Navigating an Event through the Ariba Sourcing Tool

SAP Ariba Sourcing | Center of Excellence

Overview

This document explains the start-to-end process of navigating and responding to Conagra Brands RFP events within the SAP Sourcing Ariba platform.

Important note on user interface:
*If you recently registered for SAP Ariba, you may be using the **SAP Ariba NextGen experience**, which features updated navigation and page layouts compared to the Classic interface. Therefore, your screen may have updated visuals compared to the screenshots included in this guide.*

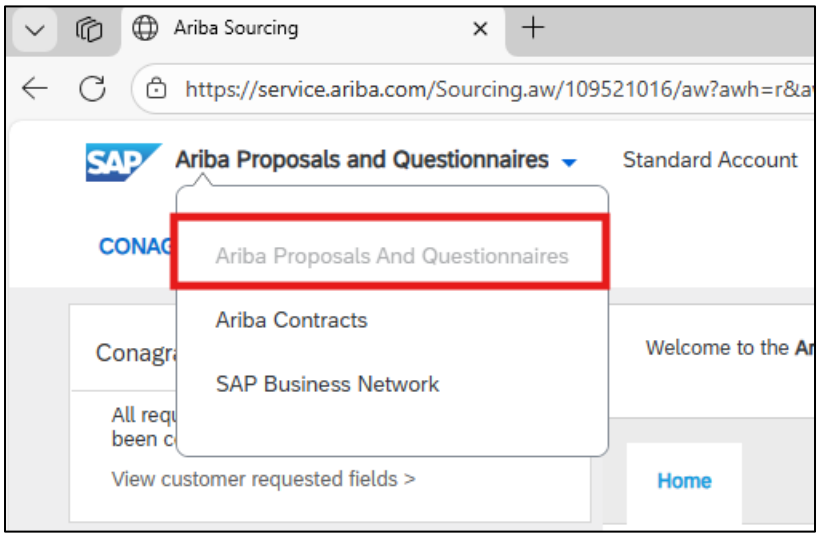
Table of Contents:

1. How to access the event | SAP Ariba – Classic (Legacy) User Interface
2. How to access the event | SAP Ariba NextGen User Interface
3. How to Respond to Round 1
4. How to Respond via Excel Import
5. How to Revise Response or Respond to Subsequent Rounds

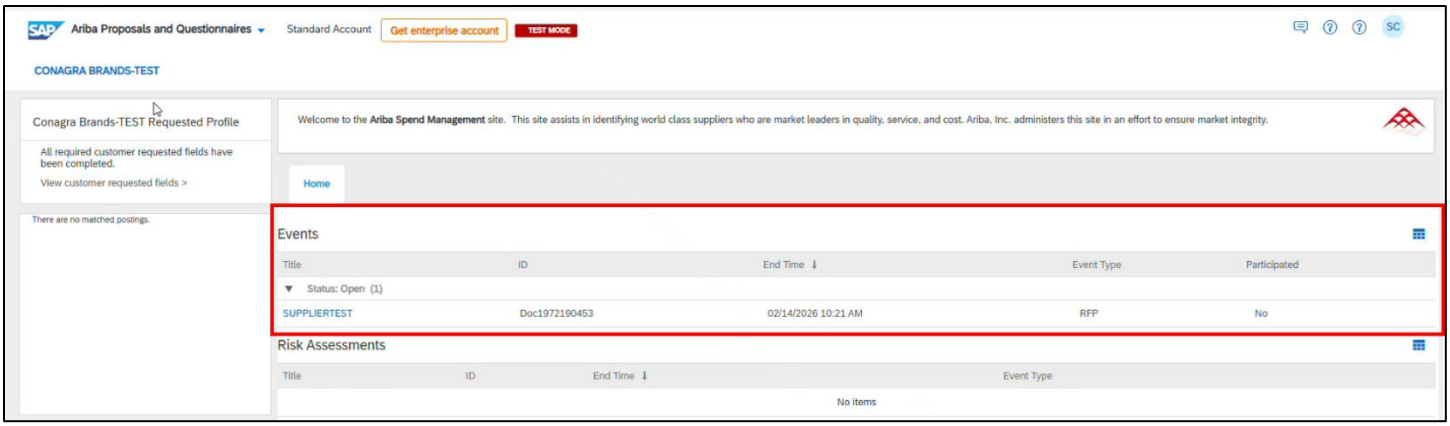
How to access the event | SAP Ariba – Classic (Legacy) User Interface

1. Begin by logging into your SAP Ariba Sourcing account. If you need help, check out our Account Creation Guide

2. Once logged in, navigate to the top-left corner of the screen and select *Ariba Proposals & Questionnaires*, which will take you to your event dashboard.



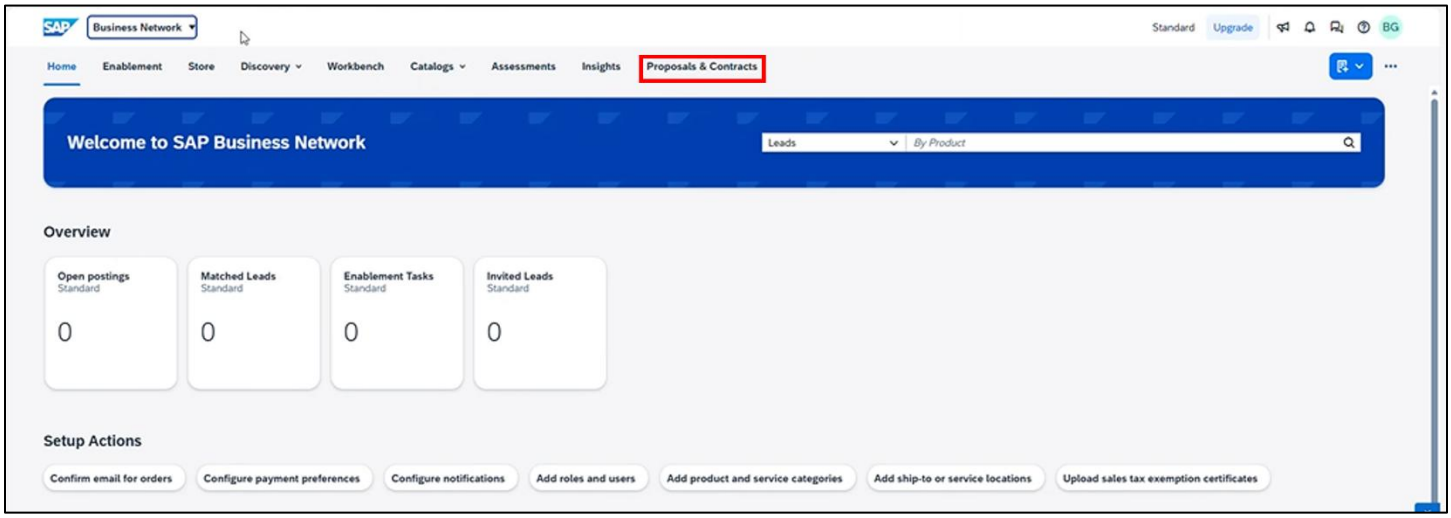
3. In the Events section, scroll to locate the Status: Open, expand it, and select the RFP event you need to respond to.



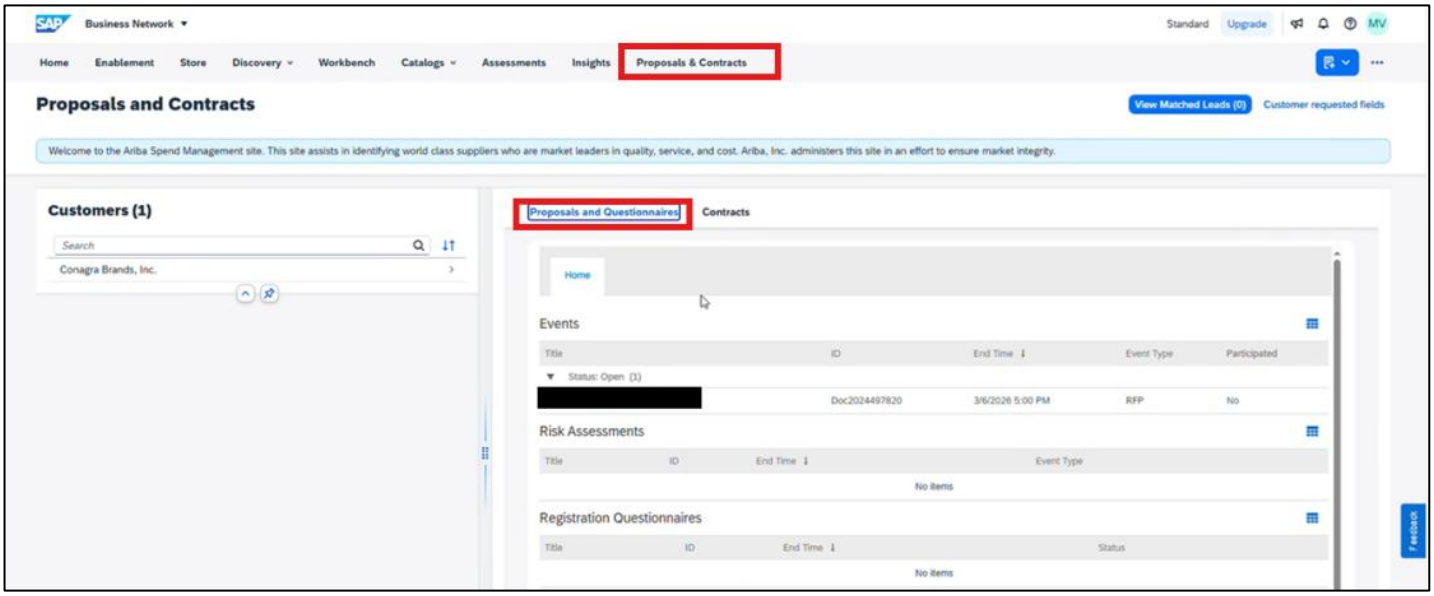
How to access the event | SAP Ariba NextGen User Interface

1. Begin by logging into your SAP Ariba Sourcing account. If you need help, check out our Account Creation Guide

2. Once logged in, navigate to Proposals and Contracts.



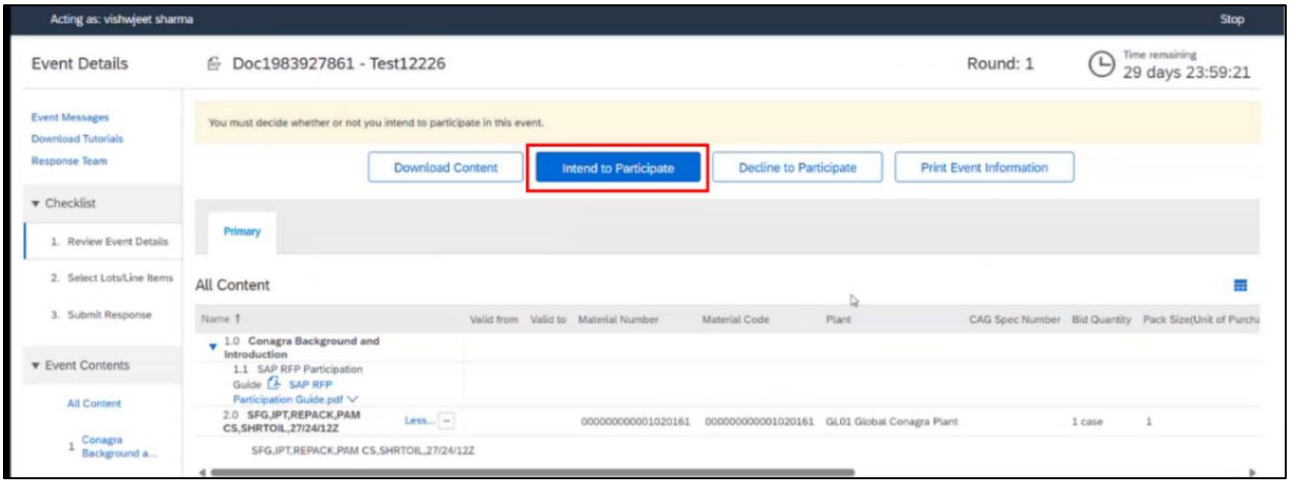
3. Once in Proposals & Contracts select the RFP you will be working on.


Business Network
Standard
Upgrade
MV
Home
Enablement
Store
Discovery
Workbench
Catalogs
Assessments
Insights
Proposals & Contracts
Proposals and Contracts
View Matched Leads (0)
Customer requested fields
Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.
Customers (1)
Search
Conagra Brands, Inc.
Proposals and Questionnaires
Contracts
Home
Events
Title
ID
End Time
Event Type
Participated
Status: Open (1)
[redacted]
Doc2024497820
3/6/2026 5:00 PM
RFP
No
Risk Assessments
Title
ID
End Time
Event Type
No items
Registration Questionnaires
Title
ID
End Time
Status
No items
Feedback

How to Respond to Round 1

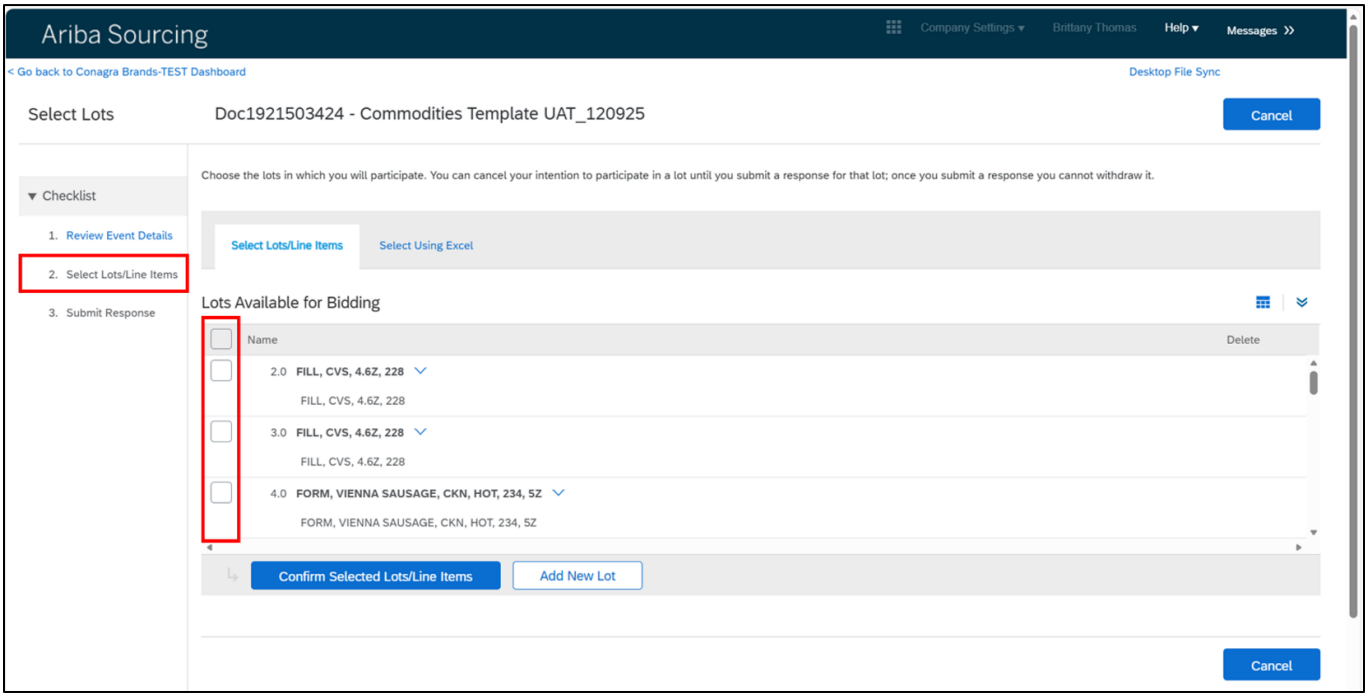
1. After opening the event, indicate your participation by selecting *Intend to Participate*, or choose *Revise/Alternative Response* if you are updating or submitting a different version of your response.

2. Select *Intend to Participate* to begin entering your RFP

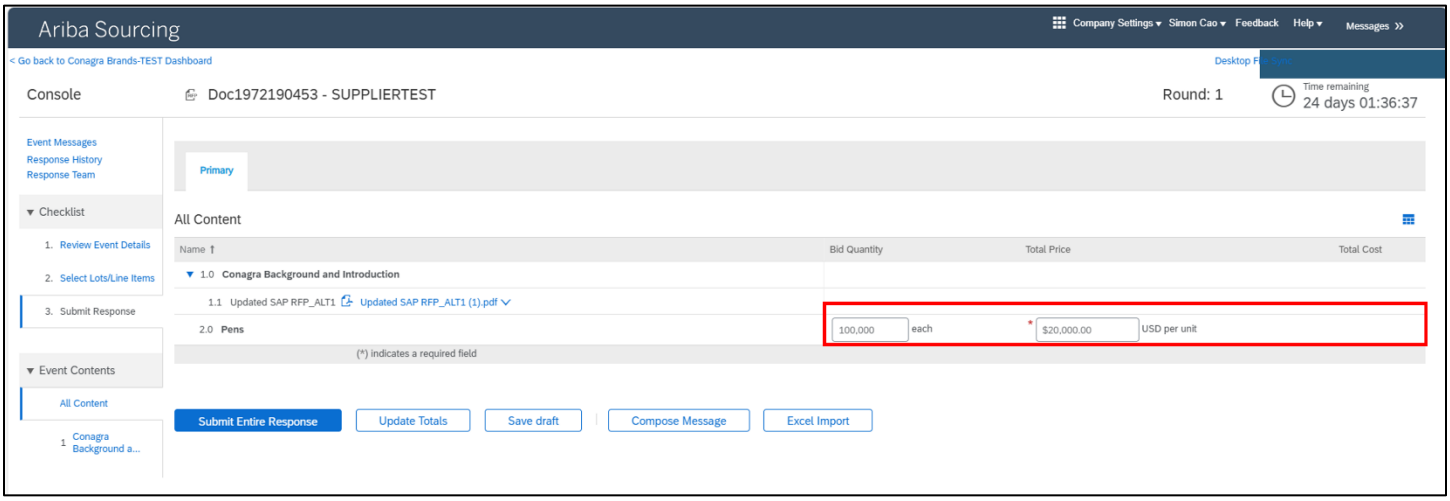


3. To begin your pricing entry, click on *Select Lots/Line Items*, check each applicable line item you will bid on, and then select *Confirm Selected Lots/Line Items* to continue.

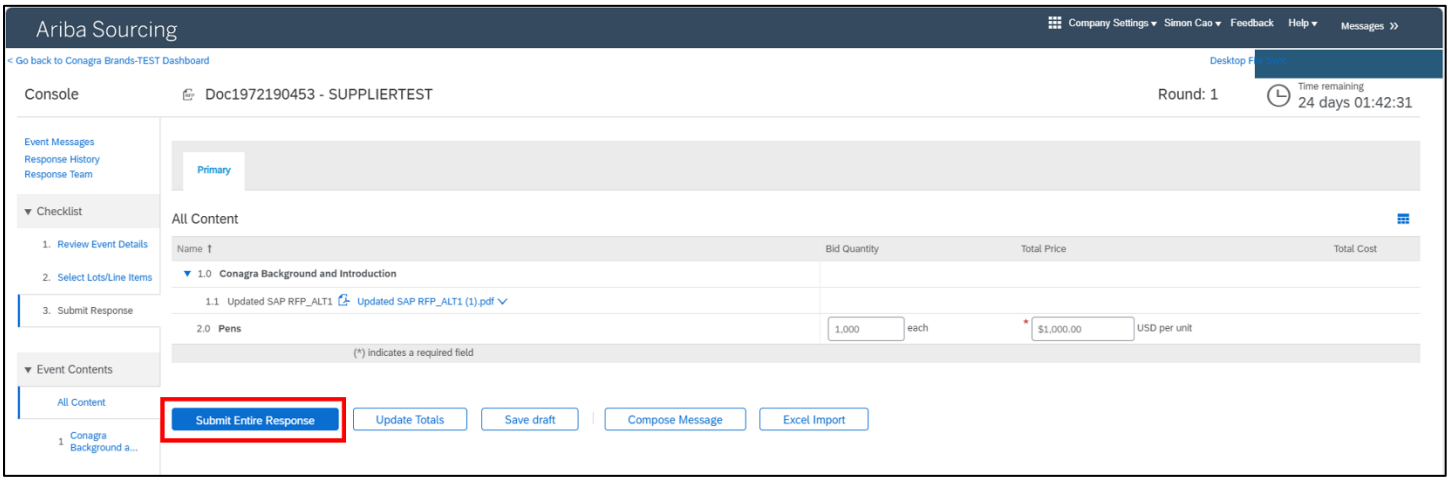
4. If you prefer bidding using Excel, click here for steps



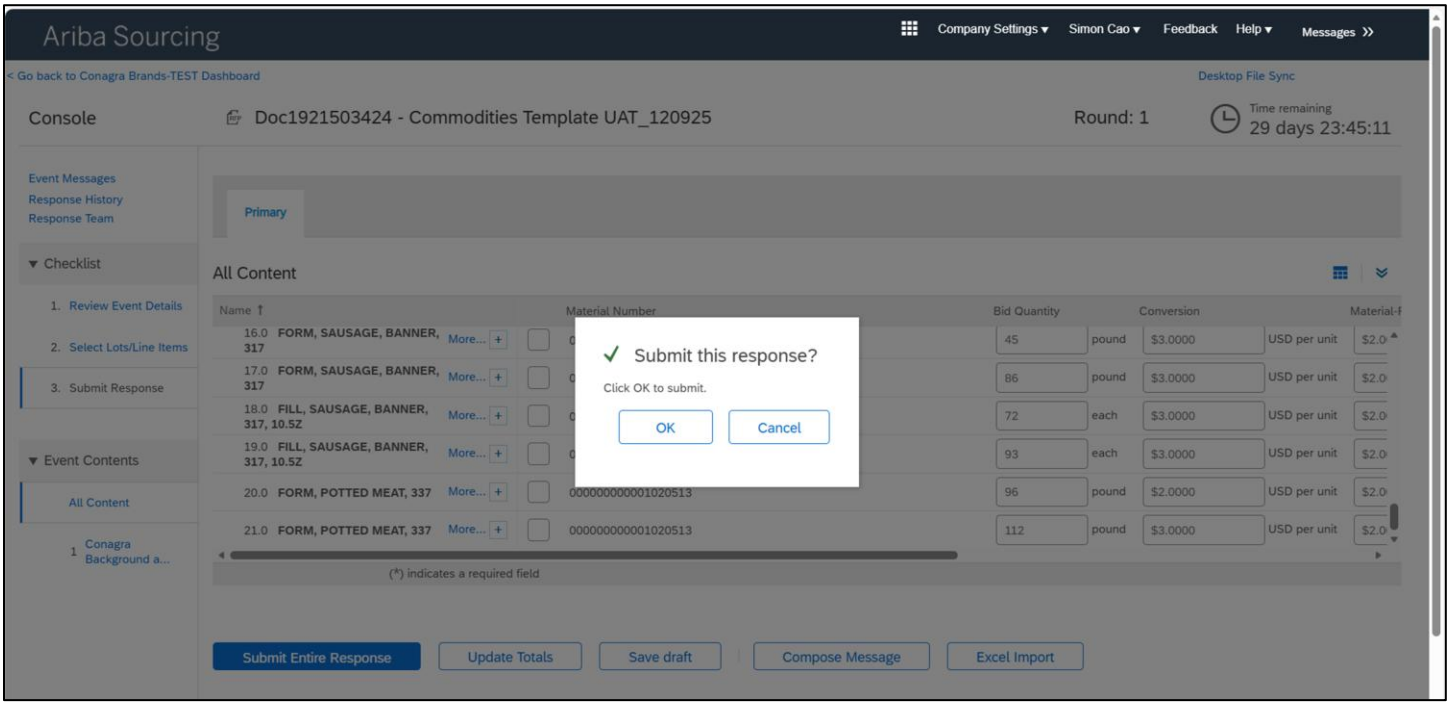
5. Once your items are confirmed, enter the required pricing information for each line item.
    a. **this screen may vary depending on the RFP's specific pricing requirements."*

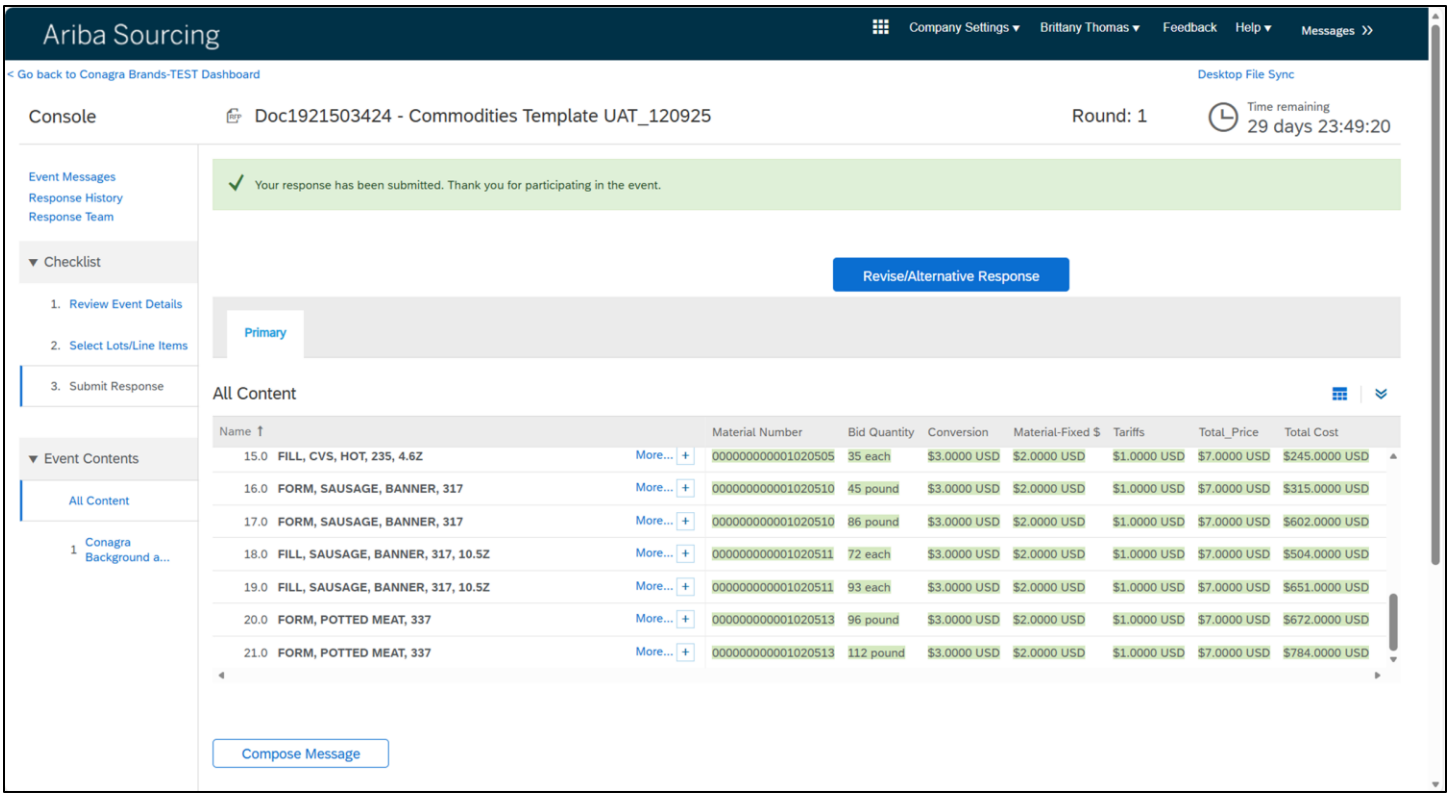


6. When you have completed your response, finalize your submission by selecting **Submit Entire Response**, and confirm by clicking **OK** when prompted.



7. Select **OK**

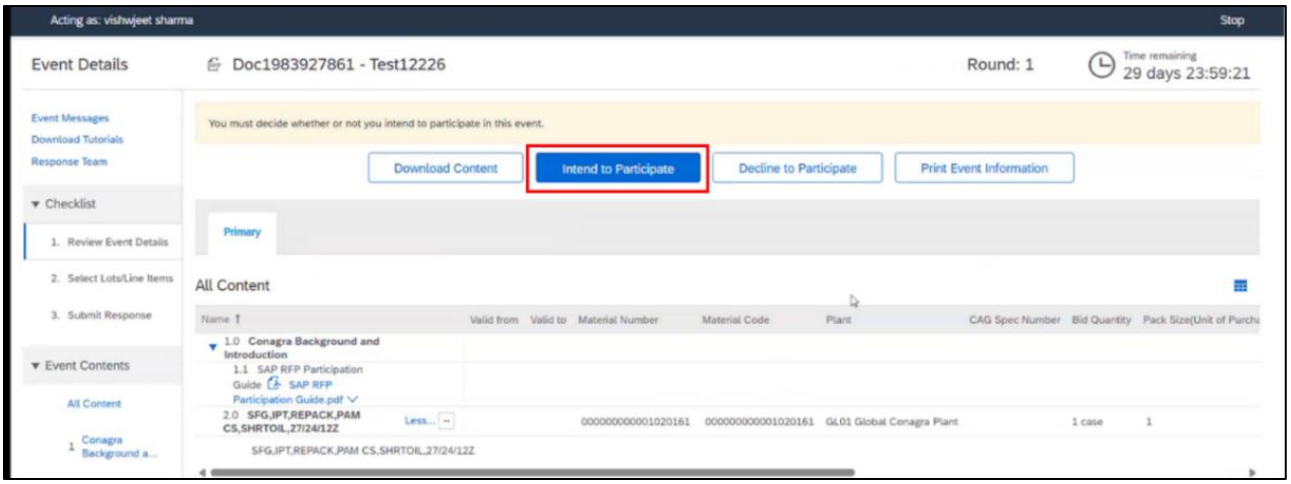

Ariba Sourcing
Company Settings
Simon Cao
Feedback
Help
Messages
< Go back to Conagra Brands-TEST Dashboard
Desktop File Sync
Console
Doc1921503424 - Commodities Template UAT_120925
Round: 1
Time remaining
29 days 23:45:11
Event Messages
Response History
Response Team
Primary
Checklist
1. Review Event Details
2. Select Lots/Line Items
3. Submit Response
Event Contents
All Content
1 Conagra Background a...
All Content
Name
Material Number
Bid Quantity
Conversion
16.0 FORM, SAUSAGE, BANNER, 317
17.0 FORM, SAUSAGE, BANNER, 317
18.0 FILL, SAUSAGE, BANNER, 317, 10.5Z
19.0 FILL, SAUSAGE, BANNER, 317, 10.5Z
20.0 FORM, POTTED MEAT, 337
21.0 FORM, POTTED MEAT, 337
Submit this response?
Click OK to submit.
OK
Cancel
(*) indicates a required field
Submit Entire Response
Update Totals
Save draft
Compose Message
Excel Import


Ariba Sourcing
Company Settings
Brittany Thomas
Feedback
Help
Messages
< Go back to Conagra Brands-TEST Dashboard
Desktop File Sync
Console
Doc1921503424 - Commodities Template UAT_120925
Round: 1
Time remaining
29 days 23:49:20
Your response has been submitted. Thank you for participating in the event.
Revise/Alternative Response
Event Messages
Response History
Response Team
Primary
Checklist
1. Review Event Details
2. Select Lots/Line Items
3. Submit Response
Event Contents
All Content
1 Conagra Background a...
All Content
Name
Material Number
Bid Quantity
Conversion
Material-Fixed $
Tariffs
Total_Price
Total Cost
15.0 FILL, CVS, HOT, 235, 4.6Z 00000000001020505 35 each $3.0000 USD $2.0000 USD $1.0000 USD $7.0000 USD $245.0000 USD
16.0 FORM, SAUSAGE, BANNER, 317 00000000001020510 45 pound $3.0000 USD $2.0000 USD $1.0000 USD $7.0000 USD $315.0000 USD
17.0 FORM, SAUSAGE, BANNER, 317 00000000001020510 86 pound $3.0000 USD $2.0000 USD $1.0000 USD $7.0000 USD $602.0000 USD
18.0 FILL, SAUSAGE, BANNER, 317, 10.5Z 00000000001020511 72 each $3.0000 USD $2.0000 USD $1.0000 USD $7.0000 USD $504.0000 USD
19.0 FILL, SAUSAGE, BANNER, 317, 10.5Z 00000000001020511 93 each $3.0000 USD $2.0000 USD $1.0000 USD $7.0000 USD $651.0000 USD
20.0 FORM, POTTED MEAT, 337 00000000001020513 96 pound $3.0000 USD $2.0000 USD $1.0000 USD $7.0000 USD $672.0000 USD
21.0 FORM, POTTED MEAT, 337 00000000001020513 112 pound $3.0000 USD $2.0000 USD $1.0000 USD $7.0000 USD $784.0000 USD
Compose Message

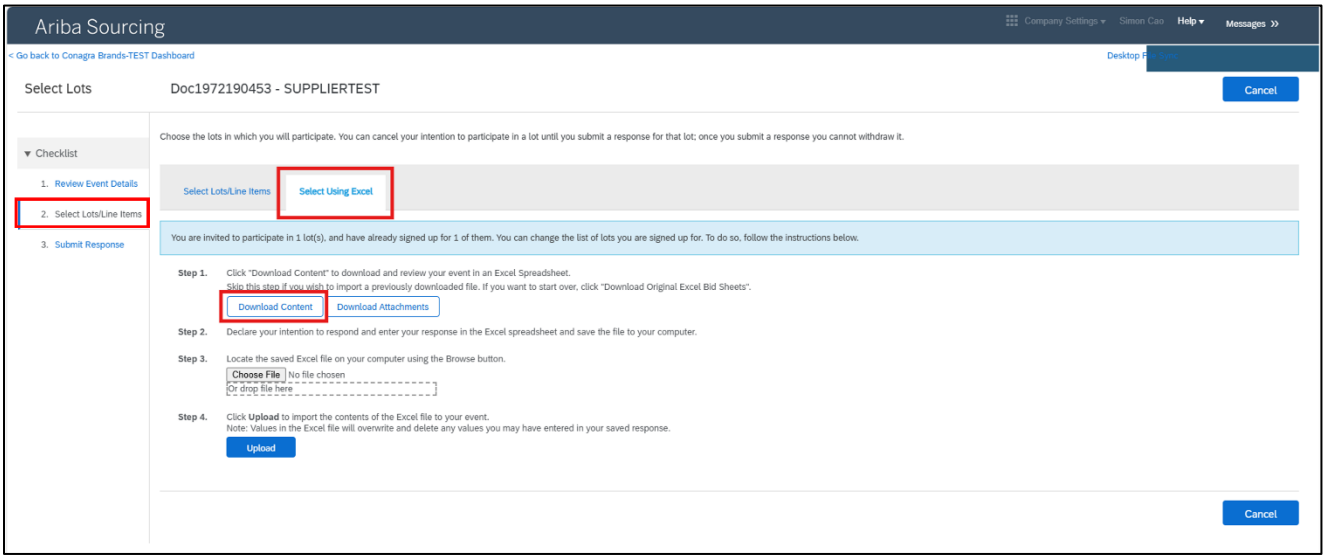
How to Respond via Excel Template

1. After opening the event, indicate your participation by selecting *Intend to Participate*, or choose *Revise/Alternative Response* if you are updating or submitting a different version of your response.
    - Select *Intend to Participate* to begin entering your RFP

2. If you prefer to respond directly in Ariba, click here for steps



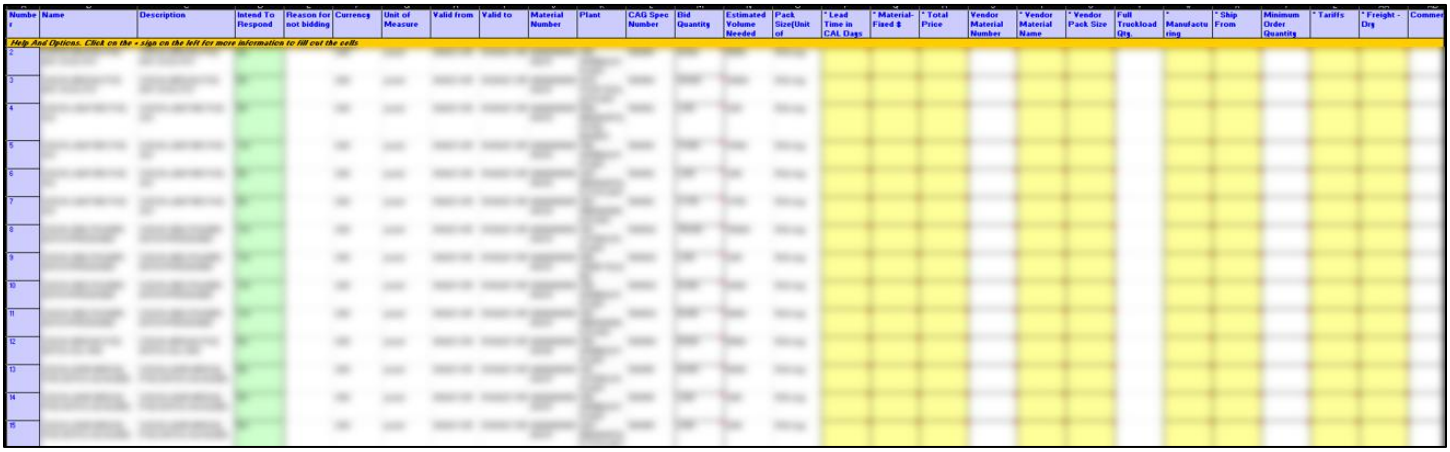
3. Open the *Select Using Excel* tab and select *Download Content* to download the Excel bid response file.



4. Open the downloaded Excel file
Do not manipulate the Excel file** (e.g., add or delete rows or columns, apply filters, or hide rows/columns), as this may cause upload errors.

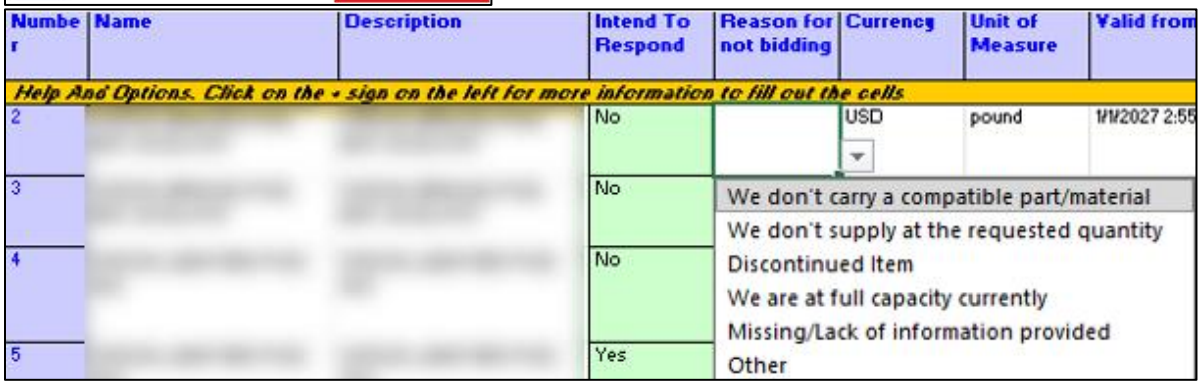
5. If additional manipulation is required, please download a separate Excel file for that purpose and upload **only the original, unmodified file**.

6. *The file may vary depending on the event requirements.*



7. The “Intend to Respond” column is a required dropdown field. Be sure to select “Yes” for each item you intend to bid on and “No” for items you don’t. For every line with “No” in the “Intend to Respond” column, you must choose a reason in the “Reason for not bidding” column.

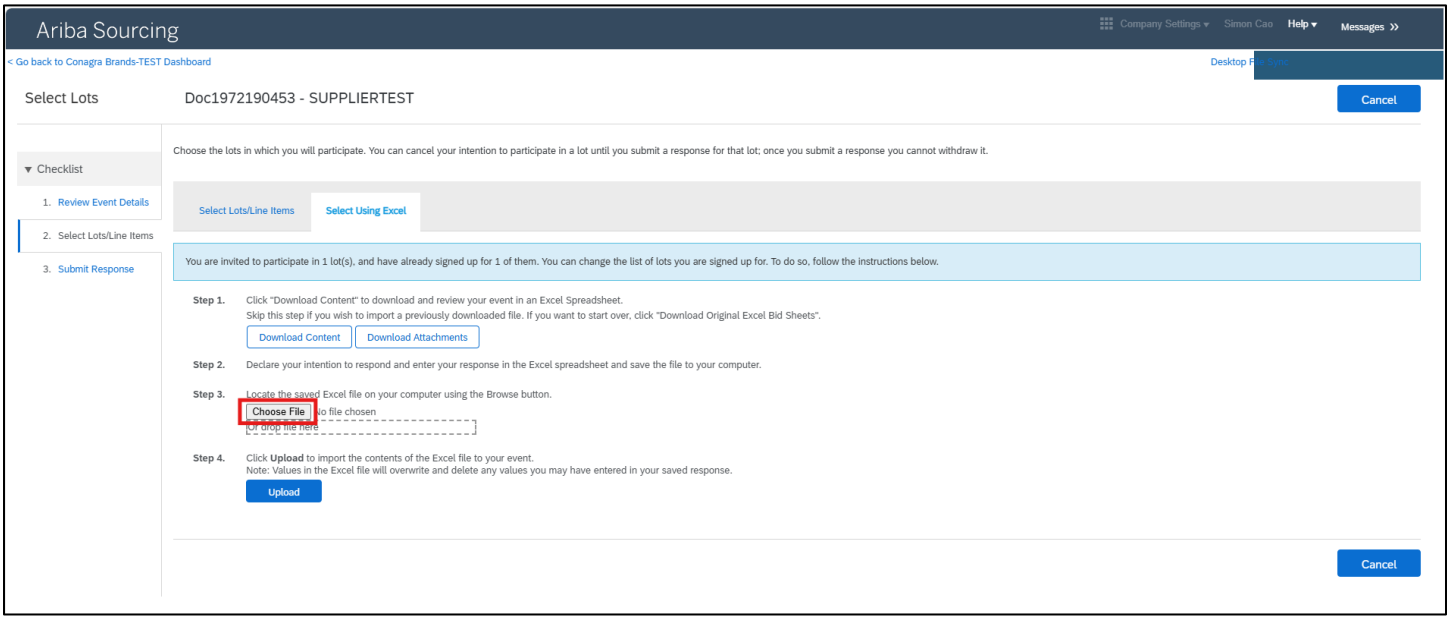




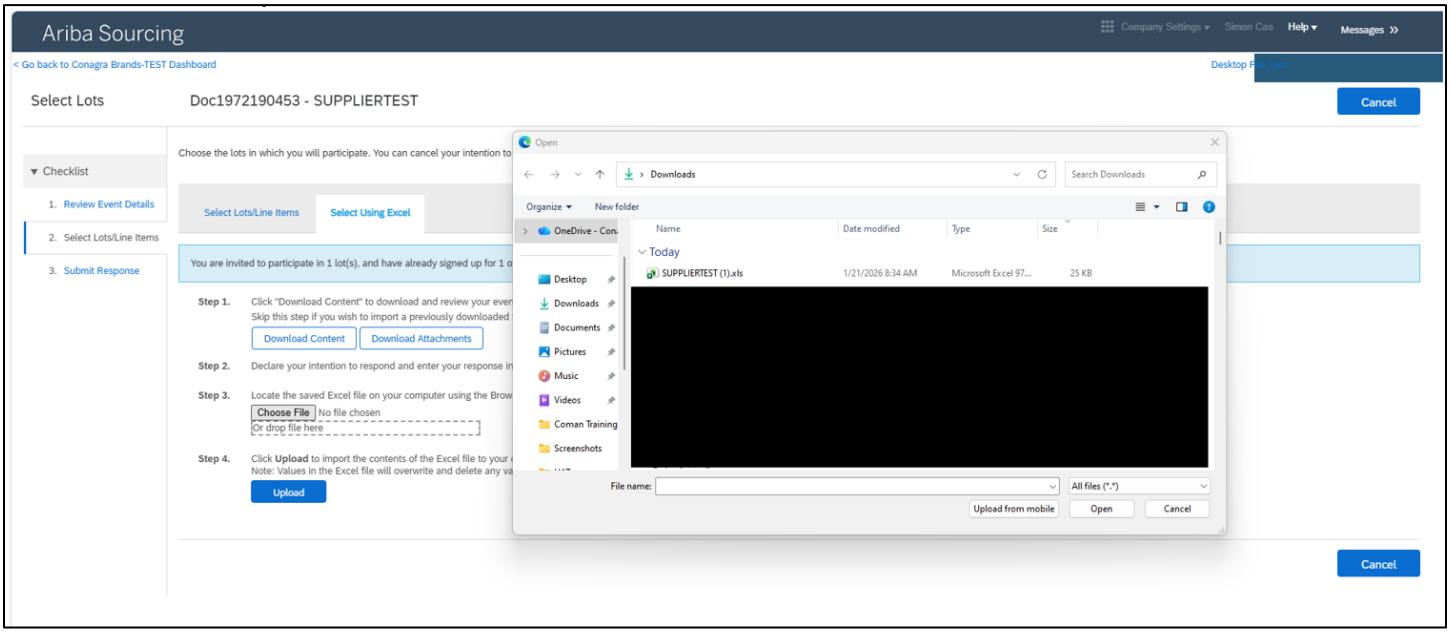
8. All yellow-highlighted columns are required. If no value applies, please enter 0 in the mandatory field.



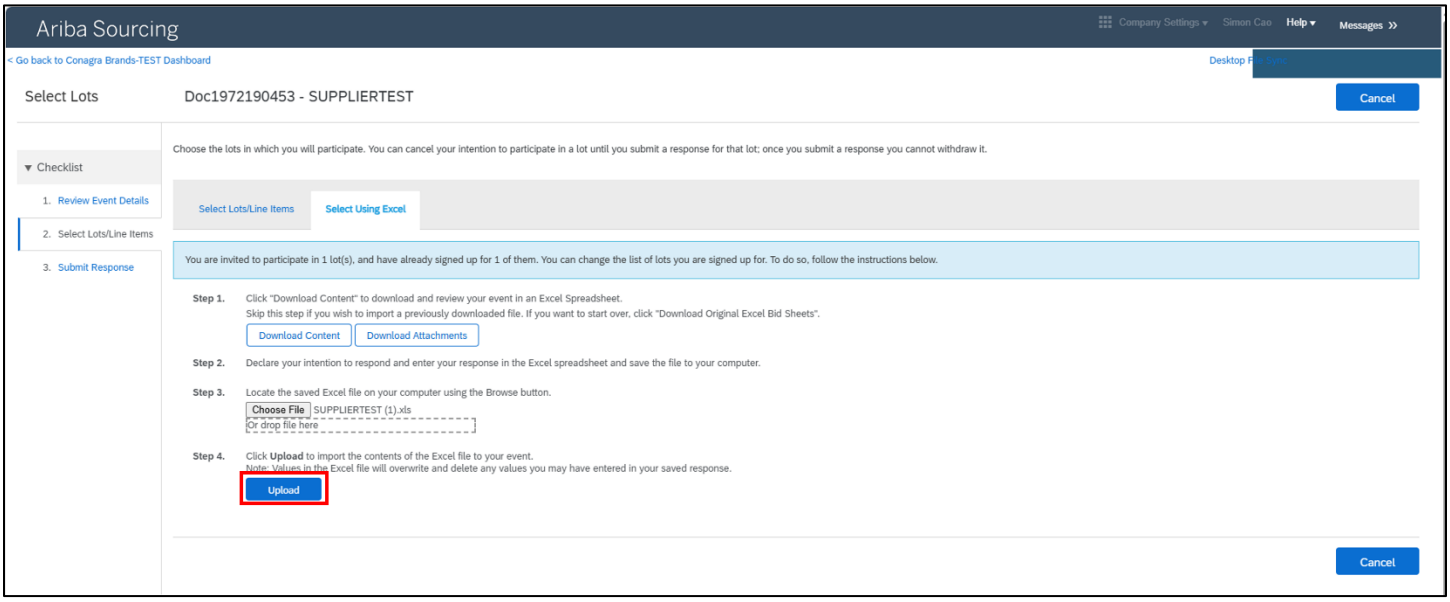
9. Return to where you clicked “Download Content” in Step 2 and upload the completed Excel file using the *Choose File* button.



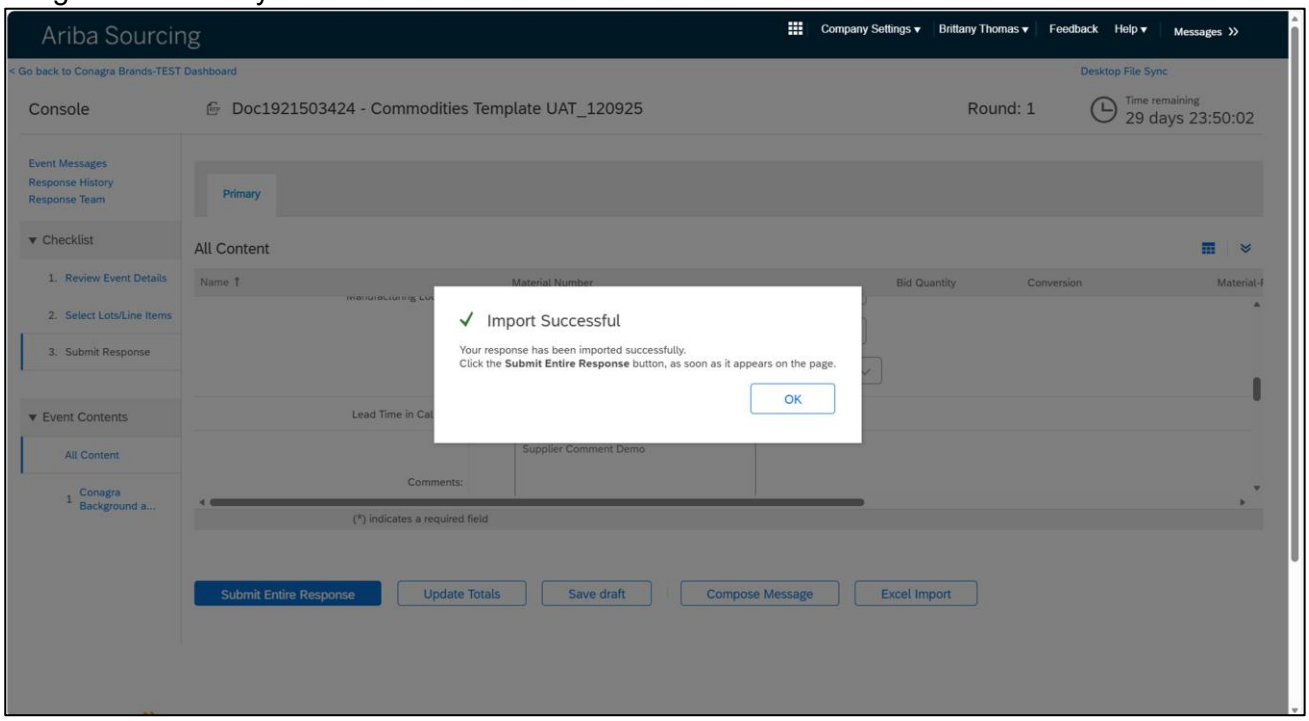
10. Choose the file to upload



11. Click Upload button

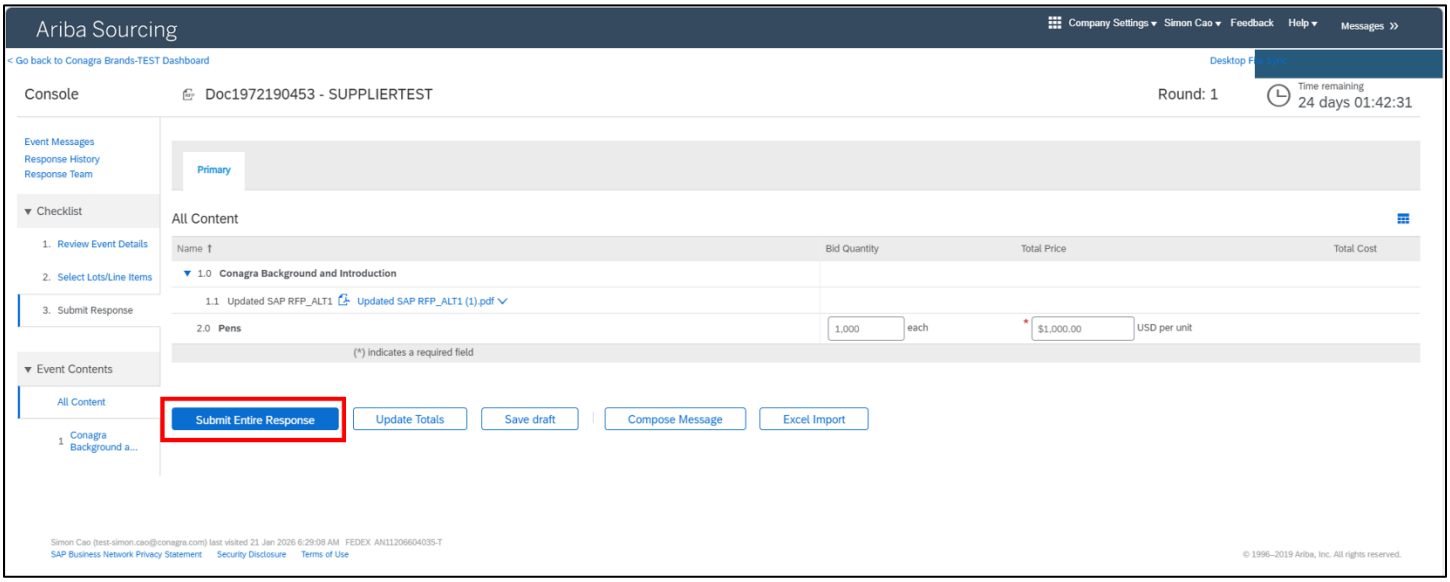


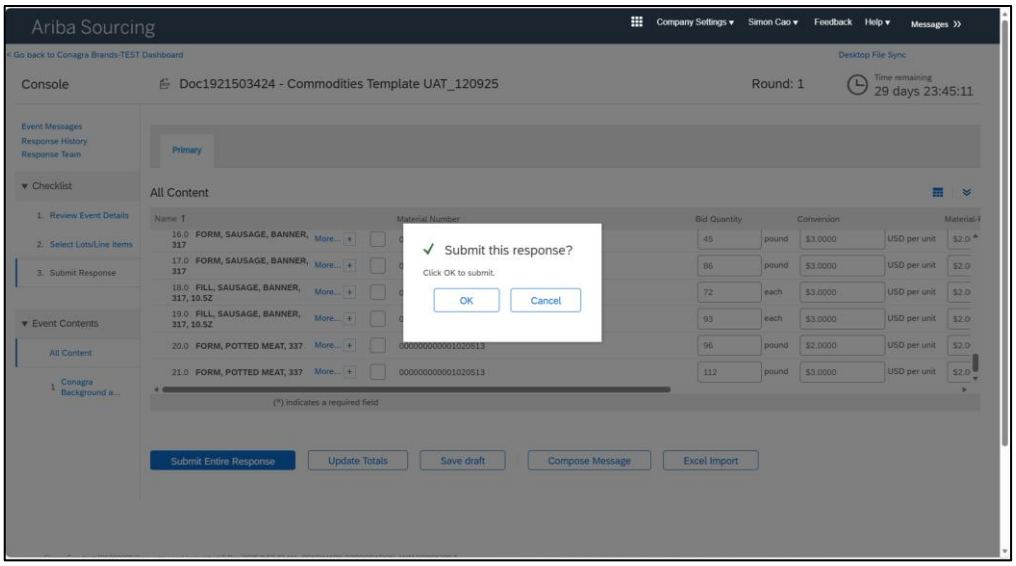
12. Once the file is imported, you will see an Import Successful message, there is one more step before Conagra will receive your bid.

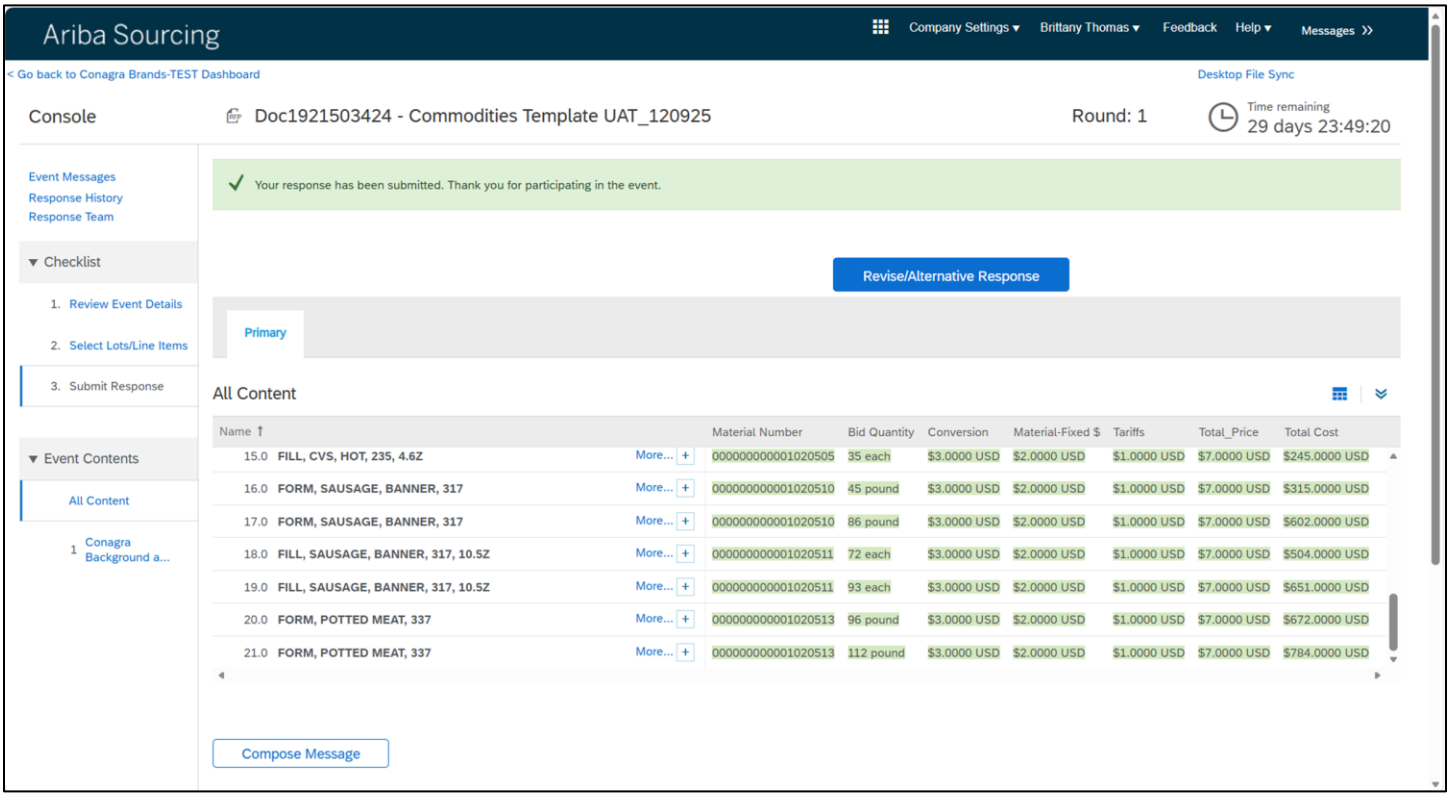


13. Submit your response by selecting **Submit Entire Response** and confirm by clicking **OK** when prompted.

Conagra will not receive your response unless you Submit Entire Response after uploading


Ariba Sourcing
Company Settings
Simon Cao
Feedback
Help
Messages
< Go back to Conagra Brands-TEST Dashboard
Desktop File Sync
Console
Doc1972190453 - SUPPLIERTEST
Round: 1
Time remaining
24 days 01:42:31
Event Messages
Response History
Response Team
Primary
Checklist
1. Review Event Details
2. Select Lots/Line Items
3. Submit Response
All Content
Name
Bid Quantity
Total Price
Total Cost
1.0 Conagra Background and Introduction
1.1 Updated SAP RFP_ALT1
Updated SAP RFP_ALT1 (1).pdf
2.0 Pens
1,000
each
$1,000.00
USD per unit
(*) indicates a required field
Event Contents
All Content
1 Conagra Background a...
Submit Entire Response
Update Totals
Save draft
Compose Message
Excel Import
SAP Business Network Privacy Statement
Security Disclosure
Terms of Use
© 1996–2019 Ariba, Inc. All rights reserved.

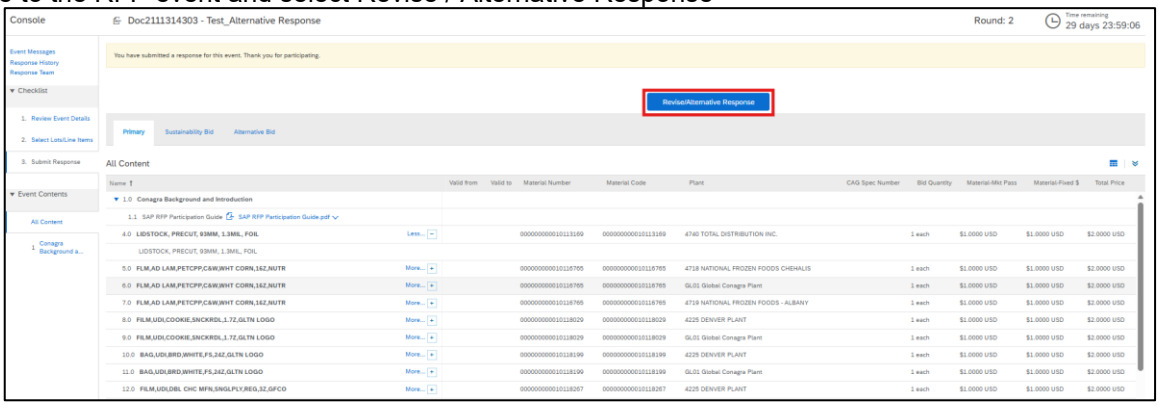

Ariba Sourcing
Company Settings
Simon Cao
Feedback
Help
Messages
Desktop File Sync
Console
Doc1921503424 - Commodities Template UAT_120925
Round: 1
Time remaining
29 days 23:45:11
Primary
All Content
Submit this response?
Click OK to submit.
OK
Cancel
Submit Entire Response
Update Totals
Save draft
Compose Message
Excel Import



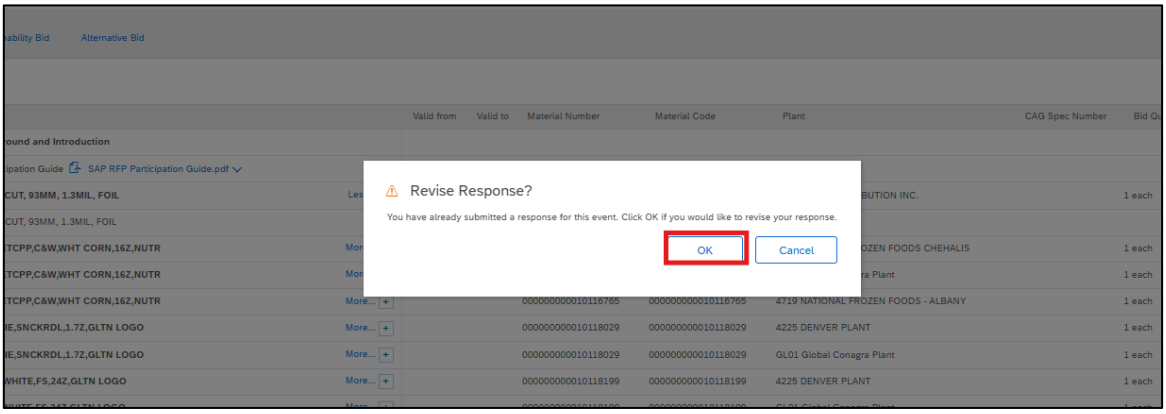
How to Revise Response or Respond to Subsequent Rounds

1. Use this section to revise a current round bid or to respond to a subsequent round

2. Navigate to the RFP event and select Revise / Alternative Response



3. Select **OK** to confirm **Revise Response**.



4. Follow the same response process used in Round 1,
5. If responding in the system, type over your previous response with your updated values.
6. If responding via excel upload, the downloaded excel will include your previous response values. Enter your updated response values and upload.
7. Confirm all required fields are completed and review pricing before submitting response.

