

Creating a Supplier Response

February 2022

The Arcadis Way Training

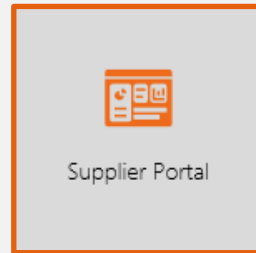


Good morning, OPC Testing021!

About Me

Supplier Portal

APPS



Things to Finish

Click on the bell notifier to open the notification to review the supplier portal terms of use

ARCADIS Advanced Procurement Build | Refreshed from EBCS - 31 May '21

Supplier Portal

Search Order Number

Tasks

- Orders
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements
 - Manage Agreements
- Shipments
 - Manage Shipments
 - Create ASN
 - Create ASBN
 - Upload ASN or ASBN
 - View Receipts
 - View Returns
- Contracts and Deliverables
 - Manage Contracts

Requiring Attention

Category	Count
Contract Deliverables Overdue	1
Negotiations Closing Soon	5
Negotiation Messages	25

Notifications

214

Pending Notifications

Enter search terms

- Action Required: Terms and Conditions for Negotiation US34200348 (Laptop Procurement)** 34 minutes ago
V Varadarajan Actions
- Reminder: Action Required: Terms and Conditions for Negotiation US34200336 (Laptop Procurement)** 2 days ago
V Varadarajan Actions
- Action Required: Terms and Conditions for Negotiation US34200343 (Laptop Procurement)** 2 days ago
V Varadarajan Actions
- FYI: Negotiation US34200337 (Arcadis Employee Recognition Platform RFP) Was Closed** 3 days ago
Skylar Weaver
- Action Required: You Are Invited to Negotiation US34200337 (Arcadis Employee Recognition Platform RFP)** 3 days ago
Skylar Weaver Actions
- Action Required: Terms and Conditions for Negotiation US34200337 (Arcadis Employee Recognition Platform RFP)** 3 days ago
Skylar Weaver Actions

Terms and Conditions for Negotiation US34200016 (Contracts Test)

Actions ▼

Accept Terms

Decline Terms

Terms Acceptance

Contracts Test ARCADIS N.V.

From Skylar Weaver

RFP [US34200016](#)

Opens 17/May/2022 6:32 PM

Closes 17/May/2022 6:38 PM

Supplier Mock Supplier-Do Not Use

Supplier Contact Paul Pogba

Terms and Conditions

Arcadis Supplier Portal Terms of Use

Acceptance of the Terms of Use

These terms of use are entered into by and between you, as recipient of certain documents, files, and information (hereinafter "you" or "Recipient") and Arcadis U.S., Inc. and its subsidiaries and affiliated entities (hereinafter "Arcadis"). The following terms and conditions ("Terms of Use") govern your access to and use of the Arcadis Supplier Portal, including any content, documents, files, information, and functionality offered on or through the Arcadis Supplier Portal (the "Website"), whether as a guest or a registered user.

Please read the Terms of Use, below, carefully before you start to use the Website or access any documents, files, or information available on or through the Website. By clicking to accept or agree to the Terms of Use when this option is made available to you, and in consideration of the potential transaction or business opportunity being solicited by Arcadis, you accept and agree to be bound and abide by these Terms of Use in their entirety (and without exception or condition). If you do not want to agree to these Terms of Use, you must not access or use the Website or the Confidential Information described below.




Review the supplier portal terms of use (Continued)

9. The obligations imposed by these Terms of Use will continue in effect for three (3) years from the date of Recipient's acceptance of these Terms of Use, or for such alternate period of time as may be specified in the Confidential Information.

10. You agree to defend, indemnify, and hold harmless Arcadis from and against any claims, liabilities, damages, judgments, awards, or costs (including reasonable attorneys' fees) arising out of or relating to your violation of these Terms of Use or your use of the Confidential Information.

11. Recipient agrees that, in addition to whatever remedies may be available to Arcadis under applicable law, Arcadis shall be entitled to obtain injunctive relief with respect to any actual or threatened violation of these Terms of Use by Recipient. Recipient expressly agrees that it shall bear all costs and expenses (including attorneys' fees and costs) incurred by Arcadis in enforcing these Terms of Use.

The supplier portal terms of use are attached and can be downloaded

 Withdrawn by Applications Development Framework Application Identity for Procurement	17/May/2022 6:39 PM
 Submitted by Skylar Weaver	17/May/2022 6:34 PM
 Arcadis Supplier Portal Terms	

[View Negotiation](#)

Suppliers cannot view the negotiation without accepting the supplier portal terms of use first

Terms and Conditions for Negotiation US34200016 (Contracts Test)

Actions ▾

Accept Terms

Decline Terms

Terms Acceptance

Contracts Test ARCADIS N.V.

From Skylar Weaver

RFP [US34200016](#)

Opens 17/May/2022 6:32 PM

Closes 17/May/2022 6:38 PM

Supplier Mock Supplier-Do Not Use

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Please read the Terms of Use, below, carefully before you start to use the Website or access any documents, files, or information available on or through the Website. By clicking to accept or agree to the Terms of Use when this option is made available to you, and in consideration of the potential transaction or business opportunity being solicited by Arcadis, you accept and agree to be bound and abide by these Terms of Use in their entirety (and without exception or condition). If you do not want to agree to these Terms of Use, you must not access or use the Website or the Confidential Information described below.

If a supplier cannot agree to the supplier portal terms of use, the supplier should email their redlines to the Negotiation Owner and click Decline Terms

Terms and Conditions for Negotiation US34200348 (Laptop Procurement)

Actions ▼

Accept Terms

Decline Terms

Terms Acceptance

Lap ARC

From V
RFQ U
Opens
Closes

Accept Terms

Submit **Cancel**

Comment

Terms accepted.

Drag files here or click to add attachment

MUTUAL NONDISCLOSURE AGREEMENT

THIS MUTUAL NONDISCLOSURE AGREEMENT(the "Agreement") is made

Click on the bell notifier to open and review the negotiation invitation notification

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Supplier Portal

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Dashboard

31

Category	Count
Contract Deliverables Overdue	1
Negotiations Closing Soon	5
Negotiation Messages	25

Notifications

214

Pending Notifications

Enter search terms

- Action Required: You Are Invited to Negotiation US34200348 (Laptop Procurement)** 10 seconds ago
V Varadarajan Actions
- Reminder: Action Required: Terms and Conditions for Negotiation US34200336 (Laptop Procurement)** 2 days ago
V Varadarajan Actions
- Action Required: Terms and Conditions for Negotiation US34200343 (Laptop Procurement)** 2 days ago
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- FYI: Negotiation US34200337 (Arcadis Employee Recognition Platform RFP) Was Closed** 3 days ago
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Skylar Weaver Actions
- FYI: Negotiation US34200345 (Arcadis Employee Recognition Platform RFP) Was Closed** 2 days ago
Skylar Weaver

Once the supplier portal terms of use are accepted, the supplier will receive an invitation to participate in the negotiation event

Click on the negotiation invitations link in the recent activity infotile

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Supplier Portal

Search Order Number

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Requiring Attention

Category	Count
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Negotiation Messages	25

Recent Activity
Last 30 Days

Negotiation invitations	9
Agreements changed or canceled	4
Agreements opened	20

Transaction Reports
Last 30 Days

No data available

Highlight the negotiation in the search results > Click Acknowledge Participation

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Active Negotiations Done

Search Manage Watchlist Saved Search Time Zone **Singapore Time**

Search Results

Actions ▾ View ▾ Format ▾ Freeze Detach Wrap **Accept Terms** **Acknowledge Participation** **Create Response**

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
US34200348	Laptop Procurement	RFQ	30 Days 23 Hours	30/Sep/2021 9:...	0		0		
US34200343	Laptop Procurement	RFQ	30 Days 23 Hours	30/Sep/2021 10:...	0		0		
US34200336	Laptop Procurement	RFI	31 Days 9 Hours	30/Sep/2021 7:...	0		0		
US34200298	TEST	RFQ	1 Day 5 Hours	31/Aug/2021 4:...	0		0		
US34200294	Reassign Approval Test 002	RFQ	1 Day 12 Hours	31/Aug/2021 11:...	0		0		
US34200293	Reassign Approval Test 001	RFQ	1 Day 6 Hours	31/Aug/2021 5:...	0		0		
US34200230	RFQ -B	RFQ	30 Days 23 Hours	Not applicable	0		1		
US34200215	RFI3	RFI	12 Days 8 Hours	Not applicable	0		1		
2	Test	RFP	335 Days 4 Hours	31/Jul/2022 3:4...	0	Yes	0		

Column Hidden: 4

Select a participation response and optionally enter a note to the buyer > Click OK

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Active Negotiations Done

Search Manage Watchlist Saved Search

Time Zone **Singapore Time**

Search Results

Actions View Format Freeze Detach Wrap Accept

Negotiation	Title	Negotiation Type	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
US34200348	Laptop Procurement	RFQ	0		0		
US34200343	Laptop Procurement	RFQ	0		0		
US34200336	Laptop Procurement	RFI	0		0		
US34200298	TEST	RFQ	0		0		
US34200294	Reassign Approval Test 002	RFQ	0		0		
US34200293	Reassign Approval Test 001	RFQ	1 Day 6 Hours	31/Aug/2021 5:...	0		
US34200230	RFQ -B	RFQ	30 Days 23 Hours	Not applicable	1		
US34200215	RFI3	RFI	12 Days 8 Hours	Not applicable	1		
2	Test	RFP	335 Days 4 Hours	31/Jul/2022 3:4...	0		

Acknowledge Participation

Will Participate Yes No

Note to Buyer

OK Cancel

Highlight the negotiation in the search results > Click Create Response

ARCADIS Advanced Procurement Build | Refreshed from EBCS - 31 May '21

Active Negotiations Done

Time Zone **Singapore Time**

Search Manage Watchlist Saved Search

Search Results

Actions ▾ View ▾ Format ▾ Freeze Detach Wrap Accept Terms Acknowledge Participation Create Response

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
US34200348	Laptop Procurement	RFQ	30 Days 23 Hours	30/Sep/2021 9:...	0	Yes	0		
US34200343	Laptop Procurement	RFQ	30 Days 23 Hours	30/Sep/2021 10:...	0		0		
US34200336	Laptop Procurement	RFI	31 Days 9 Hours	30/Sep/2021 7:...	0		0		
US34200298	TEST	RFQ	1 Day 5 Hours	31/Aug/2021 4:...	0		0		
US34200294	Reassign Approval Test 002	RFQ	1 Day 12 Hours	31/Aug/2021 11:...	0		0		
US34200293	Reassign Approval Test 001	RFQ	1 Day 6 Hours	31/Aug/2021 5:...	0		0		
US34200230	RFQ -B	RFQ	30 Days 23 Hours	Not applicable	0		1		
US34200215	RFI3	RFI	12 Days 8 Hours	Not applicable	0		1		
2	Test	RFP	335 Days 4 Hours	31/Jul/2022 3:4...	0	Yes	0		

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Home | Flag | Notifications (214) | SK

1 - 2 - 3 - 4 (i)

Overview | **Requirements** | Lines | Review

Create Response (Quote 21003): Overview

Messages | Respond by Spreadsheet | Actions | Back | **Next** | Save | Submit | Cancel

Last Saved 30/Aug/2021 10:54 AM
Time Zone Singapore Time

Title Laptop Procurement | Time Remaining 30 Days 22 Hours
Close Date 30/Sep/2021 9:50 AM

General

Supplier ACN Blue Bell
Negotiation Currency USD
Response Currency USD
Price Precision 2 Decimals Maximum

Response Valid Until dd/mmm/yyyy h:mm a

Reference Number

Note to Buyer

Attachments None +

Suppliers can optionally enter a note to the buyer

Suppliers can optionally enter a response validity date

Suppliers can attach Files, Text, and URLs

Enter a response to the requirement

Create Response (Quote 21003): Requirements

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 30/Aug/2021 10:58 AM
Time Zone Singapore Time

Time Remaining 30 Days 22 Hours

Close Date 30/Sep/2021 9:50 AM

Section 1. Insurance

* 1. Do you have insurance coverage for your employees?

- a. Yes
- b. No

Click on the arrow to move to the next requirement section

Section 1. Insurance ▾

Section 1. Insurance ▾



Progress indicator: 1 - 2 - 3 - 4. Step 2 is active. Includes an information icon.

Create Response (Quote 21003): Requirements

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 30/Aug/2021 10:58 AM
Time Zone Singapore Time

Time Remaining 30 Days 22 Hours

Close Date 30/Sep/2021 9:50 AM

Section 2. Lead Time

Section 2. Lead Time dropdown menu

- * 1. What is your Lead time ?
 - a. < 3 Working Days
 - b. < 5 Working Days
 - c. >5 Working Days

Section 2. Lead Time dropdown menu

Enter a response price for each line



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Create Response (Quote 21003): Lines

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Currency = US Dollar

Last Saved 30/Aug/2021 11:03 AM
Time Zone Singapore Time

Time Remaining 30 Days 22 Hours

Close Date 30/Sep/2021 9:50 AM

Actions View Format Freeze Detach Wrap

Line	Description	* Alternate Line Description	Create Alternate	Required Details	Category Name	Start Price	Response Price	Estimated Quantity	UOM	Line Amount	Estim
1	Laptop		+		Capex-Equipment	400.00	300.00	100	Each	30,000.00	

Rows Selected 1 Columns Hidden 5

Grand Totals

All response lines except alternate lines are included.

Response Amount 30,000.00

If additional details are requested for the line, click on the Required Details icon

ARCADIS Home, Flag, 52 Notifications, MS

1 - 2 - **3** - 4
Overview Requirer **Lines** Review

Create Response (Quote 28003): Lines Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Currency = US Dollar Last Saved 29/Jun/2022 11:52 PM
Time Zone Coordinated Universal Time

Time Remaining 1 Day 23 Hours Close Date 01/Jul/2022 3:46 PM

Actions View Format Freeze Detach Wrap

Line	Description	Required Details	Category Name	Start Price	Line Price	Response Price	Total Score	Response Quantity	UOM	Line Amount	Promised Delivery Date
1	Arcadis Branded Coffee Cup		HRM-Employee Aw:					1,200	Ea		dd/mmm/yyyy
2	Arcadis Branded Backpack		HRM-Employee Aw:					1,200	Ea		dd/mmm/yyyy
3	Arcadis Branded Notepad		HRM-Employee Aw:					1,200	Ea		dd/mmm/yyyy

Columns Hidden 7

Grand Totals
All response lines are included.
Response Amount 0.00

Enter a response value for the line price and for each cost factor > Click the arrow to move to the next line

Lines: Edit Line: 1 (Quote 28003) Messages | 1: Arcadis Branded Coffee Cup | Save | Save and Close | Cancel

Currency = US Dollar Last Saved 29/Jun/2022 4:12 PM

Item		Close Date	01/Jul/2022 3:46 PM
Revision		Location	US, Highlands Ranch, CO : C: Office
Description	Arcadis Branded Coffee Cup	Requested Delivery Date	
Category Name	HRM-Employee Awards & Gifts	Promised Delivery Date	dd/mmm/yyyy
Start Price		Note to Buyer	<input type="text"/>
Response Price		Attachments	None +
Total Score			
Target Quantity	1,200		
Response Quantity	1,200		
UOM	Ea		

▲ Cost Factors

View ▼ Format ▼ Freeze Detach Wrap

Cost Factor	Target Value	* Response Value	Pricing Basis
Line Price		<input type="text"/>	Per unit
ANA_Shipping		<input type="text"/>	Per unit
Packaging		<input type="text"/>	Per unit

Enter a response value for the line price and for each cost factor > Click the arrow to move to the next line (Continued). Once the pricing has been entered for all of the lines, click Save and Close

ARCADIS Home | Flag | 52 | MS

Lines: Edit Line: 2 (Quote 28003) **Messages** | 2: Arcadis Branded Backpack | **Save** | **Save and Close** | **Cancel**

Currency = US Dollar Last Saved 29/Jun/2022 4:12 PM

Item		Close Date	01/Jul/2022 3:46 PM
Revision		Location	US, Highlands Ranch, CO : C: Office
Description	Arcadis Branded Backpack	Requested Delivery Date	
Category Name	HRM-Employee Awards & Gifts	Promised Delivery Date	dd/mmm/yyyy
Start Price		Note to Buyer	<input type="text"/>
Response Price		Attachments	None +
Total Score			
Target Quantity	1,200		
Response Quantity	1,200		
UOM	Ea		

Cost Factors

View ▼ Format ▼ Freeze Detach Wrap

Cost Factor	Target Value	* Response Value	Pricing Basis
Line Price		<input type="text"/>	Per unit
ANA_Shipping		<input type="text"/>	Per unit
Packaging		<input type="text"/>	Per unit



Review Response: Quote 21003

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Currency = US Dollar

Last Saved 30/Aug/2021 11:05 AM
Time Zone Singapore Time

Title Laptop Procurement
Close Date 30/Sep/2021 9:50 AM

Time Remaining 30 Days 22 Hours

Overview Requirements Lines

General

Supplier ACN Blue Bell
Negotiation Currency USD
Response Currency USD
Price Precision 2 Decimals Maximum
Response Valid Until

Reference Number
Note to Buyer
Attachments None

Click Yes on the warning message

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Home | Flag | Notifications (214) | SK

1 - 2 - 3 - 4 (i)

Overview | Requirements | Lines | **Review**

Review Response: Quote 21003

Currency = US Dollar

Last Saved 30/Aug/2021 11:06 AM
Time Zone Singapore Time

Title Laptop Procurement **Time Remaining** 30 Days 22 Hours

Close Date 30/Sep/2021 9:50 AM

Warning [X]

You can submit only one response for this negotiation. Do you want to continue? (PON-2085228)

Overview | Requirements | Lines

General

Supplier	ACN Blue Bell	Reference Number	
Negotiation Currency	USD	Note to Buyer	
Response Currency	USD	Attachments	None
Price Precision	2 Decimals Maximum		
Response Valid Until			

Response is submitted > Click OK



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Active Negotiations

Done

Search

** Negotiation

** Title

** Negotiation Close By

Confirmation ✕

The response 21003 to negotiation US34200348 was submitted.

OK

Manage Watchlist

Saved Search

Time Zone **Singapore Time**

** At least one is required

Participation Received

Response Submitted

Negotiation Open Since

Search

Reset

Save...

Search Results

Actions View Format

Freeze

Detach

Wrap

Accept Terms

Acknowledge Participation

Create Response

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
US34200343	Laptop Procurement	RFQ	30 Days 23 Hours	30/Sep/2021 10:...	0		0		
US34200336	Laptop Procurement	RFI	31 Days 8 Hours	30/Sep/2021 7:...	0		0		
US34200298	TEST	RFQ	1 Day 4 Hours	31/Aug/2021 4:...	0		0		
US34200294	Reassign Approval Test 002	RFQ	1 Day 12 Hours	31/Aug/2021 11:...	0		0		