



Feature at a Glance

Enhancements to email bidding to support MS Excel file-based bidding

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CONFIDENTIAL

Feature at a Glance

Ease of implementation  Some complexity
Geographic relevance  Global

Introducing: Enhancements to email bidding to support Excel file-based bidding

Customer challenge

The existing bid by email feature is limited to single line events. Customers requested this functionality be enhanced to allow for full bid submission by email.

Meet that challenge with

SAP Ariba

We listened to our customers feedback and enhanced the functionality so that a supplier can now respond to an entire sourcing event via email without the need to access the supplier portal.

Experience key benefits

- Buyers can now choose to have suppliers send the offline bid sheet for their event via email.
- Suppliers can now respond to an entire event via email without the need to access the Supplier Portal.

Solution area

SAP Ariba Sourcing
SAP Ariba Strategic Sourcing Suite

Implementation information

This feature is ready for immediate use for all customers with the applicable solutions but requires **customer enablement** steps.

Prerequisites and Restrictions

See Documentation for Prerequisites and Restrictions

Feature at a Glance

Introducing: Enhanced Bid by Email

Detailed feature information

- Suppliers will receive the offline bid sheet as an attachment to the event invite email.
- Once suppliers update the bid sheet with their responses they click “Email quote” to submit their bid.
- The Bidding Rule “Allow participants to submit bids by email” must be set to **Yes**.

Bidding Rules

Allow participants to submit bids by email: Yes No ⓘ

Enable scoring on participant responses: Yes No ⓘ

Must participants improve their bids: Yes No ⓘ

Can participants submit tie bids: ⓘ

Require participant to give a reason for declining to bid: Yes No ⓘ

Allow Pricing Conditions: Yes No ⓘ

Cirrus Atlantic Suite

Email Bidding -- Full Event Excel bidding via email

Please review this RFP or RFI and submit your quote by email or visit the event page.
For any questions, contact [BUYER_EMAIL_ADDRESS]

[Email quote](#) [Decline](#) [See event](#)

By clicking Email quote and responding through email, you accept the bidder agreement (available on the event page) and consent to processing your name and email address by Cirrus Atlantic Suite for the purpose of a business relationship between Cirrus Atlantic Suite and your organization and agree to the storage, transfer and processing of your personal data by SAP according to the [Terms of Use and Data Processing Agreement](#) applicable to the SAP Ariba Sourcing solution.

Event ends Monday, February 24, 2020 at 11:38 AM, Pacific Standard Time

Bidding start date
Monday, February 24, 2020 at 11:08 AM, Pacific Standard Time

Region Commodity

Currency
USD

Description
Email Bidding - Full Event Excel bidding via email

[Offices](#) | [Data Policy](#) | [Contact Us](#) | [Customer Support](#)

Powered by **SAP Ariba**

Feature at a Glance

Introducing: Enhanced Bid by Email



Dear mwsupplier Mwsupplier2,

Your bid for Email Bidding -- Full Event Excel bidding via email was received successfully.

To revise your response, you can do so via email or by visiting the event page.

[Revise quote](#)

[See event](#)

By submitting a response through email, you have consented to processing your name and email address [BUYER_ORGANIZATION_TITLE] for the purpose of [BUYER_ORGANIZATION_TITLE] and your organization's personal data by SAP according to the [Terms of Use and Data Processing Agreement](#) applicable to you.

If you have questions, please contact michael.waugh@sap.com.

Upon Bid submission

- Suppliers will receive an email confirming success or failure of their bid submission.
- Buyers will be notified and the audit log will be updated accordingly.

The screenshot shows the SAP interface for an event titled "Doc2283268076 - Email Bidding -- Full Event Excel bidding via...". The "Log" tab is selected, displaying a table of audit log entries. The table has columns for Date Created, Real User, On Behalf Of, Action, Scope, and Details. The entries include system processes for optimization, reporting, bidding ends, and bid acceptance, as well as user actions like submitting optimization scenarios and indicating intent to bid.

Date Created	Real User	On Behalf Of	Action	Scope	Details
02/24/2020 11:38:31 AM	aribasystem	aribasystem	System process:Submit Optimization		Event Email Bidding -- Full Event Excel bidding via email - Submitted optimization scenario 'Best Savings'.
02/24/2020 11:38:31 AM	aribasystem	aribasystem	System process:Submit Optimization		Event Email Bidding -- Full Event Excel bidding via email - Submitted optimization scenario 'Best Bid with Limited Number of Suppliers'.
02/24/2020 11:38:30 AM	aribasystem	aribasystem	System process:Publish report		This event's reporting data (available within the event on the Report tab) is ready for transferal to Ariba Analysis.
02/24/2020 11:38:30 AM	aribasystem	aribasystem	System process:Bidding ends; event moves to 'Pending Selection' state	Totals	Event Email Bidding -- Full Event Excel bidding via email bidding has ended.
02/24/2020 11:12:02 AM	aribasystem	Michael Waugh	System process:Submit Optimization		Event Email Bidding -- Full Event Excel bidding via email - Submitted optimization scenario 'Best Bid'.
02/24/2020 11:10:56 AM	aribasystem	mwsupplier Mwsupplier2	System process:Bid is accepted		Bid (ID=mailto:bidbyemail-prod+cirrusatlanticsuite+Doc2283268076+-4962617928307836048@ansmp.ariba.com?subject=Re:Successfully placed bid for Email Bidding -- Full Event Excel bidding via email) in event Email Bidding -- Full Event Excel bidding via email submitted by mwsupplier Mwsupplier2 has been accepted by the system.
02/24/2020 11:10:55 AM	aribasystem	mwsupplier Mwsupplier2	System process:Accept bidder agreement		Wicked Widget Company (mwsupplier Mwsupplier2) has accepted the bidder agreement.
02/24/2020 11:10:54 AM	mwsupplier Mwsupplier2	mwsupplier Mwsupplier2	System process:Submit intend to bid		mwsupplier Mwsupplier2 has indicated his/her intent to bid.
02/24/2020 11:08:23 AM	aribasystem	Michael Waugh	System process:Publish Event; Invitation for participants		Event Email Bidding -- Full Event Excel bidding via email is published.

Feature at a Glance

Introducing: **Enhanced Bid by Email**

Restrictions

- Excel file-based email bidding is available only for the RFI and RFP sourcing event types.
- Excel file-based email bidding is available for only sourcing events with standard-capacity line items.
- Excel file-based email bidding does not support multi-currency bidding. Bids are assumed to be submitted in the currency specified in the sourcing event.
- Excel file-based email bidding does not support events that have alternative bidding enabled; events that contain prerequisite questions, conditional questions or conditional content; events with large-capacity line items; or competitive events.
- Excel file-based email bidding does not support attachments in bid responses. To provide additional documents, suppliers may upload the files to a shareable location and include the link in the response Excel file.