Good things come from Sysco

Supplier RFX Training

Date: June 2016
Log into your Ariba Account

- [http://sysco.supplier.ariba.com](http://sysco.supplier.ariba.com)
- Enter your username and password. Your username is an email format.

New Help Center
Select the RFx from Open Events

Select the RFx under Status: Open
Overview of Home Screen of RFx

- **Message Board to ask questions**
- **Checklist will provide high level steps to complete the RFx.**
- **Responses to Questions are answered here. Any question with an asterisk is required.**
- **Countdown until RFx is due**
- **Change to full screen**
- **Help Center is always available**
Intend Participation and Step 1

Ariba Sourcing

Event Details

Doc763560583 - Test Stuff RFP 3

You must decide whether or not you intend to participate in this event.

Download Content  Intend to Participate  Decline to Participate  Print Event Information

General Information

1. General Information

1.1 Attached are the Sysco Branded Specifications contained within this RFP. Sysco Quality Assurance will determine the sampling, monitoring, enforcement, and reporting of compliance for all items. Specifics of the monitoring and compliance process are contained herein or will be further detailed upon awards to the selected supplier(s). It is imperative that your net proposal is based on the product specifications for Sysco branded products. Have you reviewed the Sysco Brand specs?

1.2 All Sysco Brand products must conform to the SMS specifications. Suppliers quoting products must identify in writing by using “Messages” for any request for deviation to specifications below due to capability issues, or to facilitate cost benefits for Sysco and SMS. These specification requests will be reviewed and, if approved, revised specs for the lot will be provided to suppliers.

IT IS IMPERATIVE THAT YOUR NET PROPOSAL IS BASED ON THE PRODUCT SPECIFICATIONS FOR SYSCO BRANDED PRODUCTS. FOR ITEMS CONTAINED IN THIS RFP THAT ARE NOT SYSCO BRANDED PRODUCTS, SPECIFICATIONS MUST BE ATTACHED TO THIS QUESTION (RFP specifications may differ from currently published specifications).

In order to assist in submitting the appropriate matches. Products similar in attributes, flavor, dimensions, size, color, shape, ingredients, etc. to brand XXXXX, manufacture # XXXXX or brand XXXXX, manufacture # XXXXX. This information is provided as a reference and is not indicative of Sysco's historical purchases of this lot within the proposal sheet. Prior to an award, a validation of suppliers capabilities to produce the Sysco branded items against the specification provided within the RFP will be required. In an effort to understand your company’s ability to comply, an acknowledgement of review of the specifications contained within this RFP is required by your company’s operations and quality assurance personnel. Please acknowledge that the appropriate personnel from your company have reviewed the specifications requirements. Do you comply with the specification requirements?

Event Overview and Timing Rules

Owner: Jana Orts
Event Type: RFP
Publish Time: 6/15/2016 3:30 PM
Due Date: 6/15/2016 4:00 PM

Currency: US Dollar
Commodity: Not Assigned Merchandising Merchandising
Contract Effective Date: 05/25/2016

***Sysco Proprietary and Confidential***
Responding to the RFx

Reference Documents folder contains attachments to be downloaded for the specific question

Once you have your document saved to your computer and ready for upload, click on Attach a file. (see next slide)
Ready to upload your attachments to the question, click on Attach a File, Choose file and click on OK.
Responding to RFx

Ariba Sourcing

Console

Doc763560583 - Test Stuff RFP 3

All Content

Checklist

1. Review Event Details
2. Submit Response

Event Contents

1. General Information
2. Bid Proposal Section

Submit Entire Response | Save | Compose Message | Excel Import

2.1 Items to be quoted can be found in Proposal Sheet attachment below. Please provide your lowest price for each of the items listed. Suppliers participating in this Round 3 RFP are not required to provide proposals for the total volume included in this RFP. It is imperative that pricing quoted is directly reflective of the product specifications provided. Volumes listed are based on a rolling 52 weeks and are to be used as a guide to estimate the volume requirements for the effective time period of (*) indicates a required field.

We do not have any issues with this category.
Your response has been submitted. Thank you for participating in the event.

Media License Agreement is also attached. The “Bid Award Purchase Agreement” attached below is a template that all or parts of will be used depending on the nature of the business that the product falls under. The final Agreement form will be sent to you for signature in the event of a proposal award. The proposal award is conditional upon your execution and return of these documents to SMS within 3 business days. The awarded supplier will also be qualified through a formal Sysco Quality Assurance audit for Sysco Branded products, or provision of an acceptable Food Safety and Sanitation Audit for non-Sysco branded products.

1.6 Does your company have any restrictions and/or additional comments regarding this category?

2. Bid Proposal Section

Please use this section to attach the Bid Proposal Excel File.

2.4 Items to be quoted can be found in Proposal Sheet attachment below. Please provide your lowest price for each of the items listed. Suppliers participating in this Round...
Once you have submitted your entire response the next steps will be communicated by the Sourcing Manager assigned to your category. Please make sure that you have also reviewed the Supplier Playbook in order to assist you with initial guidance on Doing Business with Sysco.