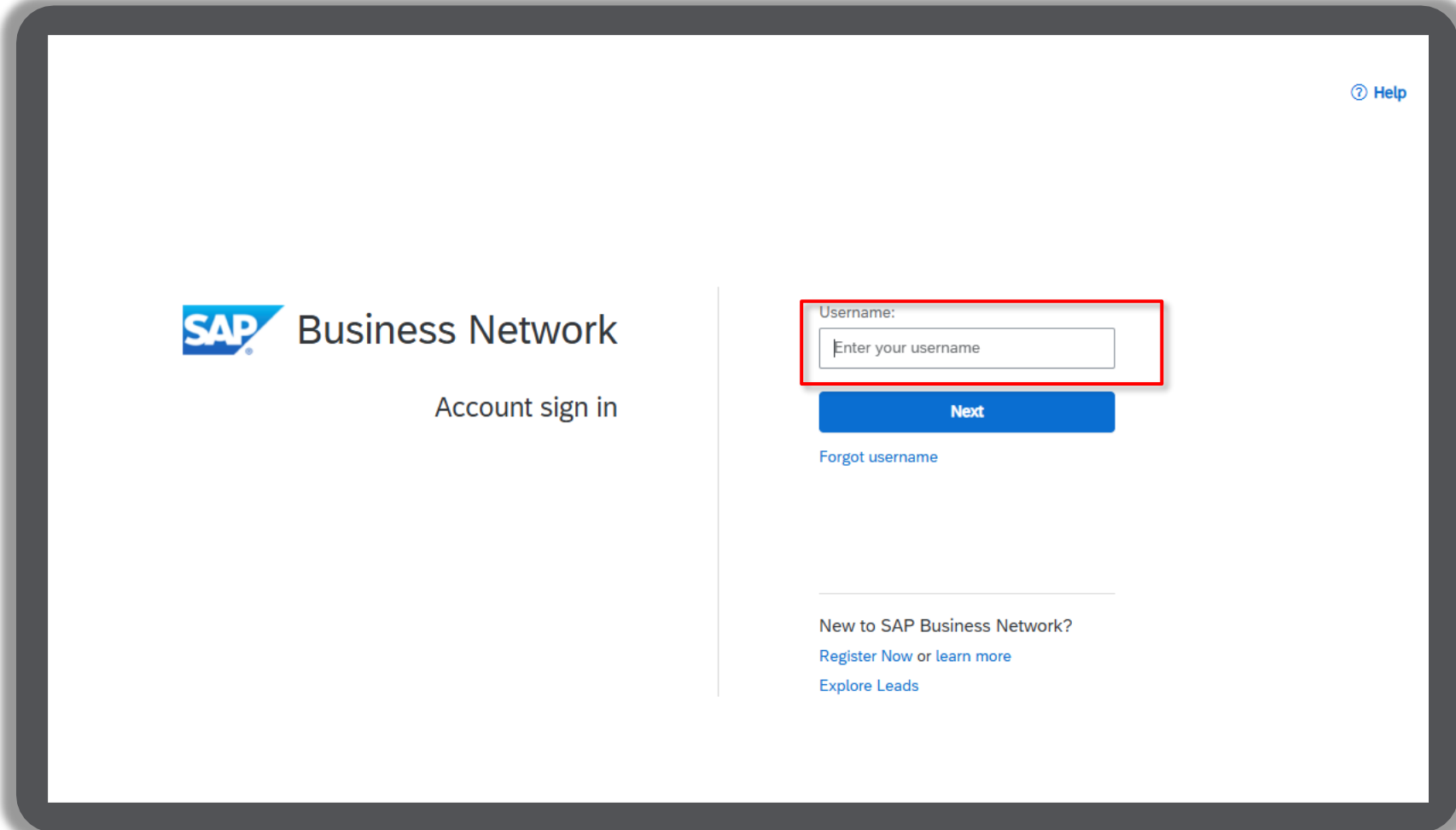
Once account is confirmed, a welcome email will be received containing the Business Network ID(ANID) and Account Username.



HOW TO REGISTER TO Ariba BUSINESS NETWORK

Let's continue.

Enter Ariba Network Username and Password



Account sign in

Username:
Enter your username

Next

[Forgot username](#)

New to SAP Business Network?
[Register Now or learn more](#)
[Explore Leads](#)

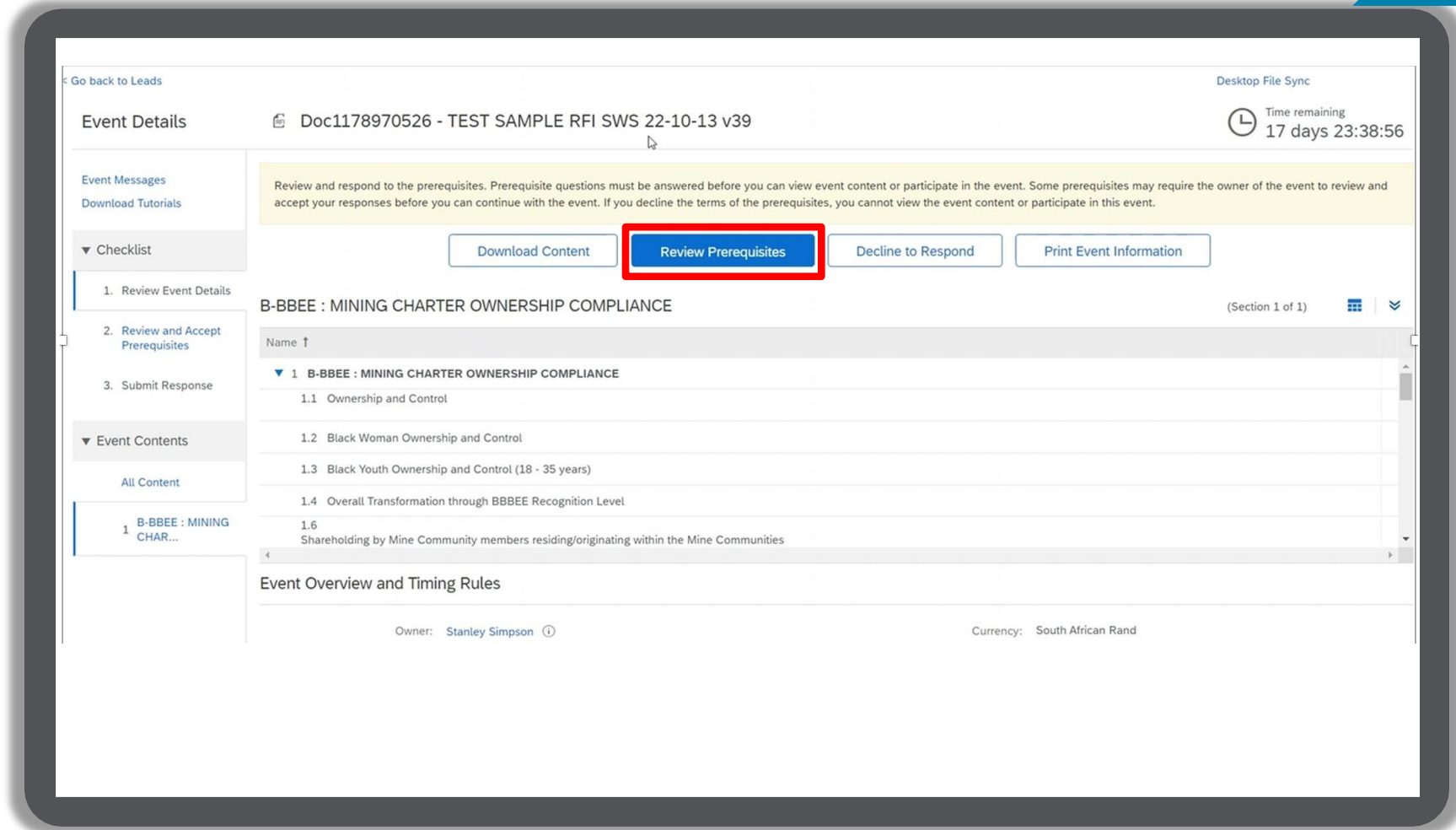
[Help](#)

HOW TO RESPOND TO RFIs



11. Once logged the supplier will be able to view the RFI event.

To start responding, click **“Review Prerequisites”**.



HOW TO RESPOND TO RFIs

B

12. Review the prerequisites and accept the terms of agreement.

Click **“I accept the terms of this agreement”**, then click **“OK”**.

Prerequisites must be completed prior to participation in the event.

5. Bids through Site only. The 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, hand-delivery, fax, email, or verbally, unless specifically requested by the PRINCIPAL.

6. Ethical conduct. All parties will prohibit unethical behaviour and are expected to notify the PRINCIPAL's Whistle Blowing Hotline if they witness or experience practices that are viewed to be counter-productive to the fair operation of the On-Line Event. Whistle Blowing Hotline number: 0800 005 314. All calls are toll-free, available 24 hours and anonymous. All PARTICIPANTS are therefore required to agree, adhere to and be bound by the Implats Code of Ethics, the Fraud, Corruption and Whistleblowing Policy, Anti-bribery and anti-corruption Policy and Supplier Code of Conduct which are available on the Implats website at://www.implats.co.za/supplier-development.php and as may be amended from time to time.

7. Technical Difficulties. If the Participant experiences any technical difficulties during a live On-Line Event, the Participant should notify the Site Owner immediately either by contacting the Site owner's toll free number on 0800 981 709 or by emailing the Implats Ariba support helpdesk: ariba.support@implats.co.za.

8. Continued applicability. The terms and conditions of this Bidder Agreement will continue to apply even after expiry or termination of the On-Line Event.

9. DATA PROTECTION AND THE SOUTH AFRICAN PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013.
The PRINCIPAL maintains the confidentiality of your personal information and complies with the Protection of Personal Information Act 4 of 2013 ('POPIA') whilst processing the same.
When you provide such personal information it is regarded as consent for the PRINCIPAL to process the information which will be strictly in accordance with POPIA.
The PRINCIPAL as a responsible party will process the PARTICIPANTS (the 'data subject') Personal Information, as defined in terms of POPIA, lawfully and responsibly.

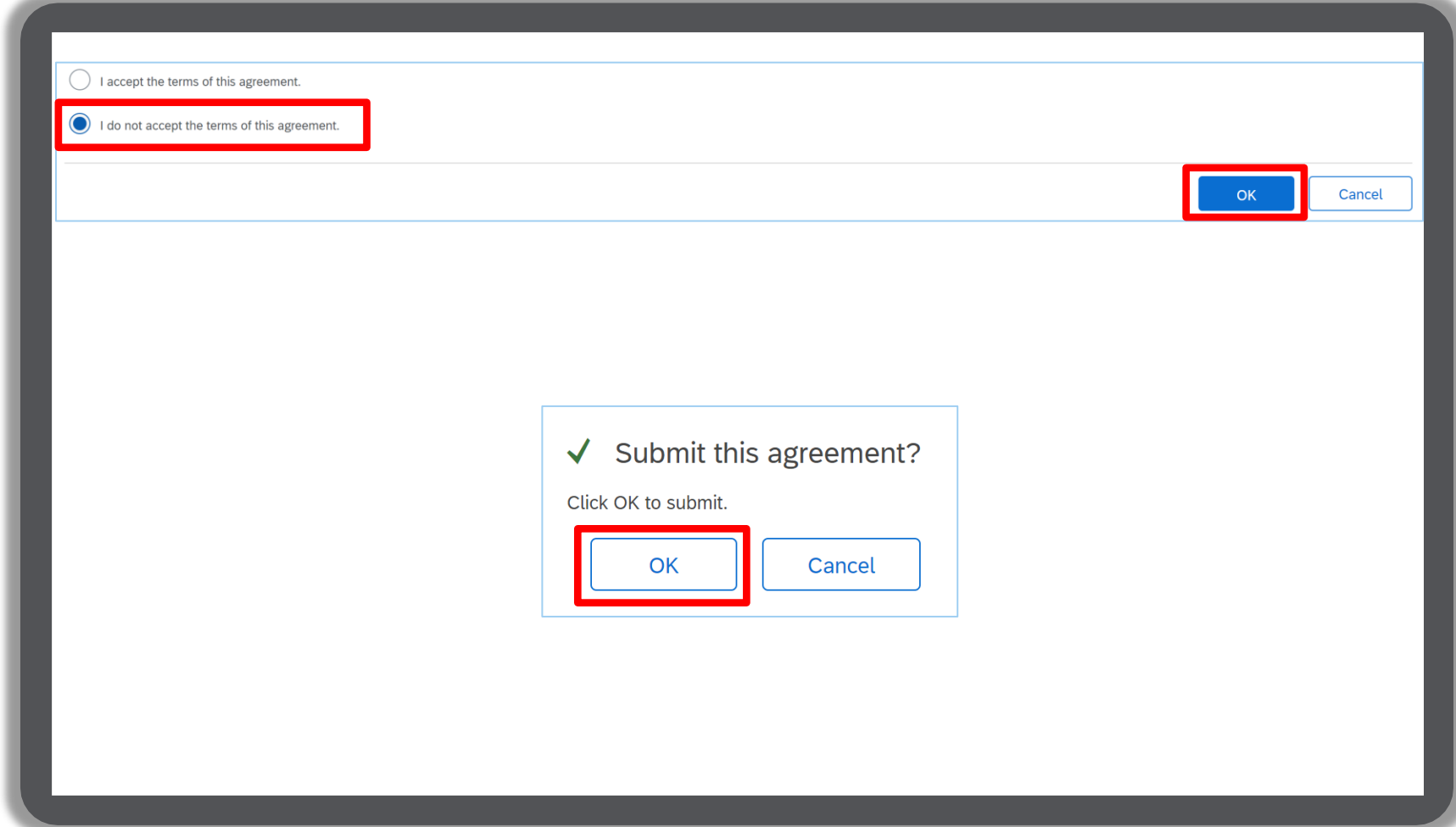
I accept the terms of this agreement.

I do not accept the terms of this agreement.

HOW TO RESPOND TO RFIs

B

13. If you do not agree with the terms of agreement, click **“I do not accept the terms of this agreement”** and click **“OK”**.
14. Click **“OK”** to submit the agreement.



The screenshot displays a web form for accepting or declining terms. At the top, there are two radio button options: "I accept the terms of this agreement." and "I do not accept the terms of this agreement." The second option is selected and highlighted with a red box. To the right of the form, there are two buttons: "OK" (highlighted with a red box) and "Cancel". Below the main form area, a confirmation dialog box is shown with a green checkmark and the text "Submit this agreement?". Below this text, it says "Click OK to submit." and there are two buttons: "OK" (highlighted with a red box) and "Cancel".

HOW TO RESPOND TO RFIs



Completing the RFI

15. There are several sections that require completion to ensure successful submission of your event/proposal

Name ↑

- ▶ 1 INTRODUCTION

- ▶ 2 HOW TO GET HELP/SUPPORT

- ▶ 3 SCOPE OF WORK
- ▶ 4 SUBMISSION DETAILS
- ▶ 5 QUERIES / CLARIFICATIONS
- ▶ 6 COMPANY DOCUMENTATION FROM PARTICIPANT
- ▶ 7 ADDITIONAL COMPANY DOCUMENTATION
- ▶ 8 B-BBEE : MINING CHARTER OWNERSHIP COMPLIANCE
- ▶ 9 TECHNICAL INFORMATION
- ▶ 10 NON-DISCLOSURE AGREEMENT
- ▼ 11 IMPALA POLICIES AND PROCEDURES

Note:

*All fields marked with * are mandatory fields and must be completed.*

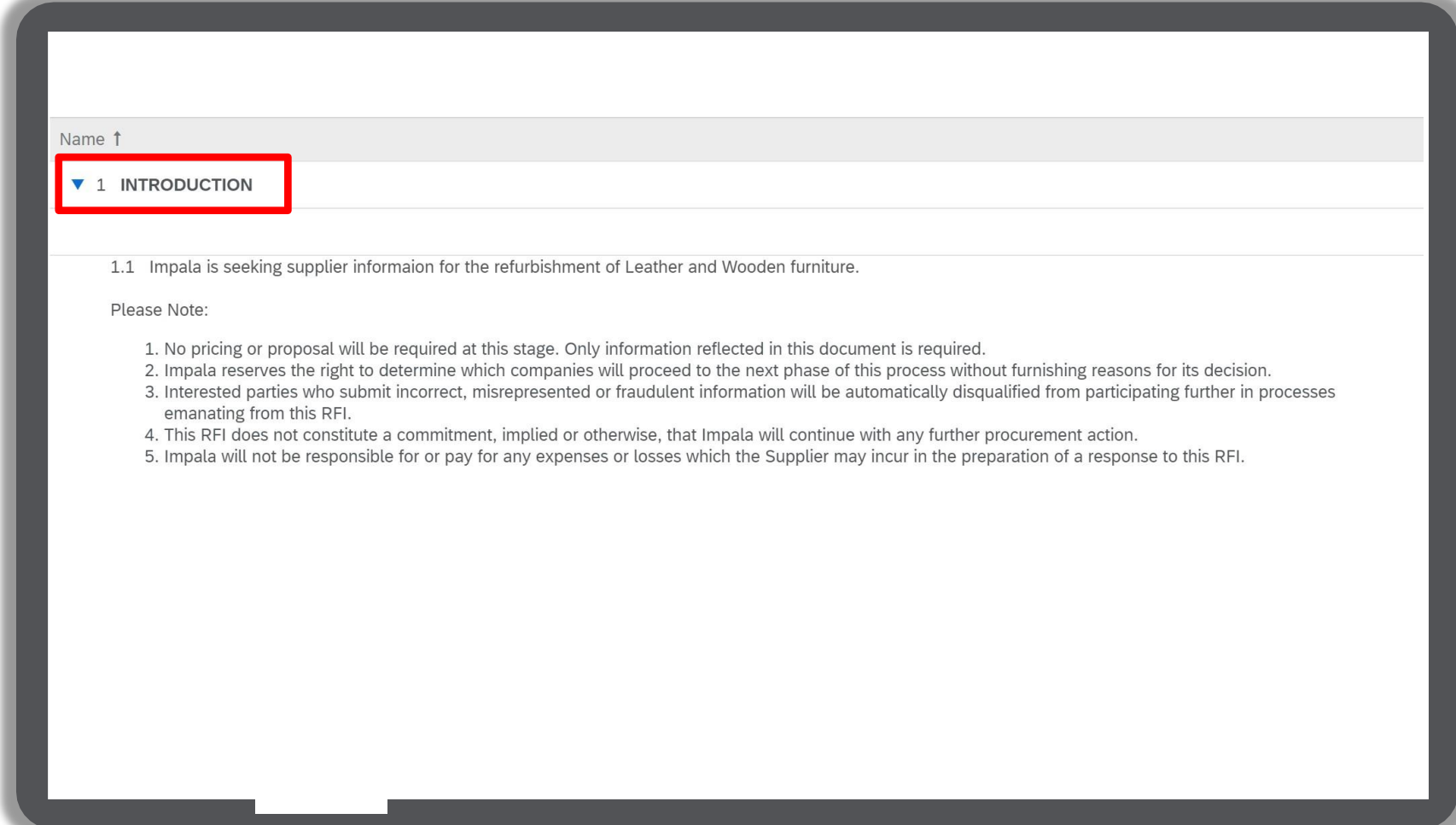
Make sure you have completed all sections and uploaded all the required supporting documentation.

HOW TO RESPOND TO RFIs

B

Completing the RFI

16. Review the “**Introduction**” section of the event to ensure you understand the requirements.



The screenshot shows a web interface for an RFI. At the top, there is a header with the text "Name ↑". Below this, a red rectangular box highlights a dropdown menu item labeled "1 INTRODUCTION". The main content area below the dropdown contains the following text:

1.1 Impala is seeking supplier information for the refurbishment of Leather and Wooden furniture.

Please Note:

1. No pricing or proposal will be required at this stage. Only information reflected in this document is required.
2. Impala reserves the right to determine which companies will proceed to the next phase of this process without furnishing reasons for its decision.
3. Interested parties who submit incorrect, misrepresented or fraudulent information will be automatically disqualified from participating further in processes emanating from this RFI.
4. This RFI does not constitute a commitment, implied or otherwise, that Impala will continue with any further procurement action.
5. Impala will not be responsible for or pay for any expenses or losses which the Supplier may incur in the preparation of a response to this RFI.

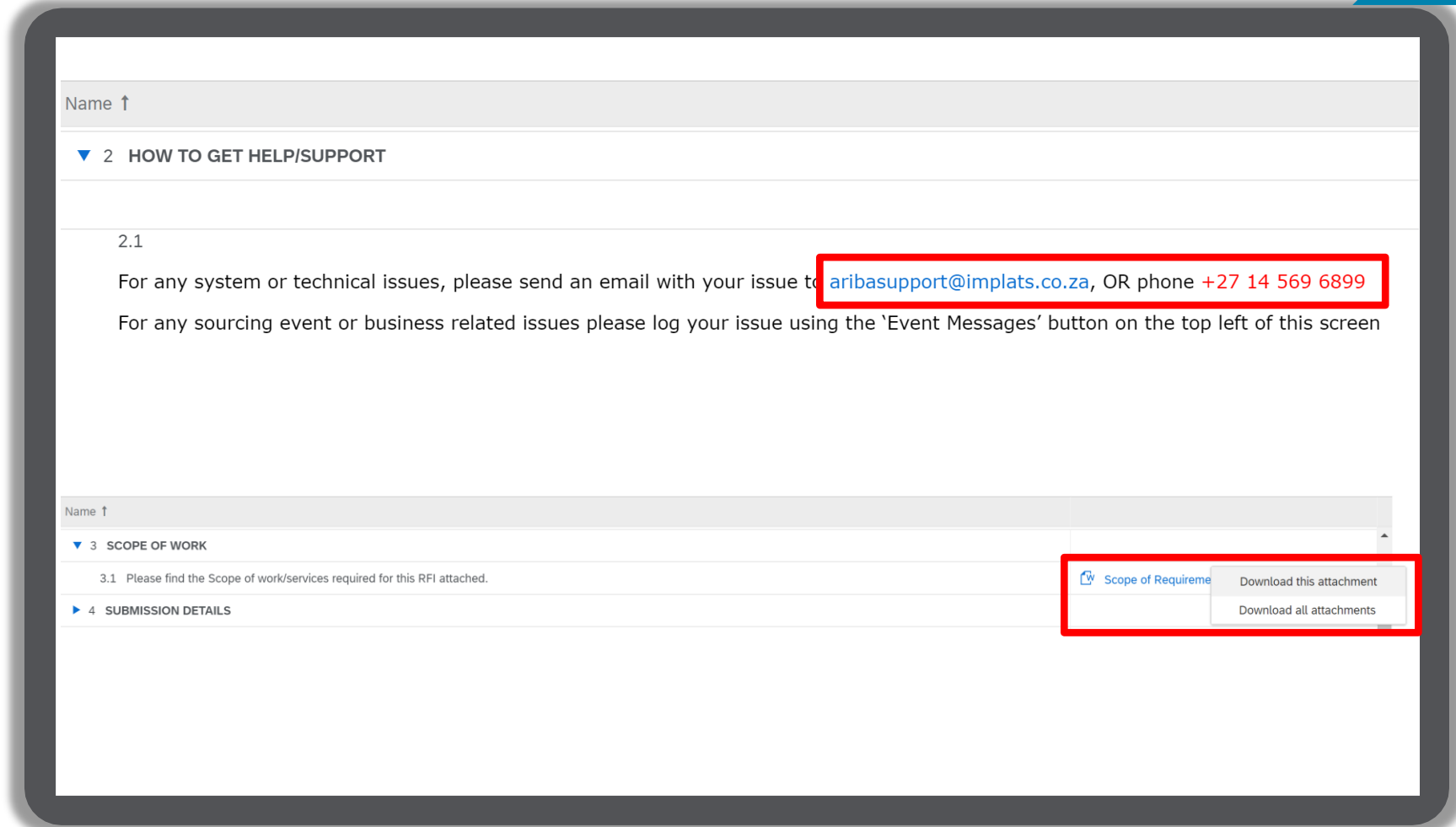
HOW TO RESPOND TO RFIs

B

Completing the RFI

17. Review section 2 of the event to understand where to get help and support.

18. Read the “Scope of Work” by downloading the document.



Name ↑

▼ 2 HOW TO GET HELP/SUPPORT

2.1

For any system or technical issues, please send an email with your issue to aribasupport@implats.co.za, OR phone +27 14 569 6899

For any sourcing event or business related issues please log your issue using the 'Event Messages' button on the top left of this screen

Name ↑

▼ 3 SCOPE OF WORK

3.1 Please find the Scope of work/services required for this RFI attached.

► 4 SUBMISSION DETAILS

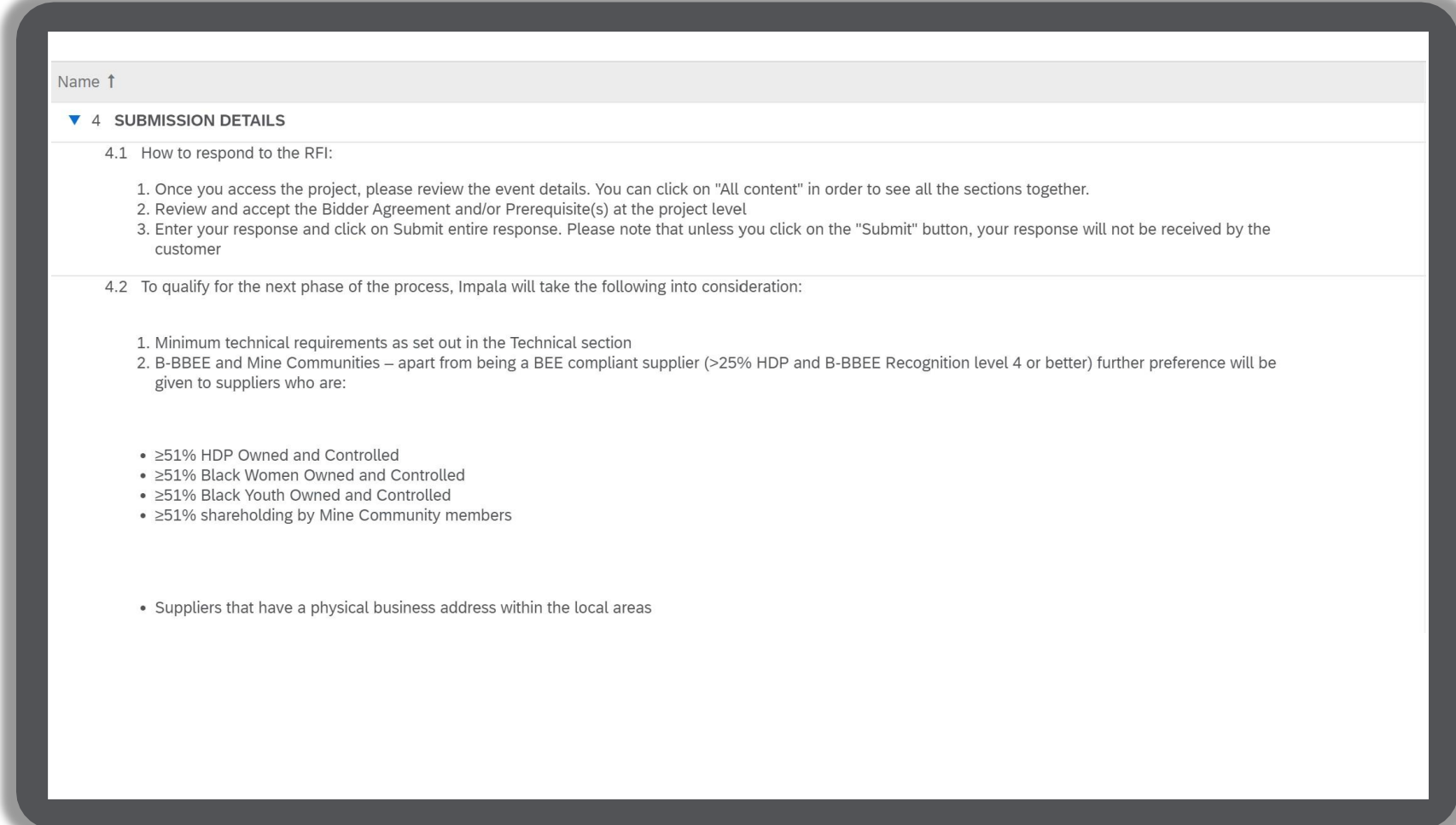
Scope of Requirement Download this attachment
Download all attachments

HOW TO RESPOND TO RFIs

B

Completing the RFI

19. Review the “Submission Details” section.



Name ↑

▼ 4 SUBMISSION DETAILS

4.1 How to respond to the RFI:

1. Once you access the project, please review the event details. You can click on "All content" in order to see all the sections together.
2. Review and accept the Bidder Agreement and/or Prerequisite(s) at the project level
3. Enter your response and click on Submit entire response. Please note that unless you click on the "Submit" button, your response will not be received by the customer

4.2 To qualify for the next phase of the process, Impala will take the following into consideration:

1. Minimum technical requirements as set out in the Technical section
2. B-BBEE and Mine Communities – apart from being a BEE compliant supplier (>25% HDP and B-BBEE Recognition level 4 or better) further preference will be given to suppliers who are:

- ≥51% HDP Owned and Controlled
- ≥51% Black Women Owned and Controlled
- ≥51% Black Youth Owned and Controlled
- ≥51% shareholding by Mine Community members

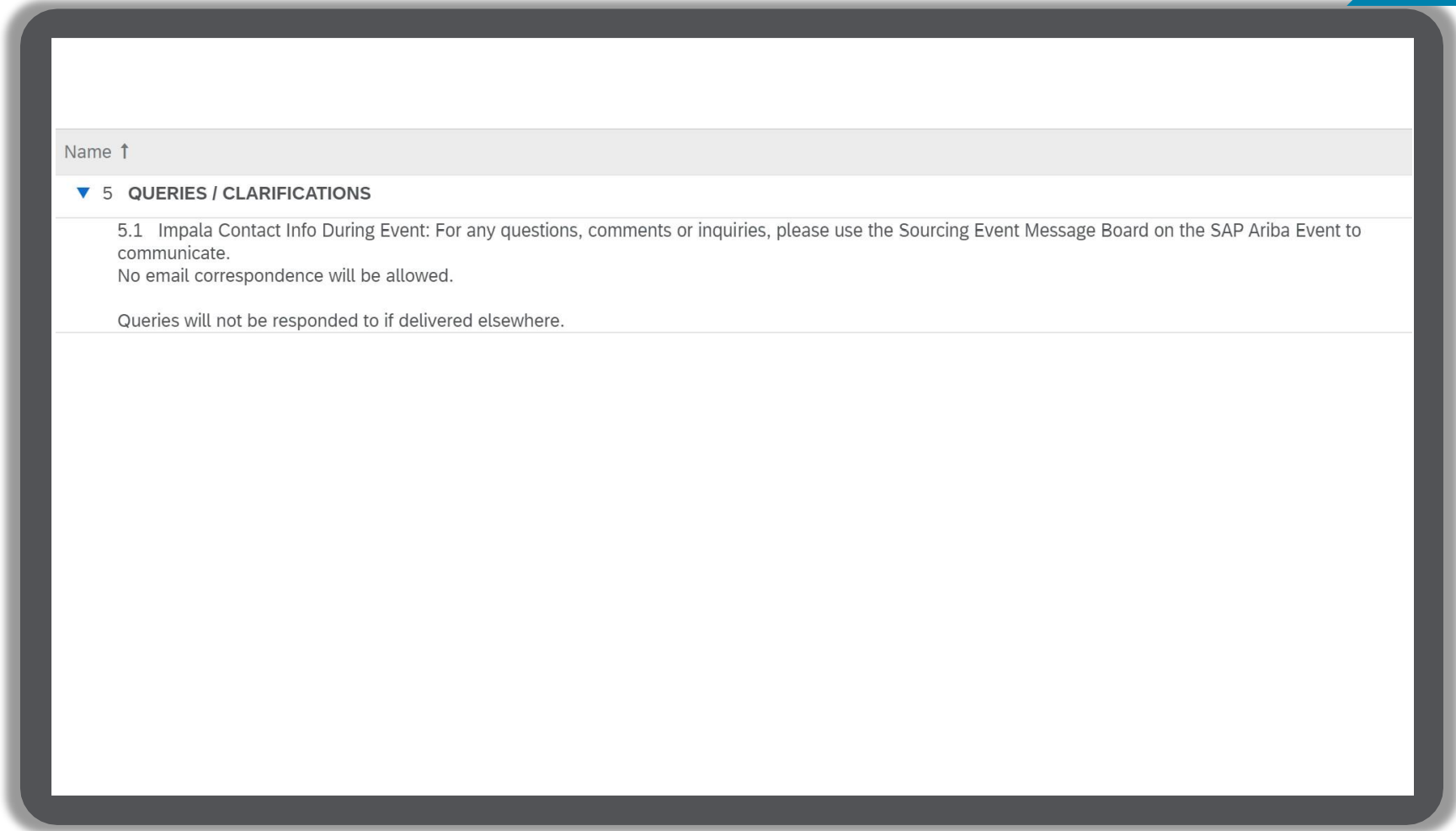
- Suppliers that have a physical business address within the local areas

HOW TO RESPOND TO RFIs



Completing the RFI

- 20. Review the **“Queries/Clarifications”** sections in section 5.



The screenshot shows a user interface for an event. At the top, there is a header with 'Name ↑'. Below this is a section titled '5. QUERIES / CLARIFICATIONS'. Underneath, there is a sub-section '5.1 Impala Contact Info During Event: For any questions, comments or inquiries, please use the Sourcing Event Message Board on the SAP Ariba Event to communicate. No email correspondence will be allowed. Queries will not be responded to if delivered elsewhere.'

HOW TO RESPOND TO RFIs



Completing the RFI

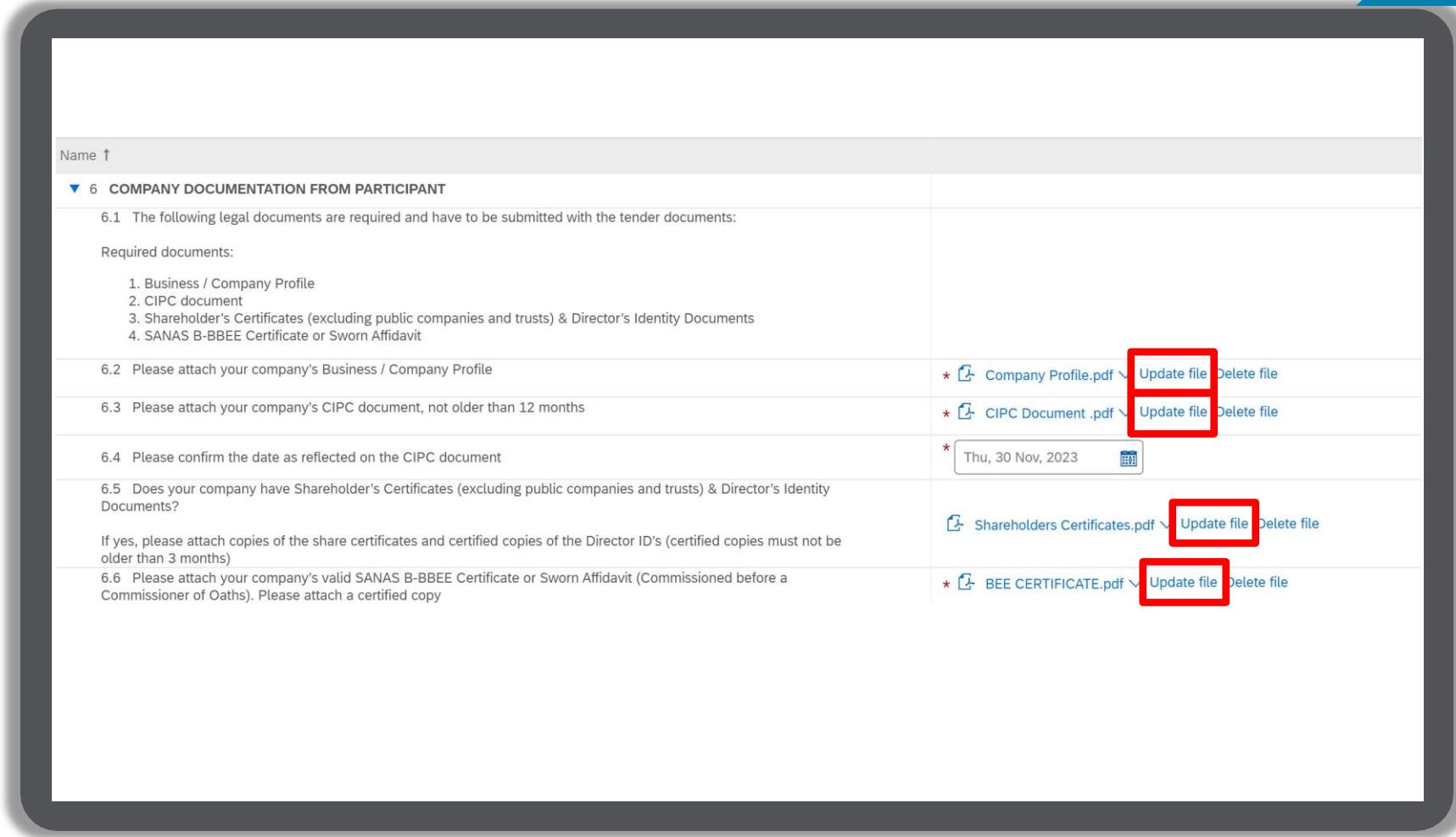
21. Complete the “**Company Documentation From Participant**” section.

Upload all the required documents by clicking on “**Update file**” under each section.

Note:

*All fields marked with * are mandatory fields and must be completed.*

Make sure you have completed all sections and uploaded all the required supporting documentation.



Name ↑	
▼ 6 COMPANY DOCUMENTATION FROM PARTICIPANT	
6.1 The following legal documents are required and have to be submitted with the tender documents:	
Required documents:	
<ul style="list-style-type: none"> 1. Business / Company Profile 2. CIPC document 3. Shareholder's Certificates (excluding public companies and trusts) & Director's Identity Documents 4. SANAS B-BBEE Certificate or Sworn Affidavit 	
6.2 Please attach your company's Business / Company Profile	* Company Profile.pdf \ Update file Delete file
6.3 Please attach your company's CIPC document, not older than 12 months	* CIPC Document .pdf \ Update file Delete file
6.4 Please confirm the date as reflected on the CIPC document	* Thu, 30 Nov, 2023
6.5 Does your company have Shareholder's Certificates (excluding public companies and trusts) & Director's Identity Documents?	Shareholders Certificates.pdf \ Update file Delete file
If yes, please attach copies of the share certificates and certified copies of the Director ID's (certified copies must not be older than 3 months)	
6.6 Please attach your company's valid SANAS B-BBEE Certificate or Sworn Affidavit (Commissioned before a Commissioner of Oaths). Please attach a certified copy	* BEE CERTIFICATE.pdf \ Update file Delete file

HOW TO RESPOND TO RFIs



Completing the RFI

22. Complete the “Additional Company Documentation” section.

Upload the required documents by clicking “Update file” in each section.

Note:

*All fields marked with * are mandatory fields and must be completed.*

Make sure you have completed all sections and uploaded all the required supporting documentation.

Name ↑	
<p>▼ 7 ADDITIONAL COMPANY DOCUMENTATION</p> <p>7.1 Impala reserves the right to request the below information at a later stage of the commercial process. You are welcome to provide it now already.</p> <p>Additional documents (see next Section)</p> <ol style="list-style-type: none"> SARS pin letter Workmen's Compensation Certificate (COIDA certificate) (Letter of good standing from Compensation Commissioner): Department of Labour OR Rand Mutual Assurance Utilities Bill, municipal rates and taxes, Lease agreement, Telecoms/mobile Account, or Bank statement not older than 3 months so as to substantiate proof of physical business address 	
7.2 Please attach a copy of your SARS pin letter as proof that you are in a compliant status at SARS	<p> SARS PIN CERTIFICATE.pdf ▼ Update file Delete file</p>
7.3 Please attach a valid Workmen's Compensation Certificate (COIDA certificate) (Letter of good standing from Compensation Commissioner): Department of Labour OR Rand Mutual Assurance	<p> Workman's compensation certificate.pdf ▼ Update file Delete file</p>
7.4 Please state the issue date of the Workmen's Compensation Certificate (COIDA certificate) (Letter of good standing from Compensation Commissioner): Department of Labour OR Rand Mutual Assurance letter	<p>Thu, 31 Aug, 2023 </p>
7.5 Please attach any one of the following: Utilities Bill, municipal rates and taxes, Lease agreement, Telecoms/mobile Account, or Bank statement not older than 3 months so as to substantiate proof of physical business address	<p> Lease Agreement.pdf ▼ Update file Delete file</p>

HOW TO RESPOND TO RFIs



Completing the RFI

23. Complete the “B-BBEE Mining Charter Ownership Compliance” section.

Select the most appropriate information pertaining to your company’s BBEE status from the drop-down menu.

Select your correct communities if you have shareholders residing / originating from Mine Communities

Upload the required documents by clicking on “Update file” in each section.

Section	Description	Value / Action
9.1	Ownership and Control	* ≥51% HDP (Historically Disadvantaged People) Owned & Controlled
9.2	Black Woman Ownership and Control	* ≥51% Black Women Owned & Controlled
9.3	Black Youth Ownership and Control (18 - 35 years)	* ≥51% Black Youth Owned & Controlled
9.4	Overall Transformation through BBEE Recognition Level	* EME & Level 1, 2, 3 and 4
9.5	Shareholding by Mine Community members residing/originating within the Mine Communities	* ≥51% Shareholding by Mine Community members within Group A
9.6	Business operating address	* Bobuampya, Chaneng, Freedom Park, Kanana, Lefaragathle, Luka (Mogono) + (South), Mafenya, Mafika, Maile Diepkuil, Maile Ro...
9.7	Please attach the Kgosana letter OR a Ward Councilors Letter for Serileng, Meriteng and Freedom Park communities	Kgosana Letter.pdf Update file Delete file
9.11	Please indicate the shareholding % of the member residing and/or originating in said area	100%
9.13	Please select the area name	* Bobuampya

Note:

All fields marked with * are mandatory fields and must be completed.

Make sure you have completed all sections and uploaded all the required supporting documentation.

HOW TO RESPOND TO RFIs

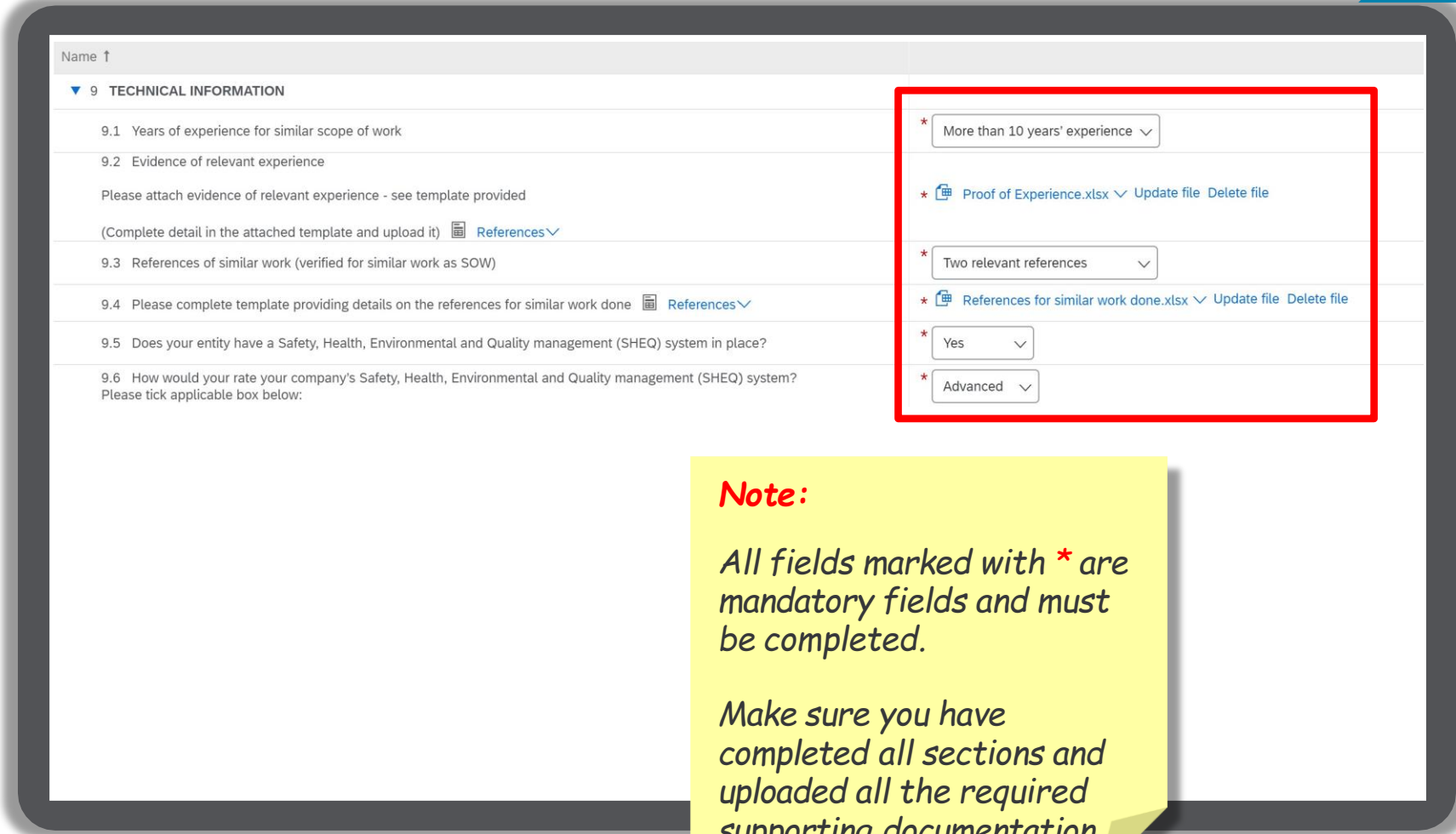


Completing the RFI

24. Complete the “**Technical Information**” section.

Select the most appropriate information from the drop-down menu from Section 9.1 to 9.6.



Upload the required documents by clicking on “Update file” in each section.





Name ↑

▼ 9 TECHNICAL INFORMATION

9.1 Years of experience for similar scope of work
* More than 10 years' experience ▾

9.2 Evidence of relevant experience
Please attach evidence of relevant experience - see template provided
(Complete detail in the attached template and upload it)  References ▾
*  Proof of Experience.xlsx ▾ Update file Delete file

9.3 References of similar work (verified for similar work as SOW)
* Two relevant references ▾

9.4 Please complete template providing details on the references for similar work done  References ▾
*  References for similar work done.xlsx ▾ Update file Delete file

9.5 Does your entity have a Safety, Health, Environmental and Quality management (SHEQ) system in place?
* Yes ▾

9.6 How would you rate your company's Safety, Health, Environmental and Quality management (SHEQ) system?
Please tick applicable box below:
* Advanced ▾

Note:

*All fields marked with * are mandatory fields and must be completed.*

Make sure you have completed all sections and uploaded all the required supporting documentation.

HOW TO RESPOND TO RFIs



Completing the RFI

25. Complete the “**Non-Disclosure Agreement**” and “**Impala Policies and Procedures**” sections.

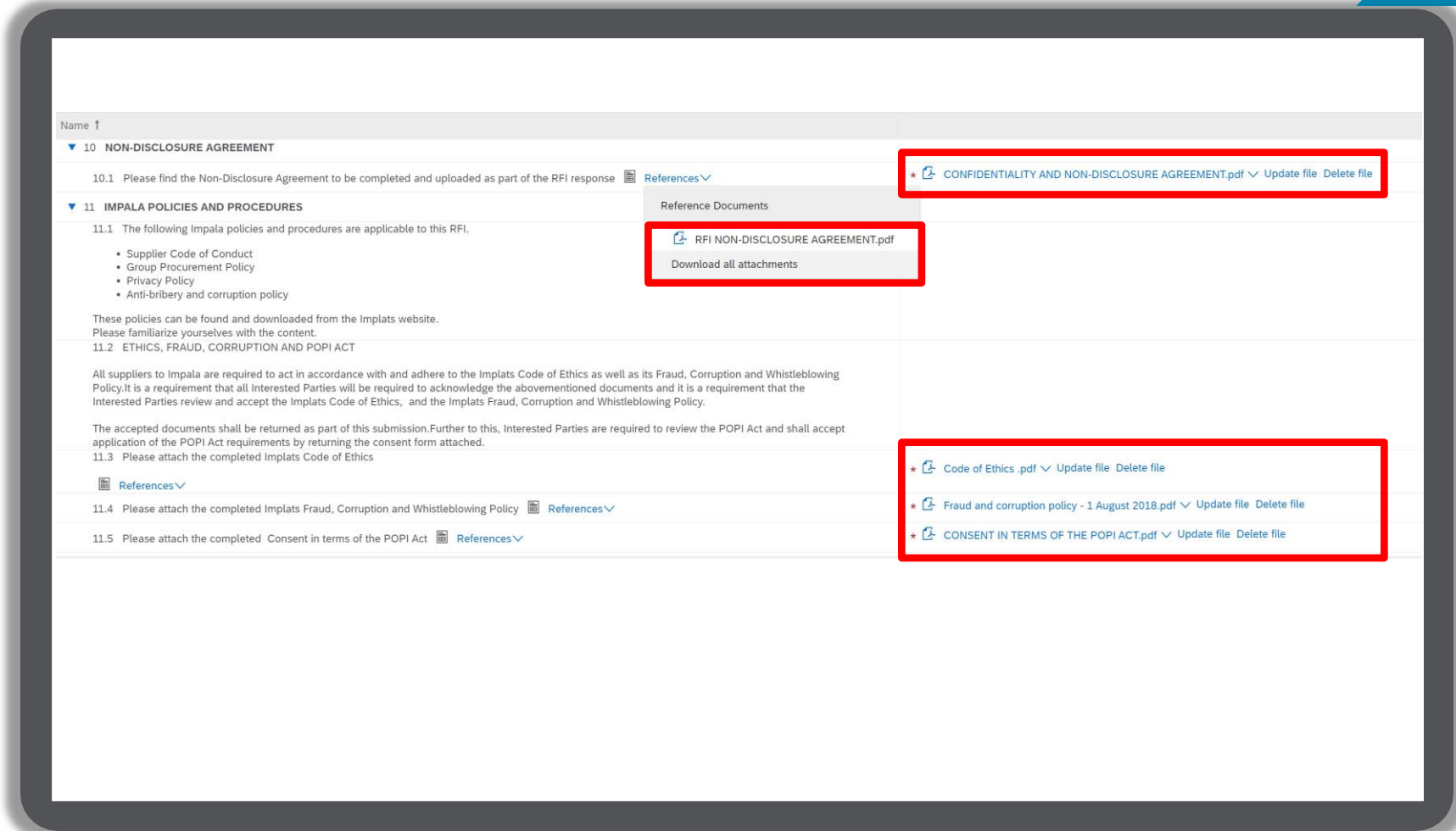
Download the reference documents

Upload the required documents by clicking “**Update file**” in each section.

Note:

*All fields marked with * are mandatory fields and must be completed.*

Make sure you have completed all sections and uploaded all the required supporting documentation.



HOW TO RESPOND TO RFIS

B

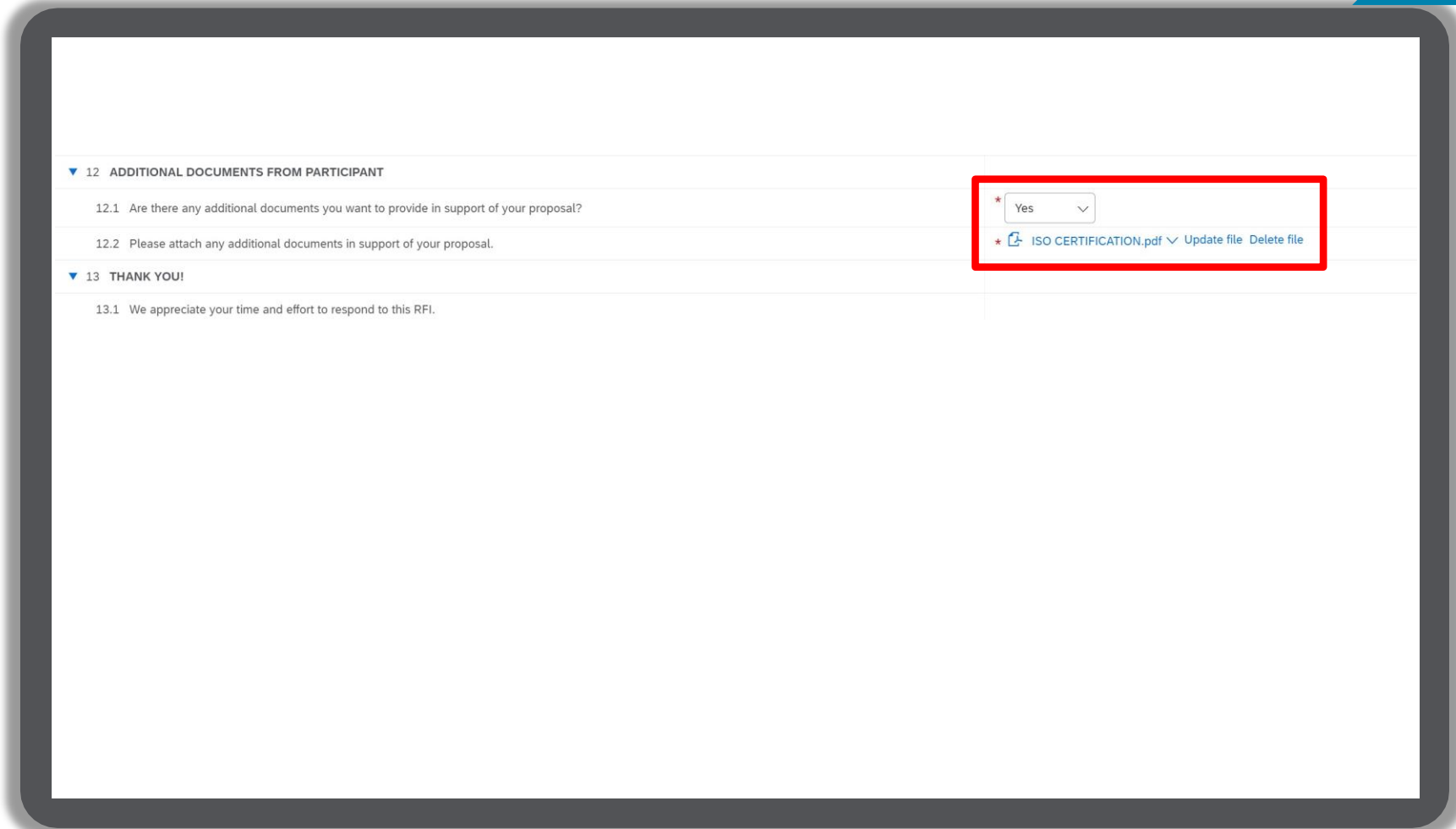
Completing the RFI

26. Complete the **“Additional Documents From Participant”** section if this applies to you.

Note:

*All fields marked with * are mandatory fields and must be completed.*

Make sure you have completed all sections and uploaded all the required supporting documentation.



▼ 12 ADDITIONAL DOCUMENTS FROM PARTICIPANT

12.1 Are there any additional documents you want to provide in support of your proposal?

12.2 Please attach any additional documents in support of your proposal. Update file Delete file

▼ 13 THANK YOU!

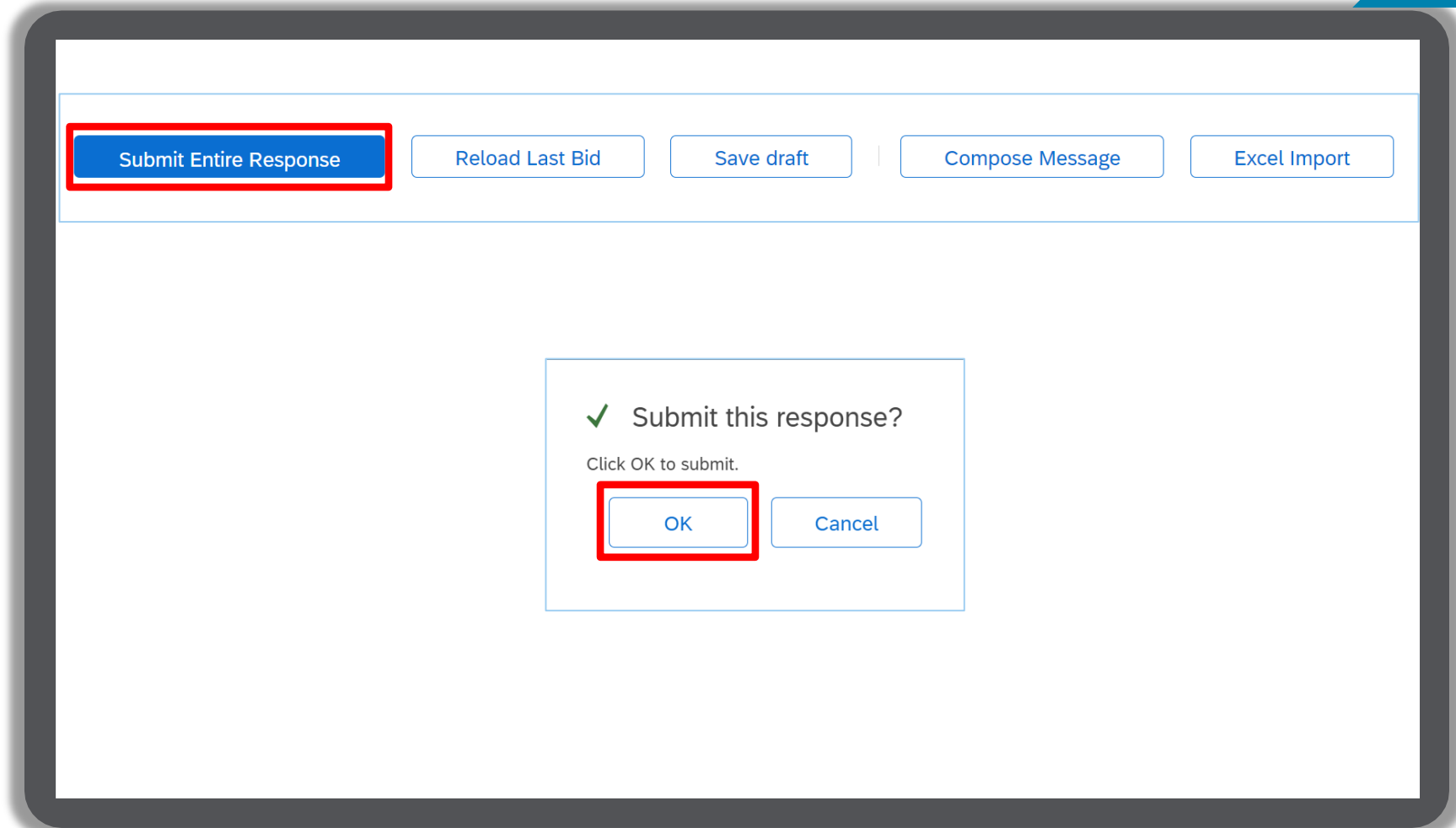
13.1 We appreciate your time and effort to respond to this RFI.

HOW TO RESPOND TO RFIS

B

Completing the RFI

27. Once completed and satisfied with your responses, click “**Submit Entire Response**”.
28. Click “**OK**” to confirm the submission of your response to Implats.



HOW TO RESPOND TO RFIS



Completing the RFI

- 29. Click **“Go back to Impala Platinum Holdings”** to go back to the dashboard or home page.

- 30. The participation status of the event will reflect as **“Yes”**.

Note:

Implats will review your submitted bid and revert to you via e-mail to confirm whether you have succeeded or lost the bid.

Ariba Sourcing

Go back to Impala Platinum Holdings - TEST Dashboard

Title	ID	End Time ↓	Event Type	Participated
▼ Status: Pending Selection (3)				
RFI Template	Doc1227711803	12/7/2022 10:48 AM	RFI	Yes

A HIGH LEVEL RFI PROCESS FLOW

B HOW TO RESPOND TO IMPLATS
REQUEST FOR INFORMATION (RFIs)

C HOW TO COMPOSE A MESSAGE
TO YOUR IMPLATS BUYER

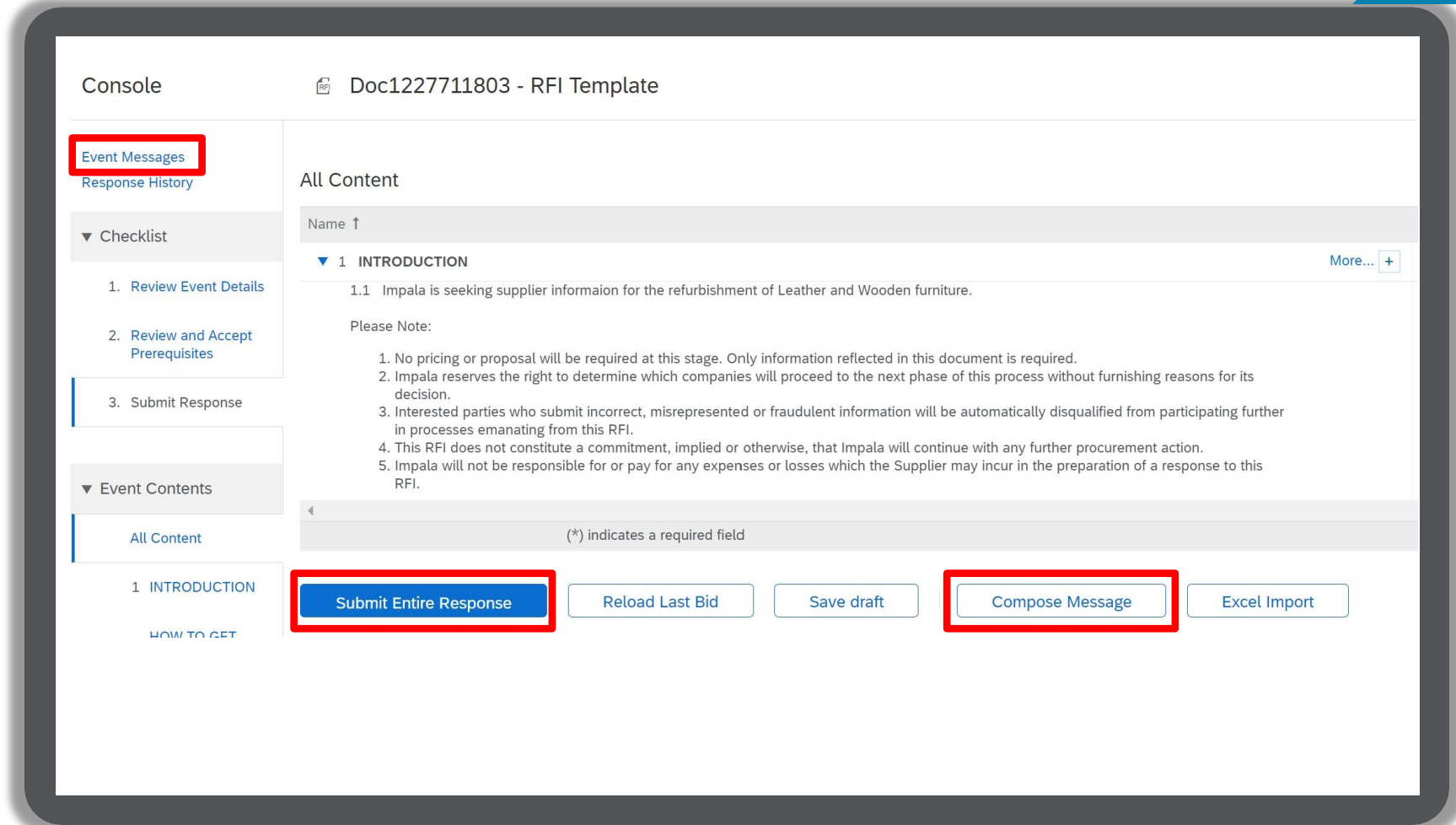
D HOW TO REVISE A SUBMITTED
RFI RESPONSE

E HOW TO DECLINE A RESPONSE
TO A SOURCING EVENT

F SUMMARY OF COMMON RFI
ISSUES

HOW TO COMPOSE A MESSAGE TO YOUR IMPLATS SOURCING SPECIALIST

1. Implats could send you important messages during the course of the event providing further information and updates about the event. Find these messages by clicking on **“Event Messages”**, which can be found in the menu bar on the left hand side of your screen.
2. Should you need to contact Implats during the course of the event, do so by clicking on **“Compose Message”**.



Console Doc1227711803 - RFI Template

Event Messages
Response History

▼ Checklist

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

▼ Event Contents

All Content

1 INTRODUCTION

1.1 Impala is seeking supplier informaion for the refurbishment of Leather and Wooden furniture.

Please Note:

1. No pricing or proposal will be required at this stage. Only information reflected in this document is required.
2. Impala reserves the right to determine which companies will proceed to the next phase of this process without furnishing reasons for its decision.
3. Interested parties who submit incorrect, misrepresented or fraudulent information will be automatically disqualified from participating further in processes emanating from this RFI.
4. This RFI does not constitute a commitment, implied or otherwise, that Impala will continue with any further procurement action.
5. Impala will not be responsible for or pay for any expenses or losses which the Supplier may incur in the preparation of a response to this RFI.

(*) indicates a required field

Submit Entire Response Reload Last Bid Save draft Compose Message Excel Import

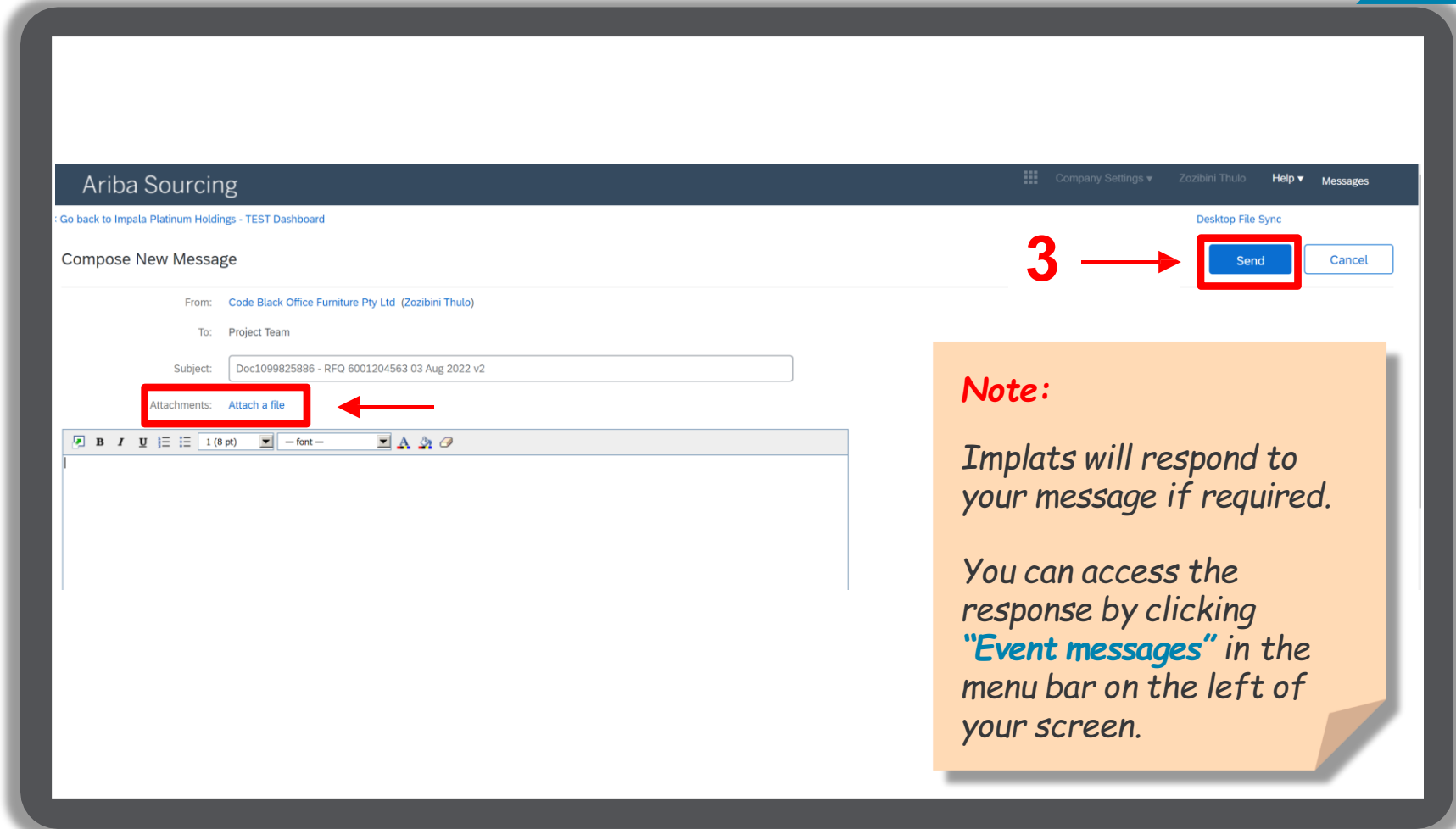
HOW TO COMPOSE A MESSAGE TO YOUR IMPLATS SOURCING SPECIALIST

3. When the message screen opens, write your message. When finished, click **“Send”**.

Note:

Attachments can also be added if need.

*Just click **“Attach a file”** to do so.*



Note:

Implats will respond to your message if required.

*You can access the response by clicking **“Event messages”** in the menu bar on the left of your screen.*

A HIGH LEVEL RFI PROCESS FLOW

B HOW TO RESPOND TO IMPLATS
REQUEST FOR INFORMATION (RFIs)

C HOW TO COMPOSE A MESSAGE
TO YOUR IMPLATS BUYER

D HOW TO REVISE A SUBMITTED
RFI RESPONSE

E HOW TO DECLINE A RESPONSE
TO A SOURCING EVENT

F SUMMARY OF COMMON RFI
ISSUES

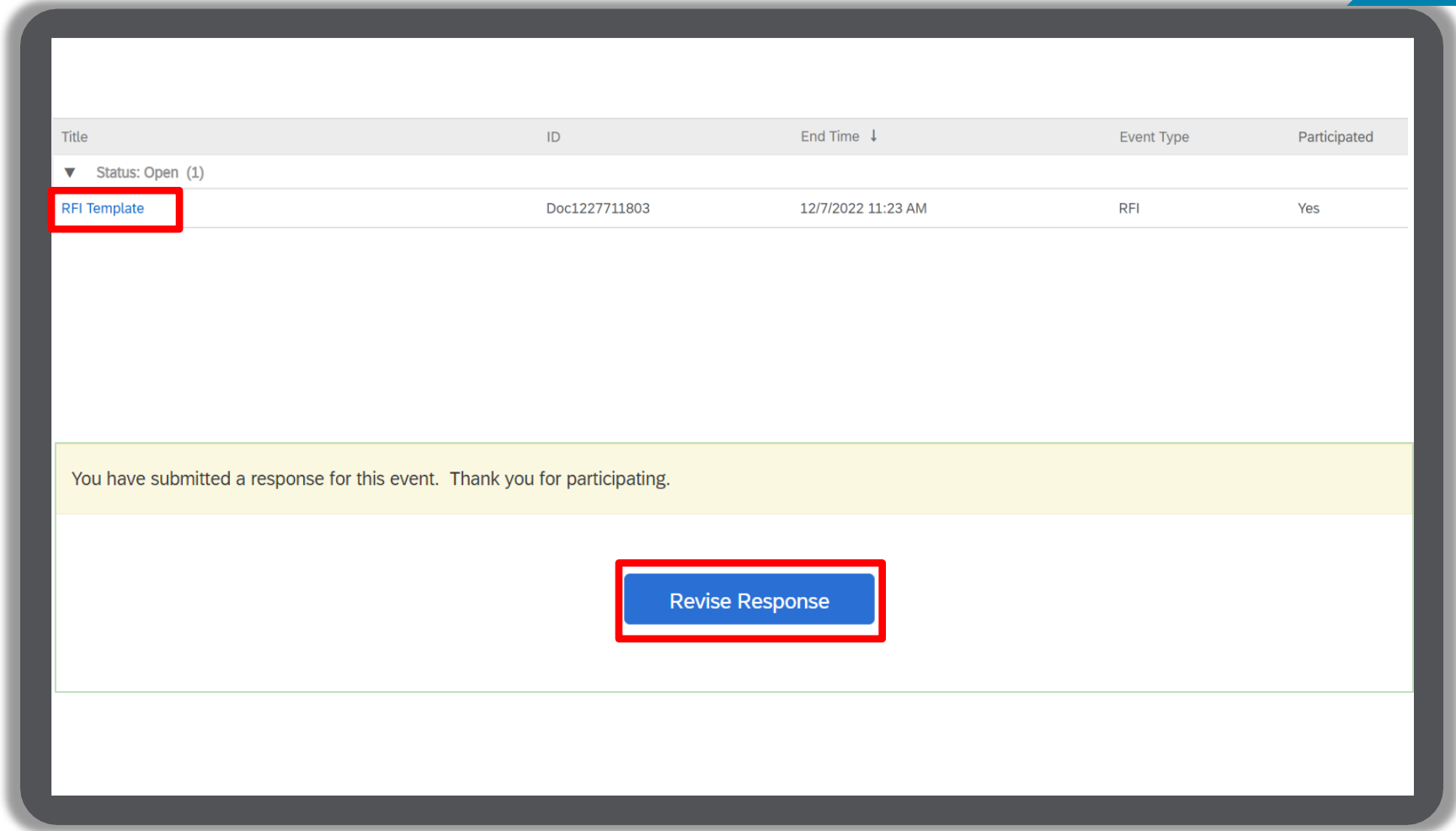
HOW TO REVISE A SUBMITTED RFI



1. You may need to revise your submitted response

Login to your SAP Business Network Account and click on the event you want to revise.

2. Click **“Revise Response”** to change or update your response.



The screenshot displays a table of RFI events. The table has columns for Title, ID, End Time, Event Type, and Participated. A single row is visible with the title 'RFI Template' highlighted by a red box. Below the table, a yellow message box states: 'You have submitted a response for this event. Thank you for participating.' At the bottom center, a blue button labeled 'Revise Response' is highlighted by a red box.

Title	ID	End Time ↓	Event Type	Participated
RFI Template	Doc1227711803	12/7/2022 11:23 AM	RFI	Yes

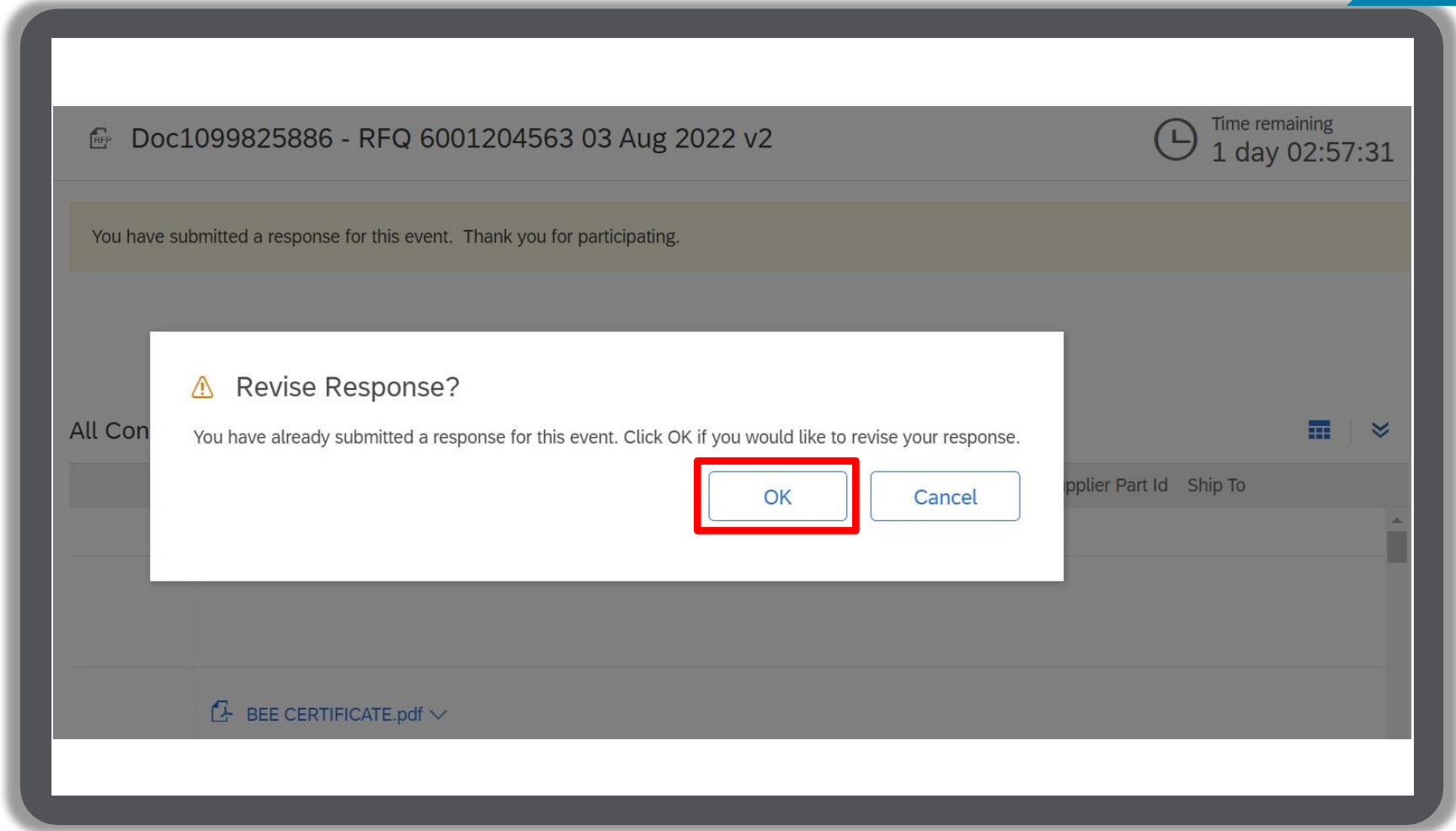
You have submitted a response for this event. Thank you for participating.

[Revise Response](#)

HOW TO REVISE A SUBMITTED RFI



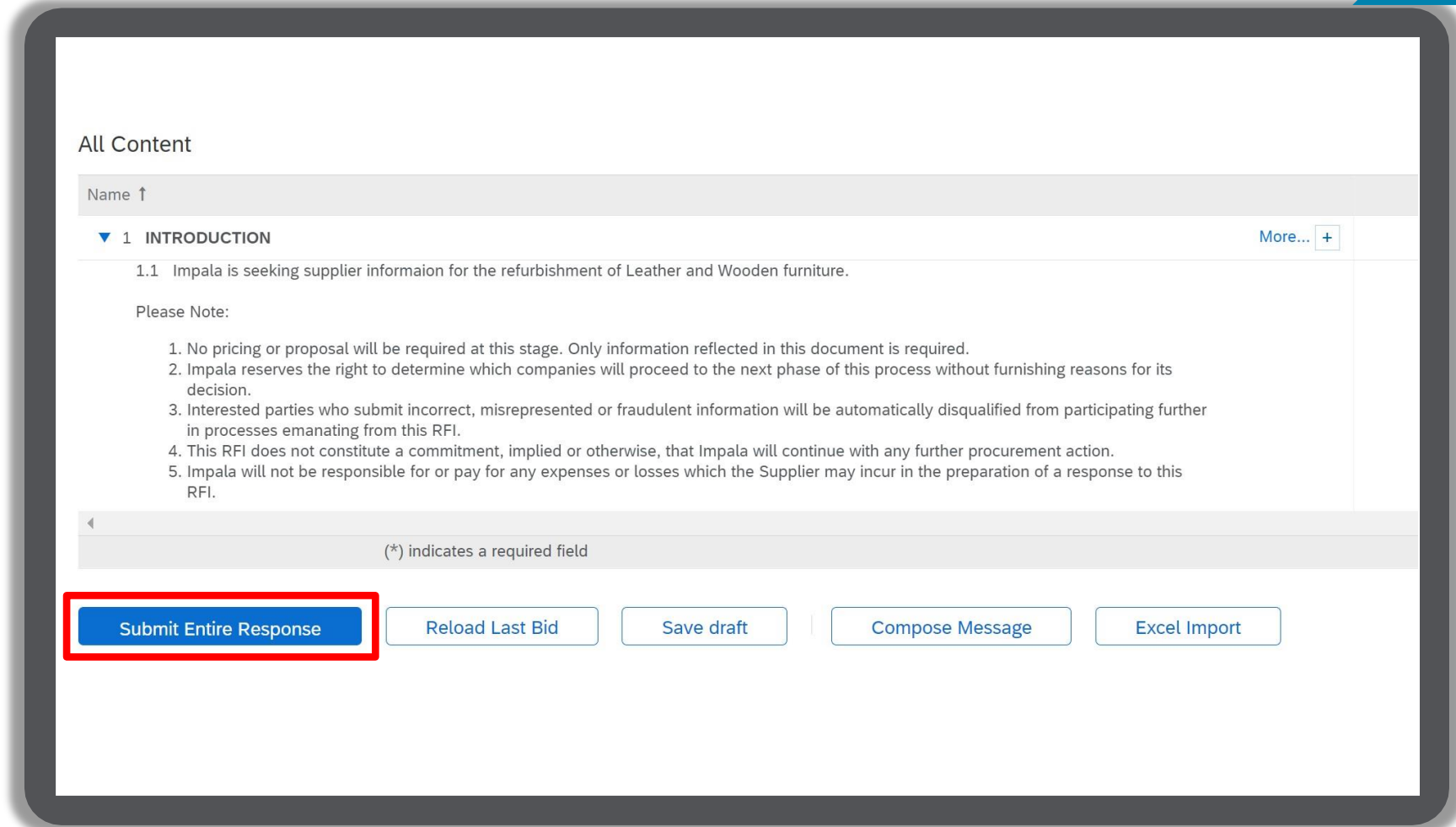
3. A pop-up will warn you that you have already submitted a response.
If you are certain that you want to revise your response, click **“OK”**.



HOW TO REVISE A SUBMITTED RFI

D

4. Make your updates/changes
Once competed, click **“Submit Entire Response”** to send to Implats.



All Content

Name ↑

▼ 1 INTRODUCTION More... +

1.1 Impala is seeking supplier informaion for the refurbishment of Leather and Wooden furniture.

Please Note:

1. No pricing or proposal will be required at this stage. Only information reflected in this document is required.
2. Impala reserves the right to determine which companies will proceed to the next phase of this process without furnishing reasons for its decision.
3. Interested parties who submit incorrect, misrepresented or fraudulent information will be automatically disqualified from participating further in processes emanating from this RFI.
4. This RFI does not constitute a commitment, implied or otherwise, that Impala will continue with any further procurement action.
5. Impala will not be responsible for or pay for any expenses or losses which the Supplier may incur in the preparation of a response to this RFI.

(*) indicates a required field

Submit Entire Response | Reload Last Bid | Save draft | Compose Message | Excel Import

A HIGH LEVEL RFI PROCESS FLOW

B HOW TO RESPOND TO IMPLATS
REQUEST FOR INFORMATION (RFIs)

C HOW TO COMPOSE A MESSAGE
TO YOUR IMPLATS BUYER

D HOW TO REVISE A SUBMITTED
RFI RESPONSE

E HOW TO DECLINE A RESPONSE
TO A SOURCING EVENT

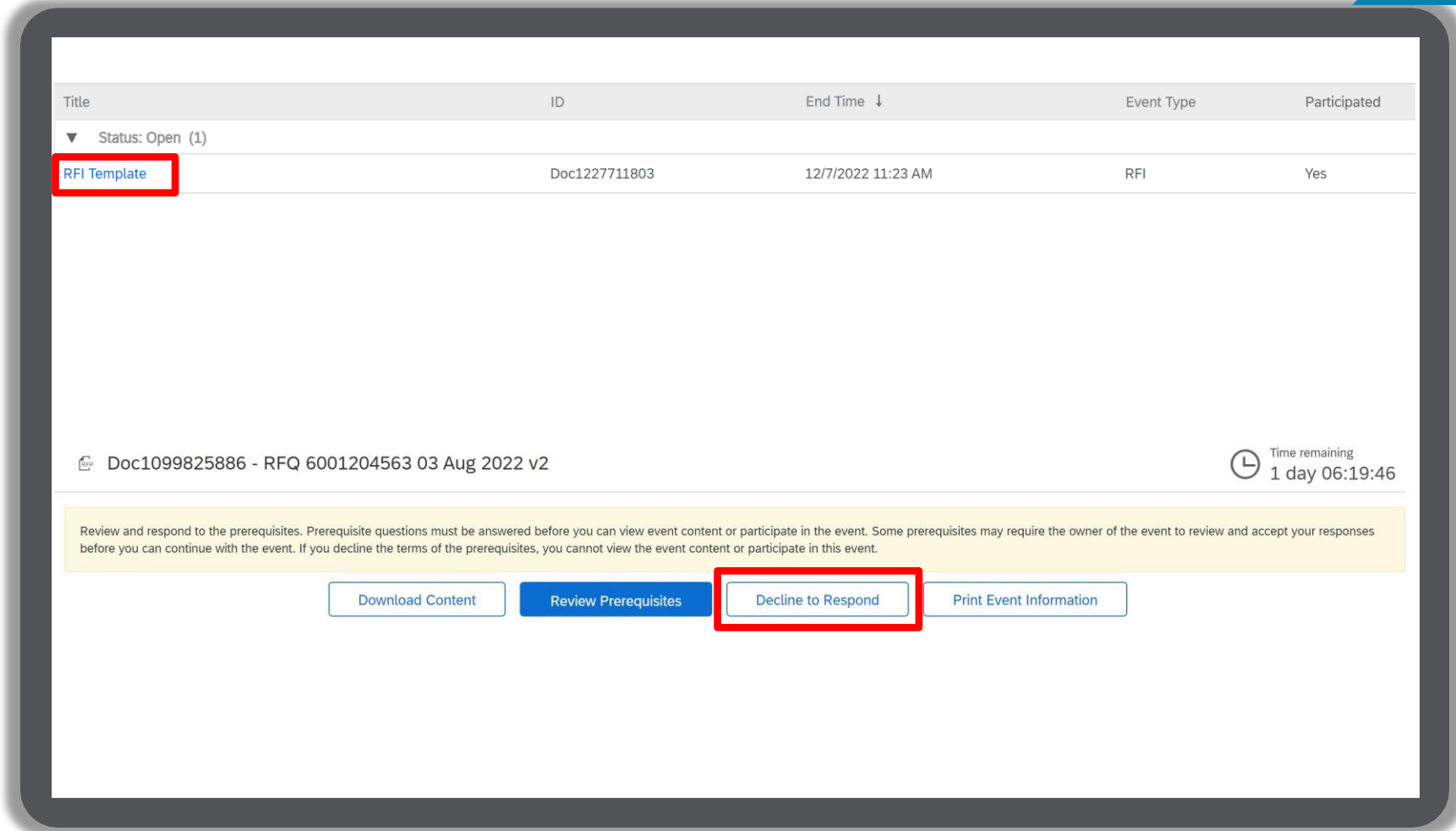
F SUMMARY OF COMMON RFI
ISSUES

HOW TO DECLINE RESPONDING TO AN RFI

E

1. Login to your SAP Business Network and click on the Event you want to decline.

Click **“Decline to Respond”**.



Title	ID	End Time ↓	Event Type	Participated
▼ Status: Open (1)				
RFI Template	Doc1227711803	12/7/2022 11:23 AM	RFI	Yes

Doc1099825886 - RFQ 6001204563 03 Aug 2022 v2

Time remaining
1 day 06:19:46

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](#)

HOW TO DECLINE RESPONDING TO AN RFI

E

2. Please provide a reason for declining to participate in the free text box area on your screen.
 - Click “OK”.

Reason for Declining to Respond

Declining to respond will temporarily remove your accessibility to this event. If you decide to respond to this event later, click the 'Intend to Respond' button for this event. Please enter the reason for declining (limited to 500 characters).

We cannot meet your current requirement and looking forward to participating in any future events.

OK

Cancel

Note:

*Your reason for not participating should be limited to **500 characters** - please be brief and to the point.*

HOW TO DECLINE RESPONDING TO AN RFI



3. Your event participation status will be updated to **“Declined”**.

Events				
Title	ID	End Time ↓	Event Type	Participated
▼ Status: Open (1)				
RFQ 6001204563 03 Aug 2022 v2	Doc1099825886	11/16/2022 6:30 PM	RFP	Declined

Registration Questionnaires				
Title	ID	End Time ↓	Status	
▼ Status: Open (2)				
Implats Supplier Registration Questionnaire 1 of 2	Doc1203008247	11/2/2023 11:18 AM	Registered	
Implats Supplier Registration Questionnaire 2 of 2	Doc1203008251	11/2/2023 10:15 AM	Registered	

A HIGH LEVEL RFI PROCESS FLOW

B HOW TO RESPOND TO IMPLATS
REQUEST FOR INFORMATION (RFIs)

C HOW TO COMPOSE A MESSAGE
TO YOUR IMPLATS BUYER

D HOW TO REVISE A SUBMITTED
RFI RESPONSE

E HOW TO DECLINE A RESPONSE
TO A SOURCING EVENT

SUMMARY OF COMMON RFI ISSUES

A MAXIMUM NUMBER OF
SUPPLIER ERROR

B ANERR EXCEPTION

C RFI CLOSED FOR
RESPONSE

D RFI LINK IS NOT
AVAILABLE

GETTING HELP

A **IMPLATS SAP ARIBA SUPPLIER SUPPORT**

B **CONTACTING SAP ARIBA DIRECTLY – WITH USER CREDENTIALS**

C **CONTACTING SAP ARIBA DIRECTLY – WITH NO USER CREDENTIALS**

IMPLATS SUPPORT AND HELP LINES

A

Implats' **Supplier Support Helpdesk** is open **Monday to Friday from 07:30 to 15:30**, excluding all South African Public Holidays.

If you need assistance outside Helpdesk operating hours, please send us an email with your request, and an agent will respond within 24 hours.



+27 14 569 6899



aribasupport@implats.co.za

A IMPLATS SAP ARIBA SUPPLIER
SUPPORT

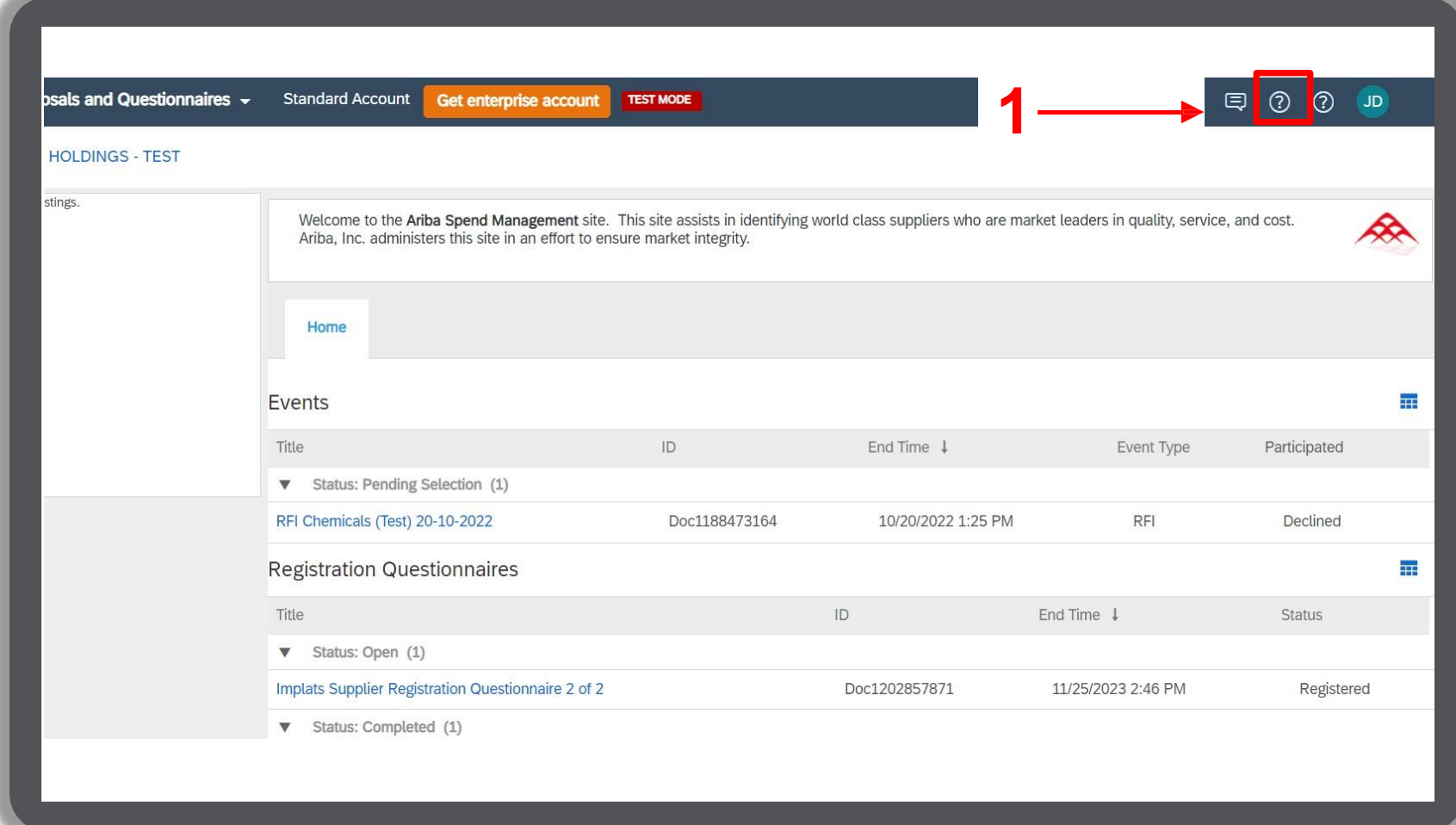
B CONTACTING SAP ARIBA
DIRECTLY – WITH USER
CREDENTIALS

C CONTACTING SAP ARIBA
DIRECTLY – WITH NO USER
CREDENTIALS

CONTACTING SAP ARIBA SUPPORT DIRECTLY (ALREADY LOGGED IN)

To contact SAP Ariba Support directly, when you are already logged in follow these steps:

1. Login to the **SAP Business Network**, and from the Home page Click on the first “?” help icon.



Proposals and Questionnaires ▾ Standard Account **Get enterprise account** TEST MODE

HOLDINGS - TEST

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.

Home

Events

Title	ID	End Time ↓	Event Type	Participated
▼ Status: Pending Selection (1)				
RFI Chemicals (Test) 20-10-2022	Doc1188473164	10/20/2022 1:25 PM	RFI	Declined

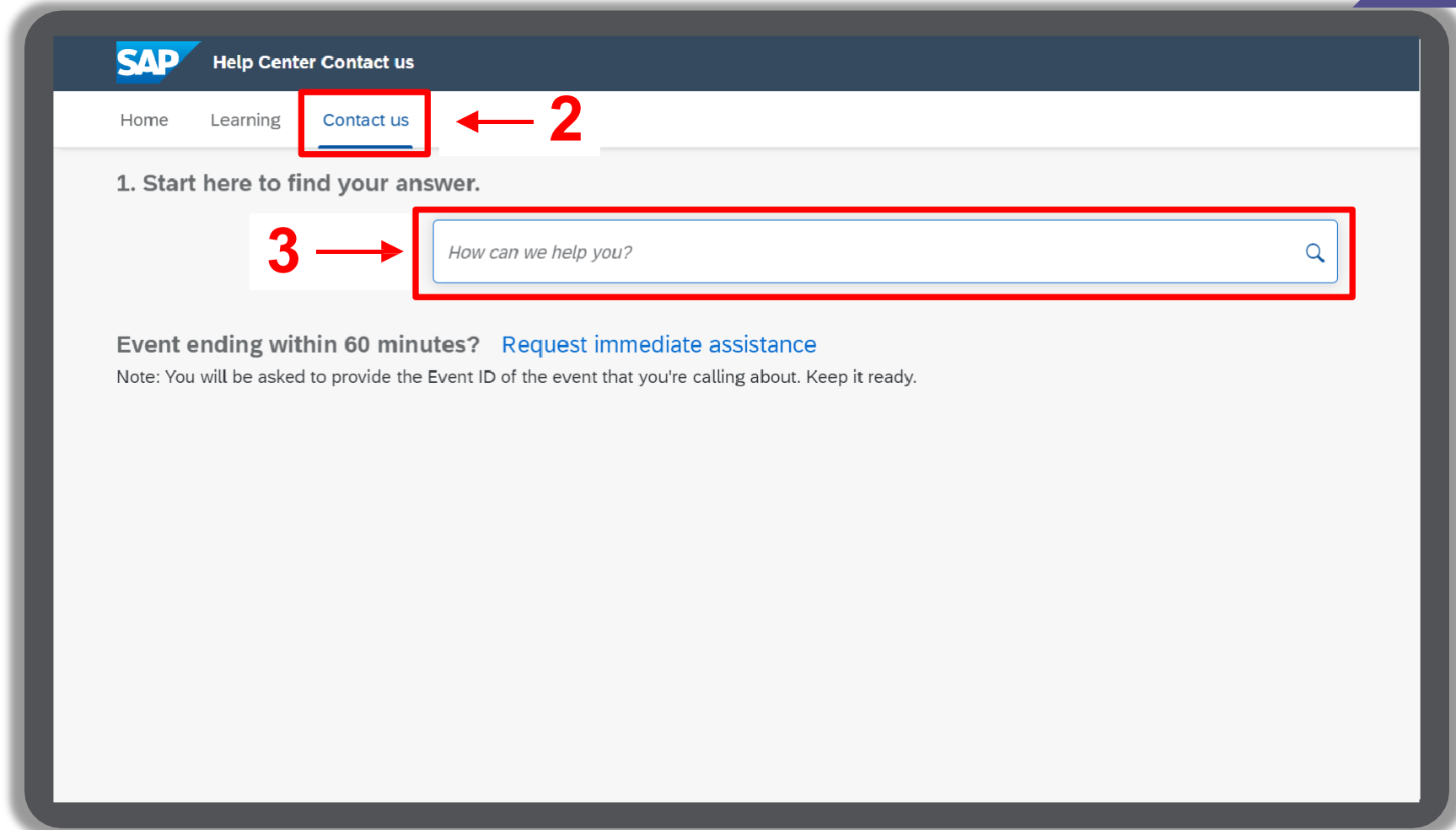
Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Implats Supplier Registration Questionnaire 2 of 2	Doc1202857871	11/25/2023 2:46 PM	Registered
▼ Status: Completed (1)			

CONTACTING SAP ARIBA SUPPORT DIRECTLY (ALREADY LOGGED IN)

You will be redirected to this screen

2. Select the **“Contact us”** tab.
3. Enter a brief description of what you need help with and click **“Search”**.



SAP Help Center Contact us

Home Learning **Contact us**

1. Start here to find your answer.

3 →

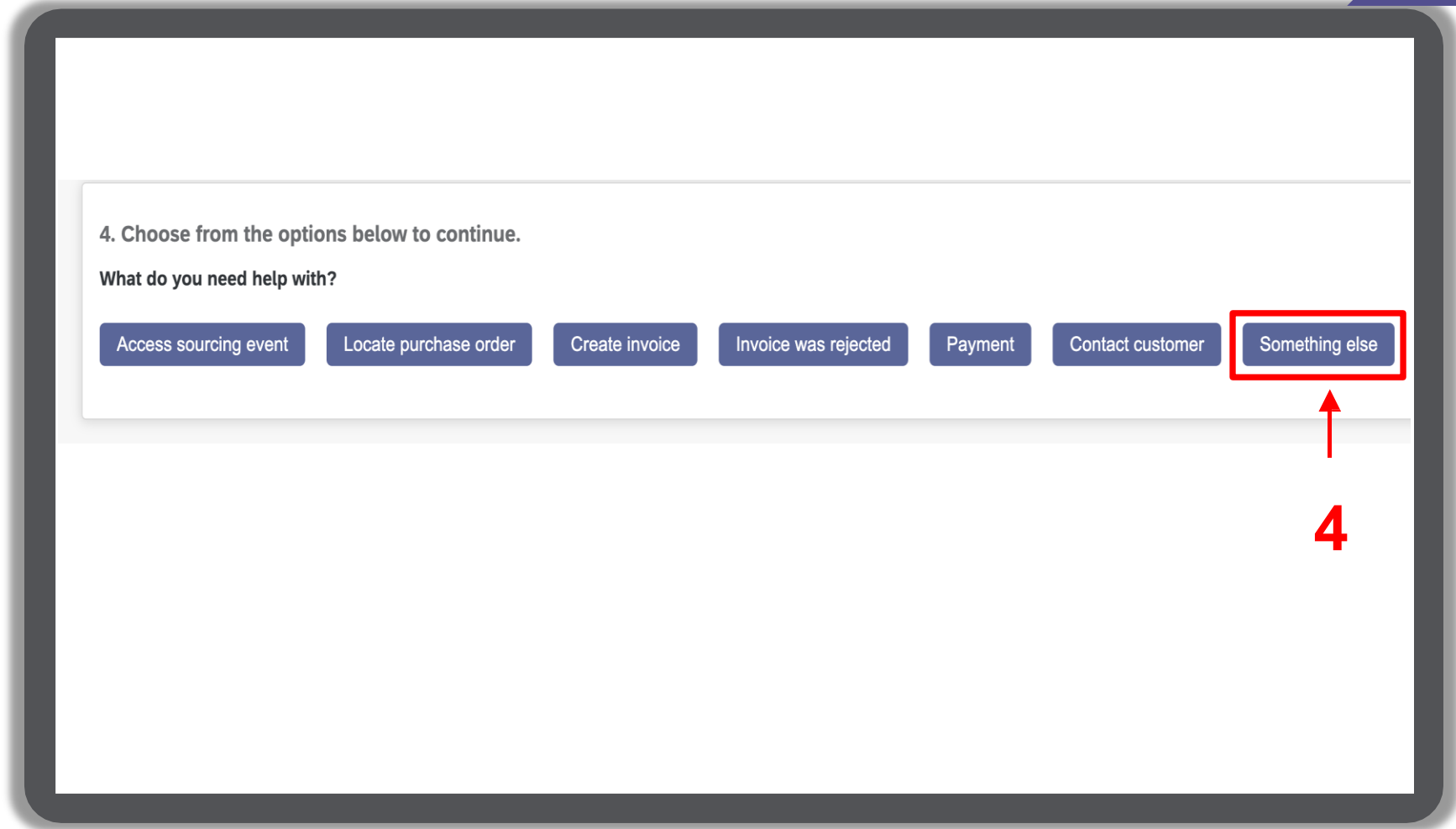
Event ending within 60 minutes? [Request immediate assistance](#)

Note: You will be asked to provide the Event ID of the event that you're calling about. Keep it ready.

CONTACTING SAP ARIBA SUPPORT DIRECTLY (ALREADY LOGGED IN)

B

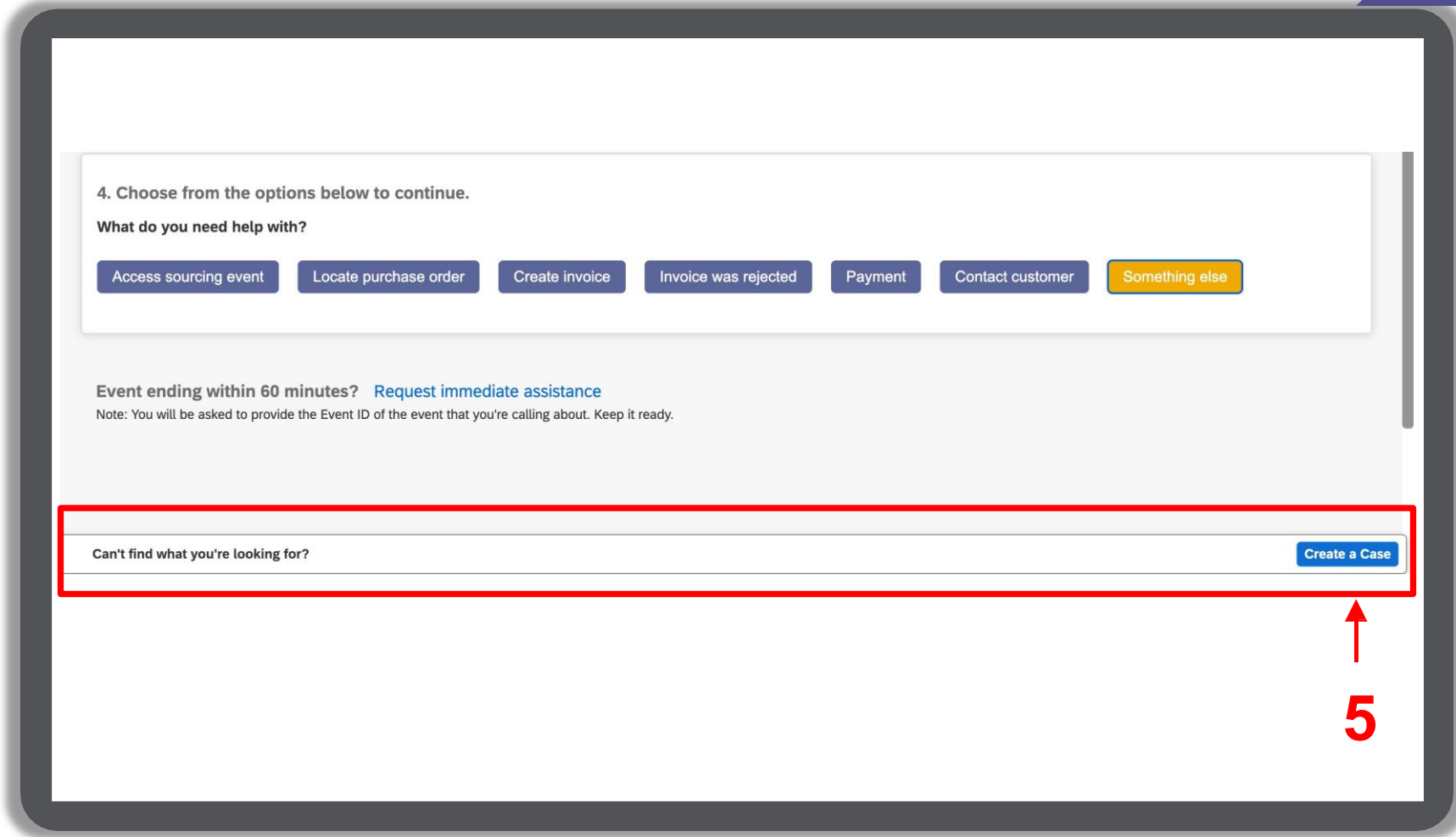
4. Should you not find an option, scroll down the screen and click **“Something Else”**.



CONTACTING SAP ARIBA SUPPORT DIRECTLY (ALREADY LOGGED IN)

B

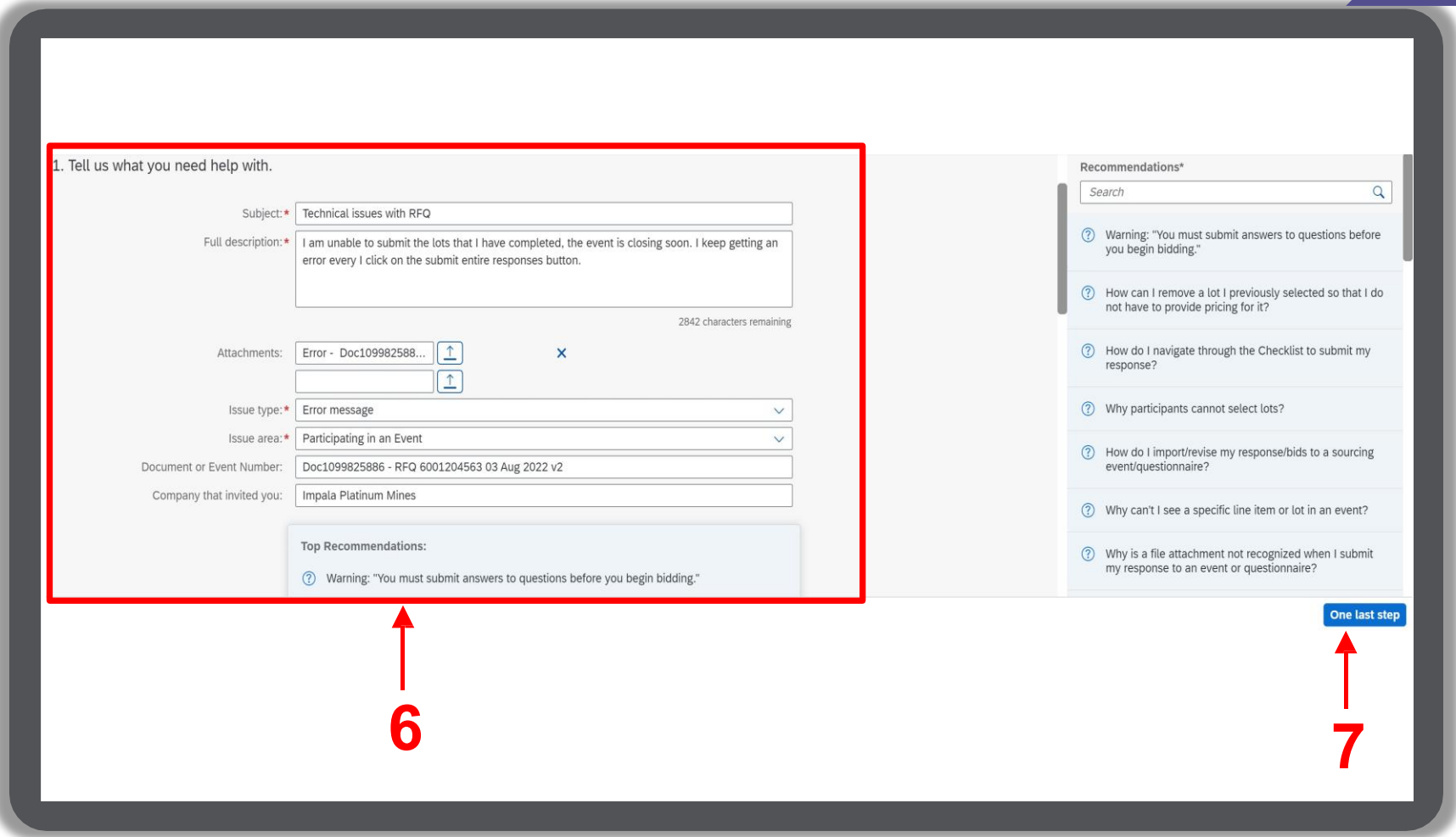
5. A bar will appear at the bottom of the screen. Click **“Create a Case”**.



CONTACTING SAP ARIBA SUPPORT DIRECTLY (ALREADY LOGGED IN)

B

- 6. Complete the form with as much detail on the issue as possible. Attach screenshots of the error if possible.
- 7. Click **“One Last Step”**.



1. Tell us what you need help with.

Subject: * Technical issues with RFQ

Full description: * I am unable to submit the lots that I have completed, the event is closing soon. I keep getting an error every I click on the submit entire responses button. 2842 characters remaining

Attachments: Error - Doc109982588...

Issue type: * Error message

Issue area: * Participating in an Event

Document or Event Number: Doc1099825886 - RFQ 6001204563 03 Aug 2022 v2

Company that invited you: Impala Platinum Mines

Top Recommendations:

- Warning: "You must submit answers to questions before you begin bidding."

Recommendations*

Search

- Warning: "You must submit answers to questions before you begin bidding."
- How can I remove a lot I previously selected so that I do not have to provide pricing for it?
- How do I navigate through the Checklist to submit my response?
- Why participants cannot select lots?
- How do I import/revise my response/bids to a sourcing event/questionnaire?
- Why can't I see a specific line item or lot in an event?
- Why is a file attachment not recognized when I submit my response to an event or questionnaire?

CONTACTING SAP ARIBA SUPPORT DIRECTLY (ALREADY LOGGED IN)

8. Review your contact information for correctness.
9. Click **“One Last Step”**.

3. Please review your contact information for correctness:

First name: *	<input type="text" value="Zozibini"/>
Last name: *	<input type="text" value="Thulo"/>
Username:	<input type="text" value="zozibini.thulo@codeblack.com"/>
Company: *	<input type="text" value="Code Black Office Furniture Pty Ltd"/>
Email: *	<input type="text" value="phindile.manana@sap.com"/>
Phone: *	<input type="text" value="+27 11 656 0000 South Africa"/>
Extension:	<input type="text"/>
Confirm phone: *	<input type="text" value="0116560000"/>
	<input checked="" type="checkbox"/> My phone number is correct.
Ariba Network ID: *	<input type="text" value="AN11149198792-T"/>

To see how your data is used by SAP Ariba, you can visit the [SAP Ariba Privacy Statement](#).

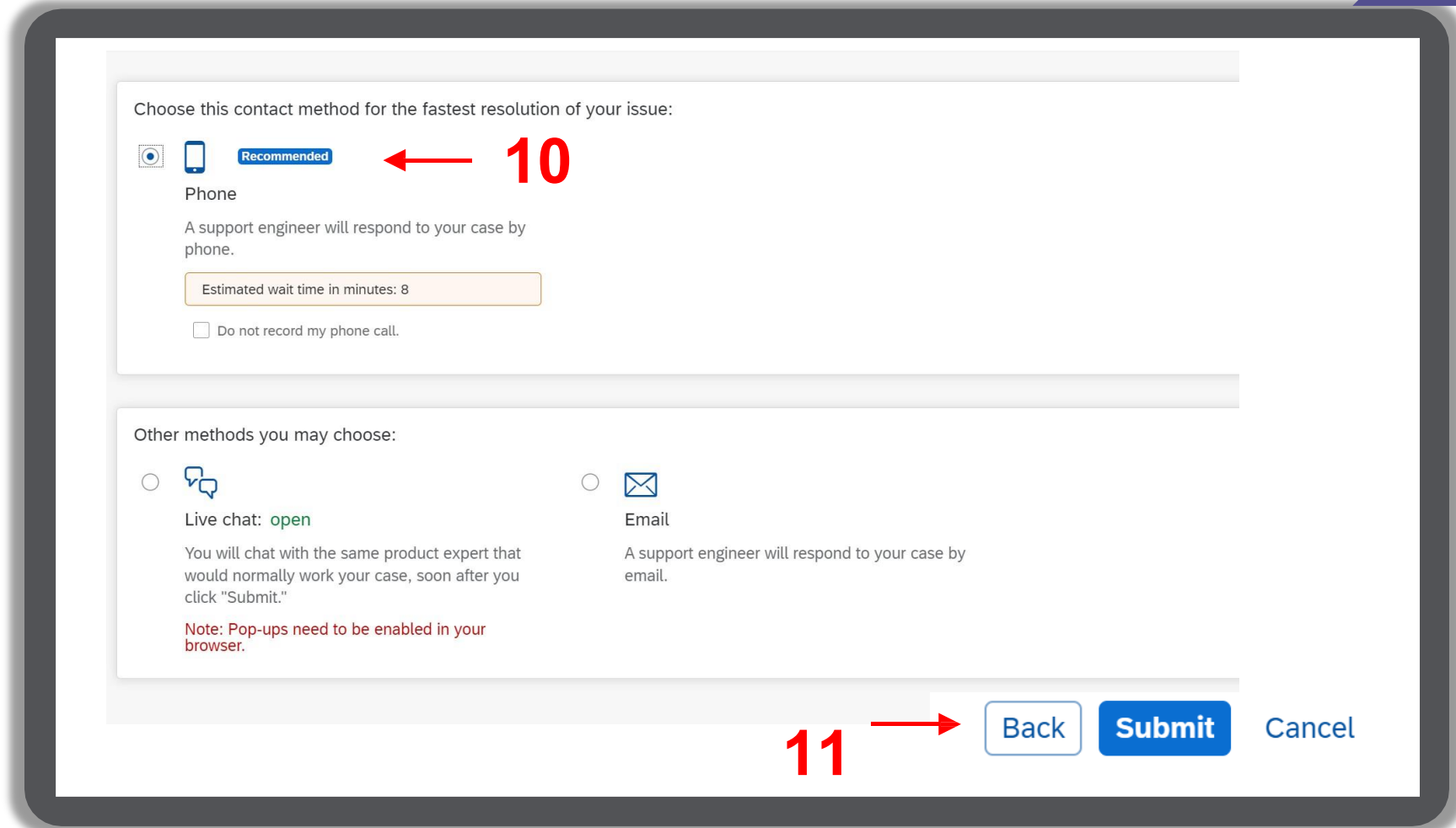
8 →

9 → **One last step**


CONTACTING SAP ARIBA SUPPORT DIRECTLY (ALREADY LOGGED IN)

10. Select your preferred method of contact.

11. Click **“Submit”**.



Choose this contact method for the fastest resolution of your issue:

 **Recommended** ← **10**


Phone

A support engineer will respond to your case by phone.

Estimated wait time in minutes: 8


Do not record my phone call.

Other methods you may choose:

 Live chat: [open](#)

You will chat with the same product expert that would normally work your case, soon after you click "Submit."

Note: Pop-ups need to be enabled in your browser.

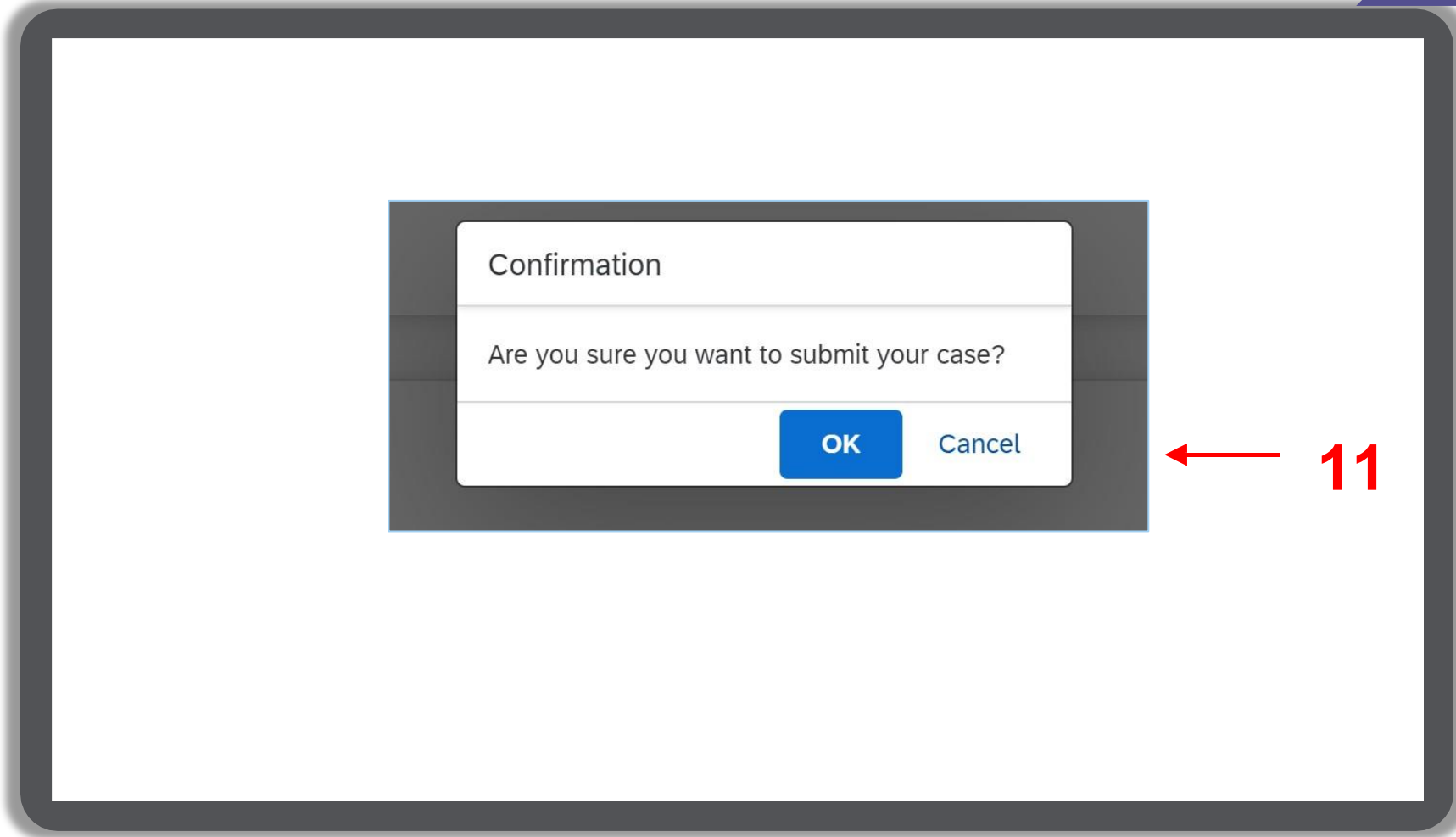
 Email

A support engineer will respond to your case by email.

11 →

CONTACTING SAP ARIBA SUPPORT DIRECTLY (ALREADY LOGGED IN)

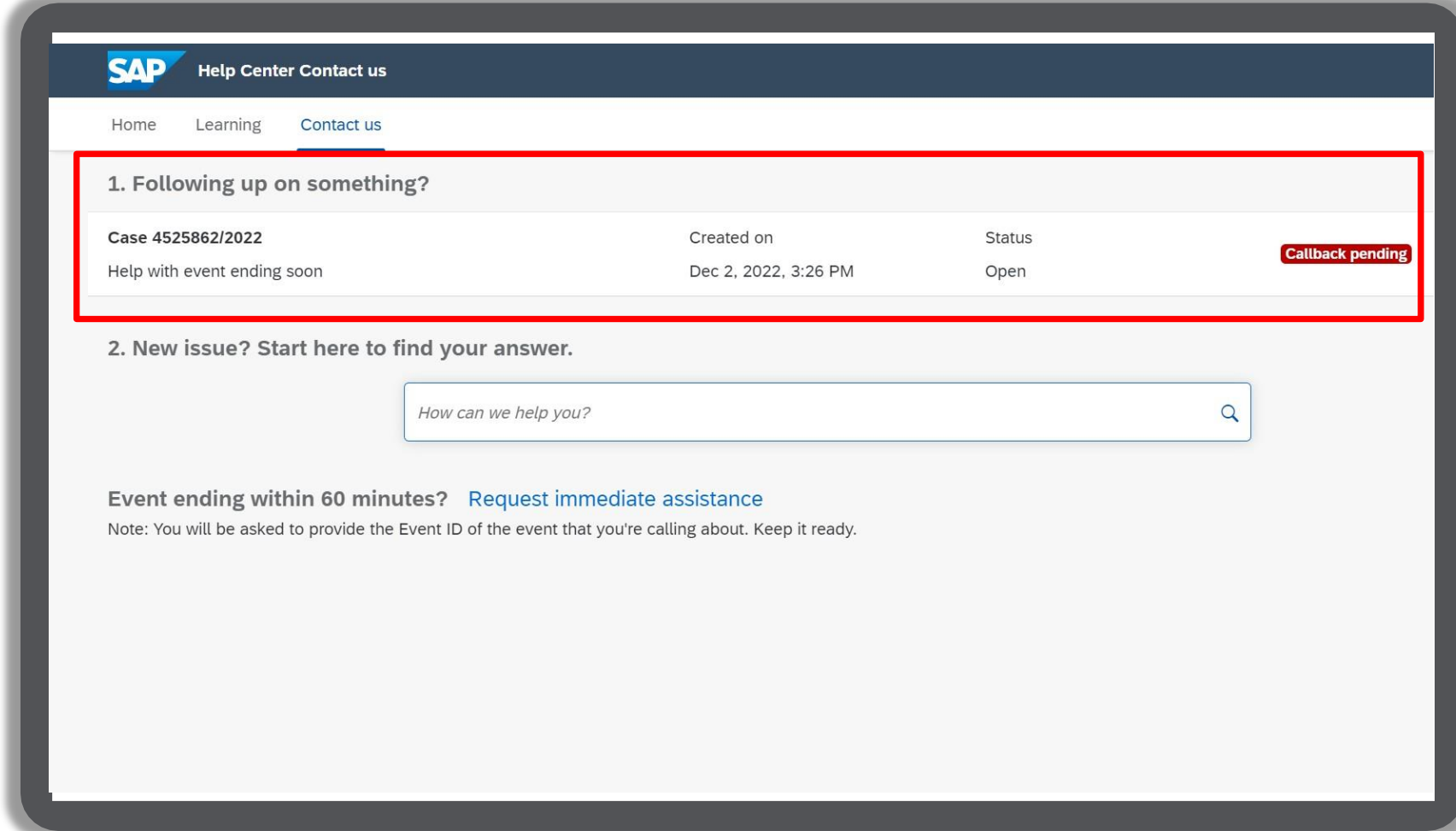
11. Confirm your intention to submit by clicking **"OK"**. You will receive an e-mail notification advising you of your ticket details.



CONTACTING SAP ARIBA SUPPORT DIRECTLY (ALREADY LOGGED IN)



12. Once submitted the following screen shows the status of your query.



SAP Help Center Contact us

Home Learning **Contact us**

1. Following up on something?

Case 4525862/2022	Created on	Status	
Help with event ending soon	Dec 2, 2022, 3:26 PM	Open	Callback pending

2. New issue? Start here to find your answer.

How can we help you?

Event ending within 60 minutes? [Request immediate assistance](#)

Note: You will be asked to provide the Event ID of the event that you're calling about. Keep it ready.

A IMPLATS SAP ARIBA SUPPLIER
SUPPORT

B CONTACTING SAP ARIBA
DIRECTLY – WITH USER
CREDENTIALS

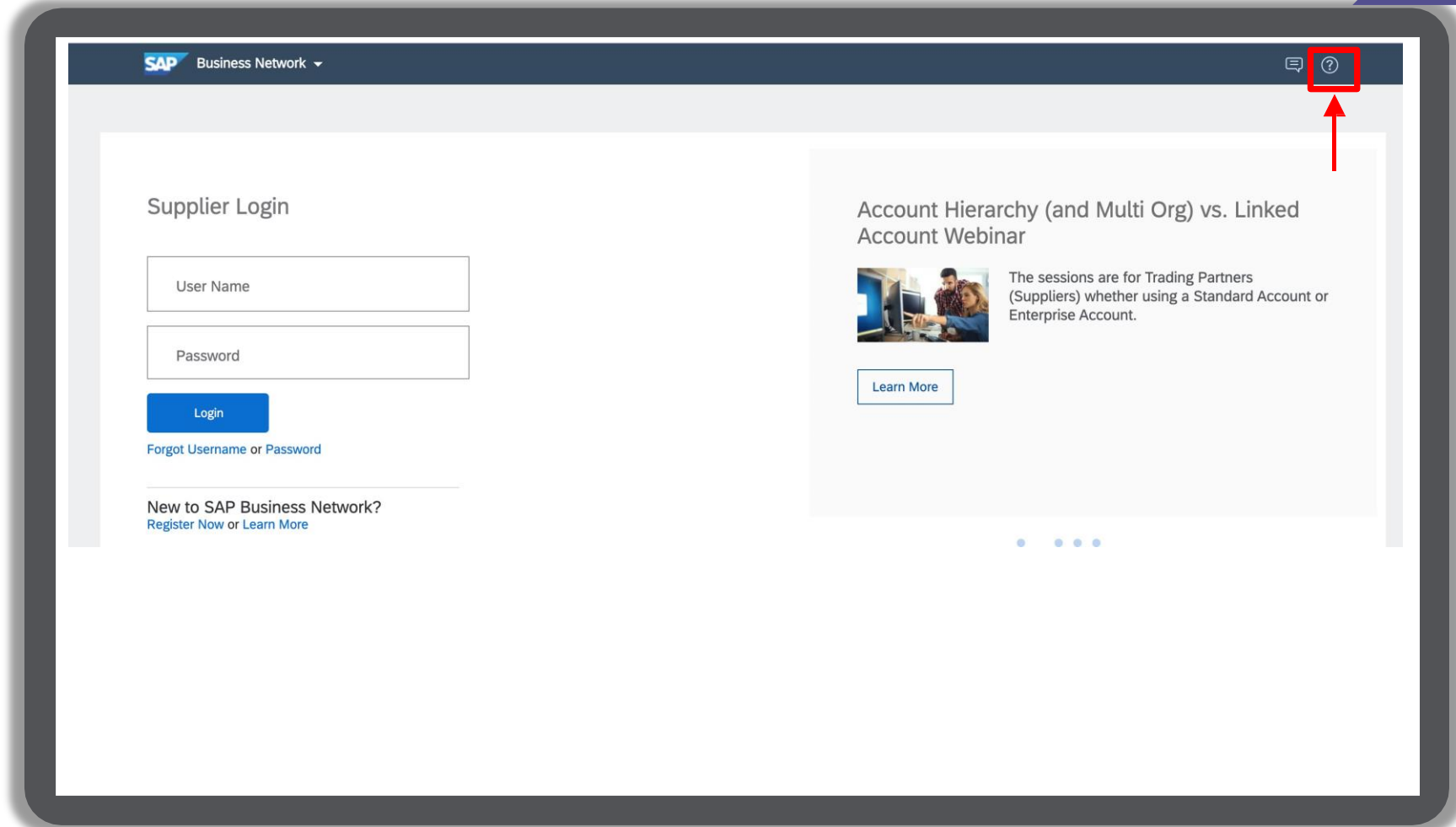
C CONTACTING SAP ARIBA
DIRECTLY – WITH NO USER
CREDENTIALS

CONTACTING SAP ARIBA SUPPORT DIRECTLY (NO USER CREDENTIALS)

To contact SAP Ariba Support directly, when you do not have any login credentials to your account, follow these steps:

1. Access the **SAP Business Network** Supplier login page.

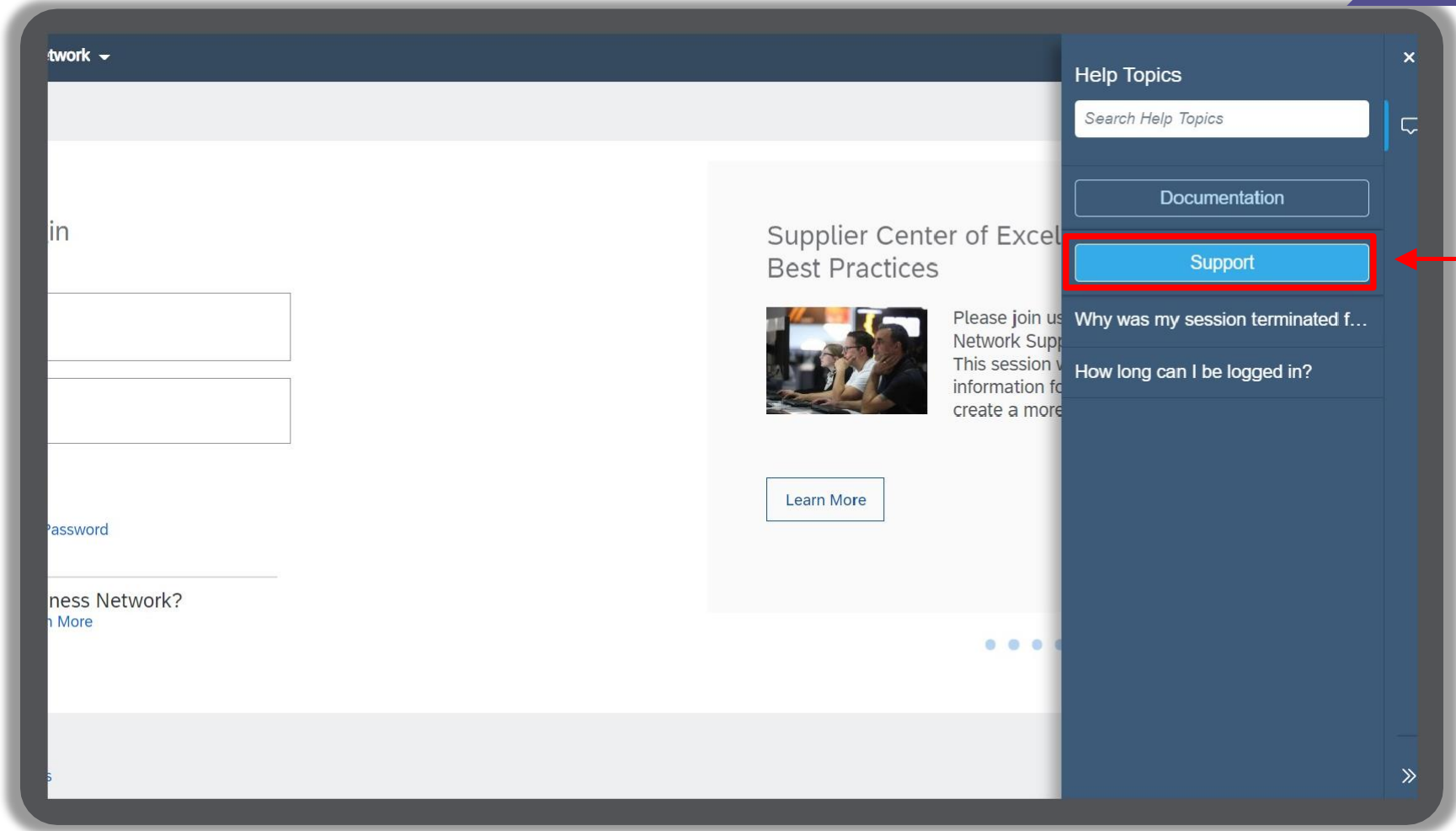
Click the “?” help icon



CONTACTING SAP ARIBA SUPPORT DIRECTLY (NO USER CREDENTIALS)

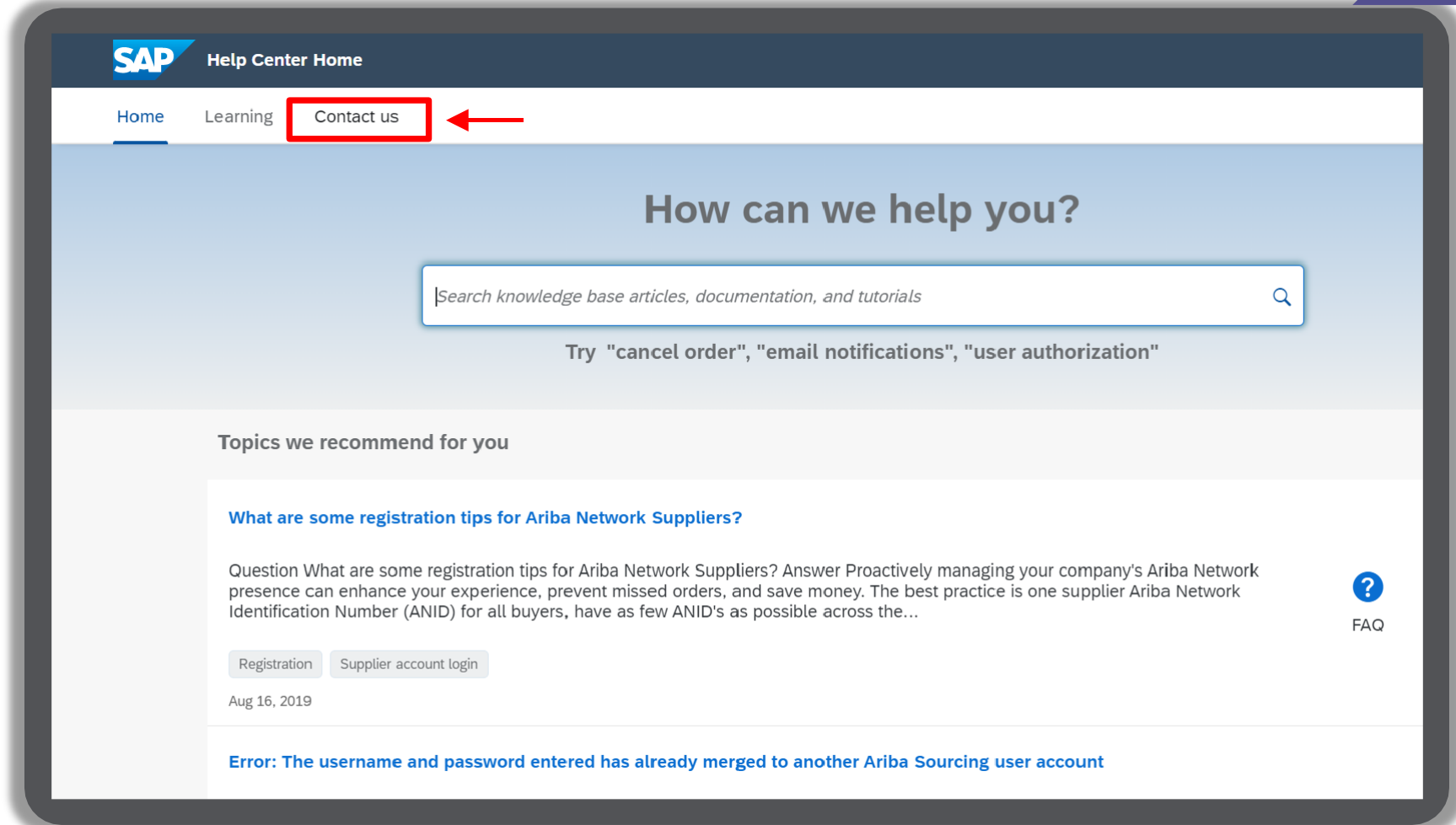


2. Click **Support**



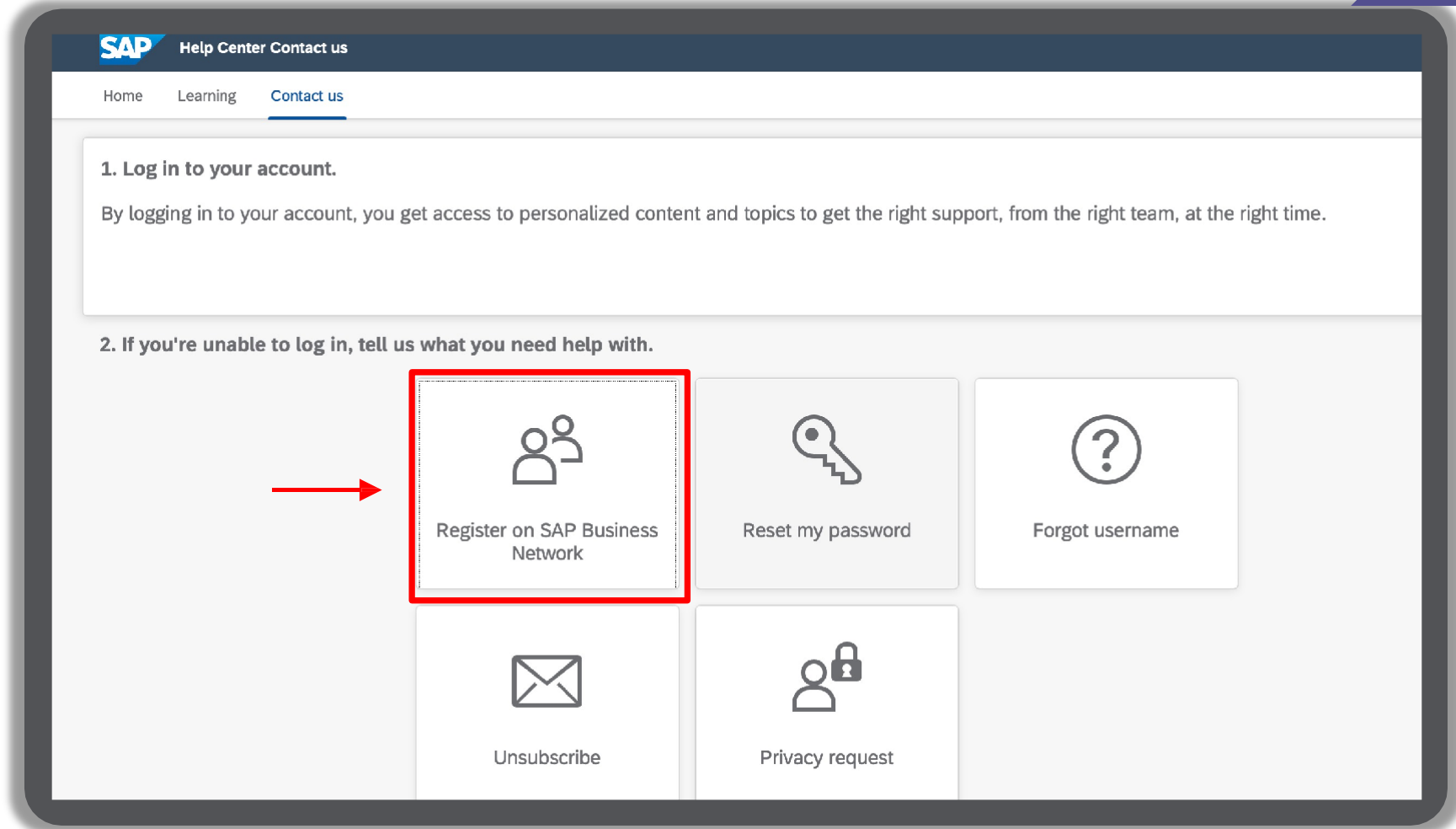
CONTACTING SAP ARIBA SUPPORT DIRECTLY (NO USER CREDENTIALS)

3. Click “Contact us”.



CONTACTING SAP Ariba SUPPORT DIRECTLY (NO USER CREDENTIALS)

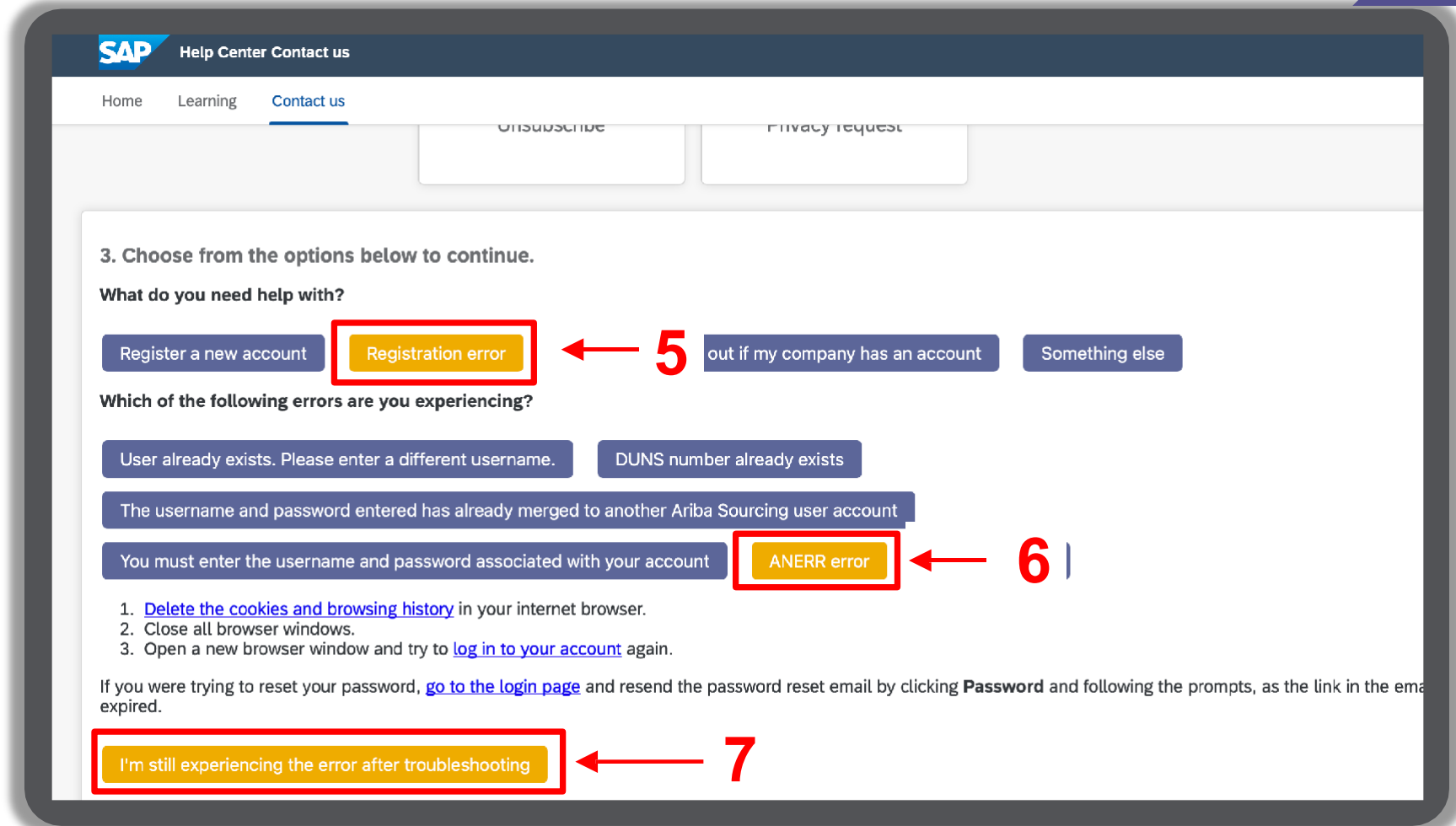
4. Click **“Register on SAP Business Network”**.



CONTACTING SAP ARIBA SUPPORT DIRECTLY (NO USER CREDENTIALS)



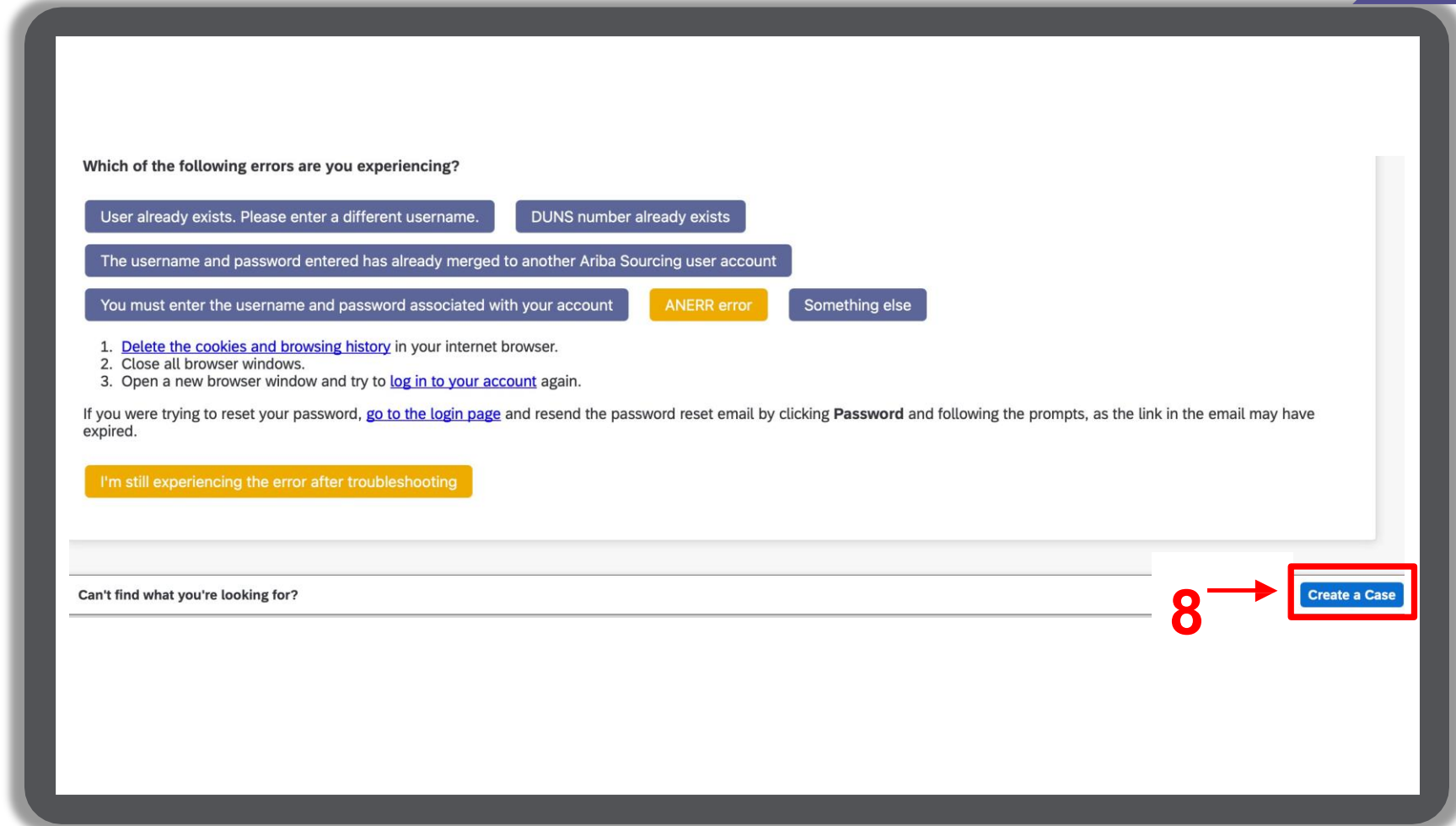
5. Click “Registration error”.
6. Click “ANERR error”.
7. Click “I’m still experiencing the error after troubleshooting”.



CONTACTING SAP ARIBA SUPPORT DIRECTLY (NO USER CREDENTIALS)

8. After clicking “I’m still experiencing the error” a pop up will appear at the bottom of your screen.

Click “**Create a Case**”.



Which of the following errors are you experiencing?

User already exists. Please enter a different username. DUNS number already exists

The username and password entered has already merged to another Ariba Sourcing user account

You must enter the username and password associated with your account **ANERR error** Something else

1. [Delete the cookies and browsing history](#) in your internet browser.
2. Close all browser windows.
3. Open a new browser window and try to [log in to your account](#) again.

If you were trying to reset your password, [go to the login page](#) and resend the password reset email by clicking **Password** and following the prompts, as the link in the email may have expired.

I'm still experiencing the error after troubleshooting

Can't find what you're looking for?

8 → **Create a Case**

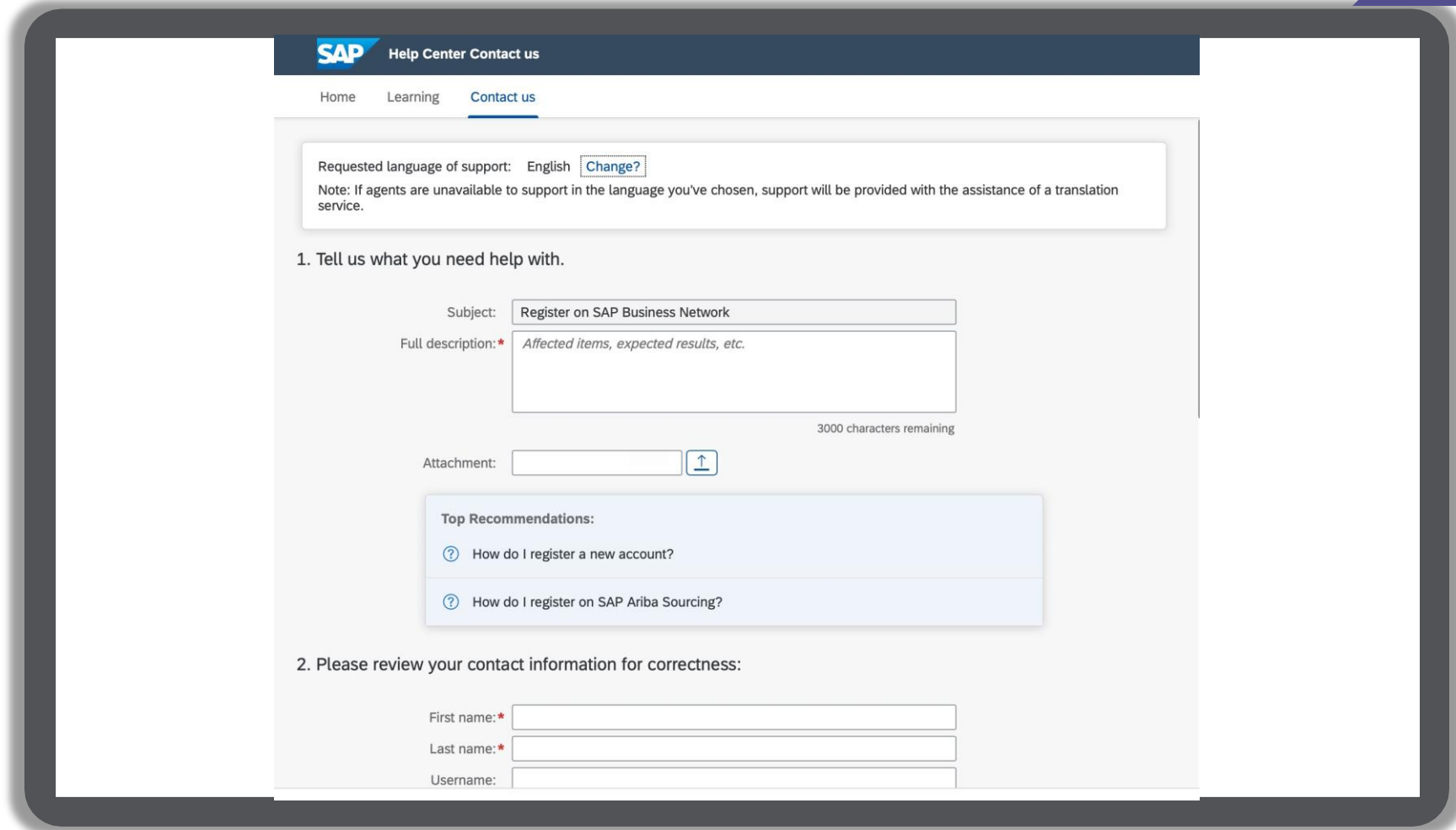
CONTACTING SAP ARIBA SUPPORT DIRECTLY (NO USER CREDENTIALS)

9. Complete the form and submit your **SAP Ariba Support case ticket.**

Note:

To change your user **Administrator** in SAP Ariba, you are required to provide the following information:

- **ANID** (Ariba Network Identification number) of your supplier account. The Implats Helpdesk will assist you with this number if you do not have it.
- Previous administrator's **full name**.
- Previous administrator's **e-mail address**.
- Name and e-mail address of a sub-user (if the account has sub-users)



SAP Help Center Contact us

Home Learning Contact us

Requested language of support: English [Change?](#)


Note: If agents are unavailable to support in the language you've chosen, support will be provided with the assistance of a translation service.

1. Tell us what you need help with.

Subject: Register on SAP Business Network

Full description: * Affected items, expected results, etc.

3000 characters remaining

Attachment: 

Top Recommendations:

- [How do I register a new account?](#)
- [How do I register on SAP Ariba Sourcing?](#)

2. Please review your contact information for correctness:

First name: *

Last name: *

Username:

HOW TO RESPOND TO RFPs

OVERVIEW

A HIGH LEVEL RFP PROCESS FLOW

B HOW TO RESPOND TO IMPLATS
REQUEST FOR PROPOSALS (RFPs)

C HOW TO RESPOND TO IMPLATS
RFPs THAT ALLOW ALTERNATIVE
RESPONSES

D HOW TO RESPOND TO IMPLATS
BOQ RFPs

E HOW TO COMPOSE A MESSAGE
TO YOUR IMPLATS BUYER

F HOW TO REVISE A SUBMITTED
RFP RESPONSE

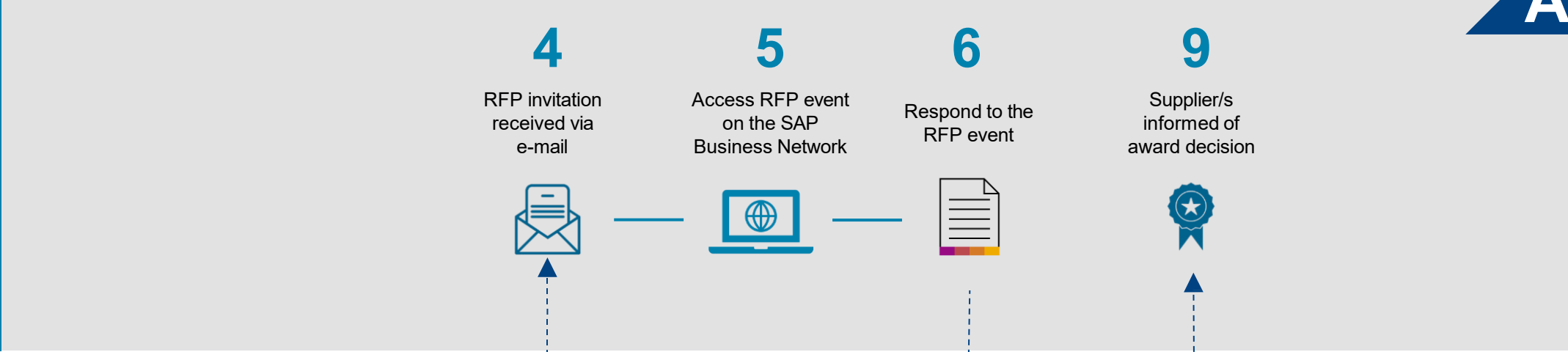
G HOW TO DECLINE A RESPONSE
TO A SOURCING EVENT

HIGH LEVEL RFP PROCESS FLOW

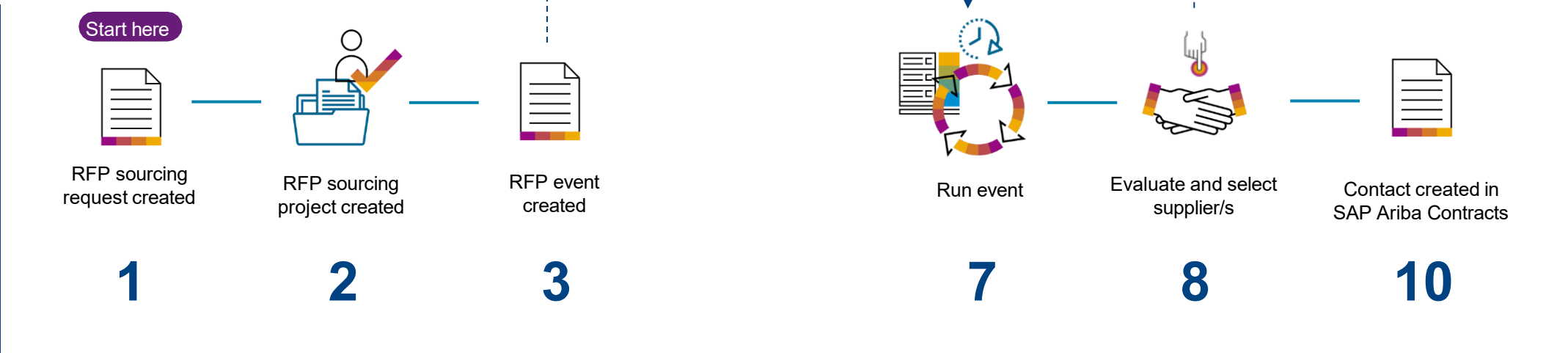
A

Suppliers

SAP Business Network



SAP Ariba SLP



OVERVIEW

A HIGH LEVEL RFP PROCESS FLOW

B HOW TO RESPOND TO IMPLATS
REQUEST FOR PROPOSALS (RFPs)

C HOW TO RESPOND TO IMPLATS
RFPs THAT ALLOW ALTERNATIVE
RESPONSES

D HOW TO RESPOND TO IMPLATS
BOQ RFPs

E HOW TO COMPOSE A MESSAGE
TO YOUR IMPLATS BUYER

F HOW TO REVISE A SUBMITTED
RFP RESPONSE

G HOW TO DECLINE A RESPONSE
TO A SOURCING EVENT

HOW TO RESPOND TO RFPs

B

1. You will receive an invitation email notification with the subject: **“Impala Platinum Holdings has invited you to participate in event”**.

Important note:

Please read the content of the invitation carefully. It will contain information guiding you on the next steps required to respond to the RFP.

Click **“Click Here”** to access the event.

Impala Platinum Holdings - TEST has invited you to participate in an event: RFP Templates.

Impala Platinum Holdings - TEST has invited you to participate in the following event: RFP Templates. The event is set to begin on Monday, November 21, 2022 at 4:21 AM, Pacific Standard Time.

Use the following username to log in to Impala Platinum Holdings - TEST events: xxx@yyyyy.zz.zz

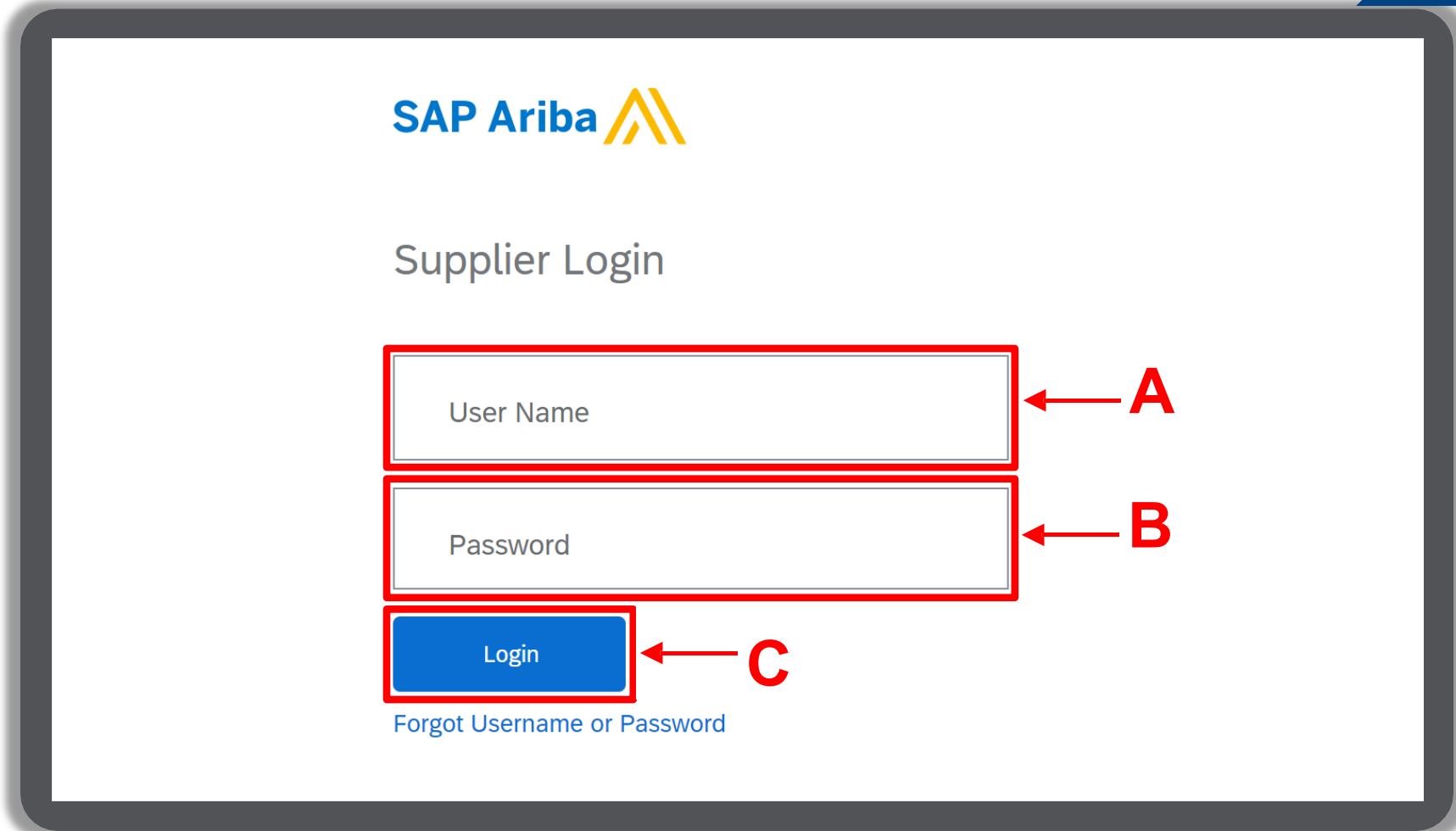
[Click Here](#) to access this event.



HOW TO RESPOND TO RFPS

B

2. You will be redirected to the SAP Ariba Supplier Login Page
 - A. Enter your **username**
 - B. Enter your **password**
 - C. Click on the **“Login”** button



The screenshot shows the SAP Ariba Supplier Login page. At the top left is the SAP Ariba logo. Below it is the text 'Supplier Login'. There are three main elements highlighted with red boxes and arrows: a 'User Name' input field with a red arrow labeled 'A' pointing to it; a 'Password' input field with a red arrow labeled 'B' pointing to it; and a blue 'Login' button with a red arrow labeled 'C' pointing to it. Below the 'Login' button is a link that says 'Forgot Username or Password'.

HOW TO RESPOND TO RFPs



Note:

If a RFP has closed, you will see one of these two screens.

3. In the top right of the page, you will see a message that says “Completed” or “Pending Selection.” This means that the RFP is closed for responses.
4. Pending Selection -The event has closed for responses and is pending the sourcing specialist’s awarding decision.
5. Completed – The event is complete and cannot be reopened.

The top screenshot shows the Ariba Sourcing interface for event Doc1302386130. The status 'Completed' is highlighted in a red box in the top right corner. The interface includes a checklist on the left with steps: 1. Review Event Details, 2. Review and Accept Prerequisites, 3. Select Lots/Line Items, and 4. Submit Response. The main content area shows 'All Content' with sections for 'COMPANY OVERVIEW' and 'HOW TO GET HELP/SUPPORT'.

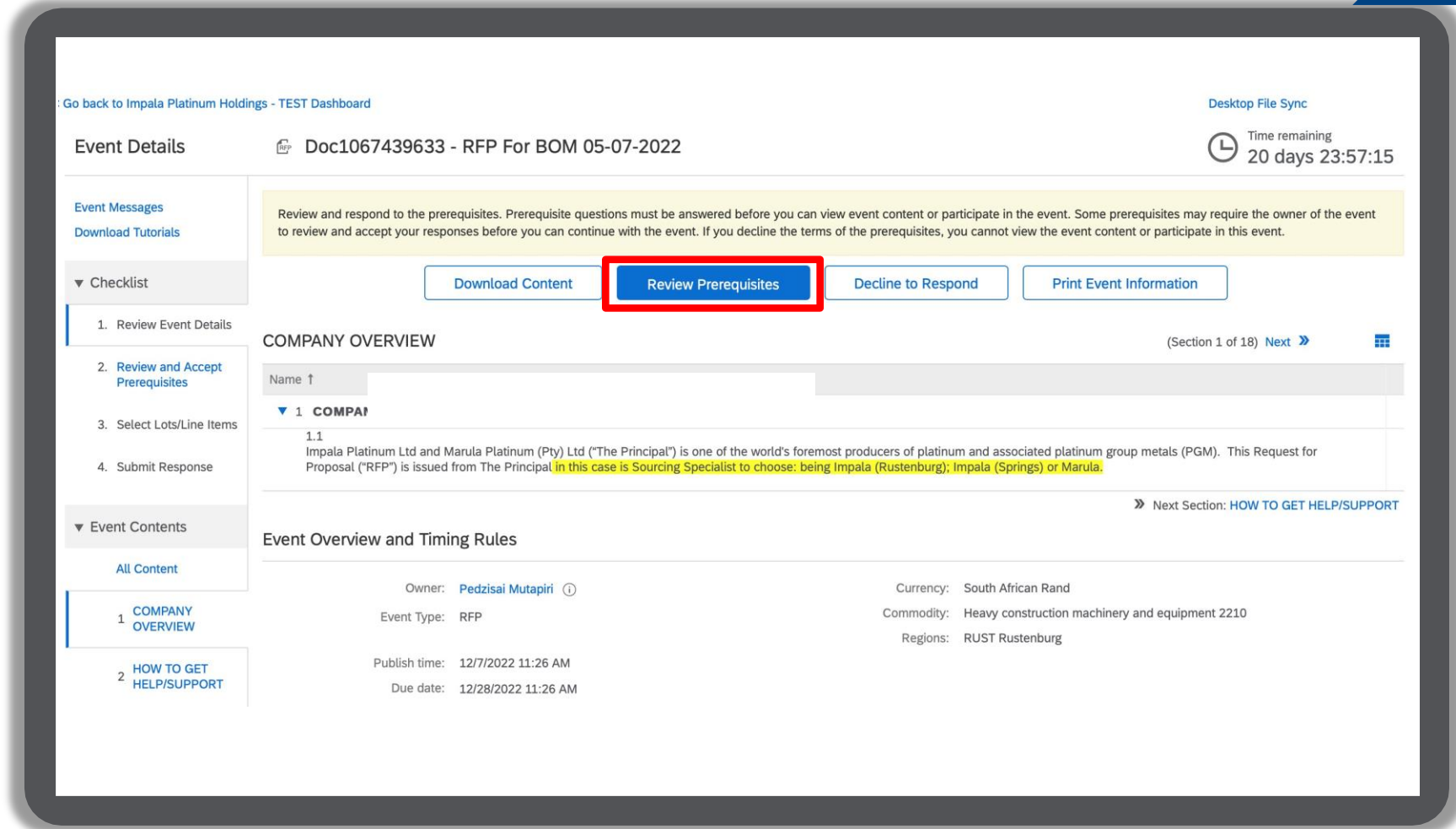
The bottom screenshot shows the Ariba Sourcing interface for event Doc1120348611. The status 'Pending Selection' is highlighted in a red box in the top right corner. The interface includes a checklist on the left with steps: 1. Review Event Details, 2. Review and Accept Prerequisites, and 3. Submit Response. The main content area shows 'COMPANY OVERVIEW' and 'Event Overview and Timing Rules'.

HOW TO RESPOND TO RFPs



Let's continue.

6. Once logged in the RFP event screen will appear.
7. Click **“Review Prerequisites”** for information on Implats’ requirements, which must be completed before you can respond to the RFP.



Go back to Impala Platinum Holdings - TEST Dashboard Desktop File Sync

Event Details Doc1067439633 - RFP For BOM 05-07-2022 Time remaining
20 days 23:57:15

Event Messages
Download Tutorials

▼ Checklist

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

▼ Event Contents

All Content

- 1 COMPANY OVERVIEW
- 2 HOW TO GET HELP/SUPPORT

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](#)

COMPANY OVERVIEW (Section 1 of 18) Next »

Name ↑

▼ 1 COMPAI

1.1
Impala Platinum Ltd and Marula Platinum (Pty) Ltd ("The Principal") is one of the world's foremost producers of platinum and associated platinum group metals (PGM). This Request for Proposal ("RFP") is issued from The Principal **in this case is Sourcing Specialist to choose: being Impala (Rustenburg), Impala (Springs) or Marula.**

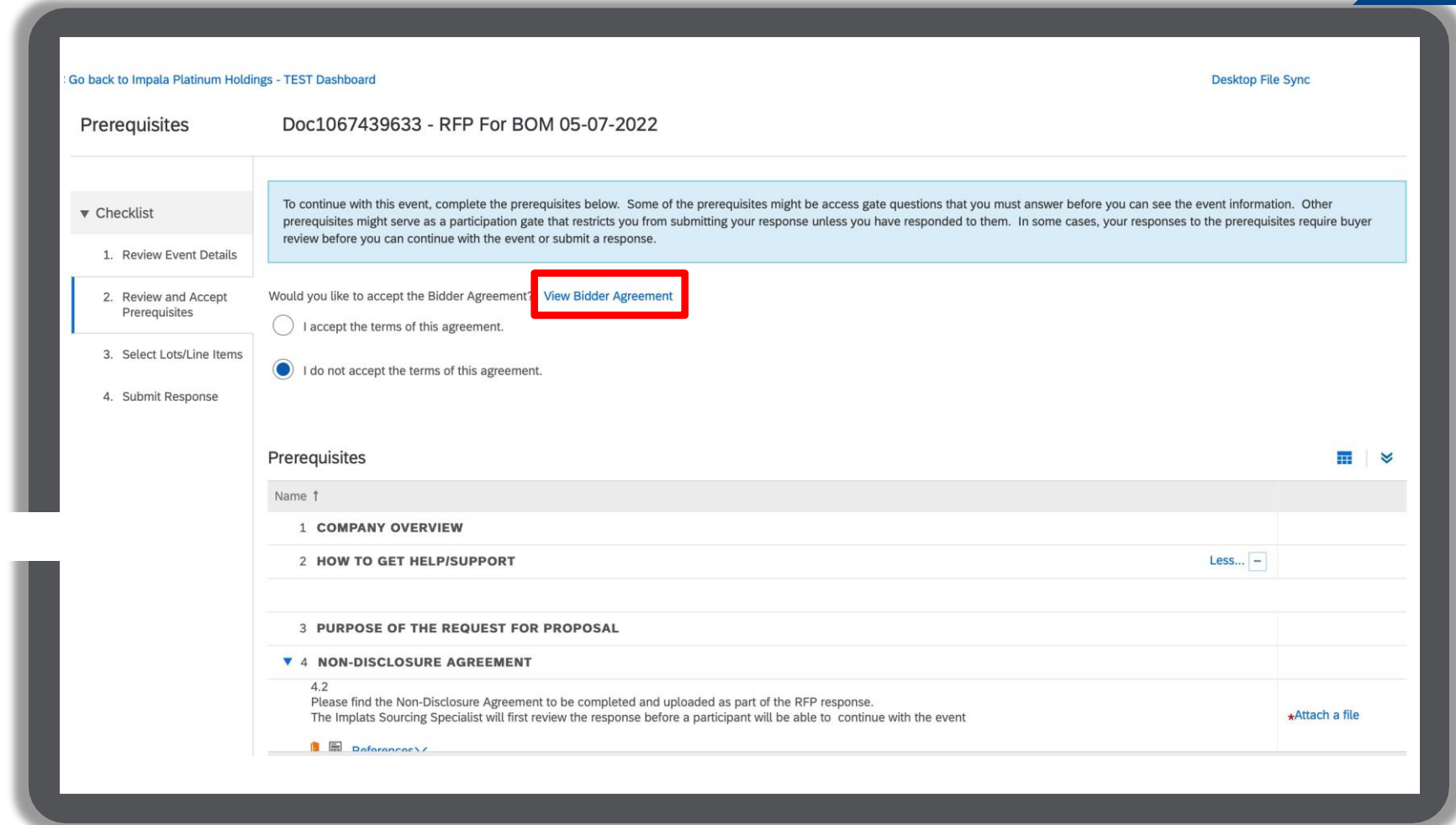
» Next Section: [HOW TO GET HELP/SUPPORT](#)

Event Overview and Timing Rules

Owner: Pedzisi Mutapiri	Currency: South African Rand
Event Type: RFP	Commodity: Heavy construction machinery and equipment 2210
Publish time: 12/7/2022 11:26 AM	Regions: RUST Rustenburg
Due date: 12/28/2022 11:26 AM	

HOW TO RESPOND TO RFPs

8. Review Implats' Bidder Agreement.
Click **“View Bidder Agreement”** to see details.



Go back to Impala Platinum Holdings - TEST Dashboard Desktop File Sync

Prerequisites Doc1067439633 - RFP For BOM 05-07-2022

▼ Checklist

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

To continue with this event, complete the prerequisites below. Some of the prerequisites might be access gate questions that you must answer before you can see the event information. Other prerequisites might serve as a participation gate that restricts you from submitting your response unless you have responded to them. In some cases, your responses to the prerequisites require buyer review before you can continue with the event or submit a response.

Would you like to accept the Bidder Agreement? [View Bidder Agreement](#)

I accept the terms of this agreement.

I do not accept the terms of this agreement.

Prerequisites ☰ | ▼

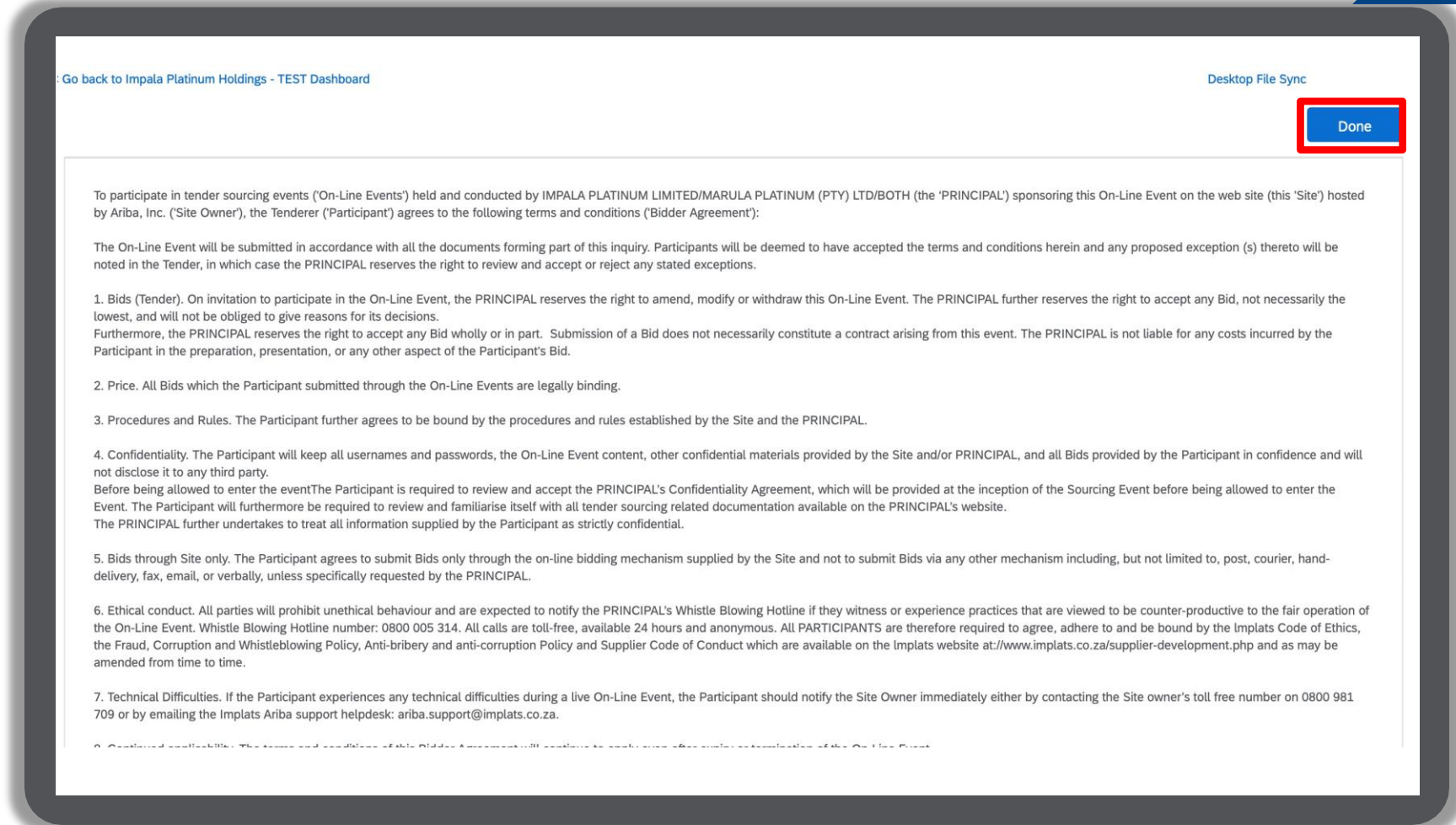
Name ↑	
1 COMPANY OVERVIEW	
2 HOW TO GET HELP/SUPPORT	Less... ▾
3 PURPOSE OF THE REQUEST FOR PROPOSAL	
▼ 4 NON-DISCLOSURE AGREEMENT	
4.2 Please find the Non-Disclosure Agreement to be completed and uploaded as part of the RFP response. The Implats Sourcing Specialist will first review the response before a participant will be able to continue with the event	*Attach a file

References

HOW TO RESPOND TO RFPs

9. Once reviewed, click “Done”.

You must agree to the Bidder Agreement to be able to respond to the RFP.



Go back to Impala Platinum Holdings - TEST Dashboard Desktop File Sync

Done

To participate in tender sourcing events ('On-Line Events') held and conducted by IMPALA PLATINUM LIMITED/MARULA PLATINUM (PTY) LTD/BOTH (the 'PRINCIPAL') sponsoring this On-Line Event on the web site (this 'Site') hosted by Ariba, Inc. ('Site Owner'), the Tenderer ('Participant') agrees to the following terms and conditions ('Bidder Agreement'):

The On-Line Event will be submitted in accordance with all the documents forming part of this inquiry. Participants will be deemed to have accepted the terms and conditions herein and any proposed exception (s) thereto will be noted in the Tender, in which case the PRINCIPAL reserves the right to review and accept or reject any stated exceptions.

- 1. Bids (Tender).** On invitation to participate in the On-Line Event, the PRINCIPAL reserves the right to amend, modify or withdraw this On-Line Event. The PRINCIPAL further reserves the right to accept any Bid, not necessarily the lowest, and will not be obliged to give reasons for its decisions. Furthermore, the PRINCIPAL reserves the right to accept any Bid wholly or in part. Submission of a Bid does not necessarily constitute a contract arising from this event. The PRINCIPAL is not liable for any costs incurred by the Participant in the preparation, presentation, or any other aspect of the Participant's Bid.
- 2. Price.** All Bids which the Participant submitted through the On-Line Events are legally binding.
- 3. Procedures and Rules.** The Participant further agrees to be bound by the procedures and rules established by the Site and the PRINCIPAL.
- 4. Confidentiality.** The Participant will keep all usernames and passwords, the On-Line Event content, other confidential materials provided by the Site and/or PRINCIPAL, and all Bids provided by the Participant in confidence and will not disclose it to any third party. Before being allowed to enter the event The Participant is required to review and accept the PRINCIPAL's Confidentiality Agreement, which will be provided at the inception of the Sourcing Event before being allowed to enter the Event. The Participant will furthermore be required to review and familiarise itself with all tender sourcing related documentation available on the PRINCIPAL's website. The PRINCIPAL further undertakes to treat all information supplied by the Participant as strictly confidential.
- 5. Bids through Site only.** The 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, hand-delivery, fax, email, or verbally, unless specifically requested by the PRINCIPAL.
- 6. Ethical conduct.** All parties will prohibit unethical behaviour and are expected to notify the PRINCIPAL's Whistle Blowing Hotline if they witness or experience practices that are viewed to be counter-productive to the fair operation of the On-Line Event. Whistle Blowing Hotline number: 0800 005 314. All calls are toll-free, available 24 hours and anonymous. All PARTICIPANTS are therefore required to agree, adhere to and be bound by the Implats Code of Ethics, the Fraud, Corruption and Whistleblowing Policy, Anti-bribery and anti-corruption Policy and Supplier Code of Conduct which are available on the Implats website at://www.implats.co.za/supplier-development.php and as may be amended from time to time.
- 7. Technical Difficulties.** If the Participant experiences any technical difficulties during a live On-Line Event, the Participant should notify the Site Owner immediately either by contacting the Site owner's toll free number on 0800 981 709 or by emailing the Implats Ariba support helpdesk: ariba.support@implats.co.za.
- 8. Continued applicability.** The terms and conditions of this Bidder Agreement will continue to apply even after completion of the On-Line Event.

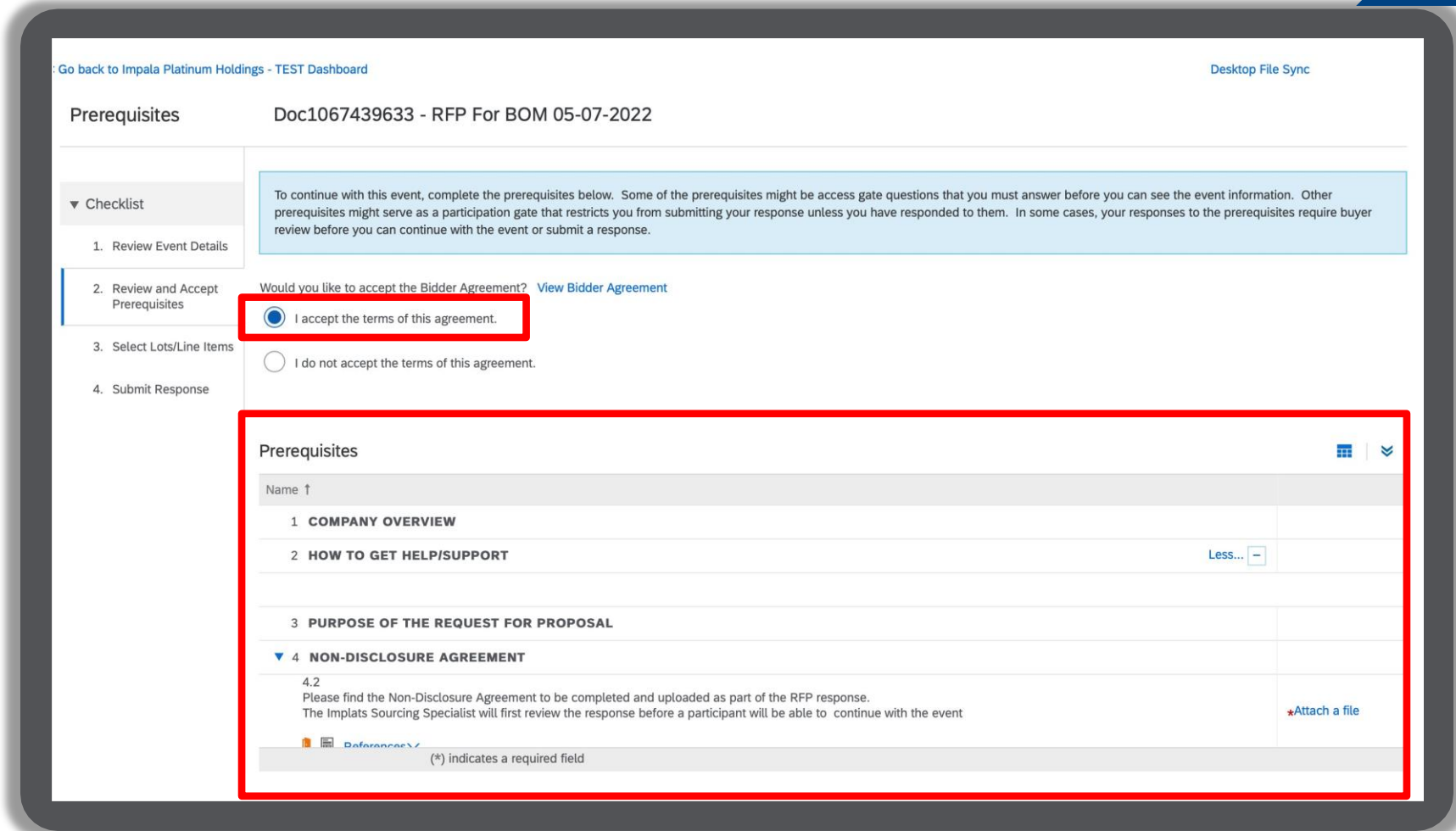
HOW TO RESPOND TO RFPS



10. Select the radio button **“I accept the terms of this agreement”**.

11. Respond to the other prerequisites as shown in the Prerequisites section, by attaching the required Non-disclosure Agreement (NDA).

Click **“OK”** at the bottom of the screen to continue.



Go back to Impala Platinum Holdings - TEST Dashboard Desktop File Sync

Prerequisites Doc1067439633 - RFP For BOM 05-07-2022

Checklist

- Review Event Details
- Review and Accept Prerequisites**
- Select Lots/Line Items
- Submit Response

To continue with this event, complete the prerequisites below. Some of the prerequisites might be access gate questions that you must answer before you can see the event information. Other prerequisites might serve as a participation gate that restricts you from submitting your response unless you have responded to them. In some cases, your responses to the prerequisites require buyer review before you can continue with the event or submit a response.

Would you like to accept the Bidder Agreement? [View Bidder Agreement](#)

I accept the terms of this agreement.

I do not accept the terms of this agreement.

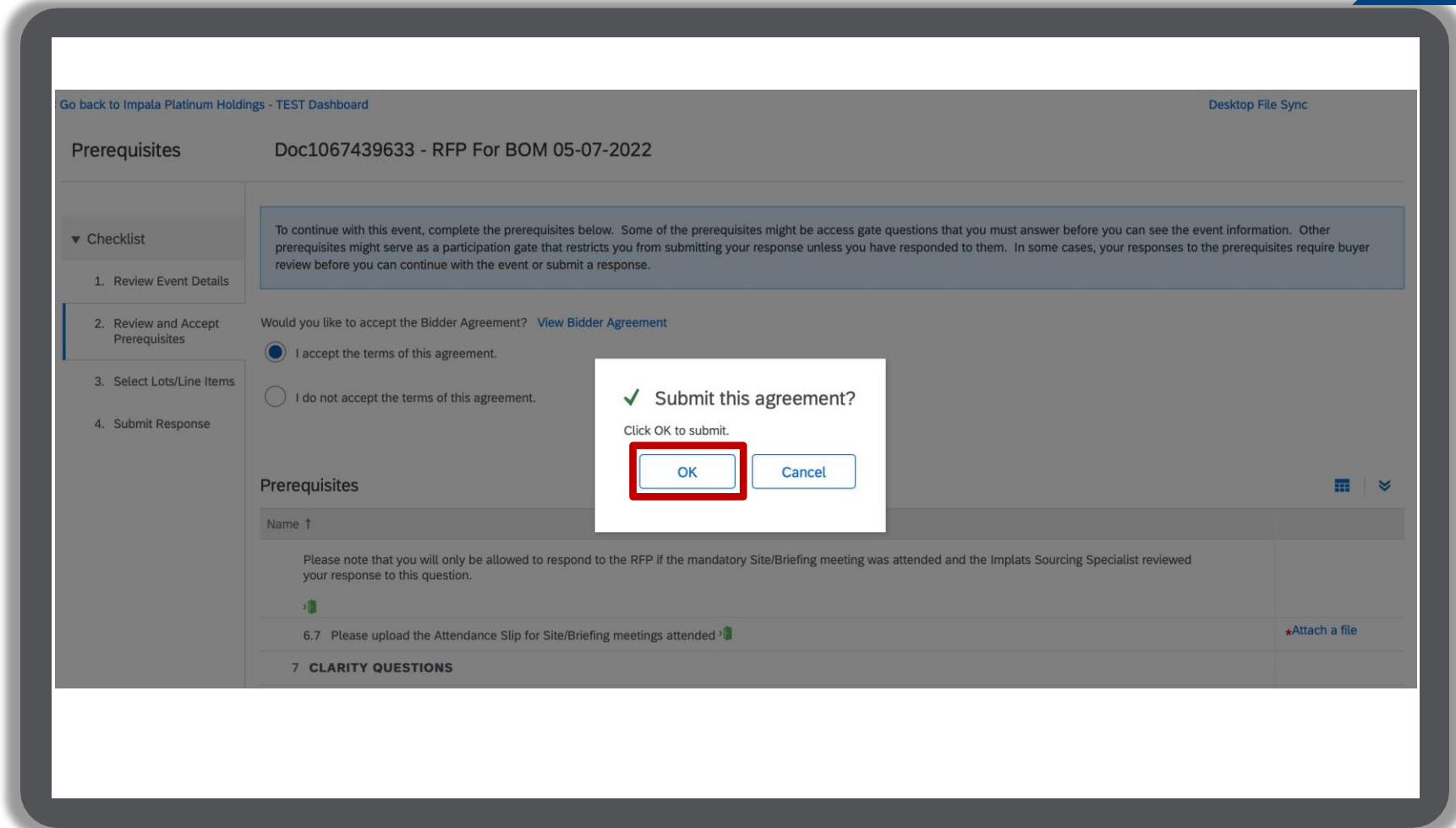
Prerequisites	
Name ↑	
1 COMPANY OVERVIEW	
2 HOW TO GET HELP/SUPPORT	Less...
3 PURPOSE OF THE REQUEST FOR PROPOSAL	
4 NON-DISCLOSURE AGREEMENT 4.2 Please find the Non-Disclosure Agreement to be completed and uploaded as part of the RFP response. The Implats Sourcing Specialist will first review the response before a participant will be able to continue with the event	*Attach a file

(*) indicates a required field

HOW TO RESPOND TO RFPS

B

12. Click “OK” to submit your agreement.



The screenshot displays the SAP ARIBA RFP response interface. At the top, it shows 'Go back to Impala Platinum Holdings - TEST Dashboard' and 'Desktop File Sync'. The main heading is 'Prerequisites' for document 'Doc1067439633 - RFP For BOM 05-07-2022'. A checklist on the left includes: 1. Review Event Details, 2. Review and Accept Prerequisites (highlighted), 3. Select Lots/Line Items, and 4. Submit Response. A central message box states: 'To continue with this event, complete the prerequisites below. Some of the prerequisites might be access gate questions that you must answer before you can see the event information. Other prerequisites might serve as a participation gate that restricts you from submitting your response unless you have responded to them. In some cases, your responses to the prerequisites require buyer review before you can continue with the event or submit a response.' Below this, a question asks 'Would you like to accept the Bidder Agreement?' with a link to 'View Bidder Agreement'. Two radio buttons are present: 'I accept the terms of this agreement.' (selected) and 'I do not accept the terms of this agreement.' A modal dialog box is overlaid on the screen with the title 'Submit this agreement?' and a green checkmark. It contains the text 'Click OK to submit.' and two buttons: 'OK' (highlighted with a red box) and 'Cancel'. Below the dialog, a table lists prerequisites, including one for an attendance slip (6.7) with an 'Attach a file' link. The bottom of the screen shows a section for '7 CLARITY QUESTIONS'.

HOW TO RESPOND TO RFPs



Now you can start responding to the RFP Sections

13. There are several sections that must be completed to ensure the successful submission of your event/proposal.

- **Section 1** - Implats overview to better understand our company.
- **Section 2** - how to get help should you encounter technical issues during your participation.
- **Section 3** – understanding the purpose of the RFP prior to you completing a proposal

Name ↑

▼ 1 **COMPANY OVERVIEW** ▼

1.1 Impala Platinum Ltd and Marula Platinum (Pty) Ltd (“The Principal”) is one of the world's foremost producers of platinum and associated platinum group metals (PGM). This Request for Proposal (“RFP”) is issued from The Principal in this case this is the Sourcing Specialist to choose: Being Impala (Rustenburg); Impala (Springs) or Marula.

2 **HOW TO GET HELP/SUPPORT** ▼ Less... -

▼ 3 **PURPOSE OF THE REQUEST FOR PROPOSAL** ▼

3.1 *The Principal is seeking information and or gather prices in response to this RFP from Tenderers who have a proven ability to meet The Principal's requirements for the Refurbishment of Furniture.*
The estimated duration of the Agreement is 12 months, with a possible extension of 90 days.

The estimated commencement date of the contract is 02 January 2023.

▼ 4 **NON-DISCLOSURE AGREEMENT** ▼

HOW TO RESPOND TO RFPs

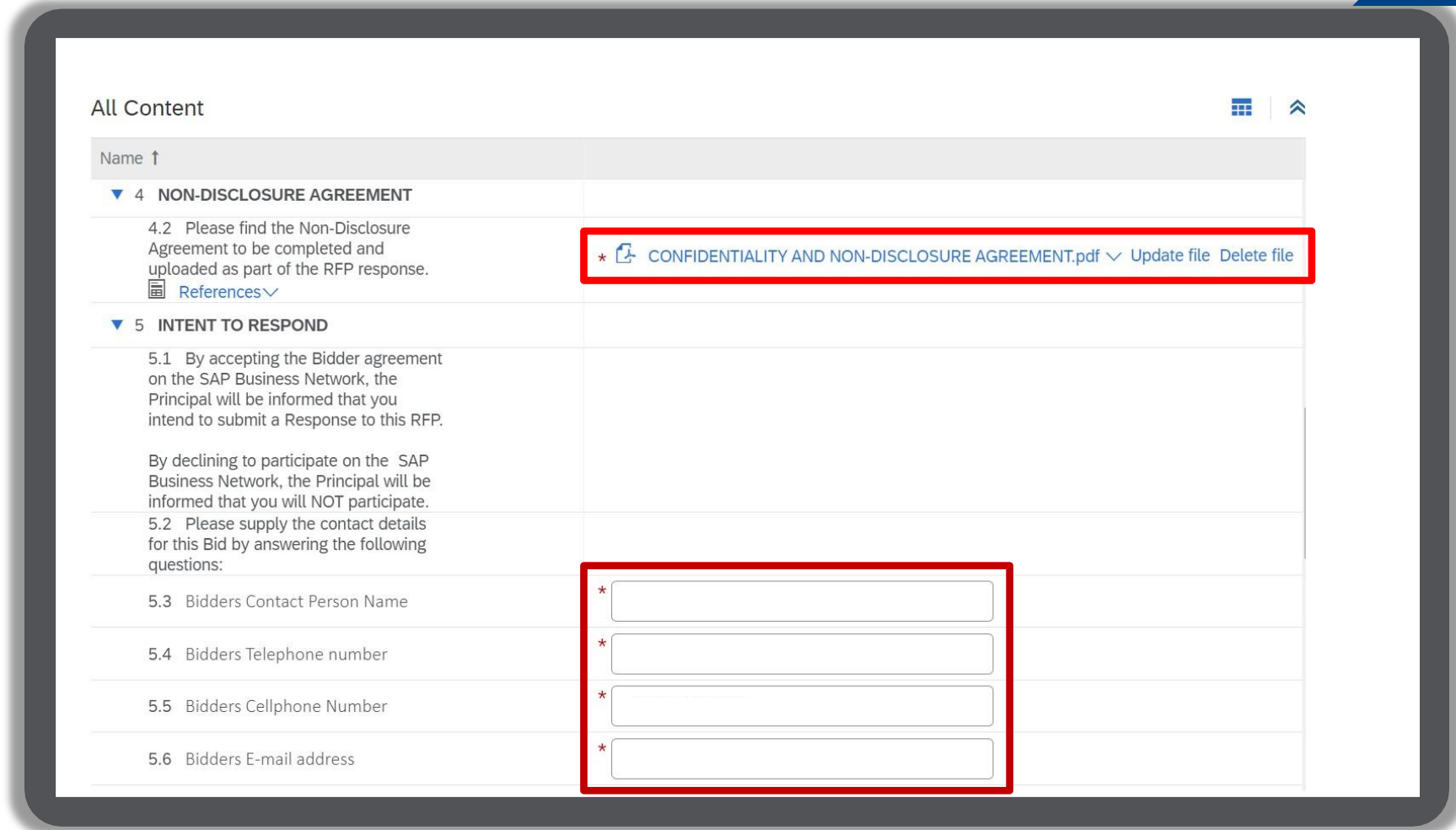


14. Complete **Section 4**

Download the “Non-Disclosure Agreement”, read and sign it and upload the signed copy into the system.

15. Indicate your intention to participate

Complete the “**Intent to Respond**” (**Section 5**) and supply details marked with an *.



The screenshot shows the 'All Content' interface with the following sections:

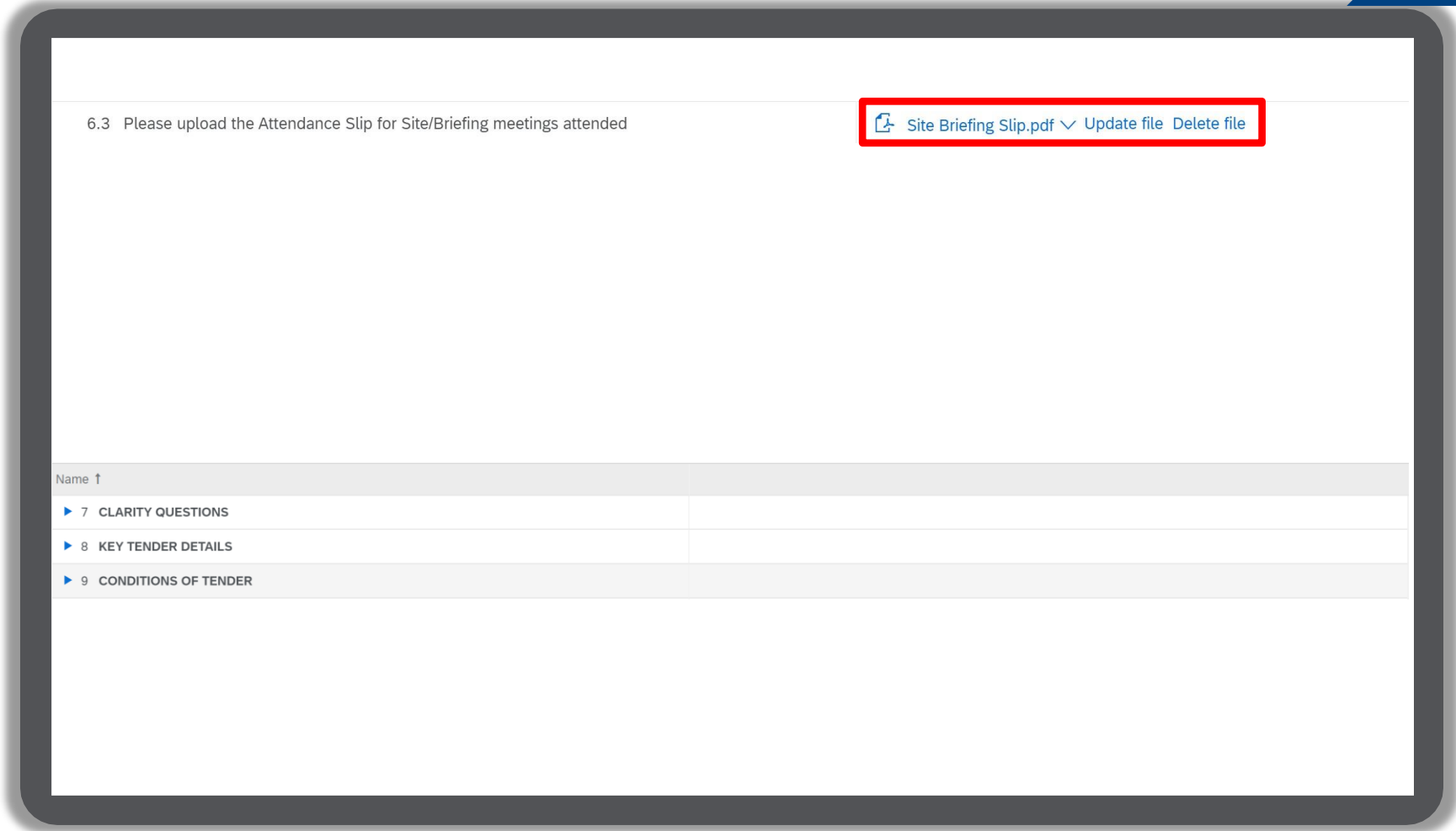
- Section 4: NON-DISCLOSURE AGREEMENT**
 - 4.2 Please find the Non-Disclosure Agreement to be completed and uploaded as part of the RFP response.
 - File: * CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT.pdf (with 'Update file' and 'Delete file' options)
 - References
- Section 5: INTENT TO RESPOND**
 - 5.1 By accepting the Bidder agreement on the SAP Business Network, the Principal will be informed that you intend to submit a Response to this RFP.
 - By declining to participate on the SAP Business Network, the Principal will be informed that you will NOT participate.
 - 5.2 Please supply the contact details for this Bid by answering the following questions:
 - 5.3 Bidders Contact Person Name *
 - 5.4 Bidders Telephone number *
 - 5.5 Bidders Cellphone Number *
 - 5.6 Bidders E-mail address *

HOW TO RESPOND TO RFPs



16. **Section 6** requires you to upload the attendance slip for any site/briefing meetings attended. You may share other information here.

17. Read **Sections 7 – 9** for important details about the RFP.



6.3 Please upload the Attendance Slip for Site/Briefing meetings attended

Site Briefing Slip.pdf ▾ Update file Delete file

Name ↑	
▶ 7 CLARITY QUESTIONS	
▶ 8 KEY TENDER DETAILS	
▶ 9 CONDITIONS OF TENDER	

HOW TO RESPOND TO RFPS



18. Complete the “**General Conditions of Contract**” in **Section 10**.

Note:
*All fields marked with * are mandatory fields and must be completed.*

19. Read through the “**Scope of Requirements**” in **Section 11**.

Name ↑	
<p>▼ 10 GENERAL CONDITIONS OF CONTRACT</p>	
10.1 Please find the General Conditions of Contract document attach.	
References ▼	
10.2 Please find the Mandatory Specials Conditions of Contract document attach.	
References ▼	
10.3 Are you in agreement with all the General terms conditions?	* Yes ▼
10.5 Are you in agreement with all the Mandatory Specials Conditions terms?	* Yes ▼
10.9 Please review the Optional Special Conditions of Contract.	
10.10 Are you in agreement with all the terms of the Optional Special Conditions of Contract?	* Yes ▼
Name ↑	
<p>▼ 11 SCOPE OF REQUIREMENTS</p>	
11.1 The Tenderer is hereby invited to tender for supply of Refurbishment of Furniture as defined in the Scope of Requirements .	
11.2 Please find the Scope of work/services required for this RFP attached.	Scope of Work – Office Furniture Replacement RFP.pdf ▼

HOW TO RESPOND TO RFPS

B

20. Review the “**Bid Response and Returnable Schedules**” sections in **Sections 12**.

Name ↑

▼ 12.2 Returnable Schedules

12.2.1 The Returnable Schedules are divided into two parts,

- a. Tender Schedules; and
- b. Compliance Schedules.

The Schedule formats are not to be modified in any way.

All Schedules are to be completed and submitted as part of the Tenderers Response. If Tenderers need to submit any additional information, they are able to add attachments to their Response, clearly referencing as “Additional Information”.

HOW TO RESPOND TO RFPS



21. Complete the **Tender Schedules** section:

- A. Download and complete the reference documents under each section from 12. 2.2.1 to 12.2.2.5
- B. Upload your reference documents by clicking “**Update file**” in each section.

Note:

*All fields marked with * are mandatory fields and must be completed. Make sure you have completed all sections and uploaded all the required supporting documentation.*

Name ↑	
<ul style="list-style-type: none"> ▼ 12.2.2 TENDER SCHEDULES 12.2.2.1 Cover Letter 	<ul style="list-style-type: none"> * Tender Schedule 1 - Cover Letter.docx \ Update file Delete file
<ul style="list-style-type: none"> 12.2.2.2 Tenderer General Information 	<ul style="list-style-type: none"> * Tender Schedule 2 - Tenderer General Information.docx \ Update file Delete file
<ul style="list-style-type: none"> 12.2.2.3 Response Declaration 	<ul style="list-style-type: none"> * Tender Schedule 3 - Response Declaration .docx \ Update file Delete file
<ul style="list-style-type: none"> 12.2.2.4 Response to Scope of Requirements 	<ul style="list-style-type: none"> * Tender Schedule 4 - Response to Scope of Requirements.docx \ Update file Delete file
<ul style="list-style-type: none"> 12.2.2.5 Implementation Plan 	<ul style="list-style-type: none"> * Tender Schedule 5 - Implementation Plan.xlsx \ Update file Delete file

HOW TO RESPOND TO RFPS

B

22. Complete the **Compliance Schedules** Section.

- A. Download and complete the reference documents in each section from 12. 2.3.1 to 12.2.3.8
- B. Upload your reference documents by clicking “**Upload file**” under each section.

Note:

*All fields marked with * are mandatory fields and must be completed. Make sure you have completed all sections and uploaded all the required supporting documentation.*

Name ↑		
▼ 12.2.3 COMPLIANCE SCHEDULES		
12.2.3.1 Subcontractors Tenderers are to provide a list of subcontractors that will be used during the execution of the contract, if applicable. Tenderers are to complete this Schedule and return as part of their Response	References	* Compliance Schedule 1 - Subcontractors.docx Update file Delete file
12.2.3.2 The Principal Policies Tenderers are to review the following the Principal Policies which are available on the Principal's website (https://www.implats.co.za/esg-policies-and-key-documents.php): 1. Platinum and Palladium Responsible Sourcing Policy; 2. Fraud, Corruption and Whistleblowing Policy; 3. Code of Ethics; and 4. Supplier Code of Conduct. Tenderers are to complete this Compliance Schedule and return as part of their Response	References	* Compliance Schedule 2 - Impala Policies (1).docx Update file Delete file
12.2.3.3 Safety Incidents The Tenderer is to provide details of any Safety Incidents within the last six (36) months. Tenderers are to complete this Schedule and return as part of their Response.	References	* Compliance Schedule 3 - Safety Incidents.docx Update file Delete file
12.2.3.4 POPI Act Compliance Tenderers are to review POPI Act No. 4 of 2013. Tenderers are to complete this Compliance Schedule and return as part of their Response	References	* Compliance Schedule 4 - POPI Act Compliance.docx Update file Delete file
12.2.3.5 Statement of Conformance		

HOW TO RESPOND TO RFPS



23. Complete the Returnable Administrative Documentation.

- A. Complete the required documents under each section starting from **12.3.1** to **12.3.12**
- B. Upload the required documents by clicking **“Update file”** in each section.

Note:

*All fields marked with * are mandatory fields and must be completed. Make sure you have completed all sections and uploaded all the required supporting documentation.*

Name ↑	
<p>▼ 12.3 Returnable Administrative Documentation</p> <p>12.3.1 Tenderers are to submit <u>all</u> of the below required Administrative Documentation as part of their Response.</p> <p>▪ Where it is indicated the documents must be certified, the certification must be from a Commissioner of Oaths.</p> <p>12.3.2 Company Registration: CIPC documents</p> <p>Proprietary or Limited companies:</p> <ul style="list-style-type: none"> • Incorporation of a company: CM1 / CoR15.1; • Change of name of company: CM9 / CoR15.2 (if applicable); • Notice of registered office and postal address: CM22 or CoR21.1, and • Contents of Register of Directors, Auditor and Officers: CM29 / CoR39. <p>Closed Corporation: Original certified CK1 or CK2</p> <p>12.3.3 Tax Clearance</p> <p>Tax clearance certificate which must be valid as at the Submission Closing Date; or Tax compliance status PIN number issued by SARS.</p> <p>12.3.4 VAT</p> <p>VAT registration certificate required</p> <p>12.3.5 Bank Details</p> <p>Stamped letter from the bank (this can be an electronically stamped letter) not older than three months confirming the account holder's legal name; account number; account type and branch code.</p>	<p>B</p> <p>* Company Registration Certificate.pdf ▾ Update file Delete file</p> <p>* Tax Clearance Certificate.pdf ▾ Update file Delete file</p> <p>* VAT Certificate.pdf ▾ Update file Delete file</p> <p>* BANK CONFIRMATION LETTER .pdf ▾ Update file Delete file</p>

HOW TO RESPOND TO RFPs



Completing the RFP

24. Complete the “B-BBEE Mining Charter Ownership Compliance” section.

Select the most appropriate information pertaining to your company’s BBEE status from the drop-down menu.

Select your correct communities if you have shareholders residing / originating from Mine Communities

Upload the required documents by clicking on “Update file” in each section.

9 B-BBEE : MINING CHARTER OWNERSHIP COMPLIANCE

- 9.1 Ownership and Control *
- 9.2 Black Woman Ownership and Control *
- 9.3 Black Youth Ownership and Control (18 - 35 years) *
- 9.4 Overall Transformation through BBEE Recognition Level *
- 9.5 Shareholding by Mine Community members residing/originating within the Mine Communities *
- 9.6 Business operating address *
- 9.7 Please attach the Kgosana letter OR a Ward Councilors Letter for Serileng, Meriteng and Freedom Park communities Update file Delete file
- 9.11 Please indicate the shareholding % of the member residing and/or originating in said area
- 9.13 Please select the area name *

Note:
All fields marked with * are mandatory fields and must be completed.
Make sure you have completed all sections and uploaded all the required supporting documentation.

HOW TO RESPOND TO RFPS



25. Complete the **B-BBEE: Mining Charter Ownership Compliance** section.

Select the most appropriate information pertaining to your company's BBEE status:

- Click on the drop-down menu and select your options. Complete sections **13.2** to **13.15**

Note:

*All fields marked with * are mandatory and must be completed. Make sure you have completed all sections and uploaded all the required supporting documentation.*

Name ↑	
▼ 13 B-BBEE : MINING CHARTER OWNERSHIP COMPLIANCE	
13.2 International Suppliers: Suppliers not local to South Africa must select the International Supplier option for the BEE related questions	
13.3 Ownership and Control	* ≥51% HDP (Historically Disadvantaged People) Owned & Controlled ▾
13.4 Black Woman Ownership and Control	* ≥51% Black Women Owned & Controlled ▾
13.5 Black Youth Ownership and Control (18 - 35 years)	* <51% Black Youth Owned & Controlled ▾
13.6 Overall Transformation through BBEE Recognition Level	* QSE & Level 1, 2, 3 and 4 ▾

HOW TO RESPOND TO RFPS



26. Complete the **Joint Ventures: Incorporated and Un-incorporated** section.

Upload the required documents by clicking **“Upload file”** in each section from **14.2.1** to **14.3**.

Note:

*All fields marked with * are mandatory and must be completed. Make sure you have completed all sections and uploaded all the required supporting documentation.*

Name ↑
▼ 14 JOINT VENTURES: INCORPORATED AND UN-INCORPORATED JOINT VENTURES/CONSORTIUMS
▼ 14.2 CONDITIONS OF TENDER (JV PARTNER)
14.2.1 Incorporated Joint Ventures REMOVE THIS SECTION IF NOT APPLICABLE If Tenderers intend to respond as an incorporated Joint Venture (JV) the Tenderer must provide, in addition to all other requirements of this RFP, the following: <ul style="list-style-type: none"> The JV ownership percentages, including details of the governing board of the JV. The role that each partner will play within the JV including which JV partner will be responsible for which element of the proposed solution. <p style="margin-top: 20px;">Please attach the relevant documents</p>
<div style="border: 2px solid red; padding: 2px; display: inline-block;"> Incorporated Joint Ventures .pdf ↘ </div>

HOW TO RESPOND TO RFPS

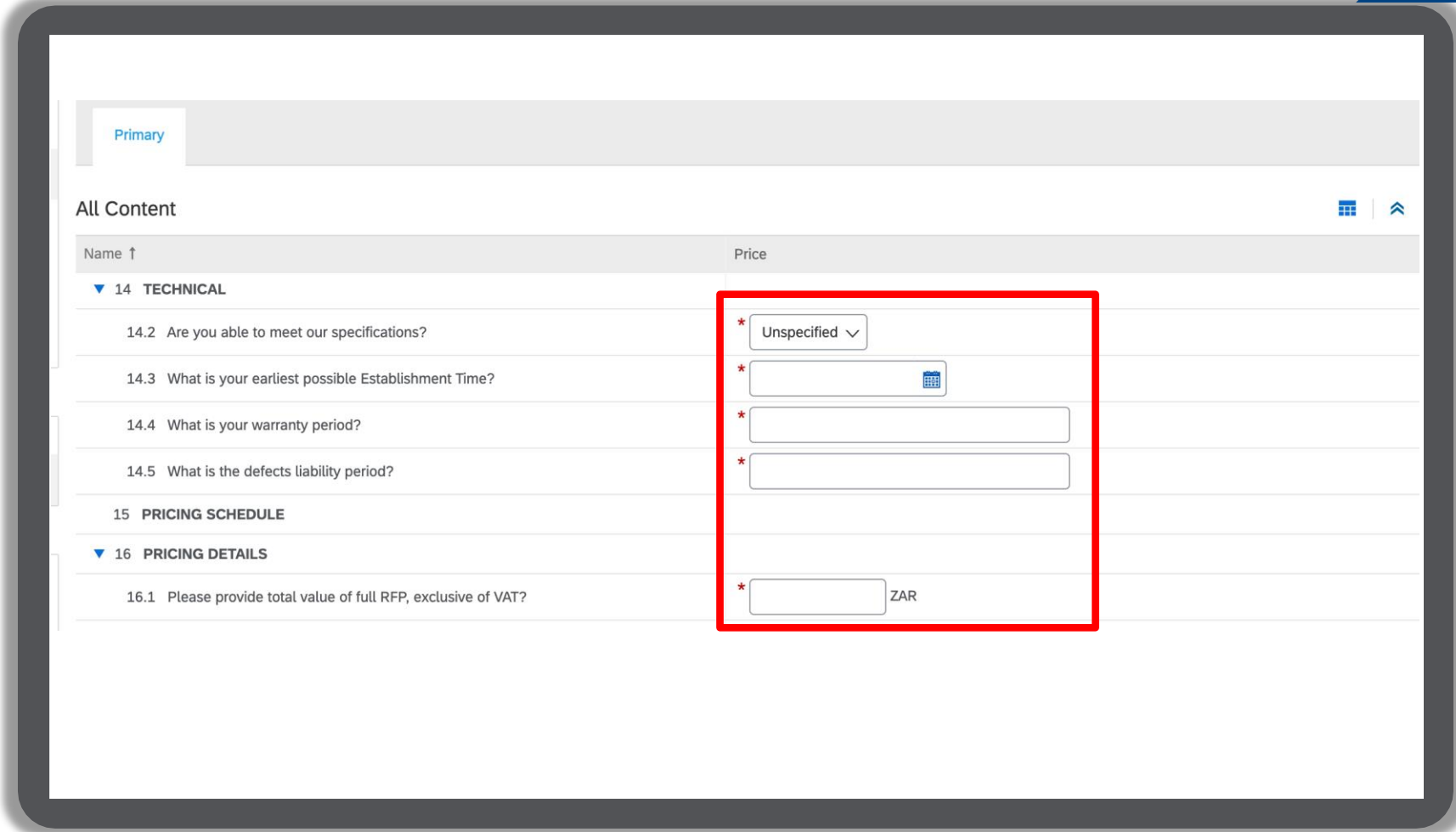


27. Complete the **Technical** section.

Answer all the RFP's technical questions as required.

Note:

*All fields marked with * are mandatory and must be completed. Make sure you have completed all sections and uploaded all the required supporting documentation.*



HOW TO RESPOND TO RFPs



28. Complete the Pricing Schedule and Pricing Details section.

Enter the prices of your products/services

Note:

*All fields marked with * are mandatory and must be completed. Make sure you have completed all sections and uploaded all the required supporting documentation.*

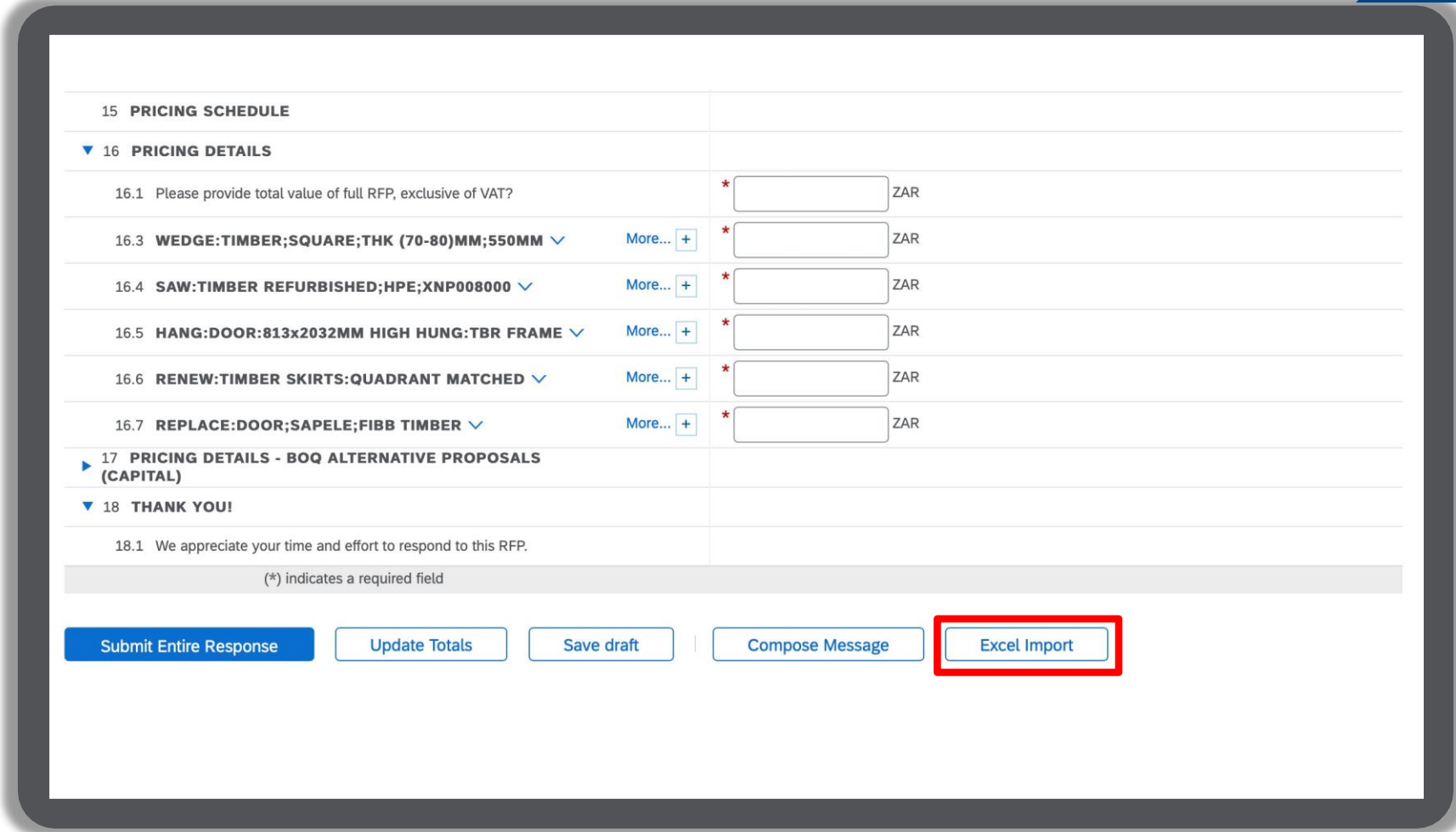
15 PRICING SCHEDULE		
▼ 16 PRICING DETAILS		
16.1	Please provide total value of full RFP, exclusive of VAT?	* <input type="text"/> ZAR
16.3	WEDGE:TIMBER;SQUARE;THK (70-80)MM;550MM ▼ More... +	* <input type="text"/> ZAR
16.4	SAW:TIMBER REFURBISHED;HPE;XNP008000 ▼ More... +	* <input type="text"/> ZAR
16.5	HANG:DOOR:813x2032MM HIGH HUNG:TBR FRAME ▼ More... +	* <input type="text"/> ZAR
16.6	RENEW:TIMBER SKIRTS:QUADRANT MATCHED ▼ More... +	* <input type="text"/> ZAR
16.7	REPLACE:DOOR;SAPELE;FIBB TIMBER ▼ More... +	* <input type="text"/> ZAR
▶ 17 PRICING DETAILS - BOQ ALTERNATIVE PROPOSALS (CAPITAL)		
▼ 18 THANK YOU!		
18.1	We appreciate your time and effort to respond to this RFP.	
(*) indicates a required field		
<input type="button" value="Submit Entire Response"/> <input type="button" value="Update Totals"/> <input type="button" value="Save draft"/> <input type="button" value="Compose Message"/> <input type="button" value="Excel Import"/>		

HOW TO RESPOND TO RFPs – EXCEL DOWNLOAD



29. If there are many line items on the RFP, it maybe easier to download the RFP to Excel, maintain it there and upload back into Ariba.

To do this, click **“Excel Import”**, at the bottom of the screen.

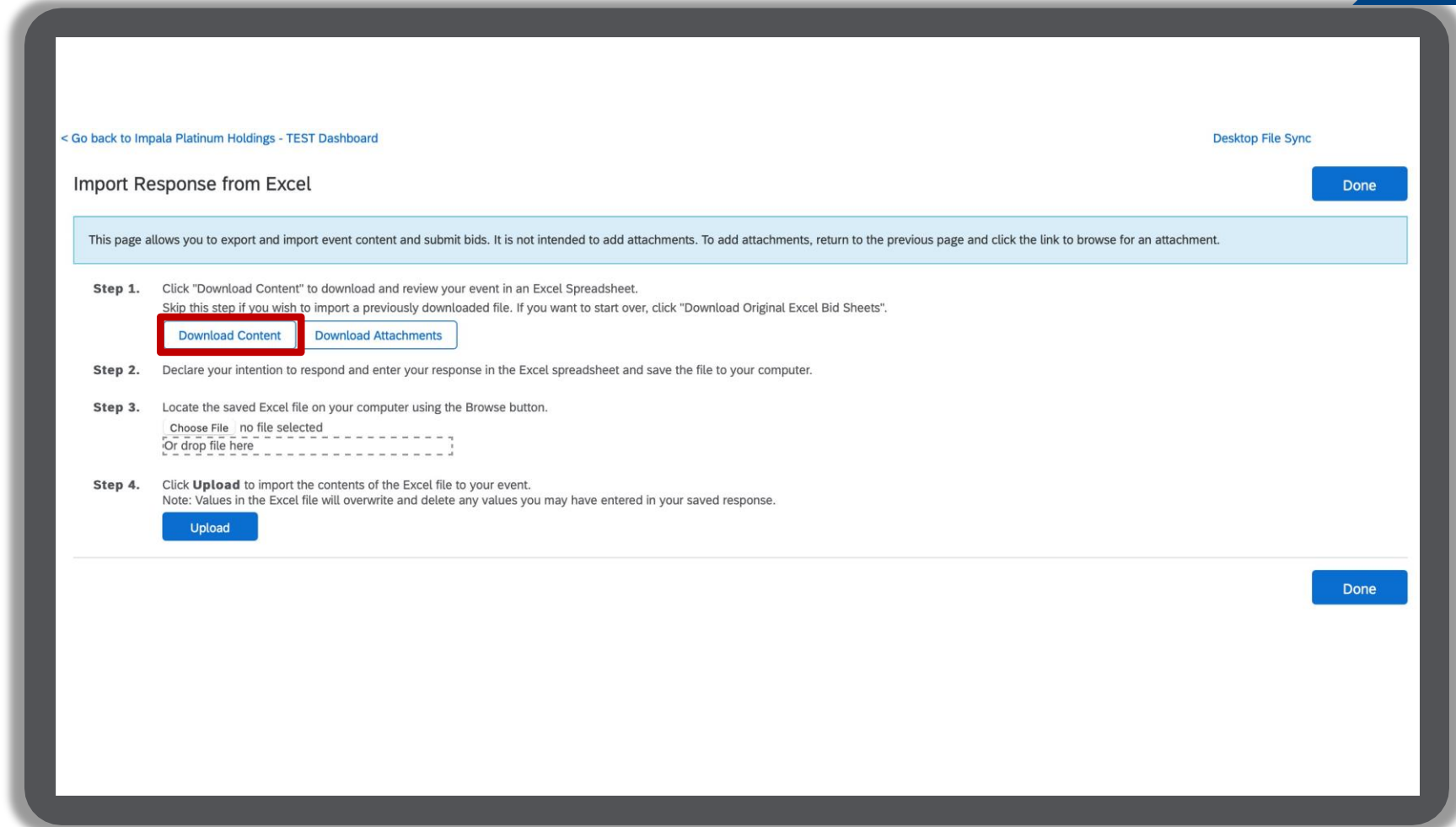


15 PRICING SCHEDULE		
▼ 16 PRICING DETAILS		
16.1	Please provide total value of full RFP, exclusive of VAT?	* <input type="text"/> ZAR
16.3	WEDGE:TIMBER;SQUARE;THK (70-80)MM;550MM More... +	* <input type="text"/> ZAR
16.4	SAW:TIMBER REFURBISHED;HPE;XNP008000 More... +	* <input type="text"/> ZAR
16.5	HANG:DOOR:813x2032MM HIGH HUNG:TBR FRAME More... +	* <input type="text"/> ZAR
16.6	RENEW:TIMBER SKIRTS:QUADRANT MATCHED More... +	* <input type="text"/> ZAR
16.7	REPLACE:DOOR;SAPELE;FIBB TIMBER More... +	* <input type="text"/> ZAR
▶ 17 PRICING DETAILS - BOQ ALTERNATIVE PROPOSALS (CAPITAL)		
▼ 18 THANK YOU!		
18.1	We appreciate your time and effort to respond to this RFP.	
(*) indicates a required field		
Submit Entire Response Update Totals Save draft Compose Message Excel Import		

HOW TO RESPOND TO RFPs – EXCEL DOWNLOAD

B

30. Click “**Download Content**” to download the RFP content into Excel.



< Go back to Impala Platinum Holdings - TEST Dashboard Desktop File Sync

Import Response from Excel Done

This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment.

Step 1. Click "Download Content" to download and review your event in an Excel Spreadsheet.
Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

Download Content Download Attachments

Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

Step 3. Locate the saved Excel file on your computer using the Browse button.

Choose File no file selected
Or drop file here

Step 4. Click **Upload** to import the contents of the Excel file to your event.
Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.

Upload

Done

HOW TO RESPOND TO RFPs – EXCEL DOWNLOAD

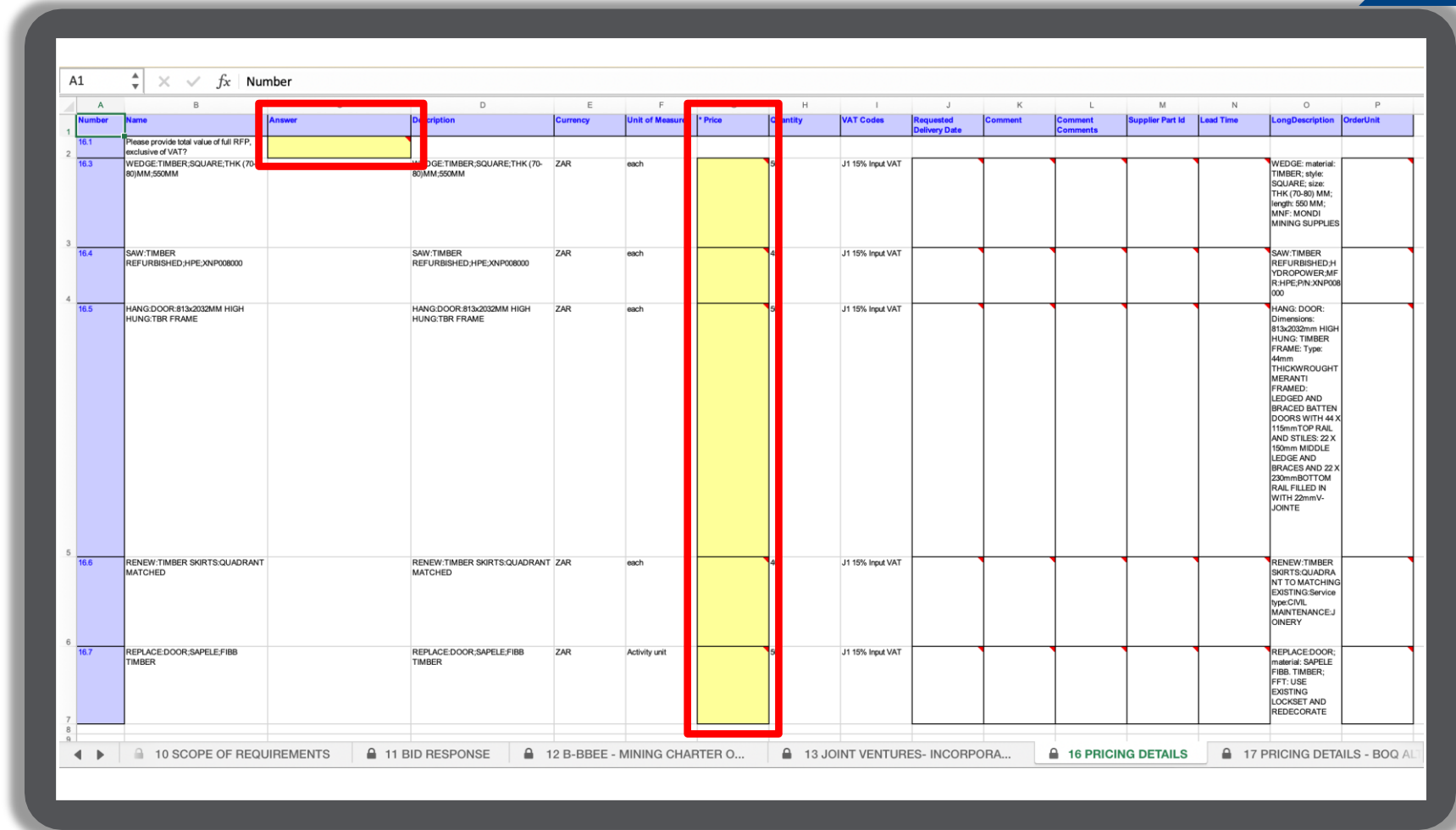


31. Open the downloaded RFP document in Excel.

Navigate to the **”Pricing Details”** tab and update your prices in the price column.

Enter the **total value** of the RFP in column C.

Save your document when done, ready to be uploaded back into Ariba.



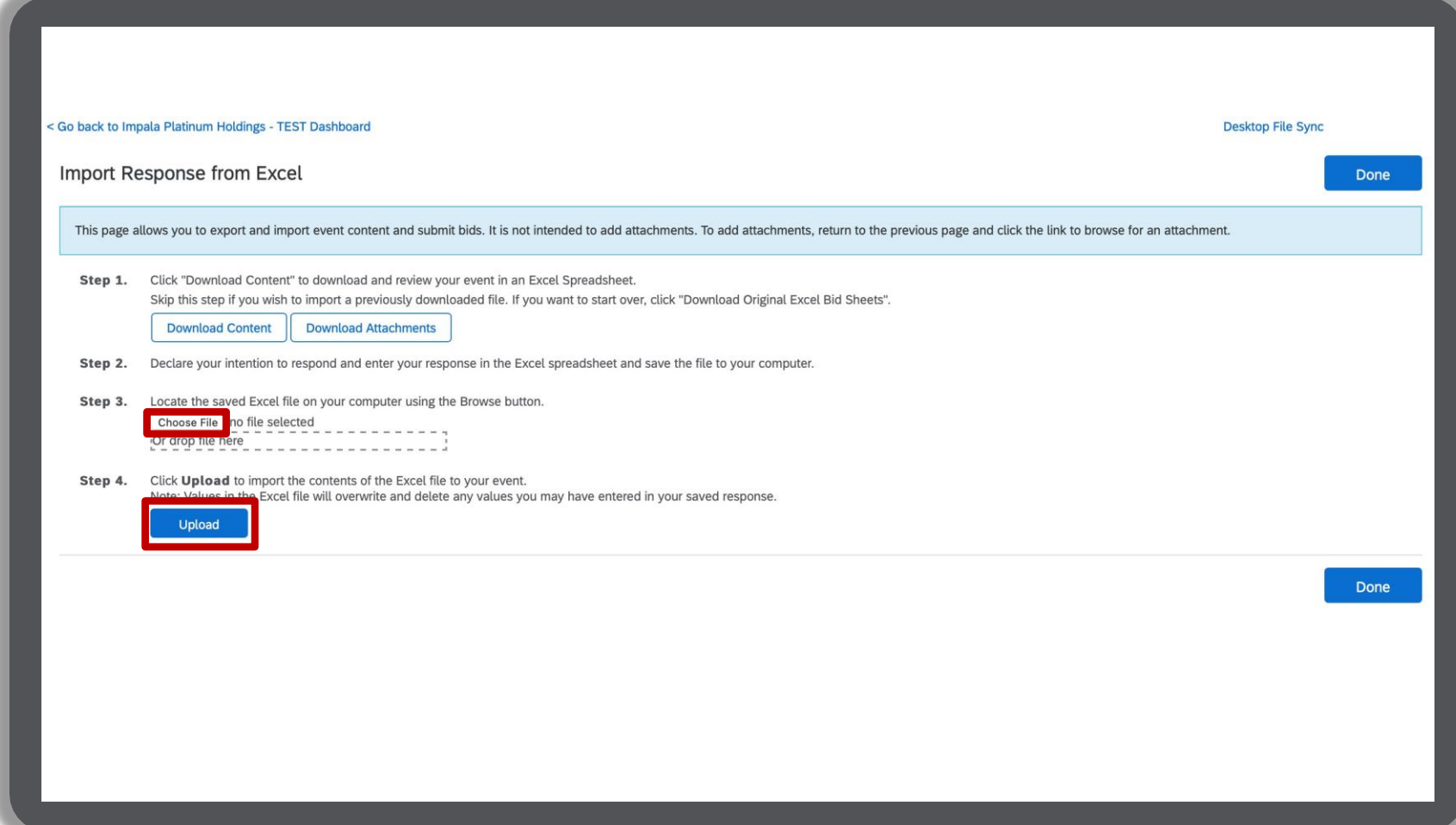
Number	Name	Answer	Description	Currency	Unit of Measure	* Price	Quantity	VAT Codes	Requested Delivery Date	Comment	Comment Comments	Supplier Part Id	Lead Time	LongDescription	OrderUnit
16.1	Please provide total value of full RFP, exclusive of VAT?														
16.3	WEDGE:TIMBER,SQUARE;THK (70-80)MM;550MM		WEDGE:TIMBER,SQUARE;THK (70-80)MM;550MM	ZAR	each		5	J1 15% Input VAT						WEDGE: material: TIMBER; style: SQUARE; size: THK (70-80) MM; length: 550 MM; MNF: MONDI MINING SUPPLIES	
16.4	SAW:TIMBER REFURBISHED;HPE;XNP008000		SAW:TIMBER REFURBISHED;HPE;XNP008000	ZAR	each		4	J1 15% Input VAT						SAW:TIMBER REFURBISHED;H YDROPOWER;MF R;HPE;PIN;XNP008000	
16.5	HANG.DOOR;813x2032MM HIGH HUNG;TBR FRAME		HANG.DOOR;813x2032MM HIGH HUNG;TBR FRAME	ZAR	each		5	J1 15% Input VAT						HANG. DOOR: Dimensions: 813x2032mm HIGH HUNG; TIMBER FRAME; Type: 44mm THICKWROUGHT MERANTI FRAMED; LEDGED AND BRACED BATTEN DOORS WITH 44 X 115mmTOP RAIL AND STILES; 22 X 150mm MIDDLE LEDGE AND BRACES AND 22 X 230mmBOTTOM RAIL FILLED IN WITH 22mmV-JOINTE	
16.6	RENEW:TIMBER SKIRTS;QUADRANT MATCHED		RENEW:TIMBER SKIRTS;QUADRANT MATCHED	ZAR	each		4	J1 15% Input VAT						RENEW:TIMBER SKIRTS;QUADRANT TO MATCHING EXISTING;Service type:CIVIL MAINTENANCE;JOINERY	
16.7	REPLACE:DOOR;SAPELE;FIBB TIMBER		REPLACE:DOOR;SAPELE;FIBB TIMBER	ZAR	Activity unit		5	J1 15% Input VAT						REPLACE:DOOR; material: SAPELE FIBB; TIMBER; FFT; USE EXISTING LOCKSET AND REDECORATE	

HOW TO RESPOND TO RFPs – EXCEL DOWNLOAD

B

32. Click “Choose File” in Step 3

Select your file from your desktop, and then click “**Upload**” to submit your RFP back into SAP Ariba.



< Go back to Impala Platinum Holdings - TEST Dashboard Desktop File Sync

Import Response from Excel Done

This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment.

Step 1. Click "Download Content" to download and review your event in an Excel Spreadsheet.
Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

[Download Content](#) [Download Attachments](#)

Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

Step 3. Locate the saved Excel file on your computer using the Browse button.

[Choose File](#) no file selected
Or drop file here

Step 4. Click **Upload** to import the contents of the Excel file to your event.
Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.

[Upload](#) Done

HOW TO RESPOND TO RFPs – EXCEL DOWNLOAD



33. Once successfully uploaded, your prices are loaded into Ariba.

In this field, suppliers must enter the value that was automatically calculated under the Extended Price.

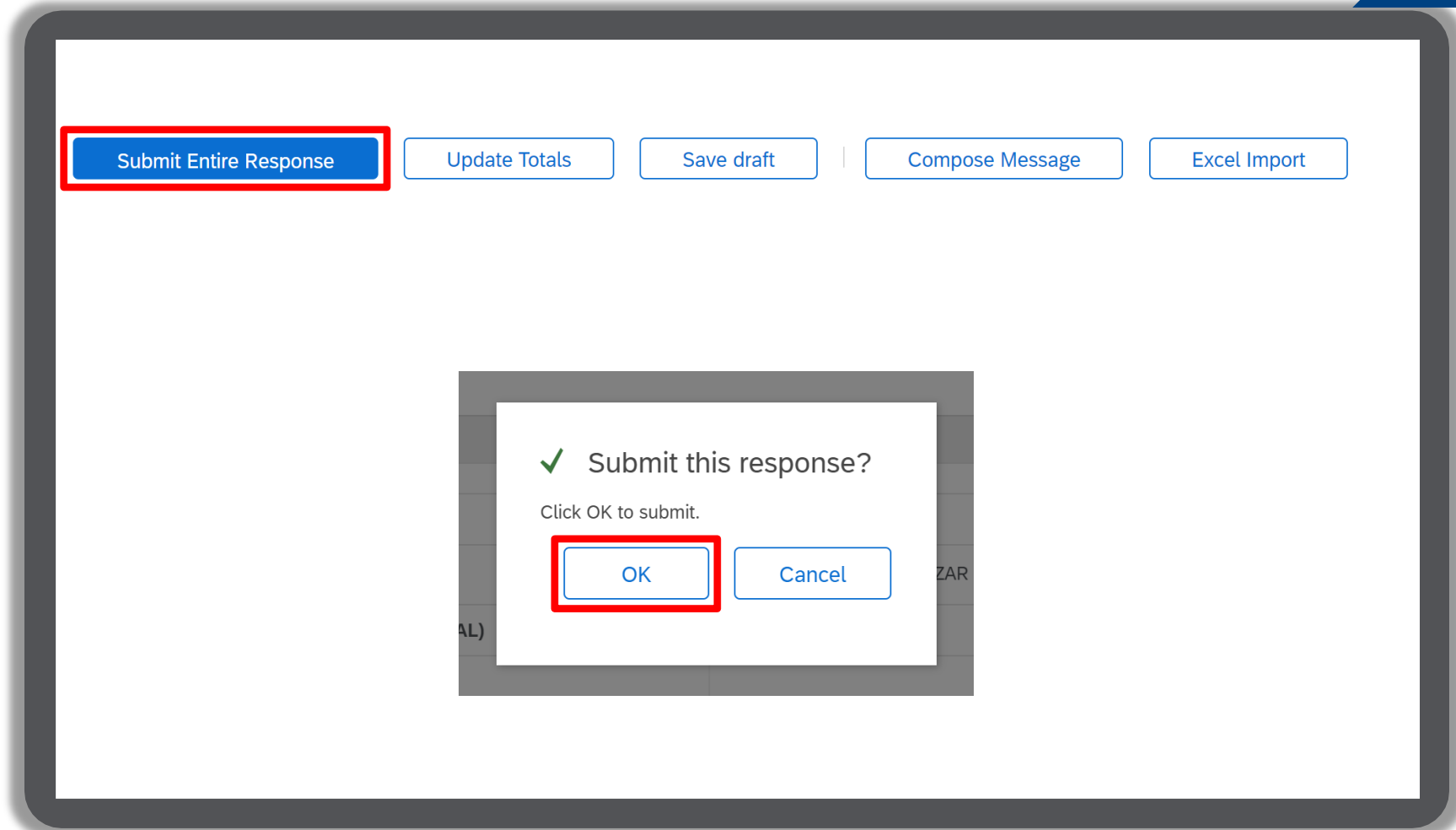


15 PRICING SCHEDULE														
▼ 16 PRICING DETAILS								536,050.00 ZAR						
16.1 Please provide total value of full RFP, exclusive of VAT?		* 536,050.00		ZAR										
16.3 WEDGE:TIMBER;SQUARE;THK (70-80)MM;550MM		* 500.00		ZAR 50 each		25,000.00 ZAR		J1 15% Input VAT						
16.4 SAW:TIMBER REFURBISHED;HPE;XNP008000		* 700.00		ZAR 45 each		31,500.00 ZAR		J1 15% Input VAT						
16.5 HANG:DOOR:813x2032MM HIGH HUNG:TBR FRAME		* 1,500.00		ZAR 50 each		75,000.00 ZAR		J1 15% Input VAT						
16.6 RENEW:TIMBER SKIRTS:QUADRANT MATCHED		* 5,000.00		ZAR 40 each		200,000.00 ZAR		J1 15% Input VAT						
16.7 REPLACE:DOOR;SAPELE;FIBB TIMBER		* 4,091.00		ZAR 50 Activity unit		204,550.00 ZAR		J1 15% Input VAT						
17 PRICING DETAILS - BOQ ALTERNATIVE PROPOSALS (CAPITAL)														
▼ 18 THANK YOU!														
18.1 We appreciate your time and effort to respond to this RFP.														
(*) indicates a required field														
Submit Entire Response			Update Totals			Save draft			Compose Message			Excel Import		

HOW TO RESPOND TO RFPS

B

34. Once you are satisfied with your responses, click **“Submit Entire Response”**.
35. Click **“OK”** to confirm the submission of your response.



HOW TO RESPOND TO RFPS



- 36. Click **“Go back to Impala Platinum Holdings”** to return to your home page.
- 37. The participation status of the event will reflect as **“Yes”**.

Note:

Implats will review your submitted bid and revert back to you via e-mail to confirm whether you have succeeded or lost the bid.

Ariba Sourcing

[< Go back to Impala Platinum Holdings - TEST Dashboard](#)

Title	ID	End Time ↓	Event Type	Participated
▼ Status: Open (1)				
RFP Templates	Doc1225751220	11/25/2022 10:45 AM	RFP	Yes

OVERVIEW

A HIGH LEVEL RFP PROCESS FLOW

B HOW TO RESPOND TO IMPLATS
REQUEST FOR PROPOSALS (RFPs)

C HOW TO RESPOND TO IMPLATS
RFPs THAT ALLOW ALTERNATIVE
RESPONSES

D HOW TO RESPOND TO IMPLATS
BOQ RFPs

E HOW TO COMPOSE A MESSAGE
TO YOUR IMPLATS BUYER

F HOW TO REVISE A SUBMITTED
RFP RESPONSE

G HOW TO DECLINE A RESPONSE
TO A SOURCING EVENT

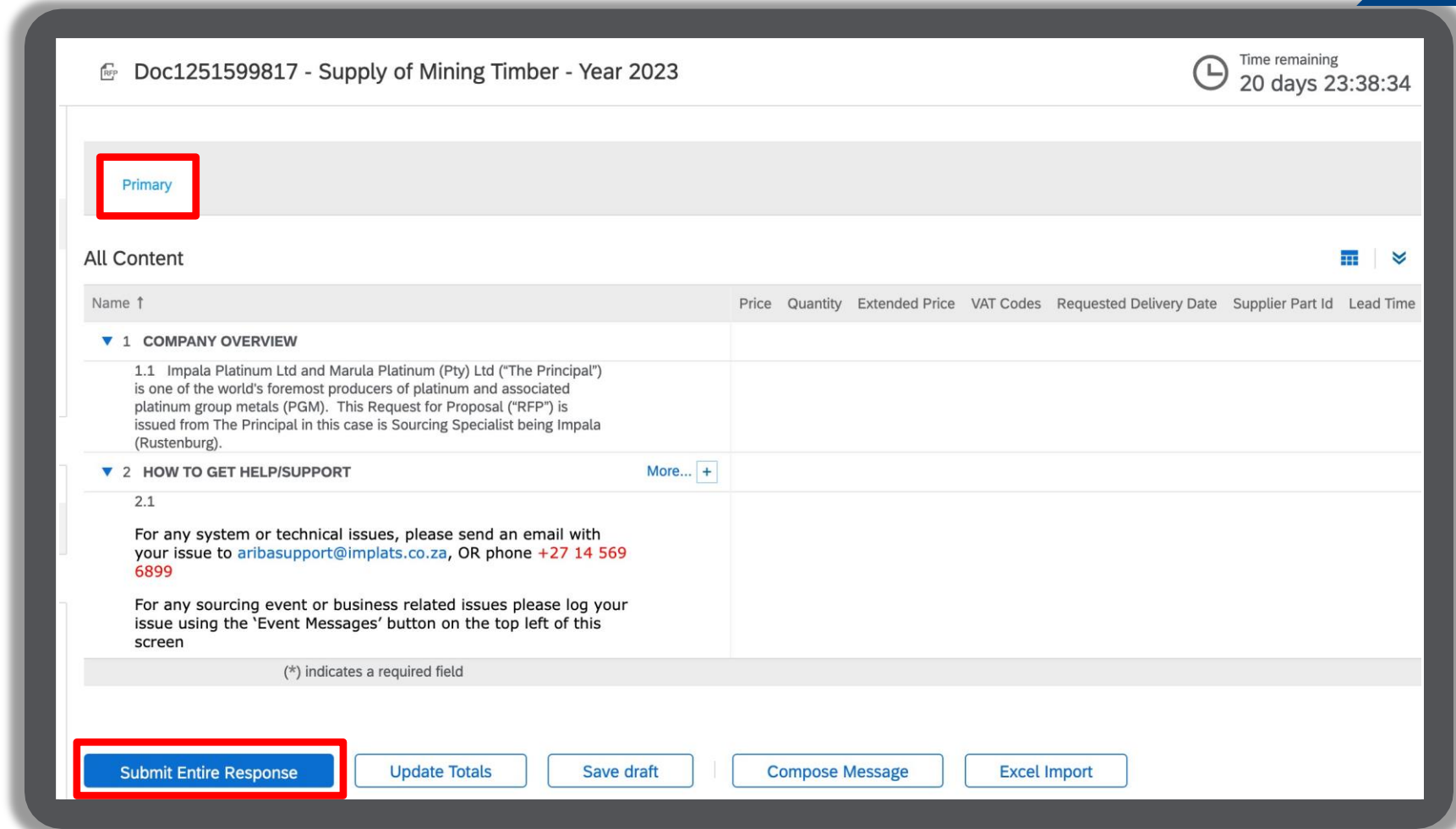
HOW TO RESPOND TO RFPs WITH ALTERNATIVE RESPONSES



1. If you receive an RFP that allows you to provide alternative responses to what was requested, proceed as follows:

Firstly, you must fully respond to and submit your response to the original request by Implats (also called the Primary response).

Follow the steps as indicated in the **“How to Respond to RFPs”** section.



Doc1251599817 - Supply of Mining Timber - Year 2023 Time remaining 20 days 23:38:34

Primary

All Content

Name ↑	Price	Quantity	Extended Price	VAT Codes	Requested Delivery Date	Supplier Part Id	Lead Time
1 COMPANY OVERVIEW							
1.1 Impala Platinum Ltd and Marula Platinum (Pty) Ltd ("The Principal") is one of the world's foremost producers of platinum and associated platinum group metals (PGM). This Request for Proposal ("RFP") is issued from The Principal in this case is Sourcing Specialist being Impala (Rustenburg).							
2 HOW TO GET HELP/SUPPORT More... +							
2.1							
For any system or technical issues, please send an email with your issue to aribasupport@implats.co.za , OR phone +27 14 569 6899							
For any sourcing event or business related issues please log your issue using the 'Event Messages' button on the top left of this screen							

(*) indicates a required field

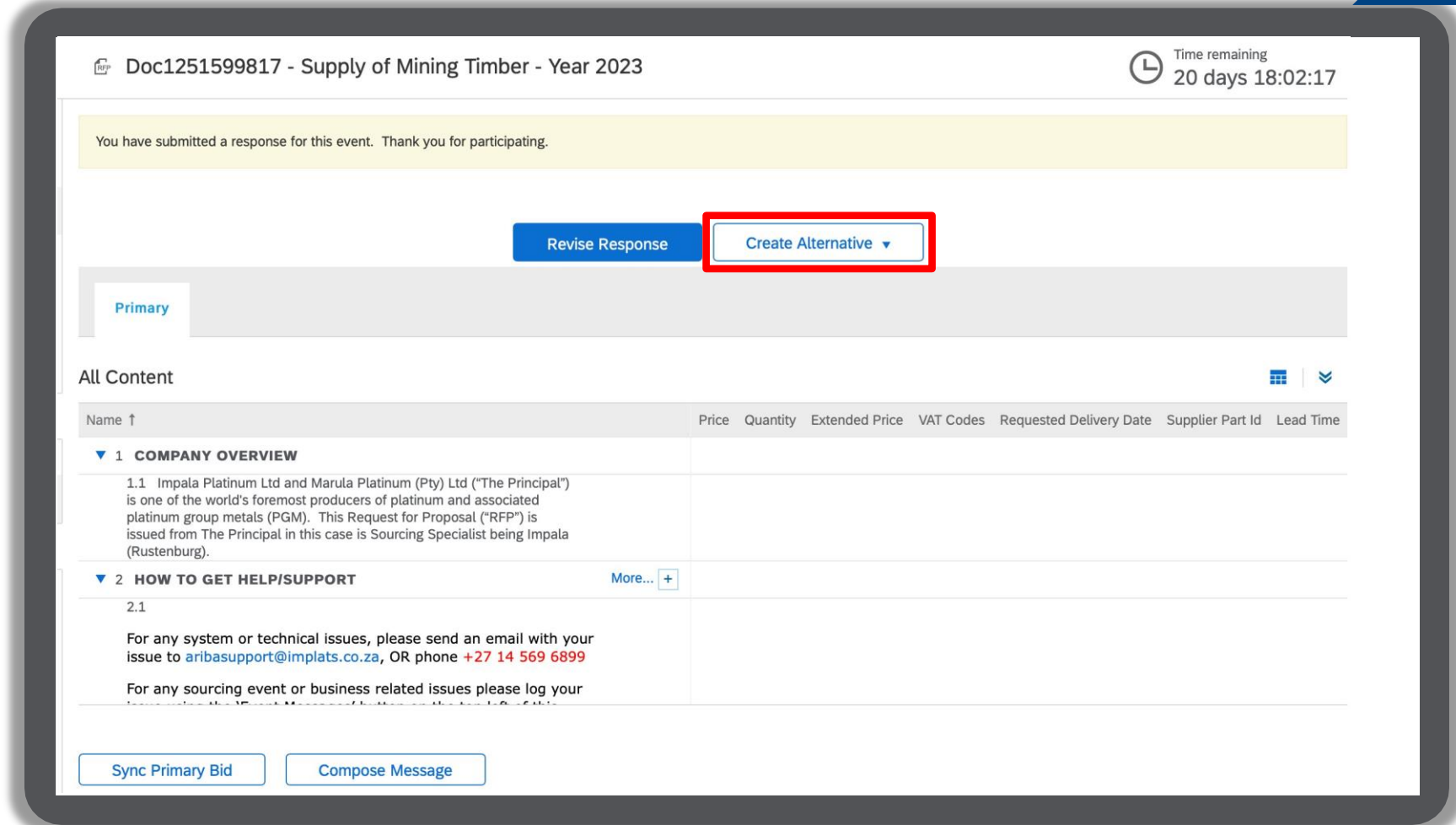
Submit Entire Response | Update Totals | Save draft | Compose Message | Excel Import

HOW TO RESPOND TO RFPs WITH ALTERNATIVE RESPONSES

2. After you have submitted the primary response, you can then go back to your RFP, and provide an alternative response.

Click **“Create Alternative”** and then select **“Pricing Alternative”**.

The **“Create Alternative”** tab only appears when Implats sets the RFP to allow alternative responses.



Doc1251599817 - Supply of Mining Timber - Year 2023 Time remaining 20 days 18:02:17

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

[Revise Response](#) [Create Alternative ▾](#)

Primary

All Content ⌵ ⌵

Name ↑	Price	Quantity	Extended Price	VAT Codes	Requested Delivery Date	Supplier Part Id	Lead Time
1 COMPANY OVERVIEW							
1.1 Impala Platinum Ltd and Marula Platinum (Pty) Ltd (“The Principal”) is one of the world’s foremost producers of platinum and associated platinum group metals (PGM). This Request for Proposal (“RFP”) is issued from The Principal in this case is Sourcing Specialist being Impala (Rustenburg).							
2 HOW TO GET HELP/SUPPORT More... +							
2.1							
For any system or technical issues, please send an email with your issue to aribasupport@implats.co.za , OR phone +27 14 569 6899							
For any sourcing event or business related issues please log your							

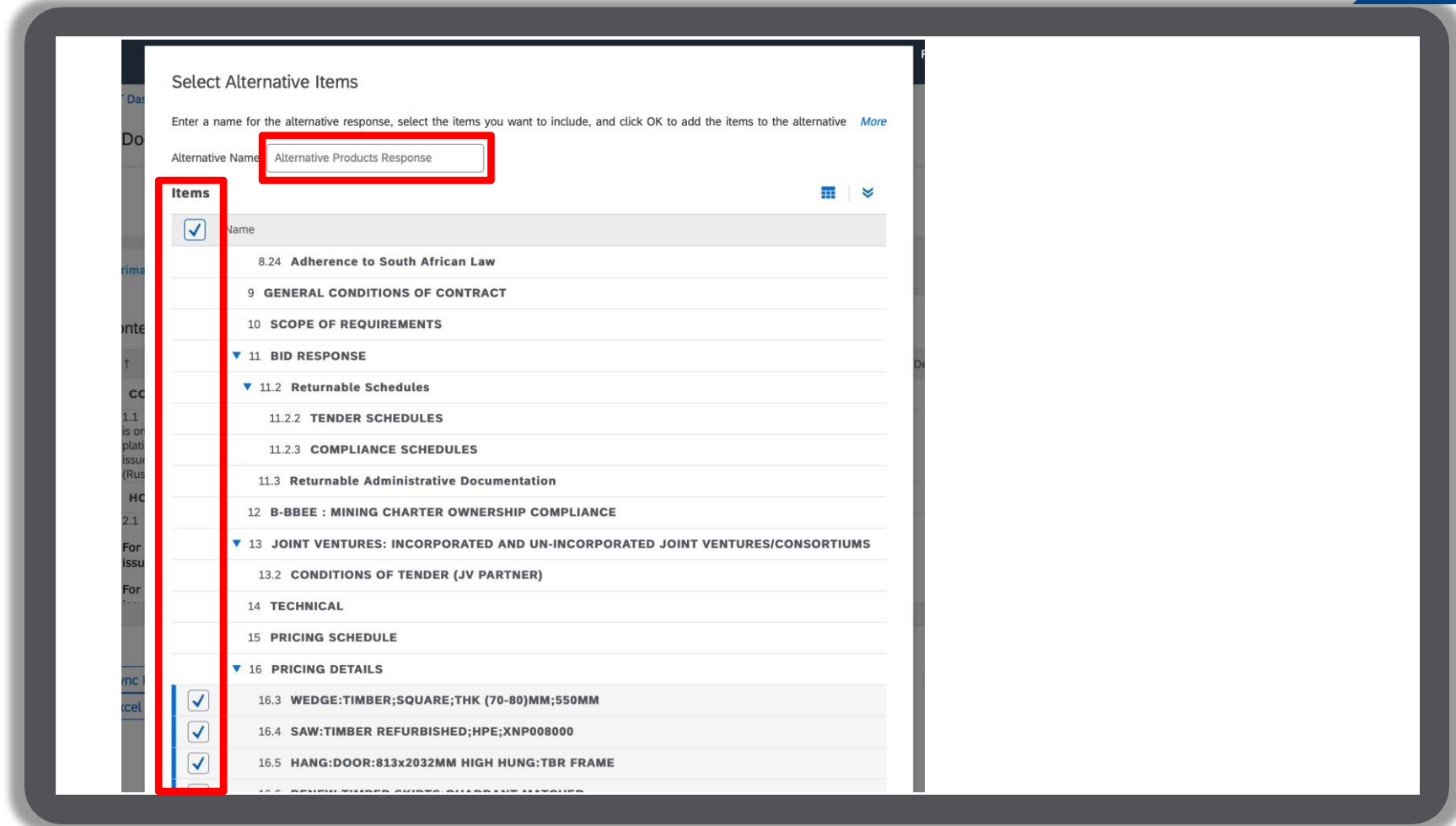
[Sync Primary Bid](#) [Compose Message](#)

HOW TO RESPOND TO RFPs WITH ALTERNATIVE PRICING

3. Enter the name of your alternative response.

Select line items by scrolling and clicking relevant tick boxes under “Items”.

Alternatively, click on the top tick box to select all the items.



Select Alternative Items

Enter a name for the alternative response, select the items you want to include, and click OK to add the items to the alternative [More](#)

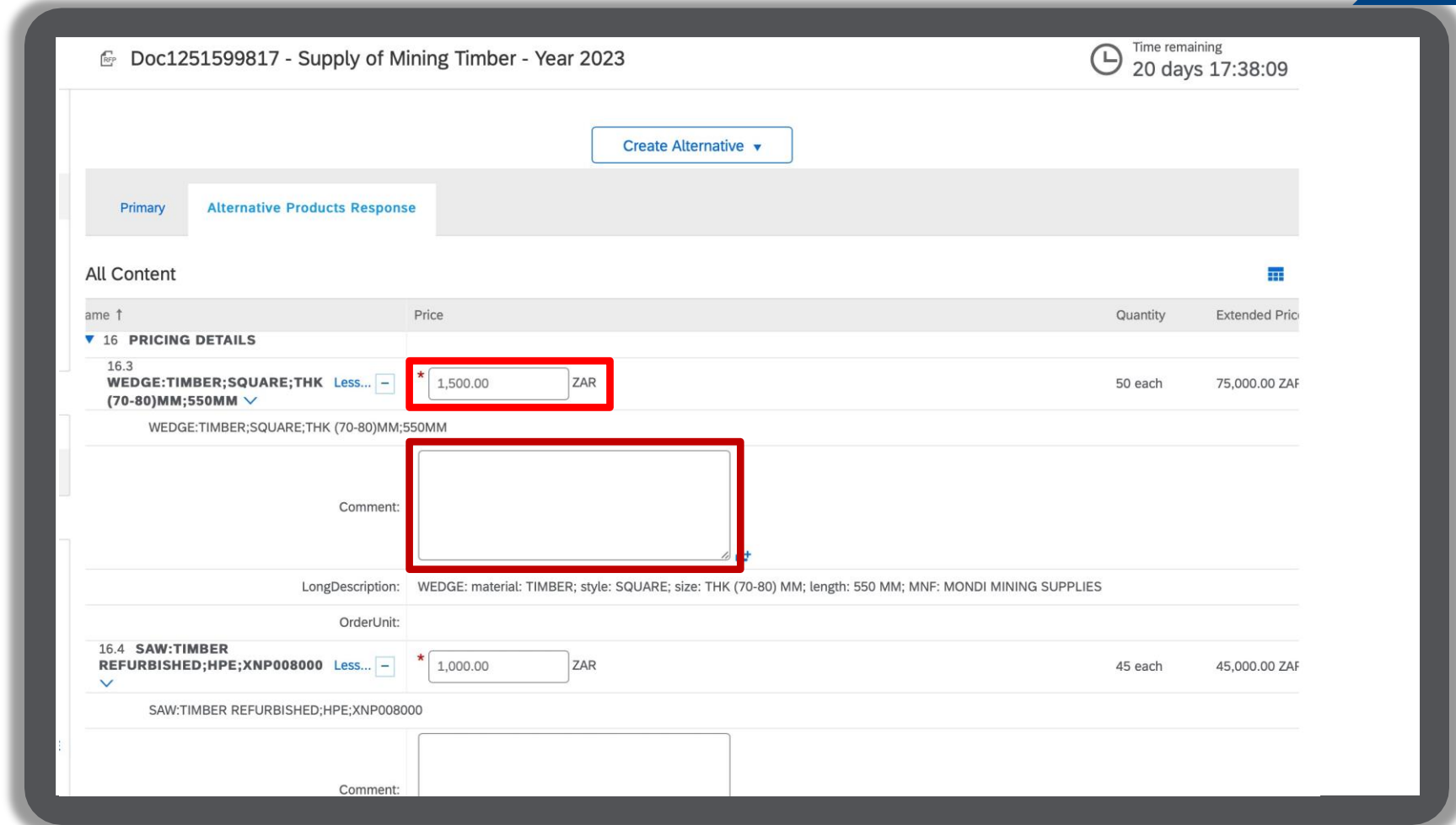
Alternative Name:

Items	Name
<input checked="" type="checkbox"/>	
	8.24 Adherence to South African Law
	9 GENERAL CONDITIONS OF CONTRACT
	10 SCOPE OF REQUIREMENTS
	11 BID RESPONSE
	11.2 Returnable Schedules
	11.2.2 TENDER SCHEDULES
	11.2.3 COMPLIANCE SCHEDULES
	11.3 Returnable Administrative Documentation
	12 B-BBEE : MINING CHARTER OWNERSHIP COMPLIANCE
	13 JOINT VENTURES: INCORPORATED AND UN-INCORPORATED JOINT VENTURES/CONSORTIUMS
	13.2 CONDITIONS OF TENDER (JV PARTNER)
	14 TECHNICAL
	15 PRICING SCHEDULE
	16 PRICING DETAILS
<input checked="" type="checkbox"/>	16.3 WEDGE:TIMBER;SQUARE;THK (70-80)MM;550MM
<input checked="" type="checkbox"/>	16.4 SAW:TIMBER REFURBISHED;HPE;XNP008000
<input checked="" type="checkbox"/>	16.5 HANG:DOOR:813x2032MM HIGH HUNG:TBR FRAME

HOW TO RESPOND TO RFPs WITH ALTERNATIVE PRICING

4. Navigate to the “Pricing Details” section of the RFP to capture alternative prices.

Enter the **alternative price** for each line item as well as the description of the alternative product in the “Comments” box.



Doc1251599817 - Supply of Mining Timber - Year 2023 Time remaining
20 days 17:38:09

Create Alternative ▾

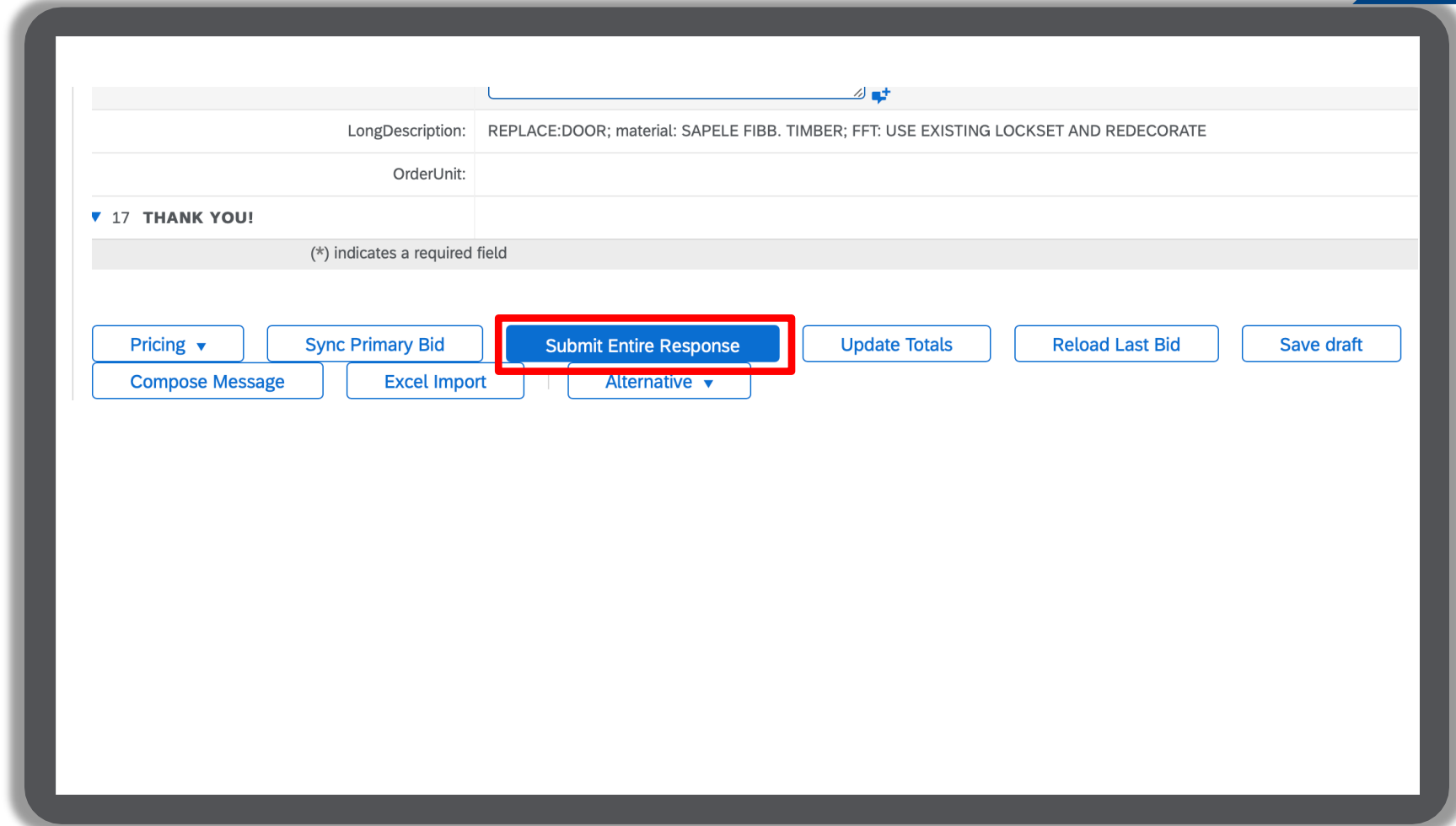
Primary Alternative Products Response

All Content ☰

Name ↑	Price	Quantity	Extended Price
16 PRICING DETAILS			
16.3 WEDGE:TIMBER;SQUARE;THK (70-80)MM;550MM	* 1,500.00 ZAR	50 each	75,000.00 ZAR
WEDGE:TIMBER;SQUARE;THK (70-80)MM;550MM			
Comment:			
LongDescription: WEDGE: material: TIMBER; style: SQUARE; size: THK (70-80) MM; length: 550 MM; MNF: MONDI MINING SUPPLIES			
OrderUnit:			
16.4 SAW:TIMBER REFURBISHED;HPE;XNP008000	* 1,000.00 ZAR	45 each	45,000.00 ZAR
SAW:TIMBER REFURBISHED;HPE;XNP008000			
Comment:			

HOW TO RESPOND TO RFPs WITH ALTERNATIVE PRICING

5. Click **“Submit Entire Response”** when done to submit your alternative response to Implats.



The screenshot shows a web interface for submitting an alternative response. At the top, there is a search bar and a table with the following details:

LongDescription:	REPLACE:DOOR; material: SAPELE FIBB. TIMBER; FFT: USE EXISTING LOCKSET AND REDECORATE
OrderUnit:	

Below the table, there is a section titled **17 THANK YOU!** with a note: *(*) indicates a required field*.

At the bottom, there is a row of buttons: Pricing ▾, Sync Primary Bid, **Submit Entire Response** (highlighted with a red box), Update Totals, Reload Last Bid, and Save draft. Below this row are buttons for Compose Message, Excel Import, and Alternative ▾.

OVERVIEW

A HIGH LEVEL RFP PROCESS FLOW

B HOW TO RESPOND TO IMPLATS
REQUEST FOR PROPOSALS (RFPs)

C HOW TO RESPOND TO IMPLATS
RFPs THAT ALLOW ALTERNATIVE
RESPONSES

D HOW TO RESPOND TO IMPLATS
BOQ RFPs

E HOW TO COMPOSE A MESSAGE
TO YOUR IMPLATS BUYER

F HOW TO REVISE A SUBMITTED
RFP RESPONSE

G HOW TO DECLINE A RESPONSE
TO A SOURCING EVENT

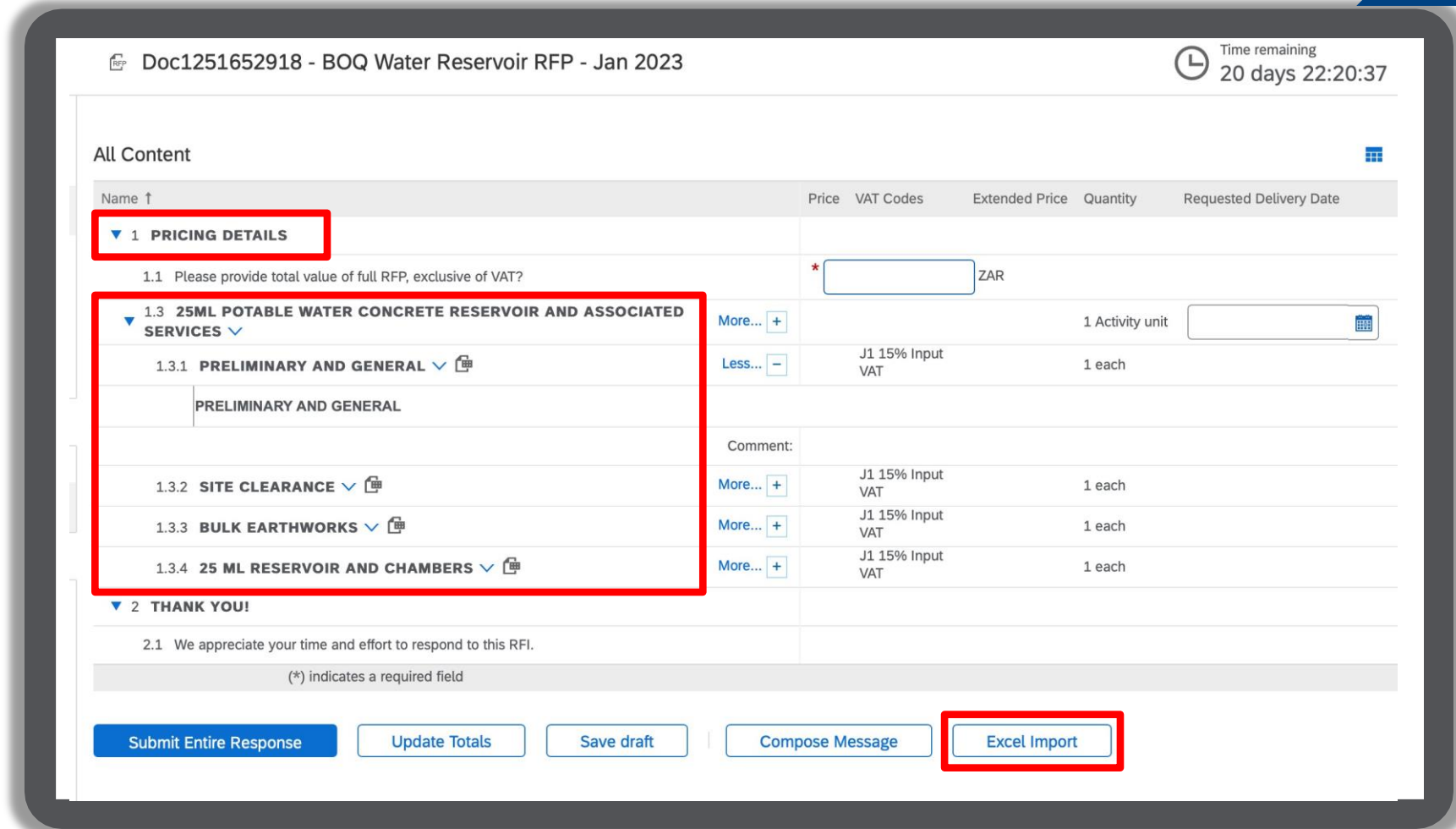
HOW TO RESPOND TO BILL OF QUANTITY RFPs



1. If you receive an RFP that has a Bill of Quantity (BOQ) to respond to, follow these steps:

The BOQ summary sections are shown on the under the Pricing Details section.

Open the “Pricing Details” section of the RFP that has a BOQ and click “Excel Import”.



Doc1251652918 - BOQ Water Reservoir RFP - Jan 2023

Time remaining 20 days 22:20:37

All Content

Name ↑	Price	VAT Codes	Extended Price	Quantity	Requested Delivery Date
▼ 1 PRICING DETAILS					
1.1 Please provide total value of full RFP, exclusive of VAT?	*			ZAR	
▼ 1.3 25ML POTABLE WATER CONCRETE RESERVOIR AND ASSOCIATED SERVICES	More... +			1 Activity unit	
1.3.1 PRELIMINARY AND GENERAL	Less... -	J1 15% Input VAT		1 each	
PRELIMINARY AND GENERAL					
1.3.2 SITE CLEARANCE	More... +	J1 15% Input VAT		1 each	
1.3.3 BULK EARTHWORKS	More... +	J1 15% Input VAT		1 each	
1.3.4 25 ML RESERVOIR AND CHAMBERS	More... +	J1 15% Input VAT		1 each	
▼ 2 THANK YOU!					
2.1 We appreciate your time and effort to respond to this RFI.					

(*) indicates a required field

Submit Entire Response | Update Totals | Save draft | Compose Message | **Excel Import**

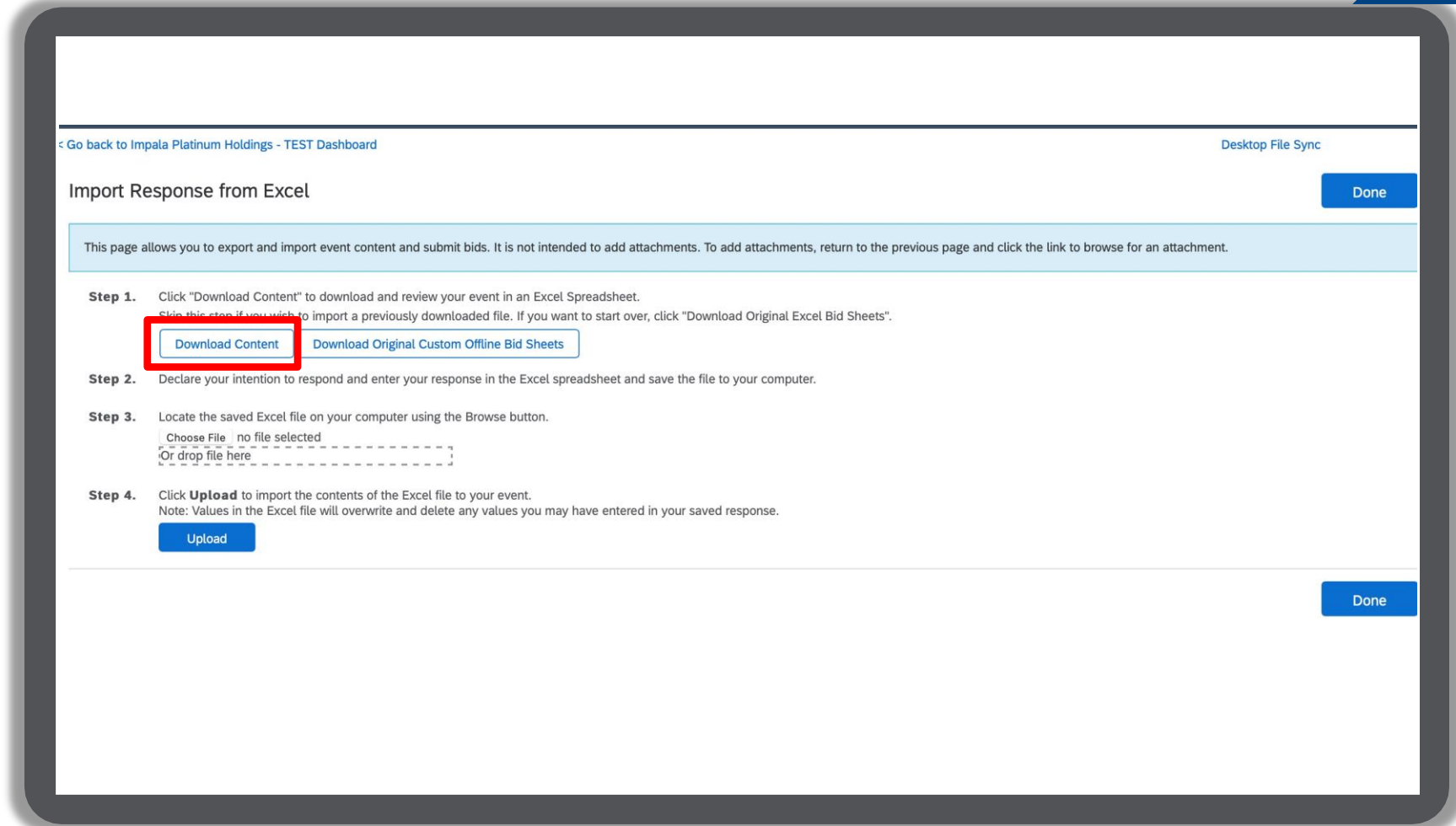
COMMON ISSUE WITH BOQ RFPs

D

Note:

You may experience an issue when trying to download the BOQ document

2. Click **“Download Content”** to download the BOQ to Excel, where you can capture your pricing.



The screenshot shows a web interface titled "Import Response from Excel". At the top left, there is a link to "Go back to Impala Platinum Holdings - TEST Dashboard". At the top right, there is a "Desktop File Sync" status and a "Done" button. Below the title, a light blue banner contains the text: "This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment." The main content area lists four steps:

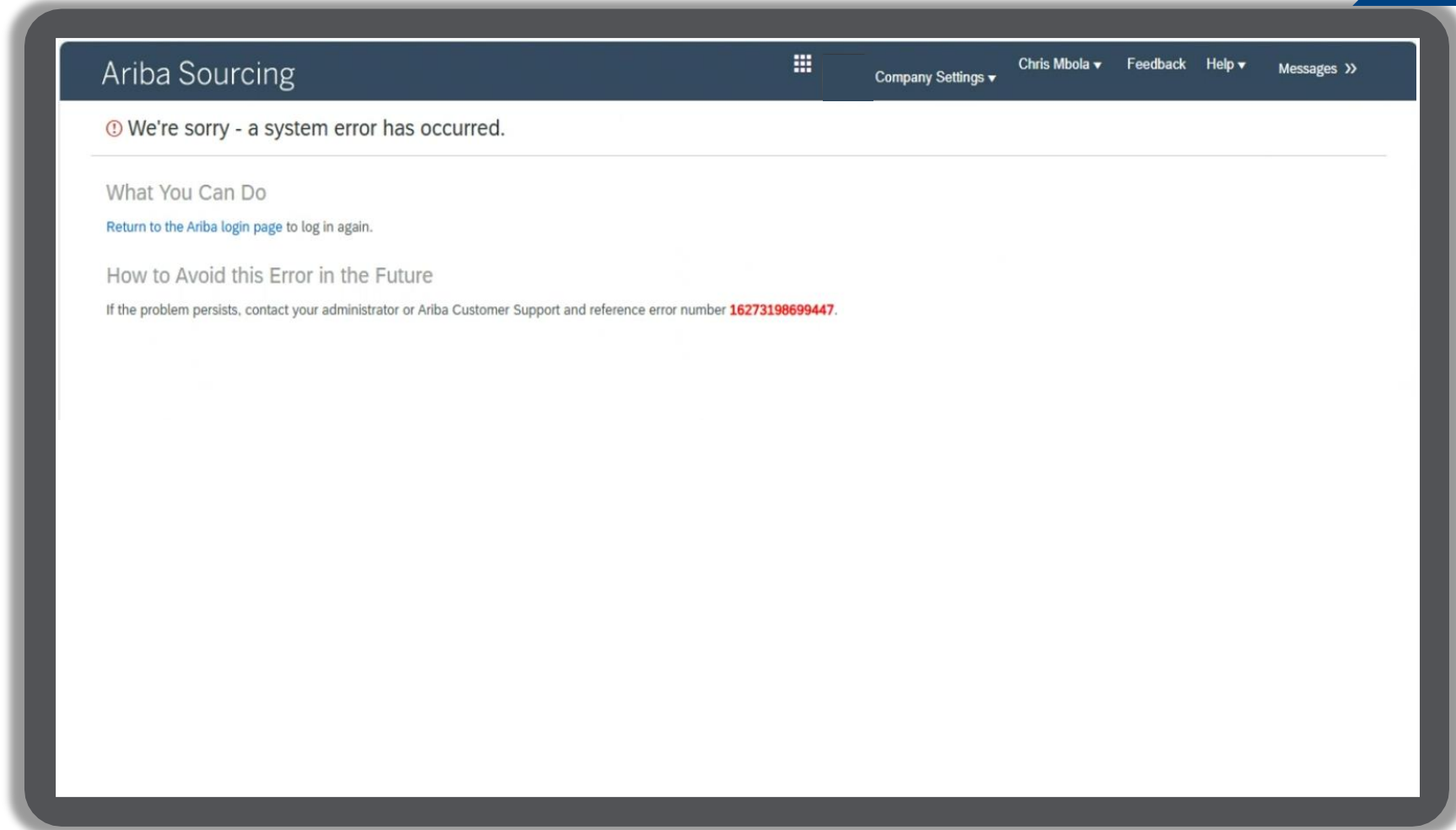
- Step 1.** Click "Download Content" to download and review your event in an Excel Spreadsheet. Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets". Below this text are two buttons: "Download Content" (highlighted with a red box) and "Download Original Custom Offline Bid Sheets".
- Step 2.** Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.
- Step 3.** Locate the saved Excel file on your computer using the Browse button. Below this text is a file selection interface with a "Choose File" button, the text "no file selected", and a dashed box containing "Or drop file here".
- Step 4.** Click **Upload** to import the contents of the Excel file to your event. Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response. Below this text is an "Upload" button.

At the bottom right of the interface, there is another "Done" button.

COMMON ISSUE WITH BOQ RFPs

D

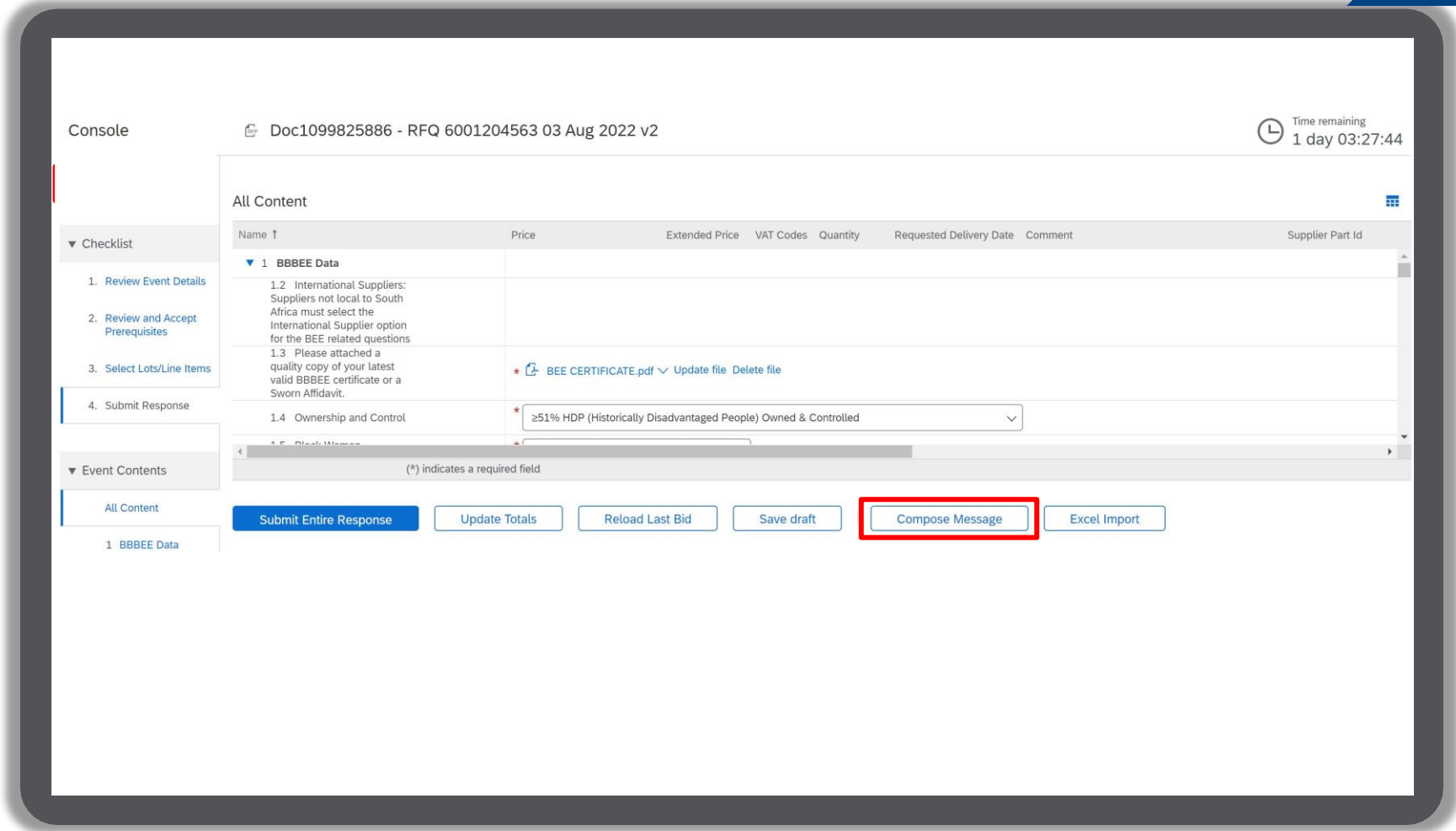
3. If the BOQ has an issue, the following error will be displayed.
4. The next step would be to use the Compose Message function, to communicate the issue to the sourcing specialist



COMMON ISSUE WITH BOQ RFPs




5. Use the **Compose Message** function to communicate the issue with the sourcing specialist.



Console Doc1099825886 - RFQ 6001204563 03 Aug 2022 v2 Time remaining 1 day 03:27:44

All Content

Name ↑	Price	Extended Price	VAT Codes	Quantity	Requested Delivery Date	Comment	Supplier Part Id
▼ 1 BBBEE Data							
1.2 International Suppliers: Suppliers not local to South Africa must select the International Supplier option for the BEE related questions							
1.3 Please attached a quality copy of your latest valid BBBEE certificate or a Sworn Affidavit.						*  BEE CERTIFICATE.pdf Update file Delete file	
1.4 Ownership and Control						* <input type="text" value="≥51% HDP (Historically Disadvantaged People) Owned & Controlled"/>	
1.5 Black Women						* <input type="text"/>	

(*) indicates a required field

COMMON ISSUE WITH BOQ RFPs

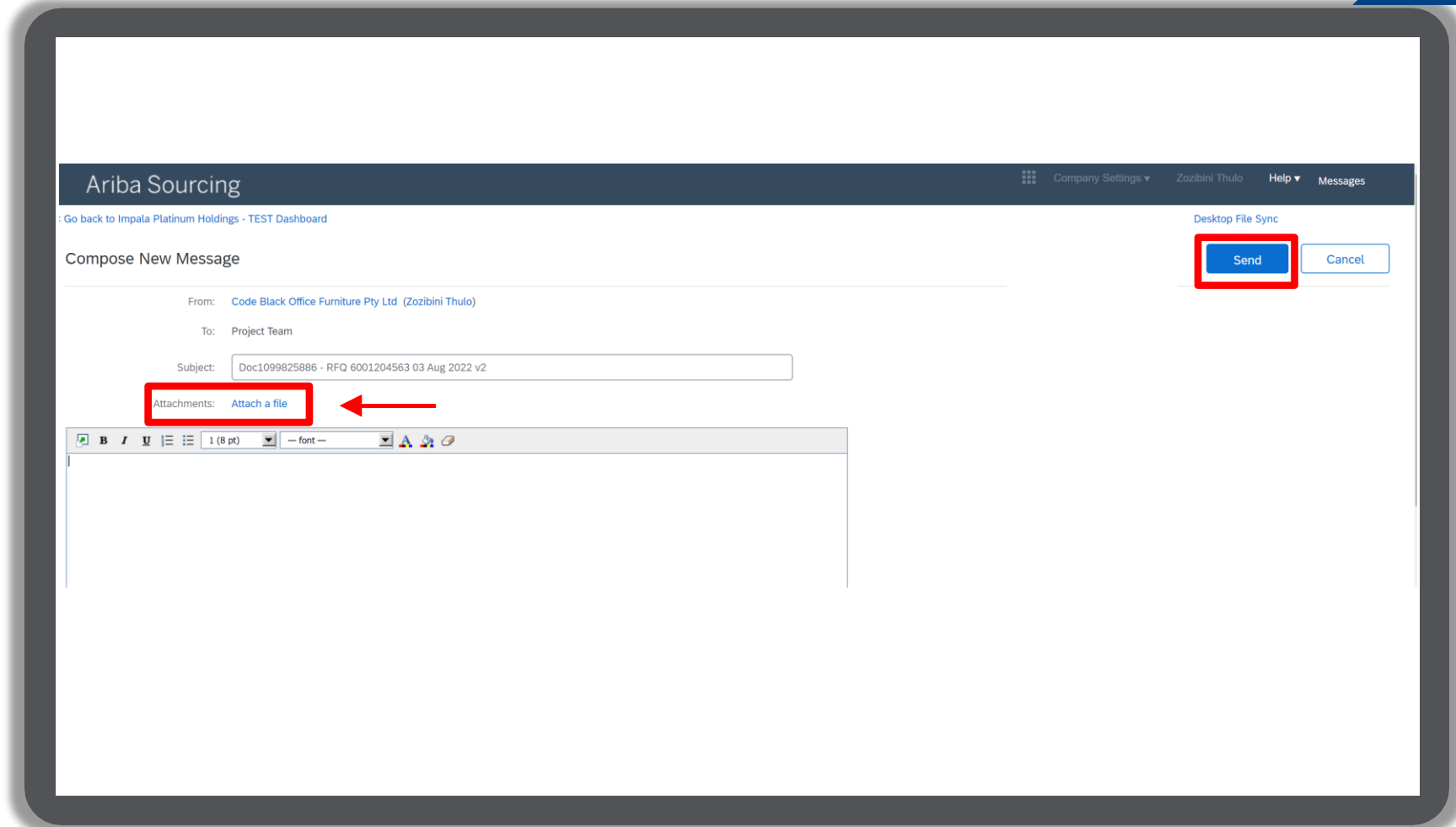
D

- When the message screen opens, write your message. When finished, click **“Send”**.

Note:

Attachments can also be added if need.

*Just click **“Attach a file”** to do so.*



IMPLATS Ariba SUPPORT HELP LINES

D

7. Alternatively, you can log the issue with our Ariba support helpdesk via phone or email

Implats' **Supplier Support Helpdesk** is open **Monday to Friday from 07:30 to 15:30**, excluding all South African Public Holidays.

If you need assistance outside Helpdesk operating hours, please send us an email with your request, and an agent will respond within 24 hours.



+27 14 569 6899



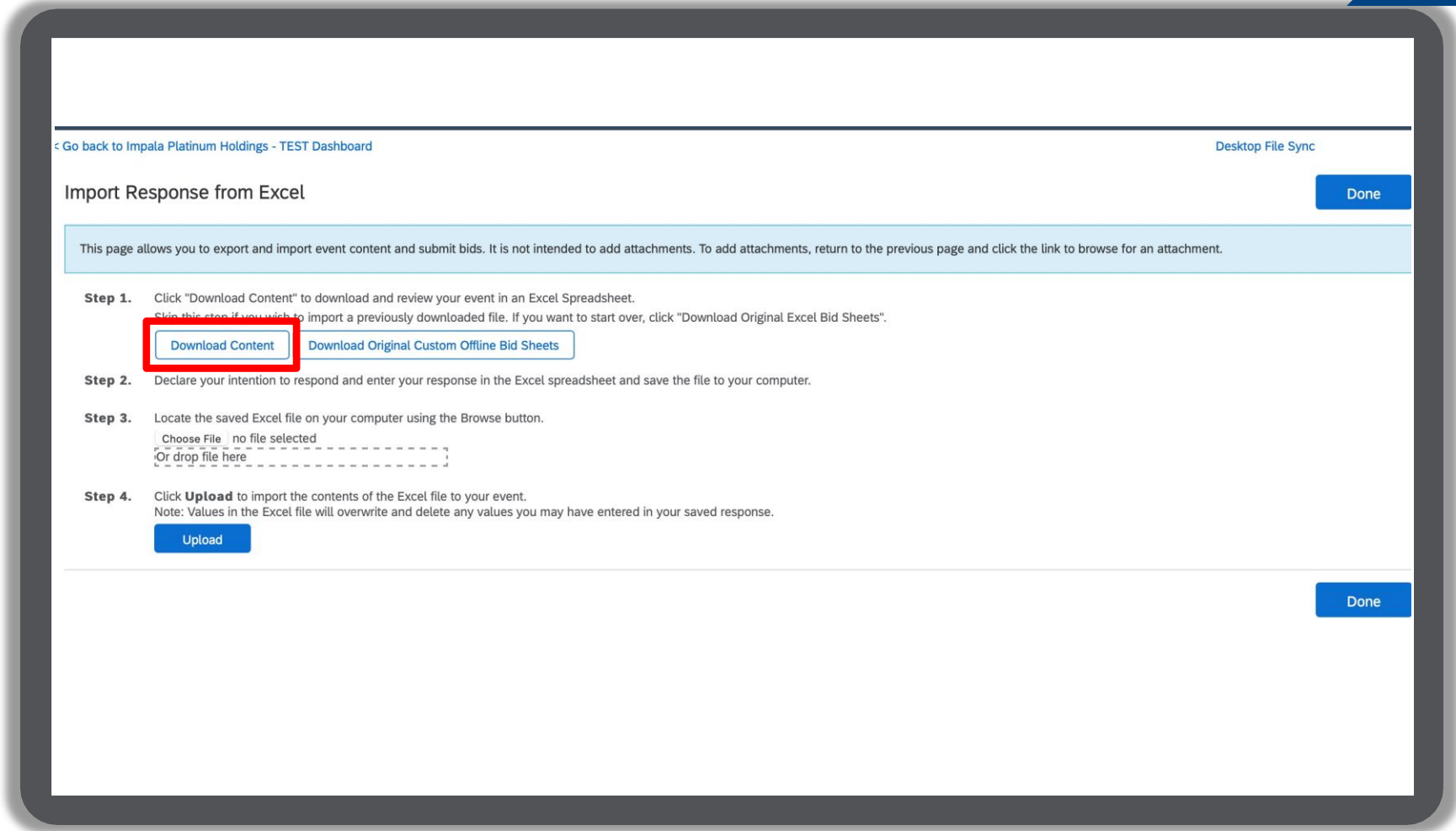
aribasupport@implats.co.za

HOW TO RESPOND TO BOQ RFPs



Let's continue.

8. Click **“Download Content”** to download the BOQ to Excel, where you can capture your pricing.



The screenshot shows a web interface titled "Import Response from Excel". At the top left, there is a link: "< Go back to Impala Platinum Holdings - TEST Dashboard". At the top right, it says "Desktop File Sync". Below the title, there is a blue "Done" button. A light blue informational banner states: "This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment." The main content area lists four steps:

- Step 1.** Click "Download Content" to download and review your event in an Excel Spreadsheet.
Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".
Two buttons are shown: "Download Content" (highlighted with a red box) and "Download Original Custom Offline Bid Sheets".
- Step 2.** Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.
- Step 3.** Locate the saved Excel file on your computer using the Browse button.
A file selection area shows "Choose File" and "no file selected", with a dashed box below it containing "Or drop file here".
- Step 4.** Click **Upload** to import the contents of the Excel file to your event.
Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.
A blue "Upload" button is located below the note.

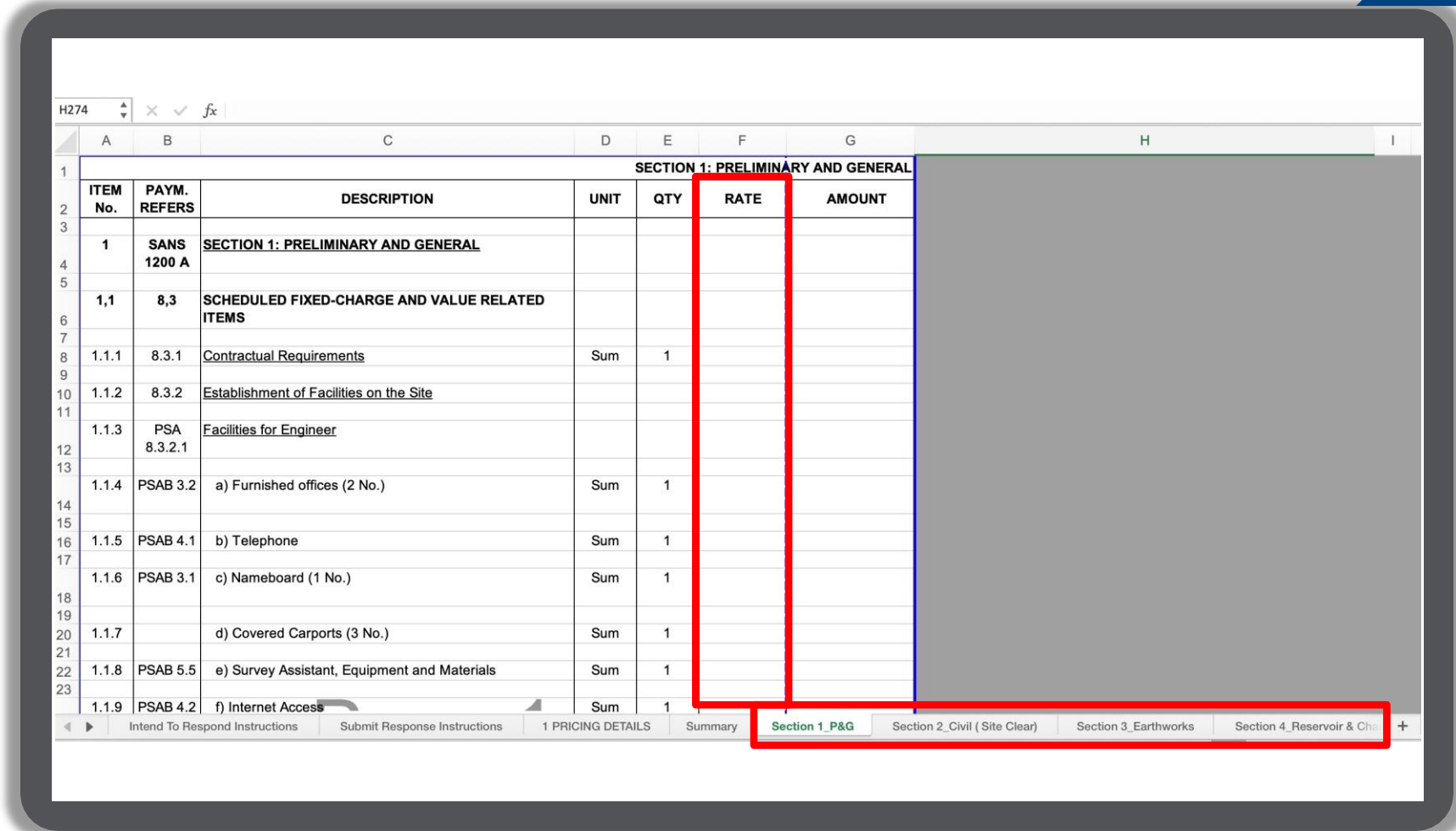
At the bottom right of the interface, there is another blue "Done" button.

HOW TO RESPOND TO BOQ RFPs



- Open the downloaded BOQ spreadsheet in Excel.

Read through and complete the BOQ sheets shown and capture your prices / rates into the spreadsheet's detailed sheets, as you have always done before.



ITEM No.	PAYM. REFERS	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
1	SANS 1200 A	SECTION 1: PRELIMINARY AND GENERAL				
1,1	8,3	SCHEDULED FIXED-CHARGE AND VALUE RELATED ITEMS				
1.1.1	8.3.1	Contractual Requirements	Sum	1		
1.1.2	8.3.2	Establishment of Facilities on the Site				
1.1.3	PSA 8.3.2.1	Facilities for Engineer				
1.1.4	PSAB 3.2	a) Furnished offices (2 No.)	Sum	1		
1.1.5	PSAB 4.1	b) Telephone	Sum	1		
1.1.6	PSAB 3.1	c) Nameboard (1 No.)	Sum	1		
1.1.7		d) Covered Carports (3 No.)	Sum	1		
1.1.8	PSAB 5.5	e) Survey Assistant, Equipment and Materials	Sum	1		
1.1.9	PSAB 4.2	f) Internet Access	Sum	1		

HOW TO RESPOND TO BOQ RFPs



Note:
 As you enter your BOQ prices, the **Summary** sheet and the **Pricing Details** sheet update automatically.
 Do not update these sheets!

Summary sheet

SECTION	SUMMARY OF SCHEDULE OF QUANTITIES	AMOUNT (EXCL. VAT)
1	PRELIMINARY AND GENERAL	30 000
2	SITE CLEARANCE	800 000
3	BULK EARTHWORKS	1 500 000
4	25 ML RESERVOIR AND CHAMBERS	
5	PUMP STATION BUILDING	
6	PIPELINES	
7	FENCING	
8	ROADS	
9	STORMWATER	
10	MECHANICAL	
11	ELECTRICAL	
12	CONTROL AND INSTRUMENTATION	
13	COMMISSIONING & OPERATING AND MAINTENANCE MANUAL	

Pricing Details sheet

Number	Name	Description	Currency	Unit of Measure	Price	Quantity	Comment	Comment Comments	VAT Codes
1.3.1	PRELIMINARY AND GENERAL	PRELIMINARY AND GENERAL	ZAR	each	30000		0	0	J1 15% Input VAT
1.3.2	SITE CLEARANCE	SITE CLEARANCE	ZAR	each	800000		0	0	J1 15% Input VAT
1.3.3	BULK EARTHWORKS	BULK EARTHWORKS	ZAR	each	1500000		0	0	J1 15% Input VAT
1.3.4	25 ML RESERVOIR AND CHAMBERS	25 ML RESERVOIR AND CHAMBERS	ZAR	each			0	0	J1 15% Input VAT

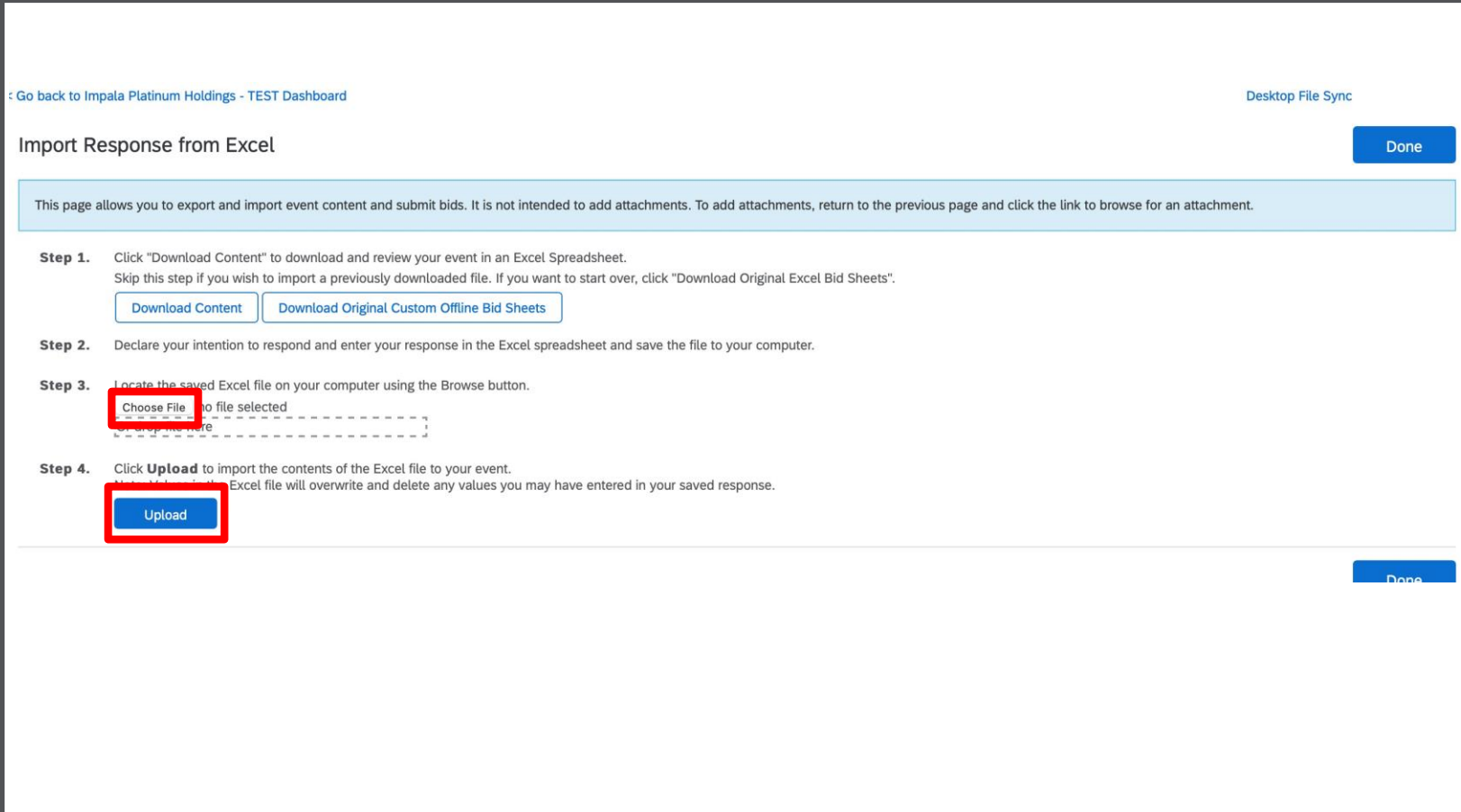
HOW TO RESPOND TO BOQ RFPs

D

10. Once completed, upload your BOQ spreadsheet back into Ariba.

Click **“Choose File”** and browse for and select your BOQ file that you have updated on your desktop.

Click **“Upload”** to upload it back into Ariba.



Go back to Impala Platinum Holdings - TEST Dashboard Desktop File Sync

Import Response from Excel Done

This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment.

Step 1. Click "Download Content" to download and review your event in an Excel Spreadsheet.
Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

[Download Content](#) [Download Original Custom Offline Bid Sheets](#)

Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

Step 3. Locate the saved Excel file on your computer using the Browse button.

[Choose File](#) no file selected

Step 4. Click **Upload** to import the contents of the Excel file to your event.
When you click Upload, the Excel file will overwrite and delete any values you may have entered in your saved response.

[Done](#)

HOW TO RESPOND TO BOQ RFPs



11. Once your BOQ file has been uploaded into Ariba, your BOQ summary prices are updated on the Ariba platform.

You can now update the total RFP value on Ariba field shown with the asterisk, by copying the extended price into this field. The extend price on Ariba represents the total value of your full response.

Once complete, you must click **“Submit Entire Response”** to submit your RFP back to Implats.

ings - TEST Dashboard Desktop File Sync

RFP Doc1251652918 - BOQ Water Reservoir RFP - Jan 2023 Time remaining
20 days 21:36:03

PRICING DETAILS (Section 1 of 2) Next >>

Name ↑	Price	VAT Codes	Extended Price	Quantity	Requested Delivery Date
▼ 1 PRICING DETAILS			7,330,000.00 ZAR		
1.1 Please provide total value of full RFP, exclusive of VAT?	* <input type="text"/>	ZAR			
▼ 1.3 25ML POTABLE WATER CONCRETE RESERVOIR AND ASSOCIATED SERVICES ▼					
1.3.1 PRELIMINARY AND GENERAL ▼	30,000.00 ZAR	J1 15% Input VAT	30,000.00 ZAR	1 each	
1.3.2 SITE CLEARANCE ▼	800,000.00 ZAR	J1 15% Input VAT	800,000.00 ZAR	1 each	
1.3.3 BULK EARTHWORKS ▼	1,500,000.00 ZAR	J1 15% Input VAT	1,500,000.00 ZAR	1 each	
1.3.4 25 ML RESERVOIR AND CHAMBERS ▼	5,000,000.00 ZAR	J1 15% Input VAT	5,000,000.00 ZAR	1 each	

(*) indicates a required field

Submit Entire Response | Update Totals | Save draft | Compose Message | Excel Import

A HIGH LEVEL RFP PROCESS FLOW

B HOW TO RESPOND TO IMPLATS
REQUEST FOR PROPOSALS (RFPs)

C HOW TO RESPOND TO IMPLATS
RFPs THAT ALLOW ALTERNATIVE
RESPONSES

D HOW TO RESPOND TO IMPLATS
BOQ RFPs

E HOW TO COMPOSE A MESSAGE
TO YOUR IMPLATS BUYER

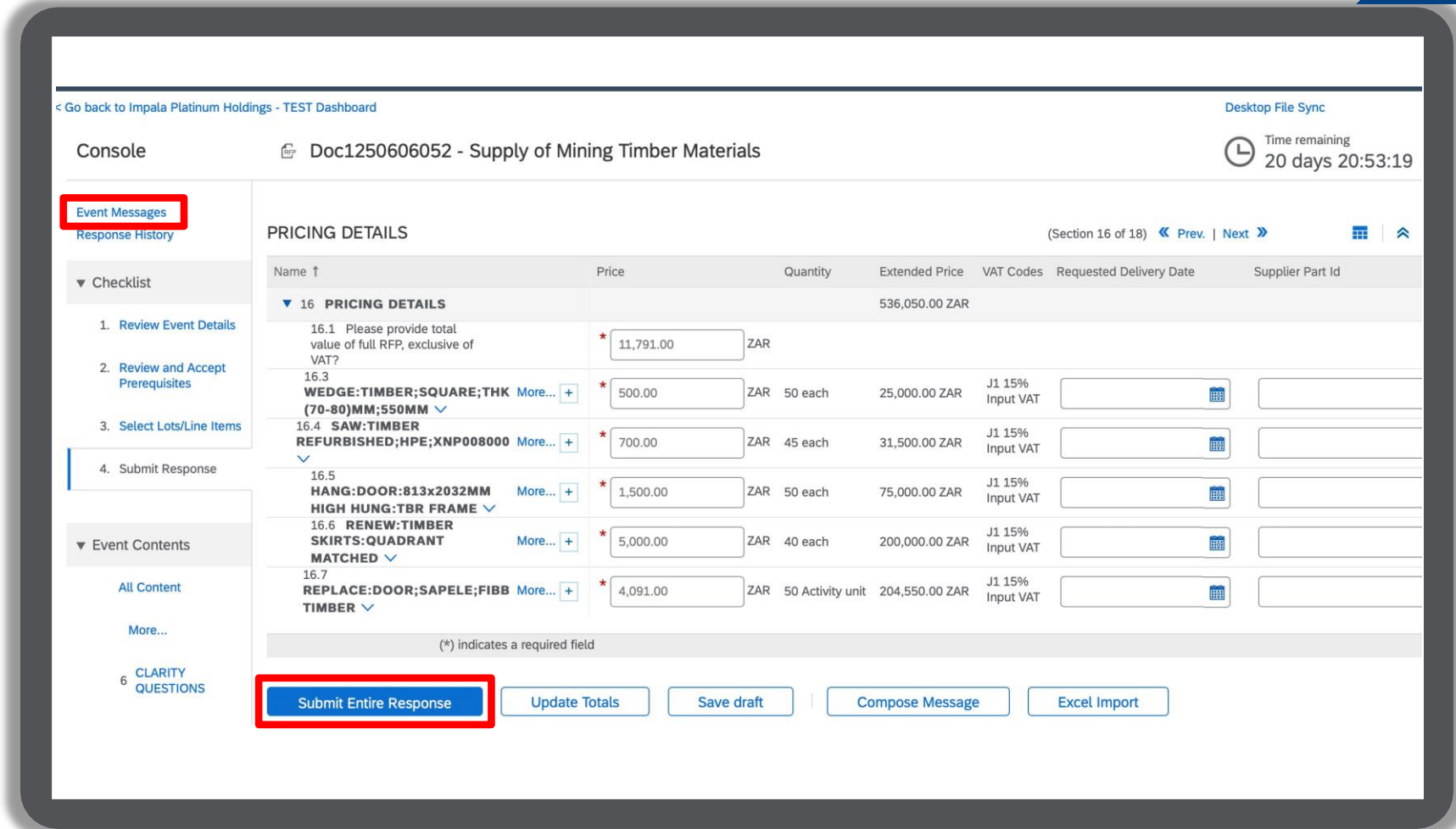
F HOW TO REVISE A SUBMITTED
RFP RESPONSE

G HOW TO DECLINE A RESPONSE
TO A SOURCING EVENT

HOW TO COMPOSE A MESSAGE TO THE IMPLATS BUYER



1. Implats could send you important messages during the course of the event providing further information and updates about the event. Find these messages by clicking on **“Event Messages”**, which can be found in the menu bar on the left hand side of your screen.
2. Should you need to contact Implats during the course of the event, do so by clicking on **“Compose Message”**.



Go back to Impala Platinum Holdings - TEST Dashboard Desktop File Sync

Console Doc1250606052 - Supply of Mining Timber Materials Time remaining 20 days 20:53:19

Event Messages (highlighted in red)
Response History

▼ Checklist

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

▼ Event Contents

- All Content
- More...
- 6 CLARITY QUESTIONS

PRICING DETAILS

(Section 16 of 18) « Prev | Next »

Name ↑	Price	Quantity	Extended Price	VAT Codes	Requested Delivery Date	Supplier Part Id
▼ 16 PRICING DETAILS 536,050.00 ZAR						
16.1 Please provide total value of full RFP, exclusive of VAT?	* 11,791.00 ZAR					
16.3 WEDGE:TIMBER;SQUARE;THK (70-80)MM;550MM More... +	* 500.00 ZAR	50 each	25,000.00 ZAR	J1 15% Input VAT	<input type="text"/>	<input type="text"/>
16.4 SAW:TIMBER REFURBISHED;HPE;XNP008000 More... +	* 700.00 ZAR	45 each	31,500.00 ZAR	J1 15% Input VAT	<input type="text"/>	<input type="text"/>
16.5 HANG:DOOR:813x2032MM HIGH HUNG:TBR FRAME More... +	* 1,500.00 ZAR	50 each	75,000.00 ZAR	J1 15% Input VAT	<input type="text"/>	<input type="text"/>
16.6 RENEW:TIMBER SKIRTS:QUADRANT MATCHED More... +	* 5,000.00 ZAR	40 each	200,000.00 ZAR	J1 15% Input VAT	<input type="text"/>	<input type="text"/>
16.7 REPLACE:DOOR;SAPELE;FIBB TIMBER More... +	* 4,091.00 ZAR	50 Activity unit	204,550.00 ZAR	J1 15% Input VAT	<input type="text"/>	<input type="text"/>

(*) indicates a required field

Submit Entire Response (highlighted in red) | Update Totals | Save draft | Compose Message | Excel Import

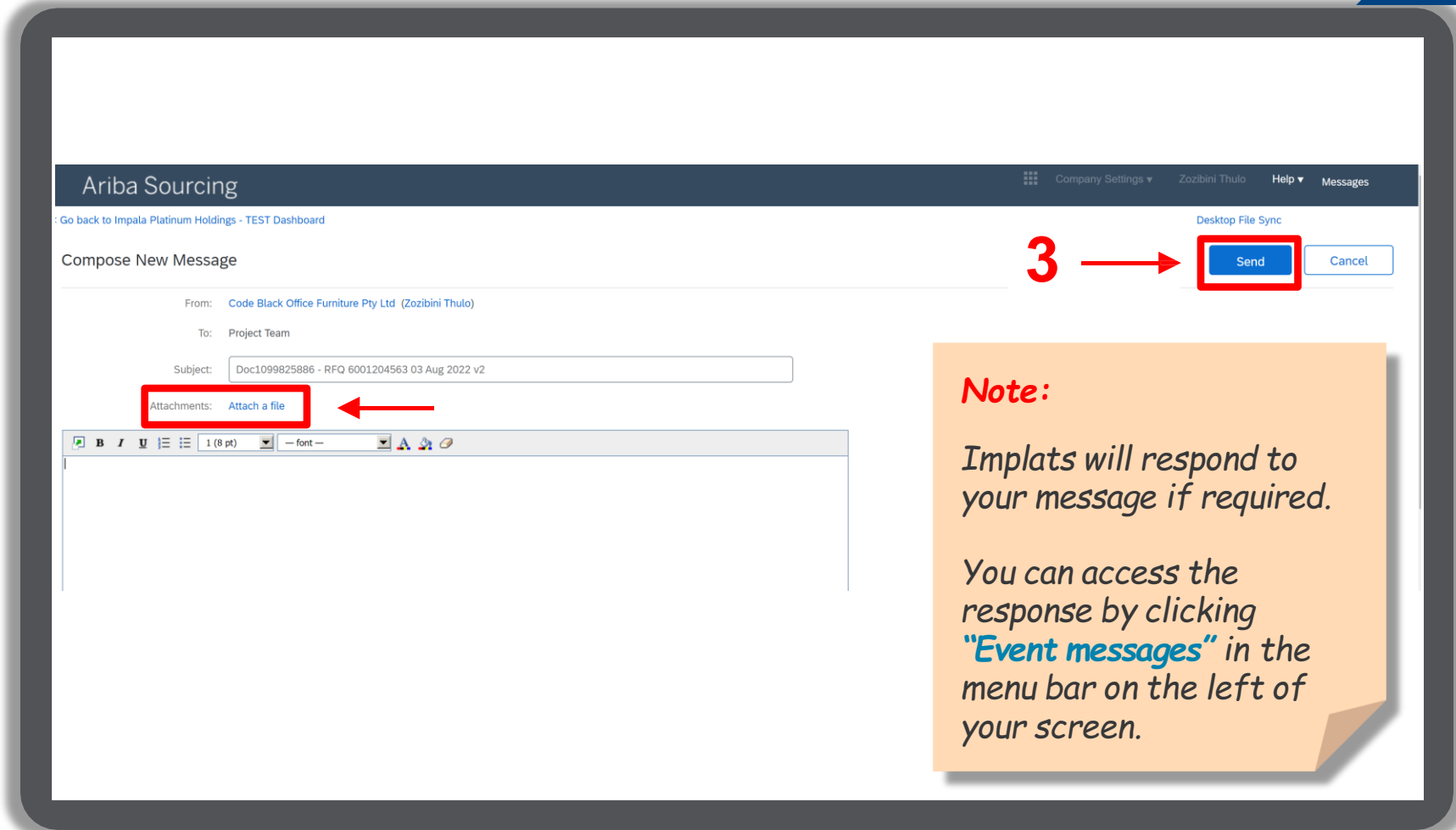
HOW TO COMPOSE A MESSAGE TO THE IMPLATS BUYER

3. When the message screen opens, write your message. When finished, click **“Send”**.

Note:

Attachments can also be added if need.

*Just click **“Attach a file”** to do so.*



Note:

Implats will respond to your message if required.

*You can access the response by clicking **“Event messages”** in the menu bar on the left of your screen.*

OVERVIEW

A HIGH LEVEL RFP PROCESS FLOW

B HOW TO RESPOND TO IMPLATS
REQUEST FOR PROPOSALS (RFPs)

C HOW TO RESPOND TO IMPLATS
RFPs THAT ALLOW ALTERNATIVE
RESPONSES

D HOW TO RESPOND TO IMPLATS
BOQ RFPs

E HOW TO COMPOSE A MESSAGE
TO YOUR IMPLATS BUYER

F HOW TO REVISE A SUBMITTED
RFP RESPONSE


G HOW TO DECLINE A RESPONSE
TO A SOURCING EVENT

HOW TO REVISE A SUBMITTED RFP RESPONSE



1. You may need to revise your submitted response.
You can do so provided the event is still active and not closed.
Login to your SAP Business Network Account and click on the event you intend to revise.

2. Click **“Revise Response”** to change or update your response.

Events


Title	ID	End Time ↓	Event Type	Participated
▼ Status: Open (2)				
Supply of Mining Timber Materials	Doc1250606052	12/28/2022 6:01 PM	RFP	No
RFP For BOM 05-07-2022	Doc1067439633	12/28/2022 11:26 AM	RFP	No

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

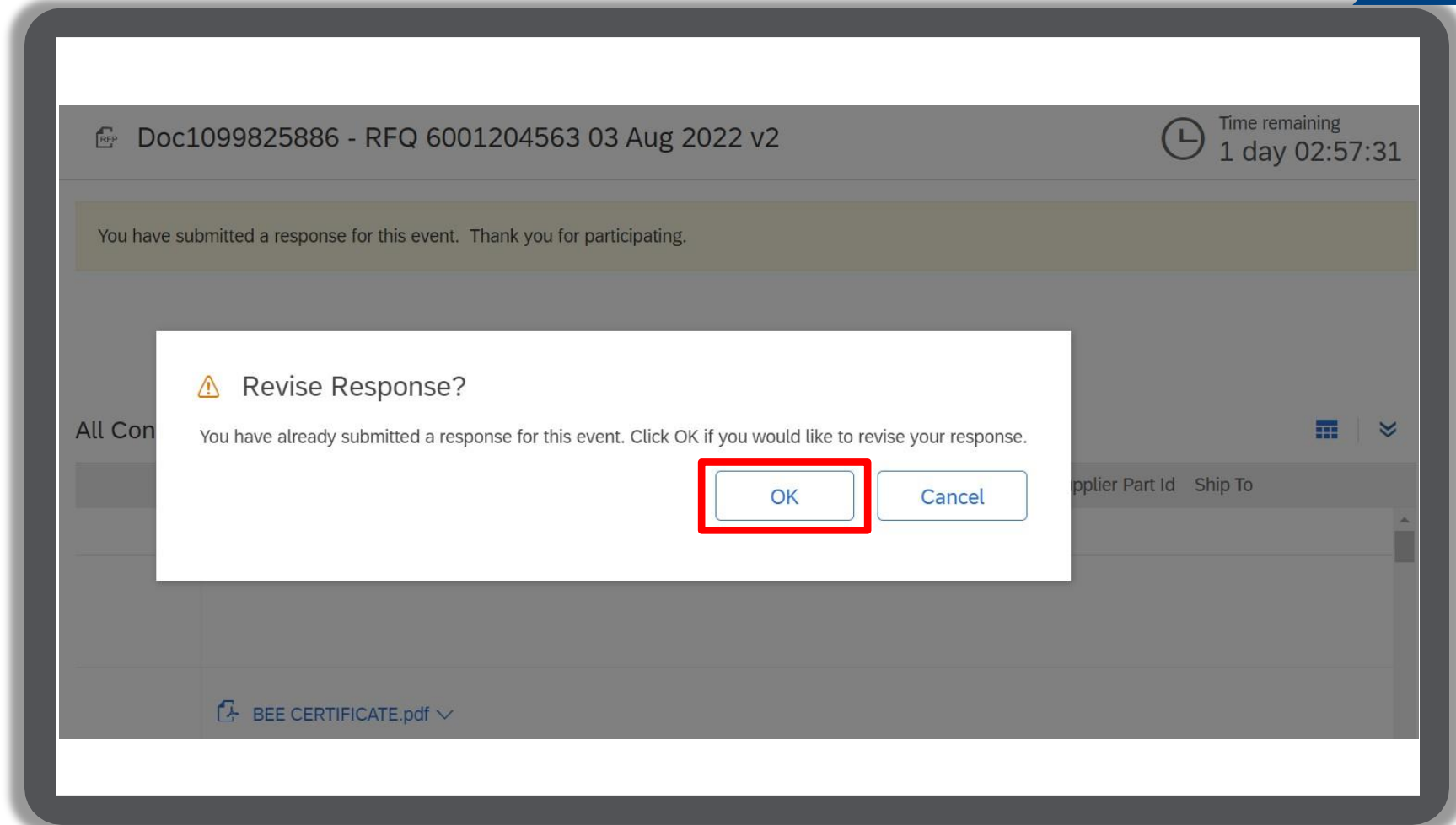
Revise Response

HOW TO REVISE A SUBMITTED RFP RESPONSE

F

3. A pop-up dialogue box will warn you that you have already submitted a response.

If you are certain you want to revise your response, click **“OK”**.



HOW TO REVISE A SUBMITTED RFP RESPONSE



- 4. Make your updates/changes
Once completed, click **“Submit Entire Response”**.

Name ↑		Price	Extended Price	VAT Codes	Quantity	Requested Delivery Date
2.8.2 LABOUR ▾	More... +	* <input type="text" value="80,000.00"/> ZAR	80,000.00 ZAR		1 each	
2.8.3 TRAVELLING ▾	More... +	* <input type="text" value="25,500.00"/> ZAR	51,000.00 ZAR		2 each	

(*) indicates a required field

Submit Entire Response
Update Totals
Reload Last Bid
Save draft
Compose Message

OVERVIEW

A HIGH LEVEL RFP PROCESS FLOW

B HOW TO RESPOND TO IMPLATS
REQUEST FOR PROPOSALS (RFPs)

C HOW TO RESPOND TO IMPLATS
RFPs THAT ALLOW ALTERNATIVE
RESPONSES

D HOW TO RESPOND TO IMPLATS
BOQ RFPs

E HOW TO COMPOSE A MESSAGE
TO YOUR IMPLATS BUYER

F HOW TO REVISE A SUBMITTED
RFP RESPONSE

G HOW TO DECLINE A RESPONSE
TO A SOURCING EVENT

HOW TO DECLINE RESPONDING TO AN RFP EVENT

G

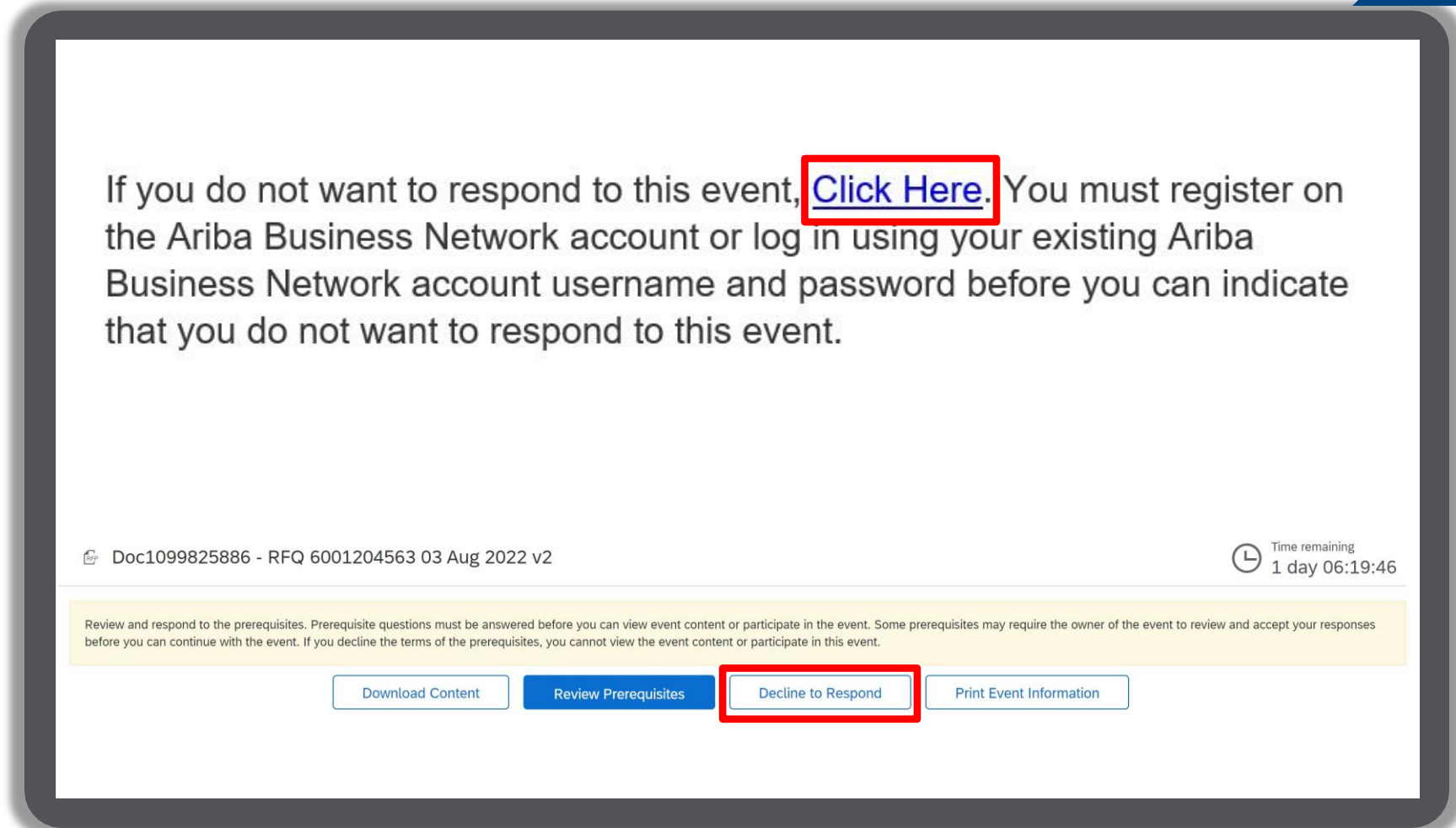
1. If you do not intend to participate in the event, click the **“Click Here”** link in the event invitation e-mail received from Implats.

Note:

Please read through the content of the invitation to fully understand next steps, whether you intend to participate or not.

2. Log in to the SAP Business Network and access the event.

Click **“Decline to Respond”**.



If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Business Network account or log in using your existing Ariba Business Network account username and password before you can indicate that you do not want to respond to this event.

Doc1099825886 - RFQ 6001204563 03 Aug 2022 v2 Time remaining
1 day 06:19:46

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](#)

HOW TO DECLINE RESPONDING TO AN RFP EVENT

G

3. Please provide a reason for declining to participate in the free text box area on your screen.

Click **“OK”**.



Reason for Declining to Respond

Declining to respond will temporarily remove your accessibility to this event. If you decide to respond to this event later, click the 'Intend to Respond' button for this event. Please enter the reason for declining (limited to 500 characters).

We cannot meet your current requirement and looking forward to participating in any future events.

Note:

*Your reason for not participating should be limited to **500 characters** - please be brief and to the point.*

OK Cancel

HOW TO DECLINE RESPONDING TO AN RFP EVENT



- Your event participation status will be updated to **“Declined”**.

Events

Title	ID	End Time ↓	Event Type	Participated
▼ Status: Open (1)				
RFQ 6001204563 03 Aug 2022 v2	Doc1099825886	11/16/2022 6:30 PM	RFP	Declined

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (2)			
Implats Supplier Registration Questionnaire 1 of 2	Doc1203008247	11/2/2023 11:18 AM	Registered
Implats Supplier Registration Questionnaire 2 of 2	Doc1203008251	11/2/2023 10:15 AM	Registered

HOW TO RESPOND TO RFPs

1. You will receive an invitation email notification with the subject: **“Impala Platinum Holdings has invited you to participate in event”**.

Important note:

Please read the content of the invitation carefully. It will contain information guiding you on the next steps required to respond to the RFP.

Click **“Click Here”** to access the event.

Impala Platinum Holdings - TEST has invited you to participate in an event: RFP Templates.

Impala Platinum Holdings - TEST has invited you to participate in the following event: RFP Templates. The event is set to begin on Monday, November 21, 2022 at 4:21 AM, Pacific Standard Time.

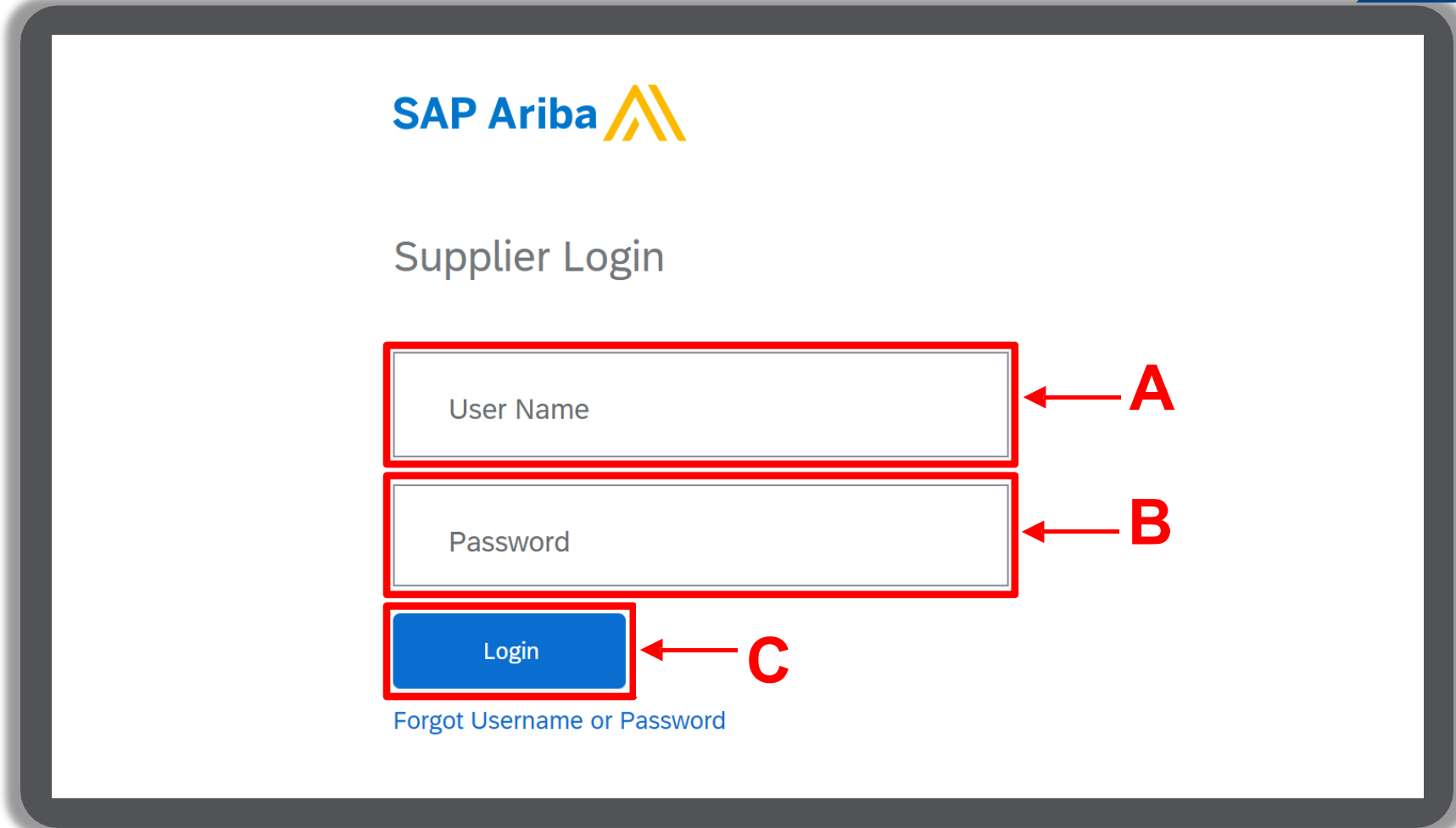
Use the following username to log in to Impala Platinum Holdings - TEST events: xxx@yyyyy.zz.zz


[Click Here](#) to access this event.



HOW TO RESPOND TO RFPS

2. You will be redirected to the SAP Ariba Supplier Login Page
 - A. Enter your **username**
 - B. Enter your **password**
 - C. Click on the **“Login”** button



SAP Ariba 

Supplier Login

User Name ← **A**

Password ← **B**

Login ← **C**

[Forgot Username or Password](#)

RFP THAT HAS CLOSED

3. Once logged in the RFP event screen will appear.
4. In the top right of the page, you will see a message that says “Completed” or “Pending Selection”. This means that the RFP is closed for responses.
5. Pending Selection -The event has closed for responses and is pending the sourcing specialist’s awarding decision.
6. Completed – The event is complete and cannot be reopened.

The top screenshot shows the Ariba Sourcing interface for RFP Doc1302386130. The status 'Completed' is highlighted in a red box in the top right corner, with a red arrow pointing to it. The interface includes a navigation bar with 'Company Settings', 'Lebron Jordan', 'Feedback', and 'Help'. Below the navigation bar, there are buttons for 'Download Content' and 'Print Event Information'. The main content area displays 'All Content' with a table listing items like 'COMPANY OVERVIEW' and 'HOW TO GET HELP/SUPPORT'. A checklist on the left side shows steps like 'Review Event Details', 'Review and Accept Prerequisites', 'Select Lots/Line Items', and 'Submit Response'.

The bottom screenshot shows the Ariba Sourcing interface for RFP Doc1120348611. The status 'Pending Selection' is highlighted in a red box in the top right corner, with a red arrow pointing to it. The interface includes a navigation bar with 'Company Settings', 'Lebron Jordan', 'Feedback', 'Help', and 'Messages'. Below the navigation bar, there are buttons for 'Download Content', 'Review Prerequisites', 'Print Event Information', and 'Review Bidding'. The main content area displays 'COMPANY OVERVIEW' with a table listing items like 'COMPANY OVERVIEW'. A checklist on the left side shows steps like 'Review Event Details', 'Review and Accept Prerequisites', and 'Submit Response'.

GETTING HELP

A **IMPLATS SAP ARIBA SUPPLIER SUPPORT**

B **CONTACTING SAP ARIBA DIRECTLY – WITH USER CREDENTIALS**

C **CONTACTING SAP ARIBA DIRECTLY – WITH NO USER CREDENTIALS**

IMPLATS SUPPORT AND HELP LINES

A

Implats' **Supplier Support Helpdesk** is open **Monday to Friday from 07:30 to 15:30**, excluding all South African Public Holidays.

If you need assistance outside Helpdesk operating hours, please send us an email with your request, and an agent will respond within 24 hours.



+27 14 569 6899



aribasupport@implats.co.za

A IMPLATS SAP ARIBA SUPPLIER
SUPPORT

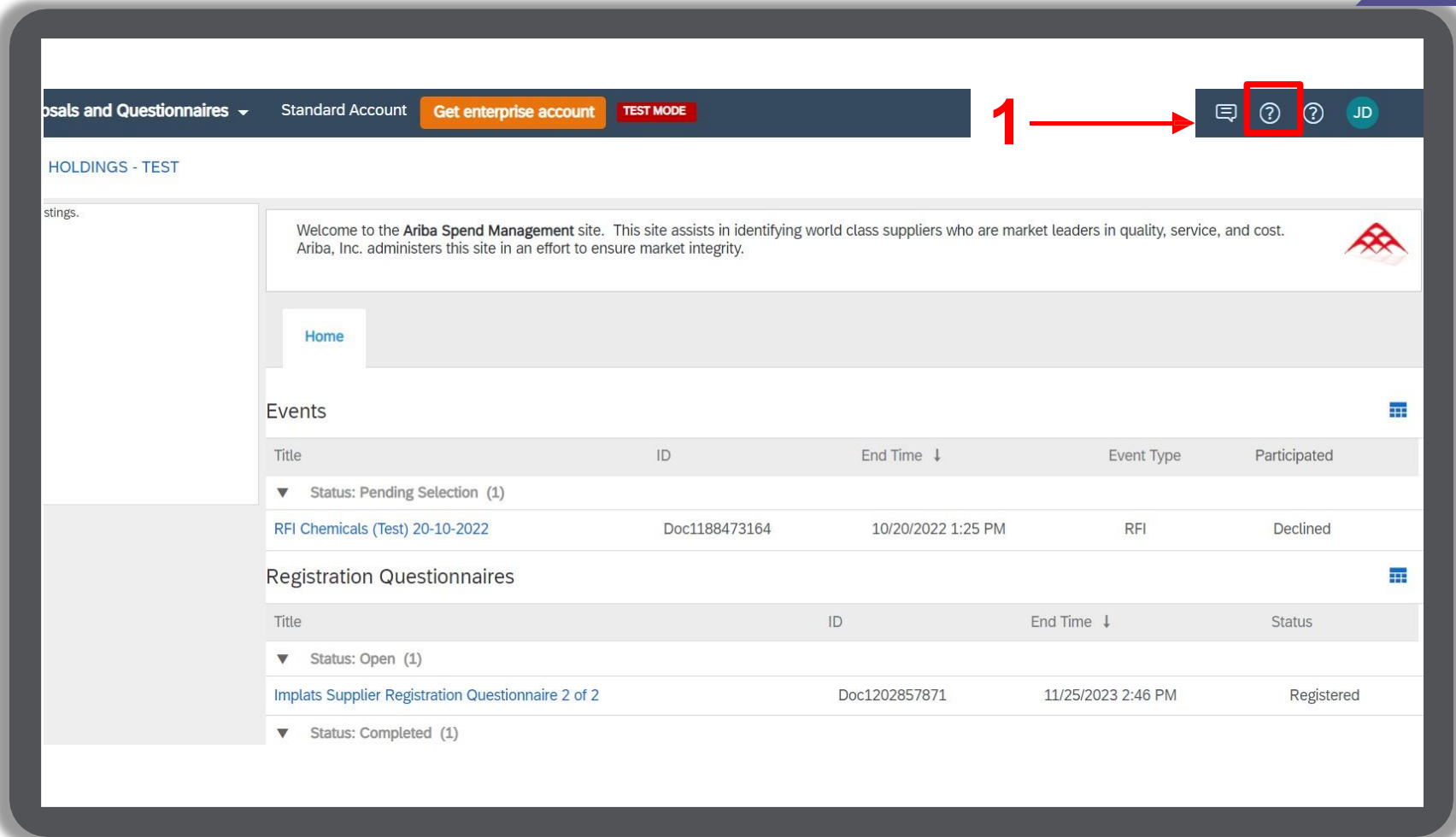
B CONTACTING SAP ARIBA
DIRECTLY – WITH USER
CREDENTIALS

C CONTACTING SAP ARIBA
DIRECTLY – WITH NO USER
CREDENTIALS

CONTACTING SAP ARIBA SUPPORT DIRECTLY (ALREADY LOGGED IN)

To contact SAP Ariba Support directly, when you are already logged in follow these steps:

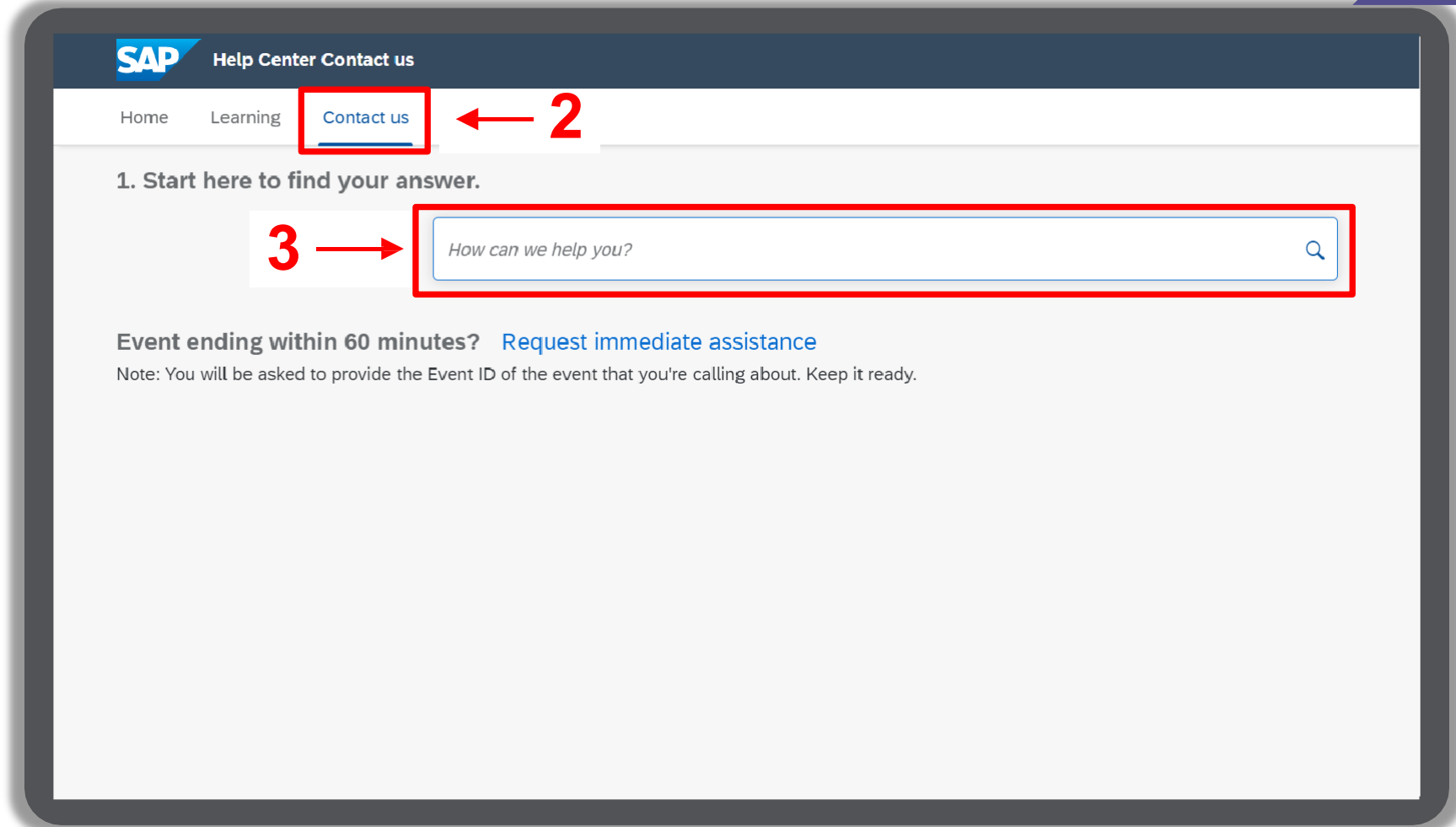
- 1. Login to the **SAP Business Network**, and from the Home page Click on the first “?” help icon.



CONTACTING SAP ARIBA SUPPORT DIRECTLY (ALREADY LOGGED IN)

You will be redirected to this screen

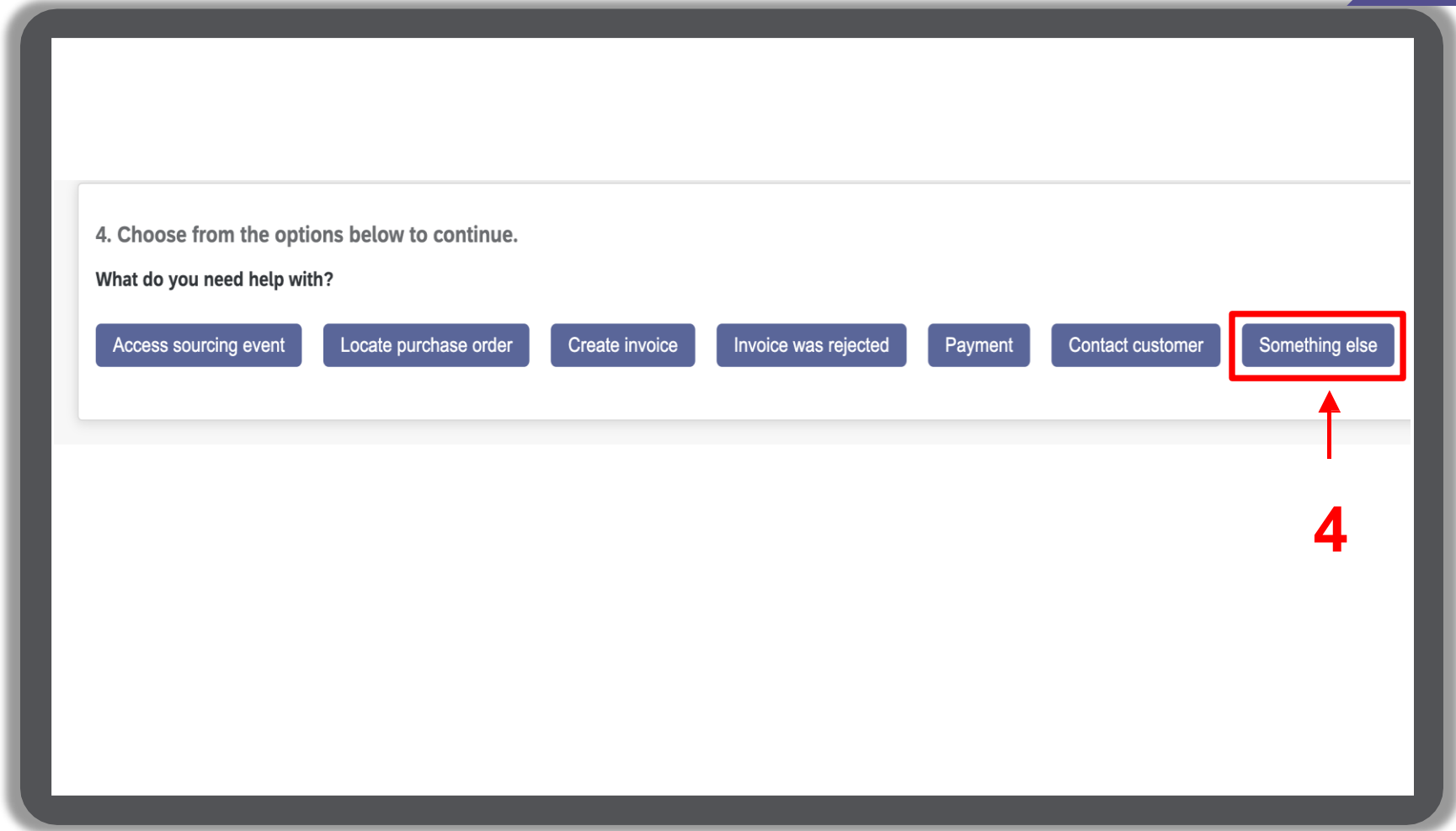
2. Select the **“Contact us”** tab.
3. Enter a brief description of what you need help with and click **“Search”**.



CONTACTING SAP ARIBA SUPPORT DIRECTLY (ALREADY LOGGED IN)

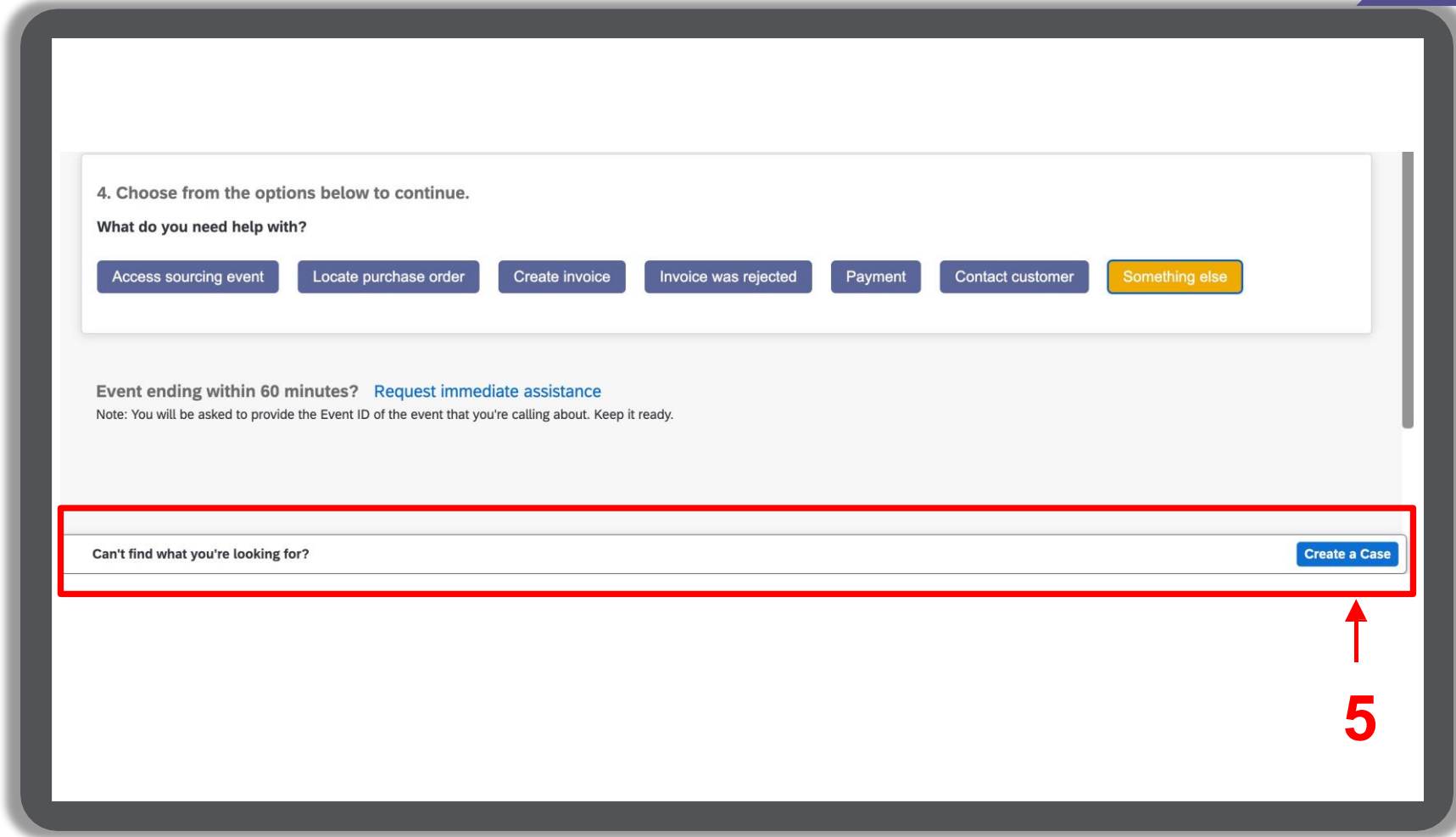
B

4. Should you not find an option, scroll down the screen and click **“Something Else”**.



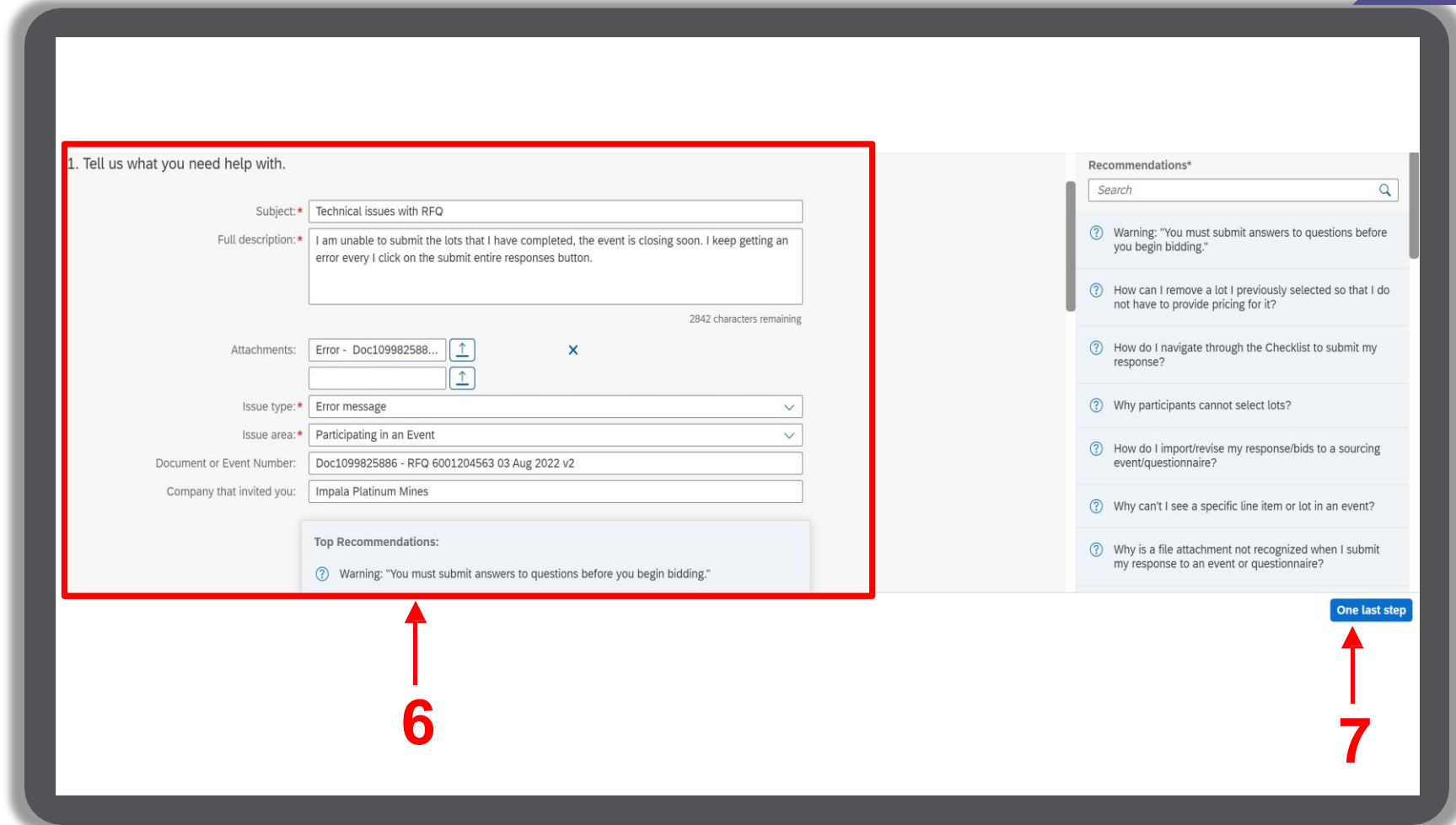
CONTACTING SAP ARIBA SUPPORT DIRECTLY (ALREADY LOGGED IN)

5. A bar will appear at the bottom of the screen. Click **“Create a Case”**.



CONTACTING SAP ARIBA SUPPORT DIRECTLY (ALREADY LOGGED IN)

6. Complete the form with as much detail on the issue as possible. Attach screenshots of the error if possible.
7. Click **“One Last Step”**.



1. Tell us what you need help with.

Subject: * Technical issues with RFQ

Full description: * I am unable to submit the lots that I have completed, the event is closing soon. I keep getting an error every I click on the submit entire responses button. 2842 characters remaining

Attachments: Error - Doc109982588...

Issue type: * Error message

Issue area: * Participating in an Event

Document or Event Number: Doc1099825886 - RFQ 6001204563 03 Aug 2022 v2

Company that invited you: Impala Platinum Mines

Top Recommendations:

- Warning: "You must submit answers to questions before you begin bidding."

Recommendations*

Search

- Warning: "You must submit answers to questions before you begin bidding."
- How can I remove a lot I previously selected so that I do not have to provide pricing for it?
- How do I navigate through the Checklist to submit my response?
- Why participants cannot select lots?
- How do I import/revise my response/bids to a sourcing event/questionnaire?
- Why can't I see a specific line item or lot in an event?
- Why is a file attachment not recognized when I submit my response to an event or questionnaire?

One last step

CONTACTING SAP ARIBA SUPPORT DIRECTLY (ALREADY LOGGED IN)

8. Review your contact information for correctness.
9. Click **“One Last Step”**.

3. Please review your contact information for correctness:

8 →


First name: * Zozibini

Last name: * Thulo

Username: zozibini.thulo@codeblack.com

Company: * Code Black Office Furniture Pty Ltd

Email: * phindile.manana@sap.com

Phone: * +27 11 656 0000 South Africa 

Extension:

Confirm phone: * 0116560000

My phone number is correct.

Ariba Network ID: * AN11149198792-T

To see how your data is used by SAP Ariba, you can visit the [SAP Ariba Privacy Statement](#).

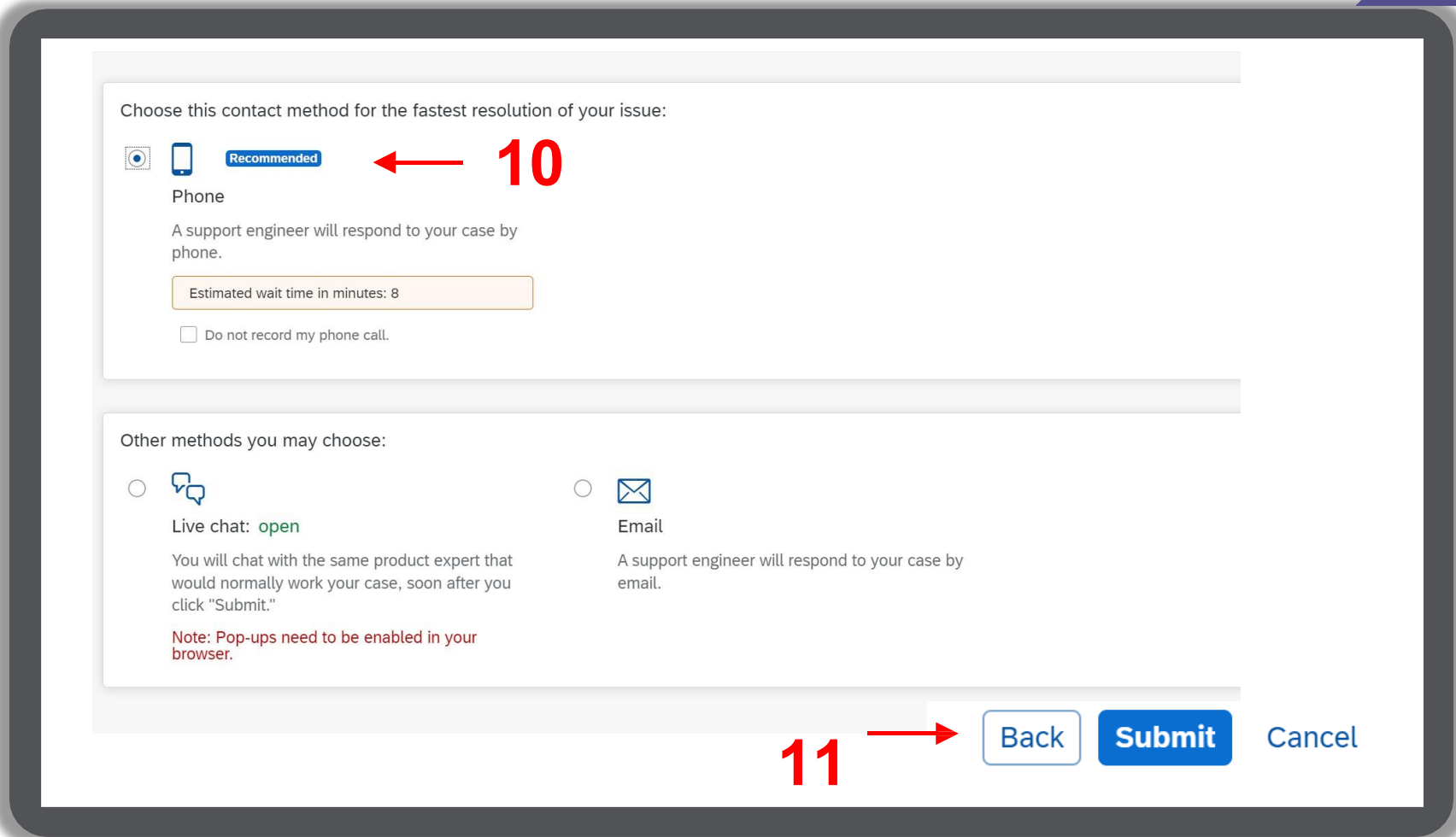
9 → **One last step**

CONTACTING SAP ARIBA SUPPORT DIRECTLY (ALREADY LOGGED IN)


B

10. Select your preferred method of contact.


11. Click **“Submit”**.




Choose this contact method for the fastest resolution of your issue:

 **Recommended** ← **10**
Phone
A support engineer will respond to your case by phone.
Estimated wait time in minutes: 8
 Do not record my phone call.

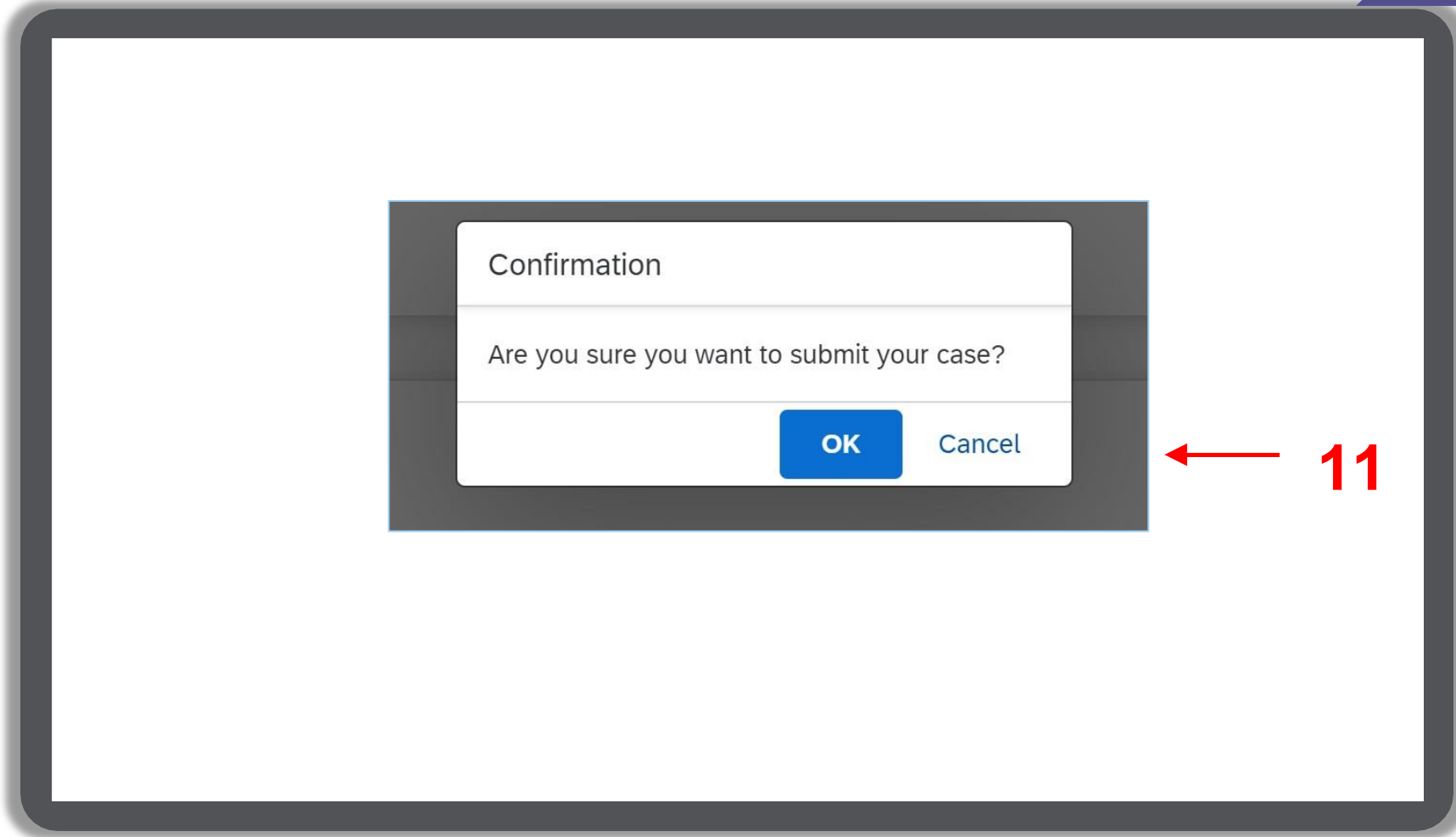
Other methods you may choose:

 Live chat: **open** → **11**
You will chat with the same product expert that would normally work your case, soon after you click "Submit."
Note: Pop-ups need to be enabled in your browser.

 Email
A support engineer will respond to your case by email.

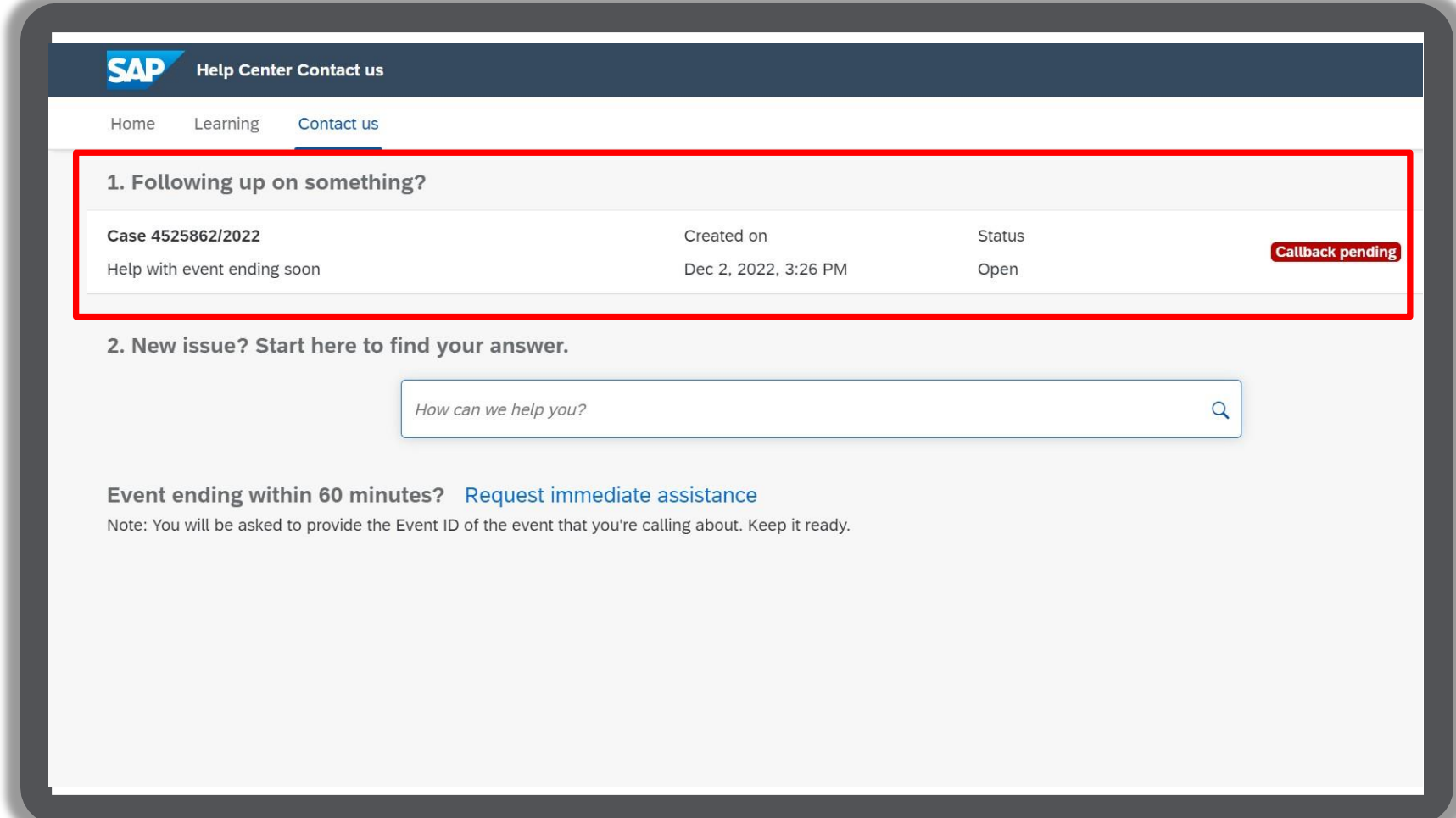
CONTACTING SAP ARIBA SUPPORT DIRECTLY (ALREADY LOGGED IN)

11. Confirm your intention to submit by clicking **OK**. You will receive an e-mail notification advising you of your ticket details.



CONTACTING SAP ARIBA SUPPORT DIRECTLY (ALREADY LOGGED IN)

12. Once submitted the following screen shows the status of your query.



The screenshot displays the SAP Help Center 'Contact us' page. The page has a dark blue header with the SAP logo and 'Help Center Contact us'. Below the header are navigation links for 'Home', 'Learning', and 'Contact us'. The main content area is divided into two sections. The first section, '1. Following up on something?', contains a table with one row of data. The second section, '2. New issue? Start here to find your answer.', features a search bar with the placeholder text 'How can we help you?' and a magnifying glass icon. Below the search bar, there is a link for 'Event ending within 60 minutes? Request immediate assistance' and a note: 'Note: You will be asked to provide the Event ID of the event that you're calling about. Keep it ready.'

Case 4525862/2022	Created on	Status	
Help with event ending soon	Dec 2, 2022, 3:26 PM	Open	Callback pending

A IMPLATS SAP ARIBA SUPPLIER
SUPPORT

B CONTACTING SAP ARIBA
DIRECTLY – WITH USER
CREDENTIALS

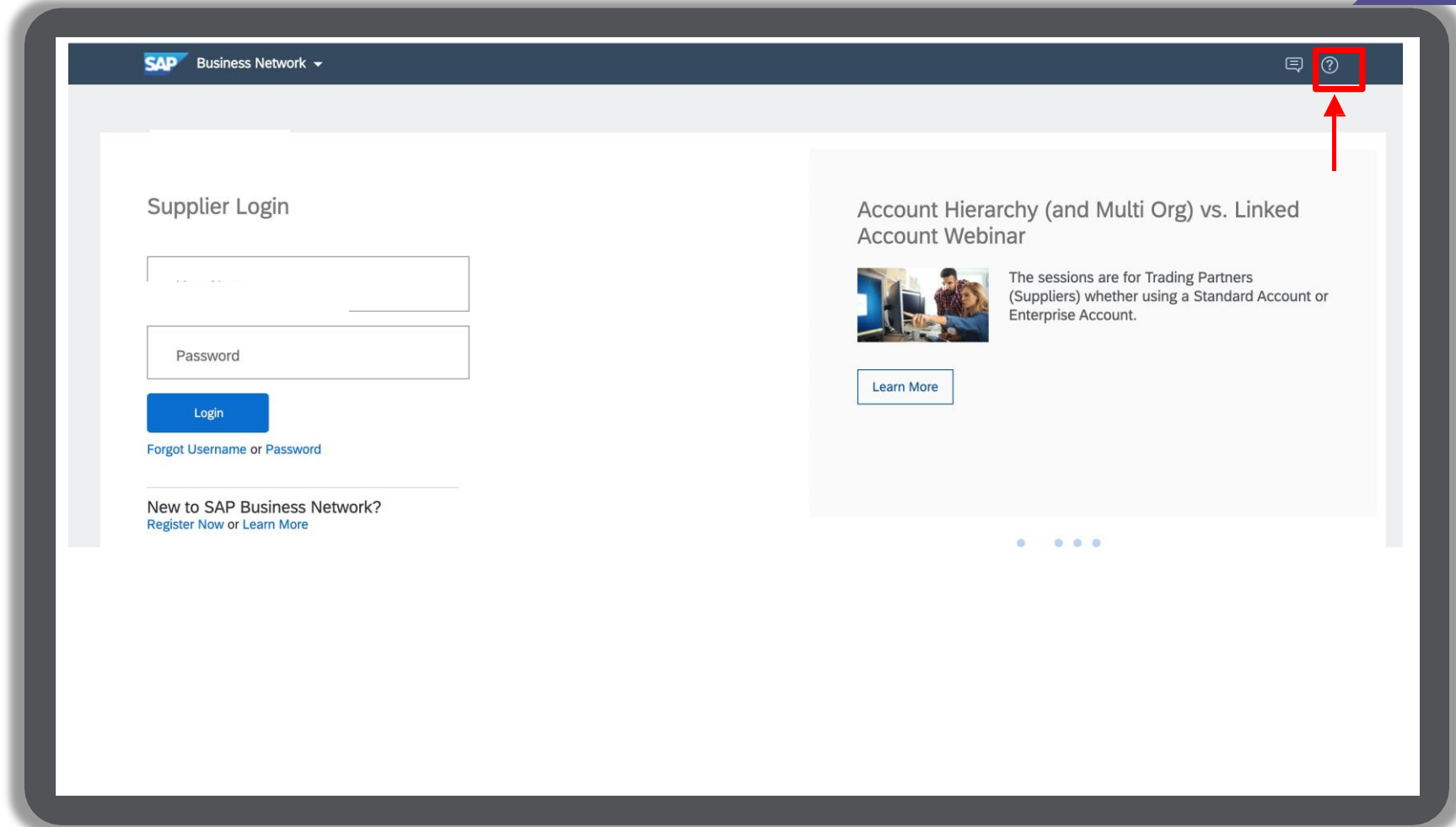
C CONTACTING SAP ARIBA
DIRECTLY – WITH NO USER
CREDENTIALS

CONTACTING SAP ARIBA SUPPORT DIRECTLY (NO USER CREDENTIALS)

To contact SAP Ariba Support directly, when you do not have any login credentials to your account, follow these steps:

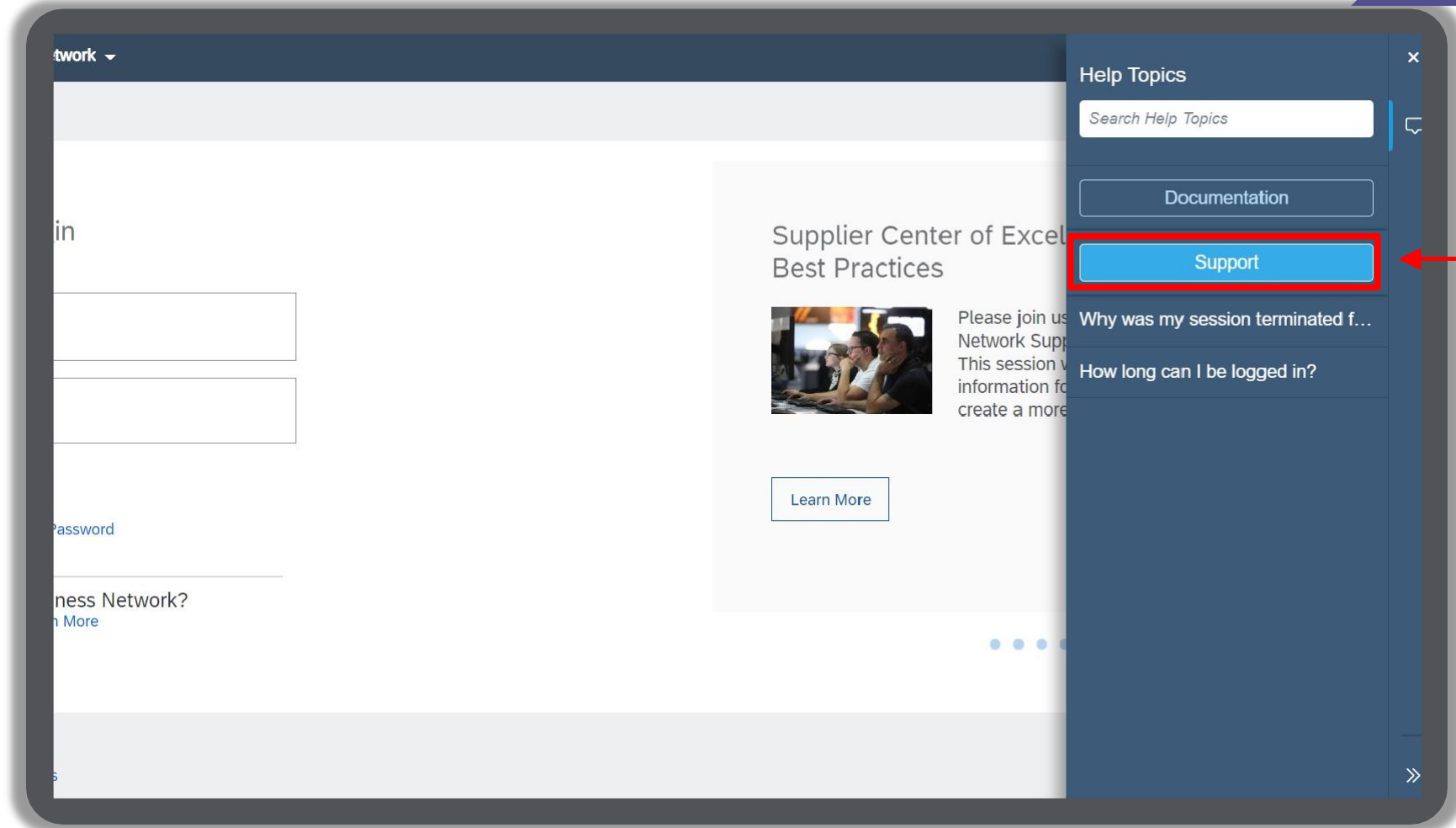
1. Access the **SAP Business Network** Supplier login page.

Click the “?” help icon



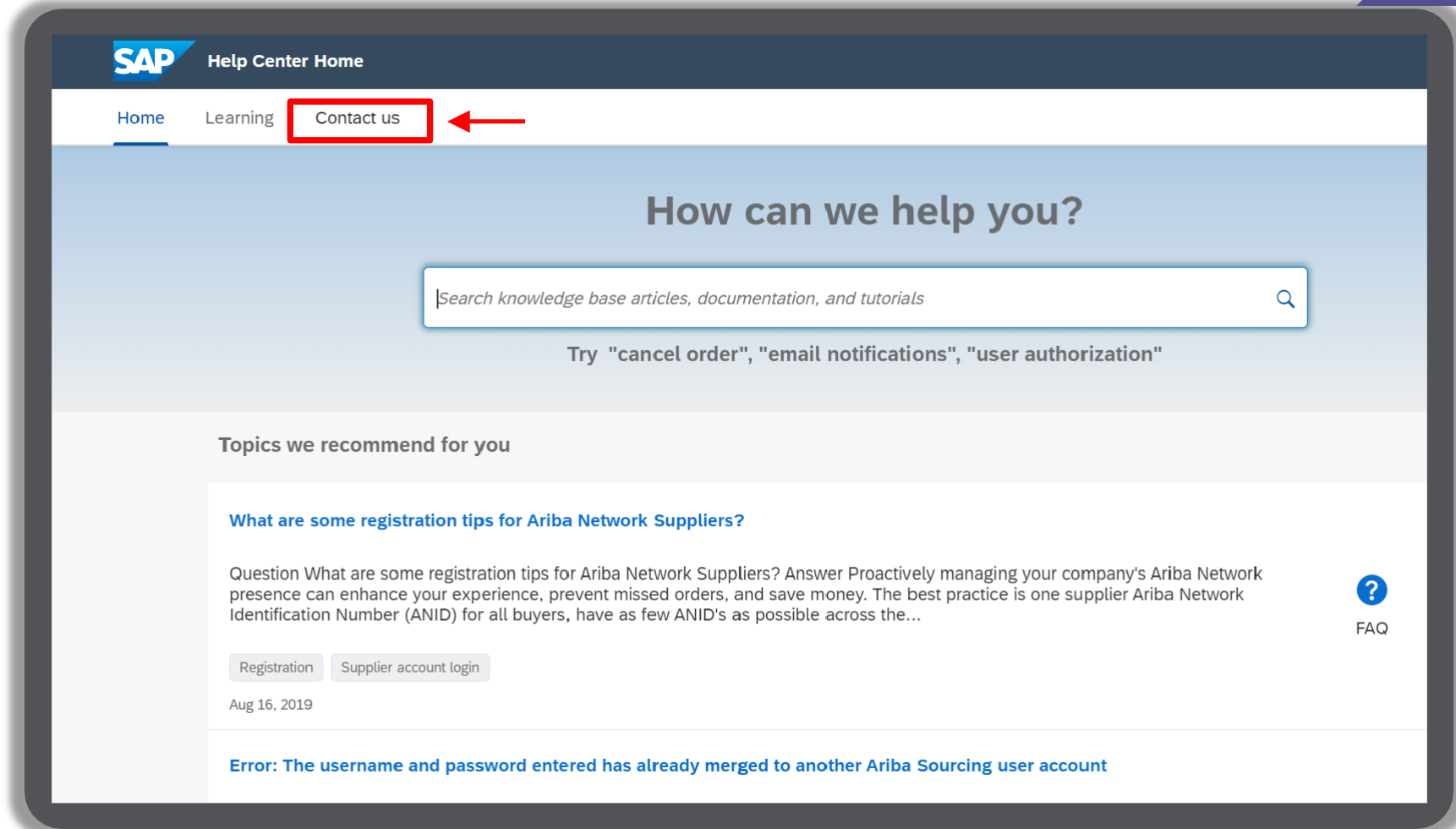
CONTACTING SAP Ariba SUPPORT DIRECTLY (NO USER CREDENTIALS)

2. Click **“Support”**



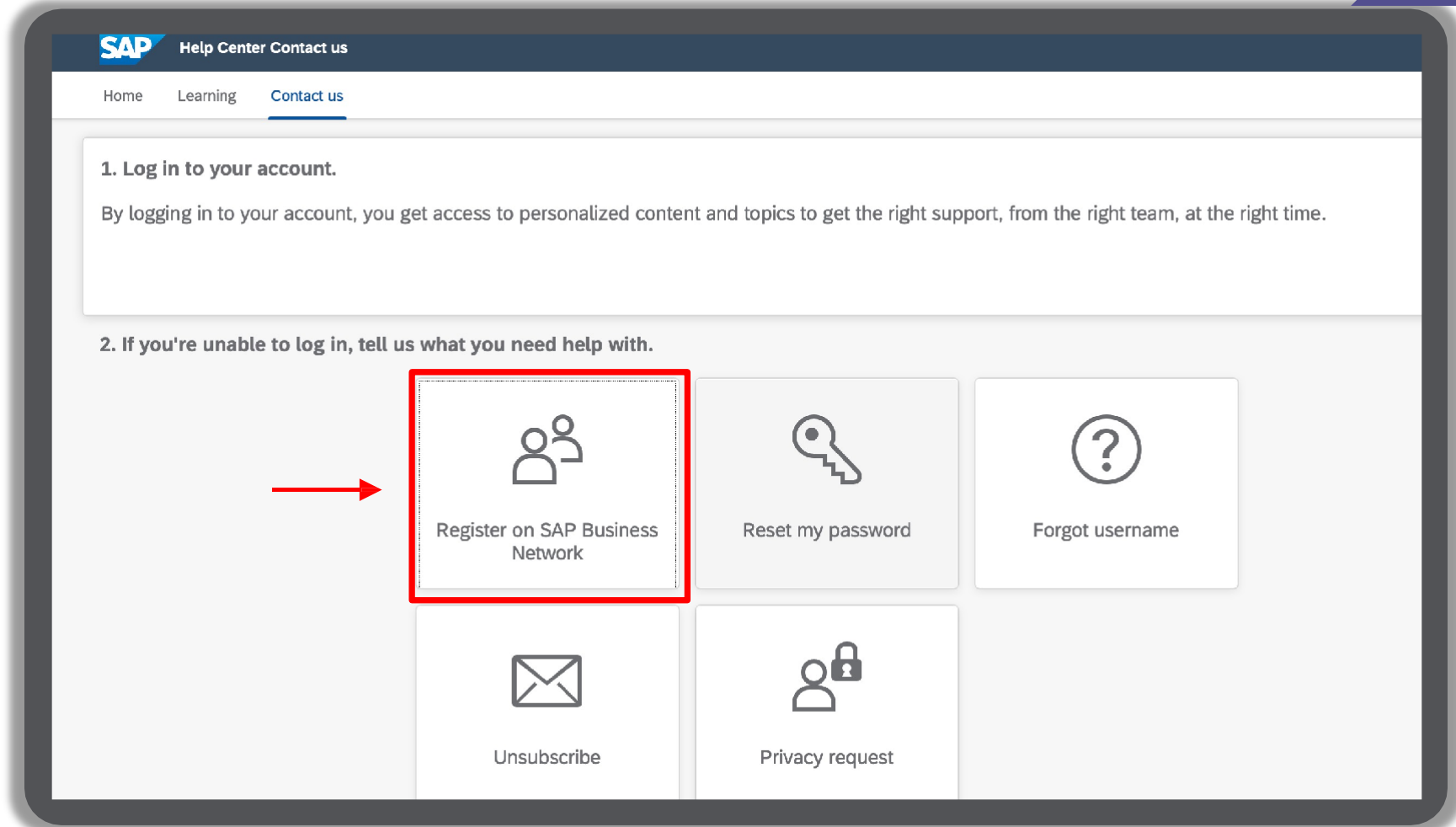
CONTACTING SAP ARIBA SUPPORT DIRECTLY (NO USER CREDENTIALS)

3. Click “Contact us”.



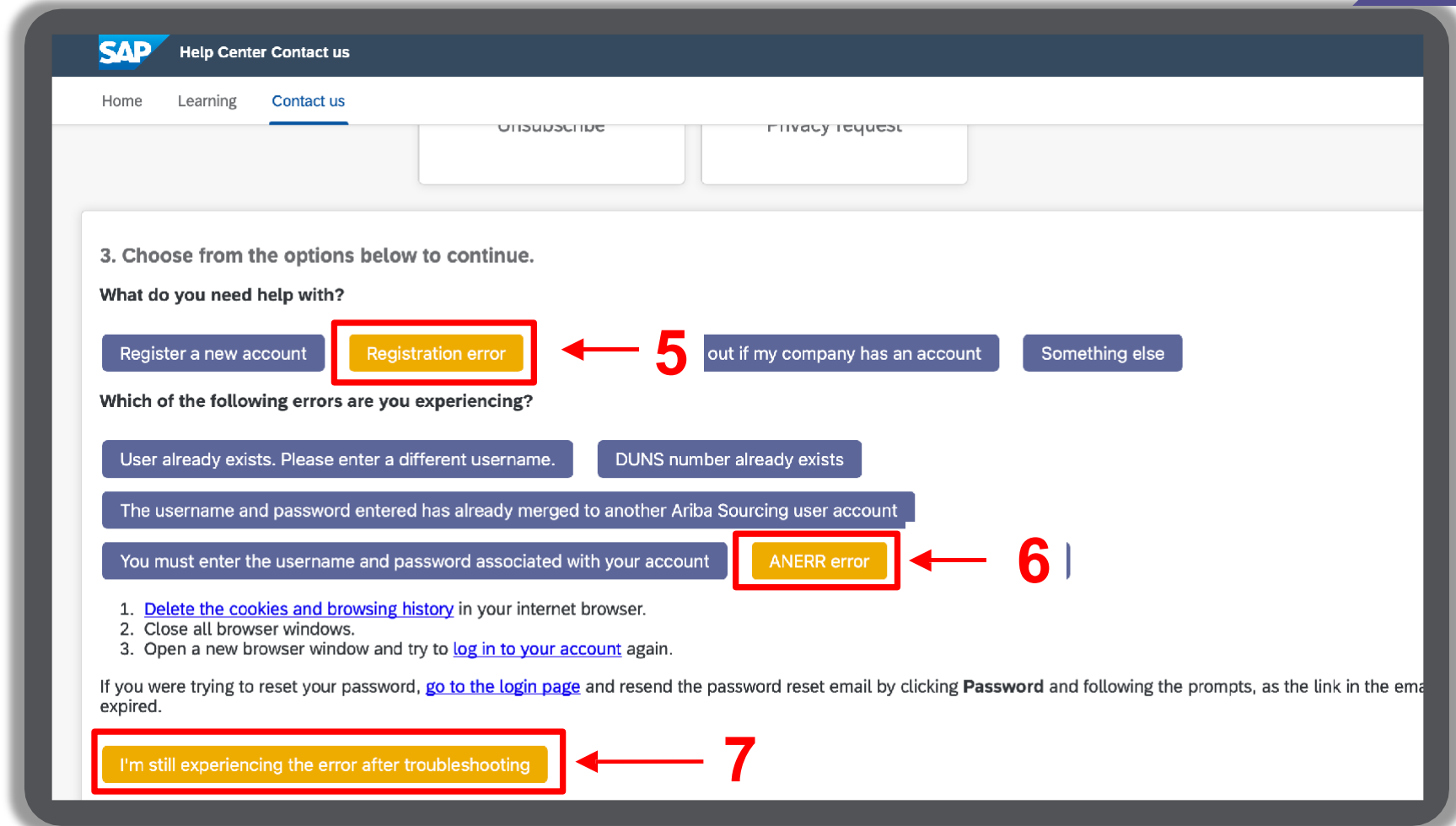
CONTACTING SAP Ariba SUPPORT DIRECTLY (NO USER CREDENTIALS)

4. Click **“Register on SAP Business Network”**.



CONTACTING SAP ARIBA SUPPORT DIRECTLY (NO USER CREDENTIALS)

5. Click “Registration error”.
6. Click “ANERR error”.
7. Click “I’m still experiencing the error after troubleshooting”.



SAP Help Center Contact us

Home Learning Contact us

Unsubscribe Privacy request

3. Choose from the options below to continue.

What do you need help with?

Register a new account **Registration error** ← 5 out if my company has an account Something else

Which of the following errors are you experiencing?

User already exists. Please enter a different username. DUNS number already exists

The username and password entered has already merged to another Ariba Sourcing user account

You must enter the username and password associated with your account **ANERR error** ← 6

1. [Delete the cookies and browsing history](#) in your internet browser.
2. Close all browser windows.
3. Open a new browser window and try to [log in to your account](#) again.

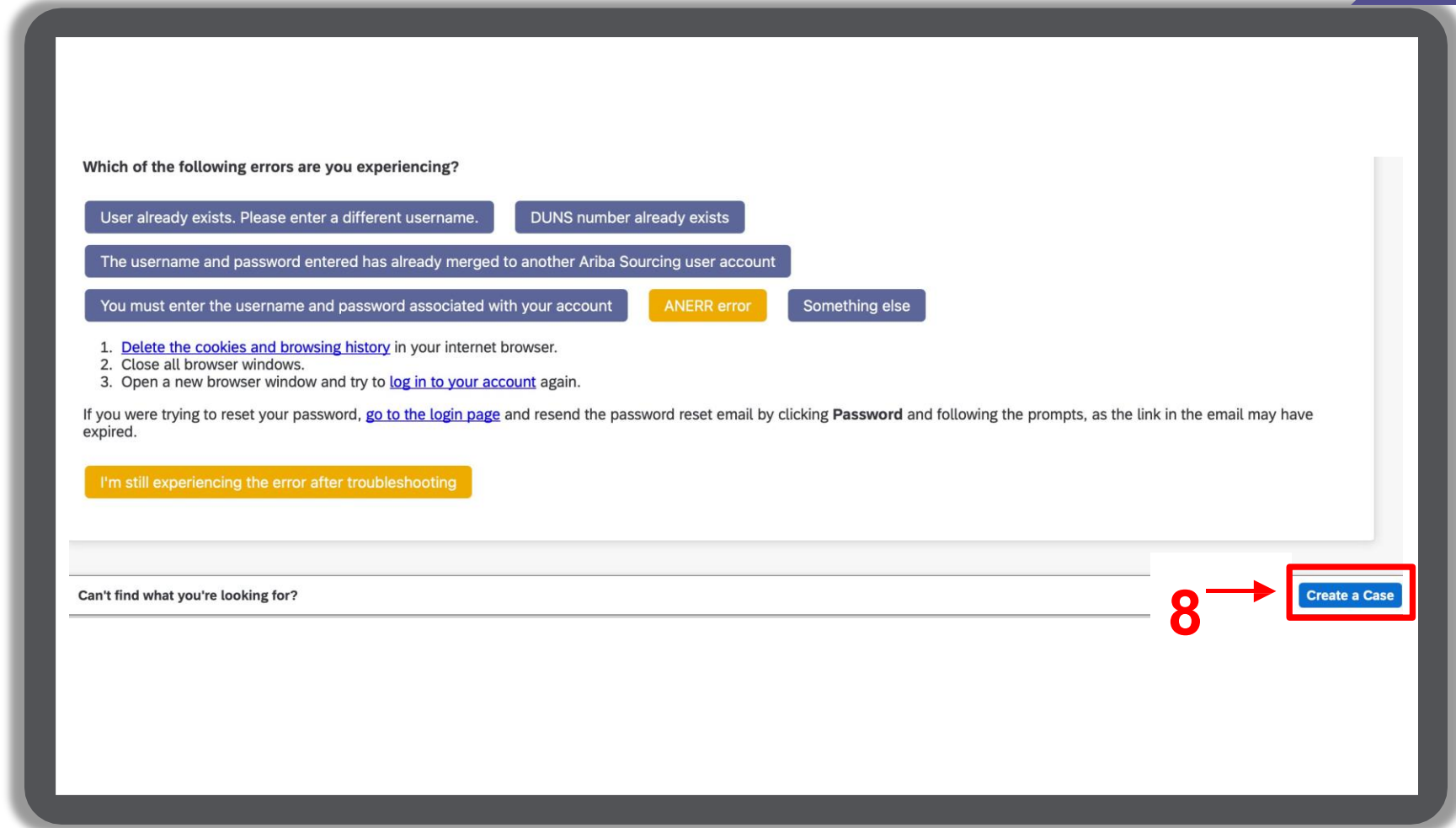
If you were trying to reset your password, [go to the login page](#) and resend the password reset email by clicking **Password** and following the prompts, as the link in the email has expired.

I'm still experiencing the error after troubleshooting ← 7

CONTACTING SAP ARIBA SUPPORT DIRECTLY (NO USER CREDENTIALS)

8. After clicking “I’m still experiencing the error” a pop up will appear at the bottom of your screen.

Click “**Create a Case**”.



Which of the following errors are you experiencing?

User already exists. Please enter a different username. DUNS number already exists

The username and password entered has already merged to another Ariba Sourcing user account

You must enter the username and password associated with your account **ANERR error** Something else

1. [Delete the cookies and browsing history](#) in your internet browser.
2. Close all browser windows.
3. Open a new browser window and try to [log in to your account](#) again.

If you were trying to reset your password, [go to the login page](#) and resend the password reset email by clicking **Password** and following the prompts, as the link in the email may have expired.

I'm still experiencing the error after troubleshooting

Can't find what you're looking for? **8** → **Create a Case**

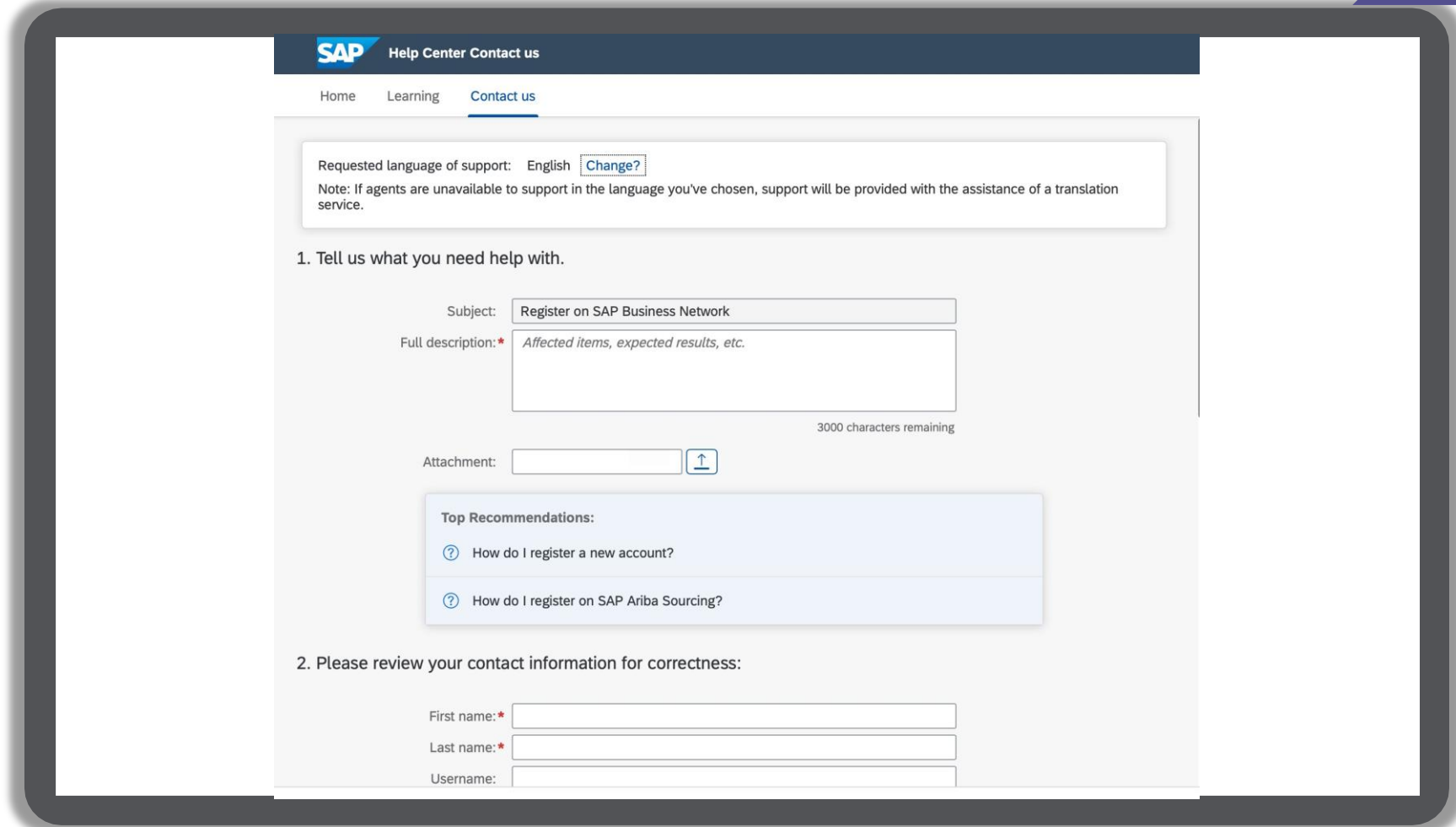
CONTACTING SAP Ariba SUPPORT DIRECTLY (NO USER CREDENTIALS)

9. Complete the form and submit your **SAP Ariba Support case ticket.**

Note:

To change your user **Administrator** in SAP Ariba, you are required to provide the following information:

- **ANID** (Ariba Network Identification number) of your supplier account. The Implats Helpdesk will assist you with this number if you do not have it.
- Previous administrator's **full name**.
- Previous administrator's **e-mail address**.
- Name and e-mail address of a sub-user (if the account has sub-users)



SAP Help Center Contact us

Home Learning Contact us

Requested language of support: English [Change?](#)


Note: If agents are unavailable to support in the language you've chosen, support will be provided with the assistance of a translation service.

1. Tell us what you need help with.

Subject: Register on SAP Business Network

Full description: * Affected items, expected results, etc.

3000 characters remaining

Attachment: 

Top Recommendations:

- [How do I register a new account?](#)
- [How do I register on SAP Ariba Sourcing?](#)

2. Please review your contact information for correctness:

First name: *

Last name: *

Username:

HOW TO RESPOND TO RFQs

A HIGH LEVEL RFQ PROCESS FLOW

B HOW TO RESPOND TO IMPLATS' REQUEST FOR QUOTATIONS (RFQs)

C HOW TO COMPOSE A MESSAGE TO IMPLATS BUYER

D HOW TO REVISE A SUBMITTED QUOTATION

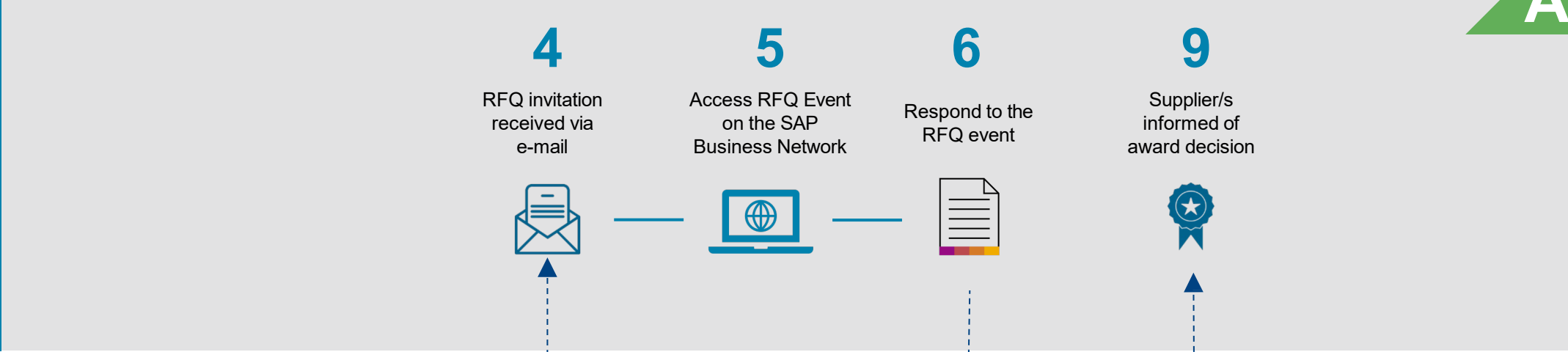
E HOW TO DECLINE RESPONSE TO SOURCING EVENTS

HIGH LEVEL RFQ PROCESS FLOW

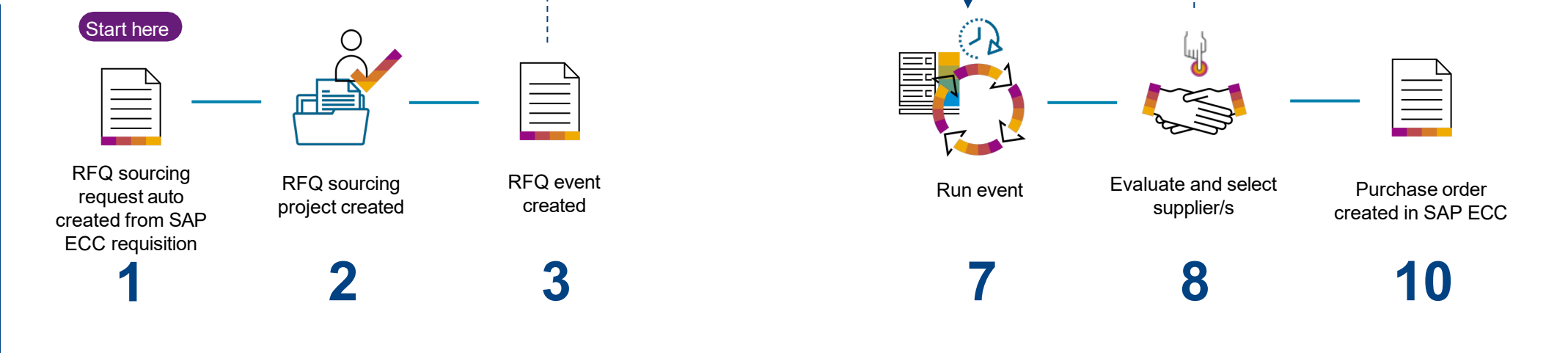


Suppliers

SAP Business Network



SAP Ariba SLP



A HIGH LEVEL RFQ PROCESS FLOW

B HOW TO RESPOND TO IMPLATS' REQUEST FOR QUOTATIONS (RFQs)

C HOW TO COMPOSE A MESSAGE TO IMPLATS BUYER

D HOW TO REVISE A SUBMITTED QUOTATION

E HOW TO DECLINE RESPONSE TO SOURCING EVENTS

HOW TO RESPOND TO RFQs

B

1. If you are included in an Implats RFQ event, you will receive an invitation email notification with the subject: **“Impala Platinum Holdings has invited you to participate in an event”**

Important note:

Please read the content of the invitation carefully. It will contain information guiding you on the next steps required to respond to the RFQ

- A. Click on **“Click Here”** to access the event

Impala Platinum Holdings - TEST has invited you to participate in an event:

Impala Platinum Holdings - TEST has invited you to participate in the following event: RFQ 6001204563 03 Aug 2022 v2. The event is set to begin on Wednesday, August 3, 2022 at 5:58 AM, Pacific Daylight Time.

Use the following username to log in to Impala Platinum Holdings - TEST events: xxx@yyyyy.zz.zz

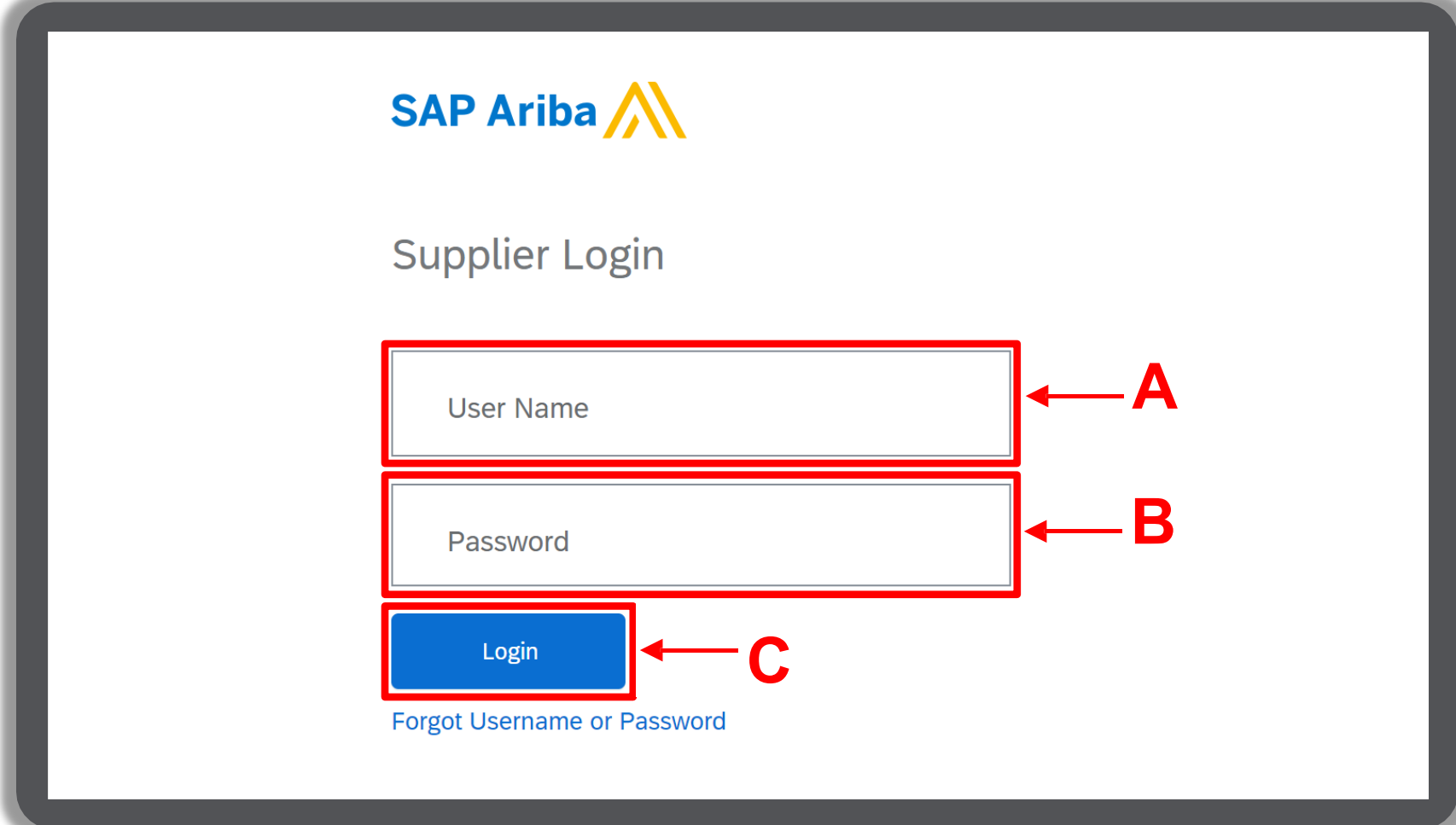
[Click Here](#) to access this event.


A

HOW TO RESPOND TO RFQs

B

2. You will be redirected to the SAP Ariba Supplier Login Page
 - A. Enter your **username**
 - B. Enter your **password**
 - C. Click on the **“Login”** button



SAP Ariba 

Supplier Login

User Name ← **A**

Password ← **B**

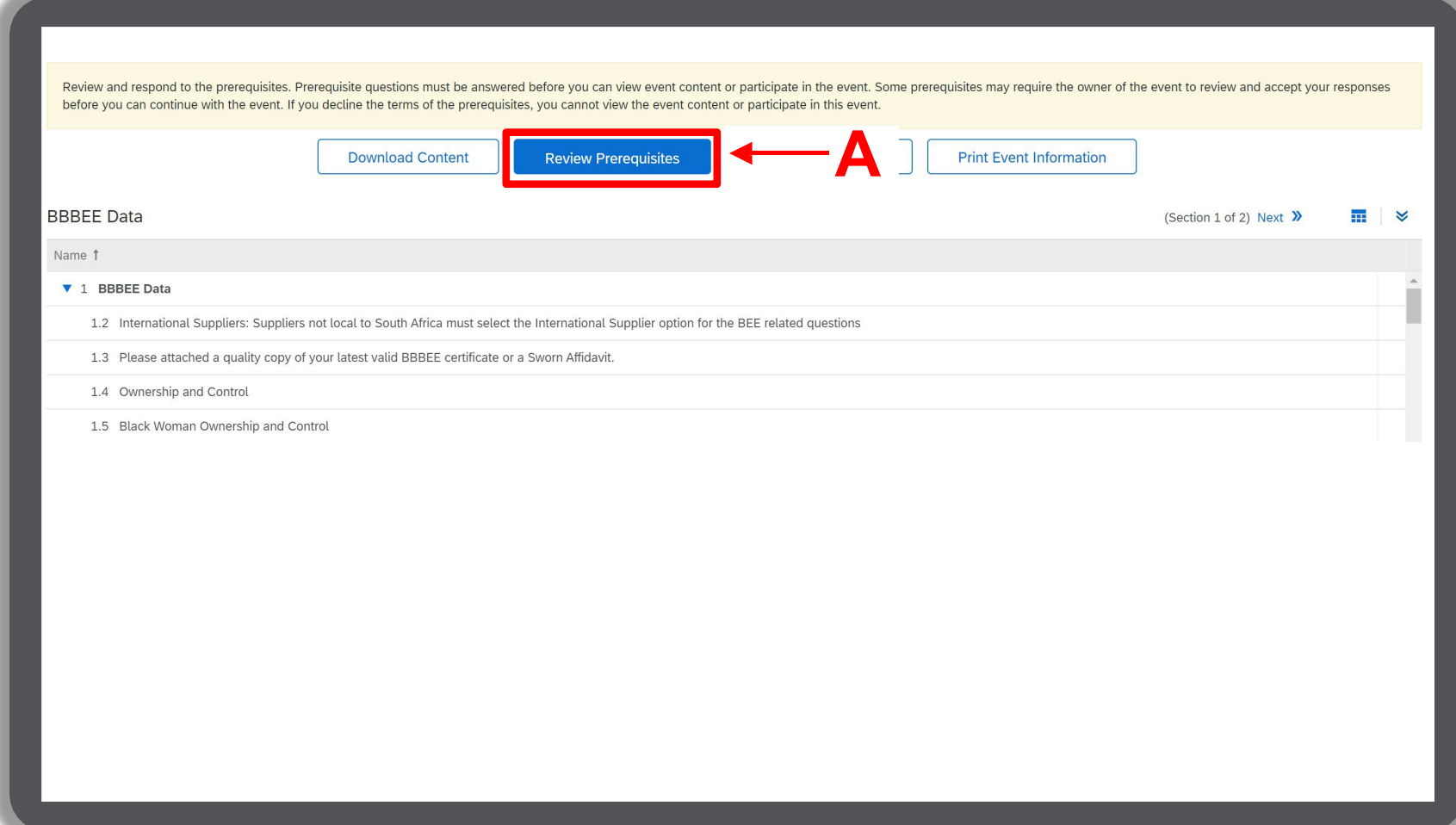
Login ← **C**

[Forgot Username or Password](#)

HOW TO RESPOND TO RFQs

B

3. Once logged in you are taken straight into the RFQ Event.
 - A. Click on the “**Review Prerequisites**” button to review the RFQ prerequisites.



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** Print Event Information

BBBEE Data (Section 1 of 2) Next »

Name ↑
1 BBBEE Data
1.2 International Suppliers: Suppliers not local to South Africa must select the International Supplier option for the BEE related questions
1.3 Please attached a quality copy of your latest valid BBBEE certificate or a Sworn Affidavit.
1.4 Ownership and Control
1.5 Black Woman Ownership and Control

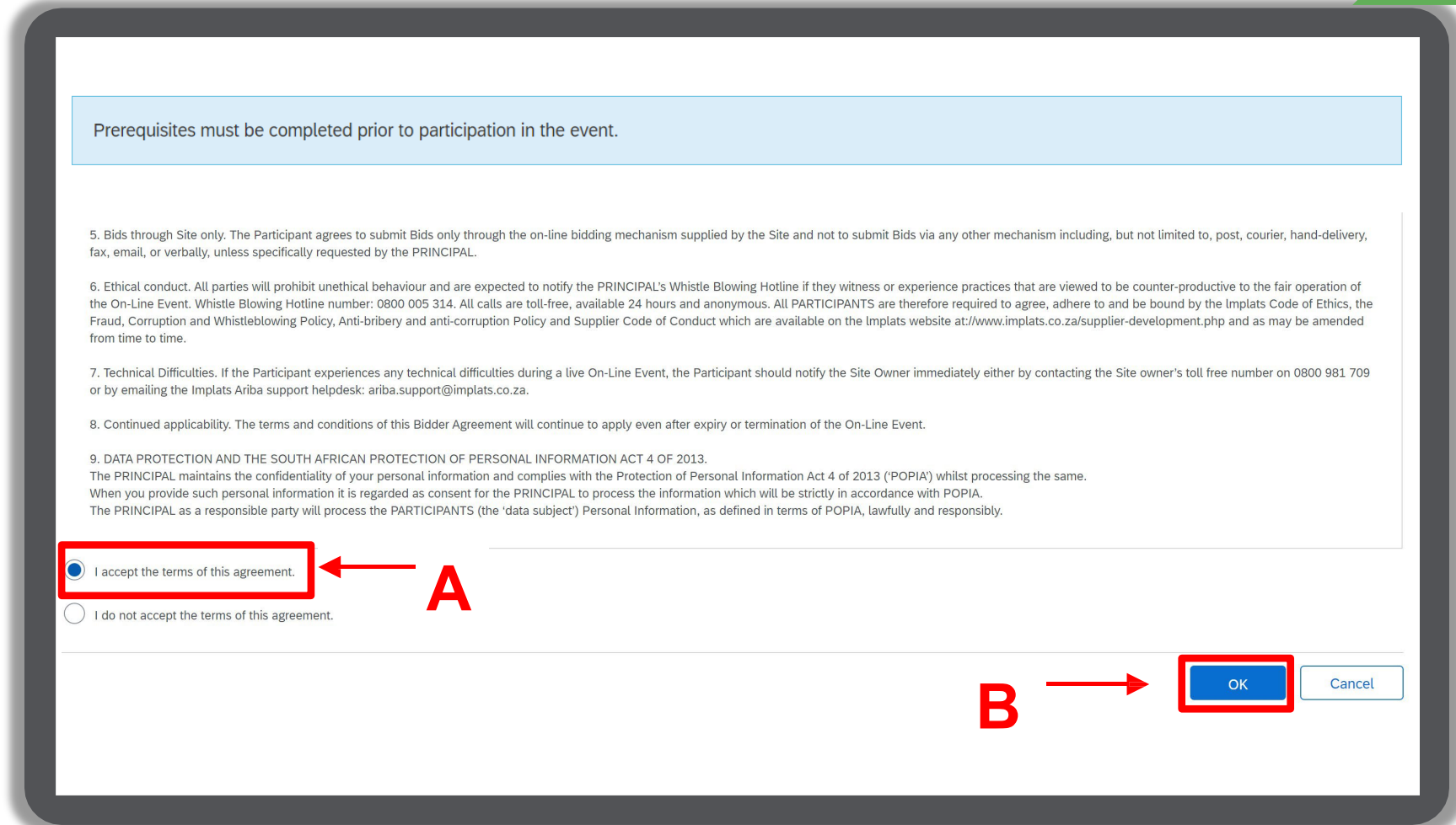
HOW TO RESPOND TO RFQs

B

4. Review the prerequisites (Bidders Agreement)

A. Accept the terms of agreement if you agree by selecting **“I accept the terms of this agreement”**.

B. Then click **“OK”**.



Prerequisites must be completed prior to participation in the event.

5. Bids through Site only. The 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, hand-delivery, fax, email, or verbally, unless specifically requested by the PRINCIPAL.

6. Ethical conduct. All parties will prohibit unethical behaviour and are expected to notify the PRINCIPAL's Whistle Blowing Hotline if they witness or experience practices that are viewed to be counter-productive to the fair operation of the On-Line Event. Whistle Blowing Hotline number: 0800 005 314. All calls are toll-free, available 24 hours and anonymous. ALL PARTICIPANTS are therefore required to agree, adhere to and be bound by the Implats Code of Ethics, the Fraud, Corruption and Whistleblowing Policy, Anti-bribery and anti-corruption Policy and Supplier Code of Conduct which are available on the Implats website at://www.implats.co.za/supplier-development.php and as may be amended from time to time.

7. Technical Difficulties. If the Participant experiences any technical difficulties during a live On-Line Event, the Participant should notify the Site Owner immediately either by contacting the Site owner's toll free number on 0800 981 709 or by emailing the Implats Ariba support helpdesk: ariba.support@implats.co.za.

8. Continued applicability. The terms and conditions of this Bidder Agreement will continue to apply even after expiry or termination of the On-Line Event.

9. DATA PROTECTION AND THE SOUTH AFRICAN PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013.
The PRINCIPAL maintains the confidentiality of your personal information and complies with the Protection of Personal Information Act 4 of 2013 ('POPIA') whilst processing the same.
When you provide such personal information it is regarded as consent for the PRINCIPAL to process the information which will be strictly in accordance with POPIA.
The PRINCIPAL as a responsible party will process the PARTICIPANTS (the 'data subject') Personal Information, as defined in terms of POPIA, lawfully and responsibly.

I accept the terms of this agreement. **A**

I do not accept the terms of this agreement.

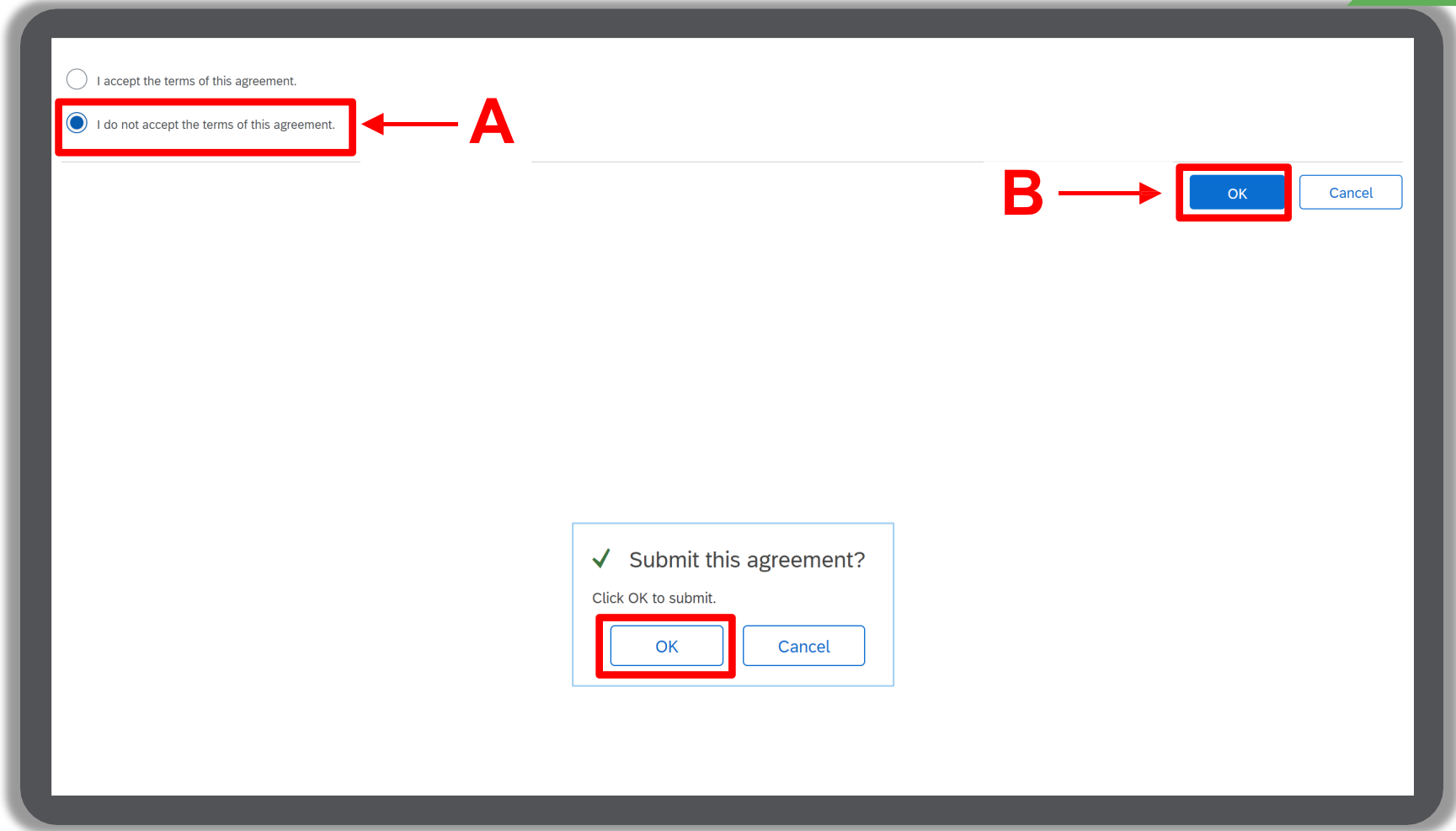
B →

HOW TO RESPOND TO RFQs



4. Review the prerequisites (Bidders Agreement)
 - A. If you do not accept the terms of agreement select **“I do not accept the terms of this agreement”**.
 - B. Then click **“OK”**.

5. Click **“OK”** to submit the agreement.



I accept the terms of this agreement.

I do not accept the terms of this agreement. ← **A**

B →

✓ Submit this agreement?
Click OK to submit.

HOW TO RESPOND TO RFQs



6. Selecting bidding lots

- A. Select the lots you wish to bid on by ticking the relevant boxes on the left hand side of the item.

Lots Available for Bidding

<input type="checkbox"/>	Name	Reason for not bidding
<input checked="" type="checkbox"/>	2.7 Coal Samples Analysis Coal Samples Analysis	
<input checked="" type="checkbox"/>	▼ 2.8 DO ULTRASONIC TEST ON LOCO WHEEL DO ULTRASONIC TEST ON LOCO WHEEL	
	2.8.1 DO ULTRASONIC TEST ON LOCO WHEEL DO ULTRASONIC TEST ON LOCO WHEEL	
	2.8.2 LABOUR LABOUR	



HOW TO RESPOND TO RFQs



6. Selecting bidding lots

B. If, for any reason, you are unable to bid for certain lots, you have the option not to submit a bid for that particular lot. Select the dropdown option on the right to provide a reason for not bidding.

Lots Available for Bidding ☰ ⬆

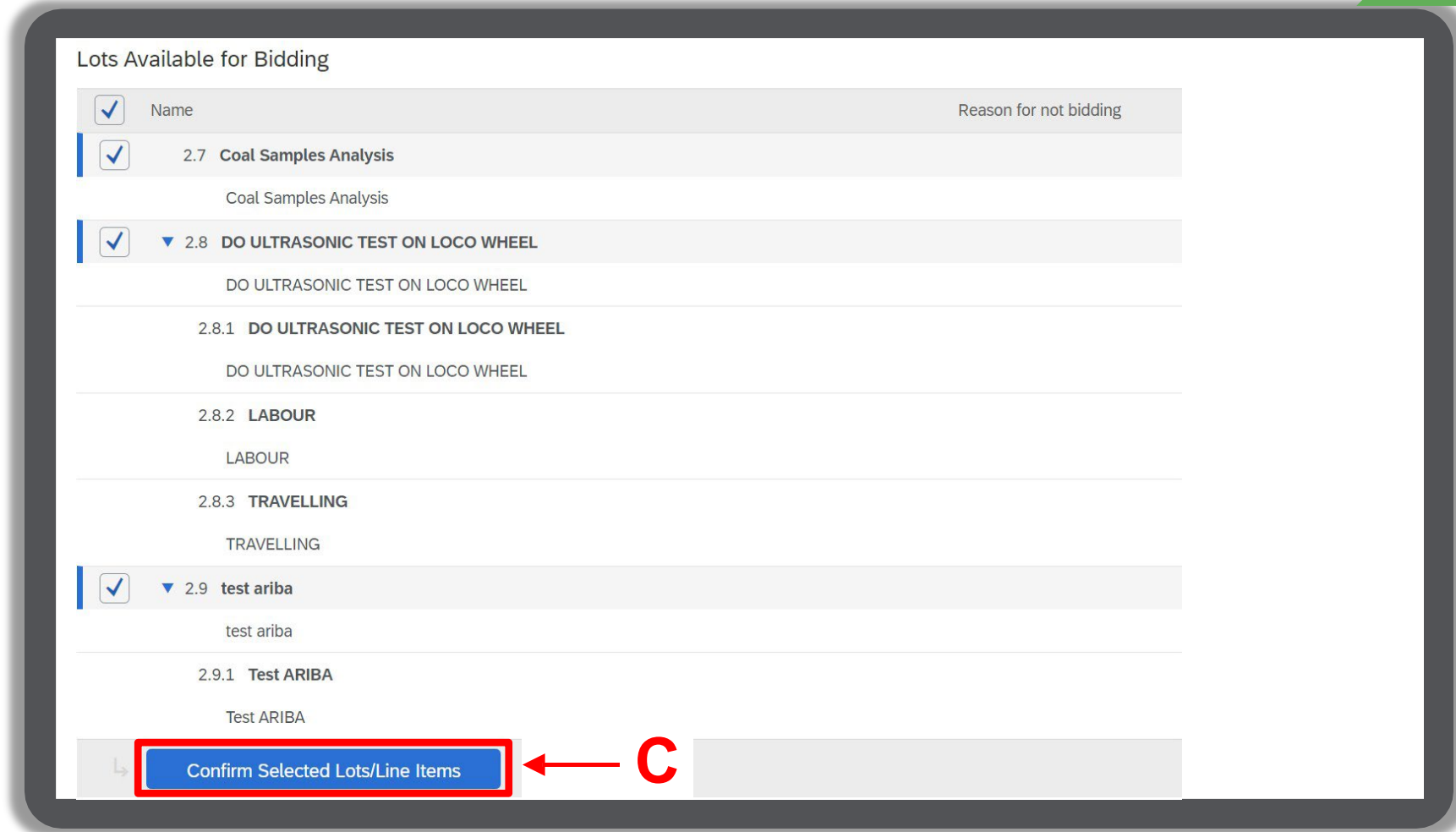
<input type="checkbox"/>	Name	Reason for not bidding
<input checked="" type="checkbox"/>	2.7 Coal Samples Analysis Coal Samples Analysis	
<input type="checkbox"/>	▼ 2.8 DO ULTRASONIC TEST ON LOCO WHEEL DO ULTRASONIC TEST ON LOCO WHEEL	(no value) ⌵
	2.8.1 DO ULTRASONIC TEST ON LOCO WHEEL DO ULTRASONIC TEST ON LOCO WHEEL	(no value)
	2.8.2 LABOUR LABOUR	We don't carry a compatible part/material We don't supply at the requested quantity Discontinued Item ← B We are currently at full capacity
	2.8.3 TRAVELLING TRAVELLING	Missing information / not enough information provided Other

HOW TO RESPOND TO RFQs



6. Selecting bidding lots

C. Once you have completed selecting bidding lots, click on **“Confirm Selected Lots/Line Items”**.



The screenshot displays a table titled "Lots Available for Bidding" with the following structure:

<input checked="" type="checkbox"/>	Name	Reason for not bidding
<input checked="" type="checkbox"/>	2.7 Coal Samples Analysis Coal Samples Analysis	
<input checked="" type="checkbox"/>	▼ 2.8 DO ULTRASONIC TEST ON LOCO WHEEL DO ULTRASONIC TEST ON LOCO WHEEL	
	2.8.1 DO ULTRASONIC TEST ON LOCO WHEEL DO ULTRASONIC TEST ON LOCO WHEEL	
	2.8.2 LABOUR LABOUR	
	2.8.3 TRAVELLING TRAVELLING	
<input checked="" type="checkbox"/>	▼ 2.9 test ariba test ariba	
	2.9.1 Test ARIBA Test ARIBA	

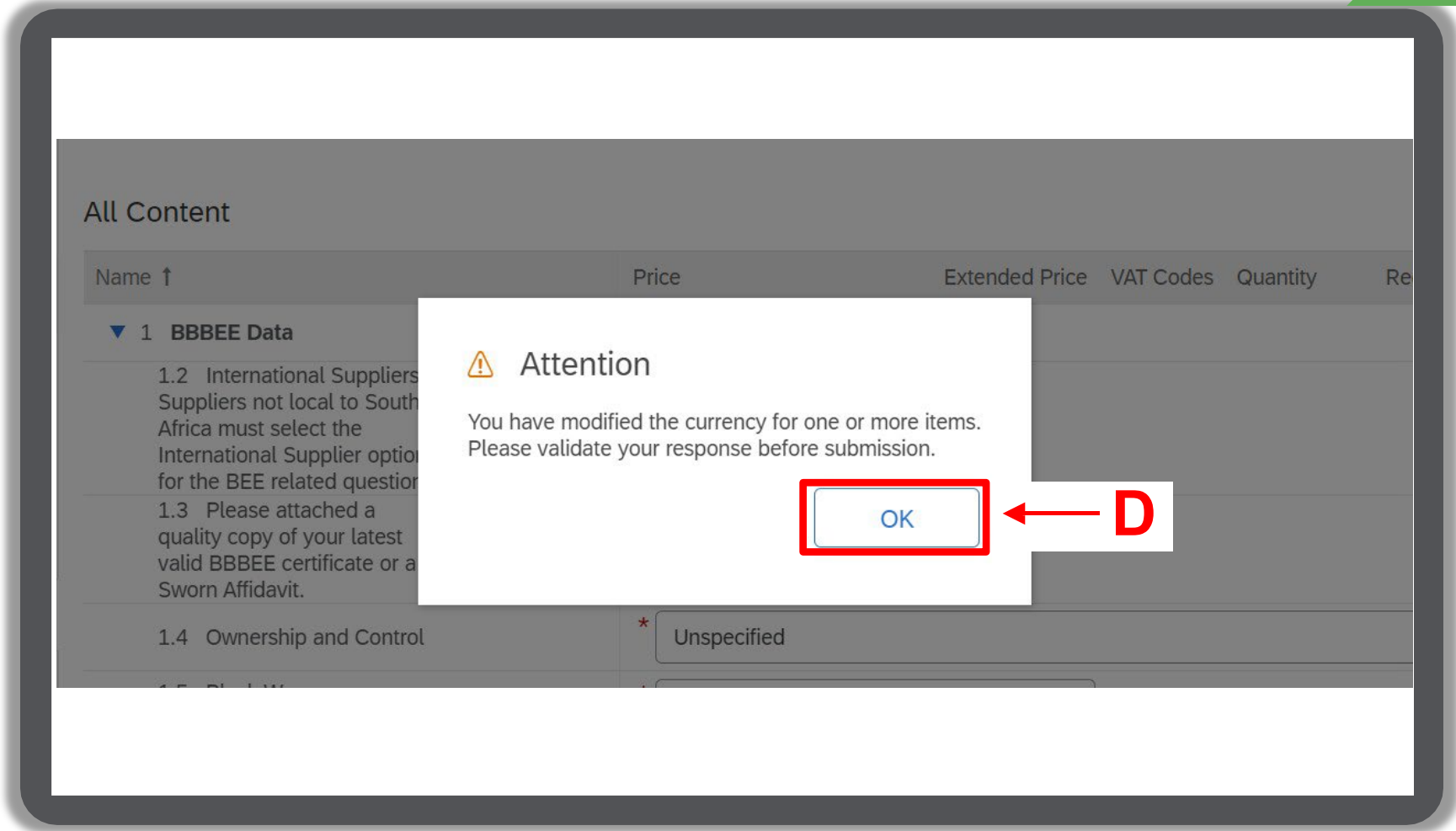
At the bottom of the interface, a blue button labeled "Confirm Selected Lots/Line Items" is highlighted with a red rectangular box. A red arrow points from the letter "C" to this button.

HOW TO RESPOND TO RFQs



6. Selecting bidding lots

- D. After clicking on “Confirm Selected Lots/Line Items” button, a warning will appear notifying you of the currency modifications you made. Click “OK” to continue processing your bids.



The screenshot shows a warning dialog box overlaid on a table. The dialog box contains the following text:

Attention
 You have modified the currency for one or more items.
 Please validate your response before submission.

The 'OK' button in the dialog box is highlighted with a red border, and a red arrow labeled 'D' points to it from the right. The background table has the following columns: Name, Price, Extended Price, VAT Codes, Quantity, and Re. The table content includes a section for '1 BBBEE Data' with sub-items 1.2, 1.3, and 1.4.

HOW TO RESPOND TO RFQs



7. There are three sections of the RFQ event that require completion.
 1. Standardized documents and RFQ response details
 2. BBBEE data
 3. Pricing

All Content

Name ↑	Price	Quantity	Extended Price	VAT Codes	Requested Delivery Date	Comment	Supplier Part Id	Ship To
▶ 1 Standardized Documents and RFQ response details								
▶ 2 B-BBEE : MINING CHARTER OWNERSHIP COMPLIANCE								
▶ 3 Pricing								

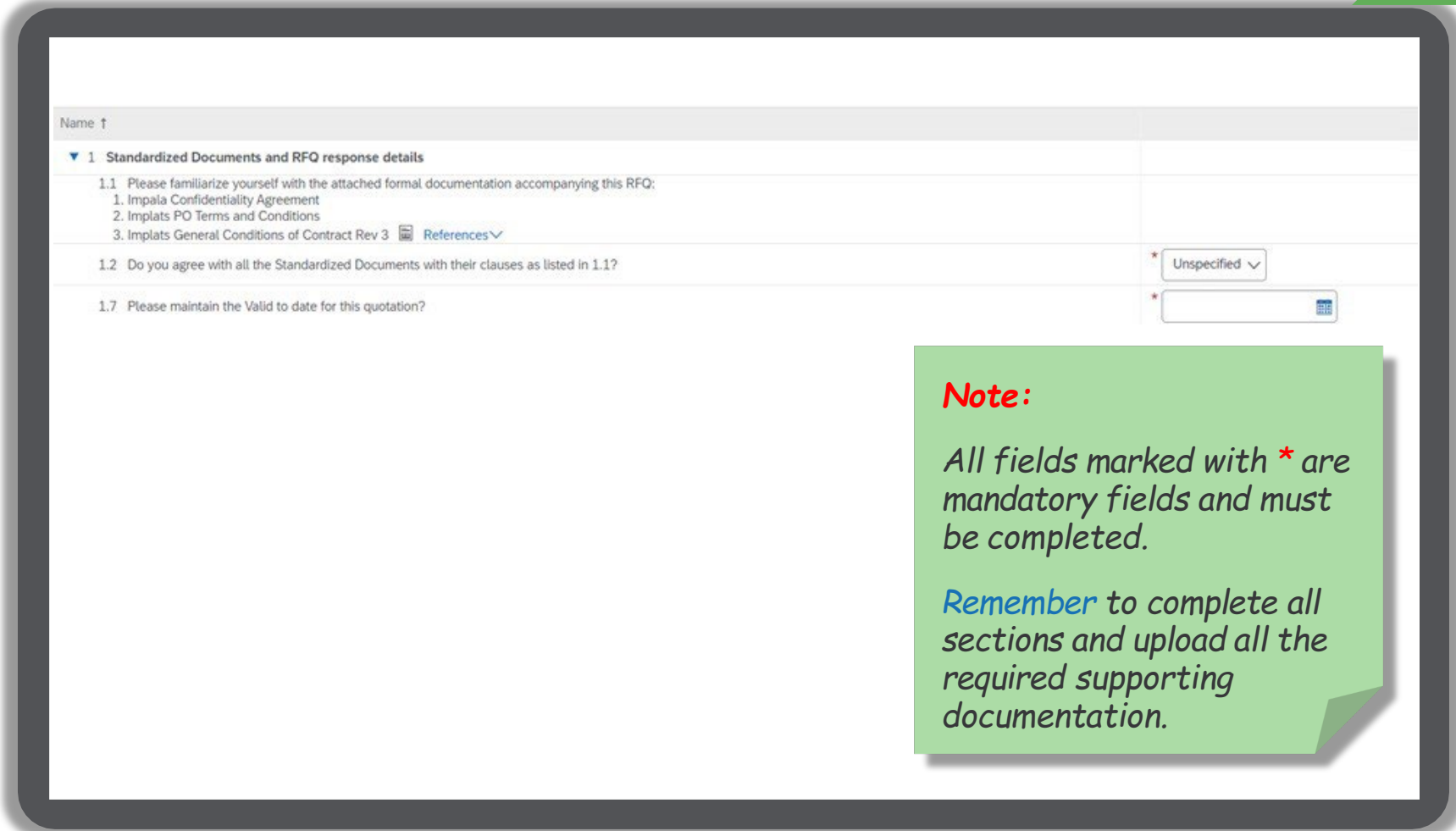
(*) indicates a required field

Submit Entire Response
Update Totals
Save draft
Compose Message
Excel Import


HOW TO RESPOND TO RFQs

B

8. Complete the first section relating to **standardised documents and RFQ response details**.



The screenshot shows a web form for responding to an RFQ. At the top, there is a field labeled 'Name ↑'. Below it is a section titled '1 Standardized Documents and RFQ response details'. This section contains three numbered items:

- 1.1 Please familiarize yourself with the attached formal documentation accompanying this RFQ:
 - 1. Impala Confidentiality Agreement
 - 2. Implats PO Terms and Conditions
 - 3. Implats General Conditions of Contract Rev 3  [References](#) ↓
- 1.2 Do you agree with all the Standardized Documents with their clauses as listed in 1.1? *
- 1.7 Please maintain the Valid to date for this quotation? *

Note:

*All fields marked with * are mandatory fields and must be completed.*

Remember to complete all sections and upload all the required supporting documentation.

HOW TO RESPOND TO RFQs




9. Complete the second section relating to **BBBEE data**.

Note:

All fields marked with * are mandatory fields and must be completed.

Remember to complete all sections and upload all the required supporting documentation.

Name ↑	Price	Extended Price	VAT Codes	Quantity	Requested Delivery Date	Comment	Supplier Part Id	Ship To
▼ 1 BBBEE Data								
1.2 International Suppliers: Suppliers not local to South Africa must select the International Supplier option for the BEE related questions								
1.3 Please attached a quality copy of your latest valid BBBEE certificate or a Sworn Affidavit.						*  BEE CERTIFICATE.pdf <input type="button" value="Update file"/> <input type="button" value="Delete file"/>		
1.4 Ownership and Control						* <input type="text" value="≥51% HDP (Historically Disadvantaged People) Owned & Controlled"/>		
1.5 Black Woman Ownership and Control						* <input type="text" value="≥51% Black Women Owned & Controlled"/>		
1.6 Black Youth Ownership and Control (18 - 35 years)						* <input type="text" value="<51% Black Youth Owned & Controlled"/>		
1.7 Overall Transformation through BBBEE Recognition Level						* <input type="text" value="Generic & Level 1, 2, 3 and 4"/>		
1.9 Shareholding by Mine Community members residing/originating within the Mine Communities								

HOW TO RESPOND TO RFQs



9. Complete the second section relating to **BBBEE data**.

A. Select the relevant options pertaining to shareholding in your organisation.

Note:

*All fields marked with * are mandatory fields and must be completed.*

Remember to complete all sections and upload all the required supporting documentation.

Name ↑	Price	Extended Price	VAT Codes	Quantity	Requested Delivery Date	Comment	Supplier Part Id	Ship To
<p>The List of choices below refer to Option 1 and 2. Details of the areas covered by the two options are:</p> <p>Option 1 Bobuampya, Chaneng, Freedom Park, Kanana, Lefaragathle, Luka (Mogono) + (South), Mafenya, Mafika, Maile Diepkuil, Maile Roodekraalspruit, Meriting, Phokeng, Rasimone, Robega, Seraleng, Serutube or Tsitsing</p> <p>Option 2 Mabitse, Maile Extension, Maile Kopman, Mamerotse, Marakana, Mfidikoe, Mogajane, Mosenthal, Photsaneng, Tantanana, Thekwane, Tlapa or Tlaseng</p>								
						<p>* ≤25% Shareholding by Mine Community members</p>		

HOW TO RESPOND TO RFQs



9. Complete the second section relating to **BBBEE data**.

B. Complete selecting relevant options pertaining to shareholding in your organisation.

Note:

*All fields marked with * are mandatory fields and must be completed.*

Remember to complete all sections and upload all the required supporting documentation.

Name ↑	Price	Extended Price	VAT Codes	Quantity	Requested Delivery Date	Comment	Supplier Part Id	Ship To
Option 1 Bobuampya, Chaneng, Freedom Park, Kanana, Lefaragathle, Luka (Mogono) + (South), Mafenya, Mafika, Maile Diepkuil, Maile Roodekraalspruit, Meriting, Phokeng, Rasimone, Robega, Seraleng, Serutube or Tsitsing								
Option 2 Mabitse, Maile Extension, Maile Kopman, Mamerotse, Marakana, Mfidikoe, Mogajane, Mosenthal, Photsaneng, Tantanana, Thekwane, Tlapa or Tlaseng								
Option 3 Beestekraal, Bethanie, Boekenhoutfontein, Boitekong, Bokamoso, Boons, Boshhoek, Buffelspoort, Entabeni, Hartebeesfontein, Ikageng, Karlienpark, Kroondal, Lekgalong, Lekojaneng, Lesung, Lethabong, Makolokwe, Marikana, Mathopestad, Maumong, Modderfontein, Modikwe, Monakato, Mogwase (Moses Kotane Municipality but declared Special Economic Zone), Nkaneng, Olifantsnek,						* Option 3		

HOW TO RESPOND TO RFQs



10. Complete the **Pricing** section.

- A. Section 2.3 asks for the **Total Value** of the full **RFQ**. You will need to enter the **Unit Cost** for each line item before providing the total value of the full **RFQ**.

Note:

All fields marked with * are mandatory fields and must be completed.

Please make sure that all the prices you input, are **Exclusive of VAT**.

Remember to complete all sections and upload all the required supporting documentation.

Name ↑	Price	Extended Price	VAT Codes	Quantity
2.3 Please provide total value of full RFQ, exclusive of VAT?	* <input type="text"/> ZAR			
2.7 Coal Samples Analysis ▾ Less... <input type="text"/>	* <input type="text"/> ZAR		J1 15% Input VAT	2 Hour
Coal Samples Analysis				
2.8 DO ULTRASONIC TEST ON LOCO WHEEL ▾ Less... <input type="text"/>				1 Activity unit

HOW TO RESPOND TO RFQs

B

10. Complete the **Pricing** section.

- B. The next step is to add the price for each item. The price that you enter in each section is the **Unit Cost**, which is the price or cost for **one item**.

Note:

All fields marked with * are mandatory fields and must be completed.

Please make sure that all the prices you input, are **Exclusive of VAT**.

Remember to complete all sections and upload all the required supporting documentation.

Name ↑	Price	Extended Price	VAT Codes	Quantity
2.3 Please provide total value of full RFQ, exclusive of VAT?	* <input type="text"/> ZAR			
2.7 Coal Samples Analysis ▾ Less... <input type="text"/>	* <input type="text" value="50,000.00"/> ZAR		J1 15% Input VAT	2 Hour
Coal Samples Analysis				
2.8 DO ULTRASONIC TEST ON LOCO WHEEL ▾ Less... <input type="text"/>				1 Activity unit

HOW TO RESPOND TO RFQs



10. Complete the **Pricing** section.

- C. Once you have completed all sections, click **Update Totals**. This will calculate the **Total Cost** for each item and display it under the **Extended Price** tab.

Note:

All fields marked with * are mandatory fields and must be completed.

Please make sure that all the prices you input, are **Exclusive of VAT**.

Remember to complete all sections and upload all the required supporting documentation.

Name ↑	Price	Extended Price	VAT Codes	Quantity
2.3 Please provide total value of full RFQ, exclusive of VAT?	* <input type="text"/> ZAR			
2.7 Coal Samples Analysis <input type="checkbox"/> Less... <input type="text"/>	* <input type="text" value="50,000.00"/> ZAR	<input type="text" value="100,000.00"/> ZAR	J1 15% Input VAT	2 Hour
Coal Samples Analysis				
2.8 DO ULTRASONIC TEST ON LOCO WHEEL <input type="checkbox"/> Less... <input type="text"/>		<input type="text" value="290,000.00"/> ZAR		1 Activity unit
(*) indicates a required field				
<input type="button" value="Submit Entire Response"/> <input type="button" value="Update Totals"/> <input type="button" value="Save draft"/> <input type="button" value="Compose Message"/> <input type="button" value="Excel Import"/>				

HOW TO RESPOND TO RFQs



10. Complete the **Pricing** section.

- D. You will also notice that the **Total Value** of the RFQ is also calculated by the system. Copy and paste the price into the textbox under section 2.3

Note:

All fields marked with * are mandatory fields and must be completed.

Please make sure that all the prices you input, are **Exclusive of VAT**.

Remember to complete all sections and upload all the required supporting documentation.

Name ↑	Price	Extended Price	VAT Codes	Quantity
Pricing				
2.3 Please provide total value of full RFQ, exclusive of VAT?	* <input type="text" value="390,000.00"/> ZAR	390,000.00 ZAR		
2.7 Coal Samples Analysis <input type="checkbox"/> Less... <input type="text" value="-"/>	* <input type="text" value="50,000.00"/> ZAR	100,000.00 ZAR	J1 15% Input VAT	2 Hour
Coal Samples Analysis				
2.8 DO ULTRASONIC TEST ON LOCO WHEEL <input type="checkbox"/> Less... <input type="text" value="-"/>		290,000.00 ZAR		1 Activity unit

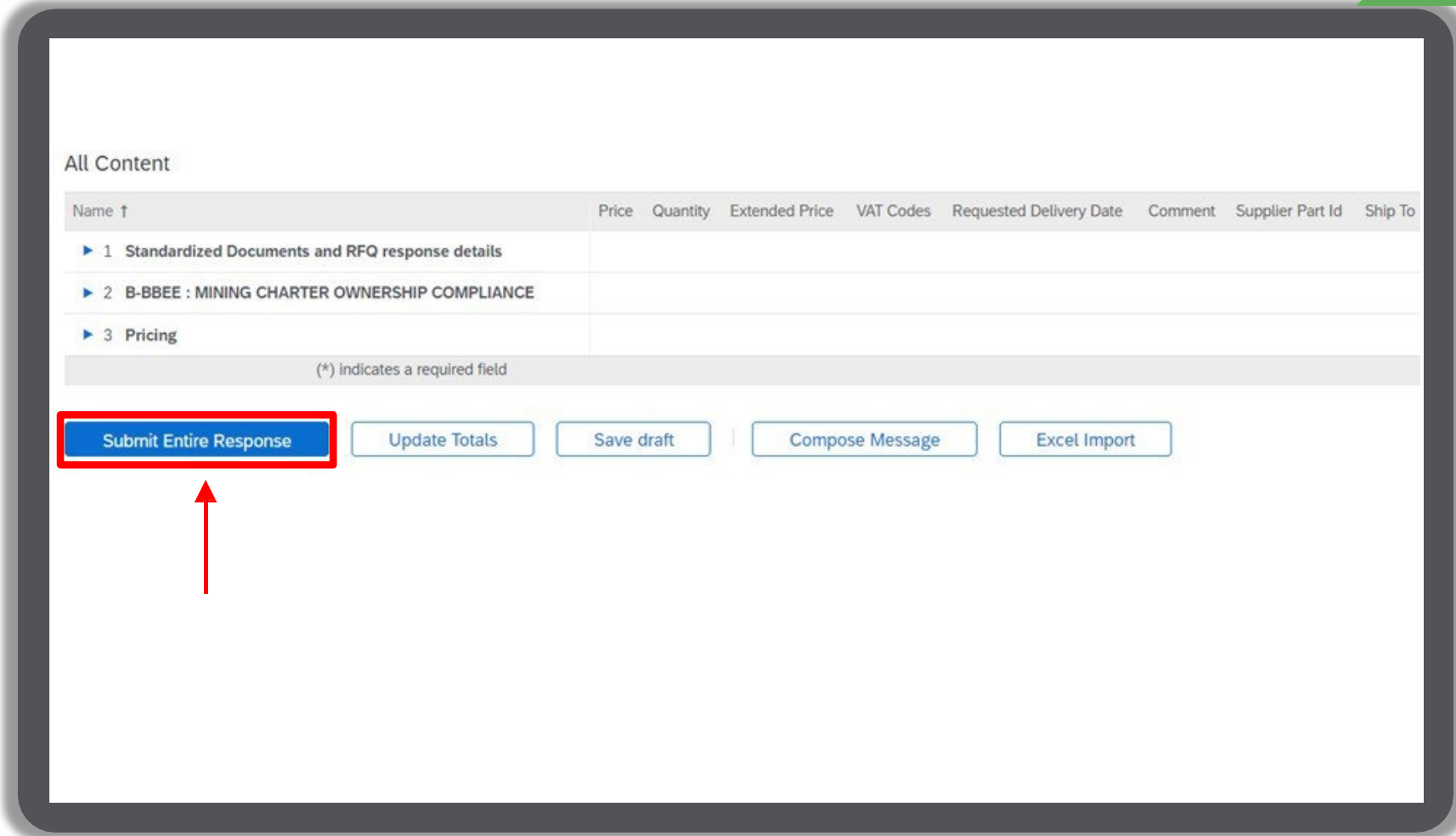
HOW TO RESPOND TO RFQs



11. Once you are satisfied with your bid, click on **“Submit Entire Response”** to submit your RFQ response.

Tips:

- i. Click **“Save draft”** if you are not yet ready to submit your response.
- ii. Be cognisant of the time remaining for submission - once the clock hits **00:00:00**, you will no longer be able to submit your response.



All Content

Name ↑	Price	Quantity	Extended Price	VAT Codes	Requested Delivery Date	Comment	Supplier Part Id	Ship To
▶ 1 Standardized Documents and RFQ response details								
▶ 2 B-BBEE : MINING CHARTER OWNERSHIP COMPLIANCE								
▶ 3 Pricing								

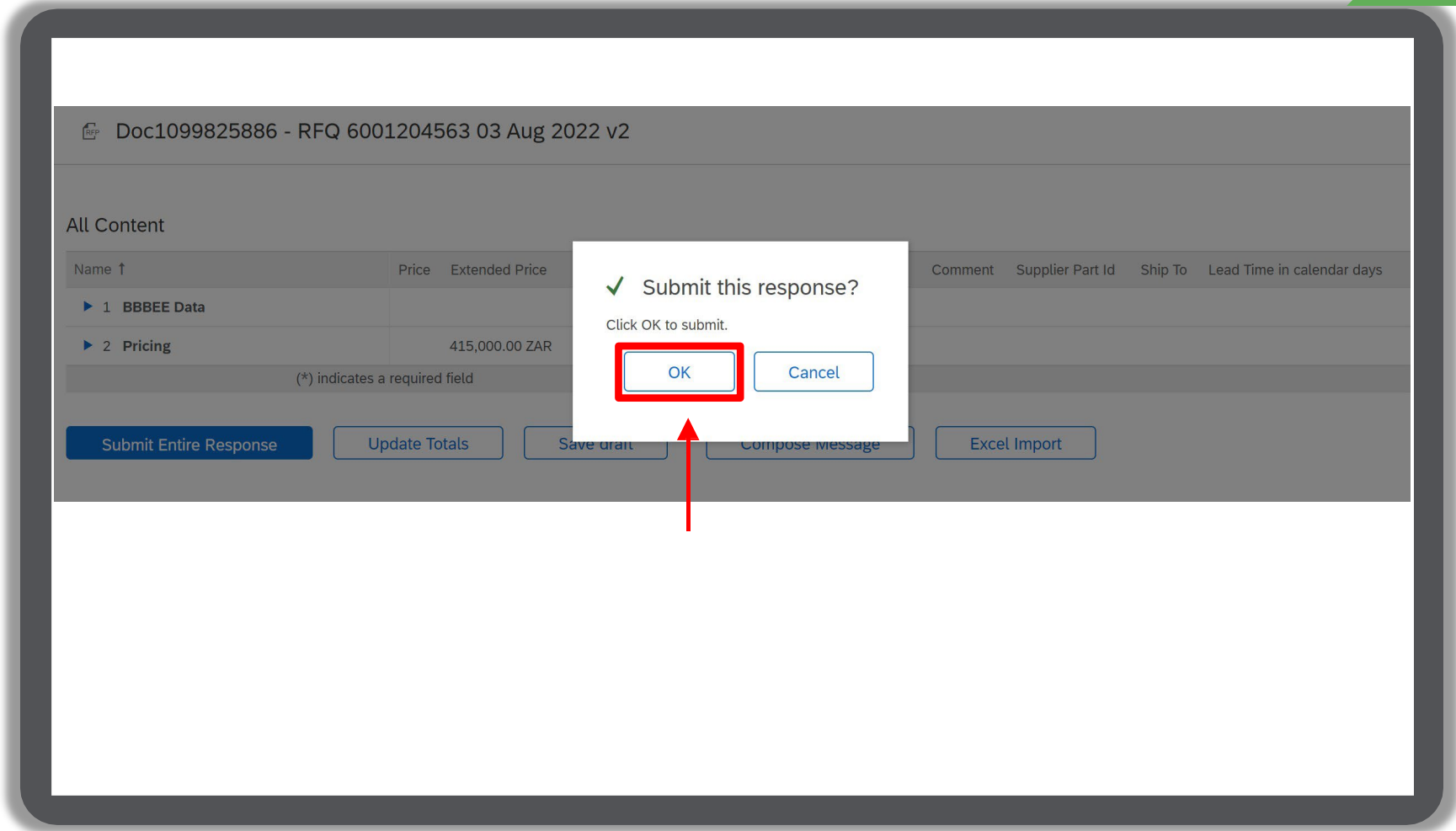
(*) indicates a required field

Submit Entire Response | Update Totals | Save draft | Compose Message | Excel Import

HOW TO RESPOND TO RFQs



12. Click “**OK**” to confirm the submission of your response.



Doc1099825886 - RFQ 6001204563 03 Aug 2022 v2

All Content

Name ↑	Price	Extended Price	Comment	Supplier Part Id	Ship To	Lead Time in calendar days
▶ 1 BBBEE Data						
▶ 2 Pricing		415,000.00 ZAR				

(*) indicates a required field

Submit Entire Response Update Totals Save draft Compose message Excel Import

Submit this response?
Click OK to submit.
OK Cancel

HOW TO RESPOND TO RFQs

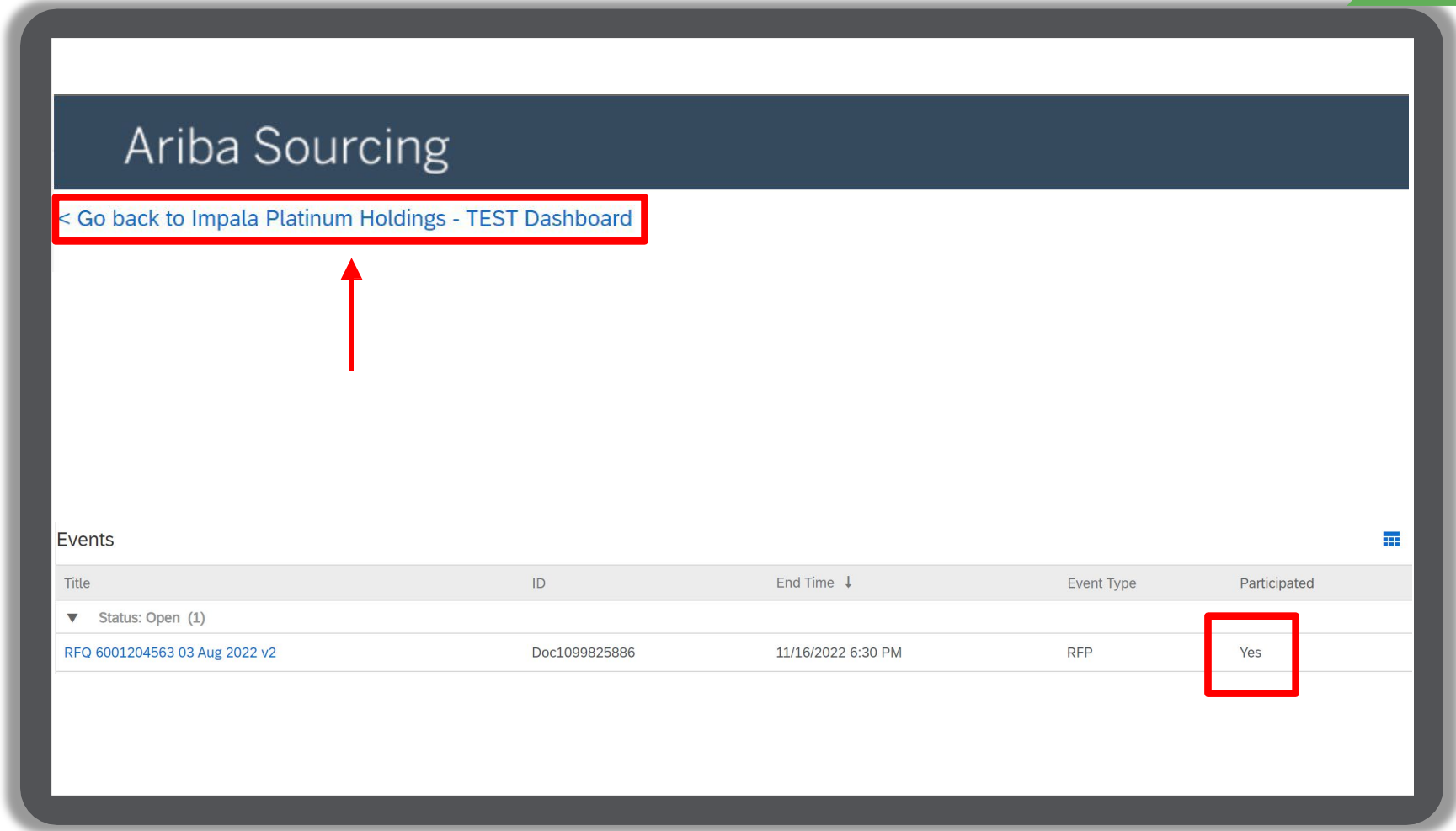


13. Click **“Go back to Impala Platinum Holdings – TEST Dashboard”** to return to the Events home page.

14. The participated status of the event will reflect as **“Yes”**.

Note:

Implats will review your submitted bid and respond via e-mail to confirm if you have succeeded or lost the bid.



Ariba Sourcing

< Go back to Impala Platinum Holdings - TEST Dashboard

↑

Title	ID	End Time ↓	Event Type	Participated
▼ Status: Open (1)				
RFQ 6001204563 03 Aug 2022 v2	Doc1099825886	11/16/2022 6:30 PM	RFP	Yes

A HIGH LEVEL RFQ PROCESS FLOW

B HOW TO RESPOND TO IMPLATS' REQUEST FOR QUOTATIONS (RFQs)

C HOW TO COMPOSE A MESSAGE TO IMPLATS BUYER

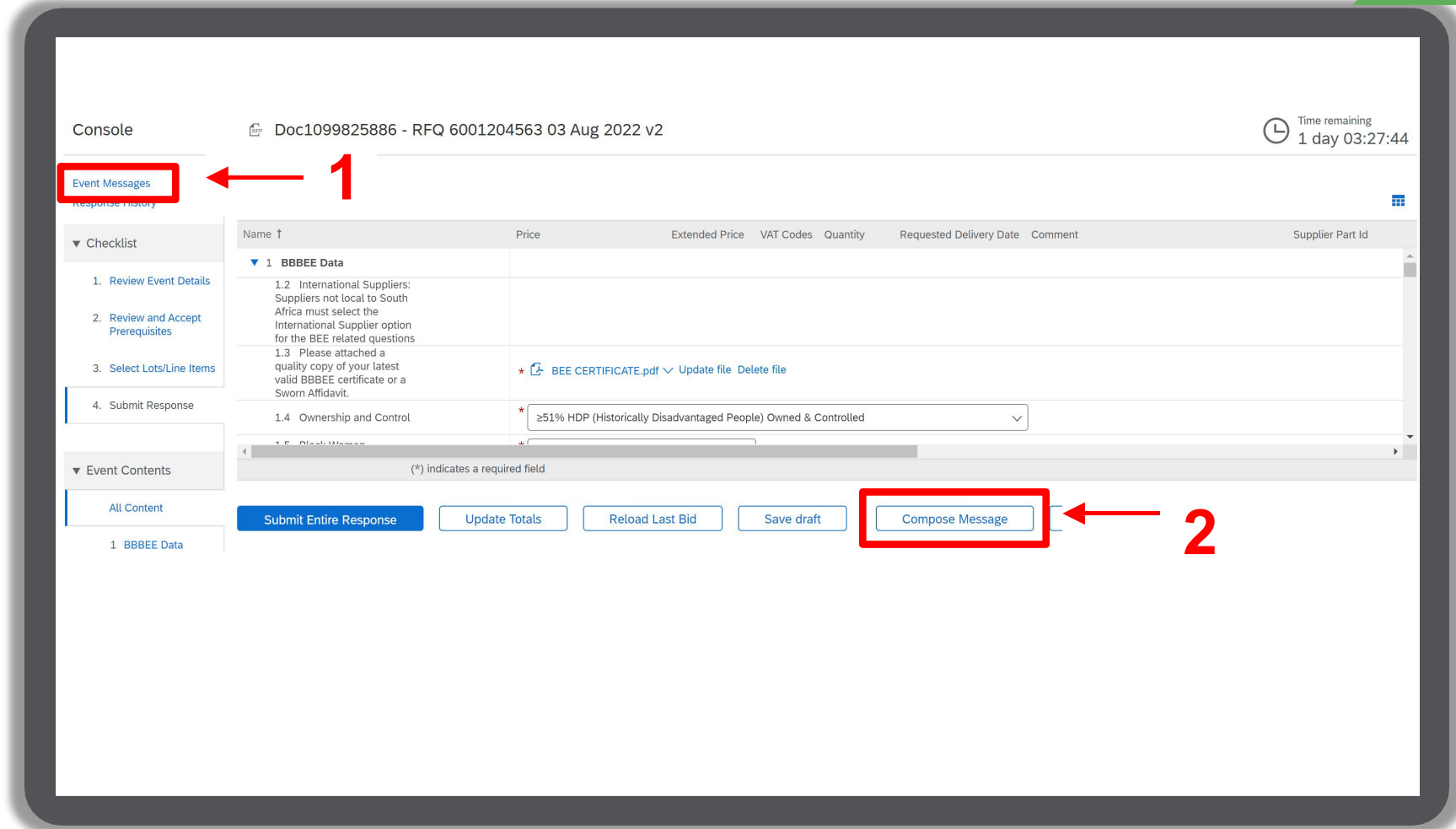
D HOW TO REVISE A SUBMITTED QUOTATION

E HOW TO DECLINE RESPONSE TO SOURCING EVENTS

HOW TO COMPOSE A MESSAGE TO THE IMPLATS BUYER



1. Implats could send you important messages during the course of the event providing further information and updates about the event. Find these messages by clicking on **“Event Messages”**, which can be found in the menu bar on the left hand side of your screen.
2. Should you need to contact Implats during the course of the event, do so by clicking on **“Compose Message”**.



The screenshot displays the SAP ARIBA supplier interface. At the top, it shows 'Console' and document details: 'Doc1099825886 - RFQ 6001204563 03 Aug 2022 v2'. A clock icon indicates 'Time remaining: 1 day 03:27:44'. On the left-hand side, a menu bar contains several items: 'Event Messages' (highlighted with a red box and a red arrow labeled '1'), 'Checklist', 'Event Contents', and 'All Content'. The main area shows a table with columns: Name, Price, Extended Price, VAT Codes, Quantity, Requested Delivery Date, Comment, and Supplier Part Id. The table contains several rows of data, including '1.2 International Suppliers: Suppliers not local to South Africa must select the International Supplier option for the BEE related questions', '1.3 Please attached a quality copy of your latest valid BBBEE certificate or a Sworn Affidavit.' (with a file upload button for 'BEE CERTIFICATE.pdf'), and '1.4 Ownership and Control' (with a dropdown menu set to '≥51% HDP (Historically Disadvantaged People) Owned & Controlled'). At the bottom of the interface, there are several buttons: 'Submit Entire Response', 'Update Totals', 'Reload Last Bid', 'Save draft', and 'Compose Message' (highlighted with a red box and a red arrow labeled '2').

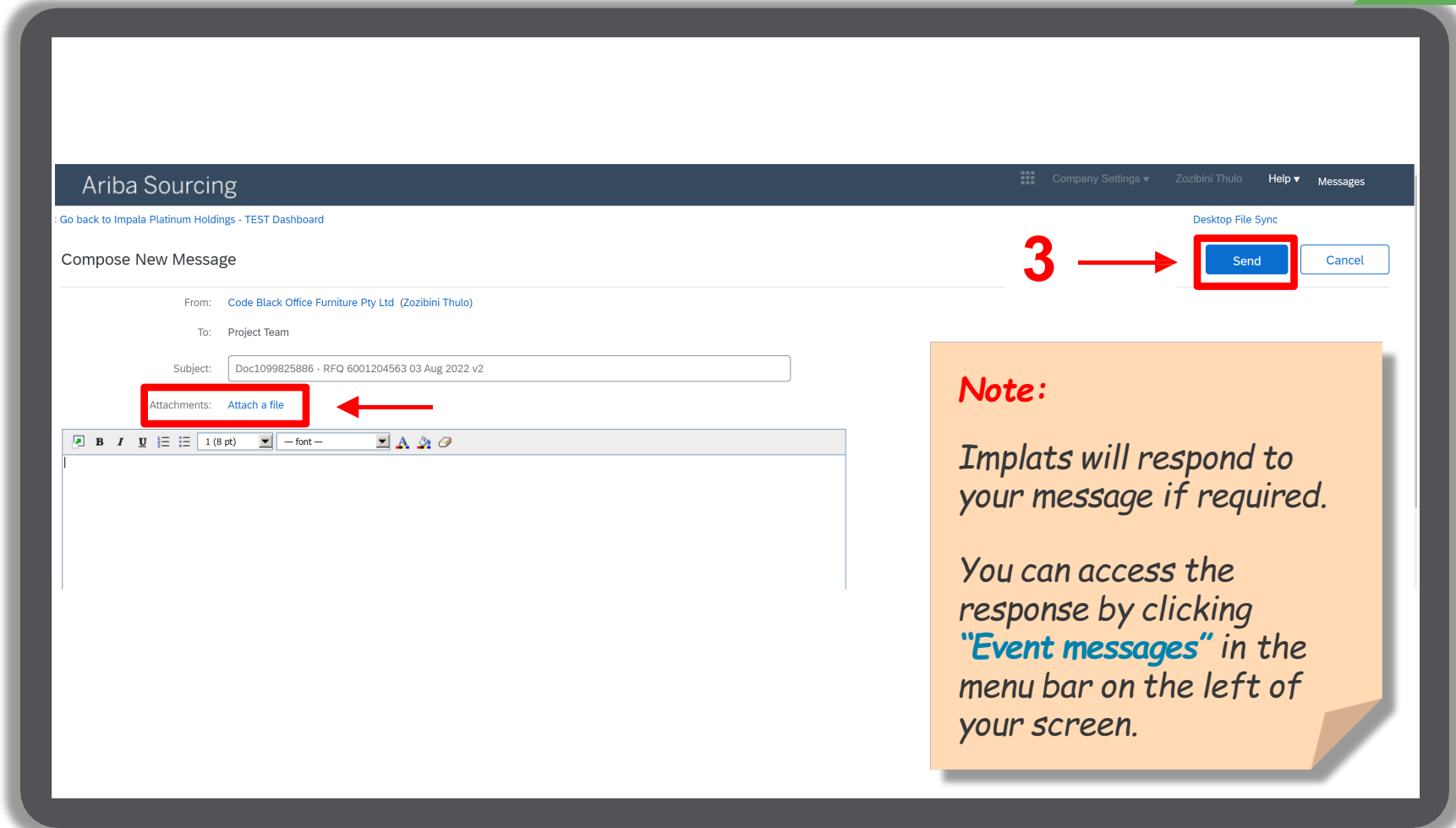
HOW TO COMPOSE A MESSAGE TO THE IMPLATS BUYER

3. When the message screen opens, write your message. When finished, click **“Send”**.

Note:

Attachments can also be added if need.

*Just click **“Attach a file”** to do so.*



3 → **Send** Cancel

Note:

Implats will respond to your message if required.

*You can access the response by clicking **“Event messages”** in the menu bar on the left of your screen.*

A HIGH LEVEL RFQ PROCESS FLOW

B HOW TO RESPOND TO IMPLATS' REQUEST FOR QUOTATIONS (RFQs)

C HOW TO COMPOSE A MESSAGE TO IMPLATS BUYER

D HOW TO REVISE A SUBMITTED QUOTATION

E HOW TO DECLINE RESPONSE TO SOURCING EVENTS

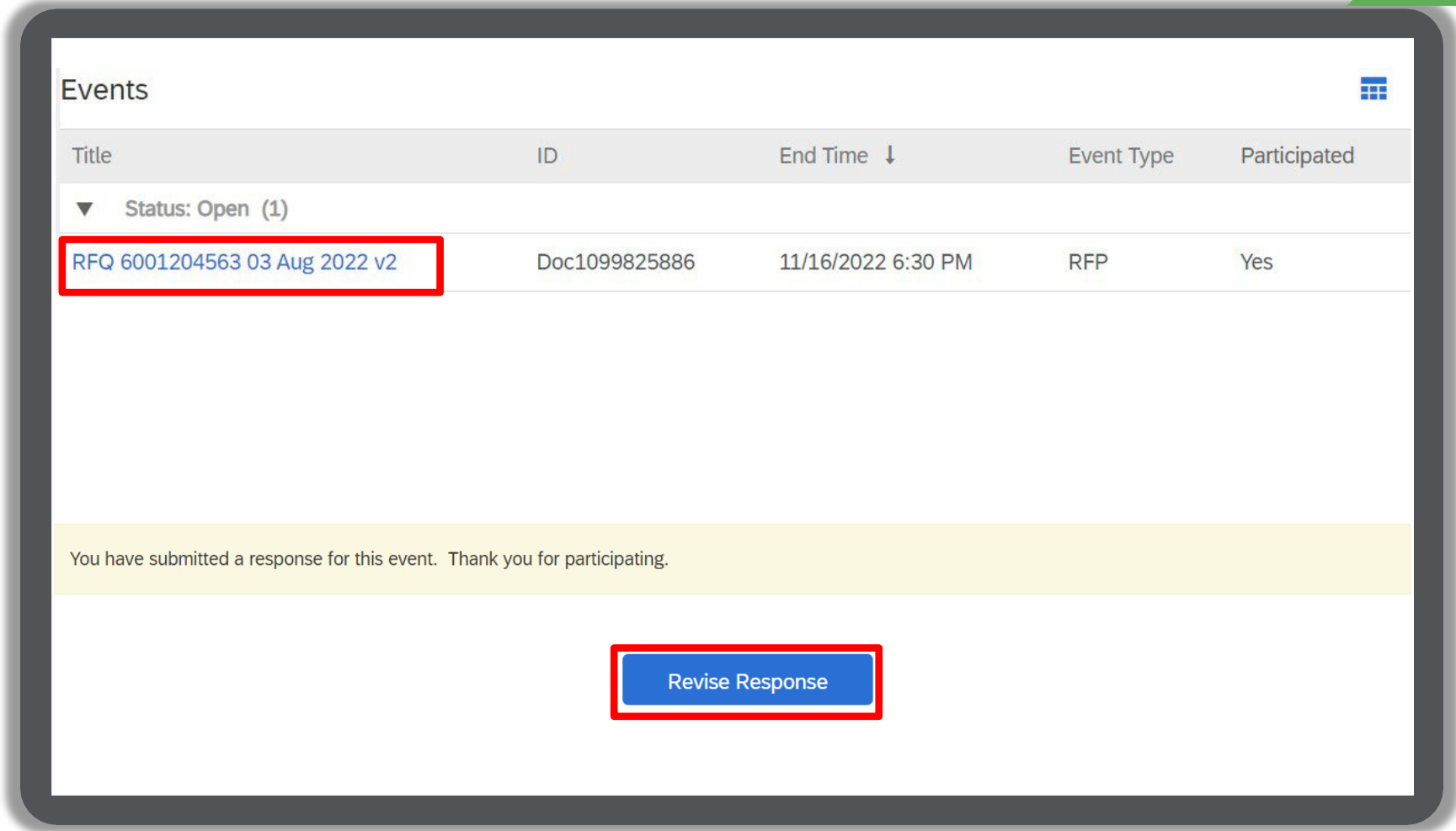
HOW TO REVISE A SUBMITTED RFQ RESPONSE



1. Should you need to **revise your submitted response**, you can still do so provided the event is still active and not closed.

Access your SAP Business Network Account and click on the event you intend to revise.

2. Then click **“Revise Response”** to change or update your response.



Title	ID	End Time ↓	Event Type	Participated
▼ Status: Open (1)				
RFQ 6001204563 03 Aug 2022 v2	Doc1099825886	11/16/2022 6:30 PM	RFP	Yes

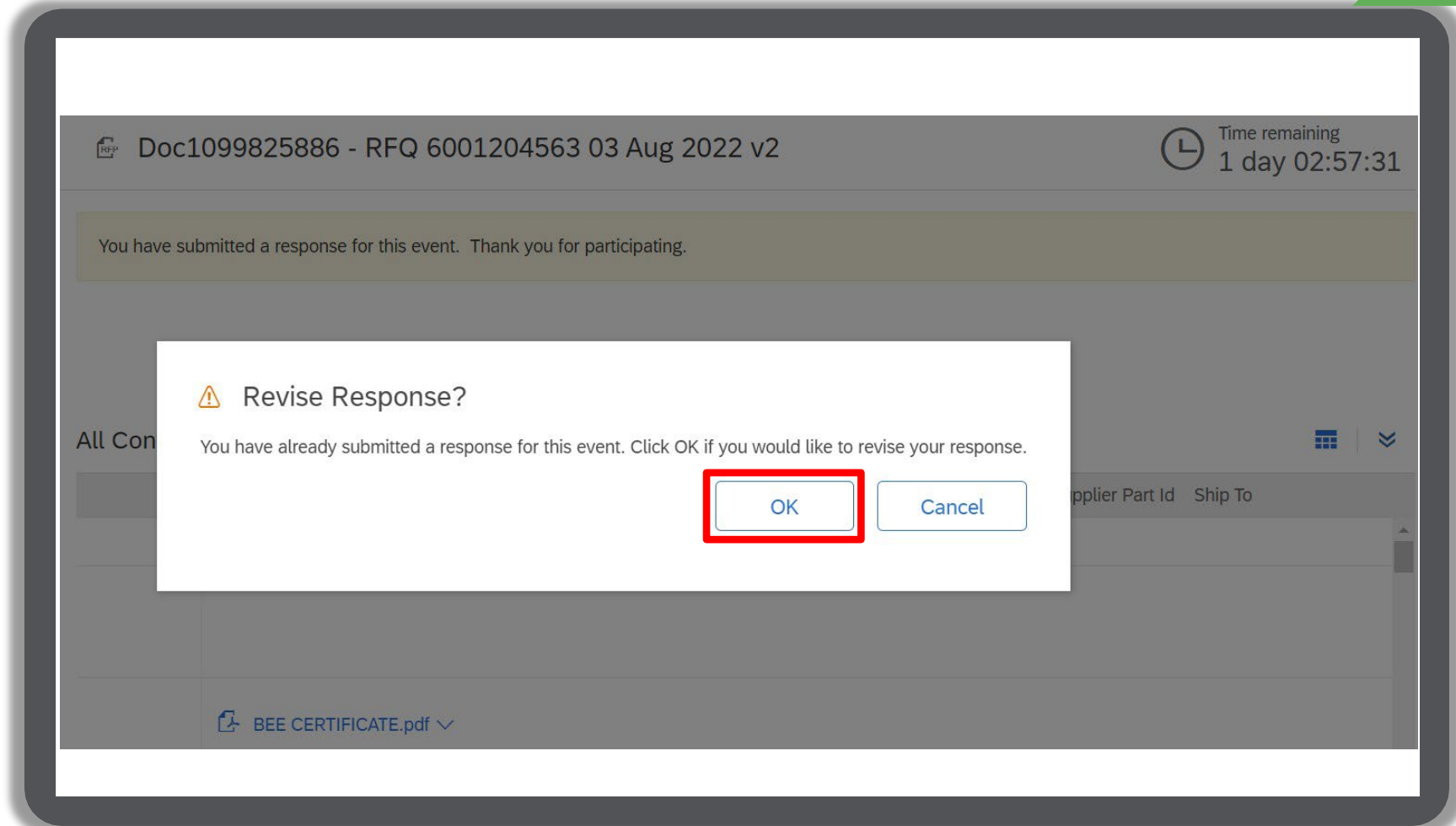
You have submitted a response for this event. Thank you for participating.

[Revise Response](#)

HOW TO REVISE A SUBMITTED RFQ RESPONSE



3. A pop-up dialogue box will appear warning that you have already submitted a response.
 - A. Click **“OK”** to proceed.



HOW TO REVISE A SUBMITTED RFQ RESPONSE



- Proceed to make your updates or changes. When complete, click **“Submit Entire Response”**.

Name ↑	Price	Extended Price	VAT Codes	Quantity	Requested Delivery Date
2.8.2 LABOUR ▾ More... +	* <input type="text" value="80,000.00"/> ZAR	80,000.00 ZAR		1 each	
2.8.3 TRAVELLING ▾ More... +	* <input type="text" value="25,500.00"/> ZAR	51,000.00 ZAR		2 each	

(*) indicates a required field

[Submit Entire Response](#)
[Update Totals](#)
[Reload Last Bid](#)
[Save draft](#)
[Compose Message](#)

A HIGH LEVEL RFQ PROCESS FLOW

B HOW TO RESPOND TO IMPLATS' REQUEST FOR QUOTATIONS (RFQs)

C HOW TO COMPOSE A MESSAGE TO IMPLATS BUYER

D HOW TO REVISE A SUBMITTED QUOTATION

E HOW TO DECLINE RESPONSE TO SOURCING EVENTS

HOW TO DECLINE RESPONDING TO AN RFQ EVENT

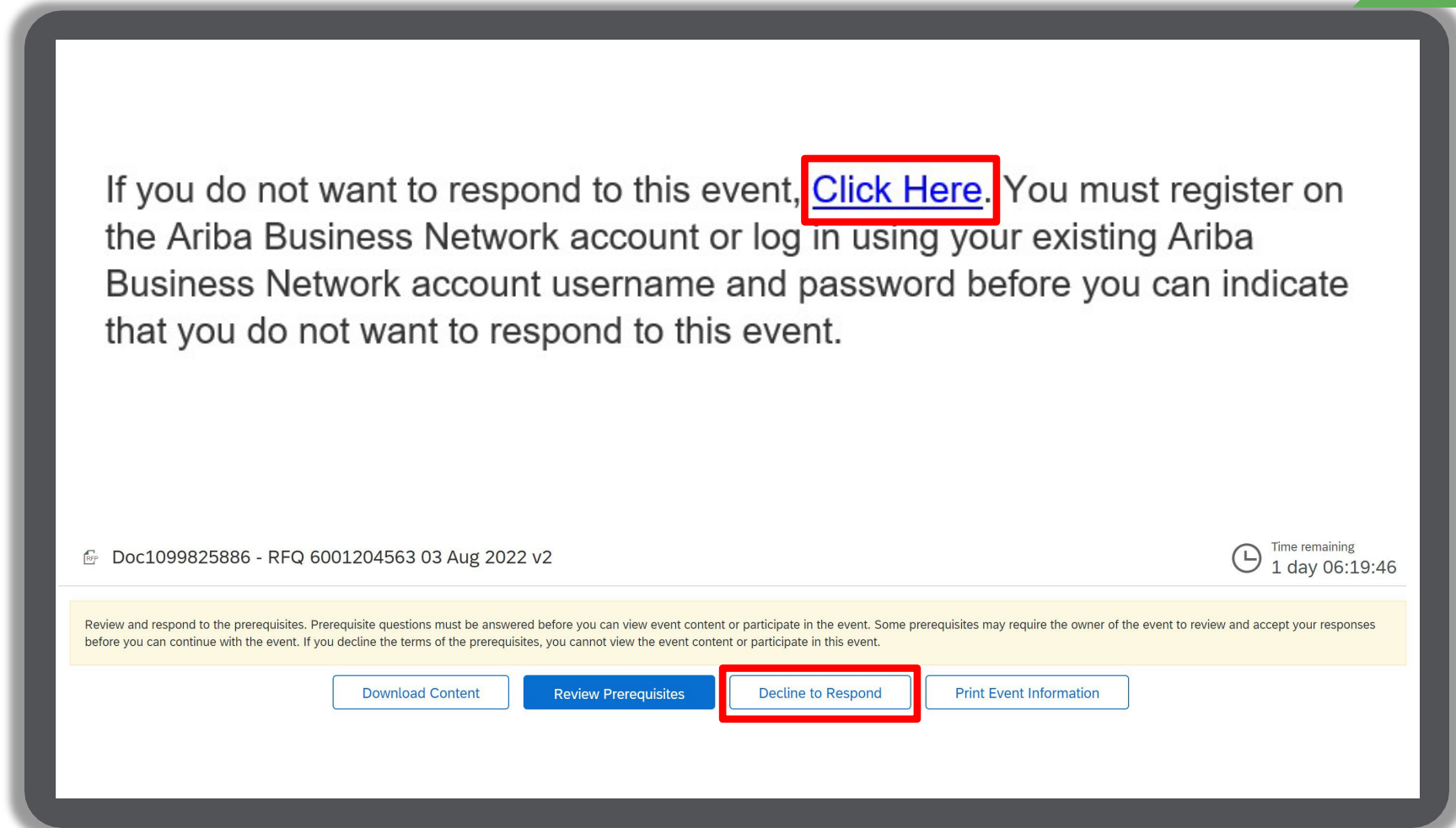
E

1. If you do not intend to participate in the event, click the **“Click Here”** link in the event invitation e-mail received from Implats.

Note:

Please read through the content of the invitation to fully understand next steps, whether you intend to participate or not.

2. Log in to the SAP Business Network and access the event.
 - A. Click **“Decline to Respond”**.



If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Business Network account or log in using your existing Ariba Business Network account username and password before you can indicate that you do not want to respond to this event.

Doc1099825886 - RFQ 6001204563 03 Aug 2022 v2

Time remaining
1 day 06:19:46


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

HOW TO DECLINE RESPONDING TO AN RFQ EVENT

E

3. Please provide a reason for declining to participate in the free text box area on your screen.
 - A. Click “OK”.



Reason for Declining to Respond

Declining to respond will temporarily remove your accessibility to this event. If you decide to respond to this event later, click the 'Intend to Respond' button for this event. Please enter the reason for declining (limited to 500 characters).

We cannot meet your current requirement and looking forward to participating in any future events.

Note:
*Your reason for not participating should be limited to **500 characters** - please be brief and to the point.*

OK Cancel

HOW TO DECLINE RESPONDING TO AN RFQ EVENT



4. Your event participation status will be updated to **“Declined”**.

Events				
Title	ID	End Time ↓	Event Type	Participated
▼ Status: Open (1)				
RFQ 6001204563 03 Aug 2022 v2	Doc1099825886	11/16/2022 6:30 PM	RFP	Declined

Registration Questionnaires				
Title	ID	End Time ↓	Status	
▼ Status: Open (2)				
Implats Supplier Registration Questionnaire 1 of 2	Doc1203008247	11/2/2023 11:18 AM	Registered	
Implats Supplier Registration Questionnaire 2 of 2	Doc1203008251	11/2/2023 10:15 AM	Registered	

GETTING HELP

A **IMPLATS SAP ARIBA SUPPLIER SUPPORT**

B **CONTACTING SAP ARIBA DIRECTLY – WITH USER CREDENTIALS**

C **CONTACTING SAP ARIBA DIRECTLY – WITH NO USER CREDENTIALS**

IMPLATS SUPPORT AND HELP LINES

Implats' **Supplier Support Helpdesk** is open **Monday to Friday from 07:30 to 15:30**, excluding all South African Public Holidays.



+27 14 569 6899



aribasupport@implats.co.za

A IMPLATS SAP ARIBA SUPPLIER
SUPPORT

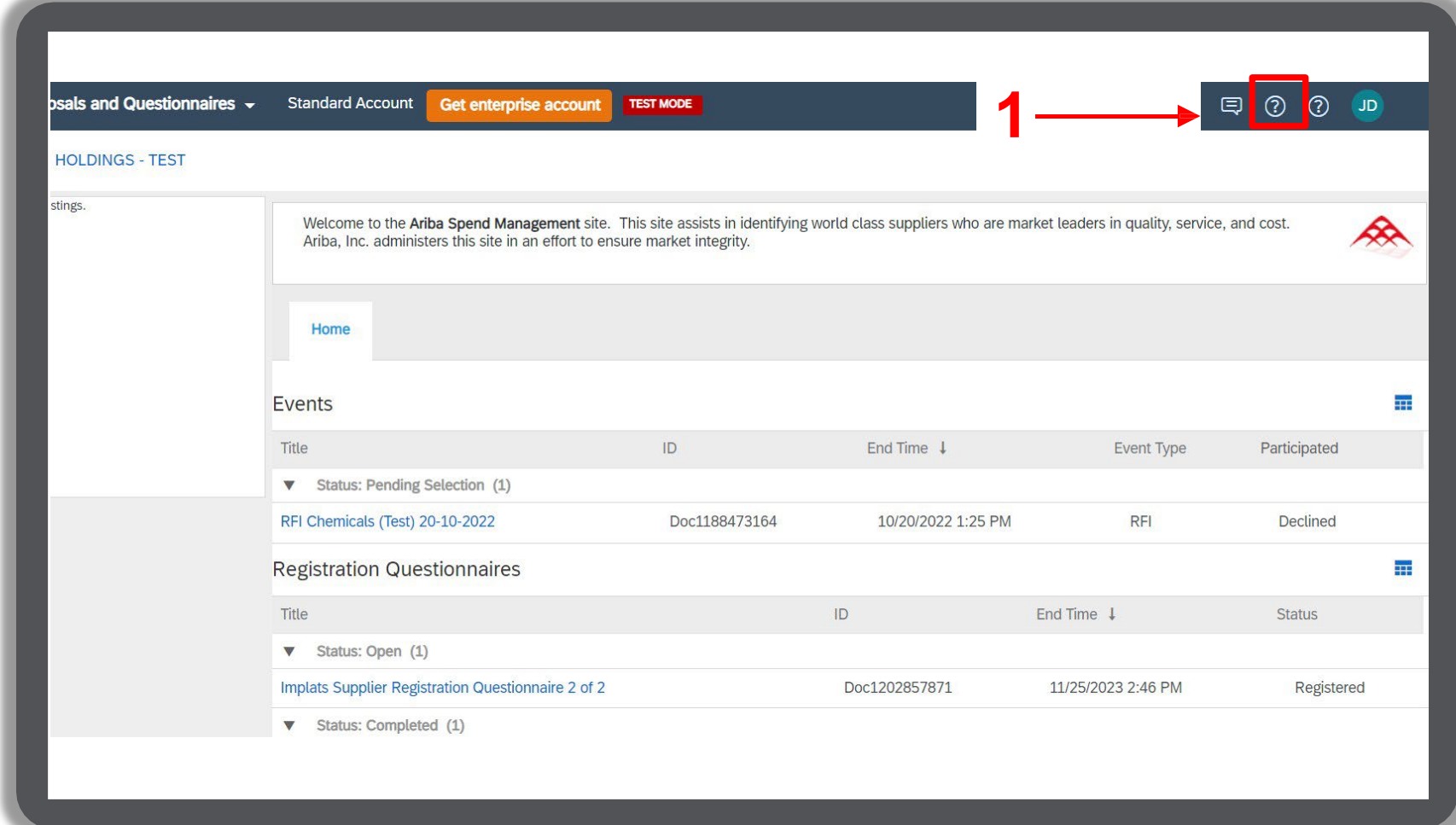
B CONTACTING SAP ARIBA
DIRECTLY – WITH USER
CREDENTIALS

C CONTACTING SAP ARIBA
DIRECTLY – WITH NO USER
CREDENTIALS

CONTACTING SAP ARIBA SUPPORT DIRECTLY (ALREADY LOGGED IN)

To contact SAP Ariba Support directly, when you are already logged in follow these steps:

1. Login to the **SAP Business Network**, and from the Home page Click on the first “?” help icon.



Proposals and Questionnaires ▾ Standard Account [Get enterprise account](#) TEST MODE

HOLDINGS - TEST

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.

[Home](#)

Events

Title	ID	End Time ↓	Event Type	Participated
▼ Status: Pending Selection (1)				
RFI Chemicals (Test) 20-10-2022	Doc1188473164	10/20/2022 1:25 PM	RFI	Declined

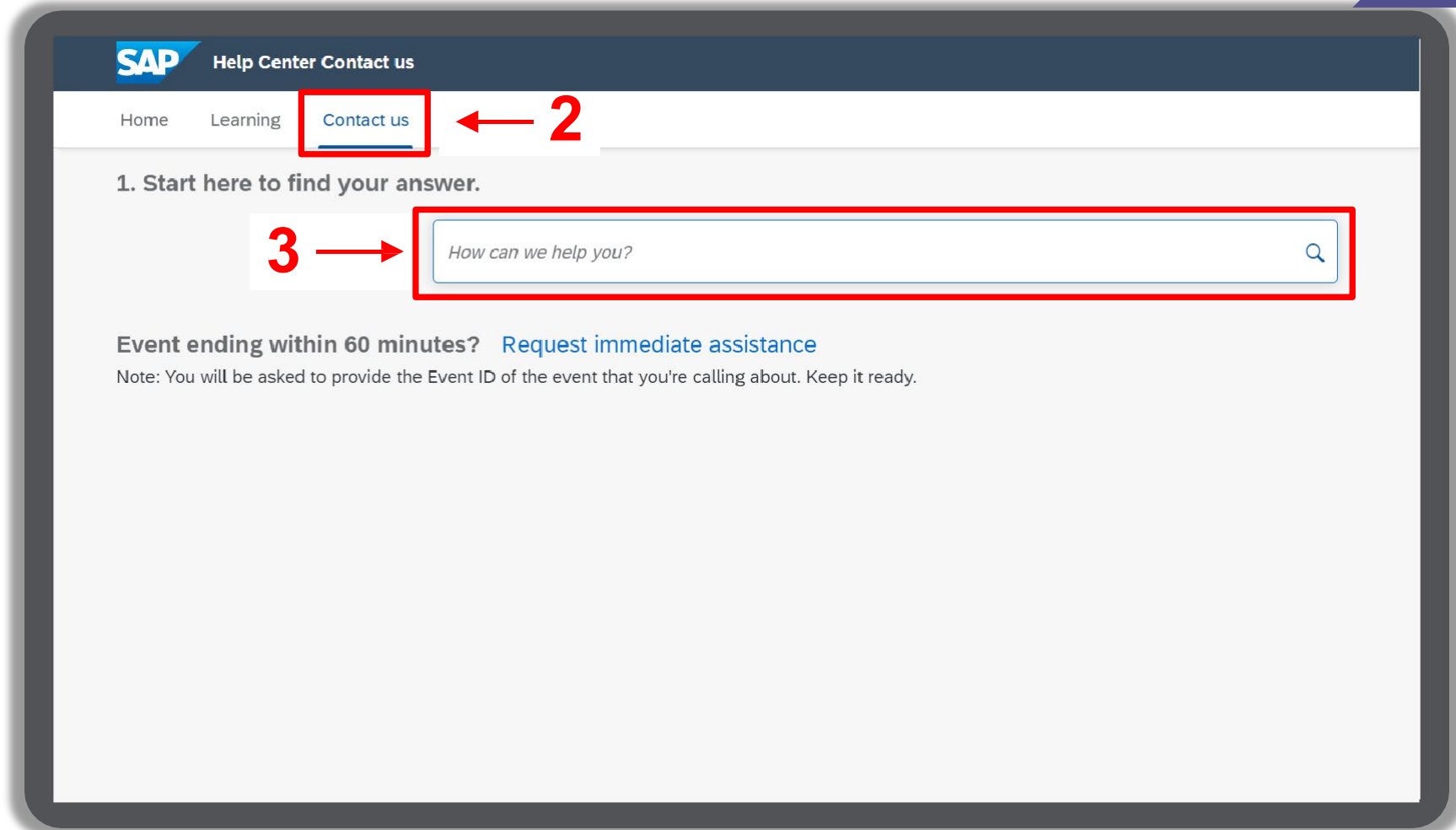
Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Implats Supplier Registration Questionnaire 2 of 2	Doc1202857871	11/25/2023 2:46 PM	Registered
▼ Status: Completed (1)			

CONTACTING SAP ARIBA SUPPORT DIRECTLY (ALREADY LOGGED IN)

You will be redirected to this screen

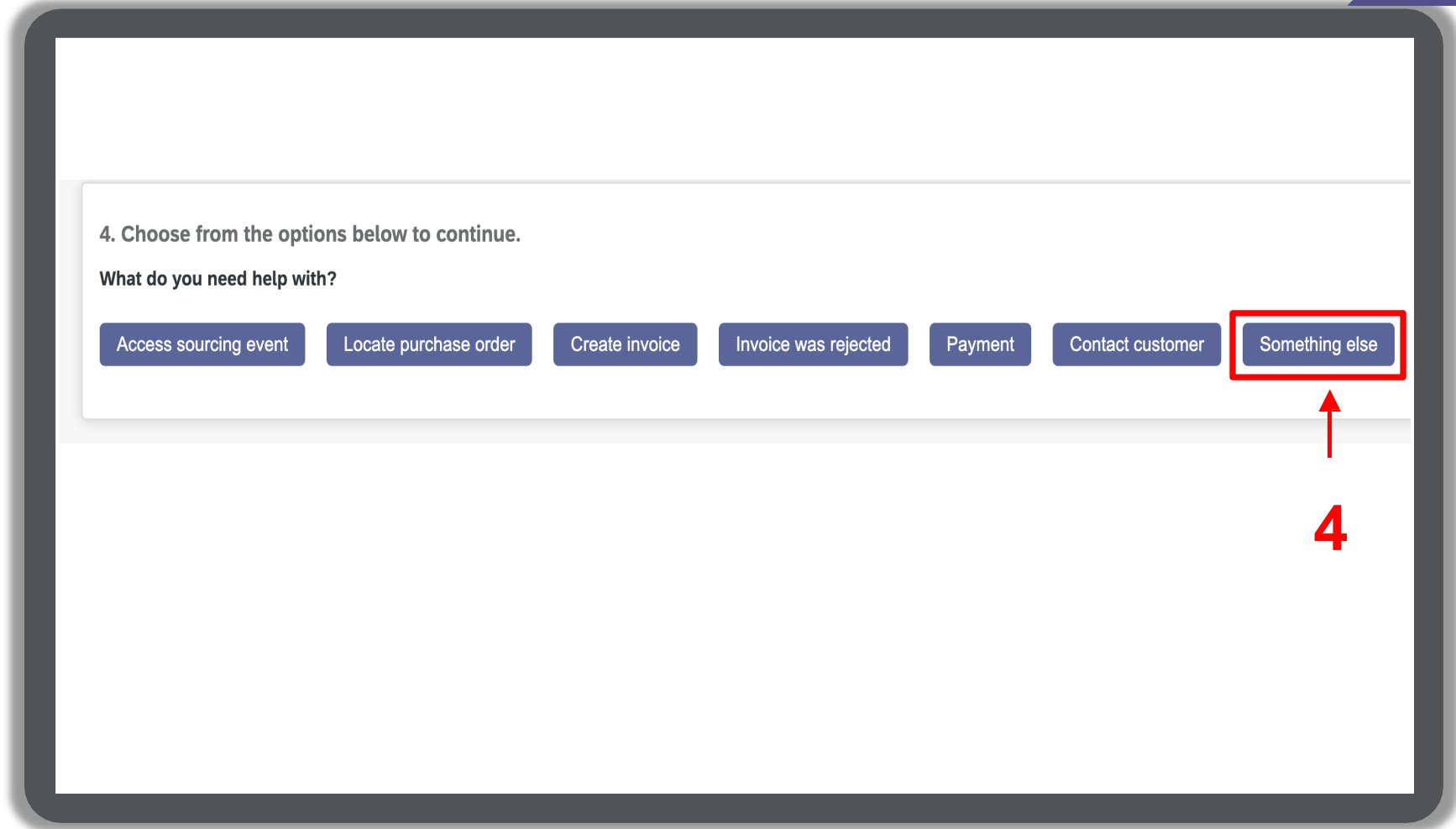
2. Select the **“Contact us”** tab.
3. Enter a brief description of what you need help with and click **“Search”**.



CONTACTING SAP ARIBA SUPPORT DIRECTLY (ALREADY LOGGED IN)

B

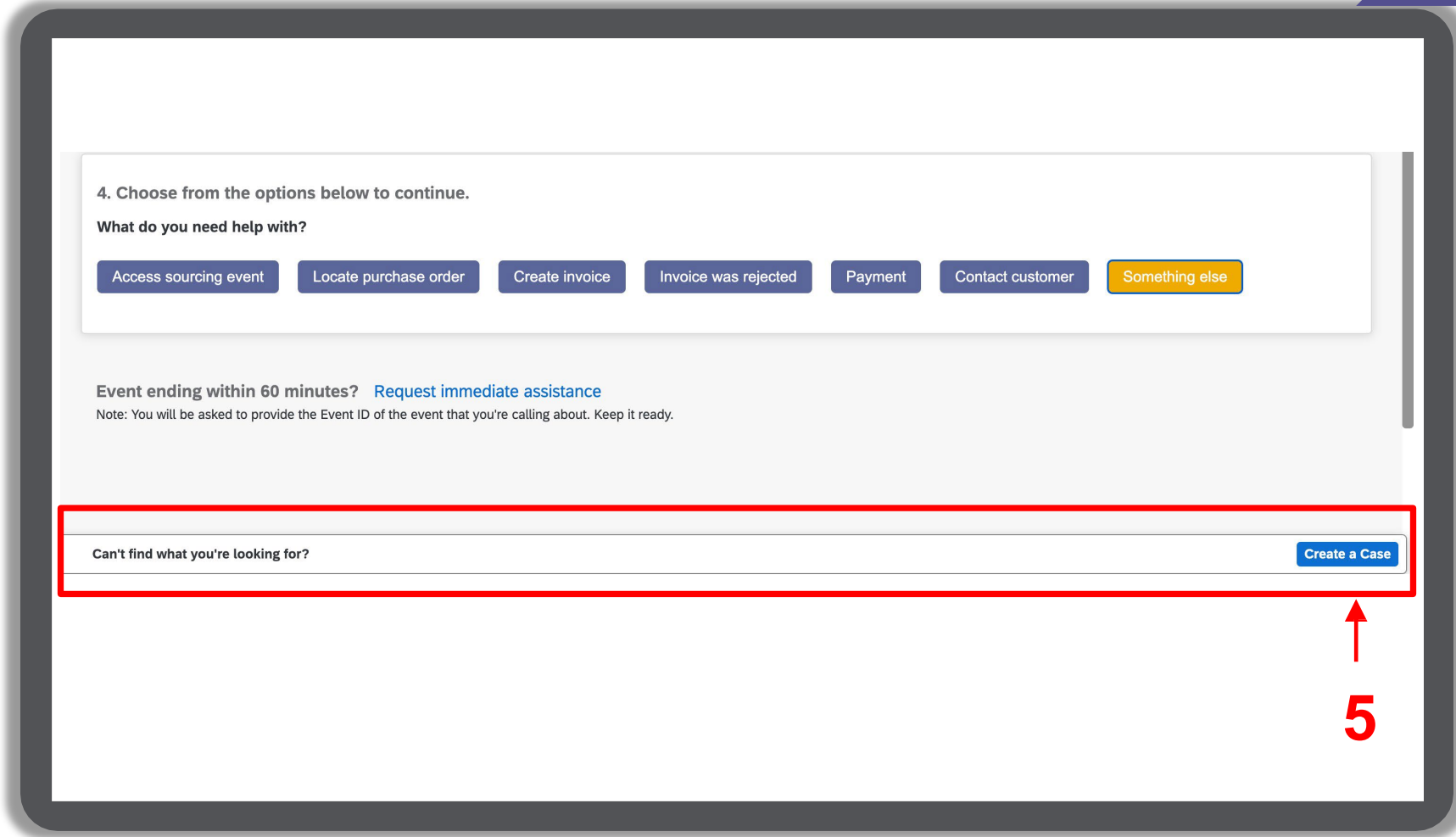
4. Should you not find an option, scroll down the screen and click **“Something Else”**.



CONTACTING SAP ARIBA SUPPORT DIRECTLY (ALREADY LOGGED IN)

B

5. A bar will appear at the bottom of the screen. Click **“Create a Case”**.



4. Choose from the options below to continue.

What do you need help with?

Access sourcing event Locate purchase order Create invoice Invoice was rejected Payment Contact customer **Something else**

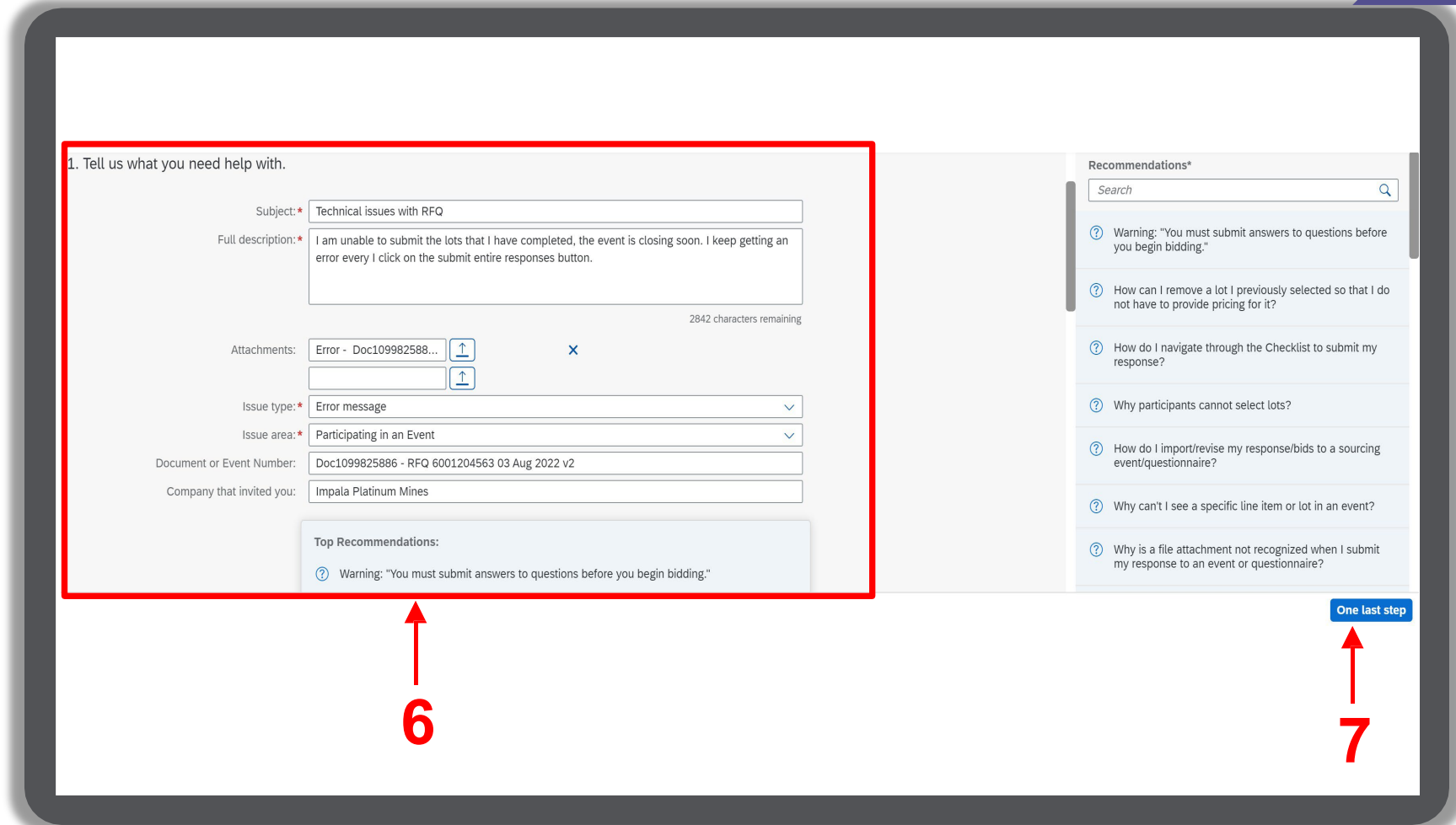
Event ending within 60 minutes? [Request immediate assistance](#)
Note: You will be asked to provide the Event ID of the event that you're calling about. Keep it ready.

Can't find what you're looking for? [Create a Case](#)

5

CONTACTING SAP ARIBA SUPPORT DIRECTLY (ALREADY LOGGED IN)

6. Complete the form with as much detail on the issue as possible. Attach screenshots of the error if possible.
7. Click **“One Last Step”**.



1. Tell us what you need help with.

Subject: * Technical issues with RFQ

Full description: * I am unable to submit the lots that I have completed, the event is closing soon. I keep getting an error every I click on the submit entire responses button. 2842 characters remaining

Attachments: Error - Doc109982588...

Issue type: * Error message

Issue area: * Participating in an Event

Document or Event Number: Doc1099825886 - RFQ 6001204563 03 Aug 2022 v2

Company that invited you: Impala Platinum Mines

Top Recommendations:

- Warning: "You must submit answers to questions before you begin bidding."

Recommendations*

Search

- Warning: "You must submit answers to questions before you begin bidding."
- How can I remove a lot I previously selected so that I do not have to provide pricing for it?
- How do I navigate through the Checklist to submit my response?
- Why participants cannot select lots?
- How do I import/revise my response/bids to a sourcing event/questionnaire?
- Why can't I see a specific line item or lot in an event?
- Why is a file attachment not recognized when I submit my response to an event or questionnaire?

One last step

CONTACTING SAP ARIBA SUPPORT DIRECTLY (ALREADY LOGGED IN)

8. Review your contact information for correctness.
9. Click **“One Last Step”**.

3. Please review your contact information for correctness:

8 →


First name: * Zozibini

Last name: * Thulo

Username: zozibini.thulo@codeblack.com

Company: * Code Black Office Furniture Pty Ltd

Email: * phindile.manana@sap.com

Phone: * +27 11 656 0000 South Africa 

Extension:

Confirm phone: * 0116560000

My phone number is correct.

Ariba Network ID: * AN11149198792-T]

To see how your data is used by SAP Ariba, you can visit the [SAP Ariba Privacy Statement](#).

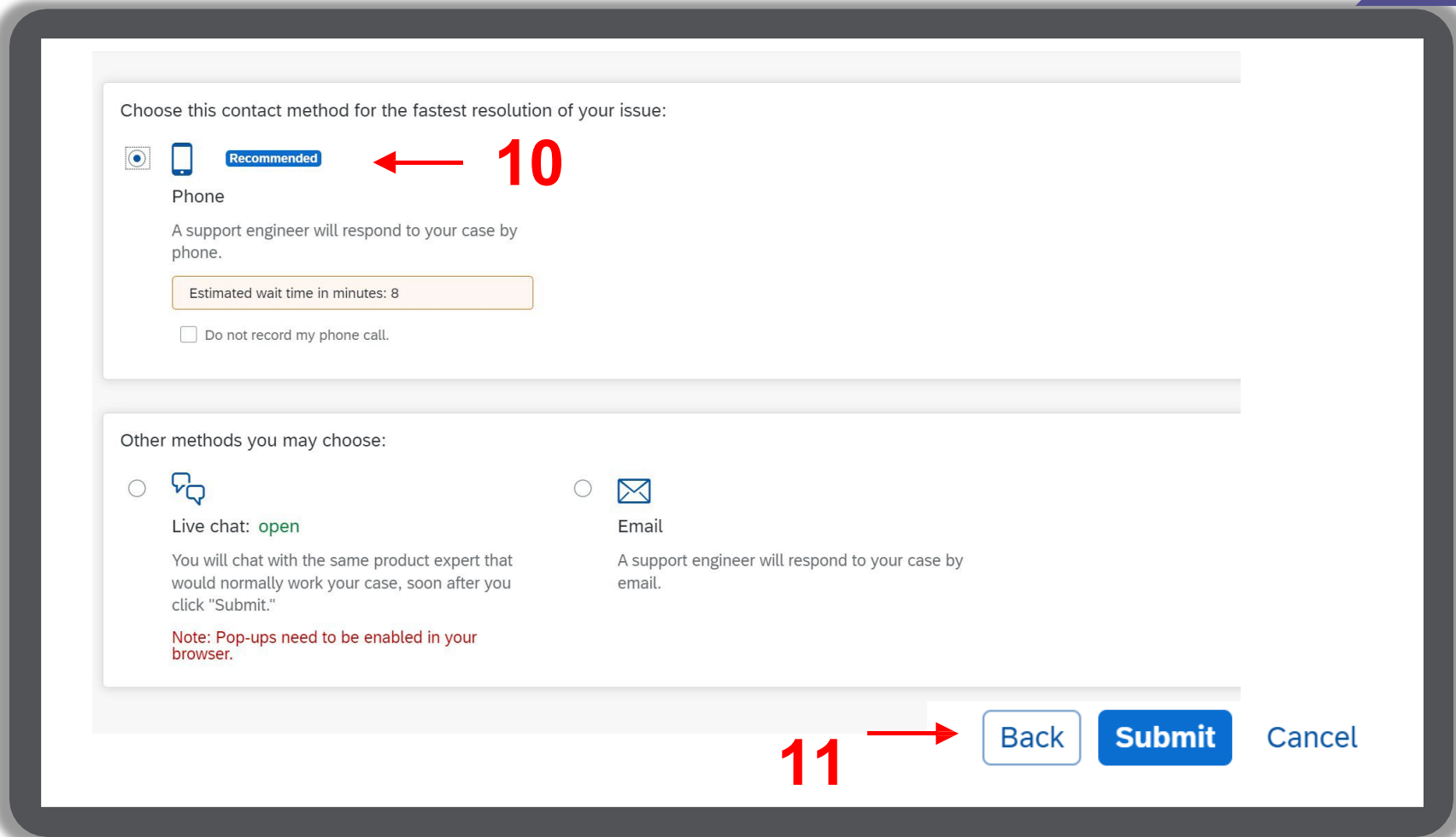
9 → **One last step**

CONTACTING SAP ARIBA SUPPORT DIRECTLY (ALREADY LOGGED IN)


B

10. Select your preferred method of contact.

11. Click **“Submit”**.



Choose this contact method for the fastest resolution of your issue:

 **Recommended** ← **10**


Phone

A support engineer will respond to your case by phone.

Estimated wait time in minutes: 8


Do not record my phone call.

Other methods you may choose:

 Live chat: [open](#)

You will chat with the same product expert that would normally work your case, soon after you click "Submit."

Note: Pop-ups need to be enabled in your browser.

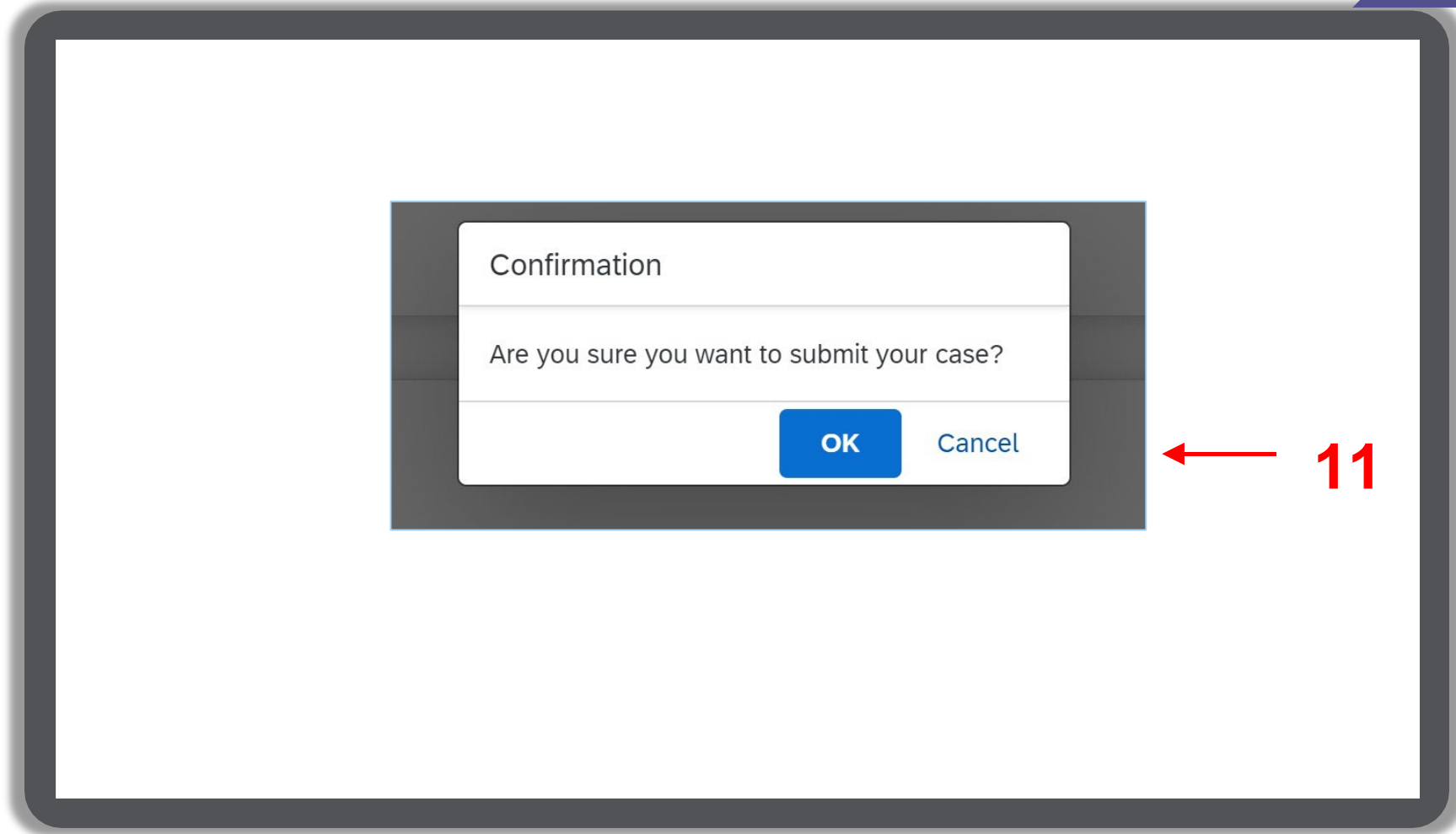
 Email

A support engineer will respond to your case by email.

11 →

CONTACTING SAP ARIBA SUPPORT DIRECTLY (ALREADY LOGGED IN)

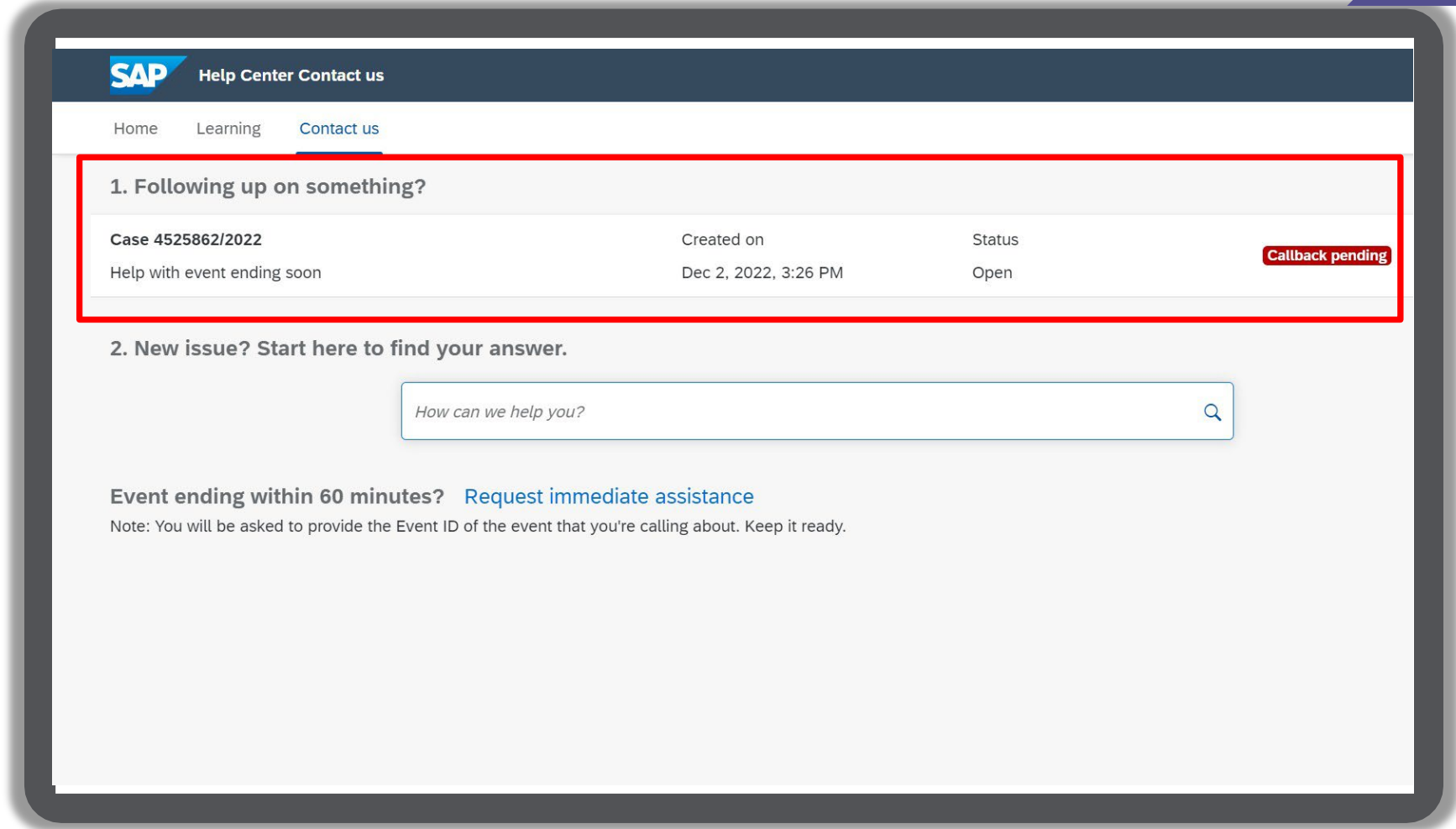
11. Confirm your intention to submit by clicking **OK**. You will receive an e-mail notification advising you of your ticket details.



CONTACTING SAP ARIBA SUPPORT DIRECTLY (ALREADY LOGGED IN)



12. Once submitted the following screen shows the status of your query.



A IMPLATS SAP ARIBA SUPPLIER
SUPPORT

B CONTACTING SAP ARIBA
DIRECTLY – WITH USER
CREDENTIALS

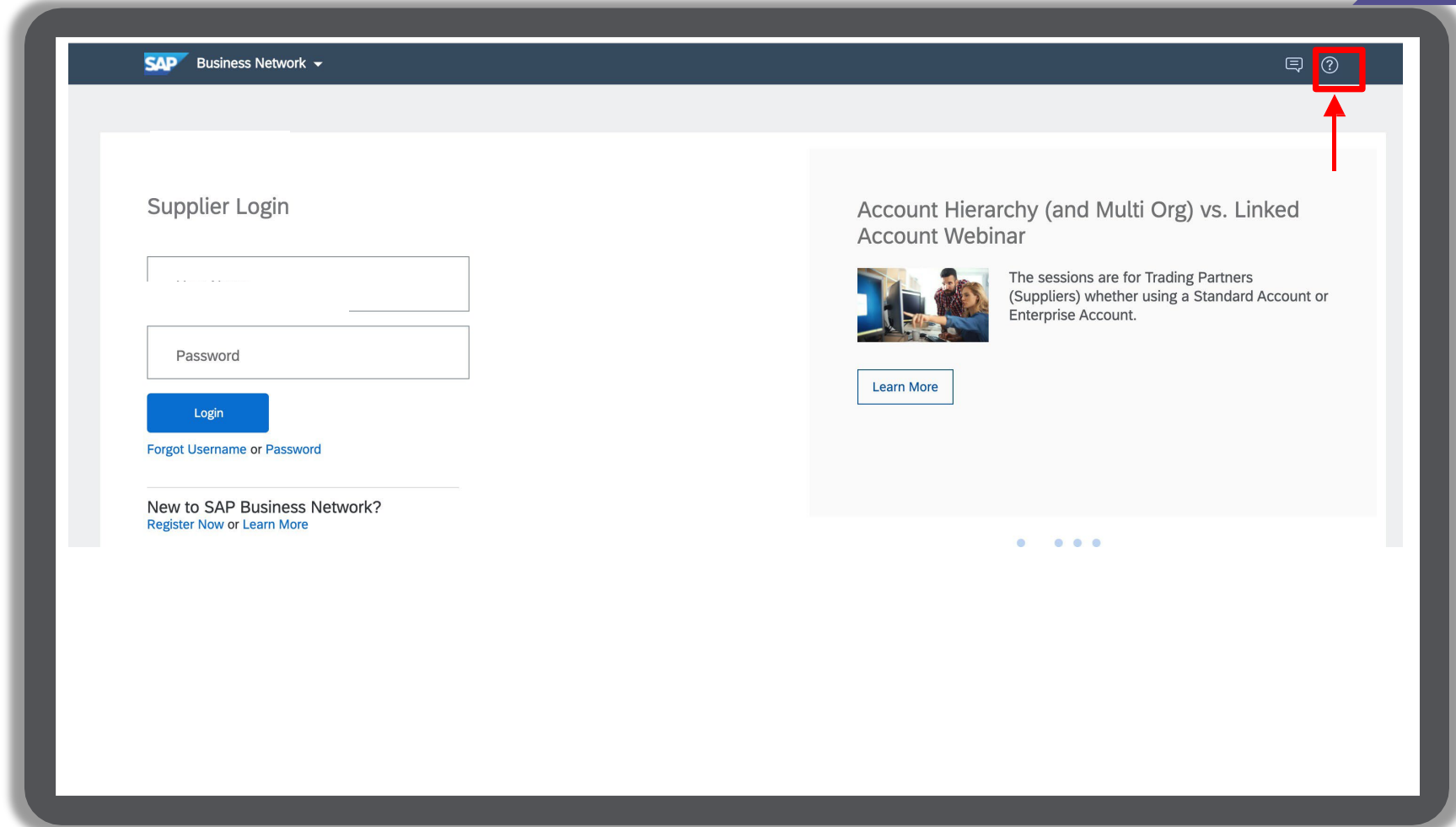
C CONTACTING SAP ARIBA
DIRECTLY – WITH NO USER
CREDENTIALS

CONTACTING SAP ARIBA SUPPORT DIRECTLY (NO USER CREDENTIALS)

To contact SAP Ariba Support directly, when you do not have any login credentials to your account, follow these steps:

1. Access the **SAP Business Network** Supplier login page.

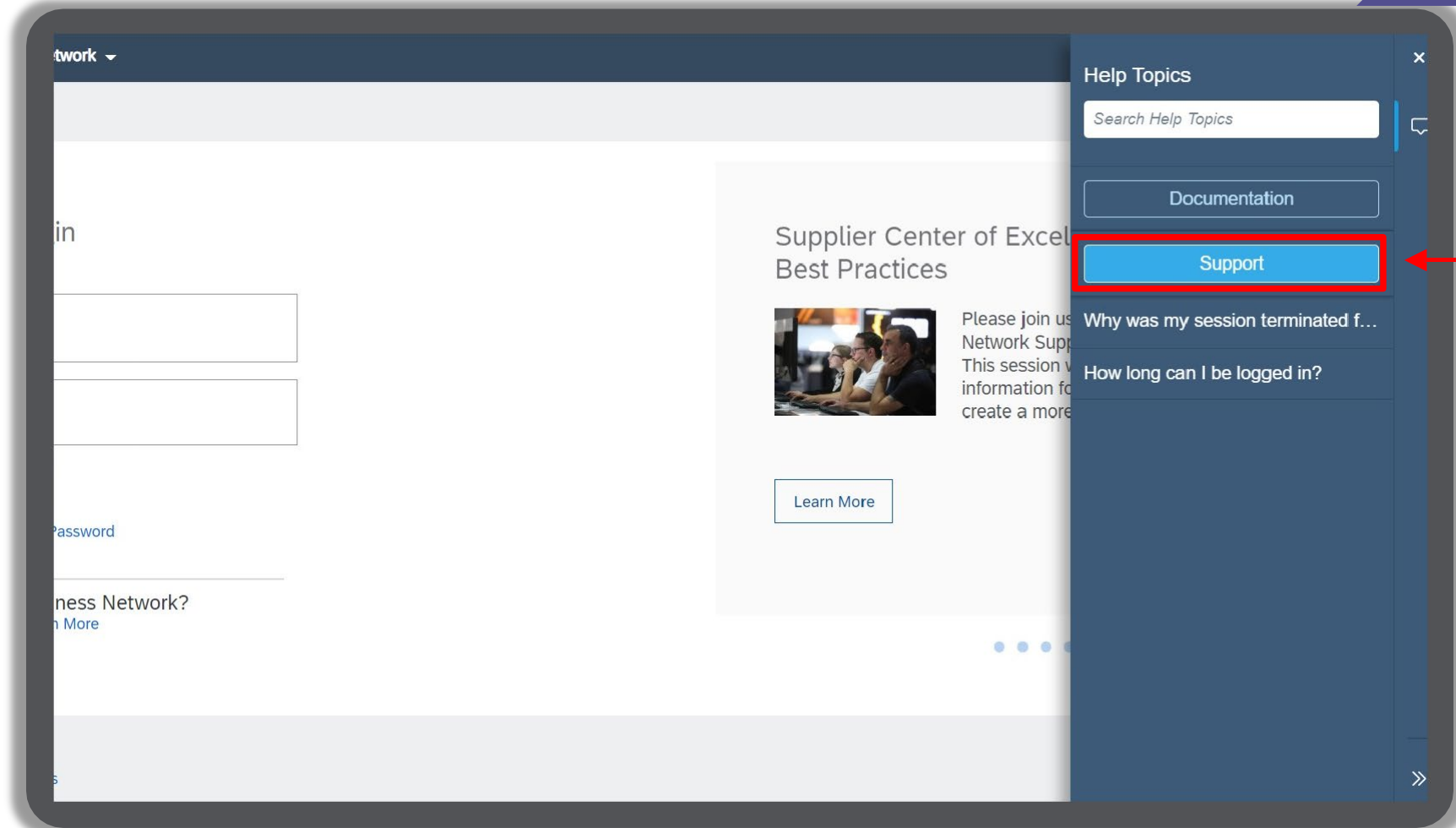
Click the “?” help icon



CONTACTING SAP Ariba SUPPORT DIRECTLY (NO USER CREDENTIALS)

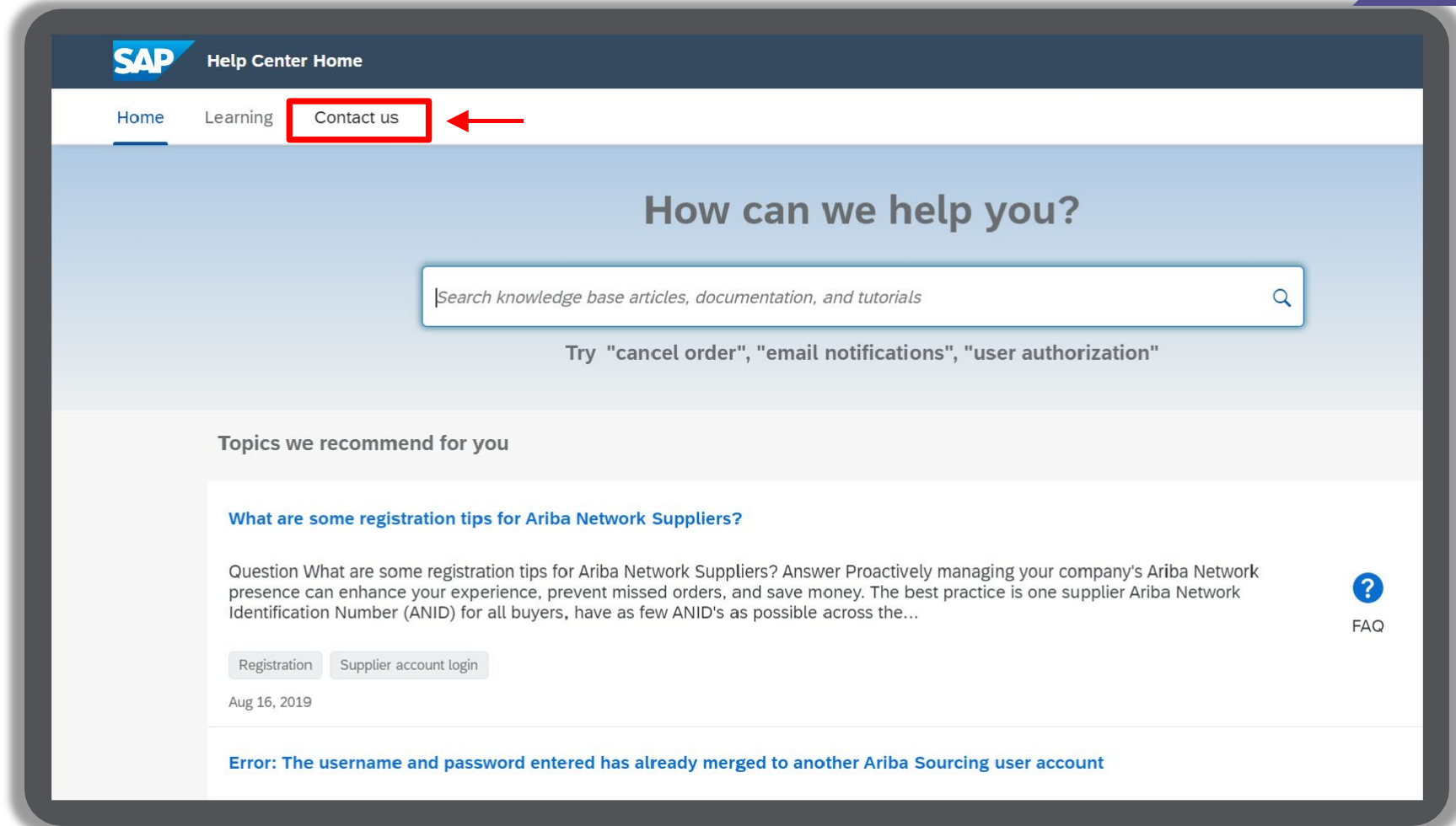


2. Click **“Support”**



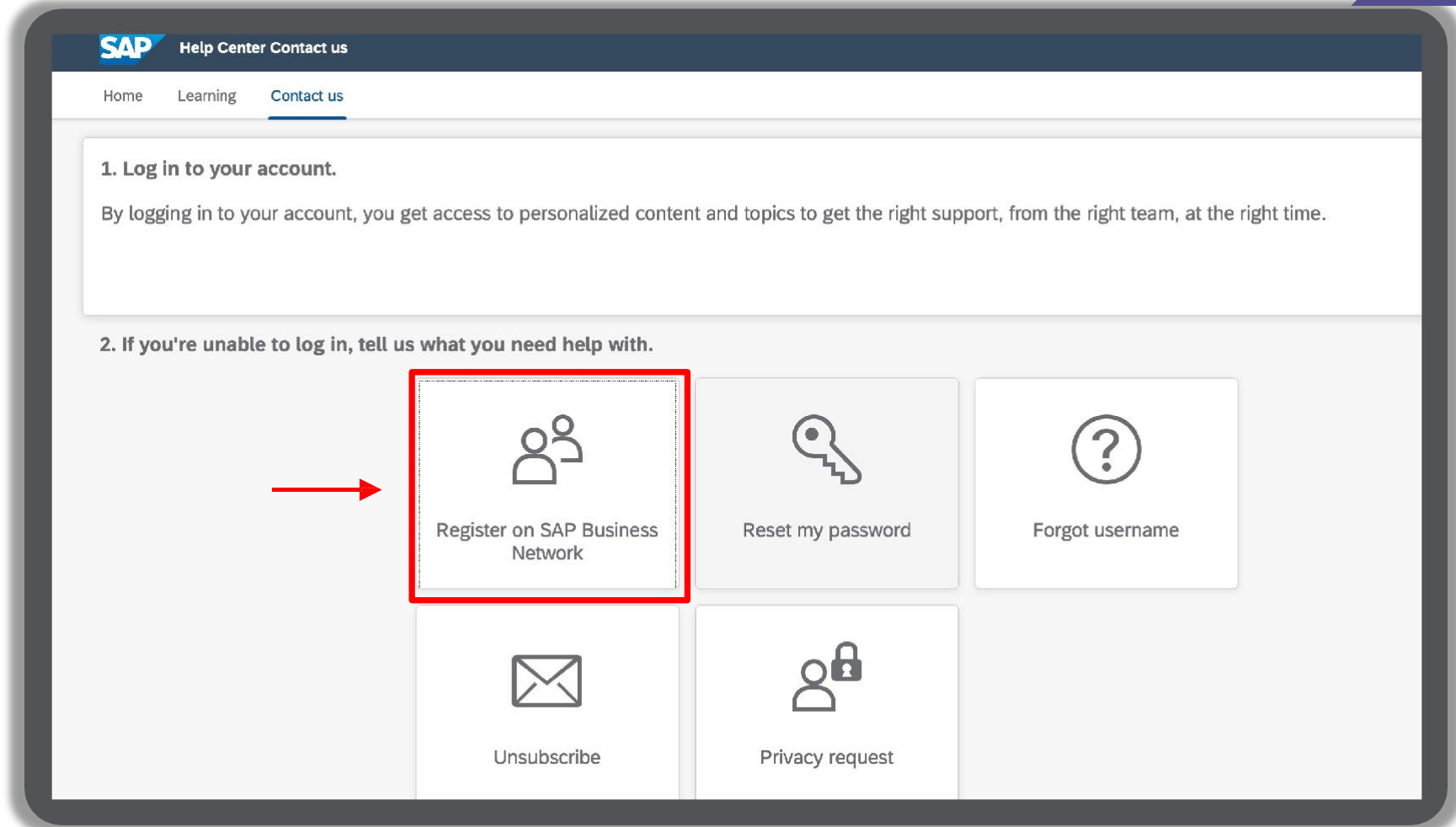
CONTACTING SAP ARIBA SUPPORT DIRECTLY (NO USER CREDENTIALS)

3. Click “Contact us”.



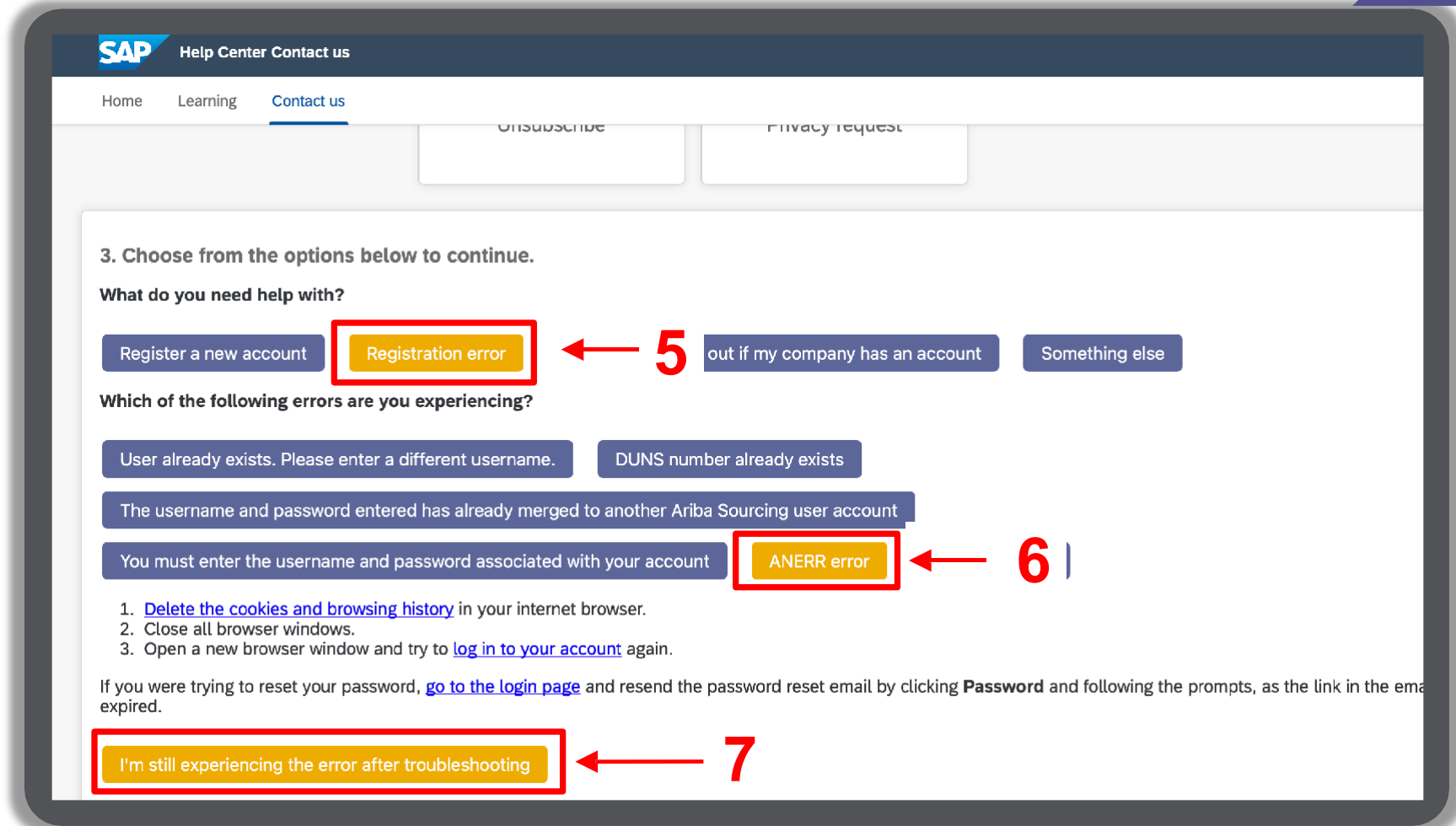
CONTACTING SAP Ariba SUPPORT DIRECTLY (NO USER CREDENTIALS)

4. Click **“Register on SAP Business Network”**.



CONTACTING SAP ARIBA SUPPORT DIRECTLY (NO USER CREDENTIALS)

5. Click “Registration error”.
6. Click “ANERR error”.
7. Click “I’m still experiencing the error after troubleshooting”.



SAP Help Center Contact us

Home Learning Contact us

Unsubscribe Privacy request

3. Choose from the options below to continue.

What do you need help with?

Register a new account **Registration error** ← 5 out if my company has an account Something else

Which of the following errors are you experiencing?

User already exists. Please enter a different username. DUNS number already exists

The username and password entered has already merged to another Ariba Sourcing user account

You must enter the username and password associated with your account **ANERR error** ← 6

1. [Delete the cookies and browsing history](#) in your internet browser.
2. Close all browser windows.
3. Open a new browser window and try to [log in to your account](#) again.

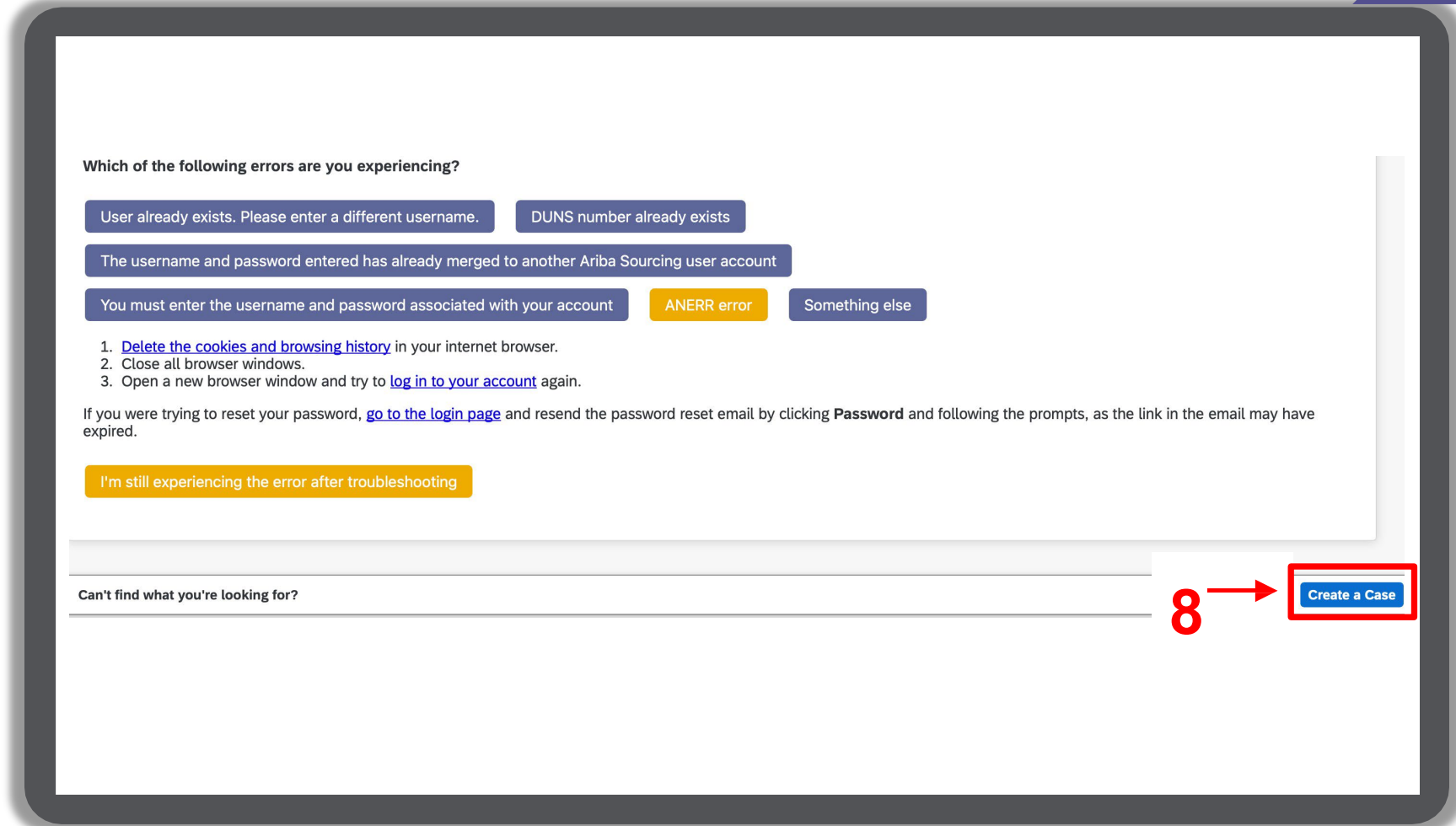
If you were trying to reset your password, [go to the login page](#) and resend the password reset email by clicking **Password** and following the prompts, as the link in the email has expired.

I'm still experiencing the error after troubleshooting ← 7

CONTACTING SAP ARIBA SUPPORT DIRECTLY (NO USER CREDENTIALS)

8. After clicking “I’m still experiencing the error” a pop up will appear at the bottom of your screen.

Click “**Create a Case**”.



Which of the following errors are you experiencing?

User already exists. Please enter a different username. DUNS number already exists

The username and password entered has already merged to another Ariba Sourcing user account

You must enter the username and password associated with your account **ANERR error** Something else

1. [Delete the cookies and browsing history](#) in your internet browser.
2. Close all browser windows.
3. Open a new browser window and try to [log in to your account](#) again.

If you were trying to reset your password, [go to the login page](#) and resend the password reset email by clicking **Password** and following the prompts, as the link in the email may have expired.

I'm still experiencing the error after troubleshooting

Can't find what you're looking for?

8 → **Create a Case**

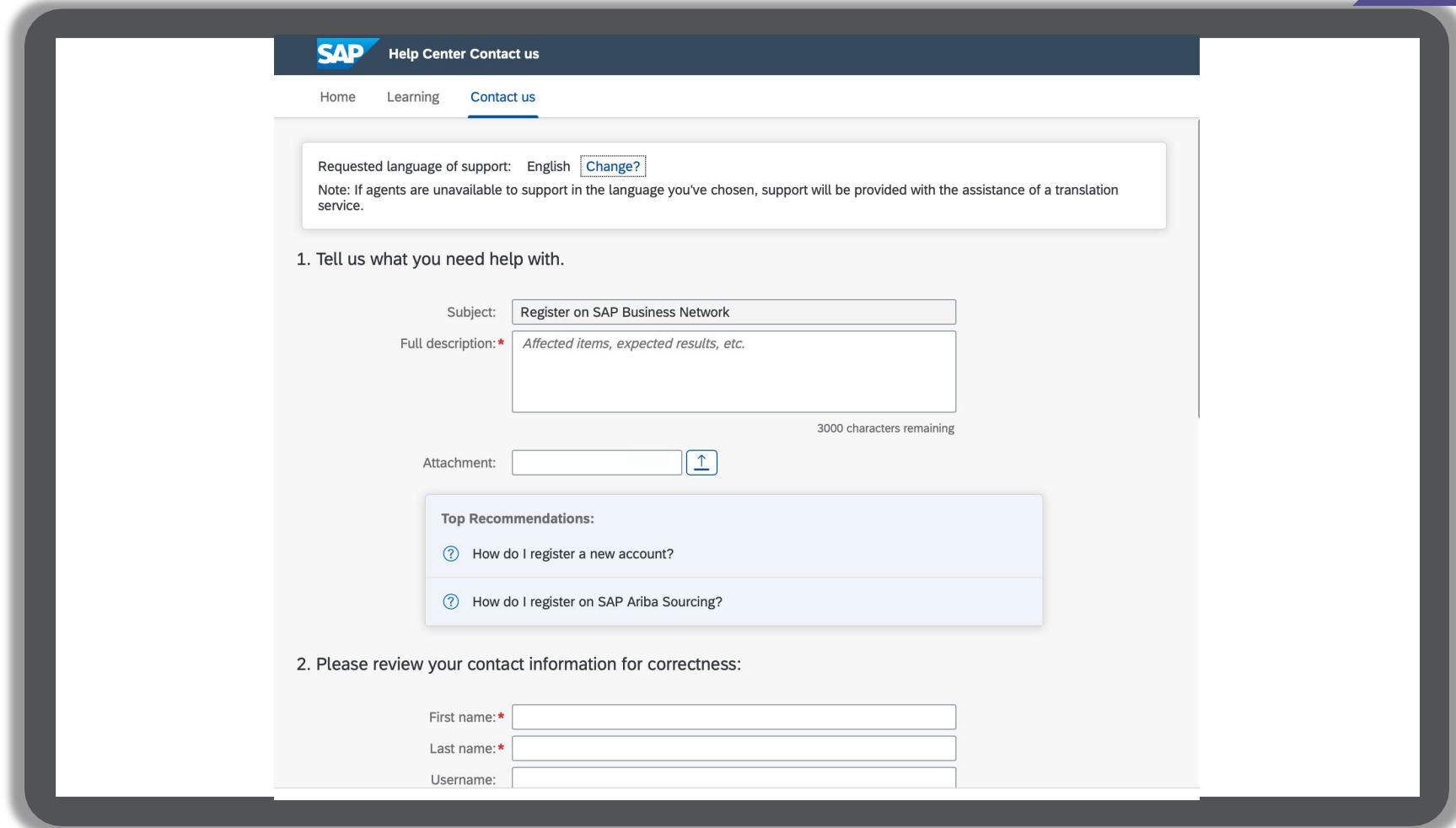
CONTACTING SAP Ariba SUPPORT DIRECTLY (NO USER CREDENTIALS)

9. Complete the form and submit your **SAP Ariba Support case ticket.**

Note:

To change your user **Administrator** in SAP Ariba, you are required to provide the following information:

- **ANID** (Ariba Network Identification number) of your supplier account. The Implats Helpdesk will assist you with this number if you do not have it.
- Previous administrator's **full name**.
- Previous administrator's **e-mail address**.
- Name and e-mail address of a sub-user (if the account has sub-users)



SAP Help Center Contact us

Home Learning Contact us

Requested language of support: English [Change?](#)


Note: If agents are unavailable to support in the language you've chosen, support will be provided with the assistance of a translation service.

1. Tell us what you need help with.

Subject: Register on SAP Business Network

Full description: * Affected items, expected results, etc.

3000 characters remaining

Attachment: 

Top Recommendations:

- [? How do I register a new account?](#)
- [? How do I register on SAP Ariba Sourcing?](#)

2. Please review your contact information for correctness:

First name: *

Last name: *

Username: