



A Suppliers Guide to SAP Ariba Onboarding & Sourcing Activities

Reference Guide for Cadent Suppliers



What's in this guide?

This guide has been produced to cover the Cadent processes supported by SAP Ariba technology.

The guide will demonstrate the processes and requirements of suppliers to ensure the processes run efficiently and ultimately, enables Cadent to pay for goods and services on time.

You will find useful hints, tips and information on what happens after you have submitted information to Cadent via Ariba within this guide.

Each section of the guide can be accessed via the quick links on the right hand side of the page

Points of Contact:

| Invoice Query Team | AskFinance@cadentgas.com |
|---|-----------------------------------|
| Purchase Order & Master Data Support | ProcurementServices@cadentgas.com |
| Ariba Customer Support | https://www.ariba.com/contact-us |
| Cadent Supplier Information & Ariba Transacting Guidance | https://cadentgas.com/suppliers |



All screenshots in this guide are taken from the Ariba test site. References may differ to those configured in our production system.

What's in this guide?

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|---|---------|
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Your Ariba Network Account

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Your Ariba Network Account

Account Type

SAP Ariba offers two types of account; **Standard** (provided free of charge) or **Enterprise** (provided at a cost to the supplier).

The **Enterprise** account gives suppliers the ability to manage transactions using the inbox/outbox feature within the portal and to run reports. Please note the fees are charged on two levels:

- annual subscription fee
- transaction fees (% of the value of purchase orders or invoices within the invoice period capped at £15,500 per annum).

Cadent is not liable for any fees incurred by the supplier for the use of the Ariba Network. The agreement is firmly between the supplier and SAP Ariba, to whom any fees must be paid.

For further information on the Ariba Network accounts and pricing structure, please visit https://www.ariba.com/ariba-network/ariba-network-for-suppliers/accounts-and-pricing

Legacy Suppliers (Pre September 2020)

If you are a legacy supplier (pre-September 2020), when a purchase order is created in Ariba, it is mapped to a temporary ANID (Ariba Network ID), which is automatically configured as a standard account. You can chose to process the order using the temporary ID or by signing in with an existing account.

Note: If accepting a purchase order with an existing ANID, and this account is an enterprise account, you will be charged for the use of the service if the volume and value of transactions pass the required thresholds.

Ariba Suppliers (from September 2020)

If you are a supplier who has been onboarded via Ariba (Supplier Registration/ Qualification as explained later in this guide), when your account is created in Ariba, it is created as a standard account.

Any purchase orders created are automatically sent to your Ariba Network ID (ANID), which was created during the registration process.

Do We Need an Enterprise Account?

The **Standard** account allows you to transact free of charge and flip a purchase order into an invoice using the interactive email shown in the managing purchase orders and invoices section of this guide. There are no volume restrictions.

Suppliers who receive more than 100 purchase orders from Cadent per year may benefit from system integration, whereby your companies sales system is integrated with SAP Ariba and you simply manage the transactions from your own system. If you think this may benefit you, please contact us at <u>MyProcurementServices@cadentgas.com</u>.

Upgr

Standard Account

Your Ariba Network Account

How Do I Know What Type of Account We Hold?

1. You can see the account type at the top of your screen.

Can I Upgrade?

2. Yes, you can upgrade at any time by selecting the Upgrade button at the top of the Ariba screen and following the upgrade steps. Please remember to check the Ariba Network Fees before you upgrade and ensure you understand and agree to the fees that will be charged to you.

SAD

Business Network

Can I Downgrade?

Yes, If you have upgraded to an enterprise account and wish to return to a standard account, you must firstly clear your account balance. Contact SAP via the help portal and request that the account type is changed.

Who Can I Contact For Help?

You can find additional support and guidance through the Ariba Help Portal.

3. To access the portal, go to <u>https://service.ariba.com/</u> and select the 'Supplier' button.

SAP Ariba /

Ariba Network - Where companies connect to get the business done

Ariba Network is a dynamic, digital marketing serving millions of buyers and suppliers in more than 190 countries.



4. This takes you to the login screen. To access the help portal, select the ? icon at the top of the Ariba Network screen.

| Supplier Login | Be a featured supplier |
|-----------------------------|--|
| User Name | Tell us how you took your business to the ne level for a chance to get featured on the Supplier Spotlight page. Click Learn More's check out other suppliers' success stories an for more information on how to participate in |
| Password | Supplier this program. |
| Login | Learn More |
| rgot Username or Password | |
| ew to SAP Business Network? | |
| Breet up of Scott more | |

Your Ariba Network Account

5. A menu appears on the right hand side of the screen.

- Common questions are answered via FAQ and videos
- Use the search bar to search the library by key word, results are shown in this window
- Documentation opens the full Ariba library in a new window
- Support enables you to search the Ariba knowledge base by a key word, providing links to FAQ's and videos relating to the search and an option to get help by phone or join a webinar

| SAP Business Network - | | | C |
|--|---|---|---|
| | | | Search |
| | | | What are some registration tips for Ariba Network Suppliers? |
| | | | How do I register on SAP Ariba Sourcing? |
| Supplier Login | | SAP Business Network an | Can my company have multiple accounts? |
| User Name | 1 | Portal Missed attendir | g ti |
| |] | AMERICAS & EMEA Watch this sess resources, and business netwo | OPE What browser versions are certified for SAP Ariba cloud solutions? |
| Password |] | Lours Mare | Why did the link in the password reset email expire? |
| Login Forgot Username or Password | | Learns revine | How to create and reset passwords I have been locked out from Ariba Network due to the multifactor suthentication. How can I login |
| New to SAP Business Network? Register Now or Learn More | | | again? |
| | | | |
| | | | Can't log in? Let us help you! |
| | | | Documentation Q Support |

One Stop Shop

Your Ariba Network account gives you access to all documents (purchase orders, questionnaires etc) in one place for all of your customers who are connected to the network.

Use the menu at the top of the screen to flip between:

- Ariba Discovery can be used to market your business to other Ariba customers, visit <u>https://my.ariba.com/Discovery</u> for more information (fees may apply)
- Ariba Proposals And Questionnaires – where you will find the registration, qualification and bank details questionnaires completed through the SLP process
- Ariba Contracts can be used to negotiate customer contracts (fees may apply)
- SAP Business Network (Ariba Network) – where you can manage your purchase orders, invoices and payments (please note for the standard account you can only see the last 200 documents here)



Your Ariba Network Account Ariba Proposals and Questionnaires

The Ariba Proposals and Questionnaires area is where you will find any questionnaires relating to your onboarding and sourcing activities, which are outlined step by step in this guide.

| SAP Ariba Proposals and Questionnaires + | Standard Account | Upgrade | TEST MODE | | | | | 0 🔟 |
|--|--|-------------------------|--|----------------------------------|---------------------------------|--|-----------------------------|---------|
| CADENT GAS LIMITED - TEST | | | | | | | | |
| There are no matched postings. | Welcome to the Cad ensure market integr | lent Supply Cł rity. | ain Online Portal. This site helps to id | entifying suppliers to work with | I Cadent who are market leaders | in safety, quality, service, and cost. The site is | administered by Ariba, Inc. | to 🙈 |
| | Events | | | | | | | = |
| | Title | ID | End Time ↓ | | Event Type | Participated | | |
| | | | | | No items | | | |
| | Risk Assessments | | | | | | | |
| | Title | 1 | D End Time ↓ | | | Event Type | | |
| | | | | | No items | | | |
| | Registration Quest | tionnaires | | | | | | |
| | Title | | | | ID | End Time ↓ | Status | |
| | ▼ Status: Open (1) | | | | | | | |
| | Cadent Supplier Registr | ation Question | nnaire | | Doc620652418 | 4/11/6104 3:23 PM | Registere | d |
| | Qualification Ques | tionnaires | | | | | | |
| | Title | | ID | End Time 👃 | Commodity | | Regions | Status |
| | ▼ Status: Completed | i (1) | D000000007 | 2/10/2021 12:24 244 | Building and Grant | | 10 Noviend | 0 |
| | External Qualification Si | urvey | D0C620665927 | 3/19/2021 12:24 PM | Building and Const | ruction View more | 10 National | Quanned |
| | Questionnaires | | | | | | | |
| | Title | IE | | End Time ↓ | Commod | lity Regions | Status | |
| | Status: Completed Bank Details | 1 (1) D | 0c626664144 | 4/25/2021 4-19 PM | (no value |) (no value) | NotResponded | |
| | Denk Details | 0 | 10020004244 | WESTEVEL 4.10 PM | (no value | , (no value) | Housesponded | |

You can access the Proposals and Questionnaires area from the Ariba Network, please ensure you select 'Cadent Gas Limited' as the customer before selecting this option as each of your customers will have their own portal.

The events (sourcing proposals) and questionnaires can be re-visited at any time by selecting the blue text. Questionnaires will remain available to re-submit, should your organisation have any changes for 365 days from the date the request was sent to you.

These changes include:

- Company Name Change
- Postal or eMail Address Change
- Bank Details Change

Please note if your company registration or VAT registration numbers change we must create a new vendor record for the new identity, In this instance, please contact <u>MyProcurementServices@cadentgas.com</u>.

Your Ariba Network Account Ariba / SAP Business Network

The Business Network is where you will find your Ariba Purchase Orders and Invoices. The home page provides an overview of your transactions. Some options are greyed out in the standard account. You can still view transactions within the workbench.

You can select which customers transactions you see by selecting them from the drop down



Select the Workbench to view your transactions

| SAP Business Ne | etwork - Standard Account Upgrade TEST MODE | ← Back to classic view | | 0 😒 |
|-----------------------------|---|---|----------------------|-------------------------|
| Home Enablemen | t Workbench Orders ~ Futfillment ~ Invoices ~ | Payments ~ Catalogs Reports ~ Message | 25 | Create 🗸 🚥 |
| Workbench | | | | န်ပို Customize |
| 6 Orders Last 31 days | 5 Corders to invoice Orders with Let 31 days Let 31 | ervice line Involces days Last 31 days | Pinned documents | |
| Orders (6) | 4 ave filter Last 31 days | | | 6 88 |
| Order Number | Customer | Amount Date 🗸 | Order Status | Amount Invoiced Actions |
| 3300000116 | Cadent Gas Limited - TEST | £17,500.00 GBP Nov 30, 202 | 1 Partially Invoiced | £1,000.00 GBP |
| 3300000115 | Cadent Gas Limited - TEST | £10,000.00 GBP Nov 30, 202 | 1 Partially Serviced | £7,000.00 GBP *** |
| 3300000110 | Cadent Gas Limited - TEST | £200,000.00 GBP Nov 25, 202 | 1 Partially Serviced | £200,000.00 GBP *** |
| 330000109 | Cadent Gas Limited - TEST | £100,000.00 GBP Nov 25, 202 | 1 Partially Invoiced | £1,000.00 GBP *** |
| 3300000108 | Cadent Gas Limited - TEST | £15,000.00 GBP Nov 25, 202 | 1 Partially Invoiced | £1,000.00 GBP |
| 3300000107 | Cadent Gas Limited - TEST | £15,000.00 GBP Nov 23, 202 | 1 Partially Invoiced | £10,000.00 GBP |

- 3 Use the tiles to toggle between orders and invoices
- 4 The filter is restricted to 31 days use the edit filter to view PO's up to 365 days old
- You can now open the purchase order directly in the network

Your Ariba Network Account Ariba Network

If you need a copy of the Purchase Order via email, select the '...' under 'Actions'

Then select 'Send me a copy to take action'

| Order Number | Customer | Amount | Date 🗸 | Order Status | Amount Invoiced | Actions |
|--------------|---------------------------|-----------------|--------------|--------------------|------------------------|---------|
| 3300000116 | Cadent Gas Limited - TEST | £17,500.00 GBP | Nov 30, 2021 | Partially Invoiced | Send me a copy to take | |
| 3300000115 | Cadent Gas Limited - TEST | £10,000.00 GBP | Nov 30, 2021 | Partially Serviced | Confirm entire order | |
| 3300000110 | Cadent Gas Limited - TEST | £200,000.00 GBP | Nov 25, 2021 | Partially Serviced | Update line items | |
| 3300000109 | Cadent Gas Limited - TEST | £100,000.00 GBP | Nov 25, 2021 | Partially Invoiced | Create ship notice | |
| 3300000108 | Cadent Gas Limited - TEST | £15,000.00 GBP | Nov 25, 2021 | Partially Invoiced | Create service sheet | |
| 3300000107 | Cadent Gas Limited - TEST | £15,000.00 GBP | Nov 23, 2021 | Partially Invoiced | Standard invoice | ••• |

Please note Cadent requires its suppliers to transact electronically via the network, the choice of a Standard or Enterprise account is your preference. If you choose to upgrade, please ensure you understand the fees that will be incurred by your organisation for the use of the Enterprise account.

Please note, an Enterprise account is required for suppliers who wish to integrate their own back office sales system with Ariba, all other suppliers can transact successfully with a free of charge Standard account.

- 8 A pop-up appears confirming the email address the copy will be sent to
- 9 You can change the contact details by selecting 'My Account' and updating the email address, if it changes

| Send me a copy to take action × |
|--|
| Email the document to email.address@supplier.com You can change this email address below. My Account |
| Send Cancel |

Hints & Tips:

You may need to set up the tiles in your workbench. You will see a tile with a + symbol, click this then select the tiles you wish to add to your workbench, then click apply.

You can change the tiles at any point in time by selecting customize at the top right of the workbench.

If you can't see the + tile, please contact the administrator of your company account as they may need to change your user profile.

Your Ariba Network Account Frequently Asked Questions

To complete the connection between our organisations in the network, please email your Ariba Network ID (ANID) to <u>MyProcurementServices@cadentgas.com</u>.

| P How De | o I find my ANID? | | | |
|-----------------|----------------------------------|--|---|--|
| Log into | your Ariba Network account – | SAP Ariba 州 | | |
| 'Supplier | , | Ariba Network - Where companies connect to get the business done | | |
| | | Ariba Network is a dyna buyers and suppliers ir | amic, digital mark n more than 190 c | eting serving millions of ountries. |
| | | Buyer | Supplier | |
| | | | | |
| 1 Click on page | the icon at the top right of the | | 0 | sc |
| | | Supplier N | lame | |
| | | email.address(| gsupplier.com | |
| | | My Account | | |
| | | Link User ID | s | |
| | | Contact Adn | ninistrator | |
| 2 Your ANI | D is found here | Test Suppli | er TP-TEST | |
| | | ANID: AN0176 Standard acco | 4993295. unt | |
| | | Company Pr | ofile | |
| | | Settings | | > |
| | | Logout | | |

Cadent Your Gas Network

>

Your Ariba Network A/C

Your Ariba Network Account Frequently Asked Questions

How do I manage email notifications?

?

| Erom your Ariba Not | work account | 0 |
|---------------------------------|----------------------------|--|
| click on the icon at th page | he top right of the | Supplier Name email.address@supplier.com My Account Link User IDs Contact Administrator Test Supplier TP-TEST ANID: AN01764993295-T Standard account Company Profile |
| 2 Click 'Settings' | ACCOUNT SETTINGS | Settings 2 |
| - U | Customer Relationships | |
| | Users | Logout |
| 3 Click 'Notifications' | 8 Notifications | |
| | Application Subscriptions | |
| | Account Registration | |
| | NETWORK SETTINGS | |
| | Electronic Order Routing | |
| | Electronic Invoice Routing | |
| | Accelerated Payments | |
| | Remittances | |
| | Data Deletion Criteria | |
| | Network Notifications | |

Audit Logs

Your Ariba Network Account Frequently Asked Questions

You can select which notifications are sent via email and enter the address or addresses of the recipients.

| Business Network - Standard Account | Upgrade TEST MODE | 0 sc |
|---|--|-----------------------------------|
| count Settings | | Save |
| Customer Relationships Users Notifications | Application Subscriptions Account Registration API management | |
| General Network Discovery Sourcin | g & Contracts Messaging | |
| Enter up to three comma-separated email addresses per The Preferred Language configured by the account adm | field. Ensure that you have any required user consents before adding email addresses for sending notifications. inistrator controls the language used in these notifications. | |
| Electronic Order Routing | | |
| Туре | Send notifications when | To email addresses (one required) |
| Order | Send a notification when orders are undeliverable. Send a notification when a new collaboration request against an existing order is received. | * email.address@supplier.com |
| | Send notification for new purchase orders to suppliers. | |
| | Send notification to suppliers when purchase orders are changed. | |
| Purchase Order Inquiry | ✓ Send a notification when purchase order inquiries are received. ✓ Send a notification when purchase order inquiries are undeliverable. | * email.address@supplier.com |
| Time Sheet | Send a notification when time sheets are undeliverable. | * email.address@supplier.com |
| Pending Queue | Send a notification when items delivered through pending queue are not acknowledged. | * email.address@supplier.com |

Hints & Tips:

Go to the 'Network' sub-area to choose your notification method for purchase orders.

Information entered here will apply to all customer accounts.

Where your customer can only assign one email address in your vendor record, you can enter multiple email addresses in the network. Simply use a comma to separate the addresses.

When you have updated the information, click 'Save'.

Supplier Lifecyle Performance (SLP)

Cadent have enabled Ariba SLP, which is a new way of creating and managing our supplier data. SLP enables Cadent to control its vendor database, by connecting with suppliers who meet a minimum standard.

All activities within the process are completed in Ariba, the process flow below demonstrates the process steps.



Suppliers are expected to complete up to three questionnaires within Ariba. All suppliers must complete the registration stage, with suppliers who are to be created as vendors in Cadent's back office system required to also complete the qualification and modular questionnaires as outlined in the table below:

| Process | Requirement | Required for Sourcing | Required for Transacting |
|---|--|-----------------------------|--------------------------------|
| Supplier Registration | Tell us about your organisation and whether you agree to Cadent Policies, Terms & Conditions. Suppliers must complete the registration phase to take part in tender events. | > | • |
| Supplier Qualification | Commodity driven technical questions relating to the goods or services requested, all new suppliers are to be created as a vendor in Cadent's purchase to pay system must complete Supplier Qualification. | × | • |
| Modular Questionnaire - Collection of Bank Details | Enter your bank details and provide a PDF (non- editable) version on company letterhead to enable us to complete your vendor set up. This process is triggered following successful qualification. | × | • |

Go To Supplier Registration Guidance

Go To Supplier Qualification Guidance

Go To Modular Questionnaire (Bank Details) Guidance

Supplier Onboarding Supplier Registration

Supplier Onboarding Supplier Registration

1. You will receive an email from Cadent asking you to 'register as a supplier with Cadent Gas'. This will be sent from the individual in Cadent's buying team who has triggered the registration process.



2. Click on the link in the email

3a. If you're new to the Ariba Network, click on the 'Sign up' button

3b. If you're already a member of the Ariba Network, sign in as normal by clicking the 'Log in' button and go to step 12

| SA | Ariba Proposals and Questionnaires - |
|----|---|
| | Welcome, |
| | Have a question? Click here to see a Quick Start guide. |
| | Sign up as a supplier with Cadent Gas Limited on SAP Ariba. Cadent Gas Limited uses SAP Ariba to manage procurement activities. |
| | Create an SAP Ariba supplier account and manage your response to procurement activities required by Cadent Gas Limited Sign up Already have an account? |

4. Complete the information in the proforma to create your Ariba account. The form is split into three sections:

- Company Information
 Company Name & Address
- User Account Information
 Create your username and
 password
- More about your business
 Select the commodities your
 business provides and the
 locations you service, note the
 Product and Service Categories
 are based on the United Nations
 Standard Product & Service
 Classification (UNSPSC)
 taxonomy structure

| eate account | | Create account and continue | Cano |
|---------------------------|---|--|------|
| st, create an SAP Ariba s | upplier account, then complete questionnaires required by | y Cadent Gas | |
| nited | | | |
| | | | |
| | | | |
| ompany informat | on | | |
| 1 | | | |
| | | * Indiantan a service of field | |
| | | Indicates a required neto | |
| Company Name:* | | | |
| Country/Region:* | United Kingdom [GBR] | If your company has more than one office, enter the main office | |
| | | address. You can enter more | |
| Address:* | | addresses such as your snipping address, billing address or other | |
| | | addresses later in your company profile. | |
| | | | |



Cadent Your Gas Network

Supplier Onboarding Supplier Registration

5. Once complete, scroll to the bottom of the page. You must tick that you have read and agreed to the 'Terms of Use' and 'SAP Ariba Privacy Policy Statement' to continue

6. Click on the 'Create account and continue' button

7. The Ariba system will complete a search of existing records. If a potential duplicate record exists, you will see this pop-up. Click 'Review accounts'

If this popup does not appear, go to step 11

8. Any potential matches are displayed.

8a. If one looks to be for your company, you can view the profile by clicking '. . .' under actions, then select 'View profile'

8b. If none of these relate to your company or you want to create a new account, click 'Continue Account Creation'

9. The supplier profile is displayed in a new window, this screen gives you the option to Contact Admin of the account, if you wish.

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration. By clicking the Create account and continue button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be

transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law

Vol have the right to access and modify your personal data from within the application, by contacting the Anba administrator within your organization or Anba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Anba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository registing within the Russian federation.

| I have read and agree to the Terms of Use | |
|--|------------------------------------|
| I have read and agree to the SAP Ariba Privacy Statement | |
| | 6 |
| | Create account and continue Cancel |

(i) Potential existing accounts

We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.





10

Supplier Onboarding Supplier Registration

10. If you have selected contact admin, complete the template, then click 'Send Email'

Close this window.

Contact Your Account Administrator

| Your Name:* | | |
|----------------------|--|--------------|
| Your Company Name:* | | |
| Your Email Address:* | | |
| Your Phone Number: | USA1 ~ | |
| Your Message:* | Hello, I recently attempted to register an account on Ariba Network. During registration, SAP Ariba returned your account as a match. Please contact me to determine if I should be using this account. Thank you. | searched and |

Welcome to the Cadent Supply Cha



The questionnaire is now open:

12. The event clock is displayed - note registration is open for 7 calendar days

13. The questionnaire is split into three sections:

- Supplier Information
- · Working within the Gas Industry
- · Working with Cadent

Complete each section of the questionnaire.

14. Once completed, click 'Submit Entire Response'

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Hints & Tips for Completion:

- Mandatory questions are marked with a * •
- Maximum character length for company name is 40
- Some questions are triggered by your response to others, i.e. VAT questions only appear if you select 'yes' to VAT registered
- · Where this symbol is seen, you can add comments or attachments when it is selected





Sourcing Activities

Supplier Onboarding Supplier Registration

15. Click 'OK' when the popup appears

Your response is now submitted.

Submit this response?
Click OK to submit.
OK
Cancel

What Happens Next?

The Cadent buyer will review your submission

If you are taking part in a tender event, once approved, you will be able to access the event and submit a bid

If your company is being set up as a vendor, when approved you will receive an invitation to complete the qualification template

Supplier Onboarding Supplier Qualification

Supplier Onboarding Supplier Qualification

1. You will receive an email from Cadent asking you to 'become a qualified supplier with Cadent Gas'.

The email includes the commodity that the buyer is qualifying your company for.

2. Click on the link

3. Log into the Ariba portal using the username and password you previously created

Cadent Gas

Qualification questionnaire to become a qualified supplier with Cadent Gas

Hello!

Now that is registered as a supplier with Cadent Gas, you're invited to fill out one or more questionnaires to become qualified in the following categories:

Crisis communications & media training in National



You are receiving this email because your customer, Cadent Gas - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Cadent Gas - TEST.

Ariba Proposals and Questionnaires 🚽



New to Ariba? Register Now

The questionnaire is now open:

- 4. The event clock is displayed
- 5. Complete the questionnaire

6. Where this symbol is seen, you can add comments or attachments when it is selected

7. When complete, select the 'Submit Entire Response' button



Supplier Onboarding Supplier Qualification

8. Click 'OK' to submit the response

9. Click 'Go back to Cadent Dashboard' at the top of the screen

10. The status is now updated. You can click on any of the questionnaires and revise your response during the event (time remaining is displayed on the event clock)

The Cadent Buyer will review your submission. If approved, you will receive an final questionnaire which requests your bank details

What Happens Next?

The Cadent buyer will review your submission.

Once approved, your company information will be synced with our back office system. At this point you will be set up with a vendor number, this will allow the requestor to create a purchase requisition / purchase order.

You will receive one final questionnaire, which captures your company bank details. In order to process your details efficiently and in a controlled manner, please ensure you also attach the details in non-editable format (PDF), on your company letter head and signed by your FD or equivalent.

This document is to mitigate any risk of fraud and will be used by our Accounts Payable team to confirm the request is valid and the correct information has been input into the questionnaire.

If you change your company data, including bank details in the future, you can revise the questionnaire response and re-submit via Ariba.





| Ariba Proposals and Questionnaires 👻 | Standard Accourt | t Upgrade | | | | | 0 | sc |
|--------------------------------------|-------------------------------------|--|---|--|------------------|---------------|-----------------------|------------|
| GAS | | | | | | | | |
| o matched postings. | Welcome to the quality, service, | Cadent Supply Chain and cost. The site is a | Online Portal. This site help: fministered by Ariba, Inc. to | s to identifying suppliers to wo ensure market integrity. | rk with Cadent w | ho are market | leaders in safety, | |
| | Events | | | | | | | |
| | Title | ID End Tim | e l | Event Type | | Participated | | |
| 10 | Registration Qu | uestionnaires | | ID | End Time | 1 | Status | |
| | ▼ Status: Open | (2) | | | | | | |
| | Cadent Supplier Re | gistration Questionnair | 0 | Doc494496814 | 10/10/6103 | 12:58 PM | Registe | ed |
| | VAT Information | | | Doc494496818 | 9/16/2021 | 10:51 AM | Registe | ed |
| | Qualification Q | uestionnaires | | | | | | |
| | Title | ID | End Time 4 | Commodity | | Regions | Status | |
| | Status: Comp | leted (1) | | | | | | |
| | External Qualification | on Survey Doc49492 | 2961 9/16/2020 12:44 PN | 1 Crisis communications & m | n View more | 10 National | Pending Qualification | n Approval |

Supplier Onboarding Collection of Bank Details

Supplier Onboarding Modular Questionnaire – Collection of Bank Details

| The fina | al stage to cre | eating your | | | | | |
|--|--|-----------------------------|---|--|---|---|---|
| collection | on of bank de | etails. This | Cade | ent Gas | | | P |
| is impo | rtant as it ena | ables | | | | | |
| Cadent | to pay you o | n time. | Hello | | 3 | | |
| 1. You v from Ca comple questio | will receive ar adent asking te the bank d nnaire | n email you to etails | Cadent required Questio Questio Respon | Gas has invi d so onnaire Over onnaire name nd by: Thu, 28 | ted you to co car view Bank Detai Jan, 2021 | omplete a questionnaire. This is a do business with Cadent Gas . Is | |
| 2. Click | on the link | | <u>Submit</u> | questionnaire | | | |
| | | | Best, | | 2 | | |
| | | | SAP Ar | iba team | | | |
| | | | | | | | - |
| | | | | | | SAP Ariba Proposals and Questionnaires - | |
| 3. Log i using th passwo created | into the Ariba ne username ord you previc | portal and busly | | | | SAP Ariba | |
| The qu | estionnaire is | now open: | | | | New to Ariba? Register Now | |
| | | | | | | - | |
| 4. The e | event clock is | s displayed | | | | | |
| 5. Com | plete the que | stionnaire | | | | | |
| 6. Whe | n complete, s | elect the 'Submit Ent | tire Res | sponse' b | utton | | |
| | Console | Doc564090917 - Bank Details | | | | 4 Time remaining 29 days 23:17:13 | |
| | Event Messages Event Details Response History Response Team | All Content Name 1 | | | | 5 | |
| | ▼ Event Contents | 1.1 Bank Currency | | * Unspecified ~ | | | |
| | All Content | | | * | Bank Type: No Ch | oice 🗸 | |
| | 1 Bank Details | | | | Country: | | |

Name: Bank Branch:

Excel Import

Compose Message

*) indicates a requ

6

bmit Entire Re

Save draft

Supplier Onboarding

Supplier Registration

Supplier Qualification

Sourcing Activities

Supplier Onboarding

Modular Questionnaire – Collection of Bank Details

Hints & Tips for Completion:

Section 1 – Bank Details

1.1 Bank Currency

Currencies available are GBP, EUR, USD. If another currency is required, please email our team on <u>MyProcurementServices@cadentgas.com</u> as soon as possible

1.2 Bank Account Information

- Type select 'Domestic' for UK or 'Foreign' for non-UK banking. Bank ID should be '0000'
- Select the Country
- Enter the name of the bank, branch name and address where the account is held
- Enter the account holder name, as it appears on your statement
- If a UK bank enter the 6 digit sort code with no spaces or '-' in the Bank Key field and enter your 8 digit account number in the Account Number Field
- If a Foreign bank enter the Routing Number (ABA), IBAN (International Bank Account Number), SWIFT (Society for Worldwide Interbank Financial Telecommunication) code as provided by your bank

Section 2 – Attach a PDF of your bank details. This must be on letter headed paper or an invoice template and signed by your FD or equivalent. Cadent requires this to meet with internal Financial controls, which aim to protect both Cadent and our suppliers from fraudulent activity.

7. Click 'OK' to submit the response

8. Click 'Go back to Cadent Dashboard' at the top of the screen

9. The status is now updated. You can click on any of the questionnaires and revise your response during the event (time remaining is displayed on the event clock)

| Click OK to submit. | | | Ar | iba : | Sourc | ing |
|--------------------------------------|--------------|-----------------|---------------------------|------------|-------------|------------|
| OK | Cancel | | < Go back | to Caden | t Gas Dashb | oard 8 |
| itle | 63 | ID | End Time ↓ | Commodity | Regions | Status |
| ▼ Status: Completed (1) | | | | | | |
| VAT Information | | Doc531953528 | 10/11/2020 13:35 | (no value) | 10 National | Registered |
| Status: Open (1) | | | | | | |
| Cadent Supplier Registration Que | stionnaire | Doc531953523 | 10/10/6103 12:58 | (no value) | 10 National | Registered |
| ualification Questionnai | res | | | | | |
| Títle | ID | End Time ↓ | Commodity | | Regions | Status |
| ▼ Status: Completed (1) | | | | | | |
| External Qualification Survey | Doc494922961 | 16/9/2020 12:44 | Crisis communications & m | View more | 10 National | Qualified |
| | | | | | | |
| uestionnaires | | | | | | |
| Questionnaires | E | ind Time 🕴 | Commodity | Regions | Status | |
| Title ID Status: Completed (1) | ł | End Time ↓ | Commodity | Regions | Status | |

What Happens Next?

A representative of Cadent's Accounts Payable team will review your submission.

To complete our controls testing, they will telephone your company via an independently searched telephone number and will ask a representative of your credit control team to confirm the bank account details entered in the questionnaire.

Once approved, your bank account details will be synced with our back office system, enabling us to pay you by BACS once your invoice is matched and due for payment.

Cadent Your Gas Network

Sourcing Activities

Sourcing Activities

As a utility in the UK, Cadent has to abide by Utility Contract Regulations (UCR 2016).

On the first of January each year, the thresholds for Goods, Works and Services are reset and can be viewed at <u>https://www.ojeu.eu</u>



To manage this Cadent operates the process above:

- Our buying teams will create a sourcing strategy outlining the market place, how we buy today and with the support of key stakeholders understand future forecasting requirements.
- Using tools such as Achilles, Utility Vendor Database (UVDB), Constructionline for DPS (Dynamic Purchasing System) and SAP Ariba, our buying teams will construct an RFx/ITT.
- Suppliers participating in Sourcing events, need to complete the Ariba Registration process (see Supplier Onboarding Process).
- Ariba is Cadent's chosen procurement system and is used it for our sourcing activity, depending on the sourcing strategy you may also receive an invitation via Achilles, Constructionline or directly from a buyer.
- Suppliers are expected to review the sourcing documentation as soon as possible, understanding the timescales around the event and abide by the bidding rules.
- Suppliers are expected to ensure all documentation being submitted to Cadent are submitted by an authorised individual.
- Cadent will share within the ITT (Invitation to Tender) documentation the split between the Technical and Commercial requirements.
- Under the Utilities Contract Regulations 2016, Cadent will adhere to the 10 Calendar Day Standstill Period at the point of Contract award, where applicable.
- Suppliers who are awarded a Contract must transact with Cadent electronically via the Ariba Network.

Sourcing Activities

- **1.** You will receive an email from Cadent asking you to participate in an event.
- **2.** Click on the link to access the event

<text><text><text><text><text><text><text><text><text>

3. Log into the Ariba portal using your Ariba credentials that would have been created as part of Supplier Registration

SAP Ariba



4. The dashboard is now open, any sourcing events or questionnaires are displayed

| Welcome to the site is administe | Cadent Supply Chain Onl red by Ariba, Inc. to ensur | line Portal. This site helps t e market integrity. | o identifying suppliers to work with Ca | ident who are market leaders i | n safety, quality, service, and | d cost. The |
|-----------------------------------|--|---|---|--------------------------------|---------------------------------|--------------|
| Events | | | | | | |
| Title | | | ID | End Time 🔱 | Event Type | Participated |
| Status: Open | (1) | | | | | |
| Pre-Qualification Qu | uestionnaire (PQQ) Test fo | or Training | Doc723149488 | 8/17/2021 12:00 PM | RFI | No |
| Risk Assessme | nts | | | | | |
| Title | ID | End Time 👃 | | Event Type | | |
| | | | No items | | | |
| Registration Qu | uestionnaires | | | | | |
| Title | | | ID | End Time 🚽 | | Status |
| Status: Open | (1) | | | | | |
| Cadent Supplier Re | gistration Questionnaire | | Doc620678384 | 4/11/6104 4 | :05 PM | Registered |
| Qualification Q | uestionnaires | | | | | |
| Title | | ID | End Time ↓ | Commodity | Regions | Status |
| Status: Compl | leted (1) | | | | | |
| External Qualification | on Survey | Doc620665993 | 3/19/2021 1:05 PM | Hand tools 2711 | 20 East of England | Qualified |

5. Click on the event to open it

Supplier Registration

Sourcing Activities

6. Once in the event, click 'Review Prerequisites'

| Event Details | Doc723149488 - Pre-Qualification Questionnair | e (PQQ) Test fo | G 01:00:55 |
|---|--|--|--|
| Event Messages Download Tutorials Response Team | Review and respond to the prerequisites. Prerequisite questions must be answ accept your responses before you can contine the event. If you decline: | rered before you can view event content or participation to be terms of the prerequisites, you cannot view the | ate in the event. Some prerequisites may require the owner of the event to review and event content or participate in this event. |
| ▼ Checklist | Review Prerequis | ites Decline to Respond | Print Event Information |
| 1. Review Event Details | Event Overview and Timing Rules | | |
| 2. Review and Accept | Owner: Jessica.Porter (i) | Description: | Pre-Qualification Questionnaire (PQQ) Test for Training |
| Prerequisites | Event Type: RFI | Currency: | British Pound |
| 2 Submit Beenense | | Commodity: | Minor Gas Works, IP HP 72141127 |
| 5. Submit Response | | Regions: | 10 National |
| | | Contract Months: | 12 |
| | | Contract Effective Date: | 08/10/2021 |
| | Publish time: 8/17/2021 10:09 AM | | |
| | Due date: 8/17/2021 12:00 PM | | |

7. If you elect not to participate, select 'Decline to Respond'

Please note: If you select 'Decline to Respond' you will not be able to view the event details, respond to the event or send messages through the message board

8. Review the prerequisites and confirm whether you accept or do not accept the terms of the agreement

| Prerequisites | Doc723149488 - Pre-Qualification Questionnaire (PQQ) Test for Training |
|---|---|
| | |
| ▼ Checklist | Prerequisites must be completed prior to participation in the event. |
| 1 Review Event Details | |
| 1. Review Event Details | |
| Review and Accept Prerequisites | In consideration of the opportunity to participate in on-line events (On-Line Events) held and conducted by the company sponsoring this On-Line Event (Sponsor) on the web site (this 'Site') hosted by Ariba, Inc. (Site Owner), your company (Participant' or 'You') agrees to the following terms and conditions (Bidder Agreement): |
| 3. Submit Response | 1. Blds. If You are invited to participate in the On-Line Event. Sponsor reserves the right to amend, modify or withdraw this On-Line Event. Sponsor reserves the right to accept or reject all or part of your proposal. Submission of a bid does not create a contract or any expectation by Participant of a hurre business relationships. Rather, by submitting a bid, you are making a firm offer which Sponsor may accept to form a contract, subject to section 2 below. Sponsor is not liable for any costs incurred by Participant in the preparation, presentation, or any other sapect of Participant's bid. |
| | 2. Price Quotes. Except to the extent Sponsor allows a non-binding bid, all Bids which Participant submits through the On-Line Events are legally valid quotations without qualification, except for data entry errors. |
| | 3. Procedures and Rules. Participant further agrees to be bound by the procedures and rules established by the Site and Sponsor. |
| | 4. Confidentiality. Participant shall keep all user names and passwords, the On-Line Event content, other confidential materials provided by the Site and/or Sponsor, and all bids provided by You or another participating organization in confidence and shall not disclose the foregoing to any third party. |
| | 5. Bids through Site only. 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, fax, E-mail, or orally unless specifically requested by Sponsor. |
| | 6. Ethical Conduct. All parties will prohibit unethical behavior and are expected to notify the Site Owner by contacting the appropriate project team if they witness practices that are counter-productive to the fair operation of the On-Line Event. If Participant experiences any difficulties during a live On-Line Event, Participant must notify Site Owner immediately. |
| | 7. Survival. The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event. |
| | |
| | BA vi.1194ug05 |
| | |
| | I accept the terms of this agreement. |
| | |
| | 1 roo not accept the terms of this agreement. |
| L | |
| | ОК Cancel |

9. Click 'OK'

Please note: If you select 'I do not accept the terms of this agreement' you will not be able to proceed further into the event



Sourcing Activities

10. If you accepted the terms of the agreement, you can now respond to the event

| Console | Doc723149488 - Pre-Qualification Questionnaire (PQQ) Test fo | Time remaining 00:29:07 |
|--|--|----------------------------|
| Event Messages Persoance Ulstern Response Team | Primary | 11 |
| ▼ Checklist | All Content | |
| 1. Review Event Details | Name † | |
| 2. Review and Accept | ▼ 1 Overview of Requirements Less | · |
| Prerequisites | Cadent Gas owns four of the eight gas distribution networks in Great Britain. Through these networks, we distribute gas to approximately 11 million offices, schools and homes. | |
| 3. Select Lots | 1.1 Please read the attached background | |
| 4. Submit Response | Information document by Suppliers are requested to click on References to re | |
| ✓ Event Contents All Content | 1.2 Any Vendor who wishes to proceed in the tender process must complete this PQO in ARIBA by the deadline specified here. Please note the subsequent RPP stage will be conducted via the ARIBA vstem. | |
| Overview of | The closing date for this PQQ is | |
| Requirem | ▼ 2 PQQ Instructions Less | |
| 2 PQQ Instructions | You are hereby invited to respond to the Pre-Qualification-Questionnaire (PQQ) for the provision of goods or services Cadent Gas Ltd as specified in this PQQ. | |
| 3 Scoring Criteria | 2.1 Responses and any attachments must be in the | |
| 4 Suppliers please pro | (*) indicates a required field | |
| 6 PQQ QUESTIONS | Submit Entire Response Update Totals Save draft Excel Import | |

11. The event countdown is displayed at the top of the screen

ck to Cadent Gas - TEST Dash

12. You can review previous messages and ask questions during the event in the Event Messages

| 13. Click 'Compose Message' to ask a new question Event Messages - Pre-Qualification Questionnaire (PQQ) Test for Training | | | | | | | | |
|--|-------------|----------------|---------------------|-------------------|----------------|-------------|---|-----------------|
| | | | | | | | | O0:18:29 |
| Messa | ges | | | | | | | = |
| | Id | Reply Sent | Sent Date ↓ | From | Contact Name | То | Subject | |
| \bigcirc | MSG56576009 | Not Applicable | 08/17/2021 10:09 AM | Cadent Gas - TEST | Jessica.Porter | Test Tester | Cadent Gas - TEST has invited you to participate in an event: Pre-Qualification Questionnaire | |
| Le View Reply Compose Message Download all attachments | | | | | | | | Back to Console |

14. Enter any questions or text, Ariba will automatically default the subject, this can be amended

| Compose New Message | Send |
|--|---|
| From: Test Vendor 2 - 19/03/2021 (Test Tester) | 16 |
| To: Project Team | |
| Subject: Doc7231 1 5 e-Qualification Questionnaire (PQQ) Test for Training | |
| Attachments: Attach a file | |
| | 15 . You can attach files or zip |
| Hi there, | folders has a leasting (Attack of Eile) |
| In section 1 of the PQQ I can see we have to specify some more detail, could we provide this detail in a separate document and attach it to our response? Thank you | folders by selecting Attach a File |
| | |
| | 16 Click 'Send' when you have |
| | |
| | completed the form |
| | |
| 4 | |
| | |
| | |
| © Cadent Gas I to 2022 | |
| © Cadeni Gas Liu 2022 | |

Sourcing Activities

Please note: The Cadent Buyer will have visibility of who has submitted the question, please do not enter any company identifiers in your question as it may be shared with other participants

17. When Cadent respond, you should receive an email similar to the one shown here

| Cadent Gas - TEST | |
|---|----|
| | |
| Hi, | |
| Yes as this will support your submission. | |
| Thank you | |
| | -1 |

18. To view this in Ariba, log in and click on the event

| Events | | | | | | | |
|----------------------------|-------------------|----------------|--------------|--------------------|------------|--------------|--|
| Title | | | ID | End Time ↓ | Event Type | Participated | |
| ▼ Status: Open (1) | | | | | | | |
| Pre-Qualification Question | nnaire (PQQ) Tes | t for Training | Doc723149488 | 8/18/2021 12:00 PM | RFI | No | |
| Risk Assessments | | 18 | | | | | |
| Title | ID | End Time ↓ | | Event Type | | | |
| | | | No items | | | | |
| Registration Questi | onnaires | | | | | | |
| Title | | | ID | End Time ↓ | | Status | |
| ▼ Status: Open (1) | | | | | | | |
| Cadent Supplier Registrat | tion Questionnair | e | Doc620678384 | 4/11/6104 4:05 PM | | Registered | |

19. Click into 'Event Messages'

| Console | Doc723149488 - Pre-Qualification Questionnaire (PQQ) Test fo | | 19 |
|---|---|--|----------|
| Event Messages Response Histo Response Team | Primary | | |
| ▼ Checklist | All Content | | * |
| 1. Review Event Details | Name † | | |
| 2. Review and Accept | ▼ 1 Overview of Requirements Less | | A |
| Prerequisites | Cadent Gas owns four of the eight gas distribution networks in Great Britain. Through these networks, we distribute gas | o approximately 11 million offices, schools and homes. | |
| 3. Select Lots | 1.1 Please read the attached background * | | |
| 4. Submit Response | clicking on this link. References V | | |
| | 1.2 Any Vendor who wishes to proceed in the tender process | | |
| ▼ Event Contents | must complete this PQQ in ARIBA by the deadline specified here. | | Ŧ |
| All Content | rease note the subsequent KFF rue, 17 AUg, 2021 | | • |
| Au Content | (*) indicates a required field | | |

Back to Console

Sourcing Activities

20. The message response from Cadent will be visible at the top of the Message Board list, click on the subject to read the response

Event Messages - Pre-Qualification Questionnaire (PQQ) Test for Training

| | | | | | | | U Time remaining 03:21:32 |
|------------|---------------|----------------|---------------------|---------|----------------------|---------------------------|---|
| Messa | ges | | | | | | π |
| | ld | Reply Sent | Sent Date ↓ | From | Contact Name | То | Subject |
| \bigcirc | MSG56568000.1 | No | 08/17/2021 12:32 PM | | | Participants (1) Team (2) | RE: Doc723149488 - Pre-Qualification Questionnaire (PQQ) Test for Training |
| \bigcirc | MSG56568000 | No | 08/17/2021 12:26 PM | | | Participants (0) Team (2) | Doc723149488 - Pre-Qualification Questionnaire (PQQ) Test for Training |
| \bigcirc | MSG56576012 | No | 08/17/2021 12:03 PM | | | Test Tester | Event Pre-Qualification Questionnaire (PQQ) Test for Training has been reopened. |
| \bigcirc | MSG56576011 | No | 08/17/2021 12:00 PM | | | Test Tester | Event Pre-Qualification Questionnaire (PQQ) Test for Training is no longer accepting responses. |
| \bigcirc | MSG56576009 | Not Applicable | 08/17/2021 10:09 AM | | | Test Tester | Cadent Gas - TEST has invited you to participate in an event: Pre-Qualification Questionnaire |
| 4 | | | | | | | • |
| | View | Reply | Compose Messa | ge Down | load all attachments | | |

21. You can respond to this message by clicking 'Reply', if you choose not to reply then click 'Done'

| View N | lessage | Done Reply |
|-------------|--|------------|
| ld: | MSG56568000.1 | |
| From: | | |
| Sent: | 08/17/2021 12:32 PM | |
| To: | Project Team; | |
| Subject: | RE: Doc723149488 - Pre-Qualification Questionnaire (PQQ) Test for Training | |
| | | |
| Hi, | | |
| Yes as this | will support your submission. | |
| Thank you | | |
| | 2 | 1 |

22. When submitting your response to Cadent's event, any fields marked with a Red Astrix must be completed

| Primary | |
|--|-----------|
| All Content | × |
| Name 1 | |
| ▼ 1 Overview of Requirements Less | A |
| Cadent Gas owns four of the eight gas distribution networks in Great Britain. Through these networks, we distribute gas to approximately 11 million offices, schools and homes. | |
| 1.1 Please read the attached background information document by clicking on this link. ★ Suppliers are requested to click on References References ∨ 1.2 Any Vendor who wishes to proceed in the tender process must complete this PQO in ARIBA 22 | |
| Please note the subsequent RFP Tue, 17 Aug, 2021 | |
| (*) indicates a required field | |
| Submit Entire Response Update Totals Save draft Compose Message Excel Import | |

Supplier Registration

Supplier Qualification

Sourcing Activities

23. The answer fields can vary from test boxes, drop down menu's and attachments

| All Content | | |
|--|-----------------|---|
| Name 1 | | |
| Company Details in this section | | • |
| 4.1 Provide your company Name | * TestSupplier1 | |
| 4.2 Provide your Company House Registration Number | * 1234 | |
| 4.3 Provide your Company UVDB Supplier Code | * 12345 | |
| 4.4 Please provide Parent Company Name (If applicable) | • | |
| 4.5 Please provide details of the lead contact person. If successful in the outcome of this PQQ. The | 23 | • |
| • | | • |
| (*) indicates a red | quired field | |

24. To download any files/attachments within the content, select the document name and click 'Download this Attachment/Download all attachments'

| Name 1 Contact email address Contact email address 4.8 Please provide Lead Contact Telephone number 5 Test Line Test Line Please see attached PQQ documents. Please see attached PQQ documents. Please see attached PQQ documents. Download this attachment Download all attachments 6.1 Please attach your *Attach a file *Attach a file (*) indicates a required field | All Content | | |
|---|---|---|---|
| Contact email address 4.8 Please provide Lead Contact Telephone number 5 Test Line Test Line Please see attached PQQ documents. W Blank PQQ.docx Download this attachment Download all attachments 6.1 Please attach your * Attach a file (*) indicates a required field | Name 1 | | |
| 4.8 Please provide Lead * 12345 5 Test Line Less Test Line Please see attached PQQ documents. Image: Contract Telephone number * 6 PQQ QUESTIONS 6.1 Please attach your * Attach a file * 4ttach a file | Contact email address | agentaPpa@renrabhier.com | |
| 5 Test Line Test Line Please see attached PQQ documents. Image: Comparison of the set | 4.8 Please provide Lead Contact Telephone number | * 12345 | |
| Test Line Please see attached PQQ documents. | 5 Test Line Less – | | |
| Please see attached PQQ documents. Image: Please see attached PQQ documents. <t< td=""><td>Test Line</td><td></td><td></td></t<> | Test Line | | |
| • 6 PQQ QUESTIONS Download all attachments 6.1 Please attach your response here. (*) indicates a required field (*) indicates a required field | Please see attached PQQ documents. | Blank PQQ.docx Download this attachment | |
| 6.1 Please attach your response here. | ▼ 6 PQQ QUESTIONS | Download all attachments | |
| (*) indicates a required field | 6.1 Please attach your response here. | *Attach a file 🕈 | v |
| | (*) indicates a require | red field | • |

25. To attach any files or zip folders relating to your submission, find the answer field and click 'Attach a File'

| All Content | | |
|---|-----------------------------|---|
| Name 1 | | |
| Contact email address | oneninges@resionhhiner.com | |
| 4.8 Please provide Lead Contact Telephone number | * 12345 | |
| 5 Test Line L | Less – | |
| Test Line | | |
| Please see attached PQQ docum | nents. 🛛 🗓 Blank PQQ.docx 🗸 | |
| ▼ 6 PQQ QUESTIONS | | |
| 6.1 Please attach your response here. | *Attach a file ** | - |
| (*) indicates | es a required field | |

Sourcing Activities

26. Click on 'Choose File', select the document or zip folder you would like to upload and click 'Open'

| | Open | | × |
|---|--|-------------------|---------------------|
| dd Attachment | $\leftarrow \rightarrow \checkmark \uparrow$ 🗎 > This PC > Documents | v ひ ,으 Search | Documents |
| | Organize • New folder | | E • 🔳 🕜 |
| Enter the location of a file to add as an Attachment. To Attachment: Choose File No file chosen | To V X Quick access | Date modified | Туре |
| g bo file here | Blank PQQ Answer | 18/08/2021 11:04 | Microsoft Word Docu |
| | | | |
| | File name: | All Siler Open | - Cancel |

27. Once the file/zip folder is attached, click 'Ok'

| Add Attachment | ОК | Cancel |
|---|----|--------|
| Enter the location of a file to add as an Attachment . To search for a particular file, click Browse When you have finished, click OK to add the attachment. | | |
| 27 | ОК | Cancel |

28. Once your response is complete, click 'Submit Entire Response'

| All Content | | |
|---|---|---------------------------------------|
| Name 1 | | |
| Contact email address | งบอมเป็นรวดและรวมปายเลาะอาก | |
| 4.8 Please provide Lead Contact Telephone number | * 12345 | |
| 5 Test Line Les | S – | |
| Test Line | | |
| Please see attached PQQ documer | ts. 🕫 🕅 Blank PQQ.docx 🗸 | |
| ▼ 6 PQQ QUESTIONS | | |
| 6.1 Please attach your response here. | * 🕅 Blank PQQ Answer.docx 🗸 Update file Delete file 👎 | |
| (*) indicates a | required field | · · · · · · · · · · · · · · · · · · · |
| 28 29. Click 'Ok' | | |
| All Content | | |
| Name 1 | Submit this response? | |
| English or a full English translation must be provided at no cost to Cadent. Applicants should not make any assumptions based on prior knowledge and/or experience of working with Cadent in the completion of | Click OK to submit. OK Cancel | |

Sourcing Activities

30. Once the bidding period has expired, an email notification will be sent confirming we are no longer accepting responses similar to the email shown here

Cadent Gas - TEST

Thank you for participating in the Cadent Supply Chain Online Portal event Doc723149488 Pre-Qualification Questionnaire (PQQ) Test for Training.

The event Pre-Qualification Questionnaire (PQQ) Test for Training is now in Pending Selection and is no longer accepting responses. We will analyise the responses and notify you of the outcome of this.

For details about this event, please visit the Cadent Gas - TEST Cadent Supply Chain Online Portal $\underline{Click Here}$.

If you have any questions about the event, please contact Jessica.Porter at or via e-mail at jessica.porter@cadentgas.com.

Thank you,

Cadent Gas - TEST

Hints & Tips for Completion:

- Mandatory questions are marked with a *
- Keep an eye on the bidding clock and remember to submit your response
- You can export the event into Microsoft Excel, using the 'Excel Import'
- Remember to 'save as draft' if you are completing the event over several sittings
- Where this symbol is seen, you can add comments or attachments when it is selected



Attachment: Attach a file



Notes

| |
|------|
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Cadent Gas

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