# Participate in a Sourcing Event

Suppliers – All you need to know

People. Power. Possibilities.

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Participate in a Sourcing Event

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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

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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.

Mon 17/02/2020 1:30 PM

Jabeen Khan <s4system-prodau+transgrid-T.Doc1297711@au.cloud.ariba.com>

Transgrid - TEST has invited you to participate in an event: Test Sourcing Project.

To   Jabeen Khan

Bing Maps

SAP Ariba /\\

Transgrid - TEST has invited you to participate in the following event: Test Sourcing Project. The event is set to begin on Sunday, 16 February 2020 at 18:30, Pacific Standard Time.

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

Use the following username to log in to Transgrid - TEST events: test-Jabeen.Khan@transgrid.com.au.

2b "**Click Here**" to access the event

Click Here to access this event.

When you click this link, log in with your username and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Network account and participate in your event.

If you do not want to respond to this event, Click Here. You must register on the Ariba Network or log in using your existing Ariba Network account username and password before you can indicate that you do not want to respond to this event.

If you have forgotten your username or password and are unable to log in, Click Here.

NOTE: The forgot password link is only valid for 24 hours. After this link expires, click Forgot Password on the Ariba Login page to reset your password.

If you have questions about this event, contact Jabeen Khan.

We look forward to working with you!

Thank You,

Transgrid - TEST

Transgrid - TEST sourcing site, Event Doc1297711: Test Sourcing Project, Realm: transgrid-T, Message ID: MSG27511. Click Here

> 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.

Next steps

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Supplier Login

User Name

Password

Login

Forgot Username or Password

3 Enter **User Name**, **Password** and **click Login**.

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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**
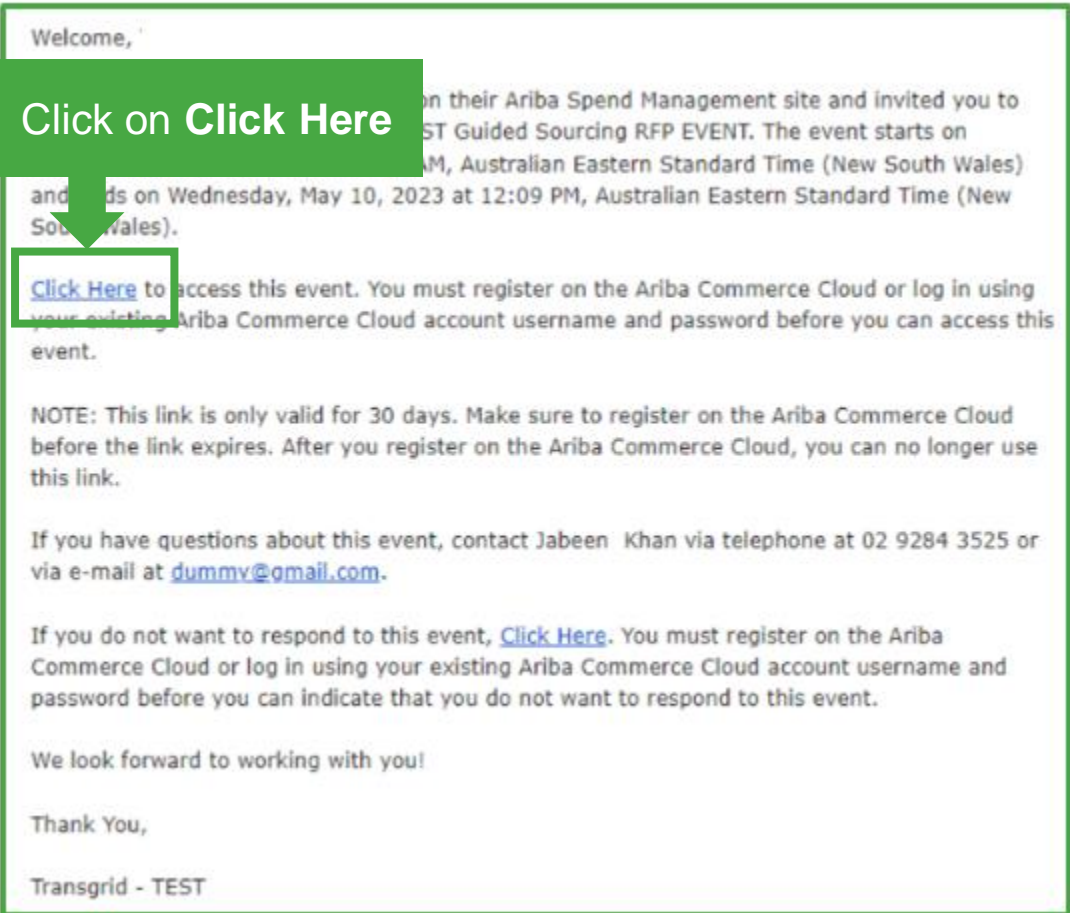
2 Click on **Sign Up**
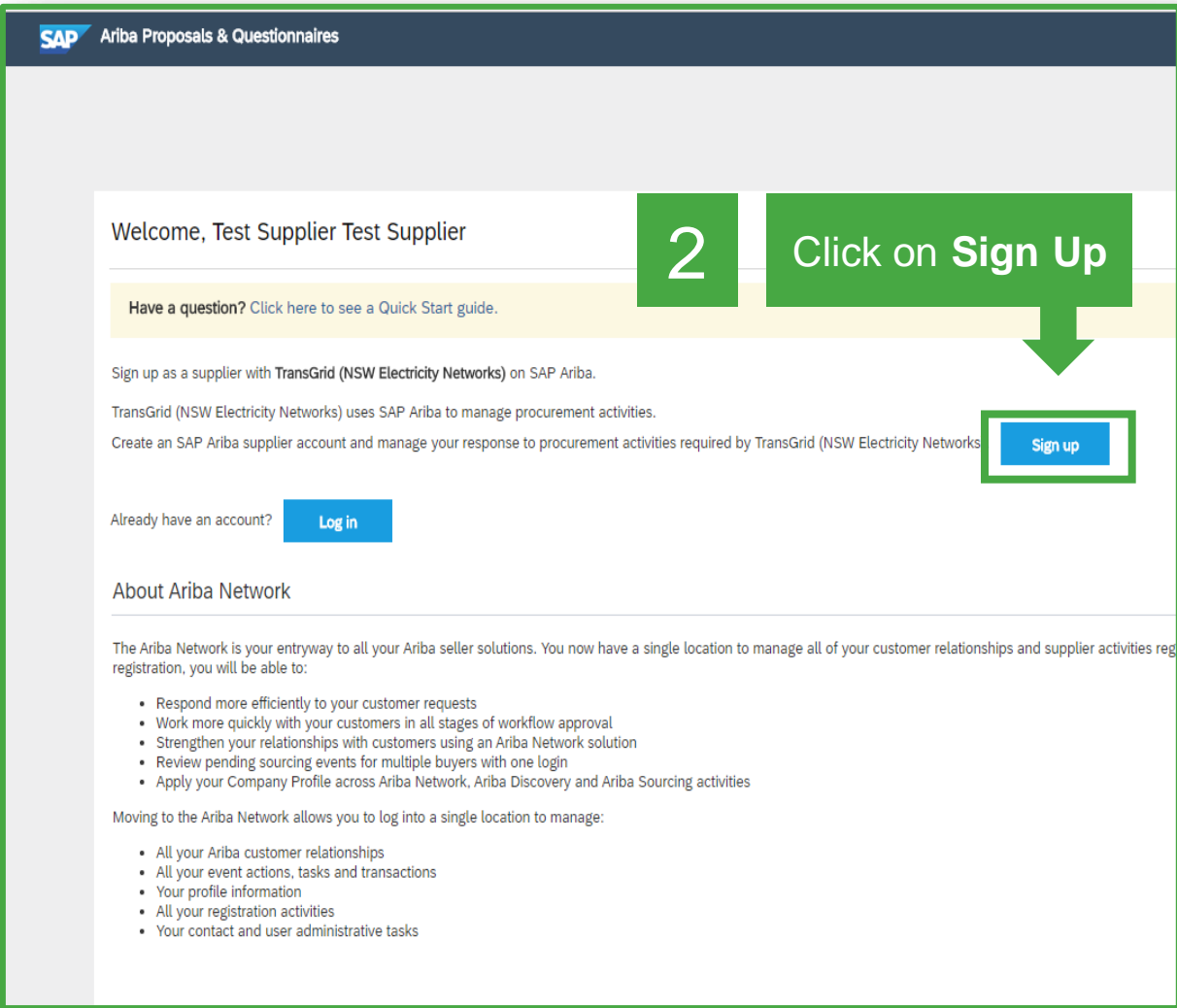
3 Refer to slide number **7 – 10** of the **Ariba Network Supplier Self Registration Guide** to complete the registration.

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

Participate in a Sourcing
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How to respond to a sourcing event
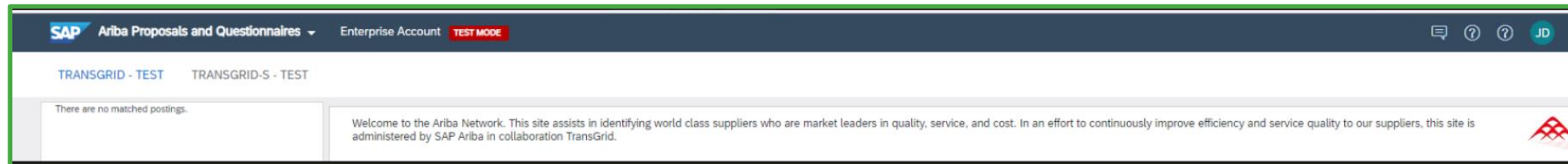
**1** Once you have logged in / signed up to your Ariba network account please select **Ariba Proposals and Questionnaire** from the dropdown.
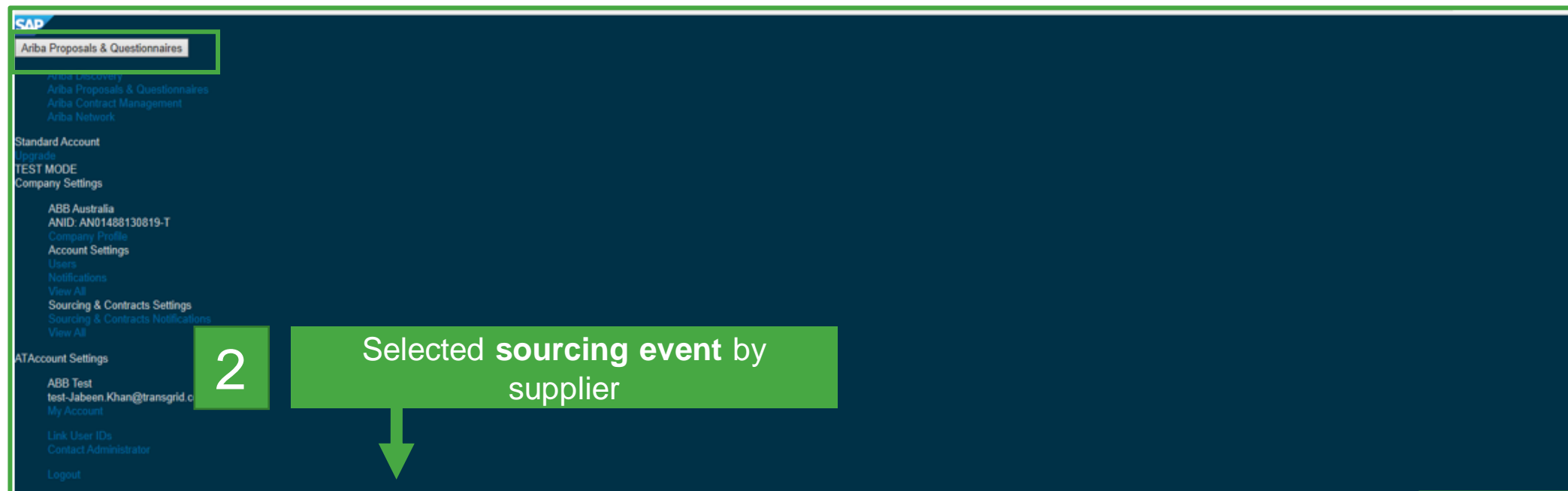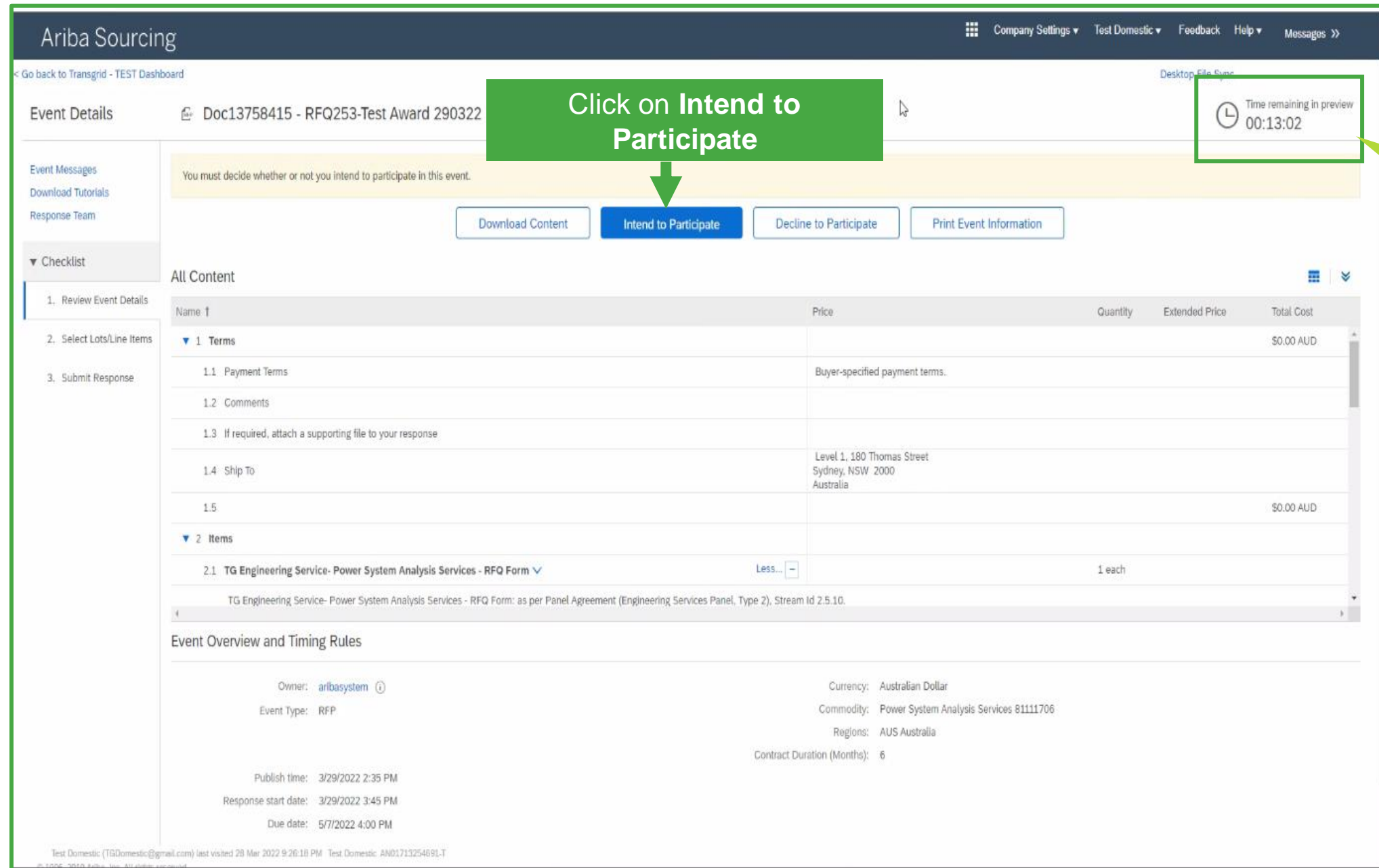
2 Selected **sourcing event** by supplier

Note your time limit.
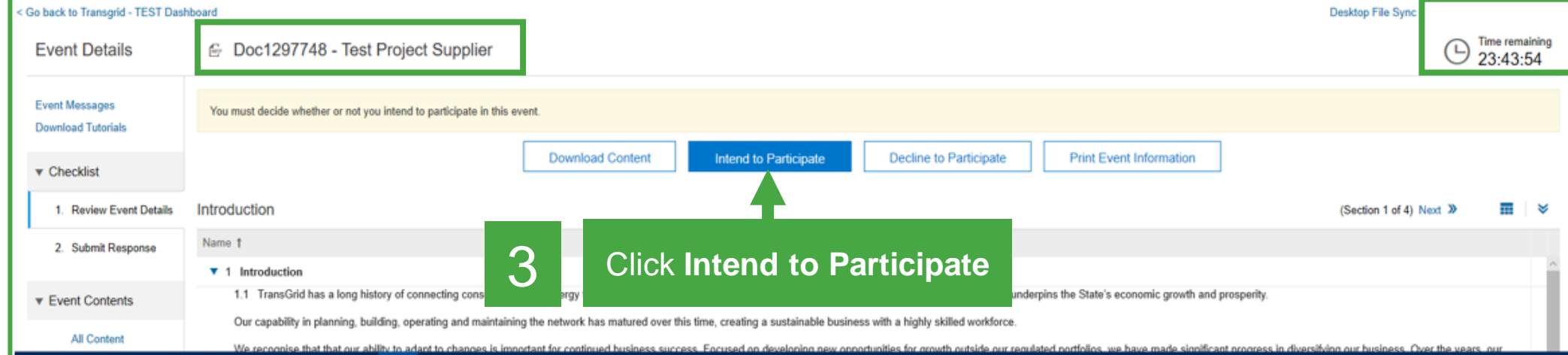
3 Click **Intend to Participate**

How to see the bidding time

Click on **Intend to Participate**

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
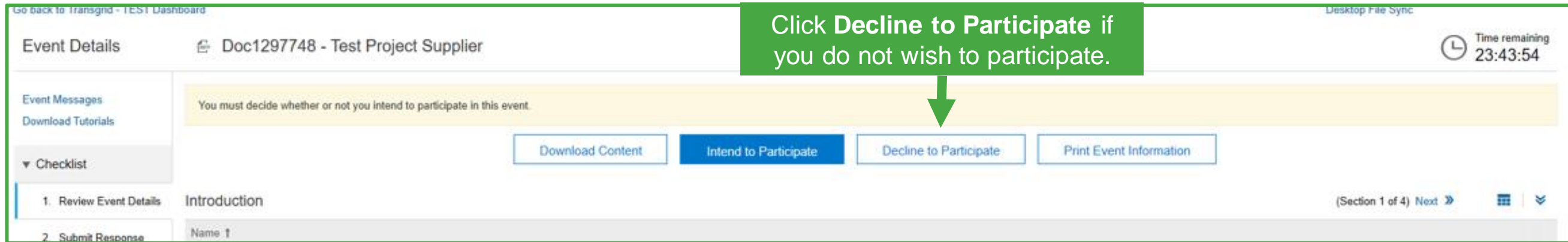
The **bidding price** can be entered here.

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

Click **Decline to Participate** if you do not wish to participate.
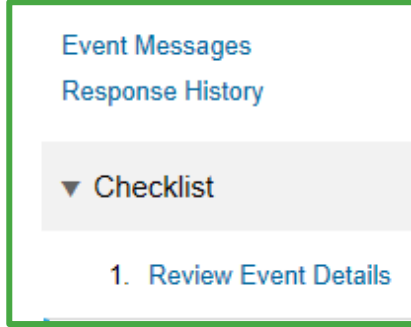
Give the reason to decline and click **OK.**

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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

Messages

	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.**

< Go back to Transgrid - TEST Dashboard   Desktop File Sync

Compose New Message

Send   Cancel

From: ABB Australia (ABB Test)

To: Project Team

Subject: Doc1297748 - Test Project Supplier

Attachments: Attach a file

B I U   — size —   — font —   A
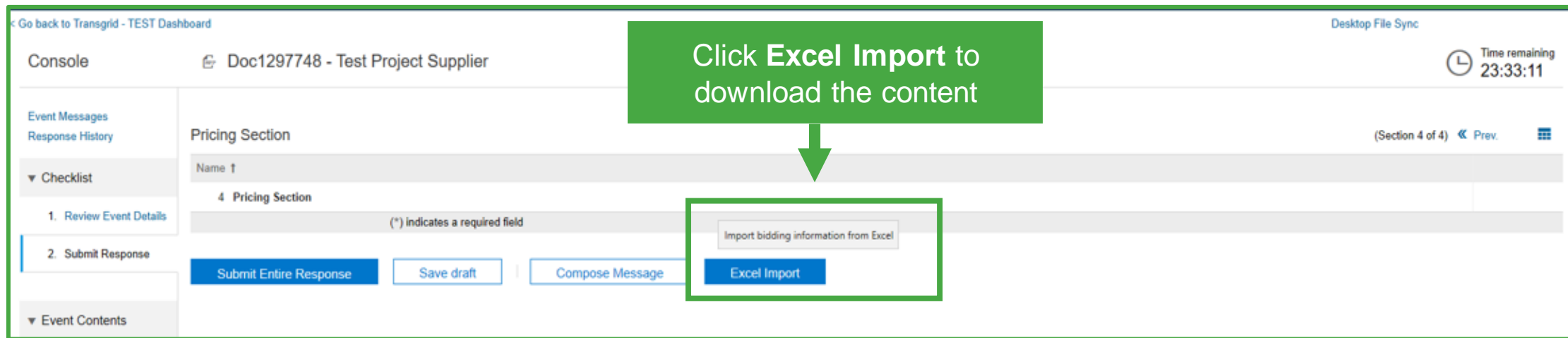
Compose the message and click **Send**.

How to answer the Supplier questionnaire

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).

Upload responses here

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   (Section 4 of 4) « Prev. ▦

Name ↑
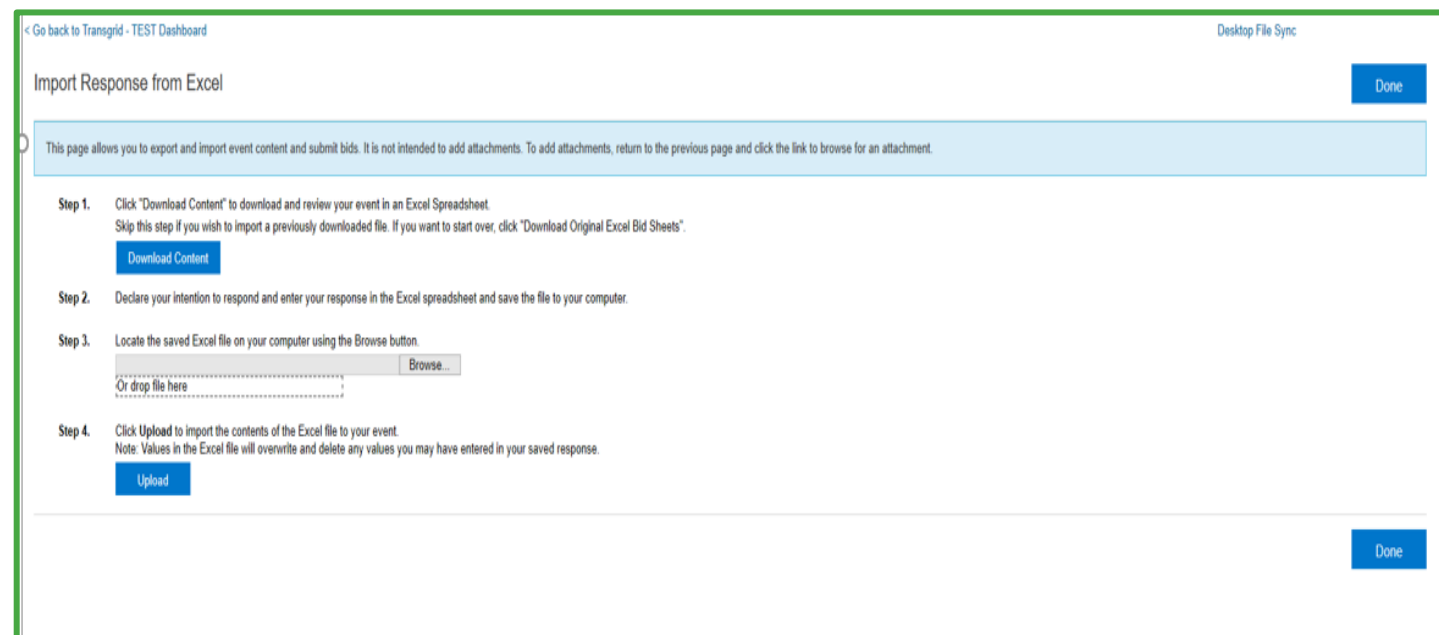
4   Pricing Section

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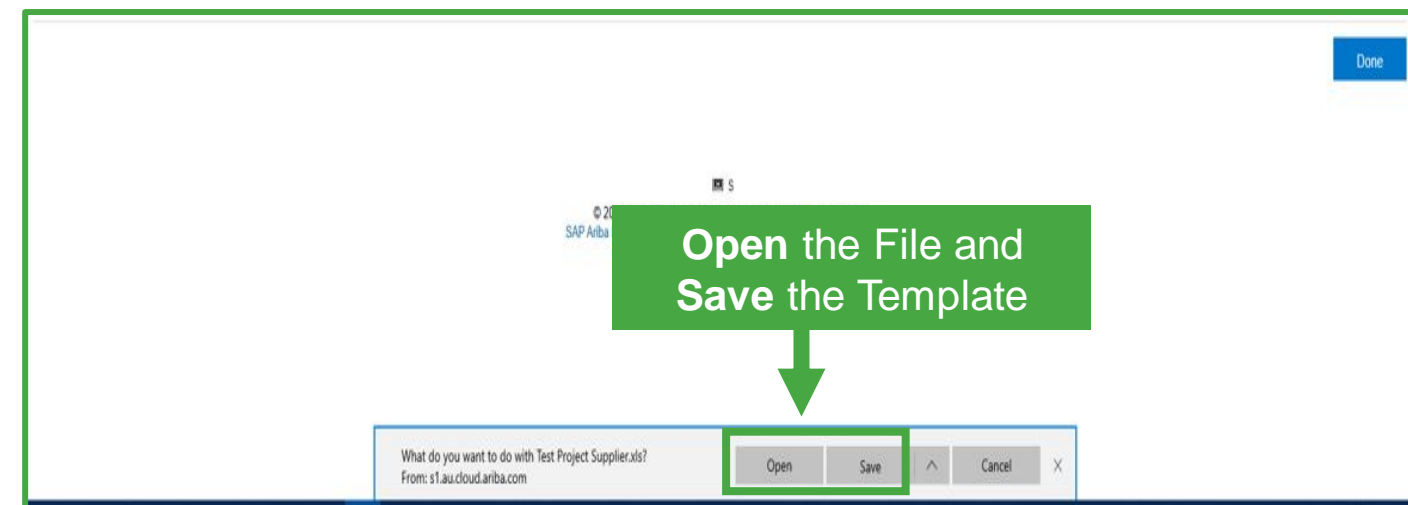
Step 1.   Click "Download Content" to download and review your event in an Excel Spreadsheet.
Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

   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

Done

▦ $

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Open the File and Save the Template

What do you want to do with Test Project Supplier.xls?
From: s1.au.cloud.ariba.com | Open | Save | ⌄ | Cancel | X

How to download content from spreadsheet

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

Select each worksheet for details of the event.

Transgrid

How to upload content

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

How to submit responses

Select **Submit Response** & click **OK**

System confirms the submission of the Proposal

How to revise a response

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

Select **OK** to confirm

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