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Participating in sourcing events

SAP Ariba Sourcing for suppliers

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Topics about participating in SAP Ariba Sourcing events

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- [Types of sourcing events \[page 5\]](#)
- [Sourcing event statuses \[page 6\]](#)
- [What buyers can see about your event participation \[page 7\]](#)
- [Automatic notifications from SAP Ariba Sourcing \[page 8\]](#)
- [SAP Ariba Sourcing event participation tasks \[page 8\]](#)
- [Event participation checklist \[page 8\]](#)
- [Troubleshooting for event participants \[page 10\]](#)

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 \[page 26\]](#).

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 \[page 29\]](#).

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:

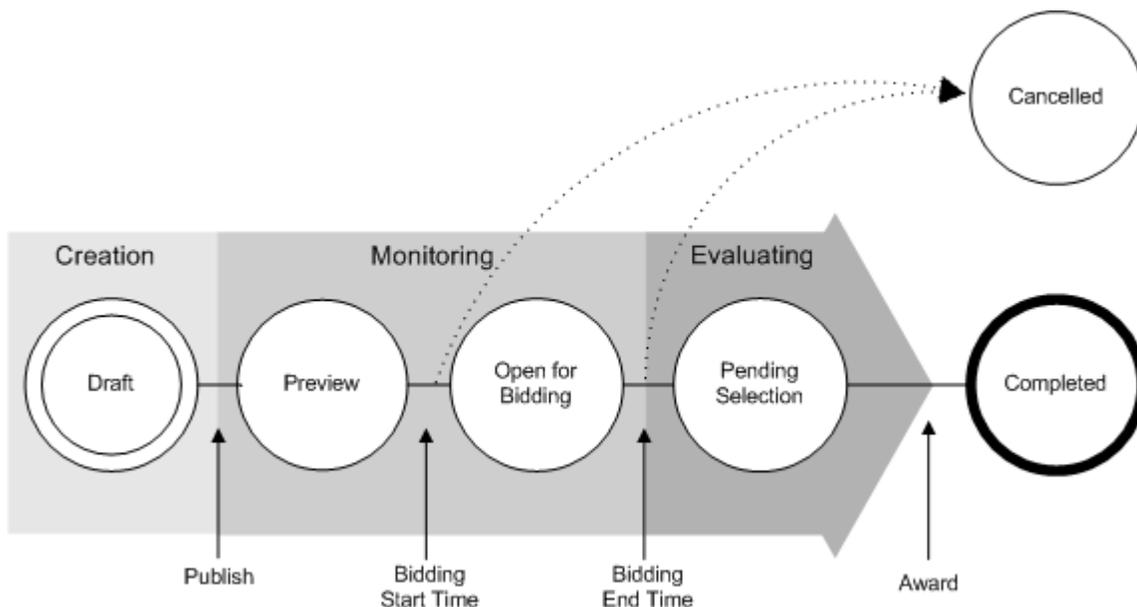
- The value of the lead bid
- Their rank in the auction
- A graph comparing the bids in the auction

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 \[page 36\]](#).

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 [Dutch auctions \[page 36\]](#).

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
Preview	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 pre-bids, where you can submit an initial bid or response.
Open	The event is open for participant responses. Buyers can edit, cancel, or close the event.
Pending Selection	The event has closed for responses and is pending the buyer awarding selections. Buyers can re-open or edit the event.
Completed	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.
Cancelled	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 \[page 8\]](#)
- [Topics about viewing sourcing events \[page 14\]](#)
- [Topics about participating in SAP Ariba Sourcing events \[page 5\]](#)
- [Topics about completing event prerequisites \[page 19\]](#)
- [Topics about responding to RFIs \[page 26\]](#)
- [Topics about responding to RFPs \[page 29\]](#)
- [Topics about participating in auctions \[page 36\]](#)
- [Topics about communicating with buyers \[page 45\]](#)
- [Topics about importing and exporting event content \[page 49\]](#)
- [Topics about submitting alternative bids \[page 53\]](#)
- [Topics about working as a response team \[page 60\]](#)
- [Troubleshooting for event participants \[page 10\]](#)

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	
<input type="checkbox"/>	<p>View event details</p> <p>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.</p>
<input type="checkbox"/>	<p>Consider submitting a pre-bid, if pre-bidding is allowed</p> <p>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.</p> <p>i Note</p> <p>You cannot submit a pre-bid for an RFI.</p>
<input type="checkbox"/>	<p>Ask questions</p> <p>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 45].</p>
<input type="checkbox"/>	<p>Prepare a price range for all items.</p> <p>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.</p> <p>i Note</p> <p>You do not prepare prices for an RFI.</p>
<input type="checkbox"/>	<p>Prepare responses for negotiable terms and questions.</p> <p>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.</p>
<input type="checkbox"/>	<p>Prepare for an extended bidding event.</p> <p>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.</p>
<input type="checkbox"/>	<p>Verify your company profile and your contact information is up-to-date and correct.</p> <p>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.</p>
<input type="checkbox"/>	<p>Complete all customer requested profile information early.</p> <p>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 24].</p>

Related Information

[Topics about participating in SAP Ariba Sourcing events \[page 5\]](#)

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>Have you moved your account information from the buyer's site to the Ariba Network for Suppliers?</p> <p>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>Does your company have multiple Ariba Network for Suppliers accounts?</p> <p>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>

Problem	Solution
<p>What username and password do I use on the SAP Ariba Sourcing login page?</p>	<p>The username and password you enter depends on the status of your Ariba Network for Suppliers account:</p> <p>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.</p> <p>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.</p> <p>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.</p>
<p>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?</p>	<p>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.</p> <p>Follow these steps to use your Ariba Network or SAP Ariba Discovery username and password:</p> <p>Click the here link if you already have an Ariba Network for Suppliers, SAP Ariba Discovery, or Ariba Network account.</p> <p>Enter your existing Ariba Network for Suppliers, SAP Ariba Discovery, or Ariba Network user ID and password and click Continue.</p> <p>You are now logged in to your customer's event.</p> <p>To access events in the future, you can follow these steps:</p> <ol style="list-style-type: none"> 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
<p>During new account registration, SAP Ariba says I already have an existing account. I don't remember the login details for the existing account.</p>	<p>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.</p> <p>Click password or username on the login page.</p> <p>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.</p> <p>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.</p> <p>After you answer correctly, type in your new password and confirm.</p>
<p>We transferred our account administrator privileges to a different user and now we can't access our customer's sourcing events.</p>	<p>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.</p> <p>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.</p> <p>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.</p>
<p>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?</p>	<p>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.</p> <p>Contact your customer to ensure the new user accounts are approved and invited to participate in the event.</p>
<p>I don't understand the notification I received from my customer.</p>	<p>Contact your customer directly for clarification.</p>
<p>I need to submit updated documents as part of my response, but the event is no longer accepting responses.</p>	<p>Contact your customer and ask if they can reopen the event.</p>

Problem	Solution
I get an error message when I try to...	<p>If you receive an error message or are unable to complete a task, try the following:</p> <ul style="list-style-type: none"> • 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 <p>If the problem continues, contact SAP Ariba Customer Support.</p>
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.	<p>Have you moved your account information from the buyer's site to the Ariba Network for Suppliers?</p> <ul style="list-style-type: none"> • 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.	<p>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.</p> <p>If you still can't use the link to access the event, contact the buyer directly.</p>

Topics about viewing sourcing events

In this section:

[How to view your sourcing events \[page 14\]](#)

[How to view event details \[page 15\]](#)

[How to view event bidding and timing rules \[page 17\]](#)

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 to the solution navigator icon at the top of the page and select **PROPOSALS**.
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 click the table options menu icon () to hide or add additional columns, group events, and export your event list to Microsoft Excel.

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 \[page 24\]](#).

Related Information

[Topics about participating in SAP Ariba Sourcing events \[page 5\]](#)

How to view event details

Procedure

1. Open the **Events** table for a buyer, as described in [Viewing Your Sourcing Events \[page 14\]](#).

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.

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 \[page 17\]](#).

Market Feedback

Depending on the buyer's configuration, you will see market feedback, such as other participant responses, lead bids, and reserve price before or after you submit a bid.

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 \[page 5\]](#)

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 \[page 14\]](#). 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.
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 Bidding Rules section.

Bidding Rule	How It Works
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 \[page 14\]](#)

[How to view event bidding and timing rules \[page 17\]](#)

Topics about completing event prerequisites

In this section:

[About completing event prerequisites \[page 19\]](#)

[How to accept the bidder agreement and complete event prerequisites \[page 21\]](#)

[How to answer event questions \[page 22\]](#)

[How to download event attachments \[page 23\]](#)

[How to replace or delete documents attached to an event question \[page 24\]](#)

[How to complete buyer-requested company profile information \[page 24\]](#)

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 \[page 21\]](#).

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 \[page 21\]](#).

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 \[page 24\]](#).

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 \[page 21\]](#)

[How to answer event questions \[page 22\]](#)

[How to download event attachments \[page 23\]](#)

[How to replace or delete documents attached to an event question \[page 24\]](#)

[How to complete buyer-requested company profile information \[page 24\]](#)

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 \[page 14\]](#).
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 \[page 22\]](#).
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 \[page 5\]](#)

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 \[page 14\]](#).
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. Click **Browse** and locate the document on your computer.
 3. Navigate to the file you want to attach, select it, and click **Open**.
The file name appears in the text box.
 4. 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 \[page 49\]](#) in which you will enter your response.

Related Information

[Topics about participating in SAP Ariba Sourcing events \[page 5\]](#)

How to download event attachments

Procedure

1. If you are not already viewing the event, [open the Events table for a buyer \[page 14\]](#).
2. Click the event name in the **Events** table.
Complete any [event prerequisites \[page 21\]](#) 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 \[page 5\]](#)

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 \[page 14\]](#).
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 \[page 5\]](#)

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, choose **Company Settings > 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 \[page 19\]](#)

Topics about responding to RFIs

In this section:

[About responding to RFIs \[page 26\]](#)

[How to create and submit a response to an RFI \[page 27\]](#)

[How to revise an RFI or RFP response \[page 28\]](#)

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 \[page 27\]](#)

[How to revise an RFI or RFP response \[page 28\]](#)

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 \[page 14\]](#).
2. Click the event name in the **Events** table.

[Complete any event prerequisites \[page 21\]](#).

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 \[page 23\]](#).
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 \[page 22\]](#) 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 \[page 49\]](#) 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 \[page 28\]](#) 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 \[page 5\]](#)

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 \[page 14\]](#).
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 \[page 5\]](#)

Topics about responding to RFPs

In this section:

[About responding to RFPs \[page 29\]](#)

[How to create a response to an RFP \[page 30\]](#)

[How to select lots for an RFP \[page 31\]](#)

[How to submit prices and a response for an RFP \[page 33\]](#)

[How to select lots and submit prices and responses for large-capacity RFPs \[page 34\]](#)

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

On the **Select Lots** 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** 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.

Note

You still must click **Submit Selected Lots** 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 \[page 30\]](#)

[How to select lots for an RFP \[page 31\]](#)

[How to submit prices and a response for an RFP \[page 33\]](#)

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 \[page 14\]](#).
2. Click the event name in the **Events** table.

[Complete any event prerequisites \[page 21\]](#).

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 \[page 23\]](#).
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 \[page 22\]](#).
 - 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 \[page 49\]](#) 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 \[page 31\]](#) in which you want to participate.
- [Submit prices for the lots \[page 33\]](#) and submit your response.

Related Information

[Topics about participating in SAP Ariba Sourcing events \[page 5\]](#)

How to select lots for an RFP

Context

Before you can submit prices for lots or items in an RFP, you must select the lots on the **Select Lots** 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.

i Note

You still must click **Submit Selected Lots** 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 \[page 14\]](#).
2. Click the event name in the **Events** table.

[Complete any event prerequisites \[page 21\]](#).

Navigate to the event **Checklist** in the left pane and click **Select Lots**. If there is no **Select Lots** menu option, this is a large-capacity RFP. See [How to select lots and submit prices and responses for large-capacity RFPs \[page 34\]](#) for instructions.

3. On the **Select Lots** 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 \[page 49\]](#).

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 of lots and click **Submit Selected Lots**.

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

Next Steps

[Submit prices for the lots or line items \[page 33\]](#), and then submit your response.

Related Information

[Topics about participating in SAP Ariba Sourcing events \[page 5\]](#)

How to submit prices and a response for an RFP

Procedure

1. Open the RFP and [create your response \[page 30\]](#).
[Select the lots and line items \[page 31\]](#) 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 \[page 34\]](#) 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 \[page 28\]](#) 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 \[page 5\]](#)

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 \[page 14\]](#).
2. Click the event name in the **Events** table.
[Complete any event prerequisites \[page 21\]](#).
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 \[page 23\]](#).
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. Click **Browse** and locate your edited Excel spreadsheet.
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.

Topics about participating in auctions

In this section:

- [About participating in auctions \[page 36\]](#)
- [How to prepare to bid in an auction \[page 39\]](#)
- [How to select lots in an auction \[page 40\]](#)
- [How to submit auction prebids \[page 41\]](#)
- [How to submit auction bids \[page 42\]](#)
- [How to revise an auction bid \[page 43\]](#)

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.

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. There are two types of Dutch auctions:

- **Reverse Dutch auction:** In a reverse Dutch auction, the party conducting the auction (the event owner) sets a very low initial price. The price is raised periodically until a participant (supplier) accepts the price or a predetermined ceiling price is reached. Participants are motivated to accept the listed price as soon as they can or risk losing the business altogether.
- **Forward Dutch auction:** In a forward Dutch auction, the event owner is selling items. One usage for a forward Dutch auction is to enable buying organizations to sell excess inventory.

The starting price in a forward Dutch auction is set just above the absolute highest price for which the event manager anticipates participants are willing to buy it. The price is lowered periodically until a participant accepts the selling price or a predetermined floor price is reached.

Prices in Dutch auctions are raised (or lowered, for forward Dutch auctions) at specified intervals set by the event owner until one of the participants accepts the price. At that time bid goods are sold and the next item opens. If a participant wants the business, they are under pressure to bid as soon as they can, which favors the event owner. If the Dutch auction allows partial-quantity bidding, there may be other opportunities to do business with the unsold quantity.

Dutch auctions are typically used for events in which cost is the primary concern. Buyers use this type of event when suppliers are prequalified and when there is a small number of suppliers. A Dutch auction pressures participants to bid the best price they possibly can and to bid before their competitors can take the business away.

A Dutch auction has the following special characteristics:

- Forces lots to use serial bidding. One lot is open for bidding. When it closes, the next one opens.
- Disables the overtime option. It is not needed.
- Disables the ability to import responses using Microsoft Excel.
- In a forward Dutch auction, the event owner is selling and the price falls at each interval. In a reverse Dutch auction, the event owner is buying and the price rises at each interval.
- The page showing the auction is refreshed every five seconds. (For other events it is 20 seconds).

Prebids

Prebids are starting bids that you enter during the preview period, before the auction begins. The buyer may require you to [enter prebids \[page 41\]](#) on the lots for which you are interested in bidding on..

Selecting lots

On the **Select Lots** page for an auction, you can [select which lots or items you are interested in bidding \[page 40\]](#).

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 \[page 17\]](#) 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 \[page 39\]](#)

[How to select lots in an auction \[page 40\]](#)

[How to submit auction prebids \[page 41\]](#)

[How to submit auction bids \[page 42\]](#)

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

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 \[page 14\]](#).
2. Click the event name in the **Events** table.
[Complete any event prerequisites \[page 21\]](#).
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 \[page 23\]](#).
4. [Answer event questions \[page 22\]](#). 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 \[page 49\]](#) 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 in which you want to participate \[page 40\]](#).

Related Information

[Topics about participating in SAP Ariba Sourcing events \[page 5\]](#)

How to select lots in an auction

Context

Before you can submit bids for lots or items in an auction, you must select the lots on the **Select Lots** 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.

Note

You still must click **Submit Selected Lots** 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 \[page 14\]](#).

2. Click the event name in the **Events** table.

[Complete any event prerequisites \[page 21\]](#).

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

3. On the **Select Lots** 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 \[page 49\]](#).

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 of lots and click **Submit Selected Lots**.

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

Next Steps

Submit [prebids \[page 41\]](#) or [bids \[page 42\]](#) for the lots or line items and submit your response.

Related Information

[Topics about participating in SAP Ariba Sourcing events \[page 5\]](#)

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 \[page 39\]](#).

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 \[page 5\]](#)

[How to submit auction bids \[page 42\]](#)

How to submit auction bids

Procedure

1. [Prepare to bid in the auction \[page 39\]](#).

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 \[page 43\]](#).

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 \[page 5\]](#)

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 \[page 14\]](#).
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 \[page 5\]](#)

Topics about communicating with buyers

In this section:

[About communicating with buyers \[page 45\]](#)

[How to compose new event messages \[page 46\]](#)

[How to view event messages \[page 47\]](#)

[How to reply to event messages \[page 47\]](#)

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 \[page 46\]](#)

[How to view event messages \[page 47\]](#)

[How to reply to event messages \[page 47\]](#)

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 \[page 14\]](#).
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 \[page 5\]](#)

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 \[page 15\]](#). 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 \[page 5\]](#)

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 \[page 15\]](#). 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 \[page 5\]](#)

Topics about importing and exporting event content

In this section:

[About importing and exporting event content \[page 49\]](#)

[How to download event content \[page 50\]](#)

[How to import event content \[page 51\]](#)

[How to download custom bid spreadsheets for submitted bids \[page 52\]](#)

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.

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 \[page 50\]](#)

[How to import event content \[page 51\]](#)

[How to download custom bid spreadsheets for submitted bids \[page 52\]](#)

How to download event content

Procedure

1. If you are not already viewing the event, [open the Events table for a buyer \[page 14\]](#).
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** and click the **Select Using Excel** tab (for auction or RFP bid items).
4. Click **Download Content**.
5. Save the content to your computer.
6. Edit the spreadsheet in Microsoft Excel.

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.

Related Information

[Topics about participating in SAP Ariba Sourcing events \[page 5\]](#)

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 \[page 50\]](#) to a spreadsheet.
2. Enter your responses in the spreadsheet.
3. If you are not already viewing the event, [open the Events table for a buyer \[page 14\]](#).
4. Click the event name in the **Events** table.
5. Click **Excel Import**.

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

6. Click **Browse**.
7. Locate the spreadsheet file on your computer.
8. Click **Upload**.

Related Information

[Topics about participating in SAP Ariba Sourcing events \[page 5\]](#)

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 \[page 14\]](#).
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 \[page 5\]](#)

Topics about submitting alternative bids

In this section:

- [About submitting alternative bids \[page 53\]](#)
- [How to create a pricing alternative bid \[page 54\]](#)
- [How to create bundle alternative bids \[page 55\]](#)
- [How to create tier alternative bids \[page 56\]](#)
- [How to delete alternative bids \[page 58\]](#)
- [How to submit alternative bids using Microsoft Excel spreadsheets \[page 59\]](#)

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 \[page 54\]](#)

[How to create bundle alternative bids \[page 55\]](#)

[How to create tier alternative bids \[page 56\]](#)

[How to delete alternative bids \[page 58\]](#)

[How to submit alternative bids using Microsoft Excel spreadsheets \[page 59\]](#)

How to create a pricing alternative bid

Prerequisites

[Prerequisites for alternative bidding \[page 54\]](#).

→ Limitations

[Limitations for alternative bidding \[page 54\]](#).

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 \[page 14\]](#).
 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. Select the items you want to include in your alternative bid.

i Note

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

5. 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.

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

i Note

You can only delete items before you submit your alternative bid.

- o Click **Sync Primary Bid** to reset your alternative bid values to the values from your primary bid.
 - o 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 \[page 5\]](#)

How to create bundle alternative bids

Prerequisites

[Prerequisites for alternative bidding \[page 54\]](#).

➔ **Limitations**

[Limitations for alternative bidding \[page 54\]](#).

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 \[page 14\]](#).
 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 \[page 5\]](#)

How to create tier alternative bids

Prerequisites

[Prerequisites for alternative bidding \[page 54\]](#).

→ Limitations

[Limitations for alternative bidding \[page 54\]](#).

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 \[page 14\]](#).
 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 \[page 5\]](#)

How to delete alternative bids

Prerequisites

[Prerequisites for alternative bidding \[page 54\]](#).

➔ Limitations

[Limitations for alternative bidding \[page 54\]](#).

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 \[page 14\]](#).
 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 \[page 5\]](#)

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 \[page 14\]](#).
 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, click **Browse** on the **Import Response from Excel** page to locate the file on your computer.
7. Click **Upload** to import the file.

Topics about working as a response team

In this section:

[About working as a response team \[page 60\]](#)

[How to view and add response team members \[page 61\]](#)

[How to view the bidding history for your response team \[page 62\]](#)

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.

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 \[page 61\]](#)

[How to view the bidding history for your response team \[page 62\]](#)

How to view and add response team members

Prerequisites

[Prerequisites for working in response teams \[page 61\]](#).

➔ Limitations

[Limitations for working in response teams \[page 61\]](#).

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 \[page 14\]](#).
 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 \[page 5\]](#)

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 \[page 14\]](#).
 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 \[page 5\]](#)

Revision history

The following table provides a brief history of the updates to this guide. SAP Ariba updates the technical documentation for its cloud solutions if:

- Software changes delivered in service packs or hot fixes require a documentation update to correctly reflect the new or changed functionality.
- The existing content is incorrect or user feedback indicated that important content is missing.

SAP Ariba reserves the right to update its technical documentation without prior notification. Most documentation updates will be made available in the same week as the software service packs are released, but critical documentation updates may be released at any time.

Month/year of update	Updated section	Short description of change
June 2013	n/a	New structure for release 12s.
July 2013	n/a	Updated to a new format.
December 2013	About Participating in Sourcing Events	Added Troubleshooting Errors section.
March 2014	About Participating in Sourcing Events	Added information about responding to prerequisite questions.
April 2014	Communicating with Buyers	Updated graphics. Added information about attaching files to event messages.
June 2014	About Participating in Sourcing Events	Added information about Dutch Auctions in Event Type Overview section.
December 2014	n/a	Updated structure and format.
	Working as a Response Team	Users added to a response team must have the appropriate permission and approved by the buyer.
March 2016	All	Updated throughout to reflect changes made for the Ariba Network New Visual Design release.
May 2016	<ul style="list-style-type: none"> • Responding to RFPs • Importing and Exporting Event Contents 	Added information about large-capacity RFPs.
	All	Updated icons to reflect changes made for the Ariba Network New Visual Design release.
February 2017	Multiple topics	Updated the document with the new names for the SAP Ariba cloud solutions.

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