



Participate in events

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2.1 Open an Event



2.1 Open an Event



How to open an event and start bid preparation

1. Find an event (RFP, RFI, e-Auction) you were invited to and **click on its name** to open it.

NOTE: Events where you can bid will be shown in **Status: Open** section.

2. Click on **Intend to Participate** button to start your bid preparation.

NOTE: If you don't want to participate in the event you can click **Decline to Participate** button to notify responsible purchaser.

The screenshot shows the SAP Ariba Proposals and Questionnaires interface. The top navigation bar includes 'SAP Ariba Proposals and Questionnaires', 'Standard Account', 'Upgrade', and 'TEST MODE'. The main content area is titled 'TESA - TEST' and contains a 'Tesa - TEST Requested Profile' section, a 'Public Profile Completeness' section (showing 35% completion), and an 'Events' table. The 'Events' table has columns for Title, ID, End Time, Event Type, and Participated. A red circle with the number '1' highlights the 'Status: Open (1)' section of the table. The 'RFQ - coating machine' event is highlighted with a red box.

Title	ID	End Time	Event Type	Participated
▶ Status: Completed				
▼ Status: Open (1)				
RFQ - coating machine	Doc773016876	10/12/2021 9:51 AM	RFP	No
▶ Status: Pending Selection (24)				

The screenshot shows the 'Ariba Sourcing' interface for 'Event Details' of 'Doc773016876 - RFQ - coating machine'. The page includes a 'Time remaining' of 00:27:32. A yellow banner contains the text 'You must decide whether or not you intend to participate in this event.' Below this banner, the 'Intend to Participate' button is circled with a red '2' and highlighted with a red box. Other buttons include 'Decline to Participate' and 'Print Event Information'. A 'Checklist' on the left lists: 1. Review Event Details, 2. Select Lots, 3. Submit Response. The 'Event Overview and Timing Rules' section shows: Owner: LeverX Third-Party, Event Type: RFP, Publish time: 10/11/2021 11:21 AM, Due date: 10/12/2021 9:51 AM, Currency: European Union Euro, and Commodity: Logistics 16000000.

2.2 Select items/lots to bid on



2.2 Select items/lots to bid on

Select items or lots to bid on



1. Once you are navigated to event details you will be able to review company information and project details: highlighted section “1. Review Event Details”
2. Click on **Select Lots** button to check lots and items available for bidding
3. Select items which you want to bid on and click on **Confirm Selected Lots**

The screenshot displays the Ariba Sourcing interface for an event titled "Doc773016876 - RFQ - coating machine". The interface is divided into several sections:

- Event Details:** Includes buttons for "Download Content", "Select Lots" (highlighted with a red box and circled with a '2'), and "Print Event Information". A "Time remaining" indicator shows 00:26:48.
- Checklist:** A sidebar on the left contains a checklist with three items: "1. Review Event Details" (highlighted with a blue box and circled with a '1'), "2. Select Lots", and "3. Submit Response".
- All Content:** A table with columns for "Price", "Quantity", and "Extended Price". It contains sections for "1. Introduction", "1.1 Company information", and "1.2 Project information".
- Select Lots:** A modal window titled "Select Lots" for "Doc773016876 - RFQ - coating machine". It includes a "Cancel" button and instructions: "Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once [More](#)". It features a "Select Lots" button and a "Select Using Excel" option.
- Lots Available for Bidding:** A table with columns for "Name" and "Quantity". It lists "2 Coating machine" with a checked checkbox (highlighted with a red box and circled with a '3'). Below the table is a "Confirm Selected Lots" button (highlighted with a red box).

2.3 Enter your proposal



2.3 Enter your proposal

How to provide your proposal

1. Provide a price using **Price** field
2. Provide additional information for each item (it can be incoterms, payment terms, etc.)

NOTE: Required information is marked with red start sign near the field name

3. Click on **Update** Totals button to have final price calculated

4. **Make sure that Extended price contains your total proposal price**

NOTE: Total cost will be calculated based on the Price and Quantity: most of the times you will need to **provide price per 1 quantity** unit. Means that total cost formula is **Price * Quantity**

Ariba Sourcing interface showing the 'All Content' table for 'Doc773016876 - RFQ - coating machine'. The table has columns: Name, Price, Quantity, and Extended Price. The 'Coating machine' row has a price of 5000 EUR and a quantity of 10 Each. The 'Incoterms' field is set to DDP and 'Payment Terms' is set to PT60. Red circles highlight the 'Price' field (1) and the 'Incoterms' and 'Payment Terms' fields (2).

Ariba Sourcing interface showing the 'All Content' table for 'Doc773016876 - RFQ - coating machine'. The table has columns: Name, Price, Quantity, and Extended Price. The 'Coating machine' row has a price of €5,000.00 EUR and a quantity of 10 Each. The 'Extended Price' field is set to €50,000.00 EUR. The 'Update Totals' button is highlighted with a red box and a red circle (3). A red circle (4) highlights the 'Extended Price' field.

2.4 Submit your proposal



2.4 Submit your proposal

How to submit your proposal



1. Once you are ready to submit your proposal click on **Submit Entire Response** button

NOTE: Unless you click on the **Submit Entire Response** button, your response will not be received by the customer

2. Confirm bid submission via clicking **OK** button in appeared pop up

3. If you want to continue proposal preparation later without submitting your proposal to tesa you can click on **Save draft** button to save your progress and adjust it later

The screenshot shows the Ariba Sourcing interface for a procurement event. The main content area displays a table with columns for Name, Price, Quantity, and Extended Price. The table contains one row for 'Coating machine' with a price of €5,000.00 and a quantity of 10. Below the table, there are several buttons: 'Submit Entire Response' (highlighted with a red box and a circled '1'), 'Update Totals', 'Save draft', 'Compose Message', and 'Excel Import'. The 'Submit Entire Response' button is the primary action for submitting the proposal.

The screenshot shows a confirmation dialog box titled 'Submit this response?'. It contains the text 'Click OK to submit.' and two buttons: 'OK' (highlighted with a red box and a circled '2') and 'Cancel'. This dialog box is used to confirm the submission of the proposal.

2.5 Adjust your proposal



2.5 Adjust your proposal

How to adjust your proposal after submission



1. If you need to change your response you can click on **Revise Response** button to open your bid in edit mode
2. **Time remaining** on the right side shows you how long an event will be open for bidding and response adjustments
3. Once event bidding is closed you will see that time is over and event is in **Pending Selection** state (means that responses will be evaluated by tesa purchaser)

NOTE: Once tesa purchaser decide and award one of suppliers an even state will be changed to **Completed** (not shown)

The screenshot shows the Ariba Sourcing interface for a bid titled 'Doc773016876 - RFQ - coating machine'. A green notification bar at the top states 'Your response has been submitted. Thank you for participating in the event.' A blue 'Revise Response' button is highlighted with a red box and a circled '1'. In the top right corner, a 'Time remaining' timer shows '00:19:02' and is also highlighted with a red box and a circled '2'. The left sidebar contains a checklist with 'Submit Response' selected. The main content area shows a table with columns for Name, Price, Quantity, and Extended Price, with a section for 'Introduction' containing company information.

The screenshot shows the Ariba Sourcing interface for the same bid. A yellow notification bar at the top states 'The bid shown is your last successfully submitted bid.' The 'Time remaining' timer is now replaced by a 'Pending Selection' status, highlighted with a red box and a circled '3'. The left sidebar shows 'Submit Response' as the selected item in the checklist. The main content area shows a table with columns for Name, Price, Quantity, and Extended Price, with a section for 'How to respond' containing instructions for the bidder.



Thank you for your attention!

