This **Supplier Quick Guide** shows you how to…

**RESPOND TO EVENTS IN ARIBA**

…in **five simple steps***

1. View proposals from Vestas
2. Review prerequisites
3. Select lots
4. Provide response to RFx:
   - 4a: RFI
   - 4b: RFP
   - 4c: RFP (with Customized Offline Bid Sheet)
5. Provide response to auction

*Please note, the exact process may differ per sourcing event.*

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1. VIEW PROPOSALS FROM VESTAS

Step-by-step

1. Click on ‘Ariba Network’ to unfold a dropdown menu.
2. Click on ‘Ariba Sourcing’ to view all proposals.
3. Open the events with status ‘Open’.
4. Click on the event you want to open.

Illustration

Tips & Tricks

• Ariba sorts the proposals based on the due date of the event – so you might need to scroll down at times.
2. REVIEW PREREQUISITES

Step-by-step
1. Click on ‘Review Prerequisites’ to open the legal prerequisites of the event.
2. Read the legal prerequisites and accept them to continue with the event.

Illustration

Tips & Tricks
- The duration of the event is listed in the top-right corner.
- See this video for a click-by-click demo of the task.
3. SELECT LOTS

**Step-by-step**

1. Select the lots that you wish to bid on.
2. Click ‘Confirm Selected Lots’ to continue to the event.

**Tips & Tricks**

- Tick ‘Name’ to select all lots at once.
4A. PROVIDE RESPONSE TO RFI

Step-by-step

1. Fill in the responses to the fields listed.
2. Click ‘Submit Entire Response’ to provide the response.
3. Click ‘Excel Import’ to export the questions as an Excel file and re-upload with your responses.

Illustration

Tips & Tricks

- Some items might offer the possibility to provide a comment – click in the small textbox icon to open the comment field.
- See this [video](#) for more information on how to participate in events, and see this [video](#) for RFI-specifics.
4B. PROVIDE RESPONSE TO RFP

**Step-by-step**

1. Fill in the responses to the fields listed.
2. Click ‘Submit Entire Response’ to provide the response.
3. Click ‘Event Messages’ to view and send messages to the customer.
4. Click ‘Response History’ to check a log of all responses.
5. Use Excel import to provide responses through Excel.

**Tips & Tricks**

- Some items might offer the possibility to provide a comment – click in the small textbox icon to open the comment field.
- You can always improve your responses (only improve – increasing prices is not possible in the same event).
- Validation pattern for lead time is three digits (e.g. 012 equals 12 days).
- See this [video](#) for more information on how to participate in events, and see these [video](#) for RFP-specifics.
4C. PROVIDE RESPONSE TO RFP (WITH CUSTOMIZED OFFLINE BID SHEET)

Step-by-step
1. Click on ‘Excel Import’ to open the Excel import screen.
2. Click ‘Download Content’ to download the prepared offline bid sheet (Excel file) from the Purchaser.
3. Find the prepared Excel file and fill in all required fields – save the file on your computer.
4. Click ‘Choose File’ to browse the filled out file.
5. Click ‘Upload’ to submit the file.

Tips & Tricks
- Click ‘Download Original Custom Offline Bid Sheets’ to download the original file without prepping from the Purchaser
- In case of any uploading errors, check to make sure that all required fields have been filled out with numerical values – when in doubt, contact the Purchaser
- As a best practice, save the filled out file on your computer and add a unique identifier/ recognizable name to the file name (e.g. RFP_Cranes_Snow White response)
- See this video for more information on how to participate in events, and see this video for more information about Custom Excel bidding
5. PROVIDE RESPONSE TO AUCTION

Step-by-step

1. Provide a response by typing in the value.
2. Decrement your bid by ticking the line item and filling in a percentage to decrement (you might have to open the %-sign to confirm a percentage or nominal value).
3. Click ‘Apply’ to make the decrement apply to selected line item(s).
4. Click ‘Submit Entire Response’ to submit your response.
5. Click ‘Event Messages’ to view and send messages to the customer.

Illustration

Tips & Tricks

- You can check a log of all responses by clicking ‘Response History’.
- You will get a notification if you decrement your price by more than 50% to prevent making errors.
- In case of many items, you might want to use the Excel import functionality to provide a response.
- For more information, see this video for a click-by-click demo of this task.
NEED HELP?

Support is available!

For **questions or technical support** please contact the [Vestas SSC Ariba team](#).

For **information and guides** from the Digital Procurement program in Vestas, visit our [website](#).

For general [Ariba resources](#), visit the [Ariba Supplier Portal](#).