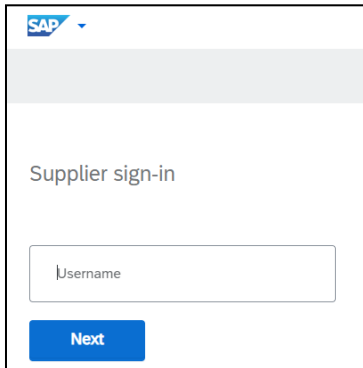
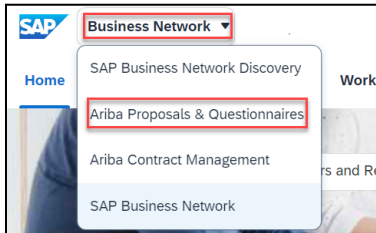


GENERAL NAVIGATION

1. Log into Ariba using your username and password
 - a. Link: <https://supplier.ariba.com/>
 - b. Enter Username and password



2. Click **Business Network** next to the SAP logo in the top left corner
 - a. Select **Ariba Proposals & Questionnaires**



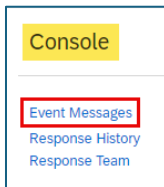
3. Within the Events section, locate the impacted event within the **'Status: Open'** folder.
 - a. Click on the link to open the Event.

Title	ID	End Time ↓	Event Type	Participated
▼ Status: Open (9)				
Review Prerequisites and Intent to Bid	Doc1166024763	9/26/2024 10:48 AM	RFP	No
Test Request for Proposal v1	Doc1155912922	9/18/2024 12:00 AM	RFP	No

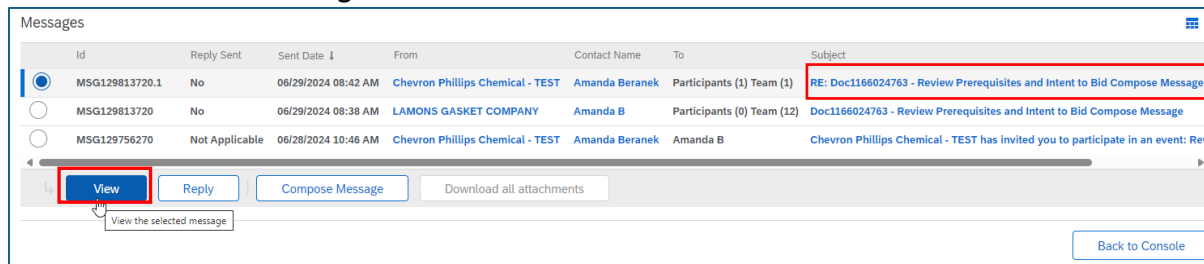
VIEW AND RESPOND TO EVENT MESSAGES

Messages from CPChem related to the Event are sent by the Project Owner via Ariba Messenger. The Recipient of the message will automatically an email notification with Message details. The Message can also be viewed directly in the Event.

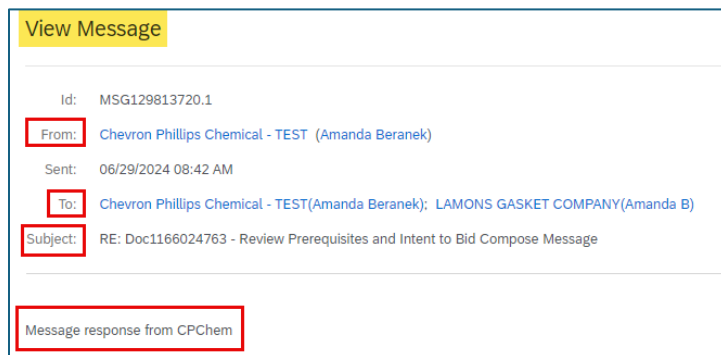
1. Go to upper left side of the Console
 - a. Click **Event Messages**



- b. There are two ways to **View** the message
 - i. Click **Subject** line hyperlink
 - ii. Click **Message** radial and click **View**



2. Message displays within **View Message** window



3. Go to the upper right corner of the **View Message** window
 - a. There are two options:
 - i. Click **Done**
 - ii. Click **Reply** to respond to the Message
 - See Compose Message below for additional details



4. To return to the Event from **Event Messages** window, navigate to the upper left corner or bottom left corner

a. Click **Back to Console**

Event Messages - Review Prerequisites and Intent to Bid Compose

Message

Time remaining
89 days 01:39:02

Messages

Id	Reply Sent	Sent Date ↓	From	Contact Name
MSG129813720.1	No	06/29/2024 08:42 AM	Chevron Phillips Chemical - TEST	Amanda Beranek
MSG129813720	No	06/29/2024 08:38 AM	LAMONS GASKET COMPANY	Amanda B
MSG129756270	Not Applicable	06/28/2024 10:46 AM	Chevron Phillips Chemical - TEST	Amanda Beranek

View Reply Compose Message Download all attachments

COMPOSE NEW MESSAGE

All communications with CPChem related to the Event must be composed in Ariba using the Message functionality. Email messages related to the Event should not be sent directly to the CPC Event Owner.

1. Within the **bottom** panel, there are multiple options including **Compose Message**

a. Click **Compose Message**

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

b. From the **Compose Message** window,

i. [OPTIONAL] Edit **Subject**

▪ Message auto-defaults with Event document number and Event title

ii. [OPTIONAL] Upload **Attachments**

iii. Enter **Text**

Compose New Message

From: LAMONS GASKET COMPANY (Amanda B)

To: Project Team

Subject: Doc1166024763 - Review Prerequisites and Intent to Bid Compose Message

Attachments Attach a file

1 (8 pt) font

Enter Message

c. Click **Send**