

Responding to a Sourcing Event using Microsoft Excel

Responding to a Sourcing Event using Microsoft Excel

A step by step guide

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**SAP Ariba
Tutorial**

[Custom Excel Bidding \(2:25\)](#) to submit a bid using Microsoft Excel.



When responding to a Sourcing Event with a large amount of line items, it may be useful to download the content to Microsoft Excel to Submit a Response. To do so:

Step 1: Download Content

Under the heading *Event Content* select **All Content**, scroll to the bottom of the Sourcing Event and select the **Excel Import** and then the **Download Content** button. This will allow you to download the Sourcing Event in Microsoft Excel format.

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Event Messages
Response History

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots
4. Submit Response **1**

▼ Event Contents

- All Content **2**
- 1 Invitation
- 2 Instructions
- 3 Evaluation Process
- 4 Bid Preparation and ...
- 5 Bid Response Items
- 6 Contract Documents
- 7 Sourcing Event Attac...
- 8 Addenda (if applicable)

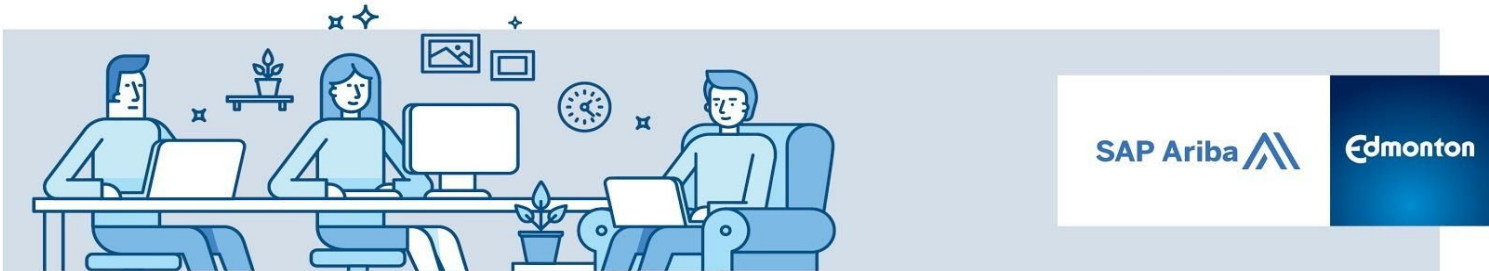
Primary

All Content ☰ ⌵

Name ↑	Price	Days on Site	M&P Ref.	D&C Ref.	SP Ref.	UoM	Quantity	Extended Price
▶ 2 Instructions								
▶ 3 Evaluation Process								
▶ 4 Bid Preparation and Submission								
▶ 5 Bid Response Items								
▶ 6 Contract Documents								
▶ 7 Sourcing Event Attachments								
8 Addenda (if applicable)								

(*) indicates a required field

Submit Entire Response
Update Totals
Save draft
Compose Message
Excel Import **3**




Responding to a Sourcing Event using Microsoft Excel

Export Content to Excel

Step 1. Click "Download Content" to download and review your event in an Excel Spreadsheet. Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".



Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.



Tip Make sure to also download any attachments that might have been included with the Sourcing Event. To download attachments click **Download Attachments**.

Step 2: Complete the Excel Template following the Instructions in the Guide

It is important that the template be completed following the instructions described in the first tab of the workbook. Any Excel formatting changes (ie. adding or deleting rows, changing formulas etc.) will lead to errors when uploading the template. In general, the first tab (Intend to Respond Instructions) will have the following structure:

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 optional if you are selecting lots to which you intend to respond, otherwise they are required. Cells that you fill in are copied into the event when you import the spreadsheet. The column heading for these cells also has an asterisk (*) in it.
	Intend to Bid data. These cells are required; specify Yes or No.
	Optional data
	Without the border, read only data

A sample price table for a Microsoft Excel Sourcing Event is included below. In this example, the yellow cells are to be completed by the supplier in order to submit their bid (*Bid Response Items*)



Tab).

Number	Name	Description	Table Section Column	Alternative	Bundle or Tier Name	Tier Range	Answer	Intend To Respond	Currency	Contingency 1	Contingency 2	Contingency 3	Price	* Days on Site
5.2.2	TID Test Pricing							Yes	CAD	100000	200000	300000		
5.2.2.1	Site Occupancy								CAD				1000	
5.2.2.2	Common Excavation								CAD					
5.2.2.3	Fill Compaction								CAD					
5.2.2.4	Supply Clean Clay Fill								CAD					
5.2.2.5	Remove Concrete Walk								CAD					
5.2.2.6	Remove Slab On Island								CAD					
5.2.2.7	Remove Asphalt Course								CAD					
5.2.2.8	Remove Curb & Gutter								CAD					
5.2.2.9	Trench And Backfill 2-3 m								CAD					
5.2.2.10	250mm Pipe Trench And Backfill 2-3 m								CAD					
5.2.2.11	300mm Pipe Additional Payment for Granular Type 2 Backfill								CAD					
5.2.2.12	Gravel 3-20 Base								CAD					
5.2.2.13	City Gravel 3-63 Base								CAD					
5.2.2.14	Class B Concrete Base by Volume								CAD					
5.2.2.15	Cement Stabilized Subgrade								CAD					
5.2.2.16	Cement for Stabilizing by Weight								CAD					
5.2.2.17	Plant Mix Soil Cement								CAD					
5.2.2.18	10mm-HT Asphalt								CAD					
5.2.2.19	20mm- B Asphalt								CAD					



Attachments cannot be submitted when responding using Excel. Attachments need to be submitted by responding to questions directly in SAP Ariba.

Step 3: Upload the Excel Response to Ariba

Make sure to click **4. Submit Response** under the heading **Checklist**. Under the heading **Event Content**, click on **All Content** then navigate to the bottom of the page and select **Excel Import**. Select **Choose File** and select the file with the saved responses then click **Upload**. The system will upload the Excel response and record it in SAP Ariba.



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Console

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Time remaining
40 days 10:59:29

Event Messages
Response History

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots
- 4. Submit Response 1**

▼ Event Contents

- All Content 2**
- 1 Invitation
- 2 Instructions
- 3 Evaluation Process
- 4 Bid Preparation and ...
- 5 Bid Response Items
- 6 Contract Documents
- 7 Sourcing Event Attac...
- 8 Addenda (if applicable)

Primary

All Content

Name ↑	Price	Days on Site	M&P Ref.	D&C Ref.	SP Ref.	UoM	Quantity	Extended Price
▶ 2 Instructions								
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Import Response from Excel

This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment.

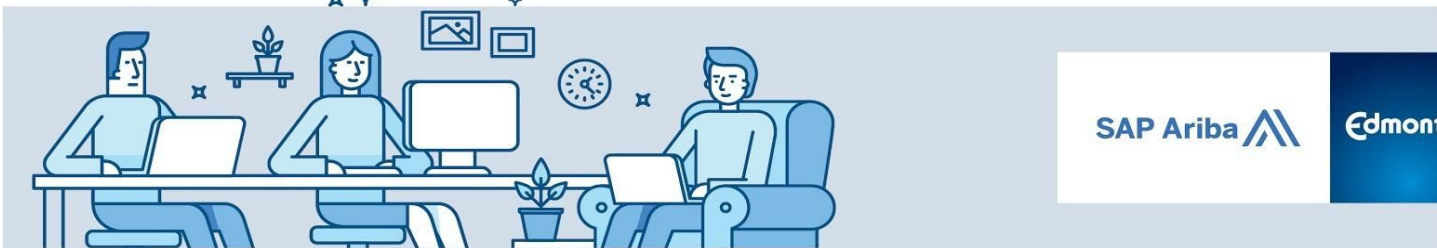
Step 1. Click "Download Content" to download and review your event in an Excel Spreadsheet. Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

Step 3. Locate the saved Excel file on your computer using the Browse button.

No file chosen
Or drop file here

Step 4. Click Upload to import the contents of the Excel file to your event. **Note: Uploading an Excel file will overwrite and delete any values you may have entered in your saved response.**



Responding to a Sourcing Event using Microsoft Excel

Step 4: Submitting Response

Once the response is completed, click **Submit Entire Response** to finalize and submit the response to the Opportunity.

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▼ Checklist

1. Review Event Details
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3. Select Lots
4. Submit Response

▼ Event Contents

- All Content
- 1 Invitation
- 2 Instructions
- 3 Evaluation Process

Primary

All Content ☰ ⌵

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Submit Entire Response
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Excel Import

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