

# Navigating an Event through the Ariba Sourcing Tool

## SAP Ariba Sourcing | Center of Excellence

### Overview

This document provides guidance on how to navigate and respond to Conagra Brands RFP events within the SAP Sourcing Ariba platform. It explains a two-step process for accessing your event and submitting your response directly through the system and also includes a dedicated subsection for suppliers who prefer to complete and upload their responses using the Excel template.

The guide is organized into two sections:

1. [How to Respond](#)
2. [How to Respond via Excel Template.](#)
3. [How to Participate and Respond to a Round 2/3 Bid](#)

### How to Respond

1. Begin by locating and opening the event link included in the automated SAP Sourcing email notification, then log in through the Ariba Business Network

Conagra Brands-TEST has invited you to participate in an event: SUPPLIERTEST.

Summary by Copilot

**Caution - External Email Message**  
This email originates from outside Conagra Brands. Please be vigilant before responding, clicking on links or opening attachments. [Report Suspicious](#)

**SAP Ariba**

Welcome, Simon Cao.

Conagra Brands-TEST has registered you on their Ariba Spend Management site and invited you to participate in the following event: SUPPLIERTEST. The event starts on Thursday, January 15, 2026 at 10:21 AM, Central Standard Time and ends on Saturday, February 14, 2026 at 10:21 AM, Central Standard Time.

[Click Here](#) to access this event. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can access this event.

NOTE: This link is only valid for 30 days. Make sure to register on the Ariba Commerce Cloud before the link expires. After you register on the Ariba Commerce Cloud, you can no longer use this link.

If you have questions about this event, contact Brittany Thomas via telephone at or via e-mail at [Brittany.Thomas@conagra.com](mailto:Brittany.Thomas@conagra.com).

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.

We look forward to working with you!

Thank You,  
Conagra Brands-TEST

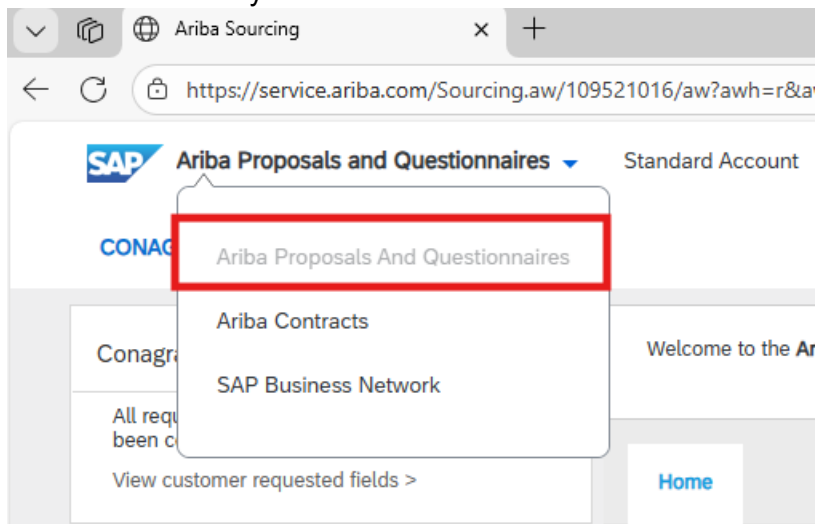
Conagra Brands-TEST sourcing site, Event Doc1972190453: SUPPLIERTEST, Realm: conagrabrands-T, Message ID: MSG230442749, [Click Here](#)

Ariba, Inc. 3420 Hillview Ave, Palo Alto, CA 94304, USA  
[Data Policy](#) | [Contact Us](#) | [Customer Support](#)

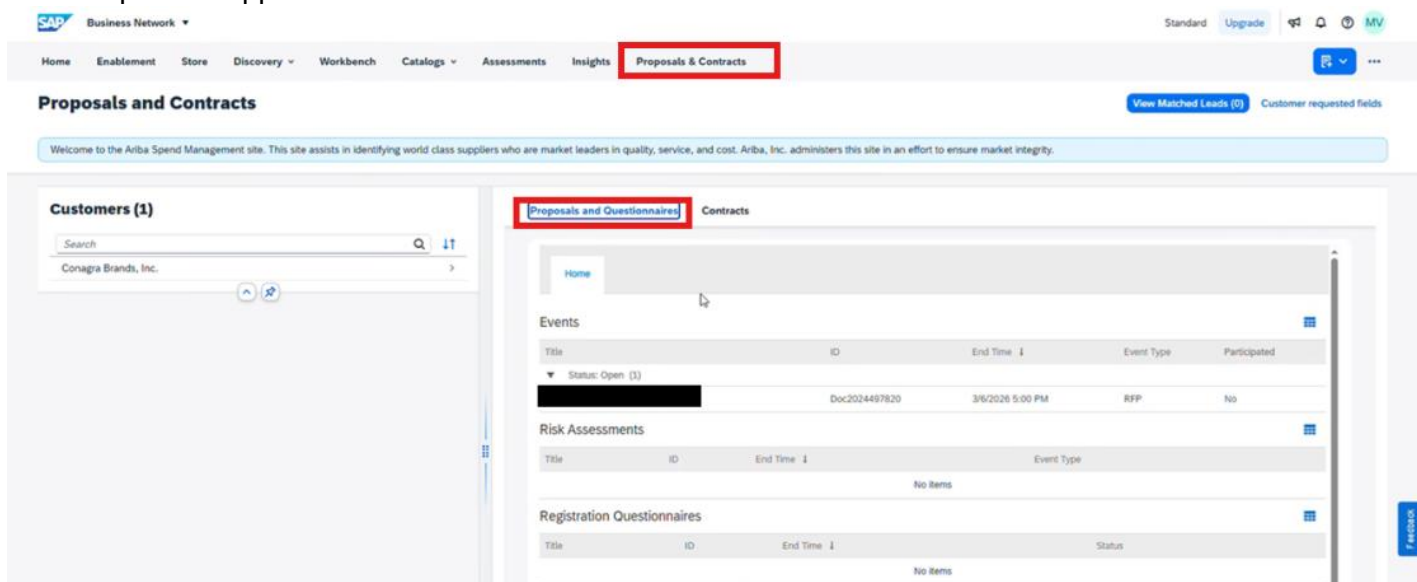
# Navigating an Event through the Ariba Sourcing Tool

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2. Once logged in, navigate to the top-left corner of the screen and select *Ariba Proposals & Questionnaires*, which will take you into the area where your active events are stored.



Alternatively, if you are using the **new User Interface**, select Proposals & Contracts from the top navigation tab and open the applicable RFP.



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

The screenshot shows the SAP Ariba Sourcing tool interface. The user is logged in as 'vishajeet sharma'. The page displays the 'CONAGRA BRANDS-TEST' account information and a welcome message. The 'Events' section is visible, showing a table with columns for Title, ID, End Time, Event Type, and Participated. The 'Status: Open (1)' dropdown is expanded, and the 'SUPPLIERTEST' event is highlighted with a red box. Below the Events section, there is a 'Risk Assessments' section with a table showing 'No Items'.

4. 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

The screenshot shows the 'Event Details' page for 'Doc1983927861 - Test12226'. The user is logged in as 'vishajeet sharma'. The page displays the event details, including the round number (Round: 1) and the time remaining (29 days 23:59:21). The 'Intend to Participate' button is highlighted with a red box. Below the buttons, there is a 'Primary' section and an 'All Content' section with a table of materials.

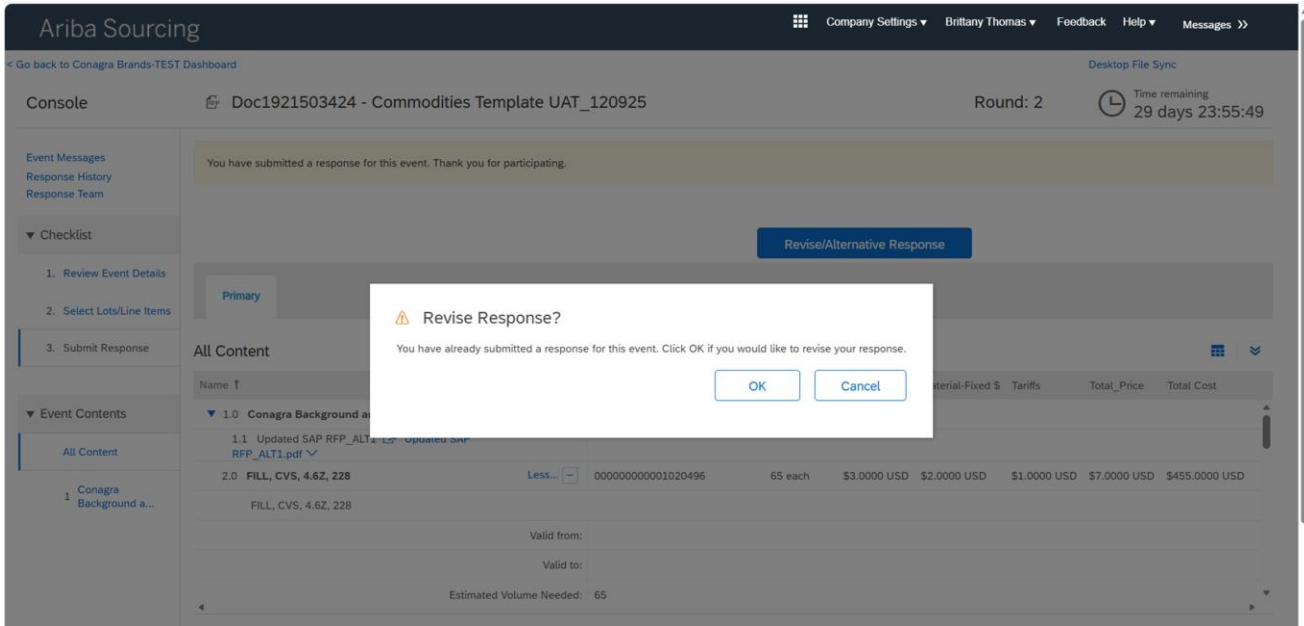
Select *Revise/Alternative Response* to adjust Response

The screenshot shows the 'Event Details' page for 'Doc1983927861 - Test12226'. The user is logged in as 'Lauren Parker'. The page displays the event details, including the round number (Round: 2) and the time remaining. The 'Revise/Alternative Response' button is highlighted with a red box. Below the buttons, there is a 'Primary' section and an 'All Content' section with a table of materials.

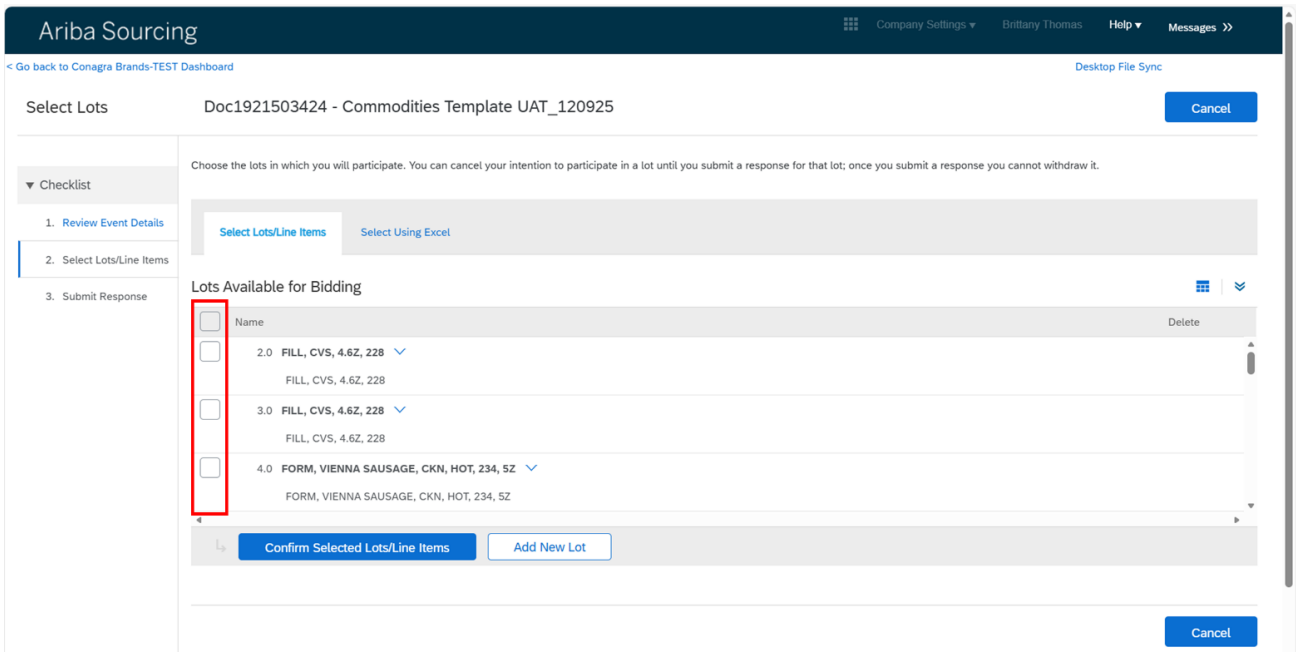
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Select OK



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



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

The screenshot shows the Ariba Sourcing interface for document Doc1972190453 - SUPPLIERTEST. The 'All Content' table is visible, with the following data:

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	100,000 each	* \$20,000.00	USD per unit

Buttons at the bottom include: Submit Entire Response, Update Totals, Save draft, Compose Message, and Excel Import.

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

The screenshot shows the Ariba Sourcing interface for document Doc1972190453 - SUPPLIERTEST. The 'All Content' table is visible, with the following data:

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

The **Submit Entire Response** button is highlighted with a red box. Other buttons include: Update Totals, Save draft, Compose Message, and Excel Import.

Select **OK**

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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

Checklist

- Review Event Details
- Select Lots/Line Items
- Submit Response

Event Contents

All Content

Name ↑	Material Number	Bid Quantity	Conversion	Material-F
16.0 FORM, SAUSAGE, BANNER, 317		45	pound \$3.0000	USD per unit \$2.0
17.0 FORM, SAUSAGE, BANNER, 317		86	pound \$3.0000	USD per unit \$2.0
18.0 FILL, SAUSAGE, BANNER, 317, 10.5Z		72	each \$3.0000	USD per unit \$2.0
19.0 FILL, SAUSAGE, BANNER, 317, 10.5Z		93	each \$3.0000	USD per unit \$2.0
20.0 FORM, POTTED MEAT, 337	00000000001020513	96	pound \$2.0000	USD per unit \$2.0
21.0 FORM, POTTED MEAT, 337	00000000001020513	112	pound \$3.0000	USD per unit \$2.0

(\*) indicates a required field

Submit Entire Response Update Totals Save draft Compose Message Excel Import

✓ Submit this response?

Click OK to submit.

OK Cancel

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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

Event Messages Response History Response Team

Checklist

- Review Event Details
- Select Lots/Line Items
- Submit Response

Event Contents

All Content

1 Conagra Background a...

✓ Your response has been submitted. Thank you for participating in the event.

Revise/Alternative Response

Primary

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

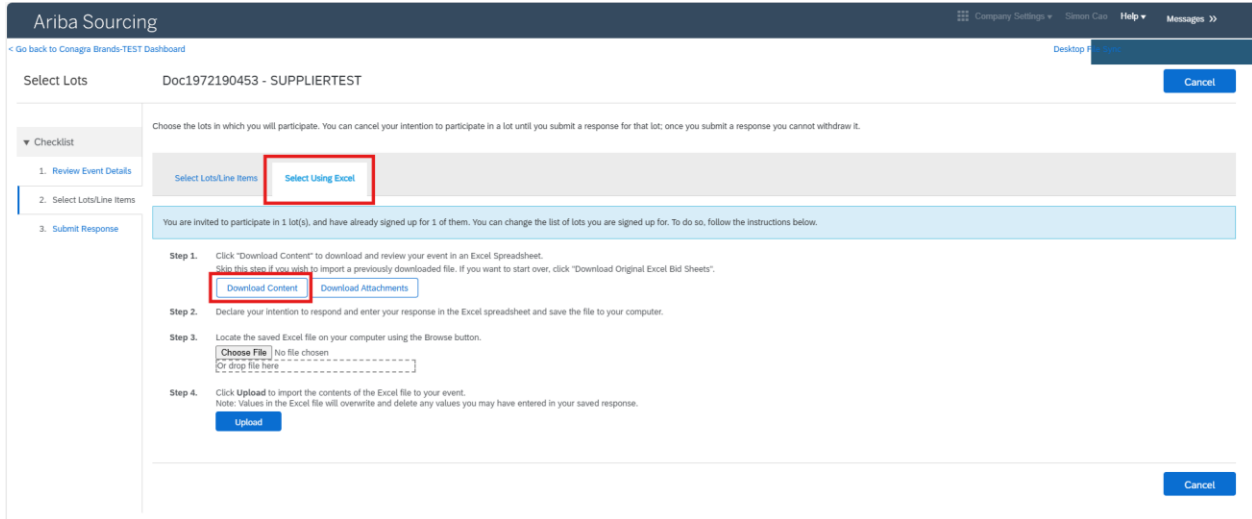
Compose Message

# Navigating an Event through the Ariba Sourcing Tool

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### How to Respond via Excel Template

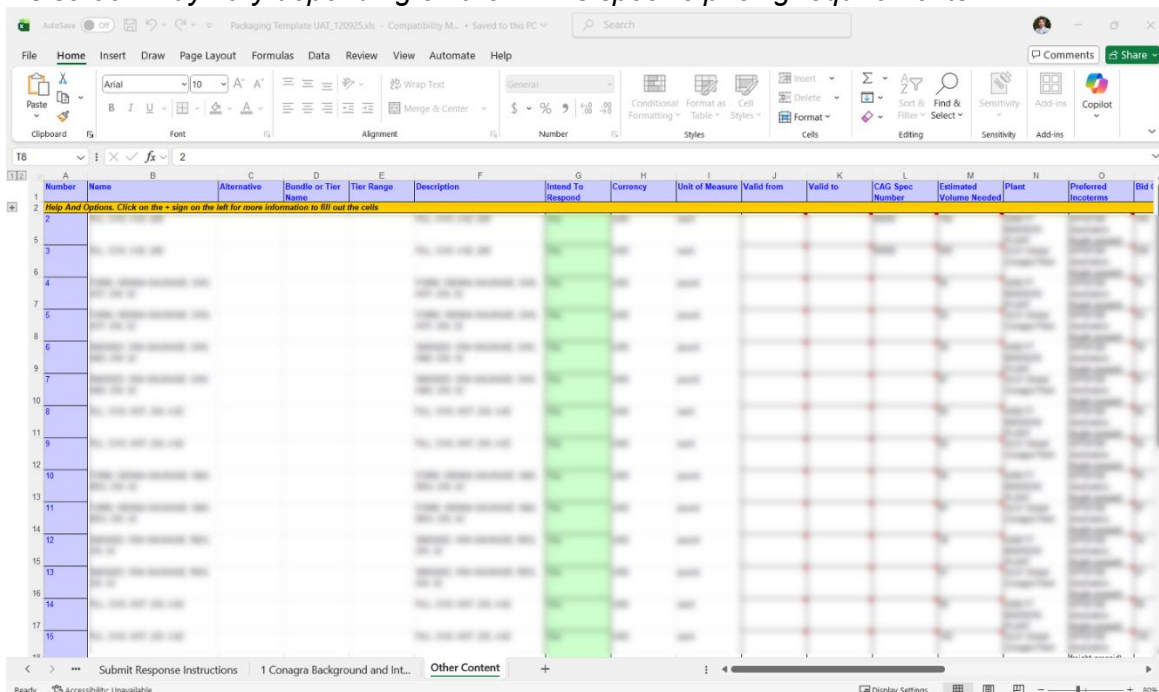
1. If you prefer to respond using Excel, open the *Select Using Excel* tab within the event and select *Download Content* to download the Excel file associated with the RFP.



2. Open the downloaded Excel file, complete all mandatory fields and item details, and save the updated file to your device. **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.

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

- This screen may vary depending on the RFP's specific pricing requirements.



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- The “Intend to Respond” column is a required dropdown field. Be sure to select “Yes” for each item you intend to bid on, as this step is commonly overlooked.

The screenshot shows a spreadsheet with columns labeled A through O. Column E, 'Intend to Respond', is highlighted with a red border. The cells in this column contain 'No' for most rows and 'Yes' for one row. A yellow banner at the top of the spreadsheet reads: 'Help And Options. Click on the + sign on the left for more information to fill out the cells'.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Number	Name	Alternative	Description	Intend To Respond	Currency	Unit of Measure	Valid from	Valid to	Material Number	Material Code	Plant	CAG Spec Number	Bid Quantity	Material Mkt Pass
2				No										
3				Yes										
4				No										
5				No										
6				No										
7				No										
8				No										
9				No										
10				No										
11				No										
12				No										
13				No										
14				No										
15				No										
16				No										
17				No										
18				No										
19				No										
20				No										

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

The screenshot shows a spreadsheet with columns labeled A through Q. Column Q, 'Total Price', is highlighted with a red border. The cells in this column are yellow. A yellow banner at the top of the spreadsheet reads: 'Help And Options. Click on the + sign on the left for more information to fill out the cells'.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Number	Name	Alternative	Description	Intend To Respond	Currency	Unit of Measure	Valid from	Valid to	Material Number	Material Code	Plant	CAG Spec Number	Bid Quantity	Material Mkt Pass	Material Mkt	Total Price
2				No												
3				Yes												
4				No												
5				No												
6				No												
7				No												
8				No												
9				No												
10				No												
11				No												
12				No												
13				No												
14				No												
15				No												
16				No												
17				No												
18				No												
19				No												
20				No												

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3. Return to the event page, choose the completed Excel file, and upload it using the *Choose File* button.

Ariba Sourcing

< Go back to Conagra Brands-TEST Dashboard

Select Lots Doc1972190453 - SUPPLIERTEST

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit a response you cannot withdraw it.

Checklist

- Review Event Details
- Select Lots/Line Items
- Submit Response

Select Lots/Line Items Select Using Excel

You are invited to participate in 1 lot(s), and have already signed up for 1 of them. You can change the list of lots you are signed up for. To do so, follow the instructions below.

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".

Download Content Download Attachments

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.

Choose File No file chosen

Or drop file here

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

Upload

Cancel

Choose the file to upload

Ariba Sourcing

< Go back to Conagra Brands-TEST Dashboard

Select Lots Doc1972190453 - SUPPLIERTEST

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit a response you cannot withdraw it.

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Download Content Download Attachments

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.

Choose File No file chosen

Or drop file here

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

Upload

File Explorer: Downloads

Name	Date modified	Type	Size
SUPPLIERTEST (1).xls	1/21/2026 8:34 AM	Microsoft Excel 97...	25 KB

File name: All files (\*.\*)

Upload from mobile Open Cancel

Cancel

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### Click Upload button

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< Go back to Conagra Brands-TEST Dashboard Desktop File Sync

Select Lots Doc1972190453 - SUPPLIERTEST Cancel

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit a response you cannot withdraw it.

Checklist

1. Review Event Details
2. Select Lots/Line Items
3. Submit Response

Select Lots/Line Items Select Using Excel

You are invited to participate in 1 lot(s), and have already signed up for 1 of them. You can change the list of lots you are signed up for. To do so, follow the instructions below.

**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".  
Download Content Download Attachments

**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.  
Choose File SUPPLIERTEST (1).xls  
Or drop file here

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

Cancel

4. Once the file is uploaded successfully, the system will process your Excel response as your official event submission.

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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 23:50:02

Event Messages  
Response History  
Response Team

Checklist

1. Review Event Details
2. Select Lots/Line Items
3. Submit Response

Event Contents

All Content

Primary

All Content

Name	Material Number	Bid Quantity	Conversion	Material ID

Lead Time in Cal

Supplier Comment Demo

Comments:

(\*) indicates a required field

Submit Entire Response Update Totals Save draft Compose Message Excel Import

**Import Successful**  
Your response has been imported successfully.  
Click the **Submit Entire Response** button, as soon as it appears on the page.  
OK

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

The screenshot shows the Ariba Sourcing interface for document Doc1972190453 - SUPPLIERTEST. The 'Submit Response' step is active in the checklist. The 'Submit Entire Response' button is highlighted with a red box. The interface includes a table for bid items and various action buttons.

Name ↑	Bid Quantity	Total Price	Total Cost
1.0 Conagra Background and Introduction			
1.1 Updated SAP RFP_ALT1 <a href="#">Updated SAP RFP_ALT1 (1).pdf</a>			
2.0 Pens	1,000 each	* \$1,000.00	USD per unit

### Select OK

The screenshot shows the Ariba Sourcing interface for document Doc1921503424 - Commodities Template UAT\_120925. A confirmation dialog box is overlaid on the interface, asking 'Submit this response?' with 'OK' and 'Cancel' buttons. The background interface shows a table of bid items and the 'Submit Entire Response' button.

Name ↑	Material Number	Bid Quantity	Conversion	Material-f
16.0 FORM, SAUSAGE, BANNER, 317		45	pound	\$3.0000 USD per unit \$2.0
17.0 FORM, SAUSAGE, BANNER, 317		86	pound	\$3.0000 USD per unit \$2.0
18.0 FILL, SAUSAGE, BANNER, 317, 10.5Z		72	each	\$3.0000 USD per unit \$2.0
19.0 FILL, SAUSAGE, BANNER, 317, 10.5Z		93	each	\$3.0000 USD per unit \$2.0
20.0 FORM, POTTED MEAT, 337	000000000001020513	96	pound	\$2.0000 USD per unit \$2.0
21.0 FORM, POTTED MEAT, 337	000000000001020513	112	pound	\$3.0000 USD per unit \$2.0

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< 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

Event Messages  
Response History  
Response Team

Checklist

- Review Event Details
- Select Lots/Line Items
- Submit Response

Event Contents

- All Content
- 1 Conagra Background a...

✓ Your response has been submitted. Thank you for participating in the event.

[Revise/Alternative Response](#)

Primary

All Content

Name ↑	Material Number	Bid Quantity	Conversion	Material-Fixed \$	Tariffs	Total_Price	Total Cost
15.0 FILL, CVS, HOT, 235, 4.6Z <a href="#">More...</a>	000000000001020505	35 each	\$3.0000 USD	\$2.0000 USD	\$1.0000 USD	\$7.0000 USD	\$245.0000 USD
16.0 FORM, SAUSAGE, BANNER, 317 <a href="#">More...</a>	000000000001020510	45 pound	\$3.0000 USD	\$2.0000 USD	\$1.0000 USD	\$7.0000 USD	\$315.0000 USD
17.0 FORM, SAUSAGE, BANNER, 317 <a href="#">More...</a>	000000000001020510	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 <a href="#">More...</a>	000000000001020511	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 <a href="#">More...</a>	000000000001020511	93 each	\$3.0000 USD	\$2.0000 USD	\$1.0000 USD	\$7.0000 USD	\$651.0000 USD
20.0 FORM, POTTED MEAT, 337 <a href="#">More...</a>	000000000001020513	96 pound	\$3.0000 USD	\$2.0000 USD	\$1.0000 USD	\$7.0000 USD	\$672.0000 USD
21.0 FORM, POTTED MEAT, 337 <a href="#">More...</a>	000000000001020513	112 pound	\$3.0000 USD	\$2.0000 USD	\$1.0000 USD	\$7.0000 USD	\$784.0000 USD

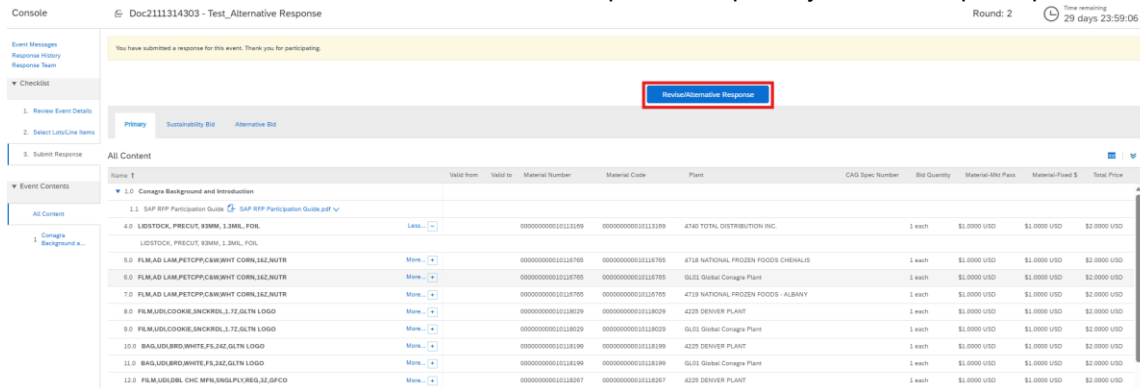
[Compose Message](#)

# Navigating an Event through the Ariba Sourcing Tool

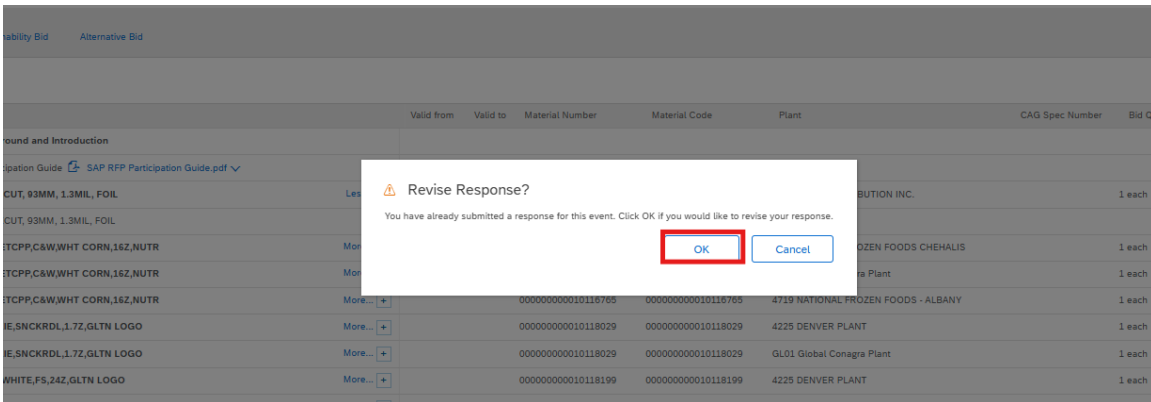
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### How to Participate and Respond to a Round 2/3 Bid

1. Log in to the RFP event and select Revise / Alternative Response to update your bid and participate in the new round.



2. Select OK to confirm Revise Response.



3. Follow the same response process used in Round 1, whether responding directly in the system or via the Excel template. Review all applicable line items and **overwrite** the existing pricing with your updated values for the current round. Be sure to complete all required fields and confirm your revised pricing before submitting your response.

