1

HOW TO RESPOND TO RFIs

IMPLATS
SAP ARIBA – SUPPLIER USER GUIDE

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C HOW TO COMPOSE A MESSAGE TO YOUR IMPLATS BUYER

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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

4

RFI published on Implats' website and Ariba Discovery

5

Access RFI event from website to SAP Business Network

6

Respond to the RFI event

SAP Ariba SLP

Start here

Sourcing request created

1

RFI sourcing project created

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RFI event created

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Run event

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Evaluate and shortlist supplier/s for RFP

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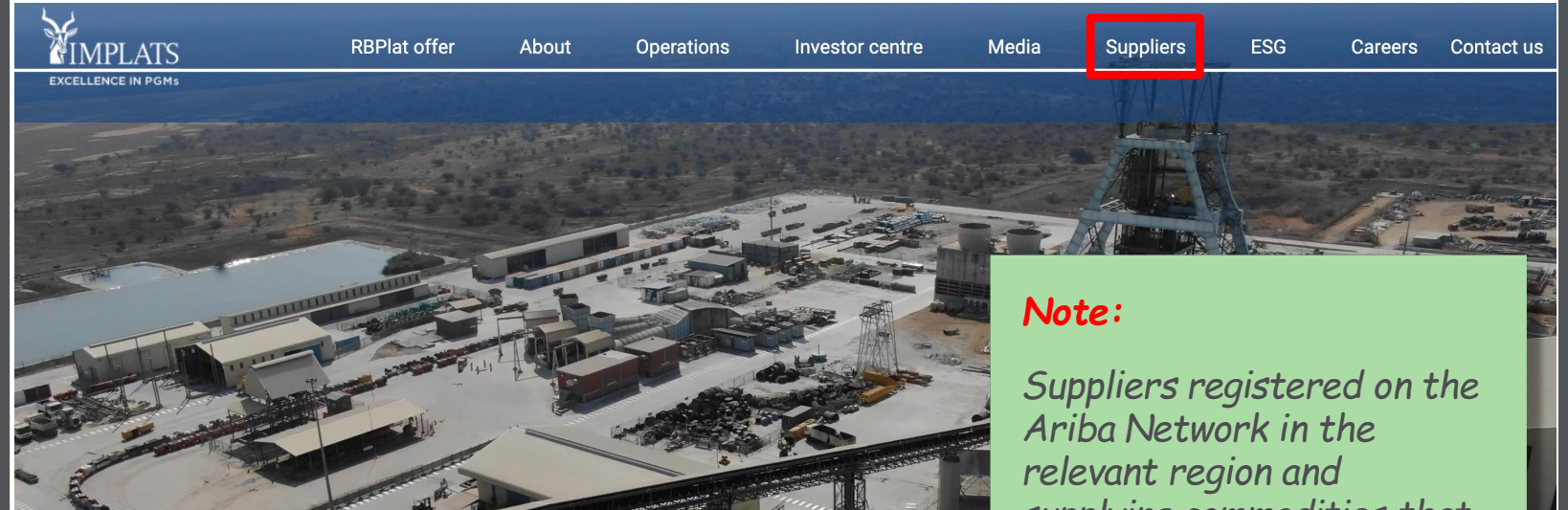
F SUMMARY OF COMMON RFI ISSUES

HOW TO RESPOND TO RFIs

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.
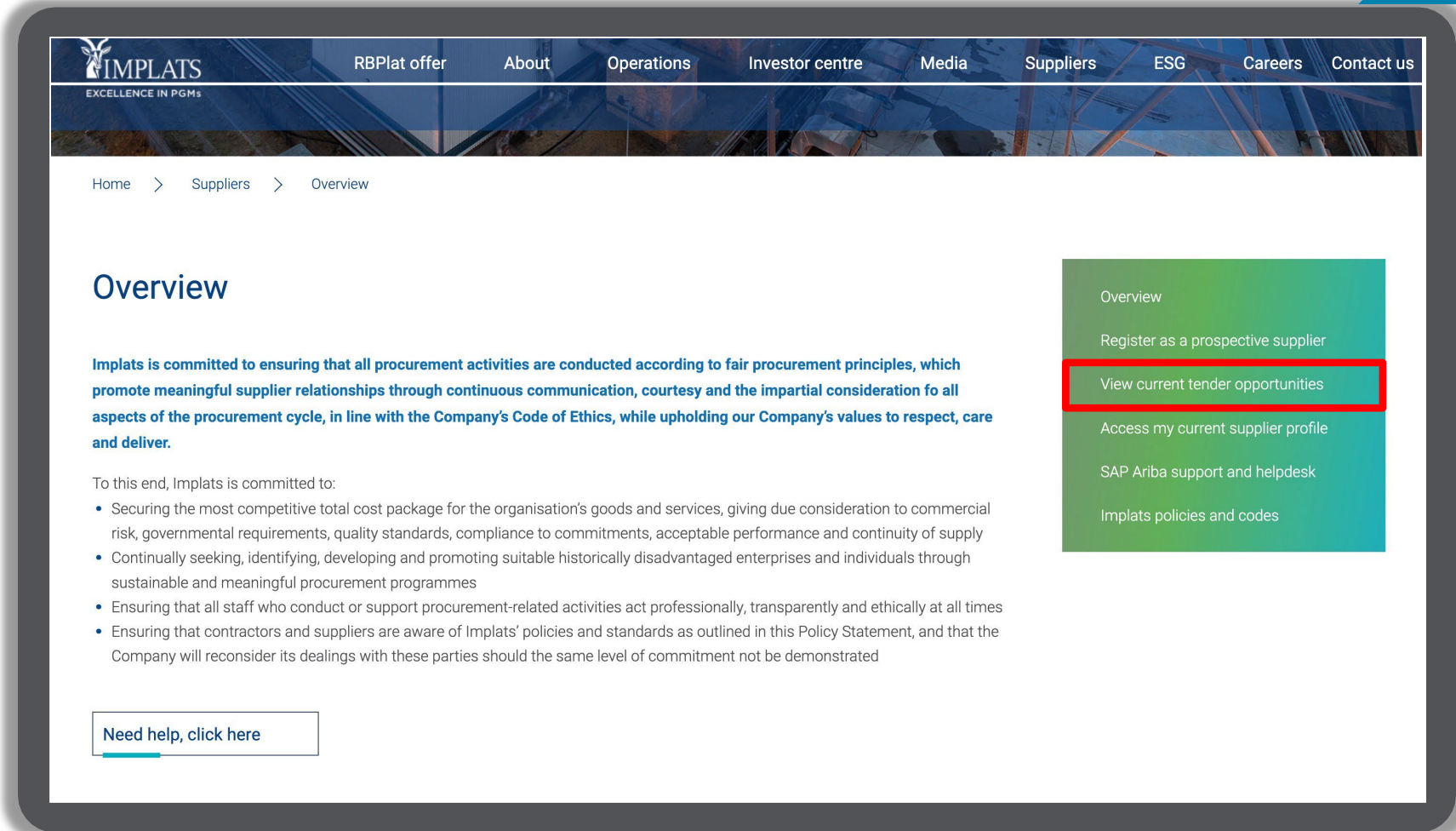
HOW TO RESPOND TO RFIs

2. When the supplier page has opened, click on the **"South African Suppliers"** button
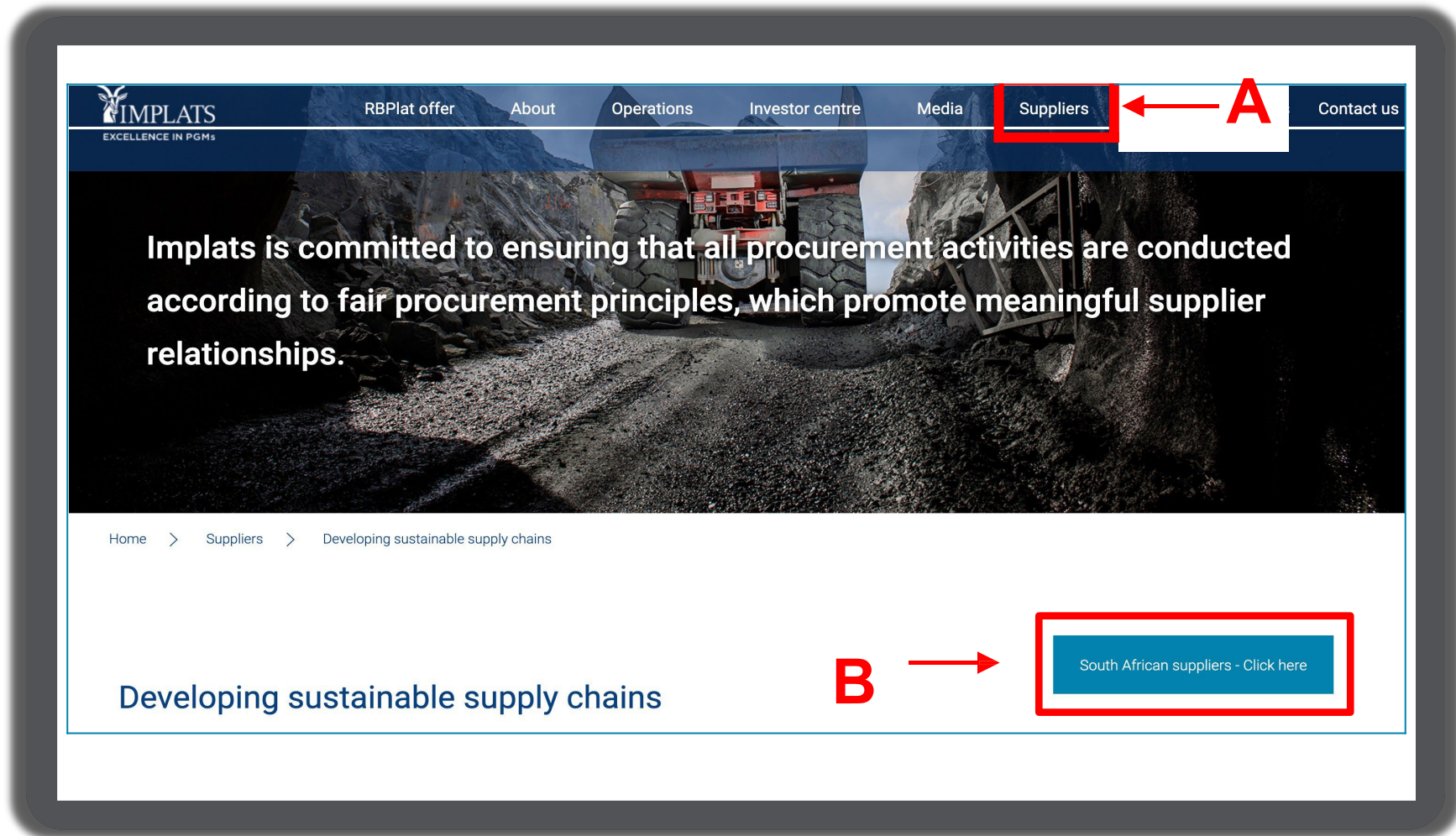
HOW TO RESPOND TO RFIs

3. Read through the Overview information.

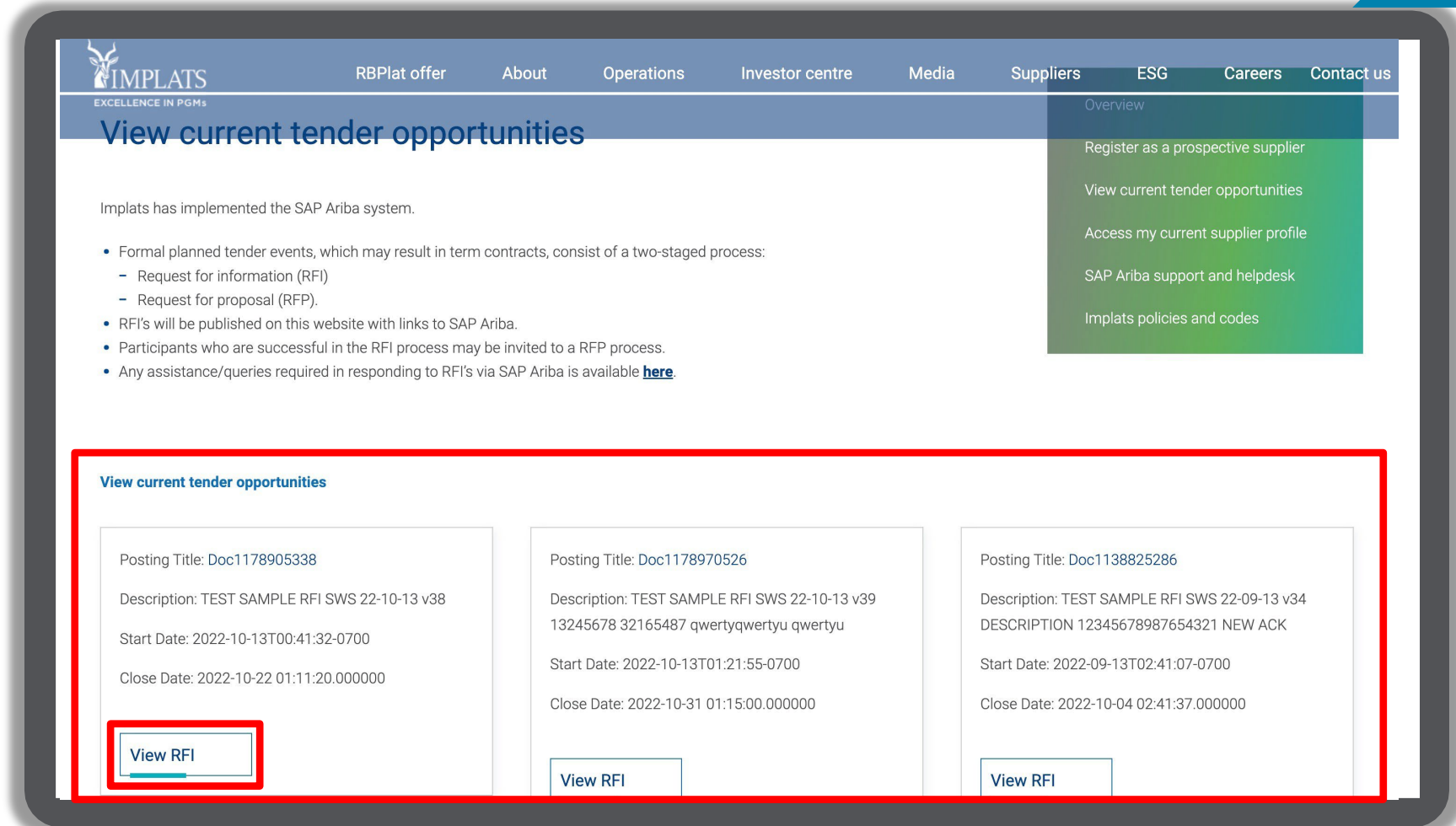   Then click **"View Current tender opportunities"**.

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.

IMPLATS — EXCELLENCE IN PGMs

RBPlat offer   About   Operations   Investor centre   Media   Suppliers   ESG   Careers   Contact us

Overview
Register as a prospective supplier
View current tender opportunities
Access my current supplier profile
SAP Ariba support and helpdesk
Implats policies and codes

View current tender opportunities

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**.

View current tender opportunities

Posting Title: Doc1178905338

Description: TEST SAMPLE RFI SWS 22-10-13 v38

Start Date: 2022-10-13T00:41:32-0700

Close Date: 2022-10-22 01:11:20.000000

View RFI

Posting Title: Doc1178970526

Description: TEST SAMPLE RFI SWS 22-10-13 v39 13245678 32165487 qwertyqwertyu qwertyu

Start Date: 2022-10-13T01:21:55-0700

Close Date: 2022-10-31 01:15:00.000000

View RFI

Posting Title: Doc1138825286

Description: TEST SAMPLE RFI SWS 22-09-13 v34 DESCRIPTION 12345678987654321 NEW ACK

Start Date: 2022-09-13T02:41:07-0700

Close Date: 2022-10-04 02:41:37.000000

View RFI

HOW TO RESPOND TO RFIs

B

5. 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:	QU4wMTA0MTcxMTc4MTpEb2MxMTc4OTcwNTI2
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

IMPLATS ARIBA SUPPORT HELP LINES

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.

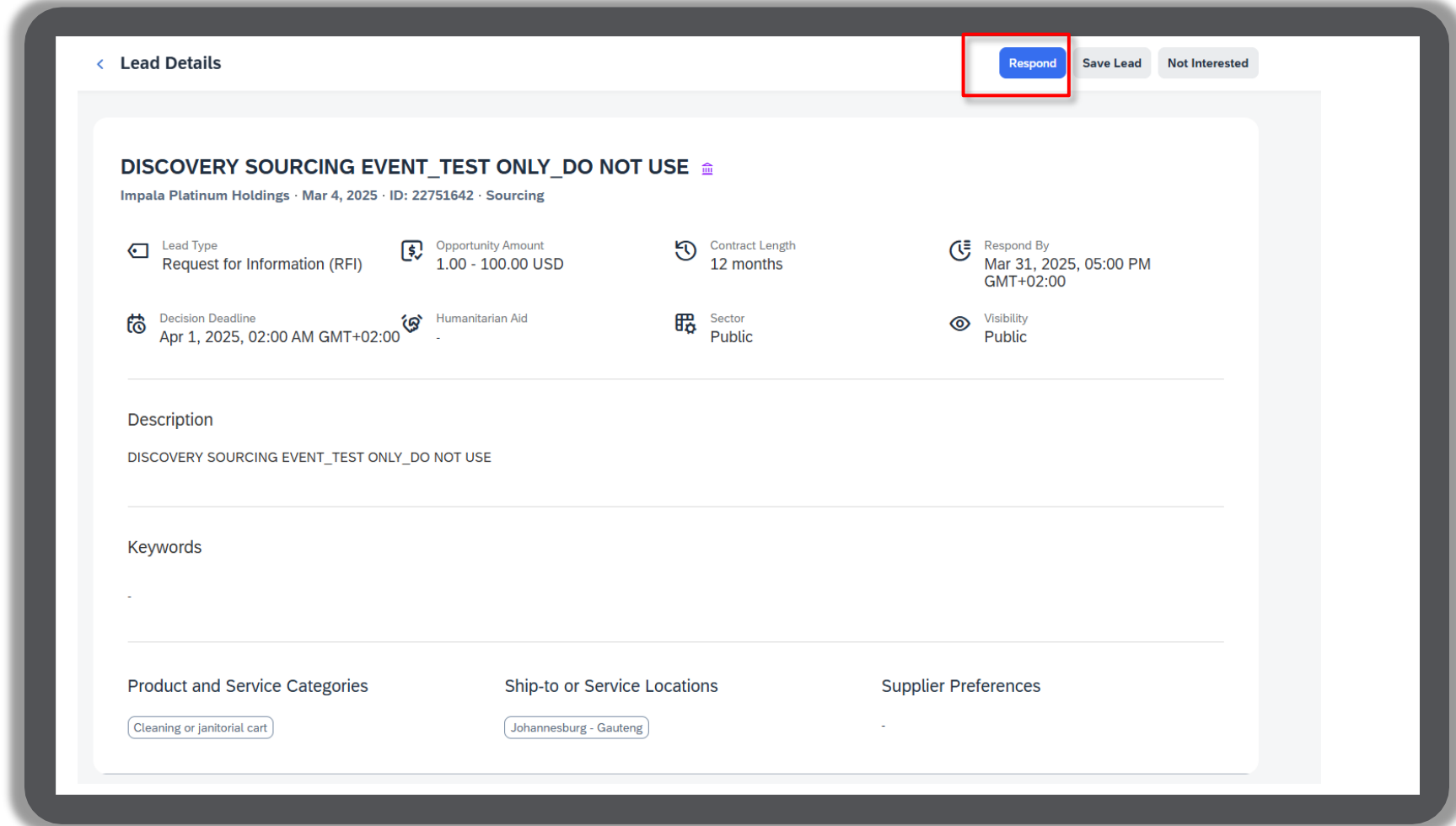+27 14 569 6899

aribasupport@implats.co.za

HOW TO RESPOND TO RFIs

Let's continue.

6. 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   Opportunity Amount   Contract Length   Respond By
Request for Information (RFI) 1.00 - 100.00 USD   12 months   Mar 31, 2025, 05:00 PM
                                                                                 GMT+02:00

Decision Deadline   Humanitarian Aid   Sector   Visibility
Apr 1, 2025, 02:00 AM GMT+02:00   -   Public   Public

Description

DISCOVERY SOURCING EVENT_TEST ONLY_DO NOT USE

Keywords

-

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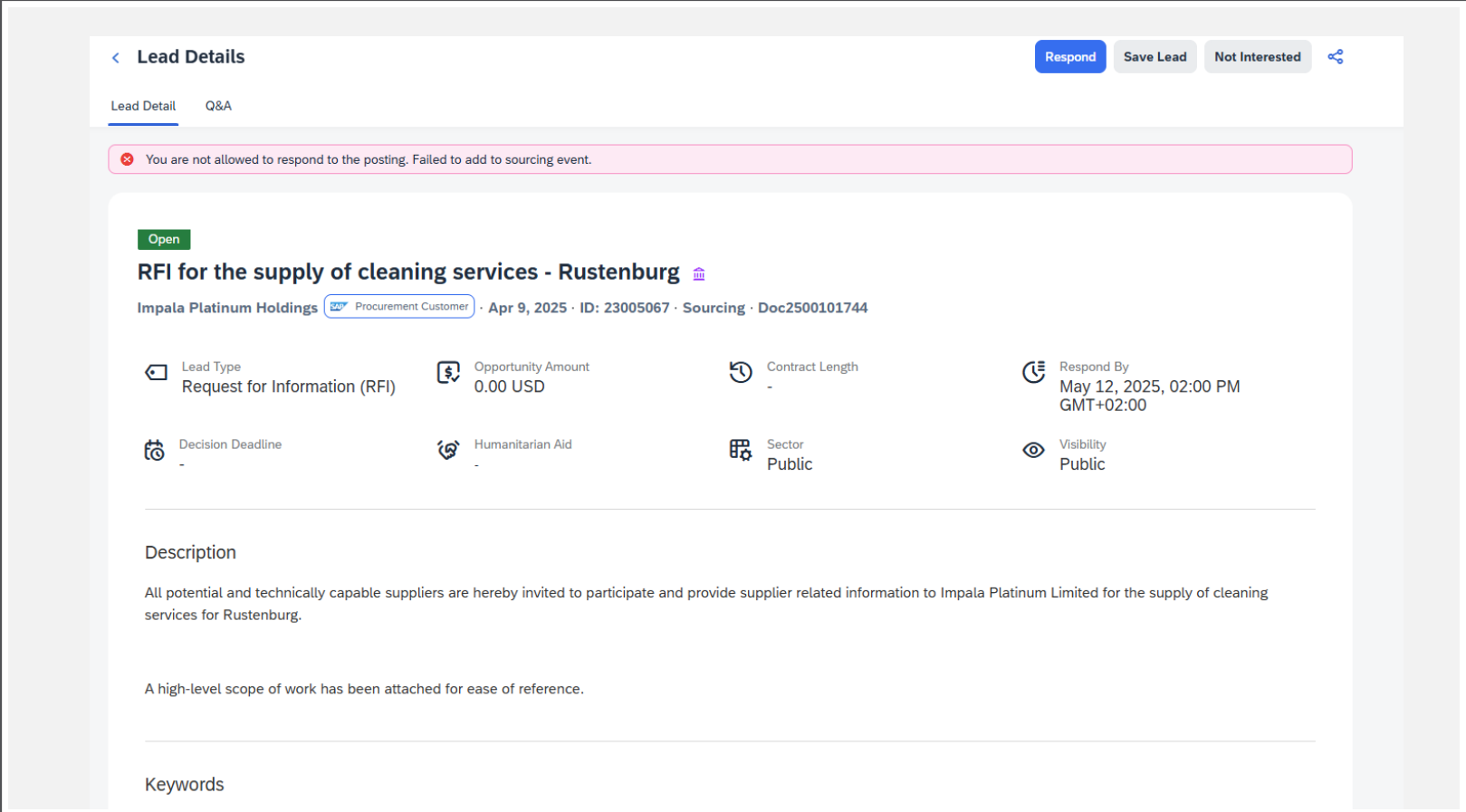
Cleaning or janitorial cart   Johannesburg - Gauteng   -

HOW TO RESPOND TO RFIs

Note:

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

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.
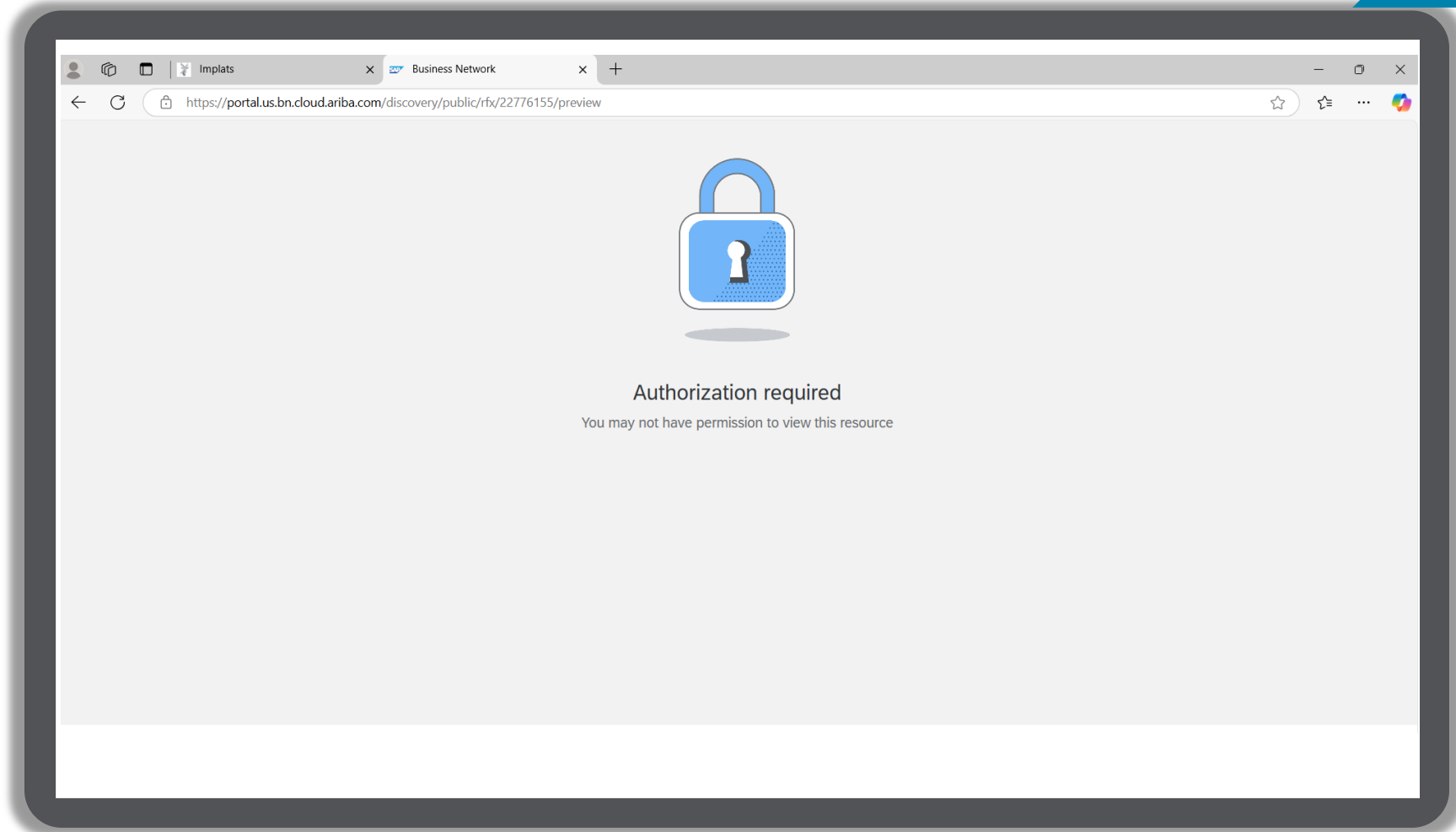
+27 14 569 6899

aribasupport@implats.co.za

RFI CLOSED FOR RESPONSE

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 "**Authorization Required**"
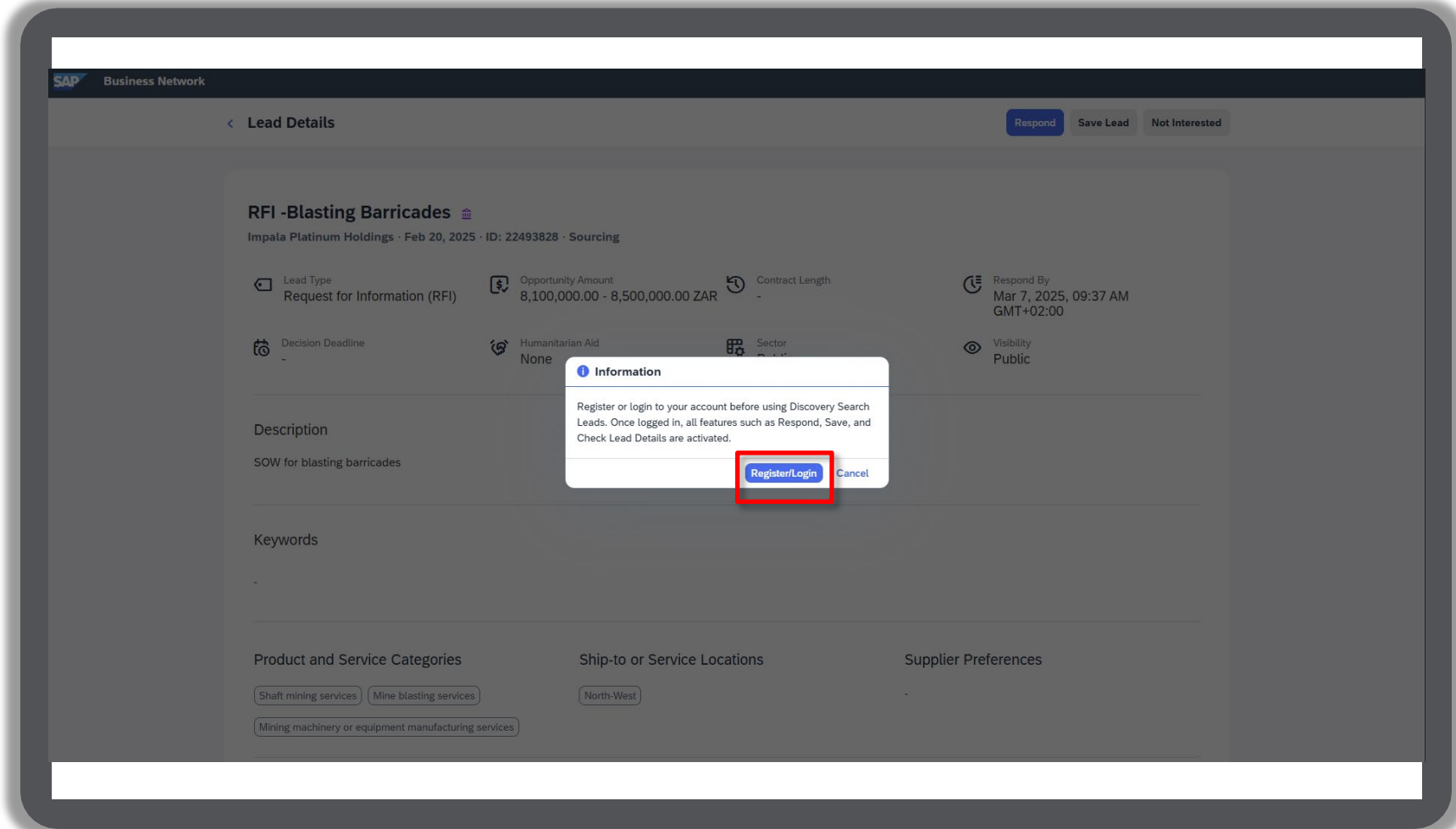
HOW TO RESPOND TO RFIs

Let's continue.

10. 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.
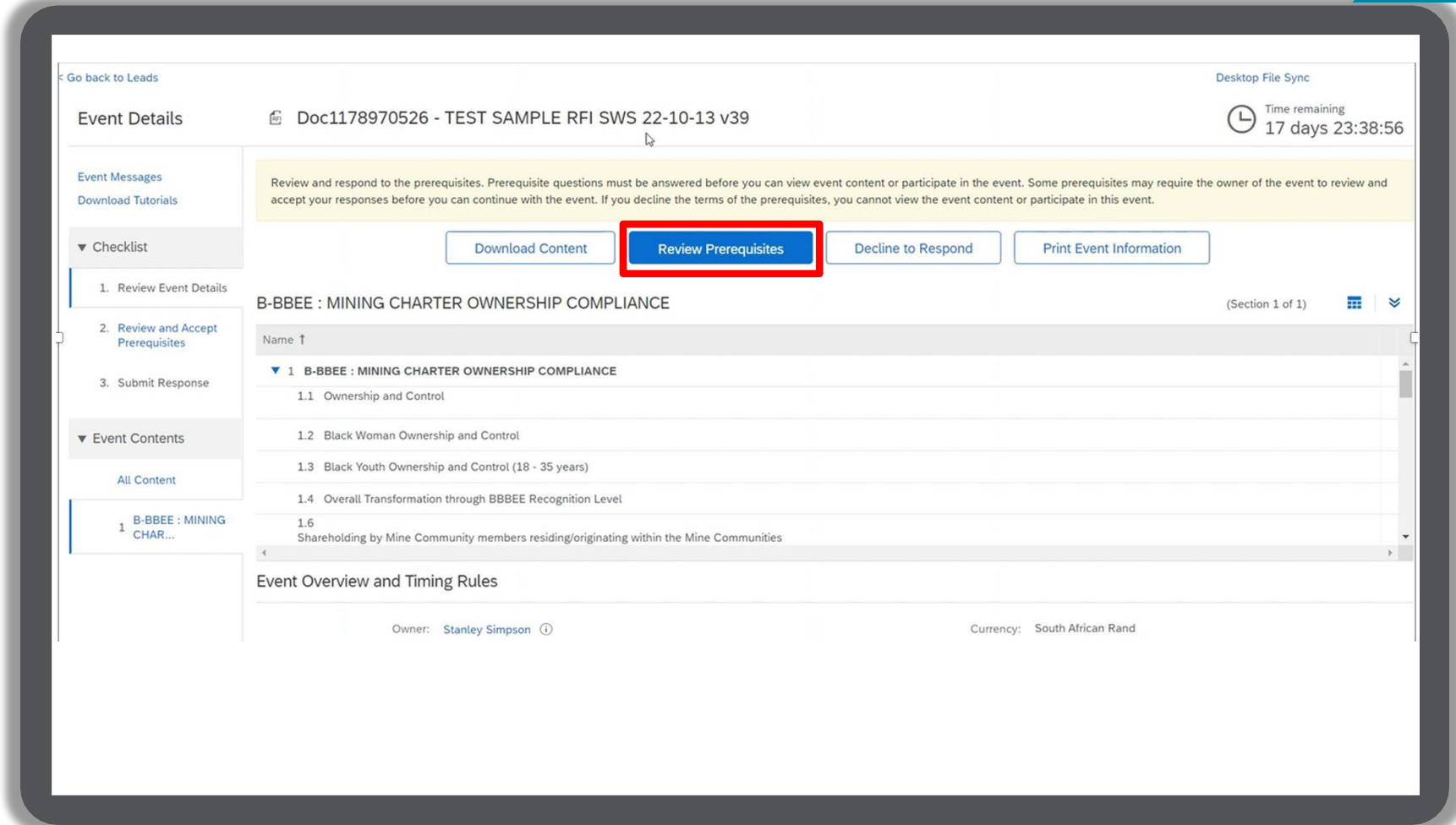
HOW TO RESPOND TO RFIs

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

    To start responding, click **"Review Prerequisites"**.

HOW TO RESPOND TO RFIs

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.
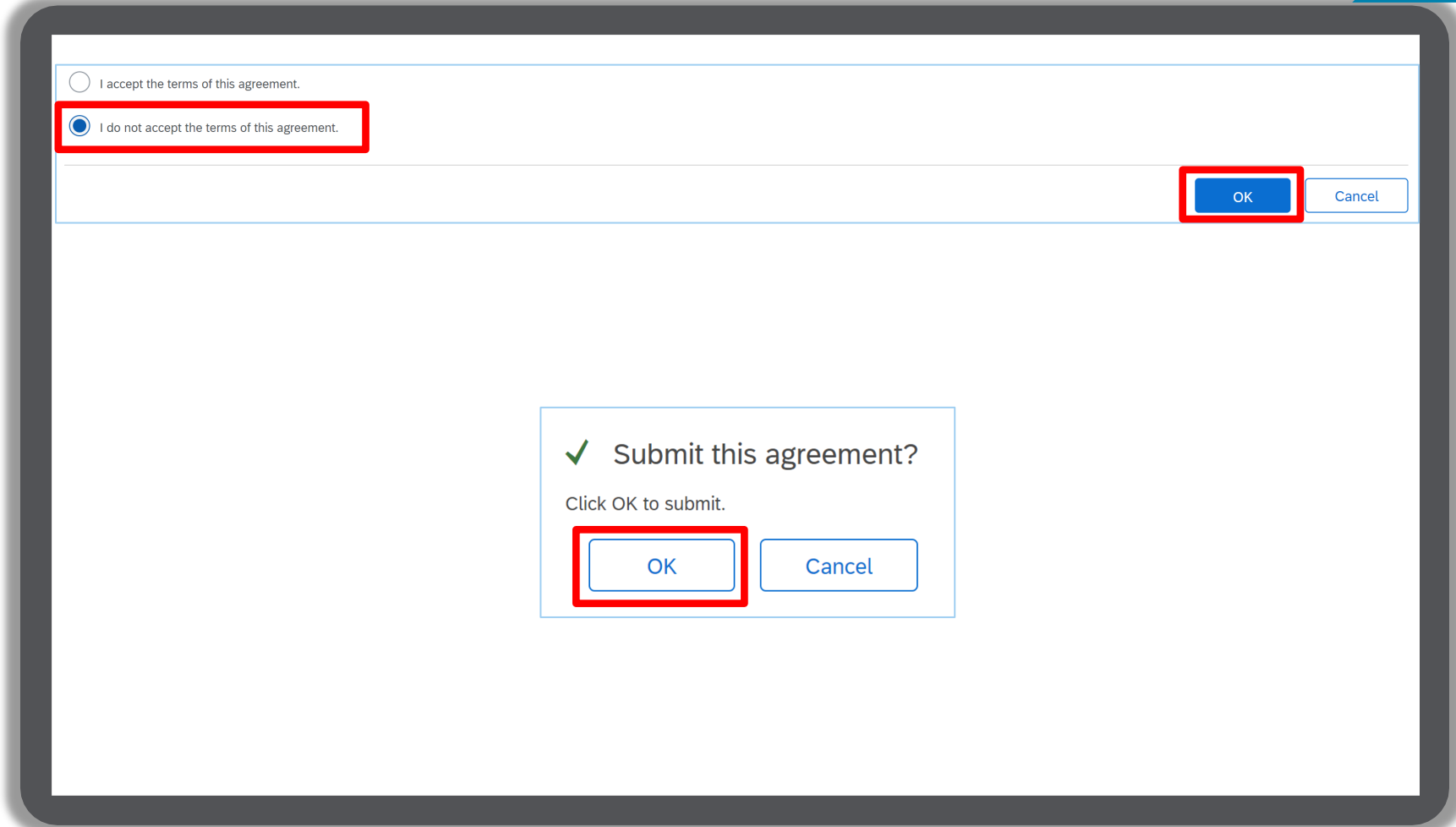
OK   Cancel

HOW TO RESPOND TO RFIs

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.

○ I accept the terms of this agreement.

● I do not accept the terms of this agreement.

OK   Cancel

✓ Submit this agreement?

Click OK to submit.

OK   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:

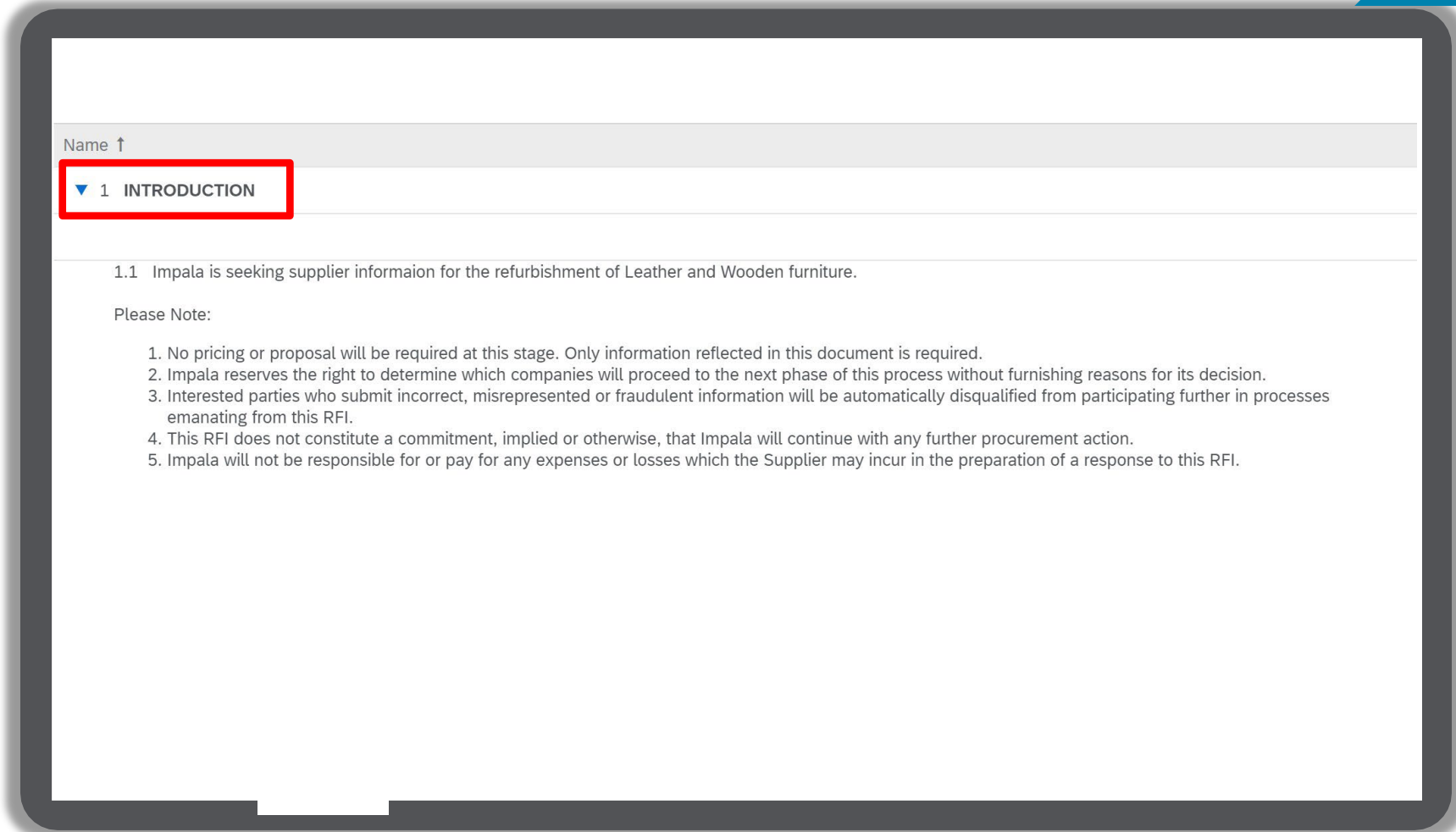*All fields marked with * are mandatory fields and must be completed.*

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

HOW TO RESPOND TO RFIs

Completing the RFI

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

Name ↑

▼ 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.
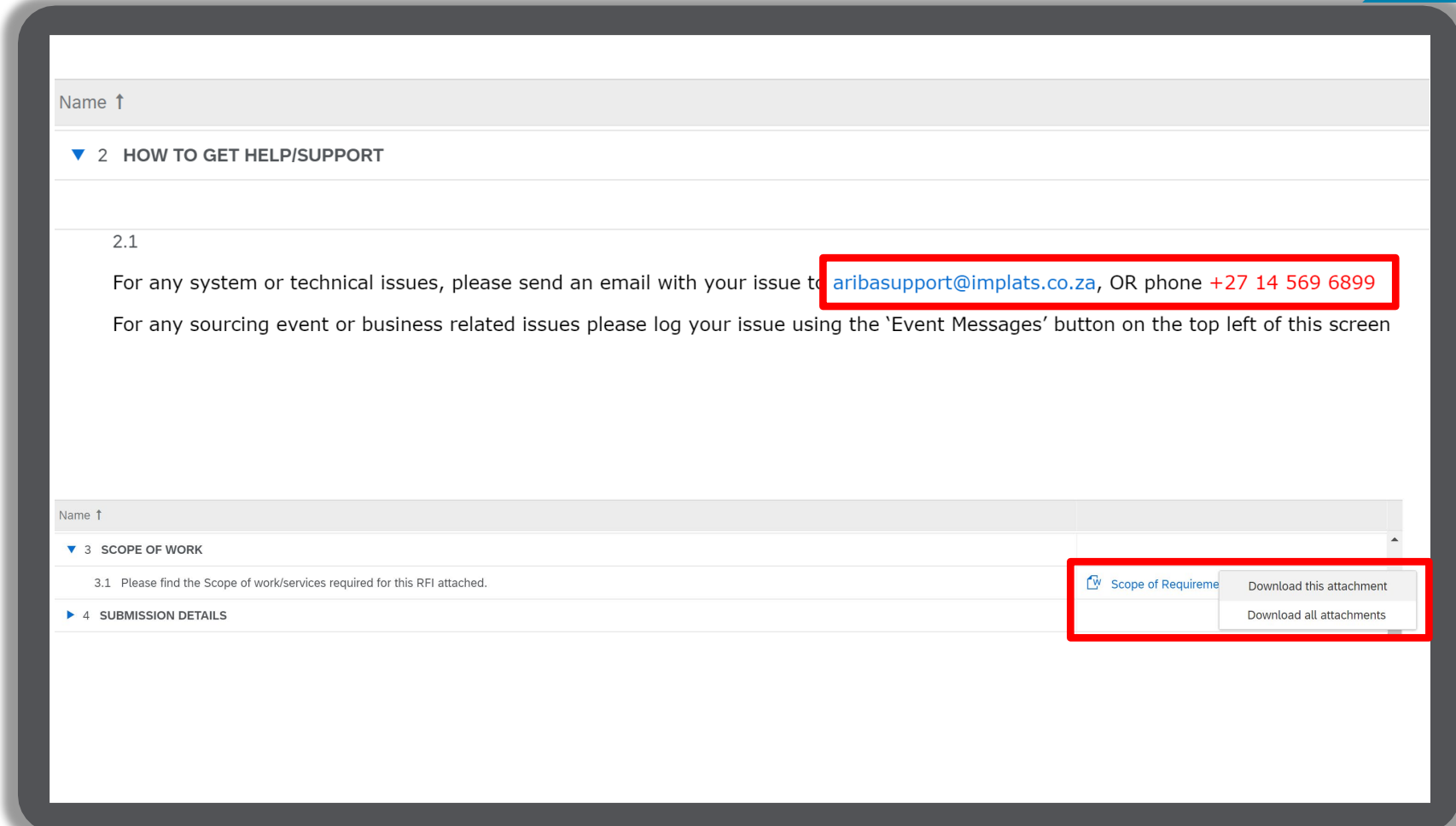
HOW TO RESPOND TO RFIs

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.	Scope of Requireme	Download this attachment
▶ 4 **SUBMISSION DETAILS**		Download all attachments

HOW TO RESPOND TO RFIs

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

B

Completing the RFI

20. Review the **"Queries/Clarifications"** sections in section 5.

Name ↑
▼ 5 **QUERIES / CLARIFICATIONS**
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.

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:

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?

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) — Shareholders Certificates.pdf ∨ Update file Delete file

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

B

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 ↑

▼ 7   ADDITIONAL COMPANY DOCUMENTATION

    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.

    Additional documents (see next Section)

      1. SARS pin letter
      2. Workmen's Compensation Certificate (COIDA certificate) (Letter of good standing from Compensation Commissioner): Department of Labour OR Rand Mutual Assurance
      3. 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   SARS PIN CERTIFICATE.pdf ∨ Update file   Delete file

    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   Workman's compensation certificate.pdf ∨ Update file   Delete file

    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   Thu, 31 Aug, 2023 📅

    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   Lease Agreement.pdf ∨ Update file   Delete file
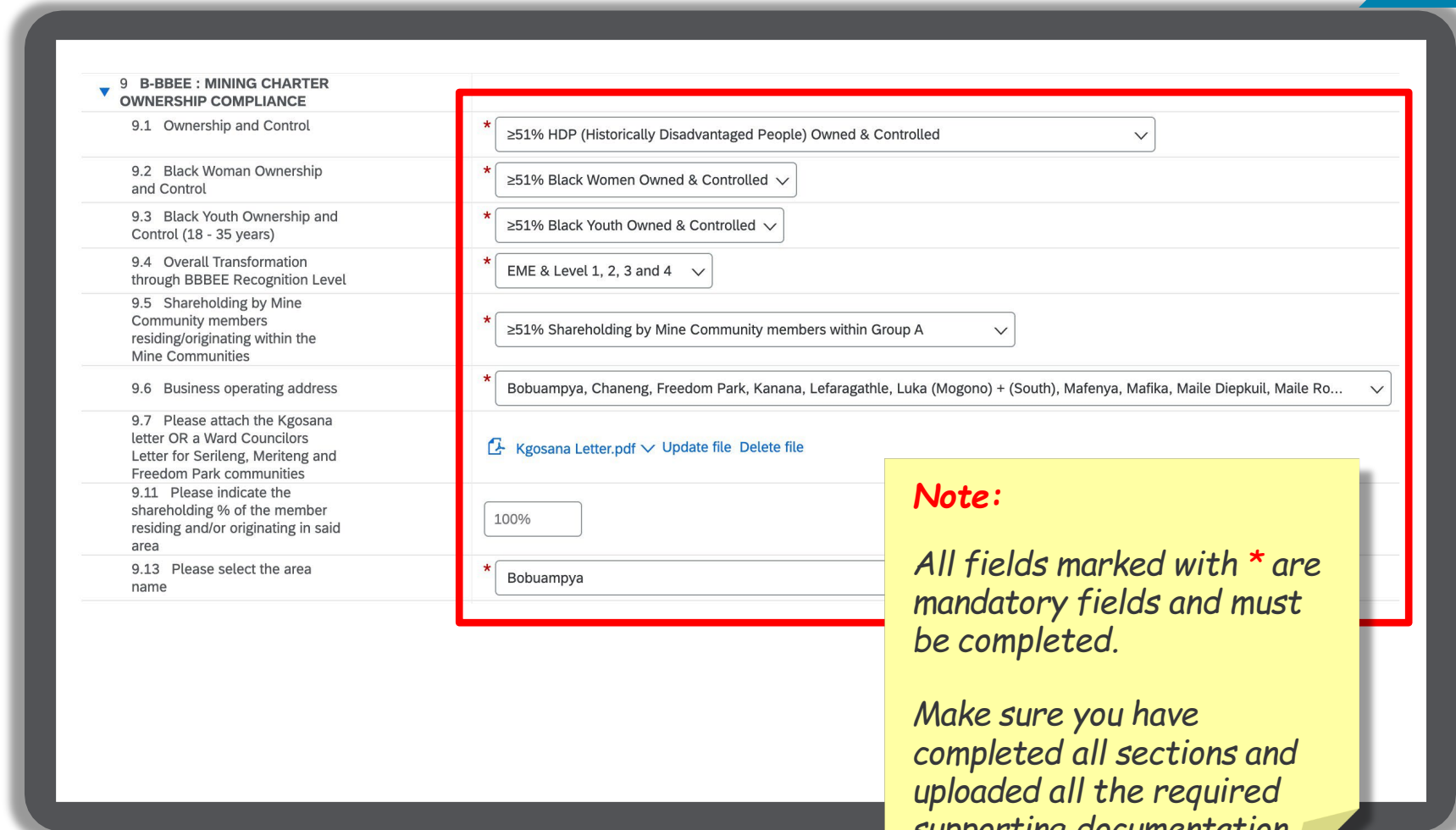
HOW TO RESPOND TO RFIs

B

Completing the RFI

23. Complete the **"B-BBEE Mining Charter Ownership Compliance"** section.

Select the most appropriate information pertaining to your company's BBBEE 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.

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.
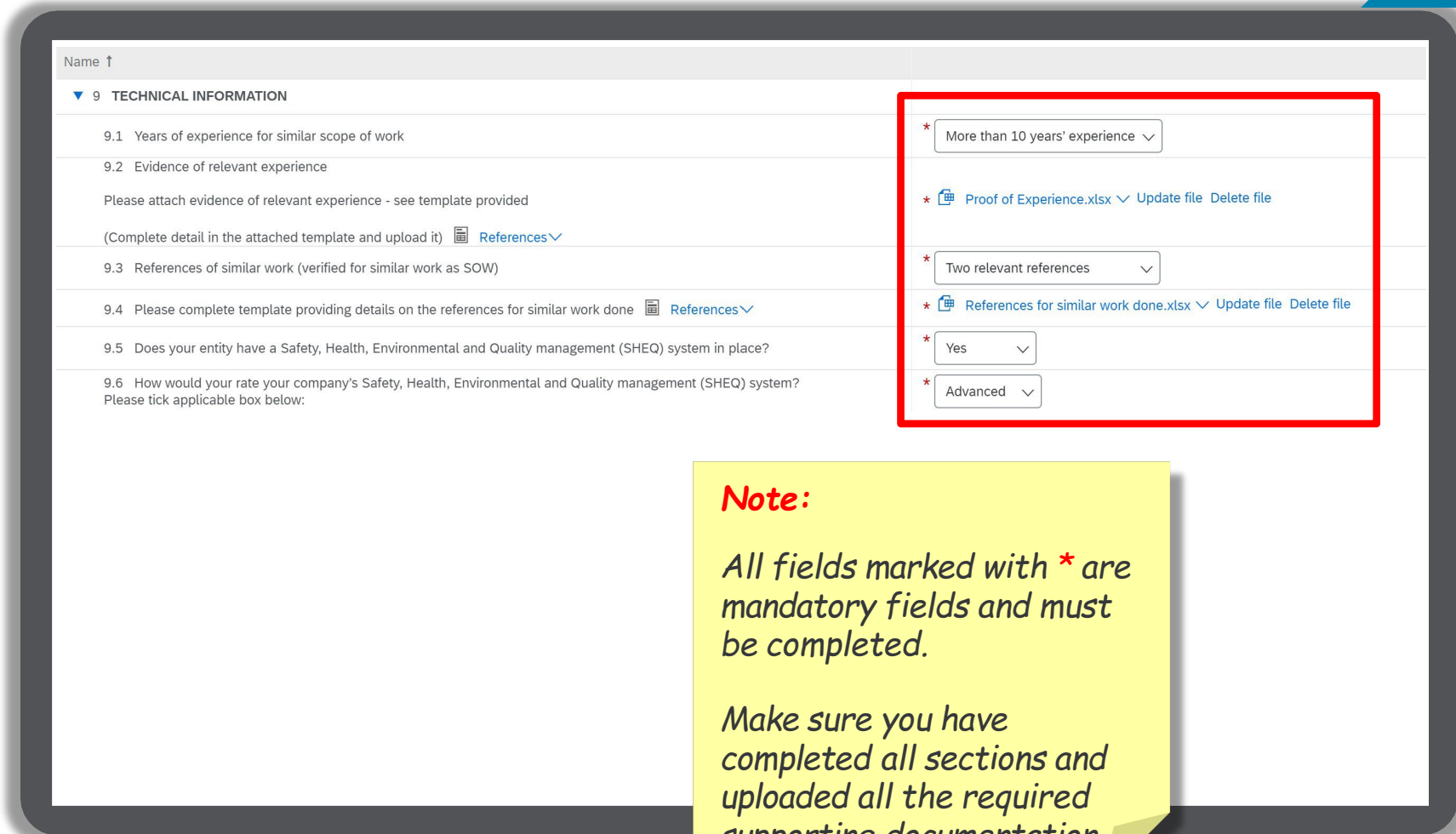
HOW TO RESPOND TO RFIs

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 your 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

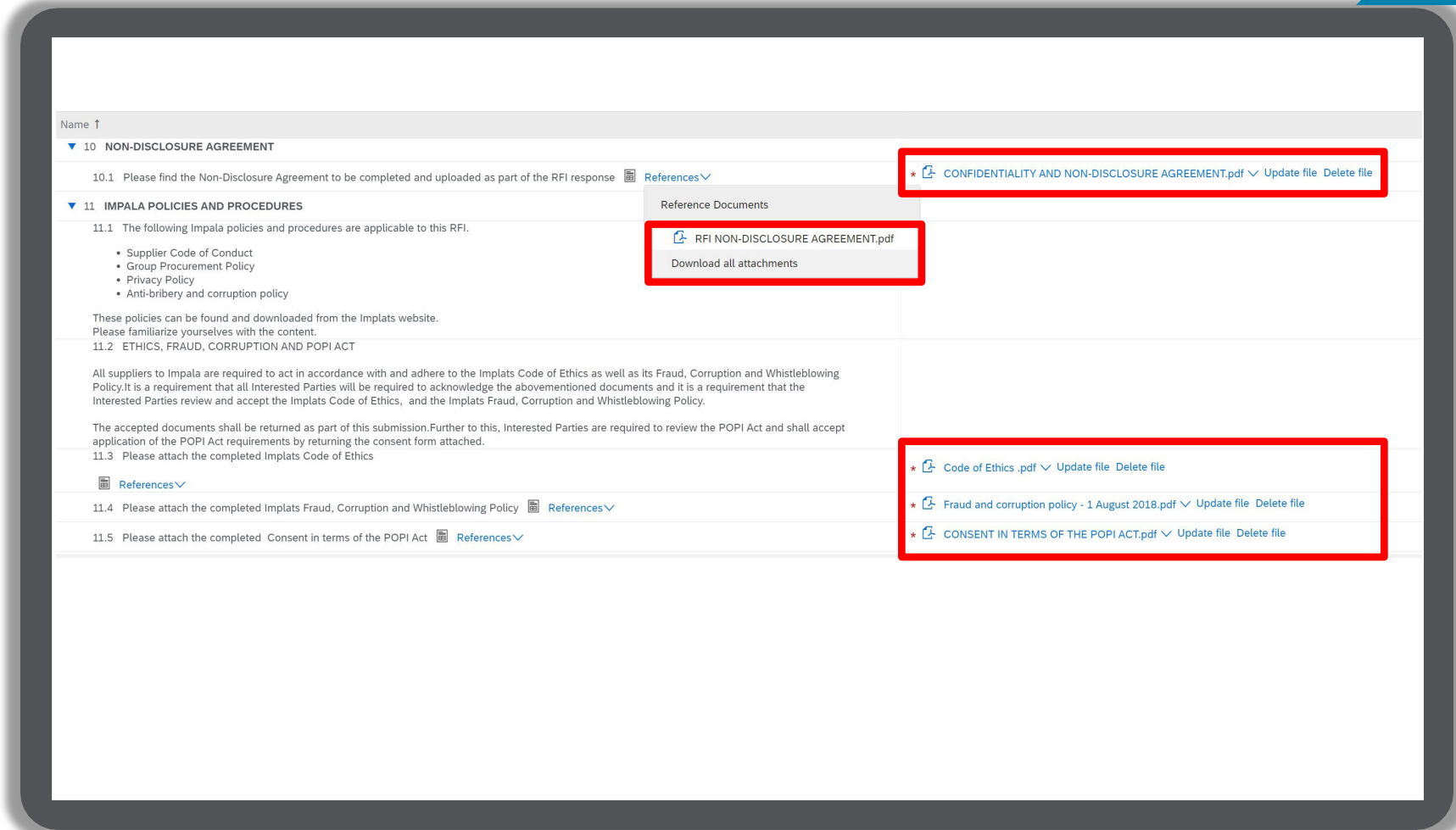25. Complete the **"Non-Disclosure Agreement"** and **"Impala Policies and Procedures"** sections.

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.

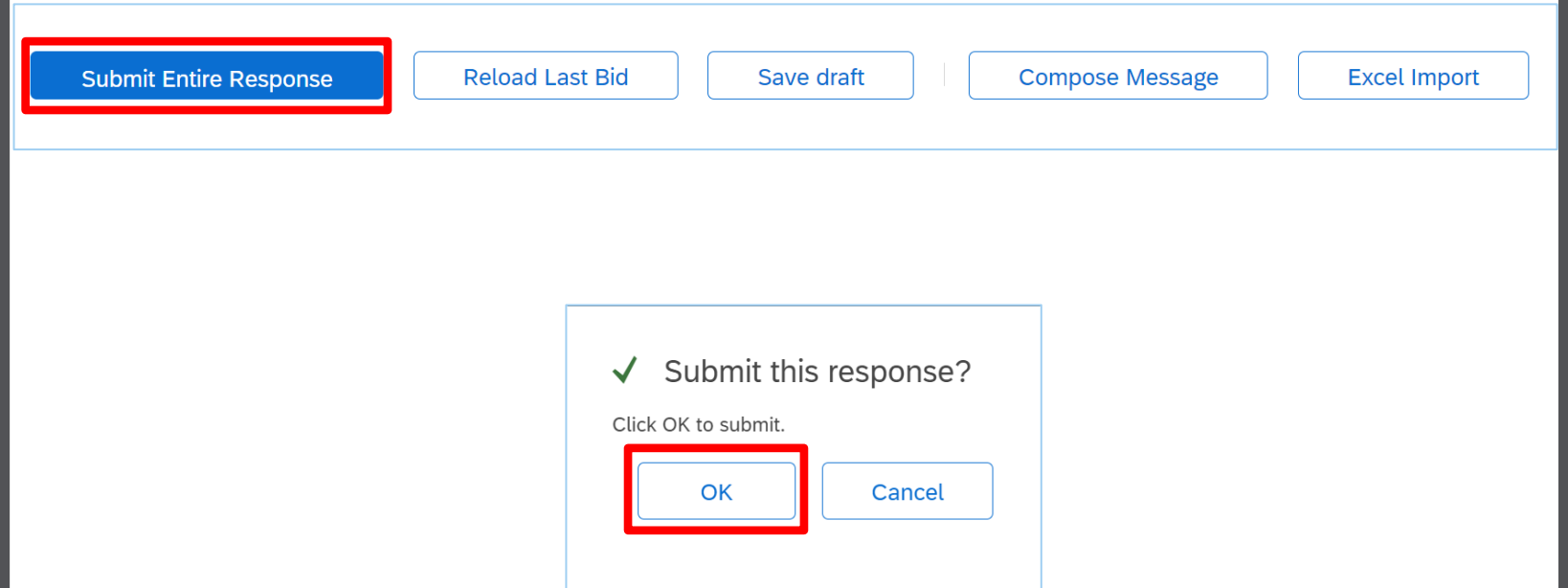*Make sure you have completed all sections and uploaded all the required supporting documentation.*

Name ↑

▼ 10 NON-DISCLOSURE AGREEMENT

10.1 Please find the Non-Disclosure Agreement to be completed and uploaded as part of the RFI response   References ∨

* CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT.pdf ∨ Update file Delete file

Reference Documents

RFI NON-DISCLOSURE AGREEMENT.pdf

Download all attachments

▼ 11 IMPALA POLICIES AND PROCEDURES

11.1 The following Impala policies and procedures are applicable to this RFI.

- Supplier Code of Conduct
- Group Procurement Policy
- Privacy Policy
- Anti-bribery and corruption policy

These policies can be found and downloaded from the Implats website.
Please familiarize yourselves with the content.

11.2 ETHICS, FRAUD, CORRUPTION AND POPI ACT

All suppliers to Impala are required to act in accordance with and adhere to the Implats Code of Ethics as well as its Fraud, Corruption and Whistleblowing Policy.It is a requirement that all Interested Parties will be required to acknowledge the abovementioned documents and it is a requirement that the Interested Parties review and accept the Implats Code of Ethics, and the Implats Fraud, Corruption and Whistleblowing Policy.

The accepted documents shall be returned as part of this submission.Further to this, Interested Parties are required to review the POPI Act and shall accept application of the POPI Act requirements by returning the consent form attached.

11.3 Please attach the completed Implats Code of Ethics

References ∨

* Code of Ethics .pdf ∨ Update file Delete file

11.4 Please attach the completed Implats Fraud, Corruption and Whistleblowing Policy   References ∨

* Fraud and corruption policy - 1 August 2018.pdf ∨ Update file Delete file

11.5 Please attach the completed Consent in terms of the POPI Act   References ∨

* CONSENT IN TERMS OF THE POPI ACT.pdf ∨ Update file Delete file

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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?	* Yes ▼
12.2	Please attach any additional documents in support of your proposal.	* ISO CERTIFICATION.pdf ▼ 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.

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

✓ Submit this response?

Click OK to submit.

OK   Cancel

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

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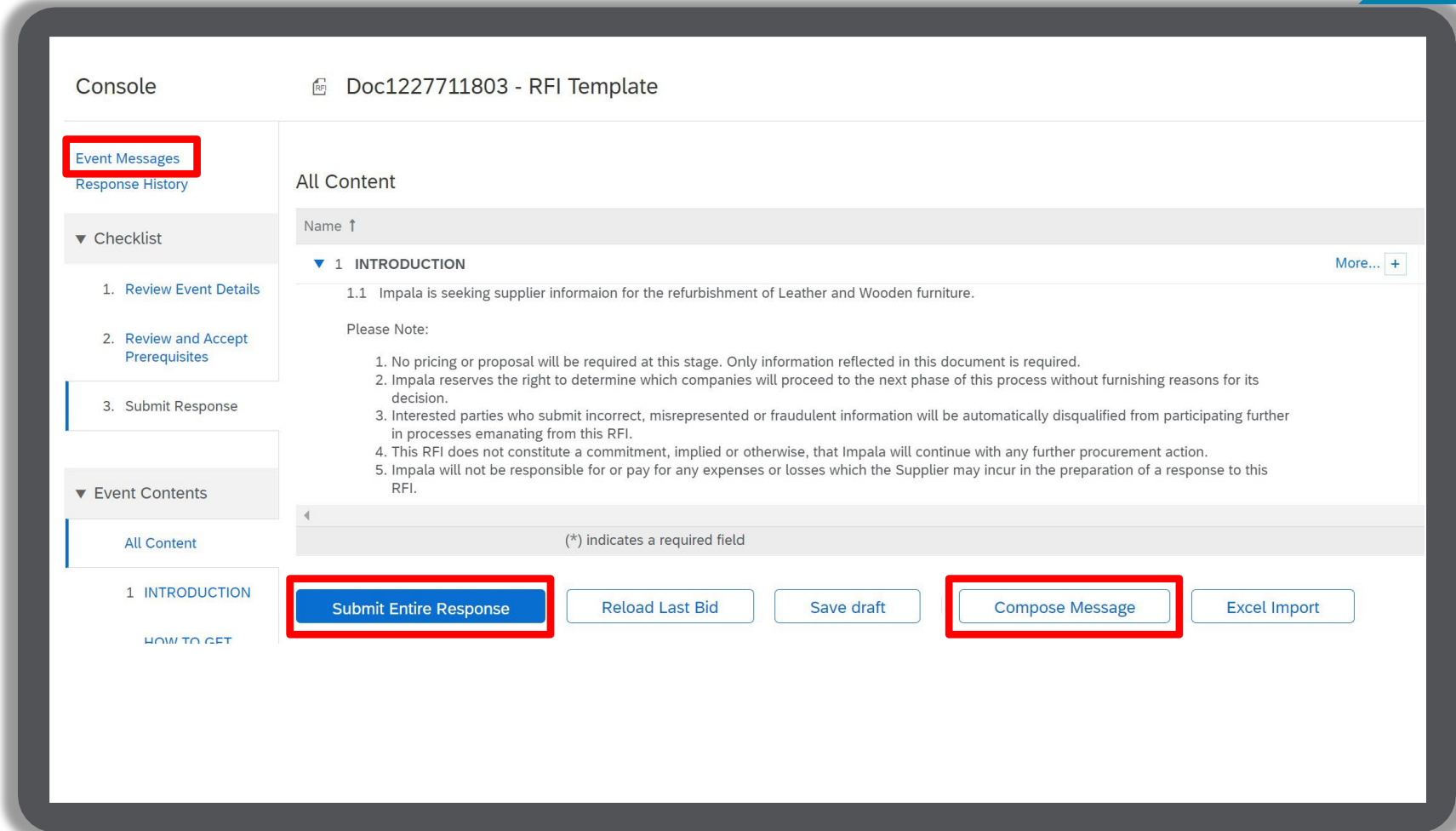
D HOW TO REVISE A SUBMITTED RFI RESPONSE

E HOW TO DECLINE A RESPONSE TO A SOURCING EVENT
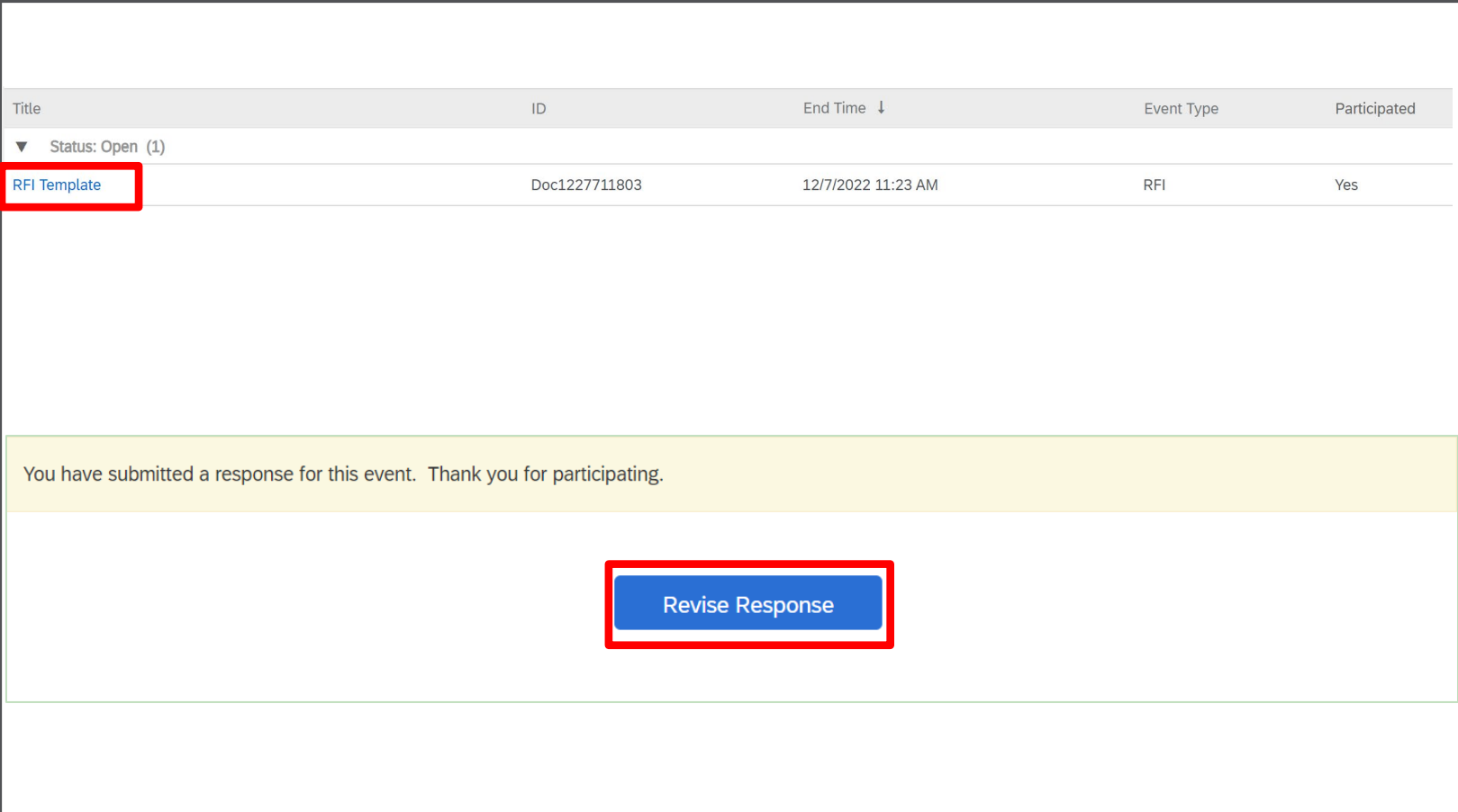
F SUMMARY OF COMMON RFI ISSUES

HOW TO COMPOSE A MESSAGE TO YOUR IMPLATS SOURCING SPECIALIST

C

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

All Content

Name ↑

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Submit Response

▼ 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.

▼ Event Contents

All Content

1 INTRODUCTION

HOW TO GET

(*) 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

C

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.

Ariba Sourcing

Company Settings ▾   Zozibini Thulo   Help ▾   Messages

: Go back to Impala Platinum Holdings - TEST Dashboard

Desktop File Sync

Compose New Message

3 ➞ Send   Cancel

From:	Code Black Office Furniture Pty Ltd (Zozibini Thulo)
To:	Project Team
Subject:	Doc1099825886 - RFQ 6001204563 03 Aug 2022 v2
Attachments:	Attach a file

B *I* U 1 (8 pt) — font — A

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 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

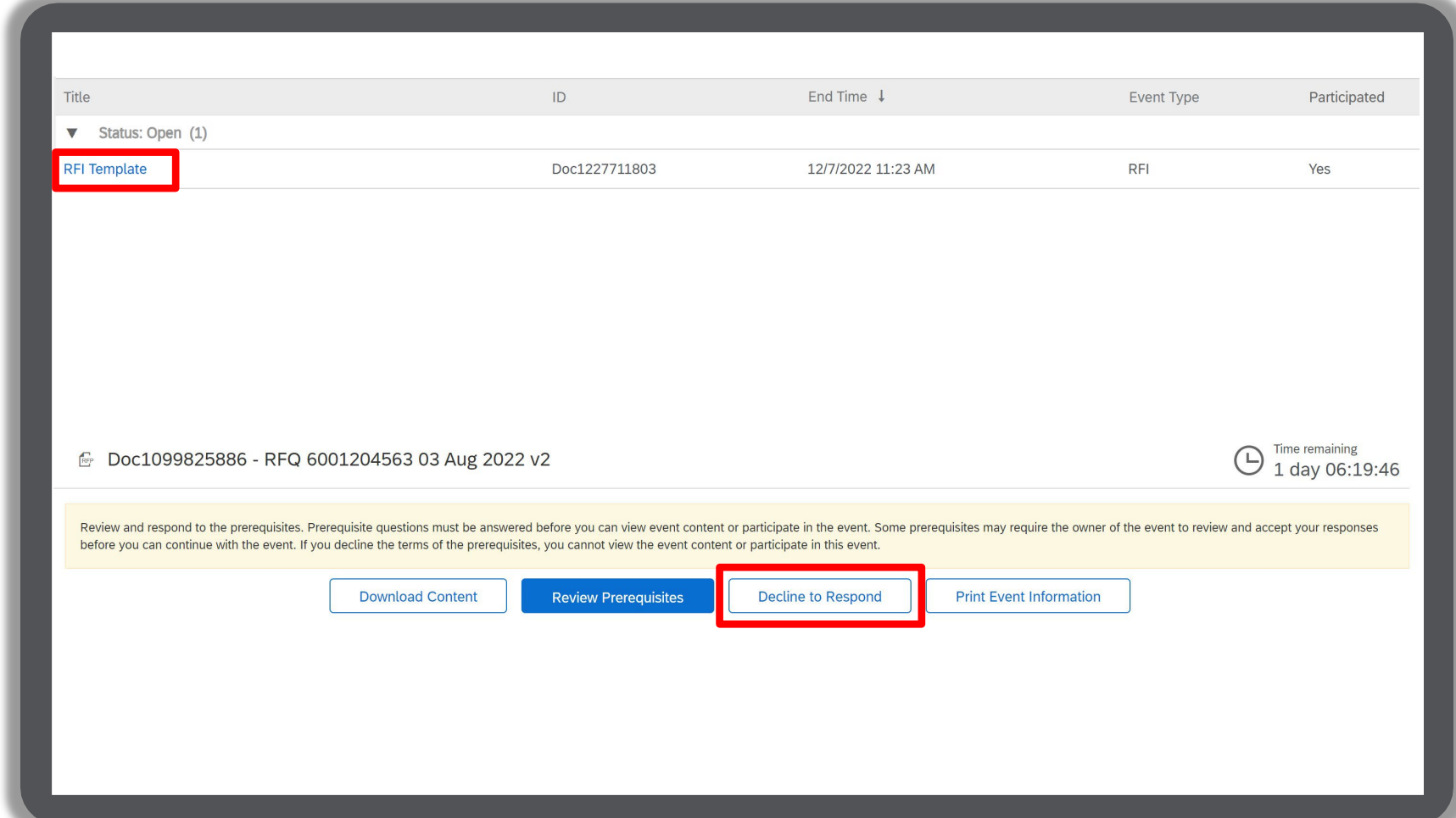**E** HOW TO DECLINE A RESPONSE TO A SOURCING EVENT

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.

Title	ID	End Time ↓	Event Type	Participated
▼ Status: Open (1)				
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.
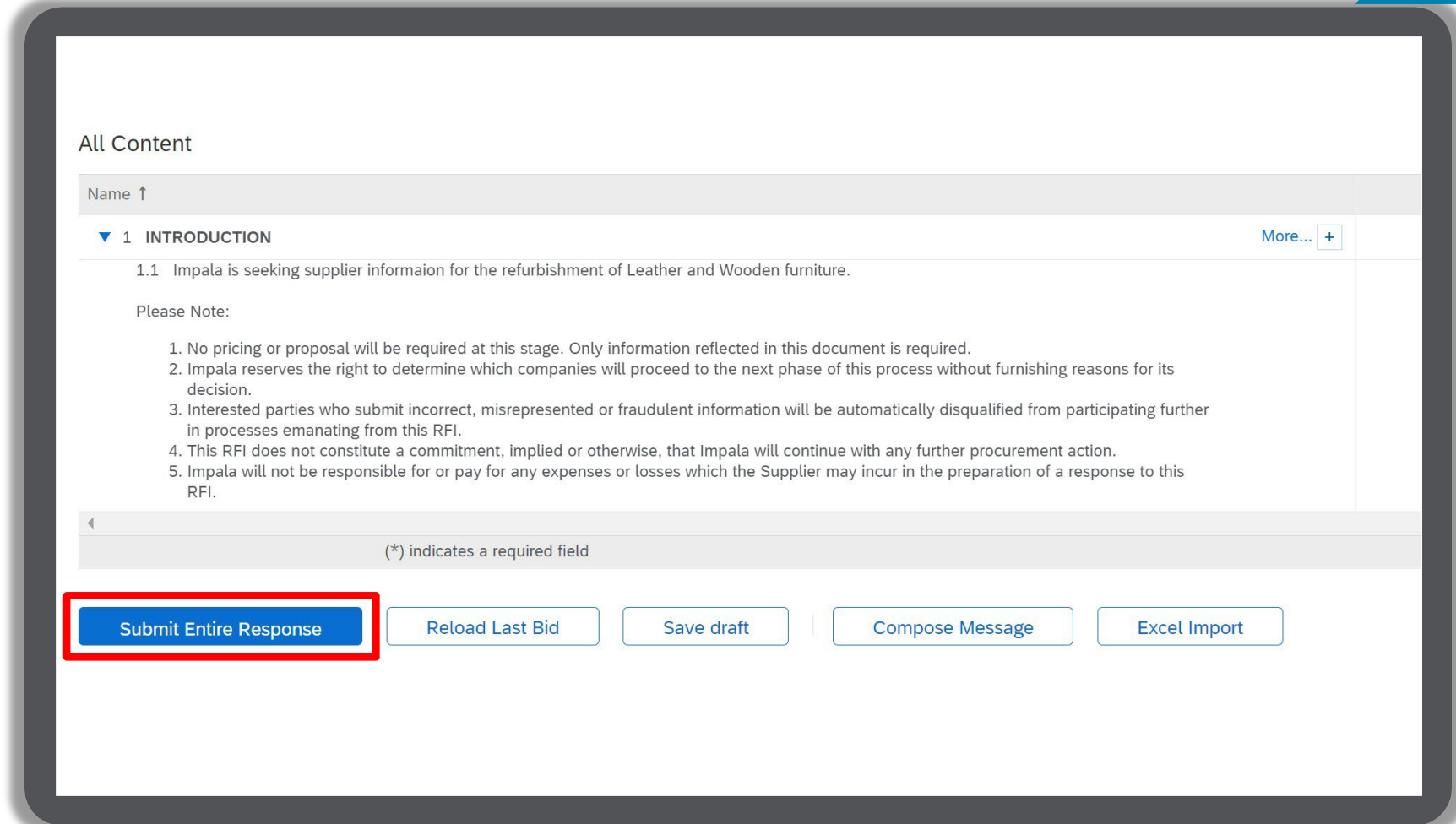
   If you are certain that you want to revise your response, click **"OK"**.
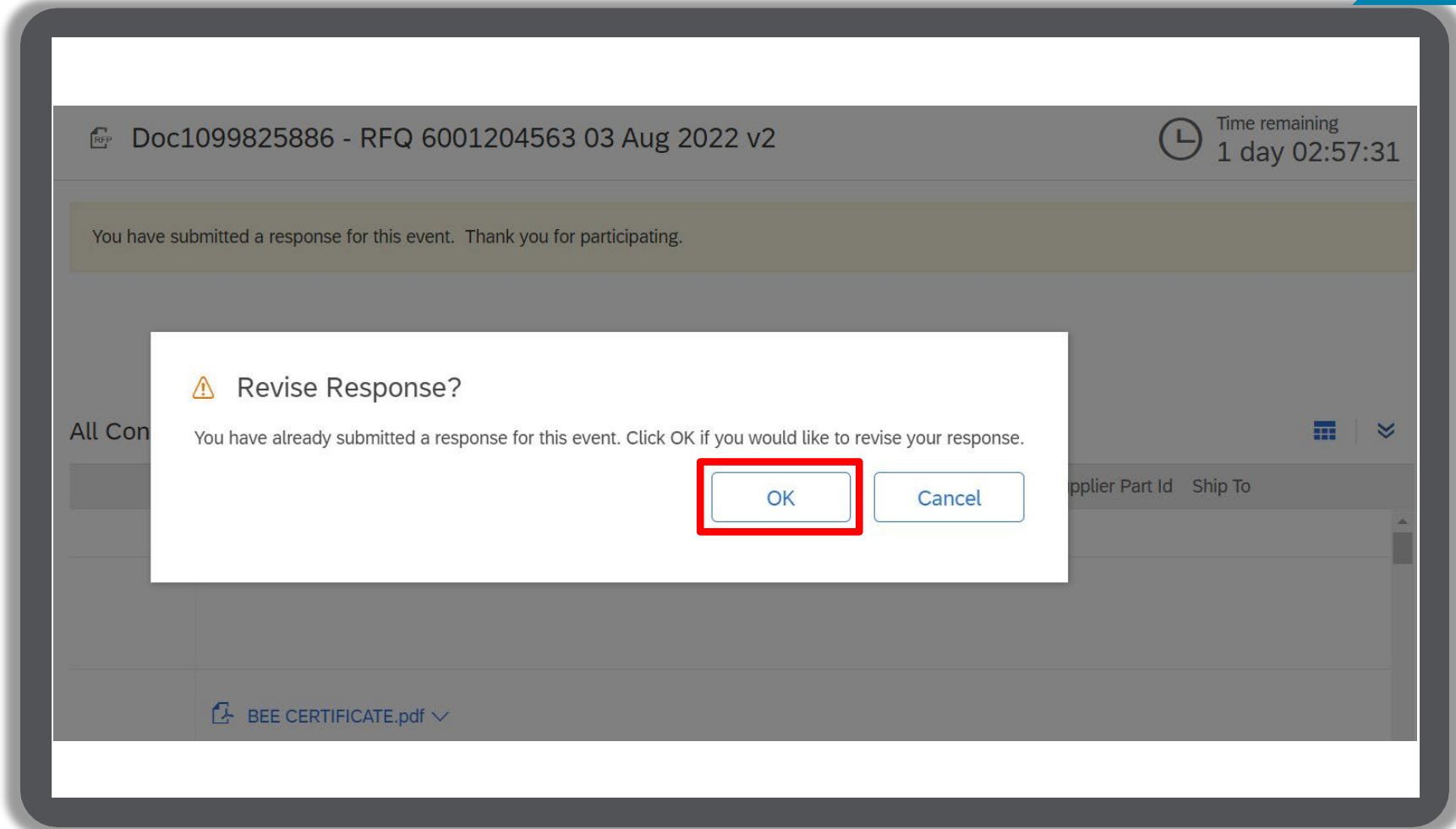
HOW TO REVISE A SUBMITTED RFI

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 |

OVERVIEW

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"**.

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

OVERVIEW

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

2

SUMMARY OF COMMON RFI ISSUES

OVERVIEW

A   **MAXIMUM NUMBER OF SUPPLIER ERROR**

B   **ANERR EXCEPTION**

C   **RFI CLOSED FOR RESPONSE**

D   **RFI LINK IS NOT AVAILABLE**

GETTING HELP

3

OVERVIEW

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

OVERVIEW

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)

B

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)

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

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 |

4

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"**.

CONTACTING SAP ARIBA SUPPORT DIRECTLY (ALREADY LOGGED IN)

B

8. Review your contact information for correctness.

9. Click **"One Last Step"**.

3. Please review your contact information for correctness:

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.

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.
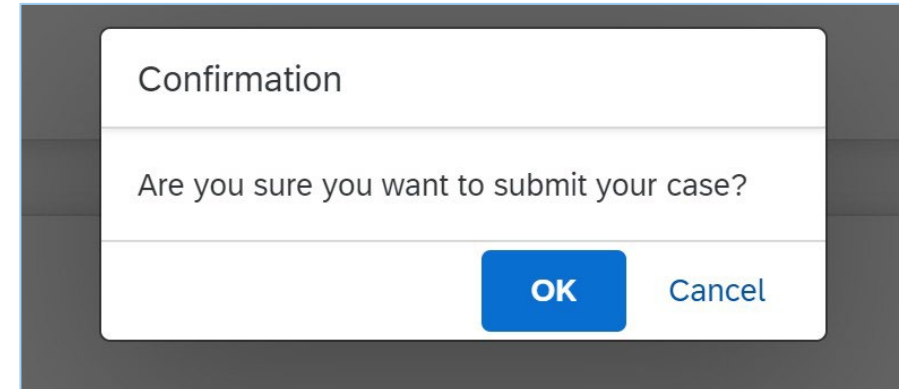
Other methods you may choose:

○ 💬
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 → Back | Submit | Cancel

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.

11

CONTACTING SAP ARIBA SUPPORT DIRECTLY (ALREADY LOGGED IN)

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

OVERVIEW

A IMPLATS SAP ARIBA SUPPLIER SUPPORT

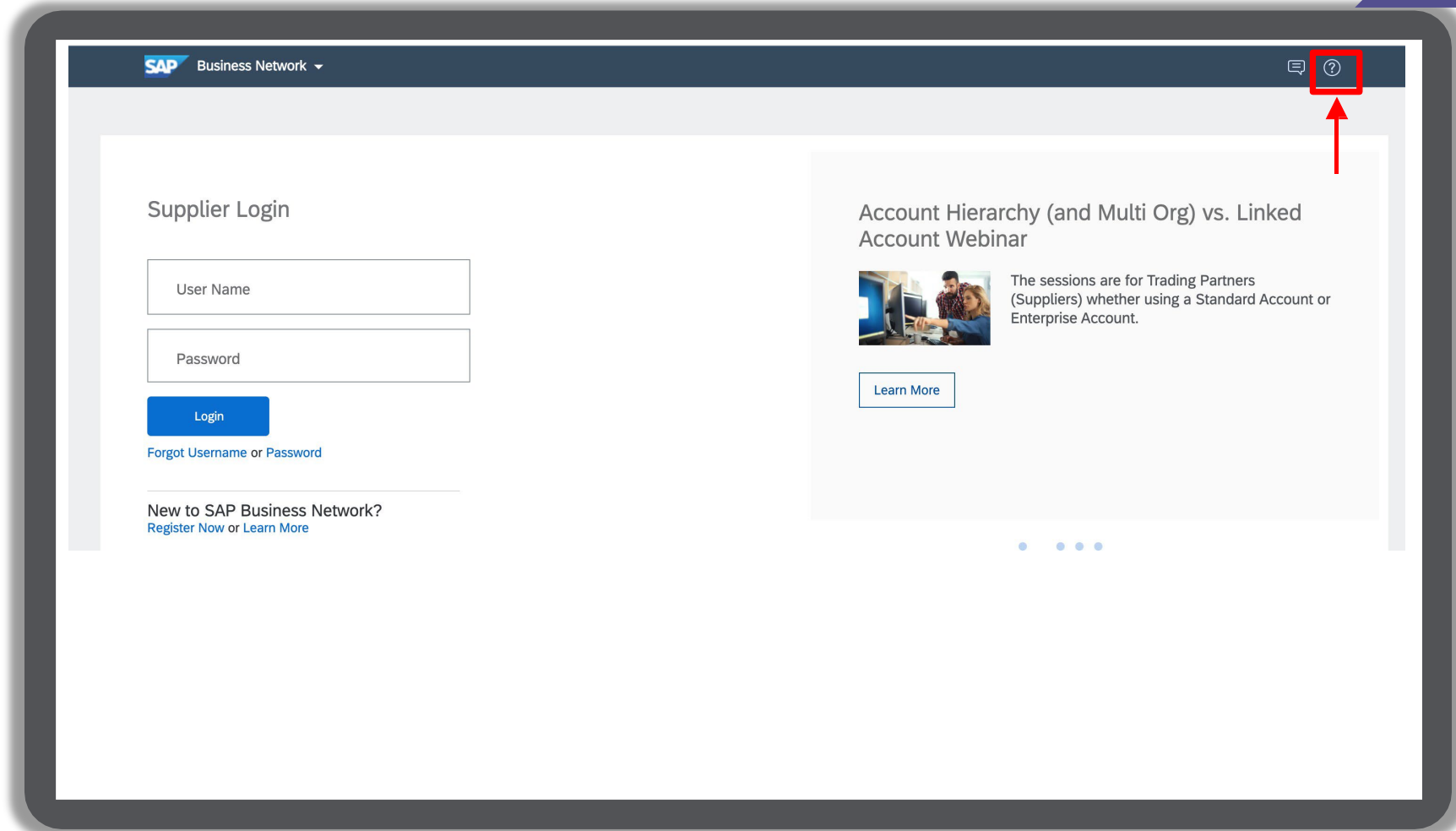**B** CONTACTING SAP ARIBA DIRECTLY – WITH USER CREDENTIALS

C CONTACTING SAP ARIBA DIRECTLY – WITH NO USER CREDENTIALS

CONTACTING SAP ARIBA SUPPORT DIRECTLY (NO USER CREDENTIALS)

C

To contact SAP Ariba Support directly, when you do not have any login credentials to your account, follow these steps:
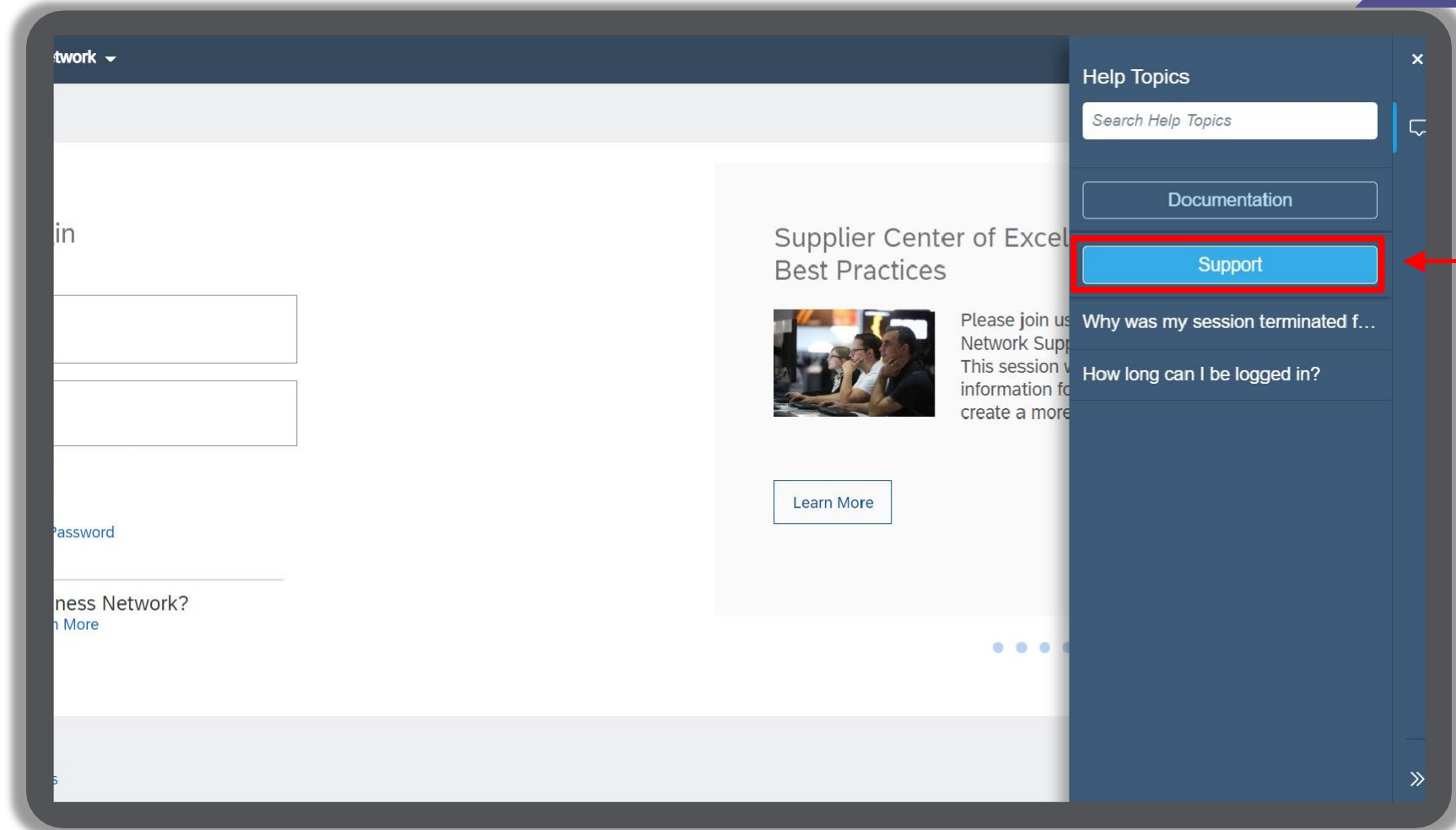
1. Access the **SAP Business Network** Supplier login page.
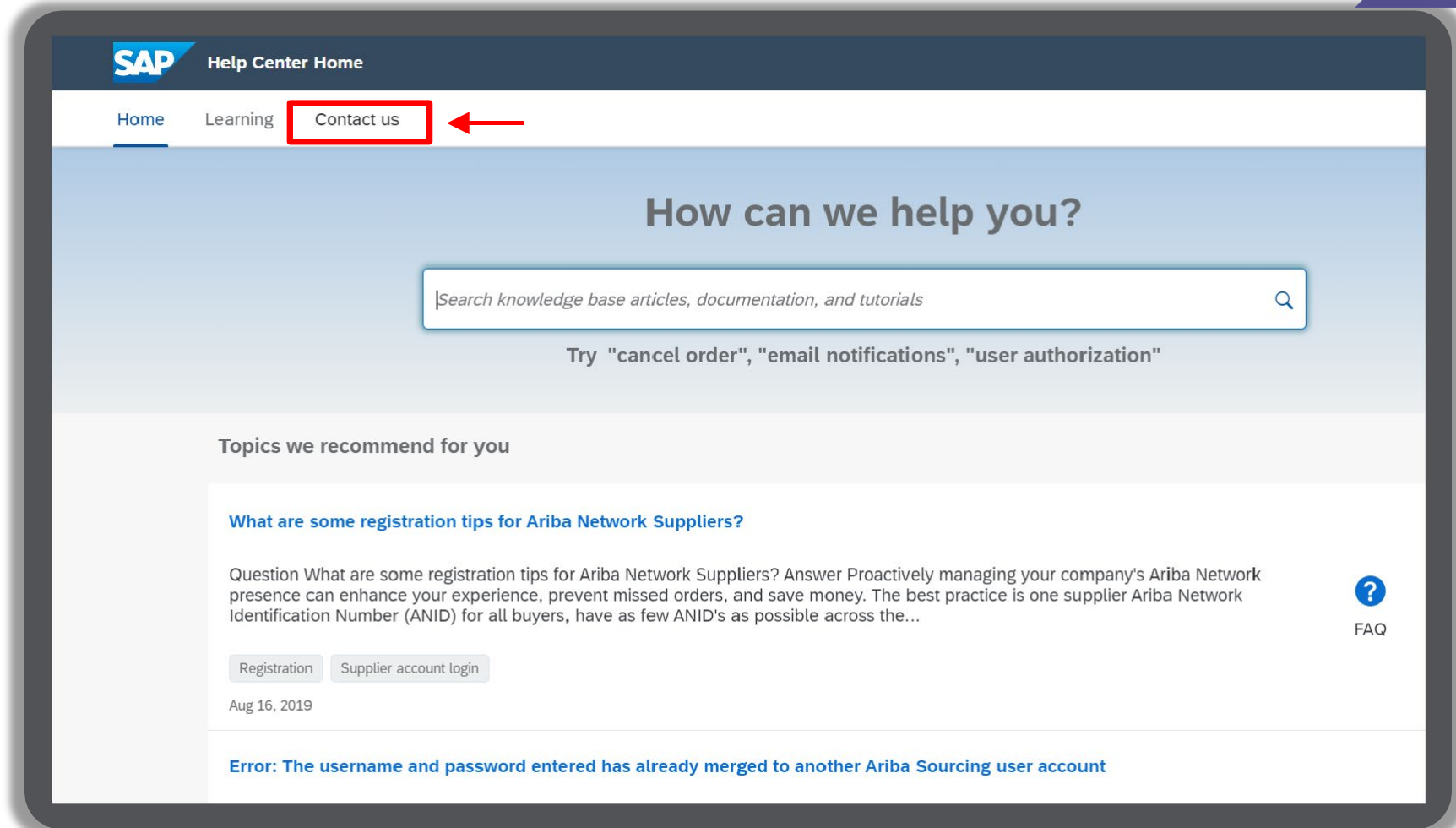
    Click the "**?**" help icon

CONTACTING SAP ARIBA SUPPORT DIRECTLY (NO USER CREDENTIALS)

C

2. Click "**Support**"

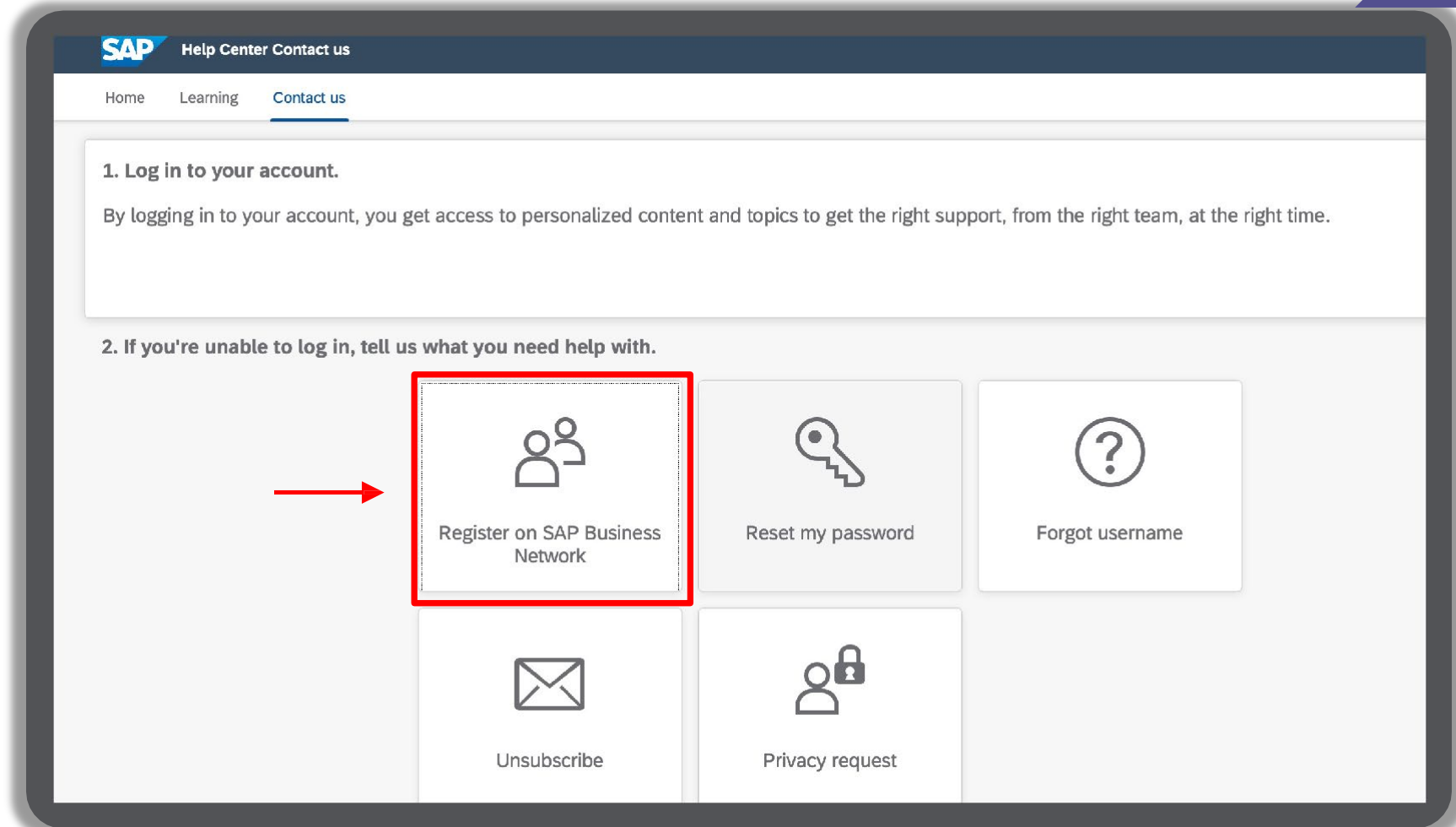# CONTACTING SAP ARIBA SUPPORT DIRECTLY (NO USER CREDENTIALS)
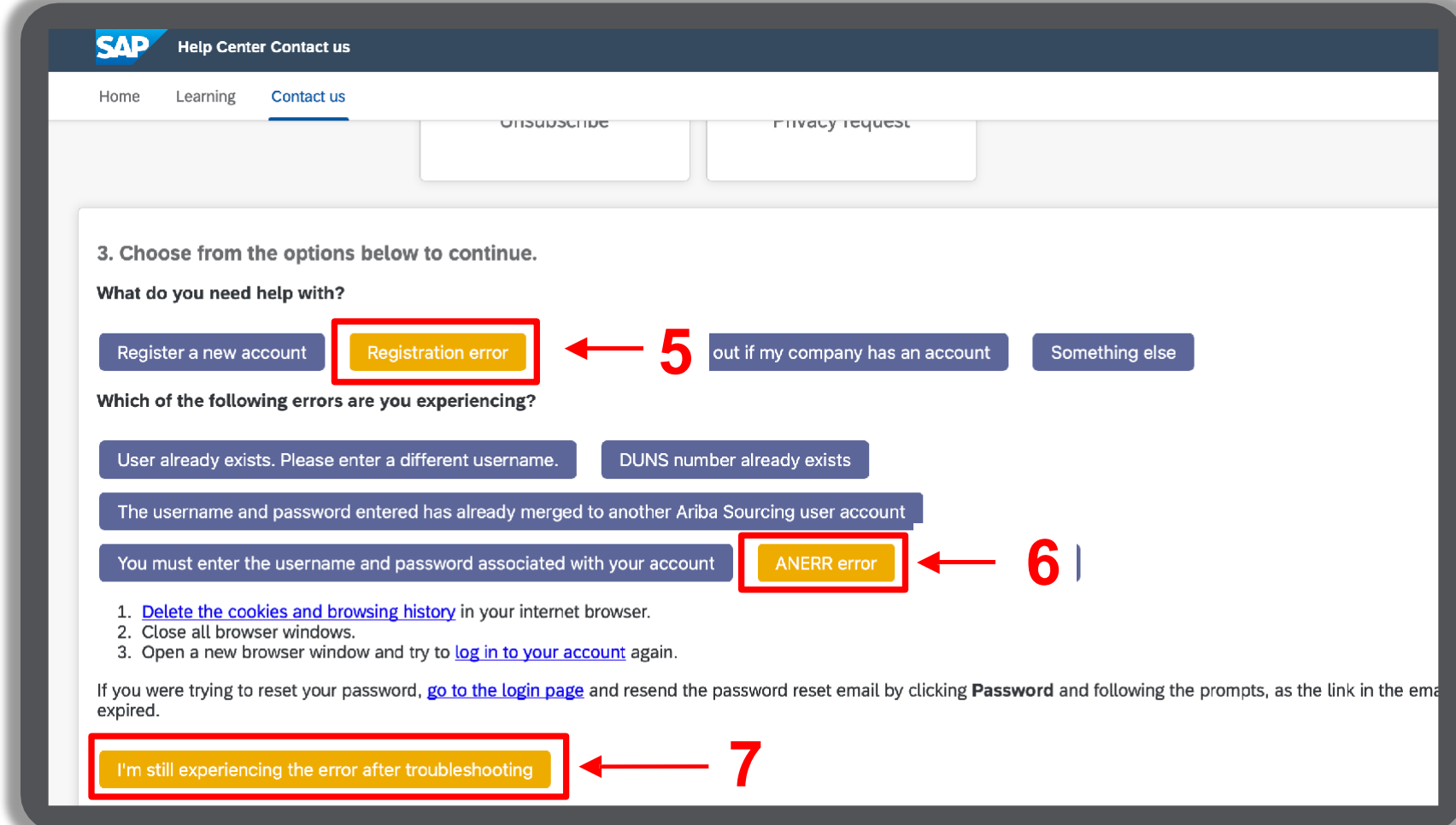
C

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**".

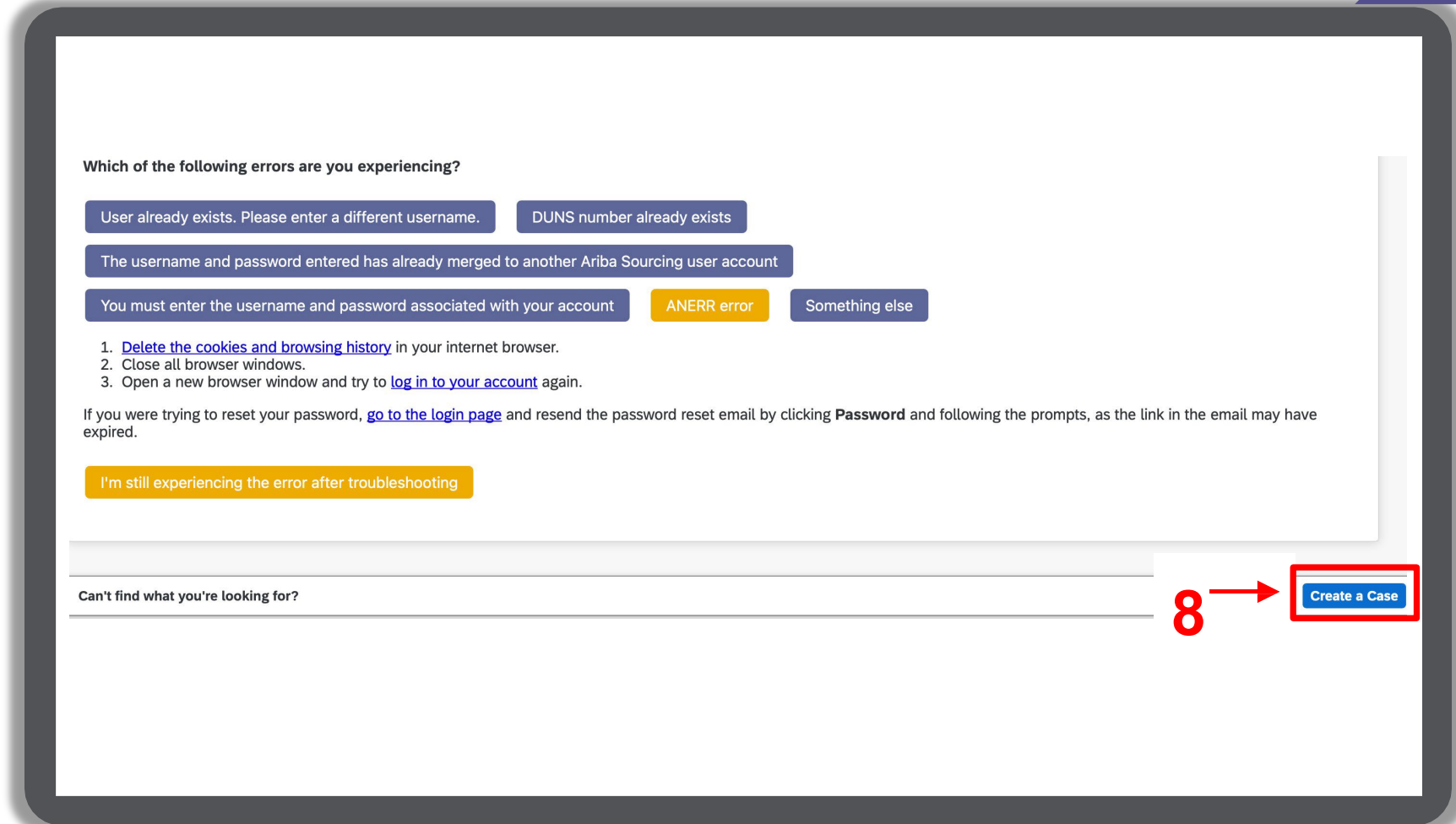7. Click "**I'm still experiencing the error after troubleshooting**".

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

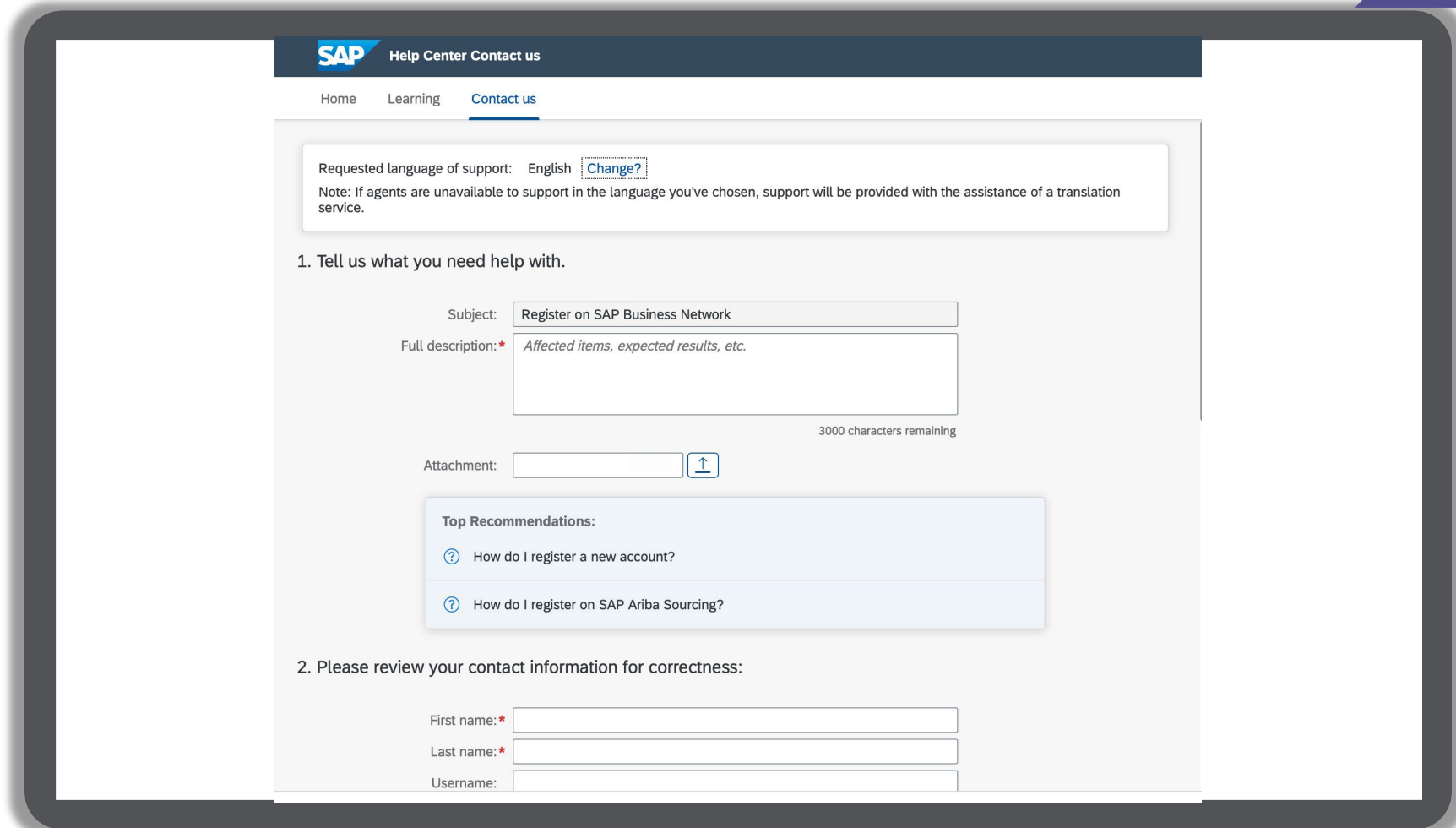Can't find what you're looking for?

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

1

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

4
RFP invitation received via e-mail

5
Access RFP event on the SAP Business Network

6
Respond to the RFP event

9
Supplier/s informed of award decision
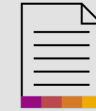
SAP Ariba SLP

Start here

RFP sourcing request created

RFP sourcing project created

RFP event created

Run event

Evaluate and select supplier/s

Contact created in SAP Ariba Contracts

1

2

3

7

8

10

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

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.

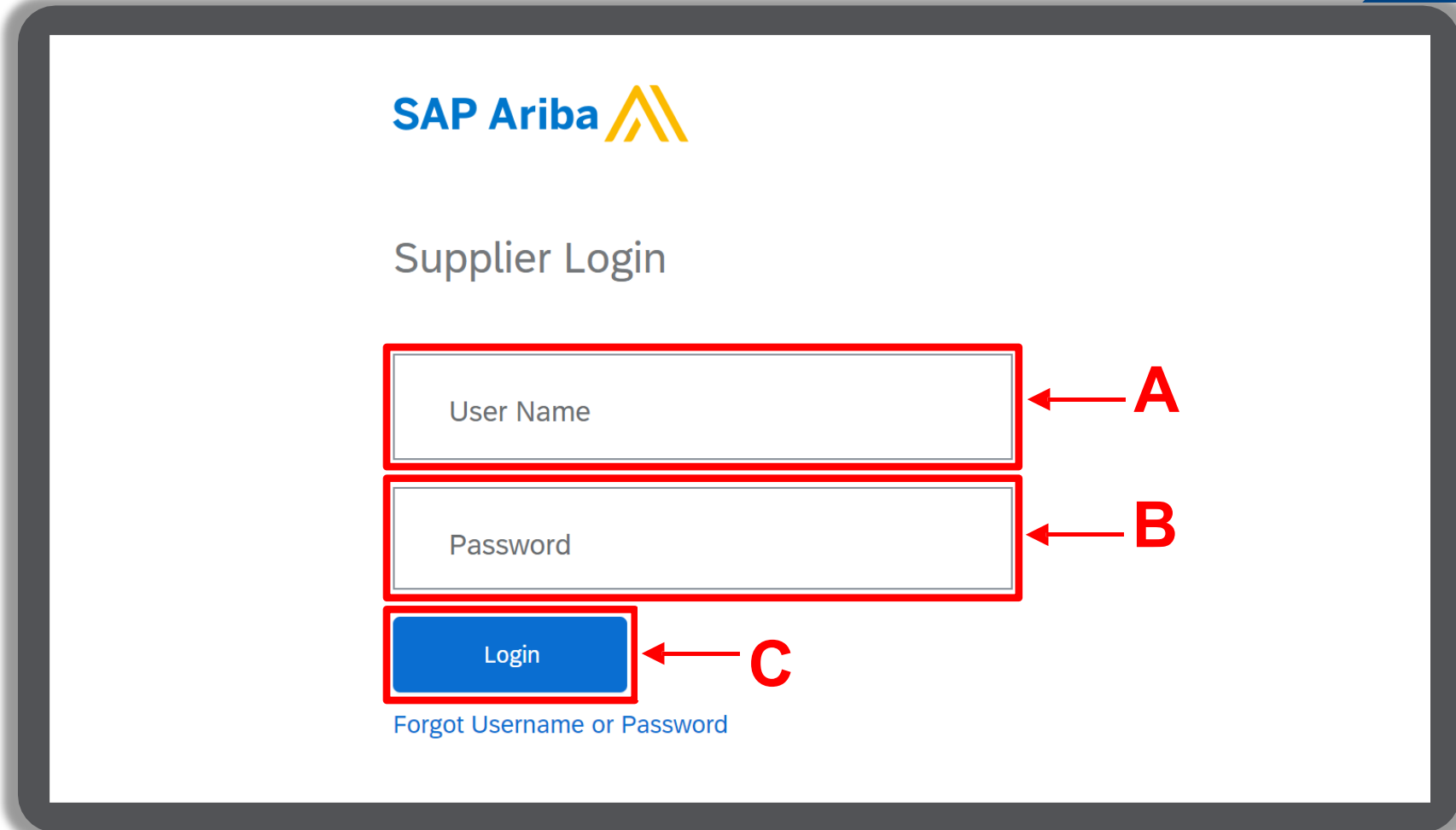Use the following username to log in to Impala Platinum Holdings - TEST events: *xxx@yyyyy.zz.zz*

Click Here to access this event. ← **A**

B

HOW TO RESPOND TO RFPs

2. You will be redirected to the SAP Ariba Supplier Login Page

   A. Enter your **username**

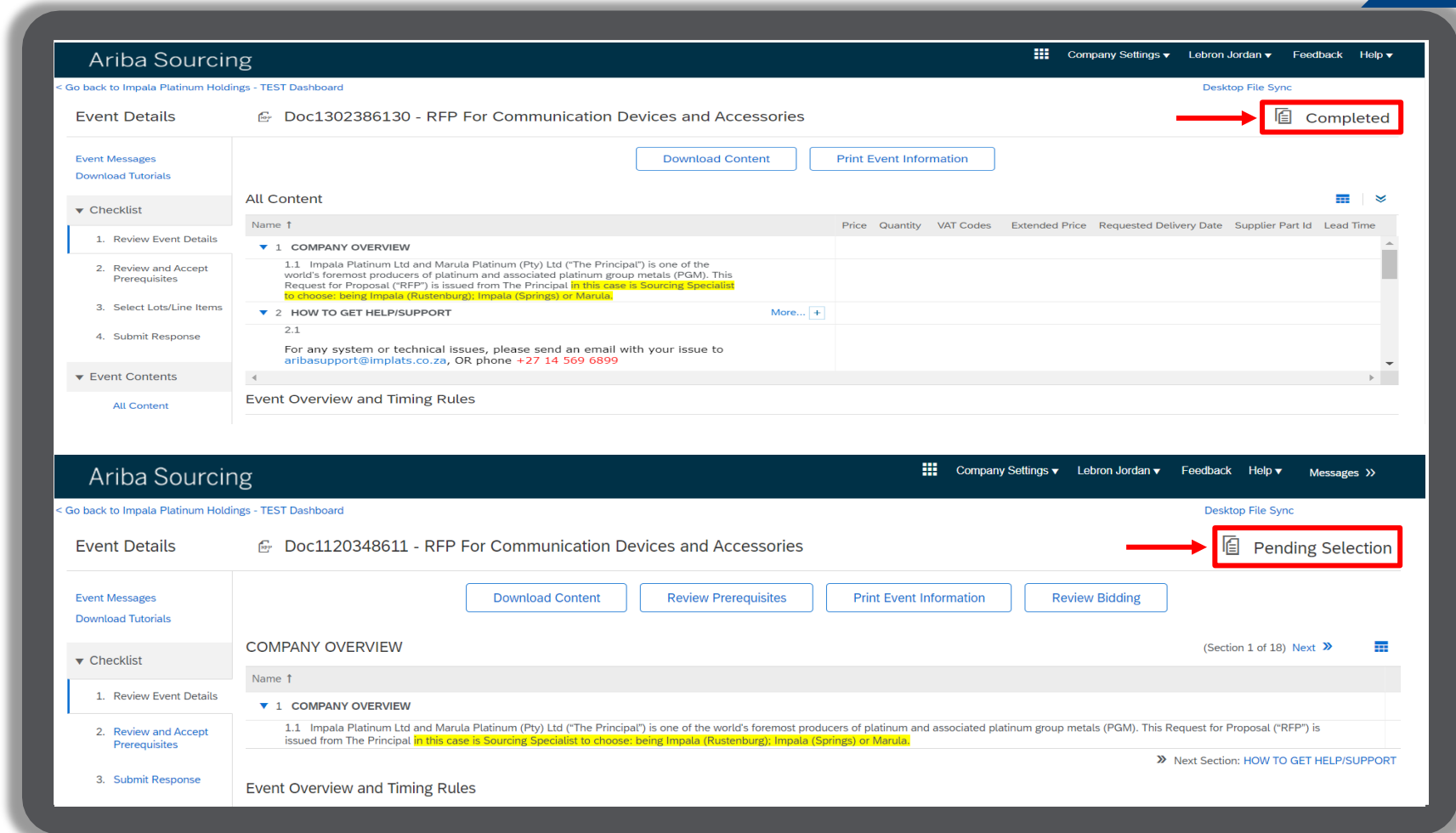   B. Enter your **password**

   C. Click on the **"Login"** button

SAP Ariba

Supplier Login

User Name	← A
Password	← B
Login	← C

Forgot Username or Password

HOW TO RESPOND TO RFPs

Note:

If a RFP has closed, you will 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.

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

Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.

▼ Checklist

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

1. Review Event Details

COMPANY OVERVIEW

(Section 1 of 18) Next »

2. Review and Accept Prerequisites

| Name ↑ | | |

3. Select Lots/Line Items

▼ 1 COMPAN

4. Submit Response

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.
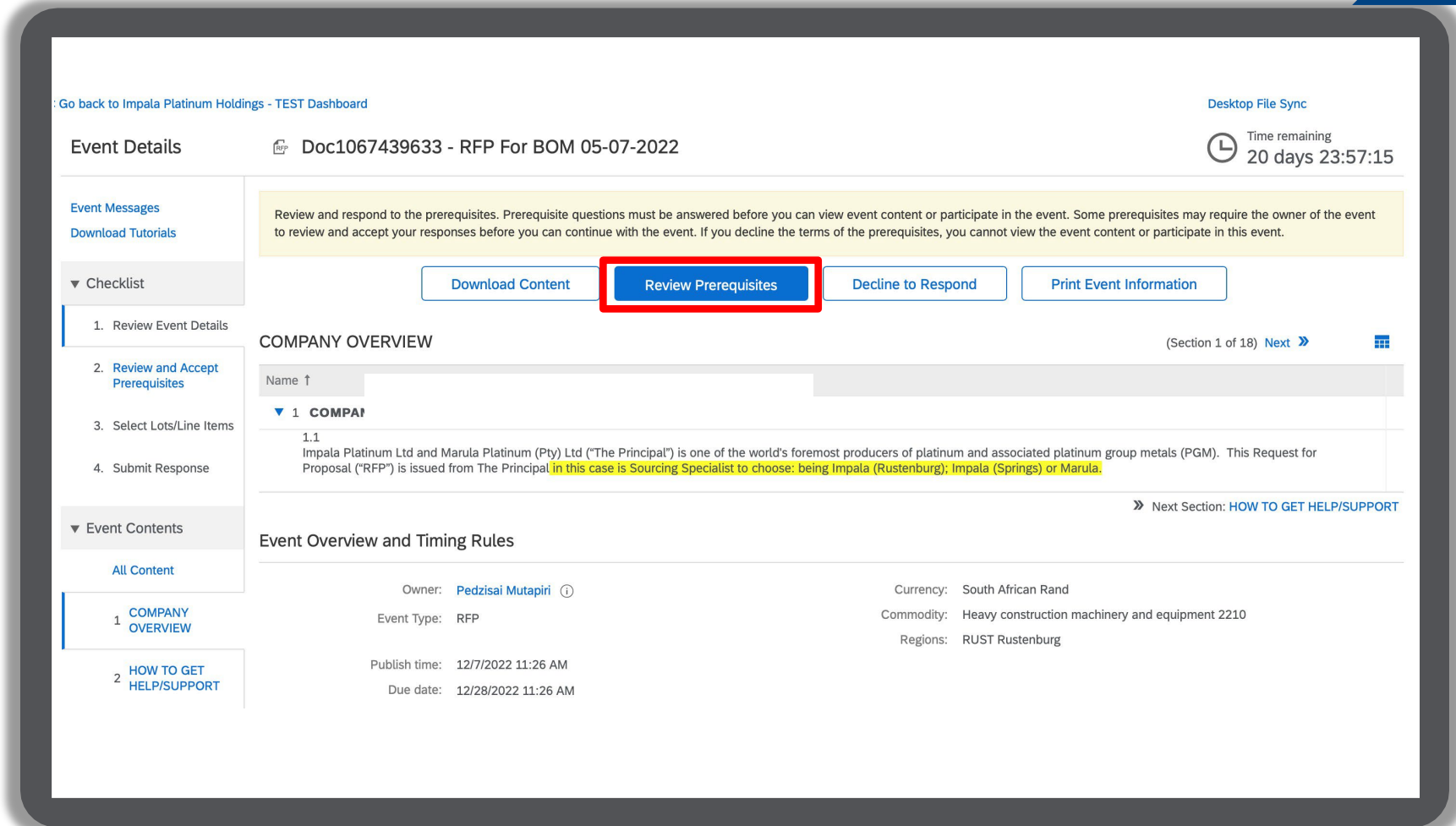
▼ Event Contents
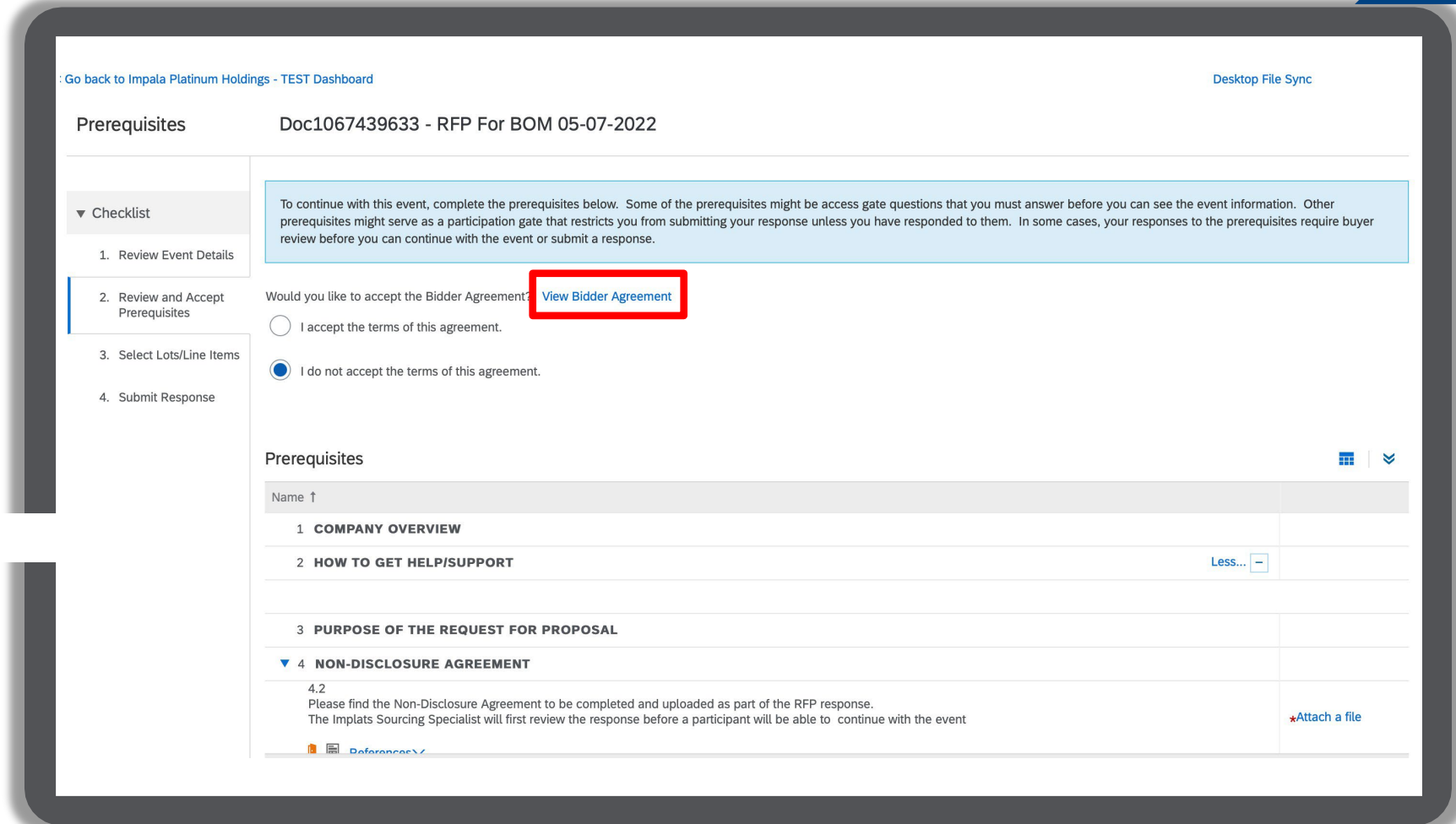
» Next Section: HOW TO GET HELP/SUPPORT

All Content

Event Overview and Timing Rules

1 COMPANY OVERVIEW

Owner:	Pedzisai Mutapiri ⓘ		Currency:	South African Rand
Event Type:	RFP		Commodity:	Heavy construction machinery and equipment 2210
			Regions:	RUST Rustenburg

2 HOW TO GET HELP/SUPPORT

Publish time: 12/7/2022 11:26 AM
Due date: 12/28/2022 11:26 AM

HOW TO RESPOND TO RFPs

B

8. Review Implats' Bidder Agreement.

Click **"View Bidder Agreement"** to see details.

Inside the tablet screenshot:

: Go back to Impala Platinum Holdings - TEST Dashboard

Desktop File Sync

Prerequisites

Doc1067439633 - RFP For BOM 05-07-2022

▼ Checklist

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.

1. Review Event Details

2. Review and Accept Prerequisites

Would you like to accept the Bidder Agreement? **View Bidder Agreement**

○ I accept the terms of this agreement.

3. Select Lots/Line Items

● I do not accept the terms of this agreement.

4. Submit Response

Prerequisites

Name ↑
1 COMPANY OVERVIEW
2 HOW TO GET HELP/SUPPORT
3 PURPOSE OF THE REQUEST FOR PROPOSAL
▼ 4 NON-DISCLOSURE AGREEMENT

Less... −

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∨

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 eventThe 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.

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

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.

1. Review Event Details

2. Review and Accept Prerequisites

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.

3. Select Lots/Line Items
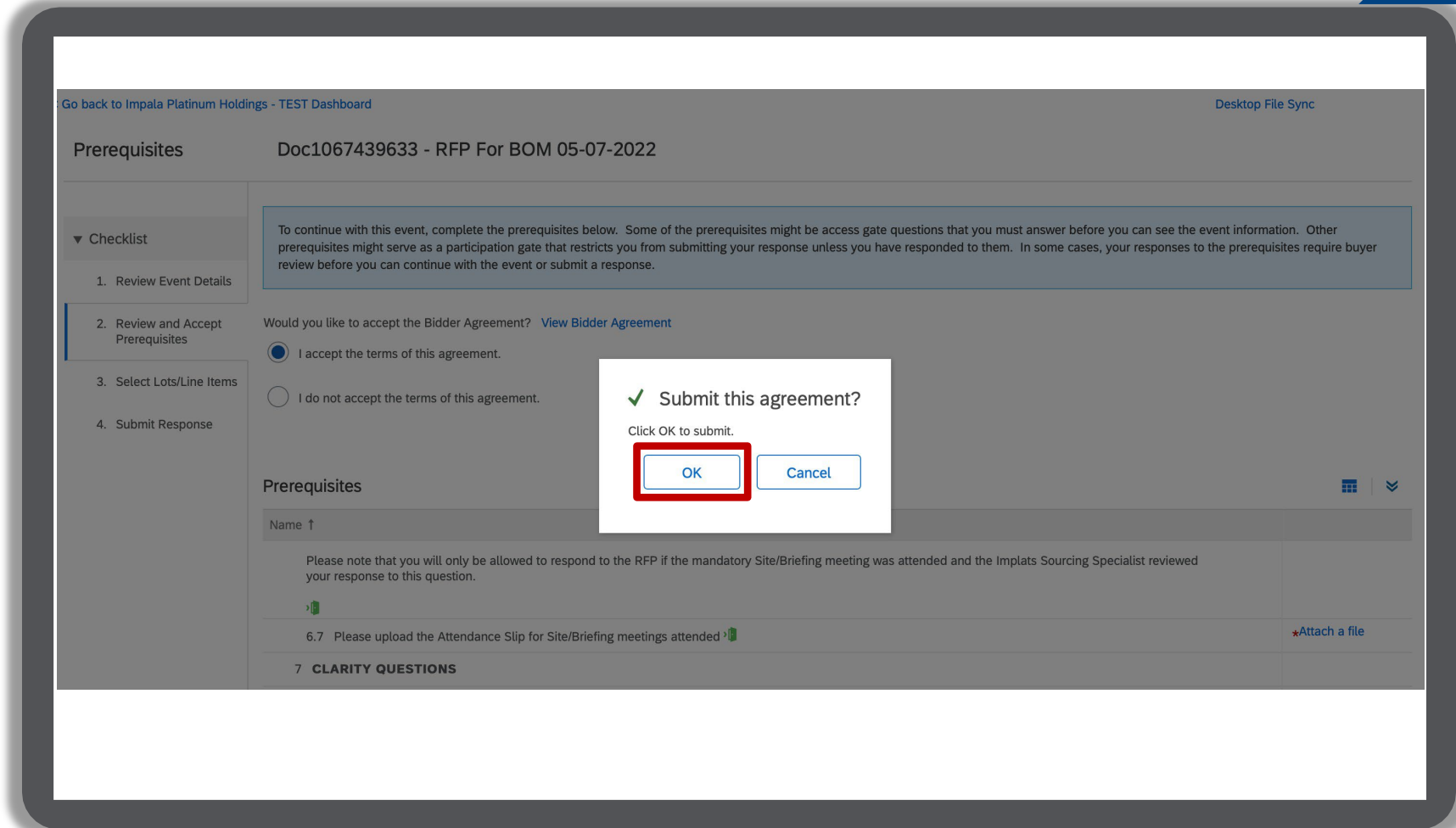
4. Submit Response

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 ∨		

(*) indicates a required field

HOW TO RESPOND TO RFPs

12. Click **"OK"** to submit your agreement.

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 Sorcing 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 *.

All Content

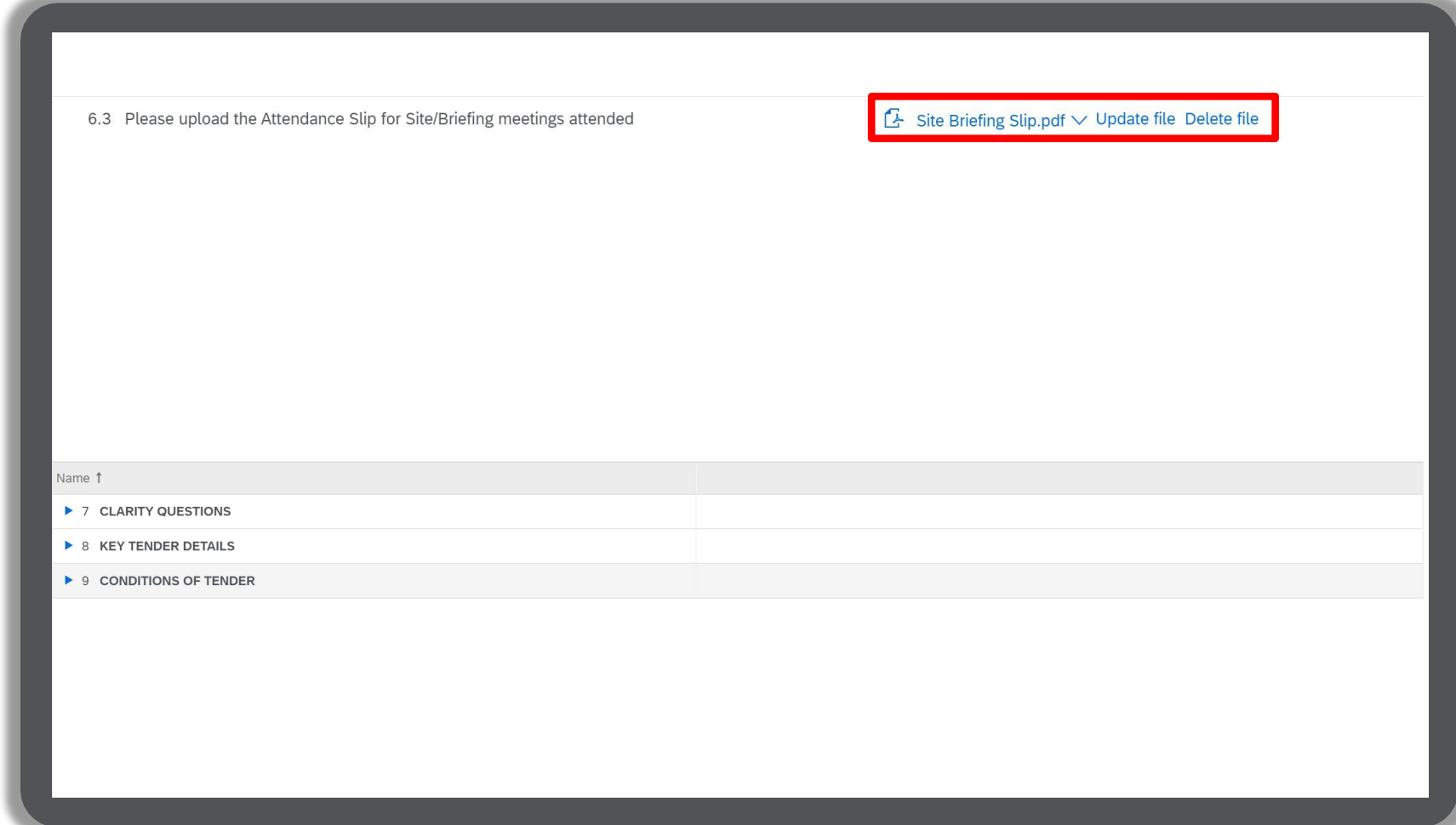| Name ↑	
▼ 4 **NON-DISCLOSURE AGREEMENT**	
4.2 Please find the Non-Disclosure Agreement to be completed and uploaded as part of the RFP response. References ⌄	* 📄 CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT.pdf ⌄ Update file Delete file
▼ 5 **INTENT TO RESPOND**	
5.1 By accepting the Bidder agreement 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 ↑	
▼ 10 **GENERAL CONDITIONS OF CONTRACT**	
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 ↑	
▼ 11 **SCOPE OF REQUIREMENTS**	
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

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
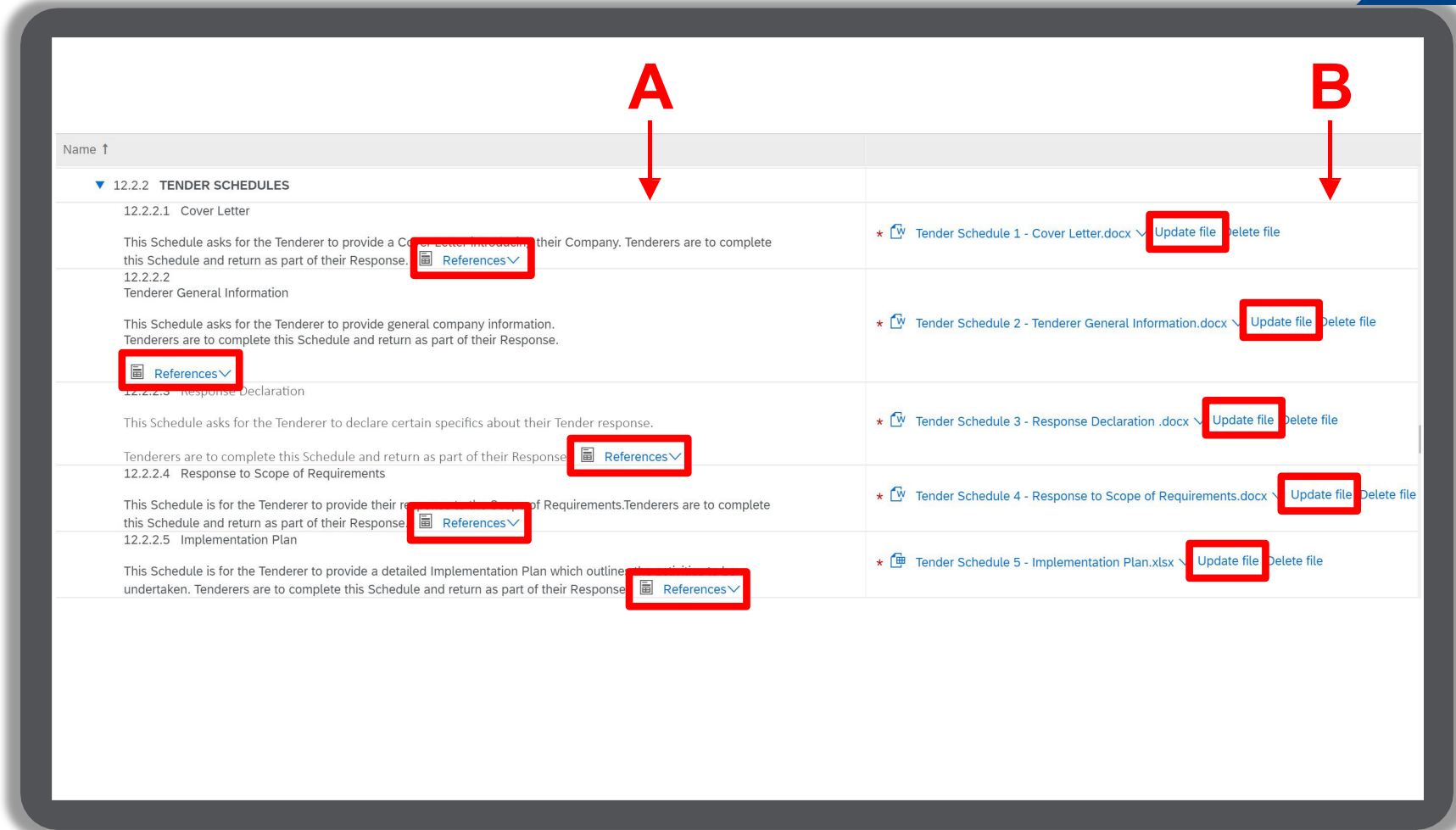
B

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.
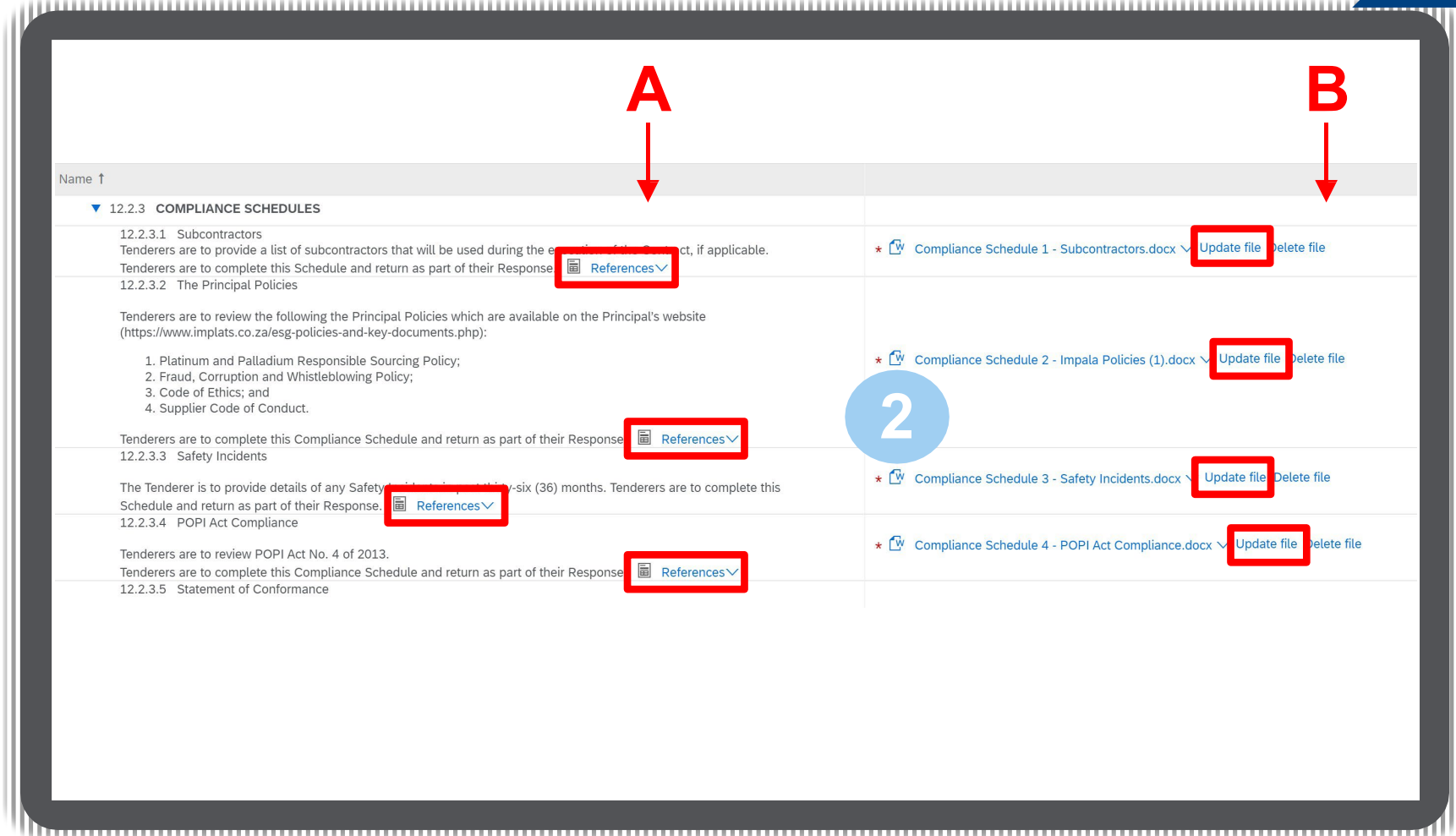
HOW TO RESPOND TO RFPs

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.*

A

B

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.

* Compliance Schedule 2 - Impala Policies (1).docx ∨ Update file Delete file

Tenderers are to complete this Compliance Schedule and return as part of their Response.   References∨

2

12.2.3.3   Safety Incidents

The Tenderer is to provide details of any Safety incidents in the thirty-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

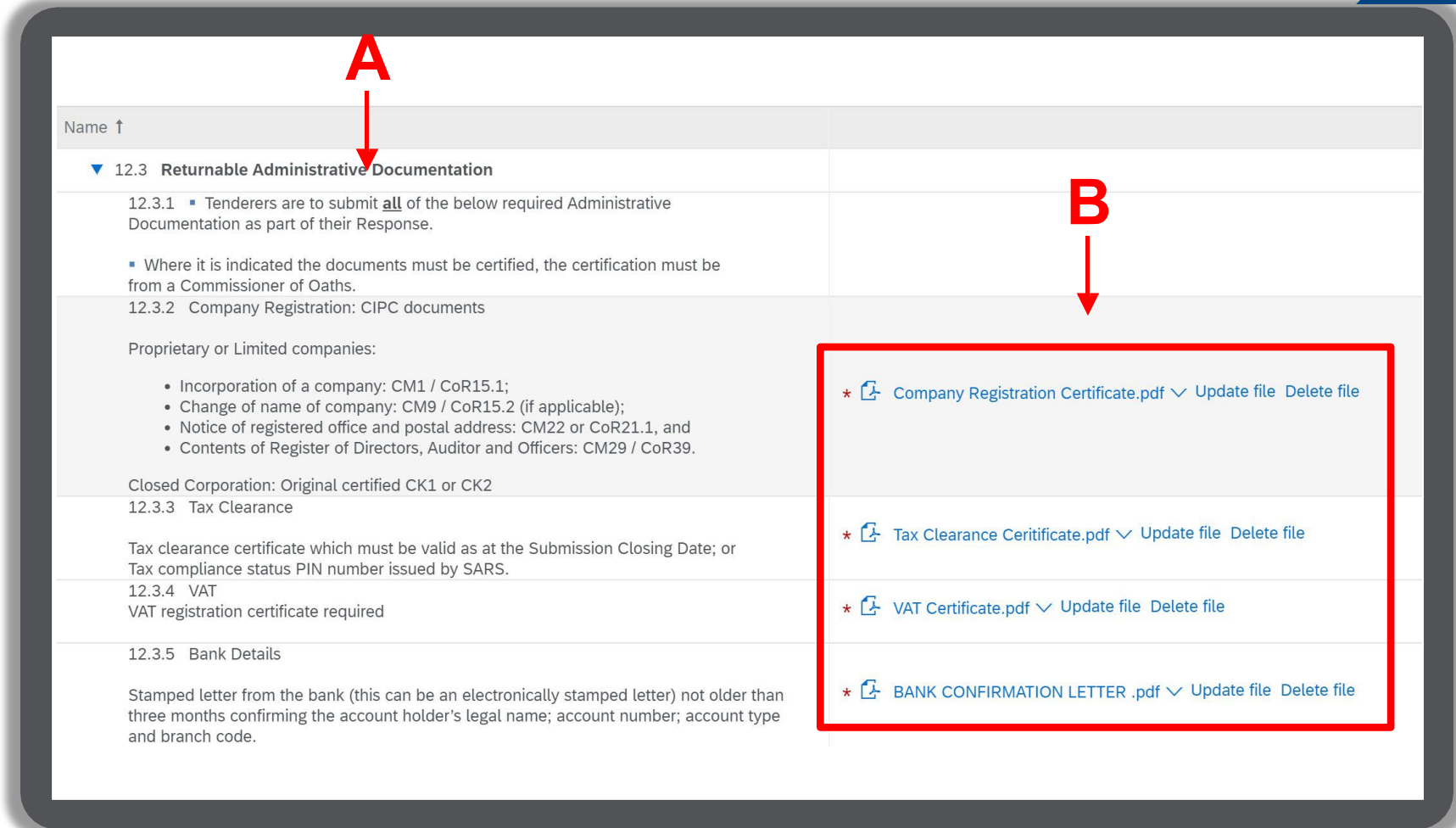12.2.3.5   Statement of Conformance

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.

A

B

Name ↑

▼ 12.3 **Returnable Administrative Documentation**

12.3.1 ▪ Tenderers are to submit <u>all</u> of the below required Administrative Documentation as part of their Response.

▪ Where it is indicated the documents must be certified, the certification must be from a Commissioner of Oaths.

12.3.2 Company Registration: CIPC documents

Proprietary or Limited companies:

- 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.

Closed Corporation: Original certified CK1 or CK2

12.3.3 Tax Clearance

Tax clearance certificate which must be valid as at the Submission Closing Date; or Tax compliance status PIN number issued by SARS.

12.3.4 VAT
VAT registration certificate required

12.3.5 Bank Details

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.

* 📄 Company Registration Certificate.pdf ⌄ Update file Delete file

* 📄 Tax Clearance Ceritificate.pdf ⌄ Update file Delete file

* 📄 VAT Certificate.pdf ⌄ Update file Delete file

* 📄 BANK CONFIRMATION LETTER .pdf ⌄ Update file Delete file
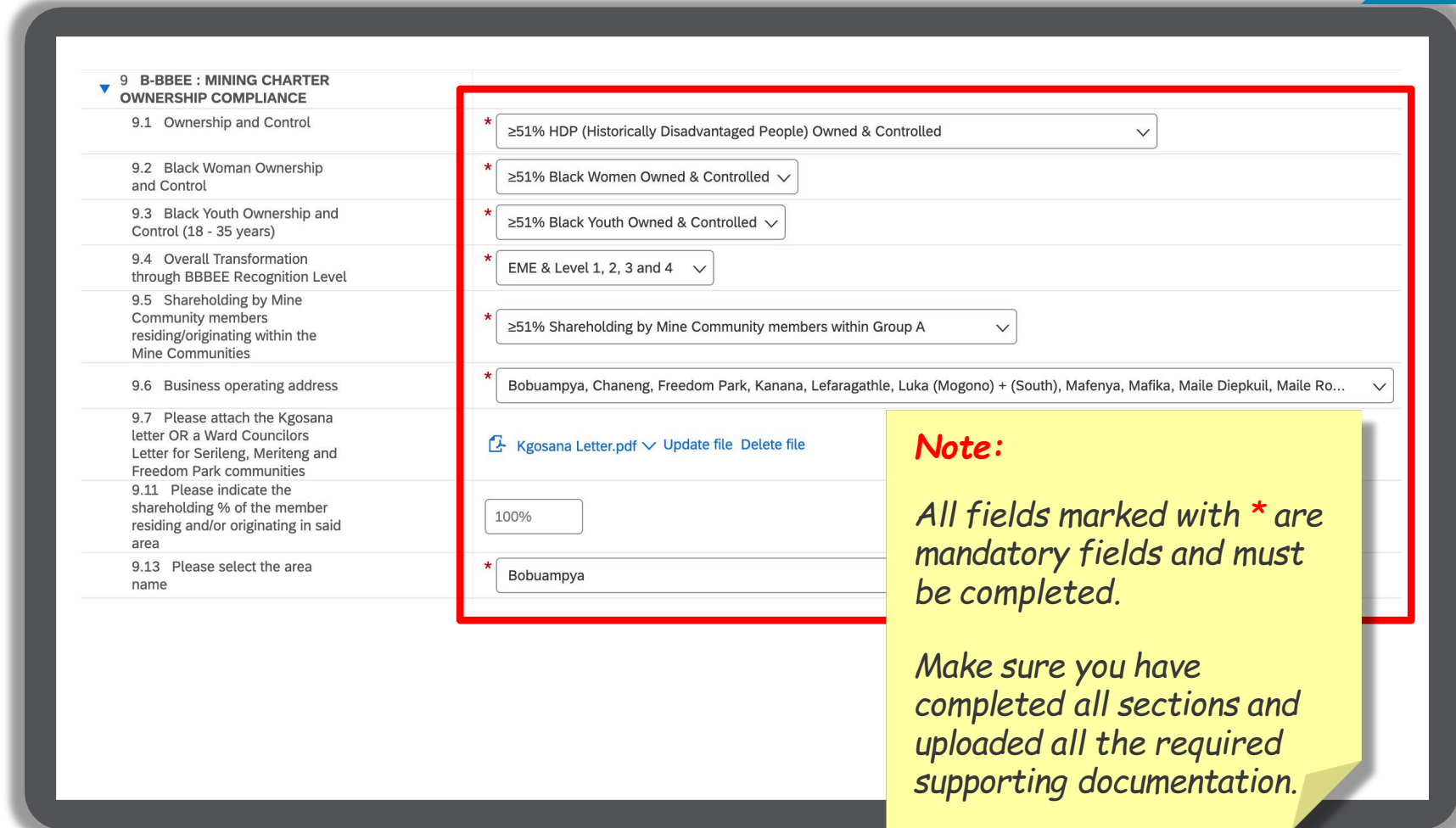
B

Completing the RFP

24. Complete the **"B-BBEE Mining Charter Ownership Compliance"** section.

Select the most appropriate information pertaining to your company's BBBEE 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.

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 BBBEE 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 BBBEE 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:

         🗐 Incorporated Joint Ventures .pdf

         • 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.

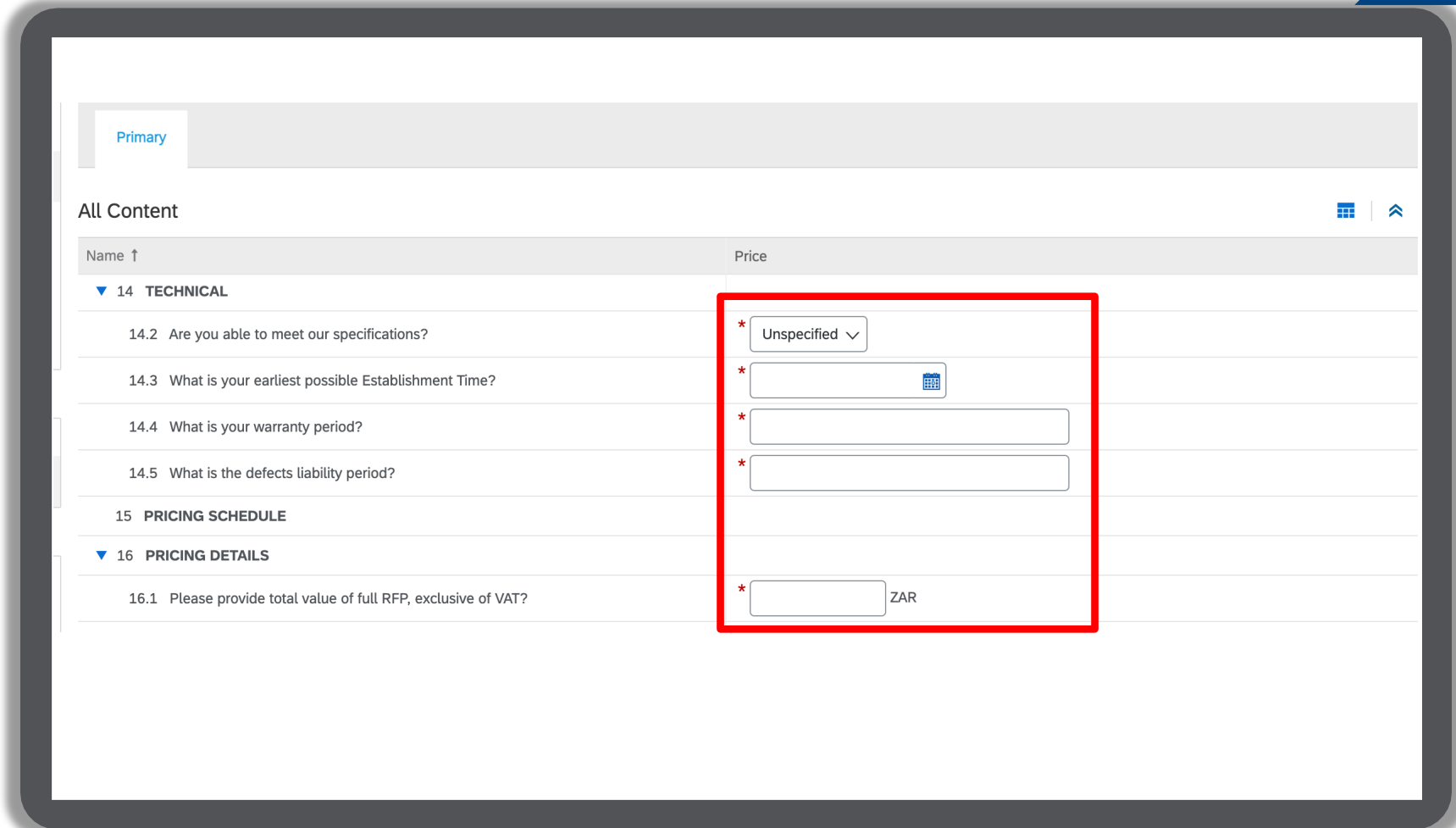   Please attach the relevant documents

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.

Primary

All Content

Name ↑	Price
▼ 14 TECHNICAL	
14.2 Are you able to meet our specifications?	* Unspecified ⌄
14.3 What is your earliest possible Establishment Time?	* [📅]
14.4 What is your warranty period?	* [ ]
14.5 What is the defects liability period?	* [ ]
15 PRICING SCHEDULE	
▼ 16 PRICING DETAILS	
16.1 Please provide total value of full RFP, exclusive of VAT?	* [ ] ZAR

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?		* [ ] ZAR
16.3	**WEDGE:TIMBER;SQUARE;THK (70-80)MM;550MM** ⌄	More... +	* [ ] ZAR
16.4	**SAW:TIMBER REFURBISHED;HPE;XNP008000** ⌄	More... +	* [ ] ZAR
16.5	**HANG:DOOR:813x2032MM HIGH HUNG:TBR FRAME** ⌄	More... +	* [ ] ZAR
16.6	**RENEW:TIMBER SKIRTS:QUADRANT MATCHED** ⌄	More... +	* [ ] ZAR
16.7	**REPLACE:DOOR;SAPELE;FIBB TIMBER** ⌄	More... +	* [ ] 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**

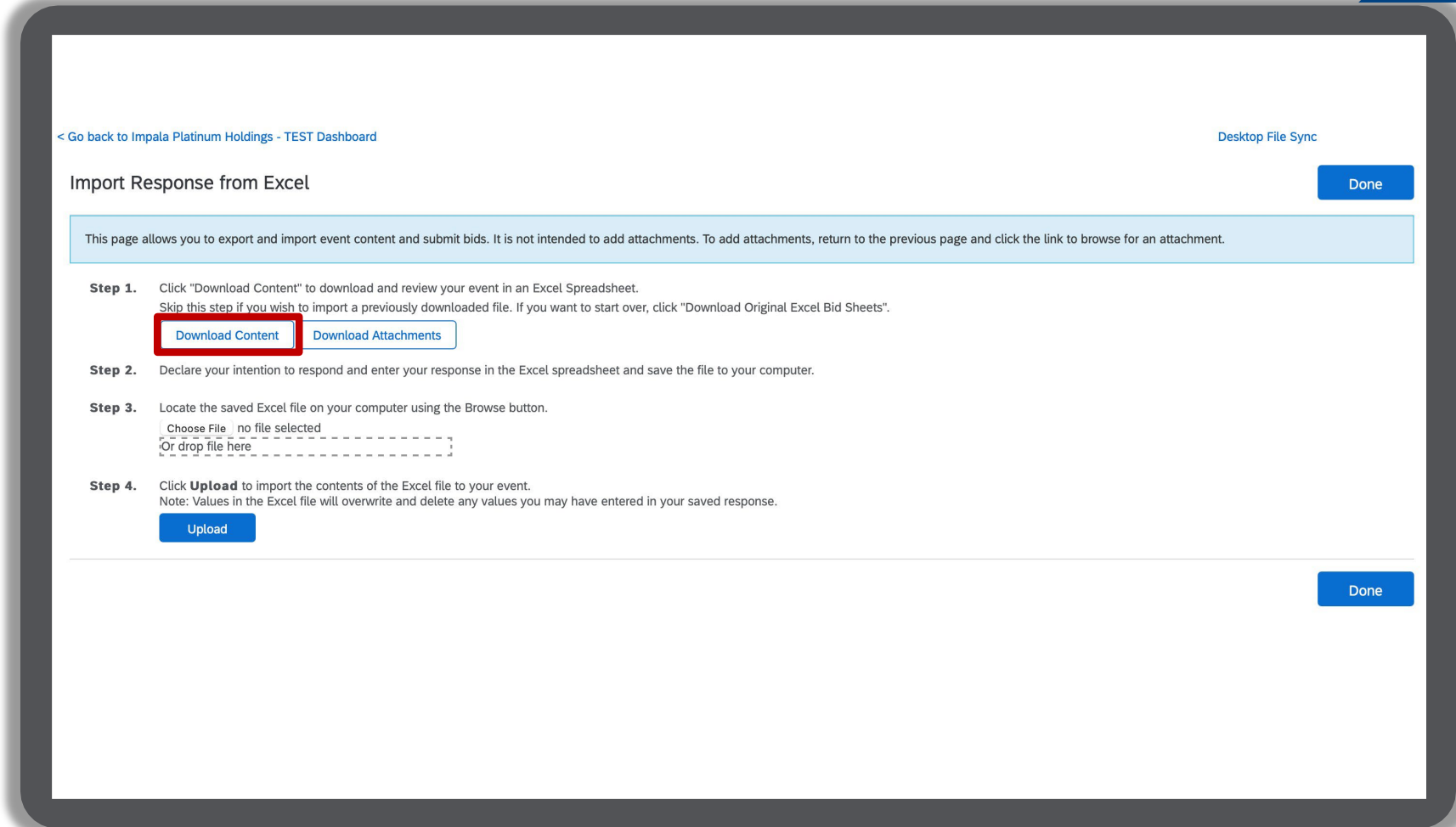# HOW TO RESPOND TO RFPs – EXCEL DOWNLOAD

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?		* [ ]	ZAR
16.3	WEDGE:TIMBER;SQUARE;THK (70-80)MM;550MM ⌄	More... [+]	* [ ]	ZAR
16.4	SAW:TIMBER REFURBISHED;HPE;XNP008000 ⌄	More... [+]	* [ ]	ZAR
16.5	HANG:DOOR:813x2032MM HIGH HUNG:TBR FRAME ⌄	More... [+]	* [ ]	ZAR
16.6	RENEW:TIMBER SKIRTS:QUADRANT MATCHED ⌄	More... [+]	* [ ]	ZAR
16.7	REPLACE:DOOR;SAPELE;FIBB TIMBER ⌄	More... [+]	* [ ]	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

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.

HOW TO RESPOND TO RFPs – EXCEL DOWNLOAD

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

Done

Import Response from Excel

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
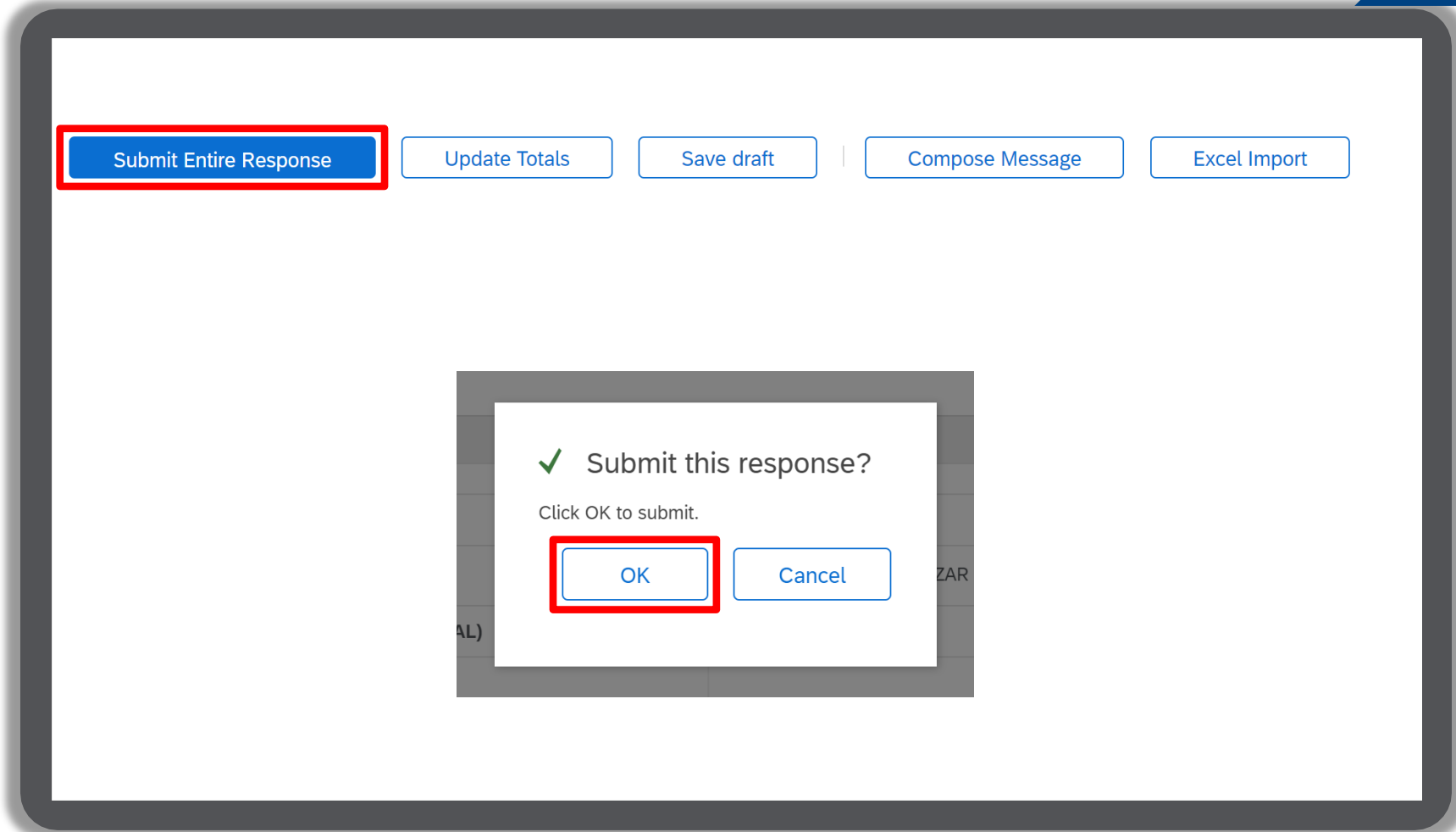
Done

HOW TO RESPOND TO RFPs – EXCEL DOWNLOAD

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

HOW TO RESPOND TO RFPs

34. Once your are satisfied with your responses, click **"Submit Entire Response"**.

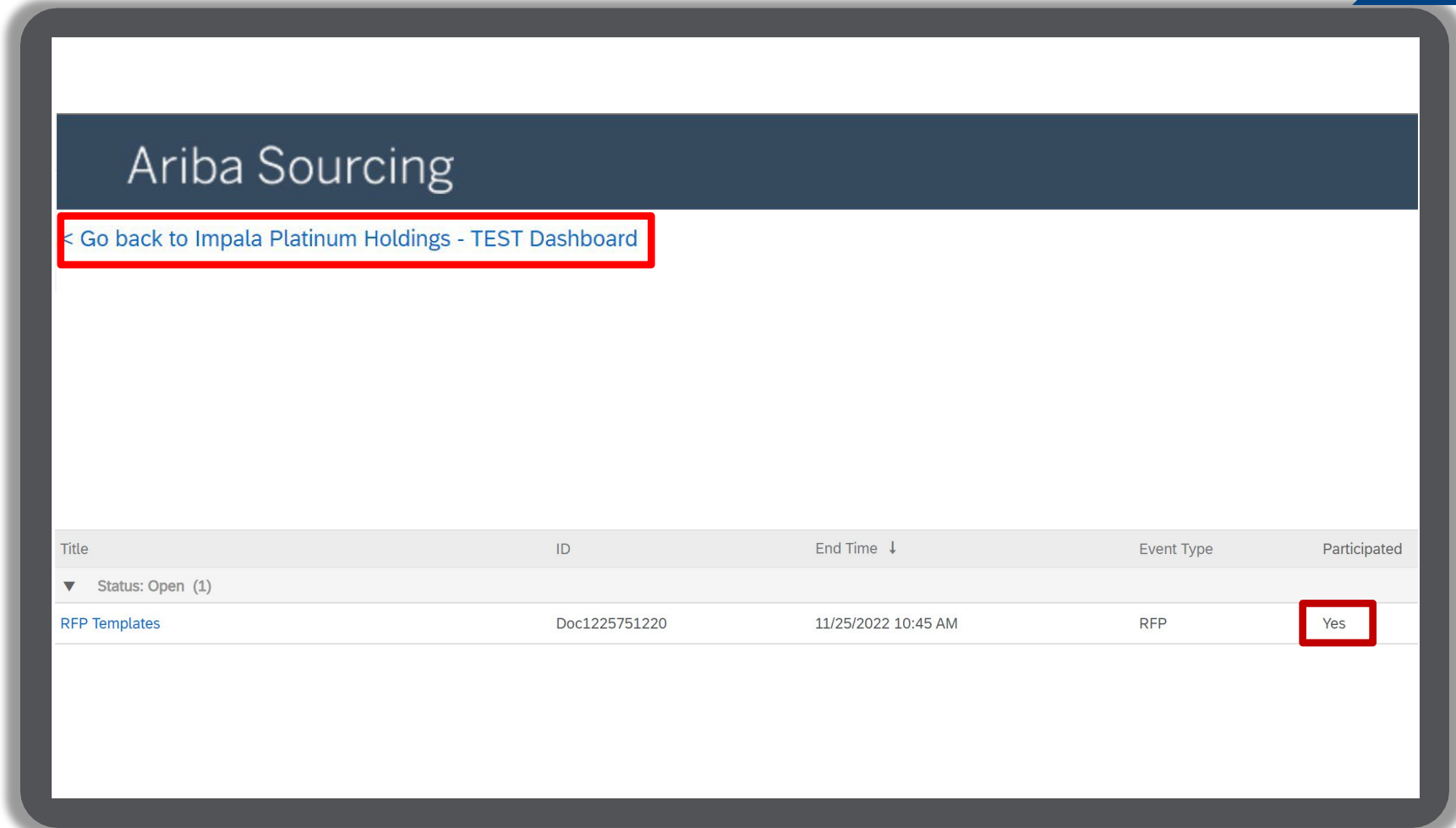35. Click **"OK"** to confirm the submission of your response.

HOW TO RESPOND TO RFPs

B

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

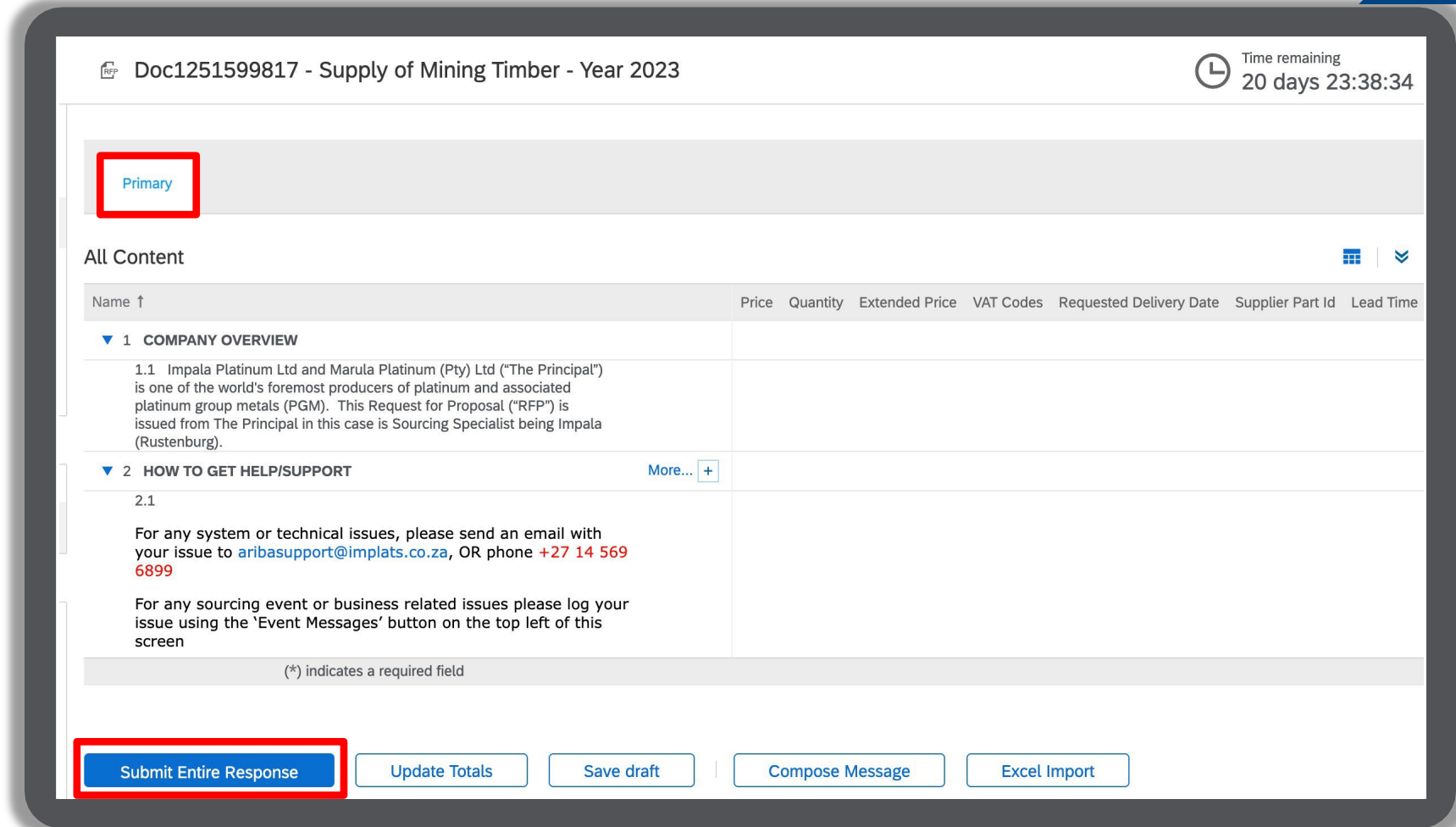**F** HOW TO REVISE A SUBMITTED RFP RESPONSE

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.

RFP   **Doc1251599817 - Supply of Mining Timber - Year 2023**

Time remaining
20 days 23:38:34

Primary

All Content

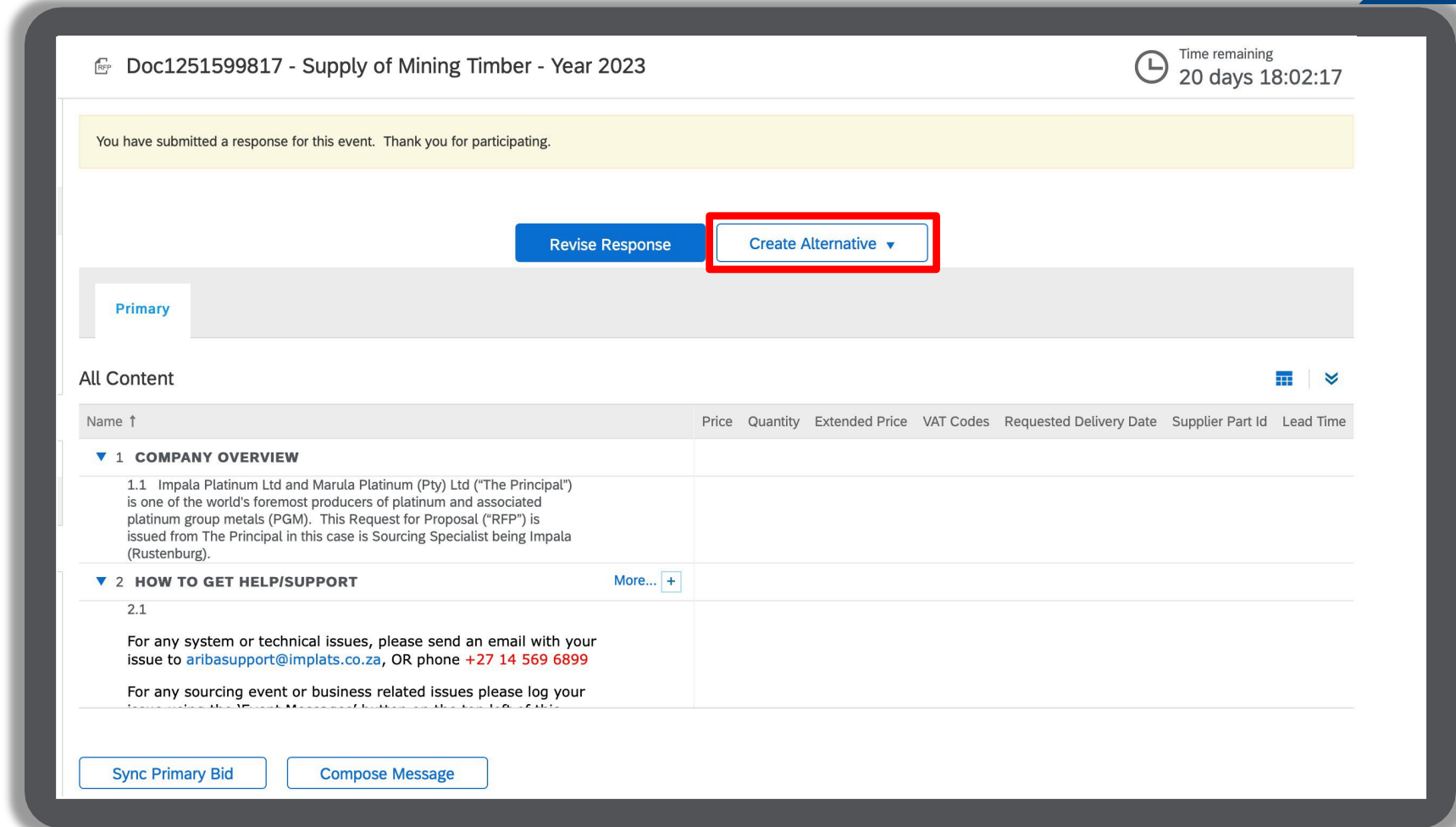| Name ↑	Price	Quantity	Extended Price	VAT Codes	Requested Delivery Date	Supplier Part Id	Lead Time
▼ 1 **COMPANY OVERVIEW**							
1.1 Impala Platinum Ltd and Marula Platinum (Pty) Ltd ("The Principal") is one of the world's foremost producers of platinum and associated platinum group metals (PGM). 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
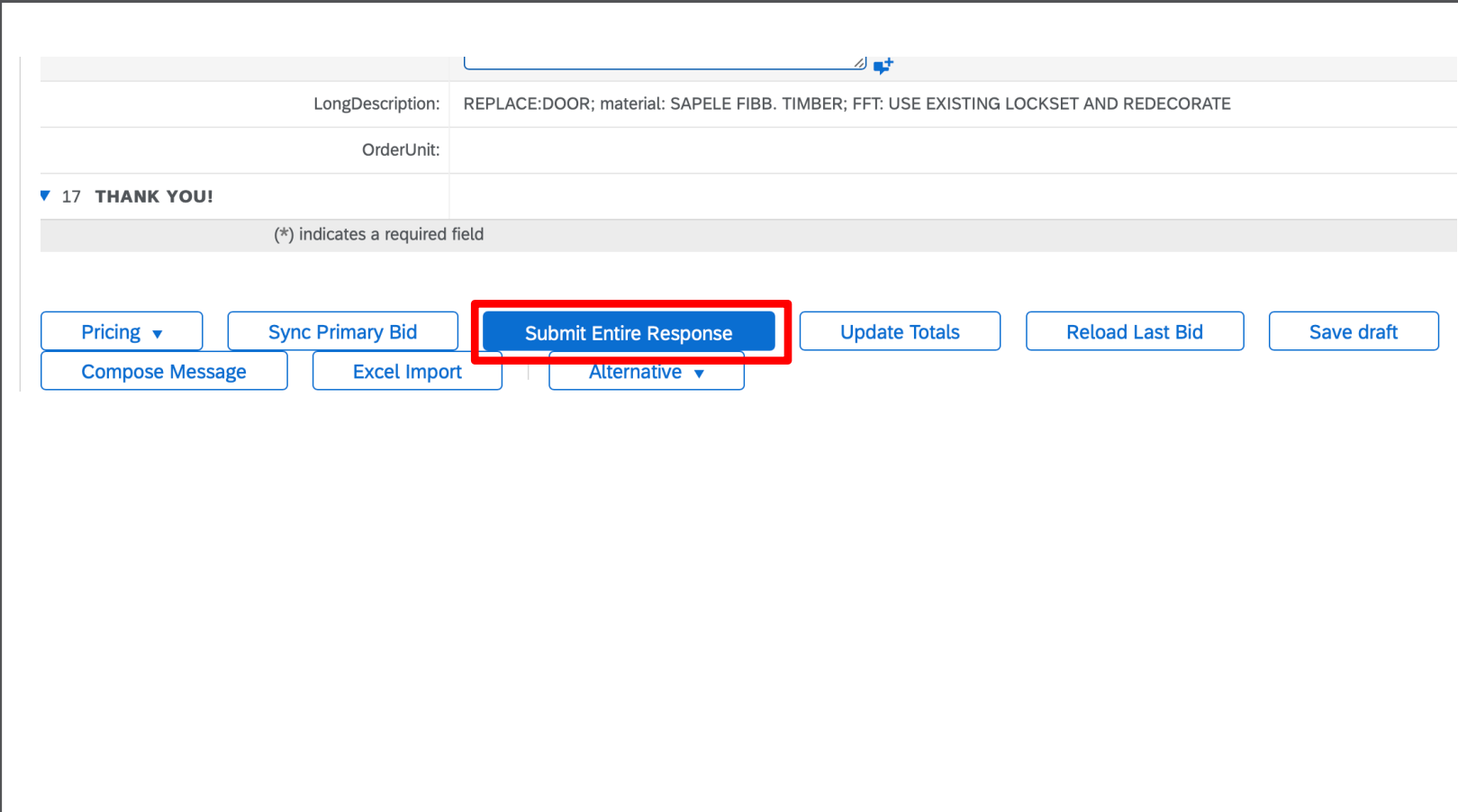
All Content

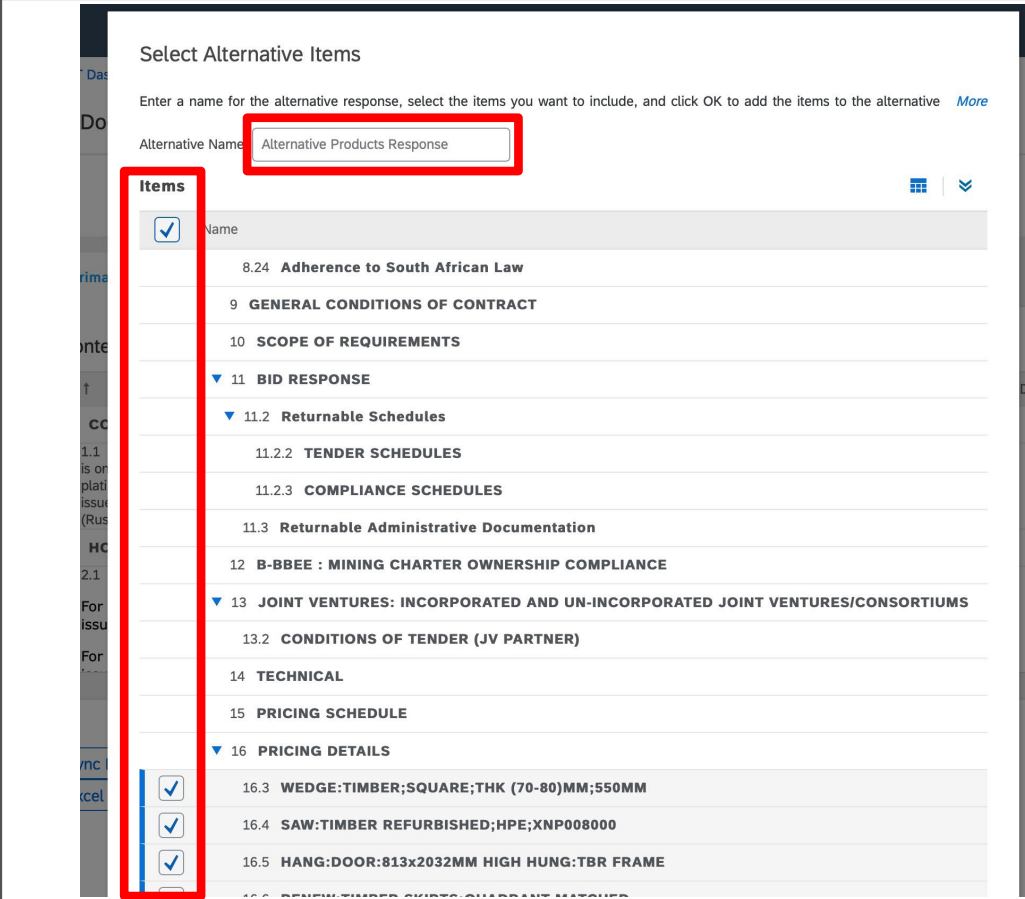| Name ↑	Price	Quantity	Extended Price	VAT Codes	Requested Delivery Date	Supplier Part Id	Lead Time
▼ 1 COMPANY OVERVIEW							
1.1 Impala Platinum Ltd and Marula Platinum (Pty) Ltd ("The Principal") is one of the world's foremost producers of platinum and associated platinum group metals (PGM). This 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

C

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.

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.

HOW TO RESPOND TO RFPs WITH ALTERNATIVE PRICING

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

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"**.

COMMON ISSUE WITH BOQ RFPs

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.

< 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
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

COMMON ISSUE WITH BOQ RFPs

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

Ariba Sourcing

Company Settings ▾   Chris Mbola ▾   Feedback   Help ▾   Messages ≫

ⓘ We're sorry - a system error has occurred.

What You Can Do

Return to the Ariba login page to log in again.

How to Avoid this Error in the Future

If the problem persists, contact your administrator or Ariba Customer Support and reference error number **16273198699447**.

COMMON ISSUE WITH BOQ RFPs

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

COMMON ISSUE WITH BOQ RFPs

6. 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
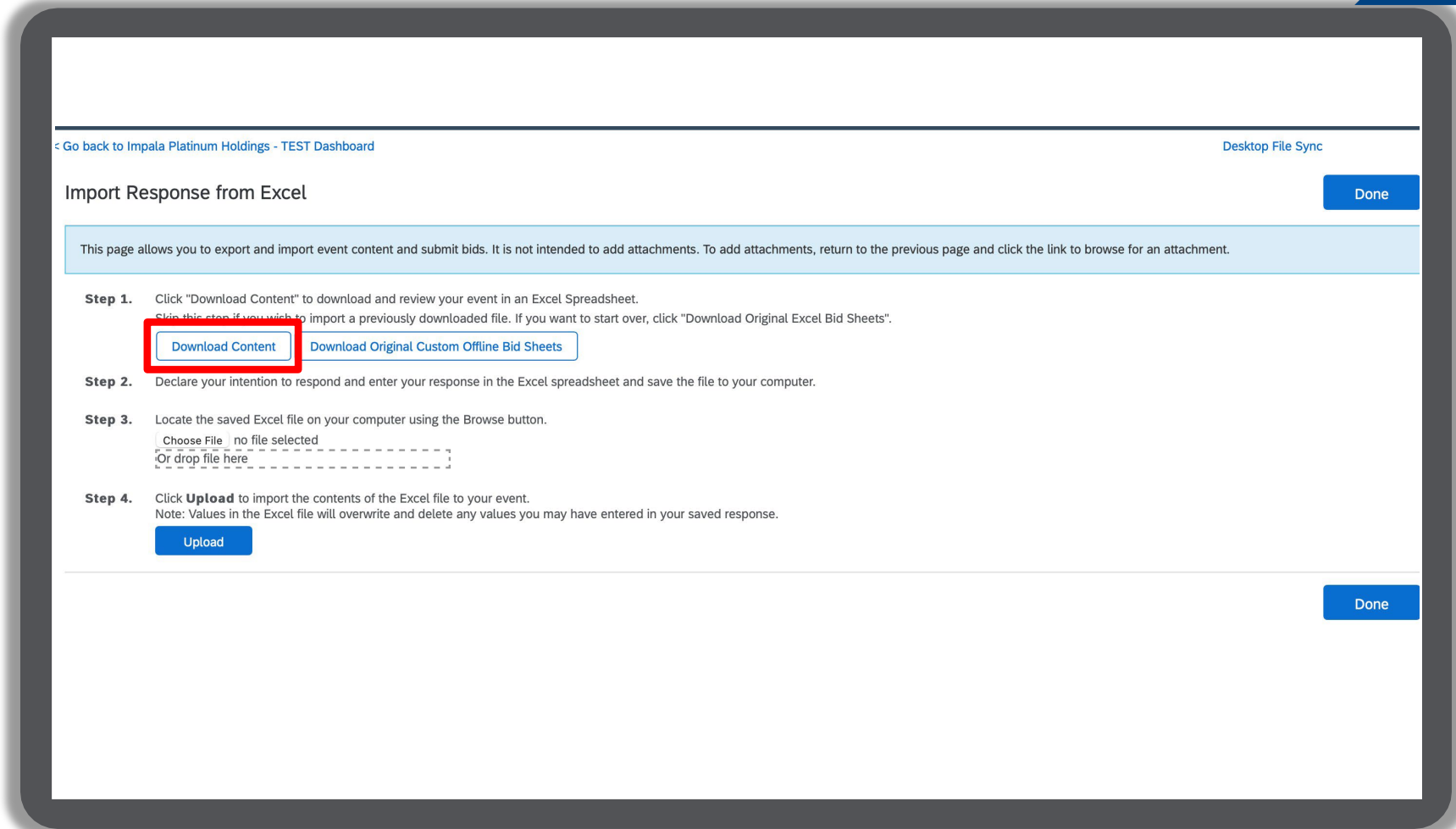
aribasupport@implats.co.za

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.

< Go back to Impala Platinum Holdings - TEST Dashboard

Desktop File Sync

Done

Import Response from Excel

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
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 BOQ RFPs

9. 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.

HOW TO RESPOND TO BOQ RFPs

D

Note:

As you enter your BOQ prices, the *Summary* sheet and the *Pricing Details* sheet update automatically.

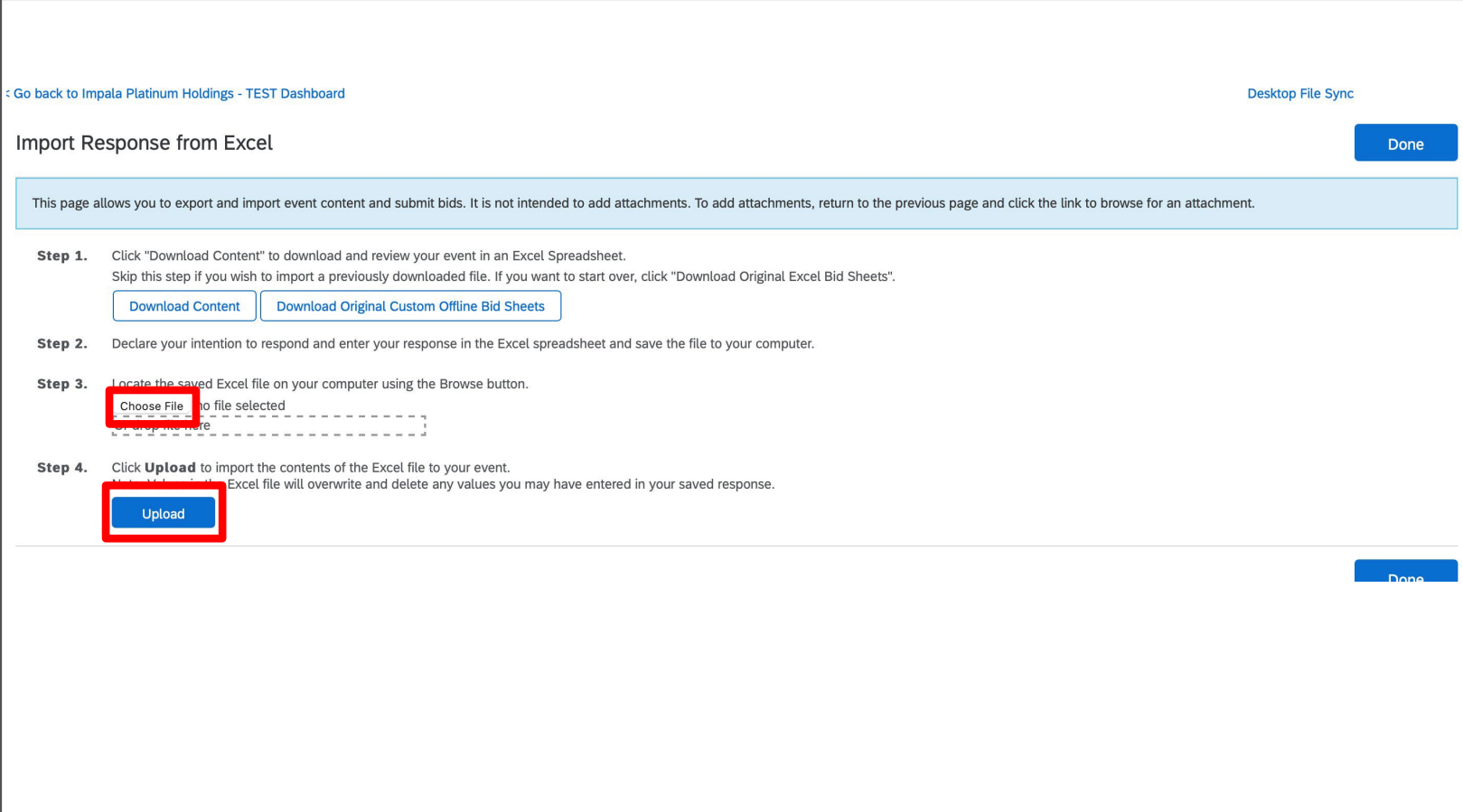Do not update these sheets!

Summary sheet

Pricing Details sheet

HOW TO RESPOND TO BOQ RFPs

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
> 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 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 asterix, 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.

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

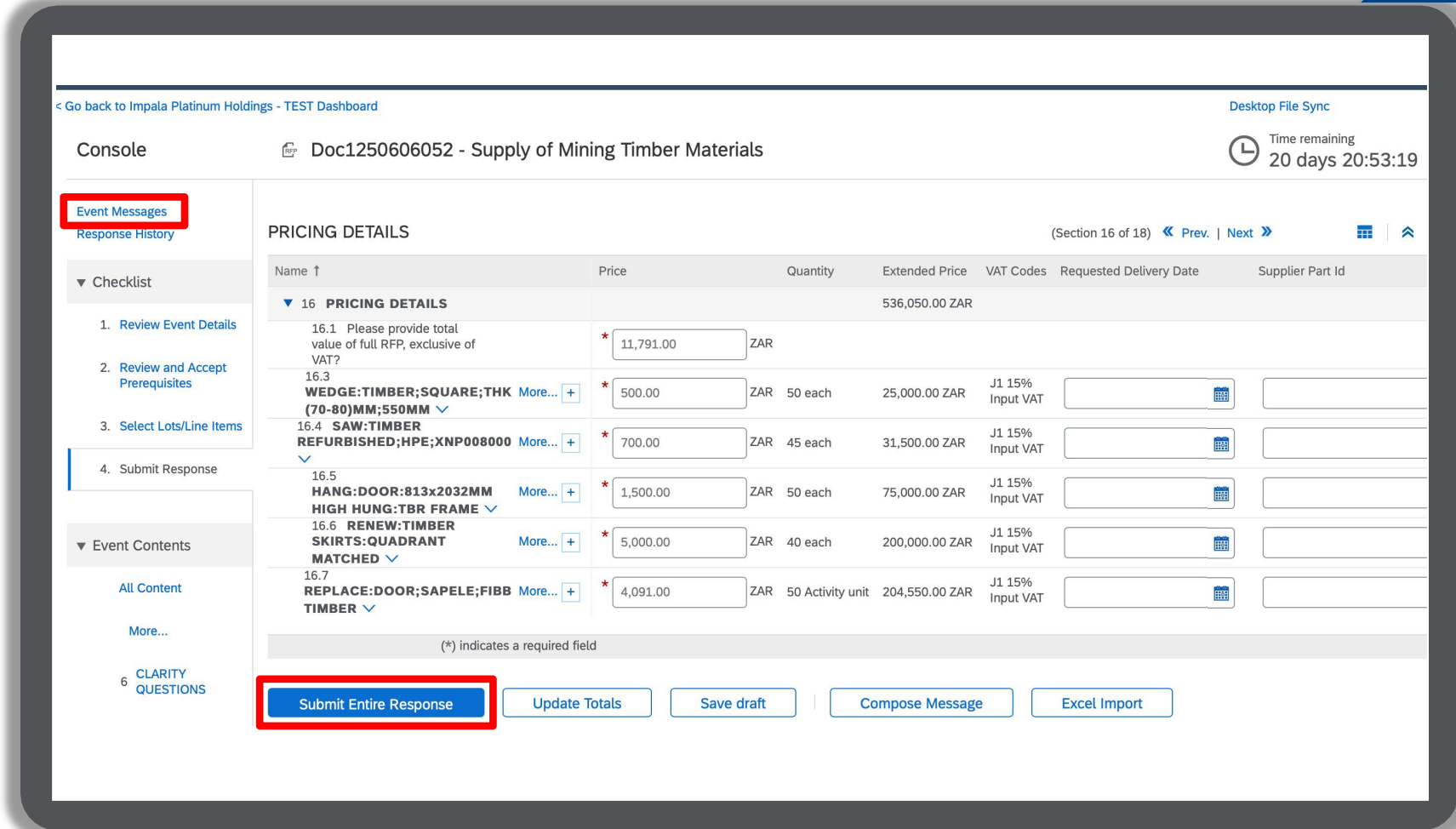**D** HOW TO RESPOND TO IMPLATS BOQ RFPs

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 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
Response History

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		
16.4 SAW:TIMBER REFURBISHED;HPE;XNP008000 ⌄ More... +	* 700.00 ZAR	45 each	31,500.00 ZAR	J1 15% Input VAT		
16.5 HANG:DOOR:813x2032MM HIGH HUNG:TBR FRAME ⌄ More... +	* 1,500.00 ZAR	50 each	75,000.00 ZAR	J1 15% Input VAT		
16.6 RENEW:TIMBER SKIRTS:QUADRANT MATCHED ⌄ More... +	* 5,000.00 ZAR	40 each	200,000.00 ZAR	J1 15% Input VAT		
16.7 REPLACE:DOOR;SAPELE;FIBB TIMBER ⌄ More... +	* 4,091.00 ZAR	50 Activity unit	204,550.00 ZAR	J1 15% Input VAT		

▼ 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

(*) indicates a required field

Submit Entire Response | Update Totals | Save draft | Compose Message | Excel Import
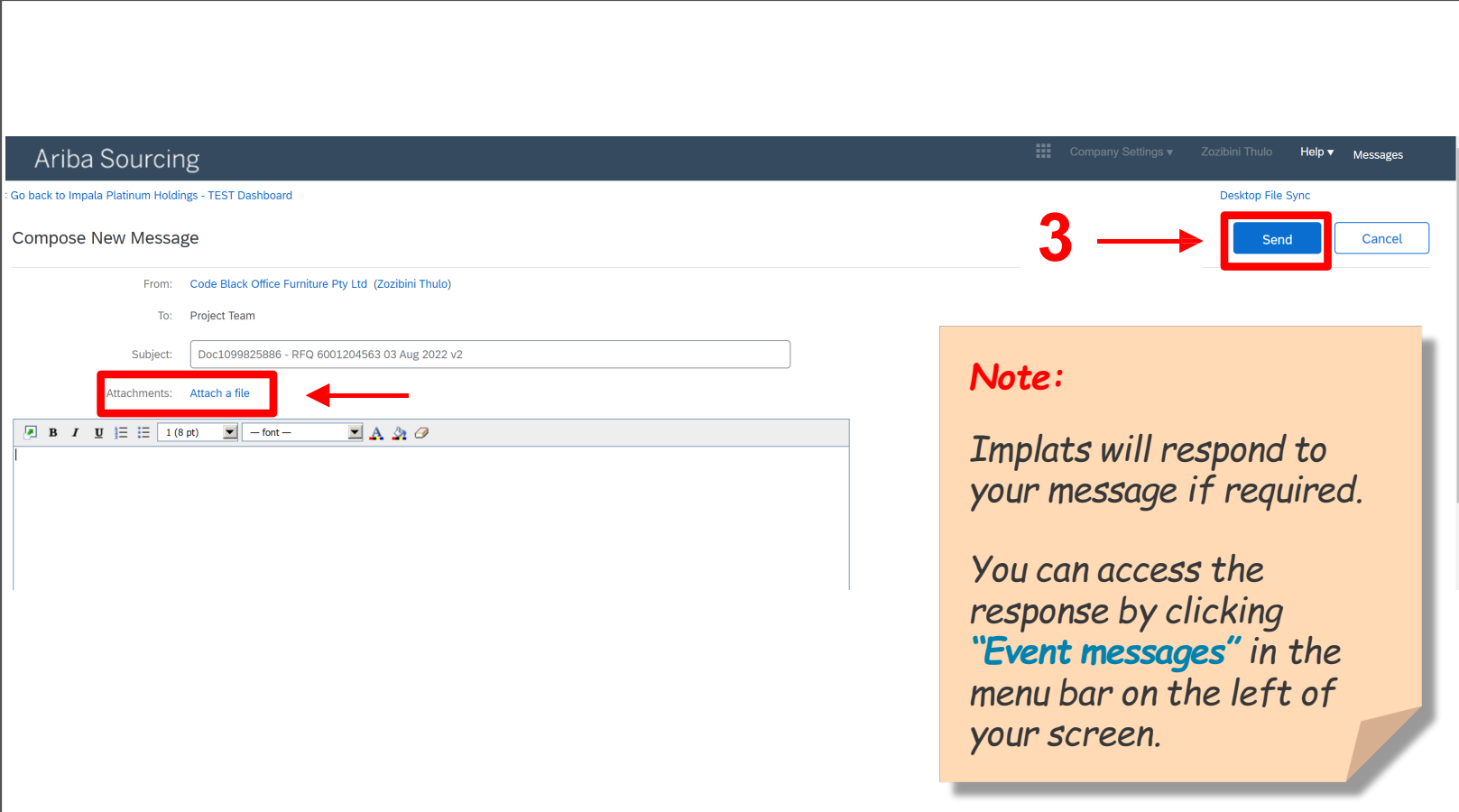
HOW TO COMPOSE A MESSAGE TO THE IMPLATS BUYER

E

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.

Ariba Sourcing

: Go back to Impala Platinum Holdings - TEST Dashboard

Company Settings ▾   Zozibini Thulo   Help ▾   Messages

Desktop File Sync

Compose New Message

3 → Send   Cancel

From: Code Black Office Furniture Pty Ltd (Zozibini Thulo)

To: Project Team

Subject: Doc1099825886 - RFQ 6001204563 03 Aug 2022 v2

Attachments: Attach a file

B I U ≣ ≣ 1 (8 pt) — font — A 🖉 ⌀

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

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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

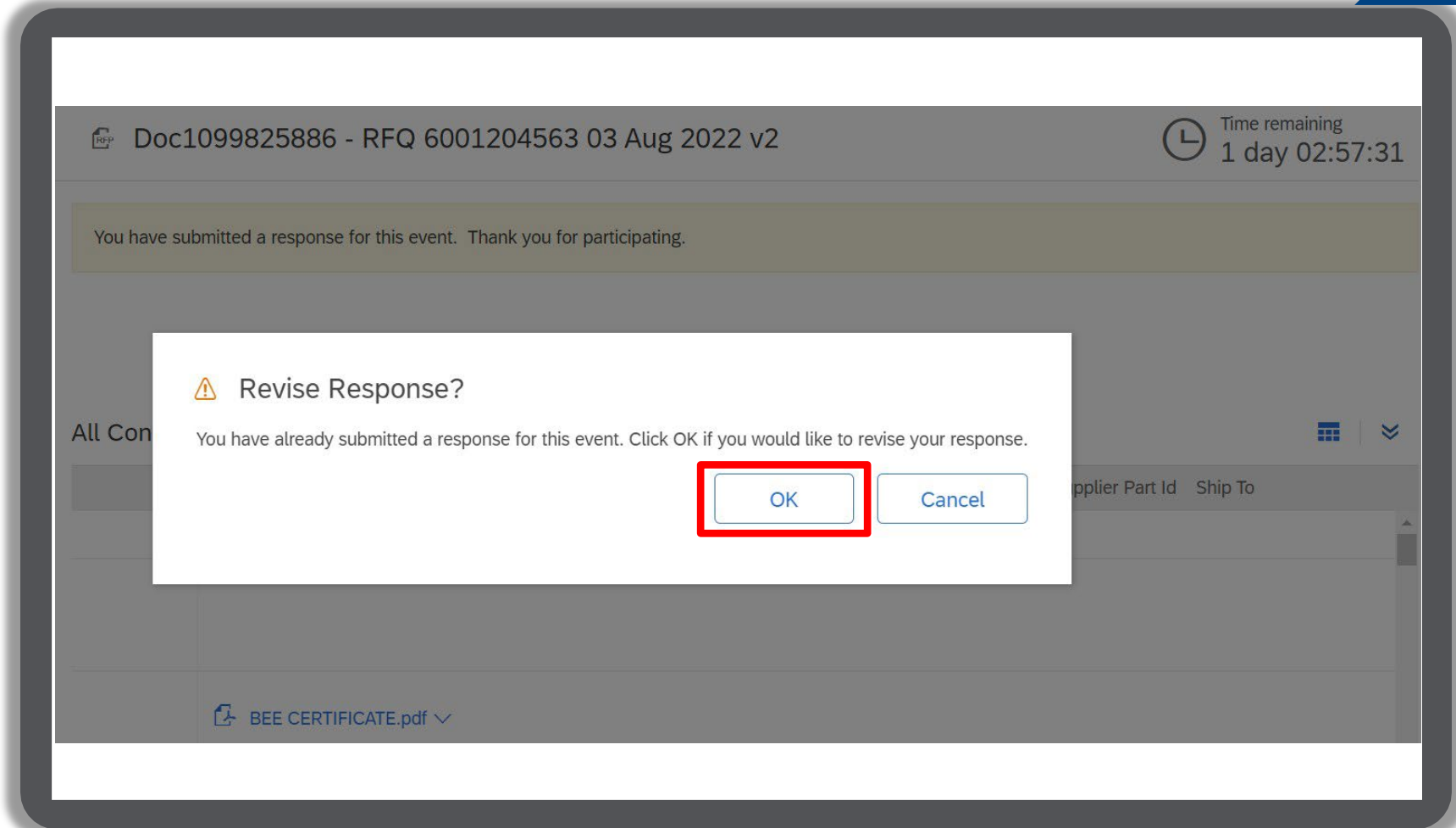You have submitted a response for this event. Thank you for participating.

Revise Response

HOW TO REVISE A SUBMITTED RFP RESPONSE

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...	+	* 80,000.00	ZAR	80,000.00 ZAR		1 each	
2.8.3 **TRAVELLING** ⌄	More...	+	* 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

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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

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

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.

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 RFP 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

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. ← **A**

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

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.

3

GETTING HELP

IMPLATS
SAP ARIBA – SUPPLIER USER GUIDE

OVERVIEW

A   IMPLATS SAP ARIBA SUPPLIER SUPPORT

B   CONTACTING SAP ARIBA DIRECTLY – WITH USER CREDENTIALS

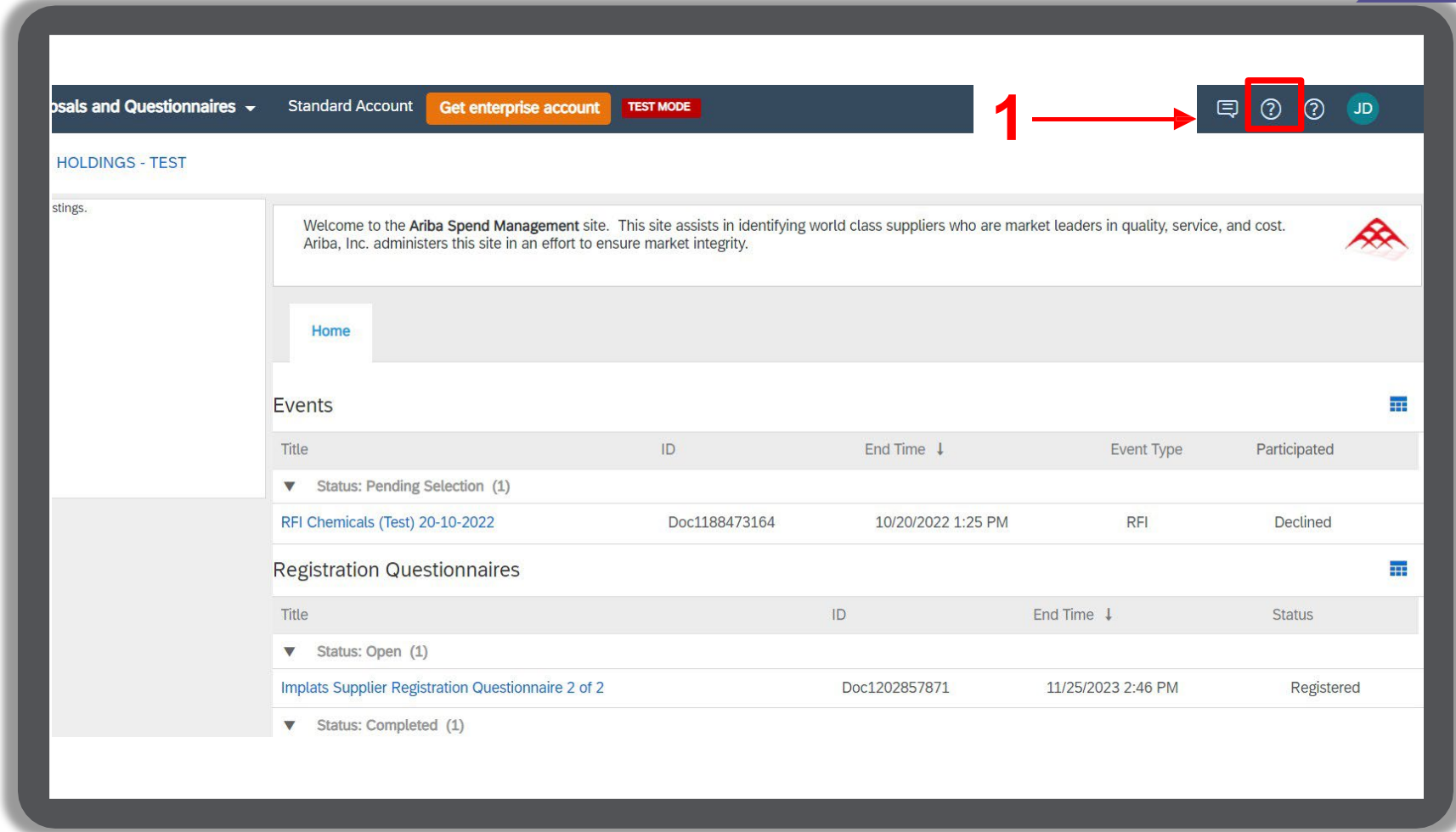**C**   CONTACTING SAP ARIBA DIRECTLY – WITH NO USER CREDENTIALS

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.

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

OVERVIEW

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"**.
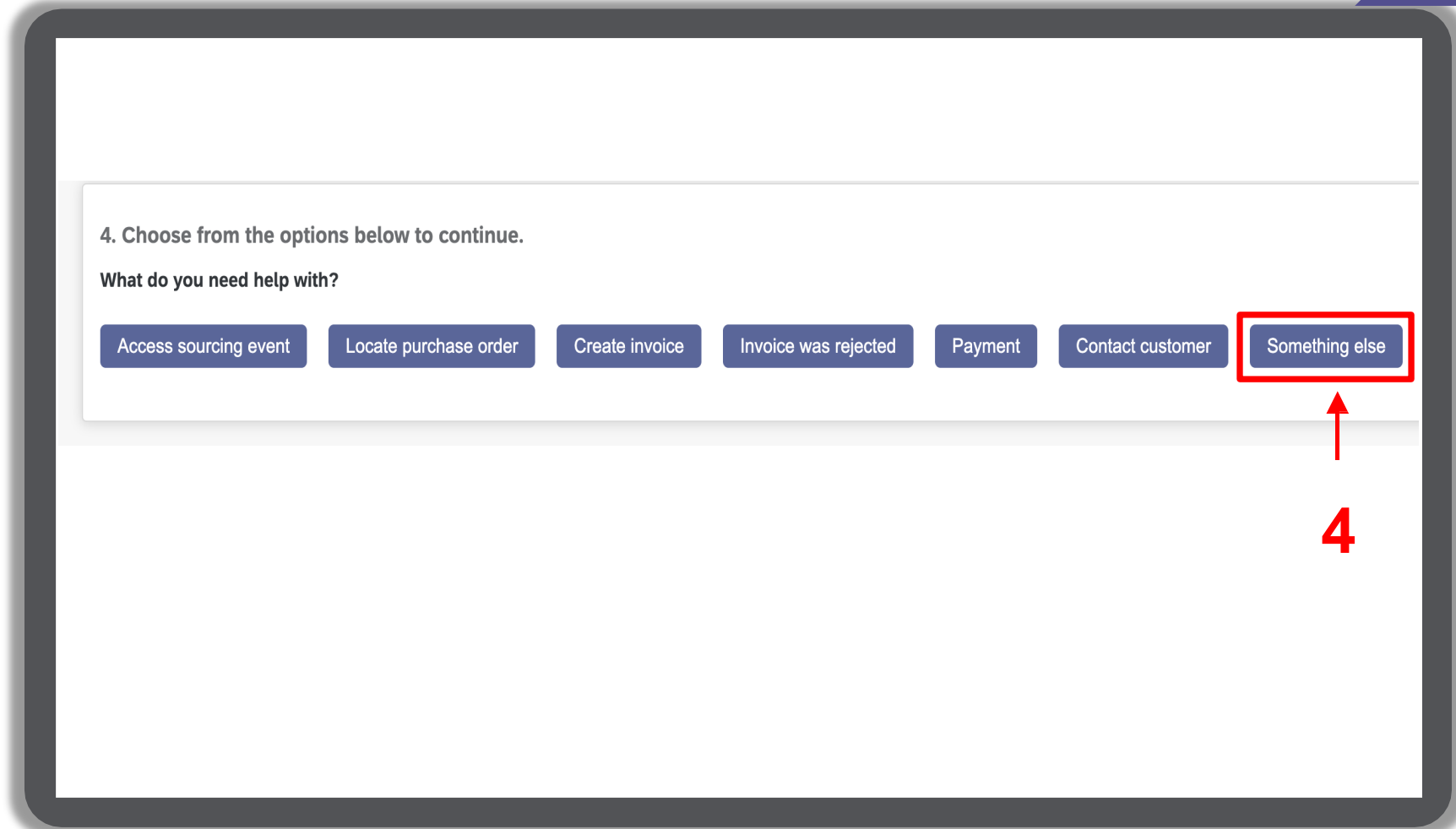
CONTACTING SAP ARIBA SUPPORT DIRECTLY (ALREADY LOGGED IN)

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

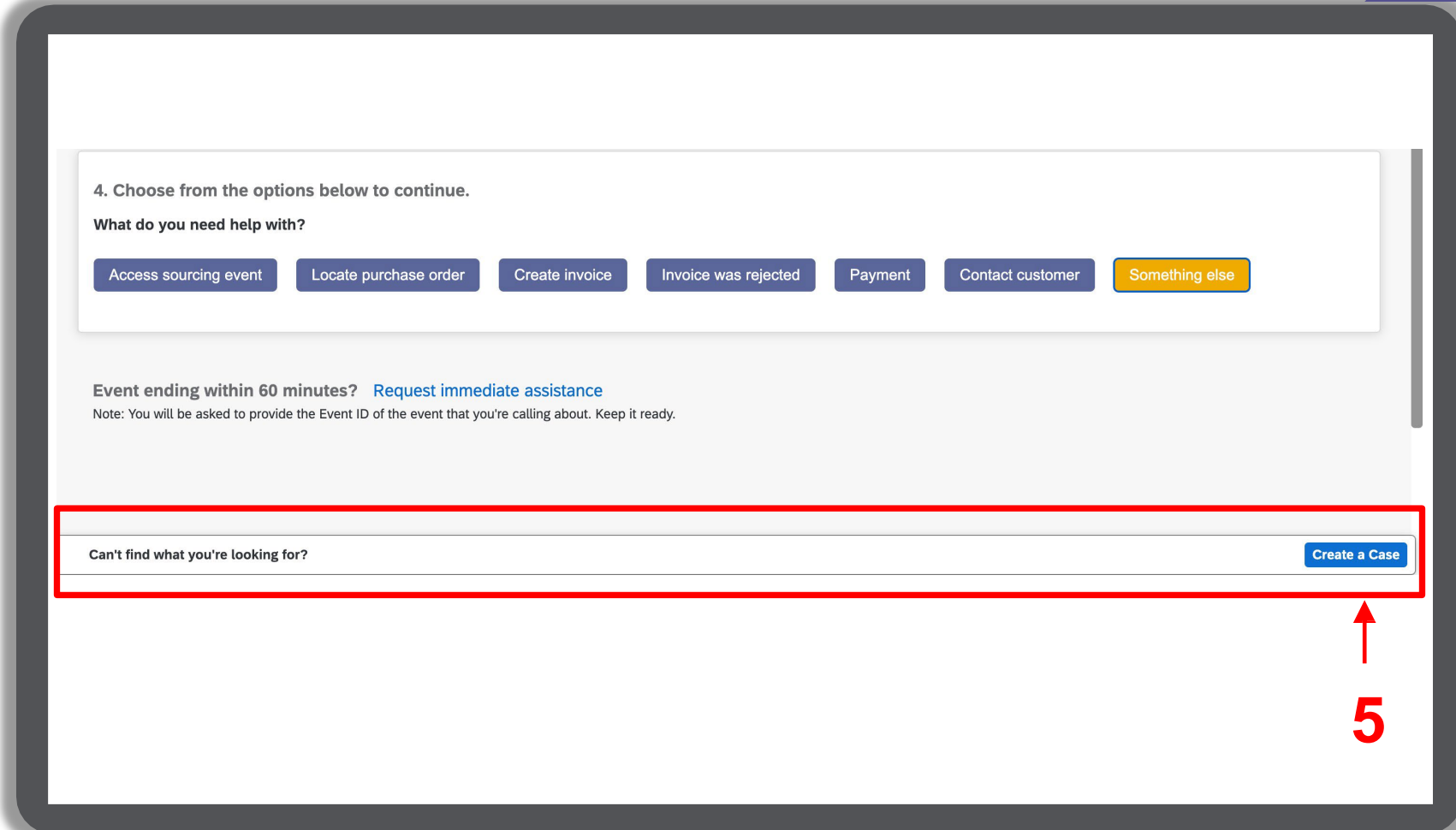**4. Choose from the options below to continue.**

What do you need help with?

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

4

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 |

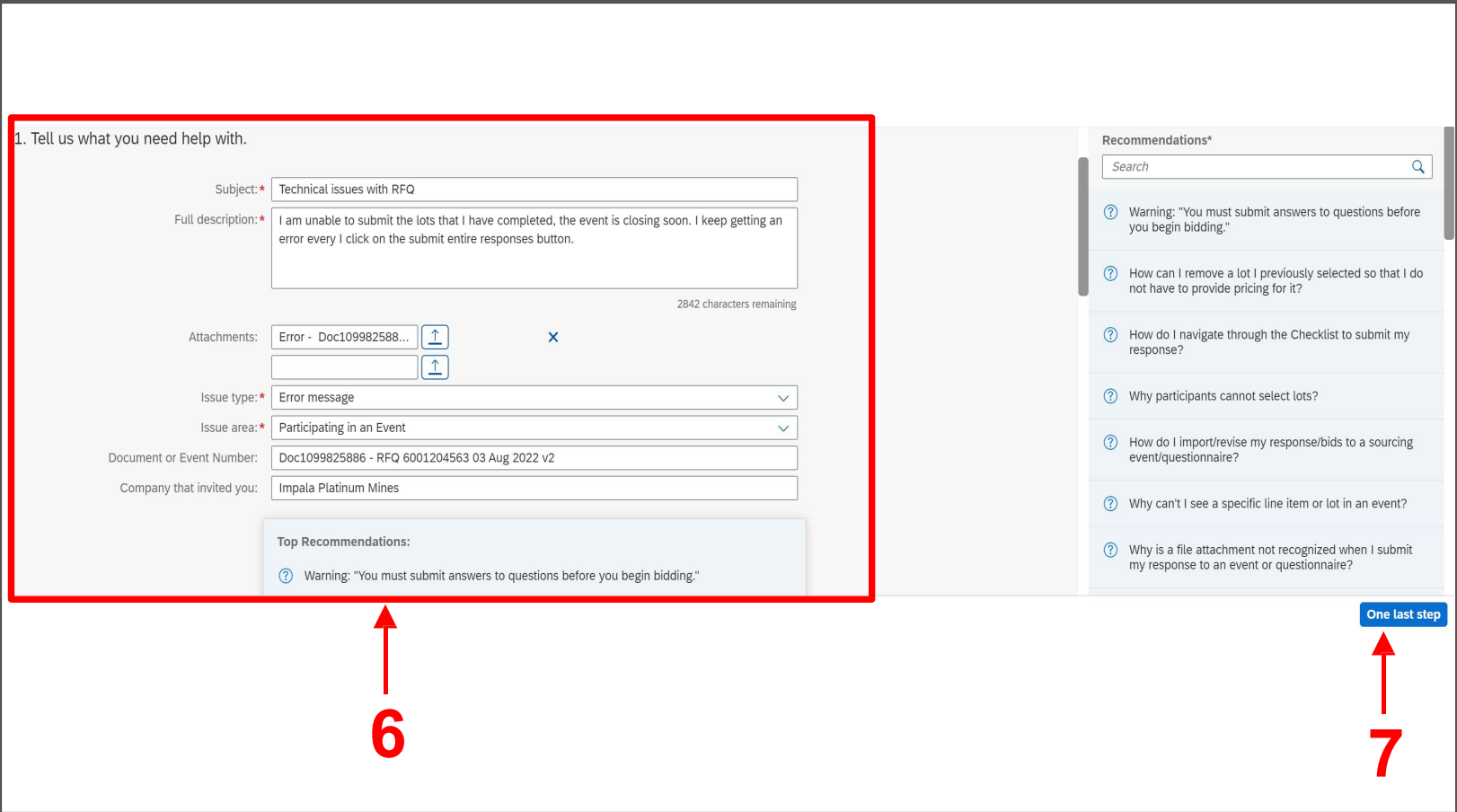**Event ending within 60 minutes?**   Request immediate assistance
Note: You will be asked to provide the Event ID of the event that you're calling about. Keep it ready.

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"**.

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:*	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

8 →

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)

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 → Back **Submit** Cancel

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.

Confirmation

Are you sure you want to submit your case?

OK   Cancel

11

CONTACTING SAP ARIBA SUPPORT DIRECTLY (ALREADY LOGGED IN)

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

OVERVIEW

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)

C

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)

C

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

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

IMPLATS
SAP ARIBA – SUPPLIER USER GUIDE

OVERVIEW

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

A
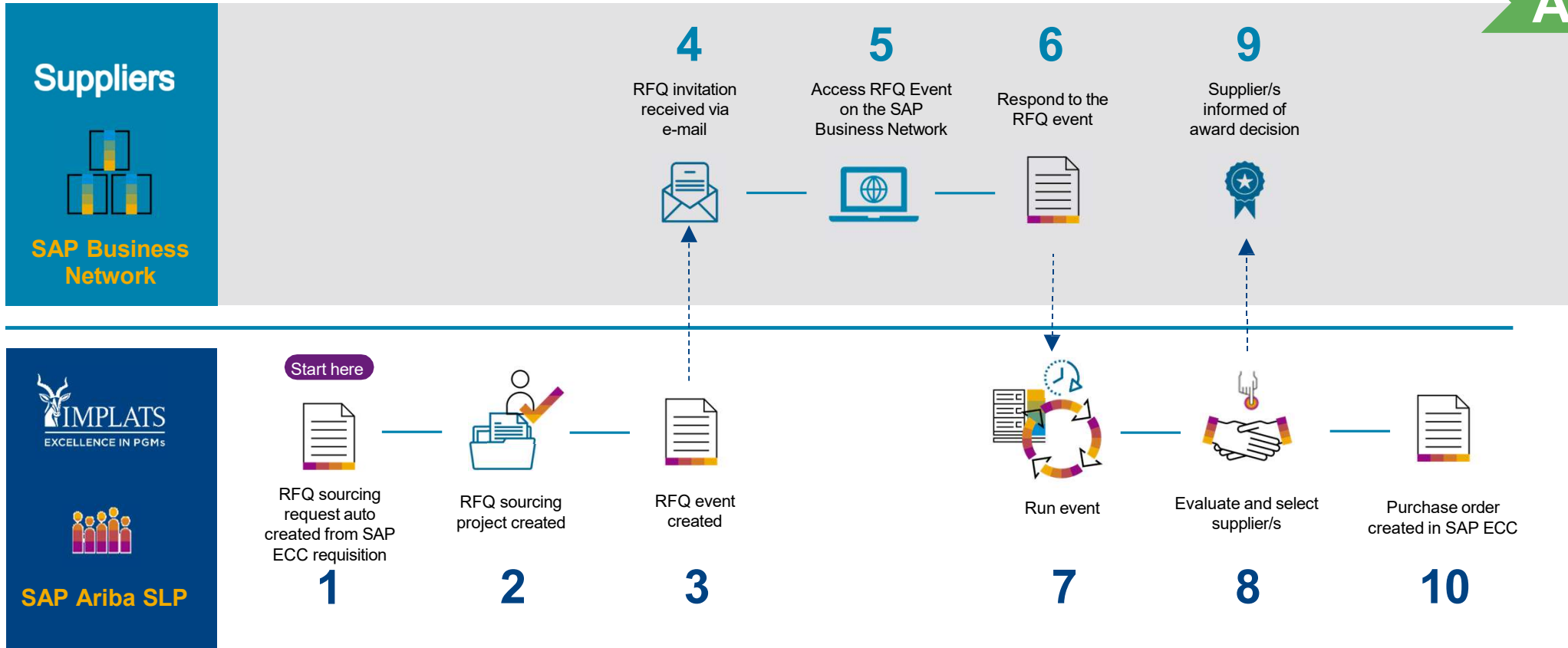
Suppliers

SAP Business Network

4 — RFQ invitation received via e-mail

5 — Access RFQ Event on the SAP Business Network

6 — Respond to the RFQ event

9 — Supplier/s informed of award decision

SAP Ariba SLP

Start here

1 — RFQ sourcing request auto created from SAP ECC requisition

2 — RFQ sourcing project created

3 — RFQ event created

7 — Run event

8 — Evaluate and select supplier/s

10 — Purchase order created in SAP ECC

OVERVIEW

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

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

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

HOW TO RESPOND TO RFQs

B
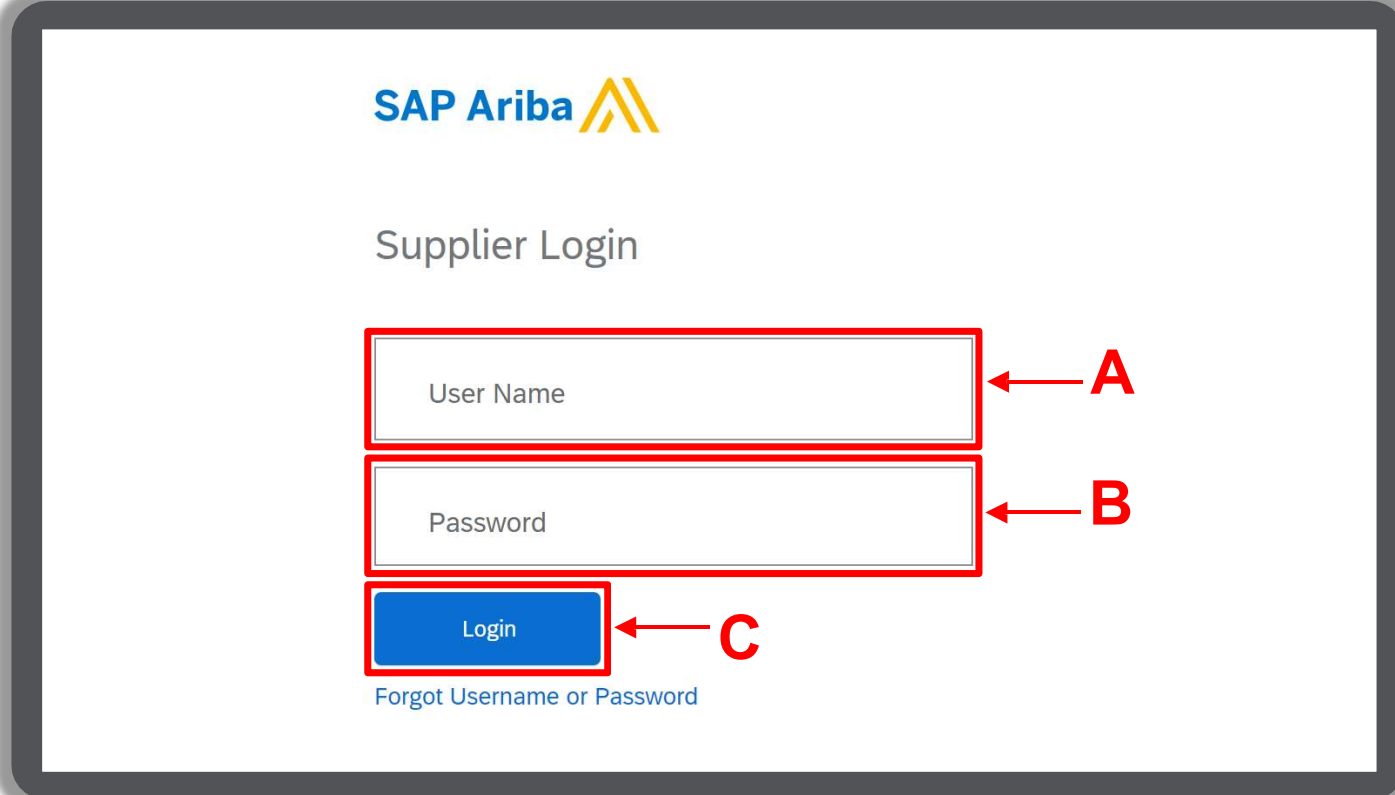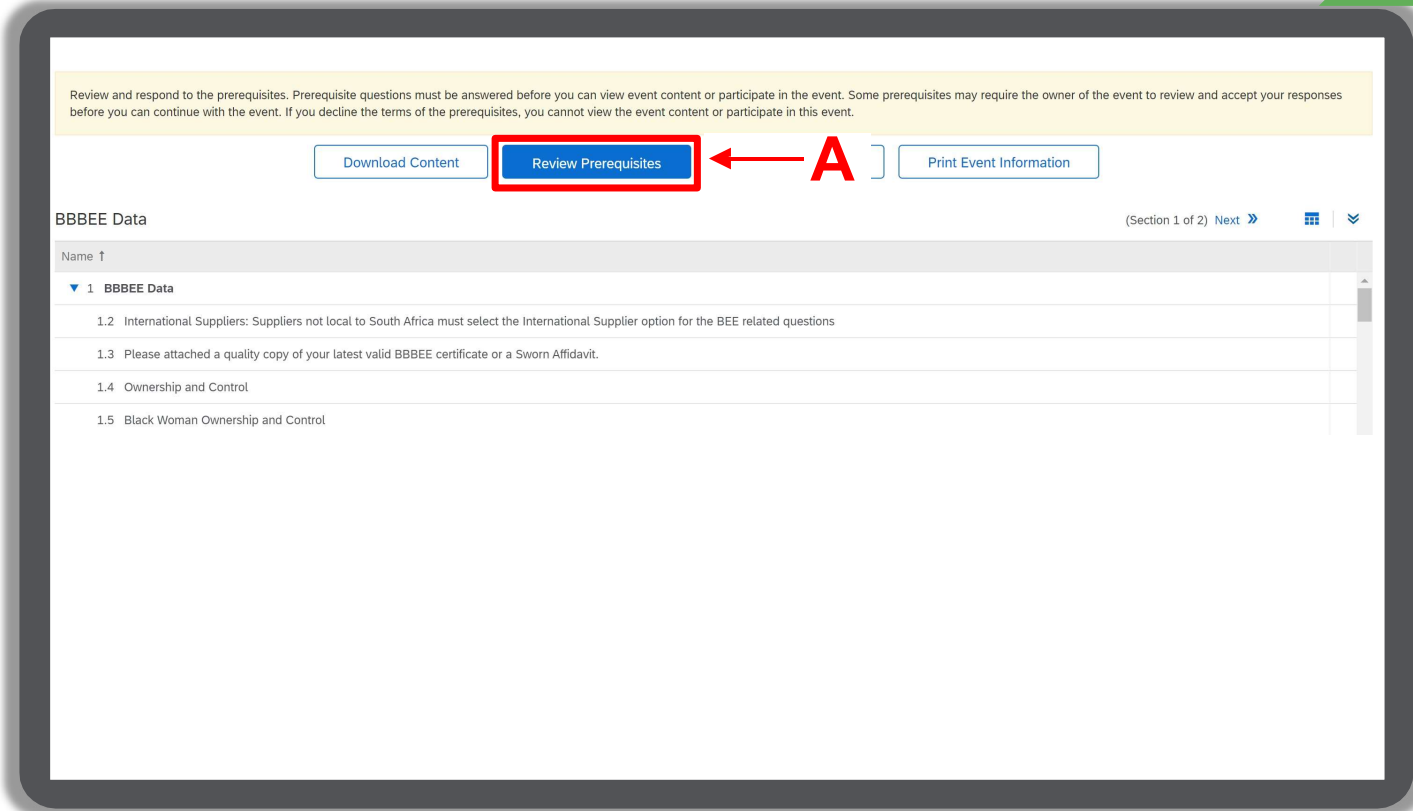
3. Once logged in you are taken straight into the RFQ Event.

   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 | **A** | 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

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 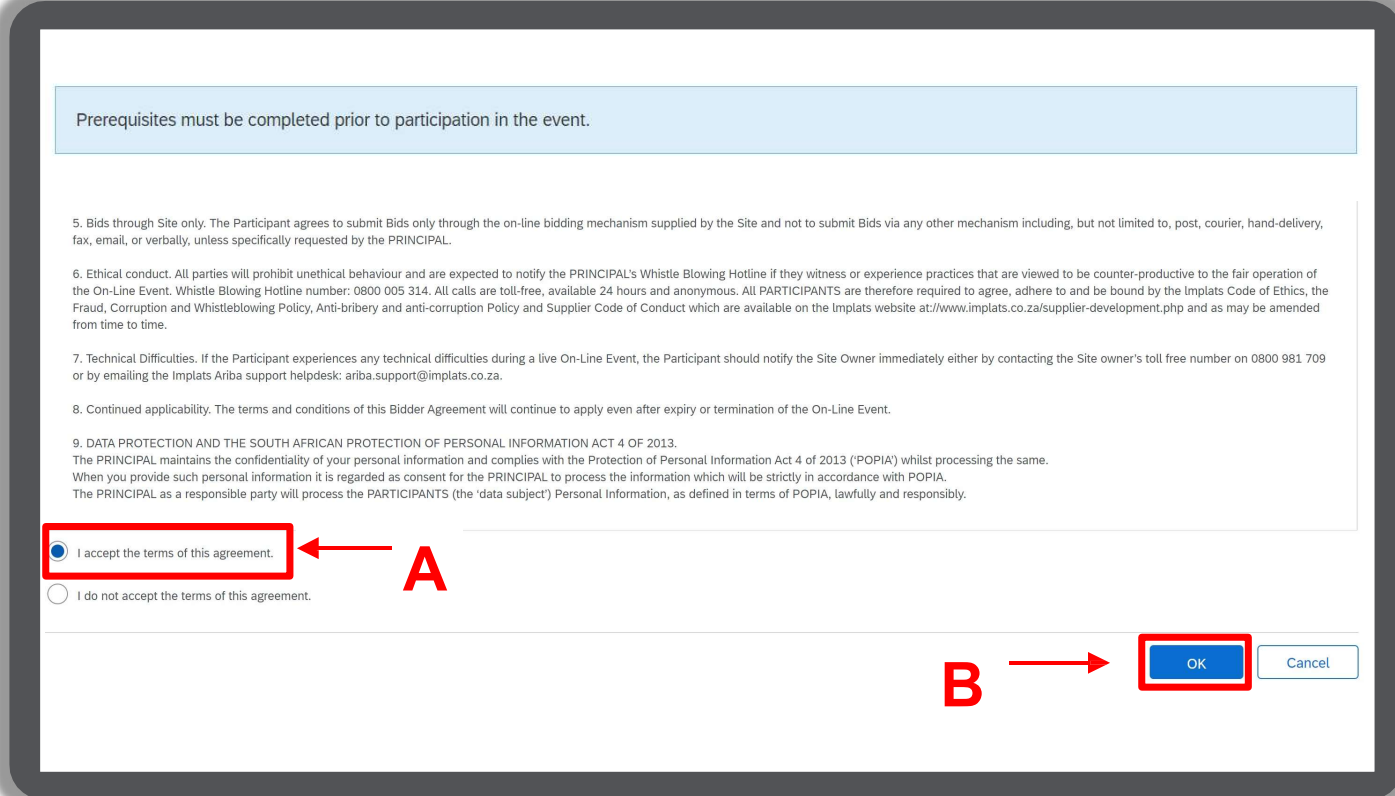operation of the On-Line Event. Whistle Blowing Hotline number: 0800 005 314. All calls are toll-free, available 24 hours and anonymous. All PARTICIPANTS are therefore required to agree, adhere to and be bound by the Implats Code of Ethics, the Fraud, Corruption and Whistleblowing Policy, Anti-bribery 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 → [OK] [Cancel]

HOW TO RESPOND TO RFQs

B

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 → OK   Cancel

✓ Submit this agreement?

Click OK to submit.

OK   Cancel

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

	Name	Reason for not bidding
☑	2.7 **Coal Samples Analysis**	
	Coal Samples Analysis	
☑	▼ 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	

A

B
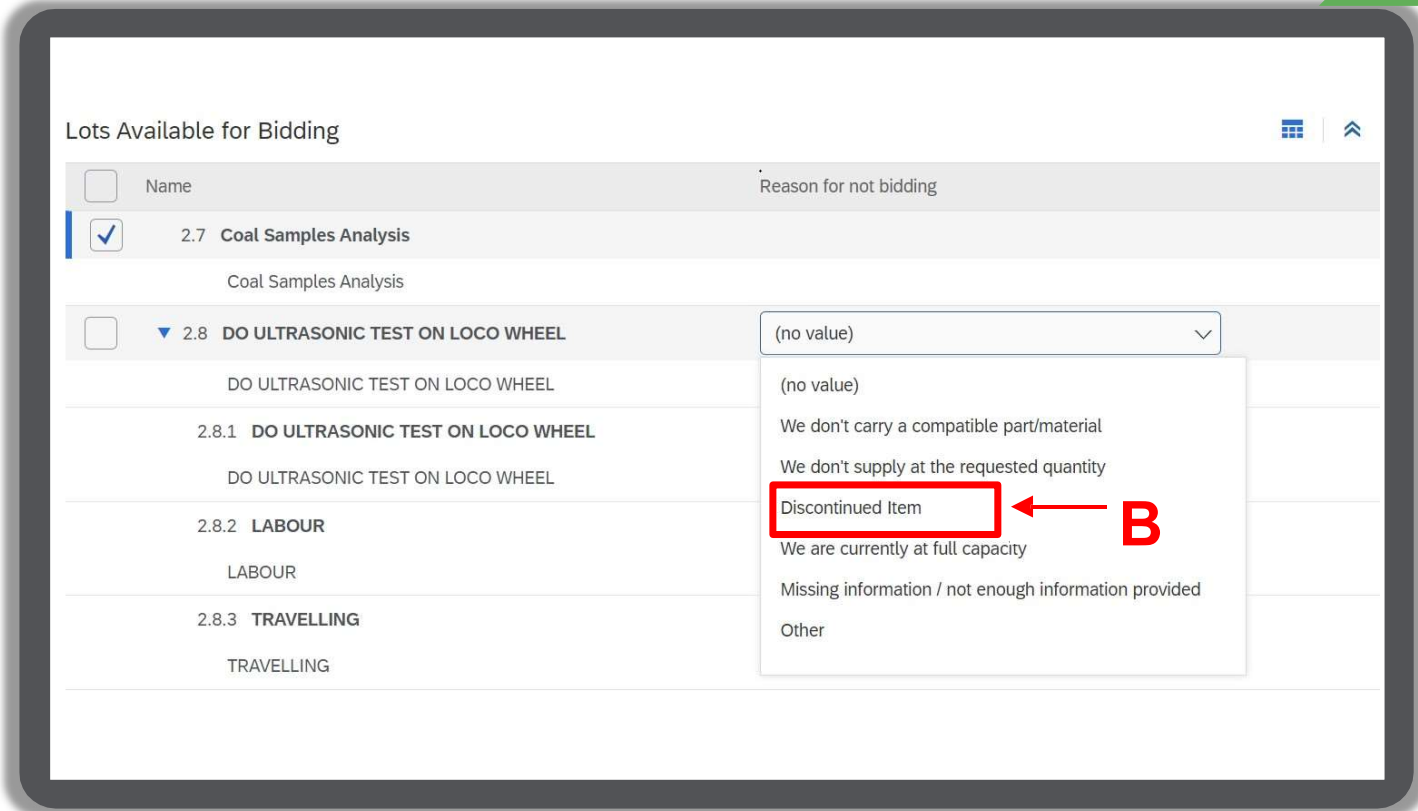
6. Selecting bidding lots

    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
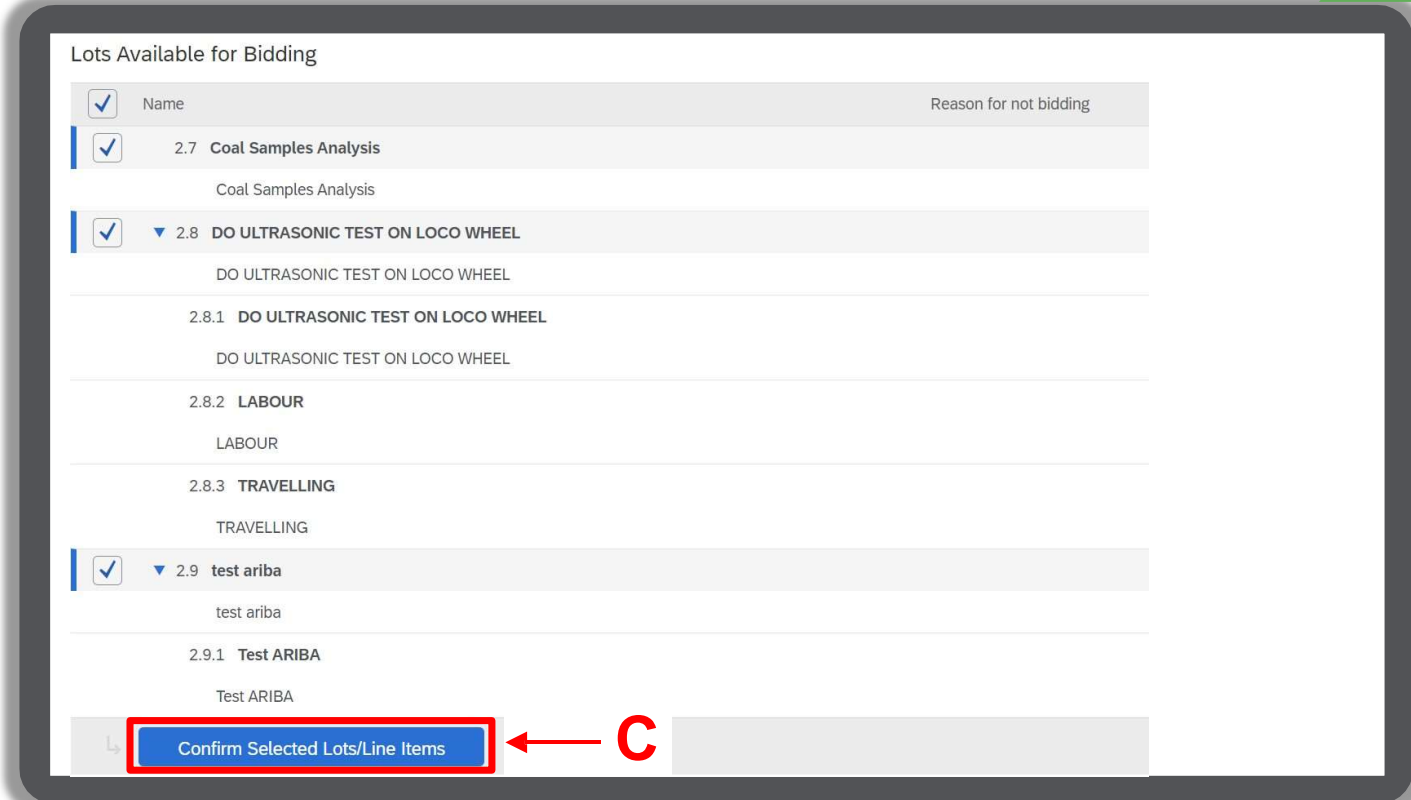
	Name	Reason for not bidding
✓	2.7 **Coal Samples Analysis**	
	Coal Samples Analysis	
☐	▼ 2.8 **DO ULTRASONIC TEST ON LOCO WHEEL**	(no value)
	DO ULTRASONIC TEST ON LOCO WHEEL	
	2.8.1 **DO ULTRASONIC TEST ON LOCO WHEEL**	
	DO ULTRASONIC TEST ON LOCO WHEEL	
	2.8.2 **LABOUR**	
	LABOUR	
	2.8.3 **TRAVELLING**	
	TRAVELLING	

Dropdown options:
- (no value)
- 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
- 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"**.

IMPLATS
EXCELLENCE IN PGMs

B
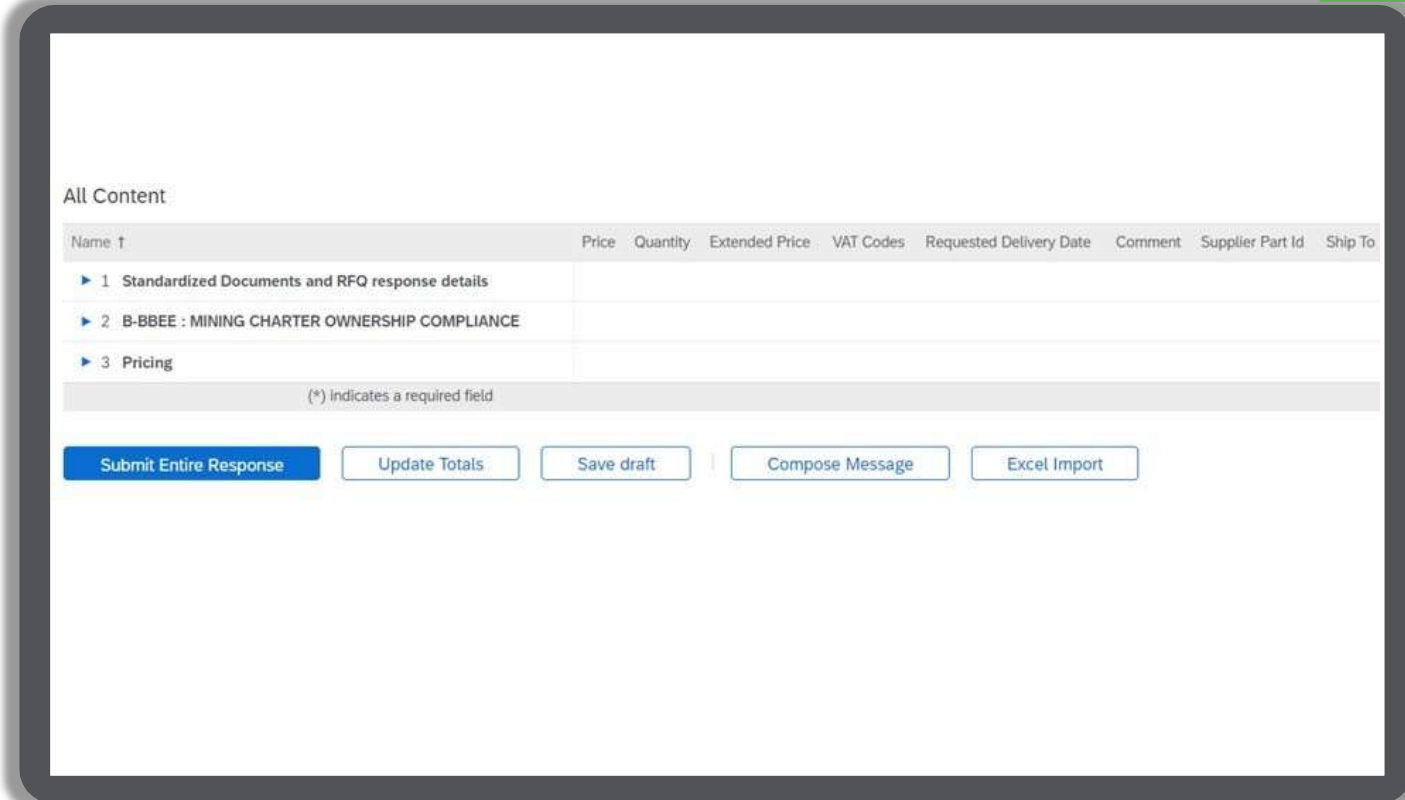
6. Selecting bidding lots

    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.

All Content

Name ↑	Price	Extended Price	VAT Codes	Quantity	Re
▼ 1 BBBEE Data					

1.2 International Suppliers Suppliers not local to South Africa must select the International Supplier option for the BEE related question

1.3 Please attached a quality copy of your latest valid BBBEE certificate or a Sworn Affidavit.

⚠ **Attention**

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

OK ← **D**

1.4 Ownership and Control   * Unspecified

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**.

Name ↑		
▼ 1 **Standardized Documents and RFQ response details**		
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?	*	Unspecified ⌄
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 ∨ Update file Delete file							
1.4 Ownership and Control	* ≥51% HDP (Historically Disadvantaged People) Owned & Controlled ∨							
1.5 Black Woman Ownership and Control	* ≥51% Black Women Owned & Controlled ∨							
1.6 Black Youth Ownership and Control (18 - 35 years)	* <51% Black Youth Owned & Controlled ∨							
1.7 Overall Transformation through BBBEE Recognition Level	* 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
	The List of choices below refer to Option 1 and 2. Details of the areas covered by the two options are:								
	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	≤25% Shareholding by Mine Community members ⌄							
	Option 2 Mabitse, Maile Extension, Maile Kopman, Mamerotse, Marakana, Mfidikoe, Mogajane, Mosenthal, Photsaneng, Tantanana, Thekwane, Tlapa or Tlaseng								

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, Boshoek, 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

B

10. Complete the **Pricing** section.

   A. You will need to enter the **Unit Cost** for each line 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?	* [ ] ZAR			
2.7 **Coal Samples Analysis** ∨ Less... −	* [ ] ZAR		J1 15% Input VAT	2 Hour
Coal Samples Analysis				
▼ 2.8 **DO ULTRASONIC TEST ON LOCO WHEEL** ∨ Less... −				1 Activity unit

HOW TO RESPOND TO RFQs
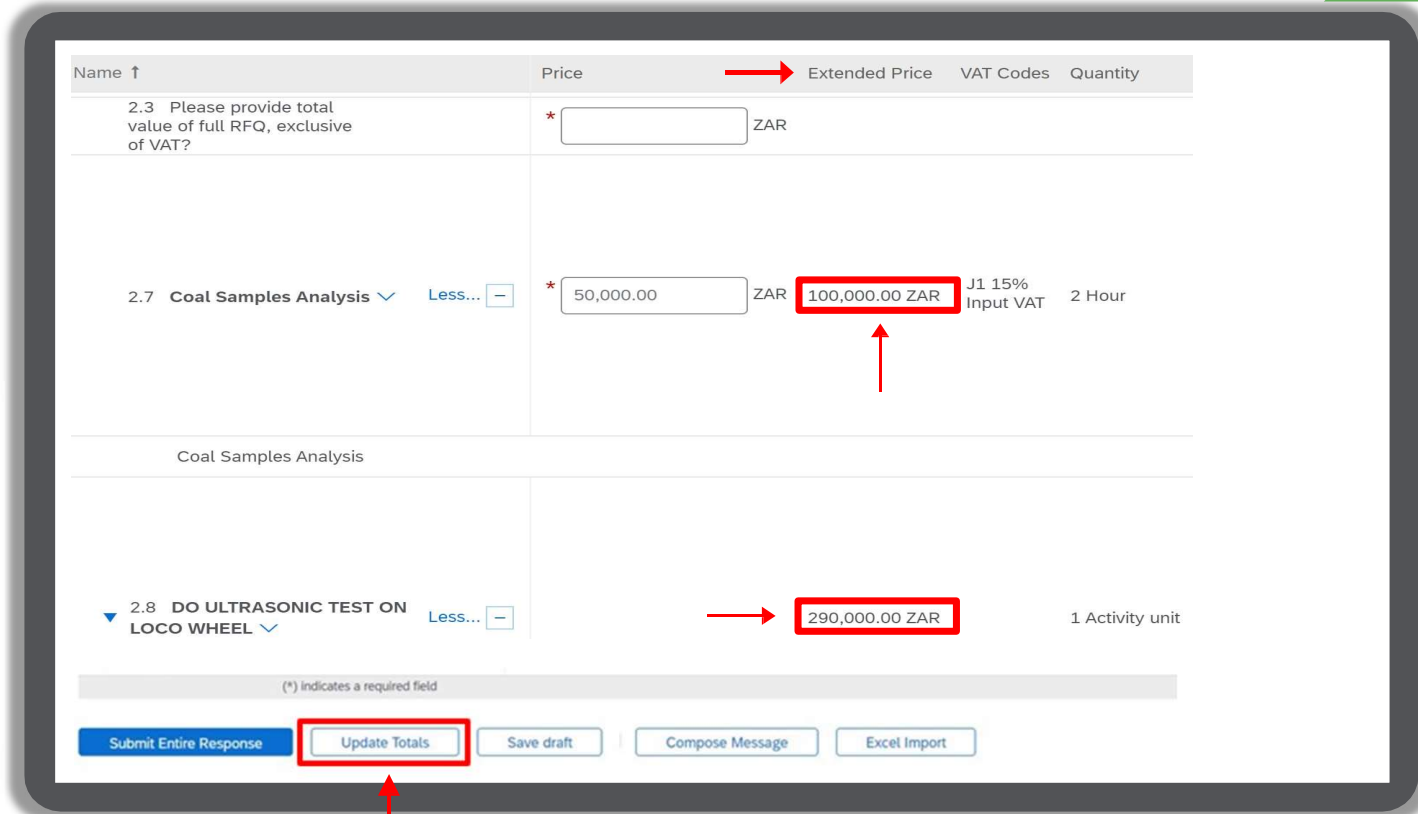

B

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?	* [ ] ZAR			
2.7 **Coal Samples Analysis** ∨ Less... −	* [50,000.00] ZAR ←		J1 15% Input VAT	2 Hour
Coal Samples Analysis				
▼ 2.8 **DO ULTRASONIC TEST ON LOCO WHEEL** ∨ Less... −				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?		* [ ] ZAR			
2.7 **Coal Samples Analysis** ∨	Less... [−]	* [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** ∨	Less... [−]		290,000.00 ZAR		1 Activity unit

(*) indicates a required field

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

HOW TO RESPOND TO RFQs

10. Complete the **Pricing** section.
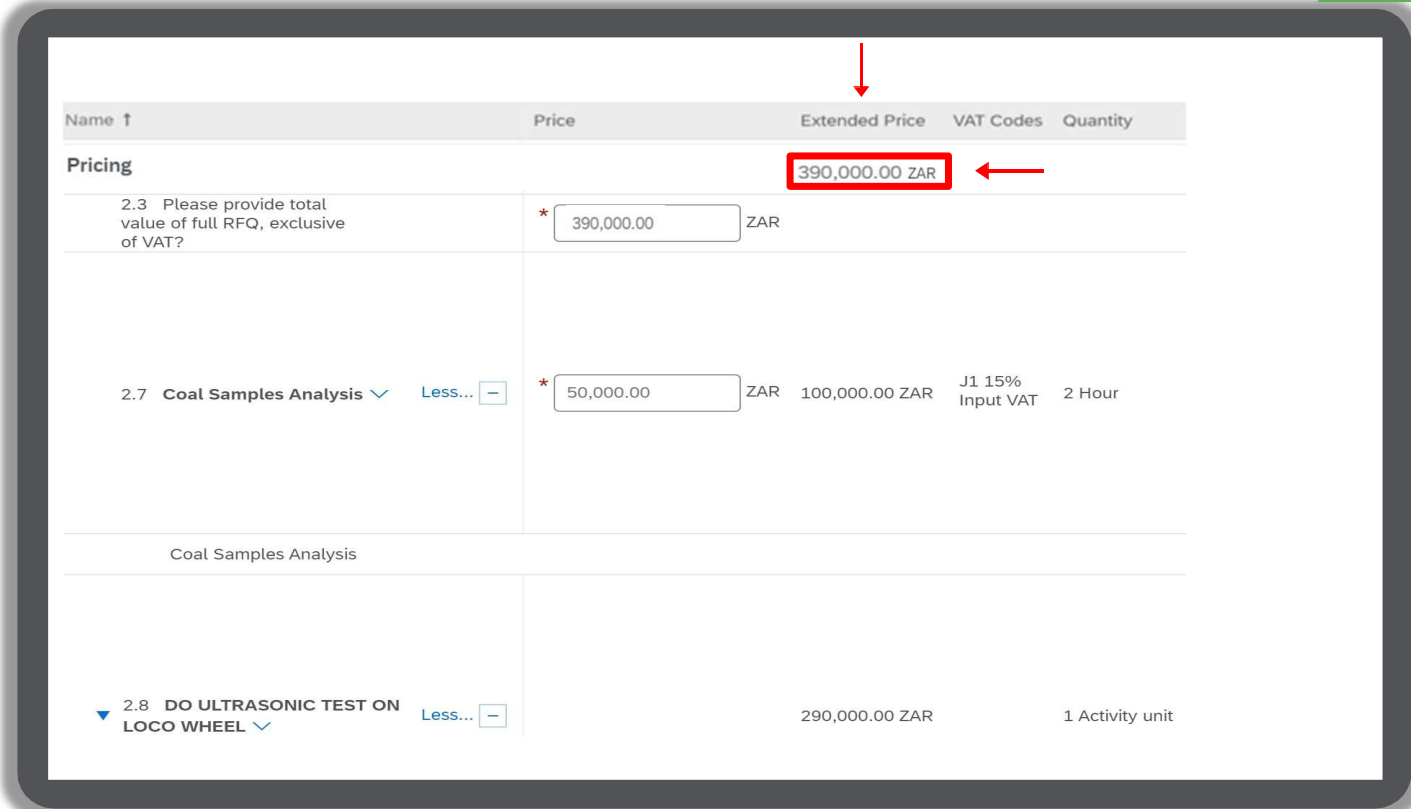
   D. You will also notice that the **Total Value** of the RFQ is also calculated by the system. Copy and paste the price into the textbox that asks for the **Total Value** of the full **RFQ**

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
Pricing				390,000.00 ZAR		
2.3 Please provide total value of full RFQ, exclusive of VAT?			* 390,000.00 ZAR			
2.7 **Coal Samples Analysis** ⌄	Less...	−	* 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** ⌄	Less...	−		290,000.00 ZAR		1 Activity unit
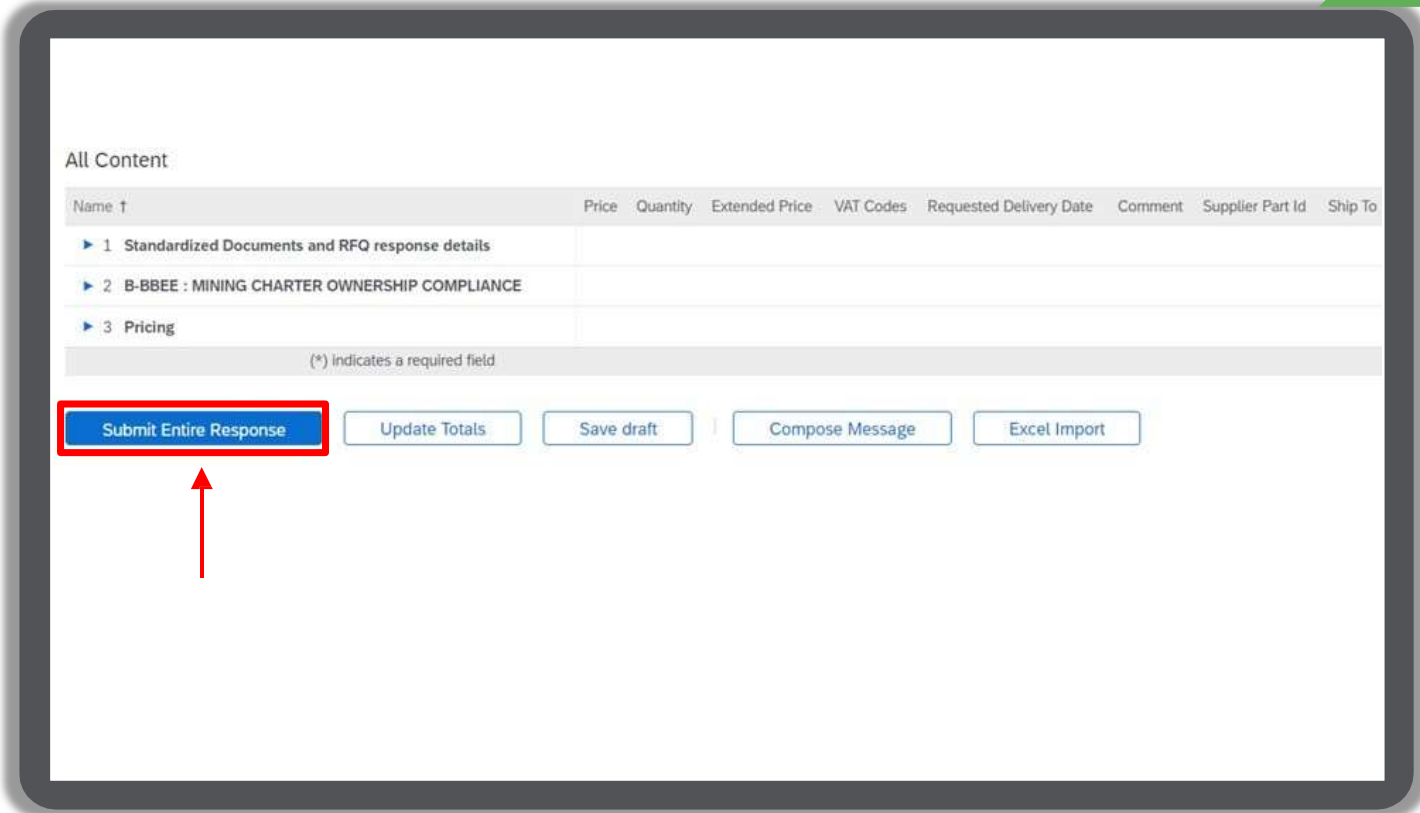
HOW TO RESPOND TO RFQs

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
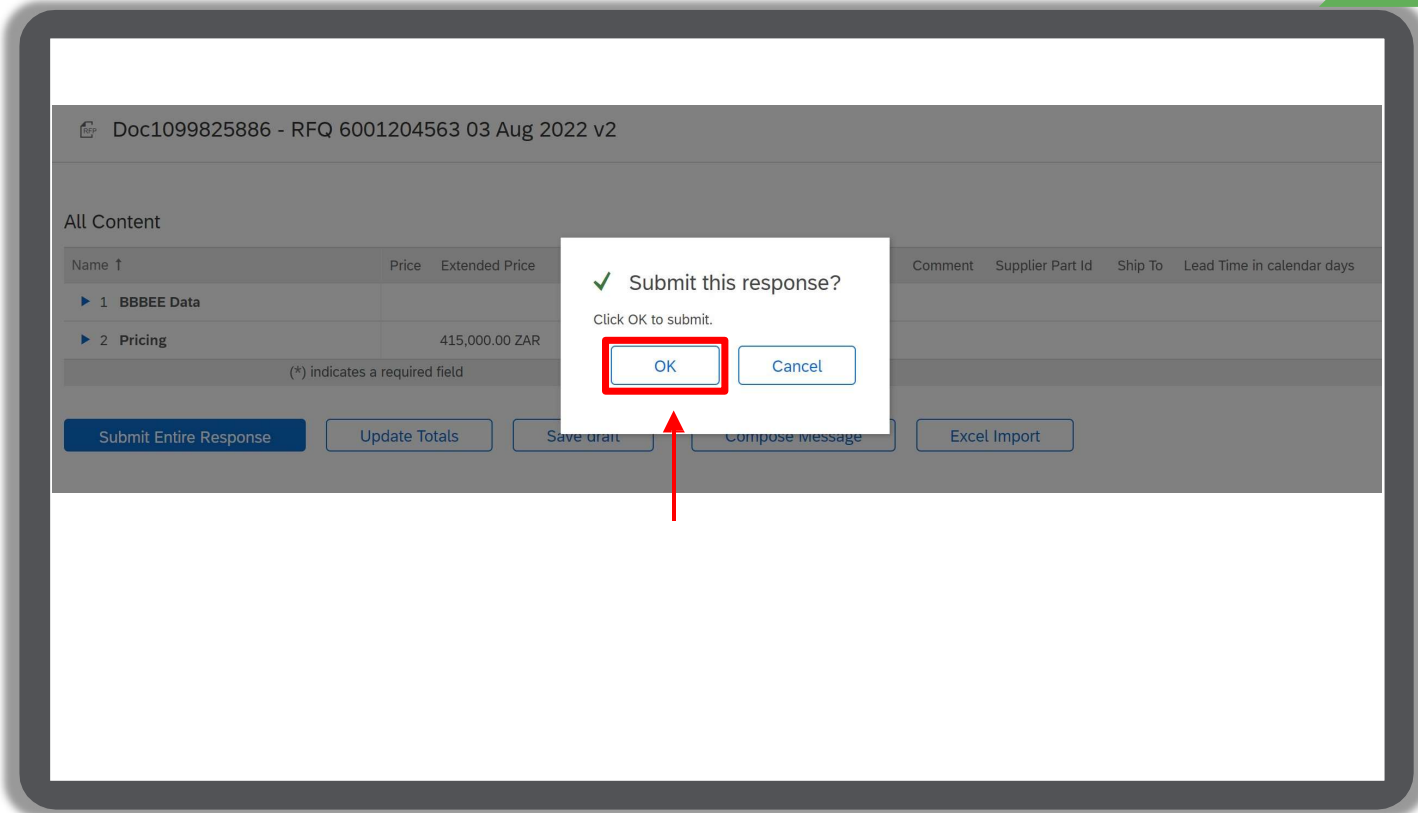
IMPLATS
EXCELLENCE IN PGMs

B

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

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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 this response?**

Click OK to submit.

[OK] [Cancel]

[Submit Entire Response] [Update Totals] [Save draft] [Compose Message] [Excel Import]
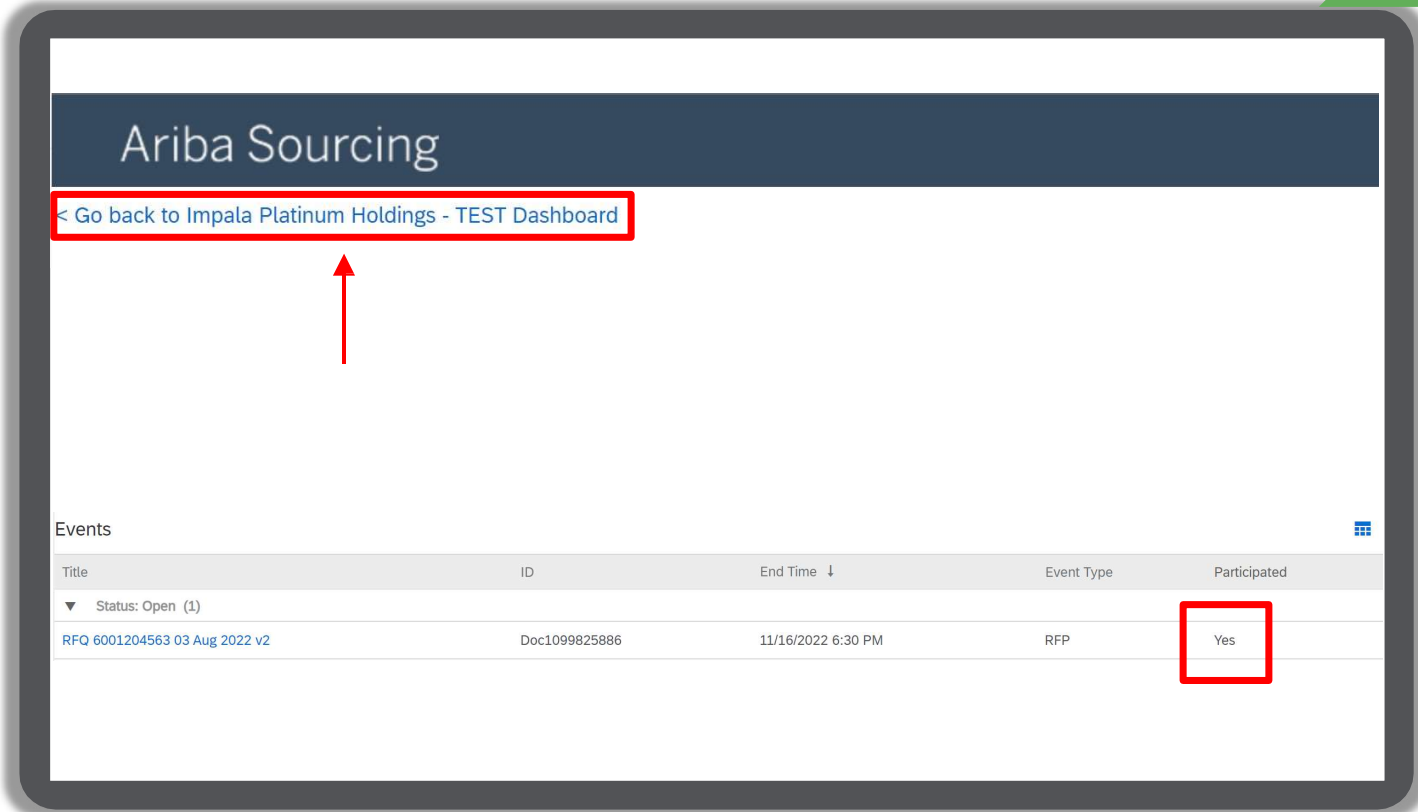
HOW TO RESPOND TO RFQs

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.

OVERVIEW

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

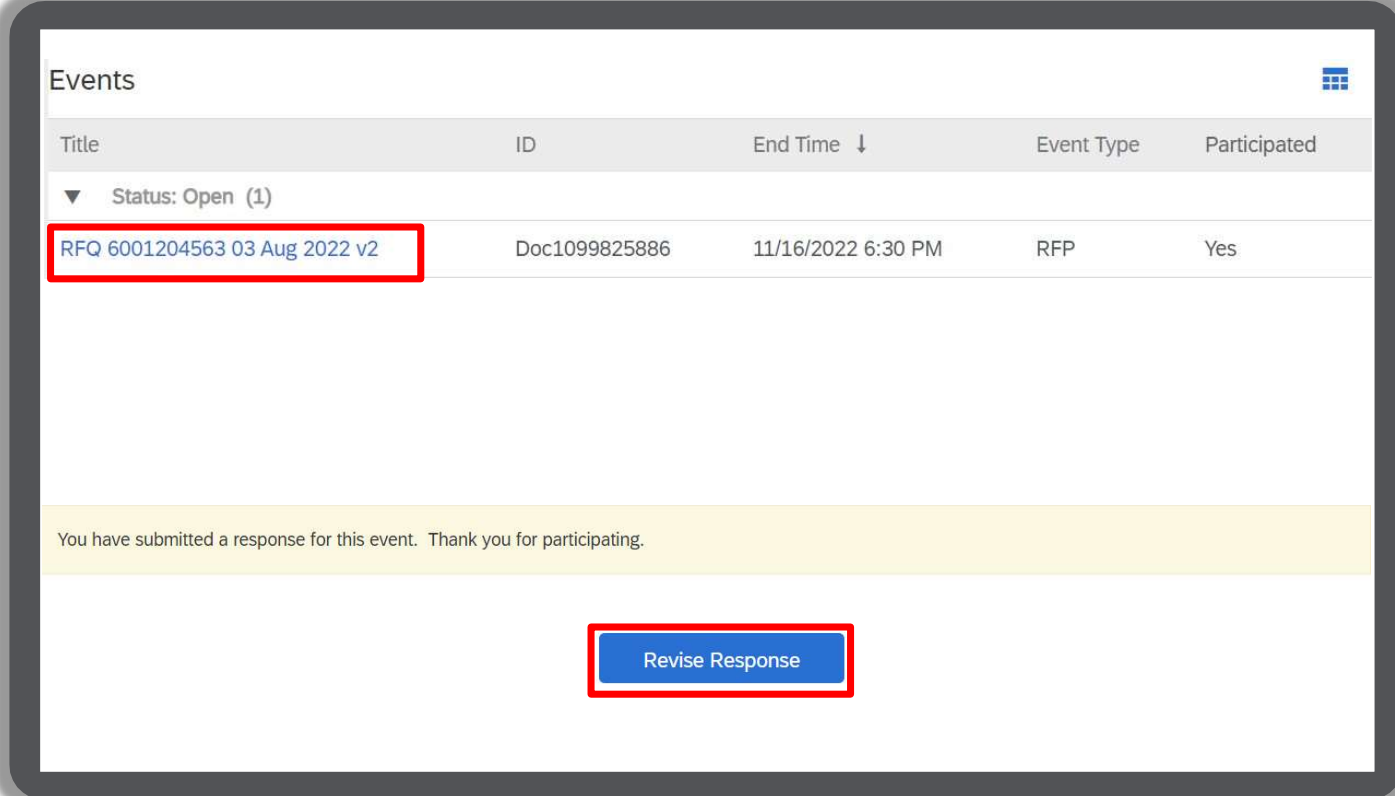**E** HOW TO DECLINE RESPONSE TO SOURCING EVENTS

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"**.

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.

Ariba Sourcing

Go back to Impala Platinum Holdings - TEST Dashboard

Desktop File Sync

Compose New Message

3 → Send   Cancel

From:	Code Black Office Furniture Pty Ltd (Zozibini Thulo)
To:	Project Team
Subject:	Doc1099825886 - RFQ 6001204563 03 Aug 2022 v2
Attachments:	Attach a file

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 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

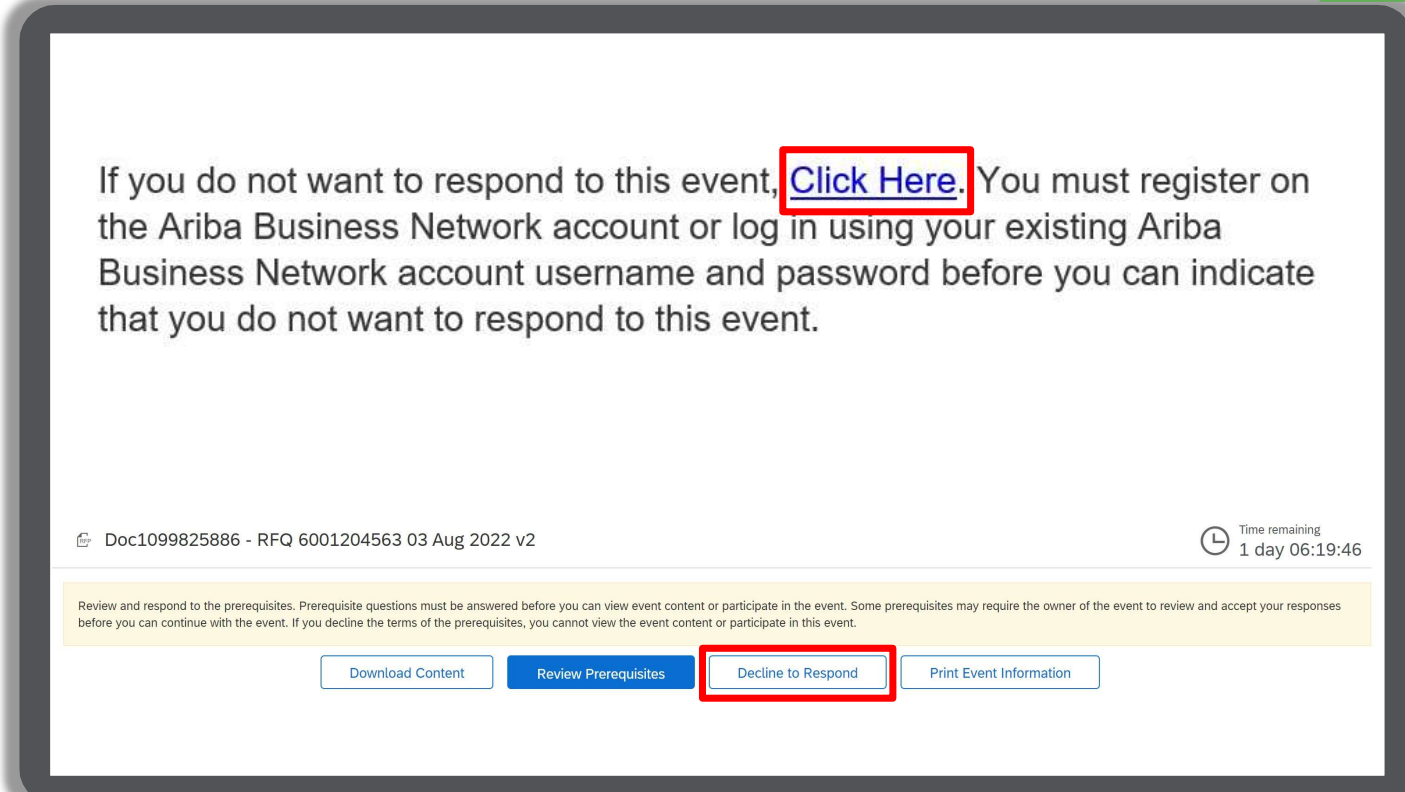**E** HOW TO DECLINE RESPONSE TO SOURCING EVENTS

HOW TO REVISE A SUBMITTED RFQ RESPONSE

D

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.

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	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.
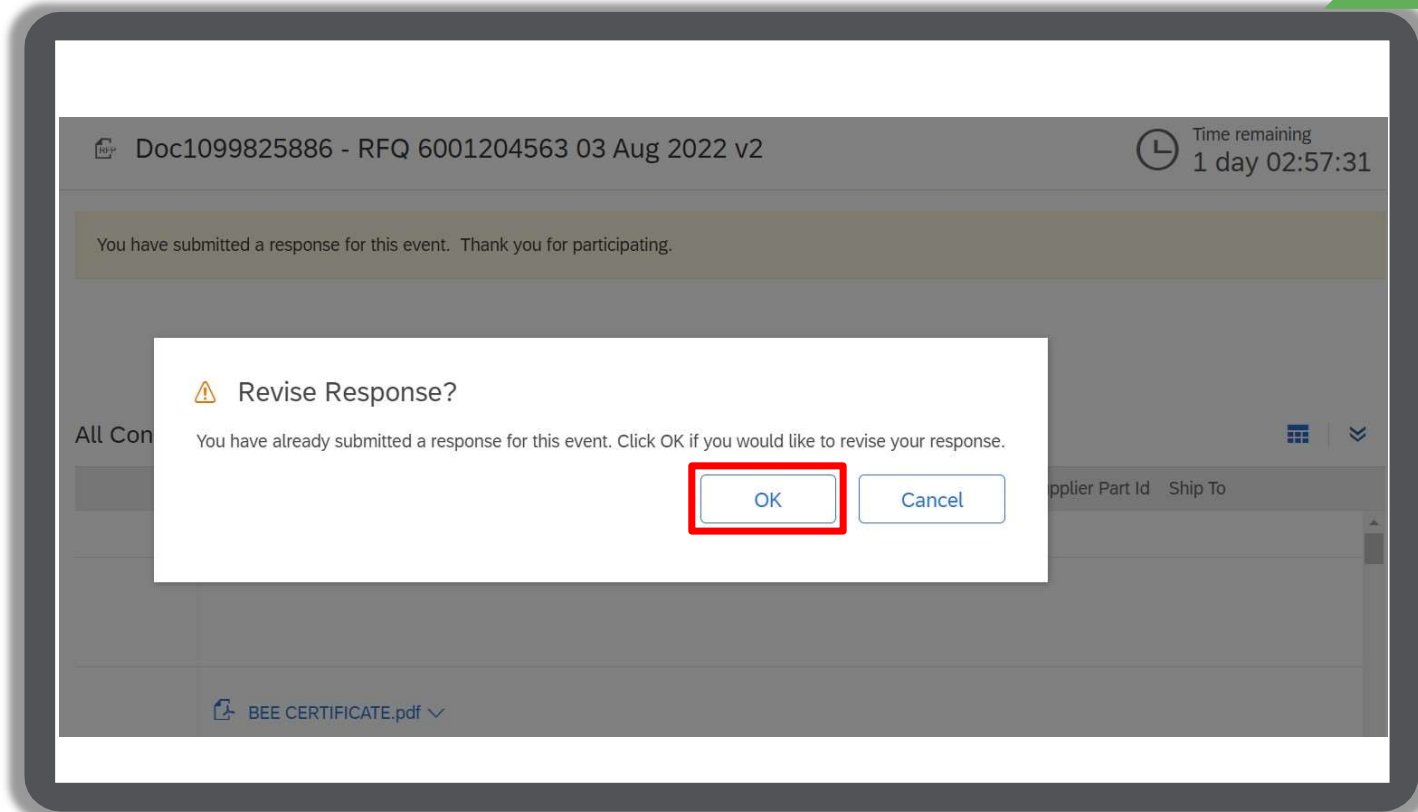
HOW TO REVISE A SUBMITTED RFQ RESPONSE

4. 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...	+	* 80,000.00	ZAR	80,000.00 ZAR		1 each	
2.8.3 TRAVELLING ∨	More...	+	* 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 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.

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 RFQ EVENT

IMPLATS
EXCELLENCE IN PGMs

E

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

2

GETTING HELP

OVERVIEW

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.

+27 14 569 6899

aribasupport@implats.co.za

OVERVIEW

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)

B

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)

IMPLATS
EXCELLENCE IN PGMs

B

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"**.

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 |

4

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)

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"**.

CONTACTING SAP ARIBA SUPPORT DIRECTLY (ALREADY LOGGED IN)

B

8. Review your contact information for correctness.

9. Click **"One Last Step"**.

3. Please review your contact information for correctness:

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

8 →

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 → Back **Submit** Cancel

CONTACTING SAP ARIBA SUPPORT DIRECTLY (ALREADY LOGGED IN)

B

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

Confirmation

Are you sure you want to submit your case?

OK   Cancel

← **11**

CONTACTING SAP ARIBA SUPPORT DIRECTLY (ALREADY LOGGED IN)

B

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

OVERVIEW

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)

C

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)

C

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)

C

5. Click "**Registration error**".

6. Click "**ANERR error**".
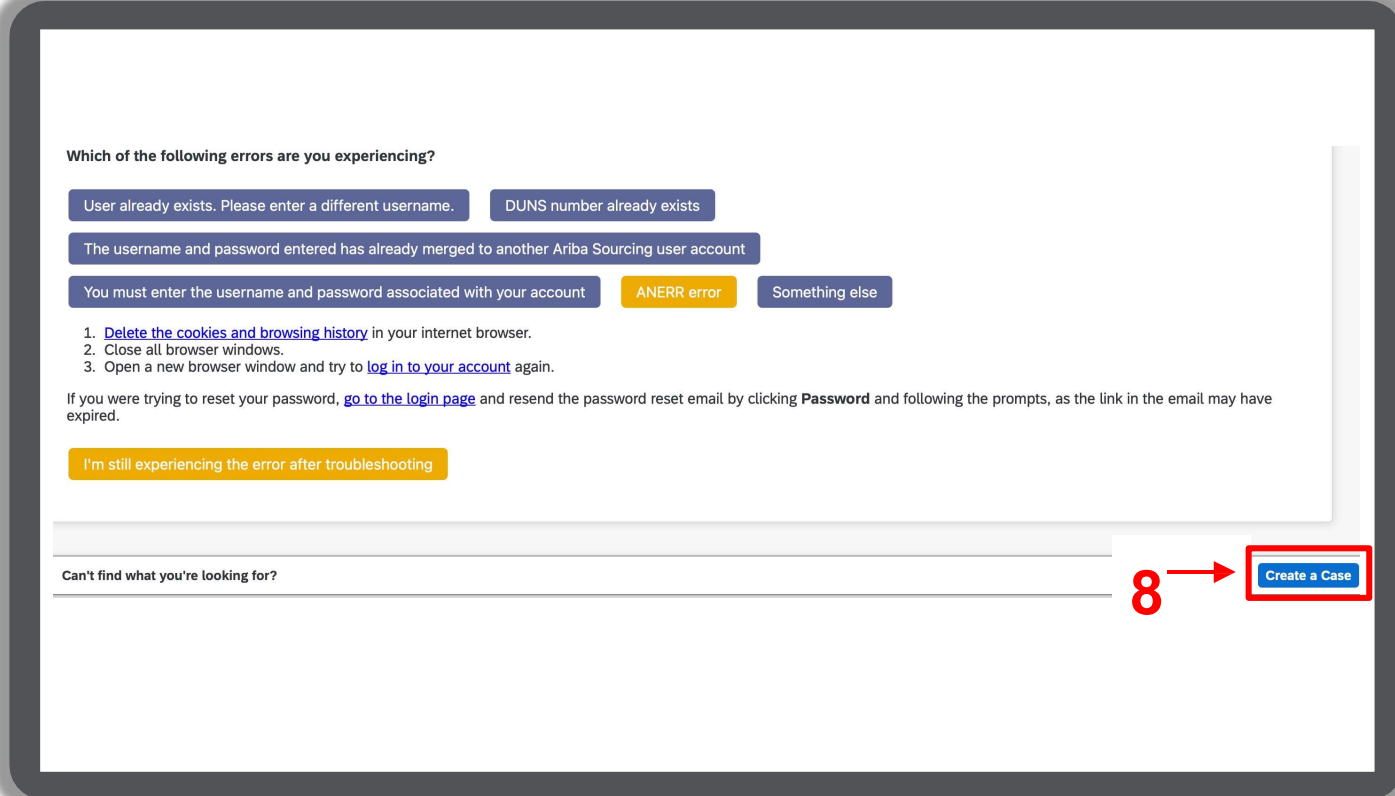
7. Click "**I'm still experiencing the error after troubleshooting**".

CONTACTING SAP ARIBA SUPPORT DIRECTLY (NO USER CREDENTIALS)

C

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?
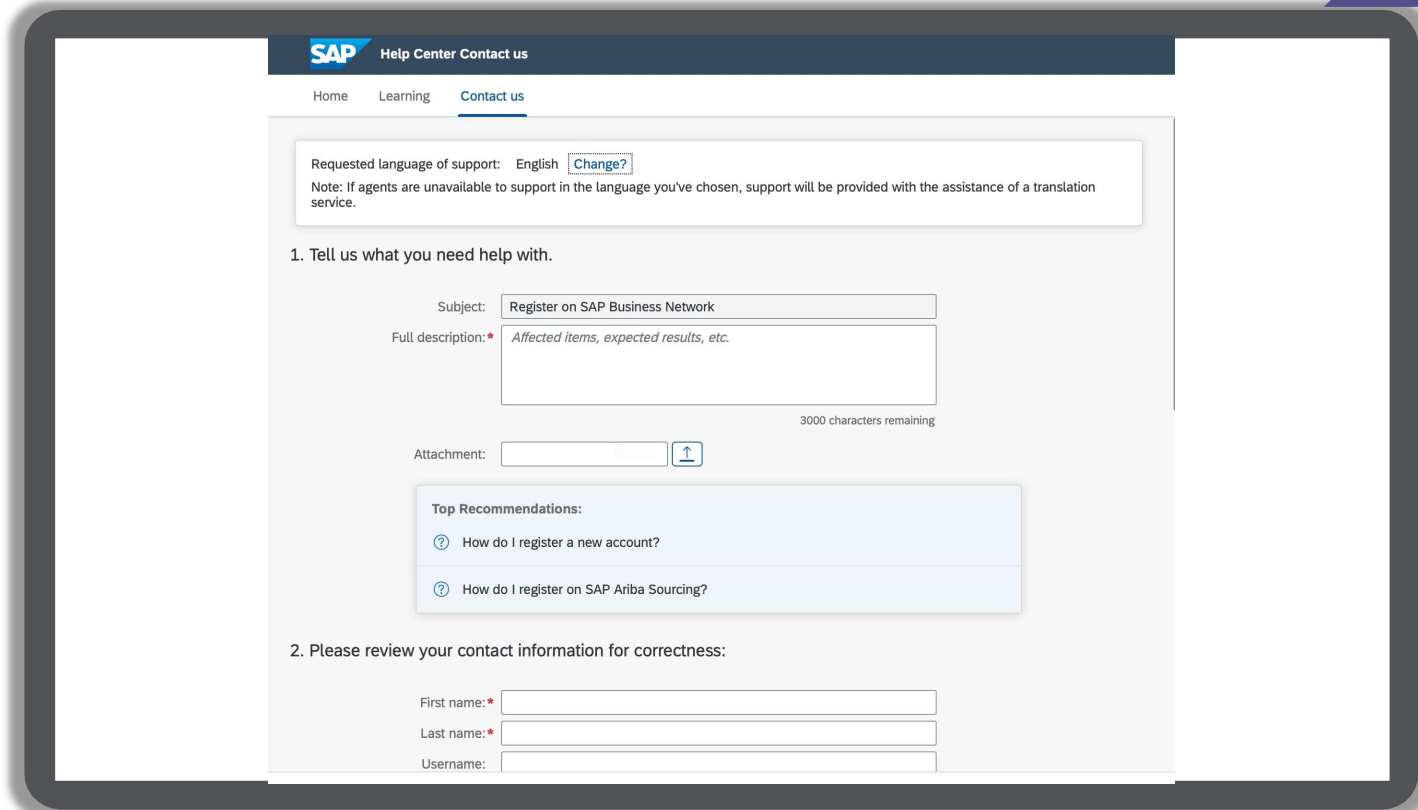
8 → Create a Case

CONTACTING SAP ARIBA SUPPORT DIRECTLY (NO USER CREDENTIALS)

C

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: [   ]