

# How to Navigate the Message Center

## SAP Ariba Sourcing | Center of Excellence

### Overview

This OPL explains how to

1. **Send messages to your RFP Project Team**
2. **View and manage messages in Event Messages**

### Send a Message to your RFP Project Team

1. Within your sourcing event, scroll to the **bottom of the screen** and select **Compose Message**.
  - a. This allows you to send a message directly to your RFP Project Team or Project Owner.

The screenshot shows the SAP Ariba Sourcing interface for a sourcing event titled "Doc2040292593 - Engineering Test Project". The interface includes a navigation menu on the left with options like "Event Messages", "Response History", and "Response Team". The main content area displays a table with columns for "Name", "Bid Quantity", "Total Price", and "Total Cost". Below the table, there are several buttons: "Submit Entire Response", "Update Totals", "Reload Last Bid", "Save draft", "Compose Message" (highlighted with a red box), "Excel Import", and "Alternative".

2. The **Compose Message** screen functions similarly to an email:
  - a. Update the Subject line as needed
  - b. Add attachments (if applicable)
  - c. Enter your message in the body of the email
  - d. Once complete, select Send.

Your message will be delivered to the designated project team members and stored within the event for reference.

The screenshot shows the "Compose New Message" screen. The "From" field is filled with a redacted name. The "To" field is set to "Project Team". The "Subject" field contains "Doc2040292593 - Engineering Test Project" and is highlighted with a red box. Below the subject field, there is an "Attachments" section with an "Attach a file" button, also highlighted with a red box. The main body of the email is a large text area. At the bottom right, there is a "Send" button highlighted with a red box.

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### View and manage messages in Event Messages

1. In the **top-left corner** of the event screen, select **Event Messages**

The screenshot shows the SAP Ariba Sourcing interface for an event titled "Doc2040292593 - Engineering Test Project". In the top-left corner, the "Event Messages" menu item is highlighted with a red box. The main content area displays a form for submitting a response, with sections for "1.0 Conagra Background and Introduction", "2.0 Supplier Attachments", and "3.0 Pricing Proposal". The pricing proposal section includes fields for "Equipment Base" and "Tariff", each with a quantity input, a unit dropdown (set to "each"), and a price input field with a "USD per unit" label. A "Submit Entire Response" button is visible at the bottom of the form.

2. Within Event Messages, you can:

- Compose a new message
- View sent and received messages
- View any related communication tied to the event
- Download attachments associated with each message

All communications remain linked to the event, providing a clear audit trail.

The screenshot shows the "Event Messages - Engineering Test Project" screen. At the top, there is a "Back to Console" button. Below the header, a table lists messages with columns for Id, Reply Sent, Sent Date, From, Contact Name, To, and Subject. The messages are as follows:

Id	Reply Sent	Sent Date	From	Contact Name	To	Subject
MSG240287311	No	02/24/2026 12:11 PM	[Redacted]	Sourcing COE	Participants (0) Team (2)	Doc2040292593 - Engineering Test Project   Message
MSG240287286	Not Applicable	02/24/2026 11:43 AM	[Redacted]	Sourcing COE	Participants (0) Team (2)	Response (ID=ID1317315798) in event Engineering Test Project has been submitted.
MSG240287279	Not Applicable	02/24/2026 11:35 AM	Conagra Brands-TEST	Lauren Parker	Sourcing COE	Conagra Brands-TEST has invited you to participate in an event: Engineering Test Project.

Below the table, there are action buttons: "View", "Reply", "Compose Message", and "Download all attachments". The "Compose Message" and "Download all attachments" buttons are highlighted with a red box. At the bottom right, there is another "Back to Console" button.