SAP Ariba

Supplier Guide to Respond to a Sourcing Event

hydro one

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1. Responding to a Sourcing Event

1.1   Overview

This guide describes how to participate in SAP Ariba Sourcing Events including: responding to prerequisite questions, creating and submitting event responses, and communicating with buyers.

Note: Please note you must be added by the buyer in order to view and submit a response for a **Sourcing Event**. Upon being invited to participate in a Hydro One Sourcing Event.

IMPORTANT: SAP Ariba is only compatible with the following:

- •   APPLE SAFARI (64-BIT)
- •   GOOGLE CHROME (64-BIT)
- •   MICROSOFT EDGE (64-BIT)
- •   MOZILLA FIREFOX (64-BIT)
- •   MICROSOFT INTERNET EXPLORER (32-BIT)

1.2   Key Terms

TERM	DEFINITION
Event	Sourcing Event
Participant	Supplier
RFI	A Sourcing Event Type. Stands for Request For Information.
RFP	A Sourcing Event Type. Stands for Request For Proposal
RFQ	A Sourcing Event Type. Stands for Request For Quotation
RFPQ	A Sourcing Event Type. Stands for Request for Pre-Qualification

1.3   Types of Sourcing Events

Note: Please note all event types in Ariba will be referenced as "RFP" including RFPQs, RFQs or RFIs. Ensure you review the contents thoroughly to understand the requirements being sourced.

1.3.1   RFP – Request for Proposal

A competitive process used to solicit proposals for the supply of materials or services for which suppliers must develop and propose a business application or solution.

1.3.2   RFQ - Requests for Quotation

A document used to solicit price submissions for the supply of materials and or for services where a description of exactly what needs to be procured is provided and the evaluation is made predominantly on price and delivery requirements.

1.3.3   RFI – Request for Information

A market research tool sent to a broad base of potential suppliers for the purpose of gathering information, building a supplier database used to determine what products and services are available, scope business requirements, and/or estimate project costs.

1.3.4   RFPQ – Request for Pre-Qualification

A competitive process used to solicit supplier capabilities and qualifications, with the intention of establishing a list of pre-qualified Suppliers.

1.4   Sourcing Event Statuses

Preview	Hydro One can choose to have a preview period before the event opens for bidding when suppliers can preview it, answer questions or prepare your bids
Open	The event is open for responses and/or bids
Pending Selection	The event has closed for responses and is pending awarding selections. Reponses or Bids can no longer be submitted at this stage
Completed	The event is completed. Hydro One can no longer reopen or edit the event
Cancelled	At any point after publishing an event, Hydro One can choose to cancel it. Cancelling an event bypasses all other statuses and immediately ends the event

1.5   What Buyers Can See About your Event Participation

SAP Ariba Sourcing logs the significant event actions performed by suppliers during an event. Buyers can use the log to verify that users participate, to see when suppliers 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 (*Note*: Hydro One cannot view your response details until the supplier submits the response.)

The audit log contains the following information for each event related action:

- The time the action occurred
- Suppliers' 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

1.6   Automatic Notifications from SAP Ariba Sourcing

SAP Ariba Sourcing automatically generates notifications to inform suppliers about the state of an event.

For example:

- When a buyer publishes an event, the system automatically sends an invitation email to all invited suppliers.

- If a buyer cancels an event while in progress, the system automatically sends suppliers a notification.

1.7   Steps in Participating to a Sourcing Event

The following are the steps on how suppliers can participate in a sourcing event.

1.7.1   View Sourcing Event

1.   Once a Sourcing Event is published, the suppliers added in the Event will receive an email inviting them to participate. This email includes the name of the Company/Buyer, the date the event will start accepting responses, and the link to access the event in the Ariba Network.

Example of an Event email invitation:
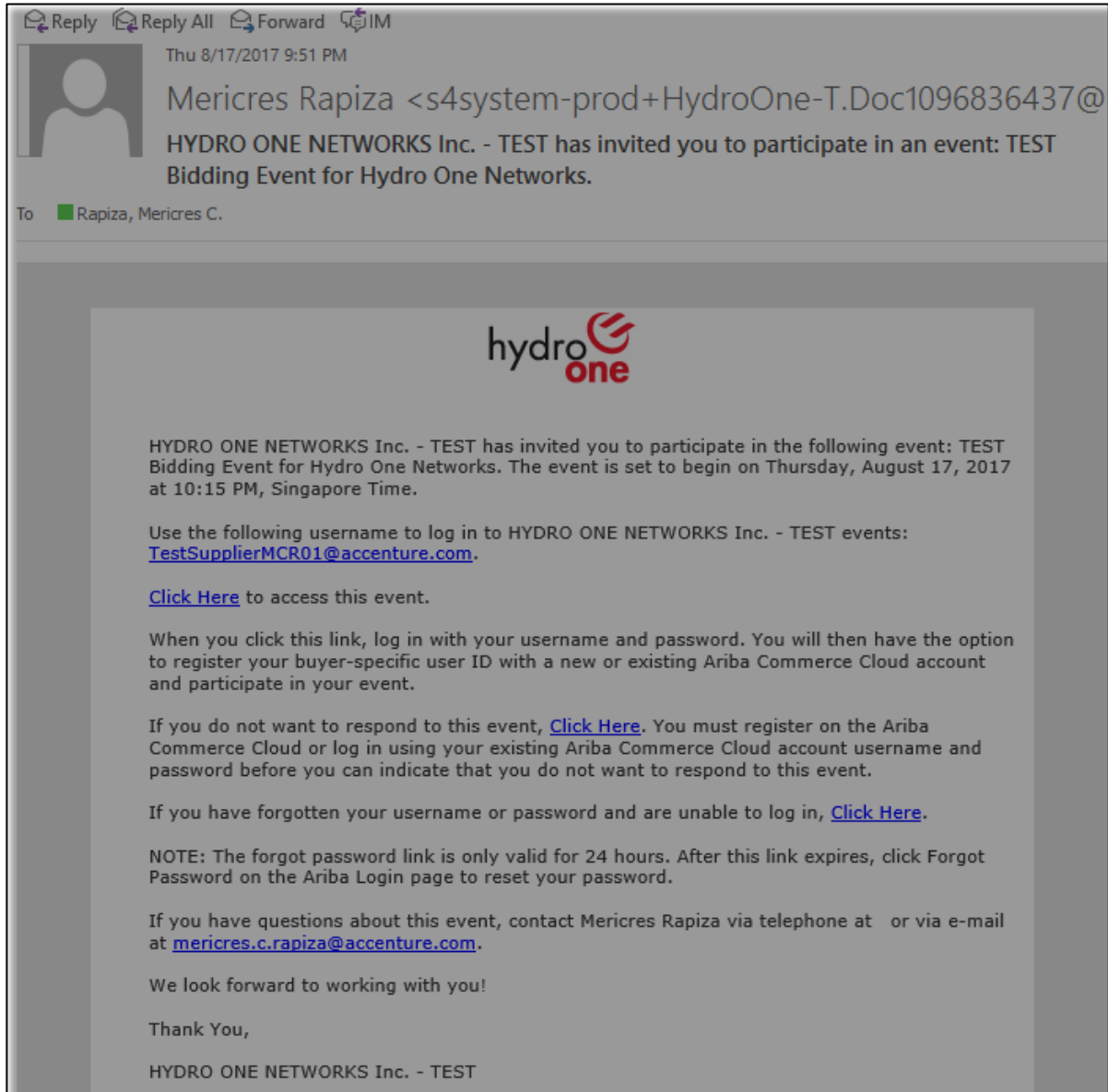
2.   The supplier can access the event from the email link or directly through the SAP Ariba Sourcing Page. If you are a supplier, to access the event, log in to the Ariba Sourcing Page using your login credentials.
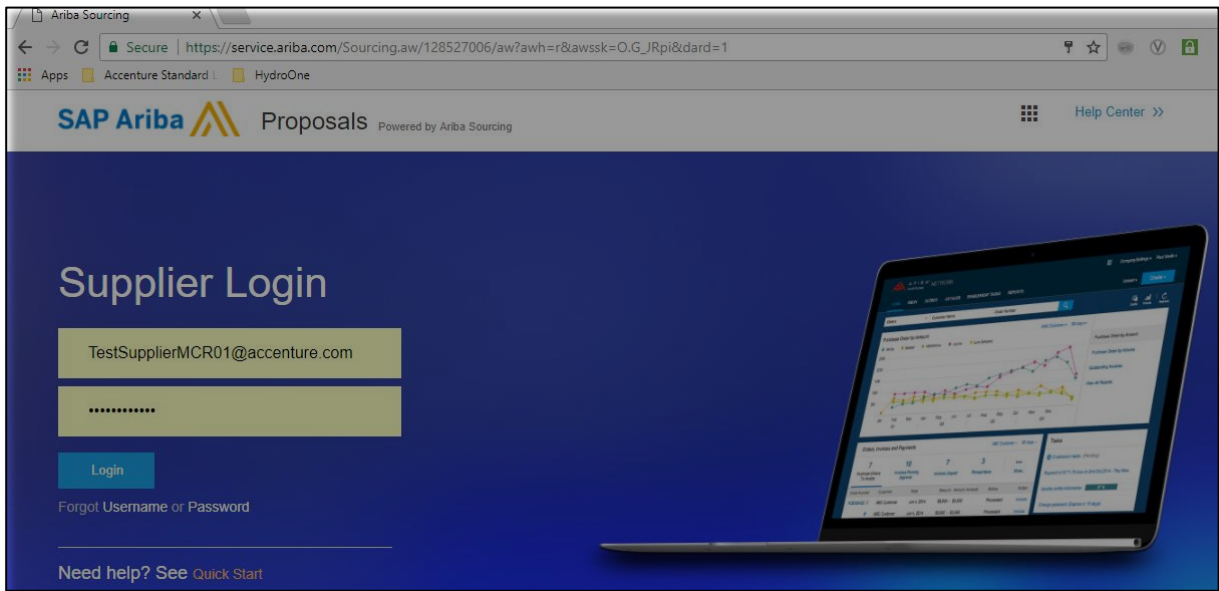
3. If you are not already on an SAP Ariba Sourcing page, navigate to the solution navigator icon at the top of the page and select **Proposals**.
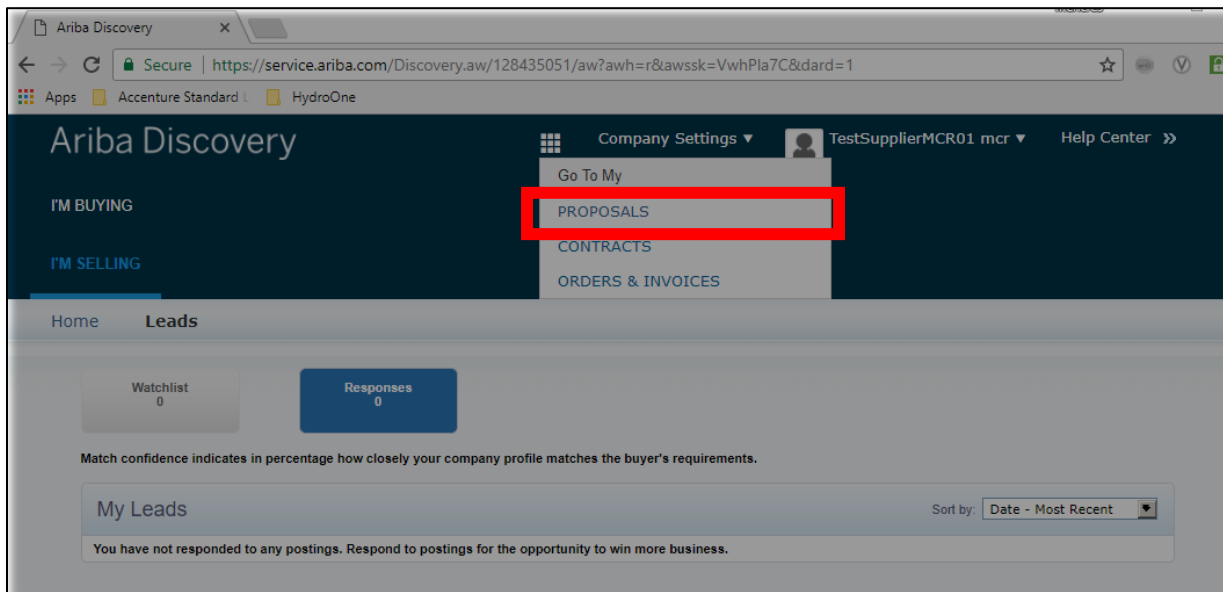
4. The Event Table will list all the Events to which the supplier has been invited. The Events are grouped by status. To view Event Details, click the Event name.
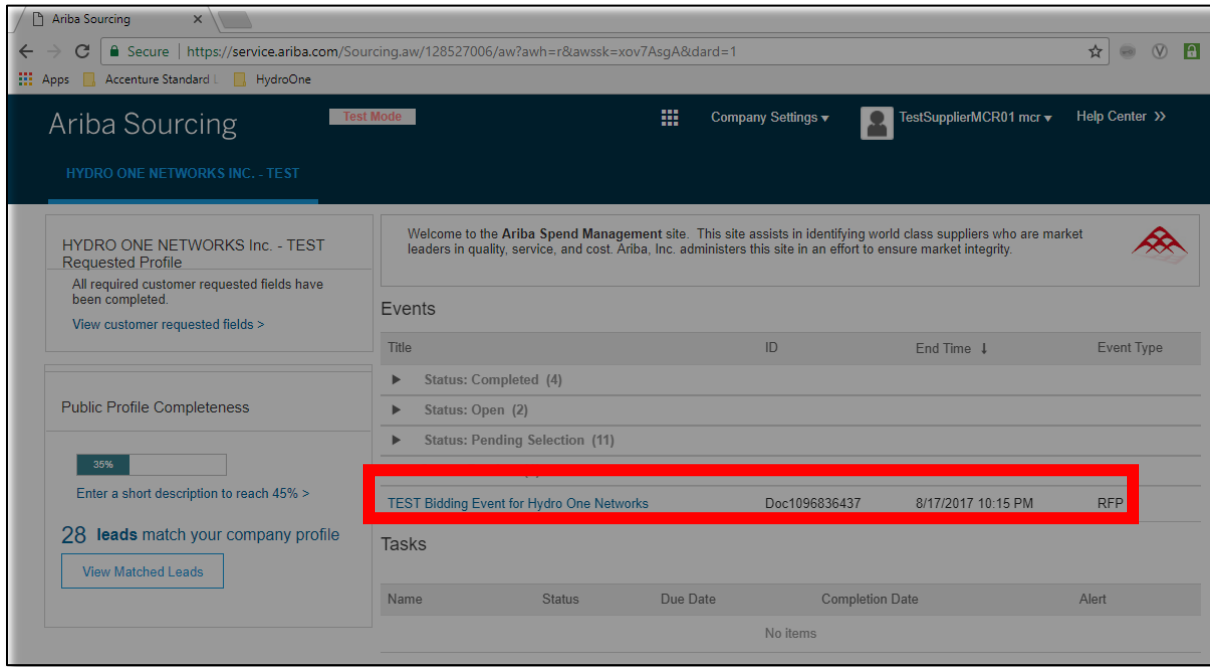
1.7.2   View Event Details

1.   The Event Details page displays the Event Countdown Clock that shows how much time is remaining to submit your response to Hydro One. This also shows time details as to when the event will start accepting responses and when the event will close.

2.   In this example, we have accessed an event that is in Preview Status. The countdown clock in this case shows the time remaining before the Event opens. During the preview period, the supplier can have an early preview to review and accept the Bidder Agreement but cannot yet view the event contents or submit a response.
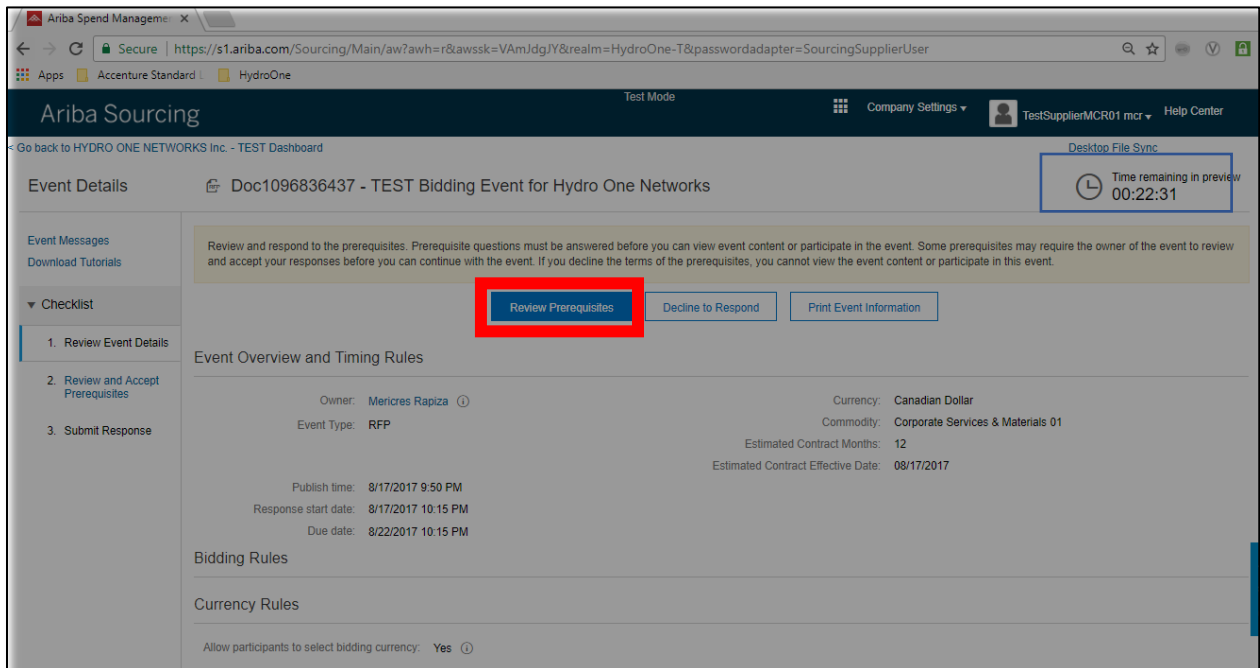
1.7.3   Completing Event Prerequisites

Click on the **Review Prerequisites** button to review the **Bidder Agreement** under the **Review and Accept Prerequisites** page. By **Accepting** the Bidder Agreement, the supplier can now participate in the event. **Rejecting** the Bidder Agreement will disallow the supplier from proceeding to the bidding event.
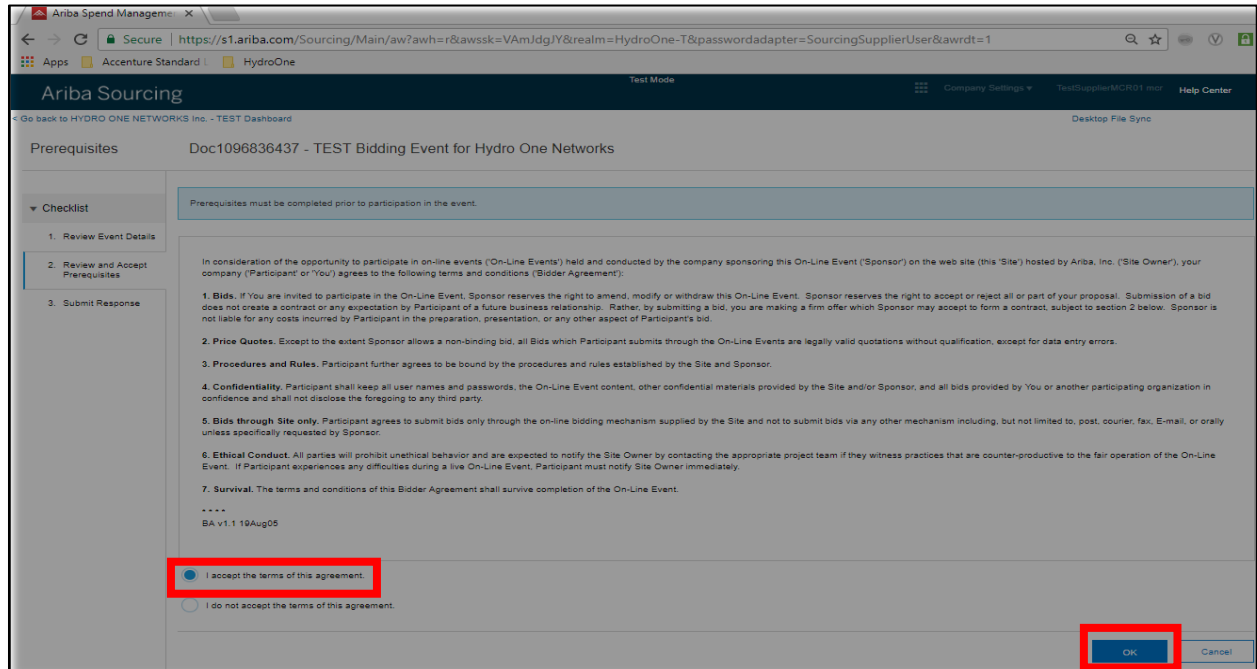
1.7.4   Using the Message Board

The message board allows supplier to communicate with the Hydro One buyer via Ariba Sourcing. Suppliers can access the message board from the Event Messages link in the event console, which is on the left side of the Events Page. The message board page enables suppliers to compose and read messages pertaining to the event.

1. To view messages, click the Event Messages link.
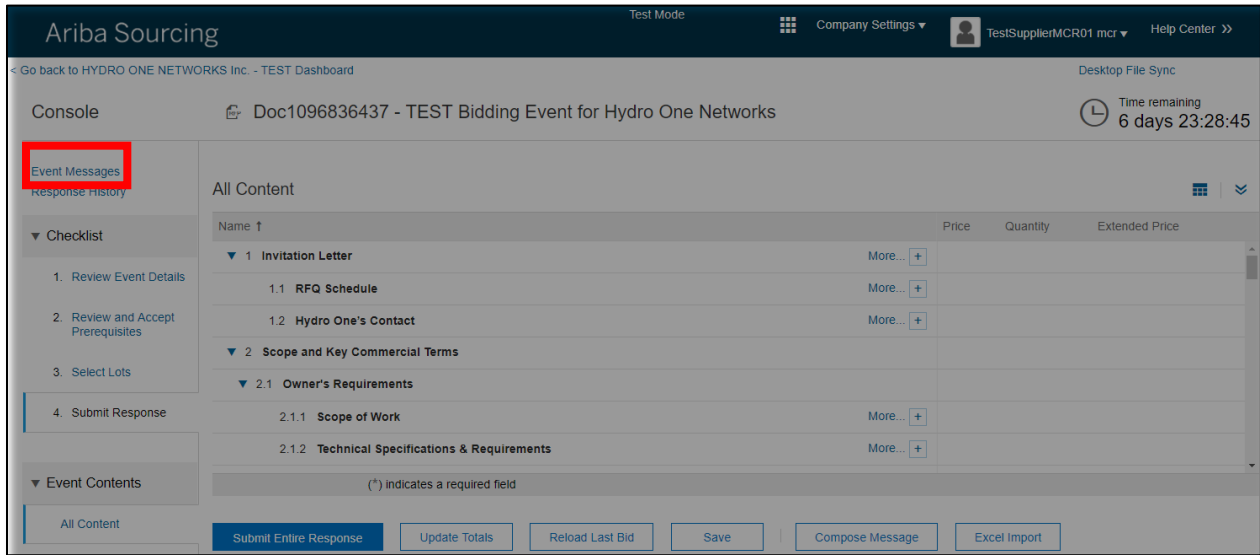
2. The list of messages will appear. To view a specific message from the list, tick the circular button beside the message and click on the View button.
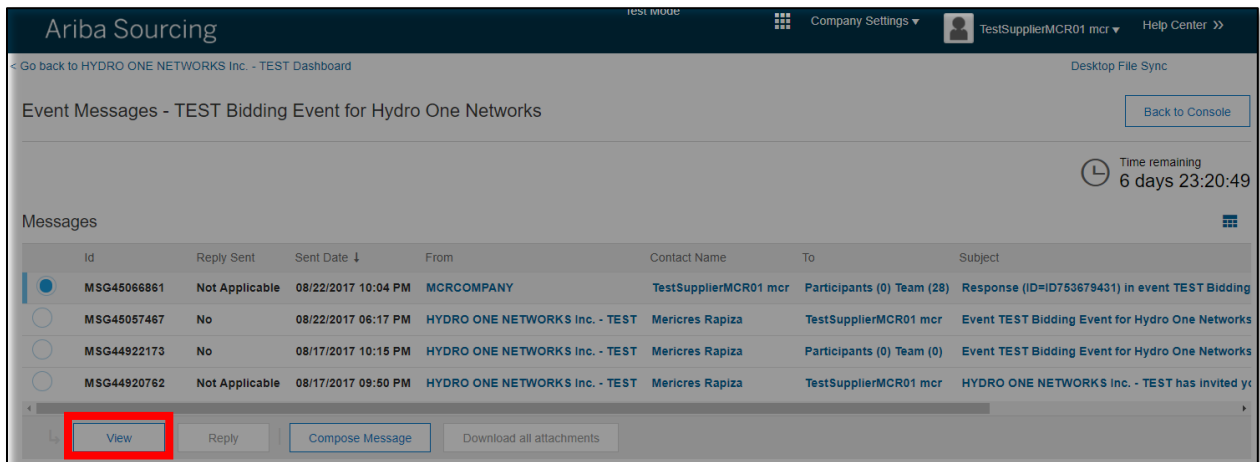
3. You can utilize the message board to ask the Buyer a question. Click Compose Message to write a question to your Buyer.
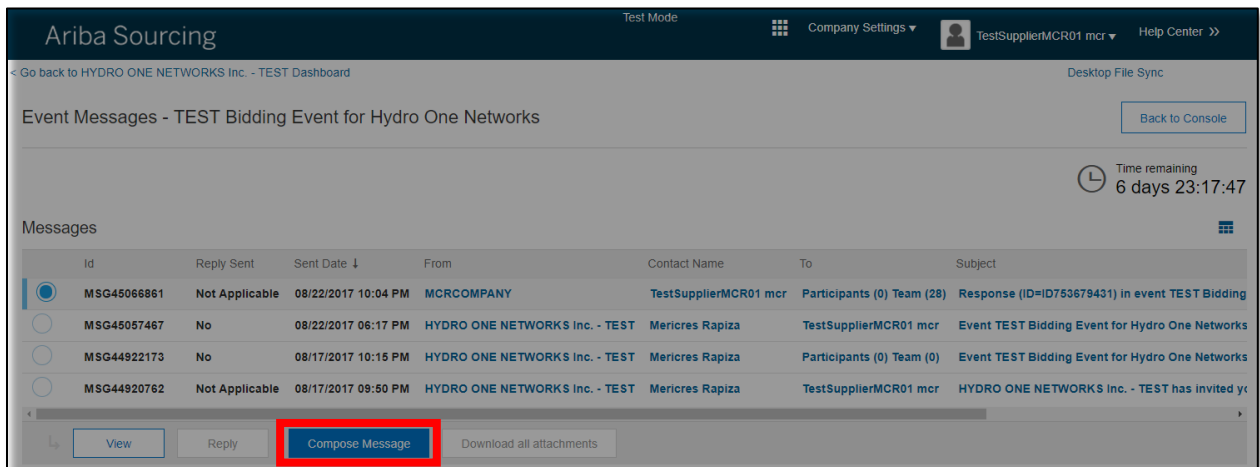
4. The Compose New Message page will display. The subject, attachment and body sections are editable.
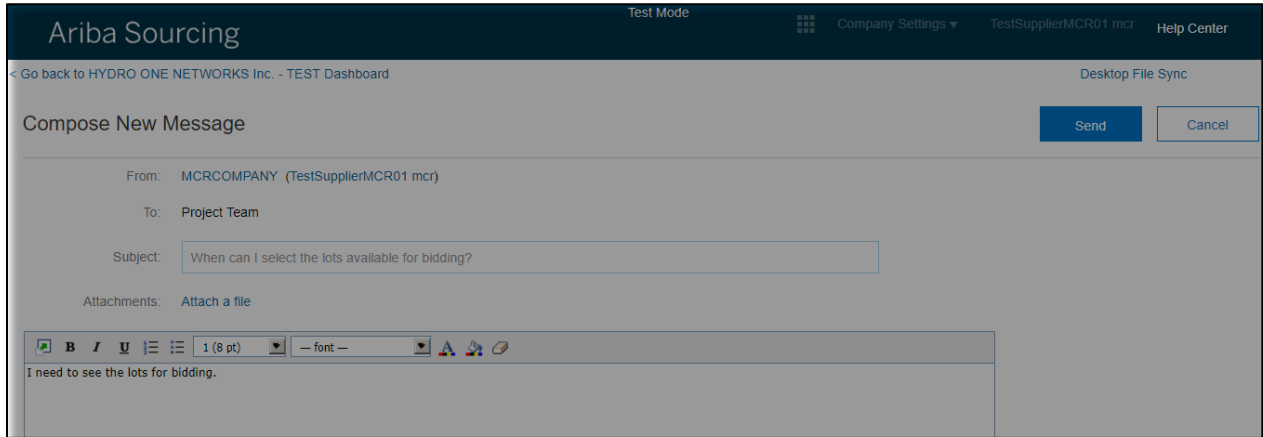
5. Click Send to send your question to the Buyer. Your new message will be displayed on the Event Messages list.
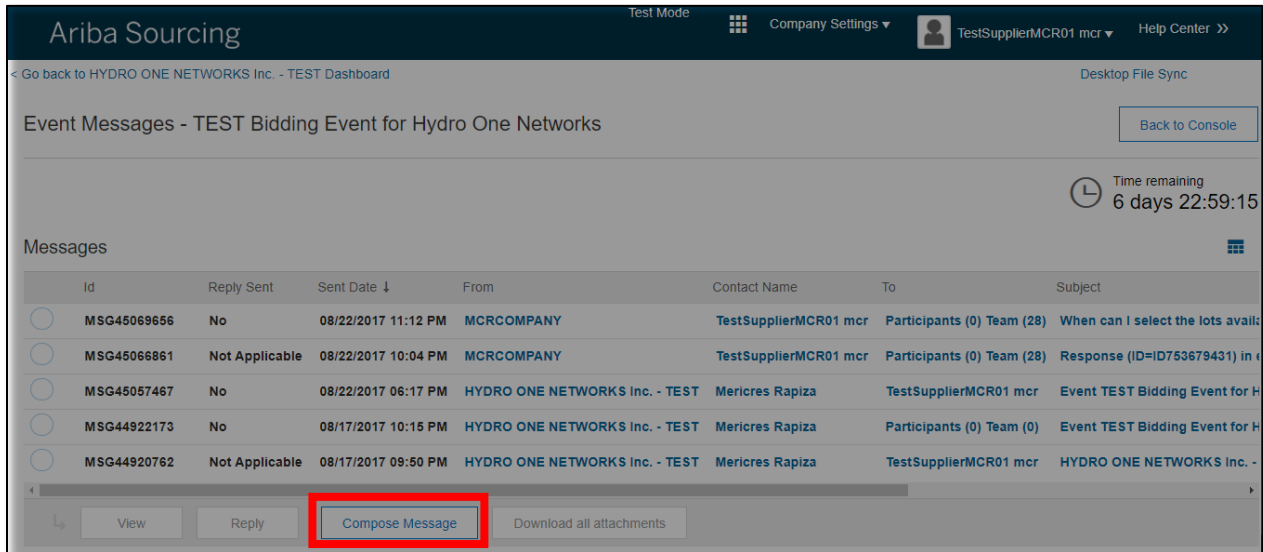
6. The Buyer will receive the question via email and the question will be available on the Buyer site. As soon as the buyer responds, the message will appear on the Message Board.

7. Select the message and click the **View** button. The Buyer's response to your question will be displayed.

8. To reply to the message, click Reply and the Respond to Message page will be displayed.

9. You can also include an attachment to your reply. Click the Attach a File link.
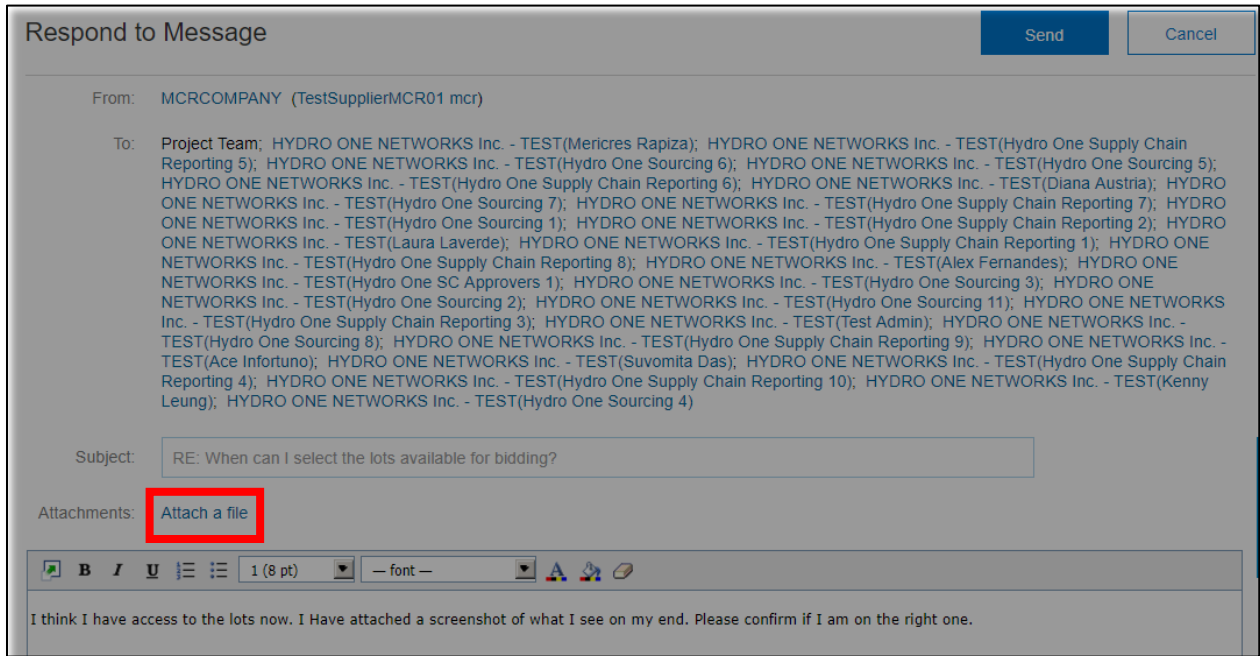
10. The Add Attachment page will be displayed. Click Choose File to browse an attachment.
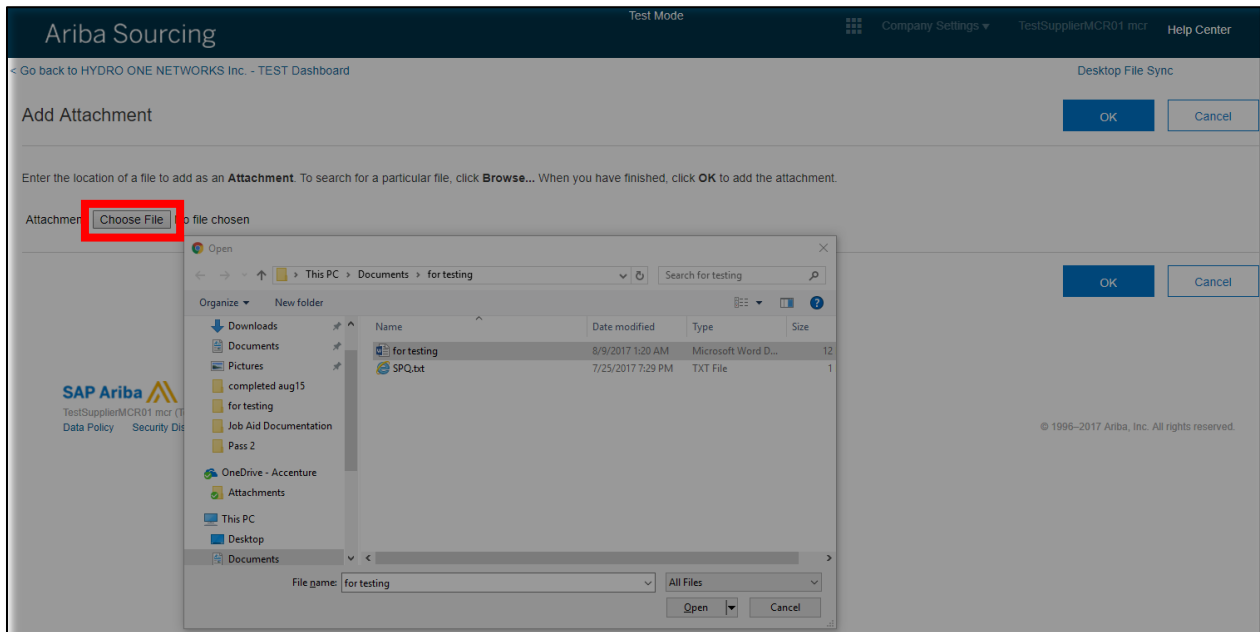
11. The file will now be added as an attachment to the message. Click Send to send the response to the buyer.
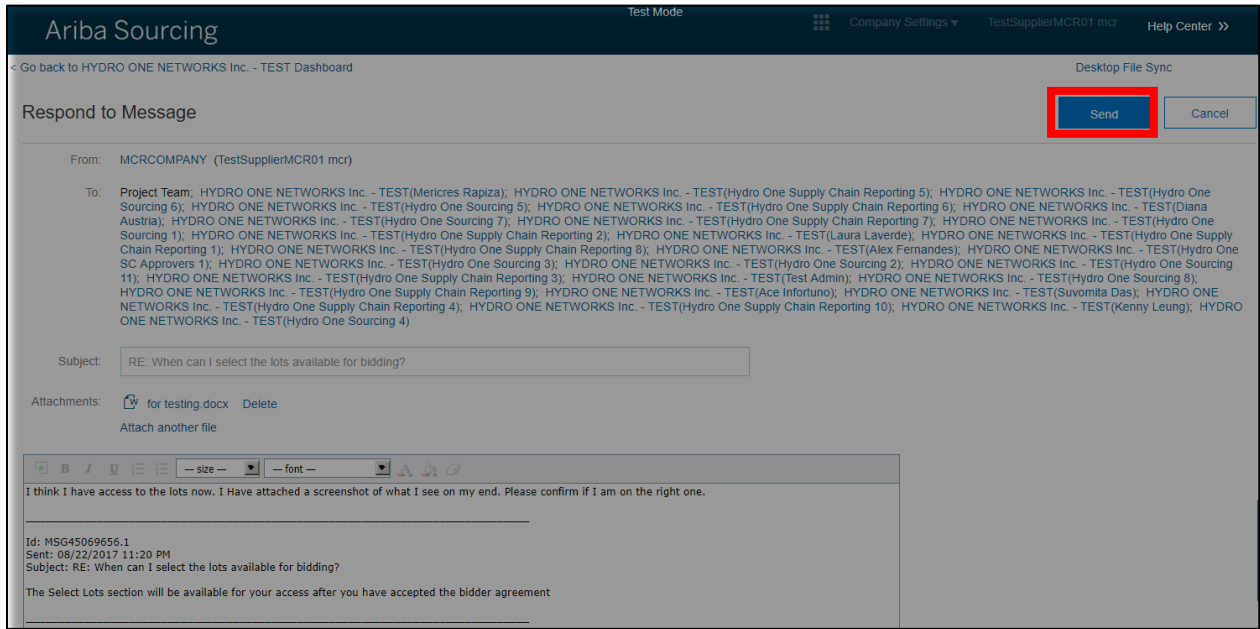
12. The new reply will now be added to the Event Messages.
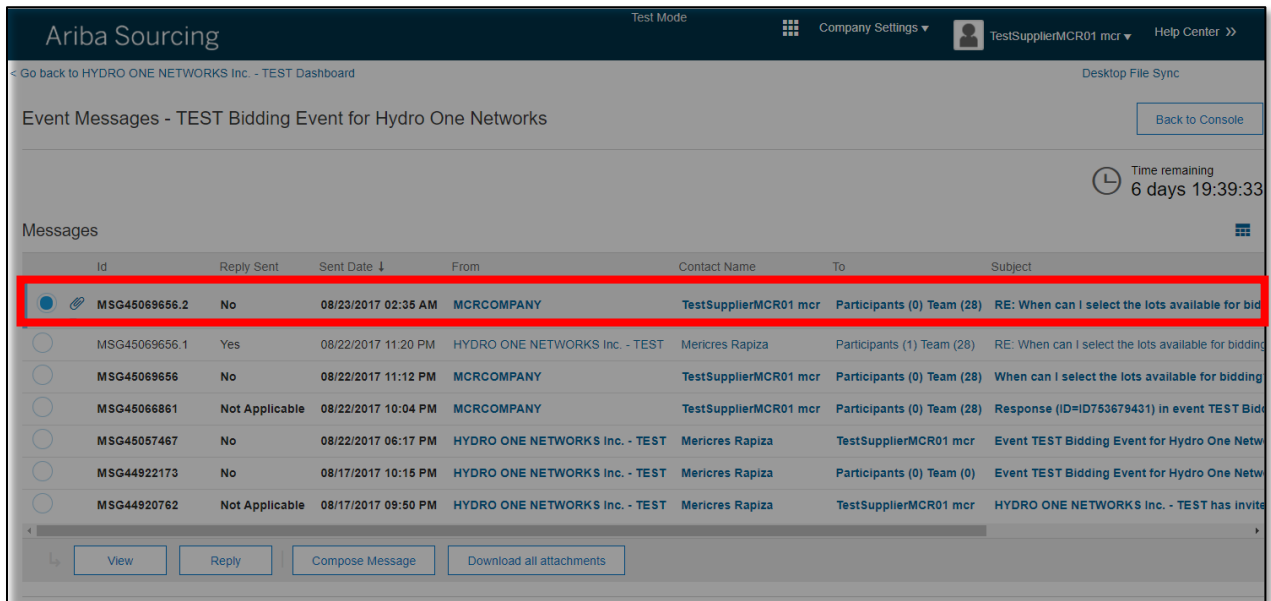
1.7.5 Sourcing Event on Open Status

As the Preview time ends, The Event status will change to "Open". The Event will be placed under the Open section in the Event table. At this time, the event will be ready to accept responses. Click the Event Name to

view the Event Details.

1. The **Event Countdown** Clock now shows how much time is remaining before the event closes.

The left panel shows the Event **Checklist**. A checklist is displayed to walk you through submitting your response.

1.7.5.1   How to Select Lots

1.   After addressing any applicable prerequisites in an event, suppliers can begin responding to RFPs. To begin, click the **Select Lots** button to view available lots and line items and choose the items to include in your bid.
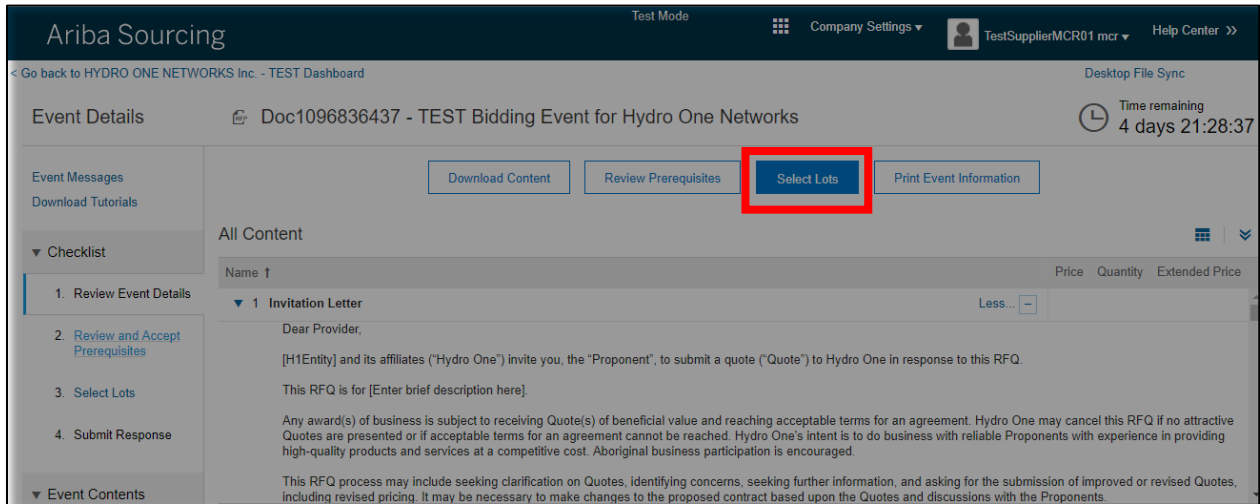
2. If available, the option to select a bidding currency will be shown on the Select Lots page.

3. Select your preferred bidding currency as well as the Lot(s) for your bid and click Submit.
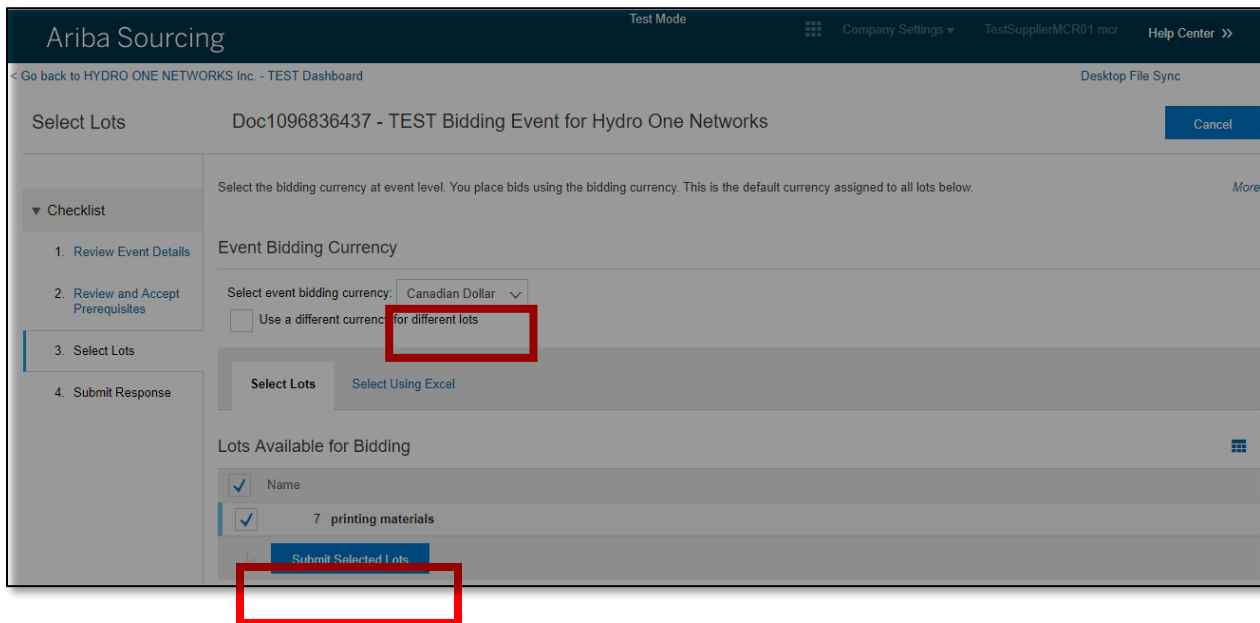
1.7.5.2 Submitting Event Responses

Once you have selected the Submit Selected Lots button, in the previous step, the Event contents will now be visible.

1. The Event Contents Panel on the left side of the page lists all the Event sections. Click on the section names to view the section contents.

2. In the middle, you will see the Event Console, where you can enter your responses.
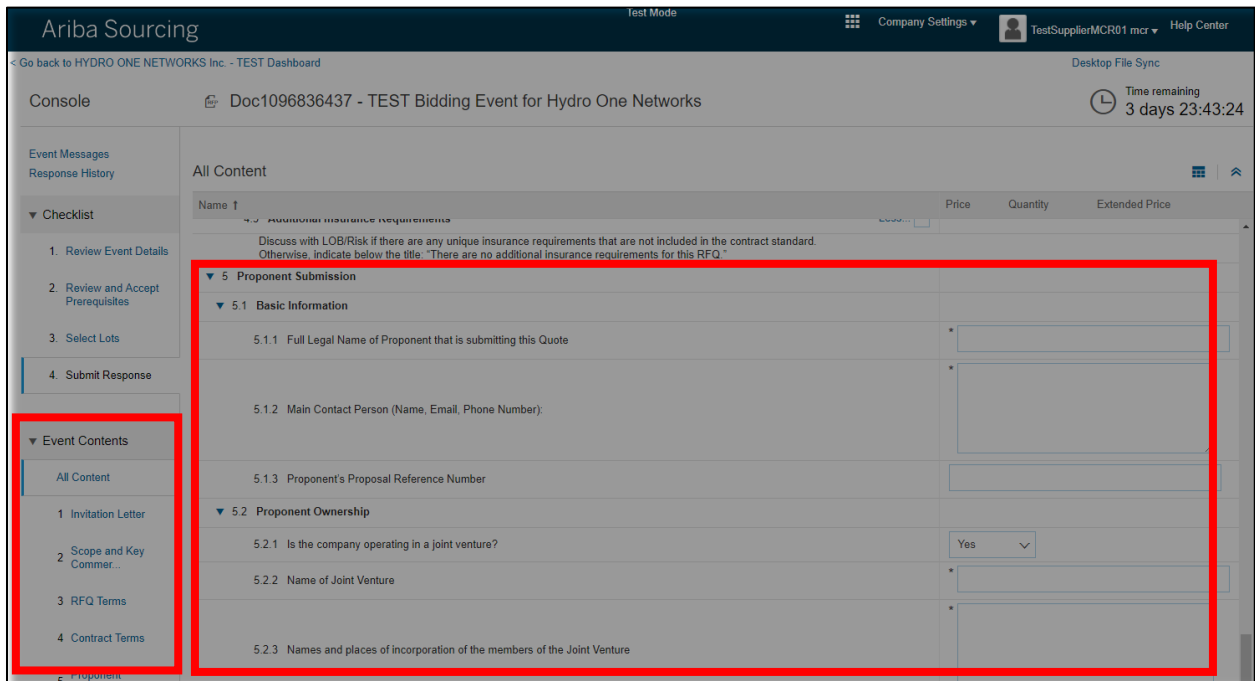
3. Depending on the set up, Event Content usually has the following sections:

    a. Introduction/Invitation – this contains instruction from the Buyer, their contact information and any documents that should be downloaded and reviewed

    b. Scope / Background – information on the requirement including key requirements

    c. RFx Terms – the terms and conditions governing the sourcing event.

    d. Contract Terms – including commercial terms. This section may contain questions that require an answer, as well as those that are optional

    e. Pricing – this displays the lots or line item on which you chose to Bid

(Note: The sourcing event to which you are invited may have a different format.)

4. Fields and questions marked with (*) asterisks require an answer. Questions that do not have asterisk are optional.
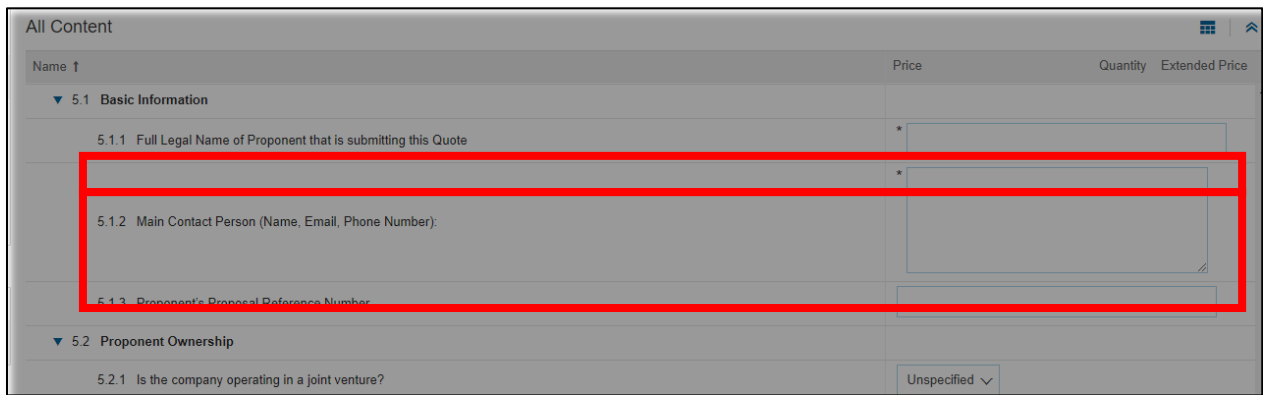

5. There are menus where you choose a response, such as dropdown boxes. There might also be checkbox groups where you can choose multiple answers.
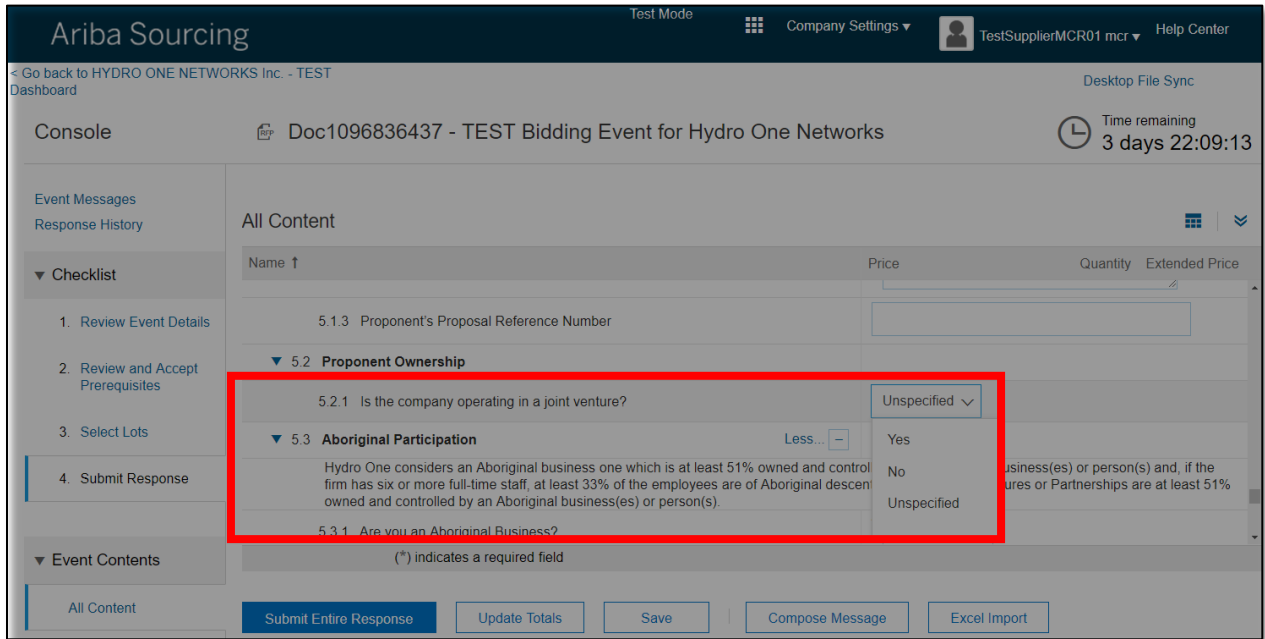
6. Single Line Text boxes are displayed for questions that require less input, while Multiple Line Text boxes are displayed for questions that need lengthy responses.
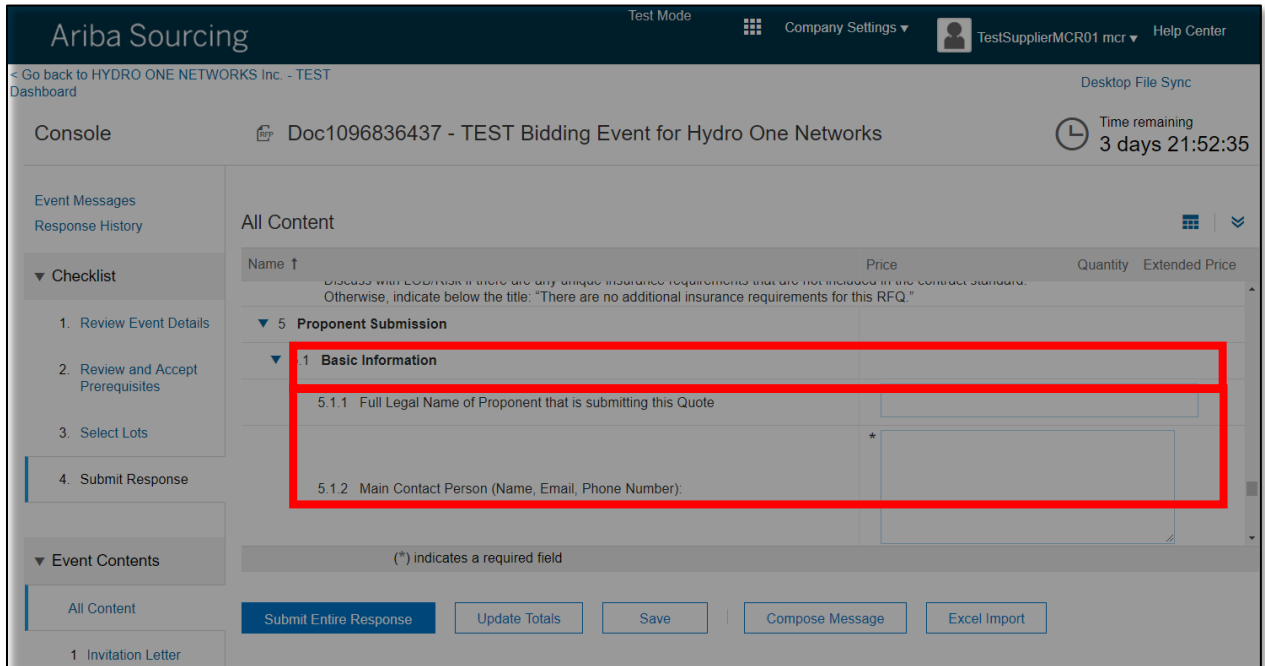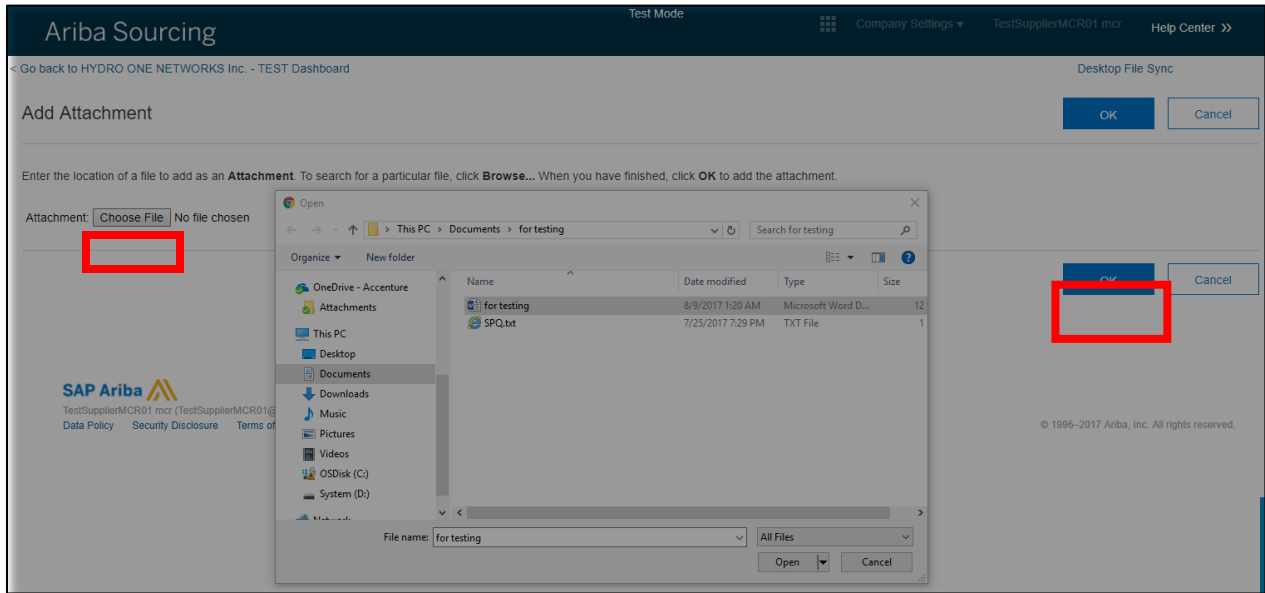

7. There are questions that may trigger Conditional Content. This content can be another question, a new section or an attachment that will be displayed when the criteria set by the buyer is met.
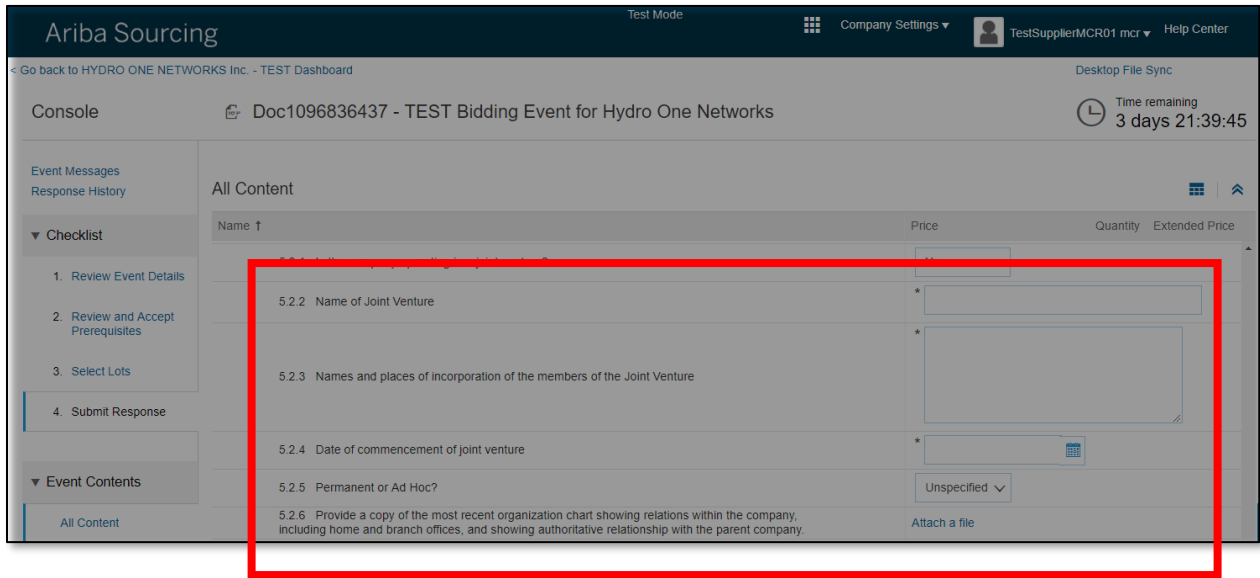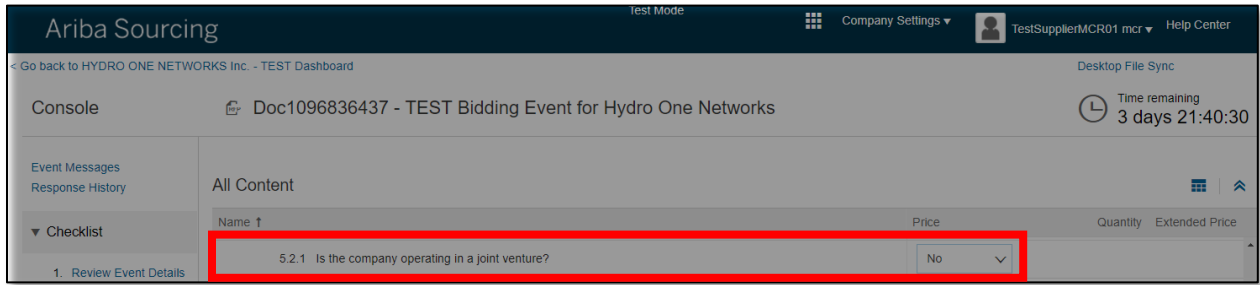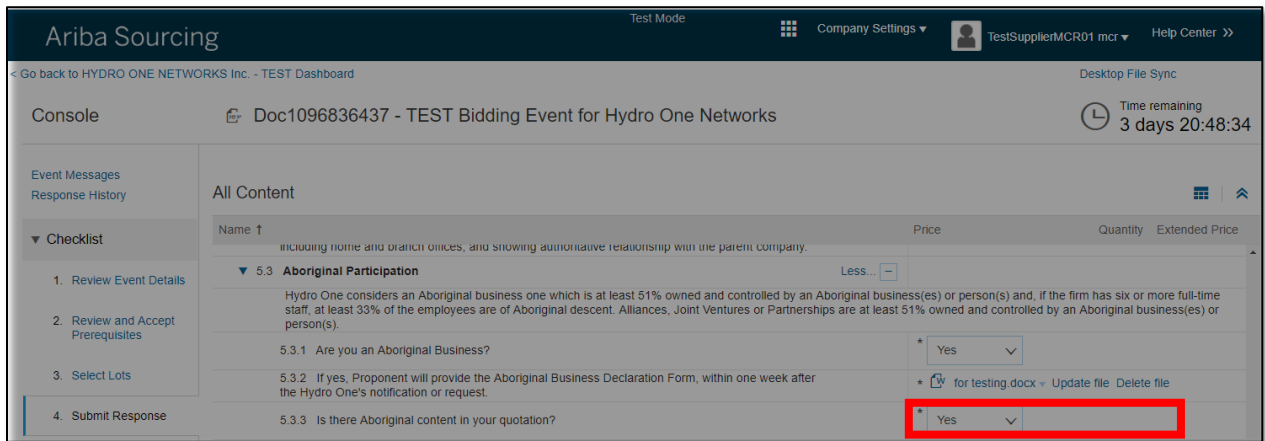
8. Some question will require you to add an attachment. To add an attachment, click the **Attach a File** link.
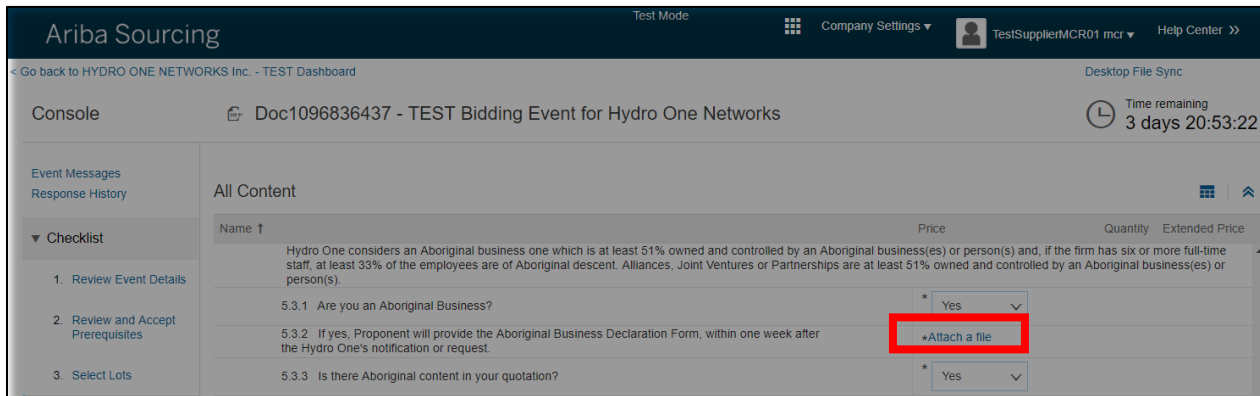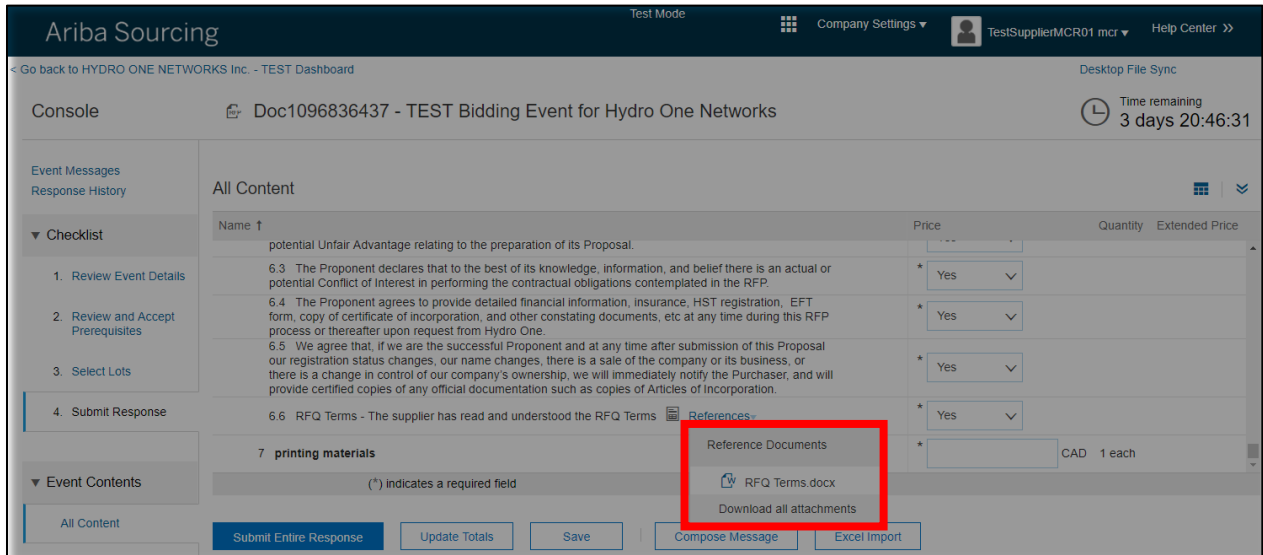

**9.** Click **Choose File** and browse for the item. Then click **OK**.

**10.** The new attachment will be added as response to the question.

11. Some questions will request that you download and review an attachment. Viewing file attachments are not allowed within Ariba. To download the attachment, click on the file and it will save automatically to your local drive.

12. You can choose to download all of the attachments included in the Event Contents by clicking on the **Download All Attachments** button.
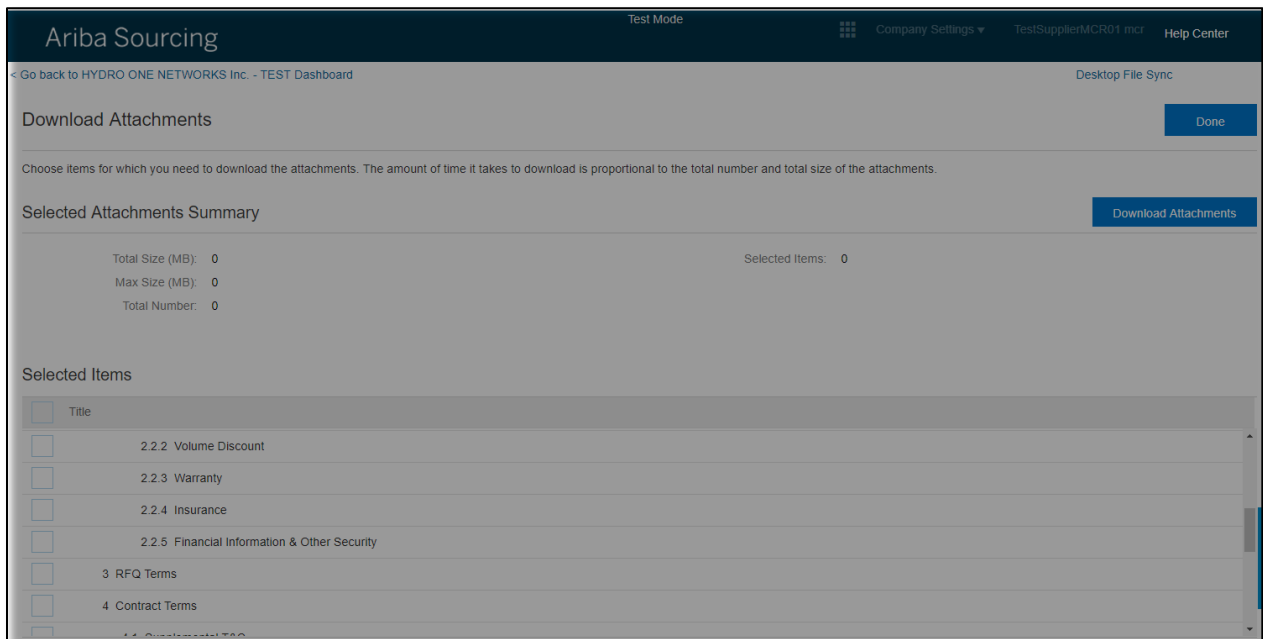

13. When working on large RFPs it is suggested to utilize the save button. It will allow you to store your answers without sending your responses to the Buyer and will allow you to finish your responses later and submit to the Buyer when you are ready.
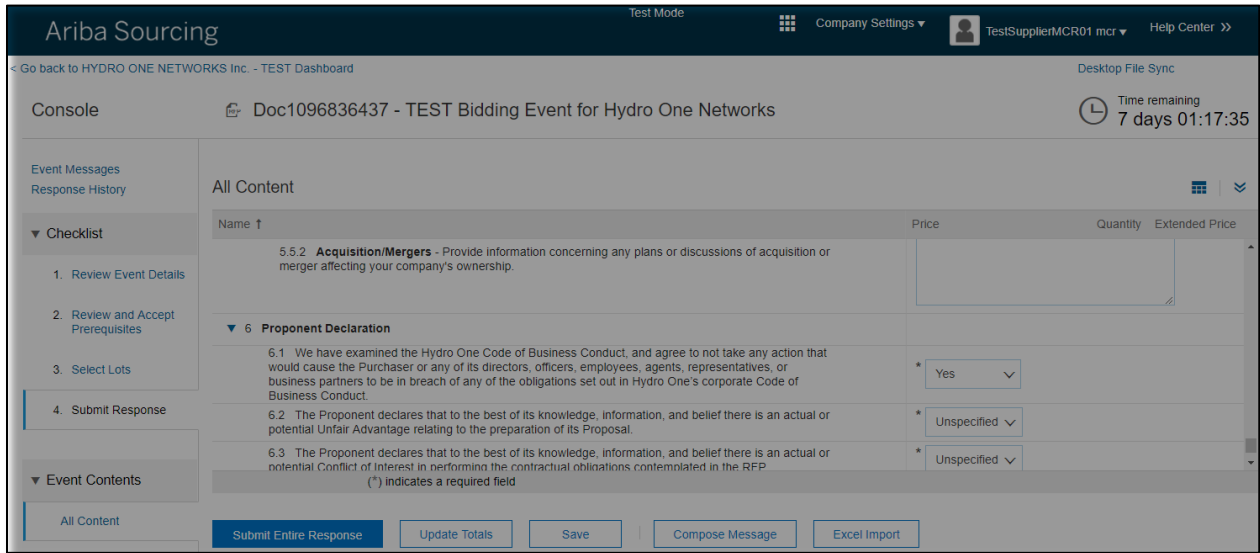
14. The Pricing section displays the lots and line items on which you chose to bid. The price must be lower or equal to the ceiling price set for the item.
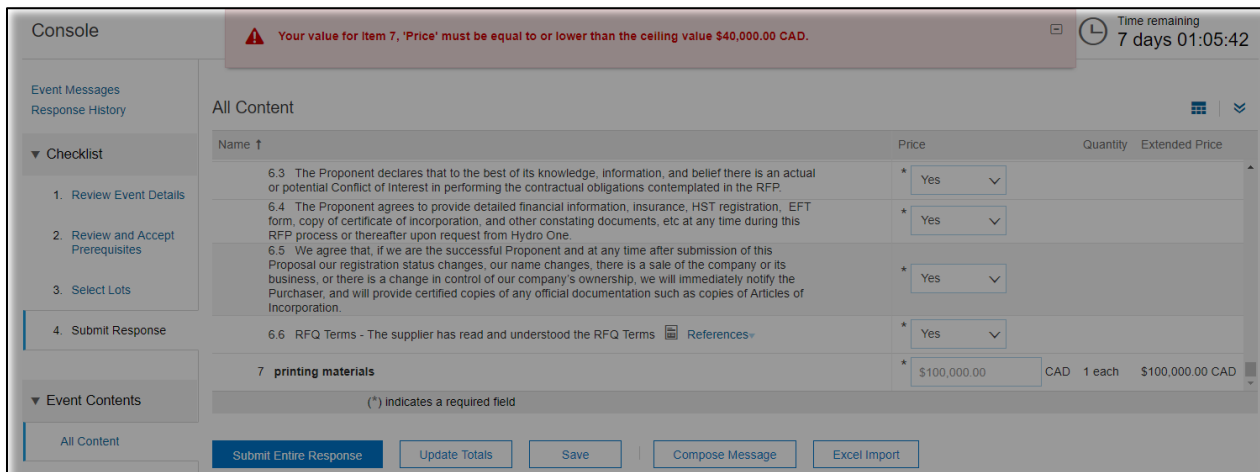
15. When your responses are complete, click **Submit Entire Response** to send your responses to the Buyer. If you forgot to answer a required question, the Ariba Sourcing system will display an error message indicating what you have left a required question as blank.

16. If an error message is displayed, you must go back and complete these responses. After the errors are corrected, click **Submit Entire Response** again.
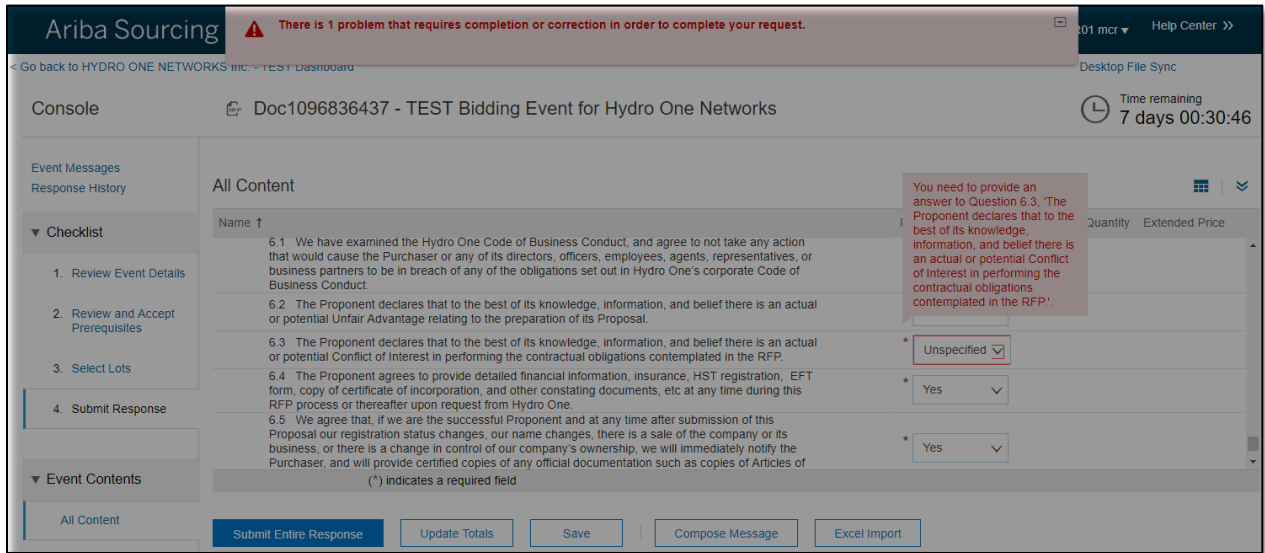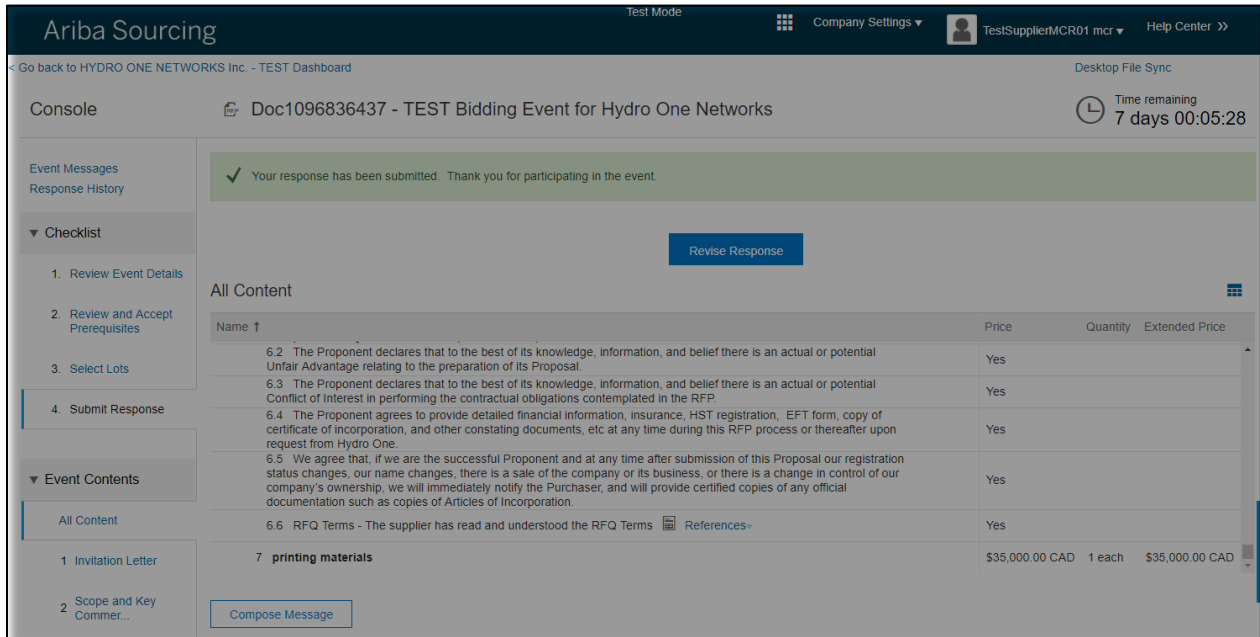
17. The **Submit this response** display message will appear. Click **OK** to confirm submission.
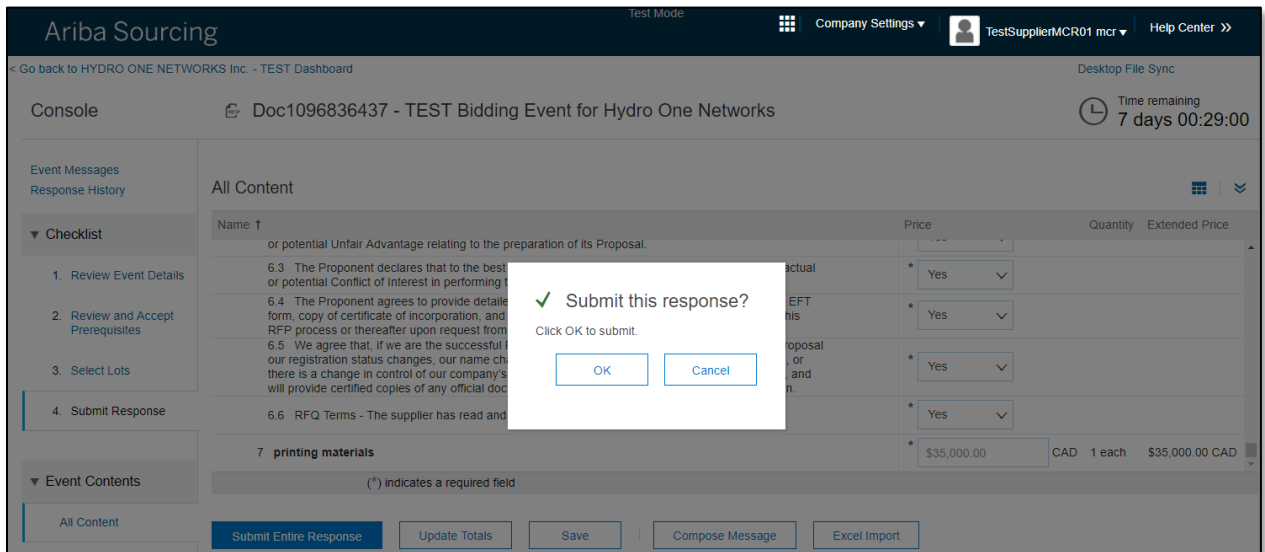

1.7.5.1 Revising your Responses

After you clicked on Submit Entire Response, Ariba Sourcing will display a message confirming that the responses have been successfully submitted. You can revise your responses multiple times before the bidding time ends.

1. To revise your responses, click on the **Revise Response** button.

2. The **Revise Response** pop up message will be displayed. Click OK to continue.
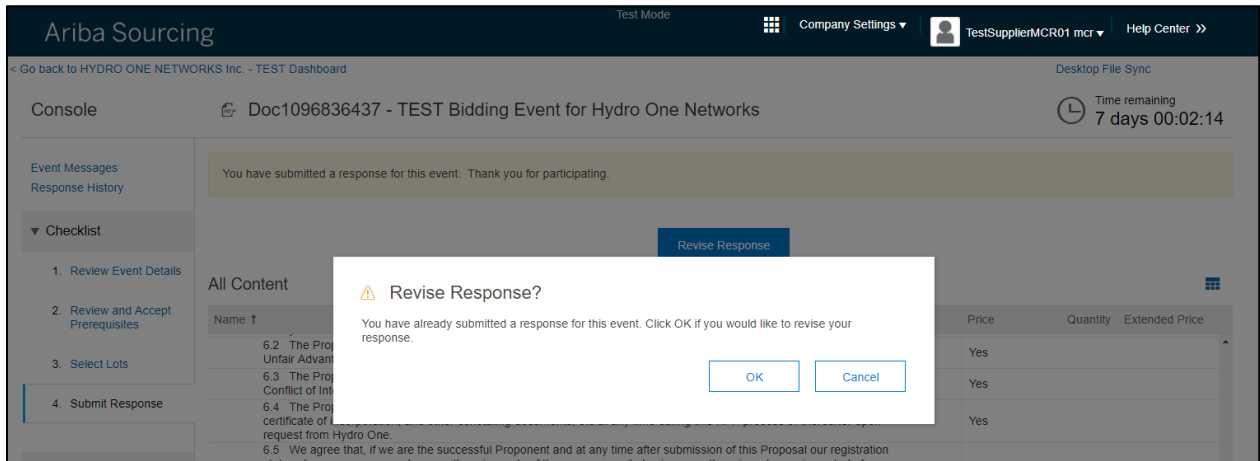
3. During this time, the fields on the Event Console will become editable. Click the **Submit Entire Response** button again to submit the updated responses.

4. When the bidding event ends, Ariba sourcing replaces the countdown timer with a **Pending Selection**. This means that the event is no longer accepting responses. During this time, the buyer is already evaluating the suppliers' responses and finalizing their award decision. The Buyer will communicate to the suppliers regarding the result of the award decision regardless if the supplier has been awarded or not.