

# Participating in an Elia Sourcing Event

## Supplier Information Guide

<b>About this document</b>	Elia uses the tool Ariba to organize sourcing events such as Requests for Proposal. When you want to participate in a sourcing event you submit offer in Ariba.  This guide walks you through the steps to participate in an Elia sourcing event after you have registered on the Ariba platform.
<b>Version</b>	Version 4, 05/01/2016
<b>Read more</b>	Participating in an Elia reverse auction

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# 1 Respond to an Elia sourcing event

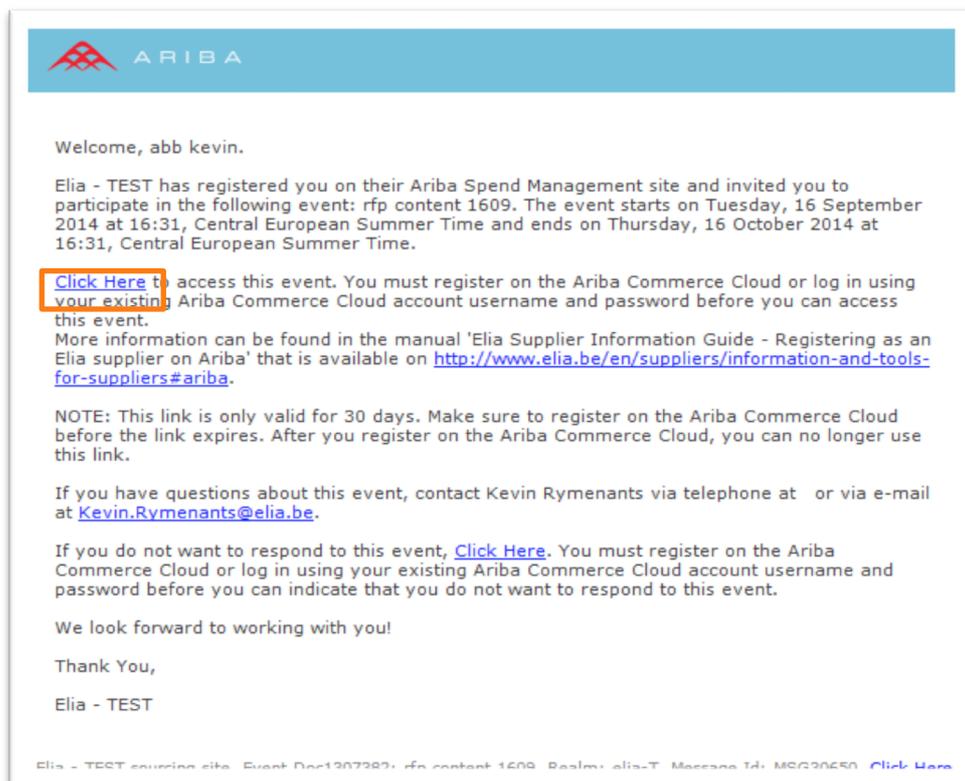
Before you can participate in an Elia sourcing event, you have to register on Ariba as an Elia supplier. You can find more information in the Supplier Information Guide 'Registering as an Elia supplier'.

Once you have an Ariba account, you can login to your Ariba profile and view the events you have been invited for. This allows you to participate or not in a given event.

## 1.1 Access an Elia sourcing event

When an Elia buyer invites you to participate in a sourcing event, you receive an invitation e-mail.

- 1 Click on **Click here** to access the login page.

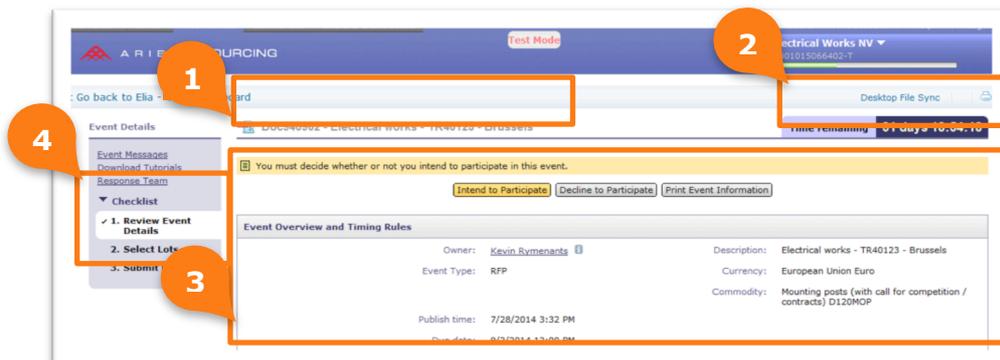


- 2 You can now login to Ariba.  
Enter your **username** and **password** then click **Log in**.



This page contains the following information:

- 1 The **Unique Number** and the title of the event.  
**Note**  
This unique number can be useful when you need support from the Ariba Customer Support.
- 2 The **Time** the event remains open. As long as the event is open, you can submit or change your response.
- 3 The **Event Overview and Timing Rules** contains basic information about the event.
- 4 The **Checklist** helps you to double check before you submit your response that all the necessary information has been provided.  
**Note**  
Before you access these steps you should indicate whether or not you are interested in participating in the event.



## 1.2 Intend or decline to participate

If you are interested in the event, you express your intent to participate. You then have access to the details of the request.

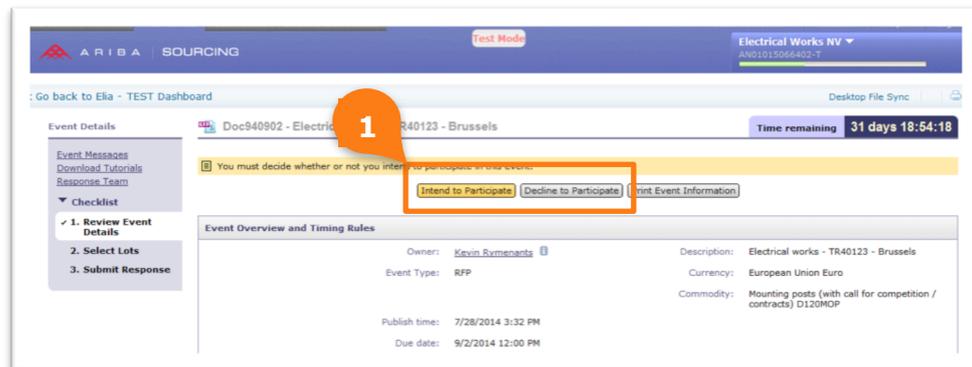
In case you are not interested to participate, you decline to participate.

### Tip



It is always possible at a later stage to change your mind. As long as you have not submitted a final offer or that the due date has not expired, you can still choose to participate in the event or to decline.

- 1 Click **Intend to Participate** when you want to continue or  
Click **Decline to Participate** when you do not want to take part in the event.



### 1.3 Review the event details

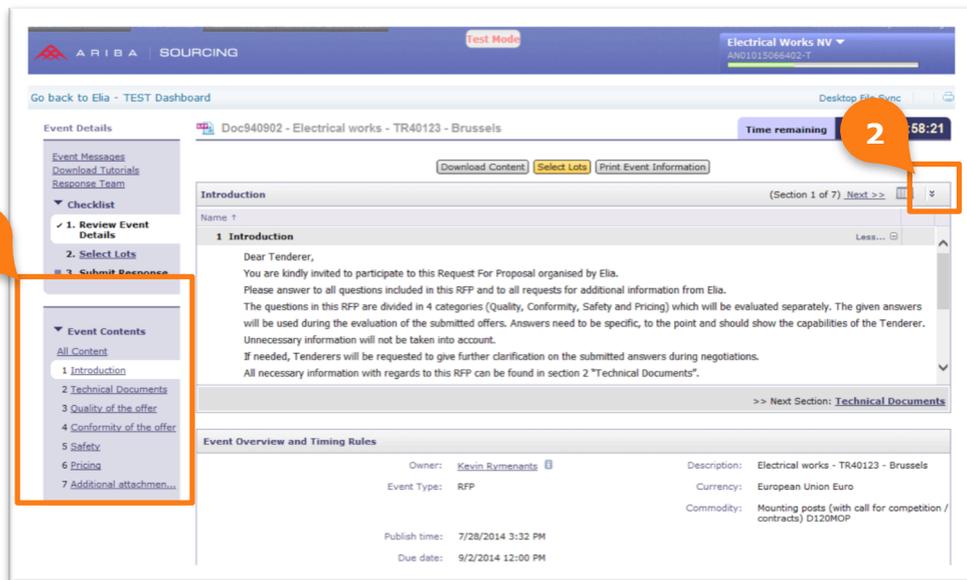
When you decide to participate, you see the details of the sourcing event.

The event consists of different sections in which you can find information about how to respond to this event, the requirements, templates to be used, etc.

- 1 Navigate through the **Event Contents** by clicking the section that you want to display in the Event Contents table.

Click **All Content** to display all sections.

- 2 Click  to maximize the table.



The screenshot displays the ARIBA Sourcing interface for an event titled "Electrical Works NV". The left-hand navigation pane shows the "Event Contents" section expanded, listing various sections such as "Introduction", "Technical Documents", and "Pricing". A red callout labeled "1" highlights this menu. The main content area shows the "Introduction" section, which is currently collapsed. A red callout labeled "2" points to a dropdown arrow icon in the top right corner of the "Introduction" section header, indicating how to maximize the table. The page also includes a "Time remaining" indicator showing 58:21 and an "Event Overview and Timing Rules" section at the bottom.



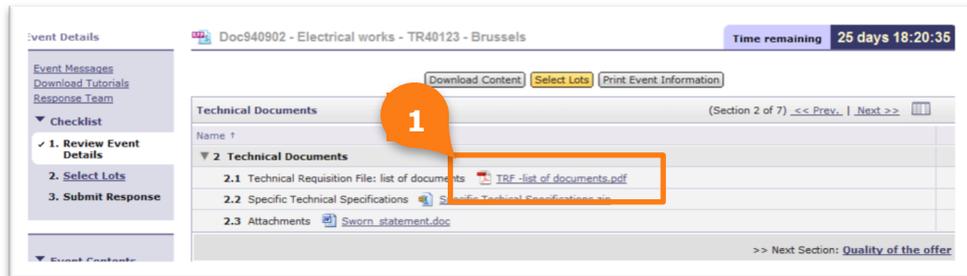
#### Tip

We recommend going through all sections and downloading the documents attached.

## 1.4 Download the attachments

When you have navigated to a section that contains documents, you can download all the attachments for the event at once.

- 1 Click one of the attached documents.



- 2 In the menu, click the second option **Download all attachments**.

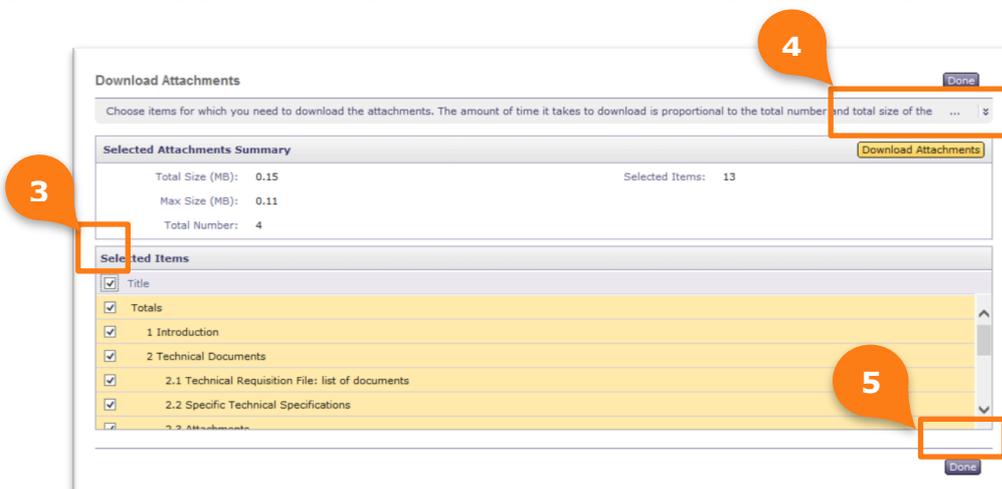


- 3 In the screen Download Attachments, tick the box in front of **Title** in order to select all sections and to download all attachments at once.

- 4 Click **Download Attachments** and save the generated zip file to your computer.

This zip contains the attachments of the entire event.

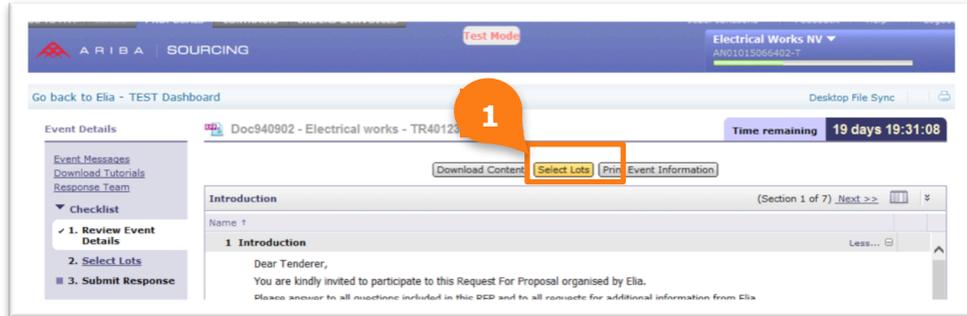
- 5 Click **Done** to return to the event.



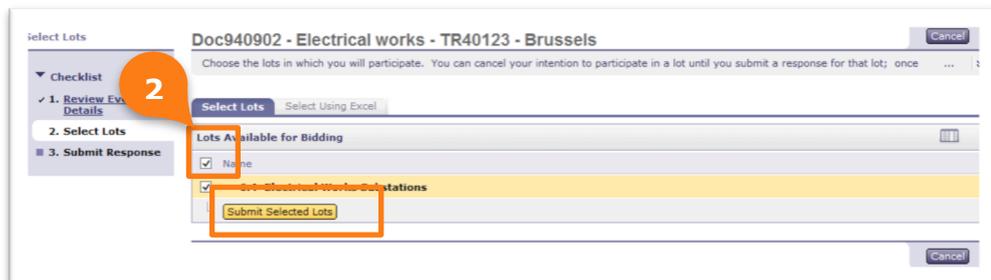
## 1.5 Select lots

For certain types of RFP's you need to select the lot(s) for which you want to compete. Once you have selected them, you can answer to all the questions and upload all the requested information.

- 1 Click **Selected Lots** to display the lots.



- 2 A new screen opens. Select one or more lots.  
Click **Submit Selected Lots** to continue.



## 2 Submit your offer

You can submit your answer when you have answered all mandatory questions and when you have uploaded the required documents.

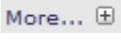
### Save your response

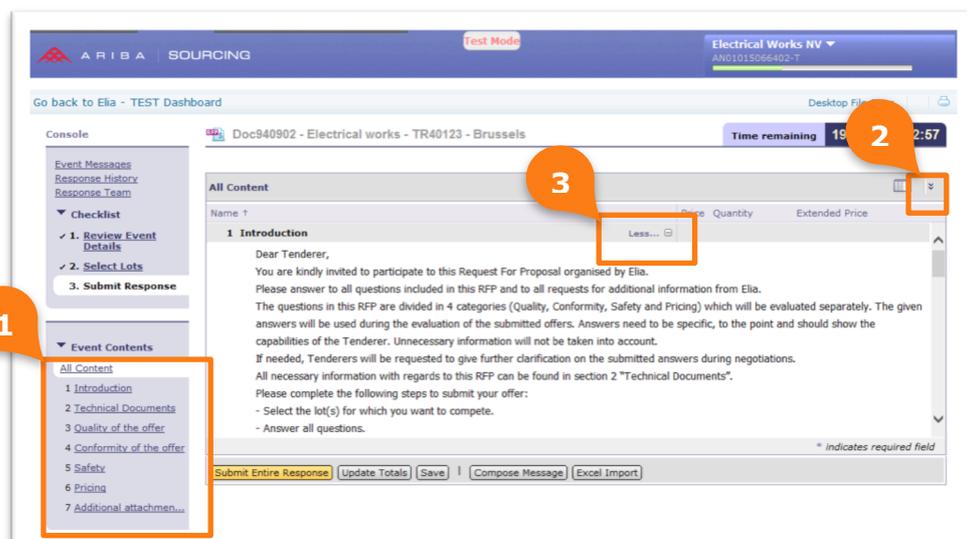
You can save your response in order to complete it at a later time, by clicking on the Save button.

Do not forget to submit your response later on.

### 2.1 Answer all questions

In order to submit your offer, you need to answer all questions. Answers need to be specific, to the point and should show the capabilities and/or added value of your company for the particular project. Irrelevant information is not taken into account when evaluating the offer.

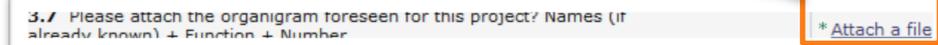
- 1 Go to the section you want to display in the Event Contents table. Click **All Content** to display all sections.
- 2 Click  to maximize the table.
- 3 Click  or  to display less or more information.
- 4 Answer as follows:  
For a Yes/No question: answer by selecting Yes or No  
For a free text question: answer by typing the requested information in the foreseen text box



The screenshot shows the ARIBA Sourcing interface for a tender titled 'Doc940902 - Electrical works - TR40123 - Brussels'. The interface is in 'Test Mode' and shows a 'Time remaining' of 19:02:57. The main content area displays the 'All Content' section, which includes an 'Introduction' section. The 'Introduction' text reads: 'Dear Tenderer, You are kindly invited to participate to this Request For Proposal organised by Elia. Please answer to all questions included in this RFP and to all requests for additional information from Elia. The questions in this RFP are divided in 4 categories (Quality, Conformity, Safety and Pricing) which will be evaluated separately. The given answers will be used during the evaluation of the submitted offers. Answers need to be specific, to the point and should show the capabilities of the Tenderer. Unnecessary information will not be taken into account. If needed, Tenderers will be requested to give further clarification on the submitted answers during negotiations. All necessary information with regards to this RFP can be found in section 2 "Technical Documents". Please complete the following steps to submit your offer: - Select the lot(s) for which you want to compete. - Answer all questions.' The interface also includes a 'Submit Entire Response' button, 'Update Totals', 'Save', 'Compose Message', and 'Excel Import' buttons.

## 2.2 Attach your documents

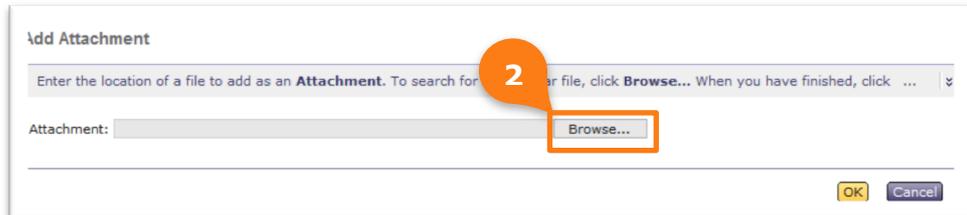
- 1 Click **Attach a file** to add an attachment.



3.7 Please attach the organigram foreseen for this project: Names (if already known) + Function + Number

\* Attach a file

- 2 Click **Browse** and navigate to the file you would like to upload. Your file is displayed in the Attachment field.

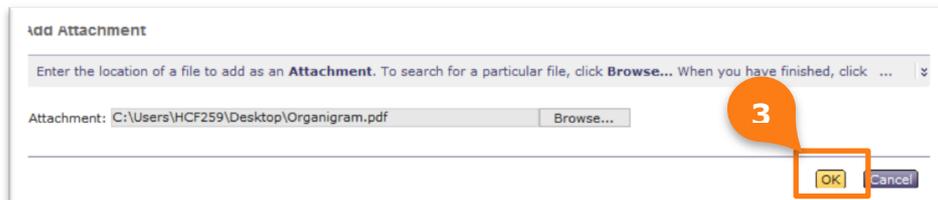


Add Attachment

Enter the location of a file to add as an **Attachment**. To search for a particular file, click **Browse...** When you have finished, click ...

Attachment:

- 3 Click **OK** to continue.



Add Attachment

Enter the location of a file to add as an **Attachment**. To search for a particular file, click **Browse...** When you have finished, click ...

Attachment: C:\Users\HCF259\Desktop\Organigram.pdf

- 4 Your file appears on the content page. If necessary you can replace or delete your file by clicking **Update file** or **Delete file**.



Names (if already known) + Function + Number

Please attach the organigram foreseen for this project: Names (if already known) + Function + Number

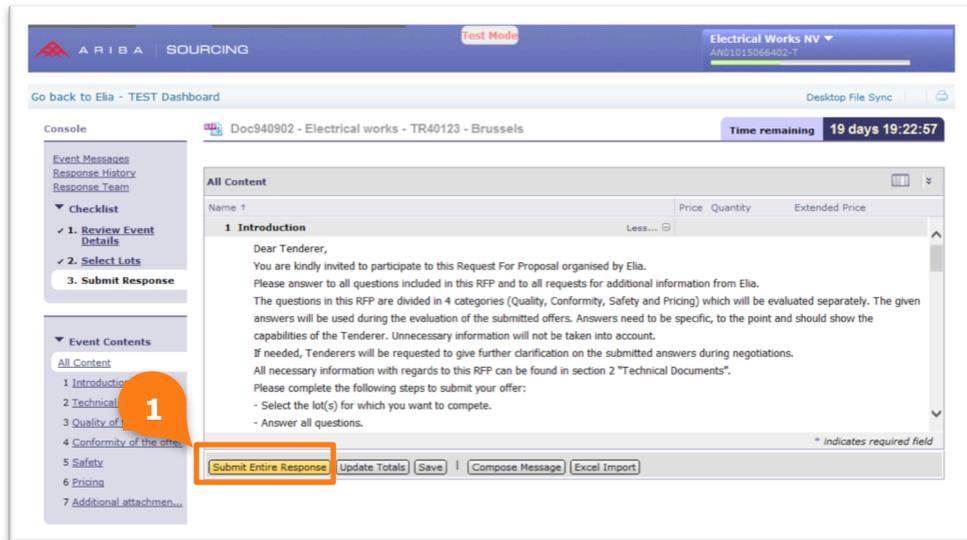
### Tip



If you want to upload multiple files, we suggest you use a compressed file type such as .zip or .rar.

## 2.3 Submit your entire response

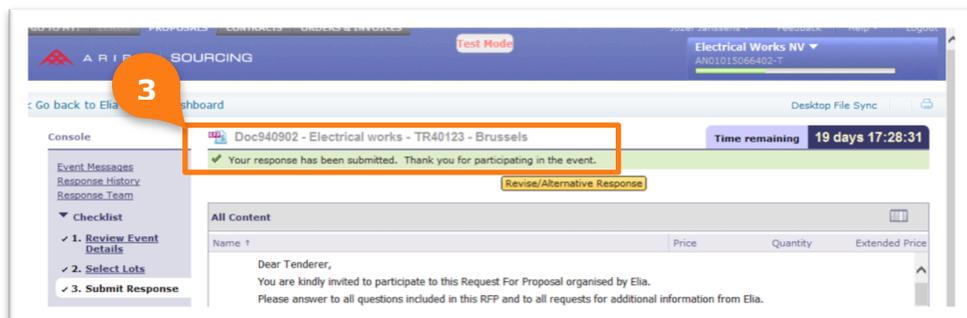
- 1 Click **Submit Entire Response** to send your response to Elia.



- 2 Click **OK** to submit your response.



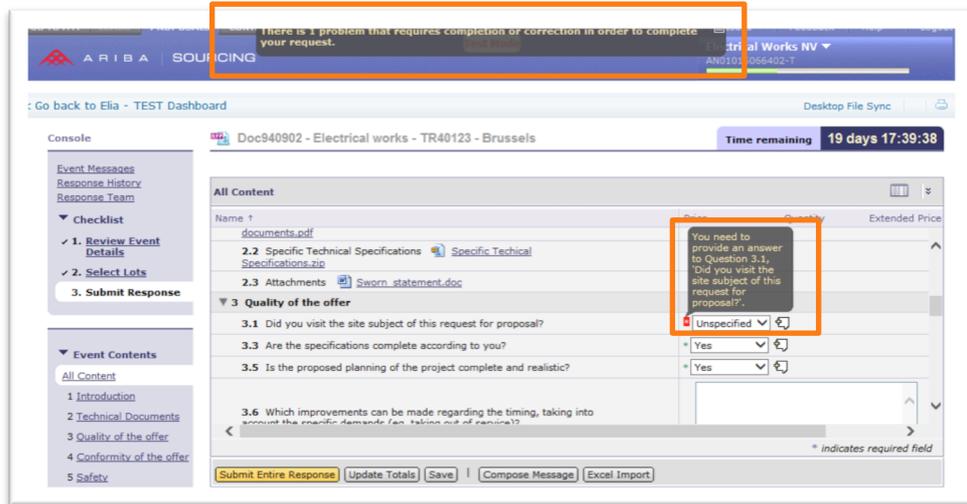
- 3 The following confirmation message appears.



 **Important**

If you do not answer all required questions (indicated with \*) you cannot submit your response.

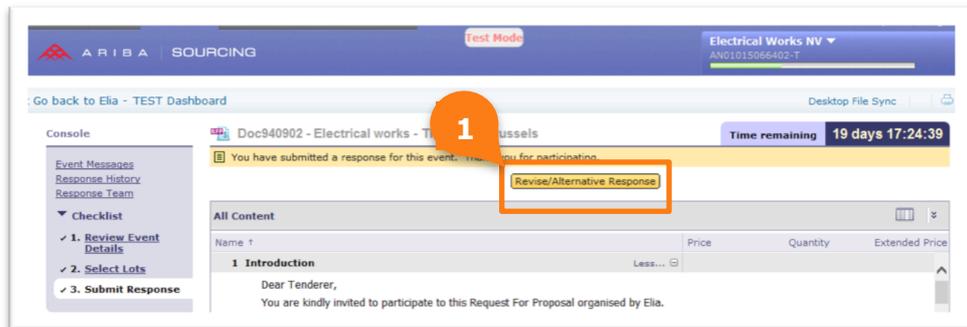
Ariba indicates what you still need to complete.



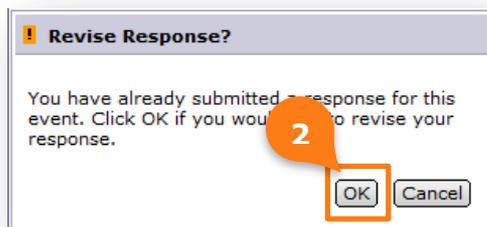
### 3 Change your (submitted) response

You can still change your offer after you have submitted your answer. You make changes before the due date of the event.

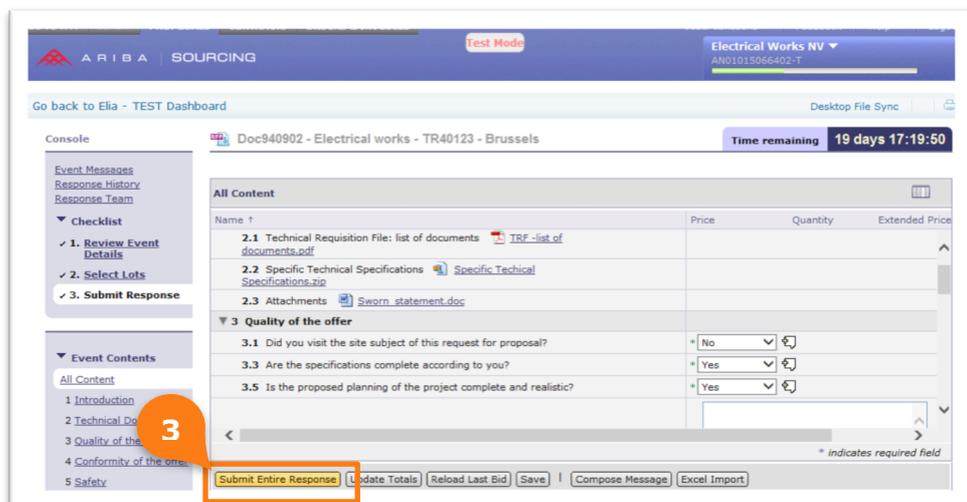
- 1 Open the event.  
Click **Revise/Alternative Response** in order to update your answers.



- 2 Click **OK** to modify your answers.



- 3 Click **Submit Entire Response** after your changes are done.



## 4 Communicate with the Elia buyer

In case you want to communicate with the Elia buyer you can send a message over the Ariba platform.

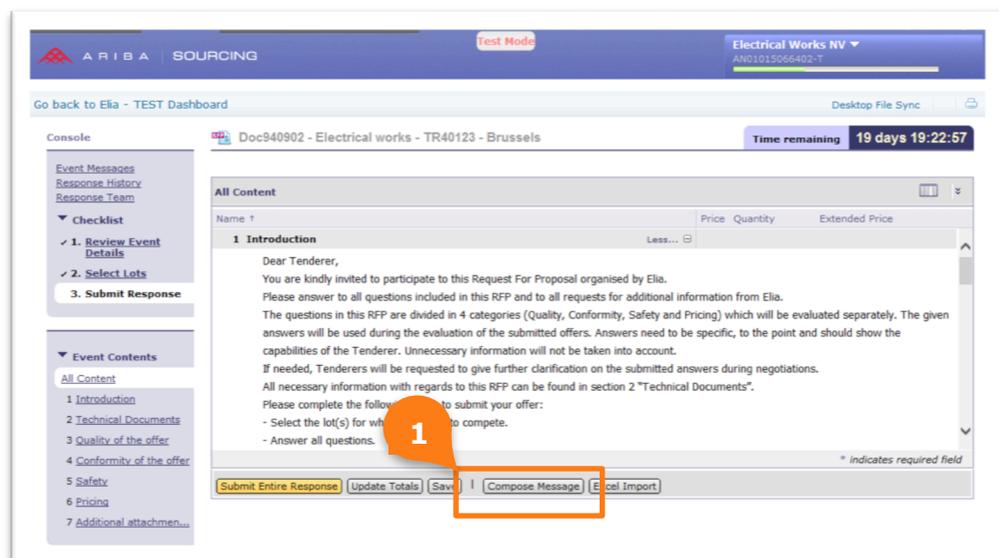
### 4.1 Send a message

You have 2 options to send a message to the Elia buyer:

- Compose a message
- Via Event messages

#### Compose a message

- 1 Click on **Compose Message**.



- 2 Add the subject of your message to the event title.
- 3 If necessary, you can add an attachment.
- 4 Write your message.
- 5 Click **Send**.

**Compose New Message** Send Cancel

From: [Electrical Works NV \(Jozef Janssens\)](#)

To: Project Team

Subject: Doc940902 - Electrical works - TR40123 - Brussels - additional information

Attachments: [Attach a file](#)

**B** *I* U

Dear,

Could you please provide me with some additional information about the site visit. When will this take place?

Thank you in advance,  
Jozef

Send Cancel

### Via Event messages

- 1 Click on **Event Messages**.

ARIBA SOURCING Test Mode Electrical Works NV  
ANG1015066402-T

Go back to Elia - TEST Dashboard Desktop File Sync

Console Doc940902 - Electrical works - TR40123 - Brussels Time remaining 19 days 17:59:37

**Event Messages**  
[Response History](#)  
[Response Team](#)

**Checklist**

- ✓ 1. [Review Event Details](#)
- ✓ 2. [Select Lots](#)
- 3. [Submit Response](#)

**All Content**

Name	Price	Quantity
All necessary information with regards to this RFP can be found in section 2 "Technical Documents". Please complete the following steps to submit your offer:		
- Select the lot(s) for which you want to compete.		
- Answer all questions.		
- Documents that were not asked for in one of the questions, but are considered to be relevant to this of		

- 2 Click **Compose Message**.
- 3 You can send your message as described above.

Event Messages - Electrical works - TR40123 - Brussels Back to Console

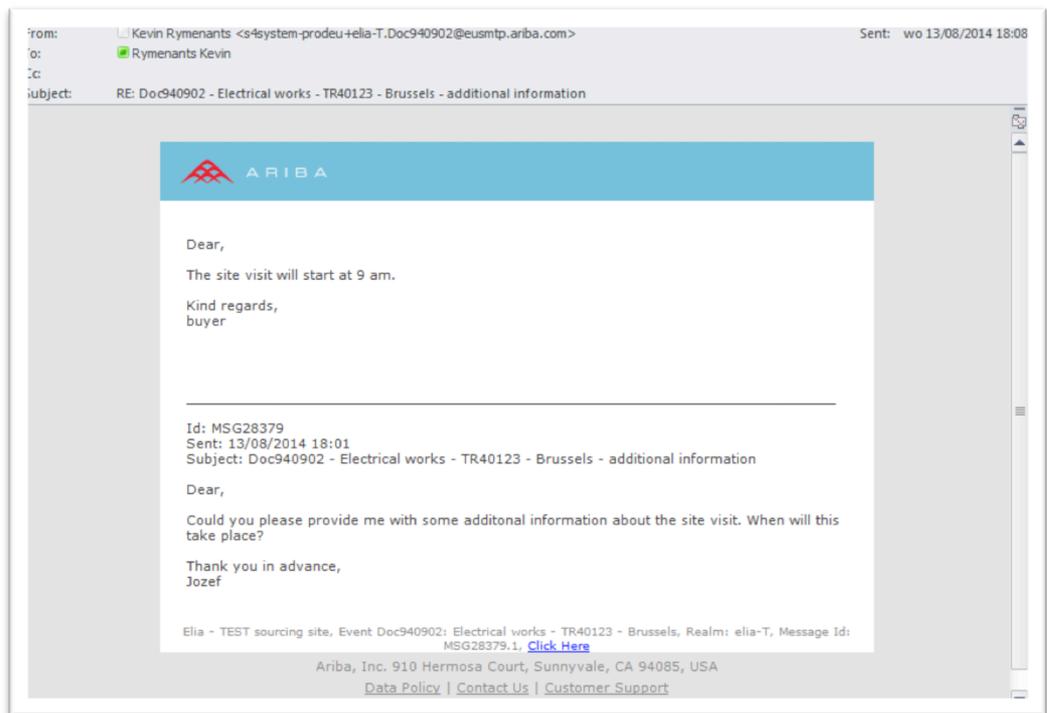
Time remaining **19 days 17:58:22**

Id	Reply Sent	Sent Date	From	Contact Name	To	Subject
MSG28379	No	08/13/2014 06:01 PM	Electrical Works NV	Jozef Janssens	Participants (0) Team (2)	Doc9
MSG28334	No	08/12/2014 04:45 PM	Elia - TEST	Kevin Rymenants	Jozef Janssens	Even
MSG28332	No	08/12/2014 04:43 PM	Elia - TEST	Kevin Rymenants	Jozef Janssens	Even
MSG28331	No	08/12/2014 04:40 PM	Elia - TEST	Kevin Rymenants	Jozef Janssens	Even
MSG27753	Not Applicable	08/01/2014 04:38 PM	Elia - TEST	Kevin Rymenants	Jozef Janssens	Elia -
MSG27256	Not Applicable	07/28/2014 03:32 PM	Elia - TEST	Kevin Rymenants	Jozef Janssens	Elia -
MSG27256	Not Applicable	07/28/2014 03:32 PM	Elia - TEST	Kevin Rymenants	Jozef Janssens	Elia -

Back to Console

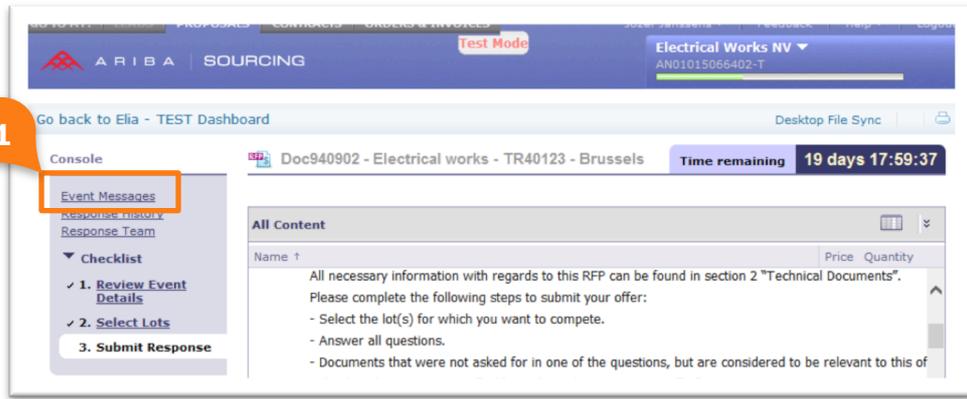
## 4.2 Receive messages

When the buyer sends you a message you are informed by an e-mail similar to the following.

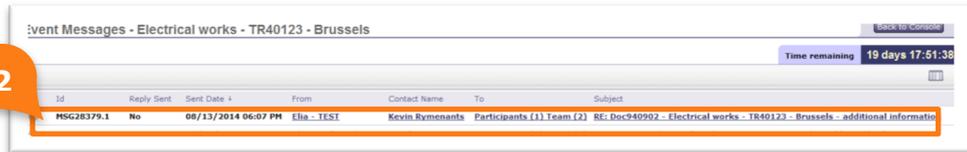


On the Ariba platform, you find all the messages under Event Messages.

**1** Click on **Event Messages**.



2 Click on the subject of the message you want to read.



## 4.3 Reply to a message

- 1 Go to the message sent by the buyer.
- 2 Click **Reply** and proceed by composing a message.

