



Participate in a Sourcing Event

Suppliers – All you need to know

Section 1 – How to access the event using the invitation email.

How to check email notification for event participation - using USERNAME/LOGIN option - 3

How to check email notification for event participation - without USERNAME / SIGN UP Option - 4

Section 2 – How to respond to the sourcing event.

How to access sourcing event - 5

How to see bidding time - 6

How to enter bidding price - 7

How to decline to participate in a sourcing event - 8

How to send event related messages to buyer - 9

How to answer supplier questionnaire - 10

How to download content - 11

How to download content from spreadsheet - 12

How to upload content - 13

How to submit response - 14

How to revise a response - 15

Section 1 - How to access the event using the invitation email

**How to check email notification for event participation -
using USERNAME / LOGIN option**

**How to check email notification for event participation -
without USERNAME / SIGN UP**



Option 1 - How to check email notification for event participation – Using **USERNAME / LOGIN** Option

LOGIN Option - using the username in the invitation (highlighted in the below screenshot)

If you are having issues getting into ibuy – you need to clear your browser and click on the link sent for the event –
You will need to use chrome/Microsoft edge only to access ibuy

1 Supplier should receive an email notification for participation in the event.

2a If the invitation comes with a username, please use that username to access the event.

2b "Click Here" to access the event

Please note, you have to **LOGIN** using the username that was provided in the invitation. To ensure compliance, you cannot use another username or forward the invitation to another user.



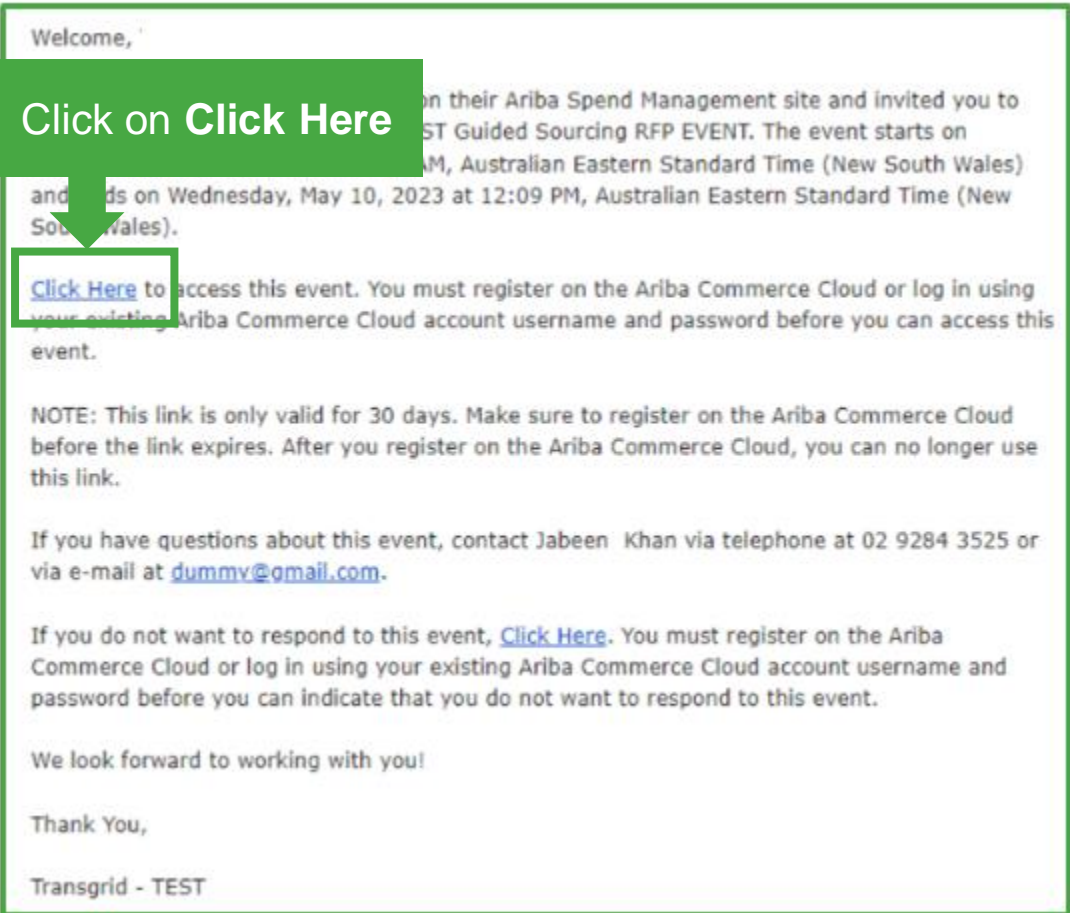
3 Enter User Name, Password and click Login.



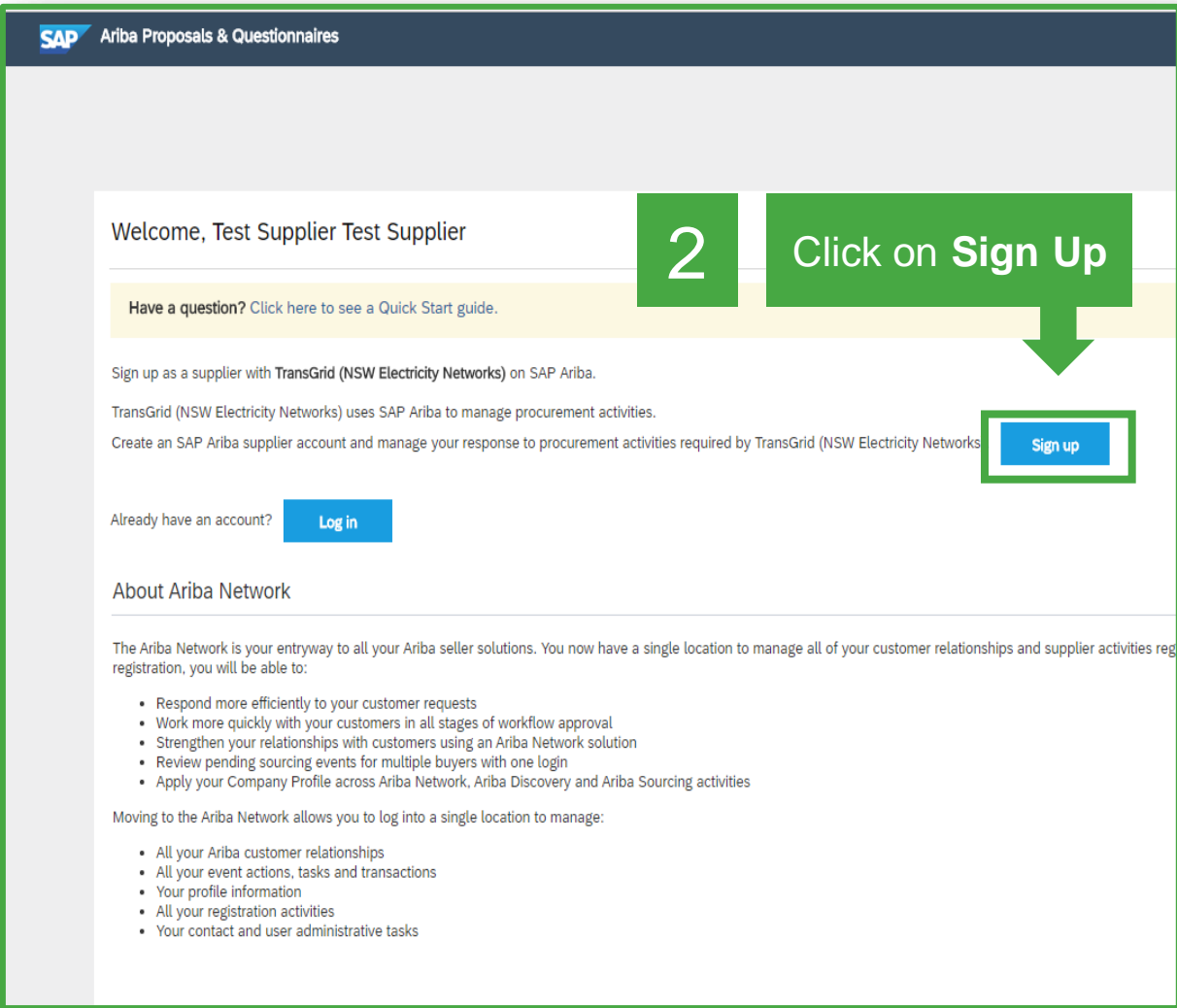
Option 2 - How to check email notification for event participation – Without **USERNAME** / Using **SIGN UP** Option

Please follow the below steps if the invitation has no username.

1 Click on **Click Here**



2 Click on **Sign Up**



3 Refer to slide number **7 – 10** of the [Ariba Network Supplier Self Registration Guide](#) to complete the registration.



Section 2 – How to respond to the sourcing event

How to respond to a sourcing event

How to see bidding time

How to enter bidding price

How to decline to participate in a sourcing event

How to send event related messages to buyer

How to answer supplier questionnaire

How to download content

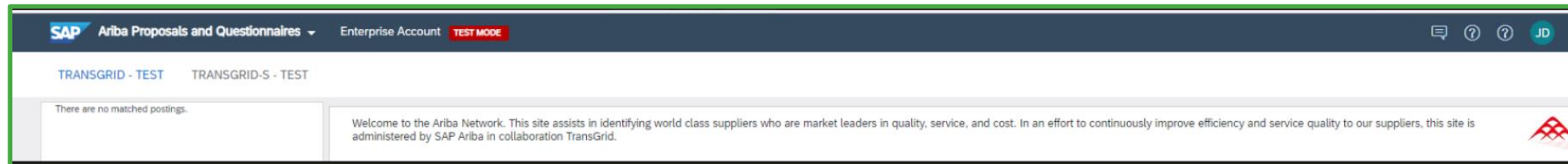
How to download content from spreadsheet

How to upload content

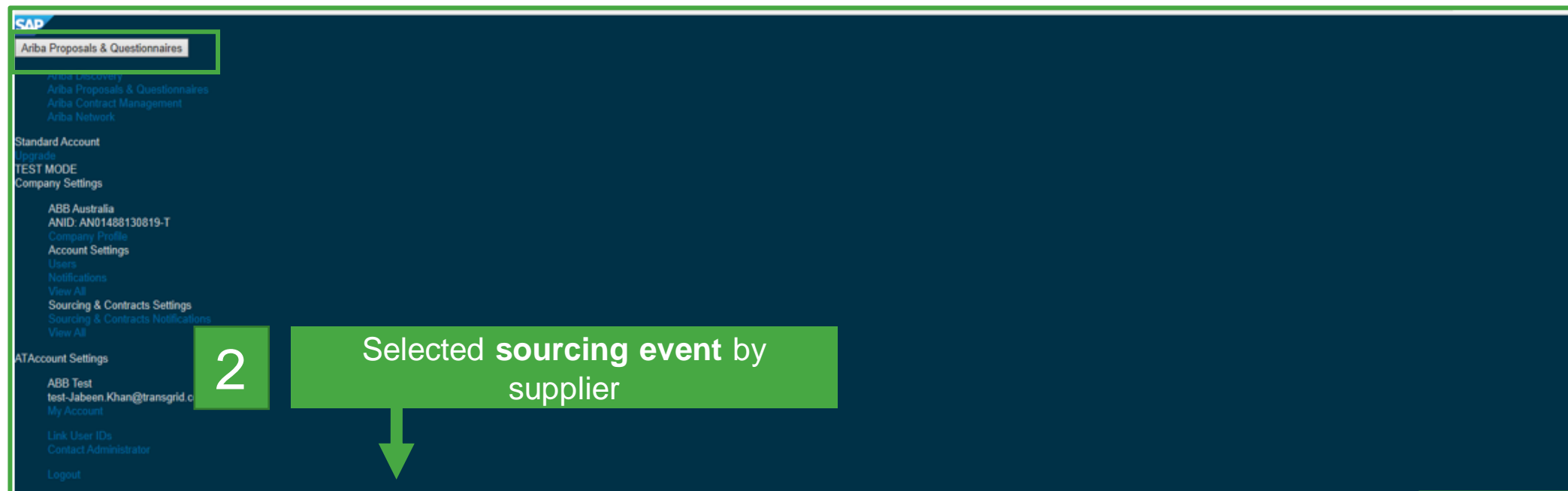
How to submit response

How to revise a response

How to respond to a sourcing event

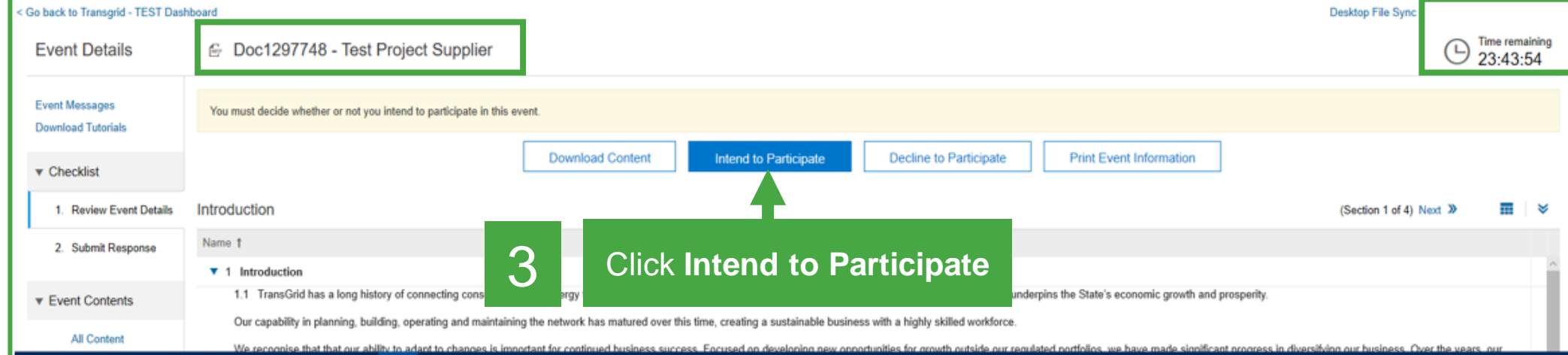


1 Once you have logged in / signed up to your Ariba network account please select **Ariba Proposals and Questionnaire** from the dropdown.



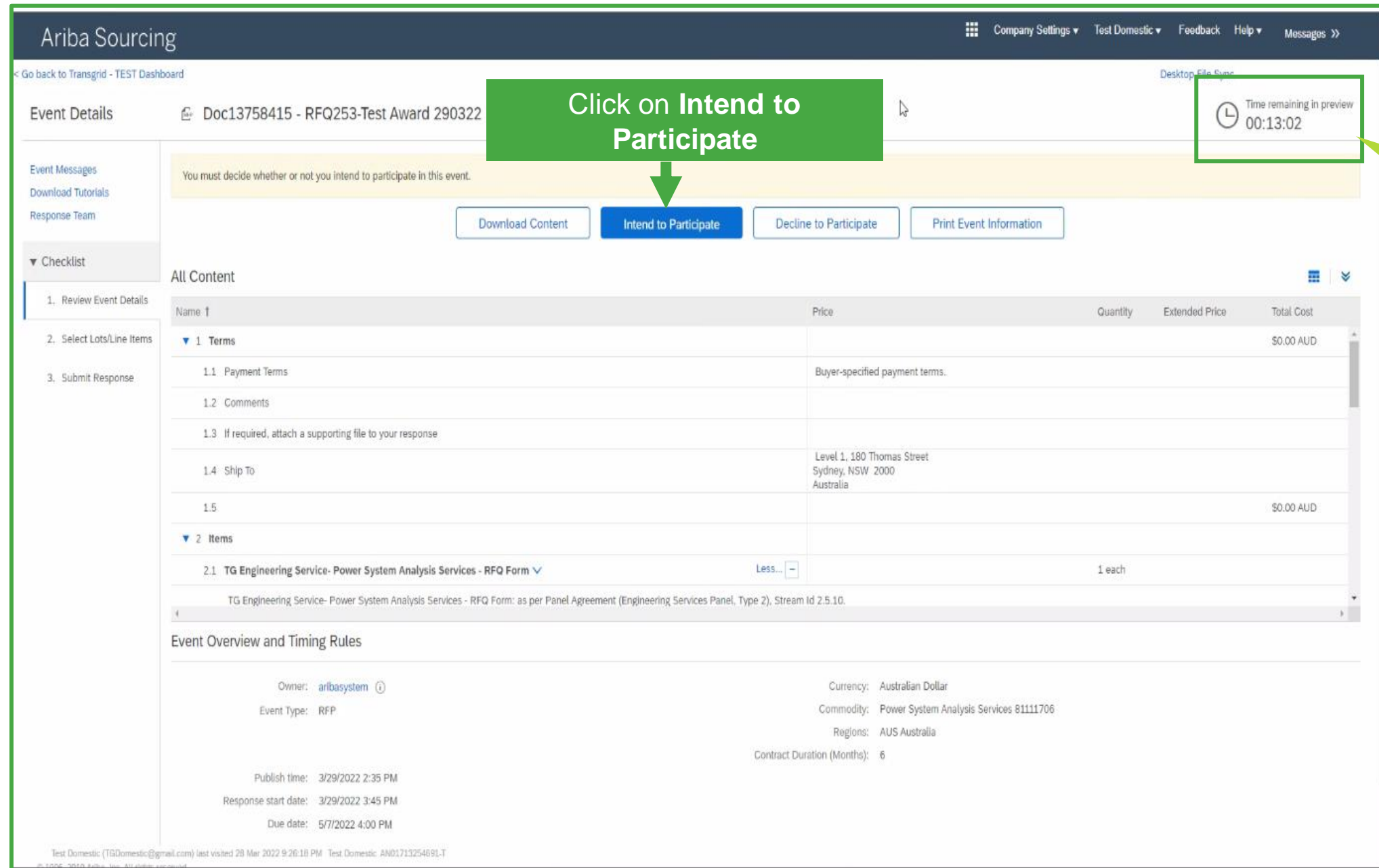
2 Selected sourcing event by supplier

Note your time limit.



3 Click Intend to Participate

How to see the bidding time



The screenshot shows the Ariba Sourcing interface for an event titled "Doc13758415 - RFQ253-Test Award 290322". A green callout box with the text "Click on Intend to Participate" points to the "Intend to Participate" button in the action bar. Another green callout box in the top right corner shows a clock icon and the text "Time remaining in preview 00:13:02".

Event Details
 Doc13758415 - RFQ253-Test Award 290322

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

Buttons: Download Content, **Intend to Participate**, Decline to Participate, Print Event Information

All Content

Name ↑	Price	Quantity	Extended Price	Total Cost
1 Terms				
1.1 Payment Terms	Buyer-specified payment terms.			\$0.00 AUD
1.2 Comments				
1.3 If required, attach a supporting file to your response				
1.4 Ship To	Level 1, 180 Thomas Street Sydney, NSW 2000 Australia			
1.5				\$0.00 AUD
2 Items				
2.1 TG Engineering Service- Power System Analysis Services - RFQ Form	Less... -	1 each		
TG Engineering Service- Power System Analysis Services - RFQ Form: as per Panel Agreement (Engineering Services Panel, Type 2), Stream id 2.5.10.				

Event Overview and Timing Rules

Owner: aribasystem	Currency: Australian Dollar
Event Type: RFP	Commodity: Power System Analysis Services 81111706
	Regions: AUS Australia
	Contract Duration (Months): 6
Publish time: 3/29/2022 2:35 PM	
Response start date: 3/29/2022 3:45 PM	
Due date: 5/7/2022 4:00 PM	

Please note, you will be able to **make adjustments** to the event whilst in **preview**.

However, you **will not** be able to submit the bid until the **actual bidding time begins**.



How to enter bidding price

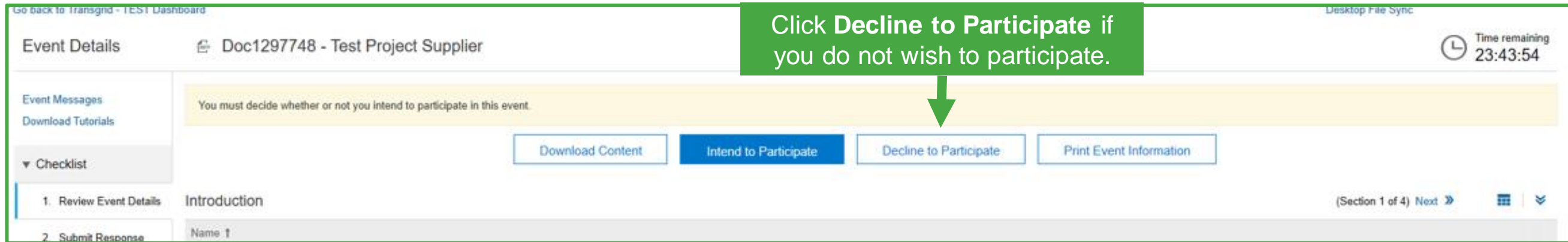
The screenshot shows the Ariba Sourcing interface for a sourcing event. The main content area is titled 'All Content' and contains a table with columns: Name, Price, Quantity, Extended Price, and Total Cost. The table has two main sections: '1 Terms' and '2 Items'. Under '1 Terms', there are rows for '1.1 Payment Terms', '1.2 Comments', '1.3 If required, attach a supporting file to your response', and '1.4 Ship To'. Under '2 Items', there is a row for '2.1 TG Engineering Service- Power System Analysis Services - RFQ Form'. The 'Price' column for this item has an input field with a green callout box pointing to it, containing the text 'The bidding price can be entered here.' The 'Total Cost' column for this item shows '\$0.00 AUD'. At the bottom of the form, there are buttons for 'Submit Entire Response', 'Update Totals', 'Save draft', 'Compose Message', and 'Excel Import'. The footer contains copyright information and links to 'SAP Business Network Privacy Statement', 'Security Disclosure', and 'Terms of Use'.

Please note:
Sourcing event information requests covered in slides 13-17 may not be required.

If you cannot see these questions in the RFP screen, no data submission is required.



How to decline to participate in a sourcing event



Go back to Transgrid - TEST Dashboard

Event Details Doc1297748 - Test Project Supplier Desktop File Sync

Time remaining 23:43:54

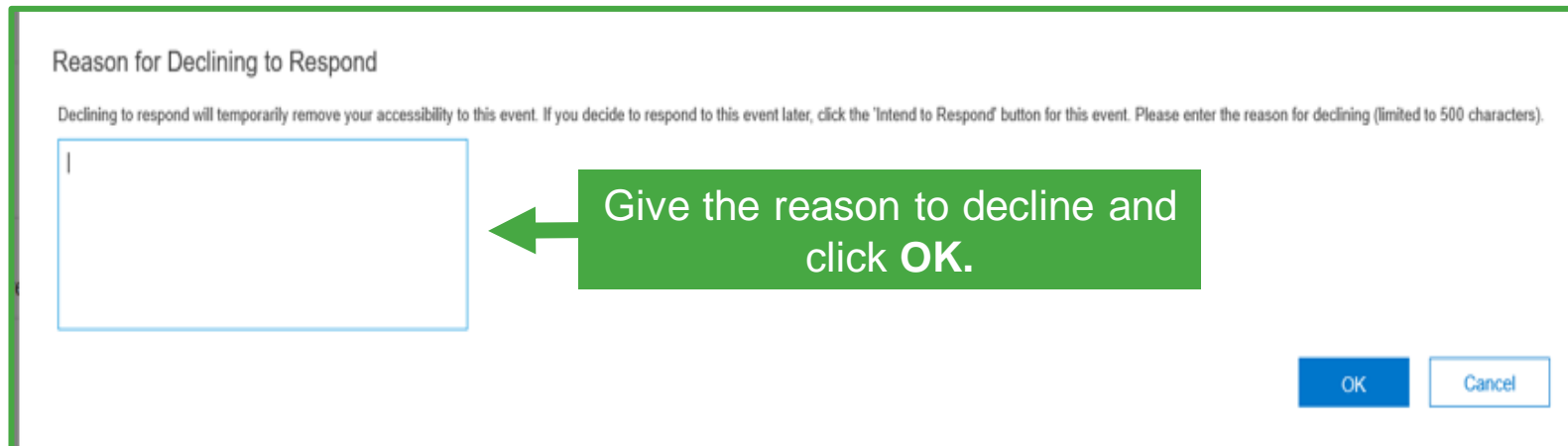
You must decide whether or not you intend to participate in this event.

Download Content Intend to Participate Decline to Participate Print Event Information

1. Review Event Details Introduction (Section 1 of 4) Next

2. Submit Response Name 1

Click Decline to Participate if you do not wish to participate.



Reason for Declining to Respond

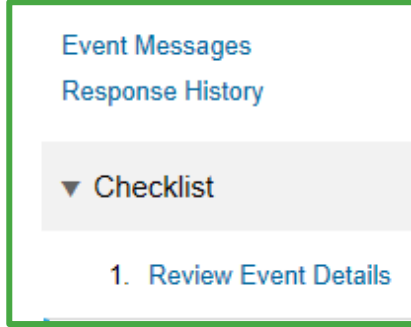
Declining to respond will temporarily remove your accessibility to this event. If you decide to respond to this event later, click the 'Intend to Respond' button for this event. Please enter the reason for declining (limited to 500 characters).

Give the reason to decline and click OK.

OK Cancel

How to send Event related messages to supplier

Click **Event Messages** to send any messages related to the Sourcing Event.



Event Messages
Response History
▼ Checklist
1. Review Event Details

Id	Reply Sent	Sent Date ↓	From	Contact Name	To	Subject
MSG27516	Not Applicable	17/02/2020 14:30	Transgrid - TEST	Jabeen Khan	ABB Test	Transgrid - TEST has invited you to participate in an event: Test Project Supplier.

View Reply **Compose Message** Download all attachments

Click **Compose Message**.

Compose New Message

From: ABB Australia (ABB Test)
To: Project Team
Subject:
Attachments: Attach a file

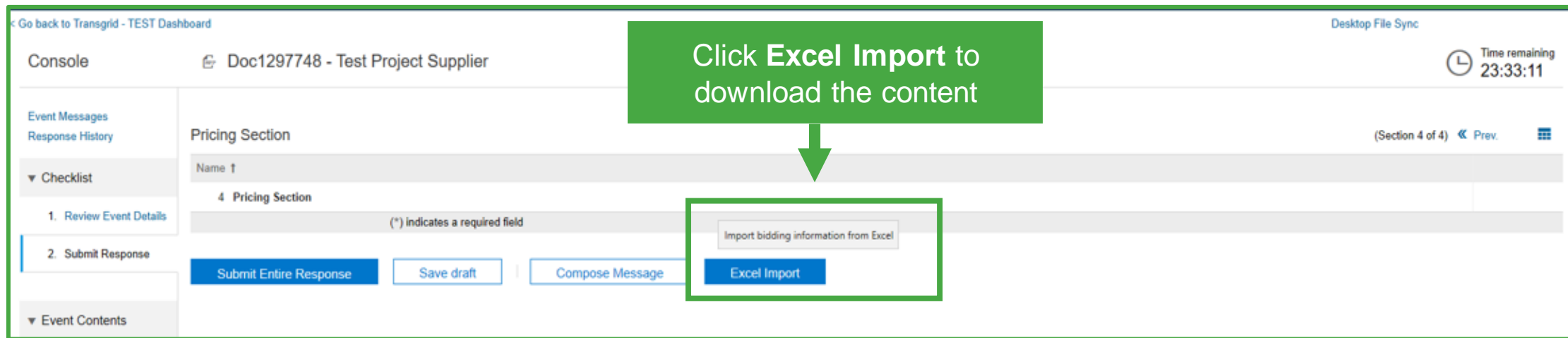
Send Cancel

Compose the message and click **Send**.

How to answer the Supplier questionnaire

The screenshot shows the 'Suppliers Questionnaire' interface for 'Doc1297748 - Test Project Supplier'. The interface includes a left-hand navigation menu with sections like 'Checklist', 'Event Contents', and 'Pricing Section'. The main content area shows a '3.1 Customer Service' section with questions 3.1.1, 3.1.2, and 3.1.3. Annotations include a green box at the top stating 'Answer all the questions by selecting from the drop down menu or the answers can be provided in an excel format (Refer to Download Content)'. A green arrow points from this box to a dropdown menu in question 3.1.2. Another green box at the bottom says 'Upload responses here' with an arrow pointing to the 'Excel Import' button. The interface also features a 'Submit Entire Response' button, a 'Save draft' button, and a 'Compose Message' button. A timer in the top right corner shows 'Time remaining 23:33:37'.

How to download content



Go back to Transgrid - TEST Dashboard

Console Doc1297748 - Test Project Supplier Desktop File Sync

Time remaining 23:33:11

Event Messages
Response History

Checklist

1. Review Event Details

2. Submit Response

Event Contents

Pricing Section

Name ↑

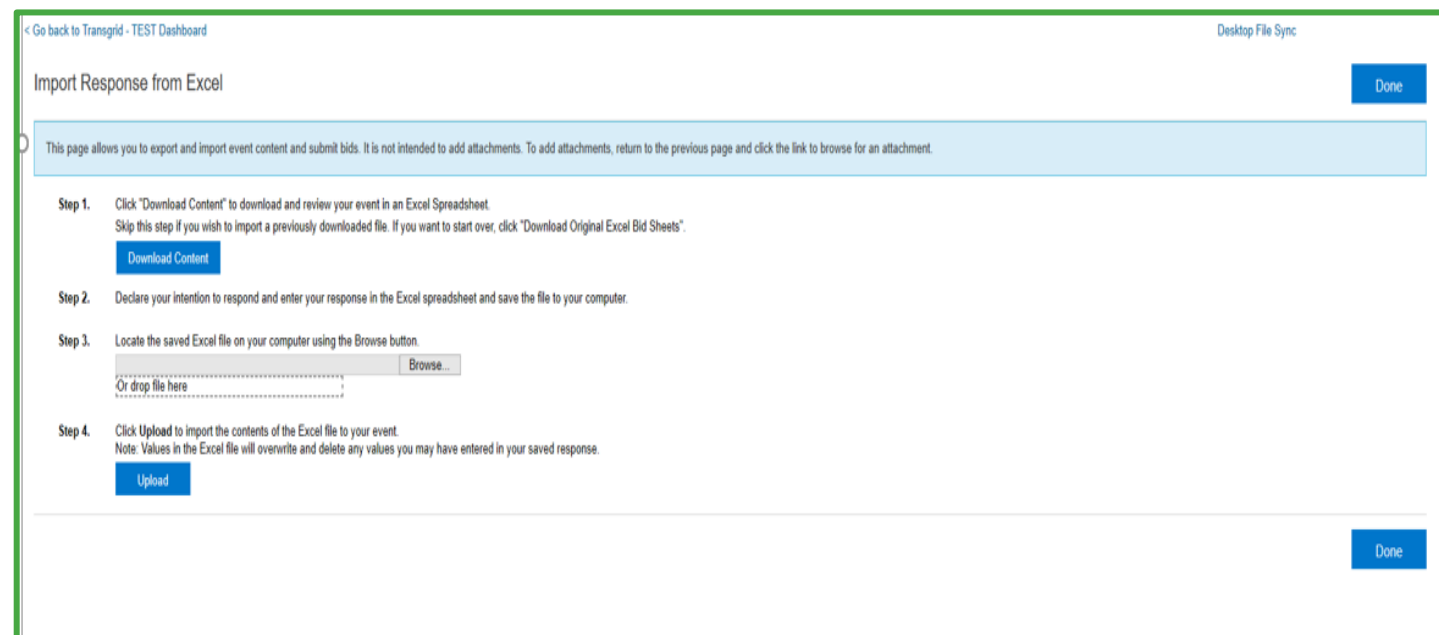
4 Pricing Section

(*) indicates a required field

Import bidding information from Excel

Submit Entire Response Save draft Compose Message Excel Import

Click **Excel Import** to download the content



Go back to Transgrid - TEST Dashboard Desktop File Sync

Import Response from Excel Done

This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment.

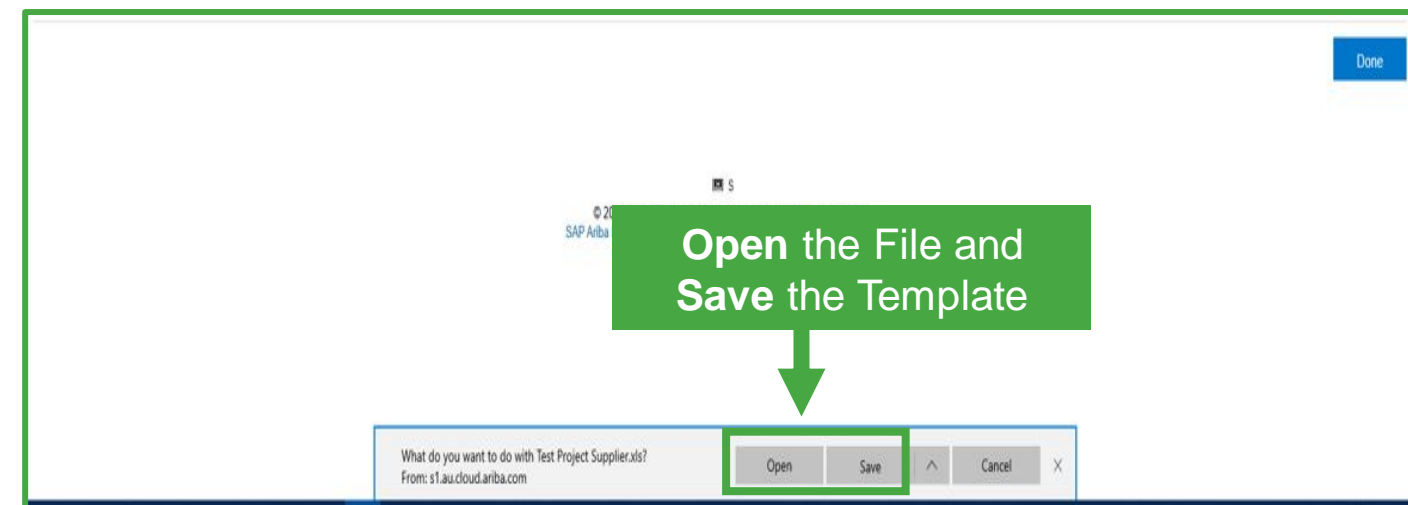
Step 1. Click "Download Content" to download and review your event in an Excel Spreadsheet.
Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".
Download Content

Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

Step 3. Locate the saved Excel file on your computer using the Browse button.
Browse...
Or drop file here

Step 4. Click Upload to import the contents of the Excel file to your event.
Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.
Upload

Done



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What do you want to do with Test Project Supplier.xls?
From: s1.au.cloud.ariba.com

Open Save ^ Cancel X

Open the File and Save the Template

How to download content from spreadsheet

PROTECTED VIEW: Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

Required Action

Submit the answers to the questions.

Instructions

Proceed through each worksheet using the tabs at the bottom of the window and fill out the required information. When complete, save the file to your computer desktop and upload it to the application.

General Guidelines and Cell Legend

Some of the cells in the following sheets require that you enter data, some can optionally be edited, and some are read-only. This is indicated by the color and border

- Header and System ID Information: Do not modify this cell or the import may fail.
- Help Information: Do not modify this cell or the import may fail.
- Bidding data. These cells are required. The column heading for these cells also has an asterisk (*) in it.
- Optional data
- Without the border, read only data

Text Format Help: Please prefix an apostrophe (') if you want to format data in a cell as text rather than a number or a date. For example, if you want to enter 50000000 as text then you need to enter '50000000 in the cell. Another workaround is to first change the cell format type to 'Text' within Excel and then enter the values.

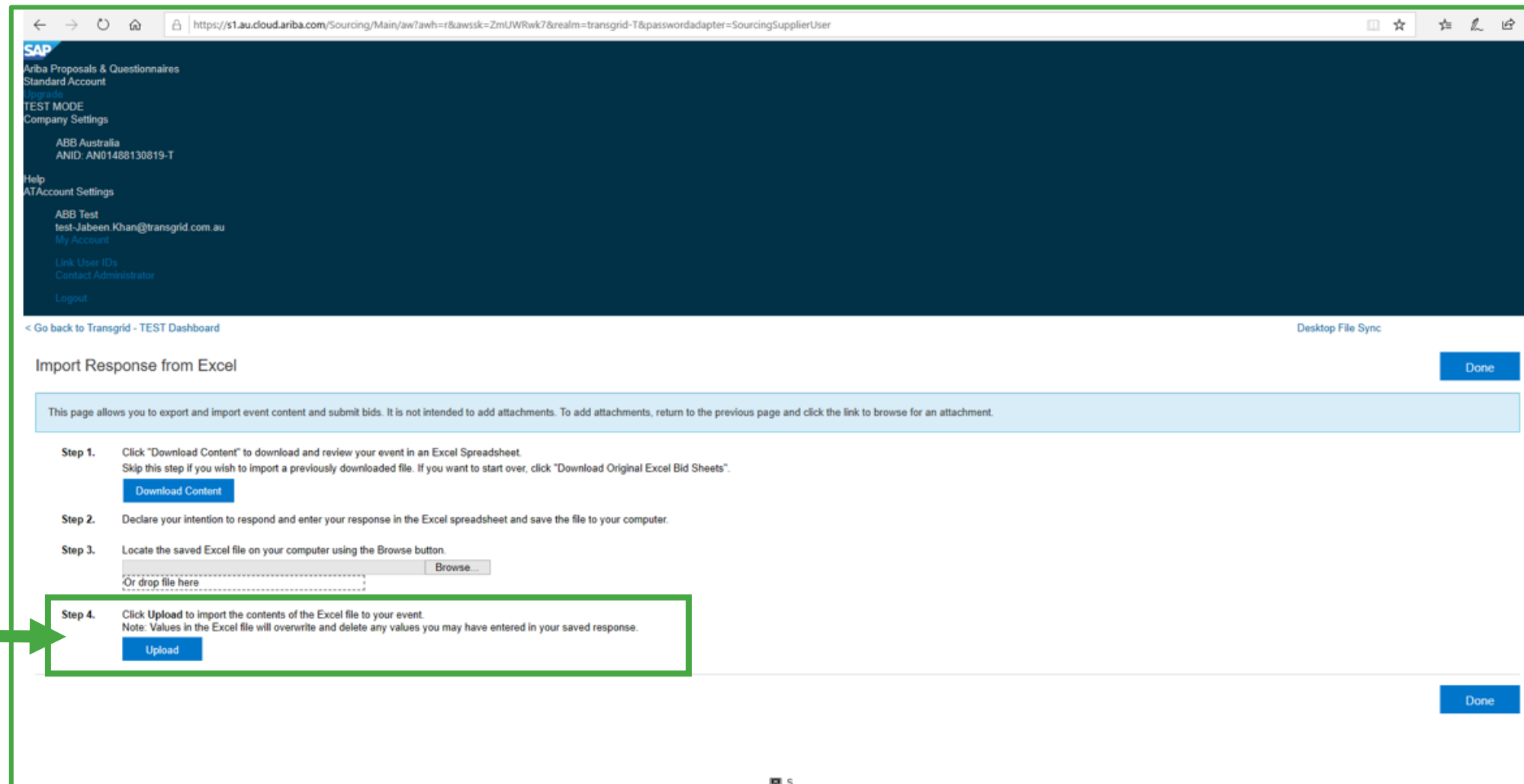
Select each worksheet for details of the event.

Submit Response Instructions | 1 Introduction | 2 Event Information | 3 Suppliers Questionnaire

All the supplier related questions can be answered through an excel download/upload as well.

Number	Name	Description	Table Section Column	Answer
3.1	Customer Service			
3.1.1	Please give a brief overview of your Help			KGJDGJDFKGI DL
3.1.2	Do you offer Customer Service 365 day/year?			No
3.1.3	What are the hours of your Help Desk?			24x5
3.2	Quality			
3.2.1	Do you have a quality manual? If Yes, please upload it here.			No
3.2.2	What is your warranty			6 months
3.2.3	What is your overall reject rate?			50.00%
3.3	Service/Delivery Information			
3.3.1	When can you begin servicing our company?			19/02/2020 2:55
3.3.2	What percentage of your deliveries are on time?			56.00%

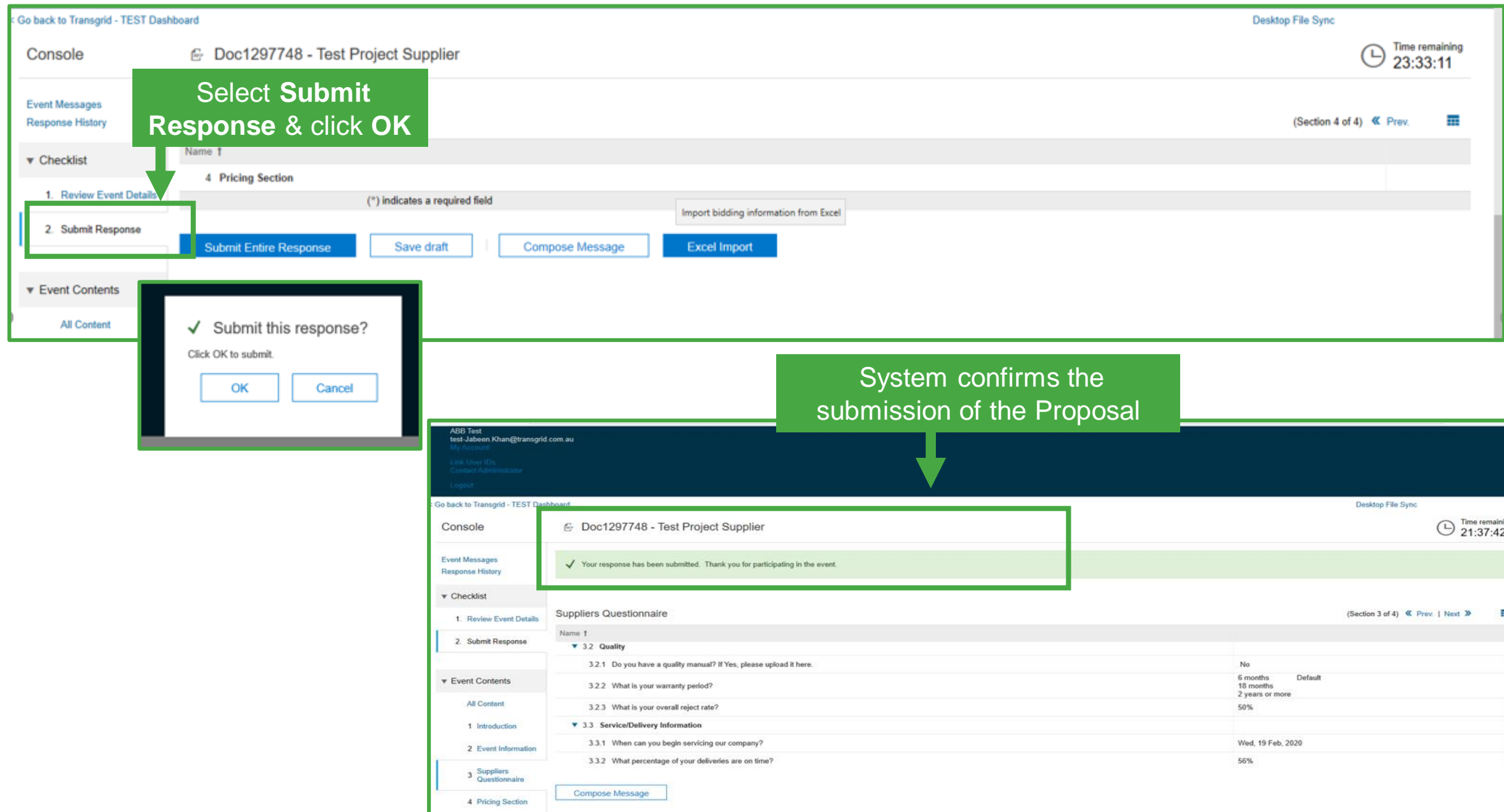
How to upload content



The screenshot shows the SAP Ariba Sourcing interface. The top navigation bar includes 'SAP', 'Ariba Proposals & Questionnaires', 'Standard Account', 'TEST MODE', 'Company Settings', 'Help', and 'ATAccount Settings'. The main content area is titled 'Import Response from Excel' and contains a 'Done' button in the top right. Below the title is a light blue informational box: 'This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment.' The page lists four steps: Step 1: 'Click "Download Content" to download and review your event in an Excel Spreadsheet. Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".' Step 2: 'Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.' Step 3: 'Locate the saved Excel file on your computer using the Browse button.' Step 4: 'Click Upload to import the contents of the Excel file to your event. Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.' A green box highlights Step 4 and its 'Upload' button. A green callout box on the left points to this step.

Select **Upload** to upload the content file back to the system

How to submit responses



Go back to Transgrid - TEST Dashboard

Console Doc1297748 - Test Project Supplier Desktop File Sync Time remaining 23:33:11

Event Messages Response History (Section 4 of 4) << Prev. [grid icon]

▼ Checklist

1. Review Event Details

2. Submit Response

3. Suppliers Questionnaire

4. Pricing Section

Submit Entire Response Save draft Compose Message Excel Import

Import bidding information from Excel

Event Contents All Content

✓ Submit this response?
Click OK to submit.
OK Cancel

System confirms the submission of the Proposal

Go back to Transgrid - TEST Dashboard Desktop File Sync Time remaining 21:37:42

Console Doc1297748 - Test Project Supplier

Event Messages Response History

▼ Checklist

1. Review Event Details

2. Submit Response

3. Suppliers Questionnaire

4. Pricing Section

Suppliers Questionnaire (Section 3 of 4) << Prev. | Next >> [grid icon]

Name 1

3.2 Quality

3.2.1 Do you have a quality manual? If Yes, please upload it here.	No
3.2.2 What is your warranty period?	6 months Default 18 months 2 years or more
3.2.3 What is your overall reject rate?	50%

3.3 Service/Delivery Information

3.3.1 When can you begin servicing our company?	Wed, 19 Feb, 2020
3.3.2 What percentage of your deliveries are on time?	56%

Compose Message

How to revise a response

Go back to Transgrid - TEST Dashboard Desktop File Sync

Console Doc1297748 - Test Project Supplier Time remaining 01:16:45

You have submitted a response for this event. Thank you for participating.

Select **Revise Response to revise the submitted response within the scheduled time.**

Revise Response

Event Messages
Response History

▼ Checklist

- Review Event Details
- Submit Response

All Content

Select **OK to confirm**

Revise Response?

You have already submitted a response for this event. Click OK if you would like to revise your response.

OK **Cancel**

Select **Submit Response to resubmit the revised response**

Console Doc1297748 - Test Project Supplier Time remaining 01:15:18

Event Messages
Response History

▼ Checklist

- Review Event Details
- Submit Response

▼ Event Contents

All Content

1 Introduction

2 Event Information

3 Suppliers

Submit Entire Response **Reload Last Bid** **Save draft** **Compose Message** **Excel Import**

All Content

Name ↑

We recognise that that our ability to adapt to changes is important for continued business success. Focused on developing new opportunities for growth outside our regulated portfolios, we have made significant progress in diversifying our business. Over the years, our business has continued to evolve to meet changing requirements and since 2013 we have branched out with a new business diversification strategy to help strengthen this further.

1.2 How to respond to the RFP

- Once you access the project, please review the event details. You can click on "All content" in order to see all the sections together.
- Review and accept the Agreement and/or Prerequisite(s) at the project level
- Enter your response and click on Submit entire response. Please note that unless you click on the "Submit" button, your response will not be received by the customer

▼ 2 Event Information

2.1 Team Contact Info During Event

Purchasing Contact: For the Bid Inquiry process, the primary point of contact is <UPDATED CONTACT HERE>

(*) indicates a required field