How to Participate in a Sourcing Event

When to use this *How to Guide*:

Follow the steps in this guide to submit a response to a sourcing event at The City.

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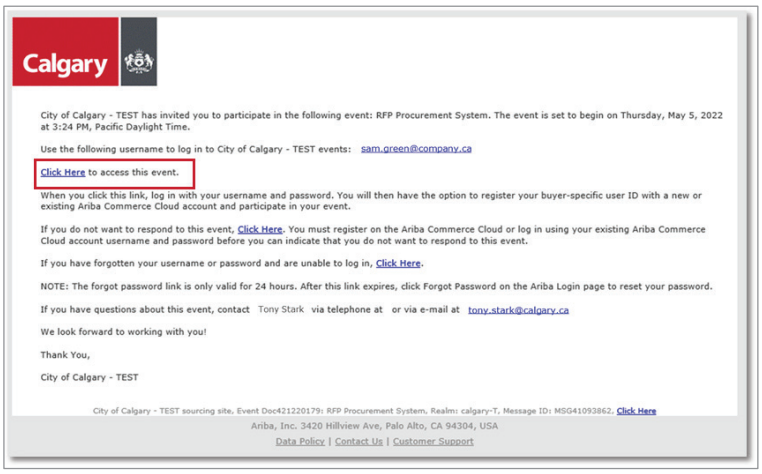
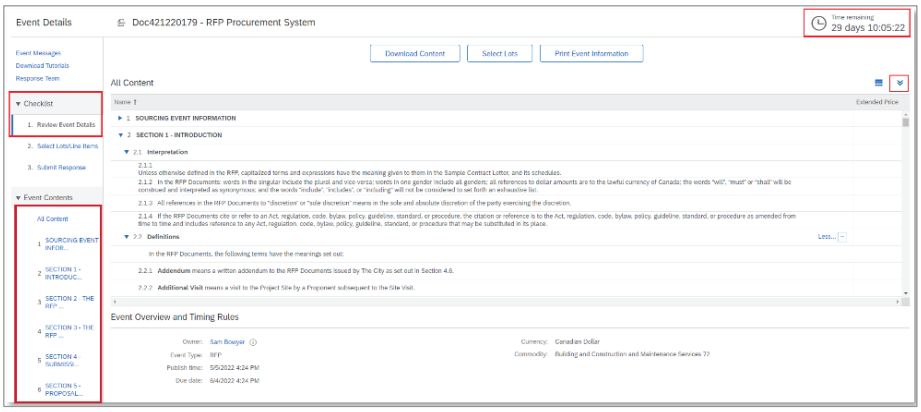
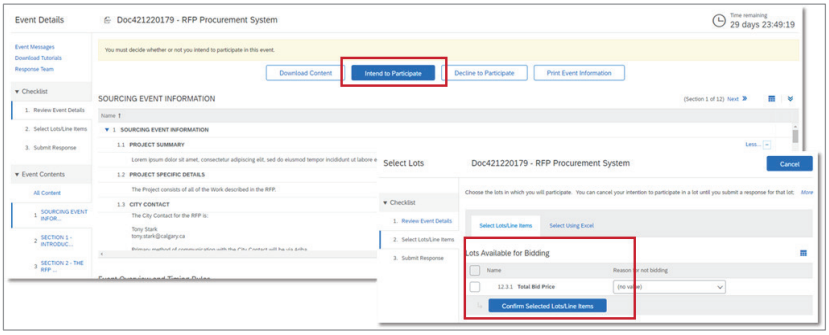
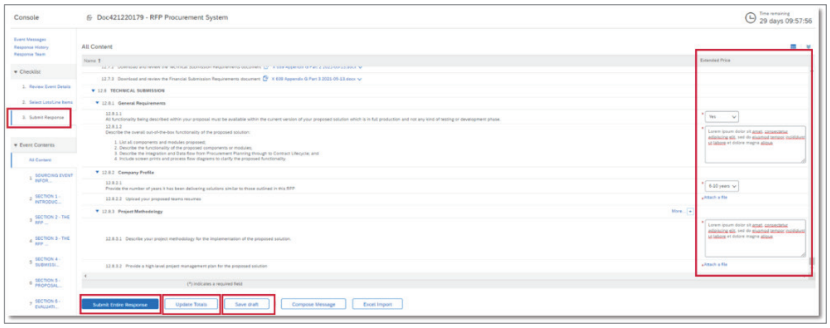
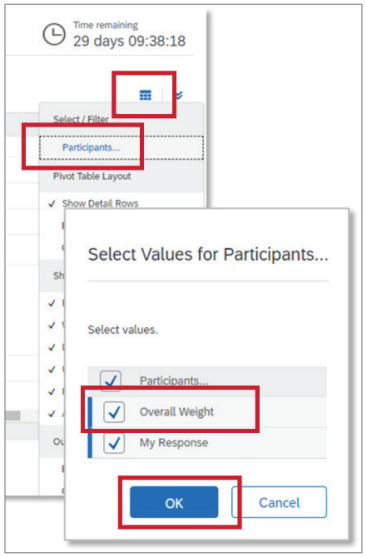
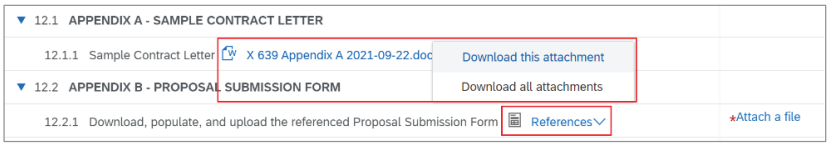
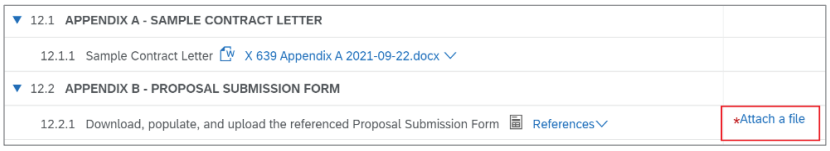
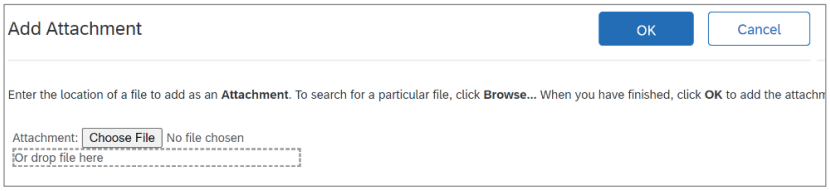
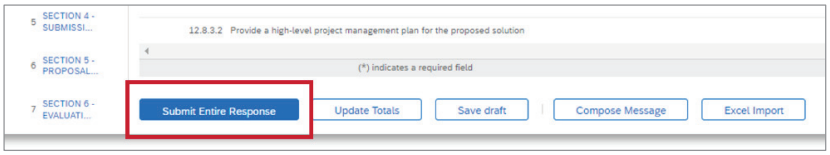
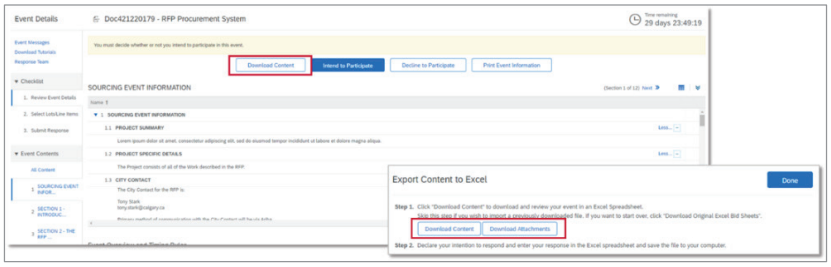
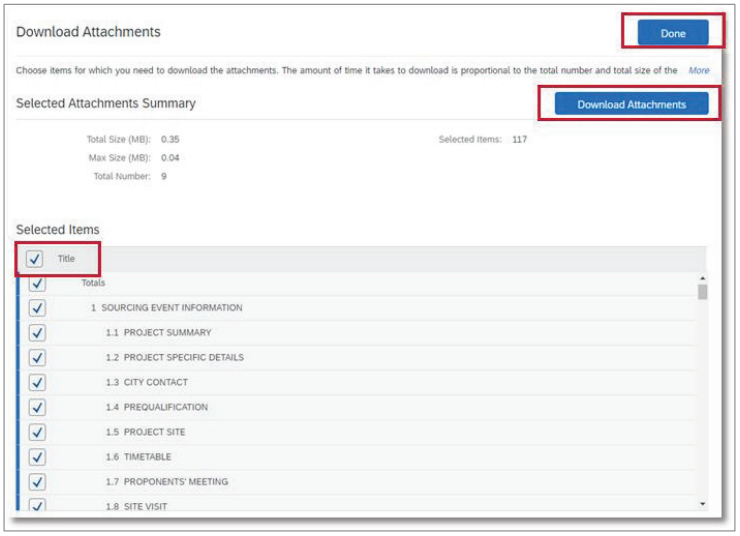
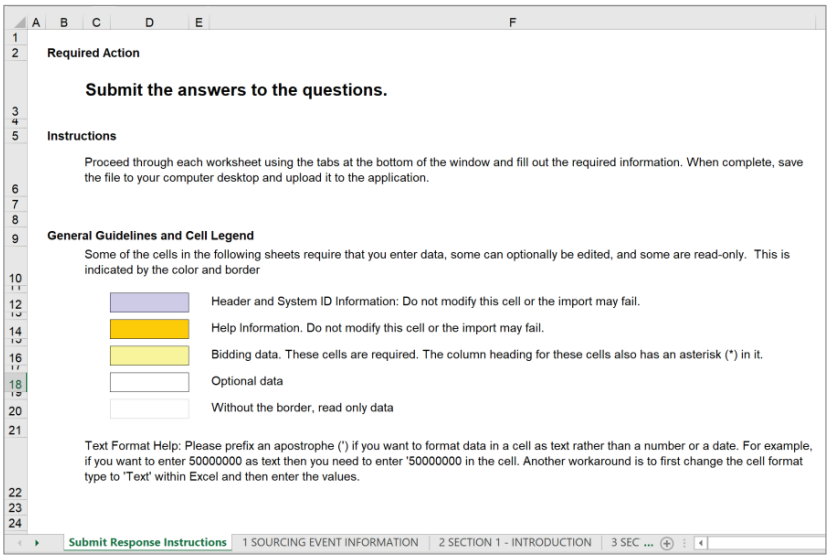
STEP	ACTION
PART 1 - ACCESS SOURCING OPPORTUNITIES AT THE CITY	
	There are two ways for suppliers to access sourcing opportunities at The City. 1. Suppliers who are pre-qualified in a specific category will receive an email from The City inviting them to participate in an RFx for a procurement in that category. On the email invitation, click **Click Here to access this event**.  Calgary City of Calgary - TEST has invited you to participate in the following event: RFP Procurement System. The event is set to begin on Thursday, May 5, 2022 at 3:24 PM, Pacific Daylight Time. Use the following username to log in to City of Calgary - TEST events: sam.green@company.ca 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 Commerce Cloud account and participate in your event. If you do not want to respond to this event, Click Here. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud 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 Tony Stark via telephone at or via e-mail at tony.stark@calgary.ca We look forward to working with you! Thank You, City of Calgary - TEST City of Calgary - TEST sourcing site, Event Doc421220179: RFP Procurement System, Realm: calgary-T, Message ID: MSG41093862. Click Here Ariba, Inc. 3420 Hillview Ave, Palo Alto, CA 94304, USA Data Policy | Contact Us | Customer Support 2. Suppliers can access sourcing opportunities in non-prequalified categories through Ariba Discovery. Refer to the instructions for *How to Locate Opportunities on SAP Ariba Discovery.*

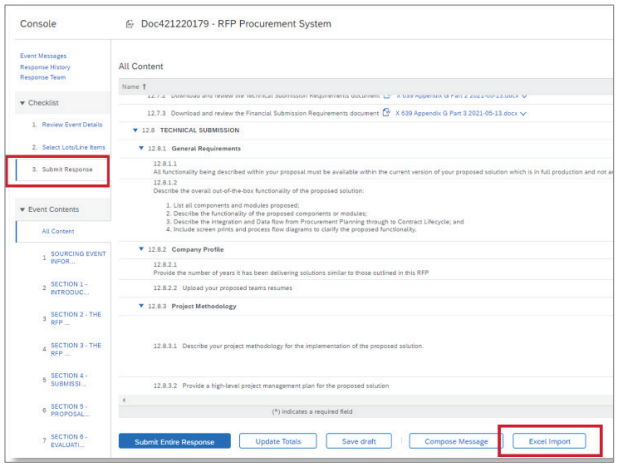
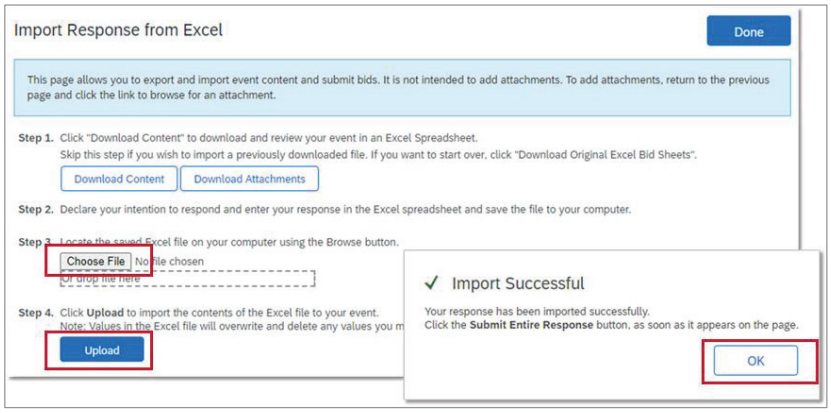
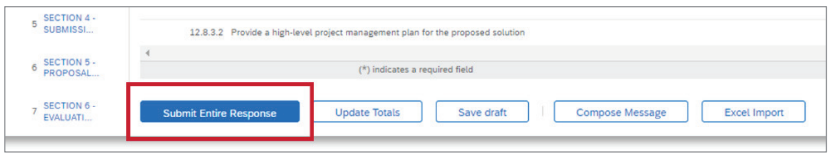
STEP	ACTION
PART 2 - REVIEW EVENT DETAILS	
1.	To review details about the sourcing event prior to creating a response: i. On the **Checklist**, click **Review Event Details**. ii. Click through the sections under **Event Contents** to review sourcing event details.  Note: The **Time remaining** until the event closes is shown in the top right corner of the page. If there is inconsistency between the **Time remaining** and any other submission deadline in the posting, the **Time remaining** deadline takes priority. Tip: Click the **Minimize / Maximize table** icon in the top right corner of the page to expand the table view.
2.	To submit a response to a posted sourcing event: i. Click **Intend to Participate**. This step is mandatory for suppliers who are invited by The City**.** ii. On the **Checklist**, click **Select Lots/Line Items**. iii. On the **Select Lots/Line Items** tab, select the lots you want to respond to from the list of **Lots Available for Bidding**. iv. Click **Confirm Selected Lots/Line Items**. Note: If all Lots/Line items are required by The City you will not have the option to select. 

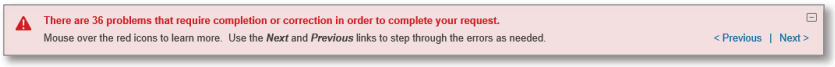
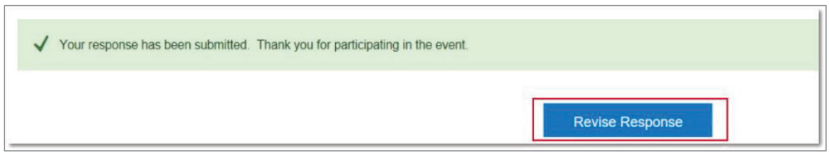
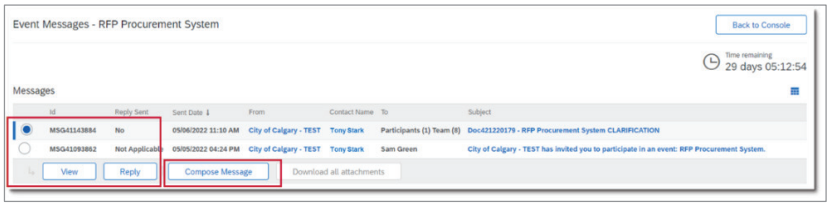
STEP	ACTION
	You can compose your response to the sourcing event through the Ariba system, or by exporting the event content to Excel and completing your response in Excel.
	PART 3 - RESPOND THROUGH THE SYSTEM
1.	To create your response: i. On the **Checklist**, click **Submit Response**. ii. Read and respond to the questions in each section under **Event Contents**. • Most, if not all, questions are contained in the **Appendices and Submission** section. • Answers marked with an asterisk are mandatory. • Answer types can vary, e.g. Yes/No, text, attachment, prices, etc. iii. Click **Save draft** to save your answers. You can edit saved answers at any time prior to the event closing. iv. Click **Update Totals** to calculate and validate extended prices. 
2.	To add a column for the weight of each section: i. Click the **Table Options Menu**. ii. Click **Participants…** iii. Select the **Overall Weight** check box. iv. Click **OK**. 

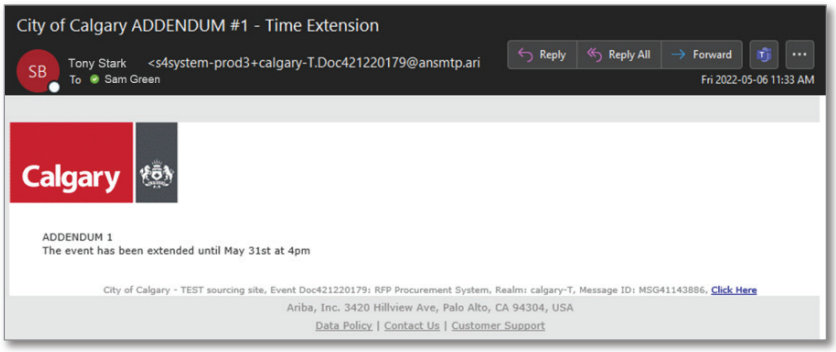
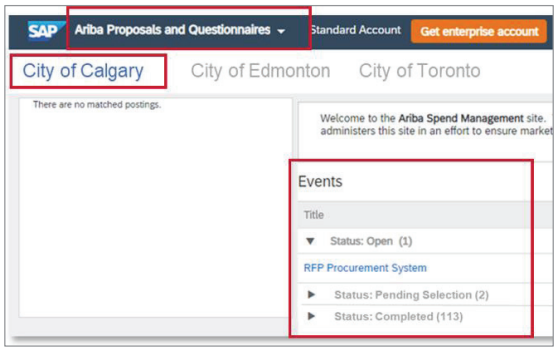
Step	Action
3.	To download attachments: i. Click the document name. ii. Click **Download this attachment**. 
4.	To attach a file to your response: i. Click **Attach a file**.  ii. On the **Add Attachment** page, click **Choose File** to locate your file. iii. Click **OK**.  The file will be uploaded into the **Event Contents**.
5.	When your response is finalized click **Submit Entire Response**. 

STEP	ACTION
PART 4 - RESPOND THROUGH EXCEL	
1.	To download the event into Excel: i. Click **Download Content**. ii. On the **Export Content to Excel** page, click **Download Content**. iii. Click **Download Attachments**. 
2.	To download attachments: i. On the **Download Attachments** page select the **Title** check box to select all documents within the sourcing event. ii. Click **Download Attachments**. iii. Click **Done** (and **Done** again to return to the **Event Details** page). 

Step	Action
3.	To create your response: i. Open the downloaded Excel document. ii. Review the instructions on the **Submit Response Instructions** tab. iii. Click through the tabs to review event details. Tab names match the section names in the system. iv. Answer questions on the section tabs as necessary. Most, if not all, questions are contained in the **Appendices and Submission** tab. Note: Any required attachments cannot be inserted into Excel. They must be uploaded in the system. v. When you have answered all required questions, save and close the Excel file. Note: • Only edit the Excel file with your responses. Do not delete any content or change the formatting. • You do not have to complete all parts of the RFx to upload the file.  **Required Action** **Submit the answers to the questions.** **Instructions** Proceed through each worksheet using the tabs at the bottom of the window and fill out the required information. When complete, save the file to your computer desktop and upload it to the application. **General Guidelines and Cell Legend** Some of the cells in the following sheets require that you enter data, some can optionally be edited, and some are read-only. This is indicated by the color and border Header and System ID Information: Do not modify this cell or the import may fail. Help Information. Do not modify this cell or the import may fail. Bidding data. These cells are required. The column heading for these cells also has an asterisk (*) in it. Optional data Without the border, read only data Text Format Help: Please prefix an apostrophe (') if you want to format data in a cell as text rather than a number or a date. For example, if you want to enter 50000000 as text then you need to enter '50000000 in the cell. Another workaround is to first change the cell format type to 'Text' within Excel and then enter the values. Submit Response Instructions | 1 SOURCING EVENT INFORMATION | 2 SECTION 1 - INTRODUCTION | 3 SEC ...

Step	Action
4.	To submit your Excel response through the Ariba system: i. On the **Checklist**, click **Submit Response**. ii. Click **Excel Import**. 
5.	To import your Excel response: i. On the **Import Response from Excel** page, click **Choose File** to locate your file. ii. Click **Upload**. Your responses will be entered into the **Event Contents**. iii. Click **OK** on the **Import Successful** dialog box. Note: Responses uploaded through Excel overwrite responses entered through the system. 
6.	To submit your response: i. Confirm that your response from Excel and any required attachments are correctly imported. ii. Click **Submit Entire Response**. 

Step	Action
7.	If your response is incomplete an error message will appear at the top of the screen that will help you navigate to the question or line-item that needs to be completed or corrected. 
Part 5 - Revise Your Response	
	You can revise a submitted response prior to the event closing. The City Buyer will only see the last response that is submitted before the event closes. To revise a response: i. Click **Revise Response** and follow the prompts. ii. Select answers to be revised and edit as necessary. iii. Click **Submit Entire Response**. 
Part 6 - Communicating with The City	
1.	All communication regarding sourcing events must be submitted through SAP Ariba. To view messages and submit a question, click **Event Messages.**
2.	On the **Event Messages** page, you can: • Select a message and click **Reply**. • Select a message and click **View** to open it. Then click **Reply** within the message. • Click **Compose Message** to send a new message to the project team. 

Step	Action
Part 7 - Addenda Issued by The City	
	Suppliers will receive an email when an addendum is issued for an event to which they have responded. Addenda information is automatically updated within the **Event Contents.** A list of addenda will appear in the **Event Messages**. It is the supplier's responsibility to review all addenda prior to the submission deadline to determine if a revised response is needed. 
Part 8 - View Ariba Proposals and Questionnaires	
	The **Ariba Proposals and Questionnaires** section of the SAP Business Network provides a list of previously accessed Sourcing Events. To access this section: i. Ensure the selected customer is **City of Calgary**. ii. In the **Events** section, a list of events that you have previously accessed are grouped by status. iii. Expand the sections to see sourcing events by status. iv. Click an event name for more information.