The Sourcing Event is now Live.

Each invited participant receives an email invitation to the event.

Link sent to invited suppliers.
The Supplier View - Review Event Details

When the supplier logs into SAP Ariba Sourcing, they will see the Event Details screen and the Review Event Details tab. The supplier reviews the details and either intends to bid or declines to participate. If there are prerequisites, those are addressed first by clicking on Review Prerequisites.

![Event Details Screen](image)

2. Click **Review Prerequisites** to view any required prerequisites.
Sample Supplier View of RFx

The Supplier View - Review Prerequisites

The system shows the Prerequisites and the tab contents display. Review and complete the prerequisites. Click the radio button at bottom next to the correct statement. Click OK to submit the agreement.

1. Review Event Details
2. Prerequisites
3. Select Lots
4. Submit Response

Click a radio button next to the option that best suits the situation.

Click OK move to Select Lots.
The Supplier View - Select Lots

The third tab is Select Lots. The lots available for bidding are listed and the supplier can select one or more lots to bid on.

Click the check box next to the available lot to submit a bid.

Click "Submit Selected Lots."
Sample Supplier View of RFx

The Supplier View - Submit Response

On the Console screen for the event, the All Content section displays the sections, subsections, and other elements making up the Sourcing Request. If the supplier would like to participate, they can go to the Submit Response tab to complete the form. The suppliers can also refer to any of the content included in the RFP by clicking the References link.

- Pricing must be entered.
- Attach proposal document if requested.
- Review all attachments.
- Answer all questions.

Click **Submit Entire Response** to send response back to sender.
The Supplier View - Submit Response

Once the response has been submitted, a confirmation prompt will display to confirm the intent to submit the agreement selected in the previous step.

Click **OK** to confirm and submit.
The Supplier View

After the bid has been submitted, SAP Ariba displays the message ‘Your response had been submitted successfully. Thank you for participating in this event.’ The supplier can revise the response if needed until the time remaining expires.