Submitting an Additional (Alternative) Response to a Sourcing Event

A step by step guide

Step 1: Submit Primary Bid

Step 2: Create and Submit your Alternative Bid

  Pricing Alternative

Bundle Alternative

Tiered Bundle

SAP Ariba Tutorial

Alternative Bidding (5:00) for more information about submitting alternative bids
In certain events, the City of Edmonton allows suppliers to provide multiple responses to one sourcing event. This allows suppliers to submit an alternate response in a way that they feel best meets the needs of the City of Edmonton, in addition to their primary bid. SAP Ariba supports three types of alternative bids:

- **Alternative Pricing** - Allows you to submit different values for the terms included in an item and adjust your price accordingly.
- **Supplier Bundles** - Allows you to submit discounted pricing based on bundles of items you create.
- **Volume Tiers** - Allows you to create volume tier structures with pricing at each of the volume tier levels.

Although SAP Ariba supports the three types of alternative bids, not every event will allow all three types to be utilized. The dropdown field under Create Alternative will indicate what types are supported.

To submit an alternative bid:

**Step 1: Submit Primary Bid**
Submit your primary bid following the standard process. You will need to submit this primary bid in order to submit an alternative bid.

**Step 2: Create and Submit your Alternative Bid**
Select Revise Response. Open the event and click the Create Alternative button at the top of the Sourcing Event and select the Pricing Alternative, Bundle Alternative or Tier Alternative.
You can delete alternative bids at anytime before you submit your response, however you cannot delete an alternative response after it has been submitted.

Pricing Alternative

I. Select the item for which you would like to create a Pricing Alternative and select OK.

II. Select the Tab for your newly created alternative at the top of the Sourcing Event.
III. Fill in your proposed alternative pricing and select **Submit Entire Response** to submit your alternative bid and select **OK**.

### Bundle Alternative

I. Select the items for which you would like to create a Bundle Alternative and select **OK**.

II. Select the Tab for your newly created alternative at the top of the Sourcing Event.

III. Fill in your proposed bundled pricing and select **Submit Entire Response** to submit your alternative bid.
Tiered Bundle

I. Selecting the item for which you would like to create tiered pricing under the **Items (A)** section, and then enter the tiers under the **Tier (B)** section. Select **Apply (C)**

II. Select the Tab for your newly created alternative at the top of the Sourcing Event.
III. Fill in your proposed tiered pricing and select Submit Entire Response to submit your alternative bid.