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# Participating in sourcing events

## SAP Ariba Sourcing for suppliers

# Content

<b>Participating in sourcing events.</b> . . . . .	<b>5</b>
<b>Topics about participating in SAP Ariba Sourcing events.</b> . . . . .	<b>6</b>
Types of sourcing events. . . . .	6
Request for information (RFI). . . . .	6
Request for proposal (RFP). . . . .	6
Auctions. . . . .	7
Participating online or via email. . . . .	7
Sourcing event statuses. . . . .	8
What buyers can see about your event participation. . . . .	8
Automatic notifications from SAP Ariba Sourcing. . . . .	9
SAP Ariba Sourcing event participation tasks. . . . .	9
Event participation checklist. . . . .	10
Troubleshooting for event participants. . . . .	12
<b>Topics about viewing sourcing events.</b> . . . . .	<b>16</b>
How to view your sourcing events. . . . .	16
How to view event details. . . . .	17
How to view event bidding and timing rules. . . . .	19
<b>Topics about completing event prerequisites.</b> . . . . .	<b>21</b>
About completing event prerequisites. . . . .	21
Bidder agreement. . . . .	21
Event prerequisite questions. . . . .	21
Customer-requested profile information. . . . .	22
Next steps after completing event prerequisites. . . . .	22
How to accept the bidder agreement and complete event prerequisites. . . . .	23
How to answer event questions. . . . .	24
How to download event attachments. . . . .	25
How to replace or delete documents attached to an event question. . . . .	26
How to complete buyer-requested company profile information. . . . .	26
<b>Topics about responding to RFIs.</b> . . . . .	<b>28</b>
About responding to RFIs. . . . .	28
RFI sections. . . . .	28
How to create and submit a response to an RFI. . . . .	29
How to revise an RFI or RFP response. . . . .	30
<b>Topics about responding to RFPs.</b> . . . . .	<b>31</b>

About responding to RFPs. . . . .	31
Selecting lots or line items. . . . .	31
Pricing section. . . . .	32
Large-capacity RFPs. . . . .	32
How to create a response to an RFP. . . . .	32
How to select lots or line items for an RFP. . . . .	33
How to submit prices and a response for an RFP. . . . .	35
How to select lots and submit prices and responses for large-capacity RFPs. . . . .	36
How to add answers to questions in a product questionnaire. . . . .	37
How to change the currency for a bid after a bid has been submitted. . . . .	39
<b>Topics about participating in auctions. . . . .</b>	<b>41</b>
About participating in auctions. . . . .	41
Prebids. . . . .	41
Selecting lots or line items. . . . .	42
Ceiling value. . . . .	42
Reserve value. . . . .	42
Bidding rules. . . . .	42
Submitting responses. . . . .	42
Viewing market feedback. . . . .	42
Revising your response. . . . .	43
How to prepare to bid in an auction. . . . .	43
How to select lots or line items in an auction. . . . .	45
How to submit auction prebids. . . . .	46
How to submit auction bids. . . . .	47
How to revise an auction bid. . . . .	48
How to participate in Dutch auctions. . . . .	49
How to participate in Japanese auctions. . . . .	51
<b>Topics about communicating with buyers. . . . .</b>	<b>53</b>
About communicating with buyers. . . . .	53
Event message board. . . . .	53
Prerequisites for composing messages. . . . .	53
Helpful hints. . . . .	53
How to compose new event messages. . . . .	54
How to view event messages. . . . .	55
How to reply to event messages. . . . .	55
<b>Topics about importing and exporting event content. . . . .</b>	<b>57</b>
About importing and exporting event content. . . . .	57
Custom offline responses. . . . .	57
Limitations. . . . .	58

Customizing bid spreadsheets. . . . .	58
How to download event content. . . . .	59
How to import event content. . . . .	60
How to download custom bid spreadsheets for submitted bids. . . . .	61
<b>Participating in events via email. . . . .</b>	<b>62</b>
How to participate in single-item events via email. . . . .	63
How to participate in bid events by email. . . . .	66
<b>Topics about submitting alternative bids. . . . .</b>	<b>69</b>
About submitting alternative bids. . . . .	69
Prerequisites for alternative bidding. . . . .	69
Limitations for alternative bidding. . . . .	70
How to create a pricing alternative bid. . . . .	70
How to create bundle alternative bids. . . . .	71
How to create tier alternative bids. . . . .	72
How to delete alternative bids. . . . .	74
How to submit alternative bids using Microsoft Excel spreadsheets. . . . .	75
<b>Topics about working as a response team. . . . .</b>	<b>76</b>
About working as a response team. . . . .	76
Response Team page. . . . .	76
Response History page. . . . .	76
Prerequisites for working in response teams. . . . .	77
Limitations for working in response teams. . . . .	77
How to view and add response team members. . . . .	77
How to view the bidding history for your response team. . . . .	78

# Participating in sourcing events

This guide is for an SAP Ariba supplier who wants to participate in SAP Ariba Sourcing events.

In sourcing events, suppliers can respond to prerequisite questions, RFIs, RFPs, and auctions; communicate with buyers; import and export event content; submit alternative bids and custom offline responses; and work as a response team.

This guide applies to:

- SAP Ariba Sourcing
- SAP Ariba Strategic Sourcing Suite

## Related guides

[Completing tasks](#)

[Enabling Desktop File Sync](#)

[Working with projects and documents](#)

# Topics about participating in SAP Ariba Sourcing events

[Types of sourcing events \[page 6\]](#)

[Participating online or via email \[page 7\]](#)

[Sourcing event statuses \[page 8\]](#)

[What buyers can see about your event participation \[page 8\]](#)

[Automatic notifications from SAP Ariba Sourcing \[page 9\]](#)

[SAP Ariba Sourcing event participation tasks \[page 9\]](#)

[Event participation checklist \[page 10\]](#)

[Troubleshooting for event participants \[page 12\]](#)

## Types of sourcing events

SAP Ariba Sourcing helps buyers create and run events in which they exchange business information with companies like yours. Depending on the type of information SAP Ariba Sourcing buyers want to collect, they create different types of events using SAP Ariba Sourcing.

### Request for information (RFI)

Buyers use a Request for information (RFI) to send questions to participants, gather participant feedback, and qualify participants based on their responses. Buyers can weigh and grade participant responses, and create an overall score for each participant.

For more information about participating in RFI events, see [Topics about responding to RFIs \[page 28\]](#).

### Request for proposal (RFP)

Buyers use a Request for proposal (RFP) to create a questionnaire with sections, questions, requirements, and/or line items to collect pricing information, and/or qualify participants, possibly for an auction. Buyers can weigh and grade participant responses, and create an overall score for each participant.

For more information about participating in RFP events, see [Topics about responding to RFPs \[page 31\]](#).

# Auctions

Auctions are directly competitive and allow the real-time exchange of information between you and the other event participants. Buyers typically schedule auctions carefully to ensure that all participants can participate at the same time.

Auctions are more specifically known as reverse auctions in SAP Ariba Sourcing. A reverse auction is a real-time online event during which you submit competitive bids for specific goods or services. Since auctions require a lot of preparation to be successful, buyers typically prepare for them by running qualifying information-collecting events (RFIs and RFPs).

Depending on how the event is configured, SAP Ariba Sourcing can provide you with feedback on how your prices compare with other participants' prices, in the form of:

- The value of the lead bid
- Their rank in the auction
- A graph comparing the bids in the auction

Auctions are directly competitive and allow the real-time exchange of information between participants. Buyers carefully schedule their auctions to ensure that all participants can participate at the same time. For more information about participating in auctions, see [Topics about participating in auctions \[page 41\]](#).

SAP Ariba also supports Dutch auctions. In Dutch auctions, the price is adjusted at regular intervals until a participant accepts the price. For more information about Dutch auctions, see [How to participate in Dutch auctions \[page 49\]](#).

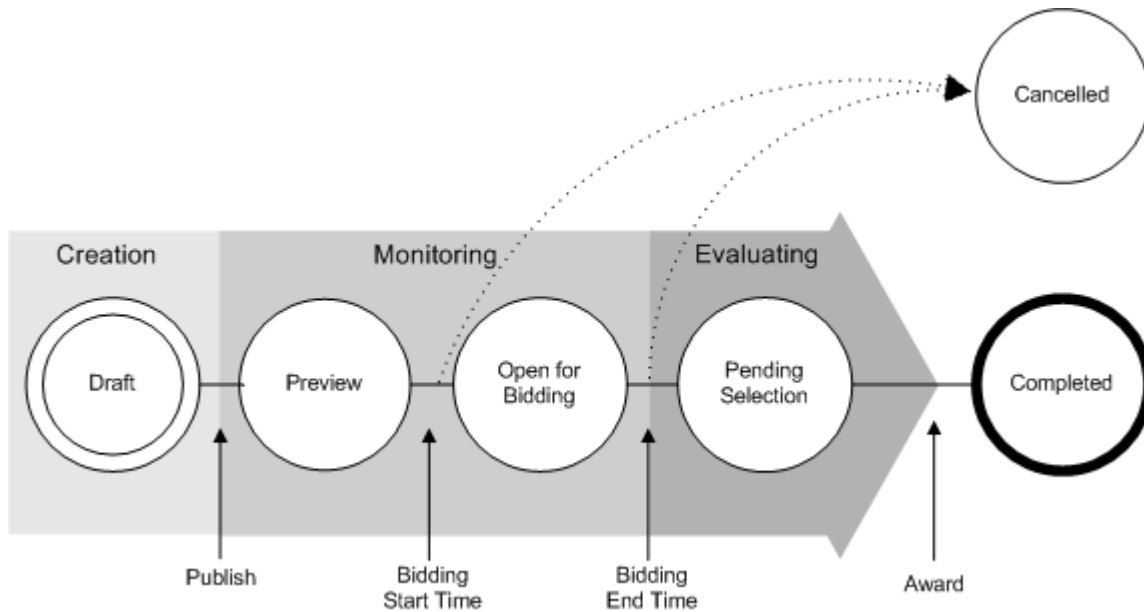
## Participating online or via email

In most cases, you participate in events by logging in to SAP Ariba Sourcing. However, a buyer might set up a single-item event so that you can choose to participate by sending an email response.

For more information about participating in events via email, see [How to participate in single-item events via email \[page 63\]](#).

# Sourcing event statuses

In SAP Ariba Sourcing, an event follows a process from creation to awarding contracts to participants. An event has a status, corresponding to each stage in the event process, which determines the actions you can take. The following diagram illustrates the event process:



The following table describes the various event statuses in detail:

Status	Description
<b>Preview</b>	When setting up an event, buyers can choose to have a period before the event opens for bidding when you can preview it, answer questions or prepare your bids. Buyers can optionally allow prebids, where you can submit an initial bid or response.
<b>Open</b>	The event is open for participant responses. Buyers can edit, cancel, or close the event.
<b>Pending Selection</b>	The event has closed for responses and is pending the buyer awarding selections. Buyers can re-open or edit the event.
<b>Completed</b>	The event is completed. Buyers can no longer reopen or edit the event. The completed state is the end point of events that run their course normally.
<b>Cancelled</b>	At any point after publishing an event, buyers can choose to cancel it. Canceling an event bypasses all the other statuses and immediately ends the event. The cancelled state indicates that the buyer aborted the event.

# What buyers can see about your event participation

SAP Ariba Sourcing logs the significant event actions performed by participants during an event. Buyers can use the log to verify that users participate, to see when participants enter and exit the event, to see when they



downloaded attachments, or to help resolve any issues. SAP Ariba Sourcing logs the following participant related actions:

- Logging in and out of the event
- Sending messages
- Accepting the bidder agreement
- Submitting intention to participate in the event
- Submitting a response
- Revising a response
- Saving a response as a draft. Buyers cannot view your response details until you submit it.

The audit log contains the following information for each event related action:

- The time the action occurred
- Participants' event entry and exit times
- The name of the user who performed the action
- The user's name if the action was performed on behalf of another user
- The name of the action
- A description of the action

## Automatic notifications from SAP Ariba Sourcing

SAP Ariba Sourcing automatically generates notifications to inform you about the state of an event. For example:

- When a buyer publishes an event, the system automatically sends invitation email to invited participants. The system does not send instant messages, since generally participants are not logged into the system at that time. The system generates different emails depending on whether or not a participant has used the system before.
- If a buyer cancels an event while in progress, the system automatically sends participants both an instant message and an email, since participants are probably logged in at that time.

Depending on the situation, SAP Ariba Sourcing sends notifications as instant messages, emails, or both.

### → Tip

SAP Ariba Sourcing does not send email notifications of messages sent to all suppliers unless you declare your intent to participate in the event. If you are interested in participating in the event, consider declaring your intent to participate early so you do not miss any messages.

## SAP Ariba Sourcing event participation tasks

For more information about participating in events, see the following topics:

- [Event participation checklist \[page 10\]](#)
- [Topics about viewing sourcing events \[page 16\]](#)

- [Topics about participating in SAP Ariba Sourcing events \[page 6\]](#)
- [Topics about completing event prerequisites \[page 21\]](#)
- [Topics about responding to RFIs \[page 28\]](#)
- [Topics about responding to RFPs \[page 31\]](#)
- [Topics about participating in auctions \[page 41\]](#)
- [Topics about communicating with buyers \[page 53\]](#)
- [Topics about importing and exporting event content \[page 57\]](#)
- [Topics about submitting alternative bids \[page 69\]](#)
- [Topics about working as a response team \[page 76\]](#)
- [Troubleshooting for event participants \[page 12\]](#)

## Event participation checklist

Use this checklist to make sure you are ready before participating in an event, such as an auction.

### Keys to successfully participate in events

**View event details**

Check the information on the **RFX Info**, **Items**, and **Rules** tabs for the RFX, and on the **Description** and **Rules** tabs for each line item. Make sure you read all attachments.

**Consider submitting a pre-bid, if pre-bidding is allowed**

The event might require or allow you to submit a bid before the bidding event begins. This feature is useful if you will not be available for the event, or if you will be late to the event.

**i Note**

You cannot submit a pre-bid for an RFI.

**Ask questions**

Ask questions as soon as possible, to give the buying organization enough time to provide a complete answer. For more information about communicating with buying organizations, see [Topics about communicating with buyers \[page 53\]](#).

**Prepare a price range for all items.**

Decide on an initial bid price, middle bid price, and bottom bid price for all items in the event. Make these decisions before the bidding event begins, especially in situations where the sales decision-makers are not available during the event.

**i Note**

You do not prepare prices for an RFI.

**Prepare responses for negotiable terms and questions.**

The event might require you to supply information other than price and quantity, such as answers to questions and values for negotiable terms. An example of a negotiable term is a proposed initial delivery date. An example of a question is a request for customer references. Be ready to respond to all negotiable terms and questions.

## Keys to successfully participate in events

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**Prepare for an extended bidding event.**

A bidding event might extend past the nominal end time if a bid is placed in the last few minutes. This feature gives you time to respond to last-minute bids. Check the **Bidding Rules** section on the **Review Event Details** page to see if this feature is enabled, and be prepared if an extension occurs.

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**Verify your company profile and your contact information is up-to-date and correct.**

Ensure that your company profile and your email and phone number is up-to-date, so if needed, the buying organization can reach you during the event.

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**Complete all customer requested profile information early.**

Buyers may require that you complete all requested profile information before you can participate in their events. In some cases, buyers may also require your additional profile information to go through a review and approval process before you can participate in their events. Completing requested profile information as early as possible ensures that the buyer has an opportunity to review and if necessary, approve your organization to participate in the event. For more information, see [How to complete buyer-requested company profile information \[page 26\]](#).

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## Related Information

[Topics about participating in SAP Ariba Sourcing events \[page 6\]](#)

# Troubleshooting for event participants

Use this information to find possible solutions for problems you might encounter when trying to access events or while participating in events.

Problem	Solution
I can't access my customer's events.	<p data-bbox="818 474 1422 527">Have you moved your account information from the buyer's site to the Ariba Network for Suppliers?</p> <p data-bbox="818 554 1422 816">You must move your account information from the buyer's site to the Ariba Network for Suppliers for each buyer with whom you had a relationship before September 8, 2012. Click the link in the email invitation again, and enter the buyer-specific username and password that you previously used to access the buyer's site. The next time you access the buyer's sourcing events, log in with your Ariba Network for Suppliers username and password.</p> <p data-bbox="818 844 1422 896">Does your company have multiple Ariba Network for Suppliers accounts?</p> <p data-bbox="818 924 1422 1192">Your company can have multiple Ariba Network for Suppliers accounts. It is also possible for your company to have one account with multiple buyer relationships. You can only have one account administrator, but you can grant access to multiple users within the account. Each person from your company can have their own username and password to log in to the account. Check with your account administrator to verify you are using the correct account.</p>

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**Problem**

What username and password do I use on the SAP Ariba Sourcing login page?

**Solution**

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The username and password you enter depends on the status of your Ariba Network for Suppliers account:

You have accessed a buyer's site to participate in an event before September 8, 2012 and this is the first time you are accessing that buyer's site after September 8, 2012. Log in with the buyer-specific username and password that you previously used to access the buyer's sourcing event. This triggers the registration process to move your account information from the buyer's site to the Ariba Network for Suppliers. This also makes your previous buyer-specific account obsolete.

If you have moved your account information from the buyer's site to the Ariba Network for Suppliers, use the Ariba Network for Suppliers username and password to access the buyer's event.

You only need to register once on the Ariba Network for Suppliers, but you will need to move your account information from the buyer's site to the Ariba Network for Suppliers for each buyer with whom you had a relationship before September 8, 2012.

---

My customer created a new SAP Ariba account for us, but we already have an existing account. How can we access our customer's sourcing events with our existing account?

When you receive an invitation from a buying organization, click the link in the notification to complete the cloud registration process. If you already have an account on Ariba Network or SAP Ariba Discovery, you can use your existing username and password to log in to the cloud and access the sourcing event.

Follow these steps to use your Ariba Network or SAP Ariba Discovery username and password:

Click the [here](#) link if you already have an Ariba Network for Suppliers, SAP Ariba Discovery, or Ariba Network account.

Enter your existing Ariba Network for Suppliers, SAP Ariba Discovery, or Ariba Network user ID and password and click

**Continue.**

You are now logged in to your customer's event.

To access events in the future, you can follow these steps:

1. Log in to your account with your Ariba Network for Suppliers username and password.
  2. Click the **Proposals** tab to view events for your customers.
  3. Click the link for the desired event in which to participate.
-

## Problem

## Solution

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During new account registration, SAP Ariba says I already have an existing account. I don't remember the login details for the existing account.

If you forget your username or password, you can have your username sent to your email and reset your password without contacting SAP Ariba Customer Support.

Click **password** or **username** on the login page.

If you forgot your username, enter your email address and your username will be sent to the email address on record. If you do not receive an email immediately, check your spam filter.

If you forgot your password, you will be taken through the password reset wizard, where you will be asked to answer the secret question you set up in your user profile.

After you answer correctly, type in your new password and confirm.

---

We transferred our account administrator privileges to a different user and now we can't access our customer's sourcing events.

SAP Ariba synchronizes the new user accounts you create with your customer's SAP Ariba Sourcing database. New user accounts are synchronized as unapproved by default and must be approved by your customer before you can use the new account to participate in events.

If you recently created a new user account and transferred the account administrator privileges to that account or if you transferred the account administrator privileges to an account that was never used to participate in an event, you must contact your customer and verify the new user is approved and ensure that the correct user from your company was invited to participate in the event.

Access to sourcing events is also controlled by permissions. Users must have the **Access Proposals and Contracts** permission to view your organization's SAP Ariba Sourcing events.

---

I've been invited to participate in an event and I want my colleagues in another office to log in and participate. How can I give them access to the event?

If they don't already have Ariba Network for Suppliers accounts, create new user accounts for each person you want to log in and participate. Users must have the **Access Proposals and Contracts** permission to view your organization's SAP Ariba Sourcing events.

Contact your customer to ensure the new user accounts are approved and invited to participate in the event.

---

I don't understand the notification I received from my customer.

Contact your customer directly for clarification.

---

I need to submit updated documents as part of my response, but the event is no longer accepting responses.

Contact your customer and ask if they can reopen the event.

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## Problem

## Solution

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I get an error message when I try to...

If you receive an error message or are unable to complete a task, try the following:

- Check your web browser settings and confirm that your browser is configured to allow cookies from ariba.com.
- Clear your web browser's cache and cookies.
- Verify you are using an SAP Ariba supported web browser.
- [Verify all SAP Ariba services are up and running](#) 

If the problem continues, contact SAP Ariba Customer Support.

---

My customer sent me a notification requesting that I complete additional profile information, but the **Customer Requested** tab does not appear in my company profile.

Have you moved your account information from the buyer's site to the Ariba Network for Suppliers?

- You must move your account information from the buyer's site to the Ariba Network for Suppliers for each buyer with whom you had a relationship before September 8, 2012. Click the link in the email invitation again, and enter the buyer-specific username and password that you previously used to access the buyer's site. The next time you access the buyer's sourcing events, log in with your Ariba Network for Suppliers username and password. Does your company have multiple Ariba Network for Suppliers accounts?
- Your company can have multiple Ariba Network for Suppliers accounts. It is also possible for your company to have one account with multiple buyer relationships. You can only have one account administrator, but you can grant access to multiple users within the account. Each person from your company can have their own username and password to log in to the account. Check with your account administrator to verify you are using the correct account.

---

There is a question in our customer-requested profile information that we don't understand or need clarification before we can answer.

Contact your customer directly for clarification.

---

The link in my event invitation notification is not working.

If you can't click the link in the notification or if the link is not working, copy and then paste the URL in your web browser.

If you still can't use the link to access the event, contact the buyer directly.

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# Topics about viewing sourcing events

[How to view your sourcing events \[page 16\]](#)

[How to view event details \[page 17\]](#)

[How to view event bidding and timing rules \[page 19\]](#)

## How to view your sourcing events

### Context

To view your events, you go to the SAP Ariba Sourcing page. From the SAP Ariba Sourcing page, you can access your SAP Ariba Sourcing buyers and their requests for quotations, participate in online sourcing events, and submit your sales proposals.

### Procedure

1. If you are not already on an SAP Ariba Sourcing page, navigate choose **Ariba Proposals & Questionnaires** from the solution menu in the top left corner.
2. Each SAP Ariba Sourcing page contains events and transactions for a single SAP Ariba Sourcing buyer you have a relationship with. If you have relationships with multiple buyers and want to see transactions from a different buyer, navigate to the **Buyer** tabs (located near the top left of the page) and click the tab for that buyer.
3. The **Events** table lists all of your current and past events for the buyer.

### Results

By default, the events in the events table are grouped by status and there are four columns in the event list:

- **Title** (and Current Status)
- **Project ID**
- **End Time**
- **Event Type**

You can sort items in your event list by clicking the column title. One click sorts events in ascending order and a second click sorts them in descending order. Sorting items does not change their grouping.

### Title and Current Status



The first column in your event list displays the title of the project, as well as its current status. Click an event title to access event details. There are four status levels for events:

- **Completed** - The event is finished and the business has been awarded to a supplier.
- **Open** - The event is currently open for viewing or bidding.
- **Pending Selection** - The event is finished, but the buyer has not yet made an award decision.
- **Preview** - The event has not yet opened but you are able to access and view the details.

### Project ID

The **Project ID** column displays the unique ID that SAP Ariba Sourcing assigns to every project. It is helpful to have this ID on hand if you need to contact SAP Ariba Customer Support.

### End Time

The **End Time** column displays the date and time the event will end.

### Event Type

The **Event Type** column displays the type of event. There are three types of events:

- Requests for information (RFIs)
- Request for proposal (RFPs)
- Auctions

### Customer Requested Profile Information

Ariba Network for Suppliers profile information can include additional profile information requested by buyers as part of the Supplier Profile Questionnaire.

If you are the administrator for your organization's account, you see information about company profile fields requested specifically from the buyer. Buyers may require that you complete all requested profile information before you can participate in their events. For more information about completing customer requested profile information, see [How to complete buyer-requested company profile information \[page 26\]](#).

## Related Information

[Topics about participating in SAP Ariba Sourcing events \[page 6\]](#)

# How to view event details

## Procedure

1. Open the **Events** table for a buyer, as described in [Viewing Your Sourcing Events \[page 16\]](#).
2. Click an event title in the **Events** table.

## Results

The **Review Event Details** page displays information about the event, including the bidding start and end times, and overtime rules.

SAP Ariba displays an event countdown clock in the upper right corner of the **Review Event Details** page. The event countdown clock shows how much time is remaining to submit your response to the buyer.

When the event ends, SAP Ariba replaces the countdown clock with the words **Pending Selection**. You can no longer submit or revise a response when the event is in the Pending Selection state.

### → Tip

Do not wait until the last minute to submit your bid. By waiting, you run the risk of your bid not being received in time. The **Review Event Details** page automatically refreshes every 20 seconds.

## Event Console and Checklist

In the left margin of the **Review Event Details** page is an event console and checklist. From the event console, you can:

- click **Event Messages** to view messages for the event
- click **Response History** to view your responses and bids for the event

The checklist contains a list of steps to complete for the event. A flashing square displays beside the current step. Completed steps have a check mark beside them.

## Event Contents List

Below the event details checklist is a list of the Event Contents. These are shortcuts to different sections of the event. SAP Ariba Sourcing displays an Event Contents list for each event type.

Line items in RFI and RFP events can also contain clickable **URL** links to additional documents provided by the buyer.

### i Note

Sites referenced in **URL** fields are not hosted or certified by SAP Ariba.

## Introduction

When you first view the details for an event, you will see an **Introduction** section with instructions posted by the buyer and any documents that you need to download and review. To access a document, click the document title. You can download one attachment or all attachments. You cannot view event attachments within SAP Ariba.

## Event Overview and Timing Rules

When you first view the details for an event, you will see an **Event Overview and Timing Rules** section with bidding and overtime rules configured by the buyer. For more information, see [How to view event bidding and timing rules \[page 19\]](#).

## Market Feedback

Depending on the buyer's configuration, you can see market feedback, such as other participant responses, lead bids, and reserve price before or after you submit a bid. To see market feedback information, click the action triangle button ( ▾ ) next to the item name.

## Conditional Content

The answer you provide to questions might trigger conditional content. Conditional content displays when your answer meets conditions set by the buyer. The conditional content can be another question, a requirement, a section or an attachment.

## Related Information

[Topics about participating in SAP Ariba Sourcing events \[page 6\]](#)

# How to view event bidding and timing rules

## Procedure

1. If you are not already viewing the event, open the **Events** table for a buyer, as described in [How to view your sourcing events \[page 16\]](#). Click the event name in the **Events** table.
2. If the **Event Overview and Timing Rules** are not open in the content area, go to the event checklist in the left pane and click **Review Event Details**.

## Results

The **Event Overview and Timing Rules** area contains bidding rules and overtime rules set by the buyer.

### Bidding Rules

Bidding rules are essentially bid-improvement rules: participants are bound by their bids and can only revise them by improving them. Buyers can configure the bidding rules to determine exactly how participants in their events must improve their bids. It is common to specify a common set of bidding rules for all lines and lots in an event with line-item-specific price decrements.

The following table describes each type of bidding rule.

Bidding Rule	How It Works
Bid improvement	This rule specifies whether you must improve on the best of your competitors' bids when placing a bid. If you are required to improve on your competitors' bids, the rule also specifies the amount or percentage by which your bid price must be lower than the best competitor's price.
Revised bid improvement	This rule specifies whether you must improve on your previous bid when you submit a revised bid. If you are required to improve your bid price, the rule also specifies the minimum amount or percentage by which your revised bid price must be lower than your previous price (the minimum decrement). For example, if the revised bid improvement rule specifies a minimum decrement of \$10 and your previous bid was \$100, then your revised bid must be \$90 or less.
General bid improvement	This rule specifies whether your bid must satisfy both the bid improvement and revised bid rules, or only one of them.

Bidding Rule	How It Works
Bid protection buffer	This rule specifies that you cannot bid too closely to a leading bid but must improve on the bid by a specified price or percentage. The bid protection buffer enables buyers to protect the best bid by setting front (upper threshold) and end (lower threshold) bid buffers to create a zone or “halo” that surrounds and protects the leading bidder. When bid protection front and end buffers are used, the limits are displayed in the <b>Bidding Rules</b> section.
Tie bid rule	This rule specifies whether tie bids are allowed, and if so, whether they are limited to certain suppliers based on rank. For example, a buyer might allow tie bids only among the top four bidders.

The buying organization can elect to use any number or none of these bid improvement rules. If your event contains multiple line items, each line item can have different rules and rule parameters such as minimum and maximum quantities. When checking bidding rules, check the specific rules for each item that interests you.

### Event Overtime Settings

Buyers can configure the following settings for event overtime periods:

- **Bid Rank That Triggers Overtime** - denotes changes to certain rankings, or any rank lower than this if it is greater than one, that will trigger overtime for the lot.
- **Start Overtime if Bid is Submitted Within (minutes)** - specifies the amount of time that must be remaining in the lot before SAP Ariba Sourcing triggers overtime.
- **Overtime period (minutes)** - specifies the amount of time that will be added in the event that overtime is triggered. All auctions have overtime settings in place, and overtime affects the progression of all lots.

### Related Information

[How to view your sourcing events \[page 16\]](#)

[How to view event bidding and timing rules \[page 19\]](#)

# Topics about completing event prerequisites

[About completing event prerequisites \[page 21\]](#)

[How to accept the bidder agreement and complete event prerequisites \[page 23\]](#)

[How to answer event questions \[page 24\]](#)

[How to download event attachments \[page 25\]](#)

[How to replace or delete documents attached to an event question \[page 26\]](#)

[How to complete buyer-requested company profile information \[page 26\]](#)

## About completing event prerequisites

Buyers might require that you accept a bidder agreement or accomplish certain tasks, such as answering event prerequisite questions, before you can gain access and participate in their event. Regular questions (not prerequisite questions) are displayed when you open and enter the event.

## Bidder agreement

If the buyer chooses to include a bidder agreement as a prerequisite for their event, it appears on the **Review and Accept Prerequisites** page. For more information about viewing and accepting the bidder agreement, see [How to accept the bidder agreement and complete event prerequisites \[page 23\]](#).

## Event prerequisite questions

The **Prerequisites** section of an event shows the questions that you must answer before you can participate in the event. Event prerequisite questions might include documents that you can download and review.



### i Note

You cannot view event documents in SAP Ariba Sourcing. To view event documents, you need to download them.

After you submit your answers and they are approved, SAP Ariba Sourcing shows a confirmation at the top of the **Prerequisites** page. For more information about submitting your answers to prerequisites questions, see [How to accept the bidder agreement and complete event prerequisites \[page 23\]](#).

## Prerequisite gates

Buyers can assign several attributes to prerequisite questions. These attributes act as gates, which restrict your ability to view event details or submit a response until you provide your answers.

- **Access Gate:**  Questions with the **Access Gate** attribute restrict you from viewing select event information until you provide your answer.
- **Participation Gate:**  Questions with the **Participation Gate** attribute restrict you from submitting responses to the event until you provide your answer.

Buyers can also choose to review your answers before allowing you to view event details or submit a response. SAP Ariba displays the following **Pending** icon next to prerequisite questions that are being reviewed by the buyer:



SAP Ariba sends you a notification when the buyer has reviewed and approved your answers. After a buyer approves your answer, you cannot modify your response. You will also see the following **Approved** icon next to the question:



### Note

If a buyer denies your response to a prerequisite question, they may allow you to modify your answers and resubmit your response again until they accept it. Buyers can add specific comments about your responses, which you can review and reply to.

## Customer-requested profile information

Ariba Network for Suppliers profile information can include additional profile information requested by buyers as part of the supplier profile questionnaire. You can save answers to supplier profile questionnaire content before submitting a completed response. This allows you to save partially completed profile questionnaire content and return at a later time to complete and submit a finalized response. For more information about completing customer requested profile information, see [How to complete buyer-requested company profile information \[page 26\]](#).

You must have the **Company Information** permission to access the **Company Profile** page and update any customer requested profile information.

## Next steps after completing event prerequisites

After you accept the bidder agreement and submit responses to prerequisite questions you can begin participating in the event.

## Related Information

[How to accept the bidder agreement and complete event prerequisites \[page 23\]](#)

[How to answer event questions \[page 24\]](#)

[How to download event attachments \[page 25\]](#)

[How to replace or delete documents attached to an event question \[page 26\]](#)

[How to complete buyer-requested company profile information \[page 26\]](#)

# How to accept the bidder agreement and complete event prerequisites

## Procedure

1. If you are not already viewing the event, [open the Events table for a buyer \[page 16\]](#).
2. Click the event name in the **Events** table.
3. Click **Review Prerequisites**.

SAP Ariba displays the **Review and Accept Prerequisites** page.

### i Note

To continue with the event, you must complete the prerequisites listed on the **Review and Accept Prerequisites** page.

4. If your buyer included a bidder agreement, view and accept it.
    1. Click **View Bidder Agreement** to read the agreement.
- ### i Note
- The bidder agreement is separate from the agreement you read when you first logged in to SAP Ariba Sourcing.
2. Click **I accept the terms of this agreement** to accept the terms.
  3. Click **OK**.
5. Navigate to the **Prerequisites** section to [answer event prerequisite questions \[page 24\]](#).
  6. After you finish answering all the prerequisite questions, click **OK**.

## Results

After you submit your answers and they are approved, SAP Ariba displays the following confirmation message at the top of the **Review and Accept Prerequisites** page:

You accepted the prerequisites, which permits you to participate in this event.

Your response to prerequisite questions might be rejected. In this case, you need to change your answers to the prerequisite questions and resubmit them.

After your answers are accepted by the buyer you cannot change and resubmit them.

## Related Information


[Topics about participating in SAP Ariba Sourcing events \[page 6\]](#)

# How to answer event questions

## Context

An event can contain questions in multiple areas, including event prerequisites, the introduction, or the main content of the event.

## Procedure

1. If you are not already viewing the event, [open the Events table for a buyer \[page 16\]](#).
2. Click the event name in the **Events** table.
3. A question might include documents that you should download and review. To access a document, click the document title. You can download one attachment or all attachments.
4. Enter your response according to method provided for the question.
  - Text boxes display for questions that require lengthy responses so that you can provide complete and relevant information.
  - Pull-down menus appear when you can choose one response from a list of choices. There might also be check box groups, where you can select multiple responses.
  - An **Attach a file** link indicates that you respond by attaching (uploading) a file. To attach a file:
    1. Click **Attach a file**.  
SAP Ariba displays the **Add Attachment** page.
    2. Select the document you want to attach (browse for the file, enter the file path, or drop a file icon in the drag-and-drop box).
    3. Click **OK** to upload the document.
  - The following icon indicates that you can respond with comments or attach (upload) documents for your response:  
  
To add comments or documents to your response:
    1. Click the add comments/documents icon.  
SAP Ariba displays the **Add/Edit Comment** page.



2. Enter comments describing the file you are attaching to the question. The Comment field is a required field when you upload a file.
  3. (Optional) Click **Attach a file** to attach a document.
- The following icon indicates that you must answer the question using an Excel spreadsheet (a custom offline response):



You must click the **Download Content** button at the top of the page to [download an Excel spreadsheet \[page 57\]](#) in which you will enter your response.

## Related Information

[Topics about participating in SAP Ariba Sourcing events \[page 6\]](#)

# How to download event attachments

## Procedure

1. If you are not already viewing the event, [open the Events table for a buyer \[page 16\]](#).
2. Click the event name in the **Events** table.  
  
Complete any [event prerequisites \[page 23\]](#) as needed.
3. Click the document title.
4. Perform one of the following actions:
  - Click **Download this attachment** to download the attachment. Ariba immediately starts your download.
  - Click **Download all attachments** to download all the attachments. Ariba displays the **Download Attachments** page.  
Select the attachments you want to download in the **Selected Items** section.
5. Click **Download Attachments**.  
  
Ariba downloads the selected files in ZIP format.

## Related Information

[Topics about participating in SAP Ariba Sourcing events \[page 6\]](#)

# How to replace or delete documents attached to an event question

## Procedure

1. If you are not already viewing the event, [open the Events table for a buyer \[page 16\]](#).
2. Click the event name in the **Events** table.
3. Navigate to the question and click the add comments/documents icon next to a question to which you have attached a document:



- Click **Update file** to replace the attached file with another document.
  - Click **Delete file** to delete the attached document.  
SAP Ariba displays the **Add Attachment** page.
4. Click **OK** to return to the event.

## Related Information

[Topics about participating in SAP Ariba Sourcing events \[page 6\]](#)

# How to complete buyer-requested company profile information

## Context

Some buyers require you to complete profile information before participating in events.

## Procedure

1. In the upper right corner of the page, click the user icon menu and choose **Company Profile**.
2. Click the **Customer Requested** tab.  
SAP Ariba shows a page that lists buyers which specifically request that you complete their supplier profile questionnaire content.
3. Click a customer name in the **Sourcing Customer List** table.  
SAP Ariba shows the **Requested Profile** page.

4. Complete the requested profile information.
5. Click **Submit** when you are ready to submit the requested profile information to the buyer.

You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer. Click **Discard Draft** to clear all the changes you have made and display the last values you successfully submitted to your customer.

## **Related Information**

[About completing event prerequisites \[page 21\]](#)

# Topics about responding to RFIs

[About responding to RFIs \[page 28\]](#)

[How to create and submit a response to an RFI \[page 29\]](#)

[How to revise an RFI or RFP response \[page 30\]](#)

## About responding to RFIs

Buyers use RFI events to gather non-competitive data, information, comments, or reactions from potential participants. You do not typically respond to an RFI with pricing information. Instead, RFIs usually precede other events (RFPs or auctions) that include prices.

Since RFIs are not competitive, they can be open for responses for an arbitrary amount of time (several days or weeks), allowing you to log in and respond at your convenience. SAP Ariba shows a countdown clock in the upper right corner that shows how much time is remaining to complete the RFI and submit your response to the buyer.

An RFI can be used alone to solicit proposals from participants. In the RFI step, buyers collect information about participants for the purpose of selecting a few of them to invite to follow-up events such as RFPs or auctions.

## RFI sections

RFIs consist of at least two sections, the **Introduction** section and the **General Questions** section.

- The **Introduction** section contains instructions posted by the buyer and any documents that you should download and review. If the buyer attached documents, you can click the document title to download the file.
- The **General Questions** section can contain required and optional questions. When you submit your RFI response, you must provide an answer for any questions labeled with an asterisk. Questions that do not have an asterisk are optional.

## Related Information

[How to create and submit a response to an RFI \[page 29\]](#)



[How to revise an RFI or RFP response \[page 30\]](#)

# How to create and submit a response to an RFI

## Procedure

1. If you are not already viewing the event, [open the Events table for a buyer \[page 16\]](#).
2. Click the event name in the **Events** table.

[Complete any event prerequisites \[page 23\]](#).

3. View the contents of the **Introduction** section. The **Introduction** section contains instructions posted by the buyer and any documents that you should download and review. If the buyer attached documents, you can click the document title to [download the file \[page 25\]](#).
4. Answer any questions shown. You must provide an answer for any questions labeled with an asterisk (\*). Questions that do not have an asterisk are optional. Keep the following in mind as you answer general questions:
  - Text boxes display for questions that require lengthy responses so that you can provide complete and relevant information.
  - There might be pull-down menus, where you can choose one response. There might also be check box groups, where you can select multiple responses.
  - An **Attach a file** link indicates that you respond by uploading a file.
  - The following icon indicates that you can [respond with comments or upload documents \[page 24\]](#) for your response:  

  - The following icon indicates that you must answer the question using an Excel spreadsheet (a custom offline response):  
  
You must click **Download Content** at the top of the page to [download an Excel spreadsheet \[page 57\]](#) in which you will enter your response.
  - The answers you provide to questions might trigger conditional content. Conditional content displays when your answer meets conditions set by the buyer. Conditional content can be another question, a requirement, a section or an attachment.
5. To save your responses without submitting them to the buyer, click **Save**.

### → Tip

When working on a long response to an event, we recommend that you save your work often. When you click **Save**, SAP Ariba records your answers without submitting your response to the buyer and allows you to log out and finish your response later. After you save your work, you'll see a confirmation message stating that your entries were successfully saved.

6. When you are ready to submit your responses to the buyer, click **Submit Entire Response**.  
SAP Ariba shows a confirmation message.
7. Click **OK** to submit your response.
8. You can [revise your response \[page 30\]](#) after submitting it if the event is in **Open** status.

## Next Steps

When the event ends, you'll see the words **Pending Selection** instead of the countdown clock. After the event reaches this status you can no longer submit responses.

## Related Information

[Topics about participating in SAP Ariba Sourcing events \[page 6\]](#)

# How to revise an RFI or RFP response

## Context

Use the following procedure if you have submitted a response to an RFI or RFP (you have clicked the **Submit Entire Response** button) and want to revise your response. If you have created a response but have not submitted your response, you can just enter new responses in the response fields.

You can only revise responses when the event is in **Open** status.

## Procedure

1. If you are not already viewing the event, [open the Events table for a buyer \[page 16\]](#).
2. Click the event name in the **Events** table.
3. Click **Revise Response**.

SAP Ariba shows a confirmation message.

4. Click **OK** to begin revising your response.
5. When you have completed revising your response, click **Submit Entire Response**.

SAP Ariba shows a confirmation message.

6. Click **OK** to submit your response.

After you submit your response, you'll see a confirmation message at the top of the page.

## Related Information

[Topics about participating in SAP Ariba Sourcing events \[page 6\]](#)

# Topics about responding to RFPs

[About responding to RFPs \[page 31\]](#)

[How to create a response to an RFP \[page 32\]](#)

[How to select lots or line items for an RFP \[page 33\]](#)

[How to submit prices and a response for an RFP \[page 35\]](#)

[How to select lots and submit prices and responses for large-capacity RFPs \[page 36\]](#)

[How to add answers to questions in a product questionnaire \[page 37\]](#)

[How to change the currency for a bid after a bid has been submitted \[page 39\]](#)

## About responding to RFPs

Buyers use an RFP to communicate business needs to potential participants and asks them to propose goods or services to fulfill the business needs. The participant typically includes pricing information in the response, but price might not be the most important factor in the buyer's selection.

RFPs are not directly competitive (there is no real-time exchange of information between competing participants). Therefore, they can be open for responses for an arbitrary amount of time (several days or weeks), allowing you to log in and respond at your convenience.

An RFP is generally thought of as the second step of a longer sourcing process. In the RFP step, buyers gather more detailed information about participants. For example, buyers can determine exactly which goods or services you offer, and collect information about your production capacity, as well as your prices. Buyers can use this information to set up a follow-on auction, determine which lots they invite you to, and intelligently set up your ceiling prices.

## Selecting lots or line items

On the **Select Lots/Line Items** page, you can select which lots or items you are interested in bidding. Required items or lots appear with a grayed out, display-only check mark on the **Select Lots/Line Items** page, and the items and lots are automatically included in the selection. You can cancel your intention to participate in a lot until you submit a response for that lot; after you submit a response you must contact the buyer to withdraw it.

### i Note

You still must click **Confirm Selected Lots/Line Items** to be able to submit bids on required items.

# Pricing section

The **Pricing** section displays the lots or line items on which you chose to bid. SAP Ariba calculates your extended bid in the **Pricing** section.

## Related Information

[How to create a response to an RFP \[page 32\]](#)

[How to select lots or line items for an RFP \[page 33\]](#)

[How to submit prices and a response for an RFP \[page 35\]](#)

# Large-capacity RFPs

Your customer might choose to create a large-capacity RFP or large-capacity event. A large-capacity RFP can contain up to 10,000 items. To view the items, you generate an Excel document with the contents; to select lots and submit prices and responses, you edit and upload the Excel document.

We recommend that you allocate time to download and upload the Excel documents used for large-capacity RFPs. Do not wait for the closing minutes of a large-capacity event to download the event contents and submit your response.

# How to create a response to an RFP

## Context

### → Tip



When working on a long response to an event, we recommend that you save your work often. When you click **Save**, SAP Ariba records your answers without submitting your response to the buyer and allows you to log out and finish your response later. After you save your work, you'll see a confirmation message stating that your entries were successfully saved.

## Procedure

1. If you are not already viewing the event, open the **Events** table for a buyer, as described in [Viewing Your Sourcing Events \[page 16\]](#).
2. Click the event name in the **Events** table.



[Complete any event prerequisites \[page 23\]](#).

3. View the contents of the **Introduction** section. The **Introduction** section contains instructions posted by the buyer and any documents that you should download and review. If the buyer attached documents, you can click the document title to [download the file \[page 25\]](#).
4. Answer any questions shown. You must provide an answer for any questions labeled with an asterisk (\*). Questions that do not have an asterisk are optional. Keep the following in mind as you answer general questions:
  - Text boxes display for questions that require lengthy responses so that you can provide complete and relevant information.
  - There might be dropdowns, where you can choose one response. There might also be checkbox groups, where you can choose multiple responses.
  - An **Attach a file** link indicates that you respond by attaching (uploading) a file.
  - The following icon indicates that you can respond with comments or a document and comments:  
  
For more information, see [Answering Event Questions \[page 24\]](#).
  - The following icon indicates that you must answer the question using an Excel spreadsheet (a custom offline response):  
  
You must click the **Download Content** button at the top of the page to [download an Excel spreadsheet \[page 57\]](#) in which you will enter your response..
  - The answers you provide to questions might trigger conditional content. Conditional content displays when your answer meets conditions set by the buyer. Conditional content can be another question, a requirement, a section or an attachment.
5. To save your responses without submitting them to the buyer, click **Save**.

## Next Steps

- [Select the lots or line items \[page 33\]](#) in which you want to participate.
- [Submit prices for the lots or line items \[page 35\]](#) and submit your response.

## Related Information

[Topics about participating in SAP Ariba Sourcing events \[page 6\]](#)

# How to select lots or line items for an RFP

## Context

Before you can submit prices for lots or items in an RFP, you must select the lots or items on the **Select Lots/Line Items** page. Required items or lots appear with a grayed out, display-only check mark in the left column, and these

items and lots are automatically included in the selection. You can cancel your intention to participate in a lot until you submit a response for that lot; after you submit a response you must contact the buyer to withdraw it.

In some RFPs, the buyer might require you to provide a reason if you decline to bid on lots or line items. In this case, you will see a multiple-choice list of reasons, such as "Discontinued item" or "We don't supply at the requested quantity". You will need to choose a reason.

### **i** Note

You still must click **Confirm Selected Lots/Line Items** to be able to submit bids on required items.

## **Procedure**

1. If you are not already viewing the event, [open the Events table for a buyer \[page 16\]](#).
2. Click the event name in the **Events** table.

[Complete any event prerequisites \[page 23\]](#).

Navigate to the event **Checklist** in the left pane and click **Select Lots/Line Items**. If there is no **Select Lots/Line Items** menu option, this is a large-capacity RFP. See [How to select lots and submit prices and responses for large-capacity RFPs \[page 36\]](#) for instructions.

3. On the **Select Lots/Line Items** page, select the check boxes for the lots or items in which you want to participate.

Alternatively, you can click the **Select Using Excel** tab to select lots and [submit bids using an Excel file \[page 57\]](#).

If the following custom offline response sheet icon is next to a lot, you must click **Select Using Excel** to select lots and submit bids:



4. Go to the bottom of the list and click **Confirm Selected Lots/Line Items**.

SAP Ariba shows the event content, including the lots or items you selected.

## **Next Steps**

[Submit prices for the lots or line items \[page 35\]](#), and then submit your response.

## **Related Information**

[Topics about participating in SAP Ariba Sourcing events \[page 6\]](#)

# How to submit prices and a response for an RFP

## Procedure

1. Open the RFP and [create your response \[page 32\]](#).  
[Select the lots and line items \[page 33\]](#) you want to bid on.
2. On the **Submit Response** page, enter prices and quantities. Click **Update Totals** to calculate extended prices or change values before submitting your response.  
If there is no **Submit Response** page or menu option, this is a large-capacity RFP. See [How to select lots and submit prices and responses for large-capacity RFPs \[page 36\]](#) for instructions.
3. When you have completed your response, click **Submit Entire Response**.  
SAP Ariba shows a confirmation message.
4. Click **OK** to submit your response.  
After you submit your response, you'll see a confirmation message at the top of the page.  
You can [revise your response \[page 30\]](#) after submitting it if the event is in **Open** status.

## Next Steps

When the event ends, you'll see the words **Pending Selection** instead of the countdown clock. After the event reaches this status it no longer accepts responses.

## Related Information

[Topics about participating in SAP Ariba Sourcing events \[page 6\]](#)

# How to select lots and submit prices and responses for large-capacity RFPs

A large-capacity RFP can contain up to 10,000 items. To view the items, you generate an Excel document with the contents; to submit responses, you edit and upload the Excel document.

## Context

We recommend that you allocate time for processing the Excel document. All responses submitted before the event closing time are processed before a buyer can create awards for the event. However, we recommend that you submit your responses much earlier than the event closing time.

## Procedure

1. If you are not already viewing the event, [open the Events table for a buyer \[page 16\]](#).
2. Click the event name in the **Events** table.  
[Complete any event prerequisites \[page 23\]](#).
3. View the contents of the **Introduction** section. The **Introduction** section contains instructions posted by the buyer and any documents that you should download and review. If the buyer attached documents, you can click the document title to [download the file \[page 25\]](#).
4. If the **View Contents and Submit Response** page is not open, go to the event checklist in the left pane and click **View Contents and Submit Response**.
5. Click **Generate Content** to generate an Excel spreadsheet with the event contents.  
When SAP Ariba has finished generating the Excel spreadsheet, a **Download contents** link is displayed.
6. Click the **Download contents** link.
7. Save the content to your computer.
8. Edit the spreadsheet in Microsoft Excel.

Review the instructional worksheets and note the background colors that indicate which cells are required, optional, or read-only.

On the **Other Content** worksheet, enter your responses. Indicate your intent to bid on an item by changing the value in the **Intend to Respond** column from **No** to **Yes**.

9. Save the edited Excel spreadsheet to your computer.
10. Return to the **View Contents and Submit Responses** page. Select your edited Excel spreadsheet (browse for the file, enter the file path, or drop a file icon in the drag-and-drop box).
11. Click **Submit response**.

Processing a large response can take up to 30 minutes depending on the event size and the other responses being processed. You do not have to keep this page open while your response is being processed. After your response is processed, you'll receive an email notification. If you are logged in to SAP Ariba Sourcing, you will also receive an instant message.

12. If submitted bids for lots that require reconciliation (lots for which you must submit item prices after the event closes, or **Basket - Bid at Lot Level, Compete at Lot Level (collect item pricing post bidding)** lots), return to the event page after the event closes.

13. Click **Enter Lot Details**.

The **View Contents and Submit Response** page opens.

14. Click **Generate Content** to generate an Excel spreadsheet with the event contents.

When SAP Ariba has finished generating the Excel spreadsheet, a **Download contents** link is displayed.

15. Click the **Download contents** link.

16. Save the content to your computer.

17. Edit the spreadsheet in Microsoft Excel.

On the **Other Content** worksheet, enter prices for the individual items in the lot.

18. Save the edited Excel spreadsheet to your computer.

19. Return to the **View Contents and Submit Responses** page. Click **Browse** and locate your edited Excel spreadsheet.

20. Click **Submit response**.

SAP Ariba checks the Excel file for errors. If the file contains errors, you will see the message **The Excel import request failed**. Click the **Download file with error details** link. Open the file and go to the **Error** worksheet to view the errors.

If the Excel file is valid, it is submitted for import. You can close this page while your file is being processed. You'll receive an email notification when processing is complete. If you are logged in to SAP Ariba Sourcing, you will also receive an instant message.

If you submit a valid Excel file before the event closes but processing is not complete when the event closes, the buyer must wait for your file to be processed before the buyer can create awards for the event.

## How to add answers to questions in a product questionnaire

Buyers can create a product questionnaire that acts as a container for questions that apply to a particular product category. When an article from this product category is added to an event as a line item, the product questionnaire is associated with that line item.

### Context

As a supplier, you can open the product questionnaire for a line item to answer all questions relating to the article being sourced.

Note also that there can be more than one questionnaire associated with a line item.

You can also add answers to questions on product questionnaires on the **Product Questionnaires** sheet of a downloaded bid spreadsheet. The ID of the line item to which the product questionnaire is attached is indicated in the **ItemID** column. Default values for questions that are added by the buyer are visible in the **Value** column. You

can enter responses to questions and overwrite default values in the **Value** column. For more information about exporting and importing event content, see the *Event participation guide*.

## Procedure

1. Open the request for proposal (RFP) and create your response.  
For information about creating a response to an RFP, see [How to create a response to an RFP \[page 32\]](#).
2. Select the line item that you want to bid on.
3. On the **Submit Response** page, select the **Click To Answer** link.

The Product Questionnaires page opens displaying the questions in that questionnaire by default.

Some details for the line item with which the product questionnaire is associated are included at the top of the page. The name of the line item is listed under the **Item** heading. You can click on the line item name to display a list of all line items and lots in the event that contain product questionnaires and on which you are bidding. If you select another item from the list, the product questionnaires associated with that item are displayed on the page and details for that line item replace those that were displayed for the previous item. So, you can switch between the different product questionnaires and the different line items with product questionnaires without leaving the Product Questionnaires page.

The screenshot shows the 'Product Questionnaires' interface. At the top right is a 'Back' button. Below it is a header with a left arrow, 'Product Questionnaires', and a blue box containing an information icon and the text 'Suggested Response 0 / 3 are prefilled based on historic values'. Below the header is a table with columns: Item, ID, Quantity, and Plant. The first row shows 'Cheddar cheese' with ID '10 newzzz'. A dropdown menu is open under 'Cheddar cheese', showing '1 Cheddar cheese' (selected) and '2 Brie cheese'. To the right of the dropdown is a search bar with the text 'Search' and a magnifying glass icon. Below the search bar is a table with columns: Question (3), and Response Value. The rows are: 'PQ1 - question 1', 'PQ1 - question 2', and 'PQ1 - question 3', each with an information icon in the 'Response Value' column. At the bottom right are 'Save' and 'Cancel' buttons.

If there is more than one product questionnaire associated with a selected line item, the questionnaires are displayed as tab items on the page.

The screenshot shows the 'Product Questionnaires' interface with two tabs. At the top right is a 'Back' button. Below it is a header with a left arrow, 'Product Questionnaires', and a blue box containing an information icon and the text 'Suggested Response 0 / 3 are prefilled based on historic values'. Below the header is a table with columns: Item, ID, Quantity, and Plant. The first row shows 'Cheddar cheese' with ID '10 newzzz'. Below the table are two tabs: 'Product questionnaire 1' (selected) and 'Product questionnaire 2'.

For example, in the image above, "Product questionnaire 1" and "Product questionnaire 2" are tabs that contain the product questionnaires associated with the "Cheddar cheese" item. When you add responses to questions on a product questionnaire, you can then click on the next product questionnaire tab to answer the questions there without having to leave the Product Questionnaires page. You are prompted to save your changes as you move between questionnaires or line items.

4. Add answers to questions in the questionnaire.

Note that some questions may contain initial values provided by the buyer in the answer field. Also, if you provided answers previously for a product questionnaire that was associated with the current article category, the buyer might leave your old product questionnaire answers in the product questionnaire that is added in the new event. You can overwrite initial values and previous answers, if you want to.

A message is displayed to tell you how many question responses are pre-filled with historic values from the supplier. For example, the message "Suggested Responses: 1/2 are prefilled based on historic values." indicates that one field in the questionnaire contains an historic value provided by the supplier in a previous event. You can hover over the information icon for a response to see if a pre-filled value is a value provided by the supplier previously.

You can select **Cancel** if you don't want to save changes for a product questionnaire. This brings you back to the line item details page in the event.

If you click on a tab for another product questionnaire or select another line item before saving changes to the current product questionnaire, you are asked if you want to save your changes. If you select **Discard**, your changes for that product questionnaire are deleted.

5. Click **Save**.

## Results

The **Click To Answer** link is changed to **Update Answer**. You can update your answers any time before you submit the event response. After you submit the response this link changes to **View Answer**, and the questionnaire is then read-only.

# How to change the currency for a bid after a bid has been submitted

You can change the currency for a bid after a bid has been submitted.

You can make changes to the bid currency for primary bids in the following ways:

- If the **Use a different currency for different lots** checkbox on the **Select Lots/Line Items** page is selected, the bid currency for line items can be edited individually using the **Currency** menu for the individual line item. If you change the bid currency for an individual line item, the change applies to that line item only. If you change the currency in the **Select event bidding currency** menu when the **Use a different currency for different lots** checkbox is selected, the change is applied to all event contents other than line items, such as questions.
- If the **Use a different currency for different lots** checkbox on the **Select Lots/Line Items** page is not selected, the bid currency for all line items can be edited at event level using the **Select event bidding currency** menu. If you change the event currency at event level, the change is applied to all event content, including line items, questions, terms, and so forth.
- If you use a bid spreadsheet to make bids, you can download the bid spreadsheet and edit the bid currency for a primary bid in the spreadsheet.

In all cases, after you make a change to the bid currency, a warning message is displayed asking you to confirm that you want to make the change. Click **OK** to continue. A currency conversion is applied automatically; the supplier should review the conversion, and, if needed, adapt the values accordingly.



# Topics about participating in auctions

- [About participating in auctions \[page 41\]](#)
- [How to prepare to bid in an auction \[page 43\]](#)
- [How to select lots or line items in an auction \[page 45\]](#)
- [How to submit auction prebids \[page 46\]](#)
- [How to submit auction bids \[page 47\]](#)
- [How to revise an auction bid \[page 48\]](#)
- [How to participate in Dutch auctions \[page 49\]](#)
- [How to participate in Japanese auctions \[page 51\]](#)

## About participating in auctions

Auctions are more specifically known as reverse auctions in SAP Ariba Sourcing. A reverse auction is a real-time online event during which participants submit competitive bids for specific goods or services. Since auctions require a lot of preparation to be successful, sourcing professionals typically prepare for them by running qualifying information-collecting events (RFIs and RFPs).

Depending on how the event is configured, SAP Ariba Sourcing can provide the event participants with feedback on how their prices compare with other participants' prices, in the form of:

- The value of the lead bid
- Their rank in the auction
- A graph comparing the bids in the auction

Auctions are directly competitive and allow the real-time exchange of information between you and the other event participants. Buyers typically schedule auctions carefully to ensure that all participants can participate at the same time.

## Prebids

Prebids are starting bids that you enter during the preview period, before the auction begins. The buyer may require you to [enter prebids \[page 46\]](#) on the lots for which you are interested in bidding on..

## Selecting lots or line items

On the **Select Lots/Line Items** page for an auction, you can [select which lots or items you are interested in bidding \[page 45\]](#).

## Ceiling value

Ceiling value is the maximum price that you can enter in the auction. If you attempt to bid above this price, you'll see a message indicating that your bid is too high.

## Reserve value

Reserve value is the price below which the buyer determines it might make economic sense to consider awarding business to a supplier in the event. You are not required to bid below this price.

## Bidding rules

An information icon appears next to each item name. You can click the information icon to [view the bidding rules \[page 19\]](#) for the lot. The bidding rules can vary between items and lots, so it is recommended that you review them all. Each rule provides a detailed explanation next to it.

## Submitting responses

Submitting a response is similar to submitting a prebid. If the buyer decides to use ceiling and reserve values, they are displayed in the **Review Event Details** page for the lot you are currently viewing.

## Viewing market feedback

After you submit a response, SAP Ariba shows market feedback that you can use to monitor the auction and to determine your ranking.

The buyer can choose one of four different forms of participant feedback in auctions:

- You can only view your bids in the market.
- You can view the market leading bid in addition to your rank. This allows you to view the current lowest bid in comparison to your bid.
- You can view other bids in the market. Buyers can choose from two options:

- Generic Aliasing allows you to view all bids in the market, but the other company names and the number of competitors do not display.
- Unique Aliasing assigns a unique alias to all participants in the bid history. For example, Company 1, Company 2, or Company 3. Your company name displays for your reference, but other participants cannot view it.

The **Bid History** area of the event page uses icons to indicate bid statuses, including:

- Newest bid (green)



- Leading bid (orange)



- Tie bid (gray)



If you submit a prebid, SAP Ariba shows market feedback on the event page after the auction goes live.

## Revising your response

After you submit your response and review the feedback, you might want to change your bid to improve your ranking. You must lower your bid by at least the bid decrement amount below the leading bid.

### Related Information

[How to prepare to bid in an auction \[page 43\]](#)

[How to select lots or line items in an auction \[page 45\]](#)

[How to submit auction prebids \[page 46\]](#)

[How to submit auction bids \[page 47\]](#)

[How to revise an auction bid \[page 48\]](#)



## How to prepare to bid in an auction

### Context

#### → Tip

When working on a long response to an event, we recommend that you save your work often. When you click **Save**, SAP Ariba records your answers without submitting your response to the buyer and allows you to log out and finish your response later. After you save your work, SAP Ariba shows a confirmation message stating that your entries were successfully saved.

## Procedure

1. If you are not already viewing the event, [open the Events table for a buyer \[page 16\]](#).
2. Click the event name in the **Events** table.  
[Complete any event prerequisites \[page 23\]](#).
3. View the contents of the **Introduction** section. The **Introduction** section contains instructions posted by the buyer and any documents that you should download and review. If the buyer attached documents, you can click the document title to [download the file \[page 25\]](#).
4. [Answer event questions \[page 24\]](#). You must provide an answer for any questions labeled with an asterisk (\*). Questions that do not have an asterisk are optional.
  - Text boxes display for questions that require lengthy responses so that you can provide complete and relevant information.
  - There might be pull-down menus, where you can choose one response. There might also be checkbox groups, where you can select multiple responses.
  - An **Attach a file** link indicates that you respond by uploading a file.
  - The following icon indicates that you can respond with comments or upload documents for your response:  

  - The following icon indicates that you must answer the question using an Excel spreadsheet (a custom offline response):  
  
You must click **Download Content** at the top of the page to [download an Excel spreadsheet \[page 57\]](#) in which you will enter your response.
  - The answers you provide to questions might trigger conditional content. Conditional content shows when your answer meets conditions set by the buyer. Conditional content can be another question, a requirement, a section or an attachment.
5. To save your responses without submitting them to the buyer, click **Save**.

## Next Steps

[Select the lots or line items in which you want to participate \[page 45\]](#).

## Related Information

[Topics about participating in SAP Ariba Sourcing events \[page 6\]](#)

# How to select lots or line items in an auction

## Context

Before you can submit bids for lots or items in an auction, you must select the lots or items on the **Select Lots/Line Items** page. Required items or lots appear with a grayed out, display-only check mark in the left column, and these items and lots are automatically included in the selection. You can cancel your intention to participate in a lot until you submit a response for that lot; after you submit a response you must contact the buyer to withdraw it.

In some auctions, the buyer might require you to provide a reason if you decline to bid on lots or line items. In this case, you will see a multiple-choice list of reasons, such as "Discontinued item" or "We don't supply at the requested quantity". You will need to choose a reason.

### i Note

You still must click **Confirm Selected Lots/Line Items** to be able to submit bids on required items.

## Procedure

1. If you are not already viewing the event, [open the Events table for a buyer \[page 16\]](#).
2. Click the event name in the **Events** table.

[Complete any event prerequisites \[page 23\]](#).

Navigate to the event **Checklist** in the left pane and click **Select Lots/Line Items**.

3. On the **Select Lots/Line Items** page, choose the checkboxes for the lots or items in which you want to participate.

Alternatively, you can click the **Select Using Excel** tab to [select lots and submit bids using an Excel file \[page 57\]](#).

If the following custom offline response sheet icon is next to a lot, you must click the **Select Using Excel** tab to select lots and submit bids:



4. Go to the bottom of the list and click **Confirm Selected Lots/Line Items**.

SAP Ariba shows the event content, including the lots you selected.

## Next Steps

Submit [prebids \[page 46\]](#) or [bids \[page 47\]](#) for the lots or line items and submit your response.

## Related Information

[Topics about participating in SAP Ariba Sourcing events \[page 6\]](#)

# How to submit auction prebids

## Context

Prebids are starting bids that you enter during the preview period, before the auction begins. The buyer may require you to enter prebids on the lots for which you are interested in bidding on.

If prebids are required, SAP Ariba shows a message stating that you must submit a prebid at the top of the **Review Event Details** page. If you do not submit a prebid before the preview period ends, you are locked out of the event. Your prebid must be at or below the ceiling price to be accepted.

For each lot, the buyer can select whether participants bid at the item level and compete at the lot level (unit price) or bid at the lot level and compete at the lot level (extended price). Verify whether you need to enter a unit price or a lot price.

After the preview period ends, there may be a prebid review period set by the buyer. You can view how much time is left in the prebid review period in the upper right corner of the page. The review period gives the buyer an opportunity to review all the submitted prebids.

If the prebid review period is enabled, the auction begins immediately after the review period ends. If the prebid review period is not enabled, the auction begins at the date and time set by the buyer.

## Procedure

1. [Prepare to bid in the auction \[page 43\]](#).
2. Enter your unit or extended price bid for each lot or line item.

If you need help determining the bid amounts, click the information icon to view the bidding rules for that item.

3. When you have completed your response, click **Submit Entire Response**.

SAP Ariba shows a confirmation message.

4. Click **OK** to submit your response.

If you overbid on an item, SAP Ariba shows an error indicating the values you need to correct.

If you underbid an item, SAP Ariba shows a message indicating the underbid. You can either change your prebid or check the box to ignore the warning and submit your prebid.

After you submit your response, SAP Ariba shows a confirmation message at the top of the page.

## Related Information

[Topics about participating in SAP Ariba Sourcing events \[page 6\]](#)

[How to submit auction bids \[page 47\]](#)

# How to submit auction bids

## Procedure

1. [Prepare to bid in the auction \[page 43\]](#).
2. If you placed a prebid, SAP Ariba shows your prebid as a “live” bid. Otherwise, enter your unit or extended price bid at this time. You can enter prices into each lot that is open.
3. If you enter a unit price, click **Update Totals** to view the extended price.
4. When you have completed your response, click **Submit Current Lot**.

SAP Ariba shows a confirmation message.

5. Click **OK** to submit your response.

After you submit your response, SAP Ariba shows a confirmation message at the top of the page.

If need, you can [revise your bid \[page 48\]](#).

## Results

When time runs out and no more overtimes are triggered, the lot goes into a **Review** status and SAP Ariba does not accept any more bids for the lot. This review period gives you a final opportunity to resolve any issues and ask any outstanding questions.

When a lot reaches **Review** status, you can continue to the next sequential lot on which you are bidding. You can click the lot titles on the left side of the event page to switch to other lots.

When the review period for the final lot ends, the auction display goes into a **Pending Selection** state and cannot be reopened.

## Related Information

[Topics about participating in SAP Ariba Sourcing events \[page 6\]](#)

# How to revise an auction bid

## Context

You can only revise auction bids if the auction status is Open.

## Procedure

1. If you are not already viewing the event, [open the Events table for a buyer \[page 16\]](#).
2. Click the event name in the **Events** table.
3. If the lot for which you want to change your bid is not shown, go to the contents pane on the left. Click on the appropriate lot below the **Choose Lot** area.
4. To change your bid, you can either type in a new price over your previous bid value in the Price field, or use the **Decrement bid by** function.

**Decrement bid by** decreases your bid by a percentage or monetary amount. By default, it is set to a percentage. However, you can toggle it to a monetary amount by clicking the percent sign.

5. Enter the percentage or monetary amount by which you want to decrease your bid and click **Apply**.

SAP Ariba calculates your new bid and shows it in the **Price** field.

An easy way to become the new market leader is to click **Take Lead**. The take lead functionality loads the minimum amount required to become the new market leader into the **Price** field. This amount is based on any bid buffers enabled for the lot.

### i Note

**Take Lead** is not available in auctions where you are not allowed to see the lead bid, such as a rank-only event.

Click **Reload Last Bid** to clear any changes in the bid entry fields and display the last valid bid values you submitted.

6. When you have completed revising your response, click **Submit Current Lot**.

SAP Ariba shows a confirmation message.

7. Click **OK** to submit your response.

After you submit your response, SAP Ariba shows a confirmation message at the top of the page.

An easy way to become the new market leader is to click **Take Lead**. The Take Lead functionality loads the minimum amount required to become the new market leader into the **Price** field. This amount is based on any bid buffers enabled for the lot.

## Related Information

[Topics about participating in SAP Ariba Sourcing events \[page 6\]](#)



# How to participate in Dutch auctions

In Dutch auctions, prices for line items or basket lots are adjusted at regular intervals until the price is accepted by a participant.

## Context

In a reverse Dutch auction, price levels for an item rise at regular intervals, or rounds. (In a forward Dutch auction, prices decrease.)

Dutch auctions are serial; that is, participants bid on one item or lot at a time. Bidding ends for an item or lot when either of the following occurs:

- A participant accepts a price level.
- The price level reaches a target value specified by the party conducting the event (the event owner).
- The elapsed time exceeds a time limit specified by the event owner.

When bidding ends for an item or lot, bidding opens for the next item. If the Dutch auction allows partial-quantity bidding, there may be other opportunities to do business with the unsold quantity.

Dutch auctions are time sensitive; bidding ends when a participant accepts a price, so it is in your best interest to accept the price level as soon as it reaches a value that you consider tolerable.

A Dutch auction has the following special characteristics:

## Procedure

1. If you are not already viewing the event, [open the Events table for a buyer \[page 16\]](#).
2. Click the event name in the **Events** table.  
[Complete any event prerequisites \[page 23\]](#).
3. View the contents of the **Introduction** section. The **Introduction** section contains instructions posted by the buyer and any documents that you should download and review. If the buyer attached documents, you can click the document title to [download the file \[page 25\]](#).
4. The event owner might also require you to respond to questions during the preview period. If so, SAP Ariba shows a message stating that you must submit a prebid at the top of the **Review Event Details** page. If you do not submit responses before the preview period ends, you are locked out of the event.  
You must provide an answer for any questions labeled with an asterisk (\*). Questions that do not have an asterisk are optional.
  - Text boxes display for questions that require lengthy responses so that you can provide complete and relevant information.
  - There might be pull-down menus, where you can choose one response. There might also be checkbox groups, where you can select multiple responses.
  - An **Attach a file** link indicates that you respond by uploading a file.

- The following icon indicates that you can respond with comments or upload documents for your response:



- The following icon indicates that you must answer the question using an Excel spreadsheet (a custom offline response):



You must click **Download Content** at the top of the page to [download an Excel spreadsheet \[page 57\]](#) in which you will enter your response.


- The answers you provide to questions might trigger conditional content. Conditional content shows when your answer meets conditions set by the buyer. Conditional content can be another question, a requirement, a section or an attachment.

5. Navigate to the event **Checklist** in the left pane and click **Select Lots**.
6. On the **Select Lots/Line Items** page, choose the checkboxes for the lots or items in which you want to participate.

Alternatively, you can click the **Select Using Excel** tab to [select lots and submit bids using an Excel file \[page 57\]](#).

If the following custom offline response sheet icon is next to a lot, you must click the **Select Using Excel** tab to select lots and submit bids:



7. Go to the bottom of the list and click **Confirm Selected Lots/Line Items**.  
SAP Ariba shows the event content, including the lots you selected.
8. When bidding starts for an item lot, you see the **Current Price**. If this price is acceptable, select **Submit Acceptance**.
  - In some auctions, a clock in the upper-right corner indicates the maximum time remaining. This is the maximum time allotted for the auction. If no participant accepts a price level or the target price level is not reached before clock time ends, bidding closes for the item or lot.
  - The **Bid Adjustment** specifies the amount (fixed or percentage) by which the **Current Price** will rise (or decrease, for forward auctions) in the next round.
  - You can select the information icon (  ) to see the next 5 price adjustments.

#### → Remember

Bidding is time sensitive. The first participant to accept a price (select **Submit Acceptance**) is considered the winner for the round.

# How to participate in Japanese auctions

A Japanese auction requires participants to accept pricing levels in an orderly, automatic, declining price event.

## Context

In a reverse Japanese auction, price levels for an item drop at regular intervals, or rounds. (In a forward Japanese auction, prices rise.) You choose to accept price levels as they drop (or rise). In the default situation, if you do not accept a price level for an item or lot in a round, you become inactive and are excluded from further rounds for the item.

Japanese auctions are serial; that is, participants bid on one item or lot at a time. Bidding ends for an item or lot when either of the following occurs:

- The number of active participants drops to or below a minimum value selected by the party conducting the event (the event owner).
- The price level meets the event owner's target price.

When bidding ends for an item or lot, bidding opens for the next item.

Timely responses are required in Japanese auctions. In the default situation, failure to accept a price level before the end of the round drops you from bidding for the item or lot.

## Procedure

1. If you are not already viewing the event, [open the Events table for a buyer \[page 16\]](#).
2. Click the event name in the **Events** table.  
[Complete any event prerequisites \[page 23\]](#).
3. View the contents of the **Introduction** section. The **Introduction** section contains instructions posted by the buyer and any documents that you should download and review. If the buyer attached documents, you can click the document title to [download the file \[page 25\]](#).
4. The event owner might also require you to respond to questions during the preview period. If so, SAP Ariba shows a message stating that you must submit a prebid at the top of the **Review Event Details** page. If you do not submit responses before the preview period ends, you are locked out of the event.

You must provide an answer for any questions labeled with an asterisk (\*). Questions that do not have an asterisk are optional.

- Text boxes display for questions that require lengthy responses so that you can provide complete and relevant information.
- There might be pull-down menus, where you can choose one response. There might also be checkbox groups, where you can select multiple responses.
- An **Attach a file** link indicates that you respond by uploading a file.
- The following icon indicates that you can respond with comments or upload documents for your response:



- The following icon indicates that you must answer the question using an Excel spreadsheet (a custom offline response):



You must click **Download Content** at the top of the page to [download an Excel spreadsheet \[page 57\]](#) in which you will enter your response.

- The answers you provide to questions might trigger conditional content. Conditional content shows when your answer meets conditions set by the buyer. Conditional content can be another question, a requirement, a section or an attachment.

5. Navigate to the event **Checklist** in the left pane and click **Select Lots**.
6. On the **Select Lots/Line Items** page, choose the checkboxes for the lots or items in which you want to participate.

Alternatively, you can click the **Select Using Excel** tab to [select lots and submit bids using an Excel file \[page 57\]](#).

If the following custom offline response sheet icon is next to a lot, you must click the **Select Using Excel** tab to select lots and submit bids:



7. Go to the bottom of the list and click **Confirm Selected Lots/Line Items**.

SAP Ariba shows the event content, including the lots you selected.

8. When bidding starts for an item or lot, you see the **Current Price**. If this price is acceptable, select **Submit Acceptance**.
  - The clock in the upper-right corner indicates the time remaining before the next price level adjustment.
  - The **Bid Adjustment** specifies the amount (fixed or percentage) by which the **Current Price** will decrease (or rise, for forward auctions) in the next round.
  - You can select the information icon (i) to see the next five price adjustments.

#### → Remember

You must accept the current price level (select **Submit Acceptance**) to continue to participate. By default, you are dropped from bidding for the item if you do not accept a price level.

You can scroll down to the **Bid History** area view your bids. By default, all your bids are shown. To limit the bids shown, use the **Period** dropdown.

# Topics about communicating with buyers

[About communicating with buyers \[page 53\]](#)

[How to compose new event messages \[page 54\]](#)

[How to view event messages \[page 55\]](#)

[How to reply to event messages \[page 55\]](#)

## About communicating with buyers

You communicate with buyers by sending and receiving messages.

If there are new messages for you, a yellow envelope icon displays next to the **Notifications** link in the top corner of your page:



If you receive a message while you are online, a popup appears alerting you to the message.

## Event message board

You can access the message board from the **Event Messages** link in the event console, which is on the left side of event pages. The message board page enables you to compose and read messages pertaining to the event.

Buyers can configure the event message board opening and closing time. When the event message board is closed, you can no longer send or receive messages.

## Prerequisites for composing messages

Buyers must configure the event to allow messages between the buyer project team and event participants. If buyers do not allow messages, you can still view automatic event notifications, but you cannot compose new messages or reply to existing messages.

## Helpful hints

We recommend maintaining an accurate email address in your user profile. If your email addresses are incorrect or not up to date, you might not receive automatic notification emails from SAP Ariba Sourcing.

## Related Information

[How to compose new event messages \[page 54\]](#)

[How to view event messages \[page 55\]](#)

[How to reply to event messages \[page 55\]](#)

# How to compose new event messages

## Prerequisites

Buyers must configure the event to allow messages between the buyer project team and event participants. If buyers do not allow messages, you can still view automatic event notifications, but you cannot compose new messages or reply to existing messages.

## Procedure

1. If you are not already viewing the event, [open the Events table for a buyer \[page 16\]](#).
2. Click the event name in the **Events** table.
3. Go to the bottom of the event content area and click the **Compose Message** button.  
SAP Ariba shows the **Compose New Message** page.
4. If you would like to attach a file, click **Attach a file**.  
SAP Ariba shows the **Add Attachment** page.
5. Click **Choose File**, navigate to the file you would like to attach, select it, and click **Open**.  
The name of the file you uploaded appears next to the **Choose File** button.
6. Click **OK**.
7. Type your message and click **Send**.

## Related Information

[Topics about participating in SAP Ariba Sourcing events \[page 6\]](#)

# How to view event messages

## Procedure

1. Do one of the following to access the **Event Messages** page:
  - Locate your company name or logo in the top right corner of the page and click the **Notifications** link below it.  
SAP Ariba shows the **View Notifications** page. Click the subject line of a message to access the **Event Messages** page.
  - [Open the event for viewing \[page 17\]](#). Navigate to the event console (the pane on the left of the event page) and click **Event Messages**.  
SAP Ariba shows the **Event Messages** page.
2. Choose a message and click **View**.  
SAP Ariba shows the **View Message** page.
3. Click **Done** to return to the **Event Messages** page.
4. Click **Back to Console** to return to the event page.

## Related Information

[Topics about participating in SAP Ariba Sourcing events \[page 6\]](#)

# How to reply to event messages

## Prerequisites

Buyers must configure the event to allow messages between the buyer project team and event participants. If buyers do not allow messages, you can still view automatic event notifications, but you cannot compose new messages or reply to existing messages.

## Procedure

1. Do one of the following to access the **Event Messages** page:
  - Locate your company name or logo in the top right corner of the page and click the **Notifications** link below it.  
SAP Ariba shows the **View Notifications** page. Click the subject line of a message to access the **Event Messages** page.

- [Open the event for viewing \[page 17\]](#). Navigate to the event console (the pane on the left of the event page) and click **Event Messages**.  
SAP Ariba shows the **Event Messages** page.
- 2. Do one of the following to reply to a message:
  - Select a message and click **Reply**.
  - Select a message and click **View** and then click **Reply**.  
SAP Ariba shows the **Respond to Message** page.
- 3. Enter your response.
- 4. Click **Send** when you are finished.

## Related Information

[Topics about participating in SAP Ariba Sourcing events \[page 6\]](#)



# Topics about importing and exporting event content

[About importing and exporting event content \[page 57\]](#)

[Customizing bid spreadsheets \[page 58\]](#)

[How to download event content \[page 59\]](#)

[How to import event content \[page 60\]](#)

[How to download custom bid spreadsheets for submitted bids \[page 61\]](#)

## About importing and exporting event content

SAP Ariba Sourcing enables you to export (download) and import event data to and from a Microsoft Excel spreadsheet. You can use this feature to create offline responses and bids as follows:

1. Download event data to a Microsoft Excel spreadsheet on your computer.
2. Enter event responses and bids in the spreadsheet.
3. Import the spreadsheet back into SAP Ariba Sourcing. If SAP Ariba Sourcing detects any errors in the spreadsheet it reports them when you upload the spreadsheet so you can correct them and upload the spreadsheet again.

You can use spreadsheets to enter a large volume of data quickly and to collaborate with colleagues. Spreadsheets can make it easier for you to compose your responses, especially if it is a large event or if you already have your bidding information in Microsoft Excel spreadsheets. Spreadsheets are especially useful for prebid auctions, lot reconciliation, and open bidding for RFIs and RFPs. When bidding is a collaboration among groups, you can share the spreadsheet using email, combine the results, and then import the spreadsheet into SAP Ariba Sourcing.

You can also use spreadsheets to save event information outside of SAP Ariba Sourcing.

### i Note

If your buyer created a large-capacity RFP, you must use a Microsoft Excel spreadsheet to view the event contents, select lots, and submit prices.

## Custom offline responses

Buyers can create custom Excel spreadsheets for submitting responses in events. Questions and auction items that require a custom offline response are indicated with the **Custom Offline Response Sheet** icon:



You must submit your response for any customized offline content using the buyer's customized spreadsheet (you can still respond to non-customized content using the user interface).

When you download custom offline response sheets, SAP Ariba Sourcing writes date and version information to the file. This information is later used to verify that the custom offline response sheet you upload is current and for the correct event.

## Limitations

- You can't export event data for Dutch auctions.
- If a buyer has created a custom offline response worksheet, you must submit your response using the buyer's spreadsheet. You can't edit content requiring a custom offline response in the user interface. If a buyer is accepting bids for auction or RFP items using a custom offline worksheet, you must submit your intent to bid on the item through the custom offline response spreadsheet (in addition to your bid values).
- Importing event data is not intended for adding attachments. To respond to a question using an attachment, the question must have an **Attach a file** link or the following icon:



## Related Information

[How to download event content \[page 59\]](#)

[How to import event content \[page 60\]](#)

[How to download custom bid spreadsheets for submitted bids \[page 61\]](#)

## Customizing bid spreadsheets

You can ask SAP Ariba to customize the predefined width of the Name, Description, and Answer columns in a bid spreadsheet to a width of your choice. You can also ask SAP Ariba to customize the predefined height of all rows in the bid spreadsheet.

Currently, rows expand automatically to show all the contents for a single entry. However, you might want to limit the maximum height of a row to improve the readability of spreadsheets.

This functionality is controlled by site configuration parameters. Users cannot control the width or height of cells after the spreadsheet is downloaded, as the spreadsheet is protected.

SAP Ariba can set the following parameters for you. Have your designated support contact file a service request (SR) to make changes to these settings.

**Application.AQS.ArticleIntegration.SupplierBiddingExcelMaxColumnWidthName (set by SAP Ariba Support)**

Sets the default width of the Name column in a supplier bid spreadsheet. The default value is 30, which represents the column width in points in Excel.

Users should experiment in a downloaded supplier bid spreadsheet to find a column width value that works best for them. For example, a value of 60 would double the column width.

**Application.AQS.ArticleIntegration.SupplierBiddingExcelMaxColumnWidthDescription (set by SAP Ariba Support)**

Sets the default width of the Description column in a supplier bid spreadsheet. The default value is 30, which represents the column width in points in Excel.

Users should experiment in a downloaded supplier bid spreadsheet to find a column width value that works best for them. For example, a value of 60 would double the column width.

**Application.AQS.ArticleIntegration.SupplierBiddingExcelMaxColumnWidthAnswer (set by SAP Ariba Support)**

Sets the default width of the Answer column in a supplier bid spreadsheet. The default value is 30, which represents the column width in points in Excel.

Users should experiment in a downloaded supplier bid spreadsheet to find a column width value that works best for them. For example, a value of 60 would double the column width.

**Application.AQS.ArticleIntegration.SupplierBiddingExcelRowHeight (set by SAP Ariba Support)**

Sets the default height of rows in a supplier bid spreadsheet. The default value is -1, which means that rows expand automatically to show all the contents for a single entry. You can enter a different value here to limit the maximum height of a row to improve the readability of spreadsheets. Users should experiment in a downloaded supplier bid spreadsheet to find a row height value that works best for them.

## How to download event content

### Procedure

1. If you are not already viewing the event, [open the Events table for a buyer \[page 16\]](#).
2. Click the event name in the **Events** table.  
SAP Ariba shows the event page.
3. Go to the event checklist in the left pane and complete one of the following command sequences:
  - Click **Review Event Details** and click **Download Content**.
  - Click **Submit Response** and click **Excel Import**.
  - Click **Select Lots/Line Items** and click the **Select Using Excel** tab (for auction or RFP bid items).
4. Click **Download Content**.
5. Save the content to your computer.

### Next Steps

Enter your responses in the spreadsheet and [import the spreadsheet \[page 60\]](#) into the event.

## Related Information

[Topics about participating in SAP Ariba Sourcing events \[page 6\]](#)

# How to import event content

## Context

### i Note

Values in the spreadsheet you import overwrite and delete any values you may have entered in your saved response.

## Procedure

1. [Download event contents \[page 59\]](#) to a spreadsheet.
2. Enter your responses in the spreadsheet.

If a custom offline response sheet is used for auction or RFP bids, you indicate your intent to bid on a lot or item using the custom offline response spreadsheet. To indicate your intent to bid, change the value in the **Intend to Respond** column from “No” to “Yes.”

Buyers can include an instructional worksheet in custom offline response spreadsheets that details how to complete the event data. The instructional worksheet may also include guidelines and a cell legend. Some cells may require that you enter data, some can optionally be edited, and others are read-only. This is usually indicated by the color and border.

If the buyer included an item that accepts multiple values for the response, enter the values separated by a "pipe" character:

|

For example, to specify the values Monday, Wednesday, and Friday in a single response, enter:

**Monday | Wednesday | Friday**

3. If you are not already viewing the event, [open the Events table for a buyer \[page 16\]](#).
4. Click the event name in the **Events** table.
5. Click **Excel Import**.

SAP Ariba shows the **Import Response from Excel** page.

6. Locate the spreadsheet file on your computer (browse for the file, enter the file path, or drop a file icon in the drag-and-drop box).
7. Click **Upload**.

## Related Information

[Topics about participating in SAP Ariba Sourcing events \[page 6\]](#)

# How to download custom bid spreadsheets for submitted bids

## Context

After you submit a custom offline response for an auction, SAP Ariba Sourcing maps the custom offline response to the auction's online content. You can use the following procedure to download your custom offline response sheet.

## Procedure

1. If you are not already viewing the auction, [open the Events table for a buyer \[page 16\]](#).
2. Click the event name in the **Events** table.
3. Navigate to the event console in the left pane and click the **Response History** link.
4. On the **Response History** page, go to the **Reference Number** column and click the ID (IDnnnnn) for your response.
5. On the **Response Details** page, click **Export Custom Bid Spreadsheet** at the bottom of the page.

## Related Information

[Topics about participating in SAP Ariba Sourcing events \[page 6\]](#)

# Participating in events via email

Buyers can set up single-line-item events that allow you to participate over email or events that contain one or more line items and require you to submit your responses over email in an Excel file attachment.

For events with more than one line item, the bid sheet is sent to you as an Excel file attachment with the event invitation mail. You can download the Excel file, enter your response, and send it back as an attachment to your response email.

[How to participate in single-item events via email \[page 63\]](#)

[How to participate in bid events by email \[page 66\]](#)

# How to participate in single-item events via email

A customer can set up a single-item event so that you can submit your bid or response via email.

## Context

If you receive an invitation to an event with **Email quote** and **Decline** buttons similar to the following, you can submit your response or bid via email:

### My event

Please review the RFQ and submit your quote by email or visit the event page.  
For any questions, contact [buyer@example.com](mailto:buyer@example.com)

Email quote

Decline

See event

By submitting this quote by email, I consent to processing of my name and email address by Canonical Realm: abc for the purpose of a business relationship between the Canonical Realm: abc and my organization and agree to the storage, transfer and processing of my personal data by SAP according to the [Terms of Use and Data Processing Agreement](#) applicable to the SAP Ariba Sourcing solution.



Event ends Monday, December 18, 2017 at 3:30 PM, Pacific Standard Time

Bidding start date

Monday, November 6, 2017 at 3:30 PM, Pacific Standard Time

Region

US

Currency

USD

Description

Commodity

Computer Accessories

## Questions

Is your product FCC compliant?

## Items for pricing

USB cable, 2 meters

Alternate billing address

Quantity

10,000 each

Earliest possible delivery date

## Procedure

1. In the invitation email, review the event details, including the bidding start and end dates, and the currency for the event.
2. To submit an email response or bid:
  - a. Click **Email quote** in the invitation email.

A draft email message opens, with the destination email address and subject line already populated.

### ⚠ Caution

Do not modify the "to" email address; information in the address is used to match your response to the event.

### i Note

By sending a response, you acknowledge the SAP Ariba Terms of Use and Data Processing Agreement. Further participation in the event (beyond submitting a bid via email) will require a registered account on the SAP Ariba system and may require acceptance of the buyer's bidding terms.

- b. Enter your responses or bid in the email body.

Each line contains a question or a field name, followed by a colon (:).

### ⚠ Caution

- Do not remove or change any part of the question or field name (text to the left of the colon).
- Do not remove any colons.
- Do not add any colons in your response.

Enter your responses as follows:

- Enter your responses after the colon (:) for each line in the email body.
- You must enter a response if a field is marked with an asterisk (\*).
- Do not include multiple attachments in your response. If you send multiple attachments, SAP Ariba uploads only the first attachment and discards any additional attachments.
- You must specify dates using one of the following formats, depending on your location:
  - mm/dd/yyyy* (for participants in the United States)
  - dd/mm/yyyy* (for participants in other locations)Where:
  - dd* is the two-digit day of the month
  - mm* is the two-digit month
  - yyyy* is the four-digit year
- A field might require an address in specific format. If you see a field with the characters | | | | ( ) after the colon, you must specify the address using the following format:  
*streetAddress|city|stateOrProvince|postalCode|countryRegionName (countryId)*  
Where:
  - streetAddress* is a one-line street address.
  - city* is the city.
  - stateOrProvince* is the state or province.
  - postalCode* is the zip or postal code.
  - countryRegionName* is an optional country/region name.
  - (*countryId*) is the unique ID for the country/region, enclosed by parentheses. For most installations, this is the two-character ISO country code (ISO Alpha-2 code), such as (US) .

For example, if the email body for your quote response contains the following fields:

```
Is your product FCC compliant?*:
    1. Price*:
    2. Alternate address: Street|City|State|
Postal Code|CountryRegion Name(Country Code)
    3. Earliest possible delivery date: MM/dd/yyyy
```



You might submit the following response if you are located in the United States:

```
Is your product FCC compliant?*: Yes
1. Price*: 2.77
12345|United States (US)           2. Alternate address: 12 Main St.|My Town|CA|
3. Earliest possible delivery date: 01/31/2018
```

- c. Send the email to submit your quote.
- d. Check your email for a response from the buyer.

If your response meets the bid requirements (you entered values for all required fields in the correct format), you receive an email with the subject **Successfully placed bid for *event***.

If your response does not meet the bid requirements, you receive an email with the subject **Failed to place bid for *event***. You can click **Email quote** in the invitation and send another response.

If you have questions about the event or how to respond, send email to the address in the invitation preceded by **For any questions, contact**.

3. To decline to participate:
  - a. Click **Decline** in the email invitation.

A draft email message opens, with the destination email address and subject line already populated.

#### Caution

Do not modify the "to" email address; information in the address is used to match your response to the event.

The message body contains the following text:

Reason:

- b. Position your cursor to the right of the colon and enter your reason for declining to participate.
  - c. Send the email.
4. To open the event and submit an online bid:

Click **See event** in the email invitation. If you already have an Ariba Network account, log in. If you do not have an Ariba Network account, you must create a standard account, then log in.

## Results

The buyer reviews all supplier quotes and awards the business to a supplier. You receive an email notification if you are awarded business from an event.

# How to participate in bid events by email

Buyers can host RFX events in SAP Ariba Sourcing and allow suppliers to submit bid responses through an email.

## Prerequisites

- The ICM parameter `Application.ACM.EmailBiddingWithStandardExcel` must be enabled. For more information, see [Enable email bidding with standard Excel bid sheet](#)
- The following global bidding rules must be configured accordingly:
  - **Allow participants to submit bids by email** must be turned on.
  - **Must participants improve their bids** must be turned off.

## Context

When buyers create RFP or RFQ events where they allow participation through emails, an invitation is sent to the corresponding suppliers. Suppliers receive a bid sheet in the form of an Excel file as an attachment in the invitation email.

To participate in the bid, suppliers must update the Excel file with the necessary details. If the Excel file has item terms or questions whose answer type is **Attachment**, suppliers can specify the exact file names of the attachments in the corresponding fields and add the attachments to a .zip file. These files can be of types such as text, image, powerpoint, PDF, and so on.

In the response email, suppliers must attach the updated Excel file and the .zip file containing attachments and submit their bid.

### i Note

Excel file-based email bidding doesn't support multicurrency format. The currency format of the sourcing event is applicable to all submitted bids by default.

Questions or item terms having answer type as **Certificate** aren't supported.

## Procedure

1. Download the Excel file attached to the event invitation email.
2. Update the Excel file with the required details.

Depending upon how the event is configured by the buyer, there can be item terms and questions whose answer type is **Attachment**. To add an attachment, specify the exact name of the file in the respective field.

3. If you've specified attachments as part of the previous step, add them to a .zip file.

4. Click the **Email response** link in the event invitation email. Attach the updated Excel file and the .zip file (if present).

### i Note

By clicking **Email response**, you, as an invited supplier:

- Accept the bidder agreement (available on the event page if the buyer has included a bidder agreement).
- Consent to the use of your name and email address by the buyer's organization for establishing a business relationship.
- Agree to the storage, transfer, and processing of your personal data by SAP in accordance with the supplier terms of agreement applicable to the SAP Ariba Sourcing solution.

5. Send the email.

If the bid is submitted successfully, you receive a success message with a copy of your bid attached as an Excel file, and a .zip file containing files you attached with your bid response. The email contains a link to revise your response and resubmit your bid.

If the bid submission fails, you receive a failure notification. In such cases, you can try submitting the bid again by clicking on the **Email response** link in the event invitation email.

6. (Optional) If you want to revise your bid:
  - a. Download the copy of the Excel file in the success notification email.
  - b. Update the Excel file with the required details.
  - c. Click the **Revise response** link in the success notification email.

### i Note

By clicking **Revise response**, you, as an invited supplier:

- Accept the bidder agreement (available on the event page if the buyer has included a bidder agreement).
- Consent to the use of your name and email address by the buyer's organization for establishing a business relationship.
- Agree to the storage, transfer, and processing of your personal data by SAP in accordance with the supplier terms of agreement applicable to the SAP Ariba Sourcing solution.

- d. Attach the updated Excel file and the .zip file containing supporting files (if present).

### → Recommendation

Add only new or modified files to the .zip file. You need not resend supporting files that you sent with your previous response.

- e. Send the email.

If the bid is submitted successfully, you receive a success message with a copy of your bid attached as an Excel file, and a .zip file containing files you attached with your revised bid response. The email contains a link to revise your response and resubmit your bid again.

### i Note

The .zip file you receive in the success email of your revised bid response contains:

- Files you attached with your revised bid response and,

- Files you attached with your previous bid responses for the same event.

If the total size of the attachments (Excel file and the .zip file) exceeds the maximum permitted attachment size limit, the .zip file won't be included in the success email. In such cases, you can review the Excel file to check your bid responses (including attachment details) to determine if you want to revise your bid again.

If the bid submission fails, you receive a failure notification. In such cases, you can try submitting the bid again by clicking on the **Revise response** link in the success email.

7. (Optional) If the buyer modifies the event, you receive a notification with a **Revise response** link and an updated version of the Excel file. In such cases, you can follow the procedure of revising a bid response to resubmit your bid.

# Topics about submitting alternative bids

[About submitting alternative bids \[page 69\]](#)

[How to create a pricing alternative bid \[page 70\]](#)

[How to create bundle alternative bids \[page 71\]](#)

[How to create tier alternative bids \[page 72\]](#)

[How to delete alternative bids \[page 74\]](#)

[How to submit alternative bids using Microsoft Excel spreadsheets \[page 75\]](#)

## About submitting alternative bids

Alternative bidding gives you the ability to submit alternate bids after you have submitted a primary bid based on the event as the buyer defined it. Alternative bids allow buyers to collect the pricing they want, but also allows you to submit a response in such a way that you feel is best. For example, buyers may be certain they want to collect pricing based on a one year warranty. However, you may want to stand out by offering two or three year warranties at a similar price. When alternative bidding is enabled, you can provide this information after you have submitted your primary bid.

Alternative bidding can also be useful when buyers want to collect pricing for a particular volume, but their confidence in that forecast volume is not very high. Using alternative bidding allows buyers to collect volume tier pricing, providing them with pricing at different volume levels in case they need to award a larger or smaller quantity than originally expected.

There are three types of alternative bids:

**Supplier Bundles** - Allows you to submit discounted pricing based on bundles of items you create.

**Volume Tiers** - Allows you to create volume tier structures with pricing at each of the volume tier levels. Buyers want to find the best pricing based on the forecast of quantity they are looking for. However, the reality is that the buyer's forecast can sometimes be off significantly. By collecting volume tiers from you, the buyer will have a range of quantities to award at with submitted prices, so they do not have to renegotiate a price at the new quantity.

**Alternative Pricing** - Allows you to submit different values for the terms included in an item and adjust your price accordingly. Participant offerings do not always align with what buyers are looking for. Alternative pricing allows you to respond to what the buyer is looking for and also provide alternative responses. Buyers can then view the primary and alternative pricing responses and decide what meets their needs the best.

## Prerequisites for alternative bidding

Buyers must configure the event to allow alternative bidding. You can only submit an alternative bid for the items you have already bid on in your primary bid.

# Limitations for alternative bidding

You can delete alternative bids before you submit your response. You cannot delete an alternative response after it has been submitted. After an alternative response is submitted, only buyers can delete alternative responses after the response is submitted.

## Related Information

[How to create a pricing alternative bid \[page 70\]](#)

[How to create bundle alternative bids \[page 71\]](#)

[How to create tier alternative bids \[page 72\]](#)

[How to delete alternative bids \[page 74\]](#)

[How to submit alternative bids using Microsoft Excel spreadsheets \[page 75\]](#)

# How to create a pricing alternative bid

## Prerequisites

[Prerequisites for alternative bidding \[page 69\]](#).

### ! Limitations

[Limitations for alternative bidding \[page 70\]](#).

## Procedure

1. Go to the **Review Event Details** page for an event in which you have already submitted a primary response:
  1. If you are not already viewing the event, [open the Events table for a buyer \[page 16\]](#).
  2. Click the event name in the **Events** table.
  3. Go to the event checklist in the left pane and click **Review Event Details**.
2. Click **Create Alternative** > **Pricing Alternative** .  
SAP Ariba shows the **Select Alternative Items** page.
3. Enter a value in the **Alternative Name** field.
4. If the event is configured to allow you to select bidding currencies in alternative bids, select a currency from the **Bidding Currency** dropdown. To select a bidding currency for each lot or line item, select the **Use a different currency for different lots** option.
5. Select the items you want to include in your alternative bid.

### i Note

You cannot add duplicate items in the same pricing alternative bid.

6. Click **OK** when you are finished selecting your items.

SAP Ariba shows the pricing alternative as a new tab. The value that you entered in the **Alternative Name field** now appears as the tab name.

### i Note

The alternative pricing bid includes the line and section hierarchy from the primary bid, but questions and the items you did not select are not displayed.

7. Modify your alternative bid as necessary. Keep the following in mind as you create your pricing alternative:
  - Click **Update Totals** to update your alternative bid totals.
  - Click **Add/Edit** or **Delete** in the **Pricing** menu to add, edit, or delete items from the current pricing alternative bid.

### i Note

You can only delete items before you submit your alternative bid. You can change the currency for a bid after a bid has been submitted.

- Click **Sync Primary Bid** to reset your alternative bid values to the values from your primary bid.
  - Click **Reload Last Bid** to clear any changes in the bid entry boxes and display the last valid bid you submitted.
8. Click **Submit Alternative Response** when you are ready to submit your alternative bid.

## Related Information

[Topics about participating in SAP Ariba Sourcing events \[page 6\]](#)

[How to change the currency for a bid after a bid has been submitted \[page 39\]](#)

# How to create bundle alternative bids

## Prerequisites

[Prerequisites for alternative bidding \[page 69\]](#).

### ! Limitations

[Limitations for alternative bidding \[page 70\]](#).

## Procedure

1. Go to the **Review Event Details** page for an event in which you have already submitted a primary response:
  1. If you are not already viewing the event, [open the Events table for a buyer \[page 16\]](#).
  2. Click the event name in the **Events** table.
  3. Go to the event checklist in the left pane and click **Review Event Details**.
2. Click **► Create Alternative ► Bundle Alternative ▾**.

SAP Ariba shows the **Select Bundle Items** page.
3. Enter values in the **Alternative Name** and **Bundle Name** fields.
4. Select the items you want to include in your alternative bid.
5. Click **OK** when you are finished selecting your bundle items.

### i Note

The alternative bundle bid includes the line and section hierarchy from the primary bid, but questions and the items you did not select are not displayed.

6. Modify your alternative bid as necessary. Keep the following in mind as you create your bundle alternative:
  - Click **Update Totals** to update your alternative bid totals.
  - Click **Add** or **Delete** in the Bundle menu to add or delete items from the current bundle alternative.

### i Note

You can add multiple bundles in the same bundle alternative. Unlike pricing alternative bids, the same item can be added in multiple bundles. You do not need to enter a value in the **Alternative Name** field when you create multiple bundles. SAP Ariba adds subsequent bundles to the bundle tab that already exists. You can only delete items before you submit your alternative bid.

- Click **Sync Primary Bid** to reset your alternative bid values to the values from your primary bid.
  - Click **Reload Last Bid** to clear any changes in the bid entry boxes and display the last valid bid you submitted.
7. Click **Submit Alternative Response** when you are ready to submit your alternative bid.

## Related Information

[Topics about participating in SAP Ariba Sourcing events \[page 6\]](#)

# How to create tier alternative bids

## Prerequisites

[Prerequisites for alternative bidding \[page 69\]](#).



## ! Limitations

[Limitations for alternative bidding \[page 70\]](#).

### Procedure

1. Go to the **Review Event Details** page for an event in which you have already submitted a primary response:
  1. If you are not already viewing the event, [open the Events table for a buyer \[page 16\]](#).
  2. Click the event name in the **Events** table.
  3. Go to the event checklist in the left pane and click **Review Event Details**.
2. Click ► **Create Alternative** ► **Tier Alternative** ▾.  
SAP Ariba shows the **Edit Tier** page.
3. Enter values in the **Alternative Name** and **Tier Name** fields.
4. Select the items you want to include in the tier structure.
5. Click **Add** to add the selected tier structures.
6. Enter a value in the **Minimum Quantity** and **Maximum Quantity** fields for each tier.

#### i Note

The tier values cannot overlap each other. If you enter overlapping values, SAP Ariba shows an error message and prompts you to verify that your values are correct.

7. Click **Apply** when you are finished editing the tier values.

#### i Note

The alternative tier bid includes the line and section hierarchy from the primary bid, but questions and the items you did not select are not displayed.

Tiers are sorted by quantity and displayed in ascending order in the alternative bid.

8. Modify your alternative bid as necessary. Keep the following in mind as you create your tier alternative:
  - Click **Update Totals** to update your alternative bid totals.
  - Click **Add** or **Delete** in the Tier menu to add or delete items from the current tier alternative.

#### i Note

You can add multiple tiers in the same tier alternative. Unlike pricing alternative bids, the same item can be added in multiple tiers. You do not need to enter a value in the Alternative Name field when you create multiple tiers. SAP Ariba adds subsequent tiers to the tier tab that already exists. You can only delete items before you submit your alternative bid.

- Click **Sync Primary Bid** to reset your alternative bid values to the values from your primary bid.
  - Click **Reload Last Bid** to clear any changes in the bid entry boxes and display the last valid bid you submitted.
9. Click **Submit Alternative Response** when you are ready to submit your alternative bid.

## Related Information

[Topics about participating in SAP Ariba Sourcing events \[page 6\]](#)

# How to delete alternative bids

## Prerequisites

[Prerequisites for alternative bidding \[page 69\]](#).

### ! Limitations

[Limitations for alternative bidding \[page 70\]](#).

## Procedure

1. Go to the **Review Event Details** page for an event in which you created an alternative bid:
  1. If you are not already viewing the event, [open the Events table for a buyer \[page 16\]](#).
  2. Click the event name in the **Events** table.
  3. Go to the event checklist in the left pane and click **Review Event Details**.
2. Click **▶ Create Alternative ▶ Delete Alternative ▶**.

SAP Ariba shows the **Select Alternative to Delete** page.
3. Select the alternative bid you want to delete.
4. Click **OK**.

## Related Information

[Topics about participating in SAP Ariba Sourcing events \[page 6\]](#)

# How to submit alternative bids using Microsoft Excel spreadsheets

## Procedure

1. Go to the **Review Event Details** page for an event in which you have already submitted a primary response:
  1. If you are not already viewing the event, [open the Events table for a buyer \[page 16\]](#).
  2. Click the event name in the **Events** table.
  3. Go to the event checklist in the left pane and click **Review Event Details**.

2. Click **Excel Import**.

SAP Ariba shows the **Import Response from Excel** page.

3. Click **Download Content**.
4. Locate and open the Excel file on your computer.
5. Edit the Excel file as necessary.

SAP Ariba shows three columns in the Excel spreadsheet for alternative bidding: Alternative, Bundle or Tier Name, and Tier Range.

### **i** Note

Expand the Help and Options row to view description for the Alternative, Bundle or Tier Name, and Tier Range columns. The Help and Options row also provides you with examples of acceptable values for these fields.

6. After you have completed updating your Excel response spreadsheet, navigate to **Import Response from Excel** page and select your Excel response spreadsheet (browse for the file, enter the file path, or drop a file icon in the drag-and-drop box).
7. Click **Upload** to import the file.

# Topics about working as a response team

[About working as a response team \[page 76\]](#)

[How to view and add response team members \[page 77\]](#)

[How to view the bidding history for your response team \[page 78\]](#)

## About working as a response team

If more than one person from your organization is invited to participate in an event, buyers can group you and others from your organization as a supplier response team. A response team can work on one response as opposed to each person providing their own individual response.

If a response team exists for your organization and additional participants from your organization are added before bidding starts, the participants are automatically added to your organization's existing response team.

### i Note

Buyers can choose to send messages to specific response team members or send messages to the whole response team.

## Response Team page

To view the people from your organization that have been grouped as a response team, click **Response Team** on the **Review Event Details** page.

The **Response Team** page displays the people from your organization who can participate in the event with you. To add additional members from your organization to the response team, click **Add**.

## Response History page

The **Response History** page displays the team's entire bidding history. You can use this page to determine which response team member submitted a bid and the status of the bid. To view the bid details, click the bid **Reference Number** link.

# Prerequisites for working in response teams

Buyers must group you and others from your organization as a supplier response team. After a buyer has created a supplier response team for your organization, you can add additional users to the response team. To be added to a response team, a user must be:

- Assigned a role with the **Access Proposals and Contracts** permission
- Approved by the buyer

For more information about configuring users in your organization, see *How to manage users*.

# Limitations for working in response teams

SAP Ariba Sourcing does not allow more than one response team member to submit a response at the same time. However, response team members can access events, view messages, and view the **Response History** page at the same time.

## Related Information

[How to view and add response team members \[page 77\]](#)

[How to view the bidding history for your response team \[page 78\]](#)

# How to view and add response team members

## Prerequisites

[Prerequisites for working in response teams \[page 77\]](#).

### ! Limitations

[Limitations for working in response teams \[page 77\]](#).

## Procedure

1. Go to the **Review Event Details** page for an event:
  1. If you are not already viewing the event, [open the Events table for a buyer \[page 16\]](#).
  2. Click the event name in the **Events** table.
  3. Go to the event checklist in the left pane and click **Review Event Details**.

2. On the **Review Event Details** page, click **Response Team**.

SAP Ariba shows the **Response Team** page:

3. Click **Add**.

The **Add Team Members** screen shows.

4. Select the team members you want to add and click **OK**.
5. On the **Response Team** page, click **OK**.

## Related Information

[Topics about participating in SAP Ariba Sourcing events \[page 6\]](#)

# How to view the bidding history for your response team

## Procedure

1. Go to the **Review Event Details** page for an event:
  1. If you are not already viewing the event, [open the Events table for a buyer \[page 16\]](#).
  2. Click the event name in the **Events** table.
  3. Go to the event checklist in the left pane and click **Review Event Details**.
2. On the **Review Event Details** page, click **Response History**.

SAP Ariba shows the **Response History** page:
3. Click the bid **Reference Number** link to view the bid details.
4. When you have finished viewing the response history, click **Done**.

## Related Information



[Topics about participating in SAP Ariba Sourcing events \[page 6\]](#)

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